

Enterprise Award File (EAF) Search

Training Document

PIEE

EDA

EAF

Search

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Roles

The role(s) with the ability to search in EAF:

- EAF User
 - Unrestricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files uploaded by user
 - Read file metadata
 - Restricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files uploaded by user
 - Download files uploaded by user
 - Edit files uploaded by user
 - Document Type
 - Notes
 - Review Status
 - Delete files uploaded by user
 - Read file metadata
- EAF Advanced User
 - Unrestricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files
 - Restrict all uploaded files
 - Read file metadata
 - Restricted Files Capabilities: (*subject to user's Span of Control*)
 - Upload
 - View files
 - Download files
 - Edit files
 - Document Type
 - Notes
 - Review Status
 - Delete files
 - Read file metadata
- Advanced Reporting

- (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files)
- Contracts
 - (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files)
- Acquisition Sensitive Reporting
 - (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files)
- EDA Executive Reporting User
 - (role can view file metadata in manual upload sections) (role can see file metadata exists, but cannot open or download restricted files)

Understanding Document Access

The Electronic Award File (EAF) system follows three fundamental principles:

1. **Uploading new documents** is determined by the *current* DoDAACs on the award
2. **Access to existing manually uploaded documents** depends on the DoDAAC of the *user that uploaded the file* and the DoDAACs that *existed at upload time* on the award
3. **Access to existing system loaded documents** is available to all EAF users, regardless of *current* DoDAACs on the award

Document Access Permissions

Uploading New Documents

The user's registered group or location code must match one of these on the current Award or latest Mod:

- Admin By DoDAAC
- Issue By DoDAAC
- CASD DoDAAC (*based on CAGE code*) (*definition: The DoDAAC assigned cognizance over the associated CAGE Code per Contract Administration Services Directory (CASD) in Purpose Code Management (PCM) as required by FAR 42.203*)

NOTE: The system determines contract office information as follows:

- *The Admin Office (Admin DoDAAC) is determined from the latest MOD (either PCO or ACO), or from the original Award if no MOD exists.*
- *The Issuing Office (Issue DoDAAC) is determined from the latest PCO MOD, or from the original Award if no PCO MOD exists.*

Accessing Existing Documents

For Files Uploaded by the Original User:

- EAF Users and EAF Advanced Users can always view, edit, and delete files they personally uploaded, regardless of DoDAAC changes

For Files Uploaded by Others:

- The system records an "Access DoDAAC" at upload time based on the uploader's location code
- Access to these files depends on relation to this Access DoDAAC:

**EAF Span
of Control
and
Document
Access**

Role	Access to File's Access DoDAAC?	View	Edit	Delete
EAF User	Yes	Yes	No	No
EAF Advanced User	Yes	Yes	Yes	Yes
Any Role	No	No	No	No

The Access DoDAAC is determined in this priority order:

1. Admin By DoDAAC (considering both ACO and PCO modifications)
2. Issue By DoDAAC (considering only PCO modifications)
3. CASD DoDAAC (based on CAGE code)

NOTE: The Access DoDAAC information is viewable in two ways:

- By hovering over the file name in the results display
- As dedicated columns (Access DoDAAC and Access Office) in exported results

Key Exceptions

- **Metadata Access:** All EAF Users and EAF Advanced Users can read metadata for all Awards regardless of Span of Control
- **View-Only Roles:** Advanced Reporting, Contracts, Acquisition Sensitive Reporting, and EDA Executive Reporting users can also view all metadata
- **Automated Sections:** Span of Control does not apply to sections with data automatically loaded from other PIEE applications, including:
 - Award -
 - Award Documents
 - Post-Award -
 - WAWF Documents
 - Government Furnished Property (GFP) -
 - Property Loss Case
 - Plant Clearance Case
 - Service Contract Administration
 - Closeout
 - Electronic DD 1594 (567C) EDA Auto-Loaded

Example Scenario

When an award's Admin By DoDAAC changes from S0514A to S0512A:

User	Role & Access	Upload New Docs?	Edit Existing Doc?	Rationale
Bruce	Original Uploader	No	Yes	As original uploader, maintains edit rights despite lacking current DoDAAC access
James	EAF Advanced User with S0512A	Yes	No	Has current DoDAAC access (can upload) but lacks historical DoDAAC access (cannot edit)
Tammy	EAF Advanced User with S0514A	No	Yes	Has historical DoDAAC access (can edit) but lacks current DoDAAC access (cannot upload)

This demonstrates how editing permissions are tied to the DoDAAC at time of upload, while new document upload permissions follow current DoDAACs on the award.

