Acquisition COP: User Guide
Contract Administrator / Contract Officer

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User Log-In

Upon receipt of Account Activation email, proceed to https://jccs.gov. Log in via CAC (**choose your Non-Email Certificate**). Read and accept all messages from the site regarding proper use of a government website.
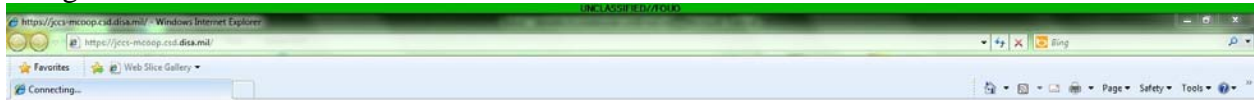

You will arrive at the JCCS Login Page. Select the "Click Here" link under the heading "CAC/Digital Certificate Users". You will be asked to select your CAC certificate again. **Choose your Non-Email Certificate**.
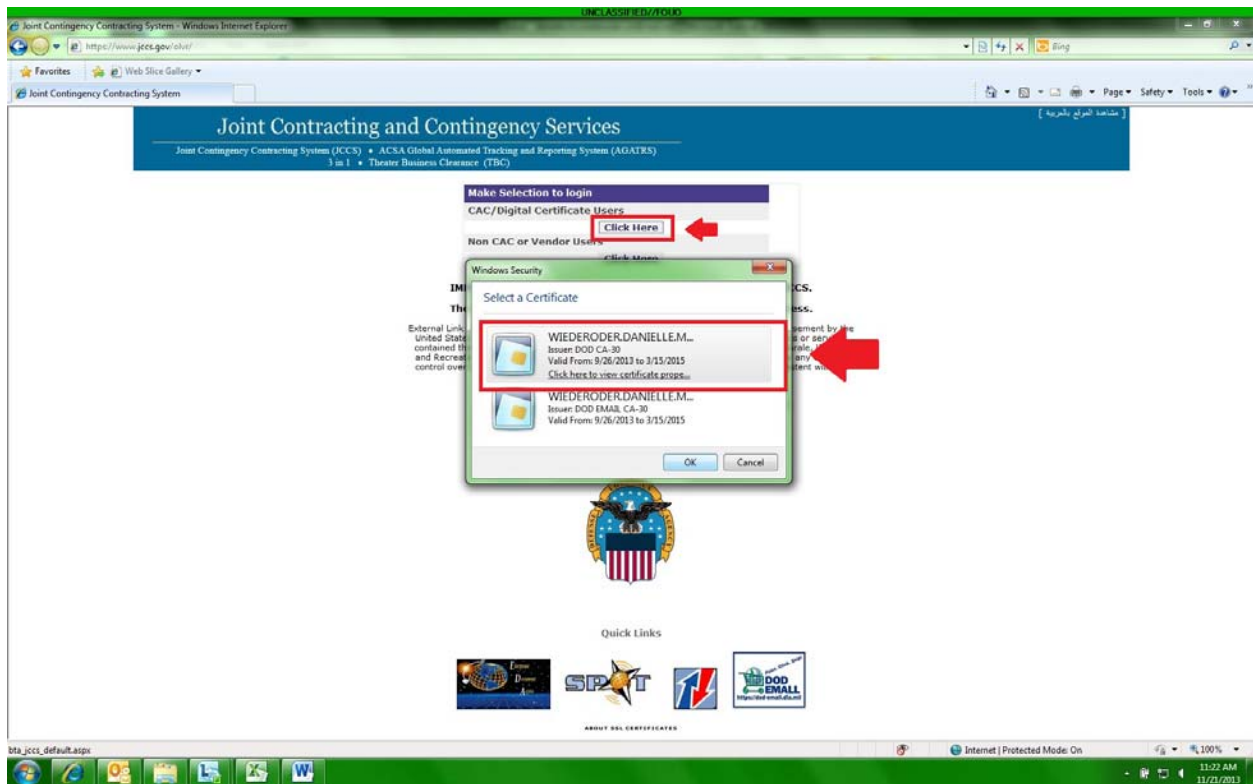
You will arrive at the JCCS Home page. Using the drop-down menu in the dark gray panel in the center of the screen, select "ACOP".
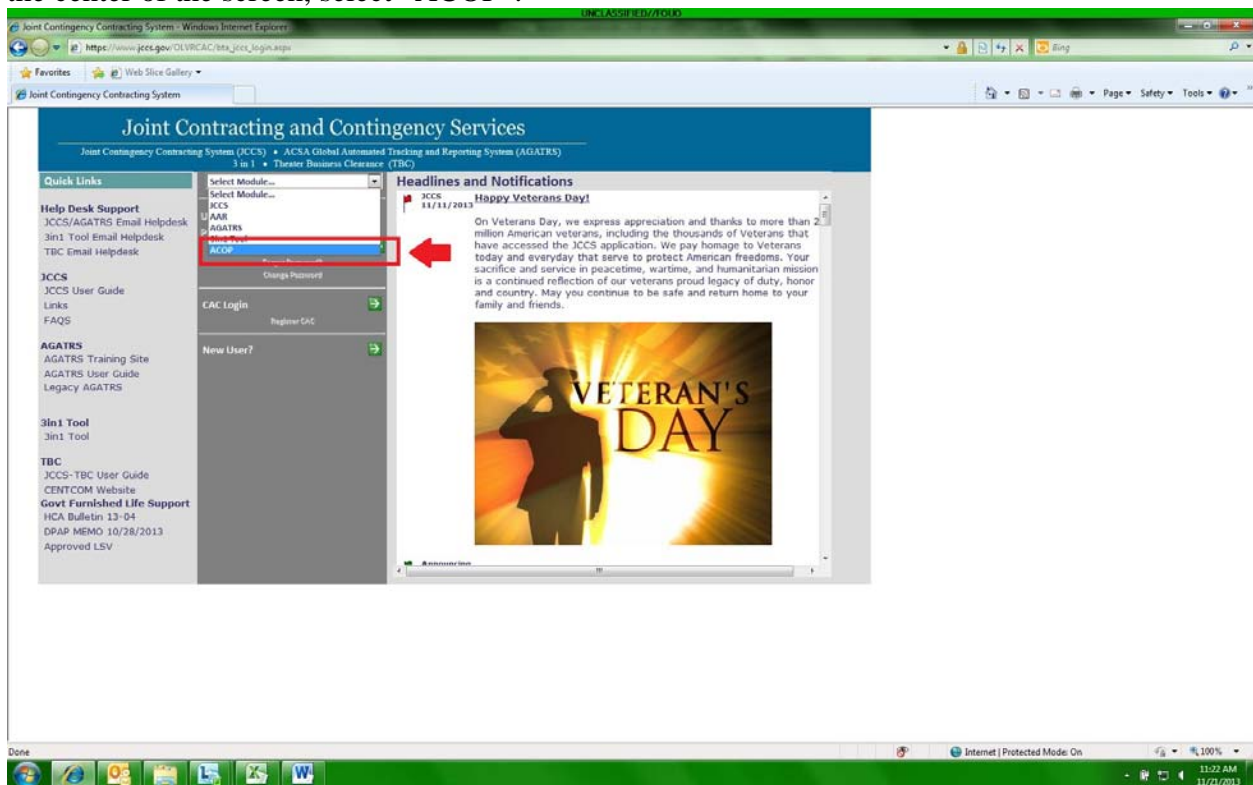
Click on the green arrow next to the heading "CAC Login" (*Note: New users may click next to "new user" to request an account*). You should arrive at the ACOP Home page. Your user permissions and profile information provided when you requested your account are tied to your CAC card.
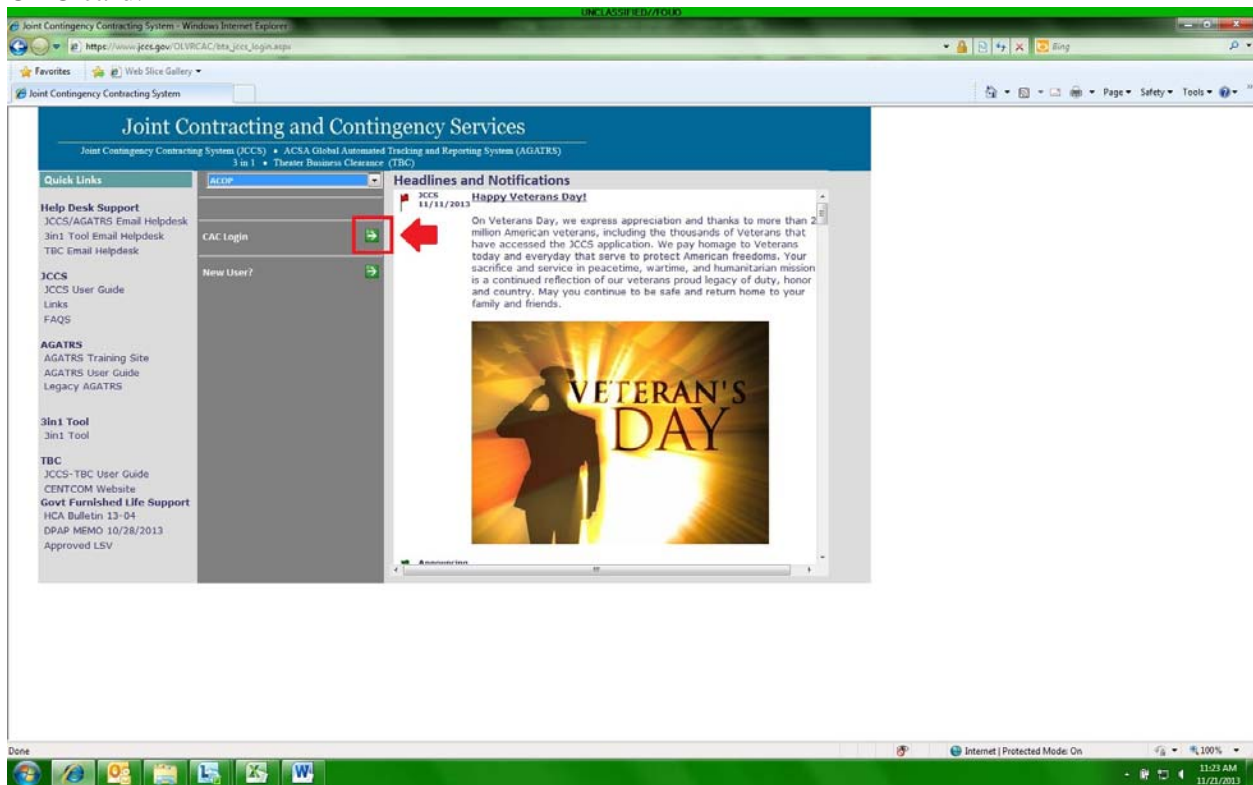
Update User Profile

