NIDC Record Release - DCMA CO

Reference Guide

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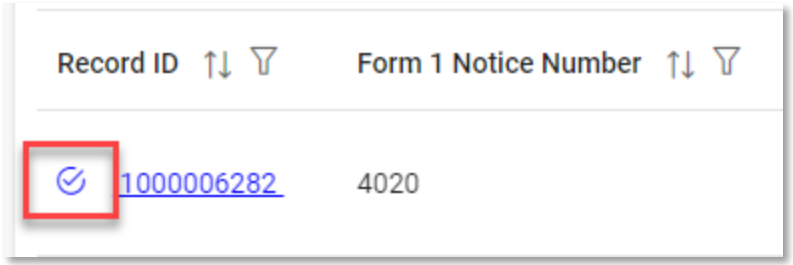
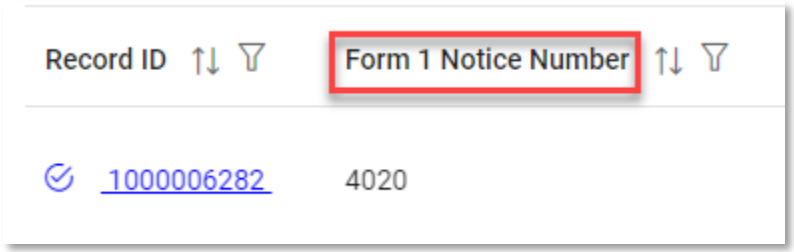
Section Name: Contractor Profile *4*

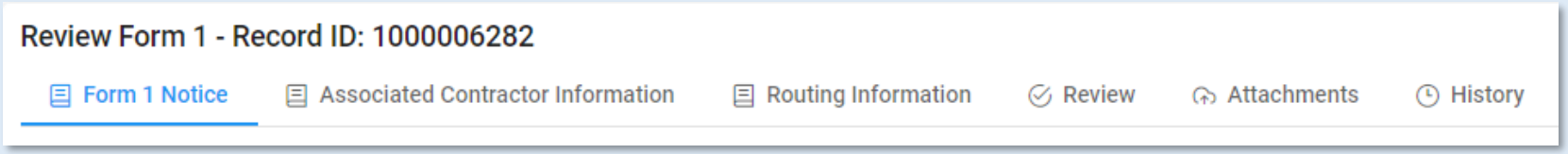
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Roles	The role(s) required to **Release** a AT-AT DCMA NIDC Record: • AT-AT DCMA CO
Releasing a NIDC Record	This guide provides an overview of how a **AT-AT DCMA Contracting Officer** user **Releases** a **NIDC (Form 1) Record** in the **Audit Tracking and Action Tool (AT-AT)** application. A NIDC Record is released once the DCMA Reviewer prints the NIDC. Log in to PIEE and access the AT-AT application. In the AT-AT application go to the AT-AT Dashboard and locate the '**My Work**' section. Only records assigned to the user may be released by that user. To release a NIDC Record, locate the '**Review Record**' icon directly next to the Record ID number. Click the icon to enter the record on the Form 1 Notice tab.  **AT-AT – DCMA COs** have access to the "My Work" table on the dashboard; sort the column by Form 1 Notice Number to help filter the assigned records.  For **AT-AT - DCMA COs** looking for a NIDC Record, use the Search Functionality. To release a record as a **DCMA CO**, search for a record within your span of control of your location code.

Record Header	The AT-AT NIDC Record Header information is available at the top of the Review screen. Records open on the Form 1 Notice tab. All tabs are accessible during the review process. Continue with the training or select a tab link below to skip ahead. **Form 1 Review Header Tab** • Form 1 Notice • Associated Contractor Information • Routing Information • Review • Attachments • History **Record Information:** • Record ID 
Form 1 Notice Tab	The Form 1 Notice Record screen displays and information for the NIDC Record release is entered below. All tabs are accessible throughout the release process and not all fields display; changing the answers may change the displayed fields. *Section Name: Form 1 Notice Details* • Form 1 Notice Number (***Answer is auto populated with the information entered during the NIDC creation***) • 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

Fields are auto populated with the contract(s) added during the Form 1 creation. Additional contracts may be added, but it is an optional step.

