WRITER GUIDE

TECHNICAL STANDARDS

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RevCom

Nomenclature

RevCom is set up so that Coordinators assign individuals in their organizations to review and submit comments that the Coordinators then evaluate to ensure that their submissions support the missions and needs of their programs. You review those comments submitted by top organizations and revise your document accordingly.

Your role in RevCom is referred to as
- Writer
- Author
- Primary Author
- PA (Preparing Activity)
- OPI (Office of Primary Interest)

Reviewers will include
- TSMs (Technical Standards Managers)
- SMEs (Subject Matter Experts)
- Reviewers
- Employees
- Users

The Process

The writer produces a manuscript for review
- Assigns Subject Areas (when available)
- Communicates preferences for parsing the document (optional)
- Adds survey questions
- Determines who will participate in review
- Decides Due Dates
- Reviews and responds to comments
- Submits a Response Package
- Creates a redlined draft showing response to reviewer comments

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 and
- the due date for your comment resolution.

From: Doxcelerate Support
Sent: Tuesday, December 01, 2015 04:34 PM Eastern Standard Time
To: Ima Writer
Subject: RevCom: PA ASSIGNMENT / UPDATE - All TSMs Review & Response - DOE-STD-XXXX, Title

The following RevCom activity is open:

Activity: All TSMs Review & Response
Document: DOE-STD-XXXX, Title
Submissions due to you: 02/02/2016
Resolution Due Date: 03/03/2016

****
Ima:
Training is available for writers. If you have questions or need assistance please contact us at support@doxcelerate.com (865-482-0401)

****

This email is generated by the RevCom system.

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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

From: Technical Support [mailto:support@doxcelerate.com]
Sent: Monday, November 10, 2014 12:31 PM
To: Support
Subject: Password Setup Instructions

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 **Username**

https://www.directives.doe.gov/ac/set-password?app=RC&t=FpDok0UXIuugmHDOZkJzTIJBRHUgU3EdsJwL

If you believe this is in error, please (505) 883-1302 to speak with a Technical Support representative

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

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 $).
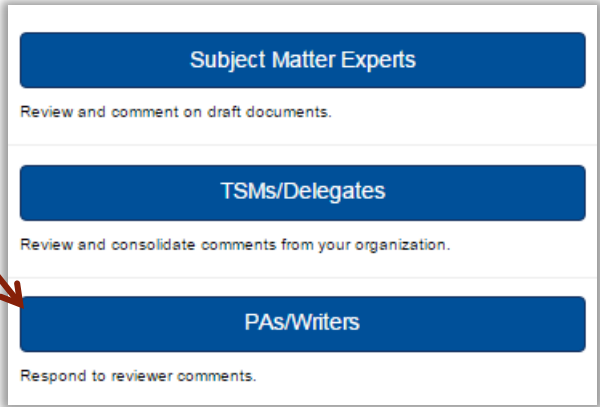- The special character(s) cannot be in the last position.

New Password

Re-type New Password

Save

NOTE: The token provided by the email will expire after three days. If you miss that window, you can send a note to support@doxcelerate.com and ask for another reset email
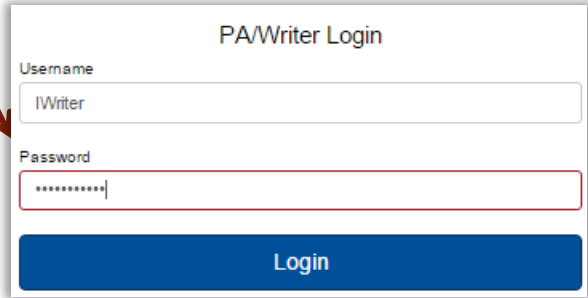
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RevCom

Login to RevCom at

https://www.standards.coe.gov/login.jsp

Select your role—PAs/Writers

Subject Matter Experts

Review and comment on draft documents.

TSMs/Delegates

Review and consolidate comments from your organization.

PAs/Writers

Respond to reviewer comments.

Enter your login information.
The email from Technical Support included your username.

PA/Writer Login

Username

IWriter

Password

••••••••••••

Login

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Your Document

Your Assigned Document are listed when you login to RevCom. You can begin comment response when the Open for Comment phase ends.

