CAV AF CFM
STATEMENT OF WORK

The purpose of this statement of work (SOW) is to provide Contract Depot Maintenance (CDM) guidance for contractor technical responsibilities and reporting requirements of the Commercial Asset Visibility Air Force (CAV AF) system. CAV AF shall be the *primary system of record* for providing daily status of all Government owned assets located at contractor repair facilities. Reporting within CAV AF shall not be limited to end items subject to repair but are to include assets stored as an inventory control point (ICP). System down times to the CAV AF system will be identified on the CAV AF home web page banner. Contractors are responsible for ensuring current User Guides are utilized by their respective facility.

HOW DOES CONTRACTOR REPORTING IMPACT AF STRATEGIC GOALS?

The attached CAVAF brochure is provided to suppliers at such venues as; supplier summits, prime supplier meetings, supplier relation management meetings, etc. Targeted audience at such venues is supplier upper management level positions, with the AF strategic goal placing emphasis on timely and accurate reporting within 24 hours of maintenance or supply occurrence. The information is provided here for the CAVAF reporter to better understand how reporting impacts Weapon System supportability and the supplier by minimizing variability of future contract delivery order requirements.

CAV AF Brochure.dot

CAV AF FORMAL TRAINING AND EDUCATION BRIEFING:

1. Training for CAV AF reporting will be requested by the contractor by contacting the applicable ICP CAV AF system administrator (SA). For assistance, guidance or questions to specific contract transactional reporting requirements may be addressed to the CAV AF contract monitor (CM). For ICP CAV AF (SA and/or CM) points of contact are identified in this document, Attachment 1, under Submission Requirements for CAV AF Access, para 5.

2. A CAV AF Requirement Lifecycle Educational Brief will be provided on all awarded contracts by the contracting ICP CAV AF System Administrator (SA). All repair contractors shall be presented the CAV AF Requirements Lifecycle Education Briefing within the initial 3 months of contract award, but no less than once during repair contract duration. The intent of the briefing places importance on timely and accurate contractor reporting within 24 hours of maintenance occurrence.

   a. A briefing shall be facilitated by a government repair requirements representative or other designee to the contractor and government attendees. Mandatory contractor attendance for the briefing shall consist of the CAV AF reporter and their immediate
b. An exclusion from the CAV AF Requirement Lifecycle Educational Brief may be granted if the contractor has received the briefing within the past 12 months and has been awarded one or more contracts thereafter, provided the following criteria have been met; the same supplier/location (DoDAAC TAC2 address) with no CAV AF contractor reporter changes, there are no reporting failures and/or findings uncovered. A contractor may submit an exclusion request to the PMS for consideration.

c. Additional briefing(s) may be warranted when the contractor CAV AF reporting displays a poor performance as a result in untimely and/or inaccurate reporting. Deficiencies shall be documented and reported by the PMS to the government procurement contracting officer (PCO) for contractual actions to correct untimely and/or inaccurate reporting, or noncompliance of contractual CAV AF reporting requirements. NOTE: During Program Management Review(s) (PMR) or separate meeting(s) issues addressing supplier CAV AF reporting performance shall be discussed. This is to rectify inadequate and contractual noncompliance of CAV AF reporting as follows but not limited to; untimely reporting, consistent 1 day repair-turn-around-time (RTAT) reporting, failure to report “all” assets in CAV AF or personnel changes impacting supplier reporting performance.

CONTRACTOR RESPONSIBILITY:

1. Contractor reporting requirements to CAV AF shall be accomplished daily and/or within 24-hours of a maintenance action occurrence IAW the applicable CAV AF CDRL, CAV AF version 8.0.1 or higher. **Accurate and timely reporting of maintenance transactions into CAV AF is critical to the management of repair requirements and the management of world-wide asset distribution.** CAV AF transmits daily to Air Force internal data systems for financial and asset tracking. Air Force Expeditionary Logistics for the 21st Century (eLog21) requires total asset visibility; therefore, inaccurate or lack of CAV AF reporting will cause significant loss to the Air Force. Contractor shall ensure asset record in CAV AF is an accurate reflection of physical asset on hand at all times.

