Electronic Document Access (EDA)

Contract Deficiency Reports

CDRs

“Fly-in” Action
(Continue to Page Down/Click on each page...
Contract Deficiency Reporting

Contract Deficiency Reports (CDRs) are used to report and resolve identified contract deficiencies. Contract deficiencies range from conflicting quality requirements to missing long lines of accounting.

**Deficiency impacts...**
Deficiencies may cause delays in production, shipment and delivery. Deficiencies may also result in payment delays, erroneous payments and contract close-out problems.
DD1716s and CDRs are both Contract Deficiency reporting mechanisms.

- DD1716 is a deficiency report in PDF form
- CDR is a deficiency report captured in data form

In general, data format offers...
- Annotation (through entire CDR life cycle)
- Improved assignment
- Enables tracking (improved query and reporting)
- Captures audit information

...Many other benefits
CDR Workflow Capability

- Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close a CDR
- Query & View CDRs
- Track progress of a CDR
- Capture comments on a CDR
- E-mail notifications sent to interested parties (Initiator, Reviewing Official, Assignee, & Back-ups)
- Provide Back-up capability for CDR participants
- Reminders are sent after defined periods due to non-response
- Records audit/status information for entire process
- Driven by CDR Role
  - CDR role *may* be granted to government employees and support contractors with the Contract role
  - Vendors can not obtain CDR role

*CDR Business Rules...*
CDR Business Rules

• Authorized users may Create, Approve, Assign, Reassign, Return, Accept, Resolve and Close a CDR
  • Government users and Support Contractors must be granted the CDR roles
  • Vendors have no access to CDRs
• Deficiencies are selected from a defined list
  • Deficiency text may be added
• Independent relationship between CDR participants enforced (Exception - Reviewing Official can also act as the Assignee)
• All CDR participants must be EDA users (Initiator, Reviewing Official, & Assignee)
• CDRs require approval prior to assignment (by Reviewing Official)
• CDRs require assignment to either the ACO or PCO/Buyer as indicated on the contract
• Days aged begins after approval and stops at close
• Contract document is not required to be posted in EDA in order to create a CDR
The CDR Workflow process requires actions by the following participants:

**Initiator** – The person who creates the CDR based on errors found within a contract. Typically this has been a DFAS contracting specialist, a DCMA quality assurance specialist or any financial personnel.

**Reviewing Official** – The person responsible for approving CDRs that are created. The reviewing official is in charge of validating the accuracy of the CDR. Typically this is a supervisor to the initiator.

**Assignee** – The person responsible for resolving the deficiencies within a CDR. Typically this is an Admin Contracting Officer (ACO) or Procurement Contracting Officer (PCO/Buyer) related to the contract based on the contract’s Admin DoDAAC or Issue DoDAAC. The CDR POC of the CDR office (DoDAAC) may also be an assignee.
The following participants monitor CDR activities and will intercede as necessary:

**Primary CDR POC** - The office’s primary CDR POC as defined in the C/S/A within EDA. CDR POCs may be assigned CDRs to resolve or delegate within office.

**Alternate CDR POC** - The office’s alternate CDR POC as defined in the C/S/A within EDA. CDR POCs may be assigned CDRs to resolve or delegate within office.

**CDR POC (Mgmt Level)** - CDR POC at the C/S/A Management Level. Typically this person acts as a backup to the CDR POC and receives notification of delinquent/escalated CDRs.

*In General, the CDR Flow...*
CDR Workflow

- Create
  - Initiator
  - CDR Query

- Approve
  - Reviewing Official
  - Clock
  - Reminder

- Assign

- Accept

- Resolve
  - Initiator

- Close
CDR Workflow - continued
Let’s look at the CDR process...
Create CDR

**Initiator** creates a CDR
- Enters Deficiency information into EDA
  - EDA Pre-populates *(if applicable)*
- Selects & Finds **Assignee**
  - Indicated on contract (ACO or PCO/Buyer)
  - Assignee must be an EDA user, have the PCO/Buyer, ACO or CDR role
- Selects **Reviewing Official**
  - Must be in initiator’s office to approve
  - Must have the CDR reviewing official role

**Note**: Contract document is not required to be posted in EDA in order to create a CDR.

**Initiator options...**

**ADD**
- EDA saves & submits CDR,
- Notifies Reviewing Official for approval,
- Begins CDR Workflow & Audit

**CANCEL**
- Nothing is kept, transaction is terminated

Options to Add a CDR...
Options to Create a CDR

A few options...
- Contract Query
- CDR Query

Click “Add” link

“Show” CDR Data column in “My Settings”

Click “Add New CDR” link

Offered the User Pre-population
Create CDR

Select CDR Participants
ACO or PCO/Buyer and Reviewing Official

Add Deficiencies

CDR Entry Form...

