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"Disapproved" 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 **Auditor's 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 approved 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** (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 **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 deliver the "Finalized" Form 1 to the **Contractor** for **Contractor** signature.

7. **DCAA** will attached the scanned **Contractor** signed Form 1 to the record.

8. **DCAA** will Release the Form 1 to **the ACO or CO**.

   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 stops.

9. **DCAA** releases the Form 1 due to:

   A. Withhold on Current Billings
   B. **Auditor** Determined Rates
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 **Auditor** Determined Rates, do the following:

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

          i.   The **Contractor** has submitted a Written Request for Re-consideration
          ii.   The **Contractor** Files "Claim" under "Disputes Clause"

      b) Once the **ACO/CO** receives either of the above, proceed to step # 11.

  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.