



Feedback Submission Form Instructions

Please use the Feedback Submission Form to submit feedback on the working draft National Prevention, Protection, Mitigation, Response, and/or Recovery Frameworks. If you are representing an agency or organization, please submit a single consolidated form through your entity's official channels. Submissions are due no later than **12:00 PM EDT on Monday, April 2, 2012** via electronic mail to PPD8-Engagement@fema.gov. Please save the file using the naming convention provided in each Feedback Submission Form.

Feedback must be submitted using the Feedback Submission Form. Any submissions not in this format (e.g., scanned documents, attachments) will not be accepted.

How to Complete the Feedback Submission Form:

- **Organization:** Specify the organization, if applicable, from which feedback is being submitted.
- **Point of Contact (POC) Name, E-mail Address, and Telephone:** Specify the name, e-mail address, and telephone number for the POC. The POC should be able to answer questions regarding the submission if necessary.
- **Submittal Date:** Specify the date the form was submitted.
- **Line # Start, Line # End:** Specify the line number on which the feedback starts and ends. Use the separate columns to indicate the starting and ending lines addressed by the feedback. Do not provide a range of line numbers in a single cell. For example, "44-46" is incorrect; the POC should specify "44" in the *Line # Start* column and "46" in the *Line # End* column. For feedback related to graphics, specify the line number of the graphic's caption. For feedback related to tables, specify the line number of the table's caption (see *Table Row #* below).
- **Table Row #:** For feedback related to elements within a table, specify the line including the table caption in the *Line # Start* column and specify the appropriate table row number in the *Table Row #* column.
- **Recommended/Proposed Language:** Provide recommended/proposed language to resolve the feedback. For example, if the recommendation is to revise a section, provide the language proposed to replace the existing language.
- **Reason/Supporting Citation:** Provide rationale for the proposed revision, including supporting citations if applicable.
- **Category:** Classify the feedback as C, S, or E, based on the following category definitions:
 - **C (Critical):** significant content issue that should be addressed (i.e., content would cause conflicts, flaws, confusion, and/or voids when implemented)
 - **S (Substantive):** factually incorrect information
 - **E (Editorial):** typographical, grammatical, or formatting errors; vague or unclear meaning