Requesting Technical Editing

TCOM-SOP-0003
Version 9, January 2023

Last Reviewed: January 2023

Risk Factor: 3

This document applies to the following locations:

ALX ☒	CHC ☒	DEN ☒	FLD ☐	LMG ☒	McM ☒	NBP ☒	PAL ☒	PTH ☒	PUQ ☐	SP ☒

Prepared by the Antarctic Support Contractor
for the
National Science Foundation Office of Polar Programs

Version History

	DATA MANAGEMENT USE ONLY			
Version #	**Date**	**Section (if applicable)**	**Point of Contact/Editor**	**Change Details**
1	October 2013	All	Bjokne	Converted to new template. Non-intent changes only.
2	September 2014	All	Bjokne	Removed legacy # TC-A-7010; corrected terminology in steps 4 and 6 of "Submitting a Request"; WAD provision: added introductory text and corrected step 4 terminology
3	October 2015	See Change Details	Bjokne	With release of new technical editing request form, made significant changes to the Submitting a Request section; minor change made to the Work Authorization Document (WAD) Provision section, explicitly station who is responsible for providing a project WAD
4	June 2016	Responsibilities	Bjokne	Added requirement that requestor ask for a native copy of the document to be edited before they begin their editing; updated cover page to new standard
5	September 2017	Submitting a Request, WAD Provision	Bjokne	Updated SharePoint site address and related Figure 1; modification to step 6; updated WAD requirements
6	October 2018	Task Approver	Bjokne	Minor updates to reflect ASC org changes
7	October 2019	Responsibilities, Records	Tim Bjokne	Clarified responsibilities for technical editor; updated Records storage location
7	November 2020	N/A	Tim Bjokne	Annual review complete – no content changes
8	November 2021		Tim Bjokne	See change bars for procedural changes.
9	January 2023	Scope. Responsibilities, Submitting a Request	Tim Bjokne	See change bars for specific changes.

The USAP Master List holds the most recent versions of all documents.

Approved by:

Tim Bjokne (signature)   Tim Bjokne   1/17/2023

Signature   *Print Name*   *Date*

Data Management Manager

Purpose

This procedure provides the steps the requestor must follow when requesting technical editing services.

Mandates

Per the NSF contract, the Antarctic Support Contractor (ASC) shall provide accurate and up-to-date documentation on systems and services in use by United States Antarctic Program (USAP) personnel.

Risk Factor

This procedure is assigned a risk factor of 3. Failure to follow this procedure may result in charging the incorrect charge code for labor costs. In addition, not following this procedure may result in missed milestones for critical USAP projects supporting ongoing science projects on the Ice as well as support operations at ASC Denver.

Scope

This procedure concerns only requests for editing services. Data Management internal processing and administration of the request is detailed in the *Technical Editing Request Processing* (TCOM-SOP-0004) procedure on the Master List.

Responsibilities

The following positions are responsible for aspects of this procedure.

Requestor

The requestor is responsible for completing and submitting the corresponding *Technical Editing Request Form* (TCOM-FRM-0001) when requesting technical editor support services. One request form shall be submitted for each document needed (including any related forms). The requestor is also responsible for requesting a copy of the latest version of the document from Data Management, in its native file format, e.g., Word, Excel, PowerPoint, before beginning editing.

Technical Editors

Technical editors are responsible for providing the technical editing support services requested in accordance with this procedure.

Task Approver

The task approver is the Data Management manager, or designee. The task approver is responsible for processing the request, as described in the procedure *Technical Editing Request Processing* (TCOM-SOP-0004), in a timely and efficient manner, taking into consideration existing resource limitations, and tasking priorities.

This entails balancing technical editing requests between available resources as well as reviewing and monitoring the actual requests for suitability and priority. If the task approver deems a request insufficiently clear, not possible to be done with existing resources, or inappropriate, the task approver will return the request to the originator for further information.

Submitting a Request

Complete the following steps to request technical editing services.

> **Note** In most cases, one request must be completed for each document. A document is defined as the policy, procedure, or other document, and any related subordinate forms, attachments, etc. Requests containing more than one document will be returned to the requestor for discussion, usually to complete additional requests (one for each document).

1. Go to the Master List Data Mgmt tab[1], click the location-appropriate *Technical Editing Request Form* link and skip to Step 3.

