

UNCLASSIFIED



NATIONAL RECONNAISSANCE OFFICE

End user manual for ARC 2.0.

© 2021 ACE

ver 2021.0426.6249.1797



SUPRA ET ULTRA

UNCLASSIFIED

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	6
Part II Agency List	8
Part III Registration	10
1 Registration Start.....	11
2 Choose Registration Type.....	12
Contractor Registration	13
Government Registration	13
3 Basic Registration.....	14
4 Registration Pending.....	16
5 Create Account.....	16
6 Registration Complete.....	18
Part IV General Functionality	19
1 Announcements.....	19
2 Efforts.....	19
Info	20
Schedule	22
POCS	25
Annc	26
Q&A	27
My Questions.....	27
Unanswered Questions	32
Invalid Questions	33
Answered Questions.....	33
Question review process.....	34
Effort Libraries	37
CBL	37
RFIs & RFPs	38
Effort Unavailable/Maintenance Mode	42
Limited Access Effort	43
3 Events.....	43
4 Libraries.....	46
5 Login/Authentication.....	53
PKI Certificate Information	57
6 Upload documents.....	58
Part V Links	62
1 IC Public Announcements.....	62
2 Events.....	63
3 Event Management.....	64

4	Feedback.....	65
5	Contact Us.....	67
6	Reading Room Scheduler.....	67
Part VI My ARC		68
1	My Homepage.....	72
	Links	74
	My Efforts	75
	My Effort Notes.....	82
	My Library	87
2	My Notifications/Inbox.....	87
3	My Calendar.....	98
4	My Account Settings.....	104
5	My Subscriptions.....	111
6	Change Affiliation.....	115
Part VII NRO		119
1	NRO Announcements.....	119
2	NRO Contract Security Library.....	120
3	NRO Efforts.....	126
4	NRO Reference Library.....	127
5	NRO Business Opportunities.....	127
6	NRO Open & Forecasted Opportunities Report.....	139
7	Unsolicited Proposal.....	139
Part VIII NGA		143
1	NGA Announcements.....	143
2	NGA Efforts.....	144
3	NGA Reference Library.....	144
4	NGA Business Opportunities.....	151
5	NGA Open & Forecasted Opportunities Report.....	163
6	GSM.....	163
Part IX CIA		164
1	CIA Announcements.....	164
2	CIA Efforts.....	165
3	CIA Reference Library.....	165
4	CIA Open & Forecasted Opportunities Report.....	172
Part X DNI		173
1	DNI Announcements.....	173
2	DNI Reference Library.....	174

3	DNI Efforts.....	180
4	DNI Open & Forecasted Opportunities.....	181
Part XI	Contractor Registry	182
1	Search Results.....	185
2	Single Contractor Details.....	191
Part XII	Help Resources	197
	Index	198

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 now 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.



ARC Homepage

2 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. By selecting the **Other Agencies** link on the **Navigation Bar**, you will be navigated to a page where you can view all of the agencies and their emblems.

Alphabetical by acronym

Acronym	Name
m	
AFISRA	Air Force Intelligence, Surveillance and Reconnaissance Agency
CIA	Central Intelligence Agency
DCOM	Department of Commerce
DEA	Drug Enforcement Administration, Office of National Security Intelligence
DHS	Department of Homeland Security
DIA	Defense Intelligence Agency
DNI	Director of National Intelligence
DOD	Department of Defense
DOE	Department of Energy
DTSP0	Diplomatic Telecommunications Service Program Office
FBI	Federal Bureau of Investigations
INR	Bureau of Intelligence and Research

NASA	National Aeronautics and Space Administration
NGA	National Geospatial-Intelligence Agency
NIST	National Institute of Standards and Technology
NOAA	National Oceanic and Atmospheric Administration
NRO	National Reconnaissance Office
NSA	National Security Agency
OIA	Office of Intelligence and Analysis
OICI	Office of Intelligence and Counterintelligence
Other	Other
TFI	Office of Terrorism and Financial Intelligence
USA	Army
USAF	Air Force
USCG	Coast Guard
USMC	Marine Corps
USN	Navy

3 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 to 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.

What	Government Employees	Contractors	Unclassified Access	Classified Access	On-Site Access
Full name	X	X	X	X	X
Unclassified E-Mail Address	X	X	X	X	X
Classified E-Mail Address	X	X		X	
Last 6 Digits of Social Security Number	X	X		X	X

What	Government Employees	Contractors	Unclassified Access	Classified Access	On-Site Access
DUNS Number		X	X	X	X
Government Affiliation	X		X	X	X
Directorate	X				

Please note the following:

- 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)

3.1 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*.

the Acquisition Research Center

login

Links NRO NGA CIA DNI Other Agencies

UNCLASSIFIED ARC REGISTRATION

THINGS YOU WILL NEED TO REGISTER

- Your full name
- Last 6 of your SSN * (if you do not wish to disclose, you may enter 6 zeros, but an incorrect SSN will hinder your ability to attend ACE functions)
- Your unclassified and optionally classified email addresses and daytime phone numbers
- Ability to check and respond to your unclassified/black email within 24 hours to confirm your registration and activate your account
- **If you are a contractor or other non-government employee:**
 - The DUNS number of your company or organization
- **If you are a government employee:**
 - Your government affiliation
 - Your directorate, if applicable

By registering on the ARC, you agree to the [ARC terms of use](#) and the above conditions.

I agree to the terms.

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.

3.2 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.

the Acquisition Research Center

login

Links NRO NGA CIA DNI Other Agencies

REGISTRATION TYPE

Government Contractor

3.2.1 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 will 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.*

Once you have entered 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 web site](#) for information on how to register your organization.*

3.2.2 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.

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.

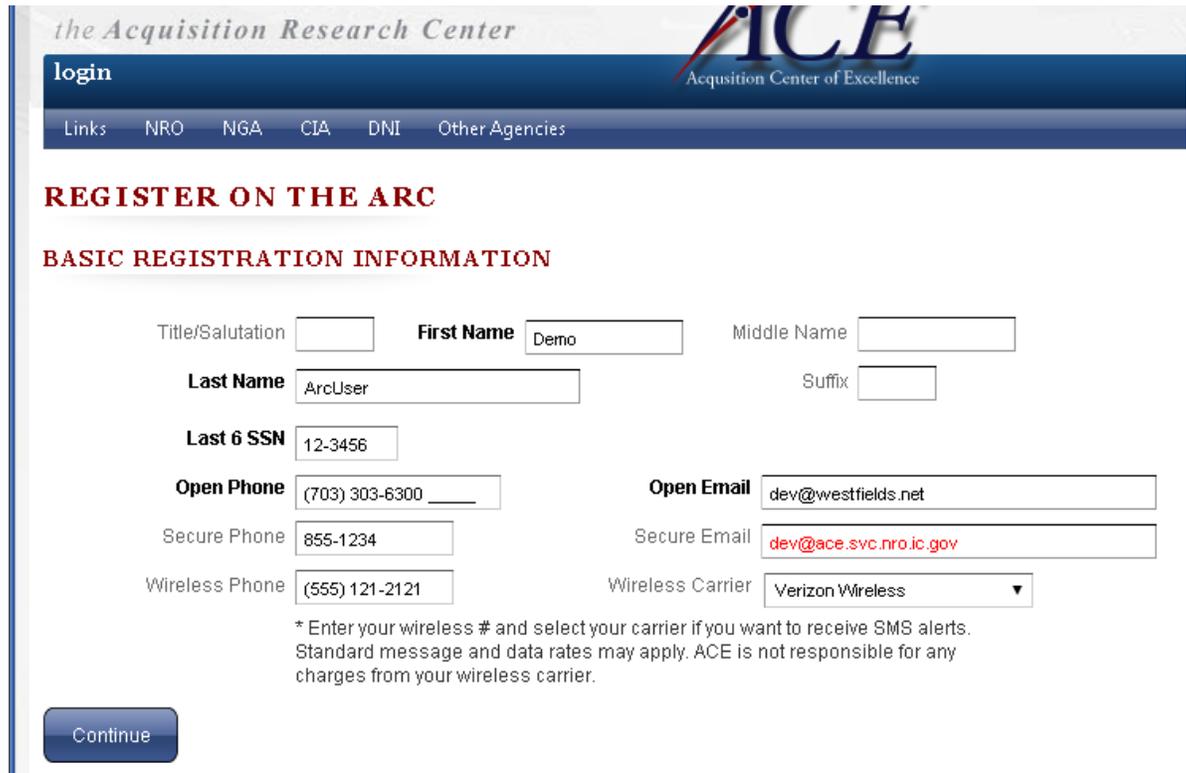
What if I do not have a directorate?

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.

3.3 Basic Registration



the Acquisition Research Center

login

Links NRO NGA CIA DNI Other Agencies

REGISTER ON THE ARC

BASIC REGISTRATION INFORMATION

Title/Salutation First Name Middle Name

Last Name Suffix

Last 6 SSN

Open Phone Open Email

Secure Phone Secure Email

Wireless Phone Wireless Carrier

* Enter your wireless # and select your carrier if you want to receive SMS alerts. Standard message and data rates may apply. ACE is not responsible for any charges from your wireless carrier.

Continue

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:

Field	Required	Notes
Title/Salutation	No	Provide any salutations which would be used in correspondence or conversation. For example, if you are an Army captain, enter "CPT".
First Name	Yes	
Middle Name	No	
Last Name	Yes	
Last 6 of SSN	Yes	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.
Open Phone	Yes	
Open Email	Yes	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.
Secure Phone	No	
Secure Email	No	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.
Wireless Phone	No	
Wireless	No	

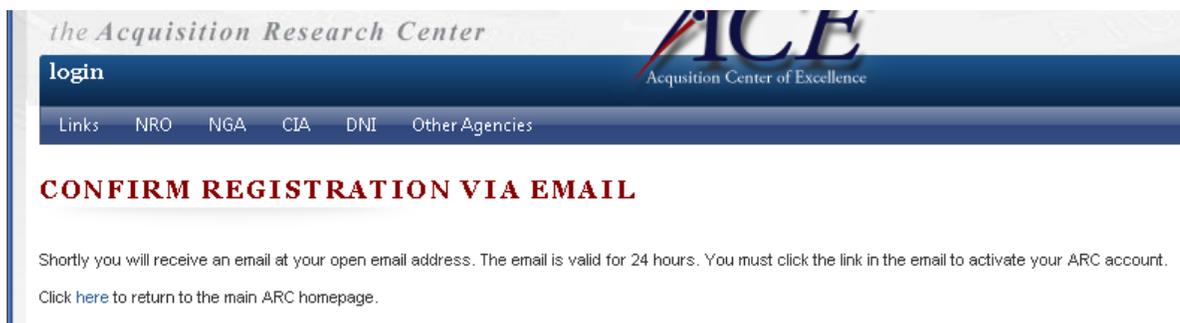
Field	Required	Notes
	d	

Carrier

Once you have completed the form, select "Continue" to proceed to the next registration step.

3.4 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.



3.5 Create Account

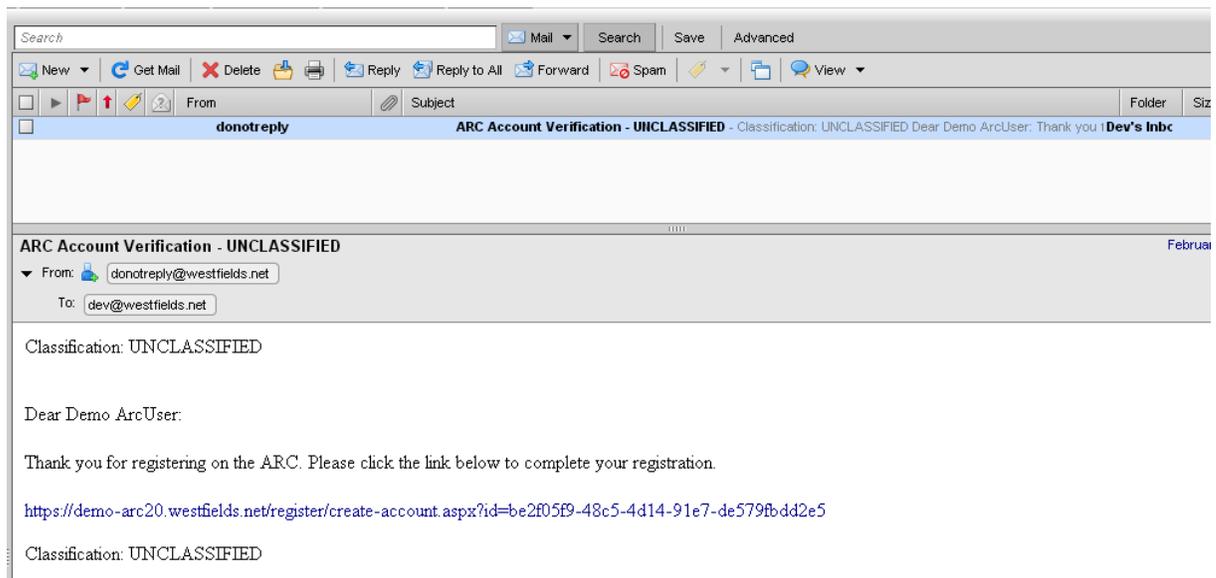
Now that you have completed the account request process, you will be sent a confirmation email at the unclassified address listed in order to validate your email account.

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.

the Acquisition Research Center

login

Links NRO NGA CIA DNI Other Agencies

CREATE ACCOUNT

Username: dev@westfields.net

Password: [masked]

Password strength: moderate

Confirm Password: [input field]

Security Question: In what city did you meet your spouse/significant other?

Answer: [input field]

Continue

Password must:

- Have at least one (lowercase) letter
- Have at least one capital (uppercase) letter
- Have at least one number
- Have at least one special character: `~!@#\$%^&*()-_+=[]{}|:;'"<>/?
- Not contain more than 3 consecutive identical characters
- Not be the same as the user name
- Be at least 8 characters

3.6 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 into the ARC in the future.

the Acquisition Research Center

login

Links NRO NGA CIA DNI Other Agencies

REGISTRATION COMPLETE

Your registration is complete and your account is now active.

Click [here](#) to return to the main ARC homepage. Click [here](#) to login with your new account.

4 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](#)

4.1 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.



4.2 Efforts

The **Efforts** section is 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 a part of every effort. Other sections, such as **Q&A**, **RFI**, **RFP**, and **BAA Submission**, are configured by the effort administrator as needed.

The screenshot shows the ACE web application interface. At the top, there is a header with the ACE logo and navigation links. Below the header, there is a breadcrumb trail: Home > NRO > Efforts > View ARC20-DEMO. A navigation bar contains several tabs: Info (selected), Sched, POCS, Annc, Q&A, CBL, RFI, DRFP, and FRFP. The main content area displays the 'Effort Summary' for 'ARC20-DEMO'.

Acronym	ARC20-DEMO	Effort Name	ARC20-DEMO
Agency	NRO	Directorate	N/A-None
Classification	UNCLASSIFIED		
Description	This is a SAMPLE effort DEMONSTRATING the capabilities of ARC 2.0. It is not an active solicitation.		

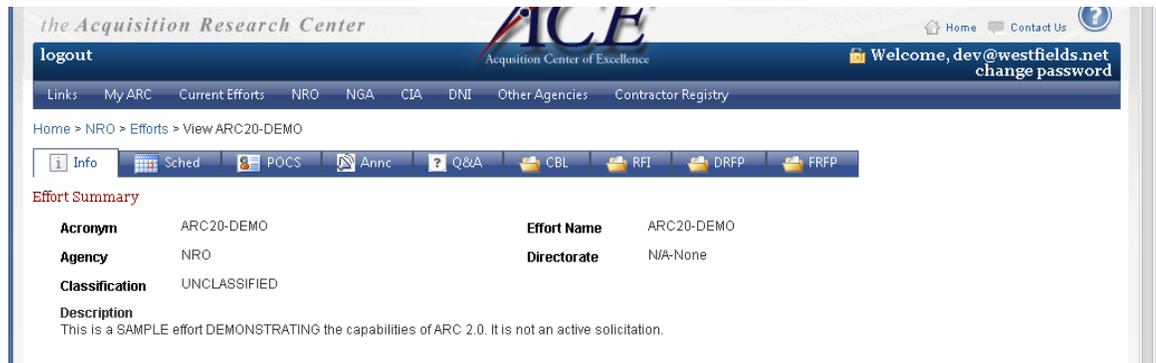
Efforts webpage

See also:

- [Info](#)
- [Schedule](#)
- [POCS](#)
- [Annc](#)
- [Q&A](#)
- Conference
- [Libraries](#)
- BAA Submission
- [CBL](#)
- [RFIs & RFPs](#)
- [Effort Unavailable/Maintenance Mode](#)
- [Limited Access Effort](#)

4.2.1 Info

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



Efforts Info webpage\

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.

4.2.2 Schedule

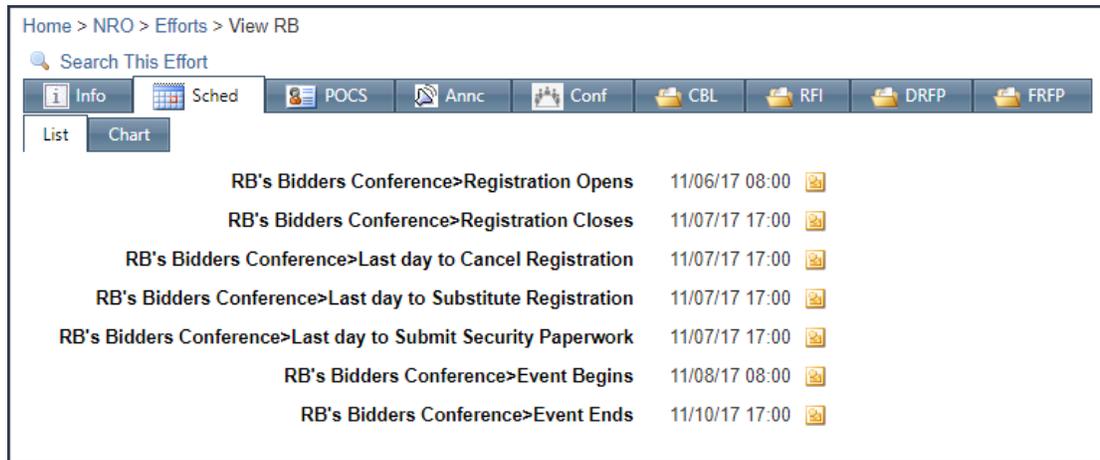
On the **Schedule** tab, you will find important milestone dates for the effort. You can toggle between a **List** and **Chart** view of the dates, and export milestone dates to your calendar. If you have subscribed to the effort, the milestone dates will also show on the **My Calendar** page.



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.

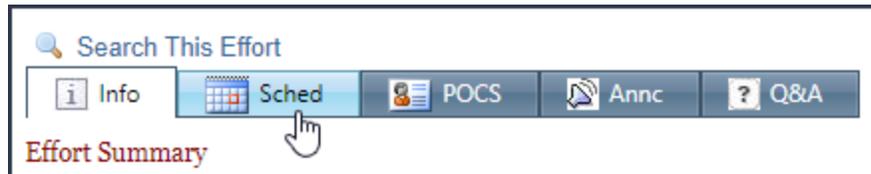


Efforts Schedule webpage, list tab view

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.



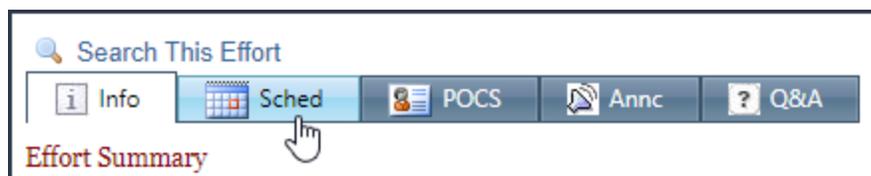
- 3 Follow the instructions on your personal computer to import the date to your Outlook calendar.

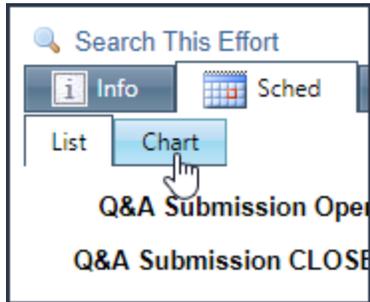
Toggle between the List and Chart tabs

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

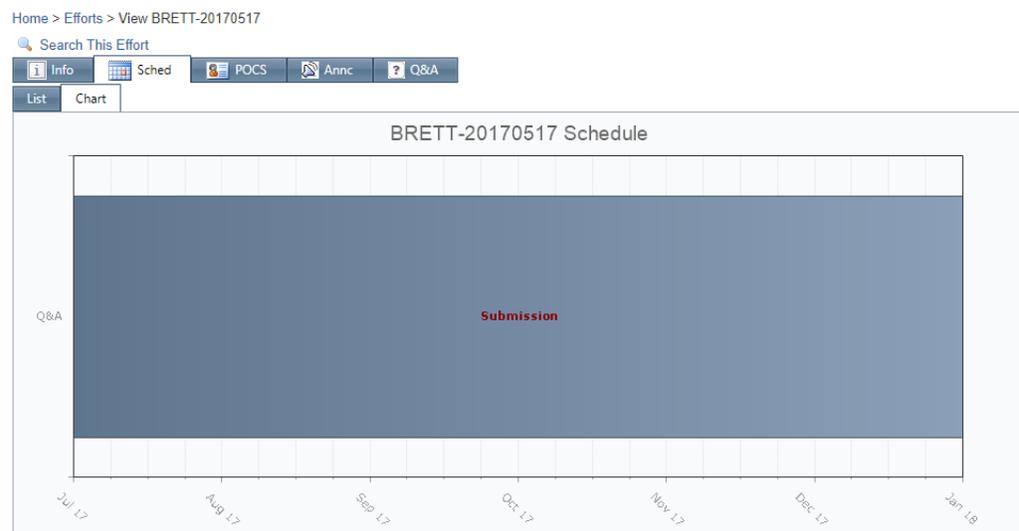
To toggle the view

- 1 Navigate to the **Schedule** tab.

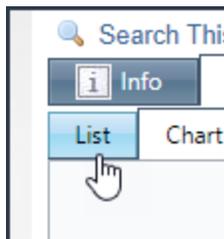


2 Click **Chart**.

The **Chart** tab will open



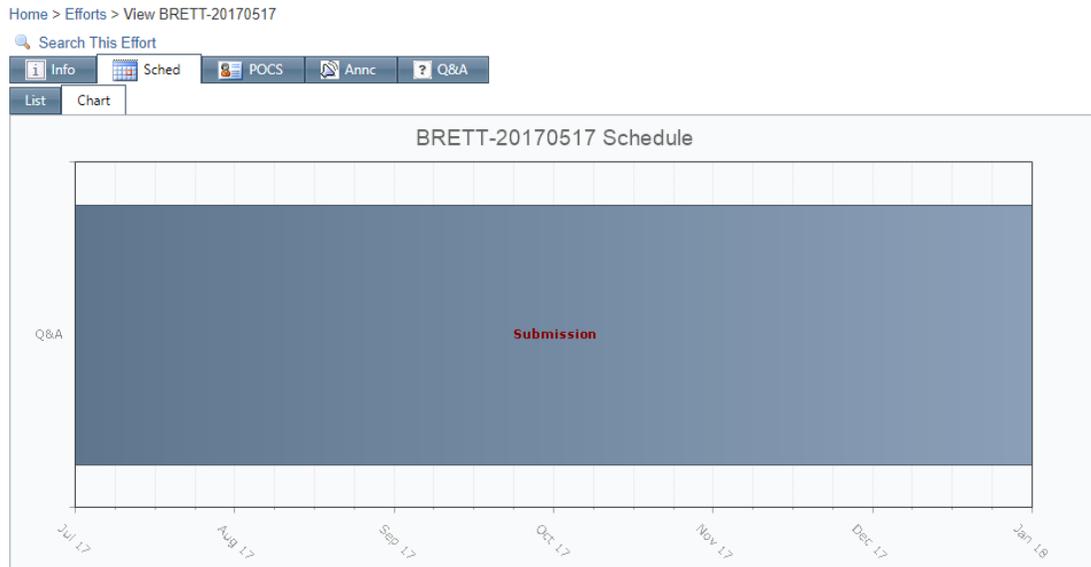
S

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.

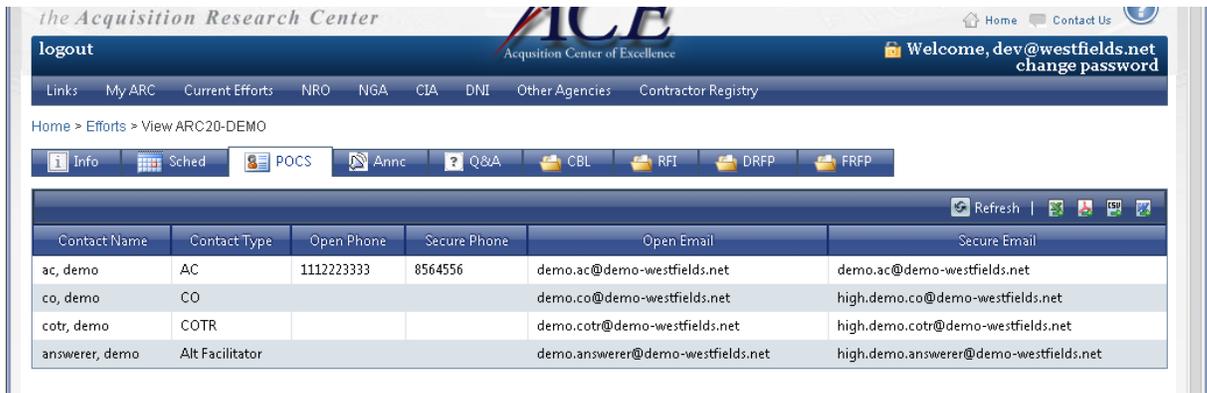
- Each date has a lane, where the Y axis represents the topic, and X axis represents time. You will see the date label to the right of the date, or in-between two related dates.
- Time between two related dates, such as the open and close period for submission, display as a shaded area between points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



Efforts schedule webpage, chart view

4.2.3 POCS

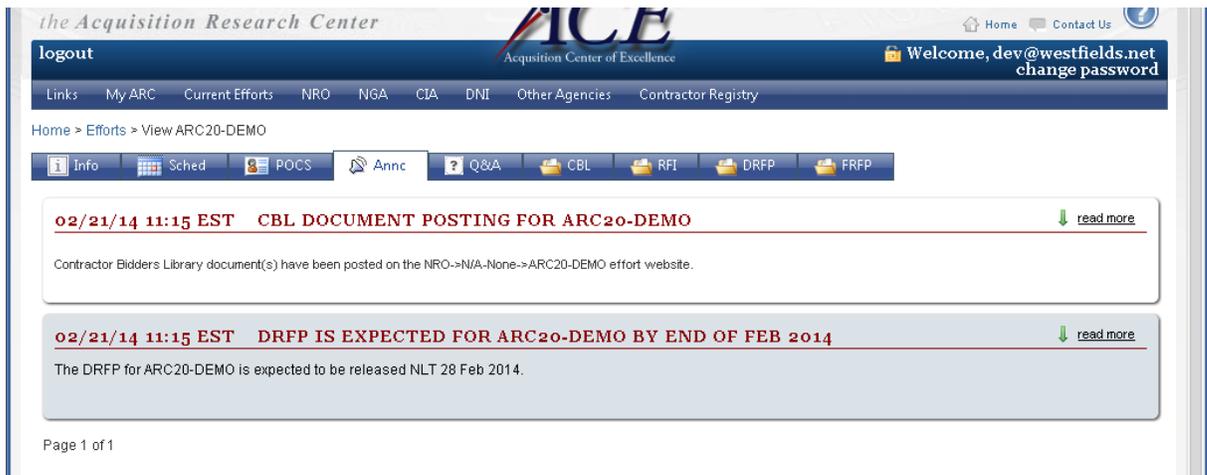
On the **POCS** tab you will find a grid of contacts that you can reach out to if you have questions about the effort. The grid includes **Contact Name**, **Contact Type**, **Open Phone**, and **Open Email** for each contact. You can export the contact list to Excel, PDF, CSV, or Word.



Effort POCS webpage

4.2.4 Annc

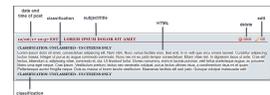
On the **Announcements** tab you will find updates posted about the effort. If you are subscribed to the effort, you will receive this information on the [My Notifications/Inbox](#) page whenever a new announcement is posted.



Effort Announcements webpage

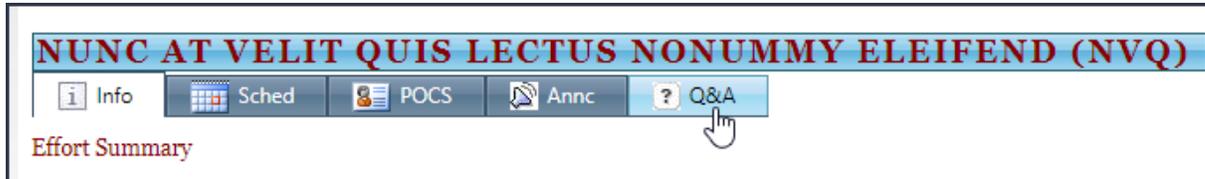
Viewing announcements

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



4.2.5 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.



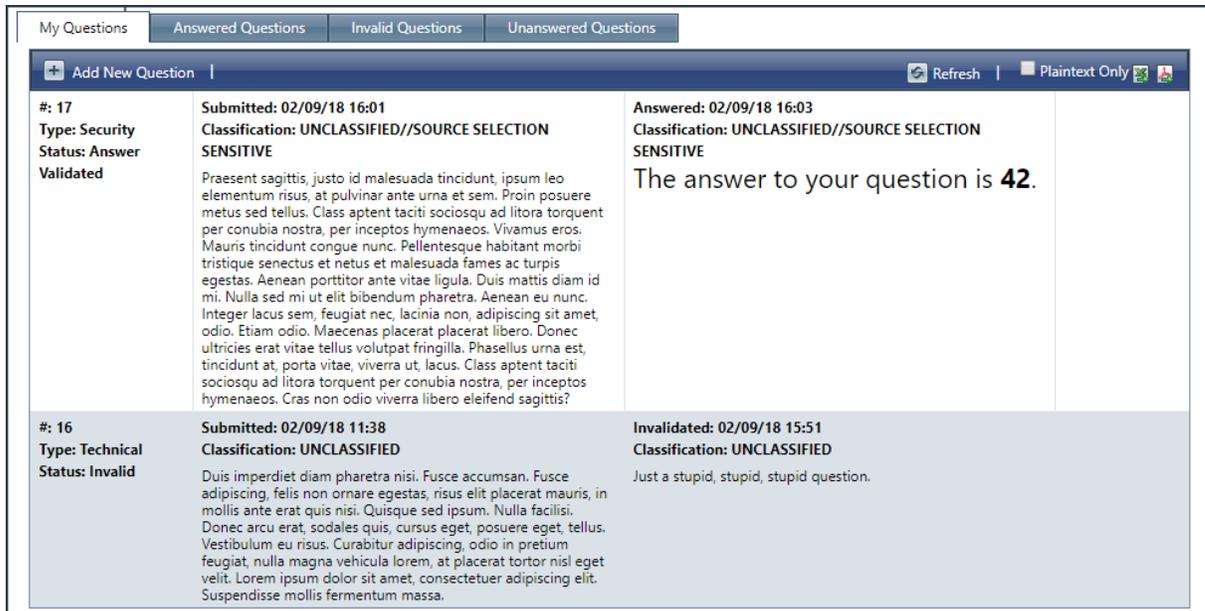
Selecting the Q&A tab

See also:

[Submit a question](#)

4.2.5.1 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.



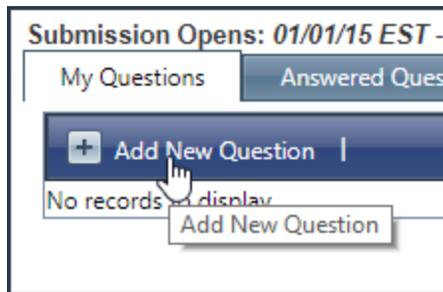
My Questions webpage

Submit a question

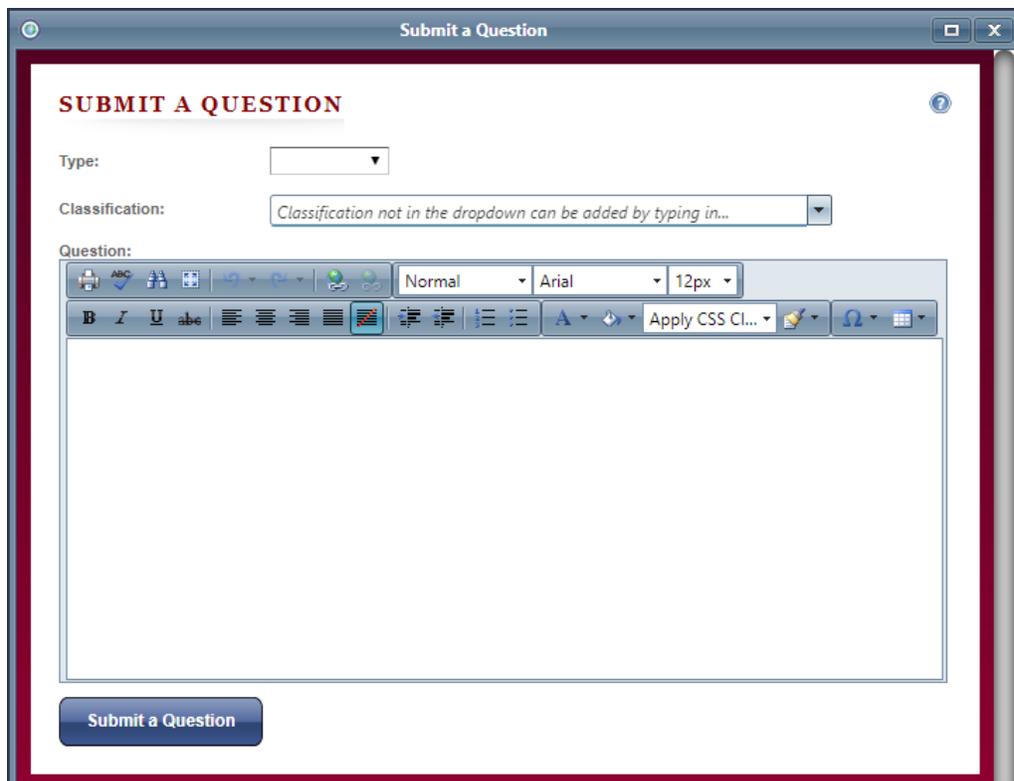
If you need more information about an effort, or need clarification - consider submitting a question through the **Ask a question** feature. Before asking a question, check the **Answered Questions**, **Invalid Questions**, and **Unanswered Questions** tab. Your question may have already been asked, 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**.

