

Nationwide Cooperative Agreement Program

Request Flow Process

(Updated May 2019)

Due to upcoming changes to the practice of doing business between districts, Fort Worth District has set up a Shop/Facility Account that will be used for the National Agreement for the Natural Resource Conservation and Recreation Management Cooperative Agreement program.

Each District or Point of contact will need to follow these steps to be able to continue to use the Nationwide Cooperative Agreement Program.

1. Contact Jennifer Linde (or Financial POC: Christy D. Smith) with interest in using the Nationwide agreement. We will need your Organization code to submit to get CEFMS set up for a Cross Charge Facility PRAC. Jennifer will need a scope of work and estimated time frame for the scope.
2. Once requesting District has access set in CEFMS, they will receive information from Jennifer Linde on the estimated cost and Scope. This will include a Work order # (HQ-XXXX) that you need to include on your PRACs and any correspondence on the request.
3. Set up P2 for your project.

- a. You will need to create two activities for your Task.

- i. Support (Labor)

Note: The amounts shown below are estimates and may need to be revised at a later date after scope has been evaluated.

M2R0A00 (Project Manager) \$1500

M2H0300 (Program Analyst support) \$500

M2P0700 (Contract Specialist and grants officer) \$2500

- ii. Task xyz... SHOP/FACILTIY –Your Org Code \$X,000 estimated amount.

- b. In P6 Web, add Key Members:

- i. Christy D Smith M2H0300 as Performing Organization CEFMS RE

- ii. Tracey A. Gardner M2H0300 as Performing Organization CEFMS ALT RE

4. Create Labor cross charges for the 3 organizations and then create a Shop/Facility Cross Charge Purchase Request (PRAC) - See instructions below.
5. Email Fort Worth District POC the PRAC number for the scope you received and Labor cross charge codes.
6. Leave PRACs (Labor and cross charge) in place once approved and certified. You will only see amounts decrease as charges are billed once the agreement is in place and invoices are being processed. (This may take several months to a year depending on your period of performance for the scope).

Technical POC will be Jennifer Linde, 817-886-1578, Jennifer.b.linde@usace.army.mil Financial POC Christy D. Smith, 817-886-1579 christy.d.smith@usace.army.mil or Tracey Gardner 817-886-1812, tracey.a.gardner@usace.army.mil

NRMRECSVC –NATURAL RESOURCE CONSERVATION/RECREATION SERVICES

To create the shop/facility cross charge purchase request:

Step 1: CEFMS Menu ID: AACBA #9) Cross Charge Purchase Request.

Enter Priority codes (F4 for list), your target obligation date, your requesting Organization, then put Issued to: M2H0300.

Next page to input the Technical and Financial POCs for your organization.

SHOP/FACILITY CROSS CHARGE PURCHASE REQUEST FOA: B4

Purchase Request No: W807PM90785789

PMBP Project No: [REDACTED]

Last Amendment No: 0 Queried/New Amendment No: 0 Amend Date: 19-MAR-2019

Planning Ind: [REDACTED] Buyer Code: [REDACTED]

Priority Code: 8 Buyer Name: [REDACTED]

Urgency of Need: [REDACTED] Contract Site ID: [REDACTED] Contract Status: [REDACTED]

Target Obligation Date: 19-MAR-2019 Obligation Ref No: [REDACTED]

Requesting Organization: B4R0650 OUACHITA PROJECT MANAGEMENT Performing FOA: M2

Organization Issued To: M2H0300 CIVIL BRANCH

Department Issued To: [REDACTED]

Agency Issued To: [REDACTED]

Training Facility: [REDACTED]

PR Line Items Other Misc. Purchases Government Order Delete Prac Header

View Line Item Summary View Amendment Summary Assign Dept/Agency

Prev Page Prev Next Query List Save Exit Next Page

Enter Amendment No. and press <Enter> to create/update or <F2> to enter query.

Record: 1/1

Step 2: Click on PR Line items. Fill in your OWI. Change your Line Item Description as needed, but be sure to include the Work Order number provided to you by Jennifer Linde when you receive your scope and estimated dollar amount.

Work Order # HQ-0099

Input your Required Delivery Date. Input your local POC for “Deliver To ID”. Tab until you are able to choose the Funded Work Item (F4 for selection). Choose appropriate FWI.

