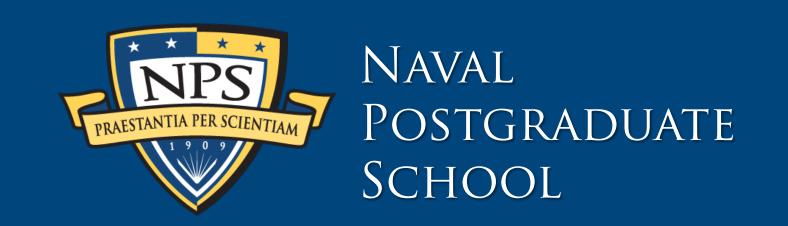
DOD CONTRACT FILES: PAPER VERSUS DIGITAL

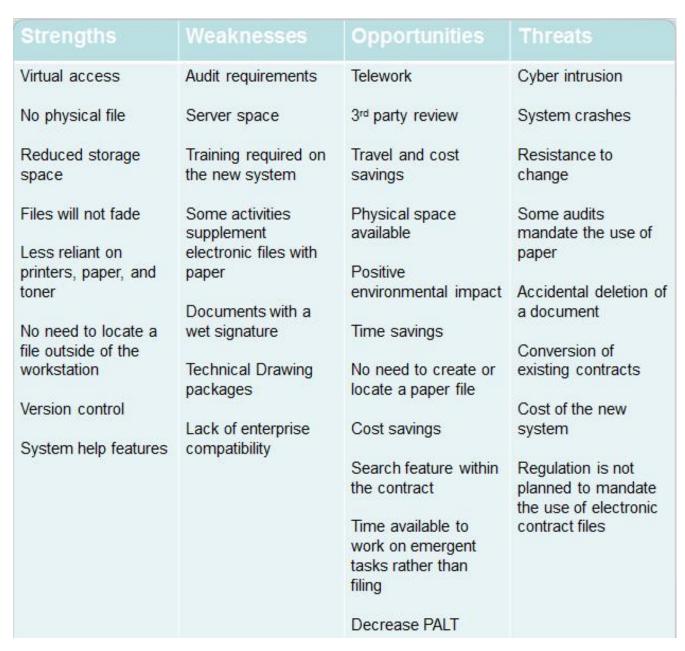


Abstract

Some agencies have moved to electronic contract files, while others retain paper-based contract files. The primary research objective is to determine why agencies are hesitant to adopt paperless contract files. The secondary research objectives are to determine what can be learned about contract files from various contracting activities and whether the Department of Defense (DOD) plans to provide guidance for contract files going forward.



Limited storage space



Electronic Contract File SWOT Analysis

Methods

Survey responses provided the major source of data considered in this project. While it was anticipated that efficiencies would be identified with electronic contract files, the challenge was to uncover the issues with converting to electronic contract files. Therefore, the interview questions were crafted in order to avoid bias toward any single methodology. The intent of this approach is to allow the investigator to uncover issues, provide lessons learned, and identify efficiencies found.

Results

- 43% of the survey respondents utilize paper-based contract files
- 57% of the respondents utilize electronic contract files
- DPAP and ASN RDA's survey responses indicate that existing regulation allows the use of electronic contract files, and further policy is not expected
- The primary strengths of utilizing electronic contract files are accessibility, resource savings, and value-added features
- The primary threats of utilizing electronic contract files are lack of security, system unavailability, and resistance to change

Recommendations

- Mandating the use of electronic contract files prior to mitigating security threats is not prudent
- Provide further research by cyber experts to protect electronic contract files from intrusion
- For agencies adopting electronic contract files:
- Engage employees rather than place a suspense date on the conversion
- Utilize the Army Paperless Contract File software
- Utilize document storage on a share drive

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