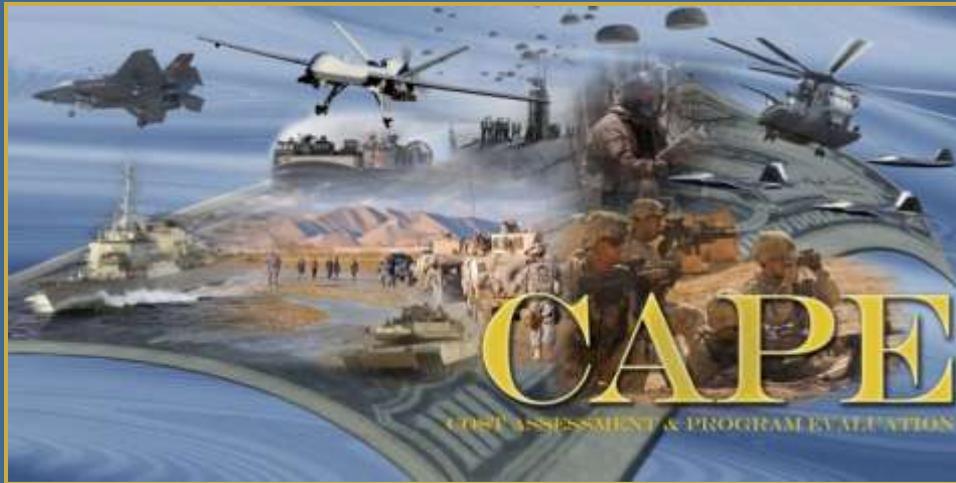


# DCARC Defense Cost & Resource Center

## CSDR-Submit & Review

Lead Reviewer Guide

8/1/2014





# Lead Reviewer Training

OSD CAPE/DCARS

- The following document provides step-by-step screenshots to illustrate the major actions performed by Lead Reviewers:
  - [Requesting a DCARC Account](#)
  - [Logging into CSDR-SR System](#)
  - [Overview of Review Submissions](#)
  - [Reviewing and Commenting on CSDR Submissions](#)
  - [Searching Contracts](#)
  - [Submitting Date Change Requests](#)
  - [Viewing CSDR Plans](#)
  - [Program Planning Module Instructions](#)



# Requesting a DCARC Account



# Requesting a DCARC Account

OSD CAPE

- <http://dcarc.cape.osd.mil>  
To request a DCARC Portal account, select the “Request Portal Access” link.
- If you already have a DCARC Portal account, you do not need to register for a new account. Please contact [DCARCSupport@Tecolote.com](mailto:DCARCSupport@Tecolote.com) and request the CSDR-SR Reviewer role be added to your account.

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

**Defense Cost and Resources**

Home

**DCARC Portal**

[Portal Login](#)  
Access to DACIMS, CSDR-SR, cPetWeb, 1921-3 & FPR, EVM-CR, Visual Display

[Request Portal Access](#)

[Registration Instructions](#)

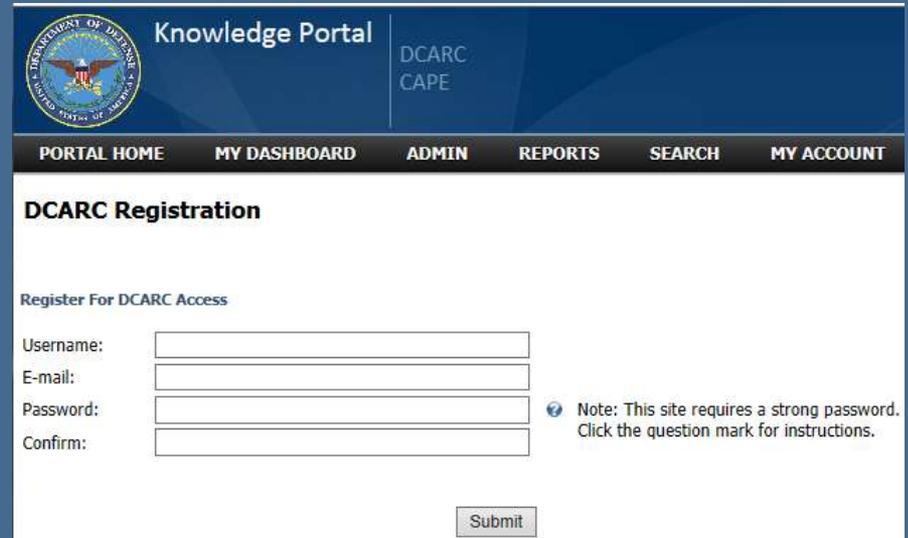
**eRoom Login**  
Access to Plan Development Forum

[Request eRoom Access](#)

# Account Registration

OSD CAPE

- 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

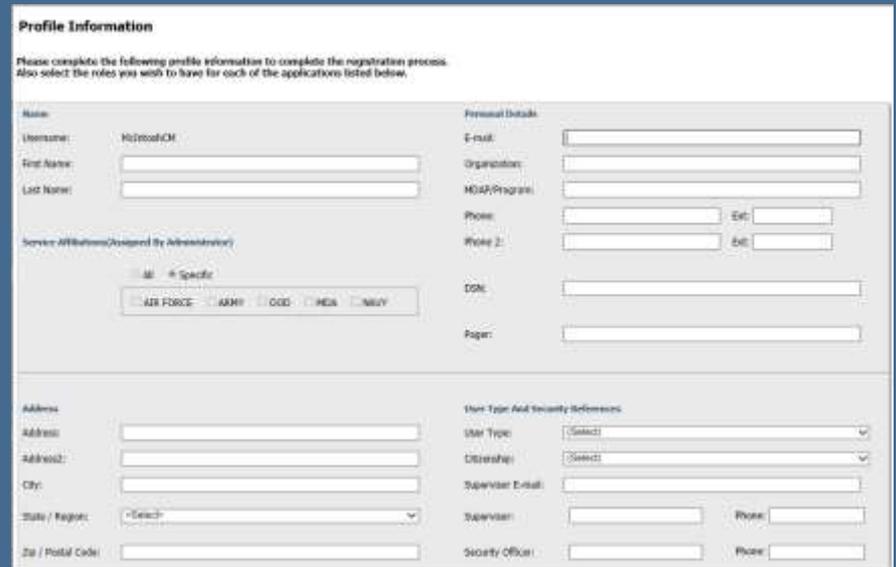
Username:

E-mail:

Password:

Confirm:

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



## 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.

**Name**

Username:

First Name:

Last Name:

**Personal Details**

E-mail:

Organization:

MDA/Program:

Phone:  Ext:

Role 1:  Ext:

Role 2:  Ext:

DOD:

Paper:

**Service Affiliations (Assigned By Administrator)**

All  Specific

AIR FORCE  ARMY  COG  NSA  NAVY

**Address**

Address:

Address2:

City:

State / Region:

Zip / Postal Code:

**User Type And Security References**

User Type:

Citizenship:

Supervisor Email:

Supervisor:  Phone:

Security Officer:  Phone:



# Logging into CSDR-SR System



# Logging into CSDR-SR System

CSDR CAPE

- 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 Lead Reviewer” role to your account.

