INSTRUCTIONS FOR COMPLETING THE MRP FORM 6

(ISSUANCE COMMENT RESOLUTION FORM)

Block 1: ISSUANCE NUMBER
Enter the number of the Directive, Administrative Notice, or Handbook/Manual/Guide as assigned by Information Management and Compliance (IMC) in accordance with the MRP Issuances Classification System.

Block 2: TITLE

Block 3: COMMENTS
A. Program/Division
Enter the program/division acronym who submitted the comment.
Example: PPQ or MRPBS-ITD

B. Comment Location
Enter the section of the issuance where the comment is located.
Example: 5.a

C. Comment
Enter (copy/paste) the comment.

D. Comment Result
Explain how the comment was resolved including any changes made (if applicable).
Example: Revised 5.a to read as “xxxxx”.
Example: SME provided clarification and no change was made.

Note: If additional space is needed to document/address any particular comment, continue to the next row.

Once all rows are completed and if additional space is still needed, complete the MRP Form 6A Continuation Sheet.

Block 4: ISSUANCE ORIGINATOR/SUBJECT MATTER EXPERT SIGNATURE
Place a digital signature. A hand written signature is also accepted if a digital signature is not applied.

Block 5: DATE
Enter the date the signature was applied.

Block 6: INFORMATION MANAGEMENT AND COMPLIANCE SIGNATURE
Place a digital signature. A hand written signature is also accepted if a digital signature is not applied.

Block 7: DATE
Enter the date the signature was applied.