Authorizing Coordinator Guide—NNSA

Authorization Coordinators and Alternates

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<u>**This training is for:**</u>

Authorization Coordinator (AC)– *Submits the official position of the organization through the review, edit and consolidation of local comments and data request responses. Assigns reviewers and delegates.*

AC Alternates– *Submits the official position of the organization through the review, edit and consolidation of local comments and data request responses.*

<u>**You'll interact with:**</u>

Authorizing Official (AO) - *The senior executive in a NNSA federal or contractor organization (Deputy Administrator, Associate Administrator, Field Office Manager, General Counsel, or the Director, Office of Cost Estimating and Program Evaluation).*

AO Delegate - *Senior-level direct report (Chief of Staff, Executive Director, Executive Officer) chosen by the AO to execute the AO's delegable responsibilities.*

Writer – *Provides original and updated document versions to Administrator. Responds to reviewer comments.*

Subject Matter Expert (*SME, Reviewer)*– *Reviews a document and enters applicable comments and/or explicit data requests.*

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What is an Authorizing Coordinator (AC) or AC Alternate?

ACs are designated facilitators of the NNSA Directives process. There is one primary AC per office.

AC Alternates may be assigned simultaneously to help with this facilitation. There may be multiple AC Alternates.

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Responsibilities

- Set up and maintain teams of SMEs and assign User Accounts
- Coordinate document review for the organization
- Assign and notify reviewers and deadlines
- Assess comment submission
- Forward comments (final packages) representing the organization's position on the topic at hand to the next level.

Roles

- Build a Team in NNSA RevCom
  - Confirm SME NNSA RevCom Training.
  - Create SME accounts.
  - Organize SMEs by topic area or background.

- Assign SMEs to Review and Comment on a Document
  - Set deadlines for SMEs and reporting organizations.
  - Select, assign and notify SMEs to review documents.

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

- Obtain Approval and Submit Package

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PHASE 0—PREP WORK

- ACs review the training certificates for selected SMEs, establish the SME accounts, and familiarize themselves with NNSA RevCom's interface.
- When a document has been entered into NNSA RevCom, ACs from the offices involved will receive a notification that the process is about to start, as well as information about the timeframe. Once a document has been submitted, you will receive a notification.

PHASE 1—REVIEW AND COMMENT (30 days)

- The Writer submits a first draft for review. Now, ACs assign SMEs to review and provide comments on the draft, then the ACs compile the comments that represent the organization's position and submit them to the Writer for consideration.

PHASE 2—COMMENT RESOLUTION (30 days)

- The Writer responds to the comments submitted through NNSA RevCom.

PHASE 3—CONCURRENCE (15 business days)

- The Writer posts a new version of the document, as well as a redlined version showing changes to the draft in response to SME comments. ACs reassign the SMEs who reviewed the original draft and ask them to concur or nonconcur with the revised draft.

PHASE 0—PREP WORK

During this phase, you will familiarize yourself with the NNSA RevCom platform and create Subject Matter Expert accounts.

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Login

Authorization Coordinator / Alternate login is available for NNSA at:

https://directives.nnsa.doe.gov/login.jsp

Subject Matter Experts

Review and comment on draft documents.

ACs/Delegates

Review and consolidate comments from your organization.

Writers

Respond to reviewer comments.

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Viewing Your Assigned Documents

The Calendar and List Pages display documents for review
- Choose Pending to see documents awaiting a new activity
- Choose Final to see documents that have been completed
- The table shows due dates for open activity and expected for next activity

