

USER MANUAL

Version 3.0

Into Plane Contract Information System (IP CIS)

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SECTION 1. SCOPE OF THE USER MANUAL

This document, the Into Plane (IP) Contract Information System (CIS) User Manual (UM) describes the functionality of the IP CIS application from an end-user's perspective. This UM is applicable to the latest version of the IP CIS application as found in [Appendix C](#).

IP CIS has been combined with the Bunkers and Posts, Camps, and Stations (PC&S) CIS to form a single application named Energy Contract Information System (ECIS). ECIS just combines the access to the two CIS applications into one access point with one URL. Each CIS application has its own screens and data and function separately within the ECIS application. As stated above, this document only covers the IP CIS application functionality. For information on how to use the Bunkers/PC&S CIS part of ECIS, see the latest version of the *PC&S CIS Software User Manual* that is housed on the DLA Shared Drive under EPST/EPST Documentation/ECIS – Energy Contract Information System.

1.1 Document Overview

This User Manual (UM) for the IP CIS application is written to provide:

- ◆ High-level overview of IP CIS (Section [1.2](#))
- ◆ User types and available functionality (Section [1.2.1](#))
- ◆ How to access IP CIS (Section [2.1](#))
- ◆ Overview of the main parts of the IP CIS Main screen display (Section [2.2](#))
- ◆ Instructions on how to use the filtering and other links to alter the display of the grid containing the location and lineitem data (Section [2.3](#)).
- ◆ Detailed information about the data contained in the data grid (Section [2.4](#)).
- ◆ How to view Vendor Data for an awarded contract for a location (Section [2.5](#)).
- ◆ Details about viewing individual lineitem records for a location (Section [2.6](#)).
- ◆ Instructions about producing and viewing Excel Spreadsheet and PDF reports available in Into Plane (Section [2.7](#)).

1.1.1 Document Navigation Conventions

This document contains many hyperlinks. To navigate back to your original position after clicking on any hyperlink within this document use *Alt+Left arrow*.

1.1.2 Document References

For a list of terms, definitions, or acronyms utilized within this document, see [Appendix A](#).

For a list of references applicable to the history and development of IP CIS, documentation concerning related projects, and any other documents directly referenced within this document, see [Appendix B](#).

For historical reference, a list of previous versions of the IP CIS application code can be found in [Appendix C](#).

1.2 Application Overview

IP CIS is a web application which allows operators of government-owned aircraft to examine line item data for contracts, solicitations, and purchase requests for Into Plane fuels. In accordance with the Freedom of Information Act (FOIA), these data are available to the public. IP CIS, along with the PC&S CIS combine to comprise ECIS. Anyone is able to access ECIS, via the Internet, by going to the appropriate web address: https://cis.energy.dla.mil/energy_cis/. From that webpage, IP CIS can be accessed by clicking the ***Into Plane Contract Information System*** link. Government personnel and civilian Contractors/Suppliers use the IP CIS website to view current and historical lineitem details and information about the corresponding contracts, solicitations, and purchase requests of Into Plane fuels used by the DoD and federal civilian agencies worldwide. Into Plane fuels are those fuels that are purchased by the government at commercially-owned airports. The IP CIS application is designed to allow users to view contract, solicitation, and purchase request data for Into Plane locations throughout the world. IP CIS allows the user to filter the data displayed in grid format to aid in reviewing locations and lineitems and the associated contracts involved with Into Plane fuel orders. Specifically, IP CIS can:

- ◆ Allow all parties to review lineitems within contracts and the associated IP fuel contracts throughout the world based on location.
- ◆ Allow all parties to view unawarded lineitem requirements either on solicitations or purchase requests by location.
- ◆ Allow users to review contract lineitem monthly and total to-date lift usage data for specified region(s) and purchase program(s)
- ◆ Allow all parties to view updated reports over the Internet.
- ◆ Store information on Into Plane fuel requirements for future use in soliciting and awarding future contracts.

1.2.1 User ID and Types

Since the IP CIS application is available to anyone, there is only one type of user within this application:

- ◆ **Read Only Users** - Those persons who have read only access to the data, but no power to update data.

The table below shows the functions available to an IP CIS user.

Table 1 User Functionality by User Type

User Functions	User Type
	Read-Only (All Users)
Filter Data by ICAO, Region, Country/State, Location	✓
View Location Data Grid	✓
View/Print Vendor Data	✓
View Contract Lineitem Data	✓
View Solicitation and/or Purchase Request Lineitem Requirement Data for Unawarded Locations	✓
View Tax and Fee Data for Lineitems	✓
View/Print Quality Notes	✓
View/Print Tank Data	✓
View/Print Delivery Data	✓
View/Print Delivery Special Messages	✓
Download Requirements Data to Excel Spreadsheet	✓
Print Requirements Data	✓
Create/View/Print/Download Global Lift Data Report	✓

SECTION 2. STEP-BY-STEP INSTRUCTIONS FOR USING IP CIS

2.1 Accessing IP CIS

To access the system enter the link https://cis.energy.dla.mil/energy_cis/ into a DLA Energy approved web browser. The **DOD Access Warning** pop-up (Figure 1) will be displayed over top of the **Energy CIS Access** screen (Figure 2). You must read and acknowledge the warning first by clicking the **OK** button. The pop-up will then close, and you can then click on **Into Plane Contract Information System** link to proceed to the **IP CIS Main Page** (Figure 3).

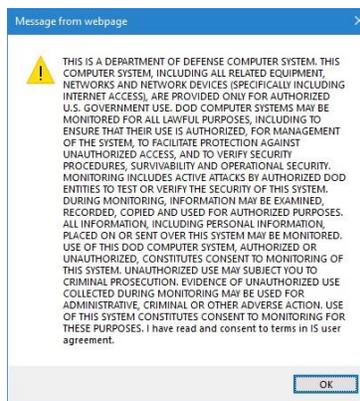


Figure 1 DoD Website Access Warning

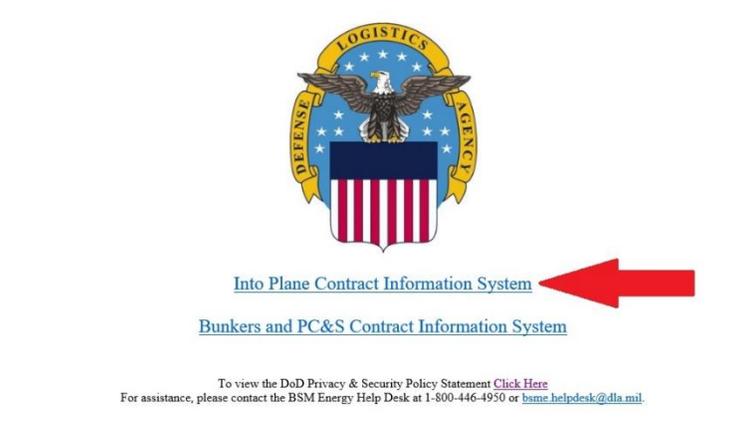


Figure 2 Access Screen for Energy CIS

2.2 IP CIS Main Page

The **IP CIS Main Page** (Figure 3) is where most of the IP data are displayed. There are three main sections of the screen, each of which will be described in more detail below in the document.

Energy CIS

DLA Energy Into-Plane Home Page Defense Internet NOTAM Service Log off

Record types
 All Contracts Solicitations Purchase Requests

Global Lift

Download spreadsheet

Show 10 entries

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0091
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0015
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103
QU...		0000000000	RI	AFCO AVPORTS MANAGEMENT LLC	SPE60017D0075
WI		0000000000	NC	AIR WILMINGTON, INC. DBA	SPE60017D0095

Location	ICAO	State/Country	Vendor Name	Contract	Contract Period	Line Item	Product	Mode	Quantity	Quality Notes
EPPLEY AIRFIELD AIRPORT	KOMA	NE	TRUMAN ARNOLD COMPANIES DBA TAC AIR	SPE60016D0066	12/01/16 - 09/30/20 Quality Hold - 11/21/17 SAFETY ISSUES WITH AF AIRCRAFTS REQUIRING IMMEDIATE LANDING	0001	TURBINE FUEL AVIATION, JAA	AIRWF	725,484	N / A

KAVP NOTICE: For location KAVP - Wilkes Barre Scranton IAP, PA (13-D-0064). The contract with FBO Wilkes Barre d/b/a Saker Aviation has been terminated. Non-contract fuel is available with Aviation Technologies, Inc.

Figure 3 IP CIS Main Page

- 1) The top part of the screen contains several means in which to filter, sort, and display the grid containing the data. It also contains several links to other web pages as well as the **Log off** link and the links to create/download a spreadsheet of the data displayed in the grid below, and the **Global Lift** report. This section will be described in greater detail in Section 2.3 below.
- 2) The middle part of the screen contains the grid that displays the data for each location/airport and allows the user to view more detail about individual locations. This grid can be filtered and sorted using the objects in the top part of the screen. The grid data and functionality will be described in greater detail in Section 2.4 below.
- 3) The bottom part of the screen contains a tab (Figure 4) that displays both the **Quality Hold / Fuel Shortage Information** grid as well as a text box containing any general notes that the system administrators want to pass

along to all users of the system, including, but not limited to, airport availability, and fuel outages. Quality Hold information that is posted on this website tells the user that there is some kind of problem with the quality of a specific fuel type at the specified airport. Fuel Shortage information is also listed by fuel product and specific airport, i.e. the specified airport is temporarily out of a specific fuel type. This tab is originally displayed when the user initially accesses the screen. The tab can be minimized to provide a fuller view of the locations grid by clicking on the arrow above the “Q” in Quality Hold on the tab. It can be maximized again by clicking the arrow again.



Location	ICAO	State/Country	Vendor Name	Contract	Contract Period	Line Item	Product	Mode	Quantity	Quality Notes
EPPLEY AIRFIELD AIRPORT	KOMA	NE	TRUMAN ARNOLD COMPANIES DBA TAC AIR	SPE60016D0066	12/01/16 - 09/30/20 Quality Hold - 11/21/17 SAFETY ISSUES WITH AF AIRCRAFTS REQUIRING IMMEDIATE LANDING	0001	TURBINE FUEL, AVIATION, JAA	AIRWF	725,484	N / A

KAVP NOTICE: For location KAVP - Wilkes Barre Scranton IAP, PA (13-D-0064). The contract with FBO Wilkes Barre d/b/a Saker Aviation has been terminated. Non-contract fuel is available with Aviation Technologies, Inc.

Figure 4 IP CIS Main Page - Quality Hold/Fuel Shortage Information Tab

2.3 IP CIS Main Page – Filtering / Links

The top section of the IP CIS Main Page contains tools used to filter the locations / lineitems in the data grid and also contains links used to access other Into Plane related websites and produce reports. See Figure 5 for a close-up view of this section with the objects identified for further description below.



Figure 5 IP CIS Main Page – Filtering Options and Links

- 1) **Record types filter selection** – IP CIS can not only display **Contracts** lineitem information, but also **Solicitations** and **Purchase Requests** lineitem

data. These radio buttons allow the user to filter the location data grid to display any of these data or **All** of them combined. The default is contract data.

- 2) **Search filter textbox** – This textbox allows the user to type in specific text on which to filter the data grid. The search can apply to any of the data in any of the columns displayed in the grid. As the user types in text into the text box, a list of specific matches will appear to aid in selecting the data filter. Once a selection is made or the enter button is pressed or the magnifying glass next to the textbox is clicked, the data grid will display only records data with data matching the text that was input. For more information see Section [2.3.1](#) below.
- 3) **Regions map selection** – This allows the user to select a region or country on which to filter the data grid. The selection is made by clicking a region on the map and then in some cases selecting more specific filters such as country or state. The selections populate the **Search Filter** textbox described in #2 above and cause the data grid to re-display. For more information see Section [2.3.2](#) below.
- 4) **Show # of Entries** – This drop down menu allows the user to select the number of entries in the data grid to display on each page on the screen. The default is 10. If there are more entries after filtering to be displayed than will fit on the screen, then the grid will scroll. If there are more entries after filtering than the number selected (e.g. 10 is selected but there are 100 entries that meet the filtering specified) then only the selected number is displayed and buttons are displayed at the bottom of the grid to navigate to other pages/records (see Section [2.3.3](#)).
- 5) **Related web links** – There are links to two outside web pages:
 - **DLA Energy Into-Plane Home Page** – Clicking this link redirects the user to the DLA Energy website for Direct Delivery fuels: Information for customers and air crews can be found on this page.
 - **Defense Internet NOTAM Service** – Clicking this link redirects the user to the Notice To Airmen (NOTAM) website. This website is a tool for both military and civilian pilots and contains information such as airspace restrictions and airport locations. This website can also be used to look up an International Commercial Airport Organization (ICAO) code by country/city/location.
- 6) **Global Lift** – This link begins the process of creating a report/spreadsheet of all lift data based on specified regions and purchase programs. For more information about the creation of this report, see Section [2.7.2](#).