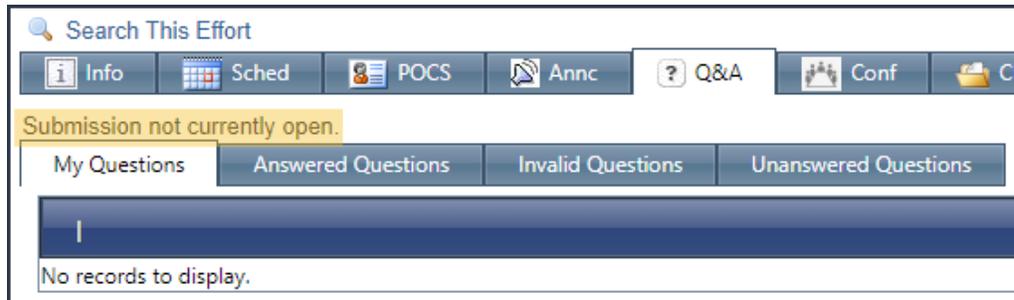


- 2 Click **Add New Question**. The **Submit a Question** modal will appear.

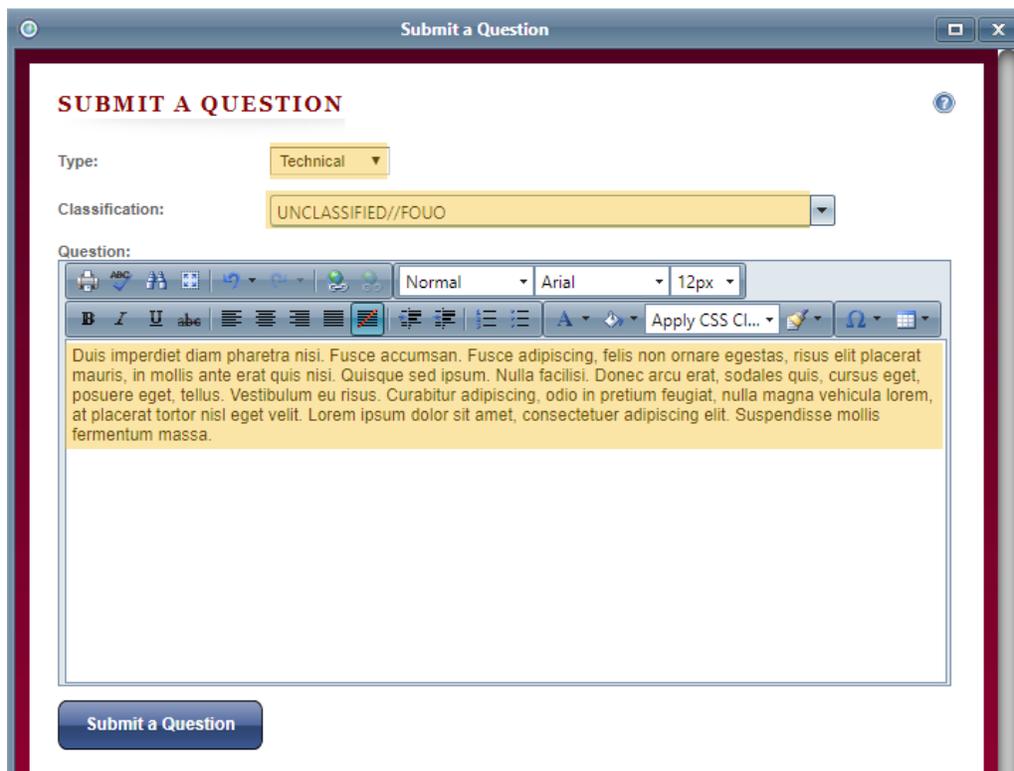

 A screenshot of a modal window titled "Submit a Question". The form contains the following elements:

- A "Type:" dropdown menu.
- A "Classification:" dropdown menu with the text "Classification not in the dropdown can be added by typing in..." below it.
- A "Question:" label above a rich text editor.
- A rich text editor toolbar with options for Bold (B), Italic (I), Underline (U), text color (abc), background color (abe), bulleted list, numbered list, link, unlink, text color, background color, and "Apply CSS Cl...".
- A large text area for entering the question.
- A blue "Submit a Question" button at the bottom.

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:

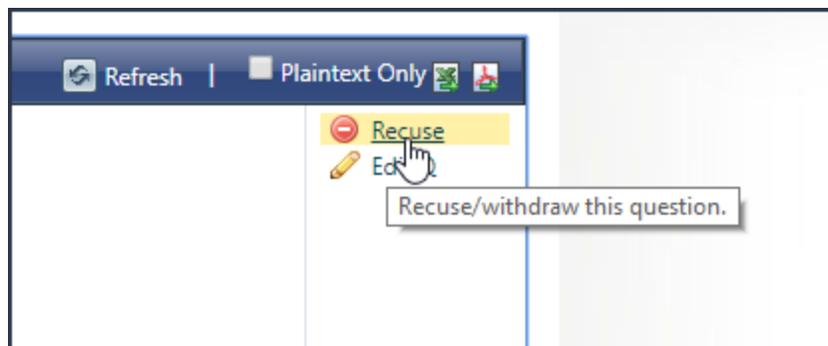
[Question review process](#)

Recuse a question

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

To you 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**.



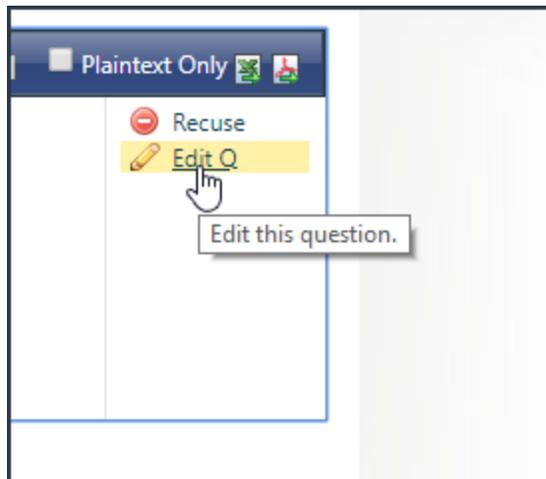
Once you Recuse the question, it will be removed from the Q&A section of the effort for all users. The question will no longer appear on the **My Questions**, **Answered Questions**, **Invalid Questions**, or **Unanswered Questions** tab.

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.

- 3 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.

Submission Opens: 01/01/15 EST - Submission Closes: 12/31/20 23:00 EST

My Questions	Answered Questions	Invalid Questions	Unanswered Questions			
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> Add New Question Refresh Plaintext Only </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%; vertical-align: top;"> <p>#: 16 Type: Technical Status: Submitted</p> </td> <td style="width: 55%; vertical-align: top;"> <p>Submitted: 02/09/18 11:38 Classification: UNCLASSIFIED</p> <p>Duis imperdiet diam pharetra nisi. Fusce accumsan. Fusce adipiscing, felis non ornare egestas, risus elit placerat mauris, in mollis ante erat quis nisi. Quisque sed ipsum. Nulla facilisi. Donec arcu erat, sodales quis, cursus eget, posuere eget, tellus. Vestibulum eu risus. Curabitur adipiscing, odio in pretium feugiat, nulla magna vehicula lorem, at placerat tortor nisl eget velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse mollis fermentum massa.</p> </td> <td style="width: 30%; vertical-align: top; text-align: right;"> <p>Recuse Edit Q</p> </td> </tr> </table> </div>				<p>#: 16 Type: Technical Status: Submitted</p>	<p>Submitted: 02/09/18 11:38 Classification: UNCLASSIFIED</p> <p>Duis imperdiet diam pharetra nisi. Fusce accumsan. Fusce adipiscing, felis non ornare egestas, risus elit placerat mauris, in mollis ante erat quis nisi. Quisque sed ipsum. Nulla facilisi. Donec arcu erat, sodales quis, cursus eget, posuere eget, tellus. Vestibulum eu risus. Curabitur adipiscing, odio in pretium feugiat, nulla magna vehicula lorem, at placerat tortor nisl eget velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse mollis fermentum massa.</p>	<p>Recuse Edit Q</p>
<p>#: 16 Type: Technical Status: Submitted</p>	<p>Submitted: 02/09/18 11:38 Classification: UNCLASSIFIED</p> <p>Duis imperdiet diam pharetra nisi. Fusce accumsan. Fusce adipiscing, felis non ornare egestas, risus elit placerat mauris, in mollis ante erat quis nisi. Quisque sed ipsum. Nulla facilisi. Donec arcu erat, sodales quis, cursus eget, posuere eget, tellus. Vestibulum eu risus. Curabitur adipiscing, odio in pretium feugiat, nulla magna vehicula lorem, at placerat tortor nisl eget velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse mollis fermentum massa.</p>	<p>Recuse Edit Q</p>				

4.2.5.2 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.

Submission Opens: 01/01/15 EST - Submission Closes: 12/31/20 23:00 EST

My Questions Answered Questions Invalid Questions Unanswered Questions

Refresh | Plaintext Only

Info	Question	Answer
#: 2 Type: Technical	Submitted: 01/12/15 12:45 Classification: UNCLASSIFIED another technical question	
#: 1 Type: Contractual	Submitted: 01/09/15 15:11 Classification: UNCLASSIFIED - US CITIZENS AND PERMANENT RESIDENTS ONLY test contractual question	

Unanswered Questions webpage

4.2.5.3 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.

Submission Opens: 01/01/15 EST - Submission Closes: 12/31/20 23:00 EST

My Questions Answered Questions Invalid Questions Unanswered Questions

Refresh | Plaintext Only

Info	Question	Answer
#: 16 Type: Technical	Submitted: 02/09/18 11:38 Classification: UNCLASSIFIED Duis imperdiet diam pharetra nisi. Fusce accumsan. Fusce adipiscing, felis non ornare egestas, risus elit placerat mauris, in mollis ante erat quis nisi. Quisque sed ipsum. Nulla facilisi. Donec arcu erat, sodales quis, cursus eget, posuere eget, tellus. Vestibulum eu risus. Curabitur adipiscing, odio in pretium feugiat, nulla magna vehicula lorem, at placerat tortor nisl eget velit. Lorem ipsum dolor sit amet, consectetur adipiscing elit. Suspendisse mollis fermentum massa.	Invalidated: 02/09/18 15:51 Classification: UNCLASSIFIED Just a stupid, stupid, stupid question.

Invalid Questions webpage

4.2.5.4 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.

My Questions Answered Questions Invalid Questions Unanswered Questions		
Info	Question	Answer
#: 17 Type: Security	Submitted: 02/09/18 16:01 Classification: UNCLASSIFIED//SOURCE SELECTION SENSITIVE Praesent sagittis, justo id malesuada tincidunt, ipsum leo elementum risus, at pulvinar ante urna et sem. Proin posuere metus sed tellus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Vivamus eros. Mauris tincidunt congue nunc. Pellentesque habitant morbi tristique senectus et netus et malesuada fames ac turpis egestas. Aenean porttitor ante vitae ligula. Duis mattis diam id mi. Nulla sed mi ut elit bibendum pharetra. Aenean eu nunc. Integer lacus sem, feugiat nec, lacinia non, adipiscing sit amet, odio. Etiam odio. Maecenas placerat placerat libero. Donec ultricies erat vitae tellus volutpat fringilla. Phasellus urna est, tincidunt at, porta vitae, viverra ut, lacus. Class aptent taciti sociosqu ad litora torquent per conubia nostra, per inceptos hymenaeos. Cras non odio viverra libero eleifend sagittis?	Answered: 02/09/18 16:03 Classification: UNCLASSIFIED//SOURCE SELECTION SENSITIVE The answer to your question is 42 .

Answered Questions webpage

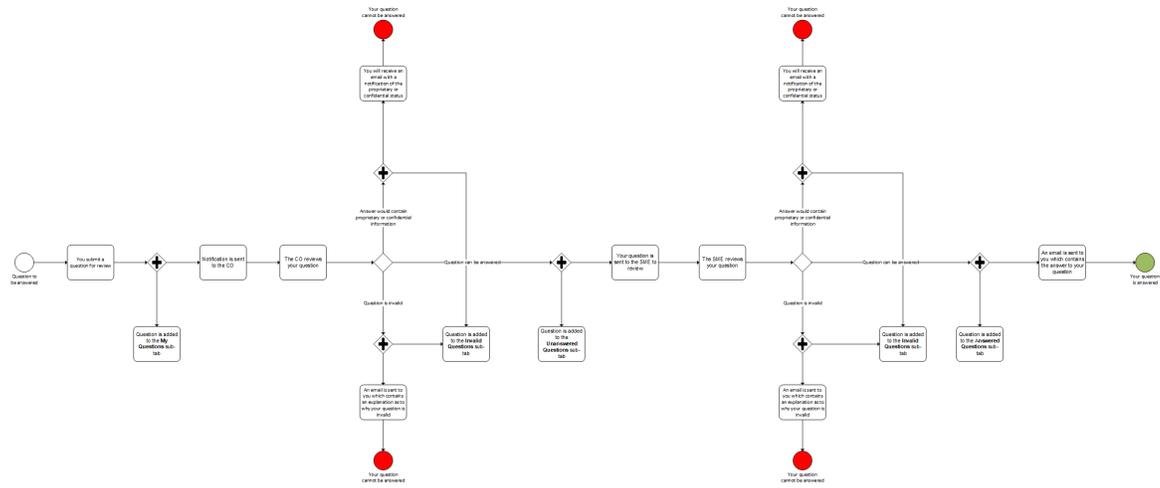
4.2.5.5 Question review process

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 requires the disclosure of proprietary or classified information, your question will be included on the **Invalid Questions** sub-tab, and 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.

QUESTION REVIEW PROCESS

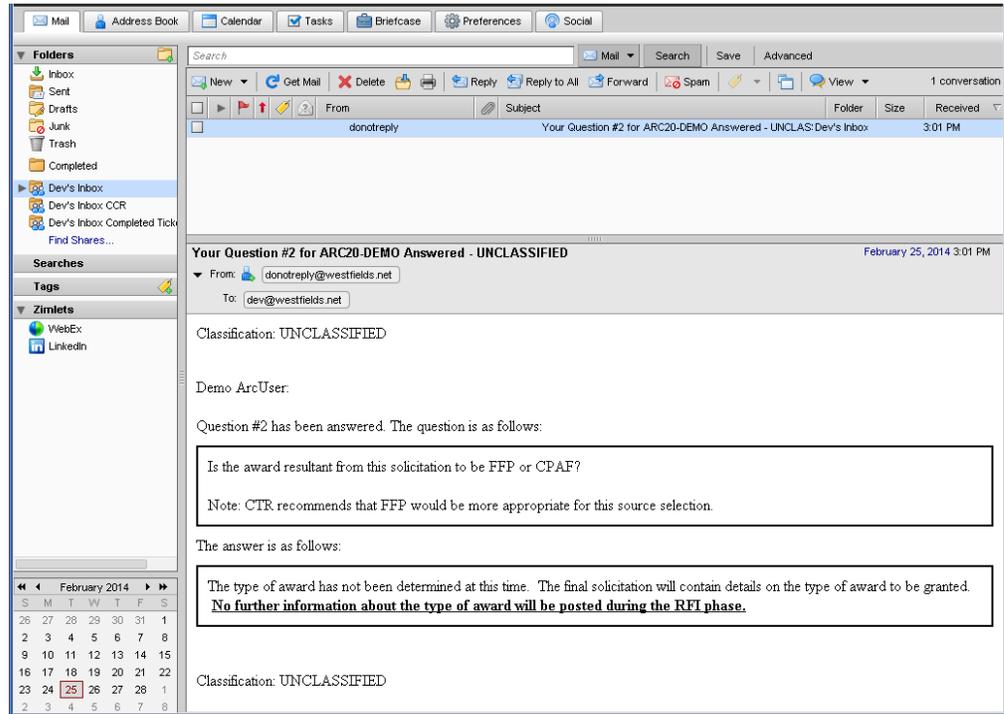


Question review process flowchart

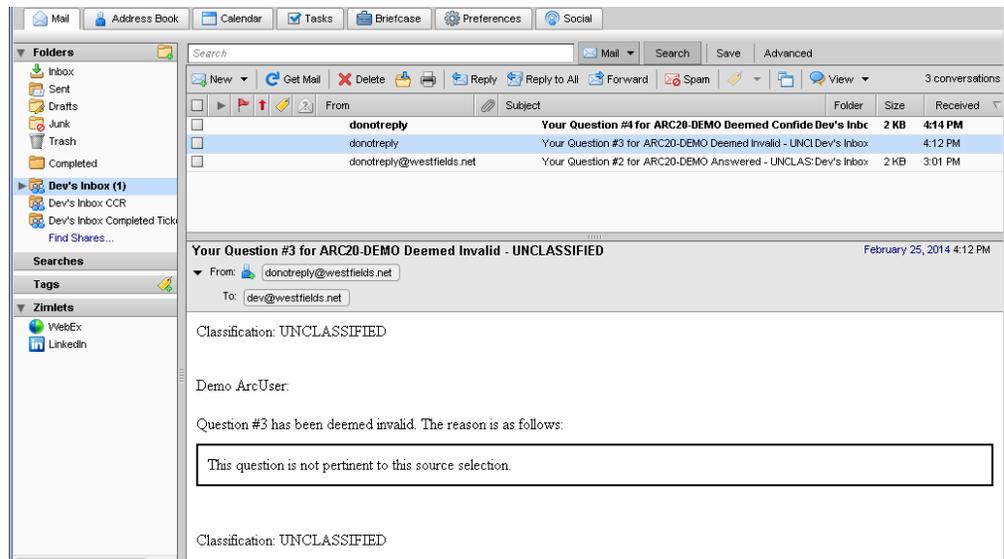
Communications

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.

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

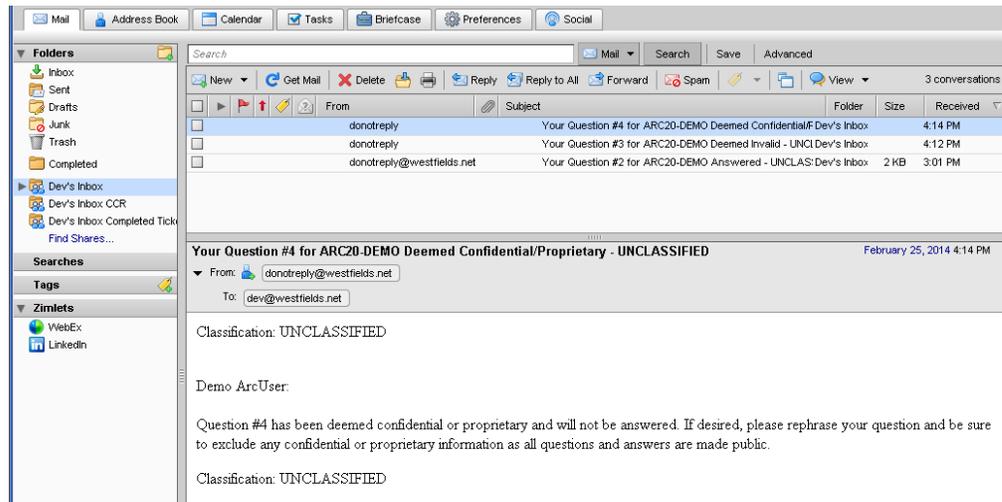


Your question was found to be invalid. If a question you submitted has been found to be invalid, you will receive an email response with a short description of why the question was deemed invalid.



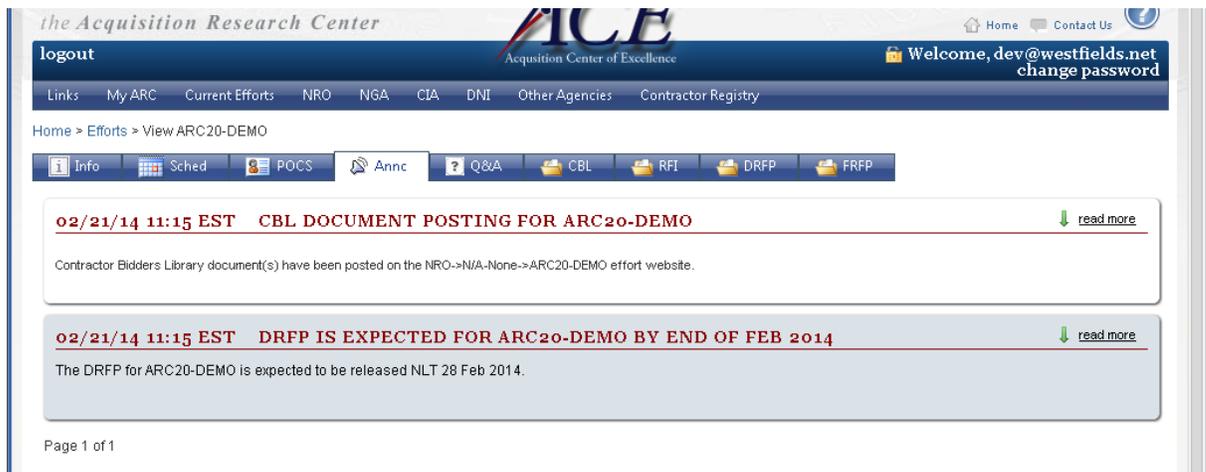
Your question was marked If a question you submitted has been marked proprietary or confidential, you will receive a general email notifying you of the proprietary or confidential status of your question. No specific information will be provided to explain why your question is proprietary or confidential.

as
propriet
ary or
confident
ial.



4.2.6 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.

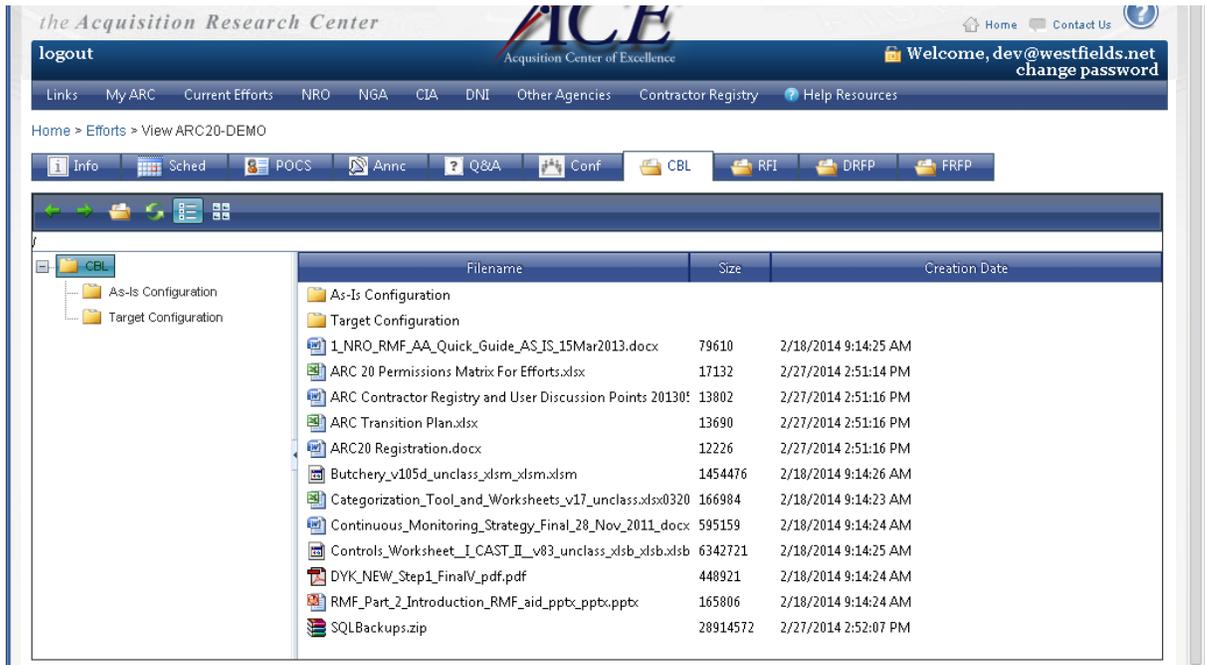


See also:

[Libraries](#)

4.2.7 CBL

The CBL (Contractor Bidders Library) is a document repository where industry can find documentation relevant to the source selection. For more information on how to utilize the document library, go to the Documents Manager topic.



4.2.8 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

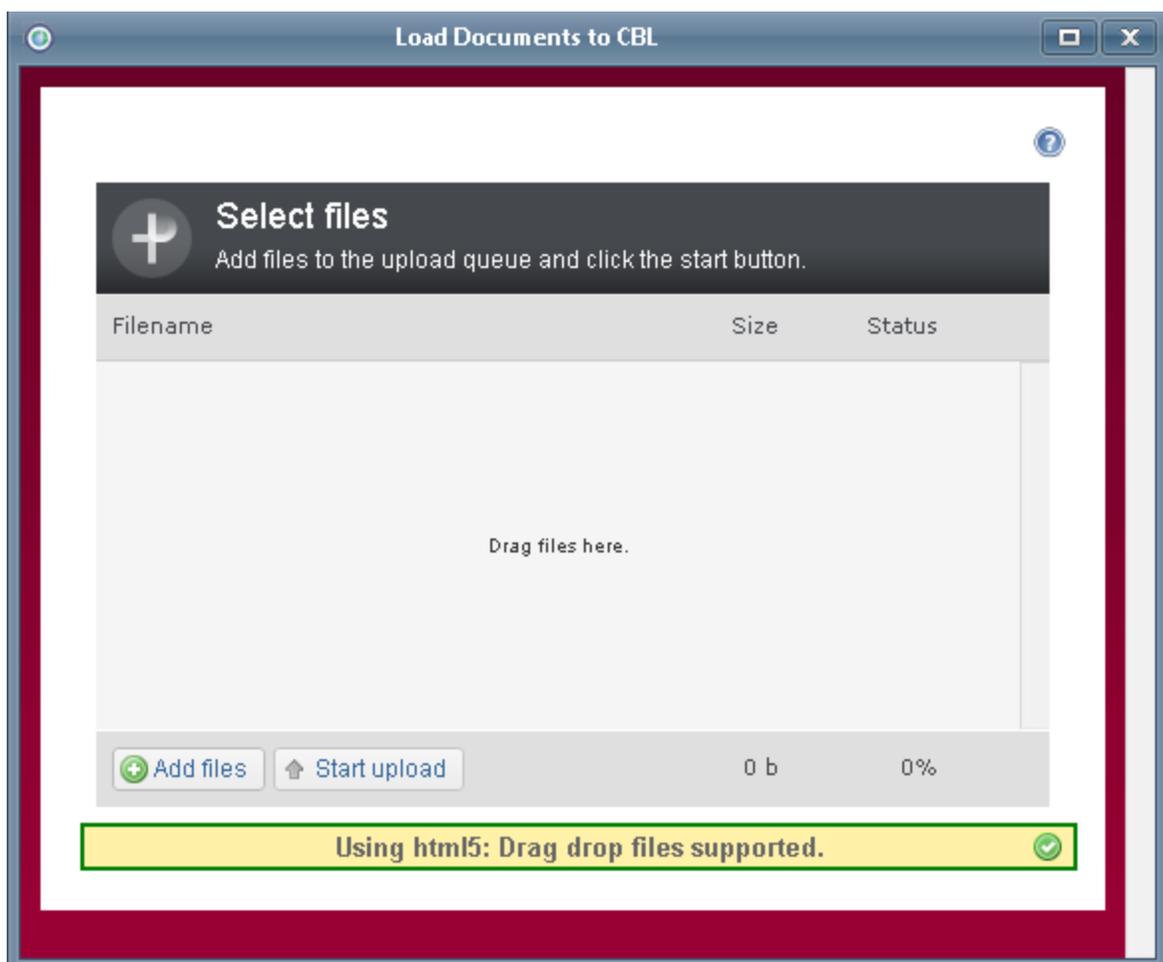
If the particular effort has Q&A particular to this section, there will be a Q&A tab enabled. Q&A functionality is the same whether at the effort-wide level or at the sub-section level. For more information on how to utilize Q&A, refer to the [Q&A](#) topic and sub-topics.

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.

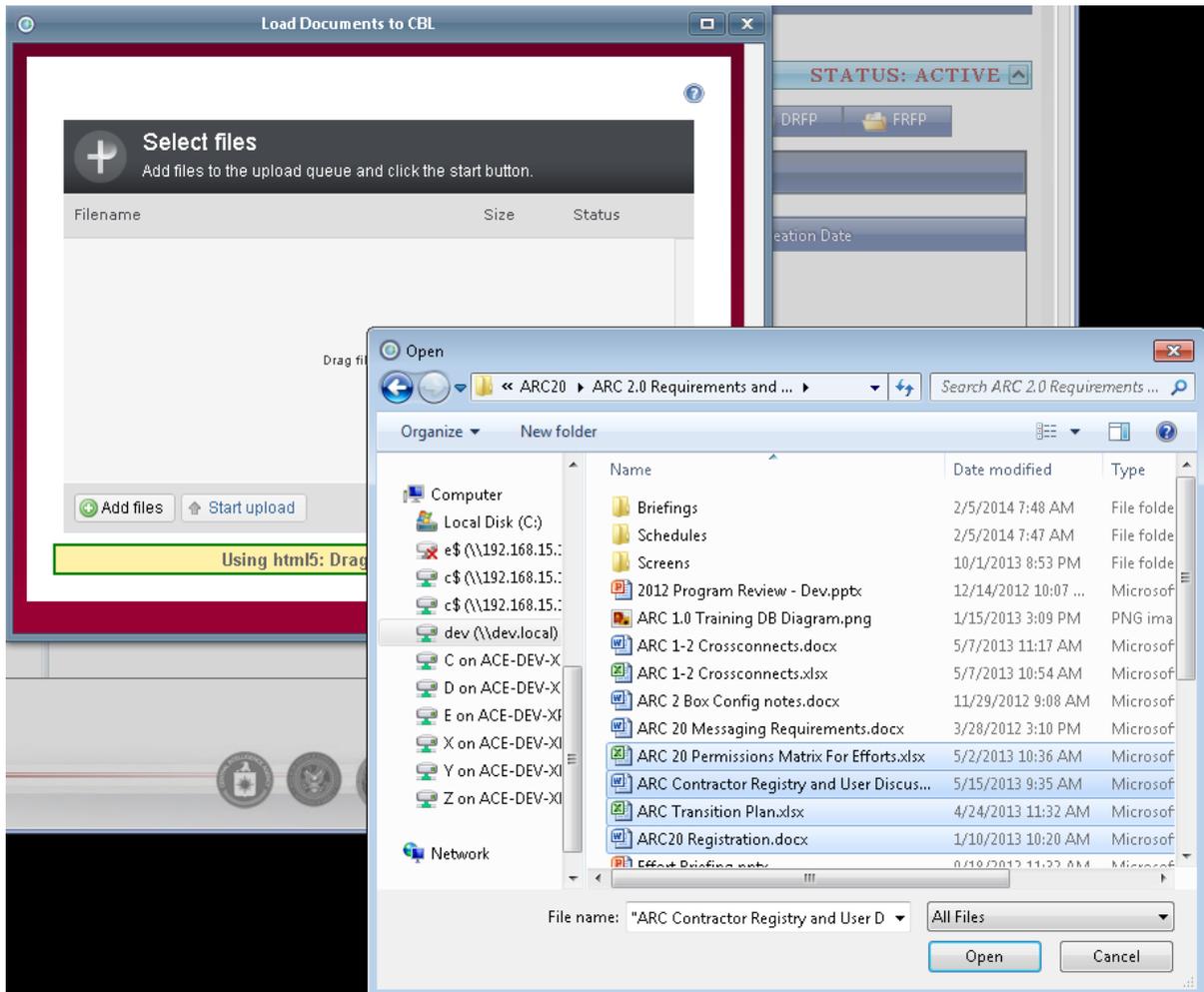


The upload window is used throughout the site on most Document Managers or File Lists. Depending on the capabilities of your browser, you may have drag and drop upload capabilities.

