



NASA Customer User's Guide:

- Electronic Web Access Manager (EWAM)**
- Preaward Survey System (PASS)**
- Electronic Contract Administration Request System (ECARS)**

August 2011

Introduction

To review DCMA contractor preaward survey data or initiate a preaward survey request support from a contract management office (CMO) you will need to access DCMA's automated systems. This user's guide will assist you to gain access to these systems.

EWAM: An electronic database to request access to other DCMA customer related systems.

PASS: Review existing preaward survey data or to request a preaward survey electronically.

ECARS: Agencies outside of the Department of Defense request contract administration services support on a reimbursible basis using this system.

Once a determination is made that preaward survey support is required, access the PASS system via EWAM as outlined in this guide. Follow the steps to review existing contractor data in PASS. If data exists meeting your requirements, reports of that data can be printed from the system. Steps for requesting a preaward survey are provided in the event the preaward data required is not already available or is older than 12 months. After initiating a preaward survey request, a request for contract administrative services in ECARS is required to fund the preaward survey action for reimbursible support.

Electronic Web Access Manager (EWAM)

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Electronic Web Access Manager (EWAM)

Register as a New User

1. Navigate to the DCMA Home page (www.dcma.mil) and click on the large EWAM icon. (Figure 1)



Figure 1 - DCMA Home Page

2. On the Registration Page Profile tab, click on the Radio button to select an **Organization Type: DoD, Other Government, or Commercial.** (Figure 2)

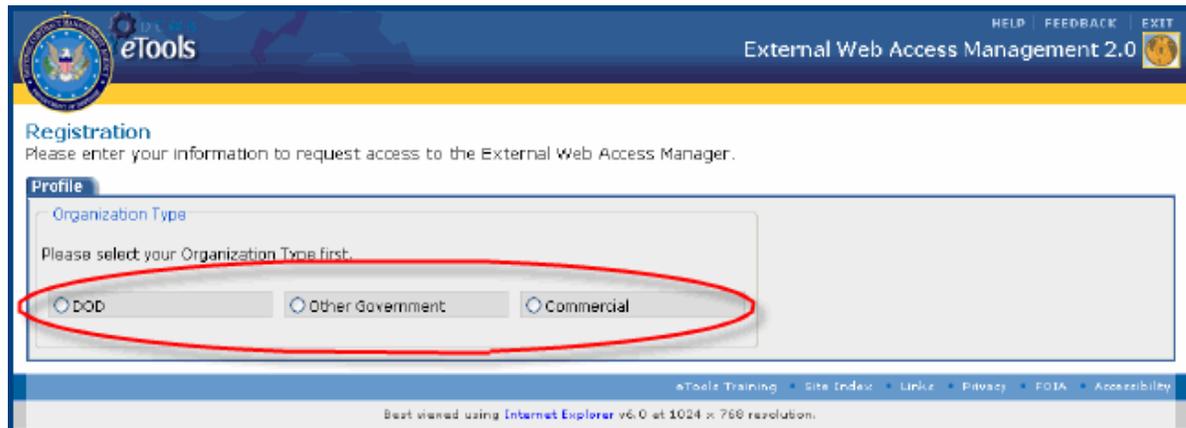


Figure 2- Select Organization type

3. Input all the User Profile information. (Figure 3) Please note, if you are going to use your CAC to access EWAM, you must use the E-Mail Address associated with your CAC.

Registration
Please enter your information to request access to the External Web Access Manager.

Profile

Organization Type
Please select your Organization Type first.

DoD Other Government Commercial

User Profile
 First Name:
 Last Name:
 Phone:
 E-Mail:
 Confirm E-Mail:
 Comments:

Organization Detail (DoD, hide others by default)
 Organization Name:
 Primary DoDAAC:
 Secondary DoDAAC:
 Role within Organization:

Application Detail
 You must choose at least one application from this list in order to complete your registration.

Contract Audit Follow-Up
 External Web Access Management Approver (EWAM)
 Workspace Portal
 Delivery Schedule Management
 Electronic Contract Administration Request System

Figure 3 - User Profile data

4. The **Organization Detail** requested will differ depending on which **Organization Type** you selected. **(Figures 4a-4c)**

Organization Detail (DoD, hide others by default)

Organization Name:

Primary DoDAAC:

Secondary DoDAAC:

Role within Organization:

Figure 4a - DoD Organization Detail

Figure 4b - Other Government Organization Detail

Figure 4c - Commercial Organization Detail

5. Additionally, on the **Profile** page, you will see a box requesting Application detail. In the Application Detail select Preaward Survey System (PASS) and Electronic Contract Administration Request System (ECARS). Notice that you **MUST** choose at least one application from the list in order to complete your registration (**Figure 5**). The application options may vary depending on your **Organization Type**.

Figure 5 - Application Detail

To facilitate the approval process, provide the following information in the Comments block.

1. Your position.
2. The reason you would like access to the Preaward Survey System.
3. Your supervisor's name, e-mail, and phone number.

6. After you enter the relevant information, click the **Submit** button and you'll be directed to a confirmation message indicating that your request was successfully submitted.



Figure 6 - Confirmation Screen

7. When your request is submitted, it is sent to an approver for review. Once your request is reviewed, you will receive either an Approval or Rejection E-Mail. An approval E-Mail will contain the Username and Password that you need to login to eTools. A rejection E-Mail will contain the rejection reason. If you feel that your request has been rejected in error, you may contact the DCMA IT Service Center for further assistance at 1-888-576-DCMA (3262).

Update User Profile & Request Additional Access

8. Once you receive an approval E-Mail login to <http://etools.dcma.mil> using the Username and Password provided. Click on the **EWAM** icon on your Portal Page. You will be directed to a series of screens where you will reset your password and provide answers to some security challenge-response questions. Once you reset and submit your password, you will be directed to the EWAM 2 Update page (Figure 7). Here you will be able to make edits to your User Profile and Organization information, or request additional application access. In the Application Detail section you will be able to view not only applications that are available for access request, but applications that are pending approval.

Update
Please enter your information to request access to the External Web Access Manager.

Profile

User Profile
 First Name: Heidi
 Last Name: Erickson
 Phone: 703-428-1478
 E-Mail: heidi.erickson.cr@dcm
 Confirm E-Mail: heidi.erickson.cr@dcm
 Comments:

Organization Detail (DoD, hide others by default)
 Organization Name: MARINE CORPS
 Primary DoDAAC: M14201
 Secondary DoDAAC:
 Role within Organization: Contractor

Application Detail

Active Application List

- Delivery Schedule Management (DSM)
- Workspace Portal

Pending Application List

- Adding Electronic Contract Administration Request System (ECARS)

Available App List
Select the appropriate box for the application you would like to add.

- Contract Audit Follow-Up (CAFU) Monitor
- External Web Access Management Approver (EWAM)

Figure 7 - Profile Update

9. Once you are finished making any updates/changes, click **Submit** and you will receive a confirmation page that your profile has been updated (Figure 8). You will also receive a modification confirmation email outlining the updates you requested.

Confirmation.
You have successfully submitted the request.

eTools Training | Site Index | Links | Privacy | FOIA | Accessibility

Best viewed using Internet Explorer v6.0 at 1024 x 768 resolution.

Figure 8 - Update Confirmation

Preaward Survey System (PASS)

Search Contractors	Paragraphs I.1 - 6
View Survey Results	Paragraphs I. 7 - 9
Request Preaward Surveys	Paragraphs II.1 - 10

I. Search Contractors

1. Preaward Survey System can be accessed from the eTools portal using the EWAM instructions forwarded to your email address. Go to the DCMA home page and Click on **eTools**. Enter your DCMA network ID and password. Select the **Preaward Survey System** Icon from the eTools home page. **(Figure 1)**

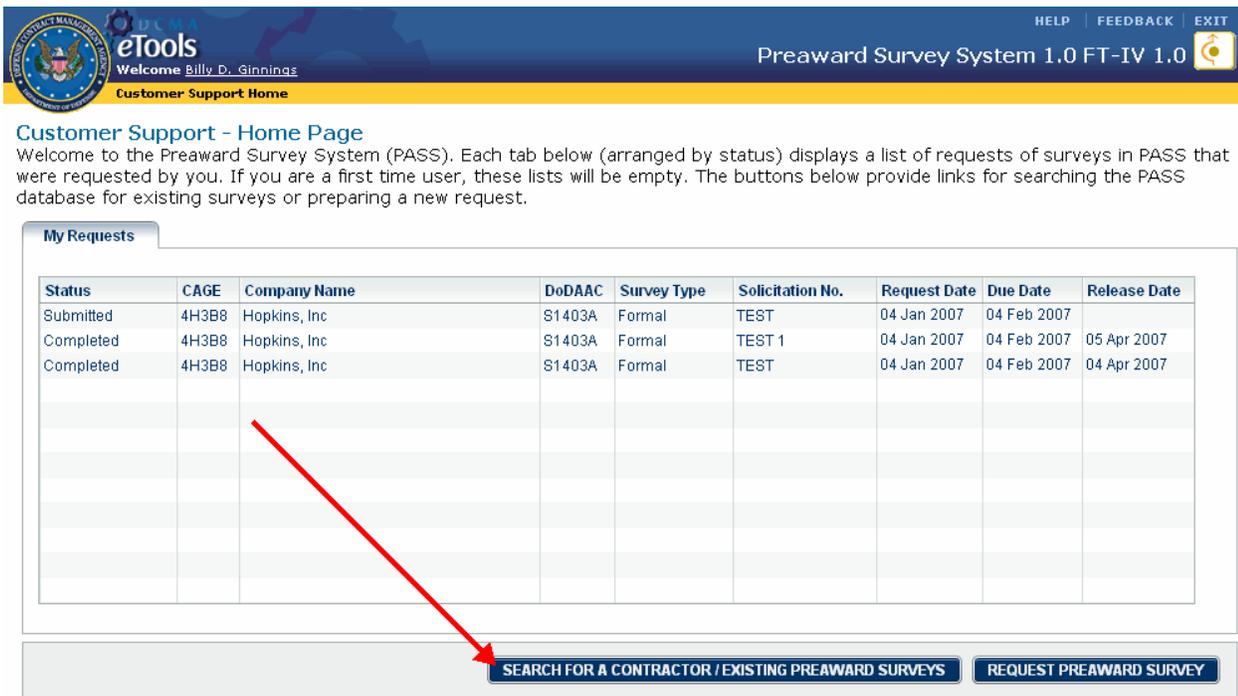


Figure 1 - Preaward Survey System Icon

2. The Customer Support - Home Page will appear. In the My Requests tab all of the preaward surveys you have requested within the past 18 months will be listed along with their current status.

