Delegate Guide –LANL

Delegate

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Nomenclature

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

Author (Integrated Project Team, Author, Writer, OPI, PA)–*Provides original and updated document versions for review. Responds to comments provided in RevCom*

Policy Point of Contact (PPOC) -- *Submits the official position of their organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and Delegates.*

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

Delegate–*Aids the PPOC in review, edit and consolidation of local comments. Recommends comments for inclusion in official submission.*

Approving Official (AO) – *Reviews comments to be submitted as representative of the organization's review. RevCom will automatically send a PDF copy of the comments via email as part of the Submit Package function. (Organizational option)*

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 "bird's eye" status of all system documents.

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Delegate Tasks and Responsibilities

Responsibilities when Assigned to a Review
- Coordinate document review for the organization
- Assign reviewers
- Set reviewers' deadlines
- Assess comment submissions
- Submit a comment package showing suggested comments for inclusion in the organization's submission

Note: Delegates do not submit final packages

General Tasks (when not assigned to a review)
Build a Team
- Create Reviewer accounts
- Create other Delegate accounts
- Create Groups

Coordinate
- Comment on the document
- Review, edit and consolidate submitted comments
- Select comments for inclusion

Submit Package for PPOC review

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Delegates

Delegates are users who are trusted to coordinate review on behalf of the PPOC. 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.

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

Delegates must be assigned to review specific documents. Upon being assigned, a Delegate can
- Set Due Dates
- Assign Reviewers
- Create user accounts
- Review an assigned document and submit comments
- Review and Save for Inclusion Reviewers' and Reporting Organizations' comments

Delegates *cannot*
- Submit the final package

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Notification

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
- Due dates for your Reviewers and reporting organizations
- A link to add the Due Date to your calendar
- A link to RevCom login
NOTE: The Document List is blank until the PPOC assigns the Delegate to a document

You have been assigned the following RevCom activity for LANL by
PSC Coordinator (support@doxcelerate.com) of the Policy Screening Committee

Activity: Document Review ←
Document: P101-22 (Rev. 8), Penetration Operation, Form 2074, Pentration Permit ←
Your Due Date: 08/21/2019 ←
Due to: Tom Courtney of ADESH ←
Your Reviewers' and reporting organizations' Due Date: 08/21/2019 ←

••
The Policy Management Review meeting will be held on August 29 at 3:15p.m..

Thank you,
Policy Office

••

FYI - The following Delegates are also assigned by the Policy Screening Committee:
Elizabeth DeKarske (elizabeth@doxcelerate.com)

FYI - The following Reviewers are also assigned by the Policy Screening Committee:
 garcia@lanl.gov, tommartinez@lanl.gov

This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.
Login to RevCom at https://lanl.revcom.doxcelerate.com/login.jsp   (use Firefox browser). Find user guides at:
https://support.doxcelerate.com/lanl/revcom

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Delegate login is available for the various programs
LANL: https://lanl.revcom.doxcelerate.com/login.jsp
Select your role
Enter your username and password

Los Alamos
NATIONAL LABORATORY

RevCom: Choose your role to login

Reviewers/USQs

Review and comment on draft documents.

PPOCs

Review and consolidate comments from your organization.

Writers

Respond to reviewer comments.

PPOC Login

Username

PPOC-Patricia

Password

••••••••

Login

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Assigned Documents

RevCom opens to Active documents **TO WHICH YOU ARE ASSIGNED**
- 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

New icons and color indications

⭐ Assigned to Me
✔ Completed
⚠ Setup in Progress
➡ Submit Package/Status
🔴 New comments available
⚪ No new comments
🟧 Assigned to Me
⬜ Not Assigned to Me
🟨 Comment Resolution
▨ Comment Resolution, Not Assigned to Me

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

To see this message again, click the *Legend* button.

The Legend defines colors and icons used. You can opt not to have the Legend as shown:
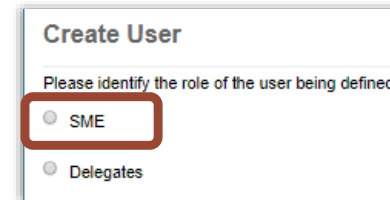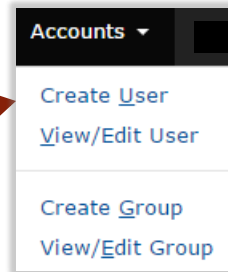
Got it, thanks! ☑ Don't show me again.

