

MEMORANDUM TO POLICY DIVISION, MANAGEMENT AND BUDGET

FROM:

\_\_\_\_\_  
(Authorizing Official Name)  
\_\_\_\_\_  
(Title)

SUBJECT: Designation of Authorization Coordinator and Alternate(s)

This memorandum designates \_\_\_\_\_ as the Authorization Coordinator  
(Name)

and the following person(s) as the Alternate Authorization Coordinator(s):

\_\_\_\_\_  
(Name) \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Name) \_\_\_\_\_  
(Name)

AUTHORIZATION COORDINATOR RESPONSIBILITIES

- (1) Acknowledges responsibilities by signing the appointment memorandum issued by the AO.
- (2) Completes required directives training.
- (3) Serves as the organization’s liaison to the Policy Division on directives issues.
- (4) Assigns subject matter experts (SMEs) to review draft directives, in consultation with the AO or AO Delegate.
- (5) Disseminates draft directives.
- (6) Establishes deadline for receiving SMEs’ comments.
- (7) Solicits comments on draft directives from SMEs.
- (8) Obtains due date extensions from the Policy Division, when needed.
- (9) Reviews SMEs’ comments for clarity and relativity to the directive and checks that each comment is labeled as major or suggested.
- (10) Downgrades major comments that do not meet the major comment definition.
- (11) Informs the SMEs of the change; refers disagreements with SMEs to the AO or AO Delegate.
- (12) Refers conflicting comments to the AO or AO Delegate for decision.
- (13) Obtains the AO’s approval of major comments before transmitting the organization’s comments. The AO’s approval must be documented in RevCom. If this step is not completed, the organization’s comments will not be accepted.
- (14) Transmits organization’s approved comments in RevCom.

I, \_\_\_\_\_, have read and accept the responsibilities assigned to me as  
(Signature)  
the Authorization Coordinator.

I, \_\_\_\_\_, \_\_\_\_\_,  
(Signature) (Signature)

\_\_\_\_\_, \_\_\_\_\_ have read and accept the  
(Signature) (Signature)  
responsibilities assigned to me as the Alternate Authorization Coordinator.

\_\_\_\_\_  
Authorizing Official Signature

\_\_\_\_\_  
Date