Note: The Release Date signifies the date the completed preaward survey was made available for viewing by all authorized PASS users. This date is generally 90 days after the survey was completed and posted for viewing by the requestor.

Click on the **Search For A Contractor/ Existing Preaward Surveys** button. **(Figure 2)**



The screenshot shows the 'Customer Support - Home Page' of the Preaward Survey System (PASS). The page header includes the DCMA logo, 'eTools', and a welcome message for Billy D. Ginnings. The main content area is titled 'My Requests' and contains a table with the following data:

Status	CAGE	Company Name	DoDAAC	Survey Type	Solicitation No.	Request Date	Due Date	Release Date
Submitted	4H3B8	Hopkins, Inc	S1403A	Formal	TEST	04 Jan 2007	04 Feb 2007	
Completed	4H3B8	Hopkins, Inc	S1403A	Formal	TEST 1	04 Jan 2007	04 Feb 2007	05 Apr 2007
Completed	4H3B8	Hopkins, Inc	S1403A	Formal	TEST	04 Jan 2007	04 Feb 2007	04 Apr 2007

Below the table, a red arrow points to the 'SEARCH FOR A CONTRACTOR / EXISTING PREAWARD SURVEYS' button. To its right is the 'REQUEST PREAWARD SURVEY' button.

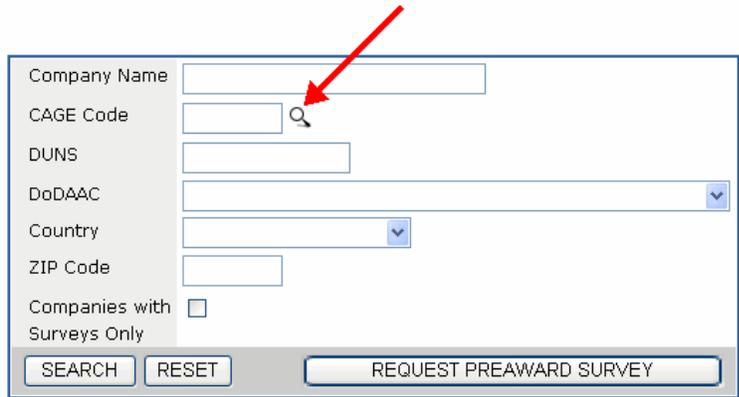
Figure 2 - Customer Support - Home Page

3. From the Contractor Search Page, enter the CAGE value in the CAGE field and click the Search button. (If you don't know the CAGE, click on the magnifying glass icon to perform a CAGE search). **(Figure 3)**

Note: You may also search by Company Name (full, partial, or use "*" as a wildcard). If more than one search criteria are entered, only results matching all entered criteria will be returned.

Contractor Search

DCMA encourages you to review past preaward surveys of contractors you are evaluating. To search for existing surveys, enter the CAGE value of the company in the CAGE text box and click the Search button. If you do not know the CAGE of the company, you can do a CAGE search by clicking the magnifying-glass icon next to the CAGE field or click on the DLIS-CCR Contractor Search link on the menu bar and follow the on-screen instructions. If the company does not have a CAGE registered in the CCR, you can also search the eTools database by company name (full, partial, or use '*' as a wildcard value). General queries will display a maximum of 500 rows. Entering the DODAAC of a DCMA CMO, a Country, or a ZIP code will further focus the search. If more than one search criteria are entered, only results matching all entered criteria are returned.



The screenshot shows a search form with the following fields and controls:

- Company Name: Text input field
- CAGE Code: Text input field with a magnifying-glass icon to its right. A red arrow points to this icon.
- DUNS: Text input field
- DoDAAC: Dropdown menu
- Country: Dropdown menu
- ZIP Code: Text input field
- Companies with Surveys Only: Checkbox
- SEARCH: Button
- RESET: Button
- REQUEST PREAWARD SURVEY: Button

Figure 3 - Contractor Search Page

4. Your search results will appear, listing the CAGE, Zip Code, DoDAAC, and Company Name. Click on the CAGE code hyperlink to see additional information on the contractor. (Figure 4)

Contractor Search Results

The contractors listed in the lower region of the page match the search criteria displayed in the upper region. If no contractors are listed or if your specific contractor of interest was not found, review the search parameters and modify the fields as appropriate. Resubmit the search by clicking the 'SEARCH' button. If the contractor of interest is found within the search results, clicking on the CAGE Code will take you to the 'Contractor - Company Review' screen where you will find additional information about the contractor.

Company Name	<input type="text" value="Hopkins*"/>
CAGE Code	<input type="text"/> 🔍
DUNS	<input type="text"/>
DoDAAC	S1403A -- DCMA CHICAGO
Country	<input type="text"/>
ZIP Code	<input type="text"/>
Companies with Surveys Only	<input type="checkbox"/>
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/> <input type="button" value="REQUEST PREAWARD SURVEY"/>	



▲ CAGE Code	ZIP Code	DoDAAC	Company Name
4B0T4	60304	S1403A	HOPKINS, JOYCE P
4BAY5	62613	S1403A	HOPKINS, GARY
4H3B8	60187	S1403A	HOPKINS, INC
4JDY9	60622	S1403A	HOPKINS ILLINOIS ELEVATOR CO
4KDC7	64650	S1403A	HOPKINS, WILL R AND TERESA K

Figure 4 - Contractor Search Results

5. The **Contractor - Company Review** screen displays more detail about the Contractor, Cognizant CMO, and Preaward Surveys on File. (Figure 5)

Contractor - Company Review

You are viewing information on a contractor. You may view prior and/or request new preaward surveys from this screen.

Review Details

<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">CONTRACTOR INFORMATION</div> <p>CAGE Code: 4H3B8 Company: Hopkins, Inc Address: 903 Ranch Road Wheaton, IL 60187</p>	<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">PREAWARD SURVEYS ON FILE</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <ul style="list-style-type: none"> ▼ Letha, Ltd -- 08 Dec 2006, N/A <ul style="list-style-type: none"> □ Hopkins, Inc □ Hopkins, Inc -- 07 Dec 2006, Partial Award Recommended □ Hopkins, Inc -- 05 Dec 2006, No Formal Survey Necessary □ Hopkins, Inc -- 05 Dec 2006, </div> <p>(3DZM3) Letha, Ltd 866 S Outer Rd Saint Clair, MO 63077</p> <p>N/A Completed Date: 08 Dec 2006</p> <p style="text-align: center;">View Preaward Survey Request</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Reviewer</th> <th style="text-align: left;">Evaluation Factor</th> <th style="text-align: left;">Rating</th> </tr> </thead> <tbody> <tr> <td>PASM</td> <td>Technical</td> <td>Satisfactory</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Reviewer	Evaluation Factor	Rating	PASM	Technical	Satisfactory						
Reviewer	Evaluation Factor	Rating											
PASM	Technical	Satisfactory											
<div style="background-color: #003366; color: white; padding: 2px; font-weight: bold;">COGNIZANT CMO</div> <p>CMO Name: DCMA CHICAGO (S1403A) Address: 1523 West Central Road Bldg. 203 Arlington Heights, IL 60005-2451</p> <p>Preaward Survey POC: DCMACHICAGO@DCMA.MIL</p>													

[REQUEST PREAWARD SURVEY](#)

Figure 5 - Contractor - Company Review

6. The **Preaward Surveys on File** section lists the surveys at the top and summary information about the selected survey below. To select a survey for review, click the survey line of interest. The summary information below will update to correspond with the selected survey. **(Figure 6)**

PREAWARD SURVEYS ON FILE

- ▼ Letha, Ltd -- 08 Dec 2006, N/A
 - 📄 Hopkins, Inc
 - 📄 Hopkins, Inc -- 07 Dec 2006, Partial Award Recommended
 - 📄 Hopkins, Inc -- 05 Dec 2006, No Formal Survey Necessary
 - 📄 Hopkins, Inc -- 05 Dec 2006,

(3DZM3) Letha, Ltd
 866 S Outer Rd
 Saint Clair, MO 63077

N/A
Completed Date: 08 Dec 2006

[View Preaward Survey Request](#)

Reviewer	Evaluation Factor	Rating
PASM	Technical	Satisfactory

Figure 6 - Preaward Surveys on File

View Survey Results

7. From the Contractor - Company Review screen, click the **View Preaward Survey** button. The survey information is presented in a format for online viewing or local printing as appropriate. **(Figure 7a)**

Contractor - Company Review

You are viewing information on a contractor. You may view prior and/or request new preaward surveys from this screen.

Review Details

CONTRACTOR INFORMATION

CAGE Code: 4H3B8
 Company: Hopkins, Inc
 Address: 903 Ranch Road
 Wheaton, IL 60187

COGNIZANT CMO

CMO Name: DCMA CHICAGO (S1403A)
 Address: 1523 West Central Road
 Bldg. 203
 Arlington Heights, IL 60005-2451
 Preaward Survey POC: DCMACHICAGO@DCMA.MIL

PREAWARD SURVEYS ON FILE

- ▼ Letha, Ltd -- 08 Dec 2006, N/A
 - Hopkins, Inc
 - Hopkins, Inc -- 07 Dec 2006, Partial Award Recommended
 - Hopkins, Inc -- 05 Dec 2006, No Formal Survey Necessary
 - Hopkins, Inc -- 05 Dec 2006,

(3DZM3) Letha, Ltd
 866 S Outer Rd
 Saint Clair, MO 63077

N/A
Completed Date: 08 Dec 2006

[View Preaward Survey Request](#)

Reviewer	Evaluation Factor	Rating
PASM	Technical	Satisfactory

[REQUEST PREAWARD SURVEY](#)

Figure 7a - View Preaward Survey

Users may also click on any survey that appears on their home page in their **My Requests** list that has a status of **Completed**. This will bring up the **Preaward Survey - View Survey Results** screen with 3 tabs. **(Figure 7b)**

U.S. CUSTOMER MANAGEMENT SYSTEMS
eTools
Welcome Billy D. Ginnings
Customer Support Home

HELP | FEEDBACK | EXIT
Preaward Survey System 1.0 FT-IV 1.0
Go Back · Print Version

Preaward Survey - View Survey Results

This page shows results of a preaward survey. By default, the completed survey will be available to other buying activities in 90 days. You may change the availability date below. Once the release date has been passed, you will not be able to change it.

