



Civilian Arming Authorization Management System (CAAMS)

CAAMS User Guide



CAAMS

CAAMS Project Lead: Raquel Davis

Raquel.Davis.ctr@dla.mil



1. Introduction to CAAMS

2. Business Process Map

3. Requesting an Account

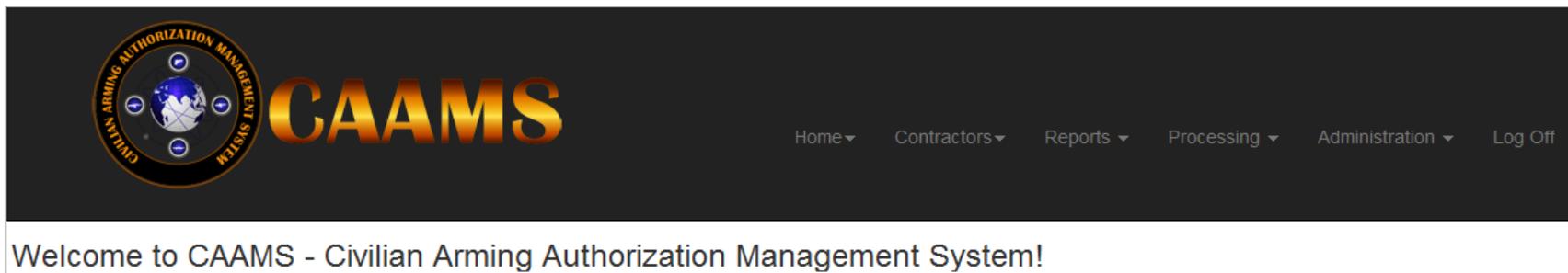
4. Accessing CAAMS

5. Contractor Menu



Introduction

- Civilian Arming Authorization Management System (CAAMS)
 - An automated, web-based solution
 - Processes the submission, review, approval, and compliance management of arming requests for contractors in Theater
- CAAMS is a resident application on the secure Joint Contingency and Expeditionary Services (JCXS) web-based platform
- Stakeholder
 - Armed Contractor Oversight Directorate (ACOD)
 - **MISSION:** To evaluate, provide legal review, and advise on Exception to Policy (ETP) arming requests for DoD contractors, and to track arming authorizations and Serious Incident Reports related to armed civilians and contractors.





