INTRODUCTION

The Virtual Contracting Enterprise (VCE) Electronic Forms Exchange (EFX) module is a web-based VCE Module that allows users from Army Contracting Organizations to collaborate on the development, review, and approval of acquisition documents. The Announcement of Award (AoA) form has been developed within the EFX module to allow users to submit their AoAs directly to DASA(P) for review, approval, and release. This system allows for complete traceability of the review, approval, and release process. This user guide will present an overview of the use and capabilities of the VCE-EFX AoA form.
ACCESS TO VCE-EFX
Access to the EFX AoA form is available through the VCE Portal Page at https://vceportal.army.mil. Select “Modules” from the top menu and then select “Launch VCE-EFX”. Direct access to the EFX module is available by going to https://efx.army.mil.

HELPDESK INFORMATION
Users should contact the AESD Helpdesk at 1-866-335-2769 for any technical assistance and/or questions.

VCE-EFX HOME PAGE
Upon entering the VCE-EFX module, users will be presented with the home page. The home page allows the user to select the EFX form they would like to create, view their To Do list, track their past forms, and change their user preferences.

Start Process: The Start Process tab allows users to select a form they would like to initiate within EFX. By clicking on one of the available forms a user can initiate, complete and submit the form for review.

To-do: The To-do tab allows users to view their queue. All forms in a users’ queue represent a task, therefore, requiring some kind of action. Each task card will identify the type of form and action required. (For example: Review/Approval Task or Returned Task)

Tracking: The Tracking tab show users all of the forms they have every created, reviewed, or approved within EFX. Users are able to view the entire workflow of a form, view all attachments/notes, and even view the form itself. The Tracking tab provides visibility and traceability throughout the entire workflow process of an EFX form.

Preferences: The Preferences section will allow users to customize certain features within the EFX Workspace. Users can identify the tab they would like visible upon log-in, initiate an out of office, and forward their work to others to name a few of the customizable features.

AoA APPLICATION USER INTERFACE
The EFX module allows users to input vital information for the processing of acquisition documents. In the case of the AoA, contracting personnel are required to publically announce all contract awards that meet the requirements of the Federal Acquisition Regulation (FAR) 5.303, Defense FAR Supplement 205.303 and Army FAR Supplement 5105.303. The
AoA form is submitted to the Office of the Deputy Assistant Secretary of the Army-Procurement (ODASA-P) for review, approval and release to the Army Office of the Chief Public Affairs and the Office of Chief of Legislative Liaison.

| Contracting Command | ECC | Contracting Site | 410TH CSB | DoDAAC | W912CL |

**Contracting Command:** Users are required to identify their contracting command from the pre-populated dropdown.

**Contracting Site:** Users are required to identify their contracting site from the pre-populated dropdown.

**DoDAAC:** Users are required to identify their DoDAAC from the pre-populated dropdown.

**Contract Information**

The Contract Information sections allows users to provide key information about the contract being awarded. Users will identify the contract number, date of contract award and announcement amount along with other vital information. Users have the ability to pull back contractor information for previously awarded contracts. It is important that users understand that only contract awards that meet the requirements of FAR 5.303, Defense FAR Supplement 205.303 and Army FAR Supplement 5105.303 are subject to public announcement.

**IDC:** All contracts being awarded as Indefinite Delivery Contracts (IDC) must be identified by checking this check box. This will remove the requirement to provide Funding and Place of Performance information.

**SATOC:** Single Award Task Order Contracts (SATOC) must be identified by checking the appropriate check box. Only one contract number will be allowed entry on the form.

**MATOC:** All contracts being awarded as Multiple Award Task Order Contracts (MATOC) must be identified by checking the check box. This will remove the requirement to enter a contract number. Instead a contract number will be required for each individual contractor identified in the Contractor Information section. This also removes the requirement to provide Funding and Place of Performance information.

**Procurement Instrument Identification Number:** This required field accepts only valid contract numbers. Users have the ability to search for contract information by clicking on the binocular icon after entering the contract number. Available contract information will then populate the form.

**Date of Contract Award:** The DASA-P requires a minimum of 72 hours to process the AoA. Please ensure that all contract requirements are met prior to the submission of this form.

**Estimated Completion Date of Award:** The completion date represents the date the contract is expected to expire.

**Announcement Amount:** Contract announcement amount (Must be over $7 million).

**Cumulative Total of This Contract:** Total value of the contract if all contract options are exercised.
Undefinitized Contract Actions (UCA) & Options

While completing the AoA form, users have the opportunity to indicate whether the action being announced is a UCA. In the case that the action is a UCA, it is IMPORTANT that users clearly note in the Description of Requirements box the authorized funding percentage of NTE and the obligated amount at the time of award. The amount provided in the description box must match the information provided in the Funding Section.