Entry Fields *Required

If Pre-populate option selected, information will pre-fill on form (not shown)

CDR Screen Entry
CDR Entry Areas

**CDR Entry Form...**

**Contract Identification**

- **DoDAAC - Issue**
- **Determine Assignment (PCO/Buyer or ACO)**
- **DoDAAC - Admin**
- **DoDAAC - Pay**

**Vendor Information**

**CDR Identifier & Initiator**

- **Reviewing Official** (must be in initiator’s office)

**Select Assignee**

- ACO or PCO/Buyer

**Select Approver**

- > Reviewing Official

**Add Deficiencies**

**CDR Assignment ...**
CDR Assignment Selection

After Indication of Assignment
If PCO/Buyer Assigned: Click “Find PCO/Buyer”
If ACO Assigned: Click “Find ACO”

Find Assignee = PCO/Buyer...
Find a PCO/Buyer by DoDAAC/Office

EDA displays PCO/Buyer users and CDR POCs (Primary/Alternate) for the entered ISSUE DoDAAC.

“FIND” is based on the ISSUE DoDAAC Pre-populated from entry screen

This “Find Assignee” option utilizing the DoDAAC is Recommended

EDA references and displays assignee candidates for CDR assignment based on C/S/A DoDAAC offices/organizations as defined by the communities and user roles. Each C/S/A defines/establishes how best to assign within their organizations.

CDR Orgs are associated with DoDAACs and have a Primary and Alternate CDR POCs responsible to resolve CDRs. Users obtain ACO or PCO/Buyer roles from their EDA POCs
EDA offers 2 Additional options to “Find Assignee”
By C/S/A or By Name (Last, First)

Find Assignee by Office is Recommended

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Office(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative, Adm POC</td>
<td>Primary CDR POC</td>
<td>000130 CF Business Agency</td>
</tr>
<tr>
<td>Administrative, CF PCO</td>
<td>PCO/Buyer</td>
<td>000130 CF Business Agency</td>
</tr>
<tr>
<td>Command Office, CO CDR POC</td>
<td>Primary CDR POC</td>
<td>000130 CF Business Agency</td>
</tr>
<tr>
<td>Flaherty, Carol</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select C/S/A CDR orgs from list
C/S/A entry is not allowed

Radio buttons disabled for non-C/DR organizations

Find Assignee by C/S/A...
“Find Assignee” by C/S/A

EDA displays Users with the proper role (PCO/Buyer or ACO) and CDR Orgs CDR POCs for the selected C/S/A.

Once Assignee selected, information will pre-populate the form (as shown)
“Find Assignee” by Name

Name search returns users with the ACO or PCO/Buyer role that matches the entered name criteria.

EDA displays Users with the proper role (PCO/Buyer or ACO) and CDR POCs for entered name criteria.

Enter Name Criteria: LAST, FIRST Full or Partial Entry

Select Assignee

Find ACO by DoDAAC...
EDA displays ACO users and CDR POCs (Primary/Alternate) for the entered **ADMIN DoDAAC**.

“FIND” is based on the **ADMIN DoDAAC** pre-populated from entry screen.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Office(s)</th>
<th>C/S/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flagherty, CF AF ACO</td>
<td>ACO</td>
<td>FA4608</td>
<td>US Air Force&gt;Air Force Acquisition&gt;ACC&gt;Barksdale AFB - FA4608</td>
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<tr>
<td>Flannery, CF AF CDR</td>
<td>Primary CDR POC</td>
<td>FA4608</td>
<td>US Air Force&gt;Air Force Acquisition&gt;ACC&gt;Barksdale AFB - FA4608</td>
</tr>
</tbody>
</table>

This “Find Assignee” option utilizing the DoDAAC is **Recommended**

EDA references and displays assignee candidates for CDR assignment based on C/S/A DoDAAC offices/organizations as defined by the communities and user roles. Each C/S/A defines/establishes how best to assign within their organizations.

CDR Orgs are associated with DoDAACs and have a Primary and Alternate CDR POCs responsible to resolve CDRs. Users obtain ACO or PCO/Buyer roles from their EDA POC.

Find **DCMA ACO**...
Find an ACO in DCMA

DCMA offers a look-up tool for identification of the DCMA ACOs. Use DCMA’s eTool - Contract Management Team (CMT) to identify the CURRENT ACO for CDR assignment.

*Admin DoDAAC: S111A | Assign to ACO
Admin Office: 

*ACO: Find in DCMA

Click “Find in DCMA” to Identify ACO

Search by...
Contract Number
CAGE
DoDAAC
Or Role

Take Identified ACO
Name & Search EDA by Name
Find a DCMA ACO by DoDAAC/Office

DCMA DoDAAC starts with ‘S’ and ends in ‘A’
EDA recognizes a DCMA DoDAAC and offers a “Office” Search

Find Assignee by Name

<table>
<thead>
<tr>
<th>Last Name</th>
<th>Name</th>
<th>Role</th>
<th>Office(s)</th>
<th>CISIA</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fla</td>
<td>Flannery, CF ACO3</td>
<td>ACO</td>
<td>S3319A</td>
<td>DCMA</td>
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<td></td>
<td>Flannery, CF AF ACO</td>
<td>ACO</td>
<td>US Air Force&gt;Air Force Acquisition</td>
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<td></td>
<td>Flannery, CF DCMA ACO</td>
<td>ACO</td>
<td>S3319A</td>
<td>DCMA</td>
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<td>Flannery, CF AF CDR</td>
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<td>US Air Force&gt;Air Force Acquisition&gt;ACC&gt;Barksdale AFB - FA4608</td>
<td></td>
</tr>
</tbody>
</table>

Select Assignee

Enter DCMA ACO Name identified by DCMA

Complete Assignment...
Once Assignee is selected from one of the “Find Assignee” options, the information is pre-populated on the CDR entry form to continue the entry process.
Reviewing Official Selection

Find CDR Reviewing Official

EDA will only display valid users with the EDA “Reviewing Official” (RO) Role within the initiator’s C/S/A for selection

Click drop-down to select the Reviewing Official

Document Deficiencies...
Create CDR - Add Deficiencies

Click Add a Deficiency

Add Deficiencies...
Partial List of Deficiencies

Deficiency Selection...

