

Tuition Ordering and Payment Process Handbook – Appendix A-8

SUBJECT: SF30 Step by Step Instructions for Issuing a Modification to a Task Order

PURPOSE: To inform NROTC Unit Ordering Officers the proper formatting for entering required data in the SF 30.

OVERVIEW: Orders placed on SF 30, Amendment of Solicitation/Modification of Contract are required to be entered in a specific format. The attached information provides the step-by-step directions, standard statements and an example of a properly filled out SF 30.

NROTC unit Ordering Officers are only authorized to issue modifications on their task orders and within the scope of their ordering authority. The NROTC unit Ordering Officer is not authorized to issue modifications to the ESA. This includes terms and conditions, CAGE Codes, addresses, etc. These modifications have to be issued by and FLC Contracting Officer.

ACTION REQUIRED: Follow the instructions and example to create a Standard Form 30.

CONTENTS:

- | | |
|--|---------------|
| - How to Create a SF 30 in FASTDATA | Pages 2 – 11 |
| - How to Increase the Obligated Amount in FASTDATA | Pages 13 – 14 |
| - How to Print a SF 30 in FASTDATA | Pages 15 |
| - Example, Bilateral Modification | Pages 16 |
| - Example, Unilateral Modification | Pages 17 |
| - Common Discrepancies | Pages 18 |

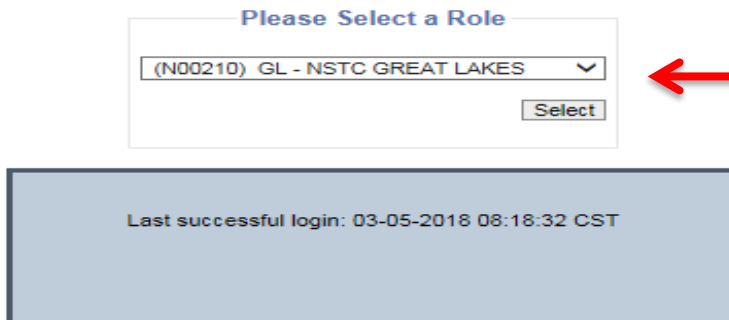
HOW TO CREATE A SF 30 CONTRACT MODIFICATION IN FASTDATA

Step 1.1. Log into the FASTDATA WEB URL provided by the Application Administrator. Enter assigned Username and Password for initial login. (Username and Password are also provided by the Application Administrator.) Subsequently, CAC IDs will be enabled for future logons.



The screenshot shows the FASTDATA login page. At the top, there is a blue header with the FASTDATA logo and the text "Funds Administration and Standardized Document Automation System". Below the header, there is a navigation bar with "About FASTDATA" and "Contact Us" links. The main content area is titled "Please Login" and contains a form with "Username:" and "Password:" labels, two input fields, and a "Login" button. A red arrow points to the input fields.

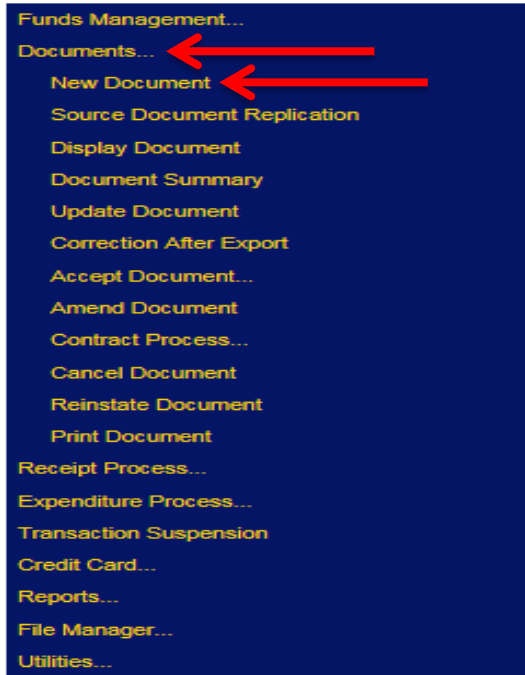
Step 1.2. Select Site from the dropdown list in the "Please Select a Role" area.



