

NROTC Unit Supply Binder – Tab 3-9

Date: August 2025

SUBJECT: How to create a STA-21 MISC Pay WAWF invoice

1. PURPOSE

This document provides guidance to NROTC Units on how to create STA-21 miscellaneous pay Wide Area Workflow (WAWF) invoices.

2. OVERVIEW

The STA-21 program participants use miscellaneous pay WAWF invoices to pay expenses related to their program that are not tuition, fees, or book costs covered under the standard tuition assistance process. Adherence to these procedures is critical for responsible stewardship of government resources.

3. WAWF INVOICE CREATION PROCESS

The WAWF invoice creation process consists of the following phases:

3.1 Planning & Preparation:

- Verify the payee has a Certified Electronic Funds Transfer (CEFT) account **BEFORE** creating the Miscellaneous Pay Voucher in WAWF. This is especially critical for Non-Federal Entities (NFE), such as civilian tutors.
- For Federal Entities (Midshipmen (MIDN) and individuals receiving regular payments from DFAS), select "Federal Entity" on the ACCEPTOR-Misc Pay page within WAWF.

3.2 WAWF Document Creation:

- Log into WAWF: Access to the WAWF website requires access to PEE (Procurement Integrated Enterprise Environment) at <https://piee.eb.mil/>.
- Navigate to the Acceptor Folder: Under the Government TAB dropdown menu, go to the Acceptor Folder.
- Create Document: Click Create Document and then click Next.



Figure 3.2 Welcome to Wide Area Work Flow

3.3 Document Type Selection:

- Under "Contractual?", select N.
- Under Service Acceptor: Use the DODAAC of the NROTC Unit at your University.
- Under "From Template?", Select N.
- Under "Select Document Type": Select "Misc Pay".
- Click Next.

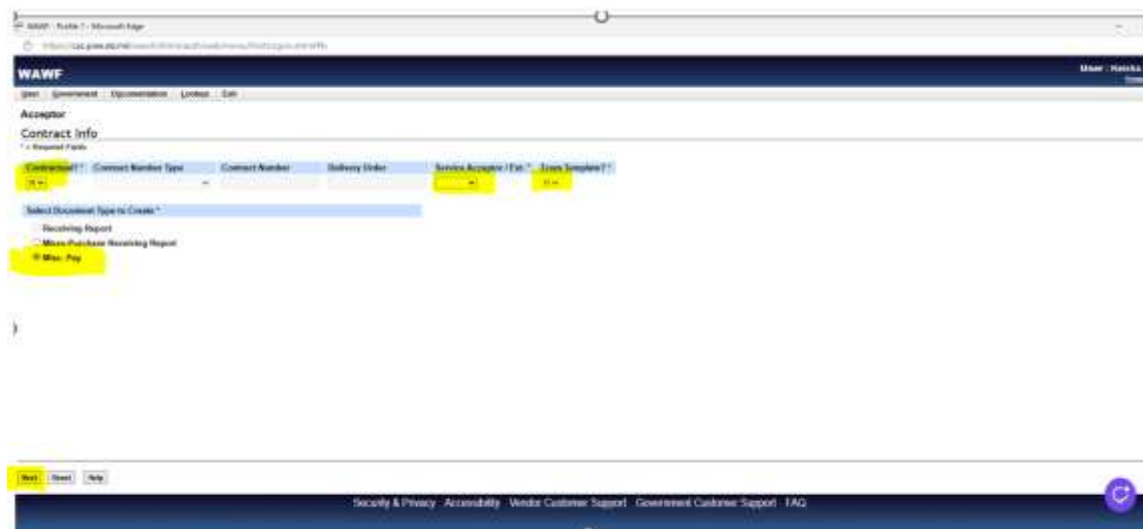


Figure 3.3 Acceptor

3.4 Required Fields Input (Page 1):

- Enter N50082 in the Pay Official Block.
- Click Next.

