COORDINATOR GUIDE—TECHNICAL STANDARDS

Technical Standards Delegate

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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.

Coordinator (POC, DPC, TSM, PPC)–*Submits the official position of their organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and delegates.*

Author (Writer, OPI, PA)–*Provides original and updated document versions to Administrator. Responds to comments provided in RevCom*

Delegates *–Aids Coordinator in review, edit and consolidation of local comments. Recommends comments for inclusion in official submission.*

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 "birds eye" status of all system documents.

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Tasks and Responsibilities

NOTE: A Delegate cannot work directly with a Standard in RevCom unless the Technical Standards Manager (TSM) has assigned him to the review. If no documents are assigned to you, the Document List will be blank when you login to RevCom.

A Delegate can assist the TSM in managing the account in the following ways

Responsibilities
- Setup and maintain User Accounts
- Setup Groups and assign SMEs and other Delegates to them
- Create SME and Delegate accounts

When assigned to a document
- Set due dates for reviewers (if they are different from the ones assigned by the system
- Assign reviewers
- Setup notification for reviewers
- Assess comment submissions.

Note: Delegates do not submit final packages

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Delegates

Delegates that are trusted to coordinate review on behalf of the TSM and the organization. You may have a specific area of expertise that can be applied for review of a Technical Standard.

Sometimes your area of expertise will not be the one preferred for a specific document, so you may not be assigned to all reviews

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

Delegates can
- Set Due Dates
- Assign and notify 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
- Organize the TSM's account
- Create SME and other Delegate accounts
- Create Groups

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Review Phases for Technical Standards

Technical Standards Review in RevCom includes four primary phases.

PHASE 1—PROJECT JUSTIFICATION (15 business days)
The author submits the Project Justification Statement for reviewers to consider whether the project should go forward. The review consists of answering a question to indicate one's concurrence with proceeding.

PHASE 2—REVIEW AND COMMENT (90 days total)
The author submits a first draft for review (60 days). TSMs/Delegates (when assigned) select SMEs to review the draft and submit comments and then the TSMs (or Delegate on behalf of the TSM) compile the comments that represent the organization's position to the author for consideration.
In the second part of Phase 1, the author responds to comments submitted through Headquarters organizations (30 days).

PHASE 3—RESPONSE NEGOTIATION (30 days)
The comment response report is posted in RevCom but *does not require submission of comments*. The author submits the comment response report for posting.

PHASE 4—CONCURRENCE (10 business days)
The author posts a markup showing changes to the draft in response to reviewer comments and negotiated changes to the author's response. TSMs (and Delegates if assigned) and SMEs who reviewed the original draft concur with the revised draft.
Note that *this is not an opportunity to comment* unless the reviewer does not concur with the revised draft and justifies nonconcurrence in the Notes box.

