ACOP

Acquisition Common Operating Picture

FREQUENTLY ASKED QUESTIONS

February 26, 2014

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Acquisition COP FAQ

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GENERAL

What is the intended use of the Acquisition COP?

The Acquisition COP enables program management for construction, service and commodity acquisitions with “cradle-to-grave” visibility on theater requirements and projects. It is a tracking tool for C-JTSCC Regional Contracting Commands (RCCs) which replaces individual RCC tracking spreadsheets. It is not intended to be a system of record. Updates to post-award information tracked in this tool must be made in the systems of record such as PD2.

Does the site have to be CAC enabled?

Access to ACOP is provided through CAC Authentication via the JCCS Home Page. User Name and Password are not used for logon to ACOP. For any issues encountered when accessing the JCCS Home Page, please contact the JCCS Helpdesk at jccs.support@dla.mil.

Who does the site feedback link go to?

Feedback submitted through the Site Feedback link on the home page is emailed to the EBO Acquisition COP team. All RCC feedback is reviewed on a weekly basis with C-JTSCC leadership to discuss any potential new requirements.

How do I submit requests for enhancements?

Please submit any requests for enhancements through the Site Feedback link or email MAJ Maher (john.j.maher@afghan.swa.army.mil), LT Slevin (michael.r.slevin@afghan.swa.army.mil) , or any Acquisition COP Support Team member directly.

All RCC feedback is reviewed on a weekly basis with C-JTSCC leadership to discuss any potential new requirements.

How do I report an issue?

Please report any issues encounter through the Site Feedback link located on the ACOP Home Page or by E-mail to MAJ Maher (john.j.maher@afghan.swa.army.mil), LT Slevin (michael.r.slevin@afghan.swa.army.mil) , or any Acquisition COP Support Team member directly.

Who do I contact if the site is unavailable to me?

For any issues encountered when accessing the JCCS Home Page, please contact the JCCS Helpdesk at jccs.support@dla.mil.

For any issues encountered when attempting to access ACOP, please contact MAJ Maher (john.j.maher@afghan.swa.army.mil), LT Slevin (michael.r.slevin@afghan.swa.army.mil) , or any Acquisition COP Support Team member directly.

How do I continue to make updates in the event that the Acquisition COP is offline?

Our current approach is to use the Excel Export capability to provide RCCs with an "offline" tool to use for updates when necessary. We take an export of data in the tool each day to use as a back-up. We ask that RCCs leave the Excel Column header names as exported (but they can be re-ordered on the page) and that they highlight fields that have been updated. We will then work with the RCC Administrator to re-migrate those updated data fields once the site is back online. This process is currently coordinated through MAJ Maher and LT Slevin.

TRACKER:

How is a project defined in the tracker?

A project is defined as a unique combination of a purchase request and award.

What projects should be included in the Acquisition COP?

All Construction, Service, and Commodities projects awarded by the RCCs in FY12 and beyond should be included in the ACOP.

When should new projects be entered into the tracker?

New projects should be created in the Acquisition COP as soon as a complete requirements package has been received and validated by the RCC.

How often should updates be made in the tracker?

New awards should be added into the Acquisition COP within 5 days of award. Projects with an Active status (Submitted to Contracting, Accepted by Contracting, Solicitation Issued, Awarded, or NTP Issued) should be reviewed and updated in the tracker with new comments and information at least every 60 days. This aligns with data quality and usage metrics reported weekly to C-JTSCC leadership.

How do I enter a Construction project in the Tracker?

To enter a Construction project in the Tracker, select Construction from the Project Classification drop-down. Construction specific fields will then be displayed in the Post Award section in the bottom part of the Tracker screen.

How do I enter a Service project in the Tracker?

To enter a Service project in the Tracker, select Service from the Project Classification drop-down. A selection is then required in the Service Type drop-down. Available Service Types are as follows:

Other
S206 - Armed Security Guard (ASG)
W023 - Lease of Ground Effects & Motor Vehicles (NTV)
W024 - Lease of Tractors/Bobcats

W039 - Lease of Material Handling Equipment (MHE)

How do I enter a Commodity project in the Tracker?

