End user manual for ARC 2.0.
ARC 2.0 - The premiere IC Acquisition support resource

by ACE

ARC 2.0 User Documentation
### Table of Contents

**Part I  Introduction to ARC 2.0**

1. Introduction to ARC 2.0 .......................................................... 8

**Part II  Agency List**

1. Agency List ........................................................................... 10

**Part III  IC ARC Contacts**

1. IC ARC Contacts .................................................................. 12

**Part IV  Registration**

1. Registration Start .................................................................. 16
2. Choose Registration Type ...................................................... 17
   - Contractor Registration ......................................................... 18
   - Government Registration ..................................................... 19
3. Basic Registration .................................................................. 20
4. Registration Pending ............................................................. 22
5. Create Account ....................................................................... 22
6. Registration Complete .......................................................... 24
7. Test ...................................................................................... 25

**Part V  General Functionality**

1. Announcements ..................................................................... 26
2. Business Opportunities ........................................................ 26
3. Efforts ................................................................................... 37
   - Info .................................................................................. 38
   - Schedule .......................................................................... 40
   - POCs .............................................................................. 43
   - Announcements ............................................................... 44
   - Q&A ............................................................................... 45
     - My Questions ................................................................. 45
     - Unanswered Questions .................................................... 50
     - Invalid Questions ............................................................ 51
     - Answered Questions ........................................................ 51
     - Question review process ................................................. 52
   - Conference ........................................................................ 55
   - Effort Libraries .................................................................. 55
   - BAA Submission .................................................................. 56
   - RFIs & RFPs ..................................................................... 56
   - Effort Unavailable/Maintenance Mode .................................. 61
     - Limited Access Effort ..................................................... 63
4. Events .................................................................................... 63
5. Libraries ............................................................................... 67
6. Login/Authentication ............................................................. 74
7. Upload documents ............................................................... 78

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Part VI  Links  
1 IC Public Announcements ................................................................. 82
2 Events .............................................................................................. 83
3 Feedback .......................................................................................... 84
4 Contact Us ....................................................................................... 86
5 Reading Room Scheduler ................................................................. 86

Part VII  My ARC  
1 My Homepage .................................................................................. 92
   Links .................................................................................................. 94
   My Efforts ........................................................................................ 95
      My Effort Notes ........................................................................... 102
   My Library ....................................................................................... 107
2 My Notifications/Inbox .................................................................... 107
3 My Calendar ..................................................................................... 118
4 My Account Settings ........................................................................ 124
5 My Subscriptions ............................................................................ 131
6 Change Affiliation .......................................................................... 135
7 My Requests ................................................................................... 138

Part VIII  NRO  
1 NRO Announcements ...................................................................... 139
2 NRO Innovation Web Portal ............................................................ 140
3 Doing Business with the NRO .......................................................... 140
   How to do business ......................................................................... 140
   How to market ................................................................................ 140
   How to submit ideas ....................................................................... 140
4 NRO Contract Security Library ....................................................... 140
5 NRO Efforts ..................................................................................... 147
6 NRO Reference Library .................................................................... 148
7 NRO Briefings .................................................................................. 155
8 NRO Acquisition Manual ................................................................. 155
9 NRO Cost Integrated Process Team (CIPT) ...................................... 156
10 NRO Business Opportunities .......................................................... 156
11 NRO Open & Forecasted Opportunities Report ........................... 167
12 Unsolicited Proposal ...................................................................... 167

Part IX  NGA  
1 NGA Announcements ...................................................................... 171
2 NGA Efforts ...................................................................................... 172
3 NGA Reference Library .................................................................... 172

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Part XIII Contractor Registry

1 Search Results......................................................... 268
2 Single Contractor Details........................................... 274

Part XIV Help Resources

280
Part XV  Glossary Of Terms  281

Index  283
1 Introduction to ARC 2.0

Welcome to ARC 2.0! The ACE is very excited about this flagship release of our industry communication platform. The ARC is a web application designed to centralize and standardize the procurement process for participating agencies across the intelligence community. Directly from the ARC, you are able to manage your bids and solicitations from draft to contract. Agency users can post efforts, business opportunities, and announcements, while potential contractors can review these materials and submit their interest and proposals. In fact, the ARC is so comprehensive that events can be setup and managed directly on the platform. For example, an agency can setup an industry day or bidders conference, and a bidding contractor can register for these events or even schedule time to come on-site to give their pitch. Some other benefits of the ARC platform include:

- The government can conduct market research using the Contractor Registry.
- Contractors can connect with other contractors for sub-prime opportunities.
- Contractors can advertise their capabilities to the ACE and other contractors.
- Contractor credentials are stored in the ARC to allow for faster decision making when considering responses and sub-prime opportunities.
Introduction to ARC 2.0

The ACE is excited to bring you ARC 2.0, a major redesign of the Acquisition Research Center. ARC 2.0 contains a host of new features, improved usability, and facilitates broader outreach.

Welcome to the ARC

About Us
https://demo-arc20.westfields.net/default.aspx

Announcements

ANNOUNCEMENTS

BE HEARD

The new site is live!
Keep sending those great ideas

SUBMIT IDEAS

ACQUISITIONS

View Current Efforts

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## Agency List

The ARC seeks to serve all members of the Intelligence Community. As of the writing of this help file, the agencies in the table below are served in the ARC. If you click on the **Other Agencies** link on the **Navigation Bar**, you will be navigated to a page where you can see all of the agencies and their emblem.

*Alphabetical by acronym*

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFISRA</td>
<td>Air Force Intelligence, Surveillance and Reconnaissance Agency</td>
</tr>
<tr>
<td>CIA</td>
<td>Central Intelligence Agency</td>
</tr>
<tr>
<td>DCOM</td>
<td>Department of Commerce</td>
</tr>
<tr>
<td>DEA</td>
<td>Drug Enforcement Administration, Office of National Security Intelligence</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DIA</td>
<td>Defense Intelligence Agency</td>
</tr>
<tr>
<td>DNI</td>
<td>Director of National Intelligence</td>
</tr>
<tr>
<td>DOD</td>
<td>Department of Defense</td>
</tr>
<tr>
<td>DOE</td>
<td>Department of Energy</td>
</tr>
<tr>
<td>DTSP0</td>
<td>Diplomatic Telecommunications Service Program Office</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigations</td>
</tr>
<tr>
<td>INR</td>
<td>Bureau of Intelligence and Research</td>
</tr>
<tr>
<td>Agency</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>NASA</td>
<td>National Aeronautics and Space Administration</td>
</tr>
<tr>
<td>NGA</td>
<td>National Geospatial-Intelligence Agency</td>
</tr>
<tr>
<td>NIST</td>
<td>National Institute of Standards and Technology</td>
</tr>
<tr>
<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
<tr>
<td>NRO</td>
<td>National Reconnaissance Office</td>
</tr>
<tr>
<td>NSA</td>
<td>National Security Agency</td>
</tr>
<tr>
<td>OIA</td>
<td>Office of Intelligence and Analysis</td>
</tr>
<tr>
<td>OICI</td>
<td>Office of Intelligence and Counterintelligence</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
</tr>
<tr>
<td>TFI</td>
<td>Office of Terrorism and Financial Intelligence</td>
</tr>
<tr>
<td>USA</td>
<td>Army</td>
</tr>
<tr>
<td>USAF</td>
<td>Air Force</td>
</tr>
<tr>
<td>USCG</td>
<td>Coast Guard</td>
</tr>
<tr>
<td>USMC</td>
<td>Marine Corps</td>
</tr>
<tr>
<td>USN</td>
<td>Navy</td>
</tr>
</tbody>
</table>
3 IC ARC Contacts

In the ARC System, IC ARC Contacts are found on the Contact Us page. In this article, we have provided the numbers found on the Contact Us page for your convenience.

Navigate to the IC ARC Contacts page

To navigate to the Contact Us page

- In the Navigation Bar, point to Links, then click Contact Us.

Phone Numbers

ACE FRONT DESK

Contact for any general ACE facility information as well as to schedule visits to the ACE and Reading Room appointments.

Open

(703) 230-6100

ACQUISITION CONSULTANTS & CONTRACT OFFICERS

For any and all questions and requests that pertain to a particular effort to include late submission of documentation as well as permission to effort resources or tabs. Please contact the efforts AC or CO.
Contact information can be found by going to Current IC Efforts from the ARC homepage, clicking on the effort in question and then going to the “POC” tab. If you are requesting access to a blind effort please send your request via email to the ACE IT Helpdesk and they will forward the request to the appropriate personnel.

ACE IT HELPDESK

Call for assistance with user accounts and ACE hardware/software issues.

Open
(703) 230-6300
acehelpdesk@westfields.net

Secure
855-4223
acehelpdesk@ace.svc.nro.ic.gov

ACE SECURITY

Contact with any security concerns. For general information please contact the ACE Front Desk

Contact for any general ACE facility information as well as to schedule visits to the ACE and Reading Room appointments.

Open
(703) 230-6100
(703) 230-6180
(703) 230-6024
acesecurity@westfields.net

Secure
855-4145
855-4166
acesecurity@ace.npa.gov

ACE CENTRAL

Please Contact ACE Central if you wish to have a new effort posted to the ARC and do not have permission to do so. Ace Central is also responsible for assigning and Acquisition Consultant to new efforts.

Open
(703) 230-6021
acesstaff@westfields.net

Secure
855-4394
acecentral@nro.ic.gov

ACE TRAINING

Contact the training team with questions related to ACE Acquisition Training, Systems Engineering Training, or the University of Maryland and Virginia Tech Graduate Program.

Open
(703) 230-6124
(703) 230-6114

Secure
855-4595
855-4274

NAM ONLINE ADMIN

The NAM (NRO Acquisition Manual) Administrators should be contacted for any and all questions pertaining to the NAM.
Open
(703) 808-2587
Secure
850-2587

CHIEF OF STAFF

Open
(703) 230-6010
Secure
855-4436

TRAINING DIRECTOR

Open
(703) 230-6165
Secure
855-4260

DOD ACQUISITION TRAINING MANAGER

Open
(703) 230-6022
Secure
655-6022
4 Registration

If this is your first time using ARC, you will need to obtain an ARC account by visiting the registration page and completing the registration process. Once you have provided all the necessary information, an email will be sent to your open email address to validate your account. After you validate your account, you will be able finish creating your account and access the ARC.

**NOTE:** If you provide your secure email address in addition to your open email address, an email will also be sent to your secure email address to validate your access to the classified ARC.

Registration Requirements

The table below specifies the information required to register for the ARC platform. An "X" indicates that the information is required.

<table>
<thead>
<tr>
<th>What</th>
<th>Government Employees</th>
<th>Contractors</th>
<th>Unclassified Access</th>
<th>Classified Access</th>
<th>On-Site Access</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full name</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Unclassified E-Mail Address</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Classified E-Mail Address</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Last 6 Digits of Social Security Number</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>
Notes:

- Classified e-mail address is only required if you want access to the Classified ARC.
- Social Security Number (SSN) is required for on-site access.
- Directorate information is optional for government employees; it should be entered if it applies.
- If you applied for the Classified ARC, there will be a 1-2 business day delay to process your information.

(Unclassified Access will be granted immediately)

4.1 Registration Start

Once you have obtained the information necessary to register, select the "register" link in the upper right-hand corner of the page header.

Selecting "register" will take you the Unclassified ARC Registration Page.
Review the section Things You Will Need to Register to validate that you have what you need, then mark the checkbox "I agree to the terms". Select "Continue" to proceed with the registration process; you will be navigated the Registration Type page.

4.2 Choose Registration Type

On this page you will specify your registration type. Options include:

- **Government.** Select this option if you are directly employed by the government.
- **Contractor.** Select this option if you are not directly employed by the government.
4.2.1 Contractor Registration

If you choose to register as a contractor, you will be navigated to the Contractor Registration page. The system will ask you to provide a DUNS Number and Organization Name.

As you begin entering text into the DUNS or Organization Name field, the system will provide you with a list of possible matches based on the entered text. If your organization is available as an option, select it, and all information on the form with be entered automatically. If your organization is not available as an option, this means you are the first person from your organization to register on the ARC. You will need to remove any text in the Organization Name field and enter your organization's DUNS number into the DUNS field.*

One you have enter your organization's DUNS number into the DUNS field, the ARC will find your organization's details in the System for Award Management (SAM) database. The legal name of your organization will appear in the Organization Name field and you will be able to proceed to the next screen by selecting "Continue".

*To register on the ARC, your company must be registered in the System for Awards Management (SAM). If you are not registered in the SAM, please visit the SAM website for information on how to register your organization.

4.2.2 Government Registration

If you choose "Government" as your registration type, you will be navigated to the Government Registration page. The system will prompt you to provide your Agency and Directorate. You must provide both your agency and directorate to proceed.

[Government Registration Page Image]

Selecting an Agency

The Agency field provides a drop-down list of organizations registered on the ARC. To select an agency, you can select the Agency field and begin typing your agency's acronym, or use your mouse to select from the drop down list.

What if my Agency is Missing?

If your agency is not available as a selection in the Agency field, please contact the "open" ACE help desk.
Selecting a directorate

The Directorate field provides a drop-down list of directorates for the agency selected in the Agency field. Find your directorate and select “Continue” to proceed with the registration process.

What if I do not have a directorate?

If you do not have a directorate, please select the "N/A-None" option in the drop-down.

What if my directorate is missing?

If your directorate is not available as a selection in the Directorate field, select "N/A-None" to proceed with your registration. To resolve the issue, please contact the "open" ACE help desk.

4.3 Basic Registration

After choosing your registration type and completing the registration form, you will be navigated to the Basic Registration page. On this page, you will enter your contact information. Fields include:
<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title/Salutation</td>
<td>No</td>
<td>Provide any salutations which would be used in correspondence or conversation. For example, if you are an Army captain, enter “CPT”.</td>
</tr>
<tr>
<td>First Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Middle Name</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Last 6 of SSN</td>
<td>Yes</td>
<td>Provide your social security number to gain access to our on-site location. If you would prefer not to provide, please enter 00-0000; you will not be able to visit our on-site location.</td>
</tr>
<tr>
<td>Open Phone</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Open Email</td>
<td>Yes</td>
<td>After completing registration, an email will be sent to your open email address to validate your account; you will have 24 hours to respond, after which time your account will be locked.</td>
</tr>
<tr>
<td>Secure Phone</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Secure Email</td>
<td>No</td>
<td>Provide your secure email to gain access to the classified ARC. If you choose to provide this information, an email confirmation will be sent to your secure email to activate the account.</td>
</tr>
<tr>
<td>Wireless Phone</td>
<td>No</td>
<td></td>
</tr>
<tr>
<td>Wireless Email</td>
<td>No</td>
<td></td>
</tr>
</tbody>
</table>
4.4 Registration Pending

Now that you have completed the account request process, you will be sent a confirmation email at the open/unclassified address you have provided in order to validate your email account.

CONFIRM REGISTRATION VIA EMAIL

Shortly you will receive an email at your open/unclassified address. The email is valid for 24 hours. You must click the link in the email to activate your ARC account.

Click here to return to the main ARC homepage.

4.5 Create Account

Now that you have completed the account request process, you will be sent a confirmation email at the unclassified address listed in order to validate your email account.

Check Email
Once you receive the confirmation email you will have 24 hours to follow the account activation instructions before the token is no longer valid.

Simply open your email and click on the hyperlink to activate your new account.

