# DoD ISSUANCES PROGRAM COORDINATION INITIATION

| 1. DoD ISSUANCE TYPE AND NUMBER | 2. ISSUANCE TITLE |
|---|---|

| 3. ACTION TYPE | 4. ISSUANCE CLASSIFICATION | 5. DISTRIBUTION | 6. FORMS PRESCRIBED? | 7. INTERNAL COORDINATION COMPLETE? |
|---|---|---|---|---|

**8. COORDINATION SUSPENSE DATE**
The Directives Portal System sets suspenses automatically from the date of posting on the Portal in accordance with DoDI 5025.01.

**9. INFORMATION COLLECTION REQUIREMENTS** *(Select as applicable.)*

☐ In accordance with this issuance, information will be collected and submitted to Congress.

☐ In accordance with this issuance, information will be collected from the public.

☐ In accordance with this issuance, information will be collected from DoD or OSD Components or other federal agencies. Costs of the DoD internal information collection must be provided below for coordination.

_____

Total cost of the collection to the requesting Component.

_____

Total cost of the collection to the responding Component.

**10. PURPOSE AND REMARKS** *(Continue on second page if necessary.)*

**11. COORDINATING COMPONENTS** *(Mark all that apply as primary (P) or collateral (C) coordinators. Primary coordinators are assigned responsibilities or otherwise have equity in the issuance. Collateral coordinators receive the issuance for informational purposes only. "Other" coordinators do not have access to the Portal and should be contacted directly by the action officer.)*

**a. Mandatory Coordinators**

| ☐ Deputy Chief Management Officer of the Department of Defense | ☐ Inspector General of the Department of Defense |
|---|---|

**b. OSD and DoD Component Heads** *(If the issuance assigns responsibilities to the "DoD Component heads," all in this section must be marked as at least collateral coordinators.)*

| ☐ Assistant to the Secretary of Defense for Public Affairs | ☐ Secretary of the Navy |
|---|---|
| ☐ Chairman of the Joint Chiefs of Staff | ☐ Under Secretary of Defense for Acquisition, Technology, and Logistics |
| ☐ Chief, National Guard Bureau | ☐ Under Secretary of Defense (Comptroller)/Chief Financial Officer, DoD |
| ☐ Department of Defense Chief Information Officer | ☐ Under Secretary of Defense for Intelligence |
| ☐ Secretary of the Air Force | ☐ Under Secretary of Defense for Personnel and Readiness |
| ☐ Secretary of the Army | ☐ Under Secretary of Defense for Policy |

**c. Other OSD Component Heads and Outside Agencies** *(No authority over DoD Components; they coordinate if assigned specific responsibilities or have other equity in the subject.)*

| ☐ Assistant Secretary of Defense for Legislative Affairs | ☐ Director, Net Assessment |
|---|---|
| ☐ Commandant, United States Coast Guard | ☐ Director of Operational Test and Evaluation |
| ☐ Director of Cost Assessment and Program Evaluation | ☐ Identify Other |
| | ☐ Identify Other |

**12. ACTION OFFICER INFORMATION**

| a. Name | |
|---|---|
| b. Office Designation | |
| c. Telephone *(include area code)* | |
| d. Email Address | |
| e. Fax *(include area code)* | |

**13. ORIGINATING AUTHORIZING OFFICIAL** *(See instructions.)*

| a. Name | |
|---|---|
| b. Position Title | |
| c. Date Signed | |
| d. Signature | |

**10. PURPOSE AND REMARKS** *(Continued.)*

## INSTRUCTIONS FOR COMPLETING THE DD FORM 106

**ITEM 1.  DoD ISSUANCE TYPE AND NUMBER.**  As stated.  For a new DoD issuance, enter the four digit number of the major subject group. See the DoD Issuance Numbering System document on the DoD Issuances Website at http://www.dtic.mil/whs/directives/corres/writing/Issuance_Numbering.pdf for more information on the DoD issuance numbering system. For a revision, change, or cancellation, enter the existing number of the issuance.

**ITEM 2.  TITLE.**  As stated. (No longer than two lines).

**ITEM 3.  ACTION TYPE.**  As stated.

**ITEM 4.  ISSUANCE CLASSIFICATION.**  As stated.

**ITEM 5.  DISTRIBUTION.**  Select "Cleared for Public Release" for an unclassified issuance approved for public release.  Select "Not Cleared for Public Release" for an issuance that is accessible with a DoD PKI certificate on the NIPRNET (e.g., those issuances that are for official use only) or through controlled internet access on the SIPRNET.  Select "Not Cleared for Public Release" for issuances that must not be released on the Internet. Release must be approved by the originating Component.  See review and clearance requirements in DoD Directive (DoDD) 5230.9 and DoDI 5230.29 to determine how the issuance should be released and distributed.

**ITEM 6.  FORMS PRESCRIBED.**  If yes, place an "X" in the box. See DoD **7750.07-M for guidance on DoD forms.**

**ITEM 7.  INTERNAL COORDINATION COMPLETE.**  Coordination within the originating OSD Component must be complete before submitting for precoordination review.

**ITEM 8.  COORDINATION SUSPENSE DATE.**  As stated.

**ITEM 9.  INFORMATION COLLECTION REQUIREMENTS.**  Select the first block and list ASD(LA) as a primary coordinator in Item 11 for issuances that prescribe congressional information collections (see DoDI 5545.02). Select the second block for issuances that prescribe public information collections and require approval from the Office of Management and Budget and coordination with the DoD Public Information Collections Officer (see DoD Manual 8910.01 Volume 2).  Select the block in the second column for issuances that prescribe DoD internal information collections. Components responding to DoD internal information collections must be listed as collateral or primary coordinators in Item 11.  List the costs associated with the DoD internal information collection from the DD Form 2936 (used to assign report control symbols to DoD internal information collections). See the DoD Internal Information Collections Website at http://www.dtic.mil/whs/directives/corres/intinfocollections/iic_home.html for guidance on DoD internal information collections.

