# Documentation Review Comment Form

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| --- | --- |
| **1.Project Name:**  **Contractor:**  **COR:** | **2. Document Name:** |
| **3. Review Team Members**: | **4. Document Date:**  **Distribution Date:**  **Return Date to Chairperson**: |
| **5. Deliverable Chairperson:** | **6. Additional Information if any:** |
| **7. Document Acceptance Date by COR:** | **8. Delivery Date:** |

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| **Item No.** | **Section Number** | **Page Number** | **Comments** | **Reviewer** | **Contractor/Submitter Response** | **Government Response** | **Accepted by Chair;**  **Yes, No** |
| 1. 1 | 1.0 | 6 | Delete “(identification of the need for the product)” | **NARA CM Team** |  |  |  |
|  |  | 8 | 1st paragraph; Delete the last sentence |  |  |  |  |
|  | 3.4.2 | 12 | Delete the last sentence |  |  |  |  |
|  | 3.4.2.3 | 13 |  |  |  |  |  |
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**Instructions for completing the Document Review Comment Form (DRCF)**

1. Enter the “**Project Name**”, Name of the “**Contractor**” and “**Contracting office Representative (COR)**” related to the project for which the document is being reviewed.
2. Enter the Name of the Document for “**Document Name**“as listed on the cover page of the document.
3. List the names of the reviewers for “**Review Team Members** “who are required to review the document.
4. Enter the “**Document Date**” as listed on the cover page of the document, “**Distribution Date**” is the date the document is being distributed for peer review and “**Return Date** **to the chairperson**” is the date all the reviewers are required to complete the Peer Review.
5. “**Deliverable Chairperson**” is the person who is responsible for conducting the peer review and consolidate all the comments in the DRCF.
6. “**Additional Information if any**” is the field provided for free text in case a chairperson would like to add any information about the document being reviewed.
7. “**Document Acceptance Date by COR”** is completed by COR when he or she accepts the document.
8. **“Delivery Date”** is field is used if COR expects another delivery of the document after initial peer review.
9. In the Table:
   1. Item number is the sequence number.
   2. “Section Number” is the number in the document being reviewed and has comments.
   3. “Page Number” is the number of the page that is being reviewed and have comments.
   4. “Comments” are the comments and/or questions entered by the reviewer.
   5. “Reviewer” is the name of the person reviewing the document.
   6. “Contractor or Submitter Response” is the person who provides response on the comments submitted.
   7. “Govt. Response” is the response from the Govt. review team on the comments submitted by the contractor
   8. “Accepted by Chair” the Chair person will disposition the comments.