

Tuition Ordering and Payment Process Handbook – Appendix A-6

SUBJECT: Instructions for Placing a DD 1155 Contract Task Order for Educational Services under a NROTC Scholarship Educational Service Agreements (ESAs).

PURPOSE: To inform NROTC Unit Ordering Officers the proper formatting for entering required data in the DD Form 1155.

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services are required to be entered in a specific format along with including DFARS 252.232-7006 Wide Area Workflow (WAWF) clause. The attached information provides the step-by-step data entry directions, standard statements and an example of a properly filled out DD Form 1155 through the CFMS web-based system.

The WAWF clause shall not be entered in the DD Form 1155 in CFMS due to system failures. The act of “creative accounting” of adding line items for a penny is non-legally compliant. As the WAWF clause is mandatory, the NROTC unit Ordering Officer shall use the WAWF Form Appendix B-8 and attach this form in CFMS along with printing it out and attaching it to the hardcopy DD Form 1155.

Per the FAR and FMR Volume 1, Chapter 1, DD Form 1155s are contracting actions and are required to comply with FAR and other acquisition policies. This shall require the NROTC unit Ordering Officers to have to go into CFMS to correct/add information when generating the DD Form 1155.

The CFMS system limitations and programming errors prevent normal contracting practices and procedures nor does it properly generate the documents. To overcome the system limitations, a “work around” process has been implemented. The NROTC Unit Ordering Officer is responsible to ensure that each task order contains the DD Form 1155, OF 336, WAWF Clause Attachment A forms and Attachment B Midshipman listing.

ACTION REQUIRED: Follow the instructions and example to create a DD Form 1155.

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HOW TO CREATE A DD FORM 1155 IN CFMS

Upon approval of the DD 1149 funding document by NSCT Comptroller's Officer and prior to the Bona Fide Need Date, the Ordering Officer must generate and award the DD 1155 Task Order. The contract must be awarded prior to the Bona Fide Need Date.

Once you have submitted your 1149 in the workflow for approval return the main CFMS tree home page and navigate back to **Document Requests**.

This time you will select the **Find** option rather than creating a new document.



This will pull up the **Find Document Request** search box.

Enter your UIC in the **PA UIC** field under **Document Information**.

The image shows the 'Find Document Request' search box. It is divided into three main sections: 'Request Information', 'Document Information', and 'Line of Accounting Information'. The 'Request Information' section includes fields for 'Request ID', 'Originator User ID', 'Status Code', 'Created Timestamp', 'Workflow Org Code', and 'Approval Workflow'. The 'Document Information' section includes fields for 'Document Number', 'Doc Type', 'Short Description', 'ACQR Number', 'PA Code', 'PA UIC', 'ISSA Number', and 'Internal Tracking Number'. The 'PA UIC' field is highlighted with a red oval and contains the value '63295'. The 'Line of Accounting Information' section includes fields for 'FY', 'Appn', 'BUIC', 'JON', 'Grantor Document Number Segment', 'Subhead', 'SIC', 'CC', 'SCC', 'PG ID', 'PGC ID', 'Object Class', 'Expense Element', 'Category Code', 'Product Service Code', 'ITPR Number', and 'Project'.

You will be redirected to your workflow landing page.

Locate your submission by sorting by Doc Type – **RQ**, or by finding your obligation amount in the right hand column. You will also see that your Document Number has generated.

Document Requests														
	Action	Request ID	Originator User ID	Status Code	Org Code	Workflow Nomen	New Document Number?	Document Number	Doc Type	PA UIC	PA Code	Created Timestamp	Encumbrance Amendment Status	Total Amount
1	<div><div></div></div>	22612	ANDREW_BRUHNS	APPROVED			Y	N6329521RQ001A1	RQ	63295	A1	03/18/2021	PENDING	1.00

New Document Number?	Document Number	Doc Type	PA UIC
Y	N6329521RQ001A1	RQ	63295

You will also notice that the **Status Code** reads “Approved”

Status Code	Org Code	Workflow Nomen	New Document Number?	Document Number
APPROVED			Y	N6329521RQ001A1

This means that it was approved by the creator (you) for submission. It does NOT mean that the document has been approved by NSTC Comptroller Office. Over to the right you will see that the **Encumbrance Amendment Status** is **PENDING**.

Doc Type	PA UIC	PA Code	Created Timestamp	Encumbrance Amendment Status	Total Amount
RQ	63295	A1	03/18/2021	PENDING	1.00

Once your request is reviewed and approved the **PENDING** status will update to **ACCEPTED BY PERFORMING ACTIVITY**

Doc Type	PA UIC	PA Code	Created Timestamp	Encumbrance Amendment Status	Total Amount
RQ	63295	A1	03/18/2021	ACCEPTED BY PERFORMING ACTIVITY	1.00

After your document is approved you are able to proceed with the Contract Writer portion of the process. Return to the main CFMS Tree.

Navigate to **Contract Writer Funds Distribution -> Documents -> Contracts -> Contract Writer**



Select **Contract Writer**
You will be redirected to the **Contract Writer** page



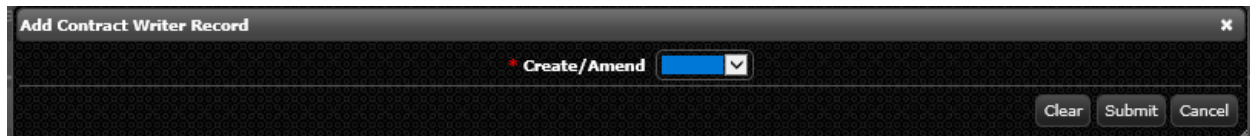
You will see pages of contracts from units around the country.
If you select a contract from the list, the LOA information will populate in the lower box.

Find the plus (+) sign in the lower left hand corner of the Contract Writer box, and click to begin adding a new order.