Functionalities and Benefits

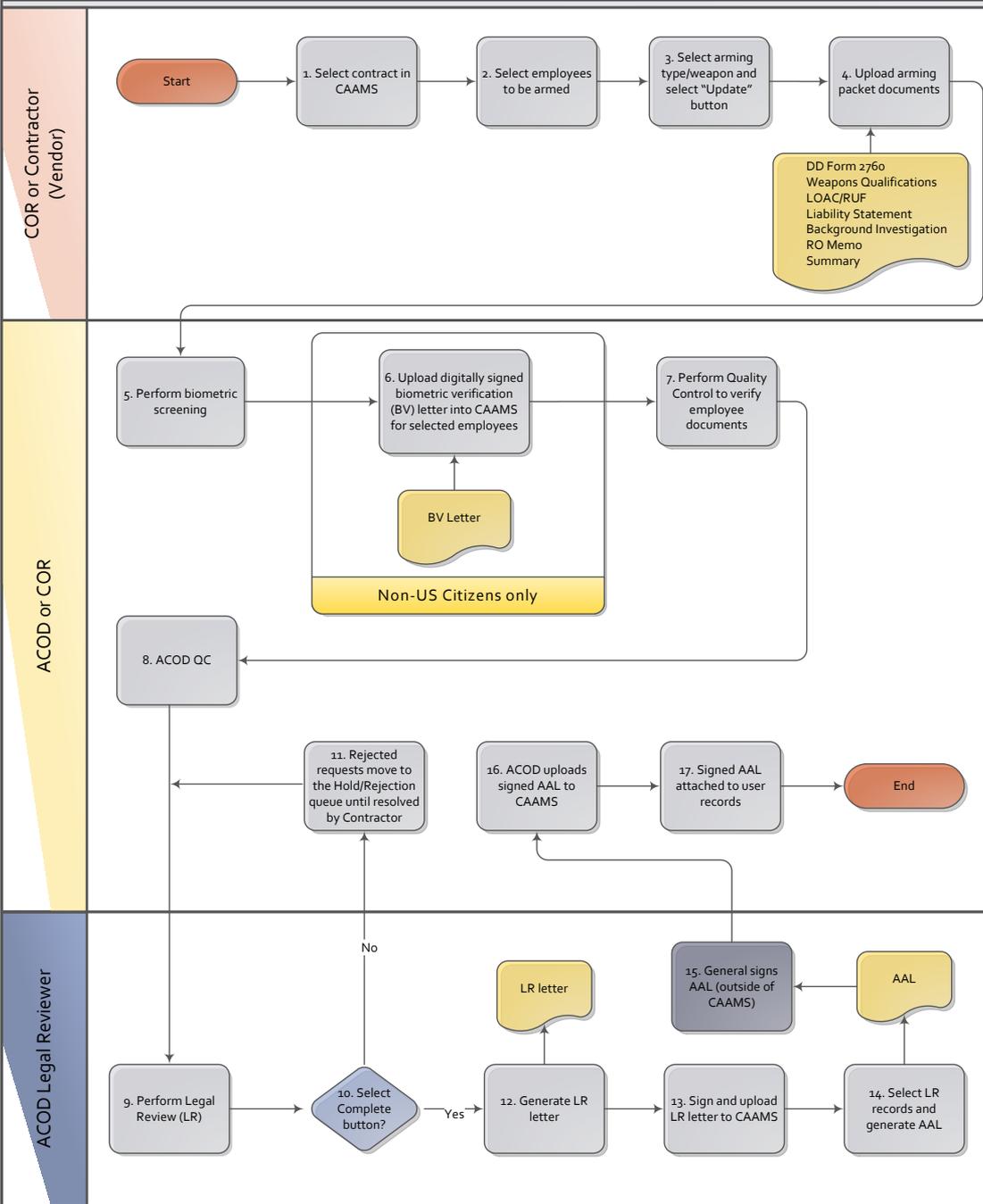




CAAMS User Guide

BUSINESS PROCESS MAP

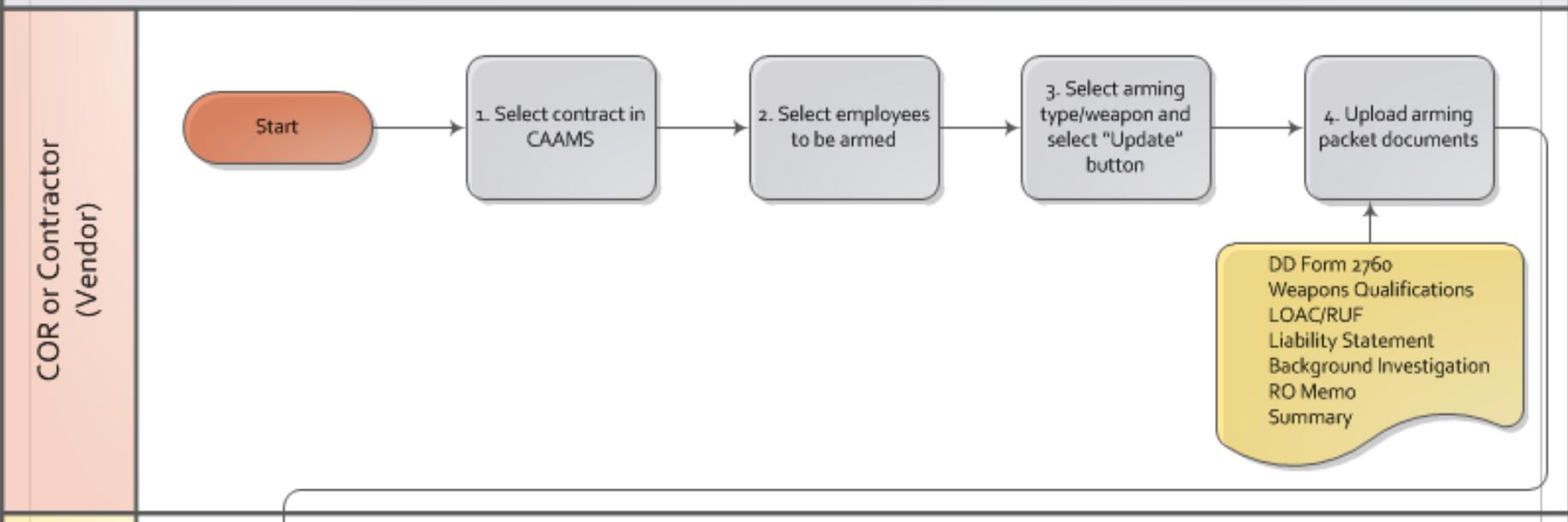
Civilian Arming Authorization Management Process using CAAMS Application





Process Steps 1-4

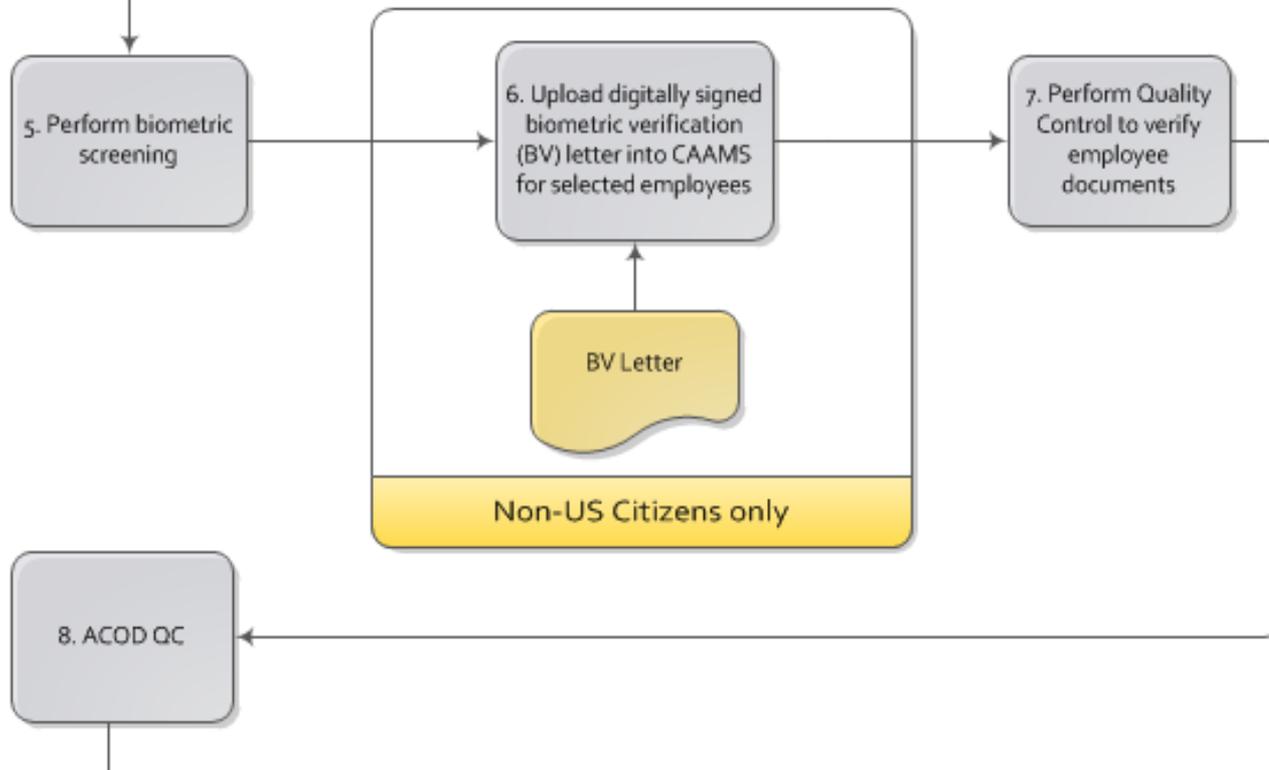
Civilian Arming Authorization Management Process using CAAMS Application



- New contractor employees are entered in CAAMS.
- The Contract Officer's Representative (COR) or Contractor uploads their arming packet documents.
- Selecting the security (arming) type and weapon initiates the arming request in CAAMS.



