

INSTRUCTIONS on posting your J&A Documents on FBO via SPAWAR E-Commerce Central

Before proceeding with your J&A posting, please make sure that your J&A document has been reviewed by your reviewing official as assigned and directed by your Contract Policy office. Please contact your Policy Office for questions on the J&A review prior to posting to E-CC/FBO.

*****DO not post the J&A until it has been reviewed*****

Prior to posting on ECC, you must review the J&A and redact it to ensure no proprietary data is released. (See FAR 24.203 (b) and Department of Justice website under FOIA reference materials: <http://www.usdoj.gov/oip>.) Send your redacted J&A to the applicable SPAWAR FOIA office, for HQ, this is Susan James, Code 305, who will review the J&A for FOIA issues and forward the J&A to the applicable SPAWAR Public Affairs Office for review. For HQ, this is Steven Davis, Code 8.5.1, Steven Davis will review the J&A for information not appropriate for public release and then send the J&A to the PCO for posting. Steven will indicate on the e-mail or hard copy "Ok to post"

You must provide time for the reviews and ensure you get the OK, prior to the 14 day window. It is suggested that a copy of the justification be redacted and submitted with the original document through the legal review and signatory process procedure. The redacted copy could be held in abeyance until contract award and then posted to the ECC within 14 days (30 days for exclusions permitted under FAR Subpart 6.302-2) after award.

1. Login to SPAWAR E-CC

<https://e-commerce.sscno.nmci.navy.mil/command/02/acq/navhome.nsf/homepage?readform>

The screenshot shows the SPAWAR E-Commerce Central website homepage. The page features a navigation menu on the left with categories like 'User Management', 'Admin Functions', and 'HEADQUARTERS'. The main content area includes a 'Welcome' message, a 'Message from our Commander', and a 'News' section with a link to 'e-Commerce Central Off-line Feb 21 6pm to 8:30pm Central'. Below the news, there are two columns: 'Recently Issued' and 'Closing Soon', each listing contract numbers and descriptions. The footer contains the SPAWAR logo and a disclaimer: 'This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice.'

Contract Number	Description
N00039-09-R-0010	Software Development, Integration, Test & Evaluation and Systems Engineering Supporting Command and Control (C2) Capabilities
N65236-09-R-0006	BLU-RAY LIBRARY SYSTEMS
236-08-R-0215	Tactical Intercommunications System
N66001-09-R-0049	Unmanned, Security, Airspace Control, Maritime, Anti-terrorist Force Protection, and C4I Surveillance Systems
N65236-09-R-0006	BLU-RAY LIBRARY SYSTEMS

2. Go to your Command Folder on the Navigation Page located on the left hand side of the E-CC Home Page. Point and Click on the “Awarded Contracts” view. Select your “Solicitation Number” from the main window of the E-CC Home Page. **IMPORTANT NOTE: YOUR SOLICITATION PAGE MUST BE IN THE “AWARD STATUS” BEFORE YOU CAN POST YOUR J&A DOCUMENT.**

If no solicitation was posted on the E-CC, select ‘Create Special Award Doc’ complete and post the award synopsis. Wait one hour and then return to the site to post the J&A.

The screenshot shows the SPAWAR Contracts Directorate Office e-Commerce interface. The left sidebar contains navigation options such as 'User Management', 'Admin Functions', 'HEADQUARTERS', and 'VIEW by...'. The main content area displays a table of awarded contracts. The contract N00039-02-R-9927 is highlighted, showing its details.

