

“Suspended” Form 1 Issued by DCAA

1. **Auditor** (user role) completes a new Form 1 by clicking on the “Submit” button. The Form 1 status is now “Submitted.”
2. The new Form 1 is then routed to the **Auditors** (user role) **Supervisor**.
The **Supervisor** is determined by the **Auditor** (user role).
3. The **Supervisor** (user role) can then approve or not approve the Form 1.
 - A. If the Form 1 is not approved, the Form 1 is then routed back to the **Auditor** (the originator of the Form 1). The Form 1 status is “Not Approved.”
 - B. If the Form 1 is approved, the Form 1 is routed to the **FAO Reviewer**. The **FAO Reviewer** is determined by the **Supervisor** (user role). The Form 1 status is “Reviewed.”
4. The **FAO Reviewer** (user role) can then approve or not approve the Form 1.
 - A. If the Form 1 is not approved, the Form 1 is routed back to the **Supervisor** or the **Auditor**, the choice is made by the **FAO Reviewer** (user role). The Form 1 status is “Not Approved.”
 - B. If the Form 1 is approved, the Form 1 is routed to the **Regional Reviewer**. The **Regional Reviewer** is determined by the **FAO Reviewer** (user role). The Form 1 status is “Reviewed.”
5. The **Regional Reviewer** can then approve or not approve the Form 1.
 - A. If the Form 1 is not approved the Form 1 is routed back to the **FAO Reviewer**, **Supervisor** or **Auditor**, the choice is made by the **Regional Reviewer** (user role). The Form 1 status is “Not Approved.”
 - B. If Form 1 is approved the Form 1 is routed to the **Supervisor** user role. The Form 1 status is now “Approved.”
6. The **Supervisor** (user role) will change the current action to “Finalized.” The Form 1 status is “Finalized.” The **Supervisor** will print the “Finalized” Form 1. Outside of the tool, **DCAA** will obtain the signature of the **FAO Reviewer** and then deliver the “Finalized” Form 1 to the **Contractor** for **Contractor** signature.
7. **DCAA** will attach the scanned **Contractor** signed Form 1 to the record.
8. **DCAA** will “Release” the signed “Finalized” Form 1 to **the ACO or CO**. The Form 1 status is now “Released.”

NOTE: If the kind of Form 1 is *NASA Form 456*, and **NASA CO** is assigned, the **DCAA Auditor** (user role) will perform the **ACO/CO** process steps.
9. **DCAA** releases the Form 1 due to:
 - A. Withhold on Current Billings
 - B. Unsupported Costs for Final Overheads
 - C. No Future Billings
10. The **ACO/CO** receives the “Released” Form 1.
 - A. If it was “Released” due to: Withhold on Current Billings or Unsupported Costs for Final Overheads, do the following:

The **ACO/CO** does nothing further until **Contractor** contacts the **ACO/CO** for one of the following reasons:

- a) The **Contractor** has submitted a "Written Form 1 for Re-consideration." Once the **ACO/CO** receives, proceed to step #11.
- b) The **Contractor** Files "Claim" under "Disputes Clause." Once the **ACO/CO** receives, proceed to step # 11.
- c) The **Contractor** submits updated data to the **ACO/CO**
 - i. The **ACO/CO** notifies **DCAA** of the updated data from the **Contractor**.
 - ii. **DCAA** receives the updated data.
 - iii. **DCAA** evaluates the updated data from the **Contractor**.
 - iv. Decision
 - a. Accepts updated data and proceeds with Audit. "Suspend Form 1" closes.
 - b. Updated data is inadequate, need to issue a "Disapproved" Form 1. "Suspend Form 1" closes and opens a "Disapprove Form 1." Follow the "Disapproved" user task.

B. If it was "Released" due to: No Future Billings, proceed to step #11.

11. The **ACO/CO** Action.

The **ACO/CO** will complete the documentation outside of the tool, but will attach the Final Decision document and change the current action for the Form 1.

12. **DCAA** will be notified.

13. **Contractor** will be notified outside the tool.