Due dates for open activity and expected for next activity

Legend and Tabs
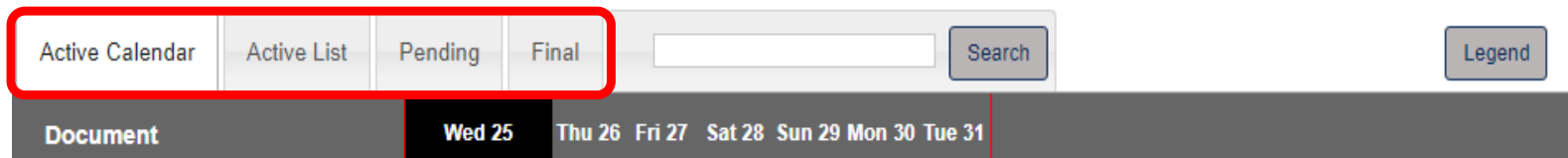
Tabs

- NNSA RevCom opens to the **Active Calendar.**
- The **Active List** shows active documents for which your deadline has passed.
- The **Pending** tab takes you to a list of documents awaiting a new activity.
- The **Final** tab takes you to a list of documents that have completed in RevCom processing and have been published.
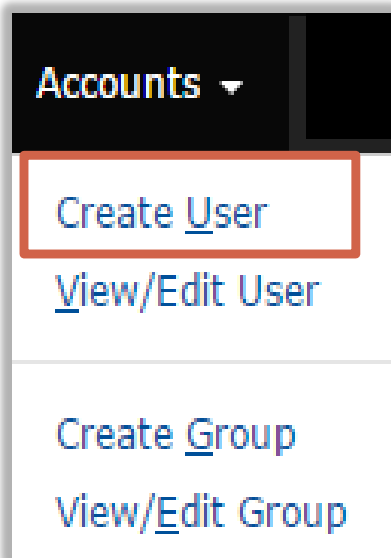- The **Legend** is also available to define icons and colors.

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Create User Accounts—SMEs

Assigning SME Users
- Once you have received the training certificate from an SME within your organization, you may create their accounts.
- The SMEs listed here will be ones you select to review each document
- The View/Edit function allows you to update user information and revise group membership

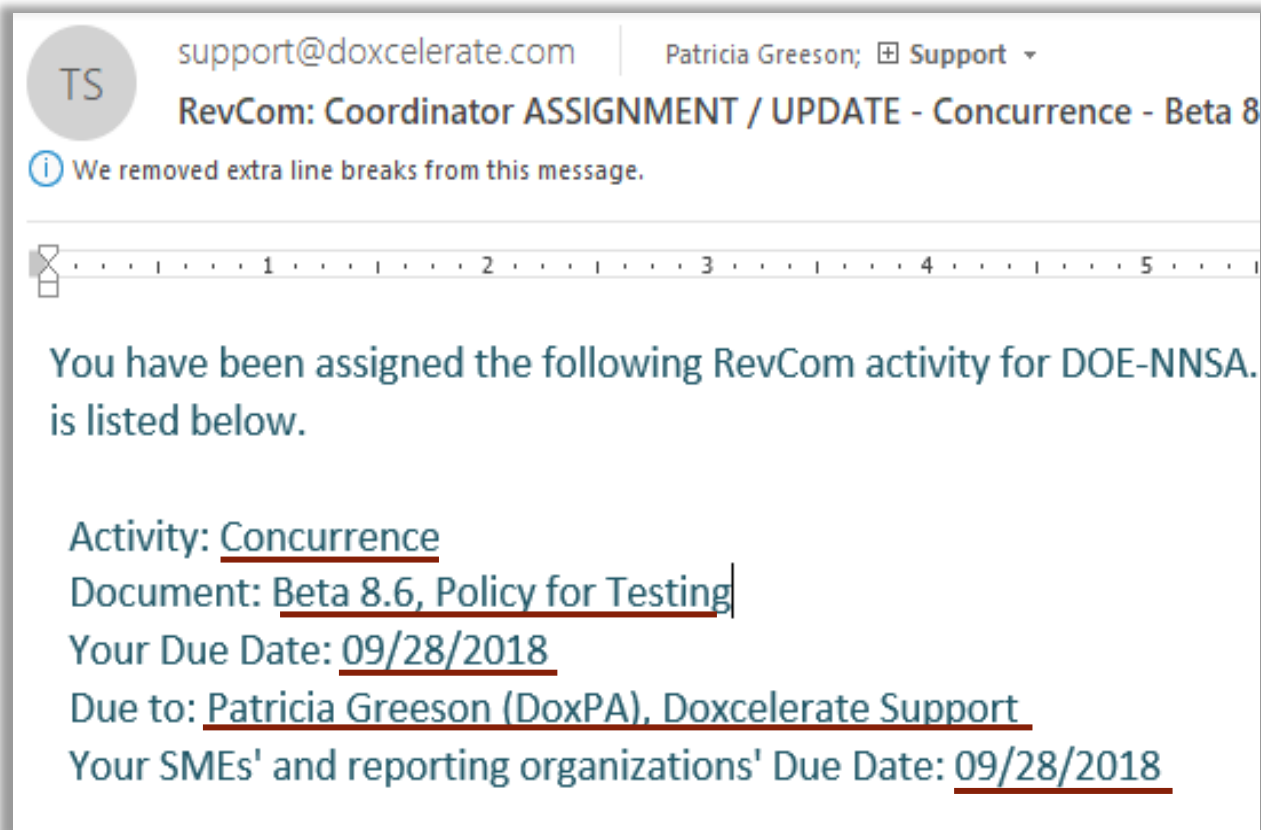In the **Accounts** menu, select Create User, and choose SME
- To create an account for an SME, provide their NNSA email address.
- Save each entry. Save and New allows you to return for multiple entries.