2. Each CAV AF user shall submit a completed **System Authorization Access Request**, DD Form 2875, per instructions outlined in Attachment 1, Submission Requirements For CAV AF Access section, within 10 days after contract award date. All DD Form 2875(s) shall be digitally signed. There “**must be two CAV AF reporters**” for the contractual reporting requirements to ensure there is no possibility of a lapse in reporting coverage. It is imperative the following requirements be met to successfully process the DD Form 2875 in a timely manner to maintain contractual compliance authorization for CAV AF system access:

   a. In blocks 28 and 28a on the DD Form 2875, users shall identify the valid PK certification supplier and date of investigation. For CAV AF system access users shall require an active PKI certificate be maintained. Each contractor employee accessing CAV AF will need an Identity Certificate only; an Encryption Certificate is not required. **NOTE:** For contracts awarded to foreign contractor repair facilities (outside the US), see within this document Attachment 1, under Technical Considerations, para 1.b., which may add...
additional process time to acquire a PKI certificate.

b. User(s) shall complete initial DoD Information Assurance (IA) Cyberawareness Challenge training and submit a course completion certificate with the DD Form 2875. IA Cyberawareness Challenge course completion certification shall be accomplished annually. Users shall access IA training on the CyberAwareness Challenge website, under the Department of Defense Employees section, click hyperlink; “Launch New CyberAwareness Challenge Department of Defense Version” using the following website: http://iase.disa.mil/eta/cyberchallenge/launchPage.htm

i. First time CAV AF users will email initial IA Cyberawareness Challenge course completion certificates, AF Form 4394, AF User Agreement Statement and completed DD Form 2875 to applicable ICP (see Attach 1, para 1.2) and hqafmc.a4nl@us.af.mil

ii. All following annual course completion certificates shall be completed before lapse in certification occurs and will be emailed to: hqafmc.a4nl@us.af.mil

iii. **Product Functionality Caution:** To meet technical functionality requirements, this awareness product was developed to function with Windows operating systems (Windows 7, VISTA, and XP, when configured correctly) using either the Internet Explorer (IE) or Firefox browsers. Users employing another OS or browser may experience difficulties and may not be able to complete the training or print the certificate of completion. The Cyberawareness Challenge course completions is a contractual requirement and must be complied with.

3. Utilizing subcontractors in the repair of government assets in partnership by the awarded prime contractor shall conform to all applicable CAV AF reporting requirements contained within this contract. Inherently, the awarded prime contractor shall bear sole responsibility for all reporting actions.

4. In order to successfully access CAV AF system, contractor and subcontractor reporters shall closely follow “initial log-in procedures” as prescribed within the following attachment:

![CAVAF Initial Log-In Procedures.docx](CAVAF INITIAL LOG-IN PROCEDURES.DOCX)

5. Contractor shall ensure accountability of all government furnished property (GFP) within their enterprise resource planning (ERP) or commercial off-the-shelf (COTS) system, which must be reported accurately for same GFP records within CAVAF at all times.

6. Contractual Induction-at-Risk of end items is prohibited on all repair contracts.

7. **Contract/Delivery Order Closure Level Disposition Instructions – Government will provide disposition instructions to contractor.** Contractor shall begin shipping assets within 10 days of receiving government disposition instructions and have completed all shipping actions 30 days
thereafter. Contractor shall be fully responsible to ensure all corresponding CAV AF reporting actions associated with disposition instructions occur within 24 hrs of related shipment action.

8. All NSNs identified as Nuclear Weapon Related Material (NWRM) shall require contractor reporting utilizing CAV AF for production management, to track and report NWRM end items in repair to the Serial Number level. Contractors shall capture each NWRM assets Serial Number when repairable is received. NWRM assets received shall be receipted in CAV AF, with Serial Number identification within 24-hours for asset visibility and serial number tracking. Contractors shall follow all NWRM management requirements outlined in AFI 20-110, *NWRM Management*, to include, but not limited to packaging, marking, labeling, storage, transportation and receipt of all NWRM assets, with emphasis on positive inventory control (PIC) and records management by the contractor and government to assure compliance. The successful application of these procedures requires the full cooperation of all personnel associated with the storage, shipping, transshipping and receiving of all NWRM assets.

