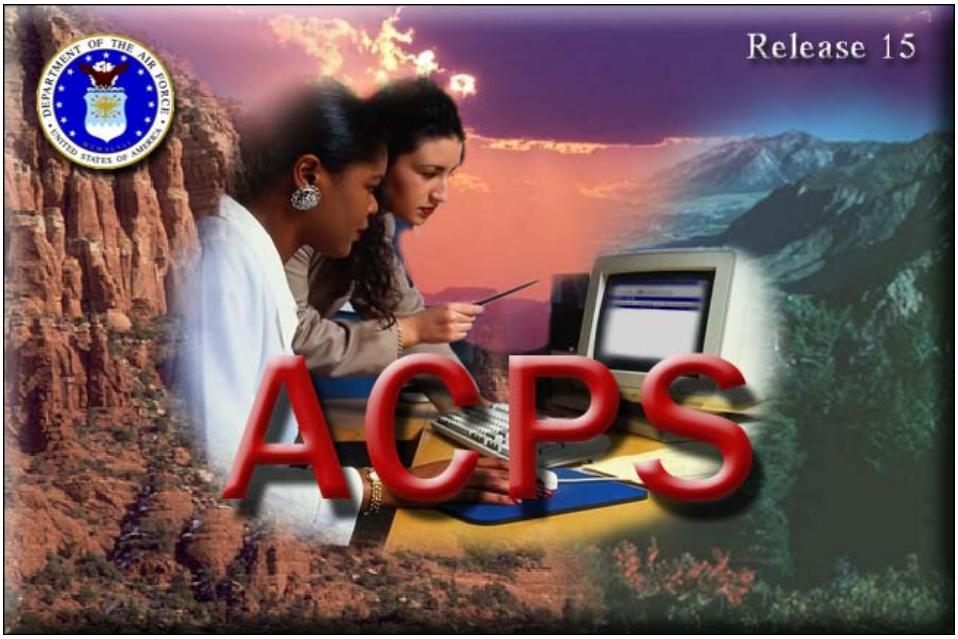
# SCREENS AND DOCUMENTATION

RELEASE 15.06
REVISED OCTOBER 2003

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**ACPS RELEASE 15.06**

# 1.0 CHAPTER 1

## 1.1.0 INTRODUCTION

Welcome to the newest version of the Automated Contract Preparation System (ACPS). It is a comprehensive, FAR-based contract writing system and 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 (Navy, Air Force Interface)
- Purchase Requests, including amendments
- Amendments to solicitations
- Modifications to contracts
- Conformed copies or changes only
- E-mail
- Attachments
- Expanded clause logic
- Enhanced clause fill-in process
- Streamlined assembly process
- Improved front page award process

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

## 1.1.2 ACPS DEFINITION LISTING

**ACI** **:** Abbreviation for Automated Clause Information.

**Add Button** **:** Button used to add information to application that is in use.

**Appendix B:** Guide to menu indicators. Also contains information on which clauses require fill-ins.

**Appendix E:** A term used to indicate that a clause has no CPoint logic and must be requested manually during document assembly.

**Ass**

**embly:** The process of compiling all the data from an ACPS document preparation session into a complete document (front page, form and data, schedule, clauses, fill-ins, etc.)

**Binoculars** **:** Search feature used to view selectable options available within ACPS (as opposed to user-entered data). (See also **Eyeglasses**.)

**Calendar** **:** Feature used to select date in application. (e.g. time of delivery).

**Check Boxes** **:** Allow~~s~~ for more than one selection in each category.

**CPoint Logic** **:** Short for Clause Pointer. Databases that contain indices (see **Index**), which add or delete clauses depending on clause logic indicators as defined in Appendix B. Also contains a definition of the clause logic indicators.

**Data Table:** Table containing more than one field for query purposes. Selections from ACPS screen store~~s~~ data within the tables.

**Delete Button** **:** Button used to delete data from tables or undo information in application.

**Dialog Box:** An entry box for the purpose of entering large amounts of text to be stored and retrieved within the document.

**Distributed:** When a document is complete and ready to be sent to contractors, then the data in the tables and formats is frozen or flagged for "read only" and cannot be changed, so that what is stored in the tables is exactly what is distributed to the contractors. In an extremely rare instance, the System Administrator can undistribute a distributed document. Buyers can distribute Purchase Requests and Solicitations, but PCO must distribute Awards.

**DPoint** **:** Short for Data Pointer. Contains all data elements for fill-ins on front pages, formats and clauses.

**Entry Field:** A box that allows entry of free text usually smaller than a dialog box.

**Ellipsis …:** Three dots after text that indicates selecting this option will lead to an additional screen.

**Eyeglasses** **:** Button used to view user-entered data and to go into a further detailed level.

**FedBizOpps (FBO)** is the single government point-of-entry for Federal government procurement opportunities over $25,000. Government buyers are able to publicize their business opportunities by posting information directly to FedBizOpps via the Internet. Vendors seeking Federal markets for their products and services can search, monitor and retrieve opportunities

solicited by the entire Federal contracting community. ACPS allows users to post Synopsis, Solicitations and their associated attachments, and Posted Award information to FBO.

**Frozen Clauses:** This term is used to indicate that clauses within a locked or distributed document are read only and cannot be changed by the user.

**Index:** A grouping of clauses and/or provisions having the same type of prescription for use by regulation, (e.g., "Use in all commercial solicitations and contracts." would indicate a clause would belong to the index COMMALL).

**List Box:** Contains a list of selections for the user to select in lieu of keying in an entry.

**Lock:** This term refers to the process of freezing all of the data and sending an electronic copy of the document to the PCO for review, prior to distributing the document. The PCO has the ability to Unlock a Locked document, if there is something else for the Buyer to do to obtain PCO approval.

**Message Box:** A screen that is used to give a message to the user for prompting additional selection(s) or to indicate an error in selection.

**Mouse over:** A “help” description of the function of a button or other screen element that is displayed when placing the mouse pointer over that screen element. Place mouse cursor over a button and a description message will appear on screen.

**Push Button** **:** An object on a screen that, when depressed, allows the user to go to additional screens or levels within the program.

**Radio Button** **:** Refers to option button, the round button in dialog boxes that users select to make one choice from among several items.

**Right Mouse:** The right button on the mouse device. In some cases the right button is used for shortcuts to common functions.

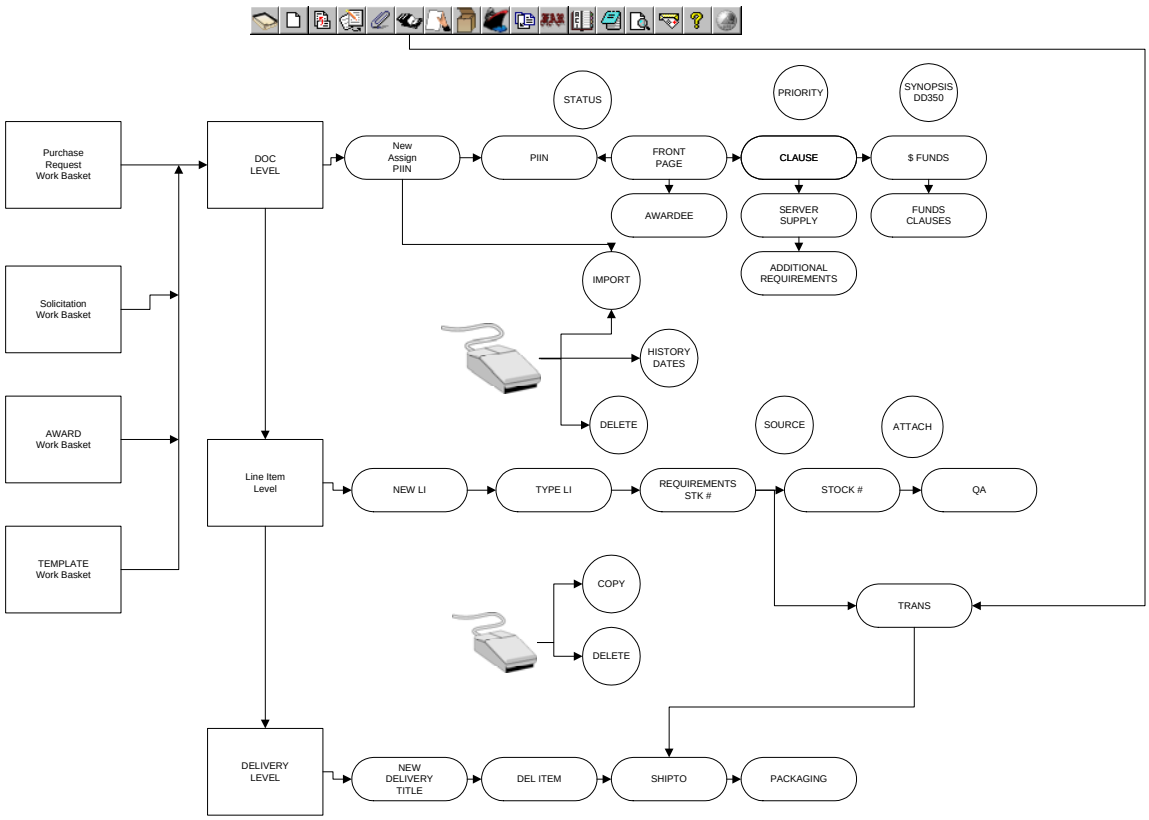
**Report Generator:** A program used to create tables within clauses and forms for fill-in purposes.

**SPoint (indicator)** **:** Short for Screen Pointer. Contains all menus and menu selections as defined in Appendix B. Also contains a list of all indices associated with the menus and menu selections.

**VCR Buttons** **:** Allows user to move through data within a data base: left arrow with underscore moves to the top of the data base, left arrow moves one selection closer to bottom of data base or list, right arrow with underscore moves to the bottom of database or list, and right arrow moves one selection closer to top of list.

**Word Processing Table:** Within this application the Report Generator creates Word tables within forms and clauses and populates them with fill-ins.

## 1.1.3 SYSTEM FLOWCHART



## 1.2 PROCUREMENT ANALYSTS:

**Alison Trowbridge -** Line Item, New Line Item, NAFI, Line Item Workbasket, first article, GFP, EPA, and FedBizOpps.

**Brenda Barry** –Assembly Email, Educational & Training Services, Other Services, Service Conditions, Social Services (Mortuary), Studies & Analysts Medical, Workbasket Email, and Parameter, Assign PIIN, New Document, QuickDOC Construction, Architect & Engineering Services (Far Part 36), Construction.

**Dennis Riches** – Award Type, Amendments and Modifications, Front Page, IFB, RFP, RFQ, Solicitation Options, Status Button, Distribution, Auto Order Logic.

**Ed Carey** – Award Awardee, Funds Clauses, Funds Screens, Selected Sources, Vendor, Address, and Funds Maintenance.

**Jim Soderquist** – Login, Specifications & Attachments, Research, Development, Information Technology Services, Information Technology Supplies, J023, J041, and User.

**Kevin McCloskey** – DEBAR URL, Line Item Stock Number, and Stock Number Maintenance.

**Kim Haggin** – Award Workbasket, Clause Dollar PR/SOL/Award, Purchase Request Workbasket, Solicitation Detail, Solicitation Workbasket, Import, Copy Li Process, and SPoint.

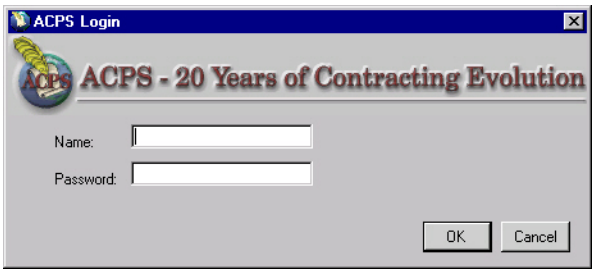
**Sharon Feaster** – Bonds & Insurance; Taxes; Protests, Disputes and Appeals; Contract Modifications; Subcontract Policies and Procedures; Value Engineering; Termination of Contracts; Indemnification Required; Use of Government Sources; ACI; CPoint and File Location.

**Valerie Fisher** – Airframes & Assembly, Maintenance Repair & Rebuild, Packaging, Propellants, QA, Delivery, Ship To, Subsistence, Special Methods, Transportation Services, Transportation, Contract Administration, J090A, and D035T.

**Rocky Snow** – Print, Dpoint, Report Generator, assembly and summary report.

If you have any questions regarding any of the ACPS screens please contact the Analysts listed above at: DSN 777-9011.

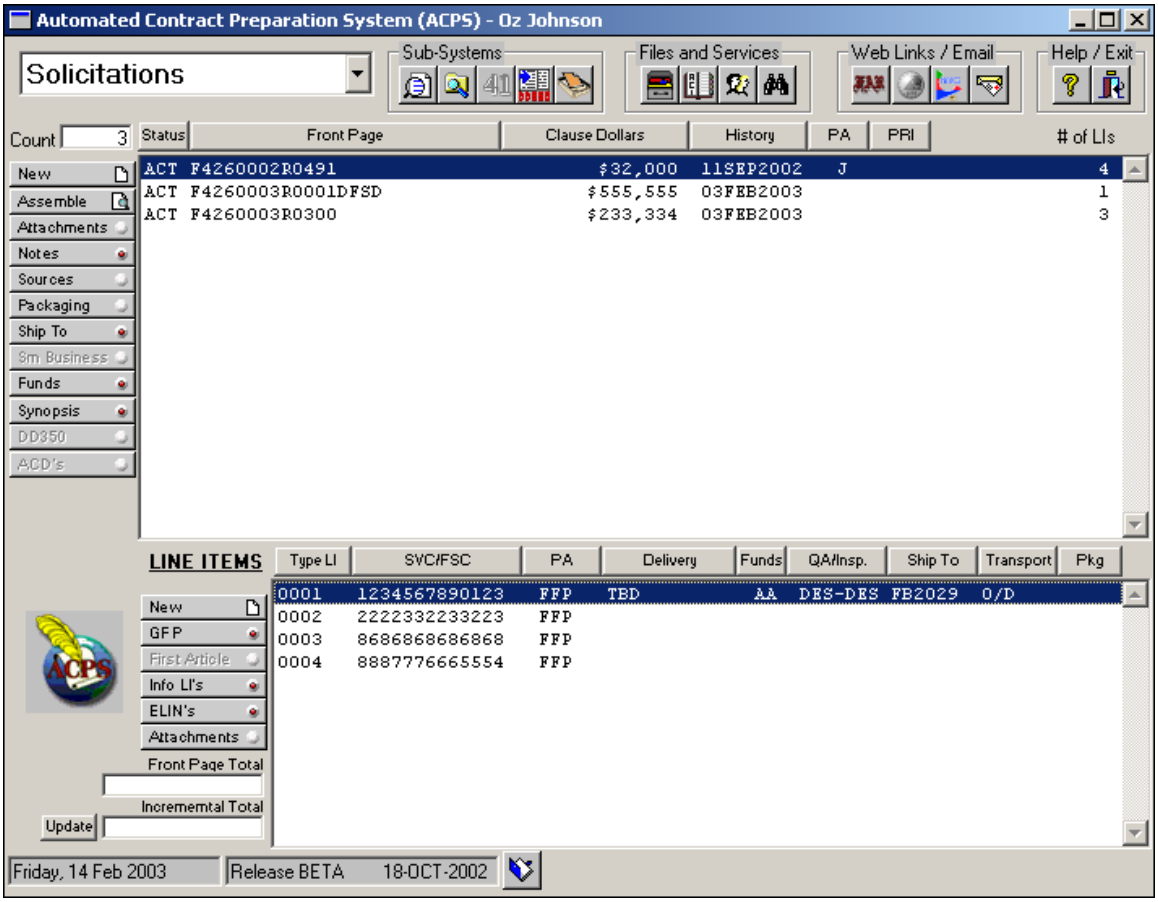
## 2.0 CHAPTER 2 LOGIN AND MAIN-MENU




Select the ACPS Icon to start the login process. It requires a Name and Password.
**Name**:
The name (the user ID) that has been established in ACPS by the Site ACPS Data Base Manager

**Password:** Each user Name (ID) has a password assigned for User verification. This password will allow access only to those documents created or assigned to a specific user. Note: The first time you log on you will be required to change your password. The Main Menu appears after the ID and Password are confirmed.

**Main Menu:** The Main Menu is used to access Users specific work areas in ACPS.




### 2.2.1 Workbaskets

The workbaskets in the upper left corner drop-down menu are work areas that contain documents created by or assigned to a specific user ID and password.

### 2.2.2 Other Functions

Other functions keys are on the top line of the main screen. They contain subsystems, files and services, web links, email, help and exit keys.

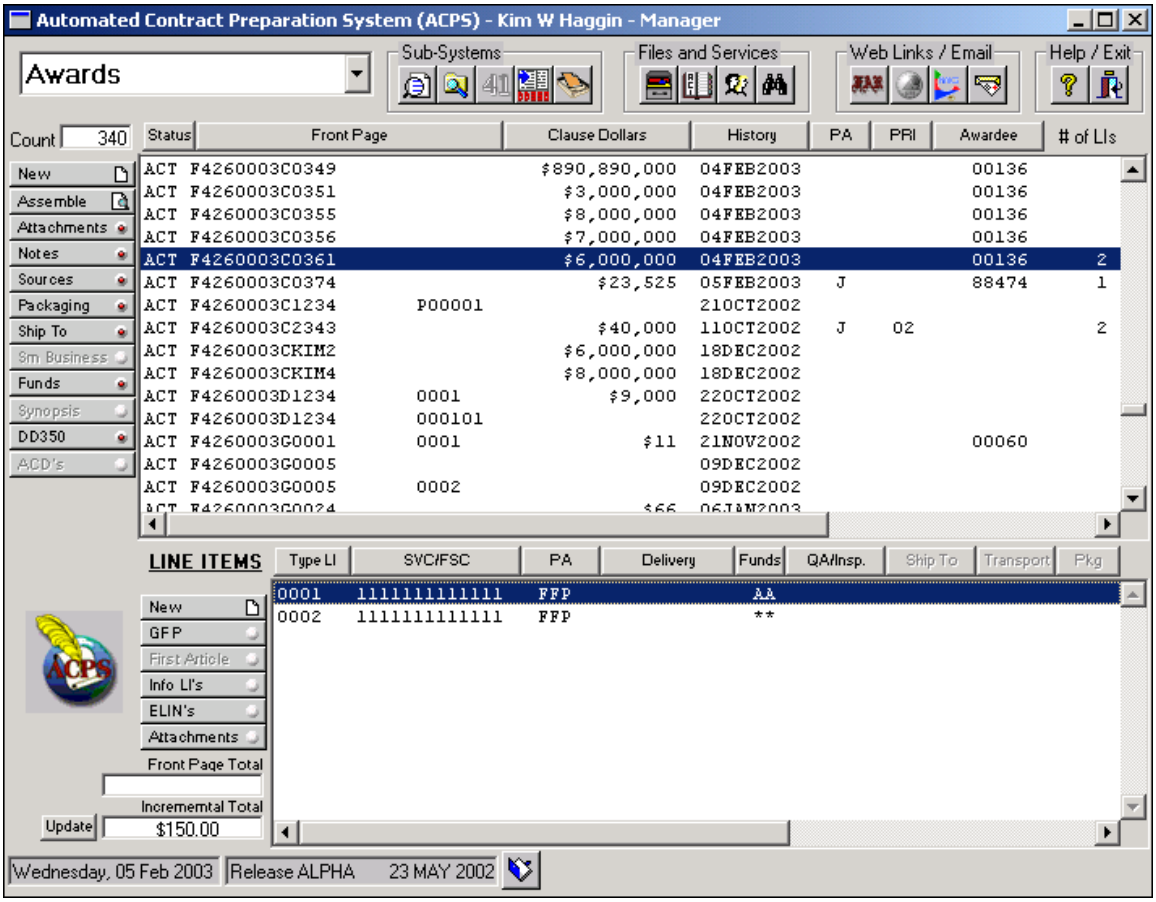
### 2.2.3 Version

This button displays the current release notes. These notes contain text on all changes implemented in the current version number. Note: This screen also displays the current revision of the ACPS software.

## 2.2 DOCUMENT WORKBASKETS

### 2.2.1 DOCUMENT/LINE ITEM WORKBASKET

Once you log on to the ACPS system, you will go directly to the screen below. It will display a listing of all documents unique to one user*. Once a document is highlighted (selected), the




bottom half of the screen will display all line items unique to that document. It is also the main screen from which the user will navigate to other parts of the system and to other, external systems as well. An example of an external system would be the FARSITE. The screen displays

as follows:  *Note: The exception to this is if the user is a manager. A manager can view certain groups of users' documents.

**Workbaskets:**  Once this screen displays, you may navigate to the other workbaskets by clicking on the down arrow, right of the entry field on the upper left corner of the screen as follows:
a. Purchase Requests
b. Solicitations
c. Post Solicitations
d. Awards
e. Post Awards
f. Basic Documents
g. Stock Numbers
h. Templates

The default will be the last workbasket visited in the previous session of ACPS.

**Document Level Portion of Split Screen Workbasket:**

**Top Tool Bar:**

**Sub-Systems**:

AQRP Button: This button takes you to the PMC review (AQRP) workbasket.

Filing/Retention System Button: This button navigates to the File Location system.

J041 System Interface Button: This button is used by J041 clerks to interface with incoming information from the J041 System.

DD350 Button: This Button navigates to the Stand Alone PC350 System for purposes of DD350 creation.

Offers: The purpose of this button is to navigate to the Offeror Workbasket. Note: This option is not yet available.

**Files and Services:**

File Maintenance Button: This button goes to the File Maintenance portion of ACPS. A System Administrator would select this button to go to the File Maintenance portion of ACPS for updating, deleting and inputting information. A buyer might use this button to go to File Maintenance on a "view only basis" to look at vendor data, user profiles, etc.

ACI Button: This button goes to the Automated Clause Information (ACI) portion of ACPS. A buyer might select this button to look up a clause on a "read only" basis. For example, a buyer wanting to look up the prescribing language for a specific clause would choose this button.

User Button: This button enables any user to change their password.

Locate a Document Button: This button looks up information about a document, such as user code, by inputting a document number.

**Web Links/Email:**

FAR Button: This is a direct link to the FARSite on the Web from the ACPS system.

DEBAR Button. This is a direct link to the Excluded Parties Listing System website which is hosted by GSA. A buyer would go to this website to check to see if a particular contractor has been debarred and/or suspended from contracting with the government.

NAICS Button: This button has two functions as follows:

a. A direct link to the web based SBA Pro-Net site to look up NAICS information, including a cross referencing between SIC and NAICS codes.

b. The NAICS lookup function within ACPS.

Email Services Button: This button will take the user to whatever email system they normally use. For example, if you have *Microsoft Outlook* on your PC or server, the system will take you directly to it.

**Help/Exit:**

Help Button: This button invokes the user manual in Acrobat Adobe. You must have Acrobat Adobe on their system to be able to view this manual.

Exit Button: This button exits ACPS, except in the case of the screen at the midpoint of assembly. In this case, it returns you to the screen that activated the assembly. The button in the upper right hand corner also exits the software.

**Second Tool Bar:**

**Count Field:**


This is a calculated field display that counts the number of documents in the focus workbasket. For example, if your had 10 awards in their Award Workbasket, a 10 will display in this box.

Status Button: This button leads to many processes in the system, that are tied to the Status of the document. This button leads to the Canceling, Locking, Distribution or Out for Review processes within ACPS. You select this button either when a document is ready to be cancelled, sent out for review, or when a document is ready to be locked or distributed. The Cancel function permanently freezes the document and changes the Status to cancelled. The Cancel, Distribution, Lock and Out for Review processes are documented more thoroughly in Section 4.1.11 of this manual. However, it should be noted that the purpose of the Cancel, Lock or Distribution process is to "lock down" or "freeze" all of the data within a document, including all associated clauses, which shall be current as of the cancel, lock down or distribution date. This button also serves as a column heading. The status of each document will display directly under the Status column header in the Workbaskets. The three digits used are to show an abbreviation for the types of status for the documents, i.e. "ACT" for Active, "CAN" for Cancelled, "DIS" for Distributed, "LOC" for Locked, REV for being reviewed, and "OFR" for Out for Review.

Front Page Button: This button leads to the Front Page Screen within ACPS where data pertaining to the front page is input. An example of this would be DO or DX Rating. It also serves as a column heading. The document number of each document will display in the subsequent column. Right click on this button for various functions including to sort documents by document number.

Clause Dollars Button: This button leads to the Clause Dollar Screen to enter the total contract dollar value, including options if applicable. The total contract value is the dollar amount used as part of the ACPS logic to determine what clauses will be pulled into a contract. It also serves as a column heading. The total dollar value of each document will display under this heading. Right click on this button to sort documents by dollar amount.

History Button: This button provides a view of the status/history information unique to a document**.** It also serves as a column heading for the creation date for each document. Right click on this button to sort documents by date.

Pricing Arrangement (PA) Button: This button leads to the document level pricing arrangement screens, including fill-in screens for clauses. It also serves as a column heading for the pricing arrangement code for each document.

PRI Priority (PRI) Button: This button helps to navigate to the Priority Screen. It also serves as a column heading for the priority of each document. Right click on this button to sort documents by priority.

Awardee Awardee Button: This button guides through the Awardee routine. It also serves as a column heading for the Awardee applicable to each document. Right Click on this button to sort documents by Awardee.

# of LIs This is a Column Heading only. Underneath this heading, the number of line items for each document is displayed.

**Left Side Buttons:**

New New Button: Select this button to create a new document and navigate to the New Document process within ACPS.

Assemble Assembly Button: Selects this button for the Assembly process within ACPS. You must highlight the document that you want to assemble.

Attachments Attachments: This button leads to the Attachment process within ACPS. You must first select the applicable document by highlighting it, and then select the attachment button to view, add or delete attachments to a document.

Notes Notes: This button enables you to add, view, modify or delete a Front Page Note to any selected document.

Sources Sources: Select this button to input applicable sources for a document. Note: It is important to add all sources that were solicited, all sources that submitted a proposal as well as the Awardee. This information feeds to the DD350 creation process.

Packaging Packaging: Select this button to add, delete, modify or view Packaging for any selected document. You may want to add packaging at document level rather than line item level if only one type of packaging applies to the entire document.

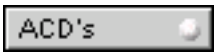
Ship To Ship To: Select this button to add, delete, view or modify a Ship To for any selected document. You may want to add a Ship To at document level rather than Line Item Level if only one Ship To will serve for the entire document.

Sm Business Small Business: This button will navigate through the Small Business process. Note: This process is not yet available.

Funds: This button navigates through the Funds process. Select this button to add funds at document level. Funds may also be added at Line Item level. The ACRN Reference is specified at Line Item level only.

Synopsis (SYN) Button: This button navigates through the Synopsis portion. This process can only be accessed from the Solicitation Workbasket.

DD350: The purpose of this button is to navigate to the DD350 process within ACPS. Highlight the desired document and select this button to create a DD350 for that document. This process can only be accessed from the Award Workbasket.



ACD: The purpose of this button is to navigate to the ACD creation process. Note: This process is not yet available.

**Note:** The push pin to the right of the text on the buttons above display a little red light when an action has been created behind that button. For example, after a note has been added to a document, the red light will display on the Note Button.

**Line Item Portion of the New Split Screen Workbasket:**

**First Tool Bar:**

**Buttons:**

Type Line Item (LI): This button serves as a column heading for line item numbers and it also navigates to the Type Line Item screen.

SVC/FSC Button: This button navigates through the Stock Number/ Service Class screen. Note: The stock number or stock class for each item will display in a column under this button.

Pricing Arrangement (PA) Button: This button leads to the line item level pricing arrangement screens. The type pricing arrangement for each item will display under this heading, for example “CPFF” will display if the pricing arrangement for that item is Cost Plus Fixed Fee.

Delivery: This button steers through the Delivery Creation Process. The column underneath will display the delivery for each item. Note: If there is more than one delivery for an item, asterisks will display in this column.

Funds: This button pilots through the Funds Creation Process. In the column under this button, the ACRN for each item will display, i.e. “AA”. NOTE: The ACRN will not display until the user goes to the Funds Screen and Assigns an ACRN to that Line Item.

Quality Assurance (QA)/Inspection (Insp): This button directs the QA/Inspection Creation process within ACPS. Once it has been created on an item, the inspection and acceptance, i.e. Origin and/or Destination will display in the column.

This button creates the Ship To process within ACPS. Once created for an item, the code for the Ship To will display in the column.

This button establishes the Transportation Creation process of ACPS. Once established for an item, the FOB point will display in the column.

This button develops the Packaging portion of ACPS. Once developed for an item, the PACRN will display in the column, i.e. PAA, PAB, etc.

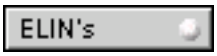
**Line Item Left Side Buttons:**

This button navigates through the NEW Line Item, QUICKLine or Copy Line Item process. Select it button to create a new line item.

This button directs the Government Furnished Property (GFP) process. Select it only if GFP is applicable to the focus line item.

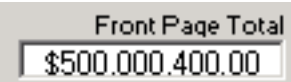
This button navigates through the First Article screen.

This button establishes the Informational Line Item process.



This button creates the ELIN (Exhibit Line Item Number) process.

This button directs the Attachment process. It adds attachments at Line Item Level.



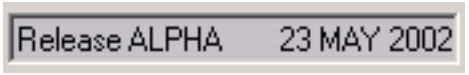
**Front Page Total:** This box is "view only" and it displays the total price that was input for the front page.

**Incremental Total:** This box displays the total dollar amount of the line items incrementally, as they are built.

**Update Button:** The purpose of this button is to Update the Front Page amount so that it matches the incremental total.

**Bottom Tool Bar:**

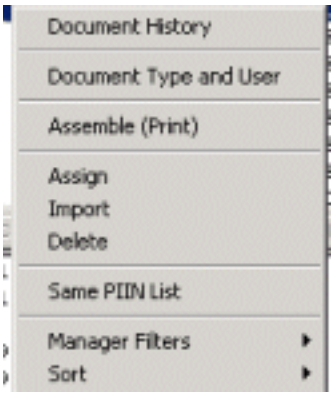
Date: It displays the current date.




Release: Displays the ACPS Software Release Version, Number and Date.

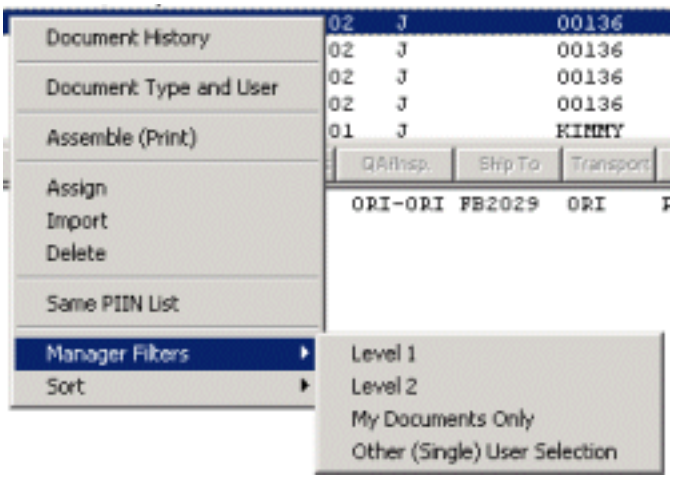
Release Notes: This button allow the Release Notes to be viewed.

**Right Click Functions of the New Split Screen Workbasket:**
After you highlight a document and right click, the following menu will display:



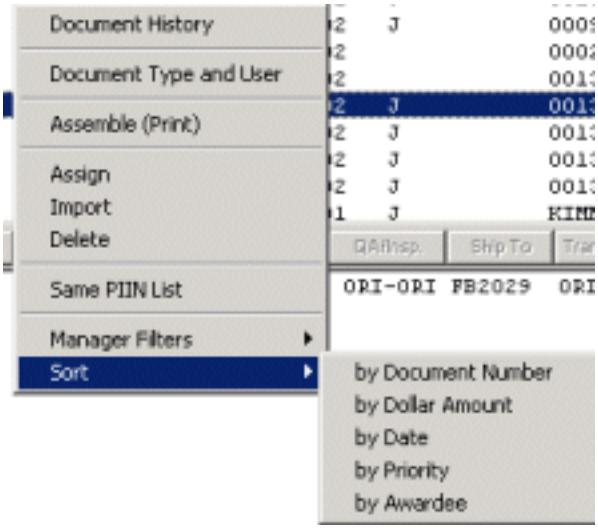

a. Document History: To view the history of any selected document.
b. Document Type and User. Select this feature to display the document type and the user code of the person assigned to that document.
c. Assemble (Print): Use this to assemble any selected document.
d. Assign: Use this to assign this document to another user.
e. Import: Use this to Import another document into the highlighted document.
f. Same PIIN List: Use this to view all documents with the same basic PIIN numbers. An example of this would be a specific award and the modifications against that same award.

g. Manager Filters: This selection will be available for only those with manager authority granted by the ACPS System Administrator. The Manager Filters Selection goes to another menu as follows:




The Manager Levels are outlined in the User Duty Chapter of this documentation. The “My Documents Only” selection is for a manager to use to view his/her own working documents as opposed to an entire section’s documents. The Other (Single) User Selection is for a manager to view one specific user’s documents.

h. Sort: After the Sort selection, the following menu displays as the one below:




You may sort their documents by Document Number, Dollar Amount, Creation Date, Priority or Awardee by choosing the appropriate selection.

### 2.2.2 E-MAIL SERVICE - WORKBASKET

The E-mail Service selection button is used in the same manner as your regular E-mail. The ACPS program will access the E-mail software package Outlook you are currently using. To access the E-mail Service button from your workbasket, click on the E-mail button from the top tool bar of document workbasket.

The above menu is the **"Choose Profile**" screen. This screen appears when the E-mail button is selected in a workbasket.

2.2.2.1 Profile Name

The Profile name allows you to select the user profile you want to use.

2.2.2.2 New

The New button starts the Profile Wizard screen shown here. It allows you to create a new profile.

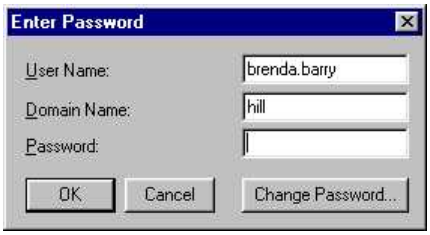
2.2.2.3 Options

The Options selection screen shown below, allows you to specify advanced options for logging on such as:

**Set a default profile.**
Sets the selected profile as the default profile.
Show logon screens for all information services.
Display the logon dialog box for each information service in the selected profile.

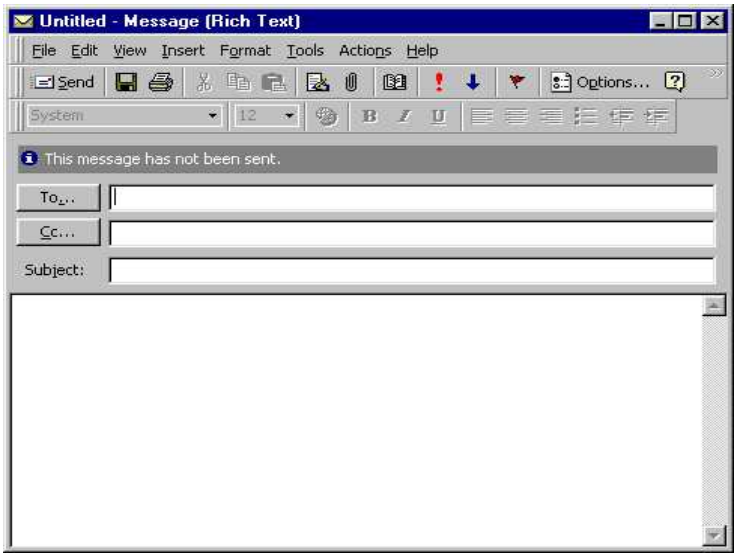
**2.2.2.4** Help. This selection can be selected to give you the same information shown in this instruction document.

Select "OK" and the "Enter Password" screen shown below will appear.




**2.2.2.5** Enter Password

The Enter Password screen is the same screen that appears when you normally logon to either read or send E-mail. Enter the same E-mail password for Outlook on this screen. Select "OK" and the following menu will appear.

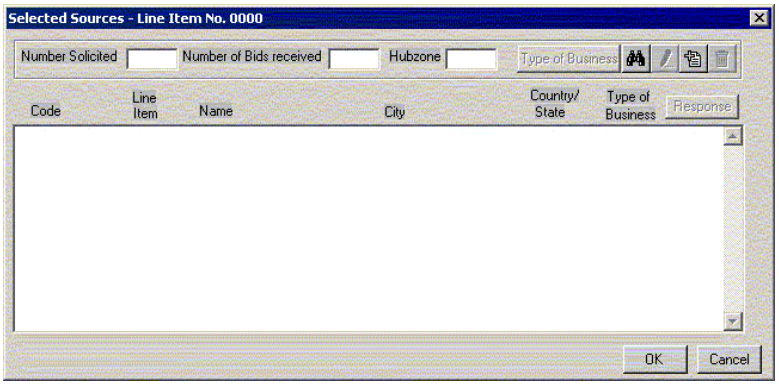



2.2.2.6 Messages

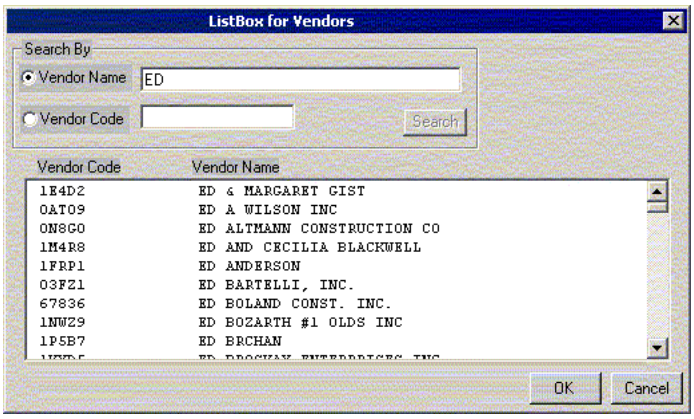
This is the same Message screen that you normally use in your E-mail process. After you have filled in all required blocks, select the "Send" button.

## 2.2.3.A E-Mailing and Bidders list

Bidders list

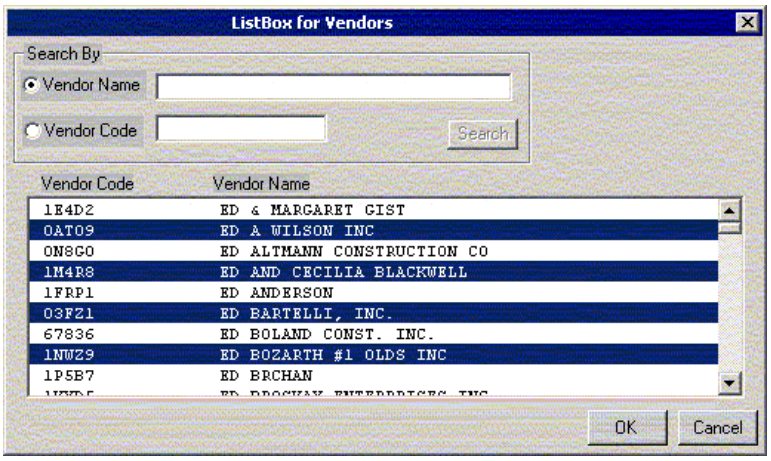



By clicking on the search icon (binoculars), a list for Vendors (add-record) comes up. This database is searchable by Vendor Name or Code. In the example below the search is for any vender with the name of "Ed."

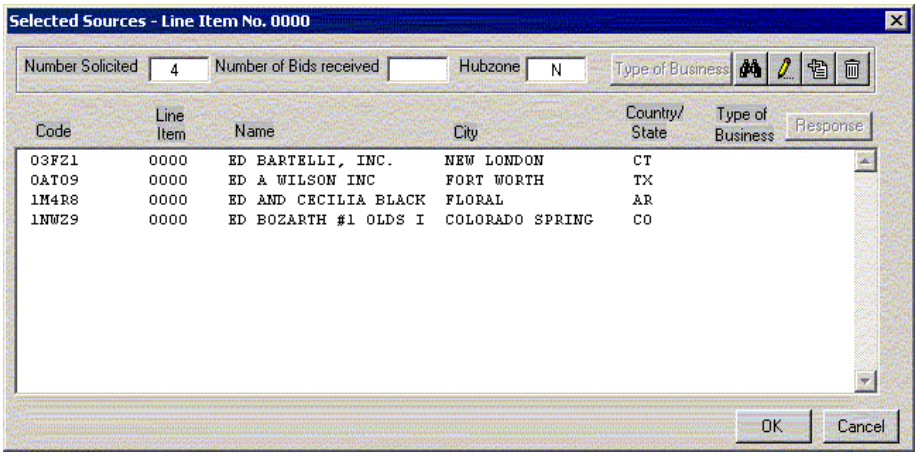


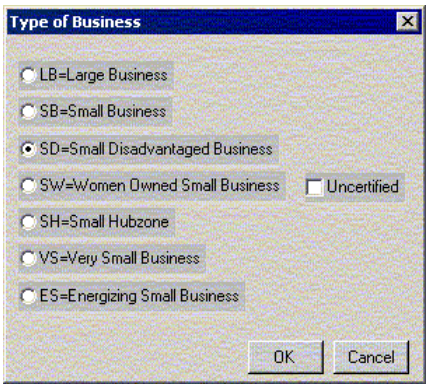

Selected the Vendor Name radio button, and typed in "ED" (this field is upper case automatically, but the search is not case sensitive), then selected the "Search" button.

Select the ones wanted by clicking on them. There is no need to hold the shift key down. You can't deselect by clicking on a selected (highlighted) record. You can, however, easily delete a record in the Selected Sources list box.

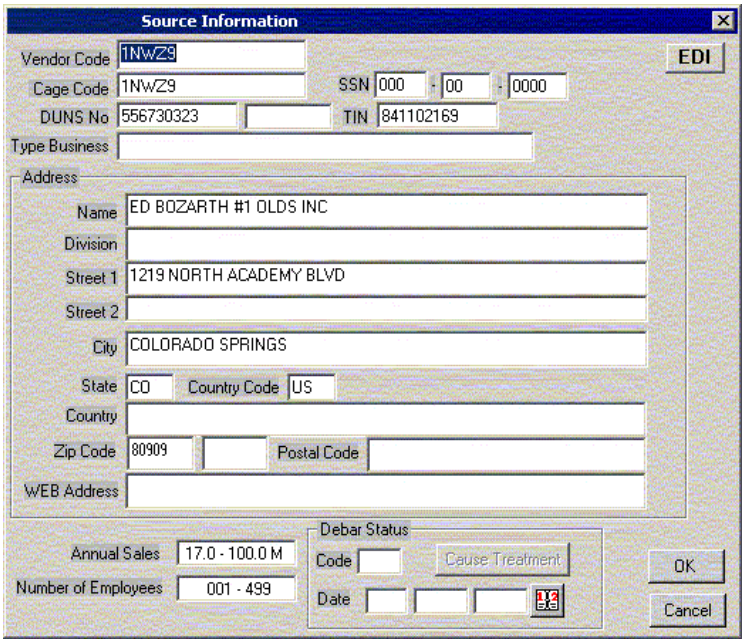



By clicking "OK", the user is taken back to the Bidders List screen set, and the selected Vendors are in the list box.



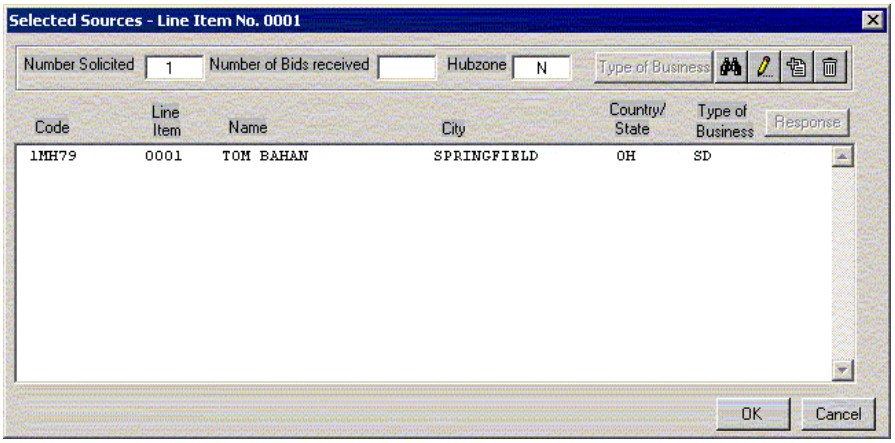

This box is not linked to the CCR record so vendor detail, if desired, must be manually added. Select a Vendor, and the "Type of Business" button becomes active.



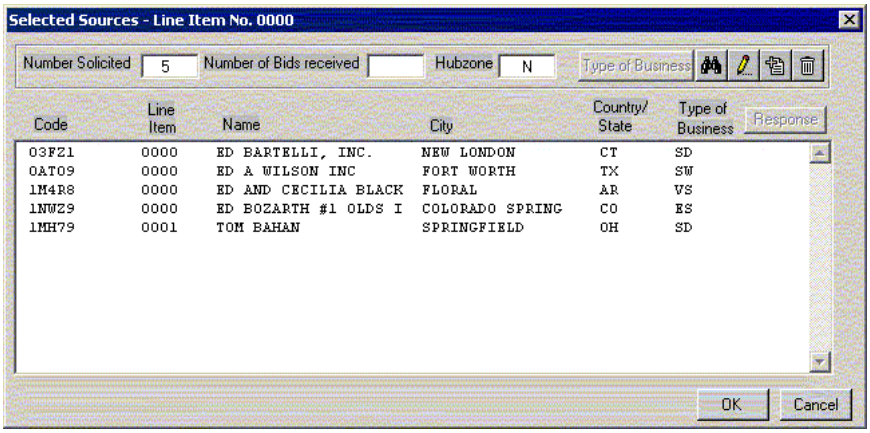

The categories can be managed manually at this time. Future enhancements include complete CCR and Debarred linkage. Access the detail screen (Source Information) by double-clicking on a Vendor record in the Selected Sources list box: This record is editable. The e-mail address, "To The Attention Of", or other detail unique to a particular solicitation can be added to the Solicitation Document Database, without affecting the Address Record of the Vendor.

All records added at the document level are Bidders/Sources for the entire solicitation. If there is a Line Item on the solicitation that is restricted to a particular source, the Bidder/Source can be added at

the Line Item level. Just click on the black book icon from the Line Item workbasket, as a particular Line Item has focus.




Tom Bahan has been added on this screen. For this example, he is the directed source for CLIN 0001, assuming this solicitation has multiple CLINs).

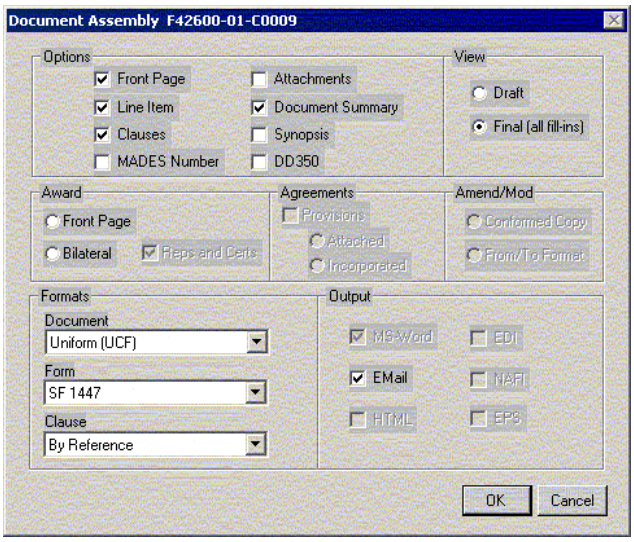



Going back to the document level Selected Sources. Tom Bahan was added:
Besides the search icon, the top tool bar contains edit, add, and delete buttons. They work much the same way in Selected Sources as elsewhere in the ACPS program. Selecting the new record icon and entering a vendor code can accomplish adding a record. The selected vendor's detail screen will come-up, and can be edited, or you can click on "OK". The record is added to the list box, as if it were accomplished via the search icon, described at the beginning of this section.

### 2.2.3.A.1 E-Mailing The Document

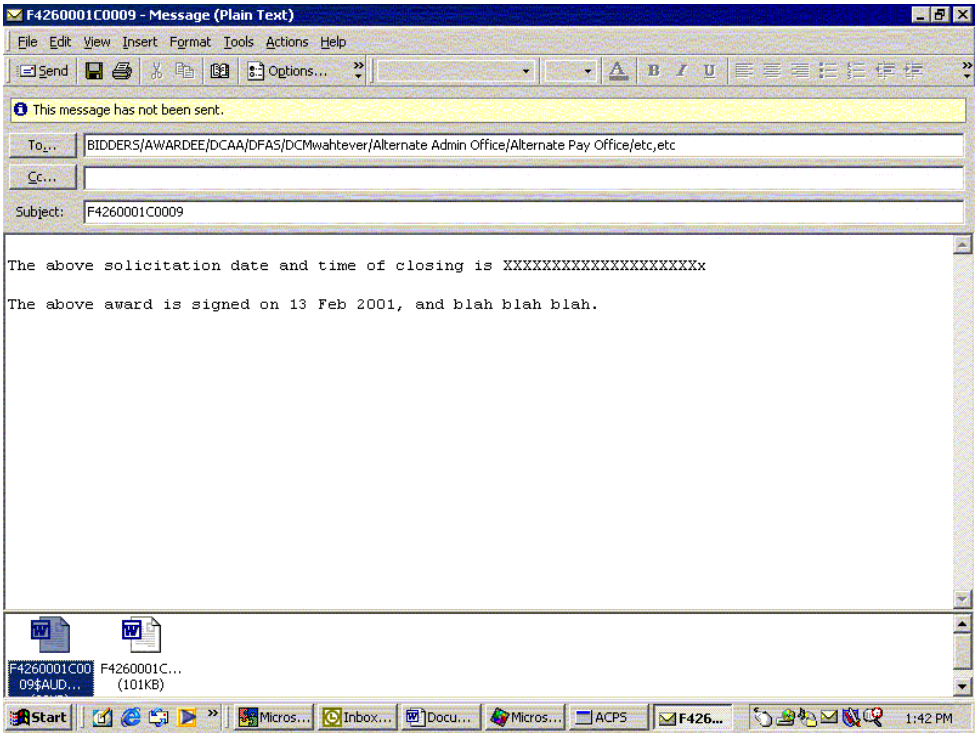
At this time, there is no automated link between the Bidder's list and the e-mail protocol at the Assembly process. There will be. This project is "in-process", the STR was 4038, dated March 2000, and the current requirement is 078. No ETA is available.

In the mean time, you can assemble your final or distributed document, and among the Assembly selections you can make, there is a check box for e-mail.




After the document is completely assembled, an Outlook e-mail screen is available. (See the e-mail button in the lower right quadrant of the screen to the right.) Address it to selected bidders, Small Business, or anyone that should see the document. Some thought should be given to how this is done. You might not want every bidder to know whom else you have sent the solicitation to.

In the body of the e-mail, you can tailor instructions for whoever you are sending the document to.




**<u>Caution:</u>** Do not send the summary with the solicitation. It contains the dollar figure used to set clauses. It would prejudice the government's position. Avoid this, by either deselecting Document Summary on the Assembly screen set, or by simply highlighting it, as above, and deleting it before sending the e-mail.

2.2.3.A.2 Abstract Of Offers:

This function is not yet available.

## 2.3 ASSIGNING A CONTRACTOR/VENDOR TO AN AWARD

### 2.3.1 Admin/Pay/Remit Database Configuration

In the Legacy system, the configuration for associating each vendor with the appropriate Contract Administration office and DFAS Payment office was a manual process managed by

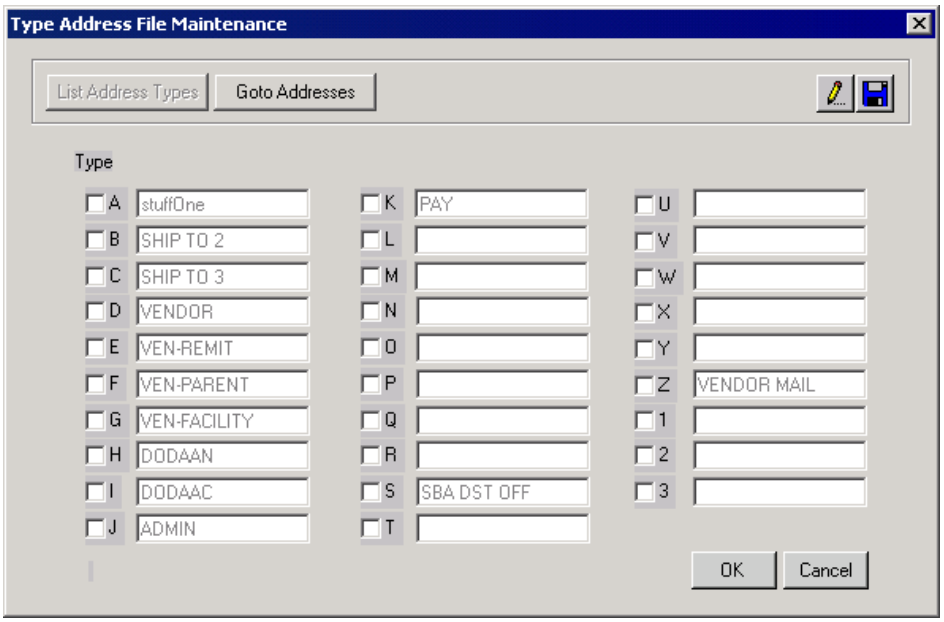
each Site Manager. Although future releases may automate this process, the initial set-up will also be manual, and will be further complicated by a Remit-to association.

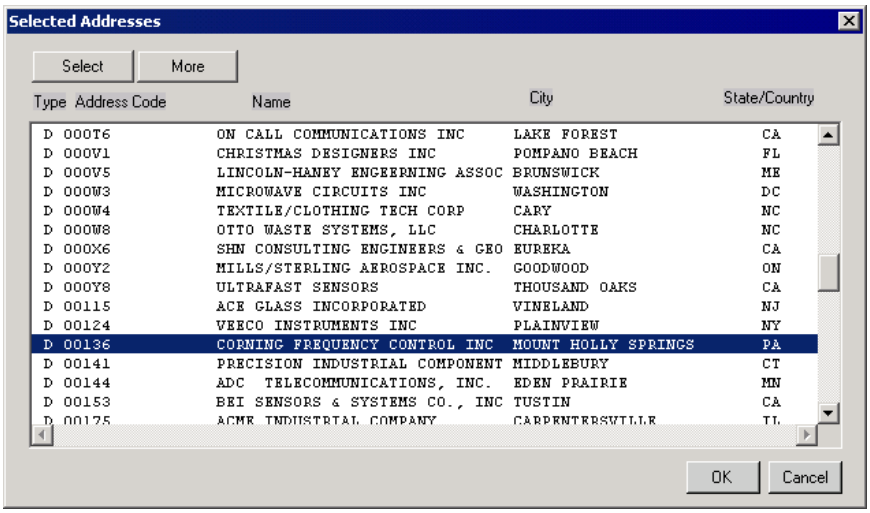
Testing was accomplished by using the paper copy of the DoD Directory of Contract Administration Services Components directory. This information is available on the Web, at http://home.dcma.mil/casbook/Heading.css.
However the information is gathered, before beginning this process, you will need the Admin and Payment office information (code and address) as well as the Remit-to information for each vendor you set-up. It is suggested; CCR payment information will eliminate most need for Remit-to addresses. Those vendors that consolidate payment at another address can be managed on an exception basis. Mailing address is added for those vendors who do not receive mail at their business locations.

In the ACPS application, two databases are used: Vendor and Address. It is in the Vendor database that the associations are established, but the address that is printed on your buyer's documents comes from the Address database. That means you must first confirm the address is correctly established in the Address database before setting the Admin/Pay/Remit-to links.

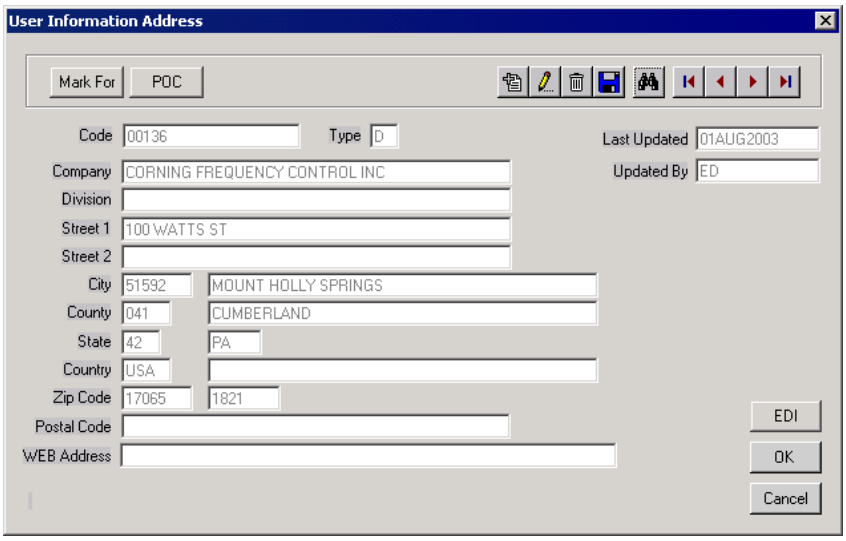
### 2.3.2 The Address Database:

The initial screen set in the Address Database looks like this:






It is important to note the "Type" address. In order for your address to 'look right' on the document, it must be set-up right in the specific address type for <u>each</u> type that will be used in the document. To do this, check in the check box for the type address you want, then the "List Address Types" button becomes active. Select it.




In this screen, Type D addresses (Vendor) has been selected. Vendor 00136, Corning Freq. Inc. is highlighted. Double click on the line for the detailed address screen to come-up.

Note: EDI information, which is not part of the CCR data feed can be manually entered and reviewed by selecting the EDI button on this screen.

(Always take care to edit in a way that is consistent with existing text)

After correcting/adding information click on the blue disk icon to save. Now, the "Last Updated" information is populated, as well as the record.

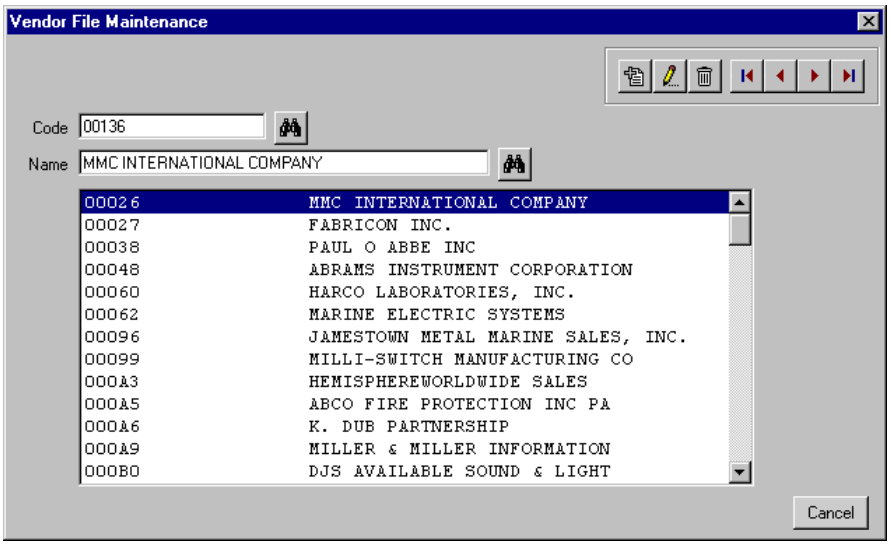
If no address appears in the database, selected the 'add record' icon (the + sign over a piece of paper) and entered the entire address record. Note that as a "Vendor" record is established in the Vendor database, an Address type D record is automatically set up. Do not set up the Address type D record first. The correct sequence is Vendor first, and Address, type D second, if required.

Be sure every address you want to print is correctly set-up in the Address Database, for each "Type" address you will be using. Do this before you go into Vendor.

| Vendor | Address |
|---|---|

### 2.3.3 Vendor Database:

This is where the associations, or links, are established. The Vendor record is found by going to the "Red Factory" icon in File Maintenance. The beginning of the Vendor database will be displayed, along with a search field for 'Code' and a search field for 'Name'. In the screen below, I have entered the Vendor Code 00136.

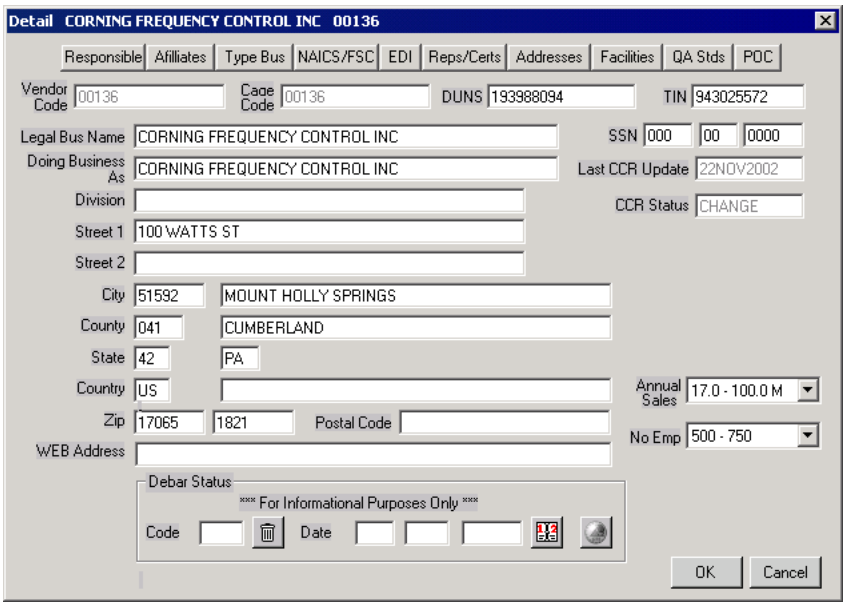



When the search icon is clicked the screen will move 00136 to the top of the list, and MCC International Company appears in the 'Name' field.

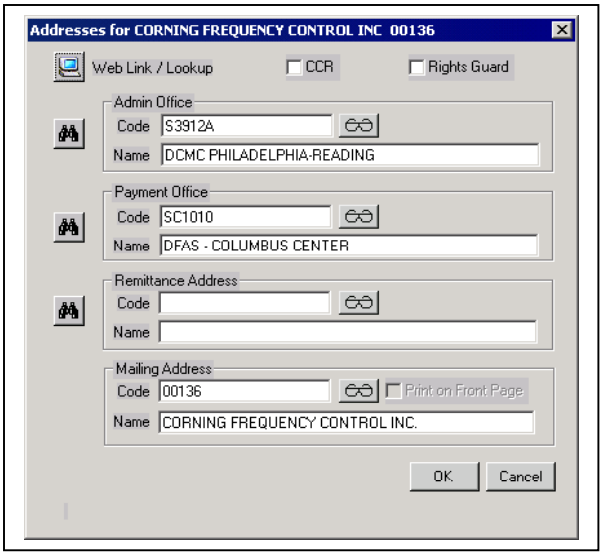
It works the same way if the field name field first.

If the entire name or code is unknown, the search feature will revert to the beginning of the part that is known. Enter "MCC" in the name field brings to the first "MCC" in the database.

Once the vendor is on the screen list, highlight it and double click, select the pencil icon, or select the "Return" key to go to the Vendor Detail screen below. Note the lower case state name I just entered in the Address database. The fields on this screen are editable. Note also, the CCR update field. All CCR updates will be read into your database automatically, but you will only see the update information the first time you bring up the Awardee screen. This is because you are looking (the first time only) at the File Maintenance screen. After you click "OK" to the data, it is saved in the Award/Vendor file. Going back into this screen will display the Awardee File, not Vendor File Maintenance.




What we are after now is the Admin/Pay/Remit/Mailing Address screen set. It is accessed by clicking on the 'Address' button at the top of the screen.
In this screen set, the codes are linked to the vendor.




The Admin and Pay codes are S3912A and SC1010 respectively. With CCR data being used for electronic payment, the Remit address is rarely used.

The Mailing Address is only used for an award. The purpose of Mailing Address is to support vendors who do not receive mail at their business. Typically for security reasons, P.O. boxes or a different office address are used.

NOTE, in order to have this mailing address print on the face of an award, you must check the Print Front Page box in the Awardee detail screen.

NOTE: If no data is initially in Admin/Pay/Remit, and you enter it <u>for the first time only,</u> the data is saved to the permanent Vendor record. Be careful to do it right. If you find an error, contact your System Manager for a correction.

Admin/Pay/Remit/Mail Address screen set, and the corresponding relationship to this vendor is "set"

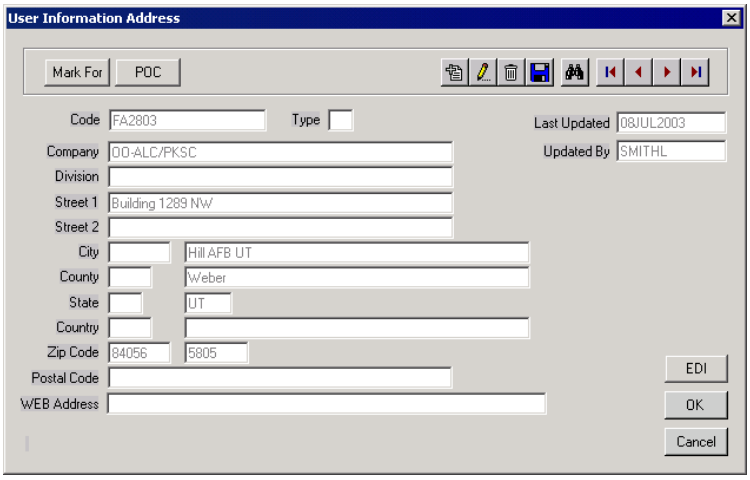
**<u>Click on OK to save</u>**

### 2.3.4 Facilities Database Configuration

The Facilities code is used if the actual place of performance is not the same as the location shown on the Contractor/Supplier/Vendor block of the award. This is the case for some

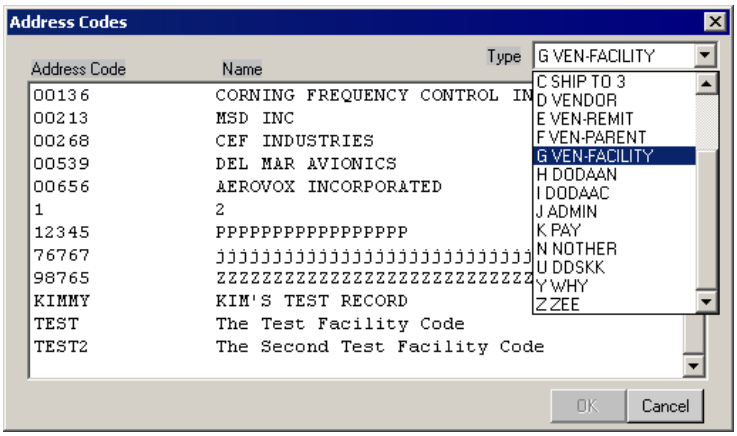
contractors (jobbers) all the time, some contractors (on an exception basis) some of the time, and some contractors not at all (most often the case).

If a Facilities code is required in the permanent Vendor record, contact your System Manager, and have the code added to the permanent record. If it is required for an individual award, select the Facilities button in the Award/Vendor Detail screen above. The following screen will be brought up:



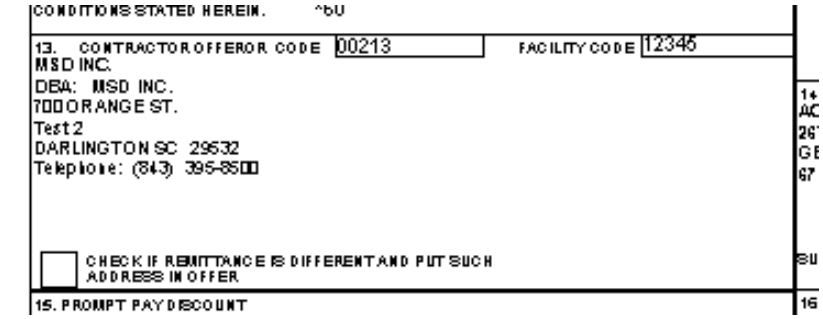

Click on the binocular icon and go to the Type G Address list. The type G addresses are dedicated to Facility codes, so if you use a code more than once, you will want your System Manager to enter the address in the type G group.

As in all similar applications, you will select the record (Address) you want from the list, and double click. The screen will then be populated. If the Address is not in the list, look for it in the type D Vendor list.




If you can't find the address in G type to the right, try D type. Most businesses are found there.

If the correct Facility address is not found, manually enter it in the Facility screen. If the address detail is incomplete, enter it in also. Everything you enter will be part of the document record.




The Facility code, when used will print in the upper right-hand corner of the Vendor address block on the award. The Facility address will appear in the appropriate Inspection and/or Transportation screens; as selected, and will print in the clauses.

## 2.4 OFFER WORKBASKET

### 2.4.1 Offer Workbasket Screens

Not available yet.

## 2.6 DD350

### 2.6.1 DD350 SCREENS

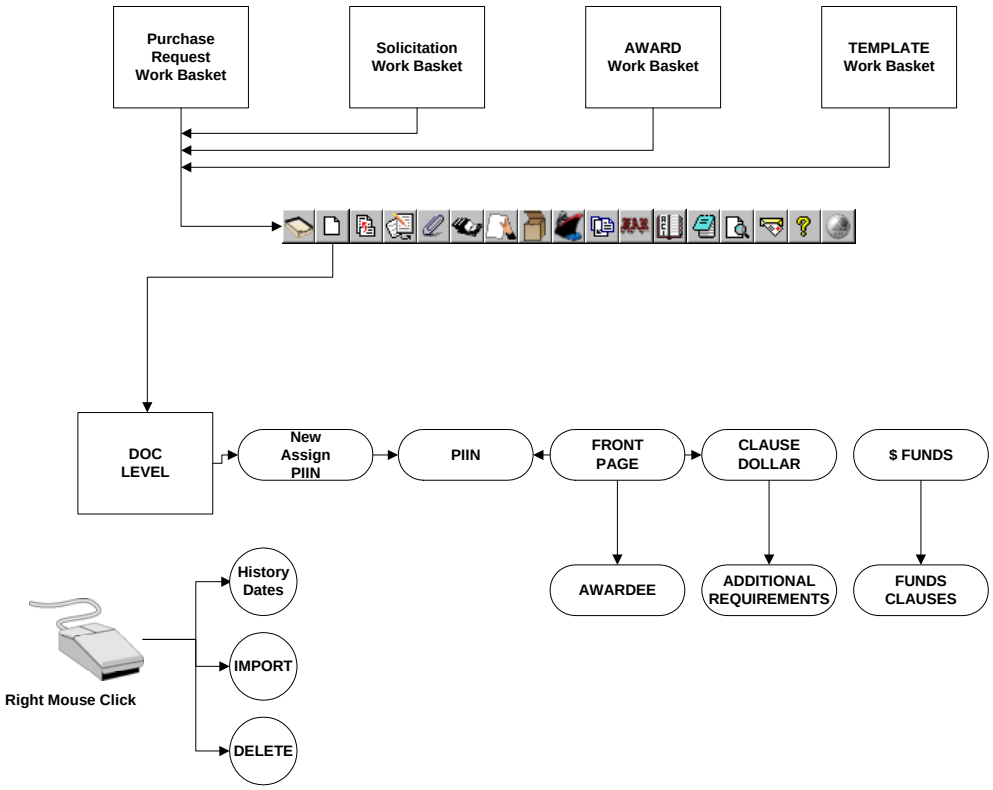
Not available yet. 3.0 CHAPTER 3

## 3.1 FILE MAINTENANCE

Not yet available.

## 3.2 Document Level Flowchart

Document Level



# 4.0 CHAPTER 4

## 4.0.1 DOCUMENT PREPARATION

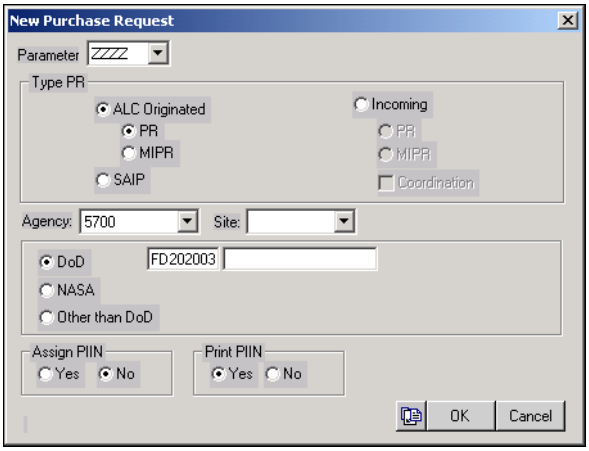
## 4.1 DOCUMENT LEVEL

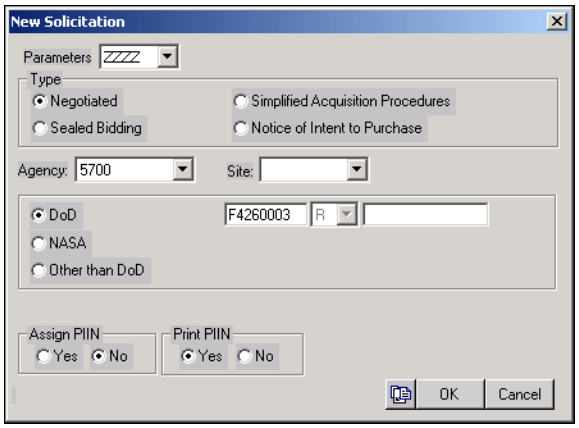
### 4.1.1 NEW DOCUMENT SCREENS

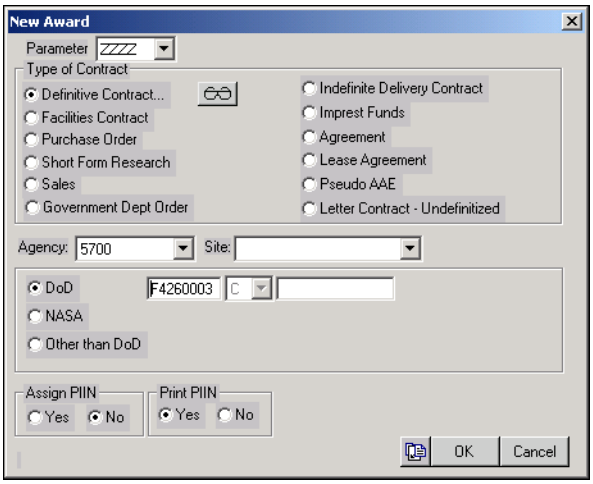
To create a "New Document", click on "New"

button (New PR, Solicitation, or Award), (Amendment or Modification), (New Order), and one of the following screens will open, depending on the type of new document you are creating.

#### 4.1.1.1 New Purchase Request/Solicitation/Award Screen



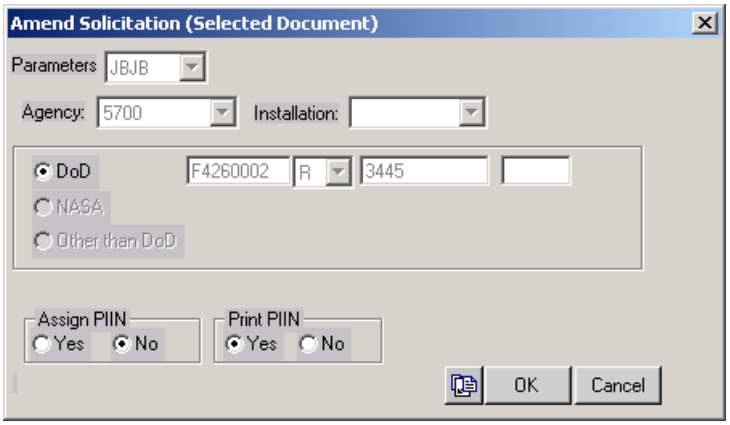

These screens create a new document:
Purchase Request Document Type 1,
Solicitation Document Type 2, or
Award Document Type 3) for
DoD, NASA, or Non-DoD applications.

After selecting one of these radio buttons (DoD, NASA, or Other Non-DoD) you can either enter a document number or automatically populate the first six positions in the PIIN Number (the Activity Address Code) by selecting the "Parameters" code from the drop down list.

The "Parameters" program is a database containing pre-set data. This will govern the data that is automatically pulled into the document at the appropriate places, i.e. the first 6 digits of the PIIN, the issuing office address and phone, the Ombudsman information, CPoint and etc. If data has not been preset in the Parameters program, manually add the PIIN Number, after the appropriate activity radio button is selected, i.e. Contract, Purchase Order, Indefinite Delivery Contract, etc.

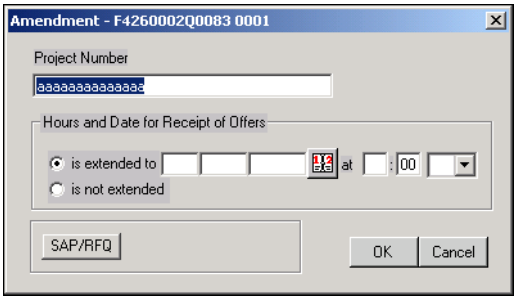
### 4.1.1.2 NEW AMENDMENTS AND MODIFICATIONS SCREENS

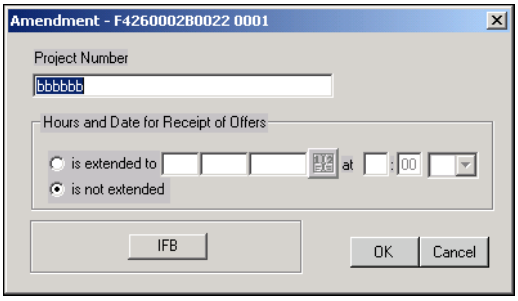
Amendments to Solicitations:

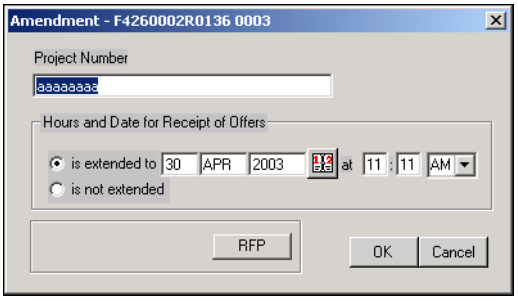



Note: Amendments may be processed for Purchase Requests – Document Type 6 (PR) and Solicitations – Document Type 7. All Amendments are processed by clicking the document number to be amended. Select the New button, select Amend/Modify, and select "Selected Document" or "Other Document". This opens the "Amend Purchase Request" or "Amend Solicitation" screen for you to enter an amendment number (through "Assigned PIIN or manual entry). Upon making the applicable selection, the "Amendment Details" screen will open. (See documentation on this screen below.)

#### 4.1.1.2.1 Amendment Details Screen



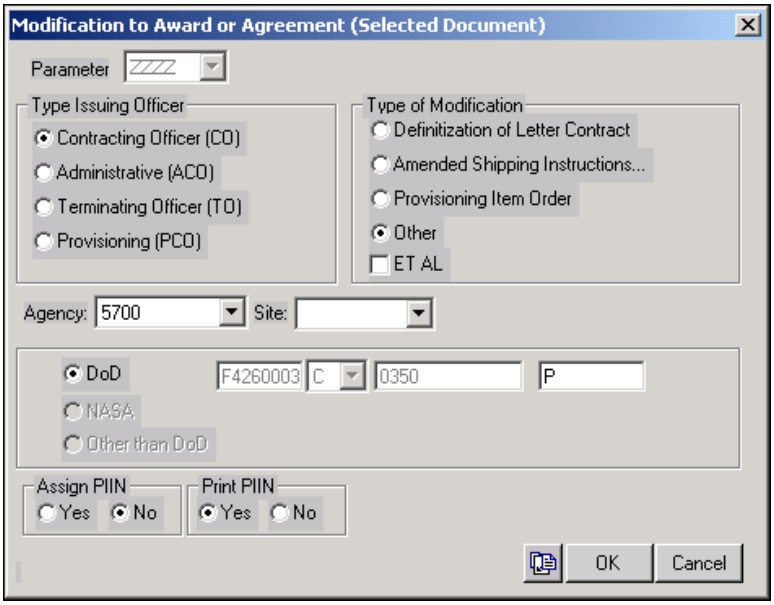



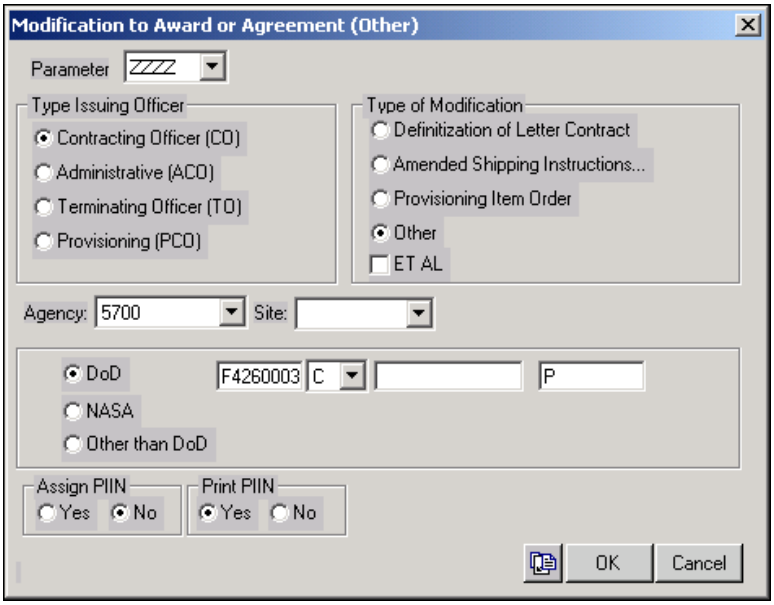

Amendments to Solicitations include DoD PIIN, Document Type 7 - "B", "R", "Q", "T" & "U" as well as Non-DoD Types. The elements are addressed as follows: (the SAP/RFQ, IFB, and RFP buttons return to their associated Clause Screens)

A. "Project Number" fill-in block: the user enters any applicable "Project Number".

B. "Hours and Date for Receipt of Offers" window: the user identifies whether offer is extended or not, and if extended, the date and time for receipt of offers.

4.1.1.2.2 Modification to an Award or Agreement



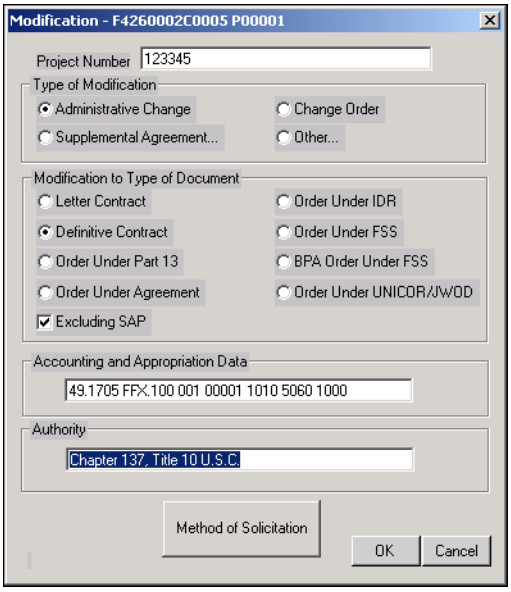

The above screens are the same for all types of awards and orders, i.e. DoD and Non-DoD "Award" PIIN, Document Type 8 - C, D, E, F, M, P, V, W and Y or DoD and Non-DoD "Order" PIIN, Document Type 9 - A, D, G, H & L.

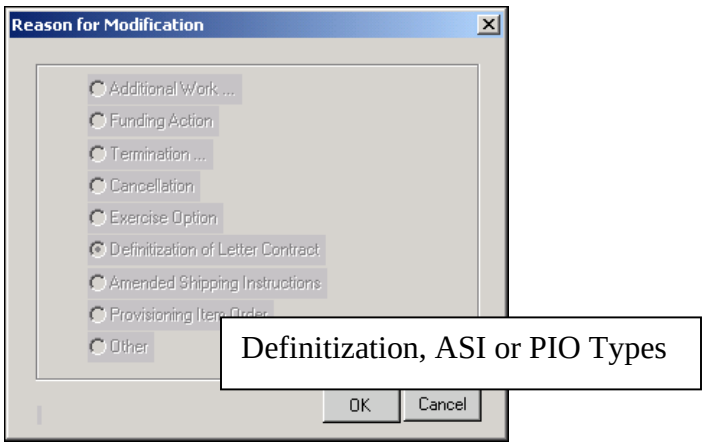
Note: All Modifications are processed through clicking on the document number to be modified, select the New button, select Amend/Modify, and select "Selected Document" or "Other Document. This opens the "Modification Award or Agreement" or the "Modification to Order" screen. If you clicked the "Other Document", an interim screen will open so the user can identify the type of document being modified. The "ET AL" checkbox allows you to create a PIIN Number. Use the word ETALMODIFICATION as the actual PIIN Number, and then add the six digit Modification Supplement PIIN Number, i.e. 000001. Some use this as a generic modification number, for a generic modification that references internally a number of specific documents that are receiving the same change.

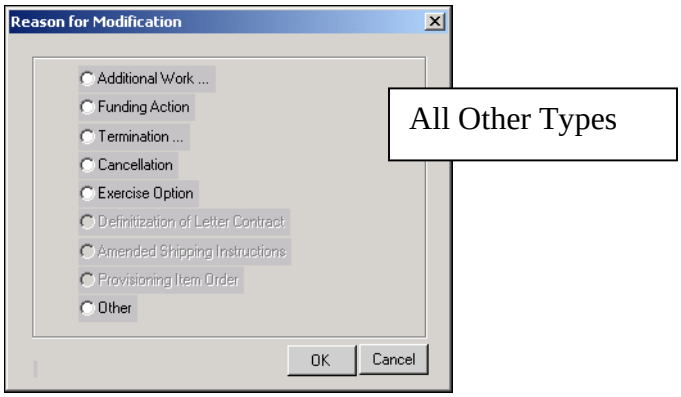
Once you click the appropriate radio button on this screen, the proper New Document screen will open for the document number creation. If you create a document number that is “other than the selected” the assign PIIN feature will not be available and the assign PIIN buttons will come in grayed out. Enter a modification number manually or through the Assign PIIN and click the OK button. The “Modification Information” screen will open. (See documentation on this screen below.)

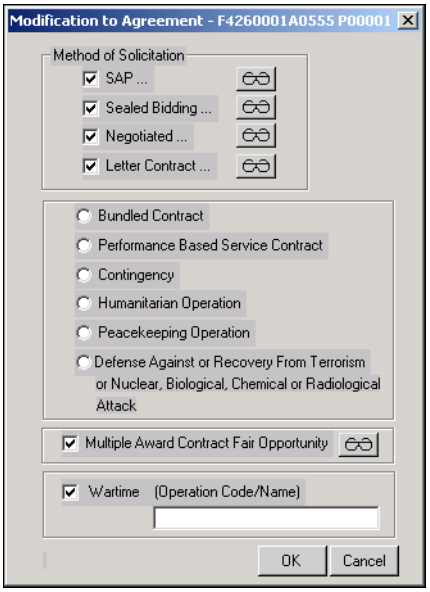
#### 4.1.1.2.3 Type of and Authority for “Modification To Award or Agreement” Screen:

The Modification Authority Screen either comes in with Defaults from the selections on the New Document Screen carried over, i.e. (Definitization of Letter Contracts, Amended Shipping Instructions (ASI’s), or Provisioning Item Orders (PIO’s)). These selections will come in exclusively set and “grayed out” (inaccessible). The user can either identify this type as "Supplemental Agreements" or "Other". The only other possibility is when the user has selected “Other” on the New Document Screen. In this case, the Modification Authority Screen will open with the "Administrative Change" type of modification pre-selected, however, the user can change to any other type of Modification (except Definitization of Letter Contracts, Amended Shipping Instructions, or Provisioning Item Orders). These three types come in grayed out and inaccessible. (See screen prints below)



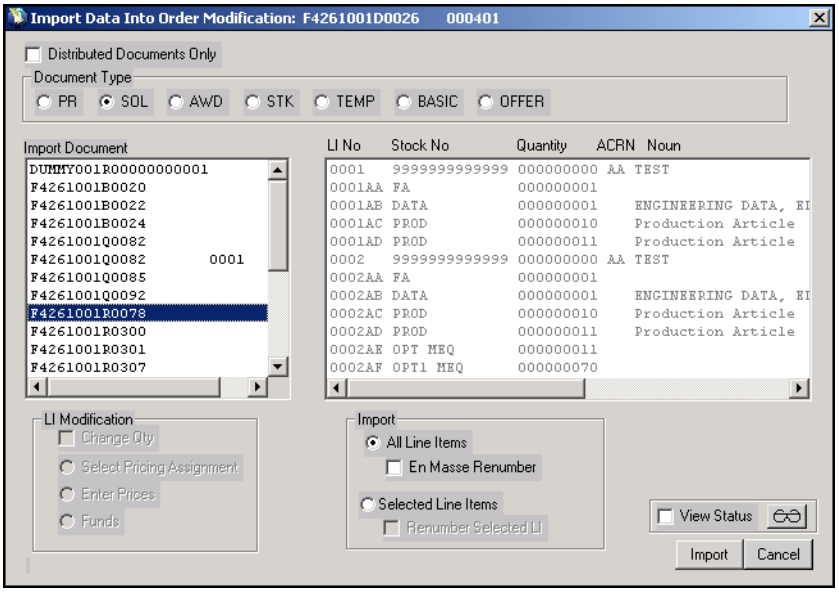



This screen provides the information for the Front Page Standard Form 30. It also sends some valuable information to the DD Form 350. The **Project Number** block provides any number to fill-in the SF 30 block 5. The **Type of Modification** area is for the user to identify the type of modification being created. These selections tie in with the **Authority** for the action, i.e. Chapter 137, Title 10 U.S.C. The **Authority** statement and the **Type of Modification** combine to identify the fill-in and "X" identifier for block 13 (A thru D). The **Modification to Type of Document** radio buttons and **"Excluding SAP"** checkbox are strictly for DD 350 and DD 1057 feeds. The **"Excluding SAP"** checkbox comes in "defaulted on" for all documents other than Purchase Orders. The **Accounting and Appropriation Data** block is for the fill in for SF 30 block 12. Refer to the schedule or provide a specific fund citation.

The **Method of Solicitation** button leads to the Method of Solicitation screen. This and subsequent screen usually come in from the actual solicitation, but if an award is created from scratch, click the appropriate selections and enter the appropriate selections on their associated screens. This screen is addressed in 4.1.3.1.

### 4.1.2 IMPORT PROCESS

#### 4.1.2.1 Import Data Screen




This screen opens by clicking the "Import" button on the **"New Document" screen**, or on the **"Work Basket" screen**, or from a "right mouse" after highlighting an entry from the workbasket. It imports another document into the current/selected one.

Select the **"Document Type"** to import. A check is default inserted in the **"Distributed Documents Only" checkbox.** The default check must be removed to access documents that have not been distributed.

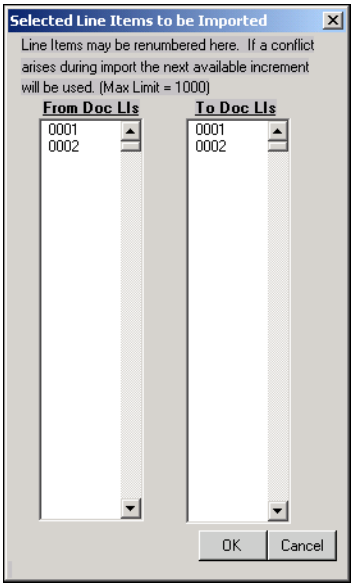
The **"Import Documents List"** shows a list of the appropriate documents available for import. When one of them has been selected it will show in the **"Selected Import Document" box** and the data inside that document, i.e. LI No., Stock No., Quantity, and ACRN Noun, is

automatically entered into the **“Information window”** underneath. This data will only be visible if the document selected from the "Import Document List" contains Line Items. Select the Line Item(s) to import. If all Line Items are selected, you only have to select the document and click the **"Import Button."**

The import process copies all the preset data from the document being imported except the Dollars, and if the document was "Distributed", the Issue and Signature Dates. This imported data will override the data in the document being imported into.

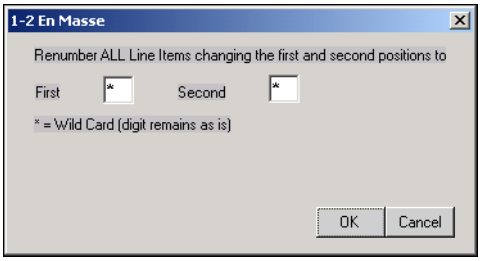
If you select certain Line Items, click the **"Selected Line Items"** radio button and click the specific Line Items in the **"Information"** window. The program now gives them the option to renumber the Line Items being imported.

4.1.2.2 Selected Line Items To Be Imported Screen




This screen opens after you have selected certain Line Items for Import and clicked the **"Import"** button. This screen provides the opportunity to select the line item numbers assigned or changes them to those needed, by double clicking on them and typing the desired numbers. After clicking the "OK" button, the import will be activated.

### 4.1.2.3 Line Item Import and Renumber En Masse




This screen opens to renumber all line items involved in the import. Renumbering takes place in the document being imported into. This is especially useful in working with Line Items for Option Years. You will usually need to change the First Digit of all line items, i.e. 0001, 0001AA to 1001, 1001AA.

Make an en masse change of all line item numbers by changing the “Wild Card Digits” or the * to the number they desire the replacement to be. This is possible with both the First and Second Digits. Repeat the import process using the same group of line items from the same document into the same document, but changing the first and/or second digits of the line items each time

for each renumbered grouping. Sometimes it will be necessary to import the original document into a dummy document to grab the original document's line items. The dummy document can be used over and over applying the en masse renumber procedure each time.

4.1.2.4 Import Completion Screen

When the import has been successfully handled, the **"Import Completion"** screen comes. You may choose to view the status file or just go on with the creation. If the "Yes" button is selected, WordPad will open and show the data behind the import, which can be printed for verification that all data was passed correctly. To continue without it, select the "No" button to advance to the next screen. Various screens will be accessible depending upon the type of document. See PIIN screens for details.

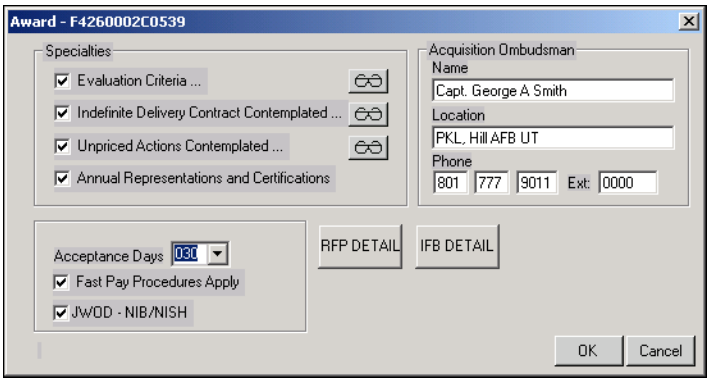
### 4.1.3 AWARDS PIIN SCREENS

The following are award type screens. Each type is created for DoD and Non-DoD applications. All the screens have the same main elements, but not all elements on these screens are active; thus they are grayed out because they large not applicable in certain circumstances. Each "Method" will bring up a different screen with different clauses and provisions.

Award types A, G, H & I are "Agreement Types" and all their screens have slight variations.
Award types D, E, S, & NASA/NonDoD all use the same "Method of Solicitation" screen.
Award types M, P, V, & W all use the same "Method of Solicitation" screen.
Award types F & Y use the same "Order" screen, <u>but do not assemble any clauses. Needed clauses must be added in the Add/Delete screen that comes up in the assembly process.</u>

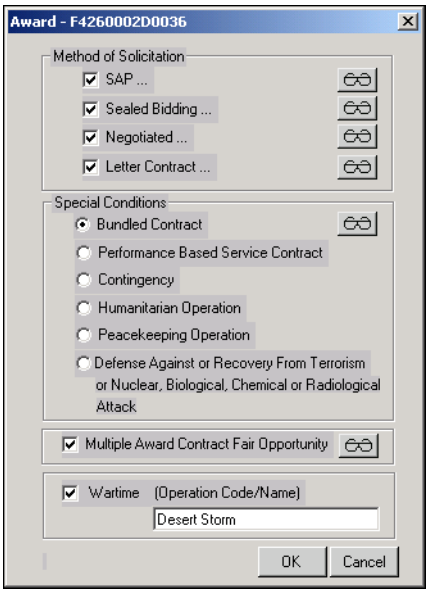
For a new award, access these screens first, after the "New Award Screen" is completed. These screens include Appendix B (PC, PD) or PE.

For documents previously created from the workbasket, these screens are accessed by clicking the "Main Entry Button" on the Front Page Information Screen.



The top sections addresses the **Method(s) of Solicitation** used for the solicitation(s) applicable to the award document and are described below:

### 4.1.3.1 Awards "Types" C, D, E, M, P, S, V, W, or Non-DoD




All of these solicitation types return you to the same basic screen, but some of the elements on that screen only show for the applicable type of document, i.e. the IFB button only shows up for documents that were handled using Sealed Bidding procedures and clauses; the RFP button only shows up for documents that were handled using Negotiated procedures and clauses. Except for the Letter Contract checkbox, they open to the screens they dealt with when the solicitation(s) were created, that are part of the award document.

A. A check in **"SAP"** (Appendix B Menu PC-01** which opens to Menu PCM) stands for **Simplified Acquisition Procedures** and is addressed in 4.1.3.D.4 below. In the case of a "Type M, P, V, or W", the "Simplified Acquisition Procedures" screen will open and enable the user to address the elements related to handling the acquisition under FAR Part 13, for Simplified Acquisition Procedures. (See the documentation on Simplified Acquisition Procedures in paragraph 4.1.3.A.1 and 4.1.3.D.4 below)

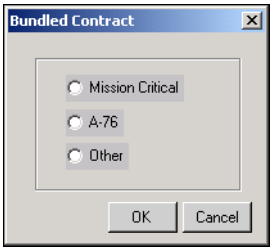
B. **Sealed Bidding** (Appendix B Menu PC-02** which opens to Menu PBB). This checkbox is to handle the acquisition under **"Sealed Bidding "** procedures addressed in 4.1.3.A.3 "Invitation for Bids (IFB)" below. It opens the ACPS program to those screens applicable to those procedures. It includes (Appendix B PC02 cross referenced to PBB and brings in provision K-20C FAR 214-16).

C. **Negotiated** (Appendix B Menu PC-03** which opens to Menu PBR)**."** This checkbox is to handle the acquisition under **"Negotiated "** procedures addressed in 4.1.3.A.2. It opens the ACPS program to those screens applicable to those procedures. It includes (Appendix B PC03 cross-referenced to PBR with provisions L-30J FAR 52.215-1 and L-425C AFMCFARS 5352.215-9016N).

D. **"Letter Contract"** checkbox (Menu PC-04**): This checkbox is to issue a **"Letter Contract"**. It opens the **"Unpriced Actions Screen"** (for all of the fill-ins, as covered below). It also includes clauses (I-179 FAR 52.216-23, I-180 FAR 52.216-24, I-181 FAR 52.216-25, I-182 FAR 52.216-25 ALT I, I-183 FAR 52.216-26, IA-205 DFARS 252.217-7027, (IB-446 AFMCFARS 5352.219-9001N if over $500,000).

E. **"Bundled Contract"** radio button Menu PC-05**): This radio button opens the Bundled Contract screen (Menu PCB) to address one of the DD350 and DD1057 entries for the various

types of bundled contracts (Mission Critical (Menu PCB-01**), A-76 (Menu PCB-02**), Other (Menu PCB-03**). See screen print below:



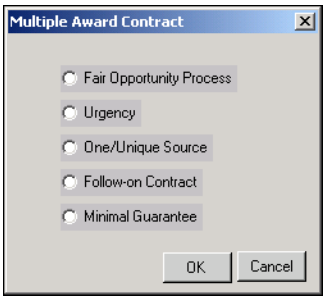

F. **"Performance Based Service Contract"** radio button (Menu PC-06**): This is strictly a DD350 & DD1057 entry for this type of contract.

G. **"Contingency"** radio button (Menu PC-07**): This is strictly a DD350 & DD 1057 entry for this type of contract.

H. **"Humanitarian Operation"** radio button (Menu PC-08**): This is strictly a DD350 & DD1057 entry for this type of contract.

I. **"Peacekeeping Operation"** radio button (Menu PC-10**): This is strictly a DD350 & DD1057 entry for this type of contract.

J. **"Defense Against or Recovery From Terrorism or Nuclear, Biological, Chemical or Radiological Attack"** radio button (Menu PC-13**). This is strictly a DD350 & DD1057 entry for this type of contract.




K. **"Multiple Award Contract Fair Opportunity"** checkbox (Menu PC-11 which opens to Menu PCA). This checkbox opens the "Multiple Award Contract" screen (PCA) to address one of the DD350 entries for the various reasons the acquisition covers the requirements for Fair Opportunity in Multiple Award environments (Fair Opportunity Process (Menu PCA-01**), Urgency (Menu PCA-02**), One/Unique Source (Menu PCA-03**), Follow-on Contract (Menu PCA-04**), or Minimal Guarantee (Menu PCA-05**).

L. **"Wartime"** checkbox (Menu PC-12**): this feeds to the DD350 and also feeds to the Filing System for the fill-in.

### 4.1.3.2. AGREEMENT "Types A, G, H, or Non DoD

If you are creating a new award, the screens above are the first to be accessed, after the **"New Award Screen"** has been completed. These screens will include (Appendix B (PC, PD, or PE). If the user is accessing a document previously created from the workbasket, these screens will open after the user has clicked the **"Doc Detail"** button on the **"Front Page Information Screen"**.

To process the acquisition under negotiation procedures, select the **"Negotiated"** radio button. It will open the "RFP Details" screen (Appendix B, PBR) to address all applicable negotiation elements. (See **"RFP Details"** screen addressed in the **"Documentation**

**Screens for RFP"** section)

If the agreement is to be handled under **"Simplified Acquisition Procedures"** as outlined in FAR Part 13 click the **"SAP"** radio button. It will automatically check the **"Fast Pay Procedures."**

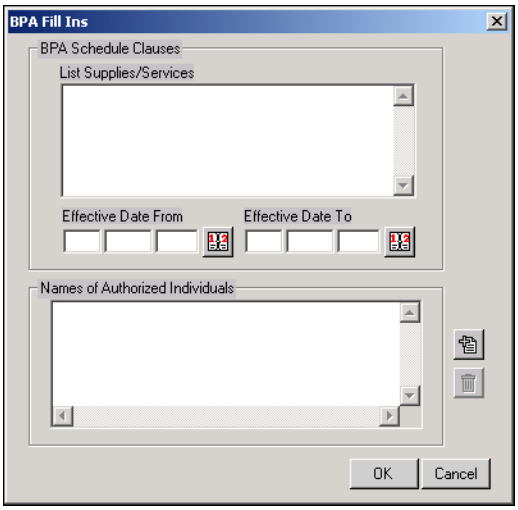
The **"Fast Pay Procedures"** radio button restrict the clauses and provisions in the document to those applicable under Fast Payment Procedures and will include (Appendix B, PBQ with clause I-109X FAR 52.213-1).

The **"Service or Supply"** checkboxes are strictly for DD350 data feeds.

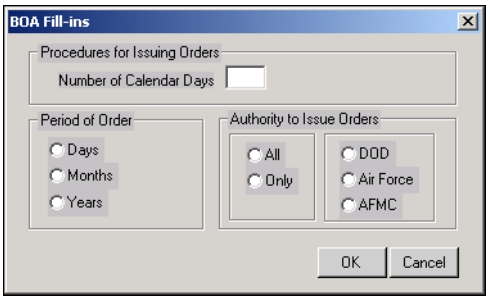
If an "Unpriced Action" is contemplated, check the **"Unpriced"** box. This will activate (Appendix B, PCM-03), bring clause I-111X, FAR 52.213-3 into the document, and open to the fill-in screen for the appropriate entries tied to an Unpriced Action. (See documentation on Unpriced Action screen)

The **"BPA"** and **"BOA"** and **"Other"** buttons access the following screens and are addressed below: (screen prints show screens that open from their button selections above)

### 4.1.3.3. BPA Basic Purchasing Agreements (BPA) "Type A" for clause fill-ins.



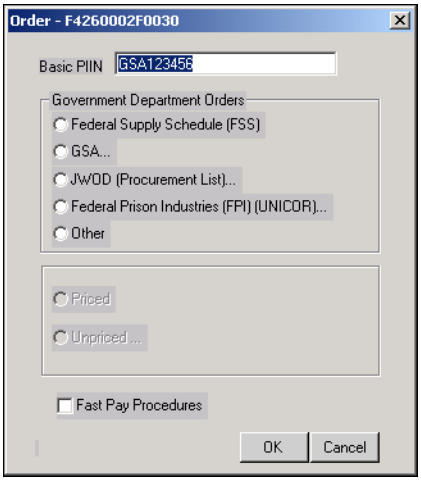

### 4.1.3.4 Basic Ordering Agreements (BOA) "Types G, H or L" for clause fill-ins.



### 4.1.3.5 Other Agreements

- **"Educational Service Agreement"** checkbox (Menu PDH-01) – brings in no clauses.
- **"Master Agreement for Repair of Vessels"** checkbox (Menu PDH-02) – adds a bunch of DFARS level Agreement clauses.
-**"Other"** checkbox (Menu PDH-03) – brings in no clauses.

4.1.3.6 Orders Against Basic Contracts (Types A, D, F, G, H, L & Y)




Note: Orders do not assemble clauses. Any clauses needed must be added in the **"Add/Delete"** screen during assembly.

**"Basic PIIN"** text box: The Basic PIIN block will be blank for the "F (GSA) & Y (Imprest Fund)" types of orders to enter the appropriate PIIN for the Basic Contract, i.e. GSA12345. For all other order types, i.e. "A, D, G, H, or L" the actual Basic PIIN will come into the text block, i.e. F4262099G1234. The "F & Y" order types are different. They are orders, but are created as a "New Award". Even though they are "New Awards," the system reads them as orders and opens this screen for you to address.

The **"Government Department Orders"** block will only be active (un-grayed) for the "F & Y" type orders. This block helps Contracting actions to be placed with other Government Departments or Agencies or against contracts placed by such departments or agencies outside the DoD (including actions with the Federal Supply Schedules, GSA, JWOD/National/Industries for the Blind (NIB), the National Industries for the Severely Handicapped (NISH), and the Federal Prison Industries (UNICOR)).

**"Priced"** radio button (Menu PE-01**): Click this button when the resulting order is anticipated to be a **"Priced"** order and feeds this data to the DD350.

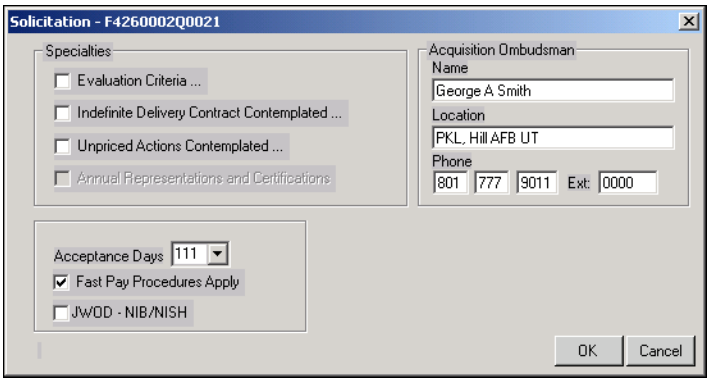
**"Unpriced"** Radio Button (Menu PE-02**): Click this button when the resulting order is anticipated to be an **"Unpriced"** order. It opens the **"Unpriced Actions"** screen for the appropriate fill-ins, and includes clause I-111X FAR 52.213-3).

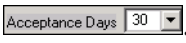
**"Fast Pay Procedures"** checkbox (Menu PE-03**): Check this box if Fast Payment Procedures is the desired payment method. When selected, it brings in Clause I-109X, FAR 52.213-1).

### 4.1.3.A SOLICITATION PIIN Screens

Note: The following three screens are versions of the same screen. They differ only in the type of document being created. Each type has varying peculiarities.

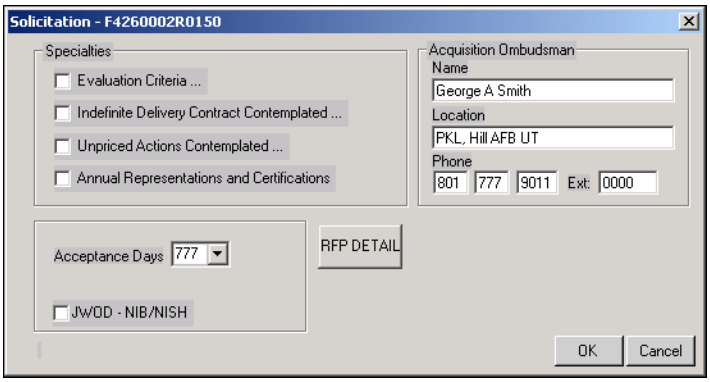
4.1.3.A.1 “Request for Quotation (RFQ)”




This type contains the addition of the “Fast Pay Procedures Apply” checkbox. Place a check in this box when the acquisition is planned to include “Fast Payment Procedures”. This check will include (Appendix B, PBQ and will bring in clause I109X at FAR 52.213-1). The “JWOD – NIB/NISH” checkbox is strictly to send a record to DD350 and DD1057. Identify the time period or days the quote will by identifying those days in the “Acceptance Days” block 

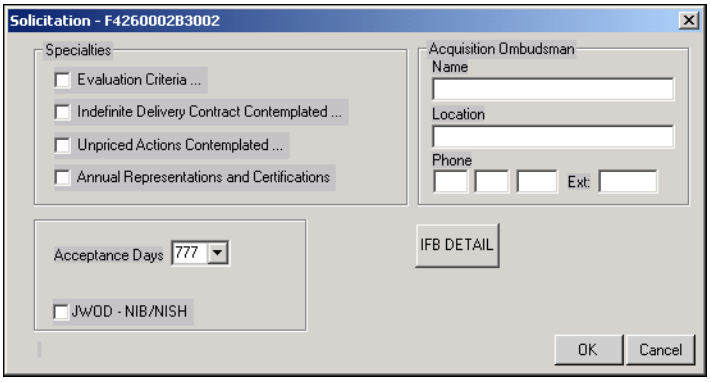
. Enter the number of days or selects the number of days from the dropdown list. This transfers to a statement (including this number of days) on the Front Page of the RFQ Solicitation Form. Since this screen is used for RFP’s, IFB’s and RFQ’s, the block for “Acceptance Days.” is used to identify the Acceptance or Validity Days on all these types of Documents.

4.1.3.A.2 “Request for Proposal (RFP)”




This type contains the addition of the “RFP” button to enter the screens applicable to creating an “RFP”. Since this screen is used for RFP’s, IFB’s and RFQ’s, the block for “Acceptance Days.” is used to identify the Acceptance or Validity Days on all these types of Documents. The **“JWOD – NIB/NISH”** checkbox is strictly to send a record to DD350 and DD1057.

4.1.3.A.3 “Invitation for Bids (IFB)”




This type contains the addition of the “IFB” button to enter the screens applicable to creating an “IFB”. Since this screen is used for RFP’s, IFB’s and RFQ’s, the block for “Acceptance Days.” is used to identify the Acceptance or Validity Days on all these types of Documents.

Check the **“Evaluation Criteria”** Check Box in order to access the

“Evaluation Criteria Screen” and bring in Appendix B PB-01 for provisions M-1D FAR 52.212-2 on Commercial and M-16C FAR A052.215-A030A.

Check the **“Indefinite Delivery Contract Contemplated”** to open the “Indefinite Delivery Contracts Screen” and include Appendix B PB-02/PCD and clause I-170 FAR 52.216-18, and I-171 FAR 52.216-19.

Checks the **“Unpriced Actions Contemplated Check Box”** to access the “Unpriced Actions Screen” and include Appendix B PB-03 and clause IA-205 DFARS 252.217-7027.

Checks the **“Annual Representations and Certifications Checkbox”** to include Appendix B PB-04 and provisions K-25C FAR 52.214-30, K-34 FAR 52.215-7 and K0000A AFMCFARS 5352.215-9000N.

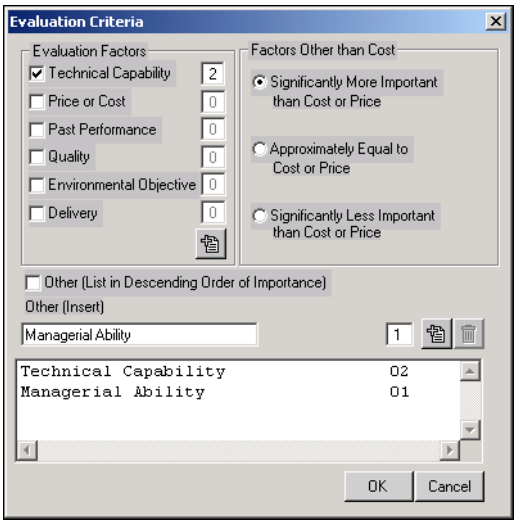
Either complete the information for the Acquisition Ombudsman or the information will be drawn from the “Parameters” database.

The **“Acceptance Days and No. Copies to Return”** are both pulled in from the defaults set in “Parameters.”

The **“JWOD – NIB/NISH”** checkbox is strictly to send a record to DD350 and DD1057.

The **“Acquisition Ombudsman”** window contains the: Name, Location and Phone Number of the contracting official the Agency has assigned to be a liaison between the government and the contractor. This information can be input or it can come in automatically from the information set in the “User Database.”

4.1.3.A.4 Evaluation Criteria Screen




This screen comes up when the box for Evaluation Criteria on the “Solicitation PIIN Screen” is checked. The left side of this window identifies in the solicitation the order of importance of the evaluation criteria in the format of factors and their importance ratings.

The right side of this screen is the section that deals with “Factors Other Than Cost”: (1). Significantly More Important than Cost or Price, (2). Approximately Equal to Cost or Price, and (3). Significantly Less Important than Cost or Price. Clicks the one applicable to the acquisition evaluation, i.e. if all factors other than cost of price have equal importance.

A. **“Evaluation Factors”**: (six default factor possibilities):

Checks all applicable factors, i.e. ☑ Technical Capability and enters the Number Rating directly adjacent to the Factor selection (in order of importance) 2. After all applicable factors have been selected/checked and rated (with a number), click the "Add" button located at the bottom of the Factors. This Add button will send all factor data to the bottom list box (as shown above). This list box reflects the data that will flow into the associated clause. The six default factor possibilities are: 1. Technical Capability, 2. Price or Cost, 3. Past Performance, 4. Quality, 5. Environmental Objective, and 6.Delivery. This process for can be followed repeatedly.

B. **“Other”** check box and entry field: If some factor other than the default factors is applicable, it is identified by checking the “Other checkbox” and entering the name for the factor, then clicking the rating box at the right of the entry box and entering the rating for that manually entered factor, then click the add/plus button at the right of the rating box Managerial Ability 1. This will add the manual entry into the bottom list box. This process for adding non-default factors can also be followed repeatedly.

C. **“Data Results Box”:** This box reports the results of the inputs on the above factors and their rankings. This reflects the data that will be transferred into the applicable clause and its fill-ins.

If you need to delete an entered factor, highlighted the factor in the bottom list box and click the “Trash Can” button.

Click the appropriate radio button for “Factors Other Than Cost” depending on how significant those factors are in relation to the cost factor.

4.1.3.A.5 Indefinite Delivery Contracts Selection Screen

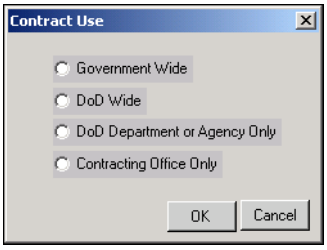
This screen opens when you check the check for “Indefinite Delivery Contracts” on the “Solicitation Options Screen”. Click the applicable radio button for the type of “Indefinite Delivery Contract” being written. Regardless of which type is being written, the “Indefinite Delivery Type Contracts Screen” is opened for further details. For “Requirements Contracts” only, after the “Indefinite Delivery Type Contracts Screen” has been completed, the “Requirements Contracts Screen” will automatically open when leaving the “Indefinite Delivery Type Contracts Screen.”

As noted above, check the “Indefinite Delivery Contract Contemplated” in order to open the “Indefinite Delivery Contracts Screen” and include (Appendix B PB02/PCD and clause I-170 FAR 52.216-18, and I-171 FAR 52.216-19).

If you click the **“Definite Quantity**” Radio Button this will include (Appendix B Menu PCD-01) and clause **I-172 FAR 52.216-20**. It is for you to check when you plan to use a “Definite Qty Contract.”

If you click the **"Indefinite Quantity"** radio button it will include Appendix B Menu PCD-02 and clause **I-178 FAR 52.216-22**. Use it when planning to use an "Indefinite Qty Contract." It also opens the "Date" screen a date for receipt of proposals.

Click the "**Requirements**" radio button" to include Appendix B Menu PCD-03) and clause **I-173 FAR 52.216-21** for a "requirements contract." It also opens the "Requirements Contracts" screen for more specific input.

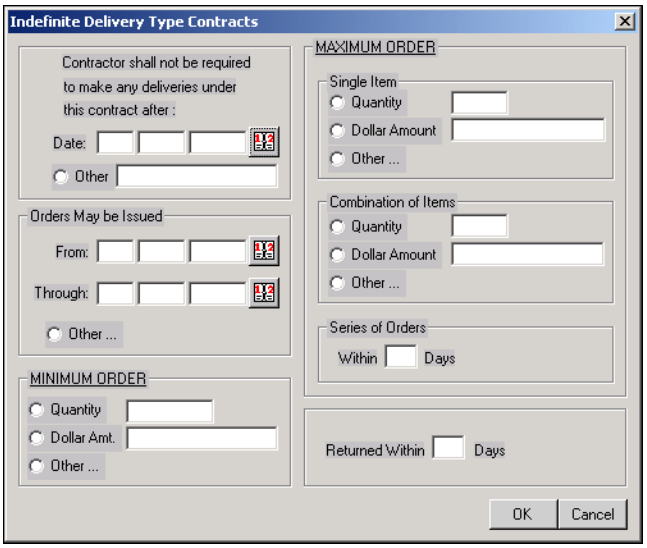



The "Contract Use" checkbox opens the **"Contract Use"** screen and includes Appendix B Menu PCD-04. It identifies the parameters under which the contract will be used. These are strictly DD350 entries. The "Contract Use" screen opens with four radio buttons: "Government Wide on Menu PCDC-01**", "DoD Wide on Menu PCDC-02**", "DoD Department or Agency Only on Menu PCDC-03**" or "Contracting Office Only on Menu PCDC-04**."

The **"Multiple Award Task and Delivery Orders**" (Appendix B Menu PCD-41**) radio button opens associated screens to more specifically address the elements of "fair opportunity' and "evaluation approach" in assignment of task/delivery orders. It include clause IB-311 AFFARS 52.216-21 and is addressed below.

The "Single Award" (Appendix B Menu PCD-42**) radio button is strictly a DD350 entry to identify the resulting contract will be a Single Award contract.

4.1.3.A.6 Indefinite Delivery Type Contracts Details Screen




Accessed this screen by clicking any of the radio buttons on the "Indefinite Delivery Contracts Screen." All entries on this screen are non-menu fill-ins for clauses.

A. **"Contractor shall not be required to make any deliveries under this contract after:"** window with date entry. This date field populates the contract with clause I-172 FAR 52.216-20 paragraph (d) for a Definite Quantity type; clause I-173 FAR 52.216-21 paragraph (f) for a Requirements type; or clause I-178 FAR 52.216-22 paragraph (d) for an Indefinite Quantity type. If you want to enter something other than a date, click the radio button on "Other" and enter the text to the right of it (the same clauses are applicable). You must click again on the associated radio button for "Other" in order to delete the text entered and switch to a calendar date.

B. **“Orders May be Issued”** window with date entries. This window addresses Clause I-170 FAR 52.216-18 with a beginning date through an ending date or the user can click the “Other” radio button and enter anything they want from the Word Document that opens. You must again click on the associated radio button for “Other” to delete the text and switch to a calendar date.

C. **“Minimum Order”** and “**Maximum Order**” windows with radio buttons and entry fields:
1. “Quantity” radio button:
2. “Quantity” entry field:
3. “Dollar Amt.” radio button:
4. “Dollar Amt.” entry field:
5. “Other” radio button:

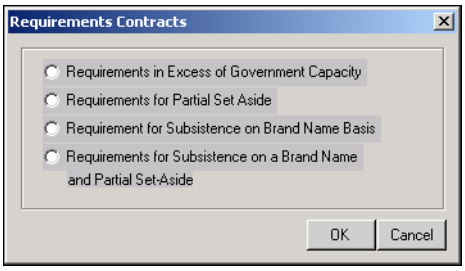
These buttons and entry fields provide the fill-ins for Clause I-171 FAR 52.216-19 paragraph (a). This identifies the minimum quantity and/or dollar amount for orders that will be placed against the basic contract. The user can also click the “Other” radio button and enter anything they want from the Word Document that opens. Note: the user must click again on the associated radio button for “Other” in order to delete the text entered and switch to a calendar date.

The Maximum Order can be addressed through three subcategories (Single Item, Combination of Items, or Series of Orders). All of these subcategories set the parameters for the orders that will be placed against the basic contract. The subcategory is addressed through a “Quantity, Dollar Amount, or Other” through their associated radio buttons and entry fields.

**The Combination of Items** provides the fill-ins for Clause I-171 FAR 52.216-19 paragraph (b)(2). The Series of Orders subcategory in paragraph (b)(3) is addressed differently than the other subcategories. It identifies the number of days within which the same ordering office that together call for quantities exceeding the limitation(s) identified in the other two subcategories. The “Other” radio button opens a Word Document. You must again click on the associated radio button for “Other” in order to delete the text entered and switch to a calendar date.

C. **“Returned Within __ Days”** window with entry field: This entry field is completed by entering a number of days and adds paragraph (d).

4.1.3.A.7 Requirements Contracts Screen




This screen is the second stage screen that opens when you click the “Requirements Contracts” radio button” on the “Indefinite Delivery Contracts Screen.” First the “Indefinite Delivery Type Contracts Screen” above will open first when you select “OK” on that screen, this screen will open. The radio buttons are for you to further define the requirements in the “Requirements Contract” as follows:

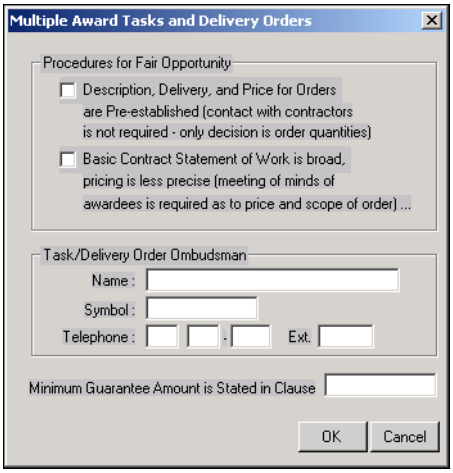
The “Requirements in Excess of Government Capacity” radio button includes Appendix B PCDA-01 and clause I-174 FAR 52.216-21 ALT I.

The “Requirements for Partial Set Aside” radio button includes
Appendix B PCDA-02 and clause I-176 FAR 52.216-21 ALT III.

The “Requirements for Subsistence on Brand Name Basis” radio button” includes
Appendix B PCDA-03 and clause I-175 FAR 52.216-21 ALT II.

The “Requirements for Subsistence on a Brand Name & Partial Set Aside” radio button includes:
Appendix B PCDA-04 and clause I-177 FAR 52.216.21 ALT IV.

4.1.3.A.8 Multiple Award Task and Delivery Orders Fair Opportunity Screen




This screen opens when you click the “Indefinite Delivery Contracts Screen” for “Multiple Award Task and Delivery Orders”. Both checkboxes identify the procedures to be used to ensure “fair opportunity amongst the multiple awardees when considering them for receipt of Task/Delivery Orders.

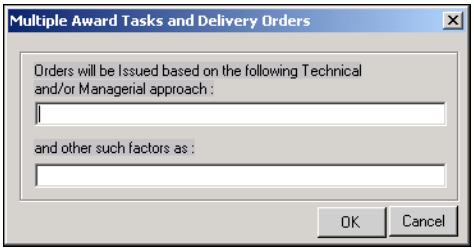
If you check the first option where the evaluation elements for “Description, Delivery, and Price,” it includes Appendix B PCDB-01 and clause IB-311C AFFARS 5352.216-9001 ALT I.

If the user checks the second option where the decision is based on less precise pricing and a “broad Statement of Work,” it includes Appendix B PCDB-02 and clause IB-311D AFFARS 5352.216-9001 ALT II. It will open an associated screen to more specifically information.

Either enters the information to identify of the “Ombudsman” or the information to draw from “Parameters.”

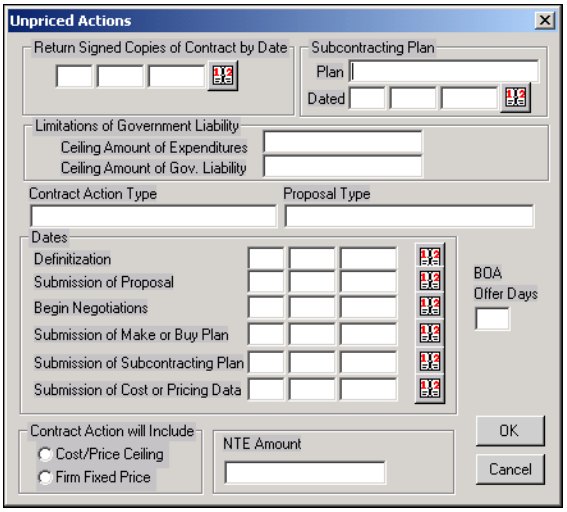
The last element on this screen shows the clause number, which contains the “Government’s Minimum Guaranteed Amount” for the contract.

4.1.3.A.9 Multiple Award Tasks and Delivery Orders Approach Screen




This screen is completed to provide the approach plans and procedures to issue task and delivery orders among multiple awardees when the main elements of the evaluation, i.e. scope of work and price are broad and less precise. It opens by clicking the broad “Statement of Work” box on the “Multiple Award Tasks and Delivery” Orders” screen and provides for the fill-ins on Appendix B PCDB-02 and clause IB-311D AFFARS 5352.216-9001 ALT II.

4.1.3.A.10 Unpriced Actions Screen




This screen is opened when you click the "Letter Contract Checkbox" on the "Award Method of Solicitation Screen". All dates may either be completed through direct input or through the use of the "Date Wizard Button" . This screen enables you to fill-ins when a letter contract or unpriced order is to be issued. This screen brings in clause IA-205 at DoD FAR Supplement 252.217.7027 and Appendix B, PB-03.

**A.** The **"Return Signed Copies of Contract by Date"** fill-in fields identify the deadline date for the Contractor to sign and return copies of the contract. This window provides the fill-ins for clause I-179 at FAR 52.216-23 on Appendix B, PB-03 on a solicitation or on a Letter Contract at Appendix B, PC-04.

**B.** The **"Subcontracting Plan"** show the "Number and Title" of the plan the date referenced to it. This window provides the fill-ins for clause IB-446 at AFMCFARS Supplement 5352.219-9001 on a Letter Contract at Appendix B, PC-04. The **"Limitations of Government Liability"** fill-in fields provide a place for the ceiling amounts on "Expenditures and Liabilities."

**C.** The **"Contract Action Type"** fill-in fields is the location to enter the "Type of Contract" to be used on the Definitive Contract and the "Type of Proposal" the Contractor needs to submit.

**D.** The **"Dates"** fill-in fields are the places to complete the milestone dates planned toward contract definitization using either direct input or the "Date Wizard."

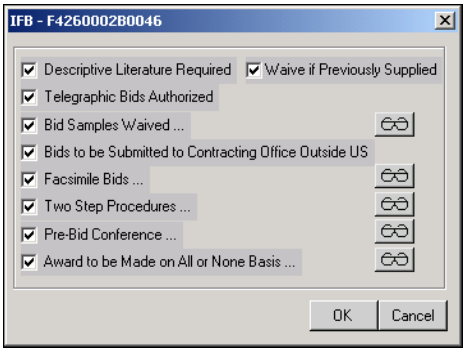
**E.** The **"Contract Action will Include"** fill-in fields identify whether the definitized contract will include a "Cost/Price Ceiling or a Firm-Fixed-Price.

**F**. The **"NTE Amount"** shows the definitized contract will not exceed.

**G.** The **"BOA Offer Days"** is the amount of days the contractor has to accept or reject "Orders" issued under the BOA.

### 4.1.3.B IFB DETAILS

4.1.3.B.1 IFB Details Screen




This screen provide for specific information in the creation process of a solicitation. It includes Appendix B PBB with provision K-20C FAR 52.214-16.

Functions to be executed:

**A.** The **"Descriptive Literature Required"** box opens the "Descriptive Literature ALT I Screen" address the related requirements or waiver. It includes Appendix B PBB-01 with provision L-27 FAR 52.214-21.

**B.** The **"Waive if Previously Supplied"** box is checked to waive to the requirement for Descriptive Literature in accordance with FAR 14.201-6(p)(2). It also includes Appendix B PBBA-01 with provision L-28 FAR 52 214-21 ALT1.

**C.** The **"Telegraphic Bids Authorized"** box is used if telegraphic bids will be acceptable. It includes Appendix B PBB-02 with provision L-19 FAR 52.214-13.

D. The "Bid Samples Required" box opens the "Samples Required" screen to provide address information on the Contracting Office or Alternated Activity. It includes Appendix B PBB-03 with provision L-24 FAR 52.214-20.

**E.** The **"Bids to be Submitted to Contracting Office Outside U.S."** box is checked if bids submitted to a Contracting Office outside the U.S will be required. It includes Appendix B PBB-04 with provision L-30D FAR 52.214-32).

**F.** The **"Facsimile Bids"** box is checked if facsimiles are acceptable. This check box is for the user to check if he/she will accept bids by facsimile. This box opens the "Facsimile Bids or Proposals Screen" for the user to provide the information to make facsimiles possible. This checkbox also includes (Appendix B PBB-05 with provision L-30C FAR 52.214-31).

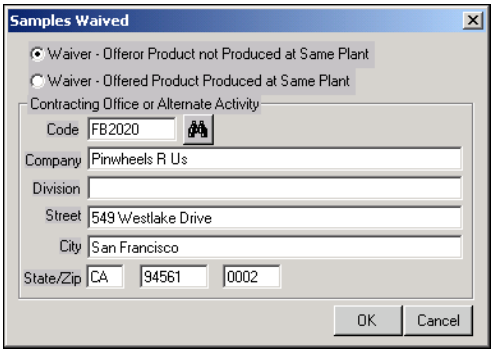
**G.** The **"Two Step Procedures"** identifies if the Two Step Procedures will be used. This checkbox includes Appendix B PBB-06.

**H.** The **"Pre-Bid Conference"** box provides bidders information concerning the location, date, time, etc. of the conference. It includes Appendix B PBB-41 with provision L-312 AFFARS 5352.215-9001H).

**I.** The **"Security Clearance Required"** brings in the Alternate I to AFFARS 5352.215-9001 when the conference will have access to Classified Documents and require Security Clearances. It includes Appendix B PBB-42 with provision L-313 AFFARS 5352.215-9001H1. It also opens the "Security Clearance Screen" for further input. See Security Clearance screen below.

**J.** The **"Award to be made on an All Or None Basis"** box show when a contract is planned on an all or none basis. It includes Appendix B PBB51 with provision M-420 AFMCFARS 5352.214-9001N.

4.1.3.B.2 Samples Waived Screen



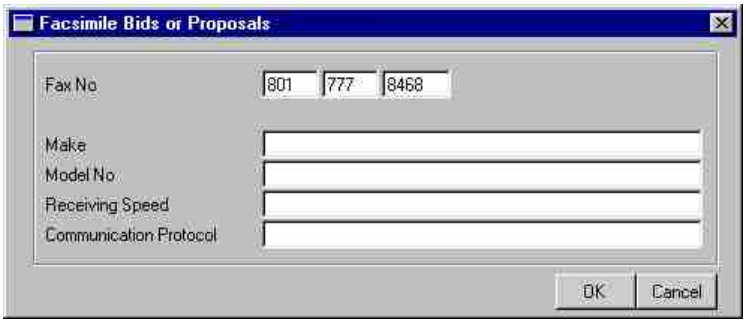

This screen opens when the user checks the **"Bid Samples Required"** selection box on the **"IFB Details Selection Screen"**. It enables the user to address the requirements for or waiver of samples and the information to facilitate the receipt of samples.

**A.** The **"Waiver-Offeror Product not Produced at Same Plant"** radio button is used when you want to waive a requirement for samples. If the address information for the contracting office or Alternate Activity has been previously input, click of this button for the information to be automatically recalled into the fill-in boxes. If not, you will need to input this information. It include Appendix B PBBB-01 with provision L-25 FAR 52.214-20 ALT I.

**B.** The **"Waiver-Offered Product Produced at Same Plant"** box is checked to require the sample be produced at the same plant as previous production. It includes Appendix B PBBB-02 with provision L-26 FAR 52.214-20 ALT II.

**C.** The **"Contracting Office or Alternative Activity"** entry fields are completed to identification and reference information associated with the Contracting Activity or Alternate Activity.

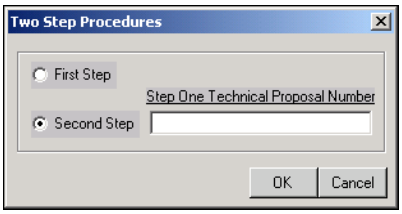
4.1.3.B.3 Facsimile Bids or Proposals




Note: This same screen is being used for IFBs as well as RFPs. You need only to complete the fill-in blocks that apply to their particular type of document.

This screen opens when you check the box **"Facsimile Proposals"** on the **"IFB Details Selection Screen.**" Complete the fill-in fields that apply to Clause L-30C, FAR 52.214-3 (Appendix B PBB-05). This information about the *make, model number, receiving speed, communications protocol* will facilitate bids being received by facsimile. Some of the fill-ins in this screen "have been made as Optional fill-ins in Dpoint. This will prevent problems in the "Final" Assembly. This action is taken because most of the time this information is inapplicable.

4.1.3.B.4 Two Step Procedures Screen



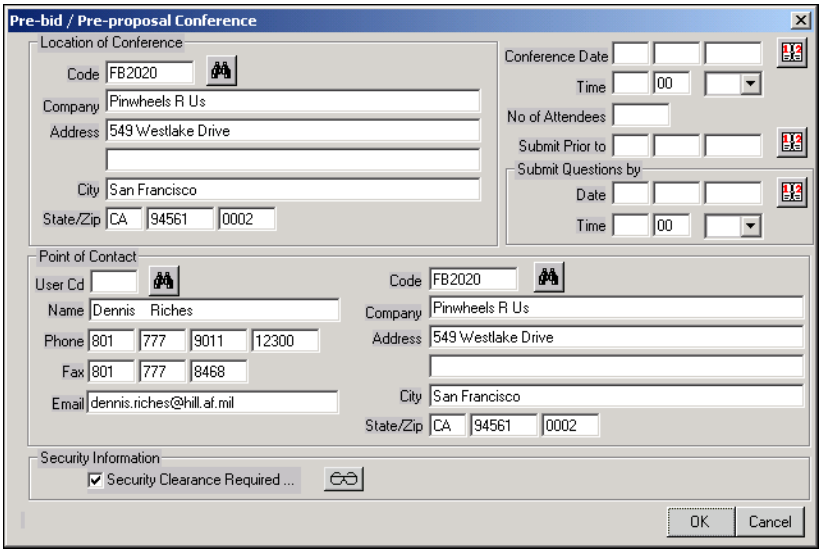

The **"Two Step Procedures"** selection box on the main **"IFB Details Screen**" facilitates a successful two-step contracting process, whether in the first or the second step of the process.

**A.** The **"First Step"** radio button shows that the first step procedures are being used. It includes Appendix B PBBC-01 with provision L-30E FAR 52.214-33.

**B.** The **"Second Step"** radio button show that the second step procedures are being used. It includes Appendix B PBBC-02 with provision L-30 FAR 52.214-25.

**C.** The **"Second Step"** fill-in provides space for Technical Proposal Number from the step one proposal.

4.1.3.B.5 Pre Bid / Pre Proposal Conference Screen



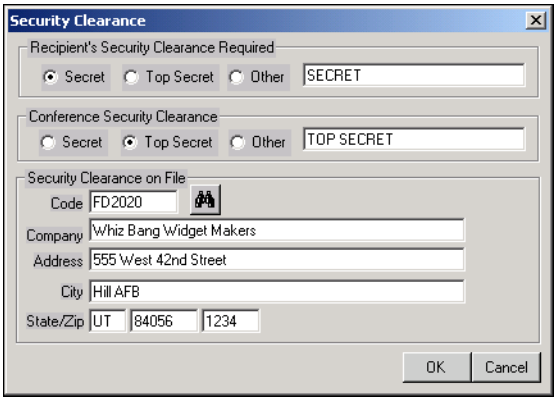

Click on this button to all the information concerning the conference.

**A.** The **"Location of Conference"** fill-in field provides the conference address location.

**B.** The **"Point of Contact"** fill-in field provides the entire name, address, phone and other contact information for the person responsible for the Conference.

**C.** The **"Conference Date/Time/Attendance"** fill-in field provides the conference date & time and restriction on the number of attendees, the date and time governing question are submitted.

4.1.3.B.6 Security Clearance Screen

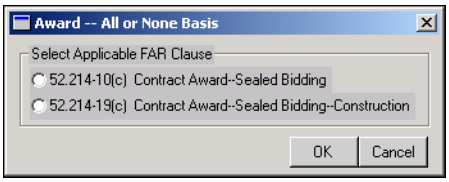



The **"Security Clearance"** required box identifies all the security clearance requirements and provides information to facilitate the security clearances.

**Recipient's Security, Conference Security Clearance Radio Buttons and Fill-ins** and the **Security Clearance on File Entry Fields** are to be completed with the DODAAC previously entered

by the Parameter selection. See Front Page “Issued by” block.

4.1.3.B.7 Award—All or None Basis Screen



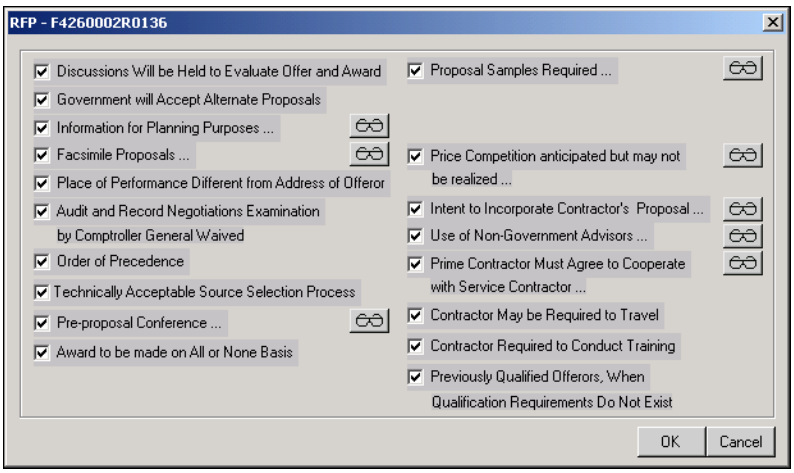

This screen is accessed when you checks the **“Award to be Made on All or None Basis”** on the main **“IFB Details Selection Screen”** to identify the provisions for an award on an “All or None” basis.

**A. “52.214-10(c) Contract Award-Sealed Bidding”** radio button is used when a **“Sealed Bidding”** award is anticipated on an **“All or None”** basis.

**B. “52.214-19(c) Contract Award-Sealed Bidding-Construction”** radio button is used when a **“Sealed Bidding Construction”** award is anticipated on an **“All or None”** basis.

**4.1.3.C RFP DETAILS**

4.1.3.C.1 RFP Details Screen




This screen opens after passing the main detail window for the creation of Purchase Requests (PRs), Solicitations, and Award documents. In it you can provide more specific information to create a solicitation. Appendix B PBR with provisions L-30J FAR 52.215-1 and L-425C AFMCFARS 5352.215-9016N are included.

Functions to be executed:

**A.** The **“Discussions Will be Held to Evaluate Offer and Award”** box shows the discussions plans are part of the proposal evaluation. It includes Appendix PBR-01 with provision L-30K FAR 52.215-1_1 ALT I.

**B.** The **“Government will Accept Alternate Proposals”** box shows what the Alternate Proposals are accepted. It includes Appendix B PBR-02 with provision L-30L FAR 52.215-1_2 ALT II.

**C.** The **"Information for Planning Purposes"** box opens the **"Solicitation for Information or Planning Purposes Screen"** to identify a purpose for the solicitation. It includes Appendix B PBR-03 with provision L-31 FAR 52.215-3.

**D.** The **"Facsimile Proposals"** box is checked if a facsimile is acceptable. It opens the **"Facsimile Bids or Proposals Screen"** to provide the information to make facsimiles possible. It includes Appendix B PBR-04 with provision L-44C FAR 52.215-5.

**E.** The **"Place of Performance Different from Address of Offeror"** box is used to request that offerors provide information when the place of performance is different than the offeror's address. It includes Appendix B PBR-05 with provision K-33D FAR 52.215-6.

**F.** The **"Audit and Record Negotiations Examination by Comptroller General Waived"** box checks if the Comptroller General has waived the requirement for examination of records. It includes Appendix B PBR-06 with clause I-129D FAR 52.215-2 ALT III.

**G.** The **"Order of Precedence"** box shows if the document is being prepared with the Uniform Contract Format (UCF). It includes Appendix B PBR-07 with clause I-129G FAR 52.215-8.

**H.** The **"Technically Acceptable Source Selection Process"** checkbox: This checkbox is for the user to check if using a **"Technically acceptable Source Selection Process"**. This checkbox activates Appendix B PBR-08 and deletes clause I-225J FAR 52.219-25 and I-225L FAR 52.219-26).

**I.** The **"Pre-Proposal Conference"** box provides information concerning the location, date, time, etc. of the conference. It includes Appendix B PBR-41 with provision L-312 AFFARS 5352.215-9001H.

**J.** The **"Security Clearance Required"** box is checked if there is a need in the requirement to access classified documents. It includes Appendix B PBR-42 with provision L-313 AFFARS 5352.215-9001H ALT I. It also opens the **"Security Clearance Screen"** for further input.

**K.** The **"Award to be made on an All Or None Basis"** box is checked when an award will be made on an all or none basis. It includes Appendix B PBR-51 with provision M-420 AFMCFARS 5352.214-9001N. It brings in fill-in reference of FAR 52.215-1(f), Instructions to Offerors - Competitive Acquisition.

**L.** The **"Proposal Samples Required"** box provides address information on the Contracting Office or Alternated Activity. It includes Appendix B PBR-52 with provision L-417C AFMCFARS 5352.215-9003N.

**M.** The **"Price Competition Anticipated but may not be Realized"** box is used only when price competition is anticipated. Checking this box opens the **"Submission of Cost or Pricing Data"** screen to indicate the need for and the required Cost or Pricing Data. It includes Appendix B PBR-54 with provision L-424C when over $500,000 AFMCFARS 5352.215-9014N. It also opens the **"Submission of Cost or Pricing Data Screen"** for further input.

**N.** The **"Intent to Incorporate Contractor's Technical Proposal"** box shows when it is determined to be in the Government's best interest to incorporate the Contractor's technical proposal. It includes Appendix B PBR-55 with clause IB421C AFMCFARS 5352.215-9005 and provision L-419C AFMCFARS 5352.215-9006. It also opens the **"Incorporation of Contractor's Technical Proposal Screen."**

**O.** The **"Use of Non-Government Advisors"** box opens a subsequence list of contractor personnel to assist in analyzing proposals. It also opens the "Use of Non-Government Advisors Screen" for further input. It includes Appendix B PBR-56 with provision K-410N AFMCFARS 5352.215-9007.

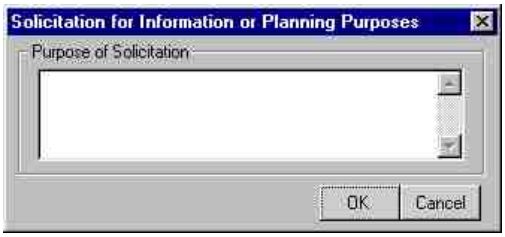
**P.** The **"Prime Contractor Must Agree to Cooperate with Service Contractor"** box opens an additional screen to identify areas of agreement and to check when a prime contractor must agree to cooperate with a service contractor. It also opens the "Prime Contractor Agreement with Service Contractor Screen" for further input. It includes Appendix B PBR-57 with clause IB-422 AFMCFARS 5352.215-9008.

**Q.** The **"Contractor May Be Required to Travel"** box shows whether the contractor may be required to travel within the contiguous United States or overseas. It includes Appendix B PBR-58 with clause IB-423 AFMCFARS 5352.215-9009.

**R.** The **"Contractor Required to Conduct Training"** checkbox: This checkbox is for the user to check when formal training sessions and materials are to be ordered and the Government will furnish facilities and equipment. This checkbox includes (Appendix B PBR-59 with clause IB-424 AFMCFARS 5352.215-9010).

**S.** The **"Previously Qualified Offerors, When Qualification Requirements Do Not Exist"** box identifies when the acquisition is for spares and brings in Appendix B PBR-60 with provisions L-418 AFMCFARS 5352.215-9004 and L-418C AFMCFARS 5352.215-9004 Alt I when with Menu DA02-24.

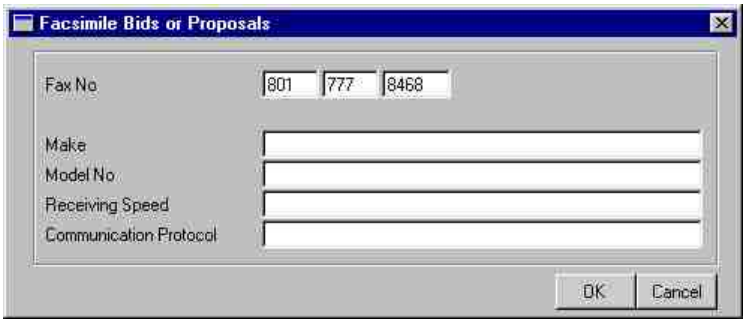
4.1.3.C.2 Solicitation for Information or Planning Purposes Screen




This screen opens after checking "Information for Planning Purposes" on the "RFP Details Selection Screen."

The **"Purpose of Solicitation"** fill-in box provides a description of the purpose of the solicitation.

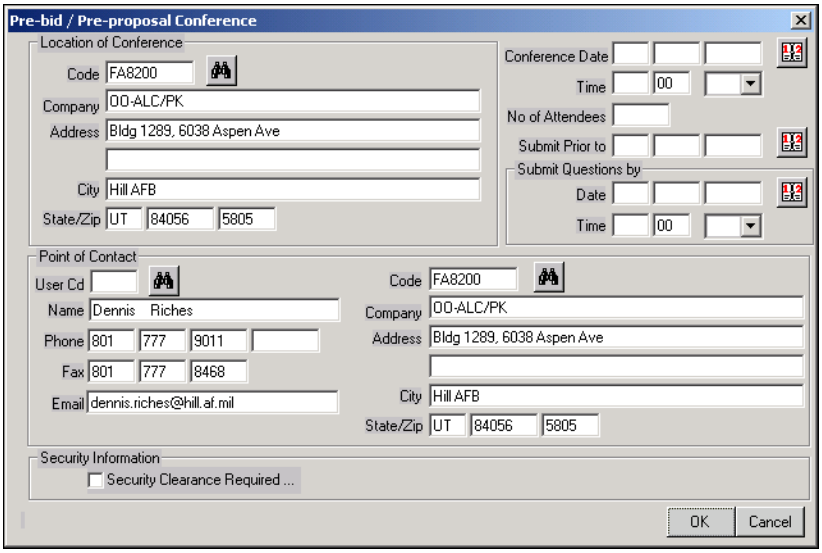
4.1.3.C.3 Facsimile Bids or Proposals Screen




Note: This same screen is being used for IFBs as well as RFPs. Complete the fill-in blocks that apply to their particular type of document.

This screen opens when you check the box **"Facsimile Proposals"** on the **"RFP Details Selection Screen**". Complete the fill-in fields that apply to Clause L-44C, FAR 52.215-5 (Appendix B PBR-04). This information will facilitate offers being received by facsimile. Some of the fill-ins in this screen "Make, Model Number, Receiving Speed, Communications Protocol" have been made as Optional fill-ins in Dpoint. It will prevent them from stopping for fill-ins under a "Final" Assembly and will allow them to be blank in the assembled clauses. This action is taken because most of the time this information is inapplicable.

4.1.3.C.4 Pre-Bid / Pre-Proposal Conference Screen




Note: This same screen is being used for IFBs as well as RFPs. The user only needs to complete the fill-in blocks that apply to their particular type of document.

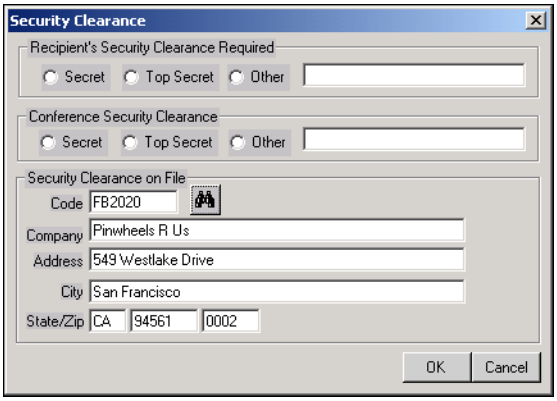
This screen opens when the radio button for **"Pre-proposal Conference"** is clicked on the "RFP Details Selection Screen." It provides the database for all the information concerning the conference.

**A.** The **"Location of Conference"** fill-ins blocks provide the conference address.

**B.** The **"Point of Contact"** fill-ins blocks to provide all the address and contract information on which company or individual to contact should the need arise.

**C.** The **"Conference Date/Time/Attendance"** fill-ins blocks and calendar radio boxes provide date & time information for the conference.

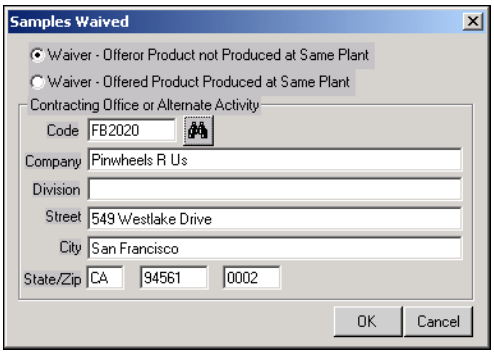
4.1.3.C.5 Security Clearance Screen




This screen opens when you check the **"Security Clearance Required Checkbox"** on the **"Pre-Bid/Pre-Proposal Conference Screen"**. It identifies all the security clearance requirements and provides information to facilitate the security clearances.

**Recipient's Security, Conference Security** and the **Security Clearance on File** Entry Fields are to be completed with the DODAAC previously entered by the Parameter selection. See Front Page "Issued by" block. This is to indicate the level of security required from the recipient.

4.1.3.C.6 Samples Waived Screen



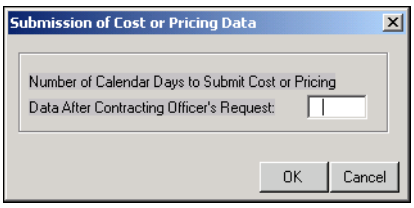

This screen opens when you check the **"Proposal Samples Required"** on the **"RFP Details Selection Screen."** It enables you to address the requirements for or waiver of samples and the information to facilitate the receipt of samples.

**A.** The **"Waiver-Offeror Product not Produced at Same Plant"** is used when you want to waive a requirement for samples. If the address information for the contracting office or Alternate Activity has been previously input, click of this button to automatically recalled the information into the fill-in boxes. If not previously input key in the information. It includes (Appendix B PBRA-01 with provision L-417D AFMCFARS 5352.215-9003 ALT I).

**B.** The **"Waiver-Offered Product Produced at Same Plant"** radio button requires the sample be produced at the same plant as previous production. It includes Appendix B PBRA-02 with provision L-417E AFMCFARS 5352.215-9003 ALT II.

**C.** The **"Contracting Office or Alternative Activity"** entry fields provide the identification and reference information associated with the Contracting Activity or Alternate Activity.