	Record Identifier	Contract Number
1	131	N0018919GZ03
2	130	N0018919GZ04
3	124	N0018919GZ05
4	123	N0018919GZ05
5	121	N0018919GZ05
6	120	N0018919GZ03
7	119	N0018919GZ08
8	118	N0018918GZ05
9	103	N0018919GZ00
10	102	N0018919GZ00

You will be asked if you are creating or amending a contract. For new 1155's select **CREATE** from the dropdown.



Add Contract Writer Record

* Create/Amend ▼

Clear Submit Cancel

Once you select **CREATE** the **Add Contract Writer Record** box will appear.

The screenshot shows a web form titled "Add Contract Writer Record" with a close button (X) in the top right corner. The form contains several fields, some of which are marked with a red asterisk (*) to indicate they are required. The fields and their current values are as follows:

- Create/Amend:** A dropdown menu with "CREATE" selected.
- Contract Number:** An empty text field.
- Send to Accounting System?:** A checkbox labeled "YES" which is checked.
- Fiscal Year:** An empty text field with a "List" button to its right.
- Issued by AAC:** An empty text field with a "List" button to its right.
- Delivery Order Serial Number:** An empty text field.
- Issued by Name:** An empty text field.
- Issued by Address:** An empty text field.
- Issued by City:** An empty text field.
- Issued by State:** An empty text field.
- Issued by Zip:** An empty text field.
- Issued by First Name:** A text field containing "ANDREW".
- Issued by MI:** An empty text field.
- Issued by Last Name:** A text field containing "BRUHNS".
- Issued by Email:** A text field containing "bruhna@rpi.edu".
- Issued by Phone:** A text field containing "518-276-8013".
- Requisition/PR Number:** An empty text field with a "List" button to its right.
- Short Description:** An empty text field.
- Material Required Date:** An empty date field with a calendar icon to its right.
- Detailed Description:** A large text area for a detailed description.

At the bottom of the form, there is a character count: "4000 remaining characters (4000 maximum)". In the bottom right corner, there are three buttons: "Clear", "Submit", and "Cancel".

Fill in all required fields with (*).

Fields to note:

Contract Number: Found in box #2 of your ESA.

Issued by AAC: Enter you 6 digit UIC (include the N).

This will populate a number of fields as shown below.

Add Contract Writer Record

* Create/Amend

* Contract Number

* Send to Accounting System? ☒ YES

* Fiscal Year

* Issued by AAC

Delivery Order Serial Number

* Issued by Name

* Issued by Address

* Issued by City

* Issued by State

* Issued by Zip

* Issued by First Name

Issued by MI

* Issued by Last Name

* Issued by Email

* Issued by Phone

* Requisition/PR Number

* Short Description

* Material Required Date

* Detailed Description

4000 remaining characters (4000 maximum)

Requisition/PR Number: Click the List button to the right of the field.

This will pull up the **List of Values: Document Number** box. You will see a list of all 1149 created by your UIC.

Select the needed 1149 by matching the info in the Document Number, Short Description, or Description of Work fields.

Click **Select** in the left column.

List of Values: Document Number							
	Select	FY	AAC	Document Number	Doc Type	Material Required Date	Description of Work
1	Select	2021	N63295	N6329521RQ001/RQ		05/12/2021	RPI (TEST) SEMESTER 2021 TUITION AND FEES FOR (Insert total number of students) NROTC SCHOLARSHIP STUDENTS FOR THE (Insert Semester/quarter and Calendar Year) (Insert term SEMESTER/QUARTER) AT (Insert only the college/university that the ESA is with) PERIOD OF PERFORMANCE:

You will be returned back to the **Add Contract Writer Record** box (below). Notice that the remaining fields have populated with data pulled from the 1149 you selected.

YOU MUST MANUALLY CHANGE/ENTER THE BELOW FIELDS

Issued by Name: Now you will need to change the Issued by Name to **Ordering Officer**. Only the Ordering Officer has the authority to issue task orders on behalf of the government.

Create/Amend

Contract Number

Send to Accounting System?

Fiscal Year

Issued by AAC

Delivery Order Serial Number

Issued by Name

Issued by Address

Issued by City

Issued by State

Issued by Zip

Issued by First Name

Issued by MI

Issued by Last Name

Issued by Email

Issued by Phone

Requisition/PR Number

Short Description

Material Required Date

Detailed Description

CREATE

N0018919GZ028

YES

2021

N63295

0001

ORDERING OFFICER

AMORY RM 201 110 8TH STREET

TROY

NY

121803590

ANDREW

BRUHNS

bruhna@rpi.edu

518-276-8013

N6329521RQ001A1

RPI (TEST) SEMESTER 2021

05/12/2021

TUITION AND FEES FOR (Insert total number of students)
NROTC SCHOLARSHIP STUDENTS FOR THE (Insert
Semester/quarter and Calendar Year) (Insert term
SEMESTER/QUARTER) AT (Insert only the college/university that
the ESA is with)
3446 remaining characters (4000 maximum)

Clear

Submit

Cancel

You must manually enter a four number serial number. Orders must be sequential.
Example 0001, 0002, 0003, etc.
NEVER USE 0000. This will cause payment issues

You must manually change this block to read "Ordering Officer"