WAWF

User: KASIA HEDDER

Contract == Select Voucher Flow == Pay DoDAAC

Required Fields

Contract#	Contract Number Type	Contract Number	Delivery Order	Ship to Code (Ext)	Pay Official*
					N50082

Next Cancel Help

Security & Privacy Accessibility Vendor Customer Support Government Customer Support FAQ

Figure 3.4 Pay Official Block

3.5 Required Fields Input (Page 2):

- In the "CAGE Code" Block, enter the 5-character CAGE Code where the funds are going to be deposited.
- In the "AAI" Block, enter 050120.
- In the "LPO DODAAC" Block, enter N3560A; Extension STA21.
- Under the "Misc Type" dropdown, Select MISV.
- In the "ADMIN DODAAC" Block, enter the DODAAC for the NROTC Unit at your university.
- In the "Invoice Number" Block, enter an invoice number you create. It cannot be more than 14 Characters (NCMIS limitation).
- Click Next.

Figure 3.5 Pay DODAAC-Routing

3.6 Required Fields Input (Page 3):

- Enter the "Invoice date".
- Enter the "Invoice received Date" (It can be the same date as the Invoice Date).
- In the "Qty Invoiced Block", enter 1 (it is always 1).
- In the "Unit of Measure" Block, enter AU.
- In the "Unit Price" Block, enter the Total amount of the invoice.
- In the "SDN Block", Enter the SDN Provided by the NROTC Unit Supply Tech from the encumbrance document.
 - The breakdown of the SDN (NXXXXXX??MDSAXXX):
 - NXXXXXX (enter the UIC of the ROTC Unit in place of the XXXXX)
 - ?? (fiscal year from the TA Authorization Number)
 - MDSAXXX
 - Fall – MDSA304
 - Spring - MDSA301
 - Summer – MDSA303
 - Winter – MDSA 302 (This is used only by schools who operate on quarter terms)
- In the "ACRN" Block, enter AA.

- In the "Chargeable FY" Block, enter the Fiscal Year (FY) for which the tuition expenses occurred.
- In the "Description" block, you can enter a description or leave blank.
- Click next.

Figure 3.6 Acceptor-Non-Federal Misc Payment Voucher

Figure 3.7 Verify Addresses

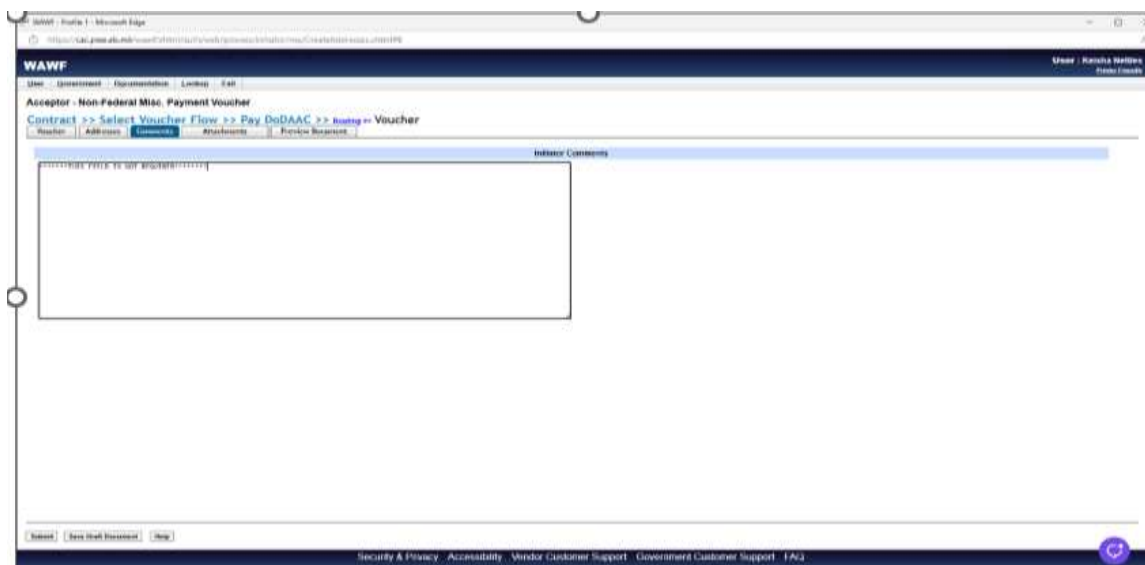


Figure 3.7.1 Comments



Figure 3.7.2 Attachments

3.7 Final Review and Submission:

- Verify Addresses: The addresses automatically populate from previous entries.
- Comments: Comments are not required.
- Attachments: Click on the Attachments TAB.
- Upload the documents needed to support the claim in one attachment (Bursars Invoice, Tuition Assistance Authorizations; Encumbrance Documents, Tuition Assistance Authorization Spreadsheet (if using one). The total amount on the attachments should match the total amount of the invoice.