Once you receive the welcome email and log into the tool with your CAC, you will be directed to the user profile screen to provide additional information. The yellow highlighted items are required fields. After making changes to your user profile select "Update".

Select the User Profile link on the left hand side of the home page at any time to make changes to your profile

Navigate the Tracker

From the Home Page, click "Tracker" on the left side of the screen. This will direct you to the Tracker Main Page.

Add a New Project:

1. From the Tracker Home page, select the "Add New Project" button located in the middle of the page near the top.

2. Required fields to enter a new project record will be highlighted in yellow and are as follows:
   a. Requesting/Customer Unit
   b. Location/FOB/COP/DC/Base
   c. Project Description
   d. Project Classification
   e. PR&C/SAF Number
   f. PR&C Amount
   g. PR&C Certified Date
   h. Submitted to Contracting Date
   i. Accepted by Contracting Date
   j. Service Type (Service projects only)

3. If a PR&C Number is listed on multiple awards, the below message will appear asking the user to only enter the portion of the PR Amount associated with this record.

4. If a PR&C Number + Contract Number/PIIN + Task Order/BPA Call Number combination is entered that already exists in the tracker, the below message will appear with a link to the existing record in the Tracker.

5. If you would like to associate an additional PR to an existing award, follow the steps above to add a new project. If you enter a new PR and the award number and task order number combination already exists in the COP, the message below will appear indicating that selecting "Insert" will link the PR to the existing award. To leave the record in a pre-award status, do not enter the TO number and post-award information will not be populated.

6. To view all PRs associated with an award, enter the project view and select the drop-down next to PR number.

Edit an Existing Project:
1. Select any field on the project line for the project you wish to edit.

2. Select the "Edit Project" button on the bottom left of the screen.
Note: You will only be able to edit projects within your assigned RCC/s.

3. The ACOP Record is opened for editing. Comments may be entered to indicate contract status updates or other pertinent information.

4. After editing the Record, be sure to click the "Update" button to save changes or "Cancel" to exit without saving.

5. After "Update", the ACOP Record is saved and comments entered are stored in the comments section.

6. If upon saving additional fields are required, they will be highlighted in yellow and red text will indicate the required element.

Select Columns in the Tracker Views/Excel Export/Saved Searches:
The user can customize the columns that appear in the Tracker view, Excel export, and Saved Searches by selecting the "Select Columns" button at the top of the Tracker Main Page. Saved Searches will be explained in detail on the following pages.

Tracker - Main Page

Select the "Saved Search" or "My Default" to select which data columns will apply to the Tracker view as well as Export.

Select Tracker Data

The user can select the columns to be displayed by selecting the check boxes and clicking "Update" to save selection. Please note that the fields are marked with a "C" if they are Construction specific, a "K" if they are Commodity specific and an "S" if they are Service specific. Selecting the checkbox next to Pre-Award, POCs, Post-Award or Information will select all the items underneath the column heading.

Conducting Searches

Search for an Existing Project:

The user can conduct a simple or an advanced search from the Tracker Main Page. Both are described below.