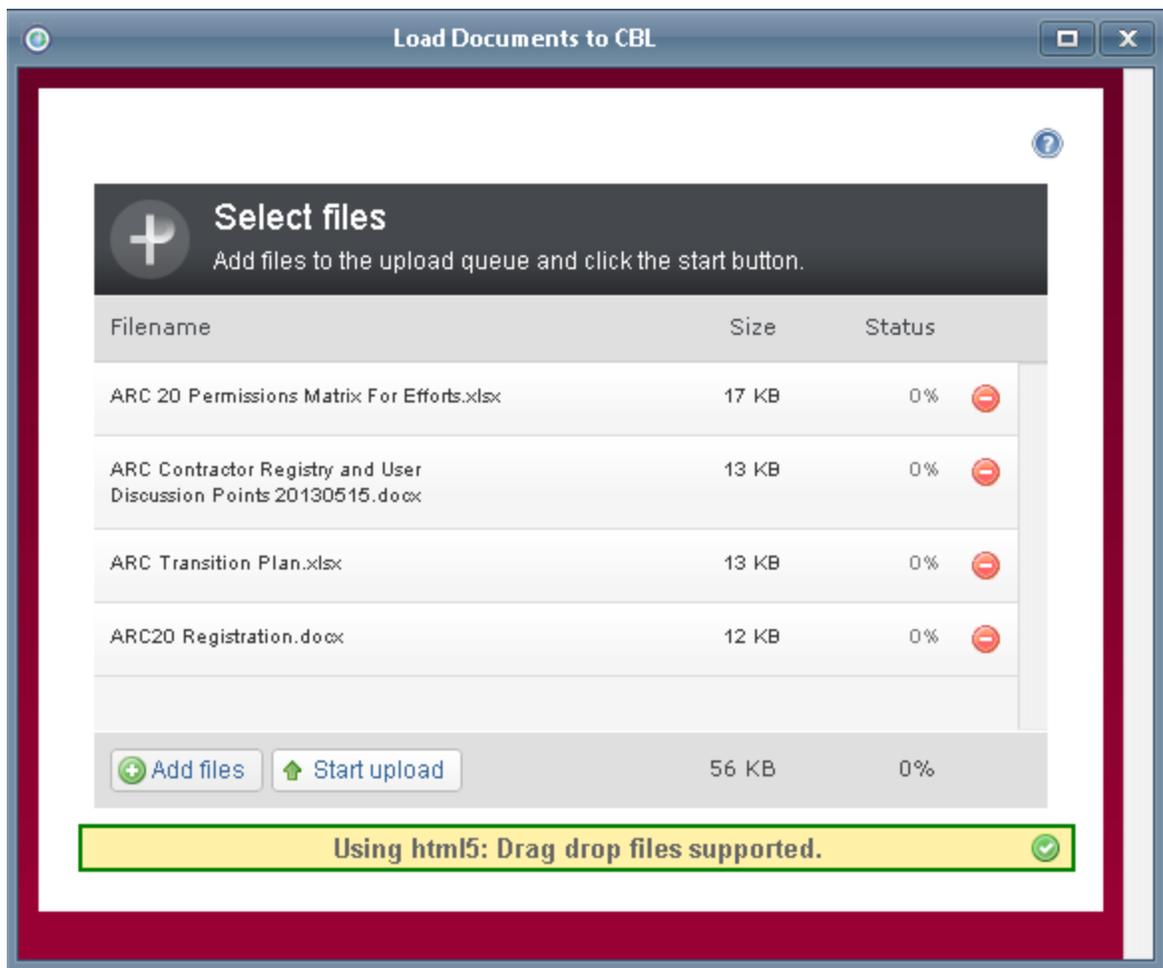


When the upload window initially loads, it will be empty. Click , or if the control says drag and drop is supported, simply start dragging files onto the control. If not using drag and drop, an explorer dialog will

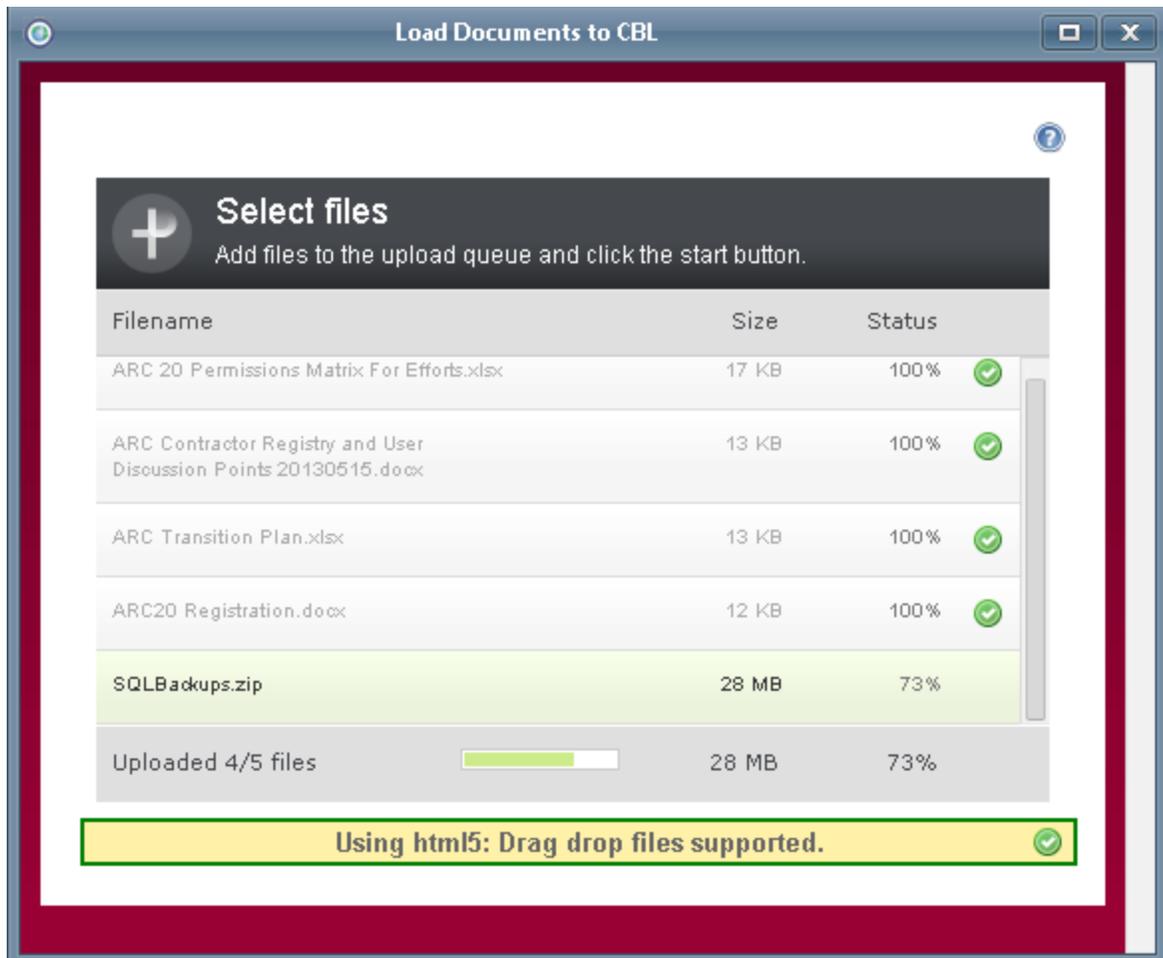
come up for you to select one or more files.



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.

4.2.9 Effort Unavailable/Maintenance Mode

Efforts may occasionally be put into maintenance mode by Effort Administrators. Common reasons include reconfiguration of the effort website or a large quantity of documents being uploaded to the Effort libraries. If an effort is in maintenance mode currently, you will be directed to the **Effort Maintenance** page.



4.2.10 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.

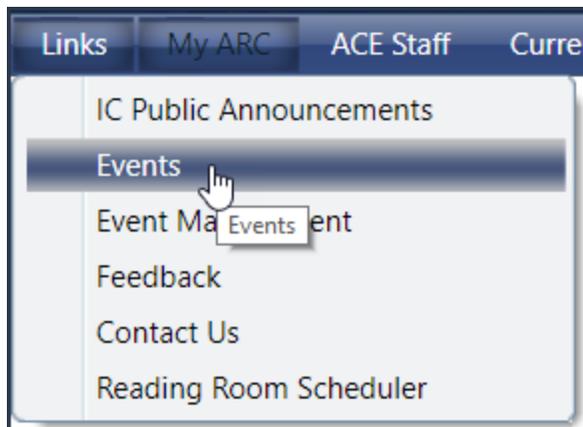
4.3 Events

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.

Register for an event

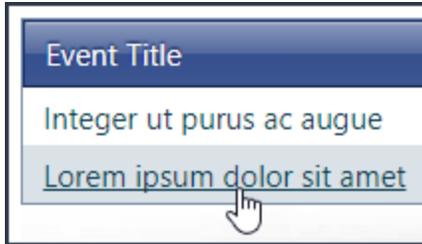
To register for an event

1. Point to **Links** and click **Events**.

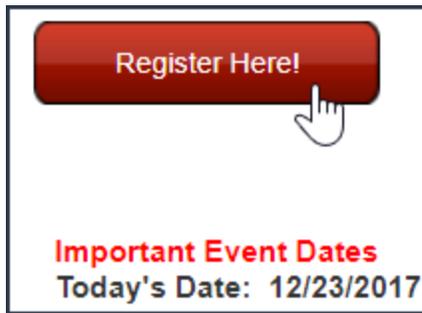


You will see a grid with a list of events.

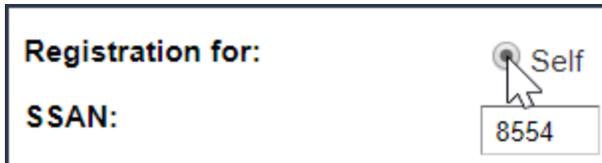
- Click the **Title** of the event you wish to attend. The Event Registration page will open.



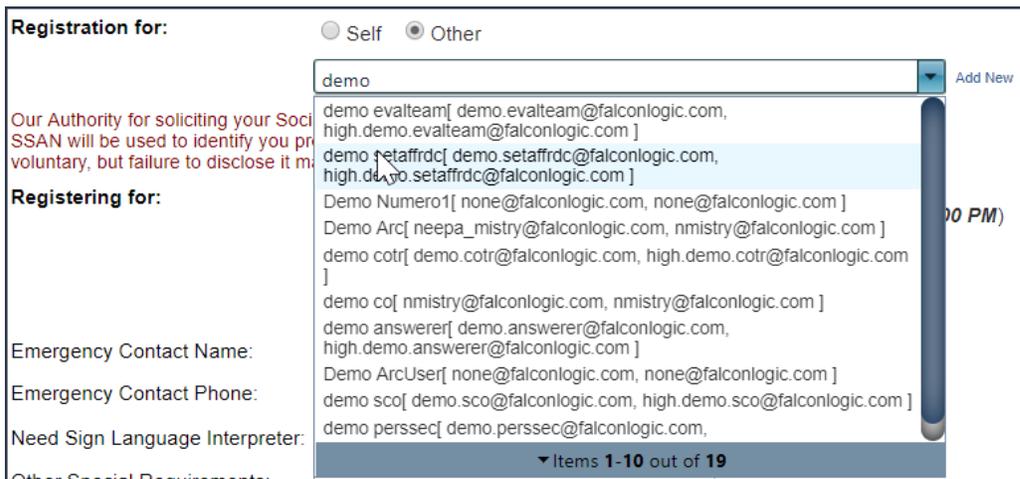
- After reviewing the event details, click **Register Here**.



- In **Registration for**, select **Self** or **Other**.



If you select **Other**, a **Search** will open. You will need to find your associate in the **Search** before proceeding.



- In **Registering for**, select the event days you wish to attend.



Registering for:

- Entire Event (all sessions) (8 Jan 2018 8:00 AM - 12 Jan 2018 5:00 PM)
- SESSION 1 (25 Dec 2017 8:00 AM - 27 Dec 2017 5:00 PM)
- SESSION 2 (25 Dec 2017 8:00 AM - 27 Dec 2017 5:00 PM)

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.



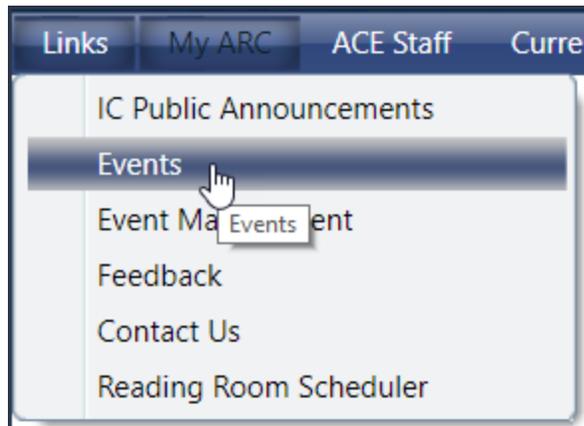
Registered for:

- SESSION 1 (25 Dec 2017 8:00 AM - 27 Dec 2017 5:00 PM)
- SESSION 2 (25 Dec 2017 8:00 AM - 27 Dec 2017 5:00 PM)

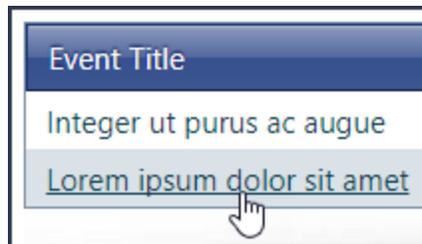
Cancel registration

To cancel your event registration

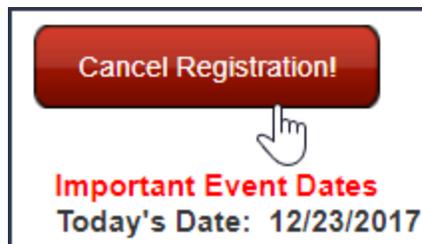
1. In the **Navigation Bar**, navigate to the event by pointing to **Links**, then clicking **Events**.



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



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



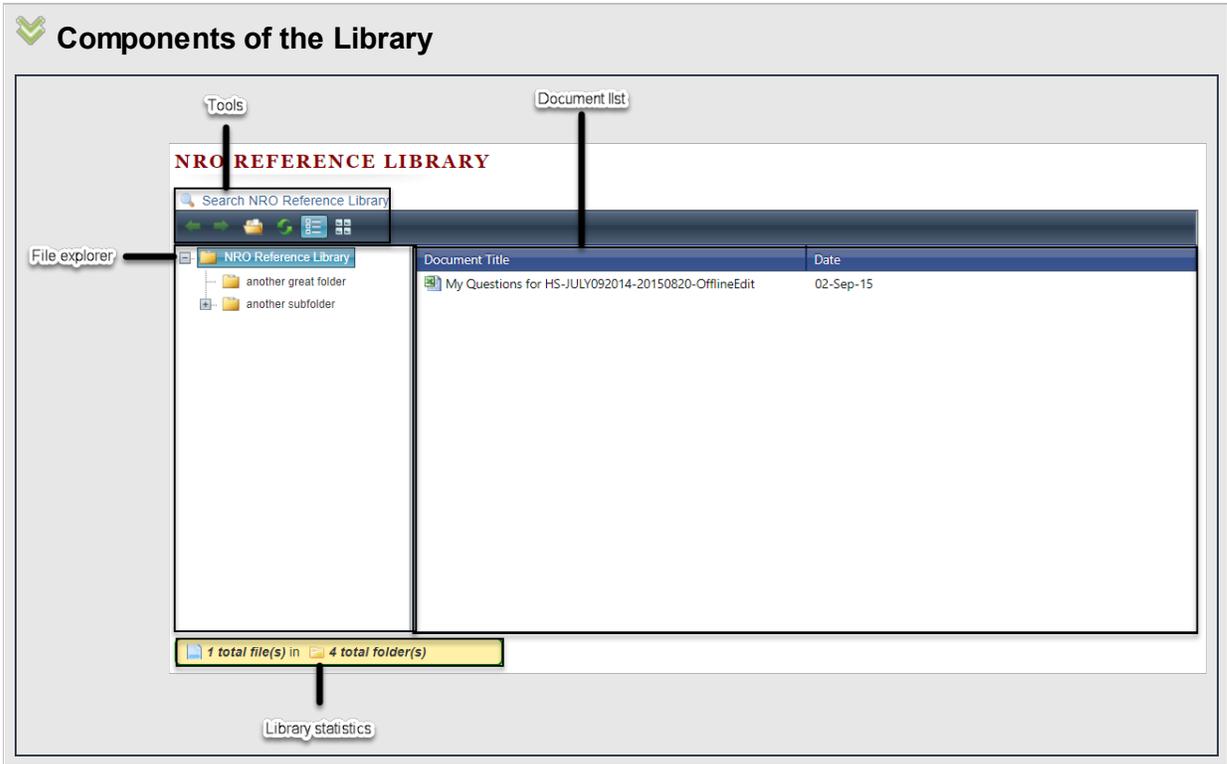
- To cancel your entire registration, select **Yes** in **Cancel Registration**. If you want to cancel part of your registration, deselect the sessions you don't want to attend.



- Click **Save**.

4.4 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.

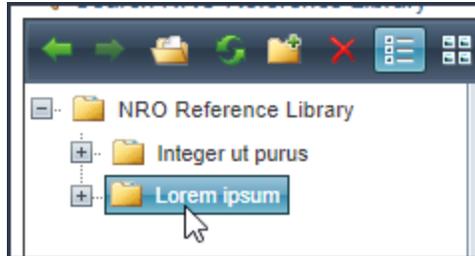


Tools	Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.	
File Explorer	Use the File Explorer to navigate the Library.	
Document List	Use the Document List to review what files are in a folder.	
Library Statistics	Use the Library Statistics to determine how many folders and files are in the Library.	

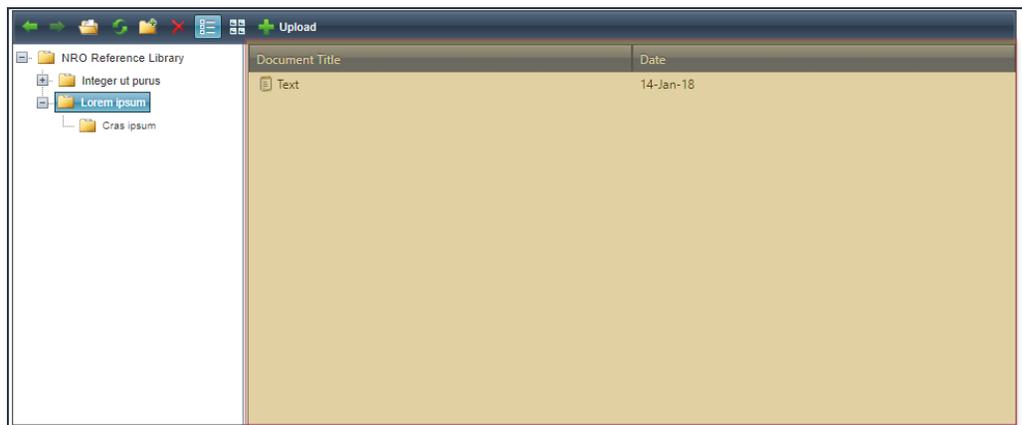
How to navigate the Library

To navigate the Library

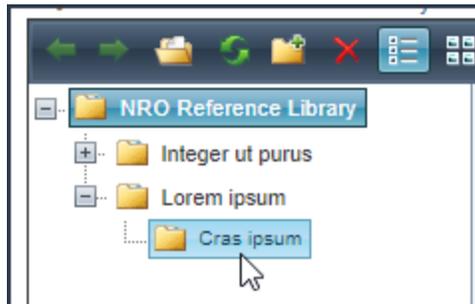
1. Click a **folder** in the File Explorer.



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.

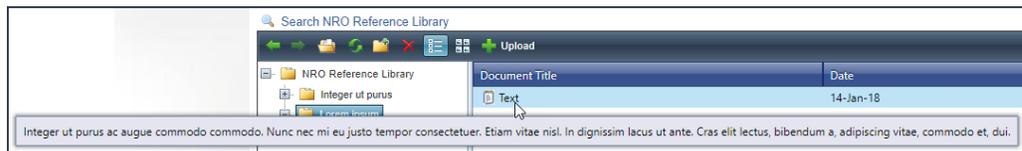
- If you have clicked the **Back** button, you can return to the last **folder** by click the **Forward** button.



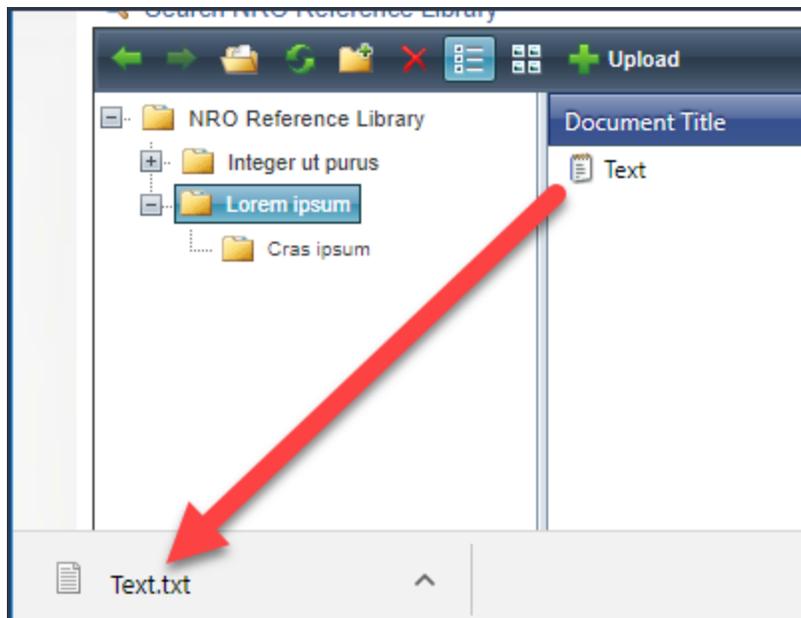
How to download files in the Library to your computer

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**.



**Grid
View**



**Thumbnail
View**

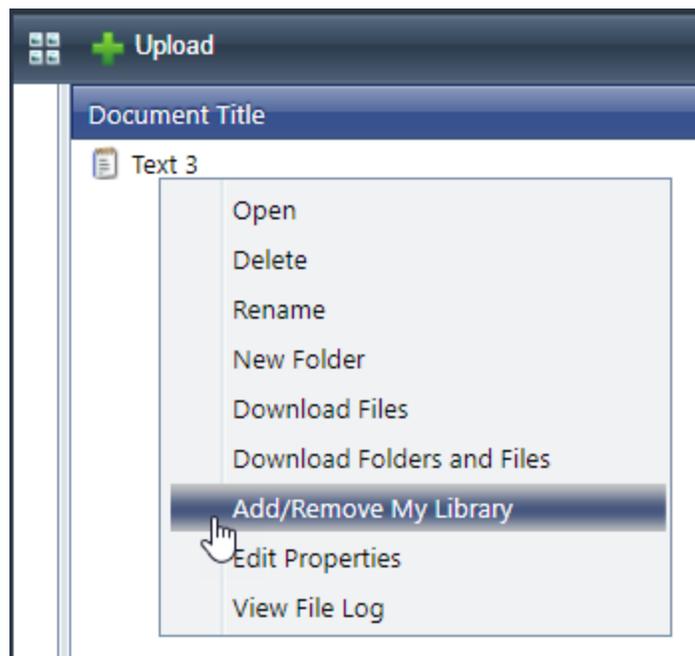
How to add or remove your library

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.

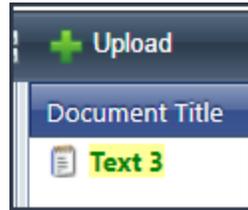
Add a file to my library

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.

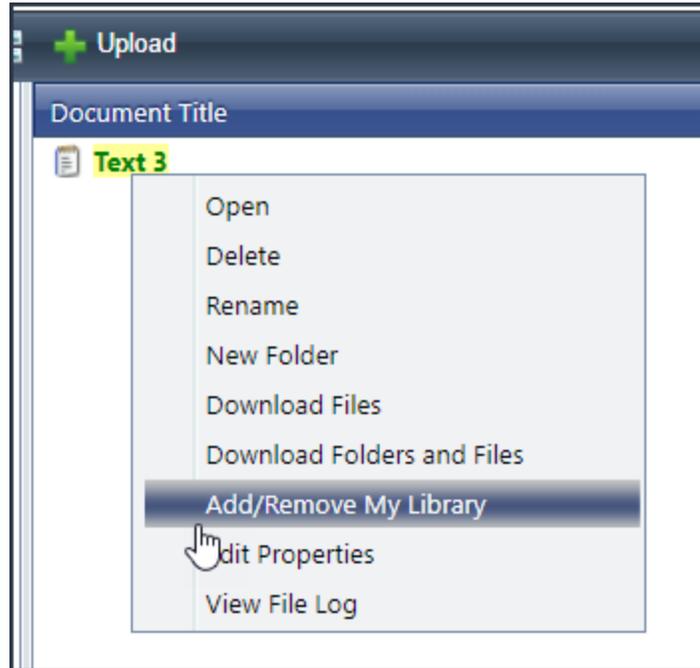
My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

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..

My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

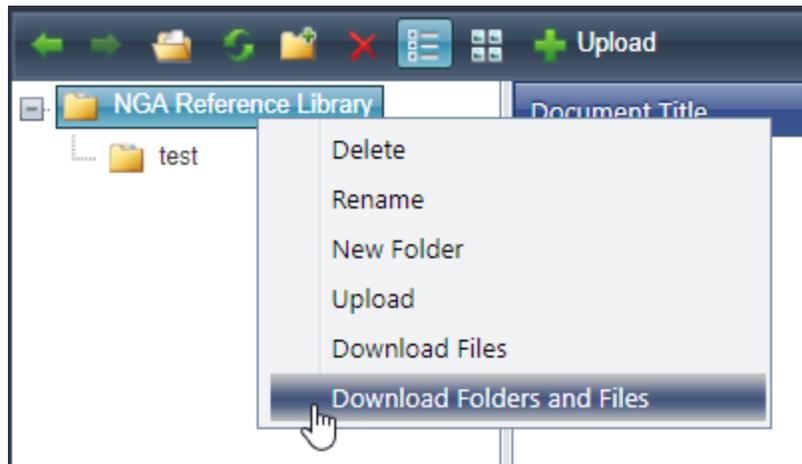
The file will be removed from your library.

✔ How to download folders

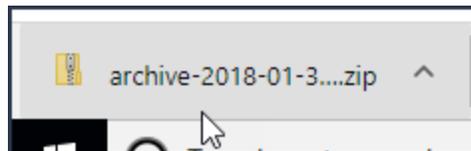
When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

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.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
test	File folder					1/31/2018 3:03 PM
Text 3	Text Document	1 KB	No	1 KB	0%	1/31/2018 3:03 PM

4.5 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.

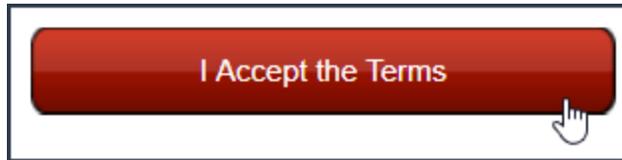
How to log in to your account

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.

User Name:
 Your username is your open (unclassified) email address!

4. In the **Password** box, enter your password.

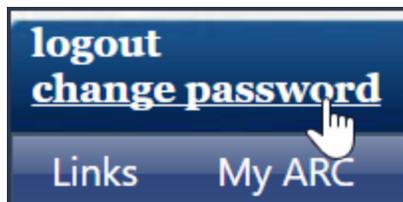
Password:

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.

Password:

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

New Password: 

Password strength: **strong**

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

Confirm Password: 

- Click **Change Password**.

How to recover your password

To recover your password

- From anywhere in the ARC System, click **login**.



- Click **Forgot your password**.



- In the **User Name** box, enter your user name .

User Name: 

Your username is your open (unclassified) email address!

- Click **Continue**.
- In the **Answer box**, enter the answer in the **Question** prompt.

The Security Question you set when you created your account

IDENTITY CONFIRMATION

Answer the following question to receive your password.

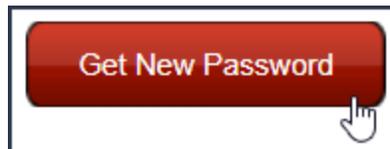
User Name: rdonnells@falconlogic.com

Question: In what city did you meet your spouse/significant other?

Answer:

[Get New Password](#)

6. Click **Get New Password**.

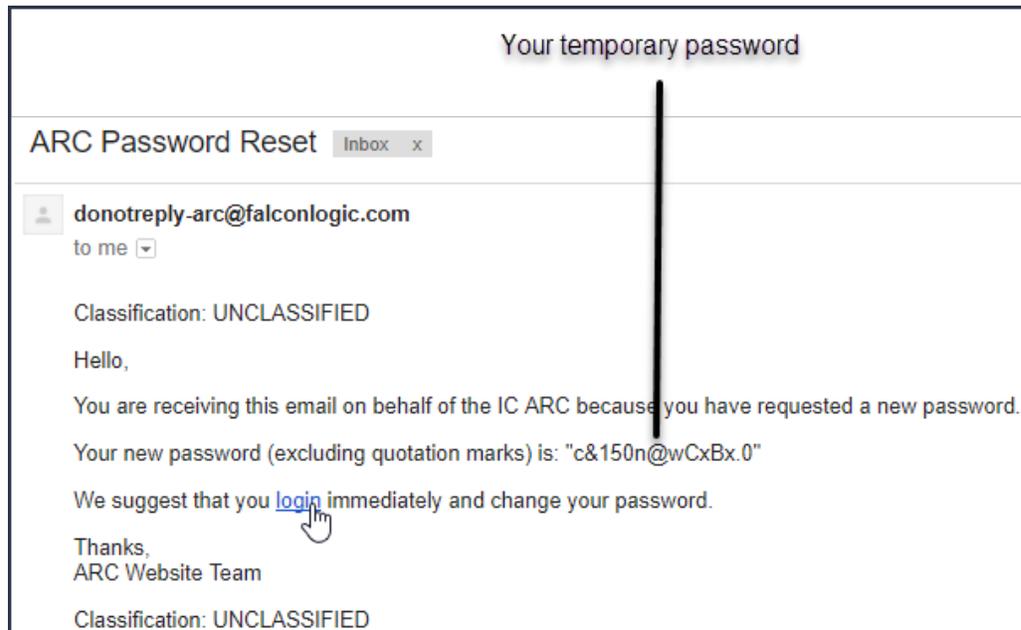


An email will be sent to your unclassified email address.

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



8. Copy your new password to the clipboard. Click **login**.



9. Follow the [Account Login](#) procedure.

4.5.1 PKI Certificate Information

PKI stands for Public Key Infrastructure. PKI certificates are used as means to verify your identity. On 30 June 2014, you will need to have an IC PKI certificate to access the classified ARC.

Unclassified ARC PKI Access

The unclassified ARC 2.0 will accept DoD issued CAC cards and DoD PKI certificates issued by authorized vendors. The authorized vendor list is below:

[Operational Research Consultants](#)

(703) 246-8545

[Verisign](#)

1-866-202-5570 option 1

eca-authentication@verisign.com

[IdenTrust](#)

1-866-299-3335

Classified ARC PKI Access

As of 30 June 2014, you must have an IC PKI certificate to access the classified ARC.

If you are NRO sponsored, contact the NRO Identity & Credentialing Office (NICO), for more information.

Open

(703) 808-NICO

acehelpdesk@westfields.net

Secure

850-NICO

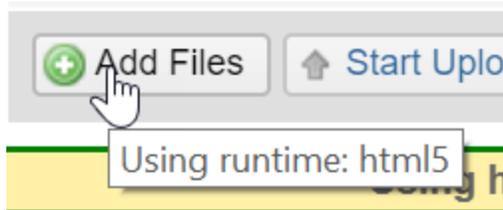
nico@nro.ic.gov

4.6 Upload documents

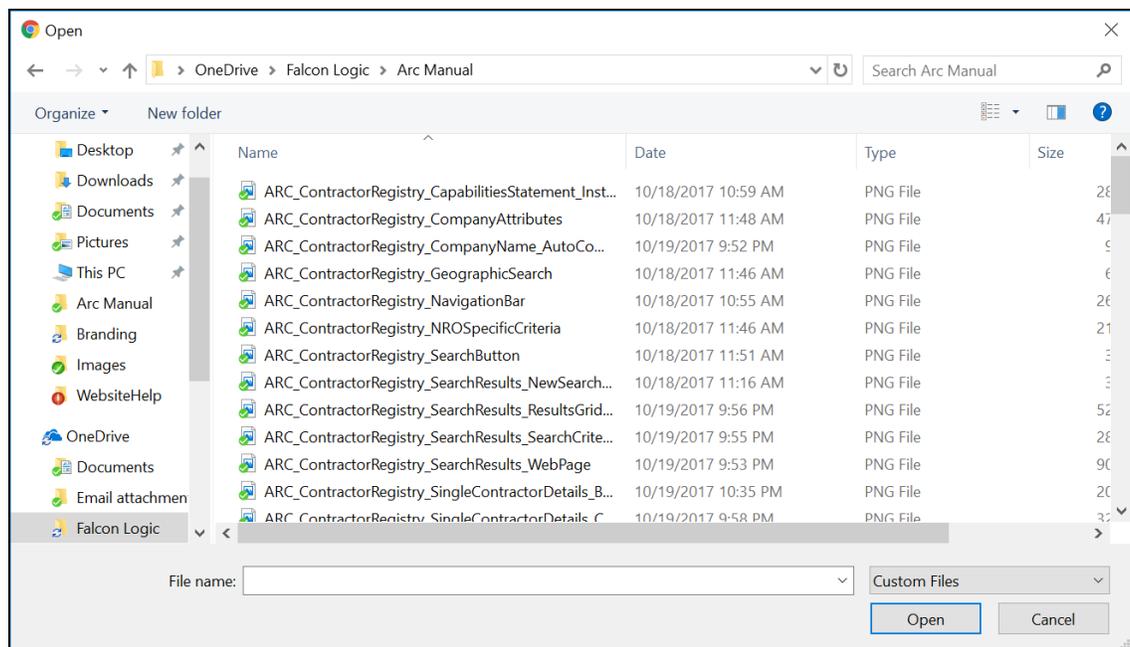
The **Upload documents** modal is used throughout the ARC to upload files to the system. While this is not always the process used in the ARC system, it is the most common method.

To upload documents

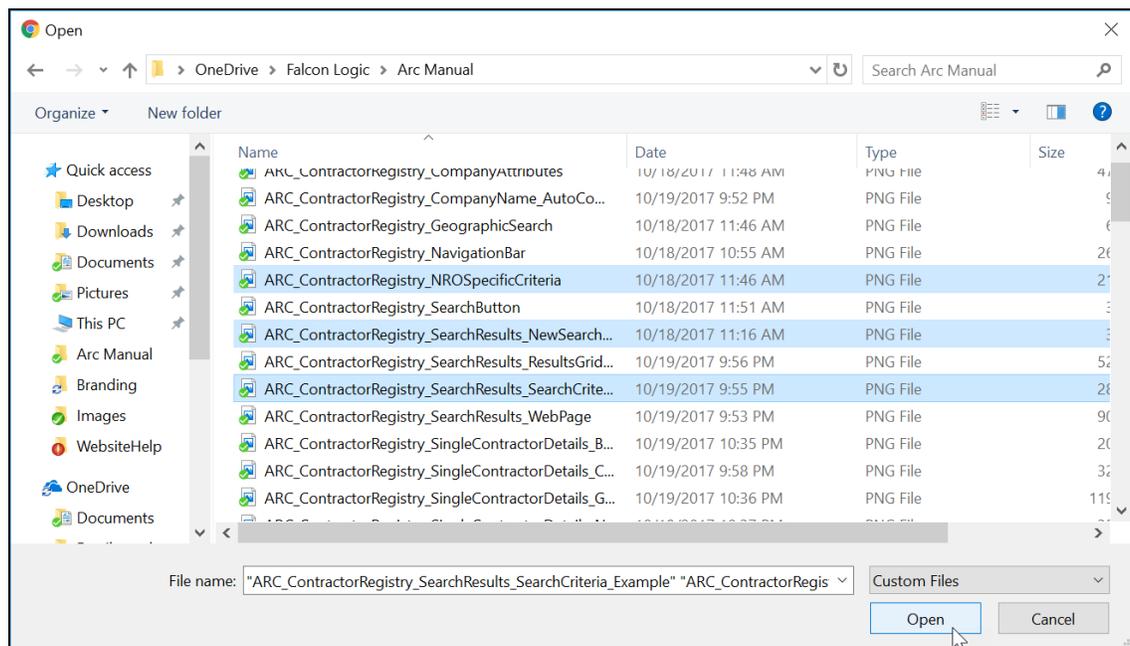
1. From the **Load Documents** modal, click **Add Files**.



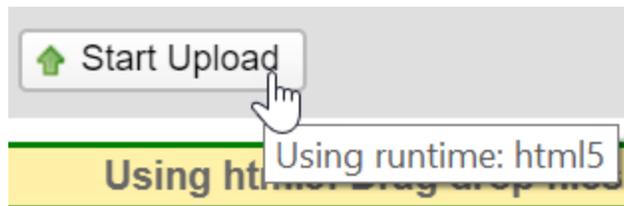
Your computer's **File Explorer** will open.