4.1.3.C.7 Submission of Cost or Pricing Data Days Requirements Screen

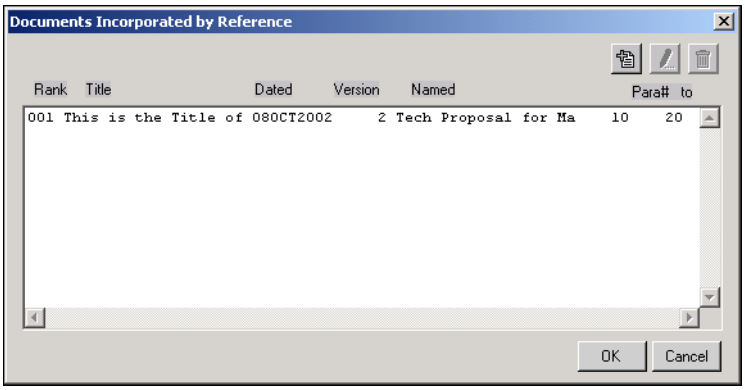



This screen opens when you check the **"Price Competition Anticipated but may not be Realized"** check box on the "RFP Details Selection Screen".

**"Submission of Cost or Pricing Data"** entry field: This

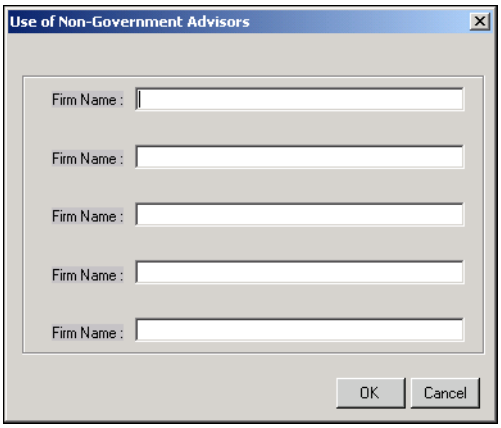
screen is provided for the user to identify the number of days after the Contracting Officer's request for submission of cost or pricing data.

4.1.3.C.8 Incorporation of Contractor's Technical Proposal Screen



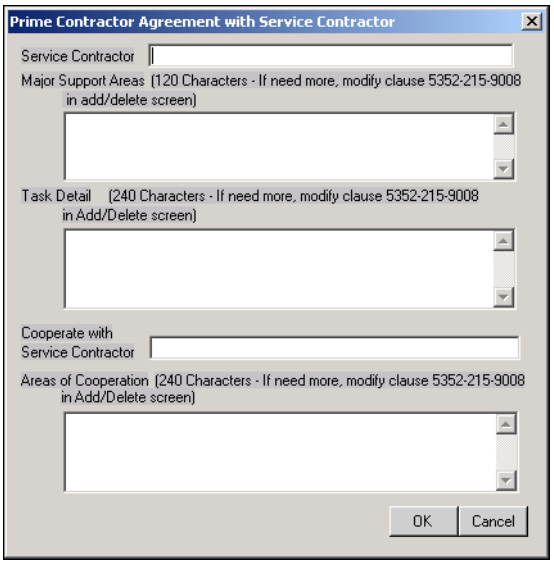

This screen opens when you click the **"Intent to Incorporate Contractor's Technical Proposal Checkbox"** on the **"RFP Details Selection Screen"** to identify the Technical Proposal information in order to facilitate its incorporation into the document. This screen enables the completion of the information requirements of clause IB-421C AFMCFARS 5352.215-9005. Click the "Add a Record" button and completes the fields in the fill-in screen.

4.1.3.C.9 Use of Non-Government Advisors Screen




This screen opens when you click the **"Use of Non-Government Advisors Checkbox"** on the **"RFP Details Selection Screen."** It enables you to identify the names of companies who will be providing Non-Government advisor support. It provides the information required in provision K-410N AFMCFARS 5352.215-9007.

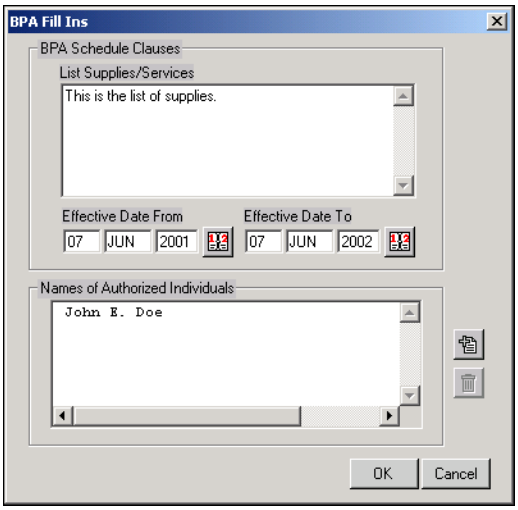
4.1.3.C.10 Prime Contractor Agreement with Service Contractor Screen



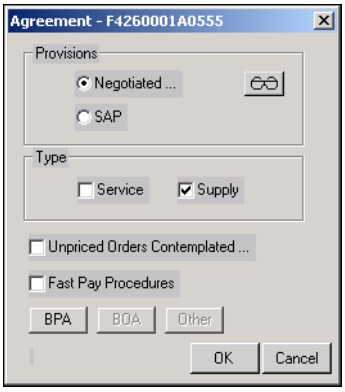

This screen opens when you check the **"Prime Contractor Must Agree to Cooperate with Service Contractor Checkbox"** on **the "RFP Details Selection Screen"**. It enables you to provide the information necessary to facilitate this agreement and the successful execution of it. It provides for the information required in clause IB-422 AFMCFARS 5352.215-9008.

## 4.1.3.D AWARD DETAILS

### 4.1.3.D.1 "BPA" DETAILS Screen

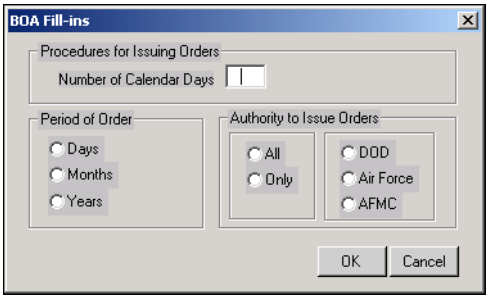



This screen will open when you click the **"BPA Button"** on the **"Agreement Provisions Screen."**

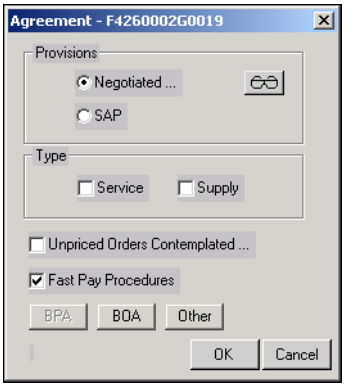



Add pertinent information to **"BPA's** to identify the "Supplies/Services and Individuals Authorized" together with that appropriate dates of effectiveness.

4.1.3.D.2 BOA DETAILS Screen




This screen opens when the user clicks the **"BOA button"** on the **"Agreement Provisions screen."**




This screen opens when you click the **"Other"** button on the **"Agreement Provisions."**

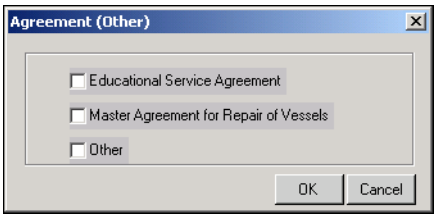
1. The **"Procedures for Issuing Orders"** ( Number of Calendar Days window) identify the **"number of days"** IAW clause IB-433 AFMCFARS 5352.216-9005. The Contractor has to reject unilaterally issued orders against the Basic Ordering Agreement.

2. The **"Period of Order"** radio button options addresses the time period desired governing orders.

3. The **"Authority to Issue Orders"** radio buttons address the fill-ins for clause IB-432 AFMCFARS 5352.216-9004 concerning authorization to issue orders.

4. The **"Procedures for Unpriced Orders"** fill-in fields identifies the number of days from the issuance of the unpriced order until a priced proposal for a modification is to be received and the date of the offer. This is required in clause IB-434 AFMCFARS 5352.216-9006,

4.1.3.D.3 "Other" DETAILS Screen



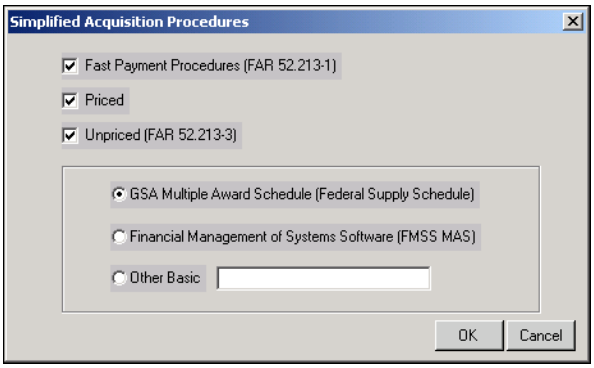

It enables you to identify the non-conventional type of agreement being entered (agreements, including basic agreements, but excluding basic purchasing agreements, basic ordering agreements and leases.

**A.** The **"Educational Service Agreement"** box is used when writing a special type of agreement in accordance with DFARS 237.72. It is linked to Appendix B, PDH-01 but no clauses or provisions are associated with it.

**B.** The **"Master Agreement for Repair of Vessels"** box is used when writing a special type of agreement in accordance with DFARS 217.71. It is linked to Appendix B, PDH-02 and brings in clauses IA-180 DFARS 252.217-7003, IA-180C DFARS 252.217-7004 through IA-180N DFARS 252.217-7015 and IA-181 DFARS 252.217-7016).

**C.** The **"Other"** box is used when writing an agreement, which does not fit the definition of any other pre-identified type. It is linked to (Appendix B, PDH-03 and does not bring any clauses in.

4.1.3.D.4 Simplified Acquisition Procedures Screen




This screen opens if you click the **"SAP Checkbox"** on the **"Award Method of Solicitation Screen"** for award types M, P, V, & W. SAP relates to Simplified Acquisition Procedures.

**Note:** Even though the **"SAP"** checkbox is on the screen for award types **"C, D, E, S & NASA/Non-DoD"**, it doesn't open this screen from those types.

**A.** Used the **"Fast Payment Procedures"** box when it is contemplated. It includes Appendix B PCM-01 with clause I-109X FAR 52.213-1.

**B.** Used the **"Priced"** box when contracting a priced acquisition. It includes Appendix B PCM-02 and does not bring any clauses in, but is strictly a DD350 feed.

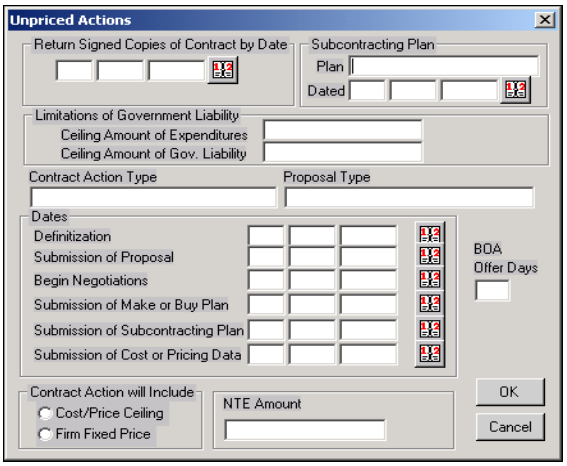
**C.** Used the **"Unpriced"** box contracting an unpriced action. It opens the **"Unpriced Actions Screen"** for further input. It includes Appendix B PCM-03 with clause I-111X 52.213-3.

**D.** Used the **"GSA Multiple Award Schedule"** (Federal Supply Schedule) radio button when the Simplified Acquisition Procedures is being handled through a Federal Supply Schedule. It includes Appendix B PCM-04 and does not bring any clauses in, but is strictly a DD350 feed.

**E.** Used the **"Financial Management of Systems Software"** (FMSS MAS) radio button if the acquisition is to be handled in (**under "Simplified Acquisition Procedures"**) and in accordance with the FMSS MAS provisions of FAR 8.9 program. Conforming to this program is mandatory for use by executive agencies for the acquisition of commercial software for core financial systems and for the acquisition of services and support related to the implementation of such software. It includes Appendix B PCM-05 and does not bring any clauses in, but is strictly a DD350 feed.

**F.** Used the **"Other Basic"** radio button if the acquisition is to be handled under **"Simplified Acquisition Procedures"** under another applicable procedure than those identified. It includes Appendix B PCM-06 and does not bring any clauses in, but is strictly a DD350 feed.

4.1.3.D.5 Unpriced Actions Screen




This screen is opened when you click either the **"Unpriced Actions Contemplated"** checkbox on the Solicitation Options screen or the **"Letter Contract"** checkbox on the **"Award Method of Solicitation Screen.** All dates may either be completed through direct input or through the use of the **"Date Wizard Button"** . It brings in a number of clauses, which are addressed below.

**A.** The **"Return Signed Copies of Contract by Date"** fill-in fields identify the deadline date for the Contractor to sign and return copies of the contract. It provides the fill-ins for clause I-179 at FAR 52.216-23 on Appendix B, PB-03 on a solicitation or on a Letter Contract at Appendix B, PC-04.

**B.** Used the **"Subcontracting Plan"** fill-in field to enter the applicable **"Number and Title"** of the plan and the date referenced to it. It provides the fill-ins for clause IB-446 at AFMCFARS Supplement 5352.219-9001 on a Letter Contract at Appendix B, PC-04.

**C.** Used the **"Limitations of Government Liability"** fill-in fields to enter the ceiling amounts on **"Expenditures and Liabilities"**. It provides the fill-ins for clause I-180 at FAR 52.216-24 on a Letter Contract at Appendix B, PC-04.

**D.** Used the **"Contract Action Type"** fill-in field enters the **"Type of Contract"** contemplated on the Definitive Contract and the **"Type of Proposal"** the Contractor needs to submit. It window provides the fill-ins for clause IA-205 at DoD FAR Supplement 252.217.7027 at Appendix B, PB-03 on a solicitation or I-181 at FAR 52.216-25 on a Letter Contract at Appendix B, PC-04.

**"E.** Used the **"Dates"** fill-in fields to complete the milestone dates planned toward contract definitization using either direct input or the **"Date Wizard"**. It provides the fill-ins for clause IA-205 at DoD FAR Supplement 252.217.7027 at Appendix B, PB-03 on a solicitation or I-181 at FAR 52.216-25 on a Letter Contract at Appendix B, PC-04.

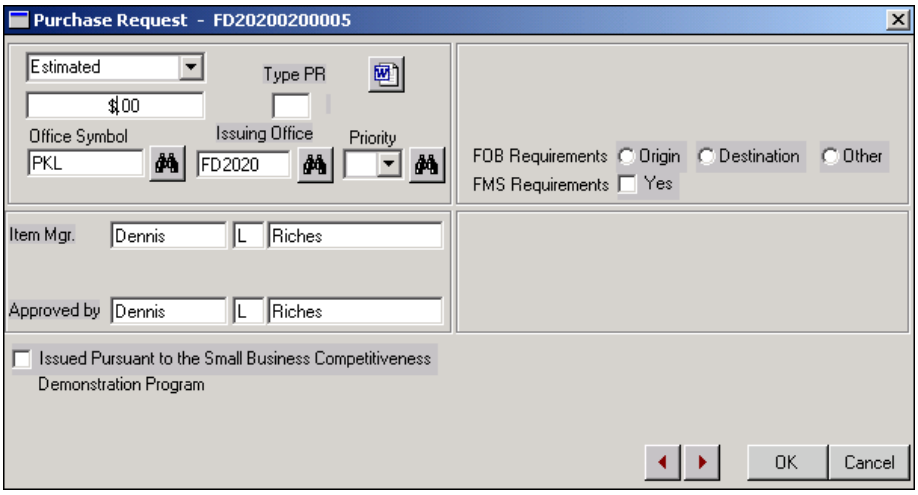
**F.** Use the **"Contract Action will Include"** radio buttons to identify whether the definitized contract will include a **"Cost/Price Ceiling or a Firm-Fixed-Price**" in Letter Contracts awarded on the basis of competition. It provides the fill-ins for clause IA-205 at DoD FAR Supplement 252.217.7027 at Appendix B, PB-03 on a solicitation or I-181 at FAR 52.216-25 on a Letter Contract at Appendix B, PC-04.

**G.** Use the **"NTE Amount"** fill-in field to enter an amount the definitized contract will not exceed. It provides the fill-ins for clause IA-205 at DoD FAR Supplement 252.217.7027 at Appendix B, PB-03 on a solicitation or I-181 at FAR 52.216-25 on a Letter Contract at Appendix B, PC-04.

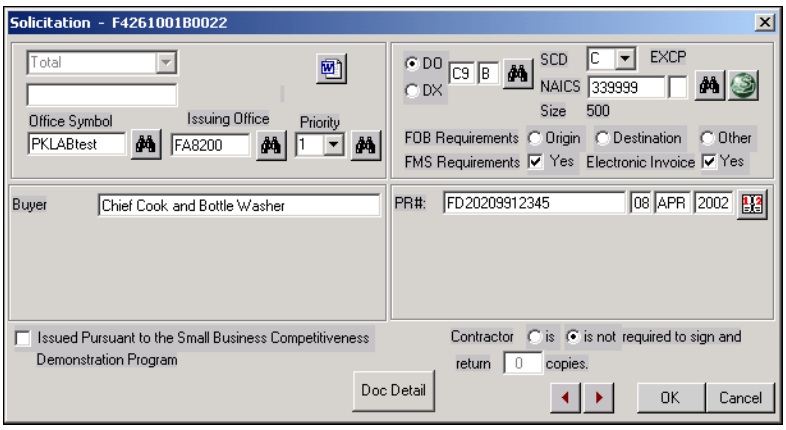
**H.** The **"BOA Offer Days"** fill-in field only shows up if the document is a BOA. Enters the amount of days the contractor has to accept or reject "Orders" issued under the BOA.

### 4.1.4 FRONT PAGE Screens

#### 4.1.4.1 Front Page "Purchase Request" Information Screen

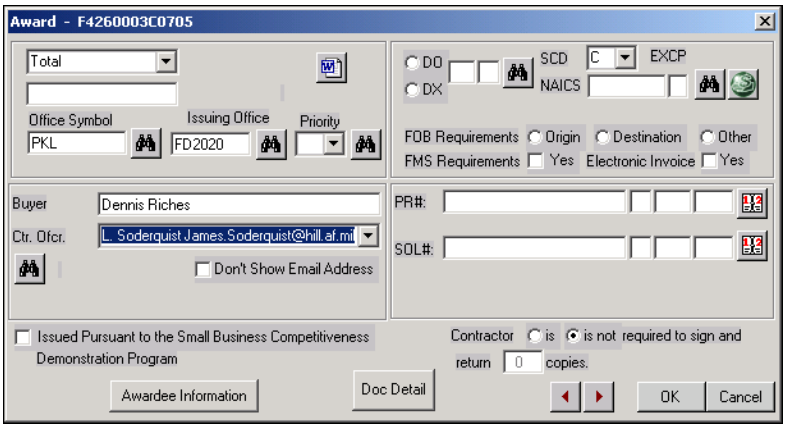



#### 4.1.4.2 Front Page "Solicitation" Information Screen




**Note:** This screen is identical throughout all "Solicitation" types.

### 4.1.4.3 Front Page “Award” Information Screen

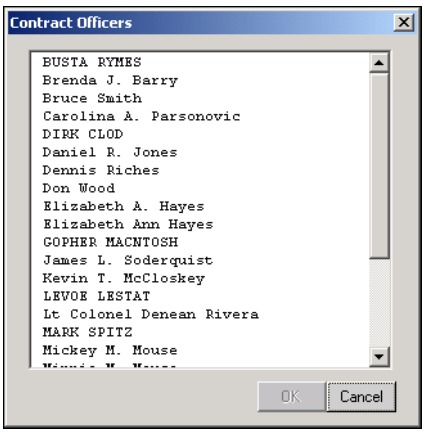



**Note:** This screen is identical throughout all “Award” types.

The Front Page **“Award”** screen differs from the Front Page **“Solicitation”** screen with two added features. The first is the **“Ctr. Officer.”** fill-in block Mickey M. Mouse Mickymouse@disneyla and the second is the **“Awardee Information”** button Awardee Information.

The **“Ctr. Officer”** Fill-in is for the identification of the Contracting Officer. The “default” Contracting Officer is initially entered by the program, in accordance with the User set-up, but five other Contracting Officers can be entered into User as well. These Contracting Officers may be selected from the dropdown list accessed by clicking the arrow button to the left of the Contracting Officer’s Email Address. The Contracting Officer’s Email Address will automatically come with the Contracting Officer’s Name. To prevent the Contracting Officer’s Email Address from transferring to the Signature block on the Front Page Form, click the box labeled, “Don’t Show Email Address” ☑ Don't Show Email Address. Checking or not checking this box will in turn transfer or not transfer the Contracting Officer’s Email Address with the Contracting Officer’s Name.

Select a Contracting Officer (CO) from the full database of COs by clicking the binoculars button on the Front Page Screen, under the “Ctr. Ofcr.” block.




Once you select a CO from this list, that new CO and their email will come into the CO block and be added to the bottom of that document's dropdown list of COs. The other COs in the dropdown come into the document from the COs tied to that user's "Buyer Duty in User." Any CO selected from the binoculars list (that is not one of the COs specifically included in that user's "Buyer Duty in User"), will not act exactly like one from the Buyer Duty COs.

Specifically, if you click to turn off the email address for one of these binoculars selected COs, you can only get the email address back by reselecting that CO from the binoculars list. You cannot type a CO into to the CO block. The CO information pulled in by a database and manually entered is not possible.

You must either have the CO driven in from the COs tied to the Buyer Duty or select one from the binoculars list. Also note that the CO name and email for one selected from the binoculars list will transfer through properly when creating a modification or order to that document, but if

the email for that CO is turned off for any document (order or modification or otherwise), the only way to get it back is to reselect it from the binoculars list.

The **"Awardee Information"** button accesses the **"Awardee"** screen for contractual information on the Awardee or company receiving the award. The **"Awardee"** screen is addressed at the end of this section. These screens provide information for the document's front page.

The **"Financial Arrangement Drop-Down Selection Box"** Estimated identifies the type of financial arrangement governing the documents funding, i.e. Estimated, Ceiling, Total, and Not-to-Exceed.

The **"Microsoft Word Button"** opens the Microsoft Word program to add front-page information.

The **"DO/DX"** radio buttons and the associated fill-in box addresses the governing DOD Claimant Code. The code that is "initially" selected from the binoculars button database, will flow to the Clause Dollar screen for type of "Supply" and to the front page of the document.

The **"SCD"** code selected or entered will flow to the front page of the document.

The **"Priority"** field is to either enter or select from the dropdown. The priority statement (that reside in the "Parameters" database) will flow to the front page of the document.

The **"NAICS Code"** is either entered or selected from the binoculars button. Any changes are tied to the "OK" button on the Front Page screen. To make any permanent changes click the "OK" button on the Front Page Screen.

The **"FOB Requirements"** consists of three radio buttons, Origin, Destination, and Other. They identify the overall document governing FOB designation. Note: if multiple line items carry multiple types of FOB designators, select "Other." It will appear on the front page of the document to refer to the line items themselves.

The **"FMS Requirements"** box is clicked for a Foreign Military Sale requirement. It will be activated by a link to the Line Item. If a Line Item is FMS, it will send a programming message to the Front Page screen and place a check in this box. This check will place a statement on the Front Page of the document, identifying the document as an FMS Requirement.

The **"Electronic Invoice"** box, Electronic Invoice ☑ Yes is checked by default, but may be de-selected. This selection places and "X" in block 18b of the SF 1449 and also a statement in relation to submitting payment requests/invoices through electronic means as follows: "SEE ELECTRONIC SUBMISSION OF PAYMENT REQUESTS, CLAUSE 252.232-7003". The clause will come in as an "X" (in the commercial omnibus clause) on a commercial document, or into Section I for non-commercial. This clause comes into all PIIN types, except when there is a foreign contractor under foreign performance. Note: this selection does not drive any clauses. See CPoint for the clause to understand the other selections/menus in the document that actually drive this clause. This selection is strictly to refer to the requirement on the Front Page form.

The **“Buyer”** information is brought in from the “User” database.

The **“Doc Detail”** button accesses the PIIN screens pertinent for this document type. It either opens an **“Agreement Provisions”** screen or an **“Award Method of Solicitation”** screen. These screens are addressed in the documentation for **“Screens For Awards and Modifications.”**

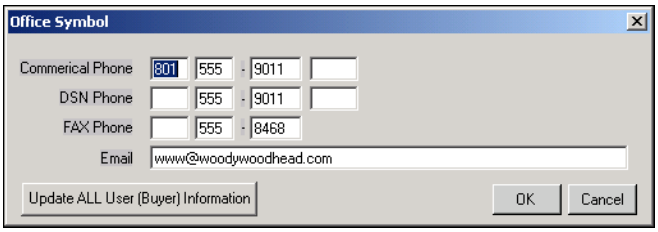
To change the default of “is not and 0” for **“Contractor Signature”**, click the “is” radio button and enters a number of copies in the appropriate block. This information flows over to the appropriate block on the Front Page of the document.

If the Acquisition is **“Pursuant to the Small Business Competitiveness Demonstration Program”**, the appropriate checkbox is checked and a statement will be moved to the Front Page of the document.

**Note:** Certain data on this and all other screens will be drawn from data stored in other parts of the program. “Office Symbol,” “Issuing Office,” “Buyer,” “PR#,” and “Date” are drawn from previously set data in a parts of the program called “User and Parameters.”
The “Binoculars Button” opens other related screens to assist in a selection or completion of the field. Screens are used sometimes for multiple applications; therefore not all screen parts will be applicable or active. Any screen and entry that leads to another screen and the data contained in that screen will be identified with an “Eyeglasses Button. If you click on the “Eyeglasses Button, the screen and the data included (if any) will be accessed.”

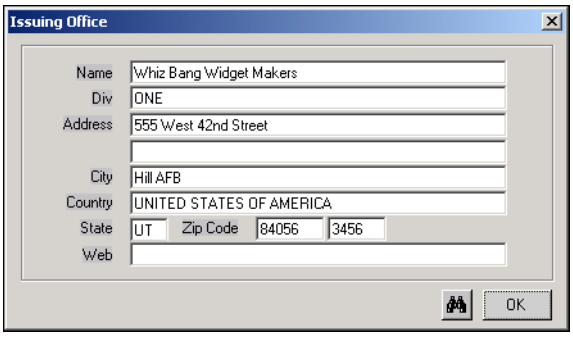
The **“Office Symbol Entry Box”** can be filled from **“User”** or can be filled by entering the applicable information. The binoculars at the right of the “Office Symbol” entry block will open the following screen for database input or will show more detailed information applicable to the field. If any of your data has been changed in “User” the **“Update All User (Buyer) Information”** button will bring the updated User/Buyer Information (phone number, title, address code, email - anything that appears in the “Issued By” block on the front page of the document)) into the document. The updated data will transfer to the Front Page of the Document and anywhere else it is linked to in the build of the document. Note: click this button regularly to ensure all documents being worked contain the most current User data.

#### 4.1.4.4 Front Page Office Symbol Screen



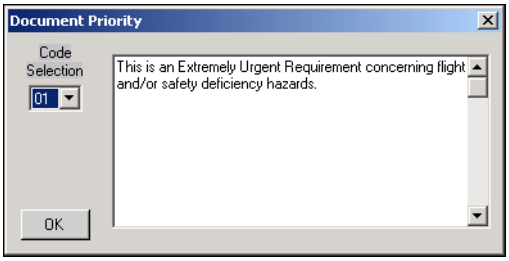

The **“Issuing Office Entry Box”** is filled from **“User”** and/or **“Parameters”** or can be filled from your input. The binoculars button at the right of the “Issuing Office entry block will open the following screen for database input or to show more detailed information applicable to the field.

4.1.4.5 Front Page Issuing Office Screen




Use the **"Priority Drop-Down Selection Box"** enter priority A, B, C, D, or N information or click the binoculars to open the screen below for assistance

4.1.4.6 Front Page Document Priority Screen

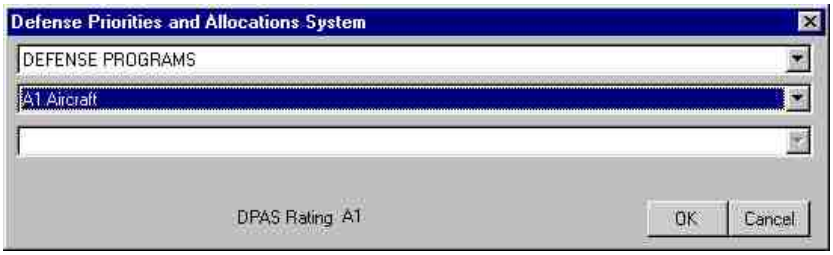



The **"Buyer Entry Box"** can either be filled from **"Parameters"** or completed by you.

The **"DO/DX Priority Rating Section"** has a few parts to it and brings in Appendix B D11B, for clause I-102 FAR 52.211-15 and provision L-8 FAR 52.211-14

Clicks the applicable radio button and enter either the priority codes or click the binoculars for further assistance to access the following screen. The system will transfer this selection to the Clause Dollar Screen for the Supply Code upon the initial document creation, once the priority rating has been selected or entered. In other words, upon the initial document creation, the DPAS rating in the Front Page screen will drive the Clause Dollar screen Supply Code selection. If you want to override this initial selection in the Clause Dollar screen, click the drop-down box and select a different Supply Code.

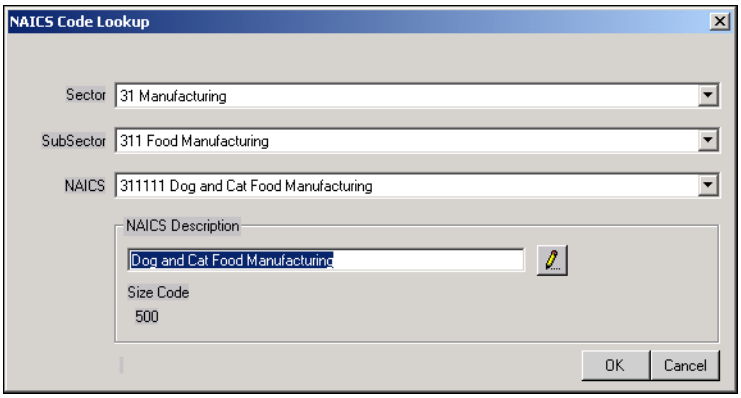
4.1.4.7 Front Page Defense Priorities and Allocations System (DPAS) Screen




This screen helps to create the DPAS Rating if it is not known. The rating on the initial document creation flow will transfer to the Clause Dollar screen to match the Supply Code.

The Surveillance Criticality Designator **"SCD"** can be either completed by you or completed from the drop-down selections.

4.1.4.8 Front Page NAICS Code Look-up Screen




The North American Industry Classification System **"NAICS"** can either be completed by you or from the following screen accessed by the binoculars You can also go out to the official NAICS website to research and select the appropriate NAICS code through clicking the NAICS world button .

This screen helps to create the NAICS code by a series of dropdown selections. Once the NAICS Description is built, it can be modified by clicking on the pencil/edit button . Type any description desired which will transfer to the Front Page of the Document. Any changes are tied to the "OK" button on the Front Page screen. To make any changes hold, click the "OK" button on the Front Page Screen.

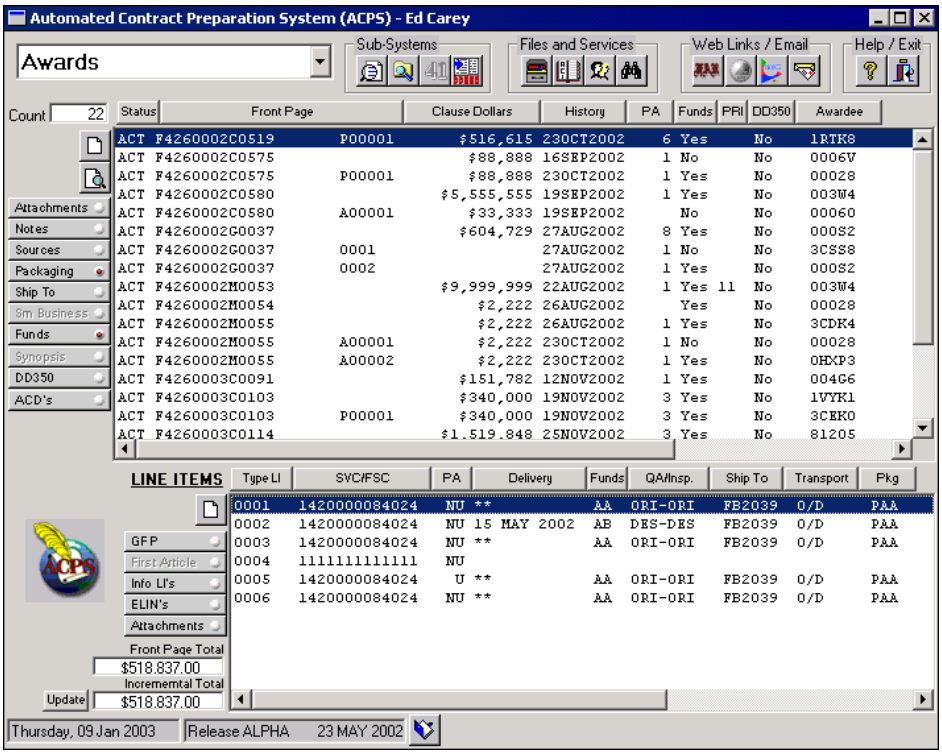
Click the box for **"Small Business Competitiveness Demonstration Program"** if applicable in order to bring in Appendix B D19B for provisions K-79C FAR 52.219-19 and K-81 FAR 52.219-21. Enter a reference for **any "Associated Document(s)"** in the entry box with drop-down selection capability. Afterwards completed all applicable fields and click **"OK."** The following screen will open and bring in Appendix B PB for clause I-412 FAR 52.232-25, G310 DFARS 5352.232-000H, and provision L-120 if over $100 thousand FAR 52.233-2.

The **"Awardee Information Button"** [Awardee Information] on the **"Front Page "Award"** screen opens the **"Awardee Screen"**. See **"Awardee"** for more information.

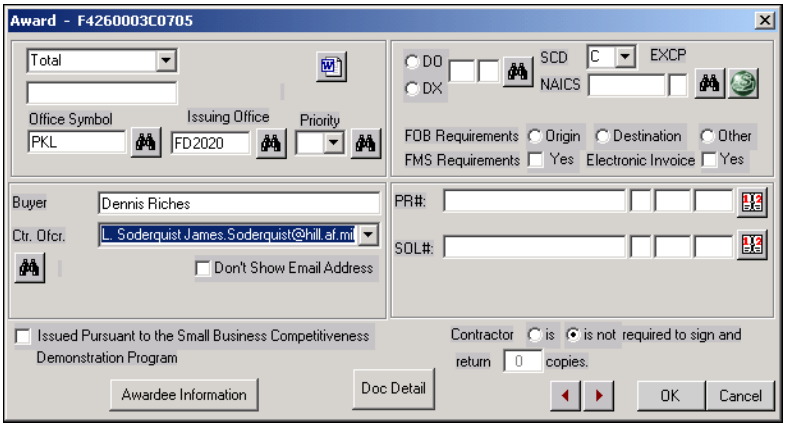
### 4.1.5 Award – Awardee Screens

The Screen sets discussed in this section are accessed from the Award Work Basket, by selecting either the "Document # (Front Page)" button [Document # (Front Page)] or the "Awardee" button [Awardee], after a document is selected/highlighted. The purpose of each selection is to provide or confirm information which is required for the award, and which is passed to the award document.

4.1.5.1 Award Screen Sets

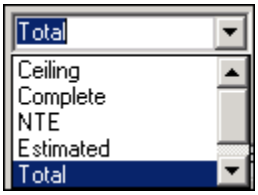



The information on this screen I is automatically loaded from data accumulated in the solicitation phase. The data is editable.




**Award Amount**

The type of award amount is chosen from the drop down price menu expressed as a Total price, Ceiling price, NTE (not to exceed) price, or Estimated price.

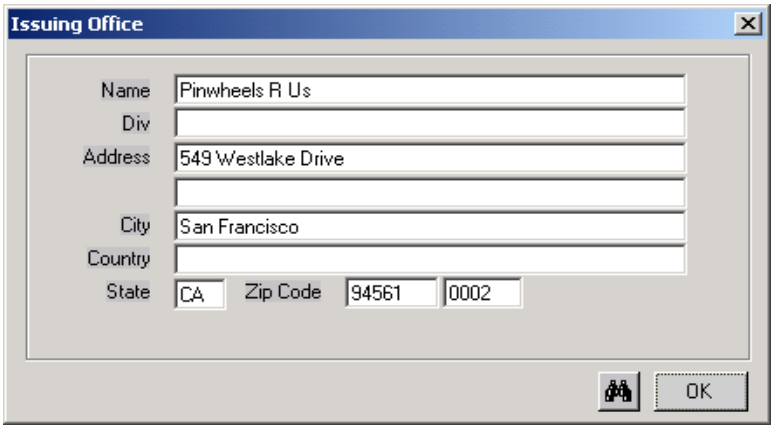



**Search Feature**

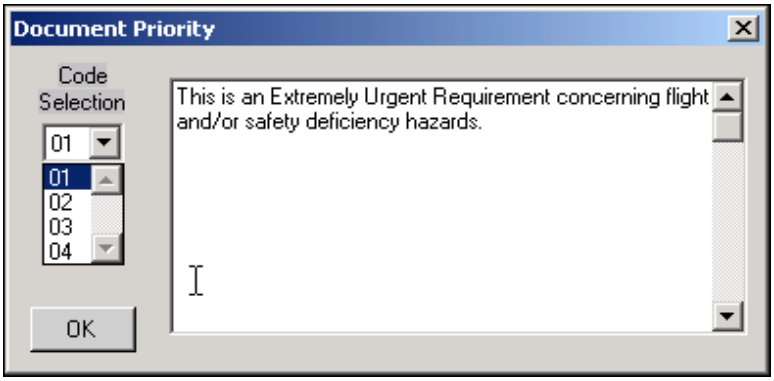
There are several binocular icons on this screen set . Each provides the ability to search a database. The local System Manager maintains the "Office Symbol", Issuing Office and Priority databases. Contact the System Manager for additional entries to particular databases

**Office Symbol**

This selection displays information from the site user database.




**Issuing Office**
The data for this screen set is read from the Address database. You can to update or add additional information.

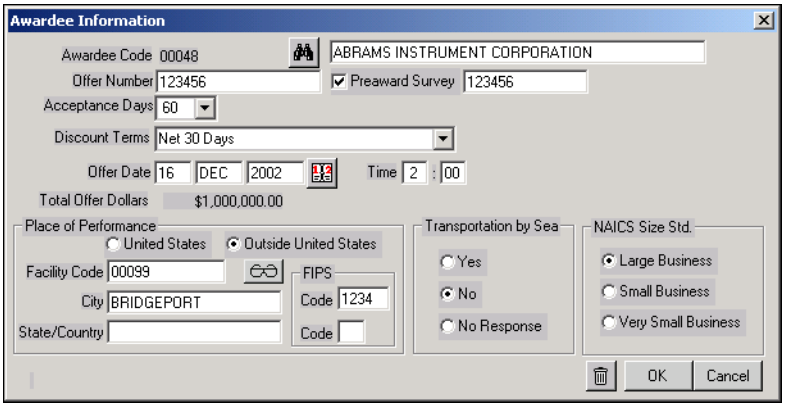



**Priority**
You may choose "A", "B", "C", "D", and "N" priority designator. The database accessed through the search icon is a site-specific priority statement that will be displayed on the face of the award.

**Awardee Information**

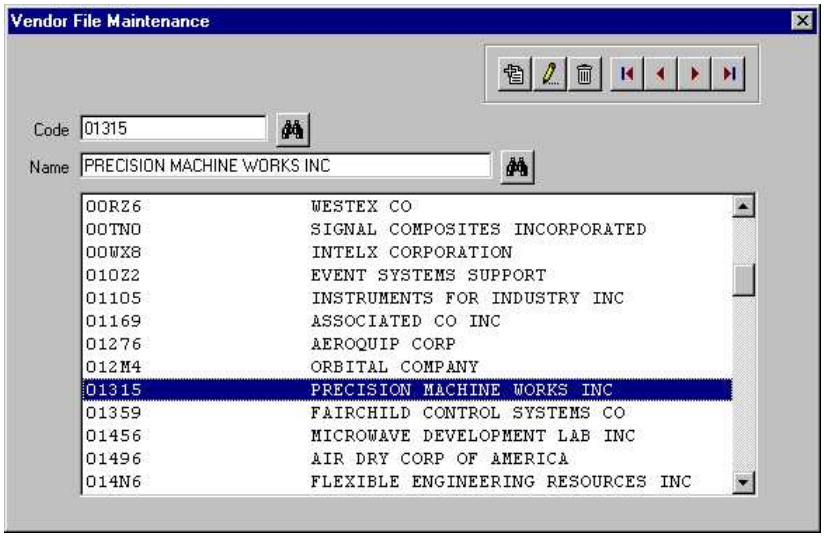
Selecting this button takes the user to the Awardee Screen set. Awardee Information

Awardee Screen




The Awardee screens are an information resource for Vendor Address data about the contractor who actually receives the award. Most of the data fields are linked automatically from the Vendor and Address databases and automatically generate the DD350 from solicitation and award data.

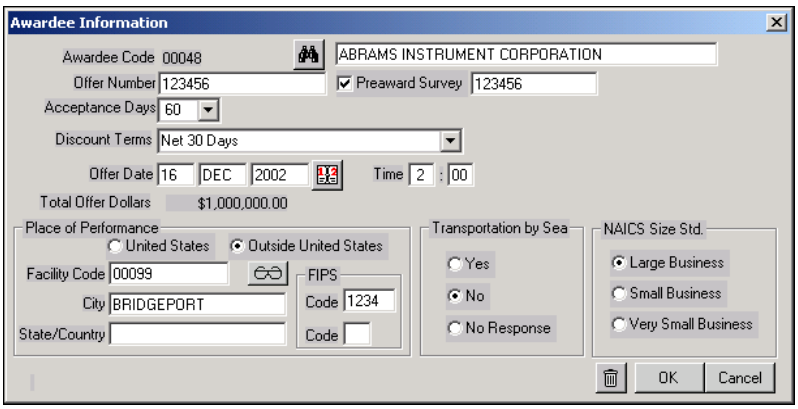
**Awardee (Vendor/CAGE) Code**
Enter the five-digit CAGE code and strike "Enter" or selects the search Icon.




**Vendor/CAGE Code**

If the search icon at the "Awardee Code" field is selected, this screen is displayed. It is from the Vendor file maintenance database, and is searchable by either CAGE Code or Name.

Once the correct Vendor is located and highlighted, strike the Enter key or double click on the record to update the Awardee screen with data from the selected record.



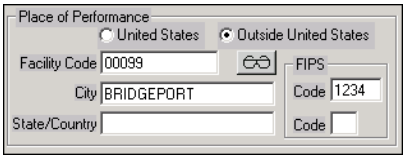

The Awardee Vendor/CAGE Code is no longer in an active data field. Additional information for this supplier can be added, but the code cannot be changed. In order to change vendors at this point, the entire record must be deleted. This is done by selecting the button.

**Acceptance Days**

This is the number of days the Contractor commits to accept an award based on the terms & conditions of the proposal. The default selection is 60 days.

**Discount Terms**

Select the Prompt Pay Discount offered by the Awardee. The default is 30 days.

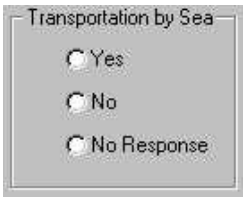



**Place of Performance**

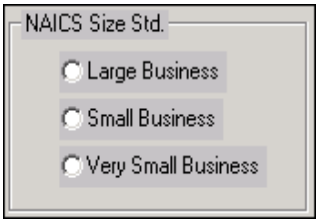
Data for City, State/Country Codes is obtained from the FIPS database.

**Facility Code**
The Facility code, when required, can be set in File Maintenance (when Facility is used on all of a given vendor's awards) or in Awardee detail (for the instant award only). When the place of performance is the same as the vendor address (no Facility Code used) the Facility Code is blank, and the location information listed in the above screen is for the vendor. When a Facility Code is used, the location information refers to the Facility (Place of Performance).

The location information feeds the automated DD350 program.




**Transportation by Sea**
This portion of the Awardee Screen set is read directly into DD350 data. Selections are radio buttons. Only one may be selected.

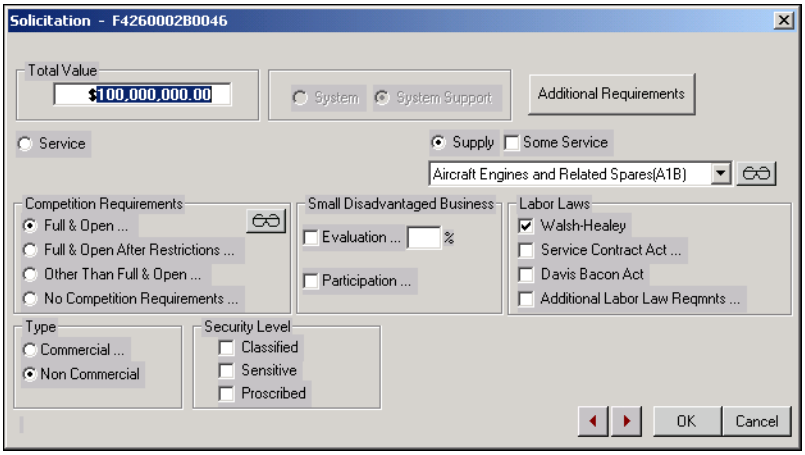



**NAICS Size Status**
This portion of the Awardee Screen set is read directly into DD350 data. Selections are radio buttons. Only one may be selected.

### 4.1.6 Clause Dollar PR/Solicitation/Award Screen

This screen is called the clause dollar screen is because the dollar value to be input in the first entry field is the amount which will drive clauses. This screen is the same in the PR, Solicitation and Award processes

#### 4.1.6.1 PR/SOLICITATION/AWARD




**Note:** The Eyeglasses to the right of a selection indicates there are subsequent screen(s) that will come into focus if that selection is made

### 4.1.6.2 SCREEN OBJECTS

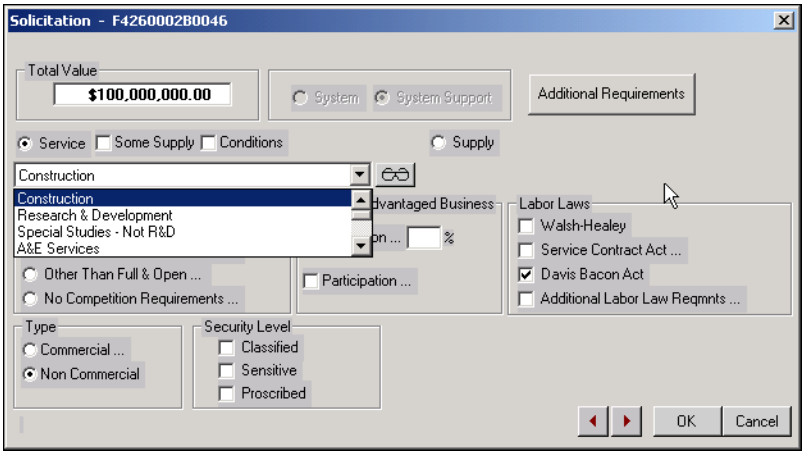
Total Value
Enter the total dollar value of the contract, including option years if applicable.

System
This selection is not yet available.

System Support
This selection is not yet available.

### 4.1.6.3 ADDITIONAL REQUIREMENTS

Push this button to go to the PR, Solicitation, or Award Detail screen that contains selections for additional clauses such as options, liquidated damages, multi-year, etc.

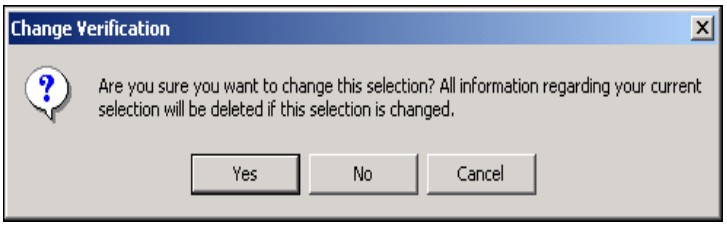



**Service**
Select this radio button if the solicitation or contract is for services. Once the selection has been made, additional selections will become active and the screen will appear as follows: Click on the applicable type of service for your document.

**Some Supply**
Make this selection if "service and some supply" is applicable to your document.

**Conditions**
Check this box for subsequent screens specifying service conditions.

Supply
In the normal screen flow process of creating a new document, the type of supply in this window will reflect from the DO/DX Rating that was identified on the Front Page Screen. For example, if you identified a DO Rating of A8B, the selection for supply (Other Fuels and Lubricants (A8B)) will be system selected. If you want to override this selection, click the drop-down for a different Supply Code.




Note: The selection made will drive other system driven selections. A Warning Screen will notify you if a change will affect other data.

**Some Service**
Make this selection if **"Supply and Some Service"** is applicable to your document.

**Note:** All selections do not appear in the drop down boxes. Use the vertical scroll bar to view all selections. Some Supply and Conditions check boxes become active if Service is selected and the Some Service check box becomes active if Supply is selected.

Competition Requirements
Select the competition requirement applicable to your document. Only one selection can be made. Once made, subsequent screen(s) will appear with additional selections as follows:
The corresponding Appendix B selection is listed under each item.

**a. Full & Open**
Appendix B Selection: D06-01
This selection goes to the **unrestricted** screen.

b. Full & Open After Restrictions
Appendix B Selection: D06-02
This selection goes to the **Price Adjustment for SDB Concerns** screen.

c. Other Than Full & Open
Appendix B Selection: D06-03
This selection goes to the **Other than F & O Exception Reason** screen.

d. No Competition Requirements
Appendix B Selection: D06-04
This selection goes to the **No Competition Requirements** screen.

4.1.6.4 SMALL DISADVANTAGED BUSINESS

a. Evaluation:
Check the evaluation box if a monetary incentive will be used to encourage Small Disadvantaged Business (SDB) Participation. This applies to FAR Clause 52.219-26. If this box is checked, focus will go to the percentage field.

Enter the percentage of the dollars in excess of the monetary target. Once the percentage has been filled in, focus will go to the **Small Disadvantaged Business** screen.

b. Participation:
Check the participation box if the extent of SDB participation in contract performance will be considered. Making this selection will take you to the Small Disadvantaged Business screen.

4.1.6.5 Labor Laws
The following Menu Selections are available in this group: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. Select the applicable labor law(s).

a. Walsh Healy
Appendix B Selection: D22-01

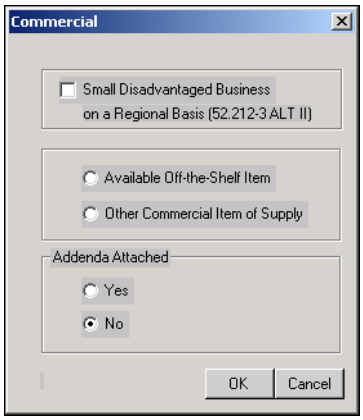
b. Service Contract Act
Appendix B Selection: D22-02
- Fill In Clause: H-91 A052.222-A005A
- Fill In Clause: I-284 52.222-42

c. Davis Bacon Act
Appendix B Selection: D22-03

d. Additional Labor Law Requirements
Appendix B Selection: D22-04

**Note:** If Supply was previously selected in the document, Walsh Healy will already be checked and must be unchecked if not required. If Service was previously selected in the document, Service Contract Act will already be checked and must be unchecked if not required. If Construction was previously selected in the document, Davis Bacon Act will be checked and must be unchecked if not required. Also, the Service Contract Act and Additional Labor Laws selections go to subsequent screen(s).

4.1.6.6 Type
The “Type” window contains two radio buttons, Commercial and NonCommercial. When you create a document, the Commercial radio button is selected by default. Change the default by clicking the NonCommercial radio button. A NonCommercial selection turns off all the settings from the Commercial default.




Commercial:
This screen opens by clicking the "Commercial" radio button on the Clause Dollar Screen and specifically inside the "Type" window. Click this radio button if the purchase is to be made IAW FAR Part 12, Commercial Procedures.

It activates Appendix B Selection: D12-02, which in turn signals to the program to place the appropriate X's in the SF Form 1449 in block 27. If the document is a commercial solicitation, an X will be placed in block 27a, the document will be set to assemble on a SF 1449 in a Commercial Format, and will bring in all the appropriate Commercial Clauses and Provisions (L-8F FAR 52.212-1 in incorporated by reference, the following clauses and provisions are brought into the document:

I-000 FAR 52.212-5, IA-000 DFARS 252.212-7001,
K-17H FAR 52.212-3, K-17J FAR 52.212-3 Alternate I,
K-233 DFARS 252.212-7000, I-021C FAR 52.203-6 and a number of noncommercial clauses and provisions are deleted. If the document is a commercial award, an X will be placed in block 27b, the document will be set to assemble on a SF Form 1449 in a Commercial Format, and will incorporate by reference the following Commercial Clauses (I-105 FAR 52.212-4, I-000 FAR 52.212-5, and IA-000 DFARS 252.212-7001).

**Small Disadvantaged Business on a Regional Basis Checkbox:**
This checkbox is Appendix B, D12A-01 and will bring in Clause FAR 52.212-3 ALT II.

**Available Off-the-Shelf Item Radio Button:**
This radio button is strictly a DD350 selection.

**Other Commercial Item of Supply Radio Button:**
This radio button is strictly a DD350 selection.

**Agenda Attached Window:**
This window consists of two radio buttons, Yes and No. These radio buttons activate the placement of an X in blocks 27a or 27b, depending on whether the document was a solicitation or award. It identifies whether the Addendum to the Commercial Clause is attached.

Non-Commercial:
Click this radio button if using Non-Commercial procedures. Appendix B Selection: D12-02

4.1.6.7 Service Conditions

If this selection from the **Solicitation, PR or Award** screen is made, the following screen will come into focus:

The corresponding Appendix B selection is listed under each item.

Continuity Of Services
Appendix B Selection: DA01-02

Restrictions On Severance Payments To Foreign Nationals
Appendix B Selection: DA01-03

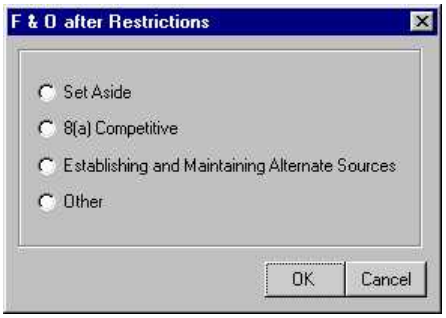
Waiver Of Limitation On Severance Payments To Foreign Nationals Appendix B Selection: DA01-04

Hourly Appendix B Selection: DA01-05

On Call Appendix B Selection: DA01-06

4.1.6.8 F & O After Restrictions

Selection from the **Solicitation, PR or Award** screen for following screen will appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Set-Aside
Appendix B Selection: D06A-01

8(a) Competitive
Appendix B Selection: D06A-02
Fill-In Clause: I-218 52.219-11
Fill-In Clause: I-219 52.219-12
Fill-In Clause: I-225 52.219-18

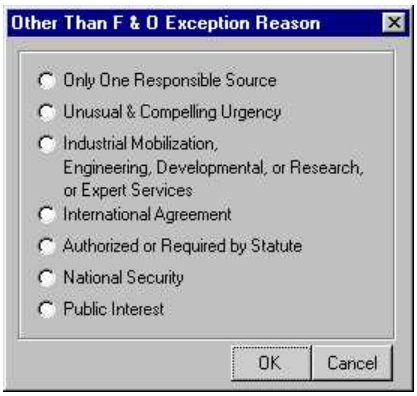
Establishing and Maintaining Alternate Sources
Appendix B Selection: D06A-03

Other

Appendix B Selection: D06A-04

### 4.1.6.9 OTHER THAN F & O EXCEPTION REASON

Select the **Solicitation** screen for the following screen to appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Only One Responsible
Source Appendix B Selection: D06B-01

Unusual & Compelling Urgency
Appendix B Selection: D06B-02

**Industrial Mobilization; Engineering, Development or Research; or Expert Services**
Appendix B Selection: D06B-03

International Agreement
Appendix B Selection: D06B-04

Authorized or Required by Statute
Appendix B Selection: D06B-05

National Security
Appendix B Selection: D06B-06

Public Interest
Appendix B Selection: D06B-07

These are the exception reasons for using other than full and open competition as outlined in FAR Part 6. Select the appropriate exception reason for your document. Only one selection may be made from this menu.

### 4.1.6.10 Industrial Mobilization

Select the **Other Than F & O Exception Reason** screen for the following screen to appear:

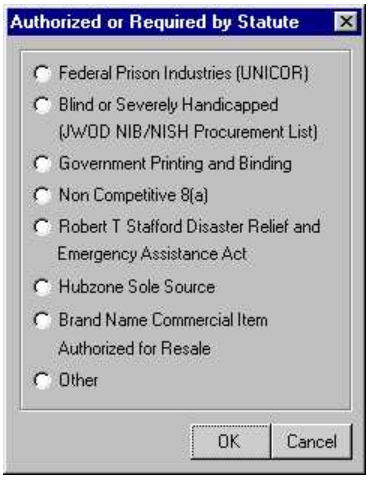
The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item.

Domestic Source Restriction
Appendix B Selection: D06BA-01
Make this selection if solicitation will be restricted to domestic sources.

Industrial Mobilization
Appendix B Selection: D06BA-01

4.1.6.11 Authorized Or Required By Statute

Select the **Other Than F & O Exception Reason** screen for the following screen to appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Federal Prison Industries or UNICOR
Appendix B Selection: D06BB-01

Blind or Severely Handicapped (JWOD NIB/NISH Procurement List)
Appendix B Selection: D06BB-02

Government Printing and Binding
Appendix B Selection: D06BB-03

Non Competitive 8(a)
Appendix B Selection: D06BB-04
Fill-In Clause: I-218 52.219-11
Fill-In Clause: I-219 52.219-12

Disaster Relief and Emergency
Appendix B Selection: D06BB-05

Hubzone Sole Source
Appendix B Selection: D06BB-06

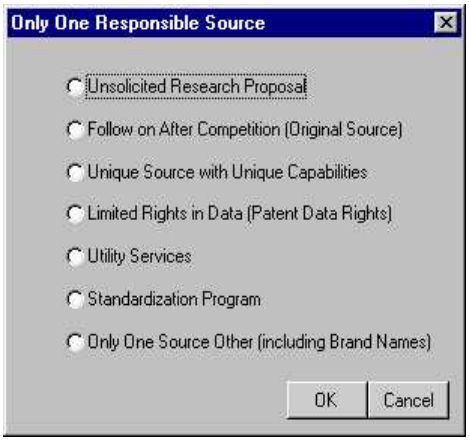
Brand Name Commercial Item Authorized for Resale
Appendix B Selection: D06BB-07

Other
Appendix B Selection: D06BB-08

Select the appropriate sole source circumstance for your document. Only one selection may be made from this menu.

4.1.6.12 Only One Responsible Source

Select the **Other Than F & O Exception** screen is for the following screen to appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item.

Unsolicited Research Proposal
Appendix B Selection: D06BC-01

Follow On After Competition (Original Source)
Appendix B Selection: D06BC-02

Unique Source With Unique Capabilities
Appendix B Selection: D06BC-03

Limited Rights in Data (Patent Data Rights)
Appendix B Selection: D06BC-04

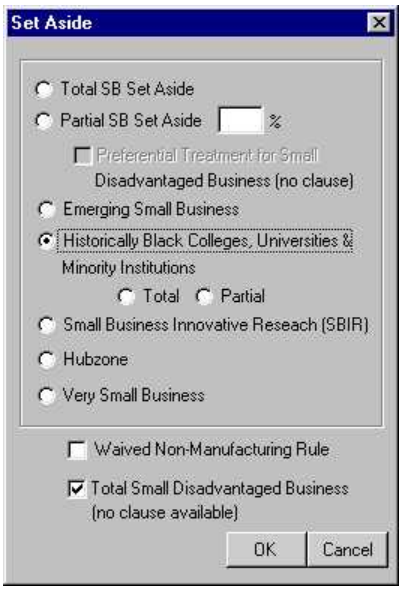
Utility Services
Appendix B Selection: D06BC-05

Standardization Program
Appendix B Selection: D06BC-06

Only One Source Other (Including Brand Names)
Appendix B Selection: D06BC-07

Select the appropriate sole source circumstance for your document. Only one selection may be made from this menu.

4.1.6.13 Set Asides




Select F & O After Restrictions screen for the following screen to appear:

The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. Select the set aside situation applicable to your document.

Total SB Set Aside
Appendix B Selection: D06C-01

Partial SB Set Aside
Appendix B Selection: D06C-02

Emerging Small Business
Appendix B Selection: D06C-03

Historically Black Colleges, Universities & Minority Institutions
Appendix B Selection: D06C-04

Small Business Innovative Research (SBIR)
Appendix B Selection: D06C-05

Hubzone
Appendix B Selection: D06C-06

Very Small Business
Appendix B Selection: D06C-07

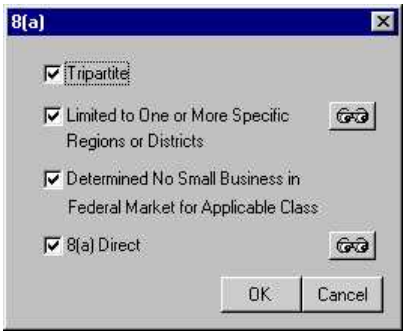
Waived Non Manufacturing Rule
Appendix B Selection: D06C-08

Total Small Disadvantaged Business (no clause available)
Appendix B Selection:  D06C-09

**Note**: If Partial Set Aside is selected, you must fill in the percentage to be set-aside in the entry field to the right of the menu selection.  If Historically Black Colleges, Universities & Minority Institutions is selected, the following radio buttons will be come active for you to select the type of set aside.

8(a)

If this selection from the **F & O After Restrictions** screen is made, the following screen will appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.  One or more selections may be made from this menu.

Tripartite
Appendix B Selection: D06D-01
Fill-In Clause: I-224  52.219-27

Limited to One or More Specific Regions or Districts
Appendix B Selection: D06D-02

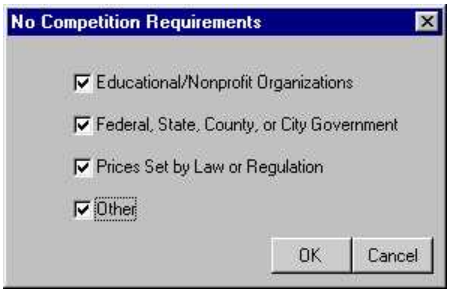
Fill-In Clause: I-225C 52.219-18

Determined No Small Business in Federal Market for Applicable Class
Appendix B Selection: D06D-03

8(a) Direct
Appendix B Selection: D06D-04
Fill-In Clause: IA-243F 252.219-7009

4.1.6.15 No Competition Requirements

If this selection is made from the **Solicitation** screen, the following screen will appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. Make one or more selections that pertain to your document.

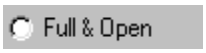
Educational/Nonprofit Organizations
Appendix B Selection: D06E-01

Federal, State, County, or City Government
Appendix B Selection: D06E-02

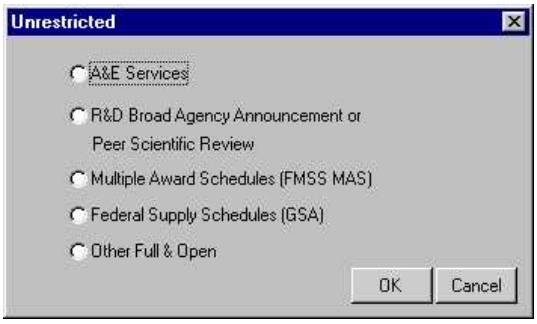
Prices Set by Law or Regulation
Appendix B Selection: D06E-03

Other
Appendix B Selection: D06E-04

4.1.6.16 Unrestricted




If this selection is made from the **Solicitation** screen, the following screen will appear:




The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. Select the appropriate full and open competition situation.

A&E Services
Appendix B Selection: D06F-01

R&D Broad Agency Announcement or Peer Scientific Review
Appendix B Selection: D06F-02

Multiple Award Schedule (FMSS MAS)
Appendix B Selection: D06F-03

Federal Supply Schedule (GSA)
Appendix B Selection: D06F-04

Other Full & Open
Appendix B Selection: D06F-05

4.1.6.17 Small Disadvantaged Business

If this selection is made from the Solicitation screen, enter the incentive amount, as a percentage, the contractor will receive if it exceeds its SDB target. Next click on the eyeglasses and the following screen will appear:

The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. One or more selections may be made from this menu.

No SDB Manufacturer Can Meet Requirements
Appendix B Selection: D19C-01

Authorized on a SBA Regional Basis
Appendix B Selection: D19C-02

Encourage Subcontracting with SDB with an Incentive
Appendix B Selection: D19C-03
Fill-In Clause: I-225L 52.219-26

If you select item 3, enter the incentive amount, as a percentage, the contractor will receive if it exceeds its SDB target.

### 4.1.6.18 Service Contract Act

From the Solicitation screen, when this box is checked, the following screen appears:

**Menu Selections**
The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. These selections are available only if the Service Contract Act selection has been made.

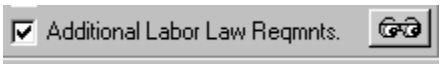
Professional Employees
Appendix B Selection: D22-01

Minimum Wages and Fringe Benefits Applicable
Appendix B Selection: D22-02
Fill in Clause: I-287 52.222-47

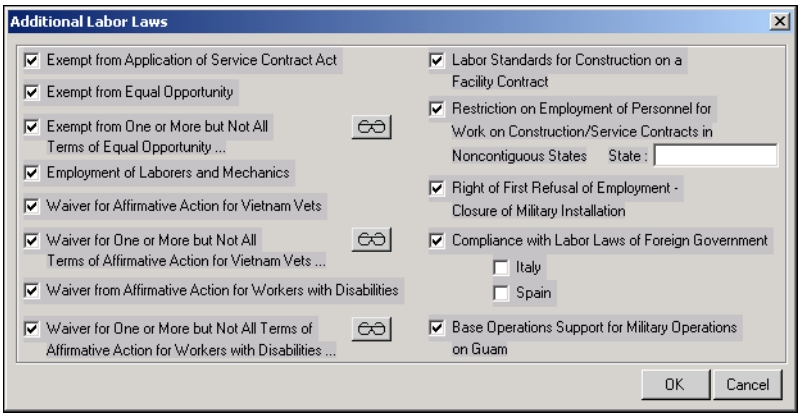
All Possible Places of Performance not Identified
Appendix B Selection: D22-03
Fill In Clause: I-289 52.222-49

Nondisplacement of Qualified workers
Appendix B Selection: D22-04

### 4.1.6.19 Additional Labor Laws




From the Solicitation screen, when this box is checked, the following screen appears:




### 4.1.6.20 Menu Selections

The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. These selections are available only if the Service Contract Act and Additional Labor Laws selections have been made.

Exempt from Application of Service Contract:
Make this selection if it is possible that the resultant contract may be exempt from the SCA.
Appendix B Selection: D22B-01

Exempt from Equal Opportunity
Appendix B Selection: D22B-02

Exempt from One or More but Not All Terms of Equal Opportunity
Appendix B Selection: D22B-03
Fill-In Clause: I-264C 2.222-26 Alt I

Employment of Laborers and Mechanics
Appendix B Selection: D22B-04

Waiver for Affirmative Action for Vietnam Vets
Appendix B Selection: D22B-05

**Waiver for One or More but Not All Terms of Affirmative Action for Vietnam Vets**
Appendix B Selection: D22B-06
Fill-In Clause: I-275 52.222-35 Alt I

Waiver from Affirmative Action for Workers with Disabilities
Appendix B Selection: D22B-07

Waiver for One or More but Not All Terms of Affirmative Action for Workers with Disabilities
Appendix B Selection: D22B-08
Fill-In Clause: I-277 52.222-36 Alt I

Labor Standards for Construction on a Facility Contract
Appendix B Selection: D22B-09

Restriction on Employment of Personnel for Work on Construction/Service Contracts in Alaska and Hawaii
Appendix B Selection: D22B-21
Fill-In Clause: IA-260 252.222-7000

Right of First Refusal of Employment – Closure of Military Installation
Appendix B Selection: D22B-22

Compliance with Labor Laws of Foreign Government
Appendix B Selection: D22B-23

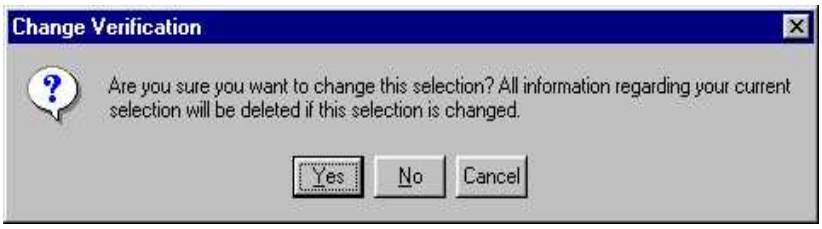
Once this box is checked, the following check boxes become active:

Select the applicable check box(es).

Base Operations Support for Military Operations on Guam
Appendix B Selection: D22B-24

### 4.1.6.A Research and Development Test and Evaluation (RDT&E) (FAR Part 35)

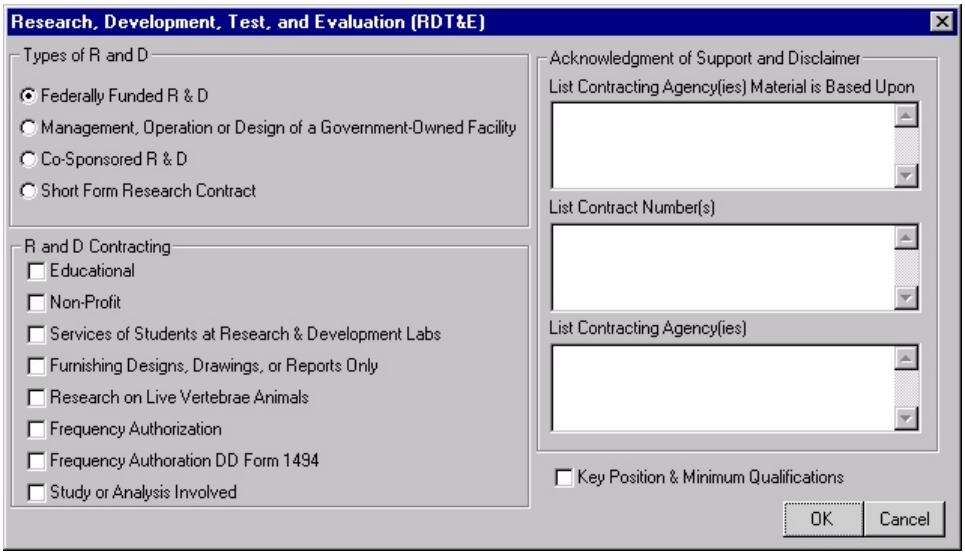
To access the "Research and Development Test and Evaluation " selection process, select "Service" from the Solicitation screen. A drop down list will appear in which "Research and Development" selection can be made.




The system initially sets a default selection of "Supply". The Change Verification message shown below will appear when you make your selection. This message changes data selection related to "Supply" only.

4.1.6.A.1 Research and Development
Appendix "B" Selection: DB02-01
The following Menu Selection(s) are available on this screen. The appearance of a push button (eyeglasses) to the right of a selection indicates that there are subsequent screen(s) that will appear if that selection has been made.

4.1.6.A.2 Types of R and D




**Federally Funded R & D (FFRDC)**
Appendix "B" Selection: DAA-01
Select this check box when " Federally Funded Research and Development" is contemplated.

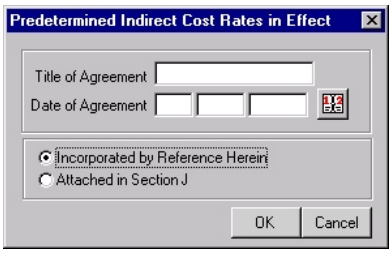
Management, Operation or Design of a Government-Owned Facility
Appendix "B" Selection: DAA-02 Make this selection if "Management, Operation or Design of a Government-Owned Facility" is contemplated.

Co-Sponsored R&D
Appendix "B" Selection: DAA-03 Make this selection if "Co-Sponsored R&D" is contemplated.

Short Form Research Contract (SFRC)
Appendix "B" Selection: DAA-04 Make this selection if "Short Form Research Contract" is contemplated.

Small Business Innovation Research (SBIR)
Appendix "B" Selection: DAA-05 Make this selection if "Small Business Innovation Research" is contemplated.

Educational
Appendix "B" Selection: DAAA-01 Make this selection in solicitations and contracts when a cost-reimbursement research and development contract with an educational institution (see 42.705-3(b)) is contemplated and predetermined indirect cost rates are to be used.



Non-Profit
Appendix "B" Selection: DAAA-02
Make this selection if "Non-Profit" type contracting is contemplated.

Services of Students at Research & Development Labs
Appendix "B" Selection: DAAA-03
Make this selection if "Services of Students at Research & Development Labs" type contracting is contemplated.

Furnishing Designs, Drawings, or Reports Only
Appendix "B" Selection: DAAA-21
Make this selection if "Furnishing Designs, Drawings, or Reports Only" type contracting is contemplated.

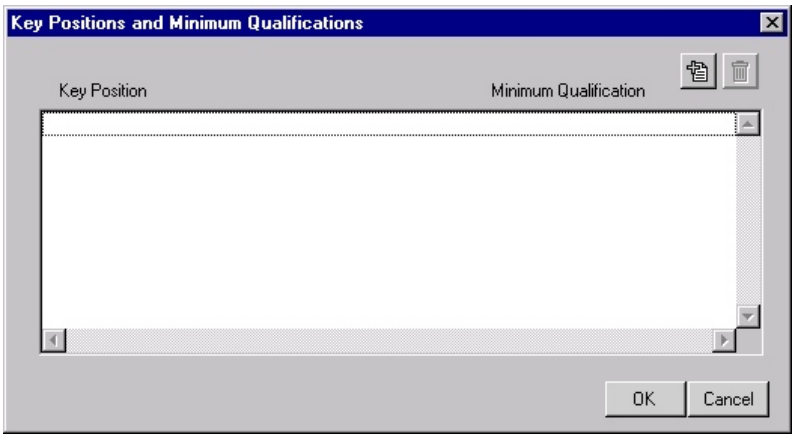
Research on Live Vertebrae Animals
Appendix "B" Selection: DAAA-22
Make this selection if "Research on Live Vertebrae Animals" type contracting is contemplated.

Frequency Authorization
Appendix "B" Selection: DAAA-23
Make this selection if "Frequency Authorization" type contracting is contemplated.

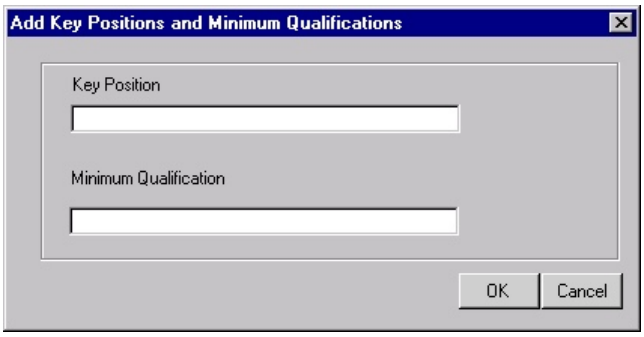
Frequency Authorization DD Form 1494
Appendix "B" Selection: DAAA-24
Make this selection if "Frequency Authorization DD Form 1494" type contracting is contemplated.

Study or Analysis Involved (Scientific/Technical Information)
Appendix "B" Selection: DAAA-41
Make this selection if "Study or Analysis Involved" type contracting is contemplated.

The screen also allows the list the "Key positions and Minimum Requirements for those positions. The following screen allows the addition or deletion of these key positions.

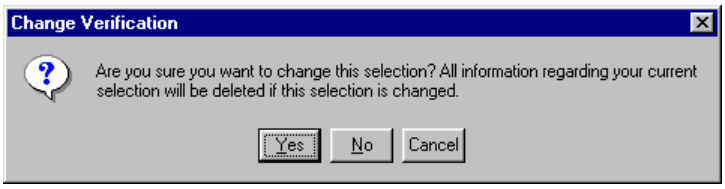


From this screen you can add key positions and their Minimum Requirements.



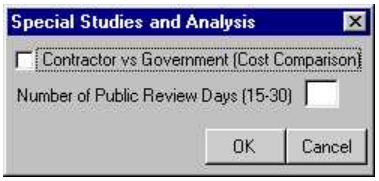

### 4.1.6.B Special Studies And Analysis

To access the Special Studies and Analysis process, select "Service" from the Solicitation screen. A drop down list will appear in which the Special Studies and Analysis selection can be made. After completing all other selections on the Solicitation screen, select "OK". The system initially sets a default selection of "Supply".




The Change Verification message shown below will appear when you make the "Service" selection. This message changes data selections related to "Supply" only.

4.1.6.B.1 Special Studies and Analysis – Not R&D
The following Menu Selections are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made.



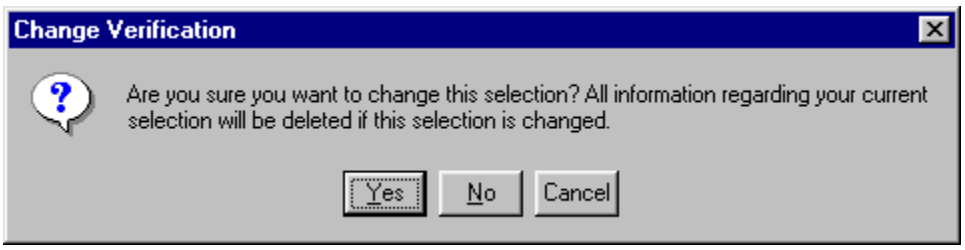

The corresponding Appendix "B" selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

4.1.6.B.2 Contractor vs. Government (Cost Comparison)
Appendix "B" Selection: DAB-01 - Fill-in Clause L-2 (52.207-2) The fill-in(s) requires the number of working days for the completion of a public review period (between 15 to 30 depending upon complexity.

Select this box and enter the public review period when the solicitation/request for proposal is for the purpose of comparing the costs of contractor and Government performance.

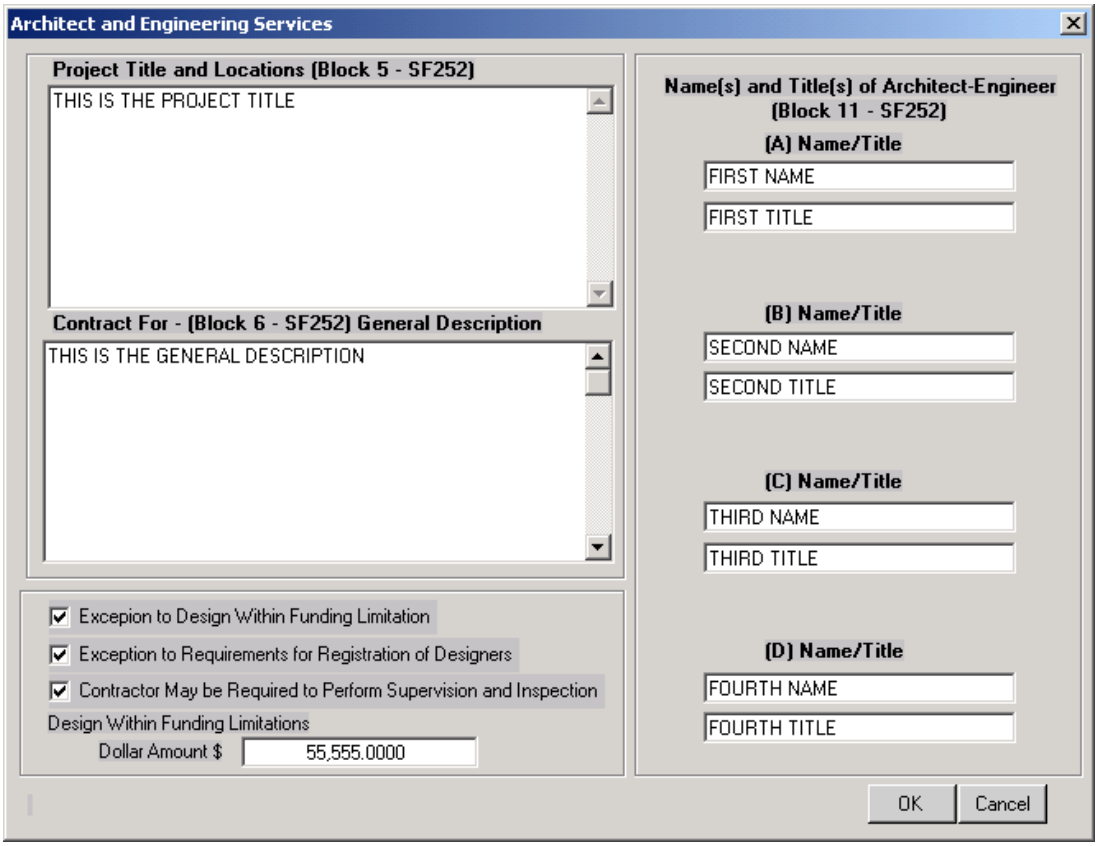
### 4.1.6.C Architect & Engineering Services (Far Part 36.6)

To access the Architect & Engineering (A&E) process, select "Service" Clause Dollar screen. The normal default on this screen is for "Supply."

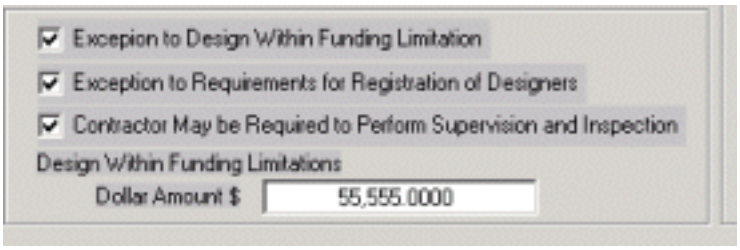



The Change Verification message - shown below - will appear when you make the "Service" selection. A drop down list will appear showing all of the various services. The A&E selection, as shown below, should be made.

After choosing A&E, an 'eyeglass' will appear, Click them for the following menu:



The Menu selections available on this main screen are shown above, and in more detail below. The corresponding Appendix “B” selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.




**EXCEPTION TO DESIGN WITHIN FUNDING LIMITATION**
APPENDIX “B” Selection: DAC-01
Fill-in Clause I-469 52.236-22
The fill-in(s) requires the dollar amount for the funding limitation(s). Select this check box when there will be a fixed-price architect-engineer contract. Note: See 52.236-22 for exceptions

**EXCEPTION TO REQUIREMENTS FOR REGISTRATION OF DESIGNERS**

Appendix “B” Selection: DAC-02
Select this check box when a fixed-price architect-engineer contract is contemplated, except that it may be omitted when the design is to be performed outside the United States, its possessions, and Puerto Rico; or in a State or possession that does not have registration requirements for the particular field involved.

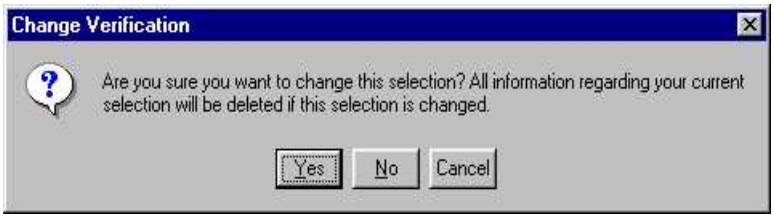
**CONTRACTOR MAY BE REQUIRED TO PERFORM SUPERVISION AND INSPECTION**

Appendix “B” Selection: DAC-21
Select this check box when the contract will be fixed price and Supervision and Inspection services by the A&E may be required during construction. Include the scope of such services in Appendix A of the contract.

### 4.1.6. Information Technology Services (FAR Part 39)

To access the "Information Technology" selection process, select "Service" from the Solicitation screen. A drop down list will appear in which, "Information Technology" selection can be made.

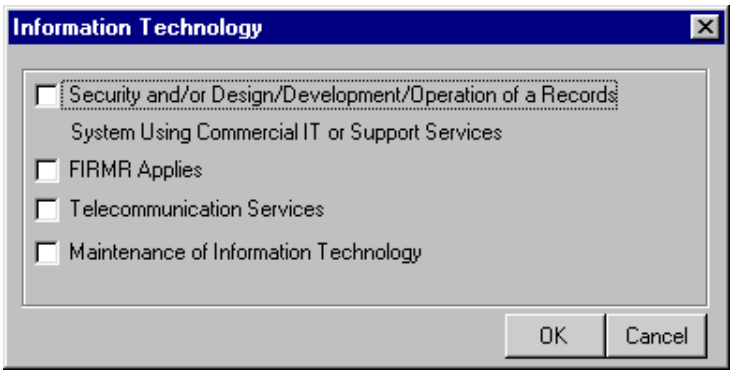
The system initially sets a default selection of "Supply."




The Change Verification message shown below will appear when you make your selection. This message changes data selection related to "Supply" only.

4.1.6.D.1 Information Technology

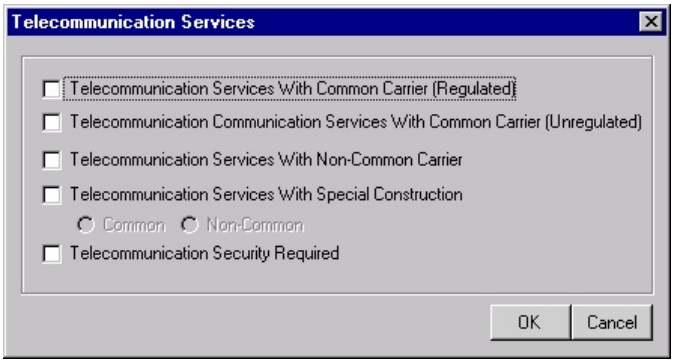
The following Menu Selection(s) are available on this screen. The appearance of a push button (eyeglasses) to the right of a selection indicates that there are subsequent screen(s) that will appear if that selection has been made.




Security and/or Design/ Development/ Operation of a Records System Using Commercial IT or Support Services.
Appendix "B" Selection: DAD-01
Select this box when Security and/or Design/ Development/ Operation of a Records System Using Commercial IT or Support Services are contemplated.

FIRMR Applies
Appendix "B" Selection: DAD-02 - Select this box when "FIRMR" applies

Telecommunication Services
Appendix "B" Selection: DAD-03 - Select this box when "Telecommunication Services" is contemplated. "Telecommunication Services" opens the following screen and makes available the following selection.



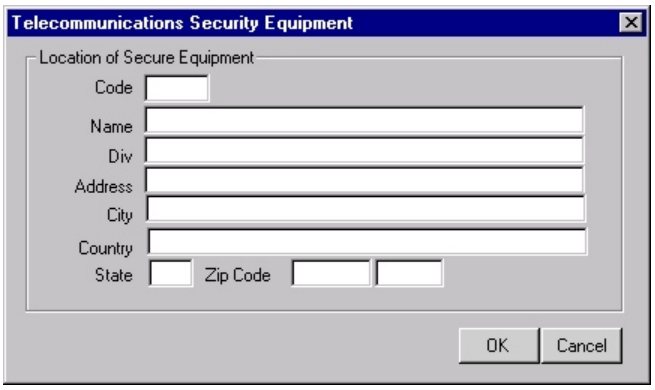

**Telecommunication Services with Common Carrier (Regulated)**
Appendix "B" Selection: DADB-01

**Telecommunication Communication Services with Common Carrier (Unregulated)**
Appendix "B" Selection: DADB-02

**Telecommunication Services with non-Common Carrier**
Appendix "B" Selection: DADB-21

**Telecommunication Services with Special Construction**
(Common or Non Common) Appendix "B" Selection: DADB-22

**Telecommunication Security Required**.
Appendix "B" Selection: DADB-23 - Selection of this requirement opens the following screen to allow you to enter the location of the secure equipment.

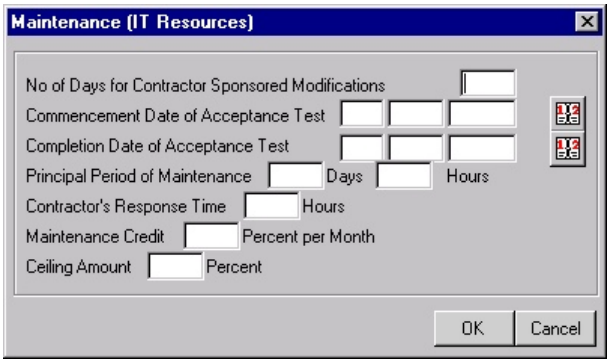



**Maintenance of Information Technology**
Appendix "B" Selection: DAD-03 - Select this check box when "Maintenance of Information Technology " is contemplated.

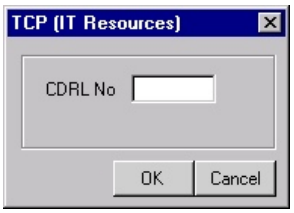
**Leased Hardware**
Appendix "B" Selection: DADC-51
Make this selection if "Government Site Preparation" is contemplated**.**

**TEMPEST Standard Applies**
Appendix "B" Selection: DADC-52
Make this selection if "TEMPEST Standard Applies"**.**

**Fixed Monthly Maintenance Charge Applies**
Appendix "B" Selection:  DADC-53
Selecting "Fixed monthly Maintenance Charge Applies, allow the entry of the following information.



**Task Change Proposals**



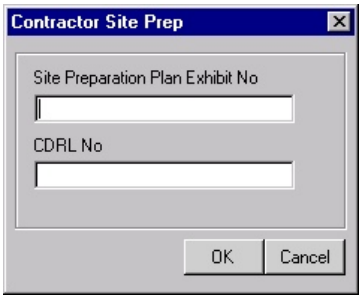

Appendix "B" Selection: DADC-54 - Selecting "Task Change Proposal" allow the entry of the CDRL number.

**Contractor Furnished Software**
Appendix "B" Selection: DADC-55 - Make this selection if "Contractor Furnished Software" is contemplated**.**

**Contractor-Sponsored Modifications**

Appendix "B" Selection: DADC-56 - Selecting "Contractor-Sponsored Modifications" allows the entry of the number of days allowed for modifications.

Contractor Site Preparation




Appendix "B" Selection: DADC-57 - Selecting "Contractor-Site Preparation" allows the entry of Site Preparation Plan Exhibit Number and the CRDL number.

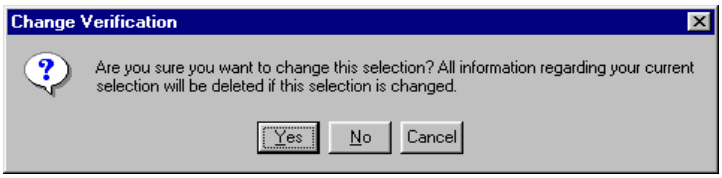
**Government Site Preparation**
Appendix "B" Selection: DADC-58 - Make this selection if "Government Site Preparation" is contemplated**.**

Computation of Fractional Charges
Appendix "B" Selection: DADC-59 - Make this selection if "Computation of Fractional Charges" is contemplated.

Programming Aids
Appendix "B" Section: DADC-60 - Make this selection if "Programming Aids" is contemplated.

### 4.1.6.E Social Services (Mortuary)

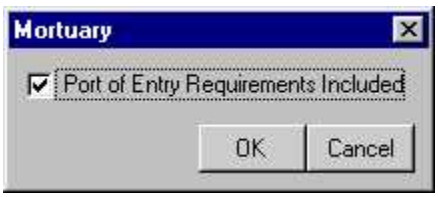
To access the Social Services (Mortuary) process, select “Service” from the Solicitation screen. A drop down list will appear in which the Social Services selection can be made. After completing all other selections on the Solicitation screen, select “OK.” The system initially sets a default selection of “Supply.”




The Change Verification message shown below will appear when you make the “Service” selection. This message changes data selections related to “Supply” only.

4.1.6.E.1 Mortuary

The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix “B” selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.




Port of Entry Requirements Included
Appendix “B” Selection: DAG-21

Services Some Supplies
Appendix "B" Selection: DA01-01
Make this selection when there will be supply items associated with the solicitation.

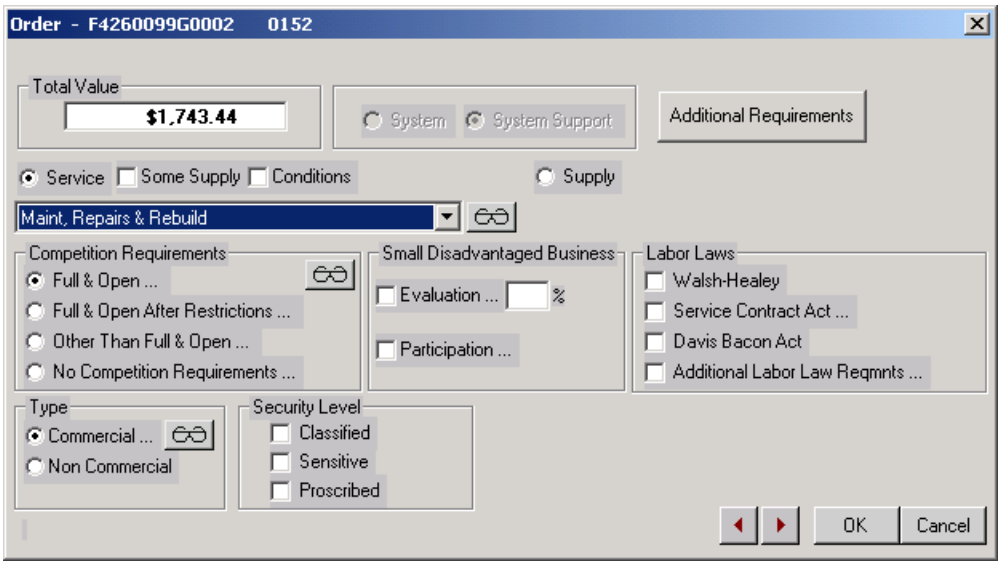
Continuity Of Services
Appendix "B" Selection: DA01-02
Select this item when the services under the contract are vital to the Government and must be continued without interruption.

Restrictions On Severance Payments To Foreign Nationals
Appendix "B" Selection: DA01-03
Make this selection for contracts that will provide significant support services for; (i) Members of the armed forces stationed or deployed outside the United States, or (ii) Employees of an executive agency posted outside the United States; and the contract will be performed in whole or in part outside the United States.

Waiver Of Limitation On Severance Payments To Foreign Nationals
Appendix "B" Selection: DA01-04
Make this selection for solicitations that meet the criteria in 37.113-1(a), except for those excluded by 37.113-1(c) or when the head of an agency, or designee, has granted a waiver pursuant to 37.113-1.

Hourly
Appendix "B" Selection: DA01-05
Make this selection for solicitations that are valued above the simplified acquisition threshold, for professional or technical services to be acquired on the basis of the number of hours to be provided.

**4.1.6.F Maintenance, Repair, and Rebuilding of Equipment/Ships (Indicator DA02-09)**
At the Purchase Request, Solicitation, or Award screen, when Service is selected, the drop down box becomes available to choose the type of service from. Scroll up or down until the appropriate category is found, in this case, Maint, Repair, & Rebuild and click on the selection.




### Maintenance/Repair of Equipment/Ships

When Maint, Repairs & Rebuild is selected at the PR, Solicitation, or Award screen the following screen appears.

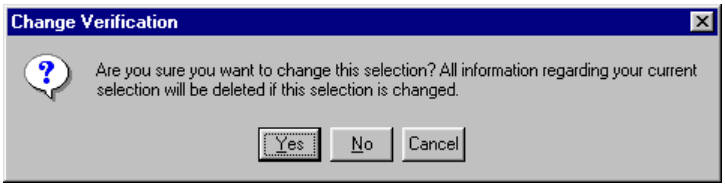
**Vessel Repair in North Carolina (indicator DAJ-01)**
If performance is to be in North Carolina, make this selection. This will bring FAR clause 52.229-2, North Carolina State and Local Sales and Use Tax, with its Alternate I (for vessels) into the document.

**Repair and Alteration of Vessels (indicator DAJ-02)**

If the document is for repair and alteration of vessels (as per DFARS 217.7104) make this selection and the following DFARS clauses will be brought into the document.

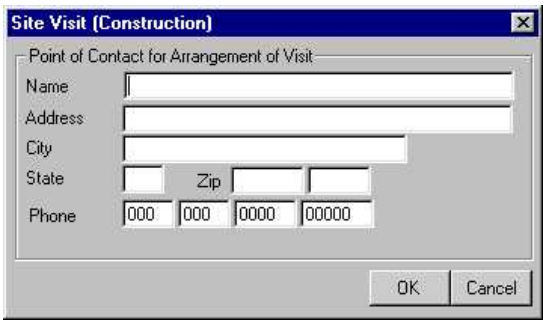
- 252.217-7003, Changes
- 252.217-7004, Job Orders and Compensation
- 252.217-7005, Inspection and Manner of Doing Work
- 252.217-7006, Title
- 252.217-7007, Payments
- 252.217-7008, Bonds
- 252.217-7009, Default
- 252.217-7010, Performance
- 252.217-7011, Access to Vessel
- 252.217-7012, Liability and Insurance
- 252.217-7013, Guarantees
- 252.217-7014, Discharge of Liens
- 252.217-7015, Safety and Health
- 252.217-7016, Plant Protection

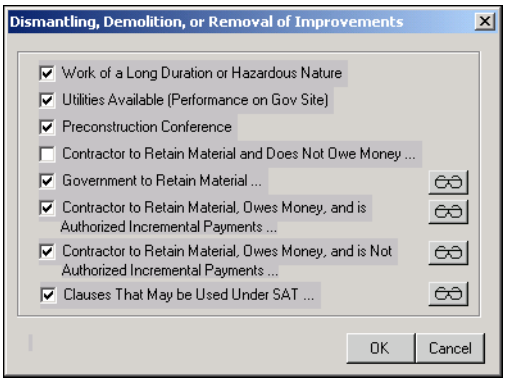
**4.1.6.G SALVAGE (Dismantling, Demolition, or Removal of improvements (FAR Part 37)**
To access the "Salvage" selection process, select "Service" from the Solicitation screen. A drop down list will appear in which the "Salvage" selection can be made. After completing all other selections on the Solicitation screen, select "OK." The system initially sets a default selection of "Supply."




The Change Verification message shown below will appear when you make the "Service" selection. This message changes data selections related to "Supply" only.

4.1.6.G.1 Salvage
The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix "B" selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.






**4.1.6.G.2 Work Of A Long Duration Or Hazardous Nature**
Appendix "B" Selection: DAP-01
Select this box when a fixed-price construction or dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold (SAT).

4.1.6.G.3 Utilities Available (Performance On Gov't Site)
Appendix "B" Selection: DAP-02
Select this box when a fixed-price construction or dismantling, demolition, or removal of improvements contract is contemplated, the contract is to be performed on Government sites, and the contracting officer decides; (a) That the existing utility system(s) is adequate for the needs of both the Govt. and the contractor, and (b) furnishing it is in the Govt's best interest.
When this clause is used, the contracting officer shall list the available utilities in the contract.

**Preconstruction Conference**
Appendix "B" Selection: DAP-03
Select this box if the Contracting Officer decides to conduct a preconstruction conference

**Contractor to Retain Material and Does Not Owe Money**
Appendix "B" Selection: DAP-04
Fill-in Clause I-480 52.237-4 Fill-in requires; (1) full or partial consideration of performance and (2) dollar amount the Government will pay to the contractor. Select this box for solicitations and contracts solely for dismantling, demolition, or removal of improvements whenever the contracting officer determines that the Government shall make payment to the contractor in addition to any title to property that the contractor may receive under the contract:

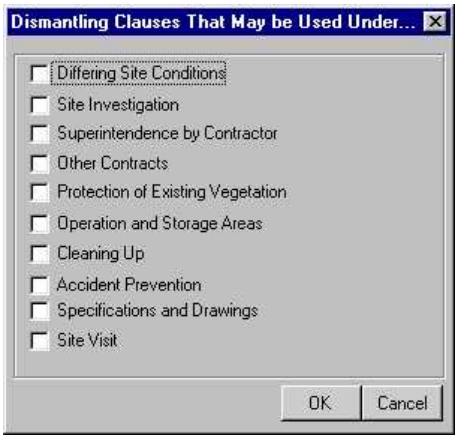
**Government to Retain Material**
Appendix "B" Selection: DAP-05
Select this box for solicitations and contracts solely for dismantling, demolition, or removal of improvements whenever the contracting officer determines that the Government shall retain all material resulting from the dismantling or

demolition work.

**Contractor to Retain Material, Owes Money, and is Authorized Incremental Payments**
Appendix “B” Selection: DAP-06
Select this box for solicitations and contracts solely for dismantling, demolition, or removal of improvements whenever the contractor is to receive title to dismantled or demolished property and a net amount of compensation is due to the Government and incremental payments are authorized.

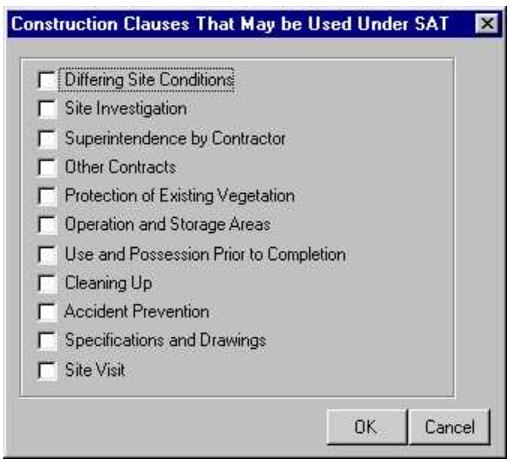
**Contractor to Retain Material, owes Money, and is Not Authorized Incremental Payments**
Appendix “B” Selection: DAP-07
Fill-in Clause I-482 52.237.5 Fill-in(s) requires; (1) number of days within receipt of notice of award and (2) before proceeding with the work, enter the dollar amount the contractor shall pay. Select this check box for solicitations and contracts solely for dismantling, demolition, or removal of improvements whenever the contractor is to receive title to dismantled or demolished property and a net amount of compensation is due to the Government and incremental payments are not authorized.

**Clauses That May be Used Under SAT**
Appendix “B” Selection: DAP-08
When this selection is checked, Appendix “B” Menu DAPA (Selection of clauses that may be used under SAT) will appear.




4.1.6.G.4 Selection Of Clauses That May Be Used Under SAT

Construction Clauses That May be Used Under SAT




Differing Site Conditions
Appendix "B" Selection: DAPA-01.
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

Site Investigation
Appendix "B" Selection: DAPA-02
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**Superintendence by Contractor**
Appendix "B" Selection: DAPA-03
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**Other Contracts**
Appendix "B" Selection: DAPA-04
Select this box a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

Protection of Existing Vegetation
Appendix "B" Selection: DAPA-05
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for

dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

Operations and Storage Areas
Appendix "B" Selection: DAPA-06
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**Cleaning Up**
Appendix "B" Selection: DAPA-07
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**Accident Prevention**
Appendix "B" Selection: DAPA-08
Select this box a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

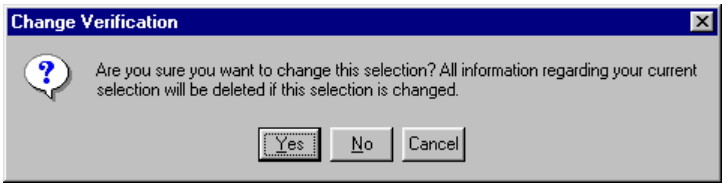
**Specifications and Drawings**
Appendix "B" Selection: DAPA-9
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated, the contract is to be performed on Government sites.

**Note:** See FAR 52.236-2 – Differing Site Conditions for additional guidance

**Site Visit**
Appendix "B" Selection: DAPA-10
Select this box when the clauses at FAR 52.236-2, Differing Site Conditions, and FAR 52.236-3, Site Investigations and Conditions Affecting the Work are used. Alternate I may be used when an organized site visit will be conducted.

### 4.1.6.H Medical Screens

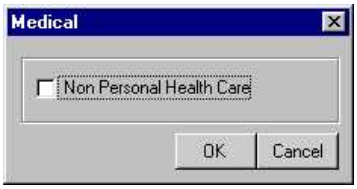
To access the “Medical” selection process, select “Service” from the Solicitation screen. A drop down list will appear in which the “Other Services” selection can be made. After completing all other selections on the Solicitation screen, select “OK.” The system initially sets a default selection of “Supply.”




The Change Verification message shown below will appear when you make the “Service” selection. This message changes data selections related to “Supply” only.

4.1.6.H.1 Medical

The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made.



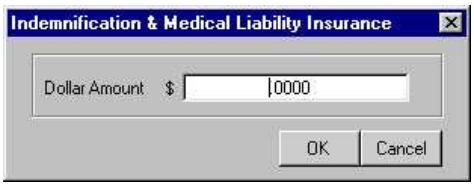

The corresponding Appendix “B” selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

4.1.6.H.2 Non Personal Health Care

Appendix “B” Selection: DAQ-01

Fill-in Clause I-484 52.237-7

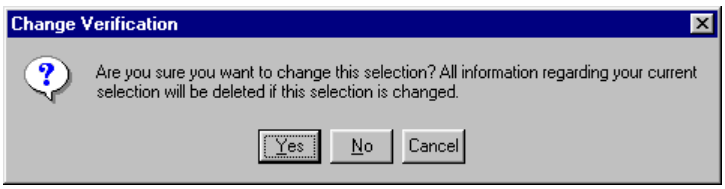
Select this box to solicit a non-personal health care services of physicians, dentists and other health care providers. After selecting the “OK” button, the following menu will appear:




Enter the amount of medical liability insurance the contractor to maintain. The coverage amount should not be less than the amount normally prevailing within the local community for the medical specialty specified.

### 4.1.6.I Professional, Admin & Management Support

To access the “Professional, Admin & Mgmt Support” selection process, select “Service” from the Solicitation screen. A drop down list will appear in which the “Professional, Admin & Mgmt Support” selection can be made. After completing all other selections on the Solicitation screen, select “OK”. The system initially sets a default selection of “Supply”.




The Change Verification message shown below will appear when you make the “Service” selection. This message changes data selections related to “Supply” only.

4.1.6.I.1 Professional, Admin and Management Support

The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. Number, and a note indicating what is required for the fill-in(s) is annotated below.

The corresponding Appendix "B" selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation

**4.1.6.I.2 Professional Services**

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Appendix "B" Selection: DAR-01 and DARA

Select both the Professional Services and the Personal Services box if you are soliciting for professional services (Personal Services). Select "OK" after each selection.

4.1.6.I.3 Management Support Services

Appendix "B" Selections: DAR-02 and DARB

Select both the Management Support Services and the Audit Services box if you are contracting for audit services. Select "OK" after each selection

**4.1.6.J Utilities and Housekeeping (Far Part 41)**

To access the "Utilities and Housekeeping" selection process, select "Service" from the Solicitation screen. A drop down list will appear in which the "Utilities and Housekeeping" selection can be made.

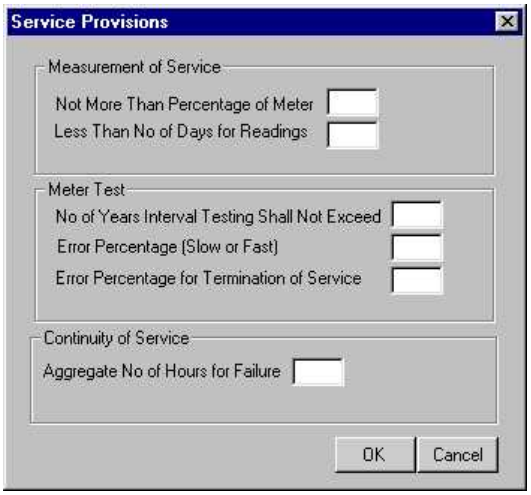
The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made.

The corresponding Appendix "B" selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

4.1.6.J.1 Utilities
Appendix "B" Selection: DAS-01
Clauses pulled for this selection are <I-515> 52.241-3, <I-518> 52.241-6, I-514/52.241-2, I-516/52.241-4, I-517/52.241-5, and DFAR IA-621/252.241-7001
When you select the Utilities box as shown in the screen above, all associated screens and associated fill-in screens will appear. The first menu is shown below.

4.1.6.J.2 Scope and Duration of Contract
**Period of Service** – Clause I-515/52.241-3: Enter the period in which the Contractor agrees to furnish utility services to the Government.

**Type of Service** – Clause I-518/52.241-6: Enter the type of utility service the Government agrees to purchase.




**4.1.6.J.4 Service Provisions**
Enter all applicable fill-in(s) required, IAW FAR 52.241-6.

**Measurement of Service:**

The **"Not More Than Percentage of Meter"** block requires you to enter percent (slow or fast that will be deemed correct).

The **"Less Than No of Days for Readings"** block requires you to enter number of days. (All billings based on meter readings of less than (number of days) shall be prorated accordingly)

**Meter Test:**

The **"Number of Years Interval Testing Shall Not Exceed"** block requires you to enter number of years. (When the Contractor-installed meters will be inspected and tested at intervals not exceeding (number of years))

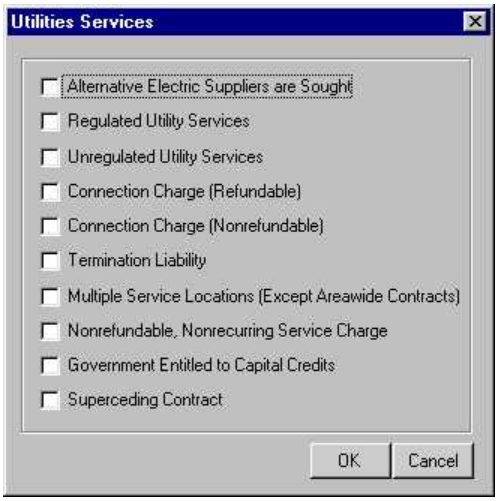
The **"Error Percentage (Slow or Fast)"** block requires you to enter percentage of error(s). (The cost of additional tests shall be borne by the Government if the percentage of error is found to be not more than (percentage of error(s))

The **"Error Percentage for Termination of Service"** block requires you to enter the percent in excess of under normal operating conditions. (No meter shall be placed in service or allowed to remain in service, that has an error in registration in excess of (percent under normal operating conditions)

**Continuity of Service:**

The **"Aggregate No of Hours for Failure"** block requires you to enter the number of hours for failure of service. (If any failure in supply of service as specified in 52.241-6, paragraph (d) aggregates more than (number of hour(s) during any billing period), an equitable adjustment shall be made in the monthly billing specified in this contract, including the minimum monthly charge)

4.1.6.J.5 Utilities Services

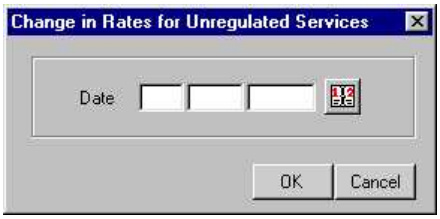



Alternative Electric Suppliers are Sought
Appendix "B" selection DASA-01
After selecting Alternative Electric Suppliers are sought from the Utilities Service menu, clause 52.241-1 will automatically be placed in your document.

Regulated Utility Services
Appendix "B" selection DASA-02
After selecting Regulated Utility Services from the Utilities Services menu, clause 52.241-7 will automatically be placed in your document. Make this selection when there will be a change in rates or terms and conditions of service for Regulated Services, when the utility services are subject to a regulatory body.

Select the Type of Contract from the screen shown below, GSA or other.

Unregulated Utility Services
Appendix "B" selection DASA-03
If you make the Unregulated Utility Services selection from the Utilities Services menu, clause I-520/52.241-8 will be placed in your document. Make this selection when there may be a change in rates or terms and conditions of service for Unregulated Services, when the utility services are not subject to a regulatory body.



Click on the calendar box to the right of the blocked selections, and the following menu will appear. Select the required date from the calendar and select "OK."

Connection Charge (Refundable)

Appendix "B" selection DASA-04
After selecting the Connection Charge (Refundable) from the Utilities Services menu, clause I-521/52.241-9 will automatically be placed in your document. Complete required fill-ins in the following menu, and select "OK."

**Charge:**
**Estimated Cost:** Enter either; the estimated cost less the agreed to salvage value, or the actual cost less the salvage value.

**Salvage Value:** Enter the salvage value in dollars.

**Government Credit:** Enter the Termination Before Completion.

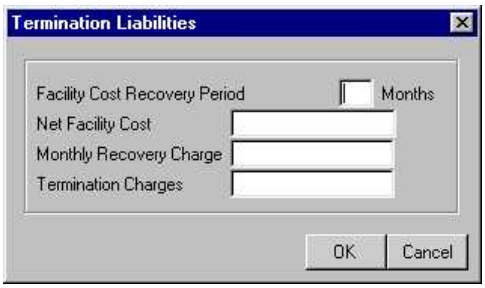
**Contractor May Retain Facilities in Place for:** Enter the number of months the contractor shall retain in place, after the Government gives a notice of termination.

**Remove Facilities Within:** Enter the number of months the contractor has, at the contractors own expense, to remove facilities after the effective date of the termination by the Government.

Connection Charge (Nonrefundable)

Appendix "B" selection DASA-05
After selecting the Connection Charge (Nonrefundable) from the Utilities Services menu, clause I-521C/ 52.241-9 ALT 1, will automatically be placed in your document. Complete required fill-ins in the following menu, and select "OK".

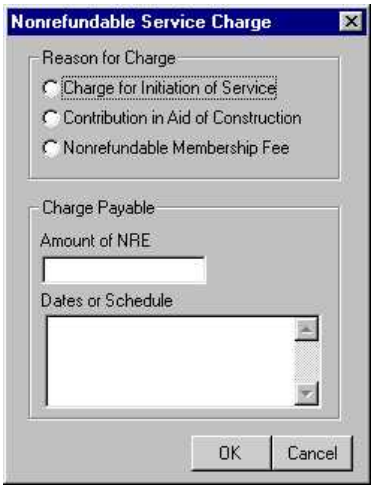
Termination Liabilities




Appendix “B” selection DASA-06
If you select the Termination Liabilities from the Utilities Service menu, clause I-523/ 52.241-10 will be placed in your document. Make this selection when payment is to be made to the contractor upon termination of service in conjunction with or in lieu of a connection charge upon completion of the facilities.

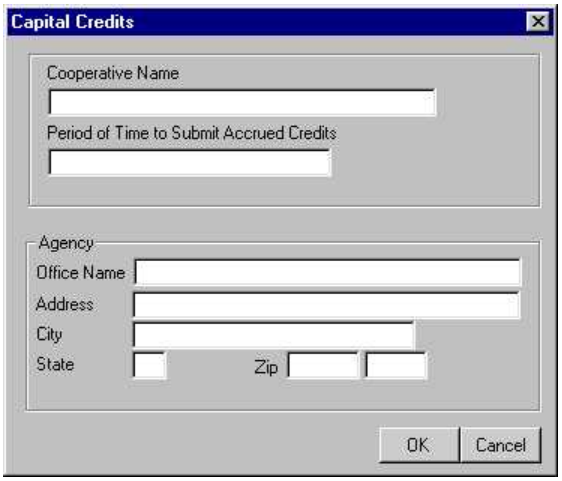
Multiple Service Locations (except area wide contracts)
Appendix “B” selection DASA-07
If you make the Multiple Service Locations selection from the Utilities Services menu, clause II-524/52.241-11 will be placed in your document. There are no submenus associated with this selection.

Nonrefundable, Nonrecurring Service Charge




Appendix “B” selection DASA-08
If you make the Nonrefundable, Nonrecurring Service Charge selection from the Utilities Services menu, clause I-525/52.241-12 will be placed in your document.

Government Entitled to Capital Credits




Appendix “B” selection DASA-09
If you make the Government Entitled to Capital Credits selection from the Utilities Services menu, clause I-526/52.241-13 will be placed in your document.

Laundry And Dry Cleaning

Superseding Contract

Appendix “B” selection DASA-21
If you make the Superseding Contract selection from the Utilities Services menu, clause IA-620/252.241-7000 will be placed in your document.

Count Of Articles Basis
Appendix “B” Selection: DASB-21
Select this box when the solicitation is for laundry and dry cleaning services to be provided on a count-of-articles basis.

Bulk Weight Basis
Appendix “B” Selection: DASB-22
Select this box when the solicitation is for services to be provided on a bulk weight basis.

Service For Individual Laundry
Appendix “B” Selection: DASB-23
Select this box when the solicitation or contract is laundry and dry cleaning services to be provided on to individual personnel.

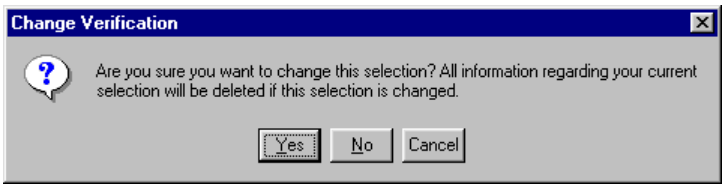
Bag Type Laundry
Appendix “B” Selection: DASB-24

Select this box when the solicitation or contract is for laundry and dry cleaning services are for bag type laundry.

Unsorted Laundry
Appendix “B” Selection: DASB-25
Select this box when the solicitation or contract is for laundry and dry cleaning services are for unsorted laundry.

### 4.1.6.K Educational and Training Services

To access the “Prof, Admin & Mgmt Support” selection process, select “Service” from the Solicitation screen. A drop down list will appear in which the “Prof, Admin & Mgmt Support” selection can be made. After completing all other selections on the Solicitation screen, select “OK.” The system initially sets a default selection of “Supply.”




The Change Verification message shown below will appear when you make the “Service” selection. This message changes data selections related to “Supply” only.

#### 4.1.6.K.1 Professional, Admin and Management Support

The following Menu Selection(s) are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix “B” selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated.

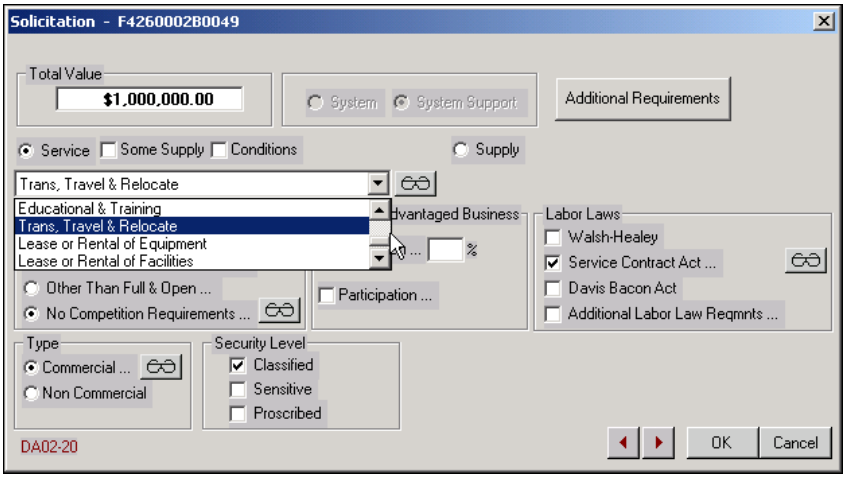
#### 4.1.6.K.2 Professional Services

Appendix “B” Selection: DAR-01 and DARA
Select both the Professional Services and the Personal Services check box if you are soliciting for professional services (Personal Services). Select “OK” after each selection.

#### 4.1.6.K.3 Management Support Services

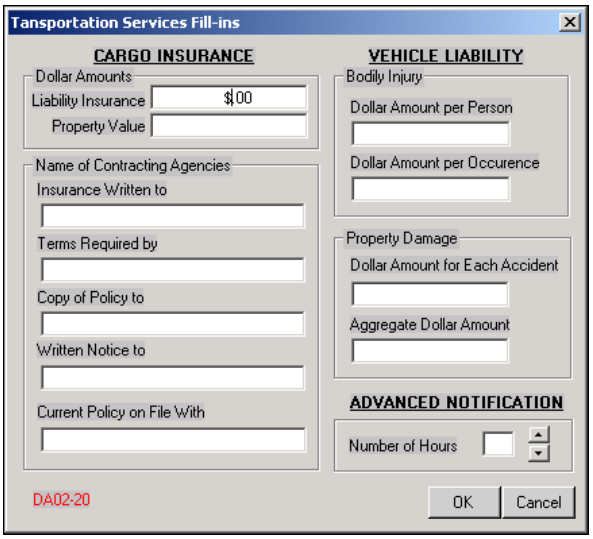
Appendix "B" Selections: DAR-02 and DARB
Select both the Management Support Services and the Audit Services boxes if you are contracting for audit services. Select "OK" after each selection.

### 4.1.6.L Transportation Services (Indicator DA02-20)




At the Clause Dollars screen, when Service is selected, the drop down box becomes available to choose the type of service from. Scroll up or down until the appropriate category is found, in this case, Trans, Travel & Relocate and click on the selection.

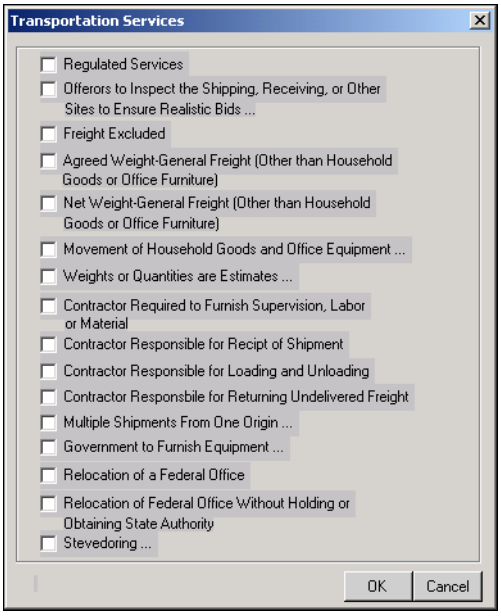
#### 4.1.6.L.1 Transportation Services Fill-Ins




When Trans, Travel & Relocate is selected at the Clause Dollars screen the following screen appears to fill in FAR clauses

- 52.228-9, Cargo Insurance
- 52.228-10, Vehicular and General Public Liability Insurance
- 52.247-24, Advance Notification by the Government.
- 52.247-5, Familiarization with Conditions, is also brought into the document but has no fill-ins.

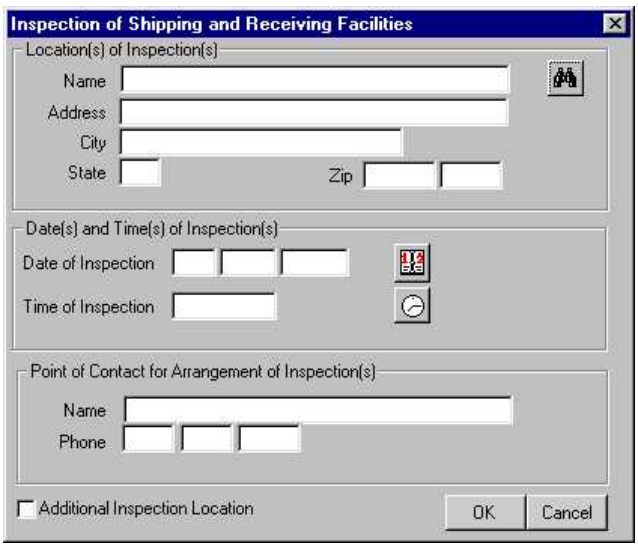
#### 4.1.6.L.2 Transportation Services (Indicator Dav)




After the Transportation Services Fill-ins screen is finished and OK is clicked, the following screen appears to allow selection of the specific type of service required.

Regulated Services (Indicator DAV-01)
This selection brings in FAR clause 52.237-2, Permits, Authorities, or Franchises. The fill-ins in this clause are for the contractor to fill in.

**Offerors to Inspect the Shipping, Receiving, or Other Sites to Ensure Realistic Bids (Indicator DAV-02)**



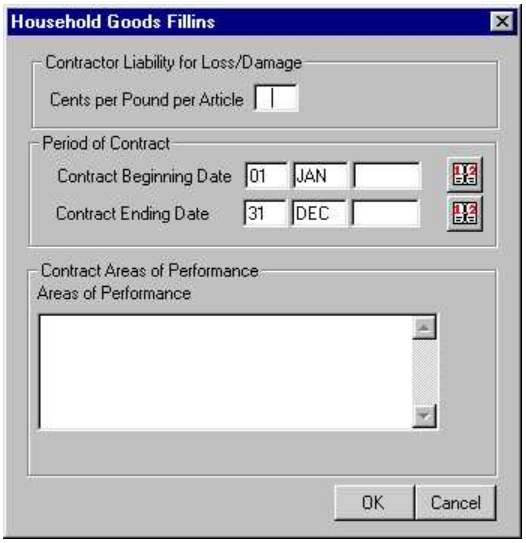

This selection brings in the following screen to fill in FAR clause 52.247-4, Inspection of Shipping and Receiving Facilities.

**Freight Excluded (Indicator Dav-03)**
This selection brings in FAR clause 52.247-7, Freight Excluded. There are no fill-in screens.

Agreed Weight-General Freight (Other Than Household Goods or Office Furniture) (Indicator DAV-04)
This selection brings in FAR clause 52.247-9, Agreed Weight—General Freight. There are no fill-in screens.

Net Weight-General Freight (Other Than Household Goods or Office Furniture) (Indicator DAV-05)
This selection bring is FAR clause 52.247-10, Net Weight—General Freight. There are no fill-in screens.

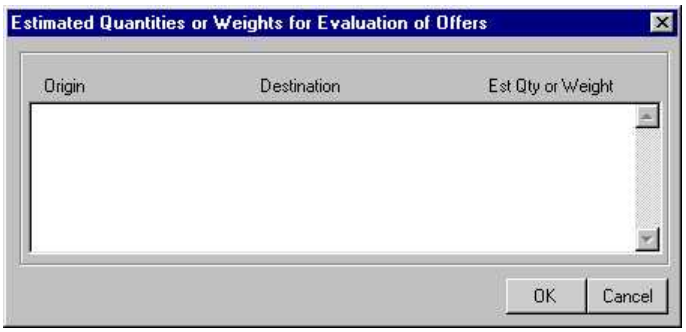
Movement of Household Goods and Office Equipment (Indicator DAV-06)




This selection brings in the following screen to fill in:

- FAR 52.247-23, Contractor Liability for loss of and/or Damage to Household Goods
- DFARS 252.247-7011, Period of Contract
- DFAR 252.247-7013, Contract Areas of Performance
- FAR 52.247-11, Net Weight—Household Goods or Office Furniture
- FAR 52.247-13, **Accessorial Services—**Moving Contracts, are also brought into the document with this selection but have no fill-in screens.

Weights or Quantities are Estimates (Indicator DAV-07)




This selection brings in FAR clause 52.247-8, Estimated Weights or Quantities Not Guaranteed (no fill-ins) and the following screen to fill in FAR clause 52.247-20, Estimated Quantities or Weights for Evaluation of Offers.

Contractor Required to Furnish Supervision, Labor or Material (Indicator DAV-08)
This selection brings FAR clause 52.247-12, Supervision, Labor, or Materials, into the documents. There are no fill-in screens.

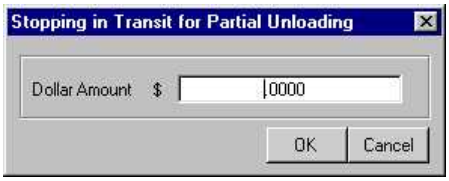
Contractor Responsible for Receipt of Shipment (Indicator DAV-08)
This selection brings FAR clause 52.247-14, Contractor Responsibility for Receipt of Shipment, into the document. There are no fill-in screens.

Contractor Responsible for Loading and Unloading (Indicator DAV-10)

This selection brings FAR clause 52.247-15, Contractor Responsibility for Loading and Unloading, into the document. There are no fill-in screens.

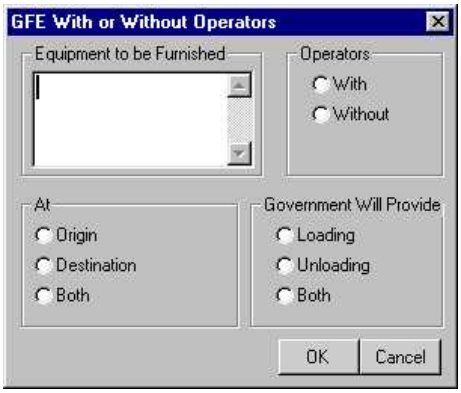
Contractor Responsible for Returning Undelivered Freight (Indicator DAV-11)
This selection brings FAR clause 52.247-16, Contractor Responsibility for Returning Undelivered Freight, into the document. There are no fill-in screens.

Multiple Shipments From One Origin (Indicator DAV-12)




This selection brings in FAR clause 52.247-18, Multiple Shipments (no fill-ins), and the following screen appears to fill in FAR clause 52.247-19, Stopping in Transit for Partial Unloading.

Government to Furnish Equipment (Indicator DAV-13)



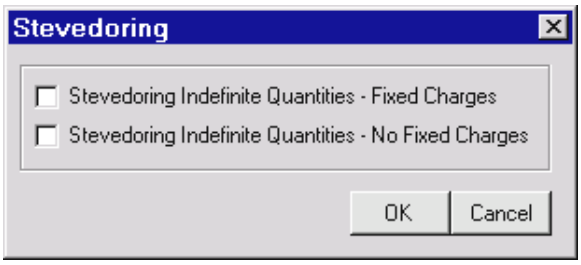

This selection brings up the following screen to fill in FAR clause 52.247-25, Government-Furnished Equipment With or Without Operators.

Relocation of a Federal Office (Indicator DAV-14)
This selection brings FAR clauses 52.247-3, Capability to Perform a Contract for the Relocation of a Federal Office, and 52.247-26, Government Direction and Marking, into the document. There are no fill-in screens.

Stevedoring (Indicator DAV-21)

This selection brings in DFARS clauses 252.2476-7000, Hardship Conditions, 252.247-7002, Revision of Prices, 252.247-7006, Removal of Contractor's Employees, and 252.247-7007, Liability and Insurance (no fill-ins). The following screen appears to fill in DFARS clause 252.247-7001, Price Adjustment.

Stevedoring (Indicator DAVA)




After the Price Adjustment screen is completed and OK is clicked, the following screen appears to designate the appropriate clauses.

Stevedoring Either Party to Terminate (Indicator DAVA-21)
Selecting this checkbox will bring DFARS clause 252.247-7003, Termination, into the document. There are no fill-in screens.

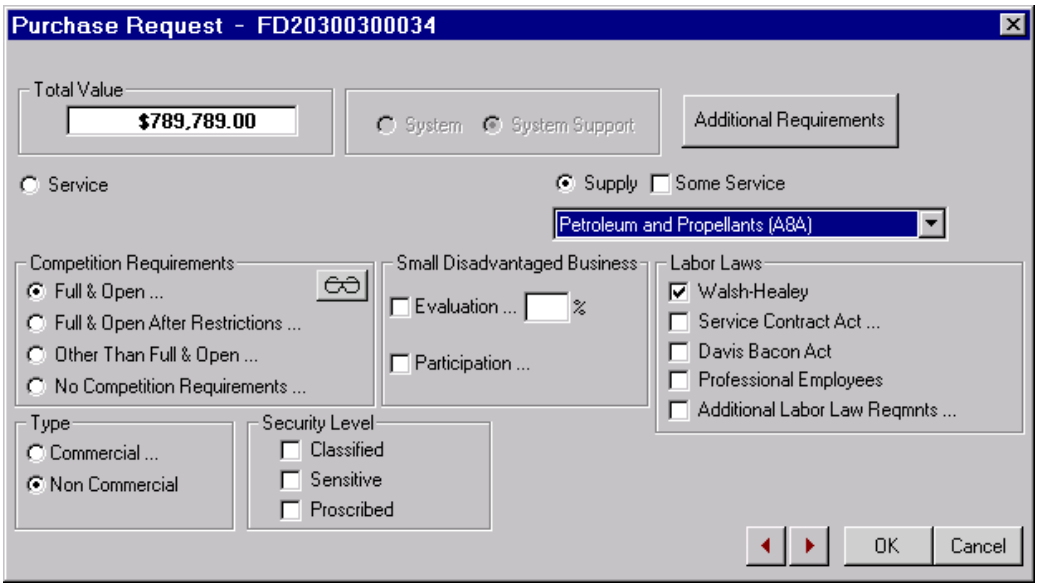
Stevedoring Indefinite Quantities – Fixed Charges (Indicator DAVA-22)
Selecting this checkbox will bring DFARS clause 252.247-7004, Indefinite Quantities—Fixed Charges, into the document. There are no fill-in screens.

Stevedoring Indefinite Quantities – No Fixed Charges (Indicator DAVA-23)
Selecting this checkbox will bring DFARS clause 252.247-7005, Indefinite Quantities—No Fixed Charges, into the document. There are no fill-in screens.

**Contracting Support for Specific Air Force Acquisitions (AFFARS & AFMCFARS Part 90)**

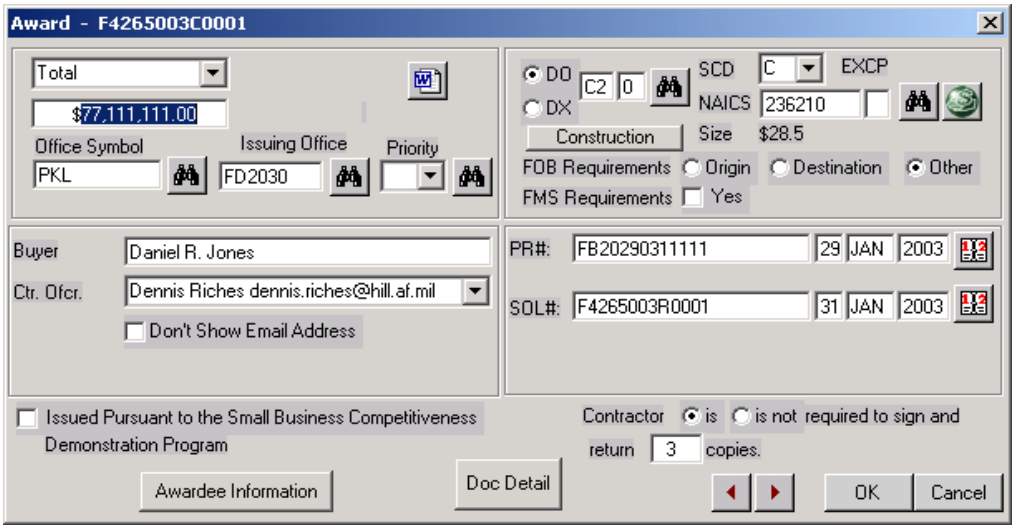
**Acquisition of Petroleum and Propellents**

Note: All of part 5390 of the AFMCFARS was reserved as of August 2002. At the Purchase Request, Solicitation, or Award screen, when supply is selected, the drop down box becomes available to choose they type of supply from. Scroll up or down to find Petroleum and Propellants (A8A) and chick on it. (A8A is the DoD Claimant Code.)

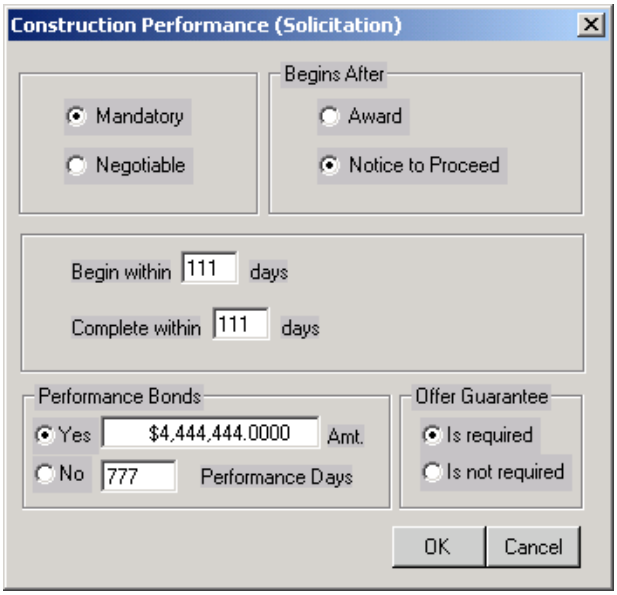


### 4.1.6.M Construction

When creating your construction solicitation or contract, the first important step in the "front-page" screen is to choose a construction DPAS rating – "C20" – as shown below.




When this rating is input, a button will appear immediately below the rating that states: "Construction". Click on the construction button and the following menu will appear.

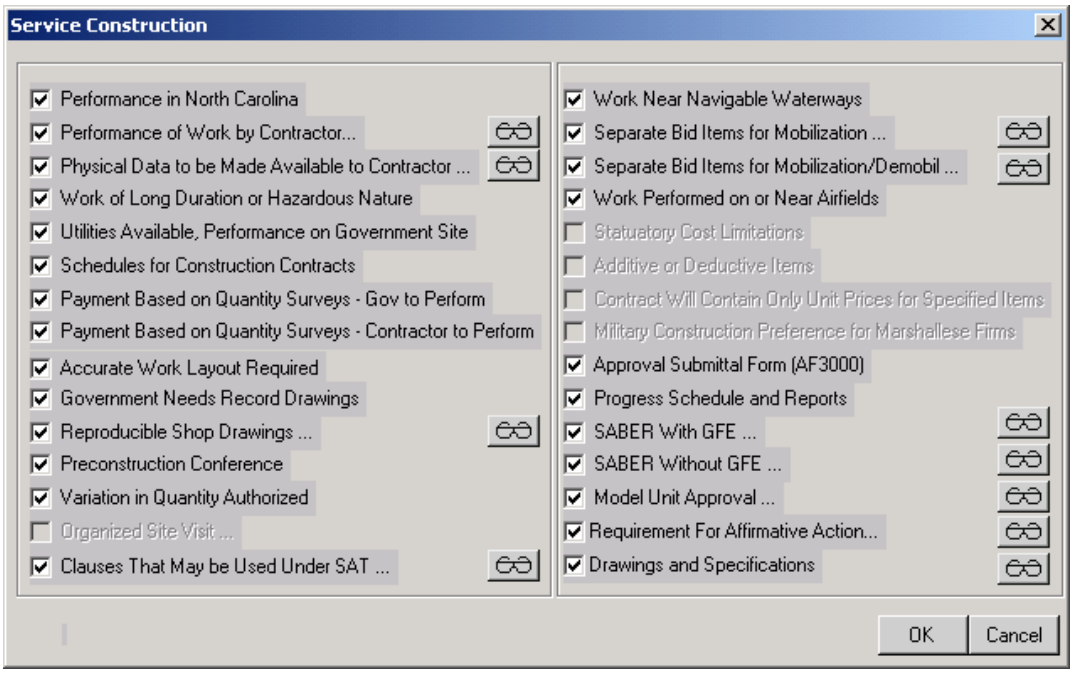



After completing the above screen and exiting the "front-page" screen, the system will take you to the next menu (the "Clause Dollar" screen).

On this screen choose "Service." The system initially sets a default

selection of “Supply”, therefore the Change Verification message shown below will appear when you make the “Service” selection. This message changes data selections related to “Supply” only.

A drop down list will appear in which the Construction selection can be made – note that the construction selection is the first service appearing on the drop down menu




The above menu may have areas grayed out which those items do not apply to the specific situation. For example, the menu above is being used on an award – therefore, items on the right side of the menu that are grayed-out only apply to solicitations. Note: certain items (such as the “Site Visit”) may be based upon dollar amount. Therefore, if the dollar amount is above or below the range for “Site Visit (or others),” the selection will be grayed if it does not apply.

The following Menu Selections are available on this screen. The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix “B” selection is listed under each item below. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

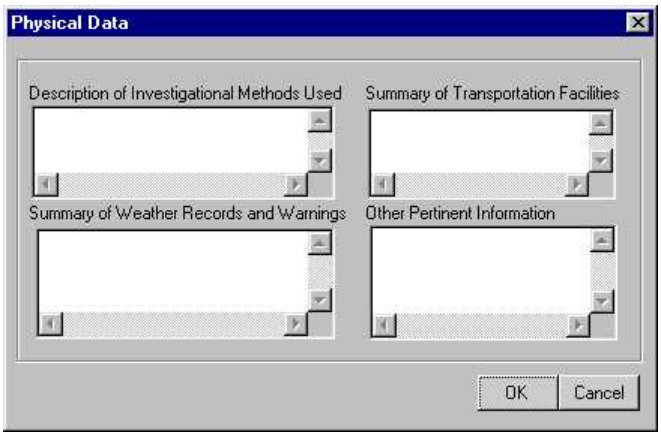
**1. Performance in North Carolina**
Appendix “B” Selection: DAY-01.
This selection brings in 52.229-2 .

**2. Performance of Work by Contractor**
Appendix "B" Selection: DAY-02.
Fill-in Clause I-444 - 52.236-1 – The fill-in(s) requires the percent (%) that reflects the minimum amount of work the contractor must perform with its own forces.
Select this check box when a fixed-price construction contract is contemplated and the contract amount is expected to exceed $1,000,000. The contracting officer may add this clause in construction solicitations and contracts when the contract amount is expected to be $1,000,000 or less.

**3. Physical Data to be Made Available to Contractor**
Appendix "B" Selection: DAY-03 and I16-01 or 02.
Fill-in Clause I-447 – 52.236-4 – The fill-in(s) requires:

- description of investigational methods used such as surveys, auger borings, core borings, test pits, probings, test tunnels.
- summary of weather records and warnings
- summary of transportation facilities providing access from the site (include information about their availability and limitations).
- Include any other pertinent information.

Select this box when a fixed-price construction contract is contemplated and physical data will be furnished or made available to offerors. The following screen(s) will appear for this selection that requires fill-in information:




**4. Work of a Long Duration or Hazardous Nature**
Appendix "B" Selection: DAY-04
Select this box when a fixed-price construction or dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold (SAT).

**5. Utilities Available, Performance on Gov't Site**
Appendix "B" Selection: DAY-05
Select this box when a fixed-price construction or dismantling, demolition, or removal of improvements contract is contemplated, the contract is to be performed on Government sites, and

the contracting officer decides; (a) That the existing utility system(s) is adequate for the needs of both the Gov't and the contractor, and (b) furnishing it is in the Gov'ts best interest.
When this clause is used, the contracting officer shall list the available utilities in the contract.

**6. Schedules for Construction Contracts**
Appendix "B" Selection: DAY-06
Select this box when a fixed-price construction contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold (SAT).

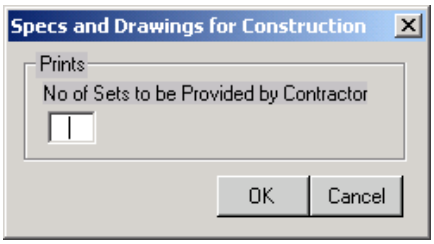
**7. Payment Based on Quantity Surveys – Gov't to Perform**
Appendix "B" Selection: DAY-07
Select this box when a fixed-price construction contract providing for unit pricing of items and for payment based on quantity surveys is contemplated, and Government personnel will perform the original and final surveys.

**8. Payment Based on Quantity Surveys – Contractor to Perform**
Appendix "B" Selection: DAY-08
Select this box when a fixed-price construction contract providing for unit pricing of items and for payment based on quantity surveys is contemplated, and the contractor performs the original and final surveys.

**9. Accurate Work Layout Required**
Appendix "B" Selection: DAY-09
Select this box when a fixed-price construction contract is contemplated and use of this clause is appropriate due to a need for accurate work layout and for sitting verification during work performance.

**10. Government Needs Record Drawings**
Appendix "B" Selection: DAY-10
Select this check box when a fixed price construction or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold (SAT), and reproducible shop drawings are needed.

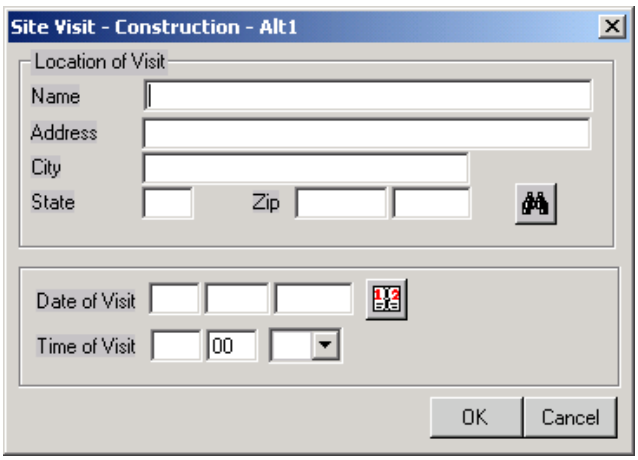
**11. Reproducible Shop Drawings**
Appendix "B" Selection: DAY-11
Fill-in Clause: I-468 52.236-21 (ALT I) – The fill-in(s) requires the contracting officer to enter the desired amount of shop drawings. Select this box when a fixed-price construction or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold (SAT), and reproducible shop drawings are not needed.



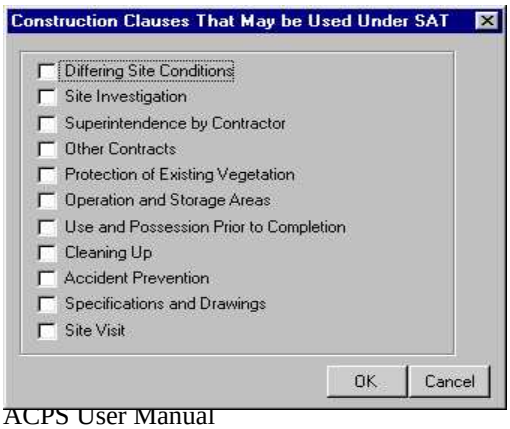

**12. Preconstruction Conference**
Appendix "B" Selection: DAY-12
Select this box if the Contracting Officer decides to conduct a preconstruction conference

**13. Variation in Quantity Authorized**
Appendix "B" Selection: DAY-13
Select this box when a variation in quantity has been authorized.

**14. Organized Site Visit**
Appendix "B" Selection: DAY-14
Fill-in Provision: L-124C FAR 52.236-27 – The fill-in requires the location, date and time of the site visit. Select this box when there will be a scheduled site visit.




**15. Clauses That May be Used Under SAT**
Appendix "B" Selection: DAY-15
When this selection is checked, Appendix "B" Menu DAYA (Selection of clauses that may be used under SAT) will appear.




Note: Detailed information concerning this screen is listed in another section

**16. Work Near Navigable Waterways**
Appendix “B” Selection: DAY-21
Select this box when the contract will involve work near or on navigable waterways.

**17. Separate Bid Items for Mobilization and Preparatory Work**

Appendix “B” Selection: DAY-22
Fill-in Clause IA-470 252.236-7003 – The fill-in(s) requires Payment Item Number(s)
Select this box when the head of the contracting activity has approved use of a separate bid item for mobilization and preparatory work.

**18. Separate Bid Items for Mobilization/Demobilization**

Appendix “B” Selection: DAY-23
Fill-in Clause IA-741 252.236-7003 – The fill-in(s) requires; (a) percentage of lump sum and (b) percentage upon completion
Select this check box for contracts involving major mobilization expense, or plant equipment and material.

**19. Work Performed on or Near Airfields**
Appendix “B” Selection: DAY-24
Select this box when construction will be performed on or near airfields.

**20. Statutory Cost Limitations**
Appendix “B” Selection: DAY-25
Select this box if the solicitation's bid schedule contains one or more items subject to statutory cost limitations, and if a waiver has not been granted (FAR 36.205).

**21. Additive or Deductive Items**
Appendix “B” Selection: DAY-26
Select this box if the procedures in 236.303-70 are being used.

**22. Contract Will Contain Only Unit Prices For Specified Firms**

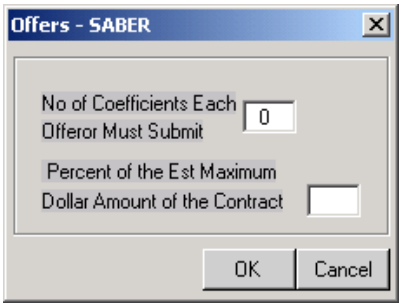
Appendix “B” Selection: DAY-27
Select this box if the contract will contain only unit prices for some items.

**23. Military Construction Preference for Marshallese Firms**
Appendix “B” Selection: DAY-28
Select this box when contract performance will be on Kwajalein Atoll.
Note: See 246.710(4) for an additional clause applicable to construction contracts to be performed in Germany.

**24. Approval Submittal Form (AF Form 3000)**
Appendix “B” Selection: DAY-51f
Select this box when all materials and articles require approval. (AF Form 3000 to be submitted by contractor.)

**25. Progress Schedule and Reports**
Appendix “B” Selection: DAY-52
Select this box when AF Form 3064 is required.

**26. SABER with GFE** (Note: The clauses were deleted by AFMCFARS)

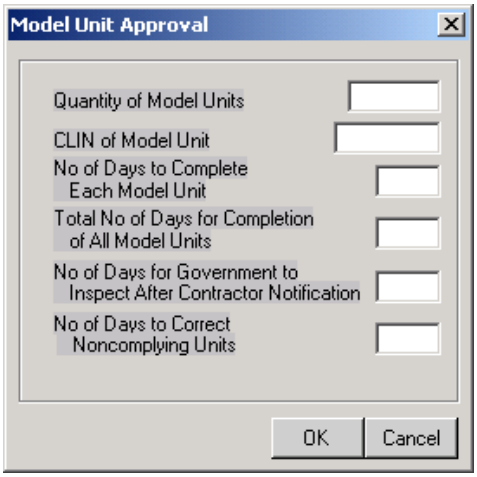



Appendix “B” Selection: DAY-53
Fill-in Clause L-469 5352.236-9004 – The fill-in(s) require; (a) number of coefficients and (b) percent of work for other than normal work hours.
Select this box when a Simplified Acquisition for Base Engineer Requirements (SABER) will be used along with Government Furnished Equipment (GFE). For additional information on SABER, see AFFARS, Appendix DD.

**SABER without GFE (note: clauses deleted by AFMCFARS)**

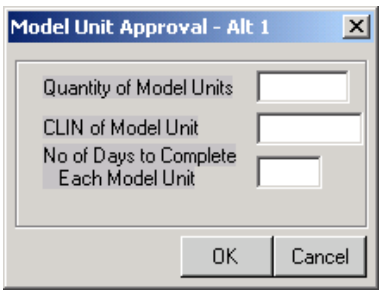
Appendix “B” Selection: DAY-54
Fill-in Clause L-469 5352.236-9004 -- The fill-in(s) require; (a) number of coefficients and (b) percent of work for other than normal work hours.
Select this box when a Simplified Acquisition for Base Engineer Requirements (SABER) will be used without Government Furnished Equipment (GFE). For additional information on SABER, see AFFARS, Appendix DD.

**Model Unit Approval**



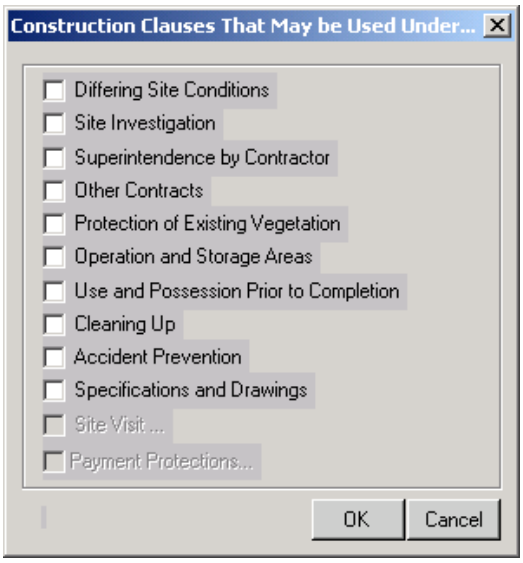

Note the clauses are deleted by AFMCFARS) Appendix "B" Selection: DAY-55 Fill-in Clause IB-482C 5352.236-9008 – The fill-in(s) require
- quantity of model units to be completed for CLIN #, before working on any other unit(s) for CLIN #,
- number of days to complete each unit,
- not to exceed – number of calendar days,
- within number of working days, and
- number of workdays to correct all noncomplying items.

Select this check box when the evaluation of model units is required for a construction or renovation project for military family housing, dormitories, or other projects including many identical facilities.




**Clauses Used Under SAT**

**Construction Clauses**




Push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix "B" selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

**1. Differing Site Conditions**

Appendix "B" Selection: DAYA-01.

Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**2. Site Investigation**

Appendix “B” Selection: DAYA-02

Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**3. Superintendence by Contractor**

Appendix “B” Selection: DAYA-03

Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**4. Other Contracts**

Appendix “B” Selection: DAYA-04

Select this box a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**5. Protection of Existing Vegetation**

Appendix “B” Selection: DAYA-05

Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**6. Operations and Storage Areas**

Appendix “B” Selection: DAYA-06

Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**7. Use and Possession Prior to Completion**
Appendix "B" Selection: DAYA-07
Select this box when a fixed-price construction contract is contemplated and the contract award amount is expected to exceed the simplified acquisition threshold. This clause may be inserted in solicitations and contracts when the contract amount is expected to be at or below the simplified acquisition threshold.

