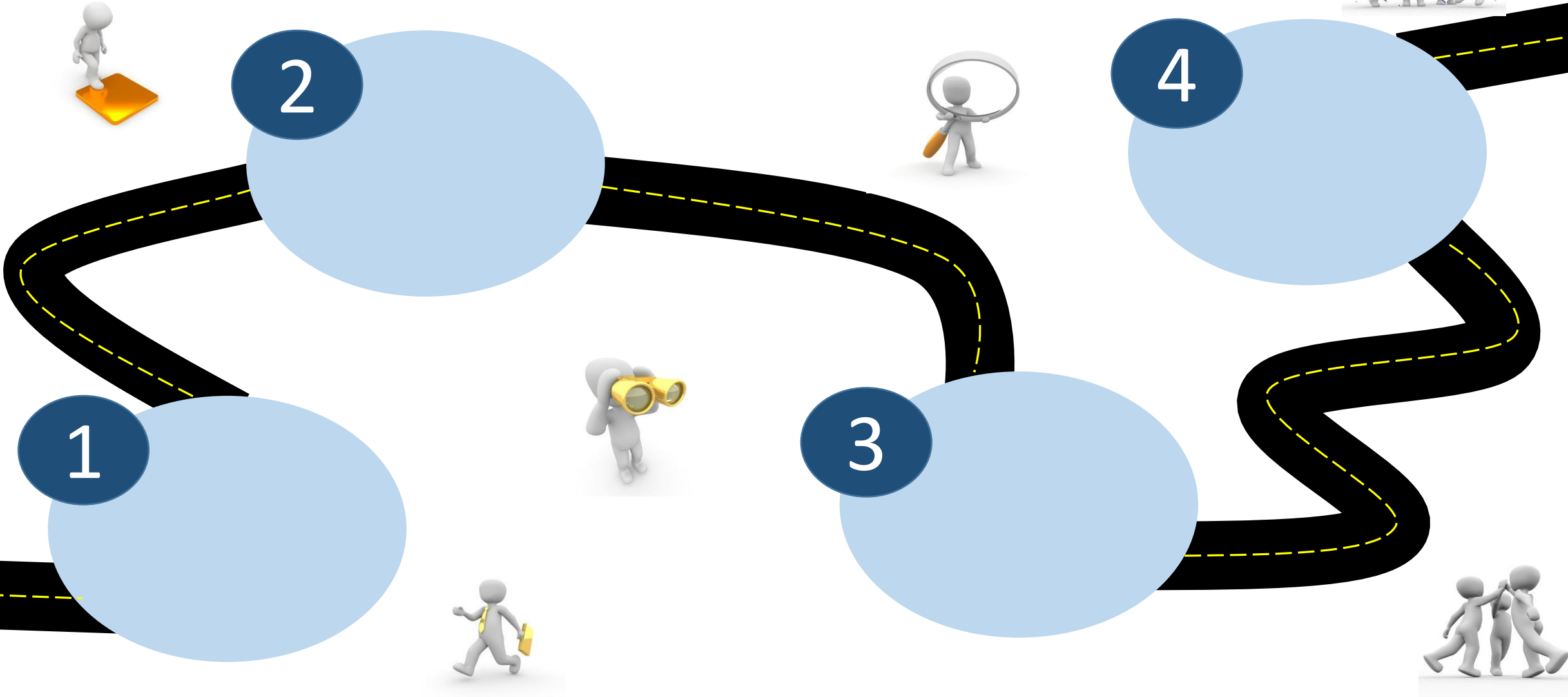


# ISSUANCE JOURNEY



Presented by: The Issuance Team (^Issuance Library)

# WHAT IS AN ISSUANCE?

The action of supplying or distributing something, especially for **official** purposes.

The action of **formally** making something known.

- Oxford Dictionary



## ▼ Directive

- ✓ The WHAT
- ✓ Establishes Policy
- ✓ Assigns Responsibilities
- ✓ Defines Objectives
- ✓ Delegates Authority
- ✓ Does NOT address how the directive could/should be implemented

## ▼ Policy

- ✓ The WHO
- ✓ The detailed explanation of the directive
- ✓ Assigns Responsibilities
- ✓ Addresses at a high level how the directive could be implemented

## ▼ Issuance Memos

- ✓ Short term stop-gap issuance that provides immediately executable actions that will be added to directives/policies in the near future
- ✓ Can delegate authority for key positions



# ISSUANCE JOURNEY



**2** DRAFT  
ISSUANCE  
USING  
GUIDELINES



**4** PUBLISH  
ISSUANCE

**1** SUMBIT  
REQUEST TO  
ISSUANCE  
LIBRARY



**3** TECHNICAL &  
STAKEHOLDER  
REVIEW



# ISSUANCE JOURNEY

1

SUBMIT  
REQUEST TO  
ISSUANCE  
LIBRARY

2

DRAFT  
ISSUANCE  
USING  
GUIDELINES

## Issuance Team Will...

- ✓ Recommend Issuance Type
- ✓ Assign Issuance Number
- ✓ Assess Impact to Existing Issuances
- ✓ Notify Requestor of Results



## Requestor Will Follow Issuance Guidelines...

- ✓ Directive and Policy Template
- ✓ Issuance Standards
- ✓ Writing Style Guide



# ISSUANCE JOURNEY

## Issuance Toolkit...



Directive and Policy Template



- ✓ In-Line Instructions
- ✓ Sections to Complete



Issuance Standards



- ✓ Forthcoming Formatting Guidance



Writing Style Guide



- ✓ Plain Language
- ✓ No Passive Voice
- ✓ Do NOT Paraphrase References
- ✓ Explain Relationship between Issuance and Reference
- ✓ Preferred Words



Examples



- ✓ SSADIR 8000.01 CIO Responsibilities
- ✓ SSAPOL 8015.01 IT Acquisition Approval

info



# ISSUANCE JOURNEY

3

TECHNICAL &  
STAKEHOLDER  
REVIEW

4

PUBLISH  
ISSUANCE

## Requestor Will Follow Review Process....

- ✓ Issuance Team Technical Review
- ✓ Team/Branch/AC Review
- ✓ Stakeholder Review
- ✓ CIO Sign-off



## Requestor Will Determine if Issuance Should Be Published

- ✓ If Public, submit final version to ^Issuance Library
- ✓ If Private, publish per requestor's guidelines