You can open the Legend any time by selecting **Legend** (upper right)

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Create User Accounts—Reviewers

- 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.
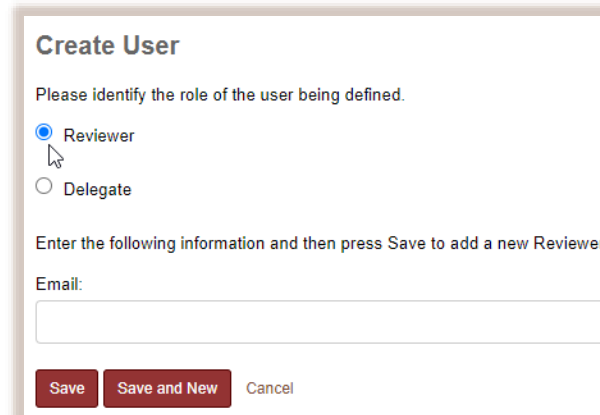
Note: You can create users and groups at any time, even during a review when you discover a new person to assign.

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 Reviewer
- To create an account for a Reviewer, 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.

● Reviewer
○ Delegate

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

Email:

Save **Save and New** Cancel

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Create Delegate Accounts

The Delegate is a person assigned to perform all AC tasks for a specific document, *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.

Create User

Please identify the role of the user being defined.

○ Reviewer

○ Delegate

Delegate

NOTE:
PPOCs/Delegates set their own passwords using an automated system. You 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 (AFellow); last name only (Fellow); all caps (ALADY; LADY)].

Create User

Please identify the role of the user being defined.

○ Reviewer

◉ Delegate

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

RevCom Username:

| DDelegate |

Full Name:

| Elizabeth DeKarske |

Email:

| edekarske@doxcelerate.com |

Copy-to Emails: (not required)

| |

External Title:

| Delegate |

Save | Save and New | Cancel

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Automated Password

PPOC Login

Username

Username

Password

••••••••

Login

Forgot Your Password? | Return to RevCom

After **30 minutes of inactivity,** the RevCom system will timeout and you will be automatically logged out. **Please save often.**

New Delegates will receive email that includes username and a link to setting the password.

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

PASSWORD RULES:
- Passwords cannot be reused
- Minimum length is 8 characters
- Must include at least one of each of the following:
  - o Uppercase letter
  - o Lowercase letter
  - o Number
  - o 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 PPOCs/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:

Delegate2

Full Name:

Elizabeth DeKarske

Email:

edekarske@doxcelerate.com

Copy-to Emails: (not required)

External Title:

Delegate

Groups and their assigned Subject Areas:

Update Cancel

Additional actions for this user:

Reset Password | Remove | Block

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

In the Accounts menu, select View/Edit User

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

To complete the process, return to the Delegate's page and select **Reset Password**

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Create Groups

Your Accounts listing will be similar to the one below

In the Accounts menu, select Create Group

View User

Click a user name to make updates.

Delegates
- Patricia Greeson
- Elizabeth DeKarske

Reviewers
- edekarske@doxcelerate.com
- elizabeth@doxcelerate.com
- jane@doxcelerate.com
- jim@doxcelerate.com
- jmcdonald@doxcelerate.com
- jmcdonald@lanl.gov
- john@doxcelerate.com
- kathleen@lanl.gov
- sharon@lanl.gov

Create New User

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group
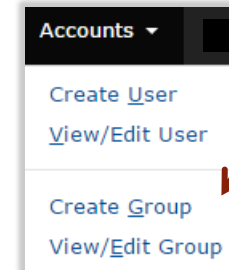
You can at any time
- Add or remove Delegates and/or Reviewers
- Create new groups
- Have a Reviewer or Delegate serve on several groups
- Delete accounts for personnel who have transferred or retired

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Create groups of reviewers and delegates with shared expertise and interests so you can quickly and easily assign them to document reviews.

