



PROCURE-TO-PAY

TRAINING SYMPOSIUM 2019

Orlando

PCM – Contractor DoDAACs

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What problem are we addressing?

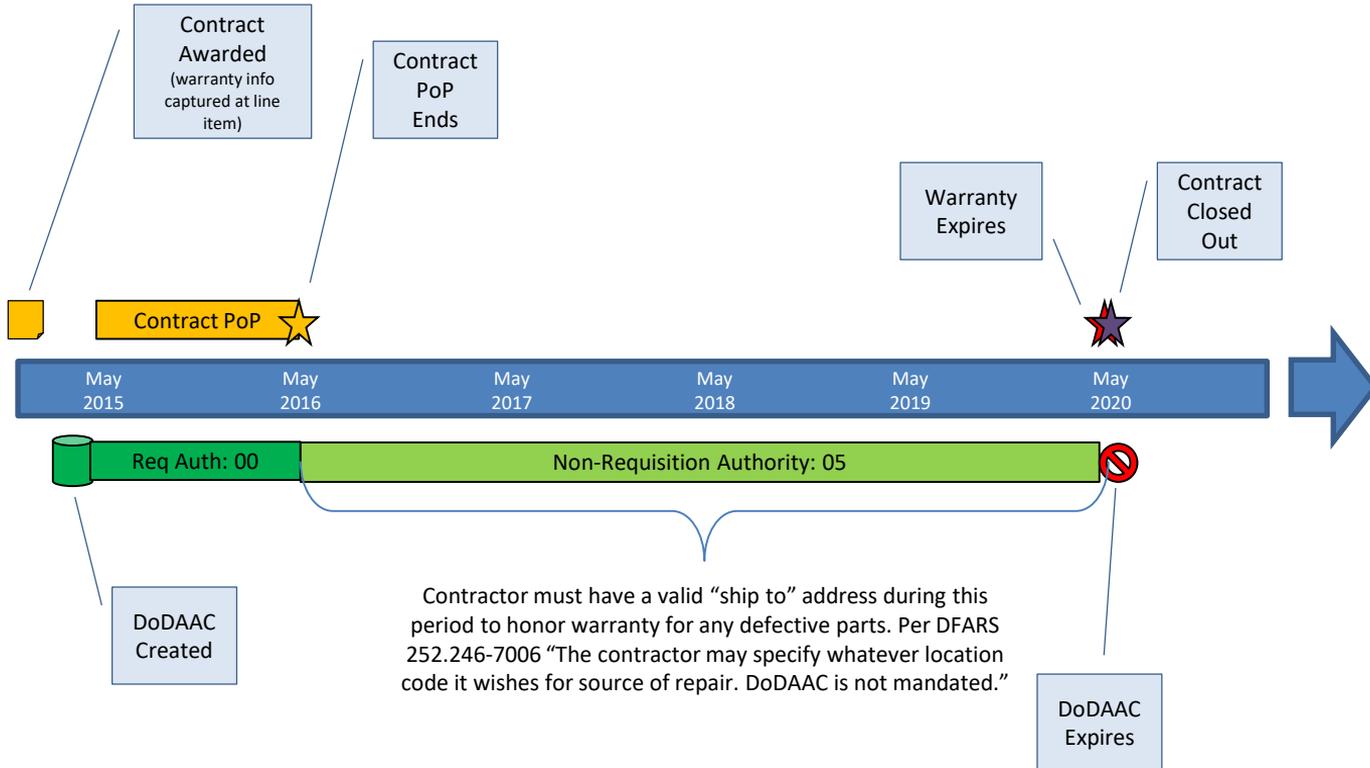
- The process for assigning contractor DoDAACs for access to the DoD supply system is an identified audit weakness
- We've partnered with ASD(Sustainment), and DLA (Enterprise Business Standardization Office and J-6) to address joint audit weaknesses around controlling contractor access to DoD supply systems that can impact readiness

Contractor DoDAACs – Remind Me

- Per FAR 51.102, contractors may be assigned DoDAACs in order to gain access to government sources of supply if required under their contractual agreement.
- These DoDAACs should be deleted “when contracts are completed or terminated.” (See additional policy references in back up.)
- A contract may establish many DoDAACs
 - Requisitioning DoDAACs should cite only one contract
 - Ship To DoDAACs may be related to multiple contracts

