

The following are guidelines to follow when routing a Directive/Publication for concurrent clearance and final review. This guide also provides instructions on how to cancel a directive.

## Directives Clearance Process

**NOTE:** Send all directives to FORCECOM Commander, (FC-P) [FORCECOMConcurrentClearanceRequests@uscg.mil](mailto:FORCECOMConcurrentClearanceRequests@uscg.mil) before putting your directive in concurrent clearance.

A. **Concurrent Clearance:** To initiate concurrent clearance, use Concurrent Clearance, Form CG-4590 and comply with the following:

1. Send your directive with the Concurrent Clearance, Form CG-4590 (available in the Forms Library <http://www.uscg.mil/forms/>) electronically to the [HQS Directives](#) in box, located in the global directory, or via paper copy to Commandant (CG-612) staff.
2. Please note: The sponsoring office still must maintain original signed CG-4590 and responses for their Official Case File on the directive they are writing.
3. You must allow a minimum of 15 working days from receipt by reviewer. All directives must go to:

- Commandant (CG-612) [HQS-SMB-Directives@uscg.mil](mailto:HQS-SMB-Directives@uscg.mil),
- Commandant (CG-LGL) [HQS-SMB-CG-LGL@uscg.mil](mailto:HQS-SMB-CG-LGL@uscg.mil), copy [Brendan.P.Oshea@uscg.mil](mailto:Brendan.P.Oshea@uscg.mil),
- Commandant (CG-LRA), [HQS-DG-1st-CG-0943-GuidanceReview@uscg.mil](mailto:HQS-DG-1st-CG-0943-GuidanceReview@uscg.mil),
- Commandant (CG-47), [HQS-SMB-CG-47-POLICYREVIEW@uscg.mil](mailto:HQS-SMB-CG-47-POLICYREVIEW@uscg.mil),
- Commandant (CG-1214) [HQS-SMB-CG1214ALC@uscg.mil](mailto:HQS-SMB-CG1214ALC@uscg.mil) ,
- Commandant (CG-2) [HQS-DG-LST-CG-2EXECSEC@uscg.mil](mailto:HQS-DG-LST-CG-2EXECSEC@uscg.mil), and
- Commandant (CG-8) if it affects resources, Ms. Robin Vines-Randle, X23421 [Robin.L.Vines-Randle@uscg.mil](mailto:Robin.L.Vines-Randle@uscg.mil) .

It must also go to any other directorates that are mentioned/tasked or affected by your directive. For example, if your directive refers to computer systems, it must be reviewed by Commandant (CG-63).

4. You must resolve all non-concurs, or go higher if conflict cannot be resolved.
5. After Commandant (CG-612) and all directorates concerned have cleared in current clearance, you may put your directive in final review.

B. **Final Review:** Final Review is when your immediate chain reviews the final review package before it is signed. The package must include all concurrent clearances, final review routing slip, digests (if applicable), and the camera ready directive.

1. The sponsor will submit their final review package to their immediate supervisor for review and signature. Once approved, deliver the package to Commandant (CG-612).
2. Commandant (CG-612) will perform a final review of your package. Once approved, Commandant (CG-612) will provide the sponsor with a “Final Processing/Printing Instructions” checklist.
3. The sponsor will then deliver the completed package for signature to the signing authority (found in the signature block of the Letter of Promulgation) via their chain of command.

## Directives Cancellation Process

1. A sponsoring office can cancel a directive using the Directives Affected paragraph of a directive or publication by stating what effect a directive has on previous or existing directives.
2. A sponsoring office can submit a Directives Control Sheet, CGHQ-5356 (available in the Forms Library <http://www.uscg.mil/forms/>), to Commandant (CG-612) to cancel a Commandant Directive or Publication if they are not cancelling it through the use of a Directives Affected paragraph. Sometimes a directive is just obsolete and is not being replaced by another directive. The Directives Control Sheet, CGHQ-5356 must be signed by an Office Chief or higher.