Accounts ▾

Create User

View/Edit User

Create Group

View/Edit Group

Create User

Please identify the role of the user being defined.

○ SME

○ Delegate

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

Email:

annie

[Save] [Save and New] Cancel

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NNSA RevCom notifies you about new documents

ACs will receive email from NNSA RevCom that a document is available for review.
This email will include the type of upcoming activity, document number and title, your deadline, Writer, due dates for your SMEs and reporting organizations, and a link to add the deadline to your calendar

TS   support@doxcelerate.com   Patricia Greeson; ⊞ **Support** ▾

RevCom: Coordinator ASSIGNMENT / UPDATE - Concurrence - Beta 8

ⓘ We removed extra line breaks from this message.

You have been assigned the following RevCom activity for DOE-NNSA. is listed below.

Activity: Concurrence
Document: Beta 8.6, Policy for Testing
Your Due Date: 09/28/2018
Due to: Patricia Greeson (DoxPA), Doxcelerate Support
Your SMEs' and reporting organizations' Due Date: 09/28/2018

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PHASE 1—REVIEW AND COMMENT

During this phase, you will look at the document that has been entered into NNSA RevCom and assign appropriate subject matter experts (SMEs) from your organization to review and comment.

The chosen SMEs will then provide comments on the document, and alert you when they have completed their review.

You will review all of the SME comments, and potentially make your own.

From all the comments made by SMEs, you will select the ones that will go forward to your Authorizing Official (AO) / AO Delegate for approval.

You will send any comments approved by your AO / AO Delegate to the document Writer to incorporate as changes to the document.

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Assigning Users to Review and Comment on Documents

In the **Version** menu, select **Assign User**.

Select groups or individuals to review the document and select **Assign Users**

When your selections are complete, select **Notify Users**

Version ▾

Section List

Comment List

Set Due Dates

Assign User

Currently Assigned	Groups	Delegates	last notification date in red	SMEs	last notification date in red
Notify Users • Hank@site.site • Mickey@site.site • Pele@site.site • Peyton@site.site • Yogi@site.site				☑ Hank@site.site ☑ Mickey@site.site ☑ Pele@site.site ☑ Peyton@site.site ☑ Yogi@site.site	07/25/18 02:26 PM 07/25/18 02:26 PM - Not Notified - - Not Notified - - Not Notified -

Assign Users

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Assigning Users from Another Activity

When assigning reviewers, ACs can select from users assigned to previous reviews of that document.
In the example below, the AC could have chosen to assign users from Review and Comment to the Concurrence phase.

Creating Groups of SMEs

In the **Accounts** menu, select Create Group
Name the group and select membership

At any time, you can:
• 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

Your Accounts listings will be similar to this example

Accounts ▾

Create User
View/Edit User

Create Group
View/Edit Group

Create Group

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

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

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Setting Due Dates

Version ▾

Section List

Comment List

Set Due Dates
Assign User
Submit Package

ACs can adjust due dates for SMEs and reporting organizations by navigating to **Version** and selecting **'Set Due Dates'**

Use the MM/DD/YYYY date format, e.g. 11/25/2001.

SMEs due date: 07/19/2018

SME Email:

RevCom: SME ASSIGNMENT / UPDATE - Review and Comment - SD415.1, Project Oversight for RevCom Users

You have been assigned the following RevCom activity for DOE-NNSA by %coordinator-name%(%coordinato

Activity: Review and Comment
Document: SD415.1, Project Oversight for RevCom Users
Your Due Date: %organization-duedate%

The date your comments are due to %organization-name%
has been set/changed to %organization-duedate%.

If you have already reviewed and commented on this document,
please ignore this message.

Enter Additional Text:

Test

☐ Save As Default

This email is generated by the RevCom system.

Contact RevCom Technical support by email at support@doxcelerate.com.

