

**Automated  
Contract  
Preparation  
System**

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**Award Guide**

**August 2003**



## **ACPS - 20 Years of Contracting Evolution**

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Welcome to the newest version of the Automated Contract Preparation System (ACPS). ACPS is a comprehensive, FAR-based contract writing system. ACPS simplifies the process of creating numerous types of contractual documents.

This updated version of ACPS still has all of the features and capabilities that you've known in the legacy (Data General) version. We've taken those features, improved them, and added even more versatility with these new features:

- NAFI (formerly JEDA)
- Purchase Requests and amendments
- Amendments to solicitations
- Modifications to contracts
- Orders against basic documents
- Conformed copies or changes only
- E-mail
- Attachments
- Expanded clause logic
- Enhanced clause fill-in process
- Streamlined assembly process
- Improved front page award process
- Direct feed to J041, DD350, Fed Biz Ops, and NAFI

We are continually enhancing and improving ACPS to take advantage of current and future software capabilities. The improved software and data structures will allow us to be more responsive to changing technologies, process improvements, and corporate initiatives as well as higher level acquisition process directives. These software structure improvements will allow you to use all the new technologies that are emerging.



# **ACPS - 20 Years of Contracting Evolution**

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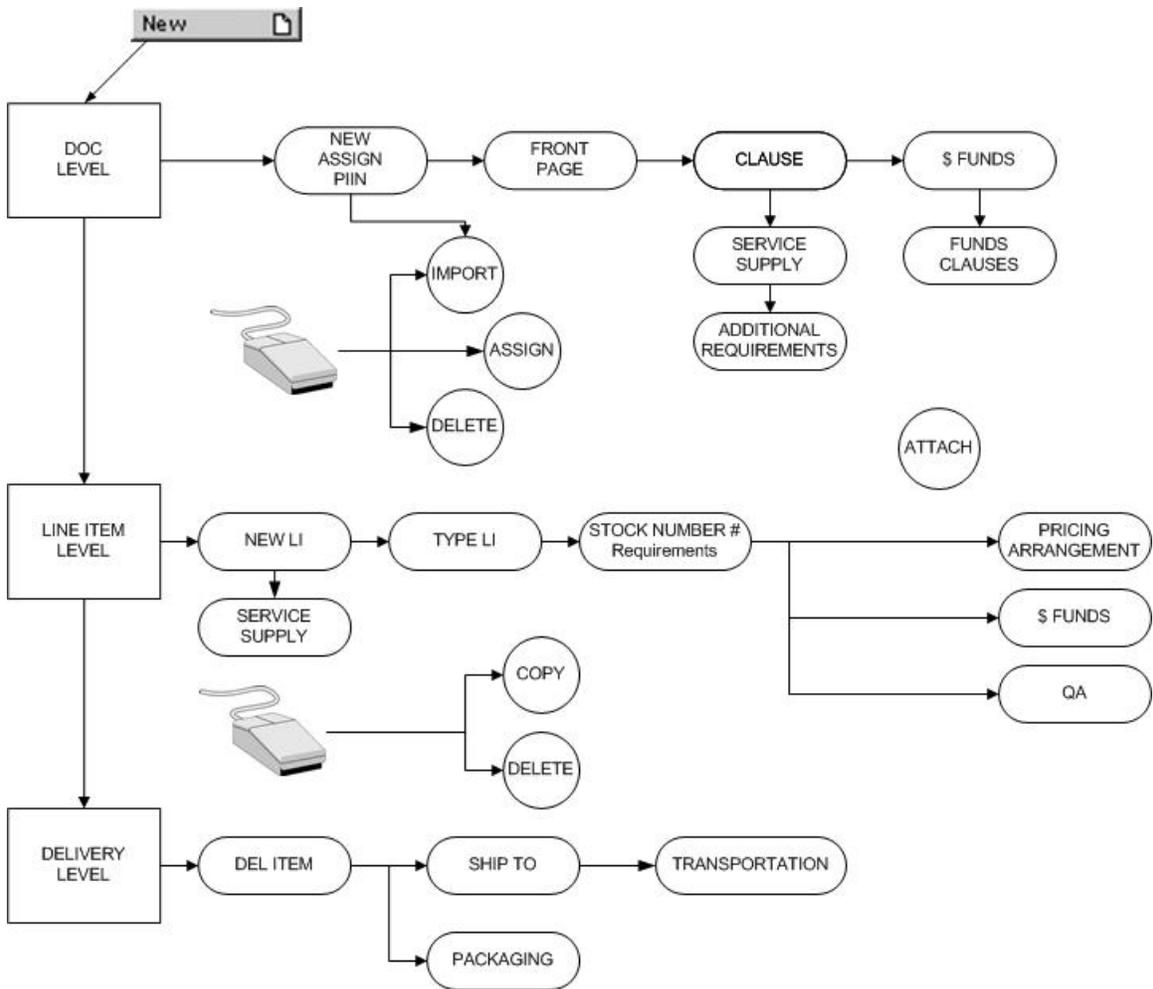
**ATTACHMENTS.....ERROR! BOOKMARK NOT DEFINED.**

# Creating an Award

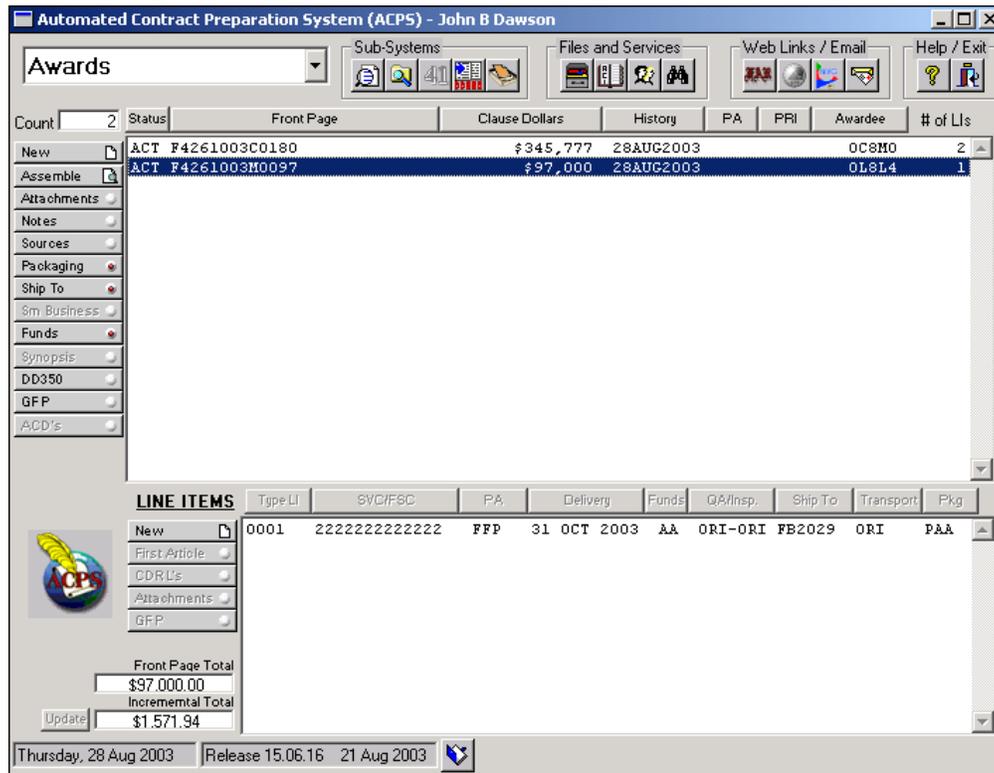
There are four main areas in creating any type of document, whether a purchase request, solicitation, or award. These areas are: Document level, Line Item level, Delivery level, and Assembly. In any given solicitation or award there are many variations that will occur depending on the type of document being created. To see all or any of these variations, please refer to the user guide, accessible through the Help

button  This will bring up the ACPS User Manual in its entirety in PDF format. Any topic can then be searched for more detailed information and instructions.

This booklet takes you step by step through the basic process of creating an award document.



# Document Level



The buttons across the top of the screen provide access to File Maintenance, Clause look-up, e-mail, and other features:

### Sub-Systems:

-  Document Reviews.
-  Document Filing/Retention System.
-  J041.
-  DD350.
-  Offers.

