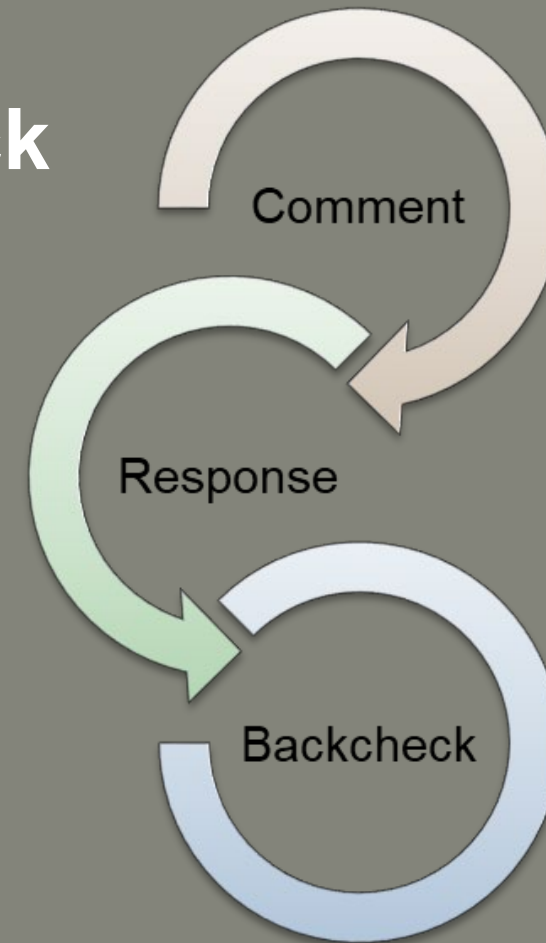


Agency Technical Review Comment, Response, and Backcheck

WEBINAR SERIES

Prepared by the FRM-PCX



"The views, opinions and findings contained in this report are those of the authors(s) and should not be construed as an official Department of the Army position, policy or decision, unless so designated by other official documentation."



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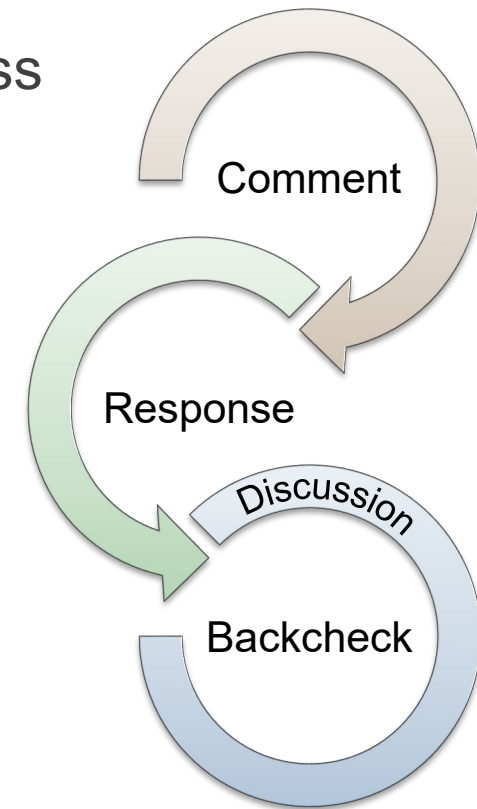
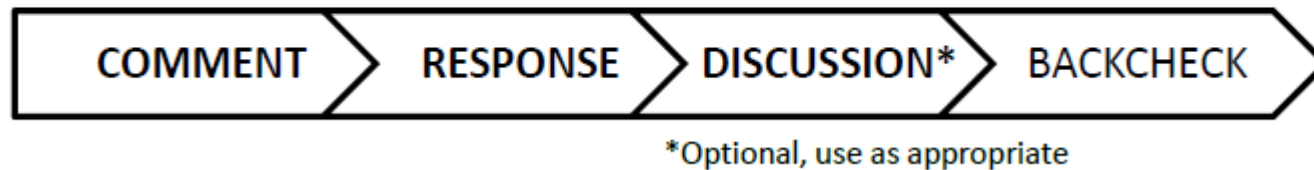


