



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

PKOI 64-10
misc.

9 MAR 2001

MEMORANDUM FOR SEE DISTRIBUTION

FROM: WR-ALC/PK
215 Byron St
Robins AFB GA 31098-1611

SUBJECT: Automated Contract Preparation System Version 15 (ACPS GUI V15) and Navy Air Force Interface (NAFI) Deployment and Policy

1. ACPS GUI V15 final training and deployment is currently underway for all of central contracting. Training is scheduled for all central contracting buying personnel during February and March 2001. Buying personnel should immediately begin using ACPS GUI V15 for production in lieu of the older Data General based ACPS immediately after training. All new central contracting solicitations and contracts will be prepared using ACPS GUI V15 after training is complete. Any exceptions must be explained in writing to WR-ALC/PKPB. Documents already in progress within the Data General ACPS system at time of training will be permitted to continue until completion. SAF/AQC and HQ AFMC/PK mandate full deployment of ACPS GUI V15 by May 31, 2001.
2. Each central contracting division was previously tasked by WR-ALC/PKP to identify employees who would receive early ACPS GUI V15 training and function as ACPS GUI V15 superusers. These superusers should take the lead in learning and using ACPS GUI V15 and assist others in their division with ACPS GUI V15 problems or questions. Please make sure that your division has identified ACPS GUI V15 superusers and that they are committed to the task of providing ACPS GUI V15 assistance as part of their official duties.
3. In coordination with ACPS GUI V15 deployment, we are also deploying the Navy/Air Force Interface (NAFI) system. ACPS GUI V15 provides us with an easy, automated interface to NAFI. NAFI was formally called Joint Electronic Data Access (JEDA). NAFI is a centralized, Navy/Air Force web-based system that interfaces to the Defense Finance and Accounting Service (DFAS) Electronic Data Access (EDA) system. NAFI and EDA together provide for paperless contract distribution to DFAS, Defense Contract Management Command and others. Use of NAFI for electronic contract distribution is another important step towards our goal of total paperless contracting. Until all of WR-ALC/PK central contracting is using NAFI, we will also continue to send paper copies to DFAS. Once we are using NAFI 100 percent and have verified accuracy, we will cut off the paper copies of contracts to DFAS. SAF/AQC and HQ AFMC/PK mandate full deployment of NAFI and cut off of paper copies to DFAS by July 01, 2001. NAFI overview and training were provided last year. Additional training will be provided during ACPS GUI V15 classes during February and March.

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4. There are several important points to remember as we begin using ACPS GUI V15 and NAFI. Once documents are executed and distributed to NAFI from within the ACPS GUI V15 system, no pen and ink changes to documents or word processor based changes to documents should be performed. The contract plus all section J attachments should be included in the NAFI electronic distribution from ACPS GUI V15. All word documents sent to NAFI will be converted by NAFI to Adobe PDF format and documents can be viewed or downloaded by government personnel at <https://www.nafi.navy.mil/>. IDs and passwords are required to access the NAFI web site directly, but are not required for the ACPS GUI V15 to NAFI automated interface. Vendors may access these documents from the DFAS EDA site at <http://eda.ogden.disa.mil/frames>. Number of actions processed to NAFI should be recorded on the monthly paperless metrics report.

5. In summary, all central contracting buying personnel should begin using ACPS GUI V15 and NAFI immediately upon receiving training. Full deployment of ACPS GUI V15 is mandated by May 31, 2001 and full deployment of NAFI, including cut off of paper copies to DFAS, is mandated by July 01, 2001. Supervisors are responsible for insuring that all employees incorporate this policy. Supervisors are also responsible for insuring that superusers are appointed, trained and committed to assisting other personnel with ACPS GUI V15 and NAFI questions and problems.

6. Our point of contact for ACPS GUI V15 clauses and training is Christal Borum, WR-ALC/PKPB, 69003. Technical point of contact for Data General based ACPS system and ACPS GUI V15 system is Doug Cochran, WR-ALC/PKXD, 61898. Point of contact for NAFI user-ids and passwords is Barbara Maddox, WR-ALC/PKXD, 62281. Point of contact for overall ACPS GUI V15 and NAFI deployment is Phil Gladney, WR-ALC/PKXD, 65490.



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Director
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