### Web Links/Email:

-  FARSite Web Site.
-  DEBAR Web Site.
-  NAICS Web Site.
-  Email Services.

### Files and Services:

-  Support Files & Maintenance.
-  Clause Information.
-  Change Password.
-  Locate a Document.

### Help/Exit:

-  Help.\*
-  Exit.

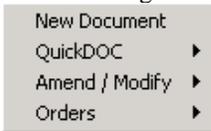
\* The Help button will access the ACPS User Manual where further detail on any part of the software can be found.



**New** Release notes. This button at the bottom of the workbasket screen will flash “NEW” when a software release has been loaded to your site. By clicking the blue book button you can bring up a text document of release notes. These are notes on what has been changed, added, or deleted in the ACPS software.

Use the drop-down list box in the upper left corner to select the Award Workbasket. When you use this program the first time, your award workbasket will be empty. Click the “New” button  at the upper left-hand side of the screen to start a new award document. On the next screen, you will choose the document type and decide whether you want the program to assign the document number automatically or enter your own number.

The following choices will be available:



Select “New Document” and the following screen will appear:

The "New Award" dialog box contains the following elements:

- Parameter:** A dropdown menu showing "ZZZZ".
- Type of Contract:** A group box containing two columns of radio buttons:
  - Definitive Contract... (selected), Facilities Contract, Purchase Order, Short Form Research, Sales, Government Dept Order
  - Indefinite Delivery Contract, Imprest Funds, Agreement, Lease Agreement, Pseudo AAE, Letter Contract - Undefined
- Agency:** A dropdown menu showing "5700".
- Site:** A dropdown menu.
- DoD/NASA/Other:** A group box with radio buttons for "DoD" (selected), "NASA", and "Other than DoD".
- DoD Fields:** Next to the "DoD" radio button are two input fields: "F4261003" and "C".
- Assign PIIN:** Radio buttons for "Yes" and "No" (selected).
- Print PIIN:** Radio buttons for "Yes" (selected) and "No".
- Buttons:** "OK" and "Cancel" buttons at the bottom right.

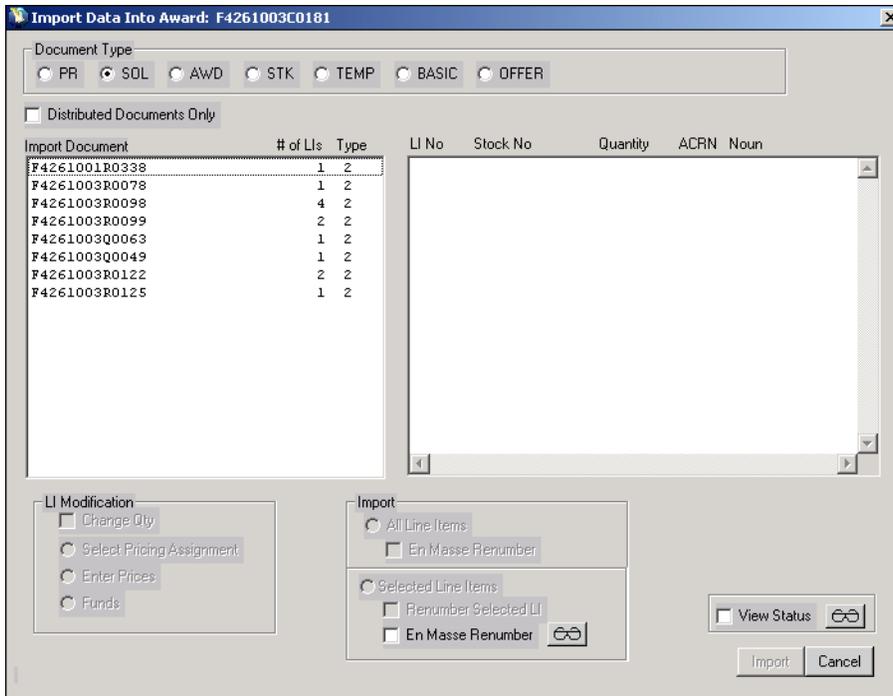
The “Parameters” setting will fill in with your default parameter set by your ACPS System Administrator. Select the type of award in the “Type of Contract” area.

The “Agency” and “Site” codes will fill in from your parameter setting.

The current default setting is “DoD.” The DoDAAN part of the document number will fill in from your parameter setting. The letter in the 9<sup>th</sup> position is set based upon the type of award selected above. A contract number can be manually entered at this point, or “Yes” can be selected under “Assign PIIN,” automatically assigning the next sequential number to the new award document.

“Print PIIN” will default to “Yes.” (The “No” selection is used for specific, unusual situations.)

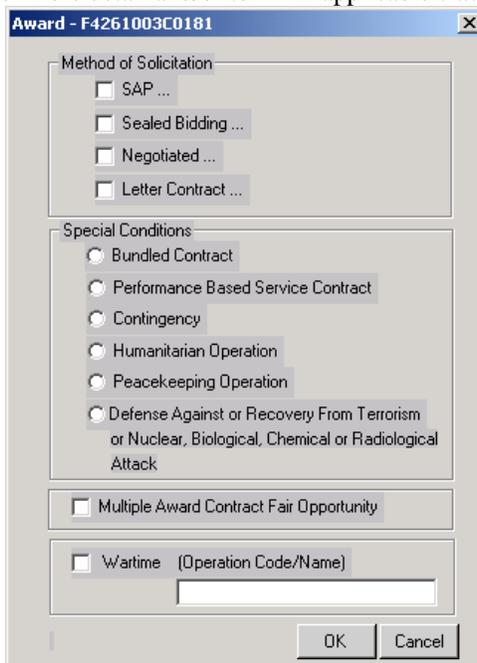
If you wish to import data into your new award from another document, use the Import button  This will bring up the following screen to select a document and Line Items (LIs) from:



If you are not importing, select “OK” at the “New Award” screen and begin creating the new award document.

**NOTE:** The detail button  indicates that there are one or more screens following that selection.

The following screen will appear to make selections that apply to the award: (**NOTE:** Items with ellipses (. . .) have follow-on screens for more detail and/or to fill in applicable clauses.)



The “SAP,” “Sealed Bidding,” and “Negotiated” selections will bring up the following screen:



If you have imported a PR or a solicitation, the information from that document will be filled in. If you have not imported a document, you will need to fill in the necessary information. Some information will be filled in from your parameters as set by your local ACPS System Administrator.

- Enter DO or DX rating
- Enter SCD code and NAICS code
- Enter the PR number and/or solicitation number if it has not been imported (this places the PR number and/or the solicitation number on the front page). The dates of those documents are placed in the remaining 3 fields using the Calendar buttons.

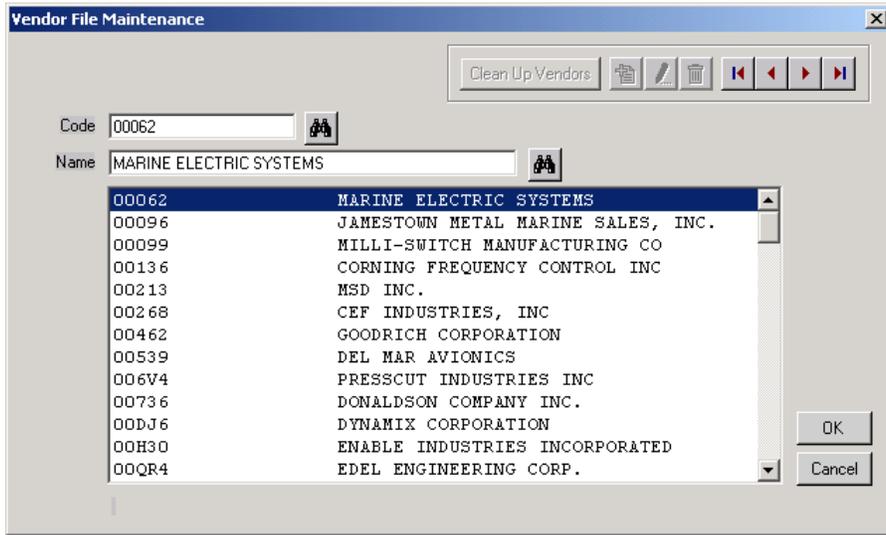
The “Doc Detail” button allows you to edit the selections on the Method of Solicitation screen.