- 7) **Download Spreadsheet** – This link initiates the creation of a spreadsheet report containing all of the location/lineitem data currently contained in the data grid, based on the currently selected filters. For more information about the creation of this report, see Section [2.7.1](#).
- 8) **Log off link** – The **Log off** link returns the user to the **Energy CIS Access Screen** (Figure 2).

2.3.1 Filtering Using the Search Textbox

You can use the textbox below the **Record types** filter radio buttons to have the data grid display specific records if you are searching for a specific location (Figure 6). The filtering in this case not case sensitive and is done across all columns in the Location Grid (**Location**, **ICAO**, **Solicitation Lineitem** number, **Country/State**, **Vendor Name**, and **Contract**). You can apply the filter at any time by hitting the *Enter* key (on your keyboard) after typing in any string into the textbox (hitting *Enter* without anything in the textbox will remove the text filtering and display all records of the selected type).



Figure 6 IP CIS Main Page – Filtering by Text

Once more than one character is entered into the textbox, a list of the first eight entries that match the string of characters in the textbox is displayed under the textbox (Figure 7). You can select a specific item in this list to make the filtering easier and more specific. If you select something from the drop-down list, the filtering is completed automatically. As you continue to type in characters, the list is refined to match what has been entered into the textbox.



Figure 7 IP CIS Main Page – Filtering by Text, Automatic Listing

In the case in Figure 7, the letters “Ca” were entered. This caused a listing of different items that match those characters, whether it is a full name of a state (CALIFORNIA, NORTH CAROLINA, SOUTH CAROLINA), a state abbreviation (CA), a location name (CAIRNS INTL APT), a vendor name (Calspan Air Services LLC), or any of the other data items (ICAO, Sol Lineitem, Contract, etc.). These are just the first eight matches, if more exist, continuing to enter characters into the text box will change the list.

If an item is selected, for instance “CALIFORNIA”, then the data grid is filtered to only list those items that match it (Figure 8).

The screenshot shows the IP CIS Main Page with a search filter set to 'CALIFORNIA'. The data grid is filtered to show 22 entries (filtered from 610 total entries). The grid includes columns for Location, ICAO, Solicitation Lineitem, Country / State, Vendor Name, and Contract. A 'Download spreadsheet' link is visible above the grid.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
SACRAMENTO MATHER	KMHR	0000000000	CA	AVFUEL CORPORATION	SP060014D0015
ONTARIO INTERNATIONAL AIRPORT	KONT	0000000000	CA	AVFUEL CORPORATION	SP060014D0004
SANTA MARIA PUB CPT G ALLAN HANCOCK	KSMX	0000000000	CA	AVFUEL CORPORATION	SP060014D0010
BISHOP AIRPORT	KBIH	0000000000	CA	COUNTY OF INYO DBA EASTERN SIERRE	SP060014D0049
BARSTOW DAGGETT AIRPORT	KDAG	0000000000	CA	Daggett Aviation, Inc.	SP060014D0013
LAKE TAHOE	KTVL	0000000000	CA	Epic Aviation, LLC DBA Epic Card	SPE60016D0037
REDDING MUNICIPAL AIRPORT	KRDD	0000000000	CA	Epic Aviation, LLC DBA Epic Card	SP060014D0048
VICTORVILLE/GEORGE AFB	KVCV	0000000000	CA	Freeman Holdings Of California	SP060014D0007
IMPERIAL COUNTY AIRPORT	KIPL	0000000000	CA	IMPERIAL FLYING SERVICE INC	SP060014D0050
METROPOLITAN OAKLAND INTL	KOAK	0000000000	CA	KAISERAIR, INC.	SP060014D0052

Showing 1 to 10 of 22 entries (filtered from 610 total entries) Previous 1 2 3 Next

Figure 8 IP CIS Main Page – Filtered on “CALIFORNIA”

In Figure 8, all locations in the state of California are included. Also, any locations with California in the name, even if not in the state, would be included as well as any location awarded to a vendor with California in the name would be included, regardless of the state. Since the record type is set to **Contracts**, the list only displays awarded contracts. Note at the bottom that the list only includes records 1 to 10 of 22 entries (filtered from the original 610) are listed.

2.3.2 Filtering Using the Regions Map

You can filter the data grid by selecting a region on the map displayed in the upper left corner of the **Main Page** as well (Figure 9).



Figure 9 IP CIS Main Page – Using the Map to Filter by Region

The **Regions** are displayed by color on the map. There are several different options for filtering in this way:

- Clicking on a region outside of the United States or Canada will cause a list to display where you can select to filter on a specific country in the region. For example in Figure 10, South America was selected on the map. A specific country can be then selected from the list or all of the locations in all South American countries may be selected.



Figure 10 IP CIS Main Page – Map Filter By Region (International)

- Clicking on the United States will allow you to select a specific state or all states (Figure 11).



Figure 11 IP CIS Main Page – Map Filter By Region (United States)

- Clicking on Canada will bring up the Canadian Bulletin, displaying a PDF formatted report of all Canadian Into Plane contracts (Figure 12).

Canadian Defence Contracts June 1, 2016 through May 31, 2018

ICAO	Product	Delivery Address	Supplier	Designated Delivery Contact
CYAM	Aviation turbine fuel (grade Jet A-1) CAN/CGSB-3.23-2012	Department of National Defence, Sault Ste. Marie Airport, Sault Ste. Marie, ON	Imperial Oil Limited, McColl- Frontenac Petroleum	Mara Tech Aviation Fuels Ltd, Federal Airport, 475 Airport Road, RR#1, P.O. Box 21, Sault Ste Marie, ON P6A 5K6
CYAM	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Sault Ste. Marie Airport, Sault Ste. Marie, ON	Imperial Oil Limited, McColl- Frontenac Petroleum	Mara Tech Aviation Fuels Ltd, Federal Airport, 475 Airport Road, RR#1, P.O. Box 21, Sault Ste Marie, ON P6A 5K6
CYCH	Aviation turbine fuel (grade Jet A-1) CAN/CGSB-3.23-2012	Department of National Defence, Miramichi Airport, Miramichi, NB	Irving Oil Commercial G.P	Miramichi Airport Commission, 50 Airport Drive, Miramichi, NB E1N 3A7
CYDF	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Deer Lake Airport, Deer Lake, NL	Woodward's Oil Limited 16 Loring Drive	Woodward's Oil Limited, Deer Lake Airport, Newfoundland, NL A1A 5K2
CYEG	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Edmonton International Airport, Edmonton, AB	Executive Flight Centre Fuel Services Ltd	Executive Flight Centre, Edmonton Airport 3684-53 Avenue East, Edmonton, AB
CYEV	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Inuvik Airport, Inuvik, NT	506840 N.W.T. Limited, operating as Beaufort Delta Petroleum	Beaufort Delta Petroleum, Airport Road - YEG Airport (located on tarmac next to YEV Terminal), Inuvik NT
CYFC	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Fredericton Airport, Fredericton, NB	Irving Oil Commercial G.P	ASIG Canada, Fredericton Airport, Fredericton, NB
CYGK	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	DND, Search & Rescue Ex., Kingston Airport, Kingston, ON	Imperial Oil Limited, McColl- Frontenac Petroleum	Central Airways Ltd, Hangar #1 Norman Rogers Airport, Kingston, ON K7M 4M1
CYHD	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Dryden Airport, Dryden, ON	Imperial Oil Limited, McColl- Frontenac Petroleum	Morgan Aviation, P.O. Box 1029, Sioux Lookout, ON P8T 1B3
CYHM	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Hamilton Airport, Hamilton, ON	Shell Canada Products	Glandford Aviation Services Ltd, 9300 Airport Road, Mt. Hope, ON L0R 1W0
CYHU	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, St-Hubert Airport, St-Hubert, PQ	Avjet Holding Inc	Avjet Distributions Inc, 6000, ch de l'aéroport, St-Hubert, PQ J3Y 8Y9
CYHZ	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Halifax International Airport, Halifax, Halifax Co, NS	Imperial Oil Limited, McColl- Frontenac Petroleum	Atlantic Sky Service, Halifax Airport Avitat, 647 Barnes Road, Enfield, NS B2T 1K3
CYKA	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Kamloops Airport, Kamloops, BC	Shell Canada Products	Kamloops Aviation Fuels Ltd, #201, 3035 Airport Road, Kamloops, BC V2B 7W8
CYKF	Aviation turbine fuel (grade Jet A-1)	Department of National Defence, Kitchener/Waterloo Airport	Imperial Oil Limited, McColl-	Waterloo Esso Service, 1229183 ONT TD 3-8881 Fountain St North ON

Figure 12 IP CIS Main Page – Canadian Bulletin

- Clicking on the word **Regions** under the map will bring a list of all regions. From this list you can select ALL REGIONS or a specific region to filter.

Regions

Show entries

Location	
<input type="checkbox"/>	ABILENE RGNL
<input type="checkbox"/>	LUBBOCK PRESTON SMITH IN
<input type="checkbox"/>	DOTHAN RGNL
<input type="checkbox"/>	QUONSET STATE
<input type="checkbox"/>	WILMINGTON INTERNATIONAL
<input type="checkbox"/>	SAN JUAN/LUIS MUNOZ MARI
<input type="checkbox"/>	FORT WORTH ALLIANCE
<input type="checkbox"/>	HERNANDO CO
<input type="checkbox"/>	BASRAH INT'L AIRPORT
<input type="checkbox"/>	BAGUADAD INTERNATIONAL AIRPORT

REGIONS

- ALL REGIONS
- ALL OVERSEAS
- AFRICA
- AUSTRALASIA
- CANADA
- CARIBBEAN
- CENTRAL AMERICA
- EUROPE
- FAR EAST
- GREENLAND
- MIDDLE EAST
- RUSSIA (CIS)
- SOUTH AMERICA
- SOUTH PACIFIC
- UNITED STATES

Figure 13 IP CIS Main Page – All Regions

Clicking on an item in any of the lists mentioned above will cause the data grid to redisplay, filtered by the selection. The selection will also be displayed in the Filter Textbox (Section [2.3.1](#)) as if you typed in the selection directly.

2.3.3 Determining the Number of Records to Display

You can specify the number of locations records to display on a “page” in the data grid by using the drop-down selection box under the **Regions** map and above the data grid. In Figure 14 it is labeled “*Show 10 entries*”. This will determine how many records are displayed in the grid. Under the grid, on the left side (under the **Location** column), it will tell you how many records are currently showing and how many total

there are, based on the filtering options. Under the grid on the right side are several selection options (**Previous**, Numbers (1 - ?), and **Next**). These allow you to select the group of records to view. In Figure 14 below, since the selected number of records per page is 10 and there are 610 total records, there are 61 “pages” of records you can view.

