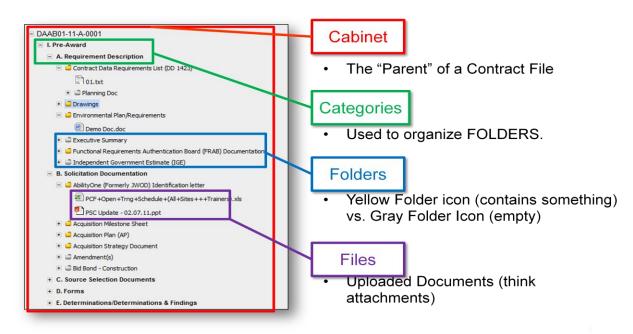Paperless Contract Files (PCF) Guide for
409th Contracting Support Brigade (CSB)

1. Purpose: This guide provides general information on implementing PCF at the 409th CSB. It is intended to be a living document to address user concerns as the system is incorporated into our contracting processes. This is not a step-by-step user guide. PCF is constantly improving and issuing updates and as such it will make it impractical to provide that level of detail.

2. PCF Application Overview: PCF is a web-based, electronic records management application. Individual storage locations within PCF, called Cabinets, are created by the users for the following contractual actions: Solicitations, Basic Vehicles (Contracts, Small Business Innovative Research awards, Grants, Cooperative Agreements, etc.), Modifications to Basic Vehicles, Delivery Orders/Task Orders (DO/TOs), and Modifications to DO/TOs. The creation of folders within the cabinets provides a method of identification for the documents stored in the application. PCF works with any contract writing system. The solicitation/contract document will continue to be created in Procurement Desktop Defense (PD2), however those documents will be saved with all supporting documentation (forms, waivers, approvals, justifications, determinations, etc.) in PCF. PD2 is not DoD Standard 5015.2 certified for the storage of records and is not considered the official electronic file; PCF is.

>   2.1 PCF Description: Each contracting action will have its own cabinet in PCF. Contract documents created in PD2 will need to be uploaded manually to PCF into the proper folder in the PCF cabinet. PCF can be accessed via the web at https://pcf.army.mil and is CAC and/or AKO enabled. There is also a security feature that controls access to cabinets.

>   2.2 PCF Organization: Within PCF, the hierarchy of data is as follows: Cabinet, Category, System Folder, and Documents/ Files. The Library Cabinet is the first level and would be the 409th Contracting Support Brigade's (CSB) main cabinet for users. The picture below shows the hierarchy of data in PCF:

3. Security: PCF uses l 28bit encryption and meets DoD security standards. The implementation of PCF has no local application security issues as it is a web based tool.

  3.1 Application Security Features: The PCF application is AKO and CAC accessible and all users must be added to the User Group Administration security tab within PCF via their local System Administrator prior to gaining access to the PCF application. Local System Administrators assign roles to each user, allowing user certain functions based on their assigned role within PCF.

  3.2 Security Roles: There are three different roles that a user/group can have in a cabinet in PCF. The three roles are: Manager, Editor, and Reader. Each role has a different set of rights to a cabinet. If a user/group is NOT assigned one of these roles, they will NOT be able to access/view/open the cabinet or any of its content. Below is a summary chart of the various roles within PCF:

The Cabinet Profile
Security Tab-Security Roles

Function	Managers	Editors	Readers
Edit the cabinet profile (Modify Information/Security Tabs/Add System Folders)	X		
Upload Documents	X	X	
Update/Modify Documents	X	X	
Add/Edit Additional Folders (Sub- Folders)	X		
Move Documents or Sub-Folders	X	X	
Delete Documents or Sub-Folders	X		
View/Post Comments	X	X	
Submit Files for Review and/or Approval	X	X	
Perform a Review and/or Approval	X	X	
Preview Documents	X	X	X

4. Key Roles and Responsibilities

  4.1 Lead Administrator

  4.1.1 Provide for overall planning and coordination of implementation of PCF at each 409th location.

  4.1.2 Provide or coordinate training for each location's PCF Administrator(s) to enable them to train others. Brigade Staff will remain available to assist in training personnel as necessary.

