

STANDARDIZED COMMENT MATRIX PRIMER

The matrix below is a Word document table to be used as a template for submitting comments on draft publications and draft program directives. Except as noted below, an entry is required in each of the columns. To facilitate consolidating matrixes from various sources, do not adjust the column widths. Use the column headings in the document header as a guide to adjust column widths.

Column 1 – ITEM

Numeric order of comments. Accomplish when all comments from all sources are entered and sorted. To number the matrix rows, highlight this column only and then select the numbering ICON on the formatting tool bar.

Column 2 -

Used to track comments by source. Manually enter numbers from the first comment to the last comment. These numbers will stay with the comment and will not change when consolidated with other comments.

Column 3 – SOURCE

J1 - J-1	JFCOM - US Joint Forces Command
J2 - J-2	PACOM - US Pacific Command
J3 - J-3	SOCOM - US Special Operations Command
J4 - J-4	SOUTHCOM - US Southern Command
J5 - J-5	SPACECOM - US Space Command
J6 - J-6	STRATCOM - US Strategic Command
J7 - J-7	TRANSCOM - US Transportation Command
J8 - J-8	DTRA – Defense Threat Reduction Agency
USA – US Army	DIA – Defense Intelligence Agency
USN – US Navy	DLA – Defense Logistics Agency
USMC – US Marine Corps	MDO – Missile Defense Organization
USAF – US Air Force	NSA – National Security Agency
USCG – US Coast Guard	DISA – Defense Information Systems Agency
CENTCOM - US Central Command	NIMA – National Imagery and Mapping Agency
EUCOM - US European Command	LC – Joint Staff Office of Legal Counsel

Column 4 – TYPE

C – Critical (Contentious issue that will cause non-concurrence with publication)
M – Major (Incorrect material that may cause non-concurrence with publication)
S – Substantive (Factually incorrect material)
A – Administrative (grammar, punctuation, style, etc.)

Column 5 – PAGE

Page numbers expressed 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

52.01.xx - Annex A to Appendix B

53.xx – Appendix C, etc.

99.xx – Glossary

NOTE: For Program Directives enter the page number as a whole number, (1, 2, 3, etc.) PDs are normally sorted by paragraph and line number and the page number helps to find the paragraph.

Column 6 – PARA

Paragraph number that pertains to the comment expressed. (i.e. 4a, 6g, etc.)

NOTE: An entry in this column should be used when commenting on draft program directives. An entry is optional for comments on draft joint publications.

Column 7 – LINE

Line number on the designated page that pertains to the comment, expressed in decimal form (i.e., line 1=1, line 4-5 = 4.5, line 45-67 = 45.67, etc.) For figures where there is no line number, use "F" with the figure number expressed in decimal form (i.e. figure II-2 as line number F2.02). For appendices, use the "F" and the appendix letter with the figure number (i.e appendix D, figure 13 as line number FD.13; appendix C, annex A, figure 7 as line number FCA.07)

Column 8 – COMMENT

Comment text in line-in-line-out format according to JSM 5711.01A, *Joint Staff Correspondence Preparation* (Examples are provided in JP 1-01, Annex A to Appendix E). 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. Include deleted material in the comment in the strike through mode. Add material in the comment with underlining. Do not combine separate comments into one long comment in the matrix, (i.e. 5 comments rolled up into one).

Column 9 - RATIONALE

Provide concise objective explanation of the rationale for the comment.

Column 10 - DECISION

A - Accept

R – Reject (Rationale required for rejection.)

M - Accept with modification (Rationale required for modification.)

NOTE: This column is for the LA and JSDS use only. No rationale required for accepted items. Rationale for rejection is placed in the rationale comment box and highlighted for clarity. For modifications, the complete modified language will be placed (and annotated) as the bottom entry for that item in the “Comments” column and the rationale for the modification placed in the rationale comment box and highlighted for clarity.

TIPS AND TRICKS OF THE TRADE**Headers and Footers**

1. Publication name
2. Classification (Unclassified/Secret/ etc.)
3. Column headings
4. Filename (insert from header/footer drop down menu)
5. As of “date” (insert from header/footer drop down menu—manually enter date when finalized for tracking purposes)
6. Page X of Y (insert from header/footer drop down menu—manually enter last page number for Y when finalized—tracks total # of pages and does not default back to actual page #)

Combining Matrixes

1. Select all and correct for font and font size (Times New Roman, #10).
2. Copy one entire matrix and paste it a few lines below the last row of another matrix.
3. Adjust column widths as necessary to match one matrix with the other (use the column headings in the document header as a guide).
4. Merge the matrices into one by deleting the lines between the two.

Item (row) numbering (automatic numbering)

1. Highlight column number 1 from top to bottom.
2. Delete the existing number and then renumber by selecting automatic line numbering on the formatting tool bar.

Sorting

1. Select: “Table” on top menu toolbar.
2. Select: “Sort.”
3. Select: “Sort by, Column 5 (Page column), Number, Ascending.”
4. Select: “Then by, Column 7 (Line column), Number, Ascending.”
5. Select: “Then by, Column 4 (Type column), Text, Descending.”

Executive Summaries

Do not make comments on the executive summary until the FC. Main body text will be copied and pasted into the executive summary reducing the amount of time spent on making the two accurate. The contractor with LA and/or JSDS input will include an executive summary in the FC released for review and comment.

JP 3-30, *Command and Control for Joint Air Operations* (Second Draft) (Example)

ITEM	#	SOURCE	TYPE	PAGE	PARA	LINE	COMMENT	RATIONALE	DECISION (A/R/M)
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									
11.									
12.									
13.									
14.									
15.									
16.									