

Post-Award Tasks (PAT)

Training Document

Homepage

PIEE

EDA

PAT

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Roles	Access to Post-Award Tasks (PAT) Tasks Features Roles and Access: - Access to PAT features is only available to users registered for a PAT role. - Most employees should register for the PAT User role, which provides access to: My Tasks Search Tasks Importance of AMT Listings: - Even with the PAT User role, functional specialists must ensure they are included in AMT Listings to receive PAT tasks. - Tasks appear in a user's My Tasks only if the user is listed on one or more AMT Listings in a role eligible for PAT tasks. Requirements for Task Assignment: - Users must have AMT access (Viewer or Mapping Manager) and the appropriate Functional Roles active on their PIEE profile. - This allows a cognizant AMT Mapping Manager to add the user to the AMT Mappings, which are leveraged for AMT Listings ultimately enabling PAT task assignment.
Task Types: Purpose and Routing Conditions	Award Receipt Review (ARR) <i>Purpose:</i> ARR is the initial review of award or modification documents from the Electronic Document Access (EDA) system assuring correct award assignment and data accuracy while identifying key requirements for surveillance and compliance. If deficiencies are identified, functional specialists initiate corrective actions to remedy issues that could affect future payment or administration. <i>Routing Conditions:</i> ARR tasks are routed to all functional groups independently from one another based on predefined parameters. Refer to Task Assignment Logic

Data Integrity Screening (DIS)

Purpose:

DIS is a specialized audit process aimed at ensuring that the payment and administration system (MOCAS) accurately mirrors the requirements, terms, and conditions of the award documents. DIS personnel check for data discrepancies in key areas such as administrative data, obligated funds, line-item structure, delivery schedules, and payment terms.

Routing Conditions:

DIS tasks are routed to the Contracts and Manufacturing functional groups independently from one another. The PT functional role is included in both groups and could receive two separate tasks. DIS tasks are not generated when DCMA is responsible for MOCAS input. Refer to Task Assignment Logic

MOCAS Direct Input (MDI)

Purpose:

MDI ensures that critical award and modification documents are successfully input into the MOCAS system when they fail to process and transfer electronically via the Electronic Data Interchange (EDI). Direct Input Personnel (DIP) perform manual data entry, validating contractual documents prior to processing and verifying the accuracy of all critical data elements such as the Procurement Identifier, Administration Office, Payment Office, CAGE, accounting and line-item information, and delivery schedules.

Routing Conditions:

MDI tasks are routed exclusively to Direct Input Personnel for Other Disbursement Office (ODO) awards and modifications, ACO-issued modifications, and ACO-issued call/task/delivery orders per Agency guidance.

Post Award Orientation Determination (POAD)

Purpose:

PAOD is the process where the Administrative Contracting Officer (ACO) determines if a formal post-award conference is necessary based on:

- Complexity of the contract
- Urgency of the delivery schedule
- Contractor's experience and performance history
- Extent of subcontracting

- This helps identify potential problems early, ensuring a mutual understanding of requirements, and setting up the awardee for success (especially for small businesses).

Routing Conditions:

PAOD tasks are routed exclusively to ACOs when one or more functional specialists recommend a post-award orientation during the ARR process.

Search Tasks

Select the **Search Tasks** link from the PAT navigation panel. The Search Task page displays, enter in the applicable search criteria.

Search Tasks - Search Criteria:

- Task(s) (*task types: Award Receipt Review / Data Integrity Screening / MOCAS Direct Input / Post Award Orientation Determination*)
- Status(es) (*status types: Awaiting Acceptance / In Progress / Completed / Unassigned*)
- CAGE Code (*parameters: Starts With / Equal To / Is Null / Not Null*)
- Award Number (*parameters: Starts With / Equal To / Is Null / Not Null*) (*special characters are removed from the field upon search*) (*when searching for an FPIID Award Number, use the 'Equal To' parameter option*)
- Order Number (*parameters: Starts With / Equal To / Is Null / Not Null*) (*special characters are removed from the field upon search*) (*when searching for an FPIID Order Number, use the 'Equal To' parameter option*)
- Modification Number (*parameters: Starts With / Equal To / Is Null / Not Null*)
- DCMA DoDAAC(s) (*drop-down defaults to the user's home organization DoDAAC*) (*the Org Code displays next to the displayed DCMA DoDAACs*)
- User Name (*drop-down displays the user name(s) that have tasks tied to them*)
- Received Date From
- Received Date To
- Final Delivery Date From
- Final Delivery Date to
- I/A
- Days Overdue
- PAO Recommended (*options: Yes / No*)

Buttons:

- Search (*select Search to proceed to the Search Results page*)
- Reset (*select Reset to clear all search fields*)

NOTE: Clicking the Reset button defaults the DCMA DoDAAC field to the user's Home Org DoDAAC.

Select the **Search** button and the results display on the lower half of the page.

Tasks - Search Criteria

Task(s) Select multiple...	Status(es) Select multiple...	CAGE Code Starts With
Award Number Starts With	Order Number Starts With	Modification Number Starts With
DCMA DoDAAC(s) S0512A - DCMA SOUTHERN CALIFORNIA (NH)	User Name Select	
Received Date From YYYY/MM/DD	Received Date To YYYY/MM/DD	Final Delivery Date From YYYY/MM/DD
I/A Select multiple...	Days Overdue Greater than or equal to 0	PAO Recommended Select

Search Reset

Tasks - Search Results:

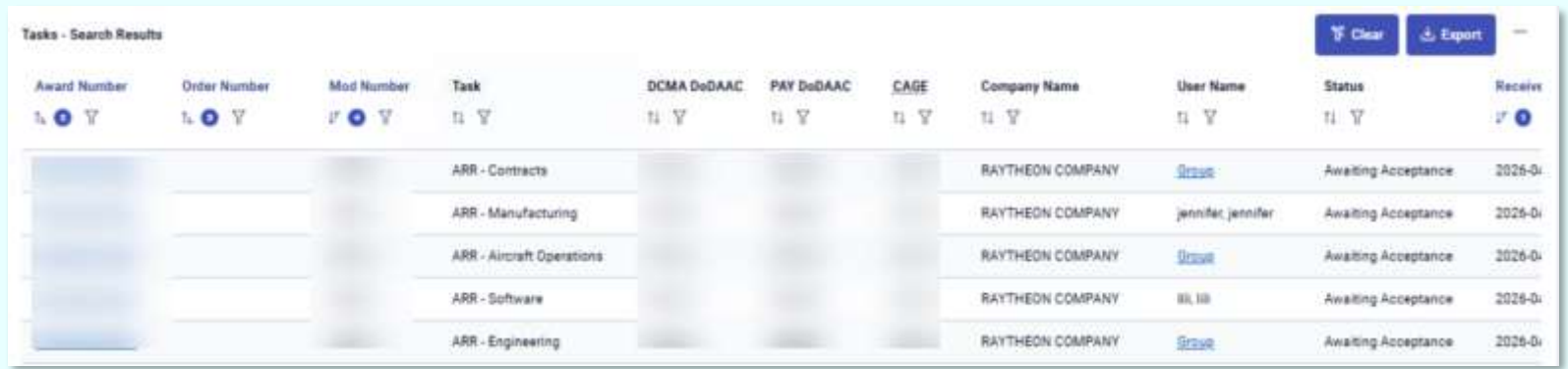
- Award Number (*default sort order is ascending*) (*field is a hyperlink when the tasks are under the users Location Code or Group*) (*click the Award Number hyperlink to display an Award Receipt Review page for the given award*)
- Order Number (*default sort order is ascending*)
- Mod Number (*default sort order is descending*)
- Task
- DCMA DoDAAC (*field hover over provides office name and Org Code*)
- PAY DoDAAC
- CAGE
- Company Name
- [User Name](#) (*the group information for a user displays as a hyperlink on tasks in the Awaiting Acceptance status*)
- Status
- Received Date (*default sort order is descending*)
- Due Date (*Due Date is calculated as 30 calendar days from Received Date for ARR, DIS, and PAOD tasks*) (*Due Date is calculated as 10 business days from Received Date for MOCAS Direct Input tasks*)
- Completed Date
- Completed By
- Days Overdue
- PAO ?
- Award Amount
- I/A
- FDD

NOTE: The Award Number is linked to the ARR task if the task is under the user's location code or group and properly mapped.

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Post Award Task search results to an Excel sheet*)



Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Receive
			ARR - Contracts				RAYTHEON COMPANY	Group	Awaiting Acceptance	2026-01
			ARR - Manufacturing				RAYTHEON COMPANY	jennifer jennifer	Awaiting Acceptance	2026-01
			ARR - Aircraft Operations				RAYTHEON COMPANY	Group	Awaiting Acceptance	2026-01
			ARR - Software				RAYTHEON COMPANY	Bill Hill	Awaiting Acceptance	2026-01
			ARR - Engineering				RAYTHEON COMPANY	Group	Awaiting Acceptance	2026-01

User Name – Group Information

Selecting the Group hyperlink within the User Name column populates an Assigned To modal that displays information on the group members.

Assigned To Columns:

- Functional Area
- Name
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the results to an Excel sheet*)
- Close

Assigned To

Clear Export

Functional Area TI	Name TI	Job Series TI	Office Symbol TI	Email TI	Phone Number TI
Direct Input Personnel		0006			
Direct Input Personnel		1010			
Direct Input Personnel		1001			

Records: 1 to 3

1 10

3 Records Returned

Close

Select the **My Tasks** option from the PAT menu. The My Tasks page displays tabs with information for tasks in Awaiting Acceptance, In Progress (*My Tasks and Group Tasks*), and Completed.

My Tasks

My Tasks Buttons:

- Show Input Columns (*toggle displays certain fields*)
- Show Award Columns (*toggle displays certain fields*)
- Clear (*select Clear to remove all sorting and filters*)
- Reset (*select Reset to clear all filters and sort order on all tabs*)
- Export All (*select Export to export all Post Award Tasks results to an Excel sheet*)

My Tasks

Awaiting Acceptance:

- Award Number (*default sort order is ascending*) (*click the Award Number for an ARR task to display the Award Receipt Review – View Only page*) (*click the Award Number for a DIS task to display the Data Integrity Screening – View only page*) (*click the Award Number for an PAOD task to display the Post Award Orientation Determination – View Only page*) (*click the Award Number for an MOCAS Direct Input task to display the MOCAS Direct Input – View Only page*) (*a lock icon is available next to the Award Number on ARR tasks that have another ARR task(s) with the same Functional Area and Award / Order that is "In Progress". The other task must be completed prior to the system allowing the user to act on the locked task*)
- Order Number (*default sort order is ascending*)
- Mod Number (*default sort order is descending*)
- Task (*column populates with ARR and DIS tasks, PAOD tasks for ACO users, and MOCAS Direct Input tasks for Direct Input Personnel*) (*DIS tasks for Contracts (ACO, CA, PT) display as DIS - Contracts*) (*DIS tasks for Manufacturing (IS, PT) display as DIS - Manufacturing*)
- DCMA DoDAAC (*displays when the Show Input Column toggle is on*)
- PAY DoDAAC (*displays when the Show Input Column toggle is on*)
- ACO Code (*displays when the Show Input Column toggle is on*) (*hover over displays the name value from MOCAS table 44*)
- ACO Team Code (*displays when the Show Input Column toggle is on*) (*when the ACO Code is PAY, the ACO Team Code is DFAS*)
- CAGE
- Company Name
- Received Date (*default sort order is descending*)

- Due Date (*Due Date is calculated as 30 calendar days from Received Date for ARR, DIS, and PAOD tasks*) (*Due Date is calculated as 10 business days from Received Date for MOCAS Direct Input tasks*)
- Days Overdue (*icon displays when task is one day overdue*)
- Assigned to (*field is a hyperlink to the Assigned To modal*)
- Award Amount (*displays when the Show Award Column toggle is on*)
- I/A (*displays when the Show Award Column toggle is on*)
- FDD (*displays when the Show Award Column toggle is on*)

NOTE: Columns are sortable and filterable.

NOTE: Tasks remain in the Awaiting Acceptance status until an assignee accepts the task.

NOTE: Starting a task moves it from the Awaiting Acceptance to the My Tasks – In Progress section.

NOTE: When all ARR tasks for a specific contract, order, or modification are completed and at least one ARR task has a “Yes” marked for Post Award Orientation, and the task has passed the 30-day mark for being due, then a PAOD is generated for the ACO on the AMT Listing and displays under the Awaiting Acceptance. PAOD tasks are also sent immediately when all ARR tasks are completed and at least one has PAO recommended, whether or not 30 days have passed.

NOTE: The ACO has 30 days to complete the PAO Determination task once the PAOD task is generated.

My Tasks

☐ Show Input Columns
 ☐ Show Award Columns
 Clear
Reset
Export All

[Awaiting Acceptance \(356\)](#)
[In Progress \(0\)](#)
[Completed \(0\)](#)

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue
			MOCAS Direct Input		STANDARD CALIBRATIONS, INC.	2026-05-19	2026-06-03	0
			MOCAS Direct Input		STANDARD CALIBRATIONS, INC.	2026-05-16	2026-06-01	0
			MOCAS Direct Input		SERCO INC.	2026-05-13	2026-05-28	0

Assigned To Modal

Selecting the Group or Individual hyperlink within the Assigned To column displays an Assigned To modal with information on the Award Listing associated with the Award Number for the given group.

NOTE: The AMT Viewer or AMT Mapping Manager must have an AMT Functional Role on at least one mapping and a DCMA Home Organization to access the Award Listings modal.

Assigned To Columns:

- Functional Area
- Name
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*) (*button is only available in the Group - Assigned To modal*)
- Export (*select Export to export the Assigned To table to an Excel sheet*) (*button is only available in the Group - Assigned To modal*)
- Close

Assigned To

Clear Export

Functional Area	Name	Job Series	Office Symbol	Email	Phone Number
Quality		0006			1111111111
Quality		1910			000
Quality		1910			000
Quality		1910			000
Quality		1910			000

Records: 1 to 5 1 10 5 Records Returned Close

In Progress

My Tasks:

- Award Number (default sort order is ascending) (click the Award Number for an ARR task to display an Award Receipt Review screen) (click the Award Number for a DIS task to display the Data Integrity Screening screen) (click the Award Number for a PAOD task to display an Post Award Orientation Determination screen) (click the Award Number for an MOCAS Direct Input task to display an MOCAS Direct Input screen)
- Order Number (default sort order is ascending)
- Mod Number (default sort order is descending)
- Task (column populates with ARR and DIS tasks, PAOD tasks for ACO users, and MOCAS Direct Input tasks for Direct Input Personnel) (DIS tasks for Contracts (ACO, CA, PT) display as DIS - Contracts) (DIS tasks for Manufacturing (IS, PT) display as DIS - Manufacturing)
- DCMA DoDAAC (displays when the Show Input Column toggle is on)
- PAY DoDAAC (displays when the Show Input Column toggle is on)
- ACO Code (displays when the Show Input Column toggle is on) (hover over displays the name value from MOCAS table 44)
- ACO Team Code (displays when the Show Input Column toggle is on) (when the ACO Code is PAY, the ACO Team Code is DFAS)
- CAGE
- Company Name
- Received Date (default sort order is descending)
- Due Date (Due Date is calculated as 30 calendar days from Received Date for ARR, DIS, and PAOD tasks) (Due Date is calculated as 10 business days from Received Date for MOCAS Direct Input tasks)
- Days Overdue (icon displays when task is one day overdue)
- Award Amount (displays when the Show Award Column toggle is on)
- I/A (displays when the Show Award Column toggle is on)
- FDD (displays when the Show Award Column toggle is on)

NOTE: If a task is overdue by one day or more, an exclamation icon appears in the Days Overdue column and the text within the task row turns red.

NOTE: Columns are sortable and filterable.

My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (356) In Progress (30) Completed (16)

My Tasks (16) Group Tasks (14)

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue
		BASE	ARR - Manufacturing		SERCO INC.	2026-05-09	2026-06-08	0
			ARR - Contracts		HIGH REZ CONSULTING, INC.	2026-04-29	2026-05-29	0
			ARR - Quality		BOEING COMPANY, THE	2026-04-24	2026-05-24	0

Group Tasks:

- Award Number (default sort order is ascending) (click the Award Number for an ARR task to display the Award Receipt Review – View Only page) (click the Award Number for a DIS task to display the Data Integrity Screening – View only page) (click the Award Number for an PAOD task to display the Post Award Orientation Determination – View Only page) (click the Award Number for an MOCAS Direct Input task to display the MOCAS Direct Input – View Only page) (a lock icon is available next to the Award Number on ARR tasks that have another ARR task(s) with the same Functional Area and Award / Order that is "In Progress". The other task must be completed prior to the system allowing the user to act on the locked task)
- Order Number (default sort order is ascending)
- Mod Number (default sort order is descending)
- Task (column populates with ARR and DIS tasks, PAOD tasks for ACO users, and MOCAS Direct Input tasks for Direct Input Personnel) (DIS tasks for Contracts (ACO, CA, PT) display as DIS - Contracts) (DIS tasks for Manufacturing (IS, PT) display as DIS - Manufacturing)
- DCMA DoDAAC (displays when the Show Input Column toggle is on)
- PAY DoDAAC (displays when the Show Input Column toggle is on)
- ACO Code (displays when the Show Input Column toggle is on) (hover over displays the name value from MOCAS table 44)
- ACO Team Code (displays when the Show Input Column toggle is on) (when the ACO Code is PAY, the ACO Team Code is DFAS)
- CAGE
- Company Name
- Received Date (default sort order is descending)
- Due Date (Due Date is calculated as 30 calendar days from Received Date for ARR, DIS, and PAOD tasks) (Due Date is calculated as 10 business days from Received Date for MOCAS Direct Input tasks)
- Days Overdue (icon displays when task is one day overdue)
- Accepted By
- Award Amount (displays when the Show Award Column toggle is on)
- I/A (displays when the Show Award Column toggle is on)
- FDD (displays when the Show Award Column toggle is on)

NOTE: Columns are sortable and filterable.