Other Reviews
Using the same format that is employed for Project Justification (answering a question), Technical Standards are reviewed for
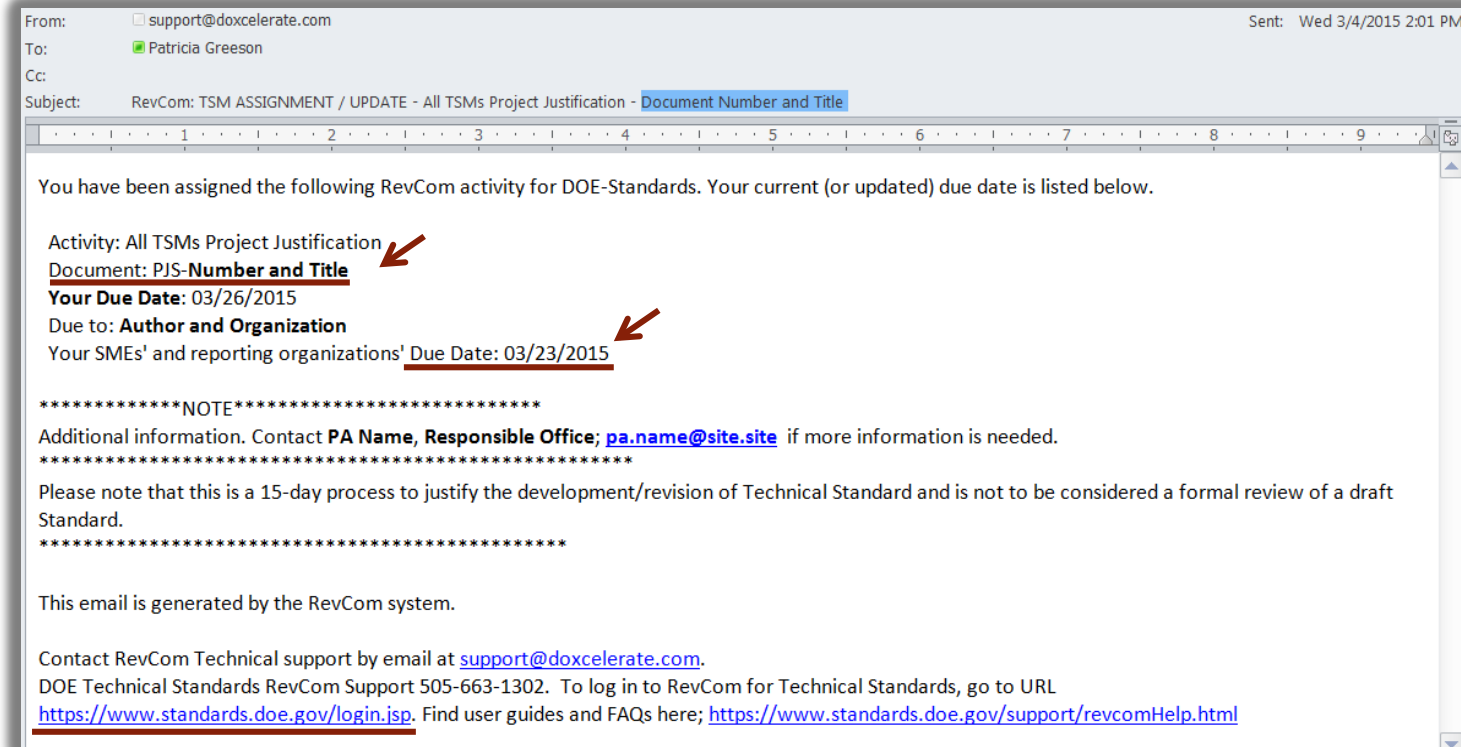- Reaffirmation – Is the Standard current and valid?
- Cancellation – Should a Standard be canceled?
- Surveys – One or more questions related to content/implementation/usefulness

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Notification

When you have been assigned a review, 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's name
- Due dates for your SMEs and reporting organizations
- A link to RevCom login

From:	support@doxcelerate.com	Sent: Wed 3/4/2015 2:01 PM
To:	Patricia Greeson	
Cc:		
Subject:	RevCom: TSM ASSIGNMENT / UPDATE - All TSMs Project Justification - Document Number and Title	

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

Activity: All TSMs Project Justification
Document: PJS-**Number and Title**
Your Due Date: 03/26/2015
Due to: **Author and Organization**
Your SMEs' and reporting organizations' Due Date: 03/23/2015

*************NOTE****************************
Additional information. Contact **PA Name**, **Responsible Office**; pa.name@site.site if more information is needed.
****

Please note that this is a 15-day process to justify the development/revision of Technical Standard and is not to be considered a formal review of a draft Standard.
****

This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.
DOE Technical Standards RevCom Support 505-663-1302. To log in to RevCom for Technical Standards, go to URL
https://www.standards.doe.gov/login.jsp. Find user guides and FAQs here; https://www.standards.doe.gov/support/revcomHelp.html

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Login

Delegate login is available for the various programs
•Technical Standards: https://www.standards.doe.gov/login.jsp
Select your role

TSMs/Delegates

RevCom: Choose your role to login

Subject Matter Experts	Review and comment on draft documents.
TSMs/Delegates	Review and consolidate comments from your organization.
PAs/Writers	Respond to reviewer comments.
Monitors	Track the status and metrics of documents in the system.

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Create User Accounts—SMEs

- The people you list here will be ones you select to review 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

Document ▾   Accounts ▾   Reports ▾   Settings ▾

Doxcelerate TSM, Doxcelerate Technical Support - TSM

Role: Please identify the role of the user being defined.
- ○ Delegate
- ○ SME

- 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

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Create Delegate Accounts

The Delegate is a person who can perform all of your tasks 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

Select Delegate

Doxcelerate TSM, Doxcelerate Technical Support - TSM

| Document ▾ | Accounts ▾ | Reports ▾ | Settings ▾ |

Role: Please identify the role of the user being defined.
- ⦿ Delegate
- ○ SME

NOTE:
Passwords are set by the Delegates using an automated system. Your Delegate will receive email that provides his/her username and a URL for setting a password

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

RevCom Username:

