

DOD DIRECTIVES SYSTEM COORDINATION RECORD

(Please read instructions on back before completing form.)

1. SECURITY CLASSIFICATION (X one)		2. TYPE OF DOD ISSUANCE (X one)		3. TYPE OF ACTION (X one)	
<input type="checkbox"/> TOP SECRET	<input type="checkbox"/> CONFIDENTIAL	<input type="checkbox"/> DOD DIRECTIVE	<input type="checkbox"/> DOD PUBLICATION	<input type="checkbox"/> NEW	<input type="checkbox"/> CHANGE
<input type="checkbox"/> SECRET	<input type="checkbox"/> UNCLASSIFIED	<input type="checkbox"/> DOD INSTRUCTION	<input type="checkbox"/> ADMINISTRATIVE INSTRUCTION	<input type="checkbox"/> REISSUANCE	<input type="checkbox"/> CANCELLATION
4. DOD ISSUANCE NUMBER (Leave blank for new issuances)			5. COORDINATION SUSPENSE DATE (YYYYMMDD)		
6. SUBJECT (Title of Issuance)			(For DoD Directives, insert a maximum of 20 working days from the date this form is signed by the Originating Authorizing Official. For all other DoD issuances, no more than 45 working days should be required.)		
8. FEDERAL REGISTER PUBLICATION REQUIRED (X one)			7. PURPOSE AND REMARKS (Continue on back if necessary)		
<input type="checkbox"/> YES <input type="checkbox"/> NO					
9. REPORTING REQUIREMENTS (X all that apply)					
<input type="checkbox"/> OMB <input type="checkbox"/> RCS <input type="checkbox"/> IRCN					
10. FORMS PRESCRIBED (X one)		11. PRIVACY REQUIREMENTS (X one)			
<input type="checkbox"/> YES <input type="checkbox"/> NO		<input type="checkbox"/> YES <input type="checkbox"/> NO			
12. DISTRIBUTION STATEMENT (X one)					
<input type="checkbox"/> A - Unlimited <input type="checkbox"/> B - Limited <input type="checkbox"/> C - Classified					
13.a. ACTION OFFICER NAME (Last, First, Middle Initial) (Print or type)					
b. OFFICE DESIGNATION					
c. COMPLETE MAILING ADDRESS			14.a. ORIGINATING AUTHORIZING OFFICIAL (Principal Staff Assistant or Principal Deputy) (Sign and print or type name)		
d. TELEPHONE (Include Area Code)		e. FAX NUMBER (Include Area Code)		b. POSITION TITLE (Print or type)	
f. E-MAIL ADDRESS			c. DATE FORM SIGNED		
15. COORDINATING OFFICIALS (X all that apply) Only those officials authorized in writing may coordinate on DoD issuances. For guidance on appropriate signature levels, see instructions for Item 16 and Chapter 7 of DoD 5025.1-M.. The preprinted "X" indicates the MANDATORY COORDINATORS.)					
UNDER SECRETARY OF DEFENSE FOR ACQUISITION, TECHNOLOGY, AND LOGISTICS DUSD (ACQUISITION AND TECHNOLOGY) DUSD (LOGISTICS AND MATERIEL READINESS) DIR DEFENSE RESEARCH AND ENGINEERING ATSD NUCLEAR CHEMICAL BIOLOGICAL DEFENSE PROGRAMS DIR DEFENSE CONTRACT MANAGEMENT AGENCY DIR MISSILE DEFENSE AGENCY DIR DEFENSE LOGISTICS AGENCY DIR DEFENSE THREAT REDUCTION AGENCY DIR DEFENSE ADVANCED RESEARCH PROJECTS AGENCY DIR OFFICE OF ECONOMIC ADJUSTMENT			<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR NETWORKS AND INFORMATION INTEGRATION DIR DEFENSE INFORMATION SYSTEMS AGENCY		
