

DEFENSE CONTRACT MANAGEMENT AGENCY



**DCMA**

ACQUISITION INSIGHT  GLOBAL ENGAGEMENT

# PCARSS Roles and Registration for External Users

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For additional information contact:  
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## External PLCO (Plant Clearance Officer) Role:

### The Plant Clearance Officer role performs the following tasks in PCARSS:

- Generates and views reports
- May perform Screener tasks from the Property Screener Home Page
- May perform tasks on behalf of the Contractor, which include:
  - Uploading flat files of inventory schedules and line items
  - Creating new inventory schedules
  - Copying existing inventory schedules
  - Shipping dispositioned inventory
  - Collecting proceeds for awarded sales
- Accepts and rejects inventory schedules
- Unaccepts inventory schedules
- Reviews inventory withdrawal requests
- Applies screener rules
- Creates and edits referrals
- Creates cases
- Transfers own cases to other PLCOs
- Transfers own inventory schedules to other PLCOs

## External PLCO (Plant Clearance Officer) Role (cont.):

- Edits and completes inventory verification surveys when necessary
- Establishes and re-establishes cases
- Closes and reopens cases
- Conducts the steps of the sales process, which are limited to:
  - Creating a sales authorization and notifying the Contractor of it
  - Managing lots
  - Assigning bidders
  - Conducting the sale
  - Awarding the sale
  - Dispositioning the sold inventory
- Reviews Screener-created requisitions, creates requisitions, and dispositions requisitioned items
- Issues final dispositions, either by group or by line item for inventory that has not been sold or requisitioned
- Issues shipping instructions to all items in the case workload
- Marks disposal actions complete
- Searches for items, inventory schedules, cases, and referrals within the PCARSS application and may edit the work assigned themselves



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# PCARSS External Roles

## Support Plant Clearance Officer Role

**The Support Plant Clearance Officer role performs the following tasks in PCARSS:**

- Performs all the tasks of a designated PLCO with approval from the Administrator
- Submits a request to support a particular PLCO

## Quality Assurance Representative Role (QAR)

The QAR performs the following tasks in PCARSS:

- Views and completes inventory verification surveys



## Contractor Role

### **The Contractor role performs the following tasks in PCARSS:**

- Uploads flat files of inventory schedules and line items
- Creates inventory schedules
- Copies existing inventory schedules
- Requests withdrawal of inventory schedules (PLCO must approve or disapprove request.)
- Conducts the steps of the sales process, which are limited to:
  - Managing lots
  - Assigning bidders
  - Conducting the sale
  - Collecting proceeds from the awarded bidder (PLCO awards the sale.)
  - Ships dispositioned inventory
  - Marks disposal actions complete

## Screener Role

**The Screener role performs the following tasks in PCARSS:**

- Searches PCARSS for available items
- Creates and submits requisitions to the PLCO
- Creates alerts in order to receive notifications when desired items are available

## Read-only Screener Role

**The Read-only Screener performs the following tasks in PCARSS:**

- Searches PCARSS for available items
- Creates alerts in order to receive notifications when desired items are available



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# PCARSS Registration

Navigate to the DCMA Homepage. [www.dcma.mil](http://www.dcma.mil)  
Hover your mouse over ETOOLS. Click on Customer Registration (EWAM).

UNCLASSIFIED

https://www.dcma.mil/

ACQUISITION INSIGHT GLOBAL ENGAGEMENT

Search DCMA

DEFENSE CONTRACT MANAGEMENT AGENCY

ABOUT US NEWS CAREERS EMPLOYEES E-BUSINESS IWMS POLICIES CUSTOMERS ETOOLS SMALL BUSINESS DCMA 360

HOME

OTD VALUE STREAM

DATA INVENTORY CHECK

Workload mgmt

INSIDER THREAT PROGRAM WEEK #3

CONTRACTS ANNOUNCED

Log in (Registered Users)

**Customer Registration (EWAM)**

Training (A-Z)

**Understanding the insider threat program's mission**

There have been 292 reports of suspicious or anomalous behaviors and activities reported since the program's inception.

Story

**DCMA Northrop Grumman Baltimore launches CPI office**

ACQUISITION INSIGHT GLOBAL ENGAGEMENT



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# PCARSS Registration

Type in your email address.



External Web Access Management 2.5



## E-Mail Address.

Please enter your E-Mail Address.

