Data Entry – Form 1 DCAA

Reference Guide

Homepage > AT-AT Module > AT-AT > My Work > Edit Record

Table of Contents

Roles **1**

Editing a Form 1 Record **1**

Record Header **1**

Data Entry Header Tabs 1

Record Information: 2

Planned Tab **2**

Section Name: Contractor Profile *2*

Editing the Assigned Contractor 3

Sub-Pop-up Page Name: Record Edit - Contractor Search *3*

Search Results *3*

Section Name: Record to Contracting Officer *3*

Section Name: Form 1 Record Details *3*

Section Name: Legal Review Fields *5*

Section Name: Board of Review Fields *5*

Section Name: Actual Resolution Date *5*

Moving On 5

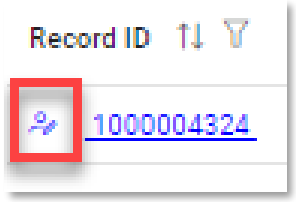
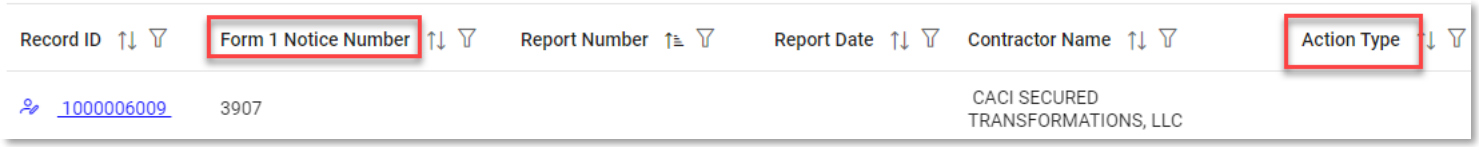
Resolved Tab **5**

Section Name: Form 1 Record Details *6*

Section Name: Decision/Determination Document Legal Review Fields *6*

Section Name: CLG Review Fields *6*
Section Name: Board of Review Fields *6*
Moving On 7
Dispositioned Tab **7**
Section Name: Form 1 Record Details *7*
Moving On 7
Forwarded Tab **7**
Section Name: Form 1 Record Details *7*
Moving On 8
Form 1 Notice Tab **8**
Section Name: Form 1 Notice Details *8*
Section Name: Form 1 Notice Contract Details *8*
Adding a Form 1 Contract 8
Section Name: Enter Contract Search Information *8*
Section Name: DCAA Information *9*
Section Name: Item and Costs *9*
Moving On 9
Routing Information Tab **9**
Routing Users Information 10
Section Name: DCAA Auditor *10*
Section Name: DCAA Supervisor *10*
Section Name: FAO Reviewer *10*
Section Name: DCAA Regional Reviewer *10*
Section Name: Current DCMA Contracting Officer *10*
Moving On 10
Review Tab **11**

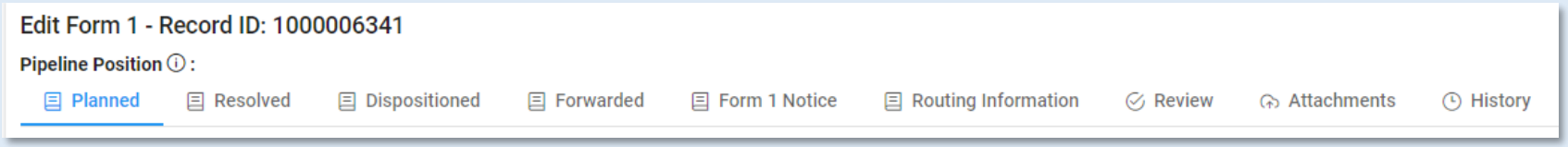
Section Name: Form 1 Review Details *11*
Moving On 11
Adding Attachments Tab **11**
Button Options: 12
Files that have been Uploaded section: 12
History Tab **13**
History tab entries: 13
Record Submit **14**
Information provided on the Success screen: 14
Closed **14**
Closing a Record 15
Reopening a Record 15
Reclose a Record 15
Archived **15**
Additional Support Information **16**
Dropdown Fields/Lists **16**
DCAA Information 16

