DOE Directives RevCom - Directives Point of Contact Guide

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RevCom

Nomenclature

Author (Writer)–*Provides original and updated document versions for review. Responds to comments provided in RevCom*

Directives Point of Contact (DPC) – *Assigns reviewers (SMEs and Delegates); submits the official position of their organization through the review, edit, and consolidation of comments from their organization and any subordinate organizations. Consolidates and responds to concurrence requests.*

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

Delegate– *When assigned, supports the DPC in review, edit, and consolidation of local comments. Recommends comments for inclusion in official submission. Not authorized to submit the final comments package.*

Approving Official (AO, Head of Field Elements) – *When listed for an organization in RevCom, the system will automatically send a PDF copy of the comments via email as part of the Submit Package function. The AO will also be listed in the comments package for the organization.*

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

Monitor – *A read-only role with access to the status of all system documents.*

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

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DPC 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 by the DPC.

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

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Once you have been nominated for a DPC or Writer account in RevCom, you will need to respond to the Welcome email and return a signed copy of the Rules of Behavior.

When you return the signed Rules of Behavior, Technical Support will send you an email with a link for setting your password.

We have received your request to establish/change your RevCom password. Access to this system and any associated applications, is granted to you based on certain expectations as defined in the Rules of Behavior for DOE RevCom that you signed. For detailed information about the requirements for creating passwords, see the Password Complexity Rules.

In order to proceed with this request, please follow the link below. Your username is **DoxDel**

https://www.directives.doe.gov/ac/set-password?app=RC&t=aviuxcYFFfLvOFXRtmynOntWKkIe1E3j4Jt0

If you believe this is in error, please call (505) 663-1302 to speak with a Technical Support representative.

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When a new document is posted that is assigned to your organization for review, you will receive email notification from RevCom that a document is available for review.

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 343.1A, Federal Substance Abuse Testing Programs
Subject Area(s): Human Resources
Your Due Date: 06/15/2023
Due to: Tiffany Wheeler, Headquarters HC - Office of the Chief Human Capital Officer
Your SMEs' and reporting organizations' Due Date: 06/08/2023

****

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=Doxcelerate-OP&R=User_NonSmeCommentator&S=calendarLink.jsp&docType.oop=37371905&doc.oop=1515488513

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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.

DPCs/Delegates

Review and consolidate comments that have been submitted to you from your organization and create your comments packages.

IPT Review Coordinators

Review and respond to comments submitted on your documents.

Need help? Email Technical Support.

Username

AO-Patricia

Password

••••••••••

Login

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Document List – Assigned Documents

RevCom opens to Active documents
- Choose Pending to see documents awaiting a new activity
- Choose Final to see documents that have been published

Document	Version	Accounts	Reports	Settings	Help

Document
List Documents

Exit

Version
Section List

Comment List

Set Due Dates

Assign User

Submit Package

Accounts
Create User

View/Edit User

Create Group

View/Edit Group

Reports
Quick

Custom

Comment Disposition

Monitor

Settings
Change Password

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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
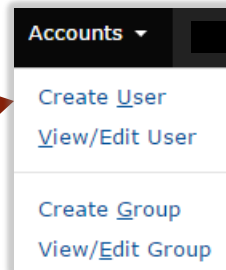
Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

Create User

Please identify the role of the user being defined.

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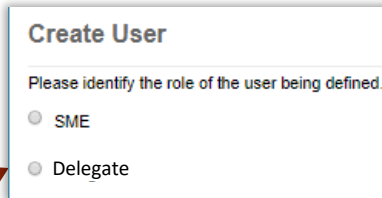
- Select SME
- To create an account for an SME, you need only the email address.
- After you enter the email address, [Save] the entry.
- [Save and New] allows you to return for multiple entries.

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. A Delegate can create accounts, assign users, set deadlines, etc., for a specific document review but only after you have assigned them to a document.

Create User

Please identify the role of the user being defined.

