



PANEL FOR DOCUMENTING CONTRACTORS



CMRA'S PDC APPLICATION TAB VERSION 1.0

DRAFT

RESOURCE MANAGER USER GUIDE (Phase 1)

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1.0 INTRODUCTION

2.0 Entering PDC Data

- To begin using PDC tab application component, login to CMRA as a Resource Manager. Refer to *Resource Manager and Requiring Activity Manager User Guide*, page 4, for further details. Click PDC tab and select Fiscal Year, using **Fiscal Yr:** 2013 field drop-down list (Figure 1).
- Note. If no PDC Data Records are listed then PDC may need to be copied forward from the previous year. See section 3.0 Copy PDC Records From FY(x) to FY(y).

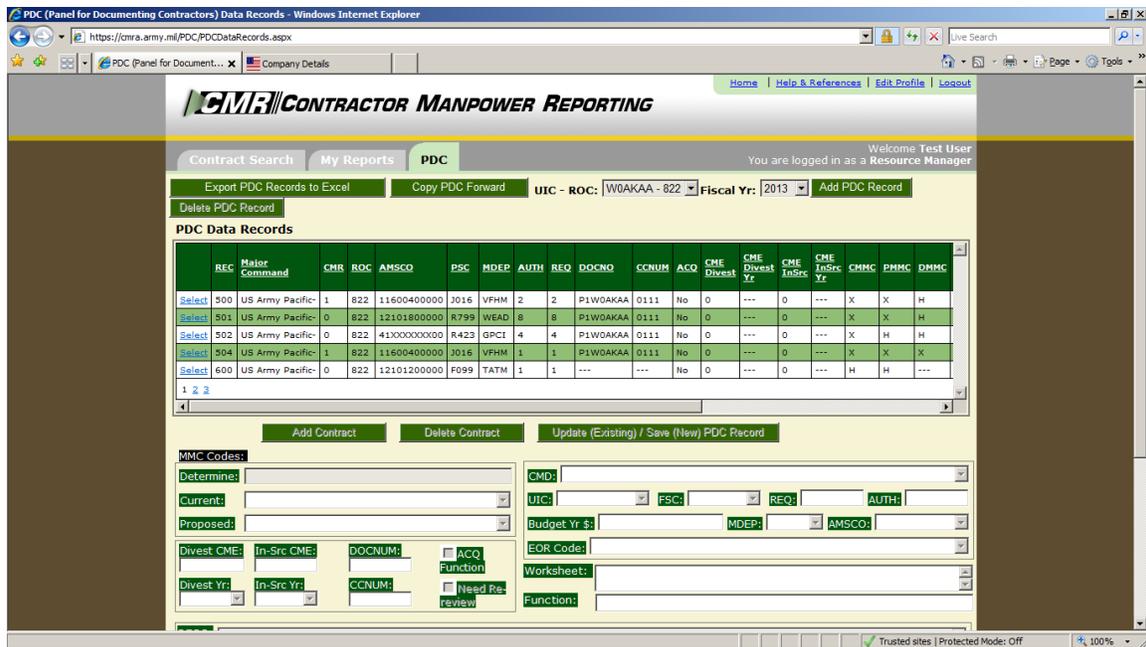


Figure 1

2.1 VIEW PDC DATA BY UIC

Next, select UIC/ROC value from “UIC - ROC:” drop-down list field. Results are returned for all PDC records linked to the selected UIC/ROC.

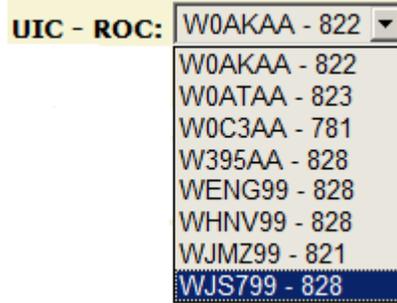


Figure 2

- To view PDC records, select UIC/ROC value from drop-down list (Figure 2). These UIC/ROC values are linked to Commands and your PDC login is assigned to an Army Command and/or specific UIC group. You can access only UIC/ROCs under your assigned Command. When a UIC/ROC value is selected, results captured in Figure 3 are displayed.

The screenshot shows the "PDC Data Records" interface. At the top, there are tabs for "Contract Search", "My Reports", and "PDC". Below the tabs, there are buttons for "Export PDC Records to Excel", "Copy PDC Forward", "Delete PDC Record", and "Add PDC Record". The "UIC - ROC:" dropdown is set to "WJS799 - 828" and the "Fiscal Yr:" is set to "2013".

