| **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. |  |  |  |[ ]  Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item.Originator Reasoning:  |  |
| Choose an item. |  |  |  |[ ]  Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item.Originator Reasoning:  |  |
| Choose an item. |  |  |  |[ ]  Coordinator Comment and Justification: Coordinator Recommended Change: Originator Response: Choose an item.Originator Reasoning:  |  |

**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 nonconcurrence comments. |