Solicitation Number	Date	Time	Status	Description
N00039-07-R-0017	08/04/2008	01:46 PM PDT	Award	AN/USC-61 (V) DIGITAL MODULAR RADIO (DMR) SOLE SOURCE PROCUREMENT
N00039-07-R-0018	07/17/2007	02:24 PM PDT	Award	MULTIFUNCTIONAL INFORMATION DISTRIBUTION SYSTEM (MIDS-LVT) PRODU
N00039-07-R-0019	10/16/2007	04:56 PM PDT	Award	Commercial Broadband Satellite Program (CBSP)
N00039-07-R-0031	06/19/2008	05:31 PM PDT	Award	Sub-Net Relay Communication Equipment
N00039-07-R-0033	05/23/2008	02:49 PM PDT	Award	Commercial Broadband Satellite Program (CBSP) Force Level Variant
N00039-07-R-0040	09/25/2007	09:28 AM PDT	Award	Video-Teleconferencing Support
N00039-07-R-0042	01/31/2008	10:48 AM PST	Award	Common Submarine Radio Room C&M Software
N00039-07-R-0051	07/29/2008	01:36 PM PDT	Award	Navigation Sensor System Interface (NAVSSI) Follow-On
N00039-06-Q-00008	05/17/2007	02:04 PM PDT	Special Award	High Frequency Radio Group
N00039-06-R-0001	02/08/2007	10:55 AM PST	Award	Air Defense System Integrator (ADSI) Support
N00039-06-R-0002	06/20/2006	12:51 PM PDT	Award	Navy SATCOM Engineering Services
N00039-06-R-0012	06/13/2006	10:29 AM PDT	Award	Space Systems Open Architecture Engineering Services
N00039-06-R-0091	10/10/2006	10:59 AM PDT	Award	Multifunctional Information Distribution System (MIDS-LVT) FMS Competition
N00039-06-R-0092	09/20/2006	04:15 PM PDT	Award	EXHIBIT SUPPORT SERVICES
N00178-06-R-4813	05/02/2007	04:19 PM PDT	Special Award	Software Development Oversight Support Services
N00039-04-D-2013	04/20/2004	01:01 PM PDT	Special Award	KG40A Replenishment
N00039-03-C-0013	05/13/2003	03:03 PM PDT	Special Award	R5NF C3 Upgrade Program
N00039-02-R-9927	02/15/2009	11:33 AM CST	Award	TEST-Nuts & Bolts-TEST
N00039-00-D-2100	07/17/2007	02:46 PM PDT	Special Award	Multifunctional Information Distribution System
N00039-00-D-2101	07/17/2007	02:40 PM PDT	Special Award	Multifunctional Information Distribution System

The interface also includes a search bar at the top right and a footer with the text: "Space and Naval Warfare Systems Command. This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice."

3. Point and Click on the “Post J&A Docs” located on top of your Solicitation Award’s page

The screenshot shows the SPAWAR Business Opportunity page for Solicitation N00039-02-R-9927 - TEST-Nuts & Bolts-TEST. The page includes a navigation menu on the left, a header with utility links, and a main content area with sections for Description, Contact Information, and Status Information. Two white callout boxes with red arrows point to the 'Post J&A Docs' link and the 'Additional Information' section header.

SPAWAR Business Opportunity
Headquarters - Solicitation
N00039-02-R-9927 - TEST-Nuts & Bolts-TEST

[Edit](#) | [Ask Question](#) | [Issue Contract Award/Synopsis](#) | [Post J&A Docs](#) | [Add All](#) | [Close](#)
[Subscribe](#) | [View Bidders List](#)

Description

Additional Information

Contact Information

Contracting Officer Name: Andrew Jackson
Contract Specialist Name: Andrew Jackson
Contract Specialist Phone Number: 858-524-7157
Contract Specialist E-mail Address: manny.adriano@navy.mil

Status Information

Status: S. Award
Award Date: 03/01/2006
Award End Date: 09/29/2006

Left Navigation Menu:
User Management
Admin Functions
HEADQUARTERS
VIEW by...
Special Notices
Market Surveys
Exp Mkt Sys by Date
Exp Mkt Sys by Title
Exp Spc Ntc by Title
Exp Spc Ntc by Date
Unsolicited Proposa
Future Opportunities
Open Solicitations
Open BAAs
Simplified Acquisition
Small Business by T
Closed Solicitations
Closed BAAs
Canceled Solicitation
Awarded Contracts
Solicitation Number
BAAs By Number
Notice Date

Header: e-Commerce SPAWAR CONTRACTS DIRECTORATE OFFICE Logout | Feedback | Credits | Advanced Search Quick Search: [] GO!

Footer: SPAWAR Space and Naval Warfare Systems Command This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice.

4. This will open up your J&A Posting page. Before proceeding with your entries, please ensure that all pertinent information carried over from your Solicitation Awards page are accurate. Select the proper "J&A Statutory Authority". Enter your "Contract Number". Enter your "Modification Number" if appropriate. Enter your "Contract Award Date" using the recommended format. Click on the "Browse..." button to attach your J&A document (please make sure that you've followed the J&A file naming structure) and click on Submit. The Contract Award number and Contract Award date are REQUIRED fields.

Users create a J&A posting and attach a file named "myfile.doc" for solicitation N00039-09-R-XXXX under the J&A 6.302-2 Unusual or Compelling Urgency type. At the time of submission, the system will programmatically append "J&A6.302-2_N0003902R9927_" to the file name resulting in final attached document being named "J&A6.302-2_N0003902R9927_myfile.doc"

The system then sends the required template data to FBO for posting/inclusion in the solicitation notice on FBO, including links back to the renamed J&A files on e-CC.

**The appended "Myfile.doc" will be the organizational code of the submitting activity. For example at SPAWAR HQ a J&A submitted by Code 2.1C will add the file name, "21C.doc" to the ECC template which results in a file name of: J&A6.302-2_N0003902R9927_21C.doc" This will enable questions arising out of the posting to be directed to the correct SPAWAR activity organizational code.

