

## Subarea Contingency Plan Comment Matrix

### Comment Matrix Instructions

This form provides stakeholders with a template for commenting on the subject document. Comments from reviewers will be consolidated into a matrix. To ensure we address your comments as efficiently as possible, we ask that you do the following:

(1) Please use MSWord form provided. This allows us to consolidated comments from multiple agencies and conduct comment adjudication in an efficient manner.

(2) Enter each comment on a separate row, and provide all requested information. If there is a reference, please cite it.

(3) Be specific and clear about **what** you want to change in the existing text. Recommend reviewers begin recommended change with action verb. See example below.

(4) Provide a rationale for the recommend change; be clear about **why** you want us to change it.

(5) Assign a **severity** rating to each comment based on the following definitions:

(a) **Critical (C).** Existing text violates policy or statutes, or makes the plan unexecutable as written.

(b) **Substantive (S).** Information is incorrect.

(c) **Administrative (A).** Spelling, grammar, or punctuation. A technical editor will make those changes.

(6) Email your completed comment matrix to [decsparplanning@alaska.gov](mailto:decsparplanning@alaska.gov).

### Example

No.	Point of Contact	Organization	Page #	Line #	Specific Wording Change	Rationale for Recommended Change	Severity	Review committee Adjudication
1.	Sam Eagle	DOD	5	20	Replace "For score and several" with "Eighty-four"	Avoid archaic language.	A	
2.	Mary Red	DOJ	10	5	Replace paragraph 1 with "We the People of the United States, in Order to form a more perfect Union, establish Justice, insure domestic Tranquility, provide for the common defense, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity, do ordain and establish this Constitution for the United States of America."	Clearly states the document's intent.	C	

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3.	Al White	DOS	1	10	Add "And for the support of this Declaration, with a firm reliance on the protection of divine Providence, we mutually pledge to each other our Lives, our Fortunes, and our Sacred Honor" after "...States may of right do."	Provides a better ending for the Declaration of Independence.	S	
4.	Steve Blue		15	25 - 30	Delete subparagraph	The subparagraph states a task that the Federal government lacks the resources to achieve.	S	

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Comments Submitted by:

Name(s)	
Agency/Organization:	

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1.								
2.								
3.								
4.								
5.								
6.								
7.								