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#### **1** Requirements Summary

A Requirements Package is used to create all documents needed to acquire supplies or services in order to satisfy approved requirements in a timely, efficient manner and at the most reasonable cost to the government.

#### 2 Home Page

Home Page provides to a user a list of Packages for which they have an active role in the workflow.

Workflow icons display the status of a Package. Action icons provide functionality for the Package while Control icons provide a user the ability to edit, clone, and track Packages (see **Figure 1**). The Home Page is the first page accessed upon entering the Requirements Module.

+	New New	Package 💽 📋 👪			2	Search My P	ackages	٩
							Clear	Filters 式 📳
T	ID Y	Title 🔻	Total Cost 🔻	RDD Y	Created 🔻	М/Р т	U/P 🝸 🗤	Controls
-	2C15-110	Chemical Latrines w/ Black Water Services	\$3,550.00	11 Aug 2016	04 Mar 2015		2	
6	2C15-110	Private Security (E.G.Protect VIP) (Armed)	\$1,250,000.00	03 Oct 2015	04 Mar 2015	1	4	
x	2C15-110	Chemical Latrines and Waste Removal	\$108,725.00	18 Jun 2015	04 Mar 2015			
<ul><li>✓</li></ul>	2C15-110	30 x 20 Concrete Pad	\$6,660.00	16 Oct 2015	04 Mar 2015			12 🗳 🖆
•	2C15-110	10lb. ABC Fire Exinguisher	\$2,460.00	24 Oct 2015	04 Mar 2015			12 🗳 🖆
								v

Figure 1: Home Page

Link to the cASM EDU site: https://edu.tqsapps.com/casmportal\_EDU/ Link to the cASM production site: https://www.casm.csd.disa.mil/casmportal/

### 2.1 cASM lcons



**Note:** Moving the mouse over the workflow icons retrieves the status for the individual Package.

### 2.1.1 Dashboard and Home

The Dashboard icon allows access back to the Dashboard. When not on the Home Page, the Home icon replaces the Dashboard icon and allows a user to navigate back to the Requirements Home Page.

### 2.1.2 Column Filters

Column headings may be used to filter data. When a column filter is in use, the filter icon will display in red. Multiple filters may be used simultaneously; however, columns may only be sorted one at a time.

### 2.1.3 Clear Filters

Clear Filters removes all selected column filters.



### 2.1.4 Export Plan Data to Excel

To export Requirements data to Microsoft <sup>®</sup>Excel, select the **Export data to Excel File** button and then **Save**.

### 2.1.5 Print Summary

Print Summary allows a User to print all Requirements listed on the Home Page, select **Print Summary** and **Print**.

### 2.1.6 New Package

To start a new Package, select New Package (see Figure 2).



Figure 2: New Package

Define the details of the Package; all fields with a red asterisk (i.e., \*) are required. If the Package requires multiple items, the additional items may be added in Details (see **Figure 3**).

New Package		×
What do you war	nt to name this Package?	
Title: •	Chemical Latrines and Waste Removal	
Describe what yo	ou need:	
Description:	Chemical Latrines and Waste Removal	
Assign this Packa	age to which Staffing Structure?	
Staffing Structure:	Training	•
Tell us about you	r first Item:	
Item Name: 🛊	Chemical Latrines	
Item Description: *	Portable Toilets	
PSC: *	S201: HOUSEKEEPING- CUSTODIAL JANITORIAL	Select PSC
Template:	Latrine/Shower Maintenance	
NSN:		
What is the cost	of this Itom?	What is the Requested Deried of Derformance?
Est. Unit Cost (\$):	\$800.00	Starts # 31 Aug 2014 Fords 30 Aug 2015
Quantity:	87	Where should this service be performed? *
Unit of Issuer	* Each	Location: Camp Victory
Est. Total (\$):	\$69,600.00	DODAAC:
		Cancel Continue
		Cancer Condinue
	- ·· - ·	<b>-</b> •

Figure 3: New Package Requirement

#### 2.1.6.1 Product Service Code (PSC) Finder

PSCs setup the questions and documents that will be used for the Package. A PSC may be entered into the Enter PSC field. To find a PSC by filtering the data, use the drop down to Select Type, then use the Select a Category, next use the Select a Sub-Category (only applicable to services), then Select a Product Service Code (PSC), and finally Select an Item Category, then Apply (see Figure 4).



PSC Finder			
E	inter PSC: Y1NE or Select Type:	Service-Construct	tion 💌
Select a Category	:	Select a Produ	uct Service Code (PSC):
Y: CONSTRUCTION	OF STRUCTURES/FACILITIES	YINE: CONSTRU	JCTION OF WATER SUPPLY FACILITIES
Category Code:	Y	PSC:	Y1NE
Description:	CONSTRUCTION OF STRUCTURES/FACILITIES	Description:	CONSTRUCTION OF WATER SUPPLY FACILITIES
Note:		Includes:	
Colort a Cub. Cate			
Y1: CONSTRUCTION	OF STRUCTURES AND FACILITIES	Excludes:	
Sub-Category Cod	e: Y1		
Descriptio	CONSTRUCTION OF STRUCTURES AND FACILITIES	Note:	
Include			
Exclude	15:	Select an Iten	n Category:
		Other Constru	uction 💌
			Cancel Apply

**Figure 4: PSC Finder** 

#### 2.1.7 Archive Manager

Archive Manager allows a user to clone Approved or Rejected Packages. To Clone a Package, select **Archive Manager**; click on a Package and select **Clone this Package** (See **Figure 5**).

Archive Manag	Archive Manager				
ID	Title	Modified Date	Status	Created By	Controls
2H14-703H	Chemical Latrines	03 Sep 2014	REJECT	Allen, Tim	2
					Close

Figure 5: Archive Manager

**Note:** After 30 days, Approved or Rejected Packages are removed from the Home Page and are located in Archive Manager.

#### 2.1.8 Create Package from Plan

Packages may be created based upon approved Plans from the Planning Module. To create a Package from a Plan, start by selecting **Create Package from Plan**; all fields with a red asterisk (i.e., \*) are required. Select the item(s) to include in this Package and **Continue** (see **Figure 6**).



