

SUBJECT MATTER EXPERT (SME) GUIDE

DOE Directives

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

SME- Subject Matter Expert, Reviewer, Employee, User

Coordinator – Approval Coordinator, Technical Standards Manager, Policy Point of Contact

Writer – Author, Preparing Activity, Office of Primary Interest

Notification

You will receive notification from RevCom that you have been assigned to review a document

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



support@doxcelerate.com

To Patricia Greeson

Fri 3/6/2020 11:59 AM

You have been assigned the following RevCom activity for DOE-Directives by Patricia Greeson (Tech Support) (support@doxcelerate.com) of Doxcelerate Technical Support.

Activity: Review and Comment

Document: DOE O 452.2F, Nuclear Explosive Safety

Subject Area(s): None selected.

Your Due Date: 03/16/2020

RevCom Activity

The Document and your Due Date

Special information would be added here

FYI- The following SMEs are also assigned by Doxcelerate Technical Support:

jmcdonald@doxcelerate.com, diane@doxcelerate.com, edekarske@doxcelerate.com, patricia@doxcelerate.com

Other assigned SMEs

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>

Link to add this document due date to your own calendar: [https://www.directives.doe.gov/calendarLink.jsp?](https://www.directives.doe.gov/calendarLink.jsp?A=11051&U=patricia@doxcelerate.com&R=User_SmeCommentator&S=calendarLink.jsp&docType.oop=37371905&doc.oop=1270272001)

[A=11051&U=patricia@doxcelerate.com&R=User_SmeCommentator&S=calendarLink.jsp&docType.oop=37371905&doc.oop=1270272001](https://www.directives.doe.gov/calendarLink.jsp?A=11051&U=patricia@doxcelerate.com&R=User_SmeCommentator&S=calendarLink.jsp&docType.oop=37371905&doc.oop=1270272001)

Where to login

Login

SMEs login at
www.directives.doe.gov/login.jsp

Select Subject Matter Experts

SMEs do not need
passwords. Use
your official email
address

The diagram shows a selection screen with three roles. An arrow points from the 'Select Subject Matter Experts' text box to the 'Subject Matter Experts' role button.

Subject Matter Experts Review and comment on draft documents.
AOs/ACs/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.

The diagram shows the 'SME Login' form. An arrow points from the 'SMEs do not need passwords. Use your official email address' text box to the 'Username or email address' input field.

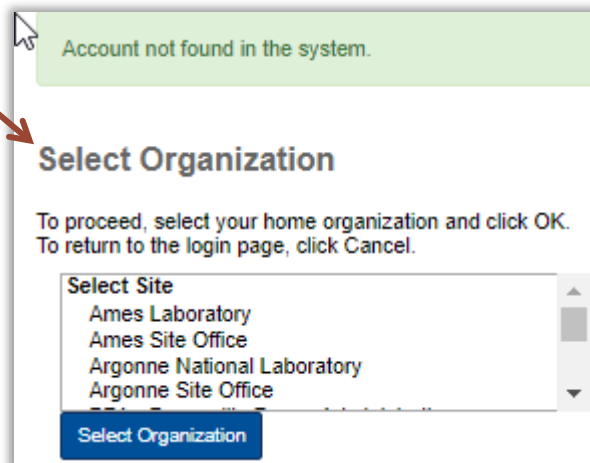
SME Login

Username or email address

Login

Organization/Address Changes

If you have not logged into RevCom before, you will be asked to identify your organization from a pulldown menu



Account not found in the system.

Select Organization

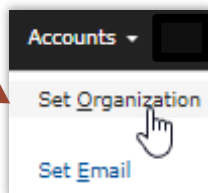
To proceed, select your home organization and click OK.
To return to the login page, click Cancel.

Select Site

- Ames Laboratory
- Ames Site Office
- Argonne National Laboratory
- Argonne Site Office

Select Organization

To change your organization, click on Set Organization and choose your organization from menu provided. Click OK.

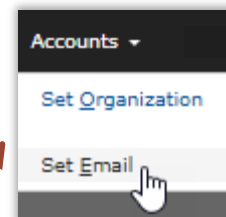


Accounts ▾

Set Organization

Set Email

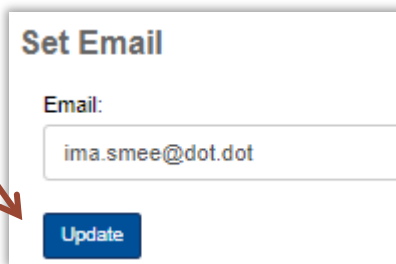
To change your email address, click on Set Email and enter your new email address in the window provided. Click Update.