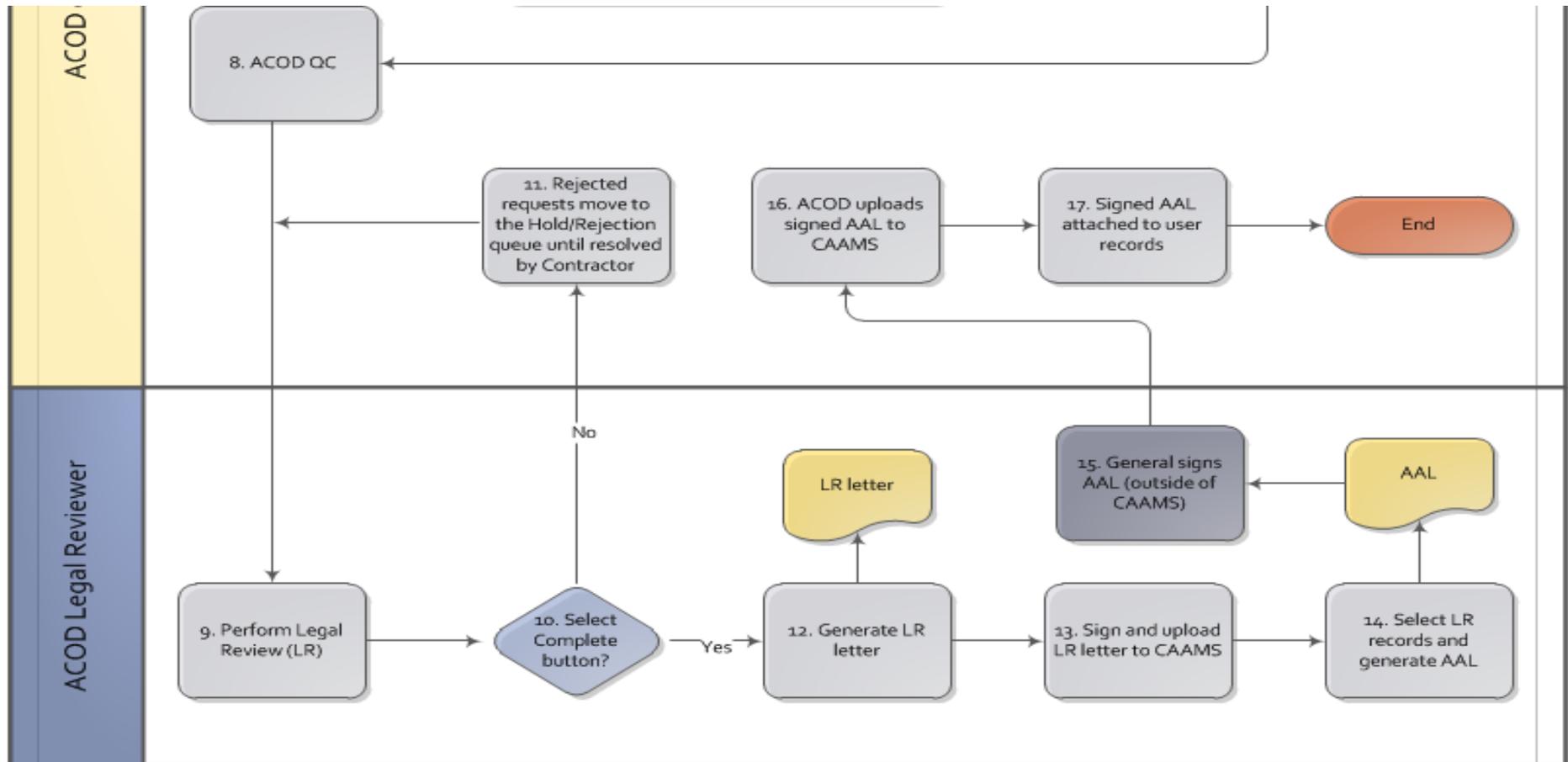
Process Steps 5-8



- ACOD or the COR reviews and approves individuals at each stage, to move them to the next stage in the process
 - Biometric Verification (BV)
 - Quality Control (QC) of documents



Process Steps 9-17



- Legal Review (LR) results in LR letter
- Arming Authorization Letter (AAL) is generated and signed by General, then uploaded into CAAMS by ACOD
- Signed AALs are attached to user records



CAAMS User Guide Menu

Requesting an Account

Vendor Guide

KO/COR Guide



CAAMS User Guide

REGISTERING IN JCXS



1. Government Users Login Button

1. Go to <https://www.jccs.gov/jccscoe/> & Select the GOVT USERS LOGIN button

The screenshot displays the JCXS (Joint Contingency & Expeditionary Services) website. At the top left is the JCXS logo, a globe with the text 'JCXS' and 'JOINT CONTINGENCY & EXPEDITIONARY SERVICES' below it. A navigation menu includes 'HOME', 'ABOUT JCXS', 'APPLICATION OVERVIEW', 'SERVICES', 'TRAINING', 'FAQS', and 'CONTACT US'. On the left side, there is a 'VENDORS LOGIN' button. On the right side, the 'GOVT USERS LOGIN' button is highlighted with a red rectangular border. Below the navigation, a central banner features the JCXS logo and a welcome message: 'Welcome to the new JCXS site! JCXS (Joint Contingency & Expeditionary Services) is the new name for the JCCS (Joint Contingency Contracting System) platform. Our new name and logo represent our evolved focus on joint expeditionary acquisition business solutions. Although our name has changed, we remain focused on our mission of supporting contingency and expeditionary programs that rapidly deploy for humanitarian, peacetime, and wartime missions.' A 'Read More »' link is located at the bottom right of the banner.



2. Register New Account

UNCLASSIFIED - FOR OFFICIAL USE ONLY

CONNECT WITH US

Quick Links

cASM Launch	
JCCS Launch	
JCIAS Launch	
AGATRS Launch	
CAAMS Launch	
GFLSV Launch	
TBC Launch	
3in1 Online Launch	
JCXS Administration Launch	
Helpdesk+ Launch	
Profile Manager Launch	

Helpdesk & Feedback

2. Scroll down to Profile Manager and select the Launch button



3. User Registration

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US
t f YouTube

HOME ABOUT JCXS APPLICATIONS SERVICES TRAINING FAQs CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

Log In to Your Account

Username

Password

Login

Register New User
Forgot Password
Change Password

© 2014 JCXS/DLA Privacy and Security Notice

Helpdesk & Feedback

3. Select the Register New User link



4. User Registration

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US
Twitter Facebook YouTube

HOME TRAINING ABOUT JCXS APPLICATIONS SERVICES FAQs CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

User Registration

Personal Information

Username:

Service:

Rank:

Password: 15 plus characters, at least 1 number, 1 (!,@,#,\$,%^,&,+,*), 1 lower and upper case letter.

Confirm Password:

First Name:

Middle Name:

Last Name:

Phone Number:

Fax Number:

E-mail:

Rotation Date:

Cancel Next >

© 2014 JCXS/DLA Privacy and Security Notice

Helpdesk & Feedback

Callout 1: Passwords must be at least 15 characters; at least 1 number and 1 special character ; 1 lower and 1 upper case letter

Callout 2: Rotation Date is mandatory for Service Members

Callout 3: Select Next to proceed to the next page



User Registration (cont)

User Registration

Please Answer All Security Questions

Question 1 What city were you born in?

Answer

Question 2 What street did you live on in third grade?

Answer

Question 3 Where does your nearest sibling live?