Click Add Selected Deficiencies

Select ALL Deficiencies that Apply

Click boxes

Customize Selected Deficiencies...
Deficiency Customization

Selected Deficiency Customization...

After Selecting Deficiencies, additional text may be inserted to further clarify.

- Added Department
- Added Fax number

Modification Capabilities
Create CDR - continued

Click "Add CDR..."

Notification is sent to Reviewing Official

Approval Notification...
Approval Notification

SUBJECT: New CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

AF Base RO Base2,

Contract Deficiency Report #G409:FA44070001 is awaiting your approval before it can be assigned for resolution. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access:  https://ushrsebs004.vahrn.us.edu.com:643/pls/user/cdr.display?pControl=G409

Once in EDA you may:
* Approve the CDR for resolution processing
* Return the CDR to the initiator.

You have been tasked with this CDR because you were listed as the official authorized to review CDRs created by DFAS User Clerk.

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at mailto:carol.flaherty@eds.com.

Please refer to the EDA User’s Guide for guidance on the CDR process.  
https://ushrsebs004.vahrn.us.edu.com:643/users_guide/documents/cdr/cdr001_index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN 988-4556,  or by e-mail at cscassig@csb.disa.mil (Subject: EDA Assistance).
Subject: Reminder <x> - New CDR Control # 65672: GS1518

This message was system generated. Please DO NOT REPLY to this email.

<Reviewing Official>,

This is a reminder that Contract Deficiency Report #G1518:1 has been awaiting approval for <y> days. If you do not take action on this CDR within <y> days (by 08/24/2008) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1518
Certificate/CAC access:  https://ushrsebs004.disa.usgs.eds.com/pls/cert/cdr.display?pControl=G1518

Once in EDA you may:
* Approve the CDR for resolution processing or
* Return the CDR to the initiator.

If you have trouble approving or rejecting this CDR then you may contact another reviewing official within your organization to process this CDR. Contact your EDA POC for assistance in locating another reviewing official. For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net

https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
View CDR

Click “Add Comment...” or “View History”

Adding comments is restricted to the CDR Participants/Backups

No Modifications may occur on the CDR

Links to view participant contact information

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk. Please report any suspicious or anomalous activity to the EDA Help Desk.
### Contract Deficiency Reports History

**Document Selection** > CDR Search > Query > Query Results > Contract Deficiency Reports History

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>DO/TO</th>
<th>ACO</th>
<th>PCO</th>
<th>Control Number</th>
<th>History</th>
<th>Status</th>
<th>Days Aged</th>
<th>Initiation Date</th>
<th>Approval Date</th>
<th>Next Action By</th>
<th>ACO</th>
<th>PCO</th>
<th>Initiator</th>
</tr>
</thead>
<tbody>
<tr>
<td>CJF0001000101</td>
<td></td>
<td></td>
<td></td>
<td>G672</td>
<td>H</td>
<td>INITIATED</td>
<td>20060329</td>
<td></td>
<td></td>
<td>Flaherty, PCCBCreo</td>
<td>Flaherty, ExecMiko</td>
<td>Flaherty, AdminCaro</td>
<td></td>
</tr>
</tbody>
</table>

- **Date/Time**: 29-MAR-2006, 07:06:01
- **Actioned by**: Flaherty, AdminCaro
- **Event**: INITIATED (User for Next Action: PCCBCreo Flaherty)

**Area for Comment**

(2000 characters)

**Records information**

**Date/Time** - Current Date/Time

**Actioned by** - Person adding comment

**Event** - Comment Added

**Comments** - Entered text
SUBJECT: Comment added to CDR Control #G409:FA44070001

This e-mail message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk, AF Base RO Base 2, Base User Base 1:

The following comment was added on 11/13/2006 to Contract Deficiency Report Base 1:

Comment...This can be a bit confusing....all these various users...LOL

You may view the history of this CDR within EDA by clicking the View History button on the View Contract Deficiency Report screen using one of the links below:

Username/Password access:  https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409

For ASSISTANCE regarding this CDR, please contact DFAS User Clerk, the initiator of the CDR at mailto:carol.flaherty@eds.com.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or 801-605-7096, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
View History

EDA updates the CDR, captures Comments, and continues Workflow/Audit

Captured information:
Date/Time
Actioned by
Event
Comments

Link To View User Contact Information

Responsible for Next Action

Approve CDR...
Approve CDR

**Reviewing Official**
- receives notification for next action.
- reviews CDR for validity

If invalid/incorrect

**REJECT**
- EDA notifies *Initiator*

If valid/correct

**APPROVE**
- EDA notifies *Assignee*
- Starts clock for Days Aged

EDA:
- Updates CDR
- Captures Comments
- Continues Workflow/Audit
- Reminds Reviewing Official and Backups (as necessary)

