

Align TFE User Guide



Welcome to the Align User Guide for the Technical Feasibility Exception (TFE) module specific to the CEA role. Along with the Align [instructional videos](#), this user guide will help navigate the features of this module. Click on a topic in the list below of in the ribbon above to begin.

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This email icon indicates when an email notification will be sent to a Registered Entity



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Accessing Align

From the *Align Log-in Page*

1 Enter the **Align Username**

2 Enter the **Align Password**

Notice: All Align users MUST have an ERO Portal Account. Refer to the [CEAs Align User Access Guide](#) for details.



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TFE Overview

Registered entities will use Align to submit Technical Feasibility Exceptions (TFE) specific to certain CIP Reliability Standards requirements. Align is configured to only allow TFE submissions applicable to the requirements.

Within the TFE module, CEA users can access TFEs awaiting review, approved TFEs, inactive TFEs, disapproved TFEs, Affected Regional Entity TFEs (specific to Coordinated Oversight groups), and requests for information.





Technical Feasibility Exceptions

To navigate to the **Technical Feasibility Exception** module:

- 1 Click the **dropdown arrow**.
- 2 Select the **Technical Feasibility Exception** view.
- 3 Select the tab based on the information needed.

The screenshot shows the 'My Align' user interface. A dropdown menu is open, listing various modules. The 'Technical Feasibility Exception' module is selected. Below the dropdown, the 'Technical Feasibility Exception' view is active, showing a list of TFEs. The 'TFEs Awaiting Review' tab is highlighted in the navigation bar.

TYPE	UNIQUE ID	NCR	ENTITY NAME
MCR	2021-MRO-TFE-000268-2	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000270-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000273-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000274-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000099-0		
TFE	2021-MRO-TFE-000244-0		
TFE	2021-MRO-TFE-000228-0		
TFE	2021-MRO-TFE-000223-0		
TFE	2021-MRO-TFE-000205-0		



TFEs Awaiting Review

The TFEs Awaiting Review tab shows requests for TFEs and Material Change Requests (MCRs) awaiting CEA review.

A A **Grey** indicator means an RFI was sent to the registered entity and awaiting their response.

An **Orange** indicator means the entity has responded to an RFI and is ready for CEA review.

A **Green** indicator means an RFI response from the entity has been reviewed by the CEA.

A **Red** indicator means a RFI is drafted by the CEA but not submitted to the entity.

TYPE	UNIQUE ID	NCR	ENTITY NAME
MCR	2021-MRO-TFE-000268-2	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000270-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000273-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000099-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000244-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000228-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000223-0	NCR9999999	Second Game Day Friday Entity
TFE	2021-MRO-TFE-000205-0	NCR9999999	Second Game Day Friday Entity



TFEs Awaiting Review - MCRs

The distinction between new TFE requests and MCRs will be seen in the **Type** column (A).

The version number is also reflected in the Unique ID (B). An MCR will always have a version greater than 0 after the final dash, to note there were previous versions of the TFE before the MCR was issued.

When an MCR is opened, the **TFE Revision History** is show in the TFE record. (C) A copy of each revision is available if needed.

Reviewing MCRs follows the same steps as outlined for reviewing new TFE requests. Of note, if an MCR is disapproved, the original approved version will remain active, and the disapproved MCR will move to the Disapproved TFEs tab.

The screenshot shows the 'Technical Feasibility Exception' interface with the 'TFEs Awaiting Review' tab selected. A table lists TFEs with columns for Type, Unique ID, NCR, and Entity Name. A yellow arrow 'A' points to the 'MCR' type in the first row. A yellow arrow 'B' points to the Unique ID '2021-MRO-TFE-000269-2', where the version number '2' is highlighted with a yellow box. A yellow arrow 'C' points to the 'TFE Revision History' pop-up window, which displays a table of revision history.

TYPE	UNIQUE ID	NCR	ENTITY NAME
MCR	2021-MRO-TFE-000269-2		
TFE	2021-MRO-TFE-000270-0		
TFE	2021-MRO-TFE-000273-0		
TFE	2021-MRO-TFE-000274-0		

TFE HISTORY		
TFE ID	TFE START DATE	TFE END DATE
2022-WECC-TFE-000055-4		
2021-WECC-TFE-000055-5	05/03/2021	
2021-WECC-TFE-000055-2		
2021-WECC-TFE-000055-1		
2021-WECC-TFE-000055-0	03/03/2021	

Extending TFE Review Period



To extend the due date of a TFE, from the TFEs Awaiting Review tab:

- 1 Click the **Unique ID** of the TFE.
- 2 In the **Review Conclusion** section, select a new due date from the **Extend Region Review Period until** field.
- 3 Select **In Review** from the **dropdown**.
- 4 Type any **comments** in the textbox.
- 5 Click the **Update** button.