To enter a commodity project in the Tracker, select “Commodity” from the Project Classification drop-down.

For commodity projects sent to Rock Island (Reachback) for award and contract management, enter a date in the “Date Transferred to RI for Award” field in the pre-award section of the project record to indicate that the contract has been sent to Reachback. The ACOP project status will be updated to the inactive status of “Reachback.”

For commodity projects awarded and managed by the RCC, post-award information is populated and managed within ACOP. If the project record is sent to Rock Island for Closeout and/or Archiving, the “Date Sent Back to RI for Closeout/Archiving” field located in the post-award section of the ACOP project is populated. Entering a date in the “Date Sent to RI for Closeout/Archiving” field in the post-award section of the project record will update the project status to “Sent to RI for Closure.”

What are the various project statuses?

The Acquisition COP has both Active and Inactive projects statuses that can be assigned to a project record. For records that are entered directly into the Acquisition COP, the project status is determined using business rules around key dates. For records that were migrated into the tool, the project statuses can be changed manually in the Current Status drop-down. Records that have been migrated are labeled as such at the top of the detailed project view page.

Active Statuses:

Current Status:	Date Entered:
“Submitted to Contracting”	Submitted to Contracting Date
“Accepted by Contracting”	Accepted by Contracting Date
“Solicitation Issued”	Solicitation Date
“Awarded”	Award Date
“NTP Issued”	NTP Issued Date (Construction Only)

Inactive Statuses:

Current Status:	Date Entered:
“Closed”	Contract Closed Date
“Completed”	Physical Completion Date or Date Sent Back to RI for Closeout/Archiving
“Cancelled”	Cancellation Date
“Reachback”	Date Transferred to RI for Award (Commodity Contracts Only)

"Sent to Rock Island for Closure"	Date Sent Back to RI for Closeout/Archiving
"Terminated"	Contract Termination Date

How does ACOP receive Award Data?

ACOP Projects contain a combination of manually entered pre-award data and ACBIS derived award data augmented with ACOP specific elements to improve reporting capabilities. Official award information resides in SPS/PD2 and is transferred to ACBIS. Award information is manually extracted from ACBIS and loaded to ACOP by the ACOP project team, Monday through Friday, where it is then available to link to ACOP Project Records by entering a valid, available Contract Number/TO Number combination. Any required changes to ACBIS derived award fields are made by the responsible contracting officer in the source system of record. These changes will be reflected automatically in the ACOP record following the next ACBIS data load.

How do I correctly input Contract Number/PIIN and Task Order/BPA Call Number information to populate ACBIS data?

Enter the contract number/PIIN in the format **xxxxxx-99-x-xxxx** and the task order number/BPA call number as four digits. If you do not have a Task Order number, enter **0000** as a placeholder. If the contract number and Task Order number combination match a combination in the Army Contracting Business Intelligence System (ACBIS) reports from PD2, the following post-award fields will be populated:

Contracting Office
Award Date
Vendor
Vendor CAGE Code
Award Currency
Award Amount in Award Currency
Award Amount in USD
Current Conformed Amount in USD
Current Conformed Award Amount in Award Currency
Contract Closed Date
End Date with Options (Services & Commodities only)
Current PoP End/Delivery Date
Contract Termination Date
Issuing Office
Modification Number
Reason for Termination
ACBIS Classification

What if ACBIS information doesn't populate?

If you enter a valid Contract Number/PIIN and Task Order number, but the Acquisition COP does not have the most accurate PD2 data, you will receive a message that states: "ACBIS

Data for this contract number is not yet available and will be updated in the next 24-48 hours". You can enter information in any of the project fields; however, once the ACBIS data is available it will overwrite any information in the ACBIS Post Award fields listed above.

What should I do if the ACBIS populated post-award information is incorrect? I cannot edit these fields.

The ACBIS information is pulled directly from PD2. Therefore, any necessary changes to this information will need to be updated in the PD2 system.

