

# IPT REVIEW COORDINATOR/WRITER Guide

Directives

RevCom is set up so that IPT Review Coordinators/Writers submit documents for review, and Approval Coordinators (ACs) assign individuals in their organizations to review and submit comments. The AC then evaluates the comments for applicability to the missions and needs of the organization.

Writers review comments submitted by top organizations (Headquarters) and respond by

- Accepting
- Rejecting or
- Accepting with Modification

and revise the draft accordingly.

Your role in RevCom for Directives may be referred to as

- Writer
- IPT Coordinator
- Office of Primary Interest (OPI)

Reviewers will include

- Coordinators – Approval Coordinators (ACs)
- Assigned Reviewers – Subject Matter Experts (SMEs)

## Directives Review Process

The RevCom process for Directives is in two parts:

- Review and Comment
- Concurrence (optional)

### Review and Comment:

- You submit a draft (through Directives Management (MA-1.2) for posting in RevCom.
- Review lasts 30 days (unless you request otherwise)
- Reviewers include representatives of contractors, field offices and headquarters organizations.
- Headquarters organizations cull the comments (taking out repetition, etc.) and submit a final set for your consideration

### Comment Response

- You have 30 days to respond to comments:
  - Accept (make the requested change)
  - Accept with modification (revise based on the comment)
  - Reject (make no change)
- You will create a redline of your draft showing changes in response to comments
- You will submit your comment response package in RevCom, to be posted in References for concurrence review

### Concurrence (Optional)

- This review lasts 30 days
- You will submit your redlined draft for concurrence review along with the comment response report
- Reviewers will submit response to the question, "Do you concur with the draft as revised?"
- Possible answers are
  - Yes. I concur
  - No, I do not concur. Justification is in the Notes box.
  - This directive does not apply to my organization
- You can review concurrence responses
  - Select Reports -> Quick -> Answers Table (Beta)

## Draft Submission/Subject Areas

The IPT Review Coordinator/Writer submits to Directives Management

- A clean draft of the directive for review
- Supporting material, which can include
  - Redline markup showing changes for a revision
  - Change chart (for revision)
  - Material reflecting decisions from the IPT effort
  - Subject Area preferences (optional) chosen from the list below

#### DOE Directives Subject Areas

<i>Administration</i>	Includes mail, filing, and office space management and reproduction, printing, library, general office services
<i>Budget</i>	Includes financial budgeting processes
<i>Business and Support Services</i>	Includes legal, accounting, procurement and grants management, travel and transportation, telecommunications, and data systems
<i>Environment</i>	Includes public health and safety and environmental management and protection
<i>Finance</i>	Includes financial incentive programs, pricing of DOE materials and services
<i>Human Resources</i>	Includes staffing planning and budgeting, equal employment opportunity, affirmative action, employee performance and recognition
<i>Information and Analysis</i>	Includes assessments, reporting, records management, directives system
<i>Information Technology</i>	Includes telecommunications, management of computer systems, information technology, telephone systems, unclassified computer security
<i>Leadership/Management</i>	Includes organization and structure, planning, external relations, emergency management and planning
<i>Procurement</i>	Includes contracting, priorities and allocations, interagency agreements
<i>Safety</i>	Includes safety analyses, technical safety requirements, worker protection
<i>Security</i>	Includes physical and personal security, information security, classification, and nuclear materials control and accountability
<i>Worker Protection</i>	Includes OSHA, aviation safety, radiation protection


## The Process




The RevCom system sends email notification when your document has been posted for review.

Included in the email is


- the date when the comment period ends, and all submissions are due to you
- the due date for your comment resolution
- and information about setting the password for your account

RevCom: IPT Review Coordinator ASSIGNMENT / UPDATE - Review and Comment - DEMO-11-12-19, D...

 support@doxcelerate.com  
To: Patricia Greeson

 Reply  Reply All  Forward ...

Wed 8/12/2020 3:35 PM

 We removed extra line breaks from this message.