Notice: Comments made in this textbox will not be visible to the entity until the TFE is approved/disapproved

The screenshot displays the 'Technical Feasibility Exception' interface. The main table lists TFEs awaiting review. The first row is selected, and its details are shown in a modal window. The modal window has the following sections:

- TFE-000270** header.
- Evidence** section with SEL References and SEL Comment.
- Review Conclusion** section with a 'Region Review Due Date' of July 12, 2021, and an 'Extend Region Review Period until' field.
- CEA Review Action** dropdown menu with options: 'In review', 'Approved', and 'Disapproved'.
- Effective Date** dropdown menu with option: '-- None --'.
- CEA Review Comment** text input field.
- Update** and **Close** buttons at the bottom.

Numbered callouts (1-5) indicate the steps: 1. Clicking the Unique ID in the table; 2. Selecting a new due date in the 'Extend Region Review Period until' field; 3. Selecting 'In Review' from the dropdown; 4. Typing comments in the 'CEA Review Comment' field; 5. Clicking the 'Update' button.





Approving or Disapproving TFEs

To approve or disapprove a TFE, from the TFEs Awaiting Review tab:

- 1 Click the **Unique ID** of the TFE.
- 2 In the **Review Conclusion** section, select **Approved** or **Disapproved** from the **dropdown**.

Notice: If a TFE is disapproved, add a note in the CEA Review Comment field.

- 3 Select an **Effective Date Override** if desired.

Notice: If not filled in, the date will default to approval date.

- 4 Click the **Update** button.

Notice: The TFE will then appear in either the Approved TFEs or Disapproved TFEs tab.

The screenshot shows the 'Technical Feasibility Exception' interface. At the top, there are tabs for 'TFEs Awaiting Review', 'Approved TFEs', 'Inactive TFEs', 'Disapproved TFEs', and 'ARE TFEs'. The 'TFEs Awaiting Review' tab is active, displaying a table of TFEs. A circled '1' highlights the 'Unique ID' of a TFE. A modal window for TFE-000270 is open, showing the 'Review Conclusion' section. A circled '2' highlights the 'Approved' option in the dropdown menu. A circled '3' highlights the 'Effective Date Override' calendar, which is set to June 2021. A circled '4' highlights the 'Update' button at the bottom of the modal.



TFE RFIs



To issue a Request for Information (RFI) within a TFE, from the TFEs Awaiting Review tab:

- 1 Click the **Unique ID** of the TFE.
- 2 In the **Requests for Information** section, click the **+** icon.

The screenshot displays the 'Technical Feasibility Exception' interface. On the left, the 'TFEs Awaiting Review' tab is active, showing a table of TFEs. A red circle with the number '1' highlights the 'Unique ID' of a TFE. On the right, the 'Request for Information' section is visible, with a red circle and the number '2' highlighting the '+' icon used to add a new RFI.

TFEs Awaiting Review

TYPE	UNIQUE ID
MCR	2021-MRO-TFE-000268-2 1
TFE	2021-MRO-TFE-000270-0
TFE	2021-MRO-TFE-000273-0
TFE	2021-MRO-TFE-000274-0 1 2

TFE-000140

Signature of CIP Sr Manager or delegate: Yes

Request for Information

Click on the + sign to add a new Request for Information

RFI ID	REQUESTOR CONTACT	RESPONDENT CONTACT	REQUEST SENT DATE	REQUEST DUE BY	ENTITY SUBMISSION DATE	APPLICABILITY	STATUS
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Note: To view newly created Requests for Information please update the table above.

TFE RFIs

3 Type in details of the requested information in the Requestor Comments field.

4 Attach any related **files**.

5 Select a **Response Due By Date**.

6 Click the **Update** button to save RFI details. This will not send the RFI to the entity.

Notice: The Response Due Date on new RFIs will default to 30 days from today's date (A).



Create Request for Information

Request for Information

Parent Source * TFE-000178

Registration * NCF [redacted] - [redacted] in WECC

Respondent * [redacted]
Contact

Note: Respondent Contact can be reassigned after the creation of RFI

Applicable * CIP-005-7 R1.
Standard / Requirement / Part

Requestor Comments

2

Requestor Attachments

Attach file 4

Response Due By 09/13/2024 5

Region Internal Comments

6 Update Close

A





TFE RFIs

- 7 After saving the draft of the TFE RFI, update the RFI table clicking on the **Refresh icon**.
- 8 After refreshing the table, the new draft RFI will be visible.

Please note, the RFI has not been sent to the entity.

To send the RFI to the entity, open the draft RFI.