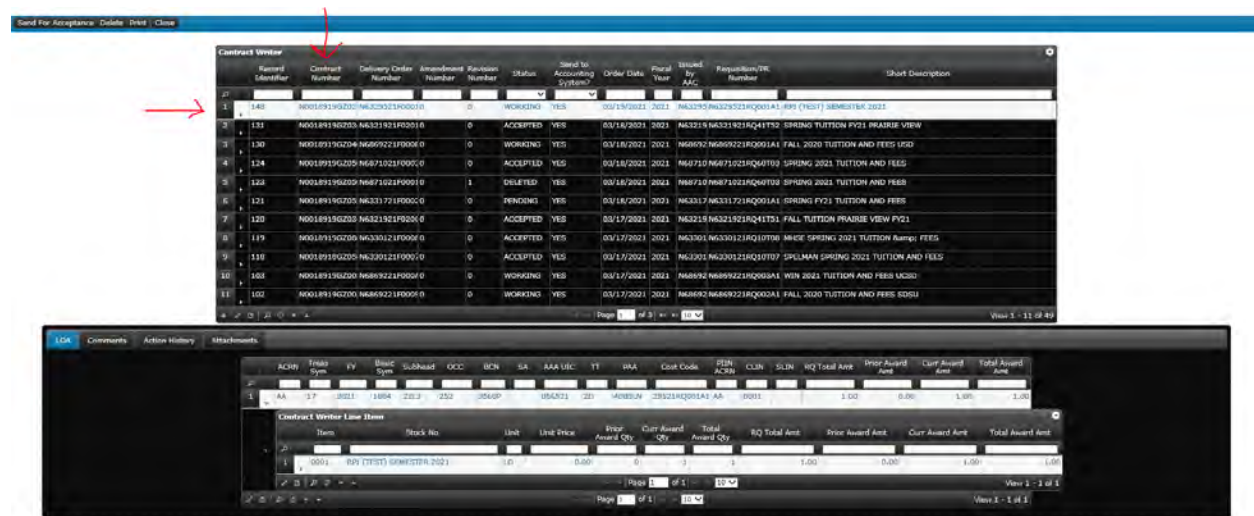
You must manually change this block to the Period of Performance Start Date

Next click **Submit** in the bottom right hand corner.

You will be redirected back to the **Contract Writer** page.

You should see the task order you just generated near, or at the top of the list.

Search the Contract Number column to filter if needed.



Contract Writer

Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	Send to Accounting System?	Order Date	Fiscal Year	Issued by AAC	Requisition/PR Number	Short Description
1	148	N0018919GZ02	N6329521F0001	0	WORKING	YES	03/19/2021	2021		N6329521RQ001A1	RPI (TEST)
2	131	N0018919GZ03	N6321931F0001	0	ACCEPTED	YES	03/18/2021	2021		N6321931RQ041T52	SPRING TUITION FY21 PRASKE VIEW
3	130	N0018919GZ04	N6699221F0001	0	WORKING	YES	03/18/2021	2021		N6699221RQ001A1	FALL 2020 TUITION AND FEES USED
4	124	N0018919GZ05	N6671021F0001	0	ACCEPTED	YES	03/18/2021	2021		N6671021RQ001T03	SPRING 2021 TUITION AND FEES
5	123	N0018919GZ06	N6671021F0001	1	DISCLOSED	YES	03/18/2021	2021		N6671021RQ001T03	SPRING 2021 TUITION AND FEES
6	121	N0018919GZ07	N6331721F0001	0	PENDING	YES	03/18/2021	2021		N6331721RQ001A1	SPRING FY21 TUITION AND FEES
7	120	N0018919GZ08	N6321931F0001	0	ACCEPTED	YES	03/19/2021	2021		N6321931RQ041T51	FALL TUITION PRASKE VIEW FY21
8	119	N0018919GZ09	N6330121F0001	0	ACCEPTED	YES	03/17/2021	2021		N6330121RQ107T08	SPRING 2021 TUITION AND FEES
9	118	N0018919GZ10	N6330121F0001	0	ACCEPTED	YES	03/17/2021	2021		N6330121RQ107T07	SPELLMAN SPRING 2021 TUITION AND FEES
10	108	N0018919GZ10	N6699221F0001	0	WORKING	YES	03/17/2021	2021		N6699221RQ000A1	WIN 2021 TUITION AND FEES USED
11	102	N0018919GZ10	N6699221F0001	0	WORKING	YES	03/17/2021	2021		N6699221RQ000A1	FALL 2020 TUITION AND FEES USED

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Comments Action History Attachments

ACRN	Trans	YY	Subhead	OCC	GCN	SA	AAA	USC	YT	WAA	Dist Code	RDR	CLIN	SLIN	HQ Total Amt	Pror Award Amt	Cur Award Amt	Total Award Amt
1	AA	21	1000	220	252	2000	WAA01	201	WAA00A	25321RQ001A1	AA	0001			1.00	0.00	1.00	1.00

Contract Writer Line Items

Item	Stock No	Unit	Unit Price	Pror Award Qty	Cur Award Qty	Total Award Qty	HQ Total Amt	Pror Award Amt	Cur Award Amt	Total Award Amt
1	0001	RPI (TEST)	1.00	0.00	0.00	1.00	1.00	0.00	0.00	1.00

Page 1 of 1

View 1 - 1 of 1

Notice that your document's status is in **WORKING** status.

Contract Writer

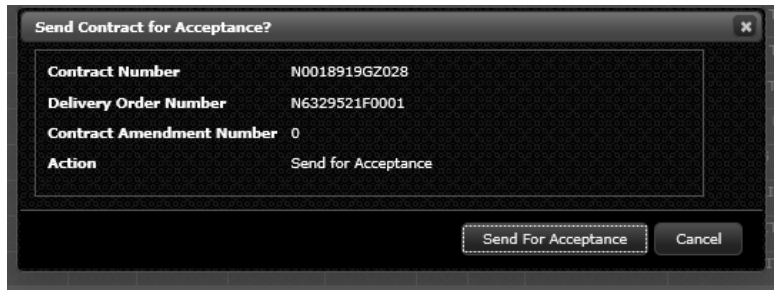
Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	Send to Accounting System?	Order Date	Fiscal Year	Issued by AAC	Requisition/PR Number
1	148	N0018919GZ02	N6329521F0001	0	WORKING	YES	03/19/2021	2021		N6329521RQ001A1 RPI (TEST)

Unlike the 1149, you will not need NSTC to approve the 1155. **You will complete this step yourself.**

To see a draft of the DD1155, open the order and click the "Print" button in the upper left hand corner of the screen and compare it to the example. Due to CFMS programming errors, not all fields can be properly corrected. Return to previous screen to continue on with next step.

In the upper left hand, or lower left hand corner of the page click **Send For Acceptance**.

