



DEFENSE CONTRACT MANAGEMENT AGENCY

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APR 02 2013

MEMORANDUM FOR COMMANDER, UNITED STATES SPECIAL OPERATIONS
COMMAND (ATTN: ACQUISITION EXECUTIVE)
COMMANDER, UNITED STATES TRANSPORTATION
COMMAND (ATTN: ACQUISITION EXECUTIVE)
DEPUTY ASSISTANT SECRETARY OF THE ARMY
(PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE NAVY
(ACQUISITION AND PROCUREMENT)
DEPUTY ASSISTANT SECRETARY OF THE AIR FORCE
(CONTRACTING)
DIRECTORS OF THE DEFENSE AGENCIES
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: Contract Business Analysis Repository Implementation

In the Director of Defense Pricing's memorandum released by the Office of the Under Secretary of Defense AT&L dated March 12, 2013, DoD Contracting Officers (COs) will be required to add business clearance information to the Contract Business Analysis Repository (CBAR) database for all negotiated contract pricing actions exceeding \$25 Million. Additionally, COs are to upload the same Business Clearance documentation for all FY13 actions that were over \$100M and occurred prior to June 24, 2013.

The Defense Contract Management Agency (DCMA) is working with the Services and Agencies to ensure your personnel are properly trained and obtain access to the CBAR database. Currently, all the Services and most major DoD Agencies have two top-level Points of Contact (POCs) established in their acquisition policy office located at the headquarters of the Service or Agency (TAB A). If your Agency does not currently have two top-level POCs established, please contact the CBAR POC identified below to establish their account.

Top-level POCs act as the sole interface between your Service or Agency and the CBAR program office. The primary responsibility of the top-level POCs is to establish the internal hierarchy for your organization to process and approve requests to access CBAR, which normally entail a group of lower-level POCs. These lower-level POCs can be at the command level, center level or other level depending on the design of your organization. CBAR policy does not stipulate a structure for your Service or Agency to follow, but allows you to establish one that works best for your organization.

When you anticipate that the number of CBAR users in your organization cannot be reasonably managed by the two top-level POCs, you are encouraged to designate lower-level POCs to review and approve access requests to the CBAR system. When the number of users can be managed by one or two administrators, top-level POCs may only be needed. The POCs (also known as PCO Administrators) will work with your employees to ensure they have the information required to obtain a CBAR account and access to a contractor's records. TAB B

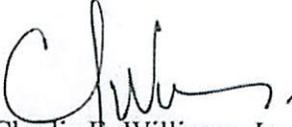
provides guidance about accessing CBAR which will be helpful to the CBAR POCs at your organization.

Due to the sensitive and proprietary nature of the data contained in CBAR, users are granted access to records on a need-to-know basis. That is, they are only granted permission to view the data needed to perform their duties. The PCO Administrators are expected to review each request and make a determination that access is required. Access to CBAR is limited to only active-duty military and civilian Government employees. At no time will CBAR access be granted to contract employees, even when employed by the Federal Government.

CBAR training is being offered via multiple remote eConnect sessions from April, 15 2013 through the end of June 2013. The sessions are specific to the type of user, such as a new PCO Administrator. TAB C to this memo outlines the dates, training sessions and times for these classes. After June 2013, recorded sessions will be available on the CBAR website for future new users. DCMA will notify current and new CBAR users about available training and will provide the instructions for registering in a specific course session. The course registration web site will be available on April 8, 2013.

We look forward to working with you to ensure a smooth implementation of this requirement. CBAR is a dynamic database created to help contracting officers acquire supplies and services at the best value. Your cooperation in the implementation is greatly appreciated.

The CBAR Point of Contact in the DCMA Cost and Pricing Center is Mr. Michael Paulini. All questions regarding CBAR should be forwarded to Mr. Paulini via the CBAR inbox at cbar@dcma.mil.