Update & Notify   Cancel

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Check marks indicate people to be notified
You can Enter Additional Text

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.
Activity: Concurrence
Document: Concurrence, Testing the Process
Your Due Date: 01/27/2016
```

Enter Additional Text:

How to add Comments to a document

Section List

Your comments are due to Patrica Greeson of Doxcelerate Support by 07/27/2018.

Submit

Please submit your package when you have finished. You can resubmit to add/change comments or change the response to a question before your deadline.

(1)   [1:1] 💬
1. - 3. PURPOSE;
CANCELLATION;
APPLICABILITY

(2)   [0:0] 💬
4. - 5.
BACKGROUND;
REQUIREMENTS

(3)   [0:0] 💬
6.
RESPONSIBILITIES.

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.

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

SD415.1, Project Oversight for RevCom Users, Review and Comment

⬇ Document for Review
📘 References
💬 Discussion

Status: Open

Section: 6. RESPONSIBILITIES.

6.   RESPONSIBILITIES.

a.   Chief Information Officer (CIO):

(1)   Assigned as the Senior Manager responsible and accountable for implementing the provisions of DOE O 415.1 along with this SD, as well as legislative and regulatory policies and procedures;

(2)   Delicate authority and responsibility for oversight and reporting of IT projects across the Nuclear Security Enterprise (NSE);

(3)   Ensure NNSA IT projects are delivered within the agreed performance baseline and control costs while promoting consolidation of IT acquisitions whenever possible;

(4)   Promote a corroborative approach to IT project management; and

(a)   ).

Add Comment

b.   OCIO Investment Review Board (IRB):

(1)   Identify spatial interest projects and ensure that appropriate Senior Executive Level reviews are provided for those projects;

(2)   Promote Information Technology Strategic Planning;

Add Comment

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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.

If the Writer has selected the option to request more information for **Major** comments, an additional window will open.

Suggested comments are editorial and do not require a proposed solution. See backup slides.

Adding Comments - Suggested

To make a comment, select **Add Comment**

Enter your comment in the popup window and select the comment type.

Suggested comments are usually editorial

Section: 7. - 9. IMPLEMENTATION; REFERENCES; CONTACT

7. IMPLEMENTATION. The PO-IT is established for all NNSA elements to implement. The implementation will be managed by Federal Project Directors (FPD) and Field Office Managers (FOM) responsible for oversight of NNSA's IT assets, who will guide, monitor, report, and assist OCIO in executing the requirements of DOE O 415.1 in conjunction with this SD.

Add Comment

Save Comment   Comment Type: Suggested ▼   Session Timeout in: 23m 19s   Cancel

Select a type
Major
Suggested

What is the issue? (Required)

B *I* U S̶ ☰ ☰ ↶ ↷ Paragraph ▾ ⇥ ✗ ᴬᴮꟲ ▾ Copy Text Clear

a. This SD applies to all NNSA IT investments with a Total Project Cost of $1 or more. ~~Big ones are more important than little ones~~.

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Excluded 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**

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Including/Excluding Comments (continued)

As AC/Alternate, you 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
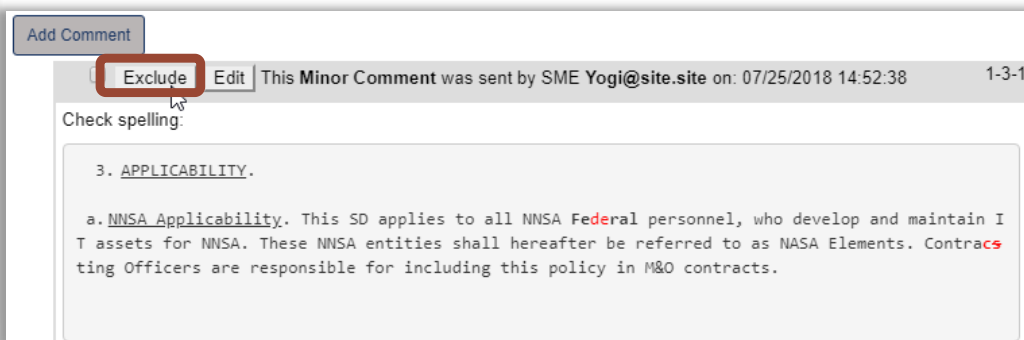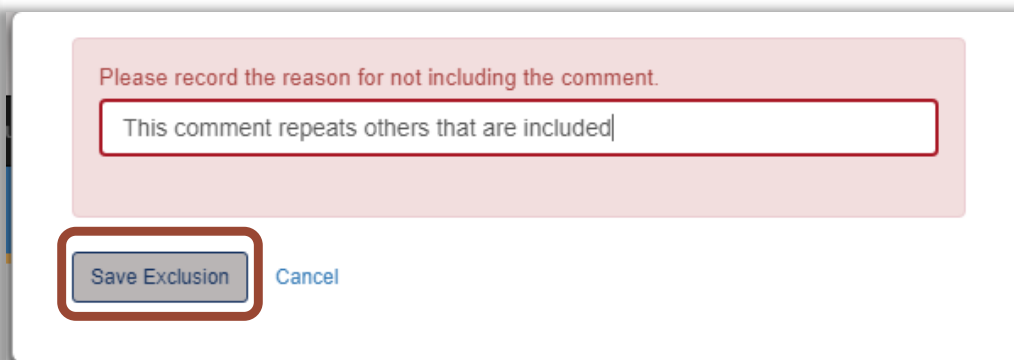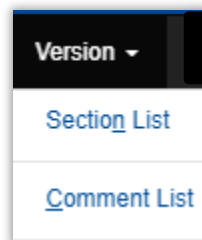- Exclude comments
- Include in your submission a comment as written
- Edit a comment to clarify or expand content
- Exclude a comment and justify the decision
- Ignore a comment (neither include nor exclude)

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

When you have entered justification, choose **'Save Exclusion.'**

To see all of the submitted comments, go to the Version menu and select Comment List.

