

Align TFE User Guide



Welcome to the Align User Guide for the Technical Feasibility Exception (TFE) module specific to the registered entity role. Along with the Align [instructional videos](#), this user guide will help you navigate through all the features included in this module. Click on a topic in the list below or 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, registered entity users can draft TFEs and Material Change Requests (MCRs); TFEs in process; approved TFEs; inactive TFEs; and disapproved TFEs.

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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 Align system interface. A dropdown menu is open, showing the 'My Align' navigation options. The 'Technical Feasibility Exception' option is highlighted. The main interface shows the 'Technical Feasibility Exception' dashboard with tabs for 'Create New TFE', 'TFEs In Process', 'Approved TFEs', 'Inactive TFEs', and 'Disapproved TFEs'. The 'Create New TFE' tab is selected. A table titled 'MY DRAFT TFEs AND MCRS' is visible, with columns for 'TYPE', 'UNIQUE ID', 'REGISTRATION', 'STD REQ AND PART', and 'PROPOSED TERMINATION DATE'. A tooltip is displayed over the 'Create TFE' link, stating: 'Click here to view and select applicable requirements to create a TFE for this entity.'

Technical Feasibility Exceptions



To submit a new **Technical Feasibility Exception** request:

- 1 Click the **Create TFE** link next to the relevant registration.
- 2 Click the **+ button** next to the relevant requirement.

The screenshot displays the 'Technical Feasibility Exception' application interface. It is divided into several sections:

- MY REGISTRATIONS:** A table listing registrations. One registration is visible: 'NCR5555 - test confirm name change in MRO'. A 'Create TFE' link is highlighted with a yellow circle labeled '1'. A tooltip points to this link, stating: 'Click here to view and select applicable requirements to create a TFE for this entity.'
- SELECT REQUIREMENT AND PART:** A modal window showing a table of requirements. The first row is highlighted with a yellow circle labeled '2'. The table has columns for 'STD REQ AND PART' and 'CREATE TFE'.

STD REQ AND PART	CREATE TFE
CIP-005-6 R1.4.	+
CIP-005-6 R2.1.	+
CIP-005-6 R2.2.	+
CIP-005-6 R2.3.	+
CIP-005-6 R2.4.	+
CIP-005-6 R2.5.	+
CIP-006-6 R1.3.	+
CIP-007-6 R1.1.	+
CIP-007-6 R4.3.	+
CIP-007-6 R5.1.	+
CIP-007-6 R5.6.	+
- REQUIREMENT:** A detailed view of the selected requirement, CIP-005-6 | R1.

Standard and Requirement	CIP-005-6 R1.
Requirement Language	Each Responsible Entity shall implement one or more documented processes that collectively include CIP-005-6 Table R1 – Electronic Security Perimeter.
Time Horizon(s)	Operations Planning Same-Day Operations
Requirement Number	R1.
Measure	M1. Evidence must include each of the applicable documented processes that collectively include CIP-005-6 Table R1 – Electronic Security Perimeter and additional evidence to demonstrate implementation of the table.
Requirement Applicability	BA TOP TO RC IA GOP DP GO
Additional Applicability Details	4.1.2. Distribution Provider that owns one or more of the following Facilities, systems, and equipment 4.1.2.1. Each underfrequency Load shedding (UFLS) or undervoltage Load shedding (UVLS) system 4.1.2.1.1. is part of a Load shedding program that is subject to one or more requirements in a NEF



Technical Feasibility Exceptions



3 Ensure the information in the **General** section is accurate.

4 Enter the **Asset Counts** for each type applicable to the TFE request.

5 Select the **Basis For the TFE Request** from the dropdown.

6 Type a **Statement justifying TFE** in the textbox.

The screenshot shows the 'Create TFE' form with the following sections and callouts:

- General (3):** Includes fields for Applicable Requirement (CIP-005-7 R1), Registration (NCR55555 - test confirm name change in MRO), Region - Jurisdiction (MRO-US), and Applicable Part (CIP-005-7 R1.4).
- Asset Count (4):** Includes input fields for Asset Count BCA* (140), Asset Count BCS* (0), Asset Count EACMS* (7), Asset Count Other* (0), Asset Count PACS* (2), and Asset Count PCA* (10).
- Basis for TFE (5):** A dropdown menu with options: -- None --, Not technically possible, Operationally infeasible, Cannot be achieved by compliant date, Safety risks outweigh reliability benefits, Cause non-compliance of requirement, and Incurrence of costs exceed benefits.
- Statement Justifying TFE request* (6):** A text box with the placeholder text: 'Please provide a justification for the TFE Request in this text box.'