The screenshot shows the "Please Select a Role" page. It features a dropdown menu with the selected option "(N00210) GL - NSTC GREAT LAKES" and a "Select" button. A red arrow points to the dropdown menu. Below the form, there is a grey box containing the text "Last successful login: 03-05-2018 08:18:32 CST".

Step 1.3. If you are issuing a Bilateral modification that will require increasing the total contract value, go to Step 2 before continuing with Step 1.4 of the modification.

Step 1.4. From the menu on the left side of your screen, select “Documents” to expand the list, then select “New Document”.



Step 1.5. Highlight and click on the document type from the “New Document Select” screen. From the “Source” Tab, Select “SF30”.



Close

Step 1.6. Select Filter and then locate your DD Form 1155 number and click on it.

Select Document for New SF30

Filter

DCN: OPTAR Log: Document Type: Local Code: Document Status: Workflow Status:

Created Date:

Sort Order: Created Date

Ascending Descending

Results

PAGE: 1

DCN	Amend	Memo	Doc Status	WF Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N0016117MD009	00	N	Complete	No Workflow	Y	DG	DD1155		4/5/2017

Step 1.7. Input the following fields.

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT

1. CONTRACT ID CODE: N0024466G0061 Page 1 of 1

2. AMENDMENT/MODIFICATION NO.: P00001

3. EFFECTIVE DATE: 11/5/2018

4. REQUESTION/PURCH. REQUEST NO.: N3560A19RQ70511

5. PROJECT NO.:

6. ISSUED BY: NSTC1
Naval Service Training Command
2601 A Paul Jones St Bldg 1 Rm M29
Great Lakes IL 60088-2845

7. ADMINISTERED BY: NSTC1
Naval Service Training Command
2601 A Paul Jones St Bldg 1 Rm M29
Great Lakes IL 60088-2845

8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, City, State, and ZIP Code): NSTC1
Naval Service Training Command
2601 A Paul Jones St Bldg 1 Rm M29
Great Lakes IL 60088-2845

9A. AMEND. OF SOLICITATION NO.:

9B. DATED (SEE ITEM 11):

10A. MODIFICATION OF CONTRACT/ORDER NO.: X
N0024466G0061 /

10B. DATED (SEE ITEM 11): 11/20/2018

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The item and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment to desire to change an offer already submitted, such change may be received by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

Fields requiring entry/corrections are shaded grey.

BLOCK NO.	STANDARD FORM 30 – MODIFICATION OF CONTRACT BLOCK TITLES AND DATA ENTRY INFORMATION
1*	CONTRACT ID CODE – Correct entry is “J” (payment system code for fixed priced contracts), however FASTDATA incorrectly auto populates this block with the ESA number and it cannot be edited.
2	AMENDMENT/MODIFICATION NUMBER -- Modification numbers are assigned by FASTDATA. This is a six-digit alpha-numeric code. The first digit will be a “P” with the remaining digits being a sequential number of modifications made against the Task Order DD Form 1155. These are referred to PCO Mods when entering into EDA. Example: P0001

3	<p>EFFECTIVE DATE – Unilateral Modification – The effective date shall be the issue date. This date should match Block 16.C.</p> <p>Bilateral Modification -- The effective date shall be the date agreed to by the contracting parties.</p>
4	REQUISITION/PURCH REQUEST NO. -- A 15-digit number assigned by FASTDATA and is pre-populated from in Block 5 of DD Form 1149.
5	PROJECT NUMBER -- Leave Blank.
6*	<p>ISSUED BY -- Enter the name and mailing address of your NROTC Unit. In the code block, enter your DoDAAC code. Below the address, enter your name and phone number.</p> <p>Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON, 814-863-9651</p> <p><i>Note: FASTDATA system limitations only allow for five-digit entry. Enter the last five digits of your DoDAAC. i.e Enter N63310 as 63310.</i></p>
7*	<p>ADMINISTERED BY -- Enter the name and mailing address of your NROTC Unit. In the code block, enter your DODAAD code.</p> <p>Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802</p> <p><i>Note: FASTDATA system limitations only allow for five-digit entry. Enter the last five digits of your DoDAAC. i.e Enter N63310 as 63310.</i></p>
8*	<p>CONTRACTOR -- Enter the full business name and address of the college/university as shown in the ESA in Block 17a. Example: 1S4H2 PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802</p> <p><i>Note: FASTDATA incorrectly enters the CAGE Code information in block 8 instead of the CODE field. Do not fill in the facility code block</i></p>
9A and 9B	Leave Blank
10*	Pre-Populated
11	Leave Blank

Step 1.8. Select ACRN.