E-Mail Address	<input type="text"/>
E-Mail	<input type="text"/>
Confirm E-Mail	<input type="text"/>
<input type="submit" value="Submit"/>	

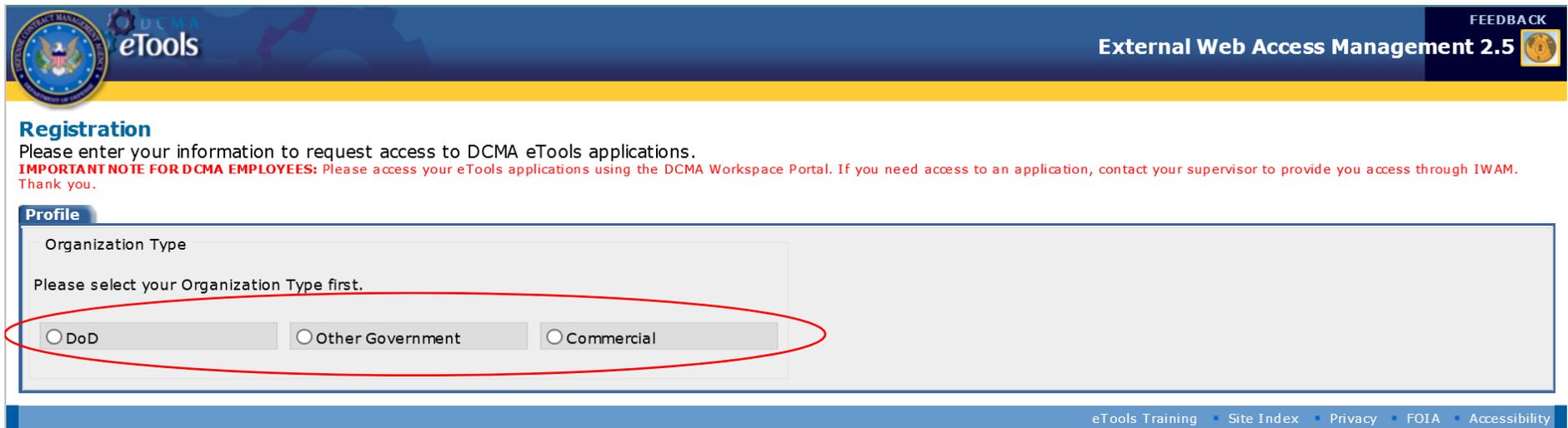
**Do not use personal email addresses. (Example: Gmail, Yahoo, etc.)**

For those requesting screener or external PLCO roles, use your DOD email.

For those requesting the contractor role, use your organization email.



On the Registration page, select either DOD, Other Government or Commercial.

A screenshot of the DCMA eTools registration page. The page has a blue header with the DCMA logo and "eTools" text on the left, and "External Web Access Management 2.5" and a "FEEDBACK" button on the right. Below the header is a yellow bar. The main content area is white and contains a "Registration" section with a blue heading. Below the heading is a paragraph of instructions and a red "IMPORTANT NOTE FOR DCMA EMPLOYEES". Underneath is a "Profile" section with a blue heading and a form. The form has a label "Organization Type" and a message "Please select your Organization Type first." Below this are three radio buttons: "DoD", "Other Government", and "Commercial". A red oval highlights the "Commercial" radio button. At the bottom of the page is a blue footer with links for "eTools Training", "Site Index", "Privacy", "FOIA", and "Accessibility".

**Defense contractors select the Commercial radio button.**

If you are DOD personnel, but want the ability to submit schedules on behalf of a Defense contractor, you will need to select the Commercial radio button.



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## PCARSS Registration

The Organization Detail and Toolset Detail will differ depending on the Organization Type you selected.





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# PCARSS Registration – DOD Users

## DOD USERS

**Profile**

Organization Type

Please select your Organization Type first.

DoD     Other Government     Commercial

**Fill in the required data**

<b>User Profile</b> *Last Name <input type="text"/> *First Name <input type="text"/> *Phone <input type="text"/> E-Mail Comments <input type="text"/>	<b>Organization Detail</b> *Organization Name <input type="text" value="Please Select"/> *Primary DoDAAC <input type="text"/> Secondary DoDAAC(s) <input type="text"/> <input type="button" value="Add this DoDAAC"/> *Role within Organization <input type="text" value="Please Select"/>
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If you don't see your organization in the "Organization Name" dropdown, scroll all the way to the bottom and select Other. Clicking the "Other" field will allow you to type your organization's name.