The following RevCom activity is open:

Activity: Review and Comment  
Document: DEMO-11-12-19, Demo Document  
Subject Area(s): Information and Analysis, Information Technology Submissions due to you: 09/11/2020 Resolution Due Date: 10/01/2020

\*\*\*\*\*

If this is your first time using RevCom an account has been created for you. Look for an email message from Technical Support with instructions for activating your account and setting your password.

\*\*\*\*\*

<https://support.doxcelerate.com/doe-directives/revcom>

\*\*\*\*\*

This email is generated by the RevCom system.

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

## Password

Your account will be created through the system, and you will receive email that includes your username and a link to the page where you will set your password

### Account Setup Instructions



Technical Support <support@doxcelerate.com>  
To Patricia Greeson

Reply
 Reply All
 Forward
 ...

Wed 8/12/2020 3:58 PM

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 **DoxAuthor**

<https://www.directives.doe.gov/ac/set-password?app=RC&t=0F0xqRmUKHSLAvApR71IGDPSdYOBqLunpdv9>

If you believe this is in error, please call +1 505 663-1302 to speak with a Technical Support representative.

### Set Your RevCom Password

Please fill in the fields below to set your password.

#### Summary of requirements:

- Passwords cannot be reused.
- Minimum length is 8 characters.
- Password must contain at least one of each:
  - lowercase letter,
  - uppercase letter,
  - number,
  - special character (either # or \$).
- The special character(s) cannot be in the last position.

New Password

Re-type New Password

Save

Rules for password content are included on the page for setting your password.

#### NOTES:

- # and \$ are the *only* special characters allowed
- You cannot reuse an old password
- Be sure that you retype the password correctly

## Login

Login to RevCom at

<https://www.directives.doe.gov/login.jsp>

Select your role – IPT Review Coordinator

### 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.

**NOTE:** Usernames and passwords are case-sensitive

Enter your login information.  
A username and password will be assigned to you when your document enters RevCom. If you do not have that information, contact [support@doxclerate.com](mailto:support@doxclerate.com).

### IPT Review Coordinator Login

Username

DoxWriter

Password

.....

Login

## Your Document

The sample below shows a document posted for writer training.

Your Assigned Document will be Open for Comment. You can begin comment response when the Open for Comment phase ends.

The deadline is left of the title. The example below shows a document that has a phase for resolving comments. Dates in the left column show that the review ends 8-18-2020, and the writer has until 8-28-2020 to respond to comments.

Open for Comment	
With Resolution Phase	
Date	Assigned Documents
08/18/2020	DEMO-8-14-20, Demo Document, Review and Comment
No Resolution Phase	
Date	Assigned Documents
Comment Resolution	
Date	Assigned Documents
08/28/2020	DEMO-8-14-20, Demo Document, Review and Comment



## Comment Types

Reviewers must choose a 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

4. RESPONSIBILITIES.

a. Reviewers.

- (1) Enter commitments of any kind to practice using the system.
- (2) Go into and out of the document to learn that one does not have to review all of a document in one sitting.
- (3) Save comments each time one is entered to ensure that their input is received.

Doxcelerate Technical Support

**Respond** This Editorial Comment: was sent by SME diane@doxcelerate.com on: 08/17/2020 10:46:02

paragraph 4a(1) change commitments to comments

Enter ~~commitments~~ **comments** of any kind to practice using the system.

b. DPCs.

- (1) Review comments submitted.
- (2) Edit reviewer comments in the interest of clarity.
- (3) Reject comments that are repetitious or superfluous.
- (4) Submit comment packages when review is complete.
- (5) Submit concurrence or nonconcurrence for revised drafts.

Doxcelerate Technical Support

**Respond** This Substantive Comment: was sent by SME edekarske@doxcelerate.com on: 08/17/2020 10:20:40

Justification:

DPC error

Proposed new wording:

paragraph 4b: **ACs**

For a Substantive Comment, the reviewer is asked to justify or define the issue and then offer new wording

## Comment Response

Review each comment to determine whether you should edit your manuscript. In this example, there is one editorial and one substantive comment. The popup box allows you to submit your response and add information about how you will revise your draft.