I. Overall Recommendation II. Evaluation Results III. File Attachments

COMPLETE AWARD RECOMMENDED

CAGE: 4H3B8	Admin DoDAAC: S1403A	Completed By: Pugh, Fradell
Contractor: Hopkins, Inc	Survey Type: Formal	Completion Date: 05 Jan 2007
Address: 903 Ranch Road Wheaton IL, 60187	Solicitation No.: TEST 1	Release Date: 05 Apr 2007 <input type="text"/>
	Dollar Value:	<input type="button" value="Update Release Date"/>

Preaward Survey Manager's Comments / Recommendations:

Type narrative here.

Figure 7b - View Preaward Survey

8. The Primary Survey Request tab includes survey information, the Overall Recommendation, and the Preaward Survey Manager's Comments/ Recommendation. **(Figure 8)**


HELP | FEEDBACK | EXIT
Preaward Survey System 1.0 FT-IV 1.0

Welcome **Billy D. Ginnings**
 Customer Support Home

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Preaward Survey - View Survey Results

This page shows results of a preaward survey. By default, the completed survey will be available to other buying activities in 90 days. You may change the availability date below. Once the release date has been passed, you will not be able to change it.

[I. Overall Recommendation](#) | [II. Evaluation Results](#) | [III. File Attachments](#)

COMPLETE AWARD RECOMMENDED

CAGE: 4H3B8	Admin DoDAAC: S1403A	Completed By: Pugh, Fradell
Contractor: Hopkins, Inc	Survey Type: Formal	Completion Date: 05 Jan 2007
Address: 903 Ranch Road Wheaton IL, 60187	Solicitation No.: TEST 1	Release Date: 05 Apr 2007 <input type="button" value="Calendar"/>
	Dollar Value:	<input type="button" value="Update Release Date"/>

Preaward Survey Manager's Comments / Recommendations:

Type narrative here.

Figure 8 - Primary Survey Request Tab

- Click on the Evaluation Results tab (**Figure 9a**) and the Attachments tab (**Figure 9b**) to view the details of the Survey.

Preaward Survey - View Survey Results

This page shows results of a preaward survey. By default, the completed survey will be available to other buying activities in 90 days. You may change the availability date below. Once the release date has been passed, you will not be able to change it.

- I. Overall Recommendation
- II. Evaluation Results
- III. File Attachments

PRIMARY Request & SECONDARY Plant Locations:

- ▼ (4H3B8) Hopkins, Inc
 - (3DZM3) Letha, Ltd

Completion Date: 05 Jan 2007

(4H3B8)
 Hopkins, Inc
 903 Ranch Road
 Wheaton, IL 60187

Reviewer	Evaluation Factors	Final Rating
Hunter, Jessie C.	Technical	Unsatisfactory
Hunter, Jessie C.	Production	Satisfactory
Hunter, Jessie C.	Property	Satisfactory
Hunter, Jessie C.	Other (evaluation factor 1)	Not Rated

Narrative: (To view, click on an Evaluation Factor).

Technical

Type narrative here.

[VIEW ORIGINAL REQUEST](#)

[CANCEL](#)

Figure 9a - Evaluation Results Tab

Preaward Survey - View Survey Results

This page shows results of a preaward survey. By default, the completed survey will be available to other buying activities in 90 days. You may change the availability date below. Once the release date has been passed, you will not be able to change it.

I. Overall Recommendation
II. Evaluation Results
III. File Attachments

1. EXAMPLE.HTML
2. EXAMPLE.PDF
3. EXAMPLE.TXT
4. EXAMPLE.JPG
5. EXAMPLE.GIF
6. EXAMPLE.PPT
7. EXAMPLE.DOC

VIEW ORIGINAL REQUEST
CANCEL

Figure 9b - Attachments Tab

Note: You may also view the original request by clicking the **View Original Request** button.

II. Request Preaward Survey

- The **Request Preaward Survey** screen can be reached from several locations within the application by clicking the Request Preaward Survey button. **(Figures 1a-1c)**

Customer Support - Home Page

Welcome to the Preaward Survey System (PASS). Each tab below (arranged by status) displays a list of requests of surveys in PASS that were requested by you. If you are a first time user, these lists will be empty. The buttons below provide links for searching the PASS database for existing surveys or preparing a new request.

My Requests

Status	CAGE	Company Name	DoDAAC	Survey Type	Solicitation No.	Request Date	Due Date	Release Date
Submitted	4H3B8	Hopkins, Inc	S1403A	Formal	TEST	04 Jan 2007	04 Feb 2007	
Completed	4H3B8	Hopkins, Inc	S1403A	Formal	TEST 1	04 Jan 2007	04 Feb 2007	05 Apr 2007
Completed	4H3B8	Hopkins, Inc	S1403A	Formal	TEST	04 Jan 2007	04 Feb 2007	04 Apr 2007

SEARCH FOR A CONTRACTOR / EXISTING PREAWARD SURVEYS
REQUEST PREAWARD SURVEY



Figure 1a - Customer Support - Home page



Contractor Search

DCMA encourages you to review past preaward surveys of contractors you are evaluating. To search for existing surveys, enter the CAGE value of the company in the CAGE text box and click the Search button. If you do not know the CAGE of the company, you can do a CAGE search by clicking the magnifying-glass icon next to the CAGE field or click on the DLIS-CCR Contractor Search link on the menu bar and follow the on-screen instructions. If the company does not have a CAGE registered in the CCR, you can also search the eTools database by company name (full, partial, or use '*' as a wildcard value). General queries will display a maximum of 500 rows. Entering the DODAAC of a DCMA CMO, a Country, or a ZIP code will further focus the search. If more than one search criteria are entered, only results matching all entered criteria are returned.

Company Name	<input type="text"/>
CAGE Code	<input type="text"/>
DUNS	<input type="text"/>
DoDAAC	<input type="text"/>
Country	<input type="text"/>
ZIP Code	<input type="text"/>
Companies with Surveys Only	<input type="checkbox"/>
<input type="button" value="SEARCH"/> <input type="button" value="RESET"/> <input type="button" value="REQUEST PREAWARD SURVEY"/>	

Figure 1b - Contractor - Search Page

Contractor - Company Review

You are viewing information on a contractor. You may view prior and/or request new preaward surveys from this screen.

Review Details

<p>CONTRACTOR INFORMATION</p> <p>CAGE Code: 4H3B8 Company: Hopkins, Inc Address: 903 Ranch Road Wheaton, IL 60187</p>	<p>PREAWARD SURVEYS ON FILE</p> <ul style="list-style-type: none"> ▼ Letha, Ltd -- 08 Dec 2006, N/A <ul style="list-style-type: none"> □ Hopkins, Inc □ Hopkins, Inc -- 07 Dec 2006, Partial Award Recommended □ Hopkins, Inc -- 05 Dec 2006, No Formal Survey Necessary □ Hopkins, Inc -- 05 Dec 2006, <p>(3DZM3) Letha, Ltd 866 S Outer Rd Saint Clair, MO 63077</p> <p>N/A Completed Date: 08 Dec 2006</p> <p style="text-align: center;">View Preaward Survey Request</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Reviewer</th> <th>Evaluation Factor</th> <th>Rating</th> </tr> </thead> <tbody> <tr> <td>PASM</td> <td>Technical</td> <td>Satisfactory</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	Reviewer	Evaluation Factor	Rating	PASM	Technical	Satisfactory						
Reviewer	Evaluation Factor	Rating											
PASM	Technical	Satisfactory											

[REQUEST PREAWARD SURVEY](#)

Figure 1c - Contractor - Company Review Page

2. Enter a CAGE code, Country, or Zip code and click Request Preaward Survey. **(Figure 2)**

Note: Information entered will pre-populate in the survey request. Based on the user name and password used to log into PASS, the system will automatically enter some of your information. If the CAGE entered is in the eTools database, the system will also pre-fill some contractor information.

CAGE Code

Country ▼

ZIP Code

[REQUEST PREAWARD SURVEY](#)

Figure 2 - Request Preaward Survey

3. Data can now be entered into the request form. The request can be saved at anytime once all the required entries (marked with an asterisk *) are filled in. Notice that the request form has several tabs. **(Figure 3)**

*Note: For the Survey Type, if you select **Informal**, the **Solicitation Number** field will be auto-filled with the word **Informal**. You cannot request an informal survey and have a solicitation reference.*


HELP | FEEDBACK | EXIT
Preaward Survey System 1.0 FT-IV 1.0

Welcome **Billy D. Ginnings**
 Customer Support Home

[Go Back](#) · [DLIS-CCR Contractor Search](#) · [Print Version](#)

Preaward Survey - Primary Request

This request will be sent to the DCMA Surveying Activity identified. DCMA will respond within a 30-day evaluation period. You may request a faster response time by altering the 'Respond By' date.

[I. Request](#)
[II. Prospective Contractor Info](#)
[III. Solicitation Data](#)
[IV. Evaluation Factors](#)
[V. Plant And Location](#)
[VI. Requestor Comments](#)

REQUESTING ACTIVITY

<p>Contracting Officer:</p> <p>Name <input type="text"/></p> <p>E-Mail <input type="text"/></p> <p>Phone <input type="text"/></p> <p>DoDAAC <input type="text"/></p>	<p>Point of Contact:</p> <p>Name <input type="text" value="Billy D. Ginnings"/></p> <p>E-Mail <input type="text" value="Z940451@dcma.mil"/></p> <p>Phone <input type="text" value="417-831-1283,(417) 623-8000 ext 317"/></p> <p>NOTE: Preaward Survey results are returned to the POC E-Mail address above unless alternate information is entered here.</p> <p><input type="text"/></p>
---	---

PRIMARY REQUEST DETAILS

<p>Request Date <input type="text" value="04 Jan 2007"/></p> <p>Respond-By (1-Mo Default) <input type="text" value="04 Feb 2007"/> </p> <p>Type of Survey * <input type="text"/></p> <p>Will the Contracting Office participate in the survey? <input type="text"/></p> <p>Financial Assistance Payment Provision in the solicitation? <input type="text"/></p> <p>Prospective Contractor is a small business concern? <input type="text"/></p> <p>Include Walsh-Healey Contracts Act? <input type="text"/></p> <p>Is this a Short Form Preaward Survey? <input type="text"/></p>	<p>Type of Contract <input type="text"/></p> <p>Dollar Value <input type="text"/></p> <p>Solicitation Number <input type="text"/></p> <p>Solicitation URL <input type="text"/></p> <p>Data Package URL <input type="text"/></p>
--	---

Figure 3 - Preaward Survey - Primary Request

4. PASS indicates a 30-day evaluation period. Completion timeframe of a survey is dependent on the scope of the request. The assigned Preaward Survey Manager will coordinate a completion date with the requestor.