Select the “CSDR-SR” link

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

Knowledge Portal

PORTAL HOME MY ACCOUNT

Knowledge Portal Home

CSDR Applications

- CSDR-SR
- 1921-3 & FPR

EVM Applications

- EVM

Account Actions

- [Change your password](#)
- [Update your profile](#)
- [Request application roles](#)
- [EVM-CR New Contract Form](#)
- [Transfer file\(s\) to the DCARC Help Desk](#)

This system handles UNCLASSIFIED cost data

# Logging into CSDR-SR System

CSDR CAPE

- 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

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

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 OISSI 4009) that is provided for U.S. Government-authorized use only.
- You consent to the following conditions:
  - 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.
  - 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, and other security measures may be modified or eliminated at the government's discretion.

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



# Overview of Review Submissions



# Review Submissions

OSD CAPE/DCARS

- 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.

CAPE

Disclaimer:

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- You consent to the following conditions:
  - 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.
  - 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, and other security measures may be modified or eliminated at the government's discretion.

Select “MY CSDR” and  
“Review Submissions”

Home page used for reviewing documents

#### 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.
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  - 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.
  - 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, and other security measures may be modified or eliminated at the government's discretion.

# Review Submissions - Submissions

DSD CAPE/DCARC

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



Knowledge Portal

DCARC  
CAPE

PORTAL HOME

CSDR-SR HOME

MY CSDR

UPLOAD HOME

SEARCH

CONTACT US

## Submission Review Home

Submissions

Contracts

Submission History

Summary Report

There are no submissions available for you to view.

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	<a href="#">N0000-00-N-0000</a>	TBD	123456	2	0	<a href="#">Test</a>	2/2/2011	<a href="#">1945</a>	3/31/2011	2/22/2012	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	3	0	<a href="#">JenTest</a>	1/1/2011	<a href="#">2043</a>	4/26/2011	4/26/2011	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	1	0	<a href="#">Test Submission</a>	8/31/2009	<a href="#">2107</a>	9/9/2009	6/8/2012	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	5	0	<a href="#">AMDR Test</a>	1/1/2011	<a href="#">2465</a>	7/13/2011	9/9/2011	In Process: Ctr	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	2	0	<a href="#">Initial Lot 3 Report</a>	5/1/2010	<a href="#">4614</a>	6/30/2009	12/3/2013	In Process: DCARC	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	4	0	<a href="#">Lot 4</a>	10/30/2013	<a href="#">4644</a>	12/20/2013	12/12/2013	In Process: DCARC	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	TEST-1	6	0	<a href="#">Jen Testing</a>	5/9/2014	<a href="#">5078</a>	5/9/2014	6/30/2014	In Process: Ctr	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	10	0	<a href="#">Final Cost Report</a>	5/30/2014	<a href="#">5419</a>	8/1/2014	8/11/2014	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer



# Review Submissions - Contracts

OSD CAPE/DCARS

- The “Contracts” tab displays all contracts assigned to the Lead Reviewer.
- If no contracts are listed here, please email [DCARCSupport@Teclote.com](mailto:DCARCSupport@Teclote.com) with your contract number.


Knowledge Portal
DCARC  
CAPE

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

### Submission Review Home

Submissions
Contracts
Submission History
Summary Report

Prime Contract Number	Plan Numbers	Program Name	PM	Contractor	Contractor Division	Role
<a href="#">W58RGZ-04-G-0023</a>		CH-47F - Cargo Helicopter, CH-47D Helicopter Upgrade Program	unknown	Prime: The Boeing Company Sub: Middle River Aircraft Systems	Prime: IDS - Precision Engagement and Mobil Sub: N/A	Program Office Reviewer
<a href="#">F33657-91-C-0006</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Reviewer
<a href="#">N68936-02-C-0043</a>		EA-18G - Airborne Electronic Attack variant of the F/A-18 aircraft	Capt Mark Darrah	Prime: The Boeing Company Sub:	Prime: IDS - Precision Engagement and Mobil Sub:	Program Office Reviewer
<a href="#">F33657-91-C-0006</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: Raytheon Company	Prime: Aeronautics Company Sub: Network Centric Systems	Program Office Lead Reviewer
<a href="#">F33657-91-C-0006</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: BAE Systems	Prime: Aeronautics Company Sub: Electronic Protection	Program Office Reviewer
<a href="#">F33657-91-C-0006</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: Raytheon Company	Prime: Aeronautics Company Sub: Space and Airborne Systems	Program Office Reviewer
<a href="#">F33657-91-C-0006</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: Northrop Grumman Corporation	Prime: Aeronautics Company Sub: Electronic Systems	Program Office Lead Reviewer
<a href="#">FA8611-05-C-2850</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: Raytheon Company	Prime: Aeronautics Company Sub: Network Centric Systems	Program Office Reviewer
<a href="#">FA8611-04-C-2851</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub: Northrop Grumman Corporation	Prime: Aeronautics Company Sub: Electronic Systems	Program Office Reviewer
<a href="#">FA8611-05-C-2850</a>		F-22 - RAPTOR Advanced Tactical Fighter	Unknown	Prime: Lockheed Martin Corporation Sub:	Prime: Aeronautics Company Sub:	Program Office Reviewer

1 2 3 4 5 6 7 8 9 10 ...

# Review Submissions – Submission History

R&D CAPE/DCARC

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


Knowledge Portal
DCARC  
CAPE

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

### Submission Review Home

Submissions
Contracts
Submission History
Summary Report

#### Search Submission History

Submission ID:

Submission Status: Any Status

As Of Date After:

Contract Number:

Program: All Programs

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
4972	5/19/2014	INITIAL SUBMISSION JAGM GUIDANCE SECTION CDR SOFTW	3/31/2014	<a href="#">W31P40-12-C-0003</a>	A-07-E-C4	JAGM – Joint Air-to-Ground Missile	6/24/2014	Charlotte McIntosh	Finalized-Accept
5044	4/28/2014	FINAL SUBMISSION JAGM GUIDANCE SECTION CDR SOFTWAR	4/28/2014	<a href="#">W31P40-12-C-0003</a>	A-07-E-C4	JAGM – Joint Air-to-Ground Missile	6/24/2014	Charlotte McIntosh	Finalized-Accept
5012	3/31/2014	Final Report (60 Days prior to SDD Contract Comple	4/11/2014	<a href="#">E19628-W2-C-0048</a>	AF-06-F-C1(R)	FAB-T SDD	6/17/2014	Charlotte McIntosh	Finalized-Accept
5026	3/21/2014	Software Version 2 Release	4/30/2014	<a href="#">W31P40-12-C-0120</a>	A-09-E-C2(R1)	IAMD	7/11/2014	Charlotte McIntosh	Finalized-Accept
5057	3/21/2014	Software Version 3 Development Commencement	4/30/2014	<a href="#">W31P40-12-C-0120</a>	A-09-E-C2(R1)	IAMD	6/30/2014	Charlotte McIntosh	Finalized-Accept
4938	2/17/2014	Contract Completion Tech Development Phase 1 - Fin	3/26/2014	<a href="#">E33652-99-D-0028</a>	AF-10-A-C1(R)	B-2 DMS - Defensive Management System	6/23/2014	Charlotte McIntosh	Finalized-Accept
4562	1/31/2014	Flight Test Sustainment CY12/CY13 Completion - Fin	3/31/2014	<a href="#">N00019-12-G-0006</a>	N-12-E-C1(R)	V-22 - OSPREY Joint Advanced Vertical Lift Aircraft	5/14/2014	Charlotte McIntosh	Finalized-Accept
4925	1/31/2014	Critical Design Review	3/26/2014	<a href="#">W31P40-12-C-0003</a>	A-07-E-C4	JAGM – Joint Air-to-Ground Missile	6/30/2014	Charlotte McIntosh	Finalized-Accept
4888	1/15/2014	Software Deliveries Complete - Final Report	3/13/2014	<a href="#">E88625-04-D-0452</a>	AF-04-B-C4(R)	Block 7.0 Dev	4/25/2014	Charlotte McIntosh	Finalized-Accept
4700	1/13/2014	Antenna Development Contract Completion - Final Re	1/13/2014	<a href="#">E33652-99-D-0028</a>	AF-06-B-C3	Increment 2 CAD Phase 2	3/13/2014	Charlotte McIntosh	Finalized-Accept