- Click Submit.
- The invoice will be routed to the DODAAC entered in the Service Acceptor Block.

4. IMPORTANT NOTES

- **WAWF Account Requirement:** To receive payment through this procedure, a Non-Federal Entity (NFE), such as a civilian tutor, **MUST** have a Certified Electronic Funds Transfer (CEFT) account.
- To ensure a smooth and timely transaction, verify the payee has a CEFT account **BEFORE** creating the Miscellaneous Pay Voucher in WAWF.
- If the payee does not have a CEFT account, the voucher will be placed in suspended status, requiring intervention from the Defense Finance and Accounting System (DFAS) to resolve the issue.
- **Federal Entities:** Midshipmen (MIDN) and individuals receiving regular payments from DFAS are considered Federal Entities and already possess CEFT accounts.
- For these payees, select "Federal Entity" on the ACCEPTOR-Misc Pay page within WAWF.
- Navy College Information System (NCMIS) where the invoicing information is entered does not accept more than 14 Characters

5. QUESTIONS

Please direct all questions to NETPDC/N82 POC:

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In conclusion, adherence to the guidelines and procedures outlined in this document is essential for the responsible creation of STA-21 MISC Pay WAWF invoices within the NROTC Unit. To ensure compliant and efficient invoice processing, please adhere to the following actions:

1. **Planning & Preparation:** Verify the payee's CEFT account status.
2. **WAWF Document Creation:** Follow the step-by-step instructions to create the Misc Pay document within WAWF.
3. **Required Fields Input:** Enter all required information accurately in each section of the WAWF document.
4. **Final Review and Submission:** Attach all required documentation and submit the invoice.

CHECKLIST FOR ACCEPTING STA21 INVOICE IN WAWF

- _____ Is the TYPE of document MISV? If not, reject it back to the BURSAR. The BURSAR will have to void the invoice and recreate it.
- _____ Review the WAWF Invoice number. Does it exceed 14 characters? If it exceeds 14 characters, reject it back to the BURSAR. It will not be posted in NCMIS. The BURSAR will have to void the invoice and recreate it.
- _____ Does the amount invoiced match the amount on the TA's and BURSARS Invoice? If not reject it back for correction
- _____ Is the AAI 050120? If not reject it back for correction
- _____ Does QTY SHIPPED Equal 1? If not reject it back for correction
- _____ Is the Unit of Measure "OCULAR INSERT SYSTEM"
- _____ Is the UofM code "AU"
- _____ Does the UNIT PRICE; AMOUNT and DOCUMENT TOTAL match? If not reject it back for correction
- _____ Does the DOCUMENT TOTAL; UNIT PRICE and AMOUNT match the total on the BURSARS invoice and the TOTAL of the Tuition Assistance Authorizations? If not rejected back for correction.
- _____ Enter the SDN (This is from your encumbrance document)
- The breakdown of the SDN (NXXXXX??MDSAXXX):
- NXXXXX (enter the UIC of the ROTC Unit in place of the XXXXX)
- ?? (fiscal year from the TA Authorization Number)
- MDSAXXX
- Fall – MDSA304
- Spring - MDSA301
- Summer – MDSA303
- Winter – MDSA 302 (This is used only by schools who operate on quarter terms)
- _____ ACRN BOX enter AA
- _____ Chargeable FY BOX: Enter the fiscal year for which the tuition expense occurred
- _____ Is the Pay Official UIC N50082. If not reject it back for correction
- _____ Is the LPO DODAAC N3560A? If not reject it back for correction
- _____ Is STA21 in the extension on the LPO Line? If not, reject is back for correction.
- _____ Are the Tuition Assistance Authorizations Attached? If not attach them in ONE File
- _____ Is the BURSARS Invoice Attached? If not attach it
- _____ Is the Encumbrance Document Attached? If not attach it

If the invoice passes the checklist, at the bottom of the invoice under ACTION BY NXXXXX/STA21, check the Accepted block, place the date received (the Invoice Date listed at the top of the invoice) and the Signature Date will be the current date. When all has been entered, click Signature Block saying you have reviewed and are signing to accept this invoice.

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