

## COMMENT MATRIX INSTRUCTIONS—ARMYWIDE STAFFING

Use the matrix on the adjacent tab (labeled Comments) to submit comments on this draft publication according to the following directions. Except as noted below (in red), an entry is required in each column unless the entry is "concur without comment." (If entering "concur without comment" in column M, skip columns I, J, K., L, N, and

### Column A—ITEM

*Numeric order of comments*. This column is for the HQDA, G-37/TRA use only.

### Column B—#

*Source comment numbering*. Manually enter numbers from the first comment to the last comment. These numbers will stay with the comment; they will not change when consolidated with other comments. This is used to track

### Column C—SOURCE

*Source tracking*. Indicate the agency or organization for which you are submitting the comment. Note, add rows as needed to the matrix if more than one comment.

### Column D—NAME OF REVIEWING OFFICIAL

*Reviewer tracking*. Enter the name of the individual reviewing the document for the agency or organization.

### Column E—RANK/GRADE

*Reviewer tracking*. Enter the rank or grade of the individual reviewing the document. For example, enter COL or

### Column F—OFFICE SYMBOL

*Reviewer tracking*. Enter the office symbol for the agency or organization. For example, enter DALO-OP.

### Column G—TELEPHONE

*Reviewer tracking*. Enter the telephone number of the reviewer.

### Column H—DATE

*Reviewer tracking*. Enter the date of the reviewer's response(s).

### Column I—TYPE

*Type of comment*. Enter the kind of comment, categorized as follows:

#### C—Critical

(These comments identify violations of law or contradictions of Executive Branch or DOD policy; unnecessary risks to safety, life, limb, or Army materiel; waste or abuse of Army appropriations; or imposition of an unreasonable burden on an organization's resources. One critical comment is an automatic nonconcur from the organization that submitted the comment. Publication/form action officers must work with the organization to resolve the nonconcurrency. If resolution is not achieved, the proponent of the DA administrative publication

#### S—Substantive

(These comments note when a part of the DA administrative publication appears unnecessary, incorrect, misleading, confusing, or inconsistent with other parts, or if the reviewer disagrees with proposed responsibilities, requirements, or procedures. Multiple substantive comments could result in a nonconcur.)

#### A—Administrative

(These comments refer to minor or nonsubstantive data, such as office symbols, addresses, format, and grammar.

### Column J—PAGE

*Location of matter commented on*. Express page numbers in decimal form using the following convention: (Page I-2 = 1.02, Page IV-56 = 4.56, etc.) Enables proper sorting.

0–General Comments

0.xx–Preface, TOC, Executive Summary (Page i = 0.01, Page XI = 0.11)

1.xx–Chapter I

2.xx–Chapter II

3.xx–Chapter III

x.xx–Chapter x, etc.

51.xx–Appendix A

52.xx–Appendix B

53.xx–Appendix C, etc.

99.xx–Glossary

#### **Column K–PARA**

**Paragraph number** . Enter the paragraph number that pertains to the comment expressed. (e.g., 1–4a , 7–6g (1)(b))

#### **Column L–LINE**

**Line number** . Enter the line number(s) on the designated page as shown.

#### **Column M–COMMENT**

**Response given** . Enter the comment. To facilitate adjudication of comments, copy complete sentences into the matrix so that it may not be necessary to refer back to the publication to understand the rationale for the change. Do not use Tools > Track Changes mode to edit the comments in the matrix. Indicate deleted material in the comment using the strike-through function. Indicate added material in the comment using underlining. Do not combine

#### **Column N–RATIONALE**

**Reason for change** . Enter a concise, objective explanation of the rationale for the comment.

#### **Column O–DECISION**

**Decision of G–37/TRA** . **This column is for the HQDA, G–3, assigned action officer's use only.**

A–Accept

R–Reject (Rationale required for rejection)

M–Accept with modification (Rationale required for modification)

**ARMYWIDE—STAFFING COMMENT RESOLUTION**

For use of this form, see AR 25-30; the proponent agency is

ITEM	#	SOURCE (ORGANIZATION)	NAME OF REVIEWING OFFICIAL	RANK/ GRADE (O-6, GS-15, or higher only)	OFFICE SYMBOL	TELEPHONE	DATE	TYPE - Critical - - Substantive - - Administrative - <i>See Instructions for Definitions</i>	PAGE
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