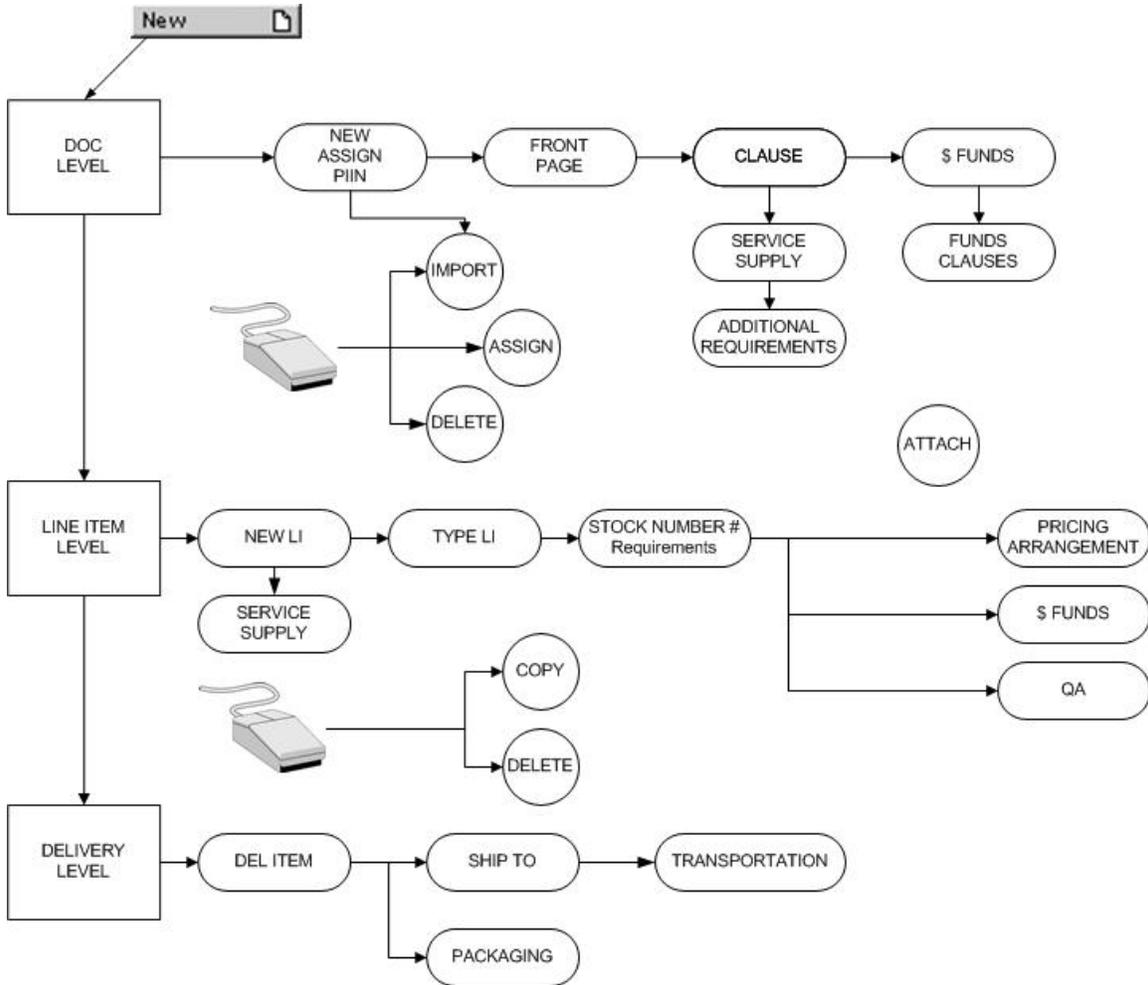


**Automated  
Contract  
Preparation  
System**

**Element Guide  
October 2004**

# Finding Information in ACPS

There are four main areas to go through in creating any type of document: Document level, Line Item level, Delivery level, and Assembly. In any given document, there are many variations. ACPS is able to include as many or as few of those variations as needed for a given document. This guide will show at a glance where you can find the various elements that may be appropriate for your document.



# Document Level

**Automated Contract Preparation System (ACPS) - John Doe (12A)**

**Awards**

Count	Status	Front Page	Clause Dollars	History	PA	PRI	Awardee	# of LIs
<input type="checkbox"/>	ACT	F4260003C0733	\$288,756	14APR2003	J		002H0	1
<input type="checkbox"/>	ACT	F4260003C0734		14APR2003	J			2
<input type="checkbox"/>	ACT	F4260003C0735	\$343,400	14APR2003	J			1
<input type="checkbox"/>	ACT	F4260003C0736		14APR2003				
<input type="checkbox"/>	LOK	F4260003C0908	\$100	28MAY2003	J		60663	1
<input type="checkbox"/>	ACT	F4260003C0927	\$343,400	06JUN2003			0ES29	2
<input type="checkbox"/>	ACT	F4260003M0028	\$25,001	12DEC2002	J		60663	3

**LINE ITEMS**

Type LI	SVC/FSC	PA	Delivery	Funds	QA/Insp.	Ship To	Transport	Pkg	
<input type="checkbox"/>	0001	1620787878787	FFP	*120 Days	AA	DES-DES	FB2029	DES	PAB
<input type="checkbox"/>	0002	1620787878787	FFP	TBD					PAB

Front Page Total: \$343,400.00  
Incremental Total: [ ]

Thursday, 02 Sep 2004    Release Beta    5-Nov-2003   

## Document Level Buttons

- Document Status Change:

- Active
- Out for Review
- Cancel
- Lock (send to PCO)
- Unlock (return to Buyer)
- Distribute
- Buyer/PCO notes.