**8. Cleaning Up**
Appendix "B" Selection: DAYA-08
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

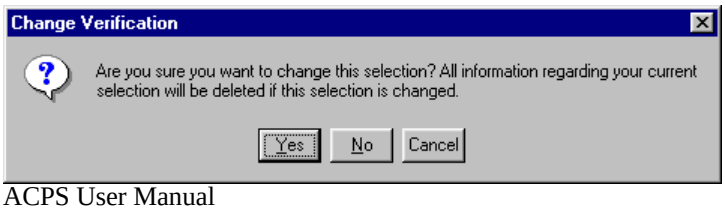
**9. Accident Prevention**
Appendix "B" Selection: DAYA-09
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated and the contract amount is expected to exceed the simplified acquisition threshold. The contracting officer may insert the clause in solicitations and contracts when a fixed-price construction or a fixed-price contract for dismantling, demolition, or removal of improvements is contemplated and the contract amount is expected to be at or below the simplified acquisition threshold.

**10. Specifications and Drawings**
Appendix "B" Selection: DAYA-10
Select this box when a fixed-price construction contract or a fixed-price dismantling, demolition, or removal of improvements contract is contemplated, the contract is to be performed on Government sites. Note: See FAR 52.236-2 – Differing Site Conditions for additional guidance.

**11. Site Visit**
Appendix "B" Selection: DAYA-11
Select this check box when the clauses at 52.236-2, Differing Site Conditions, and 52.236-3, Site Investigations and Conditions Affecting the Work are used. Alternate I may be used when an organized site visit will be conducted.

### 4.1.6.N Other Services

To access Other Services, select "Service" from the Solicitation screen. A drop down list will appear in which the "Other Services" selection can be made. After completing all other selections on the Solicitation screen, select "OK." The system initially sets a default selection of "Supply."




The Change Verification message shown below will appear when you

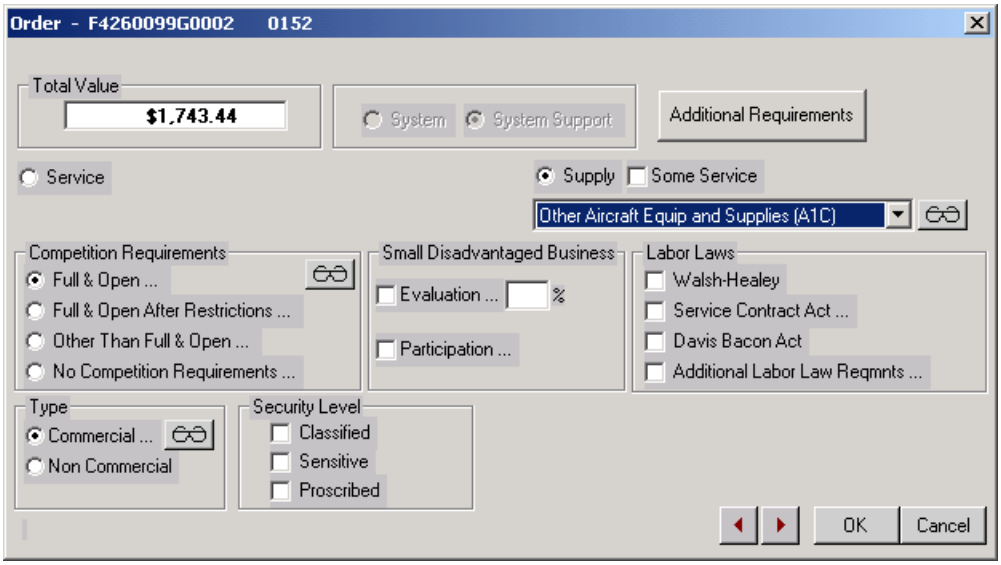
make the “Service” selection. This message changes data selections related to “Supply” only.

4.1.6.N.1 Other Services

Push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix “B” selection is listed under each item. If the selection is associated with a clause that requires fill-in data, the MADES Number, Regulation Number, and a note indicating what is required for the fill-in(s) is annotated below.

4.1.6.N.2 Services Of Installations Being Closed
Appendix “B” Selection: DAO-01
Select this box when you are soliciting for services for an installation that is being closed.

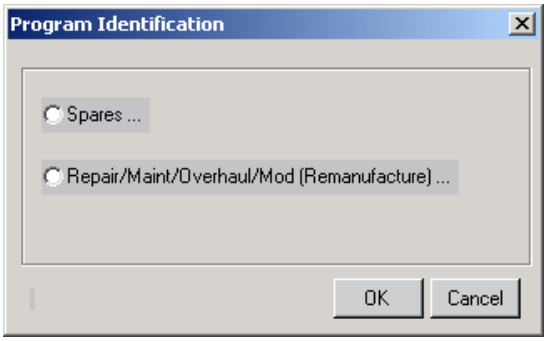
**4.1.6.O Airframes and Related Assemblies (A1A), Aircraft Engines and Related Spares (A1B), and Other Aircraft Equip and Supplies (A1C)**




At the Purchase Request, Solicitation, or Award screen, when Supply is selected, the drop-down box becomes available to choose the type of supply from. Scroll up or down until the appropriate category is found and click on it.

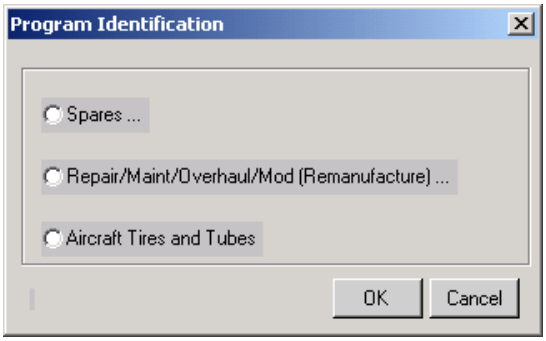
Airframes and Related Assemblies (A1A), Aircraft Engines and Related Spares (A1B), and Other Aircraft Equip and Supplies (A1C) all go through the same set of screens to fill in appropriate clauses. (A1A, A1B, and A1C are the DoD Claimant Codes.)

**4.1.6.O.1 Airframes and Related Assemblies (indicator DB02A)**

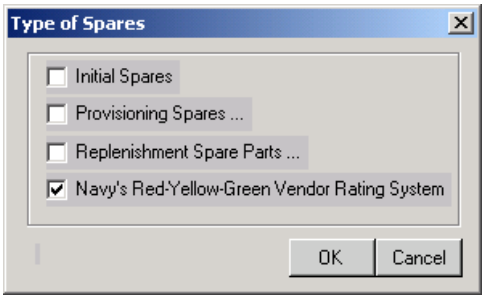



When Airframes and Related Assemblies (A1A), Aircraft Engines and Related Spares (A1B), or any of the other choices that have spares and repairs, is selected the following screen appears.

When Other Aircraft Equip and Supplies (A1C) are selected the following screen will appear to also allow the choice of tires and tubes (indicator DB02A-03). This selection does not bring in any specific clauses and has no follow-on screens.




### 4.1.6.O.2 Spares (indicator DB02A-01)

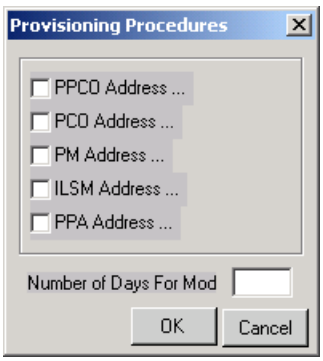



When Spares is selected this screen appears:

**Initial Spares (indicator DBA-01)**

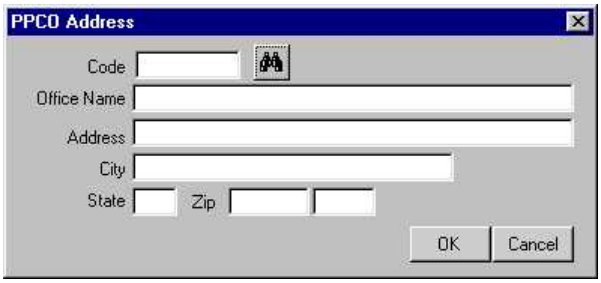
There are no specific clauses associated with this selection.

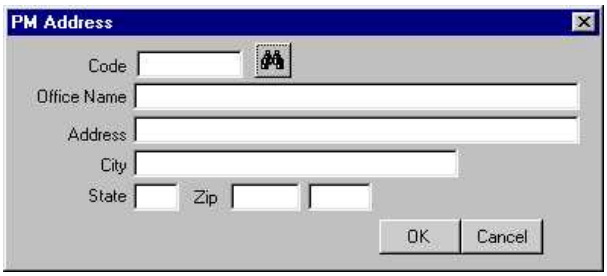
**Provisioning Spares (indicator DBA-02)**

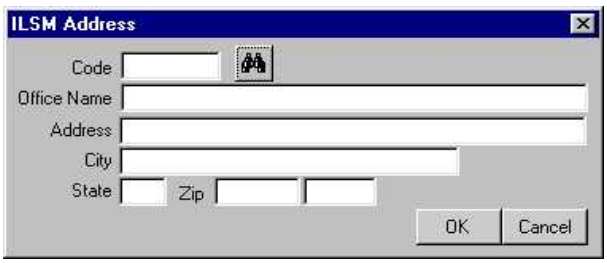


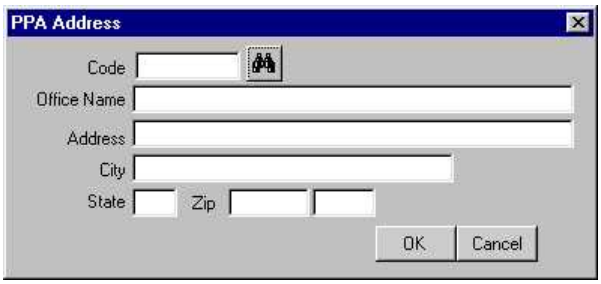

Selecting Provisioning Spares brings up the following screen to fill in AFMCFARS clause 5352.217-9009, Provisioning Procedures:

PPCO the Provisioning PCO address in paragraph (a)(2) of the clause
PCO mailing address
PM the Program Manager mailing address
ILSM the Integrated Logistics Support Manager mailing address
PPA the Prime Provisioning Activity mailing address in paragraph (f) of the clause.





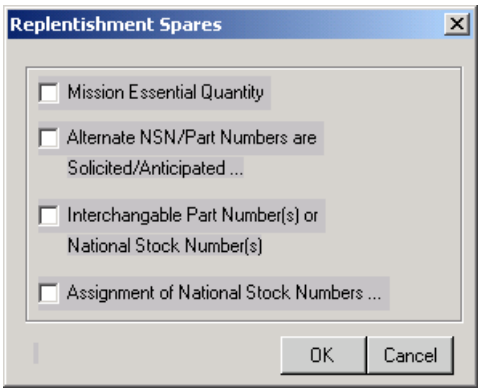




**Number of Days for Mod**

This fills in paragraph (b)(3) of the clause: "If any of the above documents are not listed in Section J of the contract, the contracting activity shall incorporate those documents by modification with ____ days after issuance of the contract."

**Replenishment Spare Parts (indicator DBA-03)**



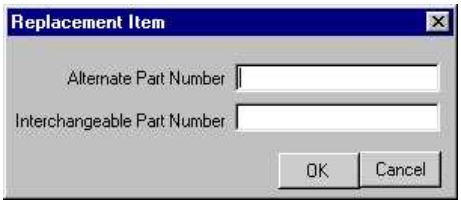

When Replenishment Spare Parts is selected at the Type of Spares screen, this screen appears.

**Mission Essential Quantity (indicator DBAA-51)**

This selection brings AFMCFARS provision 5352.217-9006, Award of Mission Essential Quantity, into the document. (There is no fill in screen.)

**Alternate NSN/Part Numbers are Solicited/Anticipated (indicator DBAA-52)**

This selection brings in AFMCFARS provisions 5352.215-9002, Replacement Items, and 5352.215-9001, Engineering Data.

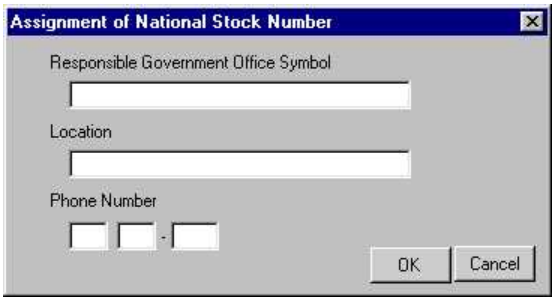



This screen appears to fill in provision 5352.215-9002: "In the event that alternate part _____ is not equal to and completely interchangeable with part _____ originally required in the solicitation, the items shall be returned to the offeror for replacement with the originally required part at no cost to the Government."

**Interchangeable Part Number(s) or National Stock Number(s) (indicator DBAA-53)**

This selection brings in AFMCFARS provision 5352.217-9006, Interchangeable Part Number(s)/National Stock Number(s). (There is no fill in screen.)

**Assignment of National Stock Numbers (indicator DBAA-54)**




This selection brings in AFMCFARS provision 5352.217-9008, Assignment of National Stock Numbers. The following screen appears to fill in this provision:

**Navy's red, yellow, green vendor rating system (indicator dba-51)**

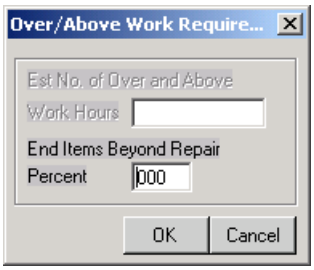
This selection brings in AMFCFARS 5352.215-9017, Notice to Prospective Suppliers, and 5352.215-9018, Additional Evaluation Factor for Consideration of Past Performance – Red, Yellow, Green Program (Equal to or less than $100K), or 5352.215-9019, Additional Evaluation Factor for Consideration of Past Performance – Red, Yellow, Green Program (Over $100K).

**Repair/Maint/Overhaul/Mod (Remanufacture) (indicator DB02A-02)**

When this selection is made at the Program Identification screen the following screen appears:

**Over and Above Work Requirements (indicator DBB-21)**

This selection brings DFARS clause 252.217-7028, Over and Above Work, and AFMCFARS clause 5352.291-9000, Additional Over and Above Work Procedures, into the document.

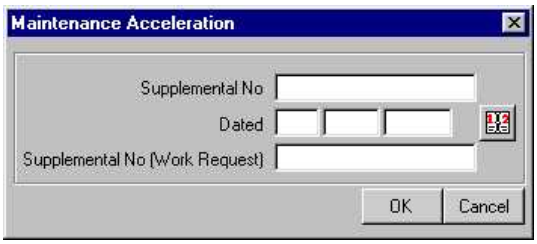



This screen appears to fill in AFMCFARS clause 5352.291-9005, End Items Beyond Economical Repair, and AFMCFARS provision 5352.291-9007, Evaluation of Over and Above Work:

**Over and Above Work Requirements – GFM Under Appendix B (indicator DBB-51)** This selection brings AFMCFARS clause 5352.291-9001, Excess Inventory – Disposition of Government Property, into the document.

This screen appears to fill in AFMCFARS clause 5352.291-9005, End Items Beyond Economical Repair:

**Maintenance Compression Record (indicator DBB-52)**

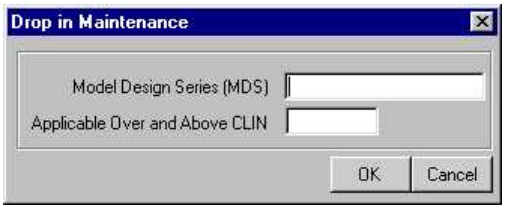



When this selection is made the following screen appears to fill in AFMCFARS clause 5352.291-9002, Maintenance Acceleration/Compression:

**Maintenance of GFP in Possession of Overseas Contractor (indicator DBB-53)**

This selection brings AFMCFARS clause 5352.291-9003, Maintenance of Government-Owned Equipment in Possession of Overseas Contractors, into the document. (There is no fill in screen.)

**Drop-In Maintenance Required (indicator DBB 54)**




When this selection is made, the following screen appears to fill in AFMCFARS clause 5352.291-9004, Drop-in Maintenance:

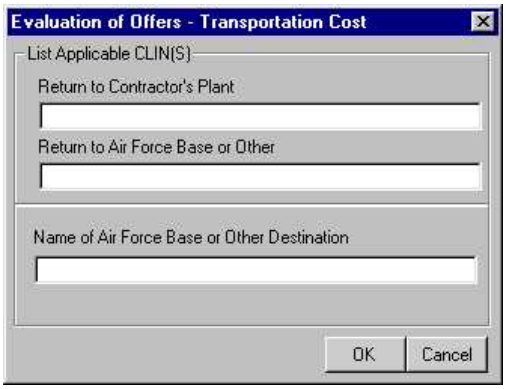
**Delay of Aircraft (indicator DBB-55)**

This selection brings AFMCFARS clause 5352.291-9006, Delay of Aircraft Input, into the document. (There is no fill in screen.)

**Evaluation of Offers (BEQ) (indicator DBB-56)**

When this selection is made the following screen appears to fill in AFMCFARS provision 5352.291-9008, Evaluation of Offers:

**Evaluation Based on Multiple Points (DBB 57)**



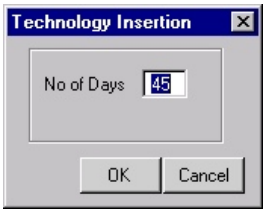

When this selection is made, the following screen appears to fill in AFMCFARS provision 5352.291-9010, Evaluation of Offers – Transportation Cost:

**4.1.6.P Information Technology Supplies (FAR Part 39)**

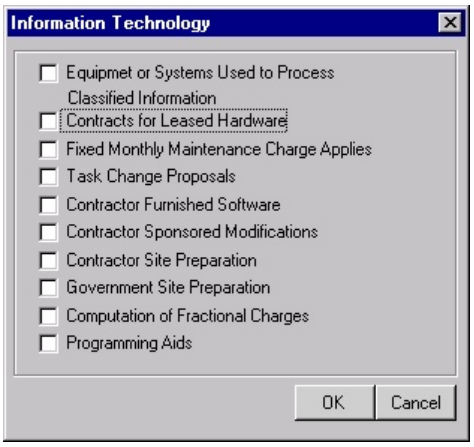
To access the **"Information Technology"** selection process, select **"Supply"** from the Solicitation screen. A drop down list will appear in which, **"Information Technology Hardware and Software (C9E)"** selection can be made.

The system initially sets a default selection of **"Supply."** The Change Verification message shown below will appear when you make your selection. This message changes data selection related to **"Supply"** only.

4.1.6.P.1 Information Technology Hardware and Software (C9E)
Appendix "B" Selection: DB02-05



**Information Technology**



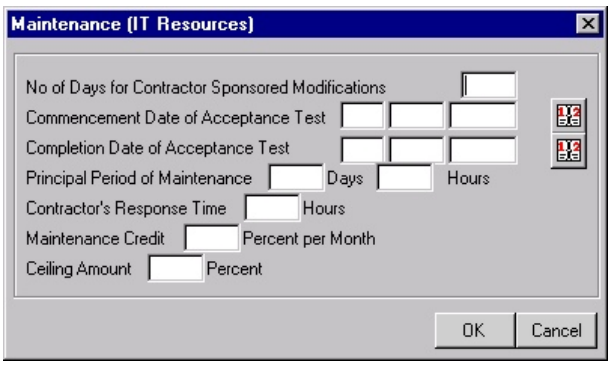

Push button (eyeglasses) to the right of a selection indicates that there are subsequent screen(s) that will appear if that selection has been made.

4.1.6.P.2 Equipment or Systems Used to Process Classified Information
Appendix "B" Selection: DACD-01
Select this box when "Equipment or Systems Used to Process Classified Information" is contemplated.

**Contracts for Leased Hardware**
Appendix "B" Selection: DBC-51
Make this selection if "Contracts for Leased Hardware" is contemplated**.**

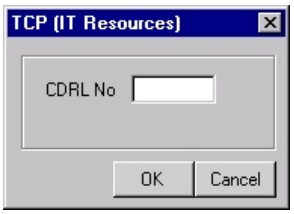
**TEMPEST Standard Applies**
Appendix "B" Selection: DBC-52
Make this selection if "TEMPEST Standard Applies"**.**

**Fixed Monthly Maintenance Charge Applies**




Appendix "B" Selection: DBC-53
Selecting "Fixed monthly Maintenance Charge Applies, allow the entry of the following information.

**Task Change Proposals**



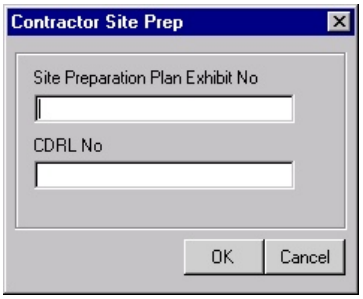

Appendix "B" Selection: DBC-53
Selecting "Task Change Proposal" allow the entry of the CDRL number.

**Contractor Furnished Software**
Appendix "B" Selection: DBC-54
Make this selection if "Contractor Furnished Software" is contemplated**.**

**Contractor-Sponsored Modifications**

Appendix "B" Selection: DBC-55
Selecting "Contractor-Sponsored Modifications" allows the entry of the number of days allowed for modifications.

Contractor Site Preparation




Appendix "B" Selection: DBC-56
Selecting "Contractor-Site Preparation" allows the entry of Site Preparation Plan Exhibit Number and the CRDL number.

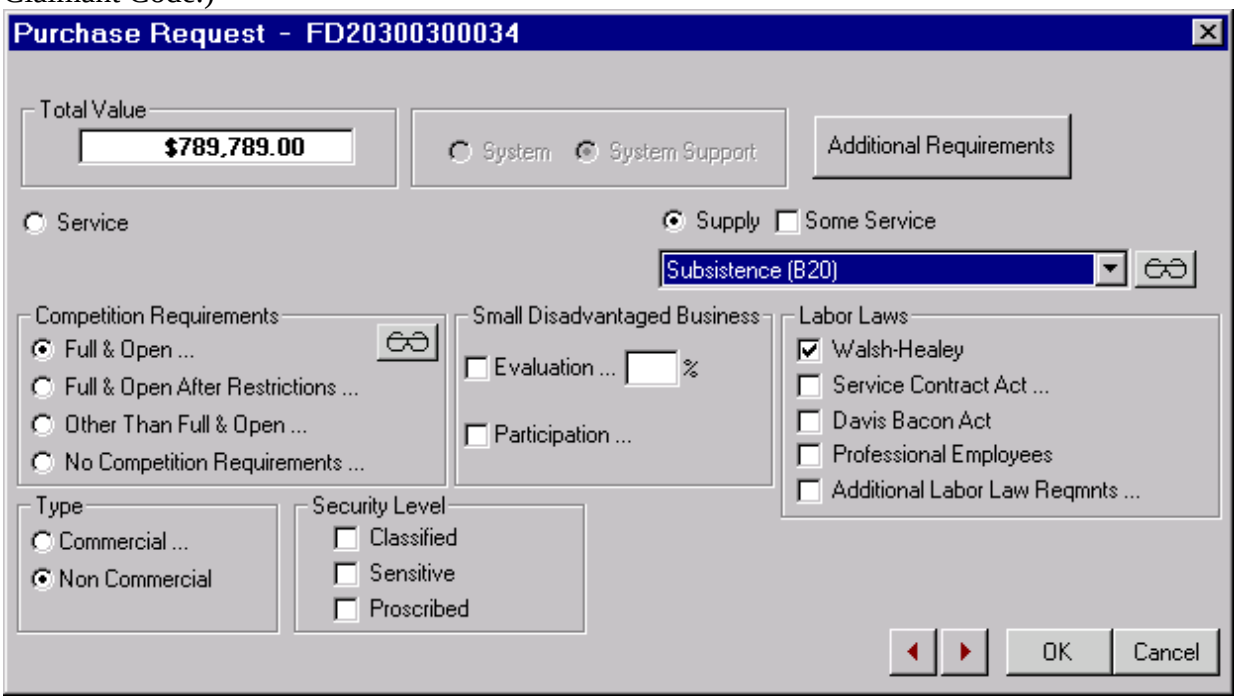
**Government Site Preparation**
Appendix "B" Selection: DBC-57
Make this selection if "Government Site Preparation" is contemplated**.**

**Computation of Fractional Charges**
Appendix "B" Selection: DBC-58
Make this selection if "Computation of Fractional Charges" is contemplated**.**

**Programming Aids**
Appendix "B" Section: DBC-59
Make this selection if "Programming Aids" is contemplated**.**

### 4.1.6.Q Subsistence

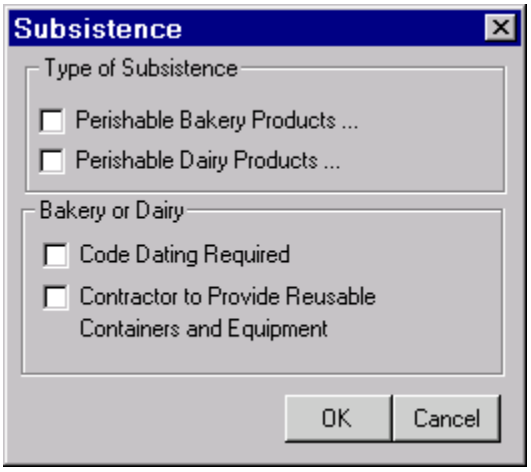
At the Purchase Request, Solicitation, or Award screen, when Supply is selected, the drop down box becomes available to choose the type of supply from. Scroll up or down until the appropriate category is found, in this case, Subsistence (B20) and click on it. (B20 is the DoD Claimant Code.)




### 4.1.6.Q.1 Subsistence (Indicator DB02-12)

When Subsistence (B20) is selected, the following screen appears to allow fill-ins and pull clauses for perishable dairy and/or bakery products.

**Perishable Bakery Products (indicator DBD-01)**




Selecting Perishable Bakery Products brings up this screen and brings in DFARS clauses:
252.217-7017 (Time of Delivery)
252.217-7017 Alternate I (when the document is not a requirements contract)
252.217-7018, Change in Plant Location
252.217-7019, Sanitary Conditions and
252.217-7019 Alternate I.

**Time of Delivery**

This selection fills in DFARS clause 252.217-7017 Alternate I : "The Contractor shall not be required to deliver within less than _____ hours from the time the Contractor receives a delivery order."

**Perishable Dairy Products (indicator DBD-02)**
When this selection is made at the Subsistence screen, the same DFARS clauses are brought in as with Perishable Bakery Products as well as DFARS clauses 252.217-7020, Examination and Testing, 252.217-7020 Alternate I (for indefinite quantity documents), 252.217-7021, Deficiency Adjustment, and 252.217-7025, Containers and Equipment. The Time of Delivery screen will appear.

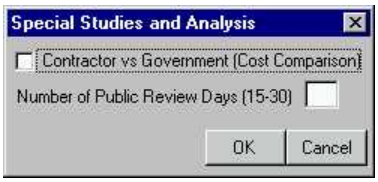
**Required To Deliver Dairy Within**
This selection also fills in the same clause as Required to Deliver Bakery Within as it applies to the delivery of a Dairy item.
Note: This is a document level function. Clauses will be brought in for the document and not for separate line items. If the document contains a CLIN for Bakery AND a CLIN for Dairy AND the Time of Delivery fill in is different for each, only the first fill in (Required to Deliver Bakery Within ___) will appear in the clause in the document.

**Code Dating Required (indicator DBDA-01)**
When this selection is made at the Subsistence screen, DFARS clause 252.217-7022, Code Dating is brought into the document.

**Contractor to Provide Reusable Containers and Equipment (indicator** DBDA-02)
When this selection is made at the Subsistence screen, DFARS clause 252.217-7024, Responsibility for Containers and Equipment is brought into the document.

### 4.1.6.R Lease Or Rental Of Equipment And Facilities

**Special Studies and Analysis**




Appendix B: DA02(02)
This screen comes up when the Service radio button is selected. Pick type of Service (Special Studies) then this screen comes up. Then fill in Special Studies and analysis block.

When Contractor vs. Government (Cost Comparison) is checked the following clauses will be brought into the document:
- 15352.237-9000, Employee Qualification
- 5352.207-9001, Government Performance of Service During Labor Strikes
- 5352.207-9002, Right of the Government to Perform Functions With Its Own Personnel
- 5352.207-1, Notice of Cost Comparison (Sealed-Bid)
- 52.207.2, Notice of Cost Comparison (Negotiated)

Note: If IFB, the Number of Public Review Days (15-30) days will fill in provision 52.207-1. If RFP, this selection will bring in provision 52.207-2.

4.1.6.S.2 Facilities

When Purchase of Facilities is selected this screen appears
Pick appropriate check box. No fill ins required.

Operation of Government-Owned Facilities
Appendix B; DA02(12) No fill ins

4.1.6.S.3 Lease or Rental of Equipment

Appendix B: DA01(21) 52.223-10 Waste Reduction Program. No fill ins
52.207-5 Option to Purchase
52.208-4 Vehicle Lease Payments, 52.208-5 Conditions of Leased Vehicle, 52.208-6,Marking of Leased Vehicles, 52.228-8 Helium Requirements Forecast and Required Sources for Helium
52.208-7 Tagging of Leased Vehicles
5352.211-9002 Equipment Must Meet Conditions or Operating Requirement

4.1.6.S.4 Lease or Rental of Facilities
Appendix B: DA02(22) 52.245-8 (deviation) Liability for the Facilities

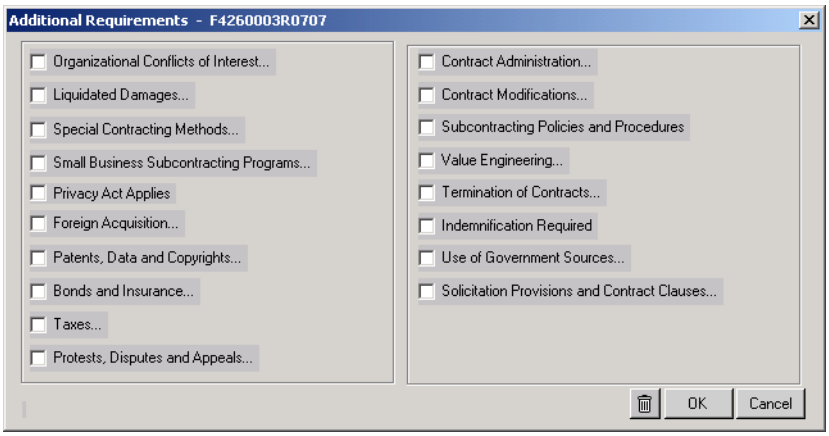
252-245-7001 Reports of Government Property. No fill ins required

### 4.1.7 ADDITIONAL REQUIREMENTS SCREEN

This document describes the Additional Requirements Screen and all subsequent screens in the contract preparation process of ACPS.

#### 4.1.7.1 Additional Requirements Checkboxes

Clicking the Additional Requirements button on the Solicitation screen accesses this screen.




Note: A push button (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. However, the eyeglasses do not appear until the box or button is checked.

The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item.

Liquidated Damages Appendix B Selection: D11A
Make this selection if you want your solicitation or contract to include a Liquidated Damages clause.

Options Appendix B Selection: D17B
Fill-In Clause: IA-175252.217-7000
Make this selection if option items are to be included in your document.

Special Contracting Methods Appendix B Selection: D17
Make this selection if your solicitation or contract is to be multiyear or will include options, associate contractor agreements, or demonstration milestones.

Small Business Subcontracting Programs Appendix B Selection: D19

Privacy Act Applies Appendix B Selection: D24-01
Make this selection if the Privacy Act applies.

Foreign Acquisition Appendix B Selection: D25
Make this selection if acquisition includes a foreign government, foreign contractor, foreign currency, duty-free entry or exemption of foreign taxes.

Patents, Data and Copyrights Appendix B Selection: D27
Make this selection if patents, royalties, data and/or copyrights are applicable to your document.

Bonds and Insurance Appendix B Selection: D28
Select this box if bonds and insurance will be required for your acquisition.

Taxes Appendix B Selection: D29
Make this selection if tax clauses are to be included in your document or if tax exemptions or refunds apply.

Protests, Disputes and Appeals Appendix B Selection: D33
Select this box if your document is to include instructions to the contractor for filing protests, disputes and/or appeals.

Contract Administration Appendix B Selection: D42
Make this selection if your solicitation or contract will require production progress reporting, cost/schedule status reporting and/or a post award conference.

Contract Modifications Appendix B Selection: D43
Make this selection if changes, work requests, advance adjustment agreements or unpriced change orders are contemplated.

Subcontracting Policies and Procedures Appendix B Selection: D44
Make this selection if subcontracts are applicable to your document.

Value Engineering Appendix B Selection: D48
Select this box if an analysis of an agency to improve performance, reliability, quality, safety, and life cycle costs is contemplated.

Termination of Contracts Appendix B Selection: D49
Make this selection if any termination clauses are to be included in your document.

Indemnification Required Appendix B Selection: D50-01
Select this box if it has been determined that the contractor will be indemnified against unusually hazardous or nuclear risks.

Use of Government Sources Appendix B Selection: D51
Make this selection if government supply sources or inter-agency motor pools are authorized.

Solicitation Provisions and Contract Clauses Appendix B Selection: D52

Check this box if deviations or alterations are authorized.

4.1.7.3 **Liquidated Damages**

If this selection from the **Solicitation Detail** screen is made, this screen will appear:

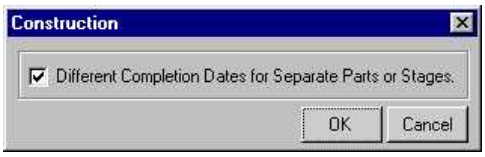
The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Daily Dollar Amount
Appendix B Selection: None
Enter the daily dollar amount of liquidated damages to assess the contractor in the case of late delivery or performance completion. This entry field is for fill in data for the clauses listed in items 2 and 3 of this section.

Supply/Service/R&D
Appendix B Selection: D11A-01 Fill-In Clause: F-19 (FAR 52.211-11)
Make this selection if your solicitation or contract is for supplies, services or R&D. Do not make this selection if acquisition is for construction.

Construction
Appendix B Selection: D11A-02Fill-In Clause: F-20 (FAR)52.211-12
Make this selection if your solicitation or contract is for construction. Do not make this selection if acquisition is for supplies, services or R&D.

### 41.7.3.1. Construction



If this selection from the **Liquidated Damages** screen is made, this screen will appear:

The corresponding Appendix B selection is listed the item.

Different Completion Dates for Separate Parts or Stages
Appendix B Selection: D11AA-01
Make this selection if different completion dates are specified in the solicitation or contract for separate parts or stages of the work to be performed on a construction buy.

### 4.1.7.5 Small Business Subcontracting Programs

If this selection from the **Solicitation Detail** screen is made, this screen will appear:

The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Subcontracting Plan (Award Only)
Appendix B Selection: D19A-01  Fill-In Clause: IB-445 (FAR 5352.219-9000)
Select this check box if the contractor is required to submit a subcontracting plan.  Notice that this selection is grayed out.  It does not become available unless your document is an award.

Incentive Subcontracting
Appendix B Selection: D19A-02 Fill-In Clause: I-217 (FAR 52.219-10)
Make this selection if the contractor is required to submit a subcontracting plan and you want to increase subcontracting possibilities by including a monetary incentive.

No Subcontracting Possibilities
Appendix B Selection: D19A-03
Make this selection if there are no subcontracting possibilities for this acquisition and you do not want any of the subcontracting clauses in your document.

Comprehensive Subcontracting Program
Appendix B Selection: D19A-21  Fill-In Clause: IB-448
Select this box if contractor has an approved comprehensive subcontracting plan.

Subcontract Pricing Considerations
Appendix B Selection: D19A-22
Fill-In Clause: H-233
Select this box if it is desired to re-price the prime contract even though the contractor has not yet established final prices for the subcontracts.

### 4.1.7.6 Foreign Acquisition

If this selection from the Solicitation Detail screen is made, this screen will appear:

The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Foreign Government
Appendix B Selection: D25-01
Fill-In Clause: I-356 52.225-7 (Fixed Price Only)
Fill-In Clause: I-358 52.225-9 (Cost Reimbursement Only)
Make this selection if a contract with a foreign government is contemplated.

Foreign Contractor
Appendix B Selection: D25-02
Make this selection if a contract with a foreign government is contemplated.

U.S. and Foreign Contractors Solicited
Appendix B Selection: D25-03
Make this selection if a foreign and U.S. contractors will be solicited.

Use of Other Than US Dollars or Other Specified Currency is Authorized
Appendix B Selection: D25-04
Fill-In Clause: M-90 52.225-4
Select this box if the use of other than a specified currency is permitted.

Duty-Free Entry
Appendix B Selection: D25-05 Fill-In Clause: IA-291G 252.225-7008
Select this box if you want your solicitation or contract to provide for duty-free entry.

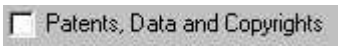
United Kingdom Firm as Offeror, Prime Contractor, or Subcontractor
Appendix B Selection: D25-06
Select this check if U.K. firms are expected to participate as offerors/prime contractors or if a subcontract over $1 million with a U.K. firm is anticipated.

Additional Clauses
Appendix B Selection: D25-07

FMS Acquisition and Foreign Taxes, Duties, & Similar Changes are exempt
Appendix B Selection: D25-51

Fill-In Clause: IB-457E 5352.225-9002
Make this selection if a foreign government has agreed not to impose certain taxes, duties, and similar charges on the Contractor and its subcontractors.

### 4.1.7.7 Patents, Data, And Copyrights

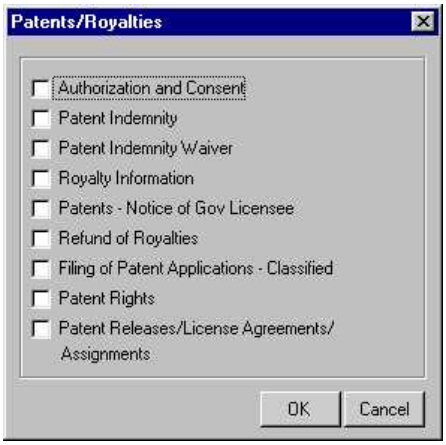



If this selection from the **Solicitation Detail** screen is made, this screen will appear:
The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item.

Patents/Royalties
Appendix B Selection: D27-01
Choose this selection if solicitation or contract will contain patents and/or royalties.

Data
Appendix B Selection: D27-02
Choose this selection if solicitation or contract will contain data.

### 4.1.7.8 Patents/Royalties



If this selection from the **Patents, Data, & Copyrights** screen is made, this screen will appear:

The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.

Authorization and Consent
Appendix B Selection: D27A-01
Choose this selection if patents are applicable unless performance and delivery are to be outside of the U.S.

Note: If document is over $100K, this selection will be checked as a default and you must deselect it if it is not needed.

Patent Indemnity
Appendix B Selection: D27A-02
Choose this selection if the contractor is to indemnify the government against liability for infringement of any U.S. Patent.

Patent Indemnity Waiver
Appendix B Selection: D27A-03  Fill-In Clause: I-323 (FAR 52.227-3)

Make this selection if the government intends to exempt one or more specific U.S. patents from the patent indemnity clause.

Royalty Information
Appendix B Selection: D27A-04
Make this selection if your solicitation could result in a negotiated contract for which royalty information is desired or for which cost or pricing data is obtained.

Patents – Notice of Government Licensee
Appendix B Selection: D27A-05  Fill-In Clause: K-111 (FAR 52.227-7)
Check this box if the Government is obligated to pay a royalty on a patent involved in any resultant contract.

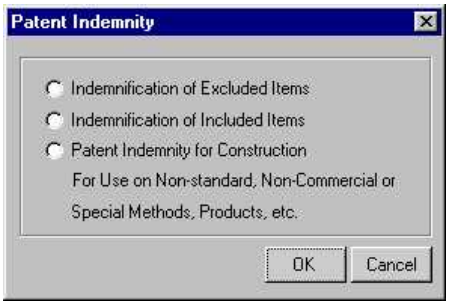
Refund of Royalties
Appendix B Selection: D27A-06
Choose this selection if the contractor or subcontractor may have to substantial amounts of royalties.

Filing of Patent Applications – Classified
Appendix B Selection: D27A-07
Make this selection if the nature of the work or classified subject matter reasonably might be expected to result in a patent application containing classified subject matter.

Patent Rights
Appendix B Selection: D27A-08
Fill-In Clause: G420  N352.227-N010N
Make this selection if your document contains a “patents rights” clause.

Patent Releases/License Agreements/Assignments
Appendix B Selection: D27A-21
Make this selection if patent releases, license agreements, or assignments are applicable.

4.1.7.9 Patent Indemnity



If this selection from the **Patents/Royalties** screen is made, this screen will appear:
The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below.  Make the selection(s) applicable to your document.

Indemnification of Excluded Items
Appendix B Selection: D27AA-01  Fill-In Clause: I-319  (FAR 52.227-3 Alt I)

Indemnification of Included Items
Appendix B Selection: D27AA-02  Fill-In Clause: I-320 (FAR 52.227-3 Alt II)

**Patent Indemnity for Construction for Use on Non-Standard, Non-Commercial or Special Methods, Products, etc.**
Appendix B Selection: D27AA-03  Fill-In Clause: I-322 (FAR 52.227-4 Alt I)
Note:  You will not be able to choose item 1 and 2 from this menu.  However, you will be able to choose item 3 in addition to item 1 or 2.

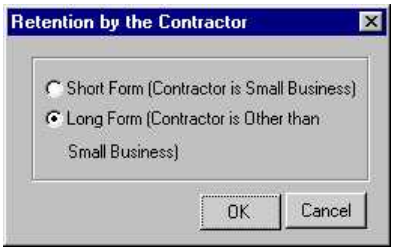
### 4.1.7.10  Patent Rights

If this selection from the **Patents/Royalties** screen is made, the following screen will appear: The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. Make the selection applicable to your document. Only one selection can be made from this screen.

Retention by the Contractor
Appendix B Selection: D27AB-01

**Acquisition by the Government**
Appendix B Selection: D27AB-02

### 4.1.7.11 Retention By Contractor



If this selection from the Patent Rights screen is made, this screen will appear:

The corresponding Appendix B selection is listed under each item. Make the selection applicable to your document. Only one selection can be made from this screen.

Short Form (Contractor is Small Business)
Appendix B Selection: D27AC-01

Long Form (Contractor is Other than Small Business)
Appendix B Selection: D27AC-02

### 4.1.7.12 Additional Patent Rights

If this selection from the **Patent Rights** screen is made, this screen will appear:  The corresponding Appendix B selection is

listed under each item. Make the selection applicable to your document. One or more selections can be made from this screen.

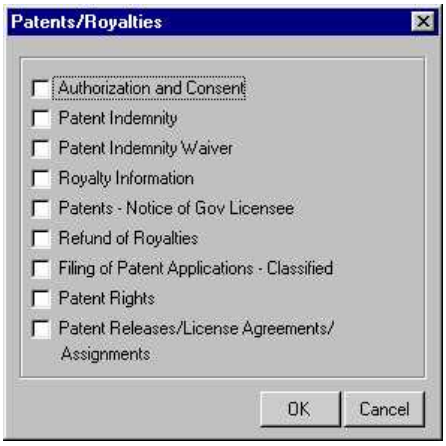
Patent Right Required by Treaty or Executive Agreement or National Interest
Appendix B Selection: D27AD-01
Fill-In Clause: I-328 (FAR 52.227-11) Fill-In Clause: I-330 (FAR 52.227-12 Alt I)
Fill-In Clause: I-332 (FAR 52.227-13)

Long Term Contract/Treaties/Agreements may be Entered Into
Appendix B Selection: D27AD-02

Contractor is Non-Profit Organization Appendix B Selection: D27AD-03

Contractor Operates Government-Owned Facility Appendix B Selection: D27AD-04

4.1.7.13 Patent Releases



If this selection from the **Patents/Royalties** screen is made, this screen will appear:

The following Menu Selections are available on this screen: The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. One or more selections can be made from this screen.

Release of Past Infringement Appendix B Selection: D27AE-21
Make this selection if the contractor is to release the government from any past infringements.

Readjustment of Payments Appendix B Selection: D27AE-22
Choose this selection if contract will provide for payment of a running royalty.

Termination Appendix B Selection: D27AE-23
Make this selection if the contract will provide for payment of a running royalty and to provide for the Government to have the right to terminate the within license

License Grant Appendix B Selection: D27AE-24
Choose this check box if it is desired to have the contractor grant license for patent rights to the government. This selection applies if the government **will not** be providing for payment of a running royalty.

License Term – Alternate I Appendix B Selection: D27AE-25

Select this box if the license to be granted under item 4 will be in effect for the full length of the patent. This selection applies if the government **will not** be providing for payment of a running royalty.

License Term – Alternate II Appendix B Selection: D27AE-26
Select this box if the license to be granted under item 4 will be in effect through a specified date. This selection applies if the government **will not** be providing for payment of a running royalty.

License Grant – Running Royalty Appendix B Selection: D27AE-27
Check this box if it is desired to have the contractor grant license to use patents. This selection applies if contract **will** provide for payment of a running royalty.

License Term – Running Royalty Appendix B Selection: D27AE-28

Computation of Royalties Appendix B Selection: D27AE-29
Make this selection to provide for the computation of royalties. This selection applies if contract **will** provide for payment of a running royalty.

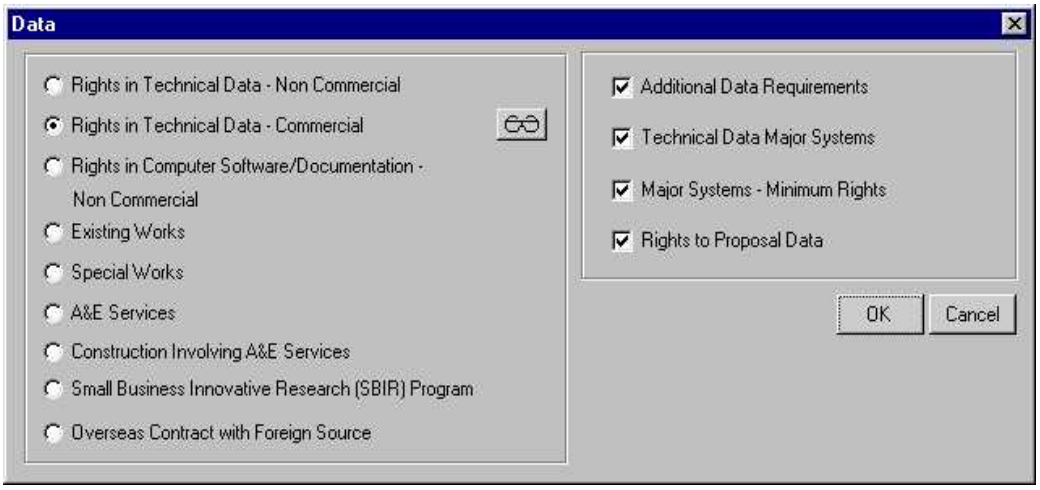
Reporting and Payment of Royalties Appendix B Selection: D27AE-30
Fill-In Clause: IA-328 252.227-7009
Make this selection in order to specify the office designated within the specific Department involved making any necessary reports to the contractor. This selection applies if contract **will** provide for payment of a running royalty.

License to Other Government Agencies Appendix B Selection: D27AE-31
Select this check box when it is intended that a license on the same terms and conditions be available to other departments and agencies of the Government. This selection applies if contract **will** provide for payment of a running royalty.
Assignments Appendix B Selection: D27AE-32
Select this item if contract is for assignment of patent rights to the Government.

Patent License and Release Contract Appendix B Selection: D27AE-33
Make this selection if contract is for release, license, or assignment.

4.1.7.14 Data

If this selection from the **Patents, Data, & Copyrights** screen is made, the following screen will appear:




The corresponding Appendix B selection is listed under each item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. Make the appropriate selection for your document.

Rights in Technical Data – Non-Commercial Appendix B Selection: D27B-01
Fill-In Clause: IA-347 (FAR 252.227-7030)

Rights in Technical Data – Commercial Appendix B Selection: D27B-02

Rights in Computer Software/Documentation Non-Commercial
Appendix B Selection: D27B-03

Existing Works Appendix B Selection: D27B-04

Special Works Appendix B Selection: D27B-05

A&E Services Appendix B Selection: D27B-06

Construction Involving A&E Service Appendix B Selection: D27B-07

Small Business Innovation Research (SBIR) Appendix B Selection: D27B-08
Fill-In Clause: IA-347 (FAR 252.247-7030)

Overseas Contract with Foreign Source Appendix B Selection: D27B-09

Additional Data Requirements Appendix B Selection: D27B-10

Technical Data – Major Systems Appendix B Selection: D27B-11

Major Systems Minimum Rights Appendix B Selection: D27B-12

Rights to Proposal Data (Technical) Appendix B Selection: D27B-13
Fill-In Clause: I-332P 52.227-23

**Note:** If a selection on a screen has a radio button to the left of it, only one selection is allowed within that group. If a selection has a check box to the left of it, one or more selections may be made within that group.

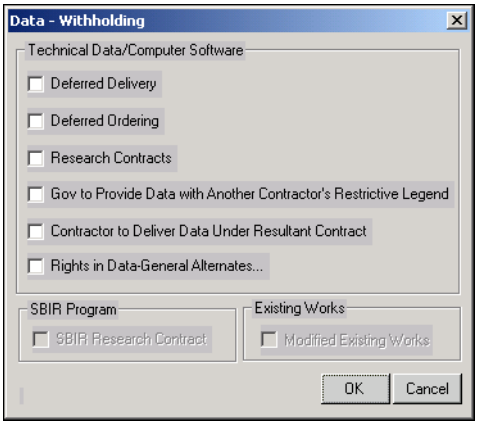
4.1.7.15 Data – Withholding

Rights in Technical Data - Non Commercial

OR

Rights in Computer Software/Documentation - Non Commercial

If **either** of these selections from the **Data** screen is made, the following screen will appear:




The corresponding Appendix B selection is listed under each item. Make the appropriate selection for your document.

Deferred Delivery Appendix B Selection: D27BA-01

Deferred Ordering Appendix B Selection: D27BA-02

Research Contracts Appendix B Selection: D27BA-03

Government will Provide Data With Another Contractor's Restrictive Legend Appendix B Selection: D27BA-04

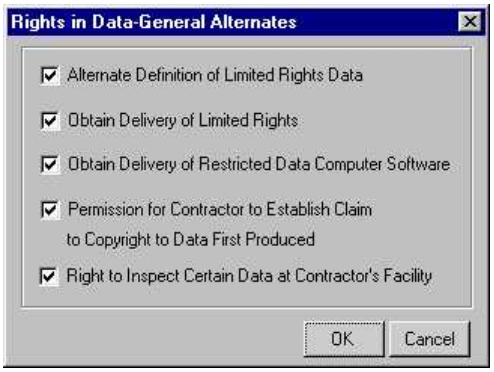
Contractor to Delivery Data Under Resultant Contract Appendix B Selection: D27BA-05

Rights in Data – General Alternates Appendix B Selection: D27BA-06

**4.1.7.16 Rights In Data – General Alternates**

If this selection from the **Data – Withholding** screen is made the following screen will appear:

Rights in Data-General Alternates



The push buttons (eyeglasses) to the right of a selection indicates there are subsequent screen(s) that will appear if that selection is made. The corresponding Appendix B selection is listed under each item. Make the appropriate selection for your document.

Alternate Definition of Limited Rights Data Appendix B Selection: D27BAA-01

Obtain Delivery of Limited Rights Appendix B Selection: D27BAA-02

Obtain Delivery of Restricted Computer Software Appendix B Selection: D27BAA-03

Permission for Contractor to Establish Claim to Copyright to Data First Produced
Appendix B Selection: D27BAA-04

Right to Inspect Certain Data at Contractor's Facility Appendix B Selection: D27BAA-05

4.1.7.17 Rights in Technical Data – Commercial

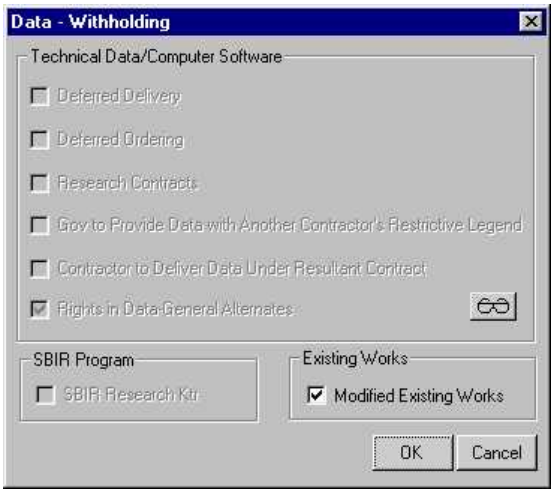
If this selection from the **Data** screen is made, this screen will appear:

The corresponding Appendix B selection is listed under the item. If the selection is associated with a clause that requires fill in data, the MADES Number and Regulation Number is annotated below. Make this selection if it is applicable to your document.

Government Will Pay Portion of Development Cost
Appendix B Selection: D27BB-01

Fill-In Clause: IA-347252.227-7030

4.1.7.18 Data – Withholding



If this selection from the Data screen is made, the following screen will appear:

Note: This is the same window that appeared if you selected Rights in Technical data – Non-Commercial from the Data screen. However, when it is selected here, everything except Modified Existing Works is grayed out and therefore, unavailable.

There is only one Menu Selection available on this screen as follows. The corresponding Appendix B selection is listed under the item. Make this selection if it is applicable to your document.

Modified Existing Works
Appendix B Selection: D27BC-01

A&E Services

If this selection from the Data screen is made, this screen will appear:

If this selection from the Data screen is made, the following screen will appear. The corresponding Appendix B selection is listed under each item. Make the appropriate selection for your document.

Government Desires Informed Decisions Concerning Noncompetitive Aspects for a Design.
Appendix B Selection: D27BD-01

Unique Architectural Design
Appendix B Selection: D27BD-02

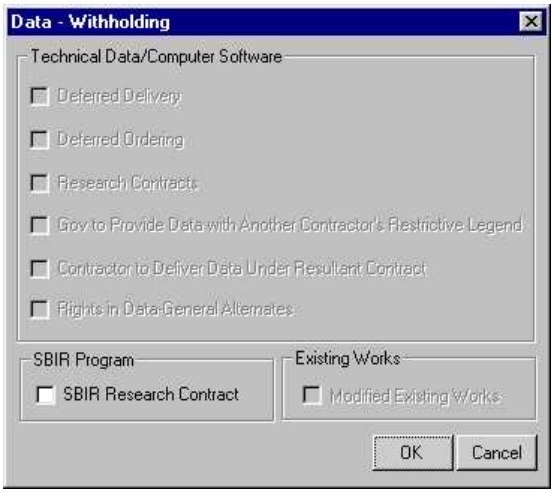
### 4.1.7.20 Construction Involving A&E Services

If this selection from the Data screen is made, the following screen will appear:
The corresponding Appendix B selection is listed under each item. Make the appropriate selection for your document.

Unique Architectural Design Appendix B Selection: D27BE-01

Rights in Shop Drawings Appendix B Selection: D27BE-02

### 4.1.7.21 Data – Withholding



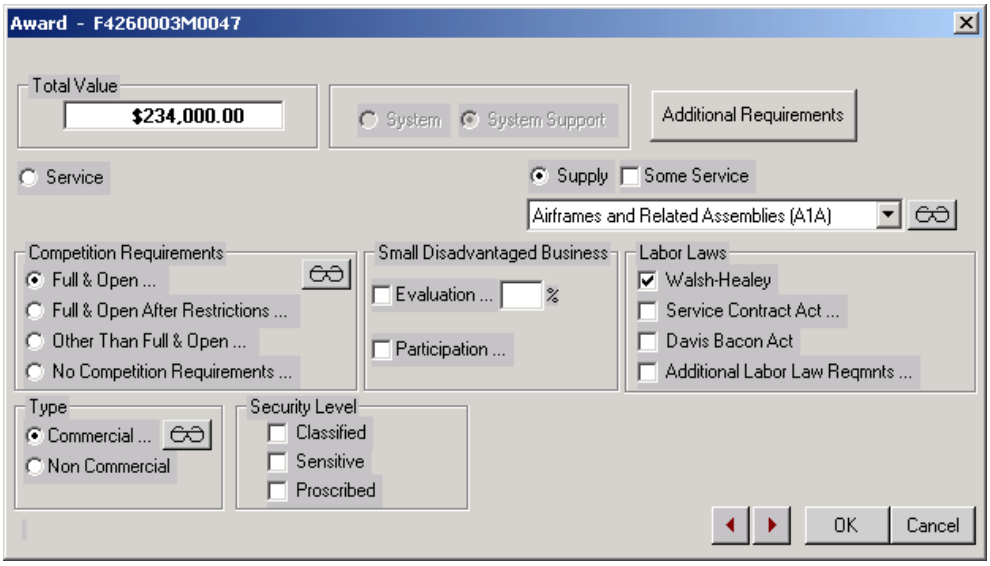
If this selection from the Data screen is made, this screen will appear:

**Note:** This is the same window that appeared if you selected Rights in Technical data – Non-Commercial from the Data screen. However, when it is selected here, everything except SBIR Research Contractor is grayed out and therefore, unavailable.

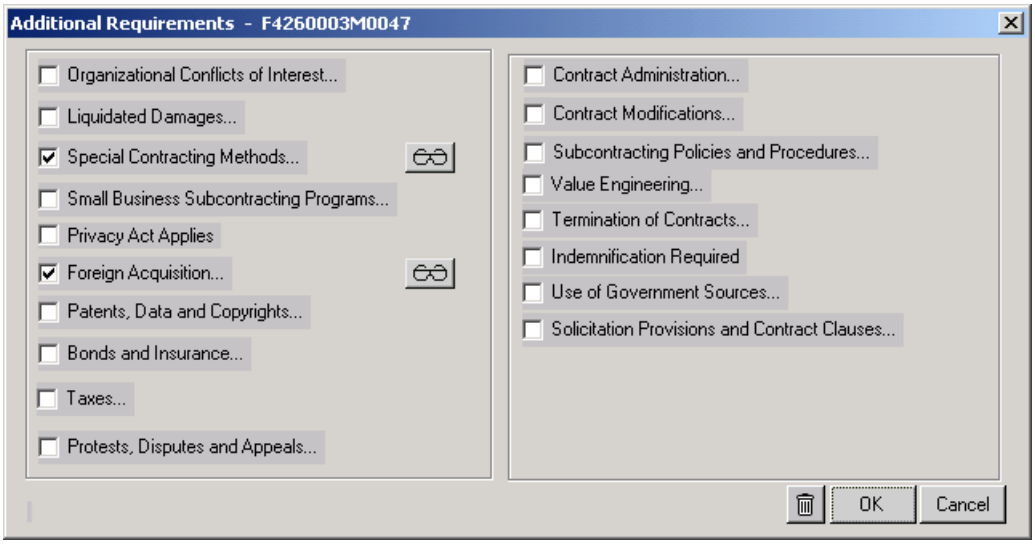
The corresponding Appendix B selection is listed under the item. Make this selection if it is applicable to your document. Appendix B Selection: D27BF

### 4.1.7.A Special Contracting Methods (FAR Part 17)

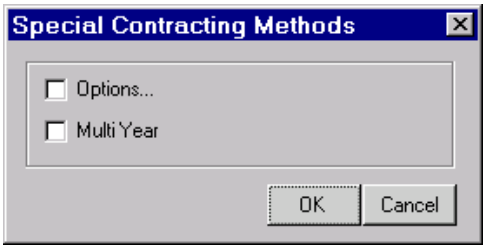
To access Special Contracting Methods, click the "Additional Requirements" button on the Clause Dollars screen in the upper right corner:



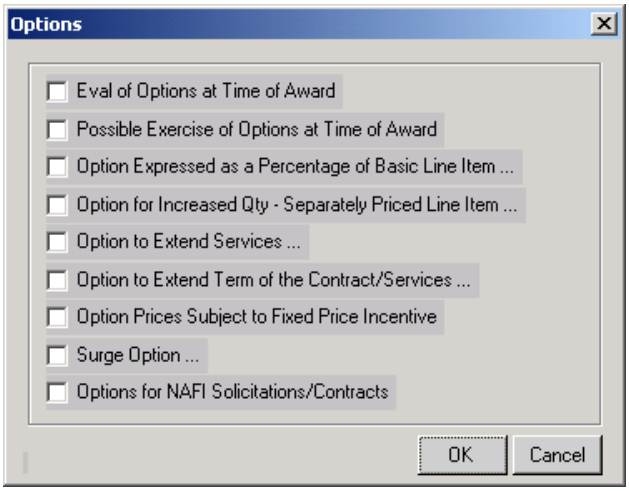

Select "Special Contracting Methods . . ." on this screen: (The Trash Can button at the bottom of the screen will delete the fill in data connected to the selection on this screen, except the "Foreign Acquisition . . ." "Duty-Free Entry" selections.)




Selecting Special Contracting Methods will bring up the following screen:




### 4.17.A.1 Options (indicator D17B)




When "Options . . ." is selected **and** the document is also for FMS requirements (indicator I25C is set) DFARS clause 252.217-7000, Exercise of Option to Fulfill Foreign Military Sales Commitments, will be brought into the document. Selecting "Options . . ." will bring up this screen detail to select various options and applicable clauses from:

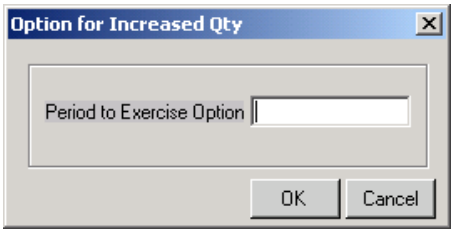
### 4.17.A.2 Eval of Options at Time of Award (indicator D17B-01)

This selection brings FAR provision 52.217-5, Evaluation of Options, into the document.

### 4.17.A.3 Possible Exercise of Options at Time of Award (indicator D17B-02)

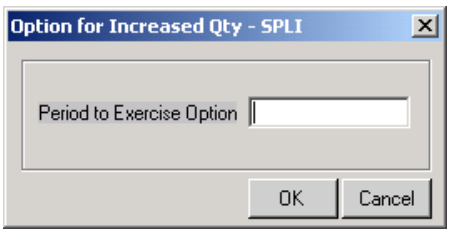
This selection brings FAR provision 52.217-4, Evaluation of Options Exercised at Time of Contract Award, into the document.

### 4.17.A.4 Option Expressed as a Percentage of Basic Line Item . . . (indicator D17B-03)



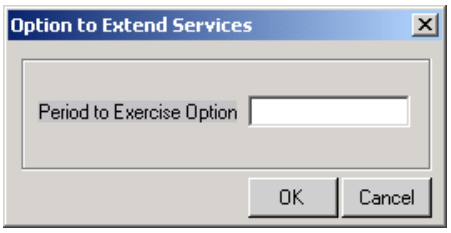

This selection brings up the following screen in fill in FAR clause 52.217-6, Option for Increased Quantity: Insert the period of time in which the Contracting Officer has to exercise the option.

### 4.17.A.5 Option for Increased Qty – Separately Priced Line Item . . . (indicator D17B-04)



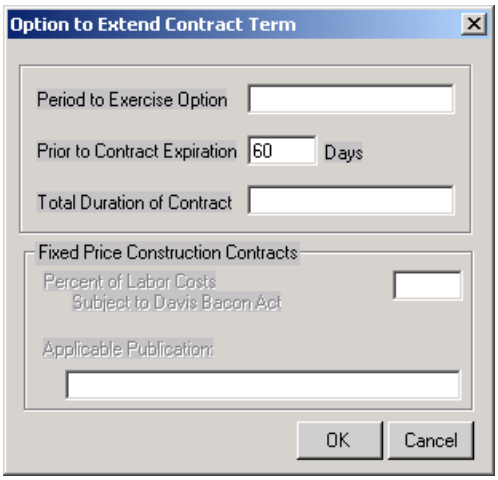

This selection brings up the following screen to fill in FAR clause 52.217-7, Option for Increased Quantity – Separately Priced Line Item: Insert the period of time in which the Contracting Officer has to exercise the option.

### 4.17.A.6 Option to Extend Services (indicator D17B-05)




This selection brings up the following screen to fill in FAR clause 52.217-8, Option to Extend Services, into the document: Insert the period of time within which the Contracting Officer may exercise the option (example: 60 days, 3 months, etc.).

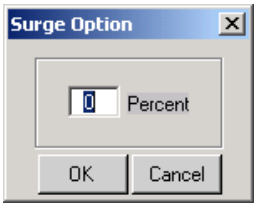
### 4.17.A.7 Option to Extend Term of the Contract/Services (indicator D17B-06)




This selection brings up this screen to fill in FAR clause 52.217-9, Option to Extend the Term of the Contract: Insert the period of time in which the Contracting Officer has to exercise the option, the number of days prior to contract expiration the Government has to give written notice (default is 60), and the total duration, including the exercise of any options, that the contract shall not exceed. The fields on the bottom half of the screen will be available for Fixed Price Construction Contracts only.

**4.17.A.8 Option Prices Subject to Fixed Price Incentive (indicator D17B-07)**
This selection brings in FAR clause 52.216-16, Incentive Price Revision -- Firm Target, with Alternate I, when indicator I16A-04 is set (Incentive – Firm Target) and it brings in FAR clause 52.216-17, Incentive Price Revision – Successive Targets, with Alternate I, when indicator I16A-05 is set (Incentive – Successive Targets).

**4.17.A.9 Surge Option (indicator D17B-21)**




This selection brings up the following screen to fill in DFARS clause 252.217-7001, Surge Option: Insert the maximum percent that the Government has the option to increase the quantity of supplies or services by.

**4.17.A.10 Options for NAFI Solicitations/Contracts (indicator D17B-41)**
This selection brings in NAFI clause, Option to Extend the Term of the Contract, as per NAFI regulation 64-302 16II-1H.

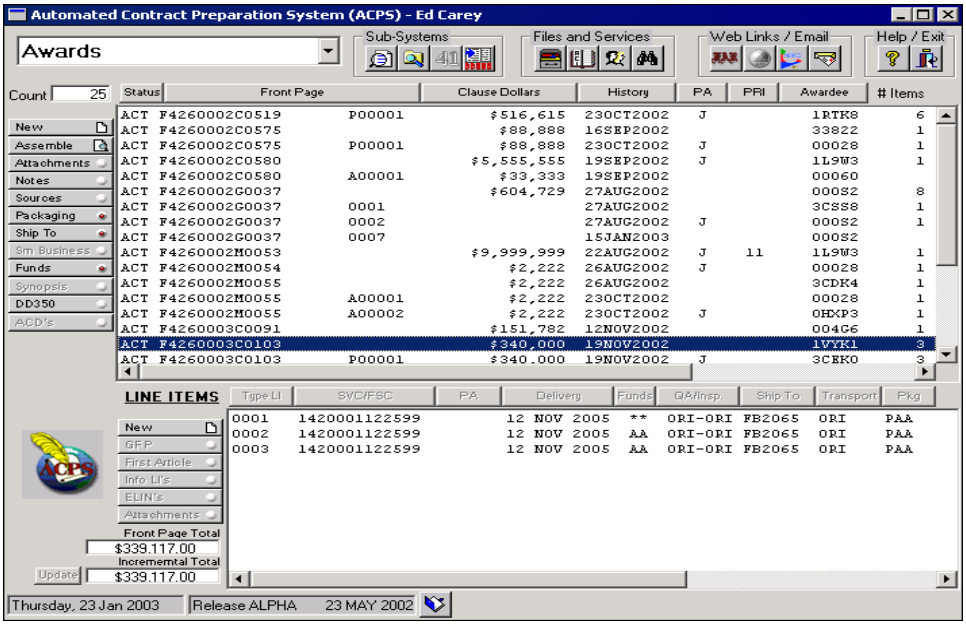
**Multi Year (indicator D17A)**
This selection will pass information to the DD350. Note: The AFMCFARS rewrite of August 2002 deleted Part 17, Multiyear clauses.

## 4.1.8 FUNDS, ACPS GUI

### 4.1.8.1 FUNDCITES, ACRNS AT DOCUMENT LEVEL AND LINE ITEM LEVEL

Funds work at two distinct "levels" at the document level and in the line item level.

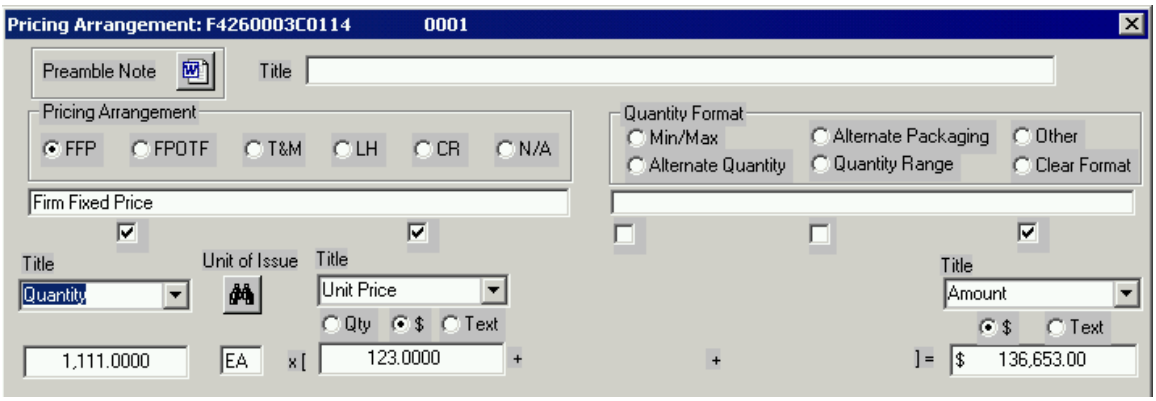
(1) At the document level, fund cites are established, Prompt Payment defaults are set, and Funds Clauses are available for selection. The dollar value of a fund cites is <u>not</u> set at the document level, where as the fund cite and the ACRN are.




The document level is accessed at the document (Award, Solicitation, PR) Workbasket.
In this example, the Award F42600-03-C-0103 is in the Award Workbasket. The dollar Value of $340,000 is entered on the first document screen set

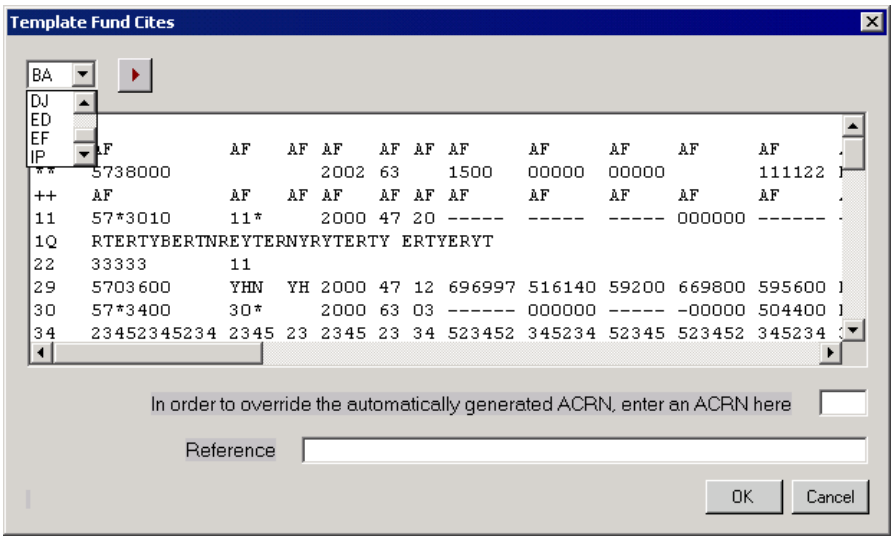
and is carried over to Total Value seen in the screen to the right. The Clause dollar value is <u>not</u> the dollar value of the document. There may be a significant difference. Clause dollars drive clause selections. Tailoring this amount may be useful for a variety of purposes.

(2) At the Line Item level ACRNs/Fund Cites reflects the dollar values are each to line item. These are two separate actions. To assign a dollar value, select the LI# button at the Line Item part of the screen set as seen in the low third of the screen above. With the title of "Funds," the document level funds button is on the left column on the screen above. The red button indicates Funds is set at the document level.




The dollar value on your fund cites is the extension (or sum of multiple extensions) of the quantity and unit price, or the Amount. Above is the total $136,653.
Fund cites, if not pre-assigned via automated PR, are assigned to a document by:
- From the Funds screen, select the Fund cite Templates button.
- Select a Fund Cite from the list, or-
- Select the drop down list of Fund Cite types, select a new type, and make your selection from that list. or-
- Select the "new" icon button, and create a new Fund Cite. This new fund cite will be saved, if you elect to save it, to the "type" fund cite that matches your user parameter.

**Template Fund Cites**

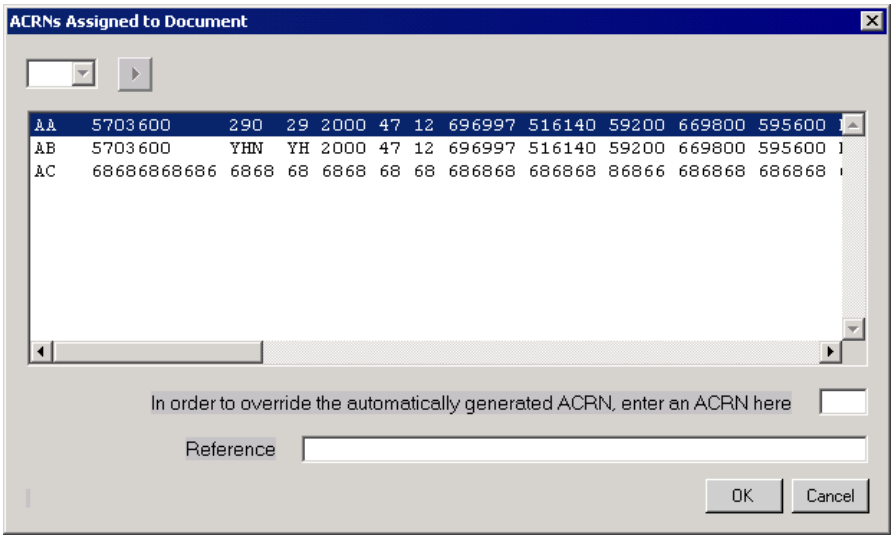



The Fund Cite may be edited by selecting the pencil (edit) icon. All elements of the fund cite are editable, including the dollar amount. CAUTION: Adding dollar amounts to the fund cite may result in errors. The best way to populate the dollar field is to let the data flow up from the line item level. The ACRN is only

editable when the Fund Cite is first established. After that, the only way to change the ACRN is to delete the Fund Cite, and reestablish it.

To assign a fund cite to the Line Item, select the Funds button at the Line Item. Be sure you have focus on the line item you want

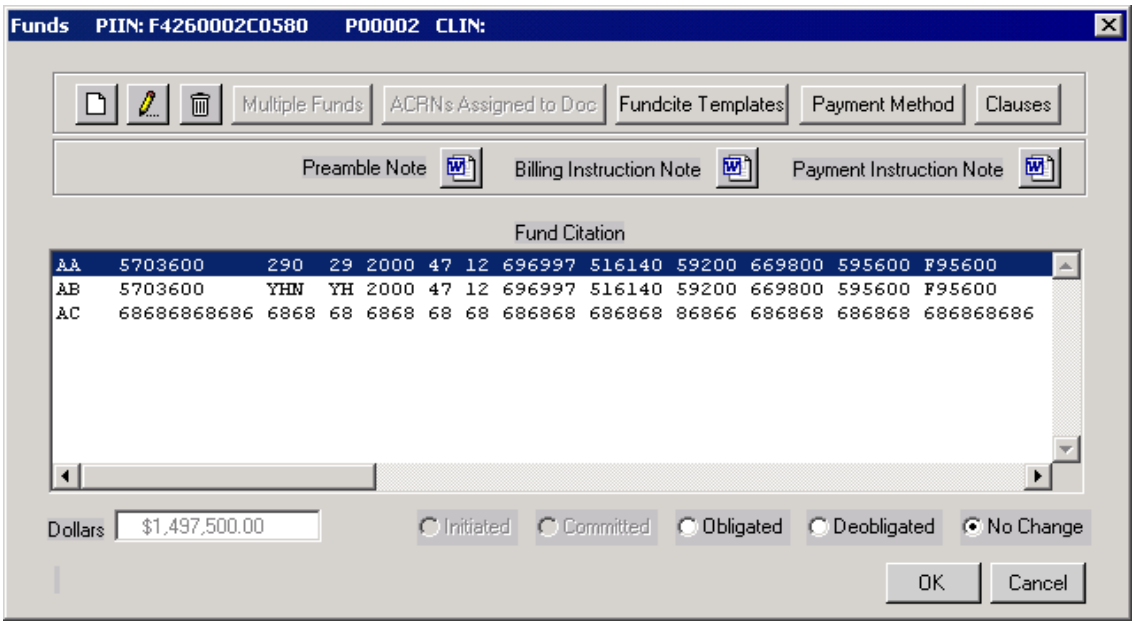
**ACRNs Assigned to Document**




In this screen to the left, the ACRN AA is assigned. Highlight it and select OK in the lower right corner. Add an Advice Code, MIPR number, or other Reference data at this time. In the unusual event a specific ACRN is required, the ACRN may be established out of sequence but must be done when the ACRN is first established in a document in ACPS/GUI. The recommendation is that it be done at the Document level. Once the fund cite is established, ACRN can no longer be edited except to delete it, and start over.

With an established quantity and unit price, a dollar amount has been calculated. If there is no dollar amount, look at the qty/unit price/extension in Line Item.

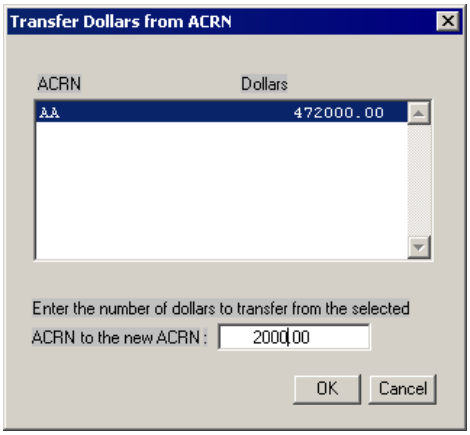
**Notes**




Billing Instruction Notes and Payment Instruction Notes are available IAW AFMC Payment Instruction Guide provided in this instruction. They can be established via the two notes icons. These notes print only if there is an established line of accounting.

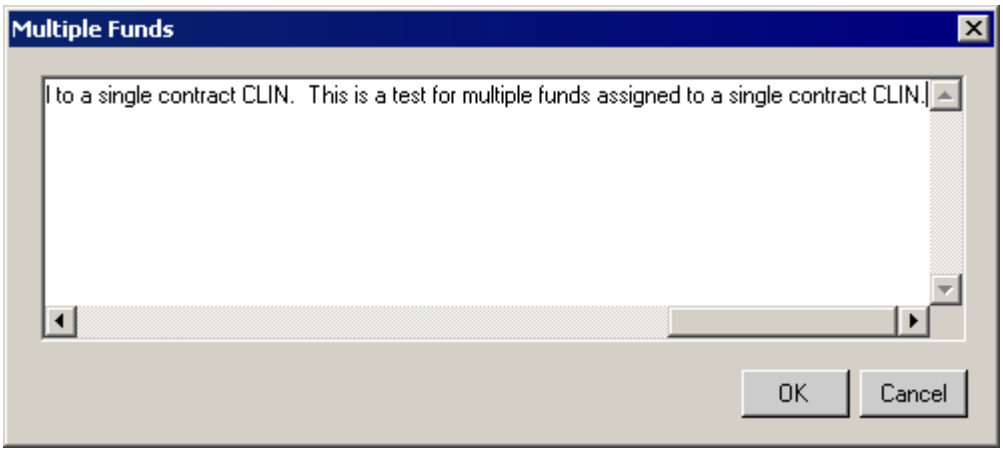
A place for Preamble Notes is also available, but not linked to a line of accounting. Therefore, in basic orders, where funding is not established on the basic, but is on delivery orders, the preamble is available for an explanation of how funds will be managed. This explanation can be as brief or as detailed as needed up to 2400 characters available. The text appears in the G section of the document, before the fund cite – if a fund cite is used.

**Transfer Dollars from ACRN**




For a non-severable Line Items, additional fund cites may be added to the Line item. The same procedure is followed in establishing the second fund cite. The difference is that when the second ACRN/Fund cite is established against the same Line Item, a dialog box will ask you how much money from the first ACRN should go on the second ACRN as in the screen to the right

$2,000 has been added ACRN AB. If those figures are not the final answer, the fund cite amounts are editable. You will have to edit the <u>document level</u> fund cite amounts. The information from the "unit price times qty = amount" at the line item level; rolls up to the document level fund cite amount – but once you start editing the line item fund cite amounts, you cannot change the document level amounts. Select OK to your second fund cite and the amount.




You will next see a dialog box that allows you to add special instructions, similar to the Billing and Payment instructions referenced above.

**Item No.**
0001 Firm Fixed Price

| QTY | U/I | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|
| 472 | EA | $1,000.0000 | $472,000.00 |

**NSN:** 1420-00-008-4024

SUPPORT,STRUCTURAL
Support structure used with the alignment set for the lgm30 missile guidance set.

**ACRN:** AA $470,000.00
AB $2,000.00

**Multiple Funding Instructions:** This is a test for multiple funds assigned to a single contract CLIN. This is a test for multiple funds assigned to a single contract CLIN. This is a test for multiple funds assigned to a single contract CLIN. This is a test for multiple funds assigned to a single contract CLIN. This is a test for multiple funds assigned to a single contract CLIN.
**Inspection:** Origin
**Acceptance:** Origin
**Quality Assurance: Standard**

New Material Surplus Not Acceptable
Buy American Act/Balance of Payments Program
☐ **Transportation From Continental United States CONUS (CONUS) Sources**

| TYPE / SHIP TO CODE | F.O.B. |
|---|---|
| FB2065 | DESTINATION |

| Type / Ship To | PACRN | Mark For |
|---|---|---|
| FB2065 | 000 | |

| Required Delivery | Type/Ship To | Quantity (U/I) | On or Before | _ | Req No / Pri |
|---|---|---|---|---|---|
| | FB2065 | 472 EA | 28 SEP 2001 | | 2585225 KK |

G-1

| ACRN | Accounting and Appropriation Chargeable Funds Citation | Amount Chargeable |
|---|---|---|
| AA: 5703600 .290 29 2000 47 12 696997 516140 59200 669800 595600 F95600 | | $470,000.00 |
| AB: 57X4921 070.6C* 64 2000 63 03 ------ 000000 00000 000000 672300 F0440G | | $2,000.00 |

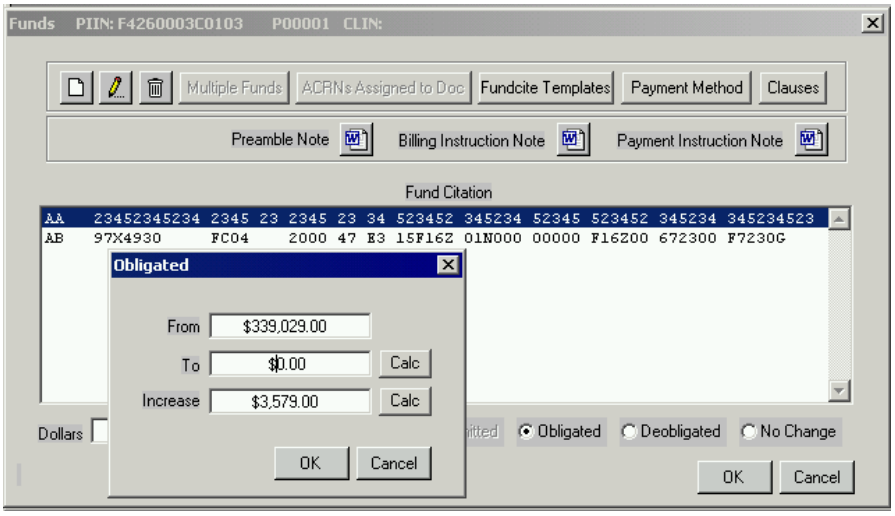
(Billing and Payment instructions come into the document looking as shown)

**PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

Test Payment instructions for telling DFAS how to select which fund cite pays which part of the contract, as billed on each invoice.

**BILLING INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

Test billing instructions for telling the contractor how to identify which part of the contract funding applies to each invoice.




On modifications, you can show Obligation and Deobligation amounts in the schedule, and the From/To in G-1. In the example above, $3,579.00 is added to ACRN AA. After selected the "Obligated" radio button, the From/To/Increase dialog box came up. Entered the "From" amount and either the "To" or the "Increase" fields. You sometimes may know one amount or the other. By clicking on the "Calc" button, the unknown amount is calculated. By clicking on

OK, $342,608.00 (the calculated "To" amount) will be updated/read into the Dollars filed of the Funds screen.

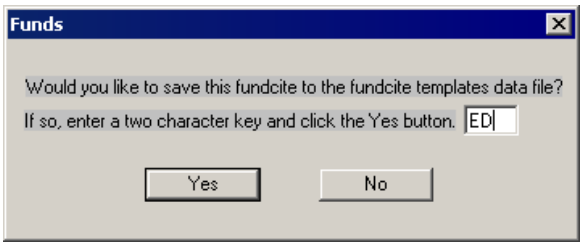
| | QTY | U/I | UNIT PRICE | TOTAL PRICE |
|---|---|---|---|---|
| | 1 | EA | $345,608 | $345,608.00 |
| **ACRN**AA | $342,608.00 | | | |
| AB | $3,000.00 | | | |

Accounting and Appropriation Chargeable

| ACRN | Funds Citation | Amount Chargeable |
|---|---|---|
| AA: 5703600 .290 | 29 2000 47 12 696997 516140 59200 669800 595600 F95600 | $342,608.00 |
| AB: 57X4921 070.6C* | 64 2000 63 03 ------ 000000 00000 000000 672300 F0440G | $3,000.00 |

| | | | |
|---|---|---|---|
| AA | FROM: $339,029.00 | TO: $342,608.00 | (INCREASE $3,579.00) |
| AB | | | (NO CHANGE) |

Whenever changes are made at the Line Item level or the Document level, double checks to see that all the Amounts/totals are correct. We have a change in to do an audit and correction to changes, similar to the incremental totals in the Line Item section of the screen sets – but this is not yet in place.




Save a newly created Fund cite to the Funds Templates database. Use an I.D. easy to remember, and strike "Yes."

### 4.1.8.2 A.O.L. and Fundcites

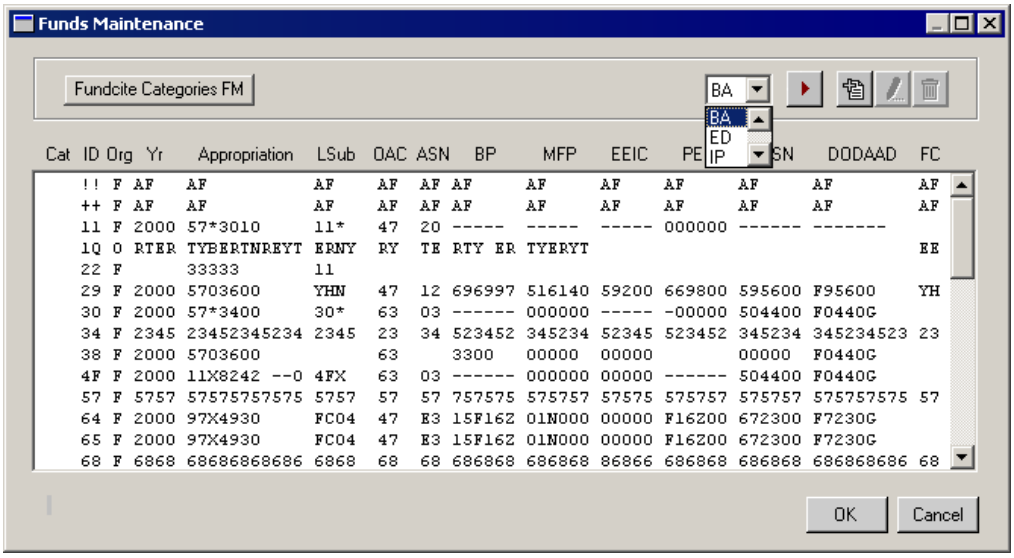
When using the Automatic Order Logic (AOL) feature you should be aware that you are working under a different parameter from our normal parameter. This parameter is established and maintained by you local ACPS System Manager. It may be invisible but can be checked by going "File Maintenance, and then to the Parameters icon. . You must know the parameter code. It can be checked at the beginning of document creation, or on the Audit/Trailer sheet that is created at document assembly. The AOL parameter in this example is "IPIC"

| Parm Code | Description | Activity | DODAAN | DODAAC |
|---|---|---|---|---|
| GGGG | Karen's Test | 00 | F42600 | FD2020 |
| IPIC | Central Default | 00 | F42600 | FD2020 |
| JJJJ | New DODAAN | 00 | FX2027 | FD2020 |

The connection between this IPIC/AOL feature and Funds is this:

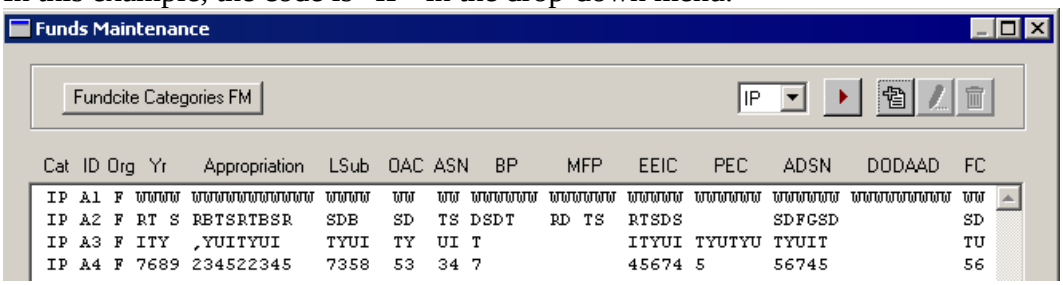
Along with the Parameter code for this AOL application (which is IPIC) there is a corresponding two-digit code Funds code to identify the fund cites used under this AOL. Typically this is a high volume environment, using many fund cites.

### Funds Maintenance




This screen that allows review the fund cites dedicated to the particular AOL. The basic set of fund cites has a code of "BA". By selecting the "IP" code, the user will see all, and only the fund codes dedicated to that particular AOL.

In this example, the code is "IP" in the drop-down menu.

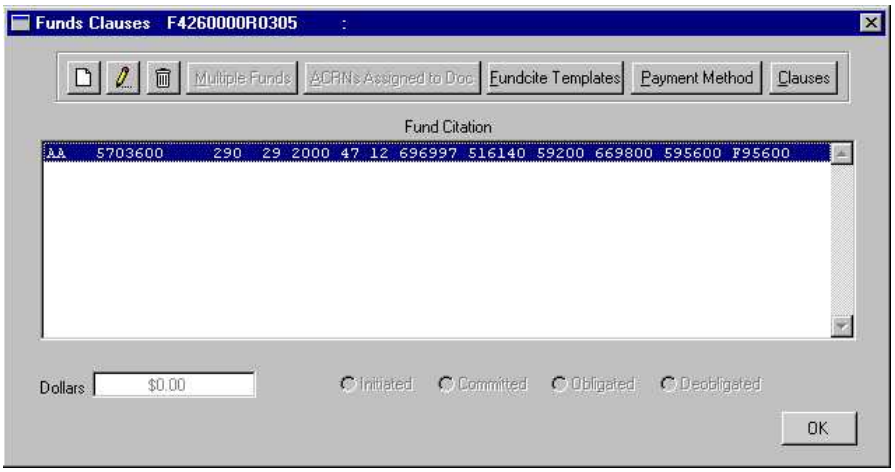


These fund cites are created either by the System Manager in Funds Maintenance, or in the document, if you elect to save the fund cite to the database.

Be aware of the Parameter being used. The AOL feature will only function if the user selects the correct Parameter.

Automatic Order Logic has a very broad application. In any environment where clause selection and document type is tailored and repeated in many orders, AOL has the potential to greatly increase ease of contract writing and efficiency.
In Fund cite management, a Base, or Contracting Office may support hundreds different fund cites, but those working in Missiles (or Engineering Services, or Brake and Tire Spares, or Major Mods, or any focused area) will only have to mange selection from a short list of the fund cites they actually use. In clause selection, fund cite selection, forms and format management, AOL will focus on only the information you need, and will still cover all the information you need to do the job.

**Funds Clause**




This screen is accessed from the PR, Solicitation, or Award workbaskets. A document is selected or a new document is created by clicking the Funds "Funds" button in the menu bar. The Funds menu bar is also accessed from the Line Item screen within any of these documents.

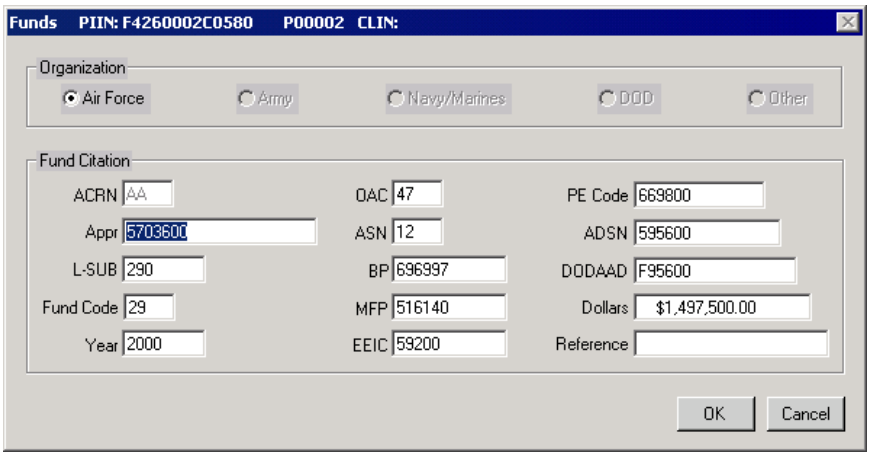
It is primarily at the Line Item level that the dollar amount assigned to the fund cite is affected. In the Fund cite screen set, the standard tool bar maintenance functions: new record, edits, and delete; are offered at the left end of the tool bar.

**4.1.8.3 EDIT FUNCTIONS**:

**Description:** The Fund Citations, based on the Treasury Department Appropriation and Department and Agency classifications are maintained in this database. Each Fund Cite has a Fund Code, which is listed in the first column. Although Funds Codes are based on the Fund cites, they are not part of the Fund cites. Systems Procurement and Central Procurement are normally given in the discrete headings shown, and Transportation Fund Cites, and Operational Contracting follow a "stream of data" model.

4.1.8.4 EDIT FUND CITES

To edit an established fundcite, highlight the line and click on the pencil icon at the upper right corner of the screen. To establish a new fund cite, click on the new-record icon.




First choose a Fund cite type such as *Air Force* and *Other*.

The Air Force fund cite will be the choice for most contracting situations.

Once the local database is established, fund cites may simply be selected from the database and used as is. New fund cites must be created. Ones essentially the same as existing fund cites must be manually edited. There is a partial fundcite in new PRs generated from JO41 and JO23L feed. If JO23Z data is available, the fund cite will be complete, and no editing will be required. When ABSS and/or D023 systems are on-line, complete fund cites will be provided with the PR. The data entry fields are explained below**.**

Appropriation: This portion of the Fund Cite tells which congressional appropriation the funds are coming from.

Limit Subhead: This portion of the Fund Cite further defines the Treasury Allocation

Year is a one-digit field in the Treasury Allocation. The year indicator is the last digit of the four-digit calendar year. In order to accommodate a potential Y2K requirement, a four-digit field is provided. The last digit only is actually part of the fund cite.

Operating Agency Code: This portion of the Fund Cite is the Operating Agency Code. There is a code for each major command.

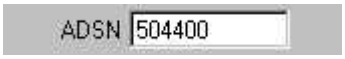
ASN Code: This two-digit code is assigned by the operating agency to identify the using installation under its control.

Budget Program Activity Code: a component of the Treasury Allocation.

Major Force Program Code identifies to which the funds apply.

Element of Expense / Investment Code: What the funds will be used for. The basic three-digit code is assigned by SAF. The two-digit suffix is assigned by the major command.

Program Element Code defines how the funds will by allocated within the Program.




Accounting Disbursing Serial Number Code identifies the payment office

Department of Defense Activity Address Directory Code show s the location of the procuring office.

Dollars is an editable field, but is read into this field from the Line Item total associated with the particular ACRN. If the fund cite is established prior to the line item total in an award or a PR, this field will initially be blank. In all Solicitations this field, and all dollar fields in the document, are blank.

Reference is a tracking documentation used in some organizations to track funds expenditures. Manually enter Advice Code, MIPR number, or other reference data on establishing the fund cite, and edit the data at any time. This is technically not part of the fund cite. The Reference text appears in the printed document directly below the fund cite.

### 4.1.8.5. FUNDS CLAUSES

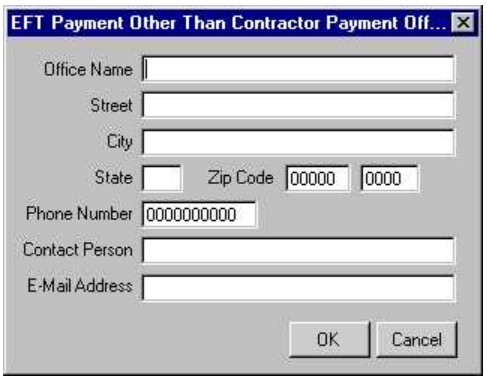
Contract Payment Method:
Once the Fund cite data is entered, and the user clicks on the “OK” button, the next selection will be Payment Method.

**EFT with Central Contractor Registration**
This is the default selection. The Appendix B reference is F32H[01], and the FAR Clause is 52.232-33. No fill-in is required.

EFT without Central Contractor Registration

This selection yields this additional dialog box: The Appendix B selection is F32H[02]. A date is entered manually, or by using the auto-calendar function

EFT Payment Other Than Contract Payment Office




This selection yields this additional dialog box: The Appendix B selection is F32H[03]., and is in accordance with FAR 52.232-35. The required information is manually entered.

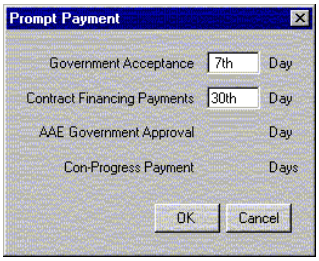
EFT by Third Party

EFT With Delivery Orders

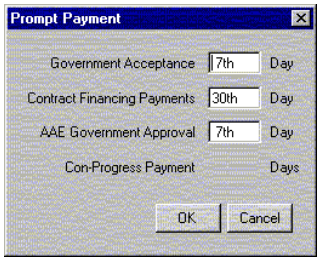
Submit EFT information with Offer

These selections do not require further data entry. They are respectively found in Appendix B at F32H[04], F32H[05], and F32H[06]; and are, respectively in accordance with FAR 52.232-36, -37, and –38. No additional fill-ins are required.

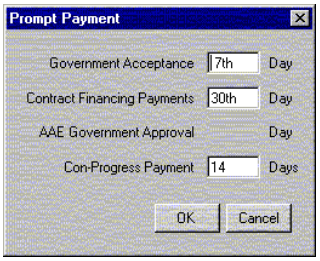
**Prompt Payment:**
The Prompt Payment will be pre-selected, and the fill-in dialog screen will also have pre-selected data. A different fill-in may be used. If the document type is Architect – Engineering contract, or construction; the other selections will be "active" with default fill-ins as well. The user also may alter these.




Normal Prompt Payment



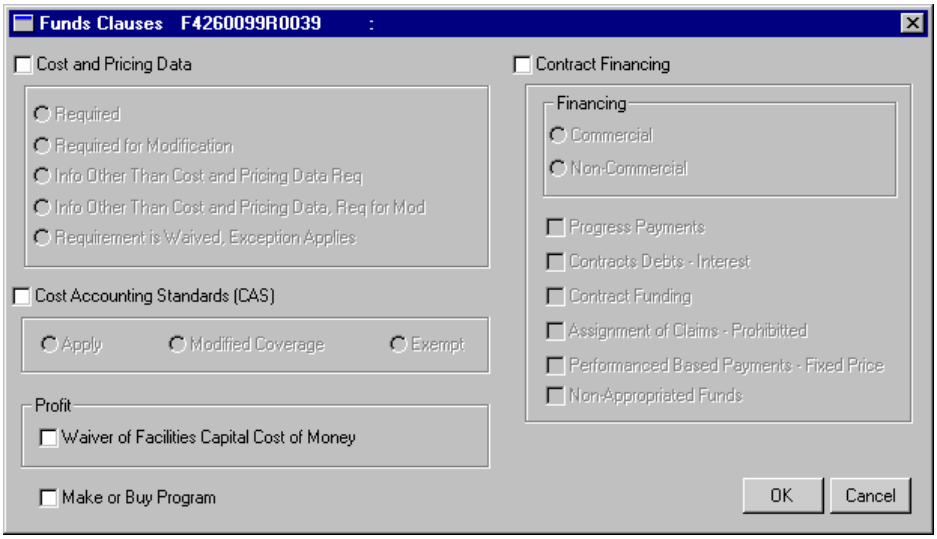

Arch-Engineering




Construction

4.1.A.1ADDITIONAL Funds Clauses

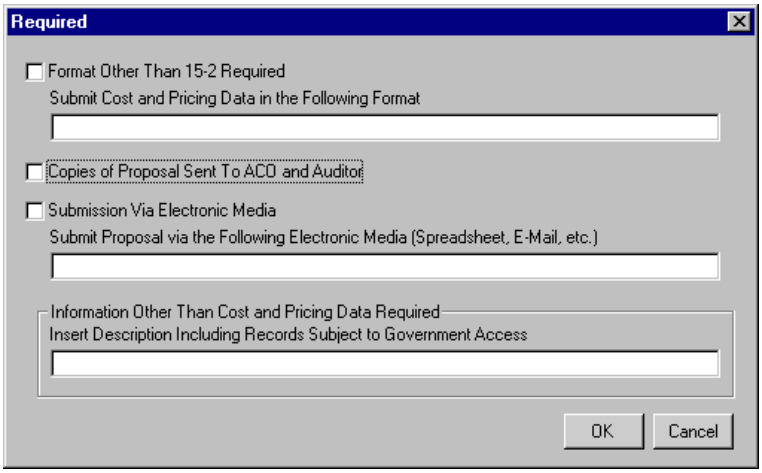
The last button on the Funds screen menu bar is [ ] "Clauses". Here you establishes the funding selections appropriate for the specific contracting application.




Many critical clauses are selected in this screen set. Selections may be de-selected and re-selected. The user is encouraged to become familiar with the many options and tremendous capability this screen set offers.

**Cost and Pricing Data:**
When this option is selected, the box of radio buttons becomes active, and "Required" is automatically selected. The eyeglass icon, when selected, opens additional windows. It gives choices of how to submit the Cost and Pricing Data. These choices are not automatic or exclusive, and the same dialog box is used for the first four choices.

**Required**




Format Other than 15-2 Required
Normally, Cost and Pricing Data is submitted in a format prescribed in FAR Part 15. Select this box and specify or allow another format for submission. A field of up to 300 characters in length is provided, IAW FAR 52.215-21, Alternate I, Appendix B: F15AA [01].

Copies of Proposal Sent to ACO and Auditor
By selecting this box you instruct the offeror to "copy" the cost proposal to the ACO and the cognizant Auditor. This box may be selected in combination any of the other selections, IAW FAR 52.215-21 Alternate II, Appendix B: F15AA [02].

Submission Via Electronic Media

By selecting this box you instruct the offeror to submit the cost proposal via a specified electronic media. The instructions can be up to 300 characters in length, IAW FAR 52.215-21, Alternate III, Appendix B: F15AA [03]

Information Other Than Cost and Pricing Data
If either of the "Info Other Than Cost and Pricing Data" selections from the Cost and Pricing Data box is selected, this field is active. An entry field of up to 300 characters is provided, IAW FAR 52.215-20 or FAR 52.215-21 Alternates IV, Appendix B: F15A [03] and [04]

Requirement is Waived, Exception Applies
In accordance with FAR 15.403-1(c)(4), this selection is made if Cost and Pricing Data would otherwise be required, but an exception has been granted by the appropriate authority. All Cost and Pricing selections are deleted from the clause selections.

### 4.8.A.2 Cost Accounting Standards (CAS)

Choices here activates clauses related to three conditions where Cost Accounting Standards apply.

**Apply** – Activates the appropriate CAS clauses. IAW FAR 52.230-2, Appendix B: F30 [01].
**Modified Coverage** – Activates the appropriate clauses for modified CAS coverage. IAW FAR 52.230-3 &-6, Appendix B: F30 [02].

**Exempt** – For contracts with the United Kingdom only. IAW FAR52.230-4, Appendix B: F30 [03].
Profit

A single check-box is provided when the Waiver of Facilities Capitol, Cost of Money clause, FAR 52.215-17, Appendix B: F15B [01]; is used.

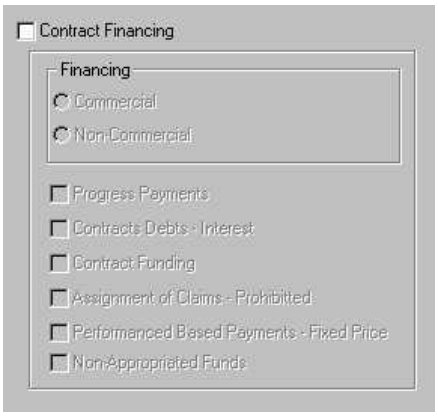
Make or Buy Program

A selection here invokes FAR 52.215-9, Appendix B: F15C. A single box is provided when the document includes the Make or Buy clauses. A dialog box is opened, requiring the following:

**Type of Plan**—A drop-down box offers two choices: Letter, or Brochure.
**Date of Plan**-- A date is entered manually, or by using the auto-calendar function.
**Less Economical Make or Buy** – may be selected if the Alternate Clause , FAR 52.215-9, Alternate II, Appendix B: F15C [01]; is required.

### 4.1.8.A.3 Contract Financing.

This subset of the Funds Clause screen provides for selection of a variety of Part 32 –prescribed clauses associated with Contract Financing. The selections become active when the Contract financing checkbox is selected. The Appendix B reference is F32.




**Financing.**
The first selection under Contract Financing establishes financing arrangements appropriate to Commercial or Non-Commercial financing.

Commercial.
When Commercial is selected, a selection screen opens offering:

**Security for Government Financing**: IAW FAR 52.232-29, Appendix B: F32A [01]. Normally used with all contracts utilizing Government financing.
**Installment Payments Authorized:** IAW FAR 52.232-30, Appendix B: F32A [02]. Used if the first selection (52.232-29) is not used for Government Financing.

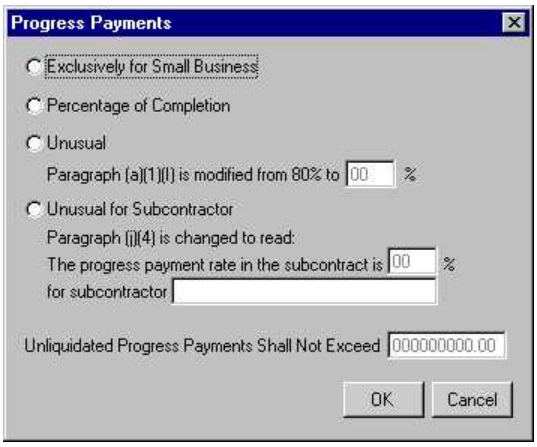
**Offeror Proposed (Commercial) Contract Financing Authorized:** IAW FAR 52.232-31, Appendix B: F32A [03], this clause is used when commercial or private financing is used.

Non-Commercial:
The non-commercial financing selection is made when terms are used authorizing temporary withholding of funds, IAW FAR 52.232-9, Appendix B: F32B [01].

There are six further selections available in the Contract Financing subsection of this screen. The functionality and selections are explained below.

Progress Payments.

This selection opens a screen set which is used to tailor Progress Payments to the particular contracting environment. Details provided below. FAR 52.232-13 through –16 provided for a variety of Progress Payment scenarios. The Appendix B reference is F32C.




**Exclusively for Small Business**
This selection, IAW FAR 52.232-16, Alternate I, Appendix B: F32C [01]; provides the appropriate Small Business liquidation rates.

Percentage of Completion
This selection produces a unique clause for Percentage of Completion (Construction, Ship building, Ship conversions, Alterations or Repair solicitations with Progress Payments).

Unusual
If an Unusual Progress Payment rate is authorized, per FAR 52.232-16, this selection is used, and the new rate is entered in the "%" field. The Appendix B menu is F32C [04].

Unusual for Subcontractor
With this selection, FAR 52.232-16 is amended for unusual progress payments for specific subcontractor. Paragraph (J)(4) of the clause is modified by identifying 1- the unusual progress payment rate, entered in the "%" field; and 2- the name of the subcontractor, which is entered in the text box. The Appendix B menu is F32C [04].

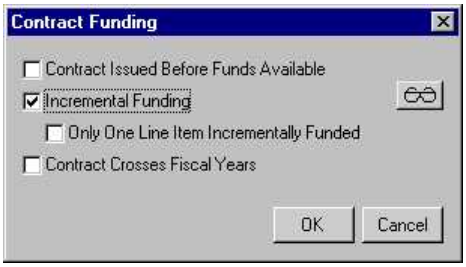
Unliquidated Progress Payments Shall Not Exceed
This dollar field is only active when Progress Payments are used in Letter Contracts, IAW FAR 52.232-16, Alternate II, paragraph (m).

Contract Debts – Interest

Make this selection IAW FAR52.232-17, Appendix B: F32D [01], when payments will be due to the government.

4.1.8.A.4 Contract Funding

Make this selection when the availability of contract funding are anticipated. The following selection screen set is opened:

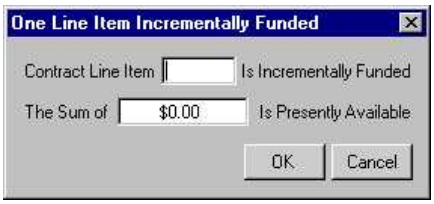



**Contract Issued Before Funds Available**
Use selection IAW FAR 52.232-18, Appendix B: F32E [01] when a contract is issued in the current fiscal year, but funds will not be available until the next fiscal year.

Incremental Funding

Use this selection in solicitation, IAW FAR 52.232-22, Appendix B: F32E [02] when an incrementally funded cost-reimbursement contract is anticipated. By making this selection, a detail data screen is opened:

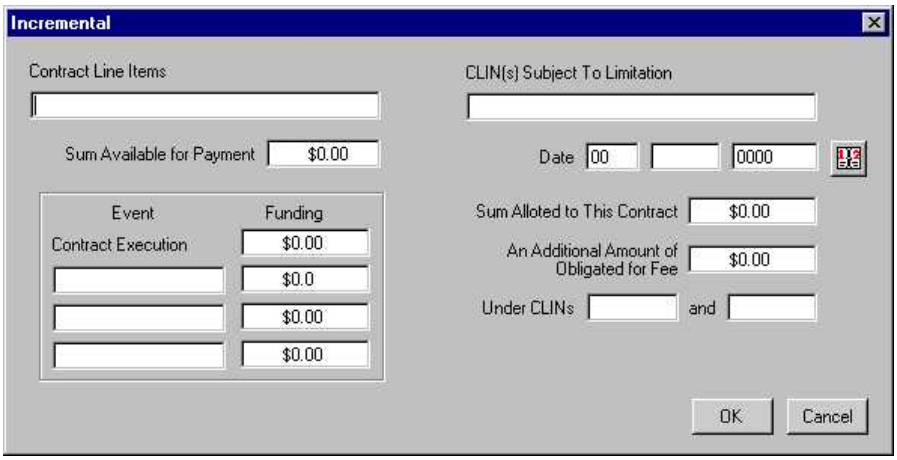
### One Item Incrementally Funded




If the incremental funding in DFARS 252.232-7007, Alternate I applies to only one CLIN, the above screen set is used.

### Contract Crosses Fiscal Years

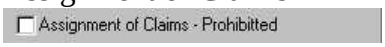
This screen set may be used for ID/IQ or Service contracts IAW FAR 52.232-19 and Appendix B F32E [03].




The left side of this data entry screen is for DFARS 252.323-7007, Appendix B: F32E [02]. Up to four funding events are provided for each incrementally funded line item.

The right side of this data entry screen is for AFMCFARS 5352.232-9000.

Assignment of Claims

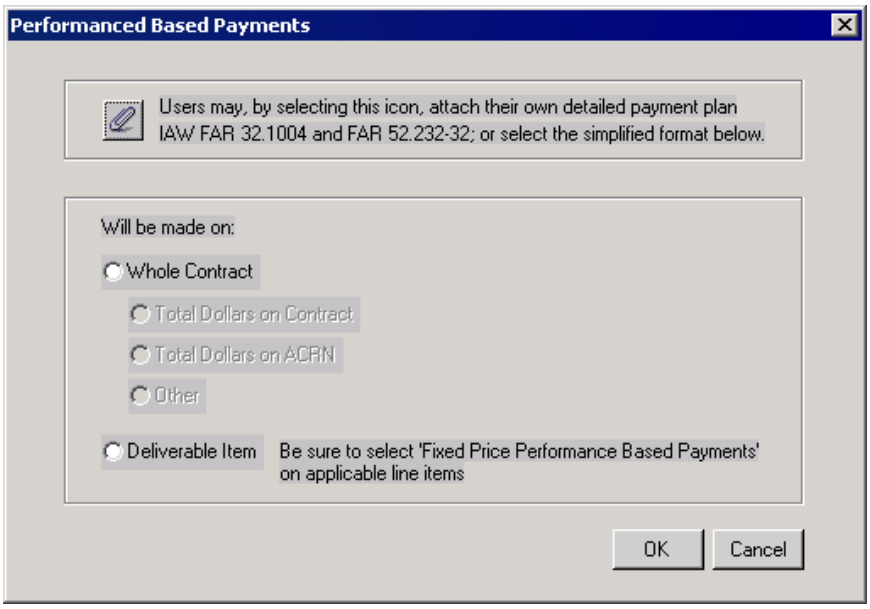



This selection provides for both Assignment of Claims and for the prohibition of Assignment of Claims.

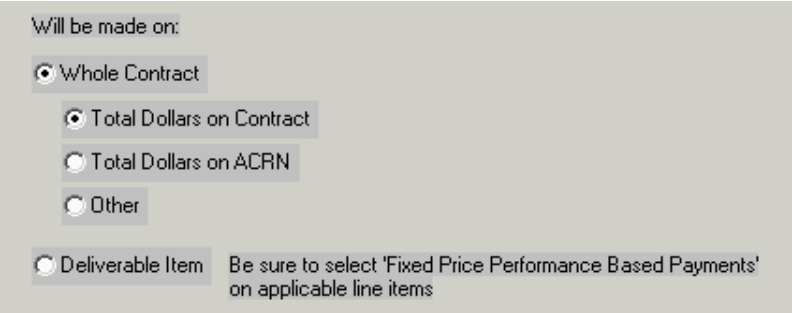
Performance Based Payments – Fixed Price

This selection is made IAW FAR 52.232-32, Appendix B: F32G when performance based contract financing is provided. After you select this option, the following screen opens.

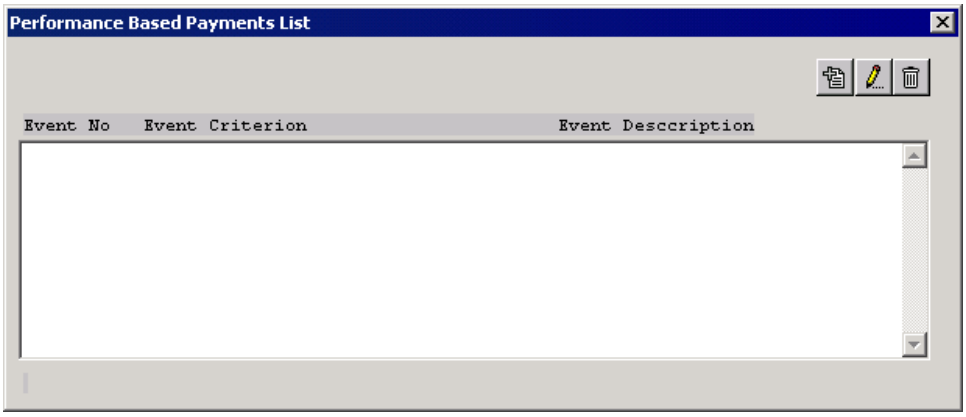
Note: The top of this screen contains a link to a document level "Attachments". By far, most Performance Based Payment plans are complex and well beyond the simplified plan that can be built in ACPS 15. Those complex plans can be built in Microsoft Word, Excel, or any of a variety of software formats, and attached to the award. If users choose the ACPS 15 format, they make selections identified below.



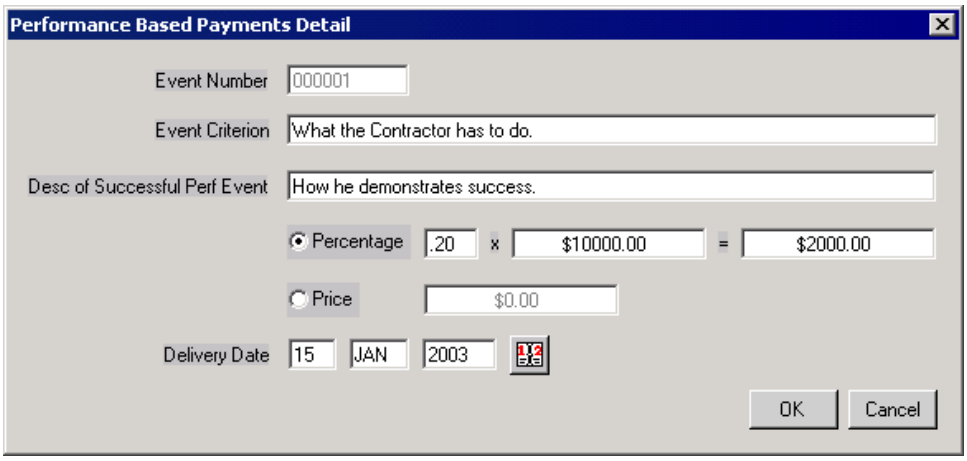

Performance Based Payments may be based on the entire contract amount, or on an individual item. This is the first selection.



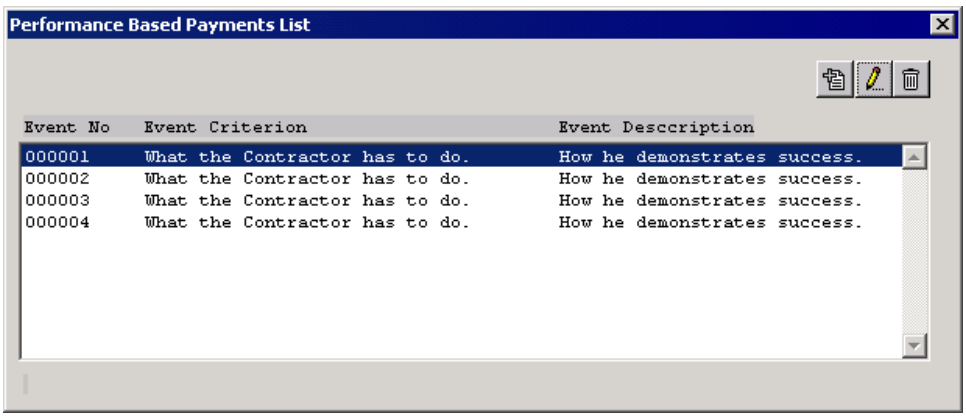

If the selection is on the Whole contract, the next question is about whether the Performance Based Payments are against the entire contract amount or against a single ACRN. The "Other" button is not functional at this time. Payment events are displayed in the list box below. To establish each event, select the new record icon in the upper right corner.




The Event input screen is very much simplified.




After all the events are established, the list box looks like this:




The output for this plan comes into the document, at the end, as an attachment. Be sure to select Attachments in your assembly screen, no matter if you use your own plan, or the ACPS 15 plan. The output for the above plan looks like this:

Basis for Payment, Performance-Based Payments
As prescribed in FAR 32.1004 (a)(2) and 52.232-32 (a)

Performance-Based Payments are based on **Whole Contract Basis**.
Payment shall not be made for a cumulative event/criterion before the dependant event/criterion has been successfully completed.
Performance-Based payments shall not serve as a vehicle to reward the contractor for completion of performance over and above what is required for successful completion of the contract.
If payment of the Performance-Based finance amount is based on a deliverable item, each event/criterion must be part of the performance necessary for that deliverable item, and must be identified to a specific contract line item or sub line item.

The table below identifies each event/criterion used as a bases of payment and is agreed to by the Contracting Officer and the offeror.

| Performance-Based Payments List | | | | |
|---|---|---|---|---|
| Event No | Event Criterion | Event Description | Amount | Date |
| 000001 | What the Contractor has to do. | How he demonstrates success. | $2,000.00 | 15JAN2003 |
| 000002 | What the Contractor has to do. | How he demonstrates success. | $2,200.00 | 19FEB2003 |
| 000003 | What the Contractor has to do. | How he demonstrates success. | $2,400.00 | 19MAR2003 |
| 000004 | What the Contractor has to do. | How he demonstrates success. | $2,600.00 | 17APR2003 |
| | | | | |

## Non-Appropriated Funds

☐ Non-Appropriated Funds This selection is used when the contract action involves Non-Appropriated Funds, which must be accomplished in accordance with AFM 64-302 procedures.

**4.1.8.B Payment Guide**

HQ AFMC

**DIRECTORATE OF CONTRACTING**

**WRIGHT-PATTERSON AFB, OHIO**

# AFMC PAYMENT INSTRUCTIONS GUIDE

January 2000

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## INTRODUCTION

Background. Contractors and the Air Force are incurring increased interest expenses because of delayed contract payments. Program offices are expending significant amounts of time and program dollars on contracted support to fix payment problems and reconcile problem disbursements. Inaccurate obligation and expenditure rate information negatively impacts Air Force programs by understating actual performance. Recent initiatives to streamline acquisition have resulted in the consolidation of procurements and lengthening of contract performance. The benefits of consolidating requirements include increased market leverage resulting in lower prices, standardization, and reduced workload and acquisition lead times for the program offices; but the impact of requirements consolidation on payment can be costly. Consolidating requirements can lead to additional long lines of accounting data on a contract that increases the probability of input errors. Consolidating requirements may also result in mixed contract types

within the same document that can complicate payment instructions and hamper the payment process. Some of the solutions developed by DoD in recent years have increased the level of frustration without resolving the problems. Now it's time to get back to basics and keep it simple.

This "how to" guide has been developed to do just that, but the first hurdle is getting over a natural aversion to standardization imposed from outside the organization. Picture, if you will, sitting at your computer with a stack of forms to input. None of the forms look exactly alike, but they all have to fit within the standard elements of the computer screen so someone else can rely on the data. In some cases, the form includes a narrative that exceeds the allotted space for the computer input so you have to choose how to summarize the data without losing substance. Some of the data elements aren't consistent with the regulations you've been given and only half the page is available for others. This is the role we assign to the document input clerk at DFAS-Columbus. Using the same ground rules and payment instruction language across the Command will eliminate the pitfalls that can occur here.

## GROUND RULES

1. Make payment instructions a conscious decision. Payment instructions, whether for multiple funded line items or for financing payments, must permit the paying office to charge the accounting classification citations in a manner that reflects the performance of work. OUSD/DDP policy (Aug 98), which specifies that payment distribution instructions be provided for progress payments for other than FFP contracts, requires the administering office to designate the appropriate accounting classification reference numbers (ACRNs) for each progress payment request (See Appendix C)

2. Rely on Automated Payment of Invoices (API) whenever proportional disbursement would reflect work progress. API is system driven and enables Mechanization of Contract Administration Services (MOCAS) to determine the allocation of payment without manual intervention (See Appendix B). When proportional payment is not desired, specific payment instructions must be crafted in Section G of the contract to prevent proration of ACRNs. API for progress payments or cost vouchers distributes the payment proportionally against all available un-liquidated obligations on the contract (invoice payments, whether manual or API, are paid from the ACRN associated with the delivered line item). API reduces manual workload at DFAS and speeds up the entitlement process for industry, but may not be desirable to the program office in managing expenditure rates or canceling funds. Proportional disbursement also increases the number of fund cites to be pre-validated before payment can be released and may fail to align disbursement with actual performance.

3. Limit funding to one ACRN per line item or sub line item whenever possible. A one-to-one line item/ACRN or sub line item/ACRN relationship will permit API to occur in MOCAS for payment of invoices on delivered items.

4. Electronic Data Access (EDA) is an interim contract distribution solution. Until contracts are transmitted by electronic data interchange (EDI) between Standard Procurement System (SPS) and the Defense Procurement Payment System (DPPS), EDA is the preferred means of contract

distribution to DFAS. Presently, EDA is available only to the ConWrite and BCAS contract writing systems. It must be used for distribution to DFAS when the entire document can be prepared in ConWrite or BCAS (When a portion of the document is prepared outside ConWrite or BCAS, distribute via hard copy. Do not duplicate in EDA). Growth to Joint EDA (JEDA) is projected to solve some of the current distribution deficiencies.

5. Payment instructions must be consistent with regulations and fiscal law. Familiarity with accounting and payment manuals, guides, and regulations (i.e. Financial Management Regulation (FMR) and DFAS-DE 7000 series) along with appropriation law is essential to effectively prepare payment instructions (See Appendix D).

## BEST PRACTICES AND WISDOM

1. First and foremost: KEEP IT SIMPLE, BUT COMPLETE. DFAS input technicians have only 468 characters of space to record payment instructions into MOCAS by contract document. When payment is processed, the entitlement clerk is systematically provided an accounts payable document that reveals only the first 80 characters of the initial input of payment instructions.

2. In the contract, identify how the contractor will bill (i.e. bureau voucher notice (BVN), Progress Payment, DD250, or commercial invoice). Ensure the method of billing is in accordance with DFARS and become familiar with your contractor's billing processes and methods used to invoice DFAS. Understanding your contractor's accounting and billing capabilities may reduce ambiguities between the contractor's request for payment to DFAS and the contract's payment instructions in Section G.

3. If unique instructions apply, billing instructions tell the contractor what to include on invoices and vouchers and to whom they should be submitted; payment instructions tell DFAS how to make the payment. The contract needs to distinguish between the two, but ensure that they are consistent with one another. When billing instructions are anticipated, the tasking should be included in solicitations.

4. Modify payment instructions whenever accounting information or dollar amounts change. Always recap obligations in Section G by line item number, ACRN, and contract type.

5. If a line item is going to be funded by more than one fund cite, and the effort cannot be segregated to allow a one sub CLIN/one ACRN relationship, structure the contract in accordance with DFARS 204.7104-1(a) *Informational sub line items*. In Section G include instructions for the order of disbursement.

Example:

| Item | Description | Qty | Price |
|---|---|---|---|
| 0001 | Study | 1 | $100,000 |
| 000101 | ACRN:AA | | $25,000 |
| 000102 | ACRN:AB | | $25,000 |
| 000103 | ACRN:AC | | $50,000 |

Disburse in the order listed above.

6. Do not use terms subject to interpretation, e.g. "pay oldest funds first". DFAS may interpret oldest funds as ACRN: AA (because these funds **were** placed on contract first), while ACRN: AC may have older year funds than ACRN: AA.

Specific payment instructions to pay ACRNs in sequence are more explicit, but you must be aware of regulatory constraints that may preclude disbursement of the total amount obligated on any one fund cite. (See DoD Financial Management Regulation, Vol 10, Chapter 10, Section 100204 *Progress Payment Procedures*).

7. Cite all payment-related information in Section G. Recognize that there are special contract requirements and contract clauses in parts of the contract other than Section G that connote "special payment instructions" (e.g. Liquidated Damages clause when invoked) and cross-reference where possible. Be prudent in developing and selecting special contract requirements and contract clauses that affect payments. Avoid citing any payment instructions in Section J.

8. Recap funding amounts by line item & ACRN in Section G. AFMCFARS 5343.102-90 states: "When writing contract modifications, the intended effect of the modification in relation to the contract must be easily determined. To enable correct interpretation of the change, follow the procedures as set forth below:
(a) Clearly display all changes to dollar amounts, quantities, delivery dates, delivery destinations, MILSTRIP requisition numbers, accounting classifications, and accounting classification reference numbers as a "FROM" and "TO" entry. When a modification is not issued sequentially, the modification must also identify contract modifications that have not yet been distributed. In the case of quantities and dollar amounts, show on the modification the old and new quantity or amount and the net increase/decrease.

Keep accumulated amounts current via latest modification in accordance with DFARS 243.171 ***Obligation or deobligation of funds***.

9. On contracts with mixed contract types (e.g. Firm Fixed Price and Cost-Reimbursement line items), payment instructions are essential to preclude unmatched disbursements. It is extremely important that payment instructions be provided on mixed contract types that indicate which line items and ACRNs are subject to progress payments (SF1443) and cost billings (SF1034). If payment instructions are not provided, MOCAS will automatically prorate any progress payments and cost billings across <u>all</u> ACRNs on the contract.

10. All accounting classification citations identified in contracts must have a corresponding ACRN - even if there is only one fund cite. Assign ACRNs to each discrete accounting classification citation within each contract (DFARS 204.7107 (c))

11. On the face of any contractual document, including modifications and orders, that contain payment instructions, type the words in large, bold letters: **SPECIAL PAYMENT INSTRUCTIONS REQUIRED.**

PAYMENT INSTRUCTION EXAMPLES

The following scenarios are typical of contracting situations that may occur at Air Force Materiel Command centers. Consider the Line Item Funding arrangement in directing how payment must be made. The following templates are used in preparation of contracts and modifications, including delivery orders and purchase orders.

| **Contract Type Scenario** | **Line Item Funding** |
|---|---|
| #1. Fixed Price (or Cost Reimbursement) | Single ACRN |
| #2. Fixed Price<br>no progress payments | Multiple ACRNs |
| #3. Fixed Price (or Cost Reimbursement)<br>progress payments or financing payments authorized | Multiple ACRNs |
| #4. Mixed Type Contract<br>progress payments authorized | Single ACRN |
| #5. Mixed Type Contract<br>progress payments authorized | Multiple ACRNs<br>multiple funding sources |

Payment Scenario:

#1. Fixed Price (or Cost Reimbursement)
This is the simplest of scenarios when acquiring services or supplies with a single line of accounting. This is also the easiest for DFAS to pay; API is utilized.

**<u>Section G</u>**
**Contract Administration Data**

ACRN AA: 5793010 119 4730 119992 099400 00000 000000 503000 F03000
IR/MIPR: FD2040-99-25224 $ 10,000

Contractor will invoice via a DD250 (or SF1034 (BVN) for cost reimbursement)

Based on the scenario above, payment instructions are not required since there is a one-to-one relationship between ACRN and the line item or contract (DFARS 204.7107(e)(3)(i)).

#2. Fixed Price with No Progress Payments
The complexity for payment increases when multiple lines of accounting are involved. However, there are options you may want to consider and discuss with DFAS during the acquisition-planning phase. The methodology used to construct line items is a key factor in the payment process.

Methodology "A" API
Whenever feasible, the preferable approach is to create separate deliverable line items or sub line items for each line of accounting (ACRN) to allow payments to process by API. Under this methodology, no payment instructions are required in Section G.

Methodology "B"
In some circumstances line items and sub line items cannot be artificially created to accommodate paying systems. In these instances, informational sub line items in accordance with DFARS 204.7104-1(a)(3) are warranted. When multiple lines of accounting fund a single line item, payments are manually processed in MOCAS. DFARS 204.7107(e)(3) directs the contracting officer to provide payment instructions in Section G to adequately assign ACRNs to the line item that represents the work being performed. Without specific paying instructions in Section G, the DFAS clerk will pay the easiest way within the system. When specific instructions are desired, consider the following:

**Section G**
**Contract Administration Data**

**PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

ITEM 0001
ACRN AA: 5793010 119 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25224 $ 10,000

ACRN AB: 5703010 110 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25225 $ 20,000

Paying Instructions: **Pay all of funds from ACRN AA before disbursing from ACRN AB.**

Contractor will invoice via a DD250

Under Methodology "A", payment instructions are unnecessary because of the one-to-one line item/ACRN relationship. The Methodology "B" scenario, which requires the program office to specify payment instructions in **Section G,** should be used when necessary to protect funds from canceling or when critical to program expenditure rates. When proportional disbursement across all contract line items and sub line items is acceptable, the DFARS still requires payment instructions for multiple funded line items, but the instructions may simply specify "Disbursement should be distributed proportionately." This would allow payments to be made automatically as is the case in Methodology "A" above.

**#3. Fixed Price (or Cost Reimbursement); Multiple ACRNs and Contract Financing**
Financing payments are treated differently than delivery payments. A progress payment to the contractor is considered a loan and requires "pay back" when the line item is delivered or performance accepted. Unless specific progress payment instructions apply, ACRNs are disbursed proportionately up to the liquidation rate on each ACRN. ACRNs funding a line item authorized for progress payments cannot be fully expended until the line item is delivered. In other words, a contracting officer cannot direct DFAS to pay an ACRN down to zero prior to the item delivering. For example, if the contract's progress payment rate is 85%, then DFAS can

only pay work in process up to 85% of the ACRN amount- not the line item total. When the line item is delivered and invoiced, the loan amount is recouped and the remaining amount of the line item is fully expensed. The Methodology "A" template below utilizes API. Methodology "B" provides DFAS and the contractor specific instructions on how to pay and bill disbursements respectively. These payments will be manually processed in MOCAS.

**Methodology "A"**

**Section G**

**Contract Administration Data**

**PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

ACRN AA: 5793010 119 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25224 $ 2,000,000

ACRN AB: 5703010 110 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25225 $ 2,000,000

ACRN AC: 5713010 111 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25226 $ 2,000,000

Progress payments apply to the entire contract or Cost reimbursement vouchers for partial payment apply to the entire contract

No special payment instructions are required for API. The statements regarding the applicability of progress payments or reimbursement financing payments are not considered payment instructions because they do not instruct DFAS on how to distribute funding.

**Methodology "B"**

**Section G**
**Contract Administration Data**

**PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

ACRN AA: 5793010 119 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25224 $ 2,000,000

ACRN AB: 5703010 110 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25225 $ 2,000,000

ACRN AC: 5713010 111 4730 119992 099400 00000 000000 503000 F03000
PR/MIPR: FD2040-99-25226 $ 2,000,000

Or

**Special payment instructions apply to Progress Payments (or Cost Reimbursement vouchers for partial payments)**

Pay ACRNs in the order listed below up to the limit required for withhold.
**AB, AC, AA**

**Billing Instructions to Contractor:** Each request for payment shall be based upon progress/costs incurred and the funding associated with each line item. Include the ACRN and applicable amount on the invoice as shown below:

INVOICE NUMBER: _____
CONTRACT F____-__-_-_____

ITEMACRNAMOUNT

MOCAS will only allow progress payments on an ACRN up to the permissible progress payment/liquidation percentages cited in the contract.

#4. Mixed Contract Type (Fixed Price/Cost Reimbursement); one funding source (1 ACRN) and Progress Payments
This scenario may occur when a single line of accounting covers more than one line item or sub line item of differing contract types. The determination of contract type by the contracting officer principally is an indicator of risk and not tied to type of funds. An example is the repair of line replaceable units (LRUs).

| ITEM | NOUN | QTY | UNIT PRICE | AMOUNT |
|---|---|---|---|---|
| 0001 | Model "A" LRUs | 100ea | $10,000$ | 1,000,000 |
| | FIRM FIXED PRICE | | | |
| | ACRN: AA | | | |
| ITEM | NOUN | QTY | UNIT PRICE | EST AMT |
| 0002 | Model "B" LRUs | 200ea | $20,000 | $ 4,000,000 |
| COST PLUS FIXED FEE | | | | |

ACRN: AA

**Section G**
**Contract Administration Data**

ACRN AA: 5793400 309 475A 110704 04000 40815 72806F 503000 F03000
PR/MIPR: FD2040-99-12345 $ 5,000,000

**Paying Instructions**
The paying office shall disburse payments in accordance with the following payment requests and the line item amounts:

Progress Payments (IAW SF1443) apply only to line item 0001 up to $1,000,000
BVN (Cost Voucher) (IAW SF1034) apply only to line item 0002 up to $4,000,000

Typically, payment instructions are not required since only one funding source is present (DFARS 204.7107(e)(3)). Segregate funding amounts by contract type and financing/non-financing pools and track closely to ensure expenditures including fee for cost reimbursement line items do not exceed funding for that line item.

**#5. Mixed Type Contract (Fixed Price/Cost Reimbursement); Multiple Funding Sources; Multiple Types of Funding with Progress Payments**
Example scenario: Wright Patterson AFB is about to issue a contract for delivery of unmanned aircraft, a research study, and post production support. Funding (procurement, R&D, and operations & maintenance) will be provided by all three military services. The items will be delivered incrementally at destination. The contractor has requested financing in the form of Progress Payments.

ITEM 0001 UNMANNED AIRCRAFT

0001AA ARMY at BASE A 1ea $ 1,000,000
FIXED PRICE INCENTIVE ACRN: AA

0001AB NAVY at BASE B 1ea $ 1,000,000
FIXED PRICE INCENTIVE ACRN: AB

0001AC AIR FORCE at BASE C 1ea $ 1,000,000
FIXED PRICE INCENTIVEACRN: AC

ITEM 0002 STUDY 1 lo $ 300,000
COST PLUS FIXED FEE
000201 ACRN: AD $ 100,000
000202 ACRN: AE $ 100,000
000203 ACRN: AF $ 100,000

ITEM 0003 POST PRODUCTION SUPPORT

0003AA BASE A (Army) 12mo $ 600,000
COST PLUS FIXED FEE ACRN: AG

0003AB BASE B (Navy) 12mo $ 600,000
COST PLUS FIXED FEE ACRN: AH

0003AC BASE C (Air Force) 12mo $ 600,000
COST PLUS FIXED FEE ACRN: AJ

Section G

**Contract Administration Data**

**PAYMENT INSTRUCTIONS FOR MULTIPLE ACCOUNTING CLASSIFICATION CITATIONS**

ACRN AA: 219XXXX ARMY PROCUREMENT
PR/MIPR: HDHDG-99-12345 $ 1,000,000

ACRN AB: 179XXXX NAVY PROCUREMENT
PR/MIPR: DJDJYG-99-45678 $ 1,000,000

ACRN AC: 5793010 AIR FORCE PROCUREMENT
PR/MIPR: FD2050-99-79801 $ 1,000,000

ACRN AD: 219YYYY ARMY R&D
PR/MIPR: HDHDG-99-12345 $ 100,000

ACRN AE: 179YYYY NAVY R&D
PR/MIPR: DJDJYG-99-45678 $ 100,000

ACRN AF: 5793600 AIR FORCE R&D
PR/MIPR: FD2050-99-79801 $ 100,000

ACRN AG: 219ZZZZ ARMY O&M
PR/MIPR: HDHDG-99-12345 $ 600,000

ACRN AH: 179ZZZZ NAVY O&M
PR/MIPR: DJDJYG-99-45678 $ 600,000

ACRN AJ: 5793400 AIR FORCE O&M
PR/MIPR: FD2050-99-79801 $ 600,000

Contractor will submit payment requests utilizing the following formats to the respective line items

| | |
|---|---|
| **Progress Payments for ITEM 0001-** | **SF1443** |
| **Invoices for ITEM 0001-** | **DD250** |
| **Public Vouchers for ITEMs 0002/0003-** | **SF1034** |

| ITEMs/ACRNs: **Fixed Price** | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| **ACRN** | **AA** | **AB** | **AC** | | | | | | |
| **ITEM** | | | | | | | | | |
| OOO1AA | $ 1,000,000 | | | | | | | | |
| OOO1AB | | $ 1,000,000 | | | | | | | |
| OOO1AC | | | $ 1,000,000 | | | | | | |
| ITEMs/ACRNs: **Cost Reimbursement** | | | | | | | | | |
| **ACRN** | | | | **AD** | **AE** | **AF** | **AG** | **AH** | **AJ** |
| **ITEM** | | | | | | | | | |
| OOO2 | | | | $ 100,000 | $ 100,000 | $ 100,000 | | | |
| OOO3AA | | | | | | | 600,000 | | |
| OOO3AB | | | | | | | | 600,000 | |
| OOO3AC | | | | | | | | | 600,000 |
| | **AA** | **AB** | **AC** | **AD** | **AE** | **AF** | **AG** | **AH** | **AJ** |
| **RECAP** | $ 1,000,000 | $1,000,000 | $1,000,000 | $ 100,000 | $ 100,000 | $ 100,000 | 600,000 | 600,000 | 600,000 |
| **TOTALS** | | | | | | | | | |

**Progress payments are authorized only for line items 0001AA, 0001AB, and 0001AC.**
**Proportional disbursement is acceptable.**

**Cost vouchers are authorized only for the line items listed below. Pay in ACRN sequence as shown:**

| | |
|---|---|
| **Item 0002** | **Disburse in the order shown: AD, AE, AF** |
| **Item 0003AA** | **Disburse funds using ACRN AG up to $600,000** |
| **Item 0003AB** | **Disburse funds using ACRN AH up to $600,000** |
| **Item 0003AC** | **Disburse funds using ACRN AJ up to $600,000** |

Many program offices find it necessary to combine mixed type contracts (fixed price & cost reimbursement) on a single instrument. This should be avoided whenever feasible due to constraints within MOCAS. Since MOCAS disburses by ACRN, it is essential to segregate the funds obligated for each type as shown in the example table above. Failure to do so may result in a payment against the wrong appropriation.

At this time ACPS does not support a spreadsheet format to include a table as shown in the example above, but will have future Word capability that will allow other formats to be imported. In the meantime, continue to use the "summary" area when entering payment instructions text.

Whatever system you use, segregating total dollars between fixed price and cost-reimbursement items is essential for DFAS to allocate payments to proper line item/ACRN.

## Appendix A

## Glossary of Payment Terms and Acronyms

**Accounting Classification Reference Number (ACRN).** An ACRN is a two-position alpha or alpha/numeric code used to relate the line of accounting to detailed line item information in the schedule.

**Automated Contract Preparation System (ACPS).** ACPS is the contract writing system used primarily at the AFMC air logistics centers.

**Automated Payment of Invoices (API).** API is an automated MOCAS process that calculates payment based on the un-liquidated obligation amounts of contract's ACRNs. This is also known as pro-ration or proportional payments.

**Base Contract Administration Services (BCAS).** BCAS supports the operational contracting community with its small purchase contract writing capability.

**Bureau Voucher Notice (BVN).** BVNs also go by the name of interim vouchers or SF1034, *Public Voucher for Purchases and Services Other Than Personal*. They are submitted to DFAS for interim financing/payment on cost reimbursement contracts and for final payment when the service has been completed and accepted.

**ConWrite.** ConWrite is the primary contract writing system for AFMC product centers, test centers, and laboratories.

**DD Form 250 (DD250).** A DD250, *Material Inspection and Receiving Report*, can be used in multiple functions for payment in addition to an inspection and acceptance or receiving document.

**Defense Finance and Accounting Service (DFAS).** DFAS is responsible for accounting and payments for DoD services. DFAS-Columbus is the primary payment center for contracts that are administered by DCMC. All other contracts are paid locally at the installation's servicing DFAS operating location (OPLOC). http://www.dfas.mil/

**Defense Procurement Payment System (DPPS).** DPPS is the successor to MOCAS.

**Electronic Data Access (EDA).** EDA is an interim internet tool implemented by DFAS to allow on-line access to contracts and other documents. It is presently the paperless contract distribution solution for ConWrite generated documents. See JEDA. http://www.dfas.mil/ecedi/edstar/

**Electronic Data Interchange (EDI).** EDI is the computer-to-computer exchange of routine business information in a standard format. The EDI transaction sets eliminate

the need to re-enter critical contract data in the contract pay system and financial data in DFAS administered accounting systems.

**Financial Management Regulation (FM R).** The DoD FMR is a compendium of financial management and payment information covering all aspects of military and civilian financial matters. http://www.dtic.mil/comptroller/fmr/

**Navy Air Force Interface (NAFI).** NAFI is a feature of the ACPS system that will allow users to send Procurement instruments (groups of documents) to the Department of Navy, Air Force, and World Wide Web where they will be available to authorized users.

**Mechanization of Contract Administration Services (MOCAS).** MOCAS is an integrated system supporting post-award contract administration. CAO offices, the payment office, contracting personnel, and funding stations utilize this system.

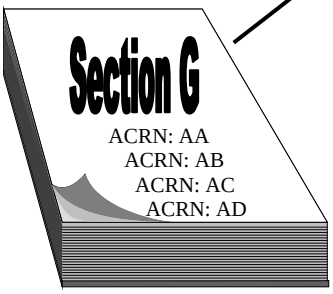
**Standard Procurement System (SPS).** SPS is the successor to the existing legacy contract writing systems and will consolidate such functions as electronic filing, creating electronic forms, and query capability.

**Un-liquidated Obligation (ULO).** ULO represents the unexpended funds on a contract.

# Appendix B

## API Process

Example
Cost-
Reimbursem




ACRN: AA
$1,000
ACRN: AB
$2,000
ACRN: AC

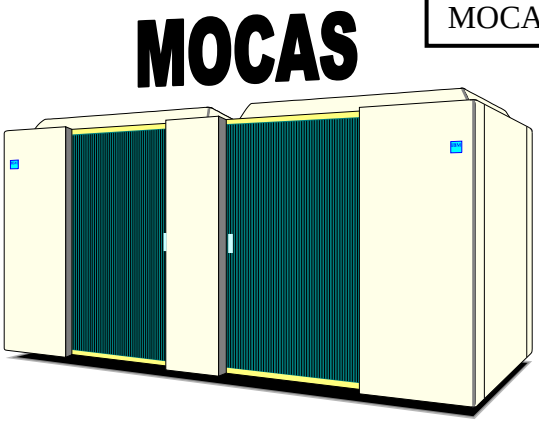
1. When a contract is received at DFAS, the Contract Input Technician reviews the document for

2. The input technician enters the contract into MOCAS and records a **Y**(es) or **N**(o) in the Provisions Data Record screen based on whether there

**Provisions Data Record**
CT1200

DISCNT-TRMS:
SPCL-TOOLING:
PMT-PCT:
LQD-DMG-IND:
INS-ACPT-CD:
BVN-INST-RQD: **N**
PROGPAY-INST-RQD: **N**

3. Based on the coding of N, all payments will be processed API by MOCAS.



4. When an interim payment request (e.g. BVN) arrives from the contractor, MOCAS automatically calculates payment. From the above example, payment will be prorated against the remaining unliquidated obligation (ULO) of the contract. Within 14 days, the contractor will receive a payment in the amount of $1,000. The

# Appendix C

## HQ AFMC Policy Memo on Progress Payment Distribution, 2 Sep 98

***With attachment by SAF/AQC and OUSD (DDP)***

MEMORANDUM FOR SEE DISTRIBUTION 2 September 1998

FROM: HQ AFMC/PKP
4375 Chidlaw Road, Suite 6
Wright-Patterson AFB OH 45433-5006

SUBJECT: Progress Payment Distribution

1. Beginning 1 September 1998, contracts awarded with the provision for progress payments shall contain financing payment distribution instructions in Section G of the applicable instrument. Specifically, this policy applies to fixed-priced contracts other than Firm-Fixed Price when multiple appropriations are cited on the contract. This policy was issued 12 August 1998 by the Director of Defense Procurement (DDP).

2. In the attached memorandum of 28 August 1998, SAF/AQC provides general guidance for executing this new policy in conjunction with specific procedures by the Defense Contract Management Command (DCMC) for providing progress payment instructions to the paying office.

3. Good communication among the originating contracting office, the contract administration office, and the paying station (DFAS) will be essential for successful implementation of this policy.

4. The point of contact for this policy and other command-wide payment issues is Mr. Tony Armes, HQ AFMC/PKPC. He can be reached at DSN 986-0447, commercial (937) 656-0447, or e-mail: armest@wpgate1.wpafb.af.mil.

FOR THE COMMANDER

//signed//

BONNIE D. TAYLOR
Acting Chief, Contracting Policy Division
Directorate of Contracting

Attachment:
SAF/AQC Memo, 28 Aug 98, w/Attch

ATTACHMENT

**28 Aug 1998**

**MEMORANDUM FOR ALMAJCOM/FOA/DRU (CONTRACTING)**

FROM: SAF/AQC
1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Progress Payment Distribution

On 12 August 1998, the Director of Defense Procurement (DDP) issued a memorandum (attached) requiring that payment instructions for progress payments be provided to the Defense Finance and Accounting Service (DFAS). This policy is effective for fixed-priced contracts other than Firm-Fixed Price having multiple appropriations awarded after 31 August 1998.

Since the Administrative Contracting Officer is generally responsible for administering progress payments, the Defense Contract Management Command (DCMC) will be primarily responsible for executing this new policy. Their procedures will soon be incorporated as part of the Defense Command Management Command's One Book, which is located at the web site **http://www.dcmc.hq.dla.mil/Onebook/Index.htm**.

In some instances, Air Force Procuring Contracting Officers (PCOs) will retain contract administration authority. If so, he or she will be responsible to provide the payment instructions to the payment office in the basic contract or in a modification that precedes the request for progress payments. We suggest following DCMC's applicability criteria and instructions regarding how to distribute progress payments, referenced above.

Please note that when there are multiple ACRNs under a single appropriation, the contracting officer will further distribute the progress payment amounts by ACRN. This ACRN-level distribution will ordinarily be on a pro-rata basis, unless the contracting officer determines that another basis is appropriate. Also, distribution instructions for research and development contracts will assume that contractor work will be performed using the earliest fiscal year's funding first, unless there is information available to the contrary.

Before issuing a solicitation that will be covered by these new progress payment distribution procedures, the PCO should consider the impact of complex schedules (complicated CLIN structures, multiple ACRNs, mixed contract types, etc.) on the contract administration and payment functions. Input and advice from these functions may be appropriate. During contract administration, the PCO should cooperate with any ACO requests for additional information or assistance.

As the situation warrants, contracting officers may be required to modify their distribution instructions to ensure financing payments are distributed in accordance with the work being performed and as new appropriations are added to the contract.

Point of contact for this action is Mr. Paul A. Schill, SAF/AQCP, (703) 588-7053 or DSN 425-7053. His e-mail address is: *pschill@af.pentagon.mil*.

//signed//
TERRY L. RANEY, COL, USAF
Acting Associate Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

Attachment:
OUSD (DDP) Memo, 12 Aug 1998
http://www.acq.osd.mil/dp/progpmnt.pdf

Appendix D

DoD Financial Management Regulation (FMR):
(DoD 7000-14-R)

**Volume 10**
**Contract Payment Policy and Procedures**

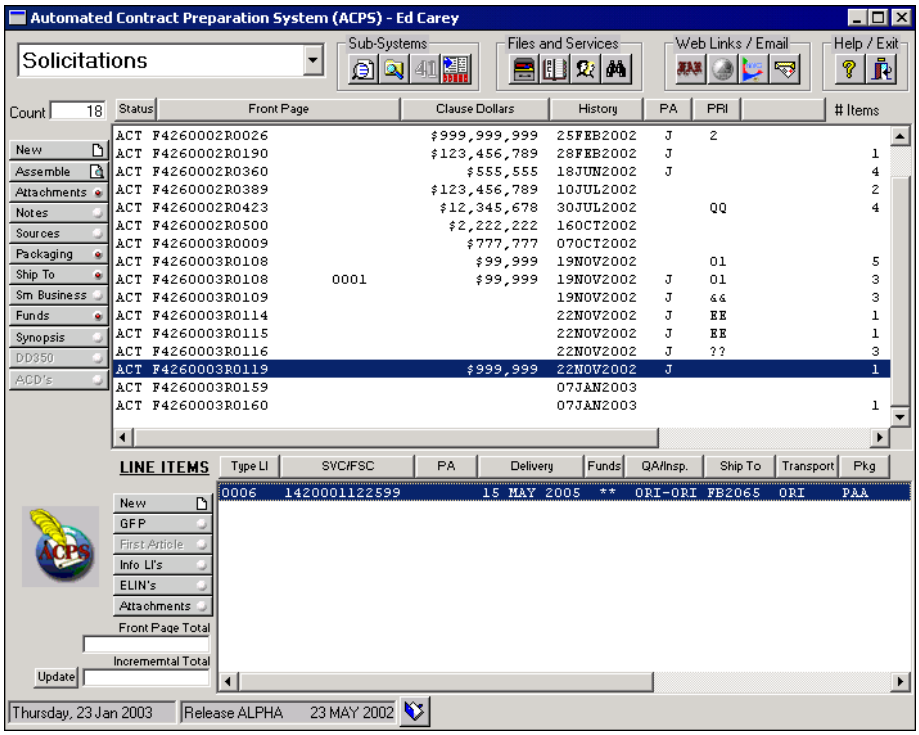
**GO TO**

http://www.dtic.mil/comptroller/fmr/10/index.html

## 4.1.9 SELECTED SOURCES.

### 4.1.9.1 Purpose and Design.

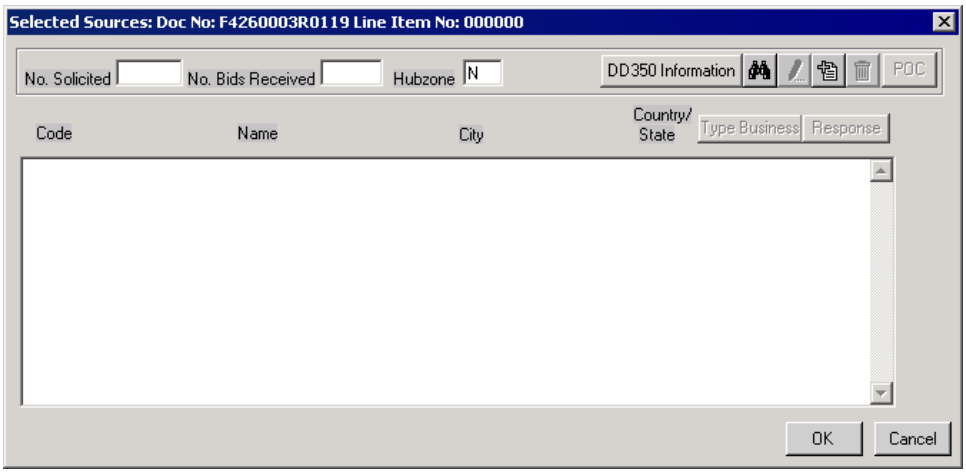
This feature allows you to build the source list or bidder's list electronically, using the Vendor and Address databases. It is accessible from the Solicitation Workbasket or the Award Workbasket. Sources can be accessed from both the document level and the line item level. In a case where a large, multi-line item solicitation is sent to a variety of bidders, it is possible to identify which bidders are qualified suppliers of which line items.




