Data Entry – DCMA NIDC (Form 1)

Reference Guide

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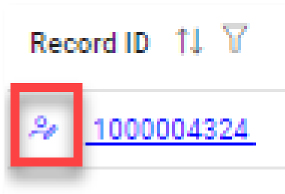
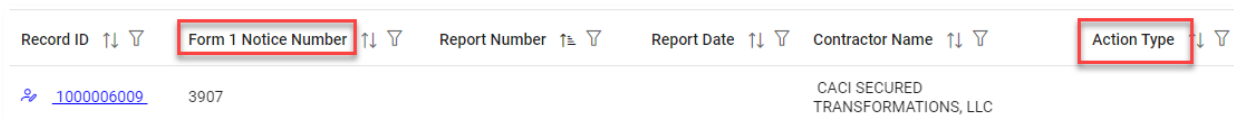
<tr><th></th><th></th></tr>
<tr><td>Roles</td><td>The role(s) required to Edit a AT-AT DCMA NIDC (Form 1) Record.
AT-AT – DCMA Contracting Officer</td></tr>
<tr><td>Editing a NIDC Record</td><td>This guide provides an overview of how AT-AT - Contracting Officer can Edit a DCMA NIDC (Form 1) Record in the Contract Audit Tracking and Action Tool (AT-AT) application that is released to them by the CO.

Log in to PIEE and access the AT-AT application. In the AT-AT application go to AT-AT Dashboard and locate the ‘My Work’ section. Only records assigned to the user may be edited by that user. To edit a Record, locate the ‘Edit Record’ icon directly next to the Record ID number. Click the icon to enter the record.


AT-AT – Contracting Officers have access to the “My Work” table on the dashboard; sort the columns Form 1 Notice Number or Action Type by “Form 1” to help filter the assigned records.


Alternatively, records may also be accessed through the AT-AT use the Search Functionality.</td></tr>
<tr><td>Record Header</td><td>The AT-AT NIDC (Form 1) Record Header information is available at the top of the Edit screen.

Records open to the Planned tab associated with its current pipeline position. All tabs are accessible during the data entry process. Continue with the training or select a tab link below to skip ahead.

Data Entry Header Tabs
Planned
Resolved
Dispositioned</td></tr>
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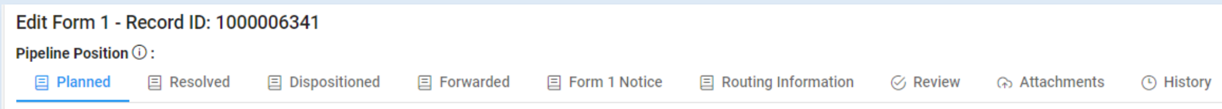
- Forwarded
- Form 1 Notice
- Routing Information
- Review
- Adding Attachments
- History

Record Information:

- Record ID
- Pipeline Position



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<td>Planned Tab</td>
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An NIDC record always opens to the Planned Tab. The NIDC (Form 1) Edit Record screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields.

*NOTE: To save current work click the "**Submit**" button. The record **does not** progress through the workflow until certain fields have been entered. For more information see the sections "Moving On' below.*

Section Name: Contractor Profile

- Contractor Name
- CAGE Code
- DUNS
- UEI
- City
- State

Buttons:

- Edit Contractor

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Editing the Assigned Contractor

Review the information for the currently assigned Contractor and update, if necessary.

Sub-Pop-up Page Name: Record Edit - Contractor Search

Enter Contractor Search Criteria

- Contractor Name (***parameters: Contain / Equals To / Starts With***)
- Contractor Cage (***parameters: Contain / Equals To / Starts With***)

Search Results

Sub-Pop-up Page Name: Record Edit – Select Contractor

Choose a Contractor from Search Results

- Contractor Name
- CAGE
- DUNS
- UEI

Buttons:

- Back
- X (***Close***)

Click the **Contractor Name** hyperlink to choose a new contractor.