At the bottom left of the form, there is a note: 'Provide a brief summary of compensating and/or mitigating measures that are planned or have been implemented.'



Technical Feasibility Exceptions



7 In the **Proposed Mitigation** section, provide a **summary of planned or implemented mitigating measures** in the text box.

Notice: Do not include sensitive information in this summary. All sensitive information should be provided through the Secure Evidence Locker.

8 Select **Yes** or **No** from the dropdown to indicate if compensating and/or mitigating measures are fully implemented.

9 Depending on (8), enter the (9a) **actual completion date** or (9b) **proposed date for implementing** compensating and/or mitigating measures.

Proposed Mitigation

Provide a brief summary of compensating and/or mitigating measures that are planned or have been implemented *

7

Have the compensating and/or mitigating measures been fully implemented? *

8

Has a plan and a time schedule been proposed to terminate the TFE? *

9a

Actual completion date *

9b

What is proposed date for implementing all necessary compensating and/or mitigating measures *

Update

FORM: R2_TFE_01_Create

FORM: R2_TFE_01_Create

FORM: R2_TFE_01_Create



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Technical Feasibility Exceptions

Next, indicate if there is a plan and a time proposed for terminating the requested TFE (A).

- 10 If yes, select **Yes** from the dropdown menu and populate the **proposed termination date**.

Type a **brief description of the termination plan** in the textbox.

- 11 If no, select **No** from the dropdown menu and type an **explanation of why an open ended TFE is requested** in the textbox.



Proposed Mitigation

Provide a brief summary of compensating and/or mitigating measures that are planned or have been implemented *

Have the compensating and/or mitigating measures been fully implemented? *

Has a plan and a time schedule been proposed to terminate the TFE? *

and/or mitigating measures been fully implemented? *

Has a plan and a time schedule been proposed to terminate the TFE? *

Proposed termination date *

10

Yes

-- None

Yes

No

Has a plan and a time schedule been proposed to terminate the TFE? *

Explanation why an open ended TFE is requested *

11

No

-- None

Yes

No



Technical Feasibility Exceptions



To submit the new TFE request:

- 12 Once all information is verified correct, click the **Update** button.

Notice: The TFE created will now appear in the **My Draft TFEs and MCRs** section (A).

- 13 From the **My Draft TFEs and MCRs** section, click the **Unique ID** of the TFE you wish to submit.

Has a plan and a time schedule been proposed to terminate the TFE? *

No

Explanation why an open ended TFE is requested *

explanation

Update Close

12

Technical Feasibility Exception

Align For Entities

NCR9999999 Second Day Training Test 2 Editor 2

MY REGISTRATIONS

REGISTRATION

APPLICABLE REQUIREMENTS

NCR9999999 - Second Game Day Friday Entity in MPO

Create TFE

NCR9999999 - Second Game Day Friday Entity in RF

Create TFE

INSTRUCTIONS

This is the Registered Entity Technical Feasibility Exception (TFE) page. On the left, you can view your registrations and browse to a specific Requirement and Part to create a TFE. Below you can edit any draft TFEs or MCRs you have not yet submitted. To see the status of TFEs that have been submitted, review older submittals, update your TFE, or create a Material Change Report, go to the next tabs.

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MY DRAFT TFEs AND MCRs

TYPE	UNIQUE ID	REGISTRATION	STD REQ AND PART	PROPOSED TERMINATION DATE
TFE	XXXX-MPO-TFE-000278-0	NCR9999999 - Second Game Day Friday Entity in MPO	CIP-005-6 R1.4.	

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13

A

Technical Feasibility Exceptions

14 Scroll to the **Assertions** section, enter the **name of the CIP Sr. Manager or delegate**.

15 Enter the **Authorization Date** of the TFE.

16 Select the **checkbox** to provide the signature of the CIP Sr. Manager or delegate.

17 Scroll to the **Action** section, select **CEA Review** from the dropdown.

18 Include a **submission comment** in the textbox; this is required.

19 Click the **Update** button to submit the TFE for CEA Review.

Assertions

CIP Sr. Manager or Delegate name * 14

Authorization date * 15

Signature of CIP Sr. Manager or delegate * 16

By checking this box, I affirm that I am the CIP Sr. Manager or Delegate identified above, and I have read this TFE Request and approve the proposed compensating measures and/or mitigating measures and the implementation plan, and that on behalf of NCR55555 - Test Entity Name Change in WECC, I believe approval of this TFE Request is warranted pursuant to the criteria specified in Section 3.1 of Appendix 4D of the NERC Rules of Procedure.

