

## NIPP Comment Instructions

*Comments on the 2005 Draft of the National Infrastructure Protection Plan (NIPP) should be submitted using the following procedures and the enclosed comment form.*

**REVIEW:** Please review the document and complete the attached comment form as follows:

- 1) Enter your commenter identifying information (e.g., type of organization, which infrastructure sector, contact information - if we need to reach you for clarification on a comment).
- 2) Save and rename form to include some commenter identifying information.
- 3) Complete Column 1 – PAGE #: Indicate the number of the page where the text is that you are commenting on. If the text crosses more than one page, indicate the range of pages using a dash and no space (e.g., 5-6). If this is a general or cross-cutting comment, insert 0 as the page number to enable proper sorting.
- 4) Complete Column 2 – LINE#: Indicate the number of the line where the text is that you are commenting on. If commenting on more than one line, include the range using a dash and no space (e.g., 4-12).
- 5) Complete Column 3 – TYPE: Select the type of comment that you are making from the drop down menu:
  - C Critical – showstoppers; contentious issue that will cause non-concurrence with the document
  - S Substantive – factually incorrect material
  - A Administrative – grammar, punctuation, style, etc.
- 6) Complete Column 4 – COMMENT: Enter a comment explaining the rationale for the recommended change.
- 7) Complete Column 5 – RECOMMENDED CHANGE: Enter the recommended change to the text in line-in-line-out format.
- 8) Complete Column 6 – JUSTIFICATION FOR CRITICAL COMMENTS: Provide a justification with rationale for any comment categorized as critical.

*Note: All comments/issues must be submitted using ONLY this form as it facilitates incorporation, review and adjudication of all comments.*

**SUBMIT:** Please submit comments as follows:

- 1) Attach your completed comment form to an email with NIPP Comments in the subject line.
- 2) Send to [NIPP@dhs.gov](mailto:NIPP@dhs.gov) on or before **5 pm EST on December 5, 2005**.  
*Comments submitted after the deadline may not be included for consideration in this round of review.*

Any questions pertaining to the comment process may also be sent to [NIPP@dhs.gov](mailto:NIPP@dhs.gov).