MDO ARZ Mod Reviewer Review ARZ Modification

Reference Guide

Homepage	MDO Application	MDO	Search

Table of Contents

Roles	The role(s) required to Review an ARZ Modification Document submitted for review by an **MDO – Contracting Officer** in the **Modification and Delivery Order (MDO)** application: • MDO – ARZ Mod Reviewer
Review an ARZ Modification Document	This guide provides an overview of how an **MDO – ARZ Mod Reviewer** user **Reviews** an ARZ Modification document in the **Modification and Delivery Order (MDO)** application that was submitted for review from an **MDO – Contracting Officer.** Log in to PIEE as an **MDO – ARZ Mod Reviewer** and access the MDO application. In the MDO application go to **MDO > Search.** Only documents in the **'Pending ARZ Mod Reviewer Approval'** status may be **Reviewed** by an MDO – ARZ Mod Reviewer. Alternatively, documents may also be accessible through the **MDO Dashboard** using the **Inbox** table, this table contains documents that require the user's action to progress the document to the next step in the workflow.
Search Criteria	The **MDO Search** page is used to search for ARZ Modification documents in the workflow. *Search Criteria:* • Document Type (ARZ Mod, Order, Modification) • Initiator Location Codes • Document ID Number • Contract Number (Starts With/Equal to/Is Null/Not Null) • Order Number (Starts With/Equal to/Is Null/Not Null) • Contractor CAGE (Current/New/Old) • Admin Office (Current/New/Old) • Pay Office (Current/New/Old) • CMO DoDAAC (Established/Disestablished) • Status (Refer to Status Dropdown) • Create Date From (Less than or equal to/Less than/Equal to/Greater than or equal to/ Greater than/Is Null/Not Null) • Create Date To (Less than or equal to/Less than/Equal to) • Assigned to Me *Buttons:* • Search • Download	*(Status Dropdown)* • Draft • Deleted • Pending Contracting Officer Review • Returned By Contracting Officer • Pending ARZ MOD Reviewer Approval • Returned By ARZ MOD Reviewer • Awaiting Contracting Officer Signature • Signed Released • Release Publication Error

	• Bookmark • Cancel *NOTE: At least one search criterion is required to perform a search.* Set the **Status** drop-down to the **'Pending ARZ Mod Reviewer Approval'** status and enter other search criteria to locate the documents. MDO – ARZ Mod Reviewers may **Review** all documents in the **'Pending ARZ Mod Reviewer Approval'** status. After entering search criteria click the **Search** button. The search results display on the same page.
Search Results	Search Results display below the Search Criteria and allow new searches without leaving the page. Users can find the documents quickly and easily. Locate the document being **Reviewed** and click the **Document ID** hyperlink to open the ARZ Modification. *MDO ARZ Mod - Search Results Columns:*　　　　　*(ARZ Mod Type Options)* <table><tr><td> - Document ID - Initiator - Contracting Officer - Contractor Name (new) - Contractor Name (old) - CAGE (new) - CAGE (old) - Status - Document Type - ARZ Mod Type (Refer to ARZ Mod Type Options) - Associated Contracts - Pay Office (new) - Pay Office (old) - Admin Office (new) </td><td> - Workload Realignment (includes CMO Disestablished and CMO established) - Agreement (includes Contractor UEID Change) - Contractor Name Change - Address Change (includes Contract Physical Address Change) - Clause Addition - Other </td></tr></table>

	• Admin Office (old) • CMO Established • CMO Disestablished • ARZ Mod Reviewer • Release Start Date • Release Date • Date Submitted • Date Last Action
ARZ Modification Tab	The ARZ MOD Creation screen displays information for the ARZ Modification entered on the tabs below. The document is in a read-only state. If the document requires changes from the MDO – CO, click the **Return to Contracting Officer** button. Review the **Return - ARZ Modification to Contracting Officer** training on the MDO WBT for more information. The **MDO – ARZ Mod Reviewer** must enter the **Release Date Range** after reviewing the document information. There is additional information concerning the **Release Date Range** at the end of this section. **ARZ MOD Creation tabs:** • ARZ Modification • Associated Contracts • Attachments • History *NOTE: The Save button is available at all points during the ARZ Modification workflow process. The button will save all information currently input. Take note of the Document ID at the top of the page, this ID may be used to locate the saved document via the MDO Search page. Please refer to the ARZ Modification - Save training available on the MDO WBT under ARZ Modification General Functions link for more details.* The ARZ Modification Tab presents the user with Yes/No questions that display additional questions depending on the answers chosen for each Yes/No question. The answers input by the initiator display and will be read-only. Not all Yes/No questions display, only those required based on the initiator's answers. If changes are required return the document back to the MDO – Contracting Officer.