**SPECIFIC CAV AF CONTRACTOR TRANSACTIONAL REPORTING REQUIREMENTS:**

1. **“Not-on-Contract”** receipt transactions shall be utilized for assets which are not repair end items. Not-on-contract assets are associated to a contractor facility DoDAAC and not an active contract delivery order. Regardless of asset condition code status, Not-on-contract shall be used for the following reporting actions:

   a. Discrepancy Items – Are identified as misrouted, shipments, misidentified shipments or damaged end items. Contractor will address discrepancy issues weekly to acquire resolution to discrepancy within 30-days of receipt transaction. The contractor shall comply with disposition instructions provided by the Government within 10-days and complete all associated reporting actions within same period. Contractor reporting actions shall be resolved using reversals of individual record document control numbers (RCDN) or may be accomplished utilizing a ‘bulk’ shipment action of RCDN.

   b. Inventory Control Point Items – are identified as assets stored at contractor facility and are not repair end items or discrepancies items. Movement of assets from “Not-on-Contract” category shall be resolved using reversals of individual record document control numbers (RCDN) or may be accomplished utilizing a ‘bulk’ shipment action of RCDN.

   **NOTE:** Contractor is responsible for all “Not-on-Contract” assets ensuring physical asset balances are reflected and CAV AF reporting actions occur within 24 hr of occurrence.

2. CAV AF receipt or reporting actions **will not** be utilized for quality deficiency report (QDR) items, as there is a separate process and tracking mechanism for them.

3. All contract contract line item number (CLIN) repairable assets shall be receipted in CAV AF under Receipt Type: On Contract (F). CAV AF generates a record control document number (RCDN) for each unit received and allows the reporter to assign a reference or serialization
number for tracking purposes. Where no reference or serialization numbers are utilized for tracking purposes, the oldest RCDNs (listed first) shall always be processed first in the reporting selection of units. Any reversal actions shall be accomplished using the last RCDNs processed in reporting actions.

4. Contractor must have government or self-certified approval of repair action based on DD Form 250 signature or Wide Area Workflow (WAWF) entry before Condition Code A status is entered into CAV AF. The “Complete Date” entered into CAV AF cannot be dated prior to the DD250 date entered in the same screen. Contractor will validate that the DD250 shipment number and date entered into CAV AF are accurate. This requirement is also applicable to Condition Code H (Condemned) only when specifically directed by the contract.


   a. Receipt Actions: Contractor will use government issued shipment document numbers for CAV AF end item receipt transaction reporting only in the absence of missing DD Form 1348-1A or shipment document number. Contractors are not authorized to generate pseudo shipment document numbers for receipt transactions because this creates disconnects in shipment tracking within government inventory systems. **NOTE:** If the DD Form 1348-1A is missing or no shipment document number is available, contractors are to immediately contact Production Management Specialist (PMS), who will acquire government issued shipment document number from the Inventory Management Specialist (IMS).

   b. Shipping Actions: DD Form 1348-1A shall be used as the shipping document for shipment transactions of all end items. A DD Form 1348-1A is also applicable to all Consolidated Serviceable Inventory/Consolidated Reparable Inventory (CSI/CRI) assets regardless of tracking or reporting purposes. A Material Inspection and Receiving Report, DD Form 250 or Requisition and Invoice/Shipping Document, DD Form 1149 are not acceptable or authorized as a shipment document, and shall not accompany any material shipments on repair contracts. CAV AF provides a DD Form 1348-1A in a Portable Document Format (PDF). It is recommended the PDF be saved at the contractor’s facility prior to printing the two copies as required for shipping. DD Form 1348-1A shipping documents will be prepared for each NSN shipment from contractor’s facility, regardless of destination. The entire form, complete with bar coding, will be printed on a laser printer as specified under technical considerations. Place one copy on the outside of the shipment container and one copy inside the shipment container. For end item shipments the DD Form 1348-1A shipment document number shall be comprised as one of the following actions:

   i. Back to Depot Shipment:
      
   (1) For a “single” unit NSN shipment, the default shipment document number will be the CAV AF record control document number (RCDN) of item being shipped.
   
