

CSDR Submit-Review Website Reviewer Guide

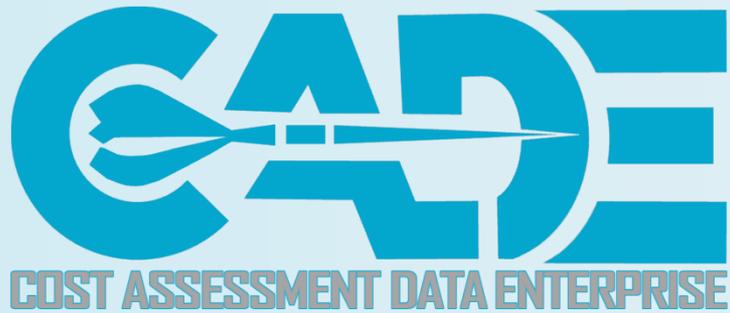
August 2016

CADE Support
571-256-9955

CADESupport@tecolote.com

CAPE

COST ASSESSMENT & PROGRAM EVALUATION

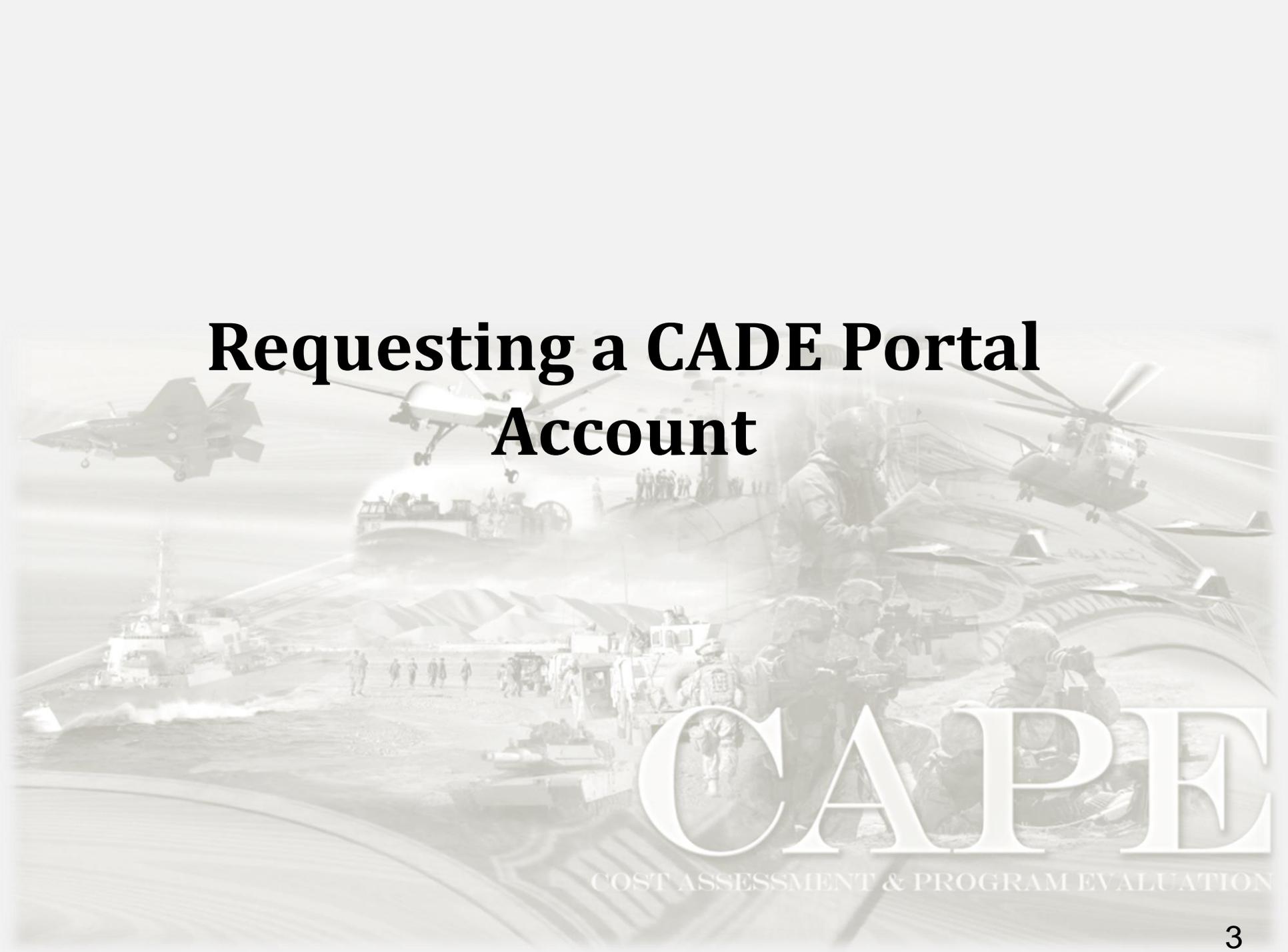


Lead Reviewer Training

The following document provides step-by-step screenshots to illustrate the major actions performed by Submitters in the CSDR-SR system:

- [Requesting a CADE Portal account](#)
- [Logging into the Submit-Review Application](#)
- [Overview of Review Submissions](#)
- [Reviewing and Commenting on CSDR Submissions](#)
- [Searching Contracts](#)
- [Submitting Date Change Requests](#)
- [Viewing CSDR Plans](#)
- [Program Planning Module Instructions](#)
- [Compliance Dashboard Instructions](#)
- [XML Conversion Instructions](#)





Requesting a CADE Portal Account

CADE

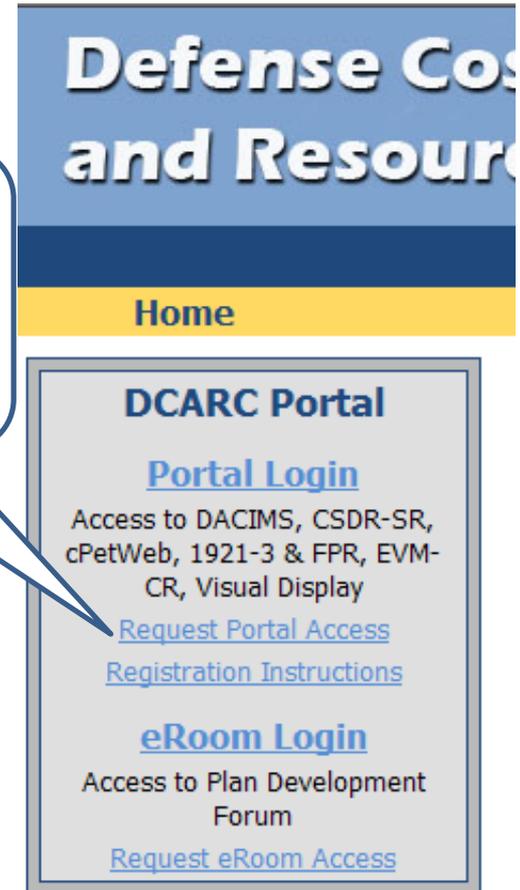
COST ASSESSMENT & PROGRAM EVALUATION

Requesting a CADE Portal Account

OSD CAPE

- <http://cade.osd.mil/>
To request a CADE Portal account, select the **“Request Portal Access”** link
- If you already have a CADE Portal account, you do not need to register for a new account. Please contact CADESupport@tecolote.com for assistance

From the DCARC Home page select the “Request Portal Access” link



Defense Cost and Resource

Home

DCARC Portal

Portal Login
Access to DACIMS, CSDR-SR, cPetWeb, 1921-3 & FPR, EVM-CR, Visual Display

[Request Portal Access](#)

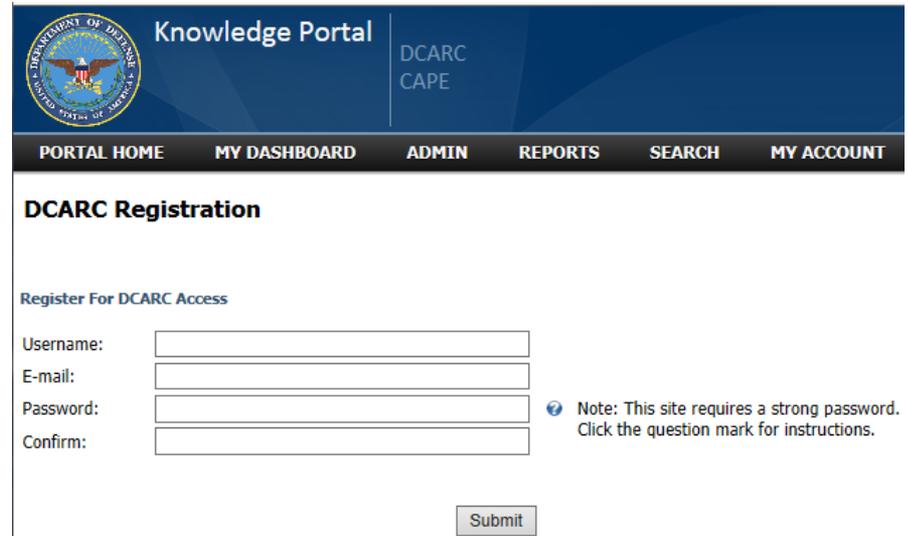
[Registration Instructions](#)

eRoom Login
Access to Plan Development Forum

[Request eRoom Access](#)

Account Registration

- Create a username and password and fill out the user profile
- When completing the account request form, request the **“CSDR-SR Lead Reviewer”** role
- Click **“Submit”** to begin account approval process



Knowledge Portal
DCARC
CAPE

PORTAL HOME MY DASHBOARD ADMIN REPORTS SEARCH MY ACCOUNT

DCARC Registration

Register For DCARC Access

Username:

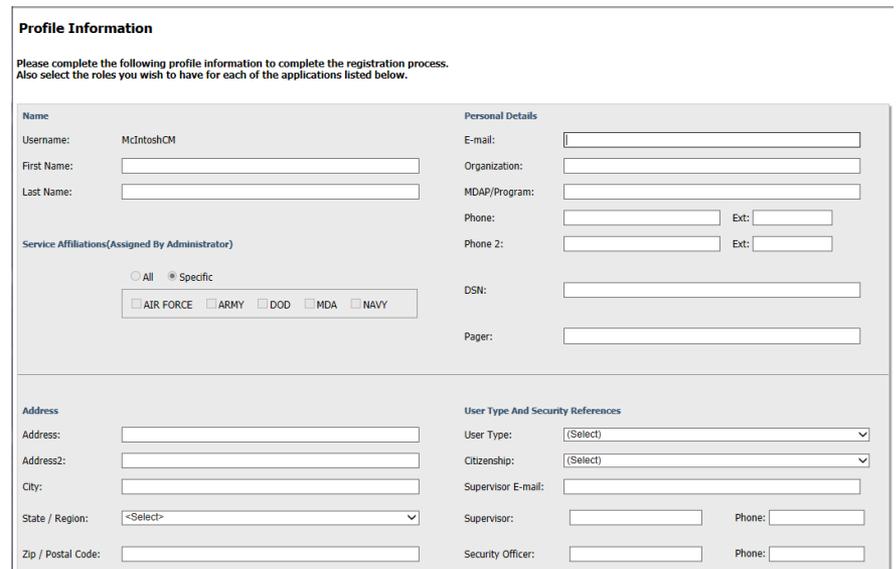
E-mail:

Password:

Confirm:

Note: This site requires a strong password. Click the question mark for instructions.

Submit



Profile Information

Please complete the following profile information to complete the registration process.
Also select the roles you wish to have for each of the applications listed below.

<p>Name</p> <p>Username: McIntoshCM</p> <p>First Name: <input type="text"/></p> <p>Last Name: <input type="text"/></p>		<p>Personal Details</p> <p>E-mail: <input type="text"/></p> <p>Organization: <input type="text"/></p> <p>MDAP/Program: <input type="text"/></p> <p>Phone: <input type="text"/> Ext: <input type="text"/></p> <p>Phone 2: <input type="text"/> Ext: <input type="text"/></p> <p>DSN: <input type="text"/></p> <p>Pager: <input type="text"/></p>	
<p>Service Affiliations(Assigned By Administrator)</p> <p><input type="radio"/> All <input checked="" type="radio"/> Specific</p> <p><input type="checkbox"/> AIR FORCE <input type="checkbox"/> ARMY <input type="checkbox"/> DOD <input type="checkbox"/> MDA <input type="checkbox"/> NAVY</p>			
<p>Address</p> <p>Address: <input type="text"/></p> <p>Address2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>State / Region: <input type="text"/></p> <p>Zip / Postal Code: <input type="text"/></p>		<p>User Type And Security References</p> <p>User Type: <input type="text"/></p> <p>Citizenship: <input type="text"/></p> <p>Supervisor E-mail: <input type="text"/></p> <p>Supervisor: <input type="text"/> Phone: <input type="text"/></p> <p>Security Officer: <input type="text"/> Phone: <input type="text"/></p>	

Logging into the Submit- Review Application





Logging into CSDR-SR System

- After logging in, select the **CSDR-SR** link
- If you have an EVM-CR account and did not have to request a new account, select the **“Request Application Roles”** link to add the CSDR-SR Submitter role to your account



CADE Portal Home

Analyst Applications

- Charts & Analytics
- DACIMS

Submit & Review Applications

- CSDR-SR
- 1921-3 & FPR
- EVM-CR

Other Applications

- cPet Web
- Help Desk
- SRDR Analyst Database

Account Actions

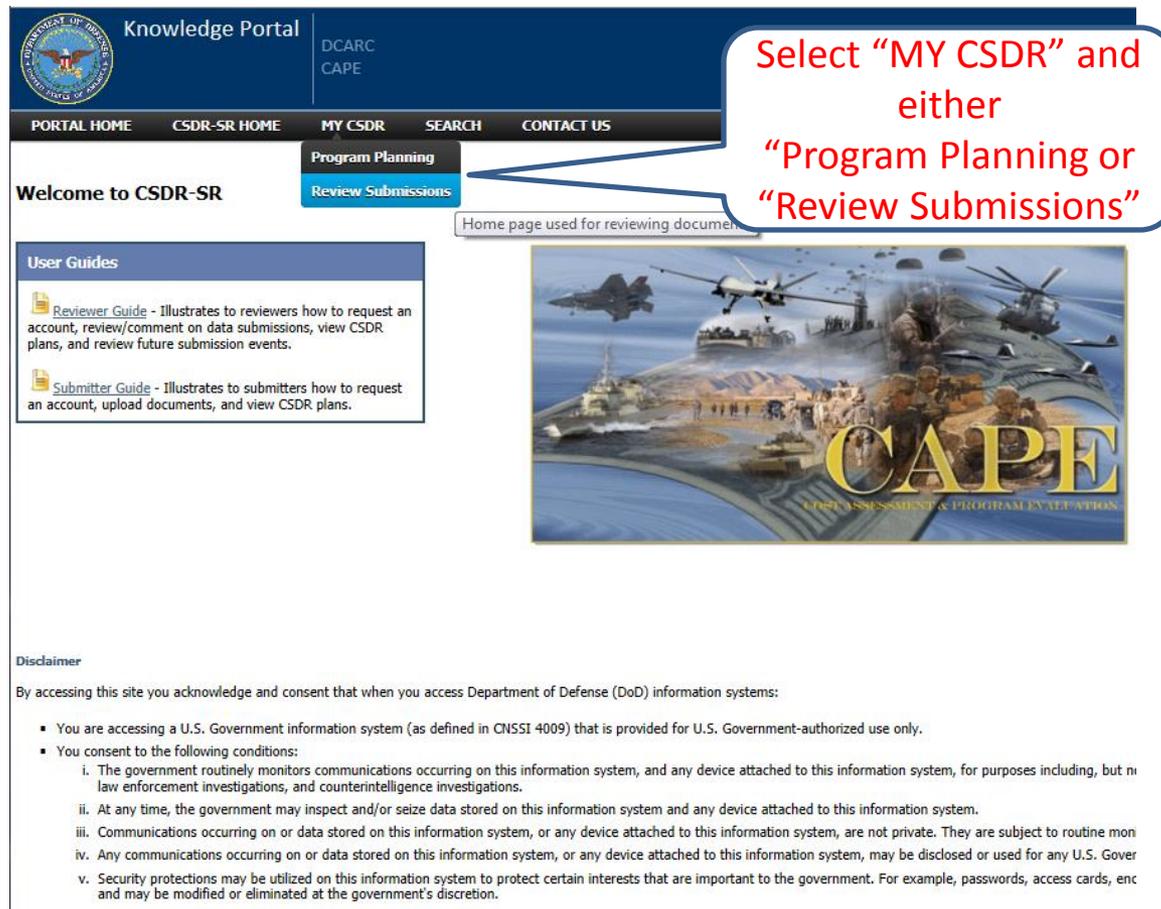
- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [Request new contract reporting](#)
- [Transfer file\(s\) to the Help Desk](#)

Select the “CSDR-SR” link

Select the “Request application roles” link to add “CSDR-SR Lead Reviewer” role

Logging into CSDR-SR System

- Select **“MY CSDR”**
- Select either **“Program Planning”** for CSDR Plan Development, or **“Review Submissions”** to view CSDR Submissions:



Knowledge Portal

DCARC
CAPE

PORTAL HOME CSDR-SR HOME MY CSDR SEARCH CONTACT US

Program Planning
Review Submissions

Welcome to CSDR-SR

Home page used for reviewing documents

Select “MY CSDR” and either “Program Planning or “Review Submissions”

User Guides

[Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

[Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.