**REJECT the CDR**
Reject CDR

**Reviewing Official** reviews CDR and if invalid/incorrect, Rejects it to return it to the **Initiator**.

EDA Notifies **Initiator** of rejection

**Initiator can...**

- **REASSIGN**
- **CLOSE**

EDA:
- Updates CDR
- Captures Comments
- Continues Workflow/Audit
- Reminds Initiator and Backups (as necessary)

Initiator may reassign or start-over with Contract Deficiency entry process and approval if changes are required.
Subject: Rejected CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by DFAS Ro Reviewer. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409

Once in EDA you may:
* Resubmit the CDR for approval or
* Close the CDR if it was created in error.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or 800-388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
From: CDR Administrator
Sent: <Date email sent>
To: <Initiator>
CC: <Reviewing Official>
Subject: Reminder <x> - Returned CDR Control # G1523:1
Importance: High

This message was system generated. Please DO NOT REPLY to this email.

<Initiator >,

This is a reminder that Contract Deficiency Report #G1523:1 has been awaiting review for <3> days. This CDR has been returned to you by Dude A Big Dog. A comment explaining the reason for the return is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523

Once in EDA you may:
* Reassign the CDR and resubmit it for approval
* Close the CDR if it was created in error.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
Approve CDR

View CDR

Click “Approve…” or “Reject…”

- Approve
- Reject

No Modifications may occur on the CDR.

Reviewing Official
May...

- Approve or
- Reject

Description

AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA1, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification rejects as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CO-Q.

AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE

AAA2, Missing pages. Page(s) (Appendix 4), of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-Q.
Approving CDR

Upon approval by the Reviewing Official, the CDR is sent to the Assignee.

In this example, the CDR is sent/routed to the ACO Identified.
This message was system generated. Please DO NOT REPLY to this email
<Assignee>,

Contract Deficiency Report #G1523:1 has been assigned to you for resolution. In order to prevent delays in paying contractor invoices, it is imperative that you take action on this CDR within 3 days (by 08/24/2008) as described below.
You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO or PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

If ASSIGNED to PCO/Buyer, ACO is cc’d.
From: CDR Administrator  
Sent: Fri 11/10/2008 12:44 PM  
To: <Assignee>  
Cc: <CDR POC>, <Alt CDR POC>, <Initiator>  
Subject: Reminder 1 - Assigned CDR Control # G1519:1  

Importance: High

<Assignee>,

This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 3 days. If you do not take action on this CDR within 7 days (by 08/28/2008) as described below, then the next notification will escalate to your manager. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1519

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
From: CDR Administrator  
Sent: Fri 10/15/2008 12:44 PM  
To: <Assignee>  
Cc: <CDR POC>, <Alt CDR POC>, <Mgmt Lvl CDR POC>, <Initiator>
Subject: Reminder

This message was system generated. Please DO NOT REPLY to this email.

<Assignee>,

This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 10 days. If you do not take action on this CDR within 7 days (by 08/28/2008) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1519:1

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
### History of CDR

#### Captured information:
- **Date/Time:**
- **Actioned by:**
- **Event:**
- **Comments:**

#### Responsible for Next Action:

**Next Action...**

**Assignee’s**
Assign CDR

Assignee options...

**ACCEPT**
- Own/fix/work deficiency
- Usually involves activities outside the application
- *Initiator* is sent notification of Acceptance

**REASSIGN**
- To individual inside or outside of domain

**RETURN**
- To initiator

**RESOLVE** *(Resolve with Comment)*
- Move completed CDR to RESOLVE

EDA:
- Updates CDR
- Continues Workflow/Audit
- Captures Comments
- Reminds Assignee and Backups (as necessary)
### Assignee Options

An **Assignee** may...  
- **Accept**  
- **Reassign**  
- **Return**  
- **Resolve** (resolve with comment)

No Modifications may occur on the CDR.

**Let's look at each option...**

**RETURN Option**
Return CDR

RETURN...
Returns CDR to INITIATOR for “Next Action”

Enter a comment
From: CDR Administrator  
Sent: Fri 11/5/2008 12:44 PM  
To: <Initiator>  
Cc: <Assignee> <CDR POC> <Alt CDR POC>  
Subject: Returned CDR # G1523:1  

<Initiator>,

This message was system generated. Please DO NOT REPLY to this email.

Bandit Warner,

Contract Deficiency Report #G1523:1 is awaiting your review before it can be assigned for resolution. This CDR has been returned to you by Dude A Big Dog. The reason for the return is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access:  https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523  

Once in EDA you may:
* Reassign the CDR and resubmit it for approval or
* Close the CDR if it was created in error.

Please refer to the EDA User's Guide for guidance on the CDR process.  
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
From: CDR Administrator
Sent: Fri 10/5/2008 12:44 PM
To: <Initiator>
Cc: <Reviewing Official> <Assignee> <CDR POC> <Alt CDR POC>
Subject: Reminder <x> Returned CDR # 65672: GS07F0341M
Importance: High

<Initiator>,

This message was system generated. Please DO NOT REPLY to this email.