      (2) For “multiple” quantity shipments, it is recommended the CAV AF RCDN of the lead item of the shipment be used as the shipment document number.
ii. Amended Shipping Instructions (ASI): Are used to divert material that is due-in from a contractor to a requisitioner. Government disposition instructions will provide a shipment document number to the contractor to be utilized for CAV AF shipment transaction reporting and the DD Form 1348-1A.

c. In the event CAV AF system is inoperable or is on a scheduled downtime:

i. The DD Form 1348-1A shall be manually completed and generated (printed) by contractor, using the attached PDF file and instructions below.

![Manual Instructions for DD Form 1348-1A](dd13481a.pdf)

NOTE: When using the manual DD 13481A PDF file, use the cursor when navigating to specific record positions or blocks, as the computer keyboard tab key function will not work.

ii. When CAV AF is again operational, the contractor shall resume with transactional reporting actions in a timely and accurate manner, including completing a DD Form 1348-1A (printing not required if manual DD1348-1A PDF file utilized) and the shipment process in CAV AF.

6. Upon contract expiration and/or becoming production complete, the contractor will complete a 100% physical inventory inspection. Any assets remaining at the facility within 30-days must be noted in an email request to the contracting officer (CO) and PMS for disposition instructions by the government. If none is provided, assets are to be returned to the depot and reported within CAV AF, shipping to the following addresses according to each national stock number (NSN) inventory management location by source of supply (SOS) code:

a. FHZ – Tinker AFB, the ship for disposition address to SW3211:

   TYPE/CODE: A SW3211
   DEF DISTRIBUTION DEPOT OF OKLAHOMA
   CEN REC 3301 F AVE
   BLDG 506, DR 22
   TINKER AFB, OK, 73145-8000

b. FGZ – Ogden AFB, the ship for disposition address to SW3210:

   TYPE/CODE: A SW3210
   DLA DISTRIBUTION DEPOT HILL
   7537 WARDLEIGH RD
   BLDG 849W
   HILL AFB, UT 84056-5734

c. FLZ – Robins AFB, the ship for disposition address to XXXXXX:
CAUTIONARY AREAS OF CONTRACTOR CAV AF REPORTING:

1. Systemic data problems created by contractor’s failure to report data accurately or in a timely manner are subject to immediate Program Management Review (PMR). Examples of documented system data problems include but are not limited to:

   a. Timely reporting means compliance with 24 hour requirement for all contractor CAV AF reporting of maintenance transactions. Actual date information is required for all reporting actions. Contractor’s are not authorized to report all receipt, induction, complete and ship transactions the same day to ‘catch-up’ due to periodic reporting. This affects government inventory management systems and balances creating D035 Stock Control Supply System (SCSS) controlled exceptions (associated with same day reporting issue).

   b. Contractors not using government issued DD Form 1348-1A document numbers on CAV AF contractor reporting on end item receipt transactions. This creates a data variance disconnect with government inventory D035 Stock Control System (SCS). Contractors are required to use DD Form 1348-1A document numbers for end item receipt transactions. **NOTE:** If the DD Form 1348-1A is missing or no shipment document number is available, contractors are to immediately contact Production Management Specialist (PMS) and acquire government issued shipment document number from Inventory Management Specialist (IMS).

   c. Overages and shortages, for items which are part of this contract shall be reported by the contractor into CAV AF as received “On-Contract” with actual quantities received. Any items which are not part of this contract shall be receipted as “Not-on-Contract”, which represents misdirected or misidentified assets.

2. RCDNs are systemically generated in CAV AF and should not be duplicated or fabricated with a suffix for shipment document numbers. RCDN is comprised of the CAV AF Contractors DoDAAC, the Julian date the RCDN was produced, and a four digit serial number (begins with 0001 each day). This affects government inventory management systems D035 SCSS controlled exceptions.

