3in1 Quick Reference Guide

https://www.jccs.gov/3in1ng

Registering New Users – KO or FOO

- There are two roles to be selected from for Registration; Contracting Officer (KO) or Field Ordering Officer (FOO)
- FOOs have the rights to create and upload SF44s; KOs have the rights to clear orders in addition to the rights of a FOO (Edit this option under User Profile).
  1. On the Welcome page, the user clicks the "Register" button and selects "Register with CAC" or "Register without CAC".
  2. Enter the First Name, Last Name, Email, Password and Confirm Password into the fields.
  3. For Initial Role, select "Contracting Officer" or "Field Ordering Officer" and enter the correct DODDAC.
  4. An email is sent to the registered user with a link to follow to finalize the registration.
  5. A PMO Admin, DODAAC Admin, or KO will need to set the registered user as active.

Creating and Uploading SF44s - FOO

- SF44s can be created from a Blank Form or a Saved Template.
- Creating SF44s from Blank Forms
  1. Select the 'Place SF44' button from the Home Screen
  2. Select 'Place SF44 from a Blank Form'
  3. Fill in the order fields
  4. Select 'Save SF44'
  5. Select 'Finalize and Send for Clearance' when complete
  6. Orders can be saved as drafts by selecting the 'Save Draft Without Locking SF44' option
- Creating SF44 Templates
  1. For reoccurring orders, or orders where information is consistent, select 'Manage SF44 Templates' to Create a new SF44 Template. Enter the information that stays consistent, name the Template, and then Save.
- The FOO can add captured images to the SF44.
- Once all the required fields are entered, the FOO finalizes the SF44 and submits it for clearance from a KO.

Clearing SF44s- KO

- When a KO logs in, orders pending clearance will appear on the 'Clear SF44s' page.
  1. Select an order and view the content
  2. Once viewed, select the clearance by marking it as Cleared, Flagged, or Unapproved
- Cleared and Unapproved orders are removed from the KO's Clearance List page. Flagged orders can get edited by a FOO and be resubmitted for clearance.

Generating Reports – PMO Admin, DODAAC Admin or KO

- A PMO Admin, DODAAC Admin or KO user can generate Purchase Log Reports of uploaded orders.
  1. Select 'Generate Reports' from the Home screen, then "Purchase Log Report"
  2. Select 'Select a DODDAC' to pull up a list of DODDACs to select from
  3. Select the date range to pull the report from
  4. Once selected, click 'Generate Report'
- View the generated report list as an Excel document by selecting 'Save Report' then 'Open'
- Save displayed orders as PDFs to view them later

Contact Information

For Comments, Feedback, Training Requests, Questions and/or Concerns, Contact 3in1support@dla.mil