Bandit Warner,

This is a reminder that Contract Deficiency Report #G1523:1 has been awaiting review for 3 days. This CDR has been returned to you by Dude A Big Dog. A comment explaining the reason for the return is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1523

Once in EDA you may:
* Reassign the CDR and resubmit it for approval or
* Close the CDR if it was created in error.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

Return Reminder: Every ‘3’ Days
Reassign CDR

Click “Reassign…”

* Required Fields
  - Status: ASSIGNED
  - Approval Date: 14-NOV-06
  - Last Update: 14-NOV-06
  - Updated By: DFAS Re Reviewer

* Contract No: FA440760033
  - Delivery Order To: ACO: No ACO Listed
  - PCO: Base User Base 1

* Admin DoDAAC: FAA 0: No ACO Listed
  - Issue DoDAAC: FA4407
  - PCO: Base User Base 1

* Pay DoDAAC: SP0400
  - CAGE Code: D-U-N-S number: No Contractor Listed

Control Number: 0417
  - Initiator: DFAS User Clerk

* Reviewing Official: DFAS Re Reviewer

* Deficiencies:
  - Description
    - AAA: CONTRACT & SUPPORTING DOCUMENTS ARE LATE
    - AAA2: Missing pages. Page(s) [1] of subject contract/modification is/are missing. Please forward copies with a copy of this CDR to DFAS-CO-1.
    - AAA, CONTRACT & SUPPORTING DOCUMENTS ARE LATE
    - AAA4: Document has pen and ink change. Changes to contractual documents must be made using modifications. Please issue a correcting modification and send it along with a copy of this CDR, to DFAS-CO-1.

Days aged clock continues

REASSIGN...
Reassign CDR to another ASSIGNEE who will be responsible for resolving the stated deficiency.

New Assignment...
Reassign CDR

Click “Confirm Reassignment...”

Enter a comment

CODR Reassignment...

Find New ASSIGNEE

Refer to previous slides for Finding Assignees

Find ASSIGNEE in EDA...

Days aged clock continues
Reassign Business Rules

CDR Reassign

- **Assignee** (ACO or PCO/Buyer), Reviewing Official & *Initiator* can REASSIGN.

- **Assignee** or Reviewing Official can RETURN...comment required.

- Find **Assignee** to include search capability into the current C/S/A structure and also indicates Primary CDR POC and Alternate CDR POC capacity within Office.

- Carbon Copy ACO when PCO/Buyer is assigned a CDR.

- Reassign a RESOLVED CDR to a *new* person requires Approval by Reviewing Official.

- ACOs and PCO/Buyers should reassign the CDR to an individual user within their Office. Requires no approval. *(Delegation)*

- **CDRs reassigned to CDR POCs will trigger a notification to the optional group e-mail.**

- Activity is captured in audit trail.
This message was system generated. Please DO NOT REPLY to this email.

Shelby A Puppydog,

Contract Deficiency Report #G1521:1 has been assigned to you for resolution. In order to prevent delays in paying contractor invoices, it is imperative that you take action on this CDR within 3 days (by 08/24/2008) as described below.

You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1521

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO or PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
From: CDR Administrator  
Sent: Fri 11/5/2008 12:44 PM  
To: <Assignee>  
Cc: <Primary CDR POC>, <Alt. CDR POC>, <Initiator>  
Subject: Reminder 1 - Assigned CDR Control # 65672: FA860704D  
Importance: High  

<Assignee>,

This message was system generated. Please DO NOT REPLY to this email.

This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 3 days. If you do not take action on this CDR within 7 days (by 08/28/2008) and return the links then the next notification will escalate to your manager. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1519

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at mailto:jpbterps@comcast.net.


First Assignment Reminder:
‘3’ Days

Subsequent Assignment
Reminder…

Indicates date of escalation

Direct Links to CDR

Next Actions - Accept, Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process

First Assignment Reminder:  
‘3’ Days

Assignee

Assignee

Direct Links to CDR

Next Actions - Accept, 
Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process

First Assignment Reminder:  
‘3’ Days

Assignee

Assignee

Direct Links to CDR

Next Actions - Accept, 
Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process

First Assignment Reminder:  
‘3’ Days

Assignee

Assignee

Direct Links to CDR

Next Actions - Accept, 
Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process

First Assignment Reminder:  
‘3’ Days

Assignee

Assignee

Direct Links to CDR

Next Actions - Accept, 
Reassign, Return or Resolve

Identifies INITIATOR & email address

EDA User Guide
CDR Process
From: CDR Administrator
Sent: Fri 11/5/2008 12:44 PM
To: <Assignee>
Cc: <Primary CDR POC>, <Alt. CDR POC>, <Mgmt Lvl CDR POC>, <Initiator>
Subject: Reminder <x> - Assigned CDR Control # G1519:1
Importance: High
This message was system generated. Please DO NOT REPLY to this email.

<Assignee>,
This is a reminder that Contract Deficiency Report #G1519:1 has been assigned to you for resolution and has been waiting for action by you for 10 days. If you do not take action on this CDR within 7 days (by 08/28/2008) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1519

Once in EDA you may:
* accept the CDR to indicate you are working to resolve it
* reassign it to the appropriate ACO, PCO/Buyer, or CDR POC
* return it to the initiator indicating it was assigned to the wrong person
* or resolve the CDR.