- Document front page information:

- Title text and Dollar total (awards)
- Front page note
- Priority

Office Symbol  
Issuing Office  
DO/DX rating  
SCD code  
NAICS code  
Construction (if applicable to document)  
Front page FOB designation  
Front page Electronic Invoice designation  
Front page FMS designation  
Buyer name  
Contracting Officer name (awards)  
PCO List access  
Don't Print Email Address checkbox  
PR Number and date  
Solicitation Number and date (awards)  
Award Number and date (if applicable)  
Small Business Competitiveness Demonstration Program checkbox  
Contractor signature required designation and number of copies  
Awardee (awards) [see Awardee button below (Doc Level number 7.)]  
Doc Detail (solicitation):

Evaluation Criteria

Indefinite Delivery Contract Contemplated

Unpriced Actions Contemplated

Annual Representations and Certifications

Fast Pay Procedures Apply

JWOD – NIB/NISH

Acquisition Ombudsman information

Acceptance Days

RFP Detail

Discussions Will be Held to Evaluate Offer and Award

Government will Accept Alternate Proposals

Information for Planning Purposes

Facsimile Proposals

Place of Performance Different from Address of Offeror

Audit and Record Negotiations Examination by Comptroller

General Waived

Order of Precedence

Technically Acceptably Source Selecti0n Process

Pre-proposal Conference

Award to be made on All or None Basis

Proposal Samples Required

Price Competition anticipated buy may not be realized

Intent to Incorporate Contractor's Proposal

Use of Non-Government Advisors

Prime Contractor Must Agree to Cooperate with Service

Contractor

Contractor May be Required to Travel  
Contractor Required to Conduct Training

Doc Detail (Awards):

SAP (Award)  
Sealed Bidding (Award)  
Negotiated (Award)  
Letter Contract (Award)  
Service (Agreements)  
Supply (Agreements)  
Priced (Orders)  
Unpriced (Orders)  
Contingency  
Humanitarian Operation  
Peacekeeping Operation  
Defense Against or Recovery From Terrorism or Nuclear, Biological,  
Chemical or Radiological Attack  
Wartime

Doc Detail (Mods)

Project Number  
Administrative Change  
Supplemental Agreement  
Change Order  
Other  
Letter Contract  
Definitive Contract  
Purchase Order  
Order Under Agreement  
BPA Call  
Order Under IDR  
Order Under FSS  
BPA Order Under FSS  
Order Under UNICOR/JWOD  
Excluding SAP  
Accounting and Appropriation Data  
Authority  
Purpose of Modification  
Method of Solicitation

3. Clause Dollars Document level clause information:

Total Value (for clause threshold purposes)

Additional Requirements:

Organizational Conflicts of Interest  
Liquidated Damages  
Special Contracting Methods  
Small Business Subcontracting Programs  
Privacy Act Applies

- Foreign Acquisition
- Patents, Data and Copyrights
- Bonds and Insurance
- Taxes
- Protests, Disputes and Appeals
- Contract Administration
- Contract Modifications
- Subcontracting Policies and Procedures
- Value Engineering
- Termination of Contracts
- Indemnification Required
- Use of Government Sources
- Solicitation Provisions and Contract Clauses

- Service selections
- Supply selections
- Competition Requirements
- Small Disadvantaged Business selections
- Labor Laws
- Type (Commercial or Non Commercial)
- Security Level selections
- Competition Code
  - Price Competition
  - Design or Technical Comp/Best Value other than lowest price
  - Follow on Action after Price Comp
  - Follow on Action after Design or Technical Comp
  - Other Non-Comp

4.  Status History of the document:

- Details
- Days Info
- Cancel OFR
- Notes
- Associated Documents
- Associated Programs
- Document Tracking

5.  Type Contract Pricing Codes (document level pricing arrangement information):

- Fixed Price Redetermination
- Firm Fixed Price
- Fixed Price EPA
- Fixed Price w/performance incentive
- Cost Plus Award Fee
- Cost Contract No Fee
- Cost Sharing

Cost Plus Fixed Fee  
Costs Plus Incentive Fee (w/performance incentive)  
Time and Material  
Labor-Hour  
Re-Evaluate

6.  PFI Document Priority selection

7.  Awardee Awardee Information (award):  
Awardee information, including lookup access to vendor database  
Offer Number  
Acceptance Days  
Offer Date and Time  
Discount Terms  
Transportation by Sea  
Bundled Contract  
More than one offer received  
Place of Performance  
Type of Business  
Business Owned by  
HUBZone District

**Document Record Access Buttons:**

(Note: A red dot on a button indicates that area has been accessed for the selected document.)

