


DoS Risk Analysis and Management (RAM) Portal Screens for OMB Review

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Login Page

 RISK ANALYSIS & MANAGEMENT / PORTAL [LOG IN](#)

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LOGIN

SECURITY NOTICE: The Risk Analysis and Management System contains Sensitive But Unclassified (SBU) Data. For detailed information on how to handle SBU data, please refer to the Foreign Affairs Manual (5 FAM 400).

User Name:

Password:

[LOG IN](#)

[I forgot my User Name](#)

[I forgot my Password](#)

PRIVACY ACT STATEMENT:

PAPERWORK REDUCTION ACT (PRA) STATEMENT:

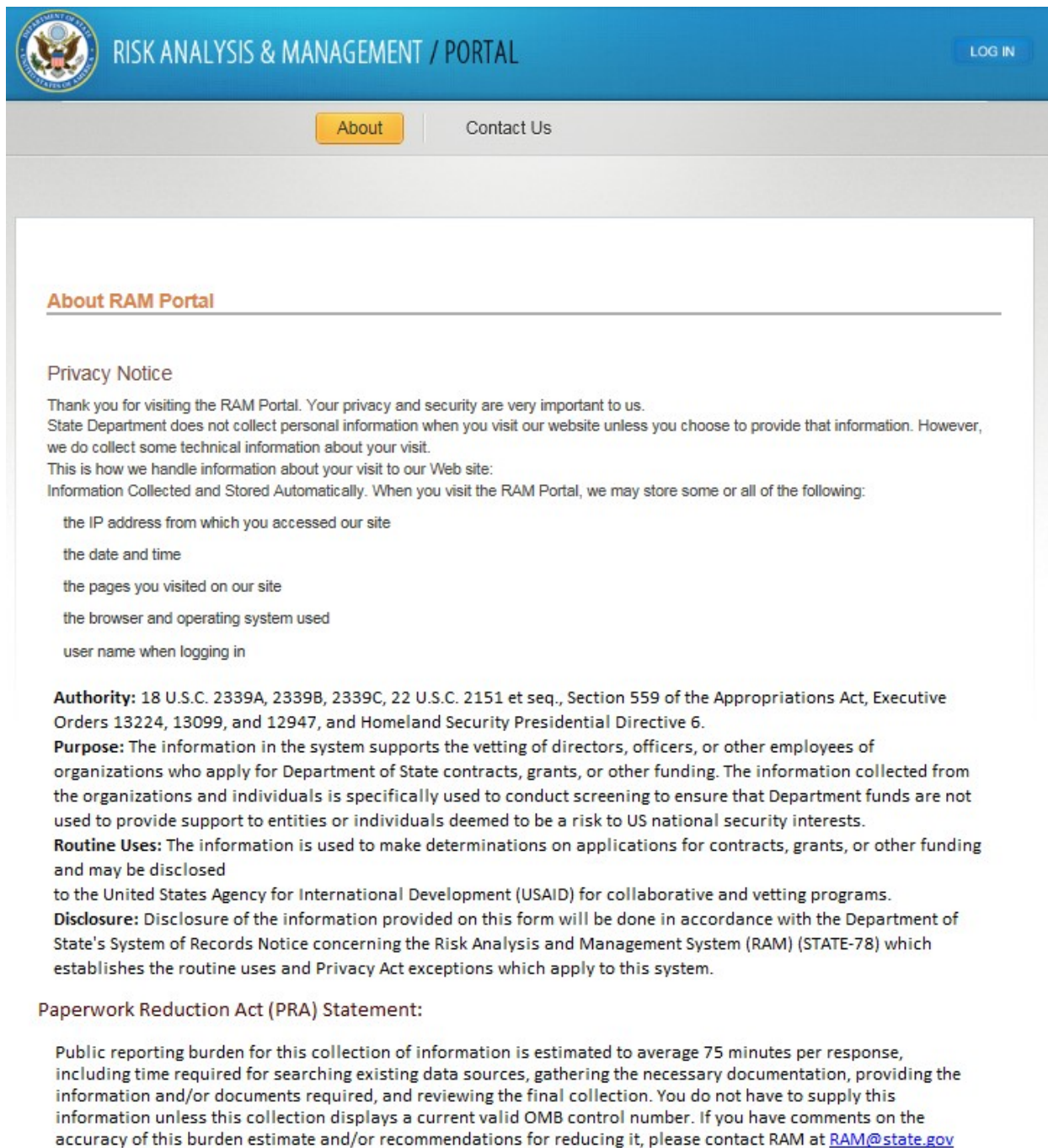
WELCOME TO THE RAM PORTAL

You are using an official United States Government system, which may be used only for authorized U.S. Government purposes. Unauthorized access or use of this system may subject you to administrative, civil, or criminal actions, as well as fines or other penalties. In accordance with Federal Regulations, employees have "a duty to protect and conserve Government property and shall not use such property, or allow its use, for other than authorized purposes." This computer system may be monitored and information disclosed for any lawful purposes, including for the management and maintenance of the system, to ensure that the system is authorized to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. You have no reasonable expectation of privacy while using this system. Use of this system by any user, authorized or unauthorized, constitutes express consent to this monitoring.

[Contact Us](#) | [Privacy Policy](#) | [Paperwork Reduction Act \(PRA\)](#) | PDF files require Adobe Acrobat Reader.

DoS Risk Analysis and Management (RAM) Portal Screens for OMB Review

About:



The screenshot shows the top portion of a web browser displaying the DoS Risk Analysis and Management (RAM) Portal. The header is blue with the Department of State seal on the left, the text 'RISK ANALYSIS & MANAGEMENT / PORTAL' in the center, and a 'LOG IN' button on the right. Below the header is a navigation bar with 'About' (highlighted in orange) and 'Contact Us' buttons. The main content area has a heading 'About RAM Portal' followed by a 'Privacy Notice' section. The privacy notice text is as follows:

Privacy Notice

Thank you for visiting the RAM Portal. Your privacy and security are very important to us. State Department does not collect personal information when you visit our website unless you choose to provide that information. However, we do collect some technical information about your visit.

This is how we handle information about your visit to our Web site:

Information Collected and Stored Automatically. When you visit the RAM Portal, we may store some or all of the following:

- the IP address from which you accessed our site
- the date and time
- the pages you visited on our site