The **Send Contract for Acceptance** box will appear.



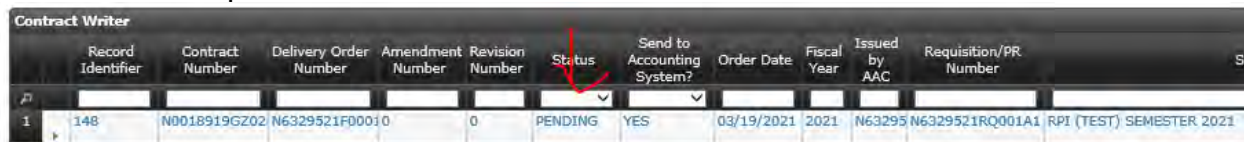
A dialog box titled "Send Contract for Acceptance?" with a close button (X) in the top right corner. The dialog contains the following fields:

Contract Number	N0018919GZ028
Delivery Order Number	N6329521F0001
Contract Amendment Number	0
Action	Send for Acceptance

At the bottom of the dialog are two buttons: "Send For Acceptance" and "Cancel".

Click **Send For Acceptance**.

The status will update to **PENDING**.



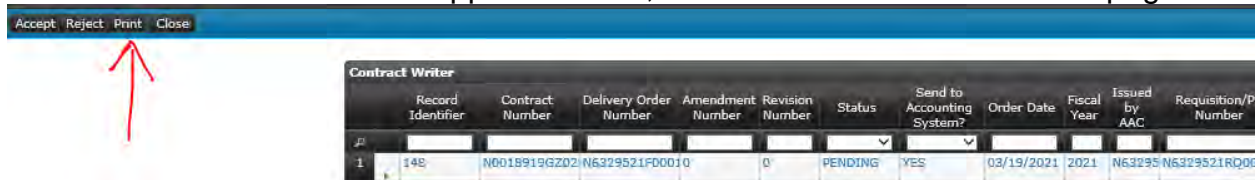
A screenshot of the "Contract Writer" table. A red arrow points to the "Status" column, which now displays "PENDING" for the first record.

Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	Send to Accounting System?	Order Date	Fiscal Year	Issued by AAC	Requisition/PR Number
1	148	N0018919GZ02	N6329521F0001	0	PENDING	YES	03/19/2021	2021	N63295	N6329521RQ001A1 RPI (TEST) SEMESTER 2021

YOUR ARE PROHIBITED FROM ACCEPTING THE DOCUMENT AT THIS TIME. The contract must be awarded before completing the acceptance step.

To prepare the contract for awarding you must first print it out and attach the WAWF Clause and Midshipmen listing.

Locate the **Print** button in the upper left hand, or lower left hand corner of the page.



A screenshot showing the "Print" button in the top left corner of the page, highlighted with a red arrow. Below it is the "Contract Writer" table, which shows the status "PENDING" for the first record.

Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	Send to Accounting System?	Order Date	Fiscal Year	Issued by AAC	Requisition/P Number
1	148	N0018919GZ02	N6329521F0001	0	PENDING	YES	03/19/2021	2021	N63295	N6329521RQ00

Click **Print**.

A copy of the 1155 will be generated. Save as a PDF to your desktop/share drive. Print out the order. You will also need to fill in Policy Appendix B-8 WAWF Clause Attachment and attached it to the CFMS DD 1155 printout. The WAWF Clause is regulatory required and contains the invoicing information needed for the school to submit the invoice.

Directions for completing the WAWF Clause Form.

In the Reference No block, enter the task order number. This is the one that has an F as the 9th digit.

In the Name of Offeror or Contractor Block, enter the school's CAGE Code.

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED	PAI
		N6329521F0001	
NAME OF OFFEROR OR CONTRACTOR		3A707	
EM NO.	SUPPLIES/SERVICES	QUANTITY	UNI
	ATTACHMENT A: TASK ORDER CLAUSES		

In the routing table, enter the following information

Pay Official DoDAAC – N68732

Issue By DoDAAC – Enter your DoDAAC. This will populate the Admin and Acceptor DoDAAC fields.

LPO DoDAAC – N3560A

In the routing table

Routing Data Table*	
Field Name in WAWF in	Data to be entered WAWF
Pay Official DoDAAC	N68732
Issue By DoDAAC	N63295
Admin DoDAAC	N63295
Inspect By DoDAAC	
Ship To Code	
Ship From Code	
Mark For Code	
Service Approver (DoDAAC)	
Service Acceptor (DoDAAC)	N63295
Accept at Other DoDAAC	
LPO DoDAAC	N3560A
DCAA Auditor DoDAAC	
Other DoDAAC(s)	

In the WAWF Point of Contact, enter your information. You may enter up to two names but only have to have one POC.

(g) *WAWF point of contact.*

(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

Name:

Phone Number:

Email:

Name:

Phone Number:

Email:

(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.

Print out the Midshipmen Listing. This is Attachment B of the contract.