The Comment List is only for selecting comments for Inclusion. To Add, Edit, Exclude, or Delete comments choose Section List.

Version ▾

Sectio<u>n</u> List

<u>C</u>omment List

Please record the reason for not including the comment.

This comment repeats others that are included

Save Exclusion   Cancel

Add Comment

Exclude Edit | This **Minor Comment** was sent by SME **Yogi@site.site** on: 07/25/2018 14:52:38   1-3-1

Check spelling:

3. APPLICABILITY.

a. NNSA Applicability. This SD applies to all NNSA Federal personnel, who develop and maintain IT assets for NNSA. These NNSA entities shall hereafter be referred to as NASA Elements. Contracting Officers are responsible for including this policy in M&O contracts.

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Including/Excluding Comments made by SMEs

You will review comments submitted by your SMEs.

Check the comments you wish to include to your package sent to the Writer at the bottom of the page.

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.

Until the **deadline** you can revise choices and resubmit selections, overwriting the previous submission.

Click **Submit** when you have completed your review.

Section: 1. - 3. PURPOSE; CANCELLATION; APPLICABILITY

1.   PURPOSE. The objective of the Project Oversight for RevCom Users (PC Directive (SD) is to serve as practice for RevCom users to refresh their knowledge identifying National Nuclear Security Administration (NASA) specific direction ar implementing the requirements and responsibilities of the Department of Energy (I Information Technology Project Management. This SD will serve to ensure Inform inventions are managed with the proper safeguards, oversight, and security standar with US Code: 5122 40 U.S.C. 11312 (Capital Planning and Investment Control); (Performance and Results Based Management); several other U.S.C. documents that Reverences; and DOE Delegation Order 00-031.00A.

Add Comment

☑ Exclude | Edit | This **Major Comment** was sent by SME **Yogi@site.site** on: 07/25/

Inappropriate acronym

Choose another title to avoid having an odd acronym, e.g., Training for RevCom Users

Save Inclusions   Cancel

Section List

Your comments are due to Patrica Greeson of Doxcelerate Support by 07/27/2018.

Submit

Please submit your package when you have finished. You can resubmit to add/change comments or change the response to a question before your deadline.

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Organizational Review—Authorizing Official

On the Submission screen you can opt to send to an Approving Official the comment package.
A PDF document showing comments submitted on behalf of your organization will be sent via email.

Notification (optional)

Once you submit the package, any Approving Official(s) listed below will be automatically sent a copy of your comments package and any assigned Delegates will be sent an email notification.

Approved By:

Ronald McDonald, Site Office Mgr.

Enter the email addresses for anyone that you would like to notify that you have submitted your final comments.

Copy To (enter e-mail addresses, separated by commas):

rmcdonald-approver@doxcelerate.com

Enter additional comments to add to this notification (optional)

Included all comments but explicitly excluded ones. Notifications have been queued for delivery. Notification copy sent to rmcdonald-approver@doxcelerate.com. Package submitted.

Notifications have been queued for delivery. Package submitted.

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Submitting the package to the Writer

Exclusions and justifications will be available to the SME who submitted the comment.

Before sending Major Comments to the Writer, you must secure the approval of your Authorizing Official. You must indicate that approval has been given by selecting the appropriate checkbox in the Submit menu

***Edits**: Once a comment has been edited, the original cannot be included in the submission.

Your Comments