**ITEM 10.  PURPOSE AND REMARKS.**  Explain the purpose of the issuance and provide background information.  Use the purpose statement of the issuance for a start.  Include any issuances that are being incorporated and cancelled by this issuance; any special circumstances like the need for accelerated formal coordination or special Deputy Secretary of Defense interest, that this is a re-coordination or other information the reviewers must be aware of.

**ITEM 11.  COORDINATING COMPONENTS.**  Mandatory coordinators are the IG DoD and the Deputy Chief Management Officer.  Primary coordinators are Components who have equity or interest in the issuance.  Response is required; however, if no response is received by the suspense date, the issuance approval process will continue.  Collateral coordinators are Components who are provided the issuance for informational purposes only. No response is required, but comments received will be included.  The action officer is responsible for getting coordination from agencies not on the Directives Portal System (e.g., the Department of Homeland Security). Do NOT include GC DoD as they review the issuance AFTER formal coordination is complete. Do not select your own component; internal coordination must be completed during issuance development.

**ITEM 12.  ACTION OFFICER INFORMATION.**  As stated.

**ITEM 13.  ORIGINATING AUTHORIZING OFFICIAL.**  All fields in item 13 are mandatory.  Print or type the name of the official authorizing formal coordination in block 13a. Enter the official's position title in block 13b and the signature date in block 13c. Individuals with authority to start coordination are: for DoDDs and DoDIs that establish policy:  the OSD Component heads and their Principal Deputies. For DoDIs that implement policy, DoDMs, and AIs: the OSD Component heads, their Principal Deputies and the OSD Presidentially Appointed, Senate-Confirmed (PAS) officials. The OSD PAS officials are the USDs; Deputy Chief Management Officer; Directors, Cost Assessment and Program Evaluation and Operational Test and Evaluation; GC DoD; IG DoD; PDUSDs; and the ASDs. Any delegation of signature authority must be sent to the Office of the Director of Administration in writing.

# List of Department of Defense and Office of the Secretary of Defense (OSD) Components

For more information on coordinating with Components, see the coordination tab on the Writing DoD Issuances: Supporting Documents page of the DoD Issuances Website.  For more information on DoD and OSD Components, see the DoD and OSD Components PDF.  See the DoD Issuances Website for a list of Signature Authorities Approved for DoD Issuance Actions.

**Assistant Secretary of Defense (ASD) for Legislative Affairs**

**Assistant to the Secretary of Defense for Public Affairs**
Includes:  Director, Defense Media Activity

**Chairman of the Joint Chiefs of Staff**

**Chief Information Officer of the Department of Defense**
Includes:  Director, Defense Information Systems Agency

**Chief, National Guard Bureau**

**General Counsel of the Department of Defense**
Includes:  Director, Defense Legal Services Agency

**Inspector General of the Department of Defense**

**Deputy Chief Management Officer of the Department of Defense**
Includes:  Director, Pentagon Force Protection Agency
Director, Washington Headquarters Service

**Director, Net Assessment**

**Director of Cost Assessment and Program Evaluation**

**Director of Operational Test and Evaluation**

**Secretary of the Air Force**

**Secretary of the Army**

**Secretary of the Navy**

**Under Secretary of Defense (Comptroller)/Chief Financial Officer,
Department of Defense**
Includes: Principal Deputy Under Secretary of Defense (Comptroller)
Director, Defense Contract Audit Agency
Director, Defense Finance and Accounting Service

**Under Secretary of Defense for Acquisition, Technology, and Logistics**
Includes:  Principal Deputy Under Secretary of Defense for Acquisition, Technology, and Logistics
ASD (Acquisition)
ASD (Energy, Installations, and Environment)
ASD (Logistics and Materiel Readiness)
ASD (Nuclear, Chemical, and Biological Defense Programs)
ASD (Research and Engineering)
Director, Defense Advanced Research Projects Agency
Director, Defense Contract Management Agency
Director, Defense Logistics Agency
Director, Defense Threat Reduction Agency
Director, Joint Improvised-Threat Defense Agency
Director, Missile Defense Agency
Director, Defense Technical Information Center
Director, DoD Test Resource Management Center
Director, Office of Economic Adjustment

**Under Secretary of Defense for Intelligence**
Includes: Principal Deputy Under Secretary of Defense for Intelligence
Director, Defense Intelligence Agency
Director, Defense Security Service
Director, National Geospatial-Intelligence Agency
Director, National Reconnaissance Office
Director, National Security Agency/Chief, Central Security Service

**Under Secretary of Defense for Personnel and Readiness**
Includes:  Principal Deputy Under Secretary of Defense for Personnel and Readiness
ASD (Health Affairs)
ASD (Manpower and Reserve Affairs)
ASD (Readiness)
Director, Defense Commissary Agency
Director, Department of Defense Education Activity
Director, Department of Defense Human Resources Activity
Director, Defense Health Agency

**Under Secretary of Defense for Policy**
Includes:  Principal Deputy Under Secretary of Defense for Policy
ASD (Asian and Pacific Security Affairs)
ASD (Strategy, Plans, and Capabilities)
ASD (Homeland Defense and Global Security)
ASD (International Security Affairs)
ASD (Special Operations and Low Intensity Conflict)
Director, Defense Security Cooperation Agency
Director, Defense POW/MIA Accounting Agency
Director, Defense Technology Security Administration