DISCREPANCIES INCIDENT TO SHIPMENT:

1. There are transportation and item discrepancies, each having different reporting requirements. Detailed information for each report is in the pertinent service publications.

2. Discrepancies incident to shipment include misidentified items, variations in quantity, non-requisitioned items, lost or damaged parcel post, and items in dubious condition. These discrepancies shall be reported and resolved using the DoD web-based application WebSDR link is [https://www2.transactionservices.dla.mil/websdr/home.asp](https://www2.transactionservices.dla.mil/websdr/home.asp). This system of reporting a Supply Discrepancy Report (SDR), formerly called Report of Discrepancy (ROD), has been developed in compliance with DoD regulations 4140.1-R and 4000.25-M Volume 2, which requires
automated SDR processing. In those situations where the SDR initiator is unable to gain access to the AF WebSDR, continued use of manual forms is permitted. A copy of the form will be forwarded through the CAO and Quality Assurance (QA) activity for corrective action.

3. Transportation discrepancies and item transaction discrepancies shall be coordinated with the DCMA Property Administrator and ACO immediately upon discovery for corrective action in addition to AF WebSDR submittal.

4. Contract line items received with missing components (Missing On Induction, (MOI)) the contractor shall process a SDR (SF Form 364) immediately upon discovery in accordance with AFJMAN 23-215 and provide a copy of submitted MOI SDR form to the ACO within 2 days of discovery.

5. All misdirected shipments of GFP shall be reported to the Production Management Specialist (PMS) via email notification within three work days. The PMS will consult with issue appropriate disposition instructions for the misdirected items.

6. Overages, shortages, and misidentified items which are part of this contract and received by the contractor shall be reported into CAV AF with the actual received quantity and with the correct NSN. An SDR shall be processed in accordance with standard procedures identified above for these overages, shortages, and misidentified items.
ATTACHMENT 1
CONTRACTOR COMMUNICATIONS NETWORK (CCN)

GENERAL INFORMATION:

1. The purpose of this attachment is to provide the specific conditions, hardware specifications, and communications interface to support contractor End Item reporting requirements and supply requisitions. Through the CCN Air Force contractors, with aircraft, engine or equipment repair contracts, have the capability to electronically process End Item transactions.

2. Initial CAV AF training will be provided by the contracting ICP. Any follow up training will be the responsibility of the contractor. Training request and/or questions on CAV AF, please contact CAV AF System Administrators (SA) for contracts issued by respective ICP, from one of the following areas:

   a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to: 406scms.cav.af.ar@us.af.mil
   b. Hill AFB, UT, call (801) (801) 586-3736, or send email request to: 420scms.cdm@us.af.mil
   c. Tinker AFB, OK, call (405) 739-3229, or send email request to: 420.scms.tinker.cdm.workflow@us.af.mil
      i. Tinker AFB, OK, Contractor furnished material (CFM) contracts call; (405) 736-7171 or (405) 736-2046
      ii. Tinker AFB, OK, Government furnished material (GFM) contracts call: (405) 739-7329 or (405) 736-7362

NOTE: CAV AF Contractor’s reporting guide can be accessed via CAV AF main menu at bottom of screen.

WEB SITE CONNECTIVITY:

1. CAV AF web site accessed through the internet will be used to submit all End Item maintenance transactions.

2. The Web address for Online CAV AF access is: https://www.cavaf.com/

CICA XML CONNECTIVITY:

1. Commercial vendors with XML capability on their in-house systems will be able to transmit XML batch files via a DLA/DLMSO format known as CICA XML. CAV AF XML files are transmitted via the Defense Automatic Addressing System Center (DAASC) network. DAASC receives, edits, and routes logistics transactions for the Military Services and Federal Agencies. There is only one way to access DAASC:
a. Use the services of a Value Added Network (VAN), with a current access/connectivity DAASC license agreement.

b. Establishing an access/connectivity license agreement with a VAN/DAASC is an initial and essential action requiring execution at the earliest opportunity. Once this has been accomplished, DAASC will need to know the ISA/GS addressing id’s for each contractor so the information can be setup. Depending on the VAN selected, DAASC main ISA id is DTDN.