Simple Search

1. To conduct a simple search, select a search criteria from the drop down on the Tracker Main Page:
    a. Award Status
    b. Classification
    c. Contract Number/PIIN
    d. Contracting Officer
    e. Contract Administrator
    f. Contracting Office
    g. COR/POC
    h. PR&C Number
    i. Project Description
    j. Project/JARB Number
    k. Task Order / BPA Call Number
    l. Vendor
    m. Requesting Customer/Unit
    n. Saved Searches

2. Based on the item you select, the second search box will either allow you to manually type information, or choose a value from a drop-down. A count of records returned in your search will appear to the right of the simple search fields.

3. Once your search results appear, you can select any field on the project line to view that specific project in more detail.

4. Select "Return to Current List" on the bottom right to navigate back to the Tracker Home Page.

Advanced Search
1. To conduct an advanced search, select the "Advanced Search" link to the right of the Simple Search link.

2. Select desired search criteria and the "Go" button to run search
   a. Select more than one item within a field by holding down the Ctrl key while making selections.
   b. A count of records returned in your search will appear to the right of the "Go" button.
   c. Click on any project field to open a more detailed record.

3. Select the "Export Results to Excel" button in the bottom right to export the results of the advanced search

4. Select the "Reset" button in the bottom left to clear all search criteria

5. Select the "Simple Search" link to go back to the Tracker Main Page.

Save and Share an Advanced Search:

1. Run an advanced search as described above and select "Go".

2. Select the now enabled "Save Current Search" button.

3. Enter a Search Name and Description on the "Add Current Search" screen.

4. To share the saved search with members of your RCC, select the check box below the search name and description fields and select "Save".

Manage a Saved Search:

1. Navigate to the Advanced Search screen.

2. Select the "Manage Searches" button from the Advanced Search screen.

3. To edit the name and description for a saved search, select the ✎ icon.

4. Make any desired changes and then select the ✎ icon.
5. Select the ✖ icon to delete a saved search.
6. Select "Return to List" to navigate back to the Advanced Search screen.

Run and Edit Saved Searches:

1. To edit the search criteria for a saved search, run the saved search from either the Simple Search on the Tracker Main Page or the Advanced Search.

   To run a saved search from the Tracker main page, select the "Saved Searches" option from the first drop-down. Select the saved search you would like to run from the second drop-down and select "Go".

2. To run a saved search from the Advanced Search screen, navigate to the Advanced Search screen.

3. Select the saved search you wish to run from the "Saved Searches" drop down and select "Go".

Additional Tracker Functionality

Export to Excel:
In the Tracker, select "Export Results to Excel" on the top right at any time to export your current view to an Excel spreadsheet.

Sorting Functionality:
In the Tracker, clicking on the Header fields (Contract Number/PIIN, PR&C Number, etc.) will sort by that field (A-Z). The sort order will default by last update date.

View Modification Data:
   1. In the Tracker, search for the project record for which you would like to see modification data.

2. Select the "View all Mods" button to the right of the modification number in the Tracker – Project View.

3. Select the "Hide Mods" button to collapse the modification data table.

Include Inactive Projects:

The tracker defaults to exclude inactive projects. To include inactive projects, uncheck the "Exclude Inactives" check box in the top right. This will include any Cancelled, Closed, Completed, Reachback, TCC or Terminated projects in the search results.

Expiring Only:

In the tracker, check the box for "Expiring Only" on the top right of the page. This functionality is only for service and construction projects. This will display in red borders services projects with PoP End Dates expiring in 60 days and highlighted in yellow services projects with PoP End Dates expiring in 120 days.

Overdue COR Reports:

In the tracker, check the box for "Overdue COR Reports Only" on the top right of the page. This functionality is only for service and construction projects. This will display in yellow projects with COR Reports 1-4 days overdue as of the 10th of the month and highlighted in red borders projects with COR Reports 5 or more days overdue as of the 10th of the month. The calculations are based on the "Date of Last COR Report" data field entry and the current date.

Mouse-over Fields:

When adding or editing a project record, hold your mouse over blank fields for additional information.

ACBIS Data Import:

ACBIS is the Army Contracting Business Intelligence System which receives a daily data feed from the Standard Procurement System (SPS). By entering a valid Contract Number/PIIN and Task Order/BPA Call Number, available ACBIS data will populate for the following fields:

Award Date
Vendor
Vendor CAGE Code
Award Currency
Award Amount in Award Currency
Award Amount in USD
Current Conformed Amount in USD
Current Conformed Amount in Award Currency
Modification Number
Contract Closed Date (Pulled from ACBIS, but able to enter manually)
PoP End Date with Options
Current PoP End Date/Delivery Date
Contract Termination Date
Reason for Termination
Issuing Office
ACBIS Project Classification

The ACBIS data is treated as authoritative for these fields and is updated daily Monday-Friday. If there is no Task Order/BPA Call Number, enter "0000" as the default. The date of the last ACBIS update also appears at the top of the Post-Award section. If there is no available ACBIS data for the Contract Number and Task Order/BPA Call Number combination at the time of entry, the message below will be displayed and data will be added within 48 hours.

