



NOD Training Guide (JOC & Emergency)

Date Created: 7/29/2022

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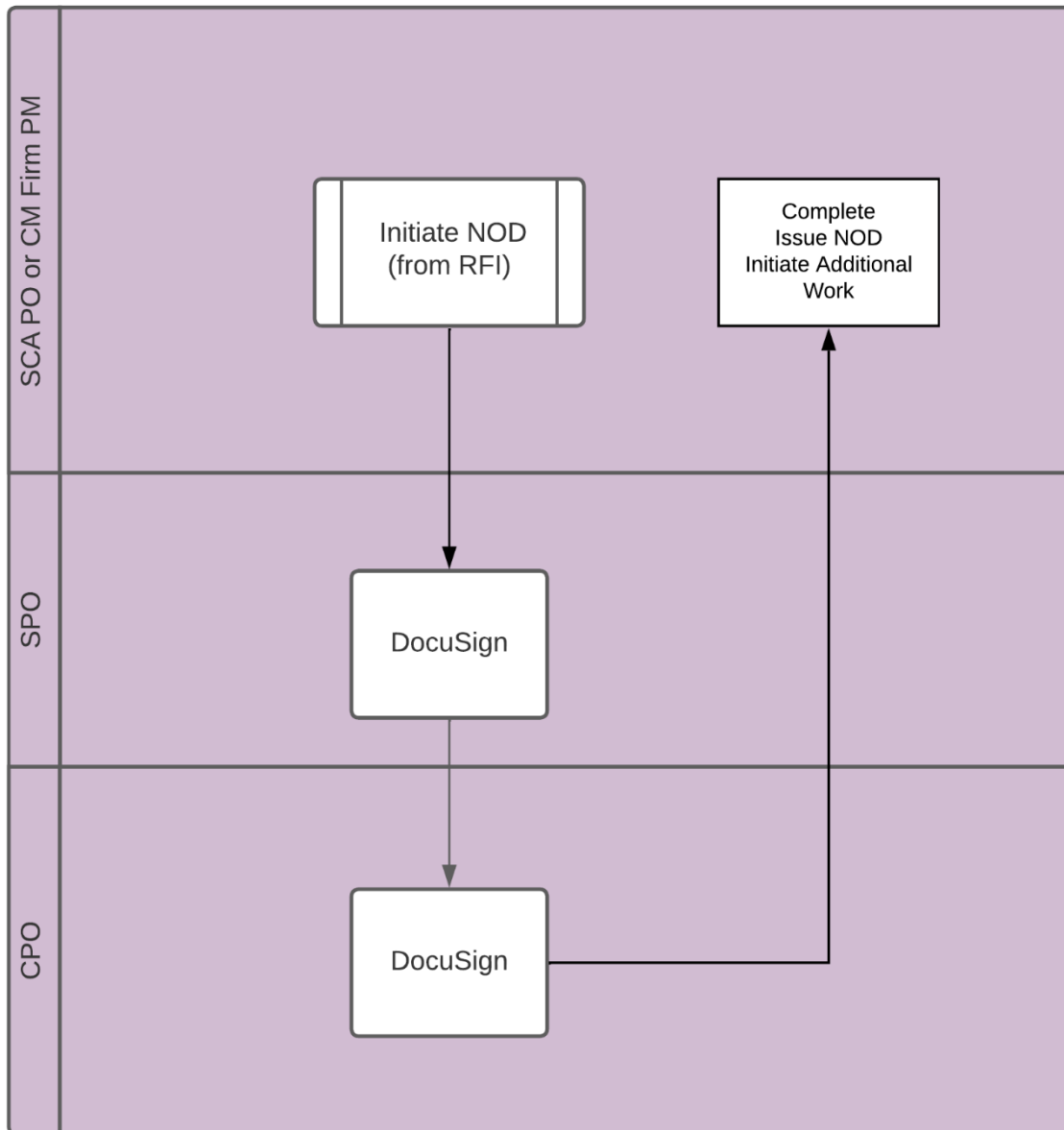
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About

SCA acknowledges a change to documented work by issuing a Notice of Direction (NOD). The contractor must immediately proceed with the work described by the NOD.

Workflow Diagram



Process Overview

NODs are initiated by the CM Project Manager from the RFI application when the Closure Status is 'NOD Required'. This will occur in Emergency On-Call/Limited Bid projects.

