**About this form**

In order to facilitate our document review process, we strongly encourage you to use this form to provide edits, recommend changes, and offer corrections/clarifications with supporting analysis. This form helps us collect and organize recommended text revisions and sort comments. We appreciate your using this form.

**How to fill out the form**

**Name/Agency:** Your name; agency name.

**Item #:** The item in the schedule to which your comment or revision relates.

**Comment:** Enter anything you have to say *about* the text here. Please be thorough! Also use this column to provide the rationale for any proposed specific revisions in the next column.

**Suggested specific revision:** You will greatly help us by rewriting text to replace what could be better expressed or you feel is wrong. Cut and paste existing text into this column. Make edits by highlighting new text and ~~striking out~~ text to be deleted. Your providing revised text helps us see your critique in context to fully understand your point.

## Microsoft Word table formatting you may need to know

## This document is set to allow cells to begin on one page and finish on the next. To change this, click in the table, Select *Table* from the menu bar, Click *Select*, and *Table* to select the whole table. Select *Table* and *Table Properties* from the menu bar. Click the *Row* tab. Click (check) the box: *allow to break across pages* to either allow or disallow the rows to break across pages. If you disallow row breaks (by un-checking the box), the form will use more pages, but every row will be completely on one page.

# Saving/Renaming the File

# Once the file is opened in MS Word, Select *File* from the menu bar, and click *Save as*. Under the *File* name field in the *Save as* window, add your agency name to the existing file name. For example, change *Comments.doc* to: *Comments OMB.doc.*

**Questions?**

| **Name/Agency** | **Item #** | **Comment** (why you recommend change) | **Suggested specific revision:** (type revised text here) |
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