**NOTE:**  next to a selection means there is a lookup feature available.

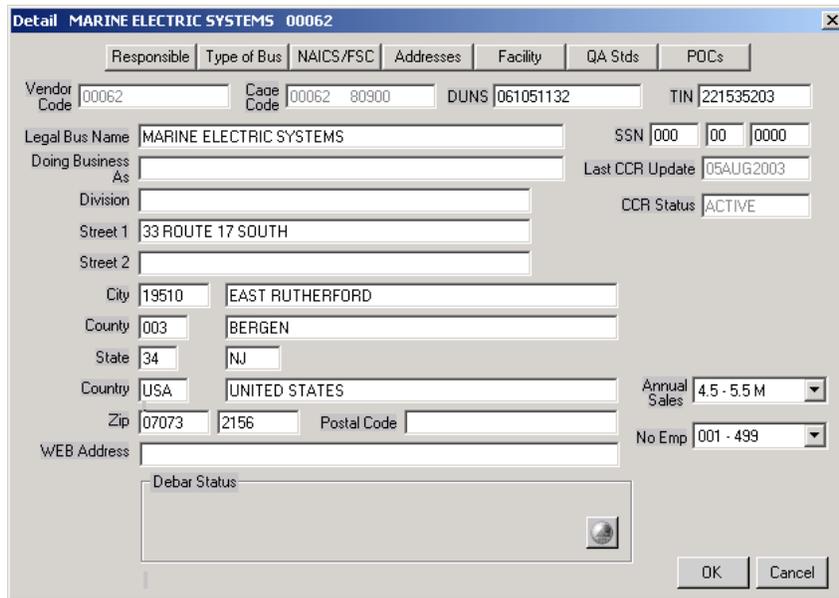
To select the awardee and include applicable information , click 

Use the binocular button to access the vendor database.

If you know the CAGE code for the contractor, type it in the “Code” field. Otherwise you may click the binoculars to look up the information. You will be shown a screen similar to this:

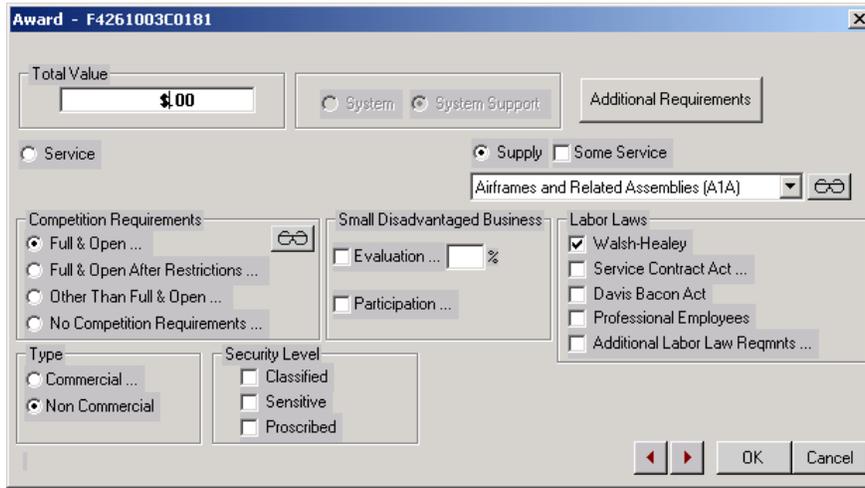


The VCR buttons at the top of the screen will let you maneuver through the database. When you have selected the desired vendor, click “OK” and the following detail screen will appear.



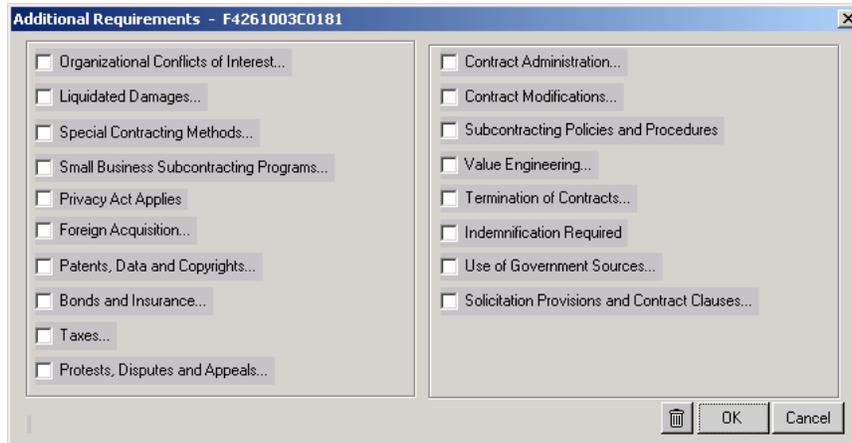
Make any desired changes for the document and click “OK” to return to the awardee screen. Click “OK” on that screen to go to the Clause Dollars screen:

**CLAUSE DOLLAR SCREEN --**



On this screen, enter the total dollar value of the award (this pulls in clauses based on the dollar thresholds). Make any other selections as necessary. The “Commercial/Non Commercial” selections on this screen pertain to Part 12 clauses.

To provide more detailed information on the award, click  This mainly applies to large dollar buys and pertains to all other parts of the FAR except Parts 14 and 15. This screen is brought up:

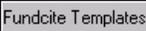


These selections are arranged by FAR Parts 11 through 52. On this screen you may make as many selections as needed for the award. Most of these selections will bring up an additional screen or screens for you to more clearly define the selection(s) made. For each selection made the appropriate clauses will be brought into the document. Click “OK” to return to the Clause Dollars screen. On that screen click “OK” to continue on to the Funds screen.

**FUNDS AT DOCUMENT LEVEL --**

This screen allows fund cite and ACRN entry at the document level (enter desired ACRNs here and then assign them to the Line Items):

The screenshot shows a window titled "Funds PIIN: F4261003C0181 CLIN:". It features a toolbar with icons for document operations and tabs for "Multiple Funds", "ACRNs Assigned to Doc", "Fundcite Templates", "Payment Method", and "Clauses". Below the tabs are buttons for "Preamble Note", "Billing Instruction Note", and "Payment Instruction Note". A large, empty text area labeled "Fund Citation" is the central focus. At the bottom, there is a "Dollars" field set to "\$0.00", radio buttons for "Initiated", "Committed", "Obligated", "Deobligated", and "No Change", and "OK" and "Cancel" buttons.

Click  to display a listing of fund citations in your site's database:

The screenshot shows a window titled "Template Fund Cites". It has a dropdown menu set to "BA" and a list of fund citations. The list includes alphanumeric codes and some descriptive text. At the bottom, there is a text input field for "Reference" and "OK" and "Cancel" buttons.

97X4930	FC04 64 1	47 E3 15329Z 01N000 00000 329200 672300
10	1234567890 0987654321 24680 97531 000000 00000 000000 F0440G	
11	5703010 110 2000 47 20 1-----	000000 -----
12	This is a test to see what a free form fundcite edits like.	
29	5730600 290 2000 47 12 696997 516140 59200 669800 504400	
2L	5676879879	
4F	9711X8242 4F0 2000 63 03 -----	000000 00000 ----- 504400
64	S97X4930 640 2000 47 E3 150000 01N000 00000 000000 672300	
6E	97X4930FA20 6E7 2000 47 E3 AJEFG 011000 00000 000005 672300	
6H	97X4930FC0H 6H0 2000 47 E3 FD2020 01N000 00000 000000 672300	

