

<b>Management System: Requirements Management</b>			
<b>Subject Area: Document Control Management</b>			
<b>Procedure: Reviewing CBC MS Documents</b>			
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; border: none;"> <b>Issue Date and Revision Number:</b> 08/21/14      1 </td> <td style="width: 33%; border: none;"> <b>Lead Subject Matter Expert:</b> Lynette Chafin </td> <td style="width: 33%; border: none;"> <b>Management System Owner:</b> Ralph Holland </td> </tr> </table>	<b>Issue Date and Revision Number:</b> 08/21/14      1	<b>Lead Subject Matter Expert:</b> Lynette Chafin	<b>Management System Owner:</b> Ralph Holland
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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), 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, Procedures, and Technical Instructions). See CBC MS Document Hierarchy under related information on the MSD Website. 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 Documents and Major Revisions, this procedure follows SAP-OD-410B-02 - *Preparing and Submitting CBC MS Documents*.

<b>Step 1</b>	<p>A "review and comment" process is initiated when the SME emails instructions to the MSOs/ADs/Supervisors and other designated reviewers.</p> <ul style="list-style-type: none"> <li>• CBC Management System Descriptions and Policy Statements must be reviewed and approved by all ADs, the Deputy Director and the Director. The Small Site Federal Project Director/Field Element Managers should also be given an opportunity for review.</li> <li>• Subject Area Descriptions, Procedures, Program Descriptions, Plans, and Technical Instructions must be reviewed by the cognizant Management System Owner/Assistant Director.</li> </ul> <p><b>NOTE:</b> All new MSD documents and major revisions of procedures with all employee implication must go through the MS SharePoint comment process. The CBC MS SharePoint review and comment process is not required for minor revisions. Minor versioning shall be determined by the SME. Instructions for utilizing the</p>
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	<p>SharePoint site, can be found on the site. All documents for review must be formatted to the latest version of MSWord.</p> <p><b>NOTE:</b> CBC Records Management staff shall receive notification to review all draft-controlled documents to ensure inclusion of Records Management requirements.</p> <p><b>NOTE:</b> The Office of Civil Rights and Diversity and the Office of Chief Counsel will review all MSDs, SADs, Policies, Procedures, and Program Descriptions.</p> <p><b>NOTE:</b> Controlled Documents with parsed responsibilities will be reviewed and coordinated by all parsed organizations.</p>
<b>Step 2</b>	<p>The Author/SME:</p> <ul style="list-style-type: none"> <li>• Sends an email to the MSOs/ADs notifying them of the 10 day review period and that the documents are located on the SharePoint MS Document Reviews library. The email shall include the following instructions: The allotted review period, the review requestor, and the hyperlink to the SharePoint Site. The reviewers access the draft document and enter comments by the stated deadline.</li> <li>• <u>If no comments are deemed necessary by the MSO/AD or their designated representative, they should indicate this in the notes section of their workflow approval.</u></li> </ul>
<b>Step 3</b>	<p>When the review period closes, the Author/SME shall:</p> <ul style="list-style-type: none"> <li>• Assess the comments and identify: <ul style="list-style-type: none"> <li>○ Any comments that must be resolved outside the scope of the Management System (i.e., must be resolved by Department AD, other MSOs, and other resources).</li> <li>○ Any policy issues that must be addressed.</li> </ul> </li> <li>• Determine an appropriate resolution to each comment, working with other staff as necessary.</li> <li>• Enter all comments and resolutions by annotating the comments, reviewer names and whether the comments were incorporated or not into the Controlled Document by creating a separate working matrix, FM-OD-410B-F4.</li> </ul> <p><b>If a MSO/AD did not review the document during the initial 10 day period and no comments were received by the Author/SME, it shall imply no comments were necessary.</b></p>
<b>Step 4</b>	<b>If comments are received that cause the document to be modified or that require</b>

	<p><b>a response, complete this step. Otherwise, proceed to step 5.</b></p> <p>The CBC Author/SME:</p> <ul style="list-style-type: none"> <li>▪ Opens the document being reviewed in SharePoint, along with the separate working matrix, FM-OD-410B-F4.</li> <li>▪ Sends a second email to the MSOs/ADs and reviewers so they can view the Controlled Document, resolution of comments, and verify their comments have been addressed.</li> <li>▪ This second review shall be limited to 5 working days.</li> <li>▪ <b>The SME/Author cannot move forward with the approval process until all comments have been addressed and discussed with the commenter.</b></li> </ul> <p><b>NOTE:</b> If comments cannot be resolved between the reviewer and the SME, comment resolution will be handled by the appropriate MSO/AD. In the unlikely situation where comments cannot be resolved by the MSO/AD, the final resolution will be made by the CBC Director.</p>
<b>Step 5</b>	This procedure is concluded; go to SAP-OD-410B-04 - <i>Approving CBC MS Documents</i>

### 3.0 References

- CBC MS Document Hierarchy
- SAP-OD-410B-02 – Preparing and Submitting CBC MS Documents
- SAP-OD-410B-04 – Approving CBC MS Documents
- FM-OD-410B-F4 – Sample Comment Resolution Matrix

### 4.0 Records Generated

Records generated through implementation of this procedure are identified as follows and are maintained by the Office of the Director in accordance with the EMCBC Organizational File Plan:

<b>Records Category Code</b>	<b>Records Title</b>	<b>Responsible Organization</b>	<b>Quality Record Classification (Lifetime, Non-Permanent, Not Applicable)</b>
*ADM 16-01-A	Administrative Issuances – Reviewing 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.

**EMCBC RECORD OF REVISION**

**DOCUMENT TITLE: Reviewing CBC MS Documents**

If there are changes to the controlled document before the two-year review cycle, the revision number stays the same; one of the following will indicate the change:

**I** Placing a vertical black line in the left margin adjacent to sentence or paragraph that was revised; or

**I** Placing the words GENERAL REVISION at the beginning of the text. This statement is used when entire sections of the document are revised.

If changes and updates occur at the two-year review cycle, the revision number increases by one.

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<b>Rev. No.</b>	<b>Description of Changes</b>	<b>Revision on Pages</b>	<b>Date</b>
0	Initial Document		7/31/12
1	Updated Process	All	8/21/14