**HOW TO USE THIS CRM**

**general guidance:**

* **To add new rows,** copy and paste a blank row to keep consistent formatting. **To add automatic numbering to column 1**, select the entire column and then click on the Numbering button under Paragraph on the Home ribbon.

**if you are the coordinating component**:

* Use this form to provide comments to the originator that created the issuance. Complete the header and footer, columns 2-6, and the first two entries in column 7:

|  |  |
| --- | --- |
| *Column 1 (Item)* | Contact information of person providing inputs |
| *Column 2 (Comment Type)* | Enter comment type (C, M, S, or A).  |
|  |  **(C) Critical**:Critical comments MUST identify (1) violations of law or contradictions of Executive Branch, DoD, or Air Force policy; (2) unnecessary risks to safety, life, limb, or DoD materiel; (3) waste or abuse of DoD appropriations; (4) imposition of an unreasonable burden on a Component’s resources; or (5) a concern that, if unresolved, will cause the reviewer to non-concur. **One or more critical comments is an automatic non-concur**.  |
|  | **(M) Major:**  Major comments reflect concerns with information that is factually incorrect; concerns with policies reflecting an incorrect understanding of information; creates or establishes an unfunded requirement. One major comment is usually not sufficient justification for a non-concur on an issuance. Multiple major comments may be grounds for a non-concur.**(S) Substantive**:Make a substantive comment if a part of the issuance seems unnecessary, misleading, confusing, or inconsistent with other sections, or if you disagree with the proposed responsibilities, requirements, or procedures. One substantive comment is usually not sufficient justification for a non-concur on an issuance. Multiple substantive comments may be grounds for a non-concur.**(A) Administrative**:An administrative comment concerns non-substantive aspects of an issuance, such as dates of reference, organizational symbols, format, and grammar. |
| *Columns 3 to 5 (Page/Para/Line)* | Enter the appropriate information for EACH comment. |
| *Column 6 (Comments)* | Place only one comment per row. Enter your comment, recommended changes, and justification in the first two areas provided.  |

* **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 SD Form 106 or coordination memorandum.

**if you are the originating component**:

* Consolidate comments from all coordinators and adjudicate them. **Do not include coordinator’s administrative comments** in the consolidated CRM. Leave columns 4 and 5 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 1, paragraph 1.a., should be together; all comments that apply to page 1, paragraph 1.b., should be next). Complete last entry in column 7, and column 8:

|  |  |
| --- | --- |
| *Column 7*  | (A/R/P) Enter whether each comment was accepted (A), rejected (R), or partially accepted (P). Justification in column 7 must be consistent with this entry. |

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| --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  | **Coordinator Comment:** **Change the following:** **To Read:** **Coordinator Justification:** **Originator Resolution and Justification:**  |  |
|  |  |  |  |  | **Coordinator Comment:** **Change the following:** **To Read:** **Coordinator Justification:**  |  |
|  |  |  |  |  | **Coordinator Comment:** **Change the following:** **To Read:** **Coordinator Justification:**  |  |
|  |  |  |  |  | **Coordinator Comment:** **Change the following:** **To Read:** **Coordinator Justification:**  |  |
|  |  |  |  |  | **Coordinator Comment:** **Change the following:** **To Read:** **Coordinator Justification:**  |  |