Reviewer_____ Reviewed_____

REVIEWER FEEDBACK FORM

Please comment in each area needing attention.

1	**FORMAT** What do you recommend would most improve the document regarding format conventions?	
2	**STRUCTURE** What do you recommend that would help the reader navigate the parts of this report? Can you "see" the divisions/sections?	
3	**BLUF** What change(s) regarding the BLUF or Executive Summary would most improve this document? Does the reader know why she is receiving the memo and what it says?	
4	**DEVELOPMENT** Which areas need more development/detail? What questions would a reader ask that are not answered in the report?	
5	**READABILITY** What errors in grammar, style, or tone need attention?	
6	**OVERALL** What "one thing" would make this report better?	