Action

Instructions Instructions, as RE it is possible to submit this TFE Request for CEA review, selecting the corresponding Action option below and click "Update".

17 Action 18

Submission Comment*

19

Update Close

Notice: When the TFE is submitted, it will now appear in the TFEs in Process tab. The CEA has 60 days to review and approve the TFE. If the CEA extends its review period, the entity is notified via email. In addition, if the CEA approves or disapproves the TFE, the entity is notified via email.



Technical Feasibility Exceptions



To save the draft TFE without submitting to the CEA:

20

Select **No Action** from the dropdown.

21

Click the **Update** button.

Notice: The TFE will remain in the **My Draft TFEs and MCRs** section.

Action

Instructions Instructions, as RE it is possible to submit this TFE Request for CEA review, selecting the corresponding Action option below and click "Update".

Action

Submission Comment*

FORM: R2_TFE_Draft



Non-Material Changes



To submit non-material changes to an approved TFE:

- 1 Navigate to the **Approved TFEs** tab.
- 2 Click the **Unique ID** to open the TFE.
- 3 Select the **checkbox** to confirm the update is not a material change.

The screenshot displays the 'Technical Feasibility Exception' management interface. The top navigation bar shows the 'Approved TFEs' tab selected. A table lists 'APPROVED ACTIVE TFEs' with columns for 'UNIQUE ID' and 'NCR'. The entry '2024-MRO-TFE-000466-0' is highlighted. The detailed view for TFE-000466 is shown, including sections for 'General', 'Asset Count', 'Basis for TFE', and 'Proposed Mitigation'. A checkbox labeled 'Confirm that this is not a material change' is checked, indicating a non-material update.

UNIQUE ID	NCR
2024-MRO-TFE-000466-0	NCR55555

TFE-000466

General

Registration: NCR55555 - test confirm name change in MRO

Applicable Requirement: CIP-005-7 R1. CEA MRO

Applicable Part: CIP-005-7 R1.4. Region - Jurisdiction(s) in which the TFE is applicable to: MRO-US

Submission comment: Test Test Test

Reason and Nature MCR

Asset Count

Confirm that this is not a material change: Check the box above if you would like to update this TFE with a non-material change.

Asset Count BCA: 123

Asset Count BCS: 1

Asset Count EACMS: 1

Asset Count Other: 0

Asset Count PACS: 2

Asset Count PCA: 0

Basis for TFE

Basis for the TFE Request: Not technically possible

Statement Justifying TFE Request: Test Test Test

Proposed Mitigation

Update Close



Non-Material Changes



4 Update the appropriate information.

5 In the **Action** section, select **No Action** from the dropdown.

6 Click the **Update** button.

Notice: If changes are made to the asset count section, a new TFE Excel Spreadsheet must be uploaded to the Secure Evidence Locker with a new version number.

Asset Count

Confirm that this is not a material change

- Check the box above if you would like to update this TFE with a non-material change.

Asset Count BCA 123	Asset Count BCA Lowered <input type="text" value="121"/>
Asset Count BCS 1	Asset Count BCS Lowered <input type="text" value="1"/>
Asset Count EACMS 1	Asset Count EACMS Lowered <input type="text" value="1"/>
Asset Count Other 0	Asset Count Other Lowered <input type="text" value="0"/>
Asset Count PACS 2	Asset Count PACS Lowered <input type="text" value="2"/>
Asset Count PCA 0	Asset Count PCA Lowered <input type="text" value="0"/>

Action

Instructions If you have made non-material changes, click **Update** to save those changes.

If you would like to Terminate this TFE, select the **Terminate** action and click **Update**.

If you would like to make a Material Change Report, select the **MCR** action and click **Update**. A MCR will be saved to your Draft TFEs and MCRs, located on the Create TFE tab.

FORM: R2_TFE_D4b_Approved_FE

6

Action

No Action

-- None --

MCR

Terminate

No Action

Update **Close**



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Material Change Requests



To submit a MCR on an existing TFE:

- 1 Navigate to the **Approved TFEs** tab.
- 2 Click the **Unique ID** of the TFE you wish to submit a MCR update.
- 3 In the **Action** section, select **MCR** from the dropdown.
- 4 Click the **Update** button.

Notice: A draft MCR for the TFE record will now appear under the Create New TFE tab.