Recommended Comments

All Comments but Excluded

All Comments

Question Response OR No Comment

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PHASE 2 – COMMENT RESOLUTION

During this phase, the Writer will work with you and your SMEs to address Major Comments submitted during the Review and Comment phase. This will involve communication outside of NNSA RevCom. Once completed, the Writer will upload a revised version of the document in NNSA RevCom, which will include changes as well as explanation of edits.

As the AC, you can run reports to summarize how the Writer has responded to the Major Comments you submitted on behalf of your organization.

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Running a Report Reflecting Comment Disposition

After submitting your comment package, you can track disposition.
- In the Reports menu, choose Quick
- Choose Comment Disposition
  - ✔ The comment was included
  - ❌ The comment was not included
- The author's response is included in the report

Reports ▾
- Quick
- Custom
- Planner
- Document Status
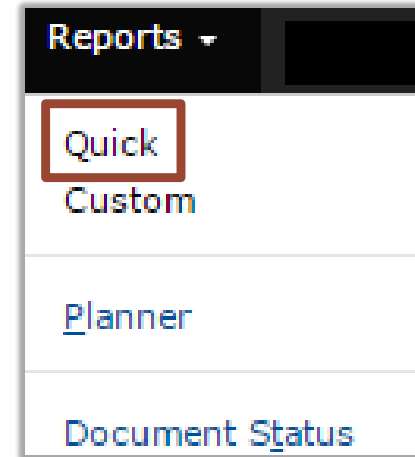
Author Response:
Accept
Sent by Richard Englehart on 07/09/2007 12:40:02
"and cost estimates" will be deleted from the definition.

⬆ Included. Package Sent 06/01/2007 by David Nester from DOE-NA - NNSA

⬆ Included. Package Sent nil by patrick.rhoads@nnsa.doe.gov from DOE-NA - NNSA

Major Comment by patrick.rhoads@nnsa.doe.gov (SME) on 05/22/2007 09:45:52   1-1-15
On p. xv, Safety-in-Design definition ties the program to cost. Although there are cost implications to safety-in-design, this is an effect not an inhernet part of the definition of SID and thus needs to be deleted.

❌ Not included. Package Sent 06/01/2007 by David Nester from DOE-NA - NNSA

⬆ Included. Package Sent nil by patrick.rhoads@nnsa.doe.gov from DOE-NA - NNSA

Minor Comment by patrick.rhoads@nnsa.doe.gov (SME) on 05/22/2007 13:02:47   1-35-1
Delete as this is motherhood.

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PHASE 3 – CONCURRENCE

The Writer has posted a new version of the document that reflects the SME and AC comments. Now, you will reassign the SMEs to view this edited version, and ask prompt them to indicate whether they concur or nonconur on the revised document as a whole.

After receiving SME responses, you'll send the aggregate information about which SMEs concur/nonconcur to your AO, who will then decide whether to concur or nonconcur on behalf of your organization.

This will signal to leadership where agreement or disagreements remain.

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Concurrence

You may be asked to answer a question, concur with a revision, estimate costs, etc.

SMEs will submit their responses for your review.

To Review responses, select **'View Details.'**

The report will show responses from Reporting Organizations.

Section: Concurrence

Do you agree with the publication of this document [Answer Question]

Answer the Question: Do you agree with the publication of the document
- ○ Yes, I concur
- ◉ No, I do not concur. Justification is in the Notes box.
- ○ This document 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	100.00%	1	N/A	N/A
No, I do not concur. Justification is in the Notes box.	N/A	0.00%	0	N/A	N/A
This document does not apply to my organization	N/A	0.00%	0	N/A	N/A

View Details: 🔍

Question: Do you agree with the publication of this document

Answers:

	User	Answer	Notes
My Answer	DoxNNSA	No, I do not concur. Justification is in the Notes box.	The document is in need of extensive technical edit.
Delegates and SMEs	minnie.mouse@site.site	No, I do not concur. Justification is in the Notes box.	The document is still in need of extensive technical edit.
	patricia@doxcelerate.com	Yes, I concur	

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NNSA RevCom **Quick Report** now includes an extensive listing of responses by organization. In the Reports menu, choose Quick and select **'Answers Table – beta.'**

