Coordinator Guide – Directives

Approval Coordinator

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RevCom

Nomenclature

RevCom is used in several installations across the Department of Energy, each with its own nomenclature for the RevCom roles.

Author (Integrated Project Team, Author, Writer, OPI, PA)–*Provides original and updated document versions for review. Responds to comments provided in RevCom*

Approval Coordinator (AC)/formerly DPC -- *Submits the official position of their organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and Delegates.*

Alternate – *Serves as backup to the Approval Coordinator; submits the official position of the organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and Delegates.*

Delegate–*Aids the AC in review, edit and consolidation of local comments. Recommends comments for inclusion in official submission.*

Approving Official (AO) – *Reviews comments to be submitted as representative of the organization's review. RevCom will automatically send a PDF copy of the comments via email as part of the Submit Package function. (Organizational option)*

Subject Matter Expert (*SME, Reviewer, Employee*)–*Reviews a document and enters applicable comments and/or explicit data request responses in RevCom.*

Monitor–A read-only role; views "bird's eye" status of all system documents.

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AC Tasks and Responsibilities

Responsibilities

- Setup and maintain User Accounts
- Coordinate document review for the organization
- Assign reviewers' deadlines
- Assign reviewers
- Assess comment submissions
- Forward to the next level Approving Official (AO) comments (final packages) representing the organization's position on the topic at hand

Note: Delegates do not submit final packages

Tasks

Build a Team
- Create SME accounts
- Create Delegate accounts

Assign and Notify
- Set deadlines for SMEs and reporting organizations
- Select, assign Delegates and SMEs to review documents (notification is sent via the RevCom system)

Coordinate
- Comment on the document
- Review, edit and consolidate submitted comments
- Select comments for inclusion

Submit Package

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Delegates

Delegates are users that you can trust to coordinate review on your behalf. Some may have specific areas of expertise that can be applied for review of directive/policy/standard content.

NOTE: A Delegate cannot participate in review of a specific document until he/she has been assigned

Your Delegates can perform all coordinator activities up until submission of the final package of comments.

You *must* assign Delegates just as you assign SMEs to review specific documents. Upon being assigned, a Delegate can

- Set Due Dates
- Assign SMEs
- Create user accounts
- Review an assigned document and submit comments
- Review and Save for Inclusion SMEs' and Reporting Organizations' comments

Delegates *cannot*

- Submit the final package

Delegates can also organize your account:
- Create Delegates and SME accounts
- Create Groups

RevCom

You will receive email notification from RevCom that a document is available for review. Information will include
- The activity
- Document number and title
- Your deadline
- The Author (or if you are a suborganization, the AC to whom you submit your package)
- Due dates for your SMEs and reporting organizations
- A link to add the Due Date to your calendar
- A link to RevCom login

RevCom: Approval Coordinator ASSIGNMENT / UPDATE - Review and Comment - DOE O 452.2F, Nuclear Explosive Safety

TS support@doxcelerate.com
To ⊞ **Support**

↩ Reply   ↞ Reply All   → Forward   ⋯

Thu 2/20/2020 2:04 PM

ⓘ We removed extra line breaks from this message.

You have been assigned the following RevCom activity for DOE-Directives. Your current (or updated) due date is listed below.

Activity: Review and Comment
Document: DOE O 452.2F, Nuclear Explosive Safety
Subject Area(s): None selected.
Your Due Date: 03/23/2020
Due to: Finneas Feller, OPI, Office of Primary Interest
Your SMEs' and reporting organizations' Due Date: 03/16/2020

****
Instructions for using RevCom are available at https://support.doxcelerate.com/doe-directives/revcom
****

Link to add this document due date to your own calendar: https://www.directives.doe.gov/calendarLink.jsp?A=11051&U=HQ
IE&R=User_NonSmeCommentator&S=calendarLink.jsp&docType.oop=37371905&doc.oop=1270272001

This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.
Contact the Directives Program by e-mail at DOEdirectives@hq.doe.gov. To log in to RevCom go to https://www.directives.doe.gov/login.jsp

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Login

Coordinator login is available for the various programs
DOE Directives : https://www.directives.doe.gov/login.jsp
Select your role
Enter your username and password

U.S. Department of Energy
DIRECTIVES

RevCom: Choose your Role to Login

Subject Matter Experts

Review and comment on draft documents.

AOs/ACs/Delegates

Review and consolidate comments from your organization.

IPT Review Coordinator

Respond to reviewer comments.