12. ACRNS ACCOUNTING AND APPROPRIATION DATA (if required)

AA/0001 1791804 22L3 252 3560P 05621 2D Q70511 3560A900320Q \$0.00

13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.

B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY FAR 43.102(b).

C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:

D. OTHER (Specify the type of modification and authority)

E. IMPORTANT: Contractor is not is required to sign the document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

NAME AND TITLE OF SIGNER (Typed or Print)

15A. NAME AND TITLE OF SIGNER (Typed or Print)

13B. CONTRACTOR/OFFEROR (Signature of person authorized to sign) 13C. DATE SIGNED 14B. UNITED STATES OF AMERICA BY (Signature of Contracting Officer) 14C. DATE SIGNED

Local Code: OPTAR Log:

Save Close

Step 1.8.1 Enter the value change to the task order in the Modification Amount then select the close button. DO NOT CHANGE ANY OTHER INFORMATION IN THIS FIELD.

On Site ACRNs

ACRNS

ACRN AA

ACRN/CLIN/SLIN	JON ID	JON Desc.	WCI	BEA	BESA	FC	CAC	SIC	JNLU	RON	RBC	Expense Element	OMB Sub Object Class	Modif. Amount	OMB Obj Class
AA 0001	3560A900320	LQ PREP TUITION	R3560E	99	BR	LN	5120	LQ00	JNLU			Q	25NR	300.00	0.00

Country Code: Not to Exceed Code:

Obligated Amount: Modification Amount: OMB Obj Class

New Save Close

12	<p>ACCOUNTING AND APPROVAL DATA -- Indicates the change being made to the line of accounting. Do not enter the cumulative total.</p> <p>Unilateral Modification -- Leave Blank or \$0.00 Bilateral Modification – Enter the dollar amount being added or subtracted by this modification. Enter decreases as a negative number. Example, a mod decreasing the contract value of \$100.00 would be entered in the Modification Amount Field as -100.00</p> <p>PRINTED: Mod reduces the task order by \$9,684.00, the line of accounting on the printed SF30 would read: AA 1771804 22LW 252 3560A 068566 2D Q36T02 63232754310Q (\$9,684.00)</p> <p>DO NOT CHANGE ANY OTHER INFORMATION IN THE ACRN TAB</p>
----	--

Step 1.9 Enter your legal authority to issue the modification.

12. ACRNS ACCOUNTING AND APPROPRIATION DATA (if required)	
AA/0001 1791804 22L3 252 3560P 056521 20 Q70511 3560A900320Q 00.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify the type of modification and authority)
E. IMPORTANT: Contractor <input type="radio"/> is not <input checked="" type="radio"/> is required to sign the document and return <input type="text" value="1"/> copies to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)	
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofor changed, remains unchanged and in full force and effect.	
NAME AND TITLE OF SIGNER (Typed or Print)	
15A. NAME AND TITLE OF SIGNER (Typed or Print)	
13B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	13C. DATE SIGNED
14B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
13C. DATE SIGNED	
Local Code: <input type="text"/>	OPFAR Log: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

13	<p>Unilateral Modification -- Select Block 13.B</p> <p>Bilateral Modification – Select Block 13.C and enter on the line “FAR 43.103(a)(3) – Mutual agreement of the contracting parties”</p> <p>DO NOT select Block 13.A or 13.D</p>
----	---

Step 1.10 Enter if the contractor is required to sign the modification.