Create Package fro	əm Plan			×
Package Title	* Chemical Latrines and Waste			
Package Description	* Chemical Latrines			
l				
Start Date	: * 29 Nov 2012			
Staffing Structure	: * Training 🗸			
Plan	: * 1Y2A: Chemical Latrine			
Component	: * Army 🔻			
Select the items t	o include in this Package:			
Add Description	n	Qty	Unit Cost	Total
Trash Bins		310	\$5.00	\$1,550.00
Hand Wash	ing Stations	42	\$550.00	\$23,100.00
Portable To	ilets	67	\$800.00	\$53,600.00
Black Wate	r	717	\$200.00	\$143,400.00
			Cance	Continue

Figure 6: Create Package from Plan

### 2.1.9 Fundcite Manager

Fundcite Manager allows the Resource Manager (RM) to create and remove Fundcites for one or more Staffing Structures. To remove a Fundcite select **Remove**, then **Yes** to delete (see **Figure 7**).

Fundcite Manager		×
	Add F	undcite
Fundcite	Staffing Structure	Controls
21 2014 2020 8A2084 P136198 26XX 83 G4CC OCSJX W9124A C SOCSJX	Training	
20 2015 2020 8A2084 P136198 28XX 83 G5CC OCSJX W9124C M SOCSJX	Training 2	
21 2014 2020 8A2084 P136198 26XX 83 G4CC OCSJX W9124B C SOCSJX	Training 2	
21 2014 2020 8A2084 P136198 26XX 83 G4CC OCSJX W9124A C SOCSJX	AOR 1	
Select a Fundcite and click the "Add Fundcite" button to clone it.		Close

Figure 7: Fundcite Manager

#### 2.1.9.1 Add Fundcite

To add Fundcite(s), click Fundcite Manager, Add Fundcite, select one or more Staffing Structures, enter Fundcite, and then Add Fundcite (see Figure 8).





Figure 8: Add New Fundcite

### 2.1.10 Search Packages

Search My Packages retrieves any Packages with which a user is associated. Search All Packages retrieves any Package that are created within a staffing structure. To search Packages, select Start Search (see Figure 9).

Requirements Package Search Manager					
ID	Title	Modified Date	Status	Created By	Controls
2C15-9072	Chemical Latrines w/ Black Water Removal	25 Aug 2014	IN WORK	Tim Allen	🐔 🖊 🖆
					Close

Figure 9: Search Manager

Note: Using Search Manager, a user may Track Packages, Edit/View, or Clone.



### 2.1.11 Print Summary

Print Summary allows a user to print all Packages listed on the Home Page. Select **Print Summary** and **Print**.

### 2.1.12 Package Identification

All Requirements Packages are assigned a Package ID number.

### 2.1.13 Clone Package

**Clone this Package** allows it to be duplicated; most information from the previous Requirements Package that is being cloned is included.

To Clone a Package, select **Clone this Package**. Select the Staffing Structure for the new Package and update the Title or Description (at least one of which must be updated for **Continue** to be enabled), then select **Continue** (see **Figure 10**).

Tell us about t	his Package:
Assign this Pack	
Staffing Structure:	Training 💌
What do you wa	nt to name this Package?
Title:	Chemical Latrines
Describe what y	ou need:
Description:	Portable Toilet Services
	Cancel Continue

Figure 10: Clone this Package

### 2.1.14 Package Tracking

Provides a user the ability to track cloned Packages and Packages created from a Plan. The most recent event is displayed first (see **Figure 11**).



Require	ement Tra	acking			
Lvl	Туре	CD	Title	Created	
1	REQ	2H14-9049	Tent Installation for FOB Alpha	27/Aug/2014 04:00:16 PM	
2	REQ	2H14-9048	Tent Installation	27/Aug/2014 03:59:41 PM	
1	PLAN	3-E-1000-14239	Diamond Kangaroo	27/Aug/2014 03:36:18 PM	
				Close	

Figure 11: Package Tracking

### 2.1.15 Package Precedence

Management and User Precedence allows a user to set individual sort order for packages and allows the packages to remain at the top of the Home Page.

To set User Precedence, select **Package Precedence**. Enter the precedence number for the package (the lower the number, the higher the package will appear on the Home Page), then **Save**.

To sent Management Precedence, select Package Precedence. Management Precedence is optional. When in use, the Management Precedence overrules User Precedence.

Package Precedence											
Donkey Rental Services											
User Precedence:	0										
Management Precedence:											
Cancel Sav											
Cano	cel Save										

Figure 12: Package Precedence

**Note:** Only the RG may set the Management Precendence.

#### 2.1.16 Notes

Notes display the activity of the Package and allow a user to add, edit, and remove (see **Figure 13**).

#### Add a Note

Select Add a Note, the Title and Note fields are required, then Save.

#### Edit

User created notes may be edited, select **Edit**, then **Save**.



#### Remove

Select Remove next to the note to delete, then Yes.

Notes				×
Double-click a note to	o view or edit			Add Note
Date	Name	Title	Note	Controls
11/Aug/2014 21:53:11	Tim Allen	Tim Allen was added to the Workflow.	Tim Allen was added to the Workflow by Tim Allen. Workflow Position: STAGE 3 - Contracting Officer	1
11/Aug/2014 21:53:11	Tim Allen	Woody Allen was added to the Workflow.	Woody Allen was added to the Workflow by Tim Allen. Workflow Position: STAGE 2 - Resource Manager	/ 1
				Close

**Figure 13: Notes** 

### 2.1.17 Spell Check

Spell Check is active in most key text fields throughout the system. Misspelled words are underlined with a red line (e.g., <u>mispelled</u>).

#### **3** Requirements Overview

Summarizes the overall progress of a Package including errors and warnings. All step titles link to the associated step if selected (see **Figure 14**).

STEP 1: Requir Questionnaire: STEP 2: Line It Questionnaire:	rements Package	4/6 questions and 2/2 questions and	swered		Recall Change Status IN WORK for -Requirement Generator- Tim Allen Current Stage: New Stage
Questionnaire: STEP 2: Line It Questionnaire:	66% Complete eems 100% Complete	4/6 questions and 2/2 questions and	swered		IN WORK for -Requirement Generator- Tim Allen Current Stage: New Stage
STEP 2: Line It	100% Complete	2/2 questions and	swered		Current Stage: New Stage
Questionnaire:	100% Complete	2/2 questions an:	swered		
					Stage Duration: 4 Days
OTED OF Even dis					Requirement Duration: 4 Day:
STEP 3: Fundir	ig				Total Cost: \$150.00
rundenes.	0% Funded	0/0 fundcites con	nmitted		Estimated Award Date: TBC
Items:	0% Funded	0/1 items funded	i		Estimated Delivery Date: TBD
STEP 4: Workf	low				
Approvals:	25% Complete	1/4 stages compl Errors: 2	iete		
Signatures:	50% Complete	2/4 total of curre Warnings: 1	nt assigned signatur	es.	
STEP 5: Docum	ients				
Questionnaire:	93% Complete	15/16 questions a	answered		

**Figure 14: Overview** 

#### 4 Package

The Details page shows the package level information for the Requirements Package (see **Figure 15**).