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# PCARSS Registration – DOD Users

## DOD USERS

### Toolset Detail

You must choose at least one toolset from this list in order to complete your registration. Please choose only the application(s) you need access to, if you are unsure what application you need - please contact your DCMA representative.

- Canceling Funds (XFunds) 2.0 Reports
- Contract Audit Follow-Up (CAFU) Contracting Officer ▼
- Contract Business Analysis Repository (CBAR) for AIR FORCE View Only ▼
- Contract Business Analysis Repository (CBAR) for ARMY View Only ▼
- Contract Business Analysis Repository (CBAR) for DEFENSE HEALTH AGENCY View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Advanced Research Projects Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Commissary View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Contract Audit View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Information View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Logistics Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Threat Reduction View Only ▼
- Contract Business Analysis Repository (CBAR) for MARINES View Only ▼
- Contract Business Analysis Repository (CBAR) for Miscellaneous Defense View Only ▼
- Contract Business Analysis Repository (CBAR) for Missile Defense View Only ▼
- Contract Business Analysis Repository (CBAR) for NAVY View Only ▼
- Contract Business Analysis Repository (CBAR) for National Geospatial-Intelligence Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Other View Only ▼
- Contract Business Analysis Repository (CBAR) for U.S. COAST GUARD View Only ▼
- Contract Business Analysis Repository (CBAR) for US Special Operations View Only ▼
- Contract Business Analysis Repository (CBAR) for United States Transportation Command View Only ▼
- Contract Business Analysis Repository (CBAR) for Washington Headquarters Services View Only ▼
- Contract Closeout Working Group (CCWGR)
- DCMA Intranet (home.dcma.mil,brac.dcma.mil,hr.dcma.mil,lawlink.dcma.mil,mocasbb.dcma.mil,media.dcma.mil,360.dcma.mil)
- Delegation 1.0
- Delivery Schedule Management (DSM)
- Duty Free Entry (DFE)
- Electronic Contract Administration Request System (ECARS)
- FIAR-Reporting Entity Community
- Form 1 DCAA Auditor ▼
- Plant Clearance Automated Reutilization Screening System (PCARSS) Read Only Screener ▼
- Preaward Survey System (PASS)
- Property Loss eTool for AIR FORCE Normal User ▼

### Drop downs available for DOD Users:

- External PLCO
- Support PLCO
- Screener User
- Read Only Screener
- QAR
- Administrator\*

\*Although EWAM will allow the user to apply for an Administrator role, it will not be approved. Administrator roles are for DCMA personnel only.





# PCARSS Registration – Other Govt Users

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## OTHER GOV'T USERS

**Profile**

Organization Type

Please select your Organization Type first.

DoD  Other Government  Commercial

**Fill in the required data**

User Profile	Organization Detail
*Last Name <input type="text"/>	*Organization Name <input type="text" value="Please Select"/>
*First Name <input type="text"/>	Location <input type="text" value="v"/>
*Phone <input type="text"/>	Location Identifier (if applicable) <input type="text"/>
E-Mail <input type="text"/>	*Role within Organization <input type="text" value="Please Select"/>
Comments <input type="text"/>	

If you don't see your organization in the "Organization Name" dropdown, scroll all the way to the bottom and select Other. Clicking the "Other" field will allow you to type your organization's name.





# PCARSS Registration – Other Govt. Users

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## OTHER GOV'T USERS

Toolset Detail

You must choose at least one toolset from this list in order to complete your registration. Please choose only the application(s) you need access to, if you are unsure what application you need - please contact your DCMA representative.

