



DEPARTMENT OF THE AIR FORCE
HQ WARNER ROBINS AIR LOGISTICS CENTER (AFMC)
ROBINS AIR FORCE BASE GEORGIA

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FAR 4
McGraw/PKPB
16 Mar 01

12 MAR 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/PK

SUBJECT: Contract File Digitization (CFD) Deployment and Policy

1. As part of our continuing efforts to achieve paperless contracting, we are pleased to announce the full deployment of the Contract File Digitization system. This system uses the Department of Defense 5015-2 records management certified Relativity Records Manager (R2M) software from Relativity, Inc. This locally WR-ALC/PK developed project represents a significant milestone in reaching our paperless contracting goals and serves as a prototype for the Air Force.
2. Effective 28 February 2001, all central contracting contract file folders will be created and stored electronically in the buyer's personal electronic workbasket within the CFD system. All new contract files and contract files currently in work will be created and managed electronically by the buyer within the CFD system. Access to these working contract files is restricted to the buyer and their management. Buyers will have the capability to authorize additional review or collaboration on these working files as needed within the CFD system. Once files are completed they will be transferred from the buyer's electronic workbasket into the CFD electronic file room archive rather than storing paper based files in the central or decentralized file rooms. All Directorate of Contracting personnel and other contract file reviewing organizations such as Judge Advocate will have viewing rights for all contract files in the electronic file room archive. The buyer, in the case of sensitive information, may restrict the viewing of certain documents in the electronic file room archive to an individual or group, but this should be done sparingly.
3. Existing, paper-based contract files in the WR-ALC/PKXO file room are currently being scanned by WR-ALC/PKXO personnel and will be forwarded within CFD to the appropriate buying branch supervisor for review, certification and transfer to the CFD electronic file room archive. All active Basic Ordering Agreements (BOAs) maintained in the WR-ALC/PKXO file room have already been scanned and are currently available for viewing in the CFD electronic file room archive. A sample list of the BOAs available in the system is attached.
4. Contract file documents, attachments and e-mails in any electronic format may be imported electronically into CFD. Paper-based documents may be scanned in on the distributed scan stations located in each division. In the case of large documents or backlog, WR-ALC/PKXO can assist with scanning using the high-speed centralized scanners. The distributed scanning stations also contain compact disk writers that may be used to export copies of contract files from CFD onto CD-ROMs for portable use with a laptop. Copies of documents located within CFD may also be e-mailed.

2001-8-B

5. Since the Air Force has not implemented a standard electronic signature process yet, all documents that require a signature for legal purposes will require that the signature page be scanned to preserve the signature. At such time as the Air Force selects an electronic signature standard, it will be incorporated into CFD. As we move toward total use of electronic documents, it is important that we use standardized document and attachment naming conventions for consistency and mutual understanding. An electronic file name convention list is attached and should be used for all electronic files in all electronic systems such as CFD, ACPS GUI V15, NAFI and FedBizOpps.

6. Training sessions for all contracting personnel except management and WR-ALC/PKO have been completed. A 1-hour, abbreviated overview for management will be conducted during the coming weeks. Training for WR-ALC/PKO and makeup sessions for others will be held during the coming months.

7. In summary, we have a powerful, yet easy to use system that will significantly improve our administrative processes. CFD was designed by WR-ALC/PK employees to meet our contract file requirements. Supervisors should insure that employees immediately begin to utilize the new system. We welcome any ideas or suggestions you may have for future enhancements.

8. Our point of contact for policy is Cheryl Ficklin, WR-ALC/PKPB, 61922. Point of contact for CFD Functional System Administration is Peggy Bezold, WR-ALC/PKXD, 69026. CFD project manager and technical point of contact is Phil Gladney, WR-ALC/PKXD, 65490.