If you are unable to click the link or if you have gone over the 24 hour activation period, please contact the ACE Help Desk by calling 703-230-6300.

Create Account

Clicking the link will take you to a page to create your account. Fill out the required information. Take note that your username is your open/unclassified email address.
4.6 Registration Complete

Your registration is now complete. You can login with your new account. Don't forget that your username is your open/unclassified email address.

Once logged in, if you have a valid PKI certificate, you will be given the opportunity to associate it with your account. Check the top right screen for a link that says "Register PKI" to associate your PKI certificate with your account. Doing so will automatically log you in to the ARC in the future.
4.7 Test

If this is your first time using the ARC, you will need to visit the registration page to get an account.

Registration requirements

All users who want to register on the ARC must provide their full name, and an unclassified email address. If you work for a non-government organization, you will need to know your organization's name or DUNS number.

Full name

Unclassified E-Mail Address

Classified E-Mail Address

Last 6 Digits of Social Security Number

DUNS Number

Government Affiliation

Directorate
5 General Functionality

Articles in this section will guide you through using the functionality in the ARC system, and are referred to throughout the manual. In the General Functionality section, you will find information about

- Announcements
- Business Opportunities
- Efforts
- Events
- Libraries
- Login/Authentication
- Upload Documents

5.1 Announcements

You can create Announcements in the ARC system to share solicitations, initiatives, and general information -- such as a new business process or procedure -- with your colleagues and industry partners. Anytime you have information you want to share, post the information as an Announcement.

Viewing announcements

Announcements are comprised of Date and Time of post, Classification, Subject or Title, HTML, Delete and Edit actions.

5.2 Business Opportunities

Agencies can market potential efforts by creating Business Opportunities. Much like an effort, details about the opportunity are presented on the agency’s Business Opportunities page. You will find information about the business opportunity such as the directorate, contract type and period, and important dates.

Search for business opportunities by filtering the Business Opportunity grid
You can find business opportunities by entering search terms in the **Directorate**, **Name**, and **Acronym** fields. Your searches will look for partial text matches, and you can search on multiple fields.

### Perform a search

To perform a search:

- In the Business Opportunities grid, enter a term in the **Directorate**, **Name**, or **Acronym** field, then click a region outside of the field.

The Business Opportunities grid will update.
If you want to further narrow your search

- Enter a term into another search field. In this example, we have entered "NGA" into the Name field, and are adding "Acq" to the Directorate field.

![Directorate Field](image)

The Business Opportunities grid will update, filtering by both terms.

![Grid with Filtered Data](image)

**Clear your search**

If you want to clear your search

- In each field you have entered a term, remove the term and click outside of the field.
  
The grid will update with your changes removed.

**View details about a business opportunity**

To open the details of a business opportunity

- Locate the business opportunity you are interested in and click the value in the Name field.
The **View Details** modal will appear.

On the **General Info** tab, you will find the **Effort Name**, **Unclass Acronym**, **Agency**, **Directorate**, **Classification**, and **Description**. You may notice this is the same information found in the Business Opportunities grid.

When you open the View Details modal, you will not need to navigate the **General Info** tab, as it is already open.
Review Categories

On the Categories tab, you will find the Competition Type, Effort Type, Contract Type, Open to all contractor status, Effort FSS status, BAA (Broad Agency Announcement) status.
To navigate to the **Categories** tab

- From the View Details modal, click **Categories**.

**Review Contract**

On the **Contract** tab, you will find the **Anticipated Period of Performance BASE Number of Years**, **Anticipated Number of Options**, **Anticipated Period of Performance OPTION Total Number of Years**, **Other Base Options / Comments**.
To navigate to the **Contract** tab

- From the View Details modal, click **Contract**.

**Review Schedule**

On the **Schedule** tab, you will find the **Draft BASS Tentative time frame**, **Final BAA Release Tentative time frame**, **Market Survey Release Tentative time frame**, **RFI Release Tentative time frame**, **Draft RFP Release Tentative time frame**, **Final RFP Release Tentative time frame**, and **Award Tentative time frame**.
To navigate to the **Schedule** tab

- From the View Details modal, click **Schedule**.

---

**Review Files**

On the **Files** tab, you will find the **Filename**, **File Size**, **Date**.
To navigate to the **Files** tab

- From the View Details modal, click **Files**.

**Submit interest in a business opportunity**
To submit interest in a business opportunity

1. From the Business Opportunities page, click on the **Name** of the Business Opportunity you are interested in.

   ![Image of View Business Opportunity modal](image1)

   The **View Business Opportunity modal** will open.

2. Review the details of the Business Opportunity, and click **Submit Interest**.

   You will be navigated to the **Submit Interest** modal.

3. Select a contractor type in **Interested As**, and enter your company capabilities and qualifications in **Statement of Company Capabilities** and **Statement of Why Your Organization Can Meet the Acquisition Requirements**.
4. Click **Submit Interest**.

---

**Print information about a business opportunity**

To print a view

1. In the Edit Business Opportunity modal, navigate to the tab you want to print.

2. Click **Print View**.

3. Use the print dialogue to print the tab.
5.3 Efforts

The main focal point of the ARC, efforts are the method by which the government issues source selections and solicitations to potential contractors. Unless set-up as a limited blind effort, efforts are visible to all users. Agency power users are able create efforts, while contractor users can submit bids. In the Efforts module, you will find important information about efforts, such as the purpose, contacts, questions, proposals, and submissions.

There are several places in the ARC where you can access efforts, including My Efforts, Current Efforts, and an Agency's efforts page. When you access an effort, you will see the effort split into sections, with each section listed on a different tab. Some sections, such as the Basic Information, Schedule and Announcements, will be apart of every effort. Other sections, such as Q&A, RFI, RFP, and BAA Submission, are configured by the effort administrator as needed.
5.3.1 Info

You can review summary information about the effort on the Info tab, including the Acronym, Agency, Classification, Description, Effort Name, and Directorate.
Term definitions

**Acronym**  
An abbreviation formed from the initial letters of other words, acronyms in the ARC are used to denote agencies, efforts, business opportunities, etc... In the ARC system, acronyms are more commonly used than the full term.

**Agency**  
Typically listed in the system by a 3-5 digit acronym, the Agency is a government organization which procures goods and services through the ARC. You can read a full list of Agencies in the [Agency List](#) article.

**Classification**  
In the ARC system, the classification denotes the level of sensitivity of information. Users are able to create custom classifications, however, the two base classifications are classified and unclassified.

**Description**  
Detailed information about the effort.

**Directorate**  
A section of an Agency that has a specific mission.

**Effort name**  
A set of words which identify the effort. Typically, the effort will be referred to by its acronym.
5.3.2 Schedule

On the Schedule tab, you will find important milestone dates for the effort. You can toggle between a List and Chart view of the dates, and export milestones dates to your calendar. If you have subscribed to the effort, the milestone dates will also show on the My Calendar page.

Efforts Schedule webpage

Understanding the List tab

On the List tab you will see a list of important dates, with the label presented to the left of the date. To the right of the date you will see an Outlook icon, which you can click to export the date to your Outlook calendar.

Efforts Schedule webpage, list tab view
Export a date to your Outlook calendar

To export a date to your Outlook calendar

1. While viewing an effort, click Sched.

2. Find the date you want to add to your calendar, then click the Outlook icon.

3. Follow the instructions on your personal computer to import the date to your Outlook calendar.

Toggle between the List and Chart tabs

When you open the Schedule tab, the view will be set to List. You can toggle the view between List and Chart.

To toggle the view

1. Navigate to the Schedule tab.
2 Click **Chart**.

The **Chart** tab will open

3 To navigate back to the **List** tab, click **List**.

**Understanding the Chart tab**
On the **Chart** tab you will find a Gantt-like view of the important dates for the effort.

- Each date has a lane, where the Y axis represents the topic, and X axis represents time. You will see the date label to the right of the date, or in-between two related dates.
- Time between two related dates, such as the open and close period for submission, display as a shaded area between points in time.

5.3.3 **POCS**

On the **POCS** tab you will find a grid of contacts that you can reach out to if you have questions about the effort. The grid includes **Contact Name**, **Contact Type**, **Open Phone**, and **Open Email** for each contact. You can export the contact list to Excel, PDF, CSV, or Word.
5.3.4 Annnc

On the Announcements tab you will find updates posted about the effort. If you are subscribed to the effort, you will receive this information on the My Notifications/Inbox page whenever a new announcement is posted.
5.3.5 Q&A

If you have a question about an effort, navigate to the Q&A tab. On the Q&A tab you can ask a question, review questions others have asked, check which questions have been answered and which questions have been declared invalid. Before you ask a question, check the Unanswered Questions, Answered Questions, and Invalid Questions tabs to see if your question, or a similar question, has already been asked. If not, navigate to the My Questions tab and submit a new question.

Selecting the Q&A tab

See also:
Submit a question

5.3.5.1 My Questions

When you navigate to the Q&A tab, you will land on the My Questions sub-tab. On the My Questions sub-tab, you will see a grid of questions you have asked. In the grid are Type, Status, Submitted date, Classification, and the question you asked. There are several interactions available to you, such as recusing or editing your question.
Submit a question

If you need more information about an effort, or need clarification - consider submitting a question through the Ask a question feature. Before asking a question, check the Answered Questions, Invalid Questions, and Unanswered Questions tab. Your question may have already been asked, and if it has been asked, you will find the question on one of those tabs.

To ask a question

1. After opening an effort, click Q&A.

2. Click Add New Question. The Submit a Question modal will appear.
If the Add New Question button is not available on the Q&A tab, question submission is not available for that effort. A message should appear below the effort tabs, which reads "Submission not currently open."

3 Select a Type and Classification, then enter your question in the Question field.

4 Click Submit a Question. You will be navigated back to the My Questions tab, and your question will appear in the My Questions grid.
Once your question has been submitted, the question will be sent to the relevant point of contact to review.

See also:

Question review process

Recline a question

If you need to withdrawal your question from consideration, you can opt to recuse it.

To recuse your question:

1. While viewing an effort, click Q&A. You will be navigated to the My Questions sub-tab.

2. Find the question you want to recuse, and click Recuse.

Once you Recuse the question, it will be removed from the Q&A section of the effort for all users. The question will no longer appear on the My Questions, Answered Questions, Invalid Questions, or Unanswered Questions tab.
Edit a question

You can make changes to your questions on the My Questions sub-tab.

To make a change

1. While viewing an effort, click Q&A. You will be navigated to the My Questions sub-tab.

2. In the My Questions grid, locate the question you want to change, and click Edit Q.

The Edit your Question modal will appear. You can edit the Type, Classification, and Question - including the format and content.
To confirm the change, click **Edit your Question**. Your updated question will appear in the **My Questions** grid. The **Submitted** date will have changed to the date and time you edited the question.

5.3.5.2 **Unanswered Questions**

On the **Unanswered Questions** sub-tab, you will see a grid of unanswered questions that users have submitted for the effort. In the grid are **Question Number**, **Type**, **Submitted date**, **Classification**, and the question you asked. There is also an **Answer** field, but because these questions are unanswered, you will not see any information in this field. You can refresh the grid or export the information to Excel or PDF.
5.3.5.3 Invalid Questions

On the Invalid Questions sub-tab, you will see a grid of questions that the CO or other points of contact have determined are not pertinent to the effort, or would result in the disclosure of proprietary or classified information. In the grid are Question Number, Type, Submitted date, Classification, the question you asked, and the Answer. In the Answer field you will find the reason your question has been invalidated. You can refresh the grid or export the information to Excel or PDF.

Note: If you do not see the reason your question has been invalidated in the Answer field, then the answer may be classified, and you will need to log into the High side to access.

5.3.5.4 Answered Questions

On the Answered Questions sub-tab, you will see a grid of questions that have been answered by the CO or other points of contact for the effort. In the grid are Question Number, Type, Submitted date, Classification, the question you asked, and the Answer. In the Answer field you will find the answer to your question. You can refresh the grid or export the information to Excel or PDF.

Note: If you do not see the answer to your question in the Answer field, then the answer may be classified, and you will need to log into the High side to access.
5.3.5.5 Question review process

After you submit a question about an effort, the question will pass through a structured review process, which starts with the CO.

- The CO will review the question for validity, and if the question is valid, the question will appear on the Unanswered Questions sub-tab.

- If the question is found to be invalid, the question will appear on the Invalid Questions sub-tab. You will receive an email with a short explanation as to why the question is invalid.

- If the question would require the disclosure of proprietary or classified information, your question will be included on the Invalid Questions sub-tab. An email will be sent to notify you of the classified or proprietary nature of the question.

- Once the question has been answered, the question will appear on the Answered Questions sub-tab. You will receive an email which contains the answer to your question.

Note: If a question has been determined invalid, it will not be answered.
Communications

As your question passes through the question review process, you will need to check My Questions to get the status of your question. However, once a final status has been determined for your question, an email will be sent to you.

If a question that you submitted has been answered, you will receive an email with the answer included.

Your question could be answered.
Your question was found to be invalid. If a question you submitted has been found to be invalid, you will receive an email response with a short description of why the question was deemed invalid.

Your question was marked proprietary or confidential. If a question you submitted has been marked proprietary or confidential, you will receive a general email notifying you of the proprietary or confidential status of your question. No specific information will be provided to explain why your question is proprietary or confidential.
5.3.6 Conference

Coming soon!

5.3.7 Effort Libraries

As a part of the effort, there may be one or several libraries where interested parties can submit documents. Examples include the CBL, DRFP, and FRFP libraries.

See also:

Libraries
5.3.8 **BAA Submission**

Coming soon!

5.3.9 **RFIs & RFPs**

RFI's, RFP's, Market Surveys, and the like are the core of the ARC 2.0 Efforts lifecycle. Visit these tabs to find the pertinent source selection documents and to upload your response, if applicable.

**Document Library**

The document library contains any solicitation documents that have been released by the government for the specific effort. For more information on how to utilize the document library, go to the Documents Manager topic.

**Q&A**

If the particular effort has Q&A particular to this section, there will be a Q&A tab enabled. Q&A functionality is the same whether at the effort-wide level or at the sub-section level. For more information on how to utilize Q&A, refer to the Q&A topic and sub-topics.

**Responses/Document Upload Area**

The responses or document upload area will allow you to submit responses to that particular request (RFI, RFP, etc). To use the response section, click the Add Files button, which will launch the upload window.
The upload window is used throughout the site on most Document Managers or File Lists. Depending on the capabilities of your browser, you may have drag and drop upload capabilities.

When the upload window initially loads, it will be empty. Click **Add files**, or if the control says drag and drop is supported, simply start dragging files onto the control. If not using drag and drop, an explorer dialog will come up for you to select one or more files.
Once you have loaded some files to the control, it will appear as below, with files showing in the list.
Save these files to the server by clicking the [Start upload] button. The control will begin processing your files.
Once upload is complete, close the upload window with the close button and your files will appear in their parent folder in the Document Manager or in the File List.
5.3.10 Effort Unavailable/Maintenance Mode

On the Schedule tab, you will find important milestone dates for the effort. You can toggle between a

DEA-DEMO - DEA-DEMO - MAINTENANCE

This effort is currently undergoing maintenance. Please check back again later.
List and Chart view of the dates, and export messages to your calendar. If you have subscribed.
5.3.11 **Limited Access Effort**

Some efforts are limited to a specific set of users. If you are granted access to such an effort, you will see the effort on the **Current Efforts** and **My Subscriptions** pages. If you do not have access to the effort, you will not be able to see the effort anywhere in the system.