NOTE:
TAMPER GATE
NOT SHOWN

PURPOSE

- Provide a brief overview of the ATR comment resolution process
- Provide best practices

COMPONENTS OF A COMMENT-RESPONSE RECORD



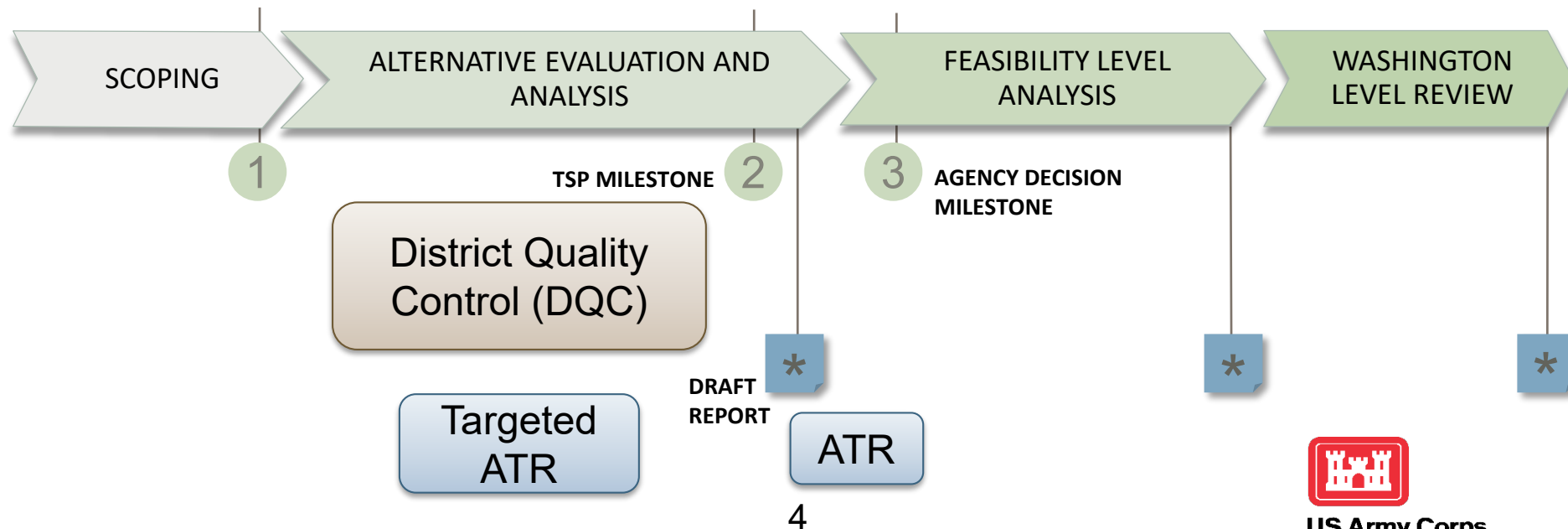
VALUE OF CLEAR, CONCISE ATR DOCUMENTATION

- Supports risk informed decision to move forward
- Promotes effective and efficient ATR
- Effective review:
 - Improves quality
 - Validates decision making
 - Is the foundation for successful project implementation
- Efficient review maximizes value
 - Less effort to resolve comments
 - Prevents miscommunication and lengthy exchanges
 - Avoids impacts to schedule and budget from prolonged resolution
- ATR is part of the public record



PREPARING FOR ATR

- Robust District Quality Control (DQC) is the foundation of effective review
 - Document DQC throughout study process (seamless review)
 - Complete DQC prior to ATR; provide DQC report to ATR lead
- PDT work with ATR team lead to develop review charge
- Use Targeted ATR for timely review of critical analyses to validate decision-making