ADelegate

Full Name:

Annie Delegate

Email:

annie.delegate@site.site

Copy-to Emails: (not required)

External Title:

Delegate
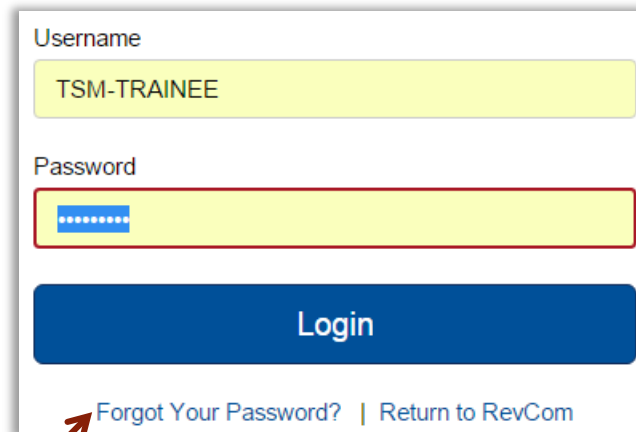
Save **Save and New** Cancel

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Automated Password

New Delegates will receive from Technical Support with instructions for setting a password. The email includes the username.

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

Username

TSM-TRAINEE

Password

●●●●●●●●●

Login

Forgot Your Password? | Return to RevCom

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
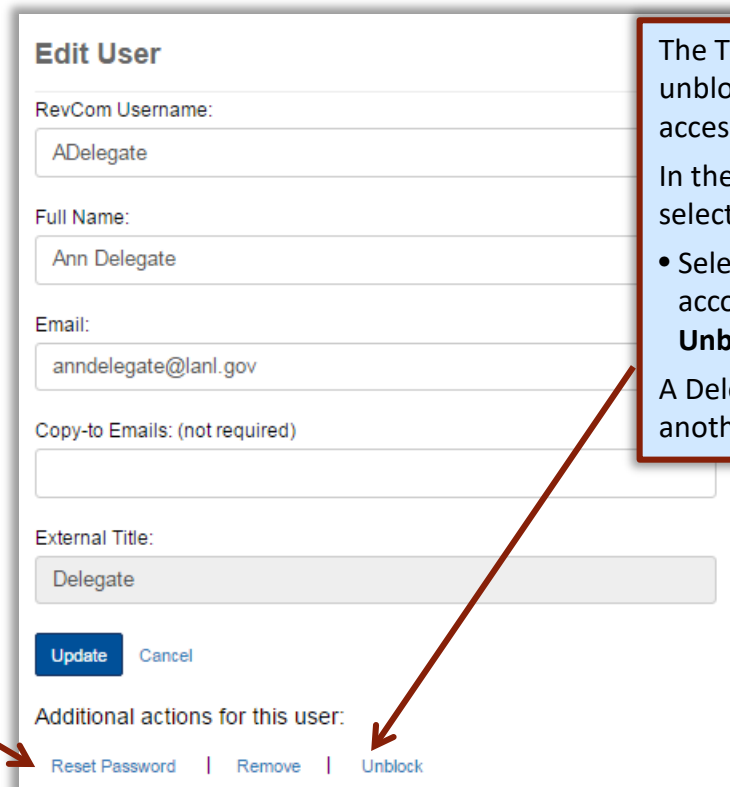
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Blocked Delegates

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:

ADelegate

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

You can also select **Reset Password**

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

In the Accounts menu, select View/Edit User

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

A Delegate can unblock another Delegate's account

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Create Groups

Your Accounts listings will be similar to this one

In the Accounts menu, select Create Group

View User

Click a user name to make updates.

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
- Ed@doxcelerate.com
- jack@doxcelerate.com
- jmcdonald@doxcelerate.com
- jmsfnm@gmail.com
- lakeya.matthews@hq.doe.gov
- mickeyd@doxcelerate.com
- minnie@ju.com
- mudijo1211@gmail.com
- Patricia.walters@lm.doe.gov
- patricia@doxcelerate.com
- topdog@site.site
- Workerbee@site.site

Create New User

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

Name the group and select membership

Save

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

Enter a Group Name in the text box and select the Delegates and SMEs you would like to be a part of the group.

Group Name:

Environment

Delegates:

- ☑ DoxDel
- ☐ DelOR
- ☐ TestAcct1
- ☐ DoxDPC1
- ☐ ADelegate
- ☐ SDelegate
- ☐ CTirado
- ☐ RRedd
- ☐ ODelegate
- ☐ TDelegate
- ☐ NBDelegate

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

Save Cancel

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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

You

Logout here or choose Exit in the Document menu

The next seven days. Updates daily

Assigned to you

Due dates for open activity and expected for next activity

NOTE: If you have not been assigned to a review, the list will show "No results . . . "

No results are available at this time.