In order to change data entered into the ACBIS Fields appearing in ACOP, the user must change the data in ACBIS via a modification to the contract in SPS/PD2. The data will then appear in ACOP within 48 hours.

ACBIS Project Classification:

The ACBIS Classification is determined based on the Product Service Code listed in the SPS/PD2 Record that is sent to ACBIS and then on to ACOP. Service contracts contain a PSC beginning with a letter, with the exception of "Y", Commodity Contracts use a PSC starting with a numerical digit, and Construction contracts contain a PSC beginning with "Y". In the case where a contract has multiple lines with multiple PSC codes, the overall contract classification is based on the preponderance of funds. Within ACOP, it is expected that some ACOP Records will have a mismatch between the ACOP Project Classification and the ACBIS Classification and a yellow indication will be provided at the top of the screen to highlight the mismatch and allow the KO/CA to determine if that is correct/desired. The ACOP Project Classification and ACBIS Classification Fields will also be highlighted.

If it is a case where the ACOP/ACBIS classifications should not match, then no change is needed. If the ACOP Project Classification is incorrect, simply changing the drop down in the pre-award section of the record will resolve the conflict. If the ACBIS classification is incorrect in ACOP, then the contract will need to be updated in SPS/PD2 with the correct PSC. That change will then be pushed to ACBIS and the ACBIS classification will be updated in ACOP within 48 hours.

Current Status Field:
The Current Status Field (located on the top left corner of each project record) gives a snapshot of each project record's position in the acquisition process.

It is driven by the following key dates. Active statuses are as follows:

Date Entered:	Current Status Created:
Accepted by Contracting Date	"Accepted by Contracting"
Solicitation Date	"Solicitation Issued"
Award Date	"Awarded"
NTP Issued Date (Construction Only)	"NTP Issued"

Inactive statuses are as follows:

Date Entered:	Current Status Created:
Contract Closed Date	"Closed"
Physical Completion Date	"Completed"
Cancellation Date	"Cancelled"
Date Submitted to Reachback (Commodity Contracts Only)	"Reachback"
Date Submitted to TCC (Commodity Contracts Only)	"TCC"
Contract Termination Date	"Terminated"
Date Sent Back to RI for Closeout/Archiving	"Sent to Rock Island for Closure"

Data Migration Flag:
Data that was migrated from RCC spreadsheets as opposed to entered directly into the tool will be flagged at the center top of the project record. For migrated records, the current status can be manually updated.

Link to Electronic Document Access (EDA):
A link to the contract document will be provided for contracts which are in EDA.

Record Count:
A count of records is displayed on the tracker page which will be updated based on search criteria entered.

Tracker - Main Page

Acquisition COP Home   Add New Project   Select Columns   Number of Records Per Page 20 ▼

Current PoP End/Delivery Dates in red / yellow expire within 60 / 120 days.
COR Report Dates in red / yellow are missing or overdue / due now.

Simple Search Advanced Search

Contract Number/PIIN ▼ W90U71-13-P-0402   [Go] [Reset] Records Returned: 3

☑ Exclude Inactives ☐ Expiring Only ☐ Overdue COR Reports Only   [Export Results to Excel]

ID	Award Status	Location	Contracting Office	Project Description	Project Classification	PR&C Number	PR&C Amount	COR/POC	COR/POC Email	Contract Number/PIIN	TO/BPA Modification Number	Current PoP End/Delivery Date Last
56974	Awarded	Kandahar (Barstow)	BARSTOW	Heavy Equipment Rental	Service	MHE2 13P0402	$714,480.00	2LT ELENA NEWBY	ibct125jd13@yahoo.com	W90U71-13-P-0402	0000 000000	02/28/2014 09/
58813	Awarded	Kandahar (Ashville)	BARSTOW	Heavy Equipment Rental 2 - Sample PR Link	Service	MHE2 13 P0408	$1,000.00	2LT ELENA NEWBY	ibct125jd13@yahoo.com	W90U71-13-P-0402	0000 000000	02/28/2014 09/
58815	Awarded	* Other *	BARSTOW	Service Test	Service	1000021	$200.00	2LT ELENA NEWBY	ibct125jd13@yahoo.com	W90U71-13-P-0402	0000 000000	02/28/2014 09/

Disclaimer: The Acquisition Common Operating Picture Tracker is not an official record of in-theater commitments and obligations.

