

DoD DIRECTIVES PROGRAM COORDINATION RECORD

(Please read instructions on back before completing form.)

1. CLASSIFICATION OF ISSUANCE (X one) 2. TYPE OF DoD ISSUANCE (X one) 3. TYPE OF ACTION (X one)

4. DISTRIBUTION STATEMENT (X one) 5. INTERNAL COORDINATION (X)

6. DoD ISSUANCE NUMBER (See instructions on page 2) 7. COORDINATION SUSPENSE DATE. DoD Directives Program Portal sets suspenses automatically from the date of posting on the Portal.

8. SUBJECT (Title of Issuance) 9. PURPOSE AND REMARKS (Continue on back if necessary)

10. FEDERAL REGISTER PUBLICATION REQUIRED (X one)

11. REPORTING REQUIREMENTS (X as applicable)

12. FORMS PRESCRIBED (X one) 13. PRIVACY REQUIREMENTS (X one)

14.a. ACTION OFFICER NAME (Last, First, Middle Initial) (Print or type)

b. OFFICE DESIGNATION S A M P L E

c. COMPLETE MAILING ADDRESS

15.a. ORIGINATING AUTHORIZING OFFICIAL (See instructions on page 2)

(1) SIGN

(2) PRINT OR TYPE NAME

b. POSITION TITLE (Print or type) c. DATE FORM SIGNED

16. COORDINATING OFFICIALS. (Mark all that apply with either P (Primary) or C (Collateral). Mandatory coordinators are already marked with an "M." (See page 2 of this form for explanation of coordinating levels.)

Table with 2 columns: Coordinating Official Title and Agency/Office. Includes Assistant Secretary of Defense for Legislative Affairs, Public Affairs, Intelligence Oversight, Joint Chiefs of Staff, etc.

17.a. COORDINATING OFFICIAL (See instructions on page 2)

(1) SIGN

(2) PRINT OR TYPE NAME

b. POSITION TITLE (Print or type)

c. DATE FORM SIGNED

CONCUR CONCUR WITH COMMENT NO COMMENT NONCONCUR WITH COMMENT

9. PURPOSE AND REMARKS (Continued)

INSTRUCTIONS FOR COMPLETING SD FORM 106

(For additional information on coordination requirements and signature levels, see Sections 6 and 7 of Enclosure 3 to DoDI 5025.01.)

ITEM 1. CLASSIFICATION OF ISSUANCE

Place an "X" in the appropriate box.

ITEM 2. TYPE OF ISSUANCE

Place an "X" in the appropriate box. See DoDI 5025.01 for DTM guidelines.

ITEM 3. TYPE OF ACTION

Place an "X" in the appropriate box.

ITEM 4. DISTRIBUTION STATEMENT

Place an "X" in the appropriate box.

Unlimited: Unclassified issuance approved for public release.

Restricted: Issuance approved for release through controlled internet access from the DoD Issuances Web Site on the SIPRNET.

Not Releasable: Issuance shall not be released on the Internet. Release shall be approved and accomplished by the cognizant Component. (See review and clearance requirements in DoDD 5230.9 and DoDI 5230.29 to determine the appropriate release and distribution option for the issuance.)

ITEM 5. INTERNAL COORDINATION

Coordination within the originating OSD Component must be complete before submitting for precoordination review.

ITEM 6. DOD ISSUANCE NUMBER

For a new DoD issuance, enter the 4-digit number of the major subject group (See the DoD Issuance Numbering System on the DoD Issuances Web Site). For a revision, change, or cancellation, enter the existing number of the DoD issuance.

ITEM 7. COORDINATION SUSPENSE DATE

The DoD Directives Program Portal sets suspenses automatically from the date of posting on the Portal. For DTMs, the suspense is 15 working days; for Directives, 20 working days; for other issuances, 20, 30, or 45 days in accordance with DoDI 5025.01, Table 1. Expedited coordinations, including coordinations of DTMs, must be approved by Directives Division.

ITEM 8. SUBJECT

Enter the title of the issuance. It shall be no longer than two lines.

ITEM 9. PURPOSE AND REMARKS

Enter the reason for the action and any supplementary or background information to support it. If the issuance should be reviewed by DoD officials who are under the cognizance of an Under Secretary of Defense, an Assistant Secretary of Defense, or a Deputy Under Secretary of Defense, make recommendations in this block.