12. ACRNS ACCOUNTING AND APPROPRIATION DATA (if required)	
AA/0001 1791804 22L3 252 3560P 056521 20 Q70511 3560A900320Q 00.00	
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.	
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify the type of modification and authority)
E. IMPORTANT: Contractor <input type="radio"/> is not <input checked="" type="radio"/> is required to sign the document and return <input type="text" value="1"/> copies to the issuing office.	
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)	
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofor changed, remains unchanged and in full force and effect.	
NAME AND TITLE OF SIGNER (Typed or Print)	
15A. NAME AND TITLE OF SIGNER (Typed or Print)	
13B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	13C. DATE SIGNED
14B. UNITED STATES OF AMERICA (Signature of Contracting Officer)	
13C. DATE SIGNED	
Local Code: <input type="text"/>	OPFAR Log: <input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Close"/>	

13.e	<p>Unilateral Modification -- Select “is not”</p> <p>Bilateral Modification – Select “is” and enter “1” for the number of copies.</p>
------	---

Step 1.11 Enter the description of the modification.

12. ACRNS ACCOUNTING AND APPROPRIATION DATA (if required)			
AA/0001	1791804	22L3 252 3560P	054521 20 Q70511 3560A900320Q 80.00
13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.			
<input type="checkbox"/>	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGE SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.		
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY FAR 43.103(b).		
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:		
<input type="checkbox"/>	D. OTHER (Specify the type of modification and authority)		
E. IMPORTANT: Contractor <input type="radio"/> is not <input checked="" type="radio"/> is required to sign the document and return <input type="text" value="1"/> copies to the issuing office.			
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)			
<div style="border: 2px solid red; padding: 5px;"> <input type="text"/> </div>			
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.			
NAME AND TITLE OF SIGNER (Typed or Print)		15A. NAME AND TITLE OF SIGNER (Typed or Print)	
13B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)		15C. DATE SIGNED	16B. UNITED STATES OF AMERICA (Signature of Contracting Officer)
Local Code: <input type="text"/>		OPTAR Log: <input type="text"/>	
Save		Close	

14	<p>Enter a narrative describing the type of modification and what the change is. The modification must list all items being changed from the original Task Order or previous modification. <i>It is mandatory to include in the narrative, all line item quantity changes, all line item price changes and total contract price change.</i> An auditor must be able to understand and track all changes between the different contract documents. Follow the below guidance and examples.</p>
	<p>Example: Administrative change</p> <p>This unilateral modification is being issued to correct an administrative error in which the incorrected CAGE Code was entered in Block 9.</p> <ol style="list-style-type: none"> Block 9, change CAGE Code from 63310 to 1S4H2.
	<p>EXAMPLE: Increase in tutoring hours</p> <p>This bilateral modification is issued to increase tutoring hours and to add additional funding.</p> <ol style="list-style-type: none"> Change Line Item AA1 Description from 400 hours of tutoring to 500 hours of tutoring. The total cost of this Line Item has increased by \$1,200.00 from \$4,800.00 to \$6,000.00. The total contract priced increased by \$1,200.00 from \$4,800.00 to \$6,000.00.

EXAMPLE: Medical Leave of Absence Scholarship Reinstatement of Benefits During the Active Term

This bilateral modification is issued to increase the number of scholarship eligibility Midshipmen due to a Midshipman receiving reinstatement from medical leave of absence and to add funds due to a Midshipman reinstated scholarship eligibility benefits during the term.

1. Change Line Item AA1 Description from 130 Midshipmen to 131 Midshipman. The total cost of this Line Item has increased by \$9,659.00 from \$1,657,749 to \$1,667,405.00.
2. The total contract priced increased by \$9,659.00 from \$1,657,749 to \$1,667,405.00.

EXAMPLE: Scholarship student withdrawal from summer school with partial credit to the government.

This bilateral modification is issued to reduce the unit price and deobligated the remaining funds due to a student withdrawing from the course and the contractor offers a partial credit of 50 percent of tuition and fees.

1. Change Line Item AA1 Description from 10 Midshipmen to 9 Midshipmen and 1 Midshipman withdrawal with a partial tuition and fee credit of 50 percent. The total cost of this Line Item has decreased by \$4,829.50 from \$1,667,405.00 to \$1,662,575.50.
2. The total contract priced decreased by \$4,829.50 from \$1,667,405.00 to \$1,662,575.50.

