

<b>1. Document No.:</b>	<b>2. Project Manager:</b>	<b>3. Reviewing Office:</b>	<b>4. Date of Review:</b>	<b>5. Date of Disposition:</b>
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**Instructions for Completing the Document Review Log**

**Blocks 1 & 2:** To be completed by project manager prior to sending out for comments.

**Blocks 3 & 4:** To be completed by reviewing office. Enter office symbol, reviewers name and phone number.

**Block 5:** To be completed by project manager after receiving comments from reviewing office. Enter date of disposition.

The below columns are to be completed by the reviewing office, except for the "Disposition" column.

Project manager's disposition in comments in the last column below. Enter the reasons for non-incorporated comments. Identify each disposition as:

- **Adopted;**
- **Partially Adopted;**
- **Non-Concur;**
- **Concur but Outside of Scope (Will be considered in next change/revision); or**
- **Answer to Question or Statement.**

<b>Item No:</b>	<b>Attachment, Page and Paragraph No:</b>	<b>Comment:</b>	<b>Reason:</b>	<b>Recommendation:</b>	<b>Disposition:</b>