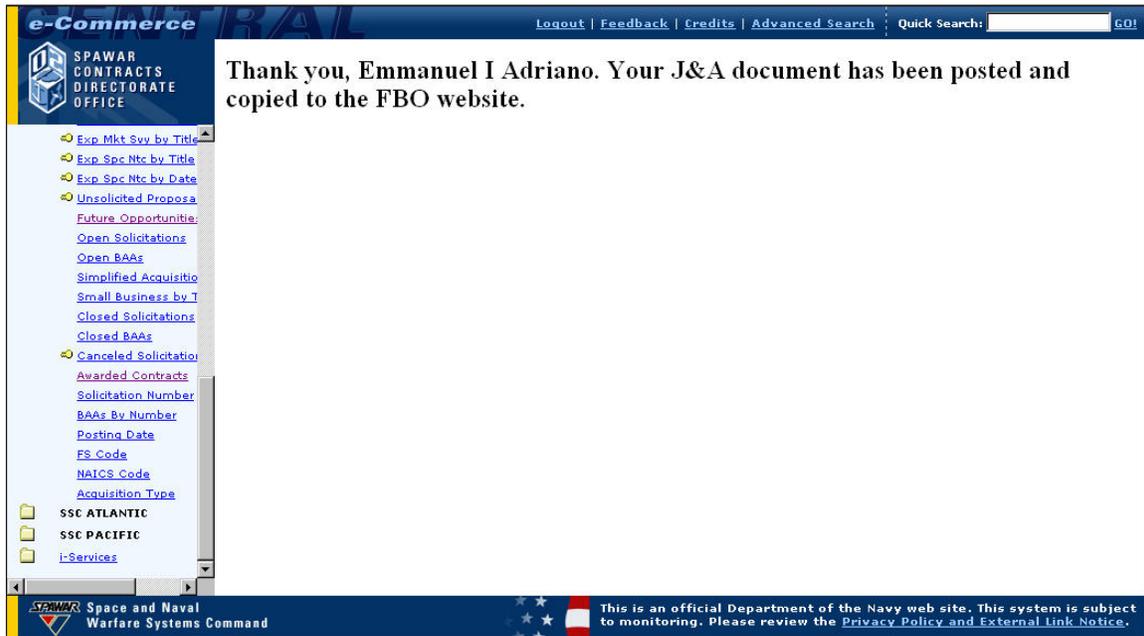
The screenshot shows the SPAWAR e-Commerce interface. The main content area is titled "SPAWAR e-Commerce: Justification and Approval Documents". It contains a form with the following fields and values:

- Solicitation Number: N00039-02-R-9927
- Title: TEST-Nuts & Bolts-TEST
- Contracting Officer: Emmanuel I Adriano
- Contract Specialist: Emmanuel I Adriano
- NAICS Code: 334111
- Classification Code: 99
- J&A Statutory Authority: A dropdown menu with the text "-Select Statutory Authority-".
- Contract Number: An empty text input field.
- Modification Number: An empty text input field.
- Contract Award Date: An empty text input field with a calendar icon. Below it, a red note says "Enter in date format mm/dd/yyyy".

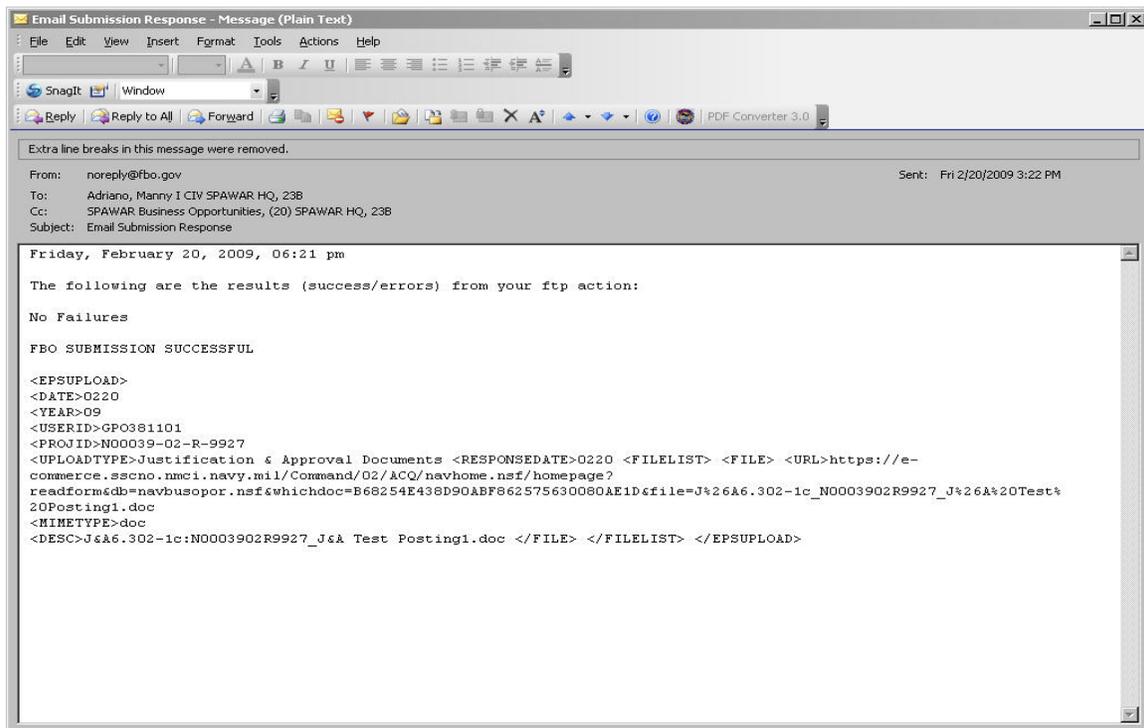
At the bottom of the form, there is a section for file uploads: "Add 1 File(s)" with a "Browse..." button. A warning message states: "(To attach document, click on BROWSE, select desired file, and click on OPEN. Please do not attach files which have spaces or special characters in the file names. Characters such as '#' and '\$' are interpretable by web browsers and will make it impossible for users to open the files through the web.)"