Username

AO-Patricia

Password

••••••••••

Login

PLEASE NOTE:
- Passwords expire after 6 months (Cybersecurity requirement).
- To reset your password, follow the links in RevCom or send email to support@doxcelerate.com

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Assigned Documents

RevCom opens to Active documents
- Choose Pending to see documents awaiting a new activity

You

Logout here or choose Exit in the Document menu

U.S. Department of Energy
DIRECTIVES

Patricia Greeson, Dox Smoky Mountains, AO
Logout

RevCom

Document ▾   Accounts ▾   Reports ▾   Settings ▾   Help ▾

Active Calendar	Active List	Pending	Final		Search		Legend

Document	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2
DOE P XXX.X, Title History | References	★ Review and Comment...				Review and Comment: Com... 2 Due: 11/08/17		End: 11/17/17
DOE O XXX.X, Title History | References	★ Review and Comment...				Review and Comment: Com... 0 Due: 11/08/17		End: 11/17/17
	Fri 27	Sat 28	Sun 29	Mon 30	Tue 31	Wed 1	Thu 2

New icons and color indications

- ★ Assigned to Me
- ✔ Completed
- ① Setup in Progress
- ➦ Submit Package/Status
- 🟢5 New comments available
- ⓪ No new comments
- 🟧 Assigned to Me
- ⬜ Not Assigned to Me
- 🟨 Comment Resolution
- ▨ Comment Resolution, Not Assigned to Me

Got it, thanks!   ☑ Don't show me again.

To see this message again, click the *Legend* button.

The Legend defines colors and icons used. You can opt not to have the Legend display when you open RevCom by checking "Don't show me again" and selecting

Got it, thanks!

You can open the Legend any time by selecting   Legend   (upper right)

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Create User Accounts—SMEs

- The people you list here will be ones from which you select assignees for each document.
- Once you have created users, you can create groups with special areas of interest.
- The View/Edit functions allow you to update user information and revise group membership.

Note: You can create users and groups at any time, even during a review when you discover a new person to assign.

In the Accounts menu, select Create User

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group
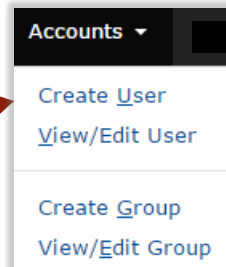
Create User

Please identify the role of the user being defined.

○ SME

○ Delegates

- Select SME
- To create an account for an SME, you need only the email address.
- After you enter the email address, [Save] the entry.
- [Save and New] allows you to return for multiple entries.

Caution: Double-check email addresses to ensure that people you assign receive notification.

Create User

Please identify the role of the user being defined.

◉ SME

○ Delegate

Enter the following information and then press Save to add a new SME.

Email:

IMSmee@site.site

[Save] [Save and New] Cancel

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Create Delegate Accounts

The Delegate is a person you can assign to perform all of your tasks for a specific document, *except* for submitting the final package. He/she can create accounts, assign users, set deadlines, etc., for a specific document review but only after you have assigned him/her as Delegate.

Create User

Please identify the role of the user being defined.

○ SME

○ Delegate

Delegate

NOTE:
ACs/Delegates set their own passwords using an automated system. Your Delegate will receive email that provides username and a URL connection for setting a password.
SUGGESTION:
Because people forget their usernames, it is good to choose a consistent format for Delegate usernames [first initial + last name (AFellow); last name only (Fellow); all caps (ALADY; LADY)].

Create User

Please identify the role of the user being defined.

● Delegate

○ SME

Enter the following information and then press Save to add a new delegate.

RevCom Username:

DDelegate

Full Name:

Danny Delegate

Email:

danny.delegate@site.site

Copy-to Emails: (not required)

External Title:

Delegate

[Save] [Save and New] Cancel

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Automated Password

AC/Delegate Login

Username

Username

Password

••••••••

Login

Forgot Your Password? | RevCom Home

New ACs will receive email that includes username and a link to setting the password.

The login box includes a mechanism to use if you have forgotten your password.