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COST ASSESSMENT & PROGRAM EVALUATION

Disclaimer

By accessing this site you acknowledge and consent that when you access Department of Defense (DoD) information systems:

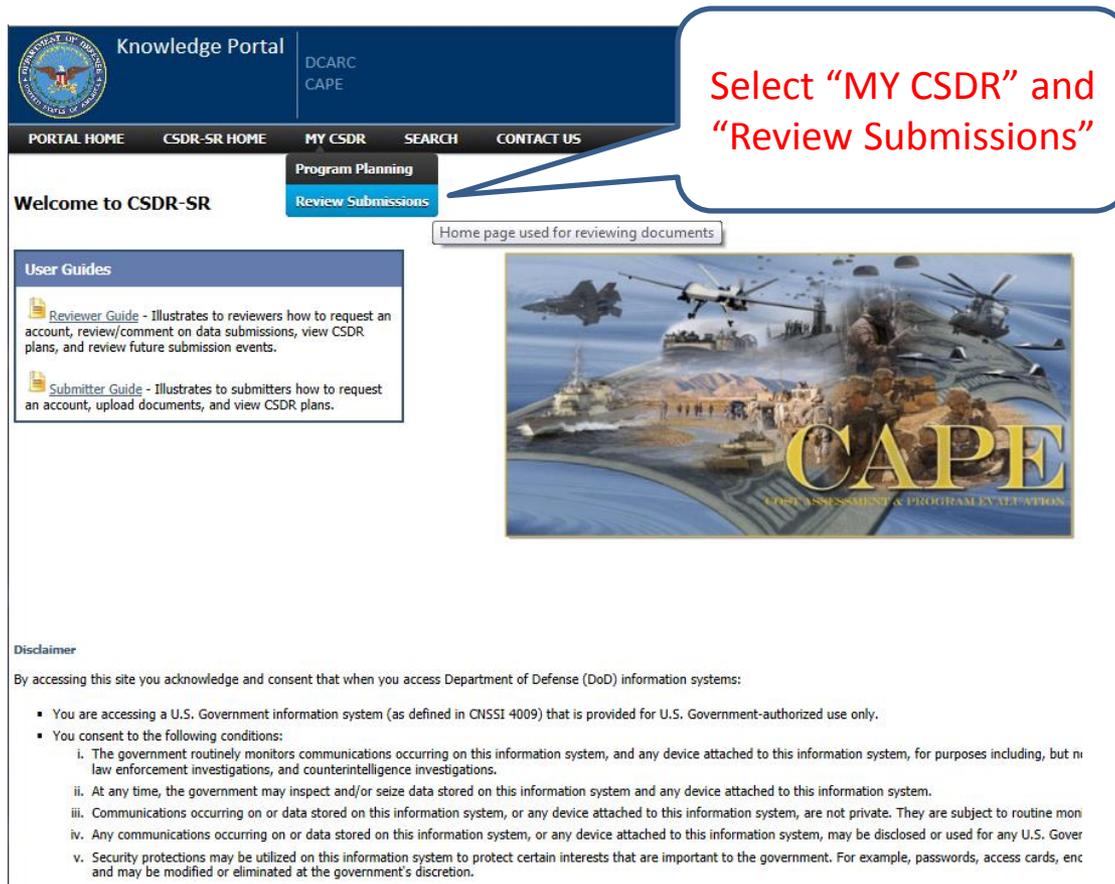
- You are accessing a U.S. Government information system (as defined in CNSSI 4009) that is provided for U.S. Government-authorized use only.
- You consent to the following conditions:
 - i. The government routinely monitors communications occurring on this information system, and any device attached to this information system, for purposes including, but not limited to, law enforcement investigations, and counterintelligence investigations.
 - ii. At any time, the government may inspect and/or seize data stored on this information system and any device attached to this information system.
 - iii. Communications occurring on or data stored on this information system, or any device attached to this information system, are not private. They are subject to routine monitoring.
 - iv. Any communications occurring on or data stored on this information system, or any device attached to this information system, may be disclosed or used for any U.S. Government purpose.
 - v. Security protections may be utilized on this information system to protect certain interests that are important to the government. For example, passwords, access cards, and other security measures may be modified or eliminated at the government's discretion.

Overview of Review Submissions



Review Submissions

- Click **“MY CSDR”** and **“Review Submissions”** to access submissions awaiting your review and view your assigned contracts:



Knowledge Portal

DCARC
CAPE

PORTAL HOME CSDR-SR HOME MY CSDR SEARCH CONTACT US

Program Planning

Review Submissions

Welcome to CSDR-SR

Home page used for reviewing documents

User Guides

 [Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

 [Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.

Disclaimer

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 - At any time, the government may inspect and/or seize data stored on this information system and any device attached to this information system.
 - Communications occurring on or data stored on this information system, or any device attached to this information system, are not private. They are subject to routine monitoring.
 - Any communications occurring on or data stored on this information system, or any device attached to this information system, may be disclosed or used for any U.S. Government purpose.
 - Security protections may be utilized on this information system to protect certain interests that are important to the government. For example, passwords, access cards, encryption, and may be modified or eliminated at the government's discretion.

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COST ASSESSMENT & PROGRAM EVALUATION



Review Submissions - Submissions

OSD CAPE

- The “**Submissions**” tab displays all submissions associated with the Reviewer’s assigned contracts:

CADE Portal
CAPE
DCARC

CADE PORTAL
CSDR-SR HOME
MY CSDR
SEARCH
CONTACT US

Submission Review Home

Submissions
Contracts
Submission History
Summary Report

Submissions Filtered By My Review Decisions: Open Submissions ▼

Program	Prime Cont...	Contractor...	Approved...	Submissio...	Resubmiss...	Submissio...	As Of Date	SR ID #	Due Date	Received D...	Status	SE Comment	Role
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	2	0	Initial Lot 3 Report	5/1/2010	4614	6/30/2009	12/3/2013	Final Review	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	TEST-1	6	0	Jen Testing	5/9/2014	5078	5/9/2014	6/30/2014	In Process: Ctr	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	10	0	Final Cost Report	5/30/2014	5419	8/1/2014	8/11/2014	In Process: DCARC	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	TEST-1	8	0	Jen Test	7/16/2014	5464	7/16/2014	8/14/2014	In Queue	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	15	0	TEST	1/29/2015	6078	1/15/2015	1/29/2015	In Process: Ctr	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	TBD	3	0	Interim Report - 2nd Year	7/15/2015	10346	3/1/2020	3/31/2016	In Queue	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	TBD	4	0	Final Report - Contract Complete	7/22/2015	10398	5/31/2024	7/22/2015	In Process: Ctr	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	T-15-C-C1	1	0	Initial Review	7/27/2015	10414	8/31/2006	7/27/2015	In Queue	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	TBD	2	0	Interim Report - 1st Year	7/31/2015	10437	3/1/2018	7/31/2015	In Process: Ctr	Full Comment	Program Office Lead Reviewer
Example	XYZ-09-C-1234	TBD	X-15-C-C1	1	0	cPet Demo - Errors	12/1/2015	14080	2/1/2016		In Queue	Full Comment	Program Office Lead Reviewer



Review Submissions - Contracts

OSD CAPE

- The “**Contracts**” tab displays all contracts assigned to the Lead Reviewer.
- If no contracts are listed here, please email CADESupport@Tecolote.com with your contract number.

CADE Portal		CAPE DCARC		CSDR S-R FOR OFFICIAL USE ONLY / PROPRIETARY DATA			
CADE PORTAL	CSDR-SR HOME	MY CSDR	UPLOAD HOME	SEARCH	CONTACT US		
Submission Review Home							
Submissions Contracts Submission History Summary Report							
Assigned <input type="button" value="v"/>							
Prime Contract Number	Plan Numbers	Program Name	PM	Contractor	Contractor Division	Role	
F33657-03-C-2014	AF-04-B-C2, Legacy	C-130J Hercules Transport Aircraft	LTCol Pete Eide	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Lead Reviewer	
FA8625-04-D-6452	AF-04-B-C4, AF-04-B-C5, Legacy	C-130J Hercules Transport Aircraft	LTCol Peter Eide	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Lead Reviewer	
FA8625-04-D-6452	AF-04-B-C4-S1	C-130J Hercules Transport Aircraft	LTCol Pete Eide	Prime: Lockheed Martin Corporation Sub: General Electric Company	Prime: Aeronautics Company Sub: Aviation Systems	Program Office Lead Reviewer	
FA8625-06-C-6456	AF-04-B-C3, AF-04-B-C6(R), AF-04-B-C7(R), AF-04-B-C8(R), AF-04-B-C9(R), AF-04-B-C10(R), AF-04-B-C11(R), Legacy	C-130J Hercules Transport Aircraft	LTCol Pete Eide	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Lead Reviewer	
FA8625-11-C-6597	AF-12-D-C1, AF-12-D-C2, AF-12-D-C3, AF-12-D-C4, AF-12-D-C5, AF-12-D-C6, AF-12-D-C7	C-130J Hercules Transport Aircraft	LTCol Pete Eide	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Lead Reviewer	
N/A (GOVT: N-04-B-C2-S2)	N-04-B-C2-S2, Legacy	H-1 UPGRADES (4BW/4BN) - United States Marine Corps Mid-life Upgrade to AH-1W Attack Helicopter and UH-1N Utility Helicopter	Unknown	Prime: Naval Air Weapons Station Sub:	Prime: China Lake Sub:	Program Office Lead Reviewer	
N/A (GOVT: N-07-A-C3)	N-07-A-C3(R)	EA-18G - Airborne Electronic Attack variant of the F/A-18 aircraft	unknown	Prime: Naval Surface Warfare Center Sub:	Prime: Crane Sub:	Program Office Lead Reviewer	
N/A (GOVT: N-10-A-C2)	N-10-A-C2(R)	EA-18G - Airborne Electronic Attack variant of the F/A-18 aircraft	unknown	Prime: Naval Surface Warfare Center Sub:	Prime: Crane Sub:	Program Office Lead Reviewer	
N/A (T-45TS)	Legacy	T-45TS - Undergraduate Jet Pilot Training System		Prime: McDonnell Douglas Corporation Sub: BAE Systems	Prime: Sub: SELEX Galileo	Program Office Lead Reviewer	
N00019-00-C-0183	N-05-B-C1-S2(R2)	V-22 - OSPREY Joint Advanced Vertical Lift Aircraft	Col Greg Masiello	Prime: Bell-Boeing V-22 Program Office Sub: Bell Helicopter Textron, Inc.	Prime: The Boeing Company/Bell Helicopter Textron, Inc. Sub: N/A	Program Office Lead Reviewer	
1 2 3 4 5 6 7 8 9 10 ...							

Review Submissions – Submission History

OSD CAPE

- The “**Submission History**” tab displays a record of all submissions made to the Reviewer’s assigned contracts:


CADE Portal
CAPE
DCARC

[CADE PORTAL](#) [CSDR-SR HOME](#) [MY CSDR](#) [SEARCH](#) [CONTACT US](#)

Submission Review Home

Submissions
Contracts
Submission History
Summary Report

Search Submission History

Submission ID:

Submission Status:

As Of Date After:

Contract Number:

Program:

As Of Date Before:

[Show Search History Criteria](#)

Submission ID	As Of Date	Submission Event	Submission Date	Prime Contract Number	Plan Number	Task	Last Status Date	Last Status Set By	Status
13218	10/8/2015	Critical Design Review (CDR)	11/9/2015	XYZ-09-C-1234	E-15-C-C1	Prime Example	8/10/2016	James Kirst	Final Review
5495	7/23/2014	1921-1 Test	7/7/2015	XYZ-09-C-1234	D-09-Z-C1	Lot 3	11/9/2015	James Kirst	Cancelled
5354	4/30/2014	Test	9/18/2014	XYZ-09-C-1234	D-09-Z-C1	Lot 3	6/24/2015	Charlotte Tarr	Finalized-Reject
5243	4/30/2014	June 30th TEST	6/23/2015	XYZ-09-C-1234	D-09-Z-C1	Lot 3	6/23/2015	Charlotte Tarr	Finalized-Reject
4644	10/30/2013	Lot 4	12/12/2013	XYZ-09-C-1234	D-09-Z-C1	Lot 3	5/15/2015	Charlotte Tarr	Finalized-Reject
1575	12/31/2010	Final Lot 3 Report	12/1/2010	XYZ-09-C-1234	D-09-Z-C1	Lot 3	9/23/2013	Charlotte Tarr	Cancelled



Review Submissions – Summary Report

OSD CAPE

- On the “**Summary Report**” tab, select “**View Report**” or “**Export to Excel**” to see a summary of all submissions for your assigned contracts:

CADE Portal
CAPE
DCARC
CSDR S-R

CADE PORTAL CSDR-SR HOME MY CSDR SEARCH CONTACT US
Test_POReviewer Log Out Help

Submission Review Home

Submissions Contracts Submission History **Summary Report**

Summary Report

- Legacy
Summary Report
Service: All

Contract #	Program	Contractor	Sub Contractor	Task Name	Approved Plan #	Sub #	Resub #	Form	Reporting Event	As Of Date	Due Date	Received	Status	Memo Date
XYZ-09-C-1234	Example	TBD			1	1	1	1921	Test	7/8/2015	7/8/2015	8/11/2015	Late Submit	
XYZ-09-C-1234	Example	TBD			TBD	1	0	CWBS Dictionary,SRDR Initial Report,SRDR Final Report	CWBS Dictionary and SRDR - 60 days after Contract	9/15/2018	11/15/2018		Late Submit	
XYZ-09-C-1234	Example	TBD			TBD	2	0	1921,1921-1	Interim Report - 1st Year	12/31/2018	3/1/2018	7/31/2015	Contractor	8/5/2015
XYZ-09-C-1234	Example	TBD			TBD	3	0	1921,1921-1	Interim Report - 2nd Year	12/31/2019	3/1/2020	3/31/2016	In Queue	
XYZ-09-C-1234	Example	TBD			TBD	4	0	1921,1921-1,SRDR Initial Report,SRDR Final Report	Final Report - Contract Complete	3/31/2024	5/31/2024	7/22/2015	Contractor	
XYZ-09-C-1234	Example	TBD			Test	1	0	CWBS Dictionary	Contract Award - FRP 2 CWBS Dictionary (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	1	0	CWBS Dictionary	Contract Award - FRP 2 CWBS Dictionary (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	1	0	CWBS Dictionary	Contract Award - FRP 2 CWBS Dictionary (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	2	0	1921,1921-1	AARGM - FRP 2 Interim Report (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	2	0	1921,1921-1	AARGM - FRP 2 Interim Report (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	2	0	1921,1921-1	AARGM - FRP 2 Interim Report (Complete)	10/30/2013	12/30/2013			
XYZ-09-C-1234	Example	TBD			Test	3	0	1921,1921-1	Contract Complete - FRP 2 Final Report	12/30/2015	2/28/2016			
XYZ-09-C-1234	Example	TBD			Test	3	0	1921,1921-1	CDR	4/1/2016	5/31/2016		Late Submit	
XYZ-09-C-1234	Example	TBD			Test	3	0	1921,1921-1	Contract Complete - FRP 2 Final Report	12/30/2015	2/28/2016			
XYZ-09-C-1234	Example	TBD			Test	3	0	1921,1921-1	Contract Complete - FRP 2 Final Report	12/30/2015	2/28/2016			
XYZ-09-C-1234	Example	TBD			Test	4	0	CWBS Dictionary	Contract Modification - FRP 3 CWBS Dictionary (upd	4/28/2014	6/28/2014			