To create a group
- type a Group Name
- select the corresponding Subject Area(s) for automatic assignment [optional]
- select the reviewers and/or delegate who belong to the group
- click Save

NOTIFICATIONS:
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 Reviewers you would like to be a part of the group.

Group Name:

Sample Group

Subject Areas:

Delegates:
- ☑ Delegate1
- ☐ Delegate2

Reviewers:
- ☐ edekarske@doxcelerate.com
- ☑ elizabeth@doxcelerate.com
- ☐ jane@doxcelerate.com
- ☑ jim@doxcelerate.com
- ☑ jmcdonald@doxcelerate.com
- ☐ jmcdonald@lanl.gov
- ☐ john@doxcelerate.com
- ☐ kathleen@lanl.gov
- ☐ sharon@lanl.gov

Save   Cancel

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Set Due Dates

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.

Version ▾

Sectio̲n List

Comment List

Set D̲ue Dates
Assign User
Sub̲mit Package

In the Version menu, select Set Due Dates

Reviewers due date: 06/26/2020

PPOC Email:

RevCom: PPOC ASSIGNMENT / UPDATE - Document Review - P330-6 (Rev. 14), Nonconformance Control and Reporting

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

    Activity: Document Review
    Document: P330-6 (Rev. 14), Nonconformance Control and Reporting
    Subject Area(s): None selected.
    Your Due Date: %due-to-org-date%
    Due to: %due-to-org%
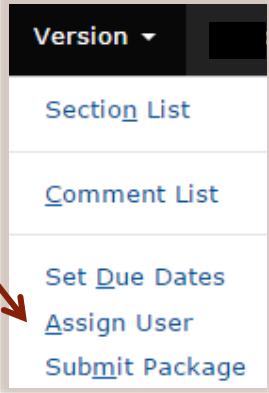   Your Reviewers' and reporting organizations' Due Date: %due-date%

Enter Additional Text:

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

Notifications will be sent when you **Send**

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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

Assign Users

Get users and groups from another activity:
- ○ P330-6 (Rev. 14), Nonconformance Control and Reporting, USQ/USI Review
- ○ P330-6 (Rev. 14), Nonconformance Control and Reporting, Document Review

Currently Assigned	Groups	Delegates last notification date in red	Reviewers last notification date in red
Notify Users • jim@doxcelerate.com • jmcdonald@doxcelerate.com • jmcdonald@lanl.gov	☐ Administration *Auto-assigned to: None* ☐ elizabeth@doxcelerate.com ☑ jmcdonald@lanl.gov ☐ sharon@lanl.gov ☐ All Reviewers *Auto-assigned to: None* ☐ HR/Admin *Auto-assigned to: None* ☑ jim@doxcelerate.com ☑ jmcdonald@lanl.gov ☐ john@doxcelerate.com ☐ Safety *Auto-assigned to: None* ☑ jim@doxcelerate.com ☐ kathleen@lanl.gov	☐ Patricia Greeson ☐ Elizabeth DeKarske	☐ edekarske@doxcelerate.com ☐ elizabeth@doxcelerate.com ☐ jane@doxcelerate.com ☑ jim@doxcelerate.com — Not Notified - ☑ jmcdonald@doxcelerate.com ☑ jmcdonald@lanl.gov — Not Notified - ☐ john@doxcelerate.com — Not Notified - ☐ kathleen@lanl.gov 06/19/20 03:37 PM ☐ sharon@lanl.gov

In this example, you will note by the dates at right of their names that three reviewers have already been notified. Your notification will go only to new reviewers.

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Reviewers to be notified are listed. Check marks indicate that these people will be notified.
You can Enter Additional Text

Send

You can enter an additional message to be included in the notification.
The last notification date will appear in red.

Assigned Reviewers (select for Reviewers notification)

☑ jim@doxcelerate.com - Not Notified -

☑ jmcdonald@doxcelerate.com - Not Notified -

☑ jmcdonald@lanl.gov - Not Notified -

SME email:

RevCom: Reviewer ASSIGNMENT / UPDATE - Document Review - P330-6 (Rev. 14), Nonconformance Control and Reporting

You have been assigned the following RevCom activity for LANL by Doxcelerate Support (support@doxcelerate.com) of RevCom-Support.
Activity: Document Review
Document: P330-6 (Rev. 14), Nonconformance Control and Reporting
Subject Area(s): None selected.
Your Due Date: 06/26/2020

Enter Additional Text:

Enter additional text here

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Carry-over Reviewers

When new versions for the document are posted, the Delegate can choose the same reviewers as were assigned previously. The example below is from Technical Standards. This slide will be updated when there are examples in LANL RevCom.