View All RCCs:
The tracker defaults to your assigned RCC's data. To view all RCCs data, select the link in the upper right "Switch to View All RCCs".

Tracker - Main Page

Acquisition COP Home   Add New Project   Select Columns   Number of Records Per Page 20 ▼

Switch to View All RCCs

Records bordered in red have PoP End Dates that expire within 60 days.
Records highlighted in yellow have PoP End Dates that expire within 120 days.

Simple Search Advanced Search

▼   [Go] [Reset] Records Returned: 1342

☑ Exclude Inactives ☐ Expiring Only   [Export Results to Excel]

Award Status	Location	Contracting Office	Project Description	Project Classification	PR&C Number	PR&C Amount	Contracting Officer	Contract Number/PIIN	TO/BPA	Award Date	Award Amount In USD	Current PoP End/Delivery Date
Solicitation Issued	Eggers	GSCC	Aviation Services	Service	PRC2KR11000095	$712,000.00	Cousino, Christopher	W91B4M-12-D-0007	0005			
Solicitation Issued	Eggers	GSCC	Air Transportation	Service	PRC2BR44300483	$20,100.00	Cousino, Christopher	W56JKD-13-P-0214	0000			
Awarded	Marmal	GSCC	Phone Cards	Commodity	10268607	$2,886.19	Bolden, Monique	W56KJD-13-P-0212	0000	11/26/2012	$2,750.00	
Accepted by Contracting	Kandahar	GSCC	Television	Commodity	10268687	$4,800.00	Bolden, Monique					
Accepted by Contracting	Rushmore	GSCC	Gravel	Commodity	10252040	$1,888.00	Womack, Tasha					
Accepted by Contracting	Kabul	GSCC	Computers	Commodity	10270498	$160,393.79	Bolden, Monique					
Awarded	Kabul	GSCC	Television	Commodity	10255573	$1,299.00	Bolden, Monique	W56KJD-13-M-0003	0000	10/29/2012	$1,299.00	
Awarded	Kabul	GSCC	ANP EHRT Kits	Commodity	PRC2AR43N00445	$44,278.57	Bolden, Monique	W56KJD-13-P-0183	0000	11/20/2012	$44,278.57	01/15/2013
Solicitation Issued	Khilaguey	GSCC	LCD Television	Commodity	10268741	$1,003.65	Bolden, Monique	W56KJD-13-P-0220	0000		$1,300.00	
Solicitation Issued	Julien	GSCC	Plywood	Commodity	10268506	$1,974.50	Bolden, Monique	W56KJD-13-P-0219	0000		$2,380.00	
Solicitation Issued	Bagram	GSCC	Concrete Hand Holes	Commodity	10265909	$61,700.00	Bolden, Monique					
Solicitation Issued	Kandahar Airfield	GSCC	Television	Commodity	F3UUKH2305A001	$570.00	Bolden, Monique	W56KJD-13-P-0217	0000		$570.00	
Accepted by Contracting	Kandahar Airfield	GSCC	Life Cycle Computers	Commodity	10269216	$1,117,611.50	Bolden, Monique					
Awarded	* Multiple Locations *	GSCC	English Literacy	Service			Montgomery, Lorraine	W91B4M-10-D-0007	0038	08/15/2011	$123,978.40	08/22/2012
Awarded	* Multiple Locations *	GSCC	Afghan Literacy Training	Service			Montgomery, Lorraine	W91B4M-10-D-0009	0057	02/03/2012	$74,911.00	08/01/2012
Awarded	* Multiple Locations *	GSCC	Afghan Literacy Training	Service			Montgomery, Lorraine	W91B4M-10-D-4009	0056	01/27/2012	$111,269.42	07/27/2012
Awarded	Eggers	GSCC	Literacy Education	Service			Montgomery, Lorraine	W91B4M-10-D-4009	0058	02/14/2012	$73,518.13	08/13/2012
Solicitation Issued	Senjeray	GSCC	Gravel	Commodity	10249666	$43,200.00	Bolden, Monique	W56KJD-13-P-0213	0000		$34,950.00	
Accepted by Contracting	Kandahar Airfield	GSCC	Speakers	Commodity	10265013	$53,068.77	Womack, Tasha					
Solicitation Issued	Kabul	GSCC	Construction Materials	Commodity	10254038	$129,552.00	Bolden, Monique	W56KJD-13-P-0193	0000			

1 2 3 4 5 6 7 8 9 10 ... >>

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Navigate the Construction Map

From the Home Page, click "Construction Map" on the left side of the screen. Drag the bottom of the map to expand the view.