Reviewing and Commenting on CSDR Submissions

CAPE

COST ASSESSMENT & PROGRAM EVALUATION

Review Submissions

- The “**Submissions**” tab shows all submissions on your assigned contracts that are awaiting review.
- Click the Submission ID number to access the submission:



CADE Portal

CAPE DCARC

CADE PORTAL CSDR-SR HOME MY CSD

Submission Review

Submissio... Contracts Submission History Summary Report

Submissions Filtered By My Review Decisions:

Program	Prime Cont...	Contractor...	Approved...	Submissio...	Resubmiss...	Submissio...	As Of Date	SR ID #	Due Date	Received D...	Status	SE Comment	Role
Example	N0000-00-N-0000	TBD	123456	3	0	JenTest	1/1/2011	2043	4/26/2011	4/26/2011	In Process: Ctr	Full Comment	DCARC Reviewer
Example	N0000-00-N-0000	TBD	123456	5	0	AMDR Test	1/1/2011	2465	7/13/2011	9/9/2011	In Process: Ctr	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	2	0	Initial Lot 3 Report	5/1/2010	4614	6/30/2009	12/3/2013	Final Review	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	TEST-1	6	0	Jen Testing	5/9/2014	5078	5/9/2014	6/30/2014	In Process: Ctr	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	10	0	Final Cost Report	5/30/2014	5419	8/1/2014	8/11/2014	In Process: DCARC	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	TEST-1	8	0	Jen Test	7/16/2014	5464	7/16/2014	8/14/2014	In Queue	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	D-09-Z-C1	15	0	TEST	1/29/2015	6078	1/15/2015	1/29/2015	In Process: Ctr	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	TBD	3	0	Interim Report - 2nd Year	7/15/2015	10346	3/1/2020	3/31/2016	In Queue	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	TBD	4	0	Final Report - Contract Complete	7/22/2015	10398	5/31/2024	7/22/2015	In Process: Ctr	Full Comment	DCARC Reviewer
Example	XYZ-09-C-1234	TBD	T-15-C-C1	1	0	Initial Review	7/27/2015	10414	8/31/2006	7/27/2015	In Queue	Full Comment	DCARC Reviewer

Submission Detail

- After clicking the **Submission ID** number you will be brought to the submission detail screen:


CADE Portal
CAPE
DCARC

[CADE PORTAL](#) [CSDR-SR HOME](#) [MY CSDR](#) [SEARCH](#) [CONTACT US](#)

Submission Detail

[Back](#)

Prog: Example	Ctr#: XYZ-09-C-1234
Ctr: TBD	Sub:
Event: Interim Report - 2nd Year	

Contract
Submission
Files
Validation
Reviewers
Compliance Comments

Submission Information					
Submission ID:	10346	Submission Event:	Interim Report - 2nd Year	Expected As Of Date:	12/31/2019
Historical PM:	DoD	As Of Date:	7/15/2015	Submission Date:	3/31/2016
Stage:	Reviewing	Status:	In Queue	Status Set By:	Charlotte Tarr
Submitter Name:	Jenighi Powell	Submitter Comment:			
Expected Submission Date:	3/1/2020				
Status Set Date:	7/13/2015				

Point of Contact Information

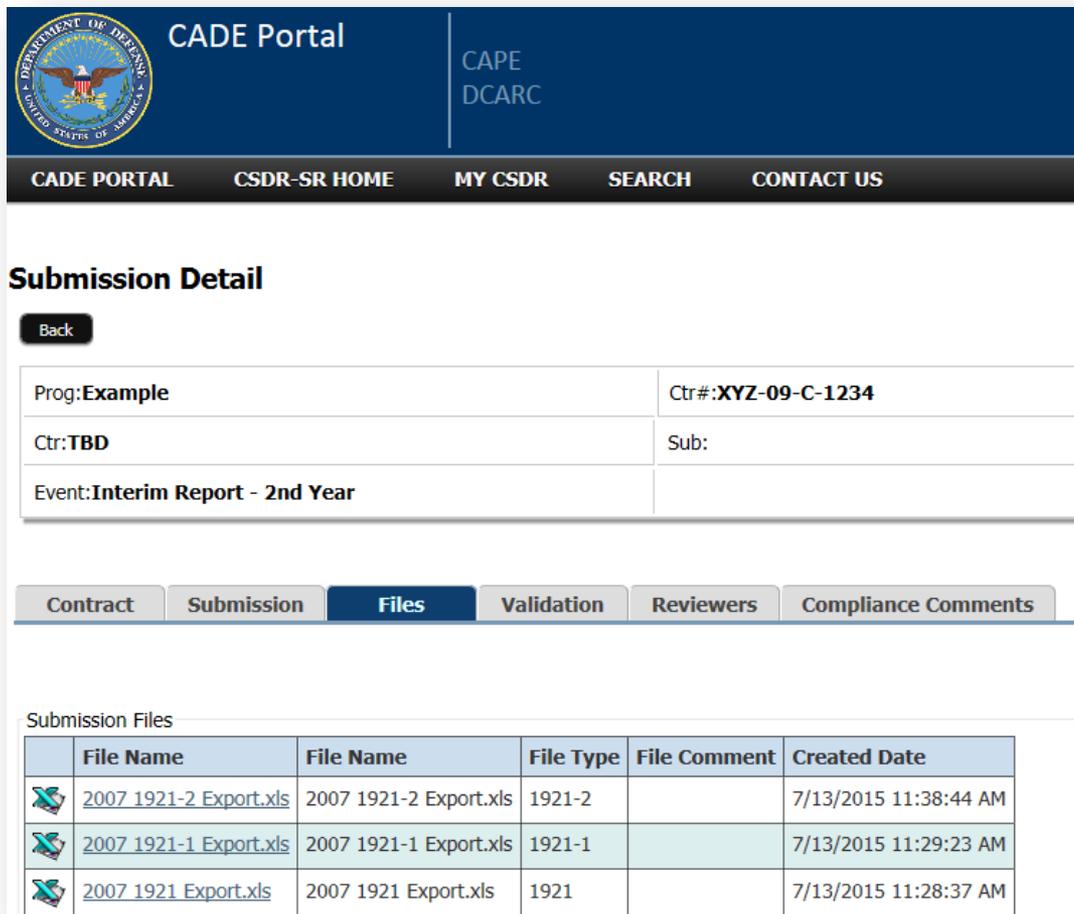
Name: Charlotte McIntosh **Phone:** (571) 372-4137

Fax: **Email:** charlotte.m.mcintosh.ctr@mail.mil

[Edit POC Information](#)

Submission Detail: View Files

- Click the **Files** tab to view files uploaded with this submission:




CADE Portal
CAPE
DCARC

[CADE PORTAL](#)
[CSDR-SR HOME](#)
[MY CSDR](#)
[SEARCH](#)
[CONTACT US](#)

Submission Detail

[Back](#)

Prog: Example	Ctr#: XYZ-09-C-1234
Ctr: TBD	Sub:
Event: Interim Report - 2nd Year	

[Contract](#)
[Submission](#)
[Files](#)
[Validation](#)
[Reviewers](#)
[Compliance Comments](#)

Submission Files

	File Name	File Name	File Type	File Comment	Created Date
	2007 1921-2 Export.xls	2007 1921-2 Export.xls	1921-2		7/13/2015 11:38:44 AM
	2007 1921-1 Export.xls	2007 1921-1 Export.xls	1921-1		7/13/2015 11:29:23 AM
	2007 1921 Export.xls	2007 1921 Export.xls	1921		7/13/2015 11:28:37 AM

Submission Detail: Validation

- The Working Files table at the bottom will show files from any previous validations run by the Submitter.
- Select the **“Validate”** button to run or re-run Validation on the select cost report files:

PORTAL HOME CSDR-SR HOME MY CSDR UPLOAD HOME SEARCH CONTACT US

Upload Submission

Back | Cancel Submission Step 3 of 5

Instructions
Select the required 1921, 1921-1, 1921-2, or 1921-5 files and click "Refresh" and "View Data" and identify the data set in "Name Data Set", then click "Validate".

Prog: Example	Ctr#: XYZ-09-C-0001
Ctr: DCARC Corporation	Sub:

Submission Info Files **Validation**

Your data report should be generated shortly. Thank you for your patience. Please click the Refresh button below to see if the report has been generated.

Select Validation Options

1921	Demo 1921.1921.xml
1921-1	Demo 1921-1.1921_1.xml
1921-2	Demo 1921-2.1921_2.xml
1921-5	None

Contract Plan Number: M-05-C-C1

Name Data Set: Critical Design Review (C)

Submission Event

Submission Event Number

Submission Event Name

Assigned Plan Number (xls): M-05-C-C1

Assigned Plan Number (xls): M-05-C-C1

Ensures that the correct files are listed in the drop-down menu

Submitter enters the name of the submission for "Name Data Set", then clicks "Validate"

Submission Detail: Reviewers

OSD CAPE

- Change the status to **“Accepted”** if you approve the submission or **“Rejected”** if a resubmission should be required.
- If the comments box is too small you can attach a file with comments by selecting the + icon.

Contract
Submission
Files
Validation
Reviewers
Compliance Comments



Program Office Reviewers

Reviewer	Organization	Role	Status	Status Date	Comment	
Test PO Reviewer	Example	Program Office Lead Reviewer	Pending <input type="button" value="v"/>		<input style="width: 100%; height: 20px;" type="text"/>	<input type="button" value="Save"/>

Reviewer Files

There are no reviewer files uploaded for this submission.

+

Community of Interest Reviewers

There are no reviewers assigned to the contract for this submission.

DCARC Analysts

Reviewer	Organization	Status	Status Date	Comment	
Jenighi Powell	Tecolote Research	Pending			
Jen Horner	Tecolote Research, Inc. (SPSG)	Pending			
Charlotte Tarr	Tecolote Research, Inc. (SPSG)	Pending			

Remember to hit the
“Save” button when you
are finished.

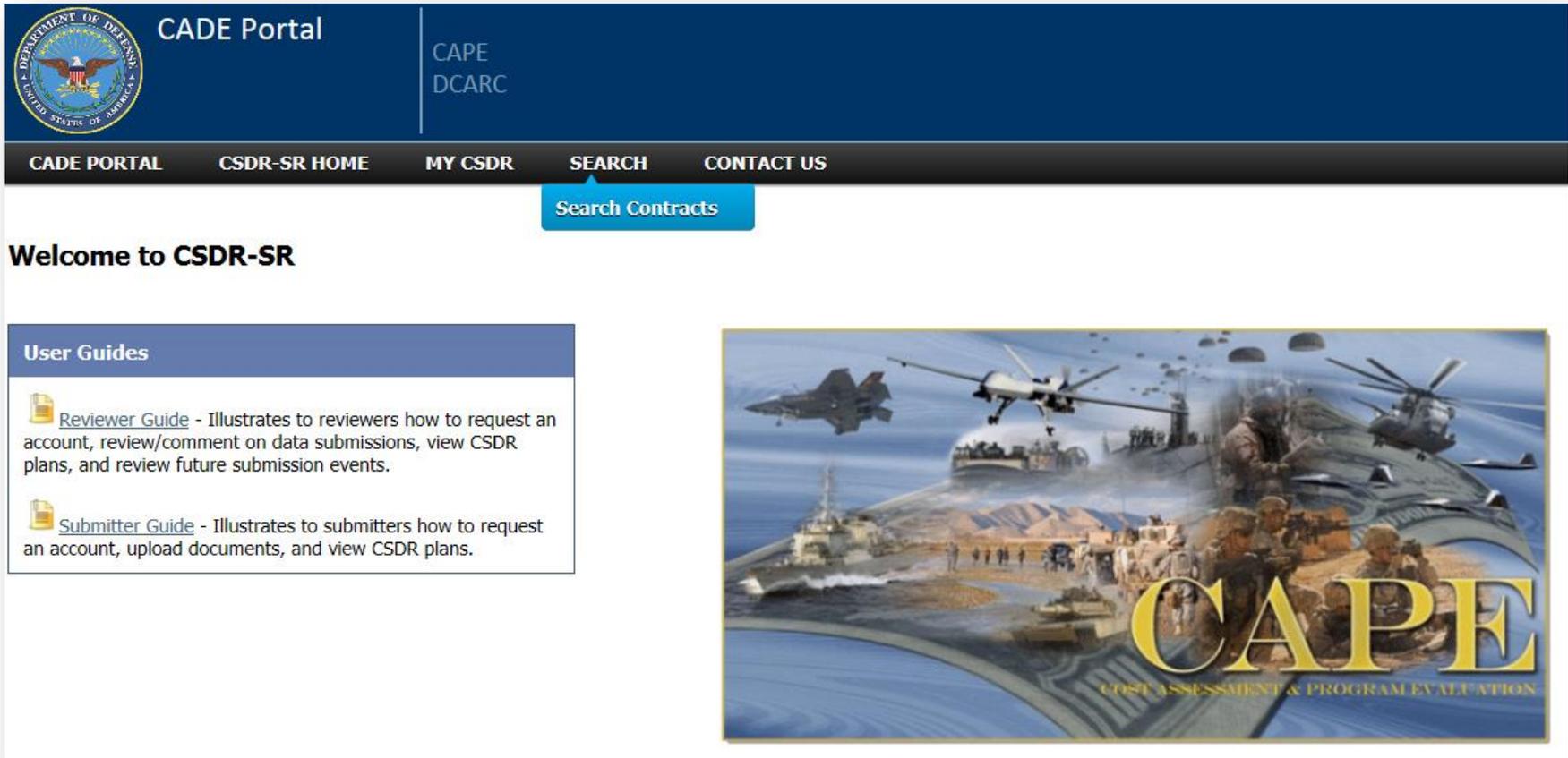
UNCLASSIFIED

Searching Contracts



Search Contracts

- On the Submit-Review Home page, click on **“Search Contracts”**:



The screenshot shows the CADE Portal interface. At the top left is the Department of Defense seal. The main header includes 'CADE Portal' and 'CAPE DCARC'. A navigation bar contains 'CADE PORTAL', 'CSDR-SR HOME', 'MY CSDR', 'SEARCH', and 'CONTACT US'. The 'SEARCH' menu is expanded, showing a 'Search Contracts' button. Below the navigation is a 'Welcome to CSDR-SR' message. A 'User Guides' section on the left lists a 'Reviewer Guide' and a 'Submitter Guide'. On the right is a large graphic with the text 'CAPE COST ASSESSMENT & PROGRAM EVALUATION' over a military-themed background.

CADE Portal

CAPE
DCARC

CADE PORTAL CSDR-SR HOME MY CSDR **SEARCH** CONTACT US

Search Contracts

Welcome to CSDR-SR

User Guides

 [Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

 [Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.

CAPE
COST ASSESSMENT & PROGRAM EVALUATION

Search Contracts

- Enter your search criteria in the fields and click **“Search”** to search your available contracts:


CADE Portal
CAPE
DCARC

[CADE PORTAL](#) [CSDR-SR HOME](#) [MY CSDR](#) [SEARCH](#) [CONTACT US](#)

Search Contracts

* Please enter as much information that is known about the contract and press Search.

