

RevCom 4.0 User Guide

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Introduction

Background

The Department of Energy (DOE) Directives System is the means by which DOE policies and requirements are developed and communicated throughout the DOE complex, including the National Nuclear Security Agency (NNSA). Directives include DOE policy statements, orders, notices, manuals, regulations, technical standards and guides. [DOE Order 251.1A](#), Directives System Order, and the accompanying [DOE Manual 251.1-1A](#), Directives System Manual, or any revisions thereto, describe DOE's process and procedures for developing and issuing DOE directives.

Typically, with the exception of notices, DOE will issue a draft directive containing the full text of the proposed directive for complex-wide review and comment prior to the issuance of an official, final directive. The DOE/NNSA complex includes DOE Headquarters (HQ), DOE field/operations offices, and DOE contractors, such as the National Laboratories. Under DOE policy, HQ may issue notices without going through the draft phase. Draft directives are sometimes preceded by a Directives Management Document (DMD) that serves as an advance notice of a pending draft.

DOE draft directives issued by HQ are posted to the DOE Directives, Regulations, Policies and Standards Portal on the World Wide Web (herein called the DOE Directives Portal or the Portal for short). The URL for the DOE Directives Portal is: <http://www.directives.doe.gov/>. The DOE Directives Portal is the official, web-based repository of all DOE directives, whether final or draft. The Portal is publicly accessible. Anyone, anywhere can access it. Anyone also may register with the Portal to receive automatic email [Alerts](#) whenever a new document is posted by DOE to the Portal. "Alert" notification is a valuable tool to DOE employees and contractors with responsibility for directive review and/or implementation. To register for "Alerts," follow the instructions under the [Alerts](#) button on the DOE Directives Portal Web page.

RevCom Overview

In February 2000, DOE instituted a Web-based Review and Comment System (RevCom) that allows the entire DOE/NNSA complex to make comments on draft directives on-line via the World Wide Web. Draft directives in RevCom are electronically segmented (typically by paragraph) to allow users to record their comments by discrete segments. The system is expected to reduce the amount of time a directive spends in draft status.

RevCom is publicly accessible, and anyone, anywhere can submit comments on a draft directive following the DOE Web-based instructions provided. However, for comments to be considered as "officially submitted" from a DOE site or organization, specific procedures must be followed by the [Directives Point of Contact](#) (DPC) for each site or organization.

Key features of RevCom include:

- Individual users assigned a role in RevCom for a DOE site are electronically notified that a draft directive is available for review and comment and the due date for comments.
- Official comments from the DOE/NNSA complex are entered into the system in a structured, hierarchical fashion that requires centralized coordination at each DOE site (e.g., at the contractor level to DOE field office level to DOE HQ).
- Comments are made directly online and are consolidated at each DOE site prior to submission to the next level in the system.

- Deadlines are automatically set by the system and must be met. Late submissions are not accepted unless an authorized user at each level extends the due date in the system, if necessary.
- An *ad hoc* reports module is built into the system.
- All official comments submitted by DOE sites are viewable by all parties, including the general public.
- A table depicting the resolution of comments received by the order (directive) writer is viewable by all parties, including the general public.

It is important to remember that RevCom is separate and distinct from the [DOE Directives Portal](#). The Portal is DOE's official Web-based electronic library of directives (both draft and official). RevCom, on the other hand, is the DOE's single source for coordinating the review of and comment on draft directives in the DOE Directives System.

The RevCom Process Flow for Directives

- RevCom electronically notifies all DOE-complex Directives Point of Contacts whenever HQ has issued a DOE draft directive for complex-wide review and comment. Due dates are automatically established in the system for submitting comments at all levels.
- The DPC reviews the draft directive and determines who at his/her site is the appropriate person(s) responsible for conducting/coordinating the institutional review of and comment on the draft directive for the site.
- The DPC has the option to Delegate his/her comment coordination responsibilities for each draft.
- Either the DPC or the Delegate enters the Subject Matter Expert (SME) assignment(s) into RevCom and may "reset" the site due date (the date Delegate and SME comments are due to the DPC). If the DPC resets the site due date established by the system, each Delegate and SME assigned to the document will be notified automatically via email.
- SMEs must enter their comments into RevCom by their site due date. RevCom will not accept late comments. Late comments at any level will only be allowed if the next higher level extends the due date (e.g.; for late SME comments, the DPC must extend the site due date; for late comments from a lab, the field office must extend its due date, and so on).
- The DPC reviews and consolidates SMEs' comments into a single official comment package for the site (Delegate comments are incorporated into the package automatically). Once finalized by the DPC, the comment package is officially submitted by the DPC.
- RevCom automatically determines where official comments packages are to be routed, based on the organizational hierarchy maintained by the DOE Directives Management Team.
- Ultimately, the final comments packages are submitted by the Lead Program Secretarial Office (LPSO) and HQ offices to the directive writer Office of Primary Interest (OPI) for comment resolution.
- The directive writer reviews the comments received on the draft, and responds back to the complex via RevCom on the resolution of the various issues raised.

- HQ elements and field/operations offices, representing their contractors, resolve any outstanding issues and use RevCom to indicate their concurrence or non-concurrence with the final resolution of issues.
- HQ proceeds with the issuance of a final, official directive in accordance with the DOE Directives System. (Refer to [DOE Order 251.1A](#), Directives System, for further information.) If the directive is issued, it is posted to the [DOE Directives Portal](#), and an [Alert](#) email is sent to individuals registered with the Portal to receive Alerts.

