

Basic Guidance for Public Information Officers (PIOs)

Comment Matrix

Instructions:

Name: Please provide first and last.

Title: Please provide professional title

Type of change: Please indicate the type of change.

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.)

Page: Indicate the page number the change is located. If the change is on more than one page use the following example format, 44-45

Proposed change: Please provide the proposed change.

Rationale: Please provide the rationale for the proposed change.

Providing feedback: Please provide feedback to the Incident Management Systems Division at: FEMA-NIMS@dhs.gov.

