

MDO CO Review and Edit ARZ Modification

Reference Guide

Homepage

MDO Application

MDO

Search

Table of Contents

- Roles 1**
- Review an ARZ Modification Document..... 1**
- Search Criteria 1**
 - Search Criteria:..... 1*
- Search Results 2**
 - MDO ARZ Mod - Search Results Columns:..... 2*
- ARZ Modification Tab..... 3**
 - ARZ MOD Creation tabs: 3
 - ARZ Modification Questions: 4
 - Workload Realignment 'No' Answer Route:..... 4
 - Contractor's CAGE 4*
 - Contractor's UEI 4*
 - Contractor's Name..... 4*
 - Agreement 5*
 - Address 5*
 - Physical Address 5*
 - Remittance Address 6*
 - Admin Office 6*

<i>Pay Office</i>	6
<i>Clauses</i>	6
Workload Realignment 'Yes' Answer Route:	7
<i>General Order</i>	7
<i>CMO Disestablished</i>	7
<i>CMO Established</i>	7
<i>Admin Office</i>	8
<i>Pay Office</i>	8
<i>Comments</i>	8
Associated Contracts Tab	8
Contract/Order Information:	8
Attachments Tab	9
First Scenario	9
Second Scenario	10
<i>Adding Attachments</i>	10
<i>Files being Uploaded section:</i>	10
<i>Files that have been Uploaded section:</i>	10
History Tab	11
History tab entries:	11
Review Submit	11
Review Success	11
Information provided on the Success screen:	11

<p>Roles</p>	<p>The role(s) required to Review an ARZ Modification Document submitted for review by an MDO – Contract Specialist in the Modification and Delivery Order (MDO) application:</p> <ul style="list-style-type: none"> • MDO - Contracting Officer
<p>Review an ARZ Modification Document</p>	<p>This guide provides an overview of how an MDO – Contracting Officer user Reviews and Edits an ARZ Modification document in the Modification and Delivery Order (MDO) application that was submitted for review from an MDO – Contract Specialist.</p> <p>Log in to PIEE as an MDO - Contracting Officer and access the MDO application. In the MDO application go to MDO > Search. Only documents in the ‘Pending Contracting Officer Review’ status may be Reviewed and Edited by an MDO – CO.</p> <p>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.</p>
<p>Search Criteria</p>	<p>The MDO Search page is used to search for ARZ Modification documents in the workflow.</p> <p><i>Search Criteria:</i></p> <ul style="list-style-type: none"> • 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 <p><i>(Status Dropdown)</i></p> <ul style="list-style-type: none"> • 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 <p><i>Buttons:</i></p> <ul style="list-style-type: none"> • Search • Download

- Bookmark
- Cancel

NOTE: At least one search criterion is required to perform a search.

Set the **Status** drop-down to the '**Pending Contracting Officer Review**' status and enter other search criteria to locate the documents. MDO – Contracting Officers may **Review** documents assigned to them or in their span of control.

After entering search criteria click the **Search** button. The search results display on the same page.

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)

- | | |
|---|---|
| <ul style="list-style-type: none"> • Document ID • Initiator • Contracting Officer • Contractor Name (new) • Contractor Name (old) • CAGE (new) • CAGE (old) • Status • Document Type • ARZ Mod Type (<i>Refer to ARZ Mod Type Options</i>) • Associated Contracts • Pay Office (new) • Pay Office (old) • Admin Office (new) • Admin Office (old) | <ul style="list-style-type: none"> • 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 |
|---|---|

Search Results

- CMO Established
- CMO Disestablished
- ARZ Mod Reviewer
- Release Start Date
- Release Date
- Date Submitted
- Date Last Action

The ARZ MOD Creation screen displays information for the ARZ Modification entered on the tabs below. The MDO – CO may edit the ARZ Modification by clicking the **Edit** button; the document is in a read-only state by default. If the document requires changes from the MDO – CS, click the **Return to Contract Specialist** button. Review the **Return - to Contract Specialist** training on the MDO WBT for more information.

ARZ MOD Creation tabs:

- ARZ Modification
- Associated Contracts
- Attachments
- History

**ARZ Modification
Tab**

*NOTE: The **Save** button is available at all points during the ARZ Modification workflow process. The button saves 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. Refer to the [Save](#) training available on the MDO WBT under **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 are read-only unless the **Edit** button is clicked. Not all Yes/No questions display, only those required based on the initiator’s answers. Changing these Yes/No answers changes the displayed questions. If the MDO – CO needs to make changes to the document, they may click the **Edit** button to make the changes or return it to the MDO – Contract Specialist for changes.

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? **Yes/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

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**'.

The Associated Contracts tab displays the selected Contracts/Orders for the ARZ Modification. The Contracts and Orders may be changed during the **Edit** process by the MDO – CO.

**Associated
Contracts Tab**

Contract/Order Information:

- Contract Number
- Order Number
- CAGE
- MOD Number
- Award Status
- PDS Status
- Attachment Status (in UTC)
- Download
 - SF30
 - CSV
 - PDS
 - 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 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**

Attachments Tab

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, the 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)

	<ul style="list-style-type: none"> • Upload Date • Name (<i>Uploader's First/Last Name</i>) • Actions <ul style="list-style-type: none"> ○ Delete
<p>History Tab</p>	<p>The history page displays all previous actions taken on the ARZ Modification document during the workflow process, separated by role and action.</p> <p>History tab entries:</p> <ul style="list-style-type: none"> • Role • Action Taken • Action Date • Status • First Name • Last Name • Email • Title • Commercial Telephone • DSN Telephone • Comments
<p>Review Submit</p>	<p>After reviewing the information to ensure it is correct and is ready for submission, click the Send to Reviewer button to finish the review process. The Comments field is mandatory if the user edits and answers No to all questions on the ARZ Modification tab. 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. Click the Submit button to continue. Users with a User ID and Password will enter Multifactor Authentication; Certificate or CAC/PIV users will select their certificate.</p>
<p>Review Success</p>	<p>Successfully Reviewing an ARZ Modification directs the user to a Success screen with the information for the document. The document is in the 'Pending ARZ MOD Reviewer Approval' status and assigned to the MDO – ARZ Mod Reviewers. An email is sent to the users associated with the document; informing them the document has been Reviewed by the MDO – Contracting Officer.</p> <p>Information provided on the Success screen:</p> <ul style="list-style-type: none"> • Document ID • Document Type

- Status
- Action Taken
- Action Date
- Submitted By

Buttons:

- Home