Answer

Create 3 security questions and answers, then select Next to proceed to the next page



User Registration (cont)

User Registration

Request Initial Assignment

Certificate

LASTNAME,FIRST XXXXXXXX

Cancel < Back Next >

Select your DOD certificate and then select Next



User Registration (cont)

User Registration

Registration Review

Username	username
Service	Contractor
Rank	CTR
First Name	First
Middle Name	Middle
Last Name	Last
Phone Number	777-777-7777
Fax Number	
E-mail	first.last@mail.com
Rotation Date	11/01/2015

Initial Role Request

I have read and consent to the terms for the following:

Notice of Consent	Yes <input checked="" type="checkbox"/>
Information System Rules of Behavior	Yes <input checked="" type="checkbox"/>

Cancel < Back **Register**

After reading these documents, mark the Yes checkboxes and select the Register button



User Registration Submitted

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US
t f You Tube

HOME TRAINING ABOUT JCXS APPLICATIONS SERVICES FAQS CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

User Registration

Your user registration information has been submitted and is waiting for approval. Would you like to request application roles?

Yes, Request Application Roles No, I'll Request Application Roles Later

© 2014 JCXS/DLA Privacy and Security Notice

Helpdesk & Feedback

Your account has been submitted for approval. Select "Yes, Request Application Roles" to continue.



Application Role Request

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US
t f YouTube

HOME TRAINING ABOUT JCXS APPLICATIONS SERVICES FAQs CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

User Registration

[Request Roles](#)
This interface allows you to request access to applications by selecting roles you would like to be approved for. Please only select roles for applications you would like to use.

Select Application
Select Role

--Select Application--
--Select Application--
3in1 Online
ACOP
ACOP CJTF-HOA
AGATRS
CAAMS
cASM
GFLSV
Helpdesk+
JCCS
JCIIAS
JCXS Administration
Profile Manager
TBC

Pending Requests
Done

< Back

© 2014 JCXS/DLA Privacy and Security

Helpdesk & Feedback

From the Application dropdown, select CAAMS



Application Role Request

The screenshot shows the JCXS (Joint Contingency & Expeditionary Services) website. At the top left is the JCXS logo and the text 'JOINT CONTINGENCY & EXPEDITIONARY SERVICES'. To the right are social media icons for Twitter, Facebook, and YouTube under the heading 'CONNECT WITH US'. Below this is a navigation menu with buttons for HOME, TRAINING, ABOUT JCXS, APPLICATIONS, SERVICES, FAQs, and CONTACT US. The main content area is titled 'User Registration' and includes a 'Request Roles' section. A callout box labeled '1. Select your role from the list provided' points to the 'Select Role' dropdown menu, which is currently set to 'CAAMS'. The dropdown list shows options: ACOD Legal Review, KO/COR (highlighted), MIL/DOD, and Vendor. Below the dropdown are 'Add Request ->' and '<- Remove Request' buttons. Another callout box labeled '2. Select the Add Request button' points to the 'Add Request ->' button. To the right of the dropdown is a 'Pending Requests' section with a 'Done' button. At the bottom left of the page is the text '© 2014 JCXS/DLA Privacy and Security Notice' and at the bottom right is a 'Helpdesk & Feedback' button.



Application Role Request

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

CONNECT WITH US
t f YouTube

HOME TRAINING ABOUT JCXS APPLICATIONS SERVICES FAQs CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

User Registration
Request Roles
This interface allows you to request access to applications by selecting roles you would like to be approved for. Please only select roles for applications you would like to use.

Select Application: CAAMS

Select Role:
ACOD
ACOD Legal Review
KO/COR
MIL/DOD

Add Request -> <- Remove Request

Pending Requests
KO/COR

Done

< Back

© 2014 JCXS/DLA Privacy and Security Notice

Helpdesk & Feedback



Application Role Request

- After submitting your role, submit a Helpdesk Ticket with the contract information you need access to;
 - Contract Number(s)
 - KO Name
 - KO Email
- Upon approval from the KO, you will have access to CAAMS and the requested contract information



CAAMS User Guide

REQUESTING AN ACCOUNT (ALTERNATE)



1. Government Users Login Button

1. Go to <https://www.jccs.gov/jccscoe/> and select the GOVT USERS LOGIN button

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

HOME ABOUT JCXS APPLICATION OVERVIEW SERVICES TRAINING FAQs CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

Welcome to the new JCXS site!

JCXS (Joint Contingency & Expeditionary Services) is the new name for the JCCS (Joint Contingency Contracting System) platform. Our new name and logo represent our evolved focus on joint expeditionary acquisition business solutions. Although our name has changed, we remain focused on our mission of supporting contingency and expeditionary programs that rapidly deploy for humanitarian, peacetime, and wartime missions.

[Read More >](#)



2. Profile Manager

2. Select the Profile Manager Launch button to request CAAMS role

The screenshot displays a web interface with a dark blue background and white text. At the top right, it says 'UNCLASSIFIED - FOR OFFICIAL USE ONLY'. The interface lists several services, each with a 'Launch' button and a 'More Info & Request Access' link. The 'Profile Manager' service is highlighted with a red rectangular box. A black callout box on the left contains the instruction: '2. Select the Profile Manager Launch button to request CAAMS role', with a line pointing to the 'Launch' button of the 'Profile Manager' service.

Service Name	Launch Button	More Info & Request Access Link
GFLSV	Launch	More Info & Request Access
JCXS-COE Administration	Launch	More Info & Request Access
JCXS Helpdesk Plus	Launch	More Info
JCIAS	Launch	More Info
Profile Manager	Launch	More Info & Request Access
Starter Application	Launch	More Info & Request Access



3. JCXS User Profile Manager

JCXS User Profile Manager

Home | Personal Information | **Role Information** | Security Information | Exit Profile Manager

JCXS User Profile - Home

Davis, Raquel CTR (raquel.davis) (70671046-0202-4010-9000-000101210070)

Welcome to the JCXS User Profile Manager!
This application allows you to change portions of your user profile in order to keep them current.

3. Select Role Information to see current roles and to request new roles



4. Request Role

JCXS User Profile Manager

Home | Personal Information | Role Information | Security Information | Exit Profile Manager

JCXS User Profile - Roles Davis, Raquel CTF

Current Applications	Approved Roles	Current Role Requests
CAAMS	ACOD	GFLSV - BOS-I GFLSV - OCS/PM GFLSV - RA

Request Role

This page shows Approved Roles for Current Applications as well as Requests that are waiting for approval

4. Select Request Role



5. Roles List

JCXS User Profile Manager

Home | Personal Information | Role Information | Security Information | Exit Profile Manager

JCXS User Profile -Roles

Davis, Raquel C

Current Applications

CAAMS

Approved Roles

ACOD

Current Role Requests

Roles

CAAMS

Roles List

- ACOD
- ACOD Legal Review
- Guest
- KO/COR
- MIL/DOD
- Read-Only
- RO
- SuperUser

Ok

5. Select CAAMS

6. Make your selection from the Roles List



6. Role Request

JCXS User Profile Manager

Home | Personal Information | Role Information | Security Information | Exit Profile Manager

JCXS User Profile -Roles

Davis, Raquel CTR (raquel.davis@7de7104e-e262-451a-9ad6-
eab1e121ca7a)