NOTE: If a task is overdue by one day or more, an exclamation icon appears in the Days Overdue column and the text within the task row turns red.

My Tasks

Show Input ColumnsShow Award ColumnsClearResetExport All

Awaiting Acceptance (356)In Progress (30)Completed (16)

My Tasks (16)Group Tasks (14)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days
☐				ARR - Contracts		EFW INC.	2026-04-29	2026-05-29	0
☐				ARR - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	90
☐				ARR - Manufacturing		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	90

Group Task Buttons:

- Assign To Me (button is only available on the Group Tasks table) (button allows a user of the same Functional Area from the listing to take over and accept the task) (clicking the button displays a Reassignment Comments modal)

Assign To Me – Reassignment Modal

Select the checkbox next to the desired Award Number and click the **Assign To Me** button to take over the task. Clicking the button displays the **Reassignment** modal.

NOTE: The Assign To Me functionality is available for ARR, DIS, MOCAS Direct Input, and PAOD tasks.

Reassignment Comments Fields:

- Comments * (comments made here are available on the General Comments tab) (fields are auto-populated and are not editable)

- Award Number
- Order Number
- Mod Number
- Task
- Assigned User

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the results to an Excel sheet*)
- Submit (*select Submit to proceed with the reassignment*)
- Close

NOTE: Columns are sortable and filterable.

NOTE: Users may select one or more tasks to assign to themselves.

Enter the applicable information and select **Submit** to proceed with the reassignment. A warning message displays stating, 'Are you sure you wish to reassign the task(s)?' Select **No** to return to the Reassignment modal and **Yes** to proceed. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

Reassignment

* Asterisk indicates required entry.

Comments *

Clear

Export

Award Number ↑↓	Order Number ↑↓	Mod Number ↑↓	Task ↑↓	Assigned User ↑↓
			MOCAS Direct Input	Officer, Contract
			ARR - Manufacturing	Officer, Contract

Records: 1 to 2

<<

<

1

>

>>

10

▼

2 Records Returned

Clicking the 'Submit' button will assign the task(s) to you as 'In Progress' status.

Submit

Close

Completed Tasks:

- Award Number (*default sort order is ascending*) (*default sort order is ascending*) (*click the Award Number for an ARR task to display the Award Receipt Review – View Only page*) (*click the Award Number for a DIS task to display the Data Integrity Screening – View only page*) (*click the Award Number for an PAOD task to display the Post Award Orientation Determination – View Only page*) (*click the Award Number for an MOCAS Direct Input task to display the MOCAS Direct Input – View Only page*)
- Order Number (*default sort order is ascending*)
- Mod Number (*default sort order is descending*)
- Task (*column populates with ARR and DIS tasks, PAOD tasks for ACO users, and MOCAS Direct Input tasks for Direct Input Personnel*) (*DIS tasks for Contracts (ACO, CA, PT) display as DIS - Contracts*) (*DIS tasks for Manufacturing (IS, PT) display as DIS - Manufacturing*)
- DCMA DoDAAC (*displays when the Show Input Column toggle is on*)
- PAY DoDAAC (*displays when the Show Input Column toggle is on*)
- ACO Code (*displays when the Show Input Column toggle is on*) (*hover over displays the name value from MOCAS table 44*)
- ACO Team Code (*displays when the Show Input Column toggle is on*)
- CAGE
- Company Name
- Received Date (*default sort order is descending*)
- Due Date (*Due Date is calculated as 30 calendar days from Received Date for ARR, DIS, and PAOD tasks*) (*Due Date is calculated as 10 business days from Received Date for MOCAS Direct Input tasks*)
- Completed Date
- Days Overdue (*icon displays when task is one day overdue*)
- Award Amount (*displays when the Show Award Column toggle is on*)
- I/A (*displays when the Show Award Column toggle is on*)
- FDD (*displays when the Show Award Column toggle is on*)

NOTE: The Completed tasks table only displays tasks completed within the last 90 days. Tasks beyond the 90-day mark are removed from the table.

NOTE: Columns are sortable and filterable.

NOTE: The Completed section only shows tasks completed by the user accessing the table.

My Tasks Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (86) In Progress (14) **Completed (2)**

Award Number	Order Number	Mod Number	Task	y Name	Received Date	Due Date	Completed Date	Days Overdue	PAO ?
1. 2	1. 3	1. 4	1. 1		1. 1	1. 1	1. 1	1. 1	1. 1
			DIS - Contracts	.E SERVICES, LLC	2026-01-20	2026-02-19	2026-05-18	88	
			ARR - Contracts	.E SERVICES, LLC	2026-01-20	2026-02-19	2026-05-18	88	No

Records: 1 to 2 25 2 Records Returned

Award Receipt Review (ARR)

An ARR task is **View Only** when the task is in Awaiting Acceptance, In Progress (*assigned to another user*), or Completed status.

Example of how to access a task in View Only: My Tasks → Awaiting Acceptance → Award Number (*hyperlink*)

Accepting an ARR Task

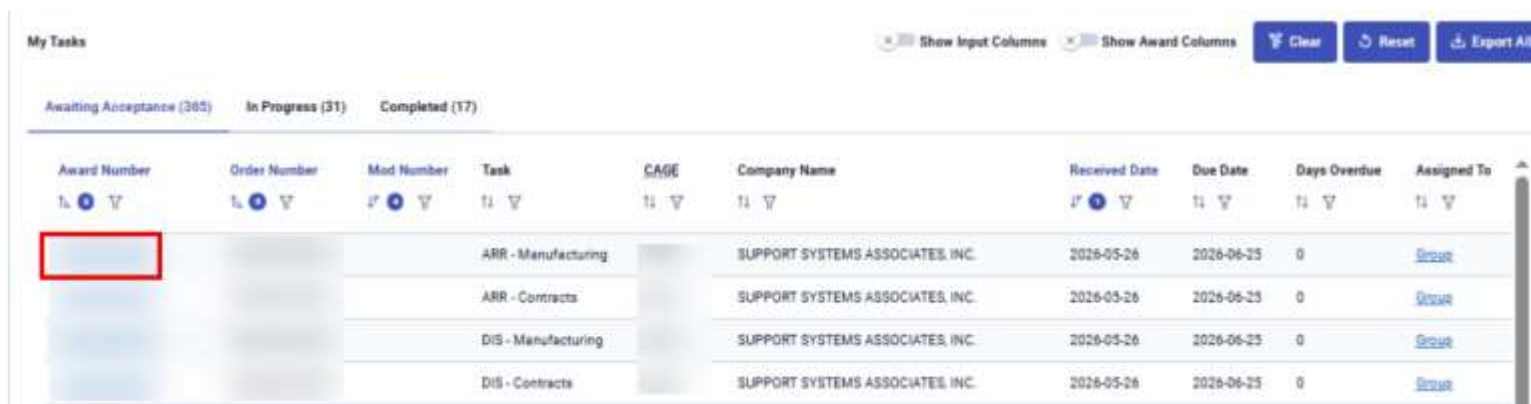
Users can accept an ARR task via two different routes.

My Tasks – Awaiting Acceptance

My Tasks → Awaiting Acceptance → Award Number → Award Receipt Review (View Only) → Start Review

To access the Award Receipt Review (View Only) screen, select the **Award Number** for the desired ARR task in the My Tasks - Awaiting Acceptance section.

Accepting or Assigning an ARR Task



My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (385) In Progress (31) Completed (17)

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Assigned To
			ARR - Manufacturing		SUPPORT SYSTEMS ASSOCIATES, INC.	2026-05-26	2026-06-25	0	Group
			ARR - Contracts		SUPPORT SYSTEMS ASSOCIATES, INC.	2026-05-26	2026-06-25	0	Group
			DIS - Manufacturing		SUPPORT SYSTEMS ASSOCIATES, INC.	2026-05-26	2026-06-25	0	Group
			DIS - Contracts		SUPPORT SYSTEMS ASSOCIATES, INC.	2026-05-26	2026-06-25	0	Group

The Award Receipt Review (View Only) screen displays.

Award Receipt Review (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start Review (selecting this button starts the ARR task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table)

Select the **Start Review** button at the bottom of the screen.

NOTE: If an ARR task in the Awaiting Acceptance table has another ARR task with the same Functional Area and Award/Order that is In Progress, a warning message displays upon opening the ARR task. The warning message states, "Associated Task [Task type and Award/Order/Mod number] is "In Progress". Either complete or cancel the associated task to proceed." The Award/Order/Mod number is a hyperlink to the other task, select it to leave the current task and open the associated.

NOTE: The Award Receipt Review (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Award Receipt Review (View Only) — Collapse All + Expand All

Award Details					
Task ARR - Quality	Status Awaiting Acceptance	Accepted By	View Assignees	Enhanced Award View	AMT Listing
Award Number	Order Number	Mod Number	CAGE Code	Company Name S&K AEROSPACE, LLC	Facility CAGE Code

Key Requirements (KR)

Contract Deficiency Reports (CDR)

Post Award Orientation (PAO)

Review Changes

General Comments

[← Back](#)
[✓ Start Review](#)


The review is now started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Award Receipt Review, the Accepted By field displays the user's name, and the sections expand.

Search Tasks

Search Tasks → Search Award Receipt Review (Awaiting Acceptance Status) → Award Number → Award Receipt Review (View Only) → Start Review

Search for the applicable ARR task. Select the **Award Receipt Review** option from the **Task(s)** drop-down and the **Awaiting Acceptance** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s)
Select multiple...

Status(es)
Select multiple...

CAGE Code
Starts With

Award Number
Starts With

Order Number
Starts With

Modification Number
Starts With

DCMA DoDAAC(s)
Select multiple...

User Name
Select

Received Date From
YYYY/MM/DD

Received Date To
YYYY/MM/DD

Final Delivery Date From
YYYY/MM/DD

Final Delivery Date To
YYYY/MM/DD

I/A
Select multiple...

WP
Select

Days Overdue
Greater than or equal to 0

PAO Recommended
Select

Search

Reset

From the results returned, select the **Award Number** for the desired ARR task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Receive
			ARR - Contracts				RAYTHEON COMPANY	Sign	Awaiting Acceptance	2026-04
			ARR - Manufacturing				RAYTHEON COMPANY		Awaiting Acceptance	2026-04
			ARR - Aircraft Operations				RAYTHEON COMPANY	Sign	Awaiting Acceptance	2026-04

The Award Receipt Review (View Only) screen displays.

Award Receipt Review (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start Review (*selecting this button starts the ARR task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Start Review** button at the bottom of the screen.

*NOTE: When an ARR task in Awaiting Acceptance is opened and there is another ARR task with the same Functional Area and Award / Order Number currently In Progress, the **Start Review** button is disabled for the task in Awaiting Acceptance. A warning message displays at the top of the screen that states, “Associated Task [task name (#)] is ‘In Progress’”. Either complete or cancel the associated task to proceed.”*

NOTE: The Award Receipt Review (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Award Receipt Review (View Only)

— Collapse All + Expand All

Task	Status	Accepted By	View Assignment	Enhanced Award View	AMT Listing
ARR - Quality	Awaiting Acceptance				

Award Number Order Number Mod Number CAGE Code Company Name Facility CAGE Code

SEK AEROSPACE, LLC

Key Requirements (KR) +

Contract Deficiency Reports (CDR) +

Post Award Orientation (PAO) +

Review Changes +

General Comments +

← Back ✓ Start Review

The review is started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Award Receipt Review, the Accepted By field displays the user’s name, and the sections expand.

Assign an ARR Task

Users can assign themselves ARR tasks via three different routes.

Assign Tasks Via In Progress – Group Tasks Screen

My Tasks → In Progress → Group Tasks → Assign To Me

To assign one or more ARR tasks from the Group Tasks table, select the checkbox next to the Award number for the desired tasks. Select the **Assign To Me** button.

Awaiting Acceptance (511) In Progress (27) Completed (3)										
My Tasks (11) Group Tasks (16)										
☒ Assign To Me										
	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐										
☒				MOCAS Direct Input		BOEING COMPANY, THE	2026-04-24	2026-05-24	0	Officer, Contract
☒				ARR - Manufacturing		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 64	Officer, Contract
☐				DIS - Manufacturing		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 64	Officer, Contract

A Reassignment modal displays with previously assigned user's information.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. A warning message displays stating, 'Are you sure you wish to reassign the task(s)?' Select **No** to return to the Reassignment modal and **Yes** to proceed. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Fields/Columns:

- Comments *
- (the following columns are auto-populated and are not editable)
- Award Number
- Order Number
- Mod Number
- Task
- Assigned User

Buttons:

- Clear
- Export
- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clear

Export

Award Number	Order Number	Mod Number	Task	Assigned User
			MOCAS Direct Input	Officer, Contract
			ARR - Manufacturing	Officer, Contract

Records: 1 to 2

<<

<

1

>

>>

10

▼

2 Records Returned

Clicking the 'Submit' button will assign the task(s) to you as 'In Progress' status.

✓ Submit

⊗ Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks Via In Progress – Group Tasks – Award Receipt Review (View Only) Screen

My Tasks → In Progress → Group Tasks → Award Number → Assign To Me

To assign an ARR task from the Award Receipt Review (View Only) screen via the Group Tasks table, select the **Award Number** for the desired ARR task in the My Tasks – In Progress – Group Tasks section.

My Tasks

Show Input Columns Show Award Columns Clear Reset Exp

Awaiting Acceptance (364) In Progress (32) Completed (17)

My Tasks (17) Group Tasks (15)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐				ARR - Contracts		EPW INC.	2026-04-29	2026-05-29	0	
☐				MOCAS Direct Input		ALLIANT TECHSYSTEMS OPERATIONS LLC	2026-04-20	2026-05-04	15	

The Award Receipt Review (View Only) screen displays.

Award Receipt Review (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (*selecting this button reassigns the ARR task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

Award Receipt Review (View Only) - Collapse All + Expand All

Award Details					
Task ARR - Contracts	Status In Progress	Accepted By [Redacted]	View Assignees	Enhanced Award View	AMT Listing
Award Number [Redacted]	Order Number [Redacted]	Mod Number [Redacted]	CAGE Code [Redacted]	Company Name EPW INC.	Facility CAGE Code [Redacted]

Key Requirements (KR) +

Contract Deficiency Reports (CDR) +

Review Changes +

General Comments +

[← Back](#)
[Assign To Me](#)

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clicking the 'Submit' button will assign the task to you as 'In Progress' status.

✓ Submit ⌂ Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks via Search Tasks:

Search Tasks → Search Award Receipt Review → Award Number → Assign To Me

Search for the applicable ARR task. Select the **Award Receipt Review** option from the **Task(s)** drop-down and the **In Progress** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s) Select multiple... **Status(es)** Select multiple... **CAGE Code** Starts With

Award Number Starts With **Order Number** Starts With **Modification Number** Starts With

DCMA DoDAAC(s) Select multiple... **User Name** Select

Received Date From YYYY/MM/DD **Received Date To** YYYY/MM/DD **Final Delivery Date From** YYYY/MM/DD **Final Delivery Date To** YYYY/MM/DD

I/A Select multiple... **WP** Select **Days Overdue** Greater than or equal to 0 **PAO Recommended** Select

🔍 Search ↺ Reset

From the results returned, select the **Award Number** for the desired ARR task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Rec
ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼	ti ▼
			ARR - Manufacturing				SUPPORT SYSTEMS ASSOCIATES, INC.		In Progress	202
			ARR - Contracts				EFW INC.		In Progress	202
			ARR - Contracts				HIGH REZ CONSULTING, INC.		In Progress	202

The Award Receipt Review (View Only) screen displays.

Award Receipt Review (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (*selecting this button reassigns the ARR task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

Award Receipt Review (View Only) — Collapse All + Expand All

Award Details					
Task ARR - Contracts	Status In Progress	Accepted By [Redacted]	View Assignees	Enhanced Award View	AMT Listing
Award Number [Redacted]	Order Number [Redacted]	Mod Number [Redacted]	CAGE Code [Redacted]	Company Name EPW INC.	Facility CAGE Code [Redacted]

Key Requirements (KR) +

Contract Deficiency Reports (CDR) +

Review Changes +

General Comments +

[← Back](#)
[Assign To Me](#)

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clicking the 'Submit' button will assign the task to you as 'In Progress' status.



The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

After the ARR task is either accepted by or assigned to a user, the Award Receipt Review screen displays.

ARR tasks assigned to the user are accessible via the Search Tasks functionality or via the My Tasks – In Progress table.

*NOTE: The Award Receipt Review screen initially populates with all sections collapsed, aside from the Award Details section. To expand the sections, either select the **Expand All** button, or individually expand an individual section via the expansion icon at the top of the section. If opening an In Progress ARR task, the sections are expanded by default.*

Award Receipt Review (ARR)

Award Receipt Review Screen:

Buttons:

(NOTE: “By clicking the ‘Complete’ button I am certifying that I have completed my Award Receipt Review task for this Award/Order/Mod Number, as applicable.”)