8.  New  Create a new document:  
New Document  
QuickDOC  
Purchase Request  
Solicitation  
Award  
Amend/Modify  
Selected Document  
Other Document  
Orders (award)  
Selected Award  
Other Award  
Committee Review  
Selected Document (award)  
Other Document

9.  Assemble  Document Assembly:  
Options:  
Front Page

- Line Item
- Clauses
- MADES Number
- Attachments
- Document Summary
- DD350
- Synopsis
- View:
  - Draft
  - Final (all fill-ins)
- Award:
  - Front Page
  - Bilateral
  - Reps and Certs
- Agreements:
  - Provisions
    - Attached
    - Incorporated
  - Print Line Items
- Amend/Mod:
  - Conformed Copy
  - From/To Format
- Formats:
  - Document (selections)
  - Form (selections)
  - Clause (display selections)
- Output:
  - MS-Word
  - Email
  - HTML
  - EDI
  - NAFI
  - FedBizOpps

10. **Attachments** Document level attachments:

- Document
- Document File

11. **Notes** Document level notes:

- View Note
- Delete Note

12. **Sources** Selected Sources for the document:

- No. Solicited
- No. Bids Received
- Hubzone

Type Business

Large Business  
Small Business  
Small Disadvantaged Business  
Women Owned Small Business                      Uncertified  
Small HUBZone  
Very Small Business  
Emerging Small Business

Response

No Bid  
Bid  
No Response

DD350 Information

Reason Not Awarded to Small Bus And  
Reason Not Awarded to Small Disadvantaged Bus:  
No Know Source  
Not Solicited  
Solicited No Bid  
Solicited Not Low  
Other Reasons

Source look-up

Address edit  
Source add  
Source delete  
POC

13.  List of PACRNS for the document [see LI level Packaging description (LI Level number 9)]
  
14.  List of Ship To codes for the document [see LI level Ship To description (LI level number 7)]
  
15.  SBA record of PR coordination
  
16.  List of ACRNS for the document
  - Add a fund cite
  - Edit a fund cite
  - Delete a fund cite
  - Multiple Funds (LI level)
  - ACRNs Assigned to Document (LI level)
  - Fund Citation Templates
  - Payment Method
    - EFT with Central Contractor Registration
    - EFT without Central Contractor Registration
    - EFT Payment Other Than Contract Payment Office
    - EFT by Third Party

EFT with Delivery Orders  
Submit EFT Information with Offer  
Prompt Payment

Clauses:

Cost and Pricing Data:

Required  
Required for Modification  
Info Other Than Cost and Pricing Data Required  
Info Other Than cost and Pricing Data, Required for Mod  
Requirement is Waived, Exception Applies

Contract Financing:

Financing:

Commercial  
Noncommercial

Progress Payments  
Contracts Debts – Interest  
Contract Funding  
Assignment of Claims – Prohibited  
Performance Based Payments  
Non-Appropriated Funds

Cost Accounting Standards (CAS)

Apply  
Modified Coverage  
Exempt

Profit – Waiver of Facilities Capital Cost of Money

Make or Buy Program

Currency Type

Noted

Initiated

Committed

Obligated

Deobligated

No Charge

17.  FBO/NAFI selections for the document:

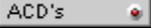
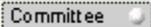
Synopsis  
Not Synopsized  
Modification to Synopsis  
Upload Solicitation

18.  Direct DD350 access from the document (award)

DD350  
1057  
Form 453A/C

19.  Government Furnished Property:

Government Furnished:  
 \$100,000 or Less  
 Material  
 Special Tooling/Test Equipment  
 Special Tooling/ Test Equip in possession of contractor on another contract  
 Facilities  
 Production and Research Property As Is  
 Government Will Provide Modernized or Replacement Facilities  
 Govt Furnished Mapping, Charting & Geodesy Property  
 Precious Metals (Intent to Furnish)  
 Base Support  
 Government Will Maintain Property Records  
 Over \$100,000  
 (Same as for less than \$100,000)  
 None  
 Type of CAP  
 Contractor Acquired  
 Special Tooling (Acquired or Fabricated)  
 Special Test Equipment  
 Government Does Not Intend to Acquire Special Tooling From Subcontractor  
 Special Test Equipment CAP Line Item NOT Established  
 Special Tooling/Test Equipment & Government Desired the Option to Provide to Contractor as GFP  
 Facilities  
 Propose Use of GFP

20.  Not available at this time.
21.  Committee Review
22.  Justification and Approval  
 Assemble, Edit, Add, Delete  
 Purchase Request  
 Stock Number
23.  Release Notes
24.  Indicates a new release has been loaded since last ACPS log on

