

STEPS FOR REFRESHING COORDINATIONS

1. Do any of the following apply?

- You added or removed policy statements.
- You added new responsibilities outside your Component.
- As a result of comment adjudication from the first round of coordination, your issuance has substantially changed.

If yes, then you will need to recoordinate and move to number 2. If no, then follow normal procedures.

2. Did the issuance already have a presignature review?

If no, then move to number 3. If yes, then skip to number 4.

3. Request a presignature review from the Directives Division. Recordinate once you adjudicate presignature changes.

4. Prepare a new DD Form 106 for signature.

All coordinators from the first coordination will be on the new DD Form 106 unless they no longer have responsibilities. The purpose statement in the DD Form 106 will say:

- “Coordinations are being refreshed because...”
- “If a response is not received, the original coordination will remain on the record.”
- (If the issuance was contentious) “The adjudicated DD Form 818-1 from the original coordination will be included so coordinators may see how comments were resolved.”

5. Send the signed DD Form 106, issuance, and a blank DD Form 818 to your focal point to upload to the Portal.

If you receive comments, put them in a new, separate DD Form 818-1. Include both DD Form 818-1s in your signature package and address both in your action memo.

6. Follow normal procedures.