Contractor DoDAACs

Example: One Contract, One Contractor with Warranty



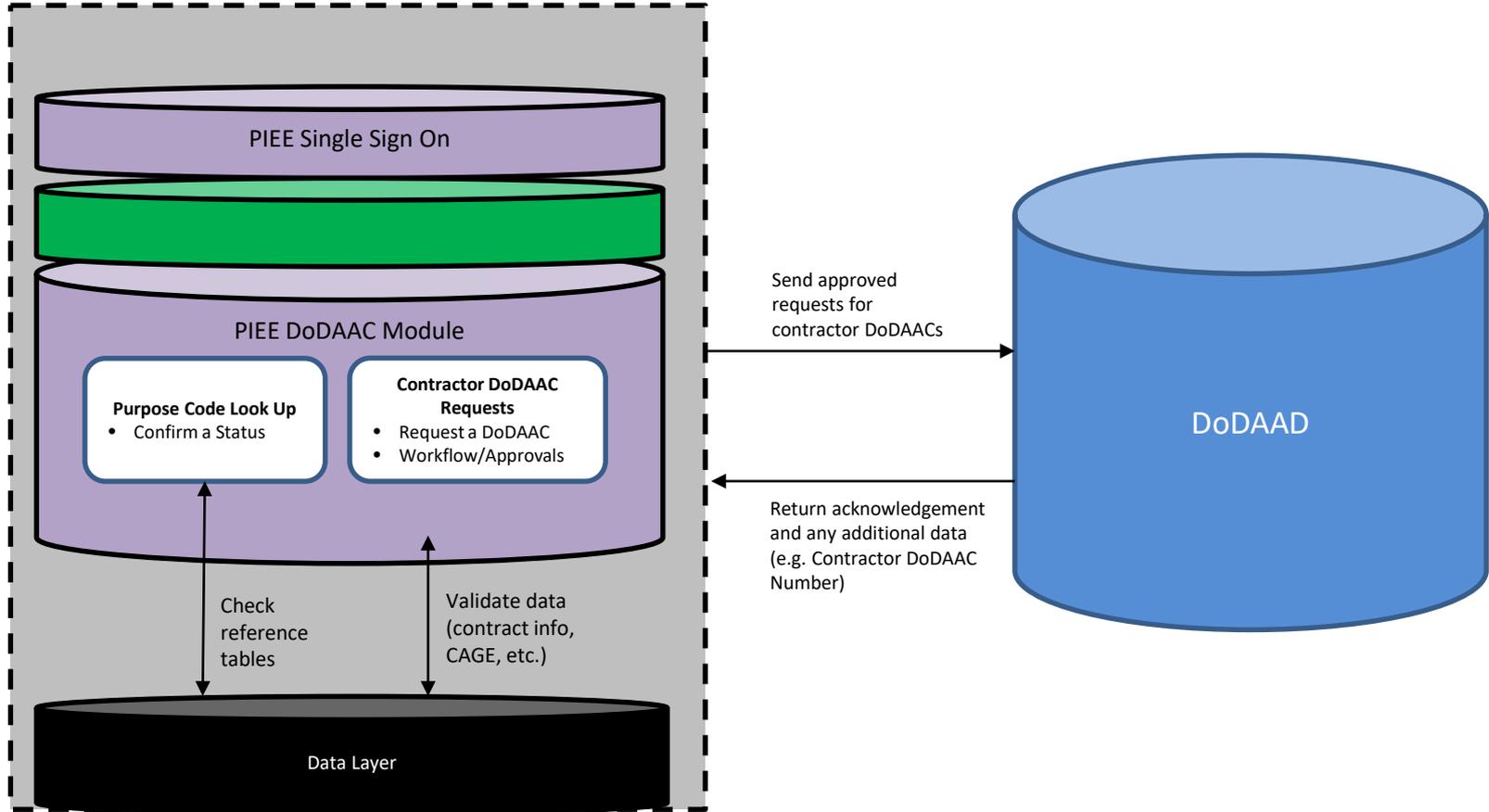
PCM – Contractor DoDAAC Request Module

- A new **Contractor DoDAAC** assignment module was deployed in PIEE in November, 2018 with a capability for -
 - Centralized Contractor DoDAAC request and update process in an enterprise system
 - Interfaces with the DoDAAD, but will be the authoritative source for Contractor DoDAAC information.
- The Contracting Community (KO's and Contract Specialists) will be required to approve all contractor DoDAAC requests prior to them going to the DoDAAD.

Why Did We Make the Change?