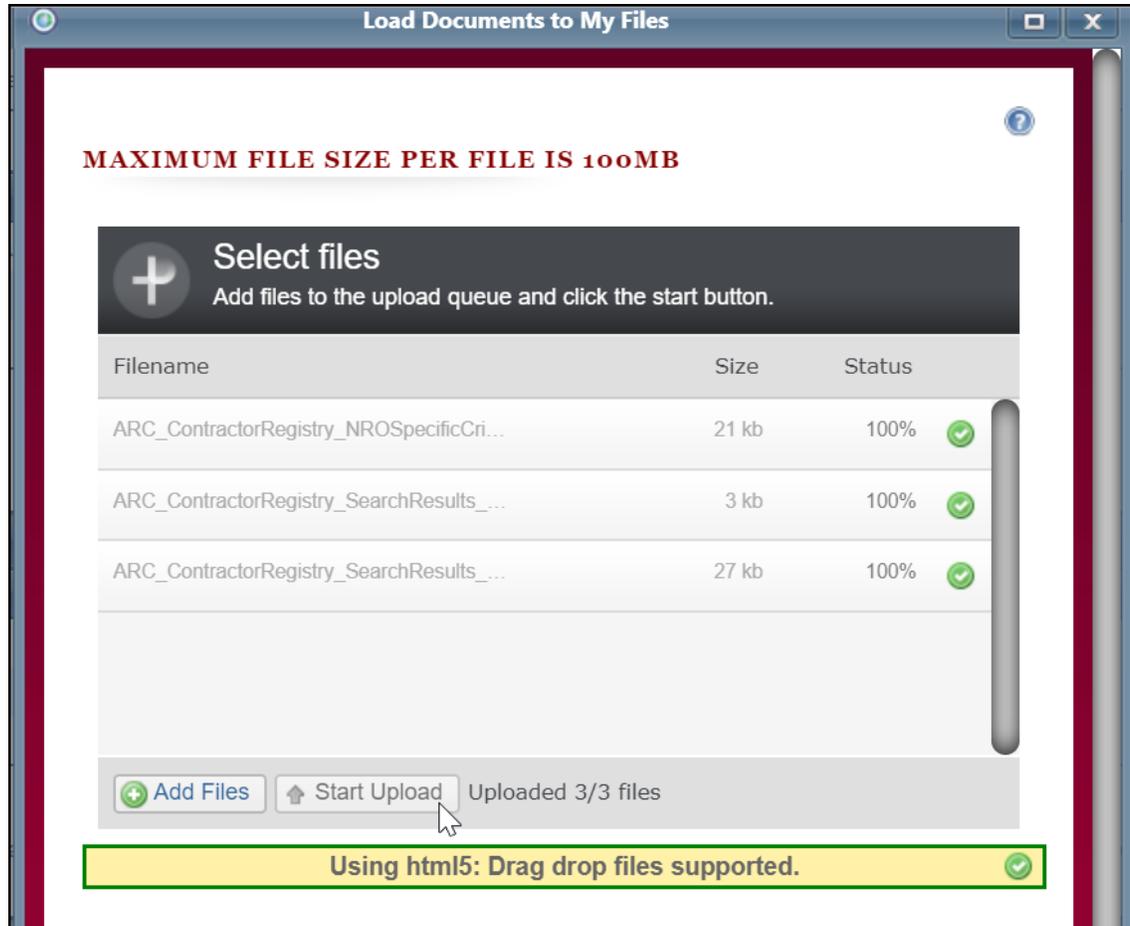
2. Select the files you want to upload and click **Open**. Using the keyboard, you can hold **Ctrl** to select multiple files.



3. After you have added all of the files you want to upload, click **Start Upload** to upload the documents.

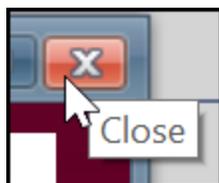


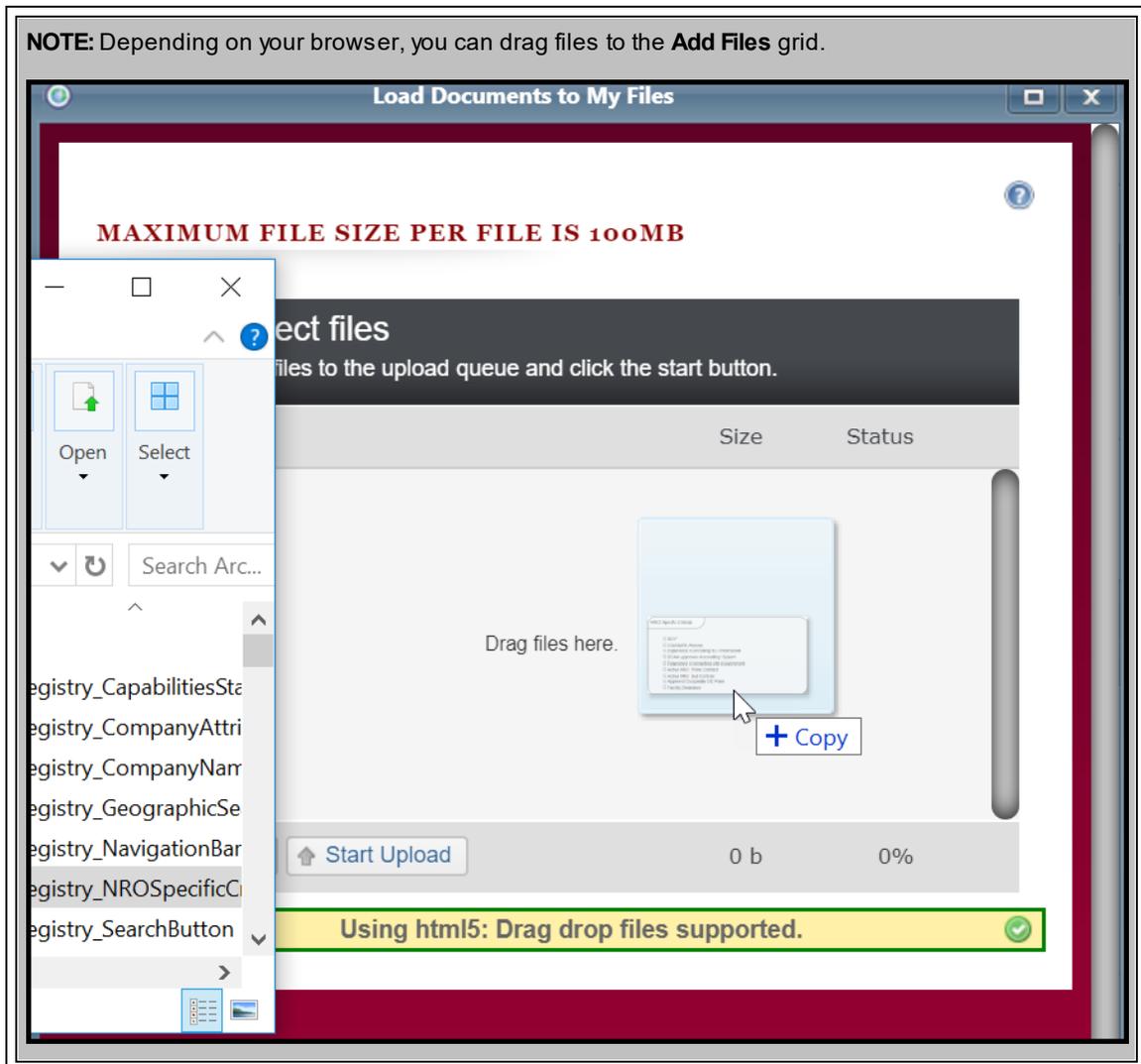
The status field will tell you how much of your file has been uploaded. The status will be "100%" and a green check will appear once the file upload has been completed.



4. Click **X** to close the Load Documents dialogue.

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





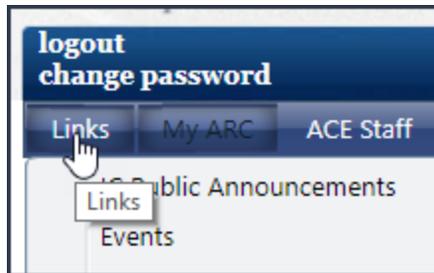
5 Links

On the Links page you will find links to the **Frequently Accessed 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](#)

5.1 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.

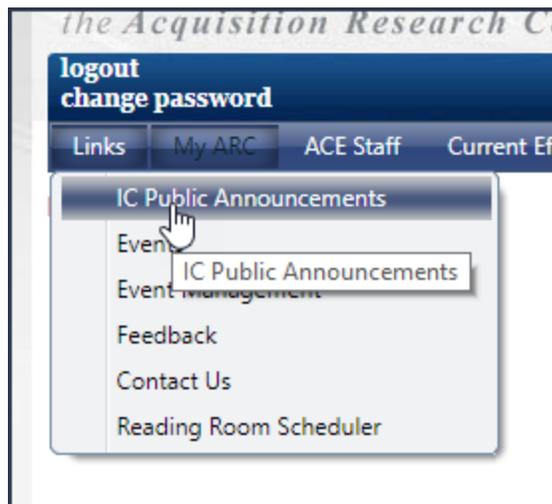
NOTE: Announcements posted to the IC Public Announcements page are viewable by all contractors and Intelligence Community organizations. If you want to post a Public Announcement which is only viewable

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**.



See also:

[Announcements](#)

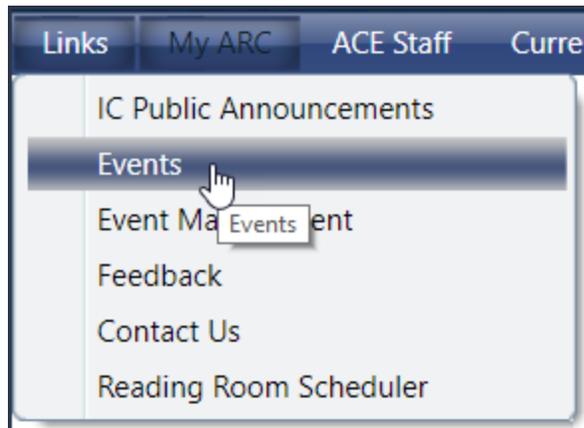
5.2 Events

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](#)

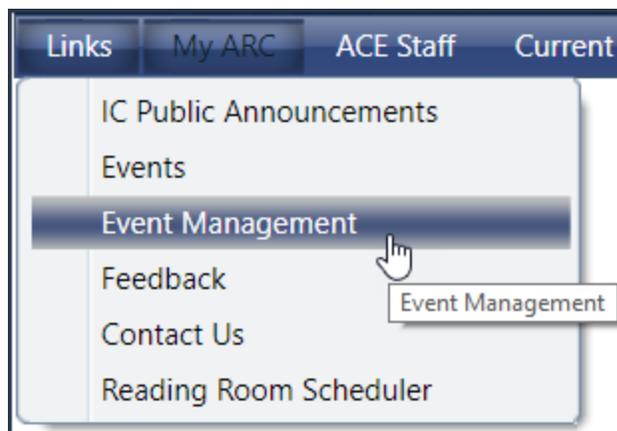
5.3 Event Management

Power users can manage events from the **Event Management** page.

Navigate to the Events Management page

On the **Navigation Bar**

- Point to **Links** then click **Event Management**.

**See also**

Event Management

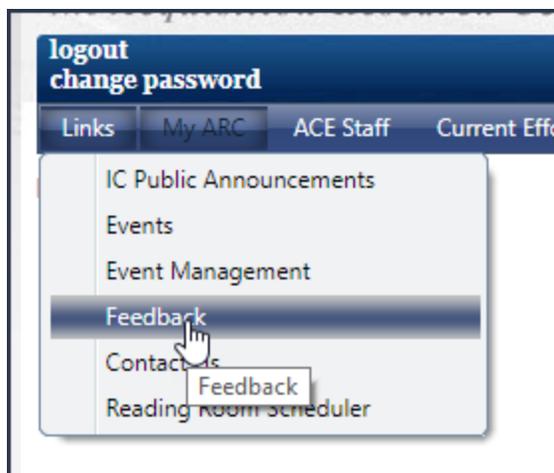
5.4 Feedback

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**.

Home > Links > Feedback

BE HEARD! SUBMIT YOUR IDEAS AND SUGGESTIONS ABOUT ARC 2.0

IMPORTANT! This forum is not to be used for questions about the content of the website including source selections. Contact the appropriate party for those issues. Be sure to include your contact information (name, phone number, open email address), if you expect a response from your inquiry.

Comment Type
 General Comment
 General Comment
 Issue Report
 Feature Request
 Question

Comment Type

MENTS AND ATTACHMENTS AT THE UNCLASSIFIED LEVEL!

Details

Attachments
 KEEP ALL COMMENTS AND ATTACHMENTS AT THE UNCLASSIFIED LEVEL!
 Select

Select files to upload (.jpeg,.jpg,.png,.doc,.docx,.xls,.xlsx,.pdf)

I Certify My Comments/Attachments are UNCLASSIFIED.

Submit Feedback

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

Attachments
 KEEP ALL COMMENTS AND ATTACHMENTS AT THE UNCLASSIFIED LEVEL!
 Select

Select files to upload (.jpeg,.jpg,.png,.doc,.docx,.xls,.xlsx,.pdf)

No file chosen

I Certify My Comments/Attachments are UNCLASSIFIED.

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

I Certify My Comments/Attachments are UNCLASSIFIED.

Submit Feedback

- Click **Submit Feedback**.

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

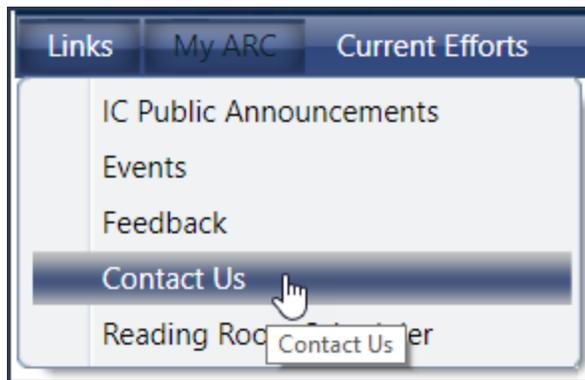
5.5 Contact Us

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

5.6 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 Reading Room Scheduler page

- In the **Navigation Bar**, point to **Links**, then click **Reading Room Scheduler**.

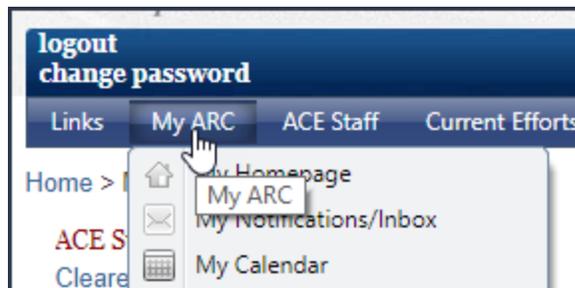
6 My ARC

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.

Home > My ARC

ACE Staff Links
 Cleared Visitors
 Scheduler
 Reading Room Administration

Effort Administration Links
 Create New Effort
 Effort Reports

System Administration Links
 Unsolicited Proposal Admin
 Events Admin
 OCI Plan Approval

My Efforts

Save Preferences Filter Efforts By: All Active Efforts Include Efforts: Active Efforts Hide Rating/Notes Refresh

Effort Name	Unclass Acronym	Type	Status	Classification	Agency	Directorate	Last Activity	Sub?	Rating Notes
Cras lobortis orci	CIO	Limited Blind	Draft	UNCLASSIFIED	NRO	NRO-ACE	2018-01-16 11:40		☆☆☆☆☆ Effort Notes
TEST07182014	TEST07182014	Open	Active	UNCLASSIFIED//FOUO	USAF	AFISRA	2017-11-17 11:33		☆☆☆☆☆ Effort Notes
Workflow20	WF20	Open	Active	UNCLASSIFIED//SOURCE SELECTION SENSITIVE	NRO	N/A-NONE	2017-07-20 09:48		☆☆☆☆☆ Effort Notes
QA-TEST-20170428	QA-TEST-20170428	Limited Blind	Maintenance	34343	INR	N/A-None	2017-07-13 08:47		☆☆☆☆☆ Effort Notes

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.

logout change password Acquisition Center of Excellence

Links My ARC ACE Staff Current Efforts NRO NGA CIA DNI Other Agencies Contractor Registry Admin Help

Home > My ARC > My Notifications/Inbox

Notifications: All, Unread, Starred, Archive

Filters: Efforts, Agencies, Summaries

Reading Pane Open Print Mark as Read Mark as Unread Delete Archive

Manage Subscriptions

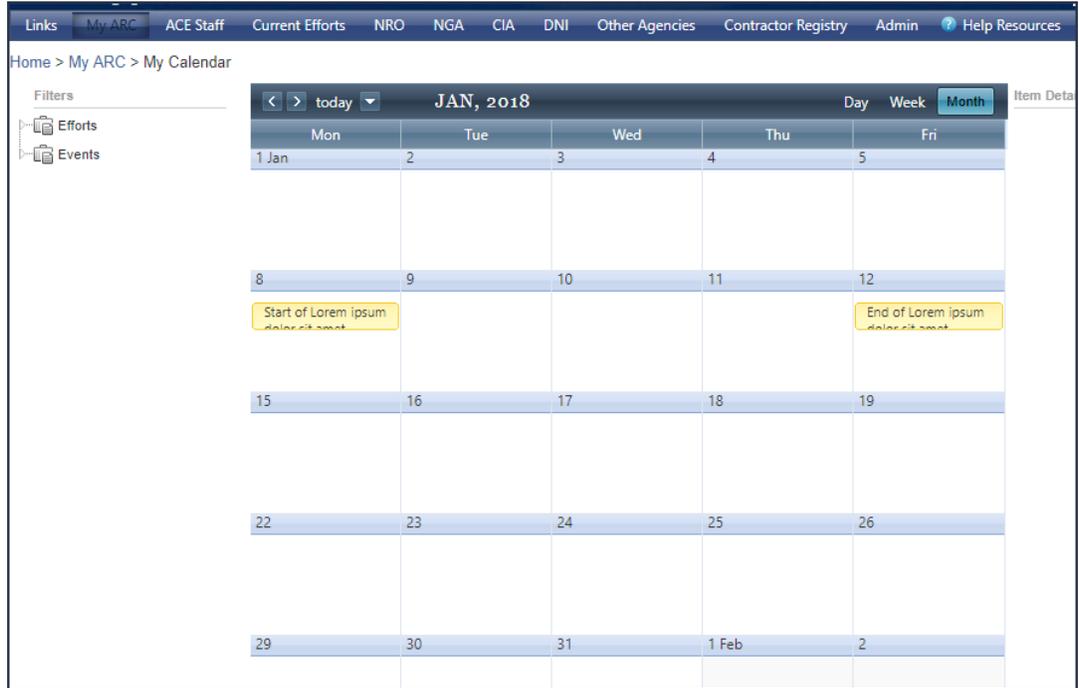
Drag a column header and drop it here to group by that column

★	🔗	Effort	Agency	Directorate	Subject
		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test
		BRETT-2017051	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an un
		BRETT-2017051	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an un
		DBAA	NRO	BPO	Announcement Posting for DBAA
		DBAA	NRO	BPO	NRO->BPO->DBAA: Test DBAA
		ONEMORE	NRO	GEOINT	NRO->IMINT->ONEMORE: test
		DBAA	NRO	BPO	NRO->BPO->DBAA: This is just a test Classif
		FEEDTEST-2017C	NRO	AS&T	Final Proposal Revision Letter for FEEDTEST-
		FEEDTEST-2017C	NRO	AS&T	NRO->AS&T->FEEDTEST-201702: test all me
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTES
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTES
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTES

Page size: 100

 **About [My Calendar](#)**

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



 **About [My Account Settings](#)**

Under My Account Settings, you can manage your contact information, password and security questions, and attributes about your organization.

Links My ARC ACE Staff Current Efforts NRO NGA CIA DNI Other Agencies Contractor Registry Admin

Home > My ARC > My Account Settings

Contact Information Password & Security Management

MY CONTACT INFORMATION

Agency ACE (NRO-ACE (Admin))
Directorate NRO-ACE (NRO Administrative)

Title/Salutation First Name Middle Name
Last Name Suffix
Job Title/Position
SSAN ***-**-2400

Our Authority for soliciting your Social Security Account Number (SSAN) is Executive Order: 9397. Your SSAN will be used to identify you precisely within our access control system. Disclosure of the SSAN is voluntary, but failure to disclose it may result in delay or denial of access.

Open Phone Open Email
Secure Phone Secure Email
Wireless Phone Wireless Carrier

* Enter your wireless # and select your carrier if you want to receive SMS alerts. Standard message and data rates may apply. ACE is not responsible for any charges from your wireless carrier.

Timezone

 [About My Subscriptions](#)

My Subscriptions allows you to manage the notifications you would like to receive in summary and pertaining to specific agencies and efforts.

Links My ARC ACE Staff Current Efforts NRO NGA CIA

Home > My ARC > My Subscriptions

Summaries Agencies Efforts Other Subscriptions

Receive Daily Digest?
 Receive Weekly Digest?
 Receive Monthly Digest?

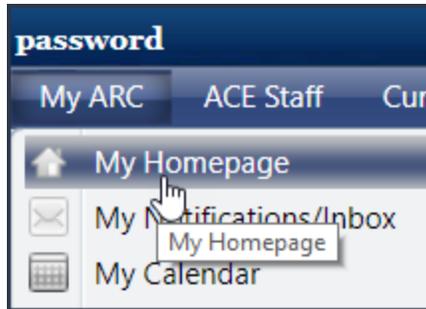
6.1 My Homepage

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.

Home > [My ARC](#) > My Homepage

ACE Staff Links

Cleared Visitors
Scheduler
Reading Room Administration

Effort Administration Links

Create New Effort
Effort Reports

System Administration Links

Unsolicited Proposal Admin
Events Admin
OCI Plan Approval

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

My Efforts

Save Preferences Filter Efforts By: All Active Efforts Include Efforts: Active Efforts Hide Rating/Notes Refresh

Effort Name	Unclass Acronym	Type	Status	Classification	Agency	Directorate	Last Activity	Sub?	Rating Notes
TEST07182014	TEST07182014	Open	Active	UNCLASSIFIED//FOUO	USAF	AFISRA	2017-11-17 11:33		★ ★ ★ ★ ★ Effort Notes
Workflow20	WF20	Open	Active	UNCLASSIFIED//SOURCE SELECTION SENSITIVE	NRO	N/A-NONE	2017-07-20 09:48		★ ★ ★ ★ ★ Effort Notes
QA-TEST-20170428	QA-TEST-20170428	Limited Blind	Active	34343	INR	N/A-None	2017-07-13 08:47		★ ★ ★ ★ ★ Effort Notes
Dummy BAA	DBAA	BAA	Active	TEST CLASSIFICATION	NRO	BPO	2017-06-09 11:13		★ ★ ★ ★ ★ Effort Notes
BRETT-20170517	BRETT-20170517	Open	Active	UNCLASSIFIED//PROPIN	USMC	M CIA	2017-05-30 12:16		★ ★ ★ ★ ★ Effort Notes
TEST-NEWSTUFF-APR2017	TEST-NEWSTUFF-APR2017	Open	Draft	UNCLASSIFIED//BRET T	NGA	OCS	2017-04-24 11:01		★ ★ ★ ★ ★ Effort Notes
BAA-20160624	BAA-20160624	BAA	Draft	UNCLASSIFIED - US CITIZENS ONLY	INR	N/A-None	2016-10-19 06:15		★ ★ ★ ★ ★ Effort Notes
TEST-LS-20161005	TEST-LS-20161005	Open	Active	UNCLASSIFIED	NRO	COMM	2016-10-05 13:58		★ ★ ★ ★ ★ Effort Notes
FTA-4	FTA-4	Open	Active	UNCLASSIFIED	NRO	AS&T	2016-10-05 13:47		★ ★ ★ ★ ★ Effort Notes
FTA-3	FTA-3	Open	Active	UNCLASSIFIED	NRO	AS&T	2016-10-05 13:44		★ ★ ★ ★ ★ Effort Notes

Page size: 10 21 items in 3 pages

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

My Library

Origin	Document	Date Added	Remove
NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
NAM->/Appendices	beta-light-20151201 (1).txt	2016-01-18	Remove
NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

About My Files

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

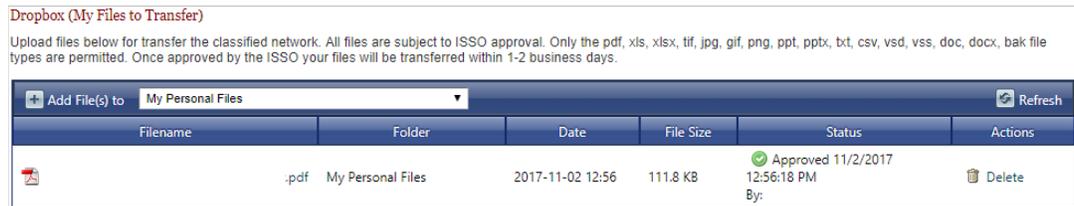
- add files
- delete files
- download files



About DropBox

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

- add files
- delete files
- download files



6.1.1 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:

Link Type	Links
Ace Staff Links	<ul style="list-style-type: none"> • Cleared • Visitors • Scheduler

	<ul style="list-style-type: none"> Reading Room Administration
Effort Administration Links	<ul style="list-style-type: none"> Create New Effort Effort Reports
System Administration Links	<ul style="list-style-type: none"> Unsolicited Proposal Admin Events Admin OCI Plan Approval

 **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.

Home > My ARC > My Homepage

<p>ACE Staff Links</p> <p>Cleared Visitors</p> <p>Scheduler</p> <p>Reading Room Administration</p>	<p>Effort Administration Links</p> <p>Create New Effort</p> <p>Effort Reports</p> <p>System Administration Links</p> <p>Unsolicited Proposal Admin</p> <p>Events Admin</p> <p>OCI Plan Approval</p>
--	---

6.1.2 My Efforts

The **My Efforts** region of **My Homepage** provides a convenient location to manage the efforts you have created in the ARC system.

 **Navigate to the My Efforts 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 Efforts** region will appear.

My Efforts									
Save Preferences Filter Efforts By: All Active Efforts Include Efforts: Active Efforts Hide Rating/Notes Refresh									
Effort Name	Unclass Acronym	Type	Status	Classification	Agency	Directorate	Last Activity	Sub?	Rating Notes
TEST07182014	TEST07182014	Open	Active	UNCLASSIFIED//FOUO	USAF	AFISRA	2017-11-17 11:33		☆☆☆☆ Effort Notes
Workflow20	WF20	Open	Active	UNCLASSIFIED//SOURCE SELECTION SENSITIVE	NRO	N/A-NONE	2017-07-20 09:48		☆☆☆☆ Effort Notes
QA-TEST-20170428	QA-TEST-20170428	Limited Blind	Active	34343	INR	N/A-None	2017-07-13 08:47		☆☆☆☆ Effort Notes
Dummy BAA	DBAA	BAA	Active	TEST CLASSIFICATION	NRO	BPO	2017-06-09 11:13		☆☆☆☆ Effort Notes
BRETT-20170517	BRETT-20170517	Open	Active	UNCLASSIFIED//PROPIN	USMC	MCIA	2017-05-30 12:16		☆☆☆☆ Effort Notes
TEST-NEWSTUFF-APR2017	TEST-NEWSTUFF-APR2017	Open	Draft	UNCLASSIFIED//BRETT	NGA	OCS	2017-04-24 11:01		☆☆☆☆ Effort Notes
BAA-20160624	BAA-20160624	BAA	Draft	UNCLASSIFIED - US CITIZENS ONLY	INR	N/A-None	2016-10-19 06:15		☆☆☆☆ Effort Notes
TEST-LS-20161005	TEST-LS-20161005	Open	Active	UNCLASSIFIED	NRO	COMM	2016-10-05 13:58		☆☆☆☆ Effort Notes
FTA-4	FTA-4	Open	Active	UNCLASSIFIED	NRO	AS&T	2016-10-05 13:47		☆☆☆☆ Effort Notes
FTA-3	FTA-3	Open	Active	UNCLASSIFIED	NRO	AS&T	2016-10-05 13:44		☆☆☆☆ Effort Notes

Page size: 10 21 items in 3 pages

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?	Rating Notes
-------------	-----------------	--------	-------------	------	--------	----------------	---------------	------	--------------

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:

Filter Name	Options
Filter Efforts By	<ul style="list-style-type: none"> • All Active Efforts • My Subscribed Efforts • Newly Updated Efforts
Include Efforts	<ul style="list-style-type: none"> • Active Efforts • Viewable Efforts • All Efforts

Filter Efforts By: All Active Efforts ▼ Include Efforts: Active Efforts ▼

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.

Hide Rating/Notes

 **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**

Effort Name	Unclass Acronym	Agency	Directorate
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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.

Agency

USA

3. Using the mouse, click anywhere outside of the text box.

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

Effort Name	Unclass Acronym	Agency	Directorate	Type	Status	Classification	Last Activity	Sub?	Rating Notes
<input type="text"/>	<input type="text"/>	USA	<input type="text"/>						
TEST07182014	TEST07182014	USAF	AFISRA	Open	Active	UNCLASSIFIED//FOUO	2017-11-17 11:33		      Effort Notes

Search Rules

1. If you enter text into more than one field, each term will be accounted for in the search.

Effort Name	Unclass Acronym	Agency	Directorate	Type	Status	Classification	Last Activity	Sub?	Rating Notes
<input type="text"/>	FTA	<input type="text"/>	AS						
FTA-4	FTA-4	NRO	AS&T	Open	Active	UNCLASSIFIED	2016-10-05 13:47		      Effort Notes
FTA-3	FTA-3	NRO	AS&T	Open	Active	UNCLASSIFIED	2016-10-05 13:44		      Effort Notes

2. All searches are for partial text.

For example, if you enter "DI" into the **Agency** field, the field value "DIA" will be returned.

Effort Name	Unclass Acronym	Agency	Directorate
<input type="text"/>	<input type="text"/>	DI	<input type="text"/>
LB-23OCT14	LB-23OCT14	DIA	N/A-None

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.

My Efforts



✔ 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

Export Type	Icon
Excel	
PDF	
CSV	
Word	

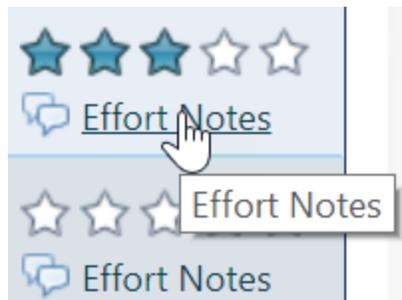
How to open My Effort Notes

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

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

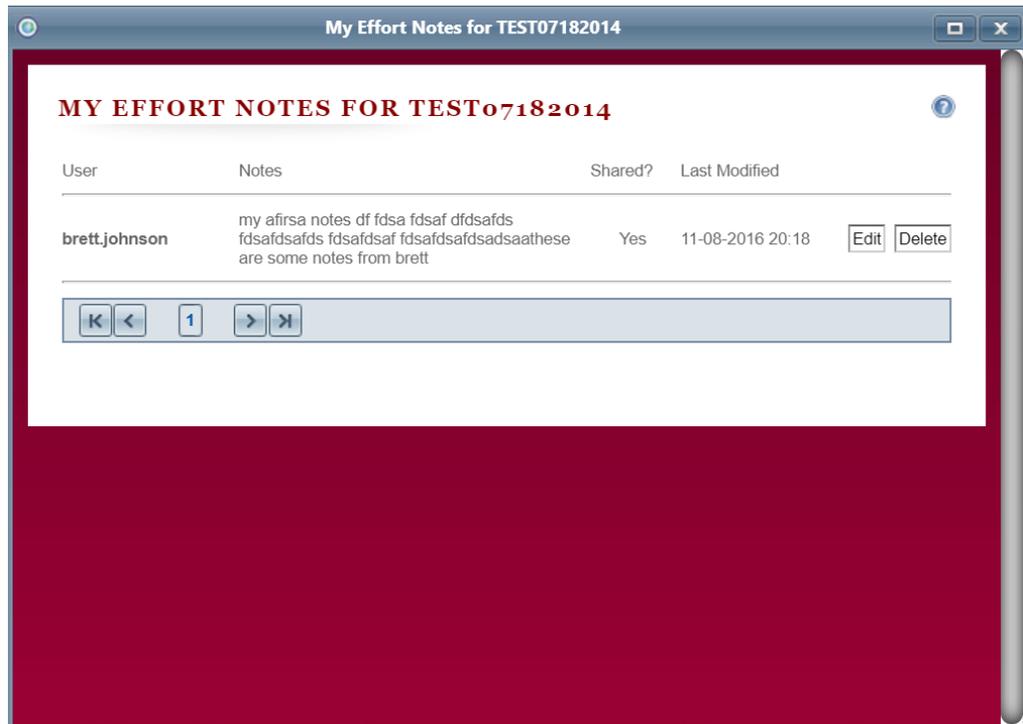
1. Move your mouse to the right side of the **My Efforts** grid.

The **Effort Notes** link is located directly below the **Effort Rating** in the right-most column.