- the browser and operating system used
- user name when logging in

Authority: 18 U.S.C. 2339A, 2339B, 2339C, 22 U.S.C. 2151 et seq., Section 559 of the Appropriations Act, Executive Orders 13224, 13099, and 12947, and Homeland Security Presidential Directive 6.

Purpose: The information in the system supports the vetting of directors, officers, or other employees of organizations who apply for Department of State contracts, grants, or other funding. The information collected from the organizations and individuals is specifically used to conduct screening to ensure that Department funds are not used to provide support to entities or individuals deemed to be a risk to US national security interests.

Routine Uses: The information is used to make determinations on applications for contracts, grants, or other funding and may be disclosed to the United States Agency for International Development (USAID) for collaborative and vetting programs.

Disclosure: Disclosure of the information provided on this form will be done in accordance with the Department of State's System of Records Notice concerning the Risk Analysis and Management System (RAM) (STATE-78) which establishes the routine uses and Privacy Act exceptions which apply to this system.

Paperwork Reduction Act (PRA) Statement:

Public reporting burden for this collection of information is estimated to average 75 minutes per response, including time required for searching existing data sources, gathering the necessary documentation, providing the information and/or documents required, and reviewing the final collection. You do not have to supply this information unless this collection displays a current valid OMB control number. If you have comments on the accuracy of this burden estimate and/or recommendations for reducing it, please contact RAM at RAM@state.gov

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Rule of Behavior

When using the RAM Portal System, you are personally accountable for your actions and that you must:

Protect data in accordance with the Privacy Act of 1974.

Protect sensitive information from disclosure to unauthorized individuals or groups.

Acquire and use sensitive information only in accordance with the performance of my official duties.

Dispose of sensitive information contained in hardcopy or softcopy, as appropriate.

Ensure that sensitive information is accurate and relevant for the purpose which it is collected, provided, and used.

Protect my password from disclosure.

Not divulge my password to anyone else; I understand that I may be held responsible for any harm resulting from divulging my password(s) to any other person(s). I further understand that I must report to the Information Systems Security Officer (RAM@state.gov) any problem I may encounter in the use of the password(s) or when I have reason to believe that my password(s) has (have) been disclosed.

