



QUICK REFERENCE GUIDE:

JOCC – Adding New Task Orders

Background:

To create a new task order for a contract, the contract must be active.

Roles:

Construction Office Engineer, Construction Project Engineer

Navigation:

Every new task order will require an additional project to be added.

Adding a Project

Contract Administration > Contract

1. From the Contract Administration Summary click the **Projects** Quick Link.
2. Select the **Component Actions Menu** and click the **Add** Action.
3. Enter the new Project NO from the Task Order and Invoice Summary into the **Project ID** field.
4. Toggle the **Project Item List** to *40 – Public Facilities* and the **Unit System** to *English*.
5. Enter the “Project Title” from the Task Order and Invoice Summary into the **Project Description** field.
6. Enter the “Project No” in the **State Project Number** field.
7. Toggle the **Project Type** to *04 – Facilities*.
8. Click **Save**.

9. Enter the JOCC Task Order NO from the *Task Order and Invoice Summary* in the **JOCC Task Order NO** field.
10. Click **Save**.
11. Select the **Categories** tab and click the **New** button.
12. Enter 00BB in the **Category ID** Field.
13. Enter Basic Bid in the **Category Description** field and press **Save**.
14. Select the **Wage Decisions** tab.
15. Click **Select Wage Decisions** and click the appropriate wage decision based on contract award date in the modal window that will open.
16. Click **Add to Contract Project**.
17. Click **Save**.
 - a. The new Task Order may have a funding source that isn’t included in the Contract. To add a Funding Source, follow the *JOCC 1.7 Adding Funding QRG*

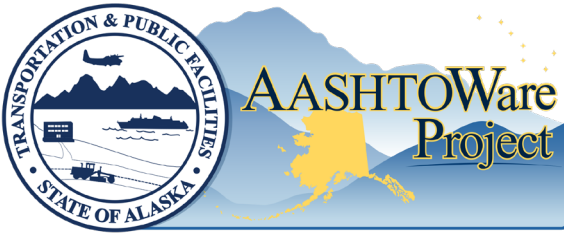
Creating a Task Order

Contract Administration Overview > Contract

18. From the Contract Administration Summary select the **Contract Progress** quick link at the top of the screen.
19. Select the **Change Orders** tab and click the **Add** button.
20. In the General tab, toggle the **Change Order Type** to *JOCC – Job Order Construction Contract Work Order*
21. Using the “Task Order and Invoice Summary” enter the latest “TO No”, in the **Assigned Change Order Number** field and enter a

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summary of the work detailed in the Task Order's RFP in the **Summary of Changes(s)** field.

22. Click **Save**.

New Items

23. Click the **New Items** tab.
24. Click the **Select New Item** button to open a modal window.
25. In the Select New Item window, press enter in the **Reference Item** autocomplete and select **JOCC Task Order Item**.
26. Select the correct **Project ID**.
27. Click the **Add to Change Order** button at the bottom of the modal window.
28. Enter the **Quantity** (the total dollar amount) and **Supplemental Description** (Required: A brief description of the Task).
29. Select the appropriate funding source from the Funding dropdown menu.
30. Click **Save**.

Time Adjustments

Note: If this Task Order will not adjust contract time, go to step 38.

31. Click on the **Time Adjustments** tab.
32. Click the **Select Contract Time** button to open a modal window.
33. Click **Show first 10** to display all contract times and select the contract time affected by the Task Order.
34. Click the **Add Time Adjustments to Change Order** button at the bottom of the modal window.

35. Enter the **Adjusted Completion Date** for the contract time.

36. Click **Save**.

37. Repeat steps 31-36 for any additional Contract Times affected by this Change Order.

Submitting & Approving a Task Order

38. Prior to submitting for approval, ensure that the Task Order has been entered correctly and that all tasks and dollar values are correct. After the Task Order is fully approved no changes or corrections can be made.
39. On the Contract Change Order Summary, click the **Component Actions Menu** in the upper right corner of the Tasks section, and
40. Select **Submit For Approval**. The system will change the Status of the Task Order to Pending Approval.

Next Steps:

To add more Task Orders, repeat this QRG. To Reissue a Task Order, follow the JOCC – Reissue Task Order QRG.

If you're ready to approve the Task Order, navigate to Change Orders – Review and Approve for next steps.

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