  4.1.3 Share PCF training slides and other information, as received, to POCs identified above.

3

4.1.4 Provide and/or coordinate technical assistance.

4.1.5 Monitor the implementation phase among all sites to ensure proper execution.

4.2 Contracting Officer (KO) and/or Contract Specialist

4.2.1 Ensure PCF cabinets are maintained in accordance with this guide and all applicable regulations and laws.

4.2.2 Conduct semi-annual reviews of PCF files for close outs and maintenance.

4.2.3 Place all required and relevant documents into PCF.

4.2.4 Manage and maintain all file and document actions in PCF.

4.2.5 Ensure that completed documents are finalized.

4.3 Local PCF Points of Contact (POC)

4.3.1 Serve as the first line PCF representative for contracting-related issues at the office in which they reside, to include providing training materials and other documentation.

4.3.2 Provide and/or coordinate technical assistance.

4.3.3 Elevate PCF issues that cannot be resolved locally.

4.4 Local System Administrators

4.4.1 Register and delete users, and change roles.

4.4.2 Provide assistance in resolving technical issues with PCF.

5. PCF Key Personnel at the various 409th CSB sites:

Brigade Staff:
SFC Darrick L. Bell, PCF Lead Administrator, DSN: 314 484-6313
Stephanie Benger, PCF Administrator, extension 6312
Zenaida Delgado, PCF Administrator, extension 6314
David Farris, System Administrator, extension 6221

Theater Contracting Center:
Kay Brown
Karin Donner
Tom Dragolich
Christine Hofaecker-Harsdorf
Attila Kovacs

RCO Benelux:
Roland Becker
Flavia Piccin (System Administrator)

RCO Wiesbaden:
Premilla Nored
Robert Barnes (System Administrator)

RCO Stuttgart:
Heinz Flatzek
Holger Krug (System Administrator)

RCO Graf:
MAJ Jason Walsh
Josef Heldmann (System Administrator)

RCO Bamberg/ Ansbach:
MAJ Jason Walsh
Jeff Roberts (System Administrator)

6. Configuration Management: PCF application updates and notifications will flow down to the workforce as shown below:

Army Contracting Command (PCF Proponent)

PCF Lead Administrator

Local PCF POCs and/or Local System Administrators

Contracting Users

* PCF questions should flow up through the above roles.

7. Business Rules

7.1 Documentation

7.1.1 Excepted documents that must be retained in paper shall be filed centrally and an electronic copy will be maintained in PCF. The excepted documents – which are not deemed to be "working files" - are:

7.1.1.1 Payment and Performance Bonds. Bonds will be filed in a central location by contract number/DO number. Label shall clearly state the date the bond is no longer applicable and its final disposition. A scanned copy will be placed in PCF to complete the file.

5

7.1.1.2 Notarized Documents. Notarized documents with raised official seals that are part of a formal legal action will be maintained in hard copy and filed in a central repository. When the status of a notarized document is in doubt, legal counsel will be contacted for an opinion. This category does not include self-certified documents provided with company/corporate seals (i.e. payroll or final payment release claims).

7.1.2 COR documentation: All COR documentation flows from the Contracting Officer Representative Tracking Tool (CORTT) into PCF. The contract number must match for the flow to work.

7.1.3 PCF has a functionality called "Finalize Document." Documents will be finalized when all approvals are obtained. Documents accepted as final, such as Purchase Requests or other items designated by the KO, will be imported by the contract specialist as "finalized." Upon completion of a process (such as pre-award), all associated documents will be finalized.

7.2. Cabinets

7.2.1 All Solicitations/Contracts, Modifications, and DO/TOs shall be created as separate cabinets in PCF. A Solicitation cabinet shall be renamed once awarded with the contract number. A new cabinet would not be created for the award. For DO/TOs and modifications, the cabinet name will be the contract number followed by either the DO/TO number or the modification number. PCF will automatically file the cabinets in sequence.