Notes regarding viewing Other DOE Sites' Official Comments

RevCom is designed as a publicly accessible system. As such, DPCs, Delegates, SMEs, DOE employees, and contractors may view official comments submitted by other DOE sites. Although the system is intended for use by the DOE/NNSA complex, anyone can log into RevCom for viewing purposes following the SME logon procedure and selecting the organization they represent from the list of organizations. **The system does not prohibit the general public from viewing comments entered into RevCom. All SMEs should ensure that their comments appropriately represent their site or organization.**

General Instructions for All Users

Generating *Ad Hoc* Reports

The **Reports Page** is displayed upon clicking on the **Reports** link in the menu. This link replaces the **Comment Trail** link in earlier versions of RevCom. The *Ad Hoc* Reports Page allows users to customize how they see the comments for the document. This page allows user to pick the following:

- Comment Type - Major, Minor (or Suggested) or both
- Organization - Individual organizations or all organizations by name or type
- Comment Resolution - Allows users to see comment resolution
- Concurrence - Allows users to see concurrence
- Paragraph - Allows users to view a particular paragraph or all of them
- Format - Allows users to pick how the results are viewed

The following process describes how to create an *ad hoc* report.

V. Creating <i>ad hoc</i> reports in RevCom: RevCom allows users to create reports based on the variables described above.	V1. From the "Paragraph List" page, click on <u>Reports</u> in the menu at the top of page. The "Reports" page appears.
	V2. The "Reports" page contains six options for what will be displayed and how. Select the options you would like to see in the report.
	Note: The last option on the Reports page is how the report will be displayed. The HTML report is displayed in a table. The text report is displayed in a format that can be easily copied and pasted into other documents.

Searching RevCom Comments

A new feature in RevCom 4.0 is the ability to search the comments entered into the system. Using the [Explorit](#) technology, comments may be reviewed based on a number of criteria. This criteria includes:

- Comment - a phrase found in the comment
- Organization - to view comments from a particular organization
- Document Title - text that appears in the title of the document
- Commentor- the name of the person making the comment

All of the RevCom visibility rules apply for searching comments. This means, a) only comments from your organization and b) only comments that have been submitted by a site DPC of another organization may be viewed.

Searching Department of Energy Directives

The **Search Directives** link in the menu will open a new window containing a search form. This form will allow you to search sources available through the DOE Directives Portal Electronic Library. This will not end your session with RevCom. This will make it easier for citing existing directives or other available sources in your comments.

Returning to the Document List Page

The **Document List Page** is the main page for selecting documents or changing the document you are reviewing. There is a banner that appears on every page of the RevCom system. This banner contains the DOE seal, the word **RevCom** in blue and red letters and the RevCom logo. Clicking on **RevCom** or the RevCom logo will return you to the **Document List Page** for your organization.

Leaving the RevCom System

The menu at the top of any screen in the RevCom system contains a **Logoff** link. This link will close your session with RevCom and you will have to return to the login screen to re-enter the system. The **Logoff Page** will also give you the status and due date (if applicable) for the document you were reviewing.

Instructions for DPCs and Delegates

How each site DPC uses RevCom for official comments

Each site or HQ organization will designate a Directives Point of Contact (DPC) for coordinating official comments to draft Directives documents. Typically, the DPC provides the following services for his/her site or organization:

- Assigns local Subject Matter Experts (SMEs) to review and comment on DOE draft directives;
- Assigns Delegate(s) to manage the comment coordination process for each draft document;
- Determines the due date for SME and Delegate comments;
- Reviews SME and Delegate input and compiles multiple comments into a single comment package for submittal to DOE;
- Transmits the official comment package to DOE via RevCom by the required DOE due date; and,
- Coordinates with the DOE and SMEs on resolution of outstanding issues resulting from the response of the directive author (also known as the "directive writer" or HQ OPI) to his/her site's comments.

In the instructions that follow, the left-hand column describes the event that occurs, and the right-hand column provides specific instruction for using RevCom. DPC = Directives Point of Contact. SME = Subject Matter Expert. If you have questions about roles and responsibilities of DPCs and SMEs or about RevCom in general, refer to the [FAQ](#) page.

DPC/Delegate: Logging into RevCom

The **Login Page** for the RevCom system contains two login areas. As a DPC, a username and password have been provided for you. Enter your username and password where prompted in the lower area of the **Login Page**. Upon successful authentication, the **Document List Page** will be displayed.

The following table shows the process one should follow when a new document is available for comment:

A. Notice of Directive Availability: As your site DPC, you will receive a RevCom email message notifying you that a draft directive has been issued by HQ for review and comment.	A1. Access the RevCom Web site: http://www.revcom.doe.gov .
	A2. Click on Review Draft Directives at the top left-hand side of the RevCom home page.
	A3. Log in under the second box that indicates: If you have RevCom account, log in here. Enter Password. Both are case sensitive. Click on "Login" button.
	A4. The "Document List" page loads showing all draft directives currently in the RevCom system. The list identifies drafts by directive number and title and indicates, by directive, the HQ due date for comments for the directive and whether site comments have been submitted from your site ("submitted" or "not submitted").
	Note: Your DPC RevCom password is automatically set by RevCom but can be reset by the HQ Directives Management Team (DMT). The request is made via email to: dmteam@hq.doe.gov .

The DPC/Delegate: Document List Page

The **Document List Page** lists the documents that your organization has been asked to comment on. The page details the user that is logged into the system, the Document Type the user is looking at, and documents under that type. Documents are sorted based on their status in the system. A document status can be:

- Open for comment
- Closed. Comment Resolution
- Open for concurrence
- Archived

Each document is a link to a corresponding **Paragraph List Page**. Next to the document link is your organization's comment due date and the status of your package. The status is either "submitted" or "not submitted".

Two links appear in the menu for this page. There is a **Logoff** link that will close your connection to the RevCom system. There is also a **Search** link that will display the Directives Portal Advanced Search Page. These links behave the same wherever they are seen in RevCom.