When you come to Resource Code, hit F4. NRMRECSVC should be your only option here. Select it.

At EOR code, hit F4. 2530 may be your only option. Select it.

Work Cat/Work Cat Elem. Choose ALLOEX/MIOEX. (F4 to select)

Vicksburg District CEFMS II - FOR OFFICIAL USE ONLY (FOUO)

Action Edit Block Field Record Query Pki Help Window

v2.1.657 Purchase Request Line Item Create/Update Screen 2.36.1

PR No: W807PM90785789 Line Item: 1 Last Amend No: 0 Date: 19-MAR-2019 Planning Ind:

Fund Work Item: 002Q7L Fund Acct.: B4141470 Subsequent Period: N One Percent Ind: N

Funding Auth Rec: 4902-XX-2414-08 MDEP: NA NOT APPLICABLE

CO Item No: NA Project Code: NA Location: NA

Trns Dept FY Prog Year EPOA Symb Sub Acct Sub Alloc BAAN: NA Seller Code: NA Stand Ind.

Trns Dept	FY	Prog Year	EPOA	Symb	Sub Acct	Sub Alloc
096	NA	X	X	4902	000	0000

Resource Code: NRMRECSVC NATURAL RESOURCE Y

P2 Budget ID:

FSN/ALC: 96224 00008736

Approp Expire Date:

Fund Type: D

Cat/Class/Subclass NA NOT APPLICABLE

Mgt Structure: NA

PRON: NA

BLIN: NA

Cost Share Ctl No:

View Initial Source Approp Information

Return to Menu US Dollar Amt or Foreign Currency Amt

EOR Code: 2530 PURCHASES OF GOOD/SERVICES FROM US

PS Code:

Work Cat: ALLOEX ALL OTHER EXPENSE

Work Cat Elem: MIOEX MISCELLANEOUS OTHER EXPENSE

O&M:

Hand Rec Acct: Travel Cost Code:

Cost Type: EXP EXPENSE

Foreign Curr:

WIR WI Code: S&A Rate: S&A Rate:

Prev Page Prev Next Query List Save Exit Next Page

Funding account should be chosen through the list screen. F4 for list.

Record: 1/1

For the Unit of Measure, F4 to select - JA for "Job" or LS "Lump Sum" (use your district specific guidance for Unit of measures). Tab to the "New" amount and enter your dollar amount received on the estimate. Save the PRAC.

The screenshot shows a software window titled "Vicksburg District CEFMS II - FOR OFFICIAL USE ONLY (FOUO)". The main title bar indicates the version is "v2.1.657 Purchase Request Line Item Create/Update Screen 2.36.2".

At the top, there is a menu bar with options: Action, Edit, Block, Field, Record, Query, Pki, Help, Window.

The main form area is titled "US Dollar Amount" and contains the following fields:

- PR No:
- Last Amendment No:
- Amendment Date:
- Misc. Purchase Limit:
- PR Line Item No:
- Description:
- Unit of Measure:
- Govt. Order Type:
- Funding Amt Avail for Rqst:
- Committed:
- Obligation Adjustment:
- Unobligated Amount:
- Interest Amt:

Below these fields is a table for quantity and price changes:

	Qty	Unit Price	Amount
Previous:	<input type="text"/>	<input type="text"/>	<input type="text" value="100.00"/>
New:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Increase/Decrease:	<input type="text"/>	<input type="text"/>	<input type="text"/>

Below the table, there is a note: "*** Enter the NEW quantity and unit price and amount for the Line Item ***"

At the bottom of the form, there are several checkboxes and buttons:

- Return to Menu
- Funding Summary
- Attach Training Req.
- View Unattached Training Req.
- View Line Summary
- View Amendment Summary

Navigation buttons include: Prev Page, Prev, Next, Query, List, Save, Exit, Next Page.

At the very bottom, there is a status bar with the text: "Enter Unit of Measure. -- F4 for list. -- Bulk PRs use 'JA'. -- Govt Orders use 'LS', 'JA', or 'LO'." and "Record: 1/1 | List of Values |"

Step 3: Have the PR&C approved and certified.

Step 4: Respond to email from Fort Worth District with the PRAC number.

Jennifer Linde

Christy Smith

Tracey Gardner