# Line Item Level

**Automated Contract Preparation System (ACPS) - John Doe (12A)**

**Awards**

Count	Status	Front Page	Clause Dollars	History	PA	PRI	Awardee	# of LIs
7								
New	ACT	F4260003C0733	\$288,756	14APR2003	J		002H0	1
Assemble	ACT	F4260003C0734		14APR2003	J			2
Attachments	ACT	F4260003C0735	\$343,400	14APR2003	J			1
Notes	ACT	F4260003C0736		14APR2003				
Sources	LOK	F4260003C0908	\$100	28MAY2003	J		60663	1
Packaging	ACT	F4260003C0927	\$343,400	06JUN2003	J		0ES29	2
Ship To	ACT	F4260003M0028	\$25,001	12DEC2002	J		60663	3

LINE ITEMS	Type LI	SVC/FSC	PA	Delivery	Funds	QA/Insp.	Ship To	Transport	Pkg
New	0001	1212121212121	NA		AA				
First Article	0001AA	1212121212121	FFP TBC		AA	DES-DES	FB2029	DES	PAA
CDRL	0001AB	1212121212121	FFP TBC		AA	DES-DES	FB2029	DES	PAA

Front Page Total: \$25,001.00  
Incremental Total: \$15,000.00

Thursday, 02 Sep 2004 | Release Beta | 5-Nov-2003

## LINE ITEMS:

- Type LI

 Line Item (LI) information:
  - NSN (FSC, NIIN, and MMAC)
  - Document NSN list
  - Print NSN selection
  - Documents associated with LI
  - LI Priority
  - Quantity Variation (Over and Under)
  - Trade Acts and Agreements:
    - Buy American Act/Balance of Payments Program
    - Trade Agreement Act
    - North American Free Trade Agreement Act (NAFTA)
    - Waiver/Exemptions
    - Construction Material N/A
  - Brand Name or Equal
  - Foreign Conditions
  - Surplus

Repair  
FMS  
Input/Output Stock No  
Alternate Stock No  
J041 Type Line Item  
Buyer Note

2.  **SVC/FSC** Stock Number information:

Noun  
MDC  
Additional Description  
Description  
Supplemental Description  
Program, System and Equipment Codes (End Item)  
Qualified Source/Part Number  
Qualification Requirements  
Required Sources  
Environment /Safety  
Next Higher Assembly  
Physical Item Markings  
Foreign Restrictions  
Exempt from Foreign Disclosure  
Stock List Price  
ERRC  
AMC  
AMOC  
Access to AFMC/AMCS Screening Information

3.  **PA** LI Pricing Arrangement screen:

Preamble Note  
Title  
Noun  
List All (dependent sub LIs)  
Pricing Arrangement:  
    Firm Fixed Price  
    Fixed Price Other Than Firm  
    Time and Material  
    Labor Hour  
    Cost Reimbursement  
    N/A  
Quantity Format:  
    Min/Max  
    Quantity Discount  
    Alternate Packaging  
    Quantity Range  
    Other

Clear Format  
Up to 5 column selections including differing types in each column  
Change Defaults  
Unit of Issue  
Pricing Arrangement Notes  
Contractor Note  
Price Evaluation  
Do Not Calculate  
Add dependent sub LIs

4. Delivery See Delivery Level below.
  
5. Funds LI level Funds screen:
  - Create, Edit, Delete ACRNs
  - Multiple Funds
  - ACRNs Assigned to Doc
  - Fund Citation Templates
  - Payment Method (document level)
  - Clauses (document level)
  - Funds Certifier
  - Preamble Note (document level)
  - Billing Instruction Note
  - Payment Instruction Note
  - Fund Citation list for the LI
  - Dollars – Currency Type
  - Noted
  - Initiated
  - Committed
  - Obligated
  - Deobligated
  - No Charge
  
6. QA/Insp. Quality Assurance/Inspection and Acceptance:
  - Inspection:
    - Preliminary selection (address input on award)
    - Origin (address input on award)
    - Destination
  - Acceptance:
    - Origin
    - Destination
  - Delete QA record
  - Assemble Form 807
  - Quality Assurance (Part 46)
    - Commercial Practice
    - Standard
    - Contractor Inspection

Higher Level Quality Requirement  
Certificate of Conformance (COC)  
Quality Assurance Letter of Instruction (QALI)  
Inspection IAW Basic BOA/BPA/Contract  
IAW DD1423

Warranty:

Supplies  
Systems  
Services  
Construction  
Data

Limitation of Liability:

Other Than High Value Item  
High Value Item

Government Inspection and Acceptance Reports

DD250 Required  
Special Distribution  
Commercial Shipping Document  
Invoice  
Packing List  
Other

Review

Remarks

Quality Pre-Award Survey

Yes  
No

7.  Ship To List of Document Ship To Codes:  
Edit, Add (Non FMS and FMS), Delete, and Assemble Ship To clauses  
Default Ship To selection

8.  Transport Transportation information:

Shipment From:

CONUS Source:

Origin (FOB address input on award):

Transportation for Evaluation  
Origin (52.247-29)  
Origin Contractor's Facility  
Origin Freight Allowed  
Origin Freight Prepaid  
Origin w/Differentials

Destination:

Destination  
Destination Within Consignees Premises

Origin/Destination (see above selections)

OCONUS Source:

Origin (52.247-29)  
Origin Contractor's Facility  
Destination (see above selections)  
Orig/Dest (see above selection)  
U.S. Flag Air Carriers  
U.S. Flag Ocean Vessels (Non DoD)  
Private Vessel  
Commercial Vessel

View Source List

View (assembled clauses)

Shipment To:

CONUS Location:

Origin  
Destination  
Origin/Destination  
Additional Clauses

OCONUS Location:

Other:

F.A.S. Vessel Port of Shipment  
F.O.B. Vessel Port of Shipment  
Inland Carrier, Point of Exportation  
Inland Point, country of Importation  
EX Dock, Pier or Warehouse, Port of Importation  
C.&F. Destination  
C.I.F. Destination  
Point of Exportation  
Point of Importation

Port/Air Terminals:

Other than DOD Water Ports  
DOD Water Port (ALTI)  
DOD Air Terminals  
GBL to Port of Loading (Origin) (ALT II)  
FOB to Port of Loading (Destination) (ALT III)

Additional Clauses:

Freight Class Description  
Guaranteed Shipping Characteristics  
FOB Origin Minimum Size Shipment  
Specific Quantities Unknown  
Returnable Cylinders Contractor to Retain Title  
Returnable Containers  
Notification of Transportation of Supplies by Sea  
Reflagging of Repair Work, Time Charter Vessels

Tentative Destination, for Evaluation Only

No Evaluation of Transportation Costs

Special Requirements:

Truckload/Carload

Report of Shipment (RESHIP)  
GBL Shipments  
CREP/Repair  
ASI Candidate  
Note to Buyer  
Shipping Characteristics  
Delete Transportation record

9.  List of PACRNS for the document:  
Assemble Pkg clauses, Edit, Add, Delete packaging records  
Bar Code Marking Required  
100% Inspection  
Unique Clause NBR  
Specification Commercial Packaging (ASTM-D-3951)  
Contractor Commercial Packaging (Commercial Best Practice)  
MIL Long Line Packaging  
MIL-STD-2073-1/SPI/Specification  
MIL-STD 2073-1/No Packaging  
Engineered or Specialized containers  
Packaging Data  
No Packaging
10.  Add (New) Line Item  
QUICKLine  
Copy Single Line Item  
Copy Multiple Line Items
11.  First Article Requirements:  
Date  
PR No  
Part No  
Delete  
Remarks  
Assemble Form 260  
Testing:  
Contractor  
Government  
Criteria  
Technical Requirements  
Test Report Required  
Test Plan Required  
Evaluation Cost  
Resubmission Cost  
ELIN designations  
Delivery  
Ship To

Disposition:

Approved First Articles(s), quantity:

Expended in testing

Returned to contractor for shipment with production item(s)

Forwarded to

Remain on Aircraft/Equipment

Other

Disapproved First Articles(s)/Residual Components, quantity:

Returned to the contractor

Retained by –pending instruction from contractor

Other

Waiver – First Article conditions for waiver

Approvals:

Testing Organization POC

Item Manager POC

First Article:

Quantity

Of Lot or Item

Is in addition to Production Quantity

Will serve as Manufacturing Standard

Will require long leadtime Items

Will be produced at Production Facility

12.  CDRLs/Exhibits

Assemble Form 1423

Add Exhibits or ELINs

Edit

Delete

Notes

13.  Line Item level Attachments:

Document

Document File

14.  Government Furnished Property:

Government Furnished:

\$100,000 or Less

Material

Special Tooling/Test Equipment

Special Tooling/ Test Equip in possession of contractor on another contract

Facilities

Production and Research Property As Is

Government Will Provide Modernized or Replacement Facilities

Govt Furnished Mapping, Charting & Geodesy Property

Precious Metals (Intent to Furnish)

Base Support  
Government Will Maintain Property Records  
Over \$100,000  
(Same as for less than \$100,000)  
None  
Type of CAP  
Contractor Acquired  
Special Tooling (Acquired or Fabricated)  
Special Test Equipment  
Government Does Not Intend to Acquire Special Tooling From  
Subcontractor  
Special Test Equipment CAP Line Item NOT Established  
Special Tooling/Test Equipment & Government Desired the  
Option to Provide to Contractor as GFP  
Facilities  
Propose Use of GFP

15.  453 B - Abstract Assembles 453B

16.  Update  
Front Page Total Only  
Front Page & Clause Dollars

# Delivery Level

1.  Create a new Delivery
2.  See clause detail
3.  Delete Delivery record
4.  Delivery Note

Start Delivery:

After Receipt Of (ARO):

Delivery Quantity

Number

Period selection

After Receipt of selections

Specified Date:

Assumed date of award (solicitation)

Assumed date contractor will receive notice of award (solicitation)

Delivery Quantity

Date selections

Date entry

TBC – To be cited on individual orders issued hereunder

TBD – To be determined

Delivery Period selections  
Specified Period beginning selections  
During Months selections

Stop Delivery:

After Receipt Of (ARO):

Delivery Quantity  
Number  
Period selection  
After Receipt of selections

Specified Date:

Assumed date of award (solicitation)  
Assumed date contractor will receive notice of award (solicitation)  
Delivery Quantity  
Date selections  
Date entry

