

Comment Matrix Instructions

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

Column Descriptions

Document, Page #, & Line #:	Please type the document (Capability Package or Annex), page number, and line number into the respective column that will tell us where you are referring to in the documents.
POC Information:	Provide the commenter's/POC's organizational element, name, and contact details. Please provide as much contact information as possible.
Comment Type:	<p>Type "C" for critical comments, which are those comments that identify an issue that you believe must be corrected before the final version of the CP can be approved and published.</p> <p>Type "S" for substantive comments, which are those comments that are of major significance and have a bearing on the content of the document, that should be corrected before the final version of the CP can be approved and published.</p> <p>Type "A" for administrative comments, which are those comments that are of minor significance or that deal with non-content aspects of the document (such as format, presentation, correcting typos, etc.).</p>
Comments:	Type in your proposed changes, providing specific suggested language. Recommended language must come with all proposed changes.
Rationale:	Provide an explanation / justification for your proposed changes.