MDO CO Sign/Release ARZ Modification

Reference Guide

Homepage	MDO Application	MDO	Search

Table of Contents

Roles	The role(s) required to **Sign/Release** an ARZ Modification Document in the **Modification and Delivery Orders (MDO)** application: • MDO - Contracting Officer
Sign/Release an ARZ Modification Document	This guide provides an overview of how an **MDO – Contracting Officer** user **Signs/Releases** an ARZ Modification document in the **Modification and Delivery Orders (MDO)** application that was approved for release from an **MDO – ARZ Mod Reviewer**. 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 **'Awaiting Contracting Officer Signature'** status may be **Signed/Released** by an MDO – CO. 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 • Bookmark *(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

	• Cancel *NOTE: At least one search criterion is required to perform a search.* Set the **Status** drop-down to the **'Awaiting Contracting Officer Signature'** status and enter other search criteria to locate the documents. MDO – Contracting Officers may **Sign/Release** 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	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 **Signed/Released** and click the **Document ID** hyperlink to open the ARZ Modification. *MDO ARZ Mod - Search Results Columns:* • 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) • Admin Office (old) • CMO Established *(ARZ Mod Type Options)* • 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

	• 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. The **MDO – Contracting Officer** must enter the **Effective Date** after reviewing the document information. There is additional information concerning the **Effective Date** at the end of this section. **ARZ MOD Creation tabs:** • ARZ Modification • Associated Contracts • Attachments • History 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. Not all Yes/No questions display, only those required based on the initiator's answers. **ARZ Modification Questions:**<hr>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

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

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 *Effective Date* Effective Date YYYY/MM/DD Effective Date is required prior to **Signing/Releasing** the ARZ Modification. Enter the date or select a date from the calendar pop-up.

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
	  - SF 30
	  - 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 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 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, 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)

	• 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
Release Mod(s)	After reviewing the information to ensure it is correct and is ready for submission, click the **Release Mod(s)** button to finish 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. 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.
Sign/Release Success	Successfully **Signing/Releasing** an ARZ Modification directs the user to a Success screen with the information for the document. The document is in the status **Signed/Released**. An email is sent to the users associated with the document; informing them the document has been **Signed/Released** by the **MDO – Contracting Officer**. No further action is required. **Information provided on the Success screen:** • Document ID • Document Type • Status • Action Taken • Action Date

	• Submitted By *Buttons:* • Home **Closed Contract/Order Removal Process:** When an ARZ Mod is released, the system will run a validation to see if any contracts/orders listed within the ARZ Mod have been closed and the contracts/orders that are identified as closed will be removed from the ARZ Mod. The user will be notified via an informational success screen and will include: • Contract Number • Order Number
Error Release Date Range	MOD(s) can only release within the release date range set by the **MDO - ARZ Mod Reviewer**. An email is sent to the user when the **MDO - ARZ Mod Reviewer** has reviewed the ARZ Modification, and the email includes the release date range. If the date range has already passed, the user will need to contact the **MDO – ARZ Mod Reviewers** and request that the Release Date be updated.
Release/Publication Error	If the document fails to successfully **Sign/Release** the ARZ Modification will be in the **'Release/Publication Error'** status. The document will need to be **Signed/Released** again by the assigned **MDO – Contracting Officer** or another in the same span of control.