PASSWORD RULES:
- Passwords cannot be reused
- Minimum length is 8 characters
- Must include at least one of each of the following:
  - ○ Uppercase letter
  - ○ Lowercase letter
  - ○ Number
  - ○ Special character (only $ or #)
- The $ or # cannot be in the last position

UNSUCCESSFUL PASSWORD CHANGE:
Errors include:
- Reuse of an old password
- Failure to retype the new password correctly
- A special character in the last position
- Too few letters
- Missing required elements (uppercase/lowercase letter, number, # or $)
- Entering the wrong special character

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Blocked ACs/Delegates

Users are blocked when they
• Fail to login successfully three times
• Remain inactive for an extended period
• Do not respond to email inviting them to reset a password

Edit User

RevCom Username:

Delegate

Full Name:

Ann Delegate

Email:

anndelegate@lanl.gov

Copy-to Emails: (not required)

External Title:

Delegate

Update   Cancel

Additional actions for this user:

Reset Password | Remove | Unblock

The AC is responsible for unblocking the Delegate's access.

In the Accounts menu, select View/Edit User

• Select the Delegate's account and choose **Unblock**

To complete the process, return to the Delegate's page and select **Reset Password**

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Create Groups

Your Accounts listing will be similar to the one below

In the Accounts menu, select Create Group

View User

Click a user name to make updates.

ACs/Delegates
- Ann Delegate
- Chris Tirado
- Muriel Johnson
- Patricia Greeson
- RevCom Support DPC
- Arthur Delegate
- One Delegate
- Ruby Redd
- A Sample Delegate
- The Delegate
- Test Account 1

SMEs
- diane@juju.com
- diane@site.site
- jack@doxcelerate.com
- jmcdonald@doxcelerate.com
- jmsfnm@gmail.com
- mickeyd@doxcelerate.com
- minnie@ju.com
- mudijo1211@gmail.com
- patricia@doxcelerate.com
- topdog@site.site
- Workerbee@site.site

Create New User

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

You can at any time
- Add or remove Delegates and/or SMEs
- Create new groups
- Have an SME or Delegate serve on several groups
- Delete accounts for personnel who have transferred or retired

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Create Groups – Subject Areas

To create a group, assign a Group Name and click the box next to the SMEs/Delegates.

A list of Subjects common to directives is available. You can add one or more Subjects to a Group name or can create Groups by Subject name.
Select membership:
• An SME or Delegate can be assigned to more than one Group
• One or more Subject areas can be assigned to a Group

NOTIFICATIONS:
When you have assigned a Subject Area to a Group, that **group will receive automatic notification** when the draft goes online0
. You do not have to assign users unless you wish to add to those already assigned.

Create Group

Enter a Group Name in the text box, select the Subject Areas (optional), and select the Delegates and SMEs you would like to be a part of the group.

Group Name:

Enter a group name

Subject Areas:
- ☐ Administration
   T1
- ☐ Budget
   T2
- ☐ Financial Management
   T3
- ☐ Environment
   T4
- ☐ Finance
   T5
- ☐ Health
   T6
- ☐ Safety
   T7 added by Diane
- ☐ Security
   T8 added by Diane

SMEs:
- ☐ daffy@dox.com
- ☐ diane@doxcelerate.com
- ☐ donald@dox.com
- ☑ elizabeth@doxcelerate.com
- ☐ jmsfnm@gmail.com
- ☐ money@site.site
- ☐ patricia@doxcelerate.com
- ☐ smurf@site.site
- ☐ thibault@doxcelerate.com

Save Cancel

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Set Due Dates

If you are going to change Due Dates, it is best to make the change before you assign reviewers. Otherwise, they will receive two emails, one detailing the assignment and due date and a second changing the due date.

Version ▾

Sectio_n_ List

_C_omment List

Set _D_ue Dates

Assign User

Sub_m_it Package

In the Version menu, select Set Due Dates

SMEs due date: 11/06/2017

Date packages are due from organizations submitting comments to your organization:

Dox OR: 11/06/2017

This is your suborganization

```
AO Email:

RevCom: AO ASSIGNMENT / UPDATE - Review and Comment - DOE P XXX.X, Title

You have been assigned the following RevCom activity for DOE-Directives. Your current (or updated) due date is listed below.

    Activity: Review and Comment
    Document: DOE P XXX.X, Title
    Your Due Date: %due-to-org-date%
    Due to: %due-to-org%
    Your SMEs' and reporting organizations' Due Date: %due-date%
```

Enter Additional Text:

Here, you add any additional information the reviewer needs to complete the review

Notifications will be sent when you

Update & Notify

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Assign Users

In the Version menu, select Assign User

Version ▾

Section List

Comment List

Set Due Dates

Assign User

Submit Package

Select groups or individuals to review the document.