Overview	F	Package	Line Iten	ns Fu	nding	Workflow	Documents	Submit		Notes
Details	Ques	tionnaire	Sources	Images	Links	External Files	5			
Require	nent	s Packa	ige Detail	s						
	Fitle:	Chemical	Latrine Service	s						
Description: Purchase of Chemical Latrines with a maintenance service contract										
Contract 1	ype:	Competer	itive 🔾 So	le-Sourced						
Purchase	Reques	t: AF 9 F	(FP	-						
P\	vs/sov	/: • PW	s 🔾 sow	Non	e					
Est. Awa	rd:									
Est. Delive	iry:									
									Ponot	Save

Figure 15: Package Details

### 4.1 Requirements Package Details

RGs are able to modify all fields except Estimated (Est.) Award, and Est. Delivery, which can only be modified by the Contracting Officer (CO).

### 4.1.1 Contract Type

The Package Contract Type may be Competitive or Sole-Sourced. The default for the Package Contract Type is Competitive (see **Figure 15**).

### 4.1.2 Purchase Request

The specific Purchase Request (PR) document is selected using the drop down. The default for the Package is the DA 3953 (see **Figure 15**).

### 4.1.3 PWS/SOW

Users have the ability to select a Performance Work Statement (**PWS**) or a Statement of Work (**SOW**) (see **Figure 15**).

**Note:** If an additional service or construction type item is added to the Package the PWS or SOW selection may change

### 4.2 Questionnaire

As questions are answered, the information is automatically placed into the required fields throughout the documents for the Package. All questions can be viewed but may only be answered or edited by the designated role.

A user may navigate questions using the drop down or the **Prev Question** and **Next Question** buttons (see **Figure 16**).





Figure 16: Questionnaire

**Note:** All bolded questions in the drop down are unanswered.

#### 4.3 Sources

Sources may be added, edited or removed to support the Package. To add a Source, select Add Source, enter the details, then Save. To modify the source select the Edit icon then Save. To remove a source, select Remove, then Yes (see Figure 17).

Overview	Package	Line Items	Funding	Workflow	Documents	Submit	Notes			
Details	Questionnaire	Sources I	mages Links	External Files						
Package Suggested Sources         Add possible sources for the line item(s) in this Requirements Package. These sources will be included in the cASM Addendum document.         Double-click a source to view or edit										
Double-ci	ICK & SOURCE LO	view or edit					Add Source			
Name		¢	Contact Name		Web Link		Controls			
Latrine ABC N	faintenance and S	Supply La	atrine ABC Maintena	nce and Supply						

**Figure 17: Sources** 

#### 4.4 Images

Images may be added to support the Package. Up to four image files (JPEG, PNG, GIF, or JPG) may be added at the package level. Images are limited to 4 megabytes (Mbs) each. To add an image, select **Add Image**, browse to an image file, then select **Open**. To remove an image, select the image, **Remove Image**, then **Yes** (see **Figure 18**).





### Figure 18: Images

### 4.5 Links

Uniform Resource Locators (URLs) may be added to the package. To add a link, select Add Link, enter the URL, then select Save. To remove an URL, select Remove, then Yes to delete (see Figure 19).

Overviev	v Package	Line Item	5 Funding	Workflow	Documents	Submit	Notes					
Details	Questionnaire	Sources	Images Links	External Files	3							
Packag Add web lii Addendum	Package Web Links dd web links to product pages or examples of what is needed in this Requirements Package. These web links will be included in the cASM ddendum document.											
Click on	Click on URL to open in default browser Add Link											
URL							Controls					
www.che	micallatrines.com											

### Figure 19: Links

### 4.6 External Files

External Files may be uploaded and used to support the Package. External files are limited to 4 Mbs or less. To add an external file click **Add File**, browse to a file, then select **Open**. To remove an External File, select the **File Name**, **Remove** then **Yes** (see **Figure 20**).



Figure 20: External Files

**Note:** External Files are highly recommended for construction blue prints, schematics, specifications, etc., to support the Package.

### **5** Line Items

Displays all items included within a Package (see Figure 21).



Ov	erview	view Package Line Items Fund		Fundir	ng Workflow Docu		v Docume	ents Submit				Notes		
Ite	m List													
Line The L	.ine Item List he Line Items included in this Requirements Package are listed below.													
											(	Add Item		
#	Name				PSC	Item Typ	Pricing Type	Qty	Unit	Unit Price	Total Cost	Controls		
1	Chemical L	atrines		:	5201	Service	Latrine/Show	87	Each	\$800.00	\$69,600.00			
2	Blue/Black	Water Service		:	5201	Service	Custodial	87	Each	\$275.00	\$23,925.00			

Figure 21: Item List

### 5.1 Add Item

To add items to the Package, select **Add Item**, enter item details, and then select **Save**. All fields with a red asterisk (i.e., \*) are required (see **Figure 22**).

Add Item	
Tell us about your Item:	
Item Name: * Hand Washing Station	
Description: * Hand Washing Station	
PSC: * \$299: HOUSEKEEPING- OTHER	Select PSC
Template: Other Services	
NSN:	
Est. Unit Cost (\$): * 200.00	What is the Requested Period of Performance?
Quantity:	Start: * 31 Oct 2014 III End: 30 Oct 2015 III
Unit of Issue: * Each 💌	Where should this service be performed? *
Est. Total (\$): \$200.00	Location:
	DODAAC: YW653R
	Cancel Continue

Figure 22: Add Item

#### 5.2 Remove Item

To remove an Item from the Package, select the Item and **Remove**.

**Note:** Packages must have more than one item for the **Remove Item** option to be available.

#### 5.3 Edit Item

Editing allows a user access to Item details (e.g., Item Name, Description, and PSC Code). To Edit an Item, double click the Item or select **Edit** (see **Figure 23**).



