



Civilian Arming Authorization Management System (CAAMS)

CAAMS User Guide



CAAMS

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**View Notes by hovering over the callout icon at the
Top Left of the Screen

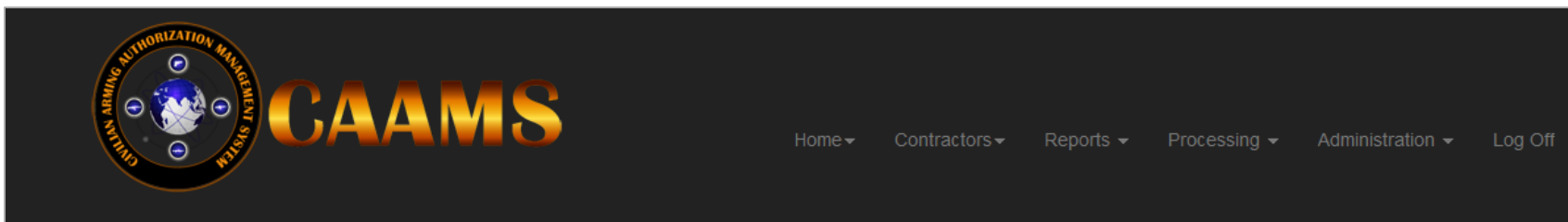


Introduction

- Civilian Arming Authorization Management System (CAAMS)
 - An automated, web-based solution
 - Processes the submission, review, approval, and compliance management of arming requests for contractors in Theater

- CAAMS is a resident application on the secure Joint Contingency and Expeditionary Services (JCXS) web-based platform

- Stakeholder
 - Armed Contractor Oversight Directorate (ACOD)
 - **MISSION:** To evaluate, provide legal review, and advise on Exception to Policy (ETP) arming requests for DoD contractors, and to track arming authorizations and Serious Incident Reports related to armed civilians and contractors.



Welcome to CAAMS - Civilian Arming Authorization Management System!



Functionalities and Benefits





CAAMS User Guide

ARMING POLICY AND PROCEDURE

Menu



USFOR-A Arming Policy for DoD Contractors

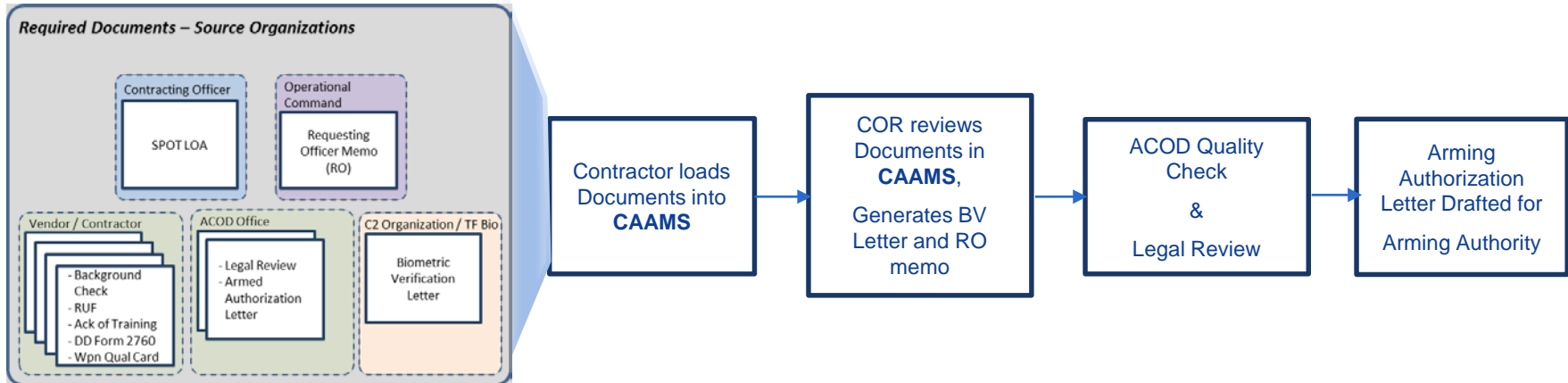
- In order to legally carry a weapon in Afghanistan, DoD contractor personnel must possess:
 - **Arming Authorization Letter (AAL)**
 - **Afghan Weapons Permit (AWP)** - *Note: Does not apply to PSCs who only provide security *inside* agreed U.S./NATO facilities*
- The AAL must be carried by contractor personnel at all times while armed. If an AWP is required, it must also be carried at all times while armed.

- **Arming Authorization Letter (AAL)** – A letter issued by the DoD Arming Authority
 - Two Categories: (originally established by USFOR-A policy memo dtd 17 Dec 2014)
 - **Armed Security** – Personnel who provide private security functions under a covered contract
 - **Self Defense** – Personnel who regularly perform their contractual duties outside of Agreed Facilities and Areas in support of NATO/U.S. missions, including the provision of training, advice, and assistance to Afghan National Security Forces (ANSF)
 - An AAL is required before contractor personnel may apply for a weapons permit from the Afghan Ministry of Interior
 - Valid for **9 MONTHS** from the date of issue
 - Contractors should apply for arming authorization **45 DAYS PRIOR** to the desired arming date
 - **ALL TRAINING / QUALIFICATIONS** are only valid for **one year** and must be re-accomplished annually
 - Weapons Qualifications/Scorecards
 - Rules for the Use of Force and Law of Armed Conflict (RUF/LOAC) training

- **Afghan Weapons Permit (AWP)** – A license issued by the Afghan Ministry of Interior (MoI)
 - Applies to any individual who will carry a weapon outside of U.S./NATO facilities in Afghanistan
 - Does **NOT** apply to PSCs who only provide fixed site security *inside* U.S./NATO facilities
 - PSCs who provide fixed site security inside U.S./NATO facilities must still register their weapons with the Afghan MoI
 - Valid for one year upon an annual fee of 5,000 AFN (~\$100) – *Note: subject to change at MoI discretion*
 - The PSC is responsible for obtaining an AWP within **45 days** after receipt of an AAL



Arming Authorization Letter (AAL) Process



The following documents are captured, reviewed, and retained in the web-enabled Civilian Arming Authorization Management System (CAAMS) for each individual contractor arming request:

- Synchronized Pre-deployment and Operational Tracker Letter of Authorization (SPOT LOA)
- Background check memorandum
- Qualification to Possess Firearms or Ammunition (DD Form 2760)
- *Biometric Verification (BV) Letter (for non-U.S. Citizens only)*
- Written acknowledgement of responsibilities, training, and liability for actions under U.S. or host nation laws
- Rules for the Use of Force / Law of Armed Conflict training
- Weapons Scorecards (Pistol, Rifle, other as applicable)
- Requesting Official (RO) memorandum
- **Legal Review Letter**
- **Arming Authorization Letter (AAL)**
- **Afghanistan Weapons Permit**

The Contractor is required to provide the documents (other than the BV Letter) and upload them into CAAMS. **For non-U.S. citizens, the COR liaisons with Task Force Biometrics (TF BIO) to prepare the Biometric Verification Letter.**

The COR prepares the RO memo, with assistance from the Contractor, and routes to the RO for signature.

The COR uploads the signed RO memo to CAAMS and quality checks all documents for each individual, then forwards to ACOD.

ACOD conducts a quality check and Legal Review of all documents, then prepares the Arming Authorization Letter (AAL) for signature.

The Afghan Ministry of Interior requires a copy of the AAL as part of the application for an Afghan Weapons Permit.

The Arming Package Provides Evidence of Screening and Training, As Required by Law & Regs



Arming Authorization Letter (AAL) Process

- The Vendor (or COR) prepares the Requesting Official Memorandum (RO memo), which lists the DoD contractor personnel who need to be armed and provides a justification for arming them. The COR routes the RO memo to the signature authority (RO) in his/her operational chain of command.
- ***Note: ACOD recommends having the COR submit the RO memo to ACOD for a quality check (via email), to ensure the justification for arming contains sufficient information, prior to routing through the operational chain of command for the RO's signature. This practice often saves time as it avoids the need to re-route RO memos that contain errors through the operational chain of command.**
- Vendor creates an entry in CAAMS for each DoD contractor employee who needs to be armed and fills in all required information ("Add Person" from Contractor menu).
- Vendor compiles all documentation required for each arming request and uploads to CAAMS for each DoD contractor employee who needs to be armed. Complete documentation consists of:
 - Synchronized Pre-deployment and Operational Tracker Letter of Authorization (SPOT LOA)
 - Background check memorandum
 - Qualification to Possess Firearms or Ammunition (DD Form 2760)
 - Rules of the Use of Force / Law of Armed Conflict training
 - Written acknowledgement of responsibilities, training, and liability for actions under U.S. or host nation laws
 - Weapons Scorecards (Pistol, Rifle, other as applicable)
- ***Note: Vendors should ensure that they upload each document to the correct slot in CAAMS. **For non-U.S. citizens, the COR must also upload a Biometric Verification (BV) letter for each DoD contractor employee.****
- COR uploads the signed RO memo to CAAMS, and reviews (QC's) all documents for each individual for completeness and accuracy. If inaccuracies are found, the COR should make a note of what needs to be corrected and return the package to the Vendor (place in the HOLD queue).
 - If all documentation in the package is accurate, the COR should forward the package to ACOD by clicking the "QC Complete" box for each individual.
- ACOD conducts an initial review (ACOD QC) and legal review (LR) of each individual package, and forwards complete and accurate packages to the arming authority for approval.
 - Any package with deficiencies will be returned to the HOLD queue for correction by the COR and/or Vendor.
 - All complete and accurate packages will be forwarded to the USFOR-A DCDR-S, along with a draft Arming Authorization Letter (AAL), for signature.
- ACOD delivers the signed AAL to the COR (via email) and uploads the signed AAL to CAAMS under each individual. AALs are valid for one year from the date signed.
- COR provides hard copies of the AAL to each DoD contractor employee who is authorized to be armed.
- DoD contractor personnel are also required to obtain a weapons permit from the GIRoA Ministry of Interior (MoI) within 45 days of receiving a signed AAL. The Vendor is responsible for uploading a copy of the weapons permit to CAAMS.
- ***Note: When adding Afghan Weapons Permits to accounts, the Vendor MUST use the link under the "Complete" column on the Process Master list. Uploading these documents in any other way does not update the individual's status, and will leave the contract out of compliance.**



CAAMS User Guide

ACCESSING CAAMS

Menu



1. Government Users Login Button

1. Go to <https://www.jccs.gov/jccscoe/> and select the GOVT USERS LOGIN button

JCXS
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

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XX/XX/XXXX

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VENDORS LOGIN **GOVT USERS LOGIN**

The public reporting burden for this collection of information, 0704-XXXX, is estimated to average 30 Mins per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or burden reduction suggestions to the Department of Defense, Washington Headquarters Services, at whs.mc-alex.esd.mbx.dd-dod-information-collections@mail.mil. Respondents should be aware that notwithstanding any other provision of law, no person shall be subject to any penalty for failing to comply with a collection of information if it does not display a currently valid OMB control number.

Welcome to the new JCXS site!

JCXS


JCXS (Joint Contingency & Expeditionary Services) is the new name for the JCCS (Joint Contingency Contracting System) platform. Our new name and logo represent our evolved focus on joint expeditionary acquisition business solutions. Although our name has changed, we remain focused on our mission of supporting contingency and expeditionary programs that rapidly deploy for humanitarian, peacetime, and wartime missions.

[Read More »](#)



3. Launch the Application

2. Launch your application

CAAMS Launch	 More Info & Request Access
JCCS Launch	 More Info & Request Access
TBC Launch	 More Info & Request Access
AGATRS Launch	 More Info & Request Access
GFLSV Launch	 More Info & Request Access



CAAMS User Guide

HOME MENU

Menu



Home Page



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- Home
- About
- CAAMS FAQ

CAAMS (Civilian Arming Authorization Management System) - is used to manage all armed, in-theater contractors. For more information, see the [ABOUT](#) page and the [FAQ](#) page. CAAMS is a continually-evolving system. For a quick overview of the new functionality, please review the the appropriate User Guide from the list below. **READ ALL ABOUT IT** - see the [Latest CAAMS Newsletter](#)

CAAMS Announcements:

The CAAMS PMO says "fare thee well" to the outgoing ACOD leader, CDR Martin, and the outgoing jack-of-all, LT Papagni. We wish you all the best. The CAAMS PMO is also pleased to say "hail and welcome" to the newest ACOD members; CDR Taylor and CDR Teale. We stand ready to assist you, to ensure a successful mission. :)

Contact information

Need to contact the CAAMS team? Use the following options:

Support in theater: centcom.al-udeid.usfor-a.mbx.acod@mail.mil

Technical support: For Technical issues, please submit via the HelpDesk & Feedback link on the bottom right of your screen.

Training support: If you would like to receive CAAMS training, or for any other CAAMS-related questions, please contact [Raquel Davis](#).

Important CAAMS Announcements will show here.

CAAMS User Guides:

There are three different user guides, corresponding to the primary roles used in CAAMS:

- [CAAMS Vendor User Guide](#) - this guide is designed to help Vendors maximize their efficiency when using CAAMS
- [CAAMS KO/COR User Guide](#) - this guide details the responsibilities and workflow processes managed with the KO/COR role
- [ACOD Staff User Guide](#) - this guide is for ACOD staff/SuperUser, and outlines all of the available capabilities of CAAMS

CAAMS Document Library

Sample Documents

1. RO MEMO Armed Security Template
2. RO MEMO Self-Defense Template
3. Renewal RO Memo Template
4. Biometric Verification Letter Template (LNs and OCNs only)
5. Rules of Force - Law of Armed Conflict Training
6. Acknowledgement of Training Form (Contractor)
7. Qualification to Possess Firearms or Ammunition (DD Form 2760)
8. SPOT LOA SAMPLE
9. Sample Weapons Qual
 - Rifle Substitues 16JAN2017
10. Background Check MEMO Template

Supporting Documentation/Policy

- USFOR-A FRAGO 16-143 MOD 1 Arming Procedures for DoD Contractors
- USFOR-A FRAGO 16-143 Arming Procedures for DoD Contractors
- FRAGO 16-143 - Summary of Key Changes
- DoD Civilian Arming Guidance

The New document Library feature on the site home page allows users to view all required documents for pursuing an Arming Request and Policy Documentation



Home Menu: About



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Home
About
CAAMS FAQ

The Arming Authorization Management System – has been used to manage the arming authorization process for DoD contractor personnel in Afghanistan since January 1, 2015. CAAMS is administered by the U.S. Forces Afghanistan (USFOR-A) Armed Contractor Oversight Directorate (ACOD).

CAAMS users fall into one of four categories:

Vendor: A company (contractor) representative tasked to provide/upload all documentation in support of a request to arm DoD contractor personnel.

Contracting Officer (KO): A USG representative responsible for managing all aspects of a DoD contract. Often KOs are responsible for multiple contracts across multiple locations.

Contracting Officer's Representative (COR): A USG representative who maintains local oversight of DoD contractor personnel. The COR's responsibility in the arming process is to review the documentation provided by the Vendor to ensure accuracy. Once each individual contractor's documentation has been reviewed, or Quality Checked (QC'd), the COR submits the package to ACOD. (Note: This last step is accomplished by clicking the "QC Complete" button for each individual, once all documentation has been reviewed, and all deficiencies corrected).

****Note:** The COR also represents the Requesting Official (RO). The RO is the USG representative who makes the determination that DoD contractor personnel need to be armed, based on the current threat environment, force protection condition, operational environment, etc. The RO submits a written request (the "RO memo") to arm DoD contractor personnel to the arming authority. In practice, a company representative will typically draft the RO memo and route it to the COR for review. The COR will then route the RO memo to an appropriate signature authority. Per theater guidance, only an O-6/GS-15 or above can request arming for DoD contractor personnel in Afghanistan. The RO must also obtain concurrence on the request from a "senior operational commander." A senior operational commander is an O-6 or higher commander in Afghanistan or an O-6 or higher Chief of Staff to a General Headquarters in Afghanistan. If the RO meets the criteria of a senior operational commander, no concurrence is required.**

ACOD: The staff at ACOD reviews all packages prior to submitting to the arming authority for approval. ACOD personnel conduct an initial quality check, and then forward to the ACOD Legal Advisor for legal review. Once each package passes legal review, it is submitted for approval to the USFOR-A Deputy Commander for Support (DCDR-S).

**** Note: ONLY THE ARMING AUTHORITY MAY APPROVE ARMING REQUESTS FOR DOD CONTRACTOR PERSONNEL. THE CURRENT ARMING AUTHORITY FOR AFGHANISTAN IS THE USFOR-A DEPUTY COMMANDER-SUPPORT, MG LEE QUINTAS. ****

Download the [Arming Process Overview](#) to learn more!

Brief overview of the arming authorization process:

1. The Vendor (or COR) prepares the Requesting Official Memorandum (RO memo), which lists the contractor's arming authority (RO) in his/her operational chain of command.

***Note: ACOD recommends having the COR submit the RO memo to ACOD for a quality check (via the contractor's operational chain of command for the RO's signature. This practice often saves time as it avoids the need to re-route RO memos through the contractor's operational chain of command.**

2. Vendor creates an entry in CAAMS for each DoD contractor employee who needs to be armed and fills in all required information ("Add Person" from Contractor menu).
3. Vendor compiles all documentation required for each arming request and uploads to CAAMS for each DoD contractor employee who needs to be armed. Complete documentation consists of:

1. Synthesized Pre-deployment and Operational Tracker Letter of Authorization (SPOT LOA)

The About page contains a great deal of information regarding the arming process and CAAMS.



Home Menu: FAQ



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CAAMS Frequently Asked Questions

Click on a heading to view the questions for each topic; click on the question to show/hide the answer.

CAAMS Training

[How do I access Helpdesk?](#)

[Where can I find training documentation?](#)

[How can I receive training on CAAMS?](#)

Accessing CAAMS

Contract Management

Documentation/Arming Process

FAQs have been categorized
for easier navigation

[Helpdesk & Feedback](#)



Helpdesk & Feedback Ticket

Helpdesk & Feedback Ticket

Please use the box below to enter your comments or issue with JCCS applications.

Point of Contact

Name

Phone

Email

How can we help?

Issue

Description

Submit

Cancel

Need help? Have a question? Complete the requested fields, include your username, and submit a Helpdesk ticket.



CAAMS User Guide

PROCESS MASTER LIST/CONTRACTORS MENU

Menu



Process Master List

The Process Master List shows the various phases of the arming package lifecycle (New, Hold, BV, QC, ACOD QC, LR, AAL, Complete, & Permit Uploaded)



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CAAMS Process Master List

CAAMS Process Master List: Filtering by Contracting Office, Contract Number, and Security Type.

Search: Export to Excel

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete	Permit Uploaded
Department of State	001-ACOD-Training	AAA Web Development Company	1		1								
Department of State	001-ACOD-Training	AAA Web Development Company	1	Armed Security				1					
Department of State	001-ACOD-Training	AAA Web Development Company	5	Self Defense		3			1				1
Department of State	001-ACOD-Training	American Science and Engineering, Inc. (AS&E, Inc.)	2	Self Defense							1		1
Department of State	001-ACOD-Training	AAA Web Development Company	1		1								
Department of State	001-ACOD-Training	AAA Web Development Company	1	Self Defense							1		
Department of State	001-ACOD-Training	AAA Web Development Company	1	Self Defense						1			
Department of State	001-ACOD-Training	AAA Web Development Company	1	Self Defense							1		
Department of State	001-ACOD-Training	AAA Web Development Company	2		2								
Department of State	001-ACOD-Training	AAA Web Development Company	1	Armed Security				1					
Department of State	001-ACOD-Training	AAA Web Development Company	2	Self Defense							2		
Department of State	001-ACOD-Training	New Century Consulting	1	Self Defense							1		
Department of State	001-ACOD-Training	Perini Corp.	1	Armed Security				1					
Department of State	001-ACOD-Training	AAA Web Development Company	1	Armed Security				1					
Department of State	001-ACOD-Training	AAA Web Development Company	1	Armed Security						1			
Department of State	001-ACOD-Training	AAA Web Development Company	1	Armed Security							1		
Defense Logistics Agency	002A-ACOD-Training	AAA Web Development Company	1		1								
Defense Logistics Agency	002A-ACOD-Training	AAA Web Development Company	2	Armed Security		1					1		
Defense Logistics Agency	002A-ACOD-Training	AAA Web Development Company	3	Self Defense		1			1				1
Defense Logistics Agency	002A-ACOD-Training	AAA Web Development Company	1		1								

Hyperlinked numbers in #In Process column display all individuals under the same contract, in various phases.

Hyperlinked numbers in each step forwards you to a detailed screen, displaying the personnel's records currently in that phase requiring specific action to move forward in the process.



Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show

10

entries

Contracting Office ▲ Contract Number ◆ Company ◆ # In Process ◆ Security Type ◆ Complete ◆

No data available in table

Showing 0 to 0 of 0 entries

Previous Next

Helpdesk & Feedback

If contracts do not appear, submit a helpdesk ticket, including the contract numbers needed. The Helpdesk team will request approval from the appropriate source

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There are three main reasons why the Process Master List may be empty

- There are no individuals who have been assigned to the contract. Once an individual is added to a contract, the contract will appear in the Process Master List
- The contract has “expired” in CAAMS; the Contract End Date needs to be updated
- The user’s role has not been associated with the contract number



Process Master List Details

The Following table describes the data columns displayed on the screen

Column Name	Description/What is Displayed when the Hyperlink is Selected
#In-Process	The number of arming requests entered in CAAMS per contract. This view shows a complete snapshot of the entire contract's personnel
New	The number of people added to CAAMS who have not started the arming authorization process and/or number of people undergoing AAL Renewal Process. These individuals require data and documents added/uploaded to their record to move them out of this phase.
Hold	Requests that have been put on hold by ACOD for further review or records returned to either the Vendor or KO/COR. These records have discrepancies identified to be fixed and resubmitted for QC, then ACOD QC
BV	The number of requests in the Biometric Verification stage of the authorization process. Non-US Citizens are automatically moved to BV to have the BV letter uploaded to their record. Once uploaded from the BV phase, the individual will move to QC
QC	The number of requests in the Quality Control stage of the authorization process. These individuals require verification from the KO/COR. Data and documents must be reviewed and verified, then submitted to ACOD QC.
ACOD QC	The number of requests in the ACOD Quality Control stage of the authorization process
LR	The number of requests in the Legal Review stage of the authorization process
AAL	The number individuals with AALs (Arming Authorization Letter) ready to be generated and sent to the Authorization Authority for signature
Complete	The number of requests that have finished all stages of the authorization process. Per FRAGO guidance, it is mandatory to obtain the country specific permit Within 45 days of receiving the AAL; the KO/COR must upload the Afghan Weapon Permit to move the individual to Permit Uploaded
Permit Uploaded	The number of individuals who have obtained their Afghan Weapons Permit



Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show entries

Contracting Office	Contract Number	Company	# In Process	Security Type	New	QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Afghan Union Transportation and Logistics (ATL)	1		1				
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1						
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				2	
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2	Self Defense		1	1		
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security				1	
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security		1			
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security		1			
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	26		26				
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	41	Armed Security		33		7	1
Aberdeen(W91CRB)	W91CRB-13-C-0021	Engility Corporation	20	Self Defense		17	1	2	
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering	1		1				

1. Select the appropriate contract number and click on the highlighted number in the "In-Process" column.



Process Master List (# In Process)

Master list of persons on this contract

Close

Contract Number: 0123-TEST-CONTRACT-0123


Company Name: ACOD

KO/COR Information: KO - Reno McCormick KO - Raquel Davis

[Review/Update Contract](#)

Agency: DESC

Company Phone:

 **WARNING:** Contract will expire in less than 30 days. Once expired, the contract will no longer be available.

[Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer/Renewal Instructions](#) 

Search:

[Export to Excel](#)

	Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	Renewal	AAL Number	AAL Expire	Armed	Confirmed
edit	ADAMS	Westley	Self Defense	ID Needed	UNITED KINGDOM	Yes	AAL	No			<input type="checkbox"/>	3/21/2017 transfer
edit	AGUILAR CARHUALL						AAL	No			<input type="checkbox"/>	3/21/2017 transfer
edit	AMATO						AAL	No			<input type="checkbox"/>	3/21/2017 transfer
edit	CORREA						AAL	No			<input type="checkbox"/>	3/21/2017 transfer
edit	GAGNON	Dale	Self Defense	WMIHWX	UNITED STATES	Yes	Hold	No			<input type="checkbox"/>	3/21/2017 transfer
edit	JONES	brandon	Armed Security	ID Needed	UNITED STATES	Yes	LR	No			<input type="checkbox"/>	3/21/2017 transfer
edit	JORDAN	Jace	Self Defense	12345	AFGHANISTAN	Yes	Complete w/Permit	No	AAL-16/1271	6/6/2017	<input checked="" type="checkbox"/>	3/17/2017 transfer
edit							AAL	Yes			<input checked="" type="checkbox"/>	3/21/2017 transfer

2. To update the records, click "Edit".

Note: Edits to the personnel records can be done during the New, BV, Hold, or QC Queue.



Process Master List

Name: ADDISON, Sean

Nationality: UNITED STATES

Record Editor:

LOA / DTS: K6WG5P

Passport/Taskera/NIN: 12345

NOTES: Enter notes here

[11/16/2015 - raquel.davis.ctr@dia.mil]

Save Changes

Deploy Start Date: 12/18/2014

The arming process doesn't begin until the Security Type (Self Defense/Armed Security) is selected.

3. Select a Security Type

Security Type / Weapons Editor - >Select a Security Type:

Self Defense

Armed Security

Standard Pistol (9mm NATO)

Quals. Expire:

Standard AK-47 (7.62x39mm)

Quals. Expire:

Standard Rifle (5.56 NATO)

Quals. Expire:

Non-Standard (crew served or other)

Quals. Expire:

Other

Quals. Expire:

Update

4. Add Weapon Type and enter Quals. Expiration Date. Click "Update".

Documents:

Type	Document	UpdateDate	Updated By
------	----------	------------	------------

No data available

Close

Note: After editing these sections, "Save Changes" and/or "Update" must be clicked; if not, the information entered and selected will NOT be saved.



Process Master List

Name: ADDISON, Sean
Nationality: UNITED STATES

Security Type:
Status: New

AAL Number:
AAL Expiration:

Record Editor:

* indicates required field

LOA / DTS: *

Bio GUID:

Passport/Taskera/NIN: *

Location:

NOTES:
Enter notes here

[11/16/2015 - raquel.davis.ctr@dla.mil]

Deploy Start Date: *

Deploy End Date: *

Save Changes

Security Type / Weapons Editor - >Select a Security Type:

Self Defense Armed Security

- Standard Pistol (9mm NATO) Quals. Expire: *
- Standard AK-47 (7.62x39mm) Quals. Expire: *
- Standard Rifle (5.56 NATO) Quals. Expire: *
- Non-Standard (crew served or other) Quals. Expire: *
- Other Quals. Expire: *

Update

5. To upload a document, click "Add".

Documents:

Type	Document	UpdateDate	Updated By	Verified Date	LR Verified
No data available in table					

Close



Process Master List

6. Select the file type.

Select the file type:

Select the file:

- ACK of Training & Liability
- Arming Authorization Letter
- Background Investigation Summary
- Biometric Verification Letter
- Complete Arming Packet
- Contract File
- DD Form 2760
- Legal Review Letter
- LOA/DTS Orders
- Non-Standard Weapon Qualification
- Other
- Other Weapon Qualification
- Pistol Qualification
- Rifle Qualification
- RO Delegation Memo
- RO Memo
- RUF/LOAC

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only file types accepted are to pdf, xls/xlsx and jpg.

Close

Select the file type:

Select the file:

7. Select the document to upload and click "Upload".



Single Doc/Multiple Individual Upload

1. Select the Upload Single Doc/Multiple Individuals link

Master list of persons on this contract

[Close](#)

Contract Number: 0123-TEST-CONTRACT-0123
Company Name: ACOD
KO/COR Information: KO - Reno McCormick KO - Raquel Davis
[Review/Update Contract](#)

WARNING: Contract will expire in less than 30 days. Once expired, the contract will no longer be available.

[Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer/Renewal Instructions](#)

Search: [Export to Excel](#)

Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	AAL Number	AAL Expire	Armed	Confirmed
edit	DOE	John	PLI759	UNITED STATES	Yes	New			<input type="checkbox"/>	1/1/2000 transfer

2. Select all of the individuals who are listed on the document you would like to upload

Check the boxes for those individuals for which a document will be uploaded:

Check/Uncheck All [Upload Document](#)

Last Name	First Name	Contract Number	
<input checked="" type="checkbox"/>	DOE	James	0123-TEST-CONTRACT-0123
<input checked="" type="checkbox"/>	SMITH	Sam	0123-TEST-CONTRACT-0123
<input type="checkbox"/>	SMITH	Johnn	0123-TEST-CONTRACT-0123

3. Select Upload Document



Single Doc/Multiple Individual Upload

0704-XXXX
XX/XX/XXXX
raquel.davis.ctr@dla.mil Log Off

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This feature is only applicable for the RO Memo Armed Security, RO Memo Self Defense, RO Memo Renewal, and Background Check



CAAMS User Guide

PERFORMING THE BV AND QUALITY CONTROL

Menu



Biometric Verification

v1.1.50000

CAAMS Process

CAAMS Process Master list, filtered

Show entries

Search:

1. Identify desired contract number.

Contracting Office				Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	2		2							
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Pilgrims Group Limited	2	Armed Security				1	1			
Aberdeen (W91CRB)	W15P7T-11-D-H607-0209	Pilgrims Group Limited	1	Self Defense			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security					1			
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security			1					
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security			1					
Aberdeen(W91CRB)			26		26							
Aberdeen(W91CRB)				Armed			33		7			1
Aberdeen(W91CRB)			20	Self Defense			17	2	1			
ACC/AMIC			2		2							
ACC/AMIC	FA4890-14-C-0003	Millennium Engineering and Integration Company	1	Armed Security				1				

2. Click the highlighted number in the **BV** column.



Biometric Verification

Add a BV Letter to a Person

Select one or more individuals from the list below to add a BV Letter.

Check/Uncheck All

Upload BV Letter

Search:

Process	Last Name	First Name	Contract Number	Bio GUID	Agency	
<input type="checkbox"/>	Jordan	Jules	FA8620-11-G-4020-0134	48685f96	Aeronautical Systems Center	edit
<input type="checkbox"/>	Schneider	Keith	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Slack	Ellis	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Smoak	Richard	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Sprigg	Kevin	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	STINE	TROY	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Talbot	Jennifer	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Vigil	Tosh...	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	WARD	LINDSEY	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit
<input type="checkbox"/>	Weaver	Jeffrey	FA8620-11-G-4020-0134		Aeronautical Systems Center	edit

3. Select one or multiple names found on the BV Letter to have the document associated with the record. Then press the Upload BV Letter button



Biometric Verification

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only file

Close

Select the file type:

Select the file:

- ACK of Training & Liability
- Arming Authorization Letter
- Arming Revocation Letter
- Background Investigation Summary
- Biometric Verification Letter**
- Complete Arming Packet
- Contract File
- DD Form 2760
- Legal Review Letter
- LOA/DTS Orders
- Non-Standard Weapon Qualification
- Other
- Other Weapon Qualification
- Pistol Qualification
- Rifle Qualification
- RO Delegation Memo
- RO Memo

4. Attach the BV Letter

Document Upload

select the document to upload, and a document type from the dropdown list; then click "Upload". The only

Close

Select the file type:

Select the file:

5. Select BV Letter and click "Upload".

Copyright DL



Quality Control

- When processing a new person into CAAMS, the KO/COR should perform quality control (QC) by
 - Ensuring data entered into CAAMS matches values supplied from documentation
 - Contract information
 - Arming information
 - LOA number
 - Passport/Taskera/National Identity Number
 - Deployment Start/End dates
 - Ensuring all necessary supporting documentation is uploaded and verified



Quality Control (QC) from Process Master List

CAAMS Process Master List

CAAMS Process Master list, filtered by Contracting Office, Contract Number, and Security Type.

Search:

Export to Excel

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	AC	OD	QC	LR	AAL	Complete
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	30	Armed Security		6	22	2						
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1						
Aberdeen (W91CRB)	W15P7T-11-D-H607-0205	Sierra Nevada Corp.	1	Self Defense				1						
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd	1	Self Defense				1						
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.		Self Defense			13	1						
772nd Enterprise Sourcing Squadron	N00168-16-0010-0000	Sierra Nevada Corp.		Self Defense				1						
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd		Armed Security			1		2					1
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd			1									
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd			1									
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.			1									
RCC Phoenix	00000 Afghan Archive	Storing Operations, Inc.			1									
RCC Phoenix	00000 Afghan Archive	Engility Corporation	1		1									
RCC Phoenix	00000 Afghan Archive	Sierra Nevada Corp.	2		2									

1. To successfully perform QC, the individual must be selected by a number from the **QC** column



Quality Control (QC)

List of Persons ready for Quality Control

Click on the QC link to perform the Quality Control tasks; click the edit link to revise the individual's records. Marking the individual's record as "QC Complete" from the QC screen will move that individual forward in the arming authorization process, to the ACOD QC queue.

[Close](#)

Contract Number: FA8620-11-G-4020-0134

Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)

KO/COR Information: KO - Raquel Davis COR - Rosalyn Washington-COR COR - Dave Dennis RO - Thomas Thompson

[Review/Update Contract](#)

Agency: Aeronautical Systems Center

Company Phone:

Search:

[Export to Excel](#)

Last Name	First Name	Passport/Taskera/NIN	Biometric GUID	Record Notes	AAL Number	AAL Expiration	QC
BOWMAN	Thomas	DE12345		<div style="border: 1px solid #ccc; padding: 2px;"><p>[6/8/2016 - carl.e.sullivan4.ctr@mail.mil] Notes added</p><p>[6/8/2016 - carl.e.sullivan4.ctr@mail.mil] </p><p>[6/8/2016 - carl.e.sullivan4.ctr@mail.mil]</p></div>			QC edit
BOYER	JORDAN						QC edit
THOMAS	Danny						QC edit

Showing 1 to 3 of 3 entries

[Helpdesk & Feedback](#)

Copy

Get Adobe Reader

2. Select the QC link for an individual



Quality Control (QC)

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents

[Close](#)

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: KO - Raquel Davis COR - Rosalyn Washington-COR COR -
[Review/Update Contract](#)

Systems Center

Last Name: Bowman
First Name: Thomas
Contract Number: FA8620-11-G-4020-0134

Passport/Taskera/NIN: DE12345
LOA: FV3E32
GUID:

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		<input type="checkbox"/>
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		<input type="checkbox"/>
03. RO Memo Renewal	CAAMS User Process_v5.pdf		<input type="checkbox"/>
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		<input type="checkbox"/>
11. Background Check	CAAMS Initial Tests Scripts.pdf		<input type="checkbox"/>
14. Other	CAAMS User Process_v5.pdf		<input type="checkbox"/>

[Add Document](#)

QC Complete

[Helpdesk & Feedback](#)

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3. Read each document to make sure all information is correct for the individual

If a document is missing, select "Add Document" to make easy additions



Quality Control (QC) Complete

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents have been verified, click the QC Complete button to

[Close](#)

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: KO - Raquel Davis COR - Rosalyn Washington-COR COR - Dave Dennis RO - Thomas Thompson
[Review/Update Contract](#)

Last Name: Bowman
First Name: Thomas
Contract Number: FA8620-11-G-4020-0134

Passport/Taskera/NIN: DE12345
LOA: FV3E32
GUID:

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		<input checked="" type="checkbox"/>
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>
03. RO Memo Renewal	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		<input checked="" type="checkbox"/>
11. Background Check	CAAMS Initial Tests Scripts.pdf		<input checked="" type="checkbox"/>
14. Other	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>

[Add Document](#)

QC Complete

[Helpdesk & Feedback](#)

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Order

4. Check the "QC Verified" boxes as you read documents

5. Once all documents have been "QC'd", select the **QC Complete** button to advance them to ACOD



Quality Control (QC) Complete

Quality Control for Person Documents

Visually inspect each document; as each document is verified, check the VERIFIED checkbox. When all documents have been verified, click the QC Complete button to submit the completed QC verification to ACOD QC.

Close

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: KO - Raquel Davis COR - Rosalyn Washington-COR COR
[Review/Update Contract](#)

Update status to QC Approved?

OK

Cancel

Agency: Aeronautical Systems Center
Company Phone:

Last Name: Bowman
First Name: Thomas
Contract Number: FA8620-11-G-4020-0134

Passport/Taskera/NIN: DE12345
LOA: FV3E32
GUID:

Document Type	Document	Verified Date	QC Verified
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf		<input checked="" type="checkbox"/>
02. RO Memo Self Defense	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>
03. RO Memo Renewal	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>
04. Biometric Verification Letter	2. Biometric Verification Letter.pdf		<input checked="" type="checkbox"/>
11. Background Check	CAAMS Initial Tests Scripts.pdf		<input checked="" type="checkbox"/>
14. Other	CAAMS User Process_v5.pdf		<input checked="" type="checkbox"/>

Add Document

QC Complete

Helpdesk & Feedback



Quality Control (QC)

List of Persons ready for Quality Control

Click on the QC link to perform the Quality Control tasks, click the edit link to revise the individual's records. Marking the individual's record as "QC Complete" from the QC screen will move that individual forward in the arming authorization queue.

[Close](#)

Contract Number: FA8620-11-G-4020-0134 **Agency:** Aeronautical Systems Center
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.) **Company Phone:**
KOI/COR Information: KO - Raquel Davis COR - Rosalyn Washington-COR COR - Dave Dennis RO - Thomas Thompson
[Review/Update Contract](#)

Last Name	First Name	Passport/Taskera/NIN	Biometric GUID	Record Notes	AAL Number	Expiration	QC
BOYER	JORDAN						QC edit
THOMAS	Danny						QC edit

Showing 1 to 2 of 2 entries

Notice there is one less individual on the QC page

CAAMS Process Master List

CAAMS Process Master list, filtered by Contracting Office, Contract Number, and Security Type.

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1				
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	30	Armed Security		6	22	1	1			
Aberdeen (W81CRB)	W15P7T-11-D-H607-0205	Sierra Nevada Corp.	1	Self Defense				1				
Rock Island(W52P1J)	W52P1J-11-C-0058	SOS International Ltd	1	Self Defense				1				
Aeronautical Systems Center				Self Defense			13	1				
772nd Enterprise				Self Defense				1				
Rock Island(W52P1J)			1		1							
Rock Island(W52P1J)			1		1							
Aeronautical Systems Center			1		1							
RCC Phoenix			1		1							

Notice the individual has been moved to ACOD QC queue on the Process Master List



CAAMS User Guide

HOLD

Menu



HOLD



Home ▾ Contractors ▾ Reports ▾



Individuals are put on HOLD if ACOD finds discrepancies in their record

CAAMS Process Master List

CAAMS Process Master list, filtered by Contracting Office, Contract Number, and Security Type.

Search:

[Export to Excel](#)

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1				
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security				1				
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security		1						
Aeronautical Systems Center	FA8620-11-G-4020-0134	AAI Corp (AAI)	1		1							
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	26	Armed Security		5		21				
Aeronautical Systems Center	FA8620-11-G-4020-0134	101 Global Solutions LTD (101 Global Solutions LTD)	1	Armed Security				1				
Aeronautical Systems Center	FA8620-11-G-4020-0134	101 Global Solutions LTD (101 Global Solutions LTD)	14	Self Defense			8	5		1		
RCC Phoenix			2		2							
RCC Phoenix			2		2							

Click the hyperlink within the "Hold" Column

[Helpdesk & Feedback](#)



HOLD



Home ▾ Contractors ▾ Reports ▾

Any Record Notes on the individuals will show here

List of persons with a status of Hold/Rejection

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: [COR - Rosalyn Washington-COR](#) [COR - Dave Dennis](#) [KO - Raquel Davis](#) [RO - Thomas Thompson](#)
[Review/Update Contract](#)

Search:

	Last Name	First Name	Security Type	LOA	Nationality	Bio GUID	AAL Number	AAL Expire	Record Notes
edit	CASSIDY	ANDREW	Armed Security	YZIE6K	UNITED STATES				[2/15/2017 - raquel.davis.ctr@dla.mil] LOA# does not match document LOA
edit	CLINE	Chau	Armed Security	B850WM	UNITED STATES				[11/10/2015 - robert.c.mccormick.ctr@dla.mil] [6/10/2016 - carl.e.sullivan4.ctr@mail.mil]
edit	HARMON	Charles	Armed Security		UNITED STATES				[12/21/2016 - robert.c.mccormick.ctr@dla.mil]
edit	HUVER	Anthony							
edit	JARVIS	Donald							

1. Click the Edit link to view/edit the record

Showing 1 to 5 of 5 entries



HOLD

Arming and Security type information

Close

Name: CASSIDY , ANDREW	Security Type: Armed Security	AAL Number:		
Nationality: UNITED STATES	Status: Hold	AAL Expiration:		
Add a Weapon				
Weapon	Qual Exp	Other	Serial Num	Source

Record Editor:

* indicates required field

LOA: *

Bio GUID:

Passport/Taskera/NIN: *

NOTES:

[2/15/2017 - raquel.davis.ctr@dla.mil] LOA# does not match document LOA
 [2/15/2017 - raquel.davis.ctr@dla.mil]
 [11/10/2015 - robert.c.mccormick.ctr@dla.mil]

Save Changes

Re-Submit to QC

2. View Record Notes for necessary changes, issues, recommendations, etc. from ACOD

Documents:

[Add](#)

Type	Document	Update Date	Updated By	
01. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf	6/13/2016	tivajordan@cochise.edu	Delete
02. RO Memo Self Defense	CAAMS User Process_v5.pdf	6/13/2016	tivajordan@cochise.edu	Delete
03. RO Memo Renewal	CAAMS User Process_v5.pdf	6/13/2016	tivajordan@cochise.edu	Delete
11. Background Check	CAAMS Initial Tests Scripts.pdf	6/13/2016	tivajordan@cochise.edu	Delete
14. Other	CAAMS User Process_v5.pdf	6/13/2016	tivajordan@cochise.edu	Delete

Close



HOLD

Home ▾ Contractors ▾ Reports ▾

0704-XXXX
XX/XX/XXXX

raquel.davis.ctr@dla.mil Log Off

Arming and Security type information

Close

Name: CASSIDY , ANDREW

Security Type: Armed Security

AAL Number:

Nationality: UNITED STATES

Status: Hold

AAL Expiration:

Add a Weapon

Weapon	Qual Exp	Other	Serial Num	Source
--------	----------	-------	------------	--------

Record Editor:

LOA: *

Passport/Taskera/NIN: *

NOTES:

[2/15/2017 - raquel.davis.ctr@dla.mil] LOA# does not match document LOA
[2/15/2017 - raquel.davis.ctr@dla.mil]
[11/10/2015 - robert.c.mccormick.ctr@dla.mil]

Save Changes

Re-Submit to QC

3. Make the necessary changes,
add to the Record Notes to be
viewed by ACOD

4. Click "Save Changes" and then
"Re-Submit to QC"

Documents:

Type	Document
D1. RO Memo Armed Security	CAAMS Initial Tests Scripts.pdf

Add

se edu

Delete



QC to HOLD

QC to HOLD from the QC Screen

Last Name, First Name: Public, John
Contract Number: 0123-Test-00
Nationality: UNITED STATES
Deploy Start: 6/1/2017

Passport/Taskera/NIN: 123-456-789
GUID:
Renewal?: No
Deploy End: 9/30/2017

Security: [redacted]
LOA: ID Needed

Document Type	Document	Verified Date	QC Verified	
01. RO Memo Armed Security	1. RO MEMO Armed Security Template.pdf		<input type="checkbox"/>	Add Document <input type="button" value="QC Complete"/> <input type="button" value="Send to HOLD"/>

Helpdesk & Feedback

KO/CORs also have the ability to send a record to HOLD. Once sent to HOLD, the Vendor will have access to make the necessary changes. They would then submit the record back to QC.

QC to HOLD from the Edit Screen

Bio GUID: [redacted]
Location: KANDAHAR AIRFIELD (KAF)

NOTE: Employer must match on LOA and Acknowledgement of Training docs

Deploy Start Date (from LOA): 08/01/2014 *

Deploy End Date (from LOA): 07/31/2017 *

Save Changes

Documents: NOTE: documents over 1 year old will not be displayed.



CAAMS User Guide

TRANSFERRING CONTRACTORS

Menu



Transferring Contractors

- KO/CORs are able to manage their contracts by transferring contractors to other contracts

CAAMS Process Master List

CAAMS Process Master list, filtered by Agency name, Contract Number, and Security Type.

Show entries

Search:

Contract	# In Process	Security Type	New	Hold	BV	QC	ACOD	QC	LR	AAL	Complete
Department	1		1								
Department	3		3								
Department	1	Armed Security									1
Department of Defense	2	Self Defense					1				1
Department of Defense	7	Self Defense			1	1	3				1
DESC	1	101 Global Solutions LTD (101 Global Solutions LTD)	1								
DESC	1	ACOD	1								
DESC	1	Armed Security					1				

1. Select a contract from the #In Process column

Showing 1 to 8 of 8 entries

Previous Next

[Helpdesk & Feedback](#)



Transferring Contractors



Home ▾ Reports ▾ Processing ▾ Administration ▾



0704-XXXX
XX/XX/XXXX

raquel.davis.ctr@dla.mil Log Off

Master list of persons on this contract

Close

Contract Number: HC1028-08-D-2002-0006
Company Name: Salient Federal Solutions (SGIS)
Agency: Defense Information Technology Contracting Organization
Company Phone:
KO/COR Information: COR - TARA HORSTMANN COR - LORETTA BUCKLEY KO - carol barnes RO - PFC Thomas Thompson
[Review/Update Contract](#)

[Add A Person](#) | [Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer/Renewal Instructions](#)

Export to Excel

Search:

	Last Name	First Name	Middle Name	Security Type	LOA	Nationality	Employer	LOA-AW	Status	Renewal	AAL Number	AAL Expire	Armed	Arming Confirmed	
edit	ADAIRE	John		Self Defense	VL8Q2	UNITED STATES	Salient Federal Solutions	Yes	BV	No			<input type="checkbox"/>	1/1/2000	renew/transfer
edit	ARMSTEAD	Johnny		Self Defense	9Z6HIR	UNITED STATES	Salient Federal Solutions	Yes	QC	No			<input type="checkbox"/>	1/1/2000	renew/transfer
edit	BOND	James		Armed Security	ID Needed	UNITED KINGDOM	Salient Federal Solutions	Yes	QC	No			<input type="checkbox"/>	1/1/2000	renew/transfer
edit	BRANHAM	Robert		Armed Security	50YKDP	UNITED STATES	Rockwell Collins	Yes	BV	No			<input type="checkbox"/>	1/1/2000	renew/transfer
edit	CABLE	Troy		Self Defense	GJXAIJ	UNITED STATES	Salient Federal Solutions	Yes	QC	No			<input type="checkbox"/>	1/1/2000	renew/transfer

2. Select the individual to Transfer



Transferring Contractors

NOTE: Data from their current LOA will be removed from individual records after transfer and will need to be updated with information from their new LOA. Transfers are an **irreversible** action



Home ▾ Reports ▾ Processing ▾ Administration ▾

Transferred Individual

[Close](#)

[HELP](#)

PLEASE NOTE: When an individual is moved from one contract to another, the following items will be removed from this record:

- The existing SPOT/DTS(LOA) will be changed to "ID NEEDED"
- The existing Deployment Start and End dates will be removed
- The existing AAL Number and Expiration date will be removed
- The existing Weapons Qualification information will be removed
- The existing Security Type will be removed
- The existing Employer will be removed
- The most recent version of each document type uploaded will be available
- The existing status will be set to "New"

Renewals: To initiate a renewal, simply click the Initiate Renewal Process button.

Transfers: To transfer this individual to another contract, select the new contract from the dropdown list below. Once the contract has been selected click the TRANSFER RECORD button. **NOTE: this action is irreversible**

Name: BOND, James Current Contract: HC1028-08-D-2002-0006

Transfer to New Contract
Transfer To:

3. Select the new contract to transfer the individual to. Click Transfer Record



Transferring Contractors

Transfer Individual to another contract

[Close](#)

The record has been successfully updated

[Helpdesk & Feedback](#)



Transferring Contractors



Home ▾ Reports ▾ Processing ▾ Administration ▾



0704-XXXX
XX/XX/XXXX

raquel.davis.ctr@dla.mil Log Off

Master list of persons on this contract

[Close](#)

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: KO - FADM Reno McCormick KO - GEN Raquel Davis
[Review/Update Contract](#)

4. The individual is now in NEW status under the new contract

[Add A Person](#) | [Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer](#)

[Export to Excel](#)

Search:

	Last Name	First Name	Middle Name	Security Type	LOA	Nationality	Employer	LOA-AW	Status	Renewal	AAL Number	AAL Expire	Armed	Arming Confirmed	
edit	BOND	James		ID Needed		UNITED KINGDOM		Yes	New	No			<input type="checkbox"/>	1/1/2000	renew/transfer
edit	CARR	Terry		Self Defense	214314	AFGHANISTAN	Sierra Nevada Corp.	No	AAL	No			<input checked="" type="checkbox"/>	12/19/2017	renew/transfer
edit	CARROLL	John		Armed Security	D14YGN	UNITED STATES	Sierra Nevada Corp.	Yes	Complete w/Permit	No	AAL-17-9876	5/1/2018	<input checked="" type="checkbox"/>	12/19/2017	renew/transfer
edit	CASSIDY	ANDREW		Armed Security	YZESK	UNITED STATES	Sierra Nevada Corp.	Yes	Complete	No	9876543210abcdefghijklmnopqrstuvwxyz	5/5/2018	<input type="checkbox"/>	12/19/2017	renew/transfer
edit	CLINE	Chad		Armed Security	8850WM	UNITED STATES	Sierra Nevada Corp.	Yes	Hold	No			<input checked="" type="checkbox"/>	12/19/2017	renew/transfer



Bulk Transfer

1. Select the "Multi-Individual Transfer" link

Master list of persons on this contract

Close

Contract Number: FA8620-11-G-4020-0134
Company Name: Sierra Nevada Corp. (Sierra Nevada Corp.)
KO/COR Information: [KO - Raquel Davis](#) [KO - Dave Dennis](#) [COR - Rosalyn Washington-COR](#) [RO - Thomas](#) [Person](#)
[Review / Update Contract](#)

[Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer / Renewal Instructions](#)

Search:

	Last Name	First Name	Security Type	LOA	Nationality	LOA-AW	Status	AAL Number	AAL Expire	Armed	Confirmed	
edit	ANDREE	Gary	Self Defense	5CBKE0	UNITED STATES	Yes	Hold			<input type="checkbox"/>	1/1/2000	transfer
edit	BALFOUR	Ian	Armed Security	AIQHO5	UNITED STATES	Yes	ACOD QC			<input type="checkbox"/>	1/1/2000	transfer
edit	BENTON	Edward	Armed Security	18VMIJ	UNITED STATES	Yes	Hold			<input type="checkbox"/>	1/1/2000	transfer



Bulk Transfer

v2.1.5

Check the boxes for those individuals to be transferred; select the new contract, and click the Transfer button.

Current Contract: FA8620-11-G-4020-0134

Transfer To:

Check/Uncheck All

Transfer

Close

	Last Name	First Name
<input checked="" type="checkbox"/>	ANDREE	Gary
<input checked="" type="checkbox"/>	BALFOUR	Ian
<input checked="" type="checkbox"/>	BENTON	Edward
<input checked="" type="checkbox"/>	BLACKBURN	DAVID
<input type="checkbox"/>	BOWMAN	Thomas
<input type="checkbox"/>	BOYER	JORDAN
<input type="checkbox"/>	BROWN	GREGG
<input checked="" type="checkbox"/>	BUCHANAN	Melan

2. Check all individuals needing to be transferred



Bulk Transfer

3. Select contract from the Transfer To dropdown

Check the boxes for those individuals to be transferred; select the new contract.

Current Contract: FA8620-11-G-4020-0134

Transfer To:

- 00000 Afghan Archive
- 00000 Revocation
- 00000 WATCHLIST
- 00000000 Zero Test Contract
- 001-ACOD-Training
- 002A-ACOD-Training
- 0123-RENO-DAYE-TEST-0000
- 0123-TEST-CONTRACT-0123
- 08-D-0001-NONE
- 12345678

Check/Uncheck All

Transfer

Close

	Last Name	First Name
	REE	Gary
<input checked="" type="checkbox"/>	BALFOUR	Ian
<input checked="" type="checkbox"/>	BENTON	Edward
<input checked="" type="checkbox"/>	BLACKBURN	DAVID
<input type="checkbox"/>	BOWMAN	Thomas
<input type="checkbox"/>	BOYER	JORDAN
<input type="checkbox"/>	BROWN	GREGORY
<input checked="" type="checkbox"/>	BUCHANAN	Melanie

4. Click the Transfer button to complete action

v2.1.5



CAAMS User Guide

RENEWALS

Menu



Renewals

Upon consent from ACOD, a ***Renewal RO Memo*** may be submitted for

- A contract employee when he/she moves to a different contract not listed on the existing AAL (but will be performing the same duties in the same or similar circumstances)
- The current contract is extended beyond the expiration date of the existing AAL
- The prime and/or sub-contracting company has changed

– USFOR-A FRAGO 16-143



Renewals

Renewals should be looked at a month in advance to allow for documents to be processed in a timely manner.

Required Documents for Renewals with an existing AAL:

- Updated LOA
- Updated Weapons Qualifications
- Renewal RO Memo (different template than a regular RO Memo)



Renewals

To initiate a renewal for an existing contract, select the **renew/transfer** link

Contract Number: HC1028-08-D-2002-0006
Company Name: Salient Federal Solutions (SGIS)
KO/COR Information: COR - TARA HORSTMANN COR - LORETTA BUCKLEY KO - carol barnes RO - PFC T
Review/Update Contract

Add A Person | Upload Single Doc/Multiple Individuals | Multi-

Export to Excel

Last Name	First Name	Middle Name	Security Type	LOA	Nationality	Employer	LOA-AW	Status	Renewal	AAL Number	AAL Expire	Arming Confirmed			
edit	ADAIRE	John	Self Defense	VL8Q2	UNITED STATES	Salient Federal Solutions	Yes	BV	No					1/1/2000	renew/transfer
edit	ARMSTEAD	Johnny	Self Defense	9Z6HIR	UNITED STATES	Salient Federal Solutions	Yes	QC	No					1/1/2000	renew/transfer
edit	BOND	James	Armed Security	ID Needed	UNITED KINGDOM	Salient Federal Solutions	Yes	QC	No					1/1/2000	renew/transfer
edit	BRANHAM	Robert	Armed Security	5OYKDP	UNITED STATES	Rockwell Collins	Yes	BV	No					1/1/2000	renew/transfer

Transferred Individual

Close

PLEASE NOTE: When an individual is moved from one contract to another, the following items will be removed from this record:

- The existing SPOT/DTS(LOA) will be changed to "ID NEEDED"
- The existing Deployment Start and End dates will be removed
- The existing AAL Number and Expiration date will be removed
- The existing Weapons Qualification information will be removed
- The existing Security Type will be removed
- The existing Employer will be removed
- The most recent version of each document type uploaded will be available
- The existing status will be set to "New"

Renewals: To initiate a renewal, simply click the Initiate Renewal Process button.

Transfers: To transfer this individual to another contract, select the new contract from the dropdown list below. Once the contract has been selected click the TRANSFER RECORD button. **NOTE: this action is irreversible**

Click the Initiate Renewal Process button

Name: BOND, James Current Contract: HC1028-08-D-2002-0006

Transfer to New Contract
Transfer To: 00000 Afghan Archive

Transfer Record

Apply for Renewal of Arming Authorization

Initiate Renewal Process



Renewals

The individual is placed in NEW status, and marked as a Renewal

Master list of persons on this contract

Close

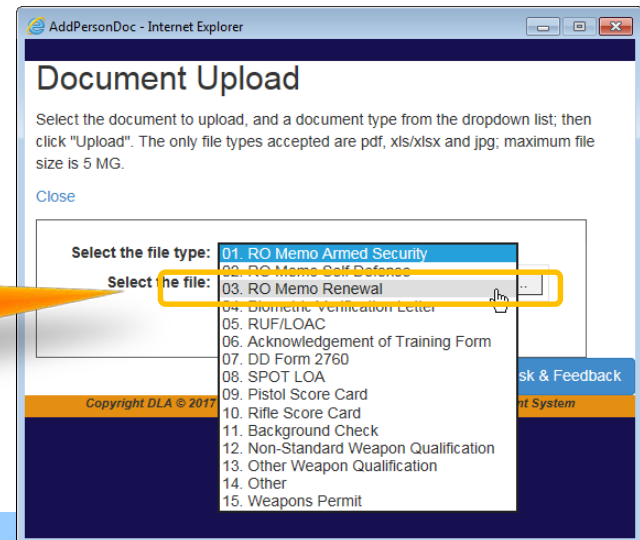
Contract Number: HC1028-08-D-2002-0006 Agency: Defense Information Technology Agency
Company Name: Salient Federal Solutions (SGIS) Company Phone:
KO/COR Information: COR - TARA HORSTMANN COR - LORETTA BUCKLEY KO - carol barnes RO - PFC Thomas Thompson
Review/Update Contract

Add A Person | Upload Single Doc/Multiple Individuals | Multi-Individual Transfer | Transfer/Renewal

Export to Excel

Search:										
Last Name	First Name	Middle Name	Security Type	LOA	Nationality	Employer	LOA-AW	Status	Renewal	Arming Confirmed
edit	ADAIRE	John	Self Defense	VLF8Q2	UNITED STATES	Salient Federal Solutions	Yes	BV	No	<input type="checkbox"/> 1/1/2000 renew/transfer
edit	ARMSTEAD	Johnny	Self Defense	9ZGHIR	UNITED STATES	Salient Federal Solutions	Yes	QC	No	<input type="checkbox"/> 1/1/2000 renew/transfer
edit	BOND	James	ID Needed		UNITED KINGDOM		Yes	New	Yes	<input type="checkbox"/> 1/1/2000 renew/transfer
edit	BRANHAM	Robert	Armed Security	5OYKDP	UNITED STATES	Rockwell Collins	Yes	BV	No	<input type="checkbox"/> 1/1/2000 renew/transfer

All renewals need to have the **RO Memo Renewal** document uploaded into the system





CAAMS User Guide

ARMING CONFIRMATION

Menu



Arming Confirmation

For compliance reasons, once a contractor's AAL is signed and uploaded, it is the KO/COR's responsibility to confirm that the contractor is armed or not

Need to transfer...

Show entries

Search:

	Last Name	First Name	Status	AAL Number	AAL Expire	Armed	Confirmed					
edit	DOE	John	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer				
edit	DOE	James				<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer				
edit	GELANG MAGAR	Beg	Self Defense	YHU953	NEPAL	Yes	ACOD QC	<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer		
edit	SMITH	Sam	Self Defense	UFLINT	UNITED STATES	Yes	Complete	16/1398	3/1/2017	<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	SMITH	Johnn		E89587G	AFGHANISTAN	Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	THOMAS	William		L12M13	UNITED STATES	Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer

1. Select the checkbox in the Armed column

Showing 1 to 6 of 6 entries

First Previous Next Last

[Helpdesk & Feedback](#)



Arming Confirmation

Note: KO/CORs must confirmed armed contractors monthly by completing this task.

Need to transfer a person to archives or a different contract? Renewal? Click [HERE](#) for instructions

Show entries

Search:

	Last Name							AAL Number	AAL Expire	Armed	Confirmed	
edit	DOE									<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	DOE									<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
				STATES								
edit	GELANG MAGAR	Beg	Self Defense	YHU953	NEPAL	Yes	ACOD QC			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
edit	SMITH	Sam	Self Defense	UFLINT	UNITED STATES	Yes	Complete	16/1398	3/1/2017	<input checked="" type="checkbox"/>	<input type="text" value="3/9/2016"/>	transfer
edit	SMITH	John		5085870	AFGHANISTAN	Yes	New			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer
										<input type="checkbox"/>	<input type="text" value="1/1/2000"/>	transfer

Notice the date has been changed to "today's" date or the date the armed status was confirmed.

If a contractor were to no longer be armed, the KO/COR will unselect the checkbox and the Confirmed date will change

First Previous Next Last

[Helpdesk & Feedback](#)



CAAMS User Guide

ROLE-BASED DASHBOARD

Menu



Welcome to the Dashboard

CAAMS Announcements:

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. **INSTRUCTIONS:** Click on the Contract Number to view the regular Process Master List contract detail page; click on a hyperlinked number to view the required action item. **NOTE:** An empty Dashboard may indicate that there are no contracts assigned to your role.

Expiring/Expired Items

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000000 Zero Test Contract	0	0	0	0	0	0	0
001-ACOD-Training	0	0	6	0	6	0	0

CAAMS Process Master List

Process Master List

Search:

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete	Permit Uploaded
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1					
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security				1					
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security					1				
Defense Logistics Agency	002A-ACOD-Training	Engility	1		1								
Defense Logistics Agency	002A-ACOD-Training	ACOD	1		1								

In the last 7 days, the following individuals records have been updated - current status is displayed: **INSTRUCTIONS:** Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the table below to view the status of an individual; click QC to begin the QC process for an individual; click BV to upload a BV letter to an individual's record.

Status Changes

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE	PERMIT
001-ACOD-Training	NEW / RENEW John Public John Smith	HOLD Dale Gagnon GABEN LAIRD		QC James Public James Kirk	ACOD QC William Meredith	LR brandon jones John Wayne	AAL Paulo Cesar AGUILAR CARHUALLANQUI		James Littlefield

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

LR/AAL Uploads

Contract Number	LR Uploaded	AAL Uploaded
001-ACOD-Training	Westley Adams Paulo Cesar AGUILAR CARHUALLANQUI Mark Amato	



Role-Based Dashboard

Editing records in New, Hold, BV, and QC can be done from both the Dashboard and Process Master List. NOTE: The Status Change queue will **ONLY** show records that have changed in the last 7 days. View the **full snapshot of records** from the Process Master List

Home ▾ Contractors ▾ Reports ▾

Add Person

Raquel Davis Process Master List MS

CAAMS Ann Dashboard **39 items**

This is the new role-based Dashboard designed to help you quickly identify only individuals requiring that selected action, while the Contract...

Navigate to the Dashboard from the Contractors dropdown menu; the static number will show how many items need updating

The table below summarizes those items requiring action. INSTR...
NOTE: An empty Dashboard may indicate that there are no contra...

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
AID-306-C-14-00007	0	0	0	0	2	0	0
FA8620-11-G-4020-0134	0	0	6	1	44	4	2

1. Select hyperlink

CAAMS Process Master List

Contracting Office	Contract Number	Company	#
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	
Aberdeen APG	W15P7T-12-D-E005-KX01	Armed Security	



Role-Based Dashboard

This is the list of individuals with an expired Weapons Qualification date.

Use the edit link for each record to access/update the record.

[Close](#)

Search:

	Contract Number	Last Name	First Name	Security Type	LOA	Arm Status	Deploy End Date	AAL Number	AAL Expiration	Armed	Confirmed Date
edit	FA8620-11-G-4020-0134	Andree	Gan				12/31/2016			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	Carr	Te							<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	JOHNSON						AAL-16/1279	6/1/2017	<input checked="" type="checkbox"/>	<input type="text" value="6/10/2016"/>
edit	FA8620-11-G-4020-0134	Jones	David	Armed Security	P16Q17	Complete	12/31/2016			<input type="checkbox"/>	<input type="text" value="1/1/2000"/>
edit	FA8620-11-G-4020-0134	Manning	Bobby	Armed Security	9PTA66	Complete	7/31/2015	12345	9/14/2016	<input checked="" type="checkbox"/>	<input type="text" value="9/14/2015"/>
edit	FA8620-11-G-4020-0134	Watson	Brian	Self Defense	J29WBP	Complete	7/31/2015	AAL-16/1253	1/5/2017	<input checked="" type="checkbox"/>	<input type="text" value="1/5/2016"/>



Showing 1 to 6 of 6 entries

[Helpdesk & Feedback](#)



Role-Based Dashboard

Arming and Security type information

[Close](#)

Name: MANNING, Bobby	Security Type: Armed Security	AAL Number: 12345
Nationality: UNITED STATES	Status: Complete	AAL Expiration: 9/14/2016

[Add a Weapon](#)

Weapon	Qual Exp	Other	Serial Num	Source	
Standard Pistol (9mm NATO)	7/31/2015				Update Qual Delete

Record Editor:

LOA: *

Passport/Taskera/NIN: *

NOTES:

Deploy End Date (from LOA): *

3. Select Update Qual. To update the expired date



Role-Based Dashboard

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. Click on the Contract Number to view the regular Process Master List detail page for that contract.

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
00000000 Zero Test Contract	0	0	0	0	0	0	0	0
AID-306-C-14-00007	0	0	0	0	2	0	0	0
FA8620-11-G-4020-0134	0	0	5	1	44	4	2	0
FA8003 OR D 8766 0202	0	0	0	0	0	0	0	1

The number in the dashboard column has been updated from 6 to 5 after making the necessary changes

In the last 7 days, the following individuals records have been updated - current status is displayed:

Contract Number	NEW	HOLD	BV	QC	ACOD QC	LR	AAL	COMPLETE
FA8620-11-G-4020-0134	NEW / RENEW							COMPLETE Bobby Manning

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded

Bobby Manning's status has been updated and displayed in the records table



QC from Role-Based Dashboard

CAAMS Announcements:

This is the new role-based Dashboard designed to help KOs, CORs, and Vendors quickly identify and address outstanding issues, including expiring/expired items. Each table below is populated with items that require action. Using the numbers within each column will show only individuals requiring that selected action, while the Contract Number hyperlink will take you to the Process Master List detail page for that contract.

Refresh Dashboard

The table below summarizes those items requiring action. **INSTRUCTIONS:** Click on the Contract Number to view the regular Process Master List contract detail page; click on a hyperlinked number to view the required action items for that row/column selection. **NOTE:** An empty Dashboard may indicate that there are no contracts assigned to your role.

Contract Number	AAL Exp	AAL Exp in 30 days	QUAL Exp	QUAL Exp in 30 days	Deploy End Date Exp	Deploy End Date Exp in 30 days	Confirm Date over 30 days
00000 Afghan Archive	0	0	0	0	0	0	0
AID-306-C-14-00007	0	0	0	0	0	0	0

Contracting Office	Contract Number	Company	# In Process	Security Type	New	Hold	BV	QC	ACOD QC	LR	AAL	Complete
Aberdeen APG	W15P7T-12-D-E005-KX01	QinetiQ	1	Armed Security				1				
Aberdeen APG	W15P7T-12-D-E005-KX01	MANTECH ADVANCED SYSTEM INTERANATIONAL, INC	1	Armed Security				1				
Aberdeen APG	W15P7T-12-D-E005-KX01	Engineering Solutions and Products, Inc. (ESP)	1	Armed Security		1						
Aeronautical Systems Center	FA8620-11-G-4020-0134	AAI Corp (AAI)	1		1							
Aeronautical Systems Center	FA8620-11-G-4020-0134	Sierra Nevada Corp.	26	Armed Security		5		21				
Aeronautical Systems Center	FA8620-11-G-4020-0134	101 Global Solutions LTD (101 Global Solutions LTD)	1	Armed Security				1				

In the last 7 days, the following individuals records have been updated - current status is displayed: **INSTRUCTIONS:** Click on the Contract Number to view the regular Process Master List contract detail page; click on the links in the selected column/row to view records requiring action - i.e. click QC to begin the QC process for an individual; click BV to upload a BV letter to an individual's record.

Contract Number	NEW	HOLD	BV	QC	ACOD QC
FA8620-11-G-4020-0134				QC Keith Schneider Ellis Slack Jules Jordan	

Click the QC link from the Status Change queue or a hyperlinked number in the QC column from the Process Master List

In the last 7 days, the following individuals have received and uploaded LR and/or AAL:

Contract Number	LR Uploaded



QC from Role-Based Dashboard

You will be brought to the QC page. All contractors under the selected contract who are ready to be QC'd will appear on this page.

Agency: Aeronautical Systems Center
Company Phone:

Search: [Export to Excel](#)

Last Name	First Name	Passport	AAL Number	AAL Expiration	QC
CARROLL	John				QC edit
CONDREAY	Kenneth				QC edit
CONNELL	John				QC edit
DAVIS	James	456789		[1/19/2017 - raquel.davis.ctr@dla.mil]	QC edit
FISHER	John				QC edit
FORMAN	Mark				QC edit
FRANCISCO	Sarah	1486486215		[5/17/2017 - ...]	QC edit
GADIANO	Emmanuel				QC edit
GAGLE	Jonathan				QC edit

Click the QC link and follow regular procedures for QC'ing an individual.



CAAMS User Guide

CONTRACT INFORMATION

Menu



Contract Information

JCSX
JOINT CONTINGENCY & EXPEDITIONARY SERVICES

Home ▾ Contractors ▾ Reports ▾

CAAMS

0704-XXXX
XX/XX/XXXX

raquel.davis.ctr@dla.mil Log Off

Master list of persons on this contract

[Close](#)

Contract Number: 002A-ACOD-Training Agency: Defense Logistics Agency
Company Name: ACOD Company Phone:
KO/COR Information: [COR - PREEN AYELAW](#) [COR - Reno McCormick](#) [COR - John Doe](#) [COR - Dave Dennis](#) [KO - Raquel Davis](#)
[Review/Update Contract](#)

[Upload Single Doc/Multiple Individuals](#) | [Multi-Individual Transfer](#) | [Transfer/Renewal Instructions](#)

Search: [Export to Excel](#)

	Last Name	First Name	Security Type	LOA	Nationality	QA-AW	Status	Renewal	AAL Number	AAL Expire	Armed	Confirmed
edit	ASLAM	Sager	Self Defense	852147	AFGHANISTAN		Complete w/Permit	No	20160714	7/14/2017	<input checked="" type="checkbox"/>	<input type="text" value="7/14/2016"/> transfer
edit	JOHNSON	Thomas	Self Defense	456987	UNITED STATES						<input type="checkbox"/>	<input type="text" value="1/1/2000"/> transfer

Contract information can be updated from the Contract Detail screen



Contract Information

Dashboard Edit

Edit a Contract record

[Close](#)

Current Contract Information

Contract Number: **002A-ACOD-Training**
Company: **ACOD**
Agency: **Defense Logistics Agency**
Location: **-**
Summary:
Start Date: **11/1/2015**
End Date: *

Edit Contract Information

Contract Documents:

[Add](#)

Type	Document	Update Date	Updated By
------	----------	-------------	------------

No data available in table

Upload/View Contract Documents

Current Contract - KO/COR/RO associations

Add KO/COR/RO associations

Type	Name	Delete
COR	PREDEEN AIYELAWO	Delete
KO	Raquel Davis	Delete
COR	Dave Dennis	Delete
COR	John Doe	Delete
COR	Reno McCormick	Delete

<input type="text"/>	<input type="button" value="Add KO"/>
<input type="text"/>	<input type="button" value="Add COR"/>
<input type="text"/>	<input type="button" value="Add RO/SOC"/>

Assign KO/COR/RO & Vendor

Current Contract - Vendor associations

Add Vendor associations

Type	Name	Delete
Vendor	Tiva M Jordan-Vendor	Delete
Vendor	Ringo Starr	Delete

<input type="text"/>	<input type="button" value="Add Vendor"/>
----------------------	---



CAAMS User Guide

END OF GUIDE

Menu

For More Information or to Receive Training on CAAMS,
contact Raquel Davis via email at Raquel.Davis.ctr@dla.mil