Deadlines are displayed with the documents. Dates at left are for the end of the review period and your deadline for submitting responses to reviewer comments

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Comment Response

When you open your document, you will see your deadlines posted to the right of the **Assigned Document**

Date	Assigned Documents
04/04/2019	DOE-STD-1187 (PJS to Revise), Beryllium-Associated Worker Registry Data Collection and Management Guidance, All TSMs PJS
04/04/2019	DOE-SPEC-1142 (PJS to Revise), Beryllium Lymphocyte Proliferation Testing (BeLPT), All TSMs PJS

Your responses are due by 04/18/2019.

Submit Responses

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

(1) FOREWORD	[0(0):3]
(2) ACRONYMS	[0(0):0]
(3) 1.0 INTRODUCTION	[0(0):1]
(4) 2.0 ESTABLISH AN OPSEC PROGRAM	[1(0):1]
(5) 3.0 APPLY THE OPSEC FIVE-STEP PROCESS	[0(0):8]
(6) 4.0 MAINTAIN THE PROGRAM	[0(0):2]
(7) Appendix A: National Security Decision Decision Directive Number 298	[0(0):0]
(8) Appendix B: Sample OPSEC Plan	[0(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 Essential comments before you can submit your comment response package.

Comments are categorized as
Essential—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
Suggested—comments that are often editorial

The Section List shows the number and types of comments submitted for each section. The numbers at left of each section are
[Essential comments (Your Comment Responses) Suggested comments].

These two numbers must match before the Submit Response function.

In the Foreword, the author has received 2 Essential comments to which he has not yet responded and one Suggested comment.
The system will not permit him to submit a comment package until numbers in the two left columns [*Essential(Response*)] match. Technical Standards RevCom also requires response to Suggested comments.

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Comment Response

Review each comment to determine whether you should edit your manuscript accordingly

In this example we have a Suggested comment (to which you must respond). We have clicked on Respond to open the response window.

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

Section: 1.0 INTRODUCTION

1.0 INTRODUCTION

1.1 Purpose

This Department of Energy (DOE) Standard (STD), DOE-STD-1120-20XX, describes a methodology for preparing a Documented Safety Analysis (DSA) for decommissioning of hazard category (HC) 1, 2, or 3 nuclear facilities, as well as HC-2 or HC-3... not done within a permanent structure.

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

DOE-NA

Respond This **Suggested Comment:** was sent by SME **KELLYDJ@NV.DOE.GOV** on: 11/10/2015 16:06:11

The purpose should be expanded to indicate this standard is also applicable to the de-commissioning of a facility with only low-level residual fixed radioactivity consistent with Appendix A, Table 2, item (7) from 10 CFR 830.

Save Response | Comment Type: Suggested ▼ | Copy Text | Clear | Cancel

Acceptance Level: ○ Accept ○ Reject ○ Accept In Part | Session Timeout in: 29m 39s

B *I* U | ABC ≡ ≡ ≡ ≡ | ⋮≡ ⋮≡ | ↺ ↻ | Paragraph ▼ | A ▼ ab ▼ | ⤢ ✗ ✓

Acceptance Levels are
- Accept – You will revise your manuscript as the reviewer requests
- Accept in Part – You accept the comment but may not revise exactly as requested
- Reject – You will make no changes to your manuscript based on this comment

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Ready to Submit Responses

You will not see the Submit Responses option until you have responded to all Essential comments.

Technical Standards also requires you to respond to Suggested/minor comments that may be editorial and worth your consideration. You do not have to respond to No Comment

Your responses are due by 04/18/2019.

Submit Responses

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

(1) FOREWORD [0(0):3]

(2) ACRONYMS [0(0):0]

Package submitted.
RevCom Support Writer, Doxcelerate Technical Support - Writer

Entire Document: **Training, Bogus Policy for DPC Training, Review and Comment** 📄
Your responses are due by 07/02/2014.

You may review the content of your package through the Reports option.

Once you submit the package, you'll have the option to notify the receiver(s) and others.

Submit

Notify

Click on Submit Responses to officially complete the response process.
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.

Messages have been queued for delivery.
RevCom Support Writer, Doxcelerate Technical Support - Writer

Entire Document: **Training, Bogus Policy for DPC Training, Review and Comment** 📄
Your responses are due by 07/02/2014.

You may review the content of your package through the Reports option.

Once you submit the package, you'll have the option to notify the receiver(s) and others.

Submit

Notify

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Reports

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.

