# Form 1 Record Review – DCAA FAO Reviewer

**Reference Guide**

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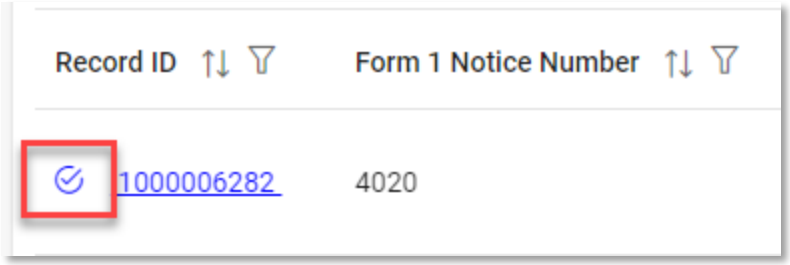
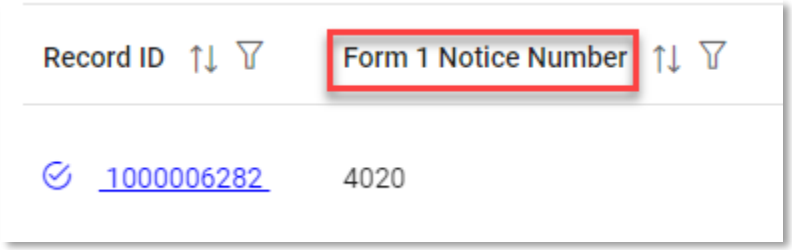
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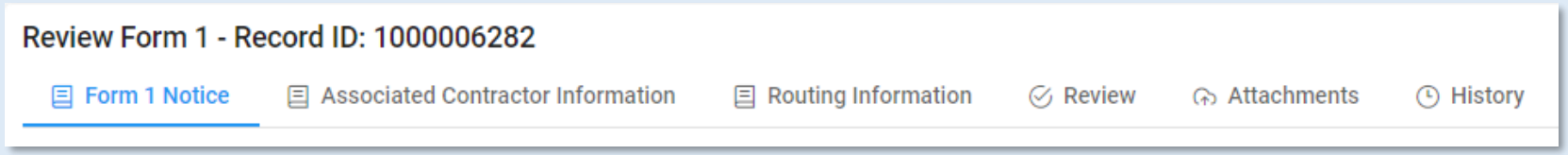
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| **Roles** | The role(s) required to **Review** a DCAA Form 1 Record:<br>• AT-AT DCAA FAO Reviewer |
| **Reviewing a AT-AT Form 1 Record** | This guide provides an overview of how AT-AT – DCAA FAO Reviewers **Review** a **DCAA Form 1** Record sent to them by the DCAA Supervisor in the **Audit Tracking and Action Tool (AT-AT)** application that was sent to them by the DCMA Reviewer.<br>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 reviewed by that user. To review a 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.<br><br>**AT-AT – FAO Reviewer** have access to the "My Work" table on the dashboard; sort the column by Form 1 Notice Number to help filter the assigned records.<br><br>For **AT-AT - FAO Reviewer** looking for a Form 1 Record, use the Search Functionality.<br>To review as an **FAO Reviewer**, search for a record within your DoDAAC.<br>Click the Record ID Hyperlink to open the record in view only from Search Results. |
| **Record Header** | The AT-AT Form 1 Record Header information is available at the top of the Review screen.<br>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 Tabs

- 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 Form 1 Record review is entered below. All tabs are accessible throughout the review process and not all fields display; changing the answers may change the displayed fields.

## Form 1 Notice Details

- Form 1 Notice Number (***Answer is auto populated with the information entered during the Form 1 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 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***)
- Field Audit Office Address (***Answer is auto populated***)
- Field Audit Office Phone Number (***Answer is auto populated***)
- DCAA Region Code *
  (***Fields display when a response is selected in the 'DCAA Region Code' field***)
  - DCAA Region Office Name * (***Answer auto populates based on the selected 'DCAA Region Code'***)
  - DCAA region Office Address * (***Answer auto populates based on the selected 'DCAA Region Code'***)
  - DCAA Region Office Phone Number * (***Answer auto populates based on the selected 'DCAA Region Code'***)
- Disbursing Office