The left sidebar shows a navigation menu under "HEADQUARTERS" with various links like "Special Notices", "Market Surveys", "Exp Mkt Svy by Date", etc. The top navigation bar includes "Logout", "Feedback", "Credits", "Advanced Search", and a "Quick Search" box. The footer contains the SPAWAR logo and the text: "This is an official Department of the Navy web site. This system is subject to monitoring. Please review the Privacy Policy and External Link Notice."

5. You will receive the E-CC acknowledgement page indicating a successful posting.



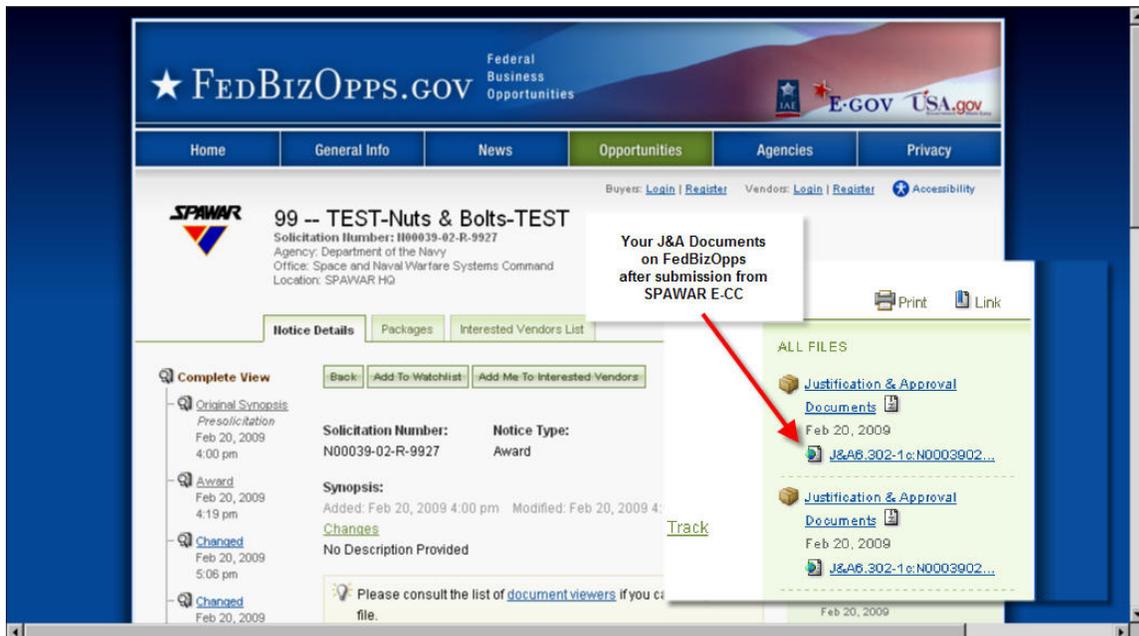
6. You will also receive a FBO acknowledgement email confirming your successful transmission and posting.



7. To view your J&A posting on FBO, visit your SPAWAR Solicitation synopsis page. All SPAWAR listing of synopsis can be access from...

<https://www.fbo.gov/index?s=agency&mode=form&tab=notices&id=2bdb2f220bc6888c88e6aa7195e93d05>

Your J&A document(s) is/are located on the right hand side of your synopsis page.



8. Please contact the SPAWAR Paperless Initiatives Helpdesk if you need any assistance.

The SPAWAR Paperless Initiatives Helpdesk:

Email: paperless.spawar@navy.mil

Telephone: 858.537.0644