

1.	Title slide	Welcome to the DoD Issuance Online Training, Using the DD Form 818
2.	Website to show where to get them	Coordinating Components will use the Form 818 to provide their feedback on a DoD issuance during formal coordination..
3.		Action officers from the office of primary responsibility will consolidate all the comments onto one DD 818 and adjudicate them there.
4.	DD 106 and DD 818, flying in as mentioned	The DD Form 106 used in precoordination is the request for coordination; the DD Form 818 is the response.
.	Static Static with pages appearing as discussed.	<p>There are three pages to the DD 818 Page 1 is where the coordinating Component provides the general response and the designated authority signs the form.</p> <p>Page 2 is the comments matrix, or the meat of the DD Form 818.</p> <p>Page 3 contains instructions for sorting comments, adding new rows, and specific instructions for coordinators and action officers.</p> <p>Here's a demonstration for how to sort the matrix:</p>
6.	Sorting demonstration	<p>You can sort the comments using Word's sort feature.</p> <p>Hover your mouse over the top of the first cell in the Page column until a downward arrow appears.</p> <p>Click to select the entire column and drag</p>

		<p>your cursor to the right until the entire paragraph column is selected, as well.</p> <p>Under Paragraph on the Home ribbon, select the sort button (the A-Z button).</p> <p>Make sure you sort by Number and that the output will be Ascending. Click “OK.”</p> <p>The matrix should be in page and paragraph order now.</p>
7.	Automatic numbering	<p>It can also be helpful to add automatic numbering to the second column.</p> <p>If you move, delete, or add comments, you won’t have to renumber each of the comments by hand.</p> <p>First, select the entire “#” column like you did with the Page and Paragraph columns.</p> <p>Click on the Numbering button under Paragraph on the Home ribbon.</p> <p>The numbers are added to the column.</p> <p>If the numbers look cut off, you may have to adjust the indentation.</p> <p>Make sure the entire column is still selected, and then go to Page Layout ribbon.</p> <p>Adjust the left indentation as appropriate.</p>
8.	Buttons to choose branches	<p>Now that you’ve got these tips to simplify using the matrix, do you represent a coordinating Component or the office of primary responsibility?</p>

9.	Illustration of the coordinating component	As a representative from a coordinating Component, here is how you submit a coordination. Start with Page 2.
10.	Start a video demo on page 2 Follow directions of narrator	First, select the classification of the form's content in the header and footer from the dropdowns. If any of your comments are classified, indicate this in the first column. Appropriately mark your classified comments and provide downgrading information in accordance with DoD Manual 5200.01.
11.	Show Column 3 and 4	List your comments in page and paragraph number order.
12.	Mouse to column 5 and check the box	If the comment is a basis for nonconcurring with the issuance, select the box in this column.
13.	Move to column 6 and highlight first area, then second area. "no" sign over last two areas?	Provide your comment and justification in the first area of this column. Specify the changes you are recommending in the second area. The third and fourth areas of this column are for the office of primary responsibility's response. You won't fill these out.
14.	Mouse to 7 type in contact info	List who should be contacted with questions on that comment in the last column.
15.	Mouse over page to demonstrate completeness	Be sure that all your Component's comments are in the comment matrix before getting Page 1 signed. The form can't be changed after signature.
16.	Scroll to page	Once the comment matrix is complete,

	one	determine your Component’s response and complete the memorandum on Page 1.
7.	Demo dropdowns and type in subject	Choose the issuance type and complete the number and title in the Subject line if it is not already there.
8.	Demo dropdown choices Pause over each choice as you discuss this	Choose the appropriate response from the dropdown menu in the first paragraph. There are five possible responses to coordination: Concur without comment, concur with comment, conditionally nonconcur with comment, nonconcur with comment, and no comment. If a nonconcur can be resolved by the office of primary responsibility accepting your nonconcurring comments, you may select the conditional nonconcur option. If the issues are more complicated and may require negotiation between your Component and the action officer of the office of primary responsibility, select “Nonconcur with Comment.”
9.	Show second paragraph	If there is additional information that the office of primary responsibility should know, put this in the second paragraph. Enter your component point of contact’s information.
10.	Highlight signature information Demo out.	Forward the DD Form 818 to your Component’s approved coordinating official for signature. Remember: once page one is electronically

		signed the DD Form 818 cannot be modified.
21.	Static slide with focal point info	Provide the signed MS Word file to your focal point to submit to the DoD Issuances Portal
22.		If you're an action officer receiving DD 818s from the coordinating Components
23.	screen shots of a signed 818	Check the signature block on Page 1 to confirm it was signed by a designated authority.
24.	Mouse over page one response and then POC information.	Review each coordination response. If you have questions about the Component's response, contact the point of contact listed on the signature page.
25.	Demo starts here Move to page 2 filled out	Combine all comments into a single DD Form 818. Leave Page 1 unsigned. Directives Division will remove it during the presignature review.
26.	Demonstrate copy/paste from coordinator to the consolidated	If a coordinator sent classified comments, mark your consolidated matrix in accordance with DoD Manual 5200.01.
27.	Scroll to column 6 and show dropdown	Adjudicate each comment in this column. Use the dropdown menu in the "Originator Response" field to tell whether it will be accepted, partially accepted, or rejected.
28.	Click accept in	If you accept a comment that requests a

	<p>first comment</p> <p>Highlight empty reasoning field</p>	<p>specific change, the resolution is clear so you don't have to complete the "Originator Reasoning" field.</p>
29.	<p>Click partial in second comment dropdown.</p> <p>Type in justification</p>	<p>If you partially accept the comment, explain in the "Reasoning" field why the coordinator's request wasn't fully accepted. Describe how the issuance changed to address their concern.</p>
30. v	<p>Click rejected in third comment</p> <p>Type in justification</p>	<p>If rejecting the comment, provide a strong justification in the "Reasoning" field. Providing your justification is especially important if you are partially accepting or rejecting a nonconcurrency comment.</p>
31.	<p>Type in meeting outcome?</p>	<p>If you reach out to the coordinator about any partially accepted or rejected comments, be sure to summarize the result of the conversation in the "Reasoning" field.</p>
32.	<p>Mouse over to column 7 again.</p>	<p>You must respond to every comment. If you have questions about a specific comment or don't understand it, contact the person listed in the last column of the matrix</p>
33.		<p>Now you're ready to prepare the rest of your presignature package.</p>