



Uniformed Services University Brigade INSTRUCTION

NUMBER 5025.01
January 15, 2012

BDE

SUBJECT: Uniformed Services University (USU) Brigade Directives Program

References: (a) DoD Instruction 5025.01, "DoD Directives Program," dated October 28, 2007
(b) The DoD Issuance Numbering System

A. PURPOSE. To establish policy, responsibilities, and procedures governing USU Brigade Directives (UBDs), USU Brigade Instructions (UBIs), USU Brigade Manuals (UBMs), USU Brigade Publications, and USU Brigade Directive-Type Memorandums (UBDTMs), hereafter referred to collectively as "USU Brigade issuances" or "issuances."

B. APPLICABILITY. This Instruction applies to all uniformed personnel assigned or attached to the USU Brigade.

C. POLICY. In accordance with reference (a), it is USU Brigade policy that:

a. The USU Brigade shall maintain a USU Directives Program for the development, coordination, approval, publication, and review of USU issuances in accordance with the reference and all of its sub-references.

b. USU Brigade issuances shall consist of UBDs, UBIs, UBMs, USU Brigade Publications, and UBDTMs. USU Brigade policy shall be established in UBDs, UBIs, and UBDTMs. UBIs and UBDTMs may also implement policy. UBMs shall ONLY implement USU Brigade policy. All USU Brigade Publications that are not UBMs shall be converted into UBMs on their next reissuance.

c. All UBDs, UBIs, and UBMs shall be reviewed prior to the 5-year anniversary of their publication date to ensure they are necessary, current, and consistent with USU Brigade policy, existing law, and statutory authority, with the issuance being reissued, certified as current, or cancelled as a result. All issuances certified as current shall be revised and reissued or cancelled within 7 years of their publication date.

d. UBDTMs shall be issued ONLY for time-sensitive actions that affect current issuances or that will become USU Brigade issuances, and ONLY when time constraints prevent publishing a new issuance or a change to an existing USU Brigade issuance. As such, the processing and approval of a UBDTM shall not be delayed due to missing or late collateral coordinations. UBDTMs shall not be used to permanently change or supplement existing issuances. They shall be effective for no more than 180 days from the date signed, unless an extension is approved by the Brigade Commander, during which time they shall be incorporated into an existing USU Brigade issuance, converted to a new USU Brigade issuance, reissued, or cancelled. "Time sensitive" actions are those that are:

- (1) Directed by Executive order.
- (2) Directed by the Brigade Commander
- (3) A matter of urgent national security.
- (4) Required by recent (less than 90 days) change in law, statute, or Government-wide regulation.
- (5) Necessary to prevent loss of life or limb.

D. RESPONSIBILITIES.

1. Brigade Commander. The Brigade Commander shall:

- a. Oversee the USU Brigade Directives Program.
- b. Review and approve or disapprove requests for waiver of standards and procedures.
- c. Determine whether a proposed new or revised UBD meets the criteria set forth in the DoDD definition in the glossary to this Instruction.
- d. Coordinate on all USU Brigade issuances.
- e. Develop, maintain, and oversee organizational charters.

2. Brigade Adjutant. The Brigade Adjutant shall:

- a. Manage and administer the USU Brigade Directives Program.
- b. Establish and maintain standard formats and procedures for processing USU Brigade issuances and publish them.
- c. Advise and assist the Brigade Commander in determining whether an issuance should be published as a UBD, UBI, UBM, or UBDTM.

d. Oversee the review of all issuances, the maintenance of the USU Brigade Issuances website, and the electronic publication of issuances according to their releasability.

e. Serve as the official record keeper for USU Brigade issuances. Oversee the maintenance and preservation of supporting and historical documents that constitute the official records of the development and publication of USU Brigade issuances, except for the original coordination documents, which shall be maintained and preserved by the originating member or department.

3. Brigade Judge Advocate General. The Brigade Judge Advocate General shall:

a. Provide a precoordination legal objection review (*LOR*), an adjudication review, and a presignature legal sufficiency review (*LSR*) of all proposed USU Brigade issuances.

b. As requested, advise the originating personnel when drafting proposed issuances, including revisions, and during the adjudication of formal coordination comments.

E. PROCEDURES. Preparation will be in accordance with reference (a), and routed as such:

1. Originator's Director/Dean/Department Chair

2. All departments or individuals assigned responsibilities.

3. Brigade Adjutant, who will then coordinate review through Brigade staff to the Brigade Commander.

F. GUIDANCE. All Brigade Issuances will be categorized in accordance with reference (b).

G. EFFECTIVE DATE. This Instruction is effective immediately.



Tanis M. Batsel Stewart
CAPT, MC, USN
Brigade Commander