DLA Energy Into-Plane Home Page Defense Internet NOTAM Service Log off

Record types
 All Contracts Solicitations Purchase Requests

Global Lift

Download spreadsheet

Show 10 entries

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091
RICHMOND INTERNATIONAL	KRIC	0000000055	VA	AERO INDUSTRIES INCORPORATED	SPE60017D0130
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103
QUONSET STATE	KOQU	0000000000	RI	AFCO AVPORTS MANAGEMENT LLC	SPE60017D0075
WILMINGTON INTERNATIONAL	KILM	0000000000	NC	AIR WILMINGTON, INC. DBA	SPE60017D0095
SAN JUAN/LUIS MUNOZ MARIN APT	TJSJ	0000000000	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SPE60017D0113
SAN JUAN/LUIS MUNOZ MARIN APT	TJSJ	0000000068	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SPE60017D0113
FORT WORTH ALLIANCE	KAFW	0000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SP060015D0031
HERNANDO CO	KBKV	0000000014	FL	AMERICAN AVIATION, INC.	SPE60017D0069

Showing 1 to 10 of 610 entries

All form fields are required.

Previous 1 2 3 4 5 ... 61 Next

Figure 14 IP CIS Main Page – Selecting the Number of Entries to Show

To select a different number of entries to display per page, click on the drop-down menu box (Figure 15). The options available are 10, 25, 50, and 100, with 10 being the default.

Show 10 entries

25

50

100

Location

Figure 15 IP CIS Main Page – Changing the Number of Entries

If the number of entries is too many to fit on the screen, then the grid will be scrollable. In Figure 16 below, the number of entries was switched to 50. The note at

the bottom now says *Showing 1 to 50 of 610 entries* and the number of pages that can be viewed is 13 instead of 61 since there are more records per page.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
Showing 1 to 50 of 610 entries					
All form fields are required.					
				Previous	1 2 3 4 5 ... 13 Next

Figure 16 IP CIS Main Page – Displaying / Navigating Multiple Pages

2.4 IP CIS Main Page – Data Grid

The main section of the IP CIS, where most of the data are displayed, is the table (Figure 17) that displays the data pertaining to each location served by Into Plane contracts and the linked lineitems or requirements for those locations. IP CIS can be used to view not only contracts for all airports under the Into Plane program, but also lineitem requirements on solicitations and purchase request that haven't been awarded yet.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0015
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0091
RICHMOND INTERNATIONAL	KRIC	0000000055	VA	AERO INDUSTRIES INCORPORATED	SPE60017D0130
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION. LLC DBA AERO-ONE	SP060015D0103
QUONSET STATE	KOQU	0000000000	RI	AFCO AVPORTS MANAGEMENT LLC	SPE60017D0075
WILMINGTON INTERNATIONAL	KILM	0000000000	NC	AIR WILMINGTON, INC. DBA	SPE60017D0095
SAN JUAN/LUIS MUNOZ MARIN APT	TJSJ	0000000000	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SPE60017D0113
SAN JUAN/LUIS MUNOZ MARIN APT	TJSJ	0000000068	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SPE60017D0113
FORT WORTH ALLIANCE	KAFW	0000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SP060015D0031
HERNANDO CO	KBKV	0000000014	FL	AMERICAN AVIATION, INC.	SPE60017D0069

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
Showing 1 to 10 of 610 entries					
All form fields are required.					
				Previous	1 2 3 4 5 ... 61 Next

Figure 17 IP CIS Main Page – Data Grid

As described in Section 2.3, this table can be filtered to display specific data and also formatted to display different numbers of records per page. In the case of Figure 17 it is set to display 10 records per page and the user can navigate the pages by using the **Previous**, **Next**, and individual page numbers at the bottom right of the grid.

The records can also be sorted in either ascending or descending order by any column by clicking the up/down arrows in the column headers. The data grid columns are explained below (Figure 18).

1	2 Location	3 ICAO	4 Solicitation Lineitem	5 Country / State	6 Vendor Name	7 Contract
+	LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015
+	ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091
+	RICHMOND INTERNATIONAL	KRIC	0000000055	VA	AERO INDUSTRIES INCORPORATED	SPE60017D0130

Figure 18 IP CIS Main Page – Data Grid Columns

- 1) **View/Hide Lineitem Records (+ / -)** – Clicking on this column (+ symbol) expands the corresponding record to show all lineitems and taxes/fees associated with the location contract/solicitation/purchase request (see Section 2.6). If the record is already expanded, then the symbol in the column will be a – symbol and clicking on it will hide the lineitems for the record.
- 2) **Location** – This is the location/airport name for the record.
- 3) **ICAO** – This is the International Commercial Airport Organization (ICAO) code for the location for which the record applies.
- 4) **Solicitation Lineitem** – This column contains the solicitation lineitem number for the location (not the Contract Lineitem). If the record is a contract record, then the value will either be the solicitation lineitem to which it corresponds, padded by “0”s to make it 10 characters in length or it may be all “0”s if no corresponding solicitation lineitem was supplied. If the record is a solicitation record, then the value will be the 4-digit solicitation lineitem number. If the record is a PR record, then this column will be blank. If the grid is filtered to only display PR records, then this column will not be displayed.
- 5) **Country/State** – This column will display either the state (for domestic locations) or country (for international locations) where this airport is located.
- 6) **Vendor Name** – This column displays the vendor who was awarded the contract if the record is a contract record. Clicking on the vendor name for a contract record brings up a pop up window displaying more information about the vendor (see Section 2.5). If the record is a Solicitation or PR record then it will be blank. If the grid is filtered to only display Solicitation or PR records, then this column will not be displayed.
- 7) **Contract** – This column displays the contract number if the record is a contract record. If the record is a solicitation record, it displays the solicitation number for the record. If the record is a PR record then it displays the PR number. Regardless of the type of records being viewed, the column header is always **Contract**.

2.5 IP CIS Main Page Data Grid – View Vendor Data

For location records in the data grid that have been awarded on a contract, the vendor that was awarded the contract will be displayed in the **Vendor Name** column (Figure 19).

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
FORT WORTH ALLIANCE	KAFW	000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SP060015D0031

Showing 1 to 1 of 1 entries (filtered from 610 total entries)
All form fields are required.

Previous Next

Figure 19 IP CIS Main Page – Data Grid Vendor Column

The name will be a link which, when clicked, will display the contact/delivery information for that vendor in a pop-up box (Figure 20).

Vendor Data

ALLIANCE AVIATION

Refueling Operator Information:
 Name: Alliance Aviation
 Phone: 817-000-0000

Delivery/Call Out Information:
 Delivery From: 0600
 Delivery To: 2200
 Days: 24 HOURS/7DAYS PER WEEK
 After Hours Phone:
 Call Fee: \$0.00
 PER:
 Delivery Special Conditions:

0600
 2200
 24 HOURS/7DAYS PER WEEK
 60 minutes advance notice required for after-hours delivery

Figure 20 Vendor Data Pop-up Screen

The **Vendor Data** screen (Figure 20) displays vendor information such as the refueling operator name and phone number for the specified airport, and delivery/call out information including hours/days of operation, call out fees, and any special conditions or notes associated with the fuel delivery. The user is given the button options of closing the window (**Close**) when done or printing (**Print**) the information if the computer is linked to a printer.

2.6 IP CIS Main Page Data Grid – View Lineitems

Each record in the main grid corresponds to a single location for a specific buy/contract period. There can be multiple records for a single location if it exists in both a current and future buy. Each record can be expanded to display individual lineitems/requirements assigned to that location and taxes that apply to the lineitems by clicking the green plus sign located in the far left column of the grid for the corresponding location (Figure 21).

	Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
	ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091
	LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015
	DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103
	QUONSET STATE	KOQU	0000000000	RI	AFCO AVPORTS MANAGEMENT LLC	SPE60017D0075
	WILMINGTON INTERNATIONAL	KILM	0000000000	NC	AIR WILMINGTON, INC. DBA	SPE60017D0095

Figure 21 IP CIS Main Page – Data Grid Expand Lineitems/Taxes

When the plus sign is clicked, all of the lineitems and taxes that are included for the location for the buy in question are displayed under the location record (Figure 22).

	Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract				
	ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0091				
	LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP060015D0015				
	DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103				
	Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
	05/28/15 - 03/31/19	0001	TURBINE FUEL, AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
	05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
	05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	130,625	N/A	N/A	N/A	N/A
	05/28/15 - 03/31/19	0004	TURBINE FUEL, AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
	05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
	05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 22 IP CIS Main Page – Data Grid Lineitems/Taxes Displayed

In the example in Figure 22, the location for DOTAN RGNL was expanded. There are actually two fuel lineitems, [0001](#) which is JAA without additives and [0004](#) which is JAA with FSII. Lineitems [0002](#) and [0003](#) are fees/taxes associated with [0001](#), and lineitems [0005](#) and [0006](#) are the fees/taxes associated with [0004](#). The following columns are displayed for each lineitem or tax/fee:

- ◆ **Contract Period** – These are the dates for which the line item is supposed to run. It can either be a current or future buy.
- ◆ **Line Item** – This is the lineitem number. If the lineitem has been awarded to a contract, this is the Contract Line Item Number (CLIN). If the lineitem has not been awarded, this number will be a solicitation lineitem number. For a CLIN or tax/fee for a CLIN, the number will be a link and clicking on it will display the **Lineitem Data** pop-up window (Figure 25 or Figure 26) with data

for the CLIN or tax/fee including quantity, prices, and lift data (see Section 2.6.1). For solicitation lineitems, this number will not be a link.

- ◆ **Product** – The product name for the lineitem or the product for which the lineitem tax/fee applies.
- ◆ **Additive Package** – Additive(s) applied to the lineitem.
- ◆ **Mode** – Mode of Delivery.
- ◆ **Quantity** – Quantity awarded (for CLINs) and requirement quantity for solicitation lineitems.
- ◆ **Quality Notes** – If there are any quality notes linked to the lineitem, this column will display a link labeled [View](#) which, when clicked, will display a pop-up window with the notes (see Section 2.6.2). If no notes are linked, the column will display “N/A”.
- ◆ **Tank Data** – If there are any tank data linked to the lineitem, this column will display a link labeled [View](#) which, when clicked, will display a pop-up window with the data displayed (see Section 2.6.3). If no tank data are linked, the column will display N/A”.
- ◆ **Delivery Data** – If there are any delivery data linked to the lineitem, this column will display a link labeled [View](#) which, when clicked, will display a pop-up window with the data (see Section 2.6.4). If no delivery data are linked, the column will display “N/A”.
- ◆ **Delivery Special Messages** – If there are any delivery special messages linked to the lineitem, this column will display a link labeled [View](#) which, when clicked, will display a pop-up window with the messages (see Section 2.6.5). If no messages are linked, the column will display “N/A”.

2.6.1 View Lineitem – Lineitem Data and Lift Information for Contract Awards

If a contract award has been made for a location requirement, then the CLIN(s) listed in the **Line Item** column under that location will be hyperlinks. Each CLIN will either pertain to a specific award for a requirement for the location, or a tax or fee that gets applied to the requirement.

Contract Period		Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL,AVIATION, JAA			AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE			AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX			AIR	180,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII		AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII		AIR	352,087	N/A	N/A	N/A	N/A

Figure 23 IP CIS Main Page – Contract Lineitems and Taxes/Fees

In the example in Figure 23, the lineitems for DOTHAN RGNL are displayed. There are actually two lineitems, [0001](#) which is JAA without additives and [0004](#) which is JAA with FSII. Lineitem [0002](#) is the overtime fee associated with lineitem [0001](#) and lineitem [0003](#) is the Federal Excise Tax associated with lineitem [0001](#). Similarly, lineitems [0005](#) and [0006](#) are the overtime fee and Federal Excise Tax associated with lineitem [0004](#). Since the lineitems have been awarded, all of the lineitem numbers are hyperlinks and clicking any of them will open the **Lineitem Data** pop-up window that displays more data relevant to the lineitem award (see Section [2.6.1.a](#)) or tax/fee (see Section [2.6.1.b](#)).

2.6.1.a Viewing Lineitem Data for a CLIN

To view data associated with a CLIN listed under a location in the data grid, you must expand the location to display the CLINs for the location (Figure 21) and then click on the **Line Item** number hyperlink for the CLIN in question (Figure 24).

DOOTHAN RGNL		KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE				SP060015D0103
Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	FUEL,AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	180,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 24 IP CIS Main Page – View Lineitem Data for a CLIN

In this example, CLIN [0001](#) for Dothan RGNL is selected. The **Lineitem Data** pop-up window (Figure 25) is then opened, displaying more information about the contract award.