Contract Number: <input type="text"/>	Military Handbook: <input type="text" value="AIRCRAFT"/> <input type="text" value="BMD5"/> <input type="text" value="ELECTRONIC/AUTOM"/>	Program Manager: <input type="text"/>	
Weapon System Type: <input type="text"/>		Reviewer First Name: <input type="text"/>	
Program Name: <input type="text"/>	Service: <input type="text" value="AIR FORCE"/> <input type="text" value="ARMY"/> <input type="text" value="DOD"/>	Reviewer Last Name: <input type="text"/>	
Contractor Name: <input type="text"/>		Submitter First Name: <input type="text"/>	
Contractor Division: <input type="text"/>		Submitter Last Name: <input type="text"/>	
Plan Number: <input type="text"/>			

The % character is used as a wildcard in searches. For example, if the program name you're looking for is **X-3000 (Example)**, searching for **Example** will not return you should search for **%Example**.

Submitting Date Change Requests



CAPE

COST ASSESSMENT & PROGRAM EVALUATION



Submitting Date Change Requests

OSD CAPE

- Navigate to **“MY CSDR”** and select the dropdown option for **“Review Submissions”**:

The screenshot shows the CADE Portal interface. At the top left is the Department of Defense seal and the text 'CADE Portal'. To the right, it says 'CAPE DCARC'. Below this is a navigation bar with links: 'CADE PORTAL', 'CSDR-SR HOME', 'MY CSDR', 'SEARCH', and 'CONTACT US'. The 'MY CSDR' link is active, and a dropdown menu is open, showing three options: 'Program Planning', 'Review Submissions' (highlighted in blue), and 'CSDR Compliance'. On the left side of the page, there is a 'Welcome to CSDR-SR' message and a 'User Guides' section with two links: 'Reviewer Guide' and 'Submitter Guide'. On the right side, there is a large graphic featuring military aircraft and the text 'CAPE COST ASSESSMENT & PROGRAM EVALUATION'.

Submitting Date Change Requests

OSD CAPE

- On the **“Review Submissions”** page, select the **“Contracts”** tab:
 - Select the **“Prime Contract Number”** associated with the contractor or subcontractor requiring a date change
 - The **“Contract Detail”** page for the associated contractor will appear
 - Navigate to the **“Submission Events”** tab to view the events and request a date change

Submission Review Home

Submissions	Contracts	Submission History	Summary Report			
Prime Contract Number	Plan Numbers	Program Name	PM	Contractor	Contractor Division	Role
<u>N0000-00-N-0000</u>	N000000-02	F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: i-Robot Corporation Sub:	Prime: N/A Sub:	Program Office Lead Reviewer

Contract Detail

Prog:F-22 - RAPTOR Advanced Tactical Fighter Ctr #:N0000-00-N-0000
 Ctr:i-Robot Corporation Sub:

[Contract Summary](#) [Reviewers & Submitters](#) [Contract Tasks/Plans](#) [Submission Events](#) [Received Submissions](#)

Submission Events

Plan Number: [All] Expected Files: [All] Latest Submission Status: [All]

Plan Number	Submission Number	Resubmit Number	Event Name	Required File Names	Expected As Of Date	Expected Submission Date	Actual As Of Date	Actual Submission Date	Latest Submission Status	Latest Submission Stage
123456	1		Test Submission CWBS	CWBS Dictionary	6/30/2009	8/30/2009	6/30/2009	8/30/2009	Accepted	Finalized
123456	2		Test Submission	1921,1921-1	6/30/2009	8/30/2009	1/19/2012	1/19/2012	Rejected	Finalized
123456	2	1	Test Submission	1921,1921-1	6/30/2009	2/28/2012	8/31/2009	10/9/2012	Accepted	Finalized
123456	3		Test Submission 2	1921,1921-1	12/31/2013	2/28/2014				

[Manage Submission Events](#)

Submitting Date Change Requests

OSD CAPE

- On the **“Contract Detail”** page, select the **“Event Name”** associated with the submission event requiring a date change.
- Navigate to the **“Submission Event Details”** tab and select **“Make Date Change Request”**:

Contract Detail

Prog:F-22 - RAPTOR Advanced Tactical Fighter Ctr #:N0000-00-N-0000
 Ctr:i-Robot Corporation Sub:

Contract Summary Reviewers & Submitters Contract Tasks/Plans **Submission Events** Received Submissions

Submission Events
 Plan Number: [All] Expected Files: [All] Latest Submission Status: [All]

Plan Number	Submission Number	Resubmit Number	Event Name	Required File Names	Expected As Of Date	Expected Submission Date	Actual As Of Date	Actual Submission Date	Latest Submission Status	Latest Submission Stage
123456	1		Test Submission CWBS	CWBS Dictionary	6/30/2009	8/30/2009	6/30/2009	8/30/2009	Accepted	Finalized
123456	2		Test Submission	1921,1921-1	6/30/2009	8/30/2009	1/19/2012	1/19/2012	Rejected	Finalized
123456	2	1	Test Submission	1921,1921-1	6/30/2009	2/28/2012	8/31/2009	10/9/2012	Accepted	Finalized
123456	3		Test Submission 2	1921,1921-1	12/31/2013	2/28/2014				

Manage Submission Events

Submission Event Details

[Back](#)

Prog:F-22 - RAPTOR Advanced Tactical Fighter Ctr #:N0000-00-N-0000
 Ctr:i-Robot Corporation Sub:

Contract Summary **Submission Event Details** Submissions Legacy Submission History

Expected As Of Date: 12/31/2013 Plan Number: 123456
 Expected Submission Date: 2/28/2014 Submission Number: 3
 Submission Event Name: Test Submission 2 Resubmit Number:
 Comment:
 Expected File types: 1921 1921-1 1921-2
 1921-4 2630-1 2630-2
 2630-3 CWBS Mapping CWBS Dictionary
 SRDR Dictionary SRDR Initial Report SRDR Final Report
 Other

[Make Date Change Request](#)

[Show Date Change Requests](#)



Date change requests should be made prior to the expected submission date

Submitting Date Change Requests

OSD CAPE

Submission Event Details

[Back](#)

Prog: F-22 - RAPTOR Advanced Tactical Fighter Ctr#: N0000-00-N-0000

Ctr: i-Robot Corporation Sub:

[Contract Summary](#) [Submission Event Details](#) [Submissions](#) [Legacy Submission History](#)

Reason

Current As Of Date: 12/31/2013

Requested As Of Date: 4/30/2014

Current Expected Date: 2/28/2014

Requested Expected Date: 6/30/2014

Upload supporting document:

Description:

Enter the requested as of and expected dates.

- Explain the date change request in the **“Description”** field or upload a supporting document (e.g., schedule or SOW):
 - Date changes are **ONLY** accepted for programmatic schedule slips
- Select **“OK”** and an automated email will be sent to the DCARC Analyst responsible for the program, who will review the request and accept the date change if appropriate (usually within one or two business days).

Viewing CSDR Plans



Viewing CSDR Plans

OSD CAPE

- To access the CSDR plans the DCARC has on file for your contracts you must access the Contract Detail screen for each contract.
- You can access the Contract Detail screen by clicking on the contract number hyperlink on the **“Assigned Contracts”** tab on the Upload Home page:



Knowledge Portal | DCARC CAPE

PORTAL HOME | CSDR-SR HOME | **UPLOAD HOME** | CONTACT US

Upload Home
 (***) CSDR-SR Data Only, No EVM Data (***)

Submission Events | **Assigned Contracts** | Submission History | Contract Request

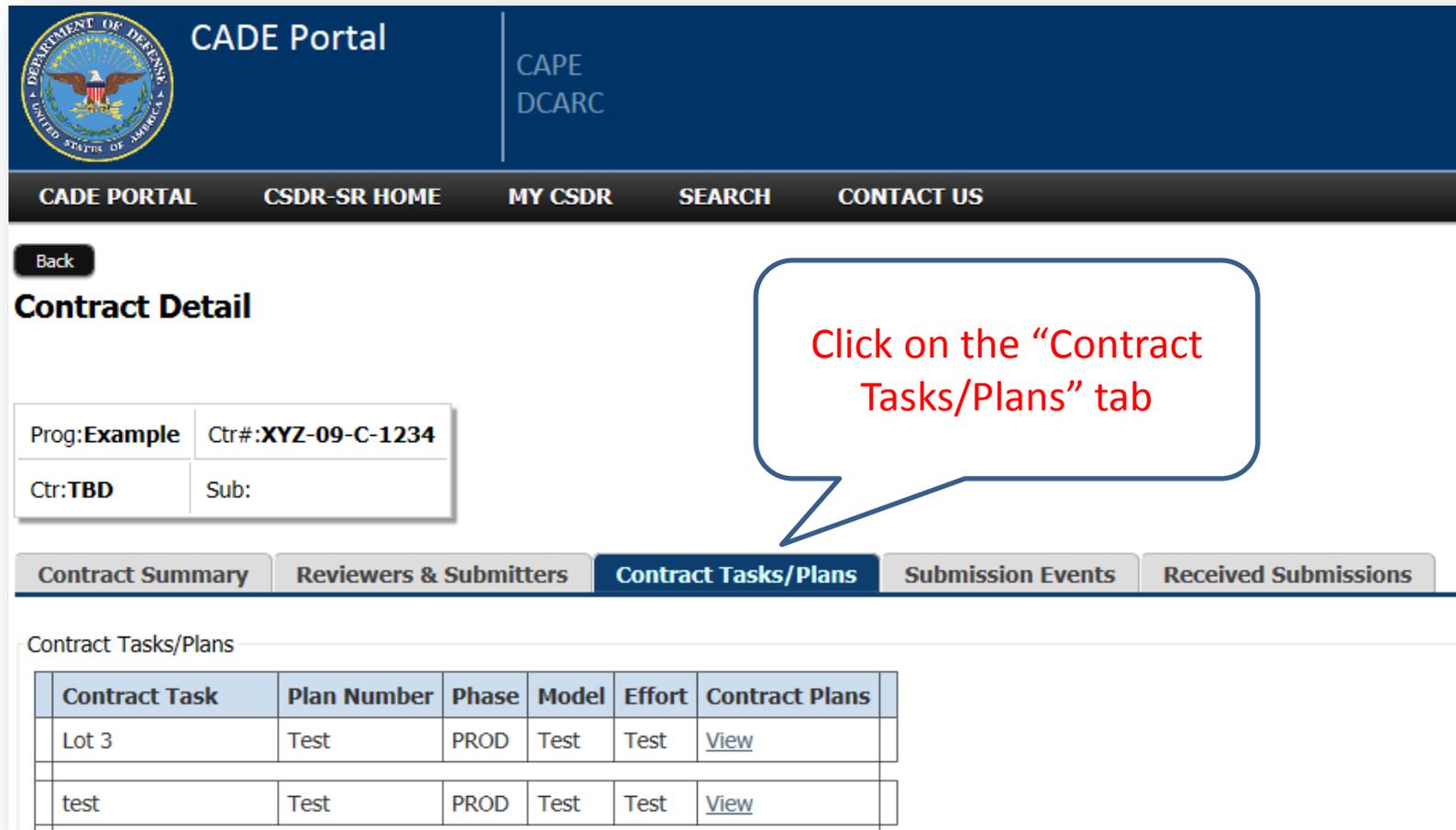
Currently Assigned Contracts

Prime Contract Number	Plan	Program			Contractor Division
A99XYZ-08-B-1234	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
A99XYZ-12-X-1234	X-12-Y-C1	Pequod Whaleship	J Kirchoffer	Prime: *Demo* ABCD Corporation Sub:	Prime: N/A Sub:

Click on the Prime Contract Number to view the Contract Details

Viewing CSDR Plans

- From the Contract Detail screen select the **“Contract Tasks/Plans”** tab:



CADE Portal

CAPE
DCARC

CADE PORTAL CSDR-SR HOME MY CSDR SEARCH CONTACT US

Back

Contract Detail

Prog:Example	Ctr#:XYZ-09-C-1234
Ctr:TBD	Sub:

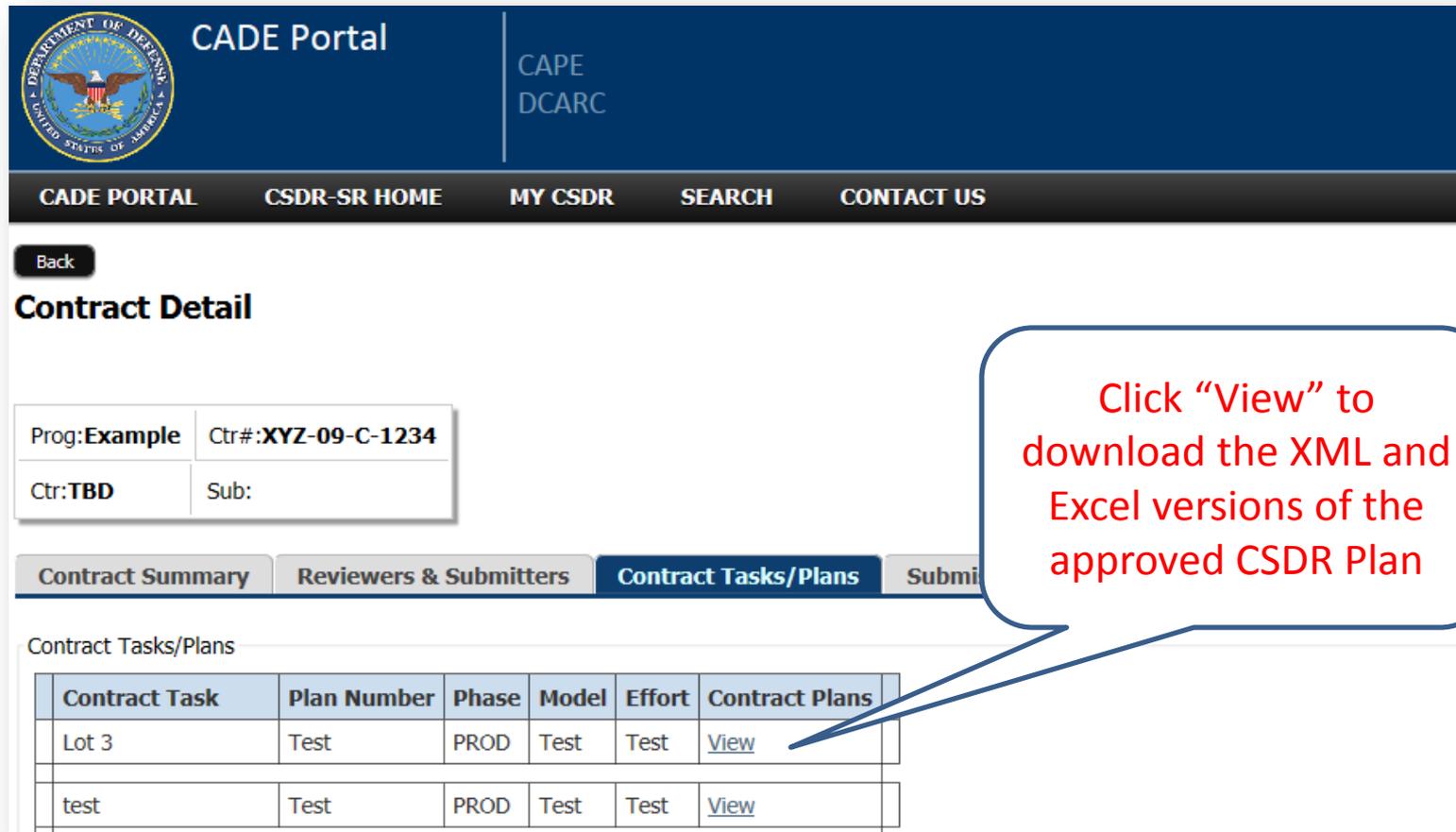
Contract Summary Reviewers & Submitters **Contract Tasks/Plans** Submission Events Received Submissions

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Lot 3	Test	PROD	Test	Test	View
test	Test	PROD	Test	Test	View

Viewing CSDR Plans

- Selecting **“View”** will allow you to access both the XML and Excel version of the CSDR plans that are currently on file:



CADE Portal | CAPE DCARC

CADE PORTAL | CSDR-SR HOME | MY CSDR | SEARCH | CONTACT US

Back

Contract Detail

Prog: Example	Ctr#: XYZ-09-C-1234
Ctr: TBD	Sub:

Contract Summary | Reviewers & Submitters | **Contract Tasks/Plans** | Submi

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Lot 3	Test	PROD	Test	Test	View
test	Test	PROD	Test	Test	View

Click “View” to download the XML and Excel versions of the approved CSDR Plan

Program Planning Module Instructions



CAPE

COST ASSESSMENT & PROGRAM EVALUATION



Overview of Approval Process

OSD CAPE



- **PO Action:** Plan development phase where the Program Office has the action to submit or review CSDR Plans and supporting documentation
- **DCARC Action:** DCARC Analyst has the action to upload or review CSDR Plans
- **In Vote:** Members of the CSDR IPT vote to approve or disapprove the plan package
- **SCC & SEV Director Review:** The Service Cost Centers and Service EV Directors (if operating as a Co-Plan) will review and approve or disapprove the plan package



Overview of Approval Process

OSD CAPE



- **DCARC & EV Directors Review:** The DCARC Director and EV Director (if operating as a Co-Plan) will review and approve or disapprove the plan package
- **CA & PARCA Directors Review:** The CAPE Director and the PARCA Director (if operating as a Co-Plan) will review and approve or disapprove the plan package
- **DCARC Finalization:** The DCARC Analyst prepares the plan package memo for final signature
- **Approved:** The CA Director has signed and approved the plan

Step 1: Request a Program

1. Click 'Request'

Programs

[Hide My Programs](#)

Programs
Please select your program to begin. If your program does not appear, click Request to be added to a program.