The **Prospective Contractor Info** tab allows you to enter Company and Parent Company information and Point of contact details for the prospective contractor. **(Figure 4)**

Preaward Survey - Primary Request

This request will be sent to the DCMA Surveying Activity identified. DCMA will respond within a 30-day evaluation period. You may request a faster response time by altering the 'Respond By' date.

I. Request II. Prospective Contractor Info III. Solicitation Data IV. Evaluation Factors V. Plant And Location VI. Requestor Comments

COMPANY INFORMATION

CAGE Code <input type="text" value="4H3B8"/>	Company Name <input type="text" value="Hopkins, Inc"/>
DUNS <input type="text" value="946059896"/>	Address 1 <input type="text" value="903 Ranch Road"/>
POC Name <input type="text"/>	Address 2 <input type="text"/>
POC Title <input type="text"/>	City <input type="text" value="Wheaton"/> State <input type="text" value="IL"/>
POC Phone <input type="text"/>	ZIP Code <input type="text" value="60187"/> Country <input type="text" value="US - United States"/>

PARENT COMPANY INFORMATION

CAGE Code <input type="text"/>	Company Name <input type="text"/>
DUNS <input type="text"/>	Address 1 <input type="text"/>
POC Name <input type="text"/>	Address 2 <input type="text"/>
POC Title <input type="text"/>	City <input type="text"/> State <input type="text"/>
POC Phone <input type="text"/>	ZIP Code <input type="text"/> Country <input type="text"/>

SUBMIT REQUEST
SAVE REQUEST CANCEL

Figure 4 - Prospective Contractor tab

5. The **Solicitation Data** tab allows you to enter line item data when a solicitation is involved. Click the Insert Row button to add line item data. Click the new highlighted row under the column where you want to enter data. To delete a row, click on the row to highlight it and then click the Delete Row button. (Figure 5)

Preaward Survey - Primary Request

This request will be sent to the DCMA Surveying Activity identified. DCMA will respond within a 30-day evaluation period. You may request a faster response time by altering the 'Respond By' date.

I. Request II. Prospective Contractor Info III. Solicitation Data IV. Evaluation Factors V. Plant And Location VI. Requestor Comments

NOTE: List all solicitation data items required for the contract.

Insert Row
Delete Row

Item No.	Noun	National Stock No.	Solicited Qty.	Solicited Delivery Sched.	Offered Qty.	Offered Delivery Sched.	Unit Price
1	Widget	123	1	2 wks after request	1	2 wks after request	\$10,000
2	Gadget	456	15	2 wks after request	15	2 wks after request	\$4,000

SUBMIT REQUEST
SAVE REQUEST CANCEL

Figure 5 - Solicitation Data tab

6. The **Evaluation Factors** tab allows you to select the Major and Other Factors to be evaluated. **NOTE: Although the application will allow you to submit a request without a selection here, you should identify the factors on this page before submission!!**

Preaward Survey - Primary Request
 This request will be sent to the DCMA Surveying Activity identified. DCMA will respond within a 30-day evaluation period. You may request a faster response time by altering the 'Respond By' date.

IV. Evaluation Factors

MAJOR FACTORS

- Technical
- Production
- Quality
- Financial
- Accounting System (DCAA)

OTHER FACTORS

- Property
- Transportation
- Packaging
- Security
- Safety
- Environmental/Energy
- Flight Operations
- PCO - Technical Report
- Other (Specify)

Evaluation Factor Name

	Evaluation Factor Name
1	New Factor

SUBMIT REQUEST **SAVE REQUEST** **CANCEL**

Figure 6 - Evaluation Factors tab

7. Click the **Save Request** button at the bottom of the page. This will not submit the request, but simply save the information you have entered. The **Plant and Location** tab should provide a summary view of all locations, primary and secondary, where survey action will be required. This tab will populate with the information you entered in the **Prospective Contractor Info** tab only after a request is saved.

Preaward Survey - Primary Request

This is a Preaward Survey Request you are completing on behalf of the Requesting Activity.

I. Request	II. Prospective Contractor Info	III. Solicitation Data	IV. Evaluation Factors	V. Plant And Location	VI. Requestor Comments
------------	---------------------------------	------------------------	------------------------	-----------------------	------------------------

<p>Primary and Secondary Plant Locations:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p><input type="checkbox"/> (4H3B8) Hopkins, Inc</p> </div>	<p>Respond By Date: 04 Feb 2007</p> <p>(4H3B8) Hopkins, Inc 903 Ranch Road Wheaton, IL 60187</p> <p style="text-align: center; border: 1px solid gray; padding: 2px 10px; margin-top: 10px;">Add Secondary Location</p>	<p>Evaluation Factors</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Technical</td></tr> <tr><td>Production</td></tr> <tr><td>Property</td></tr> <tr><td>Other (New Factor)</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Technical	Production	Property	Other (New Factor)				
Technical										
Production										
Property										
Other (New Factor)										

Figure 7 - Plant Location(s) tab

8. If some or all of the requested survey actions are to be conducted at a location or locations different from the one entered in the **Prospective Contractor Info** tab, the additional locations must be entered. Click on the Parent company name listed in the **Primary and Secondary Plant Locations** box and then an **Add Secondary Location** button will appear. (Figure 8) Click this button and input the appropriate information on each of the 3 available tabs. Then click the **Save Location** button. Repeat this process until all secondary locations have been identified.

Preaward Survey - Primary Request

This is a Preaward Survey Request you are completing on behalf of the Requesting Activity.

I. Request	II. Prospective Contractor Info	III. Solicitation Data	IV. Evaluation Factors	V. Plant And Location	VI. Requestor Comments
------------	---------------------------------	------------------------	------------------------	-----------------------	------------------------

<p>Primary and Secondary Plant Locations:</p> <div style="border: 1px solid gray; padding: 5px; min-height: 100px;"> <p><input checked="" type="checkbox"/> (4H3B8) Hopkins, Inc</p> </div>	<p>Respond By Date: 04 Feb 2007</p> <p>(4H3B8) Hopkins, Inc 903 Ranch Road Wheaton, IL 60187</p> <p style="text-align: center; border: 1px solid gray; padding: 2px 10px; margin-top: 10px;">Add Secondary Location</p>	<p>Evaluation Factors</p> <table style="width: 100%; border-collapse: collapse;"> <tr><td>Technical</td></tr> <tr><td>Production</td></tr> <tr><td>Property</td></tr> <tr><td>Other (New Factor)</td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> <tr><td> </td></tr> </table>	Technical	Production	Property	Other (New Factor)				
Technical										
Production										
Property										
Other (New Factor)										

Figure 8 - Add Secondary Location

9. Once you have entered and saved all secondary locations, click the **Return to Summary** button. This will take you back to the **Preaward Survey - Primary Request** page. Click on the final tab, **Requestor**

Comments. Here you may enter any clarifying or additional information to assist the PAS Manager conducting the requested survey actions.

10. Click the **Save Request** button to ensure that the information you've provided is saved. Next, click the **Submit Request** button. (Figure 9)

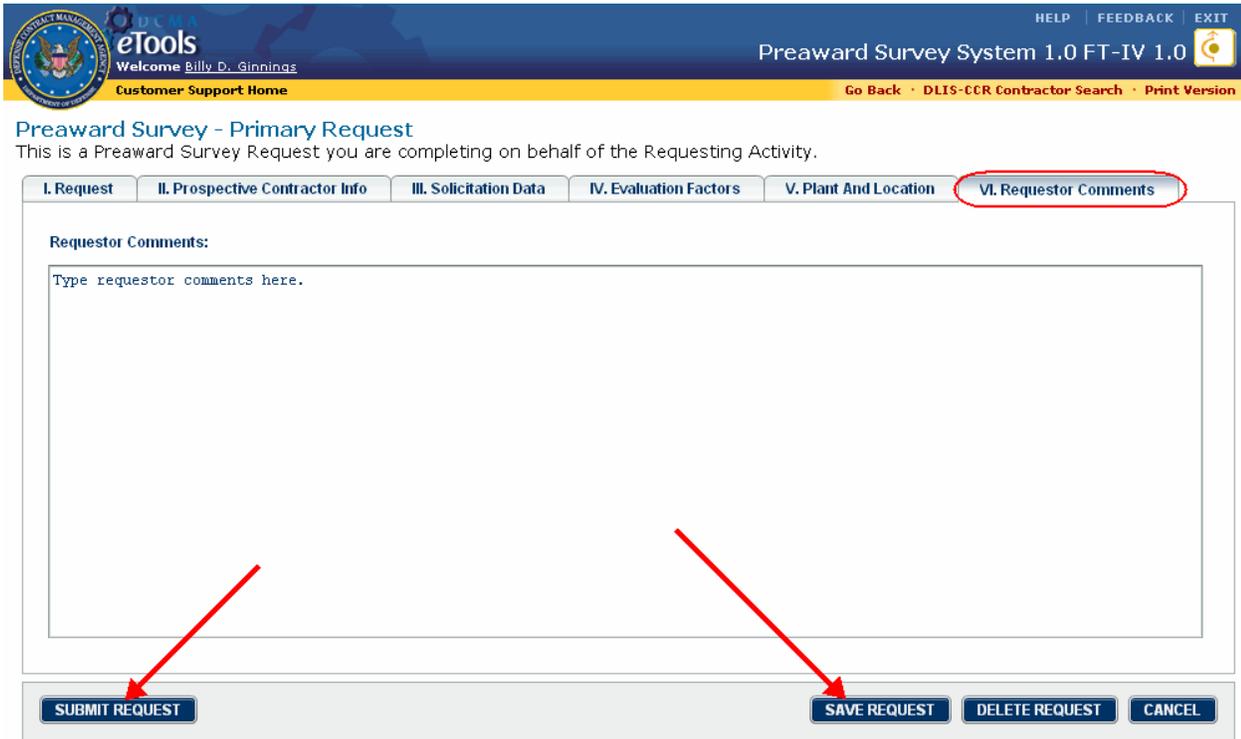


Figure 9 - Save and Submit

Once you submit the preaward survey request, the request appears on the Customer Support Home page with the status Submitted. The PASS request is routed to the assigned Preaward Survey Manager for action.