Select the **Search** button under the Enterprise Award File navigation panel to display the Enterprise Award File Search page. Enter in the necessary search criteria.

Enterprise Award File Search

Award Details:

- Award Number (*parameters: Starts With / Equal To*) (*up to 19 alphameric, no special characters*) (*select 'Equal To' when searching Award Number or Order Number for an FPIID*)
- Order Number (*parameters: Starts With / Equal To*) (*up to 19 alphameric, no special characters*) (*select 'Equal To' when searching Award Number or Order Number for an FPIID*)
- Instrument Type(s) (*parameters: Starts With / Equal To*) (*field is populated from the EDA Contracts Index*)
 - DoD Contract (FAR)
 - DoD Contract (Non-Far)
 - DoD Cooperative Agreement
 - DoD Grant
 - DoD Other Non-Procurement Instrument
 - Non-DoD Contract (FAR)
 - Non-DoD Contract (Non-FAR)
 - Non-DoD Grant/Agreement
- CAGE Code (*parameters: Starts With / Equal To*) (*5 numeric, no special characters*)

- Issue By DoDAAC (*parameters: Starts With / Equal To*) (*6 alphameric, no special characters*)
- Admin By DoDAAC (*parameters: Starts With / Equal To*) (*6 alphameric, no special characters*)
- Effective Date From
- Effective Date To
- Signature Date From
- Signature Date To
- Document Type(s) (*field is multi-select*)

Upload Details:

- Upload Date From
- Upload Date To
- [Document Type\(s\)](#)
- Uploaded By Email (*Uploaded By Me checkbox available*) (*checking this box pulls only documents uploaded by the requesting User ID*) (*if a user gets a new account with a new User ID, selecting the Uploaded By Me checkbox only returns documents associated with the new ID and does not pull results associated with the old User ID*)

Buttons:

- Search
- Reset
- Bookmark

NOTE: At least one search criteria is required to populate search results.

NOTE: FPIID in Award Number or Order Number fields search both the Award and Order to return results.

Enterprise Award File Search

Award Details

Award Number

Starts With

Order Number

Starts With

Instrument Type(s)

Select multiple...

CAGE Code

Starts With

Issue By DoDAAC

Starts With

Admin By DoDAAC

Starts With

Effective Date From

YYYY/MM/DD

Effective Date To

YYYY/MM/DD

Signature Date From

YYYY/MM/DD

Signature Date To

YYYY/MM/DD

Upload Details

Upload Date From

YYYY/MM/DD

Upload Date To

YYYY/MM/DD

Document Type(s)

Select multiple...

Uploaded By Email

☐

Uploaded By Me

Search

Reset

Bookmark

Select the **Search** button to display the Enterprise Award File Search Results table.

Enterprise Award File Search Results

After selecting the Search button, the Enterprise Award File Search section automatically collapses, and the search results display on the bottom of the same page. To expand the Enterprise File Search section, select the Expand icon in that section.

Enterprise Award Information:

- Award Number ([link to the Enterprise Award File](#))
- Order Number
- Closed Date
- CAGE Code
- Issue By DoDAAC
- Admin By DoDAAC
- CASD DoDAAC

NOTE: Columns are sortable and filterable.

Buttons:

- Base Award with all Orders ([toggle](#)) (**NOTE:** selecting this toggle and a hyperlinked Base Award returns documents for the Base and all Orders associated with the selection)

Page | 6

- Clear
- Export Results
- Save Search

[illegible]

From the returned results, select the Award Number hyperlink of the desired Enterprise Award File. The Enterprise Award File Results page displays.