- **It is a contracting responsibility:** Contractor DoDAAC assignment and management falls under PGI 251.102-70 Contracting office responsibilities which specifies that the Contractor DoDAAC "... shall be assigned to the contractor for authorization to use Government supply sources only for the contract number cited in paragraph 1 of the authorization format." However, it is largely handled by the supply community today.
- **It has been inconsistently managed:** Contractor DoDAACs (for requisitioning and shipping responsibilities under a contract) have been inconsistently assigned and managed
 - Not properly numbered in a contractor series
 - Not closed out after contract close out
 - Not easily visible/trackable
 - Resulted in audit findings
- **The process needed to be more accessible:** to ensure the Contractor DoDAAC request process is accessible and approved by Contracting Officers/Specialists

DoDAAC Purpose Code in PIEE



PCM – Contractor DoDAAC Request Module CAC-Users

https://wawf.eb.mil/shtml/auth/home/home.shtml

Procurement Integrated Enterp... x

ATLnet DAI Portal - DAIPortalHome Procurement Integrated E... DoD Procurement Toolbox DPAP Defense Acquisition... Federal Acquisition Regul... myPay Web Site

My Account Help

User : CAROL VIGNA Logout

Last Successful Logon Date: 2019/04/15 09:18:46 MDT
Last Unsuccessful Logon Attempt: 2016/02/08 06:51:31 MDT

5.12.2 Procurement Integrated Enterprise Environment

Welcome to the Procurement Integrated Enterprise Environment

Award

Solicitation

Post Award Admin

CORT TOOL
COR Tracking Tool

CCM
Contracting Communication Module

CDR
Contract Deficiency Reports

EDA
Electronic Document Access

PCM
Purpose Code Management

Payment

Property Management

PCM – Contractor DoDAAC Request Non-CAC-Users

The screenshot shows the WideAreaWorkFlow e-Business Suite login page. The page includes a header with the logo and navigation links for 'New Federal Customer', 'Register', and 'Help/Training'. The main content area features a 'Certificate Login' section with a 'Certificate Login' button and a 'CAC Help?' link, and a 'User ID Login' section with input fields for 'User ID' and 'Password', and a 'Login' button. A 'System Messages' box is also present. A blue callout box with white text is overlaid on the page, stating: 'Access to the Contractor DoDAAC Request functionality for non-registered users is available using the 'Purpose Code Management' link on the login page.' A red arrow points from this callout box to the 'Purpose Code Management' link in the 'Quick Links' section at the bottom left. Another red box highlights the 'PCM' icon in the footer navigation bar, which is also circled in red. The footer navigation bar contains various agency logos including IRAPT, PPML, JAM, PAIT, and PCM.

WideAreaWorkFlow
e-Business Suite

New Federal Customer Register Help/Training

Certificate Login
Certificate Login
CAC Help?

User ID Login
User ID
Password
Login
Forgot your User ID or Organization?

System Messages

Access to the Contractor DoDAAC Request functionality for non-registered users is available using the 'Purpose Code Management' link on the login page.

IRAPT PPML JAM PAIT PCM

Quick Links
Security and Privacy
Accessibility
Government Customer Support
Purpose Code Management

Getting Started Help
Machine Setup
Vendor's Getting Started
Government Users Getting Started
Government Support Contractors Getting Started
Lookup Tables
New Federal Customers

iRAPT Mobile
Apple App Store (External Link)
Google Play (External Link)

PCM Module Screen shot

1) All registered roles will have the 'Contractor DoDAAC Requests' and 'Search' menus.

2) All users with the Contractor DoDAAC Manager role will be able to create a Contractor DoDAAC request, approve and reject requests, and view history of requests. The 'Rejected Folder' will not be available.

3) All non-manager role users will be able to create a Contractor DoDAAC request, view history of requests, and resubmit rejected requests. The 'Approver Folder' will not be available.

4) All registered users will have access to lookup Contract Administration DoDAACs, and per this ECP, they will also have access to search by:

- CAGE code to return Contractor DoDAACs with that CAGE code listed
- Contract number to see Contractor DoDAACs related to that contract
- Contractor DoDAAC to see full (individual) DoDAAC record

Contractor DoDAAC Request – Validations Prior to Displaying the Request Form

Prior to displaying the Contractor DoDAAC request form, validations will be performed as follows:

- For Requisition requests (Authority Code = '00'):
 - ✓ The contract number must be valid → If not valid, full stop with error.
 - ✓ Both clauses, FAR 52.25-1 and DFARS 252.251-7000, must exist for the contract number.
 - ✓ If fully conformed contract, both clauses must be there, otherwise full stop with error.
 - ✓ If not a fully conformed contract and missing clause(s), give a warning message and let them continue.
 - ✓ There must be at least one item on the requisition tab of the latest GFP attachment for the contract number (by effective date). → If not found, give warning message and let them continue
- For Non-Requisition requests (Authority Code = '01'):
 - ✓ The CAGE Code must be valid. → If not valid, full stop with error.