EXAMPLE: Administrative Change and Withdrawal in student enrollment with the Narrative exceeds the size of Block 14

This bilateral modification is issued to correct an administrative error and reduce the unit price and deobligated the remaining funds due to a student withdrawing from the course and the contractor offers a partial credit of 50 percent of tuition and fees.

1. Block 9, change CAGE Code from N63310 to 1S4H2.
2. Change Line Item AA1 Description from 10 Midshipmen to 9 Midshipmen and 1 Midshipman withdrawal with a partial tuition and fee credit of 50 percent. The total cost of this Line Item has decreased by \$4,829.50 from \$1,667,405.00 to \$1,662,575.50.
3. The total contract priced decreased by \$4,829.50 from \$1,667,405.00 to \$1,662,575.50.

EXAMPLE: Change in unit price (tuition or fee rate changes)

	<p>This bilateral modification is issued to add funds due to university tuition and fee increases during the term.</p> <ol style="list-style-type: none"> 1. Change Line Item AA1 Unit amount from \$1,657,749 to \$1,667,405.00. The total cost of this Line Item has increased by \$9,659.00 from \$1,657,749 to \$1,667,405.00. 2. The total contract priced increased by \$9,659.00 from \$1,657,749 to \$1,667,405.00.
--	---

Note: Block 14 is limited to approximately 650 characters. Although you will be able to enter more than that number in block 14, FASTDATA will prevent you from printing.

Step 1.12 Enter the name of the ordering officer.

15A	<p>Unilateral Modification -- Leave Blank</p> <p>Bilateral Modification -- Typed or print the Name and Title the name and title of the college/university representative from the Bursar Officer who signed the order.</p>
15B	<p>CONTRACTOR/OFFEROR --</p> <p>Unilateral Modification -- Leave Blank</p> <p>Bilateral Modification -- Signature of authorized college/university official who can sign the mod</p>

15C	DATE SIGNED -- Unilateral Modification -- Leave Blank Bilateral Modification -- The date the authorized college/university signed the modification
16A	NAME AND TITLE OF ORDERING OFFICER – Use the dropdown to locate the ordering officer’s name and title. Example: Kevin Robinson, Ordering Officer
16B	UNITES STATES OF AMERICA – Only an appointed NROTC unit Ordering Officer acting within his/her delegated authority may sign the SF 30. THE ORDERING OFFICER IS THE LAST TO SIGN THE DOCUMENT , once the contracting officer signs; this is a legal obligation between the government and the college/university.
16C	DATE SIGNED -- The date the Ordering Officer signs the document

Step 1.13 Enter the Local Code and OPTAR Log.

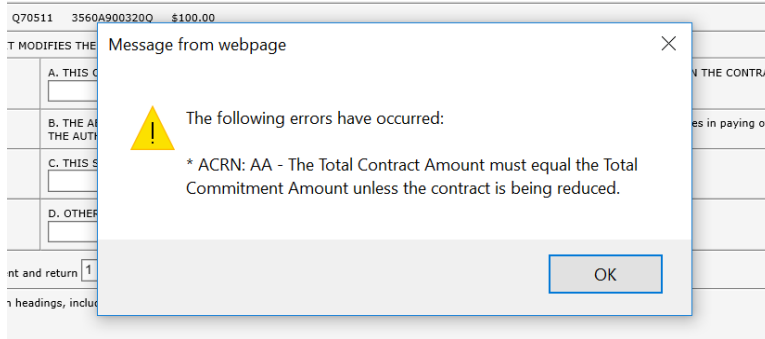
The screenshot shows the '13. THIS ITEM ONLY APPLIES TO MODIFICATIONS OF CONTRACTS/ORDERS IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.' section. Below this, there are four checkboxes (A, B, C, D) for different types of modifications. Below these is an 'E. IMPORTANT!' section with a radio button for 'Contractor' and a text box for 'copies to the issuing office.' Below that is the '14. DESCRIPTION OF AMENDMENT/MODIFICATION' section with a dropdown menu. At the bottom, there are fields for '13B. CONTRACTOR/OFFEROR', '13C. DATE SIGNED', '14B. UNITED STATES OF AMERICA', and '14C. DATE SIGNED'. The 'Local Code' and 'OPTAR Log' fields are highlighted with red boxes.