Enterprise Award File Results

Selecting the desired Award Number file from the returned search results populates the Enterprise Award File Results page. The Enterprise Award Information displays at the top of the page with the associated documents displayed below.

NOTE: The system determines contract office information as follows:

- The Issuing Office (Issue DoDAAC) is determined from the latest PCO MOD, or from the original Award if no PCO MOD exists.
- The Admin Office (Admin DoDAAC) is determined from the latest MOD (either PCO or ACO), or from the original Award if no MOD exists.

Enterprise Award Information:

(fields are auto-populated and are not editable)

- Award Number
- Order Number
- CAGE Code
- UEI
- Company Name
- Closed Date

Enterprise Award Files Document Sections:

(many sections contain additional subsections, please refer to the Enterprise Award File Document Section – Results training section for a breakdown of what is found in each subsection)

- Pre-Award
- Award (*to access the subsections, select the expansion carrot at the edge of the section*)
 - Award Documents
 - Other Award Documents
- Post-Award (*to access the subsections, select the expansion carrot at the edge of the section*)
 - General Documents
 - WAWF Documents
 - Non-WAWF Vouchers and Supporting Documents
 - Government Furnished Property (GFP) (*to access the subsections, select the expansion carrot at the edge of the section*)
 - GFP Documents
 - Property Loss Case
 - Plant Clearance Case
 - Reports
 - Service Contract Administration
- Closeout (*to access the subsections, select the expansion carrot at the edge of the section*)
 - Final Deliverables and Documents
 - Electronic DD 1594 (567C) – EDA Auto-Loaded
 - Other Closeout Forms and Documents
- Termination
- Legal

Buttons:

- [Download All](#)
- [Download Selected](#)
- Collapse All
- Expand All
- Export All
- Back

Enterprise Award File Results

Download All
Download Selected
Collapse All
Expand All
Export All

Enterprise Award Information

Award Number :
CAGE Code :
Closed Date : N/A
Order Number : 0001
UEI
Company Name: UNIVERSITY OF DAYTON

Pre-Award - 0 result(s)

Award - 1 result(s)

Post-Award - 31 result(s)

Closeout - 12 result(s)

Termination - 0 result(s)

Legal - 0 result(s)

Back

Enterprise Award File Document Sections - Results

Enterprise Award File Document sections display results in two distinct formats based on how documents are uploaded to the system:

- Manually uploaded sections display standardized columns including File Name, Document Type, Upload Date, Uploaded By Email, Notes, and Actions.
- Systematically uploaded sections (populated automatically from other PIEE modules) display module-specific columns with more detailed document information tailored to that document type.

Pre-Award Results

- File Name (*a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link*)
- Document Type
- Award Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Order Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Upload Date
- Uploaded By Email
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions \(options: Edit / Delete\)](#)

Buttons:

- [Add Document\(s\)](#)
- Clear

- Export

NOTE: Columns are sortable and filterable.

Pre-Award - 2 result(s)

+ Add Document(s)
Clear
Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
☐	Filter Clear	Filter Clear	Filter Clear	Filter Clear	Filter Clear	
☐	Best Tester.txt	Evaluations	2026-01-07		Info	Edit Delete
☐	Case Tester.txt	Pre-Award Government Furnished Product (GFP)	2026-01-07		Info	Edit Delete

Award Documents Results

(to access: Award → Award Documents)

- PCO Mod
- ACO Mod
- Issue Office DoDAAC
- Admin Office DoDAAC
- Payment Office DoDAAC
- Obligated Amount
- Signature Date
- Load Date
- Closed Date
- Notes (*Notes within user's Span of Control can be edited by clicking the pencil icon*)
- [Actions](#) (options: [Open](#), [Award Document](#), [Attachments](#), and [Edit/View](#))
- Reviewed (*field is a checkbox and only displays for users when the Issue By DoDAAC, Admin By DoDAAC, or CASD DoDAAC is within their Span of Control*) (*field is editable for the EAF User that uploaded the document; field is editable for EAF Advanced users on any document so long as it is within their Span of Control*)

Buttons:

- Clear
- Export

NOTE: Columns are sortable and filterable.