Electronic Contract Administration Request System (ECARS)

NASA/NASA HQ Roles	Paragraph 1.0
NASA Main Menu	Paragraph 1.1
NASA HQ Main Menu	Paragraph 1.2
Create Service Request	Paragraph 1.3
Creating a Service Request.....	12
Entering/Editing Contract Information.....	Paragraph 1.3.2
Entering/Editing Points of Contact.....	Paragraph 1.3.3
Adding Contract Attachments.....	Paragraph 1.3.4
Adding Supplier Information	Paragraph 1.3.5
Adding Services.....	Paragraph 1.3.6
Adding/Editing Work Sites	Paragraph 1.3.7
Submitting a Service Request	Paragraph 1.3.8
Review Service Requests.....	Paragraph 2.0
Querying Service Requests.....	Paragraph 2.1
Reviewing a Service Request.....	Paragraph 2.2
Incomplete Service Requests	Paragraph 3.0
Querying Incomplete Requests	Paragraph 3.1
Review/Modify Customer Information.....	Paragraph 4.0
Modifying Customer Information.....	Paragraph 4.1
Review Funding	Paragraph 5.0
Viewing a Funding Document.....	Paragraph 5.1
Switch NASA Organization	Paragraph 6.0
Querying NASA Organization Records.....	Paragraph 6.1

1.0 NASA/NASA HQ Roles

1.1 NASA Main Menu

Access ECARS from the eTools portal using the EWAM instructions forwarded to your email address. The NASA Main Menu appears when you log into ECARS as a NASA user (Figure 1).

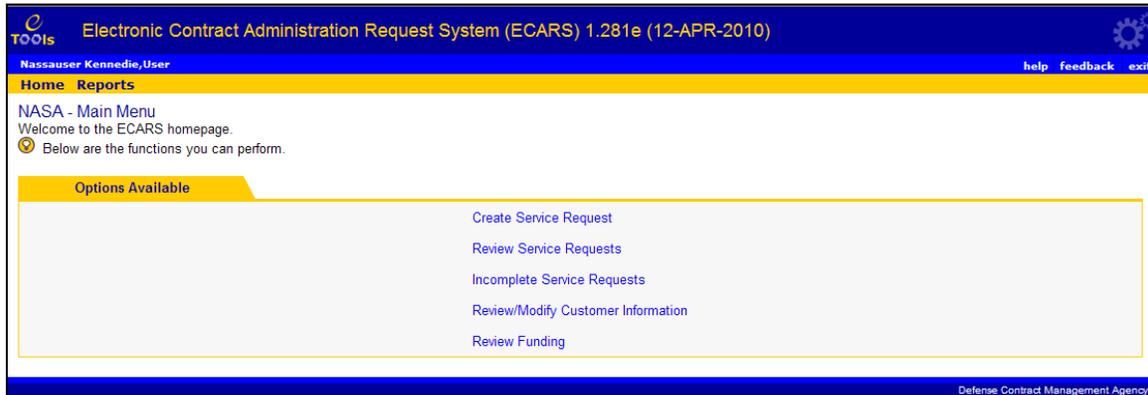


Figure 1: NASA Main Menu

The Home link appears at the top left corner of the page. Click this link from any page to return to your NASA Main Menu. The Reports link allows you to view reports for ECARS.

The NASA Main Menu provides links to the functionality available to your role. The following links appear on the NASA Main Menu:

- Create Service Request
- Review Service Requests
- Incomplete Service Requests
- Review/Modify Customer Information
- Review Funding

1.2 NASA HQ Main Menu

The NASA HQ Main Menu appears when you log into ECARS as a NASA HQ user (Figure 2).

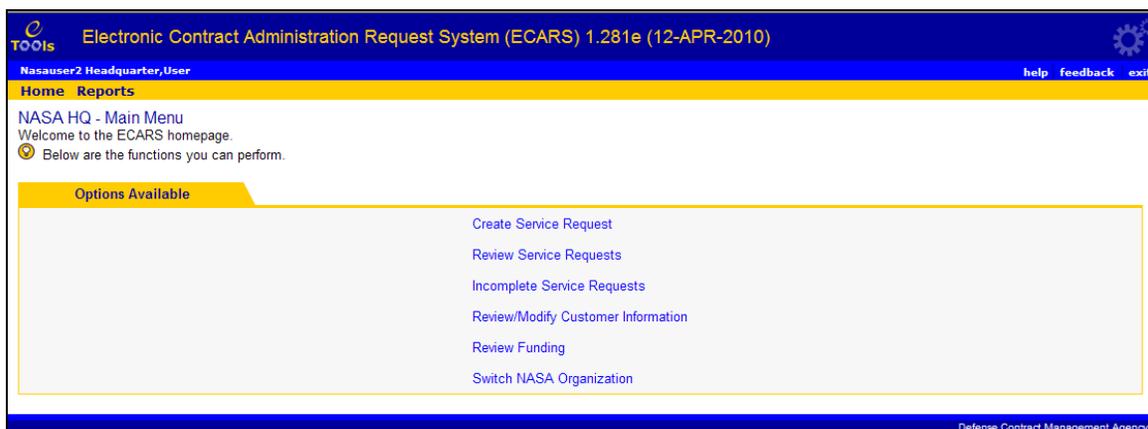


Figure 2: NASA HQ Main Menu

The Home link appears at the top left corner of the page. Click this link from any page to return to your NASA HQ Main Menu. The Reports link allows you to view reports for ECARS. The NASA HQ Main Menu provides links to the functionality available to your role. The following links appear on the NASA HQ Main Menu:

- Create Service Request
- Review Service Requests
- Incomplete Service Requests
- Review/Modify Customer Information
- Review Funding
- Switch NASA Organization

1.3 Create Service Request

1.3.1 Creating a Service Request

The Create Service Request page allows you to create a service request by completing contract, supplier, and services information (Figure 3).

TOOLS Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010) help feedback exit

Nassauer Kennedy, User

Home Reports

NASA - Create Service Request
Create Service Request.

Create Service Request

Request ID:
Request Status:
Data Status:
Customer: [KENNEDY SPACE CENTER](#)

Contract
Supplier
Services

Add Work Sites (optional)

Submit Request

Defense Contract Management Agency

Figure 3: Create Service Request page

The Create Service Request page allows you to do the following:

- View more information about the customer by clicking the link on the Customer Name.
- Enter or edit contract information by clicking the Contract button.
- Add supplier information by clicking the Supplier button.
- Add services by clicking the Services button.
- Add work sites by clicking the Add Work Sites button.
- Submit the completed request by clicking the Submit Request button.

Note that before you enter any information on the service request, the Request ID field is blank. This field will be populated with a unique number once you have entered information for the request under at least one of the four sections.

1.3.2 Entering/Editing Contract Information

The Enter/Edit Contract Information page appears when you click the Contract button on the Create Service Request page (Figure 4).

The screenshot shows the 'NASA - Enter/Edit Contract Information' page. The page header includes 'TOOLS Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)' and the user 'Nassauer Kennedy, User'. The page title is 'NASA - Enter/Edit Contract Information' with the instruction 'Enter/Edit the information pertaining to your contract.' The main content area is titled 'Contract Information' and contains the following fields and controls:

- * NASA Control Number: 9482390478
- * Contract Number: DAAH2303D0068
- Contract Date (DD MON YYYY): [] [calendar icon]
- Type of Order: Purchase Delivery
- Order Number: []
- * Dollar Value of a Request: 53400
- * Estimated Completion Date (DD MON YYYY): 27 MAY 2010 [calendar icon]
- * Program: NU001 SPACE SHUTTLE [dropdown arrow]
- Contract End Item or Service: [] [dropdown arrow]
- Authorize Redlegation: Yes No
- Contracting Officer:
 - First Name: []
 - Middle Initial: []
 - * Last Name: Smith
- Date Signed (DD MON YYYY): [] [calendar icon]
- Narrative: [] [dropdown arrow]
- Program (Legacy Entry):
 - Points of Contact [button]
 - Contract Attachments [button]

At the bottom of the form are 'Save' and 'Reset' buttons. The footer of the page reads 'Defense Contract Management Agency'.

Figure 4: Enter/Edit Contract Information page

The Enter/Edit Contract Information page allows you to enter or edit information pertaining to the contract for the request.

To enter information for a contract, do the following:

1. Enter information in the necessary fields. You must enter information in the required fields. Required fields are marked with an asterisk (*).
2. Click the Save button. The contract number is now displayed on the Create Service Request page.
- 3.

To add or edit points of contact, click the Points of Contact button.

To manage contract attachments, click the Contract Attachments button.

1.3.3 Entering/Editing Points of Contact

The Enter/Edit Point of Contact Information page appears when you click the Points of Contact button on the Enter/Edit Contract Information page (Figure 5).

Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)

Nassauer Kennedy, User help feedback exit

Home Reports

NASA - Enter/Edit Point of Contact Information
Enter/Edit the Point of Contact pertaining to your contract.

Point of Contact Information + add new - delete

	Service	Name	Mail Code	Telephone	Fax	E-Mail	
<input type="radio"/>	Acquisition Planning Support	JANE SMITH		703.254.8988		jsmith@dcma.mil	
<input checked="" type="radio"/>	Financing/Payment/Closeout	JOHN DOE		540.988.8989		jdoe@dcma.mil	

Currently Selected: (2 of 2)

Save Reset

Defense Contract Management Agency

Figure 5: Enter/Edit POC Information page

To add a new POC, do the following:

1. Click the add new link. A green arrow appears next to the row that is open for you to enter a new POC.
2. Enter the POC's information in the necessary fields.
3. Repeat steps 1-2 to enter another POC or click the Save button.
- 4.

To edit a POC, simply click the field you wish to modify for the POC you wish to change. Modify the information and click the Save button.

To delete a POC, do the following:

1. Click the icon next to the POC you wish to delete. The appears next to that POC to show it is selected.
2. Click the delete link while the POC you wish to delete is selected. The POC is deleted from the list.
3. Click the Save button to save your changes.

1.3.4 Adding Contract Attachments

The File Upload page appears when you click the Contract Attachments button on the Enter/Edit Contract Information page (Figure 6).