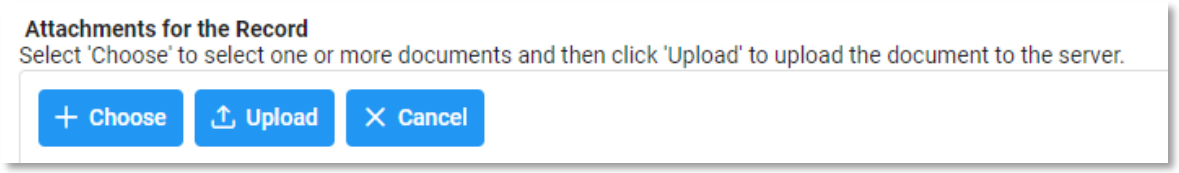
*Section Name: Items and Costs*

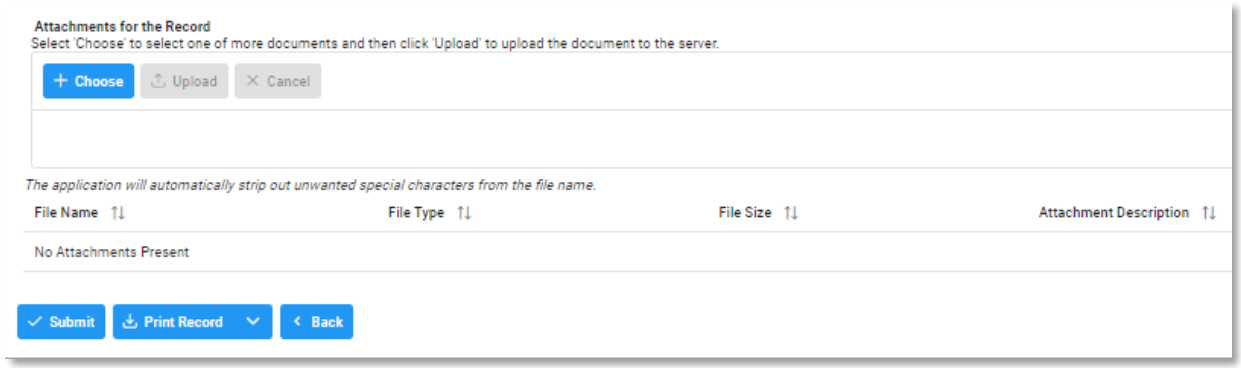
- Item Number
  (***Field displays when "Notice of Disapproved Amount" is selected in the 'Category of Form 1' field***)
  - Disapproved Amount *
    (***Field displays when "Notice of Suspended Amount" is selected in the 'Category of Form 1' field***)
  - Suspended Amount *
- Description of Item and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

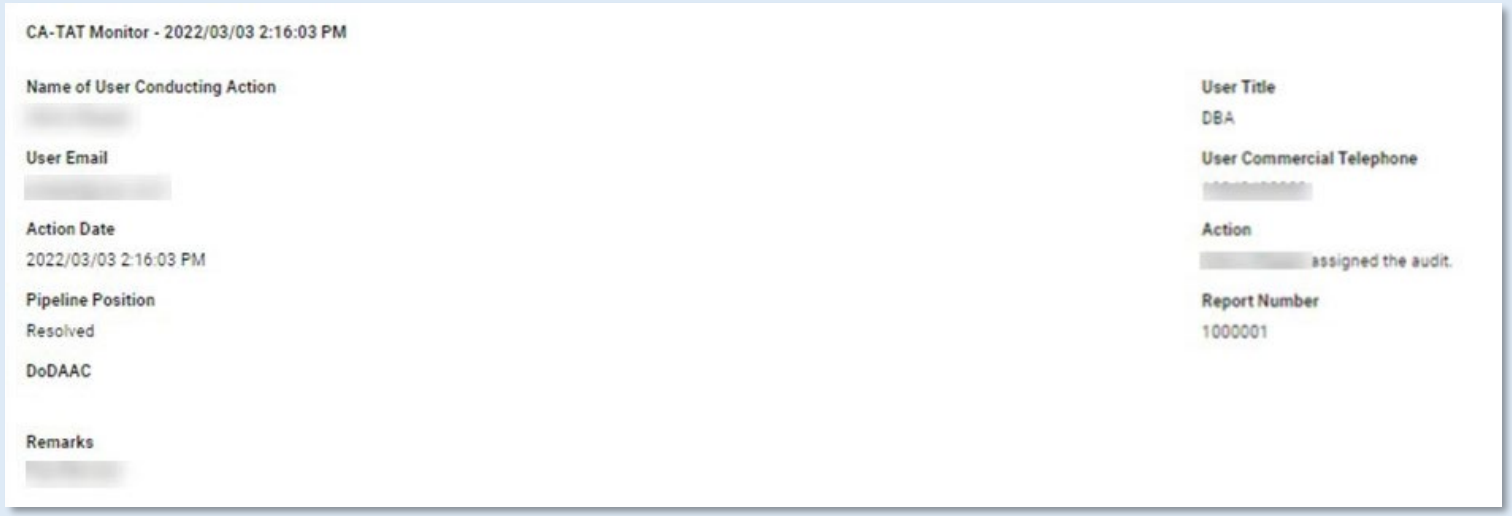
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| | *Remarks*<br>• Remarks (***One field across all tabs***)<br><br>**Moving On**<br><br>Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header. |
| **Associated Contractor Information Tab** | The Associated Contractor Information screen displays and information for the Form 1 Record review is entered below. All tabs are accessible throughout the review process and not all fields display; changing the answers may change the displayed fields.<br><br>*Section Name: Contractor Profile*<br><br>• Contractor Name<br>• CAGE Code<br>• UEI<br>• City<br>• State<br><br>*Buttons:*<br>• Edit Contractor<br><br>**Editing the Assigned Contractor**<br><br>Review the information for the currently assigned Contract and update, if necessary.<br>*Sub-Pop-up Page Name: Record Edit - Contractor Search*<br><br>Enter Contractor Search Criteria<br>• Contractor Name (***parameters: Contain / Equals To / Starts With***)<br>• Contractor Cage (***parameters: Contain / Equals To / Starts With***)<br><br>Search Results<br>*Sub-Pop-up Page Name: Record Edit – Select Contractor*<br>Choose a Contractor from Search Results<br>• Contractor Name<br>• CAGE<br>• UEI |