Current Applications

CAAMS

Approved Roles

ACOD

Current Role Requests

GFLSV - BOS-I
GFLSV - OCS/PM
GFLSV - RA
KO/COR

Request Role

7. Your request will show in the Current Role Requests que



7. Saving CAC Certificate

JCXS User Profile Manager

Home | Personal Information | Role Information | **Security Information** | Exit Profile Manager

JCXS User Profile -Roles

Davis, Raquel CTR (raquel.davis@7de7104e-e262-451a-9ad6-
e0b1c121ca7a)

7. Go to Security Information to sync your CAC to your JCXS account and CAAMS role

Current Role Requests

GFLSV - BOS-I
GFLSV - OCS/PM
GFLSV - RA
KO/COR

Request Role



Saving CAC Certificate

Change Password

Existing Password

New Password

Confirm Password

Change Security Questions and Answers

Question 1

Answer

Question 2

Answer

Question 3

Answer

Certificate

8. Verify the information in the Certificate box and select Save Certificate



8. Role Request: Helpdesk

- 9. Submit a new HelpDesk ticket with the following information:
 - your name and email address
 - your CAAMS role
 - the contract number to associate to your role
 - the name and email address of your KO and/or COR
- This information will be forwarded to ACOD for review; upon approval, the HelpDesk staff will associate the contract to your role; at that point in time you will have access to the contract data.

Menu

Continue to Training



CAAMS User Guide

ACCESSING CAAMS



1. Government Users Login Button

1. Go to <https://www.jccs.gov/jccscoe/> and select the GOVT USERS LOGIN button

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

HOME ABOUT JCXS APPLICATION OVERVIEW SERVICES TRAINING FAQS CONTACT US

VENDORS LOGIN GOVT USERS LOGIN

Welcome to the new JCXS site!

JCXS (Joint Contingency & Expeditionary Services) is the new name for the JCCS (Joint Contingency Contracting System) platform. Our new name and logo represent our evolved focus on joint expeditionary acquisition business solutions. Although our name has changed, we remain focused on our mission of supporting contingency and expeditionary programs that rapidly deploy for humanitarian, peacetime, and wartime missions.

[Read More >](#)



3. Launch the Application

2. Launch your application

CAAMS Launch	 More Info & Request Access
JCCS Launch	 More Info & Request Access
TBC Launch	 More Info & Request Access
AGATRS Launch	 More Info & Request Access
GFLSV Launch	 More Info & Request Access



CAAMS User Guide

HOME MENU



Welcome to the Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

[Refresh Dashboard](#)

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the select column/row to view records requiring action.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	1	0	0	0	0
00000000 Zero Test Contract	0	0	0	0	0	0	0

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
-----------------	-----	------	----	----	---------	----	-----	----------

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded	AAL Uploaded
-----------------	-------------	--------------



Home Page



Home ▾ Contractors ▾ Reports ▾



raquel.davis.ctr@dla.mil Log Off

Welcome to CAAMS!

CAAMS - the Civilian Arming Authorization Management System - is used to manage all armed, in-theater contractors. For more information, see the [ABOUT](#) page and the [FAQ](#) page. CAAMS is a continually-evolving system. For a quick overview of the new functionality, please review the the appropriate User Guide from the list below. **READ ALL ABOUT IT** - see the [Latest CAAMS Newsletter](#)

CAAMS Announcements:

The CAAMS PMO says "fare thee well" to the outgoing ACOD leader, CDR Martin, and the outgoing jack-of-all, LT Papagni. We wish you all the best. The CAAMS PMO is also pleased to say "hail and welcome" to the newest ACOD members, CDR Taylor and CDR Teale. We stand ready to assist you, to ensure a successful mission. :)

Contact information

Need to contact the CAAMS team? Use the following options:

Support in theater: usfora.acod.org@afghan.swa.army.mil

Technical support: For Technical issues, please submit via the HelpDesk & Feedback link on the bottom right of your screen.

Training support: If you would like to receive CAAMS training, or for any other CAAMS-related questions, please contact [Raquel Davis](#).

Important CAAMS Announcements will show here.

CAAMS User Guides:

There are three different user guides, corresponding to the primary roles used in CAAMS:

- [CAAMS Vendor User Guide](#) - this guide is designed to help Vendors maximize their efficiency when using CAAMS
- [CAAMS KO/COR User Guide](#) - this guide details the responsibilities and workflow processes managed with the KO/COR role
- [ACOD Staff User Guide](#) - this guide is for ACOD staff/SuperUser, and outlines all of the available capabilities of CAAMS

CAAMS Document Library

The following PDF documents are provided to assist Vendors, KOs and CORs provide the appropriate information for each individual pursuing an Arming Request.

- [1. RO MEMO Armed Security Template](#)
- [2. RO MEMO Self Defense Template](#)
- [3. RO MEMO Renewal](#)
- [4. Biometric Verification Letter](#)
- [5. Rules of Force - Law of Armed Conflict Training](#)
- [6. Acknowledgement of Training Form \(Contractor\)](#)
- [7. Qualification to Possess Firearms or Ammunition \(DD Form 2760\)](#)
- [8. SPOT LOA SAMPLE](#)
- [9. Pistol Scorecard Example](#)
- [10. Rifle Scorecard Examples](#)
- [11. Background Check MEMO Template](#)
- [USFOR-A FRAGO 16-143 Arming Procedures for DoD Contractors](#)
- [FRAGO 16-143 - Summary of Key Changes](#)

The New document Library feature on the site home page allows users to view all required documents for pursuing an Arming request



Home Menu: About



[Home](#) ▾ [Contractors](#) ▾ [Reports](#) ▾



raquel.davis.ctr@dla.mil [Log Off](#)

About CAAMS

CAAMS - Civilian Arming Authorization Management System - is used to manage all armed, in-theater contractors.

The validation process is performed by staff from ACOD - Armed Contractor Oversight Directorate. Each contractor must meet the following requirements:

- Must be on a valid, current contract
- Must have received arming authorization from the RO
- Must have current weapon(s) qualifications
- If non-US, must be registered in a valid Biometric database

Once all documents have passed a manual and legal review, ACOD will approve/deny the contractor's arming packet

[Helpdesk & Feedback](#)

Copyright DLA © 2016 CAAMS - Civilian Arming Authorization Management System | v2.5.0.1 | Powered by JCXS | [get Adobe Reader](#)



Home Menu: FAQ



JOINT CONTINGENCY & EXPEDITIONARY SERVICES

[Home](#) ▾ [Contractors](#) ▾ [Reports](#) ▾



raquel.davis.ctr@dla.mil [Log Off](#)

CAAMS Frequently Asked Questions

Click on a heading to view the questions for each topic; click on the question to show/hide the answer.