From the solicitation workbasket it is listed on the left column. A red dot indicates sources data is assigned. On the word "Source" in the example to the left the indicator is white, meaning no "Sources" are set.

Select a document when opening the workbasket screen sets, then the sources button is selected.

When opened for the first time, the Selected Sources list box is empty.



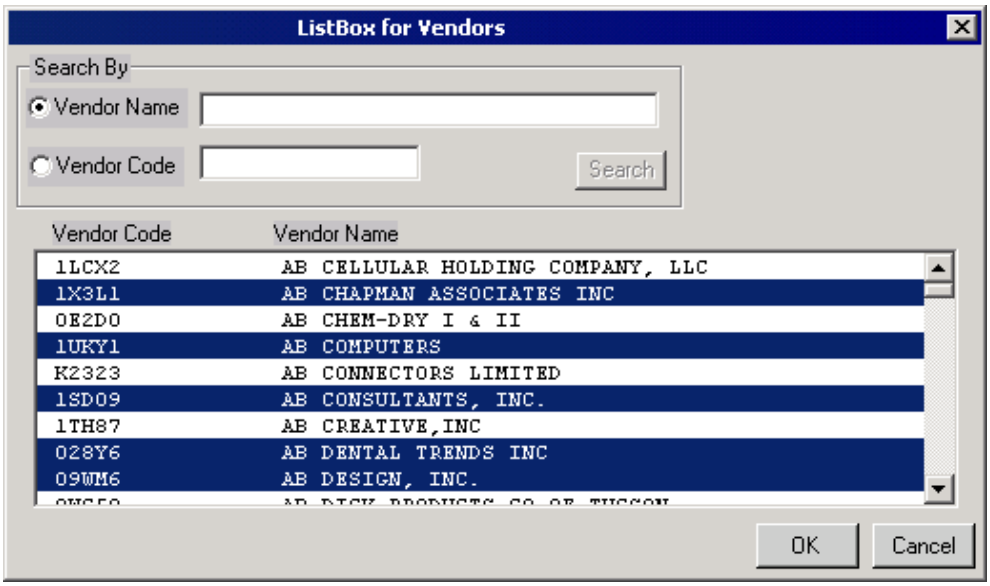

To add a record to the Source List, select the "Search" icon , or the "New Record" icon . The Search icon will open the following screen.

At this point the user must select "Vendor Name" or "Vendor Code" as the basis for the database search.

In the screen to the left "Vendor Name" is selected.

Warning: Do not initiate the search until there is an entry in the selected box. If you click on the "Search" icon and the text box is empty, as shown to the left, the program may not function correctly.

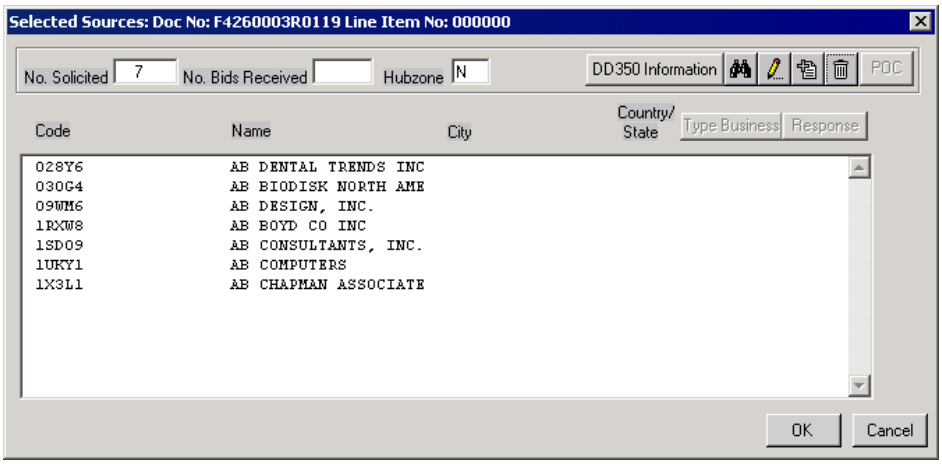
Only enter the first letter of the Vendor Name or the first digit of the Vendor Code. The complete entry is not required. After some data is entered and the search button is checked this screen will come up.




In the example shown at the left the "Vendor Name" is selected. The letter "AB" is entered in the text field, and the search button has been selected. The first ten entries from the Vendor database are displayed. The database for Vendors' names beginning with the letter "AB" can be found by use of the scroll bar on the right-hand side. Vendor Codes (0 – 9) will work the same way.

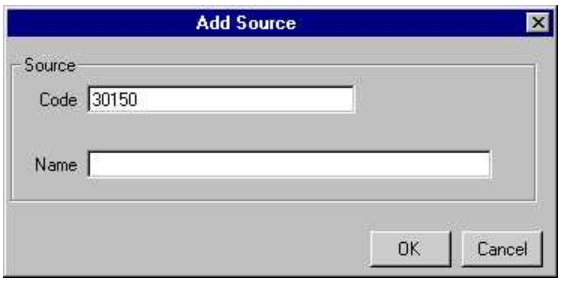
This feature is downward searchable. Entering "AB" accesses <u>all</u> Vendors whose names begin with the letters AB. Entering "ABB" will show all Vendors from ABB- downward. In this case, "ABBOTT" onward. The best search strategy is to enter as few letters of a name, or numbers of a code that will give a good search.

Getting back an example, seven Vendors have been selected. By clicking on the "OK" button, you are taken to the formerly blank Selected Sources list box. Now there will be seven Vendors in the Source List, or Bidders List.

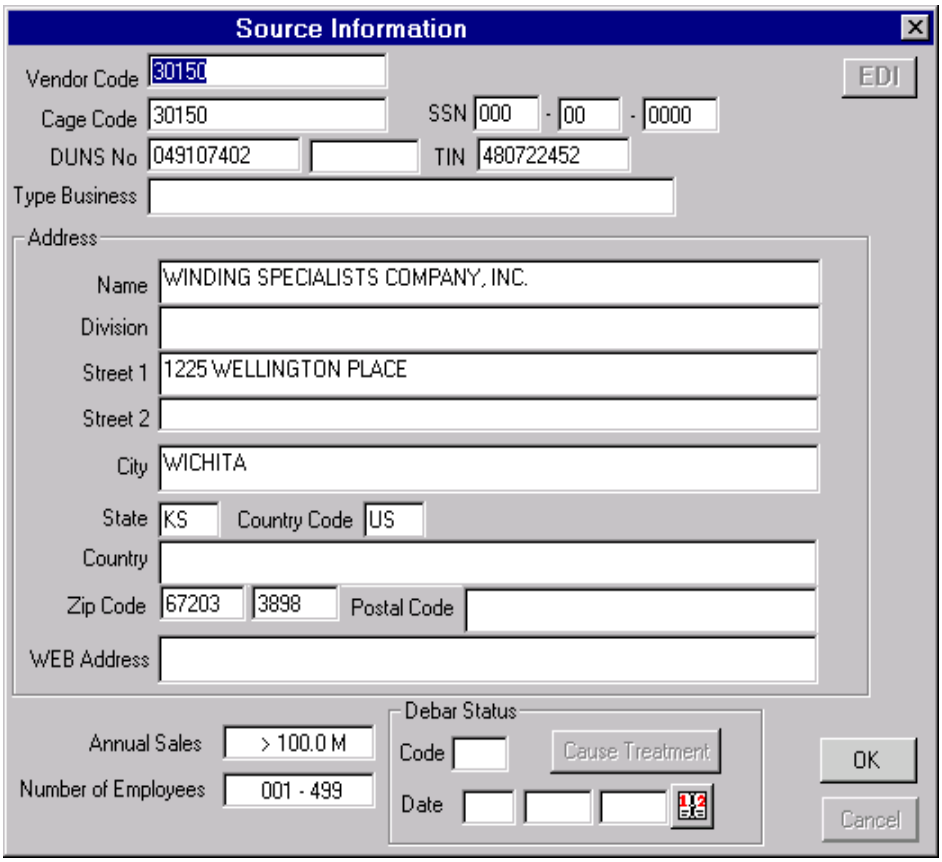



By using the "New Record" icon , a vendor can be added who is not in the site database.

Selecting the icon brings up the screen.



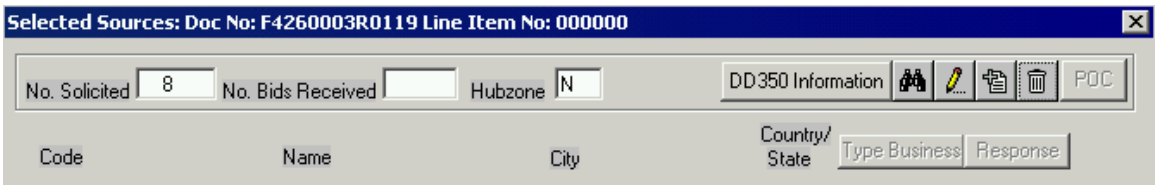

The Vendor Code 30150 has been entered. In adding a vendor to the list, you may enter either Code or Name. This is not, however, a search function. The Name or Code must be correct. Temporary data may be used here as well. After entering the information, select "OK." The following detail screen opens:




Information may be added or edited in this screen.

When the data is correct and this Vendor is ready to be added to the Vendor / Bidders list, click on the "OK" button. You will go back to the Selected Sources (bidders list) screen.

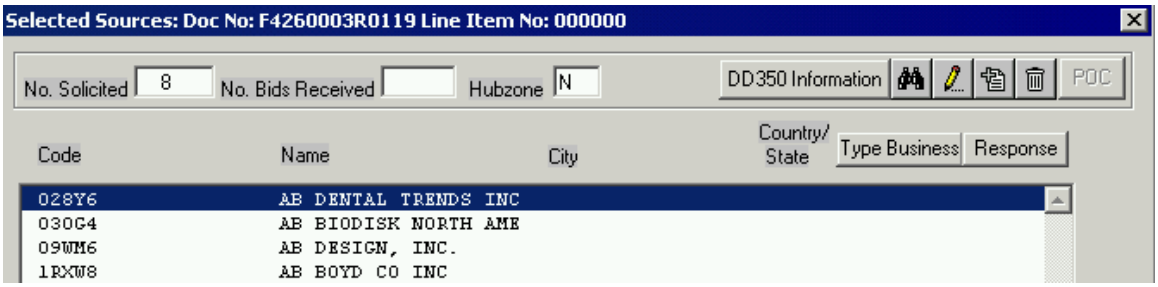
Take a look at the information presented in the upper bar of this screen:



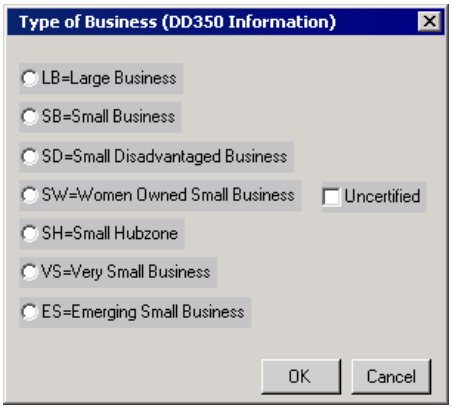

In the example above, eight sources are in the Source List. The information shows that none have responded, and none are HUBZone Sources. As changes are made to the Sources screen set, this bar is updated.

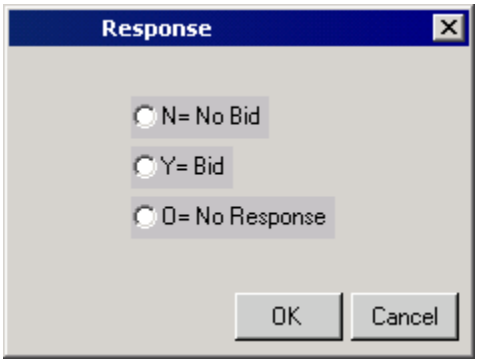
This field is straightforward. As Sources are added to, or deleted from the list, this field is automatically updated.

This information is also automatically updated.

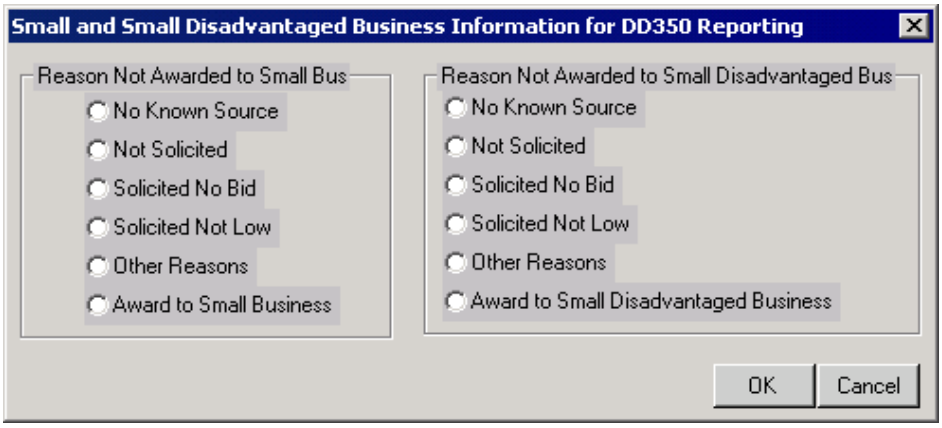



As a name on the Bidders list is highlighted, the "Type Business & Response" button becomes active. Selecting the Type Business button to view a list of business types to choose from. offered two selection boxes (shown below). The first selection is Bid, No Bid, or No response. At this point, the program will not abstract offers. That functionality will be added on a future release.




On selecting the Response button, you can make further selections:



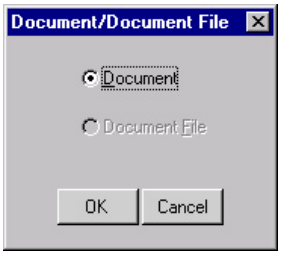

On selecting the DD350 Information button, selections are available that read directly into the automated DD350 program.

The wealth of information that is available in "Sources" and, by virtue of access to the Address and Vendor databases will increase as additional interface capability is added.

### 4.1.10 SPECIFICATIONS AND ATTACHMENTS

This document describes all elements of the **Specification and Attachment** screen and subsequent screens used to identify the document(s) and establish its location, to associate it with an ACPS document. The attachment/specifications can be, directed to the source of the attachment/specifications, by reference, or by incorporation into the document.

To begin the Specification and Attachment process select .




Beginning the Specification and Attachment process from a workbasket will select document as the association for the information to be attached.

#### 4.1.10.1 Specification/Attachments

This displays a list of attachments belonging to an ACPS document. You can add additional entries, Edit or Delete existing entries.
It displays the check for Military Specs or Standards Applicable, Attachment/Specification Title, Date, Number of Pages, and type.

**Note:** Throughout these screens:

This button is used to edit a highlighted record.

This button is used to add a new record

This button is used to delete a record

The button is used to display an object though OLE.

Attachment/Specification Title:
Attachment/Specification Document Name

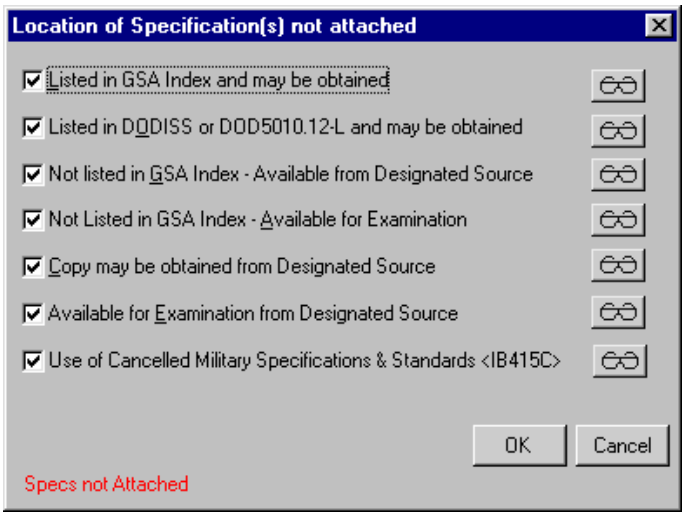
Date:
Date given to the Attachment/Specification document.

No of pages;
Attachment Specifications number of pages.

Type:
Displays if the Attachment/Specifications is Incorporated, Attached, or can be found at a specified location.

Military Specs or Standards Applicable:
This box is used to add Clause 252.211-7005 “Substitutions for Military or Federal Specifications and Standards" to the document.

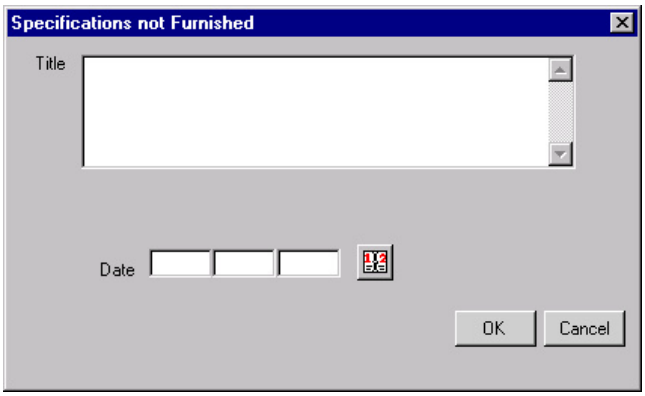
Specification not Attached:




Location of Specification(s) not attached is used to identify specifications that are not attached to a document in ACPS.

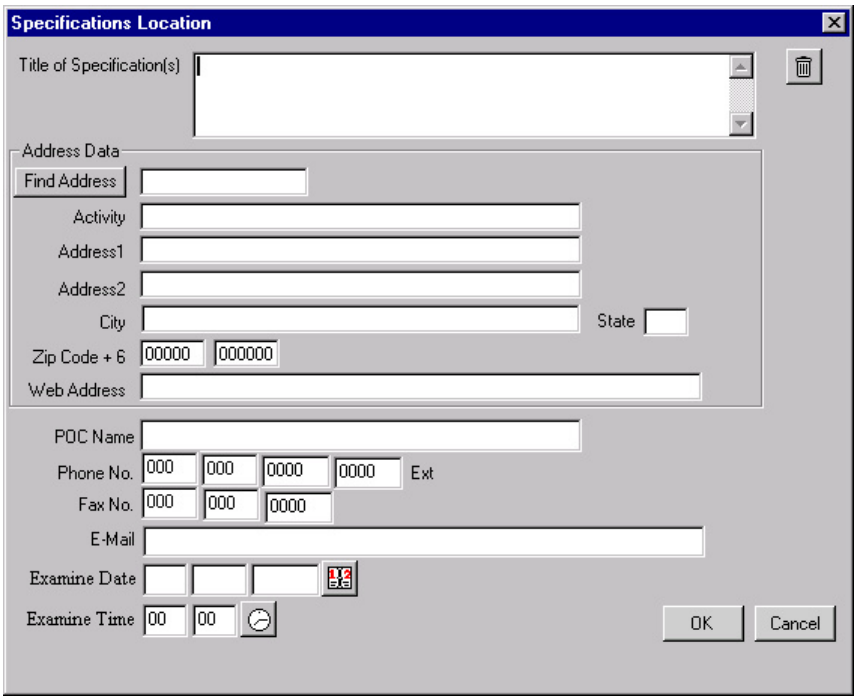
Location of Specification(s) not attached utilizes three screens. The following screens, Specifications not Furnished, Specification Location, and Military Specifications/Standards, are used to identify the specification(s) not attached to a document in ACPS.

Specifications not Furnished:




Utilized by the "Listed in GSA Index and may be obtained" and "Listed in DODISS or DOD5010.12L and may be obtained" selections. Allows entry of the Specification Title and date of a not furnished specification.

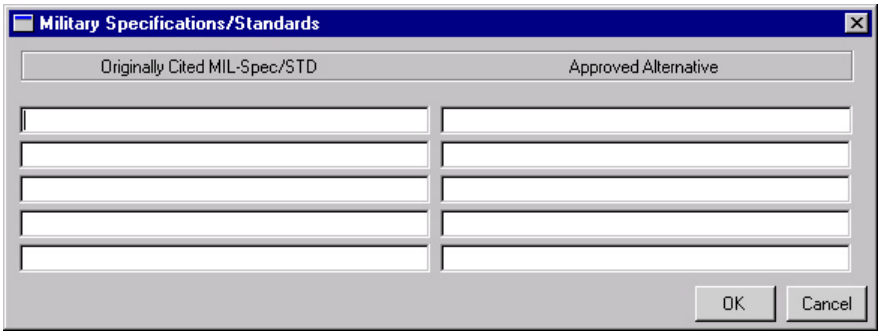
Specifications Location:




Utilized by the "Not listed in GSA index - Available from Designated Source", "Not Listed in GSA Index – Available for Examination." Copy may be obtained from Designated Source and "Available for Examination from Designated Source" selections. Allows entry of the following data.

- Title of Specification
- Address Code
- Activity Name
- Address (Two lines)
- City
- State
- Zip Code (5+6)
- Web address – Web address of specification.
- Point of Contact
- POC phone Number
- POC Fax Number
- POC e-mail
- Examine Date – Date that the Specification can be viewed.
- Examine Time – Time that the specification can be reviewed.

Military Specification/Standards:

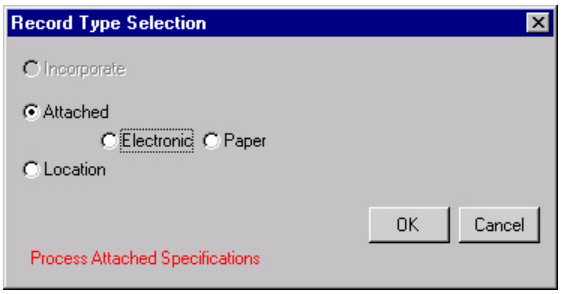



Utilized by the "Use of Cancelled Military Specifications & Standards" selection. Allows the entering of the, Originally Cited Mil Specs/STD and the Approved Alternative

Add Specification Attachment

To add a specification/attachment click on

Record Type Selection

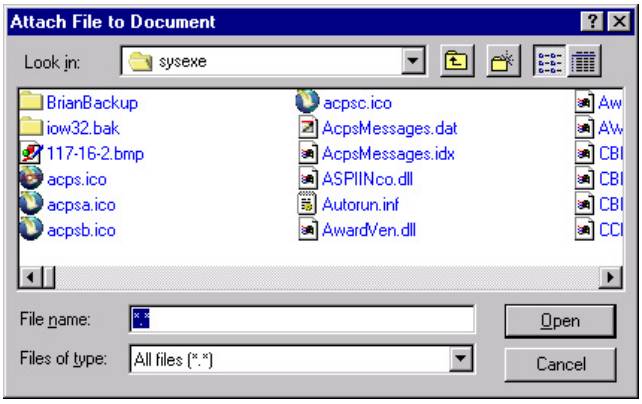



Record type selection allows you to determine how the specification/attachment(s) will be included into the document. The specification/attachment(s) can be incorporated into the document, Attached to the document by electronic or paper, or the location of specification/attachment(s) can be identified.

Incorporated
A Specification/Attachment to incorporated into the ACPS document is entered on this screen.

Attached
A Specification/Attachment can be attached to an ACPS document. The attachment can be in Electronic or Paper format.

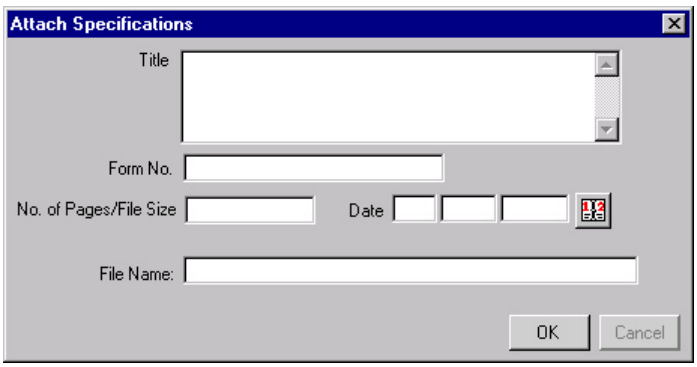
Electronic




If the file is in an electronic format locate the file using the "**Attach File to Document**" screen. When a file is selected it is moved to a directory associated to the ACPS document you are attaching it to. The information is displayed to the "**Attached Specification**" screen.

Paper
If the attachment is in paper format it can be identified in the "**Attach Specification**" screen.

**Attach Specifications**



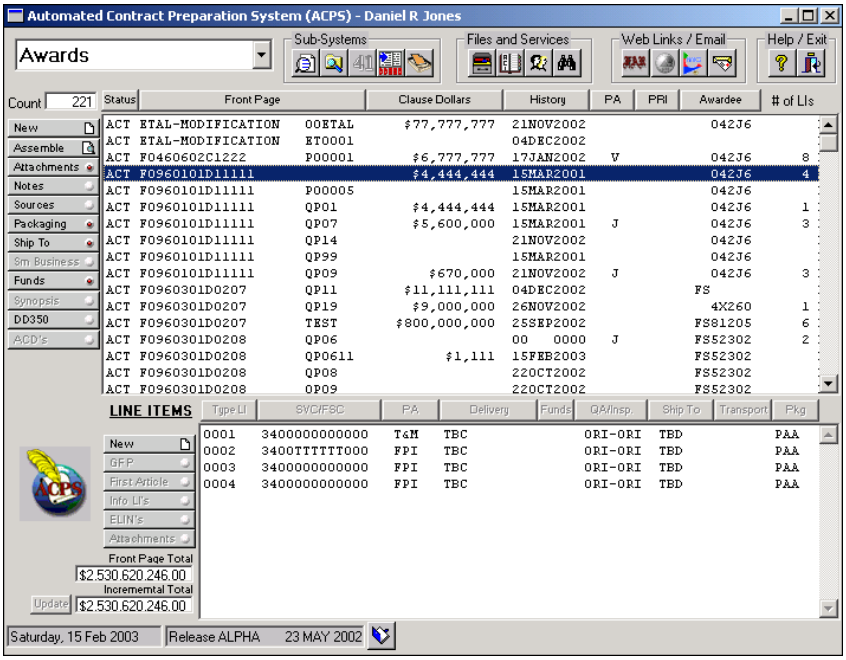

The tile of the document, Form no. Number of pages and date of the attachment can be entered on this screen. The **"File Name"** field displays the complete path and file name of an electronically attached document.

Location

Location uses the same process that was used in the "**Specifications Not Attached.**"

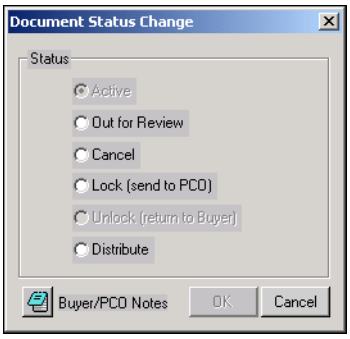
### 4.1.11 Status Button Screen

#### 4.1.11.1 Award Workbasket Screen




When you first log on to the ACPS, the program will take you to the last document in which you worked. After you select a document, the "Status Button" Status is activated.

#### 4.1.11.2 Document Status Change Screen

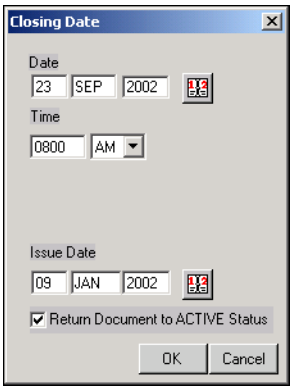



This screen appears as you click the status button. It allows you change the status of the document with one of three options:

1) **"Active"** radio button is gray, because the document is already in the Active mode. The three digit code of "ACT" will appear to the far left of the document in the workbasket.
2) **"Out for Review"** sends the document to another user for review. This action places an electronic copy of the document in the identified user's workbasket. The three digit code of "OFR" will appear to the far left of the document in

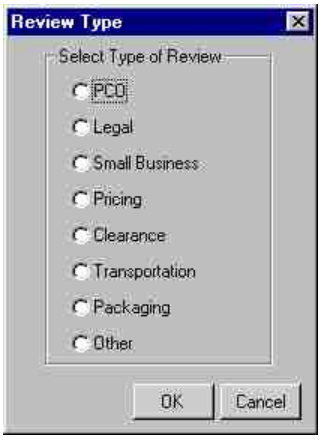
the workbasket. The reviewing user will have the three digit code of “REV” to the far left of the document in the workbasket.

3) **“Cancel”** freezes the document and enters the History for Canceled. The user will have a three digit code of “CAN” to the far left of the document in the workbasket.
4) **“Lock (send to PCO)** sends an electronic copy of the document in a frozen state to the PCO for review. The user will have a three digit code of “LOC” to the far left of the document in the workbasket.
5) **“Unlock (return to buyer)** returns the document to “Active” status, the buyer can take whatever corrective action is necessary to obtain PCO approval. The user will have a three digit code of “ACT” to the far left of the document in the workbasket, signifying the document has returned to “Active” status.
6) **“Distribute”**. This action freezes the document contents and sends the document to the appropriate “Post Solicitation or Post Award” workbasket. In the case where the PCO has distributed another buyer’s document, the document copy will leave the PCO’s workbasket and will place the document into Distributed Status (identified with a three-digit code of “DIS”), into the buyer’s appropriate “Post Solicitation or Post Award” workbasket.
7) **“Undistribute”**. In an extremely rare case, the “System Manager” has the ability to “Undistribute” a document. This action returns the document to the “Active” status.




In doing so, the document has been unfrozen and is subject to any system and clause changes that took place since it had been distributed or frozen. System Administrator’s do this by clicking the document, clicking the Status button and clicking the checkbox for “Return Document to Active Status” as shown in the screen print to the left:

### 4.1.11.3 Review Type Screen




This screen comes up when the user has clicked the “Out for Review” radio button on the “Document Status Change” screen. It allows you to select the type of review to send the document for and the user you want to send the review to. This action sends a frozen copy of the document to the reviewer’s workbasket for review. A history is kept of when and who the document was sent to and this history shows in both user’s workbaskets under the “History” button.

4.1.11.4 “Other” Description Screen

This screen comes up when the user clicks the radio button for **“Other”** on the **“Document Status Change”** screen. It allows you to identify the type of review (other than the standard) to send the document for.

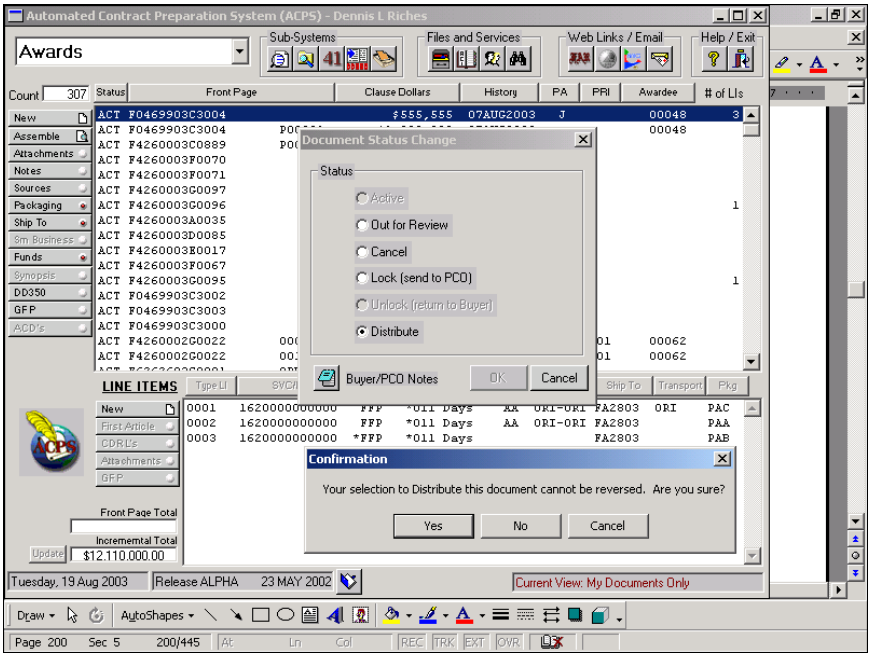
4.1.11.5 Selection of Distribution Screen

This screen comes up when you have clicked the radio button on the **“Document Status Change”** screen for **“Distribution.”** It is a screen warning that the document format and contents cannot be modified following this action. It sends the documentation to the appropriate interested parties and freezes it as such.

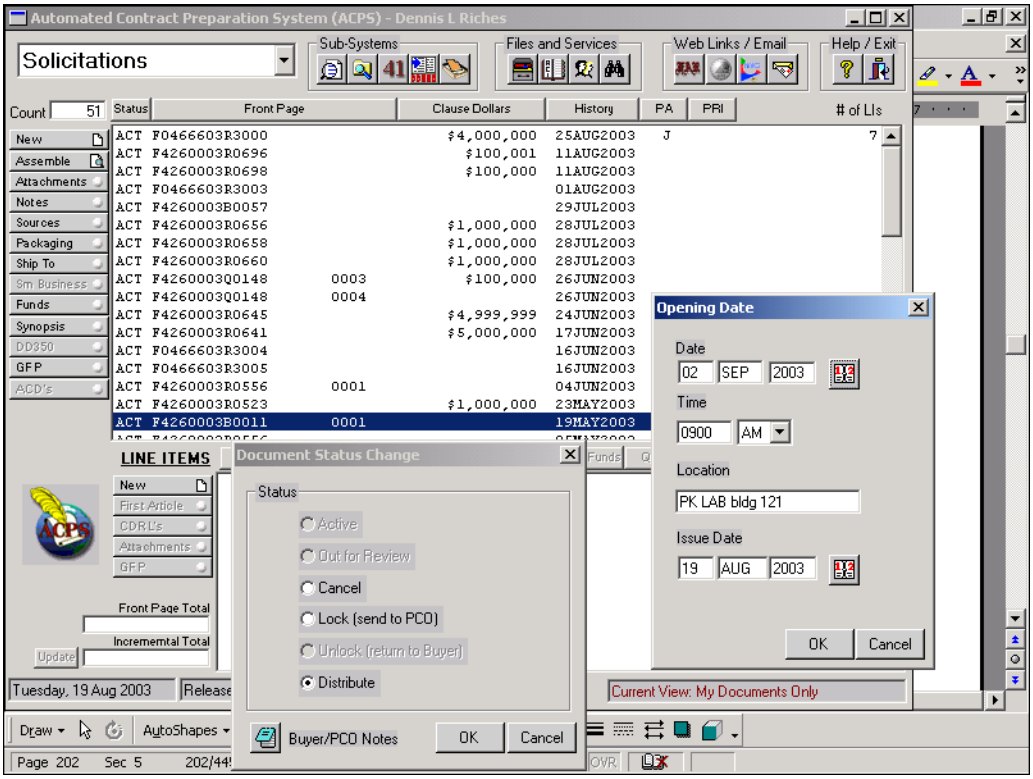
**4.1.11.6** Distribution Confirmation Screen

If you click “yes: to perform a nonreversible distribution, the document is se in history as a “distributed document.

If the document is a solicitation, an “Opening Date” screen will come up as shown below



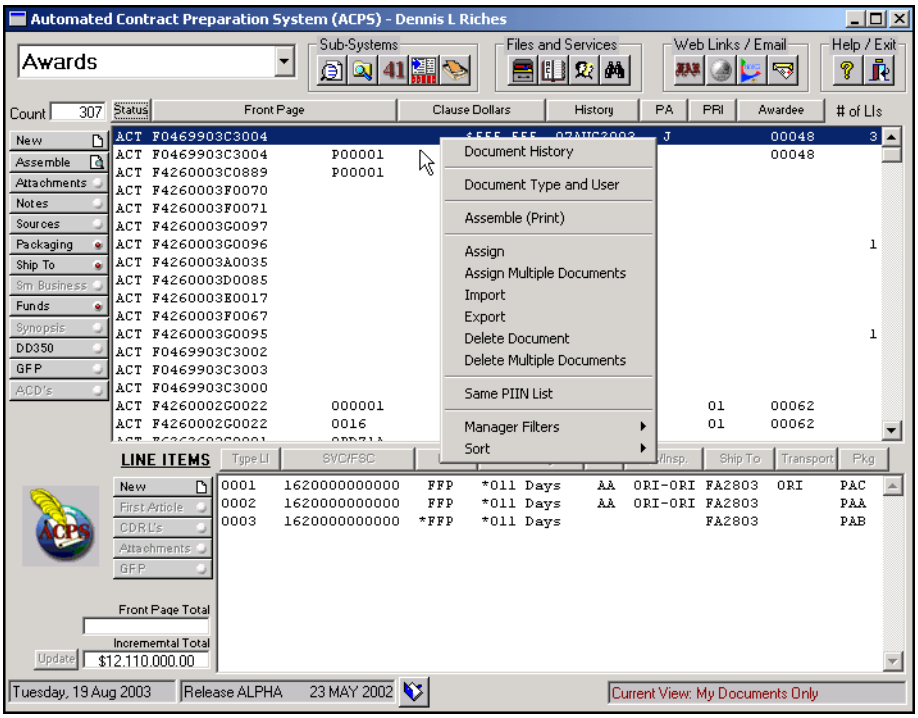
### 4.1.11.7 Solicitation Opening Date Screen



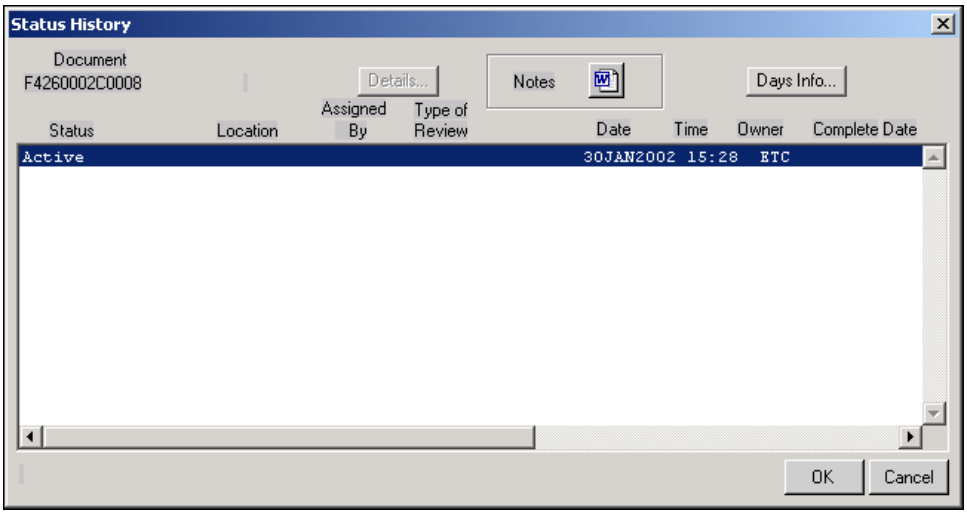

The **"Opening Date"** screen enables you to identify the date and the time the solicitation was distributed and the location where the distributed document is being stored.

### 4.1.11.8 Status Right Click Dropdown Window

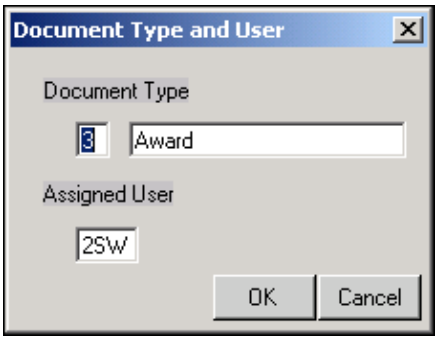
This window is showing the **"Dropdown"** block that is accessed by right clicking from the workbasket screen the document you want to address. This **"Dropdown"** block enables the user to:




1. **Document History**: View the document's history in relation to the status. (2) Move the document to the import facility. (3) Delete the document entry. The history is accessed by clicking right mouse on the document from the "Workbasket" and clicking "Document History" on the drop down menu.

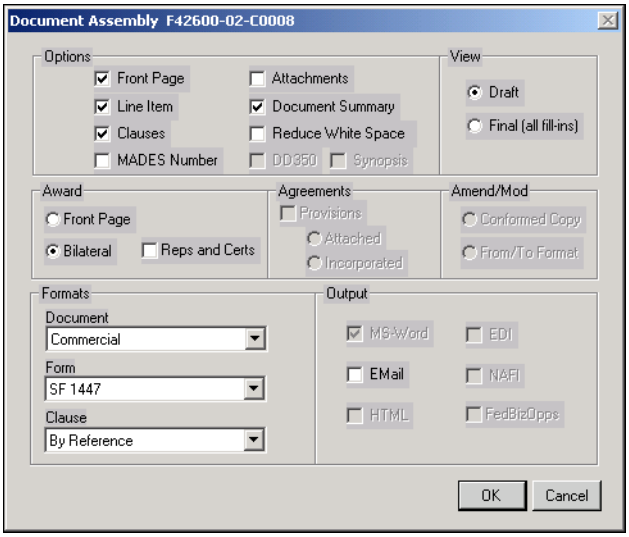


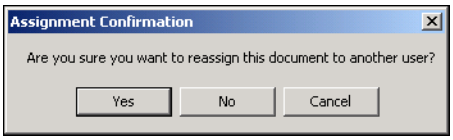

## 2. Document Type and User

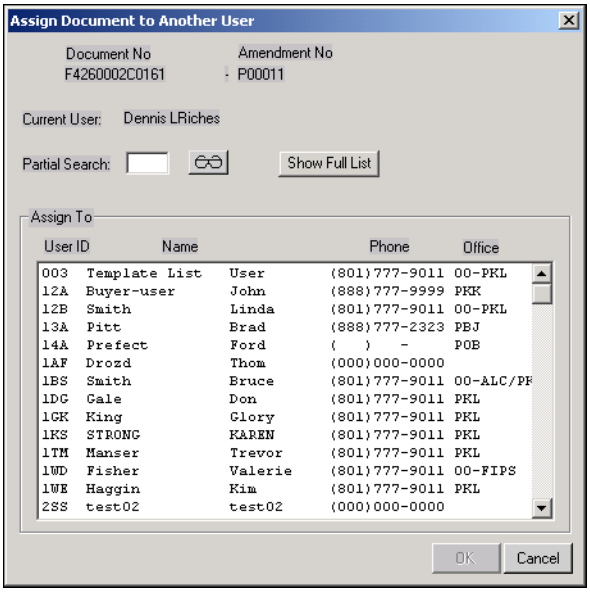



View the document information as to the Type and User Code Assigned.

## 3. **Assemble/Print**

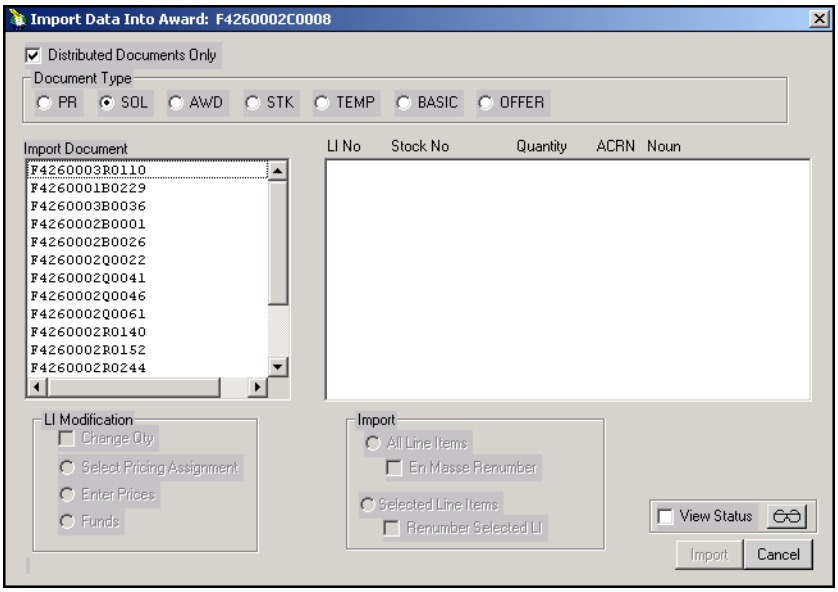





4. **Assign the Document to another User**: (to assign the selected document to a different user, by accessing the user database and identifying a re-assignee.

5. **Assign Multiple Documents**: (to assign multiple documents at one time to a different user, by accessing the user database and identifying a re-assignee for all of them at one time.



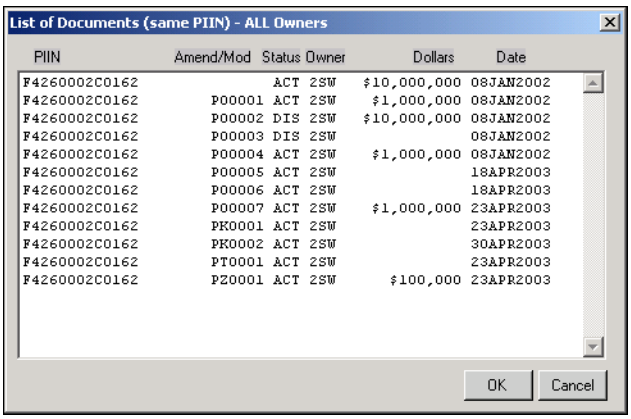

6. **Import**: (to import another document into the selected document)

7. **Export**: (to export your document to another document) – not currently active.

8. **Delete Documents**: (to delete the selected document permanently)

9. **Delete Multiple Docs** (to delete multiple documents at one time)

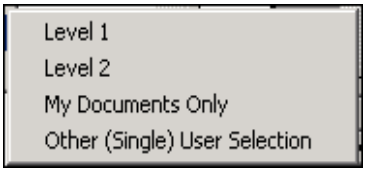
10. **Same PIIN List**: (to see what other actions have been taken on the selected PIIN)




This screen reflects all documents in the system that have the same PIIN as part of the document number.

11. **Manager Levels**: (to use the workbasket "if have the proper authority in User" to open other user's workloads at various levels of management or any single user) You control the ability to reassign workload to:

**Manager 1** will allow a user to move any users document to any other user




**Manager 2** will allow a user to move a specific user document (same first character of user code) to any other user.
**Manager 3** will allow a user to move a specific user document (same first and second character of user code) to any other user.
From a workbasket (PR, Sol, Award) select view. Then either select Subordinates workbasket or Other User workbasket

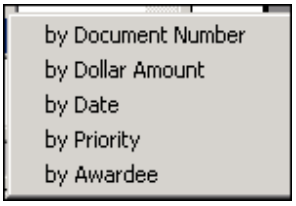
**a**. Select a level, the current workbasket will be populated with the assigned documents.

Note: Level One is not active at this time. Level Two populates the workbasket with all document that have the same 1st position of the users, user code. Level Three populates the workbasket with all document items that have the same 1st and 2nd positions of the users, user code.

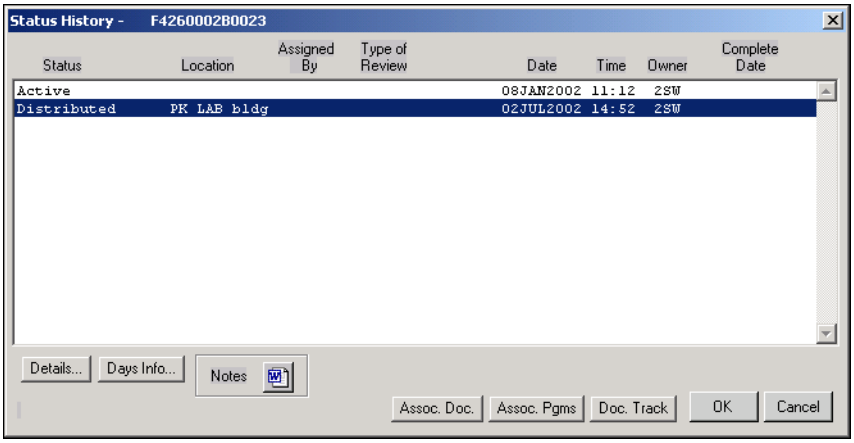
**b.** If you select "Other User workbasket" a search screen appears. Enter the One (manger1), Two (Manager 2), or Three digit (Manager 3) user code to find a specific user.

Select a user from the results and the current workbasket will be populated with the selected users workload.

12. **Sort**: (to sort/rearrange the documents in the present workbasket "in any manner selected from the dropdown")

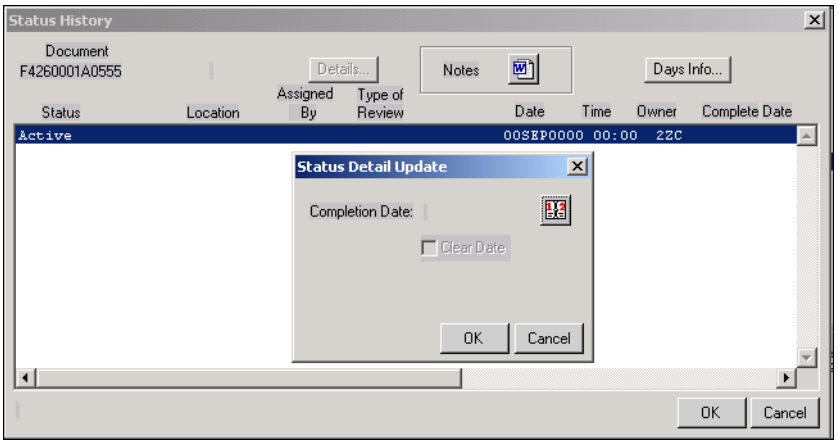



4.1.11.9 Status History Screen



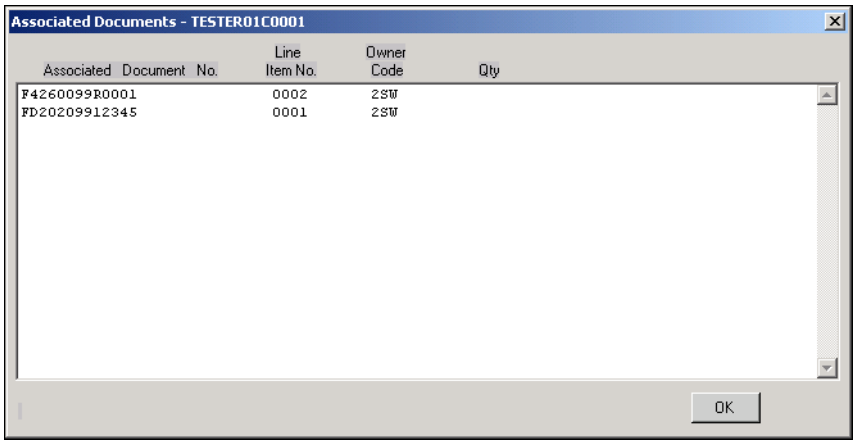

This screen opens when you click the "Document History" option on the "Status Right Click Dropdown Window". There are three possible status conditions for the documents, i.e. 1. Active, 2. Out for Review, and 3. Distributed. This history is derived from the entries made on the "Document Status Change Screen." It reflects all the information concerning the types of reviews the document has been through and the dates for those reviews. It shows the current status as well as the previous reviews or status held. If you need to enter an update to the existing status, the status to be updated is double clicked thus opening the "Status Detail Update" screen as shown below.

4.1.11.10 Status Detail Update Screen




The **"Status Detail Update"** screen enables you to enter an updated completion date. This update will not show in the **"Status History"** screen, but when you double click on the document thereafter from within the **"Status History"** screen, the updated date will be shown. If the document has been distributed, the status button is grayed out and inaccessible, but if you click on the document with the right mouse, the **"Status History"** screen can be accessed by clicking **"Document History"** on the dropdown selection box which appears. From there you can click on the distributed document to activate the **"Details"** button at the top, middle of the screen. This **"Details"** button opens a non-interactive reflection screen showing the distributed status details as shown below.

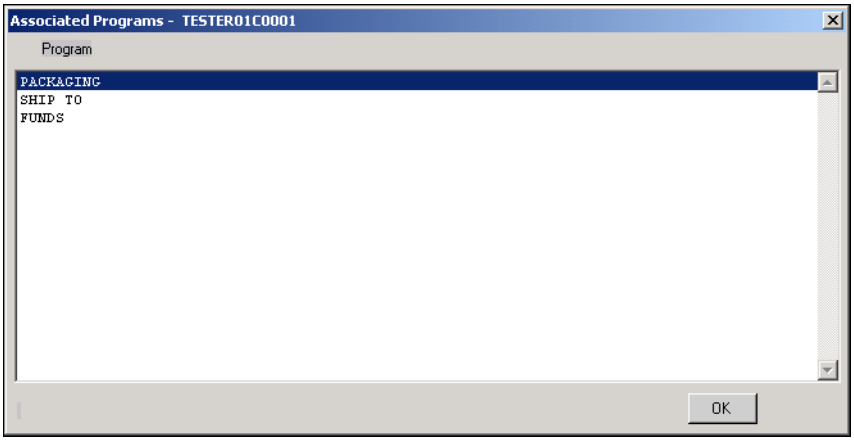
### 4.1.11.11 Associated Documents Screen




This screen can be reached under the Assoc. Doc. Button Assoc. Doc.

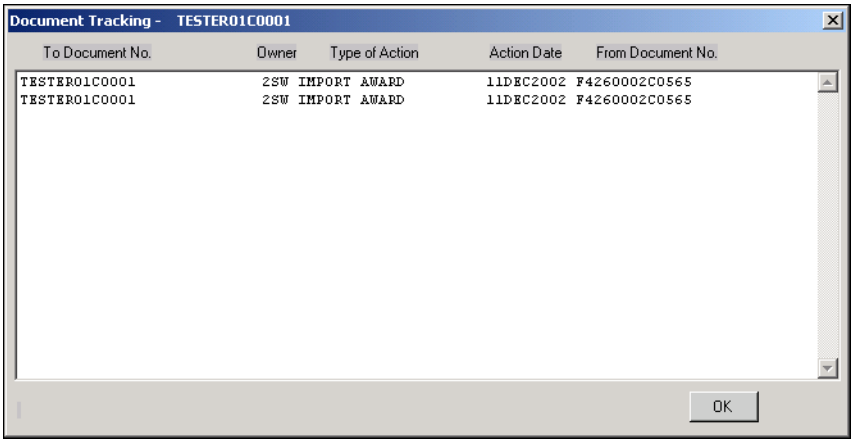
This screen shows the user the document numbers that are associated with the data in the selected document, i.e. Purchase Request Numbers as shown below:

### 4.1.11.12 Associated Programs Screen




This screen can be reached under the Assoc. Pgms. Button. This screen reflects the programs that have been affected/included in the document, i.e. all of the parts like Ship To, Funds, etc. that are on buttons that can reflect a red-light in the main workbasket.

### 4.1.11.13 Document Tracking Screen

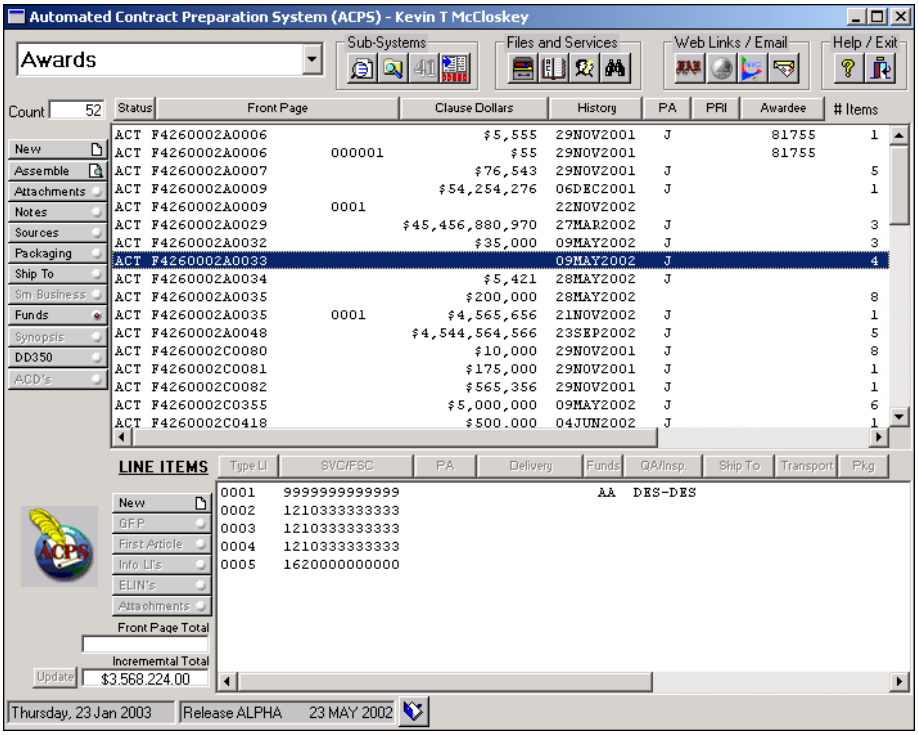



This screen can be accessed under the Doc. Track button. Doc. Track This screen reflects the tracking actions associated with the selected document, i.e. the import actions at the line item level.

### 4.1.13 E-MAIL SERVICE - WORKBASKET

The E-mail Service selection button is used in the same manner as your regular E-mail. The ACPS program will access the E-mail software package Outlook you are currently using.

To access the E-mail Service from your workbasket, click on the E-mail button on the top tool bar as shown in the screen below. You can access this button from the following workbaskets; PR, Solicitation, Award, and Line Item. It is found below on the top line of icons under the category title of Weblinks/Email.
The above menu is the **"Choose Profile"** screen. This screen appears when the E-mail button is selected in a workbasket.




#### 4.1.13.1 Profile Name

The Profile name allows you to select the user profile you want to use.

#### 4.1.13.2 New

The New button starts the Profile Wizard screen shown below, and allows you to create a new profile.

4.1.13.3 Options

The Options selection screen shown below, allows you to specify advanced options for logging on such as:

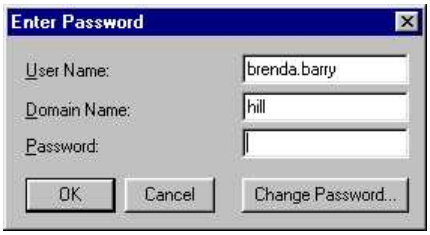
Set a default profile.

Sets the selected profile as the default profile.
Show logon screens for all information services.
Displays the logon dialog box for each information service in the selected profile.

4.1.13.4 Help

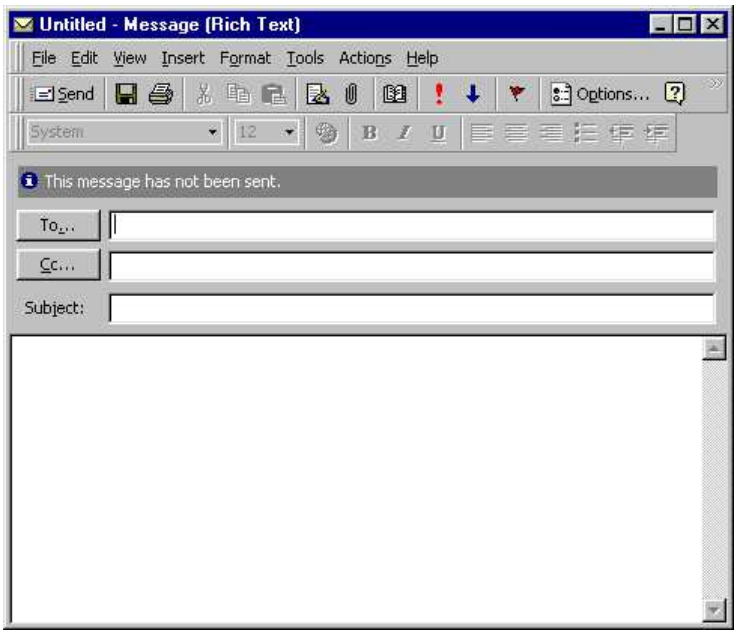
The Help selection can be selected to give you the same information shown in this instruction document.

Select **"OK"** and the **"Enter Password"** screen shown below will appear.




**4.1.13.5 Enter Password**

The Enter Password screen is the same screen that appears when you normally logon to either read or send E-mail. Enter the same E-mail password for Outlook on this screen. Select "OK" and the following menu will appear.




**4.1.13.6 Messages**

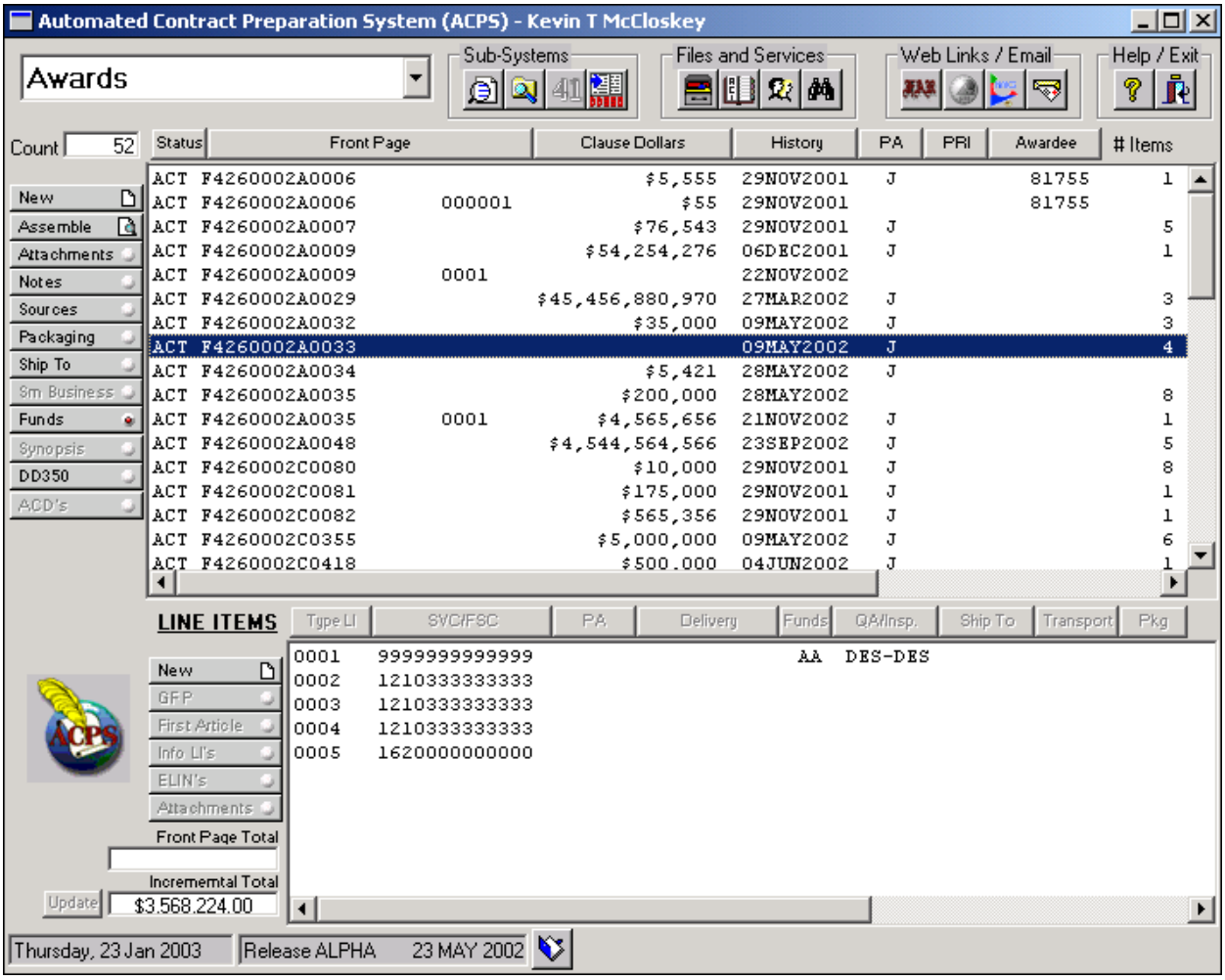
This is the same Message screen that you normally use in your E-mail process. After you have filled in all required blocks, select the "Send" button.

### 4.1.14 Debarred and Suspended Contractors – GSA Web Site

This chapter describes the method used to access the GSA Web site to obtain vendor-debarred information. This web site provides information on contractors who are presently debarred, as well as those who are suspended pending final action.

#### 4.1.14.1Accessing the web site

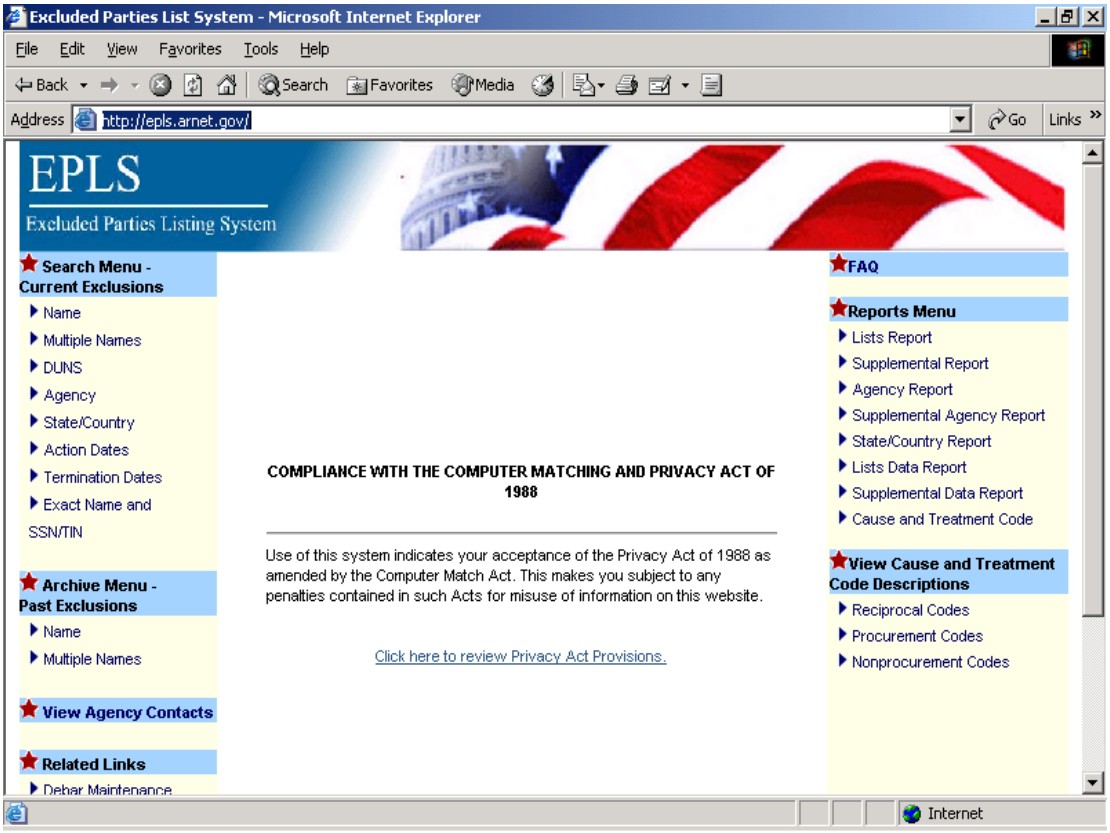
The button used to access the GSA web site can be found on the User Workbasket screen




#### 4.1.14.2 Debar Button

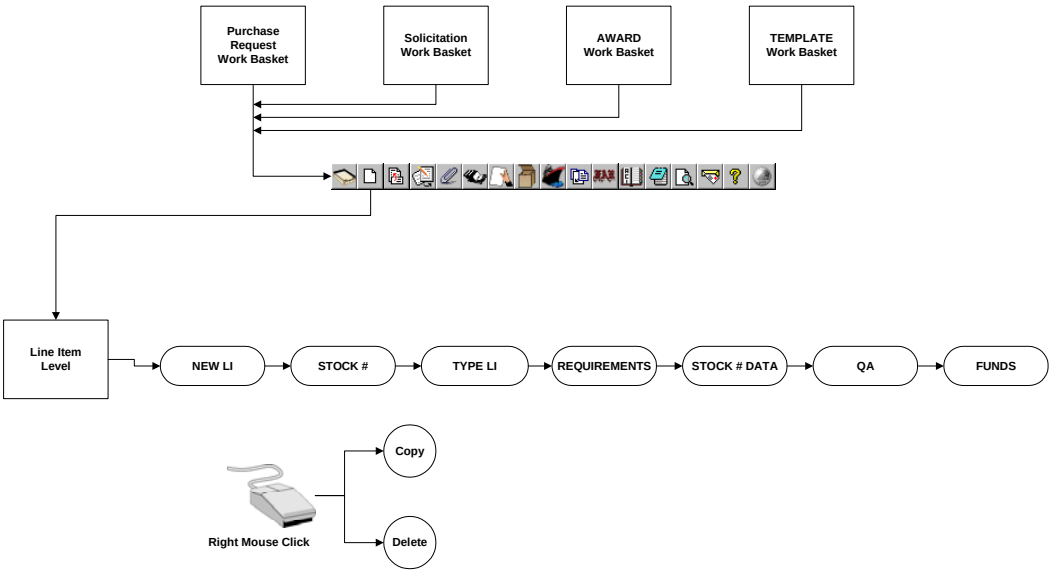
Click on this button to connect to the GSA web site. You will be directed to the http://epls.arnet.gov/ Excluded Parties Listing System (EPLS). The home page is show in the following graphic:

#### 4.1.14.3 EPLS Main Menu


Excluded Parties List System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites Media
Address http://epls.arnet.gov/
Go Links
EPLS
Excluded Parties Listing System
Search Menu - Current Exclusions
Name
Multiple Names
DUNS
Agency
State/Country
Action Dates
Termination Dates
Exact Name and SSN/TIN
Archive Menu - Past Exclusions
Name
Multiple Names
View Agency Contacts
Related Links
Debar Maintenance
COMPLIANCE WITH THE COMPUTER MATCHING AND PRIVACY ACT OF 1988
Use of this system indicates your acceptance of the Privacy Act of 1988 as amended by the Computer Match Act. This makes you subject to any penalties contained in such Acts for misuse of information on this website.
Click here to review Privacy Act Provisions.
FAQ
Reports Menu
Lists Report
Supplemental Report
Agency Report
Supplemental Agency Report
State/Country Report
Lists Data Report
Supplemental Data Report
Cause and Treatment Code
View Cause and Treatment Code Descriptions
Reciprocal Codes
Procurement Codes
Nonprocurement Codes
Internet

## 4.2 LINE ITEM FLOWCHART

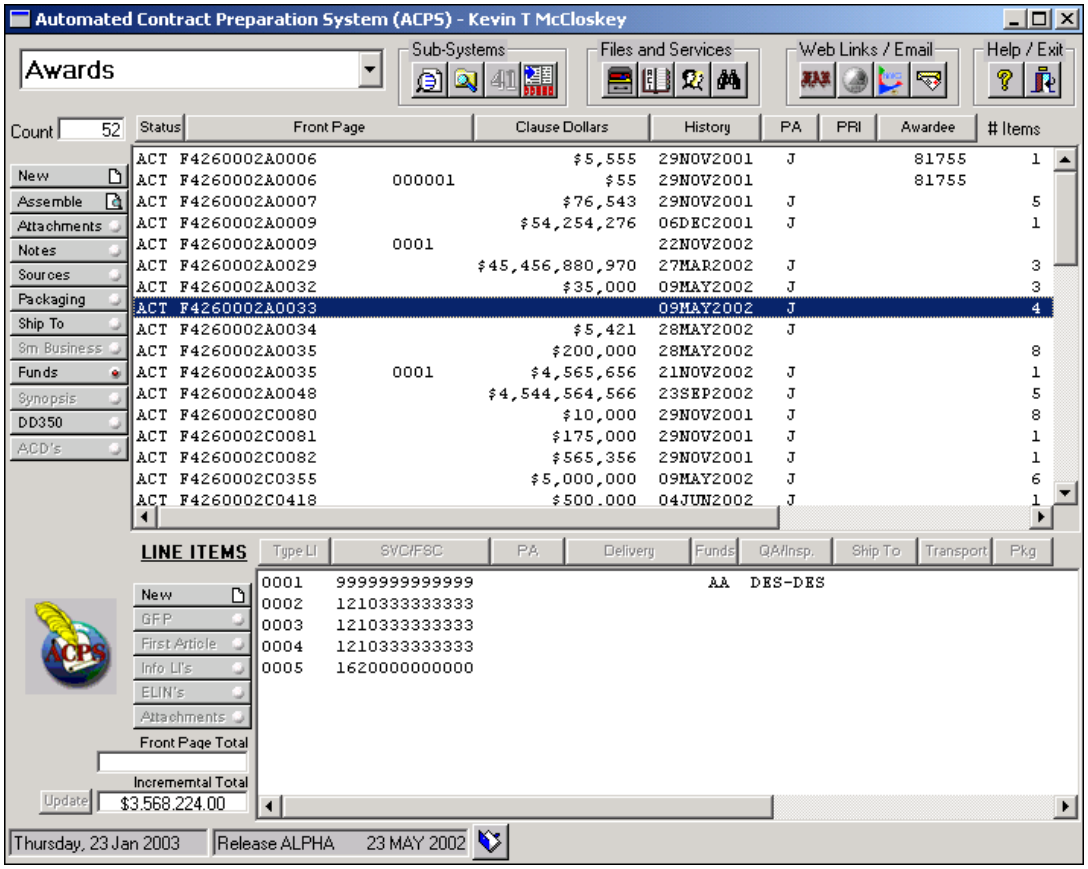
Line Item Level



### 4.2.0 Line item level

### 4.2.1 Line Item Workbasket

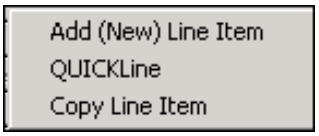
The Line Item Workbasket is found at the bottom of the Workbasket. Assess Line Items by clicking on a Document number in the top Workbasket. The line items will appear in the bottom (line item) portion of the workbasket.




### 4.2.2 LINE ITEM SCREENS

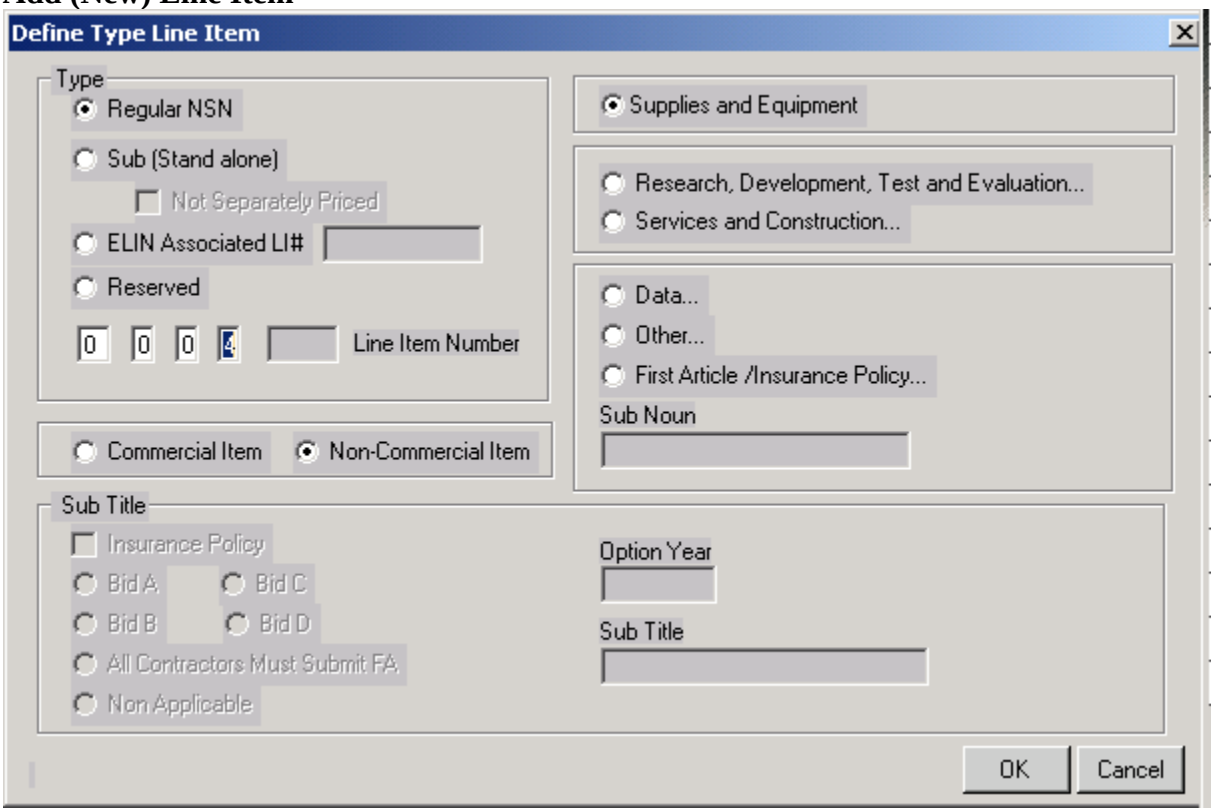
#### 4.2.2.1 Enter Line Item Number

To create a line item select the "New" button . This will open the pop-up menu below.



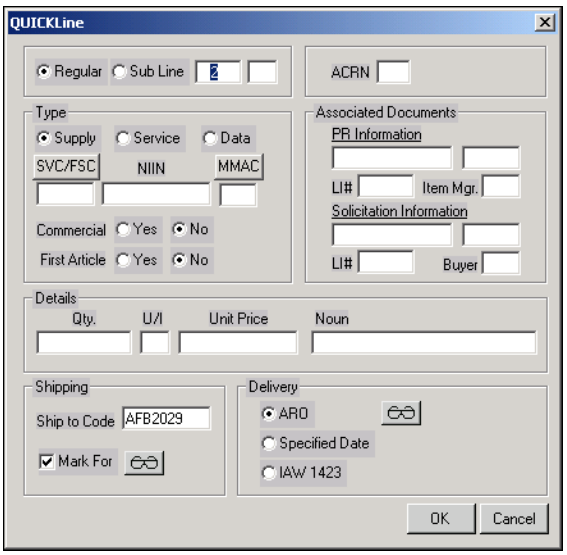

Select from the following pop-up menu as appropriate for the desired action.

**Add (New) Line Item**

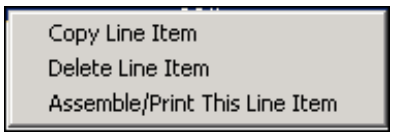



If you select **Add (New) Line Item,** you will create a new line item using the traditional method and will get this screen.

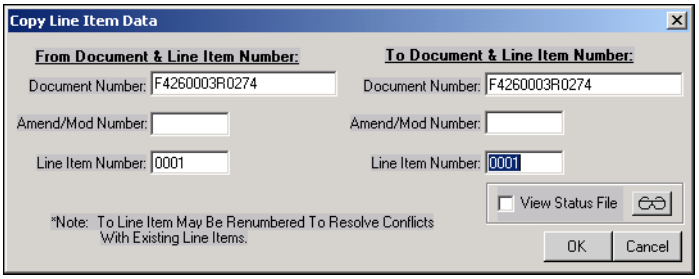
**Quickline**



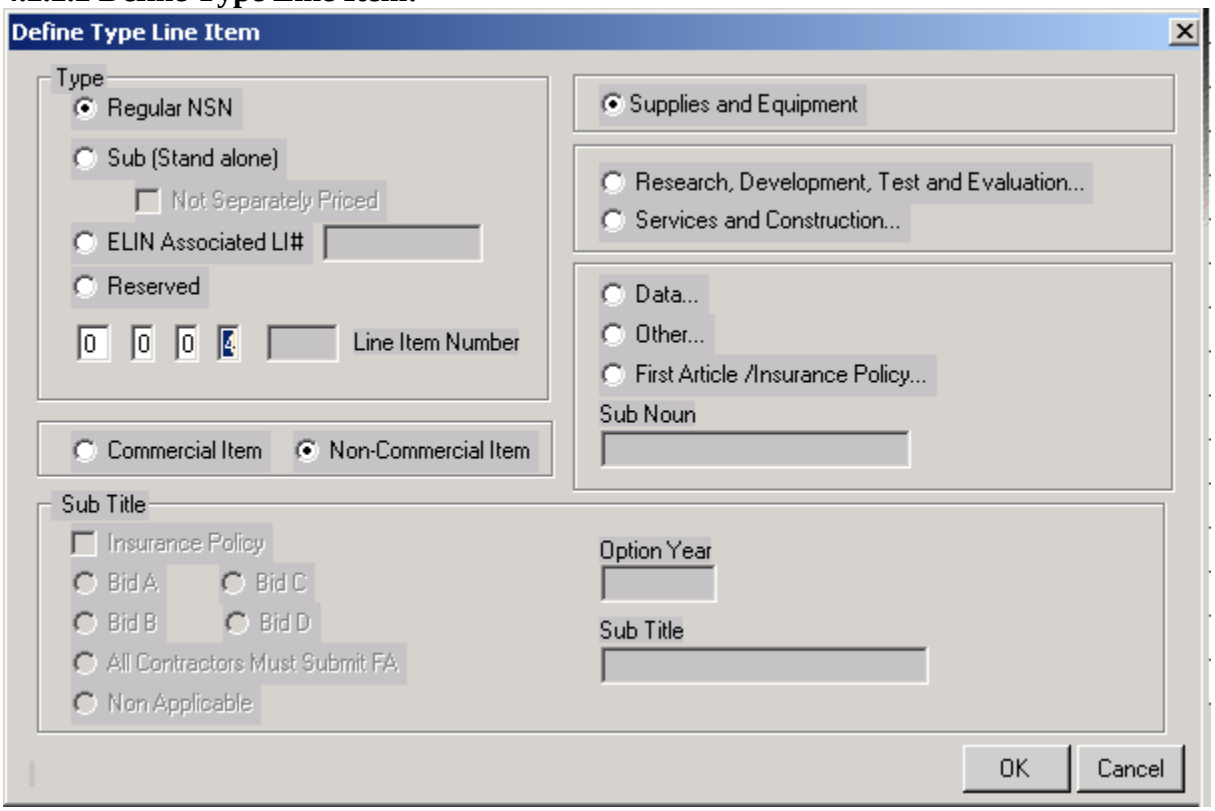

If you select **QuickLine,** you will be able to create a new line item, accessing fewer screens and following preset defaults and will get this screen.




The **Copy Line Item** function is accessed from this pop-up menu, as well as, by making a right mouse click on an existing line item. The “right click” pop-up menu is shown here.




### 4.2.2.2 Define Type Line Item:




The "traditional method" and associated screen are as follows:
Enter a line item number or sub-line item number and select to build line item(s) for either a "NSN" or a "Non NSN." Each selection will take you to a different route through the line item build. The "Supplies and Equipment" selection is for stock number driven line items. And the "Non NSN" selection is for line items that are for services, construction or other requirements without stock numbers.

The "Type" will default to "Regular NSN." Select the radio button for a "Sub (Stand alone) or "Reserved." The "Sub (Stand alone) selection is used to create sub-line items, ELINs and Informational Line Items. The selection of "Not Separately Priced" will place the words "Not Separately Priced (NSP)" in the line item for line items that are to be identified as "NSP." The selection of "Reserved" will place the word "Reserved" in the line item. This may be considered a placeholder for the detail added later at you discretion.

The "Commercial and Non-Commercial" radio buttons will initially be set by data from the Document Level. The "Commercial" selection will set the following defaults:

**COMMERCIAL**

**NSN**

Destination – Inspection and Acceptance, Standard Inspection, Other than High Value Item in a solicitation and selection depending on dollar amount of Line Item in award & Commercial Shipping Documents required in QA screens

1. **Transportation**: Ship To Code from Parameters
2. **Transportation Screens**: Conus to Conus, & FOB Destination – in the Transportation;
3. **Packaging Screens**: Contractors Best Commercial Practice in Packaging.

**NON**-N**SN**

1. **QA Screens**: ARO delivery
2. **QA Screens**: Destination – Inspection and Acceptance, Standard Inspection in QA screens
3. **Ship to Screens**: Place of Performance with PoP Code set in Parameters.

**NON-COMMERCIAL**

**NSN**-

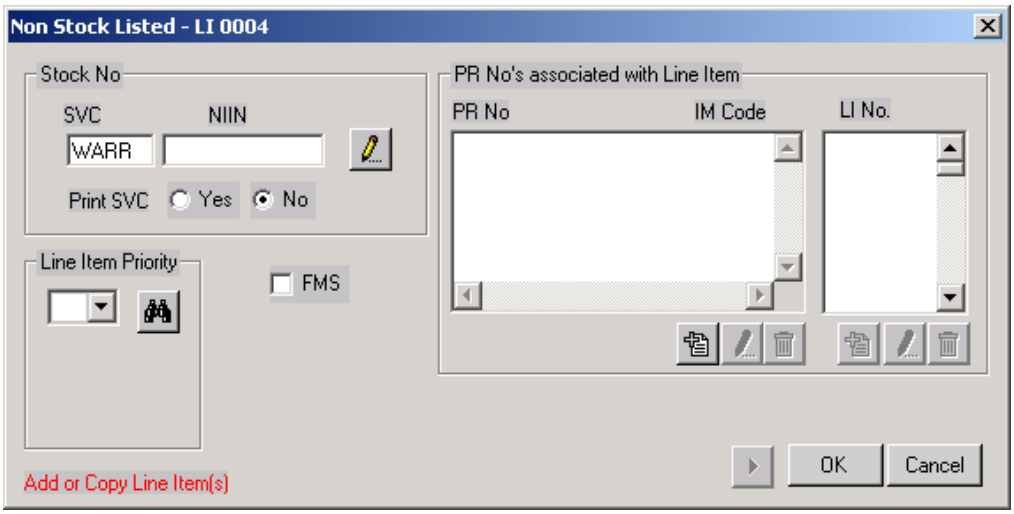
1. **Delivery Screens**: ARO delivery will be selected
2. **QA Screens**: Origin – Inspection and Acceptance, Standard Inspection, Other that High Value Item in a solicitation and selection depending on dollar amount of Line Item is award & DD250 required with Parameters DD250 Code in QA screens.
3. **Ship to Screens**: Ship To Code from parameters.
4. Transportation: Conus to Conus, & FOB Origin – Contractor Facility and
5. **Packaging Screens**: Military MIL-STD-1073-1 with fill-ins.

**NON-NSN**

1. **QA Screens**: Origin – Inspection and Acceptance, Stand Inspection in QA screens and
2. **Ship to Screens**: Place of Performance with PoP Code set in Parameters.

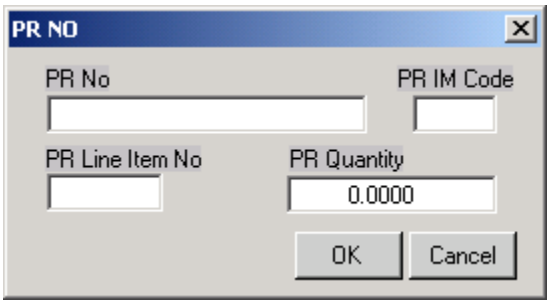
Selection from the Non NSN drop box button the following screen will display.

### 4.2.2.3 Non Stock Listed



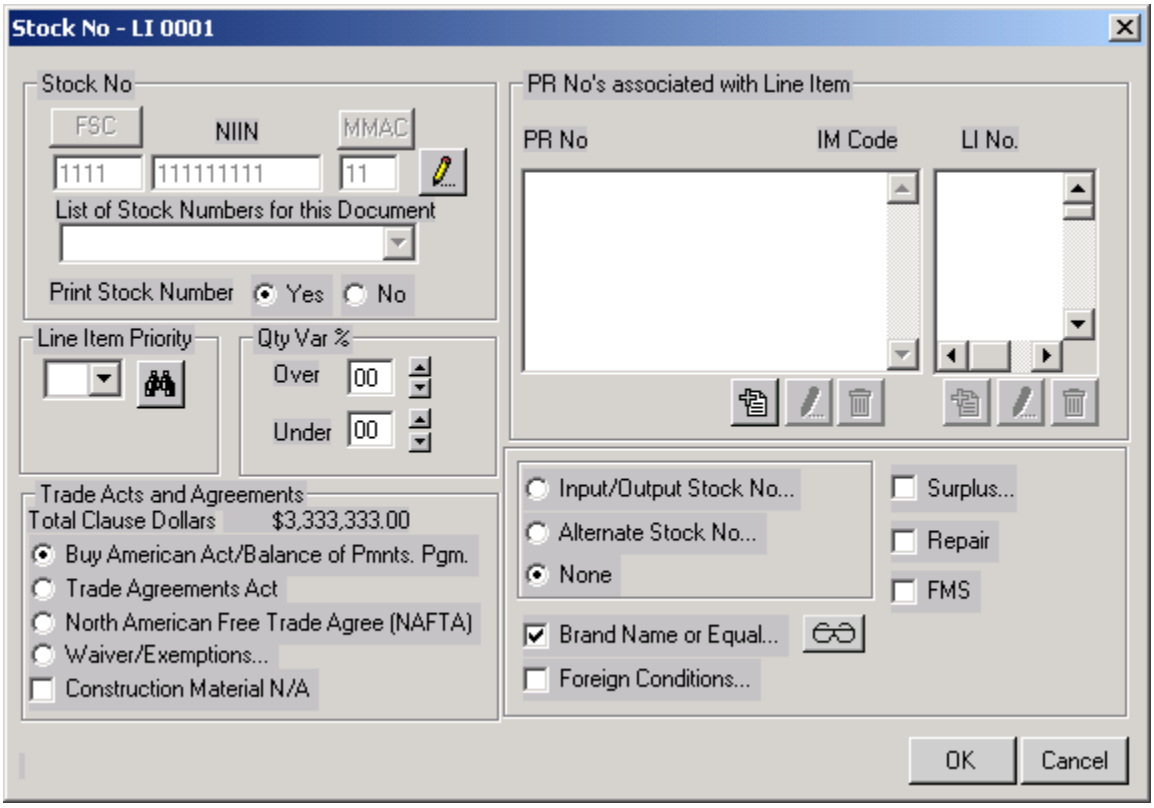

The Purchase Request Number's associated with Line Item are entered when the user selects the add button and completes the following screen.

**PR NO**




The data entered in this screen is the first step to tracking money and/or quantities on basics.

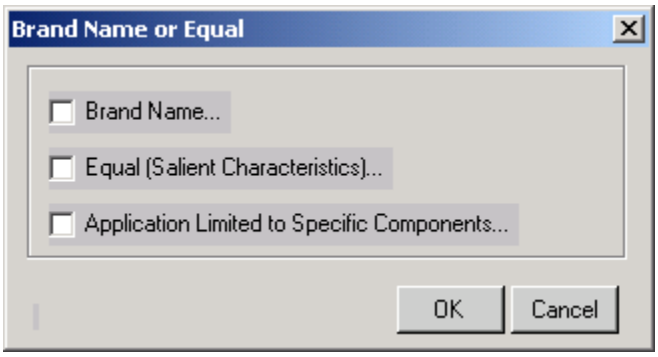
### 4.2.2.4 Stock Number Listed



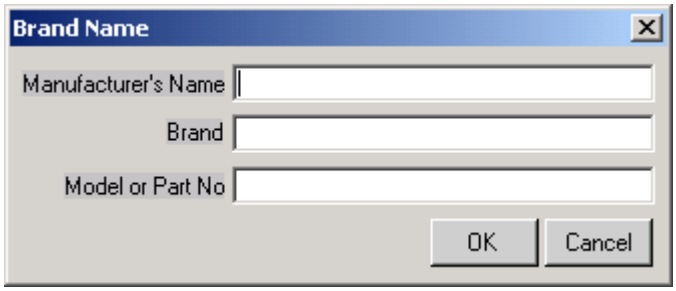

All the required information thru the NSN portion of the above screen must be completed. If it must be changed, use the edit "pencil" next to the stock number.

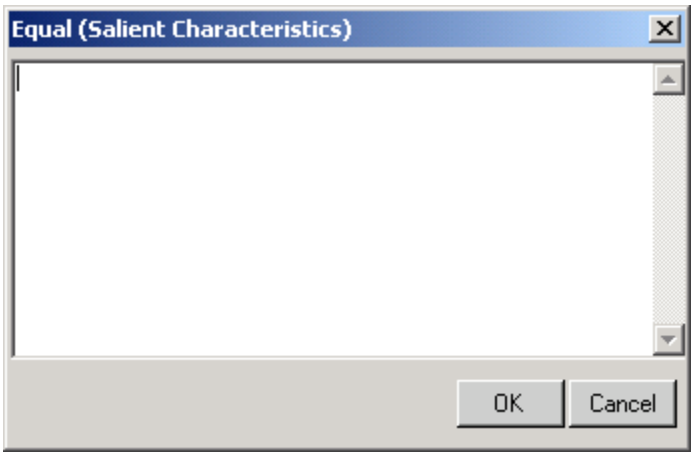
**Qty Var %**: Use the arrow button or type the value in the entry boxes.

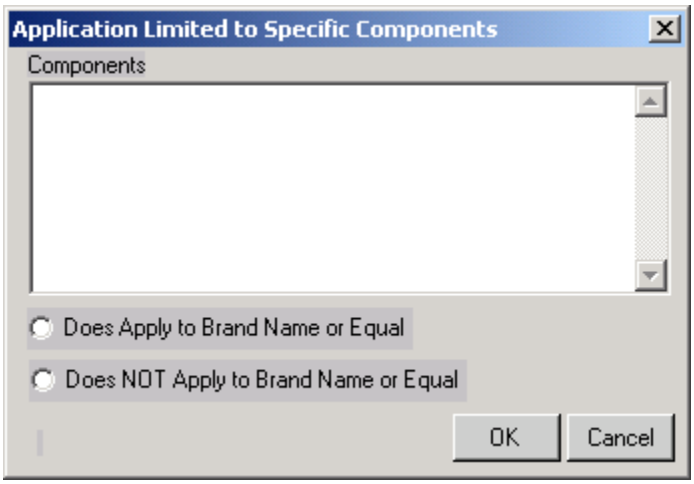
**Brand Name or Equal**



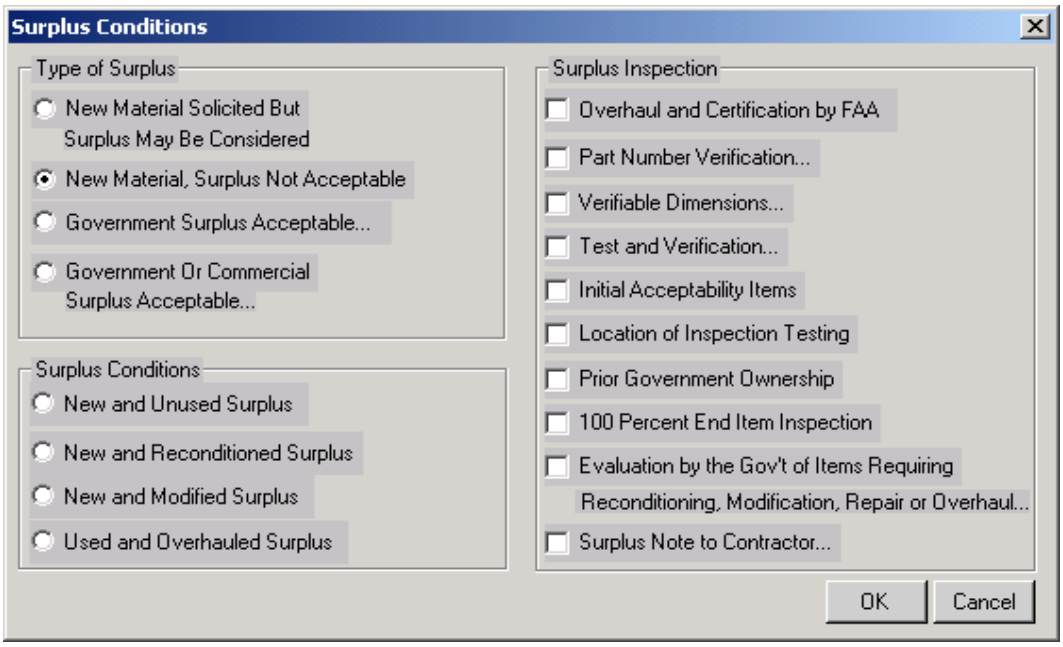

When selecting Brand Name or Equal the following screen will display (which are the fill-in data for clause 52.211-6):






### 4.2.3 Surplus Condition




When Surplus is acceptable select the applicable radio button.

The default is, “New Material, Surplus Not Acceptable.”

#### 4.2.3.1 Type of Surplus

**Type of Surplus:** the first radio button New Material solicited But Surplus My Be Considered will bring in clause 5352.211.9002. The button may be deselected.

**New Material, Surplus Not Acceptable:** the following clause will come in to the document 5352.211-9003. The button may be deselected.

**Government Surplus:** 5352.211-9004 and 5352.211-9018 will come in to the document. The button may be deselected.

**Government or Commercial Surplus**: is selected 5352.211.9005 and 5352.211-9018 will come in to the document. The button may be deselected.

**Surplus Condition**: The radio button selected will bring in the following clauses:

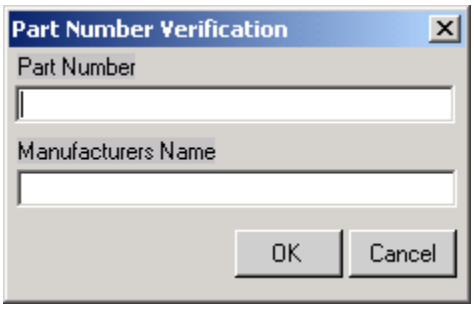
| | |
|---|---|
| New and Unused Surplus | 5352.211-9006 |
| New and Reconditioned Surplus | 5352.211-9007 |
| New and Modified Surplus | 5352.211-9008 |
| Used and Overhauled Surplus | 5352.211.9019 |

#### 4.2.3.2 Surplus Inspection

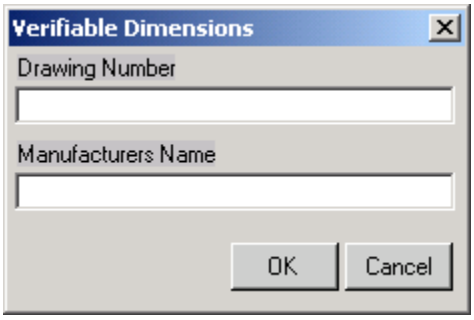
**Surplus Inspection:** When making the selection from this screen, any item marked by ellipses (…) will have a follow on screen that must be considered and/or completed.

Overhaul and Certification by FAA 5352.211-9010

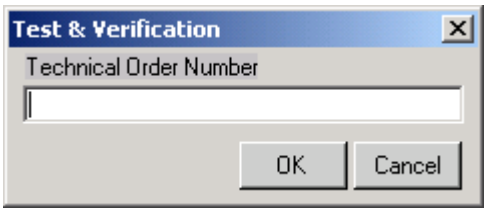
**Part Number Verification** 5352.211-9011



**Verifiable Dimensions**: 5352.211-9012




**Test & Verification:** 5352.211-9013



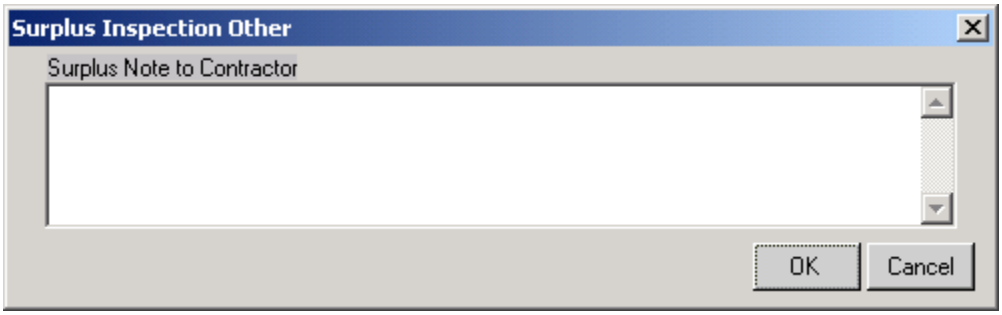

Initial Acceptability: 5352.211-9014

Location of Inspection Testing: 5352.211-9015

Prior Government Ownership: 5352.211-9016

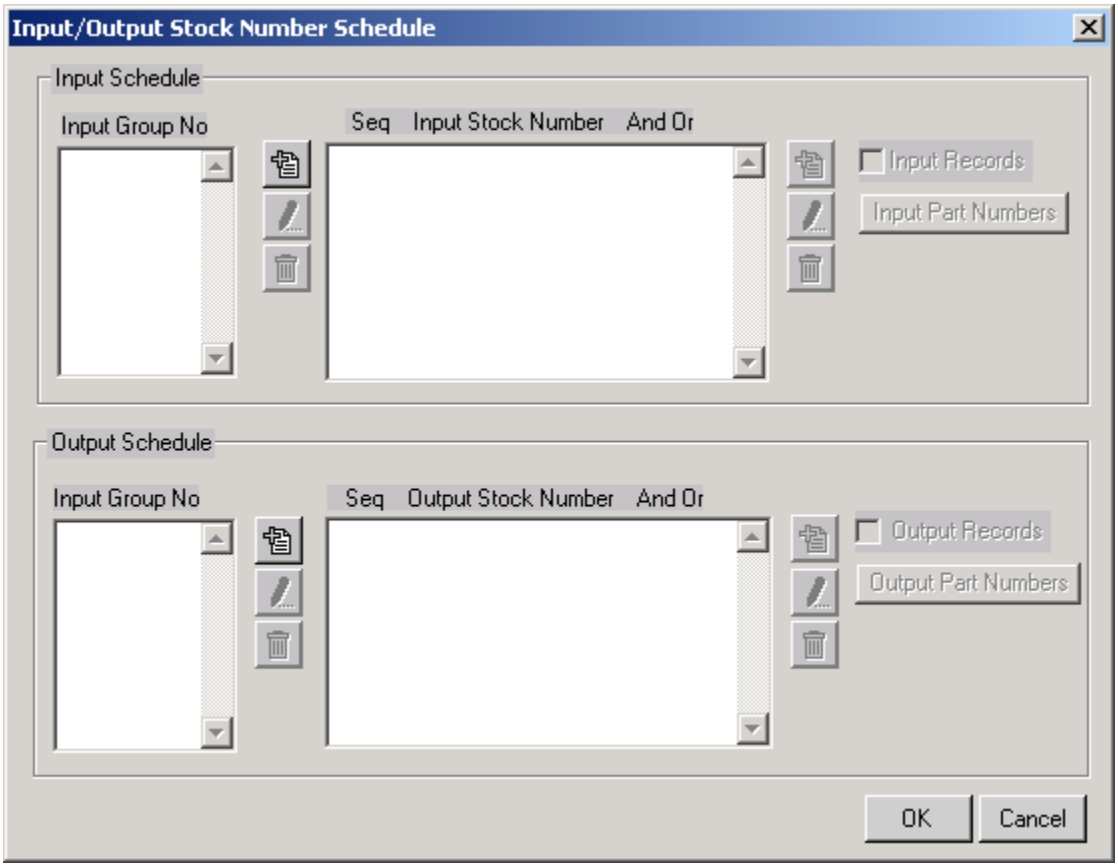
**Evaluation by the Government**

This is for Evaluation by the Government of Items Requiring Reconditioning, Modification, Repair or Overhaul: 5352.211-9020 and the screen(s) to the right and below will be selected.

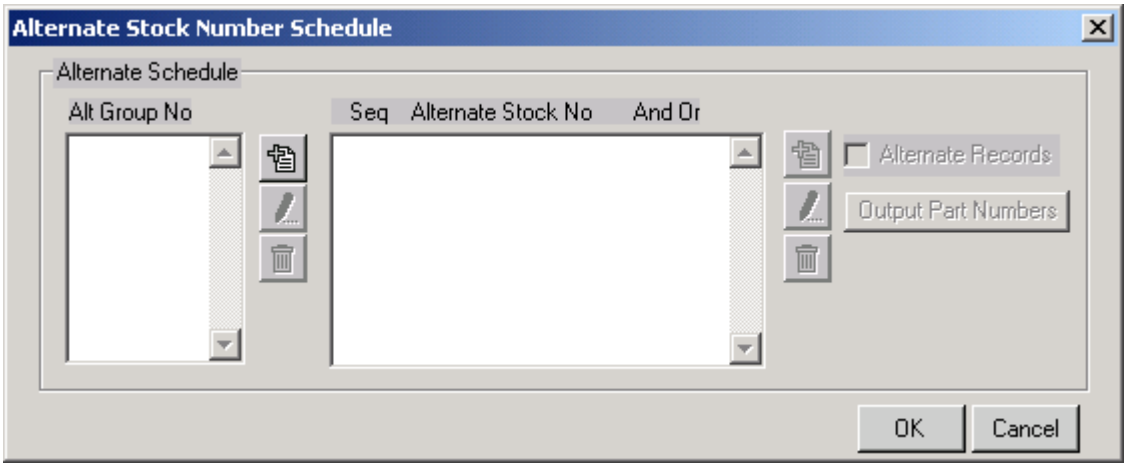



**Input/Output Stock No:** The following screen will display. The Input Stock number(s) are entered in the top box and the Output Stock number in the bottom box.

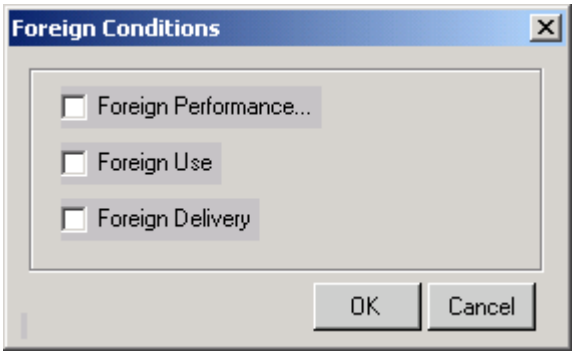
If the main stock number is to be part of the Input or Output, enter it on the main stock number screen and select the **“do not print stock number”** button so the main number does not print twice.




The Alternate Stock Number screen works the same as Input/Output Stock No.

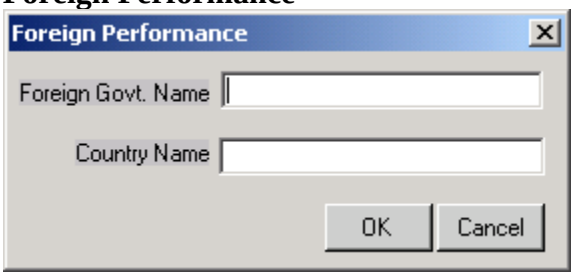



### 4.2.3.3 Foreign Condition:

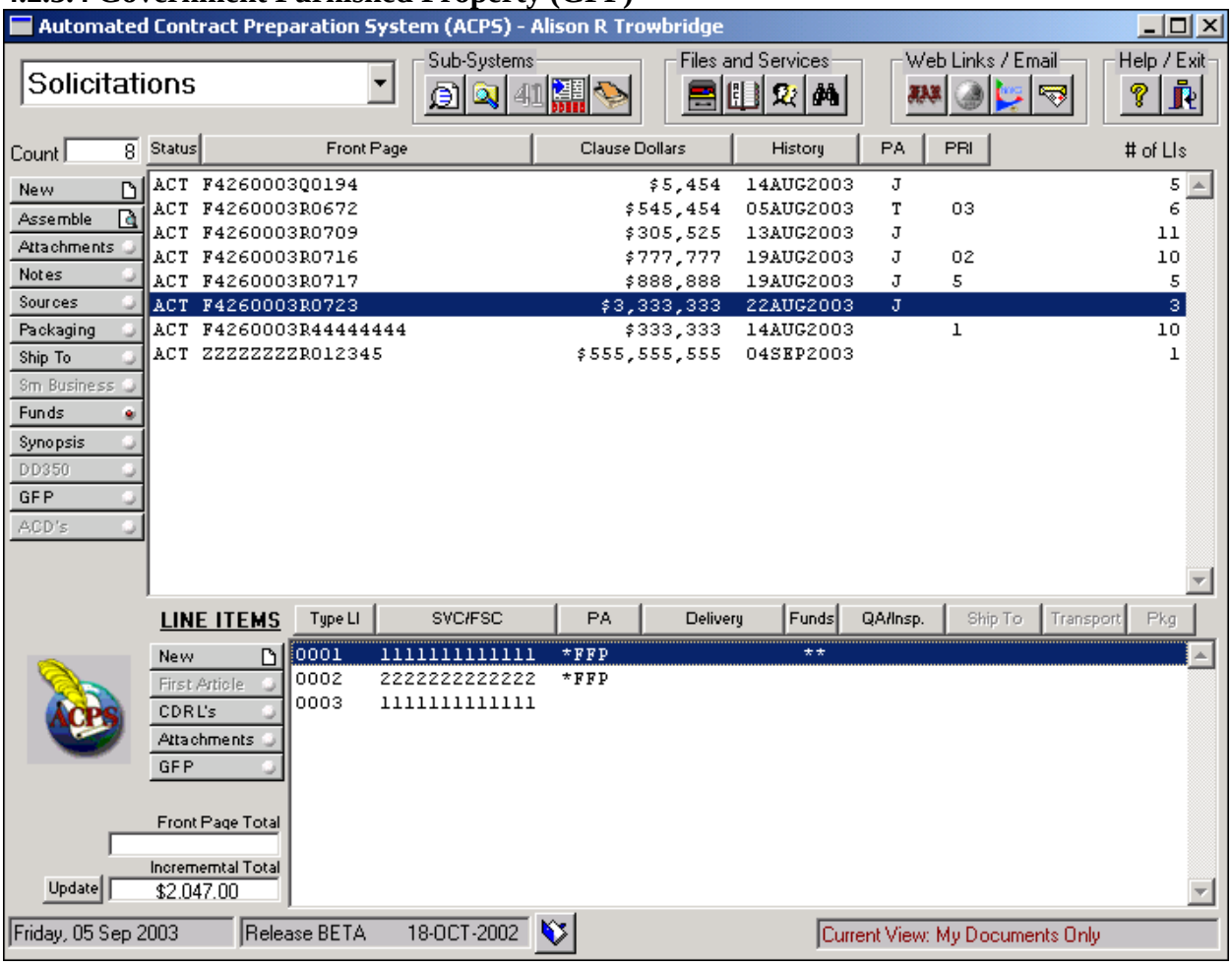


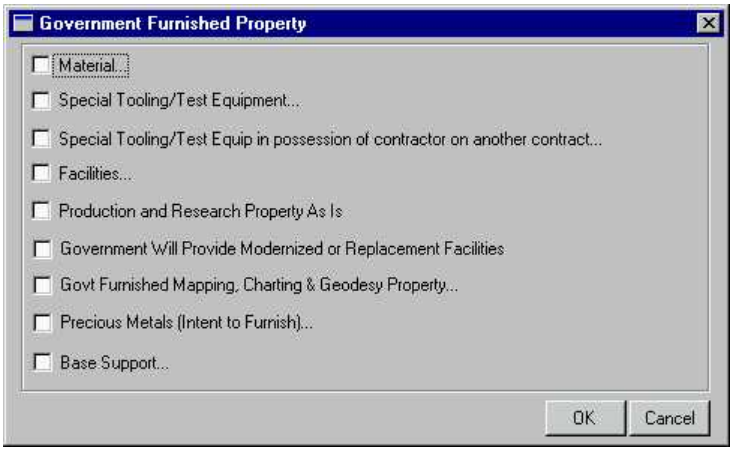

This screen will display and 52.229-8, 252.225-7005, and 252.229-7001 will come into the document.

**Foreign Performance**




### 4.2.3.4 Government Furnished Property (GFP)



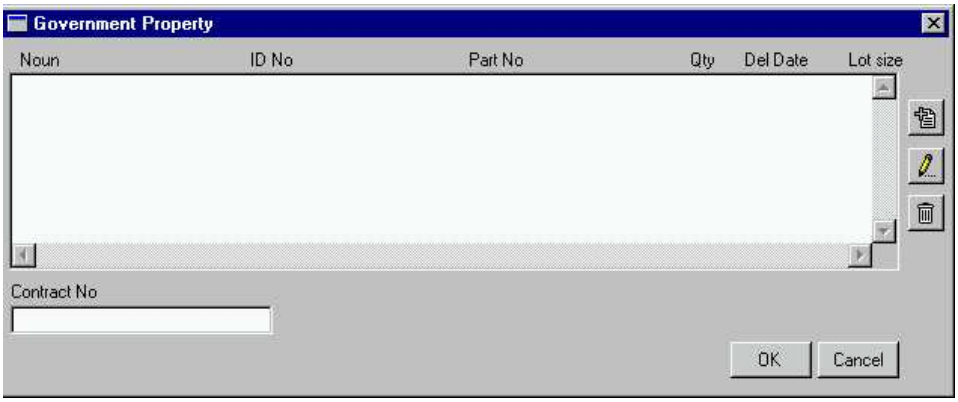



GFP contains two buttons the first one is at Doc level and the second one is at Line Item Level. Either radio button selection will call the following screens.

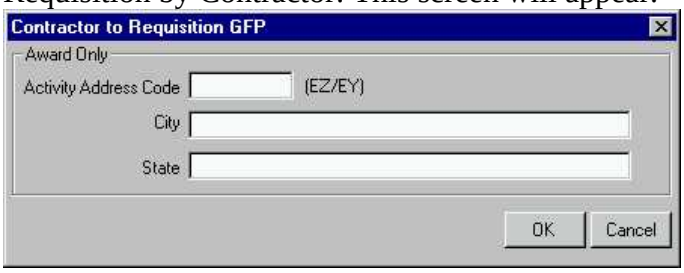
This screen lists multiple GFP criteria that may be selected.

Material and Facilities: calls Additional Material (below).

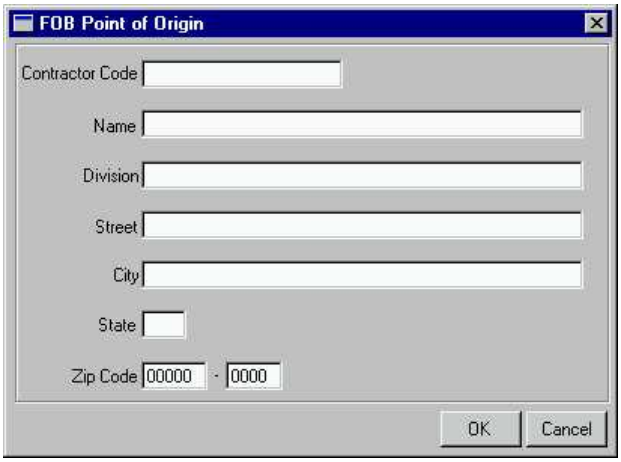
Requisition by Government the Government Property screen will appear.




Requisition by Contractor: This screen will appear.

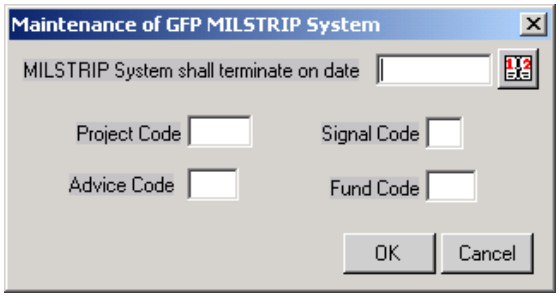



The lower half of the Additional Material Screen (shown above) has check boxes for completion that will call FAR 52.247.55 or 5352.245-9002N.



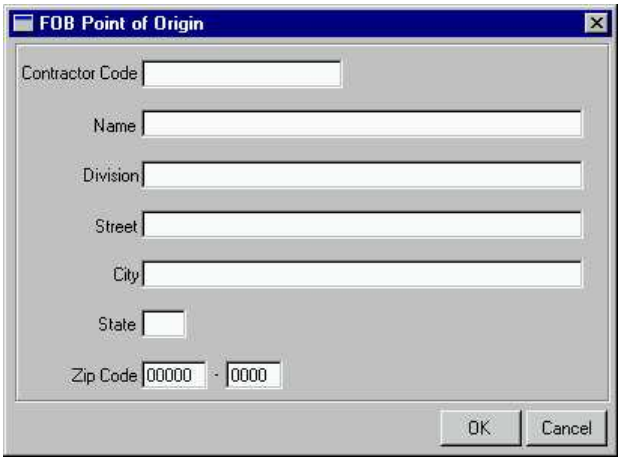

This screen will appear when Gov't Responsible for Transportation Cost is selected.

Contractor to Maintain Material: The following screen will appear.



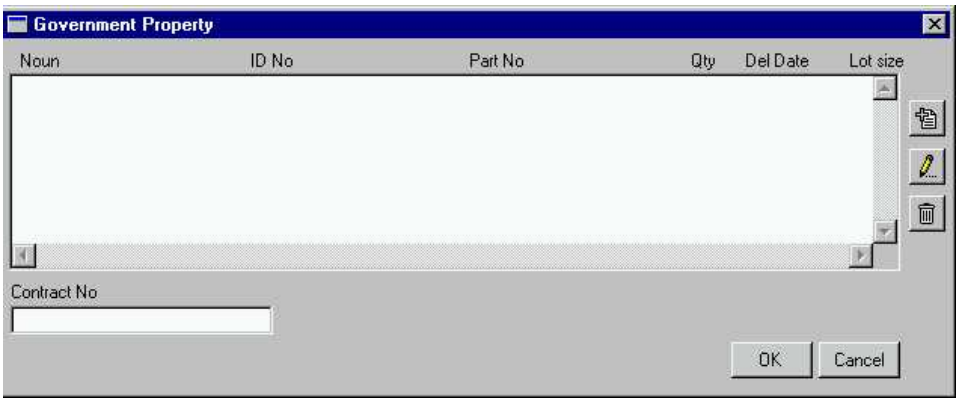

The system will return to the Government Furnished Property Screen where additional selections can be made.

Special Tooling/Test Equipment: This selection will cause the FOB Point of Origin screen will appear.



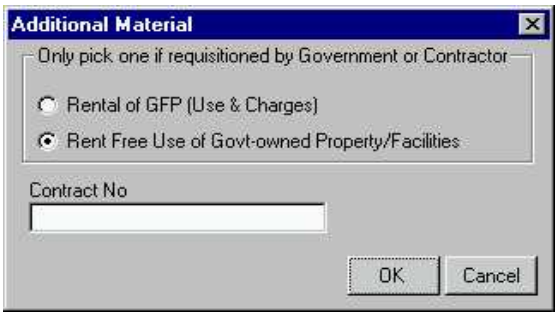

Special Tooling/Test Equip in possession of contractor on other contract…is selected the Government Property Screen will come up as follows:

Precious Metals (Intent to Furnish)
This selection also calls out to the "FOB Point of Origin" screen for completion.

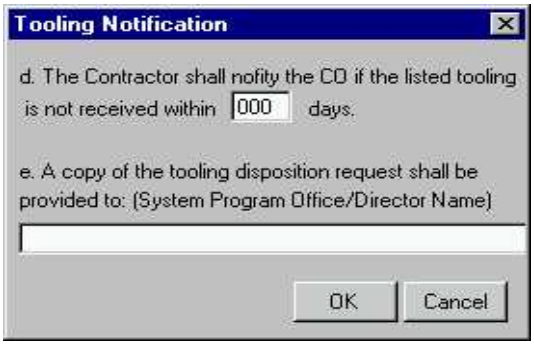



Note: Once saved, if changes are needed, return to the previous Government Property screen and click on the button with the pencil icon to edit the screen. If the information is no longer needed, click on the icon with the garbage can to delete the Government Property information.

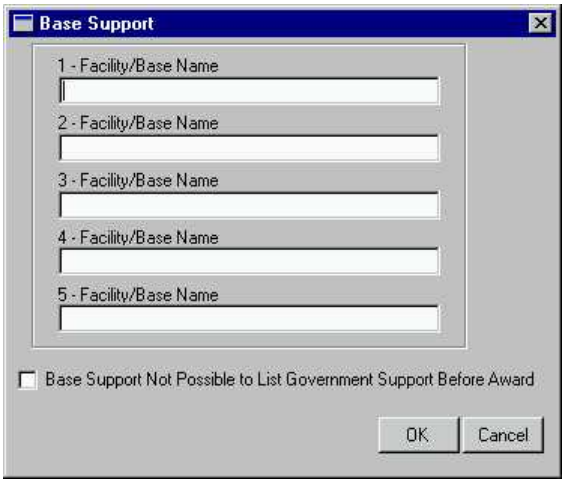
Government Furnished Property screen: Special Tool/Test Equip and Facilities, the FOB Origin screen will appear then this screen will appear:




Tooling Notification



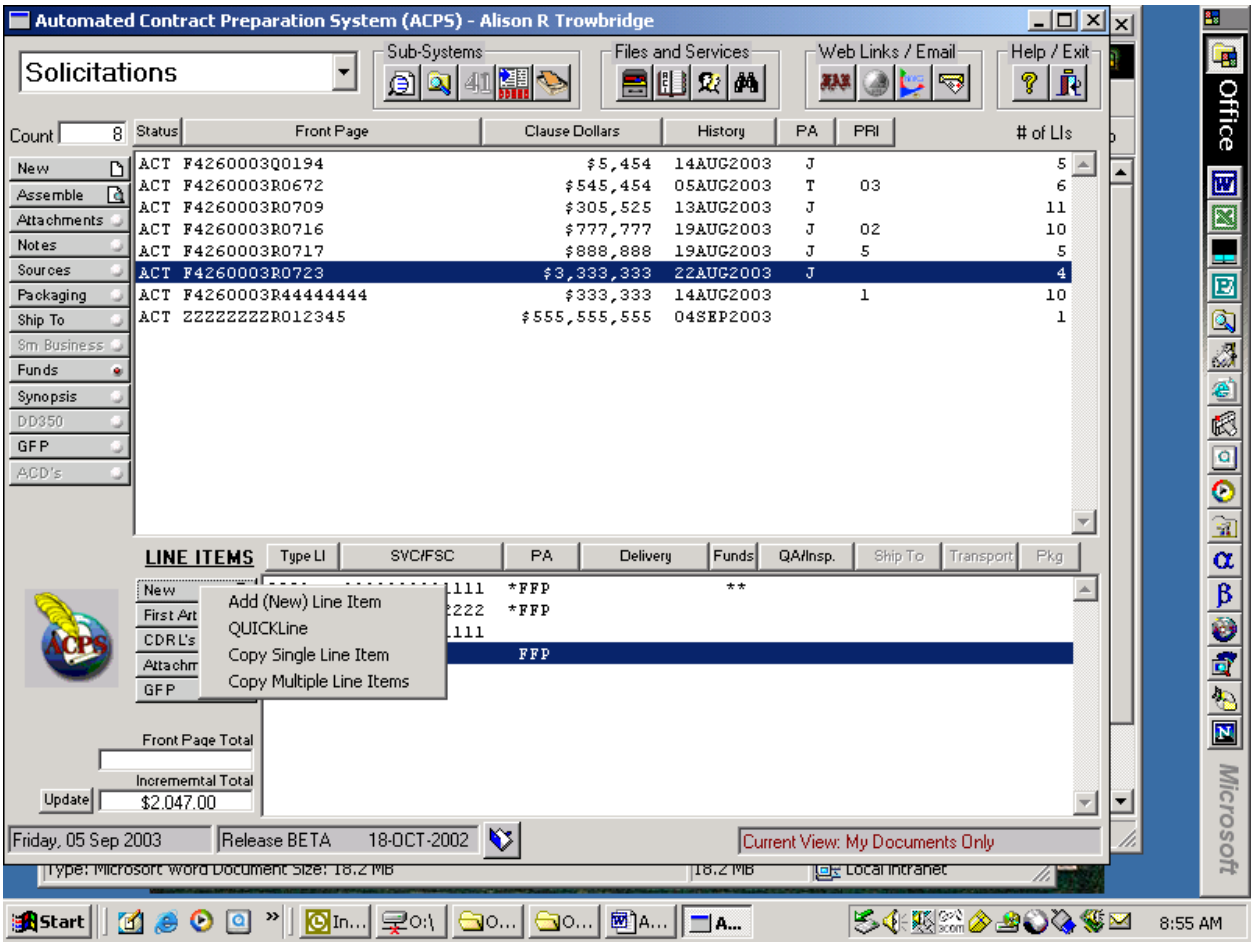
Base Support



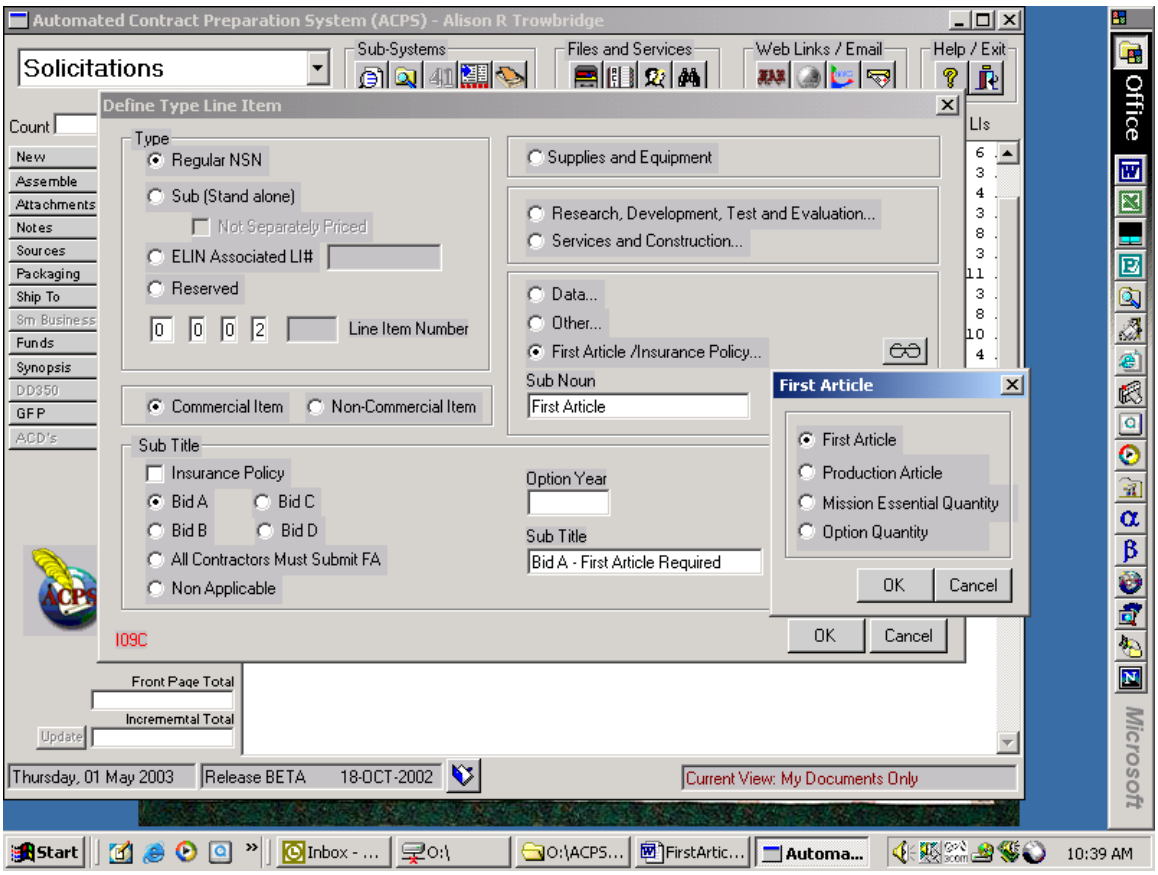

On the Government Furnished Property screen the next screen is for “Base Support” shown here

### 4.2.3.5 First Article

To create a First Article select new line on the line item workbasket.



After selecting the Add (New) Line Item the following screen will appear




Depending on how you set up your First Article, you may need to make the selection Sub LI's to follow. Select "First Article" box for the next screen to appear.

**First Article**

Select the First Article radio button on the left side of the workbasket. When making selection from this screen the user will go thru the Non-NSN route. If you want to go through the NSN route the user will have to go thru the supply radio button.

The next step is to select on of the radio button for what type of Bid to print on the top of the Line Item schedule.

When selecting "First Article with Bid B" the Title "First Article" and First Article will print for the Sub LI noun.

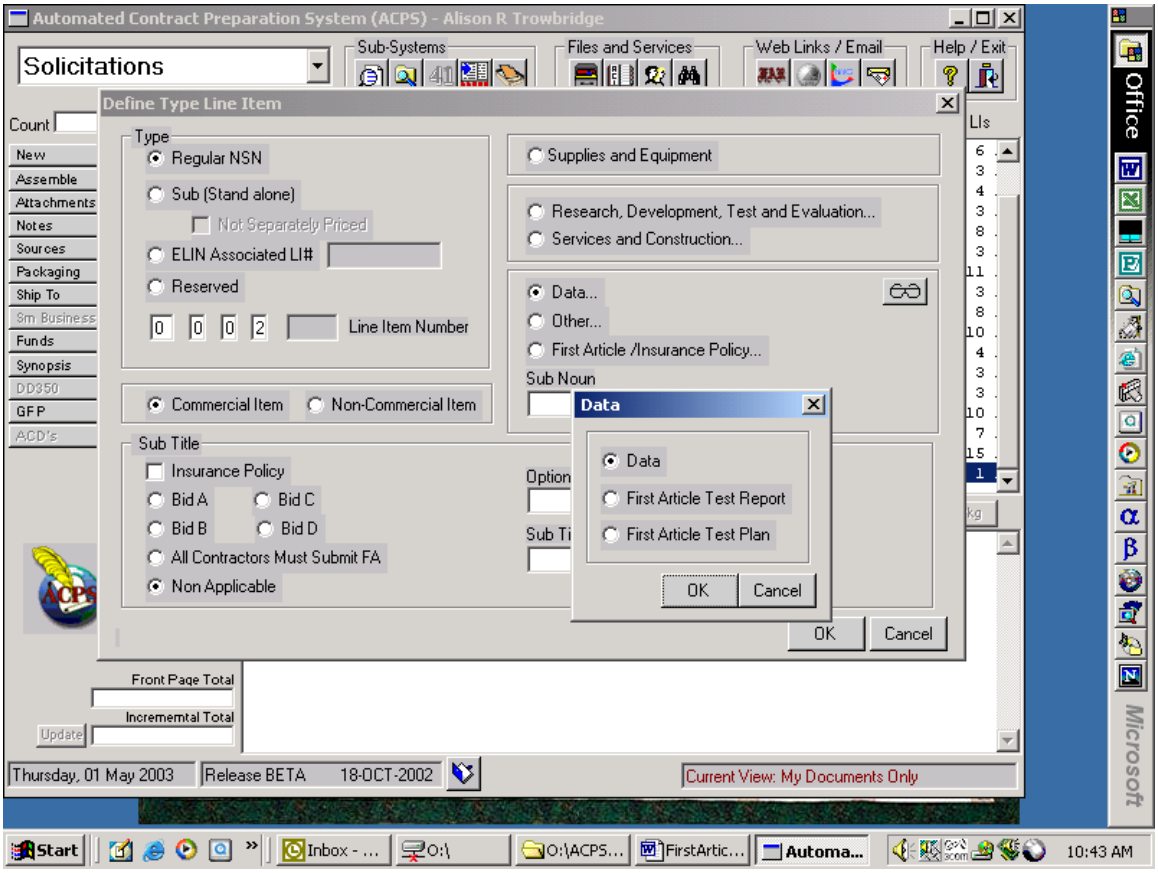
When selecting "First Article" the Title "First Article" and First Article will print for the Sub LI noun.

“Bid A Production Article” and “Bid B Production Article” have no title but “Production Article” will appear in Sub LI noun.

“First Article Test Report” has no title and will have First Article Report for Sub LI noun.

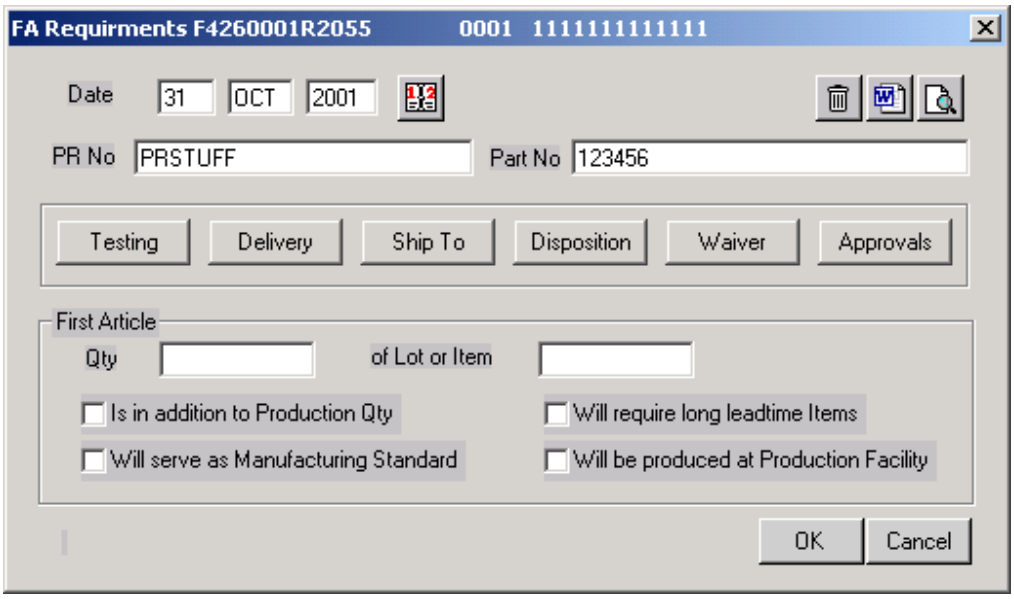
“First Article Test Plan” has no title either and First Article Test Plan will appear in Sub LI noun.

When the Data radio button is selected the following screen will appear.




When selecting the Test Plan or Test Report you will go though the Non-NSN route.

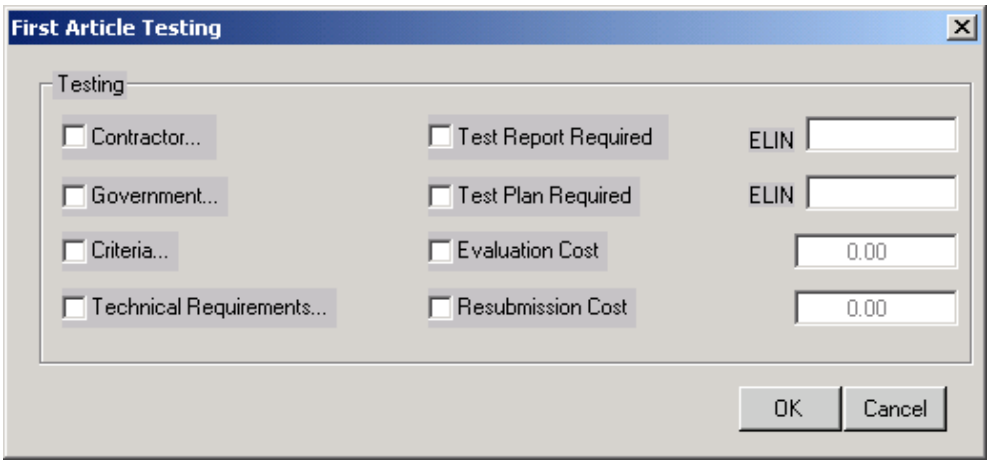
Information to fill out the FA requirements screen will come from the AFMC Form 260.



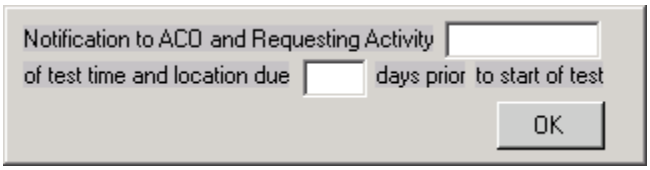

Date information comes from the AFMC Form 260 date when e the document was prepared.

PR No will fill in automatically if it was entered in at the PR workbasket other wise you can input in any workbasket.

- Part No will fill in if stock number on line item has a part number associated with it.
- "W" button will bring up a word document, to accommodate the remarks block of the AFMC Form 260.
- The assembly button will assemble the AFMC Form 260.
- Qty field information will and the Lot or Item field information will come in from the AFMC Form 260.
- Check the applicable boxes as per the AFMC Form 260.
- First Article Testing

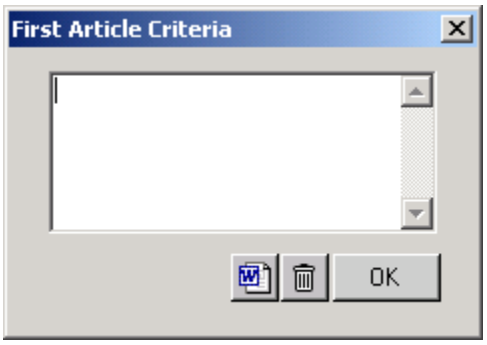



When "Testing" is selected this First Article testing screen will appear.



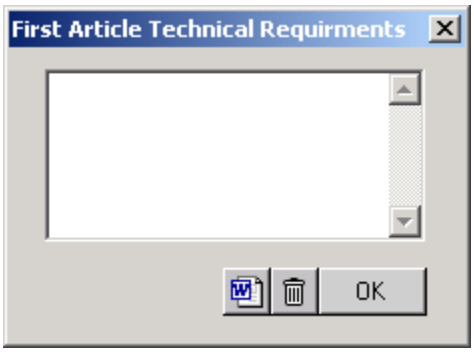

When "Contractor" is selected the screen below appears to fill in clause MADES I-72 FAR 52.209-3 First Article Approval—Contractor Testing

When “Government” is selected this screen appears to fill in clause MADES I-75 FAR 52.209-4 First Article Approval—Government Testing



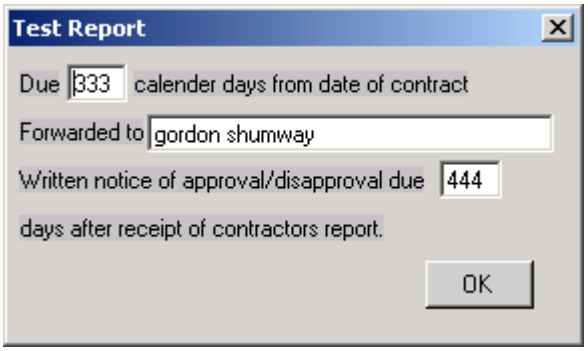

When “Criteria” is selected this screen appears and a thirty-position field can be filled in.

If you use more than 30 characters, highlight and copy the text. Save it in the word document and add more text.

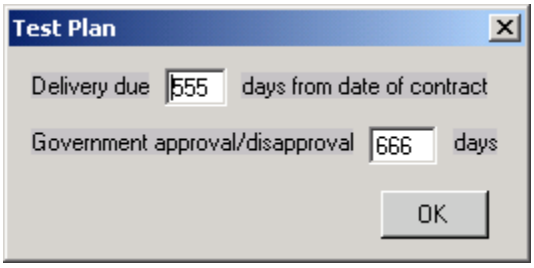



When “Technical Requirement” is selected this screen appears and a thirty-position field can be filled in.

If you use more than 30 characters, highlight and copy the text. Save it in the word document and add more text.



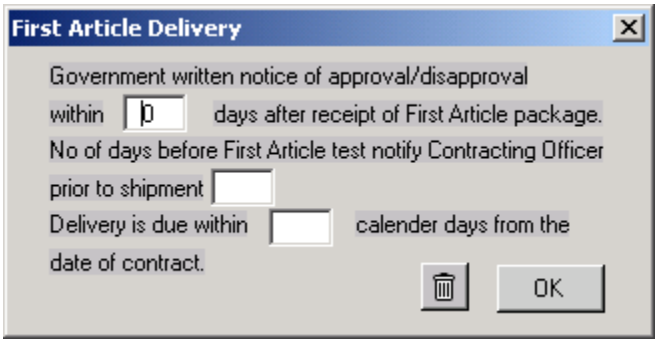

When “Test Report” is selected this screen appears to fill in requirements for any required Test Report. Then fill in ELIN field if applicable.



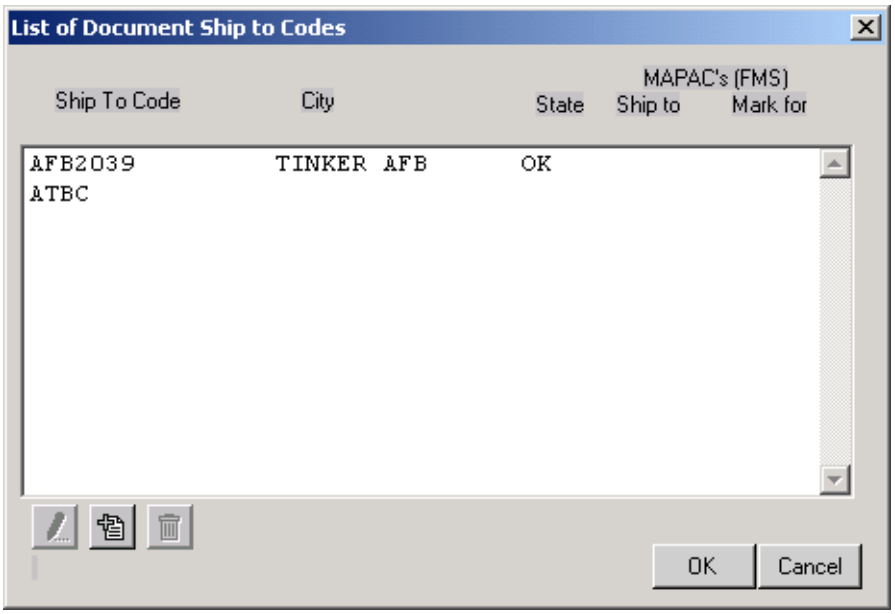

When “Test Plan Required” is selected this screen appears to fill in requirements for any Test Plan. Then fill in ELIN field if applicable.

When selecting “Evaluation Cost,” this will fill in the Evaluation Cost IAW FAR 9.306(i).

When selecting “Resubmission Cost” this will fill in Resubmission Cost IAW FAR 5352.209-9001.

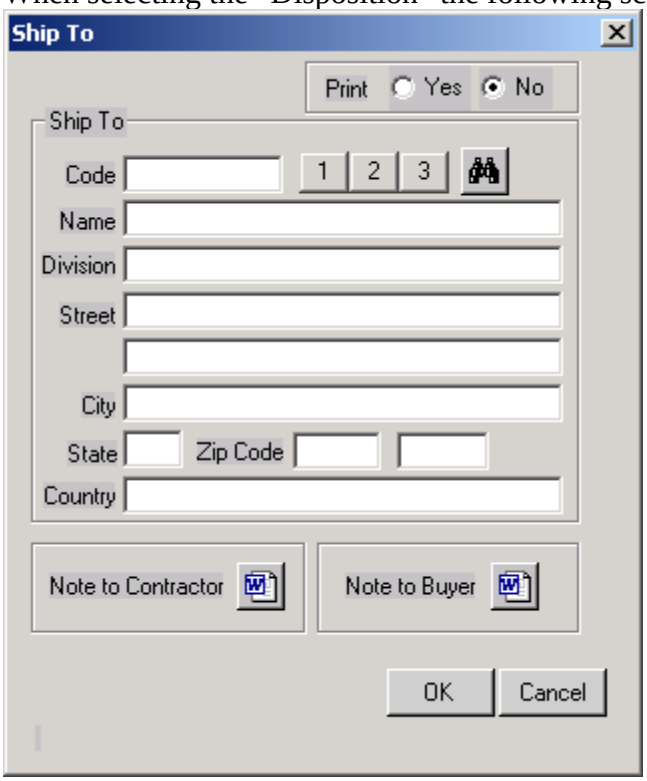


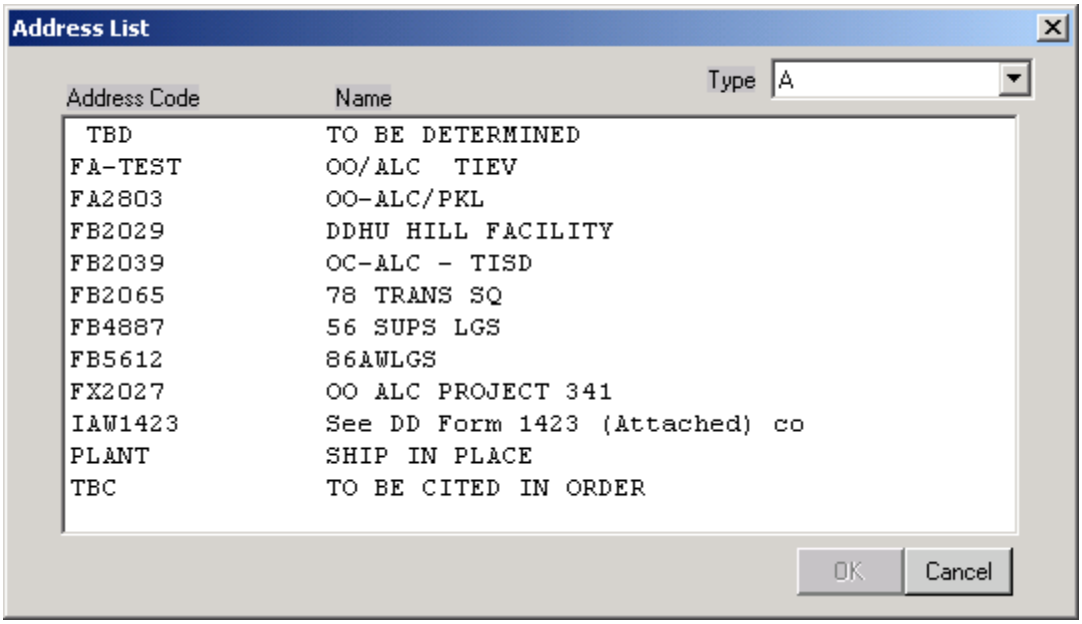

When selecting the “Delivery” button this screen will appear to fill in the dates from AFMC Form 260.



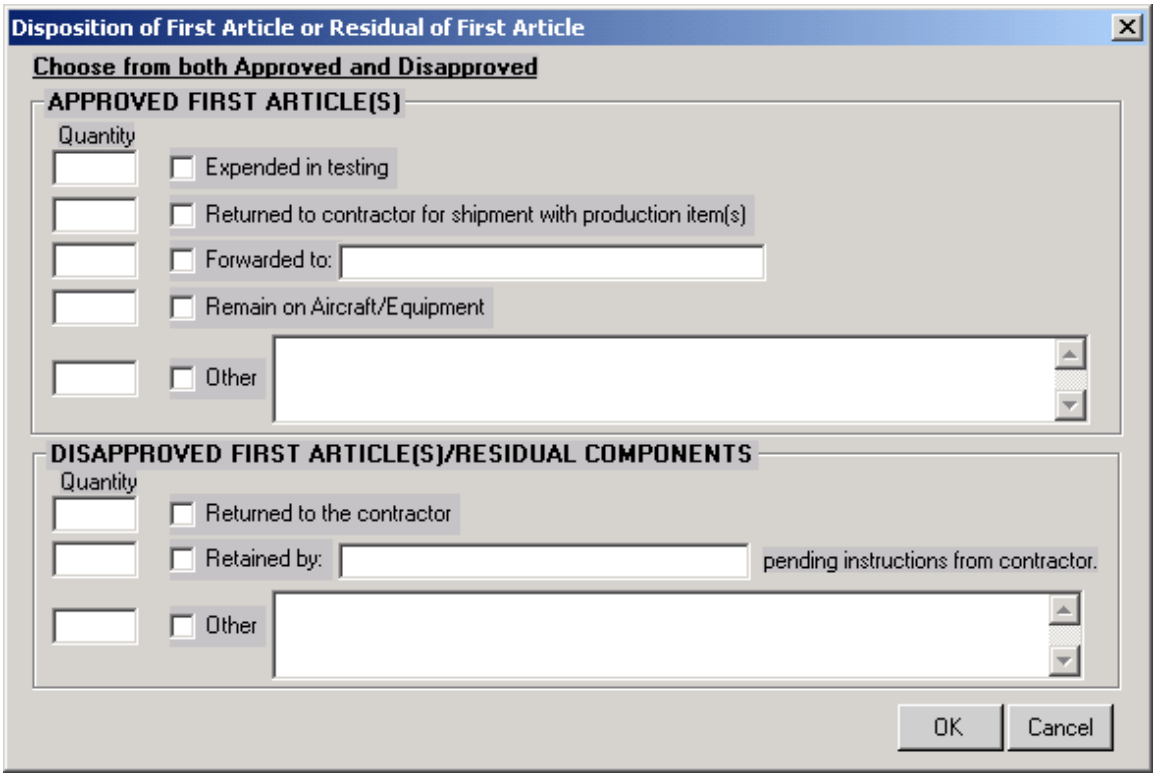

When selecting "SHIP TO," the function is the same as at the L/I and Delivery levels.

When selecting the "Disposition" the following screen will appear

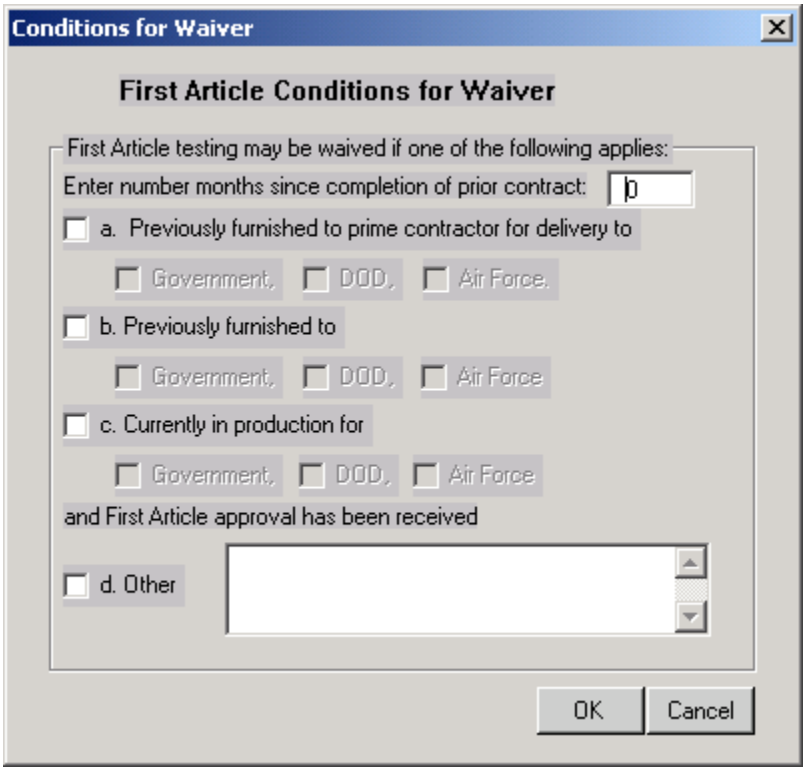





When selecting the Disposition the following screen will display.