Task Order Number: N6329521F0001

ATTACHMENT B: MIDSHIPMEN LISTING

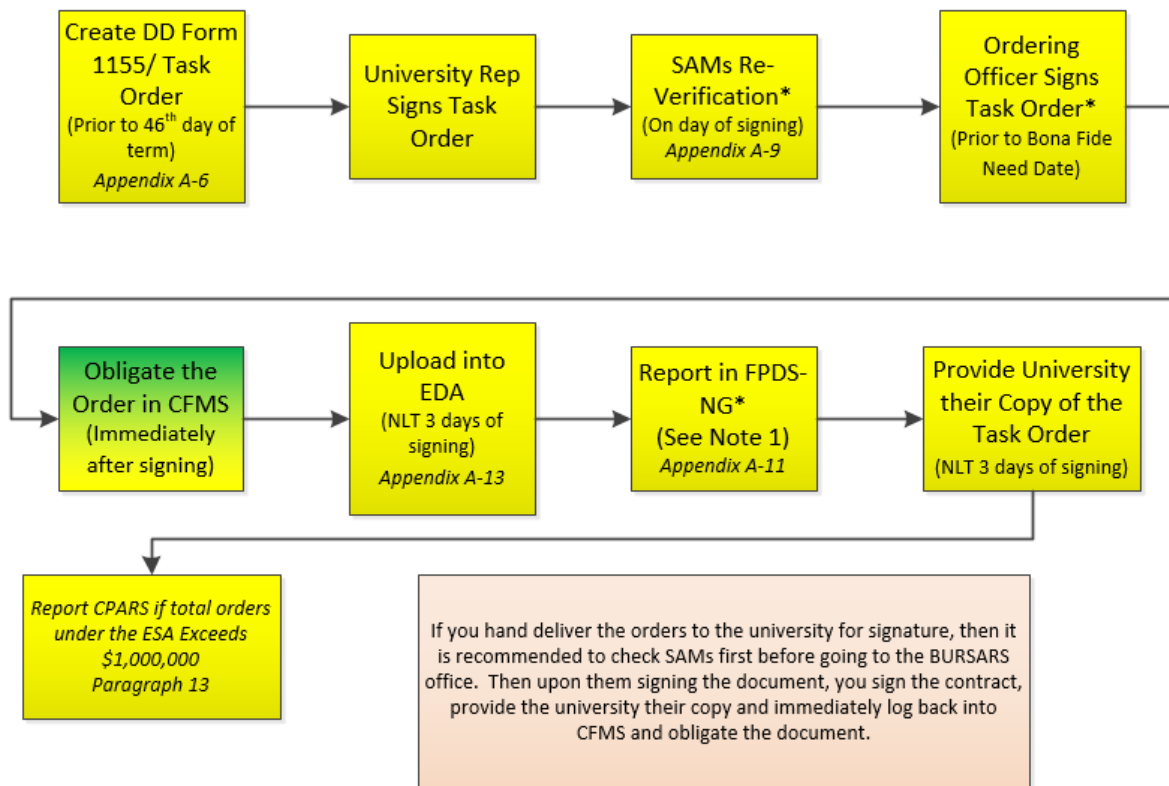
#	University	Grade	Last Name	FI	MI	Resident/Non-Resident	Estimated Tuition/Fees
1	RPI	2/C	Basilone	J	NMI	Resident	\$10,000.00
2	RPI	1/C	Boyington	G	NMI	Resident	\$8,500.00
3	RPI	3/C	Butler	S	D	Resident	\$7,749.00
4	RPI	1/C	Daley	D	J	Resident	\$9,000.00
5	RPI	2/C	Ermey	R	L	NonResident	\$15,000.00
6	RPI	3/C	Gray	A	M	NonResident	\$15,000.00
7	RPI	2/C	Johnson	G	H	Resident	\$10,000.00
8	RPI	2/C	Johnson	O	M	Resident	\$10,000.00
9	RPI	1/C	Marvin	L	NMI	NonResident	\$15,000.00

Assemble the contract.

- Assemble the contract in the following order:
- DD1155
- Continuation Pages
- Attachment A: WAWF Clause
- Attachment B: Midshipmen Listing

Staple the package together. This is the complete contract.

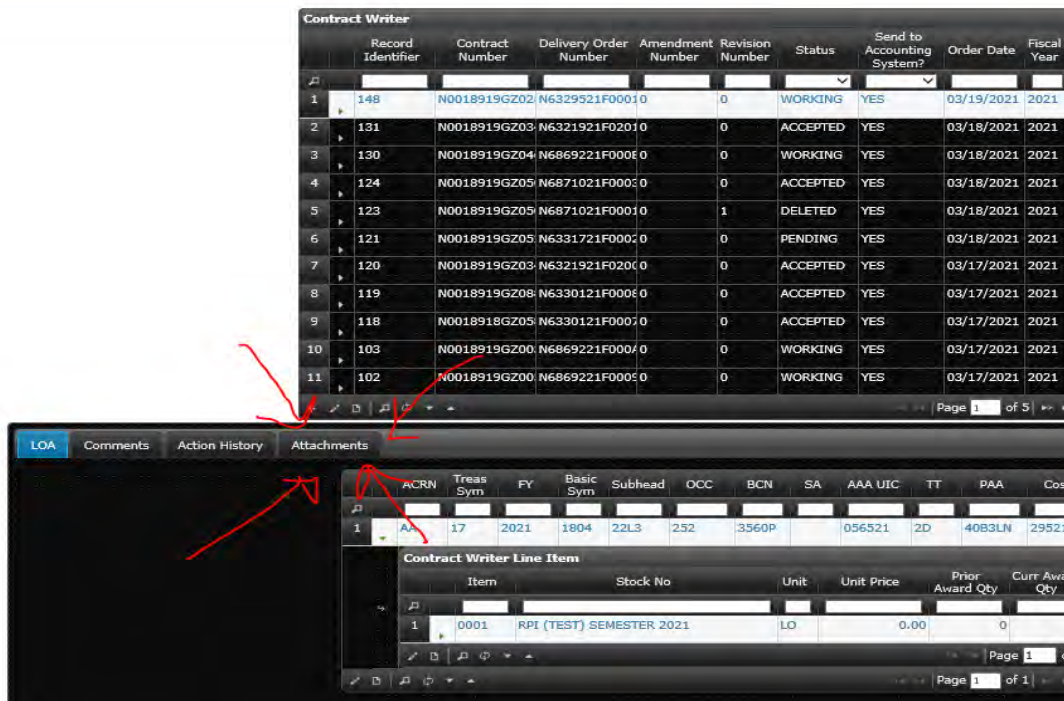
You will exit the CFMS system and follow the next steps of Appendix A-1 Flowchart in awarding the contract.



At this time you have a legal contract, however it is not reflected in the finance system. You now have to obligate the document in CFMS.

Upon Awarding the contract order, scan the complete contract package to include all attachments. Log back into CFMS and repeat the steps to find your contract order. Select your order.