The DPC/Delegate Menu

The DPC/Delegate Menu contains actions that can be performed for the document you selected from the **Document List Page**. This menu appears on every page after a document has been chosen.

- Set Site Deadline
- Select a Paragraph
- Submit Comments Package
- Reports
- Assign SMEs
- Concurrence
- Assign Delegates

DPC/Delegate: Select A Paragraph Page

The **Select a Paragraph Page** is where specific detail about the document is displayed. This page displays the user information, the document type, a link to the PDF version of the document being reviewed, links to any related documents, and the due date for your organization's comments. This page lists the heading for each paragraph in the document. If the paragraph headings are links, RevCom is still accepting comments for this document. If the paragraph headings are not links, the due date for your organization has passed and you will be unable to comment on this document. Next to each paragraph heading, RevCom will display the number of comments that have been submitted to your organization.

In the RevCom menu, the **Select a Paragraph** link will always return you to this page.

DPC/Delegate: Set the Site Deadline

When a document is made available for comment, a global due date is set. This due date is the date by which all comments are due to the OPI.

Each DPC asked to comment on the document can set a due date that all comments are due from their Delegates and SMEs. When setting a due date for the SMEs and Delegates at your site, keep in mind that RevCom will only allow you to choose a date that is *earlier than* or *equal to* the date set by the organizations to which your comments will be sent. In general, it is best to allow a few days between the date comments are due to you and the date comments are due the next level DPC in line. The process DPCs should use for setting their site deadline is as follows:

B. To Reset Your Site DPC Due Date: Due dates are automatically set by RevCom. As your site's DPC you can reset the date SME comments are due back to you in order to provide your SME(s) as much time as possible for their review. Change the due date before assigning SMEs to avoid multiple emails to the SMEs that might confuse them.	B1. From the "Paragraph List" page for the particular draft directive, click on Set Site Deadline in the menu at the top of the page. The "Documents Due Dates" page appears.
	B2. Scroll down to find your site. Your site's deadline may be changed as long as it does not violate the next higher-level due date, which is viewable further up on the site list.
	B3. Reset your site's due date, as you deem appropriate.
	B4. Click on the "Update" button at the bottom of the page. The "Documents Due Dates" page will reload with your updated site due date. If the site due date is changed before assigning and notifying the SMEs of their assignment, then the updated due date will appear on the original SME notice of directive availability. Proceed to assigning SMEs under Section C below.
	B5. If the site due date has been changed after SMEs have been notified, click on the "Notify" button to notify the SMEs of a changed site due date.
	B6. If more time is needed for SME review than allowed by the next-higher level due date (e.g. a DOE field office for a contractor), you must contact the next higher-level DPC and request that he/she amend the their due date. Once this due date is extended, you may then extend your DPC due date for you SME's comments.
	Note: Due dates are crucial! If a deadline is missed, the system disables the "comments" and "submit comments package" functions, and your sites will not be able to submit comments to DOE.

DPC/Delegate: Comments Package

Submitting the DPC/Delegate package happens in two parts. First, the package must be prepared by compiling Delegate and SME comments. The second part is submitting the package to the next level DPC.

DPC/Delegate: Consolidating Comments

The first process in submitting the comments package is consolidating comments from your commentors. This process is described below.

<p>C. To Prepare Your Site's Official Comments Package: Upon expiration of your DPC due date, you will review all SMEs comments and consolidate them into a single site DPC response for submission to the next-higher level DPC in RevCom.</p>	<p>C1. SMEs may amend their comments in RevCom up until the expiration of your DPC due date (the date you set for lower levels). You are discouraged from consolidating SME comments until after your due date has expired to assure that no additional changes or comments are forthcoming.</p>
	<p>C2. On the "Paragraph List" page for the particular draft directive, the status of comments for each paragraph is depicted. The title of each paragraph appears as hypertext and the number of comments received shows in the parenthesis to the right of each paragraph title.</p>
	<p>C3. Click on the paragraph title link to review SME comments for that particular paragraph. Each paragraph is accessed and reviewed separately. Comments are copied over and/or edited and copied over, per your responsibilities, to your DPC level in preparation for package submittal to the next level DPC.</p>
	<p>C4. The "Comments" page is divided into three sections:</p> <ul style="list-style-type: none"> • The top section includes a navigation menu for switching between paragraphs and the "Paragraph List" page. It also indicates the title and text of the paragraph and provides a link to the PDF version of the entire draft directive. • The bottom left-hand table depicts Delegate(s) or SME(s) comments entered into RevCom. • The bottom right-hand table is where you as DPC enter and record your site's official comments, which will later, through a separate step, be submitted to the next higher-level DPC.
	<p>C5. Each paragraph may have "Major Comments" and/or "Suggested Comments." When the "Paragraph" page loads, "Major Comments" appears first. Review SME comments that appear on the bottom left-hand table. Highlight the SME's comments and copy/paste/edit them, as appropriate, in the box provided in the bottom right-hand table. When the copy/paste/edit is complete hit the "Record" button. A "Comment Recorded" confirmation appears above the comment box.</p>
	<p>C6. Click on "Switch to Suggested Comments" above the comment box to determine if any suggested comments have been made. If so, repeat step D5 for "Suggested Comments."</p>
	<p>C7. Before switching between "Major Comments" and "Suggested Comments" for a particular paragraph, or switching to another page entirely, it is imperative to click on the "Record" button or the comments that have been entered so far will be lost and will have to be reentered.</p>
	<p>C8. Do not use the Web browser's "Back" and "Forward" buttons to navigate. They do not work for navigating between paragraphs on the "Paragraph List" page. Instead, use the navigation menu at the top of the page to navigate quickly from one paragraph to the next when checking and recording comments. The Next Paragraph link goes to the next paragraph in the list. Previous Paragraph goes to the prior paragraph in the list. Show All goes back to the "Paragraph List" page.</p>

DPC/Delegate: Submit Comments Package

After Delegate and SME comments have been consolidated and the official site comments have been composed, the comments package needs to be submitted to the next higher DPC (or the OPI, if yours is a HQ organization).