DAVID D. BURTON, SES
Director
Directorate of Contracting

Attachments:

1. Sample List of BOAs Scanned and Available for Viewing
2. WR-ALC/PK Standardized Electronic File Name Convention List

DISTRIBUTION:

WR-ALC/LAK

WR-ALC/LBK

WR-ALC/LEK

WR-ALC/LFK

WR-ALC/LJK

WR-ALC/LKK

WR-ALC/LNK

WR-ALC/LRK

WR-ALC/LUK

WR-ALC/LYK

WR-ALC/PKA

WR-ALC/PKP

WR-ALC/PKO

WR-ALC/PKX

Sample List of BOAs Scanned and Available for Viewing

F09603-00-G-0001
F09603-00-G-0002
F09603-00-G-0010
F09603-00-G-0011
F09603-97-G-0005
F09603-97-G-0014
F09603-98-G-0001
F09603-98-G-0003
F09603-98-G-0004
F09603-98-G-0005
F09603-98-G-0010
F09603-98-G-0012
F09603-98-G-0014
F09603-98-G-0017
F09603-98-G-0018
F09603-98-G-0023
F34601-00-G-0005
F34601-00-G-0006
F34601-00-G-0008
F34601-00-G-0009
F34601-98-G-0002
F34601-98-G-0004
F34601-98-G-0008
F34601-98-G-0012
F34601-98-G-0014
F34601-99-G-0007
F42600-00-G-0002

WR-ALC/PK Standardized Electronic File Name Convention List

DOCUMENT DESCRIPTION	E-File Name	FileDiv	TAB
ABSTRACT (General ID for Scanning)	Abst	PRE	14
ACO CORRESPONDENCE	ACOCorr	POST	ADMIN
ACPS SUMMARY	ACPSsmry	PRE	55
ACPS-GUI CONTRACT AUDIT SHEET	AwdAudit	PRE	55
ACQUISITION PLAN/PLANNING (General ID for Scanning)	AcqPln	PRE	2
ACQUISITION STRATEGY PANEL DOCUMENTATION	ASP	PRE	2
ADDENDUM	Adm	MISC	#
ADMINISTRATION PLAN	AdmPln	POST	ADMIN
ADMINISTRATIVE COMMITMENT DOCUMENT (General ID for Scanning)	ACD	PRE	54
ADMINISTRATIVE CONTRACTING OFFICER	ACO	MISC	#
AF TECHNICAL MANUAL CONTRACT REQUIREMENTS	AFTMCR	MISC	#
ANNUAL WAGE RATE ADJUSTMENTS	AWageAdj	MISC	#
APPENDIX "A"	ApxA	MISC	#
APPENDIX "C"	ApxC	MISC	#
APPROVAL OF ADDITIONAL GOVERNMENT-OWNED FACILITIES (General ID for Scanning)	GOF	PRE	54
APPROVAL OF OVERTIME PREMIUMS (General ID for Scanning)	OApp	PRE	39
APPROVAL OF USE OF GOVERNMENT FURNISHED PROPERTY (General ID for Scanning)	GFP	PRE	35
ATTACHMENT "A" PREVIOUS HISTORY (RECDRO)	PHR	MISC	#
AUTHORIZATION TO ISSUE UNPRICED ACTION (UCA) (General ID for Scanning)	UCA	PRE	33
AWARD FEE BOARD ACTIONS	AwdFeeActn	POST	ADMIN
BALANCE OF PAYMENTS PROGRAM CORR/APPROVALS (General ID for Scanning)	BOP	PRE	25