Click on the **Attachments** tab.



Click on the plus (+) button to add a new attachment.



This will pull up the **Add Attachment Record** box.

The 'Add Attachment Record' dialog box has the following fields and buttons:

- File Name:** A text input field with a 'Browse...' button next to it.
- Attachment Type:** A dropdown menu.
- Description:** A text input field.
- Buttons:** 'Clear', 'Submit', and 'Cancel' buttons at the bottom right.

Browse and select the complete scanned copy of the order and upload. In the **Attachment Type** drop down you must select **Awarded Contract**.

Name your upload in the **Description** field.



Add Attachment Record

File Name: C:\Users\bruhna\Desktop\ Browse...

Attachment Type: Awarded Contract

Description: 1155 RPI (TEST)

Clear Submit Cancel

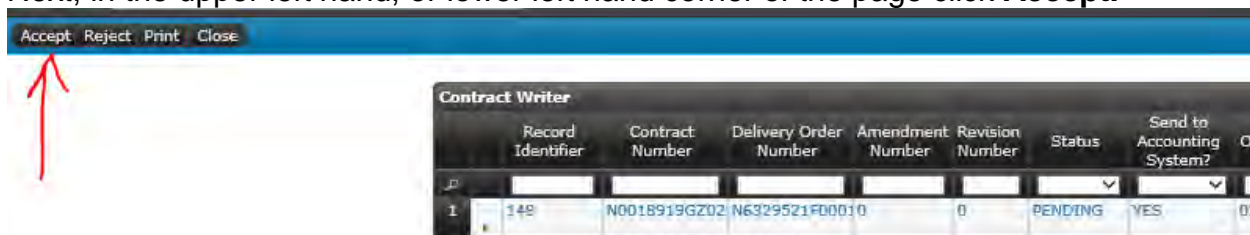
Click **Submit**.

You should now see your contract listed in the **Attachment** tab.



	File Name	Attachment Type	Description	Size(MB)
1	1155 RPI (TEST).pdf	Awarded Contract	1155 RPI (TEST)	0.08

Next, in the upper left hand, or lower left hand corner of the page click **Accept**.

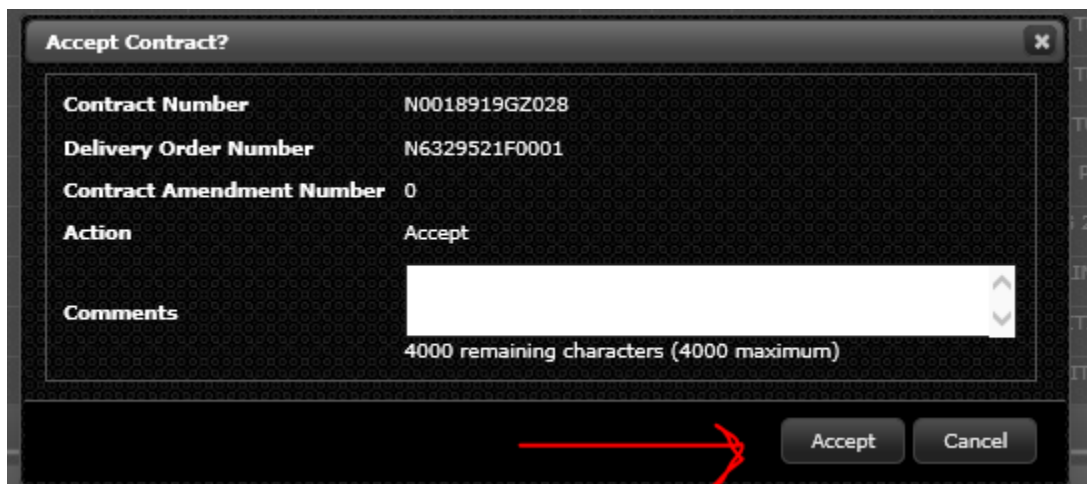


Accept Reject Print Close

Contract Writer

Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	Send to Accounting System?
1	N0018919GZ02	N6329521FD0010	0	0	PENDING	YES

This will pull up the **Accept Contract?** box.



Accept Contract?

Contract Number: N0018919GZ028

Delivery Order Number: N6329521FD0001

Contract Amendment Number: 0

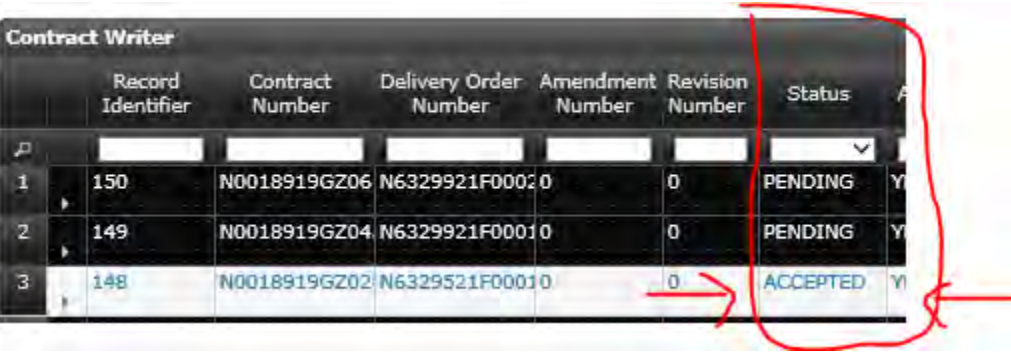
Action: Accept

Comments: 4000 remaining characters (4000 maximum)

Accept Cancel

Click **Accept**.

The contract status will update to **ACCEPTED**.



	Record Identifier	Contract Number	Delivery Order Number	Amendment Number	Revision Number	Status	A
1	150	N0018919GZ06	N6329921F00010		0	PENDING	Y
2	149	N0018919GZ04	N6329921F00010		0	PENDING	Y
3	148	N0018919GZ02	N6329521F00010		0	ACCEPTED	Y

This completes the CFMS portion of the contract award. You must now continue following the remaining steps listed in Appendix A-1 flowchart.