CAAMS Training

[How do I access Helpdesk?](#)

[Where can I find training documentation?](#)

[How can I receive training on CAAMS?](#)

Accessing CAAMS

Contract Management

Documentation/Arming Process

FAQs have been categorized
for easier navigation

[Helpdesk & Feedback](#)



Helpdesk & Feedback Ticket

Helpdesk & Feedback Ticket

Please use the box below to enter your comments or issue with JCCS applications.

Point of Contact

Name

Phone

Email

How can we help?

Issue

Description

Submit

Cancel

For helpdesk issues, complete the requested fields, include your username, and submit the ticket.



CAAMS User Guide

ADDING A NEW PERSON



Process Master List: Add Person



CAAMS

Home - Contractors - Reports - Log Off

Add Person

Process Master List

Create a new Person record

Use the form below to create a new Person record.

* indicates required field

Last Name: <input type="text"/>	First Name: <input type="text"/>
Mid Name: <input type="text"/>	Passport/Taskera/NIN: <input type="text"/>
Nationality: <input type="text"/>	Email: <input type="text"/>
Contract: <input type="text"/>	SPOT / DTS: <input type="text"/>
Location: <input type="text"/>	LOA-AW: <input type="text" value="Yes"/>
Employer: <input type="text"/>	DOD Civ: <input type="text" value="No"/>
In Theater: <input type="text"/>	Deploy Start: <input type="text"/>
Deploy End: <input type="text"/>	

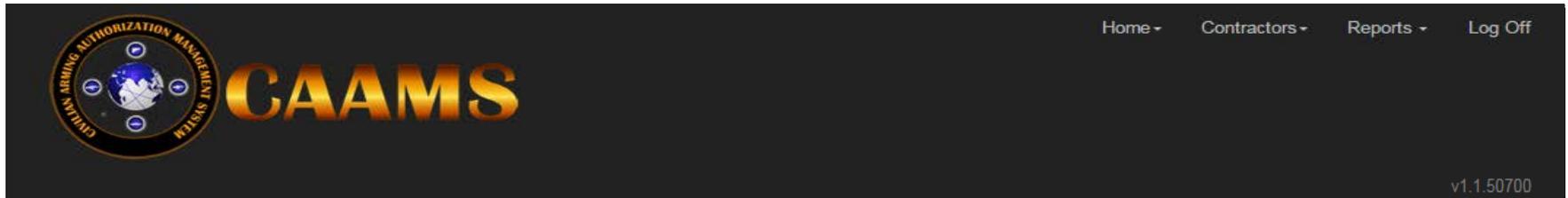
Create

Helpdesk & Feedback

When adding a new person for submission, complete all fields and submit the person for arming.



Process Master List: Duplicate Entries



A person with the same name and Passport/Taskera/NIN has been found in the database.
Please copy/paste the following information into a email and send to ACOD () for review/further action.

First Name: Sean

Middle Name:

Last Name: Addison

Passport/Taskera/NIN: 12345

Citizenship: AFGHANISTAN

Contract: 002-ACOD-Training

If the information entered for a new record already exists in the system, you will be prompted to contact ACOD. If no match is found, the record is added to the database.

desk & Feedback



CAAMS User Guide

PROCESS MASTER LIST/CONTRACTORS MENU



Process Master List

CAAMS

[Home](#) ▾ | [Contractors](#) ▾ | [Reports](#) ▾ | [Processing](#) ▾ | [Administration](#) ▾ | [Log Off](#)

raquel.davis.ctr@dla.mil
v1.1.50000

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show 50 entries Search:

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				1	1			
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security					1			
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security			1					
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26							
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security			33		7			1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense			17	2	1			
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	2		2							
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	1	Armed Security				1				



Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show

10

entries

Contracting Office ▲ Contract Number ◆ Company ◆ # In Process ◆ Security Type ◆ Complete ◆

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Helpdesk & Feedback

If contracts do not appear, submit a helpdesk ticket, including the contract numbers needed. The Helpdesk team will be forward your request to ACOD for approval.

There are three main reasons why the Process master list may be empty

- There are no individuals who have been assigned to the contract. Once an individual has been added to a contract, the contract will appear in the Process Master List
- The contract has “expired” in CAAMS; the Contract End Date needs to be updated
- The user’s role has not been associated with the contract number



Process Master List

CAAMS Home ▾ Contractors ▾ Reports ▾ Processing ▾ Administration ▾ Log Off

raquel.davis.ctr@dla.mil v1.1.50000

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show entries Search:

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security								
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense								
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security								
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security								
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security								
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26							
Aberdeen			41	Armed			33		7			1
Aberdeen			20	Self Defense			17	2	1			
ACC/AMIC			2		2							
ACC/AMIC			1	Armed Security				1				

The Process Master List shows the various phases of the arming package lifecycle (New, Hold, BV, QC, ACOD QC, LR, AAL, & Complete)

Highlighted numbers in each step forwards you to a detailed screen, displaying the personnel's records included in that step.



Process Master List Details

The Following table describes the data columns displayed on the screen

Column Name	Description
#In-Process	The number of arming requests entered in CAAMS per contract
New	The number of people added to CAAMS who have not started the arming authorization process and number of people undergoing AAL Renewal Process
Hold	Requests that have been put on hold by ACOD for further review or to return back to KO/COR
BV	The number of requests in the Biometric Verification stage of the authorization process
QC	The number of requests in the Quality Control stage of the authorization process
ACOD QC	The number of requests in the ACOD Quality Control stage of the authorization process
LR	The number of requests in the Legal Review stage of the authorization process
AAL	The number of AALs (Arming Authorization Letter) ready to be generated and sent to the Authorization Authority for signature
Complete	The number of requests that have finished all stages of the authorization process



Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show entries

Contracting Office	Contract Number	Company	# In Process	Security Type	New	QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Afghan Union Transportation and Logistics (ATL)	1		1				
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1						
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				2	
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2	Self Defense		1	1		
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security				1	
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security		1			
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security		1			
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26				
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security		33		7	1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense		17	1	2	
ACC/AMIC	FA4890-11-C-0003	Millennium Engineering	1		1				

1. Select the appropriate contract number and click on the highlighted number in the "In-Process" column.



Process Master List (# In Process)



CAAMS

raquel.davis.ctr@dla.mil

Home ▾ Contractors ▾ Reports ▾ Log Off

v2.0.1.0

Master list of persons on this contract

Contract Number: 0123-TEST-CONTRACT-0123

Company Name: ACOD

Agency: DESC

Company Phone:

KO/COR Information: KO - [Reno McCormick](#) KO - [Raquel Davis](#)

WARNING: Contract will expire in less than 30 days. Once expired, the contract will no longer be available.

