

## Completing a Concurrence Review in RevCom

The Authorization Coordinator (AC) will login to RevCom and open the document that is in the concurrence phase, you will see the screen below.

The screenshot shows the RevCom interface for document NAP 121.1B, Enterprise-Wide Strategic Planning, Concurrence. The user is logged in as Joseph McGreevy, NA-1.1 Office of Policy, Alternate AD. The interface includes a sidebar with a 'Section List' and a main content area. The main content area displays the 'Section: Concurrence' and a table of responses.

Section: Concurrence

Do you concur with the draft policy as revised? [Answer Question](#)

Answer Summary:

| Choices                                              | My Answer | Delegates and SMEs |               | Reporting Organizations |               |
|------------------------------------------------------|-----------|--------------------|---------------|-------------------------|---------------|
|                                                      |           | % Response         | No. Responses | % Response              | No. Responses |
| Yes, I concur.                                       | N/A       | 100.00%            | 1             | N/A                     | N/A           |
| No, I do not concur. Justification in the Notes box. | N/A       | 0.00%              | 0             | N/A                     | N/A           |
| This document does not apply to my organization.     | N/A       | 0.00%              | 0             | N/A                     | N/A           |

[View Details](#)

**Concurrence**

**THIS IS NOT AN OPPORTUNITY TO COMMENT ON THE DRAFT**

- Review the Sample to determine if you concur with the draft as revised.
- Select **Answer Question** and choose the answer that indicates your concurrence, nonconcurrence or that the document 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.

You can assign subject matter experts (SMEs) that made comments on the draft to the concurrence review. The SMEs will decide if they concur or not. You can see the SMEs responses by clicking on the magnifying glass on the screen (see below). If the SME non-concurred on the directive there should also be a reason for the non-concurrence. As the DPC if you choose to non-concur due to the SMEs reasoning you will need to copy and paste the SMEs comments into your submission.

This is a close-up of the 'Section: Concurrence' section of the RevCom interface. It shows the question 'Do you concur with the draft policy as revised?' and the 'Answer Question' button. Below this is the 'Answer Summary' table, which is identical to the one in the previous screenshot. The 'View Details' link, accompanied by a magnifying glass icon, is highlighted with a red rectangular box.

Section: Concurrence

Do you concur with the draft policy as revised? [Answer Question](#)

Answer Summary:

| Choices                                              | My Answer | Delegates and SMEs |               | Reporting Organizations |               |
|------------------------------------------------------|-----------|--------------------|---------------|-------------------------|---------------|
|                                                      |           | % Response         | No. Responses | % Response              | No. Responses |
| Yes, I concur.                                       | N/A       | 100.00%            | 1             | N/A                     | N/A           |
| No, I do not concur. Justification in the Notes box. | N/A       | 0.00%              | 0             | N/A                     | N/A           |
| This document does not apply to my organization.     | N/A       | 0.00%              | 0             | N/A                     | N/A           |

[View Details](#)

When you click on the magnifying glass you will be able to see what the SME has entered.

|                                                           |         |                |       |
|-----------------------------------------------------------|---------|----------------|-------|
| Section: Concurrence                                      |         |                |       |
| Question: Do you concur with the draft policy as revised? |         |                |       |
| Answers:                                                  |         |                |       |
|                                                           | User    | Answer         | Notes |
| Delegates and SMEs                                        | Berrios | Yes, I concur. |       |

You are asked to answer the question of “Do you concur with the Draft as revised?”. You will need to click the Answer Question button. You will select your answer from the choices on the screen.

SECTION: CONCURRENCE

Do you concur with the draft policy as revised? [Answer Question](#)

Answer the Question: Do you concur with the draft policy as revised?

☐ Yes, I concur.

☐ No, I do not concur. Justification in Notes box.

☐ This document does not apply to my organization.

Notes:

[Save Answer](#) [Cancel](#)

If you think the SMEs Notes are relevant you can copy and paste them in the box. You might want to include their email address so the writer will know who made the comment.

Once the question has been answered you will need to [Submit](#) your answer to the question. To ensure that your answer is submitted you will need to select: Question Response OR No Comment.

Submission

Click one of the buttons below to submit the package.

|                                                 |                                                                                                                         |
|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <a href="#">Your Comments</a>                   | Submit your comments as well as comments you selected for inclusion.                                                    |
| <a href="#">Recommended Comments</a>            | Submit your comments as well as <i>recommended</i> comments submitted to you (unless explicitly excluded).              |
| <a href="#">All Comments but Excluded</a>       | Submit all comments EXCEPT those marked for exclusion.                                                                  |
| <a href="#">All Comments</a>                    | Submit your comments as well as <i>all</i> comments submitted to you.                                                   |
| <a href="#">Question Response OR No Comment</a> | Submit your response(s) to question(s), AND/OR submit that you and your organization have no comments on this document. |

If you do not respond to the concurrence question and only click the Question Response OR No Comment button, you will record a No Comment as your response. Your No Comment response will not indicate whether you concur or non-concur and will not appear on the Quick Reports for your organization.