Request for Information

Click on the + sign to add a new Request for Information +

RFI ID	REQUESTOR CONTACT	RESPONDENT CONTACT	REQUEST SENT DATE	REQUEST DUE BY	ENTITY SUBMIS... DATE	APPLICABILITY	STAT...
RF24-010183	WECC Editor 1						
RF24-010183	WECC Editor 1			08/18/2024		CIP-005-7 R1.	Draft
RF24-010188	WECC Editor 1			09/13/2024		CIP-005-7 R1.	Draft

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Note: To view newly created Requests for Information please update the table above.



TFE RFIs

- 9 If the RFI is ready to be sent to the entity, scroll to the **Action** section.
 - 10 Select the **Send to Registered Entity** checkbox.
 - 11 Click the **Save and Action** button.
- Notice:* If the RFI is only saved, it will remain in Draft status and not send to entity.
- The RFI can be cancelled by clicking the **Discard** button.
- 12 After sending to the entity, the TFE RFI status will be updated.

TFE-000178 | RF24-010188

RF24-010188	WECC Editor 1	08/14/2024	09/13/2024	CIP-005-7 R1.	Awaiting Response from...
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Response Due By: 09/13/2024

Region Internal Comments:

Requesting more detail from entity.

Action 9

10 Send to Registered Entity

Instructions RFI Can be cancelled before sending to Entity, by clicking Discard Button.
click [here](#) to print

FORM: CEA-RF12-CreateDraft

A
Save and Action
Save
Discard
Close

12 Awaiting Response from...

Save and Action Save Discard Close

Review TFE RFIs



To mark a TFE RFI complete or incomplete, navigate to the RFI to update.

To send the RFI back to the entity, it should be marked **Incomplete**.

If the RFI is marked **Complete**, it will be removed from CEA users' Task List.

- 1 Scroll to the **Action** section and select the **Review Results** dropdown.
- 2 Select **Incomplete** or **Complete** as appropriate.
- 3 Click the **Save and Action** button to update the status of the RFI.

Notice: If the Review Results are only saved, it will not action the RFI (A).

CEA users should ensure RFI Review Results are updated to manage view of RFIs on the My Align dashboard and reporting analytics.

Action

1 **Review Results**

Instructions -- None --

Complete

Incomplete 2

Cancel RFI

Instructions Select "Cancel RFI" check box to Cancel RFI when RFI is with Entity.

click [here](#) to print

RF21-000743 FORM:CEA-RFI2-Review

3 **A** **Save and Action** **Save** **Close**

Terminating a TFE



To terminate a TFE in Align:

- 1 Navigate to the **Approved TFEs** tab.
- 2 Click the **Unique ID** of the TFE to terminate.
- 3 In the **Action** section, select **Terminate** from the dropdown.
- 4 Click the **Update** button.

Notice: The TFE record will now appear in the **Inactive TFEs** tab. Also, once a TFE is terminated, it cannot be undone.

The screenshot displays the 'Technical Feasibility Exception' management interface. The 'Approved TFEs' tab is selected, showing a list of TFEs. The 'Unique ID' of a TFE (2021-MRO-TFE-000268-0) is highlighted. A dropdown menu is open, showing the 'Action' section with 'Terminate' selected. The 'Update' button is visible at the bottom of the dropdown.

1 Technical Feasibility Exception

TFEs Awaiting Review | **Approved TFEs** | Inactive TFEs | Disapproved TFEs | ARE TFEs

APPROVED TFEs

TYPE	UNIQUE ID
TFE	2021-MRO-TF-000211-0
TFE	2021-MRO-TFE-000219-0
TFE	2021-MRO-TFE-000225-4
TFE	2021-MRO-TFE-000237-0
TFE	2021-MRO-TFE-000268-0

2 2021-MRO-TFE-000268-0

TFE-000268

SEL References: MRO|NCR999999|VITFE-000268|VITFE-000268|CIP-005-6|R1.

SEL Comment

TFE Revision History

TFE HISTORY

TFE ID	TFE START DATE	TFE END DATE
XXXX-MRO-TFE-000268-3		
2021-MRO-TFE-000268-2		
2021-MRO-TFE-000268-1		

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Action

Instructions: Instructions, as CEA it is possible to Terminate this TFE on list below and select Terminate to terminate this TFE and click "Update"

Action: Terminate

3 Terminate

-- None --

No Action

Terminate

4 Update Close



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Inactive TFEs



The Inactive TFEs tab may be helpful to reference historical information.

