

COMMENT RESOLUTION MATRIX (CRM)

This CRM is used for submitting comments on the Defense Personal Property Program (DP3) business rules for the **2022 Rate Cycle**. Except as noted below, an entry is required in each of the columns. Submit CRM(s) as soon as they are completed. TCJ9 will review the comments, but will not reply to the individuals who submitted comments. Please refer to the USTC PP Advisory #21-0095 for further instructions.

Column 1 – Section:

Section you are referencing (e.g., Introduction, Section 4).

Column 2 – Item # or Title of Area:

Item # and/or title of the Section you are referencing (e.g., Item 4 Reweigh, Pass Through)

Column 3 – Source:

PPSO GBLOC: (e.g., BGAC, KKFA, AGFM, etc.)
PPPO Office ID: (e.g. AZ1046, HI1169, FL12870, etc.)
HQ Services: (e.g., USA, USMC, USN, etc.)
TSP SCAC: (ABCD, EFGH, etc.)
GSA: (Audit Division, etc.)
USTC: (e.g., TCJ4-HI, TCJ4-HP, etc.)
OSD: (Divisions, etc.)

Column 4 – Type:

1. **C - Critical:** (e.g., recommended change/update will cause severe problems for the program.)
2. **MA - Major:** (e.g., change may cause some push back from PPSO, TSP, Services, etc.)
3. **MI - Minor:** (e.g., potential to cause concerns/issues with how to manage/track, etc.)
4. **S - Substantiate:** (e.g., provide explanation how this change will or will not help the program.)

Column 5 – Page:

Page number of the section you are commenting on. (e.g., 23, 81)

Column 6 – Paragraph:

Paragraph number of the section you are commenting on (e.g., 2.a, 3.a, b, and c,)

Column 7 – Line:

Line number on the designated page that pertains to the sentence you wish to comment on (e.g., 620-625, 1973-1993)

Column 8 – Recommended Change:

1. Copy and insert the complete sentence from the document.
2. When recommending modification of a sentence, etc. (if deleting word(s) use the strike through function. If adding a change for the deleted word(s) use underlining function (e.g., ~~packing and unpacking~~ perform).
3. Do not combine separate comments into one long comment in the matrix, (e.g., 5 comments rolled up into one).

Column 9 – Reason:

Provide a brief explanation of the reasoning for the recommended change.

Column 10 – Decision: **This column is for TCJ9 use only:**

1. **A - Accept:** No reason required
2. **R - Reject:** Reason required for rejection. Put the reason at the bottom of the Recommended Change box and “highlighted” for clarity.
3. **M - Modification:** The complete modified language will be placed (and annotated) at the bottom entry for the item in the “Recommended Change” column and the reason. Put the reason at the bottom of the Recommended Change box and “highlighted” for clarity.