REC	Major Command	CMR	ROC	AMSCO	PSC	MDEP	AUTH	REQ	DOCNO	CCNUM	ACO	CME Divest	CME Divest Yr	CME InSrc	CME InSrc Yr	CMMC	PMMC	DMMC	Ma
Select	572 US Army Pacific-	1	828	13309800000	D307	XMGH	1	1	---	---	No	0	---	0	---	X	---	---	G2
Select	573 US Army Pacific-	1	828	12101800000	D307	WSCC	4	4	---	---	No	0	---	0	---	X	---	---	US
Select	574 US Army Pacific-	1	828	11401400000	D307	WSCC	2	2	---	---	No	0	---	0	---	X	---	---	KA
Select	575 US Army Pacific-	1	828	11401400000	D307	WSCC	1	1	---	---	No	0	---	0	---	X	---	---	KA
Select	576 US Army Pacific-	0	828	11401400000	J099	WSCC	1	1	---	---	No	0	---	0	---	X	---	---	Exc

Figure 3

2.2 UPDATE PDC RECORD

- To update a PDC record, click [Select](#) to the left of the PDC record, you wish to change. Data fields below the “PDC Data Records” list box will be populated with PDC record details. User can change or update any data field except the *Determine:* field. After all changes have been performed, click [Update \(Existing\) / Save \(New\) PDC Record](#) button to make changes permanent.

2.3 ADD PDC RECORD

- To add a PDC record, user clicks **Add PDC Record** button. User will be able to populate all fields except **“Determine:”**. User is required to enter and ensure accuracy on following data fields:

PDC Data Field	Description	Required
CMD	Command	Yes
UIC	Unit Identification Code	Yes
FSC	Federal Service Code	Yes
REQ	Required CME or FTE	Yes
AUTH	Require CME or FTE	Yes
Budget Yr \$		Yes
MDEP	Management Decision Package	Yes
AMSCO		Yes
EOR Code	Element of Resource (Object Class)	Yes
Worksheet		Yes
Function		Yes
Function Description		Yes
DOCNUM		Yes
CCNUM		Yes
Current MMC	Manpower Mix Code	Yes
Proposed MMC	Manpower Mix Code	Yes
<i>Provide When Applicable</i>		
Divest CME		No
Divest Yr		No
In-Src CME		No
In-Src Yr		No
ACQ Function		No

- After all changes have been performed, user clicks **Update (Existing) / Save (New) PDC Record** button to save record.

2.4 DELETE PDC RECORD

- To delete PDC record, user clicks [Select](#), to the left of the record they wish to delete. User then clicks **Delete PDC Record** button to remove selected PDC record.

2.5 ADD CMRA CONTRACT

- To add a CMRA Contract to a PDC record, click [Select](#) to the left of the PDC record. Data fields below the "PDC Data Records" list box will be populated with PDC record details.
- Next, click the **Add Contract** button and the following screen will appear (Figure 4).