5.4 **Events**

The ARC supports creation of Events for various purposes, such as pitching a new capability and organizing a conference for vendors to learn more about an effort.
To register for an event

1. Point to Links and click Events.

   ![Links menu]

   You will see a grid with a list of events.

2. Click the Title of the event you wish to attend. The Event Registration page will open.

   ![Event title]

3. After reviewing the event details, click Register Here.

   ![Register Here button]

4. In Registration for, select Self or Other.

   ![Registration form]

   If you select Other, a Search will open. You will need to find your associate in the Search before proceeding.
5. In **Registering for**, select the event days you wish to attend.

6. Click **Save**. A registration confirmation will appear on screen, and a confirmation email will be sent to your unclassified email address.

Note: You can also enter emergency contact information, specify whether you need a sign language interpreter, and enter security officer's name and contact information. However, you are not required to enter this information.

---

**Edit registration**

To edit your registration:

- Follow the steps to cancel your registration. When the Event Registration Details page opens, deselect the sessions you do not wish to attend.
To cancel your event registration

1. In the Navigation Bar, navigate to the event by pointing to Links, the clicking Events.

2. In the events grid, click the Title of the event you registered for.

3. Click Cancel Registration. You will be navigated to the Event Registration Details page.

4. To cancel your entire registration, select Yes in Cancel Registration. If you want to cancel part of your registration, deselect the sessions you don’t want to attend.

5. Click Save.
5.5 Libraries

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.
### Tools

Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.

### File Explorer

Use the File Explorer to navigate the Library.

### Document List

Use the Document List to review what files are in a folder.

### Library Statistics

Use the Library Statistics to determine how many folders and files are in the Library.

#### How to navigate the Library

To navigate the Library:

1. Click a **folder** in the File Explorer.

Documents in the **folder** you clicked will appear in the Document List.
If there are child folders, they will appear in the File Explorer.

2. Continue clicking folders in the File Explorer until the document you want appears in the Document List.

**NOTE:** You can also use the Back and Forward buttons in the Tools region to navigate the Library.

- If you have clicked a folder in the File Explorer, you can return to the last folder by clicking the Back button.
- If you have clicked the Back button, you can return to the last folder by click the Forward button.

---

**How to download files in the Library to your computer**

To download a file from the Library
1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

2. Click Open. The download will start immediately.

Note: You can also double-click the file you want to download.

How to change the view of the Document List

You can change the view of the Document List by clicking Grid View or Thumbnails View.

How to add or remove your library
When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the My Library region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

**Add a file to my library**

To add a file to your library

1. Identify the file you want to add to your library and right-click the file.
2. When the menu opens, click *Add/Remove My Library*.

To indicate that the file is in your library, the background of the file will turn yellow.

The file will be added to your library.
Remove a file from My Library

After you add a file to your library, you can also remove the file without deleting the file from the system.

To remove a file from your library

1. Identify the file you want to remove from your library and right-click the file.
2. When the menu opens, click Add/Remove My Library.

To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

The file will be removed from your library.
How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click Download Folders and Files.

A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!
5.6 Login/Authentication

After you register on the ARC, you will need to login to access ARC content and features. This article will help you with managing your login. Some important things to know:

- Your user name is your unsecured email address.
- If your login attempt fails X* times in a row, your account will be locked.

*Check with the IT Help Desk ((703) 230-6300) to find out how many login attempts you can make before getting locked out.

How to log in to your account

To login to your account

1. From anywhere in the ARC System, click login.

2. Click I Accept the Terms.

3. In the User Name box, enter your user name.

4. In the Password box, enter your password.

5. Click Log in.

How to change your password
To change your password

1. From anywhere in the ARC System, click change password.

2. In the Password box, enter your password.

3. In the New Password box, enter your new password.

4. In the Confirm Password box, re-enter your new password.

5. Click Change Password.

How to recover your password

To recover your password

1. From anywhere in the ARC System, click login.

2. Click Forgot your password.
3. In the **User Name** box, enter your user name.

   ![User Name Input](image)

   **User Name**: demo.user@acme.com
   
   Your username is your open (unclassified) email address!

4. Click **Continue**.

5. In the **Answer box**, enter the answer in the **Question** prompt.

   ![Identity Confirmation](image)

   **Identity Confirmation**

   Answer the following question to receive your password.

   **User Name**: rdonnells@falconlogic.com
   
   **Question**: In what city did you meet your spouse/significant other?
   
   **Answer**: ENTER YOUR ANSWER HERE

   ![Get New Password Button](image)

6. Click **Get New Password**.

   An email will be sent to your unclassified email address.

7. Open your email client, find the email "ARC Password Rest" and open it.

   ![Email Message](image)

8. Copy your new password to the clipboard. Click **login**.
9. Follow the Account Login procedure.

.warning How to unlock your account (under construction)

Coming soon!

.warning How to validate your account (under construction)

Coming soon!

.warning Understanding PKI Certificate Information (under construction)

Coming soon!
5.7 Upload documents

The **Upload documents** modal is used throughout the ARC to upload files to the system. While this is not always the process used in the ARC system, it is the most common method.

To upload documents

1. From the **Load Documents** modal, click **Add Files**.

   ![Add Files modal](image)

   Your computer's **File Explorer** will open.

2. Select the files you want to upload and click **Open**. Using the keyboard, you can hold **Ctrl** to select multiple files.
3. After you have added all of the files you want to upload, click **Start Upload** to upload the documents.

The status field will tell you how much of your file has been uploaded. The status will be "100%" and a green check will appear once the file upload has been completed.
4. Click X to close the Load Documents dialogue.

   The documents will appear in the Document Manager or File List.

   NOTE: Depending on your browser, you can drag files to the Add Files grid.
MAXIMUM FILE SIZE PER FILE IS 100MB
6 Links

On the Links page you will find links to the Frequently Accesssed Links - which also appear as menu items in the Links drop-down menu on the Navigation Bar. Visit the links below to review the help articles for the linked pages.

Navigate to the Links page

To navigate to the Links page

- In the Navigation Bar, click Links.

See also:

- IC Public Announcements
- Events
- Feedback
- Contact Us
- Help
- Reading Room Scheduler

6.1 IC Public Announcements

You can create Announcements in the ARC system to share solicitations, initiatives, and general information -- such as a new business process or procedure-- with your colleagues and industry partners. Anytime you have information you want to share, post the information as an Announcement.

NOTE: Announcements posted to the IC Public Announcements page are viewable by all contractors and Intelligence Community organizations. If you want to post a Public Announcement which is only viewable
by ARC users who have access to your Intelligence Community organization, post the announcement to your organization’s Announcement page and select Public Announcement.

---

**Navigate to the IC Public Announcements page**

To navigate to the IC Public Announcements

1. In the Navigation Bar, point to Links and click IC Public Announcements.

![Image of the Navigation Bar with a click on IC Public Announcements]

See also:

Announcements

**6.2 Events**

Intelligence agencies host events at the ACE and NRO campuses. You can register for these events on the ARC.

**Navigate to the Events page**

To navigate to the Events page

- Point to Links and click Events.
See also:

Events

6.3 Feedback

Do you want to let us know about your experience using the ARC? Do you have ideas on how to make the ARC better? Use the Feedback page to let us know!

Navigate to the Feedback page

To navigate to the Feedback page

1. In the Navigation Bar, point to Links and click Feedback.
How to leave feedback

To submit feedback

1. Select a Comment Type, and enter your comment in the Details.

2. If you want, you can upload files by clicking Select and using your computer's file manager to upload files.

3. Make sure your comments and attachments are unclassified, and select I Certify My Comments/Attachments are UNCLASSIFIED.

4. Click Submit Feedback.

Important Do not attach classified documents to your Feedback Submission. Feedback Submissions are not secure.
6.4 Contact Us

You can find all contacts associated with the ARC on the Contact Us page.

Navigate to the Contact Us page

To navigate to the Contact Us page:

- In the Navigation Bar, point to Links, then click Contact Us.

See Also:

IC ARC Contacts

6.5 Reading Room Scheduler

Use the information on the Reading Room Scheduler page to book time at the reading room in the ACE facility in Chantilly, Virginia. If you have any questions, do not hesitate to call the front desk.

Navigate to the Reading Room Scheduler

To navigate to the Contact Us page:

- In the Navigation Bar, point to Links, then click Reading Room Scheduler.
7 My ARC

My ARC is the homepage and main jumping off point for end users in the system. From My ARC, you can manage your files, edit your profile, manage your subscriptions and view your notifications, and manage information about your company.

Navigate to My ARC

When you login to the ARC, you will be navigated to the My ARC > My Homepage. However, if you need to get back to My ARC

- Point to My ARC on the Navigation Bar and click My ARC.

About My Homepage

To enhance your ability to manage your data on the ARC, My Homepage provides you with a space to view all of the artifacts you have created in the system.
About **My Notifications/Inbox**

The My Notifications/Inbox is one of the central features of ARC 2.0. Within this screen, you can see and manage all the notifications you have received, and link to your subscriptions.
About **My Calendar**

The My Calendar feature shows you all the important milestone dates of efforts and events you are tracking or enrolled for.

![My Calendar screenshot](image)

About **My Account Settings**

Under My Account Settings, you can manage your contact information, password and security questions, and attributes about your organization.
My Subscriptions allows you to manage the notifications you would like to receive in summary and pertaining to specific agencies and efforts.

- Receive Daily Digest?
- Receive Weekly Digest?
- Receive Monthly Digest?
7.1 My Homepage

To enhance your ability to manage your data on the ARC, *My Homepage* provides you with a space to view all of the artifacts you have created in the system. *My Homepage* is split into 5 regions - *Links*, *My Efforts*, *My Library*, *My Files*, and *DropBox*.

**Navigate to My Homepage**

When you login to the ARC, you will be navigated to the My ARC > My Homepage. However, if you need to get back to My ARC

- Point to *My ARC* on the Navigation Bar and click *My Homepage*.

**About Links**

This region provides quick access to important areas of the system. The links available to you will differ depending on your ARC system role.

**About My Efforts**

Presented as a data grid, this region displays the efforts you have created in the ARC. You can:

- filter the grid
- export the efforts data
- rate the efforts

About My Library

Presented as a data grid, this region displays the documents you have uploaded to the ARC. You can:

- navigate to the document folder
- download the document
- remove the document from the system

About My Files
Presented as a data grid, this region displays the files you have uploaded to the ARC. You can:

- add files
- delete files
- download files

About DropBox

Presented as a data grid, this region displays the files you have submitted for upload into the classified ARC. You can:

- add files
- delete files
- download files

7.1.1 Links

The Links region of My Homepage provides quick access to important areas of the system. The links available to you are limited by your role. There are 3 different link types, which contain the following links:
Navigate to the Links section of My Homepage

From My Homepage

- Using the mouse, rotate the wheel button forward to scroll to the top of My Homepage.

The Links region will appear.

Navigate to the My Efforts section of My Homepage

From the top of My Homepage:

7.1.2 My Efforts

The My Efforts region of My Homepage provides a convenient location to manage the efforts you have created in the ARC system.
- Using the mouse, rotate the wheel button backward to scroll towards the bottom of My Homepage.

The My Efforts region will appear.

![My Efforts grid screenshot]

**Viewing your efforts**

In the My Efforts grid, you can view the Effort Name, Unclass Acronym, Type, Status, Classification, Agency, Directorate, Last Activity, Sub status, and Rating note.

![Effort Name, Unclass Acronym, Agency, Directorate, Type, Status, Classification, Last Activity, Sub status, and Rating note]

Additionally, you can manage your view by filtering, toggling the rating and note, and searching for efforts.

**Filter the My Efforts grid**

The My Efforts grid has two built in filters, each with a drop-down list of options:
<table>
<thead>
<tr>
<th>Filter Name</th>
<th>Options</th>
</tr>
</thead>
<tbody>
<tr>
<td>Filter Efforts By</td>
<td>• All Active Efforts</td>
</tr>
<tr>
<td></td>
<td>• My Subscribed Efforts</td>
</tr>
<tr>
<td></td>
<td>• Newly Updated Efforts</td>
</tr>
<tr>
<td>Include Efforts</td>
<td>• Active Efforts</td>
</tr>
<tr>
<td></td>
<td>• Viewable Efforts</td>
</tr>
<tr>
<td></td>
<td>• All Efforts</td>
</tr>
</tbody>
</table>

To set either filter:

1. Click the filter option located to the right of the filter label.
2. Click the filter option you want from the drop-down list.

**Toggle the rating and note**

To hide the Rating Notes field in the My Efforts grid, select the Hide Rating/Notes check box.
Search efforts in the My Efforts grid.

You can filter the My Efforts grid by searching in the fields:

- Effort Name
- Unclass Acronym
- Agency
- Directorate

To perform a search:

1. Using the mouse, click the text box located above the field that you want to search.
2. Using the keyboard, enter your search term.
3. Using the mouse, click anywhere outside of the text box.

The My Efforts grid will reload based on your search term.

Search Rules

1. If you enter text into more than one field, each term will be accounted for in the search.
2. All searches are for partial text.
For example, if you enter "DI" into the **Agency** field, the field value "DIA" will be returned.

<table>
<thead>
<tr>
<th>Effort Name</th>
<th>Unclass Acronym</th>
<th>Agency</th>
<th>Directorate</th>
</tr>
</thead>
<tbody>
<tr>
<td>LB-23OCT14</td>
<td>LB-23OCT14</td>
<td>DIA</td>
<td>N/A-None</td>
</tr>
</tbody>
</table>

### Reorder columns in the My Efforts grid

**Reordering Columns**

You can customize the column order of the **My Efforts** grid.

To move a column:

- Using the mouse, drag the column to the desired position.

### Save your customizations

You can save your **My Efforts** grid customizations to be the default view when you access **My Homepage**.

To save

- Click **Save Preferences** located in the top left corner of the **My Efforts** grid.
How to rate an effort

To reduce the need to return to your organization's efforts page, you can rate efforts directly from the My Efforts grid.

To rate an effort

1. Point to the effort you want to rate in the My Efforts grid.

On the right side of the grid there are 5 stars. These stars represent potential ratings.

2. Ratings are from left to right. Point to the star you want, then click the star.

The star you click, include those stars to the left, will become highlighted. The amount of stars highlighted represents your rating.

How to export your efforts

If you need to share effort data outside of the ARC, you can export My Efforts to Excel, PDF, csv, and Word.

To export My Efforts:

1. Set the view of My Efforts that you want to export.

2. Click on the corresponding icon.

A file will download to your computer. File format:

My Efforts - YYYY-MM-DD HHMM[AM/PM]

My Efforts - 2017-11-22 0858PM

Export icons
**How to open My Effort Notes**

You can manage your effort notes directly from the **My Efforts** grid.

To manage your effort notes, open the **My Efforts Notes** modal:

1. Move your mouse to the right side of the **My Efforts** grid.
   
   The **Effort Notes** link is located directly below the **Effort Rating** in the right-most column.

2. Click on the **Effort Notes** link.
   
   The **My Effort Notes** modal will open.
See also:

My Effort Notes

7.1.2.1 My Effort Notes

To assist you in reviewing efforts, you can add a short commentary about the effort, known as an "effort note". By adding effort notes, you can track feedback about the effort directly in the ARC System.
Navigate to the My Efforts section of My Homepage

The My Efforts Notes modal is accessed by clicking the link Effort Notes in the My Efforts grid, located on My Homepage.