Overview	Package	Line Items	Fundin	g Workflow	Docume	nts	Submit	Notes
Item List D	etails Que	stionnaire	Sources	Delivery Schedule	Images	Links	External Files	
Line Item D	)etails							#3: Hand Washing Station
Item Name	e: * Hand Was	ning Station						
Description	n: * Hand Wast	ning Station						
PSC	C: * S299: HOU	SEKEEPING- OTH	HER					Change PSC
Item Category	: Other Servi	ces						
NSM	4:							
Unit Cos	t: * \$200.00							
Quantity	/: 10 (See De	livery Schedule)						
Unit of Issue	e: * Each							•
Total Cos	t: \$2,000.00							
								Reset Save

Figure 23: Edit Item

**Note:** If changes are made to the **Contract Type, Purchase Request**, **Unit Cost,** or **Quantity,** system warnings will appear.

### 5.3.1 Questionnaire

As questions are answered, the information is automatically placed into the required fields throughout the documents for the items. The questions are specific to the current item and are answered by the designated role. All questions can be viewed but may only be answered or edited by the designated role.

A user may navigate questions using the drop down or the **Prev Question** and **Next Question** buttons (see **Figure 24**).

Overview	Pac	kage	Line Items	Fundi	ng Workflow	Docume	ents	Submit	Notes
Item List	Details	Que	stionnaire	Sources	Delivery Schedule	Images	Links	External Files	
Line Item	Ques	tions							#2: Black/Gray Water Removal
Role	R	equirem	ent Generato	or Questions	;				
STAGE RG - Requirement Ger	nerator >>	Go To: <b>1. Ide</b>	1. Blackwater	Disposal/Rep	lacement ill be removing a	nd dispos	sing of	v blackwater only, or to include	3 of 3 answered
		Select a	an answer fro	om the drop- e of blackwa	down below: ater and replace with	h bluewater		Next Question	

Figure 24: Item Questionnaire

**Note:** All bolded questions in the drop down are unanswered.



### 5.3.2 Sources

Sources may be added, edited or removed to support the item. To add a Source, select Add **Source** enter the details, then **Save.** To modify the source select the **Edit** icon then **Save**. To remove a source, select **Remove**, then **Yes** (see **Figure 25**).

Overview	erview Package Line Items Fun		Funding	ding Workflow Do		nts	Submit	Note	es			
Item List	Details Que	estionnaire S	Sources De	livery Schedule	Images	Links	External Files					
Line Item Add possible	Line Item Suggested Sources Add possible sources for this Line Item. These sources will be included in the cASM Addendum document.											
Double-clic	Add Sourc	e										
Name			Cont	oct Name			Web Link	Cor	ntrol			
Latrine ABC Ma	aintenance and S	upply	Latrine	ABC Maintenanc	e and Supply				Î			
								-	_			

**Figure 25: Sources** 

### 5.3.3 Delivery Schedule

Delivery Schedule allows a user to modify Delivery Schedule, Quantity, and Location for an item. Delivery Schedules can be Added, Edited, or Removed.

To add a Delivery Schedule select **Add Delivery** enter details and then **Save**. To modify a Delivery Schedule select the **Edit** icon then **Save**. To remove a Delivery Schedule, select **Remove**, then **Yes** (see **Figure 26**).

Overview	w Package	Line Items	Fundi	ng Workflow	Documen	ıts S	ubmit				Notes
Item List	: Details Que	stionnaire f	Sources	Delivery Schedule	Images	Links	External Files				
Line Iter	m Delivery Sc	hedule							#2: Blu	e/Black Water	r Service
Add the DC	ODAAC, Requested	Delivery Date	(RDD) and	Quantity for each loca	ation.					Add Del	livery
# Lo	ocation	Delivery Date	(RDD) and	Quantity for each loca	ation.	Start Date		End Date	Qty	Add Del	livery
# Lo 1 FO	ocation DB Victory	Delivery Date	(RDD) and	Quantity for each loca	ation.	Start Date 0 Sep 2014	\$ 2	End Date 29 Sep 2013	<b>Qty</b> 87	Add Del Cost \$23,925.00	Contro

**Figure 26: Delivery Schedule** 

#### 5.3.4 Images

Images may be added to support the item. Up to four image files (JPEG, PNG, GIF, or JPG) may be added at the item level. Images are limited to 4 megabytes (Mbs) each. To add an image, select **Add Image**, browse to an image file, then select **Open**. To remove an image, select the image, **Remove Image**, then **Yes** (see **Figure 27**).





Figure 27: Images

### 5.3.5 Links

Uniform Resource Locators (URLs) may be added to the item. To add a link, select Add Link, enter the URL, then select **Save**. To remove an URL, select **Remove**, then **Yes** to delete (see **Figure 28**).

Overview	Packag	je Line Item	s Funding	Workflow	Documents	Submit	Notes
Item List	Details	Questionnaire	Sources De	livery Schedule	Images Li	nks External Fi	les
Line Item Add web links	Web Lir	<b>iks</b> t pages or exampl	es of what is n	eeded for this Lin	e Item. These v	veb links will be in	#2: Blue/Black Water Service cluded in the cASM Addendum document.
Click on U	RL to open	in default browse	er				Add Link
URL							Contro
www.ABCLa	atrineSuppl	y.com					

Figure 28: Links

### 5.3.6 External Files

External Files may be uploaded and used to support the item. External files are limited to 4 Mbs or less. To add an external file click **Add File**, browse to a file, then select **Open**. To remove an External File, select the **File Name**, **Remove** then **Yes** (see **Figure 29**).



Figure 29: External Files

### 6 Funding

Funding allows a user to apply and manage funding information for all items in a Package.



Overview	v Package Li	ine Items Fund	ding W	Vorkflow	Documents	Submit				Notes		
Lines of Enter the Fi	ines of Accounting nter the Fund Citations, Commitment Identification Number(s) (CIN), and commitment amounts for each item in this Requirements Package.											
Fundcite			Commitm	ient Identifica	ation Number (CIN)	Ta Ca A	otal ommitment mount	Commitment Amount Applied	Commitme Amount Remaining	nt Controls		
21 2014 20	20 8A2084 P136000 26X	K 83 G4CC OCSJX W9	1 123456			4	\$117,450.00	\$93,525.00	\$23,925	•• 🖉 🗎		
21 2014 20	20 8A2084 P136198 26X	x 83 G4CC OCSJX W9	1 999999				\$14,400.00	\$0.00	\$14,400	•• 🖉 🖀		
										0.0		
								Add Fu	ndcite	Batch Populate		
Item Num	Item Name	Fundcite		CIN	_	Item Cost	Funded Amount	Remain Funds Require	ning ed	Controls		
0001	Chemical Latrines	21 2014 2020 8A208	84 P136000	123456		\$69,600.00	\$69,6	00.00	\$0.00	< 🖉 🗎		
0002	Blue/Black Water Service	21 2014 2020 8A208	84 P136000	123456		\$23,925.00	\$23,9	25.00	\$0.00	< 🖉 🗎		
0003	Hand Washing Stations					\$14,400.00		5	14,400.00			

### Figure 30: Funding

#### 6.1 Add Fundcite

To add a Fundcite and CIN with the corresponding Commitment Amount, select **Add Fundcite** select a **Fundcite**, enter the **CIN** and **Amount** then **Save** (see **Figure 31**).