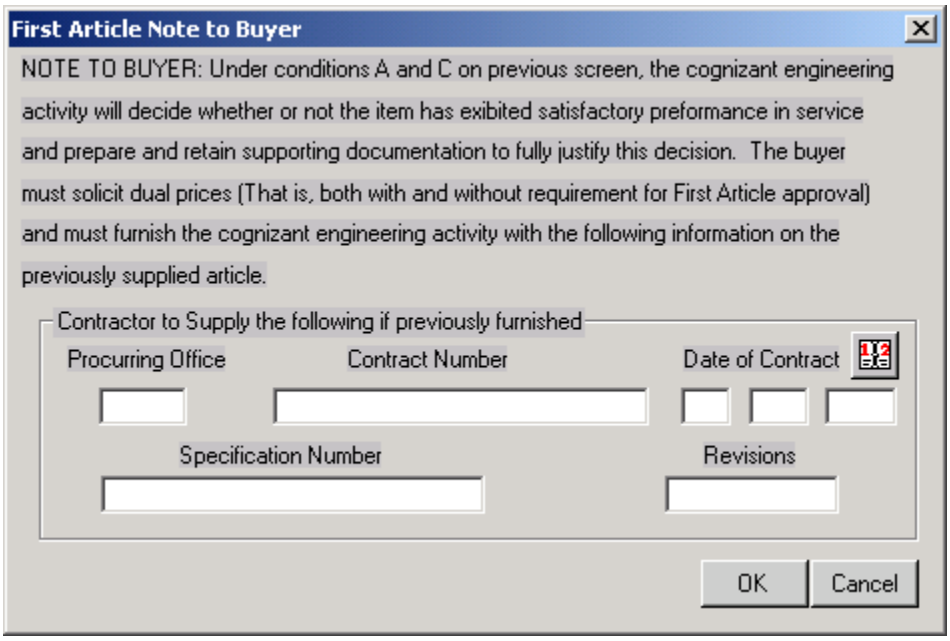



Selection and quantities can be filled in as per information on the AFMC Form 260. These entries fill in “First Article Test, Certification and Disposition Requirements” (IAW FAR 9.308-2)

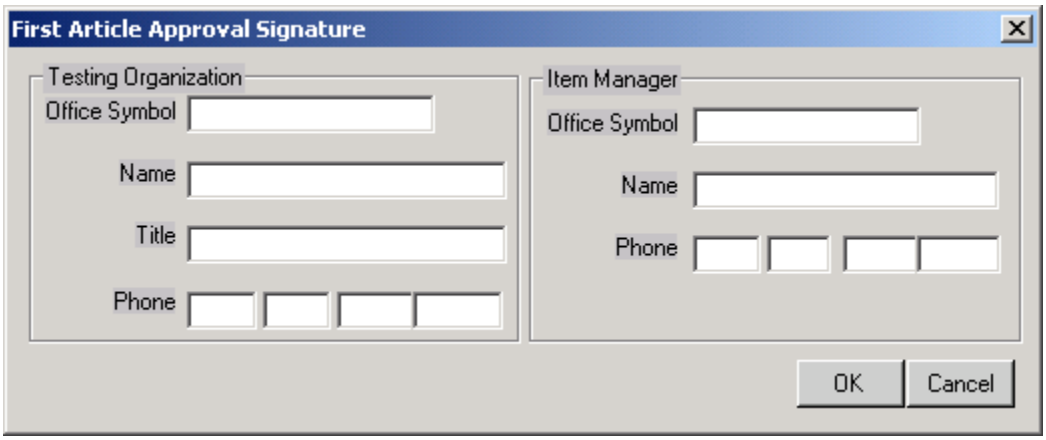



When selecting the Waiver button this screen will appear:

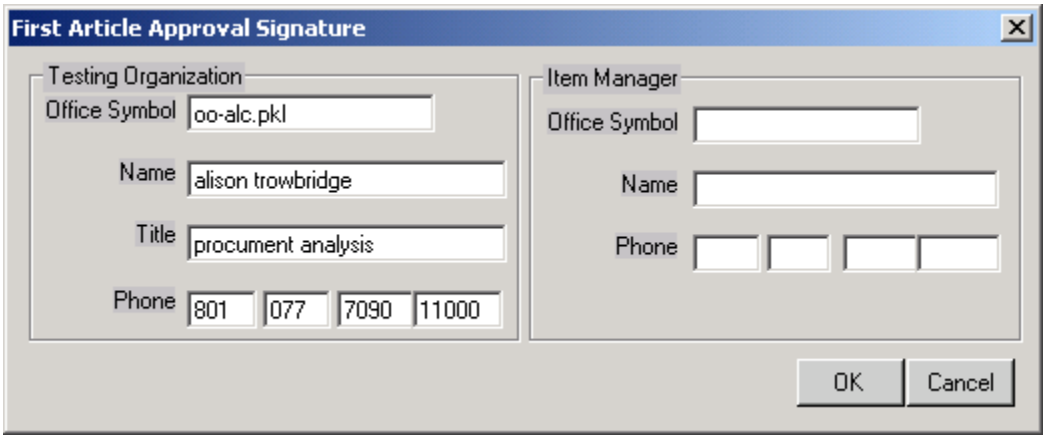
When selecting the boxes and fill ins this will fill in the "First Article Applicability and/or Condition for Waiver" (IAW FAR 9.306(c).




When selecting the Approval button this following screen will display.




When selecting the Approvals button this screen will appear.

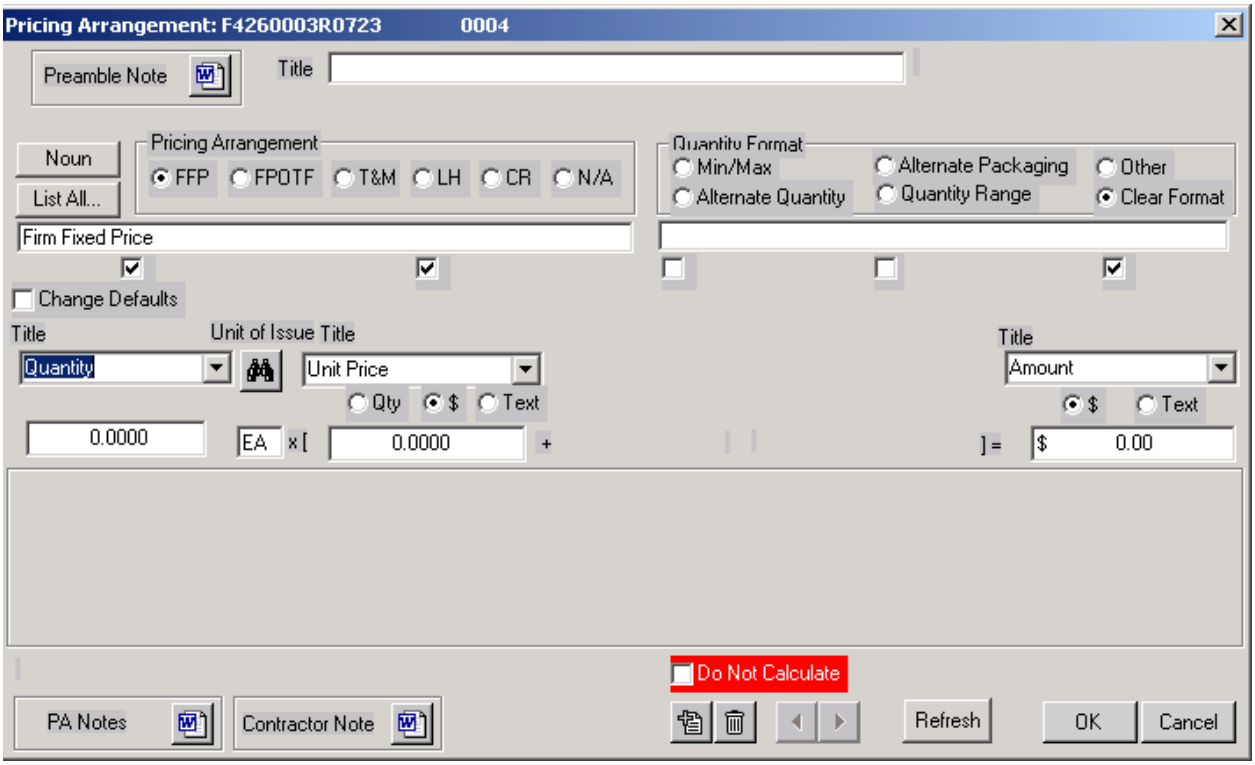



This information is filled in per the AFMC Form 260.

### 4.2.4 LINE ITEM REQUIREMENTS

### PRICING ARRANGEMENTS

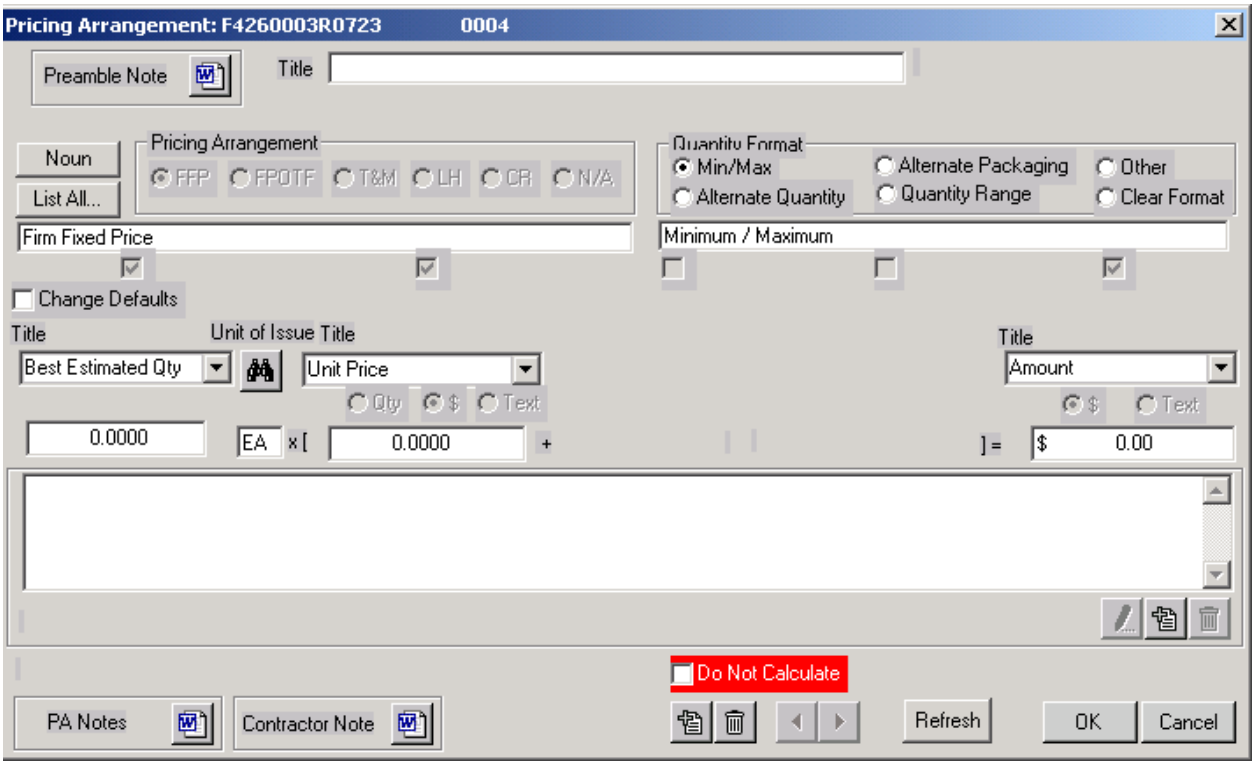
The default Pricing Arrangement is Firm Fixed Price, as shown below.



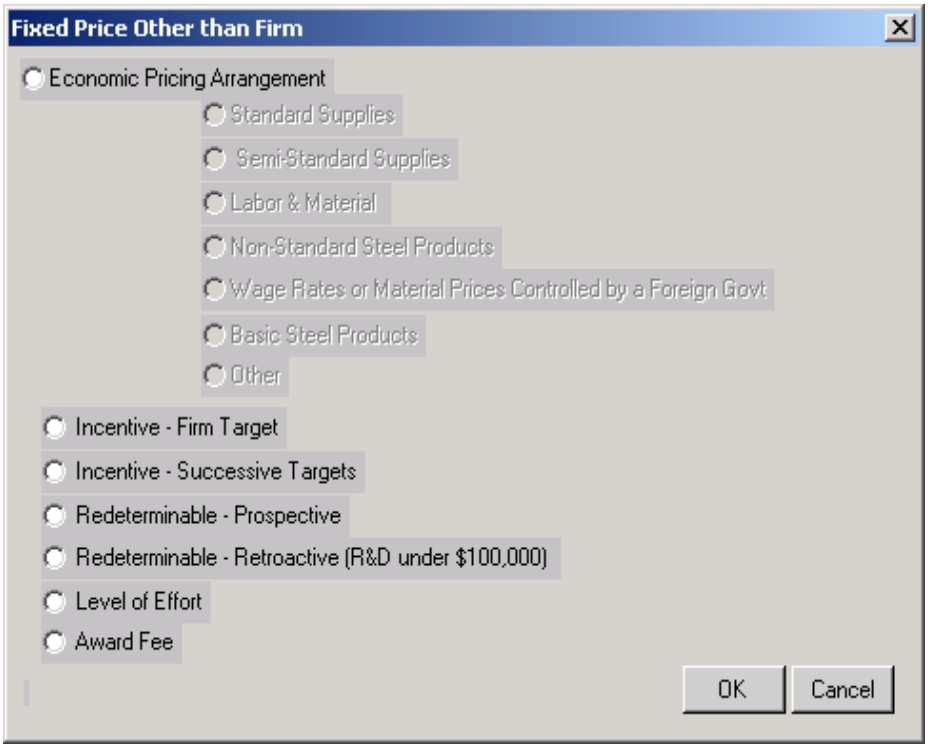

To change from FFP, select one of the radio buttons in the upper left corner on the Pricing Arrangement screen. This will bring in the title of the pricing arrangement on the line item in the entry field beneath it – it may also change the format and/or titles of the boxes below based upon the pricing arrangement chosen. You may choose different verbiage from these blocks and/or type your own. Selections are as follows:

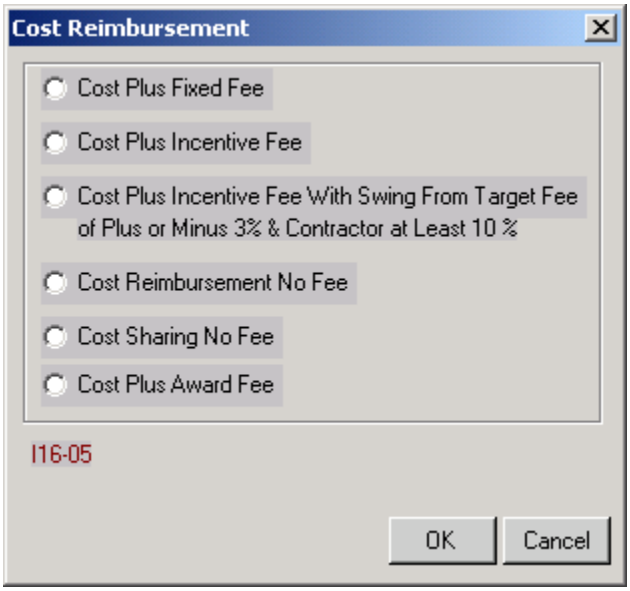
| | |
|---|---|
| **FFP** – Firm Fixed Price I16-01 | 252.243-7001 |
| **FPOTF** – Firm Price Other Than Firm I16-02 | 252.243-7001 |
| EPA – STD Common | 52.216-2 |
| EPA – Semi-STD Supplies | 52.216-3 |
| EPA – Labor & Material | 52.216-4 |
| Incentive – Firm Target | 52.216-16 |
| Incentive – Successive Target | 52.216-17 |
| Redeterminable – Prospective | 52.216-5, 52.242-1 |
| Redeterminable – Retroactive (R&D under $100,000) | 52.216-6, 52.242-1 |
| EPA – Basic Steel Products | 252.216-7001 |
| EPA – Nonstandard Steel Products | 252.216-7001 |
| EPA – Wage Rates or Material Prices Controlled by a Foreign Gov't | 52.216-7003 |
| Level of Effort | |
| Award Fee | |
| **T & M** – Time and Material I16-03 | 52.232-7 |
| **LH** – Labor Hour I16-04 | |
| **CR** – Cost Reimbursement | |

| | |
|---|---|
| Cost Plus Fixed Fee | 52.222-2 |
| Cost Plus Incentive Fee | 52.216-10, 52.222-2 |
| Cost plus Incentive Fee with Swing from Target Fee + or _ 3% and Contractor Share of at Least 10 % | 52.216-10 |
| Cost Reimbursement – No Fee | 52.216-11, 52.222-2 |
| Cost Sharing – No Fee | 52.222-2 |
| Cost Plus Award Fee | |




Making selections “Fixed Price Other Than Firm” or “Cost Reimbursement” will display the following screens for an additional selections.



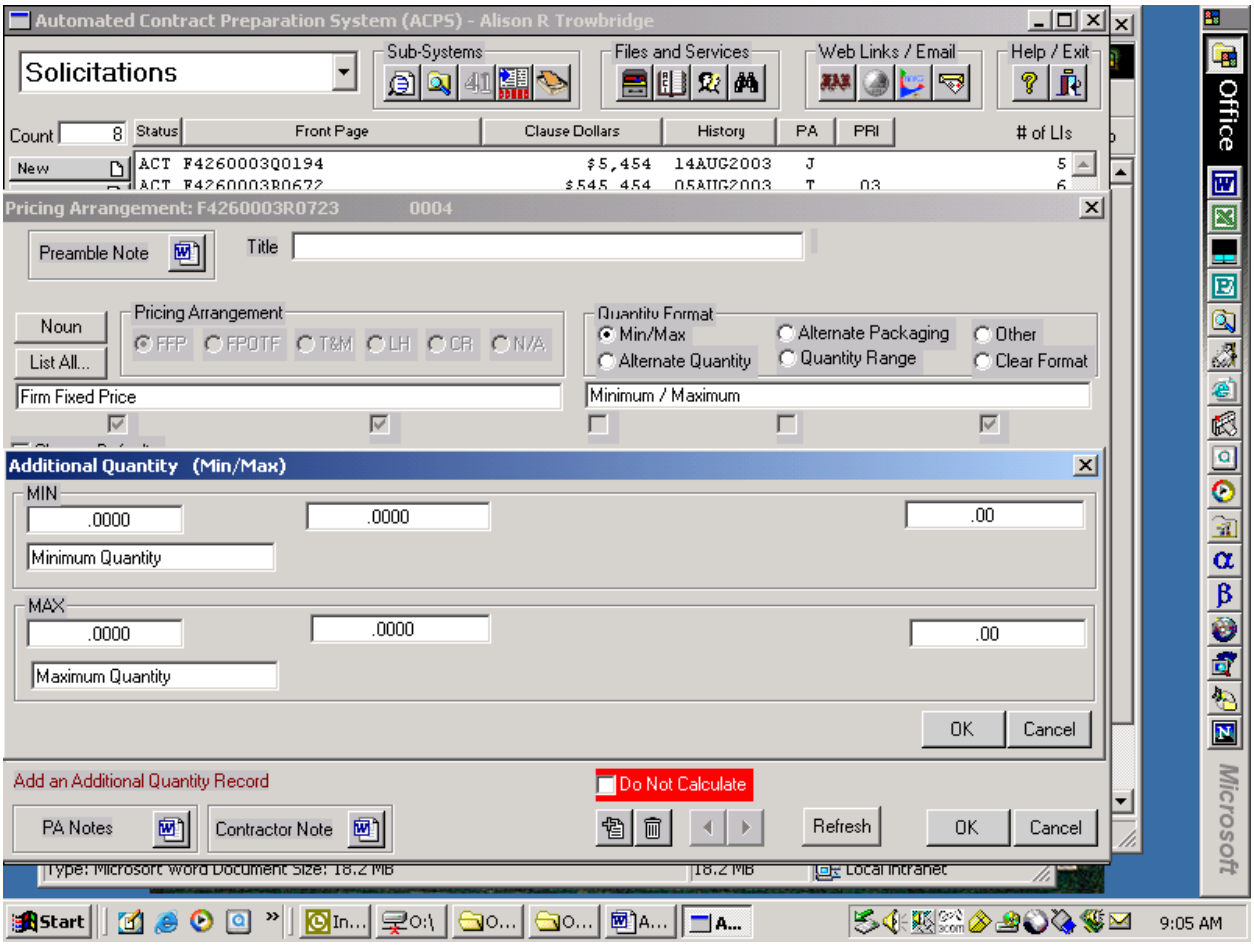




After making a selection from these screens data can then be entered in the columns shown. However, if another column is required, the check boxes found above the each column can be checked to add or delete columns. Defaults are set for each pricing arrangement; however as stated above, you have the flexibility to change the title by making different selections in the drop down list or by entering text in the entry box. Also, the number of columns can be changed.

On Quantity Format - on the right side of the screen - any radio button may be selected to build a list box of item(s) to enter in the line item schedule. These entered items will become a part of the existing line items. Therefore, a maximum of 9,999 alternate quantities, 9,999 quantity ranges, etc can be made part of an individual line item. Select from:

Min/Max (Minimum/Maximum Quantities)
Alternate Packaging
Alternate Quantity
Quantity Range
Other
Clear Format (Completely clears the existing format)

When selecting the first four topics, a drop-down menu will appear. Whatever you have selected in the pricing arrangement columns will determine how the columns appear in the list box.



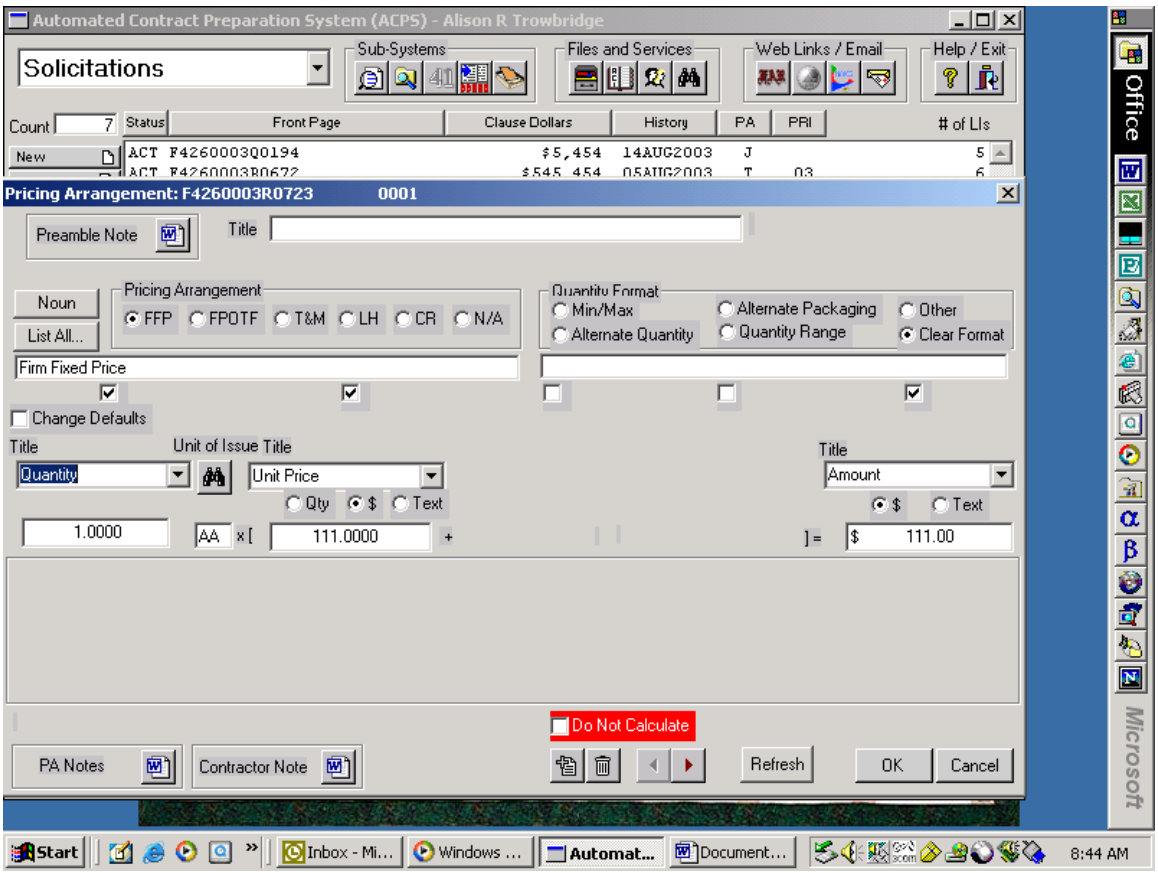

**Do Not Calculate**: When this feature is activated, the system will not perform any calculations on the schedule columns. You will be totally responsible for inputting the figures in every box. Because of this feature, solicitation's can now have dollar amount input into the line item schedule.

The PA Notes and Contractor Note guides you into word to add additional information about the Pricing Arrangement or about the line item.

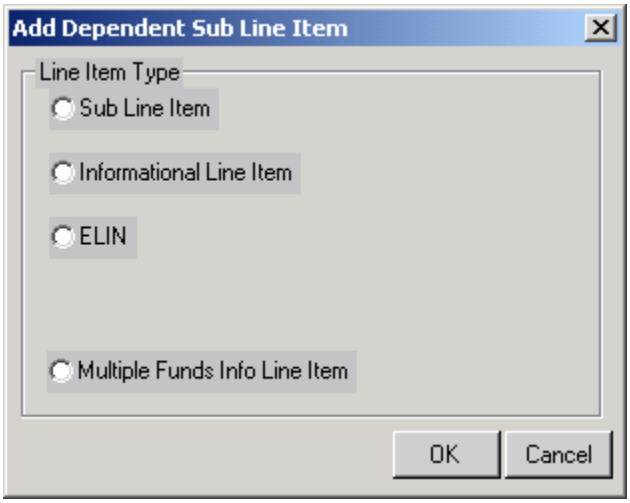
When T&M or Labor Hour is selected, a button will appear in the middle of the bottom of the screen in the center next to the Contractor Note. This **"Labor Category"** button enables you to make a list of labor categories to be printed in the line item schedule. However, it is not a mandatory field.

When you select **FPOTF** button for "Level of Effort" the bottom center of the screen will display a feature next to the "Contractor Note" button. This allows you to describe the "Level of Effort." This same criterion also applies to Fixed Price Award Fee.

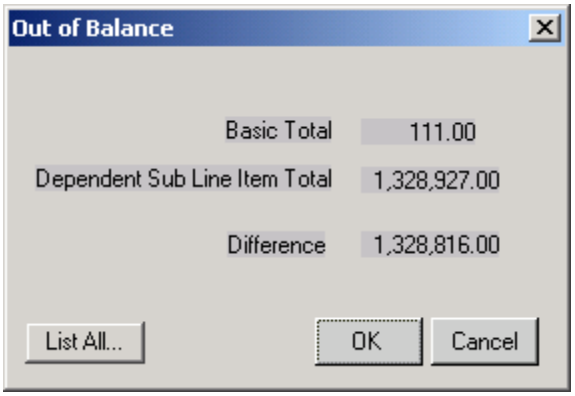
## Dependent Sub Line Items:

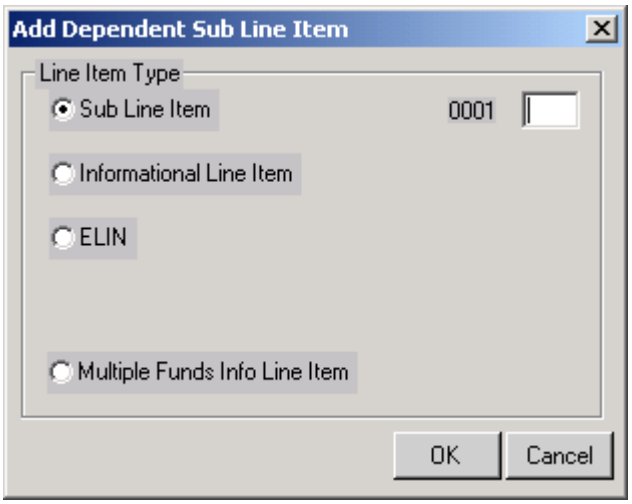



If you want to have dependent lines within the basic line, first select pricing arrangement, then the plus sign under the Do Not Calculate box. This will enable you to select a Sub Line Item, Information Line Item, ELIN Line Item or Multi Funds radio button.

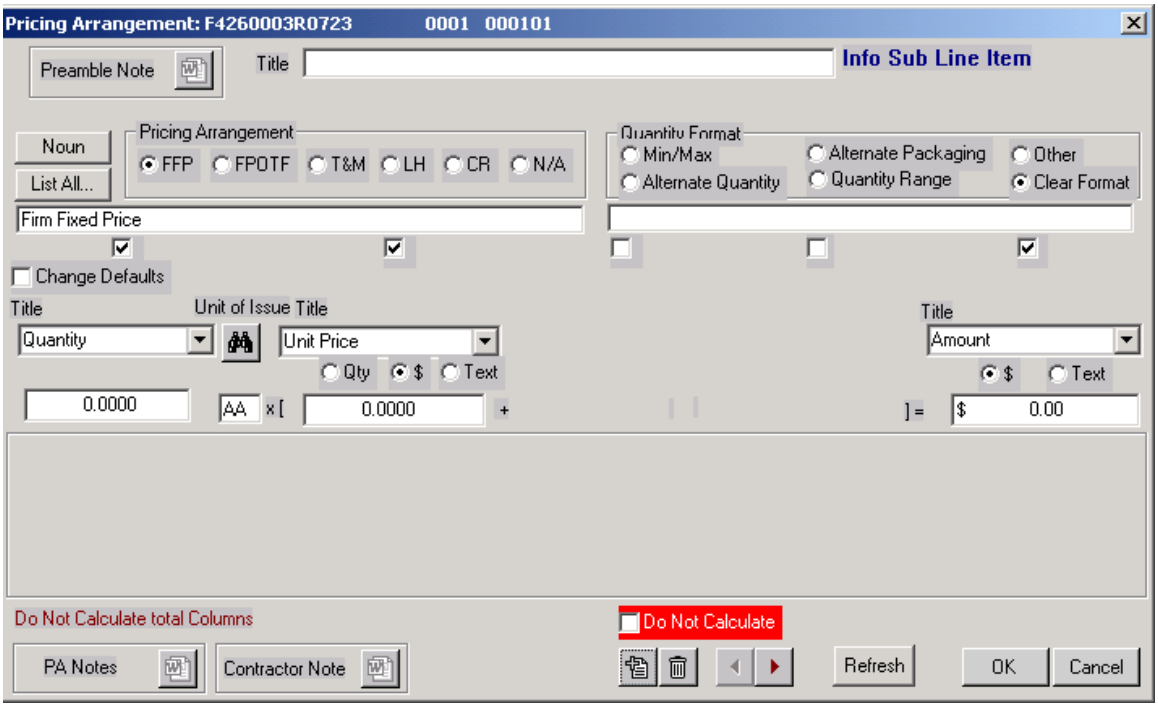



After making a selection the user will enter a line item number according to DFARS section 4. The screen will look like the screen below.



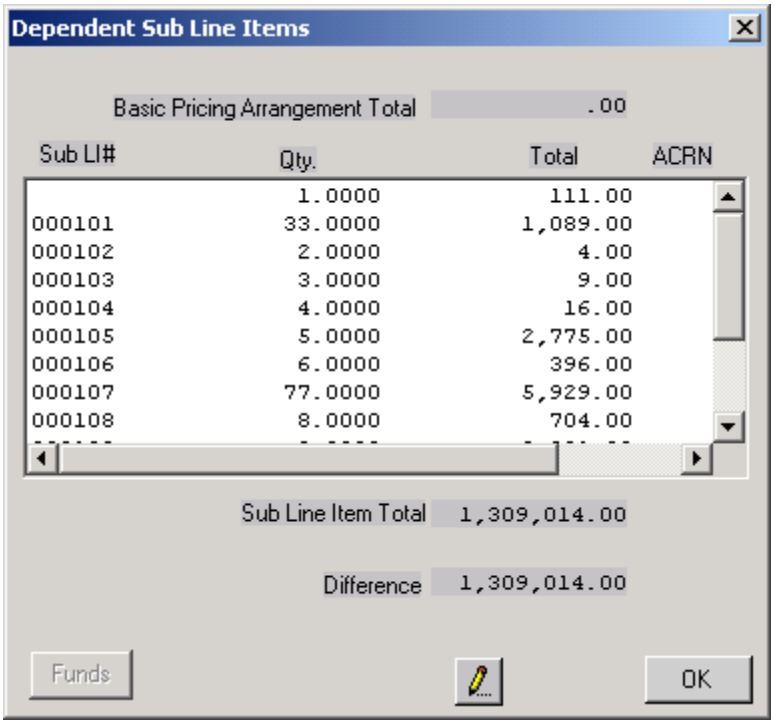




After the dependent sub line has been established the PA screen will appear and need to be filled out for that sub line item.

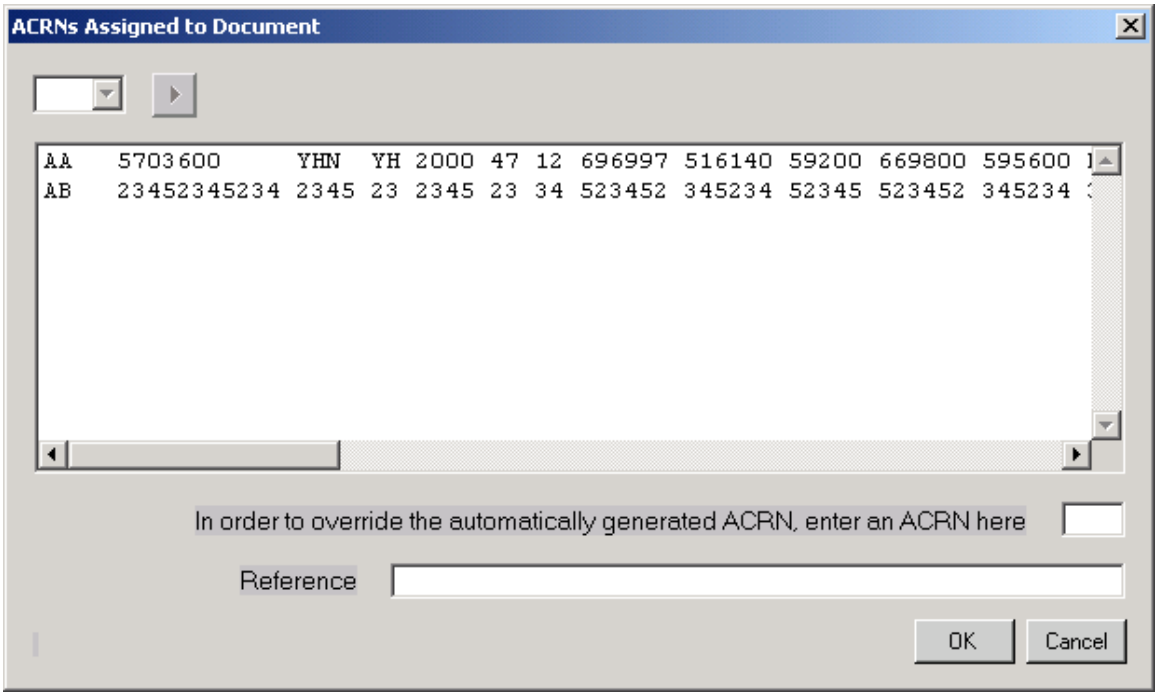



The type of dependent sub LI will show in the upper right part of the screen, next to the “Title” field. After the line item has been created hit the refresh button or OK to hold the data. To add the description, go to the top left hand side of screen and select the “Noun” button.

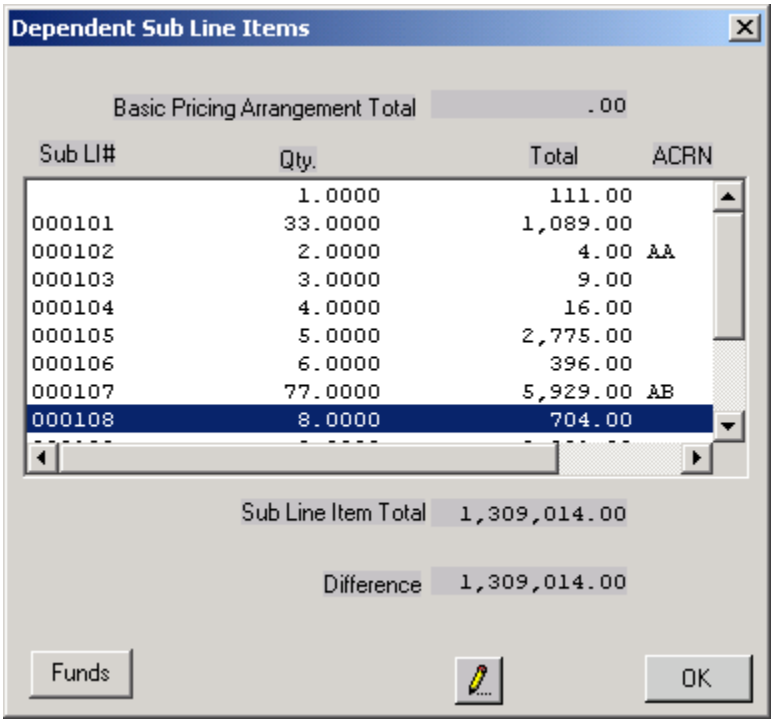
After selecting Refresh or OK, the Out of Balance screen will appear to show the money is incrementing on the dependent line items. Select the List All button and the following screen will appear to show all of the dependent lines for that one basic line no matter what type of dependent line items have been created.



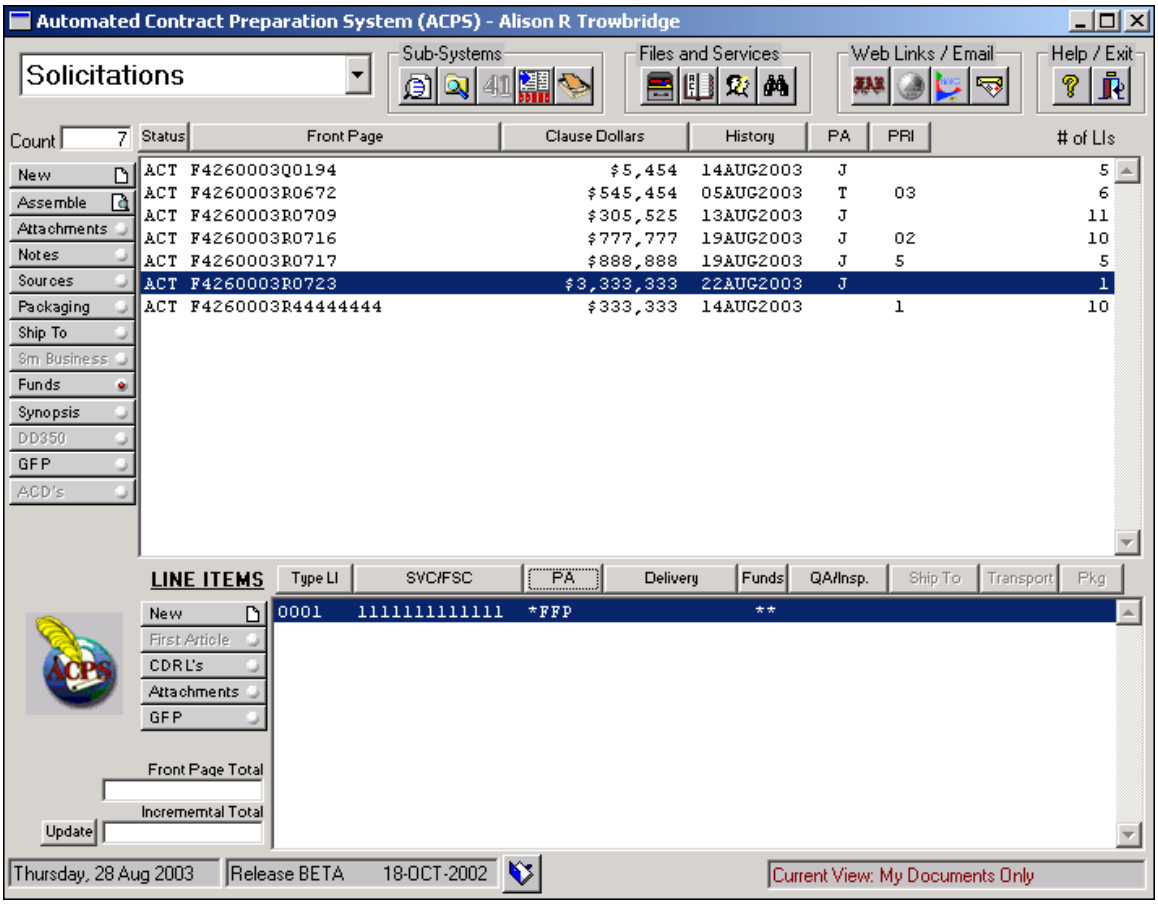

When you highlight a line the Funds button will activate to enable you to assign the ACRN for that dependent line. See below




This funds screen lists the funds that have already been assigned to the line. You will also be able to add more ACRNs to the document if needed. These funds screens function the same as elsewhere in the program.



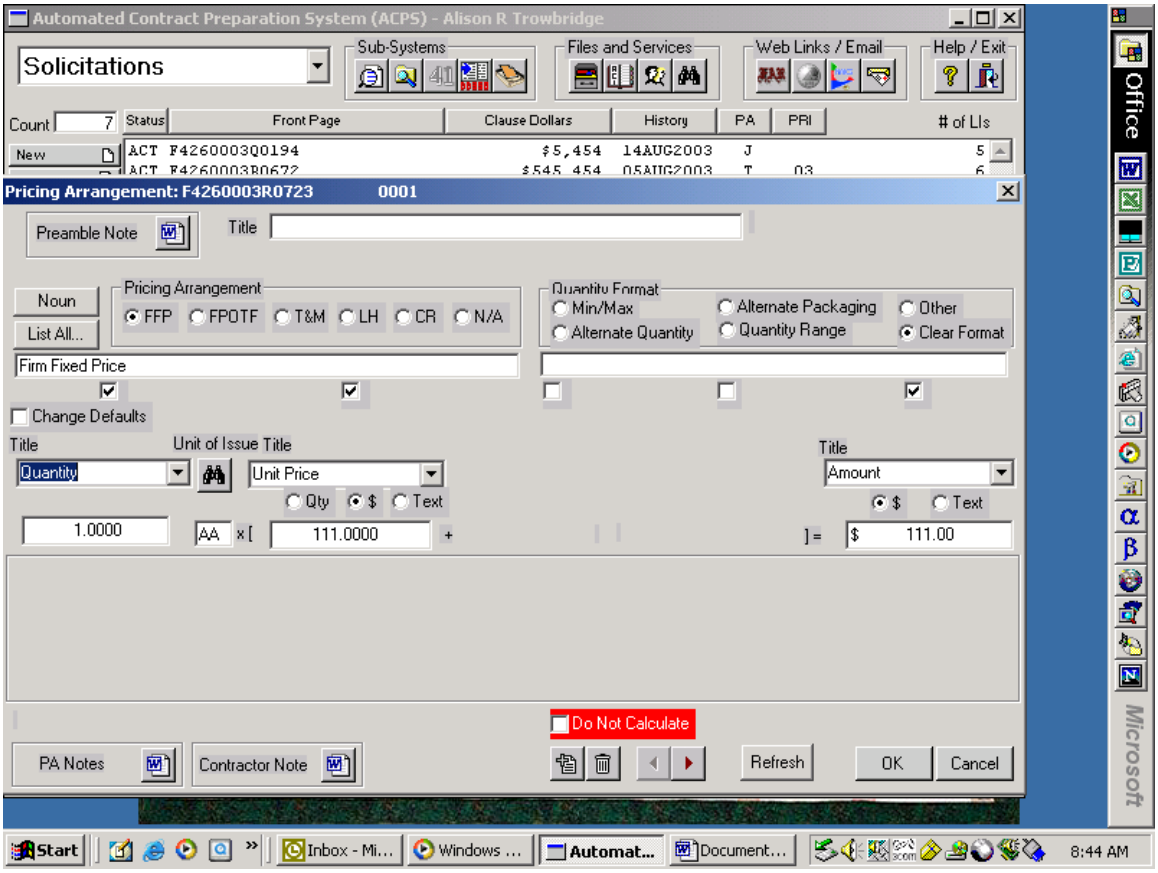

The ACRNs will show on the right side of the list box. The money amounts of the ACRNs will be added. The sub line item total will be displayed along with any difference between that and the money amount of the basic line item.



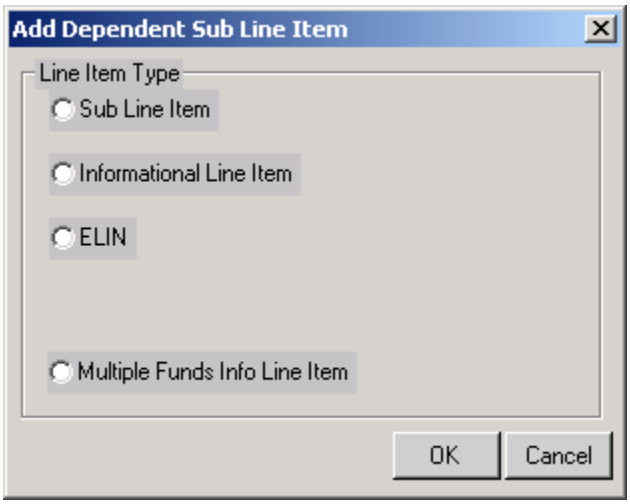
After a dependent line is created, an * will show in front of the Pricing Arrangement type. Also, the double ** under the Funds button indicates there are more than one ACRN for this particular line.

Dependent line items will not have separate delivery or packaging information because the purpose of a dependent line is only to break down the funds kit parts.

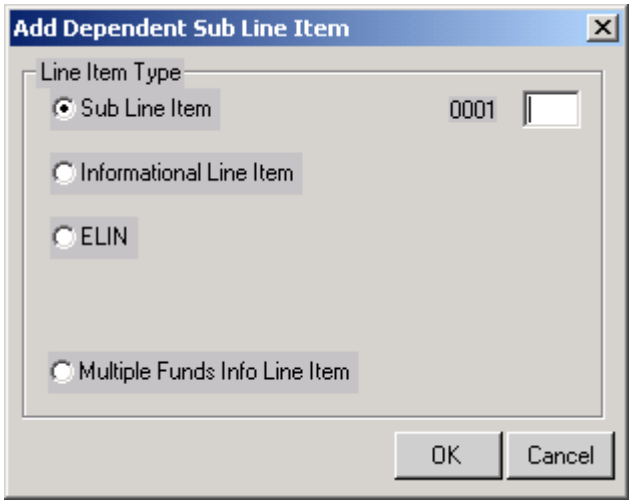
Dependent Sub Line Items:



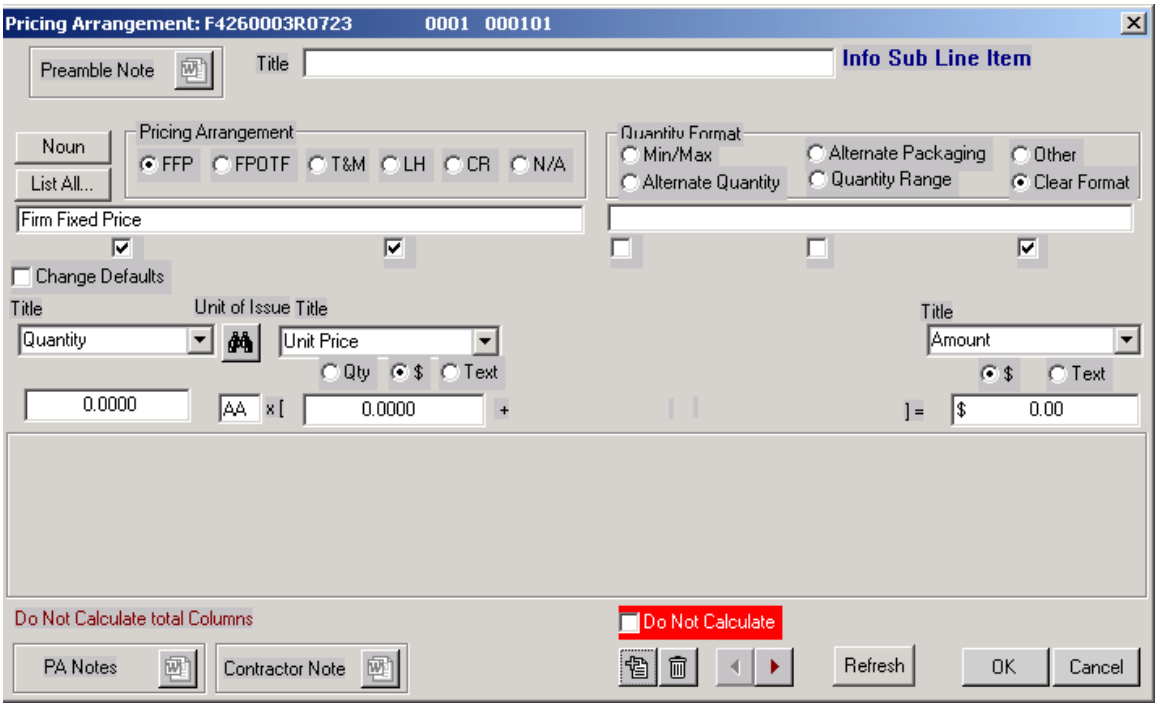

After you selects a pricing arrangement and would like to have dependent lines within the basic line you may select the plus sign under the Do Not Calculate box. This will enable you to select a Sub Line Item, Information Line Item, ELIN Line Item or Multi Funds radio button.



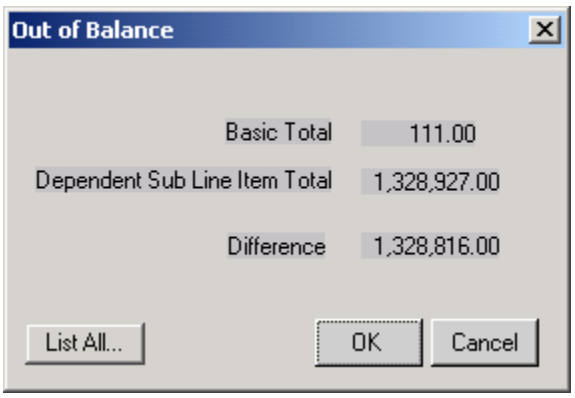

After making a selection you will enter a line item number according to DFARS section 4. The screen will look like the screen below.



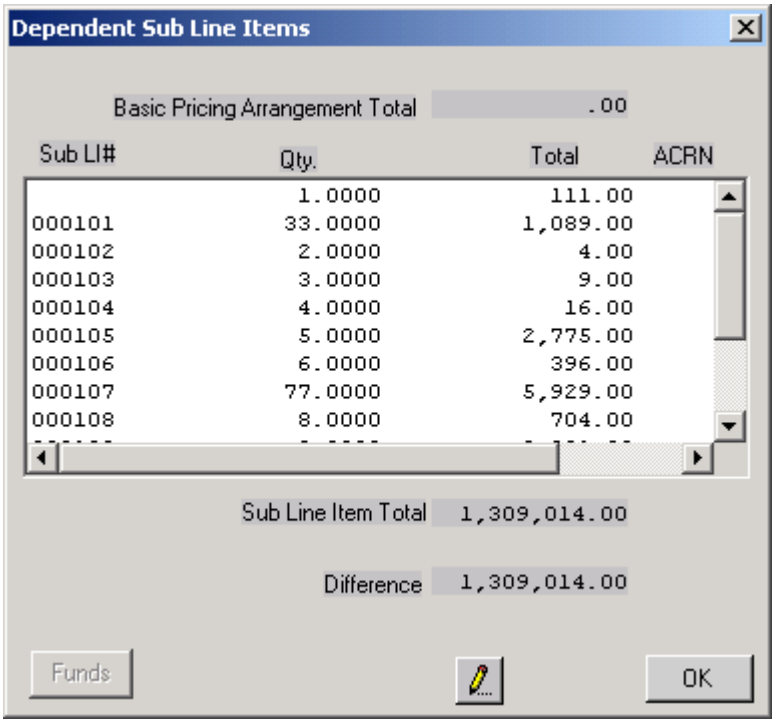

After the dependent sub line has been established the PA screen will appear and need to be filled out for that sub line item.



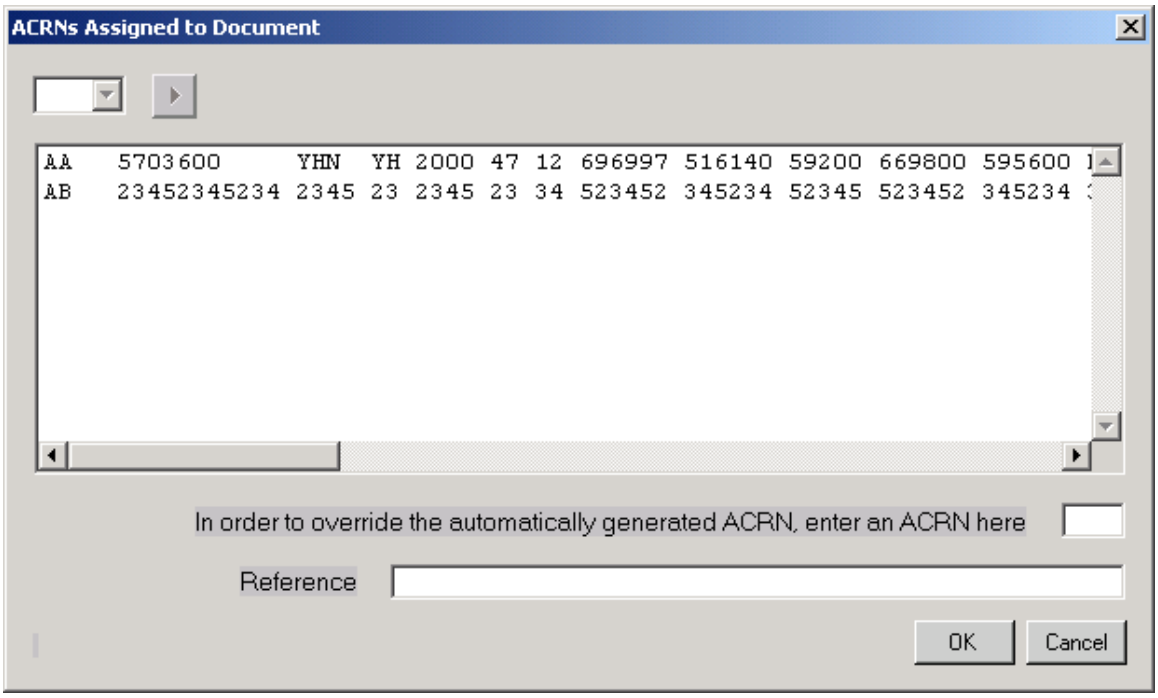

The type of dependent sub LI will show in the upper right part of the screen, next to the “Title” field. After the line item has been created hit the refresh button or OK to hold the data. To add the description, go to the top left hand side of screen and select the “Noun” button.



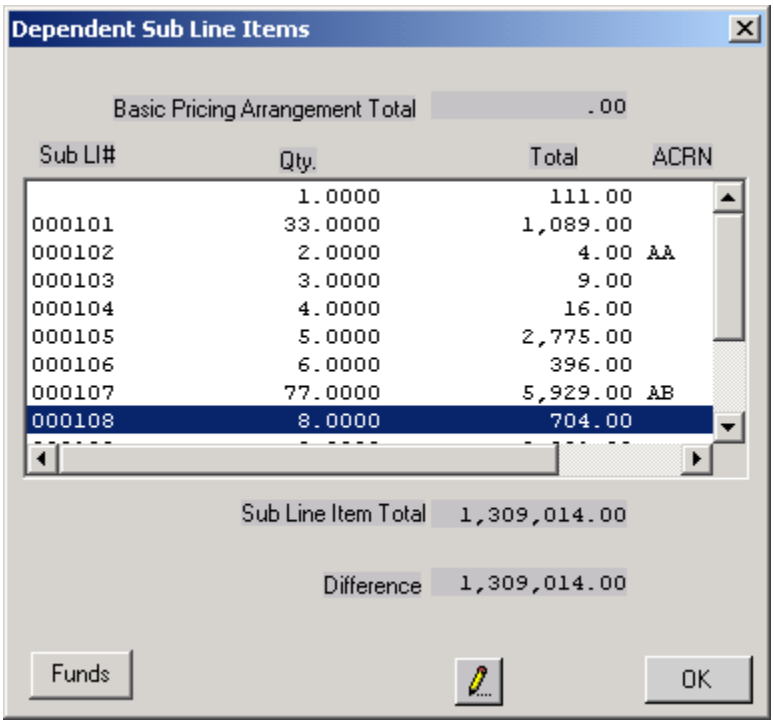

After selecting Refresh or OK, the Out of Balance screen will appear to show the money is incrementing on the dependent line items. Select the List All button and the following screen will appear to show all of the dependent lines for that one basic line no matter what type of dependent line items have been created.



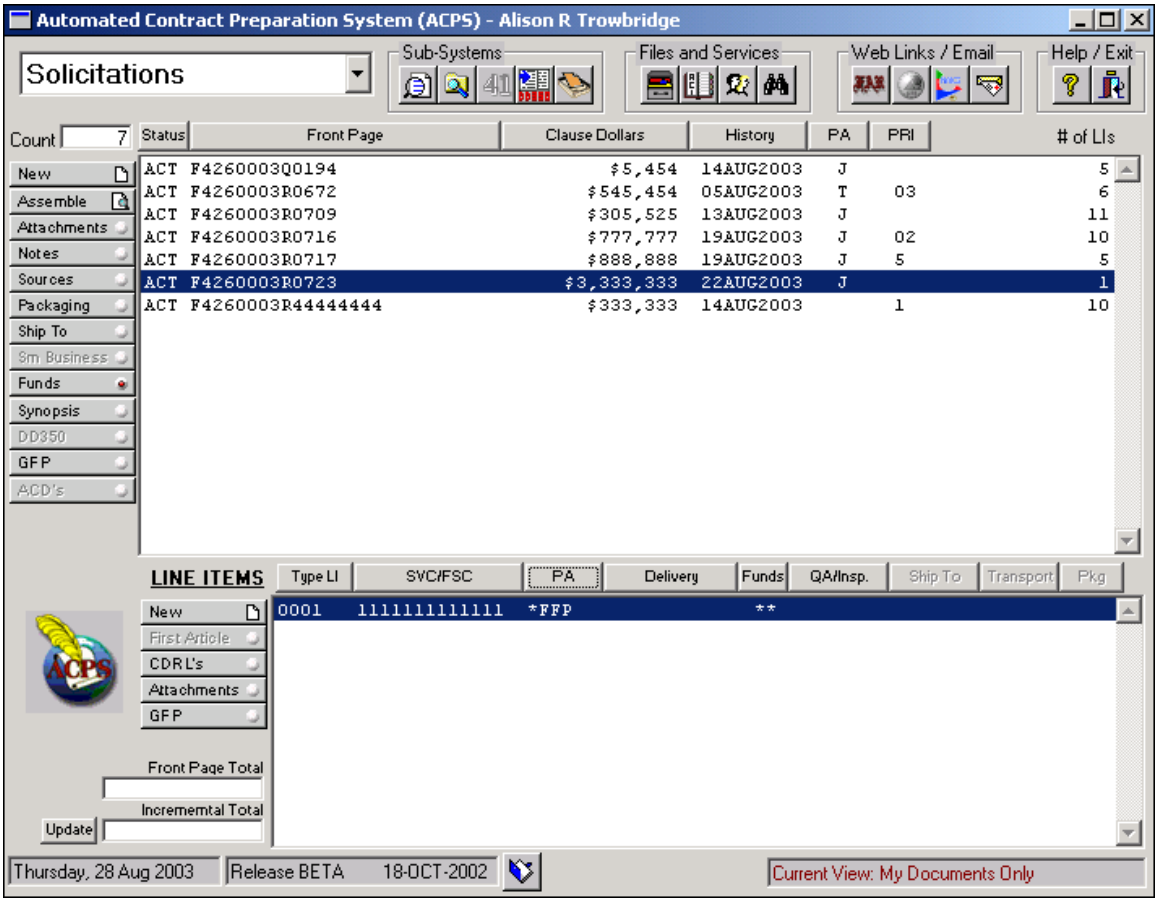

When you highlight a line the Funds button will activate to assign the ACRN for that dependent line. See below




This funds screen lists the funds that have already been assigned to the line. You will also be able to add more ACRNs to the document if needed. These funds screens function the same as elsewhere in the program.



The ACRNs will show on the right side of the list box. The money amounts of the ACRNs will be added. The sub line item total will be displayed along with any difference between that and the money amount of the basic line item.

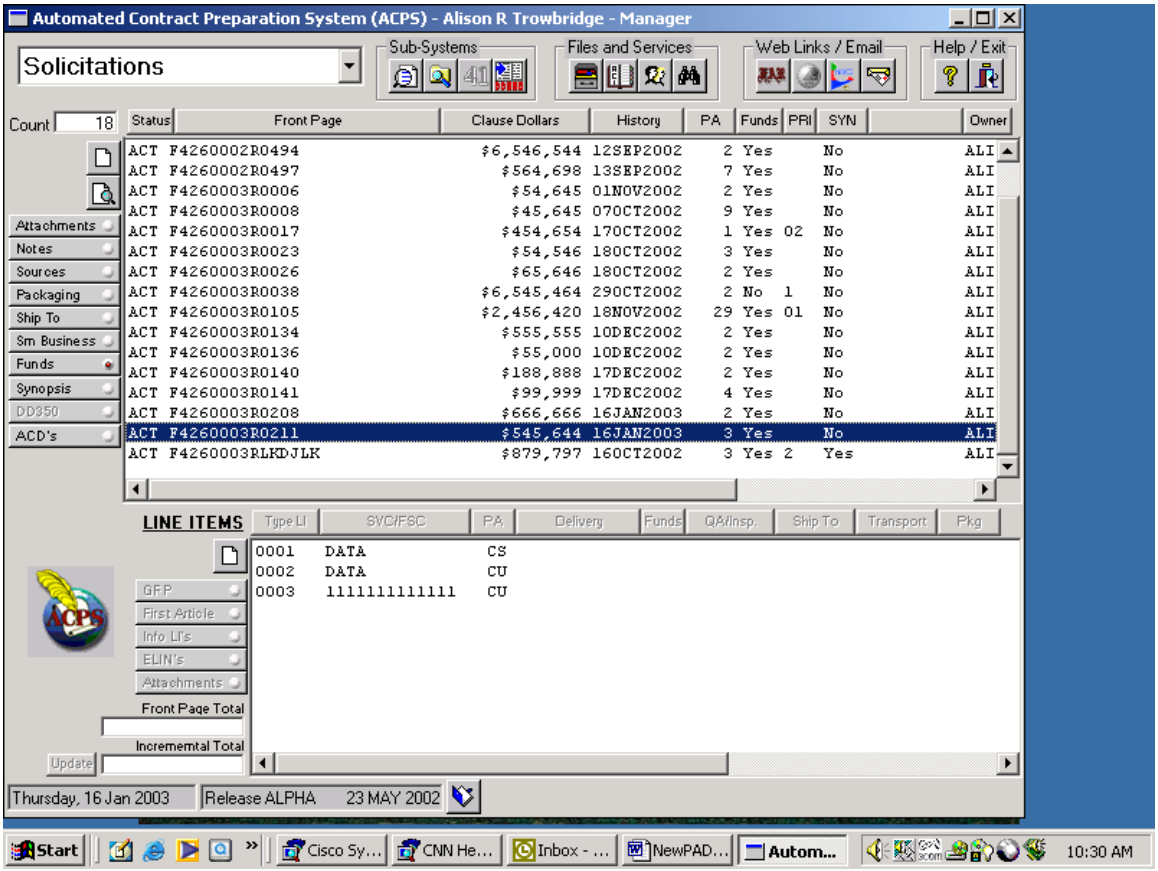


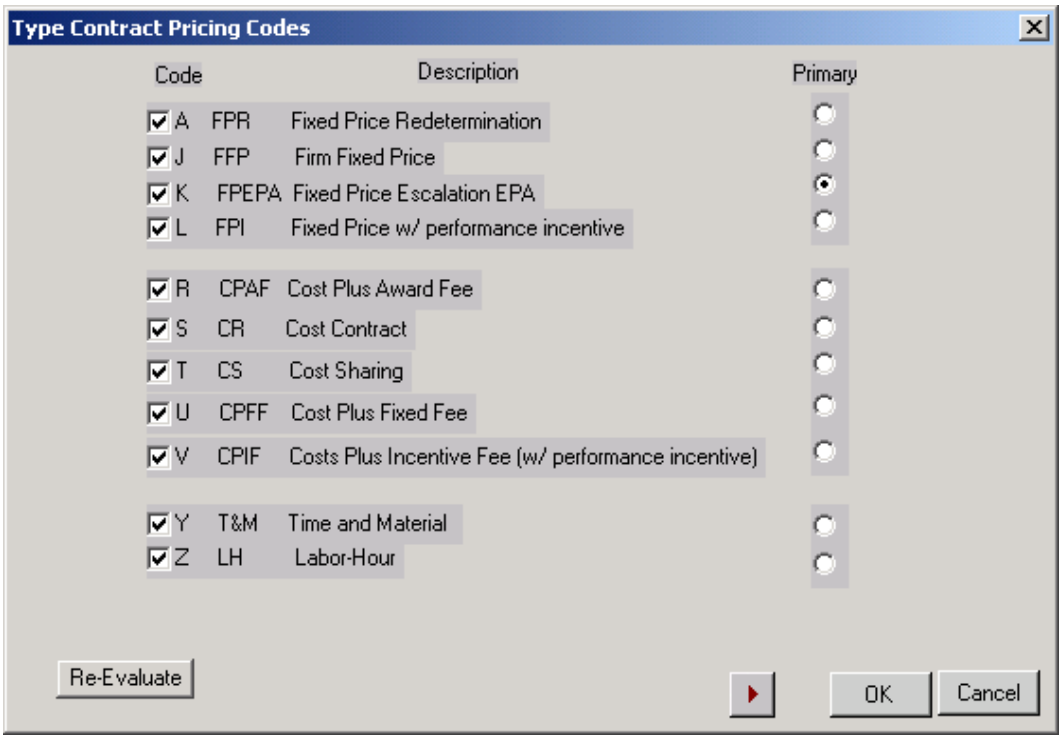

After a dependent line is created, it will show * in front of the Pricing Arrangement type. Also, the double ** under the Funds button indicates there are more than one ACRN for this particular line.

Dependent line items will not have separate delivery or packaging information because the purpose of a dependent line is only to break down the funds or kit parts.

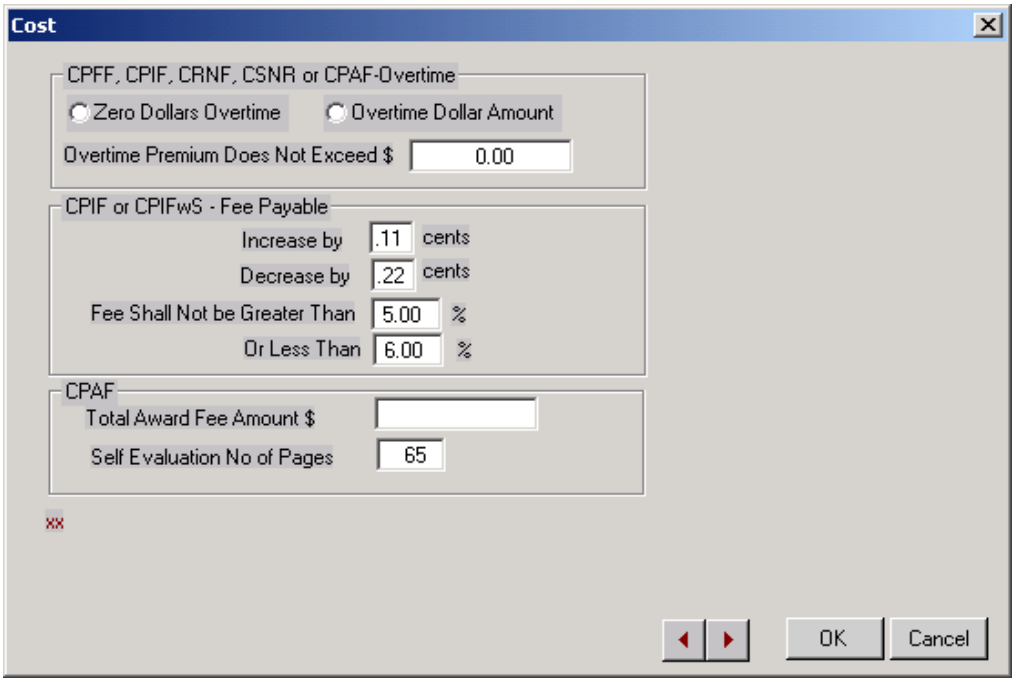
After the line items have been built and the pricing arrangement selected for each line item, your return to the document level (top workbasket), and select the PA button on the top of the screen.

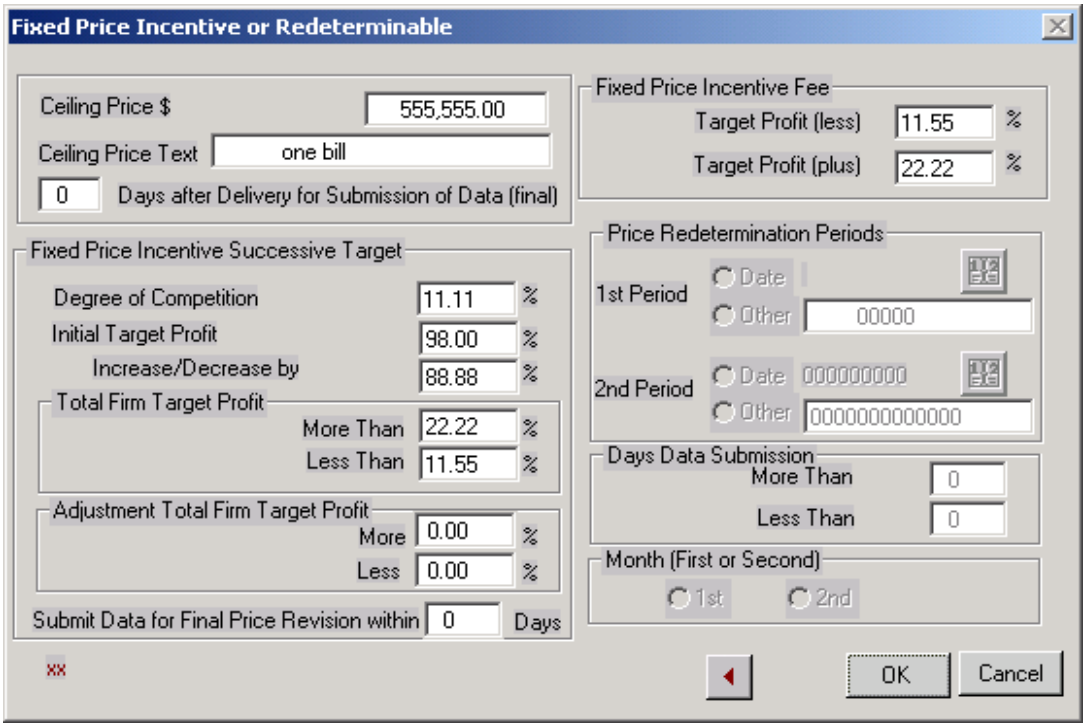
“Important” Pricing Arrangement Clause fill-ins:


Automated Contract Preparation System (ACPS) - Alison R Trowbridge - Manager
Solicitations
Sub-Systems
Files and Services
Web Links / Email
Help / Exit
Count 18
Status Front Page Clause Dollars History PA Funds PRI SYN Owner
ACT F4260002R0494 $6,546,544 12SEP2002 2 Yes No ALI
ACT F4260002R0497 $564,698 13SEP2002 7 Yes No ALI
ACT F4260003R0006 $54,645 01NOV2002 2 Yes No ALI
ACT F4260003R0008 $45,645 07OCT2002 9 Yes No ALI
ACT F4260003R0017 $454,654 17OCT2002 1 Yes 02 No ALI
ACT F4260003R0023 $54,546 18OCT2002 3 Yes No ALI
ACT F4260003R0026 $65,646 18OCT2002 2 Yes No ALI
ACT F4260003R0038 $6,545,464 29OCT2002 2 No 1 No ALI
ACT F4260003R0105 $2,456,420 18NOV2002 29 Yes 01 No ALI
ACT F4260003R0134 $555,555 10DEC2002 2 Yes No ALI
ACT F4260003R0136 $55,000 10DEC2002 2 Yes No ALI
ACT F4260003R0140 $188,888 17DEC2002 2 Yes No ALI
ACT F4260003R0141 $99,999 17DEC2002 4 Yes No ALI
ACT F4260003R0208 $666,666 16JAN2003 2 Yes No ALI
ACT F4260003R0211 $545,644 16JAN2003 3 Yes No ALI
ACT F4260003RLKDJLK $879,797 16OCT2002 3 Yes 2 Yes ALI
Attachments
Notes
Sources
Packaging
Ship To
Sm Business
Funds
Synopsis
DD350
ACD's
LINE ITEMS
Type Li SVC/FSC PA Delivery Funds QA/Insp. Ship To Transport Pkg
0001 DATA CS
0002 DATA CU
0003 1111111111111 CU
GFP
First Article
Info Li's
ELIN's
Attachments
Front Page Total
Incremental Total
Update
Thursday, 16 Jan 2003
Release ALPHA 23 MAY 2002
Start
Cisco Sy...
CNN He...
Inbox - ...
NewPAD...
Autom...
10:30 AM




The selections on this screen are selected automatically by the system based upon the selections made at line-item level Pricing Arrangements. Select which type of Pricing Arrangement is the Primary for the DD350. The following clause completion screens will come up by the selection made at the line item level. Formerly, these completions were required on each applicable line item. Now, the fill in for the clause is completed one time at document level.



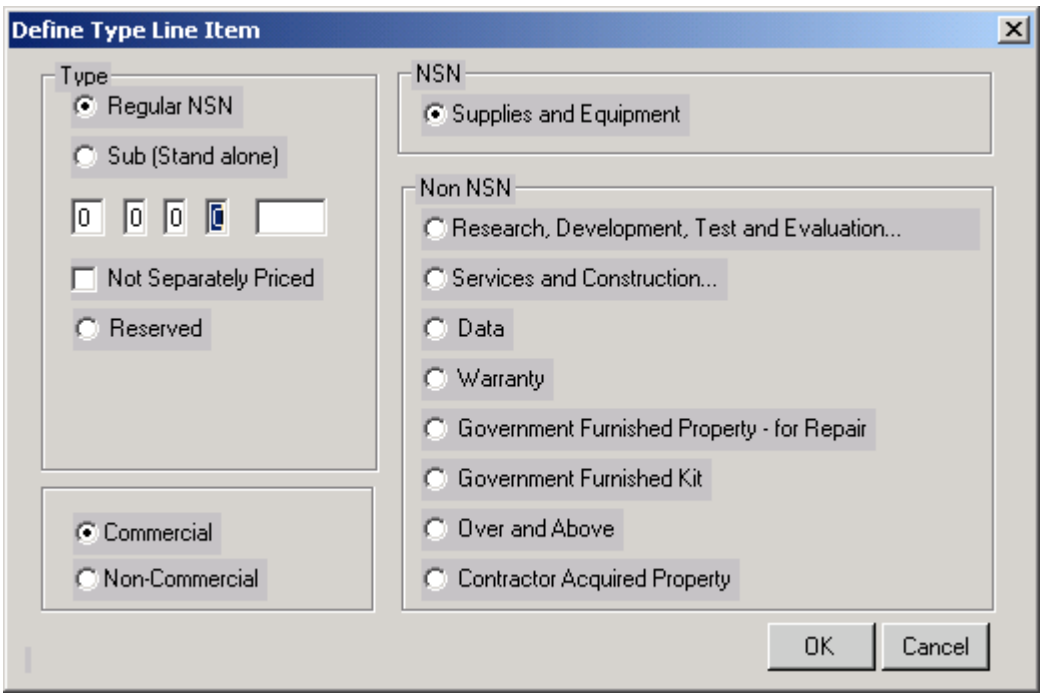

Note on the above screens that inapplicable fields (for the current document) are grayed out.

### 4.2.5 LINE ITEM / STOCK NUMBER CREATION

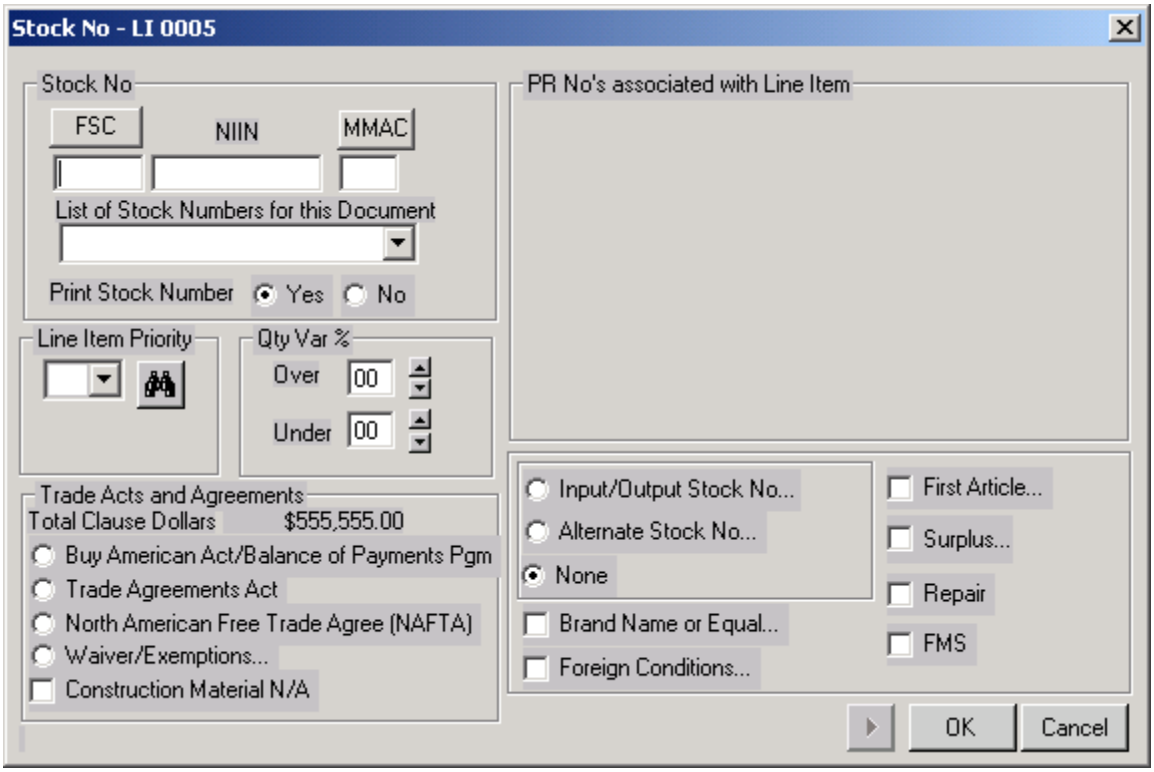
This section describes all elements of the **Line Item No:** screen and all subsequent screens in the User workbasket of ACPS 15.

4.2.5.1 Line Item No:

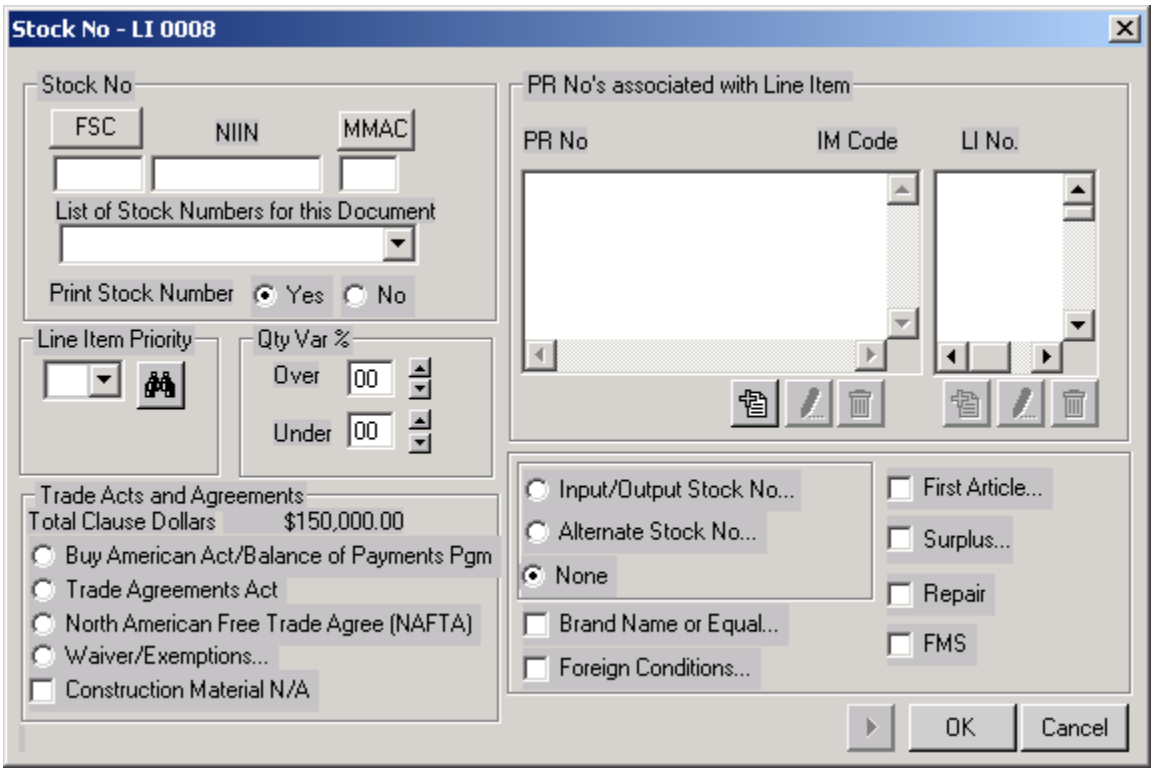
When adding a new line item using the **New** button, a stock number dialog box appears. It is at this point where the type of purchase being made must be selected. This selection will determine the screen selections which will follow. An error in selection is not found on this screen until after this screen is exited will require a deletion. It then must be reestablishment on the line item because this screen sets the route and is only available when creating a new line item.



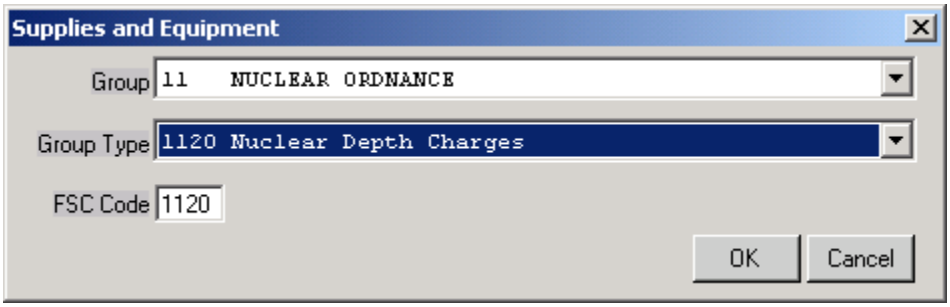

If a Purchase Request is being created and Supplies and Equipment are selected, the following screen will be displayed.



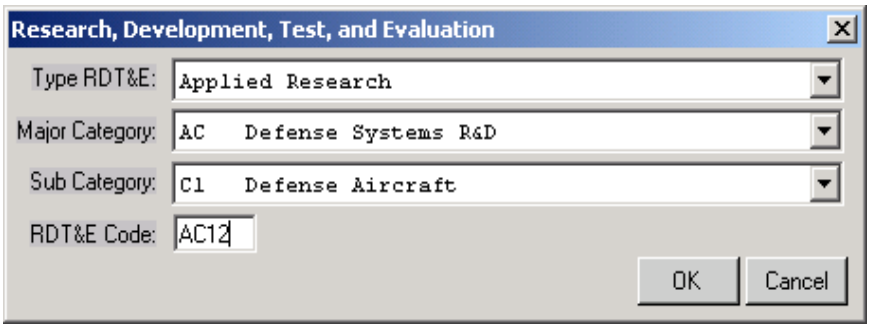

If a Solicitation or Award is being created and Supplies and Equipment are selected, the following screen will be displayed



At this point the National Stock Number (NSN) must be entered. If the stock number is unknown, it can be built from a dropdown list of progressive choices. By pressing the **FSC** button the **Supplies and Equipment** dialog box appears.

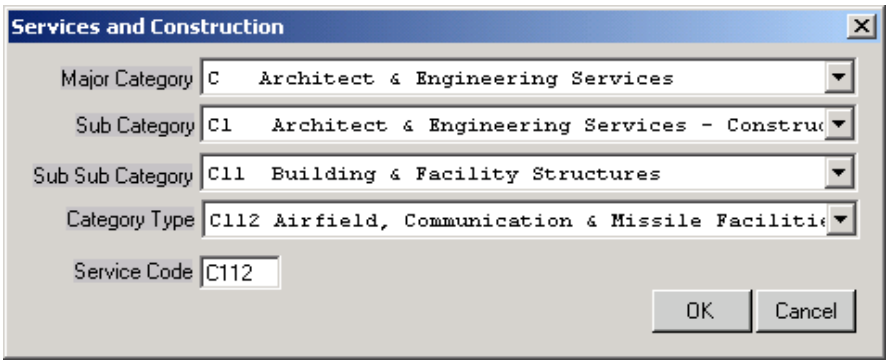



If one of the other routes (non-NSN) have been selected, one of the following screens will appear: Research, Development, Test and Evaluation:




You can build the appropriate **SVC/FSC** for Research, Development, Test, and Evaluation, step by step, using pull-down selections for the **Major Category**, **Sub Category**, and the **Category Type**. The completed code will appear in the **Service Code** box at the bottom of the screen and will be transferred into the **SVC/FSC** field on the **Stock No (SVC/FSC, NIIN, MMC)** screen.

Services and Construction




You can build the appropriate **SVC/FSC** for Services and Construction, step by step, using pull-down selections for the **Major Category**, **Sub Category, Sub Category**, and the **Category Type**. The completed code will appear in the **Service Code** box at the bottom of the screen and will be transferred into the **SVC/FSC** field on the **Stock No (SVC/FSC, NIIN, MMC)** screen.

Data - This selection adds “DATA” to the SVC/FSC field.

Warranty – This selection adds “WARR” to the SVC/FSC field.

Government Furnished Property – for Repair – This selection adds “GFP” to the SVC/FSC field.

Government Furnished Kit - This selection adds “GFK” to the SVC/FSC field.

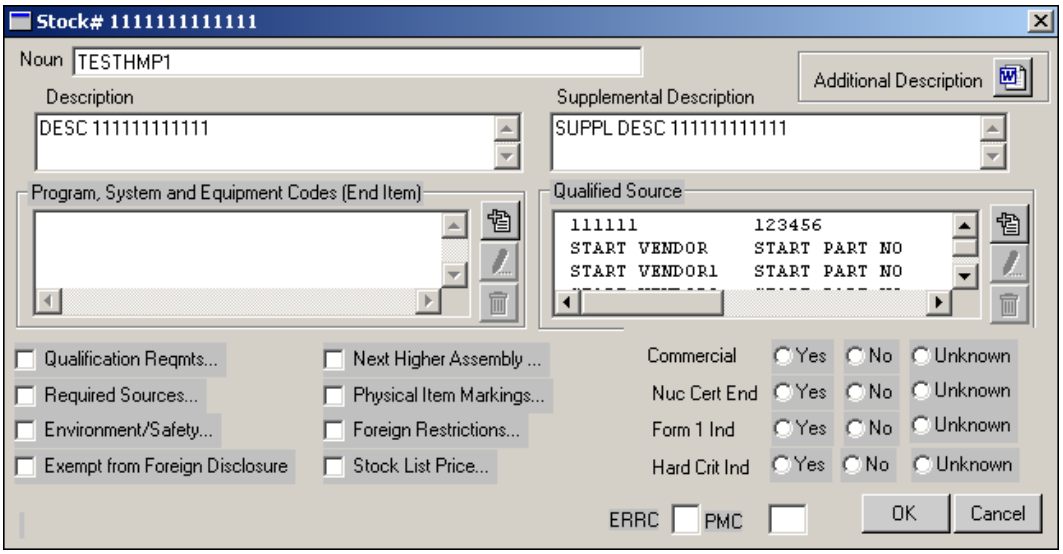
Over and Above – This selection adds “OVER” to the SVC/FSC field.

**Contractor Acquired Property –** this selection adds “CAPP” to the SVC/FSC field.

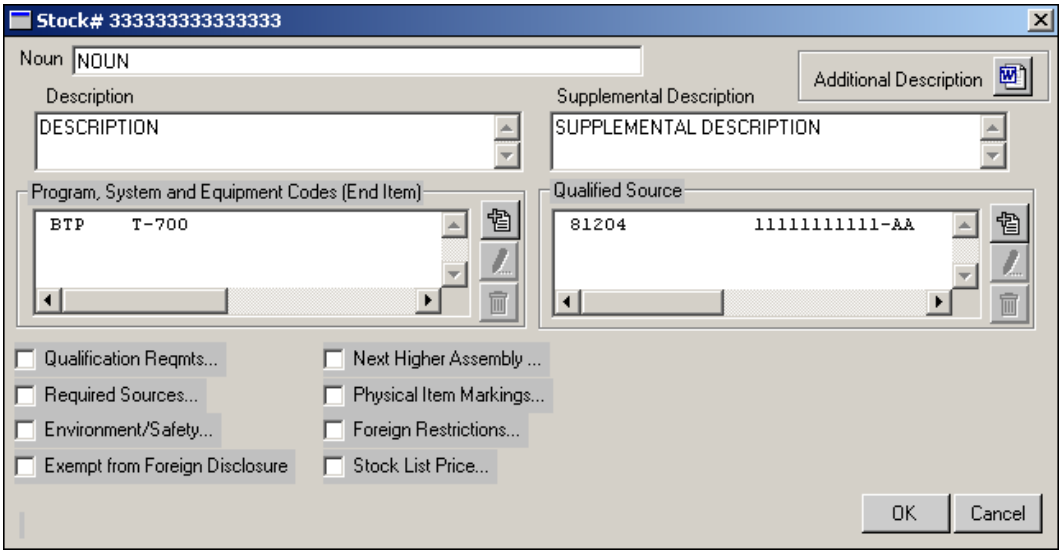
#### 4.2.5.2 Stock Number Screen

Highlighting the **SVC/FSC** button [SVC/FSC] on the **Solicitation Line Item Workbasket** screen while a line item is highlighted brings up the **Line Item No** screen.

PR Level:




Solicitation/Award Level:



#### 4.2.5.3 Brief Descriptions

This section provides a brief description of every element on the Line Item screen. If a brief description is adequate to treat the entire topic, or if subsequent screens and their content are minimal, a description will be provided in full here. However, some elements lead to rather lengthy “trails” of screens and many screen elements. In those cases, a brief description will be provided in this section and a more detailed description, including the entire screen “trail,” will be provided in the “Detailed Descriptions” portion of this chapter. “See detailed description also” will appear by the brief description heading.

Noun

Name of the item. This will be displayed from the database for the stock number. You can also type in your own noun, but it does not get saved to the main database--only to the database for the current document.

Description

If an item description has been associated in the database with the stock number entered, the description(s) will show here and the preferred description can be selected in the drop-down box. If the preferred description is not displayed in any of the selections, you can enter your own description. However, the description you enter will only apply to the document you are creating and will not be added to the database. Your system administrator must add permanent item descriptions to the database.

Supplemental Description

If a supplemental item description has been associated in the database with the stock number entered, the description(s) will show here and the preferred description can be selected in the drop-down box. If the preferred description is not displayed in any of the selections, you can enter your own description. However, the description you enter will only apply to the document you are creating and will not be added to the database. Your system administrator must add permanent supplemental descriptions to the database.

Additional Description

This feature allows you to add up to 64,000 characters of additional description for this line item in a Word format.

Program, System and Equipment Codes

(See detailed description also.) Program, System, or Equipment Codes as set forth in the DOD Procurement Coding Manual for Air Force, Army, Navy, Defense Logistics Agency (DLA), or Army Corps of Engineers. The **Add** button allows you to build the system code through progressive dialogue boxes if it is not displayed in the list box. The right-to-left scroll bar at the bottom of the list box allows you to see codes that are too long for the display.

Qualified Sources

(See detailed description also.) Part numbers and alternate part numbers are displayed in three columns in the list box. The first column is for the manufacturer CAGE code. The second lists part numbers for that manufacturer, and the third lists any alternate part numbers for that

manufacturer. The scroll bar at the bottom of the list box allows you to see lines that are too long for the display.

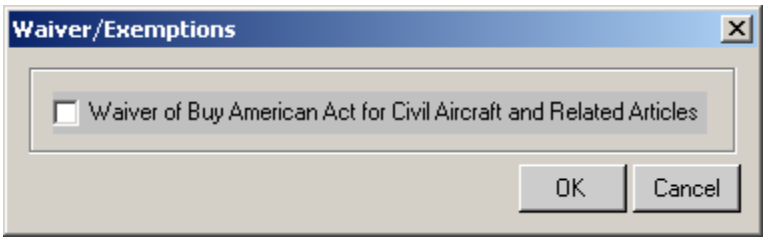
4.2.5.4 Foreign Acquisition – Located on the Stock number screen

Buy American Act/Balance of Payments Pgm
Appendix B Selection: I25[01] Buy American Act/Balance of Payments Program applies.

Trade Agreements Act
Appendix B Selection: I25[02] Trade Agreements act applies.

North American Trade Agree. (NAFTA)
Appendix B Selection: I25[03] North American Free Trade Agreement (NAFTA) Implementation Act applies.

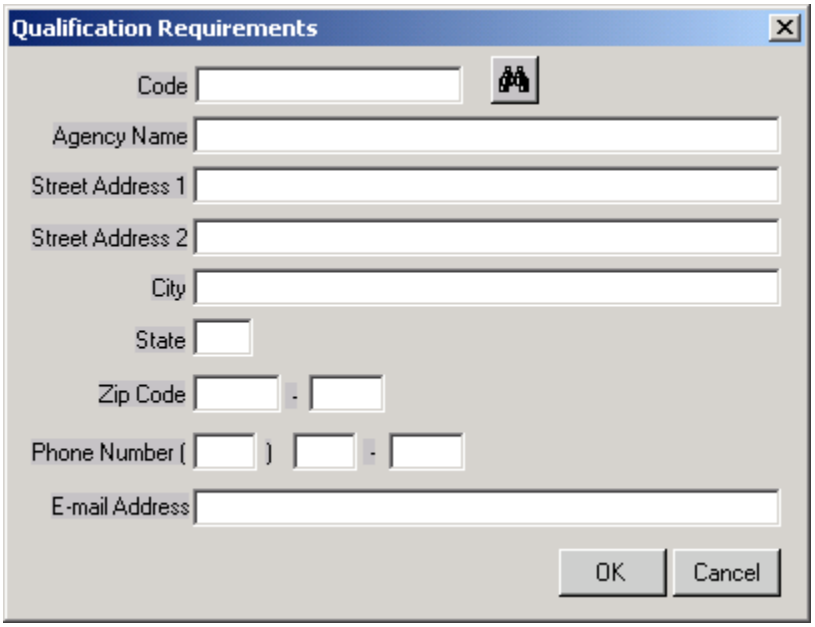
Waiver/Exemption
Appendix B Selection: I25[04] Subsequent Screen: I25D




If a waiver applies, check the box. Waiver of Buy American Act for Civil Aircraft and Related Articles. Appendix B Selection: I25D[01]

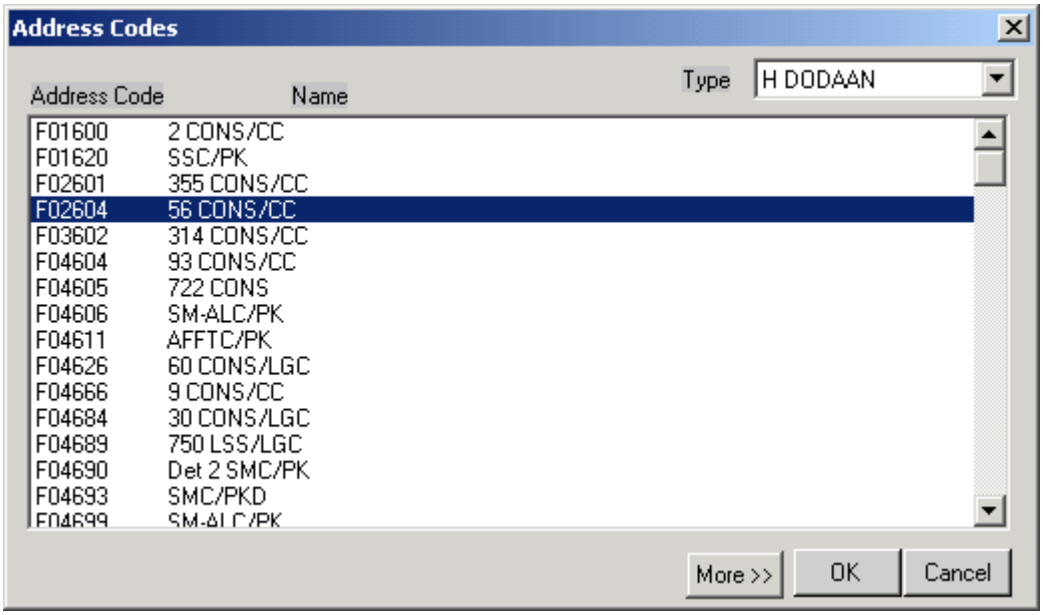
Inapplicability of Buy American Act for Construction Material.
Appendix B Selection: I25[05] This selection can only be made if Buy American Act/Balance of Payments Program or North American Trade Agreement (NAFTA) options have been selected.

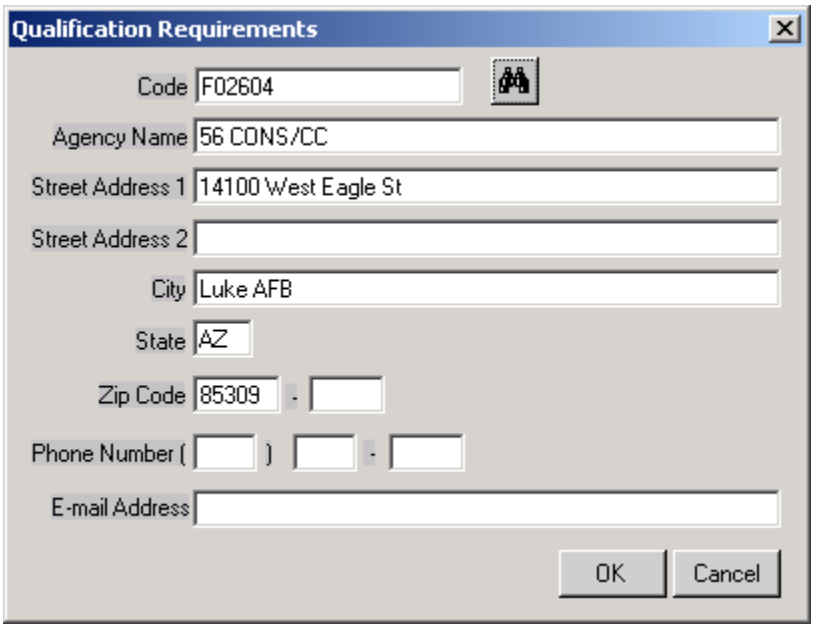
4.2.5.5 Qualification Requirements
Appendix B Selection: I09A Fill-In Clause: I-70, 52.209-1 Insert in solicitations and contracts when the acquisition is subject to a qualification requirement.



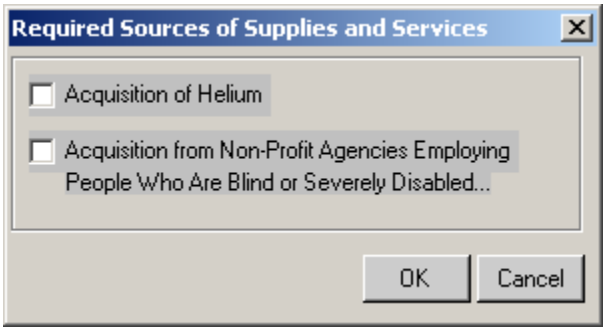

Fields for this screen are self-explanatory:
Agency Name
Street Address (line) 1
Street Address (line) 2
City, State, Zip Code
Phone Number
E-mail Address.

Clicking on the binoculars to select an activity by DODAAN code, making this selection will populate the fields where data is stored.



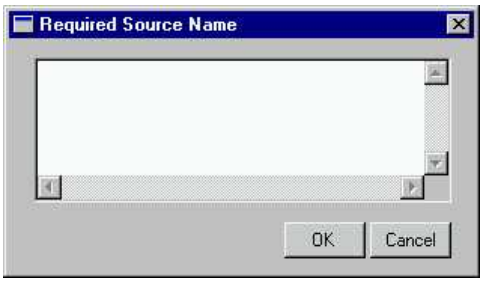



4.4.5.6 Required Sources




Required Sources of Supplies and services
Appendix B Selection: I08Acquisition of Helium.
Appendix B Selection: I08[01]Insert in solicitations and contracts if it is anticipated that performance of the contract involves a major helium requirement.

Acquisition from Non-Profit Agencies Employing People Who are Blind or Severely Disabled.
Appendix B Selection: I08[02] Insert in solicitations and contracts which require a contractor to purchase supply items for Government use that are available from the Committee for Purchase from People Who Are Blind or Severely Disabled.

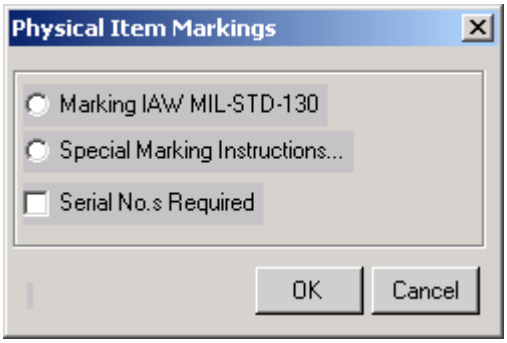



Enter the source the contractor is to obtain mandatory supplies from (FAR 52.208-9).

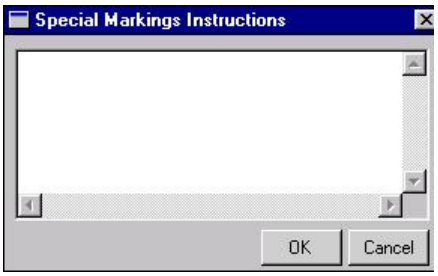
4.2.5.7 Environment/Safety

(See detailed description also.) This box allows you to designate options for Hazardous, Recovered Materials, Radioactive Materials, Ozone Depleting Substances, and Enhanced Physical Security.

4.2.5.8 Physical Item Markings
Appendix B Selection: I11B Markings in accordance with AFMCI 23-102, Part 2, Chapter 6, Paragraph 6.3.



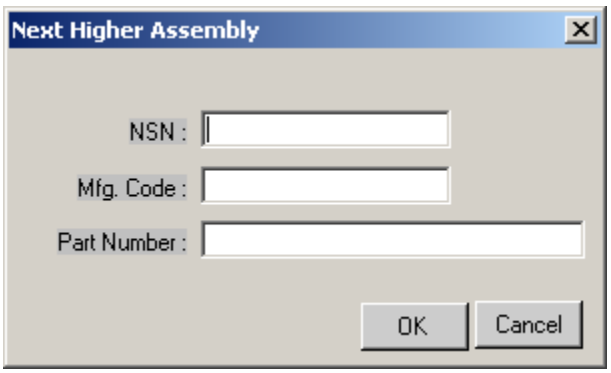

Marking IAW MIL-STD-130
Appendix B Selection: I11B[01]
MIL-STD-130: Items shall be marked in accordance with MIL-STD-130. The National Stock Number (NSN), and when assigned, the Configuration Item Identifier (CII), serial number, and military type designation information shall be marked on major assemblies, units, groups, and sets. Special attention must be given to requirements governing the application of the actual manufacturer's Federal Supply Code for Manufacturers (FSCM) to the physical item. Items that are excluded in accordance with paragraph 1.1 of MIL-STD-130, revision G, shall be marked in accordance with the appropriate document.




**Special Marking Instructions**
Appendix B Selection: I11B[03]
Fill-In Clause: D430E
Enter any special marking instructions that apply.

**Serial No.'s Required.** When the requirements activity requests assignment of serial numbers for configuration control, or for warranted items for which request for assignment of serial numbers has not or cannot be incorporated either into the specification (where applicable) or in a separate warranty clause, the contracting officer shall insert the clause at 5352.204-9001, Assignment of Serial Numbers for Configuration Control and Administration of Warranties, in Section D.

4.2.5.9 Next Higher Assembly



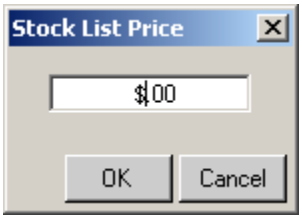

Data entered in this block describes the larger assembly of which the item being ordered is a sub-assembly. This data will appear in the schedule.

4.2.5.10 Exempt from Foreign Disclosure
When this button is selected, "Exempt From Foreign Disclosure" will appear in the schedule.

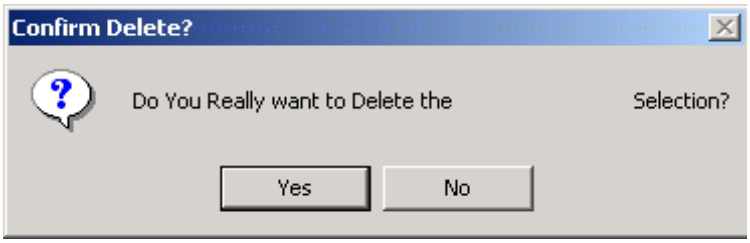
4.2.5.11 Foreign Restrictions
(See detailed description also.) This selection leads to a screen that allows you to select items or materials with foreign restrictions such as for-goings, supercomputers, ball and roller bearings, etc.

**4.2.5.12 STOCK LIST PRICE**

Used in repair contracts. Entering a dollar amount in this screen will cause the Stock List Price to be printed in the schedule.




Confirm Delete




Note: Throughout these screens, when changing the characteristics of a checkbox, the process is treated as if you were deleting the original characteristics first, and then setting new characteristics. When de-selecting items in checkboxes you will occasionally see the Confirm Delete dialog box. This box allows you to confirm the deletion of characteristics you had previously set.

**4.2.5.13 Reserved**

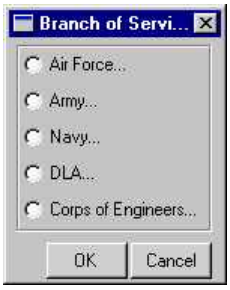
**4.2.5.14 Detailed Descriptions**
This section contains information for screen “trails.” They are too long to succinctly describe in the Brief Descriptions section earlier.

**4.2.5.15 ADDITIONAL DESCRIPTION**

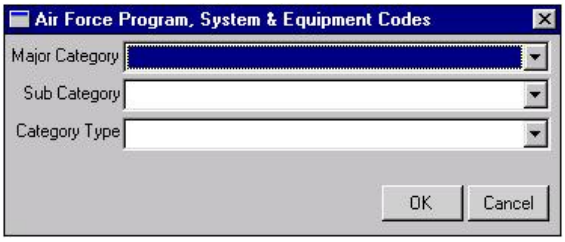
This option allows you to add additional description information in the form of a Word document.

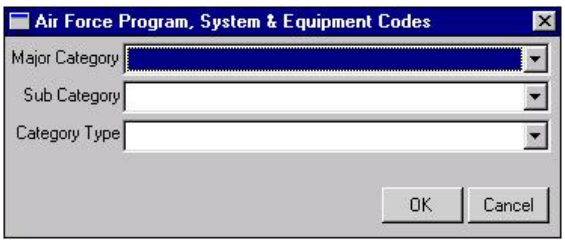
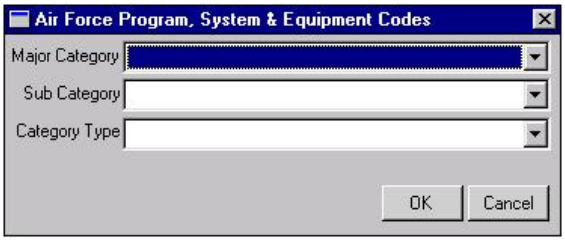
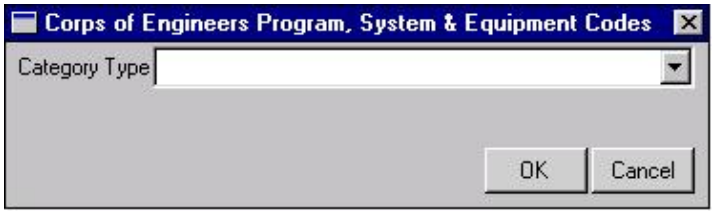
4.2.5.16 Program, System and Equipment Codes
Select a code from those listed, add or delete codes using the buttons.

**Branch of Service:** Select the appropriate service branch.




Upon selecting one of the radio buttons, a dialog box will appear, allowing you to build the appropriate program, system, or equipment code, step by step, using pull-down selections for the Major Category, Sub Category, and the Category Type. Once all selections are made, and the OK buttons are pressed, returning you to the Line Item screen, the newly constructed code will appear in the Program, System, and Equipment Codes box.

| | |
|---|---|
| **Air Force** |   |

| | |
|---|---|
| **Army** |  |
| **Navy** |  |
| **DLA** | |
| **Corps of Engineers** |  |

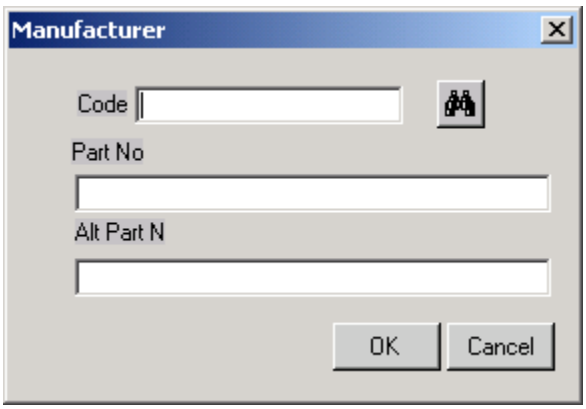
4.2.5.17 Qualified Source

Delete Button. Delete a part number or alternate part number associated with a particular manufacturer. Select the part number you want to delete and press the Delete button.

Add Button. To add a new part number or alternate part number, press the Add button on the Line Item screen. This brings up the Vendor Code/Part No screen.

Edit Button To edit data previous entered, select the line of data and click on the pencil. You can then change the Alt Part No data only. If you need to change the Vendor Code or Part number, it is necessary to first delete this entry and recreate it.

4.2.5.18 Qualified Source (Manufacturer)

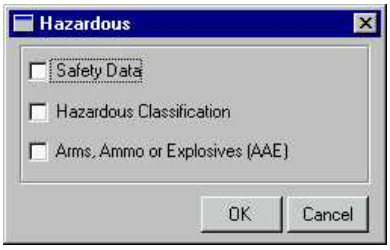



**Eyeglass Button**. Clicking on the eyeglass button will bring up a screen sorted by Cage code. You may select from this list rather than typing the Cage Code.

4.2.5.19 Environment/Safety

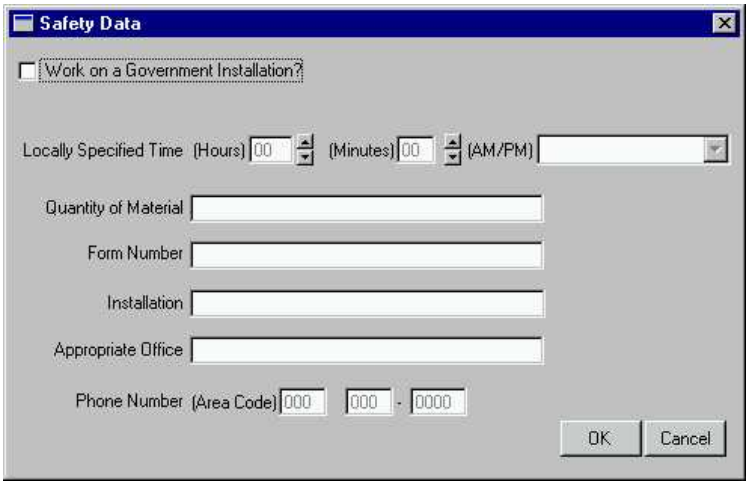
Appendix B Selection: I23

**Hazardous**




Appendix B Selection: I23A[01] Subsequent Screen: I23AA

## Safety Data




Appendix B Selection: I23AA[01]
Fill-In Clause: IB-450C, 5352.223-9000
For contracts performed on a government installation that require, or may involve, the use of hazardous materials. "Hazardous Material" includes any material defined as hazardous under the latest version of Federal Standard No. 313.

**Work on a Government Installation?** Check this box if work will be performed on a government installation.

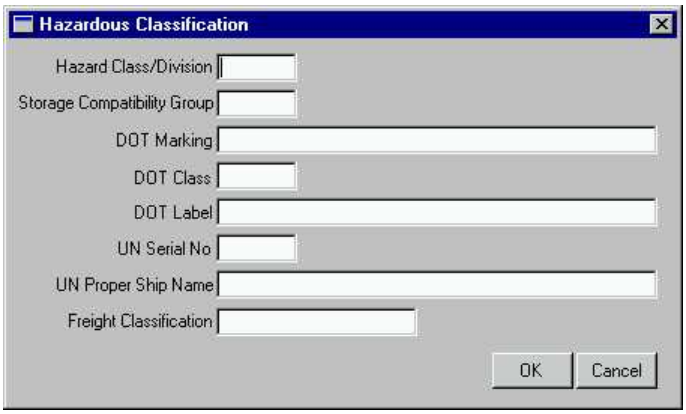
**Specified Time** and **Period.** List the time period at which point this material is considered hazardous (e.g., 24 hours). Time units include: Minutes, Hours, Days, Weeks, Months &Years

**Quantity of Material**. List the quantity above which this material is considered hazardous (e.g., 1.0 ml).

**Form Number.** Enter the form number for the Contractor Hazardous Material Report.

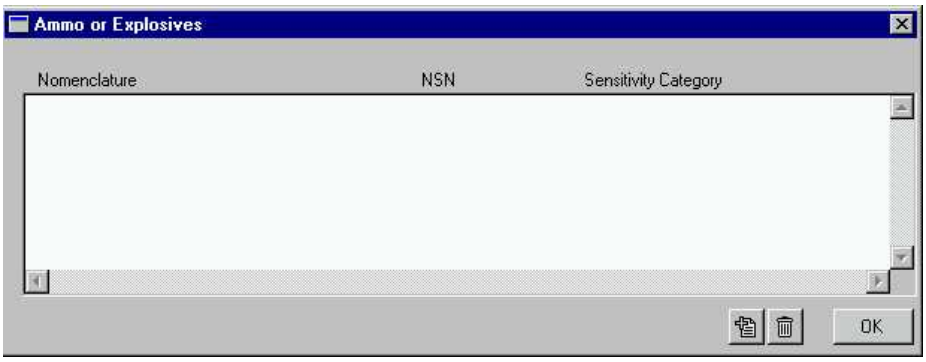
**Installation, Appropriate Office, and Phone Number.** List the installation, office, and corresponding area code and phone number that the Contractor Hazardous Material Report is available from.

## Hazardous Classification



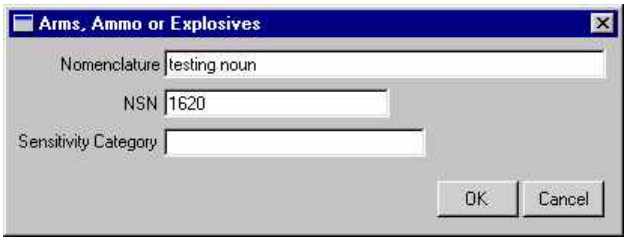

Appendix B Selection: I23AA [02] Fill-In Clause: F-30

### Arms, Ammo or Explosives (AAE)




Appendix B Selection: I23AA[21] Fill-In Clause: IA-283, 252.223-7007

The **Add Button** brings up a new screen for adding a new item of Arms, Ammo or Explosives



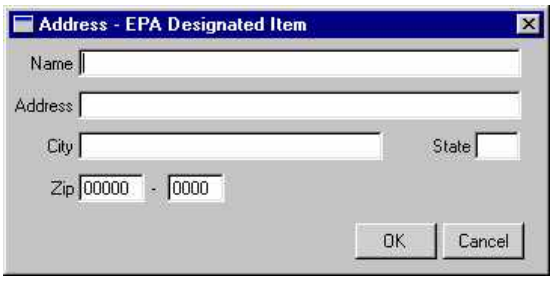

### Recovered Materials

Appendix B Selection: I23A[02] Subsequent Screen: I23B

### Agency Designated Items

Appendix B Selection: I23B[01]

### EPA Designated Items

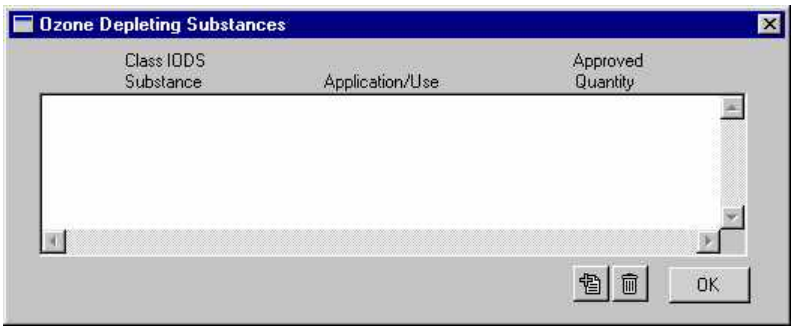



Appendix B Selection: I23B[02]
Fill-In Clause: I-296C, 52.23-9

### Radioactive Materials

Appendix B Selection: I23A[03]
Fill-In Clause: I-296

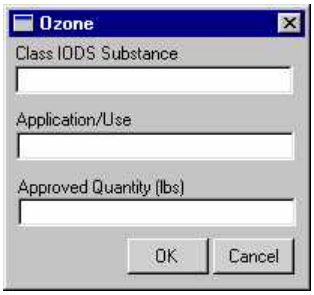
### Ozone Depleting Substances



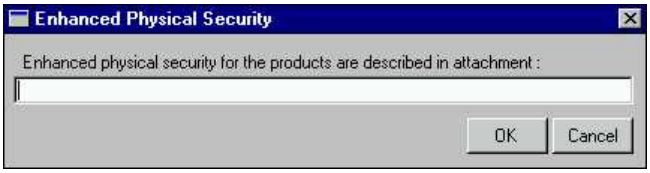

Appendix B Selection: I23A[04]
Fill-In Clause: IB-320, 5352.223-9000

Use for contracts for ozone-depleting substances or for supplies that may contain or be manufactured with ozone-depleting substances.

### Add Substances Button

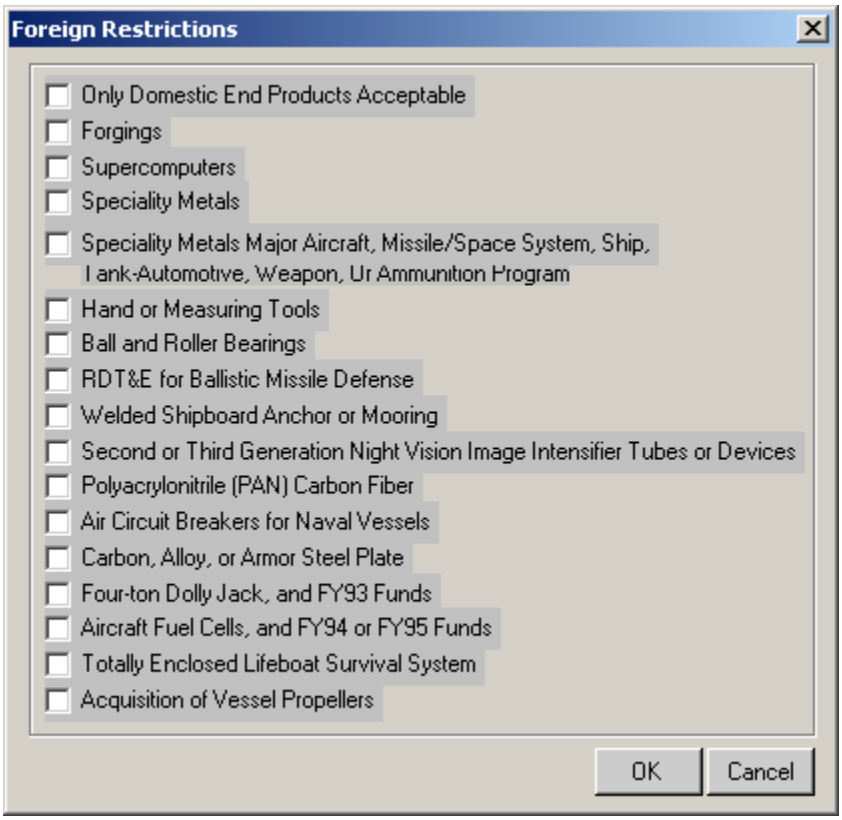



### Enhanced Physical Security




Appendix B Selection: I23A[51]
Fill-In Clause: IB-451, 5352.223-9001

4.2.5.20 Foreign Restrictions




Only Domestic End Products Acceptable
Appendix B Selection: I25B[01]

Forgings
Appendix B Selection: I25B[02]

Supercomputers
Appendix B Selection: I25B[21]

Specialty Metals
Appendix B Selection: I25B[22]

Specialty Metals Major Aircraft, Missile/Space System, Ship, Tank-Automotive, Weapon, or Ammunition Program
Appendix B Selection: I25B[23]

Hand or Measuring Tools Appendix B Selection: I25B[24]

Ball and Roller Bearings Appendix B Selection: I25B[25]

RDT&E for Ballistic Missile Defense Appendix B Selection: I25B[26]

Welded Shipboard Anchor or Mooring Appendix B Selection: I25B [27]

Second or Third Generation Night Vision Image Intensifier Tubes or Devices
Appendix B Selection: I25B[28]

Polyacrylonitrile (PAN) Based Carbon Fiber for Major System
Appendix B Selection: I25B[29]

Air Circuit Breakers for Naval Vessels Appendix B Selection: I25B[30]

Carbon, Alloy, or Armor Steel Plate Appendix B Selection: I25B[31]

Four-ton Dolly Jack, and FY93 Funds Appendix B Selection: I25B[32]

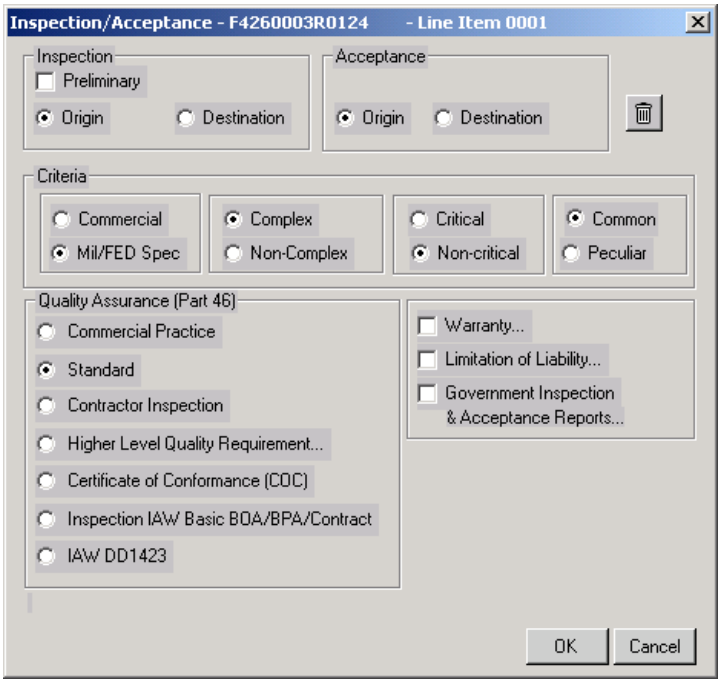
| | |
|---|---|
| Aircraft Fuel Cells, and FY94 or FY95 Funds | Appendix B Selection: I25B[34] |
| Totally Enclosed Lifeboat Survival System | Appendix B Selection: I25B[35] |
| **Acquisition of Vessel Propellers** | Appendix B Selection: I25B[36] |

### 4.2.6 QUALITY ASSURANCE (QA) - INSPECTION AND ACCEPTANCE

This chapter covers the Inspection and Acceptance (QA) screens. This part covers Part 46 of the FAR, Part 246 of the DFARS, Part 5346 of the AFFARS, and incorporates clauses and required statements accordingly.

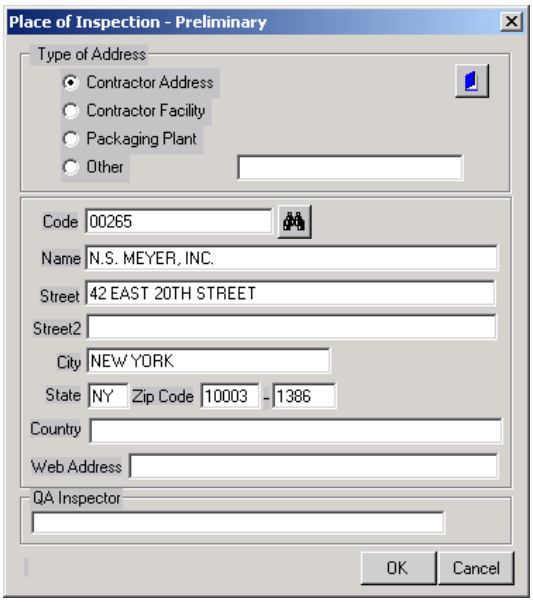
#### 4.2.6.1 Inspection (QA)/Acceptance Screen

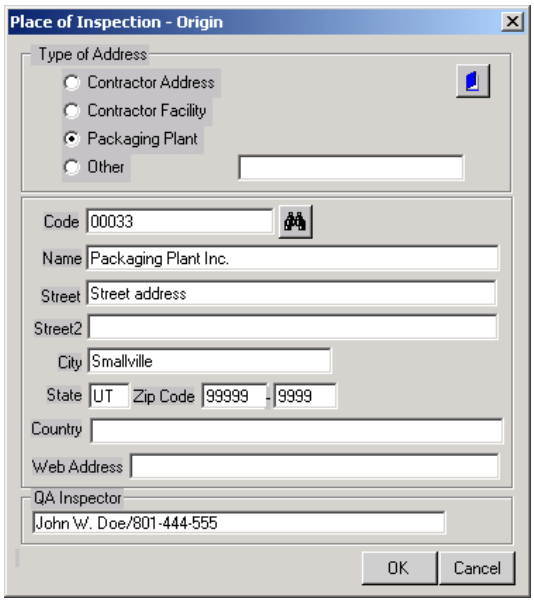
This is a line item level function. This screen is available for each line item on the document.




**Inspection. (Indicators I46A-01, -02, and –03)**
When "Preliminary" is selected on a solicitation, Preliminary Inspection will be specified in the document's LI schedule. When selected in an award, the address screen below will appear and fill in the appropriate contract clause. When "Origin" or "Destination" is selected, Origin or Destination Inspection will be specified in the document's LI schedule. When "Origin" is selected in an award, the address screen below will appear and fill in the appropriate contract clause. "Destination" will not bring up an address screen as it is assumed that the Destination point for inspection is the Ship To address.

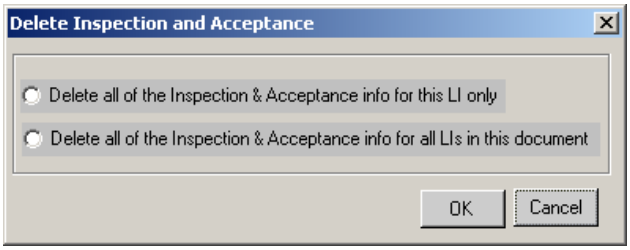
Address fill-in screens for "Preliminary" and (final) "Origin" inspection will appear in award documents only. Selecting "Contractor Address" when an Awardee has been input for the document will bring in that Awardee's information. If a different point of origin is desired, select the type ("Contractor's Facility," "Packaging Plant," or "Other"). An address can be selected from the address database using the binoculars button, or keyed in manually if the desired address is not in the database (make sure to enter something in the code field for cross-referencing purposes). The blue book button accesses the DOCADDR area. Addresses for QA (Preliminary or Origin inspection) and Trans (FOB Origin) are stored here for the document. See DOCADDR at the end of this section for more info on this function.




**Acceptance. (Indicators I46B-01 and –02)**
"Origin" or "Destination" may be selected for Acceptance. On a solicitation, Origin or Destination will be specified on the schedule along with the Inspection. On an award document, selecting "Origin" will designate the same address as Origin Inspection for the place of Acceptance. There are no follow-on screens.

**Delete button.**




The Delete button (garbage can button toward the top, right of the main screen) will allow deletion of the QA information for either a single line item or all line items in the document. This screen will appear when the delete button is selected.

This message box will then ask for verification of the selection: Note: If the delete function is selected while filling out a QA record for the first time, a message will return saying "record not deleted." This is because the first record was never saved and the program did not find a record to delete. If you do not want the QA record, and it has not been saved yet, just click "Cancel" to exit the screen without saving the record.

**Criteria.**
Radio buttons in the Criteria section will be filled in with any default settings from the Stock Number database if available. If there is no default information available from the Stock

Number database, other selections made at the document level may set defaults. These can be changed for the line item if necessary. Make selections here based on information on the AFMC Form 807, Recommended Quality Assurance Provisions and Special Inspection Requirements. None of the Criteria selections bring in clauses by themselves, but they do determine which clauses for further selections such as "Warranty" and "Limitation of Liability" will be available.

**Quality Assurance (Part 46)**
The selections under Quality Assurance (FAR Part 46) designate the level of inspection for the line item and will bring in the applicable clauses. The required inspection information also comes from the AFMC Form 807. The selected inspection level will be listed in the LI Schedule for each line item and applicable clauses will be brought into the document, depending on prescribing language (i.e., other criteria such as dollar amount may preclude automatic inclusion of some clauses).

Commercial Practice. (Indicator I46C-01)

Standard. (Indicator I46C-02)
This selection brings in FAR 52.246-2, Inspection of Supplies—Fixed-Price and FAR 52.246-16, Responsibility for Supplies, when the document is for supplies. For services documents the applicable services clause will come in, such as FAR 52.246-4, Inspection of Services—Fixed Price.

Contractor Inspection. (Indicator I46C-03)
This selection brings in FAR 52.246-1, Contractor Inspection Requirements.

Higher Level Quality Requirement. (Indicator I46C-04)
This selection brings in FAR 52.246-11, Higher Level Contract Quality Requirement, and brings up additional screens to fill in this clause. See further detail explanation below.

Certificate of Conformance. (Indicator I46C-05)
This selection brings in FAR 52.246-15, Certificate of Conformance.

Inspection IAW Basic BOA/BPA/Contract. (Indicator I46C-06)
This selection brings in applicable statements.

IAW DD1423. (Indicator I46C-07)
This selection specifies that the line item is to be inspected IAW a DD Form 1423 (that should be attached to the document).

**Miscellaneous Selections (Warranty, Liability, Reports)**
Warranty. (Indicator I46E) This selection brings up a screen with various warranty choices. Clicking on the detail (eyeglasses) button will show the detail screen with any previously made selections. See detail descriptions below.

Limitation of Liability (Indicator I46F)

This selection brings up a screen for further detail and clauses. Clicking on the detail button will show the detail screen with any previously made selections. See detail descriptions below.

Government Inspection & Acceptance Reports. (Indicator I46D)
This selection brings up a screen with various 'Reports' choices. Clicking on the detail button will show the detail screen with any previously made selections. See detail descriptions below.

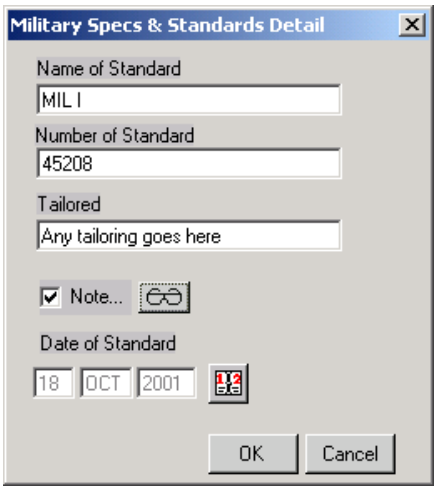
Higher Level Quality Requirements (Indicator I46C-04)
When "Higher Level Quality Requirement . . ." in the Quality Assurance (Part 46) area is selected at the main Inspection/Acceptance screen, the following screen will appear. This selection brings in FAR clause 52.246-11, Higher-Level Contract Quality Requirement. The clause will come into the document with a statement saying that the specific standards are listed in the Line Item Schedule.

Any selections made for a specific Line Item will list in the schedule. Any or all of the types of higher-level inspection may be selected for a LI on a solicitation, only one per LI in an award document (this screen will appear with radio buttons instead of checkboxes in award documents). Each selection will bring up further detail screens to be filled in. The "List" button at the bottom of the screen brings up a screen that shows what has been selected for the current line item and is explained further below.

**Military Specs & Standards**

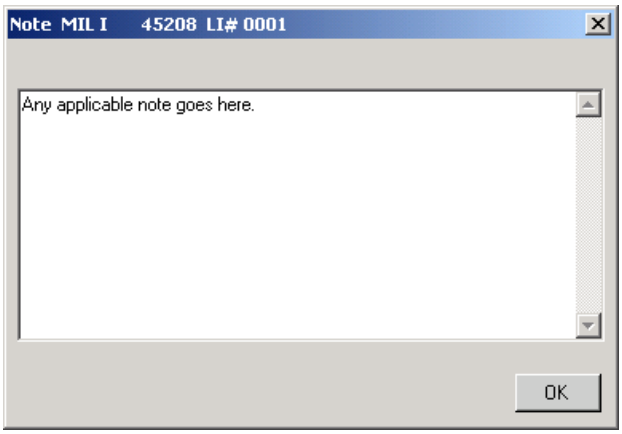
When "Military Specs & Standards" is selected this screen appears. Select the appropriate standard for the line item.

Military Specs & Standards Detail



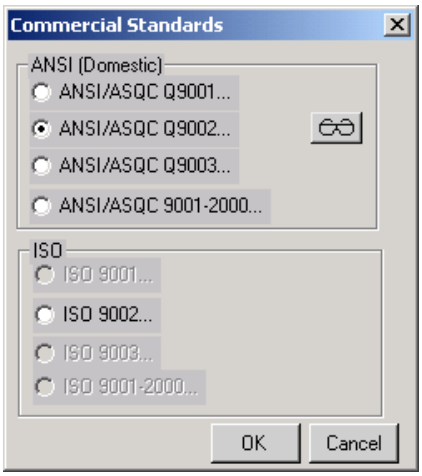

When a selection is made on the Military Specs & Standards screen this screen will appear. "Name of Standard" and "Number of Standard" will be filled in with the name and number of the standard selected. The "Tailored" field can now be filled in, as well as any applicable notes, and the date of the standard.

**Note box**



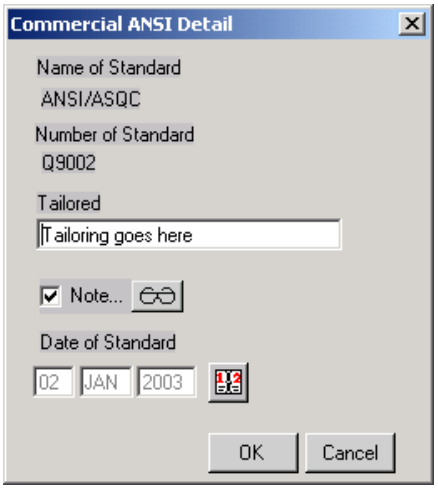

Clicking the "Note" check box on the Detail screen will bring up this screen. This will allow for input of any applicable notes.

## Commercial Standards



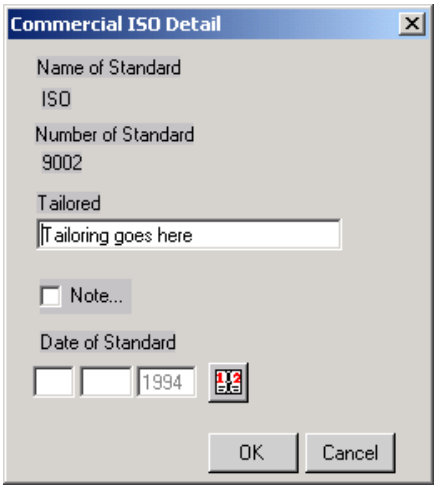

Commercial Standards at the Higher Level Quality Requirements screen will bring up the following screen. When an ANSI level of inspection is selected only the corresponding ISO level will be available to select. The other, non-corresponding levels will be grayed out so as not to permit conflicting commercial inspection levels to be specified on the same item.

Commercial ANSI Detail



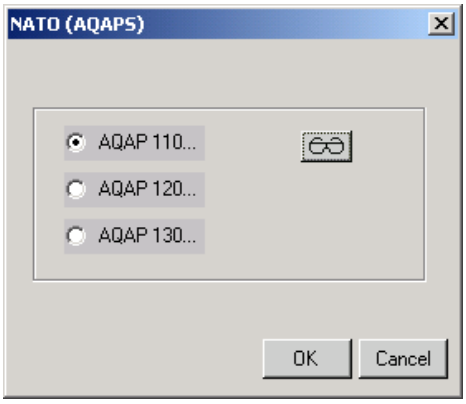

This screen will appear when an ANSI level of inspection is selected. It is filled in the same way as the Military Specs Detail screen. “Note” and “Date of Standard” also function the same way.

Commercial ISO Detail



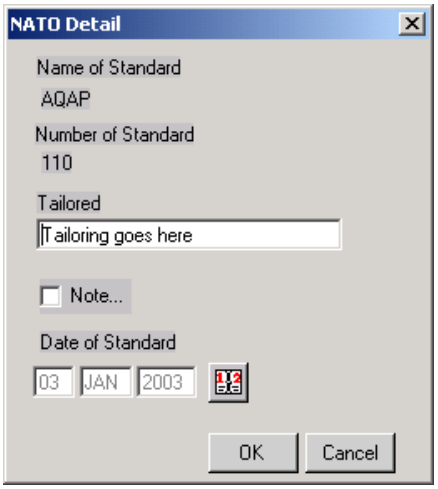

This screen will appear when an ISO level of inspection is selected. It is filled in the same way as the Military Specs Detail and ANSI Detail screens. “Note” and “Date of Standard” also function the same way. The year portion of the “Date of Standard” field will be defaulted to 1994 for ISO 9001, ISO 9002, and ISO 9003, and 2000 for ISO 9001-2000.

**NATO (AQAPS)**



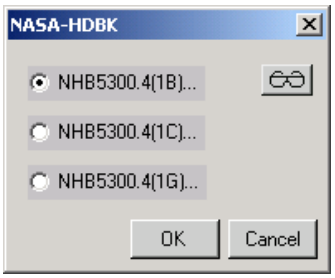

When “NATO (AQAPS)” is selected at the main Higher Level Quality Requirements screen this screen will appear. Select the appropriate level of inspection.

NATO Detail



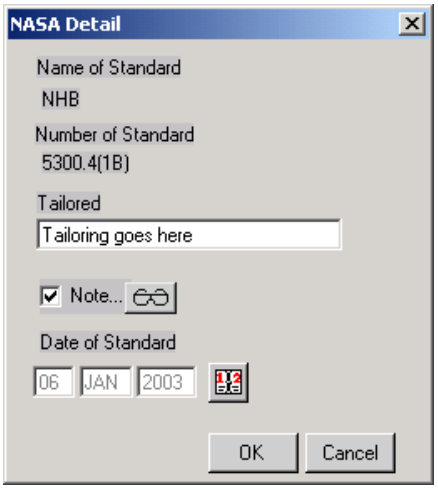

When a selection is made the following Detail screen appears. This screen functions the same as the previous higher-level detail NATO AQAPS screens.

NASA-HDBK



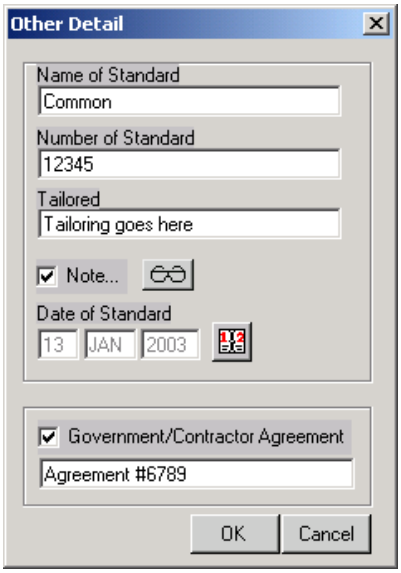

When “NASA-HDBK” is selected at the Higher Level Quality Requirement screen this screen appears.

NASA Detail




When a selection is made this screen appears. It functions the same as the previous higher-level detail screens above.

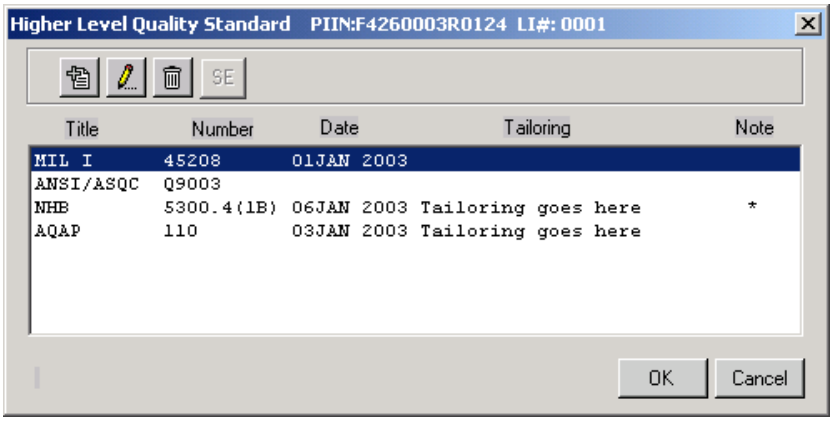
**Other**




When selecting "Other" at the Higher Level Quality Requirements screen this screen appears. It functions the same as the previous detail screens except that Name of Standard and Number of Standard are blank and need to be filled in with the appropriate inspection information for the line item. A title of a Government/Contractor Agreement may be specified to print out in the LI Schedule.

Note: All of the above Detail Screens function the same and information input at the appropriate Line Item is referenced in FAR 52:246-11. It is your responsibility to verify entry of correct and corresponding levels of inspections when multiple categories and selected (such as when military, ANSI, and NATO are all allowed in a solicitation).

Higher Level Quality Standard




After selections have been made from the Higher Level Quality Requirements screen the "List…" button will access the list of those selections for the item. Click this button for the list all standards input up to that time.

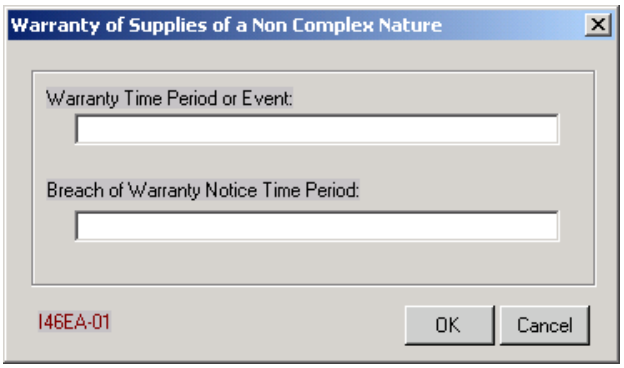
If the "SE" (Select Equivalents) button is active it

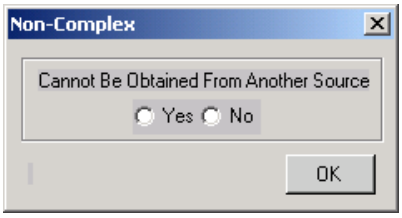
may be selected to automatically fill in equivalent quality specifications. When a selection is highlighted, the edit features (buttons) become available for use.

Warranty. (Indictor I46E)

When "Warranty" is selected at the main Inspection/Acceptance screen this screen will appear. All selections bring up further detail screens.

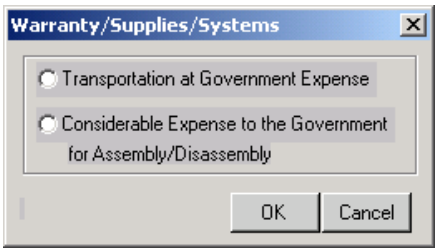
Supplies. (Indicator I46EA)
When "Supplies" is selected on the Warranty screen and **"**Noncomplex" is selected in the Criteria area (indicator I46EA-01), this screen will appear to fill in FAR clause 52.246-17, Warranty of Supplies of a Noncomplex Nature (in fixed-price supply documents).



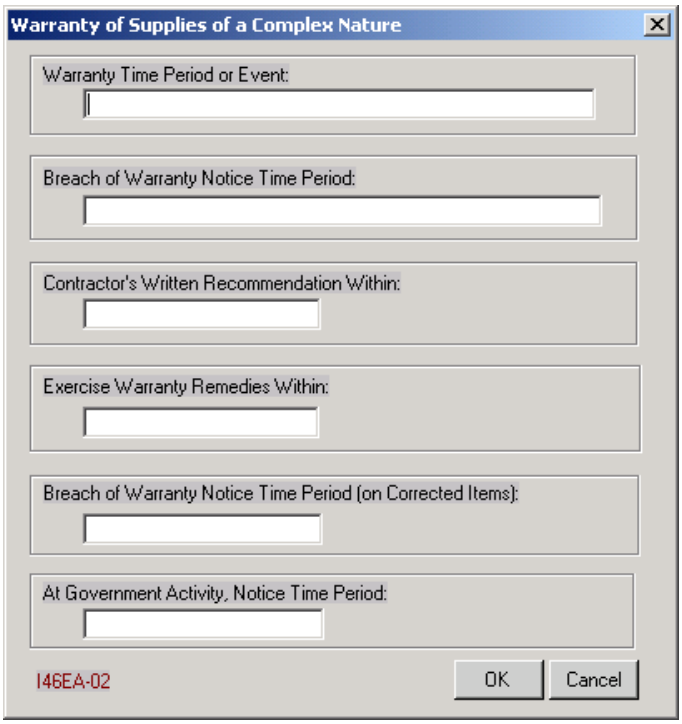




After finishing the Warranty of Supplies of a Noncomplex Nature screen, this screen will appear. Selecting "Yes" on the Non-Complex screen (that supplies **cannot** be obtained from another source) (indicator I46EAA-01) will bring in FAR clause 52.246-17 Alternate III.

Warranty/Supplies/Systems. (Indicator I46EB)



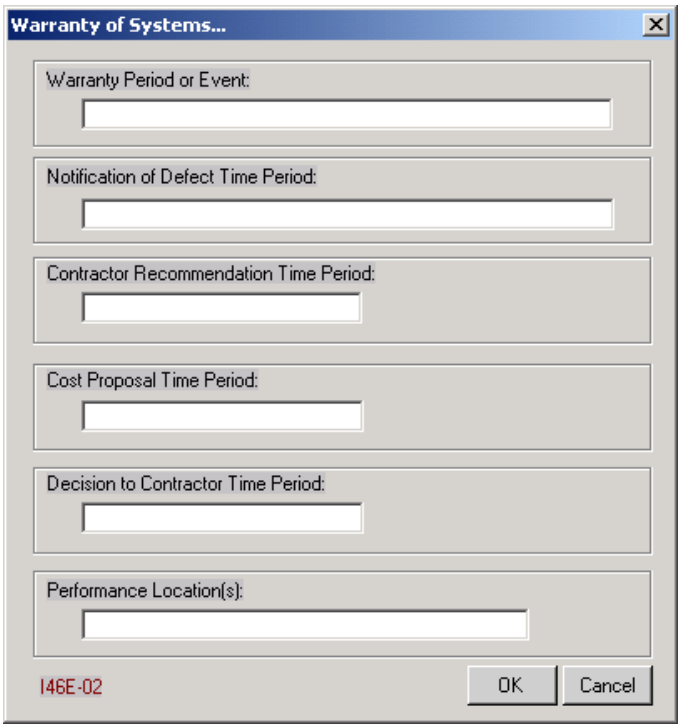

After finishing with the Noncomplex screen this screen will appear. Selecting "Transportation at Government Expense" (indicator I46EB-01) will bring in FAR clause 52.246-17 Alternate II. Selecting "Considerable Expense to the Government for Assembly/Disassembly" (indicator I46EB-02) will bring in FAR clause 52.246-17 Alternate V.




When "Supplies" is selected on the Warranty screen **and "**Complex" is selected in the Criteria area (indicator I46EA-02), this screen will appear to fill in FAR clause 52.246-18, Warranty of Supplies of a Complex Nature (in fixed-price supply documents).

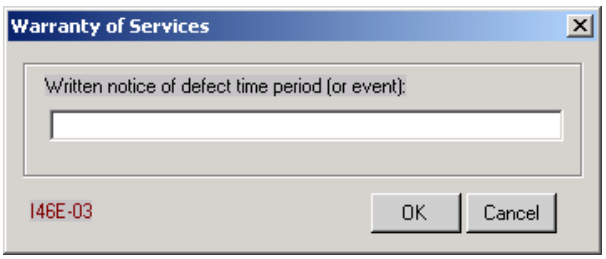
After finishing this screen, the Warranty/Supplies/Systems screen will appear. See description above.

Systems. (Indicator I46E-02) Selecting "Systems" at the Warranty screen will bring up the Warranty of Systems . . .screen to fill in FAR clause 52.246-19, Warranty of Systems and Equipment under Performance Specifications or Design Criteria.



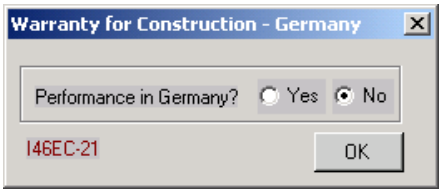

After finishing this screen the Warranty/Supplies/Systems screen will appear. See description above.

**SERVICES. (INDICATOR I46E-03)**

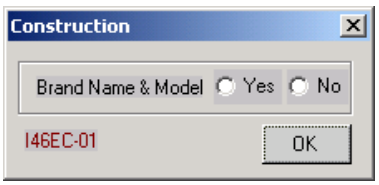



When "Services" is selected at the Warranty screen this screen will appear to fill in FAR clause 52.246-20, Warranty of Services.

Construction. (Indicator I46E-04)

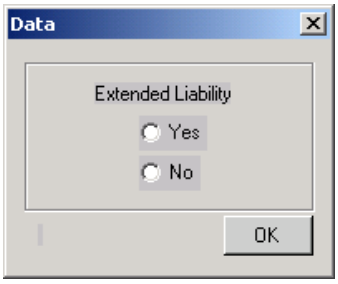



When "Construction" is selected at the Warranty screen the following screen will appear with the "No" selection set as a default. When "Yes" is selected, DFARS clause 252.246-7002, Warranty of Construction (Germany) (indicator I46EC-21) will be brought into the document.



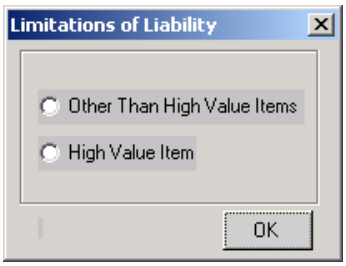

When "No" is selected at the Warranty for Construction – Germany screen, this screen will appear. When "Yes" is selected, FAR clause 52.246-21 Alt I (indicator I46EC-01) will be added to the document.

Data. (Indicator I46E-05)



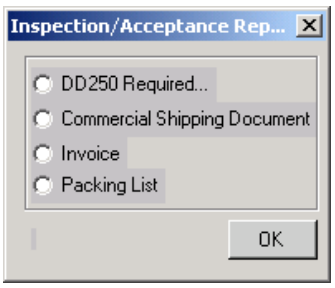

Selecting "Data" at the Warranty screen will bring up the following screen. Selecting "Yes" (indicator I46ED-01) will bring in DFARS clause 252.246-7001, Warranty of Data Alternate I <u>or</u> Alternate II, depending on the pricing arrangement.

Limitation of Liability (Indicator I46F)



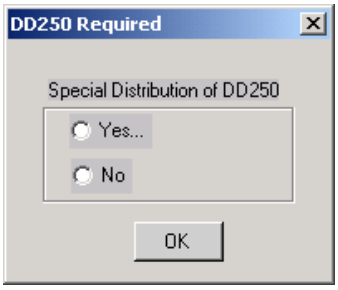

When selecting "Limitation of Liability" from the main Inspection/Acceptance screen this screen appears. Selecting "Other Than High Value Items" (indicator I46F-01) brings in FAR clause 52.246-23, Limitation of Liability. Select "High Value Items" (indicator I46F-02) to bring in FAR 52.246-24 - Limitation of Liability – High-Value Items. If the document has both types of line items, FAR 52.246-24 Alternate I will be brought in as required.

