

DoDAAC Purpose Codes Submitted Folder

Reference Guide

PCM Homepage

DoDAAC Purpose Codes

Submitted Folder

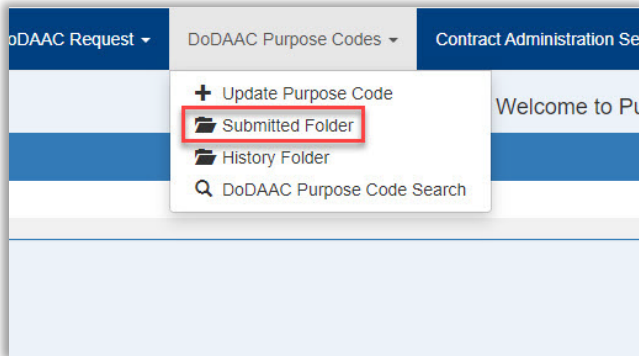
Role Access

PCM user roles with access to the DoDAAC Purpose Codes Submitted folder:

- PCM PMO
- PCM Help Desk View Only

Submitted Folder

To view submitted DoDAAC Purpose Code update requests, navigate to the DoDAAC Purpose Codes dropdown menu and select **Submitted Folder**.



Submitted DoDAAC Purpose Code update requests will be displayed, including approver information. By default, folder contents will be sorted by Request Tracking Number.

A screenshot of the 'DoDAAC Purpose Codes Submitted Folder' table. The table has columns for Request Tracking Number, DoDAAC, DoDAAC Group Path, Activity Name, Flag Name, Flag Start Date, Flag End Date, CGAC, Sub Tier, Requestor Email, Submit Date, Approver Name, Approver Email, and Action. The first row is highlighted. Annotations include a red circle '1' on the 'Export' button at the bottom left, a red circle '2' on the 'more' link in the 'Approver Name' column of the first row, and a red circle '3' on the 'Open' button in the 'Action' column of the first row.

Request Tracking Number	DoDAAC	DoDAAC Group Path	Activity Name	Flag Name	Flag Start Date	Flag End Date	CGAC	Sub Tier	Requestor Email	Submit Date	Approver Name	Approver Email	Action
512224	ZZZEY6	TOP/DEPT OF DEFENSE/DEPT OF THE AIR FORCE/A1MEZ7415 ROCKWELL COLLINS INC - ZZZEY6	EZ7415 ROCKWELL COLLINS INC	Procurement		2021/12/09	017	1700	@caci.com	2021/11/23	Kelli Proc Grant Mgr Lev 1 Fuller + 1 more	@caci.com + 1 more	Open
5123918	ZZZEY6	TOP/DEPT OF DEFENSE/DEPT OF THE AIR FORCE/A1MEZ7415 ROCKWELL COLLINS INC - ZZZEY6	EZ7415 ROCKWELL COLLINS INC	Payment Office	2021/12/14	2021/12/31	017	1700	@gmail.com	2021/12/16	Kelli Fuller PCM	@caci.com	Open
5123922	ZZZWFN	TOP/DEPT OF DEFENSE/DEPT OF THE AIR FORCE/A1M/703D SUPPORT BATTALION COMPANY A - ZZZWFN	703D SUPPORT BATTALION COMPANY A	Procurement	2021/11/25	2022/01/07	057	5700	@caci.com	2021/12/20	Kelli Proc Grant Mgr Lev 1 Fuller + 1 more	@caci.com + 1 more	Open
51239	ZZZWFN	TOP/DEPT OF	703D SUPPORT	Procurement	2021/11/25	2021/12/23	057	5700	@caci.com	2021/12/20	Kelli Proc	@caci.com + 1	Open

1. All folder contents, including a list of all approvers, can be exported to a spreadsheet by selecting the **Export** button.

- Requests with multiple approvers will include links within the Approver Name and Approver Email columns. To view additional approver information, select the **+[number] more** link. A modal will display with a list of all approvers who have taken action on the request.
- To view further details of a Contractor DoDAAC Request record, select the **View** button in the Actions column.

Approving/Rejecting DoDAAC Purpose Code Update Requests

PCM PMO users may approve or reject DoDAAC Purpose Code update requests. Upon opening a DoDAAC Purpose Code update request, the request details are displayed with options for approving or rejecting the request.

Flag (Purpose Code) Start Date

Flag (Purpose Code) End Date 2021-12-09

CGAC 017

Sub Tier 1700

Approval Authority Information

1 Approved †

Approval Date*

3 Central Service Point (CSP) Agency † U.S. Coast Guard (DHS)

2 Reject to Requestor †

4 Comments †

† - At least one is required

5

- To approve the request, select the **Approved** checkbox.
- To reject the request, select the **Reject to Requestor** checkbox.
- Select an option from the **Central Service Point (CSP) Agency** dropdown menu.
- Comments must be entered in the **Comments** field when rejecting a DoDAAC Purpose Code update request.
- Select the **Submit** button to submit the approval/rejection.