Report security incidents and vulnerabilities to the RAM System ISSO (RAM@state.gov). Examples include, but are not limited to: unauthorized access, compromised passwords, inappropriate use of information.

Promptly notify the RAM program, (RAM@state.gov), of any change to my contact information or when I no longer require access to the RAM Portal.

Security Notice

For site security purposes and to ensure that this service remains available to all users, this government computer system employs software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. Unauthorized attempts to upload or change information on this site are strictly prohibited and may be punishable under the Computer Fraud and Abuse Act of 1986 and the National Information Infrastructure Protection Act (Title 18 U.S.C., Sections 1001 and 1030). If monitoring reveals evidence of possible criminal activity, such evidence may be provided to law enforcement personnel.

Accessibility

State Department is committed to providing access to all individuals seeking information on state.gov. To provide this information, this site has been built to comply with Section 508 of the Rehabilitation Act (as amended). Section 508 requires that all individuals with disabilities (whether federal employees or members of the general public) have access to and use of information and data, comparable to that provided to individuals without disabilities, unless an undue burden would be imposed on us. If you use assistive technology (such as a screen reader, Braille reader, etc.) and have trouble accessing information on this site, please contact us with the nature of the problem, the URL (web address) of the information you tried to access, and your contact information. We will contact you as soon as possible, and do what we can to provide you with the information you need.

Accessing Documents in Different File Formats

Some documents on state.gov are in Portable Document Format (PDF), so you can view publications in their original format regardless of the type of computer, browser, or operating system you use to access the Internet. In order to view, navigate through, and print PDF documents, you must first download the free Acrobat Reader software. For best results, you should install version 3.0 or later. Visit the Adobe Reader Help and Support page for troubleshooting tips. If you use a screenreader, you may want to visit Adobe's Reader accessibility page, which has a user's guide for accessing PDF documents with assistive technology.

SECURITY NOTICE: The Risk Analysis and Management System contains Sensitive But Unclassified (SBU) Data.
For detailed information on how to handle SBU data, please refer to the Foreign Affairs Manual (5 FAM 400).
OMB Approval #: 1405-0204
Expires: December 2018

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Key Individual Tab

Create New Risk Analysis Information

PART 2: ADD KEY INDIVIDUAL

Key Individual List

The following individuals have been added to this RAI submission.

To add a new Key Individual, either select individual from the dropdown or add a new Key Individual by clicking **Add New Key Individual** button or **Import Key Individuals** from a File.

Add Key Individual: (Please select...)

Name	Status	Edit	Delete
------	--------	------	--------

Key Individual Information

Please review and click "Save" button on the bottom of the form to add this individual to the table.

Or, enter the new key individual information and click "Save" button to add to the table.

Important Notice: To ensure the privacy of your data, you will not be able to view the information you entered for this individual once the record is saved. The values will be masked with ***s when you view this record in edit mode. Please review the information and be sure it is correct prior to pressing the Save button.

* indicates required field

Personal Profile :

*Name: (Last, First MI)

Recipient Code:

Other names used: (may include nicknames, pseudonyms, not listed under Name)

*Address 1:

Address 2:

*City:

*State/Province:

*Country:

*Phone Number:

*CellPhone Number:

Fax Number:

Email:

Skype:

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*ZIP/Postal Code:

Personal Identification:

*Place of Birth:

*Date of Birth (MM-DD-YYYY):

*Citizen Of:

Second Citizen Of:

*Gender:

Male Female

*Government ID/SSN#:

*Country of Issuance:

Passport Number:

Work Description:

*Current Employer:

*Project Title:

*Rank or Title in the Organization:

Worked Performed For Syria AMOS/AJACS USE ONLY:

Unit Name:

Unit Location:

Previous Profession (For those who never served in Syrian government, aside from compulsory military service):

Regime Defector

Opposition Organization Duties:

Opposition Organization Join Date (MM-YYYY):

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Additional Bio-data for Regime Defector Only:

Previous SARG Ministry and Unit:

Previous SARG Unit Location:

Previous SARG Service Start (MM-YYYY):

Previous SARG Position (Rank or Title):

Previous SARG Unit Duties:

Previous SARG Service End (MM-YYYY):

SAVE

CANCEL

CONTINUE TO REVIEW AND SUBMIT


Click on the button to Import Key Individuals -

IMPORT FROM EXCEL


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Location of all Key Personnel, Key Individual

1. FAQ Page

14. What does AO stand for?
15. What is Key Individual? 



ANSWERS

15. What is Key Individual? 
An individual who is important to the completion of the work being performed or is an integral part of the company.
[<Top >](#)

2. Key Individual Tab


- a. 11 mentions of Key Individual before adding a New Key Individual.
 - i. Added error statement as well.

Contract/Grant Details **Add Key Individuals** Review and Submit





A key individual is required.



Create New Risk Analysis Information
PART 2: ADD KEY INDIVIDUAL


Key Individual List 

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Add Key Individual: (Please select...)   **ADD NEW KEY INDIVIDUAL**


Name	Status	Edit	Delete
			

CONTINUE TO REVIEW AND SUBMIT

Click on the button to Import Key Individuals - **IMPORT FROM EXCEL** 


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b. Adding Key Individual information



Key Individual Information

Please review and click "Save" button on the bottom of the form to add this individual to the table.
Or, enter the new key individual information and click "Save" button to add to the table.

 **Important Notice:** To ensure the privacy of your data, you will not be able to view the information you entered for this individual once the record is saved. The values will be masked with ****s when you view this record in edit mode. Please review the information and be sure it is correct prior to pressing the Save button.

* indicates required field

Personal Profile

*Name: <i>(Last, First MI)</i>	*Phone Number:
<input type="text"/>	<input type="text"/>
Recipient Code:	*CellPhone Number:
<input type="text"/>	<input type="text"/>
Other names used: <i>(may include nicknames, pseudonyms, not listed under "Name")</i>	Fax Number:
<input type="text"/>	<input type="text"/>

3. Review and Submit Tab

Contract/Grant Details Add Key Individuals **Review and Submit**


A. Review RAI

Before completing this RAI submission, review the RAI form to ensure the accuracy of the information on the form. If any information is not correct, please go back and make any required corrections to the **Contract/Grant Details** and/or **Add Key Individuals** section.

Password is required to review the RAI Form.

* Please enter password

[REVIEW RAI FORM \[PDF\]](#)



*B. Submission Comments

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4. 4184 Form

Disclosure: Disclosure of the information provided on this form will be done in accordance with the Department of State's System of Records Notice concerning the Risk Analysis and Management System (RAM) (STATE-78) which establishes the routine uses and Privacy Act exceptions which apply to this system.

INSTRUCTIONS			
<p>Appendix Key Personnel (<i>Use continuation sheets, as necessary</i>)</p> <p>Key Personnel may include but is not limited to:</p> <ul style="list-style-type: none"> • The organization/company's President, Vice President, Executive Director, Deputy Executive Director, Chief Executive Officer, Chief Operating Officer, Treasurer, Secretary, and the Board of Directors. • It may also include Program Managers and Project Managers. <p>Proposed Subcontractors or Sub-grantees must also complete a separate Information Form listing their key personnel.</p> <p>Indicate "N/A" if a category does not apply. If no organization or company is listed, complete the information on each individual who will receive cash or in-kind assistance (<i>including technical assistance</i>).</p>			
APPENDIX: KEY PERSONNEL INFORMATION			
Name (<i>Last, First MI</i>)		Other Names Used (<i>"Also known as", nicknames, alias, different spelling</i>)	
First, Micheal J		Mile, Micky	
Place of Birth Seattle, WA	Date of Birth (<i>mm-dd-yyyy</i>) 06/10/1981	Gender: <input checked="" type="checkbox"/> Male <input type="checkbox"/> Female	
Citizenship(s) United States, Austria			
Government ID/SSN# 324-2341-35314-A		Country of Issuance Macau	
Address	Phone Number	Cell Phone Number	Fax Number

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5. Help Page

a. Message section

The screenshot shows the RAM Portal Help page with a left-hand navigation menu and a main content area. The navigation menu includes sections like 'Introduction', 'RAM Portal', 'RAM Portal Functionalities', 'RAM Portal User Roles', and 'Submitting Risk Analysis Information'. The 'messages' link is highlighted in the 'RAM Portal Functionalities' section. The main content area has a header 'Messages' and a paragraph: 'The Messages link in the center menu provides RAM Portal User the entire message sent from RAM Office such as a Return message or Rejected Key individual message.' Below this are sections for 'FAQ', 'About', and 'Contact Us', each with a brief description of the link's purpose.

b. RAM Portal User Roles

The screenshot shows the RAM Portal Help page with the 'RAM Portal User Roles' section highlighted in the navigation menu. The main content area has a header 'RAM Portal User Roles' and a paragraph: 'The RAM Portal has 2 unique user roles: Authorization Officials (AO) and RAI Processors. There can be many individuals per Competitive Range that are RAI Processors, but only the Authorization Official can finalize the Risk Analysis Information (RAI) and submit to DoS via the RAM Portal. The following points further outline the difference between these two user roles in the RAM Portal:'. Below this are two bullet points: 'Authorization Official (AO): The Authorization Official certifies that the RAI form entered has undergone reasonable steps (in accordance with sound business practices) to verify the information contained in the RAI. The Authorization Official further confirms this understanding that the U.S. Government may rely on the accuracy of such information in processing specified vetting request.' and 'Data Entry Personal: Data Entry Personal is responsible for performing data entry of Contract/Grant information, Organization information, and Key individual/Grantee information. Data Processors cannot see vetting results or edit existing awards. Data Processors cannot view Personally Identifiable Information (PII) once Individual information is saved. Only Authorization Official can give permission to Data Entry to view, create, or edit an RAI.'

c. Adding Key Individuals (ignoring image from help)

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Step 1: Creating a New Risk Analysis Information (RAI) Submission

You can create a new Risk Analysis Information if you do not see one that applied on the RAI Summary Screen. Follow the instructions below:

1. Go to the **RAI** in the center menu to show the RAI Summary screen.
2. Select the "Start New RAI Submission" button in the upper-right corner of the RAI Summary screen. The button can be found just above the "Status" column in the table listing all RAI submissions pending.

Step 2: Adding Contract/Grant Information

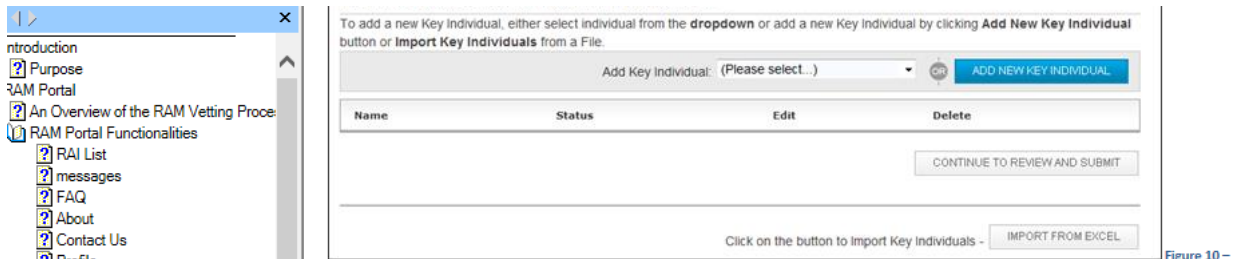
1. Select the RAI you would like to work on from the RAI Summary List. To get there select the **RAI List** link from the center menu of the RAM Portal. *For steps on creating a new RAI, see the sub-section above called "Creating a New Risk Analysis Information (RAI) Submission."*
2. You will see the "Part 1: Contract/Grant Details" screen. Select the Contract/Grant from the drop down menu. You will only see those Contracts/Grants pre-assigned to you. Based on your selection, the RAI system will populate the "Proposed Contract/Grant Information" section. *Please note that Afghan Business Number and JCC are required if the Contract will be executed in Afghanistan or other places.*
3. Verify all pre-populated information and enter information in the required fields and verify all fields.
4. Select the "Save" button to save the information and move on to the next section/tab **Add Key Individuals**.

The screenshot shows the RAM Portal interface with the following elements:

- Header: RISK ANALYSIS & MANAGEMENT / PORTAL
- Navigation: RAI List, Messages, FAQ, About, Contact Us
- Sub-navigation: Contract/Grant Details, Add Key Individuals, Review and Submit

d. Adding key Individuals (Continue 1)

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Adding Key Individuals in the RAM Portal

2. Enter the Key Individual information including all required fields which are marked with an asterisk (*).
3. Verify all information. Select the "Save" button to save the information you about this Key Individual. Or you move on to the next section/tab Review and Submit by selecting the "Continue to Review and Submit" button.
4. A confirmation window will display (see Figure 11). Click the "OK" button to continue.

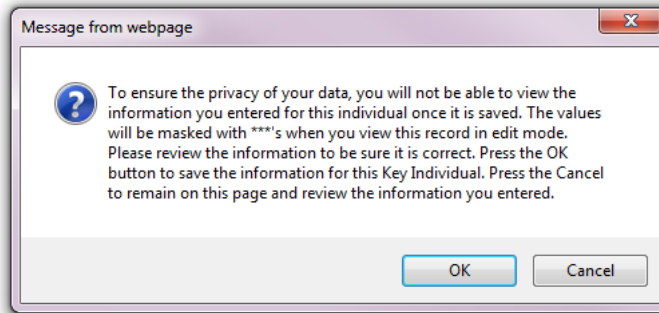
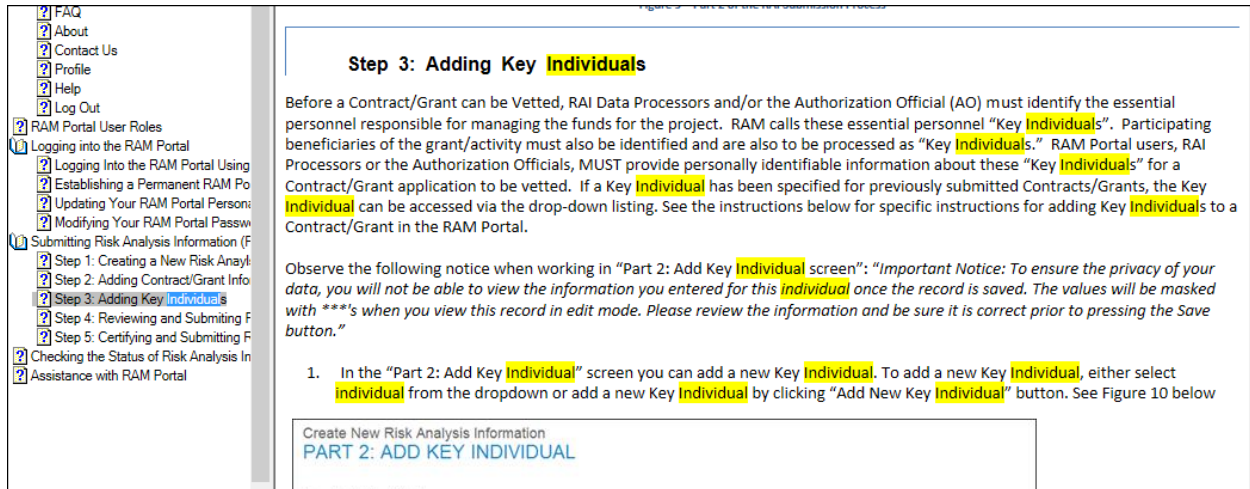


Figure 11 – Adding Key Individuals in the RAM Portal

5. You will be returned to the Key Individual List and the newly created individual will display in the table.
6. Repeat the steps in this sub-section for all key individuals or for yourself only. For further clarification



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Adding Key Individuals in the RAM Portal

2. Enter the Key Individual information including all required fields which are marked with an asterisk (*).
3. Verify all information. Select the "Save" button to save the information you about this Key Individual. Or you move on to the next section/tab Review and Submit by selecting the "Continue to Review and Submit" button.
4. A confirmation window will display (see Figure 11). Click the "OK" button to continue.

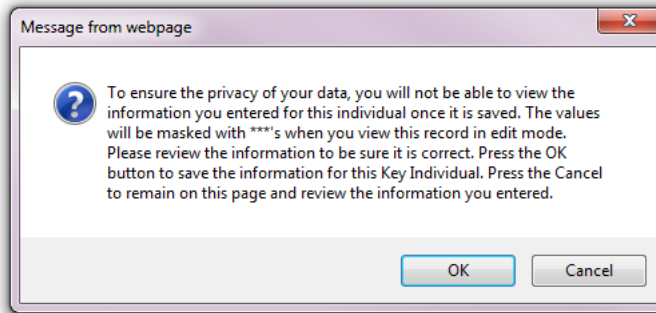


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- [? Assistance with RAM Portal](#)

Importing Key Individuals from excel spreadsheet

1. To import Key Individuals to a RAI, pressing the 'Import From Excel' button. (See Figure 12 below).
 - a. Note: User must use an approved excel spreadsheet to import Key Individuals. Please request an approved excel spreadsheet from RAM or your Post Bureau.

Create New Risk Analysis Information
PART 2: ADD KEY INDIVIDUAL

Key Individual List

The following individuals have been added to this RAI submission.

To add a new Key Individual, either select individual from the dropdown or add a new Key Individual by clicking **Add New Key Individual** button or **Import Key Individuals** from a File:

Add Key Individual: (Please select...)

OR
ADD NEW KEY INDIVIDUAL

Name	Status	Edit	Delete

CONTINUE TO REVIEW AND SUBMIT

Click on the button to import Key Individuals - IMPORT FROM EXCEL

Figure 12 – Import From Excel

- b. You will be redirected to Import Key Individual page.
- c. Press the 'Browse...' button and select the file to upload.
 - i. After selecting the file to upload, the process to upload the Key Individuals might take several minutes if you are uploading several individual.
- d. When import is completed, you will have to manually import them to the RAI one by one.
- e. To add the Imported Key Individuals to the RAI, press the "Import" button. See figure 13 below.
 - i. You can remove the Imported Key Individuals by pressing the "X" image.

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Create New Risk Analysis Information
PART 2: ADD KEY INDIVIDUAL

Key Individual List

The following individuals have been added to this RAI submission.

To add a new Key Individual, either select individual from the dropdown or add a new Key Individual by clicking **Add New Key Individual** button or **Import Key Individuals** from a File.

Add Key Individual: (Please select...)

Name	Status	Edit	Delete

Click on the button to import Key Individuals -

Figure 12 – Import From Excel

- b. You will be redirected to Import Key Individual page.
- c. Press the 'Browse...' button and select the file to upload
 - i. After selecting the file to upload, the process to upload the Key Individuals might take several minutes if you are uploading several individual .
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Create New Risk Analysis Information
PART 2A: IMPORT KEY INDIVIDUALS

Imported Individual List

The following individuals have been imported to the Organization

To add a new Key Individual to RAI, click on Import button from the following List

Name	Status	Import	Delete
EC_Indv023	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv024	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv025	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv026	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv027	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv028	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv029	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv030	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv032	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>
EC_Indv036	Not Imported	<input type="button" value="IMPORT"/>	<input type="button" value="X"/>

Items per page: 10 Page 1 of 3

Browse to select a file containing Key Individual Data and click on Import Key Individual button.

Figure 13 – Import the imported Key Individuals

- f. After you select the Imported Key Individuals, Click the Save button at the bottom of the page to save the Key Individual to the RAI.
- g. When you are done adding the Imported Key Individuals, press the "Go Back to Key Individuals Page" to manually add Key Individuals.

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Editing Key Individuals

In the “Part 2: Add Key Individual” screen you can edit any Key Individual linked to the Contract/Grant you selected in “Part 1: Contract/Grant Details”. Instructions to edit a Key Individual are provided below.

- In the “Part 2: Add Key Individual” screen you can edit a Key Individual by clicking “Edit” button in that Key Individual’s row in the Key Individuals table.

Add Key Individual: (Please select...) ADD NEW KEY INDIVIDUAL

Name	ID Type	ID Number	Edit	Delete
Gov, Fed	Government issued Other	**5555	EDIT	X

Figure 14 – Editing and Deleting Key Individuals in the RAM Portal

- Edit the Key Individual information and be sure all required fields, which are marked with an asterisk (*), are filled with a value.
- Verify all information. Select the “Save” button to save the information you about this Key Individual.
- A confirmation window will display (see Figure 9). Click the “OK” button to continue.
- You will be returned to the Key Individual List.

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Deleting Key Individuals

In the “Part 2: Add Key Individual” screen you can edit any Key Individual linked to the Contract/Grant you selected in “Part 1: Contract/Grant Details”. Instructions to delete a Key Individual are provided below.

Note: Once a Key Individual is deleted, they will still remain a part of the RAM Portal to select from for future Contract/Grants. However, they no longer are connected to the specified RAI.

- In the “Part 2: Add Key Individual” screen you can edit a Key Individual by clicking “Delete” button in that Key Individual’s row in the Key Individuals table. The “Delete” button is to the right of the “Edit” button. See Figure 14 above.
- A confirmation window will display (see Figure 9). Click the “OK” button to continue. Click “cancel” to terminate this deletion.
- You will be returned to the Key Individual List.

Step 4: Reviewing and Submitting Risk Analysis Information (RAI) to the Authorization Official (AO)

Once you are finished entering and verifying all Key Individuals, you are ready to the Review and Submit the RAI. This is not the final submission of the RAI to DoS; the Authorization Official (AO) is responsible for submitting the RAI to the DoS. Instead, this is your chance to review and submit the RAI to your AO for final review.

Follow the instructions below as the RAI Processor to review and submit the RAI.

- Go to the third tab of the RAI called **Review and Submit**.
- Enter any comments that will assist in the processing of the request.
- Select the “Save RAI” button to save your comments.
- Select the “Send Email to AO” to notify the Authorization Official working with you or your organization that you have submitted RAI information and that it is ready for his/her review.
 - Information about the Authorization Official for your organization is displayed below the “Send Email to AO” button.
- A confirmation screen will show.

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Step 5: Certifying and Submitting RAI to the DoS as the Authorization Official (AO)

Before the RAI can be submitted for further vetting consideration, the Authorization Official must certify that the prospective **Individual**/Grantee and/or Organization has taken reasonable steps to (in accordance with sound business practices) ensure the data provided is accurate. This is achieved by verifying the information contained in the RAI submission form. The Authorization Official confirms this understanding so that the U.S. Government may rely on the accuracy of such information in processing the specified vetting request.

The DoS Vetting Official is responsible for reviewing all RAIs submitted via the RAM Portal for accuracy and sufficiency. If the information is inaccurate or insufficient, the RAM staff will return the RAI and RAM will notify via email the Authorization Official for corrections and or additional information required.

Once the information is accurate and sufficient, and the Vetting Official can ensure the accuracy, the information is accepted into RAM for further vetting consideration.

Before the completion of the RAI submission, the Authorization Official has the opportunity to preview the RAI form via a link (preview the RAI form) within the RAM Portal to ensure the accuracy of the information on the form and to make any necessary changes. The RAM Portal user will have a chance to make any changes to a RAI form until is submitted to DoS by the Authorization Official.

Follow the steps below if you are an Authorization Official submitting the RAI to the DoS for vetting.

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Checking the Status of Risk Analysis Information

The Status of the RAI shows in the RAI Summary List found under the **RAI List** link from the center menu. The table on this screen shows all RAIs associated with the logged in user. One of the columns on the right side of the table shows the status of each RAI. There are four (4) distinct RAI Statuses in RAM which provide the Portal User with where the RAI is currently standing en route to award. Any status displayed on the Risk Analysis Information Desktop ONLY applies to the Risk Analysis Information form, *not* the DoS Vetting status of the Contract/Grant within the Department of State.

1. **RETURNED** – The RAI has been returned to the RAM Portal user for further information. A reason is provided about why the RAI will not be moving forward in the vetting process. Users will then have a chance to make necessary changes, have the Authorization Official resubmit and/or delete the RAI. In addition, once a RAI is returned by the RAM Officials, notification is sent via email to the Authorization Official.
2. **INPROCESS** – The RAI is incomplete and still being worked on.
3. **SUBMITTED** – The RAI has been certified by the Authorization Official. Notification will be sent to the assigned COTR via email. When a RAI is in "SUBMITTED" status, it is Read-Only.
4. **INCOMPLETE** – The RAI is still a work in progress (Saved only) and the Authorization Official.
5. **PARTIALLY ACCEPTED** – This RAI in which some of the Key **Individuals** were accepted and some of the Key **Individuals** were rejected. This RAI must be re-submitted by the AO to be accepted.