

## Comment Matrix Instructions

Provide all comments from your department or organization in a **single, consolidated** matrix.

### Column Descriptions

<b>Page # &amp; Section #:</b>	Please type the page number and section number into the respective column that will tell us where you are referring to in the document.
<b>POC Information:</b>	Provide the commenter's/POC's organizational element, name, and contact details. Please provide as much contact information as possible.
<b>Comment Type:</b>	<b>Type "C"</b> for critical comments, which are those comments that are of highest significance and that you believe must be addressed in the next version of the document. <b>Type "S"</b> for substantive comments, which are those comments that are of major significance and have a bearing on the content of the document.
<b>Comments:</b>	Type in your proposed changes, providing specific suggested language. <b>Recommended language must come with all proposed changes.</b>
<b>Rationale:</b>	Provide an explanation / justification for your proposed changes.
<b>Adjudication:</b>	<b>FOR POLICY OFFICER USE:</b> Policy Officer will add an explanation of the adjudication on your comment.