1 Navigate to the **Inactive TFEs** tab.

2 Click the **Unique ID** of the TFE to open.

<input type="checkbox"/>	TYPE	UNIQUE ID	NCR	ENTITY NAME	STD REQ AND PART	START DATE	END DATE	STATUS
<input type="checkbox"/>	TFE	2021-WECC-TFE-000042-1	NCR	Western/Central Utilities Company	CIP-005-6 R2.1.	07/08/2021	07/12/2021	Terminated
<input type="checkbox"/>	TFE	2021-MRO-TFE-000138-0	NCR	Alton Energy - East	CIP-007-6 R4.3.	09/03/2021	09/06/2021	Terminated
<input type="checkbox"/>	TFE	2021-MRO-TFE-000139-0	NCR	Alton Energy - East	CIP-005-6 R2.4.	09/03/2021	09/06/2021	Terminated
<input type="checkbox"/>	TFE	2021-MRO-TFE-000141-0	NCR	Alton Energy - East	CIP-007-6 R5.7.	09/03/2021		Terminated
<input type="checkbox"/>	TFE	2021-MRO-TFE-000156-0	NCR	Alton Energy - East	CIP-005-6 R2.1.	11/30/2021		Terminated
<input type="checkbox"/>	TFE	2021-MRO-TFE-000162-0	NCR	Alton Energy - East	CIP-005-6 R2.2.	10/01/2021	11/29/2021	Terminated

Disapproved TFEs



The Disapproved TFEs tab may be helpful to reference historical information.

1 Navigate to the **Disapproved TFEs** tab.

2 Click the **Unique ID** of the TFE to open.

	TYPE	UNIQUE ID	NCR	ENTITY NAME	STD REQ AND PART	DISAPPROVAL DATE	REGION COMMENT
<input type="checkbox"/>	MCR	2021-SERC-TFE-000056-3	NCR [REDACTED]	[REDACTED]	CIP-007-6 R5.7.	07/13/2021	Vendor justification is...
<input type="checkbox"/>	MCR	2021-SERC-TFE-000071-2	NCR [REDACTED]	[REDACTED]	CIP-005-6 R1.4.	07/15/2021	Not sufficient evidence
<input type="checkbox"/>	MCR	2021-SERC-TFE-000081-3	NCR [REDACTED]	[REDACTED]	CIP-005-6 R1.4.	07/15/2021	Other not allowed
<input type="checkbox"/>	MCR	2022-SERC-TFE-000164-1	NCR [REDACTED]	[REDACTED]	CIP-006-6 R1.3.	05/26/2022	declining as it should be PC...

ARE TFEs



The ARE TFEs tab may be helpful to reference TFE information for an entity in Coordinated Oversight where the CEA user is from an Affected Regional Entity (ARE) and not the Lead Regional Entity (LRE).

TYPE	UNIQUE ID	LRE	NCR	ENTITY NAME	STD REQ AND PART	START DATE	END DATE	REVIEW DUE DATE	STATUS
TFE	2022-WECC-TFE-000291-1	TXRE	NCR	California Corporation	CIP-005-6 R1.4.	02/05/2022		04/05/2022	Approved

- 1 Navigate to the **ARE TFEs** tab.
- 2 Click the **Unique ID** of the TFE to open.

Notice: It is the LRE's responsibility to process the TFE request. AREs cannot action TFEs.

TFE RFIs Tab



The TFE RFIs tab provides a listing of all RFIs submitted for TFEs.

1 Navigate to the **TFE RFIs** tab.

2 Click the **Unique ID** of the RFI to open.

A

RFI ID	RELATED SOURCE	REGISTRATION	REQUESTOR CONTACT	RESPONDENT CONTACT	REQUEST DATE	RESPONSE DUE BY	ENTITY SUBMISSION DA...	APPLICABILITY	STATUS
RF21-000742	TFE-000153	NCR MRO	MRO Editor 2		11/30/2021	12/30/2021	11/30/2021	CIP-005-6 R1.	Awaiting Region Review
RF21-000743	TFE-000156	NCR MRO	MRO Editor 1		11/30/2021	12/30/2021	11/30/2021	CIP-005-6 R2.	Awaiting Region Review
RF21-000744	TFE-000156	NCR MRO	MRO Editor 1		11/30/2021	12/30/2021	11/30/2021	CIP-005-6 R2.	Awaiting Region Review

Notice: The view of TFE RFIs can be filtered between Active and Completed/Cancelled using the checkboxes (A).



Email Notifications in Align



The list below contains all instances when Align will generate an email to the Registered Entity for Technical Feasibility Exception activities.

-  Technical Feasibility Exception Approval/Disapproval
-  Material Change Request Approval/Disapproval*
-  TFE Extension Request Approval*
-  Terminating Technical Feasibility Exceptions

*An email is sent to NERC as well as the Registered Entity

Appendix: Revision History



Revision Date	Brief Description of Updates
2021	Initial release of guide (Align Release 2)
December 2024	Retitled user guide to reflect Align module rather than Release 2 Corrected typos Updated steps and screenshots to match recent updates in TFE module

