



DEPARTMENT OF THE ARMY  
409<sup>th</sup> CONTRACTING SUPPORT BRIGADE (EUROPE)  
UNIT 23203  
APO AE 09263

CCEC-EC

October 1, 2012

MEMORANDUM FOR ALL PERSONNEL

SUBJECT: Contracting Policies and Procedures (CPP) 13-001 - Paperless Contract Files (PCF)

1. Purpose. This memorandum establishes the policy and guidance for the 409<sup>th</sup> Contracting Support Brigade (CSB) to implement and use the Paperless Contract Files (PCF) application.

2. References.

- a. Federal Acquisition Regulation (FAR) Part 4.8 Government Contract Files
- b. Army Contracting Command (ACC) Command Policy Memorandum (CPM) 11-4 dated 12 September 2011
- c. Expeditionary Contracting Command (ECC) Acquisition Instruction (AI) dated 20 March 2012

3. Effective Date. The effective date of this CPP is 1 October 2012.

4. Definitions. For the purposes of this document, when 'contract' is written, it denotes any contractual document that obligates the government, to include Agreements (e.g.: BPAs) and Indefinite-Delivery Contracts (IDCs).


5. Policy.

- a. The PCF application is the official contract file for all procurements as of the effective date of this policy.
- b. This policy applies to all 409<sup>th</sup> CSB organizations and offices. Each 409<sup>th</sup> organization and office shall retain responsibility for uploading its own contract documentation for both new and, as applicable, legacy contract files. Each organization and office is also responsible for ensuring that contract files are accurate, documents are legible, and all documents are labeled and filed under the appropriate tabs in PCF.
- c. Contract files loaded in PCF will follow the DASA(P) index as the cabinets are structured in PCF, and shall contain all the required documents that are normally included in the hard-copy file. This includes but is not limited to: the purchase request and commitment (PR&C), Independent Government Cost Estimate (IGCE), market research analysis, justifications for limiting competition (J&As), determinations and findings (D&Fs), source selection documentation, Service Contract Approval (SCA) and other requiring activity approvals, Contract Action Report (CAR), Federal Awardee Performance and Integrity Information System (FAPIIS) and other system checks, Quality Assurance Surveillance Plans (QASPs), payment information, synopses, etc.
- d. Contract documents such as cancelled requirements, disputes, protests, claims, etc. shall also be filed in PCF.
- e. All documents will be finalized in PCF when all approvals are obtained. No documents should remain as "draft" in PCF. All documents reviewed and approved outside of PCF shall be uploaded

into PCF as quickly as practicable but not later than when the award is finalized.

- f. All fiscal year (FY) 13 and later contracts shall be input to PCF.
- g. Legacy contracts (contracts awarded prior to FY13) shall be uploaded into PCF as specified below:
  - i. Legacy contracts with a period of performance of two years or more after 1 October 2012 shall be uploaded into PCF.
  - ii. Legacy contracts with a period of performance of less than two years after 1 October 2012 must have a memorandum for record (MFR) uploaded in PCF identifying where the contract can be located. Any modifications and task or delivery orders executed in FY13 and beyond must be uploaded into PCF.
  - iii. The contracting officer shall review all documents not available electronically to determine which will need to be converted to digital formats. The KO has the discretion to upload contract documents or document the file with a MFR describing the rationale for not uploading them. This MFR shall also identify the location of the hard copy files.
  - iv. The parameters stated above are the minimum requirements. There is no prohibition in uploading legacy contracts in full.
- h. To the greatest extent possible, documents requiring signature(s) should be signed electronically using the Microsoft Word ApproveIt function or Adobe Acrobat.
- i. Hard copy files may be maintained for Computer Aided Design, as-built drawings, construction plans, and other similar type documents when they are provided in hard copy and cannot easily be converted into electronic media; however, a MFR must be placed in PCF stating that the documents exist and where they can be located. When these types of documents are provided electronically they should be uploaded to PCF. If the required software to open these files is not available, a request for purchase should be initiated through the respective RCO Chief/TCC Director.
- j. It is the responsibility of the RCO Chief/TCC Director, or their designated representative, to establish or identify and communicate to their respective staffs the location of the repository for the documentation referred to in paragraphs (g) and (i) above.
- k. A guide will be published with this policy. The guide will be updated as needed to incorporate required processes or provide further direction for successful implementation of PCF across the Brigade.

6. Point of Contact. The point of contact for this action is SFC Darrick Bell at DSN 484-6313, email: [darrick.l.bell2.mil@mail.mil](mailto:darrick.l.bell2.mil@mail.mil).

  
WILLIAM J. BAILEY  
COL, LG  
Commanding

Encl