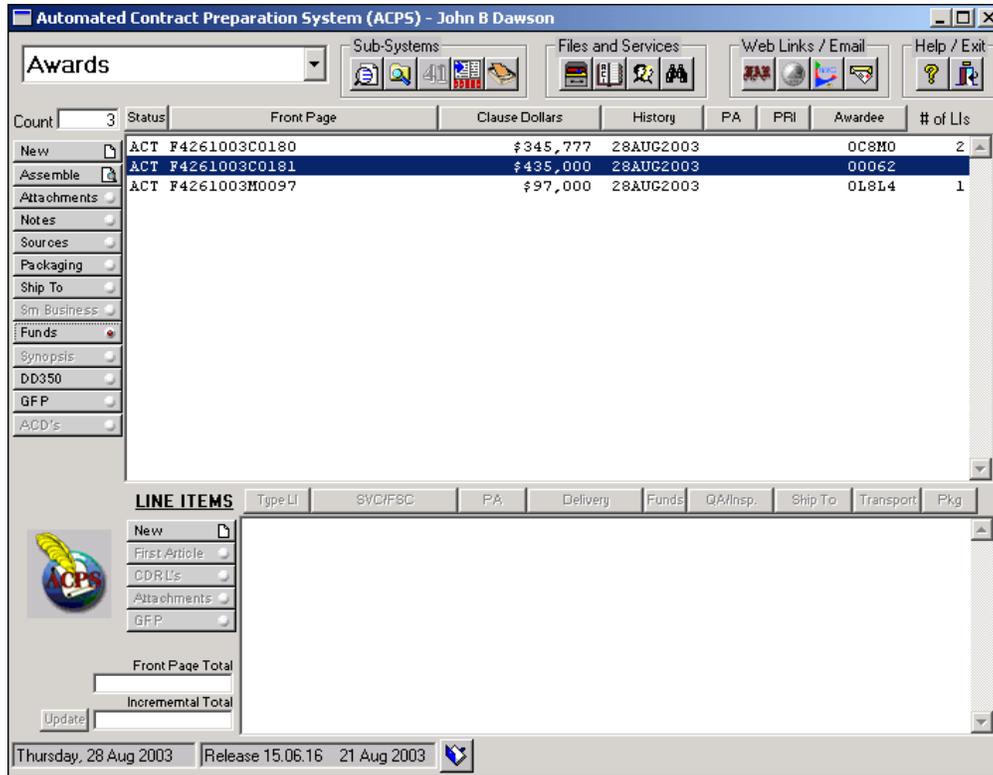
Select the appropriate fund cite(s) for the document. Click "OK" and it will be added to the "Funds" screen list box. Click "OK" to continue. You will be returned to the solicitation workbasket.

If your fund cite is not in the database, click the  button on the main Funds screen to enter a fund cite. The following screen will be displayed:

The screenshot shows the "Funds" window with the "Fund Citation" section expanded. It includes an "Organization" section with radio buttons for "Air Force", "Army", "Navy/Marines", "DOD", and "Other". The "Fund Citation" section contains input fields for "ACRN", "Appr", "L-SUB", "Fund Code", "Year", "OAC", "ASN", "BP", "MFP", "EEIC", "PE Code", "ADSN", "DODAAD", "Dollars" (set to "\$0.00"), and "Reference". "OK" and "Cancel" buttons are at the bottom.

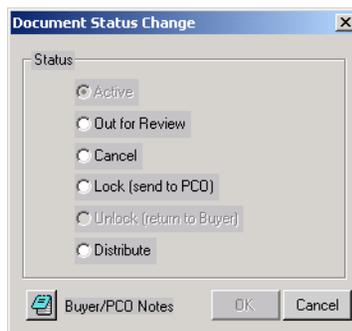
Enter the fund cite information in the appropriate blocks and click “OK” to return to the “Funds” screen. Click “OK” to return to the solicitation workbasket.

You have completed the first portion of your award. Your workbasket will look similar to this one:



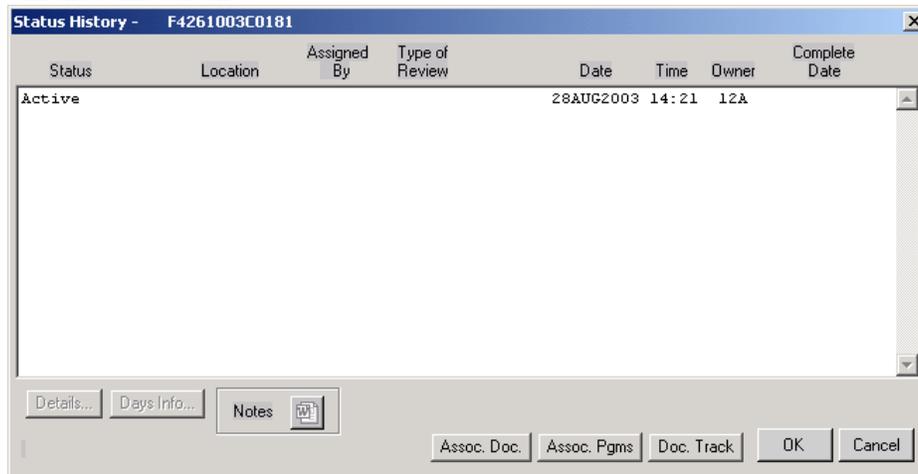
The buttons along the top of the document workbasket area

Status Front Page Clause Dollars History PA PRI Awardee are used to access various parts of the document after it has been created.

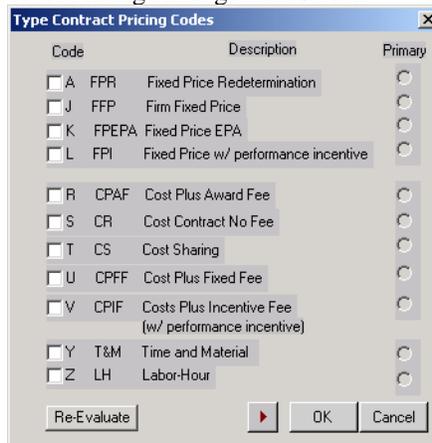


“Status” will bring up this screen to show what the status of the selected document is or to change its status. The “Front Page” and “Clause Dollars” buttons will bring up the previous screens (above).

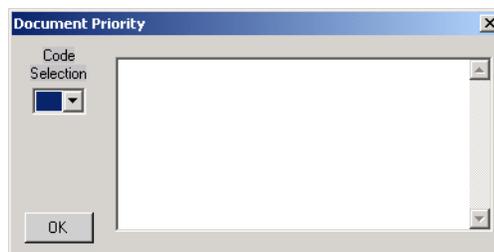
“History” will show this screen:



“PA” will bring up the document level Pricing Arrangement screen:



This is where the specific pricing arrangement code for the document is set. Normally, you will not need to fill out this screen as the Line Item (LI) pricing arrangement will automatically fill this in for document level.

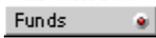


“PRI” will bring up this screen:

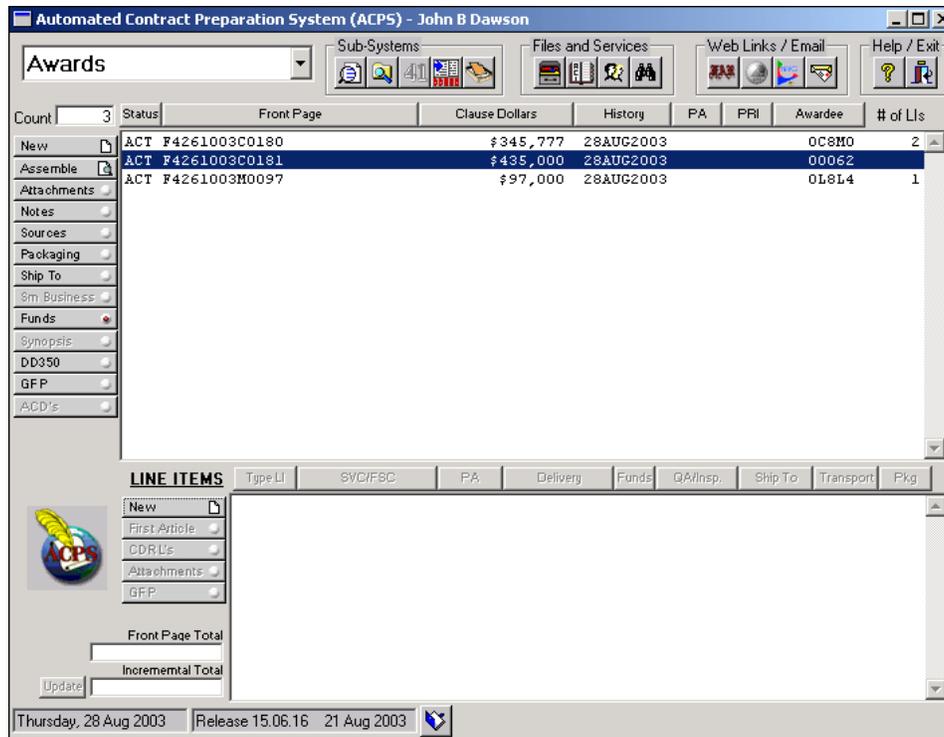
“Awardee” will bring up the Awardee Information screen (as shown previously).