Section Name: Record to Contracting Officer

(***Field information is auto populated and is not editable***)

- Contracting Officer Name
- Contracting Officer Email
- Contracting Officer DoDAAC
- Contracting Office

Section Name: Form 1 Record Details

- Action Type * (***options: CAS / CBS / FICR / Sub Record / Form 1 / Terminations / Other (i.e., Defective Pricing, External Restructuring, etc.)***) (***Action type is always "Form 1" for a Form 1 Record***)

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- Date Notice of Intent to Disallow Costs Submitted for Management Review and Concurrence *
- Date Management Review and Concurrence of Notice of Intent to Disallow Costs Completed *

Section Name: Board of Review Fields

- Board of Review Required/Requested (***options: Yes / No / Not Applicable***)
  (***Field displays when "Yes" is selected in the 'Board of Review Required/Requested' field***)
  - Board of Review Request Date
  - Board of Review Held? (***options: Yes / No / Not Applicable***)
    (***Fields display when "Yes" is selected in the 'Board of Review Held' field***)
    - Board of Review Date

    (***Fields display when "No" is selected in the 'Board of Review Held' field***)
    - Board of Review Waiver (***options: Yes / No / Not Applicable***)
      (***Field displays when "Yes" in the 'Board of Review Waiver' field***)
      - Board of Review Waiver Date

Section Name: Actual Resolution Date

- Actual Resolution Date

Remarks

- Remarks (***One field across all tabs***)

Moving On

Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.

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Resolved Tab

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The NIDC Resolved screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields.

Section Name: Form 1 Record Details

- Form 1 Released Date *
  (***Field displays when "Yes" is selected in the 'Is CO Able to Render Form 1 Decision in 60 Days?' field***)
  - Due Date for Contractor's Reponse to Notice of Intent to Disallow Costs
    (***Field displays when a past or present date is entered in the 'Due Date for Contractor's Response to Notice of Intent to Disallow Costs' field***)
    - Date Contractor's Response to Notice of Intent to Disalow Costs Received *

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- Contract Request for Reconsideration * (*options: Yes / No*)
  (*Field displays when "Yes" is selected in the 'Contract Request for Reconsideration' field*)
  - Contractor Request for Reconsideration Date *
  (*Field displays when any answer is selected in the 'Contractor Request for Reconsideration' field*)
  - Form 1 Action Taken by CO (*options: Withdraw NIDC / Issue COFD*)
    (*Fields display when any answer is selected in the 'Form 1 Action Taken by CO' field*)
    - Date Decision Documents Submitted for Management Review and Concurrence
    - Date Decision Documents Management Review and Concurrence Completed
- Request for CO Form 1 Decision * (*options: Yes / No*)
  (*Fields display when "Yes" is selected in the 'Request for CO Form 1 Decision' field*)
  - Date CO Form 1 Decision Requested
  - Does CO Agree with Form 1 Notice? * (*options: Yes / No*)
    (*Field displays when "Yes" is selected in the 'Does CO Agree with Form 1 Notice' field*)
    - Has Contractor Overbilled on a Contract with No Future Billings? * (*options: Yes / No*)
      (*Field displays when "Yes" is selected in the 'Has Contractor Overbilled on a Contract with No Future Billings?' field*)
      - Is CO Able to Render Form 1 Decision in 60 Days? * (*options: Yes / No*)
        (*Field displays when "Yes" is selected in the 'Is CO Able to Render Form 1 Decision in 60 Days?' field*)
        - Date CO Form 1 Decision Due * (*Field Response is auto populated*)
        (*Fields display when "No" is entered in the 'Is CO Able to Render Form 1 Decision in 60 Days?' field*)
        - Target Date Required for Actions to be Completed *
        - Date Target Schedule Submitted for Management Review *
        - Date Management Review of Target Schedule Completed *
        - Target Date for Final Decision *
        - Date Written Notification of Estimated Target Decision Date Provided to Contractor *