2. Click on the **Effort Notes** link.

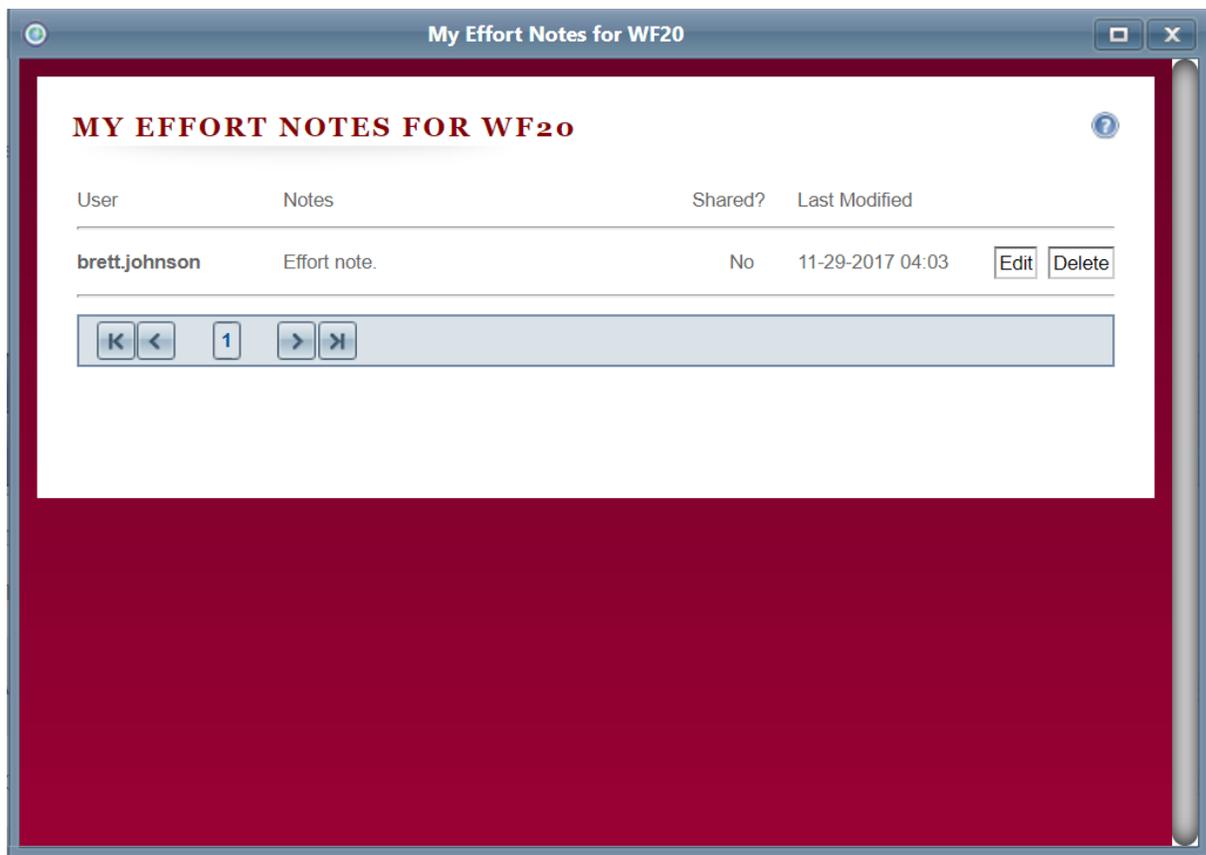
The **My Effort Notes** modal will open.

**See also:**

[My Effort Notes](#)

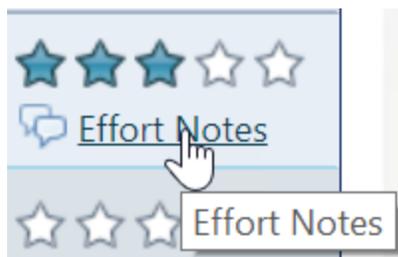
6.1.2.1 My Effort Notes

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

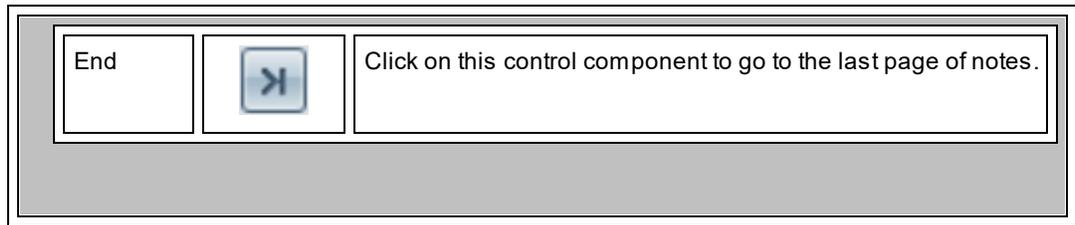
There is a limit as to how many notes can be shown in the **My Efforts Notes** grid. If there are more effort notes than can fit on screen, then use the paginator control to view additional notes. The paginator control is located at the bottom of the **My Efforts Notes** grid.



Using the paginator

The paginator is split into 5 parts:

Part Name	Part Image	Part Description
Begin		Click on this control component to return to the first page of notes.
Previous		Click on this control component to return to the previous page of notes.
Page Number		This control component displays the page you are on.
Next		Click on this control component to go to the next page of notes.

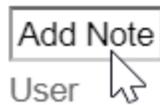


✓ How to add an effort note

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.

Notes

A screenshot of a text input field. The field is empty and has a blue border. A vertical line cursor is positioned at the beginning of the field. A small double-slash icon is visible in the bottom right corner of the field.

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

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

Shared?



Share?:



4. Click **Save**.

Last Modified



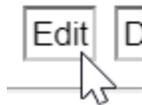
NOTE: You can only add 1 note per effort. If you have already added a note to an effort, the option to add a note will not be available.

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**.

Last Modified



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.



6.1.3 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.

My Library			
Origin	Document	Date Added	Remove
NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	 Remove
NAM->/Appendices	beta-light-20151201 (1).txt	2016-01-18	 Remove
NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	 Remove

See also:

[Libraries](#)

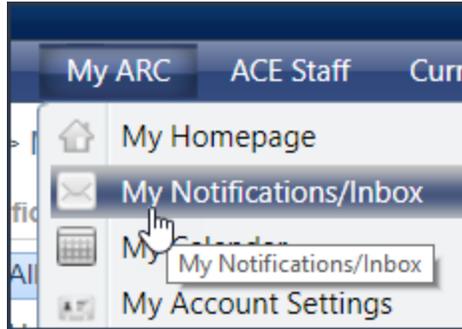
6.2 My Notifications/Inbox

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.



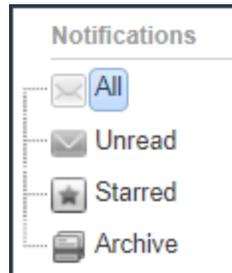
Page Layout

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.



All Click this filter to view all notifications. This is the default view.

Unread Click this filter to view unread notifications only.

ead

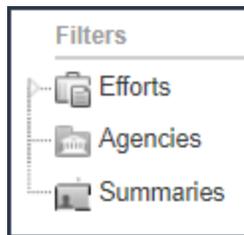
Starred Use this filter to view your starred notifications. Click any notification in the star column to star or unstar it.

Archive This will show you only your archived notifications. You can always unarchive.

Filters

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.



Reading Pane	Click this control to open a reading pane on the My Notifications/Inbox page. Look for the pane to be opened directly below the Notifications grid.
Open	Select a message in the Notifications grid, then click Open to open the message in a new window.
Print	Select a message in the Notifications grid, then click Print to print the message. After you click Print , the print dialogue of your computer will open.
Mark as Read	You can use this control after having marked a notification as read. After clicking Mark as Unread , click Mark as Read to set the notification to unread.
Mark as Unread	After having clicked a notification, the notification will be marked as read. Use this control to reset the unread status of the notification.
Delete	Select a notification in the Notifications grid and click Delete to remove the notification from the grid. Note: Upon clicking delete, the message will be deleted, and you will not be able to undo the delete of the notification.
Archive	If you want to save a message, but remove it from your inbox, select a notification in the Notifications grid and click Archive . You can later

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.

Drag a column header and drop it here to group by that column

Star	Attachment	Effort	Agency	Directorate	Subject	Date
		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test	2017-05-31 14:55
		BRETT-20170517	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an UNCLASSIFIED//SUPER SPECIAL subject	2017-05-30 12:10
		BRETT-20170517	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an unclass//propin announcement	2017-05-30 12:10
		DBAA	NRO	BPO	Announcement Posting for DBAA	2017-04-14 11:16
		DBAA	NRO	BPO	NRO->BPO->DBAA: Test DBAA	2017-04-14 11:14
		ONEMORE	NRO	GEOINT	NRO->IMINT->ONEMORE: test	2017-04-06 10:19
		DBAA	NRO	BPO	NRO->BPO->DBAA: This is just a test Classification	2017-03-29 15:33
		FEEDTEST-2017K	NRO	AS&T	Final Proposal Revision Letter for FEEDTEST-201702	2017-02-21 15:23
		FEEDTEST-2017K	NRO	AS&T	NRO->AS&T->FEEDTEST-201702: test all mechs	2017-02-21 15:23
		FEEDTEST-2017K	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702	2017-02-21 15:23
		FEEDTEST-2017K	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702-UNCL	2017-02-21 15:23
		FEEDTEST-2017K	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702-UNCL2	2017-02-21 15:23

Page size: 100 24 items in 1 pages

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 the 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.

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

DBAA	NRO	BPO	NRO->BPO->DBAA: New Test	2017-05-31 14:55
DBTT 30430617	UCLMC	MCA	MCA - MIA NRO - DBTT 30430617 - UNCLASSIFIED//FOR OFFICIAL USE ONLY	2017-05-30 13:40

Click once to open the notification in a reading pain directly below the notifications grid.

Drag a column header and drop it here to group by that column

★	📎	Effort	Agency	Directorate	Subject	Date
		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test	2017-05-31 14:55
		BRETT-20170517	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an UNCLASSIFIED//SUPER SPECIAL subject	2017-05-30 12:10
		BRETT-20170517	USMC	MCIA	MCIA->N/A-None->BRETT-20170517: an unclass//propin announcement	2017-05-30 12:10
		DBAA	NRO	BPO	Announcement Posting for DBAA	2017-04-14 11:16
		DBAA	NRO	BPO	NRO->BPO->DBAA: Test DBAA	2017-04-14 11:14
		ONEMORE	NRO	GEOINT	NRO->IMINT->ONEMORE: test	2017-04-06 10:19
		DBAA	NRO	BPO	NRO->BPO->DBAA: This is just a test Classification	2017-03-29 15:33
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702	2017-02-21 15:23
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702-UNCL	2017-02-21 15:23
		FEEDTEST-2017C	NRO	AS&T	Draft RFP Submission Extension for FEEDTEST-201702-UNCL2	2017-02-21 15:23

Page size: 100 20 items in 1 page

Classification: TEST CLASSIFICATION

NRO->BPO->DBAA: New Test

Reading Pane

From: Dummy BAA
Sent: 5/31/2017 2:55:04 PM
Link for <http://dev-localhost.westfields.net/ARC20.Web/nro/efforts/dbaa>
Classification: TEST CLASSIFICATION

Click **Open** to open the notification in a new window.

Reading Pane Open Print Mark as Read Mark as Unread Delete Archive Unarchive

Drag a column header and drop it here to group by that column

★	📎	Effort	Agency	Directorate	Subject
		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test

Untitled - Google Chrome

about:blank

Classification: TEST CLASSIFICATION

NRO->BPO->DBAA: New Test

From: Dummy BAA
Sent: 5/31/2017 2:55:04 PM
Link for <http://dev-localhost.westfields.net/ARC20.Web/nro/efforts/dbaa>
Classification: TEST CLASSIFICATION

 **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.

★	📎	Effort	Agency	Directorate	Subject	Date
★		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test	2017-05-31 14:55

A star will appear.

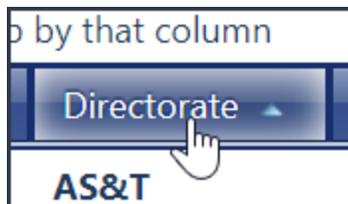


If you want to remove a star, click the star and the star will be removed from the notification.

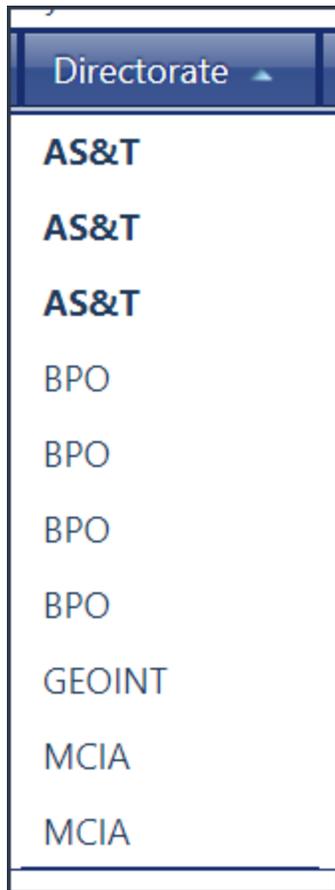
✔ Sort the Notifications grid

To sort the Notifications grid

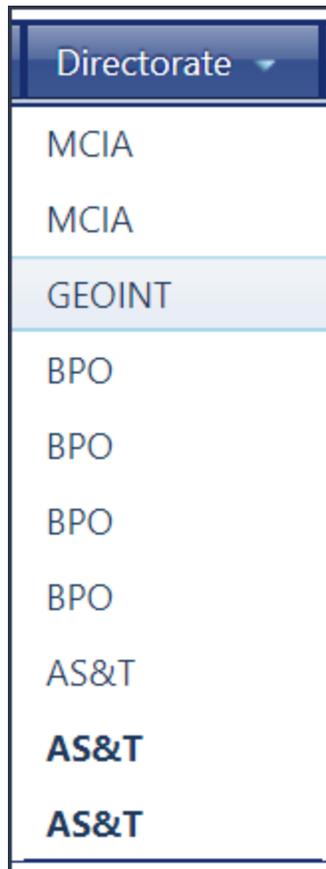
- Find the field you want to sort on, then click the header.



The notifications will appear in alphabetical order.



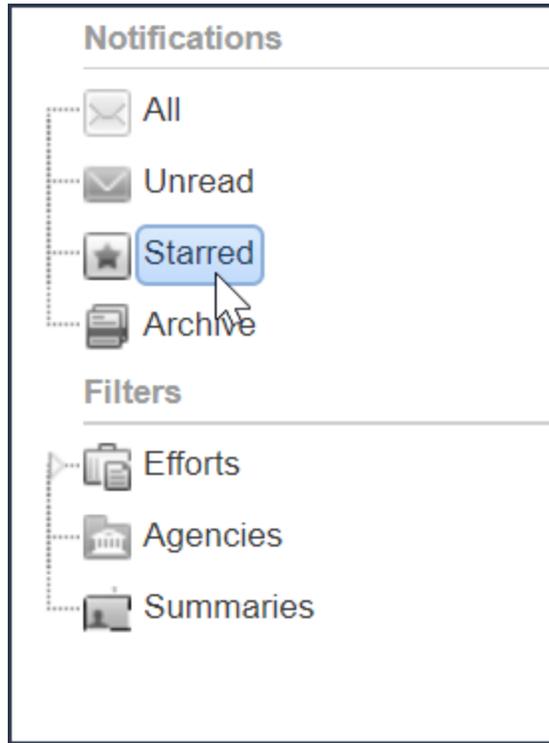
If you want to show the notifications in reverse order, click the header again.



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.

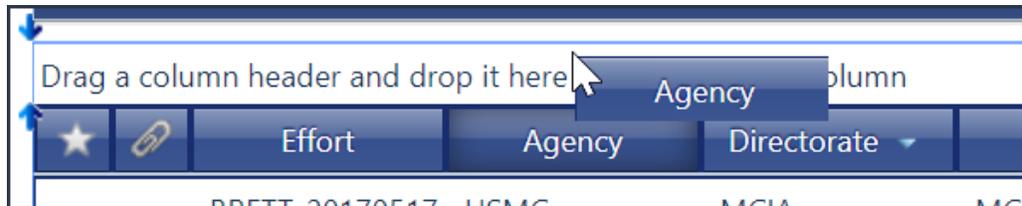
★	📎	Effort	Agency	Directorate	Subject
★		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test

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.

Agency		Effort	Agency	Directorate	Subject
Agency: NRO		ONEMORE	NRO	GEOINT	NRO->IMINT->ONEMORE: test
★		DBAA	NRO	BPO	NRO->BPO->DBAA: New Test

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.

Agency		Directorate		Effort	Agency	Directorate
Agency: NRO		Directorate: AS&T		FEEDTEST-201702	NRO	AS&T
				FEEDTEST-201702	NRO	AS&T
				FEEDTEST-201702	NRO	AS&T
Directorate: BPO				DBAA	NRO	BPO

6.3 My Calendar

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

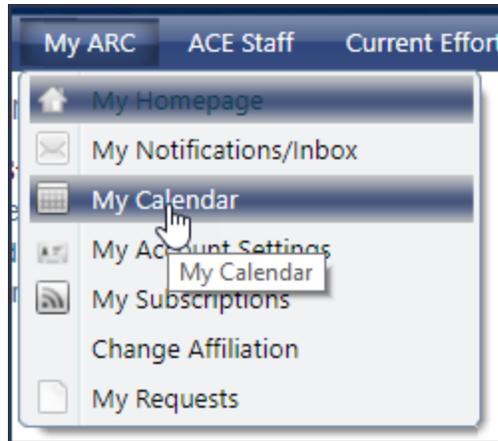
The screenshot shows the 'My Calendar' interface with several callouts:

- Top Left:** "You can click today to return to a view of the calendar which includes today's date." (points to the 'Today' button)
- Top Middle:** "The period of time, or date, shown in the calendar view is displayed in the Calendar Title." (points to the date range 'FEB, 2018')
- Top Right:** "You can change the view of the calendar by toggling the Day, Week, and Month calendar controls. The selected view is highlighted in light blue." (points to the view toggle buttons)
- Right Side:** "Information about the selected event or effort can be found in the Item Details region." (points to the details pane on the right)
- Bottom Left:** "The calendar items can be filtered to show only Efforts or Events. If a selection has been made, the selection will be highlighted." (points to the filter dropdown)
- Bottom Middle:** "You can click more to display all the events and efforts for that day." (points to the 'More' link below a calendar item)
- Bottom Right:** "Calendar items appear in yellow, ordered from earliest to latest." (points to a yellow calendar item)
- Far Right:** "When you are in Day, or Week view, you can toggle the view to show only business hours, or all 24 hours of a day." (points to the 'Show 24 hours' checkbox)
- Far Right (Bottom):** "You can click the downward triangle to the right of today to use a calendar control to change the date being viewed on the calendar." (points to the calendar navigation control)

Navigate to My Calendar

To navigate to the **My Calendar** page

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



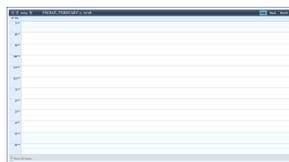
Manage your calendar view

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.

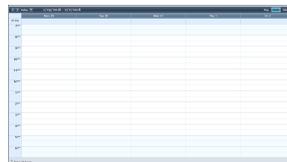
Switch the calendar view to day, week, or month

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

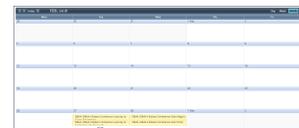
Day view



Week view



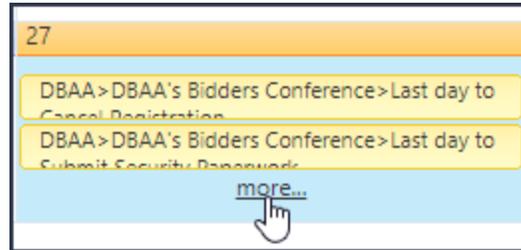
Month view



- 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**.

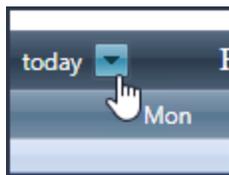


✓✓ Navigate to a selected date

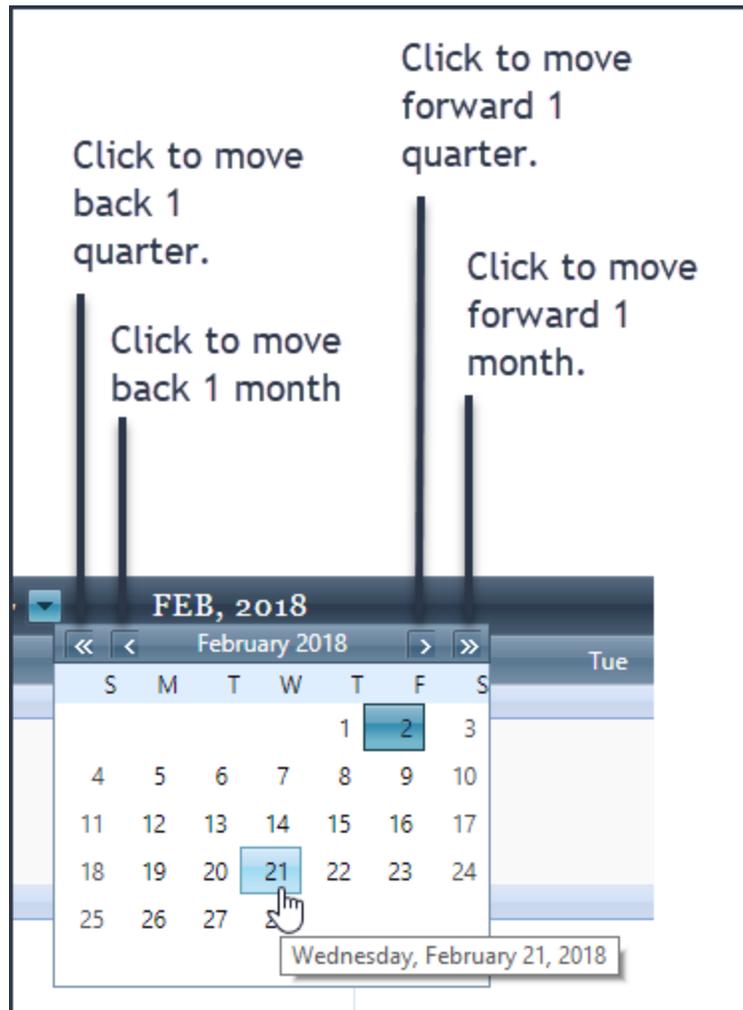
You can navigate to a specific date on **My Calendar** by using the calendar control.

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.



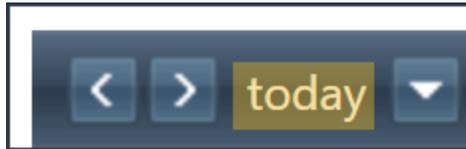
Navigate to today's date

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.

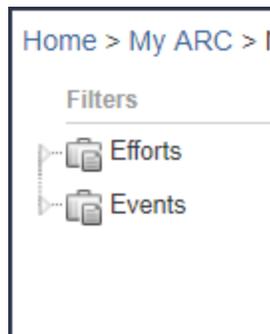
To navigate to today's date

- Click **today**.



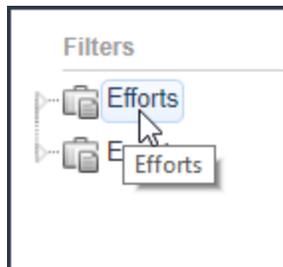
Filter your calendar

When you navigate to **My Calendar**, you will see both efforts and events on your calendar. To focus on events or efforts, you can choose **Events** or **Efforts** in the **Filters** region of the **My Calendar** page.



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.

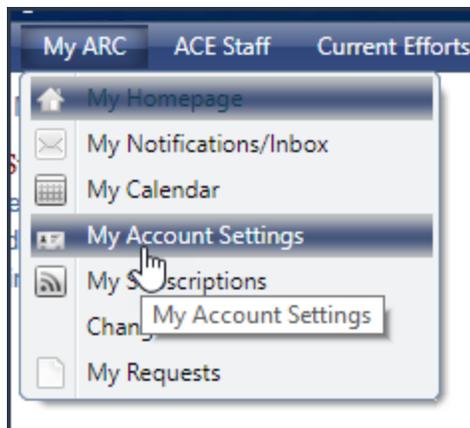
6.4 My Account Settings

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.

Home > My ARC > My Account Settings

Contact Information Password & Security Management

MY CONTACT INFORMATION

Agency ACE (NRO-ACE (Admin))
 Directorate NRO-ACE (NRO Administrative)

Title/Salutation First Name Middle Name
 Last Name Suffix
 Job Title/Position

SSAN ***-**-8554 [Edit SSAN](#)

Our Authority for soliciting your Social Security Account Number (SSAN) is Executive Order: 9397. Your SSAN will be used to identify you precisely within our access control system. Disclosure of the SSAN is voluntary, but failure to disclose it may result in delay or denial of access.

Open Phone Open Email
 Secure Phone Secure Email
 Wireless Phone Wireless Carrier

* Enter your wireless # and select your carrier if you want to receive SMS alerts. Standard message and data rates may apply. ACE is not responsible for any charges from your wireless carrier.

Timezone

[Save](#) [Change Primary Affiliation](#)

 **Terms**

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

	databases and on your PKI certificate.
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.
Wireles	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

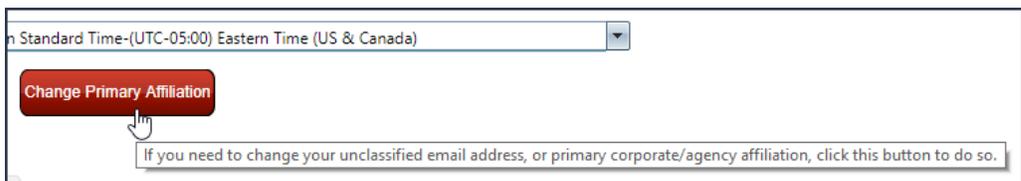
To update your contact information

- 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**.

Home > MyArc > Affiliation Type

AFFILIATION TYPE

Government Contractor

Continue

- a. If you chose **Government**, enter your **Agency** and **Directorate**, then click **Continue**.

Home > MyArc > Government Affiliation

GOVERNMENT AFFILIATION

GOVERNMENT USER ASSERTION

By registering as a government user you assert that you are directly employed by the US Government and have a current and ongoing need to access this information system. Furthermore, you must register your account with a verifiable .gov or .mil open email address tied to your current position in the US Government.

Agency

Directorate

Continue

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

Home > MyArc > Contractor Affiliation

CONTRACTOR AFFILIATION

Enter your 9 digit Duns number or your company name. If your company has already been registered, it will pop up in the list and you can select it. Companies that are new to the ARC must register by 9 digit Duns number. Enter your Duns number and tab out of the field to search sam.gov for your organization.

Duns

Organization Name

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**.

Home > MyArc > Update Your Profile

UPDATE YOUR PROFILE

BASIC PROFILE INFORMATION

Title/Salutation First Name Middle Name

Last Name Suffix

Job Title/Position

SSAN ***-**-8553

Our Authority for soliciting your Social Security Account Number (SSAN) is Executive Order: 9397. Your SSAN will be used to identify you precisely within our access control system. Disclosure of the SSAN is voluntary, but failure to disclose it may result in delay or denial of access.

Open Phone Open Email

Secure Phone Secure Email

Wireless Phone Wireless Carrier

* Enter your wireless # and select your carrier if you want to receive SMS alerts. Standard message and data rates may apply. ACE is not responsible for any charges from your wireless carrier.

4. Click **Continue**. An email will be sent to your open email address.

Home > MyArc > Change Pending

AFFILIATION CHANGE PENDING

Shortly you will receive an email at your open email address. The email is valid for 24 hours. You must click the link in the email to complete your affiliation change.
Click [here](#) to return to the My ARC homepage.

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.

Home > My ARC > My Account Settings

Contact Information Password & Security Management

CHANGE PASSWORD

Password:

New Password:

Password strength:

Confirm Password:

MANAGE SECURITY QUESTION

Current Password:

Security Question:

Answer:

 **Terms**

Password	The secret set of numbers, digits, and symbols you use to authenticate to the ARC system.
New Password	Used for the change password workflow. Enter your new password in this field.
Confirm Password	Used for the change password workflow. Re-enter your new password in this field.
Current Password	Used for the manage security question workflow. Enter your password here to enable you to change your security question.
Security Question	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.
Answer	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.

 **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**.

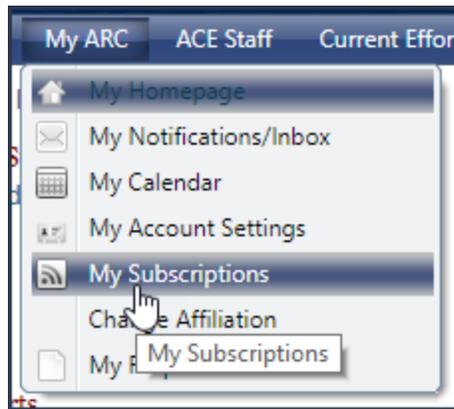
6.5 My Subscriptions

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**.

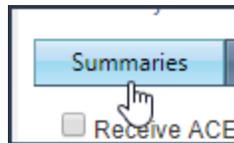


Summary notifications

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.

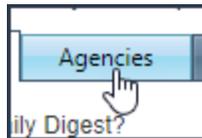
Agency notifications

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

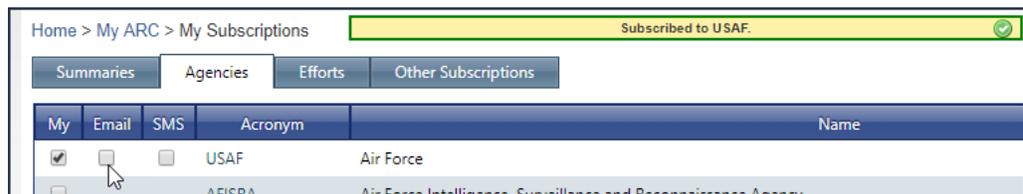
If an agency chooses not to disclose the name of their agency when posting an effort, you will need to subscribe to that effort using the Effort Notifications workflow.

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.

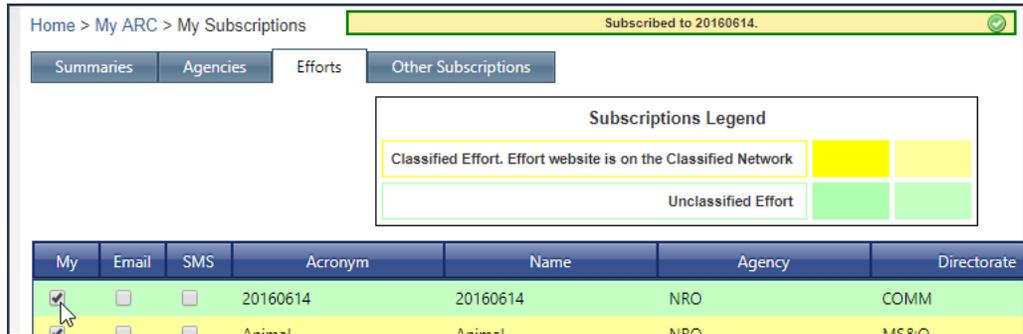
You cannot manage your subscription to limited blind efforts from **My Subscriptions**. If you need to change your subscription status for a limited blind effort, please contact the program office.

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.

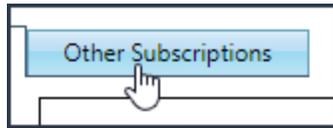


Other notifications

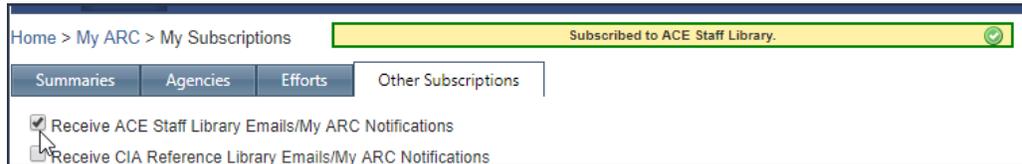
Subscribe to Other notifications to receive information about updates to the system that do not pertain to agency announcements and efforts. In Other notifications you can elect to receive notifications about libraries, the NRO Acquisition Manual, NRO Briefing emails, and changes in other non-agency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



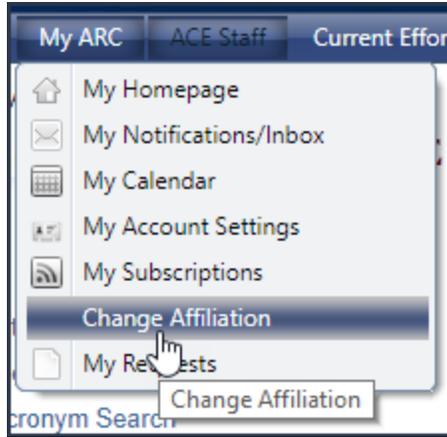
6.6 Change Affiliation

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.

Navigate to the Change Affiliation page

To navigate to the **Change Affiliation** page

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



Change your affiliation

To change your affiliation

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



- a. If you chose **Government**, enter your **Agency** and **Directorate**, then click **Continue**.

Home > MyArc > Government Affiliation

GOVERNMENT AFFILIATION

GOVERNMENT USER ASSERTION

By registering as a government user you assert that you are directly employed by the US Government and have a current and ongoing need to access this information system. Furthermore, you must register your account with a verifiable .gov or .mil open email address tied to your current position in the US Government.

Agency

Directorate

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

Home > MyArc > Contractor Affiliation

CONTRACTOR AFFILIATION

Enter your 9 digit Duns number or your company name. If your company has already been registered, it will pop up in the list and you can select it. Companies that are new to the ARC must register by 9 digit Duns number. Enter your Duns number and tab out of the field to search sam.gov for your organization.

Duns

Organization Name

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**.

Home > MyArc > Update Your Profile

UPDATE YOUR PROFILE

BASIC PROFILE INFORMATION

Title/Salutation First Name Middle Name

Last Name Suffix

Job Title/Position

SSAN ***-**-8553

Our Authority for soliciting your Social Security Account Number (SSAN) is Executive Order: 9397. Your SSAN will be used to identify you precisely within our access control system. Disclosure of the SSAN is voluntary, but failure to disclose it may result in delay or denial of access.

Open Phone Open Email

Secure Phone Secure Email

Wireless Phone Wireless Carrier

* Enter your wireless # and select your carrier if you want to receive SMS alerts. Standard message and data rates may apply. ACE is not responsible for any charges from your wireless carrier.

3. Click **Continue**. An email will be sent to your open email address.

[Home](#) > [MyArc](#) > Change Pending

AFFILIATION CHANGE PENDING

Shortly you will receive an email at your open email address. The email is valid for 24 hours. You must click the link in the email to complete your affiliation change.
[Click here](#) to return to the My ARC homepage.

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

7 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](#)

7.1 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**.



