

24 August 1999

MEMORANDUM FOR DISTRIBUTION

From: Code 04

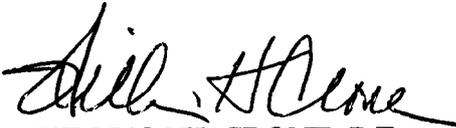
Subj: DESIGN REVIEW COMMENT FORM – STANDARD FOR ELECTRONIC
SUBMISSION OF PROJECT REVIEW COMMENTS

Encl: (1) Design Review Comment Form

1. In an effort to increase speed and streamline the design review comment process, as well as improve access to project information, we are implementing a change in that process. Effective 15 September 1999, all project design review comments shall be submitted using the LANTOPS electronic Design Review Comment Form, enclosure (1). Once completed, the form can be easily attached to an email document and forwarded for action by LANTOPS Code 04 and/or project A/Es. The designer can then respond directly on the form and “file” it. This will enable the project comments and responses to be stored in electronic folders for archiving purposes and future reference by all interested parties.

2. The form can be found on your computer desktop, in either the Netapps or Custapps folders. If you have difficulty finding it, ask your IT person for assistance. It is a Microsoft Word formatted document that is user friendly – essentially fill in the blanks. Tabbing enables the user to move through the fields and add additional comment lines as needed.

3. It is necessary that the electronic Design Review Comment Form be utilized in order to gain the benefits of improved information access, improved handling of your review comments, and archiving of all documents in the near future. Completed comments shall be transmitted electronically to your Code 03 Project Manager via email attachment, followed by hardcopy submission during initial implementation period.


WILLIAM H. CRONE, P.E.
Director
Engineering and Design Division

Distribution:

Part 1

List F (1-15)

List G (1-26)

LANTDIV Codes 02,03,05,08, 16, 18,20,24 (1 each)

LANTDIV Code 04 (all)

DESIGN COORDINATION AND REVIEW COMMENTS			JOB ORDER NO.
5ND LANTDIV 3-11012/30 (NEW 2/76)			
COMMENTS BY	CODE	PHONE	DATE
PROJECT TITLE AND LOCATION			TYPE OF REVIEW (35%, 100%, FINAL, Other)
DWG. NO. OR PAR NO.	COMMENTS (MAKE GENERAL COMMENTS AFTER SPECIFIC COMMENTS)	ACTION TAKEN (& REASONS WHERE SIGNIFICANT)	
	(tabbing continues the generation of comment lines)		