7.2.2 Cabinets in PCF are divided into three main sections consisting of pre-award, post-award and contract administration. When entering the initial documentation, select the type of solicitation/contract, which will then bring up a menu of the various categories and folders needed for the individual requirement. If additional folders are required later, go back into "Cabinet Actions" to select the additional folders.

7.2.3 Naming convention: All cabinet names will be consistent, and this naming convention will include the solicitation or contract number and a brief description of the procurement of no more than three words and the country of performance or delivery. Document names shall be given appropriate names when saved, identifying the type of document.

Example for a cabinet: W81KJV-10-P-1056 Non-Tactical vehicles Germany
Examples for a document: MFR Purpose of modification.doc
                                         Pricing Matrix.xls

7.3. Process

7.3.1 Working with Documents: All editing, updates or replacements shall be performed using PCF's "Update Selected Document" function. The documents should be uploaded as they are created or received. Any uploaded documents that are applicable to other folders and/or cabinets shall be either uploaded at the appropriate locations or uploaded at one location with MFR(s) at the other locations where the information is required.

7.3.2 Working with Cabinets:

o FAVORITE MENU. The "Favorite" menu should be utilized for individual management of work. Each person can arrange the "Favorite" menu to match their own personal record keeping style.

o QUICK FIND. This function can be used to find a specific contract number in a FY year range. It does NOT do text searches through descriptions.

o SEARCH. Under "Library Actions" there is a "Search Library" function that lets you search by number, date range, creator, key words or comments in the comment box. If you do not select your specific DODDAC, you will get similar results from all contracting offices with documents in PCF.

o CREATE CABINET/SECURITY TAB. At a minimum, the following individuals shall be granted access to the cabinet: Contract Specialist, KO, Division Chief and RCO Chief/TCC Director, as applicable.

7.3.3 Cabinet and File Reviews: Upon award, the KO/CS will ensure that all required documentation is in the cabinet and documents are functional, and will verify that all documents are finalized.

7.3.4 Review Process: The Workflow component of PCF will be used to the maximum extent practicable. Always submit a document for review prior to submitting it for approval. Otherwise, PCF will not allow the approver to make changes to the document. Note that the "approver" is established by regulation or policy.

7.3.5 Contract Administration. The modification cabinet will contain all the documentation provided to justify the change. In addition to the modification, a conformed copy of the contract will be placed in the "contract" folder of the cabinet.

7.3.6 Contract Closeout. Complete the PCF Contract Closeout Checklist and digitally sign. Ensure that all modifications and DOs/TOs are reviewed as well. A contract cannot be closed in PCF if a DO/TO is still open. The checklist shall be approved by the KO, and they will confirm all documents are present and then perform the closeout in PCF.

7.3.7 All requests for the PCF Lead Administrator shall be submitted by e-mail.

7.3.8 Do not use the browser's "Back" function. All navigation shall be conducted from within PCF.

7.4 Timeframes and Responsibility for Accuracy and Disposal of Paper Documents: In accordance with FAR 4.805(a), "Unless law or other regulations require signed originals to be kept, they may be destroyed after the responsible agency official verifies that record copies on alternate media and copies reproduced from the record copy are accurate, complete, and clear representations of the originals." The KO is responsible for verifying the accuracy and completeness of documents prior to destruction of originals.

7.5 Retention Period: Contract files will be purged from the PCF automatically based on the type of contract selected when uploading the documents. If, for any reason, a contract needs to be placed on hold, the PCF Lead Administrator has the capability to override PCF and take whatever measures are required to extend the life of the electronic contract file as needed.

7.6 Host Nation Contracts: A filing convention was established for the use of the Deputy Assistant Secretary of the Army (Procurement) (DASA(P)) index specifically for Auftragsbauten Grundsätze (ABG) 75 and Acquisition Cross-Servicing Agreement (ACSA) procurements. If you work in one of these areas, contact your supervisor to obtain the agreed convention to ensure consistent filing throughout the office.

7.7 Updates to this Guide: The PCF Lead Administrator will issue updates to this guide as needed. This guide will reside on the 409th CSB website under the Policy and Procedures Tab. Any request for changes shall be submitted through the flow stated in paragraph (6) above.