| Reviewer and Org | Reviewer Phone# | Page# | Para# | C, E, or F | Comment/Rationale | Recommended Change/Proposed Rewrite | Resolution of Comment  (For OPR Use Only) |
| --- | --- | --- | --- | --- | --- | --- | --- |
| John Doe, AIR-### | 555-555-5555 | 3 | 5a(1) | E | Order 1000.36, Ch 2, 1c. Use Active Voice | Restate, “Clancy wrote The Hunt for Red October” |  |

The Reviewer is the person making the Comment and the Recommended Change. Must enter the Reviewers org code.

Please make clear your recommended change and proposed rewrite. When suggesting new wording, use quotation marks and make sure it's clear what text you intend to replace. In this case, the ellipse implies the beginning of the original title is ok.

OPR explain how the comment was adjudicated.

Must enter the page number of the directive and the paragraph so we can easily identify the reference paragraph.

**NOTE:** For comments on the whole directive, please indicate "General."

**Conceptual:** You disagree with the intent of what's said or implied or, you believe an important concept has been omitted.

**Editorial:** You agree with the intent but believe the wording is unclear, ambiguous, or of the wrong tone.

**Format:** Comment on layout and organization and other format issues that are solely the responsibility of the authors. There is no need to identify deviations from the standard order format, typos or common spelling errors. They are being corrected as you review this order.

Please explain your disagreement and give a rationale. Authors often fail to see the ambiguities that lead to readers finding unintended meaning. Having a reason behind a suggestion is not only useful for understanding the intent of the change, but also for helping us determine if your issue can be resolved in other ways.

Must enter the Reviewers phone number.

**NOTE:**

All columns need to be completed or the Comments Matrix will be rejected.

The next worksheet is a blank form for your comments.

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