Assign Users

When your selections are complete,

Notify Users

Currently Assigned	Groups	ACs/Delegates	last notification date in red	SMEs	last notification date in red
• diane@site.site	☐ Budget	☐ Ann Delegate		☐ diane@juju.com	
• Patricia Greeson	☐ Ann Delegate	☐ Chris Tirado		☑ diane@site.site	- Not Notified -
• RevCom Support DPC	☑ diane@site.site	☐ Muriel Johnson		☑ jack@doxcelerate.com	01/21/16 11:30 AM
• jack@doxcelerate.com	☑ Patricia Greeson	☑ Patricia Greeson	01/21/16 11:30 AM	☐ jmcdonald@doxcelerate.com	
• mickeyd@doxcelerate.com	☑ jack@doxcelerate.com	☑ RevCom Support DPC	01/21/16 11:30 AM	☐ jmsfnm@gmail.com	
• patricia@doxcelerate.com	☑ mickeyd@doxcelerate.com	☐ Arthur Delegate		☑ mickeyd@doxcelerate.com	- Not Notified -
• topdog@site.site	☐ minnie@ju.com	☐ One Delegate		☐ minnie@ju.com	
• Workerbee@site.site	☑ topdog@site.site	☐ Ruby Redd		☐ mudijo1211@gmail.com	
	☑ Workerbee@site.site	☐ A Sample Delegate		☑ patricia@doxcelerate.com	- Not Notified -
Notify Users		☐ The Delegate		☑ topdog@site.site	- Not Notified -
	☐ Contracts	☐ Test Account 1		☑ Workerbee@site.site	- Not Notified -
	☑ jack@doxcelerate.com				
	☑ mickeyd@doxcelerate.com				
	☐ minnie@ju.com				
	☑ topdog@site.site				

In this example, you will note by the dates at right of their names that three reviewers have already been notified. Your notification will go only to new reviewers.

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Notify Users

Reviewers to be notified are listed. Check marks indicate that these people will be notified.

You can Enter Additional Text

Send

Assigned SMEs (select for SMEs notification)

☑ diane@site.site - Not Notified -

☐ jack@doxcelerate.com 01/21/16 11:30 AM

☑ minnie@ju.com - Not Notified -

☑ mudijo1211@gmail.com - Not Notified -

☑ topdog@site.site - Not Notified -

☑ Workerbee@site.site - Not Notified -

```
SME email:

RevCom: SME ASSIGNMENT / UPDATE - Training Sample - DOE X XXX.X, Training Document

You have been assigned the following RevCom activity for DOE-Directives by Technical Support DPC (support@
doxcelerate.com) of Doxcelerate Technical Support.
Activity: Training Sample
Document: DOE X XXX.X, Training Document
Your Due Date: 01/29/2016
```

Enter Additional Text:

Enter additional text here

☐ Save As Default

```
This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.
Contact the Office of Information Resources by e-mail at Christopher.Tirado@hq.doe.gov. To log in to RevCo
m go to https://www.directives.doe.gov/login.jsp.  Find help and FAQs here: http://support.doxcelerate.co
m/support/revcom
```

Send Cancel

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Carry-over Reviewers

When new versions for the document are posted, the AC can choose the same reviewers as were assigned previously. The example below is from Technical Standards. This slide will be updated when there are examples in Directives RevCom.

Add Comments

When you have opened the document for review, you will see a section list at left. Note that your deadline for review is listed, too.

Section List

Your comments are due to RevCom Support Writer of Doxcelerate Technical Support by 01/29/2016.

Submit Comments

Please submit your comment package when you have finished. You can resubmit if you add/change comments before your deadline.

[2:1] 💬 1. PURPOSE

[1:0] 💬 2. CANCELLATION

[1:0] 💬 3. DEPARTMENTAL APPLICABILITY

[1:1] 💬 4. REQUIREMENTS

[0:0] 💬 5. RESPONSIBILITIES

[0:0] 💬 7. REFERENCES

5. RESPONSIBILITIES.

Secretary of Energy.

(1) Issues, approves or cancels Policies, Orders and Notices or delegates approval authority to the Deputy Secretary.

(2) Approves an expedited process for a directive other than the 150 calendar days or delegates to the Deputy Secretary as appropriate.

(3) Approves the cancellation of Policy memoranda or conversion into the Departmental Directives Program or delegates authority to the Deputy Secretary.

(4) Resolves impasses on proposed directives or delegates resolution to the Deputy Secretary as appropriate.

Add Comment

Deputy Secretary.

(1) As the Secretary's designee, approves and cancels Policies, Orders and Notices.

(2) Approves an expedited process for a directive other than the 150 calendar days when necessary.