- Collapse All
- Expand All
- Back (*clicking Back returns the user to the previous tab and saves any completed work, so long as the ARR task is not in view only mode*)
- [Cancel Review](#) (*button is available for In Progress tasks*) (*clicking Cancel Review returns the task to the Awaiting Acceptance dashboard or the Group Tasks tab if multiple functional roles are assigned to the task*) (*see below for additional information*)
- Save All (*clicking Save All saves the progress made on the ARR task*)
- [Complete](#) (*clicking Complete certifies the ARR task, updates the status to Complete, updates the document to view only, and returns the user to the dashboard or search, depending on where they initiated the ARR task from*)

Award Receipt Review

— Collapse All + Expand All

Award Details +

Key Requirements (KR) +

Contract Deficiency Reports (CDR) +

Review Changes +

General Comments +

By clicking the 'Complete' button I am certifying that I have completed my Award Receipt Review task for this Award/Order/Mod Number, as applicable.

← Back ⚙ Cancel Review 📄 Save All ✓ Complete

Cancel Review

The **Cancel Review** button displays for In Progress tasks, unless the user is the only member within the group, then the button is not available. Selecting the button sends the ARR task back to the Awaiting Acceptance dashboard or the Group Tasks tab if there are multiple functional roles assigned to the task.

Click the **Cancel Review** button to cancel the task. A Cancel Review Comments modal displays.

Cancel Review Modal Fields:

- Comments *

Cancel Review Modal Buttons:

- Submit (*selecting the Submit button proceeds with the review cancellation*)
- Close

Enter a comment and select **Submit** to proceed.

Submitting the comment saves it to the Comments section of the ARR task. A confirmation message confirming the ARR task cancellation displays at the top of the page.

ARR – Award Details

The Award Details section displays at the top of the Award Receipt Review screen.

Award Details Fields:

- Task
- Status
- Accepted By (*displays the name of the user that Accepted the task, if the task is in Awaiting Acceptance, the field is blank*)
- View Assignees (*clicking this link displays a list of users assigned to the tasks for the selected contract*)
- Enhanced Award View (*clicking this link displays detailed information on the base contract or order and associated mods*)
- AMT Listing (*clicking this link displays an AMT Listing modal with information on the users associated with the AMT Listing*)
- Award Number (*click this field to display the PDF version of the base contract or order in a separate tab*) (*if the PDF is unavailable, a hover over displays and states, "Award PDF is not available"*)
- Order Number (*click this field to display the PDF version of the FPIID contract or four-digit Order Number in a separate tab*) (*if the PDF is unavailable, a hover over displays and states, "Order PDF is not available"*)
- Mod Number (*click this field to display the PDF version of the modification in a separate tab*) (*if the PDF is unavailable, a hover over displays and states, "Award Mod PDF is not available"*)
- CAGE Code
- Company Name
- Facility CAGE Code

NOTE: The Award Details section is available throughout the Award Receipt Review process.

NOTE: An FPIID is a 13-character alphanumeric code with "F" in the 9th position that is entered in the Award or Order Number field.

Award Details					
Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
ARR - Contracts	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	Facility CAGE Code
				RAYTHEON COMPANY	

View Assignees Modal

Select the **View Assignees** link located on the Award Receipt Review screen. The View Assignee screen displays information on the functional areas and specialists assigned to the Award Receipt Review tasks for the selected contract.

View Assignees Columns:

- Task
- Task Assignment
- Status
- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the View Assignees table to an Excel sheet*)
- Close

View Assignees

Task Assignment Status Name Email Phone Number

201- Aircraft Groundwork	Individual	Awaiting Acceptance	Test.RD	test.rdg@aircraftgroundwork.com	1111111111
202- Contracts	Group	Assigned by Other User	Test.RD	test.rdg@contracts.com	1111111111
203- Contracts	Group	In Progress	Test.ASB	test.asb@contracts.com	2222222222
204- Contract Value	Group	In Progress	Test.JAN	test.jan@contractvalue.com	1111111111
205- Contract Value	Group	Accepted by Other User	Test.RD	test.rdg@contractvalue.com	1111111111
206- Engineering	Group	Awaiting Acceptance	Test.EAF	test.eaf@engineering.com	1111111111
207- Engineering	Group	Awaiting Acceptance	Test.RD	test.rdg@engineering.com	1111111111
208- Manufacturing	Individual	Awaiting Acceptance	Test.RD	test.rdg@manufacturing.com	1111111111
209- Property	Group	Awaiting Acceptance	Test.EAF	test.eaf@property.com	1111111111
210- Property	Group	Awaiting Acceptance	Test.RD	test.rdg@property.com	1111111111

Records 1 to 10

10 Records Returned

Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the View Assignees modal. The Supervisor Information screen displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [REDACTED]

Primary Supervisor		
Supervisor Name Smith, Jane	Supervisor Email [REDACTED]	Supervisor Phone Number 2222222

Alternate Supervisor		
Alternate Supervisor Name Smith, John	Alternate Supervisor Email [REDACTED]	Alternate Supervisor Phone Number 3333333333

[Close](#)

AMT Listing Modal

Select the **AMT Listing** link located on the Award Receipt Review screen. The AMT Listing modal displays information on the users associated with the AMT Listing.

AMT Listing Fields:

- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)
- Acting Role(s)
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the AMT Listing table to an Excel sheet*)
- Close

AMT Listing

Clear
Export

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number
Office Contact	ACQ, AQ, CA, CACQ, CMA, DACQ, DIP, DRPM, ENS, EYS, IS, PA, PL, PKG, PLCO, PSP, PT, QAR, SBS, SP, SS, SUP, TCO, TFL, TRIS, TO	0000			1111111111

Records: 1 to 1
10
1 Records Returned
Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the AMT Listing modal. The Supervisor Information screen displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [REDACTED]

Primary Supervisor		
Supervisor Name Smith, Jane	Supervisor Email [REDACTED]	Supervisor Phone Number 2222222

Alternate Supervisor		
Alternate Supervisor Name Smith, John	Alternate Supervisor Email [REDACTED]	Alternate Supervisor Phone Number 333333333

 Close

Key Requirements is the first step in the ARR task process. Review and make edits where necessary.

Key Requirements

My Requirements Columns:

- KR
- Key Requirements
- Award (*select the field for the desired KR in the Award column to display the [Matches in PDF](#) screen*) (*an information icon is available next to each Award match, select it to display the matches as a list*)
- PDS (*column is hidden when the Hide Matches in PDS toggle is selected*) (*select the field for the desired KR in the PDS column to display the [Matches in PDS](#) screen*)
- Attachment(s) (*select the field for the desired KR in the Attachment(s) column to display the [Matches in Attachments](#) screen*)
- MOCAS Code (*field displays both R9 codes and special provisions*) (*R9 codes are identified as Found, Not Found, or Undetermined*) (*Special Provisions are identified as Found, Not Found, Undetermined, or blank*)
- Active KR (*field is a checkbox*) (*a required Comments modal displays when a selected requirement is checked. Enter a comment and select the Submit button to proceed with the action*)
- Validation Method (*column displays information regarding who or what validated the given Award, Order/FPIID, or Mod*)
- [Comments](#) (*select this button to view or make (if the specific ARR task is assigned to the user) a comment on the specific Key Requirement*) (*comments are up to 2500 alphanumeric characters, including special characters*) (*button displays the total number of comments*) (*button allows for view only if the ARR task is not assigned to the user*)

NOTE: Columns are sortable and filterable.

NOTE: When the selected requirement is checked and the Validation Method column contains a value, it represents details of when the box was last checked. When the selected requirement is unchecked and the Validation Method column contains a value, it represents details of when the box was last unchecked.

ARR – Key Requirements (KR)

NOTE: A comment is available when a KR is initially found on the Award base or Mod.

KR	Key Requirements	Award	Attachment(s)	MOCAS Code	Active KR	Validation Method	Comments
KR-MFG-0001	Defense Priorities & Allocations System Program (DPAS) - Rated Order - DX or DD				☐	—	1
KR-MFG-0002	Purchase Order Reviews			17 - Missing	☐	—	0
KR-MFG-0003	Production Planning and Control (PP&C)				☐	—	0
KR-MFG-0004	Surveillance Criticality Designator - A, B & C				☐	—	0

Awareness Requirements Columns:

- KR
- Key Requirements
- Award (*select the field for the desired KR in the Award column to display the [Matches in PDF](#) screen*) (*an information icon is available next to each Award match, select it to display the matches as a list*)
- PDS (*column is hidden when the Hide [Matches in PDS](#) toggle is selected*) (*select the field for the desired KR in the PDS column to display the Matches in PDS screen*)
- Attachment(s) (*select the field for the desired KR in the Attachment(s) column to display the [Matches in Attachments](#) screen*)
- MOCAS Code (*field displays both R9 codes and special provisions*) (*R9 codes are identified as Found, Not Found, or Undetermined*) (*Special Provisions are identified as Found, Not Found, Undetermined, or blank*)
- [Comments](#) (*select this button to view or make (if the specific ARR task is assigned to the user) a comment on the specific Key Requirement*) (*comments are up to 2500 alphanumeric characters, including special characters*) (*button displays the total number of comments*) (*button allows for view only if the ARR task is not assigned to the user*)

NOTE: Columns are sortable and filterable.

Key Requirements (KR) Tabs:

- My Requirements
- Awareness Requirements

Key Requirements (KR) Buttons:

- Hide Matches in PDS (*toggle displays when the PDS column is available*) (*select the toggle to hide the PDS column*)
- View References (*clicking View References displays the [View References](#) screen*)
- Clear (*clicking Clear removes all sorting and filters*)
- Export (*clicking Export exports the selected requirements to an Excel file*)
- Save (*clicking Save saves the progress made on the Award Receipt Review*)

NOTE: The Requirements and Awareness Requirements toggle between just the user's roles requirements and all the roles' requirements.

The screenshot shows a web interface titled "Key Requirements (KR)". It has two tabs: "My Requirements" and "Awareness Requirements", with "Awareness Requirements" being the active tab. On the right side, there are three buttons: "View References", "Clear", and "Export". Below these is a table with the following columns: "KR", "Key Requirements", "Award", "Attachment(s)", "MOCAS Code", and "Comments". The "KR" column has a dropdown arrow. The "Award" column has a dropdown arrow. The "Attachment(s)" column has a dropdown arrow. The "MOCAS Code" column has a dropdown arrow. The "Comments" column has a dropdown arrow. In the "Award" column, there is a link "1 - Matches" with a magnifying glass icon and the number 6 next to it.

Matches in PDF

Select the **Matches** link in the Award column for the desired KR. The Matches in PDF screen displays.

Matches in PDF Fields:

(*fields are pre-populated and are not editable*)

- KR
- Key Requirement
- Text Type (*column is sortable and filterable*)
- Frequency (*column is sortable and filterable*)
- Text (*column is sortable and filterable*) (*selecting the text displays the attachment in a separate tab*)

Buttons:

- Clear
- Close

NOTE: Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses.

Matches in PDF

KR
KR-AD-0005

Key Requirement
Contractor's Flight and Ground Operations

Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses.

Text Type **Frequency** **Text**

KEYWORD 12 Text

Records: 1 to 1 1 10 1 Records Returned

Close

Matches in PDS

Select the **Matches** link in the Award column for the desired KR. The Matches in PDS screen displays.

Matches in PDS Fields:

(fields are pre-populated and are not editable)

- KR
- Key Requirement
- Text Type (column is sortable and filterable)
- Frequency (column is sortable and filterable)
- Text (column is sortable and filterable) (selecting the text displays the attachment in a separate tab)

Buttons:

- Clear
- Close

NOTE: Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses.

Matches in PDS

KR
KR-EV-0005

Key Requirement
The letter A

Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses. X

Clear

Text Type **1** ▾

Frequency **1** ▾

Text **1** ▾

CLAUSE

4

Records: 1 to 1

1 10 ▾

1 Records Returned

Close

Matches in Attachments

Select the **Matches** link in the Award column for the desired KR. The Matches in PDF screen displays.

Matches in Attachments Fields:

(fields are pre-populated and are not editable)

- KR
- Key Requirement
- Text Type (column is sortable and filterable)
- Frequency (column is sortable and filterable)
- Text (column is sortable and filterable) (selecting the text displays the attachment in a separate tab)

Buttons:

- Clear
- Close

NOTE: Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses.

Matches in Attachment

KR
KR-EV-0005

Key Requirement
The letter A

Keyword and Clause highlighting is not supported for .txt, .doc, and .xml file types. Please use CTRL + F to search for keywords and clauses. X

Clear

Text Type	Frequency	Text
CLAUSE	4	

Records: 1 to 1

1 10

1 Records Returned

Close

Adding, Editing, and Viewing a Comment

The adding and editing capabilities are only available to users assigned to the ARR task. The comments are view only if the ARR task is not assigned to the user or just assigned to the user's group. To leave a comment on the Key Requirement, select the **Add/Edit/View Comments** button from the My Requirements or Awareness Requirements table. Selecting the **Add/Edit/View Comments** button displays a Comments modal. Comments that were previously made are available, including comments from previous Mods for specific KRs.

To add a comment, enter in the comment in the Comments field and select **Submit** to add the comment to the Key Requirement. A success message displays.

KR-AQ-0001 Comments

* Asterisk indicates required entry.

Comments *

Submit

To edit a comment, select the **Edit Comment** button in the Action(s) column on the Comments Modal. The field becomes editable. Enter in the desired changes and select the **Submit Comment** button that displays in the Action(s) column to proceed. A success message displays. To return the field to its previous state and cancel any changes made to the field, select the **Cancel Edit** button.

Name  	Created From  	Created On  	Updated On  	Comments  	Action(s)
Officer, Contract	A00001	2026/06/02 4:04:05 PM	2026/06/02 4:04:50 PM	test!	 

Comments Fields/Columns:

- Comments * (*up to 2500 alphanumeric characters, including special characters*)
- Name
- Created From
- Created On
- Updated On
- Comments
- Action(s)
 - Edit Comment (*button is only available on user's own comments*) (*selecting this button makes the previously entered comment editable*) (*fields display when the Edit Comment button is selected*)
 - Submit Comment (*a success message displays upon selecting this button*)
 - Cancel Edit

Buttons:

- Submit
- Clear (*select Clear to remove all sorting and filters*)
- Export
- Close

NOTE: Columns are sortable and filterable.

NOTE: The comments modal displays with the specific KR in the header.

KR-MFG-0001 Comments

* Asterisk indicates required entry.

Comments *

Name TL	Created From TL	Created On IT	Updated On TL	Comments TL	Action(s)
Officer, Contract	BASE	2026/05/18 11:41:30 AM	2026/05/18 3:41:34 PM	test	

Records: 1 to 1

1
10

1 Records Returned

View References

View References Tabs:

- Keywords
- Clauses
- R9 Codes
- Special Provisions

Keywords Tab Columns:

- KR(s)
- Keyword

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Keywords fields to an Excel sheet*)
- Close

View References

Keywords | **Clauses** | R9 Codes | Special Provisions

Clear Export

KR(s)	Keyword
KR-AQ-0025	10 USC 2371
KR-CS-0007	10 USC 2371
KR-AQ-0025	10 USC 2371 and 10 USC 2371b
KR-AQ-0025	10 USC 2371b
KR-CS-0007	10 USC 2371b
KR-AQ-0025	10 USC 4021
KR-AQ-0025	10 USC 4022
KR-AQ-0025	10 USC 4023
KR-AQ-0004	10 305

1 - 10 of 10 results

Close

Clauses Tab Columns:

- KR(s)
- Source
- Clause
- Title

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Clauses fields to an Excel sheet*)
- Close

View References

Keywords **Clauses** R9 Codes Special Provisions

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

KR(s)	Source	Clause	Title
KR-AQ-0001	AFARS	5152AGILE-20431	Test test AGILE-20431
KR-AQ-0076	DFARS	252.204-7012	252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting
KR-AQ-0062	DFARS	252.204-7020	252.204-7020 NIST SP 800-171 DOD Assessment Requirements
KR-QA-0010	DFARS	252.211-7003	Item Unique Identification (IUID). Testing the edit functionality.
KR-PA-0005	DFARS	252.211-7007	252.211-7007: Reporting of Government-Furnished Property
KR-AQ-0017	DFARS	252.215-7002	252.215-7002: Cost Estimating System Requirements
KR-AQ-0008	DFARS	252.216-7000	Economic Price Adjustment
KR-AQ-0008	DFARS	252.216-7001	Economic Price Adjustment
KR-AQ-0008	DFARS	252.216-7003	Economic Price Adjustment

[Close](#)

R9 Codes Tab Columns:

- KR(s)
- R9 Code
- Description

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the R9 Codes fields to an Excel sheet*)
- Close

View References

Keywords Clauses **R9 Codes** Special Provisions

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

KR(s)	R9 Code	Description
KR-QA-0010	65	ITEM IDENTIFICATION AND VALUATION
KR-QA-0001-03, KR-QA-0001-04, KR-QA-0001-07, KR-QA-0001-11, KR-QA-0001-20, KR-QA-0001-21, KR-QA-0001-25	69	CRITICAL SAFETY ITEM(S)
KR-PA-0004	41	DATE KR FAC/RENT STMT/PAYMT/DUE
KR-MFG-0011, KR-SW-0009-03, KR-SW-0014	14	DATA ITEM DESCRIPTION (DID)
KR-MFG-0002	17	PROG RPT DD375 DUE FROM CONTRACTOR
KR-EV-0001, KR-EV-0002	PP	EARNED VALUE MANAGEMENT SYSTEM
KR-CS-0002	44	ARMS, AMMUNITION, OR EXPLOSIVES
KR-AQ-0068	29	DATA WITHHOLDING CLAUSE
KR-PA-0047	44	PROPERTY OF GOVERNMENT (MATERIALS) - GOVERNMENT USE ONLY

[Close](#)

Special Provisions Tab Columns:

- KR(s)
- Special Provision
- Description

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Special Provisions fields to an Excel sheet*)
- Close

View References

Keywords Clauses R9 Codes Special Provisions

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

KR(s) ↑	Special Provision ↑	Description ↑
KR-AQ-0029	A	LIQUIDATED DAMAGES
KR-AQ-0011	B	ADVANCED PAYMENTS AUTHORIZED
KR-AQ-0013 KR-AQ-0072	C	PROGRESS PAYMENT AUTHORIZED (also C/F/PBP)
	D	REMITTANCE ADDRESS DIFFERENT FROM BID/OFFEROR ADDRESS
KR-PA-0001 KR-PA-0002	E	ADMINISTRATION OF GOVERNMENT PROPERTY ANTICIPATED
	F	FIRST ARTICLE/ PREPRODUCTION SAMPLE/ LABORATORY TEST APPROVAL REQUIRED
KR-AQ-0001 KR-AQ-0002 KR-CS-0001 KR-CS-0003	G	FLIGHT OPERATIONS INVOLVED (AIRCRAFT ACCEPTANCE)
KR-AQ-0052	H	DANGEROUS/HAZARDOUS MATERIAL INVOLVED (SAFETY CLAUSES)
	J	ANTICIPATORY GOVERNMENT FURNISHED FACILITIES COST APPROVAL REQUIRED

[Close](#)

To access the Contract Deficiency Reports associated with the current Award number, Order number, or Modification number, expand the Contract Deficiency Report section.