Request

ACAT Category: (All) CSDR Compliance Group: (All) Earliest Target Date: (All) Service: (All) DCARC Analyst: (All) Action Required: (All)

You have not been assigned any programs.

Request to be added to a Program

[Back](#)

Search for a Program, select the desired programs, and click the 'Send Request' button to make your request. If you do not see your program, click Request New Program.

Program Search

Program Name:

Program Group: (All)

CSDR Compliance Group: A, B, C

ACAT Category: ID, IC, IAM

Search Results

Select <input type="checkbox"/>	Name	Description	Program Group	CSDR Group	ACAT Category
<input type="checkbox"/>	Death Star Program (Testing Purposes)	A fake testing	MDAP	C	ID
<input checked="" type="checkbox"/>	Test Program	This is a test program	MDAP	A	IAM

2. Type in program name, or use the search criteria
3. Check the box in the 'Select' column to select program
4. Click 'Send Request'
*Popups must be enabled
5. Provide a short description of need for program access
6. DCARC analyst reviews request and provides access within 1 – 2 business days

Step 2: Request a Plan Package

- **Plan Package** = A collection of related program, contract, or subcontract CSDR plans and supporting documentation that require DCARC and CAPE approval

Name	ACAT Category	CSDR Compliance Group	Action Required	Earliest Target Date	Service	DCARC Analyst
Test Program	 IAM	A (not rated)	No			Jen Horner

1. Select the Program Name

Example



Program Name	Example
ACAT Category	(no ACAT Category assigned)
DAES Group	B ●
Action Required	Yes
Earliest Target Date	4/30/2016
Service	(no service)
Assigned DCARC Analyst	Charlotte Tarr, Jeff McDowell, Jenighi Powell

[Request a new Plan Package](#)

In Process **In Finalization** **Approved Documentation** **Archived Working Files**

Plan Packages:

Action Required:

Any Yes No

2. Click 'Add CSDR Plan Package'



Step 2: Request a Plan Package (cont.)

OSD CAPE

Request CSDR Plan Package

Complete the form to request a CSDR plan package.

DCARC System Development | Requested By: Test PO Reviewer

Name: DCARC System Development

Phase: DEV

Status: Request

Description:

The DCARC System is in the early stages of development. The Program Office plans to create Program and Prime Contract CSDR Plans for this effort.

Update Cancel

3. Create a **'Plan Package Name'**: a descriptive name to identify the CSDR plans included in this plan package
4. Select a phase under **'Plan Package Phase'**: the acquisition phase of the program
5. Fill out a **'Plan Package Description'**: a brief description of the CSDR plans this plan package will be capturing
6. Select **'Update'** to finalize

Step 3: Requesting a Plan Task

- **Plan Task** = A single program, contract, or subcontract CSDR plan, as well as the accompanying required documentation

Add CSDR Plan Package

In Process		In Finalization		Approved Documentation		Archived Working Files	
Plan Packages:							
Action Required:							
<input checked="" type="radio"/> Any <input type="radio"/> Yes <input type="radio"/> No							
Identifying Task	Plan Version	Action Required	Reporting Entity	Contract Number			
DEV							
 DCARC System Development         							
T-13-C	DCARC System (Program Plan)	New	No	N/A	TBD	8/31/2016	

1. Click on the plus sign to request a plan task



Step 3: Requesting a Plan Task (cont.)

OSD CAPE

Add CSDR Plan Task
Input the following information to add a CSDR plan task.

<p>CSDR Plan Package: DCARC System Development</p> <p>Identifying Task: DCARC System (Program Plan) </p> <p>Plan Type: <input checked="" type="radio"/> Program Plan <input type="radio"/> Prime <input type="radio"/> Sub</p> <p>Reporting Entity Type: <input checked="" type="radio"/> Industry <input type="radio"/> Government</p> <p>Reporting Entity Name: N/A</p> <p>Plan Version: <input checked="" type="radio"/> New <input type="radio"/> Revision <input type="radio"/> Administrative <input type="radio"/> Cancelled</p> <p>Special Cases: <input checked="" type="radio"/> None <input type="radio"/> MAIS <input type="radio"/> Sustainment</p> <p>CSDR Plan Number: T-13-C</p> <p>EVM Reporting: <input checked="" type="radio"/> Unknown <input type="radio"/> Yes <input type="radio"/> No</p> <p>Contract Type: N/A </p> <p>Contract Number: TBD</p> <p>Estimated Total Contract Value: <input type="radio"/> X<20M <input type="radio"/> 20M < X < 50M <input checked="" type="radio"/> X>50M</p> <p>Estimated SW Dev Effort: <input checked="" type="radio"/> X<20M <input type="radio"/> X>20M</p> <p>Draft RFP Release Date: 08/23/2015 </p> <p>Final RFP Release Date: 08/23/2016 </p> <p>Contract Award Date: 12/21/2016 </p> <p>Target Approval Date: 8/31/2016 </p> <p>Contracting Officer Name: John Smith</p> <p>Contracting Officer Email: john.smith@mail.mil</p> <p>Contracting Officer Phone: 703-867-5309</p> <p>CA Director Approval Req.: <input checked="" type="checkbox"/></p> <p>PARCA Director Approval Req.: <input type="checkbox"/></p>	<p>Plan Task Description: </p> <p>This is the CSDR program plan for the development of the DCARC System.</p> <table border="1"> <thead> <tr> <th colspan="2">Required Documents:</th> </tr> <tr> <th>Submission Component Type</th> <th>Required\Not Required</th> </tr> </thead> <tbody> <tr> <td>2011 CSDR Plan</td> <td><input checked="" type="radio"/> Required <input type="radio"/> Not Required</td> </tr> <tr> <td>RDT</td> <td><input checked="" type="radio"/> Required <input type="radio"/> Not Required</td> </tr> <tr> <td>Acquisition Schedule Document</td> <td><input checked="" type="radio"/> Required <input type="radio"/> Not Required</td> </tr> <tr> <td>RFP/SOW Language</td> <td><input type="radio"/> Required <input checked="" type="radio"/> Not Required</td> </tr> <tr> <td>CSDR Mission</td> <td></td> </tr> </tbody> </table>	Required Documents:		Submission Component Type	Required\Not Required	2011 CSDR Plan	<input checked="" type="radio"/> Required <input type="radio"/> Not Required	RDT	<input checked="" type="radio"/> Required <input type="radio"/> Not Required	Acquisition Schedule Document	<input checked="" type="radio"/> Required <input type="radio"/> Not Required	RFP/SOW Language	<input type="radio"/> Required <input checked="" type="radio"/> Not Required	CSDR Mission	
Required Documents:															
Submission Component Type	Required\Not Required														
2011 CSDR Plan	<input checked="" type="radio"/> Required <input type="radio"/> Not Required														
RDT	<input checked="" type="radio"/> Required <input type="radio"/> Not Required														
Acquisition Schedule Document	<input checked="" type="radio"/> Required <input type="radio"/> Not Required														
RFP/SOW Language	<input type="radio"/> Required <input checked="" type="radio"/> Not Required														
CSDR Mission															

2. Create **'Identifying Task'** name: the Prime Mission Product being captured in the CSDR plan
3. Fill in **'Plan Task Description'**: a short description of the work being captured with the CSDR plan
4. Enter as much available information as possible in the other fields
5. Select necessary required documents (CSDR Plan, RDT, schedule, RFP/SOW language, and CDRLs)
6. Click **'Update'** to finalize the task request

Step 4: Uploading Documents

Add CSDR Plan Package

In Process In Finalization Approved Documentation Archived Working Files

Plan Packages:

Action Required:

 Any Yes No

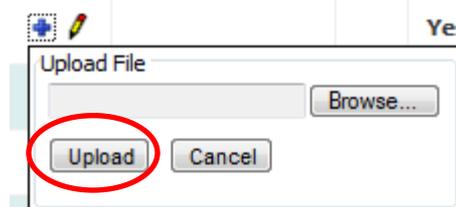
Identifying Task	Plan Version	Action Required	Reporting Entity	Contract Number
DEV				
 DCARC System Development  PO Action  CADE Action  In Vote  SCC & SEV Director Review  DCARC & EV Director Review  CA & PARCA Director Review  CADE Finalization  Approved 				
 T-13-C DCARC System (Program Plan)	New	No	N/A	TBD
				8/31/2016

Documents

Action Required:

 Any Yes No

Required	File	Upload Date Label	User	Action Required	
CSDR Plan	 			Yes	Prior Versions
RDT				Yes	Prior Versions
Acquisition Schedule Document				Yes	Prior Versions
Program CWBS Dictionary				Yes	Prior Versions



1. Click on plan number assigned by DCARC
2. Click on  to add document
3. Click 'Browse' to search hard drive and select a file
4. Click 'Upload' to transmit document



CSDR Plans should be uploaded as XML only. Uploading in other formats will result in loss of data.

Step 5: Editing Plans

OSD CAPE

Documents

Action Required:
 Any Yes No

Required	File	Upload Date Label	User	Action Required	
CSDR Plan	  	 	10/21/2013 2:56:24 PM		No Prior Versions

View plan as Excel

View plan as XML

View Plan as PDF

1. Click on  to edit plan
2. Edit fields within the webpage using cPet Web Integration feature

3. Click **'Post as Proposed File'** to finalize plan edits

Original Plan Task: Demo Program Plan.pplan
 My cPet Web Plans
 Hide cPet Plan Details

Basic Information | **DD2794 Narrative Text** | WBS Editor | Required Reports | Submission Events | Contractors

Program Plan for Program cPet Demonstration Space System (CDSS)

File Name: Demo Program Plan.pplan

Plan Specifics

Initial Submission Change

Program: cPet Demonstration Space System (CDSS) Preparing Organization: Demo Organization

Prime Mission Product: Demo PMP Approved Plan Number: X-08-Y

WBS System: Space System Current Submission Date: 5/12/2008

Milestone: A Last Approved Plan Date:

Point of Contact

POC: cPet User Phone: 310-555-5555

Address: 123 Tester Lane Fax: 310-555-5555

Address: City: Los Angeles Email: tester@testing.local

State: California Zip: 55555

Export RDT?

Post as Proposed File

Step 5: Editing Plans (Cont'd)



My Dashboard

Analyst Applications

Charts & Analytics

DACIMS

Submit & Review Applications

CSDR-SR

1921-3 & FPR

EVM-CR

Other Applications

cPet Web

Help Desk

SRDR Analyst Database

2. Use the pencil icon to edit and save changes to the CSDR plan

3. Use the arrow icon to send the edited plan back to the corresponding plan package in the PPM

Manage Plans

My Plans Add Plan Import Plan Other cPet Functions

Search Plans

Program Name:

Search

Search Results

Program Name	Document Type	File Name	Last Updated	
Aircraft Development WBS Template	Contract Plan	AFCAA CEM Aircraft Development 2011 CSDR Plan_DCAR	8/23/2016	    
Example	Contract Plan		7/5/2016	    
cPet Demonstration Space System (CDSS)	Contract Plan	Demo Contract Plan cels	4/10/2016	    
cPet Demonstration Space System (CDSS)	Contract			
cPet Demonstration Space System (CDSS)	Contract			

Send to PPM [x]

Select Program:

Select Plan Package:

Select Plan Task:

1. Select cPet Web from the Portal Home screen

Step 6: Adding Comments

Comment History

(all)

Date	User	Document	Response Required	File Name	Comment
10/21/2013 12:22:09 PM	Charlotte McIntosh	CSDR Plan			Full Comment ✕

Comments & Attachments

Comments	Action Required
<p>Document <input type="text" value="CSDR Plan"/></p> <p>Required Response <input type="text" value="(none)"/></p> <p>Please review the program CSDR plan that I uploaded to the PPM.</p>	No

[Attach File](#) **File attachment:**

1. Under **'Document'**, the comment can be attached to one of the required document types, or **"general"**
2. Under **'Required Response'**, the comment can be directed to a specific collaborator
3. The comment can be added below, with or without a file attachment
4. Click **'Post Comment'** to finalize

Step 7: Sending Alert Emails

1. Located in the top left-hand corner of the plan package screen, click '**Send alert e-mails**'
2. Select email recipients
3. Add desired message below
4. Click '**Send**' to finalize

[Return to My Programs](#)



[Full Description of Plan Package](#)

[Edit Plan Package Description](#)

[Send alert e-mails](#)

To: Jen Springgate, DCARC Analyst
 Jimmy Springgate, DCARC Analyst
Subject: DCARC Springgate, DCARC Analyst
 James Springgate, DCARC Analyst
cc: Charlotte McIntosh

Charlotte McIntosh has sent you an alert e-mail alerting you of the status of the following Plan Package:

Program Name: Test Program

Plan Package Name: DCARC System Development

Plan Package Status: PO Action

Send

Step 8: Casting a Vote from “My Dashboard”

The Analyst Dashboard is accessible from the **“MY DASHBOARD”** tab



My Dashboard

Submit & Review Applications
My Items

CSDR-SR
1921-3 & FPR

PORTAL HOME
MY DASHBOARD
MY ACCOUNT
CONTACT US

▼ CSDR Plan Packages for Review Oldest: 0 days Items: 2

Pending items

Action Required
In Process Monitoring
CSDR Planning Schedule

Select All

Export to Excel

	Program Name	Plan Package Name	Package Contents			Plan Version	EVM Reporting	CSDR Package Status	# Days in Current Status
			Prog.	Prime	Sub				
<input type="checkbox"/>	Example	Request Test	0	0	1	Administrative	No	PO Action	29
<input type="checkbox"/>	Example	DCARC System Development	1	0	0	New	No	In Vote	0

Under the **“Action Required”** tab, select the large gray box that will take you to the voting pop-up screen.

Example

Plan Package Name: **DCARC System Development**

PO Action CADE Action In Vote SCC & SEV Director Review DCARC & EV Director Review CA & PARCA D

Plan Package Description:

The DCARC System is in the early stages of development. The Program Office plans to create Program and Prime Contract CSDR Plans for this effort.

Send alert e-mails

Please submit a vote and provide a description if necessary.