D. To Submit Your Site's Official Comments Package to the Next Higher-Level DPC: As DPC you transmit your site's consolidated, official comments package to the next higher-level DPC with notification to others as appropriate.	D1. From the "Document Paragraph List" page, click on Submit Comments Package in the menu bar at the top of the page. The "Send Comment Package" page appears. The page identifies draft directive number and title and lists the next higher-level due date.
	D2. Under the "Proceed with submitting the package?" question, select the "Yes" button and then the "Go" button. A message page will appear confirming status that "Your package for this document has been submitted."
	D3. On the same message page, other individuals may be notified of the comment package submission. Enter email addresses in the box titled "Enter additional emails for notification" so RevCom automatically notifies these individuals that the comment package has been submitted. (Note: only three additional email addresses may be entered.) Once all additional emails are entered, click on the "Notify" button. The "Document Paragraph List" page reappears, and a message is displayed at the top of the page indicating "Notification about package submission sent."
	Note: Comment packages entered into RevCom are viewable by the general public.

Managing Subject Matter Experts (SMEs)

As a DPC, you may create and manage SMEs. A SME is someone who is knowledgeable in a particular area who would be useful in commenting on a document. RevCom only requires the group name you would like the SME to be a part of and his/her email address. This section describes how to create, manage and assign SMEs for a document. To manage SMEs you would click on the **Assign SMEs** link in the menu. This link will take you to the **Manage/Assign SMEs** page.

Creating DPC/Delegate SME Groups

SMEs must be created within groups. This means that a group must be created before any SMEs are added to the system. Once SME(s) are created for the current document, they may be assigned to future documents. Assigning SMEs is described later in this document. The process below describes how to create SME groups.

F. To Create SME Groups: RevCom allows the DPC to create groups of SMEs that consist of a list of individual SMEs. Creating these lists greatly simplifies SME assignment when draft directives are received.	F1. From "Manage/Assign SMEs" page (accessed via Section B above), click on "Manage Groups of SMEs" button.
	F2. To create SME groups, type the group name in the box to left of the "Create" button and then click on the "Create" button. The "Create SME Group" page appears showing name of SME group and "none" for existing SMEs.
	F3. To add individual SMEs, click on the "Add" button after the "New SME" statement. The "Create a SME" page appears.
	F4. Type in the person's official Internet email address of the SME. Click on the "Create" button. The "Manage a SME" page reappears with SME group and email of individual SME depicted.
	F5: To add other SMEs under this same group, continue with steps G3 and G4.
	F6: To add more new SME groups, click on "Select" button to the right of "Done?" question at bottom of the "Create SME Group" page. The "Manage Groups of SMEs" page appears. Repeat steps G2 to G5.
	F7: For the new SME group to appear in the "Existing Groups" list, back out to the "Assign SMEs" page. The next time the "Manage Groups of SMEs" page is accessed it will be updated with the new group(s).

Modify DPC/Delegate SME Groups

Once SME groups have been created, DPCs and Delegates may modify their respective groups. SMEs may be added, deleted or changed within groups. SME groups may only be created or deleted. Group names may not be changed. The following is the process for modifying existing SME groups.

G. To Modify SME Groups: RevCom allows the DPC to add or delete SME groups and individuals as needed.	G1. From the "Manage/Assign SMEs" page (accessed via Section B above), click on "Manage Groups of SMEs" button. The "Manage Groups of SMEs" page appears.
	G2. Highlight the desired SME group in the "Existing Groups" list and click on the "Update" button. The "Update a SME Group" page appears.
	G3. To add a new SME, click on the "ADD" button. The "Create a SME" page appears. Enter the individual's official Internet email address (refer to step G4 above). Click on the "Create" button. The "Manage a SME Group" page appears with the new SME included.
	G4. To delete a SME group, highlight the group in the "Existing Groups" list and click on the "Delete" button to the right of the list. The "Delete a SME Group" page appears. Select the "Yes" button to proceed and then click on the "Submit" button. The "Manage a SME Group" page appears with the SME deleted.

Assigning DPC/Delegate SMEs

Any SME groups or individual SMEs created while reviewing any document may be assigned to any future documents. The following process describes how to assign SMEs.

H. To Assign and Notify of SMEs: As your site's DPC, you assign and notify the SME(s), via RevCom, to review the draft directive by the site due date you have set.	H1. From the "Document List" page, click on the particular draft directive title desired. The "Paragraph List" page for the directive loads.
	H2. Click on <u>Assign SMEs</u> in the menu at top of page. The "Manage/Assign SMEs" page appears.
	H3. Click on "Assign SMEs" button. If you have already established SME listings, these will appear. <u>Creating</u> or <u>modifying</u> the SMEs list is described elsewhere in this document.
	H4. Scroll down to appropriate functional area and select individual SME(s) by clicking box to the left of name(s). To assign all individuals listed as SMEs under a functional area, click on the box to the left of the functional area.
	H5. Once all SME selections have been made, click on "Assign" button at bottom of listing.
	H6. Immediately click on "Notify" button so RevCom sends email to SME(s) advising them of assignment and action required. A message appears indicating "SMEs notified."
	Note: The "Notify" button must be hit for SMEs to be electronically notified by RevCom of their assignment.