(3) Approves the cancellation of Policy memoranda or conversion into the Departmental Directives Program.

(4) Resolves impasses on proposed directives when they occur between the office of primary interest (OPI) and opposing Departmental elements, organizations or offices, or Central Technical Authorities upon delegation of such authority from the Secretary.

Add Comment

Review text. The Add Comment button allows you to comment on the text immediately above.

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Add Comments

You must choose comment type

Substantive comments address issues serious enough to preclude or significantly hamper accomplishing the program mission; complying with laws, rules and regulations; or fulfilling contractual obligations and formal commitments

Editorial comments are text corrections

Click on Add Comment to open a window for your comment about errors in the first paragraph.

This window can be moved by dragging on this header. If the window disappears, simply resize your browser window and it will pop back in view.

| Save Comment | Comment Type: | Substantive ▼ | ⓘ | Session Timeout in: | 16m 32s | Cancel |

What is the issue? (Required)

Define USQ

Provide new wording or propose a solution. (Required for Substantive comments)

B *I* U S̶ ☰ ☷ ↶ ↷ Paragraph ▾ ⇥ ✗ ᴬᴮᶜ ▾ Copy Text Clear

Add **unreviewed** safety question (USQ)

You may ask a question and/or edit text.

Save Comment

Add Comment

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Include/Exclude Submitted Comments

You will review comments submitted by your SMEs, ACs/Delegates, and Reporting Organizations.

Check the comments you wish to include and at the bottom of the page

Save Inclusions

(6) Servicing human resources staffs, in conjunction with their serviced organizations, will provide the information needed to be responsive to Departmental reporting requirements.

Add Comment

☑ Edit | This **Editorial Comment** was sent by SME **ajanczew@bnl.gov** on: 05/24/2017 09:45:36

Although not required here, some implementation agreements (Chicago) contain words that cancel out the right under the Fourth Amendment to the Constitution, by allowing warrant-less entry if something amiss is suspected, when the agreement is signed. I believe such a clause hinders the Telework process. Basically if you sign you give up your rights, and if you do not sign you cannot telework.

b. Eligibility. Telework is not an employee right. All employees are eligible to telework unless excluded for one of the reasons listed below. If eligible, participation is subject to an authorized manager's determination as to the type of arrangement(s), situation(s), and frequency that an employee or group of employees may telework, and management ensuring that participation does

◄ Save Inclusions ►   Cancel

NOTE: You can select comments and then change your mind. Clicking Save Inclusions means that all of the comments checked currently (throughout the document) are to be included in the final submission. Up until your deadline you can revise your choices and resubmit your selections, overwriting the previous submission.

Submit Comments

Please submit your comment package when you have finished. You can resubmit if you add/change comments before your deadline.

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Complete Submission

To complete your submission, choose one for the four boxes.

Notification (optional)

Once you submit the package, any Approving Official(s) listed below will be automatically sent a copy of your comments package and any assigned Delegates will be sent an email notification.

Approved By (Full Name):

Firstname Lastname

Enter the email addresses for anyone that you would like to notify that you have submitted your final comments.

Copy To (enter e-mail addresses, separated by commas):

example@example.com

Enter additional comments to add to this notification (optional)

You can notify people that you have submitted your package.

Submission

Click one of the buttons below to submit the package.

Your Comments	Submit your comments as well as comments you selected for inclusion.
Recommended Comments	Submit your comments as well as *recommended* comments submitted to you (unless explicitly excluded).
All Comments but Excluded	Submit all comments EXCEPT those marked for exclusion.
All Comments	Submit your comments as well as *all* comments submitted to you.
Question Response OR No Comment	Submit your response(s) to question(s), AND/OR submit that you and your organization have no comments on this document.

Choose this box if you have assigned an Delegate to review the comments and have accepted his/her recommended comments.

This note will show at the top of the page to confirm your submission.

Your submission has been recorded.

Warning: Please make sure that you selected some users if you want to send a notification. No notification sent.