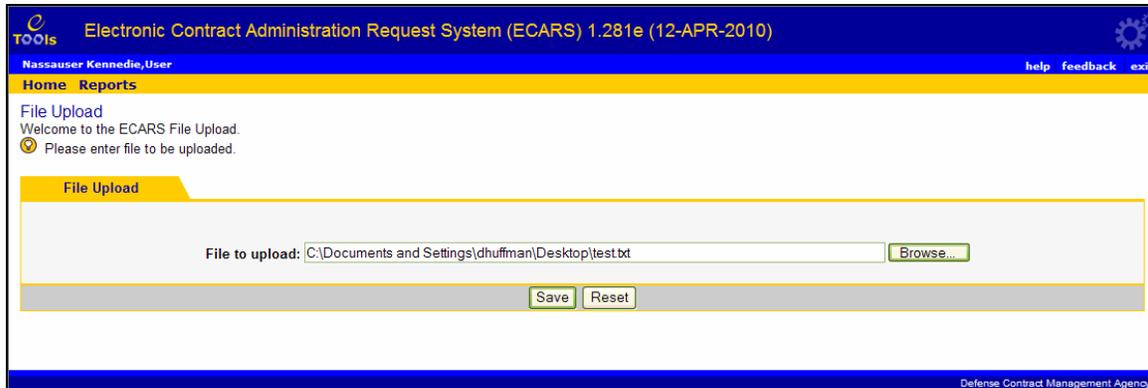


Figure 6: File Upload page

The File Upload page allows you to upload files to the contract record.

To upload a file, do the following:

1. Click the Browse button and attach the applicable file using the standard MS windows Choose File box.
2. Click the Save button to upload the file. The Enter/Edit Contract Information page appears displaying the attachment you added (Figure 7).



Figure 7: Enter/Edit Contract Information page (bottom)

To delete the contract attachment, click the Delete Contract Attachment button next to the file you wish to delete. A confirmation pop-up appears asking you to confirm the deletion. Click the OK button on the pop-up window.

1.3.5 Adding Supplier Information

The View Supplier Information page appears when you click the Supplier button on the Create Service Request page (Figure 8).

Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)

NASAuser Kennedy, User help feedback exit

Home Reports

NASA - Supplier Information
Please enter EITHER a CAGE OR Address Information.

Supplier Information

Contractor and Government Entity (CAGE): 55820
[BINCS Contractor Search for a Contractor and Government Entity Code \(CAGE\)](#)
 Supplier Name:
 Address 1:
 Address 2:
 Address 3:
 Address 4:
 City:
 State:
 Postal Code:
 Country: UNITED STATES

Save Reset

Defense Contract Management Agency

Figure 8: View Supplier Information page

The View Supplier Information page allows you to enter supplier information by CAGE or address. You may either enter the CAGE of the supplier, or the supplier's name and address.

To search for a CAGE, click the [BINCS Contractor Search for a Contractor and Government Entity Code](#) link. The Business Identification Number Cross-reference System (BINCS) website will appear in a new window.

When finished, click the Save button. The Prime Work Site and Cognizant DoDAAC are displayed on the Create Service Request page.

1.3.6 Adding Services

The Choose Funding and Service Sets page appears when you click the Services button on the Create Service Request page (Figure 9).

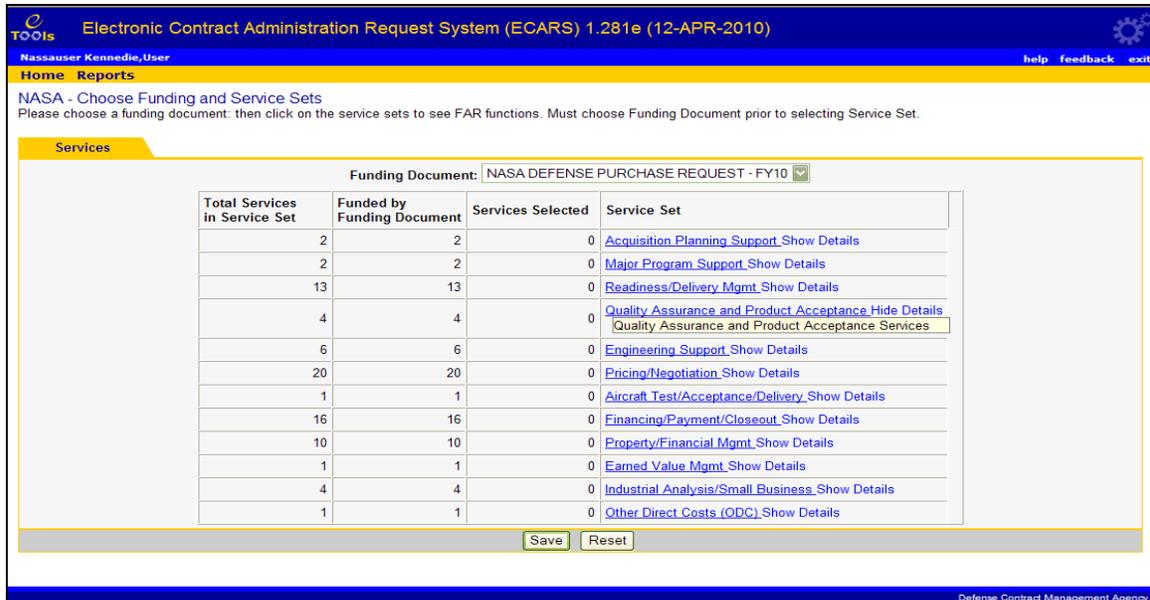


Figure 9: Choose Funding and Service Sets page

The Choose Funding and Service Sets page allows you to choose a funding document and select the service sets to be performed.

To choose a funding document and select service sets, do the following:

1. Select a funding document from the drop-down list. Once a funding document is selected, the Funded by Funding Document column will reflect which service sets have services supported by that funding document. The total services in a service set show how many FAR functions there are in that service set.

A funding document is negotiated between DCMA and NASA each fiscal year for a variety of contract administrative services to support all NASA centers and locations. Select the current fiscal year funding document from the drop down list.

2. Click a Service Set link to view the services in that service set. The Choose Service page appears (Figure 10). Acquisition Planning Support is the service for preaward surveys.

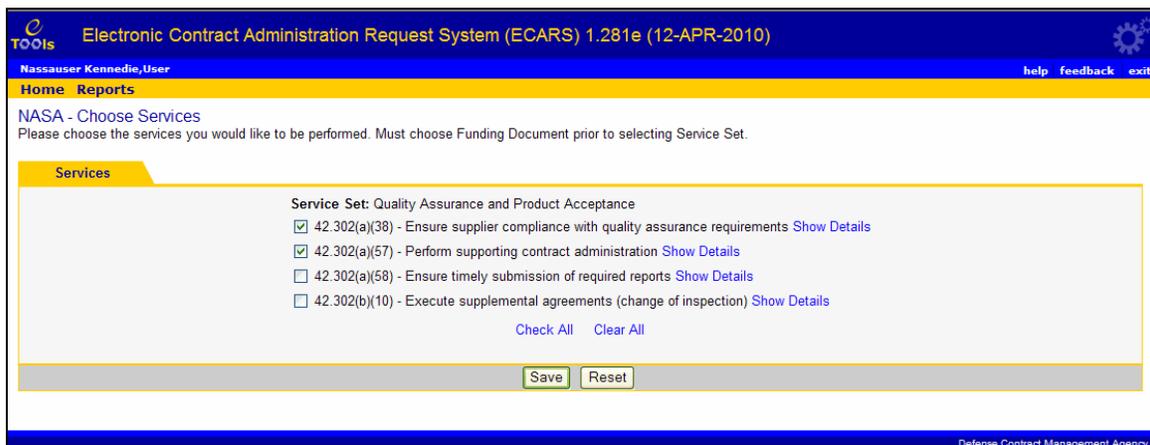


Figure 10: Choose Services page

The Choose Services page allows you to select which services in the service set you would like to be performed. Select the appropriate services and click the Save button. The Choose Funding

and Service Sets page appears, displaying the number of services you chose in the Services Selected column.

Click the Save button on the Choose Funding and Service Sets page. The funding document, service sets, and services are displayed on the Create Service Request page.

1.3.7 Adding/Editing Work Sites

The Add Work Site page appears when you click the Add Work Sites button on the Create Service Request page (Figure 11).

The screenshot shows the 'Add Work Site' page in the ECARS system. The page header includes 'TOOLS Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)' and the user 'Nassauer Kennedy, User'. The main content area is titled 'NASA - Work Site' and contains a form with the following fields: 'Contractor and Government Entity (CAGE):' (empty), 'Supplier Name:' (ICF International), 'Address 1:' (9300 Lee Highway), 'Address 2:', 'Address 3:', 'Address 4:', 'City:' (Fairfax), 'State:' (VIRGINIA), 'Postal Code:' (22032), and 'Country:' (UNITED STATES). There are 'Save' and 'Reset' buttons at the bottom of the form.

Figure 11: Add Work Site page

The Add Work Site page allows you to enter work site information by CAGE or address. You may either enter the CAGE of the work site, or the work site's name and address.

To search for a CAGE, click the BINCS Contractor Search for a Contractor and Government Entity Code link. The Business Identification Number Cross-reference System (BINCS) website will appear in a new window.

When finished, click the Save button. The Work Site and Cognizant DoDAAC are displayed on the Create Service Request page (Figure 12).

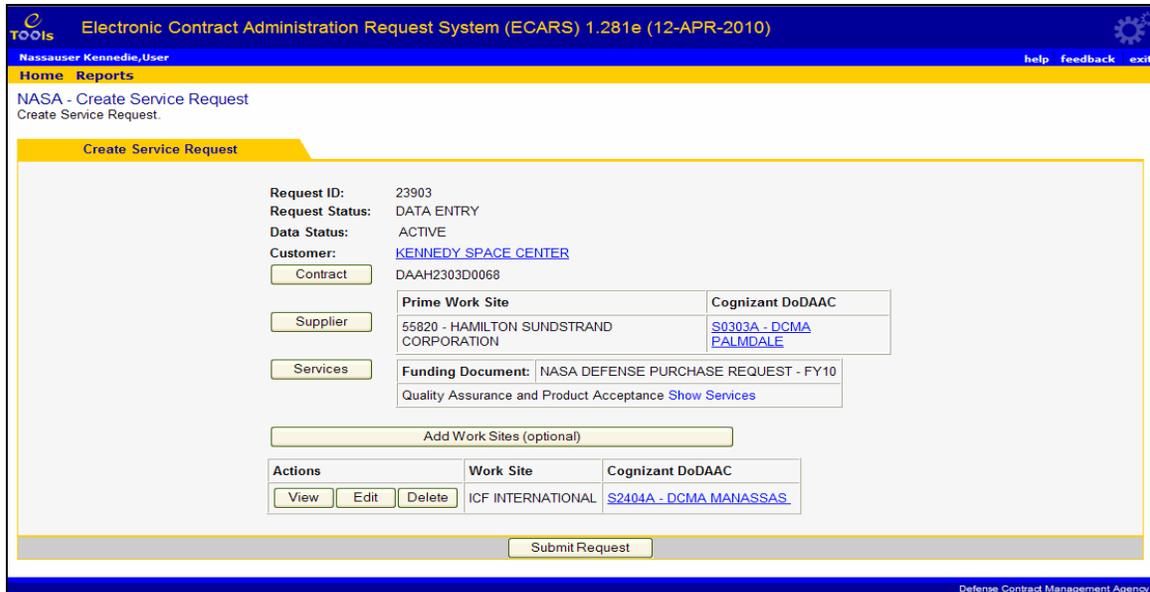


Figure 12: Create Service Request page showing work sites added

To view a work site, click the View button under the Actions column for the work site. The View Work Site page appears.