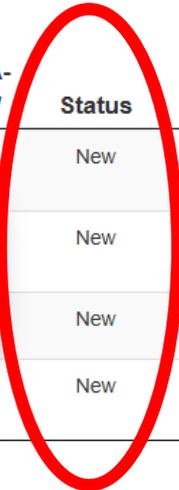
Need to transfer a person to archives or a different contract? Renewal? Click [HERE](#) for instructions

Show entries

Search:

	Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	AAL Number	AAL Expire	Armed	Confirmed	
edit	GELAND MAGAR	Ben		ID Needed	NEPAL	Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	SMITH					No	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	SMITH					Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	THOMAS	William		L12M13	UNITED STATES	Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer

2. To update the records, click "Edit".



Showing 1 to 4 of 4 entries

First Previous Next Last

[Helpdesk & Feedback](#)

Note: Edits to the personnel records can be done during the New, BV, Hold, or QC Queue.



Process Master List

Name: ADDISON, Sean

Nationality: UNITED STATES

Record Editor:

LOA / DTS: K6WG5P

Passport/Taskera/NIN: 12345

NOTES: Enter notes here

[11/16/2015 - raquel.davis.ctr@dia.mil]

Save Changes

Deploy Start Date: 12/18/2014

The arming process doesn't begin until the Security Type (Self Defense/Armed Security) is selected.

3. Select a Security Type

Security Type / Weapons Editor - >Select a Security Type:

Self Defense

Armed Security

Standard Pistol (9mm NATO)

Quals. Expire: []

Standard AK-47 (7.62x39mm)

Quals. Expire: []

Standard Rifle (5.56 NATO)

Quals. Expire: []

Non-Standard (crew served or other)

Quals. Expire: []

Other

Quals. Expire: []

Update

4. Add Weapon Type and enter Quals. Expiration Date. Click "Update".

Documents:

Type	Document	UpdateDate	Updated By
			No data available

Close

Note: After editing these sections, "Save Changes" and/or "Update" must be clicked; if not, the information entered and selected will NOT be saved.



Process Master List

Name: ADDISON, Sean
Nationality: UNITED STATES

Security Type:
Status: New

AAL Number:
AAL Expiration:

Record Editor:

* indicates required field

LOA / DTS: *

Bio GUID:

Passport/Taskera/NIN: *

Location:

NOTES:
Enter notes here

[11/16/2015 - raquel.davis.ctr@dla.mil]

Deploy Start Date: *

Deploy End Date: *

Security Type / Weapons Editor - >Select a Security Type:

Self Defense Armed Security

- Standard Pistol (9mm NATO) Quals. Expire:
- Standard AK-47 (7.62x39mm) Quals. Expire:
- Standard Rifle (5.56 NATO) Quals. Expire:
- Non-Standard (crew served or other) Quals. Expire:
- Other Quals. Expire:

5. To upload a document, click "Add".

Documents:

Type	Document	UpdateDate	Updated By	Verified Date	LR Verified
No data available in table					



Process Master List

6. Select the file type.

Select the file type:

Select the file:

- ACK of Training & Liability
- Arming Authorization Letter
- Background Investigation Summary
- Biometric Verification Letter
- Complete Arming Packet
- Contract File
- DD Form 2760
- Legal Review Letter
- LOA/DTS Orders
- Non-Standard Weapon Qualification
- Other
- Other Weapon Qualification
- Pistol Qualification
- Rifle Qualification
- RO Delegation Memo
- RO Memo
- RUF/LOAC

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only file types accepted are to pdf, xls/xlsx and jpg.

Close

Select the file type:

Select the file:

7. Select the document to upload and click "Upload".



Document Deletion

8. To view an uploaded document, click the file name listed in the "Document" column.

Weapon	Qual Exp	Other	Serial Num	Source
--------	----------	-------	------------	--------

Record Editor:

Passport Number: Needed
Notes here:
Notes displayed here:

Documents: Add

Type	Document	UpdateDate	Updated By	Verified Date	LR Verified	
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			<input type="checkbox"/>	Delete
2. Biometric Verification Letter	FloresWeaponQual.pdf	12/23/2014			<input type="checkbox"/>	Delete
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			<input type="checkbox"/>	Delete
2. Biometric Verification Letter	NiewadomskiWeaponQual.pdf	12/23/2014			<input type="checkbox"/>	Delete

[Close](#)

Note: Vendors are now able to add or edit the GUID and Passport/Taskera Number fields after submission to the BV or COR QC stage.

9. To Delete an uploaded document, go to the specified document and click "Delete".



Qualification Deletion

Arming and Security type information

[Close](#)

Last Name	Jones	Nationality:	[REDACTED]	DOD Civilian:	No
First Name	Mary	LOA-AW:	Yes	Security Type:	Self Defense

[Add a Weapon](#)

Weapon	Qual Exp	Other	Serial Num	Source
Standard Pistol (9mm NATO)	12/31/2015			Update Qual. Delete
Standard Rifle (5.56 NATO)	12/31/2015			Update Qual. Delete

10. To delete an uploaded Qual, click "Delete" in the file row corresponding to the desired deleted Weapon Qualification.

Record Editor:

Passport/Taskera/NIN:	<input type="text" value="123456"/>	LOA / DTS:	<input type="text" value="123456"/>	EDIPI:	<input type="text"/>
Bio GUID:	<input type="text" value="123456"/>	Location:	[REDACTED]	<input type="button" value="Update"/>	

Documents:

Type	Document	UpdateDate	
LOA/DTS Orders	LOA.pdf	1/26/2015	Delete
RUF/LOAC	RULES - LOAC.pdf	1/26/2015	Delete
DD Form 2760	DD FORM 2760.pdf	1/26/2015	Delete
Pistol Qualification	PISTOL QUAL.pdf	1/26/2015	Delete
Rifle Qualification	RIFLE QUAL.pdf	1/26/2015	Delete
ACK of Training & Liability	ACKNOWLEDGMENT MEMO.pdf	1/27/2015	Delete
Background Investigation Summary	VERIFICATION LETTER.pdf	2/3/2015	Delete
RO Memo	RO MEMO.pdf	2/3/2015	Delete

[Close](#)



Qualification Deletion

11. Click "Delete".

Arming and Security t
Close

Name: HEA
Nationality: UNI

Add a Weapon
Weapon

Record Editor:
LOA / DTS:
Passport/Taskera/NIN:
EDIPI:

NOTES: Enter notes here
Existing notes displayed here

Save Changes

Helpdesk & Feedback

Copyright DLA © 2015 CAAMS - Civilian Arming Authorization Management System

Delete Document

To delete this document, click the "Delete button at the bottom of
WARNING: once deleted, this document cannot be retr

Document Type	Document Name
2. Biometric Verification Letter	NiewadomskiLOA.pdf

Source

AAL Number:
AAL Expiration:

Documents: Add

Type	Document	UpdateDate	Updated By	Verified Date	LR Verified	
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			<input type="checkbox"/>	Delete
2. Biometric Verification Letter	FloresWeaponQual.pdf	12/23/2014			<input type="checkbox"/>	Delete
2. Biometric Verification Letter	NiewadomskiLOA.pdf	12/23/2014			<input type="checkbox"/>	Delete