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INITIATING ATR

- PDT/ATR teams hold kick off meeting
 - Orient and set expectations
 - Highlight issues unique to project
- Coordinate with reviewers
- Communicate early and often throughout process
- Remember that we all have the same goal:
producing quality, policy-compliant documents



RESPONSIBILITIES OF THE ATR TEAM

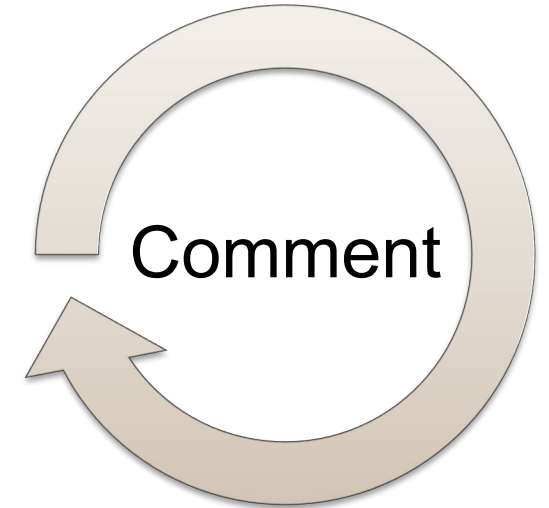
Ensure comments are:

Succinct

Follow Four-Part Comment Structure

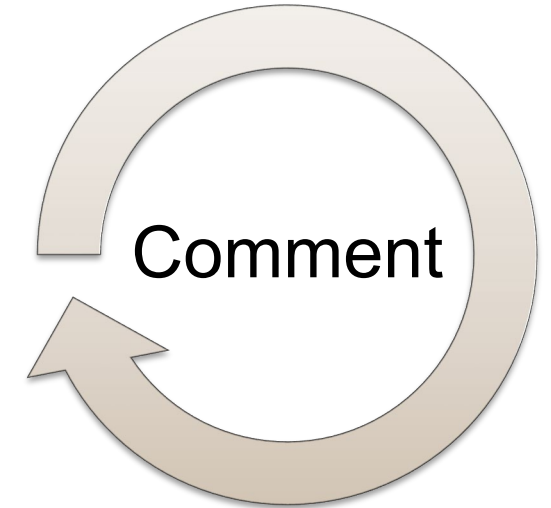
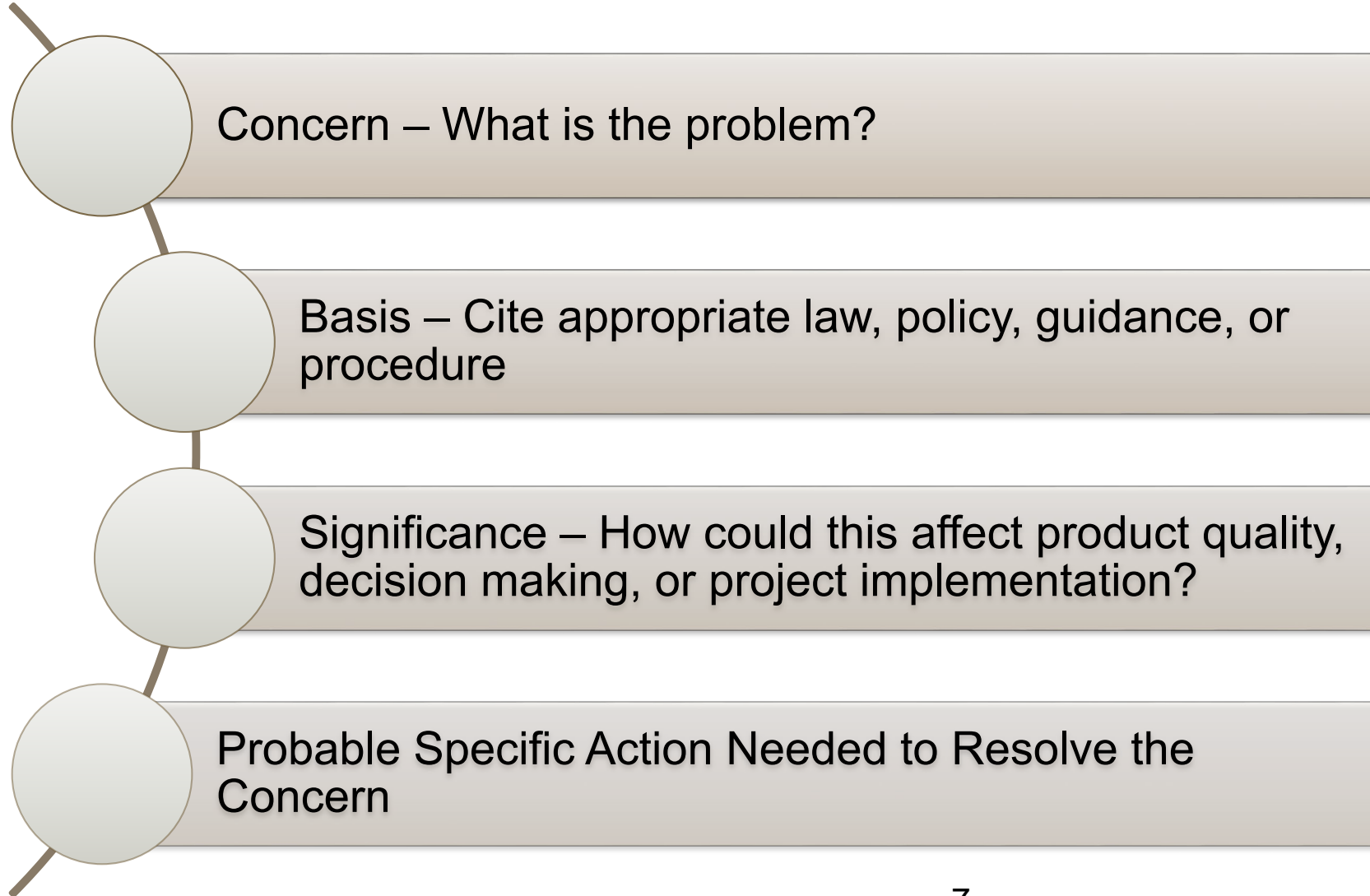
Limited to those required to ensure product adequacy