Add FC/CIN								
Enter Fundcite/CIN to Add								
Fundcite:	5753400 305 1234 341010 01 609 676100 ESP 💌							
CIN:	0002							
Amount:	\$2,500.00							
	Cancel Save							

Figure 31: Fundcite Editor

**Note:** Multiple CINs may be assigned to a Fundcite.

#### 6.2 Batch Populate

To apply a Fundcite and CIN to multiple items, select **Batch Populate**. Select a **Fundcite** and a **CIN**, then **Populate All** or **Populate Unfunded** (see **Figure 32**).

Select Fundcite/CIN to Use							
(Does not	affect sub items either way)						
Fundcite:	5753400 305 1234 341010 01 609 676100 ESP	•					
CIN:	0001						
	Populate All Populate Unfunde	ed					

Figure 32: Set Fundcite/CIN for Item



### 6.2.1 Split

Select **Split** to assign multiple Fundcites or CINs to an item. Select the FundCite, CIN, enter the dollar amount and **Save** (see **Figure 33**).

### 6.2.2 Edit

Edit allow a user to edit the funding information for a line item (see Figure 33).

#### 6.2.3 Remove

Remove removes all funding information for a line item (see Figure 33).

Item Num	Item Name	Fundcite	CIN	Item Cost	Funded Amount	Remaining Funds Required	Controls
0001	Chemical Latrines	21 2014 2020 8A2084 P136000	123456	\$69,600.00	\$69,600.00	\$0.00	
0002	Blue/Black Water Service	21 2014 2020 8A2084 P136000	123456	\$23,925.00	\$23,925.00	\$0.00	< 🖉 🗎
0003	Hand Washing Stations			\$14,400.00		\$14,400.00	

**Figure 33: Line Items** 

### 7 Workflow

#### 7.1 Workflow

Workflow allows a user to add, remove, modify levels, and assign questions for the approval process. All users may modify the workflow during the approval process. If you do not know the entire approval workflow, contact the next person in your chain of command. Stages and Levels may only be changed prior to approval.

#### 7.1.1 Add Stage

Add Stage allows a user to add additional approval levels. To include additional Stages, select Add Stage, enter the Stage Name, select the Level Name, and select Save (see Figure 34).

Workflow Signatures View Only	/									
<b>Workflow</b> .ist of persons required to approve this Requirements Package.										
Reset Save			Add Stage Generate							
Role Name	Contact	Date	Controls							
Requirements Generator (*)										
Requirement Generator			22							
Resource Manager (*)										
Resource Manager			22							
Contracting Officer (*)			I 🖉							
Contracting Officer	I		2							

Figure 34: Workflow



#### 7.1.1.1 Workflow Routing

The Workflow process consists of Sequential and Parallel routing. Sequential routing applies to Stages as a whole. Stages are in the order given from first to last. Parallel routing is used within each Stage and is applicable only when there are multiple Levels within a stage (see **Figure 35**).

Wo	orkflow
1	Reset Save
	Role Name
•	Stage 1 Requirements Generator
•	Requirement Generator
	Stage 2 Supply and Command Review
	CMDR or Designee
	Divison
	Supply Office
	STAGE 3 Resource Manager
	Resource Manager
	STAGE 4 Legal Review
	Legal Group
	STAGE 5 Contracting Officer
	Contracting Officer

**Figure 35: Workflow Routing** 

#### 7.1.2 Remove Stage or Level

To remove, select the Stage or Level, then **Remove**.

**Note:** If a Stage is removed, all levels associated with a Stage will be removed.

#### 7.1.3 Editing

Edit allows a user to edit a Stage or a Level.

#### 7.1.3.1 Edit Stage

To edit a **Stage Name**, select a **Stage**, then **Edit**. A user may edit the Stage Name or make changes to Levels. To make assignment changes, use the arrow buttons and then select **Save** (see **Figure 36**).





Figure 36: Edit Stage

#### 7.1.3.2 Edit Level

#### Edit Level

To edit a Level, select the **Level** and **Edit**. Edit Level allows a user to change the Level Name or Contact Name. Once changes are made select **Save** (see **Figure 37**).

#### **Assign Contact**

To assign a user/contact to a Workflow level, select **Edit**. Use the **Contact Name** dropdown to select the user/contact and select **Save**.

#### **Remove Contact**

To clear a contact from a Level, select a Level, then **Remove Contact** (see Figure 37).

#### **Email Contact**

To send an Email, select the email link for the contact (see Figure 37).

Edit Level		x
Change the level	name for this Requirements Package	
Level Name:	Contracting Officer	
Select a contact i	or this level:	
Contact Name:	Super User	•
Edit Info:		
Contact Email:		
Contact Phone:		Remove Contact
		Cancel Save

#### Figure 37: Edit Level

**Note:** Groups assigned within the Workflow are required to be replaced with an individual contact prior to approval. When a group is replaced with an individual contact or an individual is assigned, an email notification is sent to all individuals.



#### 7.2 Assign Question(s)

By default the questions are assigned to the RG, RM, & KO. Questions for the RG and KO may be reassigned to another level in the workflow. To reassign questions, select **Assign Question(s)**. Select the question from **Assigned Questions** and move to the right. Next use the **Reassign Questions to:** dropdown to assign and **Save** (see **Figure 38**).

Stage Name: Requirement Generator		Revert to Defau	lts
evel Name: Requirement Generator			
Assigned Questions	Reassign Questions to:S	elect Level	
Document - Appendix 1 - Acronyms and Definitions Table Document - Appendix 2 - Estimated Workload Data Table Document - Appendix 5 - Publications Table Document - Appendix 7 - Data Requirements Table Document - Base, Post, or Camp Name Document - COR Nominee Qualifications Document - COR Nominee Qualifications		INCY APPROVER-Field Grade Appro INCY APPROVER-Resource Manage INCY APPROVER-Engineer INCY APPROVER-Contracting Office INCY APPROVER-Contracting Office IT REVIEW BOARD-RRB Manager	

Figure 38: Assign Questions to Level

### 7.2.1 Revert to Defaults

Revert to Defaults allows a user to reset all questions to their default levels (i.e., RG, RM, & KO) (see **Figure 38**).