Roles	The role(s) required to **Edit** a AT-AT DCAA Form 1 Record. • AT-AT - DCMA Contracting Officer
Editing a Form 1 Record	This guide provides an overview of how **AT-AT - Contracting Officer** can **Edit** a **DCAA Form 1** Record in the **Audit Tracking and Action Tool (AT-AT)** application that is assigned to them by the **DCMA Reviewer**. 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.
Record Header	The AT-AT 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

- Forwarded
- Form 1 Notice
- Routing Information
- Review
- Attachments
- History

Record Information:

- Record ID
- Pipeline Position



Planned Tab

A Form 1 record always opens to the Planned Tab. The Form 1 Edit Record screen displays and information for the Form 1 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
- UEI
- City
- State

Buttons:

- Edit Contractor

Editing the Assigned Contractor

The currently assigned Contractor on a record may be updated. This step is optional.

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
- 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***)
- Is the Assigned CO Responsible for Settling Form 1? * (***options: Yes / No***)
  (***Field displays when "Yes" is selected in the 'Date Unallowable Costs Identified' field***)

- Date Unallowable Costs Identified *

(*Field displays when "No" is selected in the 'Is the Assigned CO Responsible for Settling Form 1' field*)

- Lookup and Select a User to Transfer Record
  - Lookup a User * (*User Email*)
  - Select a User (*User Name (First Name Last Name): Phone Number*) *
  - Transfer Comments
  - Buttons
    - Cancel
    - Transfer

- Contractor Request for Reconsideration * (*options: Yes / No*)

(*Field displays when "Yes" is selected in the 'Contractor Request for Reconsideration' field*)

- Contractor Request for Reconsideration Date *

- 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 displays when a past or present date is entered in the 'Date CO Form 1 Decision Due' field*)

        - Due Date for Contractor's Response 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 Disallow Costs Received *

(*Fields display when "No" is selected in the 'Is CO Able to Render Form 1 Decision in 60 Days?' field*)

      - Target Date for Required 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 *
- Form 1 Action Taken by CO * (*options: Negotiate Settlement / Issue Written Determination / Issue COFD*)

(*Fields display when "Negotiate Settlement" is selected in the 'Form 1 Action Taken by CO' field*)

  - Date Disallowed Costs PNOM Submitted for Management Review and Concurrence *
  - Date Disallowed Costs PNOM Management Review and Concurrence Completed *

(*Fields display when "Issue Written Determination" 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 *

	Section Name: Legal Review Fields (***Section displays when "Negotiate Settlement" or "Issue Written Determination" is selected in the 'Form 1 Action Taken by CO' field***) **(*Field displays when "Negotiate Settlement" is selected in the 'Form 1 Action Taken by CO' field*)** • Legal Review Required/Requested * (***options: Yes / No***) **(*Field displays when "Yes" is selected in the 'Legal Review Required/Requested' field or when "Issue Written Determination" is selected in the 'Form 1 Action Taken by CO' field*)** ○ Date Decision/Determination Documents Submitted for Legal Review * ○ Date Legal Review of Decision/Determination Documents Completed * *Section Name: Board of Review Fields* (***Section displays when "Negotiate Settlement" or "Issue Written Determination" is selected in the 'Form 1 Action Taken by CO' field***) • 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.
Resolved Tab	The Form 1 Resolved screen displays and information for the Form 2 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 Reached an Agreement * (*options: Yes / No / Not Applicable*)
  (*Fields display when "Yes" is selected in the 'CO Reached an Agreement' field*)
  - Date Decision Documents Submitted for Management Review and Concurrence *
  - Date Decision Documents Management Review and Concurrence Completed *

