

Management System: Requirements Management

Subject Area: Document Control Management

Procedure 2: Preparing and Submitting CBC MS Documents

Issue Date:
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1.0 Applicability

This procedure applies to all Environmental Management Consolidated Business Center (EMCBC) Management System Owners (MSOs) and/or Assistant Directors (ADs), Controlled Document Coordinator (CDC), Subject Matter Experts (SMEs), and Controlled Document SMEs who develop or revise CBC MS documents (i.e., Management System Descriptions [MSDs], Policy Statements, Program Descriptions, Subject Areas, and Procedures.). See [CBC MS Document Hierarchy](#). New or revised CBC MS documents may result from a variety of sources including reviews, new/revised requirements, responses to questions/comments, feedback, etc.

2.0 Required Procedure

For New Subject Areas or New Program Descriptions, go to Step 1.

For New MSDs or Policy Statements, Major Revisions, or Minor Revisions, go to Step 3.

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| Step 1 | <p>For new subject areas only, the SME develops the draft subject area (SA) description as information becomes available and notifies the MSO/AD when the draft is complete and ready for approval.</p> <p>NOTE: The MSO/AD creates the proposed SA, and then the assigned SME completes it.</p> |
| Step 2 | <p>The MSO/AD reviews, and accepts or rejects the proposed SA description:</p> <p>NOTE: The MSO/AD is the only person authorized to accept or reject a proposed SA.</p> |
| Step 3 | <p>The SME creates the draft CBC document using the standard CBC MS or Policy templates and instructions.</p> |

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| | <p>NOTE: See the following:</p> <ul style="list-style-type: none"> • Management System Description (MSD) Template Instructions • Subject Area Description Template • Subject Area Procedure Template • Policy Statement Template • Program Description Template • Determine if Information Belongs in a Subject Area Procedure • Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards • Information for CBC MS Authors <p>See Procedure 4 for the Approval of Minor Revisions</p> |
| <p>Step 4</p> | <p>The SME prepares the new or revised draft documents in accordance with templates in Step 3.</p> <p>Minor Revisions – may be made before the 2 year review cycle is achieved. If a change has been made to the document, use track changes. The use of track changes will place a change bar next to the paragraph where the change occurred. All page changes will be incorporated into the Controlled Document during the next review cycle.</p> <p>The SME will send via email the draft documents to the MSO/AD and/or other identified reviewers for review and approval.</p> |
| <p>Step 5</p> | <p>CBC MSO/AD reviews document for completeness.</p> <ol style="list-style-type: none"> a. If items are missing, CBC MSO/AD emails the SME requesting the missing items. No work is performed until a complete workable package is received. b. If it is a complete workable package, go to Step 6. <p>NOTE: See Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards.</p> |
| <p>Step 6</p> | <p>CBC SME:</p> <ul style="list-style-type: none"> • Uploads the draft Controlled Document (with track changes selected) to K:/Policies, Procedures and Plans • Sends an email to all CBC MSOs/ADs and applicable reviewers per Procedure 3, Reviewing CBC MS Documents (i.e. Legal, Human Resources, Records, etc.) stating that the controlled document is located on K:/Policies, Procedures, and Plans for initial review, limited to ten working days from the date of the email. The email will also be sent to the CDC who shall review documents for compliance. <p>NOTE: <i>Only one person can access the file at a time. Microsoft Word</i></p> |

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| | <p><i>should be set up with your name in user settings (Tools, Options, User Information, Name, Initials) so track changes recognizes the various reviewers and will automatically assign a color. Also, SAVE the document!</i></p> <p>See Information for CBC MS Authors.</p> |
| Step 7 | <p>In Section 4 of the Procedure, identify the Records generated by implementation of the procedure by inserting the following language and example schedule data in table format.</p> <p>Records generated through implementation of this procedure are identified as follows, and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:</p> <p>Records Category Code: Example - ADM 03-03-A1B</p> <p>Records Title: Example - Routine Procurement Files. Transactions Below the Simplified Threshold – P-Card Holder Files (Office of Contracting)</p> <p>Responsible Organization: Example - Office of Contracting</p> <p>QA Classification: Use Only Non-Permanent, Lifetime or Not Applicable</p> |
| Step 8 | <p>The ADs or designated reviewer reviews online draft documents:</p> <ul style="list-style-type: none"> • If no revisions are required, the AD or designated reviewer e-mails approval back to the SME. • If revisions are required, the AD or designated reviewer using track changes makes appropriate corrections. <p>For minor revisions, go to Step 5 of Procedure 4, <i>Approving CBC MS Documents</i>.</p> |
| Step 9 | <p>This procedure is concluded; go to Procedure 3, <i>Reviewing CBCMS Documents</i>.</p> |

3.0 References

- [Checklist for Submitting CBC MS Documents and CBC MS Document Acceptance Standards](#)
- [Determine if Information Belongs in a Subject Area Procedure](#)
- [Information for CBC MS Authors](#)
- [Management System Description \(MSD\) Template Instructions](#)
- [Procedure 3 - Reviewing CBC MS Documents](#)
- [Procedure 4 - Approving CBC MS Documents](#)
- [CBC MS Document Hierarchy](#)

- [Subject Area Description Template](#)
- [Subject Area Procedure Template](#)

4.0 Records Generated

The records table identifies those records generated during the work process described in any controlled document/procedure that shall be maintained to document activities or preserve historically valuable information after the work process is completed.

In accordance with IP-414-04, Quality Assurance Procedure, a determination needs to be made if these records are to be classified as quality assurance records. If it is deemed that these are quality assurance records, further classification of “lifetime” or “non-permanent” shall be made.

Records generated through implementation of this procedure are identified as follows and are maintained by the (originating office or individual) in accordance with the EMCBC Organizational File Plan:

| Records Category Code | Records Title | Responsible Organization | QA Classification (Lifetime or Non-Permanent) |
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| *ADM 16-01-A | Administrative Issuances – Preparing and Submitting CBC MS Documents | Office of the Director | Not Applicable |

*The Records Category Code indicated above is used for Subject Area Document Control Management Procedures only. Any other Subject Area Procedure documents are to be assigned a Records Category Code based on the subject content contained within the document.