Government Inspection & Acceptance Reports. (Indicator I46D)



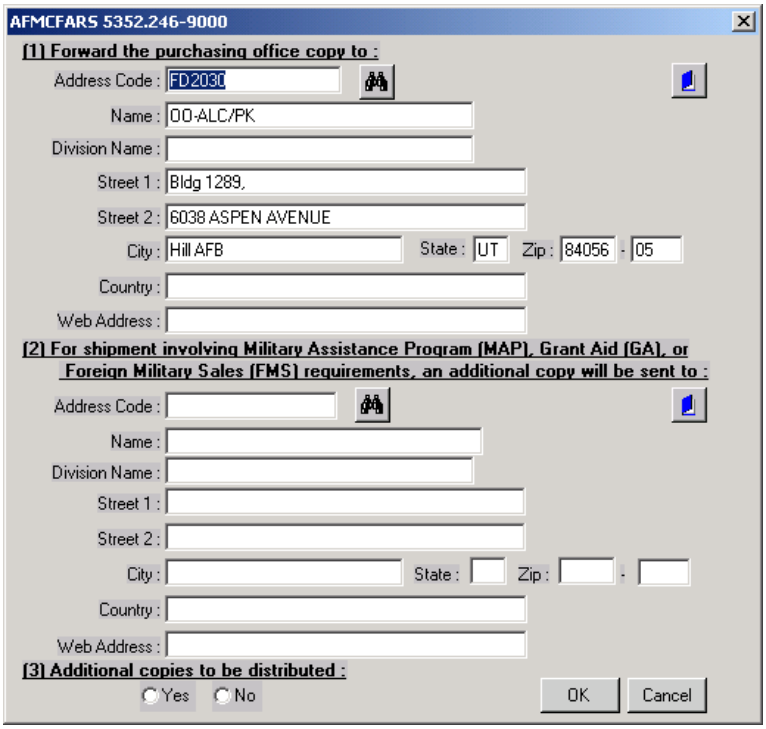

Selecting "Government Inspection & Acceptance Reports" at the main Inspection /Acceptance screen brings up this screen. Select the appropriate report. DD250 Required. (Indicator I46D-01)

**DD250 Required**



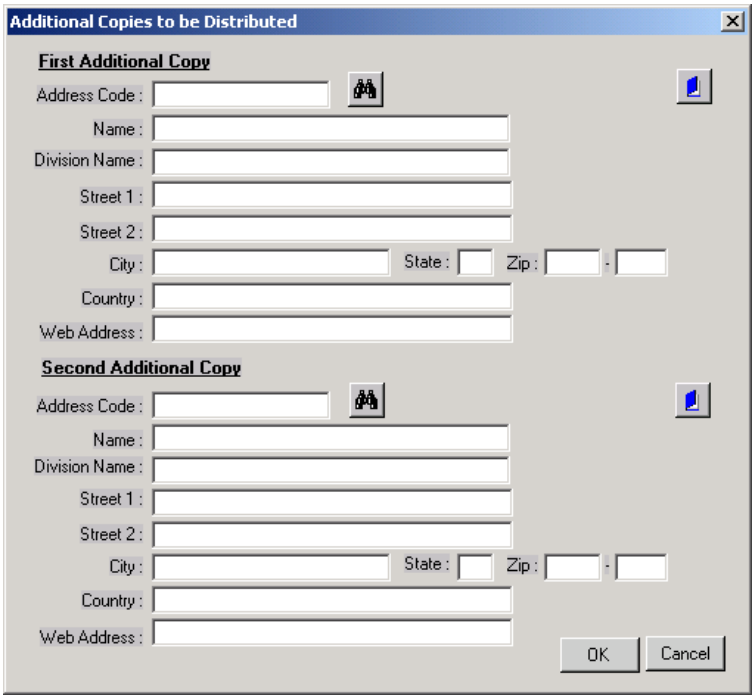

Select "DD250 Required" to bring this screen and bring in DFARS 252.246-7000, Material Inspection and Receiving Report. Selecting "Yes" will bring up a detail screen.

AFMCFARS 5352.246-9000. (Indicator I46DA-51)




Selecting "Yes" at the DD250 Required screen will bring up this screen. This selection used to bring in AFMCFARS clause 5352.246-9000, Material Inspection and Receiving Report (OMB NO. 0704-0248). At most (if not all) sites this clause has been re-input to the ACPS system as a local clause and will function the same as it previously did. It allows up to four separate addresses to be filled in to the appropriate paragraphs of the clause.

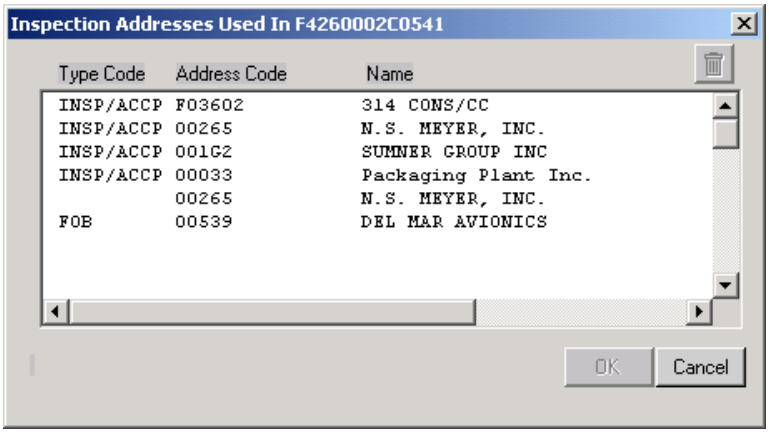
Selecting "Yes" under "(3) Additional copies to be distributed:" brings up the second screen




The selections for “Commercial Shipping Document,” “Invoice,” and “Packing List” will list accordingly in the LI Schedule but do not have any clauses associated with them. The “Other…” selection will bring up the following screen:

The text entered here will display in the LI schedule

## DOCADDR

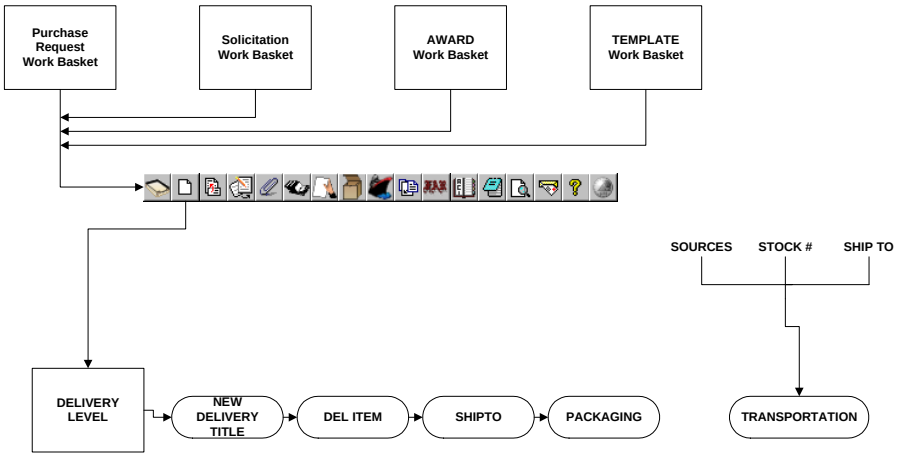



The blue book button accesses the DOCADDR area in the system and will bring up this screen. This area stores addresses used in QA (for inspection and the DD250 clause) and Transportation (for FOB Origin points). If addresses have previously been input for this document (such as on previous line items), one can be selected from DOCADDR to fill in the current screen.

NOTE: If an address needs to be removed entirely from the document, go into DOCADDR (using the blue book button) and delete it there as well, using the garbage can button, otherwise it will still print out in the applicable clause even though it is not attached to a specific line item.

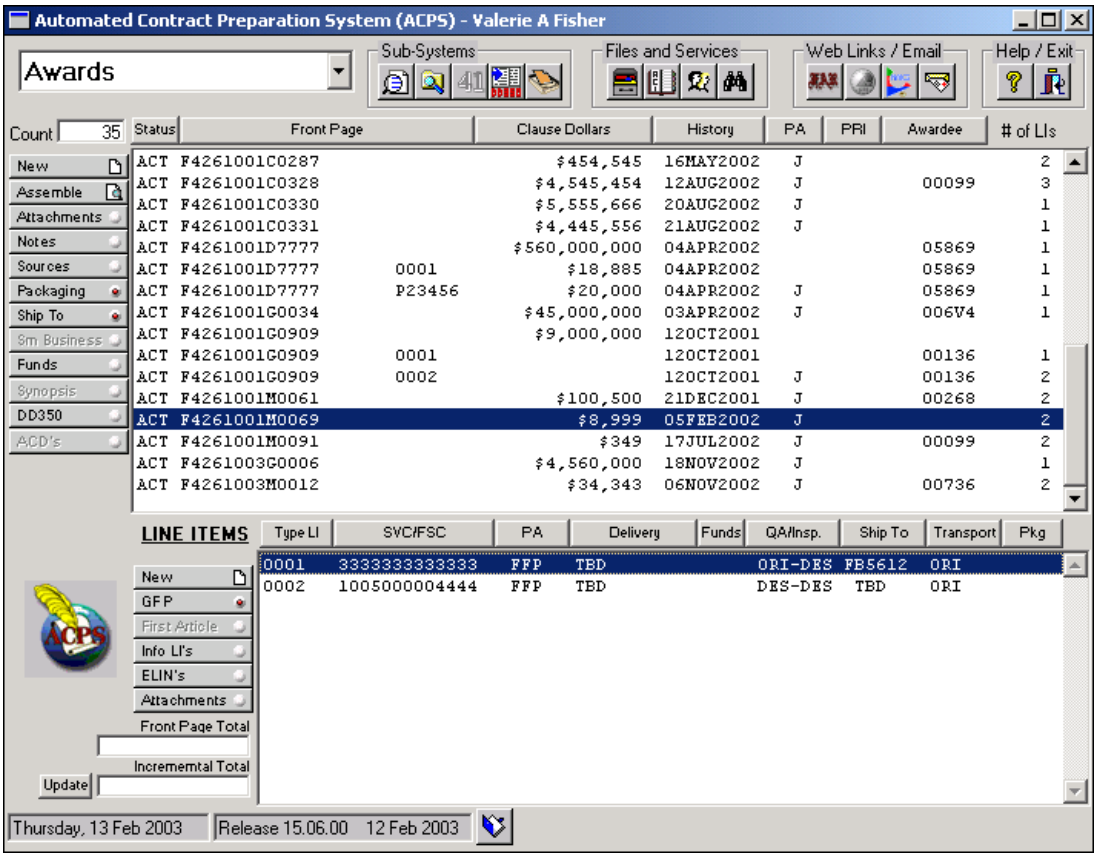
## 4.3 DELIVERY LEVEL FLOWCHART

Delivery Level



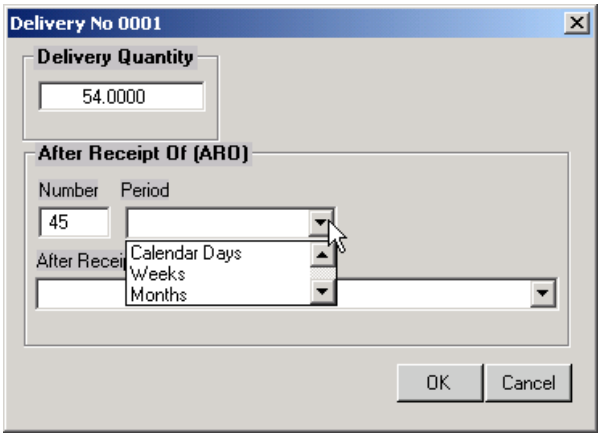
## 4.3 DELIVERY

Delivery for a line item is accessed from the main workbasket screen mid screen in the line of push tabs:

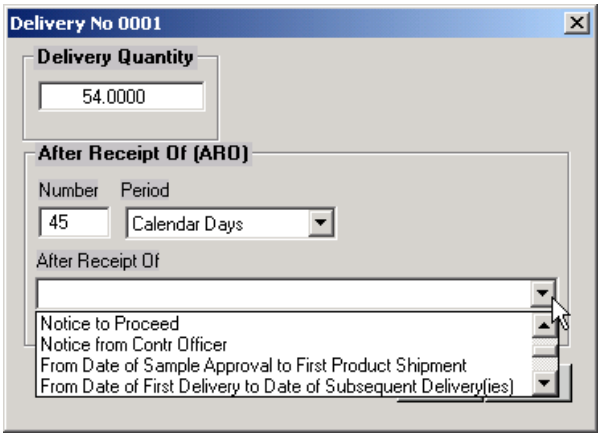



After a line item has been created, the Delivery button will be available. Click this

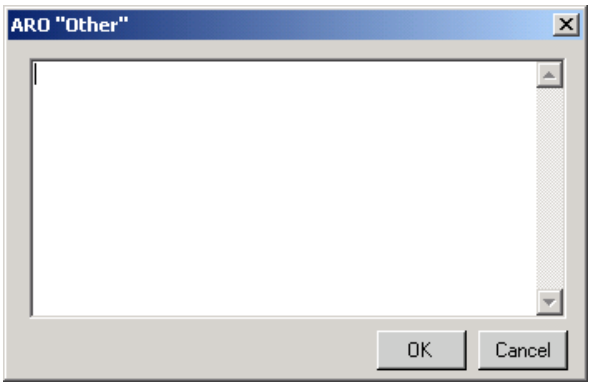
button to bring up the following screen:



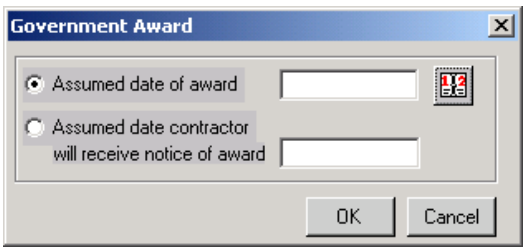

The drop-down menu in the "After Receipt Of" field has numerous selections to choose from. Scroll down to see the rest.




If none of these apply, or an unusual delivery is required, select "Other" at the bottom of this list. When "Other" is selected, this screen appears

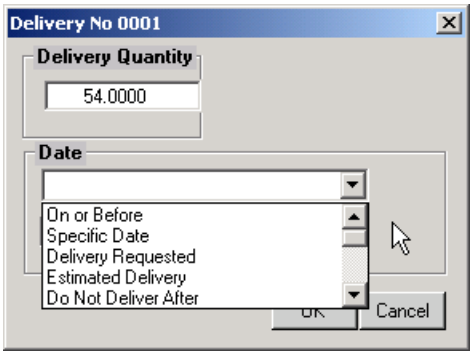



Required wording may be entered here.




When "Specified Date" is selected in a solicitation document, the following screen will appear: When one of the selections is made the calendar button will appear to select a date. This screen does not appear in award documents.

After the “Government Award” screen has been filled in on a solicitation document, or after “Specified Date” is selected on an award document, this screen will appear:




The drop-down menu in the first “Date” field has numerous selections to choose from (scroll down to see the rest):

The calendar button, works the same as everywhere else in the program.

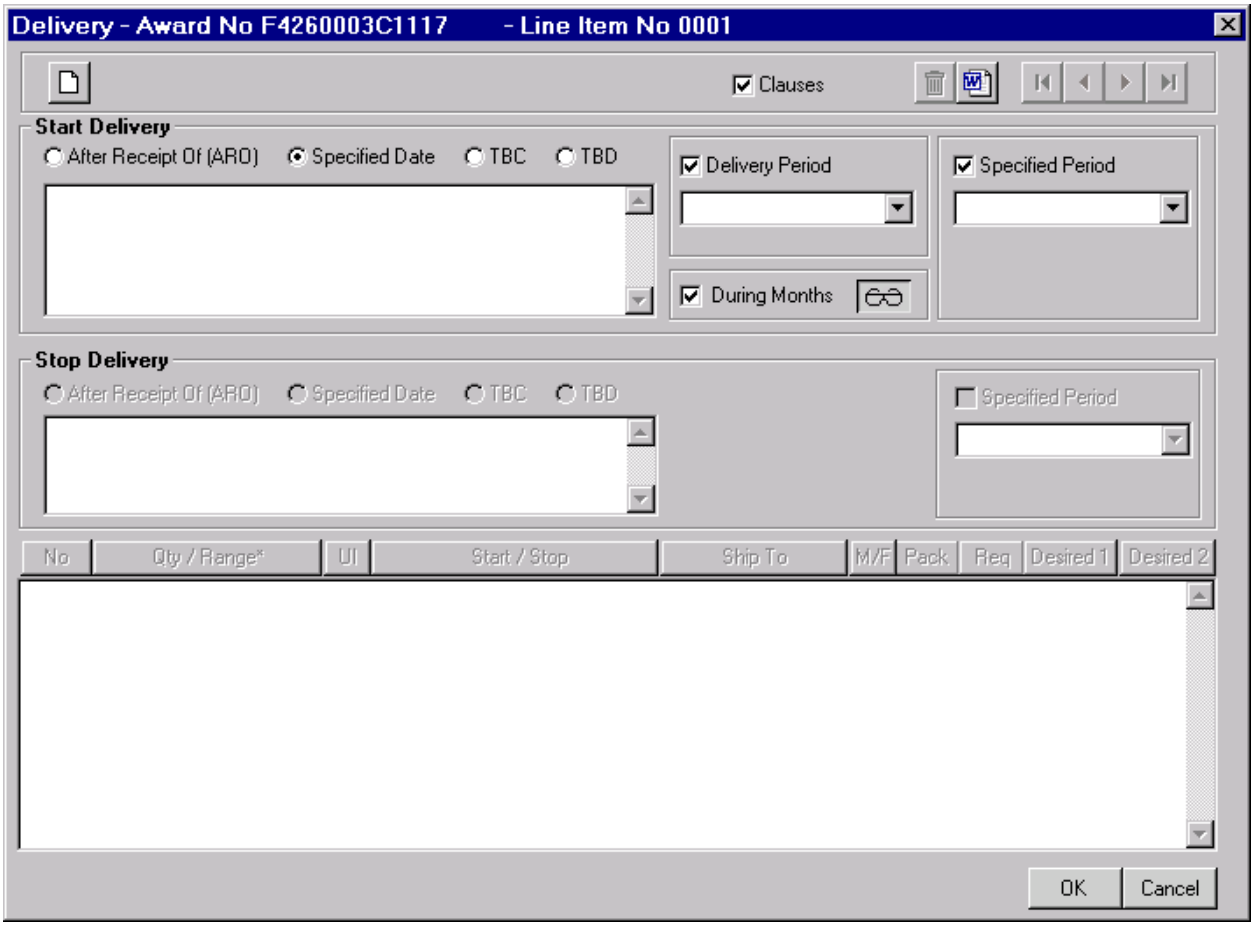
Selecting “TBC” will display “To be cited on individual orders issued hereunder” in the document.
Selecting “TBD” will display “To be determined” in the document.

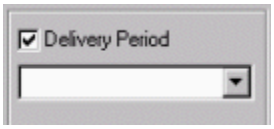
**Clauses and Delivery Period**

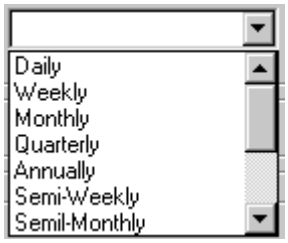
When the “Clauses” box Clauses is checked, clause 52.211-8, Time of Delivery, will be brought into the document. The Clause box is located right of center on the top line.

The delete button will remove the data

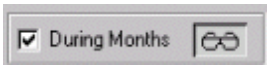
The Word button will allow entry of additional delivery information to show in the LI schedule

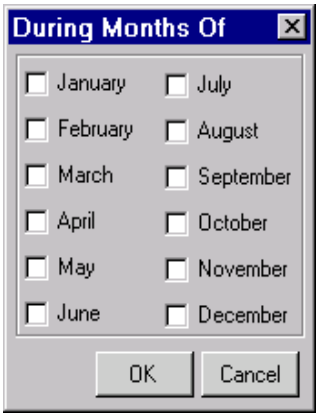


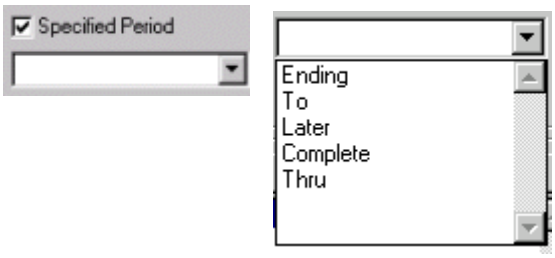

The “Delivery Period box is below the clause box. When the ‘’Delivery Period” is selected, the dropdown menu appears to make a selection.



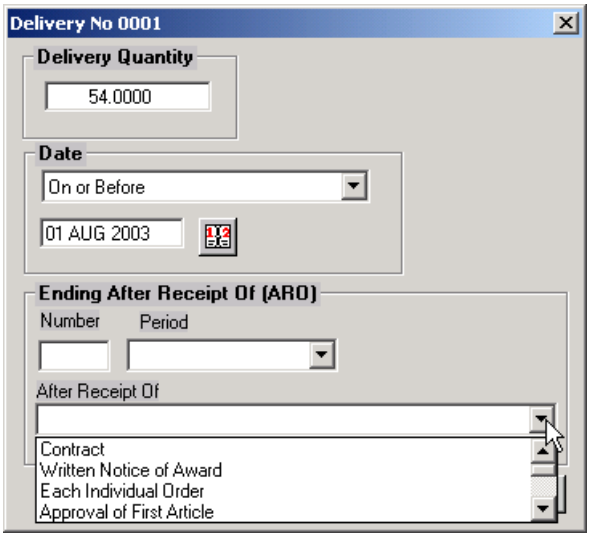




Select “During Months to bring up the “during the Months Of” screen to make selections from.

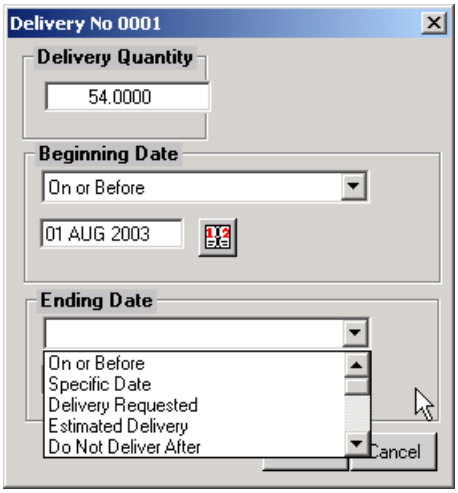
When “Specified Period” is selected, the drop-down menu appears to make selections from.
Selections made from the above shown drop-down menus will appear in the “Start Delivery” list box.




If an ending delivery date is needed, select “Specified Period” in the “Stop Delivery” area to make the ending delivery selections available. The drop-down menu under “Specified Period” will become available to make selections from, if needed.




When “After Receipt Of (ARO)” is selected in the “Stop Delivery” area, this screen appears to fill in the “Ending After Receipt Of (ARO)” information:
When “Specified Date” is selected the following screen will appear to make an “Ending Date” selection and to fill out the actual date:




Selecting “TBC” will display “To be cited on individual orders issued hereunder” in the document.

Selecting “TBD” will display “To be determined” in the document. Any selections made will display in the “Stop Delivery” list box.

Only one type of delivery may be selected per line item.

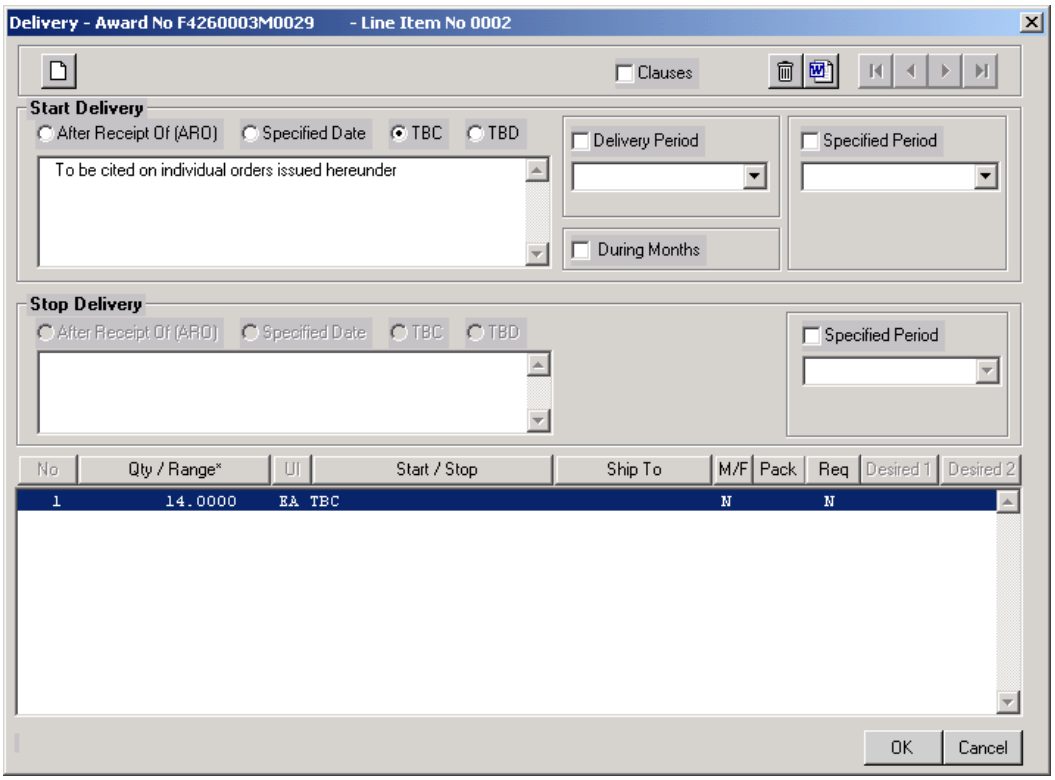
On the first delivery, all fields/selections are available to select or edit. To change any of the information, reselect any of the radio buttons or boxes and any corresponding detail screens will be brought up for editing. On additional deliveries for the same line item the radio buttons that

determine the type of delivery will not be available but detail information for that particular delivery (such as date, or #, and period in After Receipt Of (ARO) can be edited.

To edit any of the delivery schedules, highlight the delivery number and click the “Start/Stop” button. To edit Delivery #1, any of the information may be changed, but in doing so, the remainder of the delivery schedules will be deleted. This is because the FAR clause allows only one heading per line item.

When editing subsequent deliveries for a line item, only the detail screen for that specific combination of titles is presented. This is because only the details for a given type of delivery may be changed.

The bottom half of the screen is the list box that displays the information and allows some of that information to be edited. The push buttons act as column headings and as a way to access that particular record. (Detailed information on Ship To and Packaging can be found in those chapters.)




The “No” column displays delivery item number. This is used for internal record-keeping purposes only and does not appear in the document.

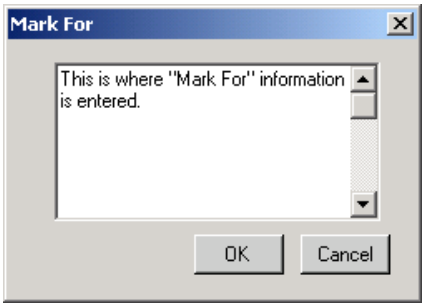
The “Qty/Range*” column displays the line item or delivery item quantity. This will originally default to the previously entered line item quantity.

The “U/I” column displays the line item’s unit of issue. This will default to the unit of issue previously assigned to the line item.

The “Start/Stop” column displays any starting and stopping delivery information (abbreviated to fit in the column). Clicking this button will bring up the applicable delivery detail screen if “After Receipt Of Order (ARO)” or “Specified Date” has been selected.

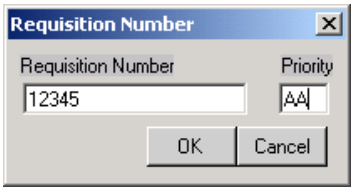
The “Ship To” column displays the Ship To code assigned to the delivery item. Clicking on this button will access the Ship To area. For multiple deliveries with differing Ship To addresses on a single line item, Ship To must be assigned at this delivery screen.

The “M/F” column displays an “N” if there is no Mark For entry and a “Y” if there is. Clicking on this button will bring up the following screen to enter any desired Mark For information (NOTE: This is not the same as MAPAC Mark For – see Ship To for more detail):




The “Pack” column displays any PACRN assigned to the delivery item. For multiple deliveries with differing PACRNs on a single line item, PACRNs must be assigned at this delivery screen.

The “Req” column displays an “N” if there is no Requisition information for the delivery item, and a “Y” if there is. Clicking this button will bring up the following screen to enter requisition number and/or priority:

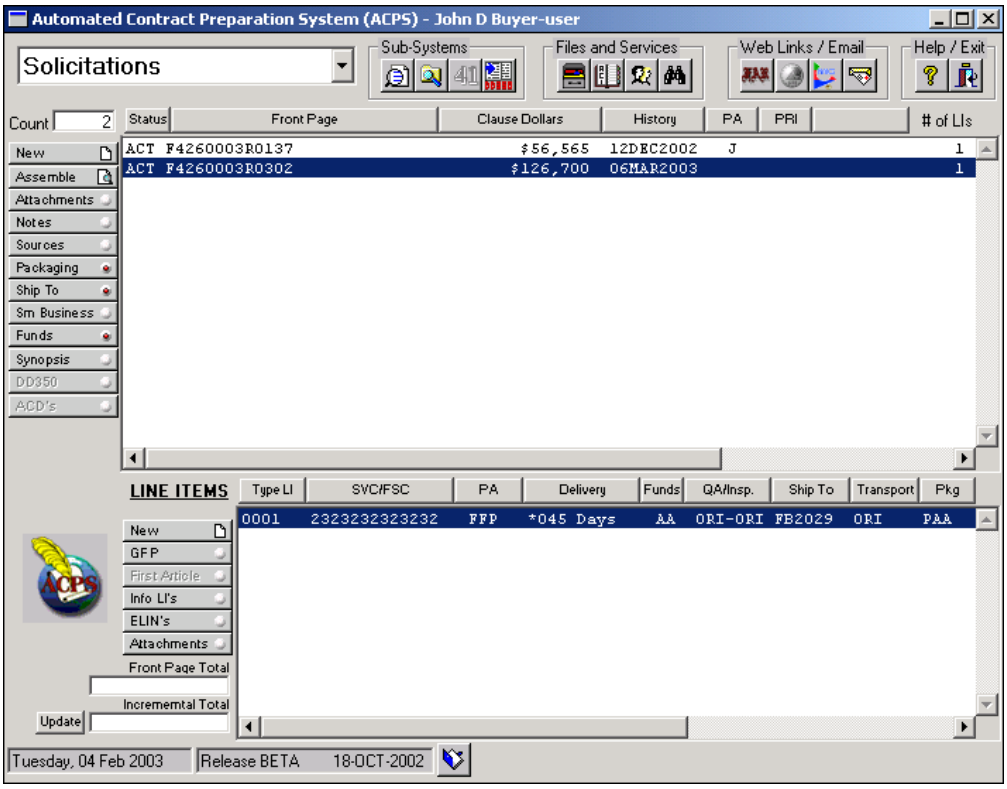



The “Desired 1” and “Desired 2” columns/buttons are not available at this time.

### 4.3.1 Reserved

### 4.3.2 SHIP TO (part 47)

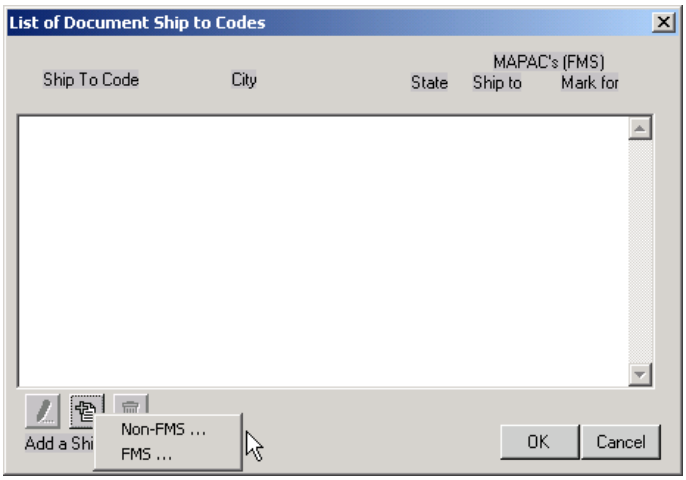
The Ship To area is used to designate where items will be shipped. This can be either a government location or a contractor address (such as when repairables are shipped from one contractor location to another for further work). The Ship To screens can be accessed from three different places. At the document level, Ship To can be accessed with the Ship To button on the left hand side of the screen. If Ship To information has been entered for the highlighted document the dot on the button will be red.




At the Line Item level, Ship To can be accessed and assigned with the Ship To button in the Line Items button bar. This button will be active when a line item for the document has been highlighted and a delivery has been created. Until then, the button will be grayed out.

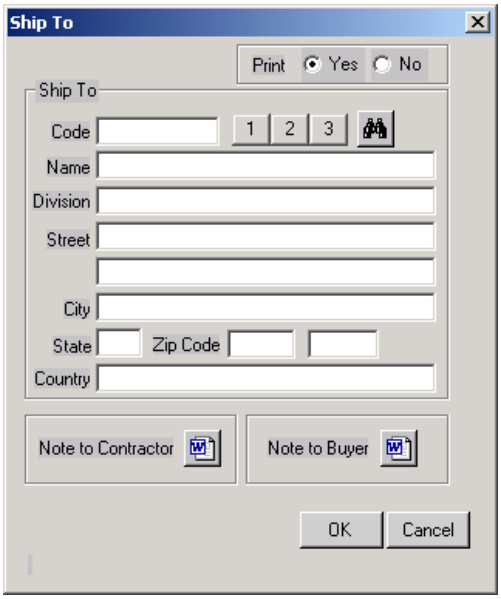
At the Delivery level, Ship To can be accessed and assigned with the Ship To button in the button bar in the middle area of the screen. This will be available once a delivery has been created. If more than one Ship To address is required for a single line item, create separate deliveries and assign the desired address to each delivery.

Note: While Ship To information can be entered at the document level, it cannot be assigned to a Line Item or a Delivery Item from the document level, therefore it is usually better to enter that information at either the Line Item or Delivery Item level, especially when the document contains multiple line items.




**Non-FMS . . .** – This selection will bring up this screen. The "Print" selection "Yes" will be defaulted on. "No" can be selected if a Ship To record is required for clause purposes but not desired in the actual document (such as in a basic contract that orders will be placed against).

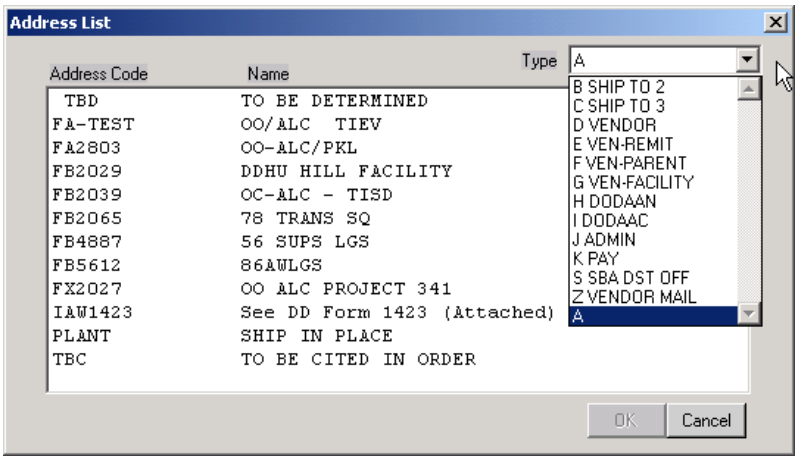
## Ship To




An address can either be selected from the main address database using the binoculars button or entered manually. If the desired address is not in the main database, it must be entered manually with a pseudo code in the "Code" field (for example: ShipTo or Ship1).

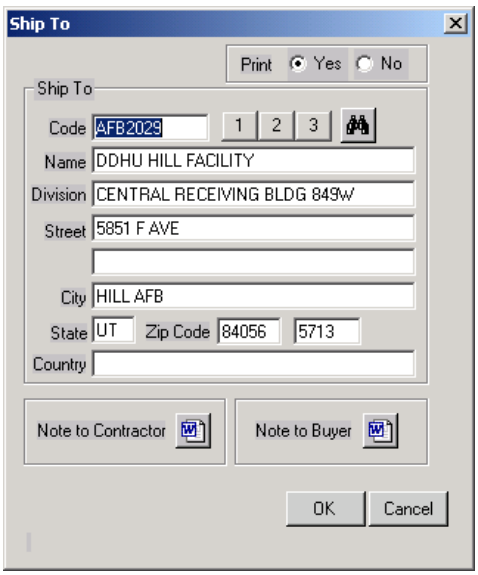
The "1," "2," and "3" buttons will bring up address lists that are separated by TACs (Transportation Address Codes).

The binoculars buttons will bring up the following screen:




The drop down menu for the "Type" field allows access to the different address types in the main database. The default is set to the first Ship To category, TAC 1. To select an address, click on the desired Code and Name to highlight it and then click the "OK" button or double click the desired Code and Name. The Ship To address screen will

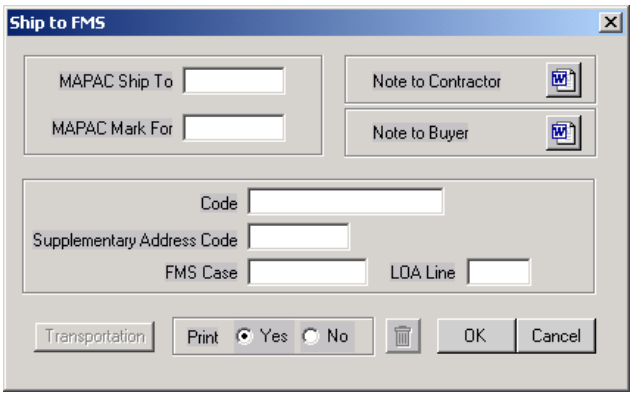
reappear with the selected address filled in.




The "Note to Contractor" and "Note to Buyer" buttons will bring up a page in Micro Soft *Word*. Any text entered will be saved with this document. The Contractor note will print in the document under the Ship To addresses after the Line Item Schedule. The Buyer note does not print in the document.

Clicking the "OK" button will save the input data and close the screen. "Cancel" will close the screen without saving.

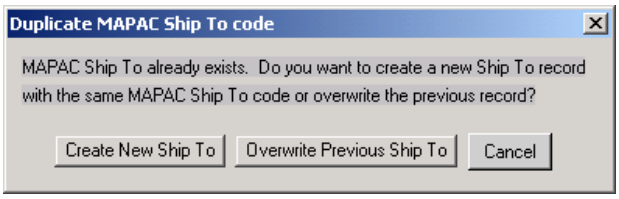
**Ship to FMS**



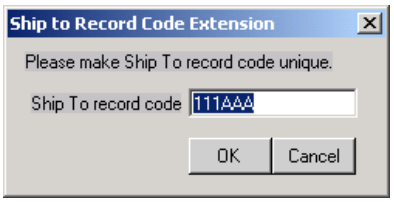

When "FMS" is selected when adding a record, this screen will appear:

The "Print Yes/ No" and the "Note to Contractor" and "Note to Buyer" features work the same as on the Non-FMS address screen.

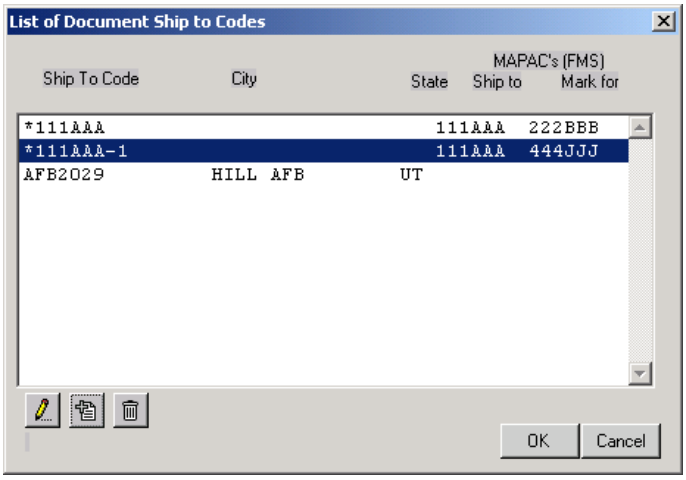
Ship To Codes for FMS supplies are associated with the first six positions of its Requisition Number. In lieu of 'in the clear' addresses, FMS uses Military Assistance Program Address Codes (MAPACs).



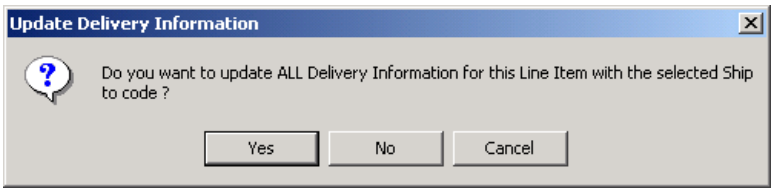

When the MAPAC Ship To code is entered, that same data will automatically fill in the "Code" field in the lower half of the screen. This code field is used to cross reference information in the document. The MAPAC Ship To code can be used in this field unless two *different* Ship To records with the *same* MAPAC Ship To are required. When a second entry is made with the same MAPAC Ship To the following message will appear:
To create a different record with the same MAPAC Ship To, select "Create New Ship To" at this screen. The following screen will appear:




Create a unique code for this record (such as 111AAA-1, or FMS2, or whatever makes sense for cross referencing purposes). This will not change the MAPAC Ship To code for the record.




When changing Ship To codes or adding a new one to a Line Item, click "OK." The following message will appear:

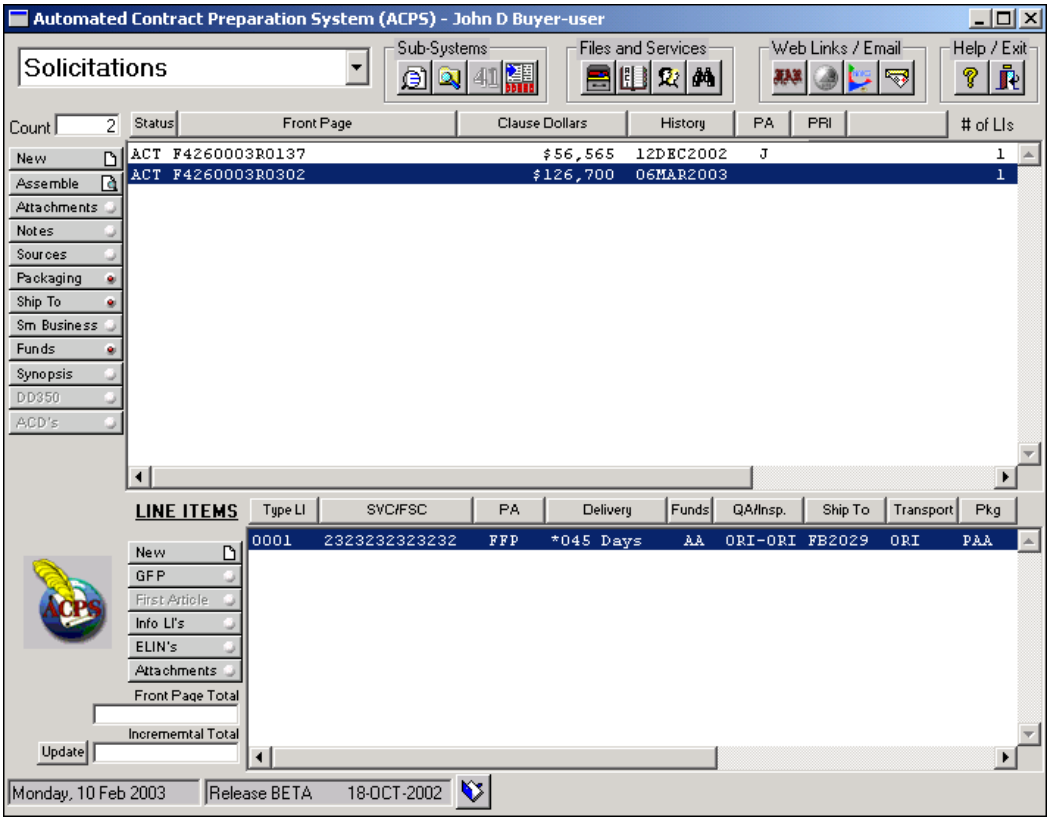



Click "Yes" to assign the Ship To information to the Line Item.

### 4.3.3 ACPS PACKAGING (Part 47)

The Packaging screens can be accessed from the main workbasket screen at either the document or Line Item levels and at the Delivery level. Both of these are found in the screen below.

#### 4.3.3.1 Main Workbasket Screen (PR, Solicitation, or Award)

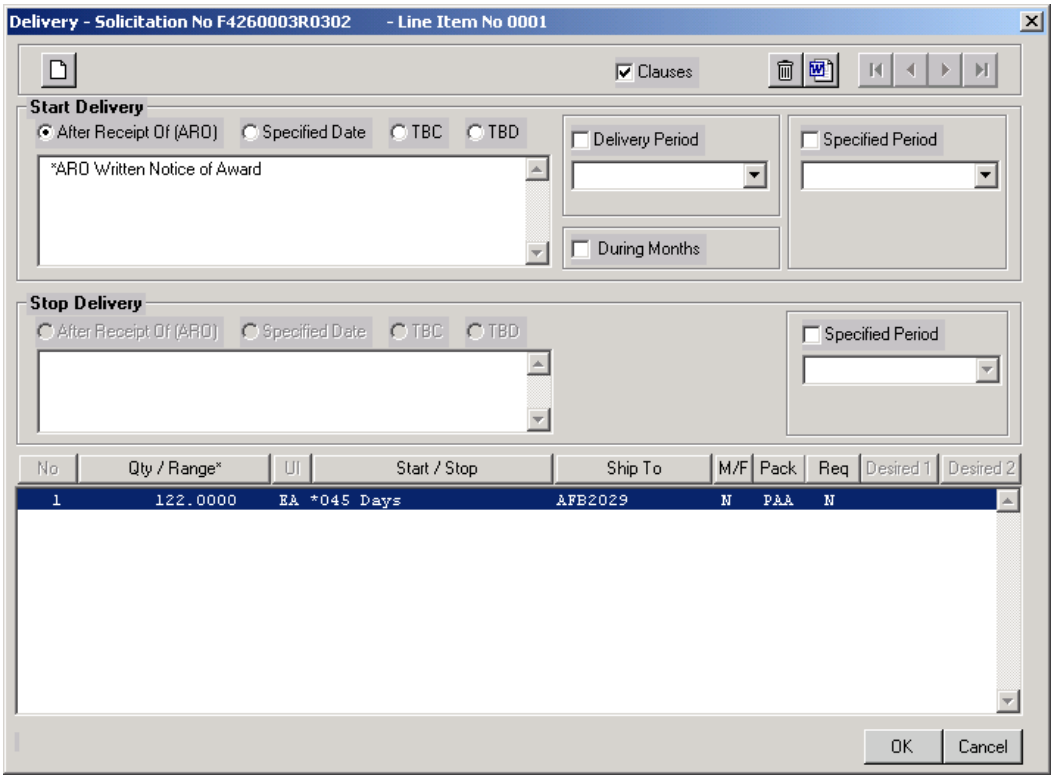



The Packaging button at the left-hand side of the screen in the Document level area will have a red dot when PACRNs have been assigned to the highlighted document. Click this button to bring up the Packaging screens and show the PACRNs for the document. If no document is highlighted the button will be grayed out and unavailable.

The Pkg button at the right-hand side of the screen in the Line Item area will bring up the Packaging screens to assign a PACRN to a specific Line Item. This button will only be available after a Delivery has been created for the Line Item.

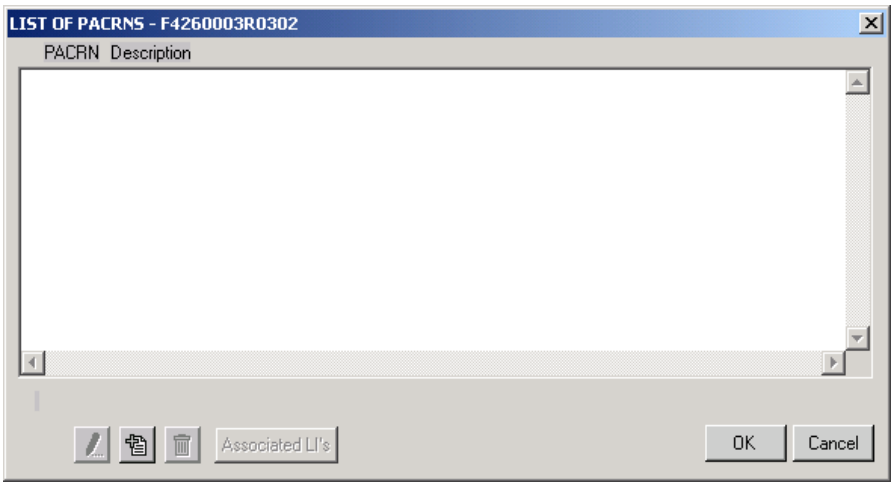
### 4.3.3.2 Delivery level screen

The Pack button in the center area of the Delivery screen accesses the Packaging screens to create and assign PACRNs to a specific delivery. It is found on the screen below. This will only be available after a delivery has been created. For multiple deliveries with differing PACRNs, create and assign them through the Delivery screen.




### 4.3.3.3 LIST OF DOC PACRNS.

The first time Packaging is accessed for a document this screen will appear. As PACRNs are created, they will appear in this screen. (Click the 'add' button, to create a PACRN.)




**PACRN Description.** This list box will show packaging information by PACRN for the selected line item.

**Edit button.** Selecting the Edit button, will allow you to view detail screens and make changes for a selected (highlighted) PACRN.

**Add button.** Selecting the Add button, will allow you to add a new PACRN to the current line item, delivery item, or document.

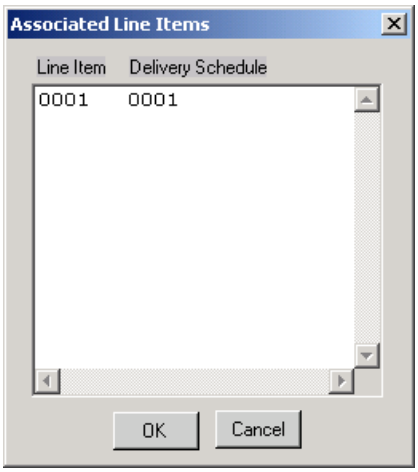
**Delete button.** Selecting the Delete button, will cause the selected PACRN and its detail information to be deleted. NOTE: Deleting at the Line Item or Delivery level will delete that PACRN from that Line Item or Delivery only. To delete a PACRN record entirely from a document, it must be deleted at the Document level.

The assembled document lists the assigned PACRNs in the "line item delivery block" and refers the reader to Part I, Section "D" for the actual FAR clause information.

**OK button.** Selecting the OK button will close the screen and accept any information input.

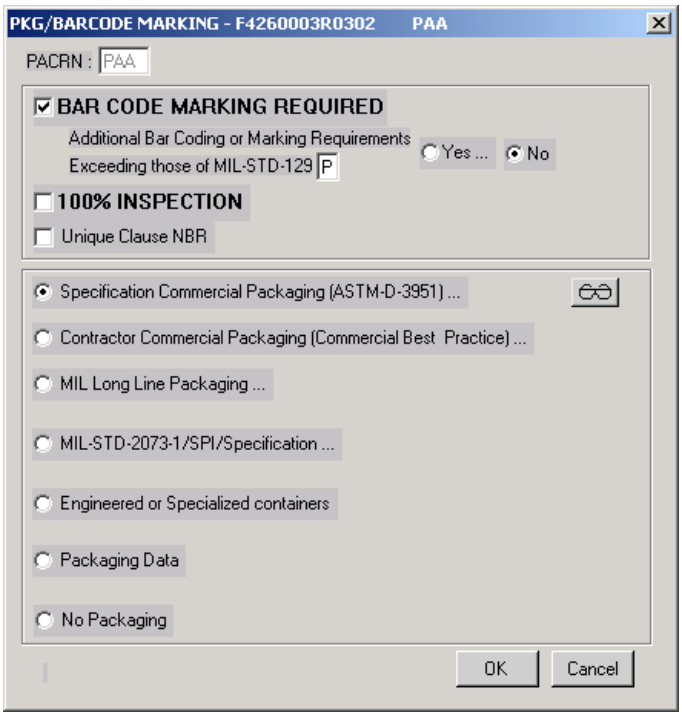
**Cancel button.** Selecting the cancel button will close the screen without saving any input information.

**Associated LIs.**




Selecting the Associated LI's button will bring up the following screen and will show which Line Items and Deliveries the specific PACRN is assigned to in the document.

### 4.3.3.4 PACKING/BARCODE MARKING.

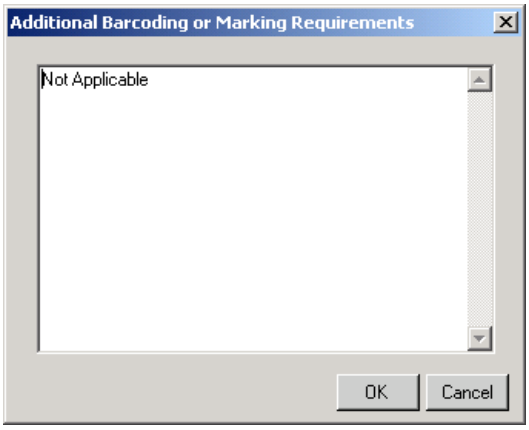



When adding a new PACRN or editing an existing PACRN, this screen appears.

**PACRN.** A three letter PACRN beginning with "P" is automatically entered into this field. PACRNs will increment automatically as more records are entered. The designated PACRN will be automatically linked to its line item and selected FAR clauses.

**BAR CODE MARKING REQUIRED.** This selection will be checked as the default. If Bar Code Marking is not required, this selection can be removed by clicking on the box. This selection brings in AFMCFARS clause 5352.247-9005, Shipping Container Marking (indicator I47I-01).

**Additional Bar-coding or Marking Requirements**.



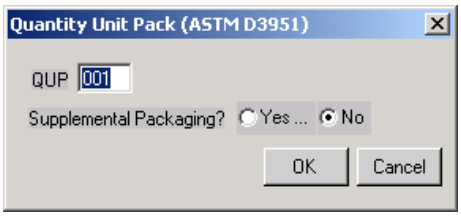

This selection defaults to 'No.' If additional bar coding or marking requirements are needed, select 'Yes' and this screen will appear. Enter any additional required information here.

**100% INSPECTION.** Select this box to bring in AFMCFARS clause 5352.247-9012, Packaging for Inspection and Acceptance at Destination (indicator I47I-02). **Note**: AFMCFARS deleted this clause in August 2002. Making this selection will no longer bring in the clause as an AFMCFARS clause, however, any site that has re-input it as a local clause will have it available through this selection.

**Unique Clause NBR.** If a unique clause exists in ACI, that clause can be entered here.

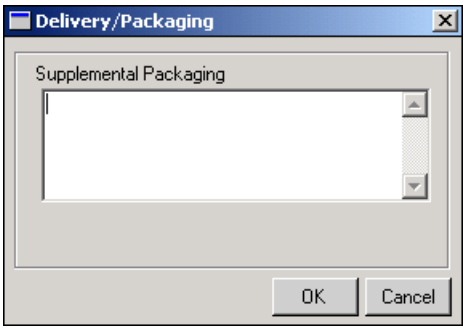
**Specification Commercial Packaging (ASTM-D-3951).** This selection will bring in AFMCFARS clause 5352.247-9007, Specification Commercial Packaging (indicator I47I-03). The following screen will appear.

**Quantity Unit Pack (ASTM D3951).**




**QUP.** The QUP will default to 001. If a different QUP is needed, enter the appropriate (3-digit) number.

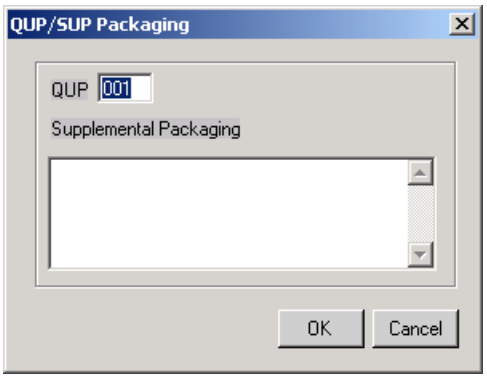
**Supplemental Packaging**




This will default to "No." If there is supplemental packaging select "Yes" and this screen will appear. Enter any supplemental packaging information here.

**Contractor Commercial Packaging (Commercial Best Practice).** This selection brings in AFMCFARS clause 5352.247-9008, Contractor Commercial Packaging (indicator I47I-04). The following screen will appear.

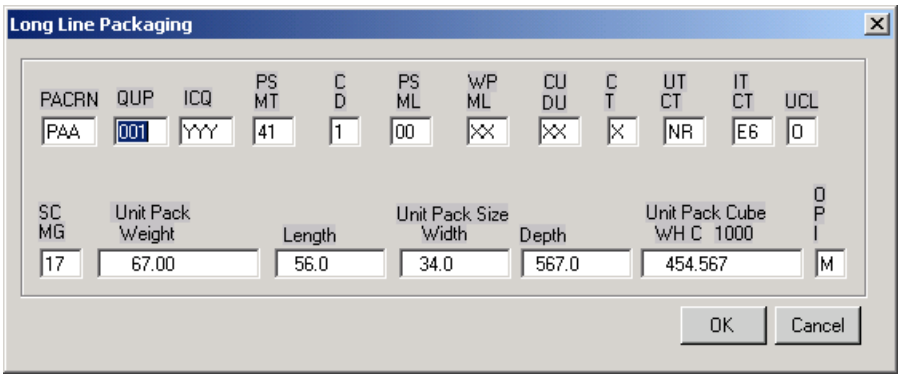
**QUP**




QUP will default to 001. If a different QUP is needed, enter the appropriate (3-digit) number here.
**Supplemental Packaging.** If Supplemental Packaging is required, enter that information here.

**MIL Long Line Packaging.** This selection brings in AFMCFARS clause 5352.247-9009, Military Packaging and Marking (indicator I47I-05). The following screen will appear.

**Long Line Packaging.**



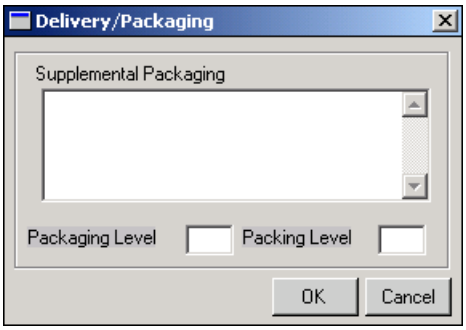

Information for the fields in Long Line Packaging will be pulled in from the Stock Number database if the current stock number has that information. If it is not in the Stock Number database, either the Packaging Specialist or Buyer must enter the data. If data is entered or changed at this screen while working a document, that new or changed data will only show and be retained for the current document. It will not write back to the Stock Number database. The fields are IAW with AFMC Form 158, Packaging Requirements.

NOTE: The sites at Hill, Tinker, and Warner Robbins will have download capability to accept packaging data from the D035T system.

The system administrator will initiate the data transfer to load available Long Line and SPI data to the site's Stock Number database. You are ultimately responsible for checking over any data (against the form 158) in the document.

The current PACRN being worked will automatically fill in the PACRN field. If incompatible codes are input, error messages will alert you.

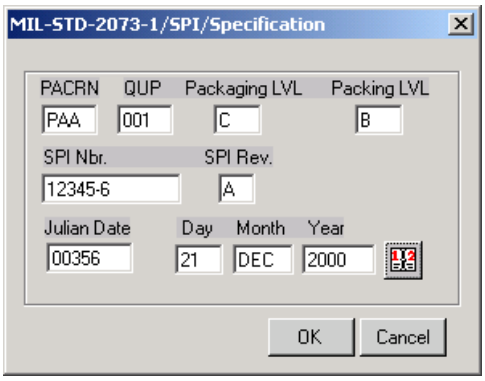
**Delivery/Packaging.**




When the Long Line Packaging screen is completed and the OK button is selected, this screen will appear. Supplemental packaging information may be entered. The Packing and Packaging Levels need to be entered here. The codes for these levels will not be input to the Stock Number database, because, each requirement must be checked by a Packaging Specialist for the correct codes.

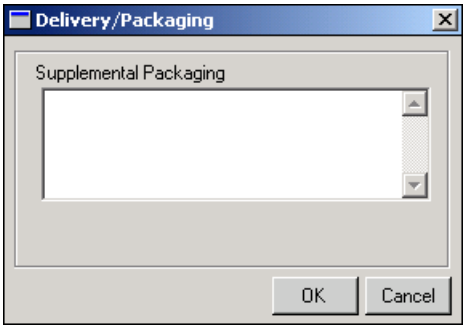
**MIL-STD-2073-1/SPI/Specification.**

This selection brings in AFMCFARS clause 5352.247-9009, Military Packaging and Marking (indicator I47I -06).




If Special Packaging Instructions (SPI) information is associated with the current stock number and has been entered into the Stock Number database, that data will be pulled in automatically and show in the SPI Nbr, SPI Rev., Julian Date, Day, Month, and Year fields. The Packaging and Packing Levels must be reviewed by the Packaging Specialist for each requirement and entered accordingly. The current PACRN being worked will automatically fill in. When this screen is completed and the OK button is selected, a follow on screen will appear to allow input of any supplemental data.

Note: Put a date earlier than 1995, (in the calendar) highlight the year field and type in the year you want. Then select a month from the month drop down menu and select a date on the calendar. When the correct date shows at the bottom of the calendar screen that date will be accepted when the OK button is clicked.



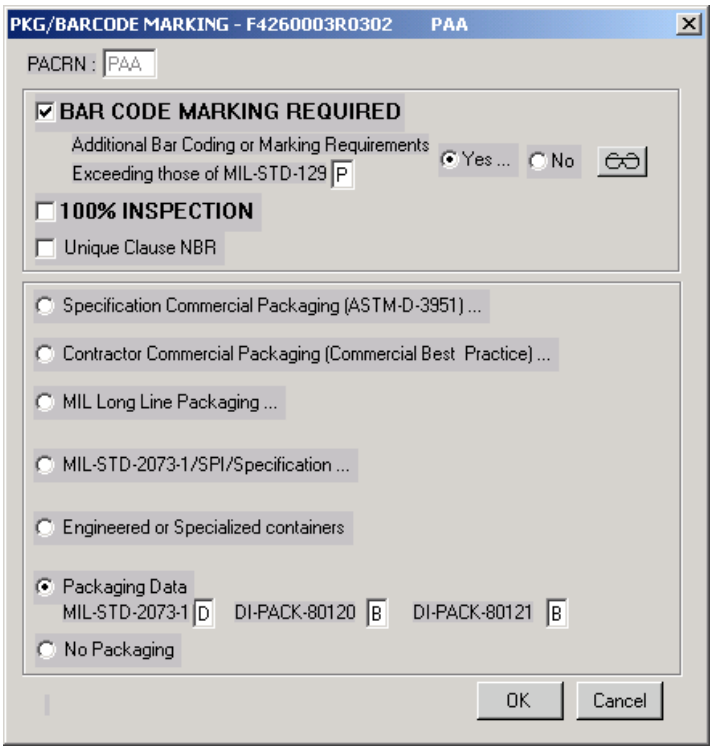

**Engineered or Specialized Containers.**
This selection brings in AFMCFARS clause 5352.247-9010, Engineered or Specialized Containers (indicator I47I-07). There are no fill-in screens for this selection.

**Packaging Data.**
This selection brings in AFMCFARS clause 5352.247-9013, Packaging Data (indicator I47I-08). There are no fill-in screens for this selection.

**No Packaging.**
This selection is used when an item is shipped that needs to be marked with bar codes but will not actually be packaged, such as a container.

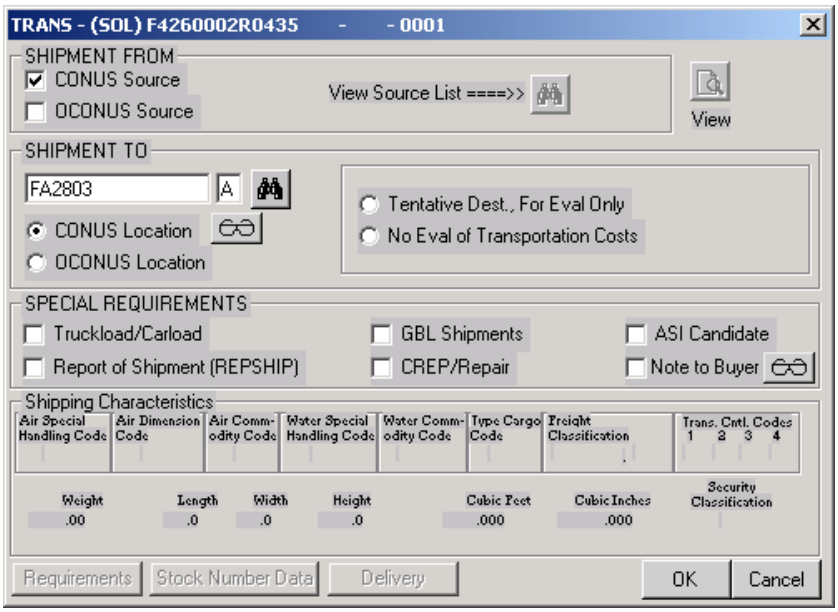
### 4.3.3.6 NOTE ON MIL-STDs AND DI-PACKs:

As per AFMCFARS, the revision letters on MIL-STDs and DI-PACKs listed in the clauses, are now buyer fill-ins. The current revision letters have been set as the default for all of these fill-ins. When the Contracting Lab becomes aware of revision changes, the defaults will be updated accordingly.


PKG/BARCODE MARKING - F4260003R0302 PAA
PACRN : PAA
BAR CODE MARKING REQUIRED
Additional Bar Coding or Marking Requirements
Exceeding those of MIL-STD-129 P
Yes ...
No
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 ...
Engineered or Specialized containers
Packaging Data
MIL-STD-2073-1 D
DI-PACK-80120 B
DI-PACK-80121 B
No Packaging
OK
Cancel

### 4.3.4 LINE ITEM/TRANSPORTATION SCREENS

**Trans**




This document describes the elements of the Transportation screen and all follow-on screens. Transportation is worked at the Line Item level; however, it is assigned by Ship To code. If a Line Item has multiple deliveries with different Ship To addresses, Transportation will be assigned to each Ship To code for the Line Item.

Shipment From

**CONUS Source (Indicators I47-01 and -03)** This selection designates that shipment(s) may be originating from a location within the Continental United States.

**OCONUS Source. (Indicators I47-02 and -04.)** This selection designates that the item(s) may be originating from a location outside the Continental United States.

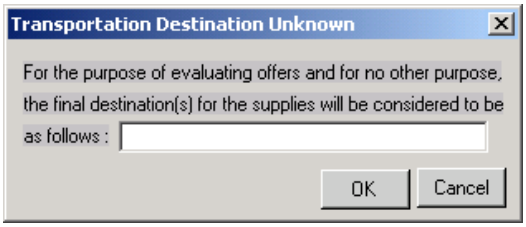
**Shipment To**

**Ship To Code.** This entry is a six-digit DoDAAC (DoD Address Activity Code) automatically populated from the Ship To record, which must be entered before Transportation can be worked. To see the "Ship To Address" record, click the binoculars button. This record will be available for viewing only. Any changes to the Ship To information must be done in the Ship To area.

**CONUS Location. (Indicators I47-01 and -02.)** This selection designates that the item(s) will be shipping to a location within the Continental United States.

**OCONUS Location. (Indicators I47-03 and -04.)** This selection designates that the item(s) will be shipping to a location outside of the Continental United States.

**Tentative Dest. For Eval Only (Indicator I47-05.)** This selection is used when the destination is unknown at the time of solicitation. It brings in FAR provision 52.247-49, Destination Unknown, and AFMCFARS clause 5352.247-9015, Temporary Storage of FMS Munitions Items, if applicable. A tentative destination is used for evaluation purposes only.




The following fill-in screen will appear to fill in provision 52.247-49, Destination Unknown, when destination is tentative.

**No Evaluation of Transportation Costs. (Indicator I47-06.)** This selection brings in FAR provision 52.247-50, No Evaluation of Transportation Costs, and is used when transportation costs will not be an evaluation factor for award and the Ship To (destination) is unknown.

**Special Requirements**

**Truckload/Carload. (Indicator I47-07.)** This selection brings in FAR clauses 52.247-57, Transportation Transit Privilege Credits, 52.247-58, Loading, Blocking, and Bracing of Freight Car Shipments, 52.247-59, F.o.b. Origin-Carload and Truckload Shipments, FAR provision 52.247-56, Transit Arrangements, and FAR clause 52.242-12, Report of Shipment (RESHIP). The amount quoted by the offeror represents the freight rate for full carload/ truckload shipments.

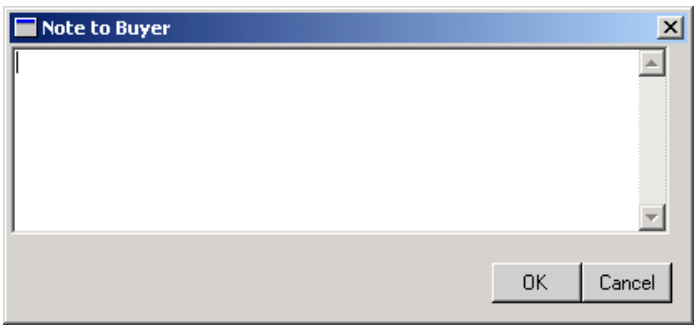
**Report of Shipment (REPSHIP). (Indicator I47-10.)** This selection brings in FAR clause 52.242-12, Report of Shipment (RESHIP). This clause applies when advance notice of shipment is required for safety or security reasons.

**GBL Shipments. (Indicator I47-08.)** This selection brings in FAR clauses 52.242-10, F.o.b Origin—Government Bills of Lading or Prepaid Postage, 52.242-11, F.o.b. Origin—Government Bills of Lading or Indicia Mail, and DFARS clause 252.242-7003, Material Management and Accounting System.

**CREP/Repair. (Indicator I47–11.)** Does not drive clauses at this time.

**ASI Candidate. (Indicator I47-09.)** This selection brings in AFMCFARS clause, Unilateral Amended Shipping Instructions (ASIs), F.o.b. Origin. Amended shipping Instruction(s) (ASI) modify the "Ship To and Mark For" instructions.

**Note to Buyer.**




This selection brings up the following screen. Its purpose is for the Transportation Officer to input any special notes or instructions to the buyer when doing the Transportation evaluation during the PR phase.

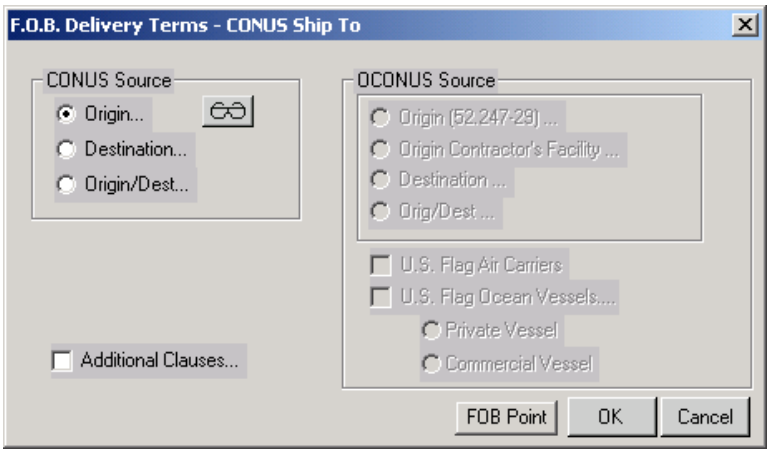
**Shipping Characteristics**

Linked by National Stock Number (NSN), these codes are populated from the Stock Control and Distribution System (D035T). The

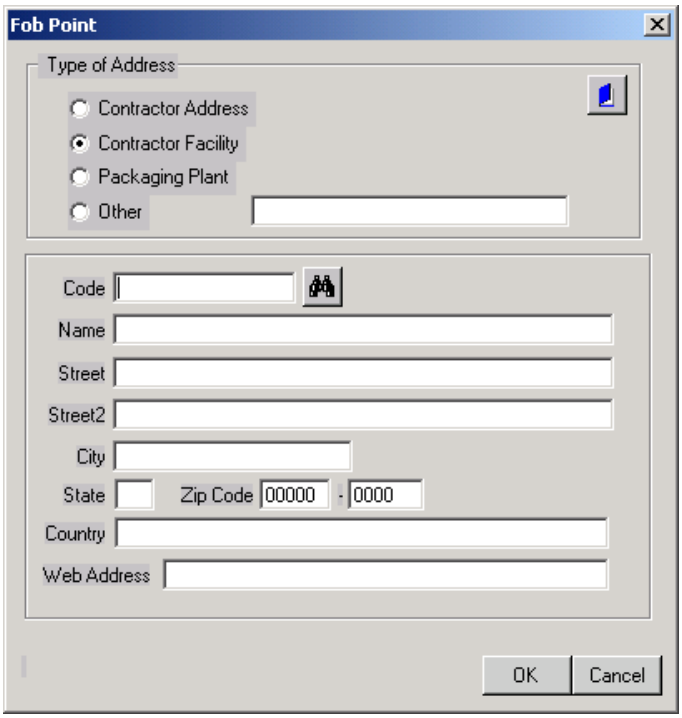
interpretation of each code can be found in DoD 4500.32-R, volume I. Current information indicates that this information has not been updated for several years, however, what information is in the D035T system will be loaded into the Stock Number database when the interface is complete. This information will be editable in the Stock Number database only and will be read only in the Transportation screen.

**Requirements, Stock Number Data, and Delivery buttons.** These were originally intended for the Transportation Officer to use to look at other information in the PR. Due to recent changes in the workbasket flow it has been determined that viewing other screens outside of the Transportation area works much better and these buttons have been disabled for the time being.

**F.O.B. Delivery Terms.**




**CONUS Source, CONUS Ship To. (Indicator I47A.)**
The purpose of this screen is to allow you to select the proper FOB term when shipping from a CONUS source to a CONUS destination. On a award document, when "Origin. . ." or "Origin/Dest . . ." is selected, the "FOB Point" button will appear at the bottom of the screen.
To designate an address for FOB Origin in an award type document, click the "FOB Point" button and the following screen will appear to fill in the desired address.

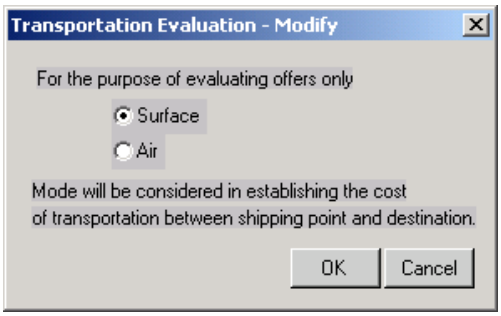



Select the "Type of Address." If "Contractor Address" is selected and an Awardee has already been input, that information will fill in this screen. For a different address, select the appropriate type and then select and address from the Address database (through the binoculars button) or enter the information manually (make sure to enter something in the Code field).

**Origin… (Indicator I47A-01.)** This selection displays the Origin screen for further choices. See description of Origin detail screen further down. The following screen will appear first when "Origin" is selected

**Trans. Eval. Modify. (52.247-47.)**

.



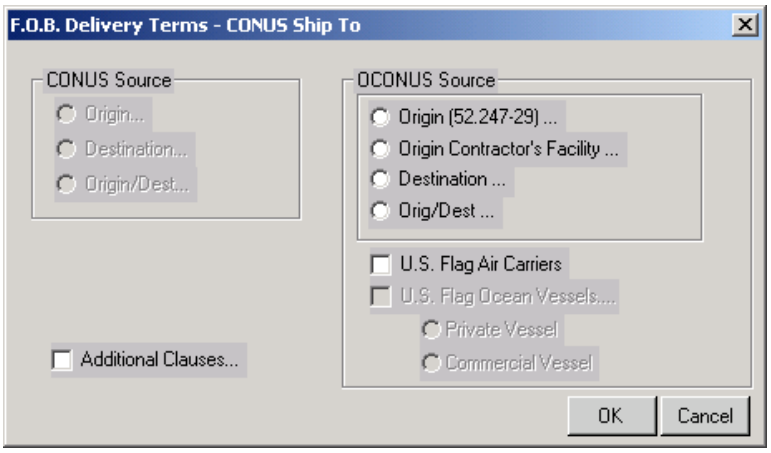

This fill-in screen enables you to use methods other than land transportation for evaluation and fills in clause 52.247-47, Evaluation – F.o.b. Origin

**Destination… (Indicator I47A-02.)** This selection displays the Destination screen for further choices. See Destination detail screen description further down.

**Origin/Dest… (Indicator I47A-03.)** This selection displays the Transportation Evaluation – Modify screen, then the Origin detail screen and then the Destination detail screen.

**Additional clauses. (Indicator I47A-04.)**
The selection brings up the Additional Clauses screen with additional transportation clauses to select from. See description of detail screen further down.

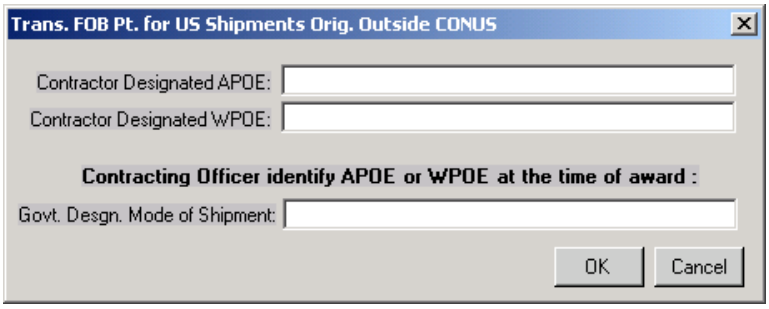
**OCONUS Source, CONUS Ship To. (Indicator I47B.)**



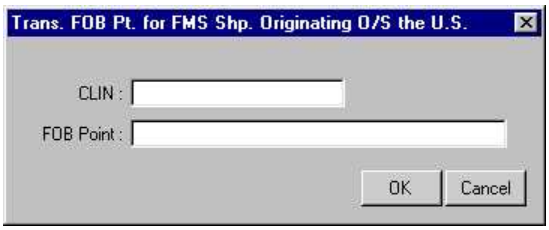

When "OCONUS" Source and "CONUS" destination is specified, the F.O.B. Delivery Terms screen will appear like this. If both "CONUS Source" and "OCONUS Source" are selected, both areas of this screen will be available to fill in.

**Origin 52.247-29. (Indicator I47B-01.)** This selection brings in FAR clause 52.247-29, F.o.b. Origin, FAR provision 52.247-46, Shipping Point(s) Used in Evaluation of F.o.b. Origin Offers, and AFMCFARS clause 5352.247-9003, F.o.b. Point for U.S. Shipments Originating Outside the Continental U.S. (AFMC). The Transportation Evaluation Modify screen will appear and then the Origin detail screen.

**Origin Contractor's Facility. (Indicator I47B-02.)** This selection brings in FAR clause 52.247-30, F.o.b. Origin, Contractor's Facility, FAR provision 52.247-46, Shipping Point(s) Used in Evaluation of F.o.b. Origin Offers, and AFMCFARS clause 5352.247-9003, F.o.b. Point for U.S. Shipments Originating Outside the Continental U.S. (AFMC). The Transportation Evaluation Modify screen will appear and then the Origin detail screen. Then the following screen will appear to fill in AFMCFARS clause 5352.247-9003, F.o.b. Point For U.S. Shipments Originating Outside The Continental U.S. (AFMC).




**Destination. (Indicator I47B-03.)** This selection brings in FAR clauses 52.247-34, F.o.b. Destination, 52.247-48, F.o.b. Destination—Evidence of Shipment (or DoD Deviation), and AFMCFARS clause 5352.247-9004, F.o.b. Point for FMS Shipments Originating Out the U.S. (AFMC) (if FMS). The Destination detail screen will appear.




This screen is displayed when FMS and Offshore Vendor apply.

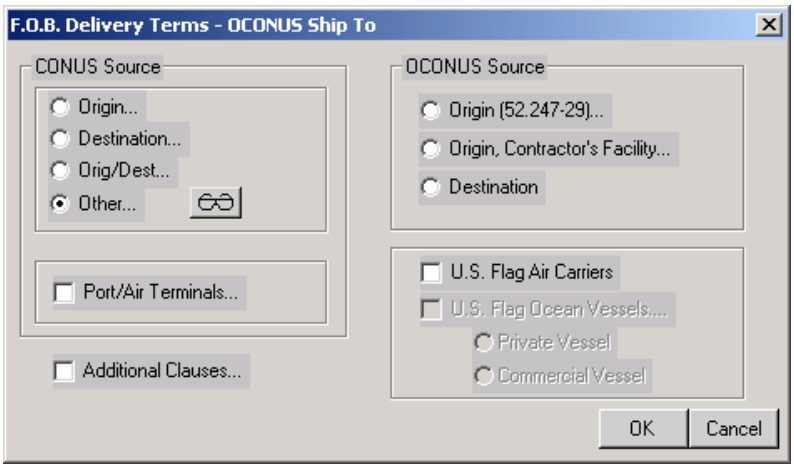
**Origin/Destination. (Indicator I47B-04.)** This selection brings in FAR clauses 52.247-29, F.o.b. Origin, 52.247-34, F.o.b. Destination, 52.247-52, Clearance and Documentation Requirements—Shipments to DoD Air or Water Terminal Transshipment Points, FAR provisions 52.247-45, F.o.b. Origin and/or F.o.b. Destination Evaluation, 52.247-46, Shipping Point(s) Used in Evaluation of F.o.b. Origin Offers, and 52.247-47, Evaluation—F.o.b. Origin. The Transportation Evaluation Modify, the Trans. FOB Pt. For US Shipments Orig. Outside CONUS screen and the Origin detail screen will appear.

**U.S. Flag Air Carriers. (Indicator I47B-05.)** This selection brings in FAR clause 52.247-63, Preference for U.S.-Flag Air Carriers. Use whenever it is possible that U.S. Government-financed international air transportation will occur.

Note: DFARS 252.247-7022, Representation of Extent of Transportation by Sea, and 252.247-7023, Transportation of Supplies by Sea, are associated with Appendix B, D12, PS, and FA21. When required, the buyer will apply DFARS 252.247-7024, Notification of Transportation of Supplies by Sea, at time of award.

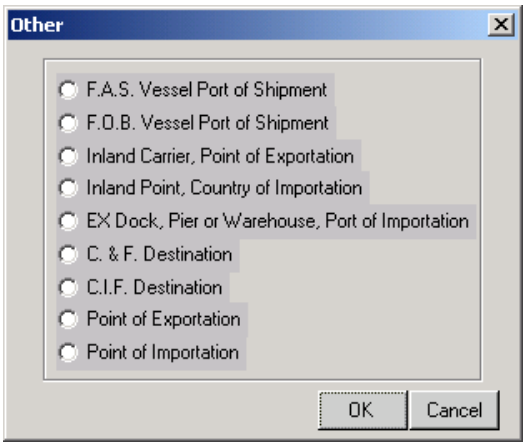
**U.S. Flag Ocean Vessels. (Indicators I47B-06, -07, and -08.)**
This selection brings in FAR clause (for non-DoD documents) 52.247-64, Preference for Privately Owned U.S.-Flag Commercial Vessels and its Alternates I and II. In accordance with FAR 47.5, the FAR clause 52.247-64, with its alternates, is not applicable to DoD and these selections will be unavailable on DoD documents.

**CONUS and/or OCONUS Source, OCONUS Ship To. (Indicators I47C and I47D.)**




This screen will be used when the shipping destination is OCONUS. If the shipping source point can be either or both CONUS and OCONUS, then both sides of the screen will be available to fill in. If just CONUS or OCONUS source is selected then only that part of the screen will be available. "Origin" and "Destination" selections and "U.S. Flag Air Carriers" work the same as described previously. The Additional Clauses screen will be described further down.

**Other**




The "Other " selection brings up this screen.

**F.A.S. Vessel Port of Shipment (Indicator I47G-01)**. (FAR 52.247-36, F.A.S. Vessel, Port of Shipment) There are no fill-in screens.

**F.O.B. Vessel Port of Shipment (Indicator I47G-02)**. (FAR 52.247-37, F.O.B. Vessel, Port of Shipment) There are no fill-in screens.

**Inland Carrier, Point of Exportation (Indicator I47G-03)**. (FAR clause 52.247-38, F.O.B. Inland Carrier, Point of Exportation) There are no fill-in screens.

**Inland Point, Country of Importation (Indicator I47G-04).** (FAR 52.247-39, F.O.B. Inland Point, Country of Importation) There are no fill-in screens.

**EX Dock, Pier or Warehouse, Port of Importation (Indicator I47G-05)**. (FAR 52.247-40, Ex Dock, Pier, or Warehouse, Port of Importation) There are no fill-in screens.

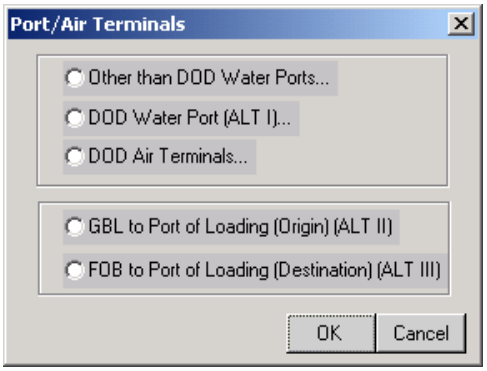
**C. & F. Destination (indicator I47G-06) (**FAR 52.247-41, C. & F. Destination) There are no fill-in screens.

**C.I.F. Destination (indicator I47G-07) (**FAR 52.247-42, C.I.F. Destination) There are no fill-in screens.

**Point of Exportation (indicator I47G-08) (**FAR 52.247-43, F.O.B. Designated Air Carrier's Terminal, Point of Exportation) There are no fill-in screens.

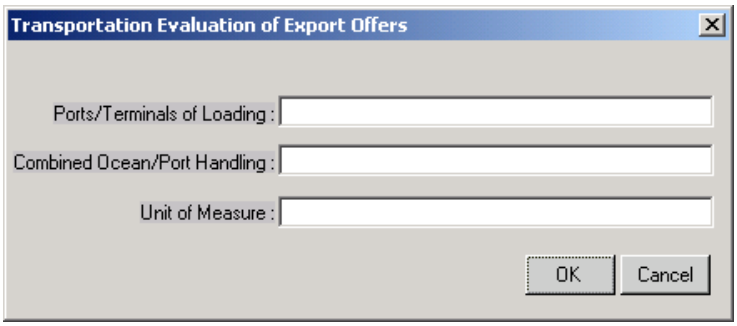
**Point of Importation (indicator I47G-09)** (FAR 52.247-44, F.O.B Designated Air Carrier's Terminal, Point of Importation) There are no fill-in screens.

**Port/Air Terminals. (Indicator I47C-05.)**




It brings up this screen.

**Other than DOD Water Ports… (Indicator I47CA-01.)**




This selection brings up this screen to fill in FAR 52.247-51, Evaluation of Export Offers.

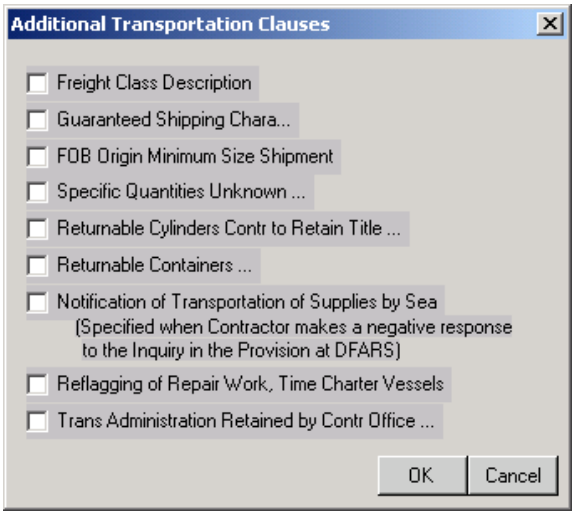
**DOD Water Port (ALT I)… (Indicator I47CA-02.)** This selection also brings up the fill-in screen (above) for FAR 52.247-51, Evaluation of Export Offers, and it brings in that provision's Alternate I and FAR clause 52.247-52, Clearance and Documentation Requirements—Shipments to DoD Air or Water Terminal Transshipment Points.

**DOD Air Terminals… (Indicator I47CA-03.)** This selection also brings in FAR provision 52.247-51, Evaluation of Export Offers (see above fill-in screen) and FAR clause 52.247-52, Clearance and Documentation Requirements—Shipments to DoD Air or Water Terminal Transshipment Points.

**GBL to Port of Loading (Origin) (ALT II) (indicator I47CA-04**). This selection brings Alternate II of FAR provision 52.247-51, Evaluation of Export Offers, into the document. There are no fill-in screens.

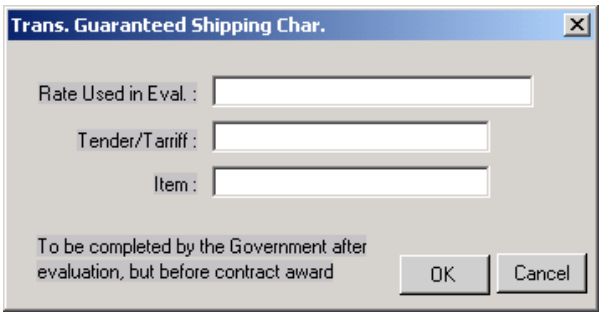
**FOB to Port of Loading (Destination) (ALT III) (indicator I47CA-05**). This selection brings Alternate III of FAR 52.247-51, Evaluation of Export Offers, into the document. There are no fill-in screens.

**Additional Clauses. (Indicator I47B-09.)**




This selection brings in the following screen to add other clauses as required.
**Freight Class Description (Indicator I47H-01)** **(**FAR 52.247-53, Freight Classification Description) There are no fill-in screens.

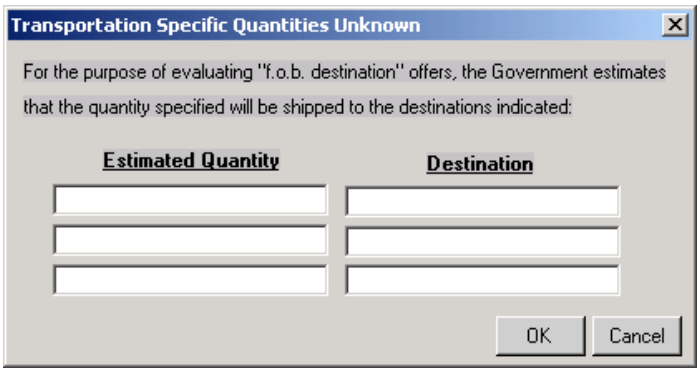
**Guaranteed Shipping Chara… (Indicator I47H-02)**



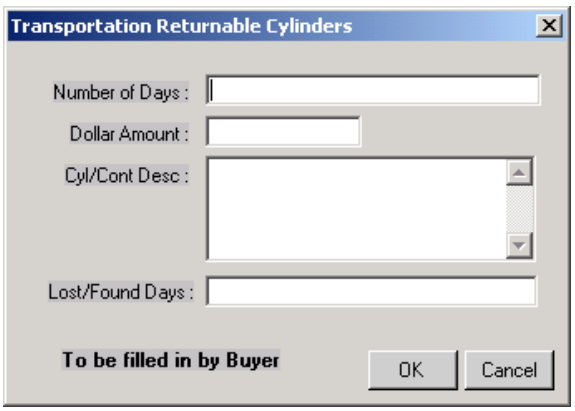

(It brings up this screen to fill in FAR 52.247-60, Guaranteed Shipping Characteristics.)

**FOB Origin Minimum size Shipment. (Indicator I47H-03)** (FAR 52.247-61, F.O.B. Origin-Minimum size of Shipments) There are no fill-in screens.

**Specific Quantities Unknown… (Indicator I47H-04)** It brings up this screen to fill FAR 52.247-62, Specific Quantities Unknown)

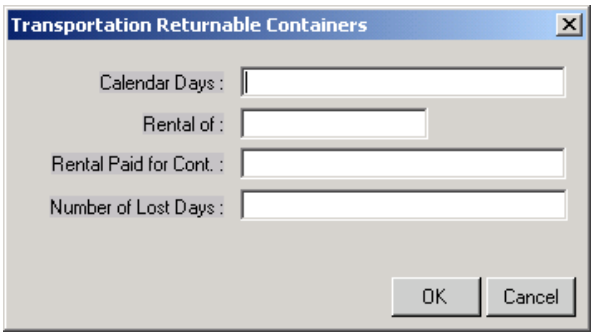



**Returnable Cylinders Contr to Retain Title… (Indicator I47H-66)**




It brings up this screen to fill in FAR clause 52.247-66, Returnable Cylinders.

**Returnable Containers… (Indicator I47H-21)**

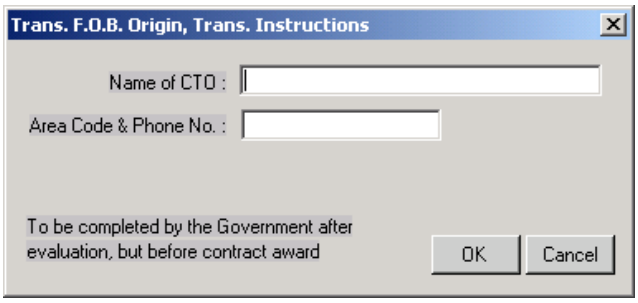



It selection brings up this screen to fill in DFARS clause 252.247-7021, Returnable Containers Other Than Cylinders.

**Notification of Transportation of Supplies by Sea. (Indicator I47H-22)** (DFARS 252.247-7024, Notification of Transportation of Supplies by Sea and requires a response from the offeror to be put into the clause)

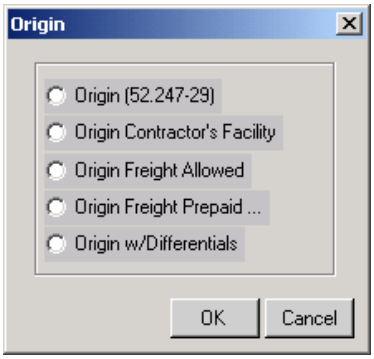
**Reflagging of Repair Work, Time Charter Vessels. (Indicator I47H-23)** It brings DFARS clause 252.247-7025, Reflagging or Repair Work, into the document. There are no fill-in screens.

**Trans Administration Retained by Contr Office… (Indicator I47H-51)**




It brings up this screen to fill-in AFMCFARS clause 5352.247-9002, F.O.B. Origin, Transportation Instructions (AFMC), into the document.

**Origin Detail Screen**



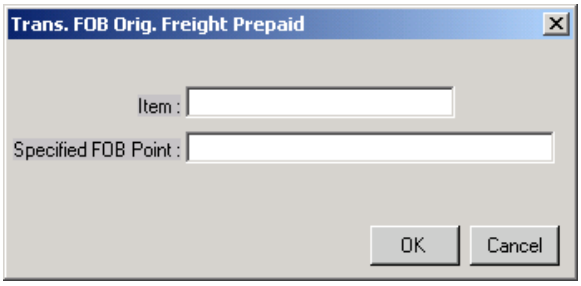

When "Origin" or "Orig/Dest " is selected this screen appears.

**Origin (52.247-29) (Indicator I47E-01)** ( FAR 52.247-29, F.O.B. Origin into the document. There are no fill-in screens.

**Origin Contractor's Facility (Indicator I47E-02)** (FAR 52.247-30, F.O.B. Origin, Contractor's Facility) There is no fill-in screens.

**Origin Freight Allowed (Indicator I47E-03)** (FAR 52.247-31, F.O.B Origin, Freight Allowed) There is no fill-in screens.

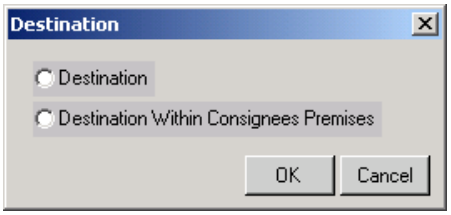
**Origin Freight Prepaid… (Indicator I47E-04)**




(FAR 52.247-32, F.O.B. Origin, Freight Prepaid) It brings up this screen to fill in AFMCFARS clause 5352.247-9001, F.O.B Origin, Freight Prepaid.

**Origin w/Differentials. (Indicator I47E-05)** (FAR 52.247-33, F.O.B. Origin, with Differentials) There are no fill-in screens.

**Destination Detail Screen:**

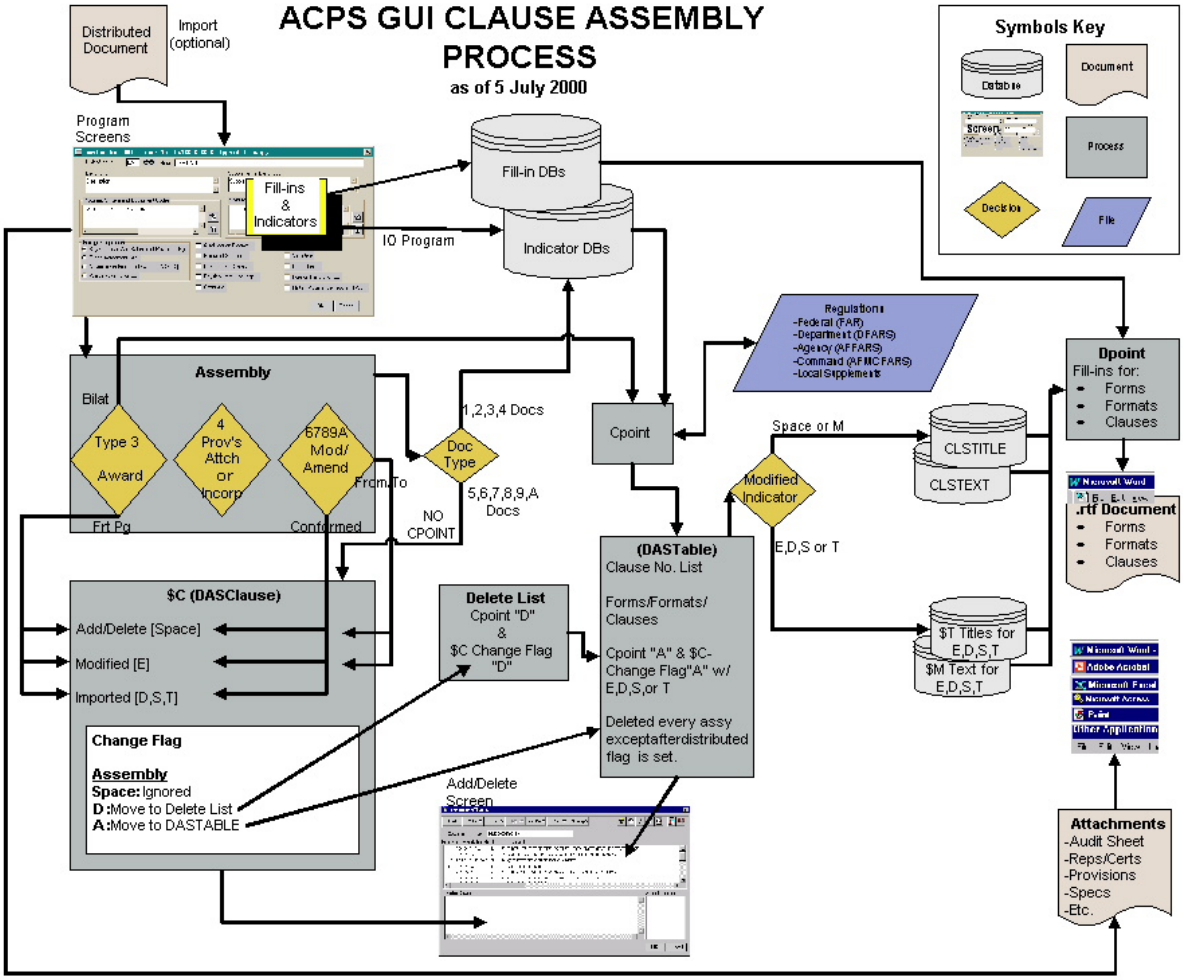



When "Destination" or "Orig/Dest" is selected this screen will appear.

**Destination. (Indicator I47F-01)** (FAR 52.247-34, F.o b. Destination.

**Destination Within Consignees Premises: (Indicator I47F-02)** (FAR 52.247-35, F.o.b. Destination, Within Consignee's Premises.

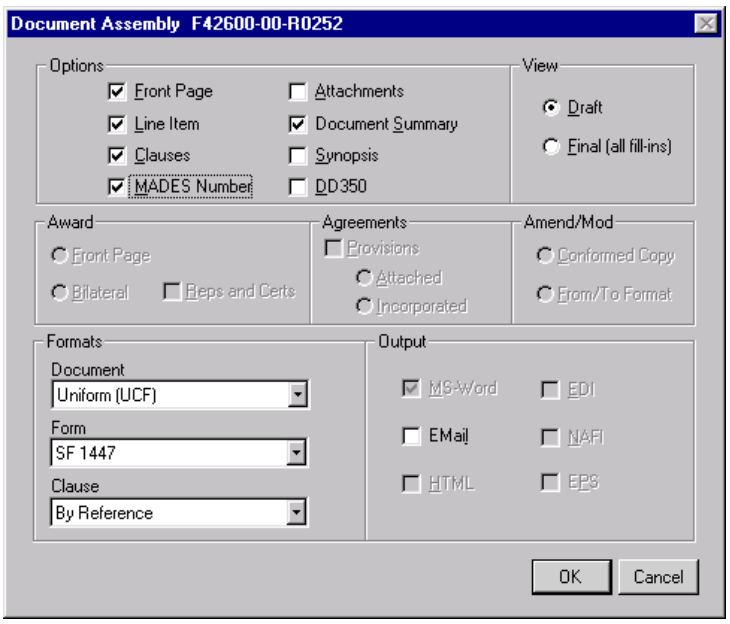
## ASSEMBLY LEVEL FLOWCHART



## 4.4 ASSEMBLY LEVEL

### 4.4.1 ASSEMBLY SCREENS

To assemble a document, select it by highlighting it in a workbasket. Pressing the assembly button begins the document assembly process by opening the **Document Assembly** screen.




This screen allows you to select details on how the document is to be assembled. The function is especially useful when looking at drafts of portions of your document without having to process the entire document.

4.4.1.1 Options Front Page
Check this box to include the front page in the assembled document.

Line Item
Check this box to include the line item schedule in the assembled document.

Clauses
Check this box to include clauses in the assembled document.

MADES Number
Check this box to include MADES numbers (e.g., I-300) in the assembled document. Your document can be displayed with or without the MADES numbers. For buyers accustomed to reviewing document clauses by their MADES number, you might want to select this option to display the numbers.

Attachments
Check this box to include attachments during the assembly process and display them along with the contractual document.

Document Summary
Check this box to create and display a summary of inputs you selected during your document preparation session. Note: This document was referred to in past versions of ACPS as the "MADES Trailer Sheet."

Synopsis
Check this box to assemble a synopsis from data within the document. (This option will be available in a future version.)

DD350
Check this box to assemble a DD350 report from data within the document. (This option will be available in a future version.)

4.4.1.2 View
These options allow you to determine how completely the fill-ins for the document will be required. You may want to preview the document clauses in draft form before worrying about all the data needed for fill-ins. Some fill-ins can be skipped during the document preparation session and filled in during assembly. The **View** selections of **Draft** and **Final (all fill-ins)** allow you to view the document, respectively, with or without any of the skipped fill-ins.

Draft
Check this box to assemble the document without asking for missing fill-ins. This option allows you to assemble the document without having to input all the fill-in data. This would be good if you just want to see which clauses will be coming into your document, but you don't have the specific data to fill in yet.

Final (all fill-ins)
Check this box to assemble the document, with the software asking you for any fill-ins that were not input during the document creations session. This option stops the software during the assembly process to allow you to input all the fill-in data that was not input during the document preparation process. This option is best for use when you are fairly sure everything in the contract is just how you want it and you are ready for a final copy. If you use this option, it does not preclude you from re-assembling the document with other options.

**Award**

**Front Page, Bilateral**, and **Reps and Certs** selections are only available if you are assembling an award.

The **Front Page** selection will only assemble a front page, any line items you may have built, and any new clauses not on the solicitation. The **Front Page** selection is used when you are awarding on the solicitation and adding a front page. During creation, you would import the solicitation being "awarded on" and fill in money and make any corrections. Then during assembly the clauses from the distributed solicitation are used in lieu of gathering new clauses.

Note: During assembly, a comparison is made between old clauses and new ones, and only the additional clauses are assembled.

**Bilateral** is selected when you want all new clauses.

**Reps and Certs** is selected when you want a copy of representations and certifications that are applicable only to your award.

**Agreements**

**Provisions**, **Attached**, and **Incorporated** selections. When assembling an agreement (BOA, BPA, etc.) and you want section K, L, and M provisions assembled with the agreement, you choose whether you want the provisions incorporated and numbered with the basic document or if you want the provisions as a separate attachment.

**Note:** If you do not want provisions, don't make any selection.

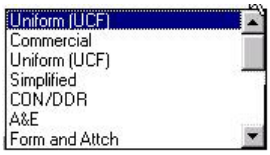
**Amend/Mod**
**Conformed Copy** and **From/To Format** selections. When assembling an amendment or modification, you can choose if you want a conformed copy or a "to/from" format.

**Conformed**. During creation of an amendment/modification, import the basic document or last modification and make corrections to items or fill-ins, and during assembly the modification is a complete document with corrections using the same clauses as the basic. Clauses that need to be added, deleted, or modified are manipulated in the **Document Clauses** screen.

**From/To Format** (available in the future). The program will only assemble the front page, any line items added, and clauses from the **Document Clauses** screen that are added, deleted, or modified.

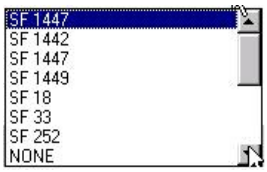
**Note:** The CPoint process is never used on an order, modification, or amendment. These same methods can be used for orders against basic agreements.

**Formats**
Select the preferred format for the document. Defaults will be set by previous actions, but you may override the selection.




- **Uniform (UCF).** Uniform Contract Format.
- **Commercial.** Commercial Contract Format.
- **Simplified.** Simplified Contract Format (all clauses together in FAR sequence and then all provisions together in FAR sequence)
- **CON/DDR.** Construction/Dismantling, Demolition or Removal
- **A&E.** Architect-Engineer Services
- **Form and Attach.** Front page and all clauses and provisions together in FAR sequence.

**Form**
Select the front-page form you want for your document from the drop-down text box. Defaults will be set by previous actions, but you may override the selection.




- **SF 1447.** Solicitation/Contract
- **SF 1442.** Solicitation, Offer & Award (Construction, Alteration, or Repair)
- **SF 1449.** Solicitation/Contract/Order for Commercial Items
- **SF 18.** Request for Quotations
- **SF 33.** Solicitation, Offer and Award
- **SF 252.** Architect-Engineer Contract

- **None**. Prints *"This page was intentionally left blank."* and lists the PIIN. This selection speeds up the assembly process if doing a **Draft** assembly.

Note: If this form is chosen it will supersede the Front Page check box in the Options area.

Clause
Select the method you want your clauses to come into your contract (full-text or reference text—fill-ins and minimal surrounding text) with this drop-down list box. Defaults will be set by previous actions, but the user may override the selection.

- **IAW FAR Matrix.** Uses the amount of text, full or by reference, as designated in the FAR matrix. (AFMC clauses are always in full text.)
- **Full Text.** Uses the full text of all clauses.
- **By Reference.** Uses the reference of all clauses. Exceptions: AFMC clauses are always in full text, and clauses with fill-ins use minimal surrounding text. "By reference" clauses can be used in documents if their full text is available on a web site (e.g., FARSite.hill.af.mil).

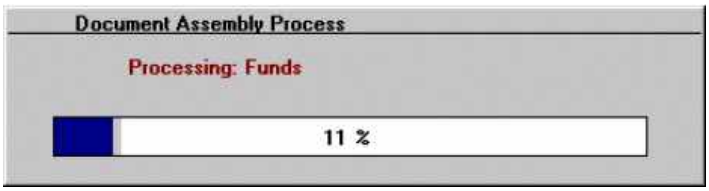
**4.4.1.3** Output
MS Word Microsoft Word output is selected by default for all documents produced by ACPS.

The **Email** selection allows you to send the Word documents created by ACPS and any attachments via your e-mail program.

The **HTML, EDI, and EPS** output options will be available in future releases.

The **NAFI** selection sends the documents to the Navy Air Force Interface (formerly known as EDA or JEDA).

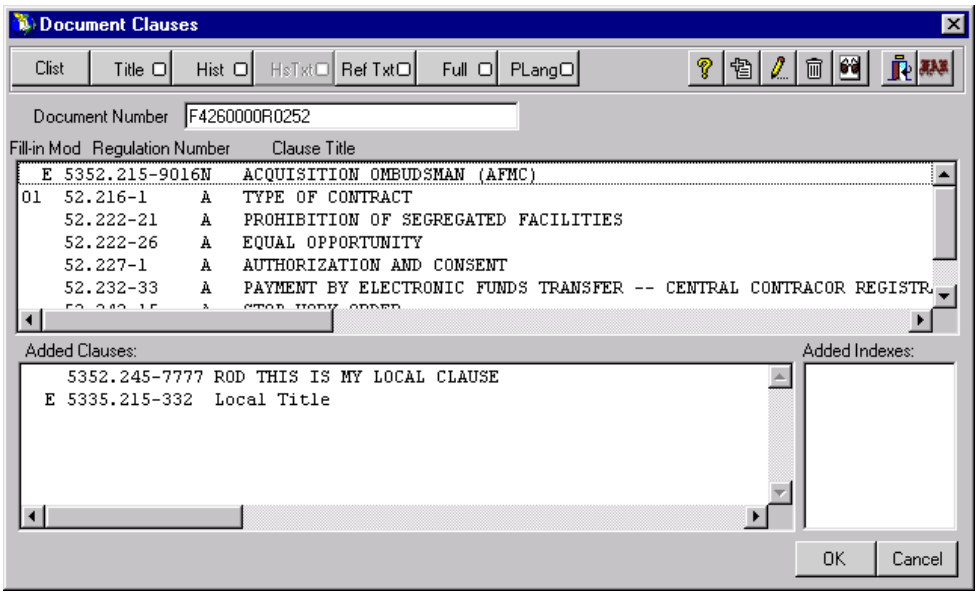
**4.4.1.4** Document Clauses
Once all the options have been set on the **Document Assembly** screen, the user presses the **OK** button to begin the assembly process based on the settings

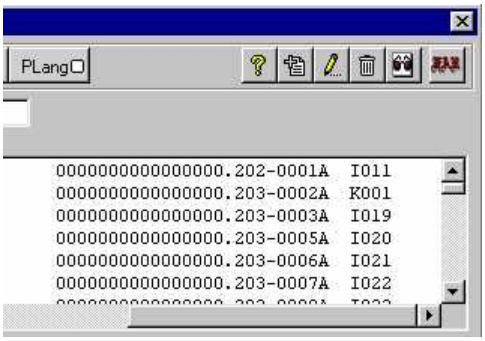



A progress bar will be displayed as the document assembly begins.

When the assembly process has reached 100%, a new screen displaying clauses the program selected based on the document creation session is shown.

**Note:** Clauses for "front page" awards, orders against basic agreements and amendments and modifications will appear in the bottom box, signifying old clauses from an imported distributed document.)



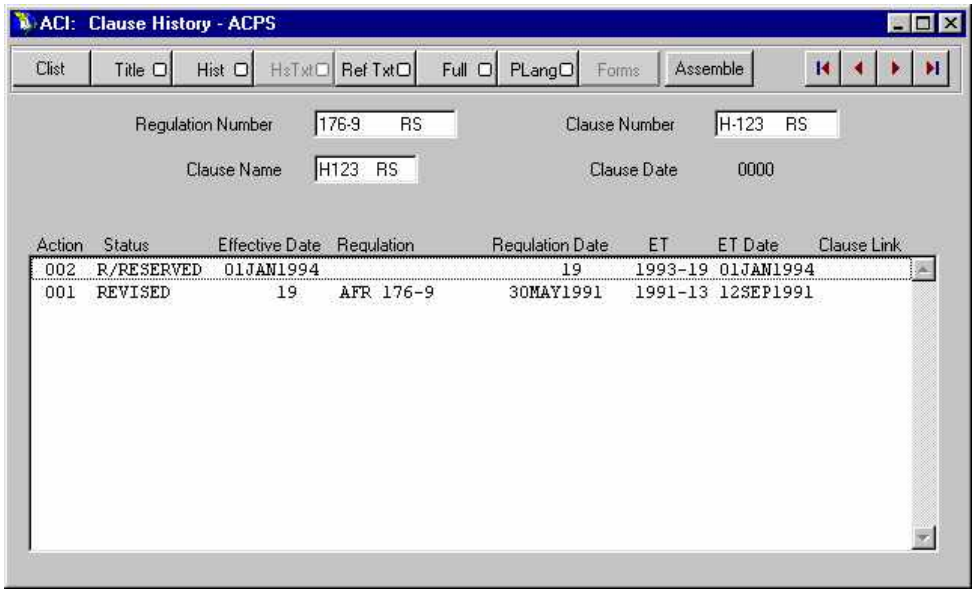



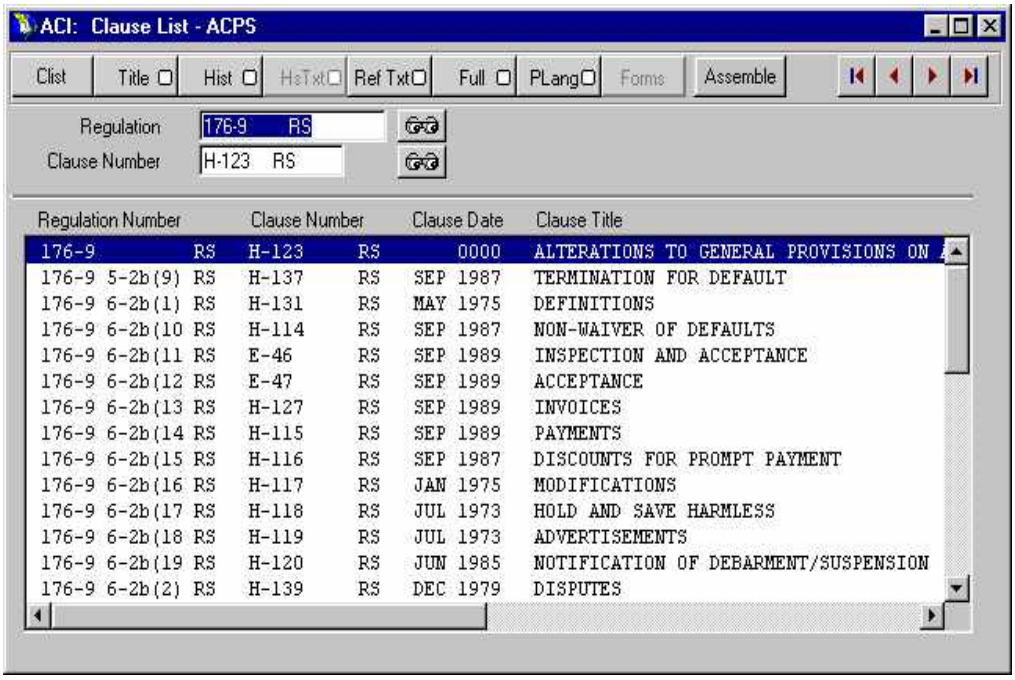

**Clause Title** portion of **Document Clauses** screen scrolls to right and cropped to reveal MADES numbers.

Note: The Fill-in and Mod columns to the left of the clause listing on this screen indicate, respectively, the number of fill-ins in the clause and whether the clause can be (M) or has been (E) modified. Other codes in the Mods column can be viewed by clicking the Help button ?. (For further codes see discussion of Help button under Utility Buttons below.)

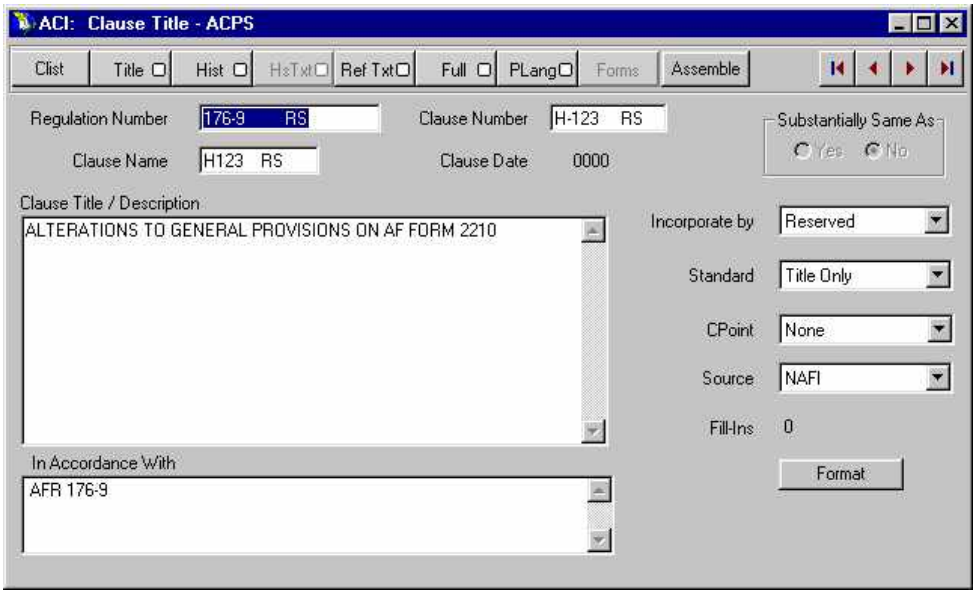
### CList Button [Clist]: Clause List Screen

The CList button brings up a list of all ACPS clauses in the **Automated Contract Information (ACI)** program. By typing in a **Regulation** number (e.g., 52.211-14) or a **Clause** number (e.g., L-219) and clicking the **Eyeglass** button, you can organize the list of clauses in the window to start with the clause you input. By highlighting any clause in the window and clicking a button across the top of the screen you can access data about that clause. The function of each button is described below. **Note:** For a full discussion on the functions available on the ACI screens, see the ACI documentation.




**Title Button** [Title] **: Clause Title Screen** The title screen displays information about the selected clause, such as Title, prescribing language, method incorporated into ACPS documents, etc.




**Hist Button** **: Clause History Screen**

**HsTxt Button**
By highlighting one of the history actions for the clause displayed in ACI and clicking the **HsTxt** (history text) button, the historical reason for that action is displayed in Word. When you finish reading the text, simply close Word.

**Ref Txt Button**
The **Ref Txt** button displays the "by-reference" text in MS Word for clauses with fill-ins. Reference text gives only the clause fill-in blanks surrounded by enough clause text to give you context to help understand what goes in the fill-in blank.

**Full Button**
The **Full Button** displays the full text of the clause in MS Word, as found in the FAR and its supplements.

**PLang Button**
The **PLang Button** displays the prescribing language for the clause in MS Word.

**Assemble Button**
The **Assemble** button is used to leave the **ACI** screens and return to the document assembly process.

**Abort Button**
The **Abort** button stops the document assembly process.

"VCR" Buttons

Due to the size of the clause databases and the time that it takes to display all the clauses in the **ACI** window, the clauses are only called up 40 at a time. Not all 40 are visible, but to see all 40, the user can scroll through the list.

The left-pointing arrow button with a vertical line to the left will take the user to the first 40 clauses in the database.

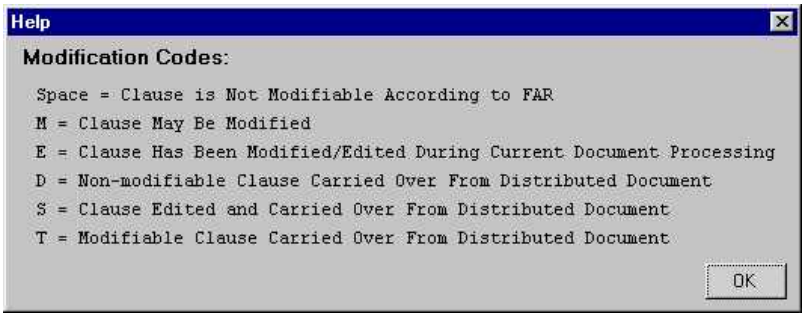
The left- and right-pointing arrow buttons are used to display the previous 40 and next 40 clauses respectively.

The right-pointing arrow button with a vertical line to the right will take the user to the last 40 clauses in the database.

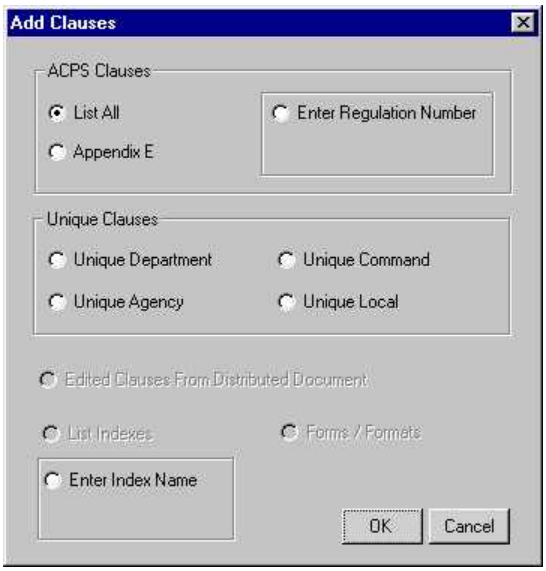
4.4.1.5 Utility Buttons (Top Right Of Screen)

Help

Currently displays Modification Codes for the leftmost columns of the assembled-clauses display. Additional functionality will be added to Help in future revisions.

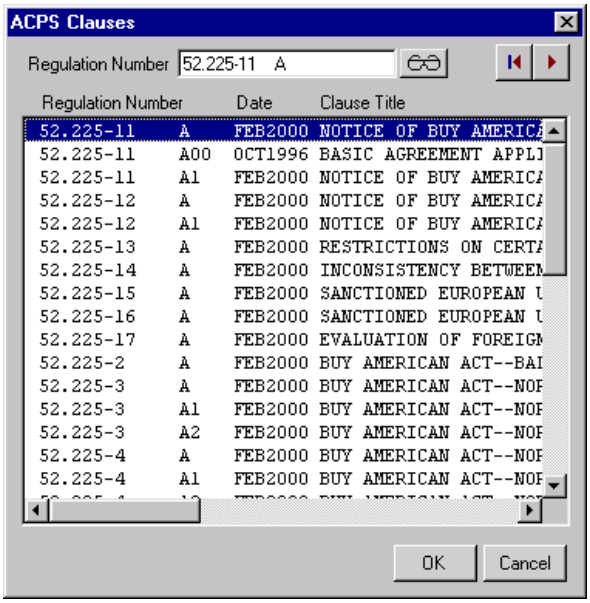



Add



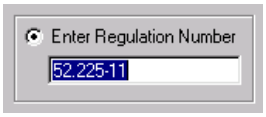
Add clauses and indexes to those already selected by the system. The button brings up the Add Clauses screen that allows you to select from different types of clauses to add to your document. Only one radio button on the page can be selected, before proceeding with the OK button.

ACPS Clauses
When you select the **List All** button within the **ACPS Clauses** area and press OK, a blank window will appear that will allow access to all ACPS clauses.




To begin the listing with a certain clause, enter the clause number, or portion of a number, and press the eyeglass button. A list of clauses, beginning at the entered clause number will then be displayed. The right-pointing VCR button advances the displayable clauses 40 at a time. When you find clauses you want to add to the document, highlight them with a mouse click (as many clauses as you want to add can be highlighted). To de-select a clause, simply click it again. When all clauses for addition to the document are selected, the OK button will add the clauses and take you back to the Document Clauses screen. The added clauses will then appear in the Add Clauses area of the screen.

The **Appendix E** button on the **Add Clauses** screen gives a list of Appendix E clauses (no system clause logic) only. Clauses can be selected for addition to the document as described in the **List All** procedure described above.




The **Enter Regulation Number** button, when selected, opens a text box where you can enter a specific FAR clause number to be added to the document clauses.

**Unique Clauses**
**Unique Department**, **Unique Agency**, **Unique Command**, and **Unique Local** clauses can be selected for addition to the document as described in the **List All** procedure described above.

**Edited Clauses from Distributed Document**
Add modified clauses from an imported document.

**List Indexes**
Pick from a list of indexes (groups of clauses with identical logic) to add to documents with this selection.

**Forms/Formats**
Pick from a list of forms and formats to add to documents with this selection.

**Enter Index Name**
When this radio button is selected, a text box appears, and you can add specific indexes to the document, if you know the index name.

Modify Clause
For clauses showing an "M" code in the left column, you can select the clause and modify it. Highlight the clause by clicking it (only one clause at a time) and press the button. MS Word will then display the clause and you can make your modifications.

Caution! Some modifiable clauses contain fill-in codes. DO NOT MODIFY THE DATA FIELD CODES! These codes are used by the system to pull fill-ins from databases. The field begins with a space, has a data element name, ends in a tilde (~) and is underlined (e.g., D-OMBUD-NAME~). Do not modify any portion of the field!

Delete
To delete clauses, highlight the clause(s) you want to delete and press the delete button. Multiple clauses can be selected by clicking on each clause to delete. To de-select a clause, click it again. A confirmation message will appear before the clause is deleted.

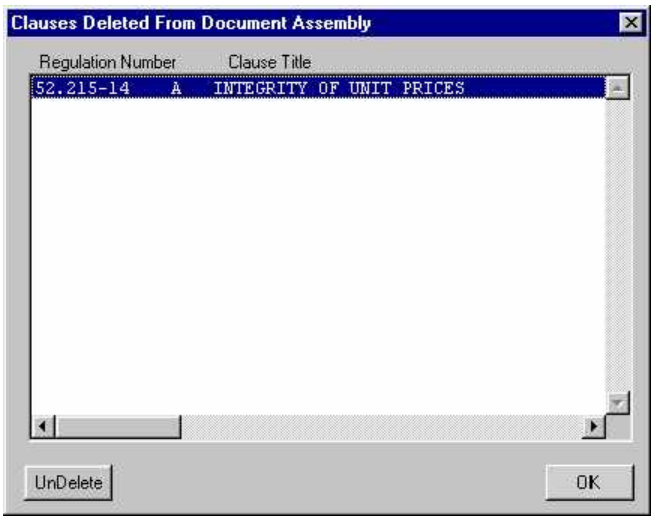
To proceed with the deletion, press the Yes button. The No button, the Cancel button, and the X button ☒ all take you back to the Document Clauses screen.

View of Deleted Clauses
Clicking this button allows you to view the clauses that you have manually deleted from the **Document Clauses** screen.

The Select View dialog box lets you choose one of two views. (The Attached Provisions radio button is to view attached provisions on basic documents.)

**Deleted Clauses.** Selecting the radio button and clicking **OK** brings up a list of clauses that have been manually deleted. (See previous discussion for the **Delete** button.)

**Clauses Deleted from Document Assembly**




This screen displays the clauses you have manually deleted from the clauses chosen by the system based on your document processing session.

**UnDelete Button.** UnDelete If you change your mind about deleting a clause and wish to undelete it for re-inclusion in your document, click on the desired clause(s) and press the **UnDelete** button. This will re-insert the clause in the document.

Exit/Abort Assembly Process
The Exit/Abort button will completely close down the assembly process without further assembly.

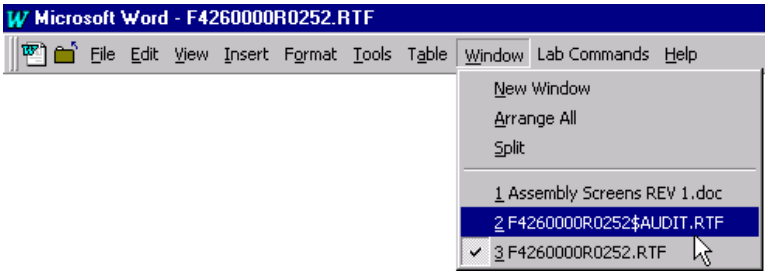
**FARSite**
This button opens your default browser to the FARSite website at http://FARSite.hill.af.mil.

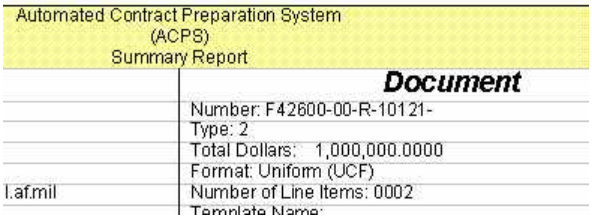
**4.4.1.6** Assembled Contractual Document
When document assembly is completed, the contractual document will display in Microsoft Word according to the assembly options you have set in the **Document Assembly** screen.

(Contract Document graphic cropped for convenience.)

**4.4.1.7** Summary Report
If you selected **Document Summary** on the **Document Assembly** screen, when document assembly is completed, the summary will display in Microsoft Word along with the contract document. Use the "Window" selection on the top-line menu of Word to display the various documents that ACPS has opened in Word. The document listed as …$AUDIT.RFT is the

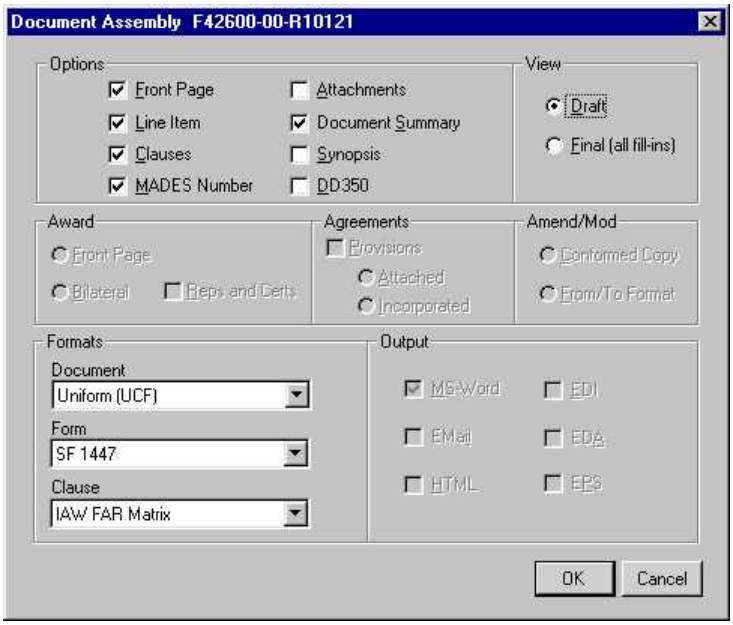
**Summary Report**.




**(Summary Report graphic cropped for convenience.)**

### 4.4.2 Output

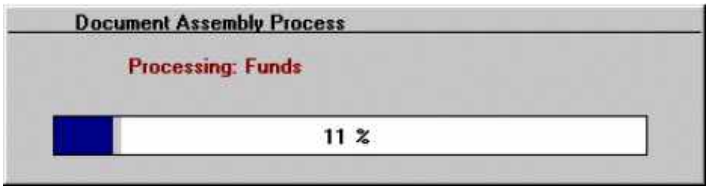



#### 4.4.2.A MS Word

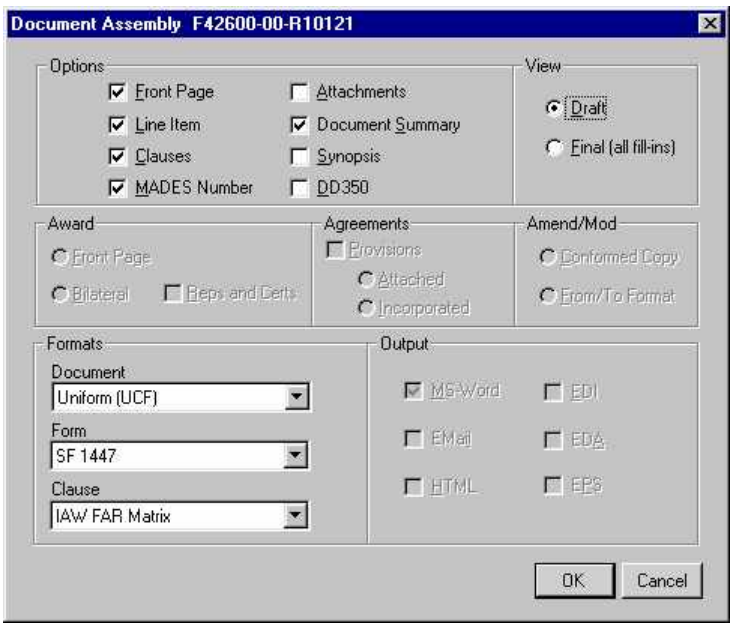
Microsoft Word output is selected by default. At this time, it is the only available output option.

#### 4.4.2.B Document Assembly Screens

Pressing the **Assembly** button begins the document assembly process. A progress bar shows the status of the assembly process as the software gathers data based on the selections made during the document preparation session.




When the progress bar reaches 100% the **Document Assembly** screen is displayed. This screen allows you to select details on how you want your document to be assembled. This function is especially useful when looking at drafts of portions of your document without having to process the entire document.




### 4.4.2.B.1 Options

**Front Page**
Check this box to include the front page in the assembled document.

**Line Item**
Check this box to include the line item schedule in the assembled document.

**Clauses**
Check the box to include clauses in the assembled document.

**MADES Number**
Check the box to include MADES numbers (e.g., I-300) in the assembled document. Your document can be displayed with or without the MADES numbers. For buyers accustomed to reviewing document clauses by their MADES number, select this option to display the numbers.

**Attachments**
Check this box to include attachments during the assembly process and display them along with the contractual document.

**Document Summary**
Check this box to create and display a summary of inputs you selected during your document preparation session.

**Note:** This document was referred to in past versions of ACPS as the “MADES Trailer Sheet.”

**Synopsis**
This selection will build a synopsis. Although you can check the box, access to this program is not available from this screen, but will be available in a later version.

**DD350**
This selection will to build a DD350 report. Although you check the box, access to this program is not available from this screen, but will be available in a later version.

4.4.2.B.2 View
These options allow you to determine how completely the fill-ins for the document will be required. Preview the document clauses in draft form before worrying about all the data needed for fill-ins. Some fill-ins can be skipped during the document preparation session and can be filled in during assembly. The **View** selections of **Draft** and **Final (all fill-ins)** allow you to view the document with or without any of the skipped fill-ins.

**Draft**
Check this box to assemble the document without asking for missing fill-ins. This option allows you to assemble the document without having to input all the fill-in data. This is beneficial if you just want to see what clauses will be coming into your document.

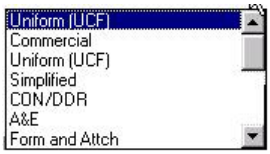
**Final (all fill-ins)**
Check this box to assemble the document, with the software asking you for any fill-ins that were not input during the document creations session. This option stops the software during the assembly process to allow you to input all the fill-in data that was not input during the document preparation process. This option is best for use when you are confident everything in the contract is as you want it for final copy. If you use this option, it does not preclude re-assembling the document with other options.

Award
**Front Page**, **Bilateral**, and **Reps and Certs** selections under **Award** will be available in a future release.

Agreements
Provisions, Attached, and Incorporated selections under Agreements will be available in a future release.

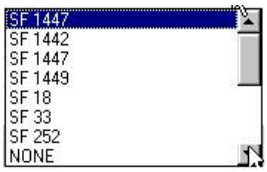
Amend/Mod
Conformed Copy and From/To Format selections under Amend/Mod will be available in a future release.

Formats




Select the format you want for your document.
**Uniform (UCF).** Uniform Contract Format.
**Commercial.** Commercial Contract Format.
**Simplified.** Simplified Contract Format.
**CON/DDR.** Construction/Dismantling, Demolition or Removal
**A&E.** Architect-Engineer Services
**Form and Attach.**

**Form**




Select the front-page form.
**SF 1447.** Solicitation/Contract
**SF 1442.** Solicitation, Offer and Award (Construction, Alteration, or Repair)
**SF 1449.** Solicitation/Contract/Order for Commercial Items
**SF 18.** Request for Quotations
**SF 33.** Solicitation, Offer and Award
**SF 252.** Architect-Engineer Contract
**None**. Prints *"This page was intentionally left blank."* and lists the PIIN. This selection speeds up the assembly process if doing a **Draft** assembly.

Note: If this form is chosen it will supersede the Front Page check box in the Options area.

**Clause**

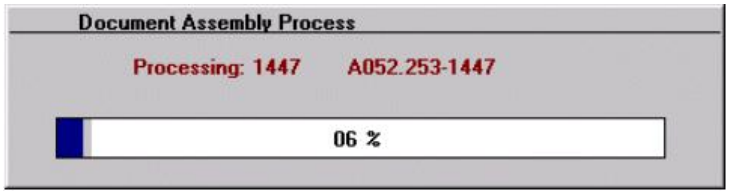
Select the method for clauses to come into your contract (full-text or reference text—fill-ins and minimal surrounding text).

**IAW FAR Matrix.** Use amount of text, full or by reference, as designated in the FAR matrix.
**Full Text.** Use the full text of all clauses.
**By Reference.** Use the reference of all clauses. Exceptions: AFMC clauses are always in full text, and clauses with fill-ins use minimal surrounding text.

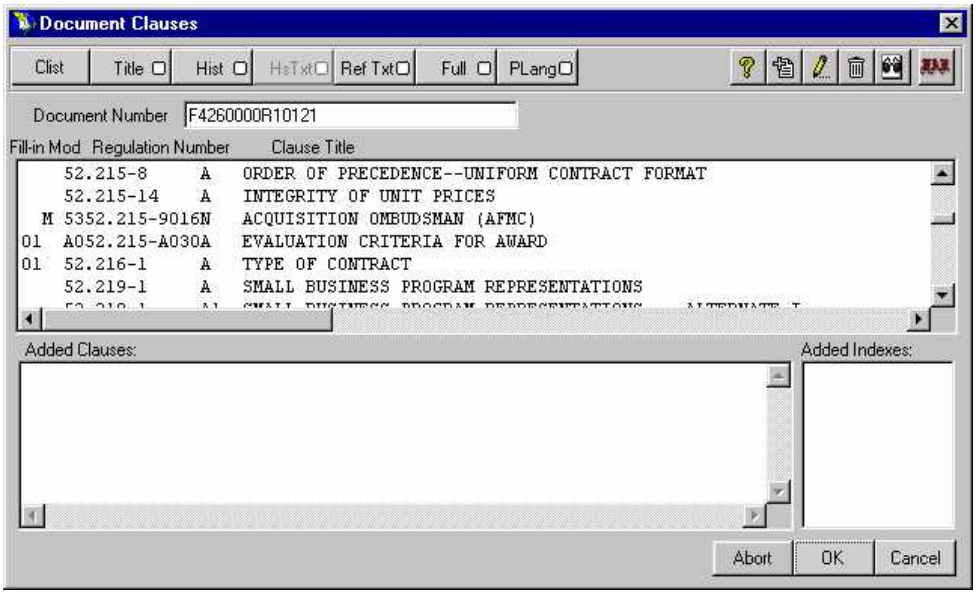
4.4.2.B.3 Output
**Microsoft Word** output is selected by default. It is the only available output option.

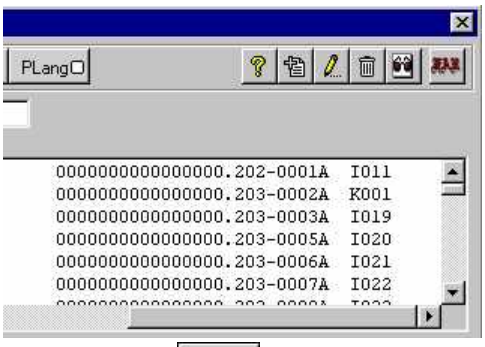
**E-Mail, HTML, EDI, EDA, and EPS** output options will be available in future releases.

4.4.2.B.4 Document Clauses
Once all the options have been set on your **Document Assembly** screen, press the **OK** button to begin the assembly process based on your settings, and you will see another progress bar as further assembly is completed.




When the assembly process has reached 100%, a new screen displaying the clauses the program selected based on your document creation session is shown.

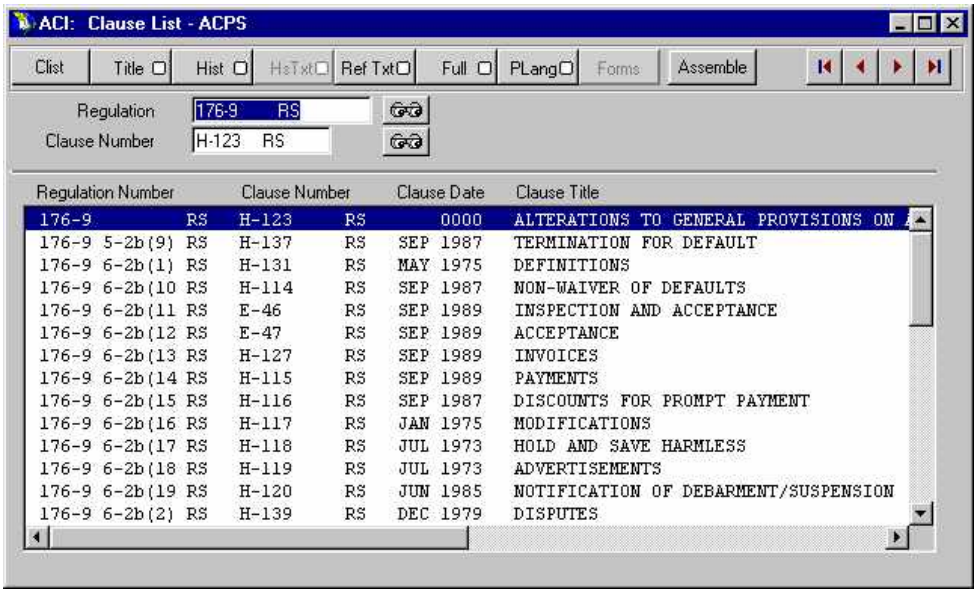

Document Clauses
Clist
Title
Hist
HsTxt
Ref Txt
Full
PLang
Document Number
F4260000R10121
Fill-in Mod Regulation Number Clause Title
52.215-8 A ORDER OF PRECEDENCE--UNIFORM CONTRACT FORMAT
52.215-14 A INTEGRITY OF UNIT PRICES
M 5352.215-9016N ACQUISITION OMBUDSMAN (AFMC)
01 A052.215-A030A EVALUATION CRITERIA FOR AWARD
01 52.216-1 A TYPE OF CONTRACT
52.219-1 A SMALL BUSINESS PROGRAM REPRESENTATIONS
Added Clauses:
Added Indexes:
Abort
OK
Cancel




(**Clause Title** portion of **Document Clauses** screen scrolled to right and cropped to reveal MADES numbers.)

Note: The Fill-in and Mod columns to the left of the clause listing on this screen indicate the number of fill-ins in the clause and whether the clause can be or has been modified. Other codes in the Mods column can be viewed by clicking the Help button ?.

CList Button Clist: Clause List Screen

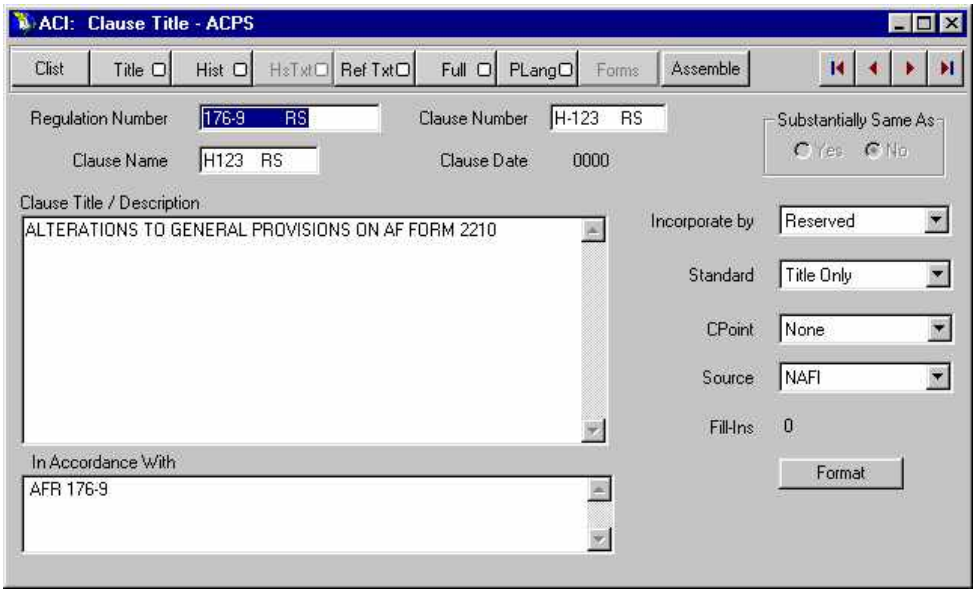



It brings up a list of all clauses in the **Automated Contract Information (ACI)** program.

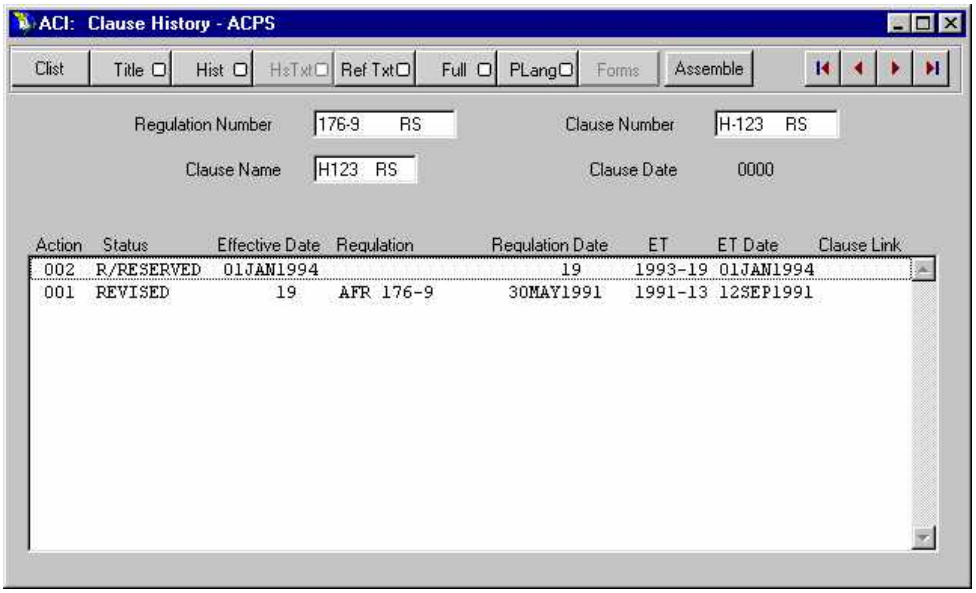
By putting a **Regulation** number (e.g., 52.211-14), a **Clause** number (e.g., L-219) and clicking the **Eyeglass** button you can organize the list of clauses in the window to start with the clause you input. By highlighting any clause in the window and clicking a button across the top of the screen you can access data about that clause. The function of each button is described below.

Note: For a full discussion on the functions available on the ACI screens, see the ACI documentation.

Title Button Title: Clause Title Screen
The title screen displays information about the selected clause, such as Title, prescribing language, method incorporated into ACPS documents, etc.




Hist Button : Clause History Screen




HsTxt Button (Disabled)

Ref Txt Button
Displays the by-reference text (if it exists) in MS Word for clauses with fill-ins. Fill-ins will be surrounded by enough clause text to give the reader context to help understand what goes in the fill-in blank.

Full Button

Displays the full text of the clause in MS Word.

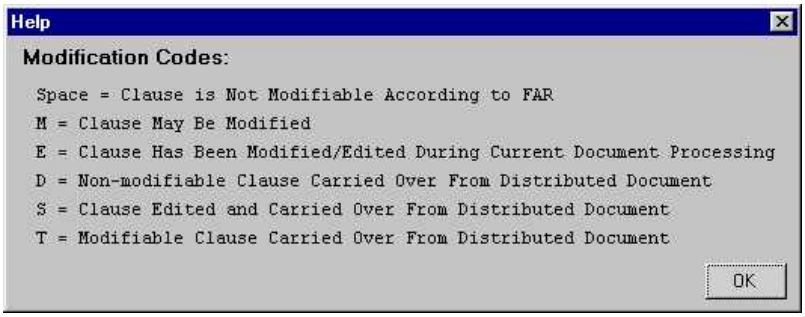
Plang Button PLang
Displays the prescribing language for the clause in MS Word.

Assemble Button Assemble
If you have navigated to any **ACI** screen with this button, you can proceed with your assembly by clicking it.

**Abort Button** Abort
Stop the document assembly process.

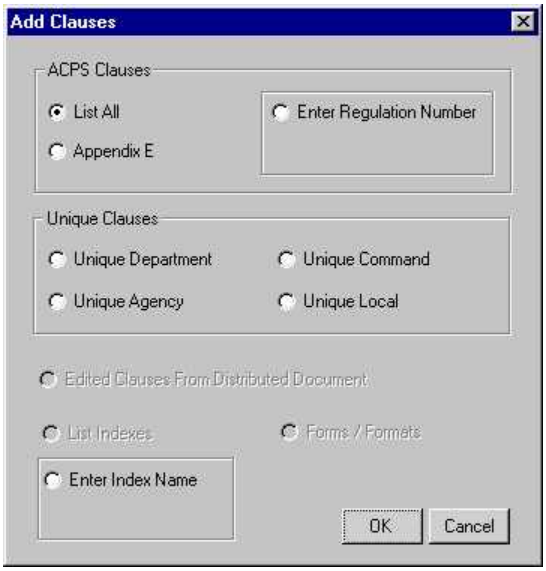
4.4.2.B.5 Utility Buttons (top right of screen)

**Help**




Currently displays Modification Codes for the leftmost columns of the assembled-clauses display. Additional functionality will be added to Help in future revisions.

**Add**




Add clauses and indexes to those already selected by the system.

**A. ACPS Clauses**
**B. Unique Clauses**
**C. Edited Clauses from Distributed Document**
**D. List Indexes**
**E. Forms / Formats**
**F. Enter Index Name**

**Modify Clause/Establish Fill-in Data**

For clauses showing an “M” code in the left column, you can select the clause and modify it. Highlight the clause by clicking it (only one clause at a time) and press the button. MS Word will then display the clause and you can make your modifications.

**Caution** Some modifiable clauses contain fill-in codes. **DO NOT MODIFY THE DATA FIELD CODES!** These codes are used by the system to pull fill-ins from databases. The field begins with a space, has a data element name, ends in a tilde (~) and is underlined (e.g., D-OMBUD-NAME~). Do not modify any portion of the field!

### Delete

To delete clauses, highlight the clause(s) you want to delete and press the button. You will see a confirmation message before the clause is deleted.

To proceed with the deletion, press the **Yes** button. The **No** button, the **Cancel** button, and the **X** button all take you back to the Document Clauses screen.

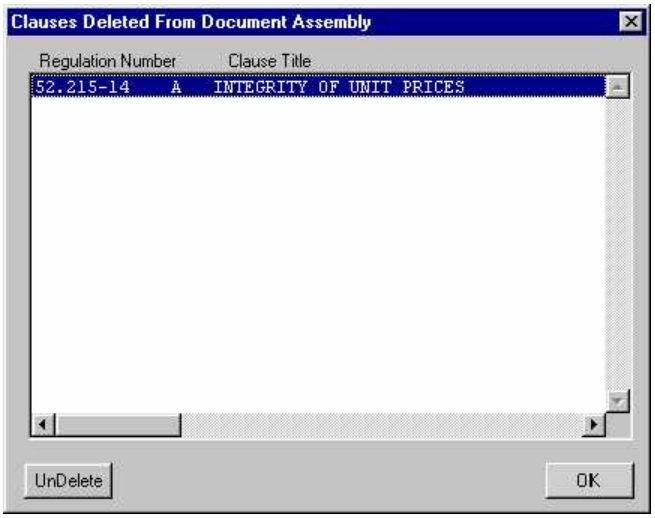
### View of Deleted Clauses

Clicking this button allows you to view the clauses that you have manually deleted from the **Document Clauses** screen.

The **Select View** dialog box lets you choose one of two views. (The **Attached Provisions** radio button is for future use.)

**Deleted Clauses**. Selecting the radio button and clicking OK brings up a list of clauses that have been manually deleted. (See previous discussion for the Delete button.)

### Clauses Deleted from Document Assembly

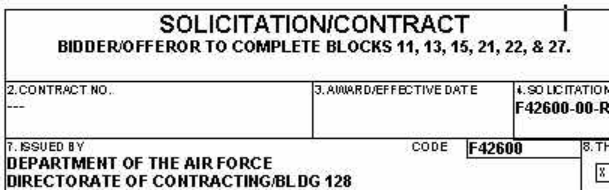



This screen displays the clauses you have manually deleted from the clauses chosen by the system based on your document processing session.

**UnDelete Button**. UnDelete If you change your mind about deleting a clause and wish to undelete in for re-inclusion in your document, click on the desired clause(s) and press the UnDelete button. This will re-insert the clause in its original place in the document.