For ASSISTANCE regarding this CDR, please contact Bandit Warner, the initiator of the CDR at jpbterps@comcast.net.


For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).
Accept CDR

Assignee ‘works’/processes deficiency.

Assignee can...
- Provide fix for deficiency
  - Comment
- **RESOLVE (Resolve with Comment)**
  - Move completed CDR to RESOLVE

EDA:
- Updates CDR
- Captures Comments
- Continues Workflow/Audit
- Reminds Assignee and Backups (as necessary)
Accept CDR

Click “Confirm Acceptance…”
Enter a comment

Upon Acceptance, the **Assignee** is responsible for resolving the stated deficiency.

Days aged clock is started

Acceptance Notification…
Accept CDR Control #G472:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Base User Base 1 has accepted Contract Deficiency Report #G409:FA44070001 and is working to resolve it. You may monitor the status of this CDR by querying it within EDA using one of the links below:

Username/Password access:  https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409

Please refer to the EDA User’s Guide for guidance on the CDR process.  
http://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-287-4100, 388-7095, or by e-mail at cscassig@csd.disa.mil (Priority or General Assistance).

Identifies responsible individual

Accept CDR Control #G472:FA44070001

Quick look at History...

Quick look at History...

User Guide Link

Direct links to CDR

Requiring Action

Cc’s CDR POCs Based on C/S/A structure

Deficiency is “worked” by Assignee.

Resolution in Progress

...sent to the Initiator.
This message was system generated. Please DO NOT REPLY to this email.

<Assignee>,

This is a reminder that Contract Deficiency Report #G435:4-123 has been accepted by you and has been waiting for action by you for 15 days. If you do not take action on this CDR within 15 days (by 12/02/2006) as described below, then another reminder will be sent. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access: https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G435

Once in EDA you may:
* Resolve the CDR to indicate that you have reached a resolution.
* Reassign it to the appropriate ACO or PCO/Buyer (or responsible Contract Specialist if applicable).

For ASSISTANCE regarding this CDR, please contact Army Armyinit, the initiator of the CDR at carol.brown@somewhere.com

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscassig@csd.disa.mil (Subject: EDA Assistance).

Valid Next Actions
Reassign or Resolve
Resolve w/comment

Accept Reminder: Every ‘15’ Days
## History of CDR

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<th>Contract Number</th>
<th>DO/TO</th>
<th>ACO Mod</th>
<th>PCO Mod</th>
<th>Control Number</th>
<th>History</th>
<th>Initiation Date</th>
<th>Approval Date</th>
<th>Next Action By</th>
<th>Comments</th>
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<tr>
<td>CJF001000101</td>
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<td></td>
<td></td>
<td>20060329</td>
<td>20060329</td>
<td>Flaherty, ExecMike</td>
<td>Flaherty, ExecMike</td>
</tr>
</tbody>
</table>

**EDA updates the CDR, captures Comments, and continues Workflow/Audit**

**Once Accepted…**

View

### Captured information:
- **Date/Time**
- **Actioned by**
- **Event**
- **Comments**
Accepted CDR

Click “Reassign...” or “Resolve...”

An Assignee may...
- Reassign (delegate) or
- Resolve (Resolve with comment)

No Modifications may occur on the CDR.
Reassign CDR

To reassign this CDR please enter a comment, select a new assignee in the PCO/Buyer section, and confirm reassignment.

Enter a comment

Click “Confirm Reassignment...”

Status: ASSIGNED
Approval Date: 25-SEP-08
Next Action By: CF AF PCO/Flair

Days Aged: 0
Last Update: 25-SEP-08
Updated By: CF RO Flair

*Required Fields
*Contract No: CE12345
Delivery Order TO:
ACO Mod:

PCO Mod:

You may select a new PCO/Buyer and/or select the PCO/Buyer for CDR assignment.

Assign to PCO/Buyer

Clear & Find PCO/Buyer

OR

Find New ASSIGNEE

Refer to previous slides for Finding Assignees

Assign to ACO

Clear & Find ACO

Days aged clock continues
Deficiency is Resolved by **Assignee**.

**Assignee** indicates CDR resolved in EDA. 
*NOTE: Don’t mark resolved until reposted to EDA.*

EDA notifies the *Initiator* of resolution.

**Assignee can...**

**RESOLVE**

- EDA:
  - Updates CDR
  - Captures Comments
  - Continues Workflow/Audit
  - Reminds Initiator & Backups (as necessary)
**Resolve CDR**

---

**View CDR**

- **Contract**: CJE00010001001
  - *Admin DoDAAC*: FA4407
  - *ACO*: ExecMile Flaherty
  - *Issue DoDAAC*: FA4407
  - *PCO*: No PCO Listed
  - *Pay DoDAAC*: SP0400

- **Contract Number**: 6722
- **Contractor**: No Contractor Listed
- **CAGE Code**: 12345
- **D-U-N-S number**: No D-U-N-S number Listed