- Canceling Funds (XFunds) 2.0 Reports
- Contract Audit Follow-Up (CAFU) Contracting Officer ▼
- Contract Business Analysis Repository (CBAR) for AIR FORCE View Only ▼
- Contract Business Analysis Repository (CBAR) for ARMY View Only ▼
- Contract Business Analysis Repository (CBAR) for DEFENSE HEALTH AGENCY View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Advanced Research Projects Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Commissary View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Contract Audit View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Information View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Logistics Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Defense Threat Reduction View Only ▼
- Contract Business Analysis Repository (CBAR) for MARINES View Only ▼
- Contract Business Analysis Repository (CBAR) for Miscellaneous Defense View Only ▼
- Contract Business Analysis Repository (CBAR) for Missile Defense View Only ▼
- Contract Business Analysis Repository (CBAR) for NAVY View Only ▼
- Contract Business Analysis Repository (CBAR) for National Geospatial-Intelligence Agency View Only ▼
- Contract Business Analysis Repository (CBAR) for Other View Only ▼
- Contract Business Analysis Repository (CBAR) for U.S. COAST GUARD View Only ▼
- Contract Business Analysis Repository (CBAR) for US Special Operations View Only ▼
- Contract Business Analysis Repository (CBAR) for United States Transportation Command View Only ▼
- Contract Business Analysis Repository (CBAR) for Washington Headquarters Services View Only ▼
- Contract Closeout Working Group (CCWGR)
- DCMA Intranet (home.dcma.mil,brac.dcma.mil,hr.dcma.mil,lawlink.dcma.mil,mocasbb.dcma.mil,media.dcma.mil,360.dcma.mil)
- Delegation 1.0
- Delivery Schedule Management (DSM)
- Duty Free Entry (DFE)
- Electronic Contract Administration Request System (ECARS)
- FIAR-Reporting Entity Community
- Form 1 DCAA Auditor ▼
- Plant Clearance Automated Reutilization Screening System (PCARSS) Read Only Screener ▼
- Preaward Survey System (PASS)
- Property Loss eTool for AIR FORCE Normal User ▼

Drop downs available for Other Govt. Users:

- External PLCO
- Support PLCO
- Screener User
- Read Only Screener
- QAR
- Administrator\*

\*Although EWAM will allow the user to apply for an Administrator role, it will not be approved. Administrator roles are for DCMA personnel only.





# PCARSS Registration – Commercial Users

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## COMMERCIAL USERS

### Registration

Please enter your information to request access to DCMA eTools applications.

**IMPORTANT NOTE FOR DCMA EMPLOYEES:** Please access your eTools applications using the DCMA Workspace Portal. If you need access to an application, contact your supervisor to provide you access through IWAM. Thank you.

### Profile

Organization Type

Please select your Organization Type first.

DoD  Other Government  Commercial

Fill in the required data

User Profile

\*Last Name

\*First Name

\*Phone

E-Mail karenyamnitz@yahoo.com

Comments

Organization Detail

\*Organization Name

Primary CAGE Code

Associated CAGE Code(s)

Broker Filer Code

\*Role within Organization

If you don't see your organization in the "Organization Name" dropdown, scroll all the way to the bottom and select Other. Clicking the "Other" field will allow you to type your organization's name.





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# PCARSS Registration – Commercial

## COMMERCIAL USERS

### Toolset Detail

You must choose at least one toolset from this list in order to complete your registration. Please choose only the application(s) you need access to, if you are unsure what application you need - please contact your DCMA representative.

- DCMA Intranet (home.dcma.mil,brac.dcma.mil,hr.dcma.mil,lawlink.dcma.mil,mocasbb.dcma.mil,media.dcma.mil,360.dcma.mil)
- Duty Free Entry (DFE)
- FIAR-Reporting Entity Community
- Metrics Studio
- Plant Clearance Automated Reutilization Screening System (PCARSS) 
- Property Loss eTool (LTDD)
- Shipping Instruction Request (SIR)
- Strategic Systems Programs - Naval
- Workspace Portal for Combat Support Center
- Workspace Portal for Government-Industry Data Exchange Program
- Workspace Portal for Industrial Base Analysis Community

Submit





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## PCARSS Registration

Once your request is submitted, you will be contacted by a DCMA Approver. DCMA Policy requires a signed statement from each user regarding their access and intent. Dual signatures are required for commercial users.

Upon receipt of the signed documentation, the Approver will either Approve or Reject the EWAM request. The requestor will be notified via email. An approved email will contain the Username and Password that you will need to log into eTools. A rejection email will contain the rejection rationale. If you feel that your request has been rejected in error, you may contact the PCARSS inbox. ([dcma.lee.hq.mbx.pcarss-inbox@mail.mil](mailto:dcma.lee.hq.mbx.pcarss-inbox@mail.mil))





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## PCARSS Registration

In order to change your automatically assigned password, call the DCMA help desk at 1-888-576-3262.

Any questions regarding external user registration for PCARSS through the EWAM system should be sent to [dcma.lee.hq.mbx.pcarss-inbox@mail.mil](mailto:dcma.lee.hq.mbx.pcarss-inbox@mail.mil)