○ SME
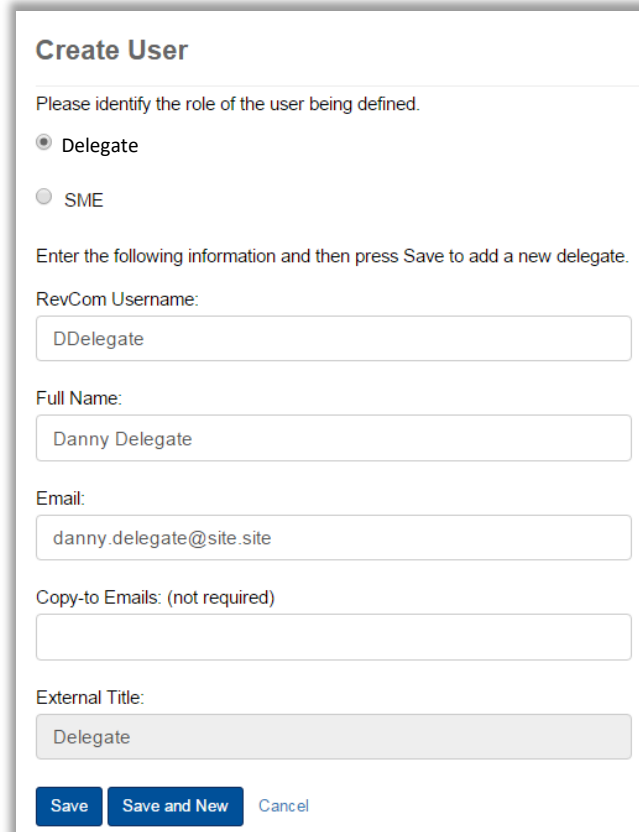
○ Delegate

Delegate

NOTE:
DPCs/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 (e.g., "AFellow", "DDelegate").

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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Create Groups, Assign Subject Areas

In the Accounts menu, select Create Group

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

To create a group, assign a Group Name and click the box next to the SMEs/Delegates.
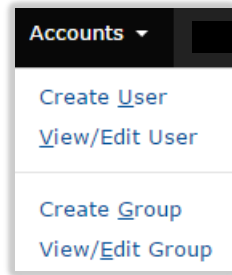
A list of Subjects common to directives is available Group. Use one of those or create one of your own.
Name the group and select membership

Save

When you have assigned a Subject Area to a group, that **group will receive automatic notification** when the draft goes online. 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 for SMEs and Reporting Organizations

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.

In the Version menu, select Set Due Dates

Version ▾	
Section List	
Comment List	
Set Due Dates	
Assign User	
Submit Package	
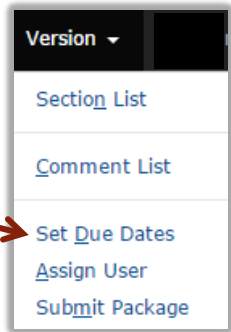
Set Due Dates

Entire Document: DOE O 515.1, Advisory Committee Management Program, Review and Comment 📄

Your organization's comments are due to David Borak of Headquarters AB - Office of Secretarial Boards and Councils by 11/21/2024.

The dates when comments are due to your organization by the organization(s) submitting comments to you are listed below. Review and chang dates. You may also enter a custom message to be included in the notification. Click 'Update & Notify' under the notification templates to submit those whose due dates have been changed.

Use the MM/DD/YYYY date format, e.g. 11/25/2001.

SMEs due date: 11/14/2024

```
Directives Point of Contact Email:

RevCom: Directives Point of Contact ASSIGNMENT / UPDATE - Review and Comment - DOE O 515.1, Advisory Committee Management Program

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 515.1, Advisory Committee Management Program
   Subject Area(s): Leadership/Management
   Your Due Date: %due-to-org-date%
   Due to: %due-to-org%
   Your SMEs' and reporting organizations' Due Date: %due-date%
```

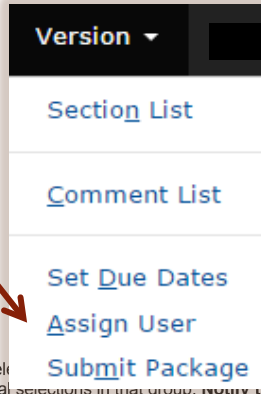Notifications will be sent when you **Update & Notify**

Enter Additional Text:

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

Assign Users

Version ▾

Section List

Comment List

Set Due Dates

Assign User

Submit Package

In the Version menu, select Assign User

Select groups or individuals to review the document.