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| | *Buttons:*<br>• Back<br>• X (***Close***)<br><br>Click the **Contractor Name** hyperlink to choose a new contractor.<br><br>*Remarks*<br>• Remarks (***One field across all tabs***)<br><br>**Moving On**<br><br>Click the **Submit** button if all data has been entered. 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 Form 1 Record Review is entered below. All tabs are accessible throughout the review process and not all fields display; changing the answers may change the displayed fields.<br><br>**Routing Users Information**<br><br>*Section Name: DCAA Auditor*<br>• Lookup DCAA Auditor *<br>  ○ User Email *<br>  ○ User Name * (***(First Name Last Name): Phone Number***)<br><br>*Section Name: DCAA Supervisor*<br>• Lookup DCAA Supervisor*<br>  ○ User Email *<br>  ○ User Name * (***(First Name Last Name): Phone Number***)<br><br>*Section Name: FAO Reviewer*<br>• Lookup FAO Reviewer<br>  ○ User Email *<br>  ○ User Name * (***(First Name Last Name): Phone Number***) |

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| | *Section Name: DCAA Regional Reviewer*<br><br>• Is Regional Review Required? (***options: Off / On***)<br>• DCAA Regional Review Organizational Group<br>  ○ Find Group<br>  ▪ DCAA Regional Reviewer Find Organizational Group by Group Name<br>  ▪ DCAA Regional Reviewer PIEE Level 2<br><br>*Section Name: Current DCMA Contracting Officer*<br><br>• Lookup DCMA Contracting Officer<br>  ○ User Email *<br>  ○ User Name * (***(First Name Last Name): Phone Number***)<br>  (***Fields are auto populated with the selected CO's information***)<br>  ▪ Contracting Officer Name<br>  ▪ Contracting Officer Email<br>  ▪ Contracting Officer Phone<br>  ▪ Contracting Officer DoDAAC<br>  ▪ Contracting Office<br><br>*Remarks*<br><br>• Remarks (***One field across all tabs***)<br><br>**Moving On**<br><br>Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header. |
| **Review Tab** | The Review Record screen displays and information for the Form 1 Record Review is entered below. All tabs are accessible throughout the review process.<br><br>*Section Name: Form 1 Review Details*<br><br>• Form 1 Current Action * (***options: Draft / Submitted / Under Review / Reviewed / Under Approval / Approved / Not Approved / Finalized / Release to CO***)<br>• Form 1 Approval Status * (***options: Draft / Submitted / Under Review / Reviewed / Under Approval / Approved / Not Approved / Finalized***)<br><br>*Remarks*<br><br>• Remarks (***One field across all tabs***) |

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| | **Moving On**<br><br>Click the **Submit** button if all data has been entered. Otherwise, continue on by selecting the appropriate tab located in the record header. |
| **Adding Attachments Tab** | Users may attach relevant documents to the record within the **Attachments** tab.<br>Accepted File Formats<br>.bmp .docx .html<br>.mpp .msg .ppt<br>.tif .vsd .doc<br>.htm .jpg .mppx<br>.pdf .rtf .txt<br>.vdx .xlsx<br><br>To begin adding attachments, select the Attachments tab and click the **Choose** button. Select all necessary attachments.<br>All selected attachments display below where they may be removed before upload.<br>After confirming all attachments are correct click the **Upload** button. After a successful upload, attachments display below on the document.<br>Uploaded attachments may be deleted.<br>The **Cancel** button next to the Upload button cancels the uploading of chosen attachments.<br><br><br><br><br>**Button Options:**<br><br>• Choose<br>• Upload<br>• Cancel<br><br>**Files that have been Uploaded section:**<br><br>• File Name (*special characters are removed*)<br>• File Type<br>• File Size (*MB*) |