To edit a work site, click the Edit button under the Actions column for the work site. The Edit Work Site page appears.

To delete a work site, click the Delete button under the Actions column for the work site.

1.3.8 Submitting a Service Request

Once all the required information has been entered on the service request, you may submit the request (Figure 13).

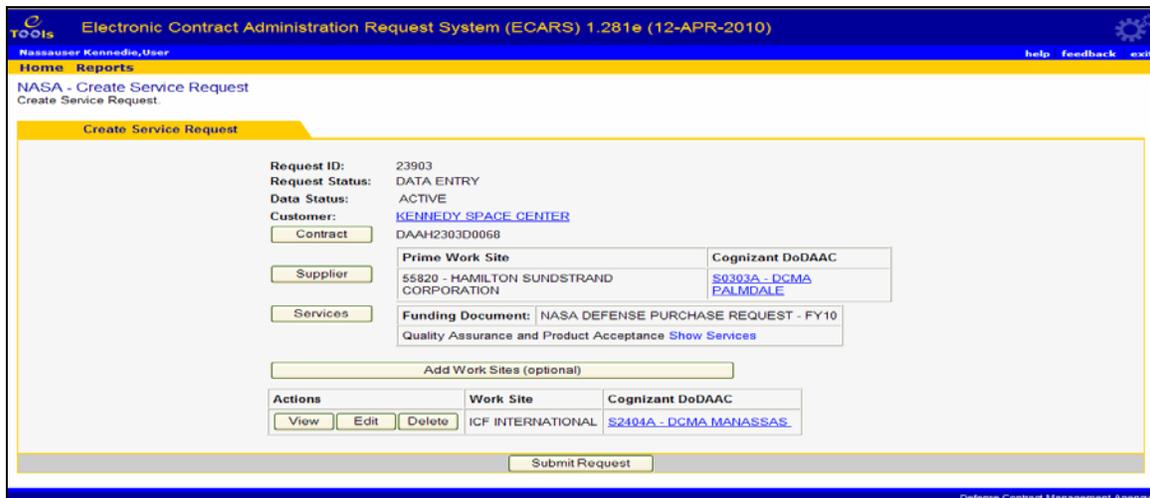


Figure 13: Create Service Request page with information entered

Notice the service request has information entered for the three required sections: Contract, Supplier, and Services. If you exit this page without submitting the request, you can return to this request using the Incomplete Service Requests function on the Main Menu page.

To submit the service request, click the Submit request button. The Confirmation page appears (Figure 14).

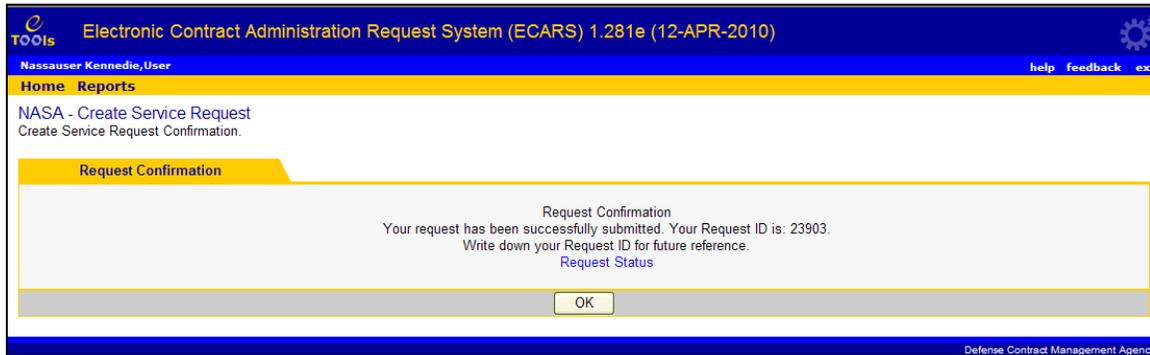


Figure 14: Create Service Request Confirmation page

The request has been submitted to the Cognizant CMO for the prime supplier. Click the OK button on the Confirmation page.

2.0 Review Service Requests

2.1 Querying Service Requests

The Query Service Requests page appears when you click the Review Service Requests link on the Main Menu (Figure 15).

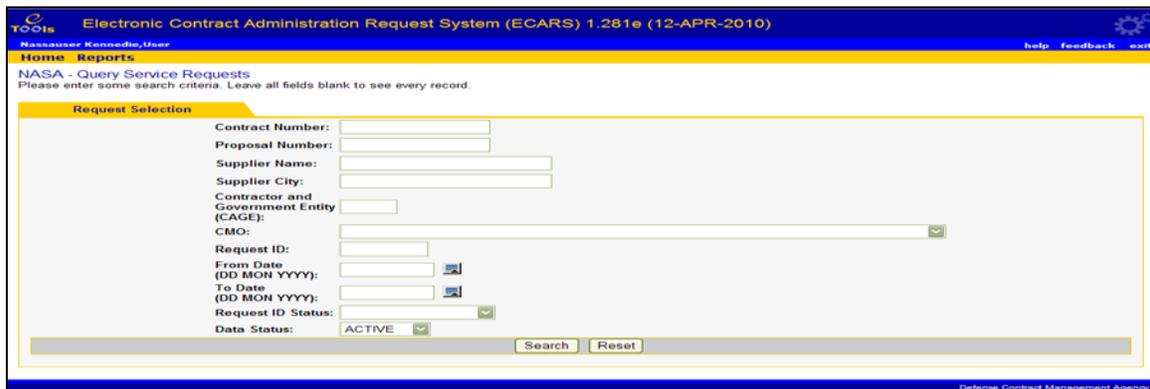


Figure 15: Query Service Requests page

To search for service requests, do the following:

1. Enter any combination of the search criteria in the search fields.
2. Click the Search button. The Browse Service Requests page appears (Figure 16).

Request ID:	Customer Code:	Contract Number:	Proposal Number:	Supplier:	Supplier City:	Request Date:	Status:	Data Status:
3902	10	NAS10-00-001		03024 - SENIOR OPERATIONS INC	EL CAJON	2005-09-20	WORKING	ACTIVE
4016	10	NAS10-00-001		05824 - AEROJET-GENERAL CORPORATION	RANCHO CORDOVA	2005-09-20	CLOSED	ACTIVE
4020	10	NAS5-30722		05824 - AEROJET-GENERAL CORPORATION	RANCHO CORDOVA	2005-09-20	CLOSED	ACTIVE
4022	10	NAS5-32933		05824 - AEROJET-GENERAL CORPORATION	RANCHO CORDOVA	2005-09-20	CLOSED	ACTIVE
4076	10	NAS5-32933		ALENIA SPAZIO, S.P.A.	TORINO	2005-11-01	WORKING	ACTIVE
4076	10	NAS5-32933		ALENIA SPAZIO, S.P.A.	TORINO	2005-11-01	WORKING	ACTIVE
4079	10	NAS10-00-001		ALENIA SPAZIO, S.P.A.	TORINO	2005-11-01	WORKING	ACTIVE
4125	10	NAS10-00-001		3BLJ1 - BOEING AEROSPACE OPERATIONS	DECATUR	2005-09-21	WORKING	ACTIVE
4163	10	NAS10-00-001		3G3L3 - BOEING COMPANY, THE	HUNTINGTON BEACH	2005-09-21	WORKING	ACTIVE
4293	10	NAS10-00-060		3LQT9 - LOCKHEED MARTIN CORPORATION	SAN DIEGO	2005-09-21	WORKING	ACTIVE

Figure 16: Browse Service Requests page

The Browse Service Requests page displays all the records that match the search criteria you entered. This page allows you to view a service request.

To search again, click the search link at the top right.

To view a request, click the link on the Request ID for the request you wish to view. See the topic Reviewing a Service Request.

2.2 Reviewing a Service Request

The Review Service Request page appears when you click the Request ID number on the Browse Service Requests page (Figure 17).

Request ID: [3902 - 2](#)
 Request Status: WORKING
 Data Status: ACTIVE
 Customer: [KENNEDY SPACE CENTER](#)
 Contract: [NAS10-00-001](#)

Supplier:
 Prime Work Site: Cognizant DoDAAC
[03024 - SENIOR OPERATIONS INC](#) [S0514A - DCMA SAN DIEGO](#)

Services:
 Funding Document: [NASA DEFENSE PURCHASE REQUEST - FY10](#)
 Quality Assurance and Product Acceptance [Show Services](#)

Status/Action	DCN	From Office	Cognizant Office	Supplier Site	Contract	Closeout Date	Authorized Hours	Reported Hours	PLAS Accepted Hours
OPEN	S0514A0509004379		S0514A - DCMA SAN DIEGO	03024 - SENIOR OPERATIONS INC	NAS10-00-001		954	117	99

Status/Action	DCN	From Office	Cognizant Office	Supplier Site	Service Set	Closeout Date	Estimated Hours	Reported Hours	PLAS Accepted Hours
OPEN	S0514A0509004379		S0514A - DCMA SAN DIEGO	03024 - SENIOR OPERATIONS INC	Quality Assurance and Product Acceptance		954	117	99

Figure 17: Review Service Request page

This page is read-only and allows you to view the following information:

- To view modified contract information, click the request ID number.
- To view customer information, click the link on the customer name.

- To view contract information, click the link on the contract number.
- To view the obligation authority records for the request, click the Obligation Authority link.
- To view information about the prime work site, click the link on the contractor's name for the prime work site.
- To view information about the cognizant DoDAAC for the prime work site, click the link on the DoDAAC name.
- To view information about the funding document, click the link on the funding document name.
- To view CMO comments about the service request, click the link on the Action Status.
- To view information regarding the CASD CMO Office, click the link on the From Office or Cognizant Office.