TBC – To be cited on individual orders issued hereunder

TBD – To be determined

Specified Period ending selections

5.  Delivery Number
6.  Quantity and Quantity Range
7.  Unit of Issue
8.  Start/Stop delivery period
9.  List of Document Ship To Codes: [See LI Ship To (LI Level number 7)]
10.  Mark For entry  
Default Mark For
11.  List of PACRNS for the document: [See LI Packaging (LI Level number 9)]
12.  Requisition Number entry  
Priority entry

# Assembly Elements

Document Assembly F42600-03-C0927

**Options**

Front Page       Attachments  
 Line Item       Document Summary  
 Clauses       DD350  
 MADES Number       Synopsis

**View**

Draft  
 Final (all fill-ins)

**Award**

Front Page       Reps and Certs  
 Bilateral

**Agreements**

Provisions  
 Attached  
 Incorporated  
 Print Line Items

**Amend/Mod**

Conformed Copy  
 From/To Format

**Formats**

Document  
Commercial

Form  
Letter Contract

Clause  
By Reference

**Output**

MS-Word       EDI  
 EMail       NAFI  
 HTML       FedBizOpps

OK      Cancel

## 1. Options:

- Front Page assemble selection
- Line Item schedule assemble selection
- Clauses section assemble selection
- MADES Number print selection
- Attachments assemble selection
- Documents Summary selection
- DD350 assemble selection
- Synopsis assemble selection

## 2. View:

- Draft
- Final (all fill-ins)

## 3. Award:

- Front Page only selection
- Bilateral selection
- Reps and Certs selection

## 4. Agreements:

- Provisions:
  - Attached
  - Incorporated

- Print Line Items
- 5. Amend/Mod:
  - Conformed Copy
  - From/To Format
- 6. Formats:
  - Document type selections
  - Form type selections
  - Clause display selections
- 7. Output:
  - MS-Word
  - Email
  - HTML
  - EDI
  - NAFI
  - FedBizOpps

**TOP TOOL BAR:**

The screenshot shows the ACPS interface with the following components:

- Window Title:** Automated Contract Preparation System (ACPS) - John Doe (12A)
- Top Bar:** Awards, Sub-Systems, Files and Services, Web Links / Email, Help / Exit.
- Awards Table:**

Count	Status	Front Page	Clause Dollars	History	PA	PRI	Awardee	# of LIs
	New							
	Assemble							
	Attachments							
	Notes							
	Sources							
	Packaging							
	Ship To							
	Sm Business							
	Funds							
	FB0/NAFI							
	DD350/1057							
	GFP							
	ACD							
	Committee							
	J & A							
- Line Items Table:**

Type LI	SVC/FSC	PA	Delivery	Funds	QA/Insp.	Ship To	Transport	Pkg
0001	1620787878787	FFP	*120 Days	AA	DES-DES	FB2029	DES	P&B
0002	1620787878787	FFP	TBD					P&B
- Summary:** Front Page Total: \$343,400.00; Incremental Total: [blank]
- Footer:** Thursday, 02 Sep 2004 | Release Beta | 5-Nov-2003



J041



DD350 (access DD350 program)



Offers (not available yet)



Support Files & Maintenance (see below)



Automated Clause Information (see below)



Change Password



Locate a Document



FARSite



DEBAR Web Site



NAICS Web Site



Email Services



Help (ACPS User Manual)



Exit

# ACPS Support File Maintenance Elements

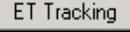


1.  Automated Clause Information:
  - Clause Display selections
    - Active Clauses Only
    - Reserved Clauses Only
    - Both Active and Reserved

Data Base Set

- ACPS
- Unique Department
- Unique Agency
- Unique Command
- Unique Local
- Basic

Last Released ET display

- 1.1.  ET Tracking ACI: Electronic Transmission Data:

ET Number look-up entry  
ET Clause list box display  
Current ET display  
Temp ET access (System rights only)  
Amalgamate (System rights only)  
Make ET (System rights only)  
Change Date(s) (System rights only)  
Select All Records (System rights only)  
Change Reg Numbers (System rights only)

1.2.  Clause Listings List Clauses:

ACPS Selections:

All ACPS Clauses  
Appendix E  
Missing Formats

Other:

All Department Clauses (Other than DoD)  
All Agency Clauses (Other than Air Force)  
All Command Clauses (Other than AFMC)  
All Local Clauses  
Basic Clauses

1.3.  Basic Programs FM Special Programs (System rights only)

1.4.  Clist ACI Clause List

Title  
History  
Hist Text  
Ref Text  
Full Text  
 PLang Prescribing Language  
 Forms Forms  
Regulation Number entry  
Clause Number entry  
Clause List display

1.5.  Title ACI Clause Title

Clist – ACI Clause List  
History  
 Ref Text Reference Text  
 Full Full Text  
Forms  
PLang  
Edit, Add, Delete (Lab personnel only for non-local clauses)  
Regulation Number entry  
Clause Number entry