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Document List – New Format

The Legend will also be available to define icons and colors. When you no longer need the Legend, you can opt to have it hidden until you need it next.

New icons and color indications ☒

★ Assigned to Me

✔ Completed

⓵ Setup in Progress

↗ Submit Package/Status

❺ New comments available

⓪ No new comments

▨ Assigned to Me

▨ Setup in Progress/Assigned to Me

▨ Comment Resolution

▨ Setup in Progress/Not Assigned to Me

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

To see this message again, click the Legend button.

The Final tab takes you to a list of documents that have completed RevCom processing and have been published

Active Calendar	Active List	Pending	Final		Search
Document		Tue 1	Wed 2	Thu 3	Fri 4	Sat 5	Sun 6	Mon 7

The Pending tab takes you to a list of documents awaiting a new activity

The next seven days. Updates daily

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Set Due Dates

Before assigning reviewers, you will adjust due dates for SMEs and reporting organizations to avoid their receiving two emails—one assigning them to the review and a second changing their due dates

In the Version menu, select Set Due Dates

Version ▾

Section List

Comment List

Set Due Dates
Assign User
Submit Package

SMEs due date: 09/23/2015
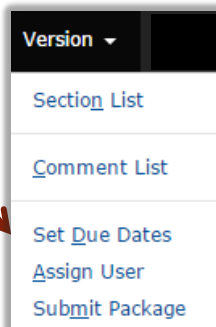
Date packages are due from organizations submitting comments to your organization:

TS Training 2

TS-TRAINING 09/23/2015

TSM Email:

RevCom: TSM ASSIGNMENT / UPDATE - All TSMs Review & Response - Training, Mock Document for RevCom Testing

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

    Activity: All TSMs Review & Response
    Document: Training, Mock Document for RevCom Testing
    Your Due Date: %due-to-org-date%
    Due to: %due-to-org%
    Your SMEs' and reporting organizations' Due Date: %due-date%

Enter Additional Text:
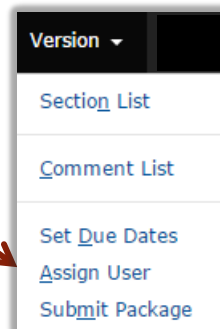
Special message (optional)

Add special instructions here

Notifications will be sent when you update and notify.

Notifications will be sent only to assigned SMEs

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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

afellow@site.site
braves.fan@site.site
diane@doxcelerate.com
environmental.manager@site.site

Notify Users

Groups

☐ Codes Specialists
☐ Implementation
  ☐ mickeyd@doxcelerate.com
☐ General
  ☑ afellow@site.site
  ☑ braves.fan@site.site
  ☑ diane@doxcelerate.com
  ☑ environmental.manager@site.site
  ☐ fellow.golfer@site.site

Delegates last notification date in red

☐ Test Account
☐ Diane Johnson

SMEs last notification date in red

☑ afellow@site.site   - Not Notified -
☐ bmiller@doxcelerate.com
☑ braves.fan@site.site   - Not Notified -
☐ budget.expert@site.site
☑ diane@doxcelerate.com   - Not Notified -
☑ environmental.manager@site.site - Not Notified -
☐ fellow.golfer@site.site   05/22/12 02:53 PM
☐ happy.camper@site.site   05/22/12 02:53 PM
☐ mickeyd@doxcelerate.com

Assign Users

In this example, you will note by the dates at right of their names that two 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 Reviewers (select for Reviewers notification)

☑ patricia@doxcelerate.com - Not Notified -

☑ queenie@doxcelerate.com - Not Notified -

```
SME email:

RevCom: Reviewer ASSIGNMENT / UPDATE - Concurrence - Concurrence, Testing the Process

You have been assigned the following RevCom activity for sandbox by Trainee Person (patricia@doxcelerate.com) of Training Organization 2.
Activity: Concurrence
Document: Concurrence, Testing the Process
Your Due Date: 01/27/2016
```

Enter Additional Text:

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Project Justification

The first phase in Technical Standards review is Project Justification in which users are asked to concur that the project (development/revision) is justified and should proceed.