DPC Concurrence

The **Concurrence** function of RevCom is a function actively used by HQ and (LPSO) DPCs. Once the OPI for a document has submitted their Response Package, the status of the document is changed to **Open for Concurrence**. This allows those DPCs who submit their comments to the OPI to say if they agree with the OPI's response or not. An organization may only submit concurrence for responses to their own comments. The process for submitting concurrence is described below.

I. Submitting Concurrence with OPI Responses As a Headquarter/LPSO DPC, you can provide feedback to the OPI responses to comments submitted by your organization.	I1. From the "Document List" page, click on the particular draft directive title desired. The "Paragraph List" page for the directive loads.
	I2. Click on <u>Concurrence</u> in the menu at the top of the page
	I3. On the <u>Concurrence</u> page, document details appear toward the top of the page. Under the document details, the concurrence table is displayed
	I4. Options in concurrence table appear in the third column for comments submitted by your organization. These options include. <ul style="list-style-type: none"> • Concur • No Concur • No Comment
	I5. Choose one option for each of your comment responses and click on Submit at the bottom of the table
Note: The Submit button must be hit for DPC concurrence to be recorded.	

Managing DPC Delegates

A DPC for any given organization may create Delegate groups in order to gather comments for a particular document. This section describes the management of these Delegates. The sections below describe how to create and assign Delegate groups for a DPC organization.

Creating Delegate Groups

Before you can assign a Delegate to a document, you must create at least one Delegate Group. Creating Delegate groups happens very much like creating SME groups. A couple of exceptions are 1) creating Delegates requires more information about the person and 2) Delegates are not permitted to create Delegates. The process for creating Delegate Groups is described below.

J. To Create Delegate Groups: RevCom allows the DPC to establish Delegates who have the authority, as assigned by you as the site DPC, to assign SMEs and coordinate SME comments internal their organization.	J1. From the "Paragraph List" Page, click on Assign Delegates. This takes you to the "Manage Delegate Groups" page.
	J2. The "Manage Delegate Groups" Page allows you to create Delegate Groups. A group must be created before any Delegates are created. In the space provided enter a group name and click on the "Create" button.
	J3. With groups defined, DPCs may create or update Delegates. The "Update Delegates" page is displayed when a new group is created or a group is selected on the "Manage Delegate Groups" page and the "Update" button is clicked. On the "Update Delegates" page click on Create to create a new Delegate or select a Delegate from the list and click on Update
	Note: Not all sites use the Delegate function. Delegates do not have the authority to submit the official site comment package to the next higher-level DPC. Only you as the site DPC may submit the official site comments package.

Once you have created a Delegate Group and added at least one Delegate to the group, you can proceed to Assigning Delegates.

Assigning Delegates

Once Delegates have been created (See Creating Delegate Groups above), they may be assigned to any open documents. Delegates may create SMEs to make comments on documents they are assigned to. The process for assigning Delegates to a document is described below.

K. To Assign Delegates: RevCom allows the DPC to establish Delegates who have the authority, as assigned by you as the site DPC, to assign SMEs and coordinate SME comments internal their organization.	K1. In establishing Delegates, you are delegating part of your DPC authority to another tier at your site. Delegates, in turn, may assign SMEs and set their own RevCom deadline for SME comments. Delegates are responsible for consolidating comments from their assigned SMEs for your viewing prior to the expiration of your DPC due date.
	K2. Setting up Delegate groups is similar to setting up SME groups with the exception that Delegates require logon and password identification assigned by you as the site DPC. SMEs do not have this added logon and password requirement. To set up Delegates, click on <u>Assign Delegates</u> in the menu bar.
	Note: Not all sites use the Delegate function. Delegates do not have the authority to submit the official site comment package to the next higher-level DPC. Only you as the site DPC may submit the official site comments package.

Instructions for SMEs

In the instructions that follow, the left-hand column describes the event that occurs, and the right-hand column provides specific instruction for using RevCom. DPC = Directives Point of Contact. SME = Subject Matter Expert. If you have questions about roles and responsibilities of DPCs and SMEs or about RevCom in general, refer to the [FAQ](#) page.

SME: Logging into RevCom

As a SME, you are notified of your relationship with respect to the RevCom system when you receive your notification email. Once you receive your notification, you should log into the system. The process below describes what a SME should do when a notification is received.

<p>J. Notice to SME of Draft Directive Availability for Review and Comment:</p> <p>Your site DPC assigns one or more SMEs to review the draft directive that has been posted to RevCom. As directed by the DPC, RevCom sends an email notification to the assigned SMEs stating that: the draft directive is available for review, you have been assigned as a SME, and comments are due to the DPC by a specific due date.</p>	<p>L1. Access the RevCom Web site: http://www.revcom.doe.gov. The RevCom home page includes a menu bar on the left-hand side. The "Help" button includes DOE RevCom user guides.</p>
	<p>L2. To enter the system, click on <i>Review Draft Directives</i> at the top of RevCom home page.</p>
	<p>L3. A "Login" page for "DOE Draft Directives" appears. As an assigned SME, you fill in your Internet email address in the top box that indicates: <i>"If you are a Subject Matter Expert (SME), login here."</i> Click on the "Login" button. SMEs do not require a password to log on the RevCom.</p>
	<p>L4. A new page appears that includes two tables.</p> <ul style="list-style-type: none"> The first or top table identifies the draft directive(s) requiring review and comment to which you have been assigned as a SME by your site DPC. The second or bottom table identifies other draft directives available in RevCom that you have not been pre-assigned.
	<p>L5. Both tables list the DOE draft directive number and title. The top table, or SME pre-assigned listing, additionally indicates the site DPC due date (in parenthesis) for comments. Draft directives on either table are accessible for viewing without restriction.</p> <p>Note: If you are registered for DOE Directives Portal "Alerts" you will receive an email from the Portal indicating a new draft directive has been issued. The DOE Directives Portal only provides viewing access to the directive. RevCom is the means for submitting comments to DOE on draft directive.</p>

SME: The Document List Page

The **Document List Page** lists the documents that you have been asked to comment on. The page details the user that is logged into the system, the Document Type the user is looking at, and documents that you have been assigned to by the DPC or Delegate of your organization.