Viewing an effort note

Upon accessing the My Efforts Notes modal, you will see a grid with all of your effort notes. The grid includes User, Notes, Shared, and Last Modified columns.
Viewing additional notes

There is a limit as to how many notes can be shown in the My Efforts Notes grid. If there are more effort notes than can fit on screen, then use the paginator control to view additional notes. The paginator control is located at the bottom of the My Efforts Notes grid.

Using the paginator

The paginator is split into 5 parts:

<table>
<thead>
<tr>
<th>Part Name</th>
<th>Part Image</th>
<th>Part Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin</td>
<td><img src="image" alt="Begin" /></td>
<td>Click on this control component to return to the first page of notes.</td>
</tr>
<tr>
<td>Previous</td>
<td><img src="image" alt="Previous" /></td>
<td>Click on this control component to return to the previous page of notes.</td>
</tr>
<tr>
<td>Page Number</td>
<td><img src="image" alt="Page" /></td>
<td>This control component displays the page you are on.</td>
</tr>
<tr>
<td>Next</td>
<td><img src="image" alt="Next" /></td>
<td>Click on this control component to go to the next page of notes.</td>
</tr>
</tbody>
</table>
How to add an effort note

If you have not added a note to an effort, you can add an effort note directly from the My Effort Notes modal.

To add a note:

1. Click Add Note.

2. Enter your commentary in the Note field.

3. If you want to share your note with your colleagues, select Shared?

A check mark will appear in the Shared? check box.

4. Click Save.
NOTE: You can only add 1 note per effort. If you have already added a note to an effort, the option to add a note will not be available.

How to edit an effort note

You can edit your effort notes directly from the My Effort Notes grid.

To edit a note:

1. Point to the note you want to edit.
2. Click Edit.
3. Make the necessary updates.
   You can make changes these fields:
   • Notes
   • Shared
4. Click Save.
How to delete an effort note

You can edit your effort notes directly from the My Effort Notes grid.

To delete a note:

1. Point to the note you want to delete.
2. Click Delete and confirm your action.

7.1.3 My Library

Documents that you add to different areas of the ARC System will appear in the My Library region of My Homepage.

Navigate to the My Library section of My Homepage

From the top of My Homepage:

- Using the mouse, rotate the wheel button backward to scroll towards the bottom of My Homepage.

The My Library region will appear.

See also:

Libraries

7.2 My Notifications/Inbox

The My Notifications/Inbox is one of the central features of ARC 2.0. Within this screen, you can see and manage all the notifications you have received, and link to your subscriptions.
Navigate to My Notifications/Inbox

To navigate to the My Notifications/Inbox page

- On the Navigation Bar, point to My ARC, then click My Notifications/Inbox.

Page Layout

The Notifications/Inbox page is split into four regions - Notifications, Filters, Control Panel, and Notifications grid.

Notifications

Options in the Notifications region of the My Notifications/Inbox page allow you to filter notifications found in the Notifications grid. You can choose to view All, Unread, Starred or Archived notifications.

Note: Setting a value in the Notifications region will cancel any selections in the Filters region.

- Click this filter to view all notifications. This is the default view.
- Click this filter to view unread notifications only.
Options in the Filters region of the My Notifications/Inbox page allow you to filter notifications found in the Notifications grid. You can choose to view Efforts, Agencies, and Summaries.

**Note:** Setting a value in the Filters region will cancel any selections in the Notifications region.

**Efforts**
This filter will show effort related notifications only. Click the triangle to the left to bring up the sub-view of all efforts you are subscribed to. You can then click on an effort acronym to show notifications about that effort only.

**Agencies**
This filter will show agency related notifications only. Click the triangle to the left to bring up the sub-view of all agencies you are subscribed to. You can then click on an agency acronym to show notifications about that agency only.

**Summaries**
This filter will show only the summaries you are subscribed to (daily, weekly, monthly).
### Control Panel

You can manage your notifications inbox from the Control Panel found on the My Notifications/Inbox page.

<table>
<thead>
<tr>
<th>Control</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Pane</td>
<td>Click this control to open a reading pane on the My Notifications/Inbox page.</td>
</tr>
<tr>
<td>Open</td>
<td>Select a message in the Notifications grid, then click <strong>Open</strong> to open the message in a new window.</td>
</tr>
<tr>
<td>Print</td>
<td>Select a message in the Notifications grid, then click <strong>Print</strong> to print the message. After you click <strong>Print</strong>, the print dialogue of your computer will open.</td>
</tr>
<tr>
<td>Mark as Read</td>
<td>You can use this control after having marked a notification as read. After clicking <strong>Mark as Unread</strong>, click <strong>Mark as Read</strong> to set the notification to unread.</td>
</tr>
<tr>
<td>Mark as Unread</td>
<td>After having clicked a notification, the notification will be marked as read. Use this control to reset the unread status of the notification.</td>
</tr>
<tr>
<td>Delete</td>
<td>Select a notification in the Notifications grid and click <strong>Delete</strong> to remove the notification from the grid. <strong>Note</strong>: Upon clicking delete, the message will be deleted, and you will not be able to undo the delete of the notification.</td>
</tr>
<tr>
<td>Archive</td>
<td>If you want to save a message, but remove it from your inbox, select a notification in the Notifications grid and click <strong>Archive</strong>. You can later...</td>
</tr>
</tbody>
</table>
view the notification by clicking **Archive** in the Notification region.

- **Unarchive**
  When viewing notifications in your Archive, you can click **Unarchive** to move them back to your Notifications Inbox.

- **Manage Subscriptions**
  Click **Manage Subscriptions** to navigate to **My Subscriptions**, where you can manage what notifications will be sent to your Notifications Inbox.

---

**Notifications grid**

The Notifications grid consists of **Star**, **Attachment**, **Effort**, **Agency**, **Directorate**, **Subject**, and **Date** fields.

![Notifications grid](image)

- **Star**
  You can add stars to your Notifications to help you prioritize your Inbox. To filter the grid by starred messages, click **Starred** in the **Notifications** region.

- **Attachment**
  When a file icon is present in this field, a document has been attached to the notification. To open the attachment, you can click on the attachment icon, or press enter on your keyboard when the icon is highlighted.

- **Effort**
  A source selection or solicitation from the government. You can click the header of the Effort field to sort notifications in the grid by Effort.
Typically listed in the system by a 3-5 digit acronym, the Agency is a government organization which procures goods and services through the ARC. You can read a full list of Agencies in the Agency List article. You can click the header of the Agency field to sort notifications in the grid by Agency.

A section of an Agency that has a specific mission. You can click the header of the Directorate field to sort notifications in the grid by Directorate.

The topic of the notification. You can click the header of the Subject field to sort notifications in the grid by Subject.

The Date is when the message was sent. Dates are in military time and formatted as YYYY-MM-DD HH:MM. You can click the header of the Date field to sort notifications in the grid by Date.

Using the Notifications/Inbox

Read a notification

To read a notification

- Point anywhere in the row of the notification you want to read.

Click once to open the notification in a reading pain directly below the notifications grid.
Click **Open** to open the notification in a new window.

---

**Use the star feature**

You can star notifications to recall them later by filtering on starred notifications.

To star a notification:

- Locate the notification you want to star and click the area in the star field.

A star will appear.
If you want to remove a star, click the star and the star will be removed from the notification.

**View an attachment (under construction)**

Coming soon!

**Sort the Notifications grid**

To sort the Notifications grid

- Find the field you want to sort on, then click the header.

The notifications will appear in alphabetical order.
If you want to show the notifications in reverse order, click the header again.
Filter the Notifications grid

To filter the Notifications grid

- Check the Notifications and Filters region to find the field you want to filter on, then click the field.
The Notifications grid will update to show only those notifications which match the filter.

Note: You can only filter on one field at a time. Clicking an additional field will remove the previous filter.

**Group the Notifications grid**

To group the Notifications grid

- Find the header of the field you want to group on and drag the header to the region directly above the Notifications grid.

The field name will appear in the Grouping region, and the Notifications grid will tabulate on that field.
Additionally, the grouping feature supports grouping on multiple fields. After selecting a field to group on, you can drag additional fields to the Grouping region.

7.3 My Calendar

You can use My Calendar to find important milestone dates of efforts and events you are tracking or enrolled.
To navigate to the **My Calendar** page

- In the **Navigation Bar**, point to **My ARC** and click **My Calendar**.

![Navigation Bar with My Calendar selected](image)

**Manage your calendar view**

To assist you in reviewing your efforts and events, you can change the view of **My Calendar** to show day, week, or month, and can navigate the calendar to review different periods of time.

**Switch the calendar view to day, week, or month**

The default view of **My Calendar** is month, however, you can switch the calendar view to day or month.

- **Day view**
- **Week view**
- **Month view**

![Calendar views](image)

- Click **Day**, **Week**, or **Month** to change the view of the calendar.
Additionally, when the calendar is in Month view, you can switch the view to Day by clicking more. You will find more on the calendar when there are more calendar items than can fit in the space.

Navigate the calendar

There are several options for navigating the calendar. You can use the arrow controls to move forward or backwards 1 increment, use the calendar control to pick a date, or click today to return to today's date.

Navigate forward or backwards 1 day, week, or month

You can use the arrow controls to move forward or backward a single increment.

- In day view, the calendar will move forward or backward 1 day.
- In week view, the calendar will move forward or backward 1 week.
- In month view, the calendar will move forward or backward 1 month.
Move forward 1 increment

To move forward 1 increment

- Click the right arrow.

Move backward 1 increment

To move back 1 increment

- Click the left arrow.

Navigate to a selected date

You can navigate to a specific date on My Calendar by using the calendar control.

To use the calendar control

1. Click the downward facing arrow located to the right of today.

2. Select a date by clicking it. You can use the left and right arrows to change months, or the double arrows to navigate quarters.
Navigate to today's date

If you navigate away from today's date, you can use the today button to return to a view which includes today.

- In day view, clicking today will navigate you to today's date.
- In week view, clicking today will navigate you to the week of today.
- In month view, clicking today will navigate you to the month of today.
To navigate to today's date

- Click today.

To filter your calendar

Click Efforts or Events. The calendar will update with your selection.

If you need to clear your selection, choose another option, or refresh the page to show all calendar items.
7.4 **My Account Settings**

From **My Account Settings**, you can manage your contact and authentication data.

- **Navigate to My Account Settings**

  To navigate to the **My Account Settings** page:
  - In the **Navigation Bar**, point to **My ARC** and click **My Account Settings**.

- **Manage your contact information**

  You can use the Contact Information tab of **My Account Settings** to edit the contact information you provided when you registered for the ARC.
Company/Organization: The company, organization, or agency/directorate affiliation for which you registered when you set-up your ARC account. To change your company or organization, please click Change Affiliation to proceed through the Change Affiliation workflow.

Title/Salutation: Your name of dignity, honor, distinction, or preeminence by virtue of rank, office or precedence. Examples include Dr, CPT, ADM, and MWO. You are not required to provide a title or salutation.

First Name: The name in the first position of your social security card or other official government documentation. If you have a security clearance, the first name you provide should correspond to the first name you have listed in security clearance.
| **Middle Name** | The portion of your name which is placed after your first name and before your last name. You are not required to provide a middle name, however, if you do provide a middle name it should correspond to the middle name on your security clearance. If you do not have a clearance, please provide the middle name listed on your social security card or other official government documentation. |
| **Last Name** | The portion of your name which indicates your family, tribe or community. If you have a security clearance, your last name should correspond to the last name you have listed in security clearance databases and on your PKI certificate. If you do not have a clearance, please provide the last name listed on your social security card or other official government documentation. |
| **Suffix** | Post-nominal letters which indicate your position, educational degree, accreditation, office, or honor. Examples include PhD, "CCNA, and OBE". You are not required to provide a suffix. |
| **Open Phone** | The 10 digit number at which you can be reached by phone. Do not enter your wireless or cell phone here, unless that is the only phone you have. |
| **Open Email** | The digital mailbox - typically written as local-part@domain - at which you can be reached on unclassified networks. You establish your open email address when signing up for an account, and to maintain proper security controls, you cannot change your open email address. If you have a legitimate reason to change your open email address while still maintaining the same entity affiliation, e.g. your company changed it's domain name, contact the helpdesk at (703) 230-6300. |
| **Secure Phone** | The 7 digit number at which you can be reached by phone on secure networks. You do not have to provide this information if you are not registered for the secure ARC. |
| **Secure Email** | The digital mailbox - typically written as local-part@domain - at which you can be reached on classified (high side) networks. Please remember that your high side email address is typically not classified. If you are in doubt about entering your secure email address, contact your government program security office. If you do not enter a classified email address, your access to the high side ARC will be impeded. |
| **Wireless** | The 10 digit number at which you can be reached on cellular networks. |
s Phone

Wireless Carrier

The provider of wireless communication services for your wireless phone. If your carrier is listed, select it and you can opt to receive SMS or text message alerts from the ARC.

Timezone

A geographic region within which the same time is used. Timestamps in the system are synced with your geographic location, however, you can use this field to specify the timezone for date and time data you view in the system.

Update your contact information

To update your contact information

- On the My Account Settings page, in the section My Contact Information, make the necessary updates and click Save.
  - To edit Title/Salutation, First Name, Middle Name, Last Name, Suffix, Job Title/Position, Open Phone, Secure Phone, Secure Email, and Wireless Phone, enter text into the field.
  - To change SSAN, click Edit SSAN, then enter a new SSAN and click Save.
  - To change the Wireless Carrier or Timezone, make a selection from the drop down list.

Change your primary affiliation

To change your primary affiliation

1. On the My Account Settings page, in the section My Contact Information, click Change Primary Affiliation.

2. Select the organization type of your new affiliation - Government or Contractor.
a. If you chose Government, enter your Agency and Directorate, then click Continue.

b. If you chose Contractor, enter your Duns and Organization Name, then click Continue.

3. After entering details about your new agency or organization, you will be navigated to the Update Your Profile page. Enter your new Open Phone and Open Email.
   If you are registered on the secure ARC, enter your new Secure Phone and Secure Email.
4. Click **Continue**. An email will be sent to your open email address.

To complete the affiliation change, you must respond to the email sent to your open email address within 24 hours.

**Manage your password and security question**

You can use the Password and Security Management tab of **My Account Settings** to manage your authentication settings.
Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td>The secret set of numbers, digits, and symbols you use to authenticate to the ARC system.</td>
</tr>
<tr>
<td>New Password</td>
<td>Used for the change password workflow. Enter your new password in this field.</td>
</tr>
<tr>
<td>Confirm Password</td>
<td>Used for the change password workflow. Re-enter your new password in this field.</td>
</tr>
<tr>
<td>Current Password</td>
<td>Used for the manage security question workflow. Enter your password here to enable you to change your security question.</td>
</tr>
<tr>
<td>Security Question</td>
<td>The phrase to which you supply an answer when you lose your password. The Security Question field, in this context, is used to create a new security question.</td>
</tr>
<tr>
<td>Answer</td>
<td>The response to your security question, which is presented when you lose your password. The Answer field, in this context, is used to create a new answer.</td>
</tr>
</tbody>
</table>
Update your password

To update your password

1. In the Change Password region, enter your current password into Password.
2. Enter your new password in New Password.
3. Enter your new password, again, in Confirm Password.
4. Click Change Password.