The screenshot displays the 'Technical Feasibility Exception' management interface. The top navigation bar includes tabs for 'Create New TFE', 'TFEs In Process', 'Approved TFEs', 'Inactive TFEs', and 'Disapproved TFEs'. The 'Approved TFEs' tab is selected, and a table lists active TFEs with their unique IDs. A modal window titled 'TFE-000268' is open, showing the 'Action' section with a dropdown menu set to 'MCR'. The 'Update' button is visible at the bottom of the modal.

1 Click the **Approved TFEs** tab.

2 Click the **Unique ID** of the TFE you wish to submit a MCR update.

3 In the **Action** section, select **MCR** from the dropdown.

4 Click the **Update** button.



Material Change Requests



5 Navigate to the **Create New TFE** tab.

6 In the **My Draft TFEs and MCRs** section, click the **Unique ID** of the MCR you wish to submit.

7 **Edit** the form to reflect the MCR details.

Notice: If the MCR affects the Basis for the TFE or the proposed mitigating measures, those sections will need to be updated before submitting for CEA Review.

Technical Feasibility Exception

Align For Entities

Create New TFE TFEs In Process Approved TFEs Inactive TFEs Disapproved TFEs

NCR9999999 Second Day Training Test 2 Editor 2

MY REGISTRATIONS

REGISTRATION

NCR9999999 - Second Game Day Friday Entity

NCR9999999 - Second Game Day Friday Entity

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MY DRAFT TFEs AND MCRs

TYPE UNIQUE ID

TFE XXXX-MRO-

MCR 2021-MRO-

TFE-000278

General

Type of Submission TFE

Applicable Requirement CIP-005-6 R1.1. Applicable Part CIP-005-6 R1.4.

Registration NCR9999999 - Second Game Day Friday Entity in MRO CEA MRO

Entity in Coordinated Oversight No Region - Jurisdiction(s) in which the TFE is applicable to MRO-US

Asset Count

Asset Count BCA * 2 Asset Count Other * 0

Asset Count BCS * 0 Asset Count PACS * 0

Asset Count EACMS * 0 Asset Count PCA * 0

Basis for TFE

Basis For The TFE Request * Not technically possible Statement justifying TFE request * statement

Update Close



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Material Change Requests



8

In the **Assertions** section, enter the **CIP Sr. Manager or delegate name**.

9

Check the **box** to verify the signature.

10

Enter the **authorization date** of the MCR.

11

Submit **updated information** to the Secure Evidence Locker.

Assertions

8 CIP Sr. Manager or Delegate name *

Authorization date *

9 Signature of CIP Sr. Manager or delegate *

10

- By checking this box, I affirm that I am the CIP Sr. Manager or Delegate identified above, and I have read this Material Change Report and approve the proposed compensating measures and/or mitigating measures and the implementation plan, and that on behalf of NCR55555 - Test Entity Name Change in WECC, I believe approval of this Material Change Report is warranted pursuant to the criteria specified in Section 3.1 of Appendix 4D of the NERC Rules of Procedure.

Evidence

Secure Evidence Locker Instructions Submit Evidence or Attachments related to this item via ERO Secure Evidence Locker (SEL) located at with the following reference number: **WECC|NCR55555|TFE-000066-1|TFE-000066-1|CIP-005-6|R1.**

11 SEL Comment

TFE Revision History		
TFE HISTORY		
TFE ID	TFE START DATE	TFE END DATE
2021-WECC-TFE-000066-0	05/31/2021	

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Notice: The TFE Revision section provides access to previous versions of the TFE ID.



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Material Change Requests



12 In the **Action** section, select **CEA Review** from the dropdown.

13 Type the **reason and nature of the MCR** in the textbox.

14 Click the **Update** button.

Action

Instructions To submit this MCR for Region review, select the "CEA Review" option below and click "Update." You can also abandon this MCR by selecting "Close" and clicking "Update."

Action 12

Reason and nature MCR * 13

CEA Review
-- None --
No Action
CEA Review
Close

FORM: R2_TFE_05_MCR

14

Notice: The MCR will now appear in the TFEs in Process tab until the CEA approves it.

An MCR will change the version (A) control number of a TFE in Align (e.g., after submission, the TFE will change from -0 to -1, etc.).

MCR	2021-MRO-TFE-000268-2	
TFE	2021-MRO-TFE-000270-0	



Terminating a TFE



To terminate a TFE:

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

The screenshot displays the 'Technical Feasibility Exception' management interface. The top navigation bar includes tabs for 'Create New TFE', 'TFEs In Process', 'Approved TFEs', 'Inactive TFEs', and 'Disapproved TFEs'. The 'Approved TFEs' tab is active, and a specific TFE with ID '2024-MRO-TFE-000466-0' is selected. The main content area shows details for this TFE, including 'Secure Evidence Locker Instructions' and a 'SEL Comment'. Below this is a 'TFE Revision History' section with a table header for 'TFE HISTORY' containing columns for 'TFE ID', 'TFE START DATE', and 'TFE END DATE'. At the bottom, the 'Action' section contains instructions and a dropdown menu currently set to 'No Action'. A green 'Update' button is located at the bottom right of the form.