1 2 3 4 5 6



# Review Submissions – Summary Report

DCAR CAPE/DCARS

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

Knowledge Portal
DCARC  
CAPE

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

### Submission Review Home

Submissions
Contracts
Submission History
Summary Report

Summary Report

View Report
Export to Excel

✓ 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
N0000-00-N-0000	Example	TBD			123456	1	0	1921	Test Submission	8/31/2009	9/9/2009	6/8/2012	In Queue	
N0000-00-N-0000	Example	TBD			123456	2	0	1021,1921-F	Test	2/2/2011	3/31/2011	2/22/2012	In Queue	
N0000-00-N-0000	Example	TBD			123456	3	0	1921	Jen Test	1/1/2011	4/26/2011	4/26/2011	In Queue	
N0000-00-N-0000	Example	TBD			123456	4	0	1921,1921-1	Jens FA18 Test	1/1/2011	7/13/2011		Late Submit	
N0000-00-N-0000	Example	TBD			123456	5	0	1921,1921-1	AMDR Test	1/2/2011	7/13/2011	9/9/2011	Contractor	
N0000-00-N-0000	Example	TBD			123456	6	0	1021,1921-1	Jen is testing	1/1/2099	1/1/2099	1/1/2099	Accepted	3/13/2014 ✓
N0000-00-N-0000	Example	TBD			123456	7	0	1921,1921-1	Test	7/18/2014	7/18/2014		Late Submit	
XYZ-09-C-1234	Example	TBD			TEST-1	6	0	1921,1921-1,1921-2	Jen Testing	12/1/2013	5/9/2014	6/30/2014	Contractor	
XYZ-09-C-1234	Example	TBD			TEST-1	8	0		Jen Test	1/1/2014	7/16/2014			
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	1	0	CWBS Dictionary	Initial CWBS	12/31/2008	3/1/2009	3/1/2009	OBE	10/16/2013 ✓
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	2	0	1921,1921-1	Initial Lot 3 Report	4/30/2009	6/30/2009	12/3/2013	In Process: DCARC	
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	3	0	1921,1921-1	Final Lot 3 Report	4/30/2012	6/30/2012	12/1/2010	Cancelled	
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	4	0	1921,1921-1	Lot 4	10/30/2013	12/20/2013	12/12/2013	In Process: DCARC	
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	5	0	1921,1921-1	Test	2/15/2014	4/15/2014			
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	7	0	1921,1921-1,1921-2	June 30th TEST	5/30/2014	6/30/2014		Late Submit	
XYZ-09-C-1234	Example	TBD		Lot 3	D-09-Z-C1	9	0	1921-1	1921-1 Test	5/30/2014	7/23/2014			



# Reviewing and Commenting on CSDR Submissions



# Review Submissions

OSD CAPE/DCARS

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

Knowledge Portal

PORTAL HOME CSDR-SR HOME MY

Submissions

Submissions awaiting review are shown here

Click on the Submission ID Number to view the

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	<a href="#">N0000-00-N-0000</a>	TBD	123456	2	0	<a href="#">Test</a>	2/2/2011	<a href="#">1945</a>	3/31/2011	2/22/2012	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	3	0	<a href="#">JenTest</a>	1/1/2011	<a href="#">2043</a>	4/26/2011	4/26/2011	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	1	0	<a href="#">Test Submission</a>	8/31/2009	<a href="#">2107</a>	9/9/2009	6/8/2012	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">N0000-00-N-0000</a>	TBD	123456	5	0	<a href="#">AMDR Test</a>	1/1/2011	<a href="#">2465</a>	7/13/2011	9/9/2011	In Process: Ctr	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	2	0	<a href="#">Initial Lot 3 Report</a>	5/1/2010	<a href="#">4614</a>	6/30/2009	12/3/2013	In Process: DCARC	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	4	0	<a href="#">Lot 4</a>	10/30/2013	<a href="#">4644</a>	12/20/2013	12/12/2013	In Process: DCARC	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	TEST-1	6	0	<a href="#">Jen Testing</a>	5/9/2014	<a href="#">5078</a>	5/9/2014	6/30/2014	In Process: Ctr	<a href="#">Full Comment</a>	Program Office Lead Reviewer
Example	<a href="#">XYZ-09-C-1234</a>	TBD	D-09-Z-C1	10	0	<a href="#">Final Cost Report</a>	5/30/2014	<a href="#">5419</a>	8/1/2014	8/11/2014	In Queue	<a href="#">Full Comment</a>	Program Office Lead Reviewer



# Submission Detail

DCARC CAPE/DCARS

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

Knowledge Portal
DCARC  
CAPE

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

### Submission Detail

[Back](#) | [Previous](#) | [Next](#)

Prog: <b>Example</b>	Ctr#: <b>XYZ-09-C-1234</b>	<b>Administrator Actions</b> <input type="button" value="View Status/Stage Changes"/> In Process: Contractor <input type="button" value="Set"/> <input type="button" value="Edit Submission Details"/>	
Ctr: <b>TBD</b>	Sub:		
Event: <b>Final Cost Report</b>			

Contract
**Submission**
Files
Validation
View Report Data
Reviewers
DCARC Actions

Submission Information					
Submission ID:	5419	Submission Event:	<a href="#">Final Cost Report</a>	Expected As Of Date:	5/30/2014
Historical PM:	DoD	As Of Date:	12/31/2012	Submission Date:	8/11/2014
Stage:	Reviewing	Status:	In Queue	Status Set By:	Charlotte McIntosh
Expected Submission Date:	8/1/2014	Status Set Date:	8/8/2014		
Submitter Name:	<a href="#">Charlotte McIntosh</a>				
Submitter Comment:					

**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

DCARC CAPE/DCARS

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


Knowledge Portal
DCARC  
CAPE

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

## Submission Detail

[Back](#) | [Previous](#) | [Next](#)