The buttons along the left hand side of the document workbasket area will become available for use as they apply to the selected document. The little round button on the right side of the named button will turn red when data has been entered for the item, such as the document level fund cite above,



## Line Item Level



To create a Line Item (LI), highlight (select) a document in the upper workbasket and then select the “New” button  in the lower part of the screen under the “LINE ITEMS” title. The following pop-p menu will appear:



Select “Add (New) Line Item.” The following screen will appear:

The "Define Type Line Item" dialog box is used to configure the type and details of a line item. It features several sections:

- Type:** Includes radio buttons for "Regular NSN", "Sub (Stand alone)", "ELIN Associated LI#" (with a text field), and "Reserved". There are also numeric input fields for "Line Item Number".
- Commercial Item:** Radio buttons for "Commercial Item" and "Non-Commercial Item".
- Sub Title:** Includes checkboxes for "Insurance Policy" and "All Contractors Must Submit FA", and radio buttons for "Bid A", "Bid B", "Bid C", and "Bid D".
- Option Year:** A text input field.
- Sub Noun:** A text input field.
- Supplies and Equipment:** A radio button.
- Other Options:** Radio buttons for "Research, Development, Test and Evaluation...", "Services and Construction...", "Data...", "Other...", and "First Article /Insurance Policy...".

Buttons for "OK" and "Cancel" are located at the bottom right.

Either accept the default settings or select a different type of LI and/or LI number at this screen. This screen is only accessed once per LI. If you need to change the type of LI, you will need to delete the LI and recreate it to access this screen again.

Click "OK" and the following **TYPE LI SCREEN** will appear:

The "Stock No - LI 0001" dialog box is used to enter stock number information and associated details. It includes:

- Stock No:** Fields for "FSC", "NIIN", and "MMAC". The "FSC" field contains "1620" and "NIIN" contains "565656565".
- List of Stock Numbers for this Document:** A dropdown menu.
- Print Stock Number:** Radio buttons for "Yes" and "No".
- Line Item Priority:** A dropdown menu.
- Qty Var %:** Spinners for "Over" and "Under", both set to "00".
- Trade Acts and Agreements:** Radio buttons for "Buy American Act/Balance of Prints. Pgm.", "Trade Agreements Act", "North American Free Trade Agree (NAFTA)", "Waiver/Exemptions...", and "Construction Material N/A".
- PR No's associated with Line Item:** A table with columns for "PR No", "IM Code", and "LI No".
- Input/Output Stock No...:** Radio buttons for "Input/Output Stock No...", "Alternate Stock No...", and "None".
- Other Options:** Checkboxes for "Surplus...", "Repair", "FMS", "Brand Name or Equal...", and "Foreign Conditions...".

Buttons for "OK" and "Cancel" are at the bottom right.

Enter the stock number and any other applicable information for the LI on this screen. If you don't have the correct stock number, selecting the "FSC" button will bring up the following screen to search the database for a valid stock number:

The "Supplies and Equipment" dialog box is used to search for a valid stock number. It contains:

- Group:** A dropdown menu.
- Group Type:** A dropdown menu.
- FSC Code:** A text input field.

Buttons for "OK" and "Cancel" are at the bottom right.

After filling in the LI information click “OK” and the following **SVC/FSC SCREEN** will appear:

If there is data in the stock number database for your stock number it will automatically be brought into this screen (and your document). Any changes or additions to this information will save for the current document only unless the stock number is not in the main database, in which case any entered data for the number will write a new record to the stock number database once. (After that only the ACPS System Administrator can add, change, or delete the stock number record.)

After the stock number screen has been finished the “Pricing Arrangement” or **PA SCREEN** will appear:

**(NOTE:** The default setting is Firm Fixed Price, with a single quantity fill-in. This screen allows many different pricing arrangements and many variations on quantities and LI set-ups which are beyond the scope of this instruction. For further detail on pricing arrangements see the ACPS User Manual. Also, dependent sub CLINS – those without deliverables -- are created at this screen. See the ACPS User Manual for further detail on this.)

On this screen, you may enter an introduction to the LI by clicking “Preamble Note.” You may also enter a “Title” for the LI.

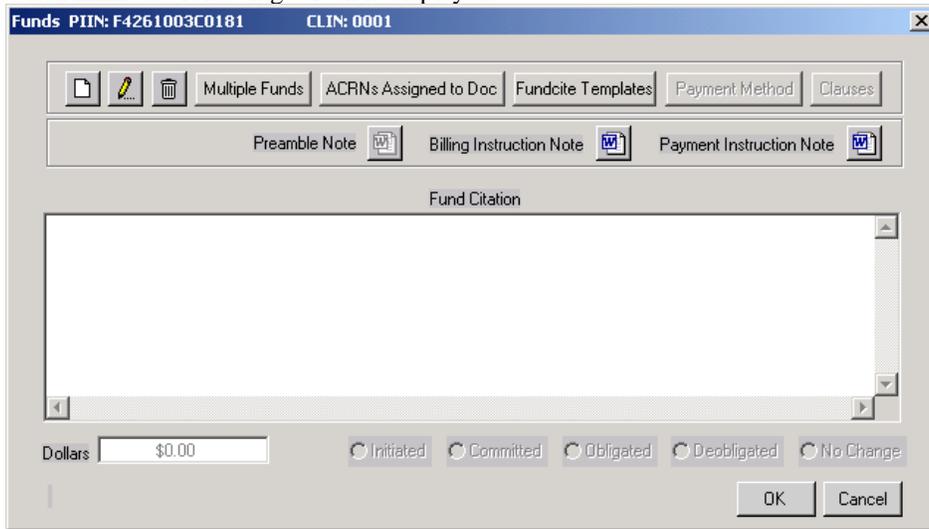
Fill in the LI quantity in the highlighted field. Fill in a unit price and then click on the total price field to have the program calculate the quantity multiplied by the unit price. Additional notes can be added using the Notes buttons at the bottom left of the screen. These notes will appear in the LI schedule of your document. "PA Notes" will print above the NSN information and "Contractor Note" will print below all of the LI information.

Click "OK" to continue.

Once a LI has been established the Delivery, Funds, and Quality Assurance areas will be available to fill in.

**FUNDS AT LI LEVEL --**

When you click **Funds** the following screen is displayed:



The buttons across the top of the screen are used as follows:



and Add, Edit, and Delete ACRN records.



This provides the ability to assign more than one ACRN to a CLIN (Contract Line Item Number). DFARS requires that multiple ACRNS on a CLIN be broken out into separate Informational sub-CLINs. This button is not available at the document level.



This will display the document level ACRNs previously chosen. This button is not available at the document level.



This will display a listing of all the fund cites in your site's database.

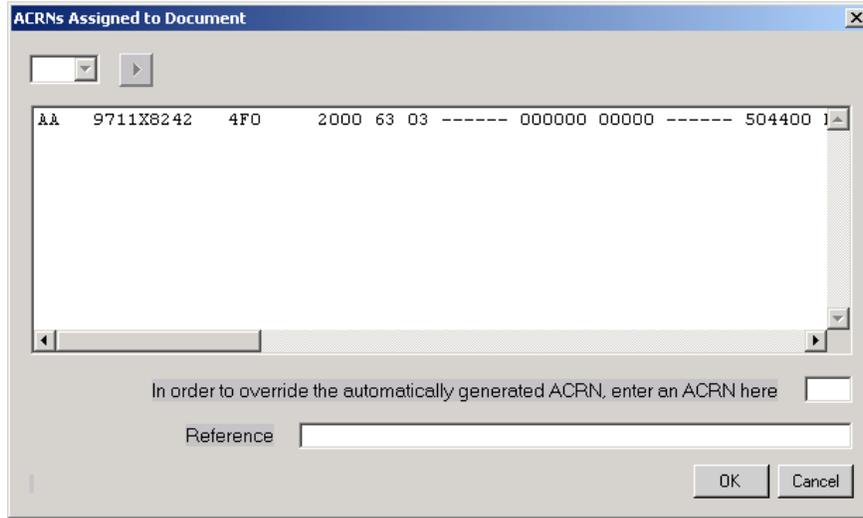


This button will bring up a screen with various Electronic Funds Transfer clauses to choose from if applicable. This is not available at the LI level.