The Current Period of Performance End Date for a contract is incorrect and I cannot edit this field. What should I do?

This field is pulled directly from ACBIS. Therefore, any necessary changes to this field will need to be updated in the PD2 system. Open the contract in PD2 and search every CLIN for the incorrect POP date. If the date needs to be changed, a Modification has to be made in PD2 in order to update the ACOP. If there is a POP date in an Option CLIN that should be current, ensure the Option CLIN has been exercised. If it isn't, a Modification has to be made in PD2 to exercise the CLIN.

What are the definitions for the various Award Amount fields?

Award Amount in Award Currency - Original award amount in AFG if awarded in Afghani

Award Amount in USD - Original award amount in USD

Conformed Amount in Award Currency - Original award amount plus all modification amounts (obligations or deobligations) in AFG if awarded in Afghani

Conformed Amount in USD - Original award amount plus all modification amounts (obligations or deobligations) in USD

How do I create a new PR&C for a modification and link it with an existing award?

Start by entering and saving the new PR for the mod. Once awarded, go back into ACOP and enter the contract number and task order number combination in the post-award section of the record. If the combination of contract number and task order number already exists in the ACOP, a message will appear indicating that selecting "Insert" will link the PR to the existing award. To view all PRs associated with an award, enter the project view and select the drop-down next to PR number which will list all associated PRs and allow you to view each individual record. If the modification has not yet been awarded, do not enter award information or link the PR to an award as this will move the PR to a post-award stage. The link between the PR and an award should only be made once the modification is awarded. Administrative modifications not requiring a new PR&C will be reflected on the ACOP project in the modification table after the administrative modification is made in PD2/ACBIS and following the next ACBIS to ACOP file load.

How do I delete the link between a PR&C and an award?

To delete a link mistakenly created between a PR&C and an award, enter an invalid TO number, such as 9999 into the record. This will unlock the ACBIS generated fields and all the Post-Award information can then be deleted. The record will be "unlinked" and once the record is saved, it will change back to a Pre-Award status.

What is the correct dollar amount to enter in the PR&C Amount field?

If a PR will be used to fund multiple awards, only the portion of the funding for that requirement should be entered in the PR&C amount. For example, if the original PR is for $100,000 but only $20,000 is for funding Contract #1, then only put $20,000 in the PR Amount field for that record. If Contract #2 was funded with the remaining $80,000 from the original PR, then only enter that amount.

How do I track contracts administered by DCMA?

To track contracts administered by DCMA, enter "DCMA" into the Comments/Remarks fields which will allow you to conduct a search and identify the DCMA administered contracts. RCCs can also add DCMA Lead ACO's and their staff as users of the Acquisition COP.

How do I transfer projects to another RCC?

To transfer projects to another RCC, change the Contracting Office on that record to the RCC you are transferring to. The new RCC will then have edit rights to that record. This will need to be done in coordination with the RCC that is receiving the record so they can review it and update it accordingly.

When/How do I use the Contract Administrator field?

The Contract Administrator field is to be used when there is an additional person besides the Contracting Officer who supports the contract such as a CACI employee or designated DCMA ACO. This field can also be used in situations where there is more than one Contracting Officer for a contract. In order for a user to appear in the drop down list for Contract Administrator, they must be assigned that role by the RCC Administrator.

When/How do I use the Contracting Officer Representative (COR) Fields?

The POC section of each ACOP Record provides fields to enter contact information for the COR assigned to each contract. The COR Name is entered across three fields to record COR Rank/Grade, COR First Name, and COR Last Name. COR First Name and Last Name are mandatory fields for Construction and Service records once the contract is issued and the ACOP record status is awarded. COR POC information may also be entered for commodity records, but is not required.

How do I add a location?

If you need to enter a location not already included in the location drop-down, please use the Site Feedback link on the Acquisition COP home page to request an additional location. It will be reviewed and if appropriate added to the tool so that it appears in your location list which defaults to locations related to your assigned RCC. Please do not enter any classified location information or grid coordinates into the tool's free-text fields.