Section Name: Decision/Determination Document Legal Review Fields

(*Section displays when ("Negotiate Settlement" is selected in the 'Form 1 Action Taken by CO' field and "Yes" or "No" is selected in the 'CO Reached an Agreement' field) or when "Issue COFD" is selected in the 'Form 1 Action Taken by CO' field*)

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

Section Name: CLG Review Fields

(*Section displays when "No" is selected in the 'CO Reached an Agreement' 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

(*Section displays when any applicable answer is selected in the 'CO Reached an Agreement' field*)

- 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 Form 1 Dispositioned screen displays and information for the Form 1 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* • Negotiated Settlement Amount • Is there a FICR Action Related to this Form 1? (***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 Form 1 Forwarded screen displays and information for the Form 1 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 (***Field is auto calculated by the response given in the 'Are All Form 1 Actions Complete' 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 Form 1 Record is entered below. All tabs are accessible throughout the review process and not all fields display; changing the answers may change the displayed fields.
	
	Section Name: Form 1 Notice Details
	
	• Form 1 Notice Number
	• 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* • DCAA FAO Code * • Field Audit Office Name (***Answer is auto populated with information entered during the Form 1 creation***) • Field Audit Office Address (***Answer is auto populated with information entered during the Form 1 creation***) • Field Audit Office Phone Number (***Answer is auto populated with information entered during the Form 1 creation***) • DCAA Region Code * (***options: 01 / 02 / 03 / 04 / 05 / 06 / 07 / 08 / 09 / 10 / 11***) **(*Fields display when a response is selected in the 'DCAA Region Code' field*)** ○ DCAA Region Office Name * (***Answer pre-populates based on the selected 'DCAA Region Code'***) ○ DCAA region Office Address * (***Answer pre-populates based on the selected 'DCAA Region Code'***) ○ DCAA Region Office Phone Number * (***Answer pre-populates based on the selected 'DCAA Region Code'***) • 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 Tab	The Routing Information screen displays and information for the NIDC record is entered below. All tabs are accessible throughout the data entry process. *NOTE: The Routing Users Information displays and allows data entry for the fields below. Users' information is populated based off of the DCMA - Reviewer, Region/HQ Monitor, and the current Contracting Officer that reviewed this record, prior to its release.*

Routing Users Information

(***Answers are pre-populated and cannot be edited***)

Section Name: DCAA Auditor

- DCAA Auditor Name
- DCAA Auditor Email
- DCAA Auditor Phone

Section Name: DCAA Supervisor

- DCAA Supervisor Name
- DCAA Supervisor Email
- DCAA Supervisor Phone

Section Name: FAO Reviewer

- FAO Reviewer Name
- FAO Reviewer Email
- FAO Reviewer Phone

Section Name: DCAA Regional Reviewer

- Is Regional Review Required?
- DCAA Regional Review 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 Form 1 Notice Review screen presents the user with fields that display pre-populated information entered by the Form 1 Record's reviewers. All tabs are accessible throughout the data entry 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***) • 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, if necessary. Accepted File Formats .bmp .docx .html .mpp .msg .ppt .tif .vsd .doc .htm .jpg .mppx .pdf .rtf .txt

.vdx .xlsx

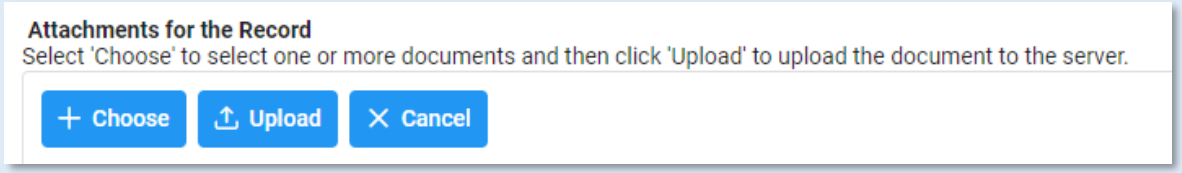
To begin adding attachments click the **Choose** button. Select all necessary attachments.

All attachments selected display below where they may be deleted or added.

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.

