

Instructions for Submitting Comments

When providing comments, please use the provided electronic spreadsheet and structure your comments as follows:

Paragraph/Subparagraph: The identification of the paragraph and subparagraph of the section the comment addresses

The paragraph and subparagraph number are located along the left margin of the document at the beginning of each section, in the format paragraph.subparagraph (for example, 1.4).

Figure/Table/Line #: The identification of the figure, table, or line number of the section the comment addresses

Type of Comment: Comments fall in one of three categories:

- General (G) comments that address overall issues
- Technical (T) comments that address the technical accuracy of sections or sub-sections of the document
- Editorial (E) comments that are editorial in nature, for example improper sentence structure or typographical errors

Comment: the reviewer's identification of the problem or question with the document

The comment should be as specific as possible and, if appropriate, include the text in question. Comments will not be considered if they are overly general, for example, "I don't like this section".

Proposed Change: the reviewer's proposed change to the document

The proposed changes should be as specific as possible to ensure the question or problem is adjudicated correctly. Comments will not be considered without a specific proposed change, including suggested wording.

Note: Type of Comment, Comment, and Proposed Change columns must include entries to be considered. Either the Paragraph/Subparagraph or Table/Figure/Line # column must contain entries.

Note: Extensive comments may be transferred electronically as attachments to this document. References to attachments can be made in the Proposed Change column.

Please submit all comments to geo-standards@geo-one-stop.gov