OPTAR Log:	(CALENDAR YEAR) (TERM) TUITION Example: 2017 FALL TUITION
Local Code:	School name

Step 1.14 REVIEW AND VERIFY THE CORRECTNESS OF THE ENTIRE DOCUMENT BEFORE SAVING. Due to FASTDATA programming shortfalls, once you save the document, you are not currently able to go into the system and correct any mistakes. To correct a mistake, the NROTC unit Ordering Officer has to issue another modification correcting the original modification.

Step 1.15 After reviewing the document, select the save icon.

Note: If you receive the following error when saving the SF 30, you will need to complete Step 2 to increase the obligated amount.



* Indicates programing error in FASTDATA that prevents the form from being filled in correctly

HOW TO INCREASE THE OBLIGATED AMOUNT IN FASTDATA

Step 2.1 From the menu on the left side of your screen, select “Documents” to expand the list, then select “Correction After Export”.



Step 2.2. Enter DD1149 in the document type, then select filter. Select on the document you need to amend and change the required information in the DD Form 1149.

Select Document for Display

Filter

DCN: OPTAR Log: Document Type: Local Code: Document Status: Workflow Status:

Created Date: Sort Order:

Ascending Descending

Results

PAGE: 1

DCN	Amend	Memo	Doc Status	WF Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3560A19RQ70512	00	N	Initiation	Created	N	TEST	DD1149	TEST	11/5/2018
N3560A19RQ70511		N	Complete	Approver Concurred	N	TEST	DD1149	TEST	11/5/2018

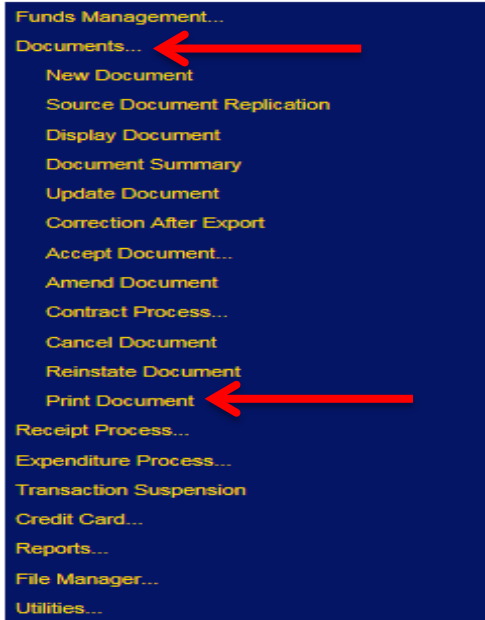
Step 2.3. Enter the total obligated amount of the task order and all modifications.
 Select Save and Close once completed.

The screenshot shows a software interface with two panels. The left panel contains fields for: JON: 63225920310, Expense Element: Q, OMB Object Class: 252, OMB Sub Object Class: 25NR, Product Service Code: U005, Quantity Ordered: 36, Expend Partial/Final, Receipt Partial/Final, Contract: N6322519F0001, Contract ACRN: AA, Contract Line Item: 0001, Sub Line Item Number, Contract Partial/Final: F, CA/CLIN/SLIN Amount: 668,265.17, Country Code, Obligated Amount: 668,265.17, Contract Amount: 668,265.17, Receipt Amount: 0.00, Expend Amount: 0.00, and Actual Cost: \$668,265.17. The right panel contains fields for: JON: 63225920310 LQ FALL TUITION N3560E 20 B3 LN S120 LQ01 JNLU LC, Expense Element: Q - Purchased Services (Other), OMB Object Class: 252 - Other Services from Non-Federal Sources, OMB Sub Object Class: 25NR - NROTC Tuition, Product Service Code: U005 - Tuition, Registration and Membership Fees, Quantity Ordered: 36, Expend Partial/Final, Receipt Partial/Final, Contract: N6322519F0001, Contract ACRN: AA, Contract Line Item: 0001, Sub Line Item Number, Contract Partial/Final: F, CA/CLIN/SLIN Amount: 668,265.17, Country Code, Obligated Amount: 668,265.17 (highlighted with a red box), Contract Amount: 668,265.17, Receipt Amount: 0.00, Expend Amount: 0.00, and Actual Cost: \$668,265.17. At the bottom, there is a checkbox for 'Export to SABRS' and 'Save' and 'Close' buttons, with a red arrow pointing to them.