Section Name: Decision/Determination Document Legal Review Fields

- Date Decision/Determination Documents Submitted for Legal Review *
- Date Legal Review of Decision/Determinaiton Documents Completed *

Section Name: CLG Review Fields

(*Section displays when "Issue COFD" is selected in the 'Form 1 Action Taken by CO' field*)

- CLG Review Required? * (*options: Yes / No*)
  (*Fields display when "Yes" is selected in the 'CLG Review Required?' field*)
  - Date Documents Submitted for CLG Review *
  - Date CLG Review Completed *

Section Name: Board of Review Fields

- Board of Review Required/Requested (*options: Yes / No / Not Applicable*)

	(*Field displays when "Yes" is selected in the 'Board of Review Required/Requested' field*) ○ Board of Review Request Date ○ Board of Review Held? (*options: Yes / No / Not Applicable*) (*Fields display when "Yes" is selected in the 'Board of Review Held' field*) ▪ Board of Review Date (*Fields display when "No" is selected in the 'Board of Review Held' field*) ▪ Board of Review Waiver (*options: Yes / No / Not Applicable*) (*Field displays when "Yes" in the 'Board of Review Waiver' field*) • Board of Review Waiver Date *Section Name: Actual Disposition Date* • Actual Disposition Date *Remarks* • Remarks (*One field across all tabs*) **Moving On** Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Dispositioned Tab	The NIDC Dispositioned screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *Section Name: Form 1 Record Details* • CO Issued Demand for Payment? (*options: Yes / No*) **(*Field displays when "Yes" is selected in the 'CO Issued Demand for Payment' field*)** ○ Demand for Payment Letter Amount • Is there a FICR Action Related to this Form 1? (*options: Yes / No*) **(*Fields display when "Yes" is selected in the 'Is there a FICR Action Related to this Form 1' field*)** ○ DCAA Audit Report Number ○ Report Number • Document Forward Date *Remarks* • Remarks (*One field across all tabs*)

	Moving On Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Forwarded Tab	The NIDC Forwarded screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *Section Name: Form 1 Record Details* • Are All Form 1 Actions Complete? * (***options: Yes / No***) • Form 1 Status (***Answer is auto calculated based off the response given in the 'Are All Form 1 Actions Completed' field***) *Remarks* • Remarks (***One field across all tabs***) **Moving On** Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Form 1 Notice Tab	The Form 1 Notice Record screen displays and information for the NIDC Record Review is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *Section Name: Form 1 Notice Details* • Form 1 Notice Number (***Field is auto populated and uneditable***) • Type of Form 1 * (***options: DCAA / NASA Form 456***) • Kind of Form 1 * (***options: Regular / Blanket***) • Type of Costs * (***options: Direct / Indirect / Both***) • Category for Form 1 * (***options: Notice of Disapproved Costs / Notice of Suspended Costs***) • Supplement to Form 1 Number • Action Type (***Auto populated and read-only "Form 1"***)

Section Name: Form 1 Notice Contract Details

Buttons:

- Add Contract
- Contract Number Type (***Field displays original contract information and the information of any added contracts***)
- Contract Number (***Field displays original contract information and the information of any added contracts***)
- Delivery Order (***Field displays original contract information and the information of any added contracts***)
- Action (***displays when contract is added***)
    - Edit Contract Detail
    - Delete Contract Detail

Additional contracts may be added. This step is optional

Adding a Form 1 Contract

Section Name: Enter Contract Search Information

- Contract Number Type * (***options: DoD Contract (FAR) / Other Agreement***)
- Contract Number *
- Delivery Order

Buttons:

- Save
- Cancel

Section Name: DCAA Information

- Disbursing Office

Section Name: Item and Costs

- Item number
- Disapproved Amount *
- Description of Item and Reason for Action

Remarks

- Remarks (***One field across all tabs***)