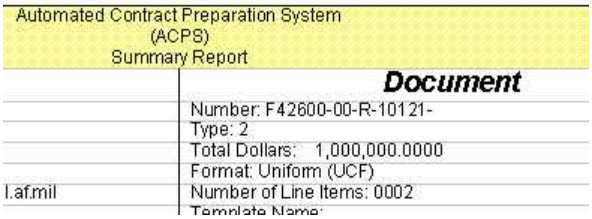
**FARSite**
This button opens your default browser to the FARSite FAR regulations website at http://FARSite.hill.af.mil.

4.4.2.B.6 Assembled Contractual Document




When document assembly is completed, the contractual document will display in Microsoft Word according to the assembly options you have set in the **Document Assembly** screen. (Graphic cropped for convenience.)

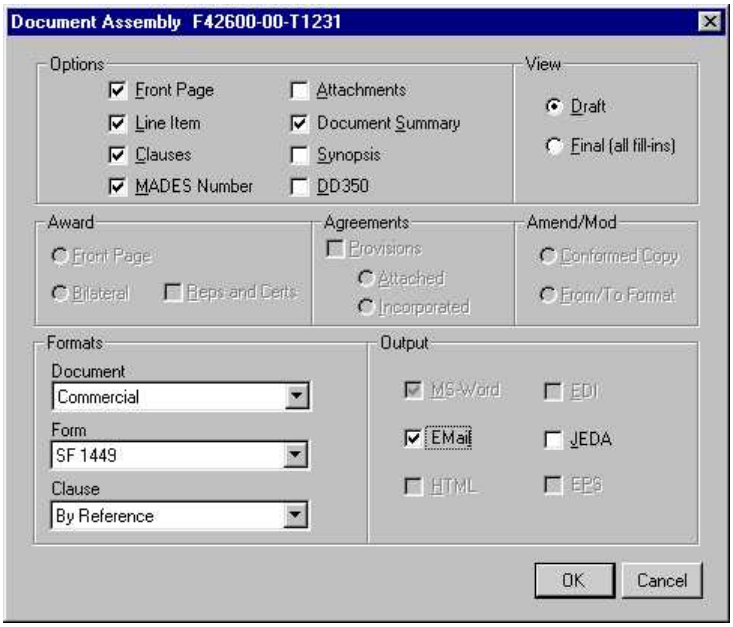
**4.4.2B.7 Summary Report**
If you selected **Document Summary** on the **Document Assembly** screen, when document assembly is completed, the summary will display in Microsoft Word.




(Graphic cropped for convenience.)

**4.4.2.C EPS**
Not available yet.

**4.4.2.D E-Mail Document Assembly**




The E-mail selection show in the Document Assembly screen is used in the same manner as your regular E-mail. The ACPS program will access the E-mail software package Outlook you are currently using. The Document Assembly screen shows the E-mail box being selected. By selecting the E-mail box, your PR, Solicitation, or Award, and the Audit Sheet (Document Summary/Trailer) that pertains to that particular document, will automatically attach to your E-mail package. Also, any associated Attachments to the document will show as an attachment in your E-mail package. If you have

attachments associated to your document and want them to be sent with your E-mail package, select the **"Attachments"** box in the Options area.

**Choose Profile**

The screen appears when your document has been assembled, and displayed in Word.

NOTE: All associated attachment will be shown/accessed while you are in you Word document. If changes are made to the attachments, make sure you select the "Save" button under the File selection on the Word tool bar. Prior to selecting the "Send" button to send your E-mail, you MUST close all attachment. If the attachments are not closed, the program cannot access them to send with your E-mail package.

Profile Name
The Profile name allows you to select the user profile you want to use.

Micro Soft Setup Wizard

The New button starts the Profile Wizard and allows you to create a new profile.

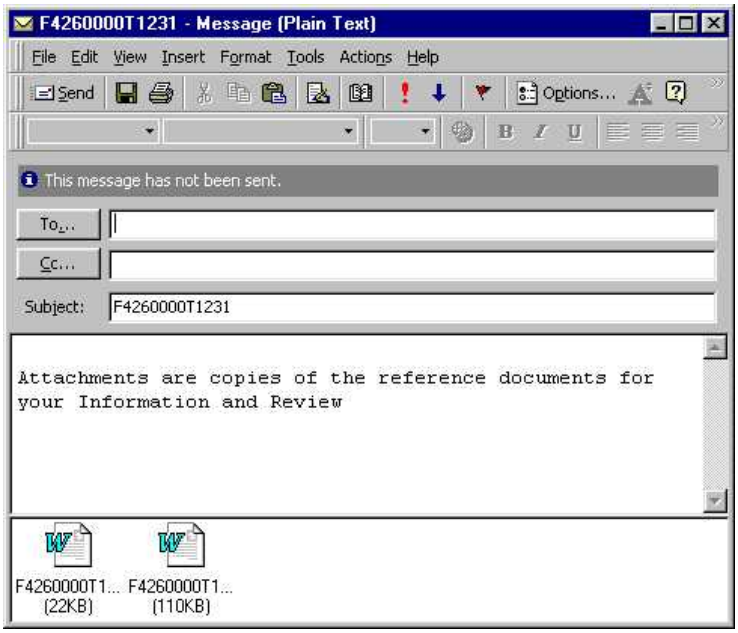
Options

The Options selection screen shown below allows you to specify in advanced options for logging on, such as:

Sets a default profile.
Sets the selected profile as the default profile.
Show logon screens for all information services.
Displays the logon dialog box for each information service in the selected profile.

Help
The Help selection can be selected to give you the same information shown in this instruction document. Select “OK” and the Enter Password screen shown below will appear.

**Enter Password**
The Enter Password screen is the same screen that appears when you normally logon to either read or send E-mail. Enter your Outlook E-mail password on this screen. Select “OK” and the following menu will appear.




Messages
This is the same Message screen that you normally use in your Outlook E-mail process. Enter the **“To…”** information as required. If you have just completed the Document Assembly process and selected either the E-mail and/or Attachment box from the ACPS Document Assembly screen, your Word document and Audit sheet, along with all associated Attachments will automatically be attached to your E-mail package here. You have the capability of disassociating any or all attachments from your E-mail package. To delete an attachment, right click on the attachment you want to delete, and click on the **“REMOVE”** selection. After you have filled in all required information, select the **“Send”** button.

### 4.4.3 SUMMARY REPORT SCREENS

This document describes the **Summary Report** generated by ACPS when your document has been created and assembled. The **Summary Report** shows in Microsoft Word in a separate window from your assembled document. To see the report, go to “Window” on the top-line menu and select the file listed with the PIIN for your document and ending in $AUDIT.RTF.

Note: The Summary Report in the ACPS version of ACPS was commonly referred to as the "Trailer Sheet" in prior versions of ACPS.

4.4.3.1 Summary Sections
The **Summary Report** is divided into several sections. A "skeleton" sample of the report is shown at the end of this chapter.

4.4.3.2 User Code:
Buyer/User code as stored in the user database.
**Name:** Buyer/User first name, middle initial, and last name as stored in the user database.

**Office Symbol**: Buyer/User office symbol as stored in the user database.
**Telephone Number:** Office DSN area code and phone number as stored in the user database.
**Electronic Mail Address:** E-mail address as stored in the user database.

4.4.3.3 Document
**Number:** Procurement Instrument Identification Number (PIIN) or document number

**Type:** Type of document: Purchase Request (PR), solicitation, Award, Agreement, Order, Amendment to PR, Amendment to Solicitation, Modification to Award, and Modification to Order

**Total Dollars:** Dollars as entered in the Front Page Award Information screen. (See documentation on Front Page Screens.)

**Format:** Document format used: Commercial, Uniform Contract Format (UCF), Simplified, CON/DDR, A&E, Form & Attach. (See further details of these selections in Document Assembly documentation.)

**Number of Line Items:** Number of contract line items and sub-line items

**Template Name**: Displays the document template name if a template was used in creating the document.

**Commercial:** Displays a "Yes" if the document was created in accordance with FAR Part 12.

**Service:** An "X" appears here if the contractual document was for a service.

**Supply:** An "X" appears here if the contractual document was for supplies.

4.4.3.4 Clause
**Format:** IAW FAR Matrix, Full Text, By Reference. (See further details of these selections in Document Assembly documentation.)

**MADES Number Printed:** "Yes" or "No" based on whether MADES numbers were to be printed in the document beside each clause title. (See further details of these selections in Document Assembly documentation.)

**Dollars:** Displays total dollars, including out years, for determining clauses.

**Bilateral:**

**Certifications and Representations Included:**

**Front Page Form:** Lists the form used as the front page of the contractual document. Possible values are “SF1442” (Solicitation, Offer and Award (Construction, Alteration, or Repair)), “SF 1447” (Solicitation/Contract), “SF1449“ (Solicitation/Contract/Order for Commercial Items), “SF18” (Request for Quotations), “SF33” (Solicitation, Offer and Award), “SF252” (Architect-Engineer Contract), or “None.”

4.4.3.5 Awardee
**Code:** CAGE code of awardee

**Name:** Vendor name.

**Small Business Status:** Displays the vendor’s Small Business Status relative to the Standard Industrial Code (SIC). Possible codes are “Large,” “Small,” or “Very Small.”

4.4.3.6 Other
The following items display “Yes” or “No” in the **Yes/No** column if they were included during document assembly: **Attachments, DD350, Synopsis, Transportation Form**

4.4.3.7 Output
This section displays the methods used to output your document(s). The only valid option is “Word” for Microsoft Word.

4.4.3.8 Menu Selections
This area displays the menu selections you chose during your document preparation session. The numbers that display are the menu selections according to the *Appendix B* document that describes menu selections and their titles. The menu numbers begin with “D,” “F,” “I,” or “P,” corresponding to “Document Planning,” “Funds,” Line Item Schedule,” and “PIIN (Type Instrument)” respectively.

4.4.3.9 CPoint Indexes
CPoint indexes used in assembling your document are listed under the appropriate sub-headings: **FAR, Department, Agency, Command**.

4.4.3.10 Clauses Added or Deleted, Indexes Added
This area lists any manually added or deleted clauses and any manually added indexes. If no clauses were added or deleted, and no indexes were added “**Did not add or delete Clauses**” is displayed.

| Automated Contract Preparation System<br>(ACPS)<br>Summary Report | | |
|---|---|---|
| User<br>Code:<br>Name:<br>Office Symbol:<br>Telephone Number:<br>Electronic Mail Address: | | Document<br>Number:<br>Type:<br>Total Dollars:<br>Format:<br>Number of Line Items:<br>Template Name:<br>Commercial:<br>Service:<br>Supply: |
| Clause<br>Format:<br>MADES Number Printed:<br>Dollars:<br>Bilateral:<br>Certifications and Representations Included:<br>Front Page Form: | | Awardee<br>Code:<br>Name:<br>Small Business Status: |
| Other | | Output |
| | Yes/No | Word |
| Attachments:<br>DD350<br>Synopsis<br>Transportation Form | | |

***MENU SELECTIONS***

| | |
|---|---|
| D-01 | Service |
| DASA-04 | Connection Charge (Refundable) |
| F15A-01 | Cost and Pricing Data Required IAW Table 15-2 |
| FA-92 | $7,143,000 (Less Than or Equal to) |
| I11F | VARIATION IN QUANTITY AUTHORIZED |
| I25-01 | Buy American Act/Balance of Payments Program Applies |
| P | PIIN (MENU - TYPE INSTRUMENT) |
| PBR-07 | Order of Precedence |

CPOINT INDEXES

*FAR
ALLPIIN BUYAMER CASNCOV5 COMP
UTILCREF VIQA

*Department*
ALLPIIN BUYAMER COMP SAT
SERU186K U2 U25 FPALL

*Agency*
ALLPIIN U10 U2

*Command*
NEGALL SAT SERV FPALL

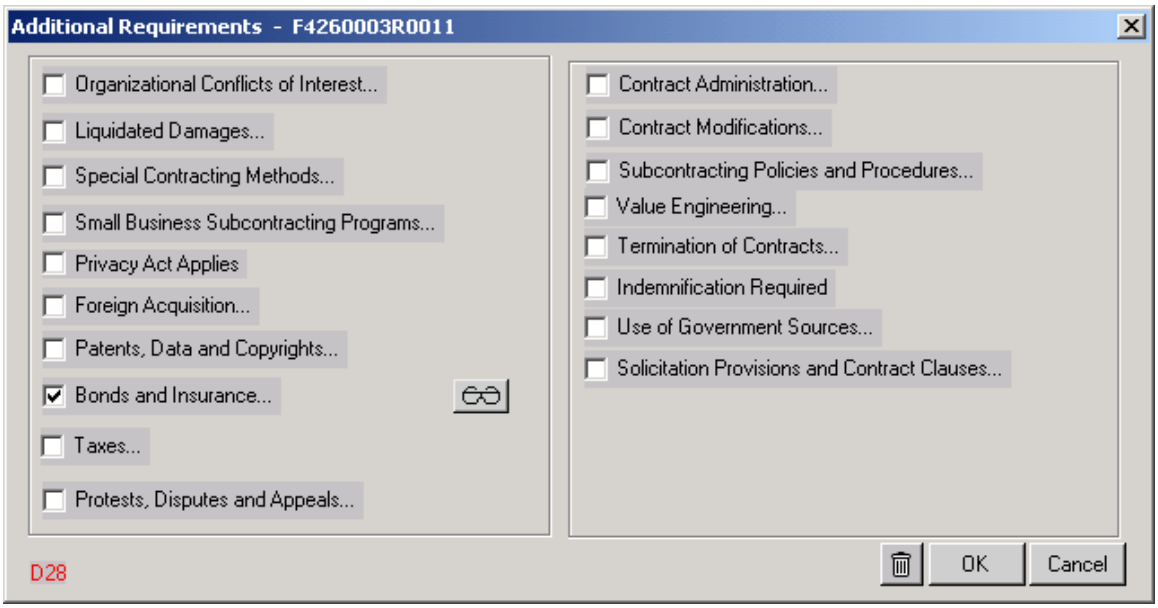
CLAUSES ADDED OR DELETED, INDEXES ADDED
Not available.

**4.5 RIGHT-MOUSE-CLICK HELP**

The purpose of the Right-Mouse-Click Help is to give the user guidance in processing documents in ACPS 15 to:
(1) view clause logic information from CPoint and Appendix B and the associated clauses/provisions;
(2) access full text and prescribing language for listed clauses/provisions;
(3) access the Automated Clause Information (ACI) program.

The ☑ Bonds and Insurance... checkbox selection on the "Additional Requirements" screen will be used for an example:

This selection comes from Part "D – DOCUMENT PLANNING (TYPE OF DOCUMENT)" of Appendix B, menu selection "D28 – Bonds and Insurance (Part 28)"

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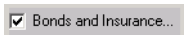
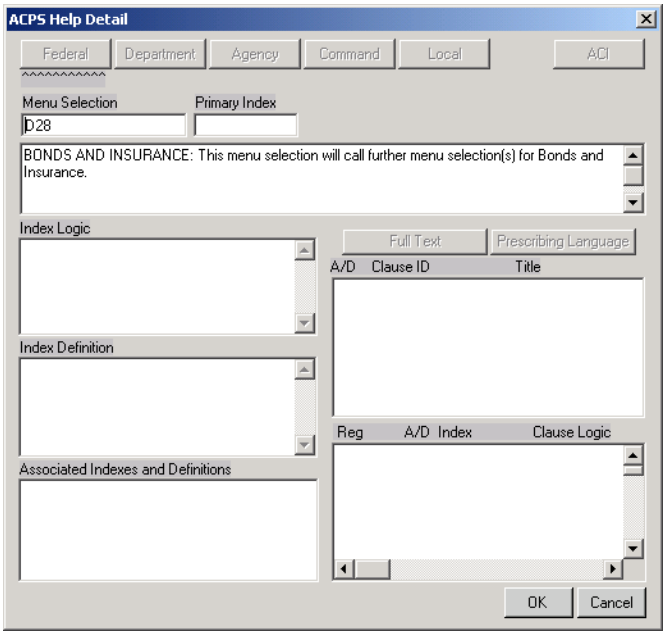
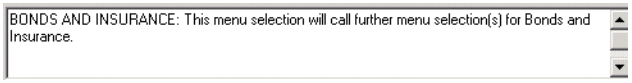
Right-mouse-click on  the screen above. Note: the red D28 in the lower left corner.




The "Help Detail" screen is displayed for Menu Selection D28

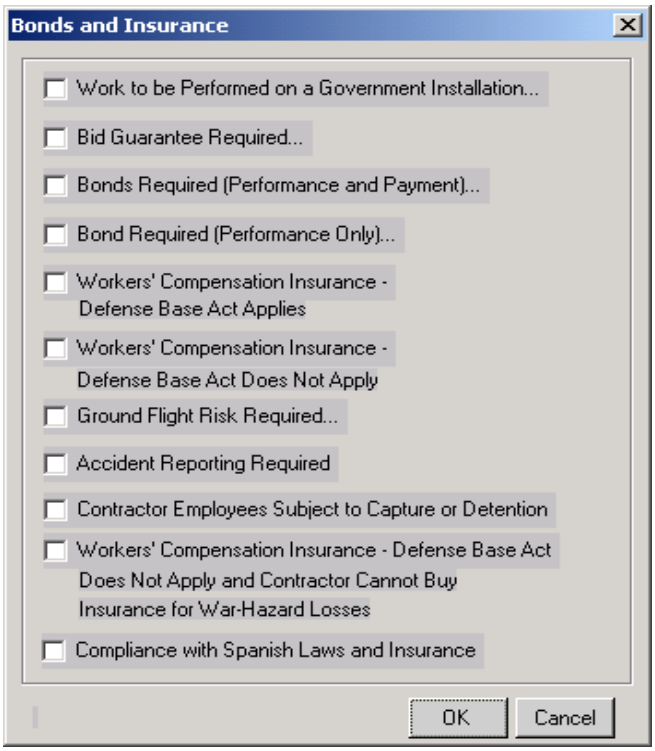
This menu selection does <u>not</u> bring clauses/provisions into a document. Notice there are no CPoint buttons highlighted, no Indexes, and no clauses/provisions listed.




The information in the text box tells you there are further menu selections:

Click on either the or button to exit the screen.

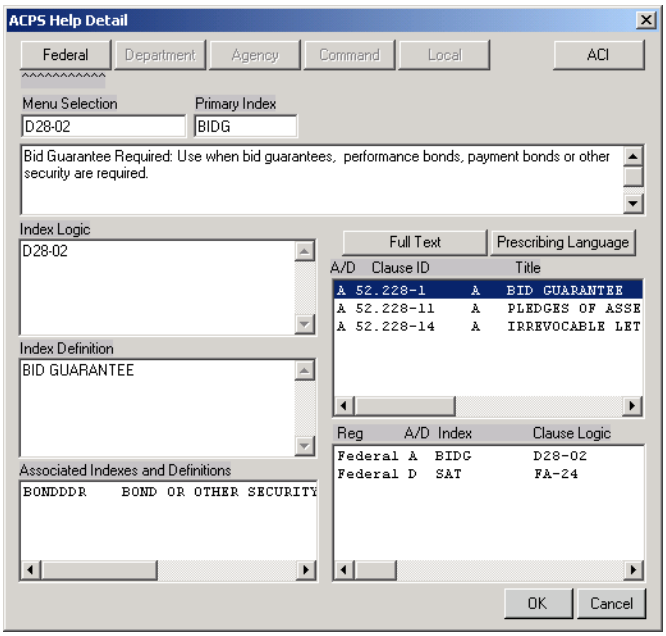
Click on the "Bonds and Insurance" button to activate the "Bonds and Insurance" screen:




Using the mouse-over for

, this selection comes from menu selection "D28-02 Bid Guarantee Required."

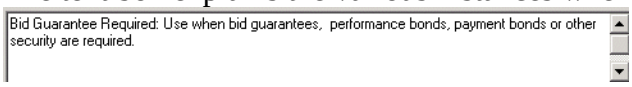
Right-mouse-click on [Bid Guarantee Required...]. The “Help Detail” screen is displayed for [Menu Selection: D28-02]:



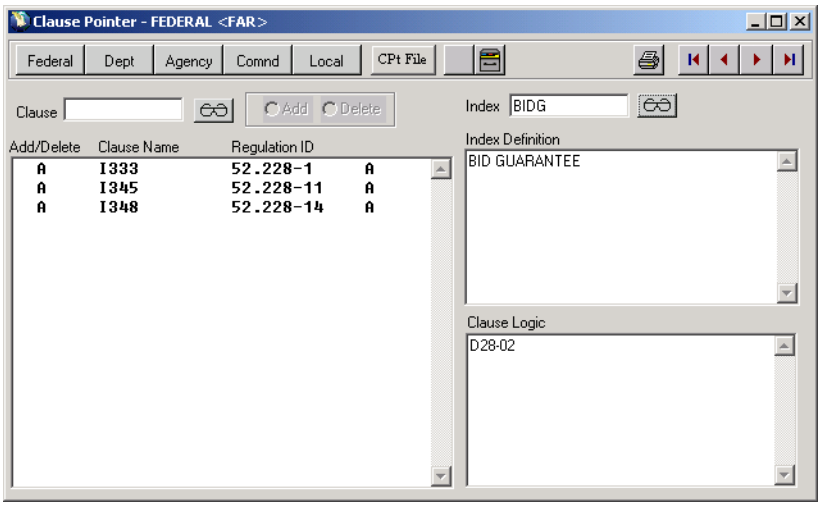

The [Federal] CPoint button is highlighted showing that the Primary Index “BIDG” is located in the [Federal] (FAR) CPoint database.

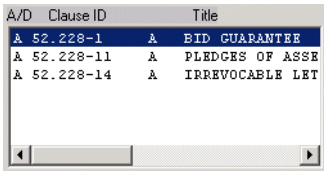
Note: If the same Primary Index resides in another CPoint database, the applicable CPoint button(s) will also be highlighted - even if there is no clause/provision tied to the Index.

The text box explains the various instances when use of this menu selection is appropriate:

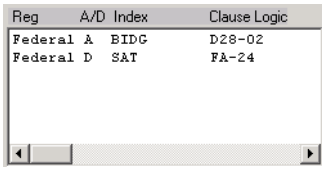



The [Primary Index: BIDG], [Index Definition: BID GUARANTEE], and [Index Logic: D28-02] reside in CPoint as follows:

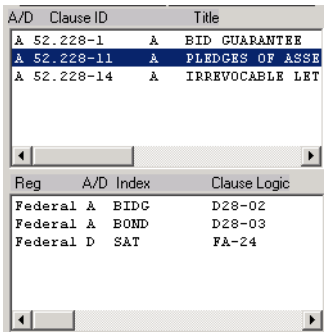


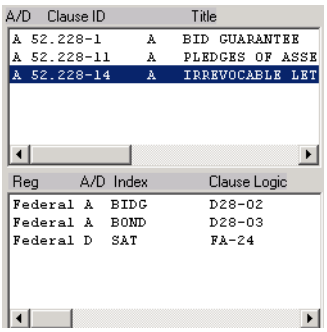



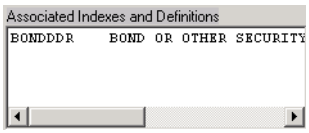

Notice that clauses **52.228-1**, **52.228-11** and **52.228-14**, and whether they are added or deleted in a document, are also listed in the A/D Clause ID Title list box:
All clauses displayed in this list box are tied to Primary Index "BIDG."



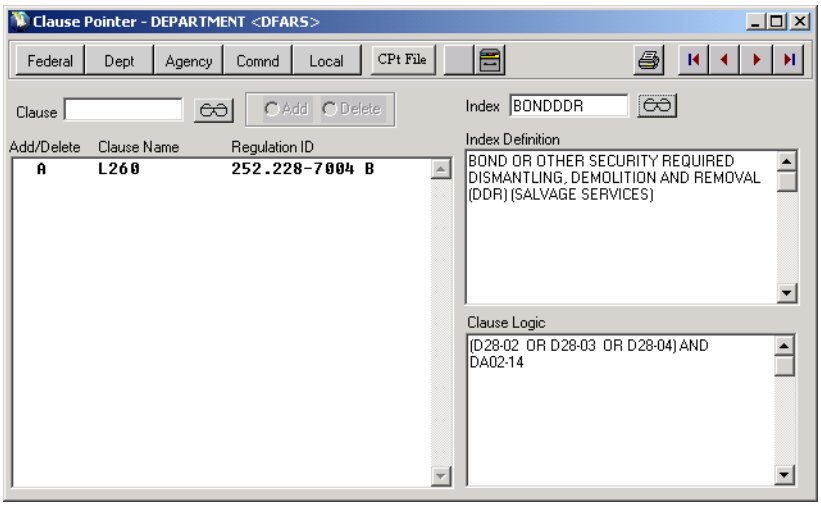

The Reg A/D Index Clause Logic list box displays all Indexes that the selected clause is tied to.
Click on each listed clause to display all associated Indexes and Clause Logic:



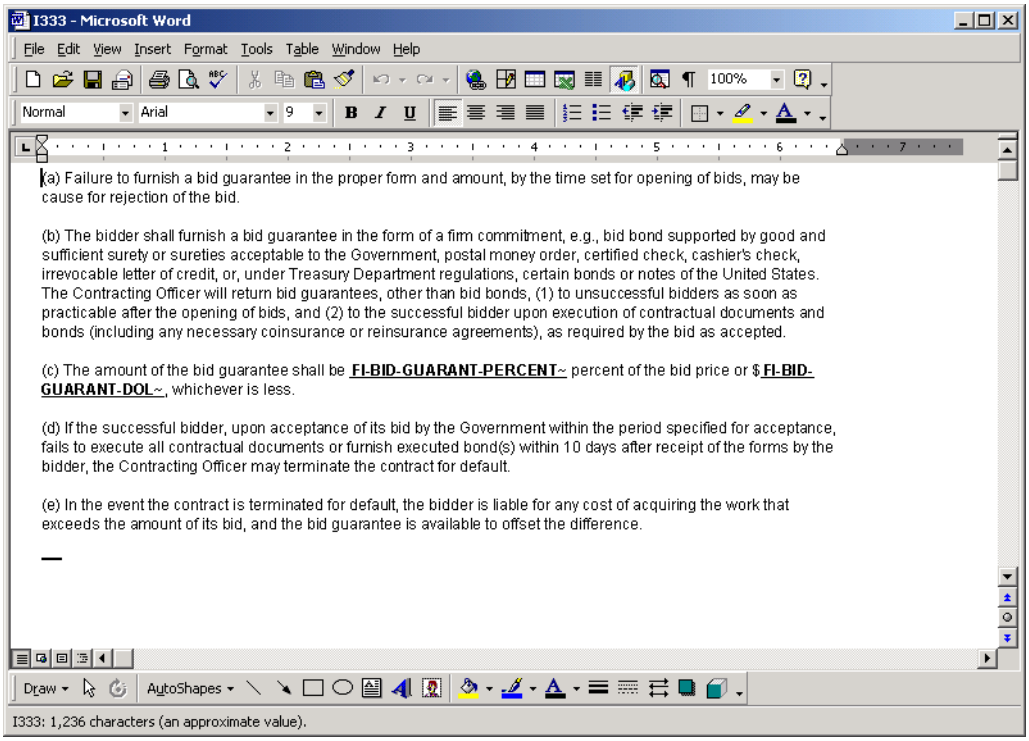




The Associated Indexes and Definitions list box displays associated Indexes:
Look up the Index in CPoint to find the clause/provision:



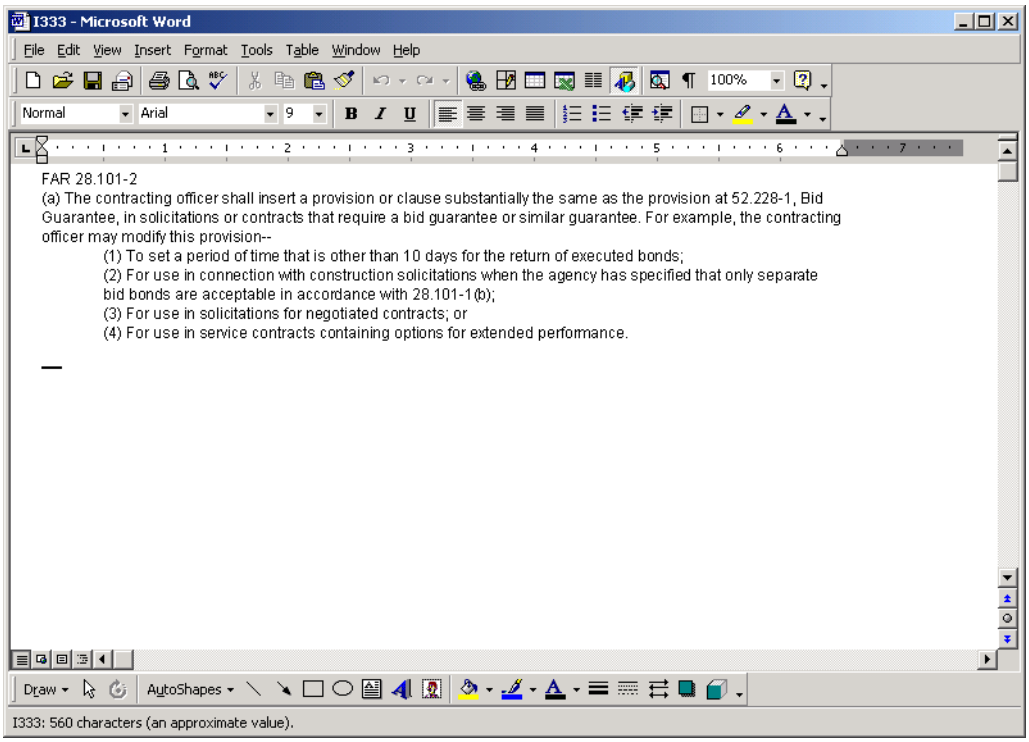

- Full Text Button:

Use this button to access the full text for the highlighted clause/provision:



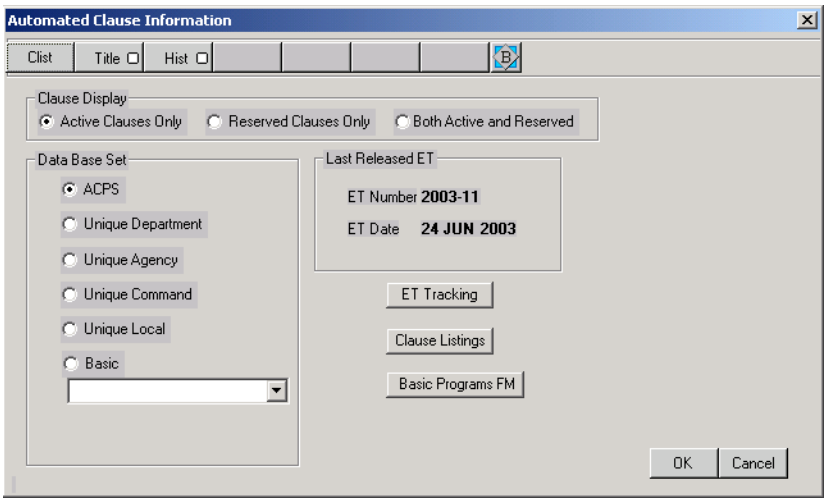

- Prescribing Language Button:

Use this button to access the prescribing language text for the highlighted clause/provision:

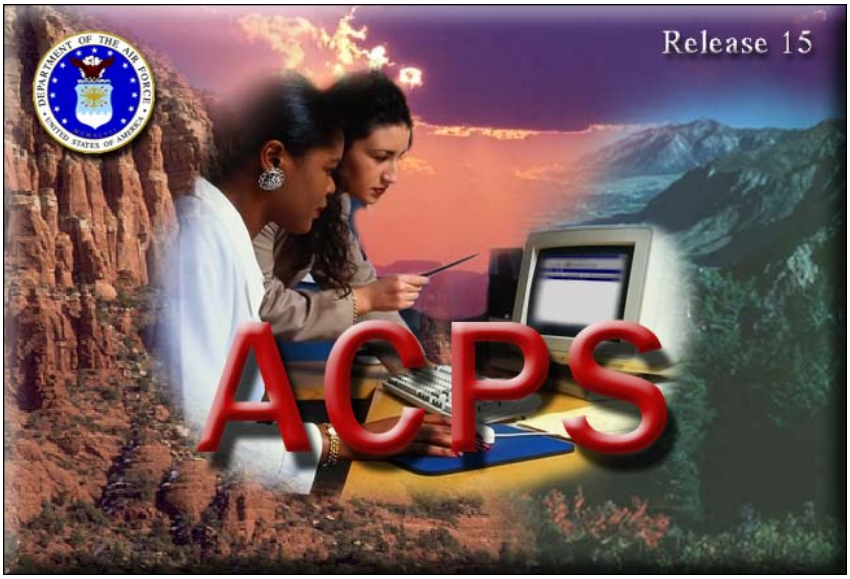



- ACI Button:

Use this button to access the ACI program:



## 5.0 CHAPTER 5




# NAFI

(Navy Air Force Interface)
Users Manual

**5.NAFI**

**What is NAFI**

NAFI (Navy Air Force Interface) is a feature of the ACPS system that will allow users to send Procurement instruments (groups of documents) to the Department of Navy Air Force World Wide Web where they will be available to authorized users.

**How it Works**

After an Award has been *Distributed* in ACPS, the awarded document and its attachments are eligible to be sent to NAFI on the World Wide Web. These files are sent via a process called FTP (File Transfer Protocol).

**How to Get Started**

In order to send these documents, each ALC must register with NAFI by filling out a form (see attached) and sending it to NAFI headquarters. NAFI will in turn send back the information needed to FTP files.

Note: NAFI will first set you up as a "Test User"; after they are satisfied that you are successfully sending in valid data, they will then set you up to run in "production" mode.

Each ALC must do the following before they can FTP a document to NAFI:

1.Fill out the NAFI Interface Candidate Data Sheet (see attachment) and send it in to:

Harry Velasqez
nafi.support@nafi.navy.mil
hvelasqez@bearingpoint..net
703 685-5422

Note: There are fields on this sheet that you may not know or understand; call Harry Velasqez or Alison Trowbridge for assistance.

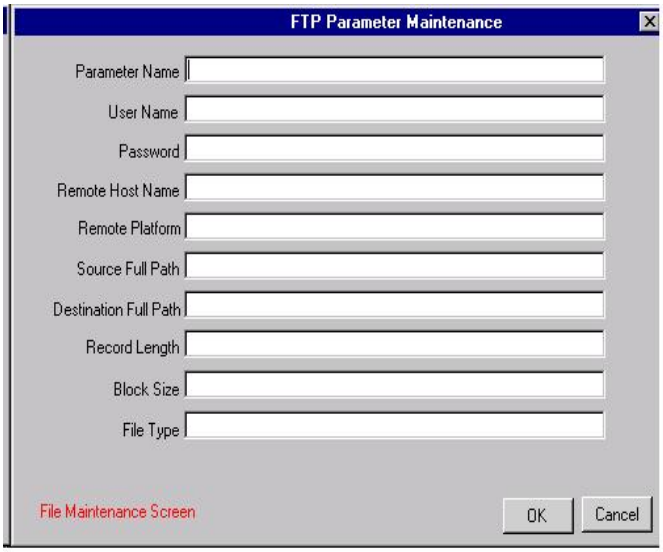
2. After your ALC has been approved and set up to use NAFI, they will contact you with information such as user-id, password, and remote host name.

3.You are now ready to fill out the FTP parameters in ACPS (see instructions below). After this has been completed, you will be set up to FTP files to NAFI.

**FTP Parameters**

The FTP parameters are information needed for the FTP process to send data to NAFI. After your ALC has been approved by NAFI, follow the following instructions. Once this data is set up, it should not have to be changed unless NAFI instructs you otherwise. The following are procedures for creating the FTP parameters:

- Click on the File Maintenance icon on the main menu.
- Click on the FTP File maintenance icon (Lightning Bolt).
- The FM FTPPARMS Screen will appear.
- If a "NAFI" parameter is not shown, add a new Parameter by clicking on the Add icon button; if one already exists double-click on NAFI to edit the parameters.
- The following FTP File Maintenance screen will appear.




Enter the applicable information:

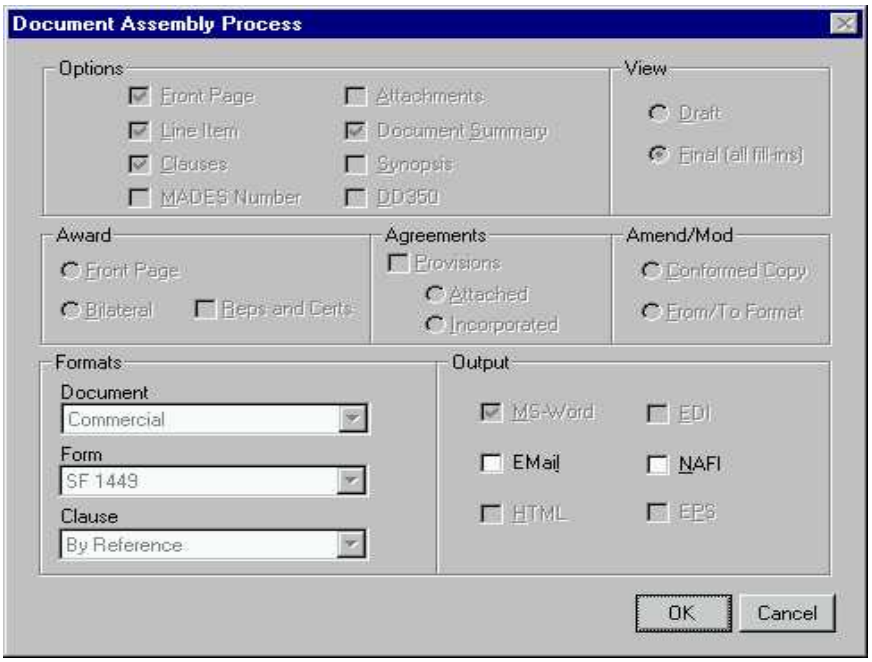
**Parameter Name:** NAFI
**User Name:** This is the user name of the destination (NAFI) server. (You will get this from NAFI)
**Password:** This is the password of the destination server.
(You will get this from NAFI)
**Remote Host Name:** This is the address (IP or DNS) of the destination server. (You will get this from NAFI)
**Remote Platform:** Users have an option of running "Inter-actively" or "Batch". Interactively runs real time (you can watch it process); the disadvantage to this is that it may take a couple of minutes to run; the advantage is that you can monitor it while it is running. "Batch" will run in the background while you go on doing other things. It is recommended that you leave this field blank, which will default to Inter-active mode. After you feel comfortable with this process, you can switch to Batch.
**Destination Full Path:** You will get this from NAFI.

All other fields will not be used for NAFI.

**Accessing NAFI on the World Wide Web**
NAFI can be accessed on the Internet at location www.eda.navy.mil. This is the site where authorized clients/users can view Procurement instruments. Clients needing to view documents can register online from this site. The NAFI homepage is also very useful for getting a better understanding of NAFI; it is recommended that all users who plan on using NAFI go to this site and become acquainted with it.

**How to upload ACPS documents to NAFI**

- After an Award has been Distributed (status = DIS), it is eligible to be sent to NAFI.
- From the Awards screen, highlight the Award you would like to send and then click on the "Assemble Document for Selected Award" icon. The "Document Assembly Process" screen will appear:




- Click on the NAFI button. The files will be sent to the NAFI site.

**NAFI Interface Candidate Data Sheet Instructions:**

| | |
|---|---|
| **Activity:** | Name of your ALC |
| **Command/Claimant:** | AMC, FMC … |
| **Branch of Service:** | "Air Force" |
| **Issue DoDAAC(s):** | List all DODAAC'S used for your site. |
| **System Producing…** | "ACPS" |
| **If SPS, …** | (leave blank) |
| **Pay DoDAAC value …** | (leave blank) |
| **Type of Index file:** | check CSV |
| **Type of Attachment:** | check MS Word |
| **Certification Status:** | (leave blank) |

NAFI Interfaces Candidate Data Sheet

| | |
|---|---|
| **Activity:** | |
| **Command/Claimant:** | |
| **Branch of Service:** | |
| **Issue DoDAAC(s):** | |
| **System producing Interface Files:** *(Include Version)* | |
| **If SPS, # of SPS Servers JEDA will receive files from:** | |

**Pay DoDAAC value when Purchase Card is used:**
- ☐ GCPC
- ☐ other _____

**Type of Index File:**
*(select one)*
- ☐ IDX
- ☐ CSV
- ☐ other _____

**Type of Attachment Files Sent:**
*(check all that apply)*
- ☐ PS
- ☐ PDF
- ☐ MS Word
- ☐ other _____

**Certification Status:**
*(select one)*
- ☐ Yes, Certified as of _____ *(provide date)*
- ☐ Not Certified

| | POC 1 | POC 2 | POC 3 |
|---|---|---|---|
| **Name** | | | |
| **Phone #** | | | |
| **E-mail** | | | |
| **Role** | | | |

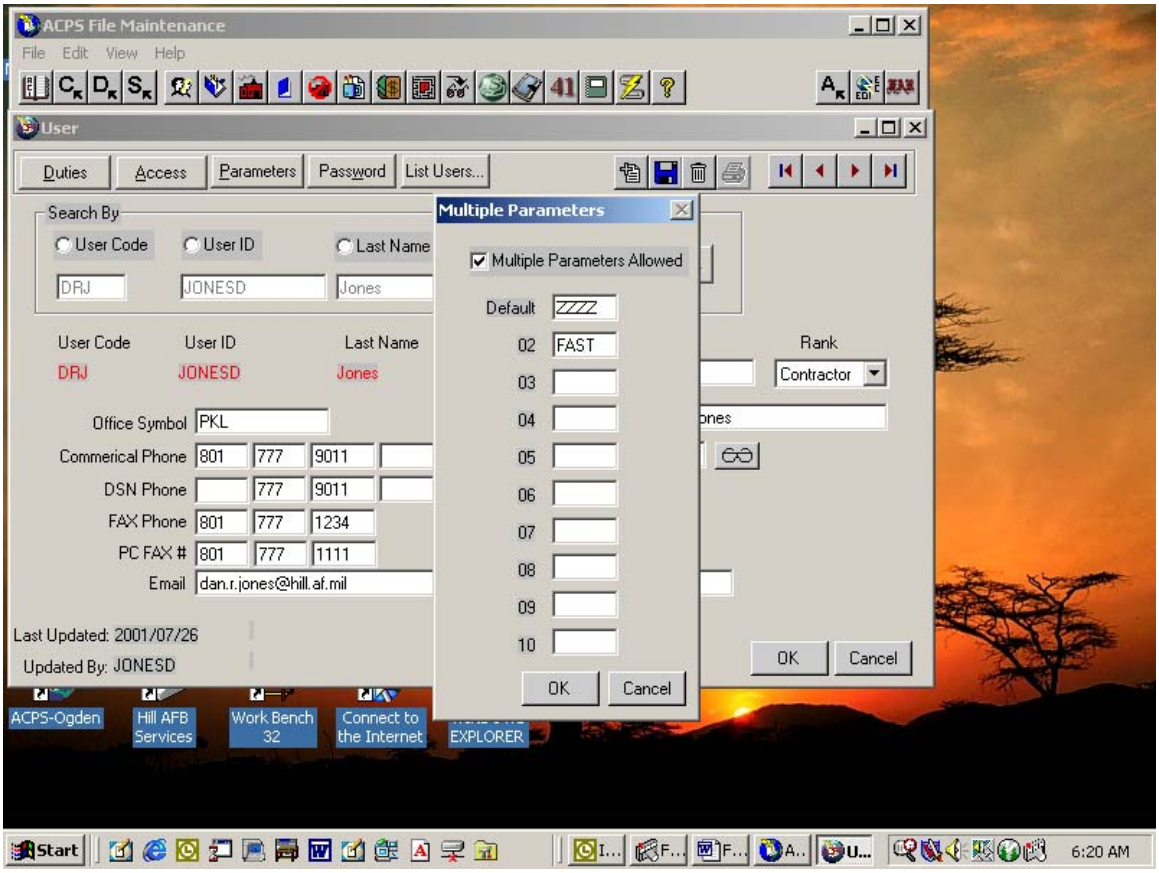
## 9.0 FAST PROCEDURES

### 9.1 OVERVIEW:

The introduction of the Flexible Acquisition and Sustainment Tool (FAST) contract by Warner-Robins Air Logistic Center has provided some unique challenges to the contract preparation system (ACPS 15). The system must prepare FAST orders and solicitations (for all Air Logistic Centers) based upon the rules set up by the FAST contract rather than the "normal" way of doing business. Following are the steps, procedures and rules necessary to create FAST documents utilizing ACPS 15.

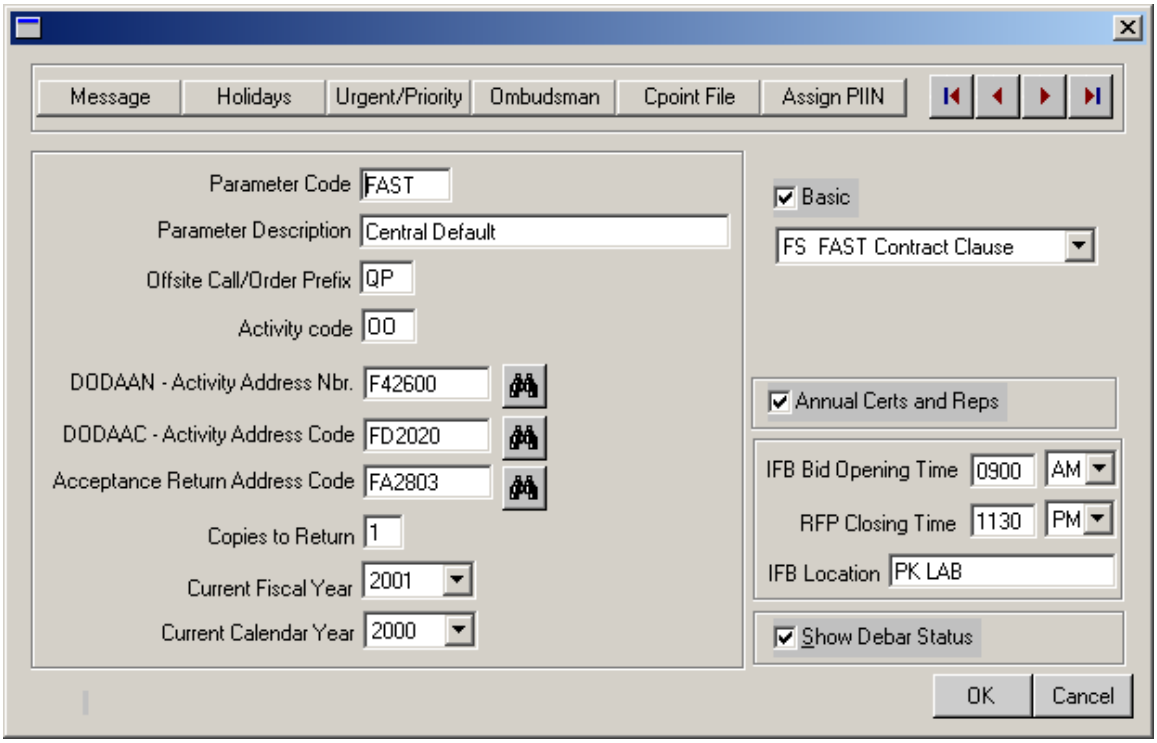
### 9.2 USER:

Only those user profiles that have the FAST parameter added to the list of authorized parameters will be authorized to use FAST. Without the ability to choose this FAST parameter, the user cannot produce FAST documents. The system administrator must change the individual profile to allow: (1) Multiple Parameters and (2) to include "FAST" as one of the authorized parameters.



## 9.3 PARAMETERS:

The FAST parameter can be established with the same information and criteria as the default parameter for the section, branch, division or Center with the following addition. The parameter must have "Basic" checked on the following screen and "FS FAST Contract Clause" must be chosen from the drop down menu.



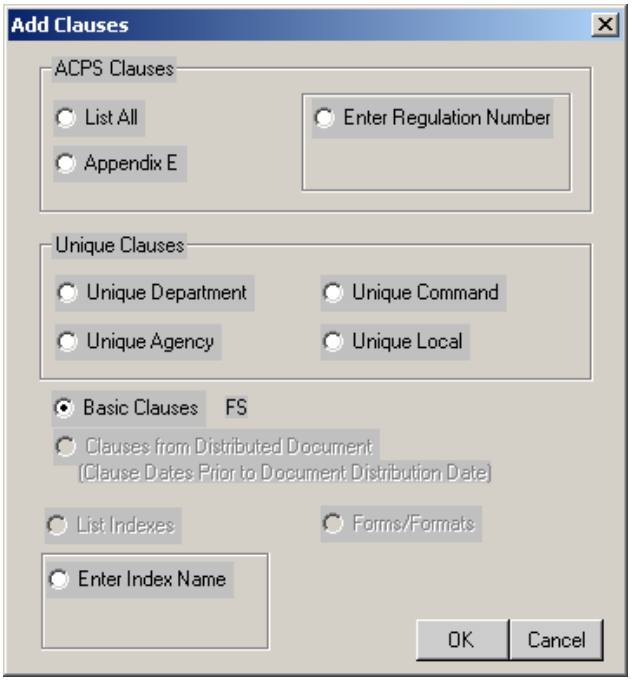

## 9.4 AUTOMATED CLAUSE INFORMATION (ACI):

ACI has been radically changed to allow the creation of the FAST database. The FAST database will be controlled by the FAST office and will only change if the basic contract(s) is changed. Therefore, if the standard ACPS database has revisions, deletions and/or alterations, it will not affect the FAST database.

Those clauses contained within the FAST database are the double asterisk (**) clauses contained in the basic contract. However, for ACPS 15 to be able to create documents under the FAST concept, the database also contains additional items such as section headers, all contractual forms and other information necessary for the creation of contractual documents.

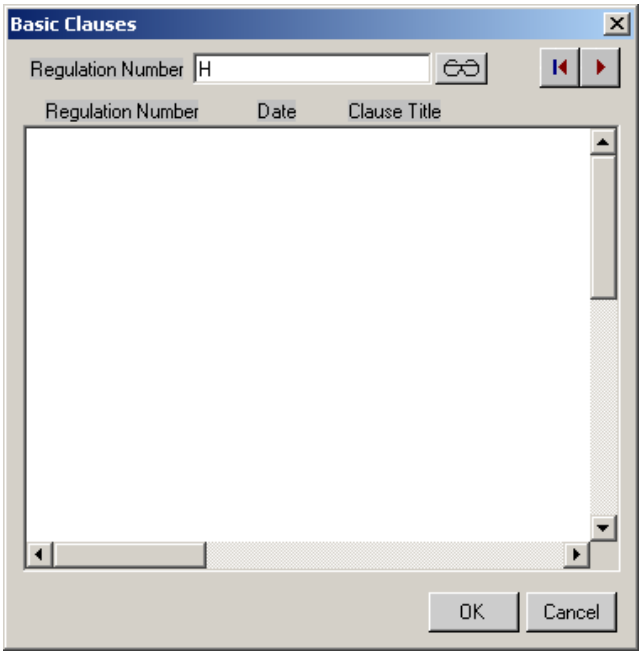
The clauses from the FAST database will be selected in the same manner as those clauses from the regular database. The user must make selections within the ACPS screens (e.g. the user would choose the Fixed Price Incentive – Firm pricing arrangement). The program will then see if there are any clauses within the database corresponding to the decisions made by the user. If there are clauses meeting the logic criteria, the program will insert those clauses into the FAST document. What is unique and different between FAST orders and regular Indefinite Delivery Contract (IDC) orders is that the system will insert clauses in the order based upon system logic.

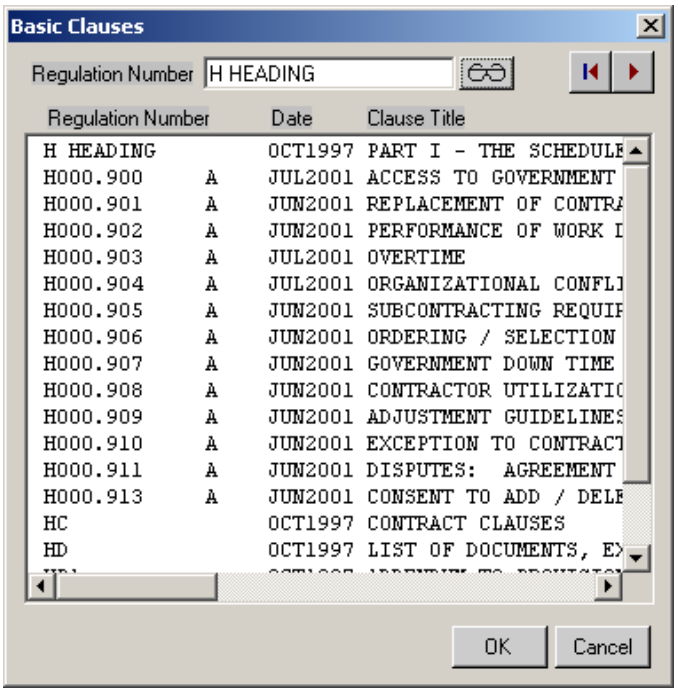
Regular IDC orders will not insert any clauses except those chosen by the user at the “ADD CLAUSES” screen.



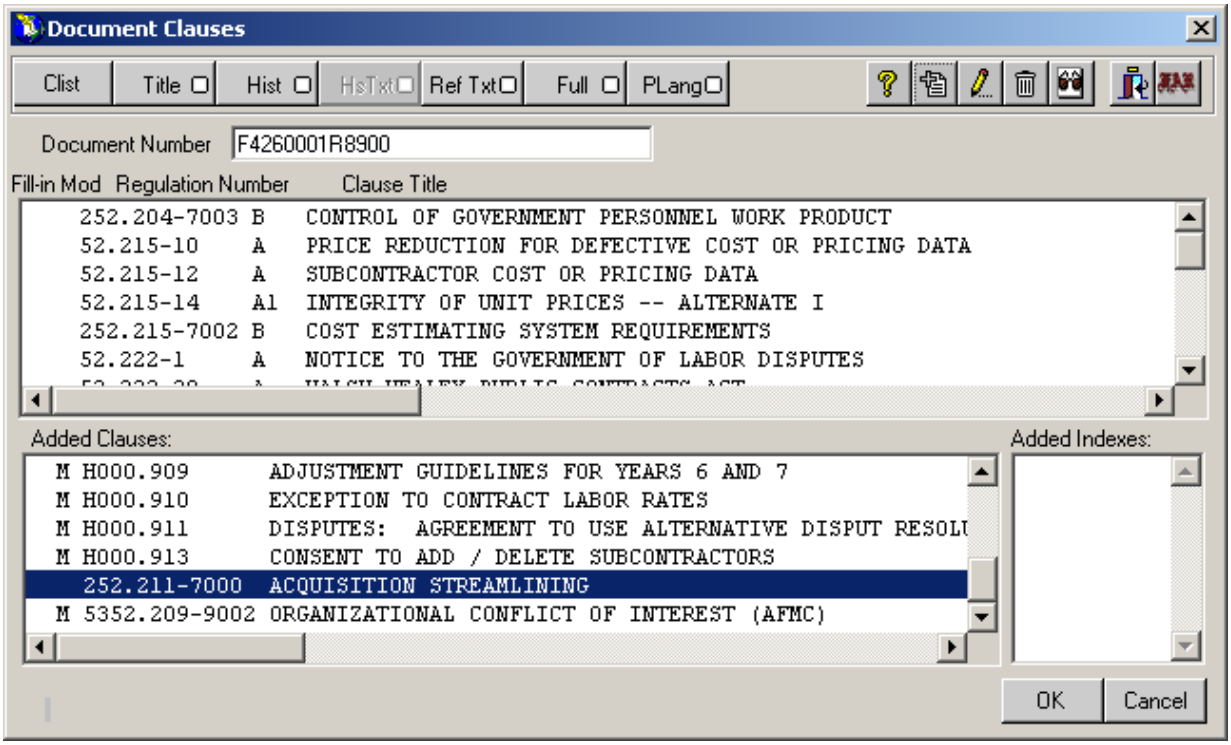

Using FAST does not preclude selection of clauses from the ‘ACPS Clauses’ or ‘Unique Clauses’ databases. These clauses may be inserted during assembly by selecting the appropriate radio button – as shown below – and the appropriate clause database will be chosen before listing the clauses. Additionally if the user wants one of the unique FAST clauses (e.g. H-900 through H-913), the FAST data base must be chosen on the “Add Clauses” screen prior to selecting the clause.

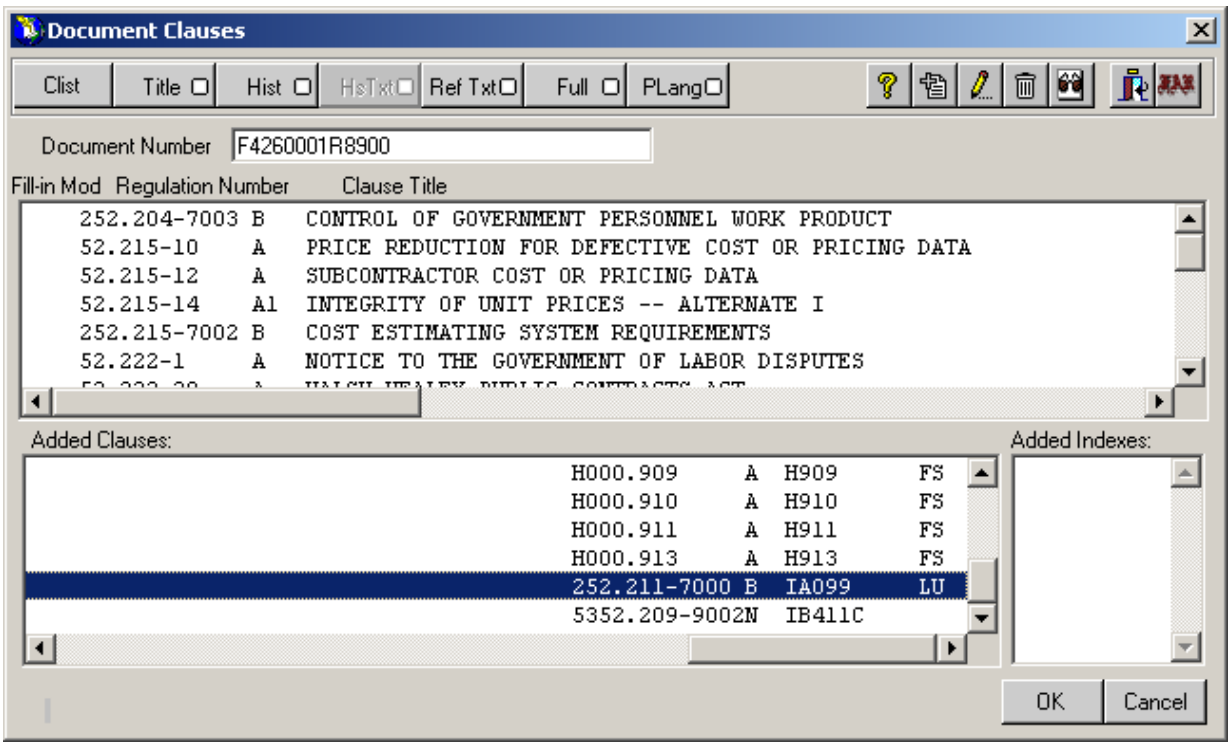
As shown on this “Add Clauses” screens, select “Basic” (FAST) then click on the “OK” button and all of the fast clauses would be listed for selection. Or if only the “H” clauses from the FAST contract were wanted, enter “H”, then click on the eyeglasses and all those selections would appear.



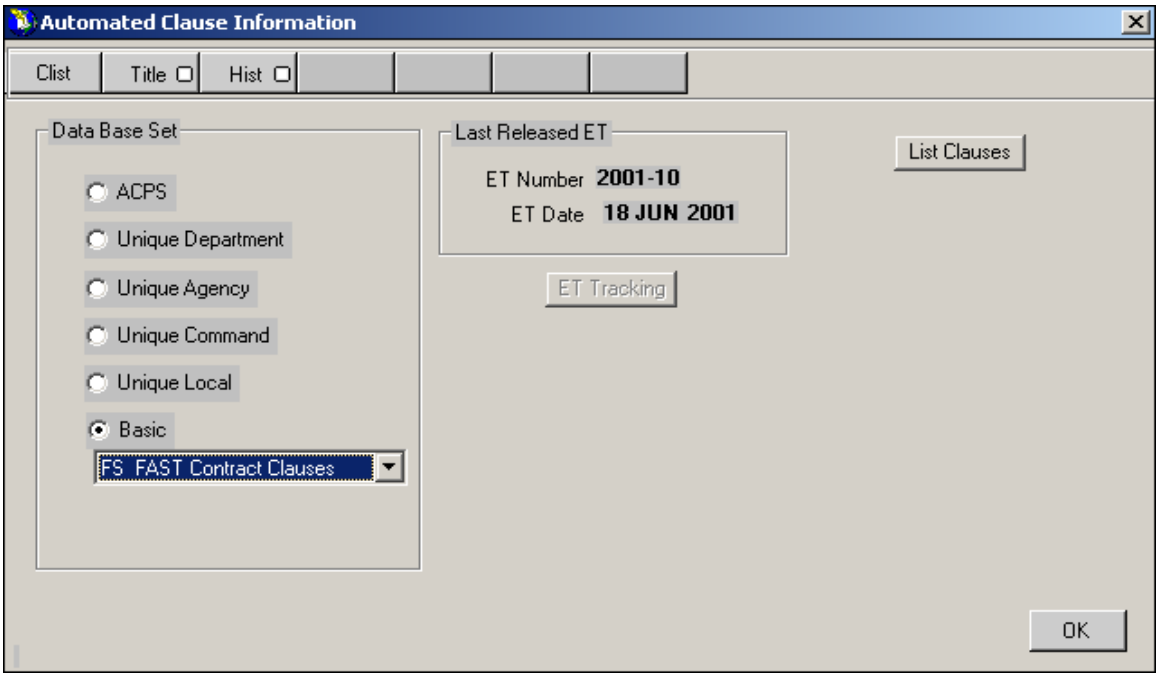



When the following screen(s) appear, the bottom bar may be pulled to the right to assure that the clauses are coming from the appropriate data base(s). As shown on the second screen, clauses appearing with “FS” in the last position are coming from the “FAST” database. Clauses appearing with “LU” are coming from the Local Unique database and clauses without a code are coming from the main ACPS data base(s).




If a listing of clauses from FAST data base is desired, choose “Basic” radio button on the following screen (with “FAST Contract Clauses” showing in the drop down box), then click on the “List Clauses” button. ACI will then prepare a WORD listing of all the clauses contained within the FAST Data Base.




a. MODIFICATION OF ORDERS: FAST Orders may be modified in exactly the same way as any other Order.

b. USE OF TEMPLATES: FAST Orders, which have been previously created, can be used as templates. Additionally, any document that has been previously created within the User's WorkBaskets and/or reassigned to the User can be used as a template for a FAST order or solicitation.

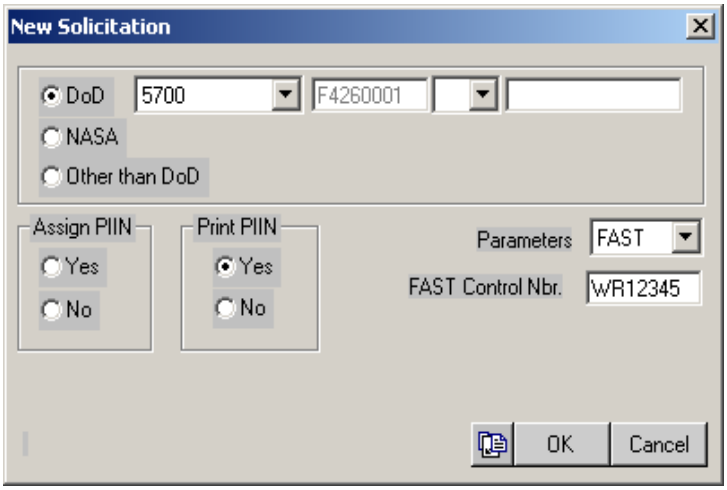
c. MAINTENANCE OF FAST CLAUSES: Will be coordinated and directed by the WR-ALC FAST Office and should be accomplished by a designated person at each site. However, there should be NO CHANGES TO THE FAST DATA BASE UNLESS THE BASIC CONTRACT(S) IS/ARE MODIFIED.

**9.5 FAST CONTROL NUMBER:**

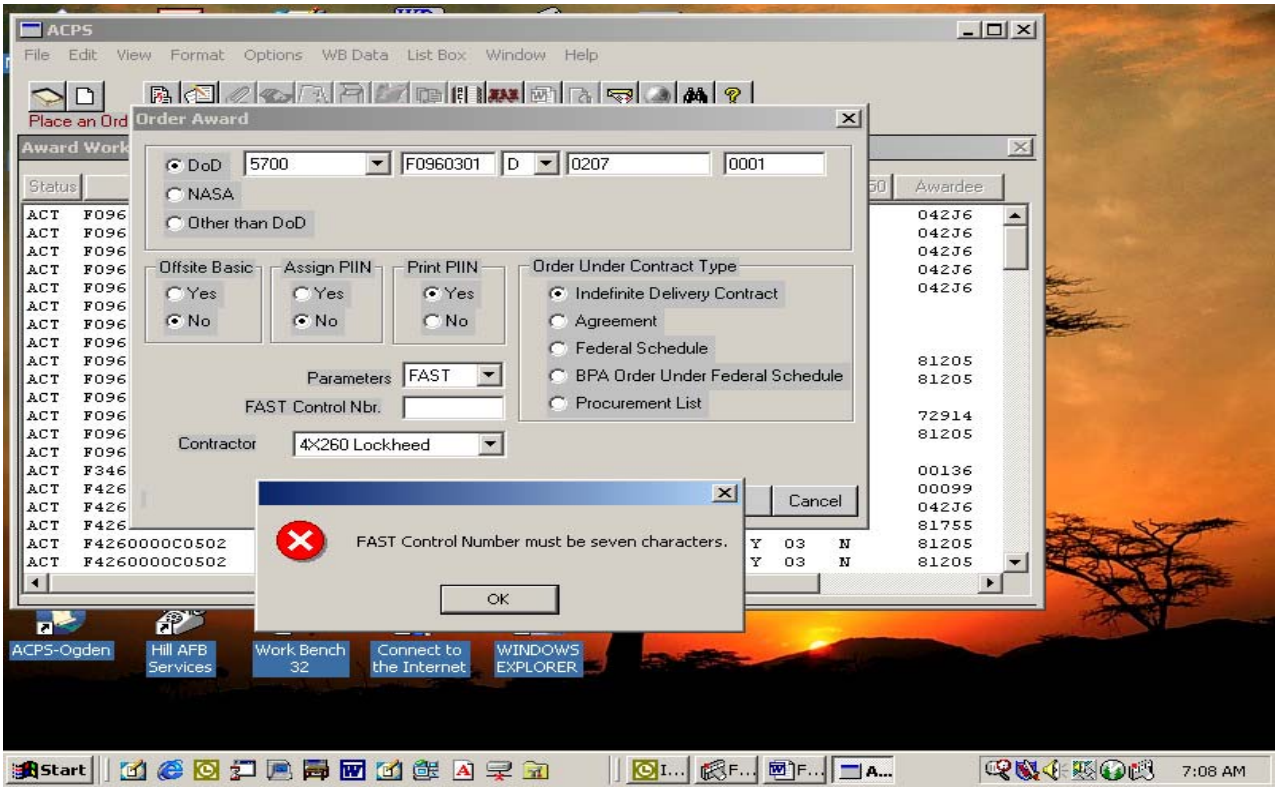
This number is a seven digit number which is used to control and track FAST documents from the inception (purchase request) through the distribution of the Order against the contract.

a. ASSIGNMENT OF NUMBER (TWO ALPHA DIGITS – FIVE NUMERIC DIGITS) This number will be assigned by the FAST Control Office at each site. The first two positions identifies the ALC establishing the control number. For example: Warner-Robins will use "WR", Ogden will use "OO" and Oklahoma City will use "OC."

b. The last five positions are the numeric identifiers of the requirement and acquisition. The system requires the FAST Control Number on the very first screen.

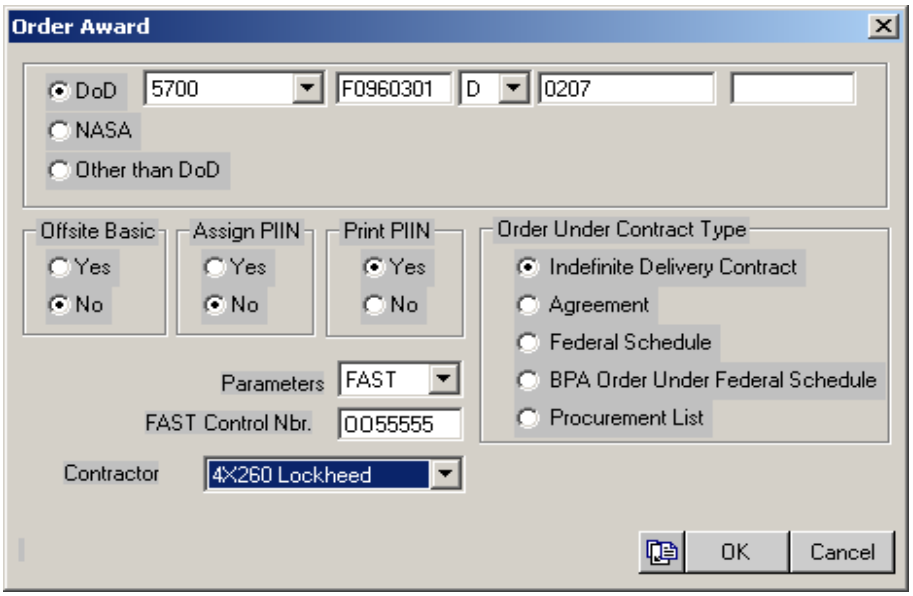



c. As shown below, ACPS will not allow an action to continue processing unless the FAST Control Number is inserted.




d. CONTRACTOR LIST: There are six contractors (and contracts) for FAST. When creating an order under FAST – and after the FAST Control Number is entered – a drop-down menu will appear with the six contractors and their CAGE Codes. When you choose one of these contractors (and it must be one of the listed ones) the program will populate the basic contract number with the appropriate Contract number for the selected contractor. Enter the order number or the system could assign the number by choosing the radio “Yes” button under the

“Assign PIIN” column. Please note that the “Indefinite Delivery Contract” will be defaulted when FAST is chosen as the parameter.

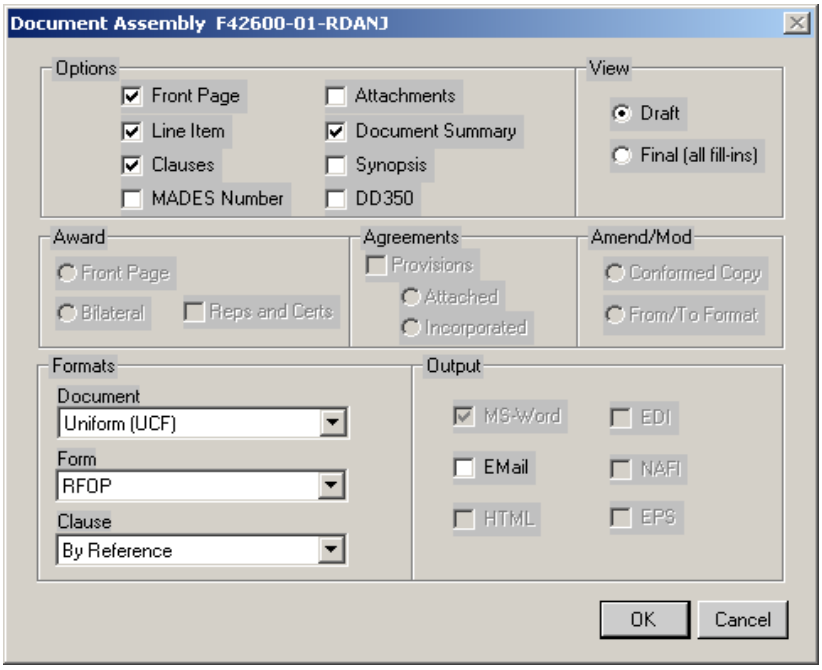



e. Request for Order Proposal (RFOP): With the advent of FAST, a new way of soliciting only those contractors with a basic FAST contract was invented. This RFOP solicits only among the FAST contractors. The RFOP utilizes an “R” (RFP) number. The five-digit Purchase Request number may be used for the serial number or the standard four-digit RFP serial number can be used with the RFOP. If the four-digit RFP serial number is used, the system can automatically assign it using Assign PIIN. If the five-digit PR number is used, you must choose “NO” on Assign PIIN and enter the five-digit PR number manually. Attached is a sample copy of an RFOP.

f. ASSEMBLY: Note the following “Document Assembly” screen for a FAST solicitation. Note that the default form for a solicitation will be an RFOP and for an Order will be a DD Form 1155. However, if you chose commercial (or failed to choose non-commercial), the default form for both a solicitation and an order will be the SF1449 (Commercial Form).

Also, note that the default follows the basic FAST contract. The default format is “Uniform Contract Format” and clauses are included “By Reference” unless the user chooses otherwise.

When a FAST document is assembled, the ACPS (15) programs will begin a series of special selections outside the normal document realm. On a normal order – for example - no clauses are selected. However, the program logic will look at the selections on the various screens and will create clause logic for the order (or solicitation). The program will then select clauses from the FAST database to be assembled into the order. Should there be no clause for various screen selections, the program will ignore that logic and move on to the next selection. Other than these special situations, assembly will proceed as in a normal document.
And, just as in a normal document, if no dollars are entered in the “Total Value” screen, no clauses will appear in the FAST document.




g. Since the front page of the RFOP has no space for a note, the note will print on the reverse page of the form. You can choose the Note from the "Document # (front page) which will print on the reverse. Since most of the back page is blank space, this allows for creation of a very large note.

h. It should be noted, however, that if this RFOP is imported into an order, the space for the note on the DD Form 1155 is only as large as that space under blocks 18 through 23 of the 1155. Also, no provisions (Sections K, L or M) will appear in an RFOP. The WR FAST office's position is that all necessary provisions were in the basic solicitation and therefore are not necessary in the RFOP.

i. Since the creation of FAST documents is a totally new concept, any suggestions or ideas for enhancements would be greatly appreciated. As the procedure is used more and more - and spread to other types of documents (Basic Ordering Agreement Orders and others) - opportunities for streamlining will always present themselves. The User is the one who can usually see these streamlining opportunities and their input is invaluable.

### 9.6 Procedures for adding new FAST CPOINT (Sept 2002)

FAST LOGIC allows the system to perform unique Clause Logic pertaining only to documents created in accordance with the Basic FAST Contract – issued by WR-ALC, Robins AFB - on documents that would not normally have clause logic. Because the clauses are contained within the basic contract, they are not subject to normal regulatory changes. FAST data base clauses should only be changed upon issuance of modifications by the Robins FAST office.

When created, normal CPoint Logic accessed the FAST clauses. The recent mass deletions/reservation of clauses by AFMC and Air Force show that we cannot depend upon the consistency of the regulations. Therefore, a FAST CPoint was created which reflects the basic FAST contract.

The following steps should be taken to utilize the new CPoint for FAST for all FAST Buyers:

#### 9.6.1 Clause Pointer (CPoint)

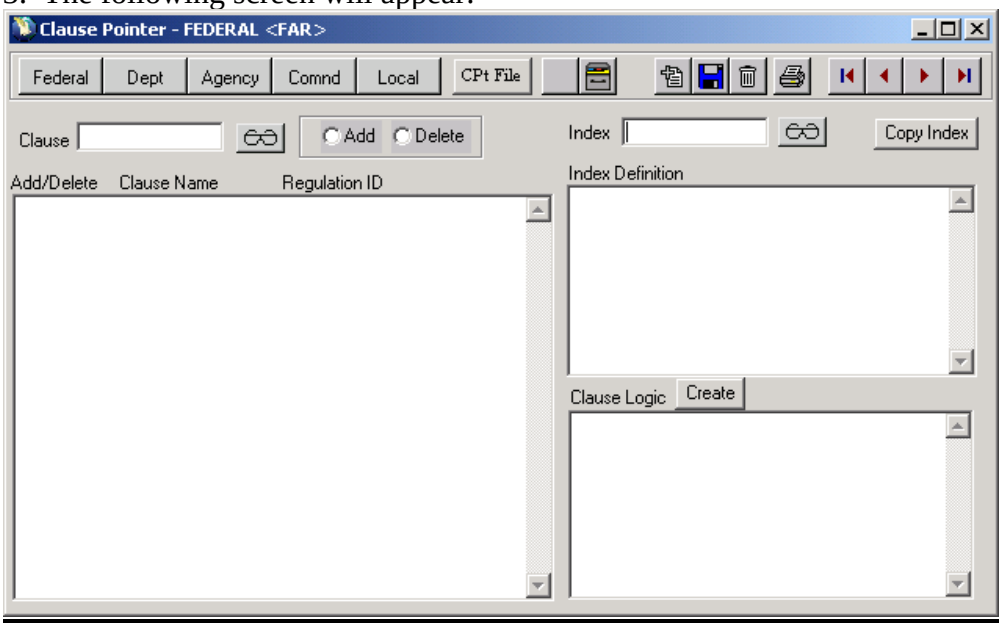
When creating the "CPt File" wherein the logic for the FAST Contractual logic resides, the administrator will choose the Department, Agency or Command CPt File.
NOTE: Federal and Local cannot have specific CPt files added to them.

Pointing to the FAST CPoint files from CPoint is accomplished as follows:

1. Go to File Maintenance to get the following menu:

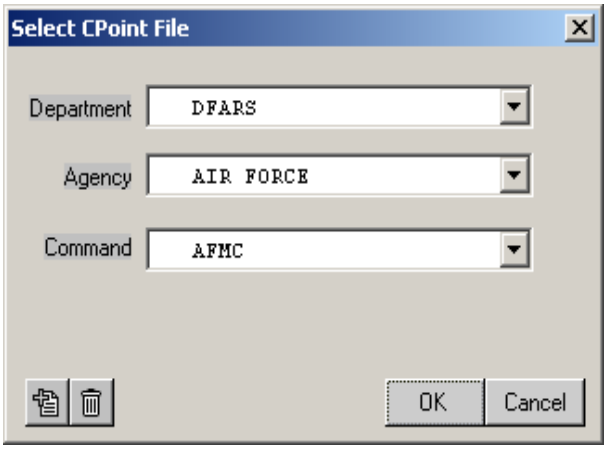
2. From this menu, choose CPoint by clicking on the following button:

3. The following screen will appear:

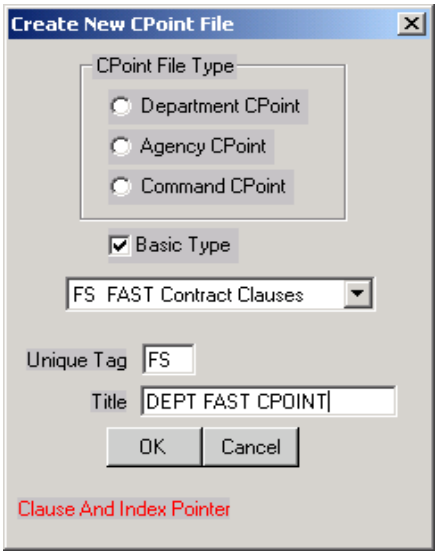



4. On the above screen click CPt File – shown below - (note that this will be accomplished three times once for Department, once for Agency and once for Command)

After making the "CPt File" choice, the following menu will appear.




5. On the above screen, choose the or new icon and the following screen will appear.



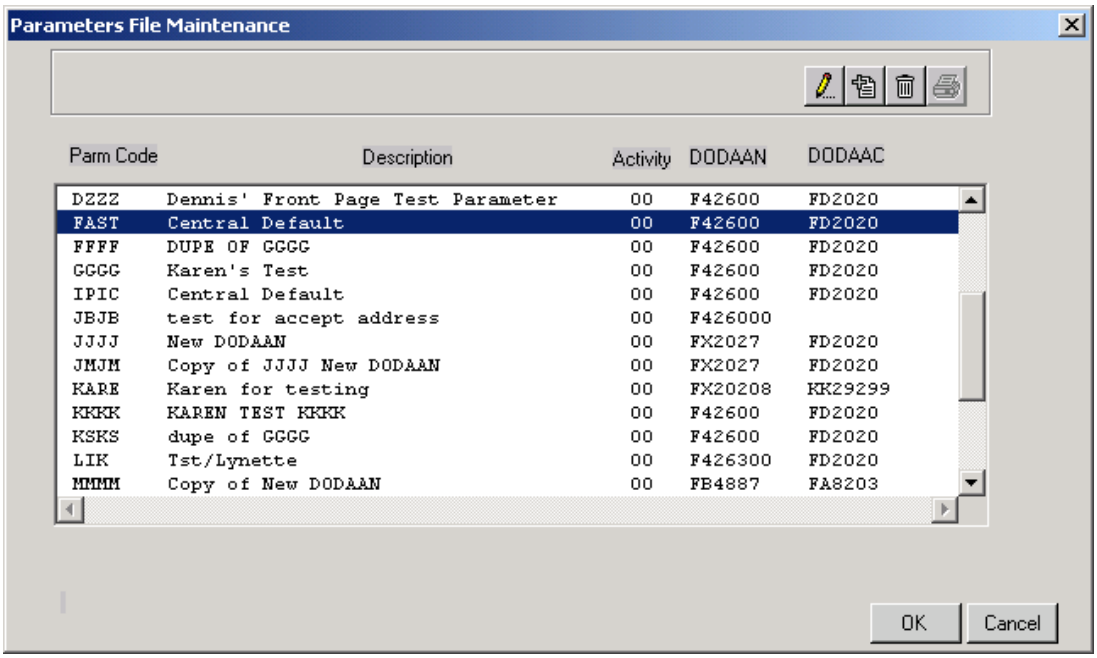

6. On the above screen, choose the applicable Radio Button (Dept, Agency or Command). Then click Basic; choose "FS FAST Contract Clauses" from the drop down. The Unique Tag, shown below is always "FS" and the title is either "Dept FAST CPoint" for DFARS, "Agency FAST CPoint" for AFFARS, and "Command FAST CPoint" for AFMCFARS.

### 9.6.2 PARAMETERS:

Now we are going to tell the Parameters for FAST (you may have several FAST Parameters) which CPoint to use for FAST Documents. Go to File Maintenance and click on the Parameters button

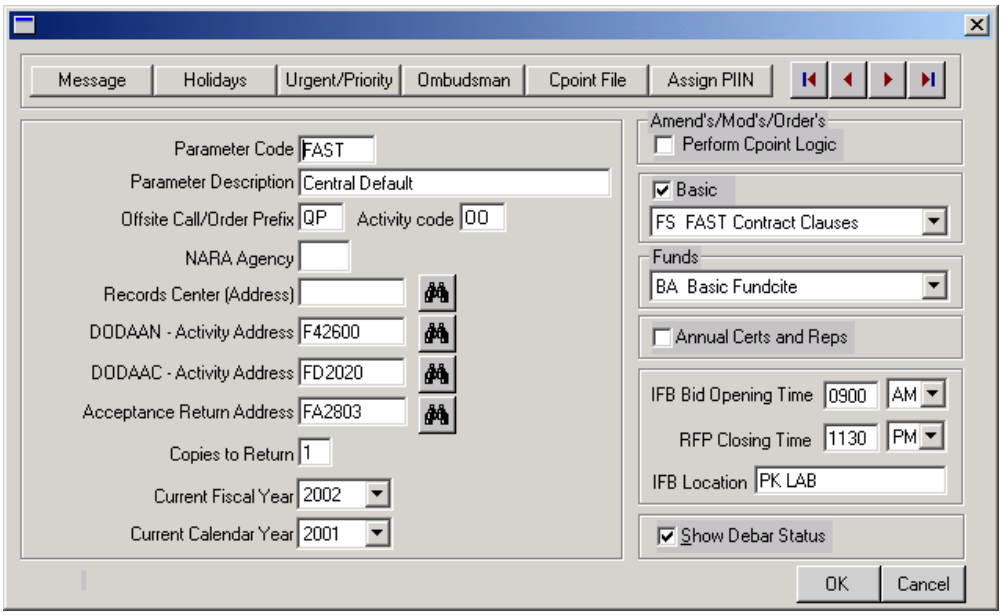
1. Choose File Maintenance, then click on the parameter Button – shown below.

2. **Highlight the FAST Parameter(s)** and the following menu will appear:




3. Choose the FAST parameter you need and click on the pencil (edit) button.

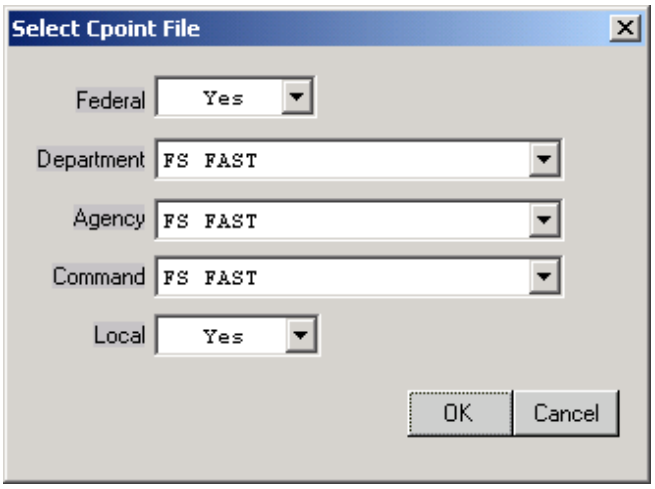
Your FAST parameter should be somewhat similar to the following Parameter. The important switch here is that the Basic should be checked and "FS FAST Contract Clauses" are highlighted in the dropdown menu bar.




4. Now click the CPoint File Button

And the following menu will appear.

5. Go to the dropdown for Department, Agency and Command and choose “FS FAST” from the list of CPoints. Be sure to leave Federal and Local as “YES”.




Once you have entered this information into all FAST parameters, the system is set to utilize the unique FAST CPoint for all documents created using the FAST parameters.

## 10.0 AUTOMATED ORDER LOGIC (AOL)(& FUNDS PROGRAM MANAGEMENT)

To facilitate the creation of Orders against Basic Ordering Agreements, Requirements Contracts and Indefinite-type contracts – as well as modifications against basic contracts (such as CETS, IPIC DESP and others) a new technique has been developed within the Laboratory called Automated Order Logic (AOL). AOL comprises several different techniques encompassing clause logic, funds control and other system aspects to give a more efficient and controlled use of system resources.

AOL allows the system to perform Clause Logic on documents that would not normally have clause logic. Usually, orders and modifications/amendments do not contain clause logic but only contain those clauses, which have been manually added by the buyer. However, using this new technique, the “normal” treatment of orders, modifications and amendments can be overridden and clause logic can be performed on these types of documents.

An example of the use of this technique may be a Basic Ordering Agreement or perhaps a requirements contract. There may be certain clauses that should always be called out in any orders issued under the BOA or Contract. Additionally, there may be clauses that should be called into the order if the buyer makes certain menu choices. Moreover, there could be a requirement for only certain fundcite categories to be used in the orders. Utilizing the techniques of the AOL and Funds Program Control, most of these requirements could be accomplished automatically – after the involvement and creation by the basic document owner and the system manager.

Accomplishing the many facets of the AOL program utilizes various aspects of the File Maintenance system as shown below. What may look automatic to the buyer, actually takes some thought and input from the System Manager and perhaps the BOA monitor – or in the case of a Requirements or IDC contract – the buyer and/or Procuring Contracting Officer. Those clauses and requirements necessary (and unique) for the completion of orders and/or

modifications and amendments must be identified – and possibly program fund cites – prior to inputting to the system. What may look automatic may take considerable research and thought prior to establishing within the system.

## 10.1 PARAMETERS

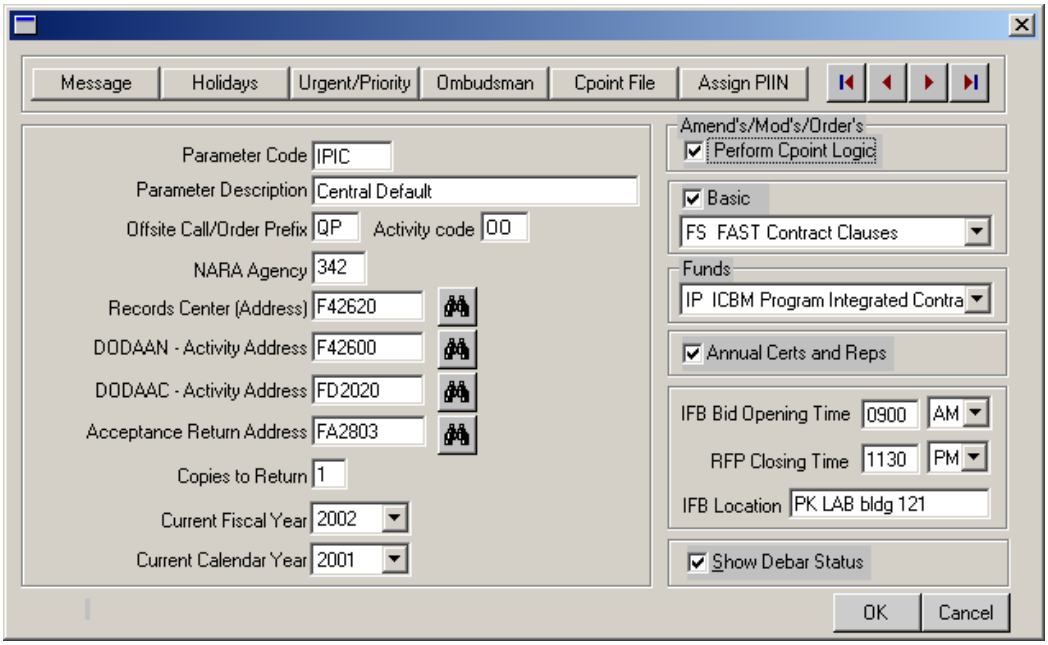
There are three new areas within the Parameters that address the AOL and Funds Management.

1. "Amend's/Mod's/Order's" – "Perform CPoint Logic" This tells the system to override the normal treatment of amendments, modifications and orders wherein the system - as a rule - does not perform any logic and ignores any menu choices made by the buyer for clause purposes. By checking this box, the System Manager can tell the system that for modifications/amendments or orders created utilizing this parameter should have system logic.

2. "Funds" The default for this selection is "BA Basic Fundcites." If this is left at the "BA" selection, then those fundcites in the basic list will be displayed when creating documents. However, funds can be segregated into various programs as determined by each site. Then, by choosing the fund category listed in this box, the administrator can control which fundcites will be displayed to the buyer and any fundcites added by the buyer while creating documents under this parameter will go into the program listed within this parameter.

This can be used with or without the CPoint Logic switch. In that manner, funds can be segregated so that only those funds associated with particular acquisitions would be displayed. For example, a missile buyer would only see funds associated with missile purchases. A buyer in an F-16 or C-5A section might only see associated aircraft funds.

Utilizing this technique can make the use of funds and the listing of fund citations easier and more appropriate to those procurements the buyer is actually making. This allows you to see fundcites in the ten's rather than in the hundreds that would be utilized across a site or Air Logistics Center.

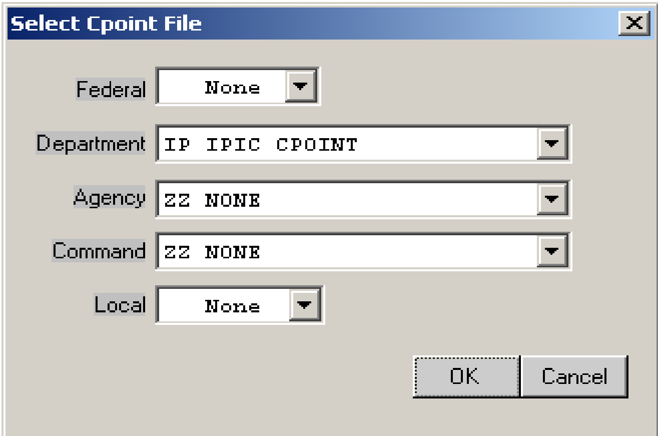



3. CPoint: Within the parameter, the third step in creating the AOL logic is the choice of which CPoint files will be used. Choosing "CPoint File" from the above menu will take the system administrator to the following screen "Select CPoint File." Normal documents would normally utilize Federal (FAR), Department (e.g. DFARS) and perhaps Agency (*e.g.*, AFFARS), Command (*e.g.*, AFMCFARS) and Local.

The system allows any or all of these to be turned off ----- or in the case of Department, Agency or Command a specific CPoint logic file can be specified. This specific logic file is where the CPoint logic for a particular BOA, contract or other document would be contained. In the following example, we are telling the system to ignore FAR logic, ignore AFFARS logic, ignore AFMCFARS logic, ignore Local logic; but, under DFARS it goes to a specific CPoint logic file with a code of "IP" and a definition of "IPIC CPoint."

This would normally be a fairly small file containing only those clauses, indexes and menu logic that would apply to the specific document as discussed under "CPoint', below.

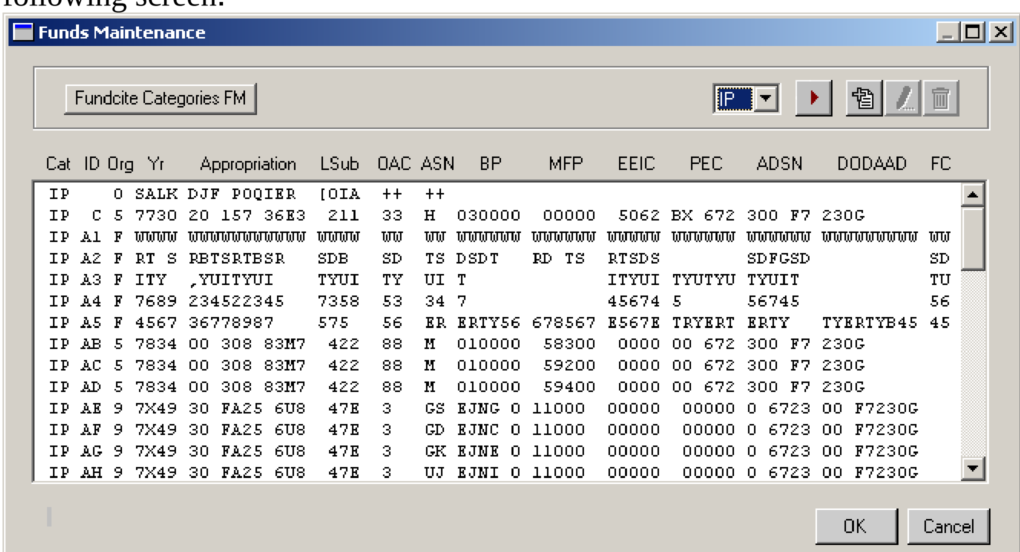
In this case, the assembly program will look at Parameters to see which CPoint process it will look at. Therefore, CPoint can be tailored to any Basic document (or to any document).



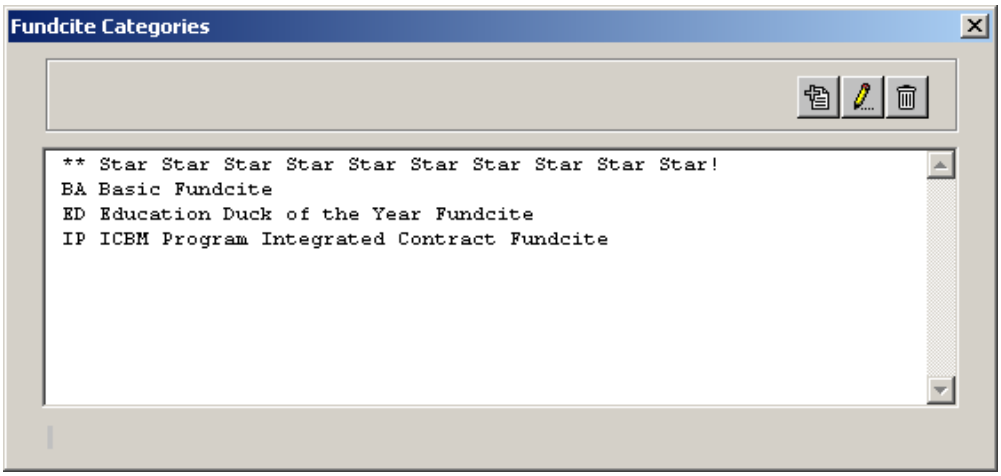

## 10.2 FUNDS MAINTENANCE

Fundcites can now be separated into separate categories – as discussed above – so that the buyer will only see those fundcites that apply to the program(s) he or she is involved with. Additionally, any fundcites created (and saved) by the buyer while creating documents will fall into the fund category listed in the parameter in use. All parameters now have "BA" or "Basic" listed – so any fundcites created by the buyer using a standard parameter will fall into the "BA" or "Basic" fundcite category.

To actually create these fund cite categories, the system administrator would select the Funds area from the "Funds Maintenance" screen by choosing "Fundcite Categories PM" on the following screen.




The following screen will appear which allows the administrator to add a new program or correct (using the pencil) an already existing program.




Choosing either the pencil or the "new" button will display the following screens wherein a two-digit program code and its description can be entered**.** NOTE: This is the screen that creates those funds program codes that are listed within the Parameters funds box – shown above.

You cannot add a funds code within Parameters – you add the code and description here and then it will display within the funds dropdown box in Parameters.

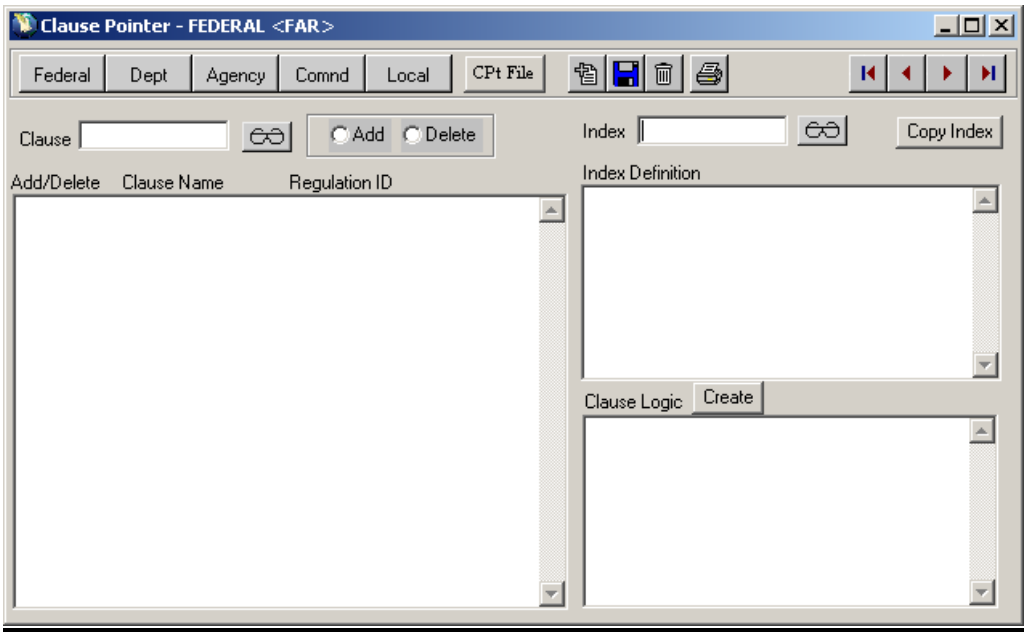
Above is a box ready to have a new category added. The following screen displays a category ready for editing. Note that you can only change the description. Once a program two-digit is established it cannot be edited – only deleted and a new one established.

### 10.2.1 Clause Pointer (CPoint)

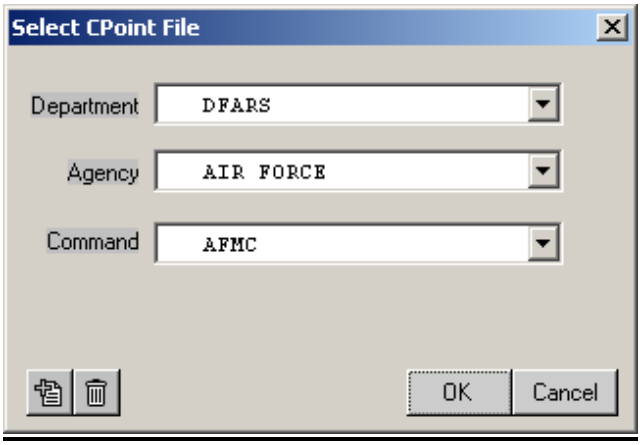
When creating the "CPT File" wherein the logic for the BOA Orders, Contractual modifications or amendments would reside, the administrator can put the file Department, Agency or Command. Federal and Local cannot have specific CPT files added to them. The FAR and Local cannot have Cpt Files added to them.

Creating CPoint logic for these Orders/Modifications/Amendments is exactly the same as for any other logic with the following additional steps.

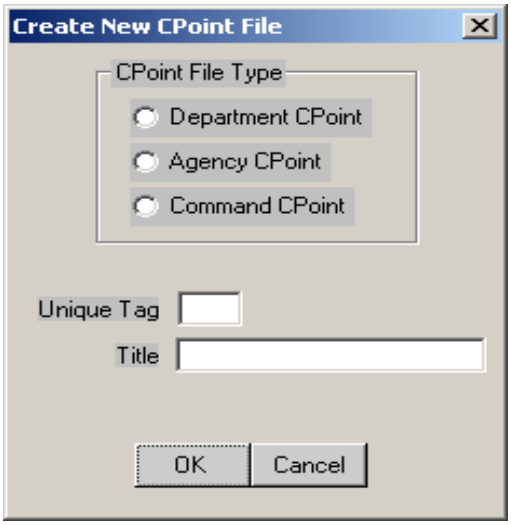
When the system administrator is ready to create CPoint logic, rather than choosing Federal, Dept, Agency, Comnd or Local, the administrator will select “Cpt File.”




After making the “Cpt File” choice, the following menu will appear. At this point, decide the area to put the CPoint file.

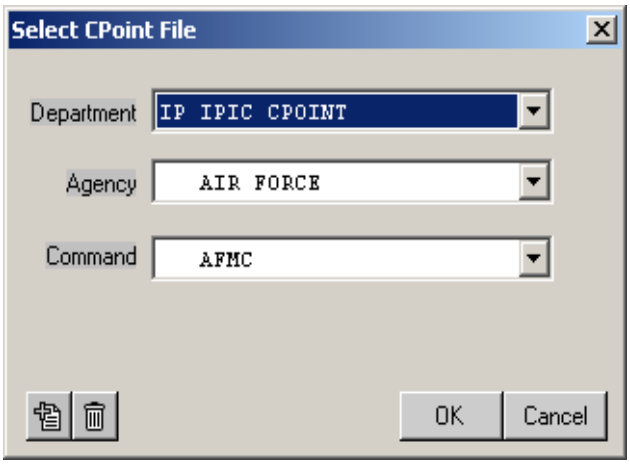



On the above screen, choose the “+” or new icon and the following screen will appear:

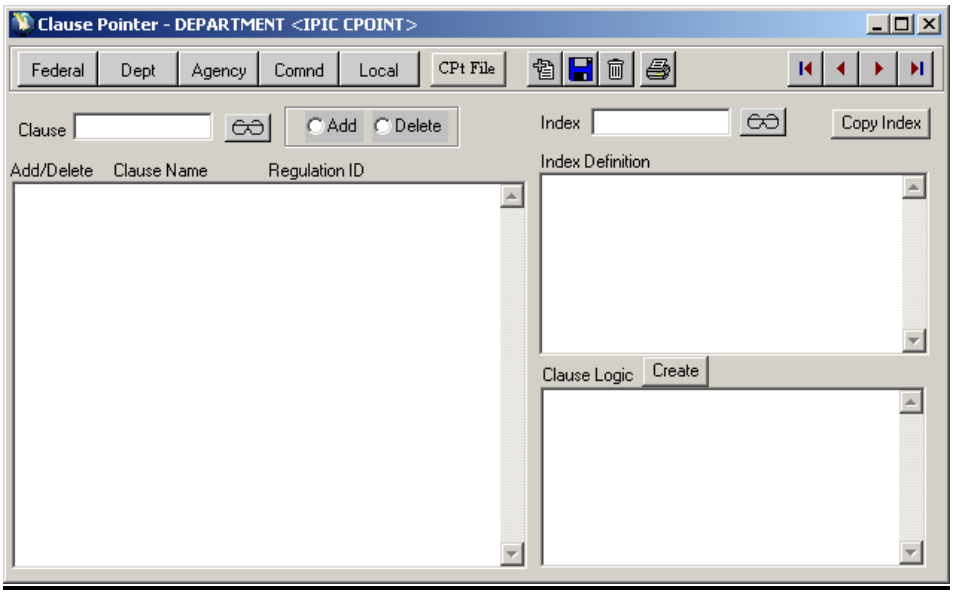



At this point, choose which CPoint the CPT file is going to be filed under. Then enter the unique two-digit code or "TAG" and under title enter the description or title of the unique CPoint file.

When you return to the "Select CPoint File" screen, rather than displaying the Department, agency or Command, it will display the newly created Cpt File as shown under "Department" on the following screen.




After choosing "OK" on the above screen, the administrator will be taken to the normal CPoint screens for creation of logic making use of AOL. Rather than displaying the normal verbiage within the Title Bar, the screen will now display in the Title Bar the name of the unique CPT file and whether it is under Department, Agency or Command.



## 10.3 CLAUSE LOGIC

With these items now in place, the assembly program will look for the unique parameter codes, fund cite codes and CPoint logic to create AOL documents with a minimum of fuss for the buying population.

### 10.3.1 Creating documents utilizing AOL:

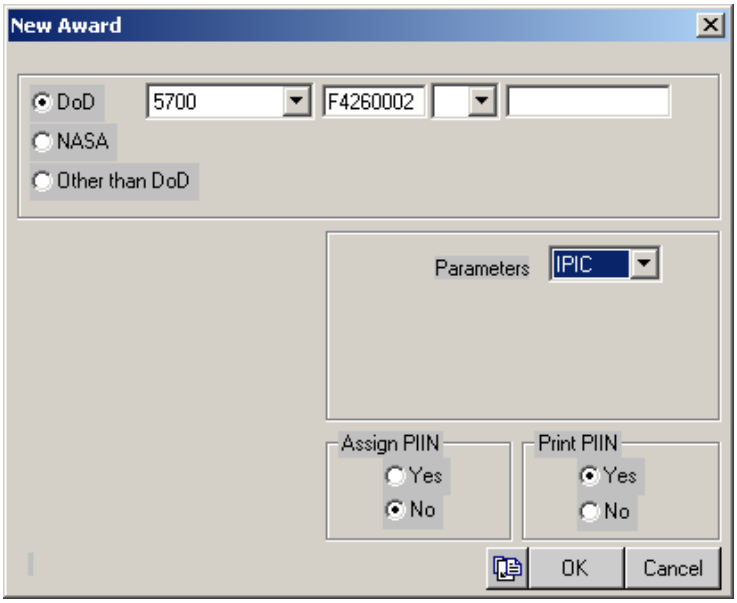
When you create an order, modification or amendment utilizing AOL, it is important to:

1. Choose the Basic Workbasket. Highlight the document to which the order, modification or amendment applies. Choose either modify selected document or place order against selected document from the top menu bar.

2. Choose the correct parameter: If you have multiple parameters from which to choose, it is important when creating the new document utilizing AOL to choose the correct Parameter (shown high-lighted below) when first entering this screen. If you have only one parameter - which uses this technique - the parameter will automatically be chosen.

2. Go through the menus and select all applicable choices from the menus. Not all choices will bring clauses/provisions, but those clauses, which do apply, will come into the document based upon the AOL logic for that document. Alternatively, you can import a like order/modification or amendment in which the choices have already been made.

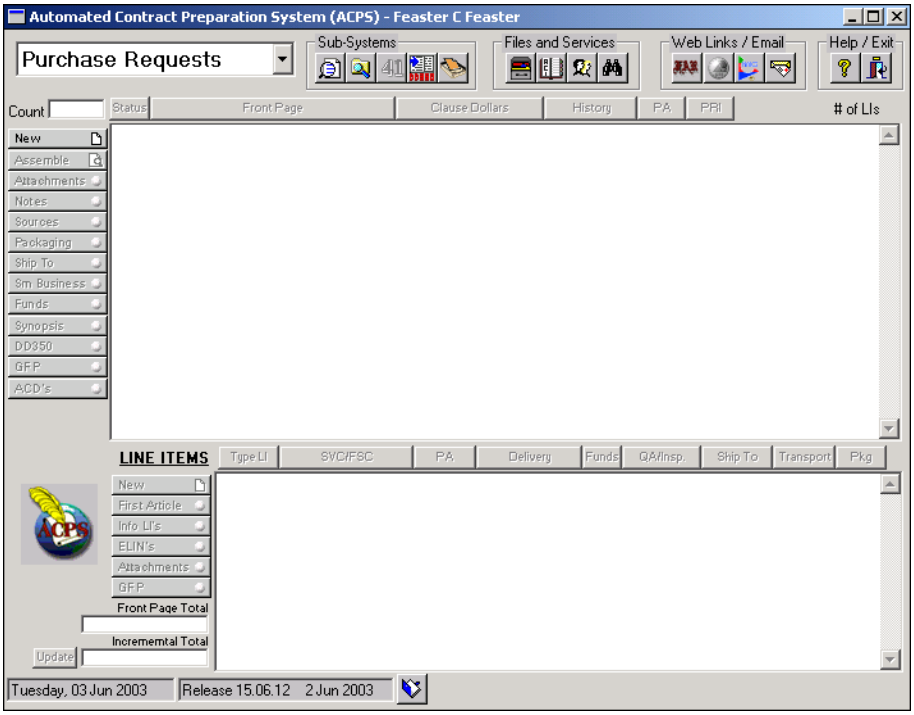
3. When the funds are chosen, only those funds applicable to the particular program and/or category should appear.



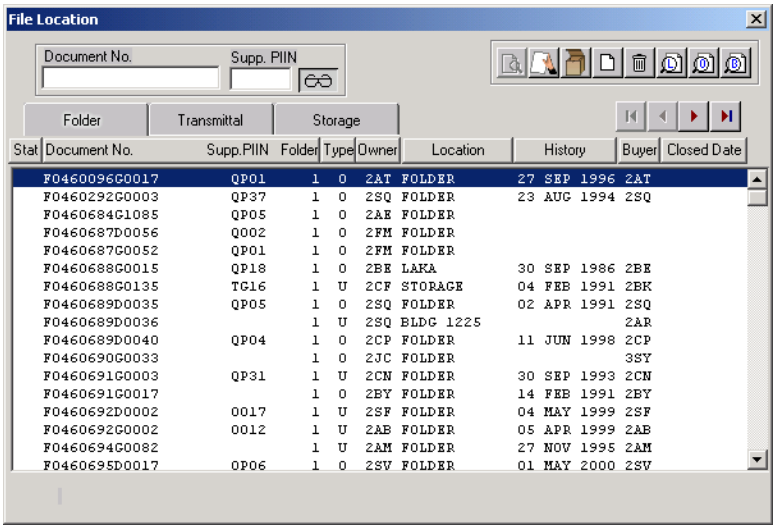

By utilizing these techniques, you are able to take advantage of the streamlining and tailoring built into the Automated Order Logic procedure and assure that these documents contain the appropriate clauses and provisions based upon the requirements of the basic document.

## 1.1.0 FILE LOCATION

The File Location program tracks Document Numbers from the time they are distributed in ACPS 15, closed out, sent to the Records Center for Storage, and finally disposed of. It also tracks Document Numbers that have been manually entered.




Click on the button to activate the File Location screen:
**Note:** The program defaults to the Folder Tab



There are three “tabs” on the File Location screen: Folder | Transmittal | Storage, and a Document Number Search Document No. Supp. PIIN (only available on the Folder and Storage Tabs).

**Folder Folder Tab**

The Folder Tab displays distributed award documents from the Post Award Workbasket, within your branch, that are in the ACPS 15 system, and also those award documents that have been **manually added**. Your branch is denoted by the **first** position of the Branch/Section/Person (BSP) Code listed in the Owner column, and the *owner’s* last name is listed in the Location column.

Note: If the buyer has not distributed an award document in ACPS 15, it will not be listed in File Location.

**Buttons Available in the Folder Tab:**

**Horizontal Buttons**

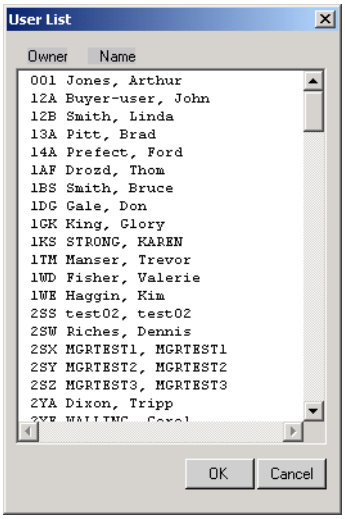
Document No. | Supp.PIIN | Folder | Type | Owner | Location | History | Buyer | Closed Date **Column Buttons**

**VCR Buttons**

**Transfer Document Owner Button**

Note: In the Storage Tab, this button is used to transfer documents from Storage to the person’s code and last name who is checking out the document.

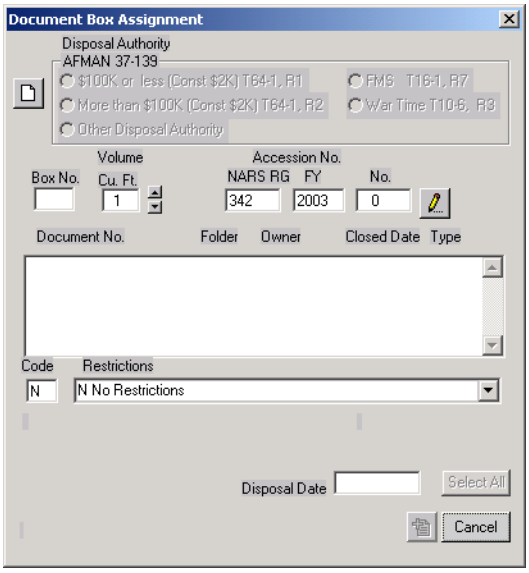
This button activates the User List screen to transfer a Document Number to another owner.




Click on the appropriate new Owner Code for the Document Number. Click on the OK button to accept the change, or click on the Cancel button to exit the screen without change.

**Move Document(s) to Box Process Button**

Note: In the Transmittal Tab, this button is used to assign the Storage Location.




This screen is used to assign Accession Numbers to Document Numbers that are to be put in boxes and sent to Storage. This starts the preparation of the SF 135, Record Transmittal and Receipt. The user is able to:

1) **Add** Document Numbers to new Accession Numbers (Document Numbers must first have a Closed Date assigned);

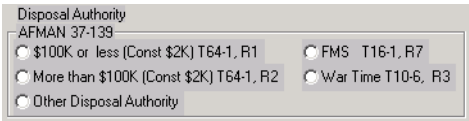
2) **Add** Document Numbers to existing Accession Numbers (Document Numbers must first have a Closed Date assigned);

3) **View** Document Numbers assigned to existing Accession Numbers;

4) **Delete** Document Numbers assigned to existing Accession Numbers.

**Activate Disposal Authority Radio Buttons**

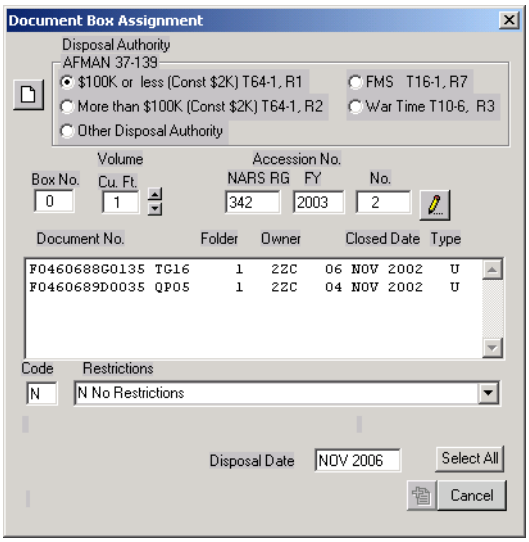
This button activates the Disposal Authority radio buttons:



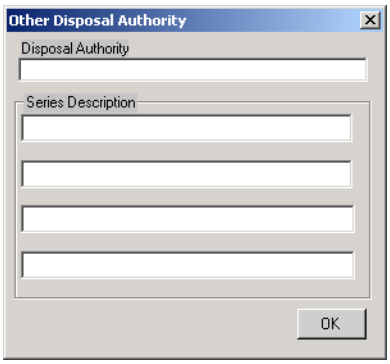

These radio buttons correspond with Block 6(h) “Disposal Authority” of the SF 135.

Note: AFMAN 37-139, Records Disposition Schedule, dictates the Disposal Authority. The radio button information is automatically transferred to Block 6(h) “Disposal Authority” of the Standard Form 135

Select the appropriate Disposal Authority radio button for the type of Document Number(s) being boxed for Storage. All Document Numbers for the selected type that have a Closed Date assigned will be listed in the Document Number list box:



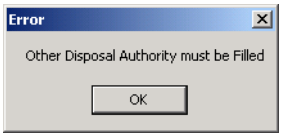

The radio button selections are self-explanatory, except -



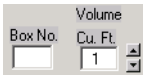
**Other Disposal Authority Radio Button**

This radio button requires special disposal authority instructions. It activates the Other Disposal Authority screen:

Type the information that will be transferred to Blocks 6(f) "Series Description" and 6(h) "Disposal Authority" of the SF 135. Click on the OK button.



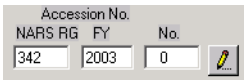

If the information has not been entered, the Error screen appears:
To exit the screen, click on either the OK button or the ☒ button.




**Box Number and Total Volume in Cubic Feet**

The Box Number and Total Volume in Cubic Feet correspond with Blocks 6(d)" Volume" and 6(e) "Agency Box Number" of the SF 135.

The Volume Cu. Ft. defaults to "1" when entering the screen, and the Box Number defaults to "0" when the Disposal Authority is selected. (If 3 boxes are to be filled and this is box 1 of 3 boxes, enter "1" in the Box No. text box. Change the Volume Cu. Ft. to "3" by using the arrow buttons or by typing the number in.)




**Accession Numbers**

The Accession Number corresponds with Blocks 6(a) “RG,” 6(b) “FY,” and 6(c) “NUMBER” of the SF 135.

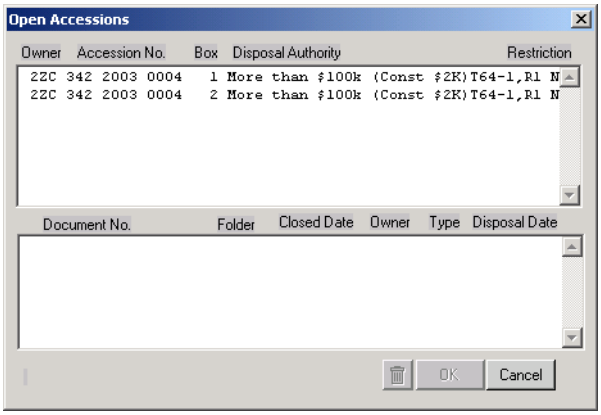
The first two fields NARS RG 342 FY 2003 of the Accession Number are constant (342 identifies the user’s base, and 2003 is for the fiscal year).

The third field No. 0 is defaulted to “0” when entering the Document Box Assignment screen. The number changes to the next number in sequence when the is selected. For instance, if Document Numbers have been assigned to Accession Number “342 2003 0001” - the next Accession Number will be “342 2003 2.” However, once an Accession Number is processed on a Transmittal, the numbering starts over again as “1.”

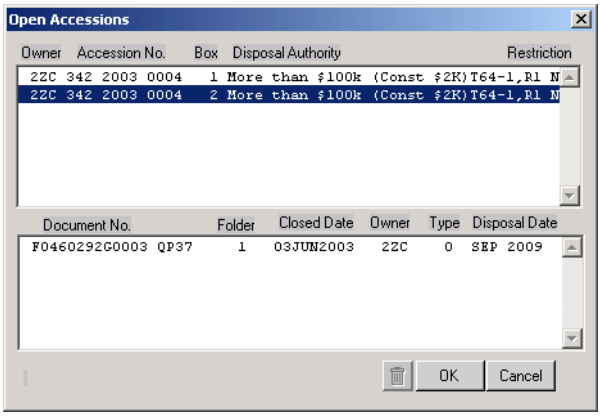
**Adding Document Numbers to an Accession Number:**

**New Accession Numbers:**
Activate the button and select the appropriate Disposal Authority radio button (all related Document Numbers with closed dates will appear in the Document Number list box); enter the correct Box Number and Volume Cu. Ft.; select the appropriate Restriction Code (if different from the default); and select individual or all Document Numbers (see instructions below).

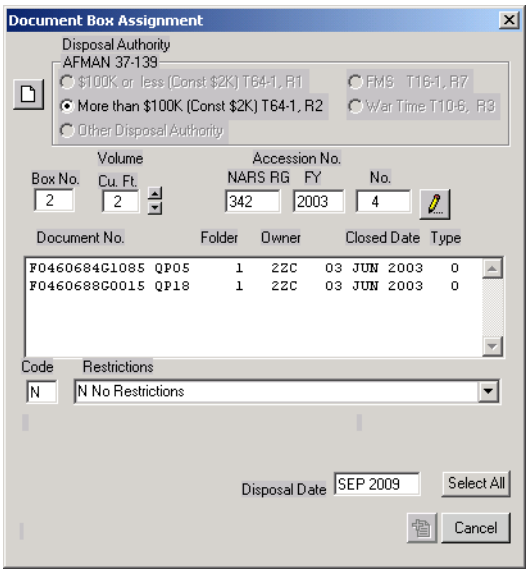
**Existing Accession Numbers:**
When Document Numbers have already been assigned to an Accession Number, and additional Document Numbers are to be added to it, click on the to activate the Open Accessions screen:




Click on the appropriate Accession Number and Box Number,




and then the activated OK button. This selection will transfer back to the Document Box Assignment screen:

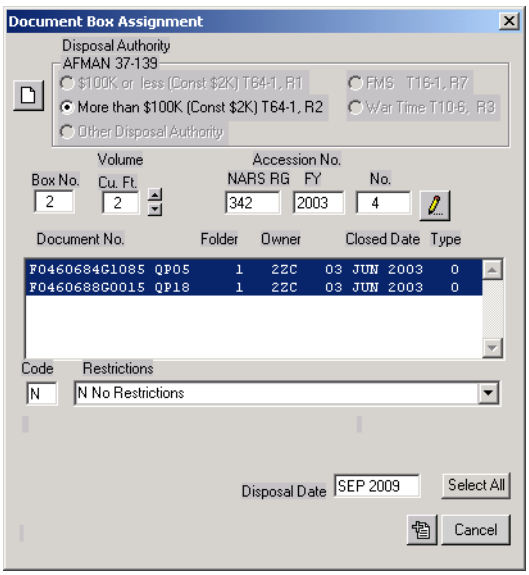



Change the box number, if necessary, before selecting any Document Numbers.

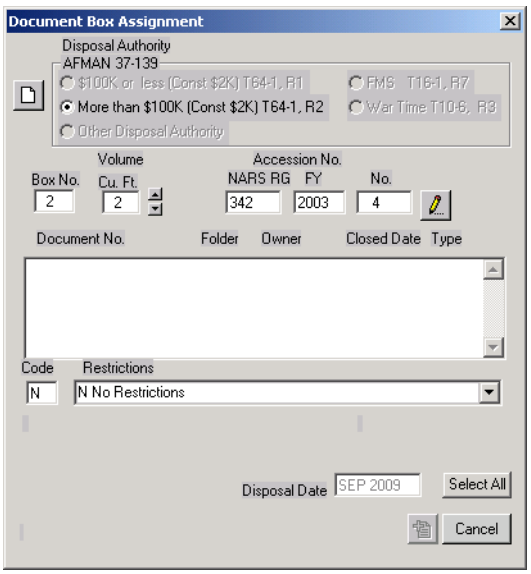
**Selecting Document Numbers to be Added to an Accession Number:** There are two ways to select Document Numbers to be added to an Accession Number:

1) **One Box at a Time: Note:** "One Box at a Time" is the quickest way to add Document Numbers to an Accession Number. Enter a Closed Date for each Document Number at the Folder Tab. If the Closed Dates have been added to only those Document Numbers that are to be put into a box, you do not again have to individually select those same Document Numbers to add to the Accession Number.

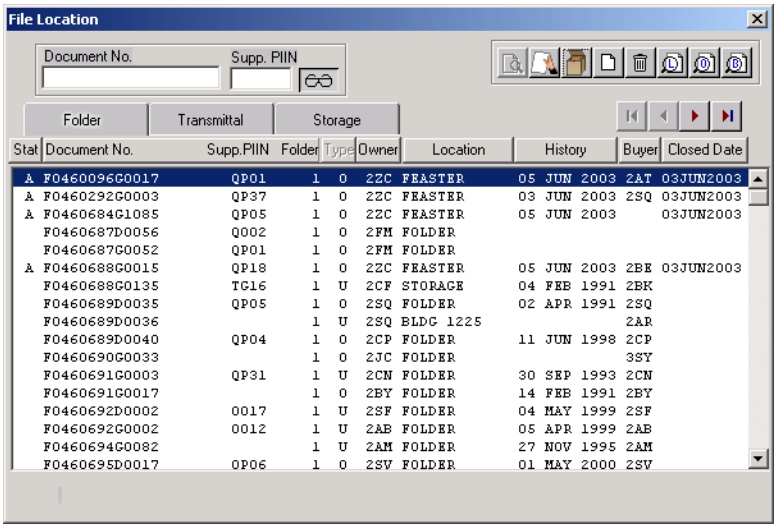
Click on the Select All button, which will hi-light all displayed documents in the list box, and activate the button:




Click on the button. All Document Numbers are removed from the screen

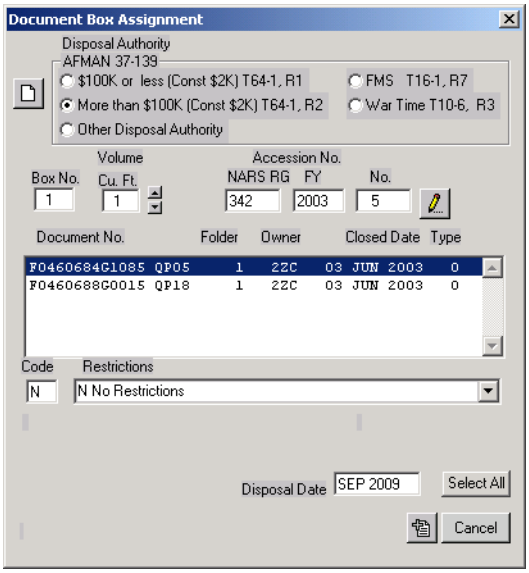



and added to the Accession Number. Click on the OK button to complete the transaction and return to the File Location screen. All selected Document Numbers will display an "A" in the Status column.

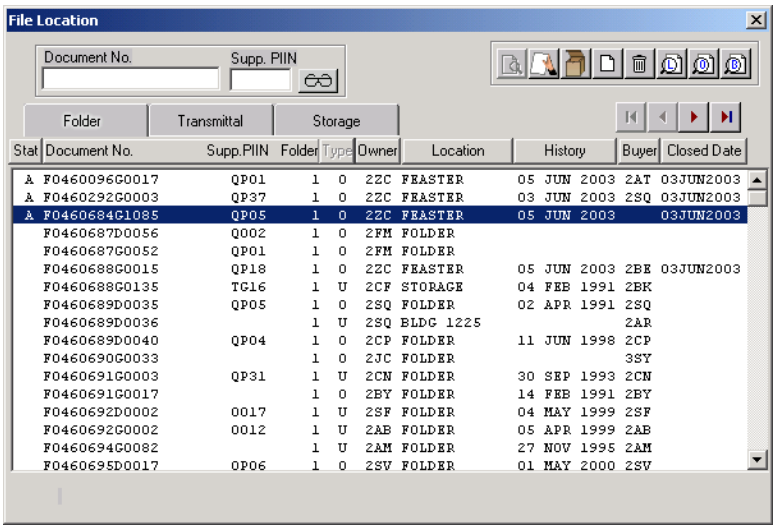


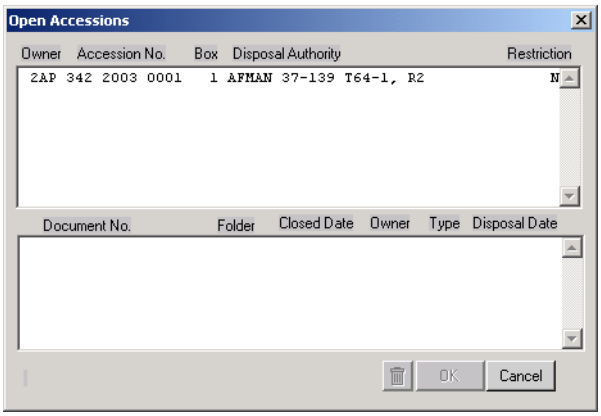

2) **Individual Document Numbers:**

Click on a Document Number to hi-light, and activate the button.




Click on the button and the selected Document Number will be removed from the screen and added to the Accession Number. When each Document Number has been selected, click on the OK button to complete the transaction and return to the File Location screen. All selected Document Numbers will display an “A” in the Status column.

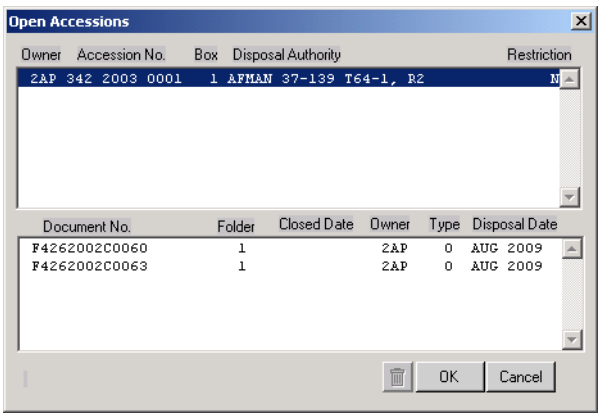



**Open Accessions Button**
This button activates the Open Accessions screen that is used to-
1) **Display** existing Accession Numbers and all assigned Document Numbers;

2) **Add** Document Numbers to an existing Accession Number; or

3) **Delete** Document Number(s) from an existing Accession Number:

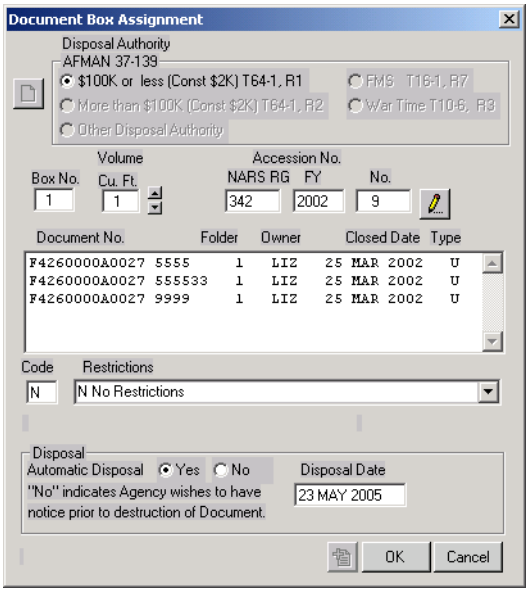



1) **Display**
Click on the Accession Number to display on the lower half of the screen, all assigned Document Number(s):
Click on the Cancel button to return to the Document Box Assignment screen.

2) **Add**
Click on the Accession Number and Box Number you want to add Document Number(s) to:

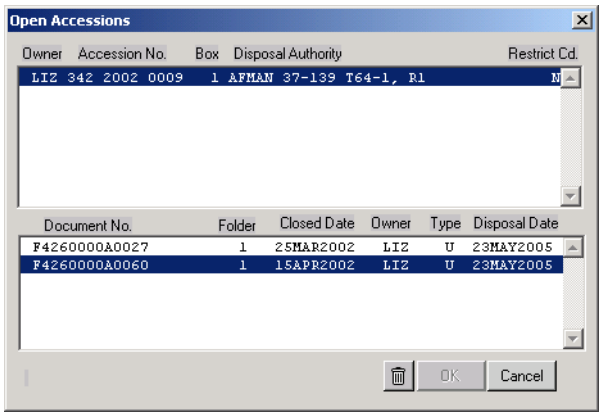
Notice this Accession Number is for Document Numbers with a dollar value of more than $100K or less (Const $2K) for Disposal Authority T64-1, R2.

Click on the OK button to return to the Document Box Assignment screen:

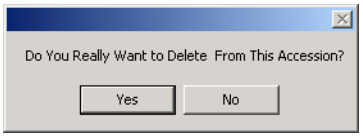



The Document Box Assignment screen now displays the selected Accession Number and all Document Numbers with closed dates having the same dollar amount.

3) **Delete** (See *note below for a quicker way to delete)
Click on the desired Document Number to be deleted and to activate the button (Each Document Number must be selected individually).

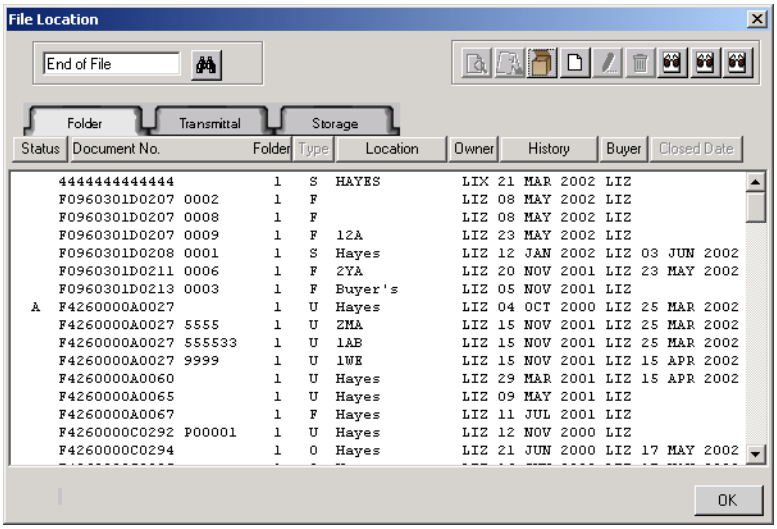



Click on the button and a screen appears to allow you to confirm or cancel the deletion:




If you select the No button, the transaction is cancelled. Click on the Cancel button to return to the Document Box Assignment screen.

If you select the Yes button, the Document Number is deleted from the Accession Number, removed from the screen, and returned to the File Location screen with "Closed Date" status:



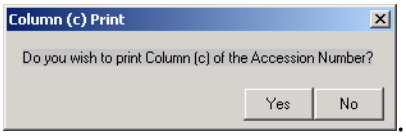

***Note:** Document Numbers can more quickly be removed from the Open Accession screen by removing the Closed Dates on the Folder Tab.

Printing the Access Number on the SF 135:

In the File Location program, Block 6(c)

of the Accession Number is system-assigned and used for tracking purposes, and should <u>not</u> be printed on the SF 135, Records Transmittal and Receipt.

Block 6(c) is to be used when a four-digit sequential number has been obtained from the Records Center. There is an option to print or not print Block 6(c) of the Accession Number when you assemble and print the SF 135 in the Transmittal Tab or Storage Tab.



. Select

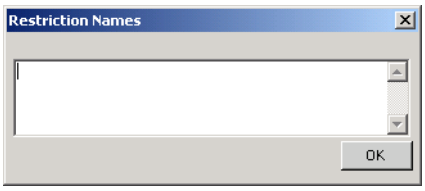
.

**Restriction Code**

The Restriction Code corresponds with Block 6(g) "Restriction" of the SF 135.

The Restriction Code defaults to "'N - No Restrictions." Use the drop-down list box to change.

Restriction Codes "R Restricted Use-Witnessed Disposal NOT Required" and "W Restricted Use-Witnessed Disposal Required" require additional information to be entered on the Restriction Names screen:



This information is transferred to Block 6(f) "Series Description" of the SF 135.

**Disposal Date**

The Disposal Date is transferred to Block 6(i) "Disposal Date" of the SF 135.

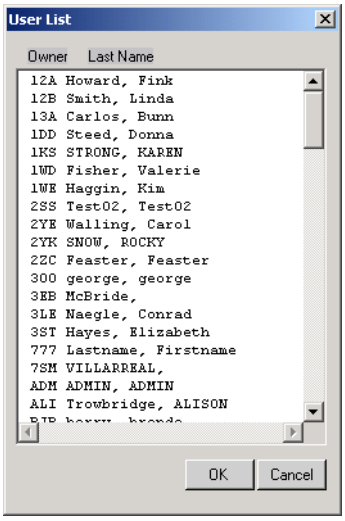
The Disposal Date

(Month /Year) is automatically calculated based on the date the Accession is created. The date may be changed by hi-lighting and typing in the correct date.

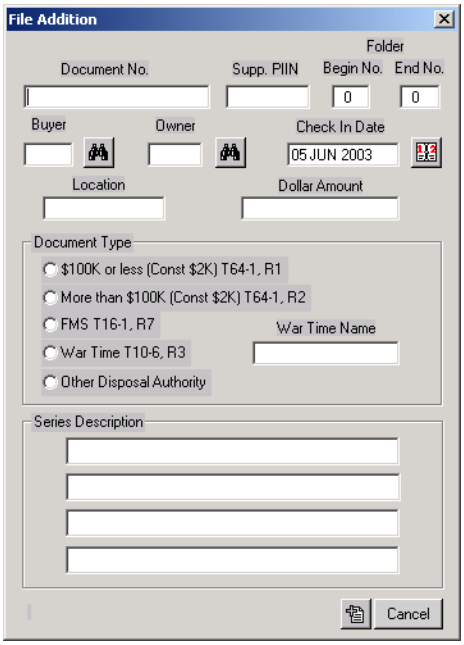
**Add a Document Number to the Folder Tab Button**

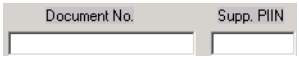
This button is used to add new Document Numbers (*e.g.*, a document that has been erroneously deleted, a document that has been transferred from another base, etc.).

Note: In the Transmittal Tab, this button is used to add Accession Numbers to Transmittals (SF 135).



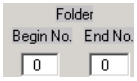

This button activates the File Addition screen:




**Document Number**

Type the Document Number, and if applicable, Supplemental PIIN Number.




**Folder Number(s)**

If there is only one folder to the Document Number, enter “1” in the

.

If there is more than one folder to the Document Number, enter “1” in the

and then enter the total number of folders in

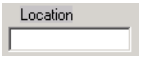
.

**Buyer**

Enter the Buyer code by clicking on the adjacent button, which activates the User List screen:

Select the appropriate Buyer code and click on the OK button.

**Note:** In some instances you may not have a Buyer Code. Use a code you prefer.

and 


**Owner/Location**

Enter the Owner code by clicking on the adjacent button, which activates the User List screen:

Select the appropriate Owner code and click on the OK button.

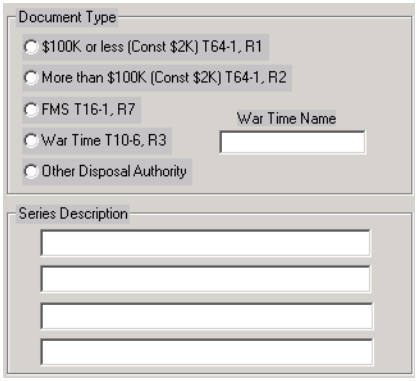
When the selection is made, the owner's last name is automatically displayed in the Location text box.

Check In Date 07 NOV 2002 **Check In Date**

The date defaults to the current date. Use the button to activate the calendar to change.

Dollar Amount **Dollar Amount**

Enter the contract dollar amount. The dollar amount must coincide with the Document Type radio button that is selected for each Document Number.




**Document Type Radio Buttons**

These radio buttons correspond with Block 6(h) "DISPOSAL AUTHORITY" of the SF 135.

Select the appropriate radio button for the Document Type. (These are the same selections as made on the Document Box Assignment screen when creating an Accession Number (see Move Documents to Box Process.))

**Delete a Document Number Button**

This button is used to delete a Document Number.

**Location, Owner and Buyer Query Buttons**

These buttons are used to query information by Location, Owner and Buyer, and to display *all* documents relating to each selection.

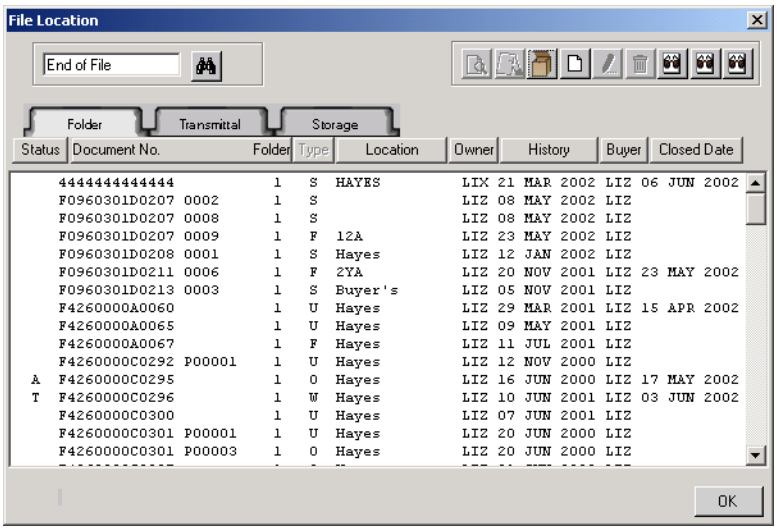
If a buyer is not listed for a Document Number, the Buyer Query button is grayed.

**Note:** The Query Buttons are used only on the Folder and Storage Tabs.

## Stat Status Column (Not an available button)

The Status Column is blank for all Document Numbers until an Accession Number is assigned. When an Accession Number is assigned, the Status column displays an “A.” If the Closed Date or Type needs to be changed at this point, the Accession Number has to be removed (see instructions).

When a Transmittal Number is assigned at the Transmittal Tab, the Status column displays a “T.”



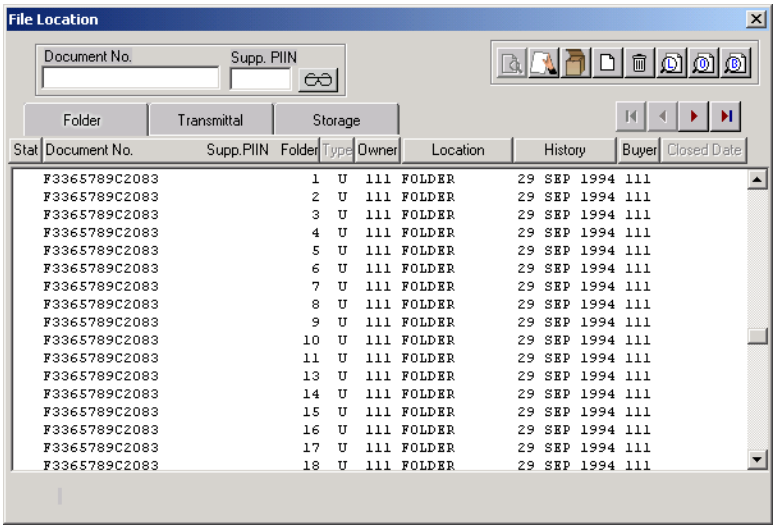

**Note:** The Document Number is displayed on the Folder Tab and Transmittal Tab until the Storage Location is assigned. It is then moved from the Folder Tab and Transmittal Tab to the Storage Tab.

Document No. Supp.PIIN Folder **Document No. / Folder Button**

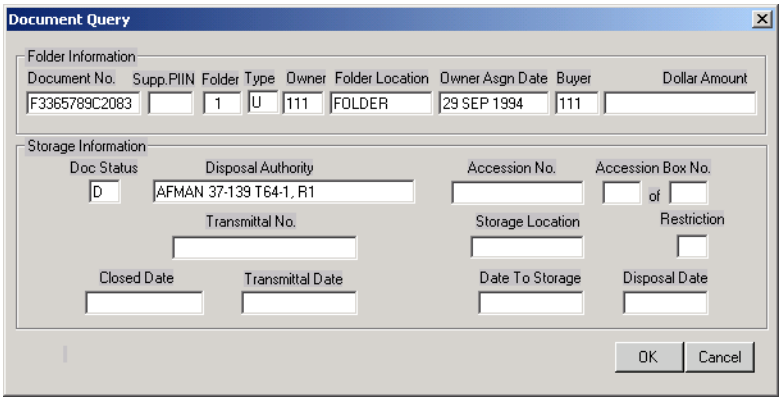
This button consists of three columns:

The Document No. Supp.PIIN column displays Document Numbers and Supplemental PIINs.

The Folder column displays each *number of folders* that comprise a Document Number and all Supplemental PIINs (*e.g.*, if a document consists of three folders, each folder will be listed separately followed by 1, 2 3 etc. in the Folder column).



**Document Query Screen:**
Click on the [Document No. Supp.PIIN Folder] button, or double-click on the Document Number, to activate the Document Query screen:




This screen displays current information pertaining to a selected Document Number. The information on this screen will not be complete until the document has been assigned a Storage Location. Click on the [Cancel] button to exit.

The screen is editable except for the [Document No. F0102222A0000 Supp.PIIN Folder 1] textboxes. Click on the [OK] button to accept the changes.

The [Doc Status D] box signifies the <u>internal</u> status of a Document Number, and is not the same as the Status column that displays "A" (Accession Number assigned) or "T" (Transmittal Number assigned) on the Folder Tab. This box needs to be changed according to the desired revisions:

**D** = Resides in Folder Tab as a distributed document.
**C** = Closed date assigned through Accession Number assigned.
**X** = Transmittal Number assigned through Date to Storage assigned.
**S** = Storage Location assigned.

**[Type] Type Button**
Note: This button is not available to make changes once a Closed Date has been assigned

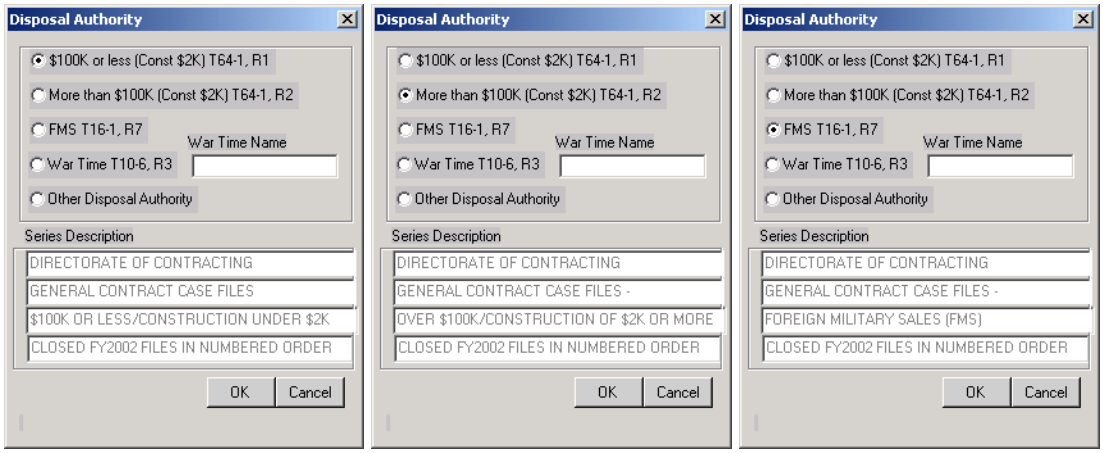
This button activates the Disposal Authority screen to allow the user to view or change the Type.

The codes displayed in the [Type] column are based on-

**U** = Dollar amount of a general contract file $100,000 or less (Construction 2K)
**O** =Dollar amount of a general contract file more than $100,000 (Construction 2K)
**F** = Foreign Military Sales (FMS)
**W** = War Time
**S** = Other Disposal Authority

**Note:** AFMAN 37-139, Records Disposition Schedule, dictates The Disposal Authority. The radio button information is automatically transferred to Block 6(h) "DISPOSAL AUTHORITY" of the Standard Form 135

The Type codes correspond to the Disposal Authority radio buttons on the Disposal Authority screen. Click on the Type button to display the Disposal Authority screen:




The information displayed in the Series Description text box is transferred to Block 6(f) “Series DEscription” of the SF 135.

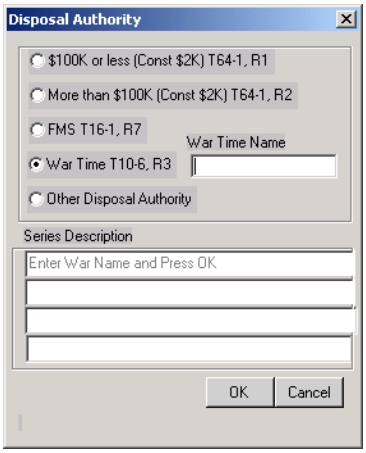
**View Type:**
Click on the Type button. Click on the Cancel button to exit.

**Change Type:**
Click on the appropriate radio button to change the Type. Click on the OK button to accept the change.

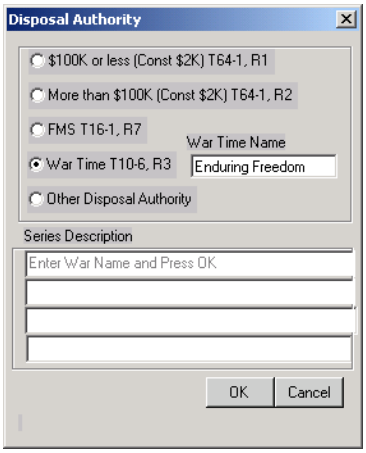
Note: The “War Time” and “Other Disposal Authority” radio button selections require additional fill-in information

War Time T10-6, R3

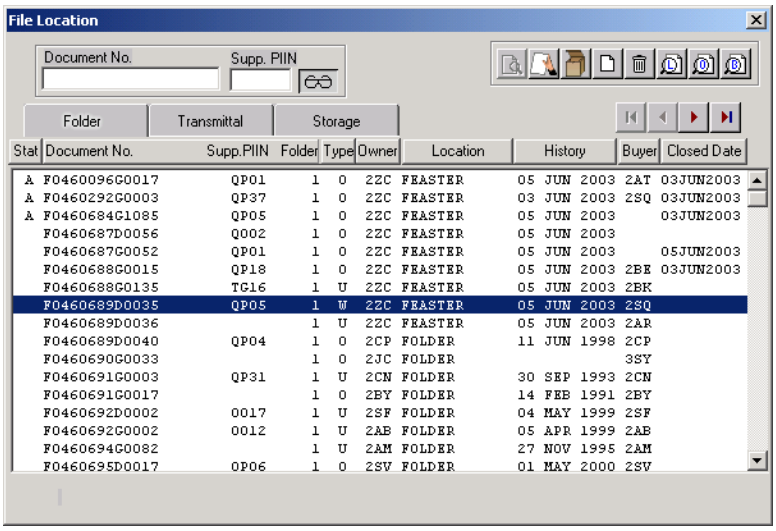
This radio button activates the War Time Name text box, and the instructions are displayed in the Series Description text box:



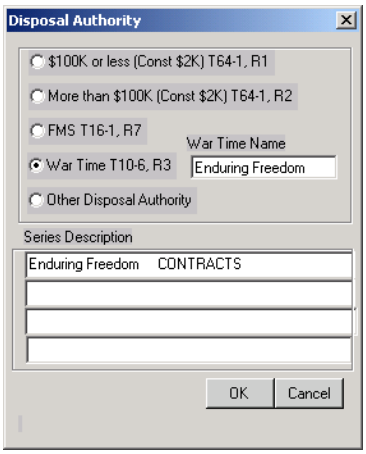

Enter the war name (*e.g.*, Enduring Freedom)

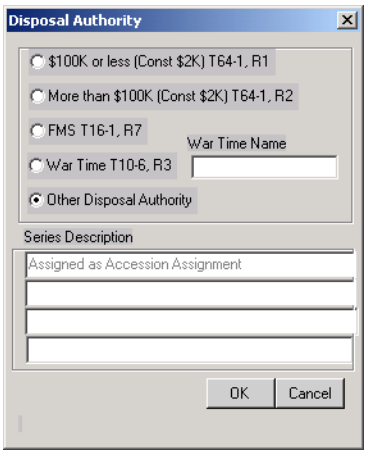



Click on the OK button. The program transfers the entered information into the Series Description text box, and then reverts back to the File Location screen:




Click on the Type button again, the information that was entered is displayed in the Series Description text box:



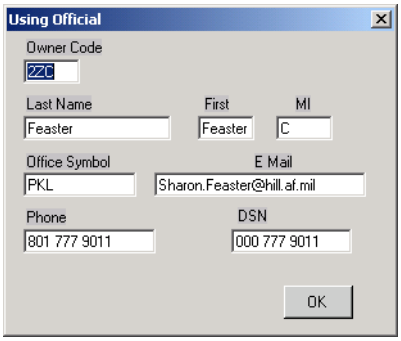



This Series Description text box is not available to fill-in for this radio button from the Type button. See the Select Disposal Authority Button instructions.