LINEITEM DATA					
Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
0001	180,625	4.189710	2.585170	06/15	15,809
				07/15	1,875
				08/15	1,875
				09/15	673
				10/15	1,112
				11/15	930
				12/15	1,978
				01/16	385
				02/16	1,368
				03/16	2,134
				04/16	3,998
				05/16	6,669
				06/16	940
				07/16	1,323
					TOTAL LIFT QUANTITY: <u>41,069</u>

Close Print

Figure 25 Lineitem Data Pop-up (CLIN)

Data on this screen includes:

- ◆ **Lineitem** number
- ◆ **Awarded Quantity** for this lineitem
- ◆ **Awarded Price**
- ◆ **Current Escalated Price** – The value in this column is the current escalated price, as stated. Often, this entry will be a hyperlink, clicking on which will display another pop-up window displaying a history of the escalated prices, if it exists (Figure 26).

ESCALATED PRICES FOR 0001	
Contract SP060015D-0103 Awarded On 06/18/2015	
Price	Effective Date
2.585170	07/27/2016 12:00:00 AM
2.585170	07/26/2016 12:00:00 AM
2.627010	07/25/2016 12:00:00 AM
2.627010	07/24/2016 12:00:00 AM
2.627010	07/22/2016 12:00:00 AM
2.627010	07/21/2016 12:00:00 AM
2.627010	07/20/2016 12:00:00 AM
2.627010	07/19/2016 12:00:00 AM
3.095890	06/18/2015 12:00:00 AM

Close Print

Figure 26 Escalated Prices Pop-up (CLIN)

- ◆ Lift History – The last two columns display the lift history by month for this CLIN if it exists.
- ◆ The **TOTAL LIFT QUANTITY** is displayed at the bottom right side of the screen.

From the **Lineitem Data** pop-up screen (Figure 25), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.6.1.b Viewing Lineitem Data for a CLIN Tax or Fee

To view data associated with a tax or fee that is applied to a CLIN listed under a location in the data grid, you must expand the location to display the lineitems for the location (Figure 22) and then click on the lineitem number hyperlink for the tax or fee in question (Figure 27).

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL,AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	180,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 27 IP CIS Main Page – View Lineitem Data for a Tax or Fee

In this example, lineitem [0003](#) for Dothan RGNL is selected. This is the FEDERAL EXCISE TAX applied to CLIN [0001](#) (JAA neat). The **Lineitem Data** pop-up window (Figure 28) is then opened, displaying more information about the tax/fee.

LINEITEM DATA					
Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
0003	180,625	0.218000	0.218000		0.000000
					TOTAL LIFT QUANTITY: 0

Figure 28 Lineitem Data Pop-up (Tax/Fee)

Data on this screen includes:

- ◆ **Lineitem** number – This is the lineitem number assigned to the tax or fee, not the actual CLIN that the tax/fee applies to.

- ◆ **Awarded Quantity** – Since this is a tax or fee, the awarded quantity is not actually relevant.
- ◆ **Awarded Price** – The actual amount for the tax/fee.
- ◆ **Current Escalated Price** – Even if a value is included in this column, this is not relevant for taxes or fees. If a value is there, it should be identical to the amount in the **Awarded Price** column.
- ◆ Lift History – The last two columns do not apply to taxes or fees.
- ◆ The **TOTAL LIFT QUANTITY** displayed at the bottom right side of the screen does not apply to taxes or fees.

From the **Lineitem Data** pop-up screen (Figure 28), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.6.2 View Lineitem - Quality Notes

If there are any **Quality Notes** for a lineitem, the entry for that lineitem will be a hyperlink that says “[View](#)” (Figure 29). If no **Quality Notes** are applied to the lineitem, then the entry in the column will read “N/A”.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0091
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0015
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL, AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	130,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL, AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 29 Lineitems - View Quality Notes

Clicking the [View](#) hyperlink under the **Quality Notes** column for a lineitem will display a **Quality Notes** pop-up screen (Figure 30) which usually displays the contact information for the person responsible for checking the quality of the contractor’s fuel for the location.

Quality Notes

DLA Energy America East
Federal Building, Room 2005
2320 LaBranch Street
Houston, TX 7004-1091

Close

Print

Figure 30 Quality Notes Pop-up Screen

From the **Quality Notes** pop-up screen (Figure 30), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.6.3 View Lineitem – Tank Data

If there are any **Tank Data** for a lineitem, the entry for that lineitem will be a hyperlink that says “[View](#)” (Figure 31). If no **Tank Data** are linked to the lineitem, then the entry in the column will read “**N/A**”.

Location	ICAO	Solicitation Lineitem	Country / State	Contract					
ORLANDO SANFORD INTERNATL AIRPORT	KSFB	0001	FL	SPE60017R02040005					
Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
04/01/17 - 03/31/21	0001	TURBINE FUEL,AVIATION, JAA		AIRWF	1,440,000	N/A	View	View	N/A



Figure 31 Lineitems - View Tank Data

Clicking the [View](#) hyperlink under the **Tank Data** column for a lineitem will display a **Tank Data** pop-up screen (Figure 32) which displays, in a grid format, information specific to storage tanks for the specified delivery location.

Show entries Search:

TANK DATA					
Delivery Location ▲	Material ◆	Tank Capacity ◆	Tank Type ◆	Number of Tanks ◆	Tank Location ◆
KSFB	000000000013054097	20,000	ABOVE GROUND TANK(S)	4	1200 RED CLEVELAND BLVD, SUITE 200

Previous Next

Figure 32 Tank Data Pop-up Screen

From the **Tank Data** pop-up screen (Figure 32), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.6.4 View Lineitem – Delivery Data

If there are any **Delivery Data** for a lineitem, the entry for that lineitem will be a hyperlink that says “[View](#)” (Figure 33). If no **Delivery Data** are linked to the lineitem, then the entry in the column will read “N/A”.

Location ▲	ICAO ◆	Solicitation Lineitem ◆	Country / State ◆	Contract ◆					
ORLANDO SANFORD INTERNATL AIRPORT	KSFB	0001	FL	SPE60017R02040005					
Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
04/01/17 - 03/31/21	0001	TURBINE FUEL,AVIATION, JAA		AIRWF	1,440,000	N/A	View	View	N/A

Figure 33 Lineitems - View Delivery Data

Clicking the [View](#) hyperlink under the **Delivery Data** column for a lineitem will display a **Delivery Data** pop-up screen (Figure 34) which displays, in a grid format, information specific to the delivery of fuel for the specified delivery location.

DELIVERY DATA										
Delivery Location	Material	Mode	FOB Rest	Mode Rest	Minimum Quantity	Maximum Quantity	Delivery Info	Delivery Notes	Delivery Mode Note	Delivery Ticket Note
KSFB	000000000013054097	AIRWF			0	0	7 DAYS/WEEK, 24 HOURS, HOLIDAYS INCLUDED	Jet A Into-Plane	Diane Crews, 407-585-4000 Jet A Into-Plane	NO

Figure 34 Delivery Data Pop-up Screen

From the **Delivery Data** pop-up screen (Figure 34), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.6.5 View Lineitem – Delivery Special Messages

If there are any **Delivery Special Messages** for a lineitem, the entry for that lineitem will be a hyperlink that says “[View](#)” (Figure 35). If no **Delivery Special Messages** are linked to the lineitem, then the entry in the column will read “N/A”.

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
ABILENE RGNL	KABI	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0091
LUBBOCK PRESTON SMITH INTL	KLBB	0000000000	TX	ABILENE AERO. INC. DBA LUBBOCK AERO	SP060015D0015
DOTHAN RGNL	KDHN	0000000000	AL	AERO-ONE AVIATION, LLC DBA AERO-ONE	SP060015D0103

Contract Period	Line Item	Product	Additive Package	Mode	Quantity	Quality Notes	Tank Data	Delivery Data	Delivery Special Messages
05/28/15 - 03/31/19	0001	TURBINE FUEL,AVIATION, JAA		AIR	180,625	View	N/A	N/A	View
05/28/15 - 03/31/19	0002	OVERTIME FEE		AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0003	FEDERAL EXCISE TAX		AIR	130,625	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0004	TURBINE FUEL,AVIATION, JAA	FSII	AIR	352,087	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0005	OVERTIME FEE	FSII	AIR	1,000	N/A	N/A	N/A	N/A
05/28/15 - 03/31/19	0006	FEDERAL EXCISE TAX	FSII	AIR	352,087	N/A	N/A	N/A	N/A

Figure 35 Lineitems - View Delivery Special Messages

Clicking the **View** hyperlink under the **Delivery Special Messages** column for a lineitem will display a **Delivery Special Message** pop-up screen (Figure 36) which displays, in grid format, any special messages pertaining to the delivery of fuel for the specified delivery location.

DELIVERY SPECIAL MESSAGE				
Delivery Location	Material	Mode	Message Type	Message
KDHN	000000000013054097	AIR	ESCORT REQUIRED	ESCORT REQUIRED

Figure 36 Delivery Special Message Pop-up Screen

From the **Delivery Special Message** pop-up screen (Figure 36), the user is given the button options of closing the window when done (**Close**) or printing the information if the computer is linked to a printer (**Print**).

2.7 Producing Reports

In addition to being able to print the output of many screens mentioned above, there are also several reports that can be produced in various formats from IP CIS. These include:

- ◆ [Requirements Report \(spreadsheet\)](#)
- ◆ [Global Lift Report \(spreadsheet\)](#)
- ◆ [Canadian Bulletin \(PDF\)](#)

2.7.1 Requirements Report Spreadsheet

You can produce a spreadsheet containing data for specific locations/requirements by clicking the **Download Spreadsheet** link on the **Main Page** above the data grid (Figure 37).

The screenshot shows the Energy CIS web interface. At the top, there are navigation links for 'DLA Energy Into-Plane Home Page', 'Defense Internet NOTAM Service', and 'Log off'. Below this is a 'Record types' section with radio buttons for 'All', 'Contracts' (which is selected), 'Solicitations', and 'Purchase Requests'. There is also a search box with a magnifying glass icon and a 'Global Lift' link. On the left, there is a world map labeled 'Regions' with different countries colored. Below the map, there is a 'Show 10 entries' dropdown. At the bottom, there is a data grid with columns for 'Location', 'ICAO', 'Solicitation Lineitem', 'Country / State', 'Vendor Name', and 'Contract'. A red arrow points to the 'Download spreadsheet' link located below the map and above the data grid.

Figure 37 Download Spreadsheet (Requirements) Option

This creates a spreadsheet of all of the lineitems for all of the locations that meet the current filtering options.

To create the report, you must first determine what requirements you want to include in the report. To do this, use the filtering options described in Section 2.3 above. You can choose the types of records (**Contracts**, **Solicitations**, **Purchase Requests**, or **All**) and you can filter down to specific records either by regions/countries/states or by typing in a specific filter into the filter textbox. For more information how to filter the locations, see Section 2.3.

As an example, to produce a requirements report for all lineitems on contracts for the state of California in the U.S., make sure the **Contracts** option is selected under the **Record types** radio buttons. You can then either type in *California* (or *CA*) in the filter textbox under the **Record types** radio buttons or click on the United States region on the map on the left side of the screen (Figure 38).

DLA Energy Info-Plane Home Page Defense Internet NOTAM Service Log off

Record types: All Contracts Solicitations Purchase Requests

Global Lift

Download spreadsheet

Show 10 entries

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
LUBBOCK PRESTON SMITH INTL	KLBB	000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP06001TD0015
ABILENE RGNL	KABI	000000000	TX	ABILENE AERO, INC. DBA LUBBOCK AERO	SP06001TD0091
RICHMOND INTERNATIONAL	KRIC	000000055	VA	AERO INDUSTRIES INCORPORATED	SP06001TD0130
DO THAN RGNL	KDHN	000000000	AL	AERO ONE AVIATION, LLC DBA AERO ONE	SP06001TD0103
QUONSET STATE	KOQU	000000000	RI	AECO AIRPORTS MANAGEMENT LLC	SP06001TD0075
WILMINGTON INTERNATIONAL	KILM	000000000	NC	AIR WILMINGTON, INC. DBA	SP06001TD0095
SAN JUAN LUIS MUNOZ MARIN APT	TJSJ	000000000	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SP06001TD0113
SAN JUAN LUIS MUNOZ MARIN APT	TJSJ	000000068	PUERTO RICO(USA)	AIRPORT AVIATION SERVICES, INC.	SP06001TD0113
FORT WORTH ALLIANCE	KAFW	000000000	TX	ALLIANCE AVIATION MANAGEMENT LTD	SP06001TD0031
HERNANDO CO	KBKV	000000014	FL	AMERICAN AVIATION, INC.	SP06001TD0069

Showing 1 to 10 of 610 entries
All form fields are required.