Award Documents - 1 result(s)

Clear
Export

	POO Mod	ACO Mod	Issue Office DoDAAC	Admin Office DoDAAC	Payment Office DoDAAC	Obligated Amount	Signature Date	Load Date	Closed Date	Notes	Actions	Reviewed
	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓		↑↓
☐	56											

Other Award Documents Results

(to access: [Award](#) → [Other Award Documents](#))

- File Name (a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link)
- Document Type
- Award Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Order Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Upload Date
- Uploaded By Email
- Notes (icon displays if there is a note available) (hover over the Notes icon to view Notes within the user's Span of Control)
- [Actions](#) (options: [Edit](#) / [Delete](#))

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Other Award Documents - 1 result(s)

+ Add Document(s)
Clear
Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
	↑↓ 🔒	↑↓ 🔒	↑↓ 1	↑↓	↑↓	
☐	Best Tester.txt	Contract Data Requirements List (CDRL)	2026-01-09			

General Documents Results

(to access: [Post-Award](#) → [General Documents](#))

- File Name (a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link)
- Document Type
- Award Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Order Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Upload Date
- Uploaded By Email
- Notes (icon displays if there is a note available) (hover over the Notes icon to view Notes within the user's Span of Control)
- [Actions](#) (options: [Edit](#) / [Delete](#))
- Reviewed (field is a checkbox and only displays for users when the Issue By DoDAAC or Admin By DoDAAC is within their Span of Control) (field is editable for the EAF User that uploaded the document; field is editable for EAF Advanced users on any document so long as it is within their Span of Control)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

General Documents - 2 result(s)							+ Add Document(s) Clear Export	
☐	File Name ↑ 3 🔍	Document Type ↑ 2 🔍	Upload Date ↓ 1 🔍	Uploaded By Email ↑ 🔍	Notes ↑ 🔍	Actions		
☐	audit_findings.docx	Contract Audit Follow-Up	2026-05-07			Edit Delete		
☐	survey.docx	Contractor Survey	2026-05-07			Edit Delete		

WAWF Documents Results

(to access: [Post-Award](#) → [WAWF Documents](#))

- Issue Office DoDAAC
- Admin Office DoDAAC

- Voucher Type
- Invoice Number
- Shipment Number
- Form Type
- Submitted Date
- Status
- Submitted Amount
- Disbursed Amount
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions](#) (options: [WAWF Document](#), [Attachments](#), [Open](#), and [Edit/View](#))
- Reviewed (*field is a checkbox and only displays for users when the Issue By DoDAAC or Admin By DoDAAC is within their Span of Control*) (*field is editable for the EAF User that uploaded the document; field is editable for EAF Advanced users on any document so long as it is within their Span of Control*)

Buttons:

- Clear
- Export

NOTE: Columns are sortable and filterable.

WAWF Documents - 0 result(s)

Clear

Export

	Issue Office DoDAAC	Admin Office DoDAAC	Voucher Type	Invoice Number	Shipment Number	Form Type	Submitted Date	Status	Submitted Amount	Disbursed Amount	Notes	Actions	Reviewed
	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾		11 ▾
No records found													

Non-WAWF Vouchers and Supporting Documents Results

(to access: [Post-Award](#) → [Non-WAWF Vouchers and Supporting Documents](#))

- File Name (*a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link*)
- Document Type
- Award Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Order Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Upload Date
- Uploaded By Email
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions](#) (options: [Edit](#) / [Delete](#))

Buttons:

- [Add Document\(s\)](#)

- Clear
- Export

NOTE: Columns are sortable and filterable.