BASIC CONTRACT (General ID for Scanning except for BOA/"G" Type & modifications)	K	AWARD	62
BASIC ORDERING AGREEMENT (General ID for Scanning BOA/"G")	BOA	AWARD	62
BEST VALUE PERFORMANCE TRADE OFFS	BVPTO	PRE	#
BID BONDS)	BidBond	PRE	#
BID SAMPLE	BidSmpl	PRE	#
BLANKET PURCHASE AGREEMENT	BPA	AWARD	62
BONDS CHECKLIST	BndsCklt	POST	ADMIN
BRIEFING(S)	Brfg	MISC	#
BUSINESS CLEARANCE	BucClear	PRE	64
BUY AMERICAN ACT - APPROVAL OF EXCEPTIONS	BAAppExc	PRE	22
BUY AMERICAN ACT - CONTRACTOR'S CERTIFICATION (General ID for Scanning)	BACert	PRE	22
CAS LETTER OF DELEGATION	CASDel	POST	ADMIN
CENTRAL CONTRACTOR REGISTRATION VERIFICATION	CCR	PRE	32
CERTIFICATION OF CURRENT COST OR PRICING DATA (General ID for Scanning)	CoCCPD	PRE	44
CERTIFICATION OF INDEPENDENT PRICING DETERMINATION (General ID for Scanning)	CostP	PRE	21
CLAIM(S)	Claim	POST	ADMIN
CLOSEOUT ACO/PCO STATEMENT	ClsoutStmt	POST	CLOSURE
CLOSEOUT CORRESPONDENCE (General ID for Scanning)	ClsoutCorr	POST	CLOSURE
CO DETERMINATION OF CONTRACTOR'S RESPONSIBILITY (General ID for Scanning)	KtrResp	PRE	32
COMMERCIAL ITEM DESCRIPTION	CID	MISC	#
COMPETITIVE RANGE DETERMINATION	CompRng	PRE	14
COMPUTATION USED TO ARRIVE AT LOWEST EVALUATED PRICE (General ID for Scanning)	LEPComp	PRE	51
COMPUTATION USED TO ARRIVE AT QUANTITY DISCOUNT	QDCComp	PRE	51
CONGRESSIONAL(S)	Cngral	POST	ADMIN
CONSTRUCTION PUNCH LIST	ConatPLI	POST	ADMIN
CONTAINER REQUEST FORM	CRF	MISC	#
CONTRACT ADMINISTRATION OFFICE	CAO	MISC	#
CONTRACT AWARD CYCLE TIME INSTRUMENT	CACTI	PRE	2
CONTRACT CLEARANCE	KClear	PRE	64
CONTRACT DATA REQUIREMENTS LIST - DD 1423	CDRL	MISC	#
CONTRACT DATA REQUIREMENTS LIST EXHIBIT	CDRL EXBT	MISC	#
CONTRACT FILE CONTENT CHECKLIST - AF 3019 (General ID for Scanning)	AF3019	PRE	CFOG
CONTRACTING OFFICER	CO	MISC	#
CONTRACTING OFFICER'S REPRESENTATIVE	COR	MISC	#
CONTRACTOR	Ktr	MISC	#
CONTRACTOR'S DATA CERTIFICATION	DataCert	PRE	9
CONTRACTOR'S PRICE OR COST DATA (General ID for Scanning)	CostData	PRE	44
CONTRACTOR'S QUALITY ASSURANCE PROGRAM DOCUMENTATION	KtrQAPrgrm	POST	ADMIN