Previous 1 2 3 4 5 ... 61 Next

Figure 38 Filter Options to Produce Requirements Report

In this example, the map was used. When the United States was clicked, a list of states is displayed. California was clicked (Figure 39).



Figure 39 Filter Options to Produce Requirements Report – Select California

Once California is clicked, the data grid is filtered to show only locations in California under contracts (Figure 40). Note that the number of records to be displayed per page on the screen is only 10. Below the data grid, it says “Showing 1 to 10 of 22 entries (filtered from 610 total entries)”. For the Requirements report, all lineitems for all filtered entries will be included, regardless of how many are shown per page on the screen. In this example, the lineitems will be included for the 22 filtered California locations with contracts.

Once the filtering is completed to select the required locations, click the **Download Spreadsheet** link above the grid.

DLA Energy Into-Plane Home Page Defense Internet NOTAM Service Log off

Record types: All Contracts Solicitations Purchase Requests

CA Global Lift

Show 10 entries [Download spreadsheet](#)

Location	ICAO	Solicitation Lineitem	Country / State	Vendor Name	Contract
SACRAMENTO MATHER	KMHR	000000000	CA	AVFUEL CORPORATION	SP060014D0015
ONTARIO INTERNATIONAL AIRPORT	KONT	000000000	CA	AVFUEL CORPORATION	SP060014D0004
SANTA MARIA PUB CPT G ALLAN HANCOCK	KSMX	000000000	CA	AVFUEL CORPORATION	SP060014D0010
BISHOP AIRPORT	KBIH	000000000	CA	COUNTY OF INYO DBA EASTERN SIERRA	SP060014D0049
BARSTOW DAUGETT AIRPORT	KDAG	000000000	CA	Daggett Aviation, Inc.	SP060014D0013
LAKE TAHOE	KTVL	000000000	CA	Epic Aviation, LLC DBA Epic Card	SP060014D0037
REDDING MUNICIPAL AIRPORT	KRDD	000000000	CA	Epic Aviation, LLC DBA Epic Card	SP060014D0048
VICTORVILLE GEORGE AFB	KVCV	000000000	CA	Freeman Holdings Of California	SP060014D0007
IMPERIAL COUNTY AIRPORT	KIPL	000000000	CA	IMPERIAL FLYING SERVICE INC	SP060014D0050
METROPOLITAN OAKLAND INTL	KOAK	000000000	CA	KAISER AIR, INC.	SP060014D0052

Showing 1 to 10 of 22 entries (filtered from 610 total entries) Previous 1 2 3 Next

Figure 40 Requirements Report – Filtered Grid

Depending on your browser, you will be given an option to **Open** or **Save** the spreadsheet (Figure 41). The spreadsheet is created in CSV format, which is normally opened in Microsoft Excel. If you open the file directly, it should open in Excel. From there you can save it as an Excel (.xls) file. If you save the file, it will save it in your default download folder as a CSV file unless you change it.



Figure 41 Requirements Report – Open/Save Options

When the **Open** option is selected, an Excel window will be opened and the spreadsheet will be displayed. You can then format it and save it as whatever file type you wish. In the example below, only the top and bottom of the spreadsheet are displayed, as there are 111 total lineitems (including taxes and fees) for the 22 California locations selected.

1	Location	ICAO	Country/S	Vendor N	Contract/	Contract F	Line Item	Purchase	Product	Additives	Mode	Quantity	Award Pri	Total Dollar Value	
2	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	5	23W	CUSTOMS	FSII	AIR	622474	0.02	12449.48	
3	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	2	23W	CUSTOMS	DUTY	AIR	117210	0.02	2344.2	
4	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	1	23W	TURBINE	FUEL AVIAT	AIR	117210	4.52473	530343.6	
5	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	4	23W	TURBINE	F	FSII	AIR	1628474	4.56473	7433544
6	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	6	23W	FEDERAL	E	FSII	AIR	622474	0.218	135699.3
7	BARSTOW KDAG	CA	Daggett A	SP060014	02/25/14	-	3	23W	FEDERAL	EXCISE TAX	AIR	117210	0.0218	2555.18	
8	BISHOP AI KBFL	CA	MERCURY	SP060014	04/29/14	-	2	23W	STATE/LO	F	FSII	AIR	1000	60	60000
9	BISHOP AI KBFL	CA	MERCURY	SP060014	04/29/14	-	3	23W	FEDERAL	E	FSII	AIR	527601	0.218	115017
10	BISHOP AI KBFL	CA	MERCURY	SP060014	04/29/14	-	1	23W	TURBINE	F	FSII	AIR	527601	3.43923	1814541
11	BISHOP AI KBIH	CA	COUNTY C	SP060014	03/11/14	-	1	23W	TURBINE	F	FSII	AIR	281743	4.16861	1174477
12	BISHOP AI KBIH	CA	COUNTY C	SP060014	03/11/14	-	2	23W	FEDERAL	E	FSII	AIR	200395	0.218	43686.11
13	BISHOP AI KBIH	CA	COUNTY C	SP060014	03/11/14	-	3	23W	AIRPORT/	F	FSII	AIR	281743	0.02	5634.86
14	BROWN F KSDM	CA	Lancair Co	SP060014	02/07/14	-	1	23W	TURBINE	F	FSII	AIR	4720711	4.36343	20598492
15	BROWN F KSDM	CA	Lancair Co	SP060014	02/07/14	-	2	23W	FEDERAL	E	FSII	AIR	3338711	0.218	727839
16	BROWN F KSDM	CA	Lancair Co	SP060014	02/07/14	-	3	23W	OVERTIME	F	FSII	AIR	1000	55	55000
17	BURBANK KBUR	CA	MERCURY	SP060014	02/11/14	-	4	23W	FEDERAL	E	FSII	AIR	34456	0.218	7511.41
18	BURBANK KBUR	CA	MERCURY	SP060014	02/11/14	-	3	23W	TURBINE	F	FSII	AIR	34456	3.52821	121568
19	BURBANK KBUR	CA	MERCURY	SP060014	02/11/14	-	2	23W	FEDERAL	EXCISE TAX	AIR	323247	0.218	70467.85	
20	BURBANK KBUR	CA	MERCURY	SP060014	02/11/14	-	1	23W	TURBINE	FUEL AVIAT	AIR	652275	3.47821	2268749	
↓															
109	VICTORVII KVCV	CA	Freeman	SP060014	01/10/14	-	3	23W	AIRPORT/	FLOWAGE	TRUCK	320000	0.218	69760	
110	VICTORVII KVCV	CA	Freeman	SP060014	01/10/14	-	6	23W	FEDERAL	E	FSII	AIR	163946	0.218	35740.23
111	VICTORVII KVCV	CA	Freeman	SP060014	01/10/14	-	5	23W	TURBINE	F	FSII	AIR	163946	4.289585	703260.3
112	VICTORVII KVCV	CA	Freeman	SP060014	01/10/14	-	4	23W	FEDERAL	EXCISE TAX	AIR	320000	0.218	69760	
113	TOTAL LINEITEMS: 111														

Figure 42 Requirements Report – Spreadsheet Example

2.7.2 Global Lift Report Spreadsheet

The **Global Lift Data Report** was developed to allow DLA Energy item managers to easily review lifted quantity versus previously solicited quantity by Region and Purchase Program to assist in determining quantities to be solicited on the next procurement cycle. The report, which lists all lift data based on users' Region and Purchase Program selections, can be opened or saved.

To create a **Global Lift** report, click on the **Global Lift** link on the **Main Page**, to the right of the filtering textbox (Figure 43). Unlike the [Requirements Report](#) above, filtering prior to clicking the link is not necessary, as report filter options will be given later.



Figure 43 Select Global Lift Report

After the **Global Lift** option is clicked, the **Global Lift Data Selection** screen (Figure 44) showing selection/deselection boxes will be displayed. To create the report, both one or more **Regions** and one or more **Purchase Programs** must be selected. Note that until at least one **Region** is selected, no **Purchase Programs** will be available to select. The list of available **Purchase Programs** is dependent on the **Regions** that are selected.

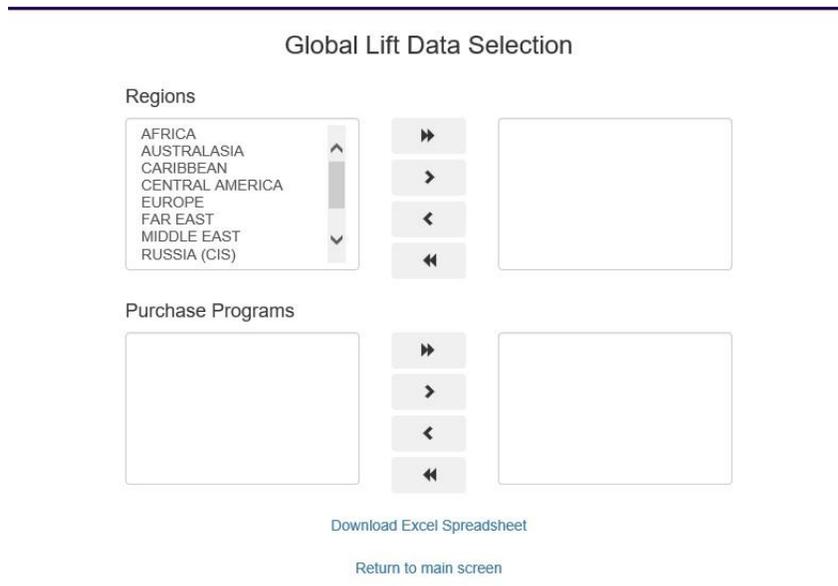


Figure 44 Global Lift Report Data Selection

To select a **Region**, you can either single-click on an item in the left box to select it, then click the “>” button to move it to the right hand box. If you want to move all regions, you can click the “>>” button. Or to move a single item, you can just double-click it. Deselecting an item works the same way moving an item from the right-hand box to the left by using the “<” or “<<” buttons or by double clicking the item. Note that if there are more regions than can be displayed in either box, then the box will scroll. For this example, first the UNITED STATES was selected for the **Region** (Figure 45).

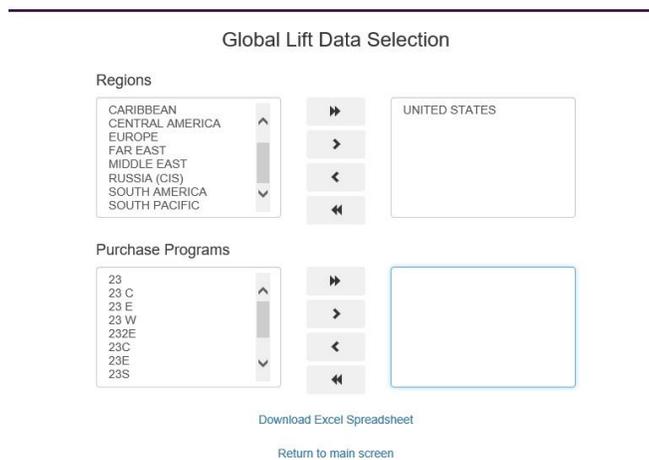


Figure 45 Global Lift Report Data Selection – Regions

After the **Region** is selected, all of the relevant available purchase programs are displayed. For this example, program 23S is selected (Figure 46).