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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 Response** Comment Type: **Editorial** Session Timeout in: **11m 09s** **Cancel**

Acceptance Level: ☒ Accept ☐ Accept with Modifications ☐ Reject ☐ Reject-No proposed solution provided

**B I U S** Paragraph Copy Text Clear

Text has been revised.

**IMPORTANT:** The time is monitored so that 30 minutes of inactivity will cause your session to end. Any comment response that you have not saved will be deleted

### Acceptance Levels are

- Accept – You will revise your manuscript as the reviewer requests
- Accept with Modifications – You accept the comment but may not revise exactly as requested
- Reject – You will make no changes to your manuscript based on this comment and will explain why

You must choose an Acceptance Level or the system will not allow you to Save Response

## Comment Response

### Section List

Your responses are due by 08/28/2020.

Submit Responses

The submit button is disabled because the Review Phase is not complete.  
Please address all Substantive comments.

(1)	1-2. PURPOSE; APPLICABILITY	[1(0):1]
(2)	3. GENERAL REQUIREMENTS	[1(0):1]
(3)	4. RESPONSIBILITIES	[2(0):2]
(4)	5. DEFINITIONS	[1(0):2]
(0)	Overall Comments	[2(0):0]

In the Response phase, you will review and respond to comments and revise your document using Track Changes. You **MUST** respond to all Substantive comments before you can submit your comment response package.

The Section List shows the number and types of comments submitted for each section. The numbers at left of each section are

[Substantive comments (Your Comment Responses):Editorial comments]

The numbers in the first two columns must match (substantive comments and responses) before you can submit your response package.

Comments are categorized as

**Substantive**—comments that 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 that are text changes

In the example at left, the author has received one Substantive and one Editorial comment in the Purpose; Applicability paragraphs, and has not yet responded to the Substantive comment

[1(0):1]

The Submit Responses option will not be active until the numbers at left (substantive comments) and the number in parentheses (responses) match in all sections

[1(1):1]

## Ready to Submit Responses

### Section List

Your responses are due by 03/18/2016.

**Submit Responses**

Remember you must submit your responses.

When you click on Submit Responses, you can officially Submit your response package. The note at top tells you that your package has been submitted. You can notify reviewers after your package has been submitted and another note shows that your messages will be sent.

Package submitted.

Once you submit the package:

- You may review the content of your package through the Reports option.
- You'll have the option to notify the receiver(s) and others.

**Submit Package**

After the package is submitted, click the Notify button to send email notifications.

**Notify**

You can run reports to display comments submitted by top organizations (the ones to which you must respond).

In the open document, select Reports -> Custom. Choosing options at right will produce a report that shows

- Both Substantive and Editorial comments
- Top Organizations (the ones to which you must respond)
- No subordinate organizations

**Display within the full text** shows document text (white) with substantive (yellow) and editorial (gray) comments interspersed.

**On Screen** displays only comments in yellow and gray

**Download Spreadsheet** will produce an Excel file that includes section titles, submitters, comment and type and a column for adding responses, especially useful for teams of writers who contribute responses, each for a certain section

Or you can download a **Word Table** or a set of comments in **PDF** shows comments in PDF format

The screenshot shows the 'Custom Report' configuration window. At the top, there's a blue header with the title 'Custom Report'. Below the header, a link 'Click the i for explanation.' is visible. Two buttons, 'Save my Settings' and 'Submit', are located at the top right. The main area contains several sections, each with an information icon (i) and a title:

- Types of Comments:** Includes checkboxes for 'Substantive' and 'Editorial', both of which are checked.
- Organizations:** Features a dropdown menu currently set to 'Top Organizations'.
- Include Subordinate Organizations:** Includes radio buttons for 'Yes', 'No' (which is selected), and 'Only Direct Reports'.
- Include:** Includes a checkbox for 'Responses to Comments', which is currently unchecked.
- Display Sections:** Features a dropdown menu currently set to 'For All Sections'.
- Display Comments:** Includes radio buttons for 'Within Full Text' and 'Under Headings' (which is selected).
- Comments Coloring:** Includes radio buttons for 'On' (which is selected) and 'Off'.
- Deliver Results:** Includes radio buttons for 'On Screen' (selected), 'Download Spreadsheet', 'Download Word Table *Beta* (Does not include document text)', and 'Download PDF File *Beta*'.

