

Post-Award Tasks (PAT) - Unassigned Awards Log (UAL)

Training Document

Homepage

PIEE

EDA

PAT

UAL

Table of Contents

What is the Unassigned Awards Log	1
Handling Unassigned Tasks.....	1
<i>Scan Failure Reasons Include:</i>	1
Roles.....	2
Unassigned Awards Log.....	2
Unassigned Awards Log - Search Criteria:.....	2
Unassigned Awards Log - Search Results:.....	3
<i>Comments Modal</i>	4
<i>Adding a Comment</i>	5
<i>Editing a Comment</i>	5

A training document that goes over the Unassigned Awards Log (UAL) function within the PAT application. The UAL is a feature within the Post-Award Tasks (PAT) application that is designed for CMO-designated personnel, typically the ACO, CA, or DIP (PT). Users monitor the log to identify and resolve Scan Failure Reasons, ensuring that PAT tasks are generated without delay.

Tasks (ARR and DIS) for all functional groups are triggered only when specific criteria are met:

Requirement Category	Condition for Task Generation
System Processing	The record must be successfully processed into MOCAS.
Primary Personnel	At least one member from both the Contracts (ACO/CA) and Manufacturing (IS) groups must be available in the AMT Listing.
Action if Unmet	Tasks are not generated until both the MOCAS record and AMT membership requirements are fulfilled.

What is the Unassigned Awards Log

Handling Unassigned Tasks

In scenarios where the primary groups (Contracts and Manufacturing) are available but other required functional groups are missing from the AMT Listing:

- The system still generates the ARR/DIS tasks
- Tasks for the missing groups are labeled "Unassigned"
- These tasks are located and managed using the Search Tasks capability

Scan Failure Reasons Include:

- AMT Listing Not Found (Rescan Pending)
- AMT Role(s) Not Found: ACO/CA
- AMT Role(s) Not Found: ACO/CA, IS
- AMT Role(s) Not Found: IS
- MOCAS Award Data Not Found
- MOCAS Mod Data Not Found
- System Error (Rescan Pending)

Ensuring AMT Listings are available containing all required functional members and MOCAS records are timely processed mitigates issues on the UAL.

Roles	Access to Post-Award Tasks (PAT) Tasks Feature – UAL 1. Roles and Access: a. Access to PAT features is only available to users registered for a PAT role. b. Most employees should register for the PAT User role, which provides access to: i. Unassigned Awards Log 2. Importance of AMT Listings: a. Even with the PAT User role, functional specialists must ensure they are included in AMT Listings to receive PAT tasks. b. 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. 3. Requirements for Task Assignment: a. Users must have AMT access (Viewer or Mapping Manager) and the appropriate Functional Roles active on their PIEE profile. b. This allows a cognizant AMT Mapping Manager to add the user to the correct AMT Mappings, which are leveraged for AMT Listings ultimately enabling PAT task assignment.
Unassigned Awards Log	To access the Unassigned Awards Log search, select the Unassigned Awards Log link within the PAT navigation panel. Unassigned Awards Log - Search Criteria: • Award Number (<i>parameters: Starts With / Equal To / Is Null / Not Null</i>) (<i>special characters are removed from the field upon search</i>) • Order Number (<i>parameters: Starts With / Equal To / Is Null / Not Null</i>) (<i>special characters are removed from the field upon search</i>) • Modification Number (<i>parameters: Starts With / Equal To / Is Null / Not Null</i>) • DCMA DoDAAC(s) (<i>field hover over provides Org Code</i>) (<i>defaults selection to the user's Home Organization DoDAAC from PIEE profile when that is an available value (Ex: S0107A - DCMA South user). Otherwise, default is no selection (Ex: S5102A - HQ user)</i>) • CAGE Code (<i>parameters: Starts With / Equal To / Is Null / Not Null</i>) • Scan Failure Reason (<i>reasons: AMT Listing Not Found (Rescan Pending) / AMT Roles Not Found: ACO/CA / AMT Role(s) Not Found: ACO/CA, IS / AMT Role(s) Not Found: IS / MOCAS Award Data Not Found / MOCAS Mod Data Not Found</i>) • Initial Scan Date From • Initial Scan Date To • Latest Scan Date From • Latest Scan Date To • Attempt Count (<i>parameters: Greater than or equal to / Greater than / Equal To / Less than / Less than or equal to</i>) <i>Buttons:</i> • Search (<i>select Search to proceed to the Search Results screen</i>) • Reset (<i>select Reset to clear all search fields</i>) Enter in the applicable search criteria and select the Search button to proceed.