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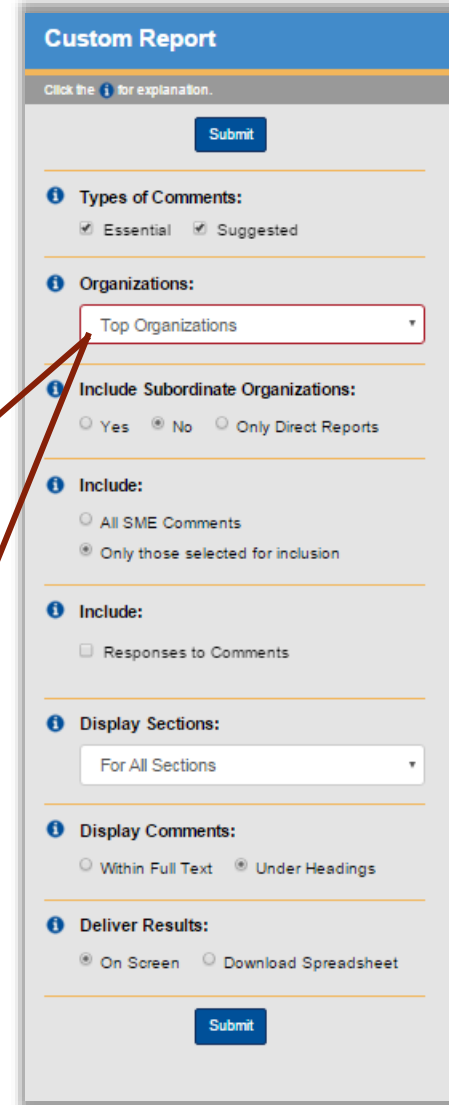
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Reports – Comment Response

When the comment period closes, the author has 30 days to respond to comments submitted by Headquarters offices (Top Organizations) Acceptance Levels are
- Accept – The author will revise text as the reviewer requests
- Accept with Modifications – The author accepts the comment but may not revise exactly as requested
- Reject – No proposed solution provided
- Reject – No changes to the manuscript

Reports ▾

Quick

Custom

For the comment response report—with the document open—in the Reports menu, select Custom

You can also select specific organizations for your organization's purposes.

Organizations:

Top Organizations ▾

select organization to display
My Organization
All Organizations - By Name
Top Organizations
My PA Reporting Organization
Ames Lab
Argonne National Laboratory
Argonne Site Office
Battelle/PNNL
Berkeley Site Office
BHSO
BNL
Carlsbad Field Office
CH-AMES Group
CH2M Hill Plateau Remediation Company (CHPRC)
Chicago Operations Office
CNS Y-12 TSP
CNS-Pantex
DOE Oak Ridge Office - SC
DOE-AU

Custom Report

Click the ℹ for explanation.

Submit

ℹ **Types of Comments:**
☑ Essential   ☑ Suggested

ℹ **Organizations:**
Top Organizations ▾

ℹ **Include Subordinate Organizations:**
○ Yes   ● No   ○ Only Direct Reports

ℹ **Include:**
○ All SME Comments
● Only those selected for inclusion

ℹ **Include:**
☐ Responses to Comments

ℹ **Display Sections:**
For All Sections ▾

ℹ **Display Comments:**
○ Within Full Text   ● Under Headings

ℹ **Deliver Results:**
● On Screen   ○ Download Spreadsheet

Submit

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Reports - Comment Disposition

After submitting your comment package, you can track disposition .

On the Document List, select Comment Disposition and History (below the title).

Comments are marked to that they were included (⬆) or not included (❌) in the organization's submission

Author responses are included above your comment.

DOE-STD-1212-YR, Explosives Safety

Subject Areas for this Activity: None selected.

Comment Disposition & History | References |

| Author Response: Reject | Sent by Thomas Garcia on 08/21/2019 12:01:26 This is relevant. Refer to DOE O 410.1 there are facilities where both nuclear and explosives operations are conducted in. |

⬆ Included. Package Sent 08/13/2019 by David Nester from DOE-NA - NNSA

    Major Comment by mjkanes@sandia.gov (SME) on 07/19/2019 15:18:45   1-5-2
        Issue:
        3.2.3: DOE-STD-1212 is not a nuclear safety standard, so 3.2.3 is not relevant and should be removed. Paragraph 3.2.3 was added without ESC approval.
        Proposed new wording:
        3.2.3: Delete paragraph

| Author Response: Accept In Part | Sent by Thomas Garcia on 08/21/2019 12:02:45 Resolved through discussion with commenter however, more direction is needed from the technical standards program and DOE O 251.1 and DOE O 252.1A. |

⬆ Included. Package Sent 08/13/2019 by David Nester from DOE-NA - NNSA

    Major Comment by Cynthia.Casalina@nnsa.doe.gov (SME) on 07/29/2019 17:44:51   1-5-7
        Issue:
        3.2 Exemption Question: Should the exemption or variances follow the process specified in 10 CFR851, Section 851.31-34?
        Proposed new wording:
        As specified by the 10CFR851 regulation, a variance is an exception to compliance with some part of safety and health standard granted by the Under Secretary to a contractor. Should the Explosives Safety Community use the same process already established?