---

**Deficiencies**

<table>
<thead>
<tr>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>AAA, CONTRACT SUPPORTING DOCUMENTS ARE LATE</strong></td>
</tr>
<tr>
<td><strong>AAA1</strong>, Cannot input modification without a hard copy of the contract. Modification dated (05/05/2006), has been received in our office. However, due to non-receipt of the hard copy of the contract the modification requests as unmatched. Request that the hard copy of the contract be forwarded with a copy of this CDR to DFAS-CC.</td>
</tr>
<tr>
<td><strong>AAA, CONTRACT SUPPORTING DOCUMENTS ARE LATE</strong></td>
</tr>
<tr>
<td><strong>AAA2</strong>, Missing pages: Page(s) (Appendix-4) of subject contract modification is/are missing: Please forward copies with a copy of this CDR to DFAS-CC.</td>
</tr>
</tbody>
</table>

---

**Resolve**

An Assignee May...
- Resolve and provide comment

No Modifications may occur on the CDR
Upon Resolution, the **Assignee** has completed the deficiency action.

The **initiator** will review and perhaps recreate if not resolved satisfactorily.
## History of CDR

### Contract Deficiency Reports

#### History

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>DO/TO</th>
<th>ACO</th>
<th>Mod</th>
<th>PCO</th>
<th>Control Number</th>
<th>History</th>
<th>Date/Time</th>
<th>Actioned by</th>
<th>Event</th>
<th>Comments</th>
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</thead>
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<tr>
<td>CJ00010000101</td>
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<td>G672</td>
<td>H</td>
<td>29-MAR-2006</td>
<td>Flaherty, ExecMike</td>
<td>RESOLVED</td>
<td>I have posted the missing files</td>
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<td></td>
<td></td>
<td>29-MAR-2006</td>
<td>Flaherty, ExecMike</td>
<td>ACCEPTED</td>
<td>I will repost the missing pages</td>
</tr>
<tr>
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<td></td>
<td>29-MAR-2006</td>
<td>Flaherty, PCOBOrec</td>
<td>ASSIGNED</td>
<td>Valid CDR. Please supply missing documents</td>
</tr>
</tbody>
</table>

### Captured information:

- **Date/Time**
- **Actioned by**
- **Event**
- **Comments**

### Status Change

- **Initiated (User for Next Action: Flaherty, Format)**
- **Assigned (User for Next Action: Flaherty, Format)**
- **Accepted (User for Next Action: Flaherty, Format)**
- **Resolved (User for Next Action: Flaherty, Format)**

### Responsible for Next Action

- **Flaherty, Admin Carol**

**View**
Resolved CDR Control #G409:FA44070001

This message was system generated. Please DO NOT REPLY to this email.

DFAS User Clerk,

Contract Deficiency Report #G409:FA44070001 has been resolved and is awaiting your review to be closed. A comment detailing the resolution is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access:  https://ushrsebs004.vahrn.us.eds.com:643/pls/user/cdr.display?pControl=G409

Once in EDA you may:
* Reassign the CDR for further resolution processing or
* Close the CDR indicating it is complete.

Please refer to the EDA User’s Guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_INDEX.html

For further inquiries, please contact the EDA Helpdesk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7117 or email at cscassig@csd.disa.mil (Commercial Assistance).
This message was system generated. Please DO NOT REPLY to this email.

<Initiator>,

This is a reminder that Contract Deficiency Report #G1524:1 has been resolved and has been awaiting review for 3 days. Your review is required in order to close this CDR. A comment detailing the resolution is attached to the CDR. You may view and take action on this CDR within EDA by clicking one of the links below:

Username/Password access:  https://ushrsebs004.disa.usgs.eds.com:643/pls/user/cdr.display?pControl=G1524

Once in EDA you may:
* Reassign the CDR for further resolution processing or
* Close the CDR indicating it is complete.

Please refer to the EDA User's Guide for guidance on the CDR process.
https://ushrsebs004.disa.usgs.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: 1-866-618-5988, 801-605-7095 or DSN: 388-7095, or by e-mail at cscasig@csd.disa.mil (Subject: EDA Assistance).
Close CDR

Initiator validates resolution/response.
Initiator can...

CLOSE
- Initiator closes CDR
- CDR life ends...no further action
- EDA stops Days Aged clock

REASSIGN
- To different person/organization
- Requires approval by Reviewing Official

RETURN
- To same person/organization
- Does not require additional approval

EDA:
Updates CDR
Captures Comments
Continues with Workflow/Audit,
Reminds Initiator & Backups (as necessary)
Close CDR Options

Click "Close..." or "Return..." or "Reassign..."

Initiator Reviews Resolution

RETURN...
Return original CDR to the SAME ASSIGNEE. No additional approval

REASSIGN...
Reassign original CDR to the a DIFFERENT ASSIGNEE. Approval required

CLOSE...
CDR resolved. Indicate closures. The deficiency life ends.

RETURN...
Return CDR

Click “Return…”

Click “Confirm Return…”

Enter a comment

RETURN...

Return original CDR to the SAME ASSIGNEE.
(No changes or new deficiencies can be added)

No Additional approval is required
Return CDR Control #G409:FA44070001

From: CDR Administrator
Sent: Fri 3/5/2004 12:44 PM
To: <Assignee>
Cc: <Initiator>, <Primary CDR POC>, <Alt CDR POC>
Subject: Returned CDR # 65672: W91YTV0

<Initiator>,

Contract Deficiency Report # 65672: W91YTV0 has been assigned to you for resolution. This CDR has been returned to you by <Initiator>. A comment explaining the reason for the return is attached to the CDR.