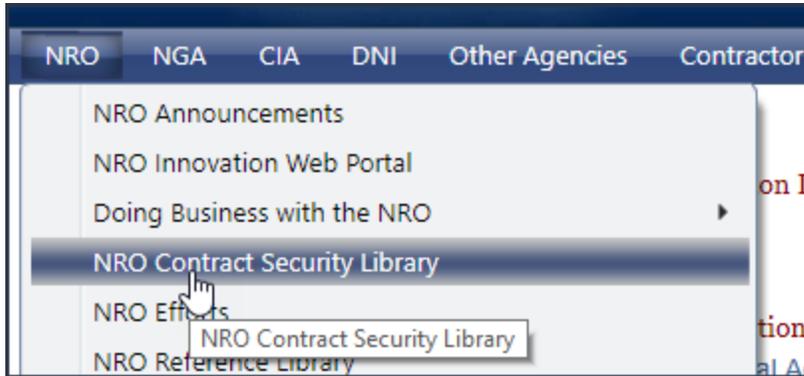
See also:

[Announcements](#)

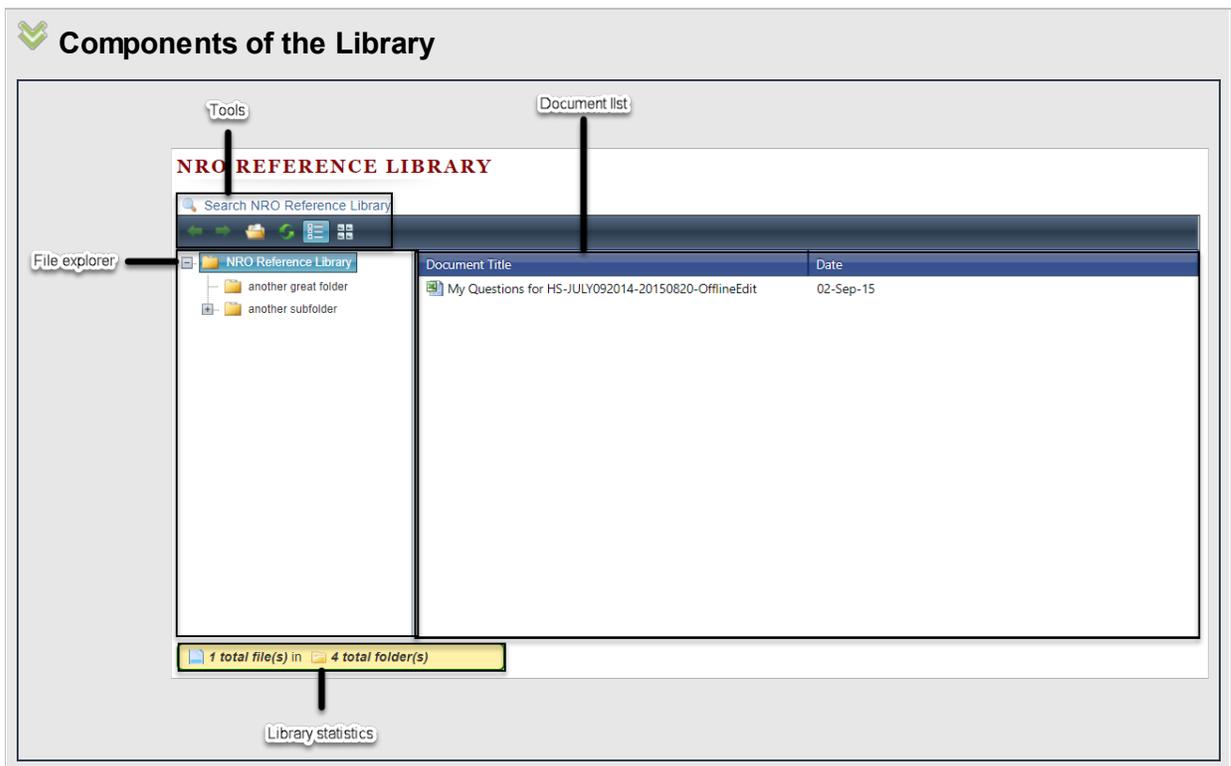
7.2 NRO Contract Security Library Navigation

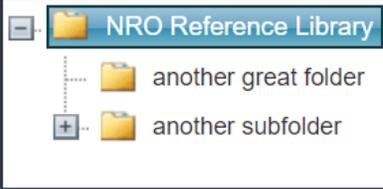
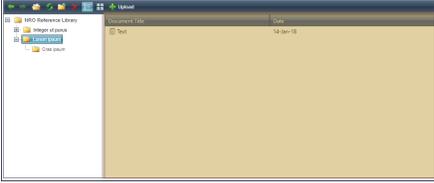
To navigate to the NRO Contract Security Library

- 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.

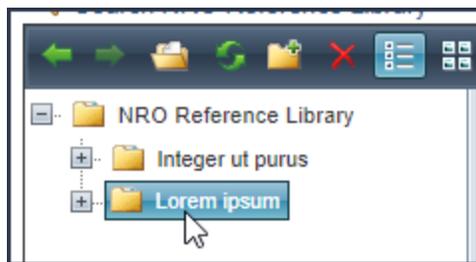


Tools	Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.	
File Explorer	Use the File Explorer to navigate the Library.	
Document List	Use the Document List to review what files are in a folder.	
Library Statistics	Use the Library Statistics to determine how many folders and files are in the Library.	

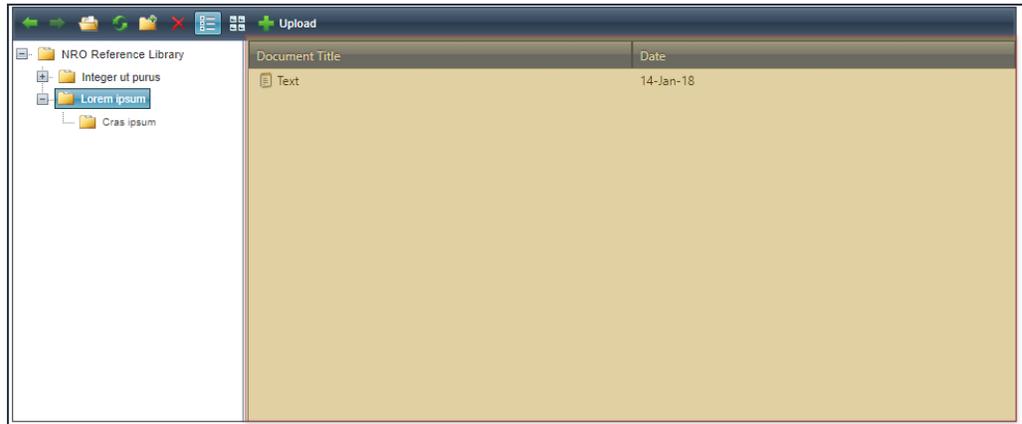
How to navigate the Library

To navigate the Library

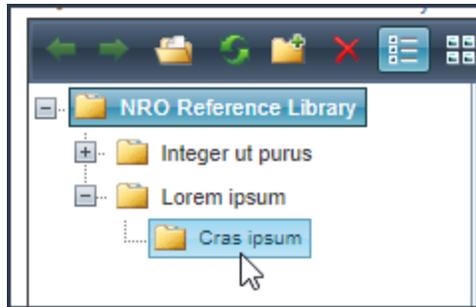
1. Click a **folder** in the File Explorer.



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.

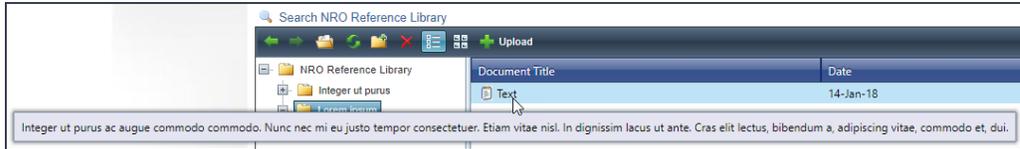
- If you have clicked a **folder** in the File Explorer, you can return to the last **folder** by clicking the **Back** button.
- If you have clicked the **Back** button, you can return to the last **folder** by click the **Forward** button.



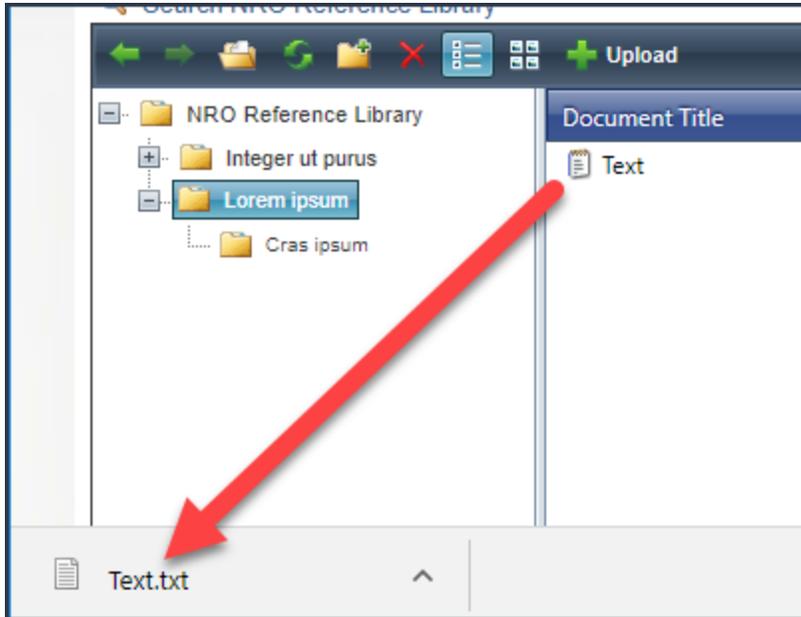
How to download files in the Library to your computer

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**.



Grid View



Thumbnails View

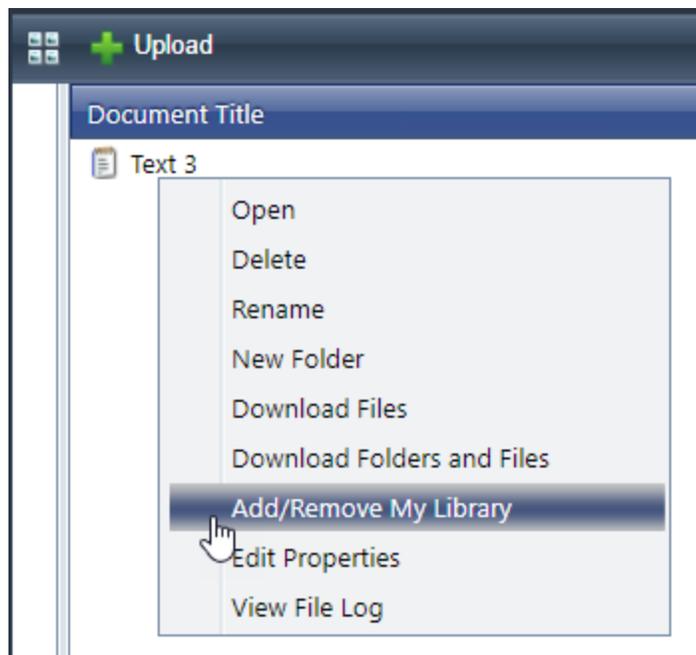
How to add or remove your library

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.

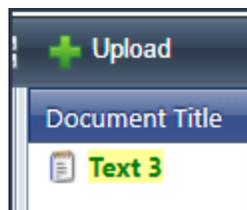
Add a file to my library

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.

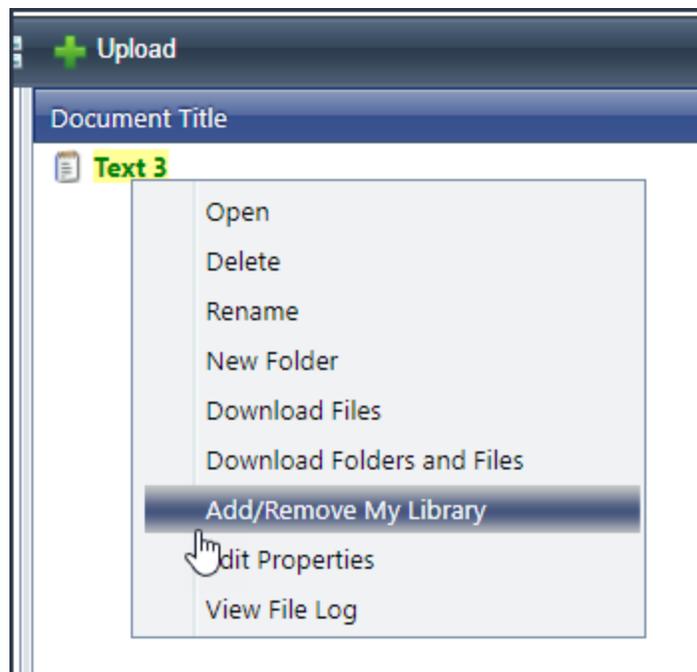
My Library			
Origin	Document	Date Added	Remove
NGA Ref Lib->	Text 3.txt	2018-01-31	 Remove
NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	 Remove
NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	 Remove
NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	 Remove

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..

My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	 Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	 Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	 Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	 Remove

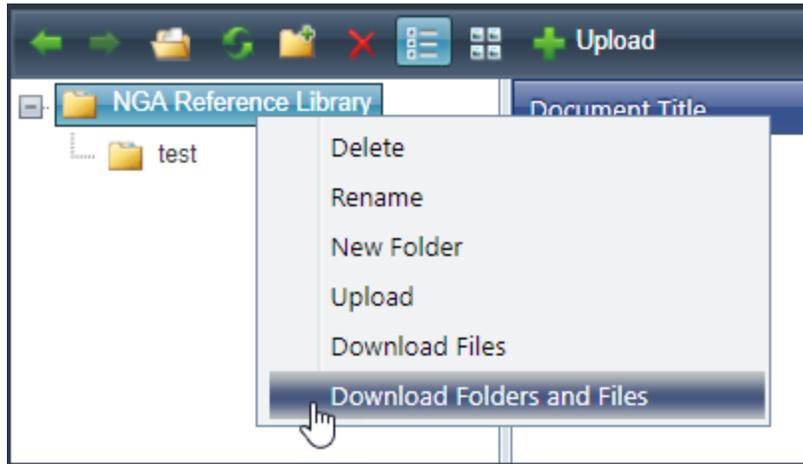
The file will be removed from your library.

How to download folders

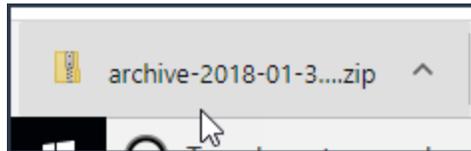
When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

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.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
test	File folder					1/31/2018 3:03 PM
Text 3	Text Document	1 KB	No	1 KB	0%	1/31/2018 3:03 PM

7.3 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**.

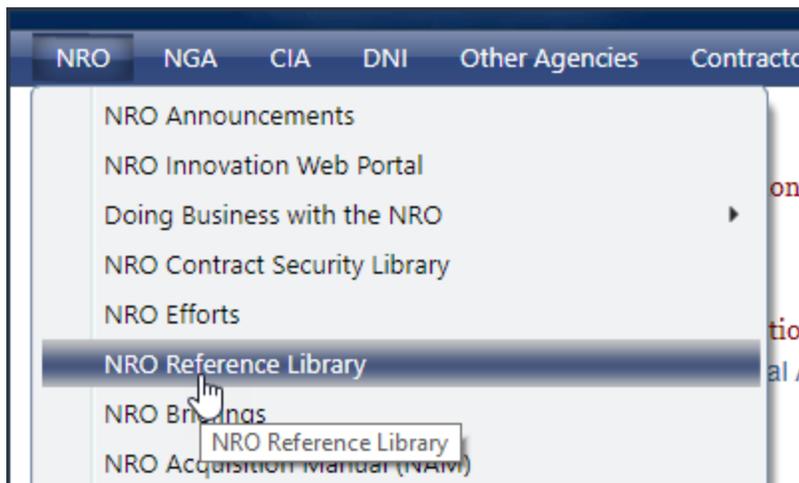
See also:

[Efforts](#)

7.4 NRO Reference Library Navigation

To navigate to the NRO Reference Library

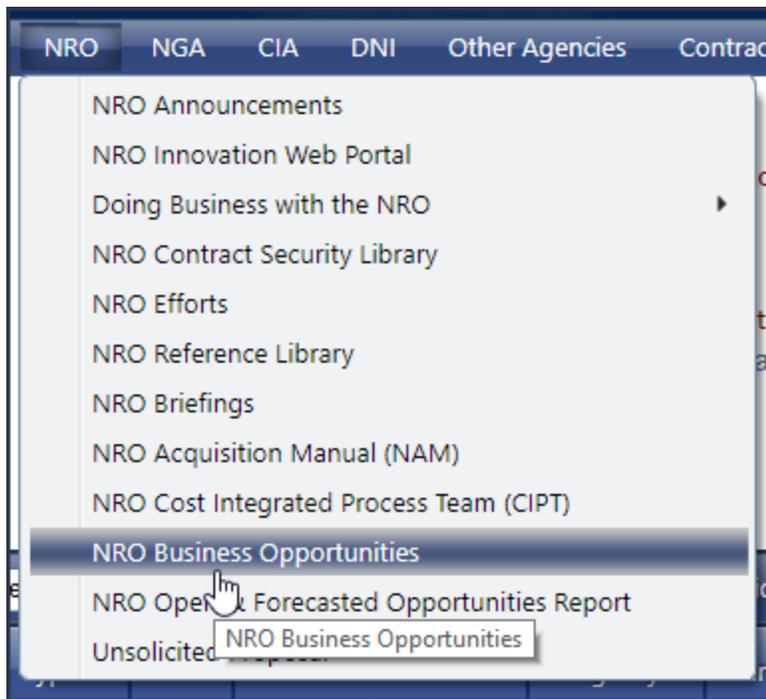
- Point to **NRO**, then click **NRO Reference Library**.



7.5 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 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.

A screenshot of a search interface. At the top, there is a blue button labeled 'Name (click for details)'. Below it is a text input field containing the text 'NGA' with a cursor at the end.

The Business Opportunities grid will update.

+ Add New Business Opportunity				
Type	Directorate	Name (click for details)	Acronym (click for details)	Important Dates
		NGA		
Business Forecast	Acquisition (A)	NGA-AgAdmin-2	NGA-AgAdmin-2	RFI 09/02/14 DRFP 09/03/14 FRFP 09/04/14 Award 09/05/14
Description: nga.co changed the description				
Business Forecast	OCC	NGA-AgAdmin-1	NGA-AgAdmin-1	RFI 08/12/14 DRFP FRFP Award
Description: changed to occ				
Business Forecast	HD	NGA-ACQ-BO1	NGA-ACQ-BO1	RFI 08/04/14 DRFP FRFP Award
Description: test entered by nga.agency.admin, then changed to HD directorate				
+ Add New Business Opportunity				

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.

A screenshot of a search interface. At the top, there is a blue button labeled 'Directorate'. Below it is a text input field containing the text 'Acq' with a cursor at the end.

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

+ Add New Business Opportunity				
Type	Directorate	Name (click for details)	Acronym (click for details)	Important Dates
	Acq	NGA		
Business Forecast	Acquisition (A)	NGA-AgAdmin-2	NGA-AgAdmin-2	RFI 09/02/14 DRFP 09/03/14 FRFP 09/04/14 Award 09/05/14
Description: nga.co changed the description				
+ Add New Business Opportunity				

✓ 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.

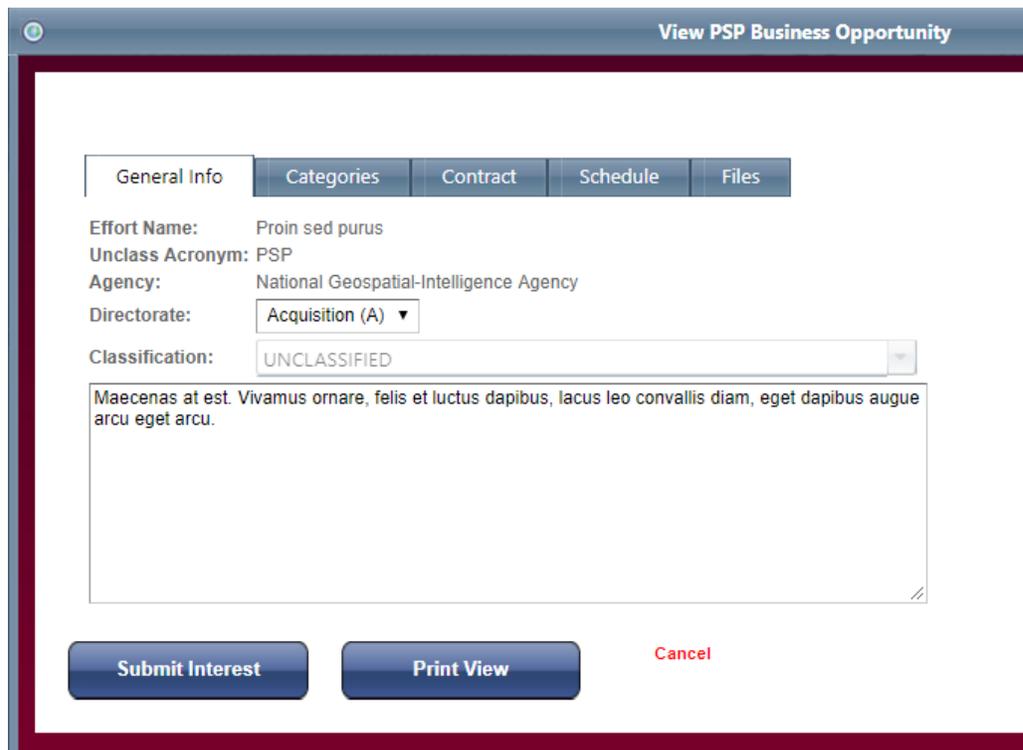
✓ View details about a business opportunity

To open the details of a business opportunity

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

Directorate	Name (click for details)
Acquisition (A)	<u>Proin sed purus</u>

The **View Details** modal will appear.



View PSP Business Opportunity

General Info Categories Contract Schedule Files

Effort Name: Proin sed purus
Unclass Acronym: PSP
Agency: National Geospatial-Intelligence Agency
Directorate: Acquisition (A) ▼
Classification: UNCLASSIFIED

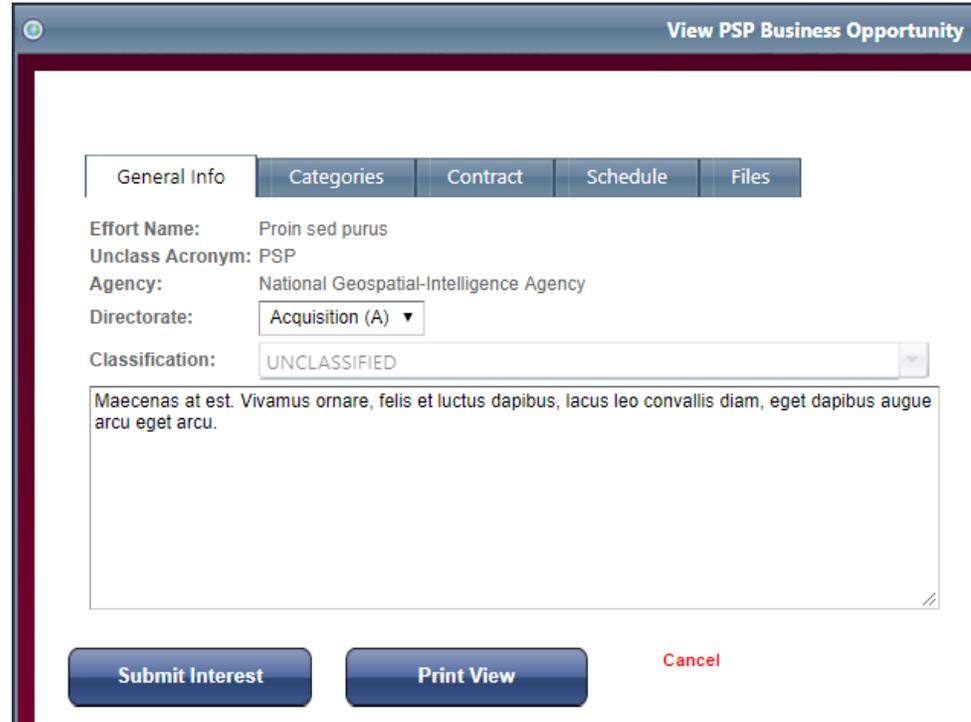
Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu.

Submit Interest Print View Cancel

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.



The screenshot shows a web application window titled "View PSP Business Opportunity". The window has a dark blue header bar with a refresh icon on the left and the title on the right. Below the header is a navigation bar with five tabs: "General Info" (selected), "Categories", "Contract", "Schedule", and "Files". The main content area displays the following information:

- Effort Name: Proin sed purus
- Unclass Acronym: PSP
- Agency: National Geospatial-Intelligence Agency
- Directorate: Acquisition (A) (dropdown menu)
- Classification: UNCLASSIFIED (dropdown menu)

Below the form fields is a large text area containing the placeholder text: "Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu." At the bottom of the window are three buttons: "Submit Interest" (blue), "Print View" (blue), and "Cancel" (red text).

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**.

The screenshot shows the 'View PSP Business Opportunity' modal window with the 'Categories' tab selected. The form contains the following fields and controls:

- Competition Type: BAA/GSSA (dropdown)
- Effort Type: A&E (dropdown)
- Contract Type: AT - Award Term (dropdown)
- Open to all contractors?: NO (radio button)
- Effort FSS?: NO (radio button)
- BAA (Broad Agency Announcement)? NO (radio button)

At the bottom of the modal, there are three buttons: 'Submit Interest', 'Print View', and 'Cancel'.

To navigate to the **Categories** tab

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

The screenshot shows the 'View PSP Business Opportunity' modal window with the 'General Info' tab selected. The form contains the following fields and controls:

- Effort Name: Proin sed purus
- Unclass Acronym: PSP
- Agency: National Geospatial-Intelligence Agency
- Directorate: Acquisition (A) (dropdown)
- Classification: UNCLASSIFIED

The 'Categories' tab is highlighted in blue, and a mouse cursor is pointing at it.

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**.

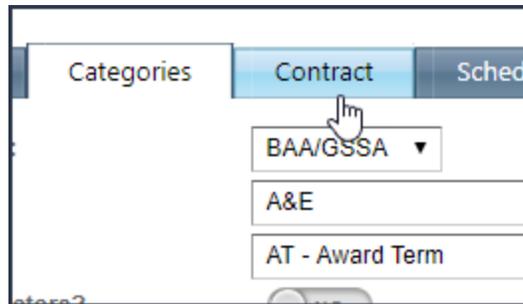
The screenshot shows a modal window titled "View PSP Business Opportunity" with a dark blue header. Below the header are five tabs: "General Info", "Categories", "Contract", "Schedule", and "Files". The "Contract" tab is selected and active. The form contains the following fields:

- Anticipated Period of Performance BASE Number of Years:
- Anticipated Number of Options:
- Anticipated Period of Performance OPTION Total Number of Years:
- Other Base Options / Comment(s):

At the bottom of the modal, there are three buttons: "Submit Interest" (blue), "Print View" (blue), and "Cancel" (red).

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**.

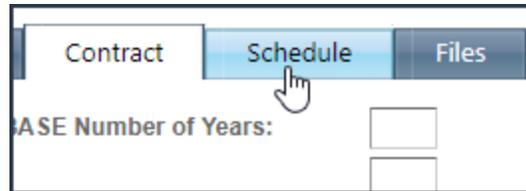
The screenshot shows a modal window titled "View PSP Business Opportunity". At the top, there are five tabs: "General Info", "Categories", "Contract", "Schedule", and "Files". The "Schedule" tab is currently selected. Below the tabs, there are seven rows of text, each with a label and a date input field:

Draft BAA Tentative time frame:	2/7/2018
Final BAA Release Tentative time frame:	3/27/2018
Market Survey Release Tentative time frame:	3/30/2018
RFI Release Tentative time frame:	4/1/2018
Draft RFP Release Tentative time frame:	4/30/2018
Final RFP Release Tentative time frame:	5/31/2018
Award Tentative time frame:	7/31/2018

At the bottom of the modal, there are three buttons: "Submit Interest", "Print View", and "Cancel".

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.

Name (click for details)	Acronym (click for details)
Proin sed purus	PSP

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

View PSP Business Opportunity

General Info | Categories | Contract | Schedule | Files

Effort Name: Proin sed purus
Unclass Acronym: PSP
Agency: National Geospatial-Intelligence Agency
Directorate: Acquisition (A) ▼
Classification: UNCLASSIFIED

Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu.

Submit Interest | Print View | Cancel

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**.

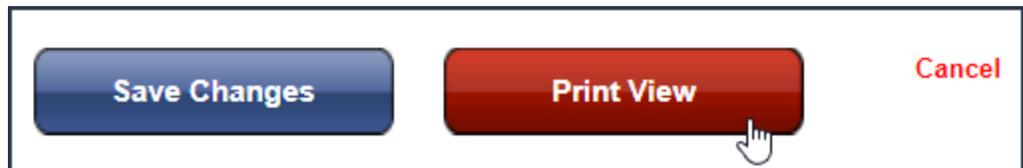
Print information about a business opportunity

To print a view

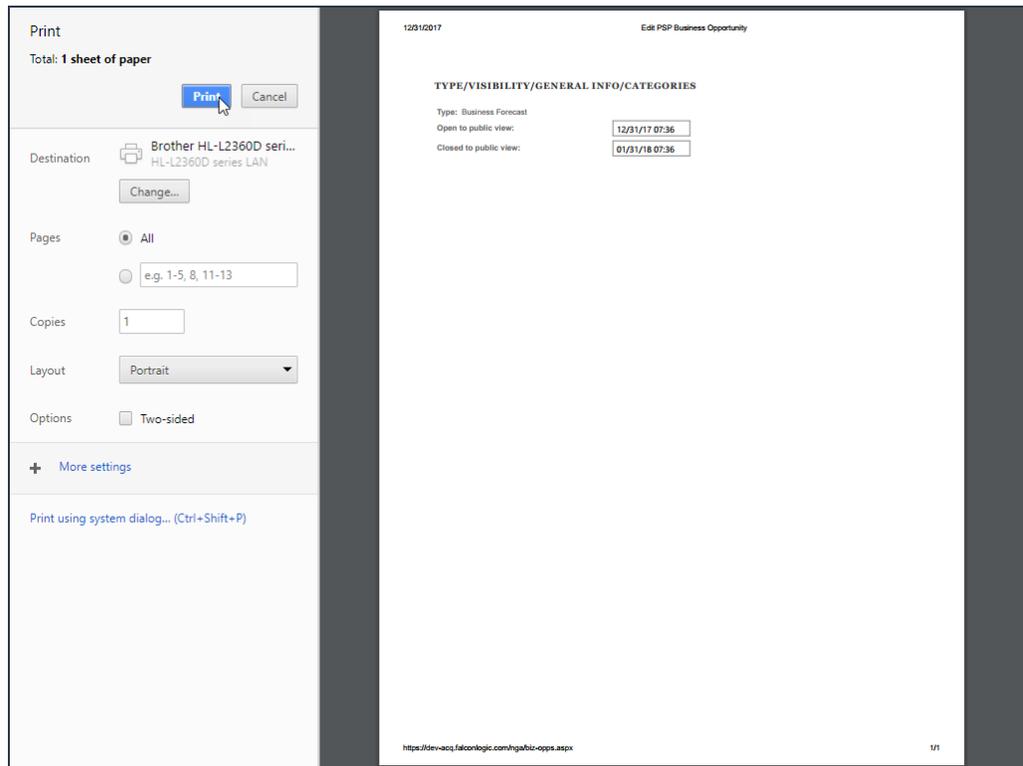
1. In the Edit Business Opportunity modal, navigate to the tab you want to print.



2. Click **Print View**.



3. Use the print dialogue to print the tab.



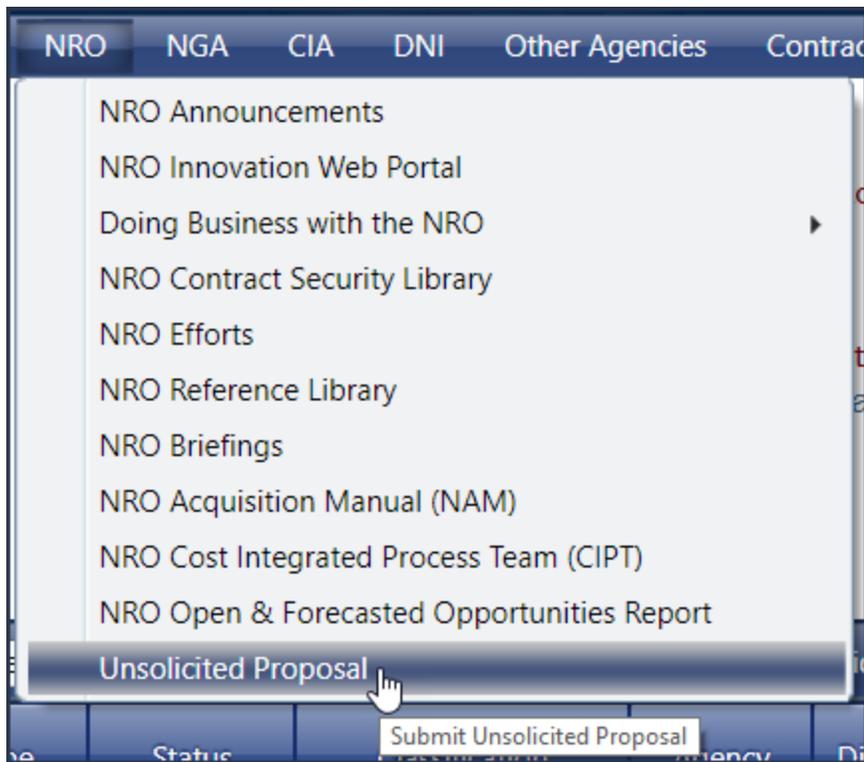
7.6 NRO Open & Forecasted Opportunities Report

This page shows you Open & Forecasted opportunities that have been posted in the ARC.

7.7 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

N Action

o.

- 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**.

CERTIFICATION BY SUBMITTER

I certify that I have read the policy of the National Reconnaissance Office set forth above and understand and agree to the terms and conditions thereof. I further certify that I am (check appropriate box):

Sole owner of all articles, disclosures, and inventions submitted for evaluation or testing.

A member of the partnership or association and have full authority to bind said partnership or association.

An authorized representative of the corporation with full authority to bind said corporation.

[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.

Myself **Someone else**

2. Click **Continue**.

4 On the **Unsolicited Proposal - Submit** page

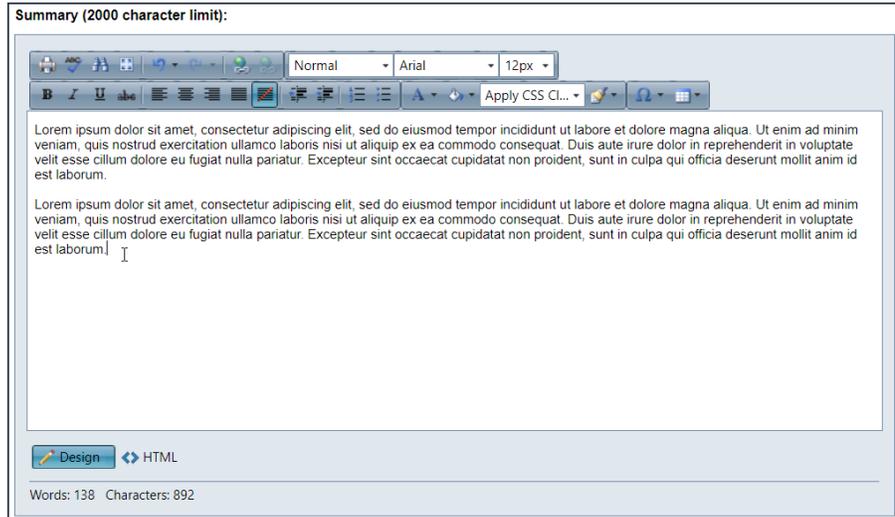
1. Click the arrow to the left of the **Submission Type** box, and select a submission type from the expanded list.