Note: If information has not been entered, it will not be linked.

3.0 Incomplete Service Requests

3.1 Querying Incomplete Requests

The Query Incomplete Service Requests page appears when you click the Incomplete Service Requests link on the Main Menu (Figure 18).

The screenshot shows the 'Query Incomplete Requests' page in the ECARS system. The page header includes the system name 'Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)' and the user 'Nassauuser Kennedy, User'. The page title is 'NASA - Query Incomplete Requests' with a sub-instruction: 'Please enter some search criteria. Leave all fields blank to see every record.' The search form is titled 'Request Selection' and contains the following fields: Contract Number, Proposal Number, Supplier Name, Supplier City, Request ID, From Date (DD MON YYYY), To Date (DD MON YYYY), Request ID Status (set to DATA ENTRY), and Data Status (set to ACTIVE). There are 'Search' and 'Reset' buttons at the bottom of the form.

Figure 18: Query Incomplete Requests

A service request is incomplete when it has yet to be submitted.

To search for incomplete service requests, do the following:

1. Enter any combination of the search criteria in the search fields.
2. Click the Search button. The Browse Incomplete Service Requests page appears (Figure 19).

Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)

Nassauer Kennedy, User help feedback exit

Home Reports

NASA - Browse Incomplete Requests
Choose a record to view.

Browse Records search

Request ID:	Contract Number:	Proposal Number:	Customer:	Supplier:	Supplier City:	Request Date:	Request Date:	Data Status:
23809			KENNEDY SPACE CENTER	HOUSE OF CHAN	ALBUQUERQUE	12 Apr 2010		ACTIVE
23811	SS		KENNEDY SPACE CENTER			12 Apr 2010		ACTIVE
23897			KENNEDY SPACE CENTER			06 May 2010		ACTIVE
23899			KENNEDY SPACE CENTER			07 May 2010		ACTIVE

1-4 of 4

Defense Contract Management Agency

Figure 19: Browse Incomplete Requests page

The Browse Incomplete Requests page displays all the records that match the search criteria you entered. This page allows you to edit or delete an incomplete service request.

To search again, click the search link at the top right.

To edit an incomplete service request, click the icon. The Create Service Request page appears. Follow the steps for Creating a Service Request to complete the service request.

To delete an incomplete service request, click the icon. A pop-up message appears asking you to confirm the deletion. Click the OK button on the pop-up message. The service request is deleted.

4.0 Review/Modify Customer Information

4.1 Modifying Customer Information

The Enter/Edit Customer Information page appears when you click the Review/Modify Customer Information link on the Main Menu (Figure 20).

TOOLS Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010) Nassausser Kennedy, User help feedback exit

Home Reports

NASA - Enter/Edit Customer Information
Enter/Update your Customer Information.

Enter/Update Customer Information

Active: ACTIVE Source Code: C812 - NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
Customer Code: 10 KENNEDY SPACE CENTER

Government/Organization

Customer Name: KENNEDY SPACE CENTER
Office:
Address 1: JOHN F. KENNEDY SPACE CENTER
Address 2:
Address 3:
Address 4:
City: KENNEDY SPACE CENTER
State/Province: FLORIDA
Postal Code: 32899 Country: UNITED STATES

Agency

SSO User ID: EU18868
Name: Nassausser Kennedy
* Address 1: 1234 Main Street
Address 2:
Address 3:
Address 4:
* City: New York
State/Province: NEW YORK
* Postal Code: 10259 * Country:
Telephone Number: 703-254-2180 FAX:
(xxxxxxxxxx or xxx-xxx-xxxx)
E-Mail: TEST_EU18868@DCMA.MIL

Agency Finance Center

Name: NASA SHARED SERVICES CENTER
Office: ATTN: XD042/MICHAEL L. SWEIGART, PROCUREMENT OPS
Address 1: BLDG 1111 C-ROAD
Address 2:
Address 3:
Address 4:
City: STENNIS SPACE CENTER State/Province: MISSISSIPPI
Postal Code: 39529 Country: UNITED STATES
Agency Locator Code: 80000001 - NASA

Save Reset

Defense Contract Management Agency

Figure 20: Enter/Edit Customer Information page

The Enter/Edit Customer Information page allows you to update your own customer information. Edit the information you wish to change and click the Save button.

5.0 Review Funding

5.1 Viewing a Funding Document

The Browse Funding Documents page appears when you click the Review Funding link on the Main Menu (Figure 21).

TOOLs Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010)

Nassauer Kennedy, User help feedback exit

Home Reports

NASA - Browse Funding Documents
Click on a funding document to view details.

Browse Records

▲ Funding Name:

- [NASA DEFENSE PURCHASE REQUEST - FY 04](#)
- [NASA DEFENSE PURCHASE REQUEST - FY 05](#)
- [NASA DEFENSE PURCHASE REQUEST - FY 06](#)
- [NASA DEFENSE PURCHASE REQUEST - FY 07](#)
- [NASA DEFENSE PURCHASE REQUEST - FY08](#)
- [NASA DEFENSE PURCHASE REQUEST - FY09](#)
- [NASA DEFENSE PURCHASE REQUEST - FY10](#)

1-7 of 7

Defense Contract Management Agency

Figure 21: Browse Funding Documents page

Select the funding document you wish to view. The View Funding page appears (Figure 22).

TOOLS Electronic Contract Administration Request System (ECARS) 1.281e (12-APR-2010) help feedback exit

Nassauser Kennedy, User

Home Reports

NASA - View Funding
View Funding Document.

Funding Document

Funding ID: 1
 Funding Document Name: NASA DEFENSE PURCHASE REQUEST - FY 04
 Source Code: C812 - NATIONAL AERONAUTICS AND SPACE ADMINISTRATION (NASA)
 Dollar Amount: \$13,125,000.00 [Funding History](#)
 DUNS: 111111111
 Agency Locator Code: 80004901 - NASA
 Start Date (DD MON YYYY): 01 OCT 2003
 Stop Date (DD MON YYYY): 31 OCT 2004

Services Supported by this Funding Document:

Funded by Funding Document	Services Selected	Service Set
2	2	Acquisition Planning Support Show Details
2	2	Major Program Support Show Details
13	13	Readiness/Delivery Mgmt Show Details
4	4	Quality Assurance and Product Acceptance Show Details
6	6	Engineering Support Show Details
20	20	Pricing/Negotiation Show Details
1	1	Aircraft Test/Acceptance/Delivery Show Details
16	16	Financing/Payment/Closeout Show Details
10	10	Property/Financial Mgmt Show Details
1	1	Earned Value Mgmt Show Details
4	4	Industrial Analysis/Small Business Show Details
1	1	Other Direct Costs (ODC) Show Details

From:
 Agency: NATIONAL AERONAUTICS AND SPACE ADMINISTRATION
 Office: PROCUREMENT OFFICE
 Name: GEORGE C. MARSHALL SPACE FLIGHT CENTER
 Address 1: PS22-MCP
 Address 2:
 Address 3:
 Address 4:
 City: MARSHALL SPACE FLIGHT CENTER
 State: ALABAMA
 Postal Code: 35812
 E-Mail:
 Phone: 256-544-0110
 FAX: 256-544-9080

Billing:
 Name: EMIL L. POSEY
 Address 1: GEORGE C. MARSHALL SPACE FLIGHT CENTER
 Address 2: MSFC ACCOUNTING OPERATION OFFICE
 Address 3: RS23
 Address 4:
 City: MARSHALL SPACE FLIGHT CENTER
 State: ALABAMA
 Postal Code: 35812

[Funding Appropriation](#)

Status: Inactive

Defense Contract Management Agency

Figure 22: View Funding page

The View Funding page allows you to view your funding document.

To view the amount history for the dollar value, click the Amount History link next to the Dollar Value.

To view a list of the services for the funding document on a particular service set, click the link on the service set.

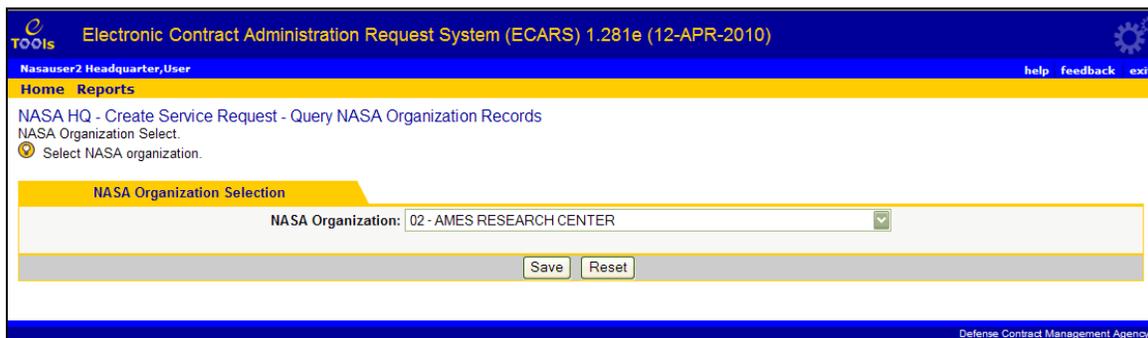
To view the funding appropriation data for the funding document, click the Funding Appropriation link.

6.0 Switch NASA Organization

6.1 Querying NASA Organization Records

NASA HQ users can use ECARS at both the HQ and organization levels, but not at the same time. Therefore, the NASA HQ Main Menu includes an option to select the level and organization that you want to represent.

The Query NASA Organization Records page appears when you click the Switch NASA Organization link on the NASA HQ Main Menu (Figure 23).



The screenshot shows the ECARS (Electronic Contract Administration Request System) interface. The header includes the system name and version (1.281e, 12-APR-2010) and the user information (Nasuser2 Headquarter, User). The main content area is titled "NASA Organization Select" and contains a form for selecting a NASA organization. The form has a dropdown menu labeled "NASA Organization:" with the selected value "02 - AMES RESEARCH CENTER". Below the dropdown are "Save" and "Reset" buttons. The footer of the page reads "Defense Contract Management Agency".

Figure 23: Query NASA Organization Records page

The Query NASA Organization Records page allows you to select either NASA HQ or a NASA center. Select an option from the drop-down list and click the Save button. The appropriate Main Menu screen appears. Note that if you are a NASA HQ user, you can switch NASA organizations at any time by clicking the Switch NASA Organization link on their Main Menu.