Unassigned Awards Log - Search Criteria

Award Number		Order Number		Modification Number	
Starts With		Starts With		Starts With	
DCMA DoDAAC(s)		CAGE Code		Scan Failure Reason	
S0512A - DCMA SOUTHERN CALIFORNIA (NH)		Starts With		Select multiple...	
Initial Scan Date From		Initial Scan To		Latest Scan Date From	
YYYY/MM/DD		YYYY/MM/DD		YYYY/MM/DD	
Latest Scan Date To		Attempt Count			
YYYY/MM/DD		Greater than or equal to		0	

Search Reset

The search results display.

Unassigned Awards Log - Search Results:

- DCMA DoDAAC (*field hover over provides Org Code*)
- PAY DoDAAC
- CAGE Code (*field hover over provides Office Name*)
- Award Number
- Order Number
- Mod Number
- Initial Scan
- Latest Scan
- Attempt Count
- Scan Failure Reason
- Comments (*select the Comments icon for the desired Award Number to display a Comments modal, users can add or edit comments and view comment history*)

NOTE: Columns are sortable and filterable.

Buttons:

- Clear (*select Clear to remove all sorting and filters*)
- Export (*select Export to export the Scan Log search results to an Excel file*)

Unassigned Awards Log - Search Results

Clear Export

DCMA DoDAAC	PAY DoDAAC	CAGE Code	Award Number	Order Number	Mod Number	Initial Scan	Latest Scan	Attempt Count	Scan Failure Reason	Comments
11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼	11 ▼
						2026-04-28	2026-05-22	35	MOCAS Mod Data Not Found	1
						2026-04-20	2026-05-22	28	MOCAS Mod Data Not Found	2
						2026-04-20	2026-05-22	31	MOCAS Mod Data Not Found	6
						2026-04-20	2026-05-22	44	MOCAS Award Data Not Found	8

Comments Modal

Click the Comments icon for the desired Award Number within the Search Results table to display a Comments modal. The modal displays any comments made directly on the UAL record and comments from associated MOCAS Direct Input tasks. It also allows for adding and editing comments.

Comments Modal Fields:

- Comments *

Comments History Table Columns:

- Name
- Created On
- Updated On
- Comments (*comments are editable via the Edit Comment icon in the Action(s) Column; users may only edit comments that they have entered*)
- Action(s)
 - Edit Comment (*selecting the Edit Comment icon opens the Comment field for editing; users may only edit comments that they have entered*)
(*options display when the Edit icon is selected*)
 - Submit Comment (*select Submit Comment to submit comment edits*)
 - Cancel Edit

NOTE: Comments on MOCAS Direct Input tasks are not editable

Comments Modal Buttons:

- Submit (*button is located beneath the Comments field, upon selecting Submit, the new comment displays in the history table below*)
- Close

Adding a Comment

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

Editing a Comment

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.

N0001918F1673 Comments
* Asterisk indicates required entry.

Comments *

✓ Submit

Name TL 	Created On LT 	Updated On TL 	Comments TL 	Action(s)
Officer, Contract	2026/05/18 2:20:12 PM		tester	

Records: 1 to 1

  **1**  

10 

1 Records Returned

Close