This button will bring up a screen with various funds clauses to choose from if applicable, such as Cost and Pricing, Cost Accounting Standards, Contract Financing, etc. This is not available at the LI level.

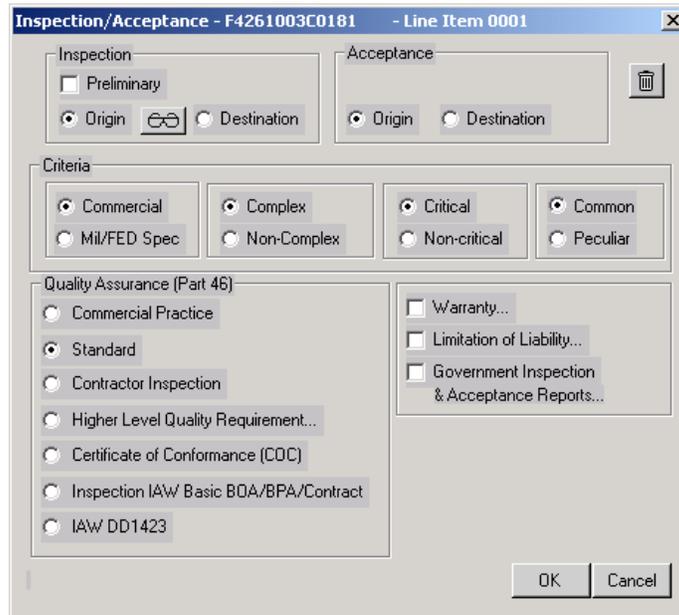
Select **ACRNs Assigned to Doc** and the following screen will appear with any fund cites previously selected or entered at the document level:



Select the applicable fund cite for the current LI and click “OK.”

#### QA/INSPECTION –

The **QA/Insp.** button will bring up the following screen:



Make the appropriate selections for the solicitation IAW the AFMC Form 807, Recommended Quality Assurance Provisions and Special Inspection Requirements. Some selections will bring up additional screens to provide more detailed information and/or clause fill-ins. Click “OK” to return to the LI Workbasket.

For “Preliminary” and “Origin” inspection, click the eyeglass button to access the address fill-in(s) for the point of inspection. The address database can be accessed from here and an address selection made:

The screenshot shows a dialog box titled "Place of Inspection - Origin". It features a "Type of Address" section with four radio button options: "Contractor Address", "Contractor Facility", "Packaging Plant", and "Other". To the right of these options is a small icon of a magnifying glass over a document. Below this section are several text input fields: "Code", "Name", "Street", "City", "State", "Zip", "Country", and "Web". The "State" and "Zip" fields are separated by a hyphen. At the bottom of the dialog is a "QA Inspector" field and two buttons labeled "OK" and "Cancel".

Ship To, Transportation, and Packaging will become available after a Delivery has been created.

With the LI highlighted in the workbasket, click  to build one or more delivery schedules for the line item.

## Delivery Level

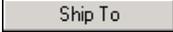
Click the new delivery button  and the “Start Delivery” selections will become available to start building a delivery schedule. As you make selections, appropriate clauses are pulled in. Depending on the selection made, a follow-on screen will appear to add more detail. In this case “After Receipt of (ARO)” was selected for “Start Delivery.” The “Delivery Quantity” is automatically brought in from the LI Pricing Arrangement area. The number 120 was manually entered, “Calendar Days” and “Written Notice of Award” were selected from drop down menus in the “Period” and “After Receipt Of” fields.

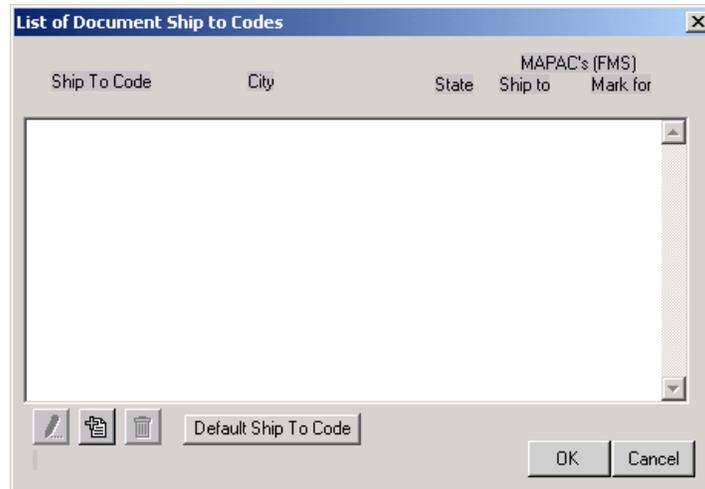
To edit any of the delivery schedules, highlight the delivery in the list box and click . If you are editing Delivery #1, you may change any of the information, but in doing so, the rest of the delivery schedules for the LI will be deleted. This is because the FAR allows only one heading per line item.

If you are editing a delivery schedule other than the first one, you will be able to change only those areas that are NOT grayed out.

You are also able to define your Ship To and Packaging requirements here as well as in the LI area. “Mark For” and “Requisition Number and Priority” are only accessible in the Delivery screen. The difference is that in the delivery schedule you can specify multiple Ship To addresses and PACRNs, whereas at the line item level, you may specify only one. You must create a delivery before you can access the Ship To, Transportation, and Packaging areas.

## SHIP TO --

When you click  the following screen will be displayed. If the Ship To codes were added from the Award workbasket (document level) or LI workbasket (LI level) areas, those codes will be listed on this screen. You can then select which code is needed for the specific delivery you are working on. Otherwise, add a Ship To record as follows:



When you click  you can select either FMS or Non FMS. The following screen is brought up for a Non FMS Ship To entry: (The Default Ship To Code button will bring up the Non FMS address screen with the Ship To address as assigned by your ACPS System Administrator for your parameter.)

***NOTE:*** To delete a Ship To record entirely from a document, it must be deleted at the document level. This is true for Packaging records (PACRNs) and fund cites (ACRNs) as well. Deleting at the LI level removes the association to the specific line item, but the record still remains in the document and that information will appear in clauses.

The "Ship To" dialog box includes the following elements:

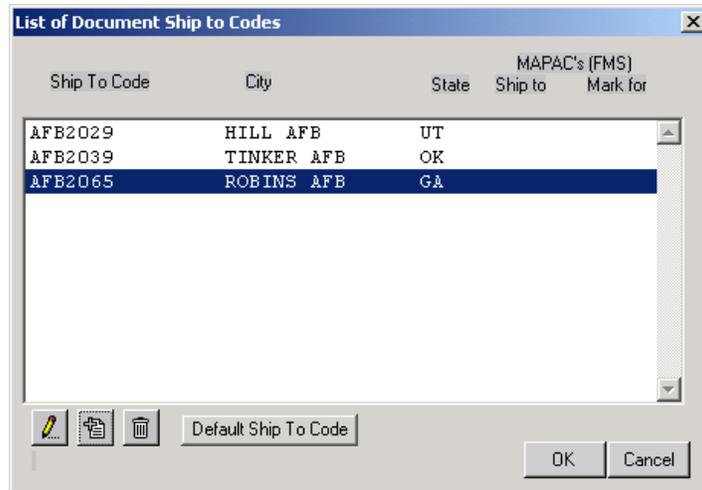
- Print button with radio buttons for "Yes" and "No".
- Ship To label.
- Code field with buttons "1", "2", "3", and a search icon.
- Name, Division, Street, City, State, Zip Code, and Country input fields.
- Note to Contractor and Note to Buyer buttons.
- OK and Cancel buttons.

The "1," "2," and "3" buttons will bring up only the Ship To address for Transportation Address Codes (TACs) A, B, and C, respectively. Choosing  brings up the following screen to search your site's entire address database.