ITEM 10. FEDERAL REGISTER PUBLICATION REQUIRED

Place an "X" in the appropriate box. Any issuance that levies requirements on the public, Federal or Government employees outside the Department of Defense, and/or the Reserve Components, or that has public or political interest, should be considered for publication in the FR. (See AI No. 102.)

ITEM 11. REPORTING REQUIREMENTS

Select "OMB" when collecting information from the public and "RCS" when collecting information from other DoD Component employees and/or other Federal agency employees. (See DoD 8910.1-M.)

ITEM 12. FORMS PRESCRIBED

Place an "X" in the appropriate box. (See DoD 7750.7-M.)

ITEM 13. PRIVACY REQUIREMENTS

Place an "X" in the appropriate box. Privacy requirements apply to any issuance that addresses the collection, maintenance, use or dissemination of personal information regarding U.S. citizens or aliens admitted for permanent residence. (See DoDD 5400.11 and DoD 5400.11-R.)

ITEM 14. ACTION OFFICER

Enter the appropriate information.

ITEM 15. ORIGINATING AUTHORIZING OFFICIAL

PRINT OR TYPE THE OFFICIAL'S NAME in block 15.a(2). ENTER THE OFFICIAL'S POSITION TITLE in block 15.b. and the signature date in block 15.c. Positions authorized to start coordination are listed by type of issuance. Any delegation of signature authority must be provided to the DA&M in writing.

DoDDs, DoDIs and DTMs that Establish Policy:

- THE HEADS OF THE OSD COMPONENTS
- THEIR PRINCIPAL DEPUTIES

DoDIs and DTMs that Implement Policy, DoDMs, and AIs:

- THE HEADS OF THE OSD COMPONENTS
- THEIR PRINCIPAL DEPUTIES
- THE OSD PRESIDENTIALLY APPOINTED, SENATE-CONFIRMED (PAS) OFFICIALS*

ITEM 16. COORDINATING OFFICIALS

Mandatory Coordinators: Pre-filled (IG DoD; DA&M).

Primary Coordinators: Have equity or interest in the issuance. Response required; however, if no response is received by the suspense date, the issuance approval process shall continue. YOUR OWN COMPONENT can NOT be selected; internal coordination is completed during issuance development.

Collateral Coordinators: Are provided the issuance for information only. No response required, but comments received will be included.

Other: Other Federal agencies such as the Department of Homeland Security. The action officer is responsible for providing coordination to agencies not on the Portal. Do NOT include DoD General Counsel as they review the issuance AFTER formal coordination is complete.

ITEM 17. COORDINATING OFFICIAL

PRINT OR TYPE THE OFFICIAL'S NAME in block 17.a.(2). ENTER THE OFFICIAL'S POSITION TITLE in block 17.b. and the signature date in block 17.c. Positions authorized to coordinate are listed by type of issuance. Authority may be delegated to a position at the level of a general or flag officer, Senior Executive Service member, or senior level employee. Any delegation of coordination authority must be provided to the DA&M in writing.

DoDDs, DoDIs and DTMs that Establish Policy:

- THE HEADS OF THE OSD COMPONENTS AND THEIR PRINCIPAL DEPUTIES.
- THE SECRETARIES, UNDER SECRETARIES, ASSISTANT SECRETARIES, GENERAL COUNSELS, AND ADMINISTRATIVE ASSISTANTS OF THE MILITARY DEPARTMENTS.
- THE CHAIRMAN AND VICE CHAIRMAN OF THE JOINT CHIEFS OF STAFF AND THE DIRECTOR AND VICE DIRECTOR OF THE JOINT STAFF.

DoDIs that Implement Policy, DoDMs, and AIs:

- ANY OF THE OFFICIALS AUTHORIZED TO COORDINATE ON DoDDs AND DoDIs THAT ESTABLISH POLICY.
- THE OSD PAS OFFICIALS.*
- THE DEPUTY UNDER SECRETARIES AND DEPUTY ASSISTANT SECRETARIES OF DEFENSE.
- THE DoD DEPUTY INSPECTORS GENERAL.

DTMs: Shall be coordinated with the mandatory coordinators, at a minimum. DTMs that establish policy shall be coordinated at the same level as DoDDs and policy DoDIs. DTMs that implement policy shall be coordinated at the same level as non-policy DoDIs.

*The OSD PAS officials are: the USDs; Deputy Chief Management Officer; Directors, Cost Assessment & Program Evaluation and Operational Test & Evaluation; GC, DoD; IG, DoD; PDUSDs; and the ASDs.

S A M P L E