- When you open the file in RevCom see the question you are to answer
- Select Answer Question
- Choose your answer
- Justify any nonconcurrence
- Save your answer
- Submit your package

NOTE: Question 7 on the PJS addresses whether the Standard will be invoked in a Directive. Draft review will be based partly on the Standard becoming a requirements document.

Justification 🔳 Your comments are due to Doxcelerate Support of Doxcelerate Technical Support by 04/10/2015

r to submit your comment package when you are done.

Section: TECHNICAL STANDARDS PROGRAM PROJECT JUSTICATION

❓ Do you concur that the development of this Standard is justified and should move forward? [Answer Question]

TECHNICAL STANDARDS PROGRAM PROJECT JUSTIFICATION:

DOE-STD-XXXX-XX, _Title_, has been proposed for revision/development.

- **Review** the Project Justification Statement (PJS) to determine if you agree that revision/development of the of Technical Standard is justified and should procee

- 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.**

- _REMEMBER_, you MUST select **Submit Comments** to record your response.

Section: TECHNICAL STANDARDS PROGRAM PROJECT JUSTICATION

❓ Do you concur that the development of this Standard is justified and should move forward? [Answer Question]

Question: Do you concur that the development of this Standard is justified and should move forward?

- ○ Yes, I concur.
- ◉ No, I do not. Justification is in the Notes box.
- ○ The standard does not apply to my organization.

Notes:

```
Justification for nonconcurrence
```

[Save Answer] [Cancel]

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Add Comments

When you have opened the document for review, you will see a section list at left. Choose one of the sections for review. Your deadline is listed above Submit Comments

Section List

Your comments are due to Sonya Barnett of DOE-AU by 02/23/2016.

Submit Comments

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

[0:0] 💬 **FOREWORD**

[0:0] 💬 1. SCOPE

[0:0] ⚪ 2. APPLICABLE

Review text and find places where you will comment. The Add Comment button allows you to comment on the text immediately above.

This Guide delivers the guidance to implement the requirements for DOE as defined in DOE O 415.1. It provides a standard approach to manage DOE projects and programs by setting the foundation for a common project management language, consistency in project execution, and continuous improvement. Through standardization we can improve project and program understanding, communication, reporting, measurability, and most important, proper and timely decision making across the DOE. This guide integrates project management, information technology, and governance processes into a common framework known as the **"IT PEM."**

Add Comment

2.1   Methodology

The IT PEM framework leverages methodologies and principles from the following areas:

- PMI and its PMBOK$^®$ Guide-Fifth Edition[2]

- Information Technology Infrastructure Library (ITIL) v3

- DOE Systems Engineering Methodology (SEM)

- Federal Organizations (Internal & External to DOE)

- Government wide or Departmental Requirements

Add Comment

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Add Comments

The document used for this example is full of errors to provide ample opportunity for reviewers to practice commenting

Note that another reviewer has found the spelling error in the title and she considered such a misspelling Essential.

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

You may ask a question and/or edit text.

When you have finished, be sure to select a comment type

Save Comment

Section: PORPOISE
PORPOISE

a.　The purpose of this standard is to enter RevCom as an example to show Peppering Activities (PAs) and Technical Stranded Managers (TSMs) how to use the system.

b.　Users will learn

c.　The RevCom process for Technical Standards

d.　How to navigate in the system

e.　How to find information

Add Comment

Save Comment　Comment Type　Select a type ▼　Copy Text　Clear　Cancel　Session Timeout in: 27m 49s

B　I　U　ABC　≡ ≡ ≡ ≡　≔ ≔　Paragraph ▼ 　◦ ▼　⬚ ⬚

Two errors in paragraph a:

What is Peppering Activity?

Technical ~~Stranded~~ Standards Manager

Path: p

Edit　Delete　This **Essential Comment** was sent by SME **patricia@doxcelerate.com**

~~PORPOISE~~ **PURPOSE**

Essential 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

Suggested comments are often editorial in nature

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Include/Exclude Submitted Comments

You will review comments submitted by your SMEs 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 **Suggested Comment** was sent by SME **ajanczew@bnl.gov** on: 05/24/2012 09:04:36

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

You can select comments and then change your mind. Clicking Save Inclusions means that all of the comments checked 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.

Section List

Your comments are due to Sonya Barnett of DOE-AU by 02/23/2016.