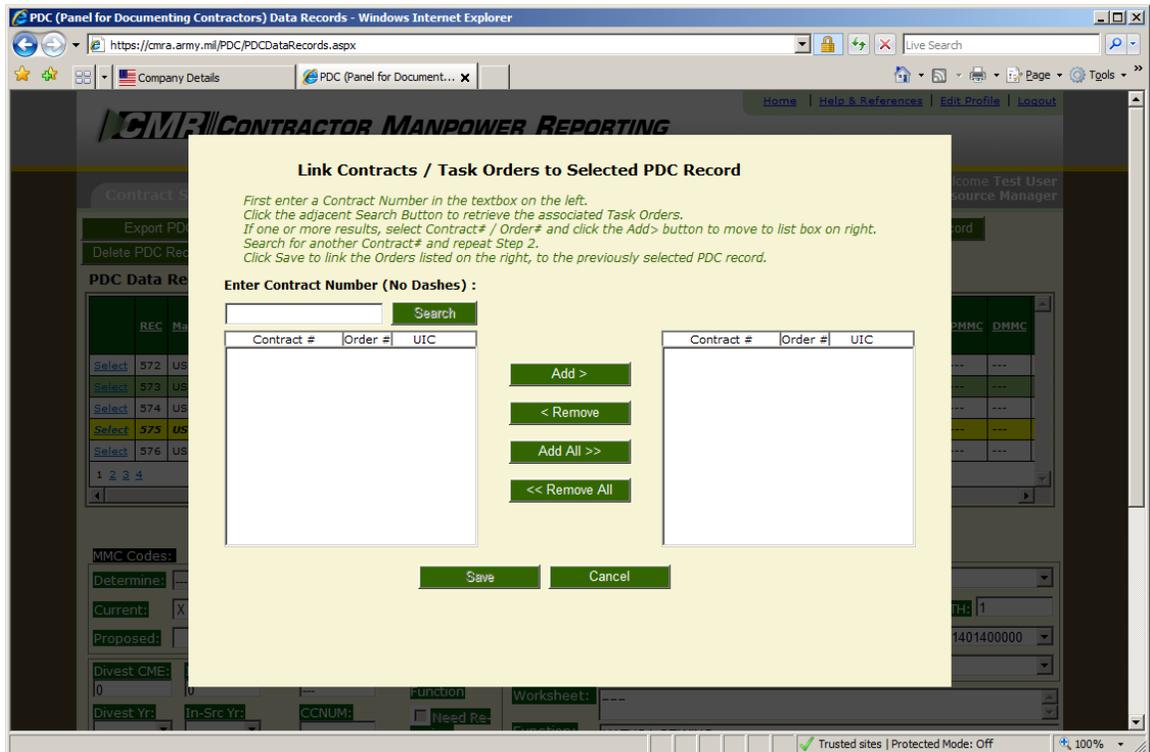


Figure 4

- Enter the Contract number and click the Search button (Figure 5).

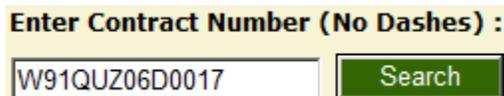


Figure 5

- If results are found, click record in list to highlight and then click the Add button (Figure 6). This moves Contract/Order number to selected list box.



Figure 6

- Click the  button to add Contract/Order number to PDC record or  button to close “Link Contracts/Task Orders” window with no changes.
- If you add a Contract/Order number to the PDC record, your selected Contract /Order number record will appear in the list box at the bottom of the PDC Tab form (Figure 7).



Figure 7

2.6 DELETE CONTRACT

- The number of CMRA contracts for a given PDC record is found in the CMR column. Any value greater than 0, means this record has CMRA contract(s). To delete a CMRA Contract from a PDC record, click [Select](#) to the left of the PDC record. Data fields below the “PDC Data Records” list box will be populated with PDC record details.
- Next click [Select](#) to the left of the CMRA record (Figure 7).
- Next, click the  button and the Contract/Order number record is deleted from the “CMRA:” list box (Figure 8).



Figure 8

3.0 Copy PDC Records From FY(x) to FY(y)

- This feature is only available to Resource Managers. To copy all PDC records of a user's major Command, from fiscal year (x), to fiscal year (y), click **Copy PDC Forward** button. Select FY you wish to Copy From and then the future FY you wish to copy to.

4.0 Export PDC Records to Excel

- This feature allows users to Export PDC records, for which they have been given access. To export, click **Export PDC Records to Excel** button and the following window appears (Figure 9). You can open or save file.

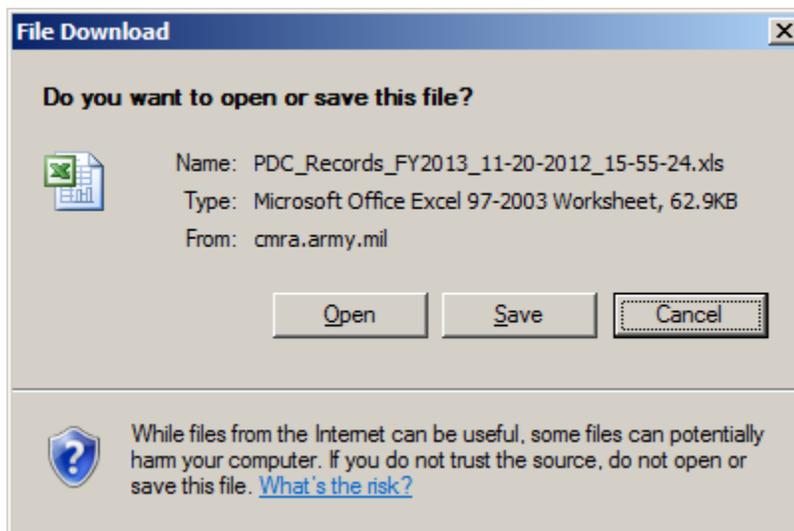


Figure 9

Appendix A: Data Reporting Responsibilities

- To Be Determined