2. If prompted, click the "Open" or "OK" button. Depending on the link used, one of two blank forms shown below will open:

Figure 1: *Technical Editing Request Form* web/SharePoint version

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The form area shows an email template:

Send	To...	⊞ **DEN-ASCTechEditingRequests**
	Cc...	
	Bcc...	
	Subject:	Technical Editing Assignment Request

Please fill in the information indicated below and click "Send" above to submit your request to the Technical Communication Group.

To attach a file, click the Attach File button above or drag and drop a file onto this message.

Document/Task Title*: _____
Document Type (SOP, manual, etc.): _____
Requestor*: _____
Department*: _____
Request Editor (optional): _____
Priority (Low, Normal, High)*: _____
Charge Code (e.g., ASC013-1140100L)*: _____
Start Date: _____
Due Date*: _____

Description or Other Relevant Information:

Technical Editing Request Form
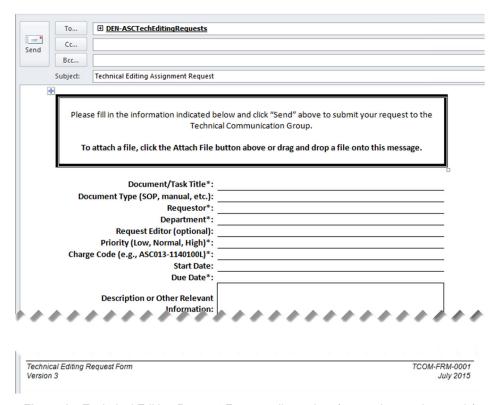*Version 3*

TCOM-FRM-0001
July 2015

Figure 2: *Technical Editing Request Form* email template (research vessel use only)

3. Complete the form, adding relevant information to the designated form fields. Items marked with an asterisk (*) are required.

— Document Number: If a document number is assigned, please include it.

— Document/Task Title*

— Document Description*: Provide as much detail as possible. To assist in planning and assignment of an editor, include the audience and delivery format (e.g., Word, Excel, PDF, web content).

— Start Date*: Indicate the date when owning department resources will be available to start working on the project.

— Due Date*: Indicate a delivery date.

— Department*

— Requestor*: Enter full name of individual completing the form.

— Document Type: Policy, plan, procedure, form, etc.

— Priority: Rate the task as Low, Normal, or High priority. The priority may be adjusted by the Task Approver.

— Charge Code*: **If related to a funded project, a project charge code must be provided by the requestor.** See *Work Authorization Document Provision* section below. Annual updates and continuing support may also be requested under the default charge code.

> — Request Editor: Enter a specific technical editor name here, if preferred. Otherwise, leave blank.

> — Attachments: Attach any related material to the email

4. Once completed, click "Save," or if using the email form, click "Send" to send the email.

5. Once the request is assigned, an editor will contact the requestor or designated POC within three business days. If no contact within three business days, notify the Data Management manager via email.

Work Authorization Document (WAD) Provision

If a funded project is to be charged, the requestor shall provide a WAD to the assigned editor. Before beginning work on any project not charged to the Data Management sustaining charge code, a valid WAD indicating the charge code must be received by the assigned editor.

References

Leidos Work Authorization Document Acknowledgement (PD-FRM-0020)

Technical Editing Request Form (TCOM-FRM-0001)

Technical Editing Request Processing (TCOM-SOP-0004)

Records

Table 1: Records

Record ID (& Owner)	Format & Location	Protection & Retrieval	Retention & Disposition:
Technical Editing Request Form (TCOM-FRM-0001) Data Management	Electronic, SharePoint site or archived (completed / cancelled tasks are archived on the Data Mgmt J: drive as needed to make space available on SharePoint.)	Limited access. Available on request from Data Management SharePoint administrator	Archive maintained for length of contract.

Glossary

The following terms are referenced in this procedure. Refer also to the list of approved terms at den.usap.gov/empresources/sctnglossary.cfm

Document	For the purpose of this procedure, a document is defined as the policy, procedure, or other formal document and any related forms.
ASC	Antarctic Support Contract
USAP	United States Antarctic Program
WAD	Work Authorization Document. Defines job tasking for individuals and allows charging labor to a particular charge code.