Upon submission, the NOD is sequentially DocuSign approved by SPO and CPO. After the NOD is complete, an Additional Work can be initiated using the Issues app.

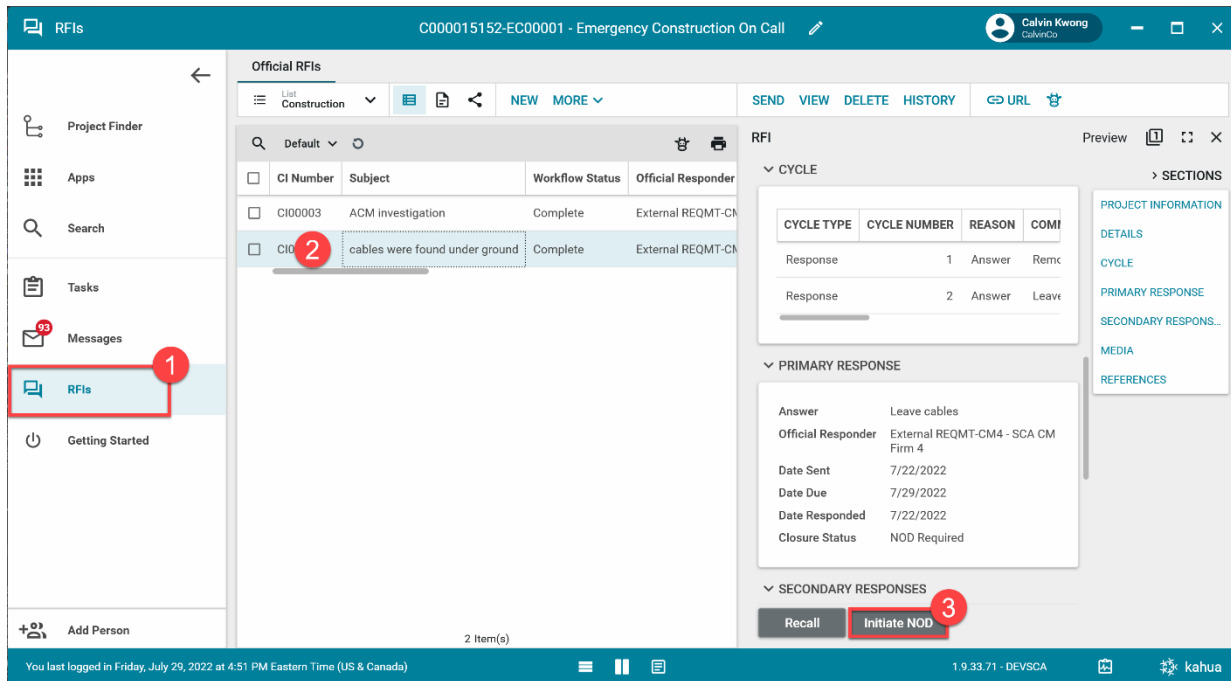
Step-by-Step Instructions

Process from RFI

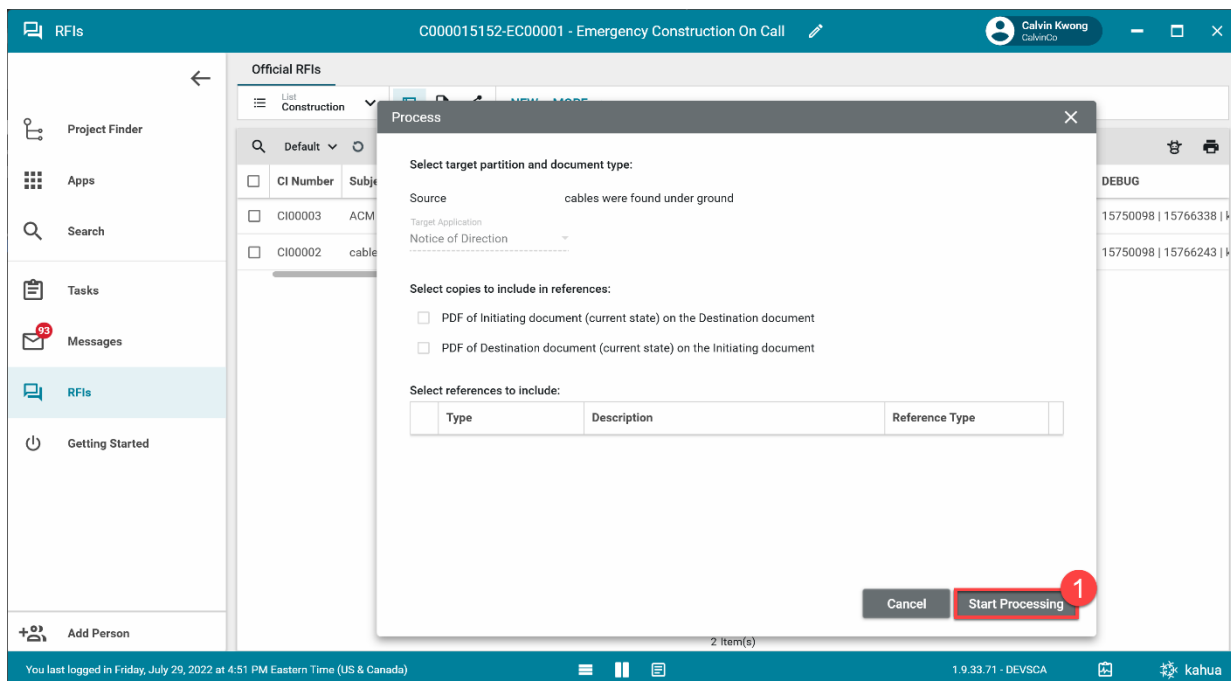