Prog: <b>Example</b>	Ctr#: <b>XYZ-09-C-1234</b>	<div style="text-align: center; font-weight: bold; font-size: 0.8em;">Administrator Actions</div> <div style="text-align: center; margin-bottom: 5px;"> <input type="button" value="View Status/Stage Changes"/> </div> <div style="text-align: center; margin-bottom: 5px;"> <span style="border: 1px solid #ccc; padding: 2px;">In Process: Contractor</span> <input type="button" value="Set"/> </div> <div style="text-align: center;"> <input type="button" value="Edit Submission Details"/> </div>
Ctr: <b>TBD</b>	Sub:	
Event: <b>Final Cost Report</b>		

Contract
Submission
Files
Validation
View Report Data
Reviewers
DCARC Actions

Submission Files

	File Name	File Name	File Type	File Comment	Created Date		Replacement File	Replacement Comment	
	<a href="#">Demo 1921-2.1921_2.xml</a>	Demo 1921-2.1921_2.xml	1921-2		8/8/2014 2:43:06 PM				
	<a href="#">Demo 1921-1.1921_1.xml</a>	Demo 1921-1.1921_1.xml	1921-1		8/8/2014 2:42:57 PM				
	<a href="#">Demo 1921.1921.xml</a>	Demo 1921.1921.xml	1921		8/8/2014 1:23:09 PM				



# Submission Detail: Validation

OSD CAPE/DCARC

- 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:

Click “Validate” to re-run the cPet Validation Error Report

Knowledge Portal DCARC CAPE

PORTAL HOME CSDR SIR HOME HY CSDR UPLOAD HOME SEARCH CONTACT US

### Submission Detail

Back Previous Next

Prog: Example Ctr#: XYZ-09-C-1234  
 Ctr: TBD Sub:  
 Event: Final Cost Report

Administrator Actions  
 View Status/Stage Changes  
 In Process: Contractor [v] [Set]  
 Edit Submission Details

Contract Submission Files **Validation** View Report Data Reviewers DCARC Actions

Select Validation Options  
 1921 [Demo 1921.1921.xml v]  
 1921-1 [Demo 1921-1.1921\_1.xml v]  
 1921-2 [Demo 1921-2.1921\_2.xml v]  
 Contract Plan Number: [123 v]  
 [Validate]  Group Reports & View Data

Submission Event  
 Submission Event Number: 10  
 Submission Event Name: Final Cost Report  
 Assigned Plan Number (xml): [123]  
 Assigned Plan Number (xls):

Delete All Reports Export Table to Excel

Working Files

	File Name	File Type	Created Date	User	1921-Count	1921-1 Count	1921-2 Count	
	XML Validation Results Combined 1921 & 1921-1 & 1921-2.xls	Validation Results	8/11/2014 10:04:06 AM	McIntoshC	1	3	2	X
	XML Validation Results Combined 1921 & 1921-1 & 1921-2.xls	Validation Results	8/11/2014 10:04:03 AM	McIntoshC	1	3	2	X
	XML Validation Results Combined 1921 & 1921-1 & 1921-2.xls	Validation Results	8/11/2014 10:03:57 AM	McIntoshC	1	3	2	X
	XML Validation Results Combined 1921 & 1921-1 & 1921-2.xls	Validation Results	8/11/2014 10:02:48 AM	McIntoshC	1	3	2	X

# Submission Detail: View Data Report

DSD CAPE/DCARS

**Knowledge Portal** DCARC CAPE

PORTAL HOME CSDR-SR HOME UPLOAD HOME CONTACT US

**Upload Submission**

Back | Cancel Submission Step 4 of 5

Instructions  
Verify the information in the "Contract Data" fields, then click "View Report Data" to

Prog: Demo Program Cb#: A99XYZ-08-B-1234  
Cn: Demo Contractor Sub:

Submission Info Files Validation **View Report Data** Review & Submit

**Contract Data**

Summary Elements To Date	Initial Report
Report Name:	Initial Report
Generation Date:	7/17/2014
Generated by:	Test CSDRSubuser
Click to View Data Report	<a href="#">View Report Data</a>
Report ID:	1921-0-260 1921-1-ID: 210 1921-2-ID: 135
1921 File Name:	<a href="#">Demo 1921 1921.xml</a>
1921-1 File Name:	<a href="#">Demo 1921-1 1921_1.xml</a>
1921-2 File Name:	<a href="#">Demo 1921-2 1921_2.xml</a>
Contract Number	A99XYZ-08-B-1234
Plan Number	A-08-F-C1
Submission ID	1861
Submission Event Number	2
Submission Event Name	Initial Report
Submitted Date	
As Of Date	10/31/2008
Subtotal Cost To Date	468200.0
Reporting Contractor G&A To Date	54000.0
Reporting Contractor Undistributed Budget To Date	0.0
Reporting Contractor Management Reserve To Date	0.0
Reporting Contractor FCEM To Date	1500.0
Total Cost To Date	523700.0
Reporting Contractor Profit/Loss or Fee To Date	0.0
Total Price To Date	523700.0

Back Next Verify the information in the "Contract Data" fields, then click "View Report Data"

- The Data Report is generated for all cost report submissions against the 2011 and 2007 versions of the Data Item Description (DID). Reviewers can click on "View Data Report" to review Header Data, 1921 Cost Data, 1921-1 Cost Data, and 1921-2 Cost Data to ensure the data converted to XML will be viewed accurately within the Submit-Review database:

**Contract Data** **Report Data**

**Report Name:** Initial Report

[Header Data](#) [1921 Cost Data](#) [1921-1 Cost Data](#) [1921-2 Cost Data](#)

MAJOR PROGRAM	a. NAME: cPet Demonstration Space System (CDSS)
PRIME MISSION PRODUCT	b. PHASE/MILESTONE: B
REPORTING ORGANIZATION TYPE	Demo PMP
NAME/ADDRESS (Include ZIP Code)	Prime/Associate Contractor
APPROVED PLAN NUMBER	a. PERFORMING ORGANIZATION Demo Corporation, 450 Tent Blvd, New York, NY, 35555
CUSTOMER (Direct-reporting subcontractor use only)	b. DIVISION
CONTRACT TYPE	X-08-F-C1
CONTRACT PRICE	0.0
CONTRACT CEILING	N/A
TYPE ACTION	a. CONTRACT NO.: A99XYZ-08-B-1234
	b. LATEST MODIFICATION:
	c. SOLICITATION NO.:
	d. NAME: Demo
	e. TASK ORDER/DELIVERY ORDER/LOT NO.:
PERIOD OF PERFORMANCE	a. START DATE (YYYYMMDD): 3/13/2008
	b. END DATE (YYYYMMDD): 1/31/2010
APPROPRIATION	Procurement
REPORT CYCLE	Interim
SUBMISSION NUMBER	1
REPORT AS OF (YYYYMMDD)	10/31/2008
DATE PREPARED (YYYYMMDD)	12/1/2008
POINT OF CONTACT NAME	Tester, Fred A.
POINT OF CONTACT DEPARTMENT	Business Operations
POINT OF CONTACT PHONE	555-555-5555
POINT OF CONTACT EMAIL	cftester@demo.local



# Submission Detail: Reviewers

RSD CAPE/DCARS

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

Reviewer	Organization	Role	Status	Status Date	Comment	
Peter Hippchen	Tecolote Research, Inc.	Program Office Reviewer	Pending			
Charlotte McIntosh	Tecolote Research, Inc. (SPSG)	Program Office Lead Reviewer	Pending Accepted Rejected			Save

Reviewer Files

There are no reviewer files uploaded for this submission.