WR-ALC/PK Standardized Electronic File Name Convention List

DOCUMENT DESCRIPTION	E-File Name	FileDiv	TAB
CONTRACTOR'S STATEMENT OF CONTINGENCT FEES (General ID for Scanning)	CFeeStmt	PRE	20
COPY OF PRE-NEGOTIATION CONFERENCES/BRIEFINGS (General ID for Scanning)	ProNeg	PRE	47
COPY OF REPORT OF CONTRACT AWARD - 1279 REPORT (General ID for Scanning)	RptKAwd	PRE	66
COPY OF SPECIAL BRIEFINGS MADE (General ID for Scanning)	SBrfg	PRE	10
CORR RELATING TO KTR PERFORMANCE IN A FOREIGN COUNTRY (General ID for Scanning)	FrqnPrfm	PRE	24
CORRESPONDENCE	Corr	MISC	##
CORRESPONDENCE WITH PR INIATOR	PRCorr	PRE	1
D&F- AUTHORIZATION FOR USE -AWARD FEE TYPE CONTRACTS	D&FAwdFee	PRE	7
D&F- AUTHORIZATION FOR USE -COST TYPE CONTRACTS	D&FCost	PRE	7
D&F- AUTHORIZATION FOR USE -CPFF TYPE CONTRACTS	D&FCPFF	PRE	7
D&F- AUTHORIZATION FOR USE -ENGINEERING SERVICES CONTRACTS	D&FEngS	PRE	7
D&F- AUTHORIZATION FOR USE -INCENTIVE TYPE CONTRACTS	D&FI	PRE	7
D&F- AUTHORIZATION FOR USE -PERSONAL OR PROFESSIONAL SERVICES CONTRACTS	D&FPS	PRE	7
D&F- AUTHORIZATION FOR USE -TIME AND MATERIAL LABOR HOUR CONTRACTS	D&FT&M	PRE	7
DATA - ADJUSTED PRICE LIST	DataAdjPL	PRE	9
DATA DESCRIPTION	DID	MISC	##
DCAA AUDIT REPORTS (General ID for Scanning)	AuditRpt	PRE	46
DCMA ANALYST/ACO PRICING COMMENTS (General ID for Scanning)	ACOPCmts	PRE	45
DD FORM 1499 - DATA CORRESPONDENCE - REQUIRMENTS (General ID for Scanning)	DataCorr	PRE	9
DEBARMENT/SUSPENSION DOCUMENTATION	Debar	PRE	##
DEBRIEFING DOCUMENTATION	DeBfg	POST	ADMIN
DELINQUENCY CORRESPONDENCE	DlnqCorr	POST	ADMIN
DELIVERY ORDER	DO	AWARD	62
DETERMINATION AND FINDINGS	D&F	MISC	##
DETERMINATION AND FINDINGS - TYPE CONTRACT (General ID for Scanning)	D&F	PRE	7
DEVIATIONS APPROVAL (General ID for Scanning)	DevApp	PRE	43
DISCUSSION/NEGOTIATIONS DOCUMENTATION	Nego	PRE	##
DISPUTE(S)	Dispute	POST	ADMIN
DISTRIBUTION CHECKLIST/FL 165 (General ID for Scanning)	Ckit	PRE	DIST
DOCUMENTATION REGARDING SMALL BUSINESS SET-ASIDE (FAR 19.502-2(a))	SBSA	PRE	4
DOD CONTRACT SECURITY CLASSIFICATION SPECIFICATIONS - DD 254	DD254	MISC	##
EEO -CONTRACTOR'S AFFIRMATIVE ACTION REPRESENTATION	EEORep	PRE	19
EEO -CONTRACTOR'S CERTIFICATION OF NONSEGREGRATED FACILITIES	EEOCert	PRE	19
EEO -EQUAL EMPLOYMENT OPPORTUNITY (General ID for Scanning)	EEO	PRE	19
EEO -PRE-AWARD COMPLIANCE ACTION	EEOPACA	PRE	19
ENGINEERING DATA LIST - AFMC 762	EDL	MISC	##
ENGINEERING REQUIREMENTS	EngRqmt	MISC	##
EVALUATION BASIS FOR AWARD - M-900	M900	MISC	##
EVALUATION NOTICES	EvalN	PRE	16
EVALUATION TRANSPORTATION COST FACTORS (General ID for Scanning)	TransEval	PRE	27
EXCPTS COVERING PURCHASES FROM SOVIET CONTROLLED AREAS (General ID for Scanning)	SovletP	PRE	23
FINAL EVALUATION BRIEFING TO SOURCE SELECTION AUTHORITY	FSSABrfg	PRE	10
FINAL PAYMENT CHECKLIST	FPayCkit	POST	ADMIN
FINAL PROPOSAL REVISION (FORMERLY BAFOs)	FPR	PRE	##
FIRST ARTICLE	FA	MISC	##
FIRST ARTICLE APPROVAL	FAApp	POST	ADMIN
FIRST ARTICLE CORRESPONDENCE	FACorr	POST	ADMIN
FREEDOM OF INFORMATION ACT REQUEST(S)	FOIA	POST	ADMIN
FUNDS LOG	FndsLg	POST	ADMIN
GENERAL CORRESPONDENCE (General ID for Scanning)	GenCorr	POST	ADMIN
GOVERNMENT PROPERTY INVENTORY	GPI	MISC	##
IDENTIFICATION MARKING & SHELF LIFE ITEM PROVISION - AFLC 53	IM&SLIP	MISC	##
INDEFINITE DELIVERY INDEFINITE QUANTITY CONTRACT	IDIQK	AWARD	62
INDEMNIFICATION APPROVAL (General ID for Scanning)	IndmApp	PRE	41
INDIVIDUAL PROCUREMENT ACTION REPORT (General ID for Scanning)	DD350	PRE	57
INITIAL EVALUATION BRIEFING TO SOURCE SELECTION AUTHORITY	ISSABrfg	PRE	10
INSPECTION ACCEPTANCE	InspAccp	MISC	##
INSURANCE CERTIFICATION	InsCert	POST	ADMIN
INTERNATIONAL AGREEMENT COMPETITIVE RESTRICTIONS	IACR	PRE	6