If any validations fail, an error message will be displayed and the requestor will be prevented from continuing.

Contractor DoDAAC Request Form

1) For both Requisition and Non-Requisition Contractor DoDAAC requests, a new page will be displayed for the request form. Applicable fields will be prepopulated from the contract that was selected or entered. Prepopulated data will be read only.

The screenshot displays a web-based form for requesting a Contractor DoDAAC. The form is organized into several sections:

- Requisition Information:** Includes fields for Requirer Name, Requirer Email, Effective Date, Expiration Date, Reason, and a dropdown for Line 2.
- DoDAAC Identity Information:** Includes Organization Type Code, Authority Code, Common Governmental Accounting Classification (CGAC) Code, and Job Title.
- TACI Information - Owner Address:** Includes Line 1, Line 2, Country Code, State/PO/Province (if any), City, and International Postal Code 1.
- TACI Information - Only To a Freight Address:** Includes a "View Owner Address" button, Line 1, Line 2, Country Code, State/PO/Province (if any), City, and International Postal Code 1.
- Transportation Information:** Includes Consolidation and Containerization Point (CCP), Break Bulk Point (BBP), Aerial Port of Detachment (APOD), Water Port of Detachment (WPOD), and Air Lines of Communication (used by HRFY Only).
- Contractor Information:** Includes Contract Number, Contract Administration Office DoDAAC, Contract Expiration Date, Contract Period of Performance End Date, CASE Code, Contracting Service Agency DoDAAC, and Order Number.
- Point of Contact Information:** Includes POC Name and POC Email.

2) Mouse over text and help pages will be provided.

Contractor DoDAAC Request Form cont. – TAC2 and TAC3

The screenshot displays two sections of the form: 'TAC2 Information - Ship To or Freight Address' and 'TAC3 Information - Bill To Address'. Each section contains a 'Same as Owner Address' button and several text input fields. Callouts provide instructions on field validation and data copying.

TAC2 Information - Ship To or Freight Address

- Buttons: Same as Owner Address
- Fields: Line 1*, Line 3, State/APO/Province (2 chars)*, Zip Code, Line 2, Country Code*, City*, International Postal Code

TAC3 Information - Bill To Address

- Buttons: Same as Owner Address
- Fields: Line 1*, Line 3, State/APO/Province (2 chars)*, Zip Code, ADSN/FSN, Line 2, Country Code*, City*, International Postal Code

1) All field validations are the same as TAC1.

2) Users may copy the TAC1 data to TAC 2 and 3 by clicking the 'Same as Owner Address' button.

3) TAC3 is required for Requisition Contractor DoDAACs (Authority Code = '00') and includes an additional field for ADSN/FSN, which does not have field details in the validations table.

Contractor DoDAAC Request – Notification to Approver

From: reply-to@email.com
To: approver@email.com
Subject: Contractor DoDAAC Request for Northrop Grumman System Corporation

A Contractor DoDAAC Request form has been submitted:

CAGE Code: 06481

Vendor Activity Name: Northrop Grumman System Corporation

Contract Number: HQ033716K1216

Delivery Order Number: 1244

Please access the Purpose Code Management (PCM) Module to review the Contractor DoDAAC Request.

THIS IS A SYSTEM GENERATED EMAIL MESSAGE, PLEASE DO NOT RESPOND TO THIS EMAIL.

Looking for Early Adopters

- Site is live on PIEE
- **We need your help** deploying the capability as an early adopter
 - User set up – we assume it will be easy, want to confirm
 - Request – want to confirm the data and how it is being validated
 - Approvals by 1102s – they always had a role, now it is more defined
 - DoDAAD interface – want to be sure requests are being sent to CSPs and processed correctly
 - Want to better understand any impacts to Components' business processes

Benefits to Early Adopters

- **Easy On-Ramp:**
 - For those in the Procurement/Contracting domain, most already have PIEE accounts.
 - Role for Contractor DoDAAC requests automatically provided to all 1102's in PIEE.
- **Automated Workflow:**
 - Contracting Officers/Contract Specialists will be the final approvers of Contractor DoDAAC requests.
 - Depending on Component process, additional approvers can be added to workflow.
- **Better Data Quality:**
 - It's integrated with contract data through EDA, allows for the data entry to be validated against real contract data
- **Greater Visibility/Ability to Manage Contractor DoDAACs**
 - DLA will be ahead of the implementation curve and can have greater input on requirements going forward.