Adding an NIDC 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

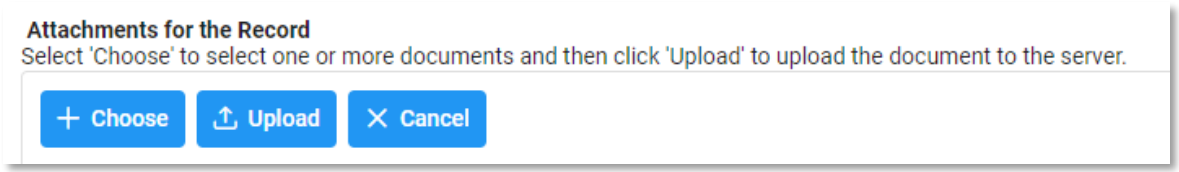
Section Name: Items and Costs

- Item Number
  (***Field displays when "Notice of Disapproved Costs" is selected in the 'Category for Form 1' field***)
    - Disapproved Amount *
      (***Field displays when "Notice of Suspended Costs" is selected in the 'Category for Form 1' field***)
    - Suspended Amount *
- Description of Item and Reason for Action

	Remarks • Remarks (One field across all tabs) **Moving On** Click the **Release Form 1** button if all edits are completed and the NIDC Record is ready for release. Otherwise, continue on by selecting the appropriate tab located in the record header.
Associated Contractor Information Tab	The Associated Contractor Information tab screen displays and information for the NIDC Record release is entered below. All tabs are accessible throughout the release process and not all fields display; changing the answers may change the displayed fields. *Section Name: Contractor Profile* (***Section information is auto populated based on the Contractor entered during the Form 1 Create process***) • Contractor Name • CAGE Code • UEI • City • State *Buttons:* • Edit Contractor **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***)

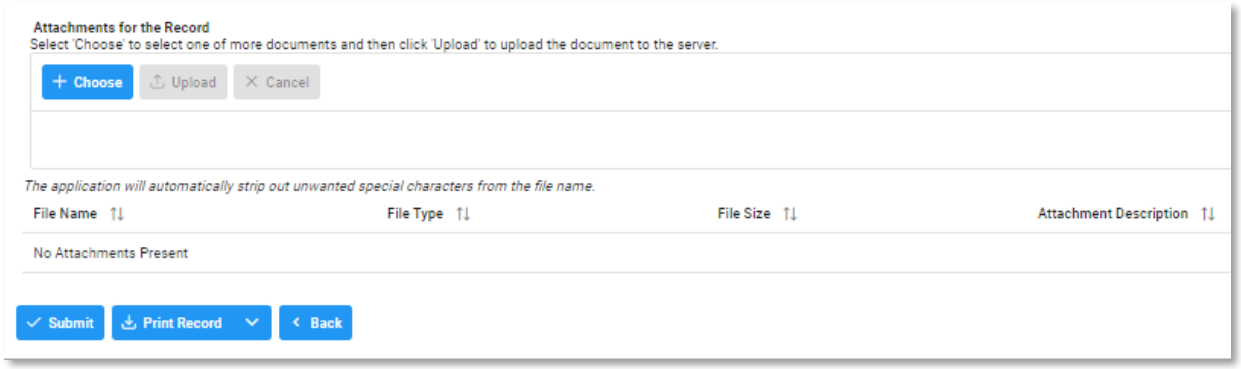
	Search Results *Sub-Pop-up Page Name: Record Edit – Select Contractor* Choose a Contractor from Search Results • Contractor Name • CAGE • UEI *Buttons:* • Back • X (***Close***) *Remarks* • Remarks (***One field across all tabs***) Click the **Contractor Name** hyperlink to choose a new contractor. **Moving On** Click the **Release Form 1** button if all edits are completed and the NIDC record is ready for release. 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 release is entered below. All tabs are accessible throughout the release process. **Routing Users Information** (***Answers are auto populated based on the information entered by the NIDC Creator***) *Section Name: DCMA Reviewer* • DCMA Reviewer Name • DCMA Reviewer Email • DCMA Reviewer Phone

	Section Name: DCMA Region HQ Monitor • Is Region/HQ Monitor Review Required? • DCMA Region HQ Monitor Organization Group *Section Name: Current DCMA Contracting Officer* • Contracting Officer Name • Contracting Officer Email • Contracting Officer Phone • Contracting Officer DoDAAC • Contracting Officer **Remarks** • Remarks (***One field across all tabs***) **Moving On** Click the **Release Form 1** button if all edits are completed and the NIDC record is ready for release. Otherwise, continue on by selecting the appropriate tab located in the record header.
Review Tab	The Review Record screen displays and information for the NIDC Record Release is entered below. All tabs are accessible throughout the release process. *Section Name: Form 1 Review Details* • Form 1 Current Action * (***options: Draft / Submitted / Under Review / Reviewed / Under Approval / Approved / Not Approved / Finalized / Release to CO***) • Form 1 Approval Status (***Answer is pre-populated***) • Released For * (***options: Not Released / Released – Withhold on Current Billings / Released – Auditor Determined Rates / Released – No Future Billings***) • Form 1 Notice Date * • Contractor Acknowledgment (***options: On / Off***) *Remarks* • Remarks (***One field across all tabs***)

	Moving On Click the **Release** button if all data has been entered. Otherwise, select the appropriate tab located in the record header.
Adding Attachments	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