In this example the listing for NA has been expanded to include field office and contractor responses.

Collapse the list to see only Headquarters responses.

Summary data, for all organizations

CONCURRENCE REVIEW:

	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	This handbook does not apply to my organization.
Do you concur with the draft as revised?	95%	0%	4%

User responses

CONCURRENCE REVIEW:

Expand/Collapse All

Do you concur with the draft as revised?	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	This handbook does not apply to my organization.	Notes
DOE-NA, Carl Sykes	No response			
DOE/NA-10, Rodney Pringle	No response			
Kansas City Site Office, Rochelle Russell	✓			
Kansas City Plant, Steve Halter	No response			
Livermore Site Office, Janis Dossey	✓			ESH has no comments on the; DOE-HDBK-1139/3-2008 (PJS-2015-10), Chemical Management (Volume 3 of 3) Consolidated Chemical User Safety and Health Requirements. Per Tom Grim email response on 5/14/2018.

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Submitting Concurrence to the AO

After reviewing responses, you will **Submit** the organization's response.

SME responses do not go forward.

In the Submission Screen, choose **Question Response** (OR No Comment if you have not answered the question).

Section: Concurrence

Do you agree with the publication of this document [Answer Question]

[Submit] e Question: Do you agree with the publication of this document

○ Yes, I concur
◉ No, I do not concur. Justification is in the Notes box.
○ This document does not apply to my organization
Notes:

SMEs state that extensive technical edit is needed.

[Save Answer]   Cancel

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 document does not apply to my organization	N/A	0.00%	0	N/A	N/A

Your Comments

Recommended Comments

All Comments but Excluded

All Comments

Question Response OR No Comment

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Concurrence Results

You can find answers to a concurrence question through the Reports menu.
- Choose Quick
- Choose a preformatted report

Answer details include
- The question
- Responses
- Justifications for non-concurrence

Choose a pre-formatted report

- ℹ️ My organization comments
- ℹ️ All comments
- ℹ️ Comment Disposition
- ℹ️ Answers table *Beta*
- ℹ️ Questions/Answers Graphics *Beta*
- ℹ️ Answers-Summary
- ℹ️ Answers-Details Classic
- ℹ️ Answers-Details Table

Summary data, for all organizations

CONCURRENCE REVIEW

	Yes, I concur.	No, I do not concur. Justification is in the Notes box.	The Standard does not apply to my organization.
Do you concur with the draft as revised?	84%	0%	15%

DOE-NA, David Nester	✓			
DOE/NA-10, Rodney Pringle	No response			
Kansas City Site Office, Rochelle Russell	No response			
Kansas City Plant, Steve Halter	No response			
Livermore Site Office, Janis Dossey	✓			I did not review the initial revision for DOE-STD-3013-YR that may have included more than the changes noted in this draft (in red only?). Based on my review of the changes in this draft, the changes did not result in any significant changes to the scope of the discussion and appears to be primarily clarification and use of agreed upon terms/verbiage.

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REFERENCES AND REPORTS

As an AC, you have the ability to run reports in NNSA RevCom. This function can help you to view the status of active and finished documents, SME comments, Writers' acceptance of Comments, Concurrence results, and other metrics.

These reports may be run during multiple phases, and can help to inform you on what action to take next.

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Document Status provides options for seeing open, final and withdrawn documents. You can expand or collapse all or parts of the status list. You can also search for a specific document.

In this example, the documents for review are listed. If there were more phases, they would be included, along with review data (views, comments by type, etc.).