Non-WAWF Vouchers and Supporting Documents - 2 result(s)						
+ Add Document(s) Clear Export						
☐	File Name ↑ 3	Document Type ↑ 2	Upload Date ↓ 1	Uploaded By Email ↑↓	Notes ↑↓	Actions
☐	payment_process.docx	Advance Payment	2026-05-06			 
☐	payer.docx 	Assignment of Payment	2026-05-06			 

GFP Documents Results

(to access: **Post-Award** → **Government Furnished Property (GFP)** → **GFP Documents**)

- File Name (a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link)
- Document Type
- Award Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Order Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Upload Date
- Uploaded By Email
- Notes (icon displays if there is a note available) (hover over the Notes icon to view Notes within the user's Span of Control)
- [Actions \(options: Edit / Delete\)](#)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Government Furnished Property (GFP) - 1 result(s)

GFP Documents - 1 result(s)

[+ Add Document\(s\)](#)
[Clear](#)
[Export](#)

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
☐	1k 3	1k 2	JF 1	↑↓	↑↓	
☐	property.docx	Approval for Acquisition of Property	2026-05-06			edit delete

Property Loss Case Results

(to access: [Post – Award](#) → [Government Furnished Property \(GFP\)](#) → [Property Loss Case](#))

- Case Number
- Case Type
- Prime CAGE Code
- Final Decision
- Date Closed
- Version
- [Actions \(options: Open\)](#)

Buttons:

- Clear
- Export

NOTE: Columns are sortable and filterable.

Property Loss Case - 0 result(s)

[Clear](#)
[Export](#)

	Case Number	Case Type	Prime CAGE Code	Final Decision	Date Closed	Version	Actions
☐	↑↓	↑↓	↑↓	↑↓	↑↓	↑↓	
No records found							

Plant Clearance Case Results

(to access: [Post – Award](#) → [Government Furnished Property \(GFP\)](#) → [Plant Clearance Case Results](#))

- Case Number
- Property Type

- Prime CAGE Code
- Date Closed
- Version
- [Actions \(options: Open\)](#)

Buttons:

- Clear
- Export

NOTE: Columns are sortable and filterable.

Plant Clearance Case - 0 result(s)

	Case Number	Property Type	Prime CAGE Code	Date Closed	Version	Actions
☐	11	11	11	11	11	
No records found						

Clear Export

Reports Results

(to access: [Post-Award](#) → [Reports](#))

- File Name (a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link)
- Document Type
- Award Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Order Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Upload Date
- Uploaded By Email
- Notes (icon displays if there is a note available) (hover over the Notes icon to view Notes within the user's Span of Control)
- [Actions \(options: Edit / Delete\)](#)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Reports - 4 result(s)

+ Add Document(s) Clear Export

☐	File Name ↑↓ 3	Document Type ↑↓ 2	Upload Date ↑↓ 1	Uploaded By Email ↑↓	Notes ↑↓	Actions
☐	EAF_Sections_Subsections_and_Document_Types_(Proposal)(1).xlsx	Contract Discrepancy Report	2026-01-12			ⓘ ✎ 🗑
☐	Supply_Chain_Data_Template(1).xlsx	Interim Financial Report	2026-01-12			ⓘ ✎ 🗑
☐	supplierSearchResults(1).xlsx	Interim Patent Report	2026-01-12			ⓘ ✎ 🗑
☐	supplierSearchResults(1).xlsx	Interim Technical Report	2026-01-12			ⓘ ✎ 🗑

Service Contract Administration Results

(to access: Post – Award → Service Contract Administration Results)

- Category
- Subcategory
- Document
- [Actions \(options: Open\)](#)

Buttons:

- Clear
- Export

NOTE: Columns are sortable and filterable.