Submission Type	Unsolicited Proposal
Title	White Paper

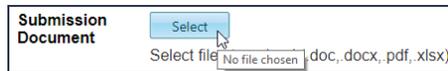
2. In the **Title** box, enter the proposal title.

Title

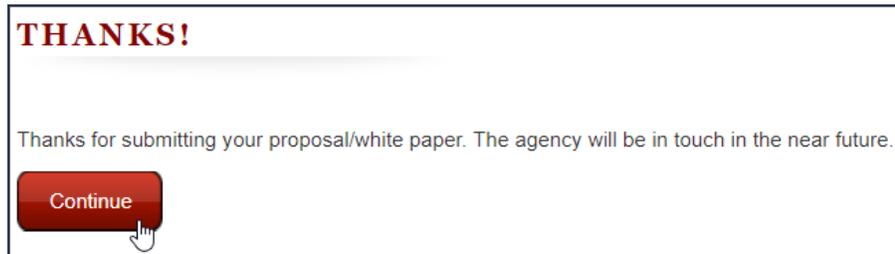
3. In the **Summary** box, enter a summary of your proposal.



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.

8 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](#)

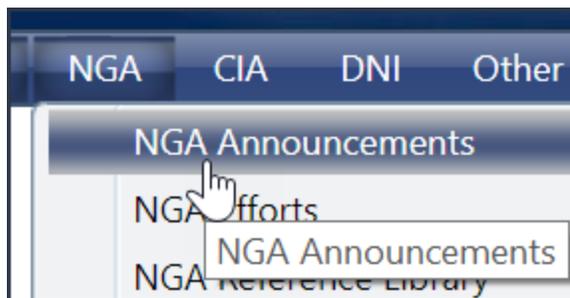
8.1 NGA Announcements

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](#)

8.2 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:

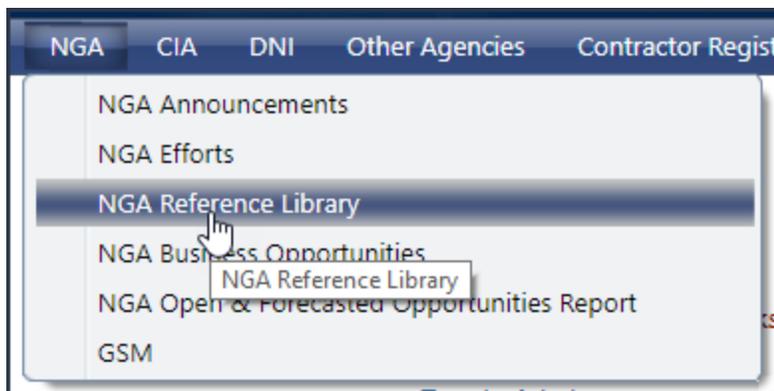
[Efforts](#)

8.3 NGA Reference Library

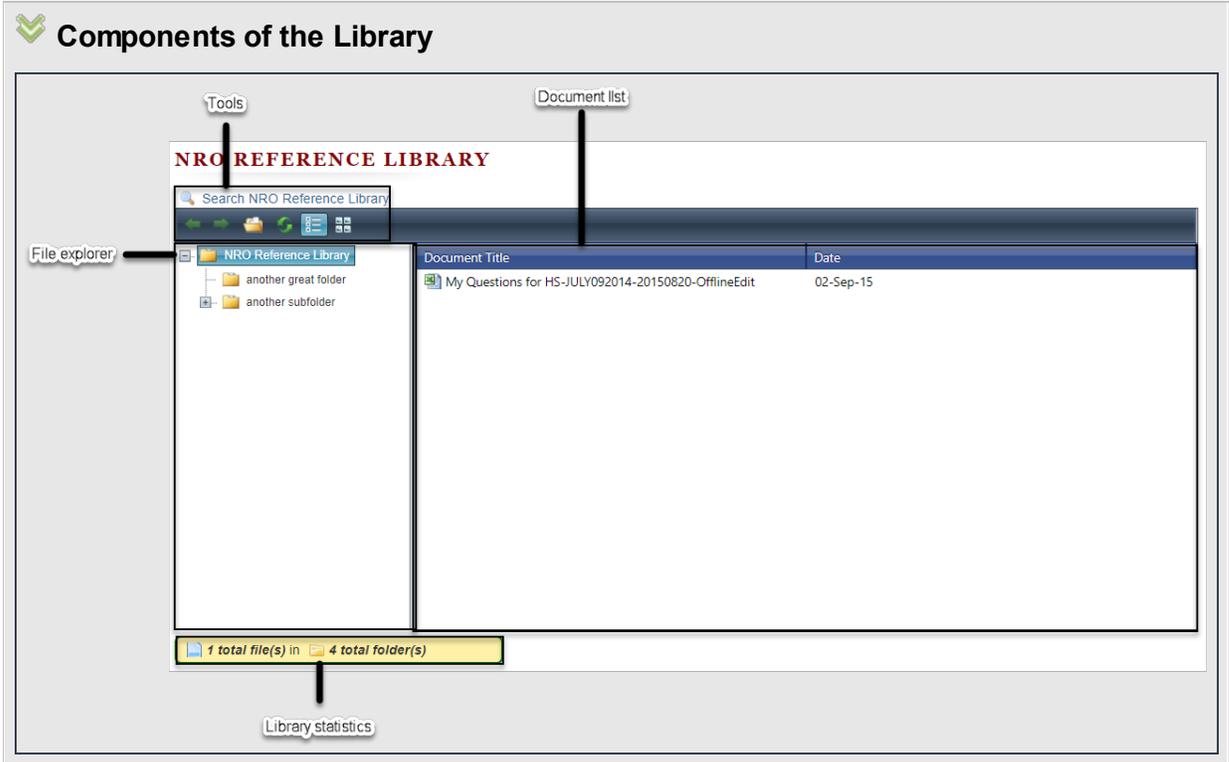
Navigation

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.

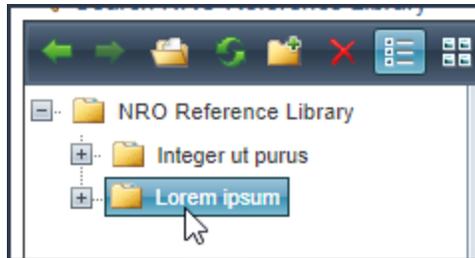


Tools	Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.	
File Explorer	Use the File Explorer to navigate the Library.	
Document List	Use the Document List to review what files are in a folder.	
Library Statistics	Use the Library Statistics to determine how many folders and files are in the Library.	

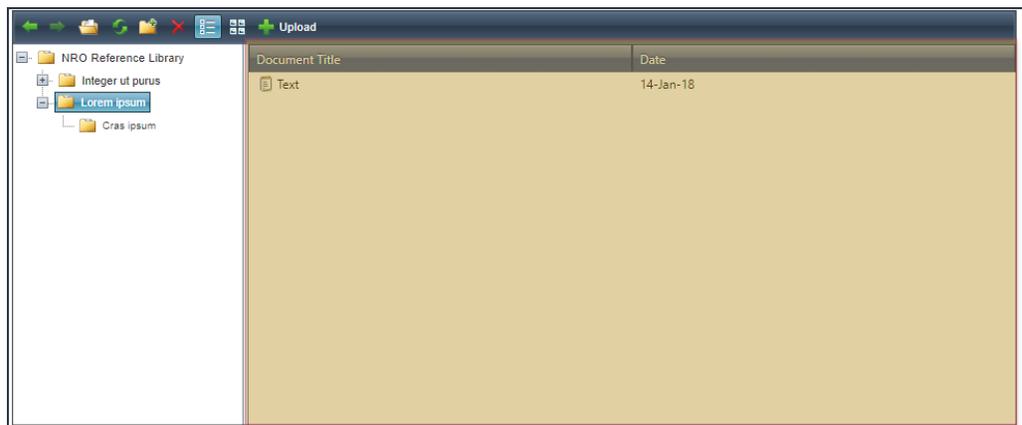
How to navigate the Library

To navigate the Library

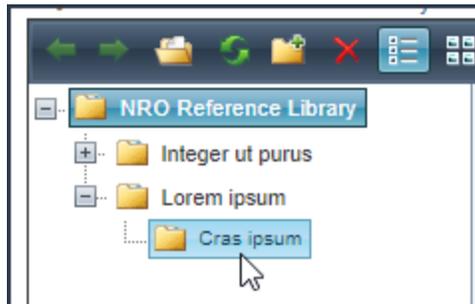
1. Click a **folder** in the File Explorer.



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.

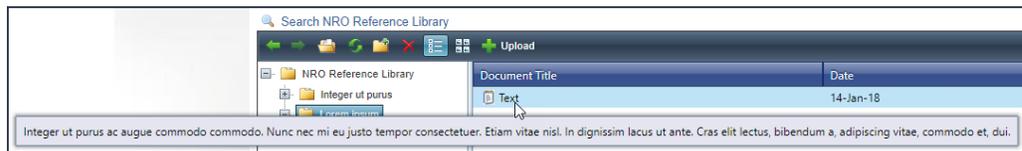
- If you have clicked the **Back** button, you can return to the last **folder** by click the **Forward** button.



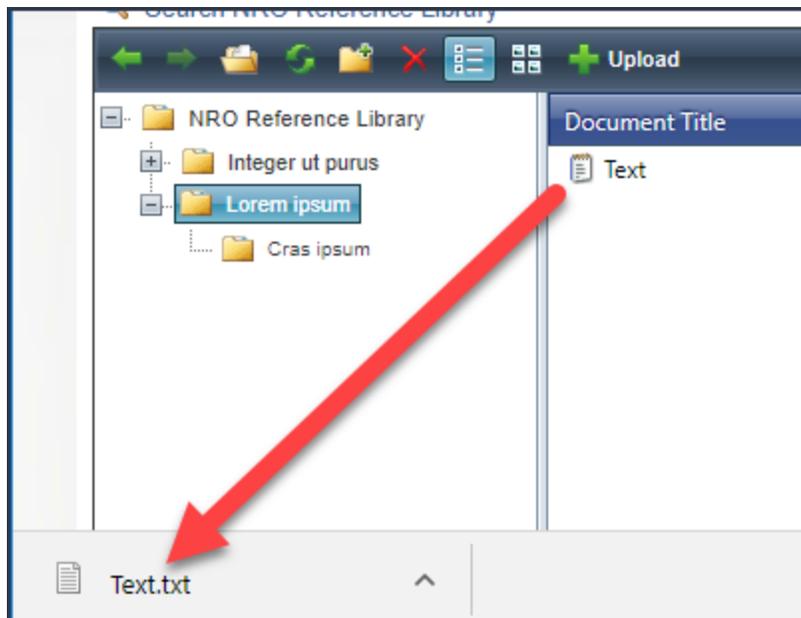
How to download files in the Library to your computer

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**.



**Grid
View**



**Thumbnail
View**

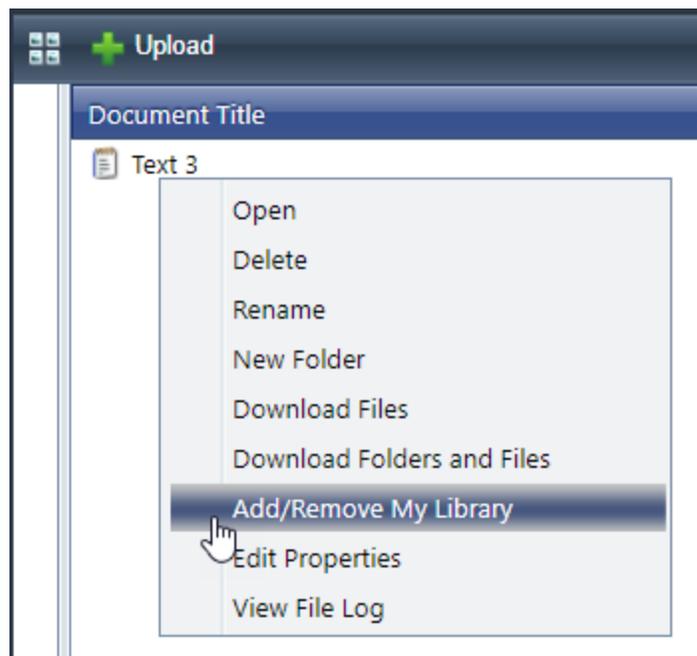
How to add or remove your library

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.

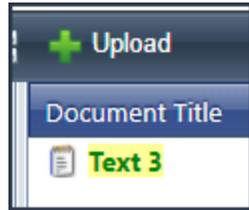
Add a file to my library

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.

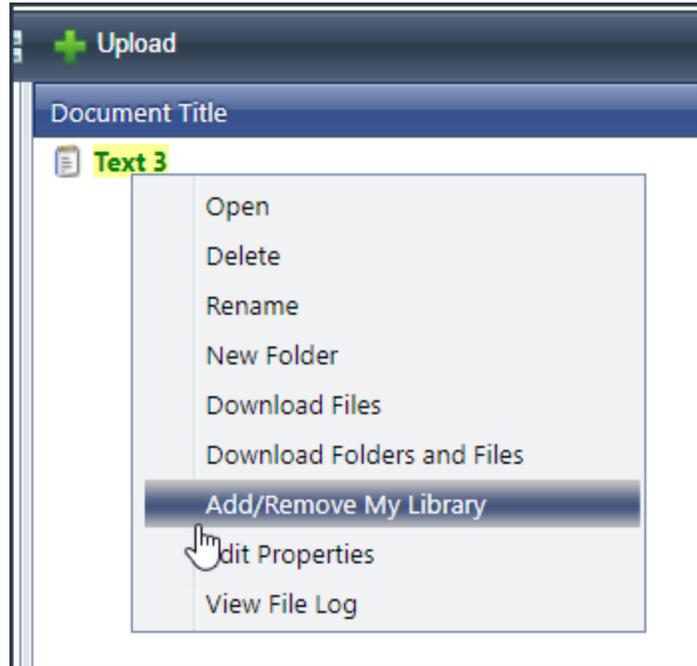
My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

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..

My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

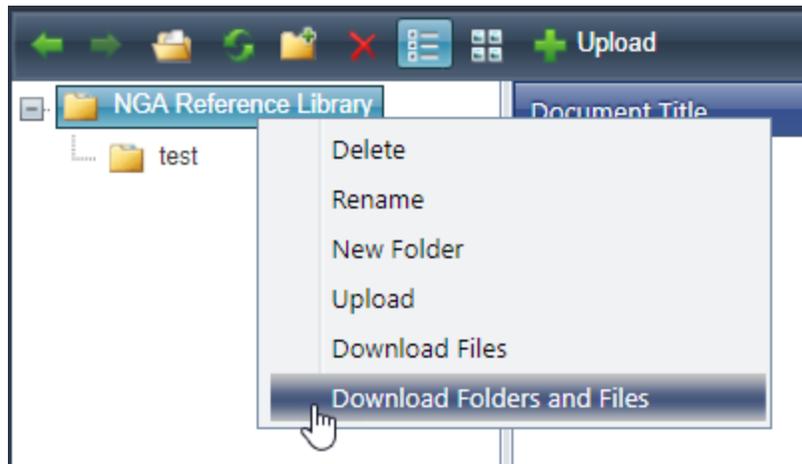
The file will be removed from your library.

✔ How to download folders

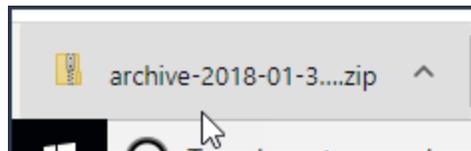
When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

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.



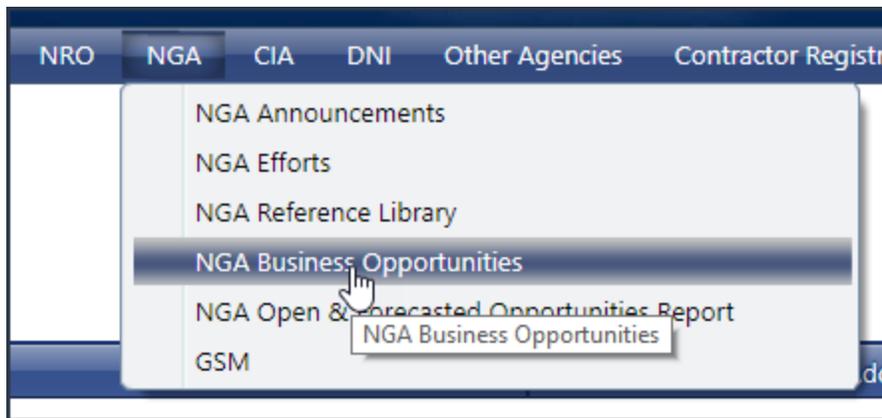
When you open the zip file, you will see that the folder structure is the same as the library.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
test	File folder					1/31/2018 3:03 PM
Text 3	Text Document	1 KB	No	1 KB	0%	1/31/2018 3:03 PM

8.4 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.

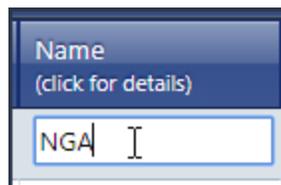
✔ Search for business opportunities by filtering the Business Opportunity grid

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.



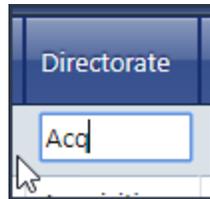
The Business Opportunities grid will update.

+ Add New Business Opportunity				
Type	Directorate	Name (click for details)	Acronym (click for details)	Important Dates
	<input type="text"/>	NGA	<input type="text"/>	
Business Forecast	Acquisition (A)	NGA-AgAdmin-2	NGA-AgAdmin-2	RFI 09/02/14 DRFP 09/03/14 FRFP 09/04/14 Award 09/05/14
Description: nga.co changed the description				
Business Forecast	OCC	NGA-AgAdmin-1	NGA-AgAdmin-1	RFI 08/12/14 DRFP FRFP Award
Description: changed to occ				
Business Forecast	HD	NGA-ACQ-BO1	NGA-ACQ-BO1	RFI 08/04/14 DRFP FRFP Award
Description: test entered by nga.agency.admin, then changed to HD directorate				
+ Add New Business Opportunity				

 **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.

+ Add New Business Opportunity				
Type	Directorate	Name (click for details)	Acronym (click for details)	Important Dates
	Acq	NGA		
Business Forecast	Acquisition (A)	NGA-AgAdmin-2	NGA-AgAdmin-2	RFI 09/02/14 DRFP 09/03/14 FRFP 09/04/14 Award 09/05/14
Description: nga.co changed the description				
+ Add New Business Opportunity				

 **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.

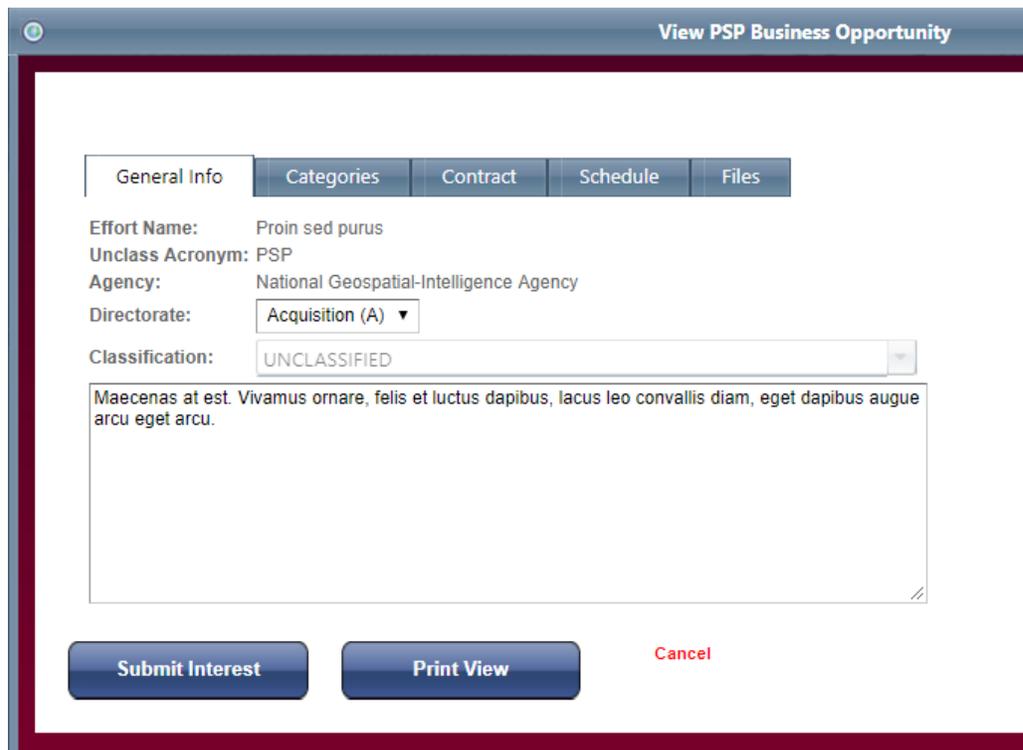
 **View details about a business opportunity**

To open the details of a business opportunity

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

Directorate	Name (click for details)
Acquisition (A)	Proin sed purus

The **View Details** modal will appear.



View PSP Business Opportunity

General Info Categories Contract Schedule Files

Effort Name: Proin sed purus
Unclass Acronym: PSP
Agency: National Geospatial-Intelligence Agency
Directorate: Acquisition (A) ▾
Classification: UNCLASSIFIED

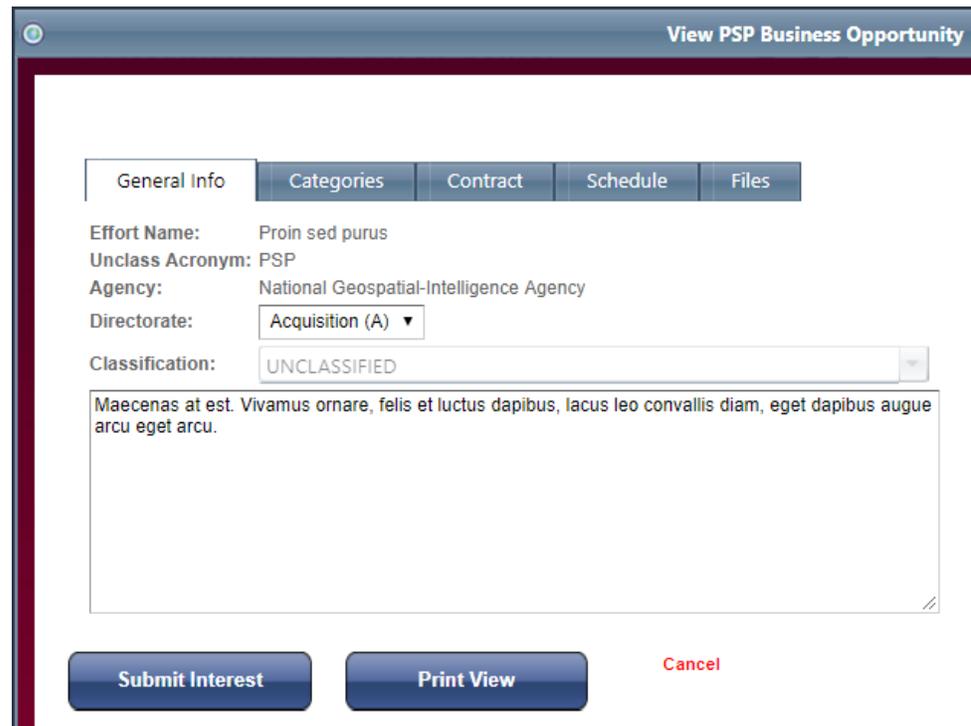
Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu.

Submit Interest Print View Cancel

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.



The screenshot shows a web application window titled "View PSP Business Opportunity". The window has a dark blue header bar with a small circular icon on the left and the title text on the right. Below the header is a navigation bar with five tabs: "General Info" (selected), "Categories", "Contract", "Schedule", and "Files". The main content area displays the following information:

- Effort Name: Proin sed purus
- Unclass Acronym: PSP
- Agency: National Geospatial-Intelligence Agency
- Directorate: Acquisition (A) (dropdown menu)
- Classification: UNCLASSIFIED (dropdown menu)

Below the form fields is a large text area containing the placeholder text: "Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu." At the bottom of the window are three buttons: "Submit Interest" (blue), "Print View" (blue), and "Cancel" (red text).

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**.

The screenshot shows the 'View PSP Business Opportunity' modal window with the 'Categories' tab selected. The form contains the following fields and controls:

- Competition Type: BAA/GSSA (dropdown)
- Effort Type: A&E (dropdown)
- Contract Type: AT - Award Term (dropdown)
- Open to all contractors?: NO (radio button)
- Effort FSS?: NO (radio button)
- BAA (Broad Agency Announcement)? NO (radio button)

At the bottom of the modal, there are three buttons: 'Submit Interest', 'Print View', and 'Cancel'.

To navigate to the **Categories** tab

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

The screenshot shows the 'View PSP Business Opportunity' modal window with the 'General Info' tab selected. The form contains the following fields and controls:

- Effort Name: Proin sed purus
- Unclass Acronym: PSP
- Agency: National Geospatial-Intelligence Agency
- Directorate: Acquisition (A) (dropdown)
- Classification: UNCLASSIFIED

The 'Categories' tab is highlighted in blue, and a mouse cursor is pointing at it.

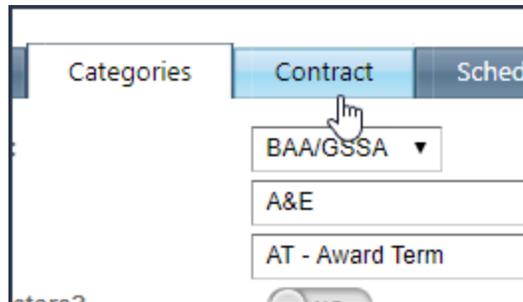
Review Contract

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**.

The screenshot shows a modal window titled "View PSP Business Opportunity". It has five tabs: "General Info", "Categories", "Contract", "Schedule", and "Files". The "Contract" tab is active. Below the tabs, there are three input fields: "Anticipated Period of Performance BASE Number of Years:" with a value of 3, "Anticipated Number of Options:" with a value of 2, and "Anticipated Period of Performance OPTION Total Number of Years:" with a value of 1. Below these is a text area labeled "Other Base Options / Comment(s):" containing the text "Lorem ipsum.". At the bottom, there are three buttons: "Submit Interest", "Print View", and "Cancel".

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**.

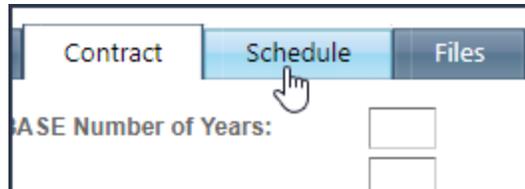
The screenshot shows a modal window titled "View PSP Business Opportunity" with a dark blue header. Below the header is a navigation bar with five tabs: "General Info", "Categories", "Contract", "Schedule", and "Files". The "Schedule" tab is currently selected and highlighted. Below the tabs, there is a list of tentative time frames, each with a corresponding text input field:

Draft BAA Tentative time frame:	<input type="text" value="2/7/2018"/>
Final BAA Release Tentative time frame:	<input type="text" value="3/27/2018"/>
Market Survey Release Tentative time frame:	<input type="text" value="3/30/2018"/>
RFI Release Tentative time frame:	<input type="text" value="4/1/2018"/>
Draft RFP Release Tentative time frame:	<input type="text" value="4/30/2018"/>
Final RFP Release Tentative time frame:	<input type="text" value="5/31/2018"/>
Award Tentative time frame:	<input type="text" value="7/31/2018"/>

At the bottom of the modal, there are three buttons: "Submit Interest" (dark blue), "Print View" (dark blue), and "Cancel" (red text).

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.

Name (click for details)	Acronym (click for details)
Proin sed purus	PSP

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

View PSP Business Opportunity

General Info | Categories | Contract | Schedule | Files

Effort Name: Proin sed purus
Unclass Acronym: PSP
Agency: National Geospatial-Intelligence Agency
Directorate: Acquisition (A) ▼
Classification: UNCLASSIFIED

Maecenas at est. Vivamus ornare, felis et luctus dapibus, lacus leo convallis diam, eget dapibus augue arcu eget arcu.

Submit Interest | Print View | Cancel

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**.

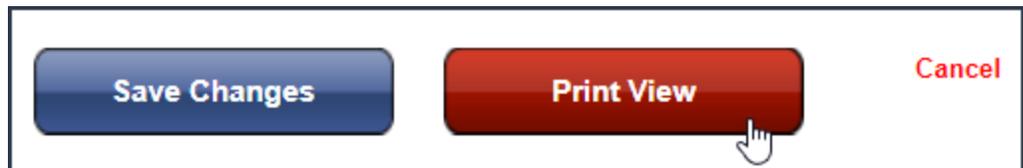
Print information about a business opportunity

To print a view

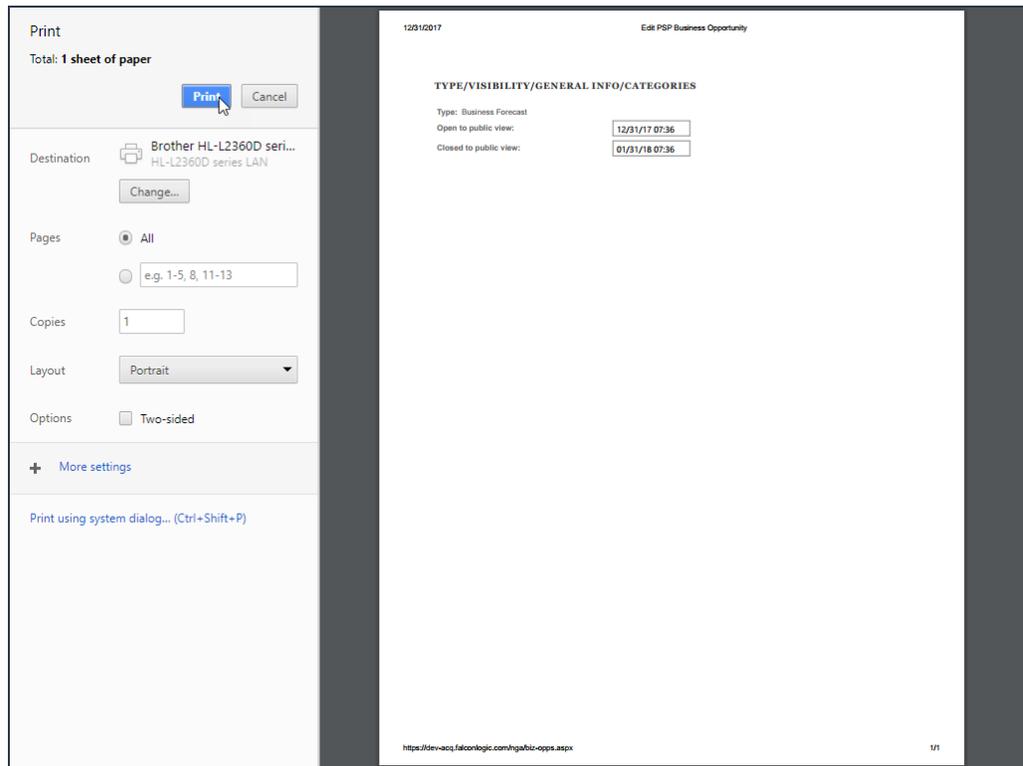
1. In the Edit Business Opportunity modal, navigate to the tab you want to print.



2. Click **Print View**.



3. Use the print dialogue to print the tab.



8.5 NGA Open & Forecasted Opportunities Report

This page shows you Open & Forecasted opportunities that have been posted in the ARC.

8.6 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](#).

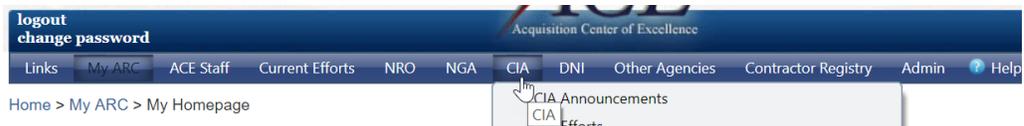
9 CIA

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](#)

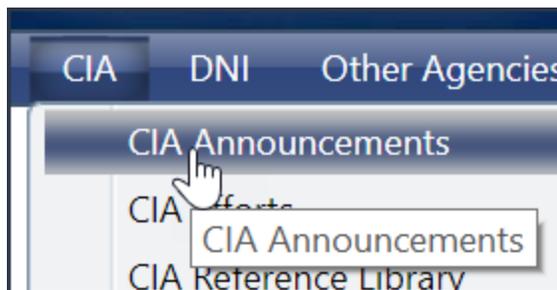
9.1 CIA Announcements

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:

[Announcements](#)

9.2 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**.