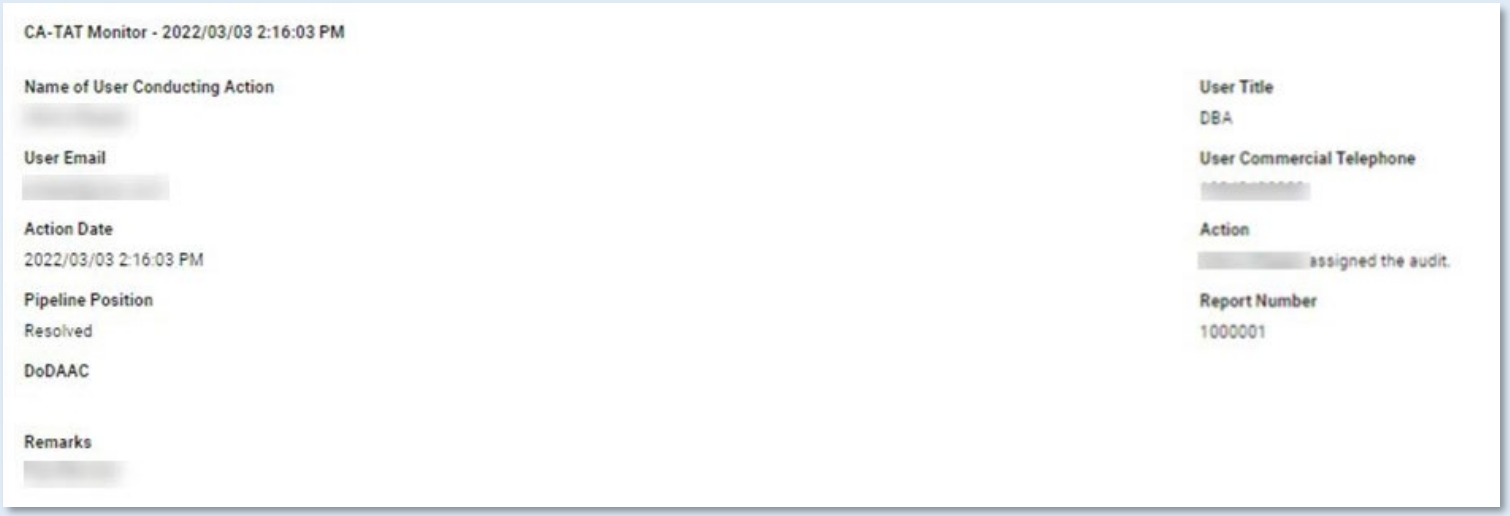
Once the user is finished uploading attachments within the Attachments tab, they may release the record by selecting the Release Form 1 button at the bottom of the page or move back to any of the previous pages by selecting the tab; refer to the Form 1 release tabs located within the header for a reference on which tab should be selected.

History

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
- UEI
- Remarks
- Modifications



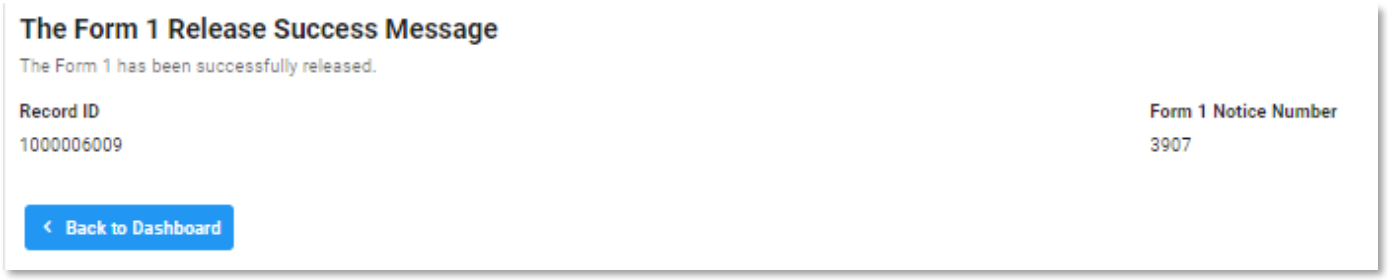
Once the user is finished within the History tab, they may Release the record by selecting the **Release Form 1** button at the bottom of the page or move back to any of the previous pages by selecting the tab.

Release Form 1

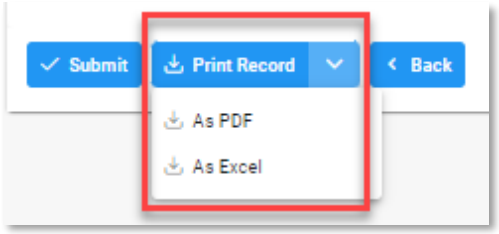
Selecting the **'Release Form 1'** button, successfully, displays a success screen with the with the record information. After the record is **Released**, the Form 1 Record is then assigned to the Contracting Officer selected in the Routing Tab.

Information provided on the Success Screen:

- Record ID
- Form 1 Notice Number



Additional Information

Print Record	The Print Records button allows the user to export a record in Excel or PDF format for import to a spreadsheet.  For additional information on Print, check the AT-AT WBT General Functions page