Role	Preceding Steps	Outcome
CM Project Manager	RFI is complete with a closure status of 'NOD Required'.	NOD is created.

Steps

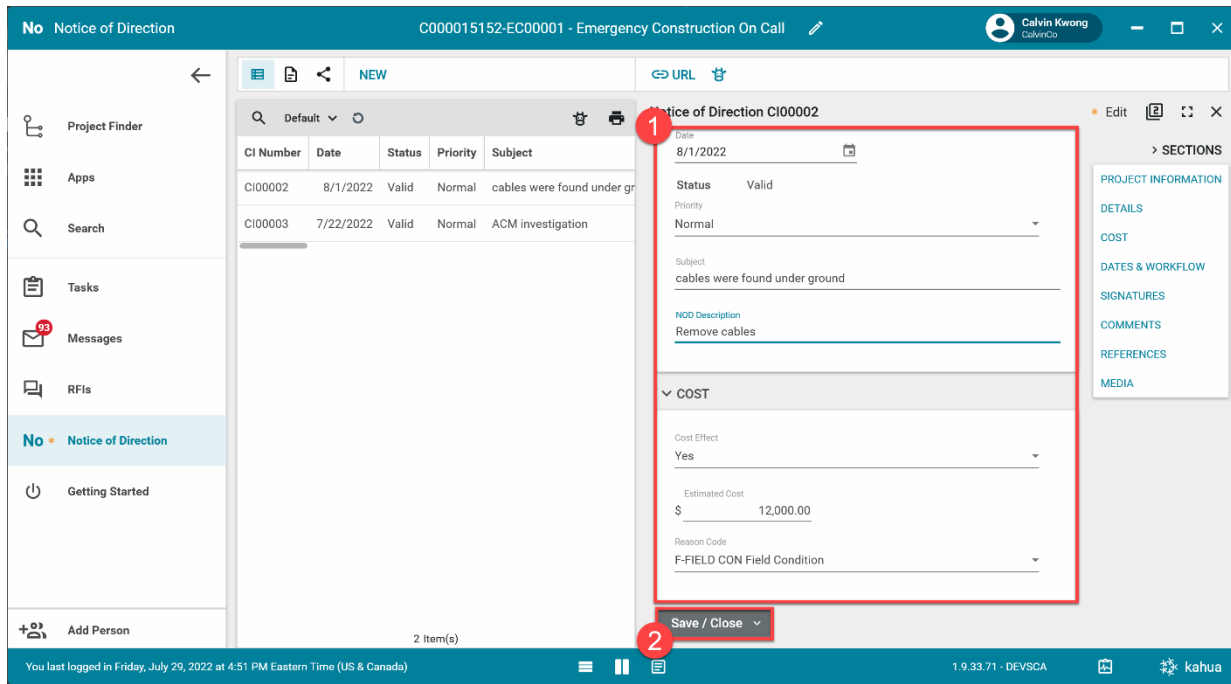
1. Select the 'RFI' application > Select the desired RFI > Click 'Initiate NOD'