- Substantively improve quality, decision making, or implementation
- Don't include grammar/spelling unless detracts from overall product
- Provide editorial/informal comments off-line; not part of formal comment-response record
- Avoid repetitive comments that cover same issue
- Not personal preference



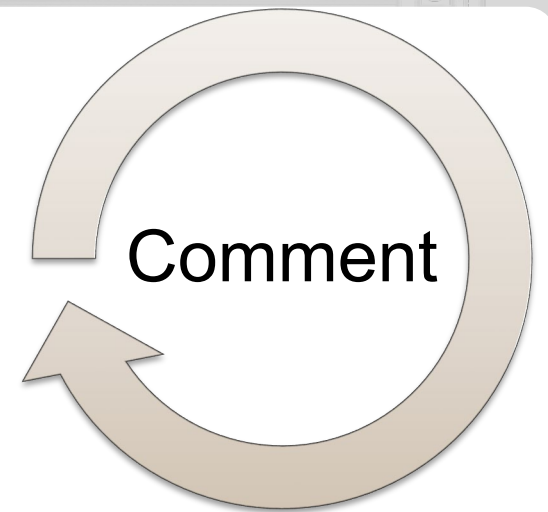
RESPONSIBILITIES OF THE ATR TEAM

Provide Comments in the Four-part Comment Structure:



RESPONSIBILITIES OF THE ATR TEAM

Example Four-part Comment Structure in DR. CHECKS



Enter your comment in the form below.

a. Comment Classification (req.)

b. Comment Discipline (req.)

c. DocType (req.)

d. Coordinating Discipline (opt.)

e. Doc. Ref. Number (opt.)

f. Plan Sheet (opt.)

g. Plan Detail (opt.)