VAN/DAASC connectivity related information is located on a DLA dot mil domain and contractors will require ICP CDM personnel assistance to gain access to the site. This coordinated effort is required with either VAN or DAASC access the contractor pursues. Contractor sponsorship requirements exist where contractors requesting DAASC access must be sponsored by their U.S. Government Contracting Officer or Contracting Officer's Representative. Close coordination between the ICP CAV AF System Administrator (SA) and the contractor's programmer is required.

2. Contractors will report their repair transactions to CAV AF either by CAV Web or CAV XML. Both methods cannot be utilized at the same time. When the AL's CAV AF System Administrator loads the Contractor's Profile into CAV AF a reporting decision is made whether a contractor uses CAV Web or CAV XML reporting.

3. Contractor shall contact CAV AF CM (listed above; under General Information para 2.) to obtain most recent XML lessons learned document. Document contains recorded issues/problems and may alleviate anticipated problem areas associated to XML.

**TECHNICAL CONSIDERATIONS:**

1. Contractors accessing CAV AF shall present a valid DoD PKI certificate to log into CAV AF. Contractor’s working at DoD facilities that have a common access card (CAC), should already have a PKI certificate. Contractors working outside of DoD facilities can purchase a valid DoD PKI certificate through one of three External Certificate Authorities (ECAs). A listing of ECAs and additional information on purchasing a valid DoD PKI can be found at the following web site: [http://iase.disa.mil/pki/eca/](http://iase.disa.mil/pki/eca/). Each contractor employee accessing CAV AF will need an Identity Certificate only; an Encryption Certificate is not required.

   a. Companies with internally developed external interoperability PKI certificates having met the Category II: Non-Federal Agency PKI criteria shall complete DD Form 2875, block 28 with their company name and 28a date of investigation.

   b. For contracts awarded to foreign contractor repair facilities (outside the US), identity proofing must be done in-person, but can be performed by an ECA Registration Authority, Trusted Agent, Notary, or Authorized DoD Employee. CAV AF contractor
reporters shall contact the Defense Contract Management Agency (DCMA) for assistance in identifying the local or regional Trusted Agent. **NOTE:** Identify proofing process may impede DD Form 2875 submission timeline by 10 days, foreign contractors are to inform applicable ICP CAV AF SA OPR identified in para 5 below.

2. The CAV AF program is designed to be accessible using Microsoft Internet Explorer (IE6) v6.0 or higher or Netscape 4.75 or higher on a Windows 2000 or newer platform. The IE6 is suggested and contains the required 128-bit encryption capability, and DoD certification. The following hardware is suggested as a minimum to adequately support CAV AF reporting with a minimum system requirement using Windows 2000 or newer platform: IBM compatible PC (1.5 GHZ Pentium), 512 MB RAM, 20 GB hard drive, 56 K BPS or faster data transmission modem, or connection to WAN/LAN, Laser Printer with 300 DPI resolution, (must support true type font).
   
   a. The following software is required to accomplish CAV AF Web-based reporting: Operating System: Windows 2000 or Windows XP, Web Browser: Internet Explorer, version 6.0 (preferred), or Netscape version 4.75 (or higher) is also compatible.
   
   b. CAV AF Web-based software will reside on the AF mid-tier server. CAV AF software changes will be made at the mid-tier server and they will be available to the repair vendor upon log-on to the CAV AF system. Changes to CAV AF software by the commercial repair vendors are not authorized.

   a. To ensure connectivity to the CAV AF website the contractor must allow ports 443 and 4443 open in both directions. Both of these ports are secure ports and although most companies have 443 open they don’t usually have 4443 open as it is a standard port. If the contractor is running a proxy server on their network they must also include the [https://www.cavaf.com](https://www.cavaf.com) web site in their trusted sites.

**CONTRACTOR RESPONSIBILITY:**

1. The contractor shall be responsible for the maintenance of the hardware and supplies (paper, ink, ribbons, extra disks, etc) to keep the PC system operational and compatible with the host computer.