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DOCUMENT DESCRIPTION	E-File Name	FileDiv	TAB
INTERROGATION REQUIREMENTS INFORMATION SYSTEM (IRIS) VERIFICATION	IRIS	PRE	1
INVOICE(S)	Inv	POST	ADMIN
JUSTIFICATION AND APPROVAL	J&A	PRE	6
LABOR CORRESPONDENCE	LbrCorr	POST	ADMIN
LEGAL REVIEW OF ONE-TIME CONTRACT CLAUSES	KClisRvw	PRE	56
LEGAL REVIEW OF ONE-TIME SOLICITATION CLAUSES	SolClisRvw	PRE	8
LETTER EVIDENCING CONTRACTOR'S EXECUTION OF DOCUMENT (General ID for Scanning)	KEx	PRE	58
LETTER OF DELEGATION OF CONTRACT ADMINISTRATION SERVICES	DelKAdmin	POST	ADMIN
LETTER TRANSMITTING DOCUMENTS FOR SIGNATURE OF CONTRACTOR	KTrnsLtr	PRE	58
LIQUIDATED DAMAGES ASSESSMENT	LiqDmgA	POST	ADMIN
LOCAL REVIEW COMMITTEE SHEET (General ID for Scanning)	KRvw	PRE	64
MAKE OR BUY DECISIONS (General ID for Scanning)	MakeBuy	PRE	29
MARKET RESEARCH	MR	PRE	##
MATERIAL INSPECTION AND RECEIVING REPORT	DD250	POST	ADMIN
MATERIAL SUBMITTALS	MatSbmtl	POST	ADMIN
MEMO REGARDING AVAILABILITY OF GFP-BAILMENT (General ID for Scanning)	Bailmt	PRE	37
MEMO RELATIVE TO RELIABILITY AND MAINTAINABILITY (General ID for Scanning)	R&M	PRE	38
MILITARY INTERDEPARTMENTAL PURCHASE REQUEST	MIPR	PRE	1
MIPR ACCEPTANCE - DD 448-2	MIPRAccp	PRE	1
MISCELLANEOUS CORRESPONDENCE REGARDING EXCEPTIONS TAKEN TO DOCUMENT	KExc	PRE	58
MODIFICATION (General ID for Scanning for modifications)	Mod	AWARD	62
NAFTA CORRESPONDENCE/DETERMINATIONS/CERTIFICATIONS	NAFTA	PRE	22
NO PROPOSAL/BID (General ID for Scanning)	NoBid	PRE	13
NOTICE OF AWARD (General ID for Scanning)	NOA	PRE	63
NOTICE TO PROCEED	NTP	POST	ADMIN
NOTICE TO UNSUCCESSFUL OFFERORS (General ID for Scanning)	DearJohn	PRE	60
NOTIFICATION OF FIRST TIME PRODUCER OF PARTS (General ID for Scanning)	1stProd	PRE	61
OTHER DETERMINATIONS/APPROVALS (MISCELLANEOUS) (General ID for Scanning)	OD&F	PRE	8
OTHER DETERMINATIONS/APPROVALS CALL PROCUREMENT ARRANGEMENT	CPA	PRE	8
OTHER DETERMINATIONS/APPROVALS CONTRACTS WITH GOVERNMENT EMPLOYEES	KwGE	PRE	8
OTHER DETERMINATIONS/APPROVALS FACILITIES EXPANSION/MODERNIZATION	FacEM	PRE	8
OTHER DETERMINATIONS/APPROVALS LIQUIDATED DAMAGES	LiqDmg	PRE	8
OTHER DETERMINATIONS/APPROVALS MULTI-YEAR	MultiYr	PRE	8
OTHER DETERMINATIONS/APPROVALS NONPERSONAL SERVICES	NonPS	PRE	8
OTHER DETERMINATIONS/APPROVALS OPTION EXERCISE	ExOp	PRE	8
OTHER DETERMINATIONS/APPROVALS OPTION-QUANTITY	OpQty	PRE	8
OTHER DETERMINATIONS/APPROVALS TYPE OF CONTRACT	TypeK	PRE	8
OTHER DETERMINATIONS/APPROVALS UNPRICED ORDER UNDER BOA	UCADO	PRE	8
OTHER DETERMINATIONS/APPROVALS WARRANTIES	Wrnty	PRE	8
OTHER THAN FULL AND OPEN COMPETITION AUTHORITY (General ID for Scanning)	OTF&OC	PRE	6
OZONE DEPLETING SUBSTANCES	ODS	PRE	1
PACKAGING REQUIREMENTS - AFMC 158	AFMC158	MISC	##
PAST PERFORMANCE EVALUATION	PPEval	PRE	26
PAST/PERFORMANCE "FACT SHEET"	PPFS	MISC	##
PAYMENT CORRESPONDENCE	PayCorr	POST	ADMIN
PAYROLL VERIFICATION(S)	Payroll	POST	ADMIN
POST AWARD - SYNOPSIS NOTICE	AwdSynopsis	POST	ADMIN
POST-AWARD CONFERENCEES (General ID for Scanning)	PAConf	PRE	67
POST-AWARD PROTEST(S)	PAProtest	POST	ADMIN
PR AMENDMENT	PRAmd	PRE	1
PRELIMINARY PRICE NEGOTIATION MEMORANDUM	PrePNM	PRE	47
PRESENT/PAST PERFORMANCE "QUESTIONNAIRE"	PPPQ	MISC	##
PRICE COMPETITION MEMORANDUM	PCM	PRE	50
PRICE NEGOTIATION MEMORANDUM (General ID for Scanning)	PNM	PRE	50
PRIORITY	Pri	MISC	##
PROCUREMENT COMMITTEE CONTRACT APPROVAL RECORD (General ID for Scanning)	KApp	PRE	65
PROCUREMENT DIRECTIVE	PD	PRE	1
PROCURING CONTRACTING OFFICER	PCO	MISC	##
PRODUCTION SAMPLE	ProdSmpl	MISC	##

