FROM:		(Authorizing Official Name) (Title)		
SUBJECT	: Desi	gnation of Authorization Coo	rdinator and Alternate(s)	
This memorandum designates			as the Authorization Coordinator	
and the fo	llowing person(s) a	(Name) as the Alternate Authorization	Coordinator(s):	
and the ro	no wing person(s) e	is the recondition of the contract of the cont	Coordination (o):	
(Name)		(Name)		
(Little)		(Ivanie)		
(Name)		(Name)		
	AUTH	ORIZATION COORDINATOR RE	ESPONSIBILITIES	
(1)	Acknowledges re	esponsibilities by signing the appoi	ntment memorandum issued by the AO.	
(2)		Completes required directives training.		
(3)		erves as the organization's liaison to the Directives Team on directives issues. ssigns subject matter experts (SMEs) to review draft directives, in consultation with the AO or		
(4)	Assigns subject i AO Delegate.	matter experts (SMEs) to review dra	art directives, in consultation with the AO or	
(5)		sseminates draft directives.		
(6)		Establishes deadline for receiving SMEs' comments.		
(7)	Solicits commen	Solicits comments on draft directives from SMEs.		
(8)		Obtains due date extensions from the Directives Team, when needed.		
(9)		Reviews SMEs' comments for clarity and relativity to the directive and checks that each comments labeled as major or suggested.		
(10		jor comments that do not meet the r		
(11			nts with SMEs to the AO or AO Delegate.	
(12 (13		Refers conflicting comments to the AO or AO Delegate for decision. Obtains the AO's approval of major comments before transmitting the organization's comments.		
(13		val must be documented in RevCon		
		omments will not be accepted.	in it this step is not completed, the	
(14	_	ization's approved comments in Rev	Com.	
I,		, have read and accept	the responsibilities assigned to me as	
he Authori	zation Coordinator	r.		
Ι,		(Signature)		
	(Signature)	(Signature)		
	(0)	,	have read and accept the	
	(Signature)	(Signature) me as the Alternate Authoriza		
magnana:1.	1 1 1 1 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0			

Date

Authorizing Official Signature