

Introduction

- ATIS provides a form to be used for both the collection and consideration of comments received during the letter ballot process.
 - This form shall be used in conjunction with submitting a letter ballot vote via AWS (<https://www.atis.org/atis-workspace-faq/#Ballot>).
- The goals of this form are to:
 - Standardize the format for providing the information by having all comments submitted in a consistent manner.
 - Simplify the resolution process for the Sub/Committee and Technical Editor.
- Following consideration of comments, the consideration report form(s) will be consolidated into a .zip file and posted to AWS.
 - This document shall be associated in AWS with the “State” **Comment Resolution Report** and is typically posted in the appropriate subcommittee.

Comment Submittal Form and Consideration Report

All commenters should use this form when submitting comments on an ATIS Letter Ballot ([view the instructions](#)). This form should accompany the [letter ballot \(via ATIS Workspace\)](#) 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]**

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	Res. ²	Discussion/Explanation/Note <i>(if comment is modified, accepted/modified via a separate ballot comment, or not accepted)</i>
1						
2						
3						
4						

Other Information (e.g., Tables, Figures):

Submitting Comments – Detailed View for Commenter

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

Company Name: [insert company name]			
TO BE COMPLETED BY COMMENTER			
Auto#	Page/ Section/ Line #	Comment	Rationale/Suggested Solution
1			
2			
3			
4			

Other Information (e.g., Tables, Figures):

Submitting Comments

The commenter shall complete the information included in the “Commenter” section.

- Letter Ballot: Add Committee Name and Letter Ballot Number (e.g., PTSC-LB-200).
- Company Name: Insert name of voting member company submitting comments.
- Page/Section/Line #: Provide the page, section, and line number for which the comment is being submitted (e.g., page 20, section 5.1, line 25).
- Comment: Outline comment, using track changes whenever possible (e.g., “This widget **shall** ~~should~~ be used in order to...”).
 - NOTE: If making a suggested change to a table, figure, or other non-text item, you must include a summary in this field and, if available, any additional information (e.g., updated object) in the Other Information section as noted on the next page.

Submitting Comments cont.

- Rationale/Suggested Solution: Outline rationale and/or suggested solution for your comment (e.g., “Change the word from should to shall because the use of the widget is required to implement this technology.”).
- Other Information (e.g., Tables, Figures): Provide a new or modified object associated with changes to a table, figure, or any other item that is not purely text as summarized above in Comment section.
 - NOTE: 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)

Comment Resolution – Detailed View for Subcommittee

TO BE COMPLETED BY SUB/COMMITTEE		
Type ¹	Res. ²	Discussion/Explanation/Note <i>(if comment is modified, accepted/modified via a separate ballot comment, or not accepted)</i>

¹ Type of change: Insert **S** or **NS**: Substantive (**S**) (see [ATIS OP Section A.6](#)) or Non-Substantive (**NS**)

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**).

Comment Resolution

- The responsible party (e.g., technical editor, staff) shall populate the appropriate information included in the “Completed by the Sub/Committee” section.
 - NOTE: Commenters should not populate this section when submitting their comments.
- Type: Identify whether the comment was determined to be Substantive (S) or Non-Substantive (NS).
 - NOTE: For definition of substantive, see the [ATIS OP Section A.6](#).
- Resolution: Identify how the comment was considered and insert Accepted (A), Not Accepted (NA), For Information/No Action/Noted (I), or Withdrawn (W).
 - NOTE: For Comments that were previously addressed in the consideration report of another Company, “(I)” should be used as the Resolution and a statement should be included that “the comment was addressed in Company X’s consideration report” in the Discussion/Explanation/Note section.

Comment Resolution cont.

- Discussion/Explanation/Note: This field must be completed if a Comment is:
 - Modified (e.g., “Changed X to Y.”),
 - Accepted/Modified by another company’s Comment (e.g., “Addressed in Company X’s consideration report.”), or
 - Not Accepted (e.g., “No consensus was achieved by the group.”; “Outside of the scope of this standard.”).

Questions

- If you have any questions about the letter ballot comment or consideration process, please contact admin@access.atis.org.