			<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR LEGISLATIVE AFFAIRS		
			<input type="checkbox"/> ASSISTANT SECRETARY OF DEFENSE FOR PUBLIC AFFAIRS DIR AMERICAN FORCES INFORMATION SERVICE		
			<input checked="" type="checkbox"/> GENERAL COUNSEL, DEPARTMENT OF DEFENSE DEFENSE LEGAL SERVICES AGENCY		
			<input checked="" type="checkbox"/> INSPECTOR GENERAL, DEPARTMENT OF DEFENSE		
			<input type="checkbox"/> DIRECTOR OPERATIONAL TEST AND EVALUATION		
			<input type="checkbox"/> ASSISTANT TO THE SECRETARY OF DEFENSE FOR INTELLIGENCE OVERSIGHT		
			<input checked="" type="checkbox"/> DIRECTOR OF ADMINISTRATION AND MANAGEMENT, OSD (2 copies) DIR PENTAGON FORCE PROTECTION AGENCY DIR WASHINGTON HEADQUARTERS SERVICES		
			<input type="checkbox"/> DIRECTOR FORCE TRANSFORMATION		
			<input type="checkbox"/> DIRECTOR NET ASSESSMENT		
<input type="checkbox"/> DIRECTOR PROGRAM ANALYSIS AND EVALUATION					
<input type="checkbox"/> SECRETARY OF THE ARMY					
<input type="checkbox"/> SECRETARY OF THE NAVY					
<input type="checkbox"/> SECRETARY OF THE AIR FORCE					
<input type="checkbox"/> CHAIRMAN OF THE JOINT CHIEFS OF STAFF					
<input type="checkbox"/> OTHER (Identify)					
<input type="checkbox"/> OTHER (Identify)					
UNDER SECRETARY OF DEFENSE FOR POLICY PDUSD (POLICY) ASD (HOMELAND DEFENSE) ASD (INTERNATIONAL SECURITY AFFAIRS) ASD (INTERNATIONAL SECURITY POLICY) ASD (SPECIAL OPERATIONS/LOW-INTENSITY CONFLICT) DUSD (POLICY SUPPORT) DIR DEFENSE SECURITY COOPERATION AGENCY DIR DEFENSE POW/MP OFFICE DIR DEFENSE TECHNOLOGY SECURITY ADMINISTRATION			16.a. COORDINATING OFFICIAL (Principal Staff Assistant or Principal Deputy) (Sign and print or type name)		
UNDER SECRETARY OF DEFENSE FOR PERSONNEL AND READINESS PDUSD (PERSONNEL AND READINESS) ASD (HEALTH AFFAIRS) ASD (RESERVE AFFAIRS) DUSD (READINESS) DUSD (PROGRAM INTEGRATION) DIR DEFENSE COMMISSARY AGENCY DIR DEPARTMENT OF DEFENSE EDUCATION ACTIVITY DIR TRICARE MANAGEMENT ACTIVITY DIR DEPARTMENT OF DEFENSE HUMAN RESOURCES ACTIVITY			b. POSITION TITLE (Print or type)		
UNDER SECRETARY OF DEFENSE (COMPTROLLER)/CHIEF FINANCIAL OFFICER DIR DEFENSE CONTRACT AUDIT AGENCY DIR DEFENSE FINANCE AND ACCOUNTING SERVICE			c. DATE FORM SIGNED		
UNDER SECRETARY OF DEFENSE FOR INTELLIGENCE DIR NATIONAL SECURITY AGENCY/CHIEF, CENTRAL SECURITY SERVICE DIR DEFENSE INTELLIGENCE AGENCY DIR NATIONAL IMAGERY AND MAPPING AGENCY DIR DEFENSE SECURITY SERVICE DIR DOD COUNTERINTELLIGENCE FIELD ACTIVITY					