Contract Deficiency Reports Fields:

- Control Number (*field is a link that opens the Contract Deficiency Report within the CDR module in a separate tab*)
- Status
- Days Aged
- Initiation Date
- Approval Date
- Actions
 - History (*field is a link that opens the Contract Deficiency Report history table within the CDR module in a separate tab*)

NOTE: Not all ARR tasks have CDRs associated with them.

NOTE: Columns are sortable and filterable.

NOTE: For training on the Contract Deficiency module, follow [this link](#).

ARR – Contract Deficiency Reports (CDR)

NOTE: Users without an active CDR role have view only access. The Control Number link is not active, and the Actions column does not display.

Buttons:

- Create CDR (*selecting the Create CDR button takes the user to the Create screen within the Contract Deficiency Report module in a separate tab*) (*user must have an active CDR initiator role to access the Create CDR button*)
- Refresh (*button allows the user to view the record without having to exit and reopen the task*)
- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Contract Deficiency Reports to an Excel sheet*)

NOTE: A message displays stating, “You must have at least one active CDR role to take action on a Contract Deficiency Report.”



The Post Award table is next. Enter in the applicable information.

NOTE: When an AMT Mapping Manager or Viewer is assigned to an AMT listing for a group task and the ARR task has not yet been accepted by the user, the user has View Only access to the ARR task and cannot add or edit any comments. The “Would you like to recommend a post award orientation?” is locked to No and the toggle is unavailable.

NOTE: The Post Award Orientation Recommendations section is not available for modification ARR tasks.

Post Award Orientation Recommendations

- Would you like to recommend a post award orientation? (*toggle: Yes/No*)
 - (*fields display when “Yes” is selected in the “Would you like to recommend a post award orientation” field*)
 - Recommendations Available (*field is a search and populates with the available recommendations*)
 - Recommendations Selected * (*field displays the selected available recommendations that are moved over*)
 - Other Comments * (*field displays when “Other” is a selected recommendation*)

Buttons:

- Save (*clicking Save saves the progress made on the Post Award Orientation Recommendation section*)

ARR – Post Award Orientation (PAO)

NOTE: When all ARR tasks for a specific contract or order are complete and “Yes” is selected in the “Would you like to recommend a Post Award Orientation” field, a Post Award Orientation Determination Task (PAOD) is generated for the ACO on the AMT Listing and is displayed under Awaiting Acceptance.

Post Award Orientation (PAO)

Would you like to recommend a post award orientation?

* Asterisk indicates required entry.

Recommendations Available (38)

Search

Air Launch and Recovery Equipment-CSI (QA Only)

Arms, Ammunition & Explosives (QA Only)

CSI (QA Only)

Certifications (Personnel or Material)

Recommendations Selected * (0)

Search

Save

Selecting **Yes** for the “Would you like to recommend a post award orientation” field displays two fields, Recommendations Available and Recommendations Selected. From the Recommendations Available field, select the applicable recommendations from either the drop-down list, or use the search bar to look for a specific recommendation. Click the single arrow to move the selected recommendations over to the Recommendations Selected list or click the double arrow to move all the listed Recommendations Available over to the Recommendations Selected list. To move a selected recommendation back to the Recommendations Available list, select the single back arrow for specific recommendations or click the double back arrow to move all the recommendations back.

If Other is a selected recommendation, the Other Comments field populates and is mandatory.

Other Comments *

Select the **Save** button to proceed submitting the selected Post Award Orientation Recommendations. A success message displays.

NOTE: At least one PAO recommendation is required to save.

The Review Changes section follows. Information regarding KR and Post Award Orientation Recommendation changes is available within the tables.

Review Changes

KR +

DIS +

PAO Recommendations

Post Award Orientation Recommendation Changes: No

Review Changes

KR Columns:

(table is auto populated with information on KR changes made to a given task)

- KR
- Description
- Name
- Comments *(column displays whether a requirement has a checked or unchecked Active KR and the associated comments)*

KR	Description	Name	Comments
KR-AQ-0011	02.202-12: Advance Payments	PER3, EAF	Checked - addit
KR-AQ-0020	02.243-1: Changes - Fixed Price	PER3, EAF	Unchecked - removed 2
KR-AQ-0012	Commercial Item Financing	Test, KD	Checked - modif 3
KR-AQ-0001	Cost Contract	PER3, EAF	Checked - add
KR-AQ-0002	02.219-8: Cost Plus Fixed Fee	PER3, EAF	Checked - addit
KR-AQ-0010	02.202-12: Performance Based Payments	PER3, EAF	Checked - addit

DIS Columns:

(table is auto populated with information on KR changes made to a given task)

- Task
- Status
- Assigned To

- Findings (*field is the number of DIS data elements updated*)

DIS			
Task	Status	Assigned To	Findings
DIS - Create	Awaiting acceptance		0
DIS - Manufacturing	Awaiting Acceptance		0

PAO Recommendations:

- Post Award Orientation Recommendation Changes
(*field is auto populated and determined by the actions taken in the PAO section*)
 - ☐ Yes
 - ☐ No

PAO Recommendations

Post Award Orientation Recommendation Changes: No

NOTE: The PAO Review Changes section is not available for modification ARR tasks.

The actions taken in the Post Award Orientation (PAO) section are noted in the Review Changes section of the ARR task. If no Post Award Orientation Recommendation changes are made, the Post Award Orientation Recommended Changes section displays **No**. If a change did occur in the Post Award Orientation section, the Post Award Orientation Recommended Changes section displays **Yes**.

PAO Changes Review

Post Award Orientation Recommendation Changes: No

ARR – General Comments

The General Comments section is next. Enter the applicable comments and make edits if necessary.

To add a comment, enter in the comment in the Comments field and select **Submit** to add the comment to the ARR. A success message displays.

To edit a comment, select the **Edit Comment** button in the Action(s) column on the General Comments table. The field becomes editable. Enter in the desired changes and select the **Submit Comment** button that displays in the Action(s) column to proceed. A success message displays. To return the field to its previous state and cancel any changes made to the field, select the **Cancel Edit** button.

NOTE: When an AMT Mapping Manager or Viewer is assigned to an AMT listing for a group task and the ARR task is in progress and is not yet accepted by the user, the user has View Only access to the ARR task and cannot add or edit any comments.

General Comments Fields

- Comments (*up to 2500 alphanumeric characters, including special characters*)

Buttons:

- Submit (*selecting this button submits the comments entered*)

General Comments Columns:

- Name
- Created On

- Updated On
- Comments
- Action(s)
 - Edit Comment (*button is only available on user's own comments*) (*selecting this button makes the previously entered comment editable*) (*fields display when the Edit Comment button is selected*)
 - Submit Comment (*a success message displays upon selecting this button*)
 - Cancel Edit

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Contract Deficiency Reports to an Excel sheet*)

The screenshot displays a web interface for 'General Comments'. At the top right are 'Clear' and 'Export' buttons. Below them is a note: '* Asterisk indicates required entry.' A 'Comments' section with a red asterisk contains a large text input area and a 'Submit' button. Below the input area is a table with the following columns: 'Name', 'Created On', 'Updated On', 'Comments', and 'Action(s)'. The table body shows 'No records found'. At the bottom, there is a pagination bar indicating 'Records: 1 to 0' and '0 Records Returned'.

NOTE: Columns are sortable and editable.

Completing an
ARR Task

Review the ARR task screen and confirm the information entered. To complete the ARR task, scroll to the bottom of the screen and select the **Complete** button. A success message displays.

Selecting the **Complete** button certifies the ARR task, updates the status to Complete, and sets the task to read only. The screen returns to either My Tasks or the Search Tasks page, depending on where the ARR task initiation occurred.

Data Integrity Screening (DIS)

**Accepting or
Assigned a Data
Integrity Screening
(DIS) Task**

A DIS Task is **View Only** when the task is in Awaiting Acceptance, In Progress (*assigned to another user*), or Completed status.

Example of how to access a task in View Only: My Tasks → Awaiting Acceptance → Award Number (*hyperlink*)

Accepting a DIS Task

Users can accept a DIS task via two different routes.

My Tasks – Awaiting Acceptance

My Tasks → Awaiting Acceptance → Award Number → Data Integrity Screening (View Only) → Start Review

To access the Data Integrity Screening (View Only) screen, select the **Award Number** for the desired DIS task in the My Tasks - Awaiting Acceptance section.

The screenshot shows the 'My Tasks' interface with tabs for 'Awaiting Acceptance (526)', 'In Progress (29)', and 'Completed (4)'. The 'Awaiting Acceptance' tab is active. Below the tabs is a table with columns: Award Number, Order Number, Mod Number, Task, CAGE, Company Name, Received Date, Due Date, Days Overdue, and Assigned To. The first row of the table has a red box highlighting the 'Award Number' cell. The second row shows 'DIS - Manufacturing' and 'DIS - Contracts' tasks for 'TECHNICA CORPORATION'.

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Assigned To
			DIS - Manufacturing		TECHNICA CORPORATION	2026-05-21	2026-06-20	0	Group
			DIS - Contracts		TECHNICA CORPORATION	2026-05-21	2026-06-20	0	Group

The Data Integrity Screening (View Only) screen displays.

Data Integrity Screening (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start DIS (*selecting this button starts the DIS task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Start DIS** button at the bottom of the screen.

NOTE: The Data Integrity Screening (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Data Integrity Screening (View Only)

— Collapse All + Expand All

Award Details

Task DIS - Manufacturing	Status Awaiting Acceptance	Accepted By	View Assignees	Enhanced Award View	AMT Listing
Award Number	Order Number	Mod Number	CAGE Code	Company Name SUPPORT SYSTEMS ASSOCIATES, INC.	Facility CAGE Code

DIS Checklist +

Contract Deficiency Reports (CDR) +

General Comments +

[← Back](#) [✓ Start DIS](#)

The task is now started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Data Integrity Screening, the Accepted By field displays the user's name, and the sections expand.

Search Tasks

Search Tasks → Search Data Integrity Screening (Awaiting Acceptance Status) → Award Number → Data Integrity Screening (View Only) → Start DIS

Search for the applicable DIS task. Select the **Data Integrity Screening** option from the **Task(s)** drop-down and the **Awaiting Acceptance** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s)
Select multiple...

Status(es)
Select multiple...

CAGE Code
Starts With

Award Number
Starts With

Order Number
Starts With

Modification Number
Starts With

DCMA DoDAAC(s)
Select multiple...

User Name
Select

Received Date From
YYYY/MM/DD

Received Date To
YYYY/MM/DD

Final Delivery Date From
YYYY/MM/DD

Final Delivery Date To
YYYY/MM/DD

I/A
Select multiple...

WP
Select

Days Overdue
Greater than or equal to 0

PAO Recommended
Select

Search

Reset

From the results returned, select the **Award Number** for the desired DIS task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Receive
			DS - Manufacturing				RAYTHEON COMPANY	View	Awaiting Acceptance	2026-01
			DS - Contracts				RAYTHEON COMPANY	View	Awaiting Acceptance	2026-01
			DS - Contracts				RAYTHEON COMPANY	View	Awaiting Acceptance	2026-01
			DS - Manufacturing				RAYTHEON COMPANY	View	Awaiting Acceptance	2026-01

The Data Integrity Screening (View Only) screen displays.

Data Integrity Screening (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start DIS (*selecting this button starts the DIS task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Start DIS** button at the bottom of the screen.

NOTE: The Data Integrity Screening (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Data Integrity Screening (View Only)

— Collapse All + Expand All

Award Details					
Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
DIS - Manufacturing	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	Facility CAGE Code
				SUPPORT SYSTEMS ASSOCIATES, INC.	

DIS Checklist +

Contract Deficiency Reports (CDR) +

General Comments +

← Back ✓ Start DIS

The task is started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Data Integrity Screening, the Accepted By field displays the user’s name, and the sections expand.

Assign a DIS Task

Users can assign themselves DIS tasks via three different routes.

Assign Tasks Via In Progress – Group Tasks Screen

My Tasks → In Progress → Group Tasks → Assign To Me

To assign one or more DIS tasks from the Group Tasks table, select the checkbox next to the Award number for the desired tasks. Select the **Assign To Me** button.

My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (526) In Progress (29) Completed (4)

My Tasks (17) Group Tasks (12)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐				DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 97	Officer Contract
☐				DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 97	Officer Contract
☐				ARR - Earned Value		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 97	Officer Contract

A Reassignment modal displays with previously assigned user's information.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. A warning message displays stating, 'Are you sure you wish to reassign the task(s)?' Select **No** to return to the Reassignment modal and **Yes** to proceed. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Fields/Columns:

- Comments *
- (the following columns are auto-populated and are not editable)
- Award Number
- Order Number
- Mod Number
- Task
- Assigned User

Buttons:

- Clear
- Export
- Submit (selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

Asterisk indicates required entry.

Comments *

Clear

Export

Award Number	Order Number	Mod Number	Task	Assigned User
			MOCAS Direct Input	Officer, Contract
			ARR - Manufacturing	Officer, Contract

Records: 1 to 2

<<

<

1

>

>>

10

2 Records Returned

Clicking the 'Submit' button will assign the task(s) to you as 'In Progress' status.

Submit

Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks Via In Progress – Group Tasks – Data Integrity Screening (View Only) Screen

My Tasks → In Progress → Group Tasks → Award Number → Assign To Me

To assign a DIS task from the Data Integrity Screening (View Only) screen via the Group Tasks table, select the **Award Number** for the desired DIS task in the My Tasks – In Progress – Group Tasks section.

My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (526) In Progress (25) Completed (4)

My Tasks (17) Group Tasks (12)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐	1			DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	97	Officer Contract
☐				DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	97	Officer Contract
☐				ARR - Earned Value		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	97	Officer Contract

The Data Integrity Screening (View Only) screen displays.

Data Integrity Screening (View Only) – In Progress Buttons:

- Back
- Assign To Me (*selecting this button reassigns the DIS task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

Data Integrity Screening (View Only) — Collapse All + Expand All

Award Details					
Task DIS - Contracts	Status In Progress	Accepted By [Redacted]	View Assignees	Enhanced Award View	AMT Listing
Award Number [Redacted]	Order Number [Redacted]	Mod Number [Redacted]	CAGE Code [Redacted]	Company Name WYLE LABORATORIES, INC.	Facility CAGE Code [Redacted]

DIS Checklist +

Contract Deficiency Reports (CDR) +

General Comments +

[← Back](#) [Assign To Me](#)

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clicking the 'Submit' button will assign the task to you as 'In Progress' status.

✓ Submit
⊗ Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks via Search Tasks:

Search Tasks → Search Award Receipt Review → Award Number → Assign To Me

Search for the applicable DIS task. Select the **Data Integrity Screening** option from the **Task(s)** drop-down and the **In Progress** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s)

Select multiple...

Status(es)

Select multiple...

Award Number

Starts With

Order Number

Starts With

CAGE Code

Starts With

DCMA DoDAAC(s)

Select multiple...

User Name

Select

Received Date From

YYYY/MM/DD

Received Date To

YYYY/MM/DD

Final Delivery Date From

YYYY/MM/DD

Final Delivery Date To

YYYY/MM/DD

I/A

Select multiple...

WP

Select

Days Overdue

Greater than or equal to

PAO Recommended

Select

🔍 Search
↺ Reset

From the results returned, select the **Award Number** for the desired DIS task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Receive
			DIS - Manufacturing				TLG WORLDWIDE, LLC		In Progress	2026-01
			DIS - Contracts				TLG WORLDWIDE, LLC		In Progress	2026-01
			DIS - Contracts				WYLE LABORATORIES, INC.		In Progress	2026-01

The Data Integrity Screening (View Only) screen displays.

Data Integrity Screening (View Only) – In Progress Buttons:

- Back
- Assign To Me (*selecting this button reassigns the DIS task to the user, and the task is displayed in the My Tasks – In Progress section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

Data Integrity Screening (View Only)

Collapse All Expand All

Award Details

Task	Status	Accepted By	View Assignments	Enhanced Award View	AMT Listing
DIS - Contracts	In Progress				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	Facility CAGE Code
				WYLE LABORATORIES, INC.	