| Author Response: Accept | Sent by Richard Englehart on 07/09/2007 12:40:02 "and cost estimates" will be deleted from the definition. |

⬆ Included. Package Sent 06/01/2007 by David Nester from DOE-NA - NNSA

⬆ Included. Package Sent nil by patrick.rhoads@nnsa.doe.gov from DOE-NA - NNSA

    Major Comment by patrick.rhoads@nnsa.doe.gov (SME) on 05/22/2007 09:45:52   1-1-15
        On p. xv, Safety-in-Design definition ties the program to cost. Although there are cost implications to safety-in-design, this is an effect not an inherent part of the definition of SID and thus needs to be deleted.

❌ Not included. Package Sent 06/01/2007 by David Nester from DOE-NA - NNSA

⬆ Included. Package Sent nil by patrick.rhoads@nnsa.doe.gov from DOE-NA - NNSA

    Minor Comment by patrick.rhoads@nnsa.doe.gov (SME) on 05/22/2007 13:02:47   1-35-1
        Delete as this is motherhood.

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Concurrence

For concurrence, you are reviewing a draft that has been redlined to show the author's responses to reviewer comments. You will answer a question about your concurrence (whether you are satisfied with the revised draft). When you open the document, you will see the question along with instructions for the review.

CONCURRENCE REVIEW

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT

- – **Review** the Document for Review (upper right) to determine if you concur with the draft as revised.

- – Select **Answer Question** and choose the answer than indicates your concurrence status.

If you do not concur enter an explanation in the **Notes** box provided.

DO NOT use the **Add Comment** button for additional comments. *This information will not be considered part of your response.*

After you have answered the question, select **Save Answer.**

Section: CONCURRENCE REVIEW:

Do you concur with the draft standard as revised?   Answer Question

Question: Do you concur with the draft as revised?

- ○ Yes, I concur.
- ○ No, I do not concur. (Justify nonconcurrence in the Notes box provided.)
- ○ This Technical Standard does not apply to my organization

Notes

Save Answer   Cancel

- – **REMEMBER**, you MUST select **Submit** to record your response.

- – Select **Question Response** to complete your Submission

Your Comments

Recommended Comments

All Comments but Excluded

All Comments

Question Response OR No Comment

Note that you are instructed *not* to add comments except in the Notes box. Select

Answer Question

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Answering the Question

Section: CONCURRENCE REVIEW:

 Do you concur with the draft as revised [Answer Question]

CONCURRENCE REVIEW:

The Entire Document will be a redlined version showing changes in response to reviewer comments.

You can assign SMEs and ACs/Delegates to review the revised document. Their submissions will be the basis for your submission on behalf of your organization.

Section: CONCURRENCE REVIEW:

 Do you concur with the draft as revised [Answer Question]

Answer the Question: Do you concur with the draft as revised
- ○ Yes, I concur
- ◉ No, I do not concur. Justification is in the Notes box.
- ○ This directive does not apply to my organization.

Notes:

I do not concur because . . . .

[Save Answer] Cancel

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Reviewer Responses

Section: CONCURRENCE REVIEW:

Do you concur with the draft as revised [Answer Question]

Answer Summary:

Choices	My Answer	Delegates and SMEs		Reporting Organizations	
		% Response	No. Responses	% Response	No. Responses
Yes, I concur	N/A	50.00%	1	N/A	N/A
No, I do not concur. Justification is in the Notes box.	N/A	50.00%	1	N/A	N/A
This directive does not apply to my organization.	N/A	0.00%	0	N/A	N/A

View Details: 🔍

Statistical data about the SME/ Delegate review is available when you open the document.

Click on the magnifying glass icon to see a popup screen showing reviewers' responses to the concurrence question

You will base your organization's concurrence on the information your reviewers submit

Section: CONCURRENCE REVIEW:

Question: Do you concur with the draft as revised

Answers:

	User	Answer	Notes
Delegates and SMEs	patricia@doxcelerate.com	Yes, I concur	
	queenie@doxcelerate.com	No, I do not concur. Justification is in the Notes box.	The document still has problems in requirement

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Submitting Concurrence

When you have decided on your concurrence, **Submit Comments**

For concurrence review, you select Question Response OR No Comment

NOTE: You are instructed that this is not an opportunity to comment. For concurrence review, choose one of the answers to the question. If you have not answered the question or you have not saved your response your submission will be recorded as No Comment. Do not submit No Comment.