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0018922G1234			2. DELIVERY ORDER/CALL NO. N0021023F0001		3. DATE OF ORDER/CALL (YYYYMMDD) 2022OCT06		4. REQUISITION/PURCH REQUEST NO. N0021023RQ36T02		5. PRIORITY			
6. ISSUED BY NROTC EXAMPLE UNIVERSITY BLDG 1 ROOM 229 EXAMPLE UNIVERSITY, WI 25301-1234 KEVIN ROBINSON, (847) 688-4141 EXT 447				CODE N00210		7. ADMINISTERED BY (If other than 6) SEE BLOCK 6			CODE		8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)	
9. CONTRACTOR CODE N5TC1 FACILITY EXAMPLE UNIVERSITY 2601 ADMIRAL BLVD EXAMPLE UNIVERSITY, WI 25301-1234 ATTN: BURSARS OFFICE				10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) SEE SCHEDULE			11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED					
				12. DISCOUNT TERMS								
				13. MAIL INVOICES TO THE ADDRESS IN BLOCK								
14. SHIP TO SEE SCHEDULE				CODE		15. PAYMENT WILL BE MADE BY DFAS CLEVELAND CTR 1240 EAST NINTH ST CLEVELAND, OH 44199-8005			CODE N68732		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.	
16. TYPE OF ORDER DELIVERY/CALL <input checked="" type="checkbox"/> PURCHASE <input type="checkbox"/>				This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract. Reference your _____ furnish the following on terms specified herein. ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.								
Example University <i>Isa Bursar</i> <i>Isa Bursar, Finance</i> <i>26 Sep 2022</i> NAME OF CONTRACTOR SIGNATURE TYPED NAME AND TITLE DATE SIGNED (YYYYMMDD)												
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1												
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE AA 1731804 22LW 252 3560P 056521 2D Q36T02 00210399310Q \$1,657,749.00												
18. ITEM NO.		19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE		23. AMOUNT	
		SEE SCHEDULE										
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA <i>Kevin Robinson</i> BY: Kevin Robinson 30 Sep 2022 ORDERING OFFICER					25. TOTAL		\$1,657,749.00	
				26. DIFFERENCES								
27a. QUANTITY IN COLUMN 20 HAS BEEN												
<input type="checkbox"/> INSPECTED <input type="checkbox"/> RECEIVED <input type="checkbox"/> ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:												
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						c. DATE (YYYYMMDD)		d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE				
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE						28. SHIP. NO.		29. D.O. VOUCHER NO.		30. INITIALS		
						PARTIAL						
f. TELEPHONE NUMBER		g. E-MAIL ADDRESS				32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR				
						31. PAYMENT		34. CHECK NUMBER				
						COMPLETE		35. BILL OF LADING NO.				
						PARTIAL						
						FINAL						
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.												
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER										
37. RECEIVED AT		38. RECEIVED BY (Print)		39. DATE RECEIVED (YYYYMMDD)		40. TOTAL CONTAINERS		41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.		

CONTINUATION SHEET

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NAME OF OFFEROR OR CONTRACTOR

N5TC1

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001	<p>FALL 2022 NROTC SCHOLARSHIP TUITION</p> <p>TUITION AND MANDATORY ALLOWABLE FEES FOR 130 NROTC SCHOLARSHIP STUDENTS.</p> <p>PERIOD OF PERFORMANCE: 06 OCT 2022 - 15 DEC 2022</p> <p>See Attachment A for incorporated payment and WAWF clauses.</p> <p>See Attachment B for listing of Midshipmen included on this order</p> <p>FAR 52.231-18, Availability of Funds (APR 1984) Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Ordering Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Ordering Officer.</p>	1	LO	\$1,657,749.00	\$1,657,749.00

If applicable, Enter FAR 52.231-18 Availability of Funds: Obligations to be made from next fiscal year Statement goes here.

If operating during a CRA, enter FAR 52.232-19 Availability of Funds: Continuing Resolution Authority Statement here.

CONTINUATION SHEET		REFERENCE NO. OF DOCUMENT BEING CONTINUED N0021023F0001	PAGES 1 of 4		
NAME OF OFFEROR OR CONTRACTOR N5TC1					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>ATTACHMENT A: TASK ORDER CLAUSES</p> <p>CLAUSES INCORPORATED BY REFERENCE</p> <p>52.232-33, Payment by Electronic Funds Transfer-- System for Award Management.</p> <p>CLAUSES INCORPORATED BY FULL TEXT</p> <p>252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2018)</p> <p>(a) <i>Definitions.</i> As used in this clause—</p> <p>“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.</p> <p>“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).</p> <p>“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.</p> <p>“Payment request” and “receiving report” are defined in the clause at 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.</p> <p>(b) <i>Electronic invoicing.</i> The WAWF system provides the method to electronically process vendor payment requests and receiving reports, as authorized by Defense Federal Acquisition Regulation Supplement (DFARS) 252.232-7003 , Electronic Submission of Payment Requests and Receiving Reports.</p> <p>(c) <i>WAWF access.</i> To access WAWF, the Contractor shall—</p> <p>(1) Have a designated electronic business point of contact in the System for Award Management at https://www.sam.gov; and</p> <p>(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.</p>				

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>(d) <i>WAWF training</i>. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the “Web Based Training” link on the WAWF home page at https://wawf.eb.mil/</p> <p>(e) <i>WAWF methods of document submission</i>. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.</p> <p>(f) <i>WAWF payment instructions</i>. The Contractor shall use the following information when submitting payment requests and receiving reports in WAWF for this contract or task or delivery order:</p> <p>(1) <i>Document type</i>. The Contractor shall submit payment requests using the following document type(s):</p> <p>(i) For cost-type line items, including labor-hour or time-and-materials, submit a cost voucher.</p> <p>(ii) For fixed price line items—</p> <p>(A) That require shipment of a deliverable, submit the invoice and receiving report specified by the Contracting Officer.</p> <p>(1) Document type. The Contractor shall use the following document type: 2-in-1 Invoice</p> <p>(B) For customary progress payments based on costs incurred, submit a progress payment request.</p> <p>(C) For performance based payments, submit a performance based payment request.</p> <p>(D) For commercial item financing, submit a commercial item financing request.</p>				