<table>
<thead>
<tr>
<th>Undefinitized Contract Action</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

For Undefinitized Contract Actions or the Definitization of Contract Actions:

- **NTE Amount**
- **Definitized Amount**

<table>
<thead>
<tr>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Base Year Award</th>
<th>Total If All Options Exercised</th>
</tr>
</thead>
</table>

**Undefinitized Contract Action:** Users can indicate if the contract being awarded is a UCA or a Definitization of a contract action.

**NTE Amount:** Not to exceed amount as identified in the contract. (Must be over $7 million)

**Definitized Amount:** Definitization amount, if appropriate.

**Options:** Users can indicate if the contract being awarded has options.

**Base Year Award:** Mandatory field that should be equivalent to the previously reported Announcement Amount.

**Total If All Options Exercised:** Mandatory field that should be greater than the Base Year Award data field.

**Description of Requirement (1 or 2 lines in complete sentences - SPELL OUT ALL ACRONYMS):**

**Contract Type:** Use the dropdown menu to identify the type of contract being awarded. In the event the contract is a hybrid, and multiple contract types are being used check all appropriate contract types.

**Description of Requirement:** This text field should be used to describe the contract being awarded. Please spell out all acronyms.

**Contract Type:** Use the dropdown menu to identify the type of contract being awarded. In the event the contract is a hybrid, and multiple contract types are being used check all appropriate contract types.
Contractor Information

All fields outlined in red are required to be completed in order to submit the AoA. Using the contract number search capability, users are able to prepopulate the contractor information section with stored data from FPDS-NG. Information not available on FPDS-NG must be completed by the user.

**Contractor Information**

<table>
<thead>
<tr>
<th>Contractor Name</th>
<th>DUNS Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address Line 1</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>Country</td>
<td>UNITED STATES</td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>Zip Code + 4</td>
<td></td>
</tr>
<tr>
<td>Congressional District</td>
<td>Small Business (Yes/No)</td>
</tr>
</tbody>
</table>

**Zip Code +4:** Contractor information must include the appropriate zip code +4. For users needing assistance identifying the correct 9 digit zip code, clicking on “LookUp” will take users to the USPS website.

**Congressional District:** The Congressional District must correspond with the contractor’s address. Using the binoculars users will be able to search the database for the correct Congressional District code.

Funding Information Section

The Funding Information section allows users to provide all relevant funding information about the contract being awarded. Users must provide information for all required fields.

**Incrementally Funded:** If the contract being awarded is being incrementally funded, the user should answer “Yes”. This will allow them to enter the amount being funded at the time of award. NOTE: If the contract is being incrementally funded, the amount being funded at award MUST be over $7 Million.

**Amount Funded This Increment:** This amount MUST be over $7 Million.

**Fund Type:** Users can select the appropriate fund type from the drop down menu. (OPA, R&DTE, OMA, MILCON, or Other) Users must type in the fund type if “Other” is selected.

**Funded Amount:** Dollar amount being placed on contract. Users have the ability to add additional types of funding by clicking on the icon.
Fiscal Year: Enter the 4 digit fiscal year for the funding being used.

Place of Performance Section
The Place of Performance section requires users to provide the place of performance information for the contract being awarded. Users must provide responses for all required fields.

AoA APPLICATION SUBMISSION/WORKFLOW
The review and approval process for an AoA application is a flexible process that allows the applicant to submit their application to anyone within their organization for review. Each organization will be responsible for determining how they will structure their submission and review process through local policy. The review of an AoA application is not required, it is an optional step recommended to ensure that all information is correct before the form is submitted to DASA-P for approval.

Review
After the form is completed users can select the person they’d like to review the form, or they can submit the form to DASA-P for approval. Upon submission, the Reviewer will receive an email notification indicating their selection as a reviewer.

Upon logging into VCE-EFX, Reviewers will be able to view forms for review in their To-Do List. By clicking on the virtual card, Reviewers can see the completed AoA and make any changes they deem necessary. Upon completing the review, the Reviewer can return the AoA to the initiator for additional changes, or they can submit the form to DASA-P for approval.
Approval

Before sending an AoA to DASA-P for Approval, users must certify that all local requirements needed for award have been completed. This is to ensure that nothing stands in the way of award once the DASA-P has approved the contract for Release.

When the AoA is submitted to DASA-P for Approval and Release, the DASA-P POC receives an email notification informing them that a new AoA has been submitted for approval. At this time the DASA-P will have the ability to review the form in the print screen and data entry screen. DASA-P has the ability to make changes to the form, if necessary. After which, they can choose to approve the form for release, or send it back to the initiator for corrections. The form will remain with the DASA-P until it is appropriate to release the form to OCLL and OCPA for Congressional Notification.