Submit Comments

Submit Comments when you have completed your review.
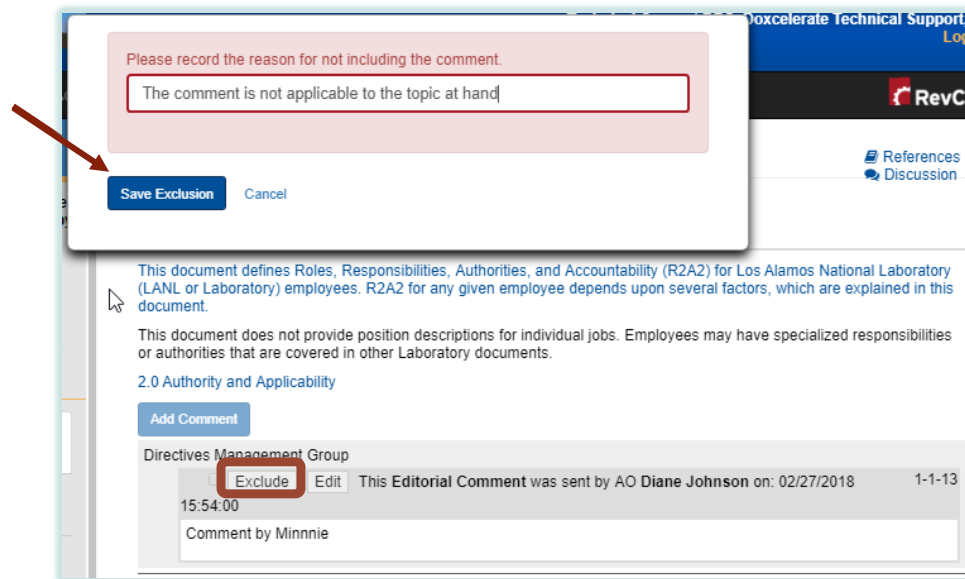
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Including/Excluding Comments

As Technical Standards Manager, you are to submit the official position of your organization through the review, edit and consolidation of local comments. In addition to saving comments for inclusion, you can exclude comments
- Include in your submission a comment as written
- Edit a comment to clarify or expand content
- Exclude a comment and justify the decision
- Ignore a comment (neither include nor exclude)

In the example below, the TSM has chosen to exclude a comment. The justification is added to the popup box.

When you have entered justification, choose [Save Exclusion]

Please record the reason for not including the comment.

The comment is not applicable to the topic at hand

Save Exclusion   Cancel

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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Excluding Comments

- The exclusion justification will be displayed with the comment as shown below. You can edit the justification.
- If you change your mind and decide to include the comment, check the box next to Edit. A box will display allowing you to [Save Inclusion]

The comment will be one that has been selected for inclusion

Package Submission

When your comment review is complete, you will [Submit Comments]
Take note that the buttons available for your submission have changed to accommodate exclusion.
Comments that have been excluded are not included in your 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 explicity excluded). |
| All Comments but Excluded | Submit all comments EXCEPT those marked for exclusion. |

The exclusion and justification will be available to the SME who submitted the comment

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Comment Disposition

Reports ▾
Quick
Custom

Planner
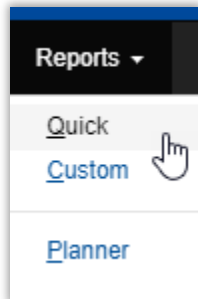
The SME's comment disposition report will include justification for the exclusion. In the example below, the TSM for the suborganization had sent the comment forward. Excluded comments will not display in the Custom reports or in the PA's list of comments for resolution.

In the reports menu, choose Quick

Then choose Comment Disposition

Choose a pre-formatted report

ℹ My organization comments

ℹ All comments

ℹ Comment Disposition

In the example below, the report shows that the suborganization included the comment in its submission (↑) and that the Headquarters organization chose to exclude it (✖). The justification is included.

✖ Not included. Package Sent 03/01/2018 by Technical Support DPC from Doxcelerate Technical Support
Exclusion justification The comment is not applicable to the topic at hand

⬆ Edited. Package Sent 02/27/2018 by Diane Johnson from Directives Management Group
  Minor Comment by Diane Johnson (AO) on 02/27/2018 15:54:00   *(Edit of 1-1-12)* 1-1-13
    Comment by Minnnie

⬆ Included. Package Sent 02/27/2018 by minniemouse@site.site from Directives Management Group
  Major Comment by minniemouse@site.site (SME) on 02/27/2018 09:58:19   1-1-12
   Comment by Minnnie