	Moving On Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Routing Information	The Routing Information screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process and not all fields display; changing the answers may change the displayed fields. *NOTE: The Routing Users information is populated based off the DCMA - Reviewer, Region/HQ Monitor, and the current Contracting Officer that reviewed this record, prior to its release.* *Section Name: Routing Users Information* (***Answers are pre-populated and cannot be edited***) *Section Name: DCMA Reviewer* • DCMA Reviewer Email • DCMA Reviewer Phone *Section Name: DCMA Region HQ Monitor* • Is Region/HQ Monitor Review Required? • DCMA Region HQ Monitor Organizational Group *Section Name: Current DCMA Contracting Officer* • Contracting Officer Name • Contracting Officer Email • Contracting Officer Phone • Contracting Officer DoDAAC • Contracting Office *Remarks* • Remarks (***One field across all tabs***)

	Moving On Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Review Tab	The NIDC (Form 1) Notice review presents the user with fields that display pre-populated information entered by the NIDC Record's reviewers. All tabs are accessible throughout the review process. Before the Contracting Officer is able to edit the DCMA NIDC Record, it is reviewed by a **DCMA Reviewer**, **DCMA Region/HQ Monitor**, and **DCMA Contracting Officer.** For additional information on the review process, access the DCMA NIDC Review guides here. *Section Name: Form 1 Review Details* (***Answers are pre-populated based on information entered by the record reviewers and cannot be edited***) • Form 1 Current Action • Form 1 Approved Status • Released For • Form 1 Notice Date • Contractor Acknowledgement *Remarks* • Remarks (***One field across all tabs***) **Moving On** Click the **Submit** button to save/submit all edits made on the record. Otherwise, continue on by selecting the appropriate tab located in the record header.
Adding Attachments Tab	Users may attach relevant documents to the record within the **Attachments** tab. Accepted File Formats .bmp .docx .html .mpp .msg .ppt

.tif	.vsd	.doc
.htm	.jpg	.mppx
.pdf	.rtf	.txt
.vdx	.xlsx	

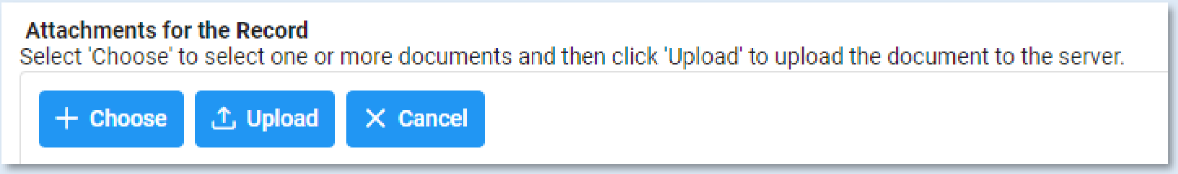
To begin adding attachments, select the Attachments tab and click the **Choose** button. Select all necessary attachments.

All selected attachments display below where they may be removed before upload.

After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document.

Uploaded attachments may be deleted.

The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.



Button Options:

- Choose
- Upload
- Cancel

Files that have been Uploaded section:

- File Name (***special characters are removed***)
- File Type
- File Size (***MB***)
- Attachment Description
- Upload Date
- Name (***Uploader's First/Last Name***)
- Actions
    - Delete