Update your security question

To update your security question

1. In the Manage Security Question, enter your password into Current Password.
2. Enter a new security question in Security Question.
3. Enter an answer to your security question in Answer.
4. Click Set New Security Question/Answer.

7.5 My Subscriptions

You can manage your subscriptions to ARC communications on the My Subscriptions page. Communications include ARC summaries, agency announcements, and effort announcements.

Navigate to My Subscriptions

To navigate to the My Subscriptions page

- In the Navigation Bar, point to My ARC and click My Subscriptions.
Summary notifications

Subscribe to Summary notifications to receive summaries about the current efforts in the ARC system on a daily, weekly, or monthly basis.

To subscribe to Summary Notifications

1. From the My Subscriptions page, navigate to the Summaries tab.

2. Select the notifications you would like to receive. A notification will appear at the top of the page. You will now receive the selected notifications.

Daily notifications are sent daily after 6 o’clock Eastern Time

Weekly notifications are sent weekly on Saturday or Sunday.
Monthly notifications are sent sometime around the 3rd of each month.

**Agency notifications**

Subscribe to Agency notifications to receive notifications when an agency posts an announcement or effort.

If an agency chooses not to disclose the name of their agency when posting an effort, you will need to subscribe to that effort using the Effort Notifications workflow.

To subscribe to Agency Notifications:

1. From the My Subscriptions page, navigate to the Agency tab.
2. Select the notifications you would like to receive. If you want to receive a notification, you must first select My. After selecting My, you can choose to receive notifications via email by selecting Email, and SMS (text message) by selecting SMS. After each selection you make, a notification will appear at the top of the page. You will now receive the selected notifications.

**Effort notifications**

Subscribe to Effort notifications when you want to receive information about a specific effort, but do not want to subscribe to an agency, or want to receive information about an open effort that was created before you joined the ARC. After you have joined the ARC, you are automatically subscribed to...
all effort listings, and can also use the Efforts tab to unsubscribe from efforts you are not interested in.

You cannot manage your subscription to limited blind efforts from My Subscriptions. If you need to change your subscription status for a limited blind effort, please contact the program office.

To subscribe to Effort notification

1. From the My Subscriptions page, navigate to the Efforts tab.

2. Select the notifications you would like to receive. If you want to receive a notification, you must first select My. After selecting My, you can choose to receive notifications via email by selecting Email, and SMS (text message) by selecting SMS. After each selection you make, a notification will appear at the top of the page. You will now receive the selected notifications.

Other notifications

Subscribe to Other notifications to receive information about updates to the system that do not pertain to agency announcements and efforts. In Other notifications you can elect to receive notifications about libraries, the NRO Acquisition Manual, NRO Briefing emails, and changes in other non-agency announcement and effort data.

To subscribe to Other notification

1. From the My Subscriptions page, navigate to the Other tab.
2. Select the notifications you would like to receive. After each selection you make, a notification will appear at the top of the page. You will now receive the selected notifications.

Unsubscribe from a notification

If you no longer want to receive a notification, you can use My Subscriptions to remove yourself from the mailing list for that notification.

To unsubscribe from a notification

1. Navigate to the subscription you want to manage.

2. Remove the selection. After each selection you remove, a notification will appear at the top of the page. You will no longer receive the selected notification.

7.6 Change Affiliation

If you have changed your source of employment within the intelligence community, you can manage your organization or agency affiliation on the Change Affiliation page.
To navigate to the Change Affiliation page

- In the Navigation Bar, point to My ARC and click Change Affiliation.

![Navigation Bar with Change Affiliation highlighted]

### Change your affiliation

To change your affiliation

1. Select the organization type of your new affiliation - Government or Contractor.

   ![Affiliation Type Selection]

   a. If you chose Government, enter your Agency and Directorate, then click Continue.
b. If you chose Contractor, enter your Duns and Organization Name, then click Continue.

2. After entering details about your new agency or organization, you will be navigated to the Update Your Profile page. Enter your new Open Phone and Open Email.

   If you are registered on the secure ARC, enter your new Secure Phone and Secure Email.

3. Click Continue. An email will be sent to your open email address.
To complete the affiliation change, you must respond to the email sent to your open email address within 24 hours.

7.7 My Requests

You can manage requests you submit on the ARC on the My Requests page.

Navigate to My Requests

To navigate to the My Requests page

- In the Navigation Bar, point to My ARC and click My Requests.

Please note! This article is under construction. More to come.
8  NRO

When you point to the NRO option on the Navigation Bar, you will be able to view all of the NRO-related topics available on the ARC. Clicking on NRO will take you to the NRO Announcements page, where you can review what is going on in the agency.

Navigate to the NRO page

To navigate to the NRO page

- In the Navigation Bar, click NRO.

See also:

Announcements

8.1 NRO Announcements

Clicking on NRO Announcements will take you to the NRO Announcements page, where you can review what is going on in the agency.

Navigate to the NRO Announcements page

To navigate to the NRO Announcements page

- In the Navigation Bar, point to NRO and then click NRO Announcements.

See also:

Announcements
8.2 **NRO Innovation Web Portal**
Coming soon!

8.3 **Doing Business with the NRO**
Coming soon!

8.3.1 **How to do business**
Coming soon!

8.3.2 **How to market**
Coming soon!

8.3.3 **How to submit ideas**
Coming soon!

8.4 **NRO Contract Security Library**

**Navigation**

To navigate to the NRO Contract Security Library:

- Point to **NRO**, then click **NRO Contract Security Library**.

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.
<table>
<thead>
<tr>
<th>Tools</th>
<th>Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Explorer</td>
<td>Use the File Explorer to navigate the Library.</td>
</tr>
<tr>
<td>Document List</td>
<td>Use the Document List to review what files are in a folder.</td>
</tr>
<tr>
<td>Library Statistics</td>
<td>Use the Library Statistics to determine how many folders and files are in the Library.</td>
</tr>
</tbody>
</table>
To navigate the Library

1. Click a folder in the File Explorer.

![Folder in File Explorer]

Documents in the folder you clicked will appear in the Document List.

![Folder with documents]

If there are child folders, they will appear in the File Explorer.

2. Continue clicking folders in the File Explorer until the document you want appears in the Document List.

![Folder with child folders]

**NOTE:** You can also use the Back and Forward buttons in the Tools region to navigate the Library.

- If you have clicked a folder in the File Explorer, you can return to the last folder by clicking the Back button.
How to download files in the Library to your computer

To download a file from the Library

1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

2. Click Open. The download will start immediately.

Note: You can also double-click the file you want to download.

How to change the view of the Document List
You can change the view of the Document List by clicking Grid View or Thumbnails View.

How to add or remove your library

When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the My Library region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

Add a file to my library

To add a file to your library

1. Identify the file you want to add to your library and right-click the file.
2. When the menu opens, click Add/Remove My Library.

To indicate that the file is in your library, the background of the file will turn yellow.
The file will be added to your library.

![Upload](image)

**Remove a file from My Library**

After you add a file to your library, you can also remove the file without deleting the file from the system.

To remove a file from your library

1. Identify the file you want to remove from your library and right-click the file.
2. When the menu opens, click **Add/Remove My Library**.
To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

The file will be removed from your library.

How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click **Download Folders and Files**.
A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!

8.5 NRO Efforts

On the NRO Efforts page you will find all of the efforts specific to the NRO.

Navigate to the NRO Efforts page

To navigate to the NRO Efforts page
In the Navigation Bar, point to NRO, then click NRO Efforts.

See also:

- Efforts

8.6 **NRO Reference Library**

**Navigation**

To navigate to the NRO Reference Library

- Point to NRO, then click NRO Reference Library.

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.

**Components of the Library**
<table>
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<tr>
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<td>Use the Library Statistics to determine how many folders and files are in the Library.</td>
</tr>
</tbody>
</table>

✅ How to navigate the Library
To navigate the Library

1. Click a **folder** in the File Explorer.

![Folder view](image1.png)

Documents in the **folder** you clicked will appear in the Document List.

![Document List](image2.png)

If there are child folders, they will appear in the File Explorer.

![Child folders](image3.png)

2. Continue clicking **folders** in the File Explorer until the document you want appears in the Document List.

**NOTE:** You can also use the **Back** and **Forward** buttons in the Tools region to navigate the Library.

- If you have clicked a **folder** in the File Explorer, you can return to the last **folder** by clicking the **Back** button.
How to download files in the Library to your computer

To download a file from the Library

1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

2. Click Open. The download will start immediately.

Note: You can also double-click the file you want to download.

How to change the view of the Document List
You can change the view of the Document List by clicking **Grid View** or **Thumbnails View**.

---

**How to add or remove your library**

When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the **My Library** region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

---

**Add a file to my library**

To add a file to your library

1. Identify the file you want to add to your library and right-click the file.

2. When the menu opens, click **Add/Remove My Library**.

To indicate that the file is in your library, the background of the file will turn yellow.
The file will be added to your library.

Remove a file from My Library

After you add a file to your library, you can also remove the file without deleting the file from the system.

To remove a file from your library

1. Identify the file you want to remove from your library and right-click the file.

2. When the menu opens, click Add/Remove My Library.
To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

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How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click Download Folders and Files.
A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!

8.7 NRO Briefings
Coming soon!

8.8 NRO Acquisition Manual
Coming soon!
8.9 **NRO Cost Integrated Process Team (CIPT)**

Coming soon!

8.10 **NRO Business Opportunities**

**Navigation**

To navigate to the NRO Business Opportunities page:

- On the Navigation Bar, point to NRO, then click **NRO Business Opportunities**.

**Overview**

Agencies can market potential efforts by creating Business Opportunities. Much like an effort, details about the opportunity are presented on the agency's Business Opportunities page. You will find information about the business opportunity such as the directorate, contract type and period, and important dates.

**Search for business opportunities by filtering the Business Opportunity grid**

You can find business opportunities by entering search terms in the **Directorate**, **Name**, and **Acronym** fields. Your searches will look for partial text matches, and you can search on multiple
Perform a search

To perform a search

- In the Business Opportunities grid, enter a term in the Directorate, Name, or Acronym field, then click a region outside of the field.

The Business Opportunities grid will update.

Add additional search terms

If you want to further narrow your search
• Enter a term into another search field. In this example, we have entered "NGA" into the Name field, and are adding "Acq" to the Directorate field.

The Business Opportunities grid will update, filtering by both terms.

The Business Opportunities grid will update, filtering by both terms.

**Clear your search**

If you want to clear your search

• In each field you have entered a term, remove the term and click outside of the field. The grid will update with your changes removed.

**View details about a business opportunity**

To open the details of a business opportunity

• Locate the business opportunity you are interested in and click the value in the **Name** field.
The **View Details** modal will appear.

### Review General Info

On the **General Info** tab, you will find the **Effort Name**, **Unclass Acronym**, **Agency**, **Directorate**, **Classification**, and **Description**. You may notice this is the same information found in the Business Opportunities grid.

When you open the View Details modal, you will not need to navigate the **General Info** tab, as it is already open.
Review Categories

On the Categories tab, you will find the Competition Type, Effort Type, Contract Type, Open to all contractor status, Effort FSS status, BAA (Broad Agency Announcement) status.
To navigate to the **Categories** tab

- From the View Details modal, click **Categories**.

**Review Contract**

On the **Contract** tab, you will find the **Anticipated Period of Performance BASE Number of Years**, **Anticipated Number of Options**, **Anticipated Period of Performance OPTION Total Number of Years**, **Other Base Options / Comments**.
To navigate to the **Contract** tab:

- From the View Details modal, click **Contract**.

**Review Schedule**

On the **Schedule** tab, you will find the **Draft BASS Tentative time frame**, **Final BAA Release Tentative time frame**, **Market Survey Release Tentative time frame**, **RFI Release Tentative time frame**, **Draft RFP Release Tentative time frame**, **Final RFP Release Tentative time frame**, and **Award Tentative time frame**.
To navigate to the **Schedule** tab

- From the View Details modal, click **Schedule**.

### Review Files

On the **Files** tab, you will find the **Filename**, **File Size**, **Date**.
To navigate to the **Files** tab

- From the View Details modal, click **Files**.
To submit interest in a business opportunity

1. From the Business Opportunities page, click on the Name of the Business Opportunity you are interested in.

The View Business Opportunity modal will open.

2. Review the details of the Business Opportunity, and click Submit Interest.

You will be navigated to the Submit Interest modal.

3. Select a contractor type in Interested As, and enter your company capabilities and qualifications in Statement of Company Capabilities and Statement of Why Your Organization Can Meet the Acquisition Requirements.
4. Click **Submit Interest**.

---

**Print information about a business opportunity**

To print a view

1. In the Edit Business Opportunity modal, navigate to the tab you want to print.

   ![Edit Business Opportunity Modal]

2. Click **Print View**.
   
   ![Print View Button]

3. Use the print dialogue to print the tab.
8.11 NRO Open & Forecasted Opportunities Report

Coming soon!

8.12 Unsolicited Proposal

Navigation

To navigate to the Unsolicited Proposal page

- On the Navigation Bar, point to NRO, and then click Unsolicited Proposal.
Overview

The National Reconnaissance Organization (NRO) designs, builds, and supplies the nation’s reconnaissance satellites. To encourage innovation, the NRO accepts unsolicited proposals and white papers. If you have a product or are building a product which might be of interest to the NRO, consider submitting a proposal or white paper using the ARC System’s unsolicited proposal workflow.

How to submit a proposal

To submit a proposal

1. On the Unsolicited Proposal / White Paper Submission page
   - Read the submission information, then click Continue.
2 On the Unsolicited Proposal - Policy Agreement page
   1. Read the policy agreement.
   2. In the section Certification by Submitter, select the certification that applies to you, then click Continue.

3 On the Unsolicited Proposal - POC Information page
   1. Select Myself or Someone else. If you select Someone else, you will need to fill out the POC Information for your colleague.
   2. Click Continue.

4 On the Unsolicited Proposal - Submit page
   1. Click the arrow to the left of the Submission Type box, and select a submission type from the expanded list.
   2. In the Title box, enter the proposal title.
   3. In the Summary box, enter a summary of your proposal.
4. To upload a document, click Select. When your File Explorer opens, select a document.

5. Click Continue.

5 On the Thanks page

- Click Continue to exit the Unsolicited Proposal submission process.

NOTE: Upon clicking Continue, you will be taken back to the start of the Unsolicited Proposal submission process.
9  NGA

When you point to the NGA option on the Navigation Bar, you will be able to view all of the NGA-related topics available on the ARC. Clicking on NGA will take you to the NGA Announcements page, where you can review what is going on in the agency.

Navigate to the NGA page

To navigate to the NGA page

- In the Navigation Bar, click NGA.

See also:

Announcements

9.1  NGA Announcements

Clicking on NGA Announcements will take you to the NGA Announcements page, where you can review what is going on in the agency.

Navigate to the NGA Announcements page

To navigate to the NGA Announcements page

- In the Navigation Bar, point to NGA and then click NGA Announcements.
See also:

Announcements

9.2 NGA Efforts

On the NGA Efforts page you will find all of the efforts specific to the NGA.

Navigate to the NGA Efforts page

To navigate to the NGA Efforts page

- In the Navigation Bar, point to NGA, then click NGA Efforts.

See also:

Efforts

9.3 NGA Reference Library

Navigation

To navigate to the NGA Reference Library

- Point to NGA, then click NGA Reference Library.