WR-ALC/PK Standardized Electronic File Name Convention List

DOCUMENT DESCRIPTION	E-File Name	FileDiv	TAB
PROGRESS REPORTS	PrgRpt	POST	ADMIN
PROPOSAL EVALUATIONS	PrplEval	PRE	14
PROPOSAL REQUIREMENTS - L-900	L900	MISC	##
PROTESTS (General ID for Scanning)	Protest	PRE	15
PROTESTS BEFORE AWARD - AGENCY	ProtestA	PRE	15
PROTESTS BEFORE AWARD - GAO	ProtestGAO	PRE	15
PROTESTS BEFORE AWARD - GSBICA	ProtestGSBICA	PRE	15
PROVISIONING ORDER	PIO	AWARD	62
PURCHASE DESCRIPTION	PDscpt	MISC	##
PURCHASE ORDER	PO	PRE	62
PURCHASE REQUEST/PR PACKAGE (General ID for Scanning)	PR	PRE	1
QAE INSPECTION CHECKLIST	InspCklt	POST	ADMIN
QAE REPORT(S)	QAERpt	POST	ADMIN
QAE TRAINING RECORD	QAETrng	POST	ADMIN
QUALITY	QA	MISC	##
QUALITY ASSURANCE EVALUATOR	QAE	MISC	##
RECORD OF LATE PROPOSALS (General ID for Scanning)	LateBid	PRE	18
RECORD OF PRE-PROPOSAL/BID CONFERENCE (General ID for Scanning)	PrdBldConf	PRE	11
RELEASE OF CLAIM(S)	RelClaim	POST	ADMIN
REPORTS - DD FORM 1499	DD1499	PRE	52
REPORTS - OTHER (General ID for Scanning)	Rpt	PRE	52
REQUEST FOR PRE-AWARD SURVEY	PASRqt	PRE	30
REQUEST FOR PROPOSALS	RFP	PRE	12
REQUEST FOR QUOTATIONS	RFQ	PRE	12
REQUEST FOR ROYALTY APPROVAL (General ID for Scanning)	Royalty	PRE	36
REQUEST FOR SEALED BIDS/INVITATION FOR BIDS	IFB	PRE	12
REQUEST FOR SOLICITATION (ACPS/ACPS-GUI SOL SUMMARY/AUDIT SUMMARY SHEETS)	SolRqt	PRE	3
REQUEST FOR WRITING OF CONTRACTUAL DOCUMENT (General ID for Scanning)	KRqt	PRE	55
REQUIREMENT(S)	Rqmt	MISC	##
REQUIREMENTS CONTRACT	RqmtK	AWARD	62
RESULTS OF PRE-AWARD SURVEY (General ID for Scanning)	PAS	PRE	30
REVIEW	Rvw	MISC	##
REVISED WAGE DETERMINATIONS	RevWageD	MISC	##
SBA CERTIFICATE OF COMPETENCY (General ID for Scanning)	SBACoC	PRE	31
SBA DENIAL OF CERTIFICATE OF COMPETENCY	SBADCoC	PRE	31
SECURITY GUIDE	SecG	MISC	##
SECURITY REQUIREMENTS - CHECKLIST (General ID for Scanning)	DD254	PRE	53
SECURITY REQUIREMENTS - PCO DETERMINATION	SecRqtD	PRE	53
SINGLE ACQUISITION MANAGEMENT PLAN	SAMP	PRE	2
SITE VISIT(S) DOCUMENTATION	SiteVisit	MISC	##
SMALL BUSINESS - COORDINATION RECORD (General ID for Scanning)	BCCrd	PRE	4
SMALL BUSINESS CHALLENGE LETTER	SBCL	PRE	60
SOLE SOURCE JUSTIFICATION	SSJ	PRE	6
SOLICITATION (General ID for Scanning)	Sol	PRE	12
SOLICITATION AMENDMENT	SolAmd	PRE	12
SOLICITATION AUDIT	SolAudit	PRE	12
SOLICITATION MAILING LIST	SML	PRE	3
SOLICITATION REVIEW	SolRvw	PRE	12
SOURCE LIST (General ID for Scanning)	SL	PRE	3
SOURCE SELECTION AUTHORITY	SSA	MISC	##
SOURCE SELECTION PLAN	SSP	PRE	2
SOURCES SOUGHT SYNOPSIS	SSSynopsis	PRE	5
SPECIAL PACKAGING INSTRUCTIONS - DD 2169	SPI	MISC	##
SPECIFICATION(S)	Spec	MISC	##
STAFF JUDGE ADVOCATE COORDINATION/LEGAL REVIEW (General ID for Scanning)	JAGRvw	PRE	56
STANDARD(S)	Std	MISC	##
STATEMENT OF OBJECTIVES	SOO	MISC	##
STATEMENT OF WORK	SOW	MISC	##
STOP WORK	StopWk	POST	ADMIN