Assign Users

When your selections are complete,

Notify Users

Assign users to this document by sel... ...signments, if any, are checked; changes will override them. If a group is selected, all users in that group are assigned, regardless of individual selections in that group. **Notify the assigned users in a separate step by clicking the Notify button.**

Assign Users

Get users and groups from another activity:
- ○ DOE O 515.1, Advisory Committee Management Program, Concurrence
- ○ DOE O 515.1, Advisory Committee Management Program, Review and Comment

Currently Assigned	Groups	Delegates last notification date in red	SMEs last notification date in red
	☐ Contracts	☐ Diane Johnson	☐ bmiller@doxcelerate.com
	Auto-assiged to: None		☐ Christopher.Tirado@hq.doe.gov
			☐ daniel.wagner@nnsa.doe.gov
	☐ jmcdonald@doxcelerate.com		☐ diane@doxcelerate.com
			☐ edekarske@doxcelerate.com
	☐ Environment		☐ flannery@doxcelerate.com
	Auto-assiged to: Environment		☐ Jacquie.Lewis@inl.gov
			☐ jmcdonald@doxcelerate.com
	☐ Information and Analysis, Information Technology		☐ mudijo1211@gmail.com
	Auto-assiged to: Information and Analysis, Information Technology		☐ Patricia.walters@lm.doe.gov
			☐ patricia@doxcelerate.com
	☐ diane@doxcelerate.com		☐ stephanie.duran@nnsa.doe.gov
	☐ edekarske@doxcelerate.com		☐ tt@doxcelerate.com
	☐ jmcdonald@doxcelerate.com		
	☐ HazMat		
	Auto-assiged to: Environment, Safety, Securit...		
	☐ diane@doxcelerate.com		
	☐ jmcdonald@doxcelerate.com		
	☐ Security		
	Auto-assiged to: Security		

If reievers have already been auto-assigned by subject, their notification date/time will be listed. Your notification will go only to new reviewers.

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Carry-over Reviewers

When new versions for the document are posted, the DPC can choose the same reviewers as were assigned previously. (The example below is from DOE Technical Standards.)

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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Add Comments

Section List

Your comments are due to Reed Bickmore of Headquarters MA - Office of Management by 06/30/2023.

[Submit]

Please submit your package when you have finished. You can resubmit to add/change comments or change the response to a question before your deadline.

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

DOE O 251.1E, Departmental Directives Program, Review and Comment

⬇ Document for Review
📖 References
💬 Discussion
✔ Comment Disposition

Subject Areas: Information and Analysis
Status: Open

Section: 1. - 3. Purpose; Cancels/Supersedes; Applicability

1.   PURPOSE. To establish directives as the primary means to set, communicate, and institutionalize policies, requirements, responsibilities, and procedures for Departmental elements and contractors.

   a.   Directives facilitate achievement of the Department of Energy's (DOE's) strategic and operational goals. They also help to ensure safe, secure, efficient, cost-effective operations and compliance with applicable legal requirements.

   b.   Directives promote operational consistency throughout the DOE complex and foster sound management.

[Add Comment]

2.   CANCELS/SUPERSEDES. DOE O 251.1D, *Departmental Directives Program,* dated 1-17-2017. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive.

[Add Comment]

3.   APPLICABILITY.

   a.   Departmental Elements.

      (1)   With the exception of the equivalencies/exemptions listed in paragraph 3.c., this Order applies to all Departmental elements.

      (2)   The Administrator of the National Nuclear Security Administration (NNSA) must ensure that NNSA employees comply with their responsibilities under this directive. Nothing in this directive will be construed to interfere with the NNSA Administrator's authority under section

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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 and Edit Submitted Comments

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

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

Save Inclusions

☑ | Exclude | Edit | This **Substantive Comment** was sent by SME **patricia@doxcelerate.com** on: 04/19/2023 12:52:51

DPC to AC Change throughout

Directives points of contact are Approval Coordinators.