Notice: The TFE will now appear in the Inactive TFEs tab. Also, for open-ended TFEs, the Registered Entity must terminate the TFE when ready.



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TFE Requests for Information (RFI)



If your CEA requests additional information for TFEs or MCRs to TFEs:

1 Navigate to the **TFEs in Process** tab.

2 Click the **Unique ID** of the TFE with an RFI.

Notice: If there is an RFI awaiting a response a bubble indicator will be displayed. Hovering over this bubble will notify the user of what items require actions.

3 Navigate to the **Request for Information** section.

4 Select the **Unique ID** of the RFI you wish to respond to.

Technical Feasibility Exception

1

2

3

4

SUBMITTED TFEs AND MCRs IN REGION PROCESSING									
<input type="checkbox"/>	TYPE	UNIQUE ID	NCR	REGISTRATION	SUBMITTAL DATE	REVIEW DUE DATE	CREATED BY	MODIFIED BY	MODIFIED ON
<input type="checkbox"/>	TFE	2024-MRO-TFE-000180-0	NCR		10/01/2024	11/30/2024			10/01/2024

This TFE has 1 RFI(s) awaiting your response. Open the TFE and scroll down to respond.

Technical Feasibility Exception

TFE-000180

mitigating measures that are planned or have been implemented *

Have the compensating and/or mitigating measures been fully implemented? Yes

Has a plan and a time schedule been proposed to terminate the TFE? No

Explanation why an open ended TFE is requested * TEST

Assertions

CIP Sr. Manager or Delegate name * TEST

Signature of CIP Sr. Manager or delegate * Yes

3 Request for Information

RFI ID	REQUESTOR CONTACT	RESPONDENT CONTACT	REQUEST SENT DATE	REQUEST DUE BY
RF24-010195	MRO Editor 1	Courtney Vetter	10/01/2024	10/31/2024

4

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Inactive TFEs



The Inactive TFEs tab may be helpful to reference historical information. They can be viewed but not updated.

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

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

Technical Feasibility Exception										Align For Entities
Create New TFE TFEs In Process Approved TFEs Inactive TFEs Disapproved TFEs										NCR55555 Test Company in WECC Editor 1
INACTIVE AND TERMINATED TFEs										
	UNIQUE ID	NCR	REGISTRATION	STD REQ AND PART	TFE END DATE	STATUS	CREATED BY	MODIFIED BY	MODIFIED ON	
<input type="checkbox"/>	2021-WECC-TFE-000049-0	55555	Test Entity Name Change	CIP-010-3 R3.2.	08/31/2021	Terminated	NCR55555 Editor 1	Import User	08/24/2023	
<input type="checkbox"/>	2021-WECC-TFE-000050-1	NCR55555	Test Entity Name Change	CIP-010-3 R1.5.	07/13/2021	Terminated	NCR55555 Editor 1	Import User	08/24/2023	
<input type="checkbox"/>	2021-WECC-TFE-000076-1	NCR55555	Test Entity Name Change	CIP-005-6 R1.4.		Terminated	NCR55555 Editor 1	NCR55555 Test Company in...	08/24/2023	
<input type="checkbox"/>	2021-WECC-TFE-000079-1	NCR55555	Test Entity Name Change	CIP-005-6 R1.4.		Terminated	NCR55555 Editor 1	NCR55555 Test Company in...	08/24/2023	



Disapproved TFEs



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

DISAPPROVED TFEs AND MCRS										
	TYPE	UNIQUE ID	NCR	ENTITY NAME	STD REQ AND PART	DISAPPROVAL DATE	REGION COMMENT	CREATED BY	MODIFIED BY	MODIFIED ON
<input type="checkbox"/>	TFE	2021-WECC-TFE-000052-0	NCR55555	Test Entity Name Change	CIP-005-6 R1.4.	07/12/2021		NCR55555 Editor 1	WECC Editor 1	08/24/2023
<input type="checkbox"/>	TFE	2021-WECC-TFE-000053-0	55555	Test Entity Name Change	CIP-005-6 R2.5.	07/12/2021	This has been disapproved.	NCR55555 Editor 1	WECC Editor 1	08/24/2023

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

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



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