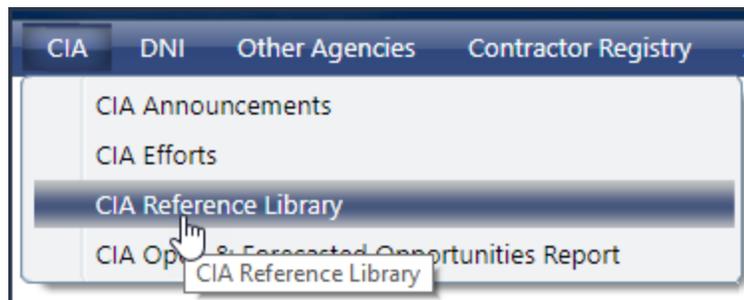
See also:

[Efforts](#)

9.3 CIA Reference Library Navigation

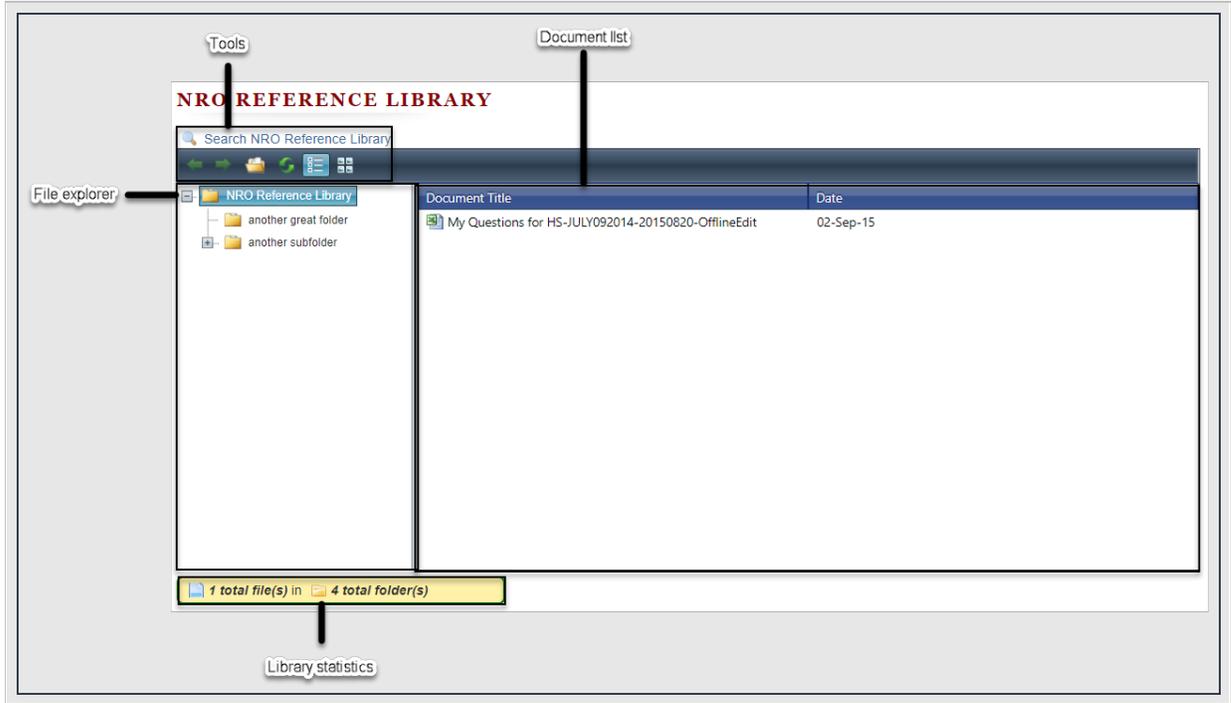
To navigate to the CIA Reference Library

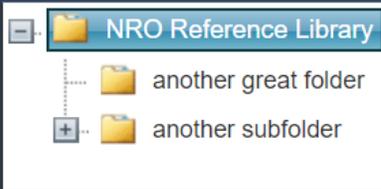
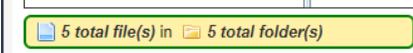
- Point to **CIA**, then click **CIA Reference Library**.



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

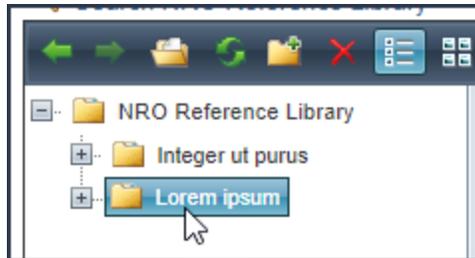


Tools	Use the Tools to search the library, move back or forward in the File Explorer, refresh the Library, download a file to your computer, or Change the view of the Document List.	
File Explorer	Use the File Explorer to navigate the Library.	
Document List	Use the Document List to review what files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

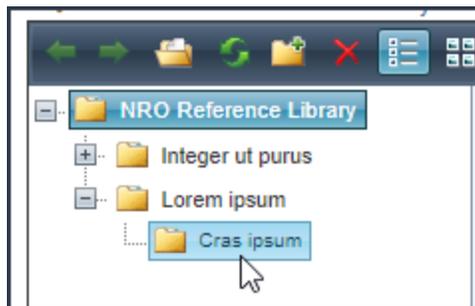
1. Click a **folder** in the File Explorer.



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.

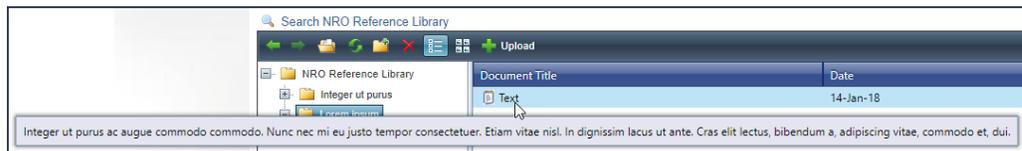
- If you have clicked the **Back** button, you can return to the last **folder** by click the **Forward** button.



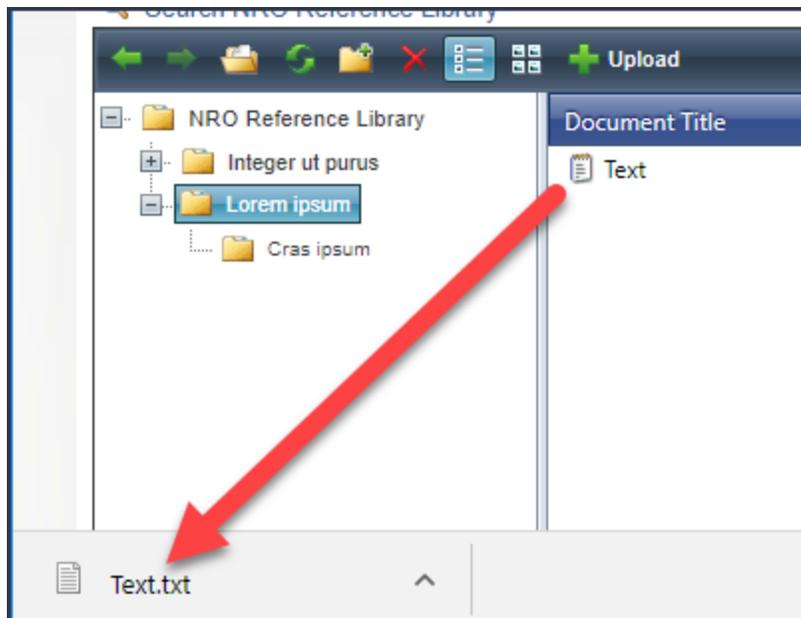
How to download files in the Library to your computer

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**.



**Grid
View**



**Thumbnails
View**

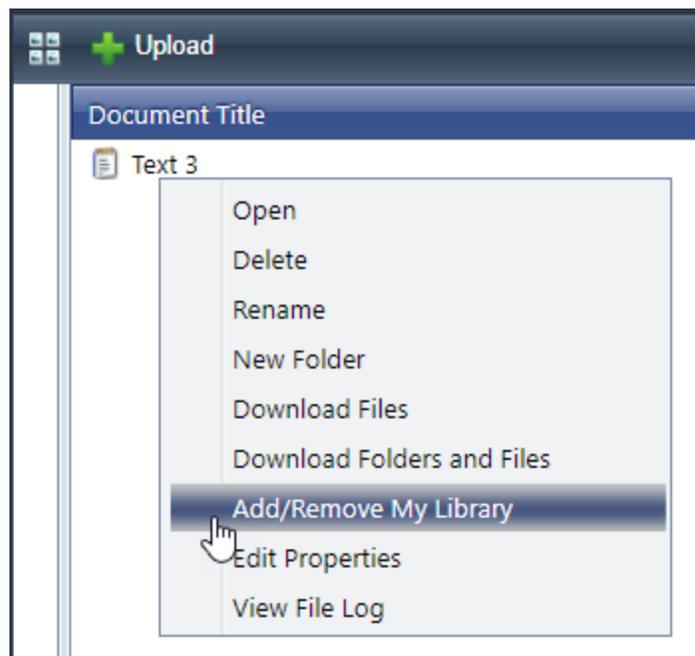
How to add or remove your library

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.

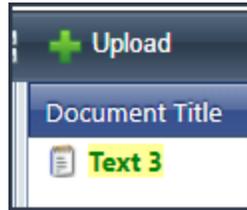
Add a file to my library

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.

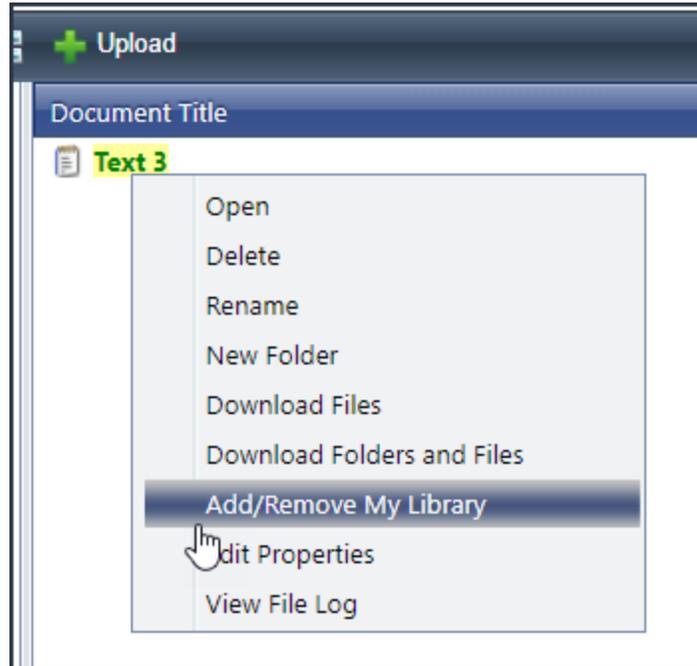
My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

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..

My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	Remove

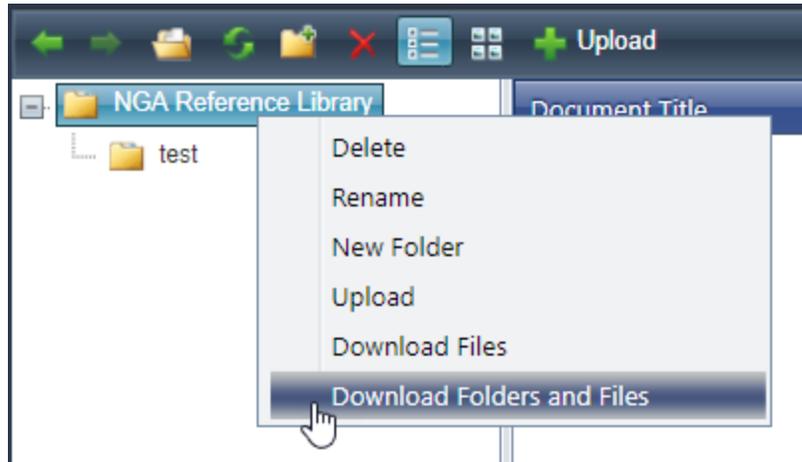
The file will be removed from your library.

✔ How to download folders

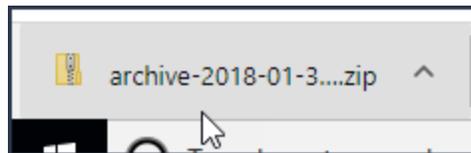
When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

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.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
test	File folder					1/31/2018 3:03 PM
Text 3	Text Document	1 KB	No	1 KB	0%	1/31/2018 3:03 PM

9.4 CIA Open & Forecasted Opportunities Report

This page shows you Open & Forecasted opportunities that have been posted in the ARC.

10 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](#)

10.1 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**.



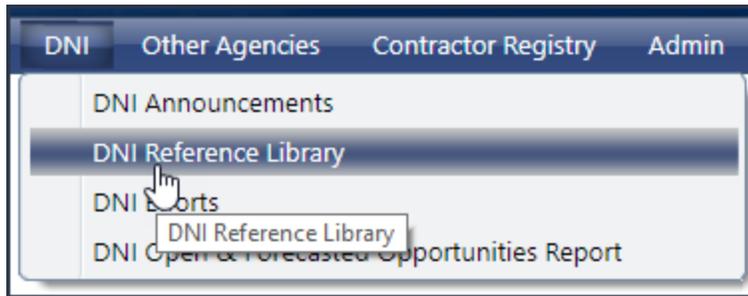
See also:

[Announcements](#)

10.2 DNI Reference Library Navigation

To navigate to the DNI Reference Library

- Point to **DNI**, then click **DNI Reference Library**.

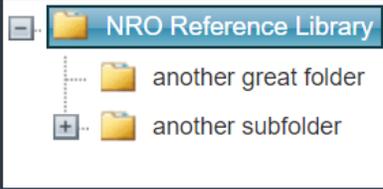
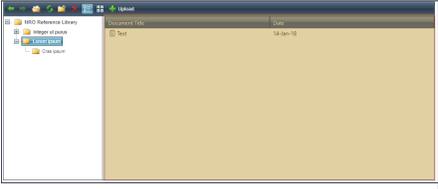


Libraries in the ARC system are used to organize files for various activities, such as managing RFPs, Proposals, and other types of document submissions.

Components of the Library

 A screenshot of the 'NRO Reference Library' interface. The interface is divided into several sections:

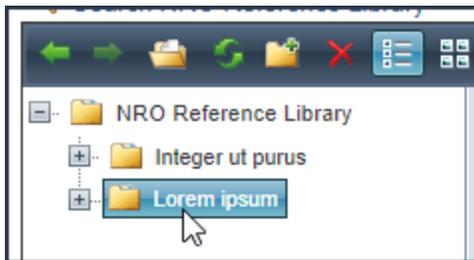
- Tools:** Located at the top left, containing a search bar labeled 'Search NRO Reference Library'.
- File explorer:** Located on the left side, showing a tree view of folders: 'NRO Reference Library', 'another great folder', and 'another subfolder'.
- Document list:** Located on the right side, displaying a table with columns 'Document Title' and 'Date'. One entry is visible: 'My Questions for HS-JULY092014-20150820-OfflineEdit' with a date of '02-Sep-15'.
- Library statistics:** Located at the bottom, showing '1 total file(s) in 4 total folder(s)'.

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.	

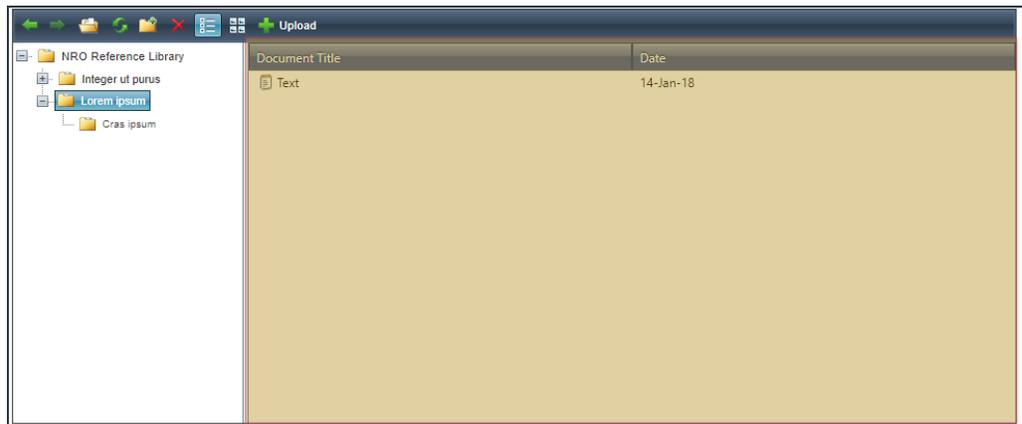
How to navigate the Library

To navigate the Library

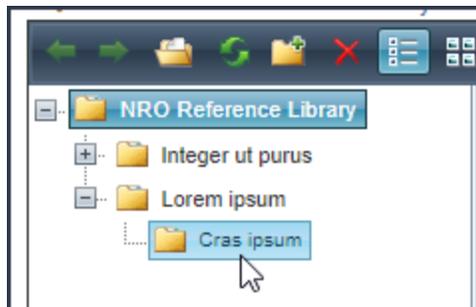
1. Click a **folder** in the File Explorer.



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.

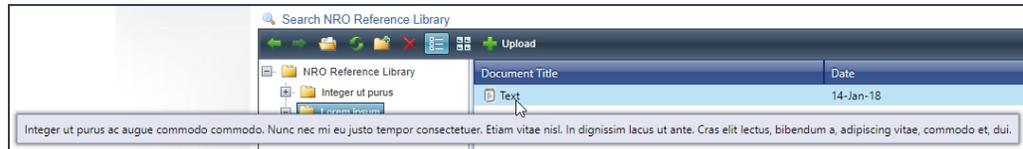
- If you have clicked a **folder** in the File Explorer, you can return to the last **folder** by clicking the **Back** button.
- If you have clicked the **Back** button, you can return to the last **folder** by click the **Forward** button.



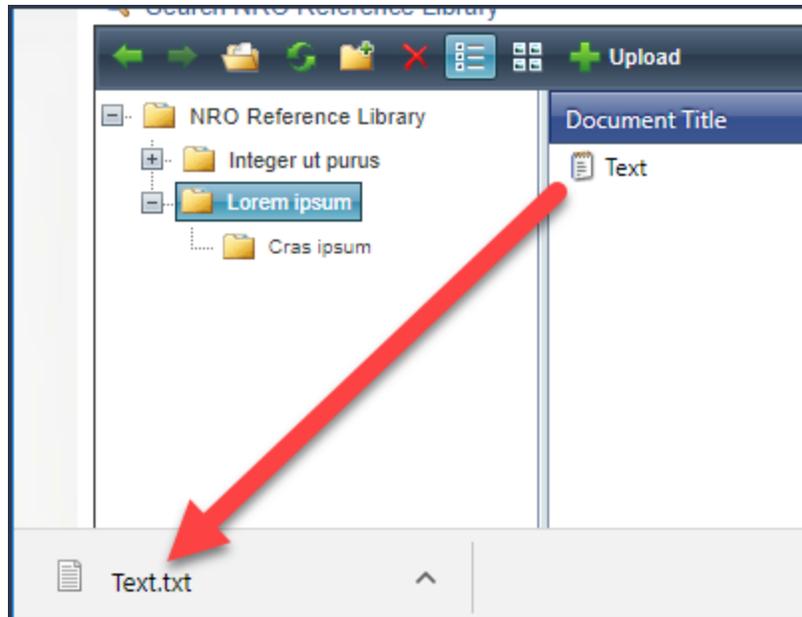
How to download files in the Library to your computer

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**.



**Grid
View**



**Thumbnails
View**

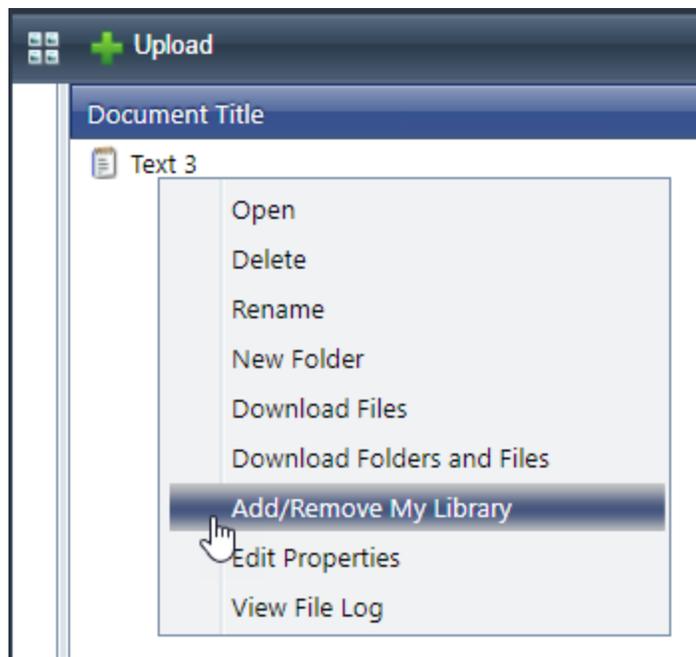
How to add or remove your library

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.

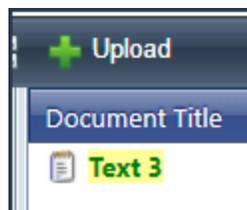
Add a file to my library

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.

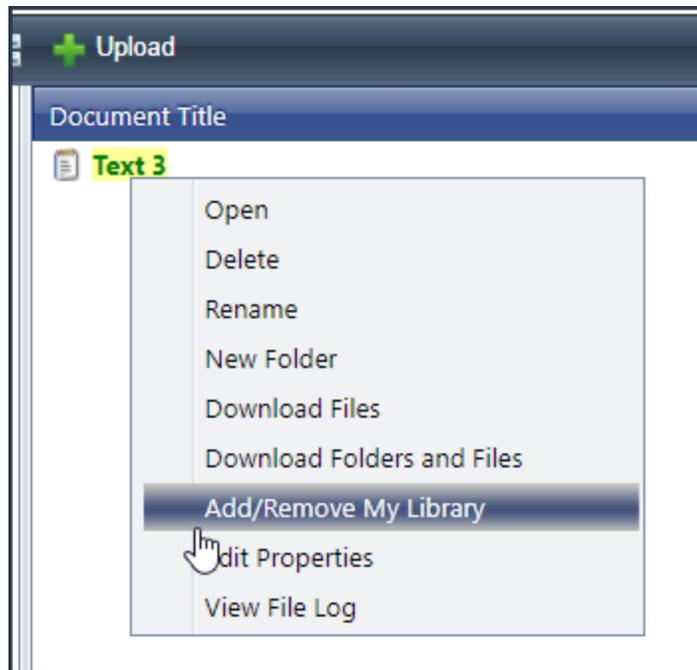
My Library			
Origin	Document	Date Added	Remove
NGA Ref Lib->	Text 3.txt	2018-01-31	 Remove
NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	 Remove
NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	 Remove
NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	 Remove

 **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..

My Library				
	Origin	Document	Date Added	Remove
	NGA Ref Lib->	Text 3.txt	2018-01-31	 Remove
	NRO Contract Sec Lib->	beta-light-20151201.txt	2018-01-31	 Remove
	NAM->/Appendices/Appendices Sub 1/apx2	config-dor-fuel-tax-validate-file-create-electronic.txt	2016-01-18	 Remove
	NRO Ref Lib->	My Questions for HS-JULY092014-20150820-OfflineEdit.xlsx	2015-10-19	 Remove

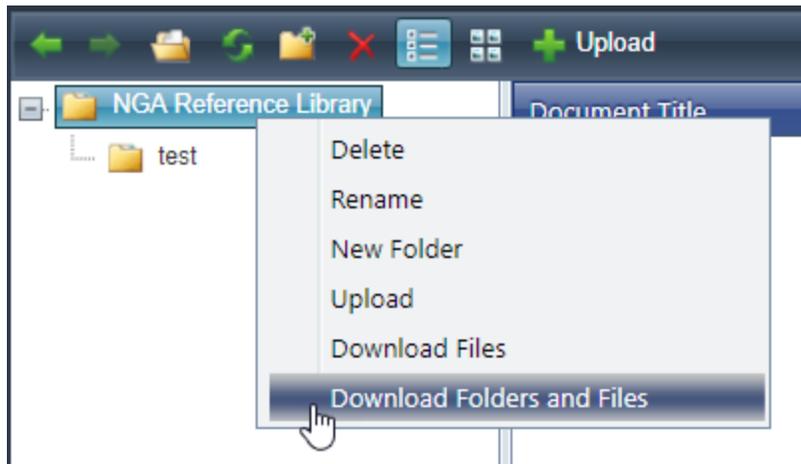
The file will be removed from your library.

✔ How to download folders

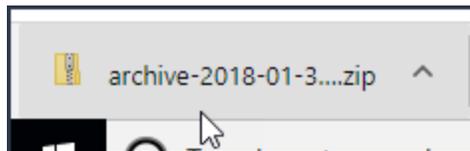
When you want to download not only files from a library, but also the file structure, use the Download Folders and Files functionality.

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.

Name	Type	Compressed size	Password ...	Size	Ratio	Date modified
test	File folder					1/31/2018 3:03 PM
Text 3	Text Document	1 KB	No	1 KB	0%	1/31/2018 3:03 PM

10.3 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](#)

10.4 DNI Open & Forecasted Opportunities

This page shows you Open & Forecasted opportunities that have been posted in the ARC.

11 Contractor Registry

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.

Home > Contractor Registry

CONTRACTOR REGISTRY SEARCH

Company Specific

Company Name

DUNS

NAICS Code

Geographic Search

Distance Zip Code

Capability Statement

Keywords

To match a single term enter the term e.g. **software**.

To match an exact phrase enter the phrase enclosed in quotes e.g. **"software development"**.

To match one or more terms (OR search), enter the terms separated by **OR** e.g. **software OR "Network Administration"**.

To match all terms (AND search), enter the terms separated by **AND** e.g. **software AND "Network Administration"**.

[Search](#)

NRO Specific Criteria

- 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

Organization Type

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- AbilityOne Non Profit Agency
- Airport Authority
- Alaskan Native Corporation Owned Firm
- Alaskan Native Servicing Institution
- All Awards

SBA Business Type

- SBA Certified 8A Joint Venture
- SBA Certified 8A Program Participant
- SBA Certified Hub Zone Firm
- SBA Certified Small Disadvantaged Business

Business Type

- 1862 Land Grant College
- 1890 Land Grant College
- 1994 Land Grant College
- AbilityOne (formerly JWOD) Non-Profit Agency
- Airport Authority
- Alaskan Native Corporation Owned Firm
- Alaskan Native Servicing Institution (ANSI)
- American Indian Owned

Navigate to the Contractor Registry page

To navigate to the Contractor Registry

- In the **Navigation Bar**, click **Contractor Registry**.



Search for a contractor

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

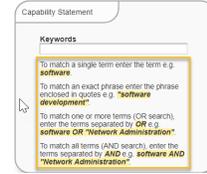
Geographic Search. In the Geographic Search section you are able to specify a **Distance** to a specified **Zip Code**. Distance values are in miles.

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.

11.1 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.

Home > Contractor Registry > Search Results

CONTRACTOR REGISTRY SEARCH RESULTS

Search Criteria

Company Name	Demo Org	SCIF	Not chosen
DUNS	Not chosen	CWAN/IPA Access	Not chosen
NAICS Code	Not chosen	Experience Controlling SCI Information	Not chosen
Geographic Search	Not chosen	DCAA Approved Accounting System	Not chosen
Keywords	Not chosen	Experience Contracting with Government	Not chosen
Organization Type	Not chosen	Active NRO Prime Contract	Not chosen
SBA Business Type	Not chosen	Active NRO Sub Contract	Not chosen
Business Type	Not chosen	Approved Corporate OCI Plan	Not chosen
		Facility Clearance	Not chosen

DUNS	Name	Division	Location
999999999	Demo Org		Anywhere, VA

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.

Search Criteria

Company Name	Demo Org	SCIF	Not chosen
DUNS	Not chosen	CWAN/IPA Access	Not chosen
NAICS Code	Not chosen	Experience Controlling SCI Information	Not chosen
Geographic Search	Not chosen	DCAA Approved Accounting System	Not chosen
Keywords	Not chosen	Experience Contracting with Government	Not chosen
Organization Type	Not chosen	Active NRO Prime Contract	Not chosen
SBA Business Type	Not chosen	Active NRO Sub Contract	Not chosen
Business Type	Not chosen	Approved Corporate OCI Plan	Not chosen
		Facility Clearance	Not chosen

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:

<p>GeoThe gra parameters you phi entered will c show as "Zip</p>	<div style="border: 1px solid black; padding: 2px; display: inline-block;"> Geographic Search <i>Zip within 50 miles of 20190</i> </div>
---	---

Search within [Distance] miles of [Zip Code].

Organization Type G3

SBA Business Type A6

Registry page,
"A6" would
appear as the
value for *SBA*
Business Type.

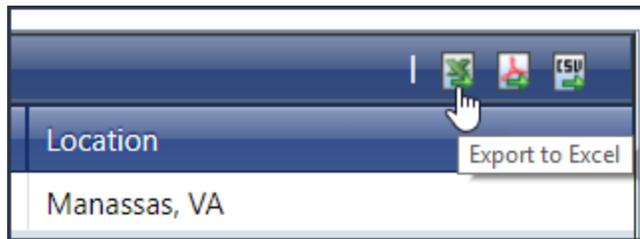
Bus The 2 digit code
ine that
ss corresponds to
Typ the business
e type you
selected will be
displayed. For
example, if you
chose "Airport
Authority" on the
Contractor
Registry page,
"TR" would
appear as the
value for
Business Type.

Business Type	<i>TR</i>
----------------------	-----------

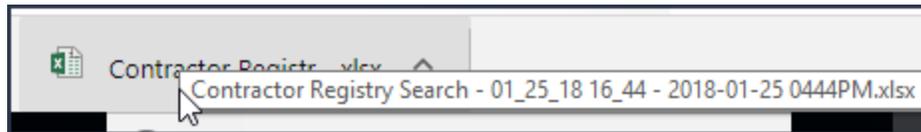
 **Export search results to an Excel document**

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.

DUNS	Name
001038103	LS Technologies, LLC
001588297	Crucial S...
002502726	Blue River Information Techno...

You will be navigated to the [Single Contractor Details](#) page.

DETAILS FOR 001038103, LS TECHNOLOGIES, LLC

Corporate Info | Business Types | Goods and Services | POCS | NRO Attributes

Basic Information

Legal Name	LS Technologies, LLC
DBA Name	N/A
Internet Website	http://www.lstechllc.com
Cage Code	1R8D5
Business Start Date	10/23/2000
Profile Last Updated	N/A

Physical Address

Street	2750 PROSPERITY AVE STE 400
City	FAIRFAX
State	VA
Postal Code	22031

Mailing Address

Street	2750 PROSPERITY AVE
City	FAIRFAX
State	VA
Postal Code	22031

Perform a new search

To perform a new search

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



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



11.2 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.

Corporate Info	Business Types	Goods and Services	POCS	NRO Attributes
----------------	----------------	--------------------	------	----------------

Basic Information

Legal Name	Demo Org
DBA Name	Demo Org
Internet Website	http://www.demo.org
Cage Code	ABC123
Business Start Date	1/1/2010
Profile Last Updated	4/10/2014

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.



- 23 - Minority Owned Business
- 27 - Self Certified Small Disadvantaged Business
- 2X - For-Profit Organization
- A2 - Woman Owned Business
- LJ - Limited Liability Company
- QZ - Subcontinent Asian (Asian-Indian) American Owned
- VW - Contracts and Grants

- 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.



NAICS

- 334111 - Electronic Computer Manufacturing
- 334112 - Computer Storage Device Manufacturing
- 334220 - Radio and Television Broadcasting and Wireless Communications Equipment Manufacturing
- 334290 - Other Communications Equipment Manufacturing
- 334419 - Other Electronic Component Manufacturing
- 334511 - Search, Detection, Navigation, Guidance, Aeronautical, and Nautical System and Instrument Manufacturing
- 334519 - Other Measuring and Controlling Device Manufacturing
- 335999 - All Other Miscellaneous Electrical Equipment and Component Manufacturing
- 336419 - Other Guided Missile and Space Vehicle Parts and Auxiliary Equipment Manufacturing
- 511210 - Software Publishers
- 517919 - All Other Telecommunications
- 541330 - Engineering Services *(General \$14m small business size standard)
- 541330 - Engineering Services *(Special \$35.5m size standard for Marine Engineering and Naval Architecture)
- 541330 - Engineering Services *(Special \$35.5m size standard for Military and Aerospace Equipment and Military Weapons)
- 541330 - Engineering Services *(Special \$35.5m size standard for Contracts and Subcontracts for Engineering Services Awarded Under the National Energy Policy Act of 1992)
- 541511 - Custom Computer Programming Services
- 541512 - Computer Systems Design Services
- 541519 - Other Computer Related Services *(General \$25m small business size standard)
- 541519 - Other Computer Related Services *(Special 150 employees size standard for Information Technology Value Added Resellers)
- 541618 - Other Management Consulting Services
- 541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) *(General 500 employees small business size standard)
- 541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) *(Special 1500 employees size standard for Aircraft)
- 541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) *(Special 1000 employees size standard for Aircraft Parts and Auxiliary Equipment and Aircraft Engine Parts)
- 541712 - Research and Development in the Physical, Engineering, and Life Sciences (except Biotechnology) *(Special 1000 employees size standard for Space Vehicles and Guided Missiles, their Propulsion units, their Propulsion Units Parts, and their Auxiliary Equipment and Parts)
- 541990 - All Other Professional, Scientific, and Technical Services
- 811213 - Communication Equipment Repair and Maintenance

- 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 *SAMPOC Type, Name, Phone, and Email*.

Corporate Info	Business Types	Goods and Services	POCS	NRO Attributes
----------------	----------------	--------------------	------	----------------

ARC POCS

Job Title	Name	Phone	Email
Arc Developer	Demo ArcUser	(703) 230-6300	none@falconlogic.com

SAM POCS

No SAM POCS have been listed.

- 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

Corporate Info

Business Types

Goods and Services

POCS

NRO Attributes

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 OCI Plan

DETAILS FOR 001038103, LS TECHNOLOGIES, LLC

Corporate Info

Business Types

Goods and Services

POCS

NRO Attributes

Basic Information

Legal Name LS Technologies, LLC
DBA Name N/A
Internet Website <http://www.lstechllc.com>
Cage Code 1R8D5
Business Start Date 10/23/2000
Profile Last Updated N/A

Physical Address

Street 2750 PROSPERITY AVE STE 400
City FAIRFAX
State VA
Postal Code 22031

Mailing Address

Street 2750 PROSPERITY AVE
City FAIRFAX
State VA
Postal Code 22031

 **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.

Acr Words	
ony	
m	
ARC	Acquisition Research Center
Cag	Commercial and Government Entity
e	

Acr Words	
ony	
m	
CW	Contractor Wide
ANI	Area
	Network/Industry
PA	Partner Access
DBA	Doing Business
	As
DCA	Defense Contract
A	Audit Agency
NR	National
O	Reconnaissance
	Office
PO	Points of Contact
CS	
SA	System for Award
M	Management
SCI	Sensitive
	Compartmented
	Information
SCI	Sensitive
F	Compartmented
	Information Facility

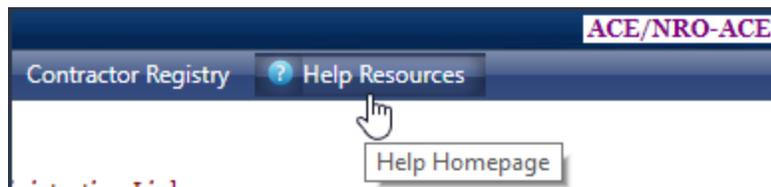
12 Help Resources

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**.



Index

- A -

affiliation 12

- B -

basic information 20

- C -

Contractor, Registry, Search, Filter 182
current efforts 19

- E -

effort information 20
efforts 19, 20
efforts grid 19
efforts list 19

- H -

homepage 6

- I -

introduction 6

- J -

join 10

- P -

pending registration 16

- R -

register 10, 12
registration 10, 12

registration pending 16

- S -

signing up 10
signup 10

- U -

user access 10
user account 10
user affiliation 12

- W -

welcome 6

Endnotes 2... (after index)