### 7.2.2 Generate

Allows a user to reset all levels, questions, contacts, and signatures to the default Workflow.

#### 7.3 Signatures

To assign a Signature use the drop downs to select a level, then Save (see Figure 39).

Overview	Package	Line Items	Funding	Workflow	Documents	Submit	Notes
Workflow	Signatures	View Only					
Signatures Assign Workflo	<b>s</b> ow Roles to the	Signature Blocks	below.				
CORNominatio	onLetter : NOMIN	NATING OFFICIAL					
Select Leve	<u>e</u> l			-			
Assigned To:							
DA_3953_PR	C:CERTIFYING	DFFICER					
Select Leve	s			-			
Assigned To:							
DA_3953_PR	C: INITIATING C	OFFICER					
Select Leve	al			-			
Assigned To:							
DA_3953_PR	C : SUPPLY OFFI	CER					
Select Leve	al			-			
Assigned To:							
DA_3953_PR	C: APPROVING	OFFICER OR DESIG	NEE				
Select Leve	sl			-			
Assigned To:							
							Reset Save

Figure 39: Signatures



#### 7.4 View Only

Individuals that should have knowledge of the Requirements Package, but are not required to approve are added using **View Only**. Select **View Only**, **Add Contact**, select the contact, then **Save**.

To remove users from View Only select the **Contact Name**, **Remove**, **Yes** then **Save** (see **Figure 40**).

Overview	Package	Line Items	Funding	Workflow	Documents	Submit	Notes
Workflow	Signatures	View Only					
View Only List of users t	list hat have read	-only access to th	is Requirement	s Package.			
							Add Contact
Contact Name		Phone	2		Email		Controls
Super User					suser@tqsinc	.om	1
							_
						(	Reset Save

Figure 40: View Only

#### 8 Documents

### **8.1 Optional Documents**

Support Documents is a list of optional documents to include in the Package. Select documents to be included then **Save** (see **Figure 41**).

Overview	Package	Line Items	Funding	Workflow	Documents	Submit	Notes
Optional Doc	uments Q	uestionnaire \	liew				
Support Do	ocuments						
Removing optic	nal document	ts from the packa	ge may cause	e changes to the o	questionnaire.		
Document	t Name			Line Item	1		
Appendix 1	- Acronyms			ALL			
Appendix 2	2 - Estimated W	orkload		ALL			
Appendix 3	3 - Maps			ALL			
Appendix 4	- Government	Furnished Property		ALL			
Appendix 5	5 - Publications			ALL			
Appendix 6	5 - Code Chart			ALL			
Appendix 7	- Data Require	ements		ALL			
Appendix 8	3 - DOD Referer	nces		ALL			
COR Nomin	nation Letter			ALL			
IGCE				ALL			
						R	eset Save

**Figure 41: Support Documents** 

**Note: Reset** will discard any changes made to the optional document list.



### 8.2 Questionnaire

As questions are answered, the information is automatically placed into the required fields throughout the documents. All questions can be viewed, but may only be answered or edited by the designated role (see **Figure 42**).

A user may navigate questions using the drop down or the **Prev Question** and **Next Question** buttons (see **Figure 42**).

Overview I	Pac	kage	Line Items	Funding	Workflow	Documents	Submit	Notes
Optional Docume	ents	Que	estionnaire V	iew				
Support Docu	um	ents Q	)uestions					
Role	Re	quirem	ent Generator (	Questions				
Requirement Generator	»	Go To:	1. Local Purchase	Authorization	urchase auth	prization stat	▼)	20 of 21 answered
Resource Manager		Select :	an answer from purchases are a	the drop-dow uthorized as t	n below: he normal means	s of supply for th	he requested items. (DA 395)	3 <u>, Box :</u>   ▼)

Figure 42: Documents Questionnaire

#### 8.3 View

Displays all document details for all documents included in the Package.



Overview Package Line Items	Funding V	Vorkflow	Documents	Subr	nit	Notes			
Optional Documents Questionnaire	View								
Requirements Package Docume	nts								
Document Name	Line Item	Туре	Document	Details f	or: Appendix1_Acronyms	5_(optional)			
Appendix 1 - Acronyms	All	Optional	Guard						
Appendix 2 - Estimated Workload	All	Optional	Generate	Generated By: Requirement Generator					
Appendix 3 - Maps	All	Optional	Use	Used By: Contracting/Contractor					
Appendix 4 - Government Furnished Property	All	Optional	Approve						
Appendix 5 - Publications	All	Optional	Osec	Used For:					
Appendix 6 - Code Chart	All	Optional	Comm	3					
Appendix 7 - Data Requirements	All	Optional	Example:						
Appendix 8 - DOD References	All	Optional	Regulat	tions: i	PWS/SOW				
cASM Addendum	All	Required							
COR Nomination Letter	All	Optional							
DA 3953 PRC	All	Required							
IGCE	All	Optional							
Performance Work Statement	All	Required							
					View Export Docum	ent Package			

**Figure 43: Documents View** 

### 8.3.1 View Documents

To view a document, select a document, then **View**. This will download the document to your computer for viewing. Documents may be viewed using Microsoft<sup>®</sup> Word 2007 or Word 2010 (see **Figure 43**).

Note: The View function will not allow a user to save changes to the document. A user may edit, save, and attach the document as an external file.

### 8.3.2 Document Details

**Document Details** shows information about the selected document. **Signature** indicates approval assignments and signature status for the selected document (see **Figure 43**).

### 8.3.3 Export Document Package

Export Document Package allows a user to export all documents to an external folder on a user's computer. Selecting **Export Document Package** will download all the documents for the Package in a .zip file (see **Figure 43**).