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																												
	<p>(2) Fast Pay requests are only permitted when Federal Acquisition Regulation (FAR) 52.213-1 is included in the contract.</p> <p>(3) <i>Document routing.</i> The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.</p> <p>Routing Data Table*</p> <table><tr><td>Field Name in WAWF in</td><td>Data to be entered WAWF</td></tr><tr><td>Pay Official DoDAAC</td><td>N68732</td></tr><tr><td>Issue By DoDAAC</td><td>N00210</td></tr><tr><td>Admin DoDAAC</td><td>N00210</td></tr><tr><td>Inspect By DoDAAC</td><td></td></tr><tr><td>Ship To Code</td><td></td></tr><tr><td>Ship From Code</td><td></td></tr><tr><td>Mark For Code</td><td></td></tr><tr><td>Service Approver (DoDAAC)</td><td></td></tr><tr><td>Service Acceptor (DoDAAC)</td><td>N00210</td></tr><tr><td>Accept at Other DoDAAC</td><td></td></tr><tr><td>LPO DoDAAC</td><td>N3560A</td></tr><tr><td>DCAA Auditor DoDAAC</td><td></td></tr><tr><td>Other DoDAAC(s)</td><td></td></tr></table> <p>(4) Payment request. The Contractor shall ensure a payment request includes documentation appropriate to the type of payment request in accordance with the payment clause, contract financing clause, or Federal Acquisition Regulation 52.216-7, Allowable Cost and Payment, as applicable.</p>	Field Name in WAWF in	Data to be entered WAWF	Pay Official DoDAAC	N68732	Issue By DoDAAC	N00210	Admin DoDAAC	N00210	Inspect By DoDAAC		Ship To Code		Ship From Code		Mark For Code		Service Approver (DoDAAC)		Service Acceptor (DoDAAC)	N00210	Accept at Other DoDAAC		LPO DoDAAC	N3560A	DCAA Auditor DoDAAC		Other DoDAAC(s)					
Field Name in WAWF in	Data to be entered WAWF																																
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Accept at Other DoDAAC																																	
LPO DoDAAC	N3560A																																
DCAA Auditor DoDAAC																																	
Other DoDAAC(s)																																	

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NAME OF OFFEROR OR CONTRACTOR N5TC1													
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT								
	<p>(5) Receiving report. The Contractor shall ensure a receiving report meets the requirements of DFARS Appendix F.</p> <p>(g) <i>WAWF point of contact.</i></p> <p>(1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.</p> <p>Name: Kevin Robinson</p> <p>Phone Number: (847) 688-4141 Ext 447</p> <p>Email: krob@exampleu.edu</p> <p>Name:</p> <p>Phone Number:</p> <p>Email:</p> <p>(2) Contact the WAWF helpdesk at 866-618-5988, if assistance is needed.</p> <p>NSTC WAWF SUPPLEMENTAL</p> <p>This task order was issued through a non-standard procurement computer system which requires specific data field entries when inputting invoices into WAWF. Failing to enter the following information will cause payment processing issues.</p> <table border="0"> <tr> <td>Field Name in WAWF</td> <td>Data to be entered in WAWF</td> </tr> <tr> <td>AAI</td> <td>056521</td> </tr> <tr> <td>SDN</td> <td>Enter Requisition/Purchase Request Number from Block 4</td> </tr> <tr> <td>ACRN</td> <td>AA</td> </tr> </table>	Field Name in WAWF	Data to be entered in WAWF	AAI	056521	SDN	Enter Requisition/Purchase Request Number from Block 4	ACRN	AA				
Field Name in WAWF	Data to be entered in WAWF												
AAI	056521												
SDN	Enter Requisition/Purchase Request Number from Block 4												
ACRN	AA												

Task Order Number: N0021023F0001

ATTACHMENT B: MIDSHIPMEN LISTING

#	University	Grade	Last Name	FI	MI	Resident/Non-Resident	Estimated Tuition/Fees
1	EXMPLU	2/C	Basilone	J	NMI	Resident	\$10,000.00
2	EXMPLU	1/C	Boyington	G	NMI	Resident	\$8,500.00
3	EXMPLU	3/C	Butler	S	D	Resident	\$7,749.00
4	EXMPLU	1/C	Daley	D	J	Resident	\$9,000.00
5	EXMPLU	2/C	Ermev	R	L	NonResident	\$15,000.00
6	EXMPLU	3/C	Gray	A	M	NonResident	\$15,000.00
7	EXMPLU	2/C	Johnson	G	H	Resident	\$10,000.00
8	EXMPLU	2/C	Johnson	O	M	Resident	\$10,000.00
9	EXMPLU	1/C	Marvin	L	NMI	NonResident	\$15,000.00

123	EXMPLU	1/C	Mattis	J	N	NonResident	\$15,000.00
124	EXMPLU	1/C	North	O	L	NonResident	\$12,800.00
125	EXMPLU	2/C	Puller	L	B	Resident	\$10,000.00
126	EXMPLU	1/C	Robinson	R	G	Resident	\$10,000.00
127	EXMPLU	2/C	Smith	H	M	Resident	\$10,000.00
128	EXMPLU	2/C	Stewart	J	A	NonResident	\$15,000.00
129	EXMPLU	2/C	Vandegrift	A	A	NonResident	\$15,000.00
130	EXMPLU	1/C	Williams	T	NMI	NonResident	\$15,000.00
TOTAL							\$1,657,749.00

Tuition and mandatory allowable fees are estimates and do not reflect any future credits or other off-sets.