COMMENTS MATRIX
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Item #	Class	Comment/Suggested Change/Rationale	A/AC/D/R
Don't write here	See below	**Page #, para #, line #:** Comment: **(Suggested Change Format:** *Prefer suggestions in the form of: "Change 'whatever it is you want to change' to read ' this is how I want it to read'".)* **Rationale:** *This format helps facilitate making the requested change.*	*Don't write here.*

The Class column stands for classification. Place C/S/A for each comment submitted, whenever possible. The classifications are:

CRITICAL: Refers to performance parameter issues/concept of operational employment, etc. Provide convincing support for your critical comment in the RATIONALE section.

ADMINISTRATIVE: Typographical, format grammatical error(s).

SUBSTANTIVE: A section in the document appears to be, or is potentially unnecessary, incorrect, misleading, confusing, or inconsistent with other sections.

Note: In the comments column place only one comment per row.

Note: Column 4, (A/AC/D/R), is for Document Sponsor use only, (Accept/Accept with Comment/Defer/Reject). This format will allow the document sponsor to A/AC/D/R each comment. Document sponsor comments will go in the same row next to the comment.

Note: Please use the format as shown. If you have General comments for the document that does not correspond to a page # place the words General for the page #. If there isno Para # or line # leave blank. If there is a figure on a page that you need to address place figure # instead of Para #.