### 9 Submit

Submit is the final step when approving a Requirements Package (see Figure 44).



lý	ASM						:	≈ Tim Allen
<b>2</b> C15-	11004 : Chemi	cal Latrines w/	Black Water	Service Stat	ffing Structure:	Training	RDD: 11 Aug 2016	Created: 04 Mar 20
Overview	Package	Line Items	Funding	Workflow	Documents	Submit		Notes
Submit Re Any Warnings submit this Pa	<b>quirements</b> listed in the Val ckage.	Package idation Check ar	e informationa	al and do not ne	ed to be addres	sed. Howeve	r, all Errors must be o	orrected before you can
Requiremer	ts Review							
Warnings: 1 Warning 1:	There are one (	or more unassigr	ied signature	blocks.				<b>A</b>
Errors: 2								
Error 1: You	must log in wit	h a CAC in order	to Approve a	nd Sign a Packa	ge.			
PRDS Valida	tion Errors: 0							
No errors fo	und							v
Submit To submit this R Package, click th	equirements Paci ne Status Change	cage, check the bo button.	× below then cli	ck the Submit but	ton. You may also	add comment	s (optional). To change t	the status of this Requirements
🗌 I agree tl	nat this is a v	alid requirem	ent and she	ould continue	2.			Recall Change Status
Next Workflov	/ Stage: STAGE	2						
Comments:								
Enter addition	al information h	ere						
								Approve & Submit

Figure 44: Submit

### 9.1 Requirements Review

Requirements Review displays Warnings and Errors found in the Package. Warnings do not stop a user from proceeding; Errors do. A User is informed where to correct each Error. A user may not proceed until all Errors have been corrected (see **Figure 44**).

### 9.1.1 PRDS Validation

Purchase Request Data Standard (PRDS) validation reviews the data within the package to ensure that the data can be transferred to a contract writing system. This validation check is performed when the Contracting Officer selects **Submit** (see **Figure 44**).

#### Submit

Submit is the final step when approving a Package. Check "I agree that this is a valid requirement and should continue", then Approve & Submit.

#### 9.1.2 Sign Documents

A digital signature is required to forward the Package to the next approver. Select **Sign** to continue (see **Figure 45**).





Sign Documents					
Clicking the Sign button will electronically sign the documents listed below and submit this requirement to the next level in the workflow.					
With this electronic signature, I certify that the information for this requirement is accurate and complete to the best of my knowledge and belief.					
I am knowingly signing the following documents:					
CORNominationLetter.xml [Nominating Official]					
cASM_Addendum.xml [Stage 1 Requirements Generator - Requirement					
Cancel Sign					

**Figure 45: Sign Documents** 

### 9.1.3 Approval

When a Requirements Package has been approved, an email notification is sent to the next user in the Workflow. Once a Package has been approved by all users, an email notification will be sent to all individuals in the Workflow.

### 9.2 Recall

Recall allows a Requirements Generator to retrieve a requirement package from any stage within the Workflow until the Contracting Officer (the final stage on the workflow) selects Validate, Approve & Submit.

To recall a package select **Recall** from the Overview Tab or Submit Tab. Recall places the Requirements Generator into an **In Work** Status and does not reset the workflow approvals. Sources, Images, Links, and External files may be added without unlocking the package. All other changes will require the package to be unlocked, to unlock the package select **Unlock** from the Overview Tab. Unlocking the package resets the workflow approvals and signatures.

### 9.3 Change Status

To change the status of a Package, select **Change Status**.

### 9.3.1 On Hold

When the Requirements Package is placed on hold, the Package returns to the designated user with an email notification. This allows for new approvers to be added and the editing of questions by designated roles. The system may require all users in the workflow to re-approve (see **Figure 46**).





### Figure 46: On Hold

#### 9.4 Reject Statement

Rejecting a Package returns the Requirement back to the RG. All uses in the workflow are notified by email regarding the rejected Package (see **Figure 47**).

Requirements Package Change Status
Select one to change the status of this Requirements Package.
O ON HOLD O REJECT
Comments:
Reject - Duplicate Request
Cancel Save

**Figure 47: Reject Requirement** 

#### 9.4.1.1 Unlock

The Package must be placed On Hold to edit the Questionnaire. To edit the Questionnaire select **Unlock** (see **Figure 48**).





Figure 48: Unlock

**Note:** The Package must be approved by all levels after the Package is unlocked.

#### 9.5 Restart

A rejected package may be restarted for a RG to edit and resubmit for approval. Select **Restart**, then **Yes** (see **Figure 49**).

Overview	Package	Line Items	Funding	Workflow	Documents	s Submit		Notes
STEP 1: Re Questionnaire:	equirements	Package Complete	3/5 questions a	inswered			REJECTED	Restart Current Stage: None Stage Duration: None
STEP 2: Lir Questionnaire:	ne Items	Complete	4/5 questions a	inswered				Requirement Duration: None Total Cost: \$47,500.00 Estimated Award Date: TBD
STEP 3: Fu Fundcites:	nding	Funded	0/2 fundcites c	ommitted				Estimated Delivery Date: TBD
Items:	66%	Funded	2/3 items fund	ed				
STEP 4: We	orkflow 0% c	omplete	0/7 stages com	plete				
Signatures:	0% C	omplete	0/5 total of cur	rent assigned sign	atures			
STEP 5: DO	ocuments	Complete	21/22 question	s answered				

Figure 49: Restart



### Appendix A – cASM DD Form 2875 Process



#### Instructions

**Step 1:** cASM user completes DD Form 2875 PART I requesting a new account or modification to an existing account, signs and sends to the user's supervisor.

**Step 2:** cASM user's supervisor completes DD Form 2875 PART II, signs and sends it to the unit Security Officer.

Block 13 Put one or more of the following statements in Block 13:

#### Personal Info (Required)

Justification for cASM Access User DODACC Unit Unit Identification Code (UIC) Branch of Service

Block 27 Select one or more of the following statements in Block 27:

#### Access to the following Modules:

Planning Requirements Reports

#### Access to Staffing Structure:

(Name of Staffing Structure insert here)

#### Access to COCOM:

(Name of COCOM insert here)

#### cASM Role: (select only one Role)

**Requirements Generator** 



Resource Manager Contracting Officer Agency Approver

**Step 3:** cASM user's security officer completes PART III, signs, and returns the forms to the user.

**Step 4:** cASM user provides the completed and signed forms to the unit's cASM Super-user.

**Step 5:** The Super-user emails the completed form to TQS at <u>TSC@TQSINC.com</u> who will forward the request to the cASM PMO for collection and storage of the approved 2875.



### **Appendix B – 508 Keyboard Functions**

This document describes the keyboard functions that navigate throughout Requirements. The basic keys are described below.