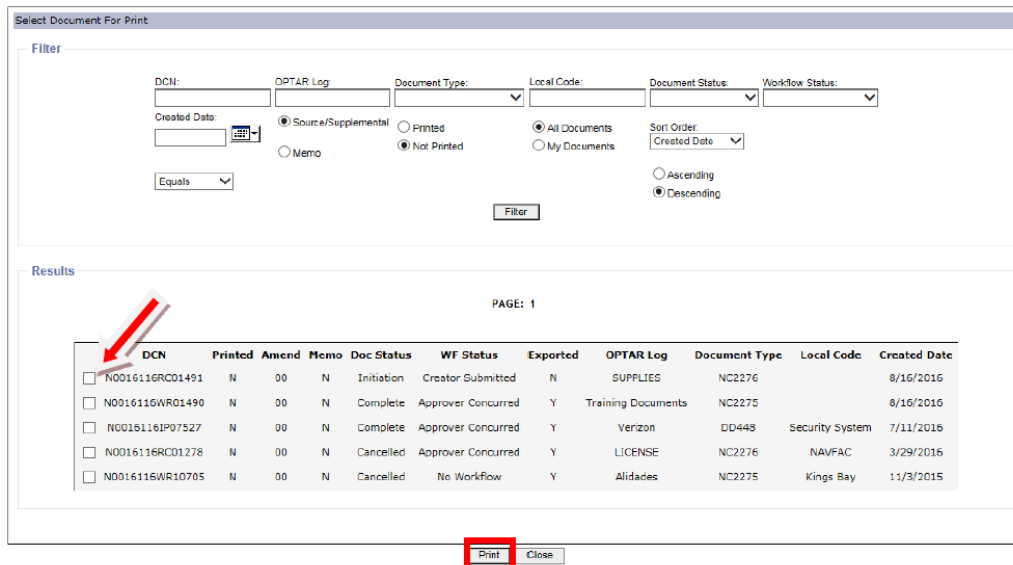
Example:	Original Task Order Amount	\$1,657,749.00
	Amount needed for Mod P0001	<u>\$9,659.00</u>
	New Obligated Amount	\$1,667,408.00

HOW TO PRINT A DD FORM SF30 IN FASTDATA

Step 3.1. From the menu on the left side of your screen, select “Documents” to expand the list, then select “Print Document”.



Step 3.2. Locate your document and select Print



AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE N0014006G0045	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00001	3. EFFECTIVE DATE 02/20/2017	4. REQUISITION/PURCHASE REQ. NO. N6331017RQ36T02	5. PROJECT NO. (If applicable)	
6. ISSUED BY NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON 814-863-9651	CODE 63310	7. ADMINISTERED BY (If other than Item 6) NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802		CODE 63310
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 1S4H2 PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802			(X)	9A. AMENDMENT OF SOLICITATION NO.
				9B. DATED (SEE ITEM 11)
			(X)	10A. MODIFICATION OF CONTRACT/ORDER NO. N6331017F0002
				10B. DATED (SEE ITEM 13) 02/13/2017
CODE	FACILITY CODE			

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

AA 1771804 22LW 252 3560A 056521 2D Q36T02 63232754310Q \$9,684.00

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input checked="" type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF: FAR 43.103(a)(3) - Mutual agreement of the contracting parties
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return 1 copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This bilateral modification is issued to increase the number of scholarship eligibility Midshipmen due to a Midshipman receiving reinstatement from medical leave of absence and to add funds due to a Midshipman reinstated scholarship eligibility benefits during the term.