## Concurrence/Question

For concurrence, reviewers are asked to answer a question. In the example below, the request is for concurrence on canceling a directive.  
The reviewers answer the question

Section: INSTRUCTIONS:

? Do you concur with the proposed cancellation? [Answer Question](#)

Answer Summary:

Choices	My Answer	Delegates and SMEs		Reporting Organizations	
		% Response	No. Responses	% Response	No. Responses
Yes, I concur.	<input checked="" type="checkbox"/>	0.00%	0	N/A	N/A
No, I do not concur. (Justify noncurrence in the Notes box.)	<input type="checkbox"/>	0.00%	0	N/A	N/A
The directive does not apply to my organization.	<input type="checkbox"/>	100.00%	1	N/A	N/A

View Details: [?](#)

Section: INSTRUCTIONS:

? Do you concur with the proposed cancellation? [Answer Question](#)

Answer the Question: Do you concur with the proposed cancellation?

☐ Yes, I concur.

☒ No, I do not concur. (Justify noncurrence in the Notes box.)

☐ The directive does not apply to my organization.

Notes:

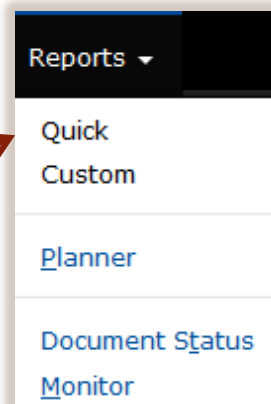
Justification for not concurring|

[Save Answer](#) [Cancel](#)

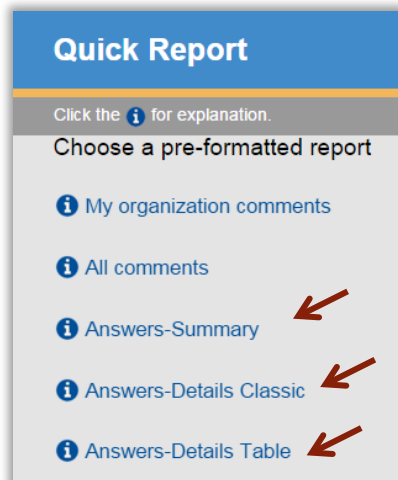
The writer reviews the responses in the Quick Report

## Concurrence /Questions

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



Choose Quick



Select the specific level of detail you need

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

Resolving nonconcurrence is an organization process

Results for Answers - Details Table. Printer Friendly Version

Responses from Headquarters organizations only.

Organization	Coordinator	Do you concur with the proposed cancellation?	Notes:
Bonneville Power Administration	Dave Jensen	Yes, I concur.	
Headquarters OE	Lakeya Matthews		
Headquarters EM	Deborah Harrod	Yes, I concur.	
Headquarters GC	Steve Duarte	Yes, I concur.	Concur with comments.
Headquarters HG	Bill Schwartz	Yes, I concur.	
Headquarters NA	Camille Torquato	Yes, I concur.	NA-APM Comment: It should be noted that cancellation of DOE O 350.2B does not cancel NNSA SD 350.2 Rev1. NNSA will continue to ensure the number of assignments is appropriate and that individual assignments are reviewed to ensure the basis, cost, and duration are reasonable. As such, NNSA M&O Contractors will continue to be required to follow NNSA SD 350.2 Rev1 until the NNSA issues additional policy regarding off-site assignments. Guidance to M&O contractors needs to be clear that the NNSA SD is not cancelled with the cancellation of the DOE Order. NEO Comment: Entered on behalf of Darby Dieterich: 1. From an NNSA perspective, cancellation of

Questions?  
Need assistance?  
Need training?

Email: [support@doxcelerate.com](mailto:support@doxcelerate.com)

Call: 505-663-1302