h. Spec Section (opt.)

i. Attachment (opt.)

j. Comment (req.) (0)

k. Critical issue? (opt.) ☒ Yes ☐ No

Concern: Missing required analysis

Basis: ER xxxx-xx-xxx

Significance: Critical. Highly likely to affect plan selection

Probable Specific Action Needed to Resolve the Concern: Perform analysis, or provide justification for why it was not performed and policy waiver, if required



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SIGNIFICANCE

- Critical: Fundamental issue highly likely (near certain) to influence plan selection, justification, or ability to implement. Tagged as critical in DrChecks
- High: Fundamental issue that has a 50% or greater chance to influence plan selection, justification, or implementation.
- Medium: Fundamental issue that has less than 50% chance to influence plan selection, justification, or implementation
- Low: Technical, legal, or policy discrepancy/inconsistency that affects clarity, understanding, or completeness of study documents, but does not influence plan selection, justification, or implementation



RESPONSIBILITIES OF THE ATR TEAM

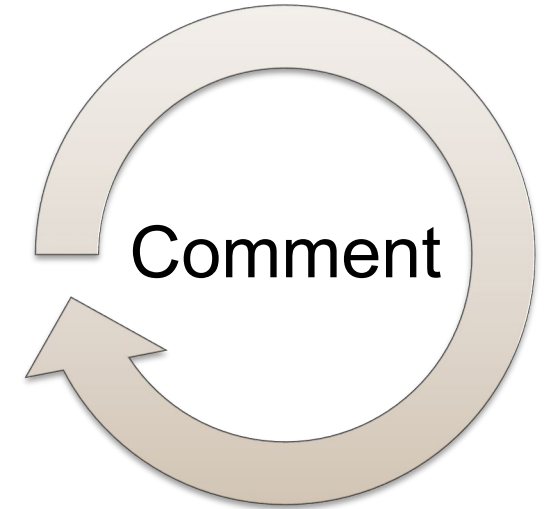
Things to keep in mind when making comments:

Follow the ATR charge

Focus on sufficiency

Avoid repetition where possible

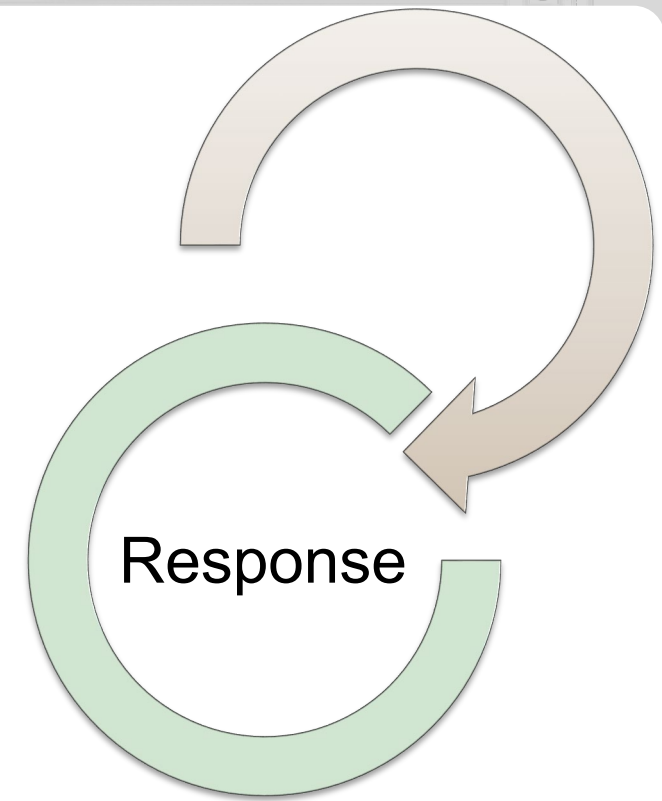
Comments become part of official record



RESPONSIBILITIES OF THE PDT

PDT Comment Responses:

- Acknowledge and specifically address comments; focus on improving product adequacy
- Clearly explain agreement/disagreement
- Describe action that will be taken to address the comment
- Describe change (what page, figure, etc was changed)
- Reflect an organizational rather than individual perspective

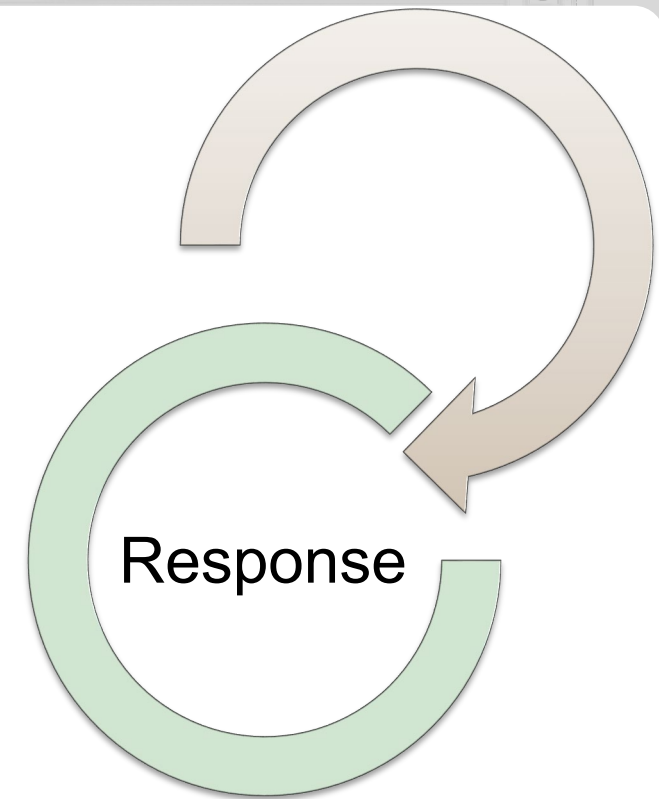


SCENARIOS

PDT Comment Responses:

1. Issue resolved and completed
 - Describe changes, why, and where in the document
2. Issue deferred to after ADM
 - Describe risk informed decision to defer (why it won't impact plan selection relative to other plans)
 - Describe what will be done, and when, to address comment
3. Issue deferred to PED
 - Describe risk informed decision to defer (why it won't significantly impact cost or outputs)
 - Recommend potential methods to address during PED

Note: Obtain signed waiver if resolution is not policy compliant



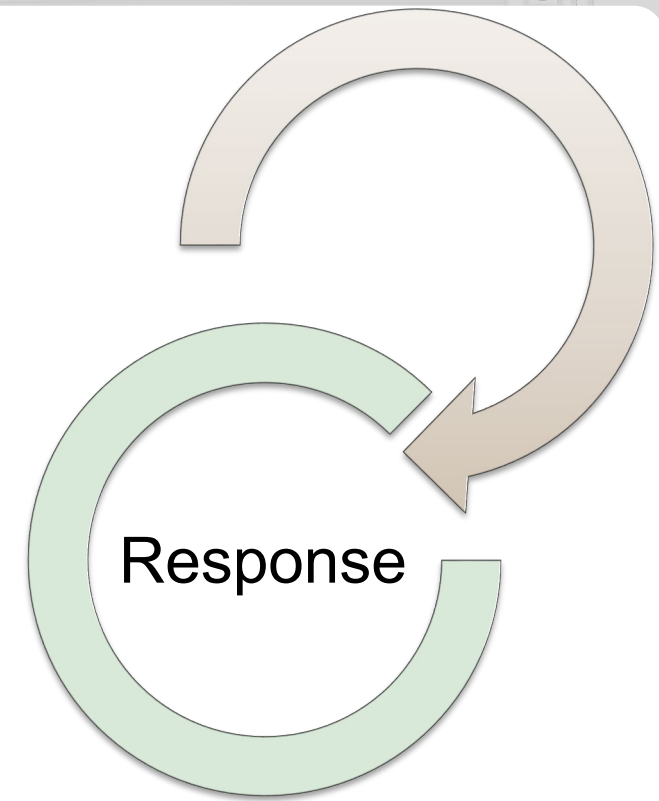
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RESPONSIBILITIES OF THE PDT