- Change Line Item AA1 Description from 130 Midshipmen to 131 Midshipman. The total cost of this Line Item has increased by \$9,659.00 from \$1,657,749.00 to \$1,667,408.00.
- The total contract priced increased by \$9,659.00 from \$1,657,749.00 to \$1,667,408.00.

Funds are certified to be available
Lisa L Rucker

LISA L RUCKER
BUDGET OFFICER
effect. 02/20/2017

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print) Valarie Brighton, Fees Office	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kevin Robinson, Ordering Officer
15B. CONTRACTOR/OFFEROR <i>Valarie Brighton</i> (Signature of person authorized to sign)	16B. UNITED STATES OF AMERICA <i>Kevin Glenn Robinson</i> (Signature of Contracting Officer)
15C. DATE SIGNED 02/21/2017	16C. DATE SIGNED 02/22/2017

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. CONTRACT ID CODE N0014006G0045	PAGE OF PAGES 1 1
2. AMENDMENT/MODIFICATION NO. P00002	3. EFFECTIVE DATE 02/25/2017	4. REQUISITION/PURCHASE REQ. NO. N6331017RQ36T02	5. PROJECT NO. (If applicable)	
6. ISSUED BY NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON 814-863-9651	CODE 63310	7. ADMINISTERED BY (If other than Item 6) NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802		CODE 63310
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) 1S4H2 PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802			<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.	
			<input type="checkbox"/> 9B. DATED (SEE ITEM 11)	
			<input checked="" type="checkbox"/> 10A. MODIFICATION OF CONTRACT/ORDER NO. N6331017F0002	
			<input type="checkbox"/> 10B. DATED (SEE ITEM 13)	
CODE	FACILITY CODE		02/13/2017	

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers is extended, is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:

(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

**13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.
IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.**

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor is not, is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

This unilateral modification is issued to correct an administrative error in entering the contractor's CAGE Code.

1. In Block 9 Contractor, change CAGE Code from N63310 to 1S4H2.

All other terms and conditions remain unchanged.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)	16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print) Kevin Robinson, Ordering Officer		
15B. CONTRACTOR/OFFEROR (Signature of person authorized to sign)	15C. DATE SIGNED	16B. UNITED STATES OF AMERICA <i>Kevin Glenn Robinson</i> (Signature of Contracting Officer)	16C. DATE SIGNED 02/25/2017

COMMON DISCREPANCIES:

General: Issuing a modification AFTER the period of performance to add services

Block 6 – Using “Commanding Officer” instead of unit and including the NROTC unit Contracting Officer’s Name and phone number.

Block 7 – Address missing &/or DoDAAC missing.

Block 8 – Address missing &/or CAGE Code missing.

Block 10B – Date the DD1155 was awarded is missing.

Block 12 – Incorrect fund amount, incorrectly enters amounts as +/-

Block 13 – Selecting the wrong or no authority at all to issue the mod.

Block 14 – Not entering an accurate narrative. Ensure you identify every change the mod makes to the task order

Block 15A, 15B and 15C – Sometimes name & title are missing, signature is missing, date is missing. Note that date in 15C must be on or before date in Block 16C. Block 15 is required for all bilateral modifications only.

Block 16A, 16B and 16C – Sometimes name & title are missing, signature is missing, date is missing. Note that date in 16C must be on or after date in Block 15C.

Processing the signatures in the wrong order. Signatures are processed in the following order ONLY:

Order	Signer	Type of Modification
1 st	NSTC Comptroller’s Office	Bilateral modifications -- With cost change (+/-)
2 nd	University Representative	Bilateral modifications – All
Last	Ordering Officer	Bilateral and Unilateral Mods -- All

Failing to have NSTC Comptroller’s Office to sign all modifications with a cost change. The NSTC Comptroller’s Office does not sign unilateral mods.

The NROTC unit Ordering Officer exceeding their legal authority to issue a modification such as issuing a mod to change the university’s CAGE Code. The authority to issue any mod to the ESA rests solely with FLC Norfolk.