

**SELECT A CLASSIFICATION  
CONSOLIDATED DoD ISSUANCE COMMENT MATRIX**

**Issuance Type and Number, "Title"**

CLASS	#	PAGE	PARA	BASIS FOR NON-CONCUR?	COMMENTS, JUSTIFICATION, AND ORIGINATOR JUSTIFICATION FOR RESOLUTION	COMPONENT AND POC NAME, PHONE, AND E-MAIL
Choose an item.				<input type="checkbox"/>	<b>Coordinator Comment and Justification:</b>  <b>Coordinator Recommended Change:</b>  <b>Originator Response:</b> Choose an item.  <b>Originator Reasoning:</b>	
Choose an item.				<input type="checkbox"/>	<b>Coordinator Comment and Justification:</b>  <b>Coordinator Recommended Change:</b>  <b>Originator Response:</b> Choose an item.  <b>Originator Reasoning:</b>	
Choose an item.				<input type="checkbox"/>	<b>Coordinator Comment and Justification:</b>  <b>Coordinator Recommended Change:</b>  <b>Originator Response:</b> Choose an item.  <b>Originator Reasoning:</b>	

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**HOW TO FILL OUT THE DD 818-1 MATRIX**

**GENERAL GUIDANCE:**

- **To sort table** by page/paragraph number, hover your mouse over the top of the first cell in the "page" column until a downward arrow appears; click and drag to the right to select both page and para columns. Under Paragraph on the Home ribbon, select A-Z button, set to sort by Column 3 and then Column 4, and select "OK." **To add new rows**, copy and paste a blank row to keep consistent formatting. **To add automatic numbering to column 2**, select entire column and click on the Numbering button under Paragraph on the Home ribbon.

**OSD COMPONENT (OFFICE OF PRIMARY RESPONSIBILITY):**

- Do **not** use the DD Form 818.
- Consolidate comments from all coordinators and adjudicate them. When **pasting** coordinator's comments from the coordinating Components' DD Form 818s into your consolidated DD Form 818-1, use "Insert New Row" paste option. You do not need to include administrative comments (spelling, paragraph numbering, etc.), in the consolidated DD Form 818-1. Leave columns 3 and 4 blank for general comments that apply to the whole document.
- **Sort comments** by the pages/paragraphs to which they apply using the **General Guidance** sort feature (e.g., all comments from all coordinators that apply to Page 3, Paragraph 1.1.a., should be together; all comments that apply to Page 3, Paragraph 1.1.b., should be next). Set classification header, footer, Column 2, and complete the last two entries in Column 6:

*COLUMN* 6 If you rejected or partially accepted a comment, enter your rationale in the originator reasoning area. If any material is **classified** or **controlled unclassified information**, follow DoDM 5200.01 or DoDI 5200.48 guidance for marking the document. Leave originator reasoning area blank if you accepted it. Include any related communications with the coordinating Component. You **must** provide convincing support for rejecting nonconcurrency comments.