+

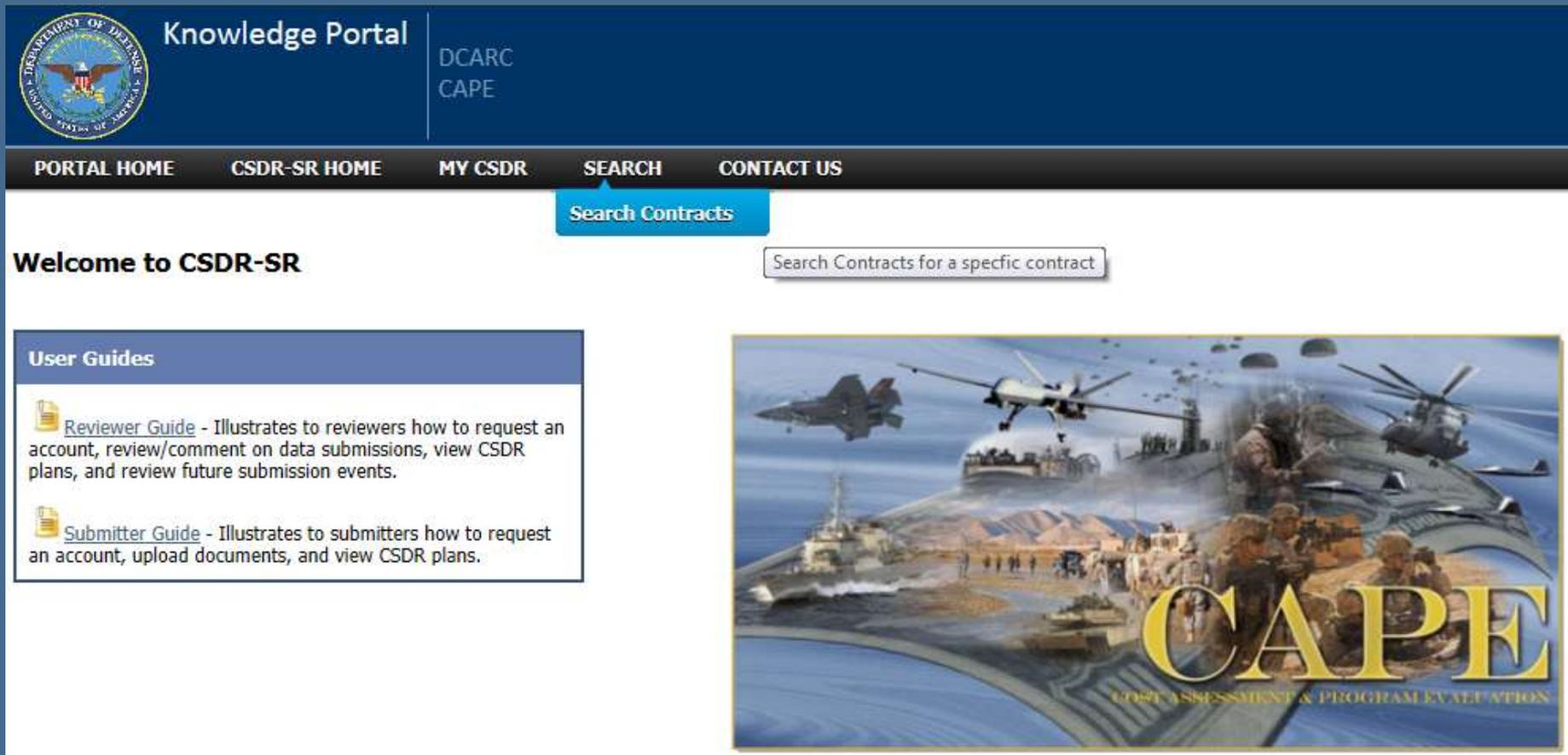


# Searching Contracts

# Search Contracts

DSD CAPE/DCARS

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



The screenshot shows the DCARC CAPE Knowledge Portal interface. At the top left is the Department of Defense seal. The main navigation bar includes links for PORTAL HOME, CSDR-SR HOME, MY CSDR, SEARCH, and CONTACT US. The 'SEARCH' link is highlighted with a blue box containing the text 'Search Contracts'. Below the navigation bar, the page content includes a 'Welcome to CSDR-SR' message, a search input field with the placeholder text 'Search Contracts for a specific contract', and a 'User Guides' section with links to a 'Reviewer Guide' and a 'Submitter Guide'. A large graphic at the bottom right features the word 'CAPE' in large yellow letters over a military-themed background, with the subtitle 'COMBAT ASSESSMENT & PROGRAM EVALUATION' below it.

**Knowledge Portal**

DCARC  
CAPE

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

**Search Contracts**

**Welcome to CSDR-SR**

Search Contracts for a specific contract

**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**  
COMBAT ASSESSMENT & PROGRAM EVALUATION



# Search Contracts

O&D CAPE/DCARS

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


Knowledge Portal
DCARC  
CAPE

[PORTAL HOME](#)   
 [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="BMDS"/> <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 ret