Each document is a link to a corresponding **Paragraph List Page**. Next to the document link is the date your comments are due to your DPC or Delegate.

Two links appear in menu for this page. There is a **Logoff** link that will close your connection to the RevCom system. There is also a **Search** link that will display the Directives Portal Advanced Search Page. These links behave the same wherever they are seen in RevCom.

SME: Menu

The SME menu contains actions that can be performed for the document you have chosen from the **Document List Page**. This menu appears at the top of every page after a document has been selected from the **Document List page**.

- View Site Deadline
- Select a Paragraph
- Reports
- Concurrence

SME: View Site Deadline

The **View Site Deadline** link displays the **Document Due Dates Page**. This page displays all dates by which comments are due to all organizations that have been asked to comment on the chosen document. As a SME, you may view these dates but are not permitted to change or create your own due dates.

SME: Select a Paragraph

The **Paragraph Page** is where specific detail about the document is displayed. This page displays the user information, the document type, a linked to the PDF version of the document being reviewed, links to any related documents, and the due date for your organization's comments. The page also lists the paragraph heading for each paragraph in the document. If the paragraph headings are links, RevCom is still accepting comments for this document. If the paragraph headings are not links, the due date for your organization has passed, and you will be unable to comment on this document.

SME: Concurrence

The **Concurrence** link in the menu will bring up the table of major comments with OPI responses and DPC concurrence entries. This page is best described as a pre-defined report. The results on this page can also be achieved through the **Reports** link on the menu.

N. To View HQ Feedback to Site Comments: SMEs may access RevCom to view the response from the HQ order writer to the comments submitted by the various DOE elements.	N1. Access RevCom as indicated above and select the desired directive.
	N2. After the "Document Paragraph List" page for the directive loads, click on the Concurrence link in the menu bar at the top of the page.
	N3. A table will appear that displays the HQ OPI order writer's response, on the left-hand side of the table, to the DOE elements that submitted comments, which are shown on the right-hand side of the table. The table is organized by paragraph. Printing the entire table is not recommended since it can be a massive document.
	N4. The concurrence table appears as a flat file to contractors, DPC and SMEs alike. The table version viewed by DOE DPCs at the HQ and field level, however, requires the DOE DPC to enter a response - a function not available to contractors. DOE DPCs must register "concur," "non-concur," or "no opinion" in response to the HQ feedback applicable to their own departmental and contractors' comments. The DOE DPCs coordinate with contractors, as appropriate. Should any DOE element (HQ or field office) non-concur, the draft directive may go through additional management review at the HQ level (e.g., the Field Management Council) before issuance as a final directive.

SME: Submitting Comments

The **Comments Page** is displayed from the **Select a Paragraph Page** when a paragraph heading is clicked. The process for commenting on a document is described below.

<p>O. To Review a Draft Directive and Enter Comments:</p> <p>As a SME, you need to access RevCom, review the draft directive, and enter comments, as needed, by the site DPC due date.</p>	<p>O1. Highlight the document in the top pre-assigned SME box and click on the "Submit" button. The Select a Paragraph page appears.</p>
	<p>O3. If the site DPC due date has not expired, you may provide comments. It is not necessary to comment on every paragraph but only where it is considered appropriate. A general comment about the draft directive may be made under "Overall Comment." If, after your review of the draft directive, you have no comment, click the "no comment" button to acknowledge that you have reviewed the draft but have no issues. If the due date has passed, the paragraph links will be disabled and comments cannot be entered (see note below).</p>
	<p>O4. To enter comments, click on the desired paragraph and a "Comment" page will appear. The "Comment" page is divided into three sections:</p> <ul style="list-style-type: none">• The top half of the page contains a navigation menu that allows the SME to move to between paragraphs; a link to the PDF version of the draft document so it may be viewed online in its entirety; and the complete text of the individual paragraph that has been selected for review and comment.• The bottom left-hand corner of the page contains a list of all comments that have already been submitted so far by other SMEs from your site. Comments may be added, deleted and/or edited up to the site DPC due date.• The bottom right-hand corner of the page contains the box for the SME to type in his/her own comments. The box defaults to "Your Major Comments." A link "Switch to Suggested Comments" changes the box to "Your Suggested Comments."
	<p>O5. Before entering comments, determine if the comments are "major" or "suggested" and ensure the appropriate comment box is open. DOE defines major comments as "those issues that are serious enough to preclude or significantly hamper the Department's ability to do any of the following:</p> <ul style="list-style-type: none">• accomplish policy objectives and missions;• comply with applicable laws, rules, and regulations;• perform efficiently and economically; or• fulfill contractual obligations and formal commitments."
	<p>O6. Enter comments in the bottom right-hand corner box. When "major" or "suggested" comments for a particular paragraph are complete, click on the "Record" button. The comments for that paragraph will be recorded in RevCom.</p>
	<p>O7. Always hit the "Record" button before switching between the "major" and "suggested" comment boxes or exiting the page to save comments entered so far. SME comments may be modified following the same steps outlined above any time before expiration of the site DPC due date. Once the site DPC due date expires, RevCom disables the hypertext links to the "Comment" page, and SMEs will not be able to amend their comments.</p>
	<p>Note: SME comments must be recorded in RevCom prior to the expiration of the site DPC due date. If the site DPC due date is missed, your DPC must extend the date to enable an SME to submit comments. An email is automatically sent to the SME(s) whenever the DPC modifies the due date.</p>

Instructions for OPIs and Order Writers

In the instructions that follow, the left-hand column describes the event that occurs, and the right-hand column provides specific instruction for using RevCom. DPC = Directives Point of Contact. SME = Subject Matter Expert. If you have questions about roles and responsibilities of DPCs and SMEs or about RevCom in general, refer to the [FAQ](#) page.