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.
## Components of the Library

<table>
<thead>
<tr>
<th>Tools</th>
<th>Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Explorer</td>
<td>Use the File Explorer to navigate the Library.</td>
</tr>
<tr>
<td>Document List</td>
<td>Use the Document List to review what files are in a folder.</td>
</tr>
<tr>
<td>Library Statistics</td>
<td>Use the Library Statistics to determine how many folders and files are in the Library.</td>
</tr>
</tbody>
</table>
How to navigate the Library

To navigate the Library

1. Click a folder in the File Explorer.

   ![Folder Example]

   Documents in the folder you clicked will appear in the Document List.

   ![Document List Example]

   If there are child folders, they will appear in the File Explorer.

2. Continue clicking folders in the File Explorer until the document you want appears in the Document List.

   ![Child Folders Example]

   ![Document Appearance Example]

   ![Back and Forward Buttons Example]

   NOTE: You can also use the Back and Forward buttons in the Tools region to navigate the Library.
How to download files in the Library to your computer

To download a file from the Library

1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

2. Click Open. The download will start immediately.

Note: You can also double-click the file you want to download.
How to change the view of the Document List

You can change the view of the Document List by clicking Grid View or Thumbnails View.

How to add or remove your library

When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the My Library region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

Add a file to my library

To add a file to your library

1. Identify the file you want to add to your library and right-click the file.

2. When the menu opens, click Add/Remove My Library.
To indicate that the file is in your library, the background of the file will turn yellow.

The file will be added to your library.

After you add a file to your library, you can also remove the file without deleting the file from the system.
To remove a file from your library

1. Identify the file you want to remove from your library and right-click the file.
2. When the menu opens, click Add/Remove My Library.

To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

The file will be removed from your library.

How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click Download Folders and Files.
A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!

9.4 NGA Business Opportunities

Navigation

To navigate to the NGA Business Opportunities page

- On the Navigation Bar, point to NGA, then click NGA Business Opportunities.
Overview

Agencies can market potential efforts by creating Business Opportunities. Much like an effort, details about the opportunity are presented on the agency's Business Opportunities page. You will find information about the business opportunity such as the directorate, contract type and period, and important dates.

Search for business opportunities by filtering the Business Opportunity grid

You can find business opportunities by entering search terms in the **Directorate**, **Name**, and **Acronym** fields. Your searches will look for partial text matches, and you can search on multiple fields.

Perform a search

To perform a search

- In the Business Opportunities grid, enter a term in the **Directorate**, **Name**, or **Acronym** field, then click a region outside of the field.

The Business Opportunities grid will update.
If you want to further narrow your search

- Enter a term into another search field. In this example, we have entered "NGA" into the Name field, and are adding "Acq" to the Directorate field.

The Business Opportunities grid will update, filtering by both terms.
Clear your search

If you want to clear your search

- In each field you have entered a term, remove the term and click outside of the field.

  The grid will update with your changes removed.

View details about a business opportunity

To open the details of a business opportunity

- Locate the business opportunity you are interested in and click the value in the Name field.

  The View Details modal will appear.
Review General Info

On the General Info tab, you will find the Effort Name, Unclass Acronym, Agency, Directorate, Classification, and Description. You may notice this is the same information found in the Business Opportunities grid.

When you open the View Details modal, you will not need to navigate the General Info tab, as it is already open.
Review Categories

On the Categories tab, you will find the Competition Type, Effort Type, Contract Type, Open to all contractor status, Effort FSS status, BAA (Broad Agency Announcement) status.
To navigate to the **Categories** tab

- From the View Details modal, click **Categories**.

**Review Contract**

On the **Contract** tab, you will find the **Anticipated Period of Performance BASE Number of Years**, **Anticipated Number of Options**, **Anticipated Period of Performance OPTION Total Number of Years**, **Other Base Options / Comments**.
To navigate to the **Contract** tab

- From the View Details modal, click **Contract**.

**Review Schedule**

On the **Schedule** tab, you will find the Draft BASS Tentative time frame, Final BAA Release Tentative time frame, Market Survey Release Tentative time frame, RFI Release Tentative time frame, Draft RFP Release Tentative time frame, Final RFP Release Tentative time frame, Award Tentative time frame.
To navigate to the **Schedule** tab

- From the View Details modal, click **Schedule**.

**Review Files**

On the **Files** tab, you will find the **Filename**, **File Size**, **Date**.
To navigate to the **Files** tab

- From the View Details modal, click **Files**.
To submit interest in a business opportunity

1. From the Business Opportunities page, click on the **Name** of the Business Opportunity you are interested in.

   ![View Business Opportunity modal](image1)

   The **View Business Opportunity modal** will open.

2. Review the details of the Business Opportunity, and click **Submit Interest**.
   
   You will be navigated to the **Submit Interest** modal.

3. Select a contractor type in **Interested As**, and enter your company capabilities and qualifications in **Statement of Company Capabilities** and **Statement of Why Your Organization Can Meet the Acquisition Requirements**.
4. Click **Submit Interest**.

---

**Print information about a business opportunity**

To print a view

1. In the Edit Business Opportunity modal, navigate to the tab you want to print.

2. Click **Print View**.

3. Use the print dialogue to print the tab.
9.5 NGA Open & Forecasted Opportunities Report

Coming soon!

9.6 GSM

GSM stands for Geoint Solutions Marketplace. When you click on the GSM link in the NGA drop down on the Navigation Bar, you will be navigated to the GSM website.
10 CIA

When you point to the CIA option on the Navigation Bar, you will be able to view all of the CIA-related topics available on the ARC. Clicking on CIA will take you to the CIA Announcements page, where you can review what is going on in the agency.

Navigate to the CIA page

To navigate to the CIA page

- In the Navigation Bar, click CIA.

See also:

Announcements

10.1 CIA Announcements

Clicking on CIA Announcements will take you to the CIA Announcements page, where you can review what is going on in the agency.

Navigate to the CIA Announcements page

To navigate to the CIA Announcements page

- In the Navigation Bar, point to CIA and then click CIA Announcements.

See also:
10.2  CIA Efforts

On the CIA Efforts page you will find all of the efforts specific to the CIA.

Navigate to the CIA Efforts page

To navigate to the CIA Efforts page

- In the Navigation Bar, point to CIA, then click CIA Efforts.

See also:

Efforts

10.3 CIA Reference Library

Navigation

To navigate to the CIA Reference Library

- Point to CIA, then click CIA Reference Library.

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.

Components of the Library
Tools
Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.

File Explorer
Use the File Explorer to navigate the Library.

Document List
Use the Document List to review what files are in a folder.

Library Statistics
Use the Library Statistics to determine how many folders and files are in the Library.

How to navigate the Library
To navigate the Library

1. Click a folder in the File Explorer.

![Folder in File Explorer]

Documents in the folder you clicked will appear in the Document List.

![Document List]

If there are child folders, they will appear in the File Explorer.

![Folders in File Explorer]

2. Continue clicking folders in the File Explorer until the document you want appears in the Document List.

**NOTE:** You can also use the Back and Forward buttons in the Tools region to navigate the Library.

- If you have clicked a folder in the File Explorer, you can return to the last folder by clicking the Back button.
How to download files in the Library to your computer

To download a file from the Library

1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

2. Click Open. The download will start immediately.

Note: You can also double-click the file you want to download.

How to change the view of the Document List
How to add or remove your library

When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the My Library region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

Add a file to my library

To add a file to your library

1. Identify the file you want to add to your library and right-click the file.
2. When the menu opens, click Add/Remove My Library.

To indicate that the file is in your library, the background of the file will turn yellow.
The file will be added to your library.

---

Under **My Library**, identify the file you want to remove and right-click the file. When the menu opens, click **Add/Remove My Library**.

---

### Remove a file from My Library

After you add a file to your library, you can also remove the file without deleting the file from the system.

To remove a file from your library:

1. Identify the file you want to remove from your library and right-click the file.
2. When the menu opens, click **Add/Remove My Library**.
To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

The file will be removed from your library.

How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click **Download Folders and Files**.
A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!

10.4 CIA Open & Forecasted Opportunities Report

Coming soon!
11 DNI

When you point to the DNI option on the Navigation Bar, you will be able to view all of the DNI-related topics available on the ARC. Clicking on DNI will take you to the DNI Announcements page, where you can review what is going on in the agency.

Navigate to the DNI page

To navigate to the DNI page

- In the Navigation Bar, click DNI.

See also:

Announcements

11.1 DNI Announcements

Clicking on DNI Announcements will take you to the DNI Announcements page, where you can review what is going on in the agency.

Navigate to the DNI Announcements page

To navigate to the DNI Announcements page

- In the Navigation Bar, point to DNI and then click DNI Announcements.

See also:
Announcements

11.2 DNI Reference Library

Navigation

To navigate to the DNI Reference Library

- Point to DNI, then click DNI Reference Library.

Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.
### How to navigate the Library

To navigate the Library:

1. Click a **folder** in the File Explorer.

   ![Folder in File Explorer](image.png)

   Documents in the **folder** you clicked will appear in the Document List.
2. Continue clicking folders in the File Explorer until the document you want appears in the Document List.

NOTE: You can also use the Back and Forward buttons in the Tools region to navigate the Library.

- If you have clicked a folder in the File Explorer, you can return to the last folder by clicking the Back button.
- If you have clicked the Back button, you can return to the last folder by click the Forward button.

How to download files in the Library to your computer

To download a file from the Library
1. Select the file you want to download from the Document List. You will note that the document Description will appear as a tool tip.

![Document List with selected file](image)

2. Click Open. The download will start immediately.

![Open file dialog](image)

**Note:** You can also double-click the file you want to download.

---

**How to change the view of the Document List**

You can change the view of the Document List by clicking **Grid View** or **Thumbnails View**.

![Grid View](image) ![Thumbnails View](image)

---

**How to add or remove your library**

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When navigating libraries in the ARC, you can choose to add files from a library to your library, which is found in the **My Library** region of My Homepage. If a file is already in your library, you can use the Add/Remove My Library feature to remove the file.

### Add a file to my library

To add a file to your library:

1. Identify the file you want to add to your library and right-click the file.
2. When the menu opens, click **Add/Remove My Library**.

To indicate that the file is in your library, the background of the file will turn yellow.

The file will be added to your library.
Remove a file from My Library

After you add a file to your library, you can also remove the file without deleting the file from the system.

To remove a file from your library

1. Identify the file you want to remove from your library and right-click the file.
2. When the menu opens, click **Add/Remove My Library**.

To indicate that the file has been removed from your library, the background of the file will no longer be yellow.

The file will be removed from your library.
How to download folders

When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

To download folders and files

- In the Library grid, right-click the top level folder of the files and folders you want to download, then click **Download Folders and Files**.

A zip file will download to your computer.

When you open the zip file, you will see that the folder structure is the same as the library.

Create a library message (under construction)

Coming soon!
11.3 DNI Efforts

On the DNI Efforts page you will find all of the efforts specific to the DNI.

 Navigate to the DNI Efforts page

To navigate to the DNI Efforts page

- In the Navigation Bar, point to DNI, then click DNI Efforts.

See also:

Efforts

11.4 DNI Open & Forecasted Opportunities

Coming soon!
12 Other Agencies

The ARC seeks to serve all members of the Intelligence Community. As of the writing of this help file, the agencies in the table below are served in the ARC. If you click on the Other Agencies link on the Navigation Bar, you will be navigated to a page where you can see all of the agencies and their emblem.

Alphabetical by acronym

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>AFISRA</td>
<td>Air Force Intelligence, Surveillance and Reconnaissance Agency</td>
</tr>
<tr>
<td>CIA</td>
<td>Central Intelligence Agency</td>
</tr>
<tr>
<td>DCOM</td>
<td>Department of Commerce</td>
</tr>
<tr>
<td>DEA</td>
<td>Drug Enforcement Administration, Office of National Security Intelligence</td>
</tr>
<tr>
<td>DHS</td>
<td>Department of Homeland Security</td>
</tr>
<tr>
<td>DIA</td>
<td>Defense Intelligence Agency</td>
</tr>
<tr>
<td>DNI</td>
<td>Director of National Intelligence</td>
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<td>DOD</td>
<td>Department of Defense</td>
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<td>DOE</td>
<td>Department of Energy</td>
</tr>
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<td>DTSPS</td>
<td>Diplomatic Telecommunications Service Program Office</td>
</tr>
<tr>
<td>FBI</td>
<td>Federal Bureau of Investigations</td>
</tr>
<tr>
<td>INR</td>
<td>Bureau of Intelligence and Research</td>
</tr>
<tr>
<td>Agency</td>
<td>Description</td>
</tr>
<tr>
<td>--------</td>
<td>-------------</td>
</tr>
<tr>
<td>NASA</td>
<td>National Aeronautics and Space Administration</td>
</tr>
<tr>
<td>NGA</td>
<td>National Geospatial-Intelligence Agency</td>
</tr>
<tr>
<td>NIST</td>
<td>National Institute of Standards and Technology</td>
</tr>
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<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
</tr>
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<td>NRO</td>
<td>National Reconnaissance Office</td>
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<tr>
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<td>Office of Intelligence and Analysis</td>
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<tr>
<td>OICI</td>
<td>Office of Intelligence and Counterintelligence</td>
</tr>
<tr>
<td>Other</td>
<td>Other</td>
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<tr>
<td>TFI</td>
<td>Office of Terrorism and Financial Intelligence</td>
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<td>Air Force</td>
</tr>
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<td>Coast Guard</td>
</tr>
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<td>Marine Corps</td>
</tr>
<tr>
<td>USN</td>
<td>Navy</td>
</tr>
</tbody>
</table>
12.1 AFISRA

When you point to the AFISRA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the AFISRA-related topics available on the ARC. Clicking on AFISRA will take you to the AFISRA Announcements page, where you can review what is going on in the agency.

Navigate to the AFISRA page

To navigate to the AFISRA page

- In the Navigation Bar, point to Other Agencies and then click AFISRA.

See also:

Announcements

12.1.1 AFISRA Announcements

Clicking on AFISRA Announcements will take you to the AFISRA Announcements page, where you can review what is going on in the agency.

Navigate to the AFISRA Announcements page

To navigate to the AFISRA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to AFISRA. Click AFISRA Announcements.
See also:

Announcements

12.1.2 AFISRA Efforts

On the AFISRA Efforts page you will find all of the efforts specific to the AFISRA.

Navigate to the AFISRA Efforts page

To navigate to the AFISRA Efforts page

- In the Navigation Bar, point to Other Agencies, then AFISRA. Click AFISRA Efforts.

See also:

Efforts

12.2 DCOM

When you point to the DCOM option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DCOM-related topics available on the ARC. Clicking on DCOM will take you to the DCOM Announcements page, where you can review what is going on in the agency.

Navigate to the DCOM page

To navigate to the DCOM page

- In the Navigation Bar, point to Other Agencies and then click DCOM.

See also:

Announcements

12.2.1 DCOM Announcements

Clicking on DCOM Announcements will take you to the DCOM Announcements page, where you can review
what is going on in the agency.

Navigate to the DCOM Announcements page

To navigate to the DCOM Announcements page

- In the Navigation Bar, point to Other Agencies and then point to DCOM. Click DCOM Announcements.

See also:

Announcements

12.2.2 DCOM Efforts

On the CGI Efforts page you will find all of the efforts specific to the CGI.

Navigate to the CGI Efforts page

To navigate to the DCOM Efforts page

- In the Navigation Bar, point to Other Agencies, then DCOM. Click DCOM Efforts.

