

Processing Official Use Only (OUO) Documents in RevCom

(Note: Text of OUO documents is not posted in RevCom)

Send questions and requests for assistance to support@doxcelerate.com

Technical Standards are submitted to TSP RevCom for review in four phases. Official Use Only drafts are NOT posted in TSP RevCom. The following is information specific to OUO document processing in TSP RevCom.

PHASE 1—PROJECT JUSTIFICATION (15 business days)

The author submits the Project Justification Statement for reviewers to consider whether the project should go forward. The review consists of answering a question to indicate one's concurrence with proceeding.

OUO documents are identified as such in the title. If a draft standard has already been developed, it is NOT provided for PJS review. Only the PJS is provided for review in this phase.

PHASE 2—REVIEW AND RESPONSE - Two Parts (90 days total)

OUO Review – 60 days.

The PA distributes the draft standard via encrypted/password-protected email to TSMs, who will then distribute to SMEs. All reviewers submit their comments directly to the PA. All have the same deadline.

Please note that Doxcelerate provides the TSM distribution list. Do not proceed with any of the TSP coordination phases without first contacting Doxcelerate. Doxcelerate sends out the proper alert notifications.

The following will display when the reviewer opens the document in TSP RevCom

Official Use Only

The text of this Official Use Only document will not be available in TSP RevCom. You will receive the document for review via encrypted/password-protected email from the PA **Name (Org); phone, email.**

DO NOT enter comments in TSP RevCom.

TSMs will distribute the document via encrypted email to assigned SMEs. TSM comments and those of their SMEs will be submitted via encrypted email directly to the PA.

NOTE: Please take note that deadlines for this review are not assigned according to hierarchy. The deadline for all reviewers will be **XX-XX-XXXX.**

OUO Notification will include the following (which can also accompany the PA's distribution to TSMs):

The text of this Official Use Only document will not be available in TSP RevCom. You will receive the document for review via password-protected email. If you have questions, please contact the PA Name (XX-X); phone, email.

TSMs will distribute the document via password-protected email to assigned SMEs.

TSM comments and those of their SMEs will be submitted via password-protected email directly to the PA.

NOTE: Please take note that deadlines for this review are not assigned according to hierarchy. All TSM deadlines for this review will be X-X-XXXX.

OUO Comment Response

The PA will produce a comment response report and a redline version of the draft standard showing modifications to the draft in response to reviewer comments.

PHASE 3—RESPONSE NEGOTIATION (30 days)

OUO

The comment response report and redline showing modifications in response to reviewer comments are distributed to TSMs via encrypted/password-protected email. Users who log in to TSP RevCom see the following, with a special note regarding OUO:

RESPONSE NEGOTIATION

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT

No TSP RevCom action is necessary.

This is an opportunity for reviewers to see the author's responses to their comments and if warranted, negotiate changes to the response via telephone and email communication. Please contact the PA Name (Org) at phone; email.

NOTE: The redline version of this Official Use Only document and the comment response report will not be available in TSP RevCom. You will receive the redline version for review and a copy of the comment response report via encrypted or password-protected email. TSMs will distribute the document via encrypted/password-protected email to assigned SMEs.

Please note that deadlines for this review are not assigned according to hierarchy. All TSM deadlines for this review will be XX-XX-XXXX.

PHASE 4—CONCURRENCE (10 business days)**OUO**

The PA will distribute a clean version of the modified draft technical standard, along with a redline version of the draft technical standard showing modifications in response to reviewer comments with changes resulting from Response Negotiation, to TSMs via encrypted/password-protected email.

TSMs will distribute both the clean and redline versions to SMEs via encrypted/password-protected email.

Reviewers will be asked to respond to the concurrence question. Reviewers will see the following instruction for submitting concurrence when they open the review:

CONCURRENCE REVIEW:

This is an Official Use Only document. You will receive the redline for review via encrypted/password-protected email. If you have questions, please contact the PA Name (Org) phone, email.

THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT.

Review the Tech Standard to determine if you concur with the draft as revised.

Select **Answer Question** and choose the answer than indicates your concurrence, nonconcurrence or that the Tech Standard does not apply to your organization.

If you do not concur enter justification in the **Notes** box provided.

DO NOT use the **Add Comment** button for nonconcurrence justification or for additional comments. This information will not be considered part of your response.

After you have answered the question, select **Save Answer**.

REMEMBER, you MUST select **Submit** to record your response.

Select **Question Response** to complete your Submission

The following is an example of text to accompany email distribution of the document for concurrence review:

Concurrence is NOT a comment phase. The redline version of this Official Use Only document will not be available in TSP RevCom. You have received the encrypted markup showing modifications resulting from Response Negotiation. If you have questions, please contact the PA Name (Org); phone, email.

TSMs will distribute the document via encryption or password-protected email to assigned SMEs. Before assigning SMEs, use the Set Due Dates feature (Version Menu) to assign their deadlines for submitting comments to you via encryption or password-protected email. TSMs should assign this activity to SMEs who made comments on the draft technical standard.

You will review the redline and clean versions to determine if you concur with the draft as modified. Select Answer Question and choose the answer that indicates concurrence, nonconcurrence or that the Standard does not apply to your organization. If you do not concur, you will enter justification in the Notes box but keep in mind that your comments are not to be OUO. If comments must be OUO, contact the PA [Name \(Org\); phone, email](#).