Global Lift Data Selection

Regions

CARIBBEAN
CENTRAL AMERICA
EUROPE
FAR EAST
MIDDLE EAST
RUSSIA (CIS)
SOUTH AMERICA
SOUTH PACIFIC

UNITED STATES

Purchase Programs

23
23 C
23 E
23 W
232E
23C
23E
23W

23S

[Download Excel Spreadsheet](#)

[Return to main screen](#)

Figure 46 Global Lift Report Data Selection – Purchase Programs

Once the **Region(s)** and **Program(s)** are all selected, click the **Download Excel Spreadsheet** link below the selection boxes to start the report processing. ***NOTE: some reports might take several minutes to create, depending on the amount of data being reported. Only click the link once.**

When the report is generated, you will be given the option of opening the report in Excel, saving the report on your computer (as a .csv file), or cancelling the report generation (Figure 47). If the report is opened in Excel, then it can be saved from that screen as an Excel file normally. For this example, the report is being opened in an Excel window.

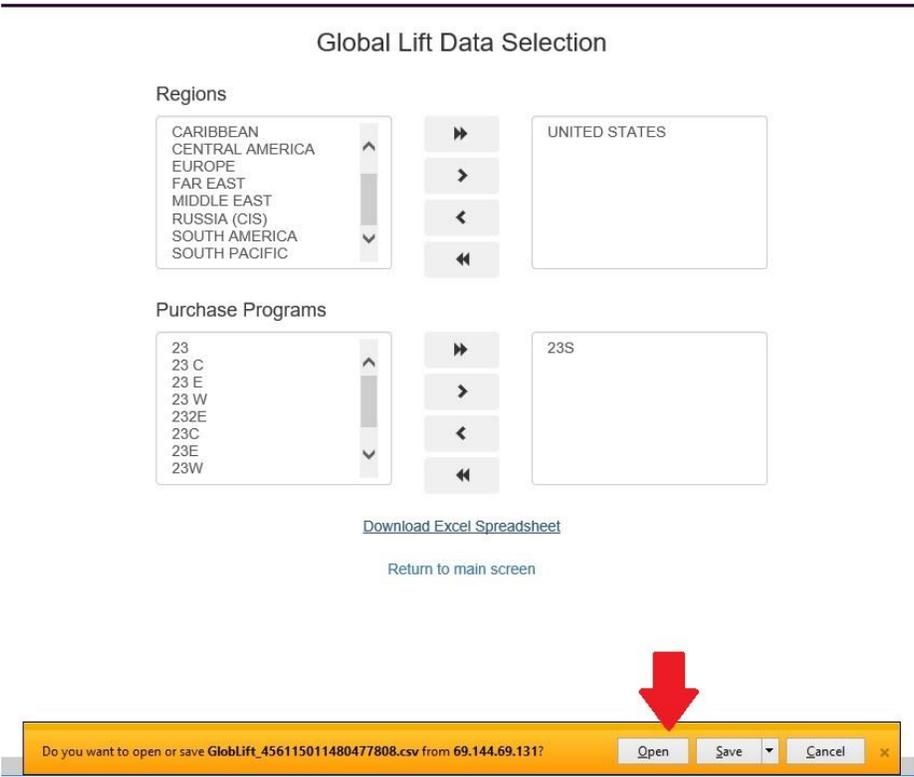


Figure 47 Global Lift Report Data Selection – Report Options

When the report is opened in Excel, you can format it, save it, or print it as needed as with any Excel file. The data are grouped by lineitem, with monthly lift quantities displayed per line then totaled at the bottom. If no quantity has been lifted that will be noted.

	A	B	C	D	E	F	G	H
1	Region	Purchase Prog	Lineitem	Awarded Quantity	Awarded Price	Current Escalated Price	Lift Delivery Month	Lift Quantity
2	UNITED STATES	23	4	50	95	0		0
3							TOTAL LIFT QUANTITY:	0
4								
5	UNITED STATES	23	5	367202	0.218	0		0
6							TOTAL LIFT QUANTITY:	0
7								
8	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Jun	1957
9	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Jul	5423
10	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Aug	5423
11	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Sep	1400
12	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Oct	1007
13	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Nov	689
14	UNITED STATES	23S	1	173311	4.261505	2.712605	15-Dec	796
15	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Jan	601
16	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Feb	1577
17	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Mar	592
18	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Apr	1617
19	UNITED STATES	23S	1	173311	4.261505	2.712605	16-May	157
20	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Jun	2094
21	UNITED STATES	23S	1	173311	4.261505	2.712605	16-Jul	1301
22							TOTAL LIFT QUANTITY:	24634
23								
24	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-May	15696
25	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Jun	23568
26	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Jul	15319
27	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Aug	15319
28	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Sep	15464
29	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Oct	18023
30	UNITED STATES	23S	1	1083527	3.61873	2.01423	15-Nov	16035

Figure 48 Global Lift Report

The spreadsheet is opened in a separate Excel window. The **Global Lift Data Selection** window remains open with the previous selection. You can go back and create another report if necessary or, when done, click the **“Return to main screen”** link (Figure 49) to go back to the IP CIS Main Page.

Global Lift Data Selection

Regions

- CARIBBEAN
- CENTRAL AMERICA
- EUROPE
- FAR EAST
- MIDDLE EAST
- RUSSIA (CIS)
- SOUTH AMERICA
- SOUTH PACIFIC

UNITED STATES

»
>
<
«

Purchase Programs

- 23
- 23 C
- 23 E
- 23 W
- 232E
- 23C
- 23E
- 23W

23S

»
>
<
«

[Download Excel Spreadsheet](#)

[Return to main screen](#)

Figure 49 Global Lift Report Data Selection – Return to main screen

2.7.3 Canadian Bulletin (PDF)

When filtering on a region using the map on the **Main Page** as detailed in Section 2.3.2 above, if you select Canada on the map (Figure 50), instead of filtering the data grid, a new browser window will be opened to display the Canadian Bulletin (Figure 51). This is simply a PDF version of a report that contains all Canadian Into Plane contracts.



Figure 50 Canadian Bulletin – Select Canada

Canadian Defence Contracts June 1, 2016 through May 31, 2018

ICAO	Product	Delivery Address	Supplier	Designated Delivery Contact
CYAM	Aviation turbine fuel (grade Jet A-1) CAN/CGSB-3.23-2012	Department of National Defence, Sault Ste. Marie Airport, Sault Ste. Marie, ON	Imperial Oil Limited, McColl-Frontenac Petroleum	Mara Tech Aviation Fuels Ltd, Federal Airport, 475 Airport Road, RR#1, P.O. Box 21, Sault Ste Marie, ON P6A 5K6
CYAM	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Sault Ste. Marie Airport, Sault Ste. Marie, ON	Imperial Oil Limited, McColl-Frontenac Petroleum	Mara Tech Aviation Fuels Ltd, Federal Airport, 475 Airport Road, RR#1, P.O. Box 21, Sault Ste Marie, ON P6A 5K6
CYCH	Aviation turbine fuel (grade Jet A-1) CAN/CGSB-3.23-2012	Department of National Defence, Miramichi Airport, Miramichi, NB	Irving Oil Commercial G.P	Miramichi Airport Commission, 50 Airport Drive, Miramichi, NB E1N 3A7
CYDF	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Deer Lake Airport, Deer Lake, NL	Woodward's Oil Limited 16 Loring Drive	Woodward's Oil Limited, Deer Lake Airport, Newfoundland, NL A1A 5K2
CYEG	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Edmonton International Airport, Edmonton, AB	Executive Flight Centre Fuel Services Ltd	Executive Flight Centre, Edmonton Airport 3684-53 Avenue East, Edmonton, AB
CYEV	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Inuvik Airport, Inuvik, NT	506840 N.W.T. Limited, operating as Beaufort Delta Petroleum	Beaufort Delta Petroleum, Airport Road - YEG Airport (located on tarmac next to YEV Terminal), Inuvik NT
CYFC	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Fredericton Airport, Fredericton, NB	Irving Oil Commercial G.P	ASIG Canada, Fredericton Airport, Fredericton, NB
CYGK	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	DND, Search & Rescue Ex., Kingston Airport, Kingston, ON	Imperial Oil Limited, McColl-Frontenac Petroleum	Central Airways Ltd, Hangar #1 Norman Rogers Airport, Kingston, ON K7M 4M1
CYHD	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Dryden Airport, Dryden, ON	Imperial Oil Limited, McColl-Frontenac Petroleum	Morgan Aviation, P.O. Box 1029, Sioux Lookout, ON P8T 1B3
CYHM	Aviation turbine fuel (grade Jet A-1) with/FSII CAN/CGSB-3.23-2012	Department of National Defence, Dryden Airport, Dryden, ON	Imperial Oil Limited, McColl-Frontenac Petroleum	Morgan Aviation, P.O. Box 1029, Sioux Lookout, ON P8T 1B3

Figure 51 Canadian Bulletin

The PDF report can be printed or saved as with a normal PDF file using the tool box/icons that are displayed at the bottom if the cursor is moved over the report. Since this report is displayed in a separate browser window, you can select the original window to return to the **Main Page** (Figure 3Figure 12), or just close the report window.

APPENDIX A - Terms and Abbreviations

<u>Acronym/Term</u>	<u>Meaning</u>
24/7	Twenty-four hours a day, seven days per week
8A	A Minority-Owned or Other Disadvantaged Business (named for Section 8A of the Small Business Act)
ACL	Access Control Limit
Activity	Military Installation or Region with a fuel requirement
ACART	Architecture Compliance and Requirements Traceability. ACART is a web-based compliance tool that can be used by government and commercial enterprises to allow users to show compliance against an established set of requirements, whether from an enterprise architecture or from a regulatory compliance checklist.
Additive	A fuel additive is an ingredient added to military fuels to achieve certain desirable properties or specifications. (ex: FSII, SDA, CI)
ADP	Automatic Data Processing
ADPE	Automatic Data Processing Equipment
AEM	Atlantic Europe Mediterranean – geographical Buy name
AIS	Automated Information System
AMPS	Account Management and Provisioning System
Arc	Possible Single-leg move from one SPLC to the next SPLC
ARIS	Architecture of Integrated Information Systems (ARIS) is an approach to enterprise modeling. It offers methods for analyzing processes and taking a holistic view of process design, management, work flow, and application processing. The ARIS approach provides a generic methodological framework and a business process modeling tool.
ATO	Authority to Operate
AVEDS	Automated Voucher Examination and Disbursement System
B	Barge
B & F	Best and Final (bid)
Barge Grid	Price scaling – the more gallons a ship takes on the lower the price
BEM	Bid Evaluation Model
Bid/Offer	Synonymous terms, here used to describe industry proposal to supply fuel product under contract with DLA Energy. Firms submitting such a bid/offer are called Offerors.
BID	Bulk Inventory Distribution group/manager
BIT	Bulk Inventory Tankers group/manager
BLOB	Binary Large Object
BLSA	Base Level Systems Application
BOA	Basic Ordering Agreement – yes or no answer by a supplier to indicate whether or not they want to bid on natural gas contract