Accepted Rejected

Comment:

Submit Vote

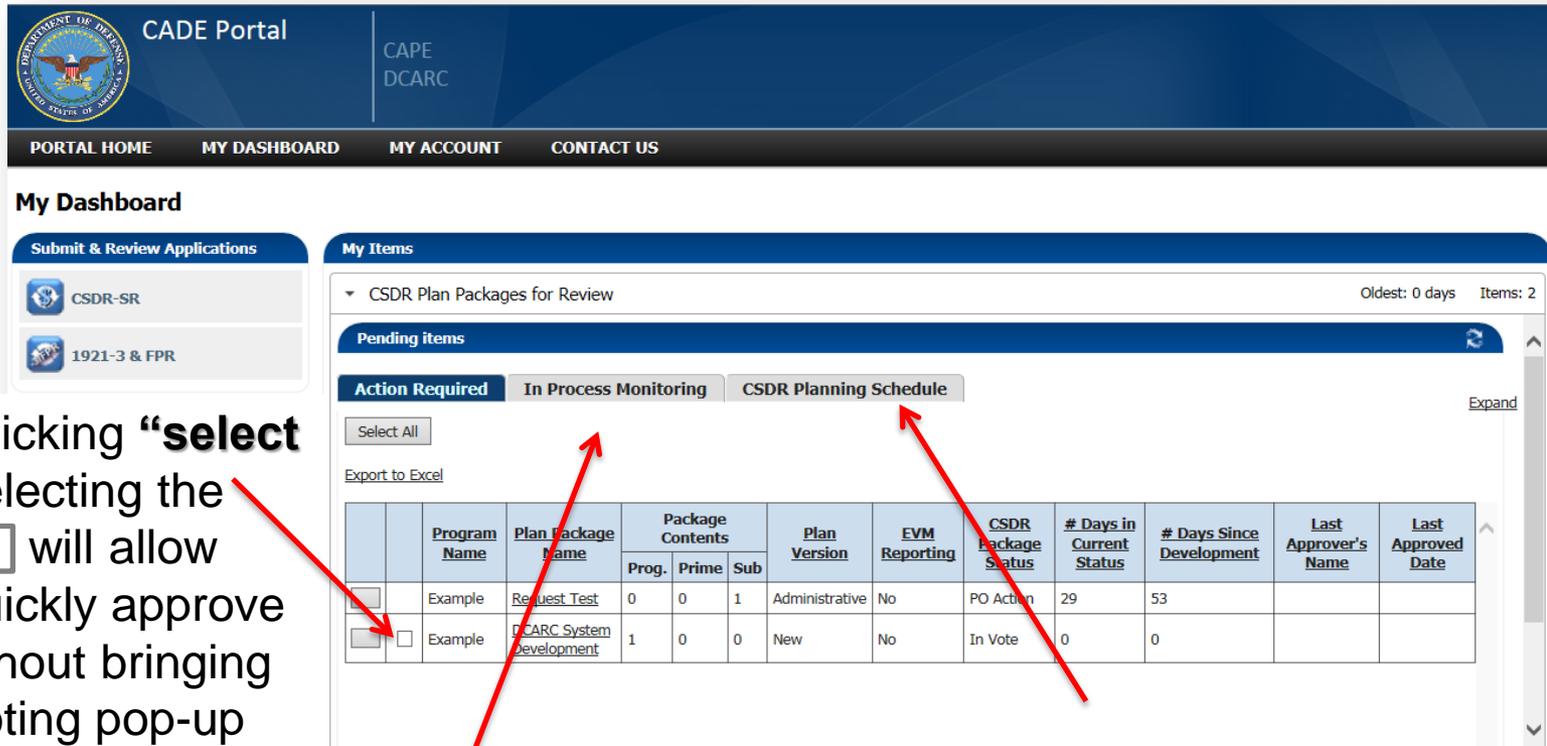
Approval History

No Program Collaborators have currently been added.

Collaborators

Name	VoteDate	Vote	Comment
James Kirst			
Test Service Cost Director			

Other Dashboard Functions



CADE Portal

CAPE
DCARC

PORTAL HOME MY DASHBOARD MY ACCOUNT CONTACT US

My Dashboard

Submit & Review Applications

CSDR-SR

1921-3 & FPR

My Items

▼ CSDR Plan Packages for Review Oldest: 0 days Items: 2

Pending items

Action Required In Process Monitoring CSDR Planning Schedule Expand

Select All

Export to Excel

	Program Name	Plan Package Name	Package Contents			Plan Version	EVM Reporting	CSDR Package Status	# Days in Current Status	# Days Since Development	Last Approver's Name	Last Approved Date
			Prog.	Prime	Sub							
<input type="checkbox"/>	Example	Request Test	0	0	1	Administrative	No	PO Action	29	53		
<input type="checkbox"/>	Example	DCARC System Development	1	0	0	New	No	In Vote	0	0		

NOTE: clicking “**select all**” or selecting the smaller will allow you to quickly approve plans without bringing up the voting pop-up screen.

NOTE: “**In Process Monitoring**” displays all the CSDR plan packages that are in the PPM being worked on by the CWIPT for your assigned program.

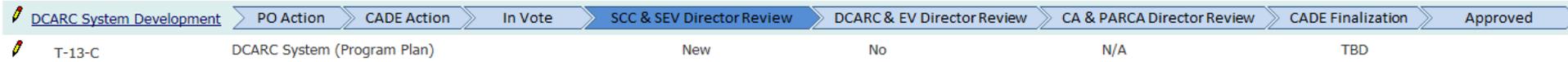
NOTE: “**CSDR Planning Schedule**” displays a calendar view of upcoming RFP and contract award date information for your assigned program.



Step 9: Plan Finalization

OSD CAPE

- Once the plan package has been voted on and accepted by all collaborators, the package moves to ***'Service Cost Center and Service EV Director Review'***:



- After DCARC Director approval, the plan package moves to ***'DCARC & EV Director Review'***:



- CA Director (and PARCA Director if using) Co-Plan will approve the plan package, at which point the DCARC finalizes the plan:



Access Approved Documentation

OSD CAPE

- CSDR Plans and supporting documentation that have been approved can be accessed through the Program's **“Approved Documentation”** tab in the PPM:

[Return to My Programs](#)

AMF JTRS – Joint Tactical Radio System Airborne & Maritime/Fixed Station



Program Name	AMF JTRS – Joint Tactical Radio System Airborne & Maritime/Fixed Station
ACAT Category	ID
CSDR Compliance Group	B (not rated)
Action Required	No
Earliest Target Date	10/10/2013
Service	ARMY
Assigned DCARC Analyst	Angela Camp, Cathy Ferguson, Emily Beltramo, Robert Bailey
	Edit

[Add CSDR Plan Package](#)

[In Process](#)

[In Finalization](#)

[Approved Documentation](#)

[Archived Working Files](#)

Plan Packages:

	Identifying Task	New/Revision	Reporting Entity	Contract Number	Latest Approval
PROD					
A-13-G	SALT: ACAT 1C	New			9/1/2013
A-13-G-C1	SALT: ACAT 1C	New	ViaSat	TBD	9/1/2013
A-13-H	SANR: ACAT 1D	New			9/1/2013
A-13-H-C1	SANR: ACAT 1D	New	TBD		9/1/2013

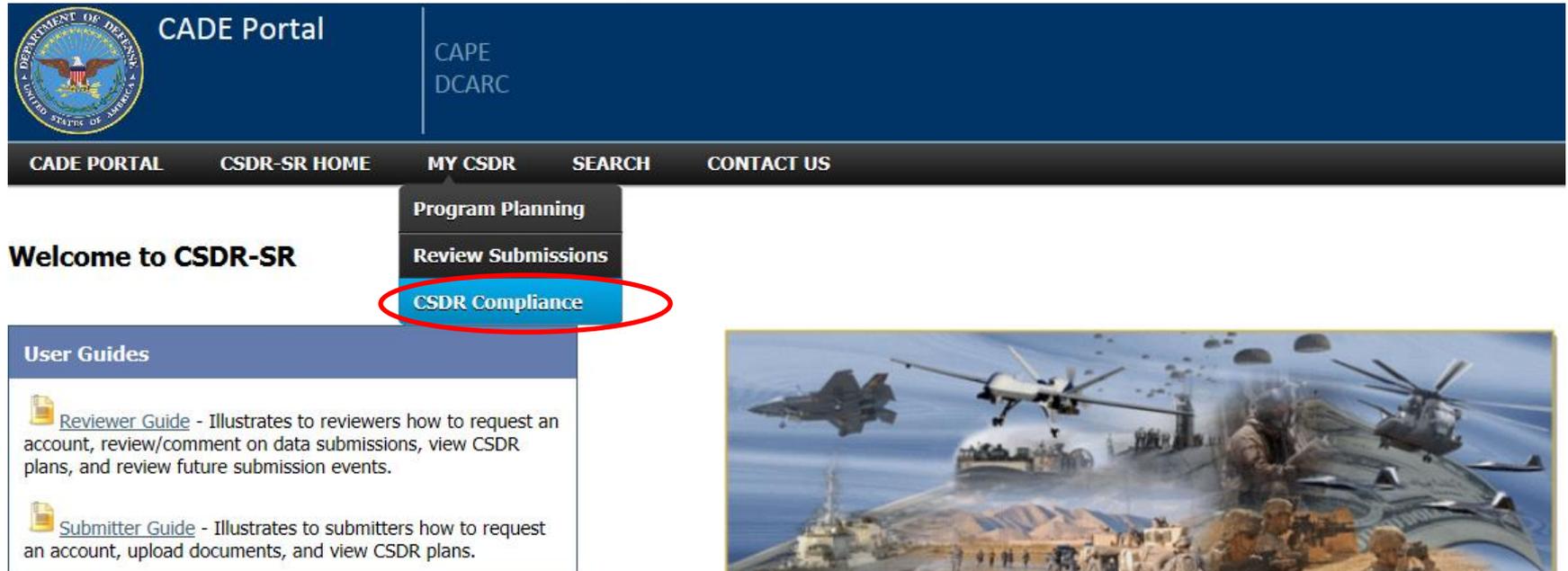
Compliance Dashboard Instructions



CSDR Compliance Overview

OSD CAPE

- The Compliance Dashboard provides real-time summaries of all CSDR submissions and CSDR plans compliance issues
- It is the tool for DCARC analysts to communicate the compliance rating and written assessment for the DAES review process with Program Offices and Service Cost Agencies



CADE Portal

CAPE
DCARC

CADE PORTAL CSDR-SR HOME MY CSDR SEARCH CONTACT US

Program Planning

Review Submissions

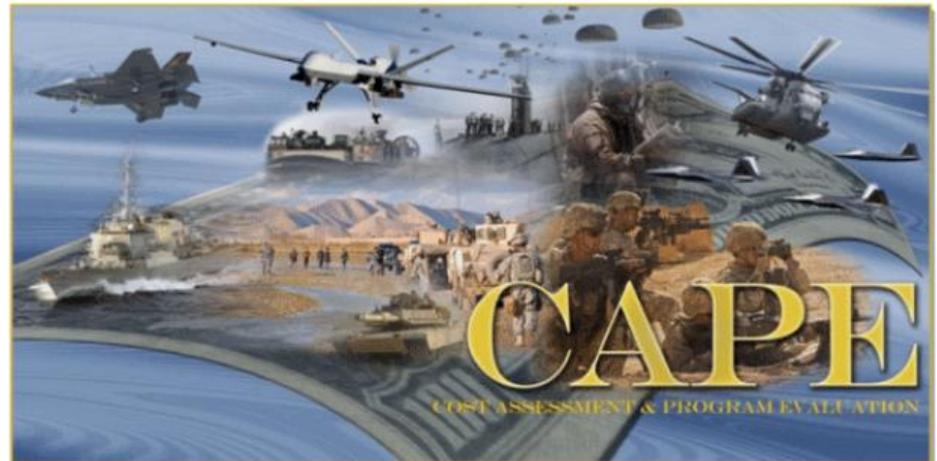
CSDR Compliance

Welcome to CSDR-SR

User Guides

 [Reviewer Guide](#) - Illustrates to reviewers how to request an account, review/comment on data submissions, view CSDR plans, and review future submission events.

 [Submitter Guide](#) - Illustrates to submitters how to request an account, upload documents, and view CSDR plans.





CSDR-SR Compliance Dashboard

OSD CAPE



CSDR-SR Compliance

[CSDR Compliance Dashboard](#)

[Compliance Report Card](#)

1. Select **'CSDR Compliance Dashboard'** to view past and current compliance assessments for your program

2. Type your program's name in the **'Program'** search field or select from the drop down list below

Compliance Dashboard Program Selection

Program: CSDR Compliance Group: (All) Action Required: (All)

Service: (All) DCARC Analyst: (All) ACAT: (All)

Program	ACAT Category	CSDR Compliance Group	Action Required	Service	DCARC Analyst
Example		B	True		Charlotte Ta...

1

Close



CSDR Compliance Home Page

OSD CAPE



CADE Portal

CADE PORTAL CSDR-SR HOME

CSDR S-R
FOR OFFICIAL USE ONLY / PROPRIETARY DATA

Test_POReviewer Log Out

CSDR Compliance Assessments

Program: Example
 DAES Group: B
 Program Office POC: No designated Program Office POC for this program
 Keep this program selected

CSDR Compliance Status:
test

CSDR Compliance Summary | CSDR Submissions | CSDR Plans | Compliance Report Card

[Export CSDR Summary To Excel](#) | [Email CSDR Summary to Collaborators](#)

Missing Prime Contractor Submissions: 28

Action Required	Contract Number	Contract Task Name	Contractor Name	Contractor Division	Contractor Location	CSDR Plan Number	Submission Event Name	Expected As Of Date	Expected Due Date	Expected Reports	Number Of Days Overdue	Full Comment	User	Comment Date	Date Change Request
	N0000-00-N-0000		TBD	N/A		123456	Jens FA18 Test	1/1/2011	7/13/2011	1921,1921-1	1868	Full Comment			Permission unavailable to make date change request
	N0000-00-N-		TBD	N/A		123456	Test	7/18/2014	7/18/2014	1921,1921-1	767	Full Comment			Permission unavailable

Compliance Tasks

- [Current Compliance Rating Criteria](#)
- [CSDR Ratings Over Time](#)
- [Export Compliance Assessments](#)
- [View Assessments](#)

CSDR Rating: RED
As of: March 21, 2016

Allows program selected to be default home page

The most recent DAES rating will update after each DAES review

You can export the full CSDR Compliance Summary to excel

You can also make date change requests by selecting the **'Date Change Request'** link under the CSDR Compliance Summary tab



Email CSDR Collaborators

OSD CAPE

CSDR Compliance Summary | CSDR Submissions | CSDR Plans | Compliance Report Card | Collaborators

[Export CSDR Summary To Excel](#) | [Email CSDR Summary to Collaborators](#)

Email CSDR Compliance Summary:

Include CSDR Summary? [Select Assessment...](#)

Program Collaborator	Organization	Role	Email
James Kirst	Tecolote Research, Inc. (SPSG)	Program Collaborator	<input type="checkbox"/>
Test Service Cost Director	Example	Program Collaborator	<input type="checkbox"/>
Test CAPE Analyst	Example	Program Collaborator	<input type="checkbox"/>
Charlotte Tarr	Tecolote Research, Inc. (SPSG)	DCARC Reviewer	<input type="checkbox"/>
Test PO Reviewer	Example	Program Collaborator	<input type="checkbox"/>
John Adams II	Tecolote Research, Inc. (SPSG)	Program Collaborator	<input type="checkbox"/>
Emily Beltramo	Technomics	Program Collaborator	<input type="checkbox"/>
Jenighi Powell	Tecolote Research	DCARC Reviewer	<input type="checkbox"/>
Jen Horner	Tecolote Research, Inc. (SPSG)	Program Collaborator	<input type="checkbox"/>
Jeff McDowell	Tecolote Research	DCARC Reviewer	<input type="checkbox"/>

Comments:

Select the CWIPT members and click send

'Select Assessment' allows you to select the initial or final reviews made by DCARC analysts