Reports ▾
- Quick
- Custom
- Checklist
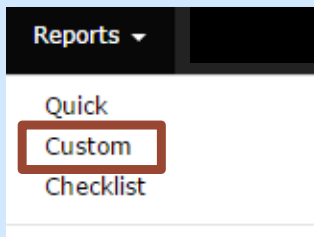
Choosing options at right will produce a report that shows

- ⊙ **Types of Comments**: Both Essential and Suggested
- ⊙ **Organizations**: Top Organizations (to which you must respond)
- ⊙ **Include Subordinate Organizations**: No
- ⊙ **Include**: Responses to Comments if you have submitted them
- ⊙ **Display**: All Sections (unless you are interested in only one part)
- ⊙ **Display comments**: Within the text or by section heading
- ⊙ **Results Delivered**:
  On Screen will show text of the comments—yellow for essential; gray for suggested.
  Download Spreadsheet will produce an Excel file that includes section titles, submitters, comment and type and a column for adding response, especially useful for teams of writers who contribute responses, each for a certain section
  Download Word Table will produce a file that includes section, submitter, comment type and comment with an option to add a column for responses
  Download PDF File will show text of the comments in a PDF document
- ⊙ If the selections for this report will be used most often you can select **Save my Settings** to keep the options chosen for this report **Submit**

Custom Report

Click the ⓘ for explanation.

Save my Settings

Submit

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

ⓘ **Organizations:**
Top Organizations ▼

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

ⓘ **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 *Beta*
  (Does not include document text)
○ Download PDF File *Beta*
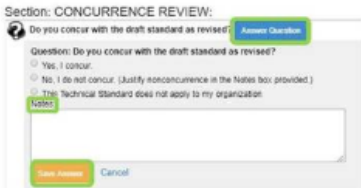
Submit

Save my Settings

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Reviewers are asked to respond to a question. Below is what the reviewer see in typical concurrence/project justification. The reviewer clicks Answer Question to respond.

Section: CONCURRENCE REVIEW Draft DOE-STD-1194-YR

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.

Â

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.**

Â

- To see user responses, click on the magnifying glass. A popup window will display their submissions.
- *REMEMBER* , you MUST select **Submit** to record your response.

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

Section: Technical Standards Program Project Justification

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

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

Save Answer   Cancel

You can find responses to the question through the Quick Report. In the Reports menu, select Quick. Then choose Answers table Beta. At top right of the table, you can expand to show responses from all organizations.
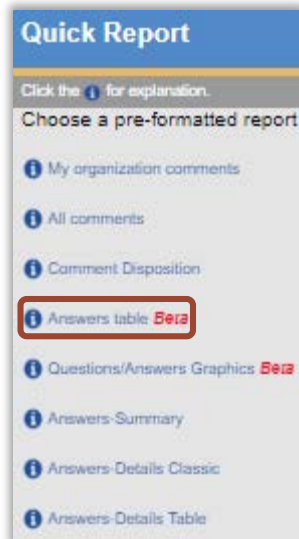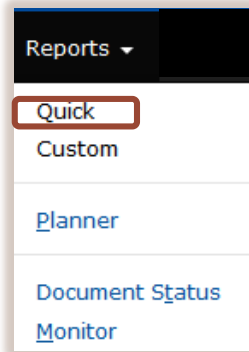
You must have concurrence from EM, NA, NE, SC and MA before you can proceed to the next step.

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Concurrence /Questions

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

- Choose Quick
- From available options, choose Answers table *Beta*

In the example below, we have chosen to Expand the list to include suborganizations (in white).

Reports ▾

Quick
Custom

Planner

Document Status

Monitor

Quick Report

Click the ⓘ for explanation.

Choose a pre-formatted report

ⓘ My organization comments

ⓘ All comments

ⓘ Comment Disposition

ⓘ Answers table *Beta*

ⓘ Questions/Answers Graphics *Beta*

ⓘ Answers-Summary

ⓘ Answers-Details Classic

ⓘ Answers-Details Table

CONCURRENCE REVIEW Draft DOE-STD-1194-YR

	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?	85%	0%	15%

User responses

CONCURRENCE REVIEW Draft DOE-STD-1194-YR

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			✔	
DOE-DR, Mark Do	No response			
DOE-EE - Office of Energy Efficiency and Renewable Energy, Cyrus H. Nasseri	No response			
Golden Field Office, Jennifer Appleton	No response			
DOE-AU - Office of Environment, Health, Safety and Security, Jeffrey Feit	No response			
DOE-EM - Office of Environmental Management, Brent Nielsen	✔			
Carlsbad Field Office, Richard Farrell	No response			

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Questions?

Need assistance?

Need training?

Email: support@doxcelerate.com

Call: 865-482-0401

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