Add Comments

When you have opened the document for review, you will see a section list at left. Note that your deadline for review is listed, too.

Section List

Your comments are due to RevCom Support Writer of Doxcelerate Technical Support by 01/29/2016.

Submit Comments

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

[2:1] 💬 1. PURPOSE

[1:0] 💬 2. CANCELLATION

[1:0] 💬 3. DEPARTMENTAL APPLICABILITY

[1:1] 💬 4. REQUIREMENTS

[0:0] 💬 5. RESPONSIBILITIES

[0:0] 💬 7. REFERENCES

Section: 1.0 - 2.0 Purpose; Authority and Applicability

1.0   PURPOSE

This document establishes the process for identifying, controlling, reporting, evaluating, and dispositioning nonconforming items to prevent their inadvertent installation, use, or shipment.

Add Comment

2.0   AUTHORITY AND APPLICABILITY

2.1   Authority

This document is issued under the authority of the Laboratory Director to direct the management and operation of the Laboratory, as delegated to the Associate Laboratory Director for Environment, Safety, Health, Quality, Safeguards, and Security (ALDESHQSS) as provided for in the Prime Contract . This document is derived from the Laboratory Governing Policies , particularly the section on management systems, and SD330 , *Los Alamos National Laboratory Quality Assurance Program.*

- Issuing Authority (IA): Associate Laboratory Director for Environment, Safety, Health, Quality, Safeguards, and Security (ALDESHQSS)

- Responsible Manager (RM): Institutional Quality and Performance Assurance – Division Leader (IQPA-DL)

- Responsible Office (RO): IQPA Institutional Quality (IQPA-IQ) Group

Add Comment

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

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Add Comments

You must choose comment type

Major 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

Minor comments are text corrections

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: Major   ✔   Session Timeout in: 24m 15s   Cancel

Select a type
Major
Minor

What is the issue? (Required)

B   *I*   U   S   ☰   ☷   ↶   ↷   Paragraph   ▾   ▤   ✖   ✓   ▾   Copy Text   Clear

You may ask a question and/or edit text.
Save Comment

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

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Include/Exclude Submitted Comments

You will review comments submitted by your Reviewers 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   **Editorial Comment** was sent by SME **ajanczew@bnl.gov** on: 05/24/2017 09:45:36   :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 <u>suspected</u>, 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

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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Complete Submission

Instructions for Delegate submissions

When you have completed your review, click on the Submit button to notify your Approval Coordinator and post your comments, changes, and recommendations to the system.

Use the Reports menu to review your work on this document.

Click one of the buttons below to submit the package.

Submit Comments   Submit your comments.

**No Comments and Submit**   Submit that you have no comments on this document.

Your submission has been recorded.

Warning: Please make sure that you selected some users if you want to send a notification. No notification sent.

This note will show at the top of the page to confirm your submission.