Service Contract Administration - 0 result(s)					Clear Export
☐	Category ↑↓	Subcategory ↑↓	Document ↑↓	Actions ↑↓	
No records found					

Final Deliverables and Documents Results

(to access: Closeout → Final Deliverables and Documents)

- File Name (*a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link*)
- Document Type
- Award Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Order Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Upload Date
- Uploaded By Email
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions \(options: Edit / Delete\)](#)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Closeout - 1 result(s)

Final Deliverables and Documents - 1 result(s)

+ Add Document(s)

Clear

Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
☐	↑↓ 3 ▾	↑↓ 2 ▾	↑↓ 1 ▾	↑↓ ▾	↑↓ ▾	
☐	CDRL_documentation.docx	Final CDRL	2026-05-06			

Electronic DD 1594 (567C) – EDA Auto-Loaded

(to access: Closeout → Electronic DD 1594 (567C) – EDA Auto-Loaded)

- Closeout Date
- ULO Amount
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions \(options: Open\)](#)

Buttons:

- Clear

- Export

NOTE: Columns are sortable and filterable.

Electronic DD 1594 (567C) EDA Auto-Loaded - 0 result(s)




Closeout Date	ULO Amount	Notes	Actions
↑↓ ▾	↑↓ ▾	↑↓ ▾	
No records found			

Other Closeout Forms and Documents Results

(to access: [Closeout](#) → [Other Closeout Forms and Documents](#))

- File Name (*a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link*)
- Document Type
- Award Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Order Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Upload Date
- Uploaded By Email
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- Actions (*options: Edit / Delete*)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Other Closeout Forms and Documents - 1 result(s)

+ Add Document(s)

Clear

Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
	↑ 3	↑ 2	↓ 1	↑	↑	
☐	audit_findings.docx	Audit Resolution	2026-05-07			

Termination Results

- File Name (*a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link*)
- Document Type
- Award Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Order Number (*field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table*)
- Upload Date
- Uploaded By Email
- Notes (*icon displays if there is a note available*) (*hover over the Notes icon to view Notes within the user's Span of Control*)
- [Actions \(options: Edit / Delete\)](#)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Termination - 1 result(s)

+ Add Document(s)

Clear

Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
	↑ 3	↑ 3	↓ 1	↑	↑	
☐	Best Tester.txt	Termination Correspondence	2026-01-08			

Legal Results

- File Name (a lock icon displays next to restricted files. If the current user does not have restricted file access, the file name is not a link)
- Document Type
- Award Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Order Number (field displays when there are multiple records for the Award Number and 'Base Award with all Orders' toggle is selected on the Search Results table)
- Upload Date
- Uploaded By Email
- Notes (icon displays if there is a note available) (hover over the Notes icon to view Notes within the user's Span of Control)
- Actions (options: Edit / Delete)

Buttons:

- [Add Document\(s\)](#)
- Clear
- Export

NOTE: Columns are sortable and filterable.

Legal - 1 result(s) ^

+ Add Document(s)

Clear

Export

	File Name	Document Type	Upload Date	Uploaded By Email	Notes	Actions
	🔍 + 🚫	🔍 + 🚫	📅 + 🚫	🔍 🚫	📝 🚫	
☐	EAF_Sections_Subsections_and_Document_Types_(Proposal).xlsx	Legal Privilege	2026-01-09		📝	📄 ✎ 🗑

Actions

Within the Action column, there are several available options depending on the section: Open Attachments, Edit/View, and Delete.

WAWF Documentation Results												Export	Clear
☐	Issue Office DoDAAC ↑↓ ▾	Admin Office DoDAAC ↑↓ ▾	Voucher Type ↑↓ ▾	Invoice Number ↑↓ ▾	Shipment Number ↑↓ ▾	Form Type ↑↓ ▾	Submitted Date ↑↓ ▾	Status ↑↓ ▾	Submitted Amount ↑↓ ▾	Disbursed Amount ↑↓ ▾	Notes ↑↓ ▾	Actions	Reviewed ↑↓ ▾
☐							2022-02-21	Extracted				  	☐

Open Documents

Click the **Open** button. The document downloads locally and is available in the downloads folder at the top of the browser.

Edit Documents

Click the **Edit/View** button. An Edit Document pop-up displays.