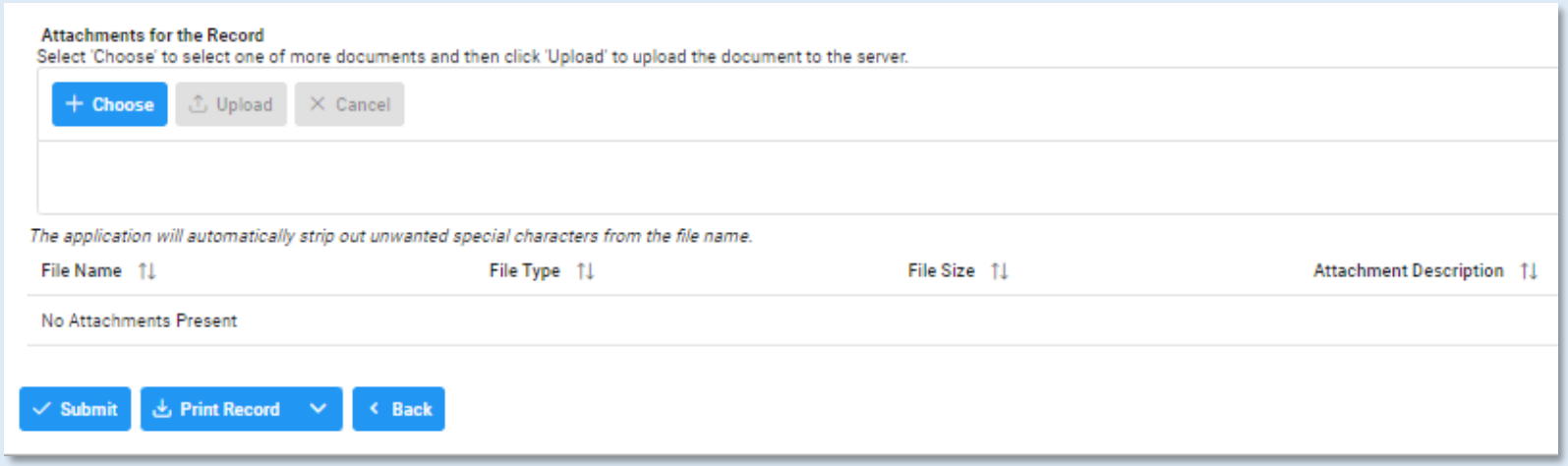


Button Options:

- 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



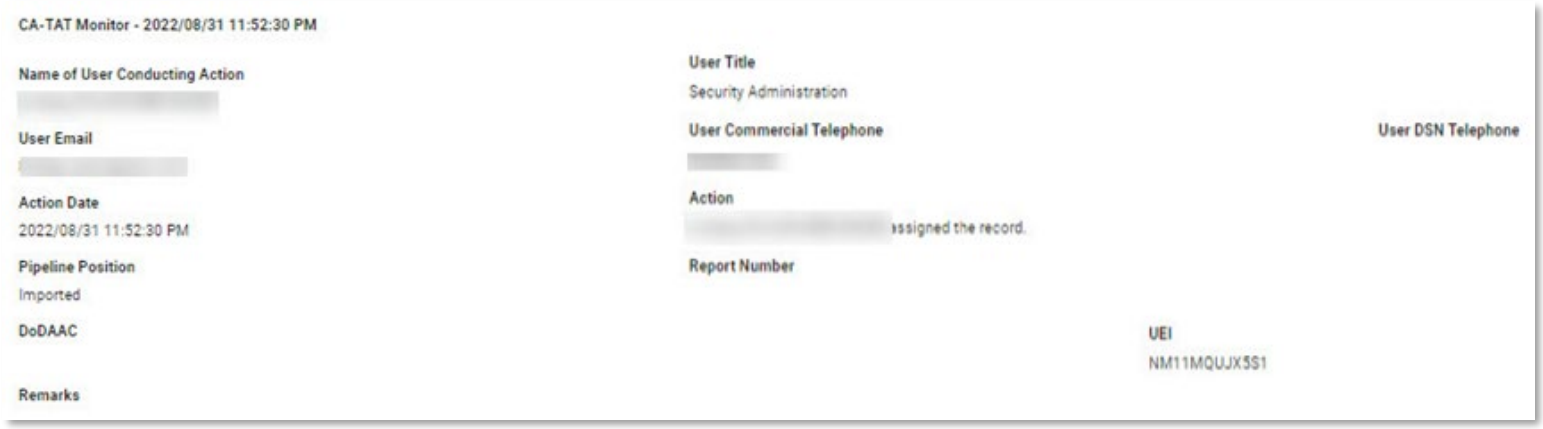
Once the user is finished uploading attachments within the Attachments tab, they may either submit the record by selecting the "**Submit**" button at the bottom of the page or move on to the next page by selecting the tab; refer to the records pipeline position located within the header for a reference on which tab should be selected.