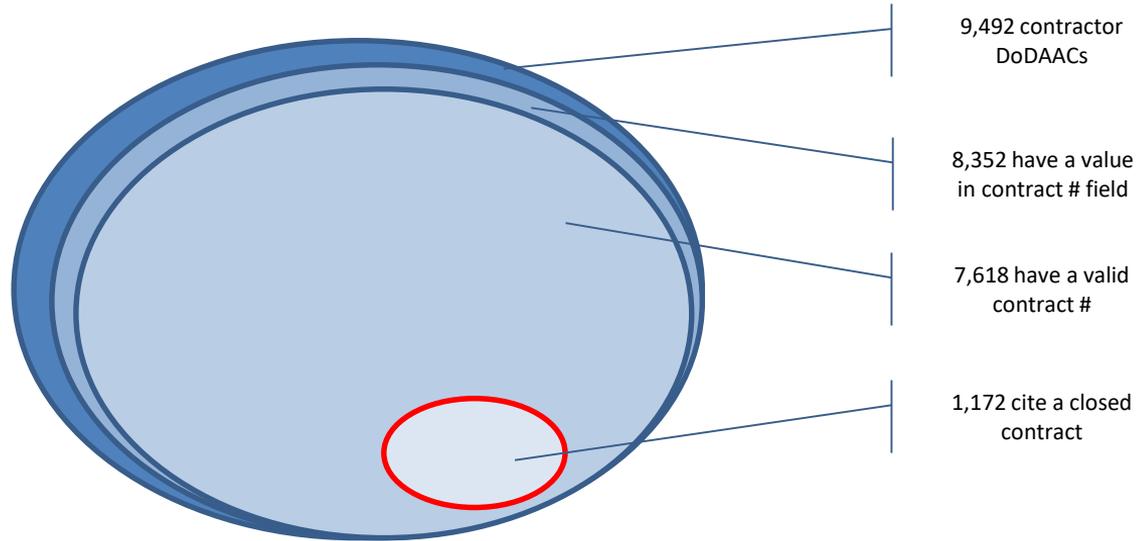
Procure-to-Pay

Training Symposium

April 23 - April 25, 2019 • Hilton Lake Buena Vista - Florida

Back Up

Contractor DoDAACs – Status (as of June 30, 2017)



FAR and DFARS Policy

FAR 51.101 says that contractors may use the government supply system (for which they need a DoDAAC) **in support of contracts.** (the allowable types of contracts are listed in the policy) It further goes on to say:

"Upon deciding to authorize a contractor to use Government supply sources, the contracting officer shall request, in writing, as applicable... A MILSTRIP activity address code from the appropriate Department of Defense (DoD) service point listed in Section 1 of the Introduction to the DoD Activity Address Directory... In each authorization to the contractor, the contracting officer --(1) Shall cite the contract number(s) involved; (2) Shall, when practicable, limit the period of the authorization..."

Per DFARS PGI 251.102 a contract number is required when authorizing a contractor DoDAAC and authorization to have the DoDAAC linked to that contract:

*"1. You are hereby authorized to use Government sources in performing Contract No. _____ for [insert the requiring activity's DoD Activity Address Code (DoDAAC)], as follows: [Insert applicable purchasing authority given to the contractor.]... The DoD Activity Address Directory (DoDAAD) (DLM 4000.25, Volume 6, Chapter 2) Activity Address Code** to which this Authorization applies is _____. 6. This Authorization expires _____. [Signed] _____ (Contracting Officer)"*

PGI 251.102-70 Contracting office responsibilities.

(a) The DoD Activity Address Code (DoDAAC) assigned in accordance with paragraph 5 of the authorization format in PGI 251.102 (DFARS/PGI view) shall be assigned to the contractor for authorization to use Government supply sources only for the contract number cited in paragraph 1 of the authorization format.

(b) The authorization to use Government sources of supply is unique to each contract and shall not be transferred or assigned to any other contractor or contract. Therefore, the same DoDAAC shall not be assigned to any other contract number during the period of performance for the contract. After 24 months has lapsed beyond contract closeout, the DoDAAC may be reused for another contract.