ARZ Modification Questions:

The first question displayed is:

Will this modification implement a workload realignment? **Yes/No**

The answer chosen populates different questions and the sections below have been separated based on the answer to the first question and is indicated with "Workload Realignment (Yes/No) Answer Route".

Workload Realignment 'No' Answer Route:

Will this modification implement a workload realignment? **NO Route**

Contractor's CAGE

Will this modification serve to implement a Novation, Change-of-Name, Conversion, or Restructure Agreement, under FAR Subpart 42.12? **Yes/No**

Will this modification cause a change to the Contractor's CAGE Code? **Yes/No**

Contractor's previous CAGE

Contractor's new CAGE

Contractor's UEI

Will this modification cause a change to the Contractor's UEI? **Yes/No**

Contractor's previous UEI

Contractor's new UEI

Contractor's Name

Will this modification cause a change to the Contractor's name? **Yes/No**

Has the Contractor already updated its name in System for Award Management (SAM)? **Yes/No**

Contractor's previous name

Contractor's new name

Is the Contractor's name change applicable to the hard copy check remittance address? **Yes/No**

Contractor's new name for remittance purposes

Agreement

What is the date of the DACO/ACO/AGO Signature on the Agreement?

Is the Agreement attached? **Yes/No**

Address

(*Fields display when "No" is selected in the "Will this modification serve to implement a Novation, Change-of-Name, Conversion, or Restructure Agreement, under FAR Subpart 42.12?" field*)

Will this modification cause a change to the Contractor's physical address? **Yes/No**

(*Fields display when "Yes" is selected in the above field*)

Physical Address

Address	Old Address	New Address
Address Line 1	**(Old Address information will be pre-populated from EDA/SDW)**	
Address Line 2		
Address Line 3		
City		
State		
Zip+4		

Is the Contractor's address change applicable to the hard copy check remittance address? **Yes/No**

Remittance Address

Address	Old Address	New Address
Address Line 1	**(Old Address information will be pre-populated from EDA/SDW)**	
Address Line 2		
Address Line 3		
City		
State		
Zip+4		

Has the Contractor already updated its physical address in System for Award Management(SAM)? **Yes/No**

Admin Office

(*Fields display when ("No" is selected in "Will this modification serve to implement a Novation…" AND "Yes" in the "Will this modification cause a change to the Contractor's physical address?") OR ("Yes" is selected in "Will this modification serve to implement a Novation…")*)

Will this modification cause a change to the administration office? **Yes/No**

(*Fields display when "Yes" is selected in the above field*)

DoDAAC of losing (old) administration office (*The losing CMO Address source will be the Award or latest P-Mod/A-Mod/ARZ Mod based on the effective date. If more than one Mod was entered on the same date, default to the DFARs for prioritization.*)

DoDAAC of gaining (new) administration office

Pay Office

Will this modification cause a change to the payment office? **Yes/No**

DoDAAC of losing (old) pay office

DoDAAC of gaining (new) pay office

Clauses

Will this modification add clause(s) to the included contracts/orders?

Buttons:

- Add Clause

Regulation URL

Regulation or Supplement

Clause Number

Clause Title

Effective Date

Section of the Uniform Contract Format (UCF)

Workload Realignment 'Yes' Answer Route:

Will this modification implement a workload realignment? **Yes Route**

General Order

Is this workload realignment a result of a General Order? Y**es/No**

General Order Number

Effective date of General Order

CMO Disestablished

Is a CMO being disestablished? **Yes/No**

Disestablished CMO DoDAAC

CMO Established

Is a CMO being established? **Yes/No**

Newly Established CMO DoDAAC

	Admin Office Will this modification cause a change to the administration office? **Yes/No** (*Fields display when "Yes" is selected in the above field*) DoDAAC of losing (old) administration office (*The losing CMO Address source will be the Award or latest P-Mod/A-Mod/ARZ Mod based on the effective date. If more than one Mod was entered on the same date, default to the DFARs for prioritization.*) DoDAAC of gaining (new) administration office *Pay Office* Will this modification cause a change to the payment office? **Yes/No** DoDAAC of losing (old) pay office DoDAAC of gaining (new) pay office Comments Text field provided to users to enter information for the ARZ Modification. This field is mandatory when all answers selected are **'No'**. *Release Date* Release Date Range YYYY/MM/DD to YYYY/MM/DD Release Date Range is required prior to sending the document for Release by an MDO – CO. Enter the date range or select a date from the calendar pop-up for each field.
Associated Contracts Tab	The Associated Contracts tab displays the selected Contracts/Orders for the ARZ Modification. **Contract/Order Information:** - Contract Number - Order Number - CAGE - MOD Number - Award Status - PDS Status

	- Attachment Status (in UTC)
	 - Download
	     o SF30
	     o CSV
	     o PDS
	     o Attachment CSV
	 - FPDS Status
	 - FPDS link
	
	 After the ARZ Modification is released, a MOD Number is assigned to each Contract/Order. Additionally, the SF30, CSV, PDS, and Attachment CSV files are available for download. The Download column provides the four links to download the individual files listed for the associated Contract/Order.
	
	 There are data download buttons available for users to review the information offline in Excel or CSV format.
	
	 Buttons:
	 - Download data as CSV
	 - Download data as Excel
	 - Refresh the data

Attachments Tab	Attachments are conditionally mandatory before the modifications are released; if there are no attachments on the ARZ Modification, they will be required to **Sign/Release** the document in the final step of the workflow if either of the two question scenarios outlined below are met. Attachments are mandatory only when these question scenarios are met: ### First Scenario Will this modification implement a workload realignment? **No** *New questions appear* Will this modification serve to implement a Novation, Change-of-Name, Conversion, or Restructure Agreement, under FAR Subpart 42.12? **Yes**

New questions appear

What is the date of the DACO/ACO/AGO Signature on the Agreement?

Is the Agreement attached? **Yes**

Second Scenario

Will this modification implement a workload realignment? **Yes**

New questions appear

Is this workload realignment a result of a General Order? **Yes**

Adding Attachments

To begin adding attachments click the **Choose** button. Select all necessary attachments in a PDF format. All attachments selected display below where they may be deleted or added.

After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document. Uploaded attachments may be deleted.

The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.

Buttons:
- Choose
- Upload
- Cancel

Files being Uploaded section:

- File Name
- File Size (KB/MB)
- Delete

Files that have been Uploaded section:

- File Name (*special characters are removed*)
- File Type (PDF)
- File Size (MB)
- Upload Date
- Name (*Uploader's First/Last Name*)
- Actions
  - Delete

History Tab	The history page displays all previous actions taken on the ARZ Modification document during the workflow process, separated by role and action. **History tab entries:** - Role - Action Taken - Action Date - Status - First Name - Last Name - Email - Title - Commercial Telephone - DSN Telephone - Comments
Review Submit	After the information is input, the document is ready for submission. Click the **Submit to Contracting Officer for Review** button to continue the workflow process. Document validation runs displaying soft warnings/errors on a modal pop-up; make necessary corrections before submitting. An optional Comments box is available on the pop-up. The User's DoDAAC(s) displays along with a Contracting Officer drop-down menu. Users with multiple DoDAACs may select a different DoDAAC to submit the ARZ Modification. The Contracting Officer drop-down

	populates with all active Contracting Officers available for the chosen User's DoDAAC. Select a Contracting Officer from the drop-down to review the ARZ Modification. Click the **Submit to Contracting Officer for Review** button to continue.
Review Success	Successfully **Reviewing** an ARZ Modification directs the user to a Success screen with the information for the document. The document is in the **'Awaiting Contracting Officer Signature'** status and assigned to the **MDO – Contracting Officer**. An email is sent to the users associated with the document; informing them the document has been **Reviewed** by an **MDO – ARZ Mod Reviewer**. **Information provided on the Success screen:** • Document ID • Document Type • Status • Action Taken • Action Date • Submitted By *Buttons:* • Home