This section contains instructions for OPI organizations within the RevCom system.

OPI: Logging into RevCom

The **Login Page** for the RevCom system contains two login areas. As an OPI, a username and password have been provided for you. Enter your Username and Password where prompted in the lower area of the Login Page. Upon successful authentication, the **Document List Page** will be displayed.

OPI: The Document List Page

The **Document List Page** lists the documents that your organization has been asked to comment on. The page details the user that is logged into the system, the Document Type the user is looking at, and documents under that type. Documents are sorted based on their status in the system. A document status can be:

- Open for comment
- Closed. Comment Resolution
- Open for concurrence or
- Archived

Each document is a link to a corresponding **Paragraph List Page**. Next to the document link is your organization's comment due date and the status of your package. Comments are due to the Document Management Team by the date shown. The status of any given document is either "submitted" or "not submitted."

Two links appear in menu for this page. There is a **Logoff** link that will close your connection to the RevCom system. There is also a **Search** link that will display the Directives Portal Advanced Search Page. These links behave the same wherever they are seen in the application.

OPI: The Menu

The OPI menu contains actions that can be performed for the document you selected from the Document List Page. This menu appears on every page after a document has been chosen.

- Set Site Deadline
- Select a Paragraph
- Submit Comments Package
- Reports
- Assign SMEs

OPI: Set Site Deadline

When a document is made available for comment, a global due date is set. This due date is the date by which all comments are due for all organizations.

The OPI for the document can set a due date that all comments are due from their DPC sites and SMEs less than the next level due date. The process OPI should use for setting their site deadline is as follows:

P. To Reset Your Site Due Date: Due dates are automatically set by RevCom. As the OPI you can reset the date DPC and SME comments are due back to you in order to provide your commentors as much time as possible for their review. Change the due date before assigning SMEs to avoid multiple emails to the SMEs that might confuse them.	P1. From the "Paragraph List" page for the particular draft directive, click on Set Site Deadline in the menu at the top of the page. The "Documents Due Dates" page appears.
	P2. Scroll down to find your site. Your site's deadline may be changed as long as it does not violate the next level due date, which is also viewable on the site list.
	P3. Reset your site's due date, as you deem appropriate.
	P4. Click on the "Update" button at the bottom of the page. The "Documents Due Dates" page will reload with your updated site due date. If the site due date is changed before assigning and notifying the SMEs of their assignment, then the updated due date will appear on the original SME notice of directive availability. Proceed to assigning SMEs below.
	P5. If the site due date has been changed after SMEs have been notified, click on the "Notify" button to notify the SMEs of a changed site due date.
	P6. If more time is needed for SME review (e.g. a DOE field office for a contractor), you must contact the DMTeam and request that he/she amend the their due date. Once this due date is extended, you may then extend your due date for you DPC's and SME's comments.
Note: If the Resolution Close Date for your document has passed, contact the DMTeam for an extension.	

OPI: The Paragraph List Page

There is a menu that appears with a blue background at the top of the window underneath the RevCom banner. This menu appears on multiple pages and is described [elsewhere](#) in this document.

The **Paragraph Page** is where specific detail about the document is displayed. This page displays the user information, the document type, a link to the pdf version of the document being reviewed, links to any related documents and the due date for your organization's comments. This page lists the paragraph titles for the document. If the paragraph titles are links, RevCom is still accepting comments for this document. If the paragraph titles are not links, the due date for your organization has passed and you will be unable to comment on this document. Next to each paragraph title, RevCom will display the number of comments that have been submitted to your organization.

In the menu, the **Select a Paragraph** link will always return you to this page.

OPI: Submitting the Comments Package

The **Submit Comments Package** link will take you to the **Send Package Page**. This is essentially the final page of the RevCom application: you will use this page to send your completed response package to the Directives Management Team. There are two steps in submitting your package. First you must create responses to the comments submitted by your DPC organizations and SMEs. Then you must submit your response package to the RevCom system. Once your package is submitted, the document is then open for concurrence by your DPC organizations.