See also:

Efforts

12.3 DEA

When you point to the DEA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DEA-related topics available on the ARC. Clicking on DEA will take you to the DEA Announcements page, where you can review what is going on in the agency.

Navigate to the DEA page
To navigate to the DEA page

- In the **Navigation Bar**, point to **Other Agencies** and then click **DEA**.

See also:

- **Announcements**

### 12.3.1 DEA Announcements

Clicking on **DEA Announcements** will take you to the **DEA Announcements** page, where you can review what is going on in the agency.

---

**Navigate to the DEA Announcements page**

To navigate to the INR Announcements page

- In the **Navigation Bar**, point to **Other Agencies** and then point to **INR**. Click **INR Announcements**.
See also:

Announcements

12.3.2 DEA Efforts

On the DEA Efforts page you will find all of the efforts specific to the DEA.

Navigate to the DEA Efforts page

To navigate to the DEA Efforts page

- In the Navigation Bar, point to Other Agencies, then DEA. Click DEA Efforts.

See also:

Efforts
12.4 DIA

When you point to the DIA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DIA-related topics available on the ARC. Clicking on DIA will take you to the DIA Announcements page, where you can review what is going on in the agency.

Navigate to the DIA page

To navigate to the DIA page

- In the Navigation Bar, point to Other Agencies and then click DIA.

See also:

Announcements

12.4.1 DIA Announcements

Clicking on DIA Announcements will take you to the DIA Announcements page, where you can review what is going on in the agency.

Navigate to the DIA Announcements page

To navigate to the DIA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to DIA. Click DIA Announcements.
See also:

Announcements

12.4.2 DIA Efforts

On the DIA Efforts page you will find all of the efforts specific to the DIA.

Navigate to the DIA Efforts page

To navigate to the DIA Efforts page

- In the Navigation Bar, point to Other Agencies, then DIA. Click DIA Efforts.

See also:

Efforts

12.5 DHS

When you point to the DHS option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DHS-related topics available on the ARC. Clicking on DHS will take you to the DHS Announcements page, where you can review what is going on in the agency.
Navigate to the DHS page

To navigate to the DHS page

- In the Navigation Bar, point to Other Agencies and then click DHS.

See also:

Announcements

12.5.1 DHS Announcements

Clicking on DHS Announcements will take you to the DHS Announcements page, where you can review what is going on in the agency.

Navigate to the DHS Announcements page

To navigate to the DHS Announcements page

- In the Navigation Bar, point to Other Agencies and then point to DHS. Click DHS Announcements.
See also:

Announcements

12.5.2 DHS Efforts

On the DHS Efforts page you will find all of the efforts specific to the DHS.

Navigate to the DHS Efforts page

To navigate to the DHS Efforts page

- In the Navigation Bar, point to Other Agencies, then DHS. Click DHS Efforts.

See also:

Efforts
12.6 **DOD**

When you point to the **DOD** option in the **Other Agencies** drop down on the **Navigation Bar**, you will be able to view all of the DOD-related topics available on the ARC. Clicking on **DOD** will take you to the DOD Announcements page, where you can review what is going on in the agency.

**Navigate to the DOD page**

To navigate to the **DOD** page

- In the **Navigation Bar**, point to **Other Agencies** and then click **DOD**.

See also:

[Announcements](#)

### 12.6.1 DOD Announcements

Clicking on **DOD Announcements** will take you to the **DOD Announcements** page, where you can review what is going on in the agency.

**Navigate to the DOD Announcements page**

To navigate to the **DOD Announcements** page

- In the **Navigation Bar**, point to **Other Agencies** and then point to **DOD**. Click **DOD Announcements**.

See also:

[Announcements](#)

### 12.6.2 DOD Efforts

On the **DOD Efforts** page you will find all of the efforts specific to the DOD.
Navigate to the DOD Efforts page

To navigate to the DOD Efforts page

- In the Navigation Bar, point to Other Agencies, then DOD. Click DOD Efforts.

See also:

Efforts

12.7 DOE

When you point to the DOE option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DOE-related topics available on the ARC. Clicking on DOE will take you to the DOE Announcements page, where you can review what is going on in the agency.

Navigate to the DOE page

To navigate to the DOE page

- In the Navigation Bar, point to Other Agencies and then click DOE.

See also:

Announcements

12.7.1 DOE Announcements

Clicking on DOE Announcements will take you to the DOE Announcements page, where you can review what is going on in the agency.

Navigate to the DOE Announcements page

To navigate to the DOE Announcements page

- In the Navigation Bar, point to Other Agencies and then point to DOE. Click DOE.
12.7.2 DOE Efforts

On the DOE Efforts page you will find all of the efforts specific to the DOE.

Navigate to the DOE Efforts page

To navigate to the DOE Efforts page

- In the Navigation Bar, point to Other Agencies, then DOE. Click DOE Efforts.

See also:

Efforts

12.8 DTSPPO

When you point to the DTSPPO option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the DTSPPO-related topics available on the ARC. Clicking on DTSPPO will take you to the DTSPPO Announcements page, where you can review what is going on in the agency.

Navigate to the DTSPPO page

To navigate to the DTSPPO page

- In the Navigation Bar, point to Other Agencies and then click DTSPPO.
See also:

Announcements

12.8.1 DTSP0 Announcements

Clicking on DTSP0 Announcements will take you to the DTSP0 Announcements page, where you can review what is going on in the agency.

Navigate to the DTSP0 Announcements page

To navigate to the DTSP0 Announcements page

- In the Navigation Bar, point to Other Agencies and then point to DTSP0. Click DTSP0 Announcements.

See also:

Announcements

12.8.2 DTSP0 Efforts

On the DTSP0 Efforts page you will find all of the efforts specific to the DTSP0.

Navigate to the DTSP0 Efforts page

To navigate to the DTSP0 Efforts page

- In the Navigation Bar, point to Other Agencies, then DTSP0. Click DTSP0 Efforts.

See also:

Efforts
12.9 FBI

When you point to the FBI option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the FBI-related topics available on the ARC. Clicking on FBI will take you to the FBI Announcements page, where you can review what is going on in the agency.

Navigate to the FBI page

To navigate to the FBI page

- In the Navigation Bar, point to Other Agencies and then click FBI.

See also:

Announcements

12.9.1 FBI Announcements

Clicking on FBI Announcements will take you to the FBI Announcements page, where you can review what is going on in the agency.

Navigate to the FBI Announcements page

To navigate to the INR Announcements page

- In the Navigation Bar, point to Other Agencies and then point to INR. Click INR Announcements.
See also:

Announcements

12.9.2 FBI Efforts

On the FBI Efforts page you will find all of the efforts specific to the FBI.

Navigate to the FBI Efforts page

To navigate to the FBI Efforts page

- In the Navigation Bar, point to Other Agencies, then FBI. Click FBI Efforts.
See also:

Efforts

12.10 INR

When you point to the INR option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the INR-related topics available on the ARC. Clicking on INR will take you to the INR Announcements page, where you can review what is going on in the agency.

Navigate to the INR page

To navigate to the INR page

In the Navigation Bar, point to Other Agencies and then click INR.

See also:

Announcements

12.10.1 INR Announcements

Clicking on INR Announcements will take you to the INR Announcements page, where you can review what is going on in the agency.

Navigate to the INR Announcements page

To navigate to the INR Announcements page

- In the Navigation Bar, point to Other Agencies and then point to INR. Click INR Announcements.
See also:

Announcements

12.10.2 INR Efforts

On the INR Efforts page you will find all of the efforts specific to the INR.

Navigate to the INR Efforts page

To navigate to the INR Efforts page

- In the Navigation Bar, point to Other Agencies, then INR. Click INR Efforts.

See also:

Efforts
12.11 NASA

When you point to the NASA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the NASA-related topics available on the ARC. Clicking on NASA will take you to the NASA Announcements page, where you can review what is going on in the agency.

Navigate to the NASA page

To navigate to the NASA page

- In the Navigation Bar, point to Other Agencies and then click NASA.

See also:

Announcements

12.11.1 NASA Announcements

Clicking on NASA Announcements will take you to the NASA Announcements page, where you can review what is going on in the agency.

Navigate to the NASA Announcements page

To navigate to the NASA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to NASA. Click NASA Announcements.

See also:

Announcements

12.11.2 NASA Efforts

On the NASA Efforts page you will find all of the efforts specific to the NASA.
12.12 NIST

When you point to the NIST option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the NIST-related topics available on the ARC. Clicking on NIST will take you to the NIST Announcements page, where you can review what is going on in the agency.

12.12.1 NIST Announcements

Clicking on NIST Announcements will take you to the NIST Announcements page, where you can review what is going on in the agency.
Announcements.

12.12.2 NIST Efforts

On the NIST Efforts page you will find all of the efforts specific to the NIST.

Navigate to the NIST Efforts page

To navigate to the NIST Efforts page

- In the Navigation Bar, point to Other Agencies, then NIST. Click NIST Efforts.

See also:

Efforts

12.13 NOAA

When you point to the NOAA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the NOAA-related topics available on the ARC. Clicking on NOAA will take you to the NOAA Announcements page, where you can review what is going on in the agency.

Navigate to the NOAA page

To navigate to the NOAA page

- In the Navigation Bar, point to Other Agencies and then click NOAA.
See also:

Announcements

12.13.1 NOAA Announcements

Clicking on NOAA Announcements will take you to the NOAA Announcements page, where you can review what is going on in the agency.

Navigate to the NOAA Announcements page

To navigate to the NOAA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to NOAA. Click NOAA Announcements.

See also:

Announcements

12.13.2 NOAA Efforts

On the NOAA Efforts page you will find all of the efforts specific to the NOAA.

Navigate to the NOAA Efforts page

To navigate to the NOAA Efforts page

- In the Navigation Bar, point to Other Agencies, then NOAA. Click NOAA Efforts.
See also:
Efforts

12.14 NSA

When you point to the NSA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the NSA-related topics available on the ARC. Clicking on NSA will take you to the NSA Announcements page, where you can review what is going on in the agency.

Navigate to the NSA page

To navigate to the NSA page

- In the Navigation Bar, point to Other Agencies and then click NSA.
See also:

Announcements

12.14.1 NSA Announcements

Clicking on NSA Announcements will take you to the NSA Announcements page, where you can review what is going on in the agency.

Navigate to the NSA Announcements page

To navigate to the NSA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to NSA. Click NSA Announcements.
See also:

Announcements

12.14.2 NSA Efforts

On the NSA Efforts page you will find all of the efforts specific to the NSA.

Navigate to the NSA Efforts page

To navigate to the NSA Efforts page

- In the Navigation Bar, point to Other Agencies, then NSA. Click NSA Efforts.
See also:

Efforts

12.15 OIA

When you point to the OIA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the OIA-related topics available on the ARC. Clicking on OIA will take you to the OIA Announcements page, where you can review what is going on in the agency.

Navigate to the OIA page

To navigate to the OIA page

- In the Navigation Bar, point to Other Agencies and then click OIA.
See also: Announcements

12.15.1 OIA Announcements

Clicking on OIA Announcements will take you to the OIA Announcements page, where you can review what is going on in the agency.

Navigate to the OIA Announcements page

To navigate to the OIA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to OIA. Click OIA Announcements.

See also: Announcements
12.15.2 OIA Efforts

On the OIA Efforts page you will find all of the efforts specific to the OIA.

Navigate to the OIA Efforts page

To navigate to the OIA Efforts page

- In the Navigation Bar, point to Other Agencies, then OIA. Click OIA Efforts.

See also:

Efforts

12.16 Other

When you point to the Other option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the Other-related topics available on the ARC. Clicking on Other will take you to the Other Announcements page, where you can review what is going on in the other agencies.
Navigate to the Other page

To navigate to the Other page:

- In the Navigation Bar, point to Other Agencies and then click Other.

See also:

Announcements

12.16.1 Other Announcements

Clicking on Other Announcements will take you to the Other Announcements page, where you can review what is going on in other agencies on the ARC.
Navigate to the Other Announcements page

To navigate to the Other Announcements page:

- In the Navigation Bar, point to Other Agencies and then point to Other. Click Other Announcements.

See also:

Announcements

12.16.2 Other Efforts

On the Other Efforts page you will find all of the efforts specific to the other agencies on the ARC.
To navigate to the Other Efforts page

- In the Navigation Bar, point to Other Agencies, then Other. Click Other Efforts.

See also:

Efforts

12.17 OICI

When you point to the OICI option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the OICI-related topics available on the ARC. Clicking on OICI will take you to the OICI Announcements page, where you can review what is going on in the agency.

Navigate to the OICI page

To navigate to the OICI page
• In the **Navigation Bar**, point to **Other Agencies** and then click **OICI**.

### See also:

[Announcements](#)

#### 12.17.1 OICI Announcements

Clicking on **OICI Announcements** will take you to the **OICI Announcements** page, where you can review what is going on in the agency.

### Navigate to the OICI Announcements page

To navigate to the OICI Announcements page

• In the **Navigation Bar**, point to **Other Agencies** and then point to **OICI**. Click **OICI Announcements**.
See also:

Announcements

12.17.2 OICI Efforts

On the OICI Efforts page you will find all of the efforts specific to the OICI.

Navigate to the OICI Efforts page

To navigate to the OICI Efforts page

- In the Navigation Bar, point to Other Agencies, then OICI. Click OICI Efforts.

See also:

Efforts

12.18 TFI

When you point to the TFI option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the TFI-related topics available on the ARC. Clicking on TFI will take you to the TFI Announcements page, where you can review what is going on in the agency.

Navigate to the TFI page

To navigate to the TFI page

- In the Navigation Bar, point to Other Agencies and then click TFI.
See also:

Announcements

12.18.1 TFI Announcements

Clicking on TFI Announcements will take you to the TFI Announcements page, where you can review what is going on in the agency.

Navigate to the TFI Announcements page

To navigate to the INR Announcements page

- In the Navigation Bar, point to Other Agencies and then point to INR. Click INR Announcements.
12.18.2 TFI Efforts

On the **TFI Efforts** page you will find all of the efforts specific to the TFI.

---

**Navigate to the TFI Efforts page**

To navigate to the TFI Efforts page:

- In the **Navigation Bar**, point to **Other Agencies**, then **TFI**. Click **TFI Efforts**.

---

**See also:**

- **Announcements**
- **Efforts**
12.19 USA

When you point to the USA option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the USA-related topics available on the ARC. Clicking on USA will take you to the USA Announcements page, where you can review what is going on in the agency.

Navigate to the USA page

To navigate to the USA page

- In the Navigation Bar, point to Other Agencies and then click USA.

See also:

Announcements
12.19.1 USA Announcements

Clicking on USA Announcements will take you to the USA Announcements page, where you can review what is going on in the agency.

Navigate to the USA Announcements page

To navigate to the USA Announcements page

- In the Navigation Bar, point to Other Agencies and then point to USA. Click USA Announcements.

See also:

Announcements
12.19.2 USA Efforts

On the USA Efforts page you will find all of the efforts specific to the USA.

Navigate to the USA Efforts page

To navigate to the USA Efforts page

- In the Navigation Bar, point to Other Agencies, then USA. Click USA Efforts.

See also:

Efforts
12.20 USAF

When you point to the USAF option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the USAF-related topics available on the ARC. Clicking on USAF will take you to the USAF Announcements page, where you can review what is going on in the agency.