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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
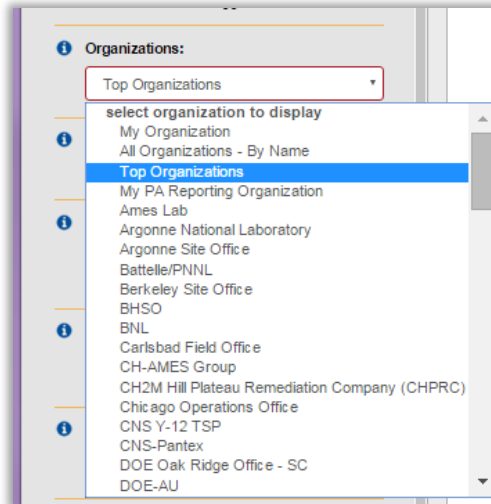- Accept – The author will revise text as the reviewer requests
- Accept with Modifications – The author accepts the comment but may not revise exactly as requested
- Reject – No changes to the manuscript

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

Reports ▾

Quick
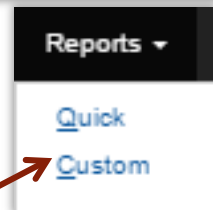
Custom

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.

Submit

ⓘ Types of Comments:
☑ Essential ☑ Suggested

ⓘ Organizations:

Top Organizations ▾

ⓘ 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

ⓘ Deliver Results:
⦿ On Screen ○ Download Spreadsheet

Submit

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Response Negotiation

This is **not** an opportunity to comment in RevCom. When you login, you will see the notice that this is not an opportunity to comment and contact information for the PA.

Following review and posting of response to comments, a redline of the draft Standard is posted 30 days when reviewers can contact the PA by telephone or email to raise questions about how their comments were addressed (accepted/accepted with modification/rejected)

RESPONSE·NEGOTIATION¶

THIS·IS·NOT·AN·OPPORTUNITY·TO·COMMENT·ON·THE·DRAFT¶

No·RevCom·action·is·necessary·at·this·time.¶

This·is·an·opportunity·for·reviewers·to·see·the·author's·responses·to·their·comments·and·if·warranted,··negotiate·changes·to·the·response·via·telephone·and·email·communication.·Please·contact·the·PA·Techie·Fred·at·555-555-5555;·techie.fred@site.site.·¶

For·an·effective·Comment/Response·Negotiation·process,·TSMs·should·assign·this·activity·to·SMEs·who·have·commented·on·the·draft.··¶

The·Comment·Response·Report·is·available·in·References·and·as·the·Entire·Document·(above·the·title·when·you·open·the·file).¶

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Concurrence

You may be asked to answer a question, concur with a revision, estimate costs, etc. Reporting organizations and SMEs will submit their responses for your review.

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.	✓	0.00%	0	N/A	N/A
No, I do not concur. (Justify noncurrence in the Notes box.)		0.00%	0	N/A	N/A
The directive does not apply to my organization.		100.00%	1	N/A	N/A

View Details: 🔍

To Review responses, select

View Details: 🔍

The report will show responses from Reporting Organizations

Section: Project Justification

Question: Do you concur that the proposed revision is necessary and should move forward?

Answers:

	User	Answer	Notes
My Answer	DOE-SC-TSM	Yes, I concur.	
Reporting Organizations	SSO-TSM	This Standard does not apply to my organization.	

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Submitting Concurrence

After reviewing SME/Delegate responses, you will submit the organization's response. Delegate/SME responses do not go forward

Submit Comments

Section: Project Justification

Do you concur that the proposed revision is necessary and should move forward?   Answer Question

Question: Do you concur that the proposed revision is necessary and should move forward?
- ○ Yes, I concur.
- ● No, I do not concur. Justification is in the Notes box.
- ○ This Standard does not apply to my organization.

Notes:

I do not concur because . . . .

Save Answer   Cancel

Answer Summary:

Choices	My Answer	Delegates and SMEs		Reporting Organizations	
		% Response	No. Responses	% Response	No. Responses
Yes, I concur.	✓	N/A	N/A	0.00%	0
No, I do not concur. Justification is in the Notes box.		N/A	N/A	0.00%	0
This Standard does not apply to my organization.		N/A	N/A	100.00%	1

View Details: 🔍

In the Submission Screen, choose Question Response OR No Comment

Your Comments

Recommended Comments

All Comments

Question Response OR No Comment

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Submit and Notify

When you have entered your own comments and have selected all for inclusion, select

Submit Comments

Submission options are defined at right.
NOTE that the Recommended Comments option means that you are sending forward a Delegate's selections for the 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.
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.