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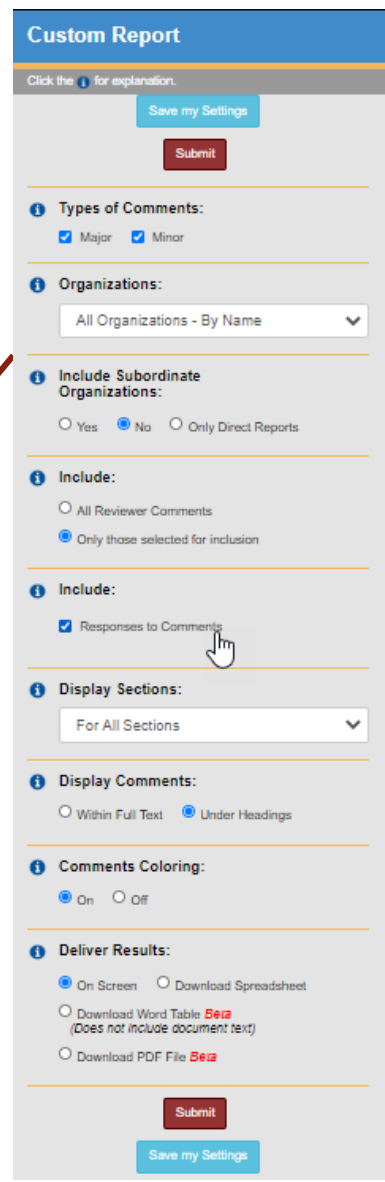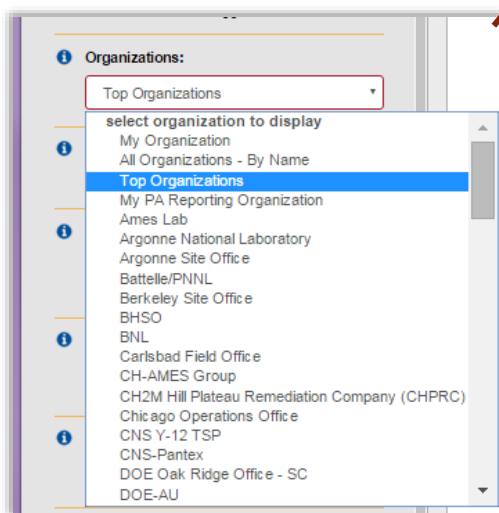
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Reports – Comment Response

When the comment period closes **on a document to which you are assigned**, 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

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

Reports ▾
- Quick
- Custom
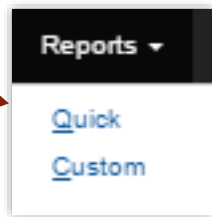
You can also select specific organizations for your organization's purposes.

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 ℹ for explanation.

Save my Settings

Submit

ℹ **Types of Comments:**
☑ Major   ☑ Minor

ℹ **Organizations:**
All Organizations - By Name ▾

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

ℹ **Include:**
○ All Reviewer Comments
● Only those selected for inclusion

ℹ **Include:**
☑ Responses to Comments

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

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

ℹ **Comments Coloring:**
● On   ○ Off

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

Submit

Save my Settings

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 that they were included (↑) or not included (✖) in the organization's submission

PD103, Worker Safety and Health Program

Subject Areas for this Activity: None selected.

Comment Disposition & History | References | Discussion

Author responses are included above your comment.

3.0 Program Description

Author Response: Accept	Sent by Tech Support Writer on 01/29/2020 13:17:35 We will add a linl.

↑ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Major Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:00:43   3-1-1
  Please provide a link for 10 CFR 851.

↑ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:09:51   *(Edit of 3-1-2)* 3-1-3
  WE will ask for a link to the CFR
  ~~Should we list the requirements from 10 CFR 851?~~

↑ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:01:13   3-2-1
  Define Contractors.

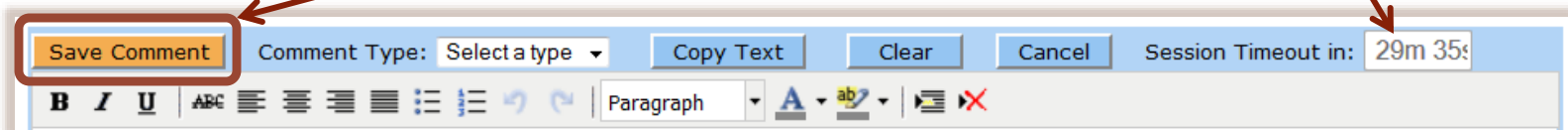| Author Response: Accept	Sent by Tech Support Writer on 01/29/2020 13:18:12 Yes

↑ Included. Package Sent 01/29/2020 by Doxcelerate Support from RevCom-Support

Minor Comment by Doxcelerate Support (PPOC) on 01/29/2020 13:01:45   3-2-2
  Issue:
  Proposed new wording:
  Has the civil penalty of $70,000 been verified?

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Troubleshooting

- You do not have to complete comment entry or review of Reviewer 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?

Support@Doxcelerate.com

505-663-1302