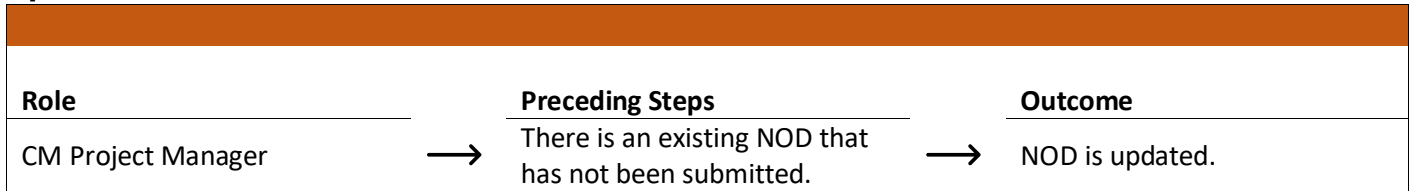
2. Click 'Start Processing'



3. Update NOD fields that have been automatically populated > Click 'Save/Close'

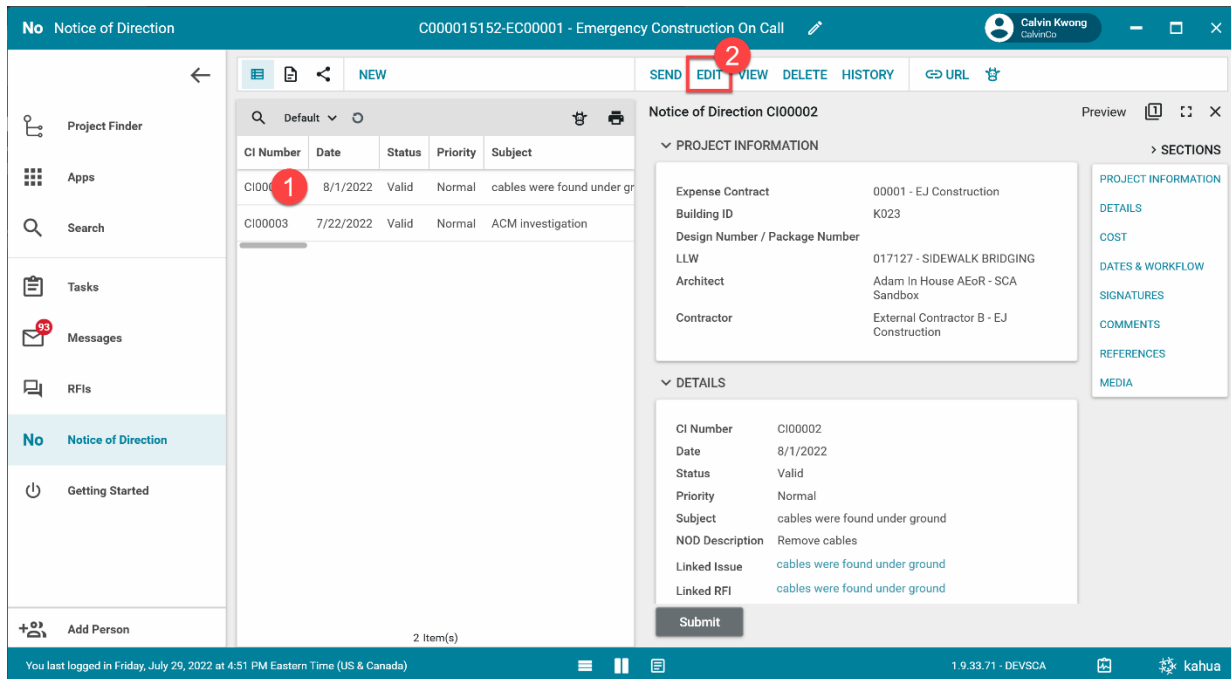