PDT Comment Responses:

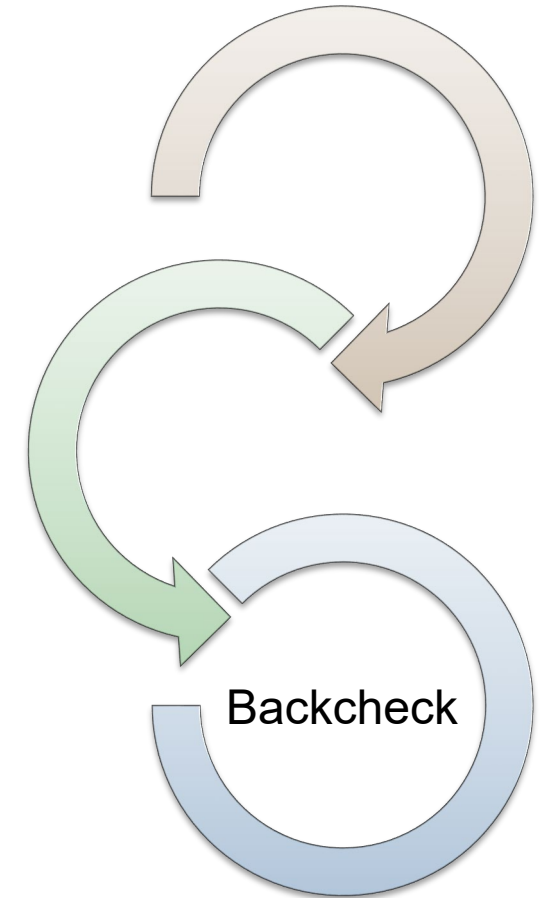
- Coordinate directly with the reviewer or ATR lead
 - Pick up the phone; document resolution in DrChecks
 - Especially important for critical comments or areas of disagreement to prevent prolonged back and forth in DrChecks
 - Update risk register to reflect comments that require follow-up
 - Engage RMO/MSC if necessary
- Summarize relevant coordination/direction that supports resolution



RESPONSIBILITIES OF THE ATR TEAM

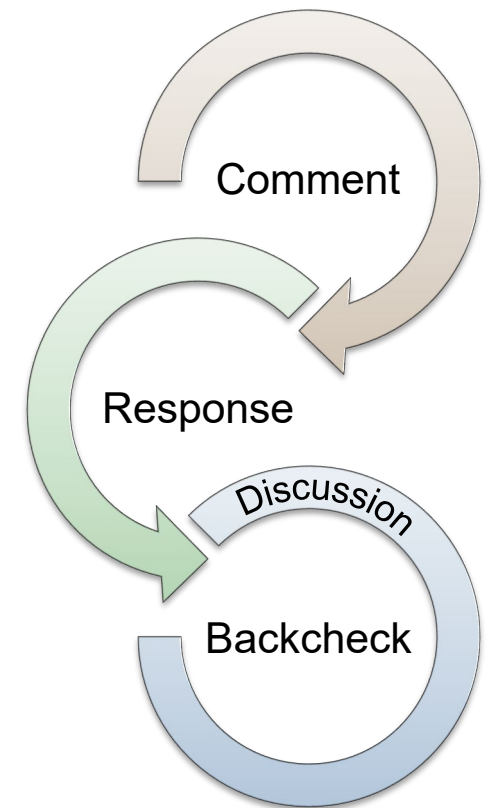
Backcheck:

1. Issue resolved and completed
 - Verify change was made and
 - Close comment
 2. Issue deferred to after ADM
 - Agree with Risk Assessment on what will be done after ADM
 - Flag for follow up during Final ATR
 - Close Comment
 3. Issue deferred to PED
 - Agree with Risk Assessment on what will be done in PED
 - Flag for follow up during PED
 - Close Comment
- Don't add additional comments without response and closure