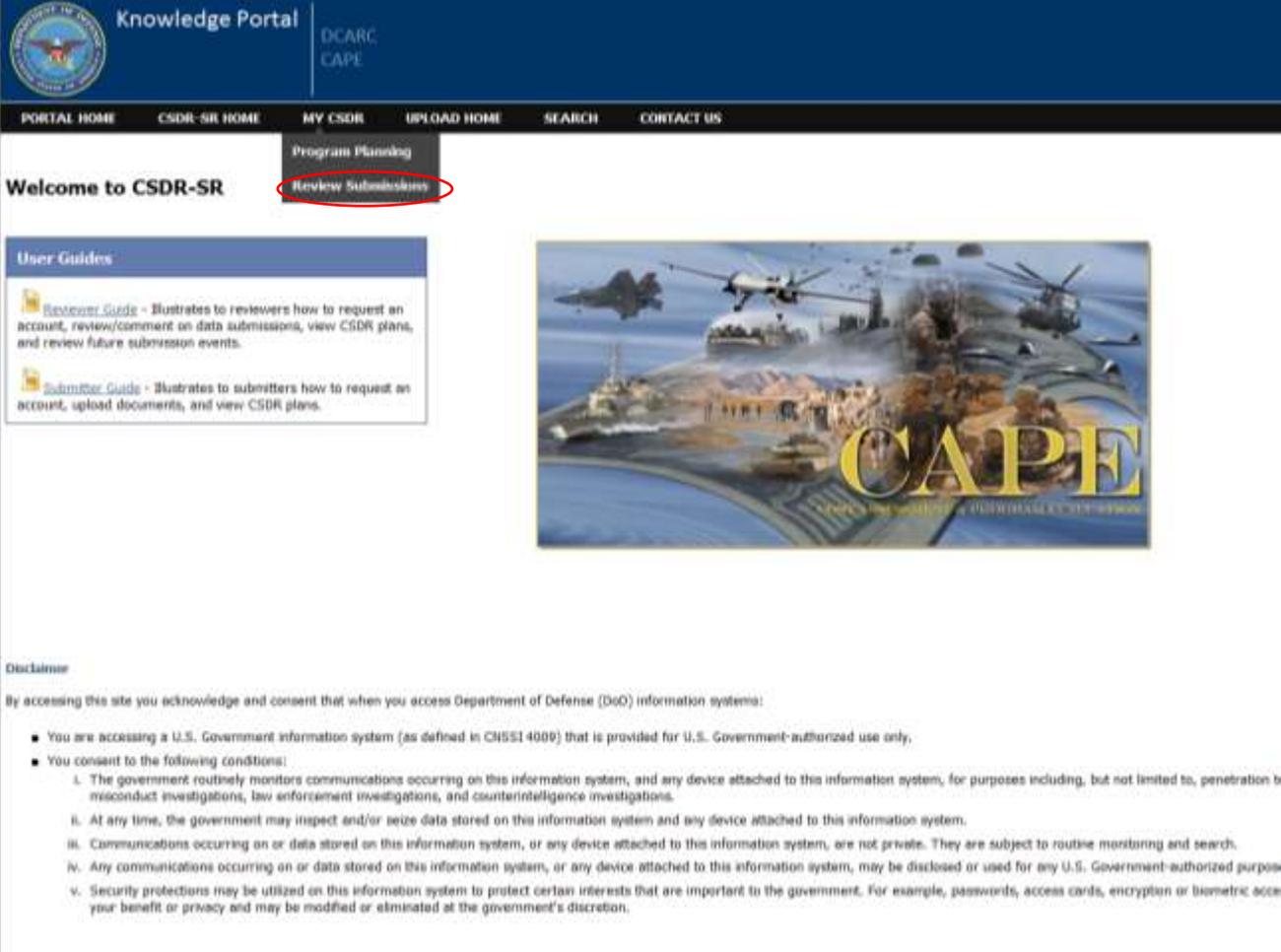


# Submitting Date Change Requests

# Submitting Date Change Requests

OSD CAPE/DCARC

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



The screenshot shows the Knowledge Portal interface. At the top left is the Department of Defense seal and the text 'Knowledge Portal'. To the right, it says 'DCARC, CAPE'. Below this is a navigation bar with links: PORTAL HOME, CSDR-SR HOME, MY CSDR, UPLOAD HOME, SEARCH, and CONTACT US. Under 'MY CSDR', a dropdown menu is open, showing 'Program Planning' and 'Review Submissions', with the latter circled in red. Below the navigation bar, the page says 'Welcome to CSDR-SR'. To the left, there is a 'User Guides' section with two links: 'Reviewer Guide' and 'Submitter Guide'. To the right is a large image of a military base with the word 'CAPE' overlaid. At the bottom, there is a 'Disclaimer' section with a list of conditions for using the system.

**Knowledge Portal** DCARC, CAPE

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

Program Planning  
Review Submissions

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**

**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 CHSSI 4000) that is provided for U.S. Government-authorized use only.
- You consent to the following conditions:
  - 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, penetration to misconduct investigations, law enforcement investigations, and counterintelligence investigations.
  - 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 and search.
  - 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-authorized 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 or biometric access your benefit or privacy and may be modified or eliminated at the government's discretion.

# Submitting Date Change Requests

O&amp;D CAPE/DCARS

- 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

<a href="#">Submissions</a>	<a href="#">Contracts</a>	<a href="#">Submission History</a>	<a href="#">Summary Report</a>			
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: <u>i-Robot Corporation</u> Sub:	Prime: N/A Sub:	Program Office Lead Reviewer

## Contract Detail

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

Cr i-Robot Corporation

Sub:

[Contract Summary](#) [Business & Submitters](#) [Contract Tasks/Plans](#) [Submission Events](#) [Financial Submissions](#)

### Submission Events

Plan Number: [00] Expected Files: [00] Latest Submitter Status: [00]

Plan Number	Submission Number	Request Number	Event Name	Required File Name	Expected As Of Date	Expected Submission Date	Actual As Of Date	Actual Submission Date	Latest Submitter Status	Latest Submitter Stage
123456	1		Test Submission Cyclic	CARS Dictionary	6/30/2009	6/30/2009	6/31/2009	6/30/2009	Accepted	Finalized
123456	2		Test Submission	1821,1821-1	6/30/2009	8/30/2009	1/19/2012	1/19/2012	Rejected	Finalized
123456	2	1	Test Submission	1821,1821-1	6/30/2009	2/28/2012	8/11/2009	10/9/2012	Accepted	Finalized
123456	3		Test Submission 2	1821,1821-1	12/31/2013	2/28/2014				

[Manage Submission Events](#)

# Submitting Date Change Requests

R&D CAPE/DCARS

- 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**

Proj F-22 - RAPER Advanced Tactical Fighter C/F # N0000-00-N-0000  
 C/F # Robot Corporation Sub:

Contract Summary Business & Submitters Contract Tasks/Plans **Submission Events** Business Submissions

Submission Events  
 Plan Number: [AM] Expected Files: [AM] Latest Submission Status: [AW]

Plan Number	Submission Number	Resubmit Number	Event Name	Resubmit File Name	Expected As Of Date	Expected Submission Date	Actual As Of Date	Actual Submission Date	Latest Submission Status	Latest Submission Stage
122458	1		Test Submission 1	CARS Dictionary	6/30/2009	6/30/2009	6/30/2009	6/30/2009	Accepted	Finalized
122458	2		Test Submission 2	IR21,IR21-1	6/30/2009	6/30/2009	1/19/2012	1/19/2012	Rejected	Finalized
122458	2	1	Test Submission 2	IR21,IR21-1	6/30/2009	2/28/2012	6/31/2009	10/9/2012	Accepted	Finalized
122458	3		Test Submission 3	IR21,IR21-1	12/31/2013	2/28/2014				

Manage Submission Events

**Submission Event Details**

Proj F-22 - RAPER Advanced Tactical Fighter C/F # N0000-00-N-0000  
 C/F # Robot Corporation Sub:

Contract Summary **Submission Event Details** Submitters Business Submissions

Expected As Of Date: [12/10/2013]  
 Expected Submission Date: [2/28/2014]  
 Submission Event Name: [Test Submission 2]  
 Expected File Types:  IR21  IR21-1  IR21-2  IR21-3  IR21-4  IR21-5  IR21-6  IR21-7  IR21-8  IR21-9  IR21-10  IR21-11  IR21-12  IR21-13  IR21-14  IR21-15  IR21-16  IR21-17  IR21-18  IR21-19  IR21-20  IR21-21  IR21-22  IR21-23  IR21-24  IR21-25  IR21-26  IR21-27  IR21-28  IR21-29  IR21-30  IR21-31  IR21-32  IR21-33  IR21-34  IR21-35  IR21-36  IR21-37  IR21-38  IR21-39  IR21-40  IR21-41  IR21-42  IR21-43  IR21-44  IR21-45  IR21-46  IR21-47  IR21-48  IR21-49  IR21-50  IR21-51  IR21-52  IR21-53  IR21-54  IR21-55  IR21-56  IR21-57  IR21-58  IR21-59  IR21-60  IR21-61  IR21-62  IR21-63  IR21-64  IR21-65  IR21-66  IR21-67  IR21-68  IR21-69  IR21-70  IR21-71  IR21-72  IR21-73  IR21-74  IR21-75  IR21-76  IR21-77  IR21-78  IR21-79  IR21-80  IR21-81  IR21-82  IR21-83  IR21-84  IR21-85  IR21-86  IR21-87  IR21-88  IR21-89  IR21-90  IR21-91  IR21-92  IR21-93  IR21-94  IR21-95  IR21-96  IR21-97  IR21-98  IR21-99  IR21-100  IR21-101  IR21-102  IR21-103  IR21-104  IR21-105  IR21-106  IR21-107  IR21-108  IR21-109  IR21-110  IR21-111  IR21-112  IR21-113  IR21-114  IR21-115  IR21-116  IR21-117  IR21-118  IR21-119  IR21-120  IR21-121  IR21-122  IR21-123  IR21-124  IR21-125  IR21-126  IR21-127  IR21-128  IR21-129  IR21-130  IR21-131  IR21-132  IR21-133  IR21-134  IR21-135  IR21-136  IR21-137  IR21-138  IR21-139  IR21-140  IR21-141  IR21-142  IR21-143  IR21-144  IR21-145  IR21-146  IR21-147  IR21-148  IR21-149  IR21-150  IR21-151  IR21-152  IR21-153  IR21-154  IR21-155  IR21-156  IR21-157  IR21-158  IR21-159  IR21-160  IR21-161  IR21-162  IR21-163  IR21-164  IR21-165  IR21-166  IR21-167  IR21-168  IR21-169  IR21-170  IR21-171  IR21-172  IR21-173  IR21-174  IR21-175  IR21-176  IR21-177  IR21-178  IR21-179  IR21-180  IR21-181  IR21-182  IR21-183  IR21-184  IR21-185  IR21-186  IR21-187  IR21-188  IR21-189  IR21-190  IR21-191  IR21-192  IR21-193  IR21-194  IR21-195  IR21-196  IR21-197  IR21-198  IR21-199  IR21-200  IR21-201  IR21-202  IR21-203  IR21-204  IR21-205  IR21-206  IR21-207  IR21-208  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# Submitting Date Change Requests

R&D CAPE/DCARC

**Submission Event Details**

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

Contractor: C-1-1-Robot Corporation Subi

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

RSD CAPE/DCARC

- 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	Contract Manager	Contract Type	Contract Division
<a href="#">A99XYZ-08-B-1234</a>	A-09-F-C1	Demo Program	Demo PM	Prime: Demo Contractor Sub:	Prime: Space Systems Sub:
<a href="#">A99XYZ-12-X-1234</a>	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

O&D CAPE/DCARS

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

**Knowledge Portal** DCARC CAPE

PORTAL HOME CSDR-SR HOME UPLOAD HOME CONTACT US

Back

## Contract Detail

Prog: Demo Program	Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor	Sub:

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

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Testt	A-09-F-C1	DEV	asdf	asdf	<a href="#">View</a>



# Viewing CSDR Plans

OSD CAPE/DCARC

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

**Knowledge Portal** | DCARC CAPE

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

Back

### Contract Detail

Prog: Demo Program	Ctr#: A99XYZ-08-B-1234
Ctr: Demo Contractor	Sub:

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

Contract Tasks/Plans

Contract Task	Plan Number	Phase	Model	Effort	Contract Plans
Testt	A-09-F-C1	DEV	asdf	asdf	<a href="#">View</a>

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



# Program Planning Module Instructions



# Overview of Approval Process

O&amp;D CAPE/DCARC



- **Collaboration:** Plan development phase where CSDR IPT members have action to submit or review CSDR Plans and supporting documentation
- **In Vote:** Members of the CSDR IPT vote to approve or disapprove the plan package
- **Director Review:** The DCARC Director will review and approve or disapprove the plan package
- **CAPE Review:** The CAPE Director will review and approve or disapprove the plan package
- **Approved:** The CAPE Director has signed and approved the plan

# Step 1: Request a Program

RSD\_CAPE/DCARC

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

OSD CAPE/DCARC

- 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

## Test Program



<b>Program Name</b>	Test Program
<b>ACAT Category</b>	IAM
<b>CSDR Compliance Group</b>	A (not rated)
<b>Action Required</b>	No
<b>Earliest Target Date</b>	N/A
<b>Service</b>	(no service)
<b>Assigned DCARC Analyst</b>	Jen Horner
<a href="#">Edit</a>	

Program Collaborator	Organization	Role
Jen Horner	Tecolote Research, Inc.	DCARC Reviewer

[Add CSDR Plan Package](#)

**In Process**

**In Finalization**

**Approved Documentation**

**Archived Working Files**

Plan Packages:

**Action Required:**

Any  Yes  No

No program plan packages have been added.

- Select the Program Name
- Click 'Add CSDR Plan Package'



# Step 2: Request a Plan Package (cont.)

O&D CAPS/DCARS

## Add CSDR Plan Package

**Complete the form to add a CSDR plan package.**

DCARC System Development | Requested By: Charlotte McIntosh

**Plan Package Name:**

**Plan Package Phase:**

**Plan Package Status:** New

**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.

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

OSD CAPE/DCARS

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

Plan Packages:

**Action Required:**  
 Any  Yes  No

	Identifying Task	New/Revision	Action Required	Reporting Entity	Contract Number	Target Approval Date	In S/R?
DEV							
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved		+

