

# Processing Controlled Unclassified Information (CUI) Documents in RevCom

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

Send questions and requests for assistance to [support@doxcelerate.com](mailto:support@doxcelerate.com)

Draft Technical Standards are processed in TSP RevCom in four phases. Processing for Controlled Unclassified Information (CUI) drafts does not include Response Negotiation. The following is information specific to CUI document processing in TSP RevCom.

## **PHASE 1—PROJECT JUSTIFICATION (15 business days)**

### **DISTRIBUTION: All TSMs**

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 the proposed development/revision. Participants are all TSMs.

**CUI** documents are identified as such in the review phase (e.g., DOE-STD-XXXX-XXXX, Title, All TSMs PJS (Controlled Unclassified Information). NOTE: 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.

The following instruction will be included in the PJS review:

### Section: TECHNICAL STANDARDS PROGRAM PROJECT JUSTIFICATION - CUI **TECHNICAL STANDARDS PROGRAM PROJECT JUSTIFICATION**

**DOE-STD-XXXX-XXXX, Title (CUI)** has been proposed for **revision/development**.

- **Review** the Project Justification Statement (PJS) to determine if you agree that **revision/development** of the Standard is justified and should proceed.
- Select **Answer Question** and choose the answer that indicates your concurrence status.
- **If you do not concur** enter an explanation in the **Notes** box provided.
- Choose the fourth option ***if your organization will not participate*** in further RevCom processing for this document. **NOTE:** Your organization **will be excluded from distribution** in further RevCom processing for this document.

Email Notification Text:

*Review the Project Justification Statement (PJS) to determine if you agree that development/revision is justified and should proceed. Select Answer Question, choose a response and Submit.*

*PLEASE NOTE: Choose the fourth option to exclude your organization from further participation in RevCom processing for this document*

The PA will receive an updated distribution list for Review and Response

The following Answer Question options will display when the PJS is opened in RevCom:

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

Answer the Question: Do you concur that the proposed standard development is justified and should move forward?

Yes, I concur.

No, I do not concur. Justification is in the Notes box.

This document does not apply to my organization.

Please do not include my organization in further RevCom processing for this CUI. Explanation is in the Notes box.

Notes:

**Save Answer** Cancel

## PHASE 2—REVIEW AND RESPONSE - 60 days for **Review**; 30 days for **Response** (90 days total)

**DISTRIBUTION: Organizations that have chosen the fourth option will be deleted from distribution at this point**

### CUI Review – 60 days.

The process is as follows:

1. RevCom Support provides to the PA a current list of TSMs with those who have opted out of processing for a specific document excluded.
2. The PA distributes the draft standard via encrypted/password-protected email to TSMs.

#### NOTES:

- If the review is to be provided only to specific organizations, the PA can choose only those TSMs for distribution.
  - Organizations that have asked to be excluded from further review will be deleted from distribution.
3. TSMs distribute the draft standard to SMEs via encrypted/password protected email.
  4. SMEs return their comments to their TSMs.
- NOTE:** SME *comments that are or could be CUI* should be submitted to TSMs via encrypted/password protected email. *When in doubt*, consult your classification officer to ensure that CUI is not transmitted inappropriately.
5. The TSMs will select SME comments that represent the organization and send them by encrypted/password protected email directly to the PA.

6. Deadlines will be the same for all TSMs. SME deadlines will be set for seven days before the TSMs' and TSMs can change deadlines as appropriate.

**PLEASE NOTE that RevCom Support provides the TSM distribution list to the PA. Do not proceed with any of the TSP coordination phases without first contacting RevCom Support (support@doxcelerate.com). RevCom Support sends out the proper alert notifications via the RevCom system.**

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

The text of this Controlled Unclassified Information document will not be available in RevCom. You will receive the document for review via encrypted email from the **PA Author (Org-XX); email; phone.**

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: Deadlines for this review are **not** assigned according to hierarchy. All TSM deadlines for this review will be XX-XX-XXXX.

#### **DO NOT enter comments in TSP RevCom.**

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

The text of this Controlled Unclassified Information 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 (ORG); email; phone.

TSMs will distribute the document via password-protected 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. All TSM deadlines for this review will be XX-XX-XXXX.

#### **CUI Comment Response**

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

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

**DISTRIBUTION: Reviewers who did not want to participate will not be in the distribution. Technical Support will send an updated list of participants.**

#### **CUI**

The PA will distribute the redline and a clean version of the modified draft technical standard

TSMs will distribute both the clean and (optional) 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 a Controlled Unclassified Information document.** You will receive the **clean** version for **concurrence** 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 password protected Draft Tech Standard to determine if you concur with the Standard as revised.

Select **Answer Question** and choose the answer that 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 Controlled Unclassified Information document will not be available in TSP RevCom. You have received the encrypted markup showing modifications resulting from comment resolution. 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.

NOTE: 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 **ONLY** to SMEs who made comments on the draft technical standard.

You will review the clean version 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 Notes box justification is not to be CUI. If the justification must be CUI, contact the PA Name (Org); phone, email.