### Owner Owner

This is the Branch/Section/Person code of the person who has physical possession of the paper copy of the document. This needs to be updated each time a document changes hands.

Click on the Owner button to display the Using Official screen:

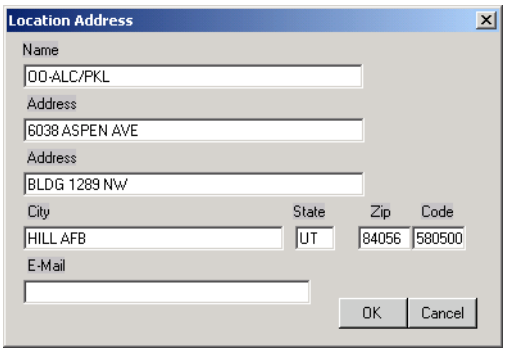



Note: When the Closed Date is assigned to a document, the Owner code and Location will automatically be changed to the code of the person who assigned the Closed Date. The Owner code will remain the same even if the Closed Date is removed

As discussed previously, use the button to query all documents within an Owner code.

Location **Location Button**

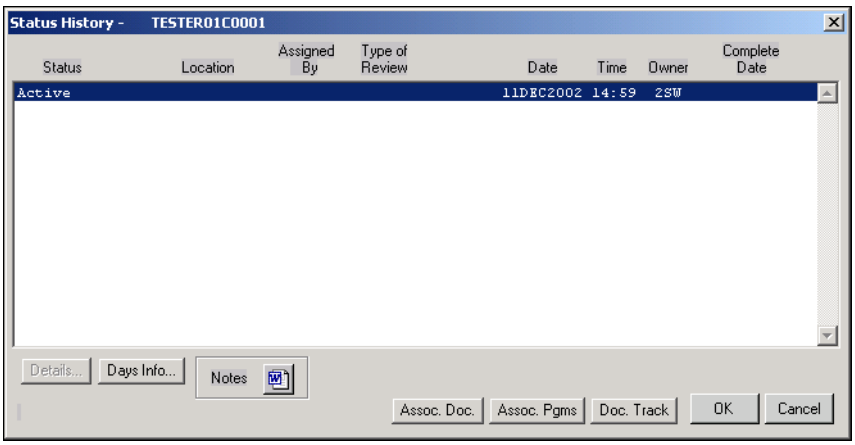
The Location is the last name of the *owner* where the paper copy of the document is currently located. Click on the Location button to activate the Location Address screen:




If information is modified, click on the OK button to accept the changes.

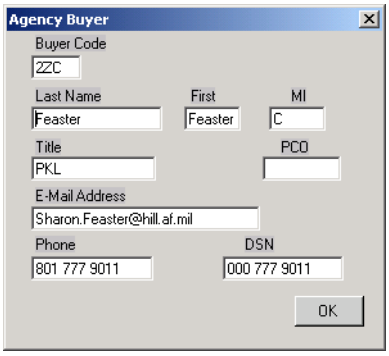
As discussed previously, use the Query Location button to query all documents within a Location.

History **History** This is the date from the Status History screen.



1. Buyer **Buyer**

This is the Branch/Section/Person code of the buyer. Click to view the buyer information:



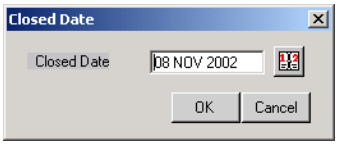

As discussed previously, use the button to query all documents within a buyer's code.

2. Closed Date **Closed Date**

This column is blank until the Closed Date is assigned. The date can also be changed or deleted.

1) **Assign a Closed Date:**

Click on the Closed Date button to display the Closed Date screen:




The date on this screen is always defaulted to the current date. If this date is incorrect, either type the date in the Closed Date text box, or click on the button to display the Month/Year screen:

Select the correct date and click on the OK button.

Note: When the Closed Date is assigned to a document, the Owner code and Location will automatically be changed to the code of the person who assigned the Closed Date. The Owner code will remain the same even if the Closed Date is removed

2) **Change a Closed Date:**

Click on the Closed Date button. Type the date in the Closed Date text box, or click on the Calendar button, select the correct date, and click on the OK button.

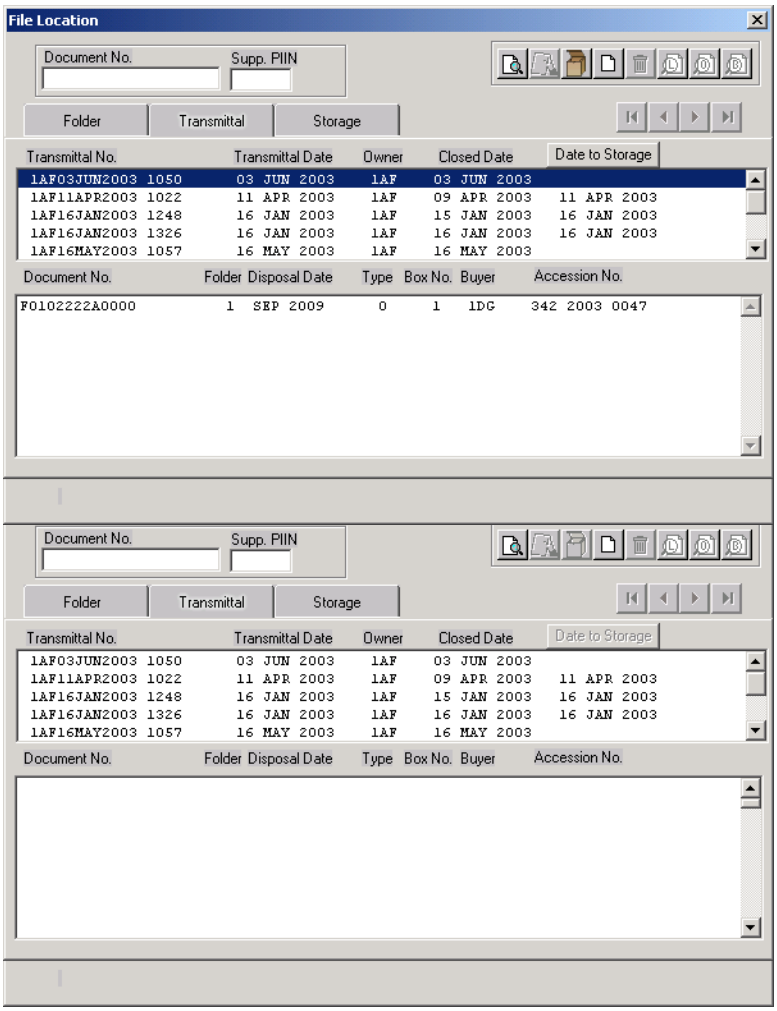
3) **Delete a Closed Date:**

Click on the Closed Date button, and use one of two methods:

Hi-light the date displayed on the Closed Date screen and press the Delete key; or,

Click on the button, click on the ------ Clear Current Selection ------ button on the Month/Year screen, and click on the OK button on the Closed Date screen.

Note: A Document Number can also be removed from an Accession by deleting the Closed Date




**Transmittal** Transmittal **Tab**

This tab displays Document Numbers assigned to Transmittals, and remain here until a Storage Location is assigned, the Document Numbers are then transferred to the Storage Tab.

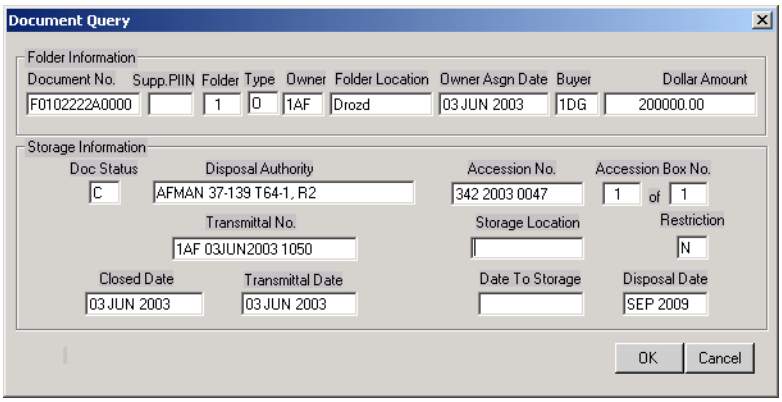
The screens associated with this tab are used to-

1) **Assign** Transmittal Numbers to Accession Numbers;
2) **Assign** a date that documents are sent to Storage;
3) **Delete** a Document Number from a Transmittal prior to assigning the Storage Location;
4) **Assign** a Storage Location to documents; and
5) **Assemble and print** the SF 135, Record Transmittal and Receipt.

The and are the only buttons available upon entering the Transmittal Tab:

Note: The screen is blank if there are no Transmittals awaiting action

Click on a Transmittal Number to activate the button, and to display, on the lower half of the screen, the Document Number(s) assigned to it:



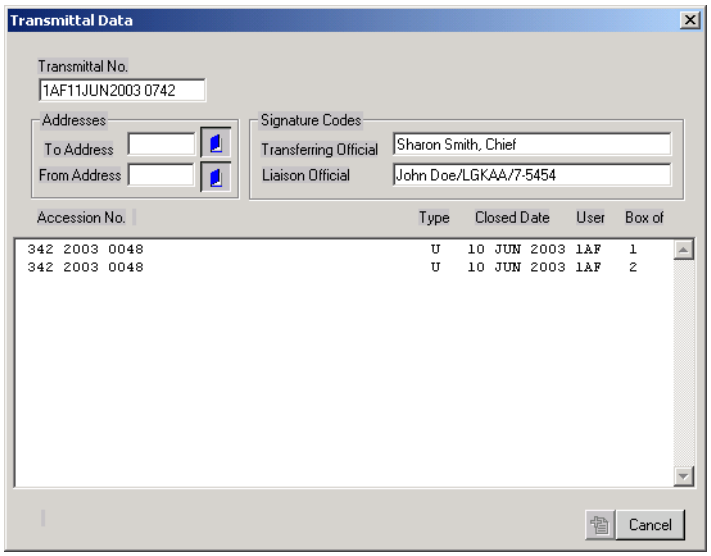

As on the Folder and Storage Tabs, click on a Document Number to display the Document Query screen. This screen is editable:

This screen provides current information pertaining to the selected Document Number. Click on the Cancel button to exit. If changes are made, click on the OK button to accept the changes. The information on this screen will not be complete until a document has been assigned a Storage Location.

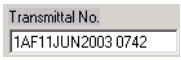
1) **Assign Accession Numbers to Transmittals:**

**Assign New Transmittal Button**

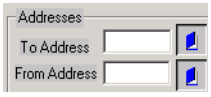
Click on the button to activate the Transmittal Data screen:




This screen displays a new Transmittal Number and all open Accession Numbers.

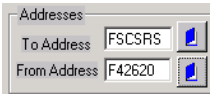


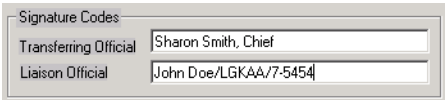

The Transmittal Number is automatically assigned, and is based on the user's code, current day / month / year, and military time (11 JUN 2003 0742) that the Transmittal is created. This number prints in the upper right-hand corner of the SF 135.




**Addresses**

The **"To Address"** and **"From Address"** correspond with Blocks 1 and 5 of the SF 135.They are defaulted from the parameters database at your particular location. You must click on an Accession Number to display the addresses and activate the buttons (used to make changes).

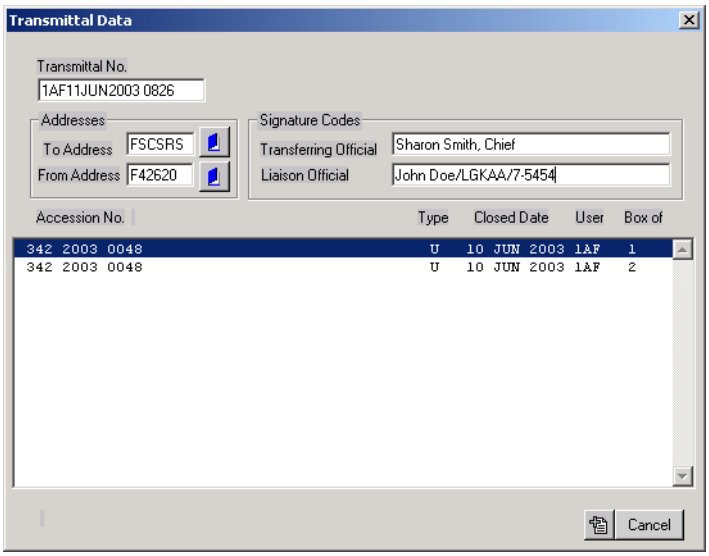



**Signature Codes**

The **"Transferring Official"** (Signature and Title) corresponds with Block 2 of the SF 135.

The **"Liaison Official"** (Name, Office and Telephone No.) corresponds with Block 3 of the SF 135.




Click on the button to add Box 1 of 2 to the Transmittal. It is then removed from the screen:
Click on each Accession Number (342 2003 0048) and associated box number(s) you want to add to the Transmittal Number.
Notice below that the Accession Number consists of two boxes, 1 of 2 and 2 of 2. Each box has to be added individually to the Transmittal:

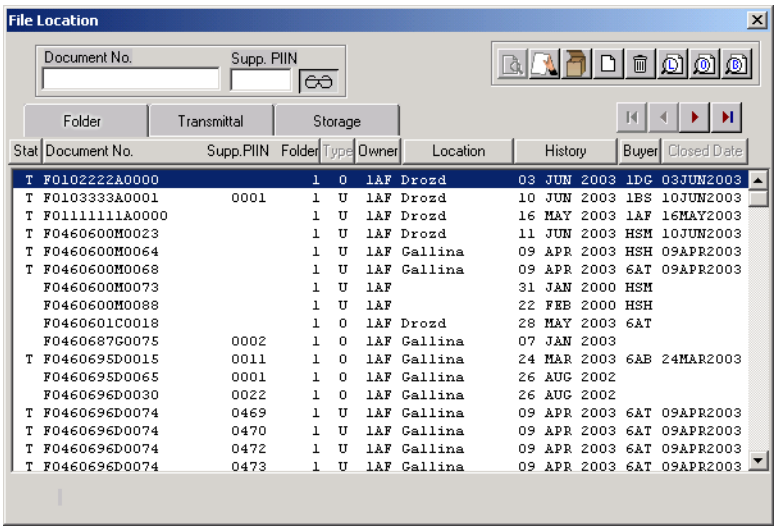
Click on the next Accession Number and Box 2, then click on the button to add Box 2 of 2 to the Transmittal. It is then removed from the screen:

Click on the Cancel button to exit.

The new Transmittal Number is then displayed (without a Date to Storage):

Click on the Transmittal Number to display all Document and Box Numbers assigned:

These Document Numbers are now displayed on the Folder Tab with "T" status and will remain there until the Storage Location is assigned. At that time they will be removed from the Folder Tab and Transmittal Tab and displayed on the Storage Tab.



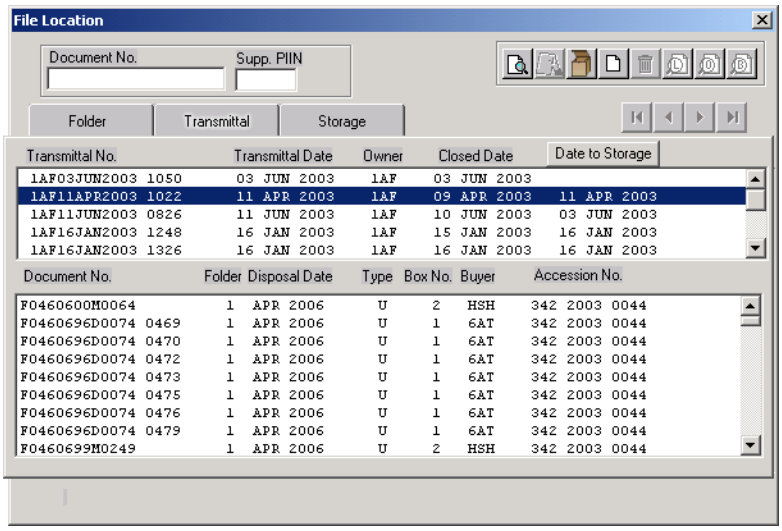

Note: A Document Number may be added to, or deleted from an Accession Number at any time prior to assigning the Transmittal Date to Storage.

2) **Assign the Date to Storage:**

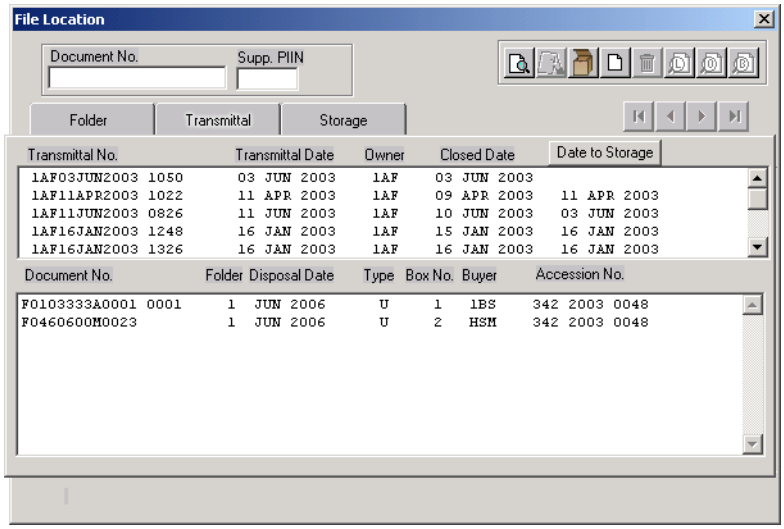
Click on the Transmittal Number to activate the Date to Storage button:

Click on the activated Date to Storage button and the Document to Storage Date screen is displayed:

To accept the displayed date, click on the OK button.




To change the date, hi-light and type-over the date in the text box, or use the button to activate the calendar
Once the date is selected it is then displayed on the Transmittal screen:



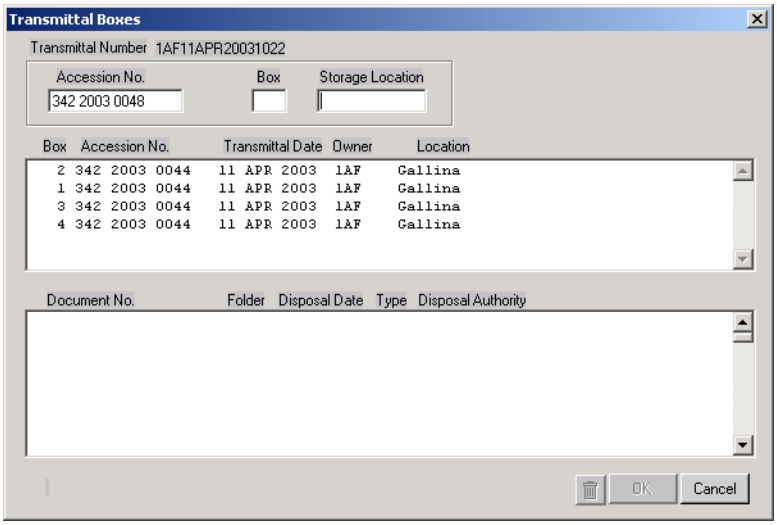

The Transmittal Number and related Document Number(s) remain displayed on the Transmittal Tab until a Storage Location is assigned.

3) Delete a Document Number from a Transmittal prior to assigning the Storage Location:

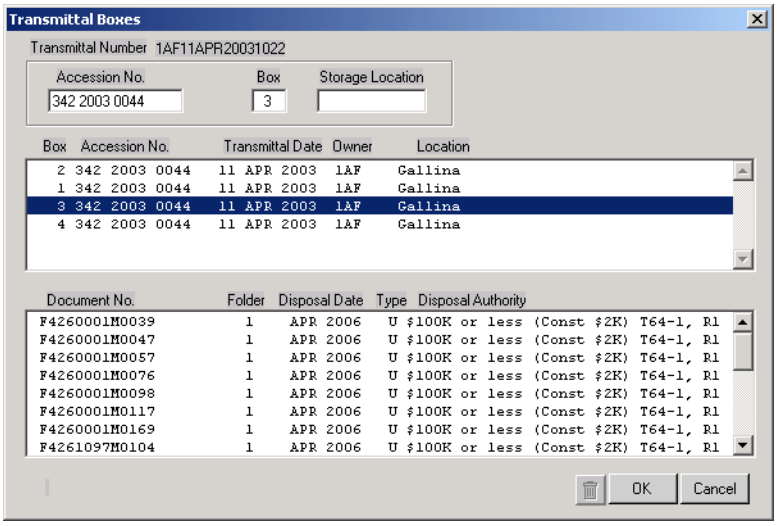
Document Numbers can be deleted from a Transmittal up until the Storage Location has been assigned. Hi-light the

Transmittal you want to delete a Document Number from:

Click on the button to activate the Transmittal Boxes screen:

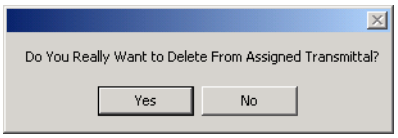



Click on the Accession Number and Box Number to display the Document Number(s):

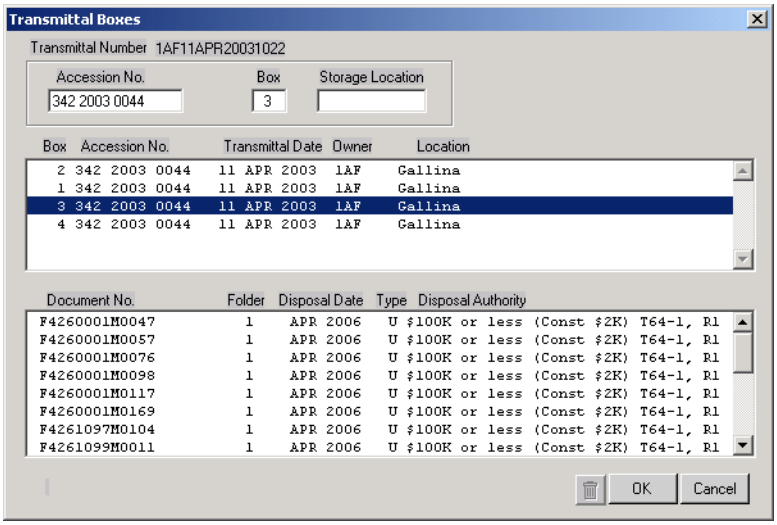



High-light the Document Number to be deleted, and to activate the button:

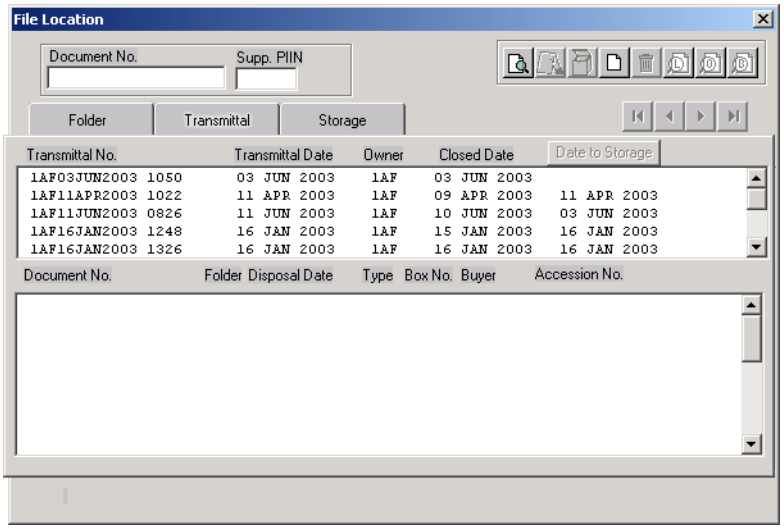
Click on the button to delete the Document Number. The following screen appears to allow you to confirm or cancel the deletion:




Click on the Yes button and the Document Number is deleted from the Transmittal:




Click on the Cancel button to return to the Transmittal Tab:



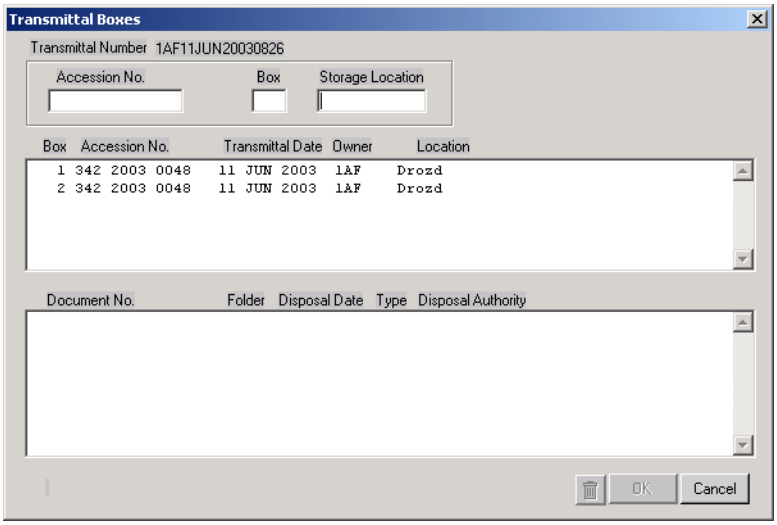

The Document Number(s) deleted from the Transmittal Tab remain displayed on the Folder Tab with “Closed Date” status:

**4) Assign a Storage Location:**

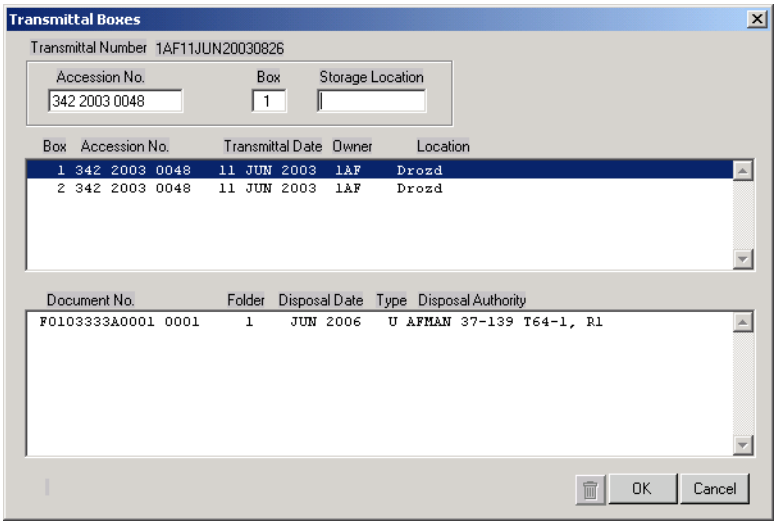
Note: Once a Storage Location is assigned to all boxes within a Transmittal Number, the Transmittal Number and associated Document Numbers are moved from the Folder Tab and Transmittal Tab to the Storage Tab

Click on the appropriate Transmittal Number to display the Document Numbers and to activate the button.

Click on the button to activate the Transmittal Boxes screen:

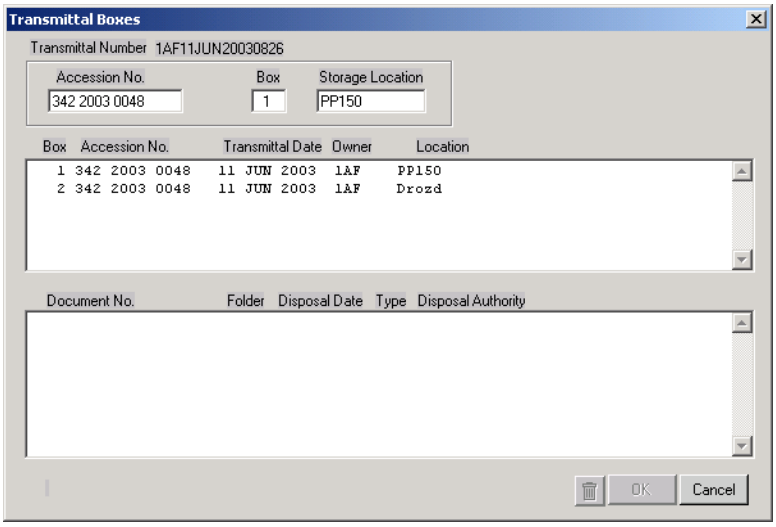



Click on the Box you are assigning to a Storage Location (Box 1). This also activates the OK button.

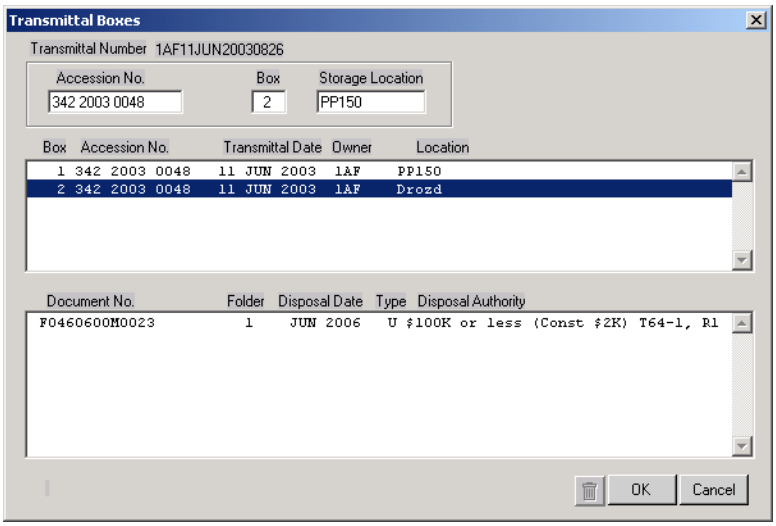



Enter the Storage Location (PP150) that has been assigned by the Records Center:

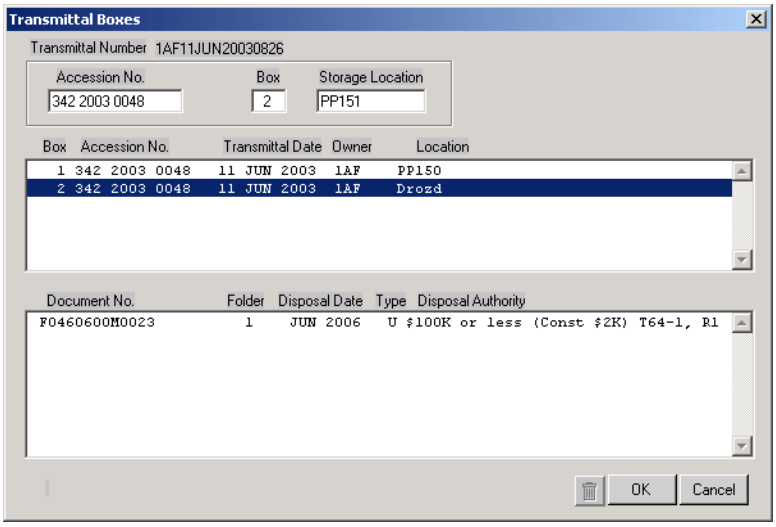
Click on the OK button to accept the action. The Storage Location (PP150) is then displayed in the Location column:



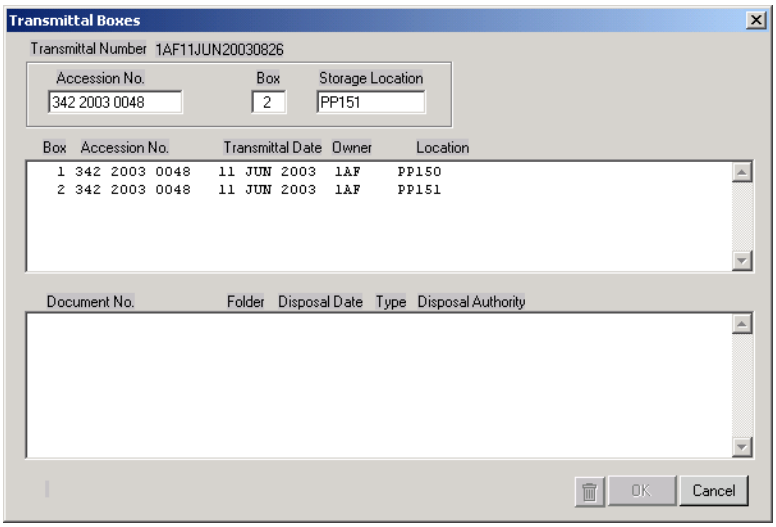

Click on Box 2.



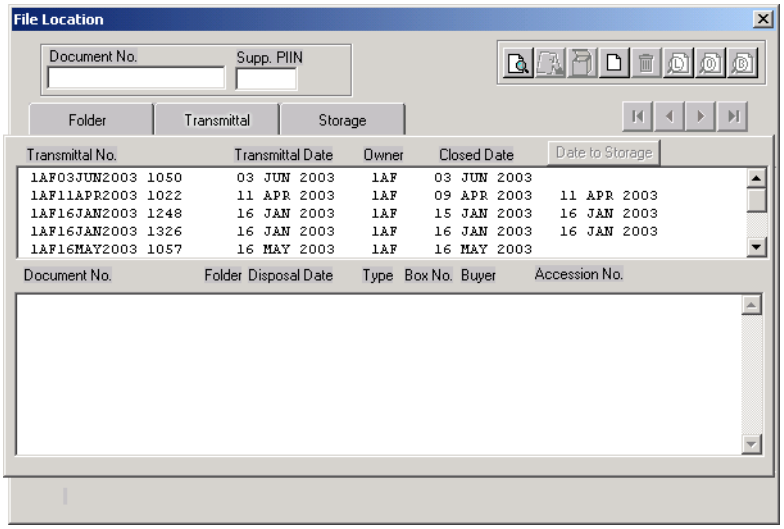

This may have a different Storage Location than Box 1. Change the displayed Storage Location (PP151)




Click on the OK button to accept the action.




Click on the Cancel button to return to the Transmittal Tab.

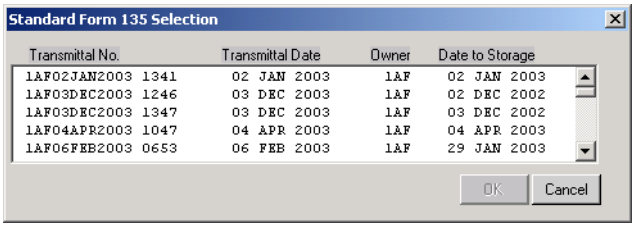



The Document Number(s) have now been moved from both the Folder Tab and Transmittal Tab, and reside in the Storage Tab. See **Storage** Storage **Tab** for instructions.

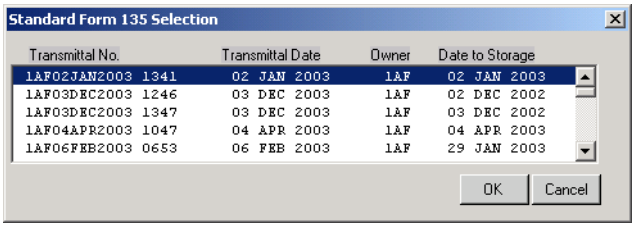
**5) Assemble and Print the SF 135 – Record Transmittal and Receipt:**

Note: The SF 135 cannot be assembled and printed until the Date to Storage is entered. It also cannot be assembled or printed once the Storage Location is assigned

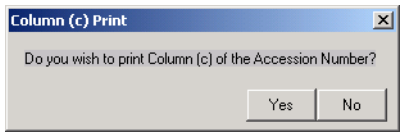
Click on the button to activate the Standard Form 135 Selection screen:




Select the Transmittal Number and click on the OK button:




The Column 6(c) Print screen is then activated:



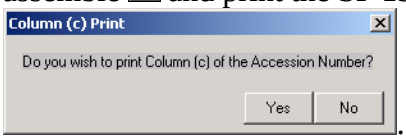

Select whether you want to print/not print **Column 6(c)** of the Accession Number on the SF 135.

Printing the Accession Number on the SF135:

In the File Location program, Block 6(c)

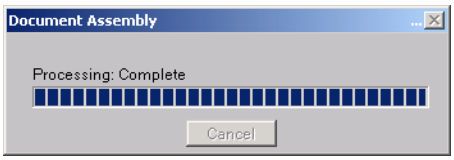
of the Accession Number is system-assigned and used for tracking purposes, and should not be printed on the SF 135, Records Transmittal and Receipt.

Block 6(c) is to be used when a four-digit sequential number has been obtained from the Records Center. There is an option to print or not print Block 6(c) of the Accession Number when you assemble and print the SF 135 in the Transmittal Tab or Storage Tab



. Select


The Document Assembly screen is then activated to assemble the SF 135:




The SF 135 is then processed into a WORD document. Check to see if all information is complete, and print. The SF 135 is now ready to forward to the Records Center with the boxed Documents.

Note: Document Numbers are printed on the SF 135 in the same sequence as they appear on the File Location screen

**Storage**

**Tab**

These buttons are available on the Storage Tab.

When a Storage Location is assigned to a Transmittal in the Transmittal Tab, all Document Numbers assigned to that Transmittal are then moved to the Storage Tab.

The Storage Tab displays all Document Numbers that reside in Storage at the Records Center, and those that have been disposed of.

Note: In a future release, all Document Numbers that have been disposed of will be moved to a separate database, and will no longer appear in the Storage Tab

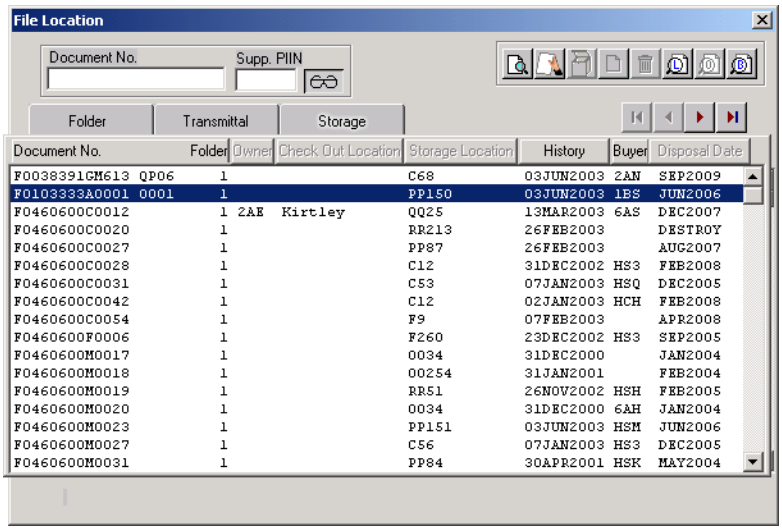
### Assemble and Print the SF 135 Button

Note: This button is applicable only in the Transmittal Tab and will be disabled in a future release in the Storage Tab

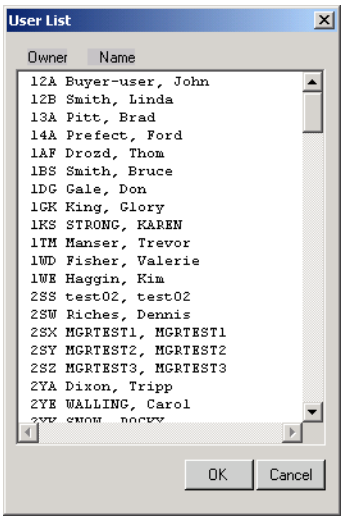
### Checkout Documents from Storage Button

The

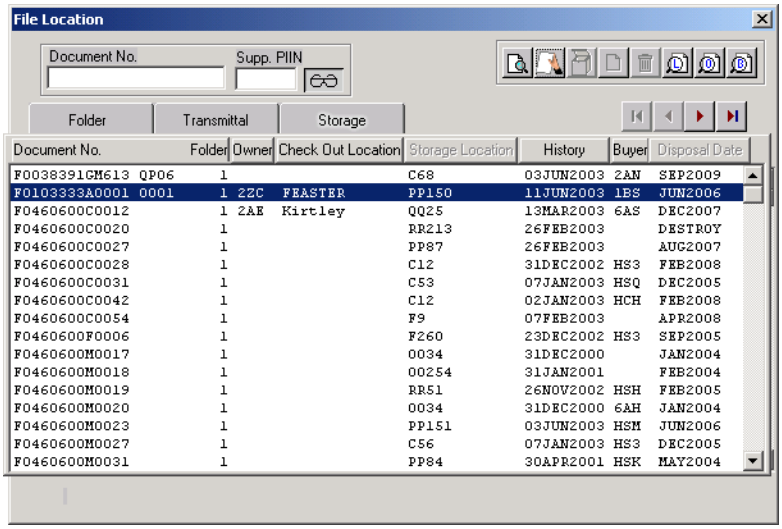
buttons are grayed if a document is located in Storage.



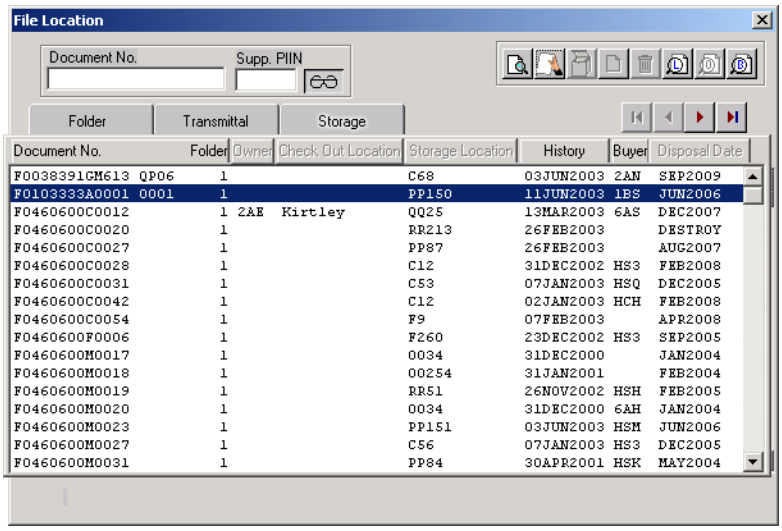

When a document is to be checked out of Storage, click on the button, and select the appropriate Owner Code/Name:




This is then listed in the Owner Check Out Location columns:

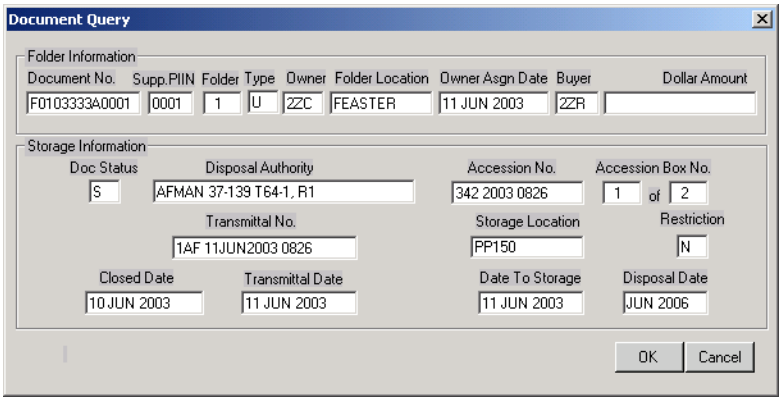



When the document is returned to Storage, click on the Check Out Location button and the information in the Owner Check Out Location columns is removed.




**Query Buttons**
As in the Folder Tab, these buttons are used to query information by Location, Owner, or Buyer, and display <u>all</u> documents relating to each selection within the Storage Tab. Notice the is disabled when a document resides in Storage. It becomes enabled when someone checks out a document from Storage.

**Document Query screen:**
When checked out of Storage, the Folder Location displays who checked the document out, but the Storage Location still shows where it is assigned in Storage:




**Edit:** This screen allows you to edit the **Storage Location** and **Disposal Date**.

The **Owner Query button** (middle) is grayed on the Storage tab until a document is checked out of Storage. Then the owner's name and code are entered and the Owner Query button is activated.

**Document Number Search**


The Document Number Search is comprised of two separate searches: Folder Tab and Storage Tab.

Note: The Document Number Search is not available in the Transmittal Tab

**Document Number Search from the Folder Tab:**

The Document Number Search is not available in the Transmittal Tab

The Folder Tab contains only those distributed Document Numbers, within your branch, that are in the ACPS 15 system. Your branch is denoted by the first position of the Branch/Section/Person (BSP) Code listed in the Owner column, and the owner's last name is listed in the Location column.

Enter a complete Document Number with/without the Supplemental PIIN, or a partial Document Number (*e.g.*, F42 to find all related Document Numbers) and click on the button.

When the Document Number Search is used, the program leaves the Folder Tab and searches the entire ACPS 15 database

Document Numbers that are located outside of your branch may then be moved to your Folder Tab in two ways: 1) change the Owner code to your code; or, 2) enter the Closed Date and the Owner code is automatically changed to your code. The Document Number is then moved into your Folder Tab.

Return to your Document Numbers by clicking on the Folder Tab.

**Document Number Search from the Storage Tab:**

The Storage Tab displays all Document Numbers that reside in a Storage Location at the Records Center. The Document Number Search searches only within the Storage Tab.

Enter a complete Document Number with/without the Supplemental PIIN, or a partial Document Number (*e.g.*, F42 to find all related Document Numbers) and click on the button.

12.0 FedBizOpps Users Manual

**12.1 FedBizOpps Definition**

FedBizOpps (FBO) is the single government point-of-entry for Federal government procurement opportunities over $25,000, although they have the latitude to send lesser value dollar purchase requests. Government buyers are able to publicize business opportunities by posting information directly to FedBizOpps via the Internet. Vendors seeking Federal markets for products and services can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

**12.2 Accessing FEDBIZOPPS on the World Wide Web**

FEDBIZOPPS can be accessed on the Internet at location http://www.fedbizopps.gov/ . This is the site where the Buyers or Vendors can search, monitor and retrieve opportunities solicited by the entire Federal contracting community.

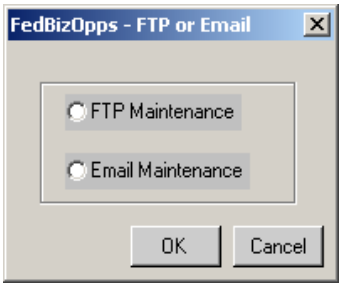
**How it Works**

The advantage of the ACPS method is that the system will extract the applicable data that the users have already entered. Most of the data can be entered by clicking on icons rather than users having to repeatedly entering the same data. Icons that allow users to do this are located on the Solicitation and the Posted Awards workbaskets.

**How to Get Started**

In order to Post these documents to FBO, each ALC must have a user-id and password. For information in obtaining these, each Air Logisitics Command (ALC) must do the following before they can post data to FedBizOpps:

1. If your ALC is not currently Posting data to FedBizOpps, they must contact FBO and get a user-id and password. Contact FBO at 877-472-3779 (toll free) or by email at fbo.support@gsa.gov.
2. After your ALC has been approved and set up to use FedBizOpps, they will supply you with your user-id, password.
3. If you have the user-id and password, you can fill out the FTP and Email parameters in ACPS (see instructions below). After this has been completed, you will be set up to Post data to FEDBIZOPPS.
4. FBO requires FTP and Email parameter data. Click on the applicable icon:



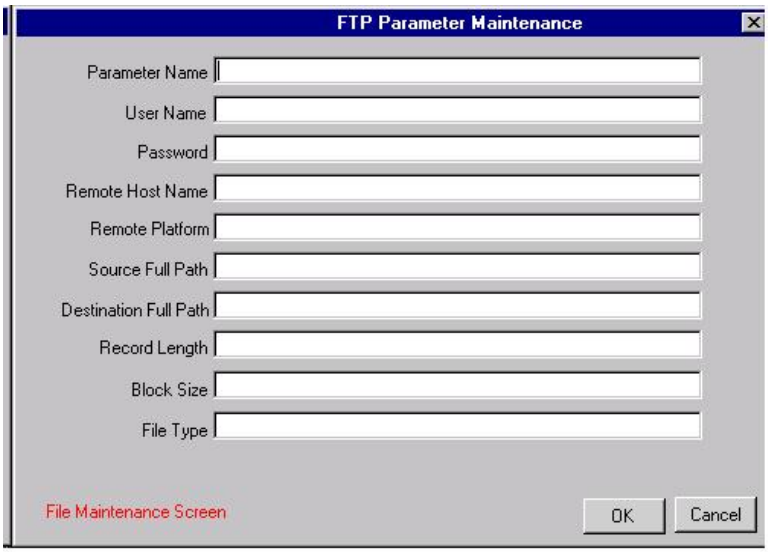

**12.3 FTP Maintenance**

The FTP parameters are information needed for the FTP process to send data to FEDBIZOPPS. Call your FedBizOpps Analyst at the PC Lab – (801-777-9011) for assistance in filling out this screen.

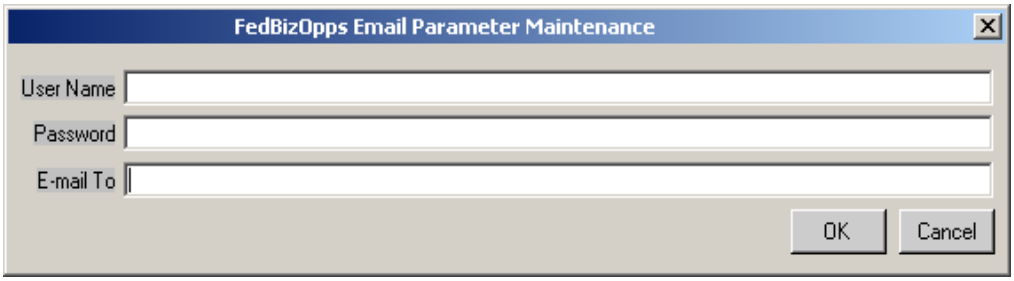
Click on the File Maintenance icon on the main menu.
Click on the FTP File maintenance icon (Lightning Bolt).

The FM FTPPARMS Screen will appear.
If a "FEDBIZOPPS" parameter is not shown, add a new Parameter by clicking on the Add icon button; if one already exists double-click on FEDBIZOPPS to edit the parameters.
The following FTP File Maintenance screen will appear.

Call the PC Lab for assistance in entering this data




## 12.4 Email Maintenance




Data sent to FedBizOpps is also sent via email. The Email parameters are information needed for the Email process to send data to FEDBIZOPPS. If your ALC does not have a user-id and password, these must be obtained. Contact FBO at 877-472-3779 (toll free) or by email at fbo.support@gsa.gov.

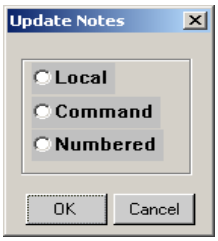
E-mail To Test site: **eps_test@smtp-dev.gsa.gov**
E-mail To Production site: **eps@smtp.eps.gov**

## 12.5 Updating Local and Command Notes

In the Description filed (Block 17) Local, Command, and Numbered notes can be inserted. ACPS allows you to enter these notes by clicking on the appropriate check box(s). Before you can select these Notes, you must first be entered into the system:

1. From the Main Menu, click on the “File Maintenance” icon.

2. From the ACPS File Maintenance Menu, click on the “FedBizOpps Notes Maintenance” icon. This screen will appear:




The Local Notes will need to be entered and maintained from here. The Numbered and Command Notes should already exist on the database.

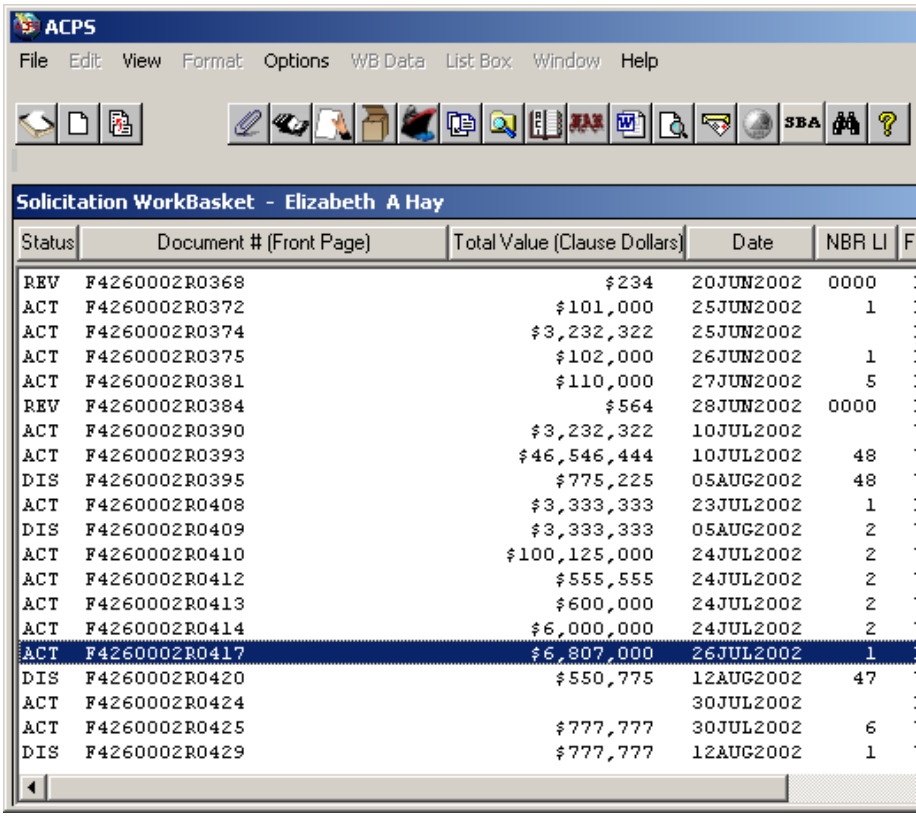
**12.6 Posting ACPS Data to FEDBIZOPPS**

There four types of data that can be sent to FedBizOpps via ACPS:

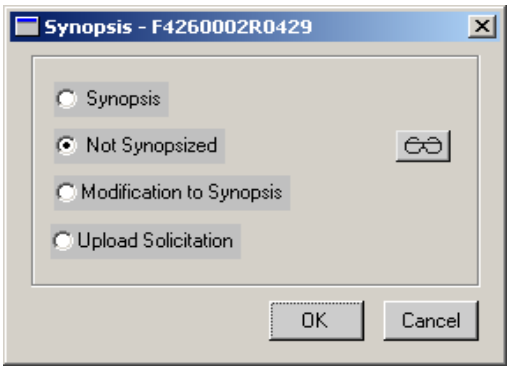
1. Synopsis
2. Modification to a Synopsis
3. Solicitation
4. Awarded Information

**12.7 Posting a Synopsis**

After selecting the appropriate Solicitation click on the Synopsis icon...



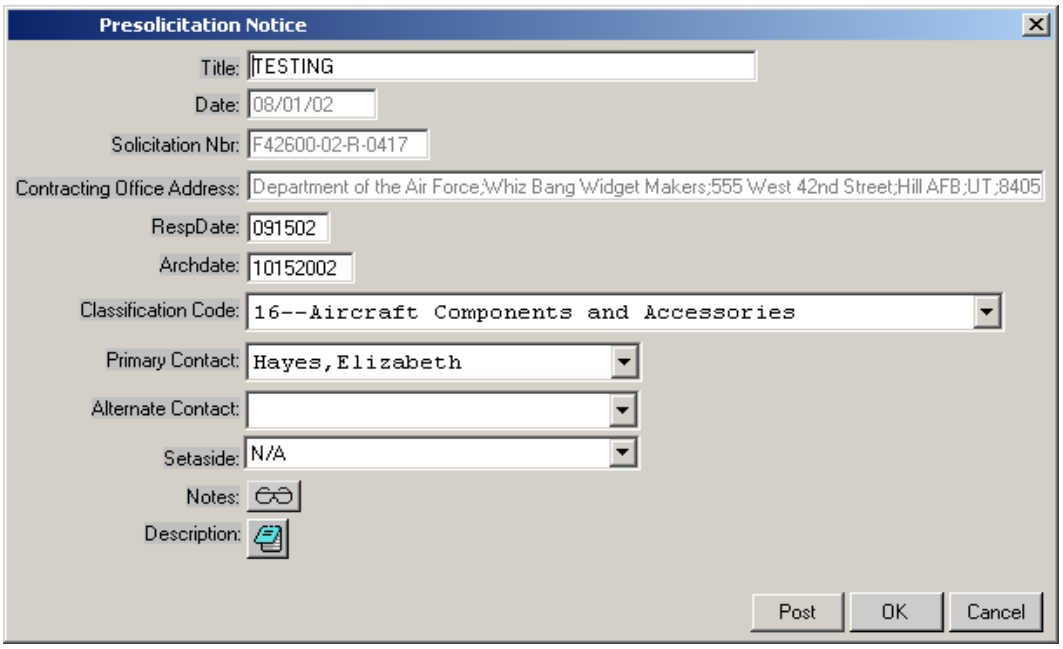

| Status | Document # (Front Page) | Total Value (Clause Dollars) | Date | NBR LI |
|---|---|---|---|---|
| REV | F4260002R0368 | $234 | 20JUN2002 | 0000 |
| ACT | F4260002R0372 | $101,000 | 25JUN2002 | 1 |
| ACT | F4260002R0374 | $3,232,322 | 25JUN2002 | |
| ACT | F4260002R0375 | $102,000 | 26JUN2002 | 1 |
| ACT | F4260002R0381 | $110,000 | 27JUN2002 | 5 |
| REV | F4260002R0384 | $564 | 28JUN2002 | 0000 |
| ACT | F4260002R0390 | $3,232,322 | 10JUL2002 | |
| ACT | F4260002R0393 | $46,546,444 | 10JUL2002 | 48 |
| DIS | F4260002R0395 | $775,225 | 05AUG2002 | 48 |
| ACT | F4260002R0408 | $3,333,333 | 23JUL2002 | 1 |
| DIS | F4260002R0409 | $3,333,333 | 05AUG2002 | 2 |
| ACT | F4260002R0410 | $100,125,000 | 24JUL2002 | 2 |
| ACT | F4260002R0412 | $555,555 | 24JUL2002 | 2 |
| ACT | F4260002R0413 | $600,000 | 24JUL2002 | 2 |
| ACT | F4260002R0414 | $6,000,000 | 24JUL2002 | 2 |
| ACT | F4260002R0417 | $6,807,000 | 26JUL2002 | 1 |
| DIS | F4260002R0420 | $550,775 | 12AUG2002 | 47 |
| ACT | F4260002R0424 | | 30JUL2002 | |
| ACT | F4260002R0425 | $777,777 | 30JUL2002 | 6 |
| DIS | F4260002R0429 | $777,777 | 12AUG2002 | 1 |




The following screen will appear:

Posting a Synopsis:

After clicking on the Synopsis icon in the above screen, the following will appear:




Note: The data in the above screen is extracted from data that is entered into ACPS. If the data is not entered in ACPS, the data will not be displayed.

Local and Command Notes must first be entered by the Data Administrator from the File Maintenance screen.

After all data looks complete, click on the Post icon and e-mail will appear will the applicable data to be sent to FedBizOpps. At this point, Send the data to FedBizOpps.

### 12.7.1 Not Synopsized:

If you decide not to Synopsize, click on the “Not Synopsized” box and then choose the appropriate reason. Basic data will be sent to FedBizOpps with no Notes data attached.

### 12.7.2 Posting a Modification to a Synopsis:

Note: To make changes to a Synopsis, you must make an amendment to the solicitation. If you attempt to Post the same Solicitation Number without making an amendment, FedBizOpps will reject it.

To make a Modification to a Synopsis, click on the “Modification to Synopsis” icon and follow the same procedures as above.

### 12.8 Posting a Solicitation document:

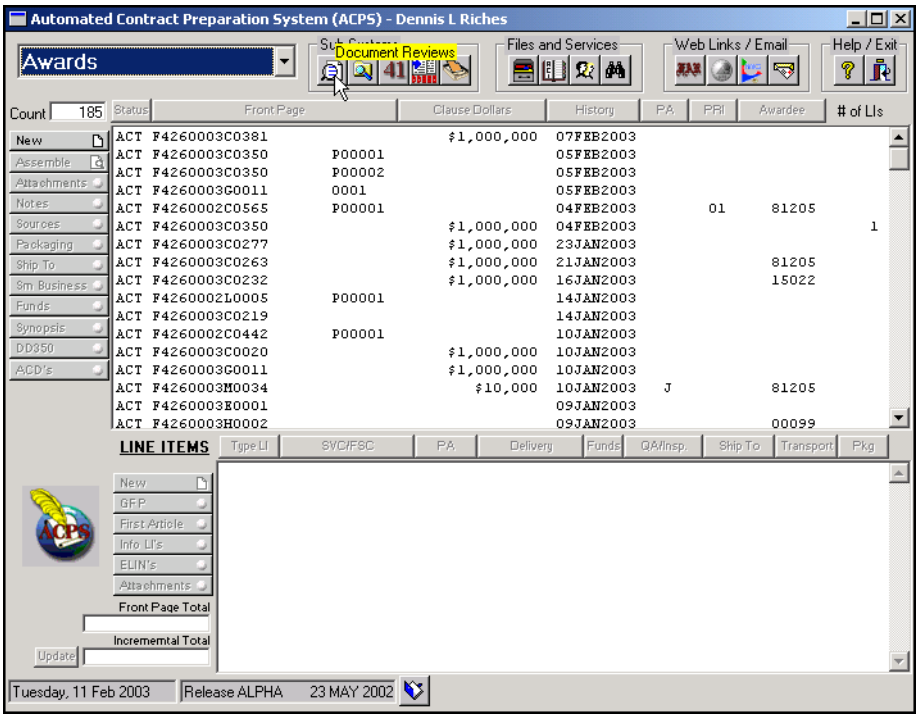
Note: This procedure can be done from the above screen, or you can Post the solicitation from an icon (Oz enter icon here) at the time the document has been distributed. The assembled Word document and the applicable Attachments will be sent via FTP to FedBizOpps.

### 12.9 Posting Awarded data:

To Post the Awarded data, go to the Post Award Work basket and click on the “FedBizOpps” icon (Oz enter icon here) on the main toolbar. The appropriate data will be sent to FedBizOpps via email.

## 13.0 AUTOMATED QUALITY REVIEW PROGRAM (AQRP) USER GUIDE

Document Review



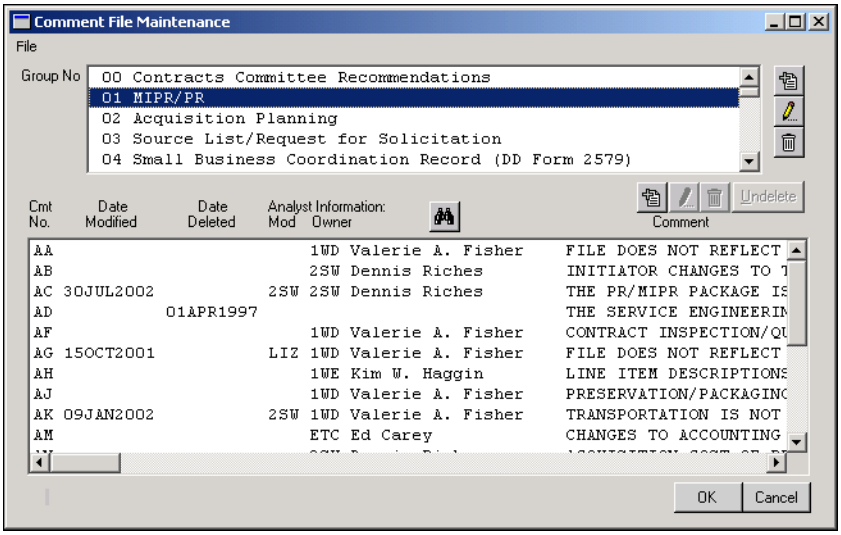

The Document Review Program in ACPS 15 is divided into two parts:
(1) The Comment Maintenance portion can be accessed and maintained through the “File Maintenance” button off of the Main Entry screen.
(2) The “Document Reviews” can be created/recorded or reviewed through the “Reviews” button on this same screen.

The first portion or the **"Comment Maintenance"** portion is where the Comments can be created and maintained. After the File Maintenance button has been clicked on the Main Entry screen, the File Maintenance button bar will open.

Click on the Comments File Maintenance button to access the Comment Maintenance program.

A few buttons that will be found on every screen are the Cancel button Cancel, and the OK button OK. The cancel button will cancel the action, close the current screen and return the user to the previous screen. The OK button will accept the action, close the current screen and return the user to the previous screen.

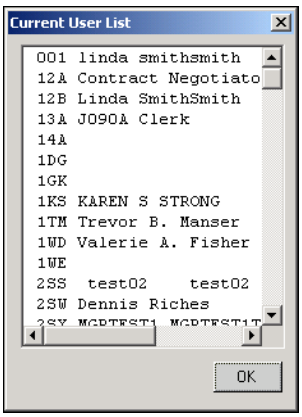
## COMMENT FILE MAINTENANCE SCREENS




The Quality Review data in the File Maintenance side of the program is protected from modification and/or deletion. If you have Super User Authority, you have full rights to access and modify the data (the Hill PK Lab keeps a copy of the Parent Database). If have PMC Review Authority in their User, you have authority to view everything, but can add/modify/delete Local Comment Data only (L and Z type comments). This means that the screens for the Main Comments will open as Read Only, but the screens for the Local Comments will open with full maintenance rights. If the users do not have PMC Review Authority in their User, they enter with Read Only rights.

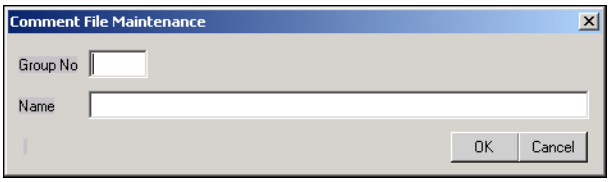
This screen contains the database for Comments and the ability to maintain that data. The Group Number list reflects all the Groups that contain Comments. These groups are patterned after the AFMC Form 3019 that is used for the Contract File Content Checklist. After you have clicked on the desired Group and selected one of the Group Numbers, the Comments for that Group are displayed in the Comment Maintenance list box as shown below. This list includes all the Comments for that group.

If you desire to add a New Group, they click on the "Add a New Group" button. To edit the Group information, click the "Edit Group" button. To delete an existing Group, clicks the "Delete Highlighted Group Record" button. For all these actions, the following "Comment File Maintenance" screen will open for your input.

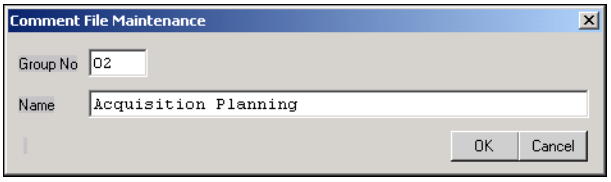



Analysts at the Contracting Lab are responsible for the maintenance of any given Comment identified by User Code and by Name under "Analyst Information." The code under "Analyst Mod" identifies the User Code for the analyst who was the last one to modify that comment. The "binoculars button" at the right of the "Analyst Information" is for the purpose of populating the assignment information, i.e. analyst code and name, from the database of analysts in the Lab as depicted in the following screen that opens from the binoculars button.
A general user can see this screen to help them with the User Codes to know the Names that are tied to them.

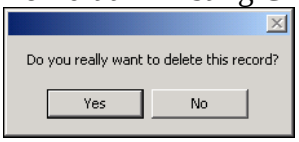
**COMMENT FILE MAINTENANCE SCREEN**



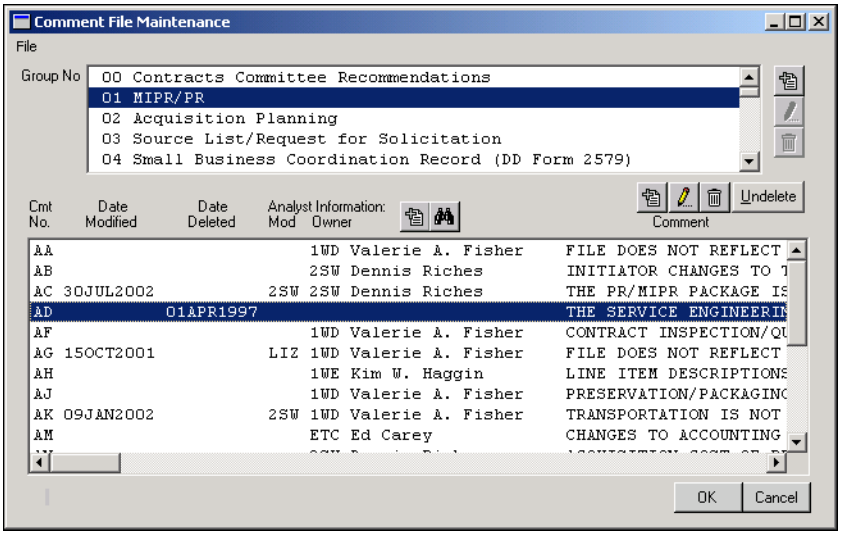

To Add a New Group




To Edit an Existing Group




Confirmation To Delete a Group Record



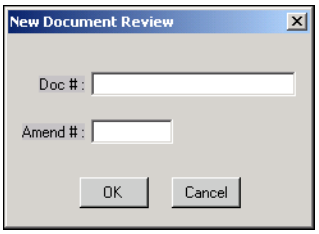

Select one of the Comments and edits it through the Pencil/Edit button. It will open the Comment File Maintenance screen and allows the manager to edit the Comment as shown below: Additional buttons can add delete and undelete Undelete. When you delete a comment, it is not physically deleted. It is placed in the management window. You can click the undelete button to remove the delete date and reactivate the comment.

**The Document Review Screens**

This portion of the program is where the actual reviews are created and stored. After you have clicked the Reviews button, the Document Review List Workbasket is opened to create or

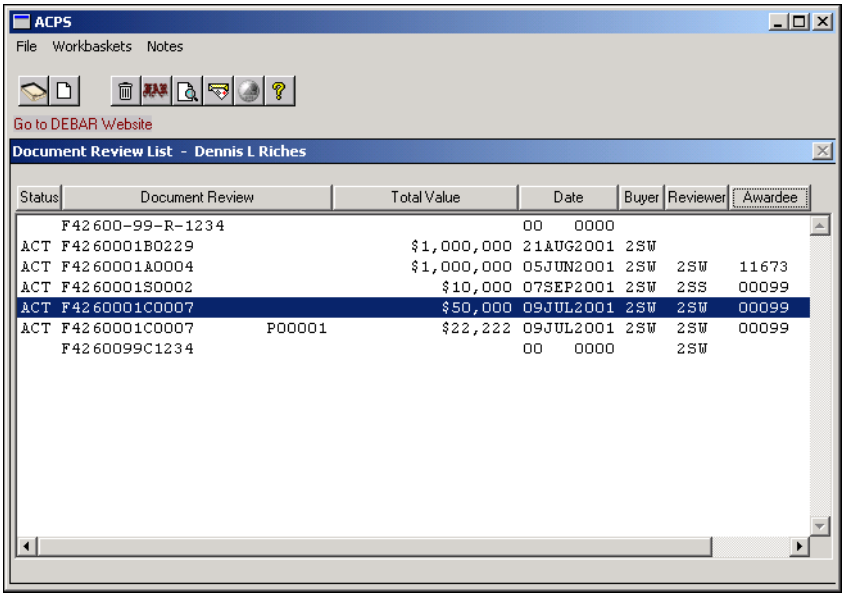
view the actual reviews as shown below. If the document being reviewed exists in the ACPS 15 system, the document data that exists in the document's database is copied into this part of the program and is reflected in this "Document Review Workbasket" and associated screens. To get the document into this workbasket, click the "Create New Review" button. It opens the "New Document Review" screen to create a review:

## NEW DOCUMENT REVIEW SCREEN




After entering the document number in a Solicitation, Award, Amendment or Modification, the detail is copied into the Document Review List Workbasket. If you enter a number that does not reside in the ACPS Document Database, the document number will be entered, but the entry will not contain any data. A review can still be created against this type of document, but the data will need to be manually entered by clicking all the buttons i.e. Total Value, Date, Buyer, Reviewer, and Awardee, and entering the data into all of their screens.

## DOCUMENT REVIEW LIST WORKBASKET




As with the Maintenance of the Document Quality Review, there are certain restrictions, depending on information in the User database. If you have PMC Review authority, they have full rights within all the screens. If you do not have PMC Review authority in User, you enter with certain restrictions. These restrictions are manifest by grayed out buttons and inactive windows. These restrictions prevent someone from affecting any of the data entered by the Reviewer.

This screen contains a synopsis of the applicable information from the ACPS 15 Document Database. If the document being reviewed actually exists in a user's workbasket, the data for the Total Value, Buyer, Reviewer, and Awardee automatically flows in from the database. If the document does not exist, you can create the data by clicking in the individual screens and manually entering it. The Status and Date Buttons will be fully functional at a later time.

From this screen, you can create reviews, delete reviews, open the internet to the FARSITE, assemble the actual document using Word, open to an email, open the internet to the Debarred Contractor site and open the ACPS 15 Help Document in PDF format

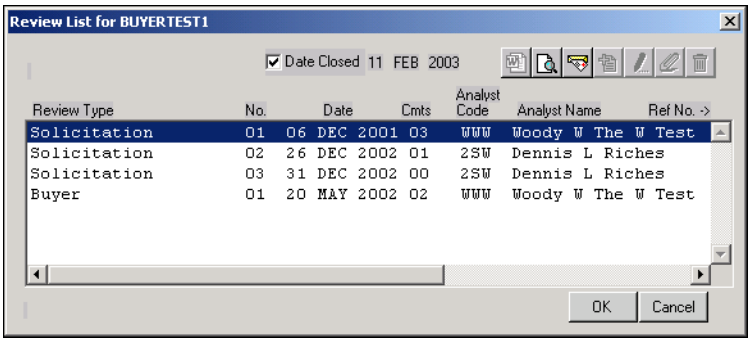
through Acrobat . The other buttons are also column headings and provide ways of entering and accessing data in relation to the reviews performed on the documents. The Status button Status will take you to the same document status screen and functions as in any other workbasket, i.e. Active, Out for Review, Distributed. The Document Review button Document Review takes you to the actual reviews done on the documents in the workbasket. The Total Value button Total Value will open a data screen which includes a lot of the information on the document, i.e. money, competition, synopsis, small business, security, etc. The date button Date takes you to the Status History screen, the same as in the other ACPS 15 workbaskets. The Buyer button Buyer will open a screen that provides information on the buyer, i.e. name, working section, and phone number. The Reviewer button Reviewer contains the information on the analyst who performed the reviews. The Awardee button Awardee contains the information on the contractor who received the award and a link to the Vendor Maintenance portion of the ACPS 15 program.

The **"Status"** button Status is tied to the status of the document in the Main Workbaskets, i.e. Active, Distributed. It is still under construction.

The **"Document Review"** button Document Review, takes you to the screens that facilitate the creation and viewing of the actual reviews performed on the documents as follows:

When a document review is being done, it is in your Review Workbasket wherein you can view and respond to it at the main review or comment level through *Word*. Note: The Word button is the same button on the screens, but depending upon the user, it works differently to add a different note to the review. By it, the reviewer and the buyer can correspond back and forth concerning the review and the actions involved.

## REVIEW LIST SCREEN

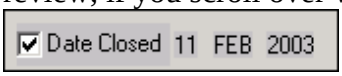



From the "Review List" screen, users can create and view any of the types of reviews they are authorized to. Even though they are limited in the authorized types they can be reviewers for, their list boxes will show any and all types that have been created by a Committee Reviewer or a PCO Reviewer, or themselves. The one who performed the review will be shown as the Analyst on the review. The user may have either been the one being reviewed or the one performing the review, for example, if a Committee Reviewer performed a review on one of the documents the buyer is working, the Committee Reviewer would be shown as the analyst and the buyer would

have a “read only” duplicate of the review in his/her workbasket and list box. This screen contains a number of functions, i.e. “if the user is the Reviewer, the Word button , acts as a Reviewer’s Note to Buyer and opens Word to provide a way for the reviewer to enter notes/statements to the buyer concerning the overall review. If the user is the Buyer, the Word button , acts as a Buyer’s Note to Reviewer and opens Word to provide a way for the Buyer to respond to the Review, i.e. Comments, Clauses and Notes. It should be noted, because of a Word quirk, if the user wants the Comment Notes to align indented from the Comment upon assembly, enter an indent before beginning to type the note text (see sample of assembled review at the end of this documentation). As with all Word Note buttons in the ACPS 15 screens, click the right mouse to access the ability to delete the note.

The “Review Document Assembly” button , accesses Word to view the complete review (all comments, notes--both Reviewer and Buyer notes--and clauses referenced); the “Add a “New Document Review” button , takes you to the “Add New Review” screen to review the document; the “Add a New Comment and/or Note to Review” button , takes you to the “Review Comments for” screen where comments and notes and clauses can be added to the review; and the “Delete Highlighted Review Record” button , provides a way for you to delete the review altogether (after a verification screen).

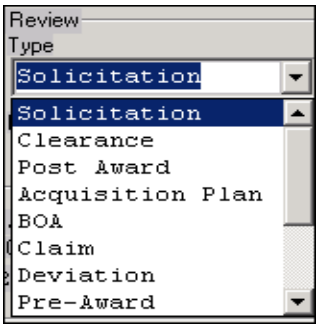
This screen references the Review Type, the number of each type created against the document, the date the review was created, the number of comments included in the review, the analyst code and name that created the review. You will view the reference number added for the review, if you scroll over with the bottom scroll bar.




The closing date includes all comments/notes that have been coordinated with the buyer. No other review changes will be made thereafter. No subsequent comment changes (in the comment maintenance) can enter into the review that has been coordinated and agreed to. All of these data will transfer to the front page of the assembled review.

**NEW REVIEW SCREEN**

The “New Review” screen contains all the features needed to create all types of reviews. We have broken the types of Reviewers down into three types, 1) the Committee Reviewer, 2) the PCO Reviewer, and 3) the Buyer Reviewer. This means that all three of these functions involved with the contracting process can perform their own types of reviews. The Committee Reviewer can create a number of different types of reviews, i.e. Solicitation, Clearance, Post Award, etc.

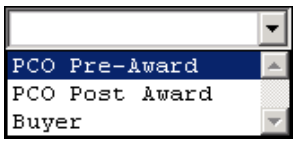



The Committee Reviewer selects the Type of Review by using the dropdown arrow. The “OK” button stays grayed out until the Type selection has been made. This activates the program to enter the appropriate number of review for that type. This “No” block will be

system filled by the next sequential number for that type. Identify the “Date” of the review. The program automatically enters the “Analyst Code and Name” of the analyst using the system and creating the review. Upon clicking the “OK” button, the newly created review will be entered into the “Document Review List” screen.

After the Review is added to the “Review List” screen, click the “Add a New Comment and/or Note to Review” button, to go to the “Review Comments” screen to add the Comments and Comment Notes that apply to the review.

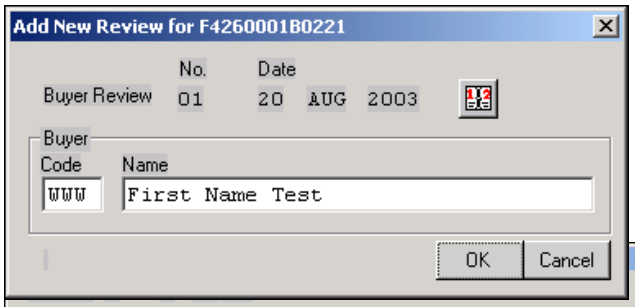
The “Reference Number” Reference No. is available to add a reference number to the Review.



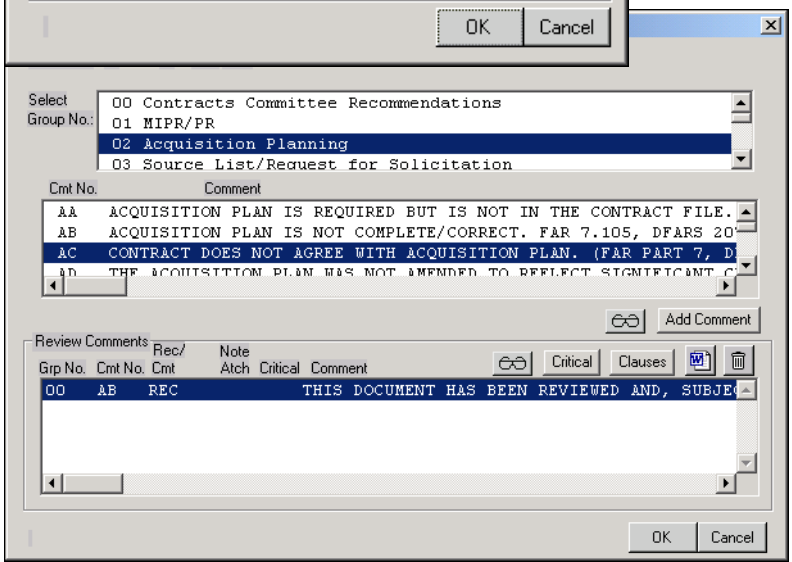

The PCO can perform a review as a Buyer or a PCO Pre-Award Review or a PCO Post Award Review. The PCO selects the Type of Review by clicking the dropdown arrow. The “OK” button stays grayed out until the Type selection has been made. This activates the program to enter the appropriate number of review for that type. This “No” block will be system filled by the next sequential number for that type. Identify the “Date” of the review. The program automatically enters the “PCO Analyst Code and Name” of the analyst using the system and creating the review. Upon clicking the “OK” button, the newly created review will be entered into the “Document Review List” screen.

After the Review is added to the “Review List” screen, click the “Add a New Comment and/or Note to Review” button, to go to the “Review Comments” screen to add the Comments and Comment Notes that apply to the review.

The “Reference Number” Reference No. is available to add a reference number to the Review if desired.




The Buyer can perform Buyer Reviews against him/herself or for another buyer.




## REVIEW COMMENTS SCREEN

The details from the “Review List” screen are reflected at the

top of the screen. Click the desired Group Number and the Comments tied to that Group are reflected in the “Cmt No” window.

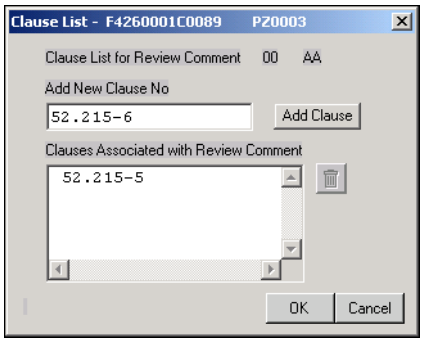
Selects a Comment to add and clicks the “Add Comment” button [Add Comment]. This action enters the Comment into the “Review Comments” block.
The Groups and Comments accessed are brought in from the Comments Maintenance side of the Document Review program. The entire Comment area is reflected in the “Cmt No” and “Review Comments” windows by double clicking the Comment in the list boxes, or by clicking the “eye glasses button” [ ].

After the desired Comment has been selected, click the Add Comment button [Add Comment] to make the Comment selected part of the review being created.

The user can then add a “Note” to the Comment. This can consist of anything the analyst desires to communicate to the buyer about the comment, or if the user is a Buyer, note responses can be entered and included to the Reviewer. The user adds “Note(s)” to the comment, by clicking the “Word” button [W]. This button opens Word and facilitates the entry of Note(s) to each Comment. As this is done, the “N” for “Note Atch” reference then changes from: “N” to “Y” to indicate the Note being added.

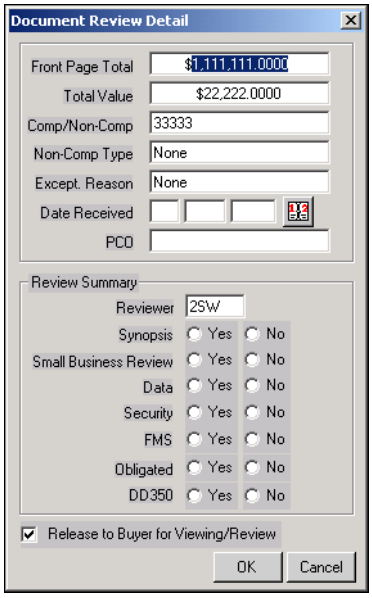
If the Comment involves other Clauses than those referenced inside the comment itself (clauses that should have been included or clauses that were included and shouldn’t have been), the analyst can include those clauses as part of the review by clicking the “Clauses” button [Clauses]. It is important to note that each Clause included counts as a separate entry against the Buyer (for the record’s sake). If the user wants to identify the comment added as a “Critical” comment, they click the “Critical” button [Critical]. This will place a “Critical” identifier in the list box and in the assembled review.

**CLAUSE LIST SCREEN**




This screen enables you to reference the clauses that are applicable to the Comment, specifically those comments that cover the Clauses Section of the contractual document, i.e. comments 12(BP), 12(BQ), 12(BT), 62(AD), 62(AE), and 62(CA). Enter the Clause Reference(s) (FAR or MADES) in the “Add New Clause No” block and click the ” Add Clause” button [Add Clause]. The Clauses added will be reflected in the “Clauses Associated with Review Comment” block and will print under the Comment they are tied to. If you desire to enter more than one clause repeat the process to add all needed clauses. Each added clauses will reference to each applicable Comment in the Review and each clause included will serve as a database count in the records.

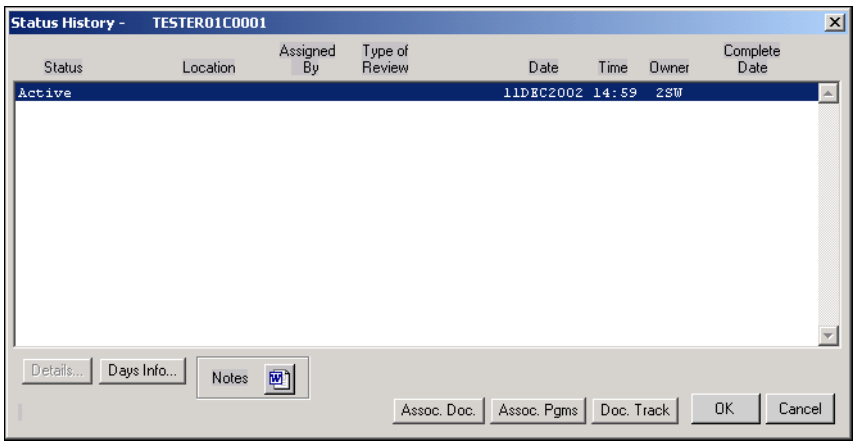
## DOCUMENT REVIEW DETAIL SCREEN



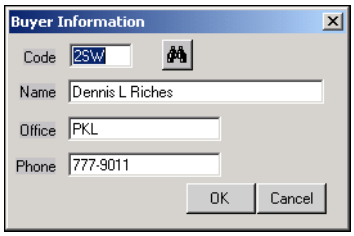

The **"Total Value"** button [Total Value], takes you to the "Document Review Detail" screen for miscellaneous data from the Main Document Database. Examples are:. Front Page Amount, Total Value Amount, Competition and Document processing status. This information will automatically flow in if the document actually exits in the ACPS 15 database, and can be manually entered if not. The "Review Summary" radio buttons will eventually be linked to the actual document and will be activated to indicate that part of the document creation was performed. The review controls when you are able to see the review. You cannot see the review until the reviewer has clicked the [☑ Release to Buyer for Viewing/Review] box at the bottom of the screen. When the box has been checked, the program places a copy of the review in your reviews workbasket to read and respond to it.

## STATUS HISTORY SCREEN

The **"Status and Date"** buttons ([Status], [Date]) are not fully functional at this time, but will be completed at a later time. Currently, they lead to the "Status History" screen, the data contained under the "Date" button and on the ACPS 15 Main Document Workbasket.

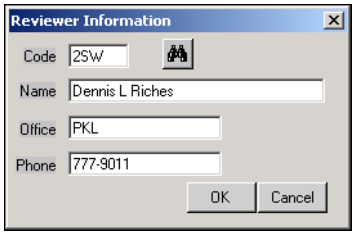



## BUYER INFORMATION SCREEN



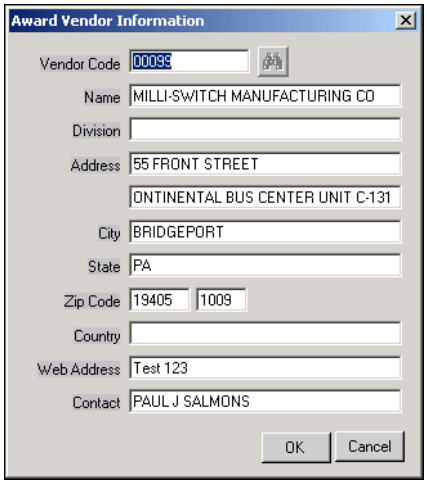

The **"Buyer"** button [Buyer] leads to the "Buyer Information" screen for information on whatever buyer is or has handled the acquisition. It includes: buyer code, name, office symbol and phone. It automatically flow in if the document actually exits in the ACPS 15 database or can be manually entered if not. The binoculars button [🔍] enables the assignment or change of the buyer in documents that were entered for review not originally created in ACPS.

## REVIEWER INFORMATION SCREEN




The **"Reviewer"** button Reviewer leads to information on the reviewer that is performing or has performed. It includes: reviewer's buyer code, name, office symbol and phone. It automatically flows in if the document actually exits in the ACPS 15 database, and can be manually entered if not. The binoculars button enables the assignment or change thereof of the reviewer. This activates a move of the document to the assignee's reviews workbasket.

## Award Vendor Information Screen

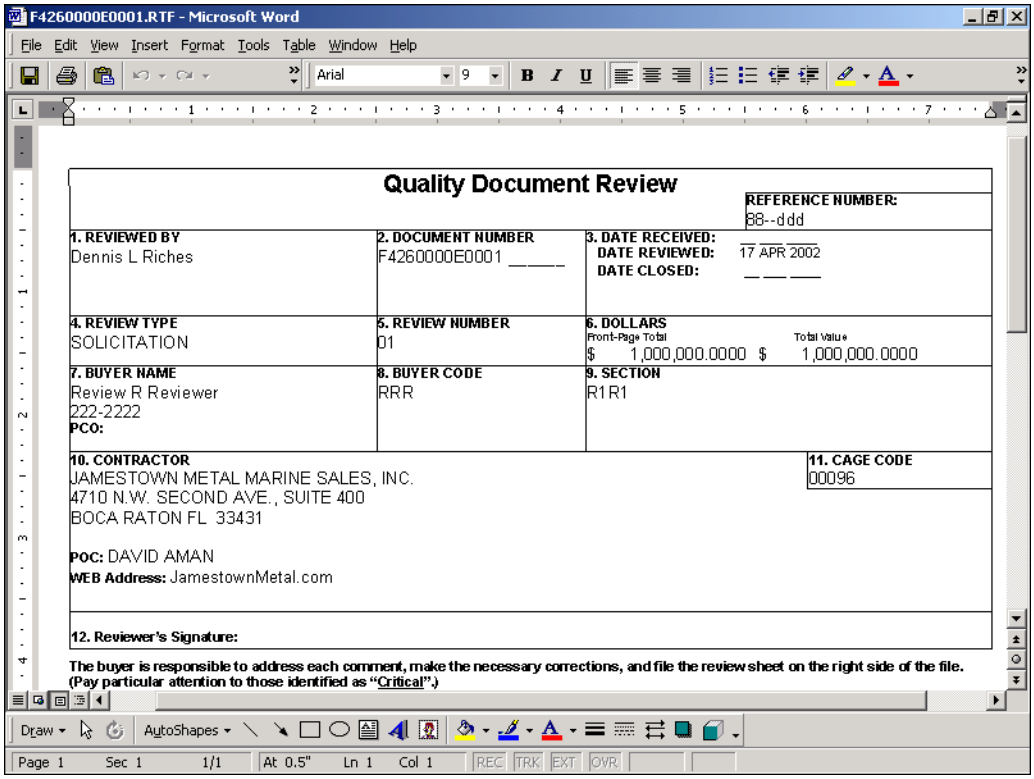



The **"Awardee"** button Awardee provides information on the vendor or contractor that received the award: Vendor Code, name, address, etc. It contains a "binoculars" button that leads to the Main Vendor database for more vendor information. This information automatically flows in if the document actually exits in the ACPS 15 database and can be manually entered if not.

If information comes from a document that actually exists in ACPS 15, the data will be filled into the block and come in grayed out so it cannot be modified except through the main document. If the document is not in ACPS 15 the screen will be blank. If so, click the binoculars for the Vendor database or manually input the information.

## Assembly

By clicking "Assembly" on the Main Document Review Workbasket you can assemble the document including the front page, line item schedule, clauses, attachments, and audit report. By clicking the "Assembly" button at the Document Review Level, you can assemble the Review Report consisting of: Short Form containing basic information, Reviewer's Main Note, Buyer's response to Review at the Main Level, A Comment, Clauses, Reviewer's Comment Note, Buyer's response to Reviewer's Comment Note and then a new Comment if applicable.



F4260000E0001.RTF - Microsoft Word

File Edit View Insert Format Tools Table Window Help

Quality Document Review

REFERENCE NUMBER: 88--ddd

| | | |
|---|---|---|
| 1. REVIEWED BY<br>Dennis L Riches | 2. DOCUMENT NUMBER<br>F4260000E0001 _____ | 3. DATE RECEIVED: __ __ ____<br>DATE REVIEWED: 17 APR 2002<br>DATE CLOSED: __ __ ____ |
| 4. REVIEW TYPE<br>SOLICITATION | 5. REVIEW NUMBER<br>01 | 6. DOLLARS<br>Front-Page Total $ 1,000,000.0000 Total Value $ 1,000,000.0000 |
| 7. BUYER NAME<br>Review R Reviewer<br>222-2222<br>PCO: | 8. BUYER CODE<br>RRR | 9. SECTION<br>R1R1 |

10. CONTRACTOR
JAMESTOWN METAL MARINE SALES, INC.
4710 N.W. SECOND AVE., SUITE 400
BOCA RATON FL 33431

POC: DAVID AMAN
WEB Address: JamestownMetal.com

11. CAGE CODE
00096

12. Reviewer's Signature:

The buyer is responsible to address each comment, make the necessary corrections, and file the review sheet on the right side of the file. (Pay particular attention to those identified as "Critical".)

Page 1 Sec 1 1/1 At 0.5" Ln 1 Col 1 REC TRK EXT OVR

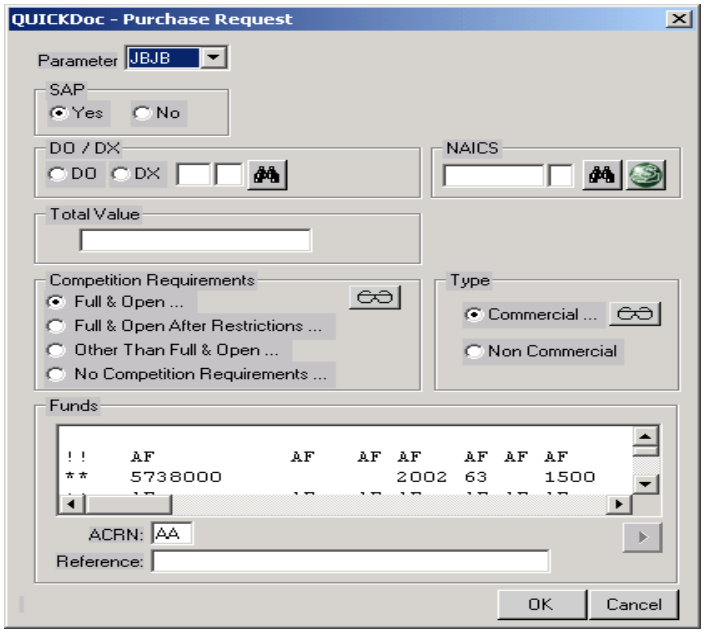
## QUICKDOC ROUTE

To access the "quickdoc" selection process, select the Icon on the Automated Contract Preparation System (ACPS) main screen.

When you select QuickDOC, the screen to the left appears. You can select from Purchase Request, Solicitation, or Award.

**PURCHASE REQUEST**
Select the "Purchase Request" for this screen.

To change the parameter code, click on the drop down menu and select a code from the list.




Note: The parameter code list is maintained in the User database. If you need different or new parameters, see you System Administrator or whoever is assigned this particular function in your organization.

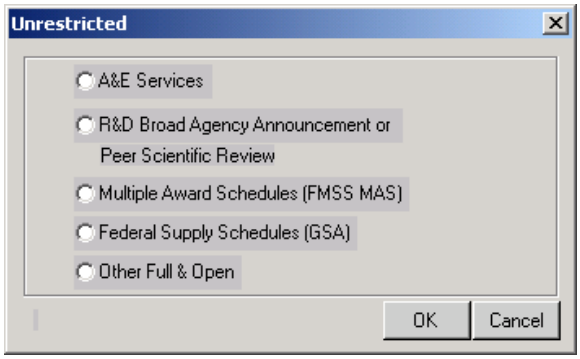
The SAP (Simplified Acquisition Procedures) default is "Yes."

DO/DX requires a rating selection either "DO" or "DX". If you know your rating, type it in the entry field to the right (i.e. C9E) or click on the binoculars and select from the drop down lists and find the appropriate rating.

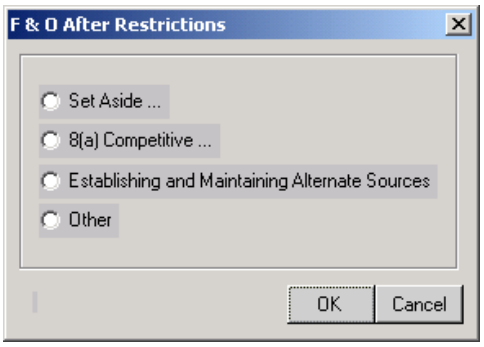
Type in the NAICS (North American Industry Classification System code in the entry field or click on the binoculars and select from the drop down lists to find the code.

The Total Value entry field is the estimated dollar value of the Purchase Request. Enter the estimated dollar value in this field.

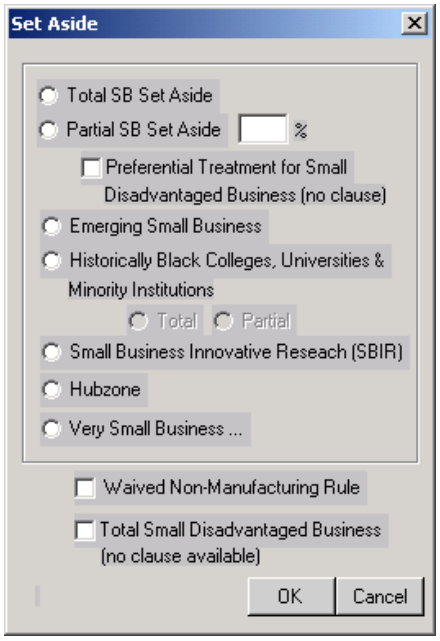
The Competition Requirements block is defaulted to Full & Open with Eyeglasses showing to the right. Click on the eyeglasses and the Unrestricted menu screen will appear.

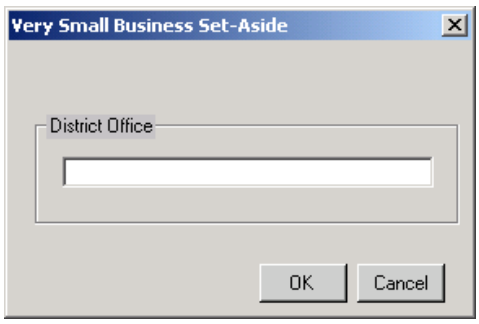



Select the Full & Open After Restriction button for the Unrestricted menu screen will appear.

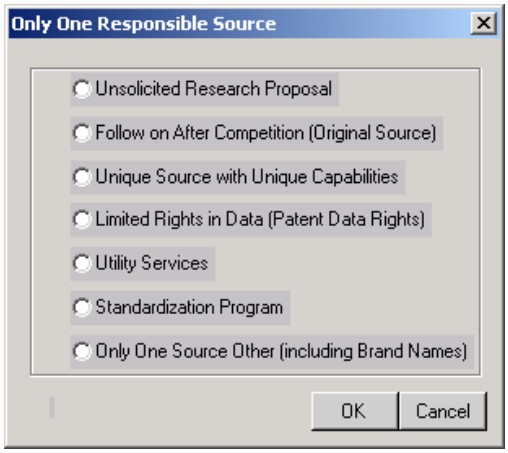



If you select Set Aside, this menu screen will you appear.

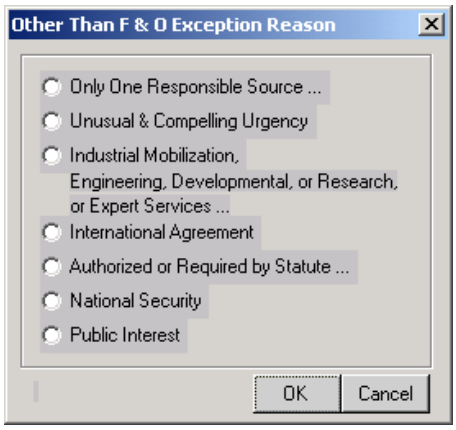


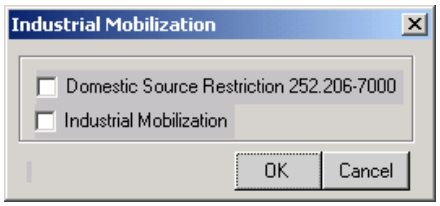

The Very Small Business screen provides a space to enter the District Office name. Select the OK button to keep the entry and exit out of the screen. If you do not want to enter the District Office name, select the Cancel button or the X at the top right of the screen to exit without it.



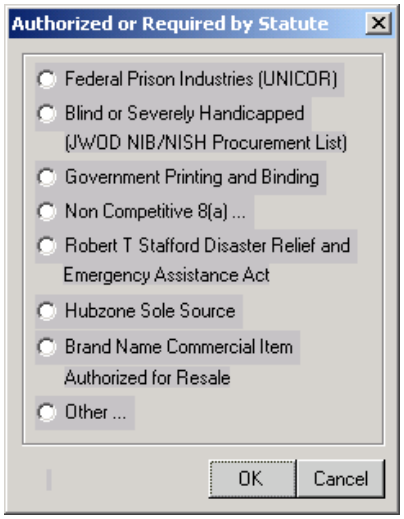

Select the Other Than Full and Open button for this screen menu.



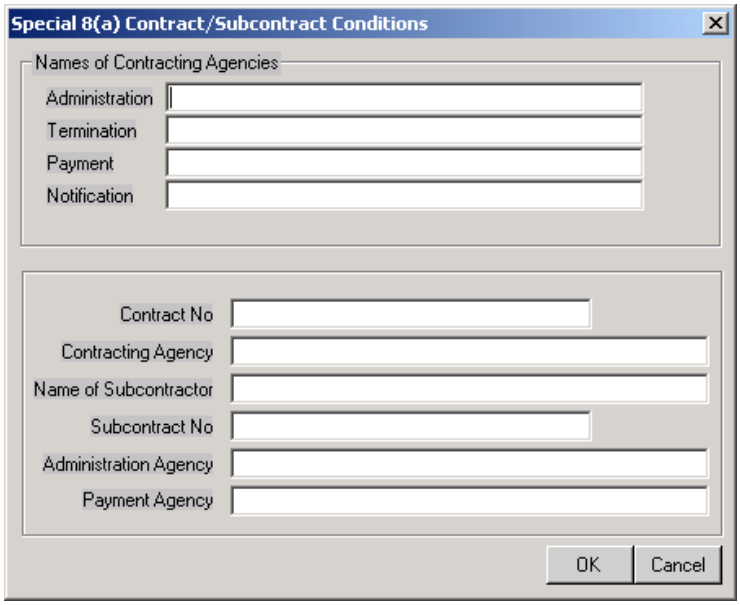

Select the Only One Responsible Source button, the Only One Responsible Source menu screen will appear from which to make a selection.



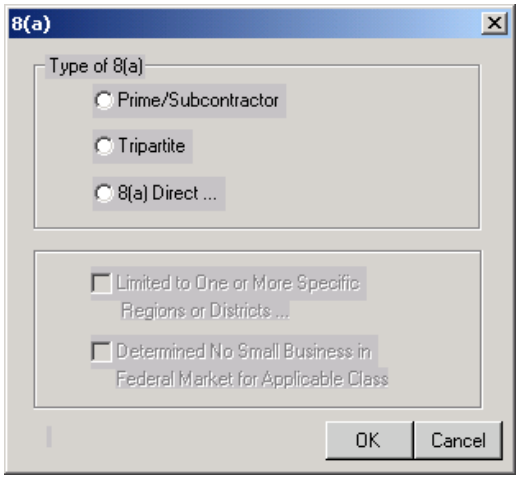

If you select the Industrial Mobilization, Engineering, Developmental, or Research, or Expert Services button, the Industrial Mobilization menu screen from which to make a selection.



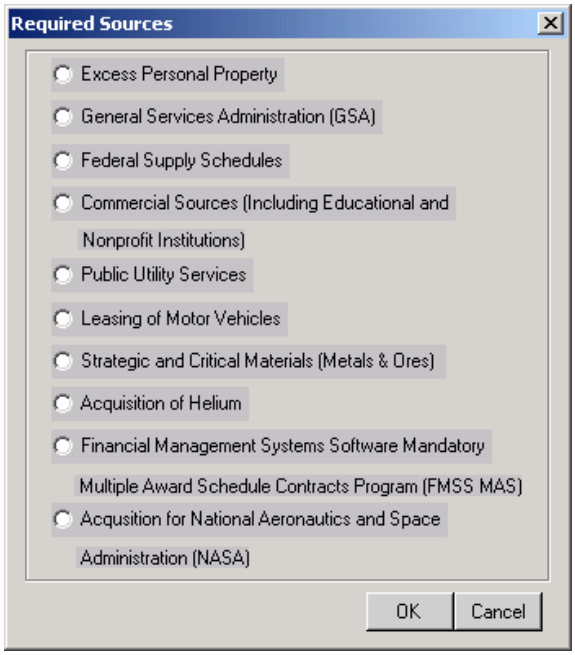

If you select the Authorized or Required by Statute button this screen will appear from which to make a selection.



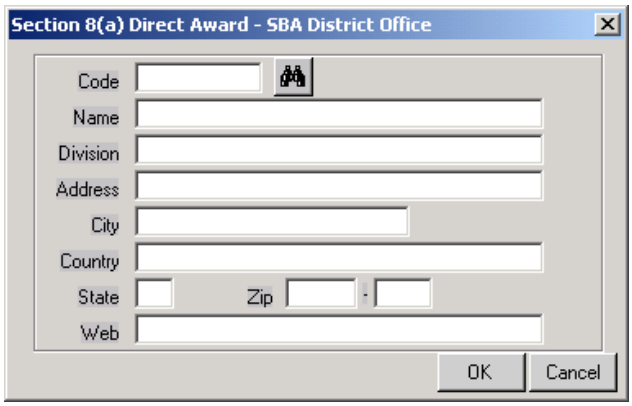

If you select the Non Competitive 8(a) button, the Special 8(a) Contract / Subcontract Conditions menu screen will appear. Filled in as required, select OK or Cancel.



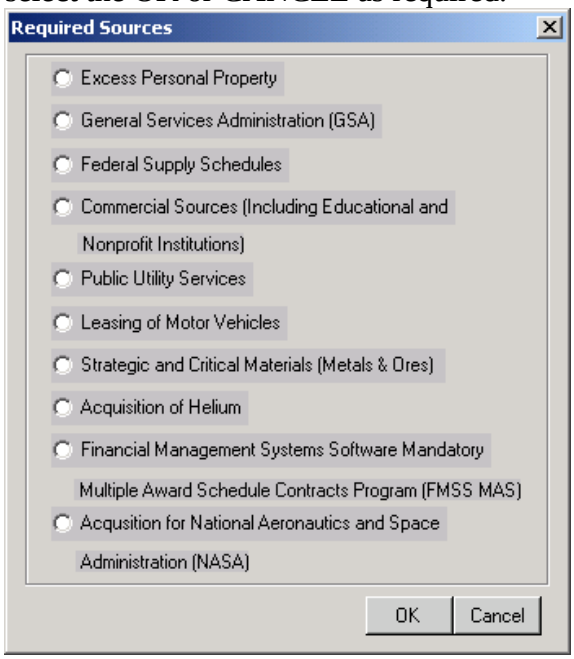

After completing the above screen, the 8(a) menu screen will appear from which you can make selection.



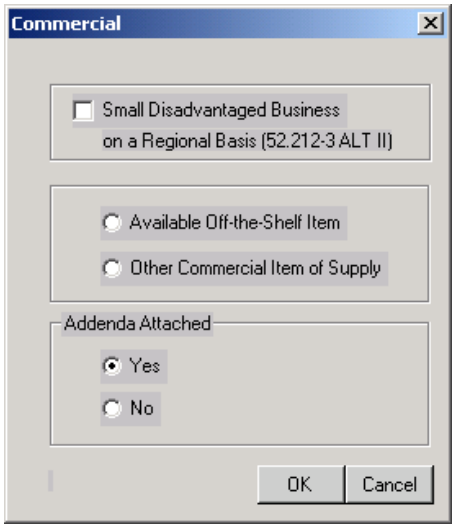

If you select 8(a) direct, the Section 8(a) Direct Award – SBA (Small Business Administration) District or Branch Office menu screen will appear to provide required fill-in information. When complete, select the OK or Cancel.




If you select the "Other" button from the Authorized or Required by Statute menu, the Required Sources menu screen will appear for you to make a selection from. When complete, select the OK or CANCEL as required.




The "Type" block is defaulted to Commercial type purchases with eyeglasses showing to the right. If your PR is Commercial, click on the eyeglasses to the right, and the Commercial menu screen will appear to make a selection. If your PR is Non Commercial, select the Non Commercial button.



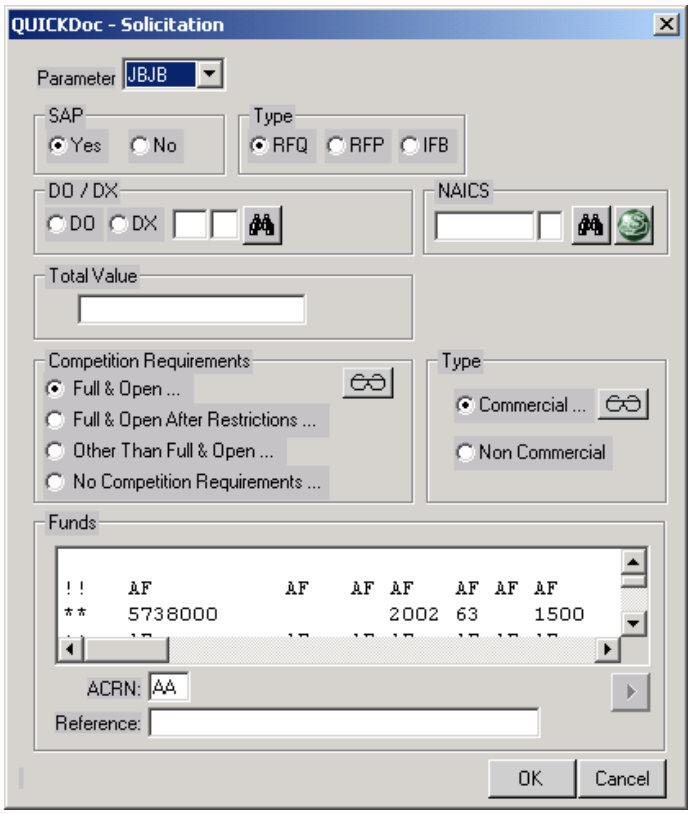

The Funds block shows a list of fund citations available for selection. However, you can also set up a default fund citation in the Parameter database under your user parameter code. If you preload the fund citation in the Parameter database, the program will automatically pull the fund citation list from your Parameter for you to select from.

The "ACRN" field does not require an entry. The field is automatically pre-filled with the Accounting Classification Reference Number (ACRN) "AA".

The "Reference" field can be used at your discretion. This field can be used for any kind of a reference required for your particular PR.

Now that you have completed the “Purchase Request” Screen, click the “OK” button to accept your entries. The system will automatically assign the correct PIIN number based on the Parameter used for your document.

## SOLICITATIONS




The first field that appears on the screen is Parameter. This field contains the parameters that will be used for this document. If you want to change the parameter code, click on the drop down arrow and select a code from the list. Note: The parameter code list is maintained in the User database. If you need to have different or new parameters, see you System Administrator or who ever is assigned this particular function in your organization.

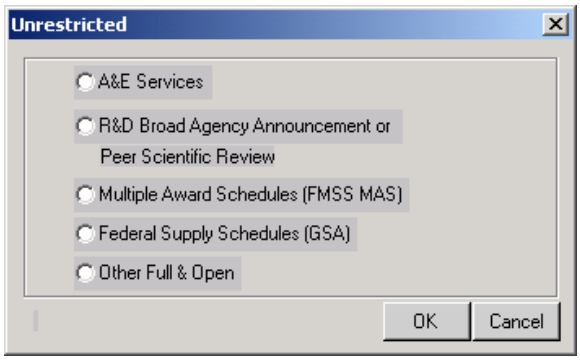
Next, a block titled “SAP” appears and is for Simplified Acquisition Procedures. Notice the “SAP” block is defaulted to

“Yes”. Select “Yes” or “No” as required. The block titled “Type” sets a default indicator for RFQ. If you do not want to process an RFQ, select with RFP or IFB as appropriate.

The next block DO/DX requires a selection. Select whether your rating is “DO” or “DX”. If you know your DO or DX rating, type it in the entry field to the right of the DO/DX rating, i.e., C9E, or click on the binoculars and select from the drop down lists and find the rating.

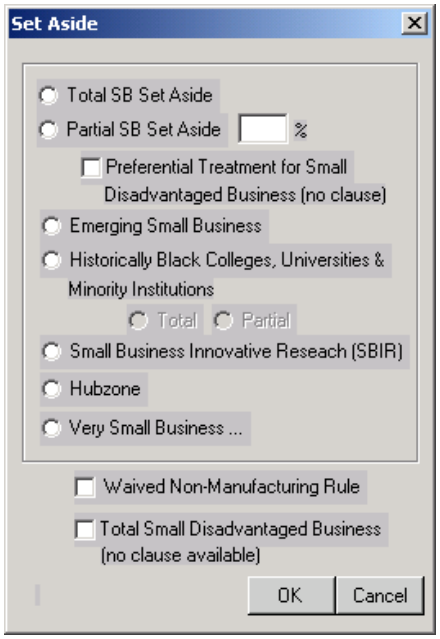
The next block to be populated is the North American Industry Classification System (NAICS) code. If you know your NAICS code, type it in the entry field, or click on the binoculars and select from the drop down lists and find the code.

The Total Value entry field is the estimated dollar value of the Solicitation. Enter the estimated dollar value in this field.



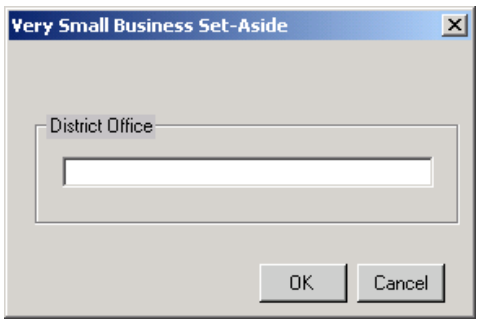

The Competition Requirements block is defaulted to Full & Open with Eyeglasses showing to the right. Click on the eyeglasses and the Unrestricted menu screen will appear for you to make a selection from.

If you select the Full & Open After Restriction button, the F & O After Restrictions menu screen will appear for you to make a selection from.

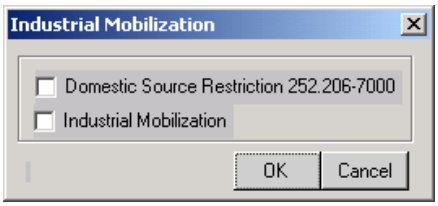


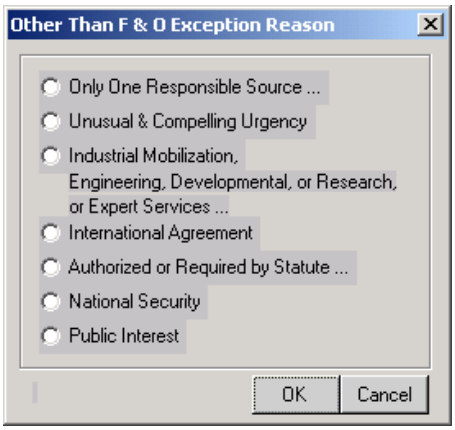

If you selection the Set Aside button, the Set Aside menu screen will appear for you to make a selection from.

If you select the Very Small Business button, the Very Small Business Set Aside screen will appear for you to enter the District Office name. Select the OK button to keep the entry and exit out of the screen, if you do not want to enter the District Office name, select the CANCEL button or the X at the top right of the screen to exit without an entry on the screen.



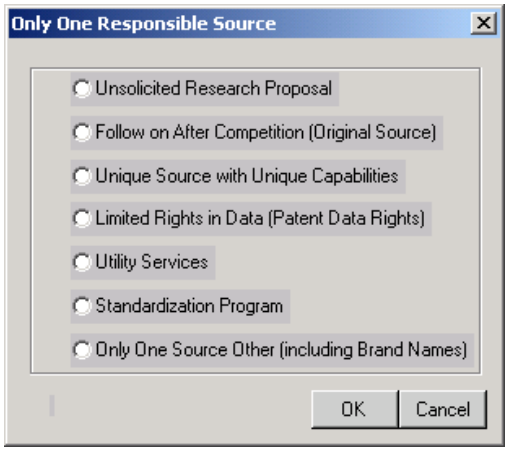

If you select the Very Small Business button, the Very Small Business Set Aside screen will appear for you to enter the District Office name. Select the OK button to keep the entry and exit out of the screen, if you do not want to enter the District Office name, select the CANCEL button or the X at the top right of the screen to exit without an entry on the screen.




If you select the Other Than Full and Open button, the Other Than F & O Exception Reason menu screen will appear for you to make a selection from.

If you selection the Only One Responsible Source button, the Only One Responsible Source menu screen will appear for you to make a selection from.

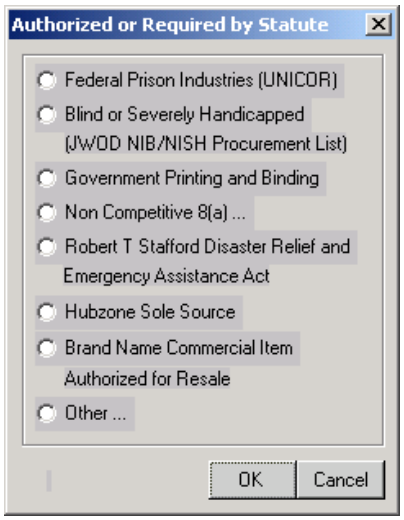



If you selection the Only One Responsible Source button, the Only One Responsible Source menu screen will appear for you to make a selection from.

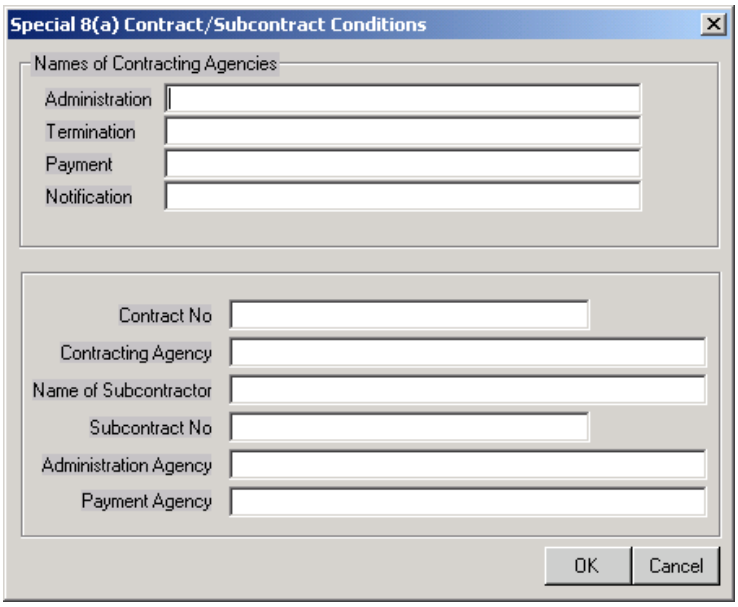
If you select the Industrial Mobilization, Engineering, Developmental, or Research, or Expert Services button, the Industrial Mobilization menu screen will appear for you to make a selection from.

If you select the Industrial Mobilization, Engineering, Developmental, or Research, or Expert Services button, the Industrial Mobilization menu screen will appear for you to make a selection from.

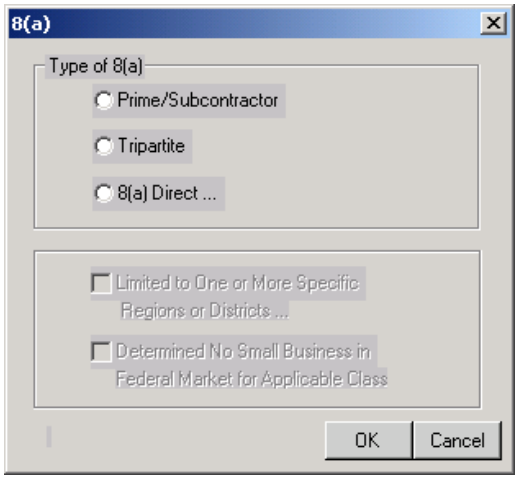
If you select the Authorized or Required by Statute button, the Authorized or Required by Statute menu screen will appear for you to make a selection from.

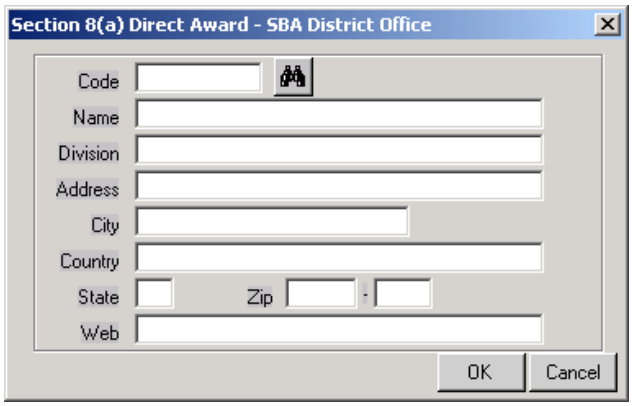



If you select the Non Competitive 8(a) button, the Special 8(a) Contract/Subcontract Conditions menu screen will appear. This screen should be filled in as required. When complete, select the OK or CANCEL as needed.



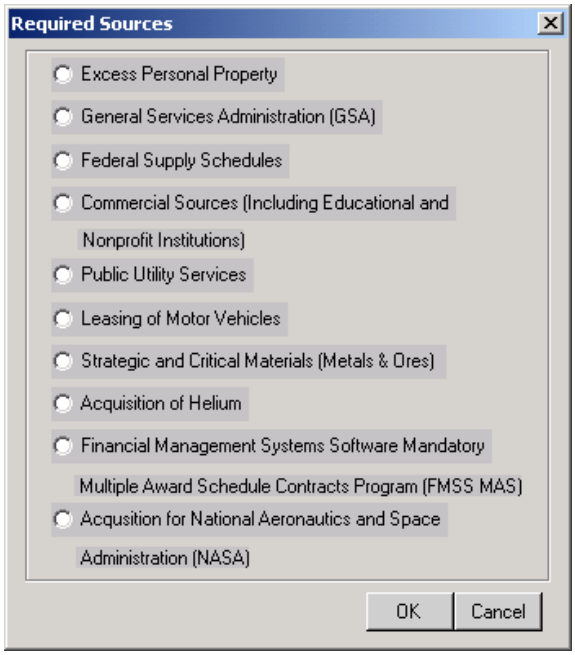

After completing the above screen, the 8(a) menu screen will appear for you to make a selection from.



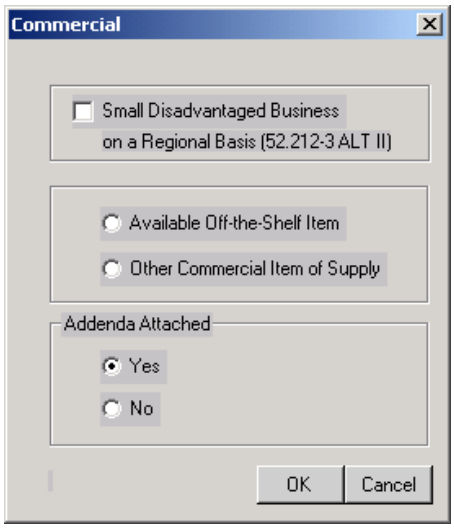



If you select 8(a) direct, the Section 8(a) Direct Award – SBA District Office menu screen will appear for you to provide required fill-in information. When complete, select the OK or Cancel button as required.

If you select the "Other" button from the Authorized or Required by Statute menu, the Required Sources menu screen will appear for you to make a selection from. When complete, select the OK or CANCEL as required.




The "Type" block is defaulted to Commercial type purchases with eyeglasses showing to the right. If your Solicitation is Commercial, click on the eyeglasses to the right, and the Commercial menu screen will appear for you to make a selection from. If your PR is Non Commercial, select the Non Commercial button.



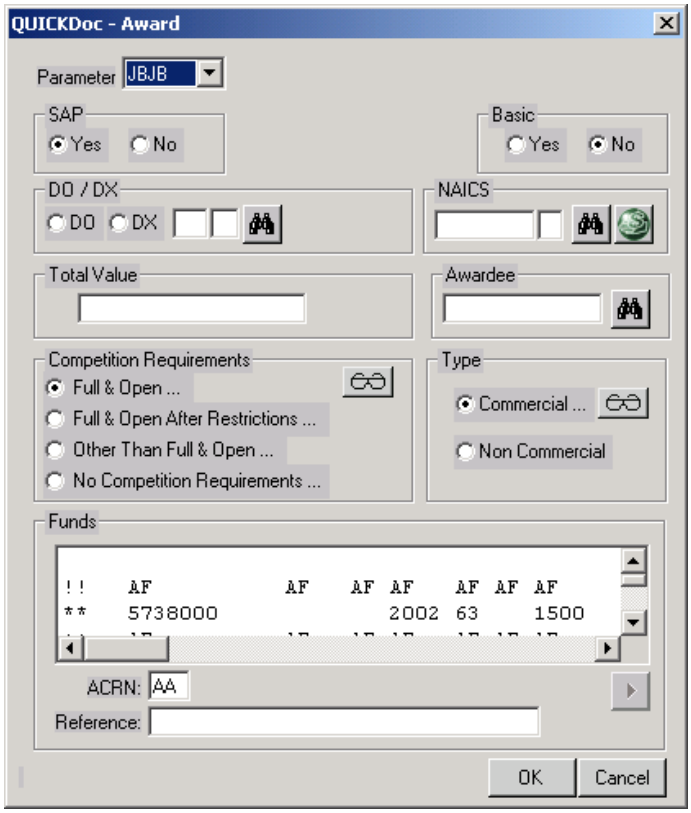

The Funds block shows a list of fund citations available for selection. However, you can also set up a default fund citation in the Parameter database under your user parameter code. If you preload the fund citation in the Parameter database, the program will automatically pull the fund citation list from your Parameter for you to select from.

The “ACRN” field does not require an entry. The field is automatically pre-filled with the Accounting Classification Reference Number (ACRN) “AA”.

The “Reference” field can be used at your discretion. This field can be used for any kind of a reference required for your particular Solicitation.

Now that you have completed the “Solicitation” Screen, click “OK” to accept your entries. The system will automatically assign the correct PIIN number based on the Parameter used for your document.

## AWARDS




The first field that appears on the screen is Parameter. This field contains the parameters that will be used for this document. If you want to change the parameter code, click on the drop down arrow and select a code from the list. Note: The parameter code list is maintained in the User database. If you need to have different or new parameters, see you System Administrator or who ever is assigned this particular function in your organization.

Next, a block titled “SAP” appears and is for Simplified Acquisition Procedures. Notice the “SAP” block is defaulted to “Yes.” Select “Yes” or “No.”

The block titled “Basic” sets a default indicator of “No”. If your particular document is a Basic i.e., BOA, BPA, etc., select the “Yes” button as appropriate.

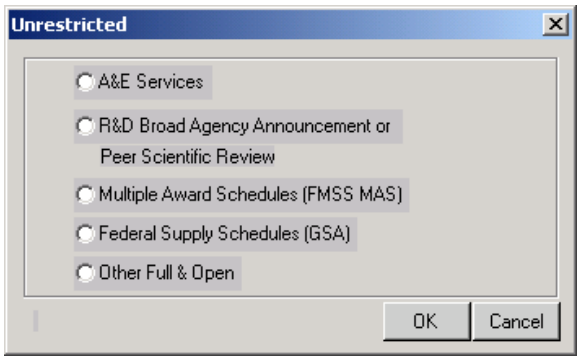
The next block DO/DX requires a selection. Select whether your rating is “DO” or “DX”. If you know your DO or DX rating, you can simply just type it in the entry field to the right of the DO/DX rating, i.e., C9E, or you can click on the binoculars and select from the drop down lists and find the rating you are looking for.

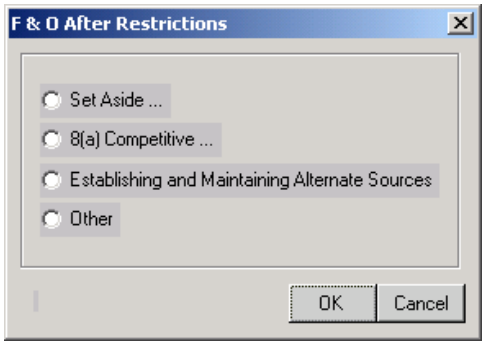
The next block to be populated is the North American Industry Classification System (NAICS) code. If you know your NAICS code, you can simply type it in the entry field, or you can click on the binoculars and select from the drop down lists and find the code you are looking for.

The Total Value entry field is the dollar value of the Award. Enter the dollar value in this field.

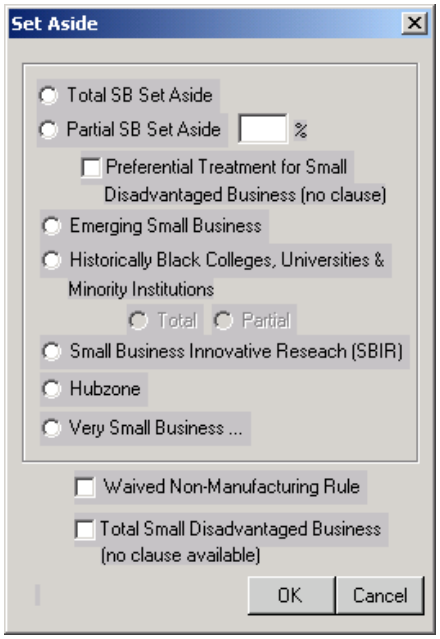
The block titled “Awardee” requires you to select the Vendor you are making the award to. Click on the binoculars and select your Awardee from the list available.

The “Competition Requirements” block is defaulted to Full & Open with Eyeglasses showing to the right. Click on the eyeglasses and the Unrestricted menu screen will appear for you to make a selection from.

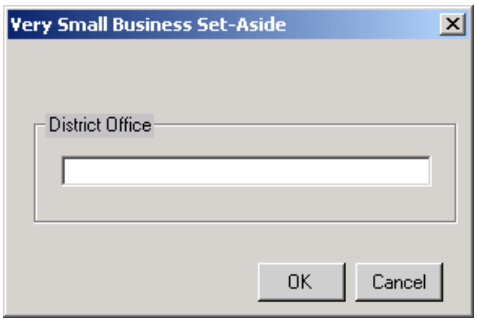


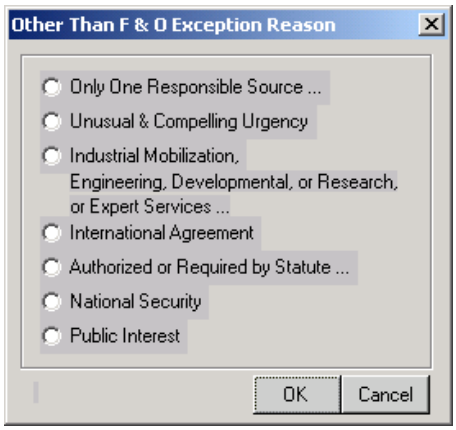




If you selection the Set Aside button, the Set Aside menu screen will appear for you to make a selection from.

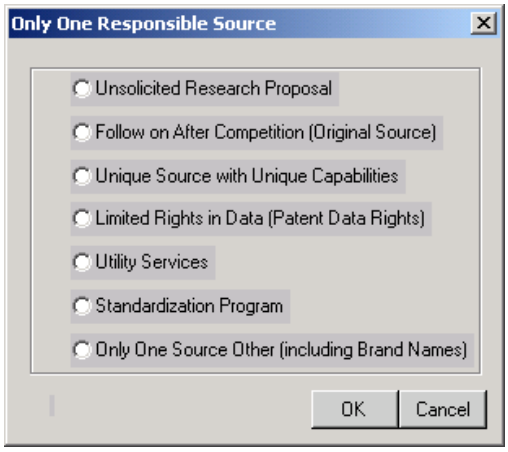



If you select the Very Small Business button, the Very Small Business Set Aside screen will appear for you to enter the District Office name. Select “OK” button to keep the entry and exit out of the screen, if you do not want to enter the District Office name, select “Cancel” or the X at the top right of the screen to exit without an entry on the screen.

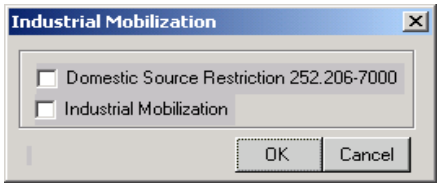




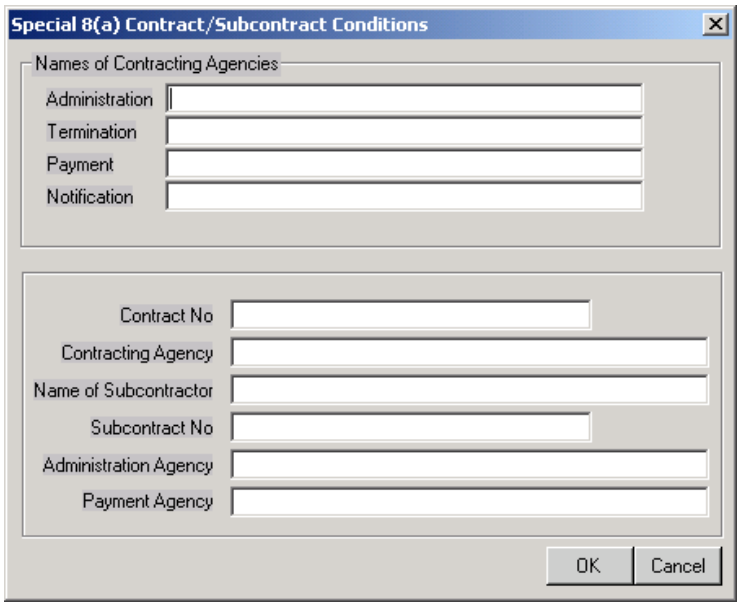

Select “Other Than Full and Open” to get the “Other Than F & O Exception Reason” menu.



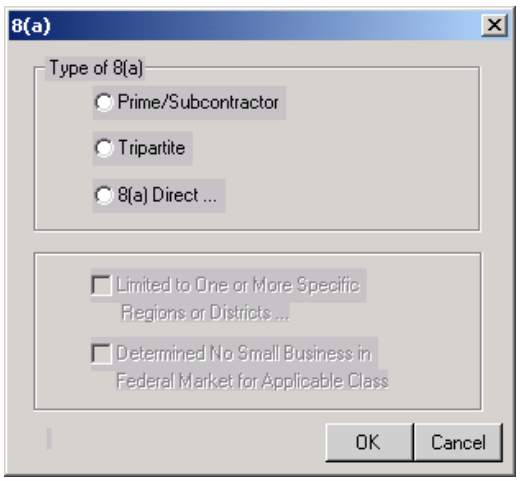

If you selection the Only One Responsible Source button, the Only One Responsible Source menu screen will appear for you to make a selection from.



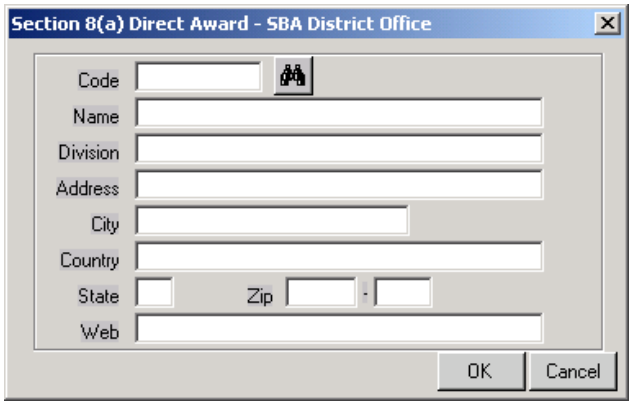

If you select the Authorized or Required by Statute button, the Authorized or Required by Statute menu screen will appear.



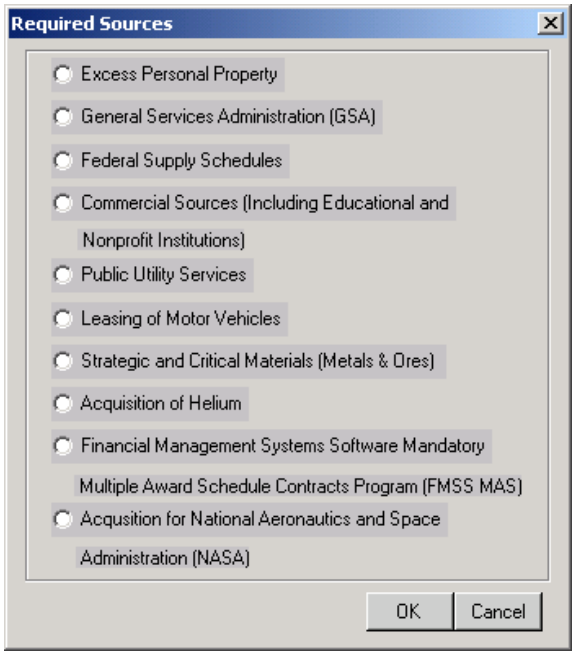

If you select the Non Competitive 8(a) button, the Special 8(a) Contract/Subcontract Conditions menu screen will appear. This screen should be filled in as required. When complete, select the OK or Cancel.



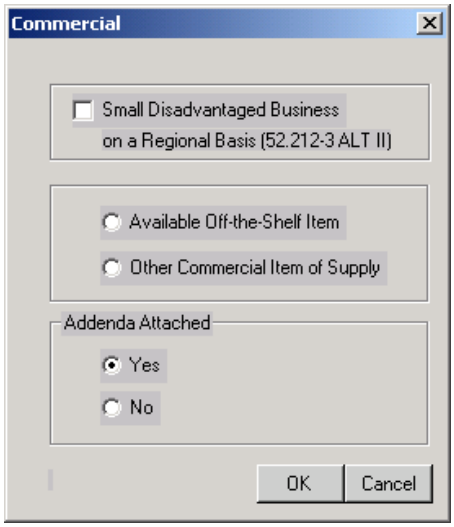

After completing the above screen, the 8(a) menu screen will appear for you to make a selection from. If you select 8(a) direct, the Section 8(a) Direct Award – SBA District Office menu screen will appear to provide required fill-in information. When complete, select the OK or Cancel.




If you select the “Other” button from the Authorized or Required by Statute menu, the Required Sources menu screen will appear from which to make a selection. When complete, select the OK or Cancel.




The "Type" block is defaulted to Commercial type purchases with eyeglasses showing to the right. If your Award is Commercial, click on the eyeglasses to the right, and the Commercial menu screen will appear for you to make a selection from. If your PR is Non Commercial, select the Non Commercial button.



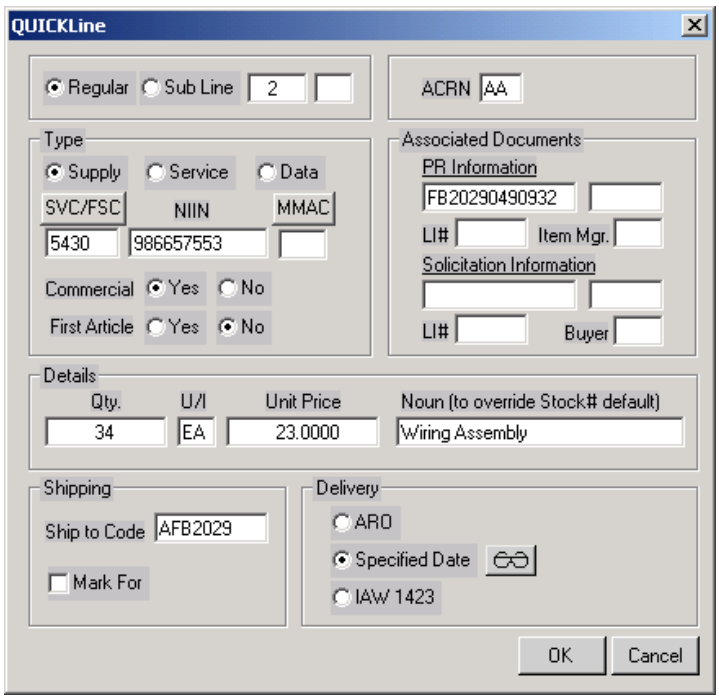

The Funds block shows a list of fund citations available for selection. However, you can also set up a default fund citation in the Parameter database under your user parameter code. If you preload the fund citation in the Parameter database, the program will automatically pull the fund citation list from your Parameter to select from.

The "ACRN" field does not require an entry. The field is automatically pre-filled with the Accounting Classification Reference Number (ACRN) "AA".

The "Reference" entry field can be used at your discretion. This field can be used for any kind of a reference required for your particular Award.

Now that you have completed the "Award" Screen, click "OK" to accept your entries. The system will automatically assign the correct PIIN number based on the Parameter used for your document.

## 14.1 QUICKLine




The first block in the QUICKline process defaults to "Regular" for a regular line item. If you have already built a Regular line item and need to build a sub line item, select the Sub Line button.

The next block defaults the Accounting Classification Reference Number (ACRN) to the ACRN selected for the fund citation. In the example above, the ACRN is defaulted to "AA".

The "Type" block defaults to a "Supply" type of line item. If you are not doing a Supply line item, select either the "Service" (Construction is Service) button or the "Data" button.

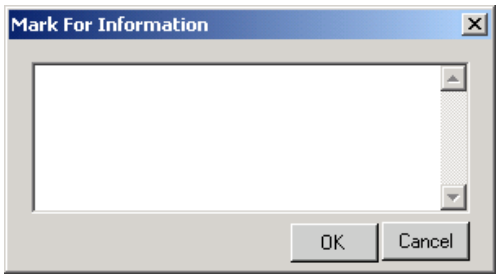
The next block requires you to either input or select a stock class. If you know your stock classification or number, you can type it in. If you do not know your stock class, click on the "SVC/FSC" button and make your selection from the drop down lists available. If you have a MMAC code, input the code in the MMAC field.

The next block defaults to "Yes" for a Commercial line item and is set to "No" for First Article. If your requirement is Non-Commercial, select the "No." If your requirement is for a First Article, select "Yes."

The next block title "Associated Documents" allows you to input PR and/or Solicitation information.

The next block titled "Details" requires you to input detailed information about your line item: "Quantity", Unit of Issue ("U/I"), "Unit Price", and "Noun". Input the required information as it relates to your line item.

The next block titled "Shipping," asks for input a Ship to Code. The code will be either the DODAAC (DoD Activity Address Code), or the first six positions of your PR number (your SRAN), preceded with an Alpha code. In the example above, the preceding alpha is an "A." The alpha "A" indicates what address to use for that particular Ship to Code. For example, Ship to Code - FB2029 can have three different shipping addresses. There can be an address for "A," "B," and "C," with each address being different. To determine which address will be used, the FB2029 should be preceded with the correct alpha indicator.



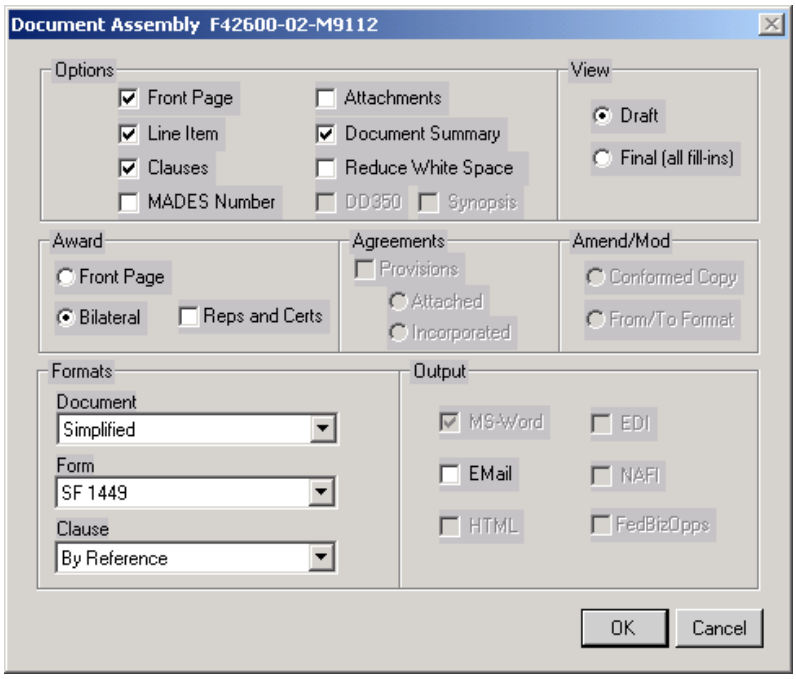

The “Mark For” selection box can be checked to enter a Mark For information.

The last block on the QUICKLine screen is titled “Delivery.” Select from “After Receipt of Order” (ARO), “Specified Date” or “IAW 1423”. If you select ARO, you will need to input the number of days in the # Days field. If you select the Specified Date button, click on the calendar ICON to the right of the “Date” field and select the year, month, and day, and select “OK” to accept the date. Select “OK” at the bottom right of the screen to accept the screen data.

If you have more than one line item for your PR, Solicitation, or Award, simply click on the New Button again, select QUICKLine, and a new screen for your next line item will appear.

When you have completed all line items, click “OK” to accept your entries.

Select the “Assemble” to create your document and the following menu will appear:

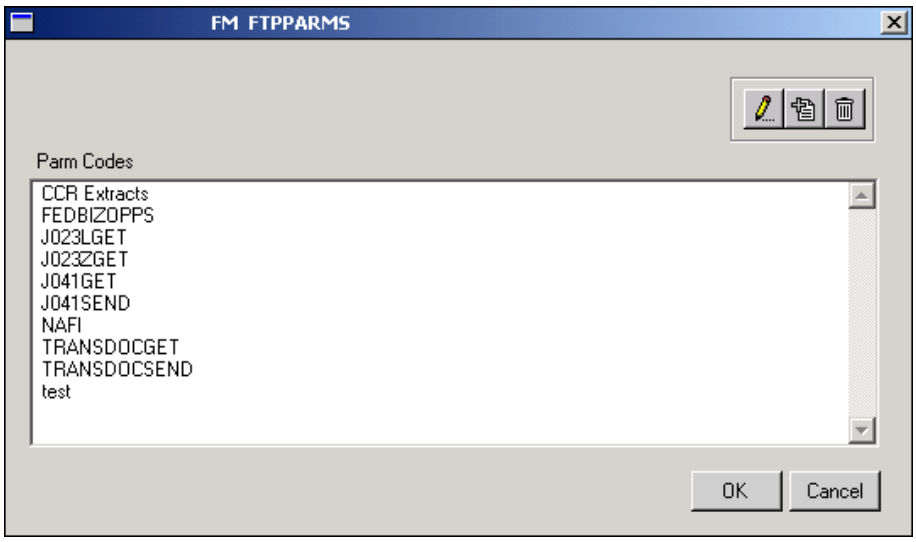



Select “OK” at the bottom right of the screen to continue with the assembly process

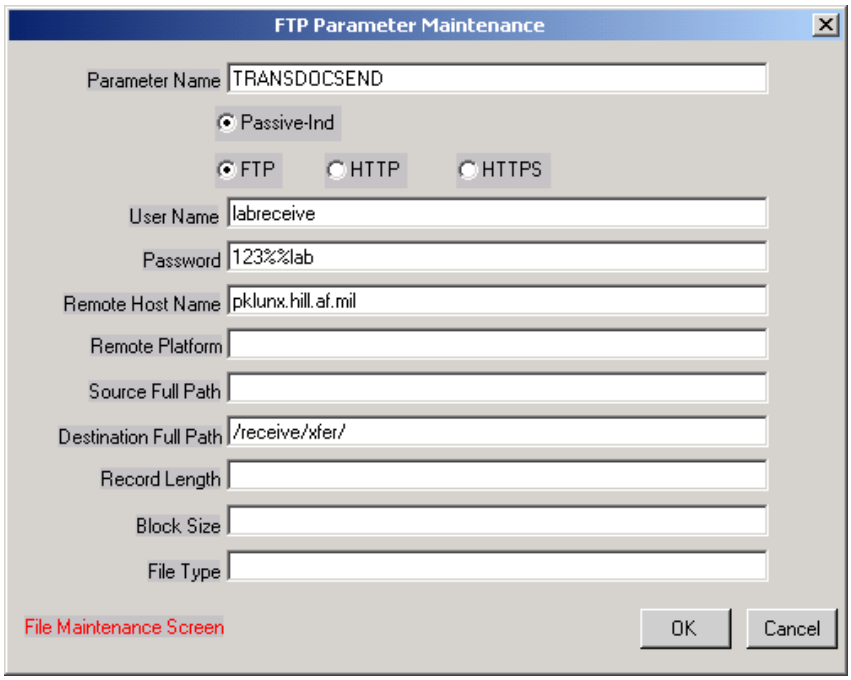
## 15.0 DOCUMENT TRANSFER (TRANSDOC)

The Transfer Document program allows you to transfer either “All” Distributed documents, “One” document at a time, or “None” at all.

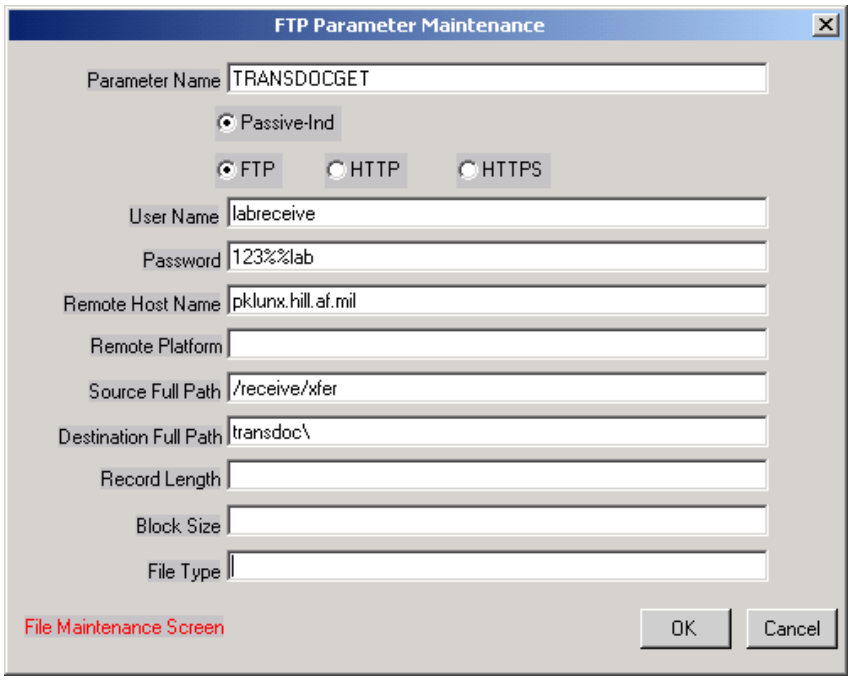
To transfer all “Distributed” documents, the System Administrator will need to add the “Transdocget” and “Transdocsend” files into the FTP Parameter. To load the two files into the FTP Parameter, select the “Support Files and Maintenance” icon. The ACPS File Maintenance menu bar will appear.




Click on the “FTP File Maintenance” Icon for this screen to appear:




If the files Transdocget and Transdocsend already show in the Parm Codes listing, you will not need to proceed with the next steps. If they do not appear, select the “Add” Icon and the following menu will appear: Enter the above information to load the Transdocsend file. When you are done, select “OK” to accept your data and to exit the screen. To add the Transdocget file, select the “Add” icon and enter the following:




Enter the above information to load the Transdocget file. Select “OK” to accept your data and to exit the screen.

Now that both files are loaded, all “Distributed” documents will automatically run using the Transdoc program. This program puts all Distributed documents to a server that will allow all users at your site to share documents; Basic BOAs, GSA, Basic BPAs, etc.