When I input a Solicitation Number, it requests the Solicitation Date and Solicitation Closing Date fields, but I don't know these dates yet. What do I do?

Input the projected Solicitation Date and Solicitation Closing Date. These date fields can be changed at a later time.

How do I update a contract in a warranty period to a status of "Completed"?

For migrated records, manually change the status using the drop down to "Completed". For records created in the ACOP, enter the date the project was completed in the "Physical Completion Date" field and the status will update to "Completed". The comments field can also be used to indicate that the project is in a warranty period and when the period expires.

How do I reflect that a project in ACOP with a status of Completed has been reopened with an Administrative Modification?

The Period of Performance End Date will be updated automatically in the next ACBIS load once the Administrative Modification is completed in PD2/ACBIS, but in order to change the ACOP project status from Completed back to Awarded, you must open the project record in ACOP, select "Edit Project" and then select "Update". The ACOP project status will then show as Awarded.

When should I designate an ACOP project as LOGCAP?

The LOGCAP checkbox in the pre-award section of the ACOP record should be checked when a requirement previously met through a LOGCAP Contract is transferred to C-JTSCC and the requirement is now being addressed with a C-JTSCC Award.

How should BPA Setup (Base) or IDIQ Awards be entered into ACOP?

BPA Setup (base) or IDIQ Awards can be added into ACOP as a placeholder record using the Contract Number and "0000" as the task order. Required pre-award fields must also be entered in order to save the record.

For these award types, ACOP will not populate the post-award fields from ACBIS. As a result, post-award information must be maintained manually for BPA Setup (base) and IDIQ Base records entered into ACOP. The modification table will populate from ACBIS (and will include the modification number, modification release date, amount and EDA link as it does in the project records for associated task orders) when modifications occur to the base awards.

When should I designate DBA Insurance on an ACOP Record?

The DBA Insurance field is provided to assist in tacking the validity of DBA Insurance Policies for contractors operating in theater. After validating the existence of a vendor's DBA Insurance policy, check the DBA Insurance check-box and enter the expiration date of the associated policy. Expiration dates cannot be entered as a past date. ACOP will display a warning message when a DBA Insurance Policy has an expiration date prior to the contracts POP End Date.

How can I indicate that a contractor holds a Land Use Agreement?

To indicate that a contractor holds a Land Use Agreement with Garrison, a check box is provided in the post-award section of the ACOP Record. Marking this checkbox indicates that a Land Use Agreement is in place.

The ACBIS Classification doesn't match the ACOP Project Classification. How can I correct this information?

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. Additional guidance on PSC Codes and project classifications is available on the ACOP Home Page.

Within ACOP, it is expected that some ACOP Records will have a mismatch between the ACOP Project Classification and the ACBIS Classification and the yellow indication is provided simply to highlight the mismatch and allow the KO/CA to determine if that is correct/desired.

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 accordingly.

Why does the COR Report Date show as Overdue?

The Date of Last COR Report field is provided to record the date that the most recent COR Report for a contract has been received. For active and awarded construction and service contracts, a COR Report is due by the 10th of each month. From the 10th to the 15th of each month, ACOP will provide a yellow warning indicating "COR Report Due" if no report has been received for the current month. From the 15th forward, a red warning message will be displayed indicating "COR Report Overdue."

From the ACOP Tracker Main Page, a filter is available to display only ACOP Records with an overdue COR Report.

ADVANCED SEARCH:

How do I set up a Saved Advanced Search?

To set up a Saved Advanced search, select the “Advanced Search” link from the Tracker main page. Select one or many search criteria (you can make multiple selections in a drop down by holding down “Ctrl”) and select “Go”. Once the search results are returned, select the “Save Current Search” button from the lower right of the search criteria screen. Enter a name and description for your search on the “Add Current Search” page and select “Save”. The search will then appear in the “Saved Searches” drop-down on the “Advanced Search” screen. The saved search will also be accessible from the “Tracker Main Page” simple search if you select Saved Searches from the first drop-down and then choose the search you would like to run from the second drop-down.

How do I share a Saved Advanced Search with members of my RCC?