Accounts ▾

Set Organization

Set Email



Set Email

Email:

ima.smee@dot.dot

Update

Assigned Reviews

Documents open for review are displayed when you login

Documents assigned to you are in color. Unassigned reviews are in gray.

You *can* comment on unassigned documents.

Active Calendar

Active List

Pending

Final

Search

Document	Thu 4	Fri 5	Sat 6	Sun 7	Mon 8	Tue 9	Wed 10
<div>DOE O 313.1A, Management and Funding of the Department's Overseas Presence</div> <div>History References</div>	<div>★ R...</div> <div>0 0</div>	Review and Comment					
<div>DOE O 460.1D, Hazardous Materials Packaging And Transportation Safety</div> <div>History References</div>	<div>★ Second D...</div> <div>0 0</div>	Second Draft Review and Comment: Comment Resolution					
<div>DOE O 522.1A, Pricing of Departmental Materials and Services</div> <div>History References</div>	Review and Comment						

Select a section to review
Click on Add Comment to enter your review findings about the preceding paragraphs

Section List

Your comments are due to Doxcelerate Technical Support by 02/05/2016.

[Submit](#)

Click the "Submit" button when you have completed your review, even if you have no comments.

- [0:0] 1. PURPOSE; CANCELLATION; APPLICABILITY
- [0:0] 4. REQUIREMENTS
- [0:0] 5.

DOE O 460.1D, Hazardous Materials Packaging And Transportation Safety, Second Draft Review and Comment

[Original Document](#) 
[References](#)

Status: Open

Section: 1. PURPOSE; CANCELLATION; APPLICABILITY

1. **PURPOSE.** This Order of the Department of Energy (DOE) establishes safety requirements for the proper packaging and transportation of offsite shipments, onsite storage and transfers of hazardous materials (HM), and for modal transportation of HM.

[Add Comment](#)

2. **CANCELLATION.** DOE Order 460.1C, *Packaging and Transportation Safety*, dated 5-14-2010. Cancellation of a directive does not, by itself, modify or otherwise affect any contractual or regulatory obligation to comply with the directive. Contractor Requirements Documents (CRDs) that have been incorporated into a contract remain in effect throughout the term of the contract unless and until the contract or regulatory commitment is modified to either eliminate requirements that are no longer applicable or substitute a new set of requirements.

[Add Comment](#)

Add Comments

Click on **Add Comment** to open a window for your comment.

Select comment type—
Substantive or Editorial

When you have finished, be
sure to select a comment type
and **Save Comment**

Save Comment Comment Type: Substantive Session Timeout in: 28m 52s Cancel

NEW! What is the issue? (Required)

Issue defined

Provide new wording or propose a solution. (Required for S

B I U S [List Icons] [Link Icon] [Undo/Redo Icons] Paragraph

Rewording|

Substantive comments address issues serious enough to preclude or significantly hamper accomplishing the program mission. When submitting a substantive comment, you are required to define the issue and offer alternate wording.

Editorial comments address text issues

You must **Submit** your review,
even if you have no comments.

Submit

Click the "Submit" button when you have completed your
review or responded to the question.

Concurrence

Concurrence review asks for your response to a question.

- Answer Question
- Save Answer
- For nonconcurrency, enter explanation in the Notes box
- Do not add comments other than the “comment” that is your answer to the question
- When you have completed the review

Submit

The screenshot shows a web interface with a top navigation bar containing tabs: 'Active Calendar', 'Active List', 'Pending', and 'Final'. A search bar is located to the right of these tabs. Below the navigation bar is a calendar view for the month of February, with days from Thursday to Wednesday. The 'Thu 4' tab is selected. Under the 'Thu 4' tab, there is a document titled 'Concurrence, Testing the Process' with a link to 'History | References'. To the right of the document title, there is a blue star icon and the word 'Concurrence'. In the bottom right corner of the document card, there is a small icon with the number '3' and the text 'Due: 02/10/16'.

Section: CONCURRENCE REVIEW:



Do you concur with the draft as revised

Answer Question

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

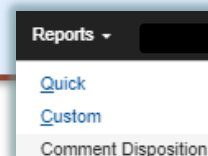
To complete your submission, choose Submit

The screenshot shows a blue 'Submit' button and a grey 'No Comments' button.

Comment Disposition

Your comment may be included as representative of the organization or not included because it repeats a comment from another person, is not representative of the organization, etc. After your coordinator has submitted his/her comment package, you can find the disposition of your comments.