Address Code	Name	Type
TBD	TO BE DETERMINED	A One
F2388F	388 FW	A One
F2C130	OO-ALC/MA	B SHIP TO 2
F6LGNT	OO-ALC/LG	C SHIP TO 3
F6LMSO	OO-ALC/MA	D VENDOR
F6M&SA	OO-ALC/MA	E VEN-REMIT
FB2029	DDHU HILL FACILITY	F VEN-PARENT
FB2039	OC-ALC - TISD	G VEN-FACILITY
FB2065	78 TRANS SQ	H DODAAN
FB4407	375 SUPS LGS	I DODAAC
FB4887	56 SUPS LGS	J ADMIN
FB5612	86AWLGS	K PAY
FD5294	51 SUP LGSDR PACAF RECV SCTN	N Other
		O local
		P test

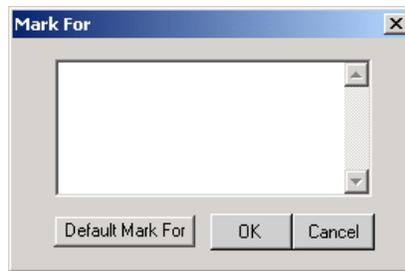
The dropdown menu for the Type column is open, showing the following options: A One, B SHIP TO 2, C SHIP TO 3, D VENDOR, E VEN-REMIT, F VEN-PARENT, G VEN-FACILITY, H DODAAN, I DODAAC, J ADMIN, K PAY, N Other, O local, P test.

You may select all of the Ship To addresses you need for the entire document at this point, or you may select them as you create each LI or Delivery. The selected address(es) will appear on the document Ship To screen. Choose the one needed for the delivery you are working on.



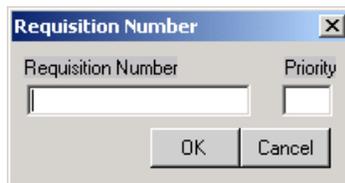
Click “OK” to continue. You will be returned to the Delivery screen with the selected Ship To code now displaying.

The Mark For button  will bring up the following screen:



“Default Mark For” will input a predetermined piece of text as set for your parameter, otherwise enter your information and click “OK.”

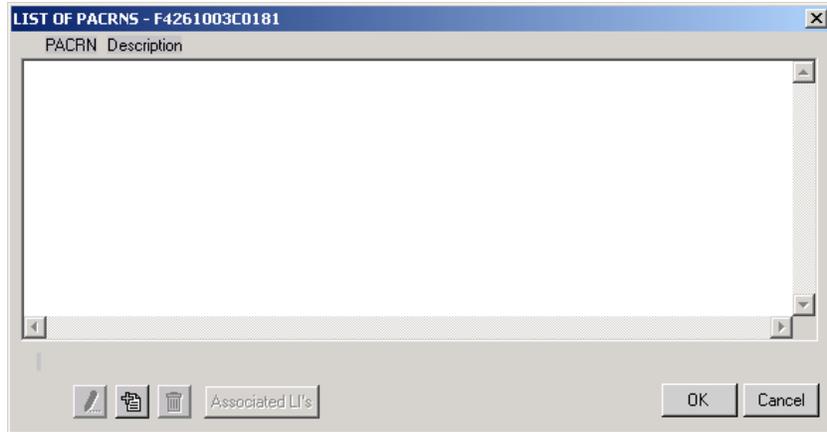
The Requisition Number button  will bring up the following screen:



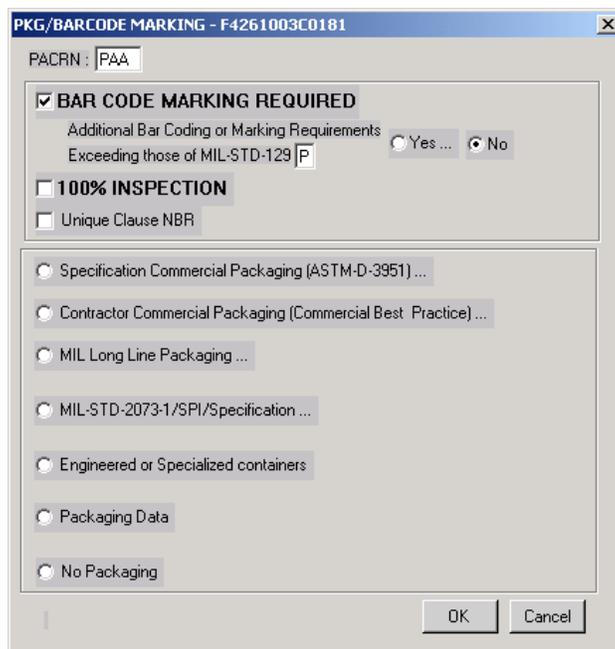
The Mark For and the Requisition Number/Priority will print out in the LI schedule.

## PACKAGING --

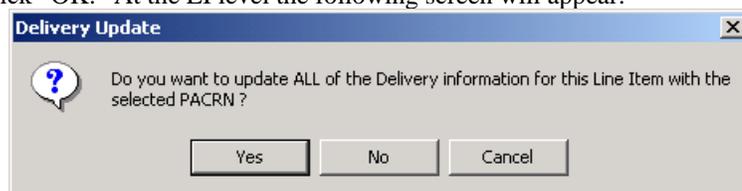
To add packaging requirements by creating a PACRN, select  in the delivery area or  in the LI area. A PACRN is the code assigned to a piece of packaging information that applies to a LI or a delivery and is used to cross reference this information with the LI schedule and the applicable clauses. The following screen will appear:



Click the Add button  and the following screen will be displayed:



The PACRN(s) will be automatically generated as packaging requirements are created and added to the document. Enter the appropriate information IAW the AFMC Form 158, Packaging Requirements. Selections with ellipses ( ... ) have follow on screens to enter additional information that will fill in the appropriate clauses. Click the “OK” button to continue. The information will display in the list box (previous screen). Click “OK” to continue. You may create the PACRNs you need for the entire document at one time and then assign them to specific deliveries or LIs, or you may create them as you create each LI and/or delivery schedule. To assign a PACRN to a LI or delivery, highlight the desired PACRN on the list and click “OK.” At the LI level the following screen will appear:

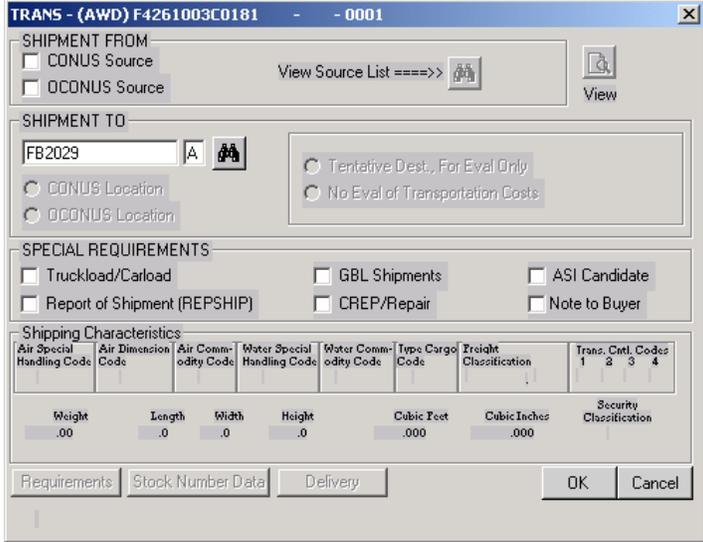


Click “Yes” to continue.

## TRANSPORTATION --

Transportation requirements can be entered only after the Ship To address has been determined and entered.

Select  for the desired LI. The following screen will appear:



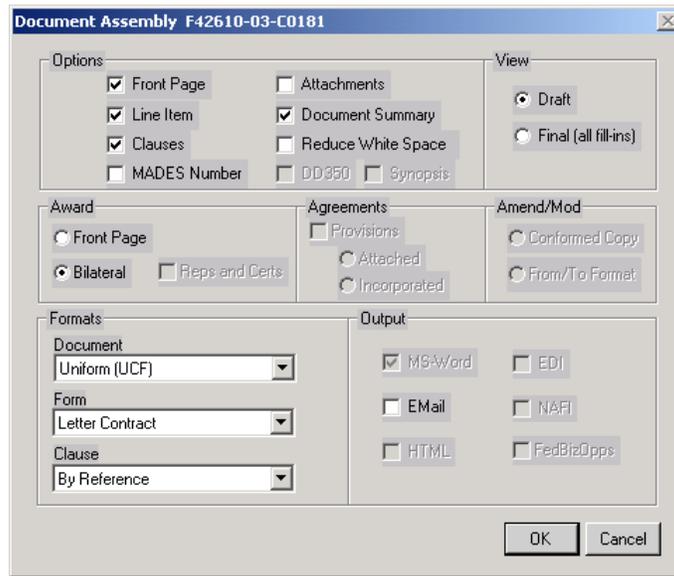
Air Special Handling Code	Air Dimension Code	Air Commodity Code	Water Special Handling Code	Water Commodity Code	Type Cargo Code	Freight Classification	Trans. Ctrl. Codes 1 2 3 4

Weight	Length	Width	Height	Cubic Feet	Cubic Inches	Security Classification
.00	.0	.0	.0	.000	.000	

Input for this area is derived from the AFMC Form 1653, Transportation Data for Solicitations, as well as any transportation terms agreed to during negotiations. The Ship To code and TAC will automatically fill in to this screen. You can look at the detail of the Ship To address, but you cannot make changes to the Ship To record from the Transportation area. You may select either or both CONUS and OCONUS for the “Shipment From” but only one for the “Shipment To”. Further detail screens will appear to enter applicable detail (Origin, Destination, Contractor’s Facility, additional clauses, etc.) Click “OK” when you have completed the necessary information and you will be returned to the LI Workbasket.