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Reports - Planner

RevCom reports provide extensive detail about comments, commenters and comment disposition.
• Reports are available only from within a document

The Planner shows documents in process. You can choose information for up to 12 months. The example below highlights the current month (March).

Reports ▾
Quick
Custom

Planner

Document Status
Monitor
Acceptance Report
SME Main contributors

Feb / Mar / Apr timeline with document entries:
- 3/7/2018 DOE-STD-1178 (Memo to Cancel) Technical Program Manager Functional Area Qualification Sta
- 3/7/2018 DOE-STD-1166-2003 (Memo to Cancel) Deactivation and Decommissioning Functional Area Quali
- 3/7/2018 DOE-STD-1157-2002 (Memo to Cancel) Environmental Restoration Functional Area Qualificatio
- 3/6/20
- 3/5/2018 DOE-STD-1153-YR (PJS to Revise) A G
- 3/5/2018 DOE-STD-1217-YR (PJS to Revise) Dep
- 2/23/2018 DOE-STD-XXXX-YR (PJS to Develop) P
- 2/23/2018 DOE-HDBK-3010-YR (PJS to Revise) A
- 2/21/2018 DOE-HDBK-1092-2013 (PJS to Revise) E
- 2/20/2018 DOE-STD-1151-YR Facility Representative Functional Area Qualification Standard All TSMs Review and Response--INVOKED STANDARD
- 2/8/2018 DOE-HDBK-XXXX-YR (PJS to Deve
- 2/6/2018 DOE-STD-3028-2000 Criteria for Packaging and Storing Uranium-233-Bearing Materials All TSMs Standards Cancellation
- 2/3/2018 DOE-STD-1095-2011 (PJS to Revis

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Acceptance Report

The **Acceptance Report** shows numbers of comments and types of responses (Accept, Reject, Accept with Modification) for each organization.
In the example below, Expand All shows Headquarters and suborganizations.
Select **Users** to show detail on comments and responses for individual reviewers.

Select **Docs** to see a list of documents and response levels for the selected organization.

The SME Main Contributors report lists **Users** by document.

Select **Users** to see comment submissions from an organization.

Reports ▾

Quick
Custom

Planner

Document Status
Monitor
Acceptance Report
SME Main contributors

🖶 Printer Friendly

Results for the year of 2018.

Acceptance report > DOE-GC

Users	Major Comments	Minor Comments
Robert Waxman	335	37
robin.henderson@hq.doe.gov	185	8

< | Expand All | Collapse All

Organizations		Completed	Total Responses	Accept	Reject	Accept In Part
DOE-AU	📄 Docs 👤 Users	81%	6	100%	0%	0%
DOE-BPA	📄 Docs 👤 Users	81%	6	100%	0%	0%
DOE-CTA	📄 Docs 👤 Users	81%	4	100%	0%	0%
DOE-DR	📄 Docs 👤 Users	81%	435	59%	25%	15%
DOE-EA (Enterprise Assessment)	📄 Docs 👤 Users	56%	19	36%	52%	10%
- DOE-EE	📄 Docs 👤 Users	81%	6	100%	0%	0%
Golden Field Office	📄 Docs	18%	0	0%	0%	0%
- DOE-EM	📄 Docs 👤 Users	81%	0	0%	0%	0%
Carlsbad Field Office	📄 Docs	81%	6	100%	0%	0%
WIPP-TSP	📄 Docs	78%	0	0%	0%	0%
DOE-Oak Ridge Office-EM	📄 Docs	81%	6	100%	0%	0%
Isotek	📄 Docs	78%	0	0%	0%	0%

Documents	Total Responses	Accept	Reject	Accept In Part
3006 -OPER-0005, Planning and Conducting Readiness Reviews, All TSMs Review & Response	0	0%	0%	0%
DOE STD-1137-2007, Fire Protection Engineering Functional Area Qualification Standard, FTCP/ALL-Review & Response	0	0%	0%	0%
DOE-HDBK, Conduct of Operations Assessment Field Handbook, All TSMs Review & Response	1	100%	0%	0%
DOE-HDBK-1046, Temporary Emergency Exposure Limits/or Chemicals: Methods and Practice, All TSMs Review & Response	29	93%	6%	0%
DOE-HDBK-1081, Primer on Spontaneous Heating and Pyrophoricity, All TSMs Review & Response	1	100%	0%	0%

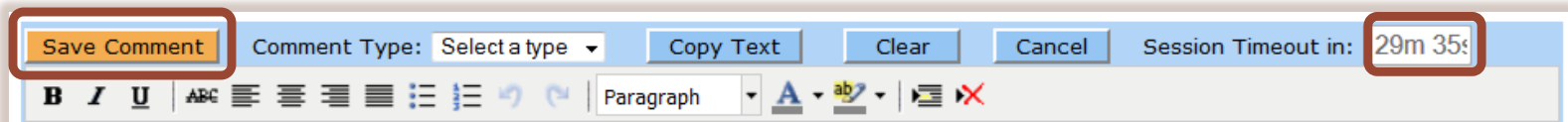do**X**celerate

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Saving Comments and Timing Out

ACs do not have to complete comment entry or review of SME comments in one sitting.

- 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>U</u>   ABC ≡ ≡ ≡ ≡ ⋮☰ ⋮☰ ↺ ↻ | Paragraph ▾ | **A** ▾ 🖍 ▾ | ▥ ✗

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Have questions or need assistance?

Support@Doxcelerate.com

865-482-0401; 865-481-4830