

## Modernized ACASS and CCASS System Access Levels

### **Focal Point** - (NAVSEA grants access; application must include supervisor's signature)

- Input/Register contract information.
- View evaluations within own Command.
- Authorize access to evaluations within own Command to individuals preparing or completing evaluations: Contract data entry; assessing official representative; assessing official (this is the evaluator/rating official); contractor representative; reviewing official. (Source selection access not included; use [www.ppris.gov](http://www.ppris.gov) for source selection purposes).
- View status report for assigned evaluations.
- Input a completed evaluation.

### **Contract Data Entry** - (local *Focal Point* grants access)

- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.

### **Assessing Official Representative** (the Evaluating/Rating official representative; local *Focal Point* grants access)

- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.
- Initiate evaluations, for specific contracts.
- Update incomplete evaluations, for specific contracts.
- Delete incomplete evaluations, for specific contracts.

### **Assessing Official** (the Evaluating/Rating Official; local *Focal Point* grants access)

- Input/Register contract information, (i.e. most of the information in blocks 1-9f of the DD 2631 form and blocks 1-10 of the DD 2626 form), for specific contracts.
- Initiate evaluations, for specific contracts.
- Update incomplete evaluations, for specific contracts.
- Delete incomplete evaluations, for specific contracts.
- Review Contractor comments for assigned contracts.

- Modify evaluation Ratings, for specific contracts after contractor comments, if required.
- View evaluations for assigned contracts.
- View status reports for assigned evaluations.

**Defense Contractor Representative** - (local *Focal Point* grants access)

- Input contractor comments for specific contracts.
- View completed evaluations for assigned contracts.
- View status reports for assigned evaluations.

**Defense Contractor Corporate Senior Management Representative** - (NAVSEA grants access)

- View all completed evaluations for DUNS numbers assigned to a corporation or company

**Reviewing Official** - (local *Focal Point* grants access)

- Input reviewing official comments, blocks for specific contracts.
- View evaluations for assigned contracts.
- View status reports for assigned evaluations.

**Command Point of Contact; Configuration Management Board Member** - (typically a HQ or senior management level function; NAVSEA grants access)

- View evaluations within own Command.
- View status reports for evaluations within own Command.
- Authorize access to evaluations to Senior Command Official.

**Senior Command Official or Designated Representative** - (e.g. Program Executive Officer (PEO), Direct Reporting Program Manager (DRPM), Command Directorate Deputy, Field Activity C.O.; (typically at the District level within the COE); *Command Point of Contact* grants access)

- View status report for assigned evaluations.
- View evaluations for assigned contracts.

**Business Report Retrieval** - USACE CAIC grants access

- View reports containing SF330 (ACASS only), DD350, past performance evaluations and other information pertinent to firm experience, capability and market research.