

**SELECT A CLASSIFICATION
DoD ISSUANCE COORDINATION RESPONSE**

COMPONENT COORDINATOR RESPONSE

[Click here to enter a date.](#)

SUBJECT: Proposed Choose an item. XXXX.xx, "Title"

On behalf of my Component, my formal response to this issuance is: Choose an item.

[If you want to include more detailed reasoning for your response, insert it here.
Otherwise, delete this bracketed text.] My point of contact for this action is [Click or tap here to enter text.](#)

X

Double-click the 'X' to insert a digital signat...
or print and sign a hard copy.

Coordinating Official's Name: [Click here to enter text.](#)

Coordinating Official's Position Title: [Click here to enter text.](#)

Coordinating Official's Component: [Click here to enter text.](#)

SELECT A CLASSIFICATION

DoD ISSUANCE COORDINATION RESPONSE: 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"/>	Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item. Originator Reasoning:	
Choose an item.				<input type="checkbox"/>	Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item. Originator Reasoning:	
Choose an item.				<input type="checkbox"/>	Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item. Originator Reasoning:	

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HOW TO FILL OUT THE DD 818 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.

COORDINATING OSD AND DOD COMPONENTS:

- Do not use the DD Form 818-1.
- Fill in the memo indicating your Component's position on the issuance. Fill in the authorized coordinator's name, position, and Component. The authorized coordinator (digitally) signs the response after the comment matrix has been completed. **Making additional changes after filling in a digital signature invalidates and removes the signature.**
- Use the comment matrix to provide comments to the OSD Component that created the issuance. Complete the header and footer and Columns 1 -7:
 - COLUMN 1* Enter the classification of the comment. If any material is **classified**, follow DoDM 5200.01 guidance for marking the document. If all comments are unclassified, mark the header and footer and ignore the column.
 - COLUMN 2* Order comments by the pages/paragraphs that they apply to in Columns 3 and 4.
 - COLUMNS 3&4* Cite the page on which the paragraph appears; cite the paragraph number as it appears in the text, e.g. 2.1.a..
 - COLUMNS 5* Only mark this box if you non-concur with the issuance and the comment in the applicable row is part of the basis for that non-concur. A nonconcur is typically used only when an issuance contains: (a) a violation of the law or contradiction of Executive Branch policy or of existing policy in a DoDD, DoDI, or other instrument approved by the Secretary or Deputy Secretary of Defense; or (b) an unnecessary risk to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or unreasonable burden on a DoD Component's resources.
 - COLUMN 6* Place only one comment per row. Enter your comment, justification, and recommended changes in the first two areas provided. If any material is **classified** or **controlled unclassified information**, follow DoDM 5200.01 or DoDI 5200.48 guidance for marking the document.
 - COLUMN 7* As stated.
- **Review** the comments, **resolve** any conflicting views, and **confirm** that the completed matrix accurately represents your Component's position. Upload the form to the DoD Directives Program Portal in **Microsoft Word format (.docx)**, with the signed memo representing your Component's position.