

SIDR Purpose and Overview

Purpose

NRSS reviews and comments on a variety of NPS planning, policy, and project review documents during their internal development, including General Management Plans, Foundation Documents, Director's Orders, State of the Park reports, Development Advisory Board documents, and other documents of interest to NRSS. A coordinated process for NRSS review of Internal NPS documents is essential to ensure that NRS produces timely, consistent, constructive, and consolidated comments on internal documents, and to facilitate effective tracking of the resolution of NRSS comments on Internal documents.

To manage the NRSS internal document review process, NRSS has developed the web-based Solution for Internal Document Review (SIDR). SIDR will be used to provide information to NRSS division on the availability of internal documents and review timelines, provide links to documents, and facilitate NRSS comment collection and consolidation. NRSS will conduct internal NPS document review according to the following process.

Process Overview

Upon notification of an internal document's availability, the EQD Internal Review (IR) Coordinator establishes the review workflow, identifies an NRSS lead responsible for compiling and preparing the NRSS comment submission, and distributes review information to Division points of contact (POCs) through SIDR.

Division POCs coordinate division review by identifying Division subject matter experts to provide comments, consolidating Division comments, obtaining Division Chief approval of Division comments, and submitting to the NRSS lead through SIDR.

The EQD IR Coordinator obtains DAD or AD approval and /or signature (when applicable) and submits consolidated NRSS comments to the requesting program or office.