Charlie B. Williams, Jr.
Director

Attachments: As stated

Top Level CBAR POCs

<u>Service/Agency</u>	<u>First Name</u>	<u>Last Name</u>	<u>Email Address</u>	<u>Phone</u>
Air Force	Theodora	Hancock	theodora.hancock@pentagon.af.mil	703-695-0991
Air Force	Devon	Banks	devon.banks@wpafb.af.mil	937-656-0306
Army	Steve	White	Steve.a.white22.civ@mail.mil	703-617-0341
Defense Advanced Research Projects Agency	Kristen	Fuller	kristen.fuller@darpa.mil	703-526-4168
Defense Contract Audit Agency	Patrick	Schneider	patrick.schneider@dcaa.mil	703-767-2268
Defense Contract Audit Agency	Tom	Trefry	tom.trefry@dcaa.mil	703-767-2295
Defense Intelligence Agency	Anthony	Cicala	anthony.cicala@dodiis.mil	703-907-1846
Defense Logistics Agency	Catherine	Benavides	Catherine.benavides@dla.mil	703-767-1356
Defense Security Cooperation Agency	Woodrow	Bell	woodrow.bell@dscs.mil	703-602-1464
Defense Security Cooperation Agency	Ali	Beshir	ali.beshir@dscs.mil	703-602-1341
Defense Security Service	Kevin	McGinn	Kevin.McGinn@dss.mil	703-617-2859
Defense Security Service	John	Baumert	John.Baumert@dss.mil	703-617-2726
Defense Threat Reduction Agency	David	Braxton	david.braxton@dtra.mil	703-767-4603
Defense Threat Reduction Agency	Sampson	Jones	sampson.jones@dtra.mil	703-767-7878
Missile Defense Agency	Larry	Groome	larry.groome@mda.mil	256-450-1772
Missile Defense Agency	Rob	Davis	Robert.davis@mda.mil	256-450-0157
National Geospatial-Intelligence Agency	Howard	Pierce	Howard.W.Pierce@nga.mil	571-557-2447
National Geospatial-Intelligence Agency	Julie	White	Julie.K.White@nga.mil	571-557-2403
National Security Agency	Kevin	Young	kmyoun1@nsa.gov	301-688-0785
National Security Agency	Michael	Gorman	mlgorma@nsa.gov	301-688-0785
Navy	Patrick	Mika	Patrick.mika@navy.mil	202-781-0603
Navy	Tom	Wardwell	thomas.wardwell@navy.mil	703-614-9637
US Special Operations Command	Raisa	Barnes	raisa.barnes@socom.mil	
US Special Operations Command	Shanti	Ramakrishna	shanti.ramakrishna@socom.mil	813-826-2891
US Transportation Command	Elaine	Fix	elaine.fix@ustranscom.mil	618-220-6716
US Transportation Command	Paula	Morris	paula.morris@ustranscom.mil	618-220-7098
OSD	Bryan	Shone	Bryan.Shone@osd.mil	703-692-8045
NASA	William	Roets	william.roets-1@nasa.gov	202-358-4483
NASA	Carl	Weber	carl.c.weber@nasa.gov	202-358-1784

Obtaining Access to CBAR

DCMA External Customers

CBAR access requests for external customers are processed through the DCMA External Web Access Management (EWAM) system. Each organization utilizing CBAR should establish two Top-Level CBAR Points of Contacts (POCs). The Top-Level POC is normally located in the acquisition policy office located at the headquarters of the service or agency. The Top-Level POC works with the DCMA CBAR team to set up the organization's process to approve its employees' access to CBAR. When there are many potential users of CBAR in your organization, you are encouraged to designate lower-level POCs to review and approve access requests to the CBAR system. The CBAR POCs for your organizations are called PCO Administrators in the CBAR system.

Each CBAR DoD user account CBAR includes the individual's primary Defense Activity Address Code (DoDAAC) for their assigned location. Top-level approvers designate the specific DoDAACs that each lower level PCO Administrator is assigned. When an employee asks for access to CBAR, the individual's DoDAAC is included in the request. The PCO Administrator assigned to that DoDAAC is responsible to process the request. Because there will be times when the PCO Administrator may be unavailable, we encourage you to name more than one person as the POC for each DoDAAC in your organization.

The majority of CBAR users will not be PCO Administrators but will be granted the role of PCO (who can create and edit business clearance records capability), or the View Only role which allows the user to only view the data. Training for all CBAR users is available on the DCMA CBAR website. All PCO Administrators must complete the training before DCMA will approve them for the PCO Administrator role. If you have been designated as a lower –level PCO Administrator in your organization, your top-level POC should forward your information to the DCMA CBAR administrators who will ensure the mandatory training for this role is provided prior to access.

The process for obtaining access to CBAR and CAGE codes is as follows.