Question Response OR No Comment is applicable for concurrence review or when you have no comments for a document review do not choose to answer the posed question

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Reports - Comment Disposition
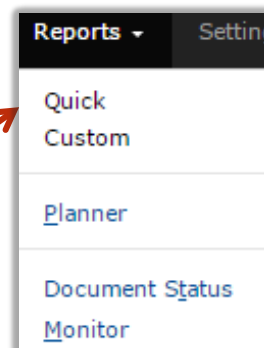
After submitting your comment package, you can track disposition.

Reports ▾   Setting

Quick
Custom

Planner

Document Status
Monitor

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

✓ The comment was included

❌ The comment was not included

✓ Comment included. Package Sent 02/20/2014 by DOE-EM from Headquarters EM

✓ Comment included. Package Sent 02/11/2014 by RL from Richland Operations Office

minor Comment sent 01/28/2014 10:52:00

Covered by existing cyber security requirements

Response: **Reject** sent 04/03/2014 13:30:42
Thank you for your comment. It has been taken into consideration.

❌ Comment not included. Package Sent 02/20/2014 by DOE-EM from Headquarters EM

❌ Comment not included. Package Sent 02/11/2014 by RL from Richland Operations Office

minor Comment sent 01/28/2014 10:52:32

4.i. shoud be covered by existing cyber security requirements

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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
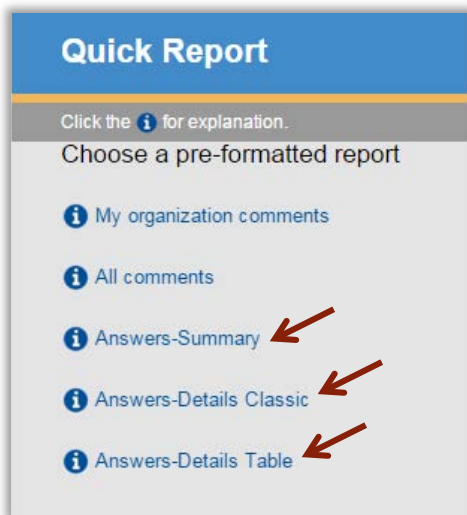
Section: CONCURRENCE REVIEW:

Question: Do you concur with the draft as revised
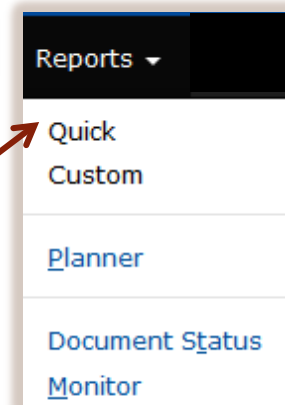
Answers:

	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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Concurrence /Questions

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

Reports ▾

- Quick
- Custom

- Planner

- Document Status
- Monitor

Quick Report

Click the ⓘ for explanation.
Choose a pre-formatted report

ⓘ My organization comments

ⓘ All comments

ⓘ Answers-Summary

ⓘ Answers-Details Classic

ⓘ Answers-Details Table

- Choose Quick
- Select from available options

Organization	Coordinator	Do you concur that the proposed revision is justified and should move forward?	Notes:
DOE-BPA	Lloyd Hill		
DOE-DR	Mark Do		
DOE-EE	Cyrus H. Nasseri		
DOE-AU	Jeffrey Feit		
DOE-EM	Collette Bankins		
DOE-FE	Robert J. Wright		
DOE-GC	Robert Waxman	Yes, I concur	
DOE-NA	Carl Sykes	Yes, I concur	
DOE-NE	Pradyot Niyogi	Yes, I concur	
DOE-SC	Rosalie Brown	Yes, I concur	

- 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 the Details Table is at right
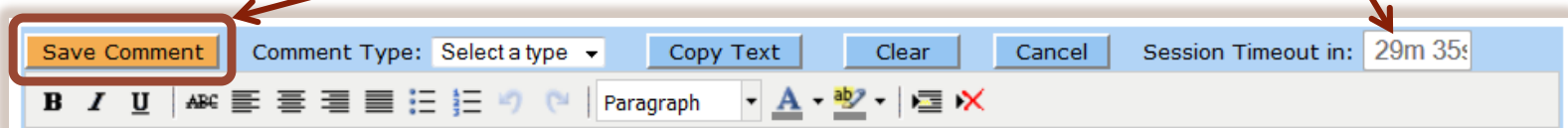
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Troubleshooting

- 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 each comment you will send forward as representative of your organization
- If the document is open for review, you can submit comments or 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?

Support@Doxcelerate.com

865-482-0401

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