

**CSSG TASKING 2013-03**  
Date Issued: January 24, 2013

**Task Title:** *Standing Request by the NCSP Manager for CSSG SME Document Review*

**Task Statement:**

The CSSG is directed to perform SME document reviews as requested by the NCSP Manager.

The CSSG should provide specific recommendations, or improvements, for consideration, that the NCSP Manager can provide to the customer.

**Resources:**

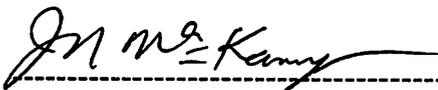
The CSSG will create a subgroup (having at least three members, with one member assigned as task lead) of the CSSG to support the review. When a draft response is ready for review, the full CSSG will review the draft response and provide comments to the subgroup for consideration. The subgroup will provide the final response to CSSG Chair for transmittal to the NCSP Manager. Contractor CSSG members of the team will use their FY13 NCSP CSSG support funding as appropriate; DOE CSSG members of the team will utilize support from their site offices. CSSG emeritus members may be included in the team on a voluntary basis. Ad-Hoc SMEs may be included on the subgroup as necessary, and necessary funding will be addressed by the NCSP Manager.

**Task Deliverables:**

1. The NCSP Manager and CSSG Deputy Chair will determine due dates for the reviews on a case-by-case basis.
2. CSSG review team develops draft response, and provides to full CSSG for comments.
3. CSSG provides comments on the draft response to the subgroup, CSSG subgroup consolidates comments and provides revised draft to the full CSSG for concurrence.
4. CSSG Chair transmits the CSSG response to NCSP Manager. CSSG Deputy Chair shall maintain records of all review requests and CSSG recommendations and ensure they are posted on the NCSP website as appropriate.

**Task Due Date:** TBD (per Task Deliverable #1, above) but no later than 8 weeks from request initiation.

**Approved:**



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Dr. Jerry N. McKamy, Director, NA-00-10,  
DOE NCSP Manager