1. Go to the DCMA website – <http://www.dcma.mil> and on the right hand area of the page you will see a box entitled "Customer Access" Just below that box is a link that states 'sign up via EWAM today.' Click on the EWAM link.
2. The EWAM link will take you to the EWAM page that explains the various roles and contains training materials, training links and a 'Registration' link on the left hand side of the page. Please click on the Registration link and you will be guided through the registration process.
 - a. You will need your work e-mail for the registration process

- b. You will be required to enter your DoDAAC code that you are associated with during this process
 - c. You will be required to request a user role
 - i. PCO Administrator – this role has the responsibility for reviewing CBAR account requests and CAGE code requests from CBAR users in your assigned DoDAAC. An individual requesting this role should have been previously designated as such by their Service/Agency top-level POC and have received training for this role.
 - ii. PCO – this role is for PCO and has the responsibility to create/edit business clearance records in the CBAR system for the CAGE codes they have been granted access to in the system.
 - iii. View Only – this role has the ability to view CBAR records for the CAGE codes granted access.
3. When asked to identify the toolset for which you are requesting access, you will see numerous listings, including different CBAR toolsets. (see listing below for all currently available toolsets) Only request the toolset that corresponds to your organization. (example – if you work for the Air Force you would only request CBAR-Air Force toolset)

Air Force
Army
Defense Commissary Agency
Defense Contract Audit
Defense Information Systems Agency
Defense Logistics Agency
Defense Threat Reduction Agency
Department of Homeland Security - OPO
Department of States
Marines
Miscellaneous Defense – All other Defense Agencies that don't have a toolset specific to your agency
Missile Defense Agency
NASA
Navy
National Geospatial-Intelligence Agency
Other – All non-Defense users
US Special Operations

4. Your application will be routed to your POC for review and processing. You will be notified via an e-mail from the EWAM system when your application has been processed.
5. Once approved you will log in via the <http://www.dcmil> website and you will have access to the CBAR system. Once you have access to the CBAR system

you will be required to request access to individual CAGE codes on a need-to-know basis. Your requests will be processed individually by your lower-level POCs.

Common Mistakes/General Guidelines

1. When applying for access to CAGE codes you will be asked for an Access Expiration Data. Only request access for the reasonable time you will need but not to exceed 2 years.
2. Use your official government e-mail address in your application.
3. Ensure the DoDAAC code you are requesting is a valid DoDAAC code. You may check the validity of the DoDAAC code by going to the following website;
<https://dodaac.wpafb.af.mil/warning.cfm?CFID=967242&CFTOKEN=50630725>

April 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15 Top Level POC Overview (10am-12pm)	16 Top Level POC Overview (1pm-3pm)	17	18	19	20
21	22	23 New PCO admin class (9am-11am)	24 Existing PCO admin class (1pm-3pm)	25 New PCO admin class (10am-12pm)	26	27
28	29	30 Existing PCO admin class (10am-12pm)				

May 2013						
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
			1 New PCO admin class (10am-12pm)	2 Existing PCO admin class (9am-11am)	3	4
			New PCO admin class (2pm-4pm)	Existing PCO admin class (1pm-3pm)		
5	6	7 New PCO class (10am-12pm)	8 New PCO class (2pm-4pm)	9 New PCO class (9am-11am)	10	11
			New PCO class (7pm-9pm)			
12	13	14 New PCO class (10am-12pm)	15 New PCO admin class (9am-11am)	16 New PCO class (1pm-3pm)	17	18
			New PCO admin class (1pm-3pm)	New PCO class (7pm-9pm)		

19	20	21 New PCO class (2pm-4pm)	22 Existing user class (9am-11am) Existing user class (2pm-4pm)	23 New PCO class (10am-12pm)	24	25
26	27 Memorial Day	28 New PCO class (9am-11am)	29 New PCO admin class (2pm-4pm)	30 New PCO class (1pm-3pm)	31	

June 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4 New PCO class (2pm-4pm) New PCO class (7pm-9pm)	5 Existing user class (10am-12pm)	6 New PCO class (10am-12pm)	7	8
9	10	11 New PCO class (9am-11am)	12 New PCO admin class (2pm-4pm)	13 New PCO class (1pm-3pm)	14	15
16	17	18 New PCO class (2pm-4pm)	19 Existing user class (1pm-3pm) New PCO class (7pm-9pm)	20 New PCO class (10am-12pm)	21	22
23	24 CBAR Deployment DOD wide	25 New PCO class (10am-12pm)	26 New PCO admin class (9am-11am)	27 New PCO class (2pm-4pm)	28	29
30						