**DTR COMMENT RESOLUTION MATRIX (CRM)**

The matrix below is to be used as a template for submitting comments to request changes to the Defense Transportation Regulation (DTR). The proposed wording for the regulation will appear in Column 7, and Column 8 will include known advantages and disadvantages of the proposed change and applicable regulatory references. ***Do not adjust the column widths or fonts***. Submit proposed CRM via e-mail after coordination through the appropriate Service channels, as applicable, to the USTRANSCOM DTR Administrator.

The body of the e-mail will contain:

a. Subject: Include DTR part number.

b. Issue: Explain the issue in detail.

c. Systems Impact/Resource Implications: Identify the known impacts on automated systems and interfaces, whether additional funding will be required to support systems changes, and the estimated timeline for implementation of systems changes. Identify any other known resource costs associated with the proposed change.

**Column 1 – COMMENT NUMBER**

Numeric order of comments. This aids in discussion between submitter and DTR Administrator.

**Column 2 – SOURCE**

OSD

Services

DLA

DTMO

Other Agencies, as required

**Column 3 – TYPE**

C – Critical (The justification for critical comments MUST identify violations of law or contradictions of Executive Branch or DoD policy; unnecessary risks to safety, life, limb, or DoD materiel; waste or abuse of DoD appropriations; or imposition of an unreasonable burden on a Component's resources.)

M – Major (Major comments highlight important issues that must be addressed.)

S – Substantive (Substantive comments are provided because sections in the document appear to be, or are, incorrect, incomplete, inconsistent, misleading, or confusing.)

A – Administrative (Administrative comments correct typographical errors, grammatical and editorial errors, office symbols, addresses, telephone numbers, etc.)

**Column 4 – PAGE**

Page number of the current publication. Be sure to include the entire page number, which indicates Part number of the DTR (e.g., III-303-1).

**Column 5 – PARA**

Paragraph number that pertains to the comment expressed. (e.g., 4.a., 6.g., etc.).

**Column 6 – LINE(S)**

Indicate the line(s) within the paragraph.

**Column 7 – CHANGE FROM/ CHANGE TO**

Provide proposed language. See example below.

**Column 8 – JUSTIFICATION**

Provide concise, objective explanation of the rationale for the comment. Include known advantages, disadvantages any system or resource impacts of the proposed change, and applicable regulatory references.

**Column 9 – DECISION (DTR Administrator use ONLY)**

A - Accept

R – Reject (Rationale required for rejection.)

M - Accept with modification (Rationale required for modification.)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | SDDC | A | II-209-5 | F.3.k. | 1 | **EXAMPLE ONLY:**Change from: “Utilize the DoD GOCARE website for discussions, reports, policy and publications.” Change to: “Utilize the SDDC GOCARE website at https://www.sddc.army.mil/gocare/Pages/gocare.aspx, to obtain DOD GOCARE program publications, guidelines and policy.”  | Revised to reflect current process. |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |