



**Defense Procurement and Acquisition Policy
and
Business Transformation Agency**



3in1 Tool Program
(Order, Receiving, Payment)



Contingency Contracting Tools



Outline



- **Key Players**
- **SF44 Process and Challenges**
- **3in1 Tool**
 - **Equipment**
 - **End to End Process**
- **Features**
- **Benefits**
- **User Assessments**
- **Timeline**



Key Players



• Program Office

- LeAntha Sumpter - Director, Product Development & Implementation
- Lt Col Ann Christianson - 3in1 Program Manager (DPAP)
- Martina Johnson - JCCS Program Manager (BTA)
- Lou Gaudio (Ctr) - Program Tech Support (DPAP)

• Service Reps:

- USA - MAJ Chambers/Andy Eger
- USA (FMC) - CPT Reinhart/Mr Castleman
- USAF - Lt Col Bill Braden
- Navy - CDR Turner
- USMC - MSG Scoffield
- DFAS - Laura Cross

• Level 1 SMEs:

- Iraq - MSgt Miller (USA/KO)
- Afghanistan - LTC Bailey (USA/KO)
- CPT Reinhart (USA/DA)
- SGM Davis, James E (USA/DA)
- Ms. Cross (DFAS)
- Mr. Castleman (USA/DO)
- LCDR King (USN/KO/DA)
- LTC Grover (USA/KO)
- LtCol Harbin (AF/KO)
- LtCol Christianson (AF/KO)

• Level 2 SMEs:

- Capt Briggs (USMC/PA/DA)
- CWO2 Romero (USMC/PA/DA)
- MSgt Sosa (USMC/PA/DA)
- MSgt Tuzon (USMC/KO)
- SSgt Rivers (USMC/KO)
- SFC Jones (USA/FOO/PA)
- SFC Crawley (USA/PA)
- SFC Pearey (USA/PA)
- MSgt Snyder (AF/KO)
- SMSgt Riegler (AF/KO)
- SSgt DuBose (AF/KO)
- SFC Mitchell (USA/PA)
- Capt Pease (AF/KO)
- MSG Hoover (USA/PA)
- SFC Murray (USA/FOO Mgr)
- SFC Martinez (USA/FOO)
- SFC Moore (USA/PA)



Requirement



- **Purpose: Automating the SF44 process from end-to-end**
 - A technology-based solution to record and transfer data when conducting on-the-spot, over-the-counter, purchases of supplies services
- **April '08, Task Force 849 Team 6 (Gansler Report)**
 - Identified a need to better control cash on the battlefield and bring a much needed automated solution to manual field ordering process
- **Prior Commander, Joint Contracting Command Iraq/Afghanistan identified need to have theater wide visibility on SF44 purchases**
- **2008 Joint Service Working Group of Field Ordering Officers (FOOs) and Paying Agents (PAs)**
 - Overwhelmingly expressed a need to bring the manual 1960's SF44 into the 21st Century
 - Users reconfirmed need during Nov '09 & Feb '10 User Assessment
- **FY09 SF44s execution in Iraq and Afghanistan**
 - 2,664 FOOs placed over 36,600 orders amounting to over \$82.5M



U.S. GOVERNMENT

PURCHASE ORDER—INVOICE—VOUCHER

DATE ORDERED **1** WORK BY **2**

PRINT NAME AND ADDRESS OF YOUR COMPANY (See "Do Not Print")

3

AGENCY NAME AND ADDRESS **12**

TOTAL DISCOUNT **9**

INSTRUMENT NUMBER **10**

PURCHASER (To sign order for over-the-counter delivery of goods)

RECEIVED BY **15** TITLE **16** JOB **17**

SELLER—Please read instructions on Copy 2

PAYMENT RECEIVED \$ _____ PAYMENT REQUESTED \$ _____

NO PAYMENT INVOICE WILL BE SUBMITTED

DATE **1**

BY _____

ACCIDENT VERIFIED _____

CORRECT FOR _____

PAID BY CASH DATE PAID _____ BY _____ VOUCHER NO _____

OR _____

PLEASE INCLUDE ZIP CODE **11**

1. SELLER'S INVOICE (See instructions on Copy 2)

2. PREPARED BY (See Form 10-001 PART 100 OF RI 50 1130C)

SF44



Field
 ➤ Ordering Officer

- Receiver
- Vendor Invoice
- Paying Agent



SF44 Process



Current Process

- Hand write SF44
- Type up SF44 on PIIN Log
- Make 5 Copies Receipts, Log, and other documents
- Travel to PBO, FM, RCC, RM to Clear orders and funds
- DA enter SF44 in DDS
- DA updates manual PR ledger
- DA scans doc. for archive
 - Hardcopy shipped CONUS
- KO maintains files
- FOO maintains files
- PA maintains files
- DA maintains files

Baghdad RCC

Problems

- Illegibility SF44/Receipts
- Errors: typos, calculation of order or ledger totals or exchange rate
- Lost documents
- Wasted time
 - Duplicating data entry
 - Excessive Paper Reproduction
 - Traveling to Clear
- Lack of oversight/visibility of purchases/cash control from delayed clearing
- Unnecessary Risk due to travel
- Unmatched documents requiring manual tracking
- No Theater wide visibility



3in1 Tool



- **3in1 Tool automates field ordering, receiving & payment functions**
- **3in1 Tool is comprised of 2 key components**

- **Handheld Device**

- Used by FOO and PA to make purchases
- Stores purchase data and transfers it to JCCS
- Maintains purchase and expenditure logs
- Provides limited reports for FOO/PA



- **3in1 Module within the Joint Contingency Contracting System (JCCS)**

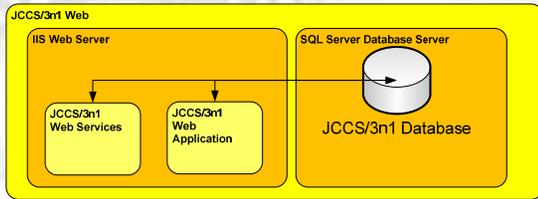
(JCCS is a fielded system used by contracting for vendor & contract tracking, and the COCOMs to track ACSA Agreements)

- Provision the device for FOO/PA authorization
- Transfers data to/from device
- Stores purchase and payment data
- Clears orders online
- Provides management reports
- Transmits to other Business Systems

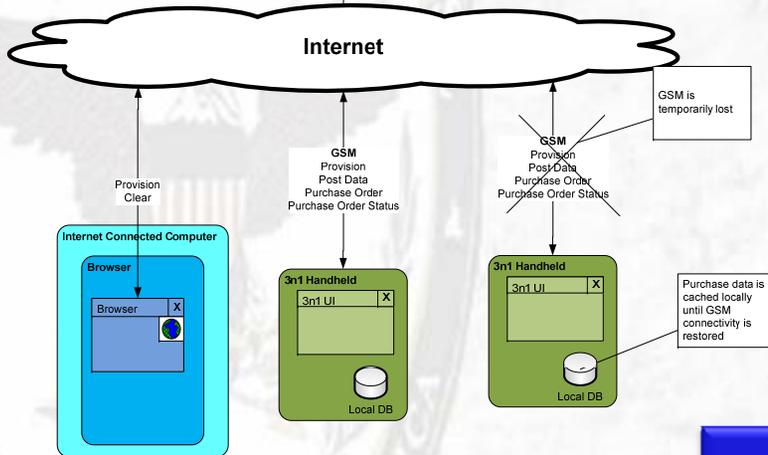
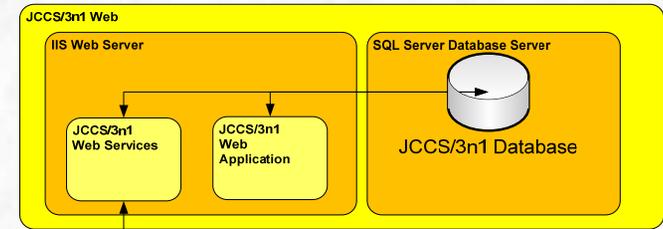




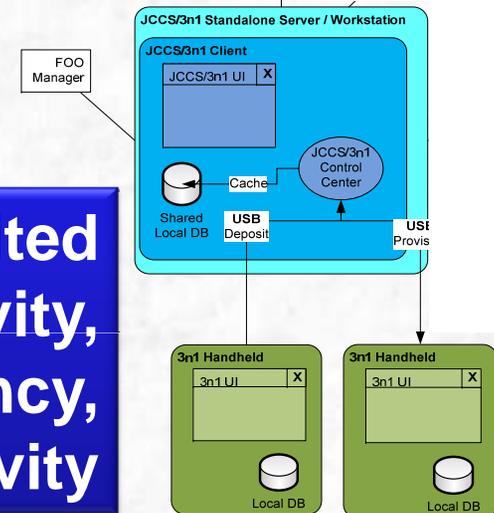
3in1 Tool Operating Environment



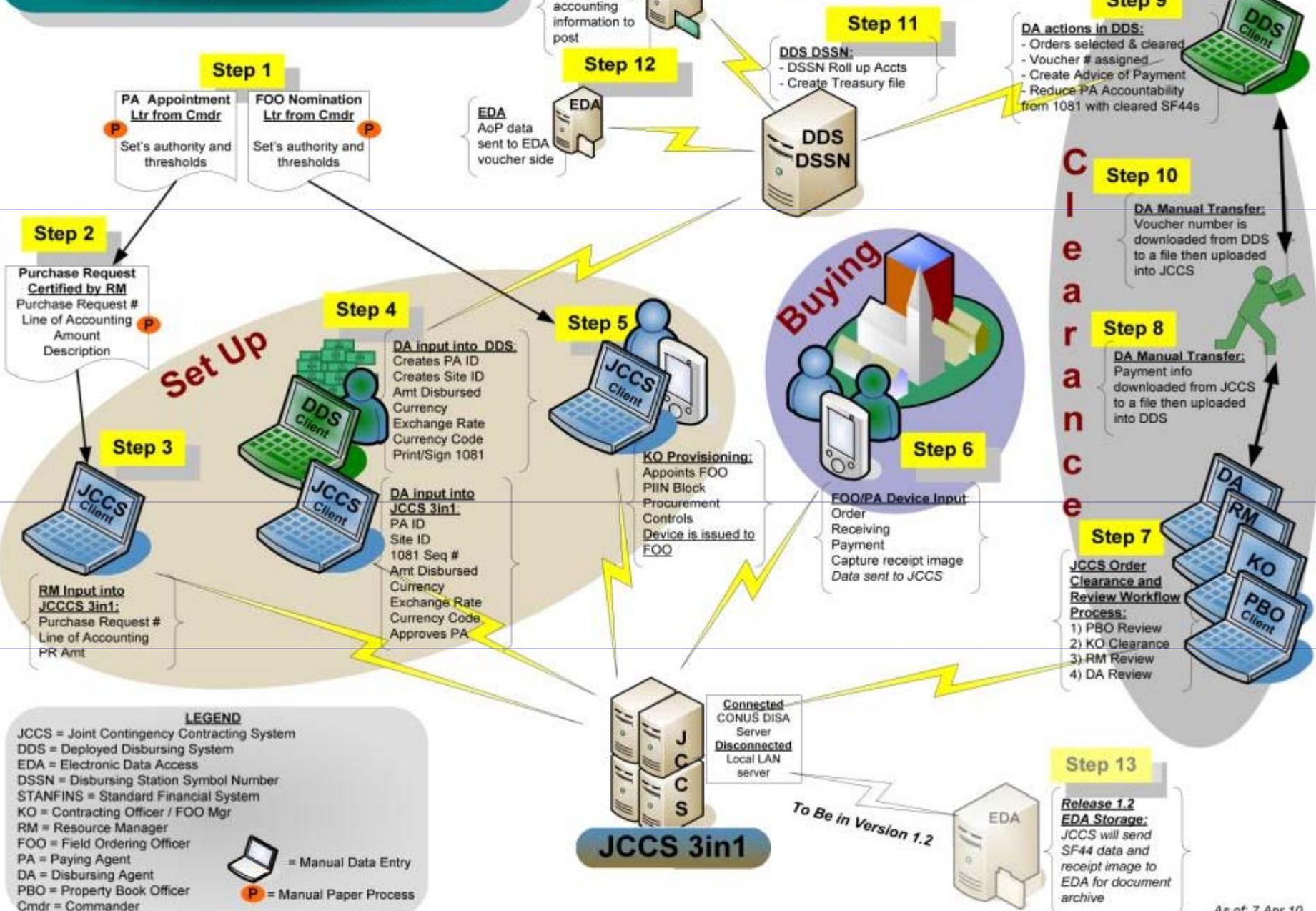
**JCCS Full
Connectivity**



**JCCS Limited
Connectivity,
Extreme Latency,
or No Connectivity**



3in1 Tool System Integration





Support



- **3 Level Support Network**
 - In theater support augmenting current JCCS support staff
 - CONUS reach-back Help Desk support augmenting current JCCS support staff
 - Also provide hardware coordination and instruction material support
 - As needed developer support
- **Hardware warranty and CONUS repair**
 - RCC will control and issue devices to FOOs
 - Extra devices and peripherals will be provided for field replenishment



User Assessment Tests



- **Participants:**

- **Washington, DC: 19 Nov**

- Air Force: 2 KOs
 - Marines: 3 KOs, 4 DA
 - Army: 1 FOO, 1 PA, 1 DA

- **Ft Hood, Texas: 9-10 Feb**

- Air Force: 1 KO, 1 FOO Mgr
 - Marines: 1 KOs
 - Army: 5 FOOs, 2 PAs, 3 FOO Mgr/KOs
 - Navy: 1 FOO Mgr/KO/DA



- **User Assessment:**

- **Overwhelmingly positive response from experienced FOO/PAs and KO/DA**

- "Excellent Idea and very much needed. Will solve many FOO/PA issues"
 - "Simple to use" "Will reduce time to clear FOO and PA",
 - "Great Force multiplier for LCEs" "Improved accountability"

- **Identified needed capabilities for Increment 1 deployment**

- **Provided Enhancements for follow on development**



"Awesome Tool! We need it in the field now!"



SF44 Process Improvements



- No handwriting to decipher, illegible paperwork, lost receipts
- Immediate visibility of transactions and payments
- Improved data and purchase control
- No travel required to clear when no cash replenishment
- No excessive document reproduction, storage, or shipping
- Eliminate redundant data entry
- Enables analysis of expenditures and purchase activities
- Improve cash management and tracking
- Daily reconciliation without face to face meetings
- Provide audit trail of all transactions in AOR
- Reduce unmatched disbursements from SF 44 purchases
- Eliminates Duplication of payment risk
- Reduces time/work: procurement/accounting/reconciliation



