

**Did you know . . . on Paperless Contract Files (PCF) Oct 1, 2012**

1...that the 409th CSB Policy on PCF effective 1 October 2012 was published on 27 September 2012? It states that PCF is the official contract file for all procurements as of the effective date of the policy.

2...that a guide was published with the policy on PCF? The guide will be updated as needed to incorporate required processes or provide further direction for successful implementation of PCF across the Brigade. Any request for changes to the guide shall be submitted by e-mail through your local PCF POC or Local System Administrator as shown in the 409th CSB PCF Guide.

3...that all Solicitations/Contracts, Modifications, and DO/TOs shall be created as separate cabinets in PCF? A Solicitation cabinet shall be renamed once awarded with the contract number. A new cabinet would not be created for the award. For DO/TOs and modifications, the cabinet name will be the contract number followed by either the DO/TO number or the modification number. PCF will automatically file the cabinets in sequence.

Classification: UNCLASSIFIED

Caveats: NONE