Submission

Click one of the buttons below to submit the package.

Button	Description
Your Comments	Submit your comments as well as comments you selected for inclusion.
Recommended Comments	Submit your comments as well as *recommended* comments submitted to you (unless explicity excluded).
All Comments but Excluded	Submit all comments EXCEPT those marked for exclusion.
All Comments	Submit your comments as well as *all* comments submitted to you.
Question Response OR No Comment	Submit your response(s) to question(s), AND/OR submit that you and your organization have no comments on this document.

You are about to forward your response(s) to question(s) and/or forward a statement that you have No Comment on the reviewed document.
Do you want to continue?

OK   Cancel

A popup note will ask if you want to continue (complete your submission)

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Concurrence /Questions

You can find organizations' answers to a concurrence question through the Reports menu

Reports ▾
- Quick
- Custom
- Planner
- Document Status
- Monitor

Quick Report

- ⓘ My organization comments
- ⓘ All comments
- ⓘ Comment Disposition
- ⓘ Answers table
- ⓘ Questions/Answers Graphics
- ⓘ Answers-Summary
- ⓘ Answers-Details Classic
- ⓘ Answers-Details Table

- Choose Quick
- Select from available options

- Answers-Summary shows percentages of submissions for each response
- Answers-Details Classic shows answers from all submissions
- Answers –Details Table shows HQ responses
- An example of Answers Table is below

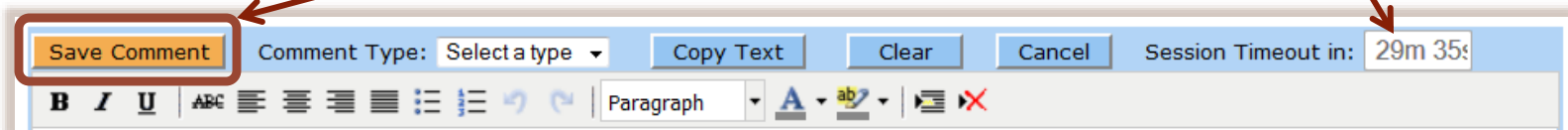| Choices	Percentage
Yes, I concur.	80.00
No, I do not concur. Justification is in the Notes box.	0.00
The manual does not apply to my organization.	20.00

Do you concur with the draft as revised?	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	The handbook does not apply to my organization.	Notes
DOE-BPA - Bonneville Power Administration, Harold Grappe	No response			
DOE-DR, Mark Do	No response			
⊞ DOE-EE - Office of Energy Efficiency and Renewable Energy, Cyrus H. Nasseri	No response			
DOE-AU - Office of Environment, Health, Safety and Security, Jeffrey Feit	No response			
⊞ DOE-EM - Office of Environmental Management, Brent Nielsen	✔			
⊞ DOE-FE - Office of Fossil Energy, Robert J. Wright	No response			
DOE-GC - General Counsel, Robert Waxman	No response			
⊞ DOE-NA - NNSA, David Nester	✔			Great Job at Standards reduction! Congrats!
⊞ DOE-NE - Office of Nuclear Energy, Nick Carter	✔			
⊞ DOE-SC -Office of Science, Rosalie Brown	✔			
DOE-TSP, Jeff Feit	No response			
Doxcelerate Technical Support, DoxTSM Patricia Greeson	No response			

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Troubleshooting

- You do not have to complete comment entry or review of SME comments in one sitting
- You must be certain that you have selected Save Comment for each of your entries
- You must select Save Inclusion for all comments you will send forward as being representative of your organization
- If the document is open for review, you can submit comments (your package) and go back in to revise comments or inclusions then resubmit to overwrite the previous submission

CAUTION:
This timer shows how much time remains in your session. As long as you are active (entering or reviewing comments) it will not time-out.
If you leave your office or have a visitor or telephone call, it is best to save your work. Otherwise, the system will time out after 30 minutes and your unsaved work will be lost.

Save Comment | Comment Type: Select a type ▼ | Copy Text | Clear | Cancel | Session Timeout in: 29m 35s

B *I* U | ABC ≡ ≡ ≡ ≡ | ⋮≡ ⋮≡ ↺ ↻ | Paragraph ▼ | **A** ▼ **ab2** ▼ | ⧉ ✕

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Questions

Have Questions?
Need Assistance?
Need Training?

Support@Doxcelerate.com

505-663-1302

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