History Tab

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
- DoDAAC
- UEI
- Remarks (One field across all tabs)



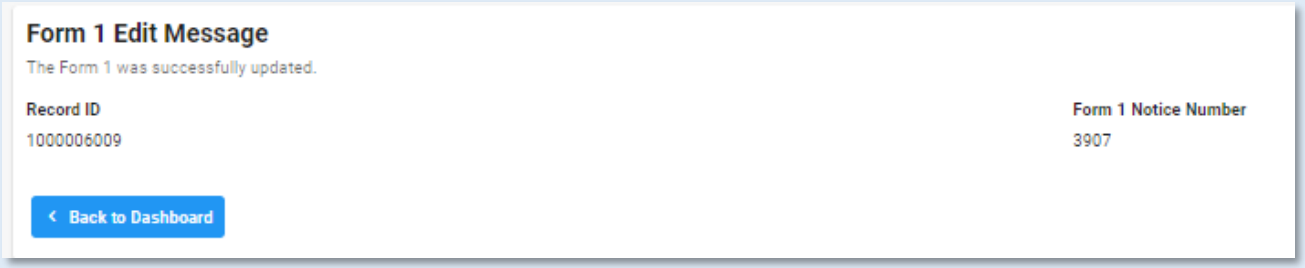
Once the user is finished within the History tab, they may either submit the record by selecting the “Submit” button at the bottom of the page or move back to any of the previous pages by selecting the tab; refer to the records pipeline position located within the header for a reference on which tab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

Record Submit

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.

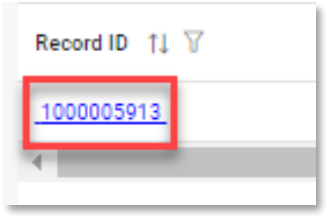
Information provided on the Success screen:

- Record ID
- Pipeline Position



Closed

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**. **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.
Archived	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.

Additional Support Information

Dropdown Fields/Lists

DCAA Information

- DCAA FAO Code

05511	05611	05711
05921	05931	05941
06061	06421	06711
06821	06831	06841
06851	06861	06871
06881	07011	07181
07221	07281	07421
07611	07621	07631
07821	08101	08121
08131	08141	08511
08601	08701	08711
08721	08731	08801
08811	08821	09011
09311	09321	09511
09521	09531	09711
09721	09731	09741
09821	09841	09851
09871	09881	10201
10401	10411	11101
11201	01011	01101
01161	01191	01221
01281	01331	01341
01361	01431	01451
01661	01721	01881
02021	02331	02351
02361	02391	02801

02811	02821	02851	
02861	02871	03011	
03211	03241	03311	
03441	03451	03521	
03531	03941	03951	
03961	03971	03981	
03991	04011	04151	
04181	04231	04261	
04281	04371	04441	
04531	04561	04581	
04591	04631	04671	
04901	04981	05011	
05111	05211	05311	
05411			

- DCAA Region Code
  - 01
  - 02
  - 03
  - 04
  - 05
  - 06
  - 07
  - 08
  - 09
  - 10
  - 11