- You can email the full CSDR Summary to CWIPT members and include any comments and remarks

Missing Prime Contractor Submissions

[Export to Excel](#)

Action Required	Contract Number	Contract Task Name	Contractor Name	Contractor Division	Contractor Location	CSDR Plan Number	Submission Event Name	Expected As Of Date	Expected Due Date	Expected Reports	Number Of Days Overdue	Full Comment	User	Comment Date	Date Change Request
	N0000-00-N-0000		TBD	N/A		123456	Jens FA18 Test	1/1/2011	7/13/2011	1921,1921-1	1869	Full Comment			Make Date Change Request



CSDR Submissions Tab

CSD CAPE

CSDR Compliance Summary **CSDR Submissions** CSDR Plans Compliance Report Card

Late Submissions [Export to Excel](#)

Prime Contract Number	Contractor Name	Approved Plan Number	Submission Number	Resubmission Number	Submission Event Name	As Of Date	SR ID #	Due Date	Received Date	Status	Memo Date	Comment	Days Past Due	
LRIP														
XYZ-09-C-1234	TBD	1	1	1	Test	8/11/2015	10476	7/8/2015	8/11/2015	Late Submit		Full Comment	Make Date Change Request	34
XYZ-09-C-1234	TBD	AF-14-I-C2	22	0	Error Test	2/1/2016	14329	3/21/2016		Late Submit		Full Comment	Make Date Change Request	157
XYZ-1234					Initial Lot 3 Report	5/1/2010	4614	6/30/2009	12/3/2013	Final Review		Full Comment	Date Request Pending	0
XYZ-1234					Final Lot 3 Report	12/31/2010	1575	6/30/2009				Full Comment	Sub Event has already been finalized.	0
XYZ-09-C-1234	TBD	AF-14-I-C2	4	0	Lot 4	10/30/2013	4644	12/31/2013				Full Comment	Sub Event has already been finalized.	0

You have two options exporting to excel: export all submissions or export only late submissions

View pending date change requests or make requests from this column



Compliance Report Card

CSDR Compliance Summary | CSDR Submissions | CSDR Plans | **Compliance Report Card** | Collaborators

Specify Date Range: Last Year | No Earlier Than 01/01/2016 | No Later Than 08/25/2016

Apply Filters

Service: AIR FORCE, ARMY, DOD, MDA

DAES Group: A, B, C, NA

Commodity: AIRCRAFT, BMS, ELECTRONIC/AUTOMATED SOFTWARE, MISSILE

Division: (Please Select Contractor)
Plan: (Please Select Contract)
Phase: (select)

Program: Example
Contractor: 412 Test Wing, ACSS, MXG
Location:
Contract:
Collaborator:

Go Clear

It will always be filtered at the program level

The Compliance Report Card provides a quick snapshot of submissions made, upcoming reports and compliance status by program

% Due Reports Submitted By Month

Month	CWBS Dictionary			CCDR (1921, 1921-1, 1921-2, 1921-4, 1921-5)			SRDR			CDBR (1921-3)			Total*		
	% Submitted	Submitted	Period Total Due	% Submitted	Submitted	Period Total	% Submitted	Submitted	Period Total	% Submitted	Submitted	Period Total	% Submitted	Submitted	Period Total
Jul 2016	100.00 %	2	2	50.00 %	1	2	0.00 %	0	0	0.00 %	0	0	75.00 %	3	4
Feb 2016	0.00 %	0	0	100.00 %	1	1	0.00 %						100.00 %	1	1
Jan 2016	0.00 %	0	1	0.00 %	0	0	0.00 %						0.00 %	0	1
Total	66.67 %	2	3	66.67 %	2	3	0.00 %						66.67 %	4	6

click on the numbers to see the individual tables

Upcoming Report

Month	CWBS Dictionary	CCDR (1921, 1921-1, 1921-2, 1921-4, 1921-5)	SRDR	CDBR (1921-3)	Total*
Feb 2017	0	3	-	-	3

Reporting Status

Status	CWBS Dictionary	CCDR (1921, 1921-1, 1921-2, 1921-4, 1921-5)	SRDR	CDBR (1921-3)	Total*
Submitted	3	3	0	0	6
Missing	0	0	0	0	0
Total	3	3	0	0	6



Compliance Tasks

CSDR Compliance Assessments

Program: Example

DAES Group: B

Program Office POC: No designated Program Office POC for this program

Select Program... Keep this program selected

CSDR Compliance Status:

CSDR Rating: RED

As of: March 21, 2016

View Assessments

Program: Example

Assessments: +

Title	CSDR Rating	Status	Assessor	Assessment Date	DAES Month	DAES Year
Test	Red	● Final Review	Charlotte Tarr	03/21/2016	February	2016
Test	Green	● Initial Review	James Kirst	02/18/2016	February	2016

Compliance Tasks

- [Current Compliance Rating Criteria](#)
- [CSDR Ratings Over Time](#)
- [Export Compliance Assessments](#)
- [View Assessments](#)



Current Compliance Rating Criteria

Rating	Criteria
Green	No open CSDR compliance issues.
Green Advisory	All outstanding CSDR deliverables* are less than or equal to three months overdue.
Yellow	Any outstanding CSDR deliverables* greater than three months, but less than or equal to six months overdue.
Red	Any outstanding CSDR deliverables* greater than six months overdue.
Red Critical	Program Office Issues. 1. Program Office released RFP without an approved CSDR plan. 2. Program Office awarded a Prime contract without an approved CSDR plan. 3. Program Office allowed Prime contractor to award a Sub Contact without an approved CSDR plan.
Not Rated	The program has no CSDR activity. Not rated programs will be evaluated and a determination will be made as to whether or not to continue to carry the program.

*CSDR deliverables include CWBS dictionaries, CCDRs, SRDRs, and signed CDRLs

Close

XML Conversion Instructions



cPet Overview

- Key cPet Functions
 - Build & Edit CSDR Plans and RDT
 - Build, Edit, & Pre-validate CCDR Formats
 - Import and create Excel CCDR forms/templates
 - Import CCDR data from Excel “flat file”

- cPet native file format is XML!



You're Already Doing It

OSD CAPE

COST DATA SUMMARY REPORT										Form Approved OMB No. 0704-0092	
The public reporting burden for this collection of information is estimated to average 8 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing the burden, to Department of Defense, Washington Headquarters Services, Executive Services Directorate (0704-0188). Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.											
PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE ABOVE ORGANIZATION.											
1. PROGRAM a. INOAP: cPet Demonstration Space System (CDSS) b. PHASE: Development		2. PRIME MISSION PRODUCT Demo PMP		3. CONTRACTOR TYPE (X one) <input type="checkbox"/> PRIME/ASSOCIATE <input checked="" type="checkbox"/> DIRECT-REPORTING SUBCONTRACTOR		4. NAME/ADDRESS (Include ZIP Code) Demo Corporation, 456 Test Blvd, New York, NY, 55555		5. APPROVED PLAN NUMBER X-08-Y-C1			
6. CUSTOMER (DIRECT-REPORTING SUBCONTRACTOR USE ONLY)		7. CONTRACT FFP	8. CONTRACT PRICE \$3,219,200.0	9. CONTRACT N/A	10. TYPE ACTION a. CONTRACT NO.: A99XYZ-08-B-1234 b. LATEST MODIFICATION:		c. SOLICITATION NO.: d. NAME: Demo				
11. PERIOD OF PERFORMANCE a. START DATE (YYYYMMDD): 20080513 b. END DATE (YYYYMMDD): 20100131		12. APPROPRIATION <input type="checkbox"/> FDTAE <input checked="" type="checkbox"/> PROCUREMENT <input type="checkbox"/> O&M		13. REPORT CYCLE <input type="checkbox"/> INITIAL <input checked="" type="checkbox"/> INTERIM <input type="checkbox"/> FINAL		14. SUBMISSION NUMBER 1		15. RESUBMISSION NUMBER 0		16. REPORT AS OF (YYYYMMDD) 20081031	
17. NAME (Last, First, Middle Initial) Tester, Fred A		18. DEPARTMENT Business Operations		19. TELEPHONE NUMBER (Include Area Code) 555-555-5555		20. EMAIL ADDRESS f.tester@demo.com		21. DATE PREPARED (YYYYMMDD) 20081201			
VBS ELEMENT CODE A	VBS REPORTING ELEMENTS B	NUMBER OF UNITS C	COSTS INCURRED TO DATE			NUMBER OF UNITS AT COMPLETION G	COSTS INCURRED AT COMPLETION				
			NONRECURRING D	RECURRING E	TOTAL F		NONRECURRING H	RECURRING I	TOTAL J		
1.0	Space System		\$419,000.0	\$49,200.0	\$468,200.0	1	\$2,819,000.0	\$140,700.0	\$2,959,700.0		
1.1	SEI/PM and Other Common Elements		\$25,000.0	\$50,000.0	\$75,000.0	1	\$125,000.0	\$29,000.0	\$154,000.0		
1.2	Space Vehicle (L_n as required)		\$229,000.0	\$19,200.0	\$242,200.0	1	\$1,329,000.0	\$57,000.0	\$1,386,000.0		
1.2.1	SEI/PM and Other Common Elements		\$24,000.0	\$5,000.0	\$29,000.0	1	\$124,000.0	\$9,000.0	\$133,000.0		
1.2.2	Spacecraft Bus		\$22,000.0	\$2,500.0	\$24,500.0	1	\$222,000.0	\$48,000.0	\$270,000.0		
1.2.2.1	Integration, Assembly, Test and Checkout		\$12,000.0	\$2,000.0	\$14,000.0	1	\$112,000.0	\$4,000.0	\$116,000.0		
1.2.2.2	Telemetry, Tracking, and Command Subsystem		\$10,000.0	\$500.0	\$10,500.0	1	\$110,000.0	\$4,000.0	\$114,000.0		
1.2.3	Communication Payload		\$24,000.0	\$0.0	\$24,000.0	1	\$424,000.0	\$4,000.0	\$428,000.0		

welcome to

cPet

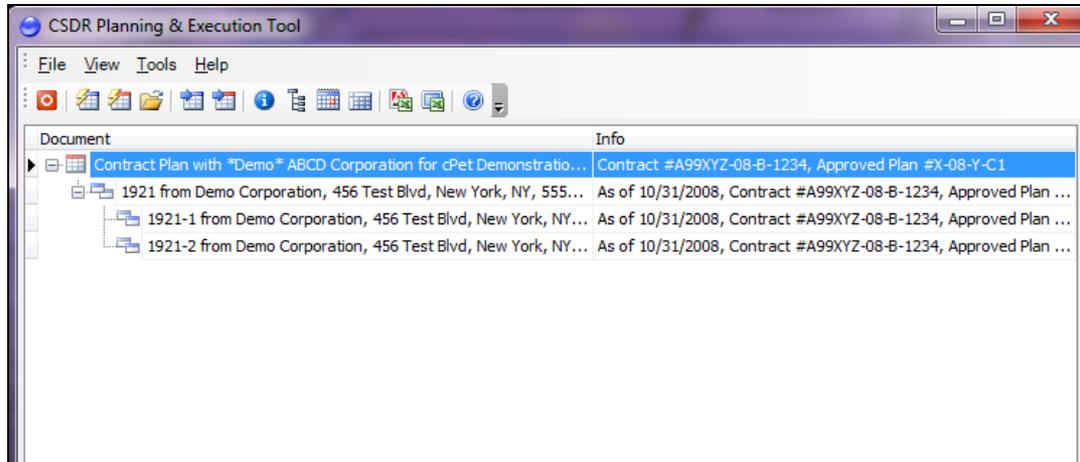
Suggestions for getting started:

- Import an Excel-based CSDR Plan by selecting File→Import
 - Create a new CSDR Plan by selecting File→New
 - Open an existing cPet document by selecting File→Open
- Drag and drop cPet files from Windows Explorer into this window
 - Select Help to access the built-in Help System

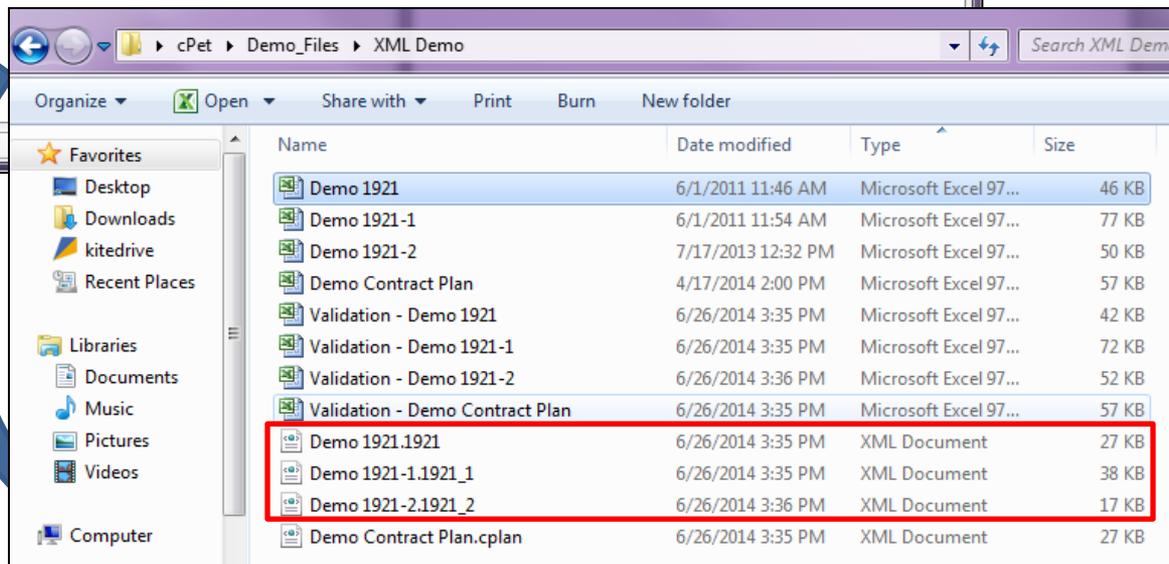
```
<?xml version="1.0" encoding="utf-8"?>
<Form1921 xmlns="urn:Teconote:DCARC:CCDRForms2007" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance">
  <programName>cPet Demonstration Space System (CDSS)</programName>
  <programPhase>Development</programPhase>
  <primeMissionProduct>Demo PMP</primeMissionProduct>
  <contractorType>Prime or Associate</contractorType>
  <contractorNameAddress>
    <contractorName>Demo Corporation, 456 Test Blvd, New York, NY,
  </contractorNameAddress>
  <address1></address1>
  <address2></address2>
  <city></city>
  <state></state>
  <zipCode></zipCode>
  <isInternational>false</isInternational>
  </address>
  </contractorNameAddress>
  <approvedPlanNumber>X-08-Y-C1</approvedPlanNumber>
  <customerName></customerName>
  <contractType></contractType>
  <contractPrice>3219200</contractPrice>
  <contractCeiling>N/A</contractCeiling>
  <typeAction>
    <contractNumber>A99XYZ-08-B-1234</contractNumber>
    <latestModification></latestModification>
    <solicitationNumber></solicitationNumber>
  </typeAction>
  <demoName></demoName>
  <periodOfPerformance>
    <startDate>2008-05-13</startDate>
    <endDate>2010-01-31</endDate>
  </periodOfPerformance>
</Form1921>
```

cPet defines XML standard for CCDR data

cPet Desktop Conversion



1. Import Excel version of the Contract Plan, then the Excel 1921, 1921-1, and 1921-2, or Excel Flat File.

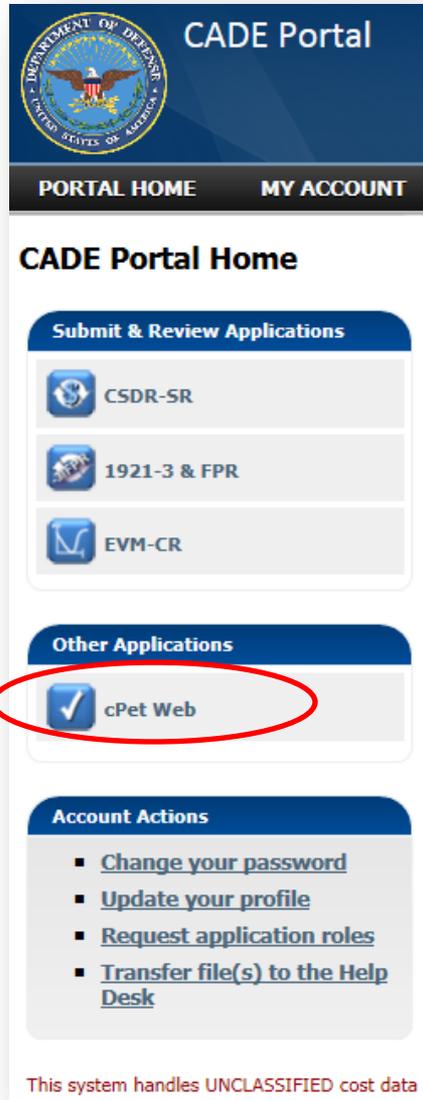


2. cPet automatically creates XML versions of the original Excel files in their source folder directory.