BRMP	Base Reference Market Price – Used in calculating the EPA
BSM-E	Business Systems Modernization – Energy (assimilated into Energy Convergence [EC] in 2014)
Bunkers	Acronym for fuel supplied to a ship by a Port
Buy	Geographical Area composed of several Purchase Programs
C	Rail Car
C&A	Certification and Accreditation
CA	Certifying Authority
CAC	Common Access Card
CAGE Code	Commercial And Government Entity Code
Capitalized	A capitalized fuel order is one that is DLA Energy-owned.
CBU	Commodity Business Unit
CCB	Configuration Control Board
CCR	Central Contractor Registration – Database of basic business information for contractors that want to do business with the US Department of Defense (DoD).
CFM	Common Freight Manager – database that stores approved rates
CI	Corrosion Inhibitor fuel additive
CINC	Commander-In-Chief
CIS	Contract Information System
CLIN	Contract Line Item Number
CM	Configuration Management
CMB	Configuration Management Board
CMWG	Configuration Management Working Group
CNSNE	Consignee
CO	Contracting Officer
COCO	Contractor Owned/Contractor Operated
COCOM	Combatant Command
COG	Customer Organized Groups – used in PC&S for grouping geographical regions in CONUS
Common Carrier	Transportation company which sends bulk fuel by Truck, Pipe or Rail car
COMPUSEC	Computer Security
COMSEC	Communications Security
Contractor	Fuel Supplier
CONUS	Continental U.S.
COOP	Continuity of Operations
COTS	Commercial Off-the-Shelf
Cron	Cron is a time-based job scheduler in Unix-like computer operating systems. Cron enables users to schedule jobs (commands or scripts) to run periodically at certain times or dates.
CS	Contracting Specialist
CSCI	Computer Software Configuration Item

	system being replaced by Oracle Financials
DFAS	Defense Finance and Accounting System
DFR	Defense Fuel Region (regional office)
DFSP	Defense Fuel Supply Point / Ta1nk Farm – government owned intermediate point along distribution route
DIACAP	DoD Information Assurance Certification and Accreditation Process
DID	Date Item Description
DINS	Defense Internet NOTAM Service
DISA	Defense Information Systems Agency
DLA	Defense Logistics Agency
DLA Energy	New name for DESC as of July 2010
DLA Energy-B	B – Bulk
DLA Energy-P	P – Posts, Camps & Stations
DLA Energy-R	R – Finance
DLA Energy-RB	RB – Finance / Budget
DLL	Dynamic Link Library
DMZ	Demilitarized Zone or Data Management Zone or Demarcation Zone. The purpose of a DMZ is to add an additional layer of security to an organization's Local Area Network (LAN); an external attacker only has access to equipment in the DMZ, rather than the whole of the network.
DoD	Department of Defense
DODAAC	Department of Defense Activity Address Code – a six position code that uniquely identifies a unit, activity, or organization that has the authority to requisition and/or receive material. The first position designates the particular Service/Agency element of ownership.
DODAAD	Department Of Defense Activity Address Directory – is defined as a file of activity address codes (AACs) and corresponding organization address and related address data.
DoDD	Department of Defense Directive
DoDI	Department of Defense Instruction
DPA	Distribution Plan Authority
DPAs	Authorized Distribution Plans
DPATS	Defense Logistics Agency Portfolio and Architecture Tool (DPATS). Formerly ARIS/ACART/ERWIN
DRDB	Data Repository Data Base
DRI	Defense Reform Initiative – calls for a paperless/on-line fuel ordering system
DRO	Domestic Route Order – the authorized routing to move fuel from point to point
DS	Database Specification
DSIO	DLA Systems Integration Office
DUNS	Data Universal Numbering System - A unique nine-digit identification sequence, which provides unique identifiers of single business entities, while linking corporate family structures together.
DWC	Defense Working Capital
East Gulf	Bulk Fuel Regional Buy name
EBS	Enterprise Business System

EC	Energy Convergence
ECMP	Enterprise Configuration Management Plan
ECRT	Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (replaced the ITS tool in 2013)
ED	Energy Downstream – repository of data for orders, lifts and receipts – renamed to Oracle Energy Downstream (OED)
EDC	Enterprise Data Center – consolidation of DLA global information technology data centers into two EDCs
EDC EAST	Enterprise Data Center in Columbus Ohio
EDI	Electronic Data Interchange
EFB	Emergency Fuel Buy
EFT	Electronic Funds Transfer
eMASS	Enterprise Mission Assurance Support Service – Department of Defense’s (DoD) recommended tool for information system Certification and Accreditation (C&A). *replaced by RMF 2016
EPA	Economic Price Adjustment – difference between the contractor’s bid price and the Base Reference Market Price
EPST	Energy Procurement Support Tools
ERP	Enterprise Resource Planning
Erwin	CA ERwin Data Modeler (ERwin) is a software tool for data modeling (data requirements analysis, database design etc.) of custom developed information systems, including databases of transactional systems and data marts.
Escalators	Price adjustment factors to be used during the life cycle of fuel contracts.
F-76	MIL-SPEC Navy distillate fuel normally used in shipboard diesels, gas turbines and boilers. F-76 has very tight specification and storage/handling quality control requirements.
FAR	Federal Acquisition Regulation
FAS	Fuels Automated System (renamed to BSM-E in 2004)
FCC	Fuels Control Center – part of FES
FD	Functional Description
FEDAAC	Federal Activity Address Code
FEH	FAS Enterprise Hub (known as FES)
FES	Fuels Enterprise System
FET	Federal Excise Tax
FII	Facilities Inventory Division Section 1
FIPS	Federal Information Processing Standard
Firm	Type of pricing for natural gas when supply priority is set to the highest standard
FISCAM	Federal Information System Controls Audit Manual
FISMA	Federal Information Security Management Act - United States legislation that defines a comprehensive framework to protect

	government information, operations and assets against natural or man-made threats.
FMD	Fuels Manager Defense application
FOB	Free/Freight on Board. A definition of price basis and condition upon which product changes ownership. A FOB price at a designated location indicates that the seller will make the product available for pick-up at the stated location at the stated price. The new owner (buyer) assumes all further transportation costs. (the cost of ground fuel is bid on with FOB built-in)
FOC	Full Operational Capability
FPQ	Fixed Price Quantity
FPR	Final Price Revision
FSC	Federal Supply Class code. 4-digits long and is the beginning of an NSN.
FSII	Fuel System Icing Inhibitor (Fuel additive)
FSII	Bulk Fuel Regional Buy name referring to a location in need of the FSII additive
FTP	File Transfer Protocol is used to transfer data from one computer to another over the Internet, or through a network.
Fund Code	Found on a non-capitalized DD1155 bulk fuels order. Used in conjunction with the Signal Code. The Fund Code is a 2-digit number provided by the requesting activity. All Non-cap orders require a Fund Code with the exception of those with a signal code of "M", which indicates a free issue.
GFM	Global Freight Management – SDDC's database for common carrier transportation rates
GOCO	Government Owned/Contractor Operated
GOTS	Government Off the Shelf
GUI	Graphical User Interface
HTML	HyperText Markup Language
HUB (blue)	Air Force transactions feed into here
HUB (purple)	Joint services transactions feed into here
HUBZone	Business classification – a company that is located in historically underutilized business zones. These are determined by geographic location.
HWCI	Hardware Configuration Item
I	Government owned truck
IA	Information Assurance
ICAO	International Civil Aviation Organization - 4 character code for a commercial airport
ICIS	Integrated Consumable Item Support Model
IDD	Interface Design Description
IDIQ	Indefinite Quantity, Indefinite Delivery contract
Incident	A system/application "minor" change/fix request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013

Inland West	Bulk Fuel Regional Buy name
Intermodal	An intermodal tank container is a delivery device consisting of a tank with a capacity ranging from 4,500 to 6,500 gallons nestled in a steel frame cage and able to be transported by wheel, rail, or water. Intermodal containers are normally used for delivery of bulk products (lube oils, FSII, and aviation gasoline) where the requirements and parcel sizes are small.
Interruptible	Type of pricing for natural gas when supply can be interrupted at any time by the supplier
IP	Into Plane
IP	Implementation Procedures
IP	Internet Protocol is the communications protocol of the public Internet
IP Address	Internet Protocol address is a computer network address
IRS	Interface Requirements Specification
IT	Information Technology
ITS	J6SS Issue Tracking Solution (ITS) Tool, which was replaced by ECRT in 2013
JDBC	Java Database Connectivity
JDK	Java Development Kit
JLink	Java application that serves as the primary interface between OED and PC&S RM, Bulk RM, and the Scheduler
JP-5	Jet Propellant 5. Marine aviation fuel with a flashpoint of 140 degrees F, which is substantially higher than commercial aviation turbine fuels. It requires military-unique additives.
JP-8	Jet Propellant 8. Kerosene-based with a flashpoint of 115 degrees F. It can be used in all government diesel fueled vehicles.
JPTS	Jet Propulsion Thermally Stable
K	Tanker
KDAAC	Unofficial term meaning a ship DODAAC
KG	Kilograms
KTR	Contractor
Laid-down cost	The total cost of product delivered to the end-user location. Product cost plus transportation cost plus additive cost plus "other" costs.
LAN	Local Area Network
LCCB	Local Configuration Control Board
LDC	Local Distribution Company/Center - natural gas supplier
Lift	The quantity of fuel usage. Expressed in the units of issue applicable to the line item (e.g. gallons, metric tons)
Limited-interruptible	Type of price for natural gas when supply priority is set to be partially interruptible by the supplier
LIMS	Laboratory Information Management System (QARs use this)

Linear Programming	A modeling methodology which can be used to represent a situation such as in the BEM model where numerous possibilities of conditions apply. LP will readily determine the “best” (least costly set of supply/shipments) that will satisfy the required demands.
LP	Linear Programming
LP	Liters
LP/MIP	The composite modeling methodology, used in the BEM, to determine the “best” awards while complying with complex offer conditions (e.g. offer B is available only if offer A is also taken)
Lubes	Bulk Fuel Regional Buy name
MAC	Mission Assurance Category
MDQ	Maximum Daily Quantity
MGQ	Monthly Guaranteed Quantity
MIL-SPEC	Military Specification
MIP	Mixed Integer Programming
MIPR	Military Interdepartmental Purchase Request
Misc	Bulk Fuel Regional Buy name servicing emergency situations
Mixed Integer Programming	A modeling methodology which extends LP to permit the use of selected variables which can assume only integer values. In the case of the BEM, such variables are used to represent “logical” conditions and are usually restricted to the binary values zero (0) or 1 (1).
MM	Maintenance Manual
MNS	Mission Need Statement
Mode	Mode of transportation (Tanker (K), Barge (B), Pipeline (P), Rail Car (C), Tanker (T))
MPS III	Mathematical Programming System
MTMC	Military Traffic Management Command - repository for common carrier rates. NOTE: MTMC was changed to SDDC in 2016
NG	Natural Gas
NIIN	National (or NATO) Item Identification Number – 9-digit numeric code that uniquely identifies an item of supply in the NATO Codification System (NCS). The NIIN is often prefixed by the NATO Supply Class (NSC aka FSC) to form a National Stock Number (NSN); however, the NIIN alone uniquely identifies the item, the FSC merely adds context by indicating the general classification of the item.
Non-Capitalized	A non-capitalized fuel order is one that is customer owned.
Non-common carrier	Transportation company that sends fuel by Barge and Pipe
Non-Dedicated	Common carrier pipeline
NOTAM	Notice to Airman

NATO	North Atlantic Treaty Organization also called the North Atlantic Alliance
NSN	National (or NATO) Stock Number. An NSN is created by joining an FSC (Federal Supply Class) code with a NIIN (National Item Identification Number) by a “-“ to create a 13-digit numeric code that identifies all the “standardized material items of supply. FSC 6645-00-123-4567 = NSN NIIN
O&R	Ordering & Receiving
OCD	Operational Concept Description
OCONUS	Outside Continental U.S.
OD	Operational Description
ODBC	Open Database Connectivity - A Microsoft protocol for setting up connections between databases
OED	Oracle Energy Downstream
OET	Offer Entry Tool – used by fuel Vendors to submit bids / bid packages in response to DLA-Energy solicitations
Offeror	A potential Contractor/bidder
OGF	Oracle Government Financials
OM	Computer Operation Manual
OPSEC	Operations Security
Origin Offer	An offer to provide fuel product to the government (i.e. the government assumes ownership), FOB at a “source” facility, which is a refinery or terminal owned by the Offeror.
P	Pipeline
P10	Order Transaction (DFAMS)
P20	Shipment Transaction-signifies acceptance of fuel by the government (QAR) (DFAMS)
P21	Shipment Transaction of a DLA-owned product from a DFSP to an Activity
P22	Shipment Transaction from one DFSP to another
P2W	Prices-to-Web – a module of EPST that contains current price escalation data for every contract lineitem on every fuel contract. Each contract lineitem is tied to a particular escalator (e.g., Platt’s, OPIS, etc., which track market fuel prices in specific geographic areas) and a base reference price which is taken at the time of fuel solicitation and ultimate contract award.
P30	Receipt Transaction - for fuel being delivered (DFAMS)
P31	Receipt Transaction in response to a P21, mandatory for barge and pipeline
P32	Receipt Transaction in response to a P22, for all modes of shipment except tankers
P3T	Receipt Transaction in response to a P22, for a tanker