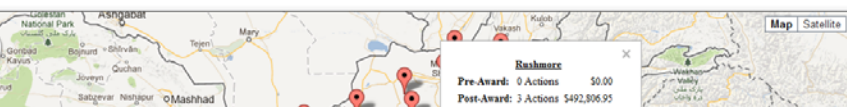Click a map pinpoint for more information, or select specific search criteria on the right-side panel.

Once a search is narrowed, project results display below the map showing Pre-Award, Post-Award and Inactive (Cancelled, Closed, Completed, Reachback, TCC and Terminated) projects. Click any field on the project line to navigate to the detailed project profile in the Tracker.

Note: You must click "Reset" to start a new search

Reports

From the Home Page, click "Reports" on the left side of the screen to navigate to the reports section.

Reports are separated into those generated from ACBIS, Acquisition COP, and Other sections. Select the title of the report you wish to open.

The pop-up below will appear and allow you to Open, Save or Cancel the Excel file which contains the report.

For example, selecting the Active Service Contracts report link will open the report below.
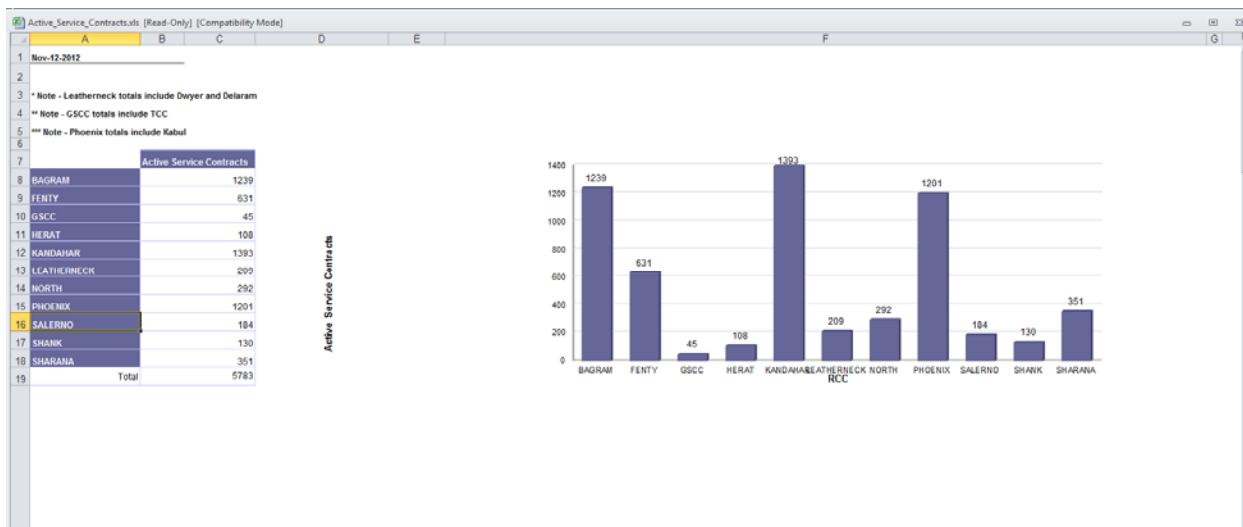
Site Feedback

From the COP Home Page, the "Site Feedback" link will direct you to a page where you can submit feedback to the Acquisition COP team.

Enter a subject and your comments and then select "Submit" to send an email to the support team, or "Cancel" to return to the Acquisition COP Home Page.

Frequently Asked Questions

From the COP Home Page, the "FAQ" link will direct you to a page with all compiled Frequently Asked Questions.

Select a question from the table of contents to view the answer. If you have a question not answered in the FAQ's, please submit it through the Site Feedback link.

Project Classification Guidance

From the COP Home Page, the "Project Classification Guidance" link will direct you to a document which contains guidance on the proper use of Product Service Codes (PSCs). A link to the full PSC manual is also included.

Project Classification Guidance

Many projects have discrepancies between the contract classification (Construction, Service or Commodity) and Product and Service Codes (PSC Codes) evident in the Army Contracting Business Intelligence System (ACBIS) and information entered in the Acquisition COP.

Per the PSC Manual produced by GSA documenting policies for FPDS-NG, **Commodity Contracts for Products should use Product & Service Codes starting with a digit, while Service contracts should use Product & Service Codes starting with a letter.** *Construction services should start with "Y", while materials procured for another party's (i.e. Troop Labor or LOGCAP) construction project should use the appropriate numerical product code.*

Projects which include more than one of the classification types should be coded based on the preponderance of funds across all line items. Using preponderance of funds on a line item basis is consistent with how SPS prepares Contract Action Reports (CARs) for submission to FPDS. ACBIS also uses preponderance of funds at the line item level when determining the document level classification for an action.