Open the document and In the Reports Menu, choose Comment Disposition



- In the Reports menu, choose Quick
- Choose Comment Disposition

Author Response: Sent by Sue Leary on 08/05/2019 15:55:36
Accept Accept. No action requested.

↑ Included. Package Sent 04/02/2019 by Douglas Fremont from Headquarters NA - National Nuclear Security Administration

↑ Included. Package Sent 03/25/2019 by Loida Begley from NA-50 Safety, Infrastructure and Operations

↑ Included. Package Sent 03/15/2019 by david.lawson@nnsa.doe.gov from NA-50 Safety, Infrastructure and Operations

Minor Comment by david.lawson@nnsa.doe.gov (SME) on 03/15/2019 14:18:53 3-2-6
Notes included in the references version of the draft standard are not included in the parsed version.

Author Response: Sent by Sue Leary on 08/05/2019 16:10:43
Accept with Modifications Accept in part

↑ Included. Package Sent 04/02/2019 by Douglas Fremont from Headquarters NA - National Nuclear Security Administration

↑ Included. Package Sent 03/25/2019 by Loida Begley from NA-50 Safety, Infrastructure and Operations

↑ Included. Package Sent 03/15/2019 by david.lawson@nnsa.doe.gov from NA-50 Safety, Infrastructure and Operations

Minor Comment by david.lawson@nnsa.doe.gov (SME) on 03/15/2019 14:17:28
Section 2.2, "Administrative Documents," does not clearly identify the bounds for exclusion. For example, if the administrative procedure changes facility staffing addressed in the DSA the change scope. USQ program screening would address unnecessary analysis, for example if the staffing change does not reduce staffing below what is specified in the DSA. Since USQ screening is intended to require only one document the results of an analysis in a screening should not significantly affect workload. Such a change would require no additional effort. The value added by this section should be considered. If little value is added, the section should be eliminated.

Author Response: Sent by Sue Leary on 08/05/2019 16:19:44
Reject Do not accept. The wording matches the rule.

↑ Included. Package Sent 04/02/2019 by Douglas Fremont from Headquarters NA - National Nuclear Security Administration

↑ Included. Package Sent 03/25/2019 by Loida Begley from NA-50 Safety, Infrastructure and Operations

↑ Included. Package Sent 03/15/2019 by david.lawson@nnsa.doe.gov from NA-50 Safety, Infrastructure and Operations

Minor Comment by david.lawson@nnsa.doe.gov (SME) on 03/15/2019 14:18:01 3-13-8
Section 2.4, first paragraph, addresses conditions that aren't bounding or are otherwise inadequate. Simply identifying that the condition may result in some portion of the DSA being inadequate addresses the entire bounding argument. Unless the result is obvious, determination that the condition results in unbounded analysis normally requires investigation. The wording regarding bounded conditions should be removed.



The comment was included



The comment was not included

Concurrence Results

You can find answers to a cancellation question through the Reports menu

• Choose Quick

Reports ▾

Quick
Custom

Quick Report

Click the **i** for explanation.

Choose a pre-formatted report

i My organization comments

i All comments

i Comment Disposition

i Answers table **Beta**

i Questions/Answers Graphics **Beta**

i Answers-Summary

i Answers-Details Classic

i Answers-Details Table

- Answers table shows submissions for organizations
- The Answers table can be expanded to show suborganizations' responses

Summary data, for all organizations

CONCURRENCE REVIEW

	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	The Standard does not apply to my organization
Do you concur with the draft as revised?	100%	0%	0%

User responses

CONCURRENCE REVIEW

Expand/Collapse All

Do you concur with the draft as revised?	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	The Standard 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. Nassen	No response			
Golden Field Office, Jennifer Appleton	No response			
DOE-AU - Office of Environment, Health, Safety and Security, Jeffrey Felt	No response			
DOE-EM - Office of Environmental Management, Brent Nielsen	✓			
Carlsbad Field Office, Richard Farrell	No response			
Waste Isolation Pilot Project (WIPP) - TSP, Mak Walker	No response			
DOE-Oak Ridge Office-EM, Jenni Hamilton	No response			
Isotek, Gary Richards	No response			
UCOR (URS CH2M), Mark Holowczak	No response			
DOE-Portsmouth/Paducah Project Office, Cynthia Zvonar	No response			
DOE/IRL - Richland Operations, Paul Pak	No response			
DOE/SRO - Savannah River Operations, Brent Gutierrez	✓			

Questions?

Need assistance?

Need training?

support@doxcelerate.com

505-663-1302