OPI: Creating Responses to Comments

Q. To Prepare Your Official Response Package: Upon expiration the due date you have set for your commentors, you will review all submitted comments and create responses for submission to the next level in the RevCom system.	Q1. Commentors may amend their comments in RevCom up until the expiration of the date you set for lower levels. However, as the OPI, you may create responses to comment packages as soon as they are submitted.
	Q2. On the "Paragraph List" page for the particular draft directive, the status of comments for each paragraph is depicted. The title of each paragraph appears as hypertext and the number of comments received shows in the parenthesis to the right of each paragraph title.
	Q3. Click on the paragraph title link to respond to comments for that particular paragraph. Responses can be created only for paragraphs that have comments in them.
	Q4. The "Comments" page is divided into two sections: <ul style="list-style-type: none">• The top section includes a navigation menu for switching between paragraphs and the "Paragraph List" page. It also indicates the title and text of the paragraph and provides a link to the PDF version of the entire draft directive.• The bottom section depicts comments entered into RevCom and provides an area to choose a response qualifier and add an additional response. The response qualifier is one of the following:<ul style="list-style-type: none">○ Accept○ Accept with Modification○ Reject○ No Change
	Q5. Each paragraph may have "Major Comments" and/or "Suggested Comments." When the "Paragraph" page loads, "Major Comments" appears first. Review comments that appear in the bottom section above the response area. When the response is complete hit the "Record" button. A "Response Recorded" confirmation appears above the comment box. If there are more than one Major/Suggested comment for the paragraph a Next and/or Previous button will be in the response area to navigate between comments.
	Q6. Click on " <u>Switch to Suggested Comments</u> " above the comment box if there is a link to do so. If so, repeat the previous step for "Suggested Comments."
	Q7. Before switching between "Major Comments" and "Suggested Comments" for a particular paragraph, or switching to another paragraph entirely, it is imperative to click on the "Record" button or the comments that have been entered so far will be lost and will have to be reentered.
	Q8. Do not use the Web browser's "Back" and "Forward" buttons to navigate. They do not work for navigating between paragraphs on the "Paragraph List" page. Instead, use the navigation menu at the top of the page to navigate quickly from one paragraph to the next when checking and recording comments. The Next Paragraph link goes to the next paragraph in the list. Previous Paragraph goes to the prior paragraph in the list. Show All goes back to the "Paragraph List" page.

OPI: Submitting your Response Package

The **Response Package** is submitted when the **Submit Comments Package** link is clicked on the menu. The DMTeam is notified at this point. RevCom also give you the opportunity to notify other people by entering their email addresses in the space provided. Once these addresses are entered, clicking the **Notify** button will notify those specified.

OPI: Managing Subject Matter Experts (SMEs)

As an OPI, you may create and manage SMEs. A SME is someone who is knowledgeable in a particular area who would be useful in commenting on a document. RevCom only requires the group name you would like the SME to be apart of and his/her email address. This section describes how to create, manage and assign SMEs for a document. To manage SMEs you would click on the **Assign SMEs** link in the menu. This link will take you to the **Manage/Assign SMEs page**.

OPI: Creating SME Groups

SMEs must be created within groups. This means that a group must be created before any SMEs are added to the system. Once SME(s) are created for the current document, they may be assigned to future documents. Assigning SMEs is described later in this document. The process below describes how to create SME groups.

S. To Create SME Groups: RevCom allows the OPI to create groups of SMEs that consist of a list of individual SMEs. Creating these lists greatly simplifies SME assignment when draft directives are received.	S1. From "Manage/Assign SMEs" page (accessed by clicking on the Assign SMEs link, click on "Manage Groups of SMEs" button.
	S2. To create SME groups, type the group name in the box to left of the "Create" button and then click on the "Create" button. The "Create SME Group" page appears showing name of SME group and "none" for existing SMEs.
	S3. To add individual SMEs, click on the "Add" button after the "New SME" statement. The "Create a SME" page appears.
	S4. Type in the person's official Internet email address of the SME. Click on the "Create" button. The "Manage a SME" page reappears with SME group and email of individual SME depicted.
	S5: To add other SMEs under this same group, continue with steps G3 and G4.
	S6: To add more new SME groups, click on "Select" button to the right of "Done?" question at bottom of the "Create SME Group" page. The "Manage Groups of SMEs" page appears. Repeat steps S2 to S5.
	S7: For the new SME group to appear in the "Existing Groups" list, back out to the "Assign SMEs" page. The next time the "Manage Groups of SMEs" page is accessed it will be updated with the new group(s).

OPI: Modify SME Groups

Once SME groups have been created, OPIs may modify their SME groups. SMEs may be added, deleted or changed within groups. SME groups may only be created or deleted. Group names may not be changed. The following is the process for modifying existing SME groups.

T. To Modify SME Groups: RevCom allows the OPI to add or delete SME groups and individuals as needed.	T1. From the "Manage/Assign SMEs" page (accessed via clicking on the Assign SMEs link), click on "Manage Groups of SMEs" button. The "Manage Groups of SMEs" page appears.
	T2. Highlight the desired SME group in the "Existing Groups" list and click on the "Update" button. The "Update a SME Group" page appears.
	T3. To add a new SME, click on the Create button. The "Create a SME" page appears. Enter the individual's official Internet email address (refer to step G4 above). Click on the "Create" button. The "Manage a SME Group" page appears with the new SME included.
	T4. To delete a SME group, highlight the group in the "Existing Groups" list and click on the "Delete" button to the right of the list. The "Delete a SME Group" page appears. Select the "Yes" button to proceed and then click on the "Submit" button. The "Manage a SME Group" page appears with the SME deleted.

OPI: Assigning SMEs

Any SME groups or individual SMEs created while reviewing any document may be assigned to any future documents. The following process describes how to assign SMEs.

U. To Assign and Notify of SMEs: As an OPI, you assign and notify the SME(s), via RevCom, to review the draft directive by the site due date you have set.	U1. From the "Document List" page, click on the particular draft directive title desired. The "Paragraph List" page for the directive loads.
	U2. Click on <u>Assign SMEs</u> in the menu at top of page. The "Manage/Assign SMEs" page appears.
	U3. Click on "Assign SMEs" button. If you have already established SME listings, these will appear. Creating or modifying the SME list is described elsewhere in this document.
	U4. Scroll down to appropriate functional area and select individual SME(s) by clicking box to the left of name(s). To assign all individuals listed as SMEs under a functional area, click on the box to the left of the functional area.
	U5. Once all SME selections have been made, click on "Assign" button at bottom of listing.
	U6. Immediately click on "Notify" button so RevCom sends email to SME(s) advising them of assignment and action required. A message appears indicating "SMEs notified."
	Note: The "Notify" button must be hit for SMEs to be electronically notified by RevCom of their assignment.