- Spacebar or Enter key will activate item in focus.
- **Tab** key navigates through the application and highlights in **<u>BLUE</u>** when it has focus.
- The **up**, **down**, **left** and **right** arrow keys navigate through items to set focus.
- Ctrl Down Arrow Open any drop-down list unless stated otherwise.
- Page Up / Page Down- Switches months inside a date picker i.e. RDD date etc.
- Delete- Delete Icons

#### User Dashboard view

When the focus is highlighted on a selected acquisition press; **C** – Clone Acquisition **P** – Open Parent

#### Archive Manager:

**C** – Clone Acquisition **P** – Open Parent

<u>Search:</u> C – Clone Acquisition P – Open Parent

#### Package and Line Items

When the focus is inside the questionnaire page; **Ctrl + Left Arrow** – Previous question (if Prev Question button displays) **Ctrl + Right Arrow** – Next question (if Next Question button displays)

When the focus is highlighted on a selected source press; L – Open any web link

#### **Details view**

When the focus is highlighted to a selected web link; **L** – Open any web link. **Delete** – Remove web link.



#### <u>Workflow</u>

When the focus is highlighted to a selected stage or level; E – To edit stage/level

When the focus is highlighted to a signature; **Spacebar** – Open drop down **Arrow keys** – To highlight Role Name **Enter** – To select **E** – To Edit

#### Funding

When the focus is highlighted to a line item C – To split a line item E – To edit line item/fundcite

#### **Documents**

When the focus is inside the questionnaire page; **Ctrl left Arrow** – Previous question (if Prev Question button displays) **Ctrl right Arrow** – Next question (if Next Question button displays)

#### Notes View

To add a new note, **Tab** to highlight Add Note, press **space bar** to open Add Note. **Tab** to each field to enter information. To Cancel/Add Note, **Tab** to Cancel or Add Note and press the **space bar** to exit Add a Note.

To view/edit a note, Tab to the note and press Ctrl + E.

To delete a note, Tab to the note and press the **Delete** key.

**Ctrl + E** - Edit note. **Delete** - Delete note.



# Appendix C – Acronyms

Term	Definition
AF	Air Force
AOR	Area of Responsibility
CAC	Common Access Card
cASM	Contingency Acquisition Support Model
CC	Courtesy Copy
СО	Contingency Contracting Officer
CI	Counter Intelligence
CIN	Commitment Identification Number
CMDR	Commander
COMSEC	Communications Security
COR	Contracting Officer's Representative
DA	Department of Army
DD	Defense Department
DLA	Defense Logistics Agency
DFARS	Defense Federal Acquisition Regulation Supplement
DOD	Department of Defense
DODAAC	Department of Defense Activity Address Code
Est	Estimated
Fundcite	Funding Citation
GEX	Global Exchange Services
GIF	Graphic Interchange Format
ID	Identification or Identifier
IGCE	Independent Government Cost Estimate
IS	Information Systems
JCC	Joint Contingency Contracting
JCCS	Joint Contingency Contracting System
JPEG/JPG	Joint Photographic Experts Group
JRE	JAVA Runtime Environment
LE	Law Enforcement
Mbs	Megabytes
NSN	National Stock Number
PIN	Personal Identification Number
PM	Personnel Misconduct
PNG	Portable (Public) Network Graphic
PR	Purchase Request
PRC	Purchase Request and Commitment
PRDS	Purchase Request Data Standard
PSC	Product Service Code
PWS	Performance Work Statement



Qty	Quantity
RDD	Requested Delivery Date
RG	Requirements Generator
RM	Resource Manager
RP	Requirement Package
SBIR	Small Business Innovation Research Program
SOW	Statement of Work
SPS	Standard Procurement System
TQS	Total Quality Systems, Inc.
UIC	Unit Identification Code
URL	Universal Resource Locator
USG	United States Government



# Appendix D – Glossary

Term	Definition
Action Icons	Provides functionality for the Requirements Package.
Approval	A status indicating overall approval of the Package.
	(Workflow area only) – A status showing the progress of a Package
	request through the approval Workflow.
Approver	A member of the Workflow required to approve or reject a Package
	request.
Archive	A storage area for approved or rejected Packages.
CC Only	Courtesy Copy - a member of the Workflow hierarchy who requires
	knowledge of a Package but does not have approval authority.
Clear Contact	Ability to remove an individual from the Step 3: Workflow.
Clone this Package	Ability to copy a Package as a template for use.
Commodity Package	An acquisition where an identifiable end item is acquired. This
	acquisition may be an individual component or an entry system (e.g.,
	computers, lumber, and paint).
Competitive	A Package request that requires multiple sources of supplies.
Construction	This Package strategy involves construction, alteration or repair of real
Package	property, and associated improvements (e.g., buildings, airfields, and
	roads).
Digital Signature	A signature obtained from the user's CAC certificate to sign documents.
Estimated Award	Step 1: Package Details. An entry establishing the award date for the
Date	purchase request.
Estimated Delivery	Step 1: Package Details. An entry establishing the delivery date for the
Date	Package request.
External Files	Any document that is uploaded or attached into cASM as a part of a
	Package.
Help Button	Provides a link to the TQS Apps.
Hold	A Package status that suspends approval activity of an individual
	Package.
Login	The process by which an individual accesses the system using
	credentials provided by a user, such as a CAC card or user name and
	password.
New User	An individual granted access rights to cASM with an accompanying user
	name and password.
Package Details	Description of the requested material, product, or construction
	information.
Product	Typically, a tangible item or object that can be handled.
(Commodity)	
Product	A construction that is purchased as a whole, complete item.
Construction	



Purchase Request	A data standard used by Defense Logistics Agency Transaction Services
Data Standard	to transfer data from system to system.
Purchase Request	A number assigned to an individual Purchase Request Package.
Number	
Rejected	A status that stops all activities of a Package.
Requested Delivery	A RG function to request delivery, start of a service, or completion of a
Date (RDD)	construction project with the associated Package.
Requirement	An individual who initiates a Package and is the primary contact for
Generator (RG)	managing the Package throughout the process.
Service	An action that an individual or group performs.
Service Construction	A construction purchased as a service.
Source	A possible supplier for an Item or Package.
Statement of Work	A formal written description of your minimum requirements to be
(SOW)	performed by a contractor.
Unique ID	An alphanumeric code that identifies each Package on the server.
Validation	A system check that displays errors and warnings.
View Documents	Allows a User to view a selected document using Microsoft <sup>®</sup> Word <sup>™</sup> .
Workflow Icons	Displays the current status of a Requirements Package.