Clause Name entry  
Clause Date entry/display  
Substantially Same as selection/display  
Clause Title/Description  
In Accordance With information  
Incorporated by selection  
Standard selection  
Cpoint selection  
Source selection  
Fill-Ins designator  
 Format Format Indicators Display  
Commercial selection  
Uniform selection  
Simplified selection  
Construction/DDR/A&E selection  
Other selection

1.6.  Hist

Clist – ACI Clause List  
Title – ACI Clause Title  
 HsTxt  History Text  
Ref Text  
Full Text  
PLang  
Forms  
Add, Edit, Delete records (Lab personnel only)  
Regulation Number entry  
Clause Number entry  
Clause Name entry  
Clause Date display  
History Action list box display

1.7.  Appendix B access

2.  C<sub>κ</sub> Cpoint – Clause Pointer:

<input type="checkbox"/> Federal	Federal
<input type="checkbox"/> Dept	Department
<input type="checkbox"/> Agency	Agency
<input type="checkbox"/> Comnd	Command
<input type="checkbox"/> Local	Local
<input type="checkbox"/> CPt File	Select Cpoint File – Department, Agency, and Command selections

-  Review Cpoint ET Changes
-  Add a new index (System rights only)
-  Save (System rights only)
-  Delete record (System rights only)
-  Print Cpoint Data

Select Database:

Federal  
 Department  
 Agency  
 Command  
 Local  
 All

Select Print

Print by Index  
 Print by Clause

-  Automated Clause Information

Clause (name) entry/search

Add (System rights only)

Delete

Index entr (System rights only)y/search

Copy Index To . . . New Index (System rights only)

Add/Delete Clause Name list box display

Index Definition display

Clause Logic  Create and display

3.  Dpoint – Data Pointer:
  - Add (System rights only)
  - Save (System rights only)
  - Delete (System rights only)
  - Print
  - Data Element Name entry/search
  - Field Start Position
  - Data Base Name display
  - Field Size
  - Data Base Key
  - DOD Name
  - Definition search
  - Synonyms search
  - Type
  - Mask
  - Fill-in Data:
    - Fill-in:

Buyer  
Offeror  
Fill-in:  
Mandatory  
Optional  
Conditional  
Applicable Records:  
Single  
Multiple  
Screen Name display  
Fill-In Help Message entry/display

4.  Spoint – Screen Pointer:  
ACPS  
Dept  
Agency  
Commd  
Local  
Add (System rights only)  
Save (System rights only)  
Delete (System rights only)  
Print  
Screen Security  
Record Search  
Object Name  
Object Type selection  
Data Block Name (name in .CPB)  
Data Base Field (name in .CPY)  
Data Base Name (file.DAT)  
Screen Name (known to Dialog)  
Window Title  
Screen Set (file.GS)  
Project Code  
Description for Screen Display  
Menu Description  
Menu Name  
Menu Selection  
Associated Field(s)  
    Primary Index  
    Other Indexes (List)  
Help Index  
Help Topic  
Screen Logic entry  
    Create  
    Action selection

5.  User:

Duties – User Duties (System rights only):

Authority

COs

Add:

Duty List

Authority List

Delete

Access – User Access Authority (System rights only):

Workbaskets:

Purchase Request:

Document Level

Assign

Templates

Perpetual

Specifications

Funds

Synopsis

DD350

Sources

PIIN

Clause

Line Item Level:

Requirements

Stock No

Q/A

Delivery Level:

Ship To

Transportation

Packaging

Schedule

Solicitation (System rights only):

(Same as PR above)

Award (System rights only):

(Same as PR above)

Offer (System rights only):

(Same as PR above)

Maintenance Levels (System rights only):

ACPS

Department:

ACI

Cpoint

Dpoint

Spoint

Agency:

(Same as Department above)

Command:

(Same as Department above)

Local:

(Same as Department above)

Site Maintenance (System rights only):

User

Vendor

Address

Debar

Location

EC-EDI

Parameters – Parameter Access Capabilities – Read/Write:

Parm Main

Parm Message

Holidays

Urgent/Priority

Ombudsman

Cpoint File

Assign PIIN

Duties

Stock Number

Funds

NAICS

Parameters – Multiple Parameters entry and default (System rights only)

Password Maintenance (System rights only):

Password Change:

Current Password

New Password

Re-enter New Password

Reset Password

Expiration Date Change:

Expiration Date

Expiration Days

Logon Status:

Enabled

Disabled

Manually Enable Only

List Users . . . – Current User List display

Enable/Disable All Users (System rights only):

Enable All Users

Disable All Users

Add a new user (System rights only)

Save a record (System rights only)

Delete a record (System rights only)

Print

Search by:

User Code

User ID

Last Name

Search

Issuing Activity DoDAAC

(Entry Fields:)

MI

First Name

Rank selection

Office Symbol

Legal Signature

Commercial Phone

Address Code

DSN Phone

FAX Phone

PC FAX #

Email

Primary Account (for User IDs with multiple User Codes)

6.  Duties List Maintenance (System rights only):

Add

Delete

7.  MDC Code/Users (System rights only):

Add codes to a user

Add users to a code

8.  Parameters – Parameters File Maintenance (System rights only):

Edit

Add

Delete

Print

Parameter Code, Description list box display

9.  Vendor Maintenance – Vendor File Maintenance:

Clean Up Vendors – Remove Deleted and Expired Vendors (System rights only):