WR-ALC/PK Standardized Electronic File Name Convention List

DOCUMENT DESCRIPTION	E-File Name	FileDiv	TAB
SUBCONTRACTING PLAN (General ID for Scanning)	SubKPln	PRE	28
SUBCONTRACTING PLAN REPORT(S)	SubKRpt	POST	ADMIN
SUCCESSFUL PROPOSAL/ALL CORRESPONDENCE PRIOR TO AWD (General ID for Scanning)	SPrpl	PRE	17
SURVEILLANCE PLAN	SrvIPln	MISC	##
SUSPENSION OF WORK	SuspndWk	POST	ADMIN
SYNOPSIS RECORD (General ID for Scanning)	Synopsis	PRE	5
SYSTEM AUTHORIZATION ACCESS REQUIREMENT - DISA 41	SAAR	MISC	##
TASK ORDER	TO	AWARD	62
TECHNICAL EVALUATION MEMO COVERING EVAL OF PROPOSALS (General ID for Scanning)	TechEval	PRE	26
TECHNICAL MANUAL CONTRACT REQUIREMENTS	TMCR	MISC	##
TERMINATION CONTRACTING OFFICER	TCO	MISC	##
UNDEFINITEZED CONTRACTUAL ACTION	UCA	MISC	##
UNSUCCESSFUL PROPOSALS & ALL CORRESPONDENCE (General ID for Scanning)	UnsPrpl	PRE	16
UNUSUAL PROGRESS PAYMENT AUTHORITY (General ID for Scanning)	UPPA	PRE	40
VALUE ENGINEERING OMISSION DETERMINATION (General ID for Scanning)	VEOD	PRE	42
VERIFICATION OF REQUIREMENTS (General ID for Scanning)	VerRqmt	PRE	59
VOUCHER(S)	Vchr	POST	ADMIN
WAGE DETERMINATIONS	Wages	PRE	8
WAIVERS/DETERMINATIONS REGARDING COST ACCOUNTING STDS (General ID for Scanning)	CAS	PRE	49
WARRANTY ACTIONS DOCUMENTATION	WrntyActn	POST	ADMIN
WEIGHTED GUIDELINES	WGL	PRE	50
WORK SPECIFICATION(S)	WkSpec	MISC	##