Update NOD

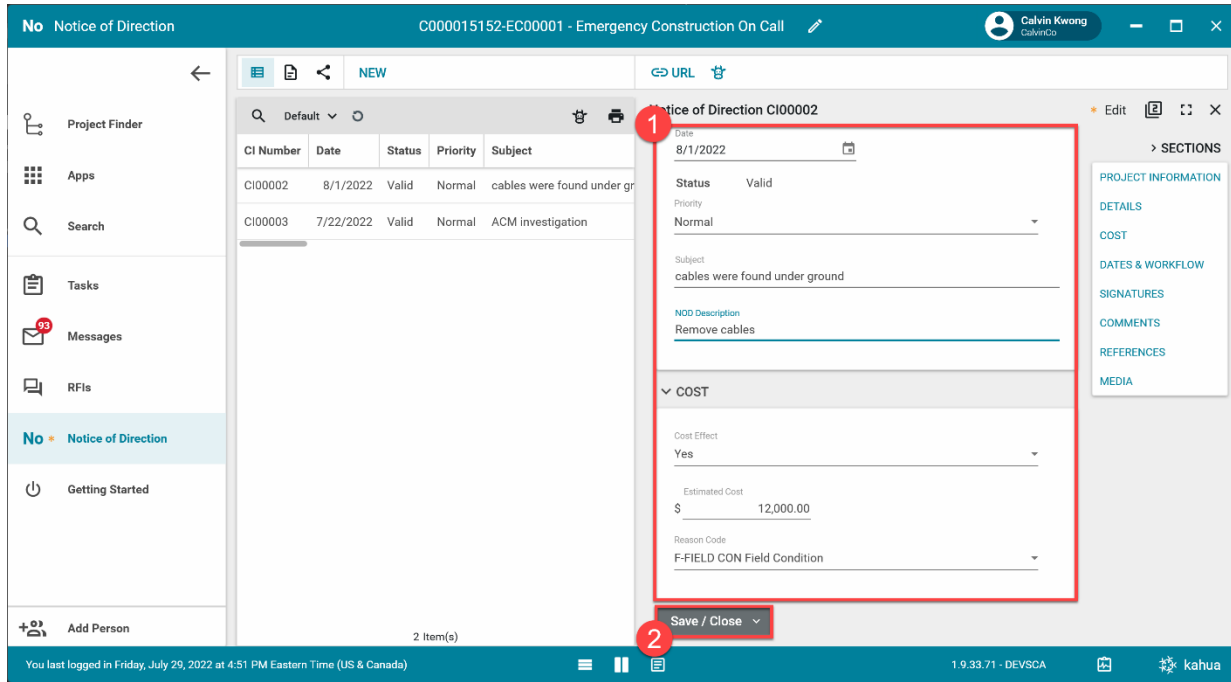


Steps

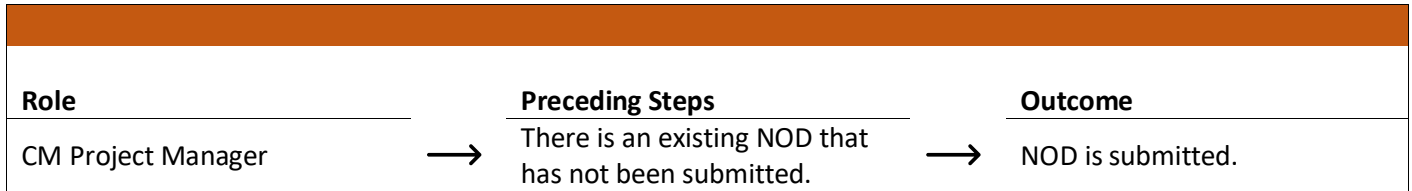
1. In the 'Notice of Direction' application, Select the desired NOD > Click 'Edit'