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| | • Attachment Description<br>• Upload Date<br>• Name (*Uploader's First/Last Name*)<br>• Actions<br><br><br>Once the user is finished uploading attachments within the Attachments tab, they may either submit Approval, Rejection, or Withdrawal for the record by selecting one of the buttons at the bottom of the page or move back to any of the previous pages by selecting the tab; refer to the Record Review tabs 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.<br><br>**History tab entries:**<br><br>• Name of User Conducting Action<br>• User Title<br>• User Email<br>• User Commercial Telephone<br>• User DSN Telephone<br>• Action Date<br>• Action<br>• Pipeline Position<br>• Report Number<br>• UEI<br>• Remarks<br>• Modifications |



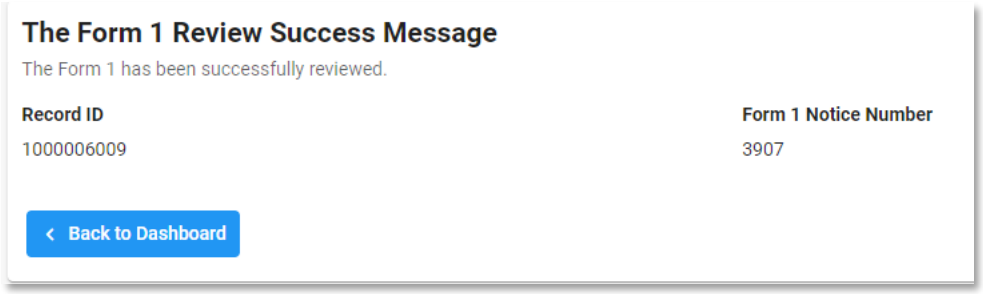

Once the user is finished within the History tab, they may either submit the record by selecting the “Submit” or “Withdraw” button at the bottom of the page or move back to any of the previous pages by selecting the tab.

**Submit Approval of Form 1 Review**

Selecting the ‘**Submit Approval for Form 1 Review’** button, successfully, displays a success screen with the record information, useful for locating the record later. The FAO Reviewer may send the Form 1 to the Regional Reviewer for an additional optional review. After approval, the FAO Reviewer prints the Form 1. The Form 1 Review is then assigned to the DCAA Supervisor.

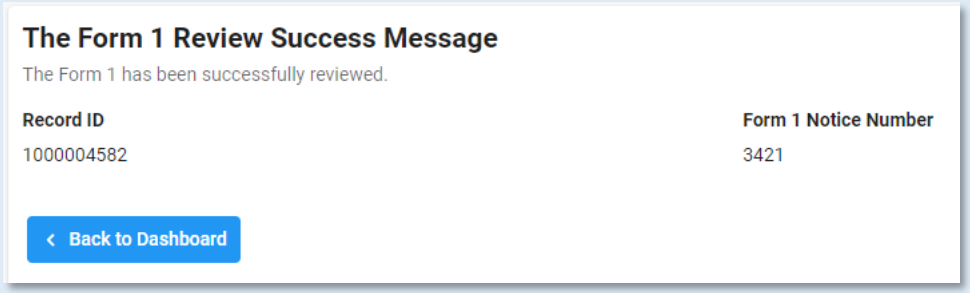
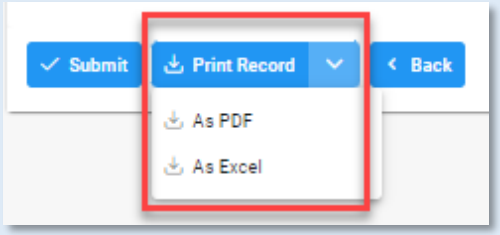
### Information provided on the Success Screen:

- Record ID
- Form 1 Notice Number




**Submit Rejection of**

Selecting the ‘**Submit Rejection for Form 1 Review’** button, successfully, displays a success screen with the record information, useful for locating the record later. The Form 1 Record is then sent back to the DCAA Supervisor.

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| **Form 1 Review** | **Information provided on the success Screen:**<br>• Record ID<br>• Form 1 Notice Number<br> |
| **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.<br><br>For additional information on Print, check the AT-AT WBT General Functions page |
| **Dropdown Fields/Lists** | **DCAA Information**<br>• DCAA FAO Code<br>05511 05611 05711<br>05921 05931 05941<br>06061 06421 06711<br>06821 06831 06841<br>06851 06861 06871<br>06881 07011 07181 |

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| | 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<br>05411<br><br>• DCAA Region Code<br>  ○ 01<br>  ○ 02<br>  ○ 03<br>  ○ 04<br>  ○ 05<br>  ○ 06<br>  ○ 07<br>  ○ 08<br>  ○ 09<br>  ○ 10<br>  ○ 11 |