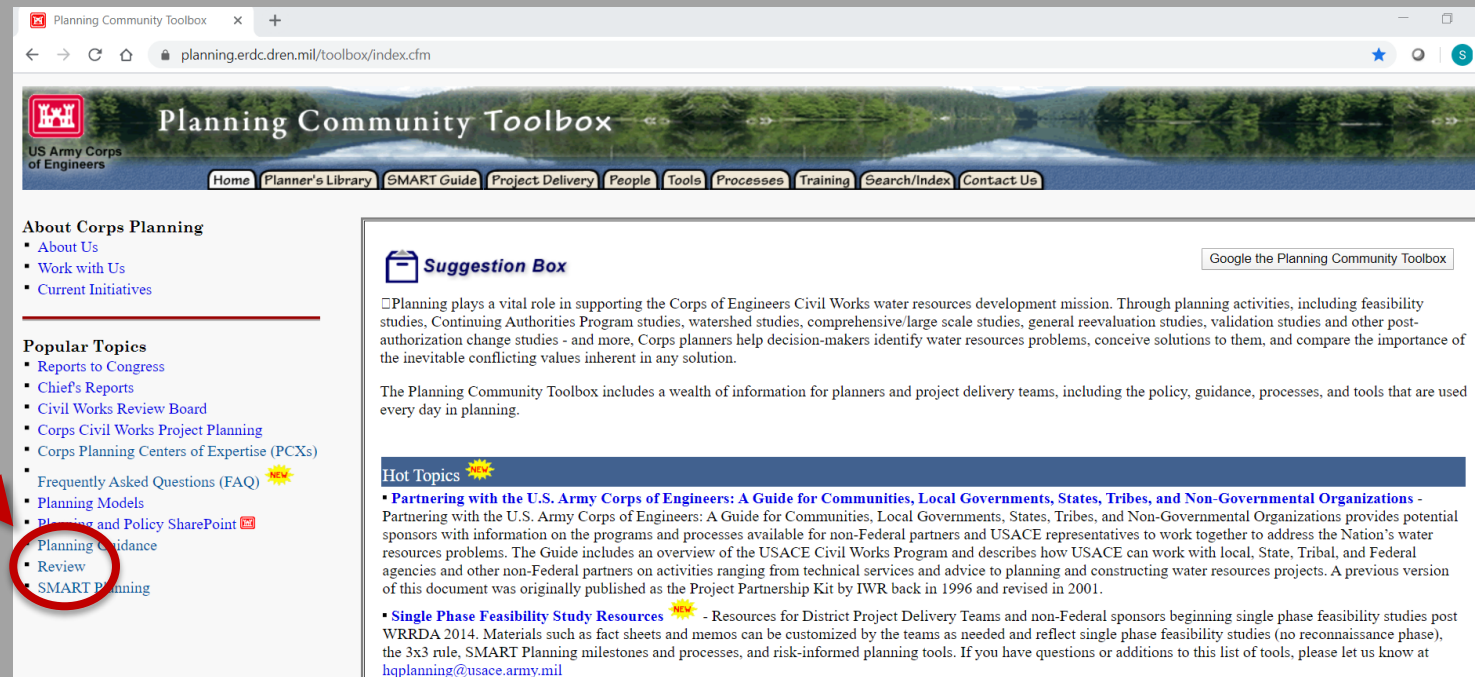


KEY TAKE-AWAYS

- Early communication and coordination is essential
- PDT coordination with ATRT lead to develop charge
- An ATR kick-off meeting can set tone for review
- Well written, focused comments and responses enable timely comment resolution
- Direct coordination between reviewer and PDT member will resolve disagreements faster than back and forth in DrChecks



- For more information check out the
- Review tab on the Planning Community Toolbox



Planning Community Toolbox: <http://www.corpsplanning.us>