2. Update NOD information > Click 'Save/Close'

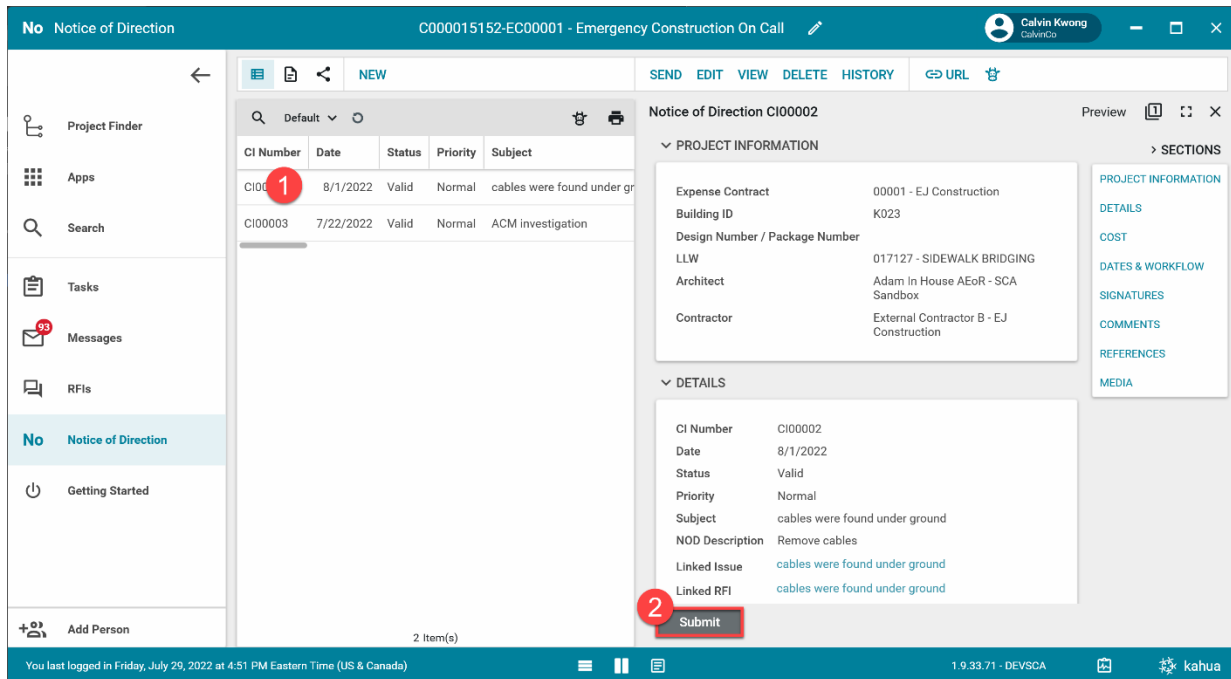


Submit NOD



Steps

1. In the 'Notice of Direction' application, select the desired NOD > Click 'Submit'

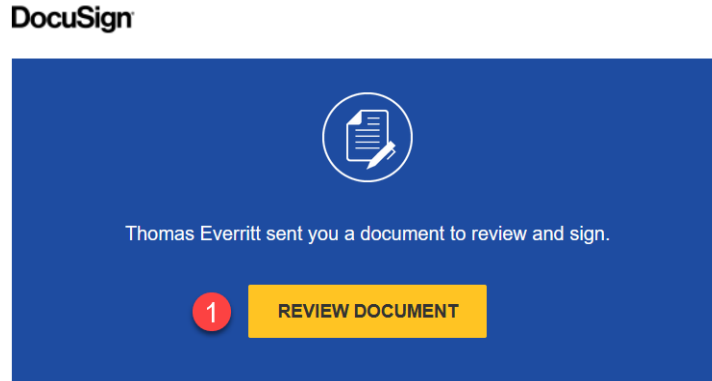


DocuSign Approve NOD

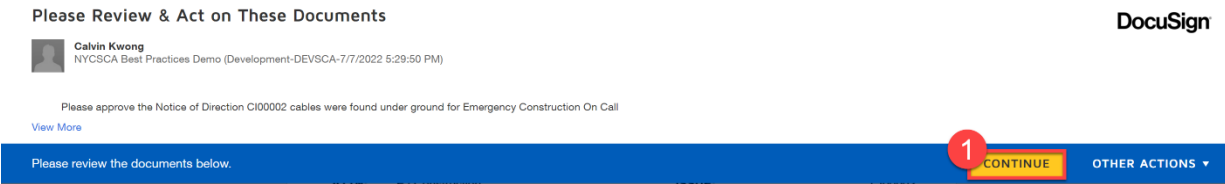
Role	Preceding Steps	Outcome
Order: SPO > CPO	→ The NOD is submitted.	→ The NOD is DocuSigned by the SPO and CPO

Steps

1. Go to email account > Select email > Click 'Review Document' button in email body



2. Click 'Continue'. For first time using DocuSign:
 - a. Check 'I agree to use electronic records and signatures' checkbox
 - b. Select desired signature details
 - c. Click 'Adopt and Sign' button



3. Press 'Sign' above the appropriate signature line > Click 'Finish'