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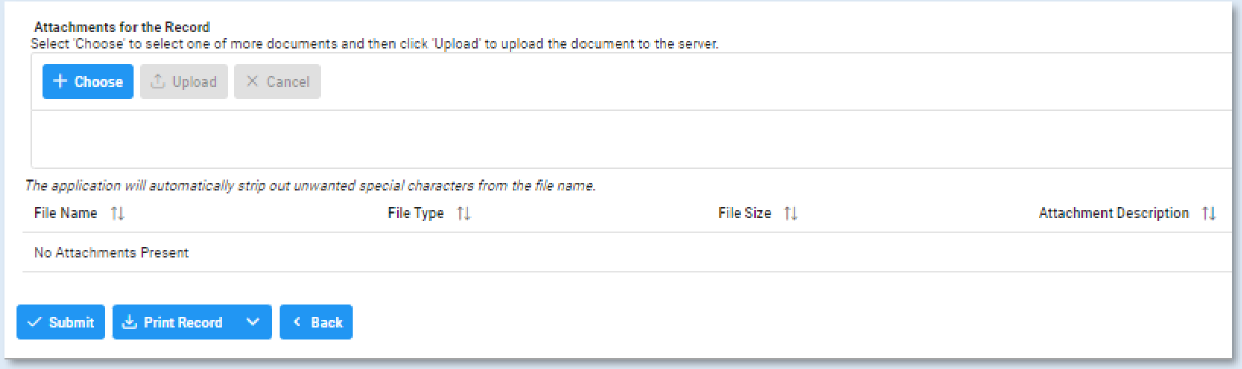

Once the user is finished uploading attachments within the Attachments tab, they may either submit the record by selecting the “Submit” button at the bottom of the page or move on to the next page by selecting the tab; refer to the records pipeline position located within the header for a reference on which tab should be selected.
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<td>History</td>
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The History tab displays all actions taken on the record, separated by role and action. Select the History tab to view previous actions on the record. The History tab updates on submit.

History tab entries:

Name of User Conducting Action
User Title
User Email
User Commercial Telephone
User DSN Telephone
Action Date
Action
Pipeline Position
Report Number
DUNS
UEI
Remarks
Modifications

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Once the user is finished within the History tab, they may either submit the record by selecting the “Submit” button at the bottom of the page or move back to any of the previous pages by selecting the tab; refer to the records pipeline position located within the header for a reference on which tab should be selected.
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Record Submit

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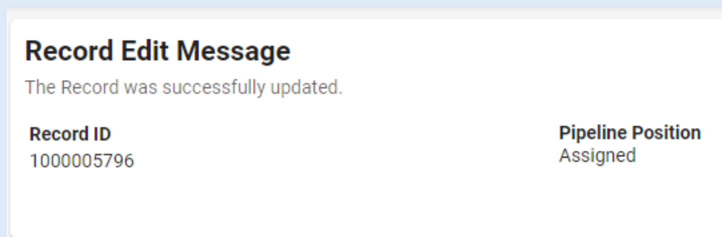
Selecting the **“Submit”** button, successfully, displays a success screen with the record information, useful for locating the record later for additional data entry. Submitting the document saves all edits.

Information provided on the Success screen:

- Record ID
- Pipeline Position



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Closed

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Once a record has been completed and all the necessary actions have been taken, the record must be closed.

Closing a Record

To close a Form 1 record, return to the **Forwarded pipeline** and indicate **“Yes”** in the **All Form 1 Actions Completed?** Field and click the Submit button. The **Form 1 Status** will auto populate with the “Closed” status, and the record will **Close**.
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Closed Records may be searched for and reopened within the next four years of the **“Record Closed Date”** value; otherwise, the record is moved to **“Archived”** and cannot be reopened.

Reopening a Record

For **AT-AT – Contracting Officers** looking to reopen a Form 1 record, use the search functionality to find the closed record; click the Record ID number hyperlink to open the record.

Click the **Reopen and Assign to Self** button and a pop-up confirmation displays with the message, “Are you sure you want to reopen this record”? Select “Confirm” to proceed with the process; the record will be **Reopened,** and the **Edit Record** screen displays. The record status will update to “**Reopened**”.

Reclose a Record

To close a reopened record, return to the **Forwarded pipeline** and indicate “**Yes**” in the **All Form 1 Actions Completed?** field and click the **Submit** button. Reclosing a record restarts the four-year **Archive** timer.

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<td>Archived</td>
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Four years after the **Record Closed Date** has passed the record will automatically be archived by the system and the pipeline position updated to **Archived** from **Forwarded.**

After being archived, the record is accessible to users as a “read-only” document and is no longer able to be reopened.

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