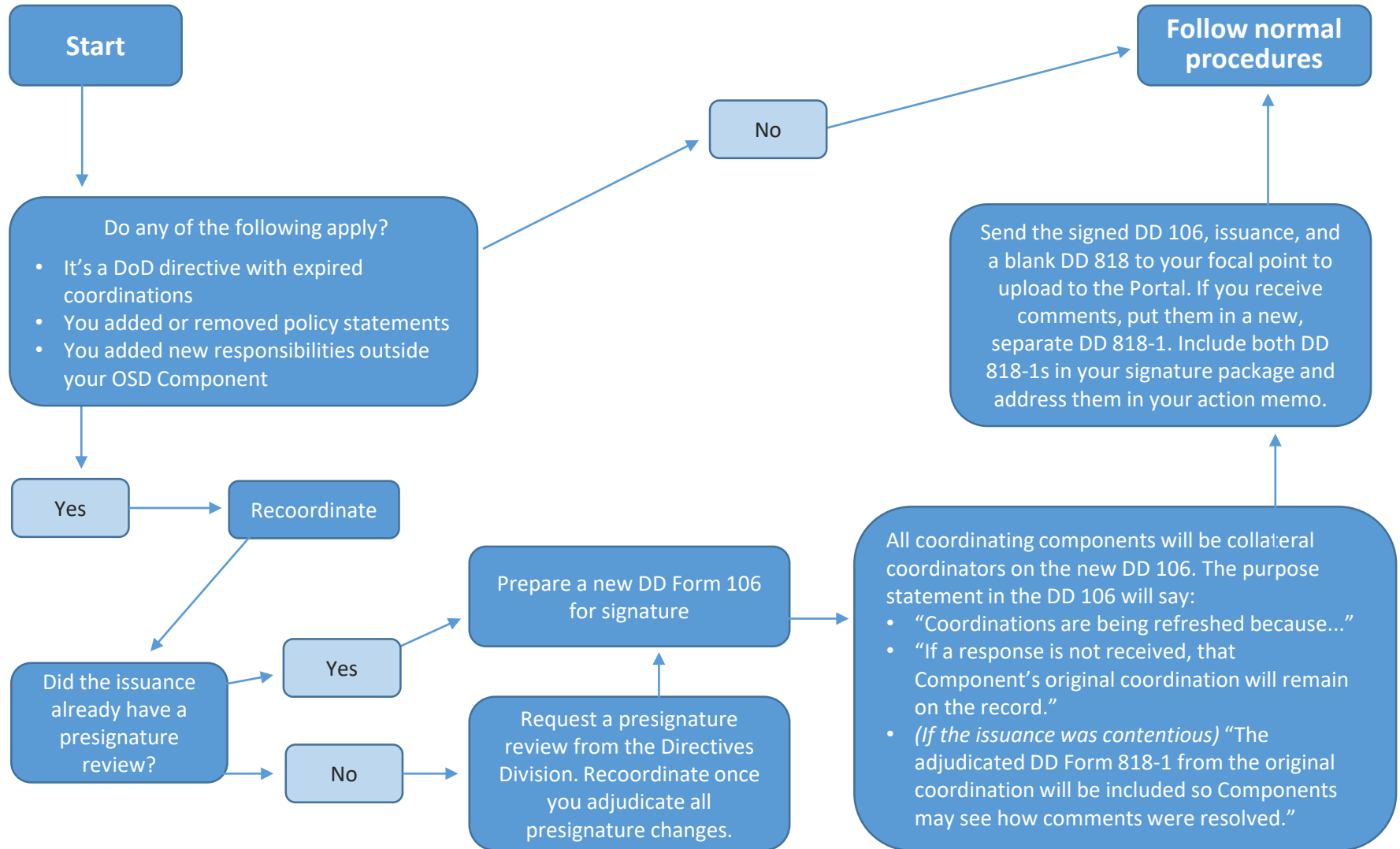


## REFRESHING COORDINATIONS FLOWCHART



## STEPS FOR REFRESHING COORDINATIONS

### 1. Do any of the following apply?

- It's a DoD directive with expired coordinations.
- You added or removed policy statements.
- You added new responsibilities outside your OSD Component.

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 coordinating Components will be collateral coordinators on the new DD Form 106. The purpose statement in the DD Form 106 will say:

- “Coordinations are being refreshed because...”
- “If a response is not received, that Component’s 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 Components 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.