

WORKING WITH A SIGNED DD FORM 818

1. WHEN SIGNING.

- a. The DD Form 818 will automatically save to its current location when it is signed. (We suggest saving it to your desktop before signature so it can be easily found afterwards.)
- b. Once signed, close the file. If you try to save it again, you'll find that:
 - (1) Only the "Save As" capability is available.
 - (2) MS Word assumes you are trying to change it and will invalidate the signature.
- c. The signed file on your desktop can either be attached to an email to send to your focal point or be loaded to the Portal from your desktop if you have those permissions.

2. COPYING/MOVING THE FILE.

- a. Once the DD Form 818 has been signed, it is protected from any possibility of change. If you open a signed DD Form 818 and try to save it somewhere else, that means MS Word will assume you are trying to change the document and invalidate the signature.
- b. If you are a **focal point** and your leadership has sent the file to you to be loaded to the Portal:
 - (1) Don't open the file from the email. Right-click on the attached file and "Save as" to the desired location on your computer.
 - (2) Once it is on your computer, you can open the file to view it. **If the signature is taking a long time to load**, double click anywhere on the first page. This should force the signature to load.
 - (3) If you have to make a change to the coordination comments, the signature will be invalidated and you will need to resubmit the form to your leadership for re-signing.
 - (4) Load the coordination to the Portal.
- b. If you are an **action officer** downloading the coordination from the Portal:
 - (1) Select the coordination you wish to download.
 - (2) Select "Save as." Save the file to the desired location on your computer.
 - (3) Once it is on your computer, you can open the file to view it. **If the signature is taking a long time to load**, double click anywhere on the first page. This should force the signature to load.

(4) Copy the comments from the DD Form 818 and paste them to the DD Form 818-1. You will not be making changes to the signed DD Form 818.