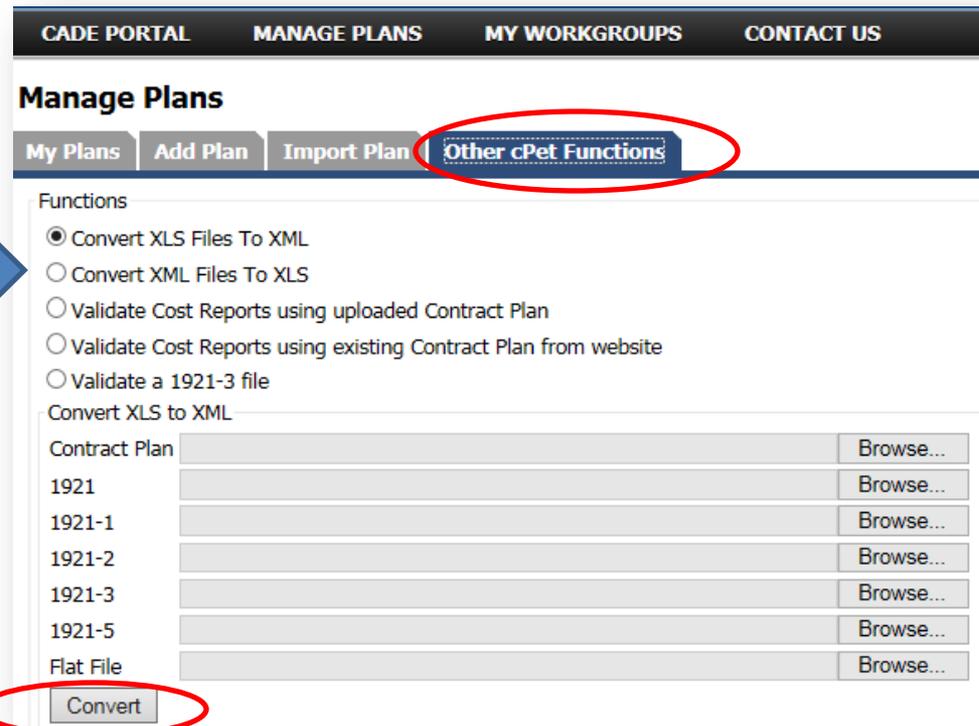
cPet Web Conversion

OSD CAPE

1. Navigate to cPet Web from the PORTAL HOME page, “MY CPET”, and “Other cPet Functions”.
2. Browse and select the Excel Contract Plan, 1921, 1921-1, and 1921-2 reports. Then click “Convert”.




CADE Portal
 PORTAL HOME MY ACCOUNT
CADE Portal Home
 Submit & Review Applications
 CSDR-SR
 1921-3 & FPR
 EVM-CR
 Other Applications
 cPet Web
 Account Actions
 Change your password
 Update your profile
 Request application roles
 Transfer file(s) to the Help Desk
 This system handles UNCLASSIFIED cost data

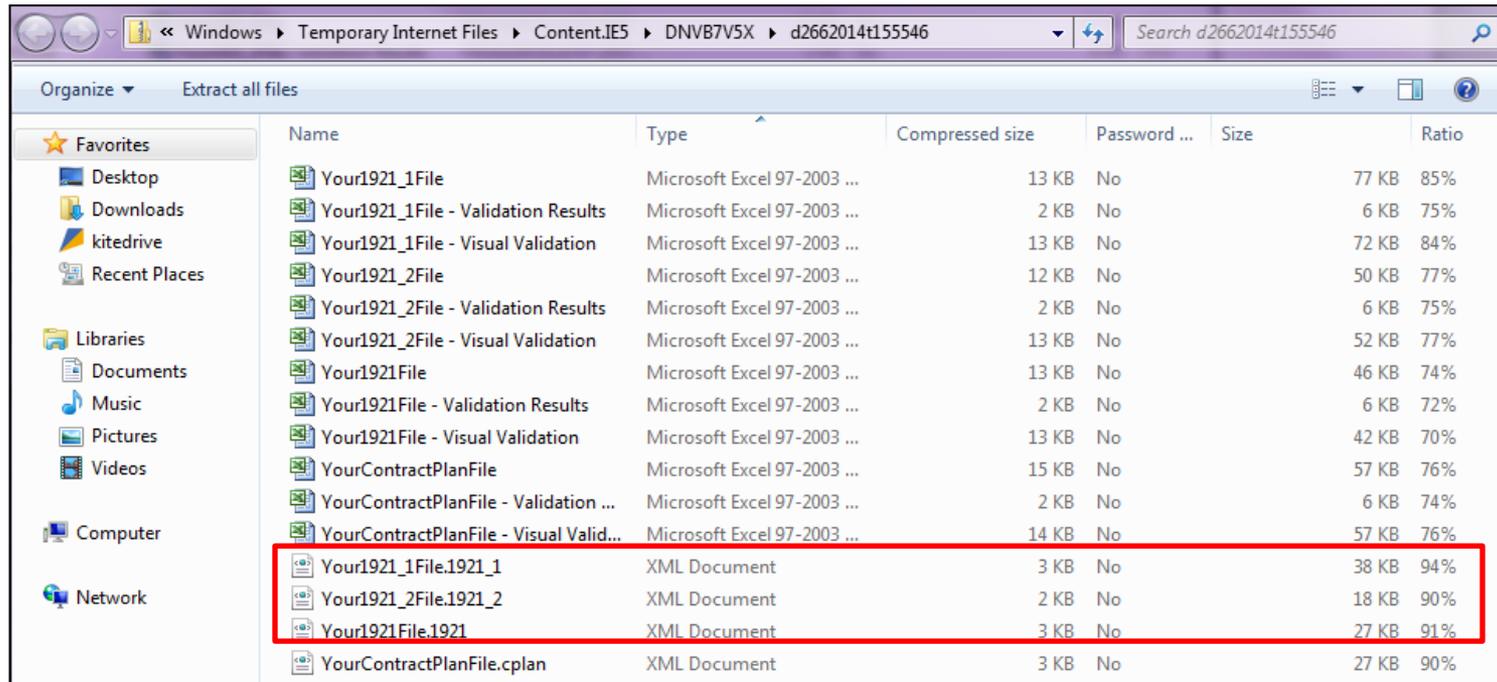


CADE PORTAL MANAGE PLANS MY WORKGROUPS CONTACT US
Manage Plans
 My Plans Add Plan Import Plan **Other cPet Functions**
 Functions
 Convert XLS Files To XML
 Convert XML Files To XLS
 Validate Cost Reports using uploaded Contract Plan
 Validate Cost Reports using existing Contract Plan from website
 Validate a 1921-3 file
 Convert XLS to XML

Contract Plan	Browse...
1921	Browse...
1921-1	Browse...
1921-2	Browse...
1921-3	Browse...
1921-5	Browse...
Flat File	Browse...

 Convert

cPet Web Conversion, cont.



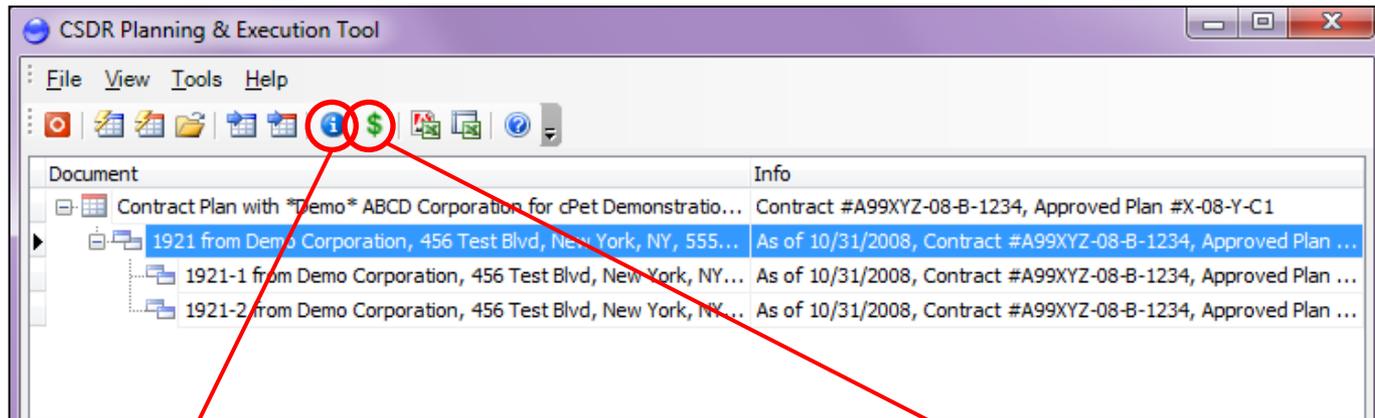
Windows Explorer window showing the contents of a folder. The address bar indicates the path: Windows > Temporary Internet Files > Content.IE5 > DNVB7V5X > d2662014t155546. The search bar contains "Search d2662014t155546". The window title is "Organize Extract all files".

Name	Type	Compressed size	Password ...	Size	Ratio
Your1921_1File	Microsoft Excel 97-2003 ...	13 KB	No	77 KB	85%
Your1921_1File - Validation Results	Microsoft Excel 97-2003 ...	2 KB	No	6 KB	75%
Your1921_1File - Visual Validation	Microsoft Excel 97-2003 ...	13 KB	No	72 KB	84%
Your1921_2File	Microsoft Excel 97-2003 ...	12 KB	No	50 KB	77%
Your1921_2File - Validation Results	Microsoft Excel 97-2003 ...	2 KB	No	6 KB	75%
Your1921_2File - Visual Validation	Microsoft Excel 97-2003 ...	13 KB	No	52 KB	77%
Your1921File	Microsoft Excel 97-2003 ...	13 KB	No	46 KB	74%
Your1921File - Validation Results	Microsoft Excel 97-2003 ...	2 KB	No	6 KB	72%
Your1921File - Visual Validation	Microsoft Excel 97-2003 ...	13 KB	No	42 KB	70%
YourContractPlanFile	Microsoft Excel 97-2003 ...	15 KB	No	57 KB	76%
YourContractPlanFile - Validation ...	Microsoft Excel 97-2003 ...	2 KB	No	6 KB	74%
YourContractPlanFile - Visual Valid...	Microsoft Excel 97-2003 ...	14 KB	No	57 KB	76%
Your1921_1File.1921_1	XML Document	3 KB	No	38 KB	94%
Your1921_2File.1921_2	XML Document	2 KB	No	18 KB	90%
Your1921File.1921	XML Document	3 KB	No	27 KB	91%
YourContractPlanFile.cplan	XML Document	3 KB	No	27 KB	90%

3. You will be prompted to **“Open”** a folder containing the original Excel files, as well as the converted XML files.

Troubleshooting

If the “Visual Validation” files contain cells that are not highlighted in **GREEN**, the files can be corrected within cPet Desktop:



Edit and Save Header
Information

Program Name: cPet Demonstration Space System (CDSS)

Phase: B

Prime Mission Product: Demo PMP

Report

Approved Plan Number: X-08-Y-C1

Submission Number: 1

Resubmission Number: 0

Report As Of: 10/31/2008

Report Cycle: Initial Interim Final

Point of Contact

Name: Tester, Fred A

Department: Business Operations

E-Mail: cPetUser@demo.local

Phone: 555-555-5555

Date Prepared: 12/1/2008

Edit and Save Cost
Data

WBS Element Code	Reporting Element	# of Units	To Date			At Completion			
			Nonrecurring	Recurring	Total	# of Units	Nonrecurring	Recurring	Total
1.0	Space System	0.0	419,000.0	49,200.0	468,200.0	1.0/1.0	2,819,000.0	140,700.0	2,959,700.0
1.1	SEIT/PM and Other Common Ele.	0.0	25,000.0	25,000.0	50,000.0	1.0	125,000.0	29,000.0	154,000.0
1.2	Space Vehicle (1...n as required)	0.0	229,000.0	13,200.0	242,200.0	1.0	1,329,000.0	57,200.0	1,386,200.0
1.2.1	SEIT/PM and Other Common Ele.	0.0	24,000.0	5,000.0	29,000.0	1.0	124,000.0	9,000.0	133,000.0
1.2.2	Spacecraft Bus	0.0	22,000.0	2,500.0	24,500.0	1.0	222,000.0	10,500.0	232,500.0
1.2.2.1	Integration, Assembly, Test and C.	0.0	12,000.0	2,000.0	14,000.0	1.0	112,000.0	6,000.0	118,000.0
1.2.2.2	Telemetry, Tracking, and Comm.	0.0	10,000.0	500.0	10,500.0	1.0	110,000.0	4,500.0	114,500.0
1.2.3	Communication / Payload	0.0	24,000.0	0.0	24,000.0	1.0	424,000.0	16,000.0	440,000.0
1.2.3.1	Communication	0.0	17,000.0	0.0	17,000.0	1.0	217,000.0	8,000.0	225,000.0
1.2.3.1.1	UHF Antenna Subsystem	0.0	8,000.0	0.0	8,000.0	1.0	108,000.0	4,000.0	112,000.0
1.2.3.1.2	Ka Antenna Subsystem	0.0	9,000.0	0.0	9,000.0	1.0	109,000.0	4,000.0	113,000.0
1.2.3.2	Payload	0.0	7,000.0	0.0	7,000.0	1.0	207,000.0	8,000.0	215,000.0
1.2.3.2.1	Legacy Subsystem	0.0	3,000.0	0.0	3,000.0	1.0	102,000.0	4,000.0	107,000.0
1.2.3.2.2	Ka to UHF Subsystem	0.0	4,000.0	0.0	4,000.0	1.0	104,000.0	4,000.0	108,000.0
1.2.4	Booster Adapter	0.0	5,000.0	200.1	5,200.0	1.0	105,000.0	4,200.0	109,200.0
1.2.5	Space Vehicle Storage	0.0	4,000.0	500.0	4,500.0	1.0	104,000.0	4,500.0	108,500.0
1.2.6	Launch Systems Integration	0.0	50,000.0	2,000.0	52,000.0	1.0	150,000.0	6,000.0	156,000.0
1.2.7	Launch Operations & Mission Sup.	0.0	100,000.0	3,000.0	103,000.0	1.0	200,000.0	7,000.0	207,000.0
1.3	Ground (1...n as required)	0.0	128,000.0	7,000.0	135,000.0	1.0	1,128,000.0	47,000.0	1,175,000.0
1.3.1	SEIT/PM and Other Common Ele.	0.0	20,000.0	2,000.0	22,000.0	1.0	120,000.0	6,000.0	126,000.0
1.3.2	Ground Terminal Subsystems	0.0	13,000.0	0.0	13,000.0	1.0	113,000.0	4,000.0	117,000.0
1.3.3	Command and Control Subsystem	0.0	14,000.0	0.0	14,000.0	1.0	114,000.0	4,000.0	118,000.0