## Assembly

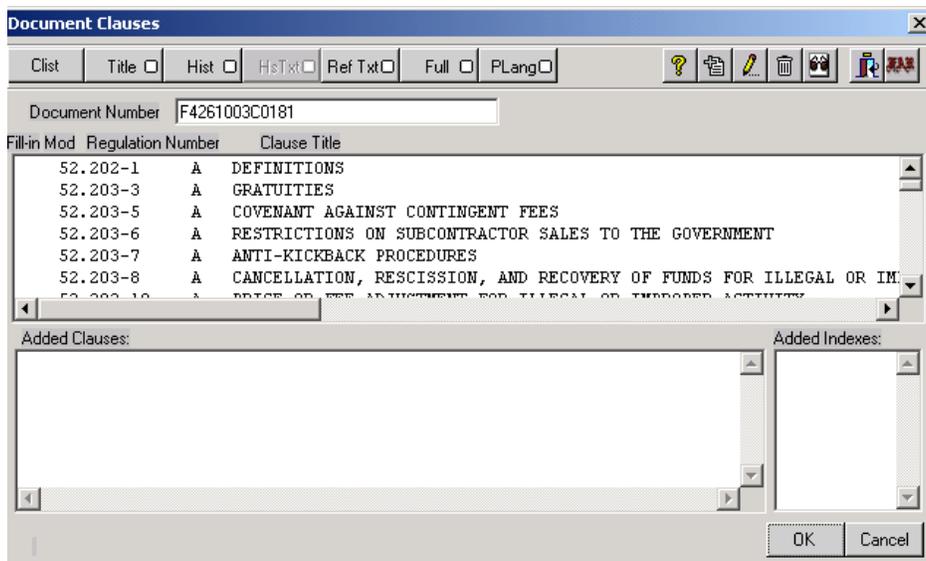
Click the  button (located at the left hand side of the document workbasket area) to assemble the document. This screen will be displayed:



In the “View” area “Draft” will be the default setting. The “Final” setting will cause the program to stop for any clause that has a fill-in with no data entered yet. You may enter the applicable data on the screen that appears, or you may return to the program after assembly and fill in the appropriate screens there.

After you have chosen the specifics appropriate for your document click “OK” to start the assembly process.

During the assembly, the program will pause to show you the clauses that have been selected based on selections you made on all the previous screens as you were building your document. Here you may add additional clauses (individually or by index), modify any clauses that allow editing, or delete those you don’t want. You can also find additional information about a given clause by clicking on any of the buttons at the top of the screen.



The buttons across the top of the screen are:

**CLIST** – A listing of all clauses (DFARS, FAR, AF, MAJCOM, Local).

**TITLE** – Title details.

**HIST** – Shows the complete history actions and dates for the clause. **HsTxt** will display the text file for a given history action.

**REF TXT** – Shows what will print in a document for a clause with fill-ins when the clause is brought in by reference. Clauses without fill-ins do not have a Ref Txt file.

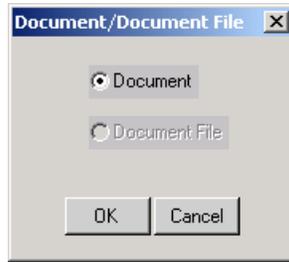
**FULL** – Displays the full text of the clause.

**PLANG** – Displays the prescribing language of the clause.

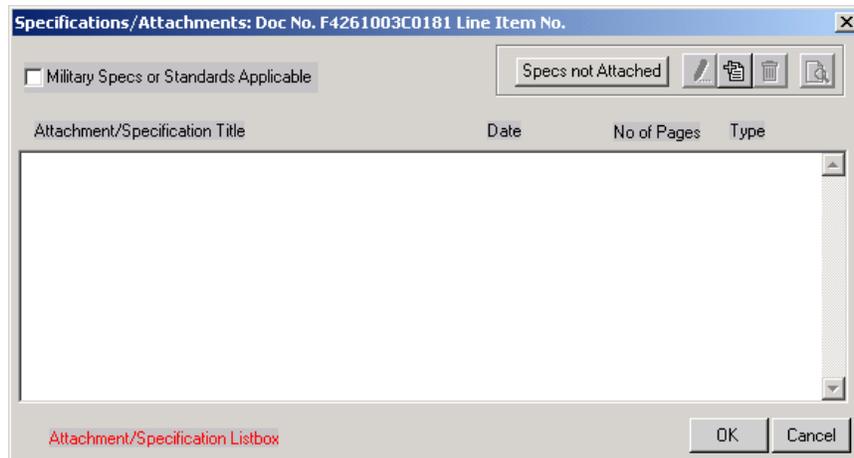
Once you have determined that the clauses are correct for your document, click “OK” to continue the assembly process and finish your document.

## Attachments

Attachments can be included with your document. Click **Attachments** at either the document or the LI level. The following screen will be displayed:



Click “OK” to go to the next screen:



If you choose the “Specs not Attached” button, this screen will be brought up:

The dialog box titled "Location of Specification(s) not attached" contains seven unchecked checkboxes:

- Listed in GSA Index and may be obtained
- Listed in DODISS or DOD5010.12-L and may be obtained
- Not listed in GSA Index - Available from Designated Source
- Not Listed in GSA Index - Available for Examination
- Copy may be obtained from Designated Source
- Available for Examination from Designated Source
- Use of Cancelled Military Specifications & Standards

At the bottom right are "OK" and "Cancel" buttons. At the bottom left, the text "Specs not Attached" is displayed in red.

Make any selections needed for the document. The selections will bring up additional screens to provide more detailed information about the attachment. Click “OK” to return to the main attachment screen.

To add an attachment, click  The following screen will be displayed:

The dialog box titled "Record Type Selection" has three radio button options:

- Incorporate
- Attached
  - Electronic
  - Paper
- Location

"OK" and "Cancel" buttons are at the bottom right.

Choose “Attached.” If you then choose “Electronic” you are taken to your Windows Explorer feature to locate the file needed. If you choose “Paper” you are taken to the following screen where you describe the papers you want to attach: (“Location” will bring up the above “Location of Specifications” screen.)

The dialog box titled "Attach Specifications" contains the following fields and options:

- Title:
- Date:  Date    
- UnDated:  UnDated
- Open:  Open
- Form No.:
- No. of Pages/File Size:
- File Name:

"OK" and "Cancel" buttons are at the bottom right.

Click “OK” when you are finished and you will be returned to the Solicitation Workbasket.

When you assemble the document, make sure you check the “Attachments” box in the “Options” area on the Document Assembly screen. After assembly is complete, you will be in Microsoft Word. There will be numerous windows open. The first two windows will be your document and the Summary Report. Any additional windows open will be the attachments you added.

The attachments must be printed separately from the document. You can print while you are viewing the attachment after assembly.

If you are using E-Mail, the attachments will automatically be included with the transaction.

**DISTRIBUTION --**

When you are finished creating and editing your document and ready to send it out, you can ‘lock down’ the clauses and provisions by “Distributing” your document. Do this at the Status screen (shown in the document level description). Distributing a document will cause it to assemble one last time with the current clauses and/or provisions. No further changes will be allowed to the document in the ACPS system after this. Any future changes required will need to be done by modification. The document will retain clauses effective on the date of distribution. (NOTE: The distribution process also feeds data to the J041 system as well as maintaining the integrity of the document. **ALSO – changes made in Word after the document has been assembled do not save to the document.**)