



## DEFENSE INFORMATION SYSTEMS AGENCY

P. O. BOX 549  
FORT MEADE, MARYLAND 20755-0549

JUL 11 2013

DISA INSTRUCTION 100-50-9\*

### POLICIES

#### DISA Policy Letters (DPLs)

1. **Purpose.** This Instruction prescribes policy and assigns responsibility for DISA Policy Letters (DPLs).
2. **Applicability.** This Instruction applies to DISA.
3. **Policy.** A DPL will prescribe Agency policy or assign responsibilities for time sensitive materials and will serve as the framework for policies and procedures contained in DISA Circulars and Instructions. A DPL will be signed by either the Director or the Chief of Staff. A DPL is used for publishing Agency guidance to be established in a timely manner. A DPL will remain in effect for 1 year and will either be reissued as a DPL or codified as a DISA Circular or Instruction within 1 year after the original issue date. A DPL will automatically expire after 1 year from the date of signature.
4. **Responsibilities.**
  - 4.1 **Chief of Staff (COS).** The COS will:
    - 4.1.1 Provide overall management of DPLs and determine the appropriate signature level as either the Director or the COS.
    - 4.1.2 Serve as the office of collateral responsibility (OCR) for all DPLs.
    - 4.1.3 Conduct an editorial and administrative review of all DPLs, assign the DPL sequential number, and prepare the DPL in final form.
    - 4.1.4 Process the package after signature and forward to the Strategic Planning and Information Directorate (SPI) Planning and Governance Division (SI2) Publications Management Office (SI22) for publishing on the Defense Enterprise Portal Service (DEPS).

4.1.5 Notify all office managers (OMs) via e-mail when a DPL has been published on DEPS in order for the OM to inform their directorate personnel.

**4.2 Director for Strategic Planning and Information (SPI).**  
The Director, SPI, will:

4.2.1 Conduct a review of a proposed DPL intended for public release for public affairs concerns.

4.2.2 Publish the DPL on DEPS.

4.2.3 Notify the office of primary responsibility (OPR) and the Office of the Chief of Staff (OCOS) as to the publishing of a DPL on DEPS.

**4.3 Director for Manpower, Personnel, and Security (MPS).**  
The Director, MPS, will conduct a review of a proposed DPL intended for public release for operational security concerns.

**4.4 General Counsel (GC).** The GC will conduct a review of a proposed DPL for legal concerns.

**5. Office of Primary Responsibility (OPR) Duties.** An OPR is the DISA staff element with proponency or primary interest in the issue. An OPR will:

5.1 Prepare the proposed DPL consistent with the format provided in the enclosure on bond paper in MS Word with 1 inch margins using Times New Roman 12 point font and save the electronic version of the proposed final DPL in AIMS.

5.2 Coordinate the proposed DPL with appropriate directorates, based upon subject matter, using a DISA Form 9: Summary Sheet. (The OPR will be annotated in block 1 followed by the appropriate directorates. The General Counsel (GC) will be annotated as "GC" for coordination as the last directorate entry. The COS will be annotated as "DS" for coordination followed by the Vice Director as "DV" for coordination and the Director as "D" for signature.)

5.3 Coordinate the proposed DPL with the SPI Strategic Communications Division (SI5) and the MPS Security Division (MPS6) using a separate DISA Form 9. (SI5 will be listed in block 1 and MPS6 will be listed in block 2. [The text

of the "Summary" block of the DISA Form 9 that is prepared for directorate-level and Command Staff coordination may be used for the DISA Form 9 for SI5 and MPS6.])

5.4 Forward the proposed DPL, prepared on bond paper as specified in subparagraph 5.1, in a signature package with the appropriate coordination, as specified in subparagraphs 5.2 and 5.3, to the office of COS.

5.5 Inform the COS, 90 days after the date of signature of the DPL, as to whether the DPL is to be reissued 1 year from the date of signature as a DPL, whether it will be codified as a DISA Circular or Instruction, or whether it will be canceled.

  
FREDERICK A. HENRY  
Brigadier General, USA  
Chief of Staff

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\*This Instruction cancels DISAI 100-50-9, 9 February 2007.  
OPR: COS  
DISTRIBUTION: P

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Enclosure: DISAI 100-50-9

Format for Preparing a DISA Policy Letter (DPL)

DISA POLICY LETTER 2013-X

(subject of DPL)

1. **Purpose.** Describe the purpose of the DPL in one or two sentences in this mandatory paragraph.
2. **Reference.** If references are cited in the policy and responsibilities paragraph or the procedures paragraph, list the documents in this optional paragraph.
3. **Policy and Responsibilities.** Prescribe the Agency policy and assign responsibilities regarding the subject of the DPL in this mandatory paragraph.
4. **Procedures.** When procedural information is needed, include it in this optional paragraph.

//signature block//  
(leave blank -- to be added by OCOS)

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OPR: XX  
DISTRIBUTION: P