A saved search such as the one above can be saved and then shared with members of an RCC by selecting the check box that appears for RCC Administrators on the “Add Current Search” screen which reads “Check this box if you would like to share this search with other members of your RCC”. Select the checkbox and then “Save” so that users from your RCC can select and run your saved search.

How do I set up Advanced Searches for flights/divisions at my RCC?

Advanced searches for a specific flight/division within your RCC can be set up by selecting all the Contracting Officers or Contract Administrators that fall within that division/flight. Remember that multiple selections can be made from the Advanced Search screen by holding down “Ctrl”. These searches can then be saved and shared as described above.

How do I edit or delete my Saved Searches?

Selecting the “Manage Searches” button on the advanced search screen will take you to the “Manage Searches” page which displays a list of your Saved Searches. You can edit the name or description for a Saved Search by selecting the pencil icon or delete a Saved Search by selecting the red X icon. To edit the criteria for a Saved Search, run the Saved Search you wish to edit, make changes to the criteria and then resave the search with a new name or version number.

How do I "Select All" in the Advanced Search without holding CTRL and having to individually click each selection?

On the Advanced Search, if you don't select any criteria for a certain field then it will default to include all in your search results.

USER MANAGEMENT:

How do I add or remove an RCC Administrator?

For RCC Administrator role assignments, please contact MAJ Maher (john.j.maher@afghan.swa.army.mil), LT Slevin (michael.r.slevin@afghan.swa.army.mil), and the Acquisition COP Support Team.

How do I transfer projects between Contracting Officers or Contract Administrators?

To transfer individual projects between Contracting Officers or Contract Administrators edit the tracker record, select the new KO or CA from the drop down list in the project record and save. To bulk transfer projects between Contracting Officers or Contract Administrators, RCC Administrators can select the “Manage Users” link from the home page. From the “Manage Users” page, select the “Transfer Projects” link at the center top of the page. Select the Contracting Office, Role, Assigned User and Transfer To user and select the “Transfer All” checkbox at the bottom of the page. You are also able to re-assign projects individually by checking the “Transfer?” checkbox for the projects you wish to transfer. All projects in an active ACOP status as well as in the “Completed” status will be available to transfer.

How do I activate/deactivate users?

From the “Manage Users link”, select the green check/red X icon from the far right column in the user table for the user you wish to activate/deactivate. You will receive a notification that reads “This action will deactivate [Username] Click OK to proceed or Cancel to abort” if the user does not have active projects assigned to them. If the user does have active projects assigned to them, the notification will read “You cannot deactivate [Username] due to 31 open tracker records. You must transfer open tracker records to an active user first. Click Transfer to proceed or Cancel to abort.” If you select “Transfer” you will be directed to the “Transfer Projects” screen described above. Users will not be able to be deactivated until all active projects and any projects in a “Completed” status are transferred.

Users who have not logged in within 60 days are subject to account de-activation.

How do I grant access to RCC Customers?

RCC Administrators have the ability to create new users and assign View Only access to their customers. View Only RCC users will be able to see the RCC tracker information to check on the status of their requirements but cannot edit information. The ACOP has Internal and External View Only roles. The Internal View Only role is intended for CJTSCC users who need access to the reports and the ability to export data. The External View Only role is intended for customer use and will not allow access to reports or to export data. For these accounts, RCC Administrators are responsible to collect and maintain a User Access request form for each user. Justification for user access should be included in the "Comments" field on the Add/Edit user page. Users should be reviewed at least every 60 days and accounts should be de-activated for those who have re-deployed or no longer require access.

The C-JTSCC Administrator has the ability to assign multiple view only roles to an existing customer if the customer needs to view more than one RCC. For users requesting this access, please provide a User Access Request form to MAJ Maher (john.j.maher@afghan.swa.army.mil), LT Slevin (michael.r.slevin@afghan.swa.army.mil), and the Acquisition COP Support Team.

ADDITIONAL QUESTIONS:

If you have additional questions that are not covered in this FAQ document, please submit them using the Site Feedback link.