7. PURPOSE AND REMARKS (Continued)

INSTRUCTIONS FOR COMPLETING SD FORM 106

ITEM 1. SECURITY CLASSIFICATION

Place an "X" in the appropriate box to indicate the security classification of the DoD issuance.

ITEM 2. TYPE OF ISSUANCE

Place an "X" in the appropriate box to indicate the type of DoD issuance.

ITEM 3. TYPE OF ACTION

Place an "X" in the appropriate box to indicate the type of action prescribed for the DoD issuance.

ITEM 4. DOD ISSUANCE NUMBER

For a new DoD issuance, leave this item blank for completion by the Directives and Records Division, WHS. For a revision, change, or cancellation of a DoD issuance, enter the existing number of the DoD issuance.

ITEM 5. COORDINATION SUSPENSE DATE

Enter the date that the coordination must be received by the originating OSD Component. For DoD Directives, the date must be no more than 20 working days (45 working days for all other DoD issuances) from the date this form is signed by the Originating Authorizing Official in Item 14.c.

ITEM 6. SUBJECT (Title of Issuance)

Enter the subject of the DoD issuance. It shall be no more than three lines in length.

ITEM 7. PURPOSE AND REMARKS

Enter the reason for the action and provide any supplementary or background information to support the action.

If the DoD 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 8. FEDERAL REGISTER PUBLICATION REQUIRED

Place an "X" in the appropriate box to indicate whether the DoD issuance must be published in the Federal Register. See Administrative Instruction No. 102.

ITEM 9. REPORTING REQUIREMENTS

Place an "X" in all boxes that apply. See DoD 8910.1-M.

ITEM 10. FORMS PRESCRIBED

Place an "X" in the appropriate box to indicate whether the DoD issuance prescribes or references forms.

ITEM 11. PRIVACY REQUIREMENTS

Place an "X" in the appropriate box to indicate whether the DoD issuance addresses matters relating to the collection, maintenance, use or dissemination of personal information regarding U.S. citizens or aliens admitted for permanent residence.

ITEM 12. DISTRIBUTION STATEMENT

Assign an appropriate distribution statement:

- A - Approved for public release; distribution is unlimited.
- B - Approved for release to U.S. Government employees and their contractors; distribution is limited.
- C - Classified; distribution approved by Office of Primary Responsibility only.

ITEM 13. ACTION OFFICER

Enter the action officer's name, office designation, complete mailing address, telephone number, fax number, and e-mail address.

ITEM 14. ORIGINATING AUTHORIZING OFFICIAL (Principal Staff Assistant or Principal Deputy)

Obtain the signature of the Principal Staff Assistant or Principal Deputy. This official authorizes the coordination of the DoD issuance.

ITEM 15. COORDINATING OFFICIALS

Place an "X" in the appropriate boxes to indicate which DoD Components should coordinate on the DoD issuance. If the DoD issuance shall 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 Item 7. The preprinted "X" identifies the mandatory coordinators (General Counsel, DoD; the Inspector General, DoD; and the Director of Administration and Management, OSD.).

ITEM 16. COORDINATING OFFICIAL (Principal Staff Assistant or Principal Deputy)

Obtain the signature of the Principal Staff Assistant or Principal Deputy. For additional guidance on the appropriate signature levels, see Chapter 7 of DoD 5025.1-M.

DoD Directives: Because Directives establish DoD-wide policy and are signed only by the Secretary or Deputy Secretary of Defense, they are coordinated at the highest level. Coordinating officials shall be the Under Secretaries of Defense or their Principal Deputies, the Chairman or Vice Chairman of the Joint Chiefs of Staff, other Principal Staff Assistants or their Principal Deputies who report directly to the Secretary of Defense, and the Secretaries or Under Secretaries of the Military Departments or a Principal Staff Secretary.

DoD Instructions, Publications, and Administrative Instructions: Coordinating officials on these issuances may include any of the officials authorized to coordinate on a DoD Directive or any other official who is designated in writing to coordinate on such issuances by a Principal Staff Assistant or Principal Deputy cited above.