☑ | Exclude | Edit | This **Substantive Comment** was sent by SME **patricia@doxcelerate.com** on: 02/17/2023 10:32:08

DPC has been replaced

Directive Points of Contact (DPCs) are now Approval Coordinators (ACs)

Save Inclusions   Cancel

☑ | Edit | This **Substantive Comment** was sent by   3-3-2
SME **patricia@doxcelerate.com** on: 08/17/2020 11:01:15

text outside the scope of the directive

delete paragraphs (10) and (11)

⊘ This **Editorial Comment** was sent by SME **diane@doxcelerate.com** on: 3-3-3
05/07/2021 14:41:33
This comment has been edited, please see comment 3-3-4 .

4b (10) and (11) should be deleted.

You also have the option to edit comments submitted to you. The original comment will be saved, but not submitted in your final comments package.

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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Please record the reason for not including the comment.

The comment is not applicable to the topic at hand

Save Exclusion   Cancel

Doxcelerate Technical Support, A

Logo

RevCo

References
Discussion

This document defines Roles, Responsibilities, Authorities, and Accountability (R2A2) for Los Alamos National Laboratory (LANL or Laboratory) employees. R2A2 for any given employee depends upon several factors, which are explained in this document.

This document does not provide position descriptions for individual jobs. Employees may have specialized responsibilities or authorities that are covered in other Laboratory documents.

2.0 Authority and Applicability

Add Comment

Directives Management Group

☐ Exclude   Edit   This **Editorial Comment** was sent by AO **Diane Johnson** on: 02/27/2018   1-1-13
15:54:00

Comment by Minnnie

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On the Submit screen you can see which SMEs and which Reporting Organizations have submitted comments to you.

Package Statistics

The comment package will be submitted to **David Borak of Headquarters AB - Office of Secretarial Boards and Councils**. You may review the content of your package through the Reports option.

	Comments submitted	Submitter name	Comments included
Your comment count:	[0:0]	Diane Johnson	[0:0]
Non-assigned users:	[0:0]		NA
Assigned users:	[0:0]		

	Comments submitted	Packages submitted	Submitter name	Due date	Comments included
Reporting organizations:	[0:0]				

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):

Diane Johnson

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):

diane.johnson@gmail.com

Enter additional comments to add to this notification (optional)

Your designated Approving Official will automatically be sent a copy of your comments package. You may also send notifications to any additional email addresses.

You may review the statistics as often as you like before submitting the package.

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Complete Submission

You can notify people that you have submitted your package.

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)

Submission

To complete your submission, choose one for the five options.

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 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.