Below is a crosswalk showing some of the more common inconsistencies mapped to the recommended codes:

| Codes in ACBIS	Description	ACOP Category	Recommended Code	Recommended Description
2310	PASSENGER MOTOR VEHICLES	SERVICE	W023	Lease or Rental of Equipment- Ground Effect Vehicles, Motor Vehicles, Trailers, and Cycles

Process Maps

The following diagrams illustrate the business processes of the Acquisition COP.

Pre-Award Project Entry
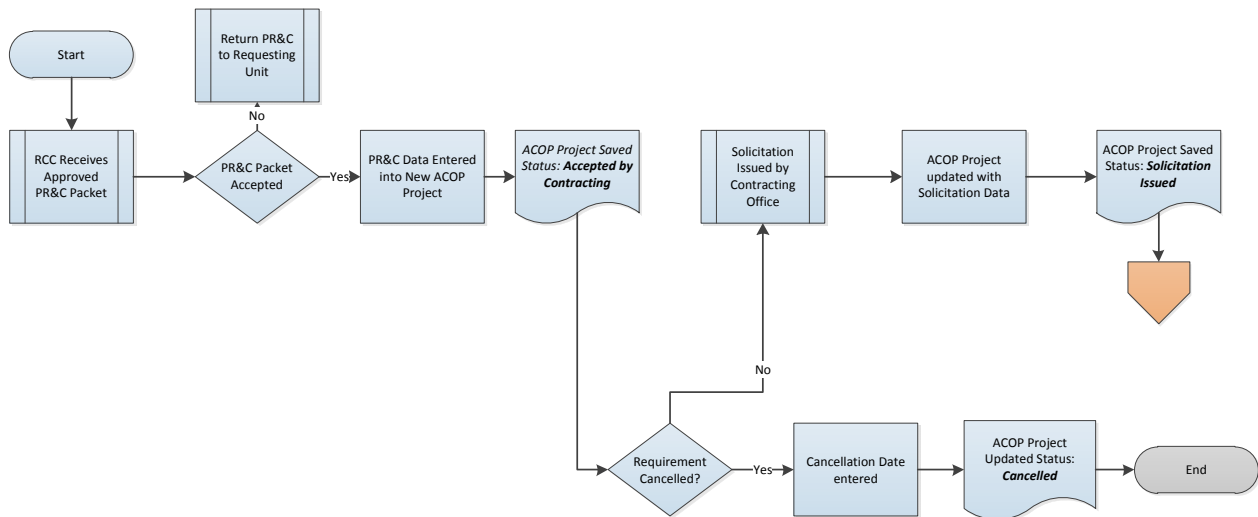
New Award Project Entry
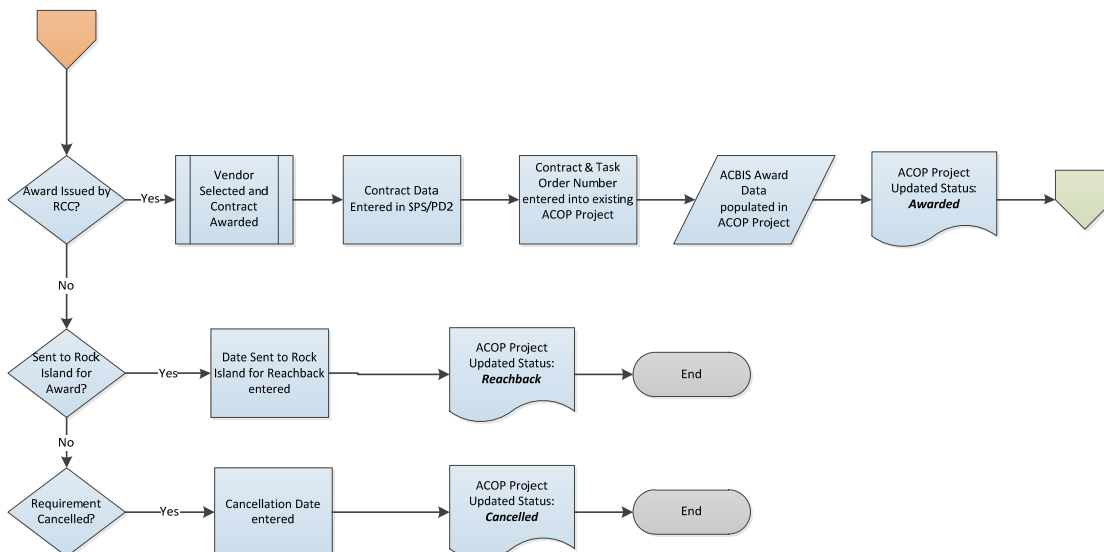
Modifications to Existing Project