DIS Checklist

Contract Deficiency Reports (CDR)

General Comments

Back Assign To Me

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

The screenshot shows a modal window titled "Reassignment". Inside, there is a red asterisk icon followed by the text "Asterisk indicates required entry." Below this is a label "Comments *" and a large, empty text input field. At the bottom of the modal, there is a line of text: "Clicking the 'Submit' button will assign the task to you as 'In Progress' status." Below this text are two buttons: a blue button with a checkmark icon and the text "Submit", and a blue button with a close icon and the text "Close".

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Data Integrity Screening (DIS) Task

After the DIS task is either accepted or assigned to a user, the Data Integrity Screening screen displays.

DIS tasks assigned to the user are accessible via the Search Tasks functionality or via the My Tasks – In Progress table.

*NOTE: The Data Integrity Screening screen initially populates with all sections collapsed, aside from the Award Details section. To expand the sections, either select the **Expand All** button, or individually expand an individual section via the expansion icon at the top of the section. If opening an In Progress DIS task, the sections are expanded by default.*

Data Integrity Screening Screen

Buttons:

(NOTE: “By clicking the ‘Complete’ button I am certifying that I have completed my Data Integrity Screening task for this Award/Order/Mod Number, as applicable.”)

- Collapse All
- Expand All
- Back (clicking Back returns the user to the previous tab and saves any completed work, so long as the DIS task is not in view only mode)
- [Complete](#) (clicking Complete certifies the DIS task, updates the status to Complete, updates the document to view only, and returns the user to the dashboard or search, depending on where they initiated the DIS task from)

The Award Details section is displayed at the top of the Data Integrity Screening page.

Award Details Fields:

- Task
- Status
- Accepted By (displays the name of the user that Accepted the task, if the task is in Awaiting Acceptance, the field is blank)
- View Assignees (clicking this link displays a list of users assigned to the tasks for the selected contract)
- Enhanced Award View (clicking this link displays detailed information on the base contract or order and associated mods)
- AMT Listing (clicking this link displays an AMT Listing modal with information on the users associated with the AMT Listing)
- Award Number (click this field to display the PDF version of the base contract or order in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Award PDF is not available”)
- Order Number (click this field to display the PDF version of the FPIID contract or four-digit Order Number in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Order PDF is not available”)
- Mod Number (click this field to display the PDF version of the modification in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Award Mod PDF is not available”)
- CAGE Code
- Company Name
- Facility CAGE Code

DIS – Award Details

Data Integrity Screening

Collapse All
Expand All

Award Details

Task DIS - Contracts	Status In Progress	Accepted By Officer, Contract	View Assignees	Enhanced Award View	AMT Listing
Award Number	Order Number	Mod Number P00014	CAGE Code	Company Name WYLE LABORATORIES, INC	Facility CAGE Code

NOTE: The Award Details section is available throughout the DIS task process.

View Assignees Modal

Select the **View Assignees** link located on the Data Integrity Screening page. The View Assignee screen displays information on the functional areas and specialists assigned to the DIS tasks for the selected contract.

View Assignees Columns:

- Task
- Task Assignment
- Status
- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the View Assignees table to an Excel sheet*)
- Close

View Assignees

Clear
Export

Task ↑	Task Assignment ↑	Status ↑	Name ↑	Email ↑	Phone Number ↑
ARR - Contracts	Individual	Completed	Officer, Contract		1111111111
ARR - Manufacturing	Individual	In Progress	Officer, Contract		1111111111

Records: 1 to 2

1
50

2 Records Returned

Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the View Assignees modal. The Supervisor Information screen displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [redacted]

Primary Supervisor		
Supervisor Name	Supervisor Email	Supervisor Phone Number
Smith, Jane	[redacted]	2222222

Alternate Supervisor		
Alternate Supervisor Name	Alternate Supervisor Email	Alternate Supervisor Phone Number
Smith, John	[redacted]	3333333333

Close

AMT Listing Modal

Select the **AMT Listing** link located on the Award Receipt Review screen. The AMT Listing modal displays information on the users associated with the AMT Listing.

AMT Listing Fields:

- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)

- Acting Role(s)
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the AMT Listing table to an Excel sheet*)
- Close

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number
Office Contract	ACQ, AQ, CA, CACQ, CMA, BACQ, DIP, DRPM, ENG, EYE, IS, PA, PL, PKG, PLCO, PSP, PT, QAR, SES, SP, SS, SUP, TCG, TFL, TRS, TO	0000			1111111111

Supervisor Information Modal

Select the **Name** field hyperlink located on the AMT Listing modal. The Supervisor Information modal displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

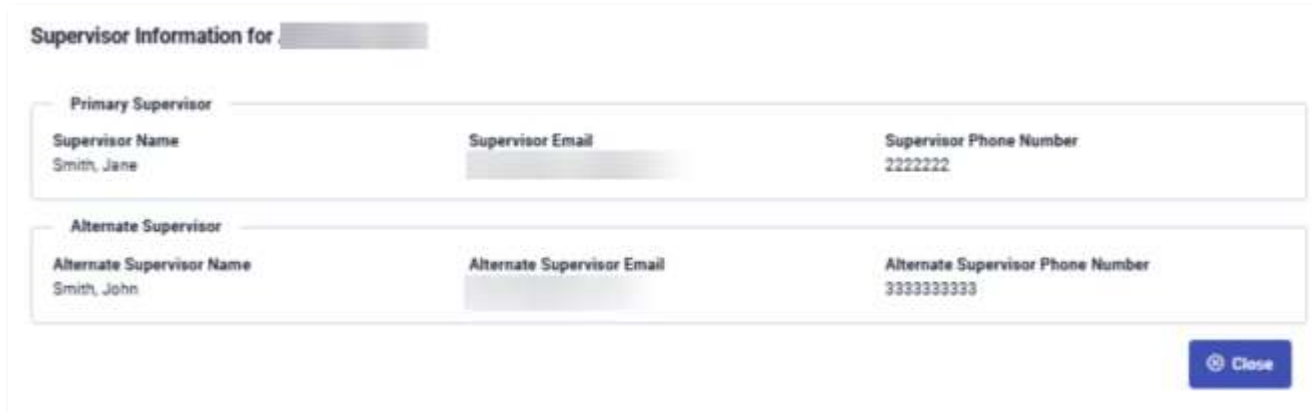
- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close



Supervisor Information for [redacted]

Primary Supervisor		
Supervisor Name Smith, Jane	Supervisor Email [redacted]	Supervisor Phone Number 2222222

Alternate Supervisor		
Alternate Supervisor Name Smith, John	Alternate Supervisor Email [redacted]	Alternate Supervisor Phone Number 333333333

Close

The DIS Checklist section is available beneath the Award Details.

DIS Checklist Buttons:

- Show EDA Value and Match? (*toggle displays the Show EDA Value and Match? columns*)
- View References (*select View References to display the View References modal*)
- Export (*exports all sections of the DIS Checklist, each section is exported to an individual sheet within the Excel workbook*)

DIS Checklist



DIS Checklist

Show EDA Value and Match? View References Export

Award Data Elements	+
ACRN Data Elements	+
CLIN Data Elements	+

View References

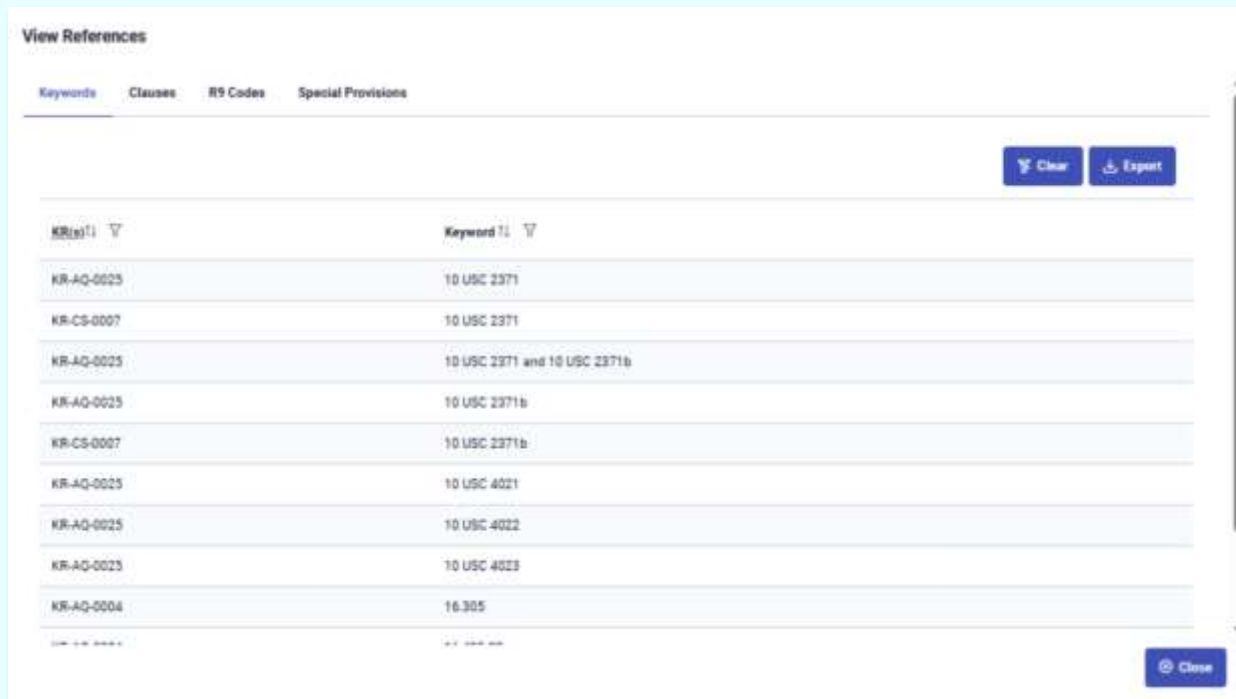
Keywords Tab Columns:

- KR(s)
- Keyword

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Keyword fields to an Excel sheet where each section populates a separate tab within the workbook*)
- Close



View References

Keywords | Clauses | R9 Codes | Special Provisions

Clear Export

KR(s) ▾	Keyword ▾
KR-AQ-0025	10 USC 2371
KR-CS-0007	10 USC 2371
KR-AQ-0025	10 USC 2371 and 10 USC 2371b
KR-AQ-0025	10 USC 2371b
KR-CS-0007	10 USC 2371b
KR-AQ-0025	10 USC 4021
KR-AQ-0025	10 USC 4022
KR-AQ-0025	10 USC 4023
KR-AQ-0004	16.305

Close

Clauses Tab Columns:

- KR(s)
- Source
- Clause
- Title

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Clauses fields to an Excel sheet*)

- Close

View References

Keywords **Clauses** R9 Codes Special Provisions

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

KR(s)	Source	Clause	Title
KR-AQ-0001	AFARS	5152AGILE-20431	Test test AGILE-20431
KR-AQ-0076	DFARS	252.204-7012	252.204-7012 Safeguarding Covered Defense Information and Cyber Incident Reporting
KR-AQ-0082	DFARS	252.204-7020	252.204-7020 NIST SP 800-171 DOD Assessment Requirements
KR-QA-0010	DFARS	252.211-7003	Item Unique Identification (IUI). Testing the edit functionality.
KR-PA-0005	DFARS	252.211-7007	252.211-7007 Reporting of Government-Furnished Property
KR-AQ-0017	DFARS	252.215-7002	252.215-7002 Cost Estimating System Requirements
KR-AQ-0008	DFARS	252.216-7000	Economic Price Adjustment
KR-AQ-0008	DFARS	252.216-7001	Economic Price Adjustment
KR-AQ-0008	DFARS	252.216-7003	Economic Price Adjustment

[Close](#)

R9 Codes Tab Columns:

- KR(s)
- R9 Code
- Description

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Clauses fields to an Excel sheet*)
- Close

View References

Keywords Clauses **R9 Codes** Special Provisions

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

KR(s) ⌵	R9 Code ⌵	Description ⌵
	01	NON-DOD REIMBURSEMENT CONTRACTS
KR-AQ-0027, KR-AQ-0028, KR-AQ-0055	02	PATENT RIGHTS REPORT
	03	SPECIAL TOOLING REPORT DUE
	04	SPARES PROVISIONING
	05	QUANTITY OPTIONS EXPIRE
KR-AQ-0021	06	UNPRICED ORDER
KR-AQ-0048	07	ACO DUTY FREE ENTRY NOTIFICATION CMPL
	08	DEMIL CLAUSE REQ FOR FINAL PAYMENT
	09	TERMINATES FOR D OR C
	10	...

[Close](#)

Special Provisions Tab Columns:

- KR(s)
- Special Provision
- Description

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Clauses fields to an Excel sheet*)
- Close

View References

Keywords Clauses R9 Codes Special Provisions

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

KR(s)	Special Provision T1	Description T1
KR-AQ-0029	A	LIQUIDATED DAMAGES
KR-AQ-0011	B	ADVANCED PAYMENTS AUTHORIZED
KR-AQ-0013, KR-AQ-0072	C	PROGRESS PAYMENT AUTHORIZED (also CIF/PSP)
	D	REMITTANCE ADDRESS DIFFERENT FROM BID/OFFEROR ADDRESS
KR-PA-0001, KR-PA-0002	E	ADMINISTRATION OF GOVERNMENT PROPERTY ANTICIPATED
	F	FIRST ARTICLE/ PREPRODUCTION SAMPLE/ LABORATORY TEST APPROVAL REQUIRED
KR-AQ-0001, KR-AQ-0002, KR-CS-0001, KR-CS-0003	G	FLIGHT OPERATIONS INVOLVED (AIRCRAFT ACCEPTANCE)
KR-AQ-0052	H	DANGEROUS/HAZARDOUS MATERIAL INVOLVED (SAFETY CLAUSES)
	J	ANTICIPATORY GOVERNMENT FURNISHED FACILITIES COST APPROVAL REQUIRED

[Close](#)

Award Data Elements

The Award Data Elements section is available within the DIS Checklist.

Award Data Elements Columns:

- [Data Element Description](#)
- MOCAS Value
- EDA Value (*column displays when the Show EDA Value and Match? toggle is on*)
- Match? (*column displays when the Show EDA Value and Match? toggle is on*) (*column displays as blank when Undetermined*)
- Update MOCAS To (*field does not allow negative values*)
- Corrective Action
- Comment
- Action
 - Edit Data Element (*action is available for Data Elements IS/CMA-CD, DMS-RTG, and CRIT-DES-CD for DIS – Manufacturing tasks*) (*all other data elements are editable for DIS – Contracts tasks*)

NOTE: Columns are sortable and filterable.

Award Data Elements Buttons:

- Clear (*select Clear to remove all sorting and filters*)

Award Data Elements								Clear
Data Element Description	MOCAS Value	EDA Value	Match?	Update MOCAS To	Corrective Action	Comment	Action	
CAGE CODE (FSCM)	9N030	0RYM4	No					
FACILITY CODE (CONTRR-FACL)	1VTWB	N/A						
ADMINISTERED BY (ADMIN-BY)	S2404A	S0602A	No					

Edit Award Data Element

Select the **Edit Data Element** button under the Action column within the Award Data Elements table. Make the necessary field edits and select the **Submit Data Element** button. A success message displays. To cancel the edit and return to the previous screen, select the **Cancel Edit Data Element** button.

Edit Data Element Fields:

- Update MOCAS To (*field does not allow negative values*)
- Corrective Action (*field is a drop-down*) (*options: Routine Correction / Request to DCMA TA / Request to DFAS / Request to FIRM / Initiate CDR / Other (See Comment)*)
- Comment (*field is mandatory if "Other" is selected in the Corrective Action drop-down*)

Buttons:

- Submit Data Element
- Cancel Edit Data Element

Award Data Elements								Clear
Data Element Description	MOCAS Value	EDA Value	Match?	Update MOCAS To	Corrective Action	Comment	Action	
CAGE CODE (FSCM)	9N030	0RYM4	No		Select			

ACRN Data Elements

The ACRN Data Elements section is available within the DIS Checklist.

ACRN Data Elements Columns:

- ACRN (*ACRNs present with no dash (the ACRN is in both MOCAS and EDA), a dash with MOCAS Only (the ACRN is in MOCAS, but not EDA), or a dash with EDA Only (the ACRN is in EDA, but not in MOCAS)*)
- [Data Element Description](#)
- MOCAS Value
- EDA Value (*column displays when the Show EDA Value and Match? toggle is on*)
- Match? (*column displays when the Show EDA Value and Match? toggle is on*) (*column displays as blank when Undetermined*)
- Update MOCAS To (*field does not allow negative values*)
- Corrective Action
- Comment
- Action
 - Edit Data Element (*action is only available for DIS - Contracts*)

NOTE: Columns are sortable and filterable.

ACRN Data Elements Buttons:

- Clear (*select Clear to remove all sorting and filters*)

ACRN	Data Element Description	MOCAS Value	EDA Value	Match?	Update MOCAS To	Corrective Action	Comment	Action
AA - MOCAS Only	ACRN Obligation (OBLI0)	\$9,984,769.02	—	No				

Records: 1 to 1 1 25 1 Records Returned

Edit ACRN Data Element

Select the **Edit Data Element** button under the Action column within the ACRN Data Elements table. Make the necessary field edits and select the **Submit Data Element** button. A success message displays. To cancel the edit and return to the previous screen, select the **Cancel Edit Data Element** button.