Navigate to the USAF page

To navigate to the USAF page

- In the Navigation Bar, point to Other Agencies and then click USAFs.

See also:
12.20.1 USAF Announcements

Clicking on USAF Announcements will take you to the USAF Announcements page, where you can review what is going on in the agency.

Navigate to the USAF Announcements page

To navigate to the USAF Announcements page

- In the Navigation Bar, point to Other Agencies and then point to USAF. Click USAF Announcements.
See also:

Announcements

12.20.2 USAF Efforts

On the **USAF Efforts** page you will find all of the efforts specific to the USAF.

Navigate to the USAF Efforts page

To navigate to the **USAF Efforts** page

- In the **Navigation Bar**, point to **Other Agencies**, then **USAF**. Click **USAF Efforts**.
See also:

Efforts

12.21 USCG

When you point to the USCG option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the USCG-related topics available on the ARC. Clicking on USCG will take you to the USCG Announcements page, where you can review what is going on in the agency.

Navigate to the USCG page

To navigate to the USCG page

- In the Navigation Bar, point to Other Agencies and then click USCG.
See also:

Announcements

12.21.1 USCG Announcements

Clicking on USCG Announcements will take you to the USCG Announcements page, where you can review what is going on in the agency.
To navigate to the **USCG Announcements** page

- In the **Navigation Bar**, point to Other Agencies and then point to **USCG**. Click **USCG Announcements**.

**See also:**

[Announcements](#)

### 12.21.2 USCG Efforts

On the **USCG Efforts** page you will find all of the efforts specific to the USCG.
Navigate to the USCG Efforts page

To navigate to the **USCG Efforts** page

- In the **Navigation Bar**, point to **Other Agencies**, then **USCG**. Click **USCG Efforts**.

See also:

- Efforts
12.22 USMC

When you point to the USMC option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the USMC-related topics available on the ARC. Clicking on USMC will take you to the USMC Announcements page, where you can review what is going on in the agency.

Navigate to the USMC page

To navigate to the USMC page

- In the Navigation Bar, point to Other Agencies and then click USMC.
See also:

Announcements

12.22.1 USMC Announcements

Clicking on USMC Announcements will take you to the USMC Announcements page, where you can review what is going on in the agency.

Navigate to the USMC Announcements page

To navigate to the USMC Announcements page

- In the Navigation Bar, point to Other Agencies and then point to USMC. Click USMC Announcements.
See also:

Announcements

12.22.2 USMC Efforts

On the USMC Efforts page you will find all of the efforts specific to the USMC.

Navigate to the USMC Efforts page
To navigate to the USMC Efforts page

- In the Navigation Bar, point to Other Agencies, then USMC. Click USMC Efforts.

See also:

Efforts
12.23 USN

When you point to the USN option in the Other Agencies drop down on the Navigation Bar, you will be able to view all of the USN-related topics available on the ARC. Clicking on USN will take you to the USN Announcements page, where you can review what is going on in the agency.

Navigate to the USN page

To navigate to the USN page:

- In the Navigation Bar, point to Other Agencies and then click USN.
See also:

Announcements

12.23.1 USN Announcements

Clicking on USN Announcements will take you to the USN Announcements page, where you can review what is going on in the agency.
Navigate to the USN Announcements page

To navigate to the **USN Announcements** page

- In the **Navigation Bar**, point to Other Agencies and then point to **USN**. Click **USN Announcements**.

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**See also:**

[Announcements](#)
12.23.2 USN Efforts

On the USN Efforts page you will find all of the efforts specific to the USN.

Navigate to the USN Efforts page

To navigate to the USN Efforts page

- In the Navigation Bar, point to Other Agencies, then USN. Click USN Efforts.
See also:

Efforts
There may be instances in which you need to find a specific contractor, or set-up a limited blind effort so that only contractors that meet specific criteria can bid. For these scenarios, use the Contractor Registry.

Navigate to the Contractor Registry page

To navigate to the Contractor Registry

- In the Navigation Bar, click Contractor Registry.
To search for a contractor

1. Enter criteria into the Contractor Registry Search. You can enter
   - Company Specific

   In the **Company Specific** section you can search for companies by **Company Name**, **DUNS**, or **NAICS Code**. Searches in the **Company Specific** section will return companies with a given name and/or within a given industry.

   **IMPORTANT**: Values entered in the **Company Name**, **DUNS**, or **NAICS Code** fields must match a value in the ARC system. To help you, we have provided an auto completion feature which displays a list of potential values that match what you have typed into the field. If you choose not to search for a value in the ARC system, your search will not return results.

   - Geographic Search

   Geographic Search. In the Geographic Search section you are able to specify a **Distance** to a specified **Zip Code**. Distance values are in miles.

   **Note**: You must enter values for both **Distance** and **Zip Code** in order for the search to work.

   - Capability Statement
When contractors setup their profile they can specify certain capabilities in the Capabilities Statement. You can search those capabilities by entering keywords in the **Keyword** field. Generating a list of contractors with specific capabilities may help you better target a limited blind effort.

**Note:** Make sure to review the instructions in this section to tailor the search to your needs.

- **NRO Specific Criteria**

In the NRO Specific Criteria section you can check specific NRO criterion for which you want to filter. If you have an effort which is specific to a particular NRO qualification, this will help you generate a list of contractors who are already qualified. The following criterion are available for you to search:

- SCIF
- CWAN/IPA Access
- Experience Controlling SCI Information
- DCAA Approved Accounting System
- Experience Contracting with Government
- Active NRO Prime Contract
- Active NRO Sub Contract
- Approved Corporate OCI Plan
- Facility Clearance

- **Company Attributes**
In the Company Attributes section you are able to specify an **Organization Type**, **SBA Business Type**, and **Business Type** for your search. You can select multiple criteria in each region by holding the CTRL or SHIFT keys and selecting 2 or more criterion. Holding CTRL will select only the criterion you choose, while holding SHIFT will select all criterion between the 2 chosen (including those chosen). Examples of each are listed below:

- **Organization Type.** Examples include *DOT Certified DBE, For Profit Organization,* and *Private University or Collage.*

- **SBA Business Type.** Examples include *SBA Certified 8A Join Venture,* *SBA Certified Hub Zone Firm,* and *SBA Certified Small Disadvantaged Business.*

- **Business Type.** Examples include *Airport Authority,* *Black American Owned,* *Federal Agency.*

2. Click **Search.** You will be navigated to the **Search Results** page.

### 13.1 Search Results

The Search Results page is accessed after you have performed a search from the Contractor Registry page. On this page you can:

- Review the search criteria you specified on the Contractor Registry page.
- Review the list of registered contractors returned by your search.
- Navigate to the Single Contractor Details page by selecting a contractor in the registered contractors grid.
- Export the list of registered contractors to an Excel, PDF or CSV file.
- Perform a new search.
Navigate to the Search Results page

To get to the Search Results page in the Contractor Registry, you must complete a search on the Contractor Registry page.

Review the Search Criteria

At the top of the Search Results page is the search criteria from the Contractor Registry page.

For the criterion you specified on the Contractor Registry page there will be a corresponding value. In most instances, the value you specified on the Contractor Registry page will be displayed, however, certain fields will display a related value instead, as noted in the table below:
<table>
<thead>
<tr>
<th><strong>Search</strong> [Distance] miles of [Zip Code]</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Type</strong> G3</td>
</tr>
<tr>
<td><strong>SBA Business Type</strong> A6</td>
</tr>
</tbody>
</table>

The 2 digit code that corresponds to the organization type you selected will be displayed. For example, if you chose "Alaskan Native Servicing Institution" on the Contractor Registry page, "G3" would appear as the value for Organization Type.

The 2 digit code that corresponds to the SBA business type you selected will be displayed. For example, if you chose "SBA Certified 8A Program Participant" on the Contractor Registry page, "A6" would appear as the value for SBA Business Type.
The 2 digit code that corresponds to the business type you selected will be displayed. For example, if you chose “Airport Authority” on the Contractor Registry page, “TR” would appear as the value for Business Type.

**Export search results to an Excel document**

To export the results to a document

- In the Search Results grid, click the icon which represents the document type you wish to extract.
  
  You can export to Excel, PDF, and CSV.
A file will be downloaded to your computer.

Navigate to a single contractor's details page

To navigate to a single contractor's details page

- Locate the contractor you want to review, then click the value in the **DUNS** or **Name** field.

You will be navigated to the **Single Contractor Details** page.
### Perform a new search

To perform a new search:

- From the Search Results page, click **New Search**.

[New Search]

You can also click **Contractor Registry** in the breadcrumb.

[Contractor Registry]
13.2 Single Contractor Details

The Single Contractor Details page is accessed by selecting a contractor in the grid found on the Search Results page. On this page there are 5 tabs where you can view information about the contractor.

- Corporate Info

In the Corporate Info section of the Single Contractor Details page, you will find the contractor's Basic Information, Physical address and Mailing address.

  - **Basic Information.** Information that identifies the business. Contains Legal Name, DBA Name, Internet Website, Cage Code, Business Start Date, and Profile Last Updated fields.

  - **Physical Address.** The address in this section is where the business is located. Contains Street, City, State, and Postal fields.

  - **Mailing Address.** This is where the contractor receives their mail. Contains Street, City, State, and Postal fields.

<table>
<thead>
<tr>
<th>Corporate Info</th>
<th>Business Types</th>
<th>Goods and Services</th>
<th>POCs</th>
<th>NRO Attributes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Basic Information</strong></td>
<td></td>
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</tr>
<tr>
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<td>Cage Code</td>
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<td>Business Start Date</td>
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<td>Profile Last Updated</td>
<td>4/10/2014</td>
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</tr>
</tbody>
</table>

| Physical Address | | | | |
| Street | 123 Demo St | | | |
| City | Anywhere | | | |
| State | VA | | | |
| Postal Code | 12345 | | | |

| Mailing Address | | | | |
| Street | 123 Demo St | | | |
| City | Anywhere | | | |
| State | VA | | | |
| Postal Code | 12345 | | | |

- Business Types

The Business Types tab contains the name of the business type and the corresponding 2 digit code. For
example, "23 - Minority Owned Business", would appear in this tab.

- Goods and Services

The **Goods and Services** tab contains the contractor's NAICS codes and corresponding descriptions. For example, "511210 - Software Publishers" would appear in this tab.

- POCS

On the **POCs** tab you will find the **ARC POCS** and the **SAM POCS**.

  - **ARC POCS.** This section has contacts for the Acquisition Research Center (ARC). Fields include **Job Title, Name, Phone, and Email.**

  - **SAM POCS.** This section has contacts for the System for Award Management (SAM). Fields include **SAM POC Type, Name, Phone, and Email.**
NRO Attributes

The **NRO Attributes** tab indicates whether the contractor meets certain NRO criteria. Sections include the **Unclassified Capabilities Statement**, **Security**, and **Contractual** criteria.

- **Unclassified Capabilities Statement.** Displays those capabilities the contractor has listed in their ARC profile.

- **Security.** Displays whether the contractor meets security criteria. A green check will appear next to those criterion that have been met; a red "x" will appear next to those that have not.
  - Facility Clearance
  - SCIF
  - Experience Controlling SCI Information
  - CWAN/IPA Access

- **Contractual.** Displays whether the contractor meets contractual criteria. A green check will appear next to those criterion that have been met; a red "x" will appear next to those that have not.
  Contractual criteria include:
  - DCAA Approved Accounting System
  - Experience Contracting with Government
  - Active NRO Prime Contract
  - Active NRO Sub Contract
  - Approved Corporate OCI Plan
Unclassified Capability Statement

NRO ACE CAPS UNCLASS

Security:

- Facility Clearance
- SCIF
- Experience Controlling SCI Information
- CWAN/IPA Access

Contractual:

- DCAA Approved Accounting System
- Experience Contracting with Government
- Active NRO Prime Contract
- Active NRO Sub Contract
- Approved Corporate CCI Plan
**Acronyms**

There are many acronyms used on the Single Contractor Details page. Those acronyms can be found in this section, along with their corresponding meaning.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Words</th>
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</thead>
<tbody>
<tr>
<td>ARC</td>
<td>Acquisition Research Center</td>
</tr>
<tr>
<td>CAGE</td>
<td>Commercial and Government Entity</td>
</tr>
<tr>
<td>Acr</td>
<td>Words</td>
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<td>-------------------------------------------</td>
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<tr>
<td>ony</td>
<td></td>
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<tr>
<td>m</td>
<td></td>
</tr>
<tr>
<td>CW</td>
<td>Contractor Wide</td>
</tr>
<tr>
<td>AN/</td>
<td>Area</td>
</tr>
<tr>
<td>PA</td>
<td>Network/Industry</td>
</tr>
<tr>
<td></td>
<td>Partner Access</td>
</tr>
<tr>
<td>DBA</td>
<td>Doing Business As</td>
</tr>
<tr>
<td>DCA</td>
<td>Defense Contract Audit Agency</td>
</tr>
<tr>
<td>NRO</td>
<td>National Reconnaissance Office</td>
</tr>
<tr>
<td>PO</td>
<td>Points of Contact</td>
</tr>
<tr>
<td>CS</td>
<td></td>
</tr>
<tr>
<td>SAM</td>
<td>System for Award Management</td>
</tr>
<tr>
<td>SCI</td>
<td>Sensitive Compartmented Information</td>
</tr>
<tr>
<td>SCI</td>
<td>Sensitive Compartmented Information Facility</td>
</tr>
</tbody>
</table>
14 Help Resources

Navigate to the Help page to get information about the ARC. In addition to finding downloads for this manual, you will also find Training Videos and Industry Briefing & FAQs information.

Navigate to the Help page

To navigate to the Help Resources page

- In the Navigation Bar, click Help Resources.
15  Glossary Of Terms

Website Terminology

Effort  An effort in the ARC 2.0 web application refers to a source selection or solicitation from the government.

System Users & Roles

CO - Contracting Officer
Contracting officers have authority to enter into, administer, or terminate contracts and make related determinations and findings. Contracting officers may bind the Government only to the extent of the authority delegated to them. Contracting officers shall receive from the appointing authority (see 1.603-1) clear instructions in writing regarding the limits of their authority. Information on the limits of the contracting officers’ authority shall be readily available to the public and agency personnel.

ACE Acquisition consultants provide professional mentoring and facilitation services to the acquisition workforce by virtue of the dept and breadth of their experience. Acquisition Consultants support the Government in the areas of: acquisition strategy, scheduling, requirements development, market research, evaluation criteria development, pre-solicitation documentation review, Request for Proposal (RFP) documentation review, Government proposal evaluation, consensus, reporting, conferencing, briefings, archiving, and any other type of support required for the Government-led competitive and sole source acquisitions.

CTR/KT - Contract or

Other Definitions
EST - The ARC and most of its government user base is in the US Eastern Timezone.

Eastern

Standard

d Time
Index

- A -
  affiliation 18

- B -
  basic information 38

- C -
  Contractor, Registry, Search, Filter 265
  current efforts 37

- E -
  effort information 38
  efforts 37, 38
  efforts grid 37
  efforts list 37

- H -
  homepage 8

- I -
  introduction 8

- J -
  join 16

- P -
  pending registration 22

- R -
  register 16, 18
  registration 16, 18

  registration pending 22

- S -
  signing up 16
  signup 16

- U -
  user access 16
  user account 16
  user affiliation 18

- W -
  welcome 8
Endnotes 2... (after index)