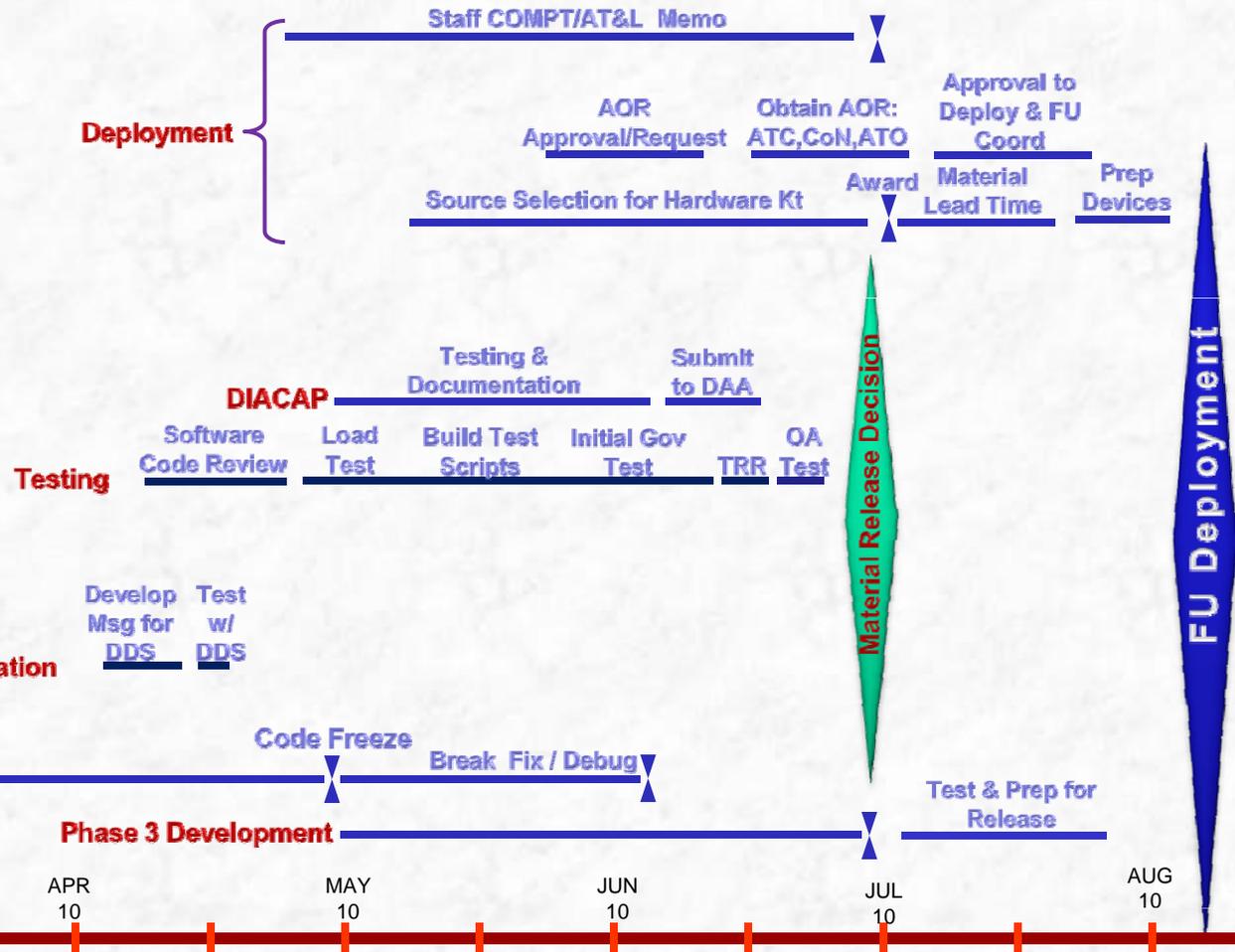
3in1 Tool Future Requirements



- **Long term sustainment**
 - Leverage JCCS CONUS and Theater Support Operations
- **Scope:**
 - **Over 2,000 devices in JCC I/A alone (users: FOO/PA)**
 - 3in1 JCCS Module Users: Commanders, Resource Managers, Contracting Officer, Disbursing Officer
 - **Key Tool for First Boots on the Ground**
 - Heavily used in most initial contingency/Humanitarian operations
 - **Worldwide Use: Katrina, Haiti, Horn of Africa**
 - **Device/JCCS Module will be part of every units deployment kit**
 - **Incorporated in all Exercises/Training (i.e. JRTC, DAU, Unit Lvl)**