Edit Data Element Fields:

- Update MOCAS To (*field does not allow negative values*)

- Corrective Action (*field is a drop-down*) (*options: Routine Correction / Request to DCMA TA / Request to DFAS / Request to FIRM / Initiate CDR / Other (See Comment)*)
- Comment (*field is mandatory if "Other" is selected in the Corrective Action drop-down*)

Buttons:

- Submit Data Element
- Cancel Edit Data Element

ACRN	Data Element Description	MOCAS Value	EDA Value	Match?	Update MOCAS To	Corrective Action	Comment	Action
AA - MOCAS Only	ACRN Obligation (OBLIG)	\$22,215,612.88	—	No		Select		

CLIN Data Elements

The CLIN Data Elements section is available within the DIS Checklist.

CLIN Data Elements Columns:

- CLIN (*populated CLINs include drop-downs that provide additional information when selected*) (*fields display when the drop-down next to the desired CLIN is selected*)
 - CLIN (*CLINs present with no dash (the CLIN is in both MOCAS and EDA), a dash with MOCAS Only (the CLIN is in MOCAS, but not EDA), or a dash with EDA Only (the CLIN is in EDA, but not in MOCAS)*)
 - [Data Element Description](#) (*Order Quantity (ORD-QTY) and Delivery Schedule Quantity (DLVY-SCH-QTY) fields do not permit negative values*)
 - MOCAS Value
 - EDA Value (*column displays when the Show EDA Value and Match? toggle is on*)
 - Match? (*column displays when the Show EDA Value and Match? toggle is on*) (*column displays as blank when Undetermined*)
 - Change To
 - Corrective Action
 - Comment
 - Action
 - Edit Data Element (*action is only available for DIS - Manufacturing*)
- All CLIN Data Elements Match? (*if the Service Completion Date is N/A, then it is not considered when determining the All CLIN Data Elements Match? column*) (*column displays when the Show EDA Value and Match? toggle is on*)

NOTE: CLIN and ALL CLIN Data Elements Match? columns are sortable and filterable.

CLIN Data Elements Buttons:

- Collapse All
- Expand All
- Clear (*select Clear to remove all sorting and filters*)

CLIN Data Elements								
CLIN				All CLIN Data Elements Match?				
1 1				1 1				
0003AA - MOCAS Only				No				
CLIN	Data Element Description	MOCAS Value	EDA Value	Match?	Update MOCAS To	Corrective Action	Comment	Action
0003AA - MOCAS Only	CONTRACT LINE ITEM NUMBER (CLIN)	0003AA	—	No				
0003AA - MOCAS Only	ORDER QUANTITY (ORD-QTY)	1	—	No				
0003AA - MOCAS Only	UNIT PRICE (UNIT-PRC)	\$0.00	—	No				

Edit CLIN Data Element

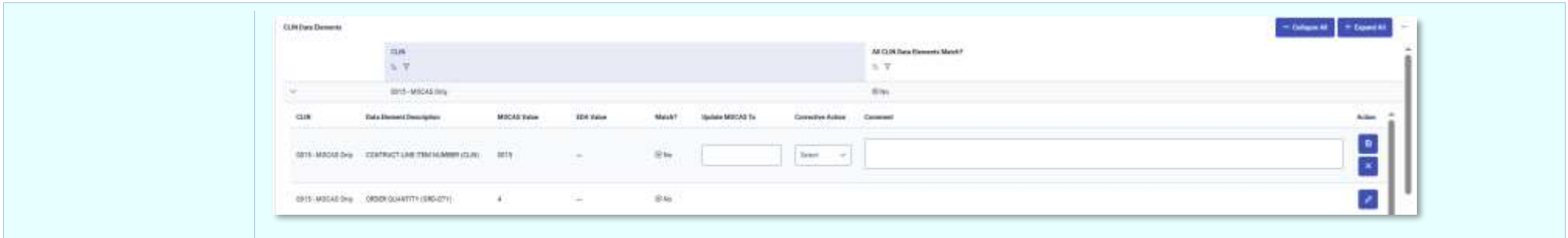
Select the **Edit Data Element** button under the Action column within the CLIN Data Elements table. Make the necessary field edits and select the **Submit Data Element** button. A success message displays. To cancel the edit and return to the previous screen, select the **Cancel Edit Data Element** button.

Edit Data Element fields:

- Update MOCAS To (*field does not allow negative values*)
- Corrective Action (*field is a drop-down*) (*options: Routine Correction / Request to DCMA TA / Request to DFAS / Request to FIRM / Initiate CDR / Other (See Comment)*)
- Comment (*field is mandatory if "Other" is selected in the Corrective Action drop-down*)

Buttons:

- Submit Data Element
- Cancel Edit Data Element



DIS – Contract Deficiency Reports (CDR)

The Contract Deficiency Report section is available beneath the DIS section.

To access the Contract Deficiency Reports associated with the current Award number, Order number, or Modification number, expand the Contract Deficiency Report section.

Contract Deficiency Reports (CDR) Columns:

- Control Number (*field is a link that opens the Contract Deficiency Report within the CDR module in a separate tab*)
- Status
- Days Aged
- Initiation Date
- Approval Date
- Actions
 - History (*field is a link that opens the Contract Deficiency Report history table within the CDR module in a separate tab*)

NOTE: Columns are sortable and filterable.

NOTE: At least one active CDR role is required to act on a CDR. Users without an active CDR role have view only access.

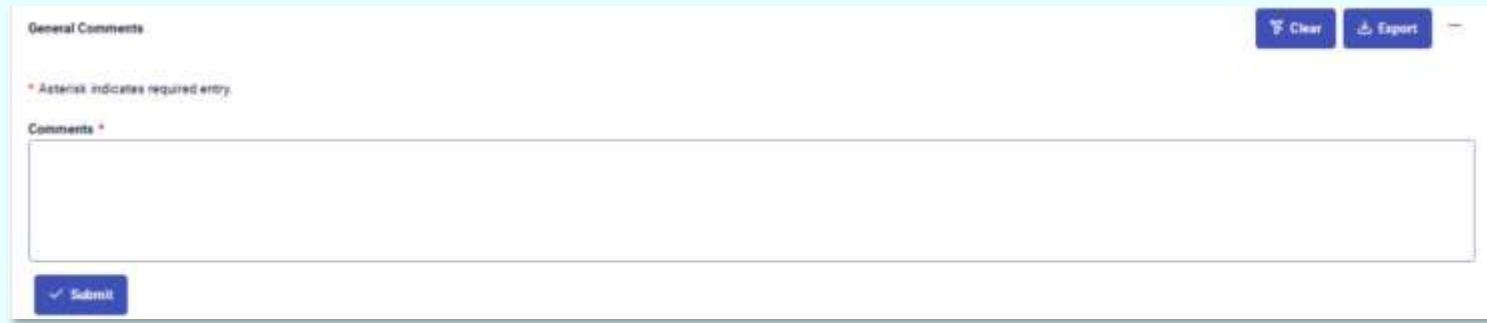
Buttons:

- Create CDR (*selecting the Create CDR button takes the user to the Create screen within the Contract Deficiency Report module in a separate tab*) (*user must have an active CDR initiator role to access the Create CDR button*)
- Refresh (*button allows the user to view the record without having to exit and reopen the task*)
- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Contract Deficiency Reports to an Excel sheet*)

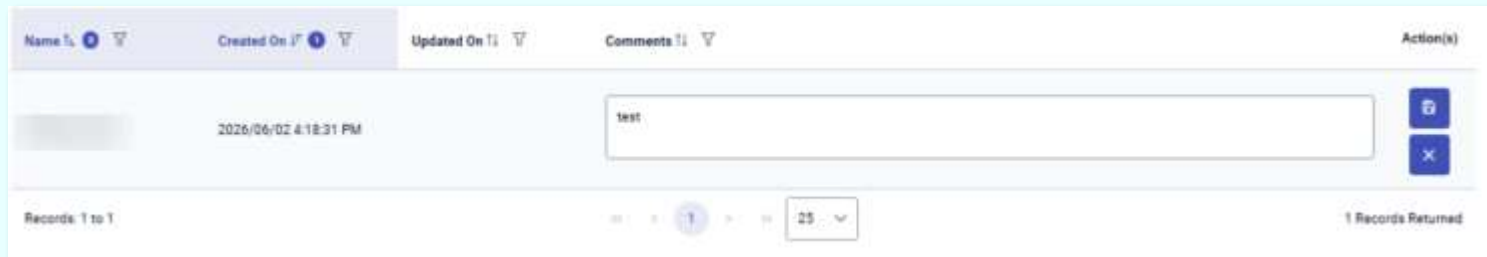
DIS – General Comments

The General Comments section is located after the CDR section. Enter the applicable comments and make edits if necessary.

To add a comment, enter in the comment in the Comments field and select **Submit** to add the comment to the DIS. A success message displays.

A screenshot of a web form titled "General Comments". At the top right are "Clear" and "Export" buttons. Below the title is a note: "* Asterisk indicates required entry." The main part of the form is a large text area labeled "Comments *". At the bottom left is a blue "Submit" button with a checkmark icon.

To edit a comment, select the **Edit Comment** button in the Action(s) column on the General Comments table. The field becomes editable. Enter in the desired changes and select the **Submit Comment** button that displays in the Action(s) column to proceed. A success message displays. To return the field to its previous state and cancel any changes made to the field, select the **Cancel Edit** button.

A screenshot of a table with columns: Name, Created On, Updated On, Comments, and Action(s). The "Comments" column contains a text input field with the word "test". The "Action(s)" column contains two buttons: "Edit" (with a pencil icon) and "Cancel Edit" (with an 'X' icon). The table footer shows "Records: 1 to 1", a pagination control with "1" selected, and "1 Records Returned".

NOTE: When an AMT Mapping Manager or Viewer is assigned to an AMT listing for a group task and the DIS task is in progress and is not yet accepted by the user, the user has View Only access to the DIS task and cannot add or edit any comments.

General Comments Fields

- Comments (*up to 2500 alphanumeric characters, including special characters*)

Buttons:

- Submit (*selecting this button submits the comments entered*)

General Comments Columns:

- Name
- Created On
- Updated On
- Comments
- Action(s)
 - Edit Comment (*button is only available on user's own comments*) (*selecting this button makes the previously entered comment editable*) (*buttons display when the Edit Comment button is selected*)
 - Submit Comment (*a success message displays upon selecting this button*)
 - Cancel Edit

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Contract Deficiency Reports to an Excel sheet*)

The screenshot shows a web interface for 'General Comments'. At the top right are 'Clear' and 'Export' buttons. Below the title is a note: '* Asterisk indicates required entry.' The main section is a large text area labeled 'Comments *'. Below the text area is a blue 'Submit' button with a checkmark icon. Underneath is a table with five columns: 'Name T1', 'Created On T1', 'Updated On T1', 'Comments T1', and 'Action(s)'. Each column header has a small icon for sorting or editing. The table body shows 'No records found'. At the bottom, there is a pagination bar with 'Records: 1 to 0', a dropdown menu showing '25', and '0 Records Returned'.

NOTE: Columns are sortable and editable.

Completing a DIS Task

Review the Data Integrity Screening screen and confirm the information entered. To complete the DIS task, scroll to the bottom of the screen and select the **Complete** button. A success message displays.

Selecting the **Complete** button certifies the DIS task, updates the status to Complete, and sets the task to read only. The screen returns to either My Tasks or the Search Tasks page, depending on where the DIS task initiation occurred.

Post Award Orientation Determination

A PAOD task displays when there is an ACO on the AMT listing, the ARR tasks are complete, and at least one ARR task has 'Yes' for Post Award Orientation.

NOTE: PAOD tasks are never created for modifications, as the ARR task reviews do not contain a PAO Recommendation option.

A PAOD Task is **View Only** when the task is in Awaiting Acceptance, In Progress (*assigned to another user*), or Completed status.

Example of how to access a task in View Only: My Tasks → Awaiting Acceptance → Award Number (*hyperlink*)

Accepting a PAOD Task

Users can accept a PAOD task via two different routes.

My Tasks – Awaiting Acceptance

My Tasks → Awaiting Acceptance → Award Number → Post Award Orientation Determination (View Only) → Start Review

To access the Post Award Orientation Determination (View Only) screen, select the **Award Number** for the desired PAOD task in the My Tasks - Awaiting Acceptance section.

The screenshot shows the 'My Tasks' interface with a table of tasks. The table has columns: Award Number, Order Number, Mod Number, Task, CAGE, Company Name, Received Date, Due Date, Days Overdue, and Assigned To. The first row is highlighted, and the 'Award Number' cell is enclosed in a red rectangle. The table is filtered to show 'Awaiting Acceptance' tasks.

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Assigned To
			PAOD		TECHNICA CORPORATION	2026-05-21	2026-06-20	0	Grow
			DIS - Contracts		TECHNICA CORPORATION	2026-05-21	2026-06-20	0	Grow
			ARR - Earned Value		SIKORSKY AIRCRAFT CORPORATION	2026-05-18	2026-06-17	0	Individual

Accepting or Assigning a Post Award Orientation Determination (PAOD) Task

The Post Award Orientation Determination (View Only) screen displays.

Post Award Orientation Determination (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start PAOD (*selecting this button starts the PAOD task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Start PAOD** button at the bottom of the screen.

NOTE: The Post Award Orientation Determination (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Post Award Orientation Determination (View Only)

— Collapse All + Expand All

Award Details	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
Task PAOD	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name BOEING COMPANY, THE	Facility CAGE Code

Recommendations +

Determination +

← Back Start PAOD

The task is now started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Data Integrity Screening, the Accepted By field displays the user's name, and the sections expand.

Search Tasks

Search Tasks → Search Post Award Orientation Determination (Awaiting Acceptance Status) → Award Number → Post Award Orientation Determination (View Only) → Start PAOD

Search for the applicable PAOD task. Select the **Post Award Orientation Determination** option from the **Task(s)** drop-down and the **Awaiting Acceptance** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s)
Select multiple...

Status(es)
Select multiple...

CAGE Code
Starts With

Award Number
Starts With

Order Number
Starts With

Modification Number
Starts With

DCMA DoDAAC(s)
Select multiple...

User Name
Select

Received Date From
YYYY/MM/DD

Received Date To
YYYY/MM/DD

Final Delivery Date From
YYYY/MM/DD

Final Delivery Date To
YYYY/MM/DD

I/A
Select multiple...

WP
Select

Days Overdue
Greater than or equal to 0

PAO Recommended
Select

Search

Reset

From the results returned, select the **Award Number** for the desired PAOD task to open the task.

Tasks - Search Results

Clear

Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Received D
			PAOD				BOEING COMPANY, THE		Awaiting Acceptance	2026-04-28

Records: 1 to 1

10

1 Records Returned

The Post Award Orientation Determination (View Only) screen displays.

Post Award Orientation Determination (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Start PAOD (selecting this button starts the PAOD task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table)

Select the **Start PAOD** button at the bottom of the screen.

NOTE: The Post Award Orientation Determination (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

Post Award Orientation Determination (View Only)

— Collapse All + Expand All

Award Details					
Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
PAOD	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	Facility CAGE Code
				BOEING COMPANY, THE	

Recommendations +

Determination +

← Back ✓ Start PAOD

The task is started, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to Post Award Orientation Determination, the Accepted By field displays the user’s name, and the sections expand.

Assign a PAOD Task

Users can assign themselves PAOD tasks via three different routes.

Assign Tasks Via In Progress – Group Tasks Screen

My Tasks → In Progress → Group Tasks → Assign To Me

To assign one or more PAOD tasks from the Group Tasks table, select the checkbox next to the Award number for the desired tasks. Select the **Assign To Me** button.

My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (525) In Progress (29) Completed (4)

My Tasks (17) Group Tasks (12)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐				PAOD		WYLE LABORATORIES, INC.	2025-01-20	2025-02-19	Δ 97	Officer, Contract
☐				DIS - Contracts		WYLE LABORATORIES, INC.	2025-01-20	2025-02-19	Δ 97	Officer, Contract

A Reassignment modal displays previously assigned user's information.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. A warning message displays stating, 'Are you sure you wish to reassign the task(s)?' Select **No** to return to the Reassignment modal and **Yes** to proceed. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Fields/Columns:

- Comments *
- (the following columns are auto-populated and are not editable)
- Award Number
- Order Number
- Mod Number
- Task
- Assigned User

Buttons:

- Clear
- Export
- Submit (selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

Asterisk indicates required entry.

Comments *

Clear

Export

Award Number	Order Number	Mod Number	Task	Assigned User
			MOCAS Direct Input	Officer, Contract
			ARR - Manufacturing	Officer, Contract

Records: 1 to 2

<<

<

1

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10

2 Records Returned

Clicking the 'Submit' button will assign the task(s) to you as 'In Progress' status.

Submit

Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks Via In Progress – Group Tasks – Data Integrity Screening (View Only) Screen

My Tasks → In Progress → Group Tasks → Award Number → Assign To Me

To assign a PAOD task from the Post Award Orientation Determination (View Only) screen via the Group Tasks table, select the **Award Number** for the desired PAOD task in the My Tasks – In Progress – Group Tasks section.

My Tasks

Show Input Columns Show Award Columns Clear Reset Export All

Awaiting Acceptance (526) In Progress (29) Completed (4)

My Tasks (17) Group Tasks (12)

Assign To Me

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐				PAOD		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	97	Officer, Contract
☐				DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	97	Officer, Contract

The Post Award Orientation Determination (View Only) screen displays.