Edit Document Headers: *(may include)*

- Award Number
- ACO/PCO Mod
- CAGE Code
- UEI
- Closed Date

Document Details Fields:

- Section *(read-only)*
- Document Type *
- Order Number * *(drop-down)* *(if applicable)*
- Document *(section is read-only)*
 - Choose *(button)*
 - Restrict Access
 - File Name
- Notes * *(field is mandatory when the 'Document Type' is "Other Documents" or "Other Documentation")*
- Reviewed? *(field is a checkbox and only displays for users when the 'Issue By DoDAAC' or 'Admin By DoDAAC' is within their Span of Control)* *(field is editable for the EAF User that uploaded the document; field is editable for EAF Advanced users on any document so long as it is within their Span of Control)*

Buttons:

- Save
- Cancel

Click the **Save** button to commit edits.

✕

Edit Document

Award Number: S0512A24MM001 CAGE Code: 06481 UEI: GWFBQY413N79 Closed Date: N/A

Document Details

Section: Closeout > Final Deliverables and Documents

Document Type *

Final CDRL

Order Number *

N/A

Document

+ Choose

Restrict Access

🔒

File Name

CDRL_documentation.docx

Notes

Final documents have been reviewed.

☒ Reviewed?

💾 Save

✕ Cancel

Delete Documents

Click the **Delete** button. A Document Delete pop-up displays.

Document Delete Fields:

- CAGE Code (*field is pre-populated with information from the document*)
- File Name (*field is pre-populated with information from the document*)
- Deletion Notes *

Buttons:

- Submit

Page | 23

- Cancel

Enter information in the '**Deletion Notes**' field and click the **Submit** button to proceed with the document deletion.

Document Delete

CAGE Code: 06481

File Name: CDRL_documentation.docx

Deletion Notes *

 **Submit**

 **Cancel**

Attachments

To view any attachments, click the **Attachments** button in the Actions column. A pop-up list of attachments displays with the attachment name, the date submitted, and a link to open the document.

Attachments Fields:

- File Name
- Upload
- Date
- Actions

Buttons:

- View Attachments
- Close

Attachments

×

File Name ↑↓	Upload Date ↑↓	Actions
documentation.pdf	2023-05-17	

Records: 1 to 1

<<

<

1

>

>>

10 ▾

1 Records Returned

×

Close

EAF Users can manually add documents to several sections of the Enterprise Award File.

Sections with Add Document(s) Functionality:

- Pre-Award
- Other Award Documents
- General Documents
- Non-WAWF Vouchers and Supporting Documents
- GFP Documents
- Reports
- Final Deliverables and Documents
- Other Closeout Forms and Documents
- Termination
- Legal

To add a document to an EAF, first search for the desired EAF and select the **Award Number** hyperlink.

Add Document Process:

1. Click the **Add Document(s)** button above the table in the section. The Add Document pop-up displays.
2. Select a **Document Type** option from the drop-down.
3. Click the **Choose** button and browse the local machine and select a file.
4. An attachment table displays: Restrict Access (*checkbox*), File Name, and Action (*options: Delete*)
5. If necessary, check the **Restrict Access** box.

6. Enter Notes (*field is mandatory when the 'Document Type' is "Other Documents" or "Other Documentation"*).
7. Click **Save** to complete the upload or **Save and Add Another** to upload additional files to this section.
8. A success message displays indicating a new document was added to the section.

General Documentation - 5 result(s)

General Documentation Results

+ Add Document(s)
Export
Clear

	Document ID	Document Type	Upload Date	Uploaded By Email	Notes	Actions	Reviewed
	11 ▾	11 ▾	11 ▾	11 ▾	11 ▾		11 ▾
☐		Award Review	2023-05-22				☐

Add Document Screen:

- Award Number (*field is pre-populated with information pulled from the EAF*)
- CAGE Code (*field is pre-populated with information pulled from the EAF*) (*field displays when there are not multiple orders*)
- UEI (*field is pre-populated with information pulled from the EAF*) (*field displays when there are not multiple orders*)
- Closed Date (*field is pre-populated with information pulled from the EAF*) (*field displays when there are not multiple orders*)

Document Details:

- Section (*field is pre-populated with information pulled from EAF*)
- Document Type * (*drop-down options vary depending on the section*)
- Order Number * (*field is pre-populated with information pulled from the EAF*)
- Document (*a Choose button is available and displays the local file explorer*) (*drag and drop the relevant document or select the Choose button to upload one*)
- Restrict Access (*field is a checkbox that displays when a document is uploaded; access to the document is only available for the EAF Advanced User or the document uploader*)
- File Name
- Action (*option: Delete*) (*select Delete to remove the uploaded document*)
- Notes * (*field is mandatory when the 'Document Type' is "Other Documents" or "Other Documentation"*)

Buttons:

- Save
- Save and Add Another
- Cancel

Add Document

Award Number:
CAGE Code:
UEI:
Closed Date: N/A

Document Details

Section: Award > Other Award Documents

Document Type *
Order Number *

Document

+ Choose

Restrict Access	File Name	Action
☒		

Notes

Save
Save and Add Another
Cancel

Download an EAF Document

Search for an EAF Document and click the **Award Number** hyperlink. A **single** file, **multiple** files, or **all** files are downloadable. Single files are downloaded directly to the local machine using the **Download** button found in each section's **Actions** column. Alternatively, multiple or all files are downloaded via the **Download Selected** or **Download All** buttons, and a zip file is found within Tasks in EDA.

EAF Single Document Download Process:

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>).
2. Open the **Electronic Data Access (EDA)** application by clicking the 'EDA' Icon.
3. Select **Search** under the Enterprise Award File navigation section.
4. Enter search criterion and click the **Search** button.
5. Optional Step: Toggle the '**Base Award with all Orders**' option above the search results to enable the **Award Number** hyperlink to view the entire Enterprise Award File.
6. Find the Award and click the **Award Number** hyperlink to open the file.
7. Locate appropriate section with document and select **Download** button in the **Actions** column.

8. The document and its attachments downloads using the browser's default save process.

EAF Multiple Document Download Process:

1. Select the checkbox next to the sections intended for download.
2. Either select the **Download All** button to download all returned results or the **Download Selected** button to download the selected documents and their attachments.
3. Click the **Download Selected** button to begin the download process.
4. The download request is sent to the **EDA - Task** navigation section. Open **TASKS** and click the **Task Download** option in the navigation.
5. The **Job List** page displays, and all download tasks are available here.
6. Locate the **Enterprise Award - Report Type** job and click the **Download** button in the Actions column.
7. A pop-up displays with a **Direct Download** (faster) and a normal **Download** (via EDA App - slower) option. Click preferred **Download** button.
8. The download process saves a .zip folder to the local machine.
9. **Unzip** the folder to view the files from the EAF.

*NOTE: To download all displayed files on the EAF, click the **Download All** button at the top of Award page. The files are available for saving in the Task navigation in EDA.*

EAF Users may **Export** an EAF file in Excel format for import to a spreadsheet.

Roles with **Export** Functionality of Enterprise Award Files in the Electronic Data Access (EDA) application:

- EAF User
- EAF Advanced User
- Acquisition Sensitive Reporting
- Advanced Reporting
- Contracts
- EDA Executive Reporting User

EAF Export

Exporting an Enterprise Award File:

1. Log in to Procurement Integrated Enterprise Environment (PIEE) Application (<https://piee.eb.mil/>).
2. Open the **Electronic Data Access (EDA)** application by clicking the '**EDA**' Icon.
3. Select **Search** under the Enterprise Award File navigation section.
4. Enter the search criterion and click the **Search** button.
5. Optional Step: Toggle the '**Base Award with all Orders**' options above the search results to enable the **Award Number** hyperlink to view the entire EAF.
6. Find the Award and click the **Award Number** hyperlink to open the file.
7. To **Export** all the Results returned for the entered Award Number, select the **Export All** button at the top righthand side of the screen.
8. To **Export** the results for a subsection, locate and expand the specific subsection and select the **Export** button located at the top righthand side of the section.
9. Once the **Export** button is selected, the Award data is then available as an **Excel** file.