3in1 Tool Schedule *



* Dates are Estimates. Material Lead Time and Test Results will effect period between MRD and FUD



Schedule Risk = High Major Hurdles Ahead



- **Code Freeze - 30 April (Version 1)**
 - FIPS 140-2 Compliant chip
 - DoD Certificates process
 - Version 1.1 - 30 June
- **Finalize manual data transfer to DDS**
- **Conduct Testing:**
 - Obtain DIACAP Interim Authority to Operate
 - Conduct Operational Acceptance Test
 - Conducted by JITC at USA JRTC - June
- **Obtain Material Release Approval**
- **Obtain AOR approval for deployment**
- **Obtain Authority to Connect & Certificate of Net Worthiness**
- **Award Contract for theater-wide devices**
 - 60 day processing/30 day Material lead time



Questions

Point of Contact:

Lt Col Ann Christianson

703-699-3728

fiona.christianson@osd.mil



3in1 Tool System Features



- **2 part system:**
 - Handheld device record/stores SF44 data
 - Ruggedized Light weight handheld device Mil STD 810
 - 2Gig storage capability
 - Transmit to JCCS module for management/reporting
 - JCCS housed at DISA with off station COOP site
- **Current transmission method:**
 - Device stores data until connectivity is available to client or web
 - Wireless: GSM or WiFi; Wired: USB or Ethernet (wireless can be disable)
 - Stand alone JCCS client application stores data until connectivity restored
 - Data size minimize to operate with limited bandwidth
- **Security** (users register in JCCS then linked to device)
 - CAC login to in JCCS, Strong Password login to device
 - FOO & PA use digital signatures to sign SF44
 - Data on device and in transmission is encrypted
 - FIPS 140-2 Compliant
- **Stages of the order are locked once confirmed**
- **SF44 and Log print capabilities from JCCS and Device**



3in1 Tool User Features



- **All SF44 data captured/recorded/transmitted to JCCS**
- **Record PR #, Amt, LOA -- ability to track multiple PRs**
 - Records Cash Disbursement Amt and Exchange Rate
- **Record Signatures**
 - Receiver/ Vendor physical signature
 - Digital Signature of FOO and PA
- **Digitally record receipt image and link to order**
- **Automatically calculates purchase total and currency exchange**
- **Automatically tracks total obligations & available funds for orders**
- **Warning messages notify FOO when purchase control is violated**
 - Device can prohibit purchases beyond authorized thresholds
- **Online role based review/reconciliation process (PBO,KO,DA,RM)**
 - Information available daily without need for face-to-face clearing when cash exchange is not required



3in1 Tool User Features (cont)



- **Market research capability by querying prior purchases on device**
- **Record vendor location by GPS coordinates (as appropriate)**
 - Mapping capabilities to assist FOO locate vendor (Phase 4)
- **Assist Clearance Official:** Highlight orders violating a procurement control, orders appearing to be split requirements
- **Ability to attach notes to orders**
- **Upload/Store supporting documents for retention with SF44 e-file**
 - Commander's approval, Legal Review, C6 Coordination, Hand Receipt
- **Management reporting capabilities on JCCS**
 - Track Expenditures, Purchases, Cash in the field, Obligations, Available funds
 - Pre-populate forms such as hand receipts for property book items
- **Push financial/procurement updates/changes to device remotely**



3in1 Tool User Features (cont.)



- Track expenditure ledger by disbursement or line of accounting
- Device Dash board easily tracks available funding and orders
- Transmit SF44 and receipt to EDA for document retention
- Transfer payment data directly to financial systems
- Pre-fill orders to minimize time entering data in the market
- Create a shopping list to select from when at the market