Total Vendors

Vendors Marked as Active, New, and Changed

Vendors Marked as Deleted

Vendors Marked as Expired

Vendors with No Status/Not In CCR

Vendors Whose Last Update Was Before

Date entry  
Get Totals and Generate Listings  
Add a vendor record (System rights only)  
Edit a vendor record (System rights only)  
Delete a vendor record (System rights only)  
Code entry/display/look-up  
Name entry/display/look-up  
Vendor list box display

10.  Debarred Vendors (Not Implemented Yet)

11.  Address Maintenance – Type Address File Maintenance:  
List Address Types – Selected Address (System rights only)  
Select  
More  
Type Address list box display of records  
Goto Addresses:  
User Information Address:  
Mark For  
POC  
Add (System rights only)  
Edit (System rights only)  
Delete (System rights only)  
Save (System rights only)  
Look-up  
(record fields:)  
Code  
Type  
Last Updated  
Company  
Updated By  
Division  
Street 1  
Street 2  
City (FIPS and name)  
County (FIPS and name)  
State (FIPS and abbreviation)  
Country (FIPS and name)  
Postal Code  
ZIP +4  
WEB Address  
EDI:  
Parameters:  
ISA Receiver ID  
ISA Qualifier Code

GS Receiver ID  
Version  
Revision

POC:

Name  
Phone  
FAX  
Intl Phone  
E-Mail

Delete Address Type  
Edit (System rights only)  
Save (System rights only)  
Type(s) – A thru Z, 1, 2, and 3

12.  NAICS Code Maintenance:  
Edit (System rights only)  
Add (System rights only)  
Delete (System rights only)  
NAICS Code, Description list box display

13.  View FARSite:

14.  Configure Email:

15.  Configure Mouse

16.  Clause Interrogation  
Report Selection List  
List by Regulation Number  
List by PIIN Number  
List by User Code  
List All by Doc Award Dates  
List by Regulation No. and Doc Award Dates  
List by PIIN No. and Doc Award Dates  
List by User Code and Doc Award Dates  
Regulation Number/Supp  
PIIN/Amend  
User Code  
From Date  
To Date

17.  Stock Number – Stock/MMAC Maintenance Screen:  
Stock Number Maintenance:

Characteristics – Item Information (D035T)  
Criteria (AFMC Form 807)  
Packaging - Long Line, SPI (D035T)  
MDC Code (Owner)



AMC/AMSC Screening Analysis:

Stock Nr./Screening Date list box

Add a screening action

Edit a screening action

Assemble AFMC Form 761

Item ID/Info

Summary

Support

Eco/VA

Remarks

Sources

History

Edit a Stock number record

Add a record (System rights only)

Delete a record (System rights only)

Print

Search Value entry/search

SVC/FSC NIIN Description list box display

MMAC Maintenance:



Funds – Funds Maintenance:

Fundcite Categories FM:

Add (System rights only)

Edit (System rights only)

Delete (System rights only)

Category selection

Add (System rights only)

Edit (System rights only)

Delete (System rights only)

Fund cite list box display



FIPS Maintenance:

FIPS Selection:

City:

City Code entry/search

City Name entry/search

City/County/State list box display

County:

County Code entry/search

County Name entry/search

County/City/State list box display

State:

State Code entry/search  
State Abbreviation entry/search  
State/County/City list box display

Country:

Country Code entry/search  
Country Name entry/search  
Country list box display

20.  PM Comments File Maintenance:

Group No list box display:

Add  
Edit  
Delete

Comment list box display:

Look-up  
Print Comments  
Reserve  
Un-Reserve  
Add  
Edit  
Delete  
Undelete

21.  ACPS Interfaces:

J041 Maintenance:

Requirements Load  
Table Maintenance

J090A FTP Processing

D035T FTP Processing

Forward Document to TransDoc – TransDoc Processing

DD1057

Create DD1057  
Transmit DD1057s  
Historical DD1057s

22.  FTP File Maintenance:

FM Parm Codes

Edit, Add, Delete (System rights only)

23.  FedBizOpps Notes Maintenance:

Local

Command

Numbered

24.  Doc History Extract  
Extract by Doc Type  
PR  
Solicitation  
Award  
Extract by Code  
Dir. Code  
User Code  
Extract by Date  
From Date  
To Date
25.  Locator Maintenance:  
Add  
Delete  
Print  
File list box display
26.  Report Generator File Maintenance:  
Data Table search capability
27.  Apoint:  
Document  
Clause (Name or ID)  
Forms/Formats  
Index (Clause Grouping)  
All Clauses  
All Clauses w/Fill-ins  
All Clauses w/Fill-ins (Data Elements)  
Logic Charts  
Menu Selections  
All Forms/Formats  
Record Formats  
Maintenance Data
28.  EC/EDI (Not Implemented Yet)
29.  SBA PR Reporting
30.  ACPS Help:
31.  Exit File Maintenance