Post Award Orientation Determination (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (*selecting this button reassigns the PAOD task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

Post Award Orientation Determination (View Only) — Collapse All + Expand All

Award Details					
Task PAOD	Status In Progress	Accepted By [Redacted]	View Assignees	Enhanced Award View	AMT Listing
Award Number [Redacted]	Order Number	Mod Number	CAGE Code [Redacted]	Company Name BOEING COMPANY, THE	Facility CAGE Code

Recommendations +

Determination +

← Back
← Assign To Me

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clicking the 'Submit' button will assign the task to you as 'In Progress' status.

✓ Submit ⌂ Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks via Search Tasks:

Search Tasks → Search Post Award Orientation Determination → Award Number → Assign To Me

Search for the applicable PAOD task. Select the **Post Award Orientation Determination** option from the **Task(s)** drop-down and the **In Progress** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s) Select multiple... **Status(es)** Select multiple... **CAGE Code** Starts With

Award Number Starts With **Order Number** Starts With **Modification Number** Starts With

DCMA DoDAAC(s) Select multiple... **User Name** Select

Received Date From YYYY/MM/DD **Received Date To** YYYY/MM/DD **Final Delivery Date From** YYYY/MM/DD **Final Delivery Date To** YYYY/MM/DD

I/A Select multiple... **WP** Select **Days Overdue** Greater than or equal to 0 **PAO Recommended** Select

🔍 Search ↺ Reset

From the results returned, select the **Award Number** for the desired PAOD task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Received D
			PAOD				SCIENCE APPLICATIONS INTERNATIONAL CORPORATION		In Progress	2026-05-06
	X908		PAOD				BOEING COMPANY, THE	Officer Contract	In Progress	2026-04-23

The Post Award Orientation Determination (View Only) screen displays.

Post Award Orientation Determination (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (selecting this button reassigns the PAOD task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table)

Select the **Assign To Me** button at the bottom of the screen.

Post Award Orientation Determination (View Only)

– Collapse All + Expand All

Award Details

Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
PAOD	In Progress				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	Facility CAGE Code
				BOEING COMPANY, THE	

Recommendations

+

Determination

+

← Back ← Assign To Me

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

The screenshot shows a modal window titled "Reassignment". Below the title is a small note: "* Asterisk indicates required entry." There is a text input field labeled "Comments *". Below the input field is a message: "Clicking the 'Submit' button will assign the task to you as 'In Progress' status." At the bottom of the modal are two buttons: "Submit" (with a checkmark icon) and "Close" (with a close icon).

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Post Award Orientation Determination (PAOD)

After the PAOD task is either accepted or assigned to a user, the Post Award Orientation Determination screen displays.

PAOD tasks assigned to the user are accessible via the Search Tasks functionality or via the My Tasks – In Progress table.

*NOTE: The PAOD screen initially populates with all sections collapsed, aside from the Award Details section. To expand the sections, either select the **Expand All** button, or individually expand an individual section via the expansion icon at the top of the section. If opening an In Progress PAOD task, the sections are expanded by default.*

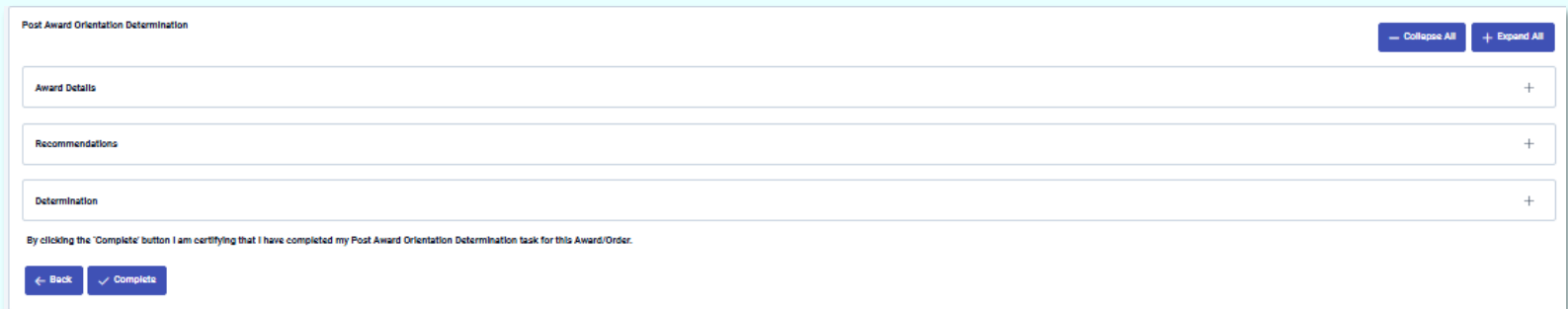
PAOD Screen

Buttons:

(NOTE: “By clicking the ‘Complete’ button I am certifying that I have completed my Post Award Orientation Determination task for this Award/Order/Mod Number, as applicable.”)

- Collapse All
- Expand All
- Back (clicking Back returns the user to the previous tab and saves any completed work, so long as the PAOD task is not in view only mode)
- [Complete](#) (clicking Complete certifies the PAOD task, updates the status to Complete and moves it to Completed Tasks, updates the document to view only, and returns the user to the dashboard or search, depending on where they initiated the PAOD task from)

NOTE: The ACOs have 30 days to complete the PAO Determination Task once the PAOD task is generated.



The Award Details section displays at the top of the Post Award Orientation Determination screen.

Award Details Fields:

- Task
- Status
- Accepted By (displays the name of the user that Accepted the task, if the task is in Awaiting Acceptance, the field is blank)
- View Assignee (clicking this link displays a list of users assigned to the tasks for the selected contract)
- Enhanced Award View (clicking this link displays detailed information on the base contract or order and associated mods)
- AMT Listing (clicking this link displays an AMT Listing modal with information on the users associated with the AMT Listing)
- Award Number (click this field to display the PDF version of the base contract or order in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Award PDF is not available”)
- Order Number (click this field to display the PDF version of the FPIID contract or four-digit Order Number in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Order PDF is not available”)
- Mod Number (click this field to display the PDF version of the modification in a separate tab) (if the PDF is unavailable, a hover over displays and states, “Award Mod PDF is not available”)
- CAGE Code
- Company Name
- Facility CAGE Code

PAOD – Award Details

Post Award Orientation Determination

Collapse All
Expand All

Award Details

Task PAOD	Status In Progress	Accepted By Officer Contract	View Assignees	Enhanced Award View	AMT Listing
Award Number [REDACTED]	Order Number X908	Mod Number	CAGE Code [REDACTED]	Company Name BOEING COMPANY, THE	Facility CAGE Code [REDACTED]

View Assignees Modal

Select the **View Assignees** link located on the Post Award Orientation Determination screen. The View Assignee modal displays with information on the functional areas and specialists assigned to the PAOD tasks for the selected contract.

View Assignees Columns:

- Task
- Task Assignment
- Status
- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the View Assignees table to an Excel sheet*)
- Close

View Assignees

Close Export

Task	Task Assignment	Status	Name	Email	Phone Number
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111
PAID	Group	Accepted by Other User	PAID_Assignee_123	PAID_Assignee_123@PAID.com	1111111111

Showing 1 to 12 of 12

Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the View Assignees modal. The Supervisor Information modal displays information on the supervisor and alternative supervisor (*if applicable*) for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor (*if applicable*) Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [Redacted]

Primary Supervisor		
Supervisor Name Smith, Jane	Supervisor Email [Redacted]	Supervisor Phone Number 2222222

Alternate Supervisor		
Alternate Supervisor Name Smith, John	Alternate Supervisor Email [Redacted]	Alternate Supervisor Phone Number 333333333

 Close

AMT Listing Modal

Select the **AMT Listing** link located on the Award Receipt Review screen. The AMT Listing modal displays information on the users associated with the AMT Listing.

AMT Listing Fields:

- Name (*field is a hyperlink that displays a modal with the user's supervisor's information*)
- Acting Role(s)
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the AMT Listing table to an Excel sheet*)
- Close

AMT Listing

Clear
Export

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number
Office Contact	ACQ, AQ, CA, CACQ, CMA, DACQ, DIP, DRPM, ENS, EYS, IS, PA, PL, PKG, PLCO, PSP, PT, QAR, SBS, SP, SS, SUP, TCG, TFL, TRIS, TO	0000			1111111111

Records: 1 to 1
10
1 Records Returned
Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the AMT Listing modal. The Supervisor Information modal displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [REDACTED]

Primary Supervisor		
Supervisor Name Smith, Jane	Supervisor Email [REDACTED]	Supervisor Phone Number 2222222

Alternate Supervisor		
Alternate Supervisor Name Smith, John	Alternate Supervisor Email [REDACTED]	Alternate Supervisor Phone Number 3333333333

 Close

PAOD - Recommendations

Recommendations section is available beneath the Award Details. This section provides further information on the associated ARR task.

Recommendations Fields:

- Task
- Name
- Recommendation
- PAO Recommendation Date (*completion date for the ARR task*)

NOTE: Columns are sortable.

Recommendations			
Task ID	Name ID	Recommendation ID	PAO Recommendation Date ID
ARR - Contracts	AMT, Carla	No	2025-07-29
ARR - Manufacturing	PERS, EAP	SPAG Being Held for Material Loss, Damaged or Missing Govt Property	2025-08-01

Records: 1 to 2

2 Records Returned

PAOD - Determination

The PAOD – Determinations section is available beneath the Recommendations section.

Determinations Fields:

- Determination Type * (*options: No Post Award Orientation / Limited Post Award Orientation / Full Post Award Orientation*)
- Comments *

NOTE: Only one comment is accepted, and it is not editable.

Determinations

Determination Type *

Select

Comments *

PAOD – General Comments

The General Comments section is read-only and only displays if there are comments.

General Comments Columns:

- Name
- Created On
- Comments

Name	Created On	Comments
Twin, KD	2025/06/06 12:58:33 PM	not fail
Wick, John	2025/06/06 5:08:28 PM	see

Completing a PAOD Task

Review the Post Award Orientation Determination screen and confirm the information entered. To complete the PAOD task, scroll to the bottom of the screen and select the **Complete** button. A success message displays.

Selecting the **Complete** button certifies the PAOD task, updates the status to Complete, and sets the task to read only. The screen returns to either My Tasks or the Search Tasks page, depending on where the PAOD task initiation occurred.

MOCAS Direct Input

Accepting or Assigning a MOCAS Direct Input Task

A MOCAS Direct Input task is **View Only** when the task is in Awaiting Acceptance, In Progress (*assigned to another user*), or Completed status.

Example of how to access a task in View Only: My Tasks → Awaiting Acceptance → Award Number (*hyperlink*)

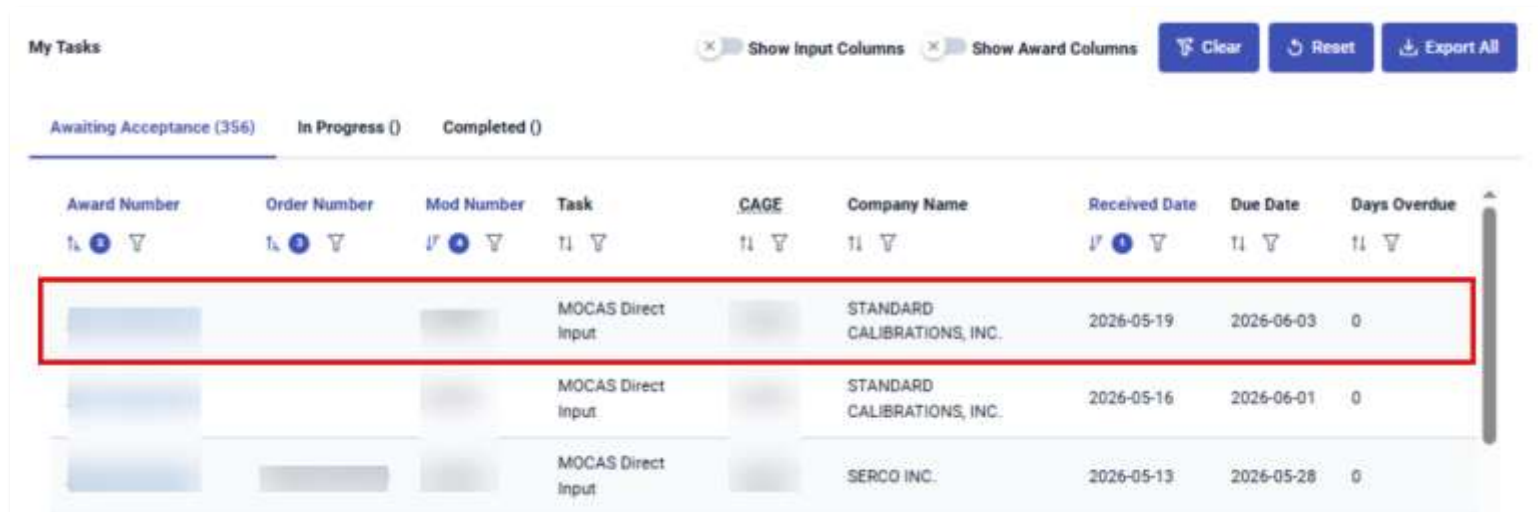
Accepting a MOCAS Direct Input Task

Users can accept MOCAS Direct Input tasks via two different routes.

My Tasks – Awaiting Acceptance

My Tasks → Awaiting Acceptance → Award Number → MOCAS Direct Input (View Only) → Accept

To access the MOCAS Direct Input (View Only) screen, select the **Award Number** for the desired MOCAS Direct Input task in the My Tasks - Awaiting Acceptance section.



The screenshot shows the 'My Tasks' interface with tabs for 'Awaiting Acceptance (356)', 'In Progress ()', and 'Completed ()'. The 'Awaiting Acceptance' tab is selected. At the top right, there are buttons for 'Show Input Columns', 'Show Award Columns', 'Clear', 'Reset', and 'Export All'. Below the tabs is a table with the following columns: Award Number, Order Number, Mod Number, Task, CAGE, Company Name, Received Date, Due Date, and Days Overdue. The first row of the table is highlighted with a red box.

Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue
[Redacted]	[Redacted]	[Redacted]	MOCAS Direct Input	[Redacted]	STANDARD CALIBRATIONS, INC.	2026-05-19	2026-06-03	0
[Redacted]	[Redacted]	[Redacted]	MOCAS Direct Input	[Redacted]	STANDARD CALIBRATIONS, INC.	2026-05-16	2026-06-01	0
[Redacted]	[Redacted]	[Redacted]	MOCAS Direct Input	[Redacted]	SERCO INC.	2026-05-13	2026-05-28	0

The MOCAS Direct Input (View Only) screen displays.

MOCAS Direct Input (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Accept (*selecting this button starts the MOCAS Direct Input task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Accept** button at the bottom of the screen.

NOTE: The MOCAS Direct Input (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

MOCAS Direct Input (View Only)

Collapse All
Expand All

Award Details

Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
MOCAS Direct Input	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	MOCAS Inventory Status
				NORTHROP GRUMMAN DEFENSE MISSION SYSTEMS, INC.	Not in Inventory

Direct Input Status
+

Contract Deficiency Reports (CDR)
+

Back

Accept

The task is now accepted, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to MOCAS Direct Input, the Accepted By field displays the user's name, and the Direct Input Status and CDR History sections expand.

Search Tasks

Search Tasks → Search MOCAS Direct Input (Awaiting Acceptance Status) → Award Number → MOCAS Direct Input (View Only) → Accept

Search for the applicable MOCAS Direct Input task. Select the **MOCAS Direct Input** option from the **Task(s)** drop-down and the **Awaiting Acceptance** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s)
Select multiple...

Status(es)
Select multiple...

CAGE Code
Starts With

Award Number
Starts With

Order Number
Starts With

Modification Number
Starts With

DCMA DoDAAC(s)
Select multiple...

User Name
Select

Received Date From
YYYY/MM/DD

Received Date To
YYYY/MM/DD

Final Delivery Date From
YYYY/MM/DD

Final Delivery Date To
YYYY/MM/DD

I/A
Select multiple...

WP
Select

Days Overdue
Greater than or equal to 0

PAO Recommended
Select

Search Reset

From the results returned, select the **Award Number** for the desired MOCAS Direct Input task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Received D
		A00003	MOCAS Direct Input				ALLIANT TECHSYSTEMS - OPERATIONS LLC	groul	Awaiting Acceptance	2026-04-28

Records: 1 to 1

10

1 Records Returned

The MOCAS Direct Input (View Only) screen displays.

MOCAS Direct Input (View Only) – Awaiting Acceptance Buttons:

- Collapse All
- Expand All
- Back
- Accept (*selecting this button starts the MOCAS Direct Input task, assigns it to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Accept** button at the bottom of the screen.

NOTE: The MOCAS Direct Input (View Only) screen displays when the task status is Awaiting Acceptance, Unassigned, Completed, or In Progress, but assigned to another user or group.

MOCAS Direct Input (View Only)

Collapse All

Expand All

Award Details

Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
MOCAS Direct Input	Awaiting Acceptance				
Award Number	Order Number	Mod Number	CAGE Code	Company Name	MOCAS Inventory Status
				NORTHROP GRUMMAN DEFENSE MISSION SYSTEMS, INC.	Not in Inventory

Direct Input Status

Contract Deficiency Reports (CDR)

Back

Accept

The task is now accepted, assigned to the user, and displays in the In Progress – My Tasks – My Tasks section of the My Tasks screen. The page updates to MOCAS Direct Input, the Accepted By field displays the user’s name, and the Direct Input Status and CDR History sections expand.

