



**DOLLARS & SENSE
A PROCUREMENT
PERSPECTIVE**

**FORT BRAGG, NORTH CAROLINA
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ACQUILINE

WHAT IS IT? AcquiLine is the electronic means for submitting purchase requests (PR) to the Directorate of Contracting (DOC). With few exceptions, AcquiLine is the only method for submitting PRs.

WHY DO I HAVE TO USE IT? Paperless contracting is a priority Defense Reform Initiative, and is the subject of a memorandum signed by Deputy Secretary of Defense Hamre in May of 1998. Two major pieces of this initiative are the paperless contracting programs known as SPS and AcquiLine, and the integration of the paperless finance programs. SPS is the process by which contracting professionals develop solicitations and amendments and award contracts, purchase orders, and modifications. AcquiLine is the program used by the customer to submit their purchase request to the Directorate of Contracting. The DOC has developed a step-by-step handbook that discusses the process for registering as an AcquiLine user, creating a PR, attaching documents, and

submitting and printing the PR. The instructions can be found on our website at: www.bragg.army.mil/www-doc/Govuser/acq/AcquiLine_Instructions_3-Jul-03.pdf. Customers (with the exception of PWBC customers) who are unable to connect to AcquiLine must bring their purchase request (DA 3953) to the DOC, have it reviewed by the team leader for Team 2, Mrs. Cheryl Nixon, and input the document into AcquiLine from the DOC.

WHERE CAN I GET HELP? Resource Management provides hands-on training to new users. Please contact Joann King at 6-1712 for additional information concerning this training. For assistance with registering or other AcquiLine problems, contact Sundown Rampey at 6-4362, ext. 219.

***OPERATION MATCH
FORCE***

The Cumberland County Business Council and Greater Fayetteville Futures is developing a web portal that will match buyers (purchase card holders and contracting personnel) with local businesses and job seekers with potential employers.

Buyers will have the ability to develop a simple request for quotation (RFQ) at this site and deploy that RFQ to registered vendors who will quickly respond with a quote. When fully operational, this web portal should allow cardholders and others to simply type in item descriptions for several requirements and obtain competitive pricing – without ever leaving their desk or thumbing through the phone book and placing multiple calls in an effort to locate a vendor who sells what you need.

This site is called Match Force and will be located at www.matchforce.org. It's coming soon – so be sure to watch for it!

YEAR END IS HERE AGAIN!

I know it's hard to believe, but year end is already upon us. Year end cut off dates are posted to the DOC web site at www.bragg.army.mil/www-doc/GovUser/InfoFiles/FY04Closeout.pdf. To ensure you are able to obtain the items you need and obligate your FY04 monies, you are encouraged to adhere to these dates.

EDUCATING OUR CUSTOMERS

In an effort to assist our customers in better performing their responsibilities, the DOC, in coordination with SJA and DFAS, will be offering some training opportunities. The first one will be held on Tuesday, 18 May 04 in room 213 of the SOAF building from 1000 – 1200 hrs. The title of this session is “Contractors in the Workplace”.

The next training session will be offered by DFAS and will be held in room C275 at the SOAF building on 22 June. The topic of this training is “Proper Completion and Submission of Receiving Reports”. There will be two sessions offered, one at 0900 and one at 1300 hrs.

Each of these classes offers helpful and extremely important information to you, our customers and we hope you'll take advantage of the opportunity. Due to limited seating, you must register for these classes by contacting Ms. Carolyn Miller at millerc2@bragg.army.mil or calling her at 6-4362, ext. 212.

Is there other training in the acquisition arena that you'd like us to offer? If so, we want to know about it. Please send your request to Ms. Miller and we'll see what we can do for you.

ICE

Did you know that you can grade the DOC and the support provided by them? It's true! Through the Interactive Customer Evaluation (ICE) site, you, our most valued customer, have the ability to communicate your perception of the service you received. Moreover, we want you to let us know how we're doing and what we can do to improve. So, the next time we help you, please take a minute to log onto http://ice.disa.mil/index.cfm?fa=service_provider_list&site_id=249&service_category_id=14 and tell us how we're doing. When you go to the web site, click on Fort Bragg Directorate of Contracting. Oh, and if you don't have access to a computer, we have one set up in our lobby that's all ready for you to use to submit your evaluation and comments.



Director of Contracting



***WELCOME HOME TO OUR
TROOPS!***