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

# Step 3: Requesting a Plan Task (cont.)

OSD CAPS/DCARS

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

<b>CSDR Plan Package:</b>	DCARC System Development	<b>Plan Task Description:</b>	This is the CSDR program plan task for the development of the DCARC System.																
<b>Identifying Task:</b>	DCARC System (Program Plan)	<b>Required Documents:</b>	<table border="1"> <thead> <tr> <th>Submission Component Type</th> <th>Required</th> <th>Not Required</th> </tr> </thead> <tbody> <tr> <td>CSDR Plan</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>RDT</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>Acquisition Schedule Document</td> <td><input checked="" type="radio"/></td> <td><input type="radio"/></td> </tr> <tr> <td>RFP/SOW Language</td> <td><input type="radio"/></td> <td><input checked="" type="radio"/></td> </tr> </tbody> </table>		Submission Component Type	Required	Not Required	CSDR Plan	<input checked="" type="radio"/>	<input type="radio"/>	RDT	<input checked="" type="radio"/>	<input type="radio"/>	Acquisition Schedule Document	<input checked="" type="radio"/>	<input type="radio"/>	RFP/SOW Language	<input type="radio"/>	<input checked="" type="radio"/>
Submission Component Type	Required	Not Required																	
CSDR Plan	<input checked="" type="radio"/>	<input type="radio"/>																	
RDT	<input checked="" type="radio"/>	<input type="radio"/>																	
Acquisition Schedule Document	<input checked="" type="radio"/>	<input type="radio"/>																	
RFP/SOW Language	<input type="radio"/>	<input checked="" type="radio"/>																	
<b>Plan Type:</b>	<input checked="" type="radio"/> Program Plan <input type="radio"/> Prime <input type="radio"/> Sub																		
<b>Reporting Entity Type:</b>	<input type="radio"/> Industry <input checked="" type="radio"/> Government																		
<b>Reporting Entity Name:</b>	N/A																		
<b>New/Revision:</b>	<input checked="" type="radio"/> New <input type="radio"/> Revision <input type="radio"/> Unknown																		
<b>Special Cases:</b>	<input checked="" type="radio"/> None <input type="radio"/> MAIS <input type="radio"/> Sustainment																		
<b>CSDR Plan Number:</b>	T-13-C																		
<b>EVM Reporting:</b>	<input checked="" type="radio"/> Unknown <input type="radio"/> Yes <input type="radio"/> No																		
<b>Contract Type:</b>	N/A																		
<b>Contract Number:</b>	TBD																		
<b>Estimated Total Contract Value:</b>	<input type="radio"/> X < 20M <input type="radio"/> 20M < X < 50M <input checked="" type="radio"/> X > 50M																		
<b>Estimated SW Dev Effort:</b>	<input type="radio"/> X < 20M <input checked="" type="radio"/> X > 20M																		
<b>Draft RFP Release Date:</b>	12/1/2013																		
<b>Final RFP Release Date:</b>	2/1/2014																		
<b>Contract Award Date:</b>	4/1/2014																		
<b>Target Approval Date:</b>	10/2/2013																		
<b>Contracting Officer Name:</b>	John Smith																		
<b>Contracting Officer Email:</b>	John.Smith@mail.mil																		
<b>Contracting Officer Phone:</b>	555-867-5309																		

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

RSD CAPE/DCARC

In Process		In Finalization		Approved Documentation		Archived Working Files	
Plan Packages:							
<b>Action Required:</b>							
<input checked="" type="radio"/> Any <input type="radio"/> Yes <input type="radio"/> No							
Identifying Task	New/Revision	Action Required	Reporting Entity	Contract Number	Target Approval Date		
DEV							
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved		
T-13-C	DCARC System (Program Plan)	New	No	N/A	TBD	10/2/2013	

Documents						
<b>Action Required:</b>						
<input checked="" type="radio"/> Any <input type="radio"/> Yes <input type="radio"/> No						
Required	File	Upload Date Label	User	Action Required		
CSDR Plan	 			Yes	<a href="#">Prior Versions</a>	
RDT				Yes	<a href="#">Prior Versions</a>	
Acquisition Schedule Document				Yes	<a href="#">Prior Versions</a>	
Program CWBS Dictionary				Yes	<a href="#">Prior Versions</a>	

Upload File

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 CAPS/DCARS

Documents

**Action Required:**  
 Any  Yes  No

Required	File	Upload Date Label	User	Action Required	
CSDR Plan	  	  10/21/2013 2:56:24 PM		No	<a href="#">Prior Versions</a>

1. Click on  to edit plan

2. Edit fields within the webpage using cPet Web Integration feature

View plan as Excel

View plan as XML

View Plan as PDF

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?



# Step 6: Adding Comments

RSD CAPE/DCARS

Comment History

(all)

Date	User	Document	Response Required	File Name	Comment
10/21/2013 12:22:09 PM	Charlotte McIntosh	CSDR Plan			<a href="#">Full Comment</a> ✕

Comments & Attachments

Comments	Action Required
<p><b>Document</b> <input type="text" value="CSDR Plan"/></p> <p><b>Required Response</b> <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

DCAP CAPE/DCARS

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

Program Name -- DCARC System Development

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

# Step 8: Casting a Vote

O&amp;D CAPE/DCARC

Plan Packages:

**Action Required:**  
 Any  Yes  No

Identifying Task	New/Revision	Action Required	Reporting Entity	Contract Number	Target Approval Date	
DEV						
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved	
T-13-C	DCARC System (Program Plan)	New	No	N/A	TBD	10/2/2013

1. After all CSDR IPT members have reviewed plans, the DCARC analyst will set the status to "Vote"
2. Automatic email will alert you that the CSDR plan package has been set to 'In Vote'
3. Click on the plan package name
4. Select 'Accepted' or 'Rejected'
5. Add comment if applicable
6. Click 'Submit Vote' to finalize

Please submit a vote and provide a description if necessary.

Accepted  Rejected

Comment:

Submit Vote

Collaborators

	Name	Vote	Comment
	Angela Camp	<input checked="" type="radio"/>	
	Cathy Ferguson	<input type="radio"/>	
	John Kassab	<input checked="" type="radio"/>	
	Charlotte McIntosh	<input type="radio"/>	
	Robert Bailey	<input type="radio"/>	
	Sandra Ennes	<input type="radio"/>	



# Step 9: Plan Finalization

R&D CAPE/DCARC

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

Identifying Task	New/Revision	Action Required	Reporting Entity	Contract Number	Target Approval Date	
DEV						
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved	
T-13-C	DCARC System (Program Plan)	New	No	N/A	TBD	10/2/2013

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

Identifying Task	New/Revision	Action Required	Reporting Entity	Contract Number	Target Approval Date	
DEV						
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved	
T-13-C	DCARC System (Program Plan)	New	No	N/A	TBD	10/2/2013

- CAPE Director will approve the plan package, at which point the DCARC finalizes the plan:

Identifying Task	New/Revision	Reporting Entity	Contract Number	Target Approval Date	In S/R?	
DEV						
DCARC System Development	Collaboration	In Vote	Director Review	CAPE Review	Approved	
T-13-C	DCARC System (Program Plan)	New	N/A	TBD	10/2/2013	No



# Access Approved Documentation

RSD CAPE/DCARS

- 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



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

[Add CSDR Plan Package](#)

<a href="#">In Process</a>	<a href="#">In Finalization</a>	<b><a href="#">Approved Documentation</a></b>	<a href="#">Archived Working Files</a>
----------------------------	---------------------------------	---	--

Plan Packages:

	Identifying Task	New/Revision	Reporting Entity	Contract Number	Latest Approval
<b>PROD</b>					
<a href="#">A-13-G</a>	SALT: ACAT 1C	New			9/1/2013
<a href="#">A-13-G-C1</a>	SALT: ACAT 1C	New	ViaSat	TBD	9/1/2013
<a href="#">A-13-H</a>	SANR: ACAT 1D	New			9/1/2013
<a href="#">A-13-H-C1</a>	SANR: ACAT 1D	New		TBD	9/1/2013