PA	Product Assurance group at DLA Energy
PAP	Posted Airport Prices - price per gallon charged to fly-in customer
PC&S	Post, Camps & Stations
PDF	Portable Data Format - types of files read by Adobe
pin	the act of electronically attaching one's signature to a form
PIN	Personal Identification Number (the PIN links to an electronic signature)
PKI	Public Key Infrastructure
PO	Purchase Order
POC	Point of Contact
PORTS	Paperless Ordering and Receipt Transaction Screens
PQIS	Petroleum Quality Information System - database used to track the quality of Military specification jet fuels and naval distillate fuel purchased by DLA Energy. The PQIS database covers three types of jet fuel (JP4, JP5, and JP8) and contains information on report date, contractor, crude source, refining technique, destination, quantity, additives, and all physical and chemical properties as stated in the fuel specifications.
PR	Purchase Request
Price Escalation	Allows the price paid to a Contractor to float with the market
Product	A military fuel meeting particular quality specifications (e.g. JP4, JP8, F76, etc.)
PT	Test Plan
PTR	Program Trouble Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by "Incident" within the ECRT)
Purchase Program	Geographical area dealing with a (non-bulk) single fuel type
Purchase Program	Group within a geographical Buy dealing with a (bulk fuels) single fuel type
QAR	Quality Assurance Representative (accepts ownership of fuel for gov't at the refinery)
QSR	Quality Surveillance Representative (accepts fuel at the delivery point)
RDC	Requirements Data Call
RDS	Report Distribution System
Requiring Activity	A location having a demand for fuel. Also known as a demand location. Usually the location is a military base, but it may also be a DFSP, Federal activity or commercial location.
RI	Referential Integrity
RIC	Record Identification Code (used by DFAMS)
RFC	Request For Change - A system/application "major" change request submitted by users/developers as defined within the Enterprise Change Request Tool (ECRT), which replaced the Issue Tracking Solution (ITS) Tool in 2013
RM	Requirements Manager

RMF	Risk Management Framework - the unified information security framework for the entire federal government that is replacing the legacy Certification and Accreditation (C&A) processes within federal government departments and agencies, the Department of Defense (DOD) and the Intelligence Community (IC).
Route	A specific path of "flow" for moving fuel from an offer location to a demand location. A route may flow through up to five intermediate DFSPs and can be composed of one, two, three, four, five or six Arcs (single leg moves)
RT	Test Analysis Report
RTM	Regional Transportation Manager
RTRIS	Regional version of the Transportation Rates Information System (TRIS)
SAAR	System Authorization Access Request
SAP	A German-based company. <i>Systemanalyse und Programmentwicklung</i> ("Systems, Applications and Products")
SB	Small Business. A business firm meeting certain Small Business Administration criteria relative to size and revenues.
SCAC	Standard Carrier Alpha Code - four-digit identifying code for Common Carrier
SCP	Service Control Point
SCR	System Change Request as defined within the Issue Tracking Solution (ITS) Tool (replaced by "RFC" within the ECRT)
SDA	Static Dissipation (or Dissipator) Fuel Additive
SDB	Small Disadvantaged Business. A Small Business meeting specific minority ownership criteria.
SDD	System Design Description
SDDC	Military Surface Deployment and Distribution Command - repository for common carrier rates. SDDC is part of USTRANSCOM. NOTE: SDDC replaced MTMC in 2016
Set-aside	The prime contractor must be a minority-owned company
Set-aside Price	The price a small business must match (on a laid-down cost basis) to win an award of a portion of a set-aside volume. This applies if the small business did not win at its own price, but is willing to offer a price equal to the otherwise winning price.
Set-aside Quantity	That portion of the required (demanded) quantity at a specific demand location which is set aside for award to qualified small businesses.
SF	Standard Form

Standard Form “Solicitation/Contract/Order for Commercial Items”
Example:

SF1449

SFTP

Secure File Transfer Protocol is a network protocol that provides file access, file transfer, and file management functionality over any reliable data stream. This protocol assumes that it is run over a secure channel such as SSH, that the server has already authenticated the client, and that the identity of the client user is available to the protocol.

Found on a non-capitalized DD1155 bulk fuels order. The purpose of the Signal Code is twofold: it designates the fields containing the intended consignee (Ship to DoDAAC), and it identifies the activity to receive and effect payment of bills for product received, when applicable. Used in conjunction with the Fund Code.

When the product is to be shipped to the activity indicated in Block 3, the signal code will be as follows:

Signal Code

Code	Explanation
A	Bill to the activity in Block 4
B	Bill to the activity in Block 14
C	Bill to the activity in the Fund Code
D	No billing required – free issue

When the product is to be shipped to the activity indicated in Block 14, the signal code will be as follows:

Code	Explanation
J	Bill the activity in Block 4
K	Bill the activity in Block 14
L	Bill to the activity in the Fund Code
M	No billing required – free issue

Sig-on-left

“Signature-on-left”, located on top left section of a PR, is the electronic signature of the authorizing party within the CBU and it

	indicates a finalization of the data on the PR so that the data can no longer be changed or re-routed
SIOATH	Source Identification and Ordering Authorization
SIOATHs	List of approved single-leg moves
SIP	Software Installation Plan
SIP	Supply Index Pipeline (Natural Gas)
SIPs	Supply Index Prices (Natural Gas)
Smart CLIN	A CLIN with routes attached to it; details what, how much, from where & how it gets there
SMTP	Simple Mail Transfer Protocol is the de facto standard for e-mail transmissions across the Internet.
Splash page	The screen that is initially shown to a user for a particular application. This screen appears before any logon process takes place.
SPIDERS	Support Planning Integrated Data Enterprise Readiness System
SPLC	Standard Point Location Code - 9 or 10 alpha-numeric code used as a unique identifier to designate locations around the world based on the latitude and longitude coordinates of the location. This code may refer to a shipping point (origin), a DFSP, or an end-using Activity.
SPS	Software Product Specification
SQL	Structured Query Language - data retrieval and manipulation language used to communicate with Oracle databases
SRS	Software Requirements Specification
SSDD	System & Subsystem Design Description
SSH	Secure Shell is a network protocol that allows data to be exchanged using a secure channel between two networked devices.
SSS	System & Subsystem Specifications
Stock Fund Price	The fixed price that the Services pay to DLA Energy throughout the fiscal year
SUPAAC	Supplementary Activity Address Code – six-character alphanumeric entry indicating the service and address of the requestor.
SWCI	Software Configuration Item
T1	High Speed Data Line
TER	Technical Refresh
TFF	Transportation Fuel Factors
Tie-in Bid	A bid which is contingent upon
TIN	Tax ID number
TOP	Take-or-Pay contract
TRIS	Transportation Rates Information System
TSN	Transaction Sequence Number
TSW	Trader's and Scheduler's Workbench – a module within SAP Oil & Gas
TT	Tank Truck

UI	Units of Issue (measurement)
UM	User Manual
US	Software Unit Specification - Any logical set or grouping of instructions to a computer, such as a module or package
USG	US gallons
USTRANSCOM	United States Transportation Command. SDDC is part of USTRANSCOM. The GFM database resides at SDDC.
V	Intermodal (fuel in a container on a ship then put into the container by truck)
Western Pacific	Bulk Fuel Regional Buy name
Whitelist	A listing of characters allowed to be input by users defined for each type of user text input. (e.g. passwords, user names, email addresses, etc.)

APPENDIX B - References

As of June 2018, documentation related to all of the EPST applications is housed on the \\orgeast\ENERGY\dsdc-g Share Drive under the EPST/EPST Documentation folder. This appendix lists the directory location on the Share Drive at DLA of any other documents that provided data to help prepare or were referenced within this User Manual for IP CIS.

- 1.) *PC&S CIS/PC&S CIS Software User Manual*

APPENDIX C - Application Release History

Applications within EPST are updated for a variety of reasons that typically fall within the following categories: users' requests; upgrades to the operating system and/or programming language(s); and updated security specifications for DLA/DoD applications.

As of 2013, the requested updates, which are initiated by the users and/or developers, are processed through the Employee Activity Guide for Labor Entry (EAGLE) Request Tracker Enterprise Change Request Tool (ECRT). A "Request for Change (RFC)" is a change to an application to add to or alter existing functionality. The term RFC is synonymous with the term System Change Request (SCR). An "Incident" is an interruption to an IT service or reduction in the quality of functionality of an application. The term "Incident" is synonymous with the term Program Trouble Report (PTR).

Prior to 2013, SCRs/PTRs were processed via the Issue Tracking Solution (ITS) Tool. As ECRT replaced ITS, some of the prior numbering system (i.e. SCR/PTR) was imported into ECRT; thus, changes to IP CIS may still be referenced by "SCR" and/or "PTR".

One or more RFCs and/or Incidents can be included in a particular release of the application code, which is assigned an identifying version number. The table below depicts the versions of the IP CIS that have been tested and placed into production, and the RFCs/Incidents that were fixed/updated in the release.

Version Number	Date	Included SCR		Included PTR	
		#	Description	#	Description
2017.09.28.01	05 Dec 2017	N/A		BEM-I17-0009	IPCIS Default View
2017.04.28.01	21 Jun 2017	N/A		BEM-I17-0003	ECIS Search Filter issue
2016.09.16.01	04 Feb 2017	BEM-C15-0002	Bulk/PC&S BEM and OET Enhancements 1) Add Solicitation Line Item number to IP CIS Spreadsheet and GUI data reports. 2) Display the EBS Additive Package. 3) Allow user to filter on, Contract, PR, or Solicitation Data.	N/A	

Version Number	Date	Included SCR		Included PTR	
		#	Description	#	Description
2015.07.31.01	18 Sep 2015	N/A		BEM-I15-0006	ECIS Missing Data Fix
2014.05.02.01	30 Jul 2014	ITP-SCR-2013-0026	Combined CIS Initial Release (PCS/IP)	N/A	
2014.05.09.01	09 May 2014	ITP-SCR-2013-0015	Outbound Interface to CIS/IPCIS update	N/A	
2013.07.09.01	25 Jul 2013	N/A		ITP-PTR-2013-0017	Show Lift Data for the Entire Length of the Contract
	15 Dec 2012	RM-SCR-2012-0009	EBS to CIS/IPCIS Interface Upload on Request (Not an actual release.)	N/A	
2011.05.27.02 (released w/OBP, OGP, DPA, PORTS PW)	30 Jun 2011	DBR-EQU-2011-0002	Upgrade all CNA Oracle Applications to 11G	N/A	
2010.07.06.01	17 Aug 2010	PTO-SCR-2008-0080	IPCIS -- Lift Data Report	N/A	
2009.10.02.01 (part of CNA combined release 2009.10.02.01 – OBP, OGP, IP CIS, Oracon, PORTS PW App, BEM PW App, Web DPA)	21 Oct 2009	PTO-SCR-2009-0048	PORTS Oracle Password Length	N/A	
2009.07.24.01	18 Aug 2009	N/A		ITP-PTR-2009-0023	Parenthesis in location data error for IPCIS
2008.05.29.01	29 Jun 2008	PTO-SCR-2007-0291	Application and Password Security to Oracle Web Applications (Phase II)	N/A	
2008.01.15.01	29 Jun 2008	PTO-SCR-2007-0291	Application and Password Security (Phase I)	PTO-PTR-2008-0003	FTP to SFTP Program Change
2007.03.01.01	09 Jun 2007	N/A		ITP-PTR-2006-0144	Changes Report
2006.11.01.01	17 Dec 2006	PTO-SCR-2006-0054	Technical enhancement request (TER) for all PORTS server applications- Oracle 10gAS upgrade	N/A	
2005.11.18.01	10 Feb 2006	PTO-ISCR-0000-S0021	Report of Data Changes	PTO-IDES-0000-I0077	Overseas Spreadsheet
		PTO-ISCR-0000-S0024	Adding Additional Information Display ICAO's PR record		
2005.02.07.01	10 Sep 2005	RM-ISCR-0000-S0031	Into Plane -- Contract Information System (CIS) -- IPCIS -- Internet Based Application	N/A	