

## Revised Draft NIPP Base Plan v2.0 Comment Instructions

*Comments on the revised draft of the National Infrastructure Protection Plan (NIPP) Base Plan must 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).  
*Move from cell-to-cell using the tab key. Information should only be entered into the gray fields on the form.*
- 2) Save and rename form to include some commenter identifying information. Forms that have been tampered with and unlocked may not be processed.
- 3) Complete Column 1 – Chapter #: Indicate the chapter number where the text is that you are commenting on. If this is a general or cross-cutting comment, insert "0" as the chapter number to enable proper sorting.
- 4) Complete Column 2 – 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.
- 5) Complete Column 3 – 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).
- 6) Complete Column 4 – 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.
- 7) Complete Column 5 – Comment: Enter a comment explaining the rationale for the recommended change.
- 8) Complete Column 6 – Recommended Change: Enter the recommended change to the text in line-in-line-out format.

**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 **Monday February 6, 2006.**

*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).