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| All commenters should use this form when submitting comments on an ATIS Letter Ballot ([view the instructions](http://www.atis.org/01_resources/docs/LB/ATIS_LB_CCRPreso.pdf)). ­This form should accompany the [letter ballot (via ATIS Workspace)](http://www.atis.org/01_aws/faqs.asp#Ballot) and will subsequently be used during comment consideration by the appropriate committee/subcommittee.  The commenter should use the “track changes” feature when recommending changes to existing text. Proposed changes to a table, figure, or any other item that is not purely text, should include a summary in the table below and provide the modified table, figure, etc., in the “Other Information” section. The source file for any new figures (Visio, PowerPoint, etc.) must also be included (by either zipping together with this document, or embedding as a file/object). |

## Letter Ballot: [insert Committee name and LB number]

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| **Company Name: [insert company name]** | | | | | | |
| **TO BE COMPLETED BY COMMENTER** | | | | **TO BE COMPLETED BY SUB/COMMITTEE** | | |
| **Auto#** | **Page/ Section/Line #** | **Comment** | **Rationale/Suggested Solution** | **Type[[1]](#footnote-1)** | **Res.**[[2]](#footnote-2) | **Discussion/Explanation/Note *(if comment is modified, accepted/modified via a separate ballot comment, or not accepted)*** |
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**Other Information (e.g., Tables, Figures):**

1. Type of change: Insert **S** or **NS**: Substantive (**S**) (*see* [*ATIS OP*](http://www.atis.org/01_legal/operatingpro.asp) *Section A.6*) or Non-Substantive (**NS**) [↑](#footnote-ref-1)
2. Resolution (how was comment considered): Insert **A**, **AM**, **N**, **I**, or **W**: Accepted (**A**), Accepted as Modified (**AM**), Not Accepted (**N**), For Information/No Action/Noted (**I**), or Withdrawn (**W**). [↑](#footnote-ref-2)