You may view this CDR within EDA by clicking on one of the links below:
Username/Password access: https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672

Once in EDA you may
- reassign the CDR and resubmit it for approval or
- Resolve the CDR.

Please refer to the EDA Users guide for guidance on the CDR process.
https://ushrsebs004.vahrn.us.eds.com:643/users_guide/documents/cdr/cdr001_Index.html

For all other inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-
scassig@csd.disa.mil (EDA Assistance).
Reassign CDR

Click “Reassign…”

REASSIGN...
Reassign original CDR to the a DIFFERENT ASSIGNEE. (No changes or new deficiencies can be added)

Additional approval is required. CDR is sent to Reviewing Official for approval of new assignment.
Reassign CDR

Initiator reassigns

Click “Confirm Reassignment…”

Enter a comment

Same process as described earlier…

Find participant in EDA

Clear, Assign, & Find ASSIGNEE in EDA

Notifications are sent, if non-responsive, Reminders will follow.

CLOSE CDR...
Close CDR

Initiator reviews and closes CDR

Click “Confirm Closure…”

Enter a comment

Click “Close…”

Days aged clock is stopped

Closed CDRs continue to be viewable

At this point, the deficiency life ends.

Close Notification…
Close CDR Control #G65672 FA448605P0114

Sent: Fri 11/5/2008 12:44 PM  
To: <Assignee>  
Cc: <Primary CDR POC>, <Alt. CDR POC>, <Mgmt Lvl CDR POC>, <Initiator>, <Closing User>

Subject: Closed CDR # 65672: FA448605P0114

<Assignee>,

Contract Deficiency Report # 65672: FA448605P0114 has been closed by <Closing User> indicating all deficiencies have been corrected.

You may view this CDR by querying it within EDA using the link below:
Username/Password access:  https://eda2.ogden.disa.mil/pls/user/cdr.display_cdr?control=65672  

For further inquiries, please contact the EDA Help Desk at: (866)618-5988, (801)605-7095 or DSN: 388-7095, or with e-mail at: cscassig@csd.disa.mil.

At this point, the deficiency life ends.
At this point, the deficiency life ends.

Captured information:
- Date/Time
- Actioned by
- Event
- Comments

Closed CDRs continue to be viewable.
Closed CDRs are not deleted.
Note: Closed unapproved CDRs are deleted. (You may wish to use Advanced Search to exclude close CDR)

Let's look at CDR Query...
CDR Search Options
Use any CDR query option to locate desired CDR
Supply criteria for option selected
Click “View” for results of query
**CDR Advanced Search**

Very powerful query tool

- Totally User defined...
- Flexible result display
- Flexible operational criteria
- Definable sort order
- Partial or full entry
- Any field combinations
Options to View/Query a CDR

A few options...
- Contract Query
- CDR Query

"Show" CDR Data column in "My Settings"

Click "View (#)"

<table>
<thead>
<tr>
<th>Contract Number</th>
<th>History</th>
<th>PCO Mod</th>
<th>Issue Date</th>
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Click Control Number

For more information about the DOD EDA Web Page, call the help desk at (965)618-6988, (801)505-7095 or DSN 388-7095, or send email to pascass@epod.oned.onns.mil
View CDR

View Contract Deficiency Report

No Modifications may occur on the CDR

Click “View History”

<table>
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<th>*Required Fields</th>
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<td>Last Update: 07-OCT-08</td>
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<td>Delivery Order To:</td>
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<td>ACO:</td>
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| Issue DoDAAC: 00J0120 |
| Issue Office: CFO Business Agency=Command Office=Administrative |
| *POO/Buyer Assigned: CFO/Executive Business Agency |

| *Admin DoDAAC: |
| Admin Office: |
| *ACO: No ACO Listed |

| *Pay DoDAAC: SP0400 |
| CAGE Code: |
| D-U-N-S number: |
| No Contractor Listed |

| Control Number: G1671 |
| Initiator: CFO/Executive Business Agency |
| Contract Deficiency |

| *Reviewing Official: ReviewOff Business Agency |
| *Deficiencies: |
| **Description** |
| **AAA3, IMPROPER CONTRACT ALTERATIONS** |
| AAA3, Contract has been altered using correction fluid or labels or it contains pen and ink changes. Changes to contractual documents must be made using modifications. Please issue a modification citing the correct administrative information and post it to EDA. |

If you need assistance with EDA, contact your EDA POC or the EDA Help Desk.
Please report any suspicious or anomalous activity to the EDA Help Desk.
CDR Query Result Page...Sample shown
Displays available CDR information

- General Capabilities
- Add a specific CDR
- Set
- Download Result
- Sort on Column

Note: Sort on column is only available if results fit on one page.
CDR Query Result Page...Sample shown
Displays available CDR information
Refer to the EDA Users Guide

- STEP-by-STEP instructions (for all Capabilities)

- Training Modules

- Entire section dedicated to the EDA Executive and the EDA POC and their tasks/activities