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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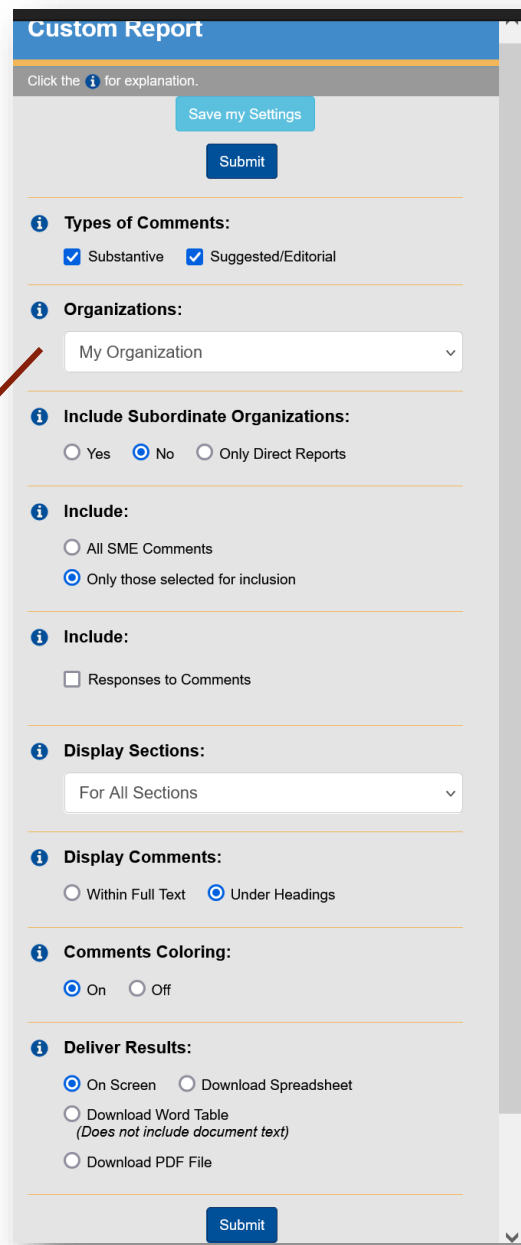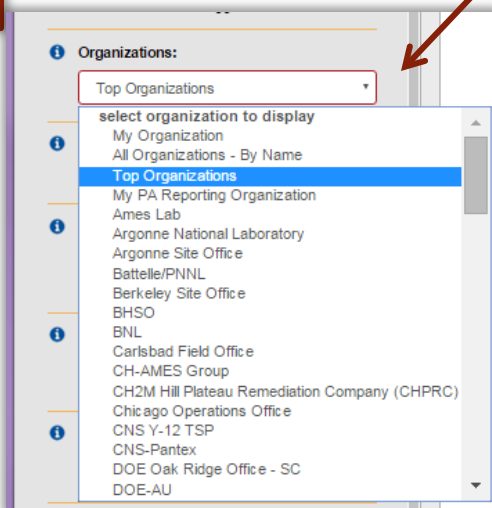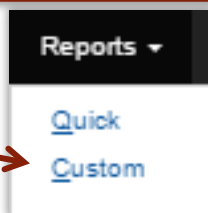
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Reports – Comment Response

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 ⓘ for explanation.

Save my Settings

Submit

ⓘ **Types of Comments:**
☑ Substantive   ☑ Suggested/Editorial

ⓘ **Organizations:**
My Organization ▾

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

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

ⓘ **Include:**
☐ Responses to Comments

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

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

ⓘ **Comments Coloring:**
◉ On   ○ Off

ⓘ **Deliver Results:**
◉ On Screen   ○ Download Spreadsheet
○ Download Word Table
   (Does not include document text)
○ Download PDF File

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 inhernet 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 DPCs/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:

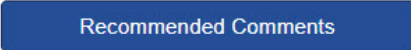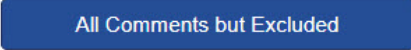|	User	Answer	Notes
Delegates and SMEs	patricia@doxcelerate.com	Yes, I concur	
	queenie@doxcelerate.com	No, I do not concur. Justification is in the Notes box.	The document still has problems in requirement

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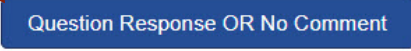
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Submitting Concurrence

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

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

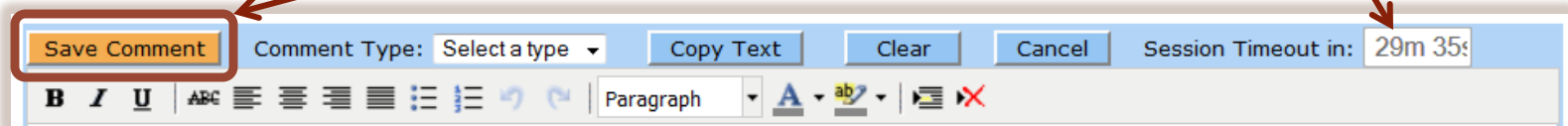| Choices	Percentage
Yes, I concur.	80.00
No, I do not concur. Justification is in the Notes box.	0.00
The manual does not apply to my organization.	20.00

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 Grappe	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 ▾ ab ▾ | ⟞ ✗

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Questions

Have Questions?
Need Assistance?
Need Training?
Contact the Technical Support Team
Support@Doxcelerate.com
505-663-1302

For help with the Directives, contact the
Directives Management Program
doedirectives@hq.doe.gov

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