100%



Qualification Update

Arming and Security type information

[Close](#)

Last Name: Jones	Nationality: [REDACTED]	DOD Civilian: No
First Name: Mary	LOA-AW: Yes	Security Type: Self Defense

[Add a Weapon](#)

Weapon	Qual Exp	Other	Serial Num	Source
Standard Pistol (9mm NATO)	12/31/2015			Update Qual. Delete
Standard Rifle (5.56 NATO)	12/31/2015			Update Qual. Delete

Record Editor:

Passport/Taskera/NIN:	<input type="text" value="123456"/>	LOA / DTS:	<input type="text" value="123456"/>
Bio GUID:	<input type="text" value="123456"/>	Location:	[REDACTED]

12. To update a qual., click "Update Qual." in the file row.

Documents:

Type	Document	UpdateDate	
LOA/DTS Orders	LOA.pdf	1/26/2015	Delete
RUF/LOAC	RULES - LOAC.pdf	1/26/2015	Delete
DD Form 2760	DD FORM 2760.pdf	1/26/2015	Delete
Pistol Qualification	PISTOL QUAL.pdf	1/26/2015	Delete
Rifle Qualification	RIFLE QUAL.pdf	1/26/2015	Delete
ACK of Training & Liability	ACKNOWLEDGMENT MEMO.pdf	1/27/2015	Delete
Background Investigation Summary	VERIFICATION LETTER.pdf	2/3/2015	Delete
RO Memo	RO MEMO.pdf	2/3/2015	Delete

[Close](#)



Qualification Update

Arming and Security type information

[Close](#)

Nationality: [REDACTED]

DOD Civilian: No

LOA-AW: Yes

Security Type: Self Defense

Update Qualification Expiration - Windows Internet Explorer

https://www.jccs.gov/CAAMS/PersonWeapon/UpdateQual/8345

Update Qualification Expiration

Use this form to update the Qualification Expiration date for the selected Person/Weapon record.

Record Editor:

Passport/Taskera/NIN: [REDACTED]

Bio GUID:

Weapon Type: Standard Pistol (9mm NATO)

Serial Number:

Qualification Expiration:

[Back to List](#)

EDIPI:

Documents:

Type

LOA/DTS Orders

RUF/LOAC

DD Form 2760

Pistol Qualification

Rifle Qualification

ACK of Training & Liability

Background Investigation Summary

RO Memo

RIFLE QUAL.pdf

ACKNOWLEDGMENT MEMO.pdf

VERIFICATION LETTER.pdf

RO MEMO.pdf

Add

UpdateDate

1/26/2015

[Delete](#)

1/26/2015

[Delete](#)

1/26/2015

[Delete](#)

1/26/2015

[Delete](#)

1/27/2015

[Delete](#)

2/3/2015

[Delete](#)

2/3/2015

[Delete](#)

[Close](#)

13. Enter the requested Qualification Expiration data and click "Update".



CAAMS User Guide

ROLE-BASED DASHBOARD



Role-Based Dashboard



CAAMS

raquel.davis.ctr@dla.mil

Home ▾ Contractors ▾ Reports ▾ Log Off

- Add Person
- Process Master List
- Dashboard 55 items**

v2.1.0.0

Navigate to the Dashboard from the Contractors dropdown menu; the static number will show how many items need updating

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the select column/row to view records requiring action.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	1	0	0	0	0
00000000 Zero Test Contract	0	0	0	0	0	0	0

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	COMPLETE
FA8620-11-G-4020-0134	NEW / RENEW				COMPLETE
	CAAMS Newbee				by Manning

1. Select hyperlink



Role-Based Dashboard

This is the list of individuals with an expired Weapons Qualification date.

Use the edit link for each record to access/update the record.

[Close](#)

Search:

	Contract Number	Last Name	First Name	Security Type	LOA	Arm Status	Deploy End Date	AAL Number	AAL Expiration	Armed	Confirmed Date
edit	FA8620-11-G-4020-0134	Andree	Gan				12/31/2016			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	Carr	T							<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	JOHNSON						AAL-16/1279	6/1/2017	<input checked="" type="checkbox"/>	<input type="text" value="6/10/2016"/>
edit	FA8620-11-G-4020-0134	Jones	David	Armed Security	P16Q17	Complete	12/31/2016			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	Manning	Bobby	Armed Security	9PTA66	Complete	7/31/2015	12345	9/14/2016	<input checked="" type="checkbox"/>	<input type="text" value="9/14/2015"/>
edit	FA8620-11-G-4020-0134	Watson	Brian	Self Defense	J29WBP	Complete	7/31/2015	AAL-16/1253	1/5/2017	<input type="checkbox"/>	<input type="text" value="1/5/2016"/>



2. Select Edit

Showing 1 to 6 of 6 entries

[Helpdesk & Feedback](#)



Role-Based Dashboard

Arming and Security type information

[Close](#)

Name: MANNING, Bobby

Security Type: Armed Security

AAL Number: 12345

Nationality: UNITED STATES

Status: Complete

AAL Expiration: 9/14/2016

[Add a Weapon](#)

Weapon	Qual Exp	Other	Serial Num	Source	
Standard Pistol (9mm NATO)	7/31/2015				Update Qual Delete

Record Editor:

LOA: *

Passport/Taskera/NIN: *

NOTES:

[3/16/2016 - raquel.davis.ctr@dla.mil]
[7/5/2016 - raquel.davis.ctr@dla.mil]

3. Select Update Qual. To update the expired date

Deploy End Date (from LOA): *



Role-Based Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring action. Click on the Contract Number to view the regular Process Master List detail page for that contract.

Refresh Dashboard

The number in the dashboard column has been updated from 6 to 5 after making the necessary changes

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List detail page for that contract. The number of records in each column represents the number of records in that row to view records requiring action.

00000000 Zero Test Contract	0	0	0	0	0	0	0
AID-306-C-14-00007	0	0	0	0	2	0	0
FA8620-11-G-4020-0134	0	0	5	1	44	4	2
FA8003 08 D 8766 0202	0	0	0	0	0	0	1

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
FA8620-11-G-4020-0134								COMPLETE Bobby Manning

Bobby Manning's status has been updated and displayed in the records table

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded
-----------------	-------------



Role-Based Dashboard

Raquel Davis - Welcome to CAAMS

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

[Refresh Dashboard](#)

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the select column/row to view records requiring action.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	1	0	0	0	0
00000000 Zero Test Contract	0	0	0	0	0	0	0

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
FA8620-11-G-4020-0134	NEW / RENEW CAAMS Newbee							COMPLETE Bobby Manning

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded	AAL Uploaded



CAAMS User Guide

END OF GUIDE

Menu

For More Information or to Receive Training on CAAMS,
contact Raquel Davis via email at Raquel.Davis.ctr@dla.mil