DoD Policy

- **Volume 6, Chapter 2 of DLM 4000.25.** *“Contractors shall only be assigned DoDAACs if they have a contract with DoD that authorizes them access to DoD supply system materiel or to provide services such as maintenance/repair that require a shipping address. CSPs shall only assign Contractor DoDAACs to contractors with contracts issued by their Component or issued on behalf of their Component. CSPs are responsible for exercising due diligence in assigning contractor DoDAACs, including coordination with the contracting officer and reviewing contract data as appropriate. CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for **cancelling it when there is no longer an active contract associated with the DoDAAC.... The CSPs will review contract expiration dates and ensure DoDAACs are deleted (inactivated from requisitioning) as of their respective contract expiration dates...** CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC and for cancelling it when there is no longer an active contract associated with the DoDAAC.”*
- **DoDI 4140.01 Volume 9.** *“DoD Components will... manage all new contracts requiring contractor access to the DoD supply system using a unique DoD activity address code (DoDAAC) for each contract at each contractor location recorded in the Central Contractor Registry... **The assigned DoDAAC will not be re-assigned to any other contract or contractor location until the contracting officer has closed the originally assigned contract and its contract document retention period has expired.**”*

DoD Policy

- **Volume 6, Chapter 2 of DLM 4000.25. Rewrite:** CSPs are responsible for assigning the appropriate authority code for a contractor DoDAAC, for monitoring contract expiration dates, and for deleting contractor DoDAACs when there is no longer an active contract associated with the DoDAAC. In addition to appropriate TAC information, CSPs will ensure the following contract information data elements are entered for every contractor DoDAAC as follows...:
 - Contract Number (CONTRACT_NO). Enter the procurement instrument identifier (PIID). The DoDAAC of the PIID should cross reference to a DoDAAC that has procurement authority (i.e., the procurement indicator is checked in the DoDAAD).
 - CAGE Code (CAGE_CODE). Enter the valid commercial and Government entity (CAGE) code of the vendor for whom the contractor DoDAAC is being created, which should be the same vendor in the contract. Even though the edit in the DoDAAD for this field checks against the validity of the CAGE Code, CSPs should validate that the CAGE is correct for the vendor cited by looking up the CAGE code in the CCR.
 - Contract Admin Office DoDAAC (CAO_DODAAC). Enter the DoDAAC of the contract administration office (CAO) as identified in the contract
 - Contract Sponsor DoDAAC (SPONSOR_DODAAC). Enter the DoDAAC of the primary activity funding the contract on behalf of the Service creating the contractor DoDAAC (i.e., if a DLA contractor DoDAAC is being created, enter the DLA sponsor DoDAAC). This will be a DoDAAC with authority code 00.

DoD Policy

DLM 4000.25 Volume 6, October 23, 2015 Change 6 CHAPTER 2 C2 -6

DoDAAD Central Service Points. DoDAAD CSPs, designated in writing by their respective Component or Agency, are responsible for the following:

- Ensure the timeliness, accuracy, and authority for use (authority code) of DoDAAC and RICinformation.
- **Monitor and delete contractor DoDAACs upon expiration of the applicable contract.**

DLM 4000.25 Volume 6, October 23, 2015 Change 6 CHAPTER 2 C2 -10

Delete Date. Delete Date is used to delete a TAC for a DoDAAC. Individual TACs may be deleted; however, a Delete Date entered on TAC 1 will delete the entire DoDAAC. Any DoDAAC whose TAC 1 contains a Delete Date that has passed is considered a deleted DoDAAC. A deleted DoDAAC will remain inactive on the DoDAAD master file for five years before the record is permanently purged from the master file. **During this five year period, a deleted DoDAAC prevents requisition transactions from being processed through DAAS; however, outstanding interfund bills (with the bill-to authorized in accordance with the DoDAAC authority code) that are associated with previously processed requisitions will not reject due to an invalid DoDAAC during this period.** After the five year period, once the deleted DoDAAC is physically removed from the DoDAAD, all subsequent requisitions or bills would reject due to an invalid DoDAAC. This is only true, however, for transactions processing through DAAS. For any transactions that process either through the Global Exchange (GEX) or some other means other than DAAS, a deleted DoDAAC will prevent those transactions from processing even during that five year period of being deemed inactive. The only indication that a DoDAAC has been deleted during those five years is the existence of a Delete Date on the master record for the given DoDAAC. No new requisitions may be initiated for a deleted/inactive DoDAAC. CSPs or monitors may restore a deleted DoDAAC, but they may not reassign it to another address during the five year period.