Release

Releasing the AoA is a DASA-P function, which means they have approved the information and cleared the Contracting Organization for award. Release of an AoA happens at noon (Washington DC time) on the date requested on the form. It is important that the Contract Specialist or Contracting Officer responsible for the award contacts the DASA-P to confirm that the award will be made on the date specified.

SYSTEM GENERATED EMAILS

AOA for Review

FROM: (EFX System Generated)
TO: Selected Reviewer
CC: None
Subject: VCE-EFX Announcement of Award – Review Task

[Reviewer First and Last Name],

[Initiator Name] has selected you to review an Announcement of Award for contract number [Contract Number]. Please use the link below to access VCE-EFX to review this document.

AOA Submission Date: [Submission Date]

Projected Contract Award Date: [Date of Contract Award]

VCE-EFX Link: [Insert web address]
This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent when an AOA is submitted for Review.

AOA has been accepted by Reviewer
FROM: (VCE-EFX System Generated)
TO: Initiator
CC: None
Subject: VCE-EFX Announcement of Award – Review Complete

[Initiator First and Last Name],

[Reviewer First and Last Name] has completed their review of an AOA submitted for contract number [contract number]. The AOA has been submitted to DASA(P) SAAL-PS for approval.

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent after an AOA has been Accepted by a reviewer and sent to DASA-P for approval.

AOA has been returned by Reviewer
FROM: (VCE-EFX System Generated)
TO: Initiator
CC: None
Subject: VCE-EFX Announcement of Award – Review Complete

[Initiator First and Last Name],

[Reviewer First and Last Name] has completed his/her review of an AOA submitted for contract number [contract number]. The submitted AOA has been returned for additional review and modification before being forwarded to DASA(P) SAAL-PS for approval. Please use the link below to access VCE-EFX to take action on this document.

Return Reason: [return reason]

VCE-EFX Link: [EFX Link]

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent after an AOA has been Returned by a reviewer.

AOA sent for DASA-P Approval
FROM: (EFX System Generated)
TO: DASA(P) SAAL-PS User Group  
CC: None  
Subject: VCE-EFX Announcement of Award – DASA-P Approval Task

[DASA-P Group Name],

The Announcement of Award for contract number [Contract Number] has been submitted for DASA-P review and approval. Please use the link below to access VCE-EFX to review this document.

AOA Submission Date: [Submission Date]

Projected Contract Award Date: [Date of Contract Award]

VCE-EFX Link: [Insert web address]

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent when an AOA is submitted to DASA-P for review/approval.

AOA has been approved by DASA-P  
FROM: (VCE-EFX System Generated)  
TO: Initiator  
CC: Contracting Officer and Secondary POC  
Subject: VCE-EFX Announcement of Award – DASA(P) SAAL-PS Approval

[Initiator First and Last Name],

[DASA-P User Group Name] has completed his/her review of an AOA submitted for contract number [contract number]. The submitted document has been approved for signature no earlier than [contract award date] 5:00pm ET by the DASA(P) SAAL-PS.

The Contracting Officer or his/her designee must contact the DASA(P) by NOON (12:00pm ET) on the day the contract will be signed stating affirmatively that the contract will, in fact, be signed no earlier than 5:00pm ET on [contract award date].

Confirmation of award can be done using the following methods:

Email: usarmy.pentagon.hqda-asa-alt.list.congressional-notific@mail.mil

Telephone: (703) 697-0857

Failure to receive your confirmation using one of the above methods will result in the award notice not being released to Army OCPA and OCLL. In addition, if the contract will not be signed on [contract award date], you must notify DASA(P) SAAL immediately of the revised date.

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent after an AOA has been approved for release by DASA-P.
AOA has been returned by DASA-P
FROM: (VCE-EFX System Generated)
TO: Initiator
CC: DASA(P) User Group, Contracting Officer
Subject: VCE-EFX Announcement of Award – Review Complete

[Initiator First and Last Name].

[DASA-P User Group] has completed his/her review of an AOA submitted for contract number [contract number]. The submitted document has been returned by the DASA(P) SAAL-PS for the following reason: [Return Reason].

Please use the link below to access VCE-EFX to take action on this document.

VCE-EFX Link: [EFX Link]

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent after an AOA has been Returned by the ODASA-P.

AOA Released by DASA-P
FROM: (EFX System Generated)
TO: DASA(P) SAAL-PS User Group
CC: OCLL and OCPA
Subject: VCE-EFX Announcement of Award Form Release

ALCON

The Announcement of Award for contract number [Contract Number] has been released by ODASA-P. This contract will be awarded today after 5:00pm (Washington DC time). Please find the details of this contract in the attached form.

This email was automatically generated; please do not reply to this email.

Thank You

Occurrence: This email should be sent when an AOA is released by DASA-P.