Assign a MOCAS Direct Input Task

Users can assign themselves MOCAS Direct Input tasks via three different routes.

Assign Tasks Via In Progress – Group Tasks Screen

My Tasks → In Progress → Group Tasks → Assign To Me

To assign one or more MOCAS Direct Input tasks from the Group Tasks table, select the checkbox next to the Award number for the desired tasks. Select the **Assign To Me** button.

Awaiting Acceptance (511) In Progress (27) Completed (3)										
My Tasks (11) Group Tasks (16)										
Assign To Me										
	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Overdue	Accepted By
☐										
☒				MOCAS Direct Input		BOEING COMPANY, THE	2026-04-24	2026-05-24	0	Officer, Contract
☒				ARR - Manufacturing		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 64	Officer, Contract
☐				DIS - Manufacturing		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	△ 64	Officer, Contract

A Reassignment modal displays with previously assigned user's information.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. A warning message displays stating, 'Are you sure you wish to reassign the task(s)?' Select **No** to return to the Reassignment modal and **Yes** to proceed. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Fields/Columns:

- Comments *
- (the following columns are auto-populated and are not editable)
- Award Number
- Order Number
- Mod Number
- Task
- Assigned User

Buttons:

- Clear
- Export
- Submit (selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

Asterisk indicates required entry.

Comments *

Clear

Export

Award Number	Order Number	Mod Number	Task	Assigned User
			MOCAS Direct Input	Officer, Contract
			ARR - Manufacturing	Officer, Contract

Records: 1 to 2

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10

▼

2 Records Returned

Clicking the 'Submit' button will assign the task(s) to you as 'In Progress' status.

Submit

Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks Via In Progress – Group Tasks – MOCAS Direct Input (View Only) Screen

My Tasks → In Progress → Group Tasks → Award Number → Assign To Me

To assign an MOCAS Direct Input task from the MOCAS Direct Input Task (View Only) screen via the Group Tasks table, select the **Award Number** for the desired MOCAS Direct Input task in the My Tasks – In Progress – Group Tasks section.

My Tasks

☐ Show Input Columns
 ☐ Show Award Columns

Awaiting Acceptance (86)
 In Progress (14)
 Completed (2)

My Tasks (3)
 Group Tasks (11)

	Award Number	Order Number	Mod Number	Task	CAGE	Company Name	Received Date	Due Date	Days Over
☐									
☐			P00002	MOCAS Direct Input		BOEING COMPANY, THE	2026-01-20	2026-02-19	90
☐			P00021	DIS - Contracts		WYLE LABORATORIES, INC.	2026-01-20	2026-02-19	90

The MOCAS Direct Input (View Only) screen displays.

MOCAS Direct Input (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (*selecting this button reassigns the MOCAS Direct Input task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table*)

Select the **Assign To Me** button at the bottom of the screen.

MOCAS Direct Input (View Only) — Collapse All + Expand All

Award Details					
Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
MOCAS Direct Input	In Progress	Officer, Contract			
Award Number	Order Number	Mod Number	CAGE Code	Company Name	MOCAS Inventory Status
				BOEING COMPANY, THE	

Direct Input Status +

Contract Deficiency Reports (CDR) +

[← Back](#) [Assign to Me](#)

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.

Reassignment

* Asterisk indicates required entry.

Comments *

Clicking the 'Submit' button will assign the task to you as 'In Progress' status.

✓ Submit ✕ Close

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

Assign Tasks via Search Tasks:

Search Tasks → Search MOCAS Direct Input → Award Number → Assign To Me

Search for the applicable MOCAS Direct Input task. Select the **MOCAS Direct Input** option from the **Task(s)** drop-down and the **In Progress** option from the **Status(es)** drop-down. Click the **Search** button.

Tasks - Search Criteria

Task(s) Select multiple... **Status(es)** Select multiple... **CAGE Code** Starts With

Award Number Starts With **Order Number** Starts With **Modification Number** Starts With

DCMA DoDAAC(s) Select multiple... **User Name** Select

Received Date From YYYY/MM/DD **Received Date To** YYYY/MM/DD **Final Delivery Date From** YYYY/MM/DD **Final Delivery Date To** YYYY/MM/DD

I/A Select multiple... **WP** Select **Days Overdue** Greater than or equal to 0 **PAO Recommended** Select

🔍 Search ↺ Reset

From the results returned, select the **Award Number** for the desired MOCAS Direct Input task to open the task.

Tasks - Search Results

Clear Export

Award Number	Order Number	Mod Number	Task	DCMA DoDAAC	PAY DoDAAC	CAGE	Company Name	User Name	Status	Received @
1 2	1 2	1 2	1 2	1 2	1 2	1 2	1 2	1 2	1 2	1 2
			MOCAS Direct Input				ALLIANT TECHSYSTEMS OPERATIONS LLC		In Progress	2026-04-20
			MOCAS Direct Input				NORTHROP GRUMMAN SYSTEMS CORPORATION	Officer, Contract	In Progress	2026-04-20
			MOCAS Direct Input				NORTHROP GRUMMAN SYSTEMS CORPORATION	Officer, Contract	In Progress	2026-04-16

Records: 1 to 3

10

3 Records Returned

The MOCAS Direct Input (View Only) screen displays.

MOCAS Direct Input (View Only) – In Progress Buttons:

- Collapse All
- Expand All
- Back
- Assign To Me (selecting this button reassigns the MOCAS Direct Input task to the user, and the task is displayed in the In Progress – My Tasks section of the user's My Task table)

Select the **Assign To Me** button at the bottom of the screen.

MOCAS Direct Input (View Only)

Collapse All Expand All

Award Details

Task MOCAS Direct Input	Status In Progress	Accepted By Officer, Contract	View Assignees	Enhanced Award View	AMT Listing
Award Number	Order Number	Mod Number	CAGE Code	Company Name BOEING COMPANY, THE	MOCAS Inventory Status

Direct Input Status +

Contract Deficiency Reports (CDR) +

← Back Assign To Me

A Reassignment modal displays.

Assign To Me - Reassignment Modal

Enter the mandatory reassignment comment and select **Submit** to proceed with the reassignment. Submitting the Reassignment comments populates a success, partial success, or failure message at the top of the screen.

NOTE: Submitting the reassignment request automatically assigns the task to the requesting user and moves the task to the My Tasks – In Progress table.

Reassignment Field:

- Comments *

Buttons:

- Submit (*selecting the Submit button assigns the task to the user and moves it to My Tasks – In Progress*)
- Close

NOTE: Columns are sortable and filterable.



The screenshot shows a modal window titled "Reassignment". Inside the modal, there is a small red asterisk icon followed by the text "Asterisk indicates required entry." Below this, the label "Comments *" is positioned above a large, empty text input field. At the bottom of the modal, there is a line of text that reads "Clicking the 'Submit' button will assign the task to you as 'In Progress' status." Below this text are two buttons: a blue button with a checkmark icon and the text "Submit", and a blue button with a close icon and the text "Close".

The task is now assigned to the user and displays in the My Tasks – In Progress – My Tasks section.

MOCAS Direct Input Task

After the MOCAS Direct Input task is either accepted or assigned to a user, the MOCAS Direct Input screen displays.

MOCAS Direct Input tasks assigned to the user are accessible via the Search Tasks functionality or via the My Tasks – In Progress table.

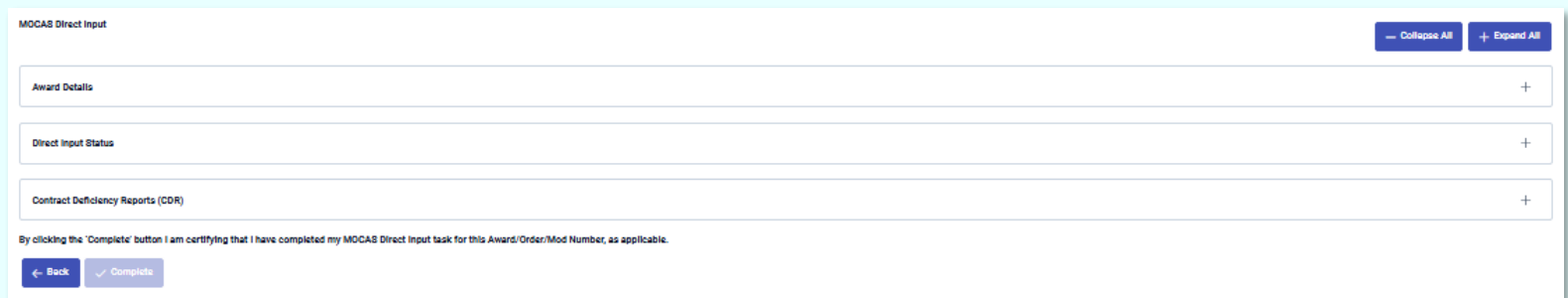
*NOTE: The MOCAS Direct Input screen initially populates with all sections collapsed, aside from the Award Details section. To expand the sections, either select the **Expand All** button, or individually expand an individual section via the expansion icon at the top of the section. If opening an In Progress MOCAS Direct Input task, the sections are expanded by default.*

MOCAS Direct Input Screen:

MOCAS Direct Input Buttons:

(NOTE: “By clicking the ‘Complete’ button I am certifying that I have completed my MOCAS Direct Input task for this Award/Order/Mod Number, as applicable.”)

- Collapse All
- Expand All
- Back
- [Complete](#) *(the Complete button is disabled until either the MOCAS Input Date or the Processed Date is populated)* *(select this button to complete the MOCAS Direct Input task)*



MOCAS Direct Input – Award Details

The Award Details section displays at the top of the MOCAS Direct Input page.

Award Details Fields:

- Task
- Status
- Accepted By *(displays the name of the user that Accepted the task, if the task is in Awaiting Acceptance, the field is blank)*
- View Assignees *(clicking this link displays a list of users assigned to the tasks for the selected contract)*
- Enhanced Award View *(clicking this link displays detailed information on the base contract or order and associated mods)*
- AMT Listing *(clicking this link displays an AMT Listing modal with information on the users associated with the AMT Listing)*
- Award Number
- Order Number
- Mod Number
- CAGE Code

- Company Name
- MOCAS Inventory Status (*statuses: Not in Inventory/On Backlog/Processed*)

Award Details					
Task	Status	Accepted By	View Assignees	Enhanced Award View	AMT Listing
MOCAS Direct Input	In Progress	Officer, Contract			
Award Number	Order Number	Mod Number	CAGE Code	Company Name	MOCAS Inventory Status
				NORTHROP GRUMMAN DEFENSE MISSION SYSTEMS, INC.	Not in Inventory

View Assignees Modal

Select the **View Assignees** link located on the MOCAS Direct Input screen. The View Assignee modal displays information on the functional areas and specialists assigned to the MOCAS Direct Input tasks for the selected contract.

View Assignees Columns:

- Task
- Task Assignment
- Status
- Name
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export
- Close

View Assignees					
					Clear Export
Task	Task Assignment	Status	Name	Email	Phone Number
MDI	Individual	Awaiting Acceptance	Officer, Contract		1111111111
Records: 1 to 1					1 Records Returned
					Close

Supervisor Information Modal

Select the **Name** field hyperlink located on the AMT Listing modal. The Supervisor Information modal displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email
- Alternate Supervisor Phone Number

Buttons:

- Close

Supervisor Information for [redacted]

Primary Supervisor

Supervisor Name	Supervisor Email	Supervisor Phone Number
Smith, Jane	[redacted]	2222222

Alternate Supervisor

Alternate Supervisor Name	Alternate Supervisor Email	Alternate Supervisor Phone Number
Smith, John	[redacted]	3333333333

Close

AMT Listing Modal

Select the **AMT Listing** link located on the Award Receipt Review screen. The AMT Listing modal displays information on the users associated with the AMT Listing.

AMT Listing Fields:

- Name (*field is a hyperlink that displays a with the user's supervisor's information*)
- Acting Role(s) (*for MOCAS Direct Input tasks, the only acting roles available are DIP, ACO, CA, IS, QAR, CMW, and PT*)
- Job Series
- Office Symbol
- Email
- Phone Number

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the AMT Listing table to an Excel sheet*)
- Close

Name	Acting Role(s)	Job Series	Office Symbol	Email	Phone Number
Office Contact	ACO, AD, CA, CACO, CMA, DACO, DIP, DRPM, END, EYS, IS, PA, PL, PKG, PLCO, PSP, PT, QAR, SBS, SP, SS, SUP, TCO, TFL, TMS, TO	0006			1111111111

Supervisor Information Modal

Select the **Name** field hyperlink located on the AMT Listing modal. The Supervisor Information screen displays the supervisor and alternative supervisor (*if applicable*) information for the selected user.

Supervisor Information

Primary Supervisor Columns:

- Supervisor Name
- Supervisor Email
- Supervisor Phone Number

Alternate Supervisor Columns:

- Alternate Supervisor Name
- Alternate Supervisor Email

- Alternate Supervisor Phone Number

Buttons:

- Close

The Direct Input Status section is available beneath the Award Details section.

Direct Input Status Fields:

(section displays as collapsed)

- MOCAS Input Date *(if Processed Date is populated, field is disabled) (cannot add a future date)*
- Processed Date
- Comment Type *(options: General Comment / Task Delay Reason (options: Communication/Follow Up / Data Discrepancy: CDR Requested / Data Discrepancy: CDR Submitted / EDA Document Issues / MOCAS Issue / Research Required / Other Task Delay Reason))*
- Comments * *(Comment Type is required to submit a comment)*

Buttons:

- Submit

Direct Input Status Fields Comment History Table Columns:

- Name
- Created On
- Comment Type
- Comments
- Action

Buttons:

- Clear
- Export *(select Clear to remove all sorting and filters)*

**MOCAS Direct
Input – Direct Input
Status**

Direct Input Status

Asterisk indicates required entry.

MOCAS Input Date

YYYY/MM/DD

Processed Date

YYYY/MM/DD

Comment Type

Select a Comment Type.

Comments

✓ Submit

Clear

Export

Name	Created On	Comment Type	Comments	Action(s)
No records found				

MOCAS Direct
Input – Contract
Deficiency Reports

The Contract Deficiency Reports section is located beneath the Direct Input Status section.

Contract Deficiency Reports (CDR):

- Control Number (field is a link to the Contract Deficiency Report within CDR; report opens in a new tab)
- Status
- Days Aged
- Initiation Date
- Approval Date
- Actions (options: History) (field is a link to the Contract Deficiency Report – History Section within CDR; report opens in a new tab)

Contract Deficiency Report Buttons:

- Create CDR (button is a link to the CDR module to allow for creation if the user has the CDR Initiator role)
- Refresh (button allows the user to view the record without having to exit and reopen the task)
- Clear
- Export

Completing a MOCAS Direct Input Task

Review the MOCAS Direct Input screen and confirm the information entered. To complete the MOCAS Direct Input task, scroll to the bottom of the screen and select the **Complete** button. A success message displays.

Selecting the **Complete** button certifies the MOCAS Direct Input task, updates the status to Complete, and sets the task to read only. The screen returns to either My Tasks or the Search Tasks page, depending on where the MOCAS Direct Input task initiation occurred.

Additional Information

Data Element Description

The following Data Element Descriptions display in the DIS Data Element Column in the three separate Data Element tables.

Award Data Element Descriptions:

- CAGE CODE (FSCM)
- FACILITY CODE (CONTRR-FACL)
- ADMINISTERED BY (ADMIN-BY)
- CAR PART (CAR-PARTNO)
- KIND CONTRACT CODE (KIND-CON-CD)
- TYPE CONTRACT CODE (TY-CONTR-CD)
- ACO CODE (ACO-CD)
- IS CODE (IS/CMA-CD)
- DEFENSE MATERIAL SYSTEM RATING (DMS-RTG)
- SECURITY CLASSIFICATION CODE (SCTY-CLS-CD)
- EFFECTIVE DATE/ORDER Date (EFF-DT)
- FINAL DELIVERY DATE (FNL-DVY-DT)
- TOTAL AMOUNT OF CONTRACT (TOTAMT-CONT)
- OBLIGATED AMOUNT OF CONTRACT (OBLAMT-CONT)
- OBLIGATED AMOUNT – OTHER (OBLAMT-OTH)
- SPECIAL CONTRACTS PROVISIONS (SPC-CON-PVN) (*field contains hover over for the MOCAS Value when data is present*)
- CRITICALITY DESIGNATOR CODE (CRIT-DES-CD)
- PAYING OFFICE (PAYG-OFC)
- SPECIAL PAY INSTRUCTIONS (SPCL-PAY-RQD)
- R9 REMARKS (STD-ACO-CDD-RMK) (*field contains hover over for the MOCAS Value when data is present*)

ACRN Data Element Descriptions:

- ACRN Obligation (OBLIG)

CLIN Data Element Descriptions:

- CONTRACT LINE ITEM NUMBER (CLIN)
- ORDER QUANTITY (ORD-QTY)
- UNIT PRICE (UNIT-PRC)
- UNIT OF MEASURE (PRCH-UNIT)
- SERVICE COMPLETION DATE (SVC-CMPL-DT)
- FREE ON BOARD SITE (FOB-SITE)
- INSPECTION SITE (PCMT-QLTY)
- ACCEPTANCE SITE (ACPT-SITE)
- INSPECTION-ACCEPTANCE CODE (INSP-ACPT-CD)
- DELIVERY SCHEDULE DATE (DLVY-SCH-DT)
- SHIP TO (SHP-TO)
- MARK FOR (MK-FOR)
- MLSTRIP (MNO-AND-SFX)
- DELIVERY SCHEDULE QUANTITY (DLVY-SCH-QTY)