2. The contractor shall use the CCN/CAV AF Reporting System to report all end item transactions. These transactions shall be entered into CAV AF on a real time basis or as changes generate, but not later than 24 hours from the date of occurrence.

3. System failures that cannot be corrected within 24 hours shall be reported to the contracting ICP by fastest means possible. If contractor experiences connectivity or reporting issues exceeding a 24 hour period, they are responsible for contacting their contract ICP listed below under Submission Requirments for CAV AF Access below, para 5.

4. It is the responsibility of each CAV AF contract reporter to maintain an active User ID once it is assigned. To maintain an active User ID each reporter is required to log-in to CAV AF within 30 days of previous log-on. Inactivity disrupts asset posture and data transactional feeds which
impede the AF inventory management and planning to maintain sustainable Weapon System readiness. Under DoD system security requirements, a User ID shall be “disabled” after 30 days of inactivity and locked out of the system. A User ID shall be “deleted” after 45 days of inactivity. Should either of these occurrences prevail the User, the User shall immediately contact the ICP system administrator (SA) for their contracts. CAV AF ICP SA POCs are listed on the web site log-on page. Or are listed, under Submission Requirements for CAV AF Access section below, paragraph 5, identifies POCs for resetting passwords on disabled accounts and reestablishing deleted User ID accounts.

SUBMISSION REQUIREMENTS FOR CAV AF ACCESS:

1. The DD Form 2875 shall be completed and digitally signed by the contractor CAV AF reporter requesting system access and submitted to the managing ICP CAV AF System Administrators listed below within 10 days of contract award date. A blank SAAR, DD Form 2875, and instructions on how to complete the form are attached below.

2. Contractor CAV AF reporters are required to digitally sign and submit a AF User Agreement Statement, AF Form 4394. Is shall accompany the DD Form 2875 and be submitted to the managing ICP CAV AF System Administrators listed below within 10 days of contract award date. In those instances when a contractor cannot digitally sign the attached form below, the contractor will be required to download the IBM Forms View application and sign the form via the following web link: http://www.e-publishing.af.mil/viewerdownload.asp

3. User(s) shall complete initial DoD Information Assurance (IA) Cyberawareness Challenge training and submit a course completion certificate with the DD Form 2875. IA Cyberawareness Challenge course completion certification shall be accomplished annually. Users shall access IA training on the CyberAwareness Challenge website, under the Department of Defense Employees section, click hyperlink; “Launch New CyberAwareness Challenge Department of Defense Version” using the following website: http://iase.disa.mil/eta/cyberchallenge/launchPage.htm

4. Email DD Form 2875, and AF Form 4394 and IA Cyberawareness Challenge course completion certificate (per Contract Responsibility para 2.b. above in SOW) together to the respective ICP CAV AF System Administrator listed below. NOTE: First time CAV AF users will email initial IA Cyberawareness Challenge course completion certificates, AF Form 4394, AF User Agreement Statement and completed DD Form 2875 to applicable ICP listed below and hqafmc.a4nl@us.af.mil
a. Robins AFB, GA, send 2875 request to: 406scms.cav.af.ar@us.af.mil
b. Hill AFB, UT, send 2875 request to: 420scms.cdm@us.af.mil
c. Tinker AFB, OK, send 2875 request to: 420.scms.tinker.cdm.workflow@us.af.mil

5. CAV AF user IDs are created in a standard format by user location. The contractor will receive their user ID via automated email notification. Users will be required to submit a default password for system to prompt user to create a password following system entry. Users requiring the default password or password resets should contact their applicable ICP CAV AF System Administrator POC listed below:

a. Robins AFB, GA, call (478) 327-6602 or 327-6603, or send email request to: 406scms.cav.af.ar@us.af.mil
b. Hill AFB, UT, call (801) 586-3736, or send email request to: 420scms.cdm@us.af.mil
c. Tinker AFB, OK, call (405) 739-3229, or send email request to: 420.scms.tinker.cdm.workflow@us.af.mil