

## Tuition Ordering and Payment Process Handbook – Appendix A-4

**SUBJECT:** DD Form 1149 Step by Step Instructions for Placing a Requisition Document to request funding approval for Educational Service Tuition and Fees Orders under a NROTC Scholarship Educational Service Agreements (ESAs).

**PURPOSE:** To inform NROTC Unit Ordering Officers the proper process and formatting in the DD Form 1149 during interim until NSTC transitions over to NERP and PD2-SPS systems.

**OVERVIEW:** The DD form 1149 funding requisition document is used to commit monies to pay for the tuition and fees ordered under an ESA and is used in accordance with DOD 4161.2-M, Appendix 5. NSTC Unit Ordering Officers are required to submit the DD Form 1149 electronically to the NSTC Comptroller's Office through the CFMS web-based system. The NROTC Unit Ordering Officer shall attach an initial or amended NSTC 7100 Projected Tuition Form with each DD Form 1149 submission or amendment.

The NSTC Unit Ordering Officers shall **ONLY** use the Line of Accounting Data Elements as directed by NSTC Comptrollers' Office when requesting funds. *See Appendix A-5 for current funding Line of Accounting Data Element guidance.*

The approved DD Form 1149 is used in CFMS to generate the DD Form 1155, Order for Supplies or Services. The DD form 1155 is required to be entered in a specific format along with including DFARS 252.232-7006 clause and Availability of Funds Statement. The attached information provides the step-by-step data entry directions, standard statements and an example of a properly filled out DD Form 1149 to reduce the amount of corrections that the NROTC Unit Ordering Officer shall have to do when generating the DD Form 1155.

The CFMS system has multiple limitations which prevent using normal finance and contracting practices and procedures. These limitations cause issue ranging from non-legal compliance, invoice rejections and correcting certain errors. To overcome the system limitations, a "work around" process have been developed.

CFMS generated DD Form 1149 is a single ACRN (Accounting Classification Reference Number), multiple line item document. ***This limitation only allows for one-line item to be ordered on a DD Form 1149*** which will require the NROTC Unit Ordering Officer to have to submit multiple DD Form 1149s when ordering more than one service item (tuition & fees, tutoring, advance placement exams – check your ESA to determine what services are authorized to place an order for) to comply with regulatory requirements. Attempting to order more than one-line item is also known to causes WAWF invoice processing issues.

These system limitations also cause processing errors which require the NSTC Comptroller's Office to "reserve" tuition funds prior to the term commencing. This issue will require the NROTC Unit Ordering Officer having to submit an initial DD Form 1149 and NSTC 7100 prior to the term commencement date to "reserve" funds and an amended one for any changes that occur prior to the DD Form 1155 being generated.

The initial DD Form 1149 used for Tuition and Fees is normally an estimate whereas the DD Form 1149 used to generate the DD Form 1155 is definitive numbers. Any changes between the estimated tuition costs to the actual tuition order will require the NROTC Unit Ordering Officer to amend the DD Form 1149 and re-obtain the NSTC Comptroller's signature prior to generating a DD Form 1155.

The DD Form 1149 and DD Form 1155 have a specific format in how the forms are to be filled in. The NROTC Unit Ordering Officer shall correct any stored pre-populated data used in the various drop down menus that is not in the format listed in this appendix prior to initiating a DD Form 1149.

***Note: The pictures and screen shots used in this appendix are for visual reference only and may not look exactly like the ones displayed in your account. When filling in the form, use the block by block instruction.***

**ACTION REQUIRED:** Follow the instructions and example to create a DD Form 1149.

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# HOW TO CREATE A DD FORM 1149 IN CFMS

## 1. Log Into CFMS and navigate to the Home "Tree"



## 2. Navigate through the **Funds Distribution** branch to **Create Document Request**.

**Funds Distribution -> Documents -> Document Requests -> Create Document Request**



Select **Create Document Request**

3. Determine if your request requires a new document number.

|                           |               |
|---------------------------|---------------|
| Originator User ID        | ANDREW_BRUHNS |
| Total Amount              | 0.00          |
| Cumulative Document Total | 0.00          |

\* New Document Number? ☒ Yes ☐ No

**-YES**

- For any brand new document, you will choose **Yes**.

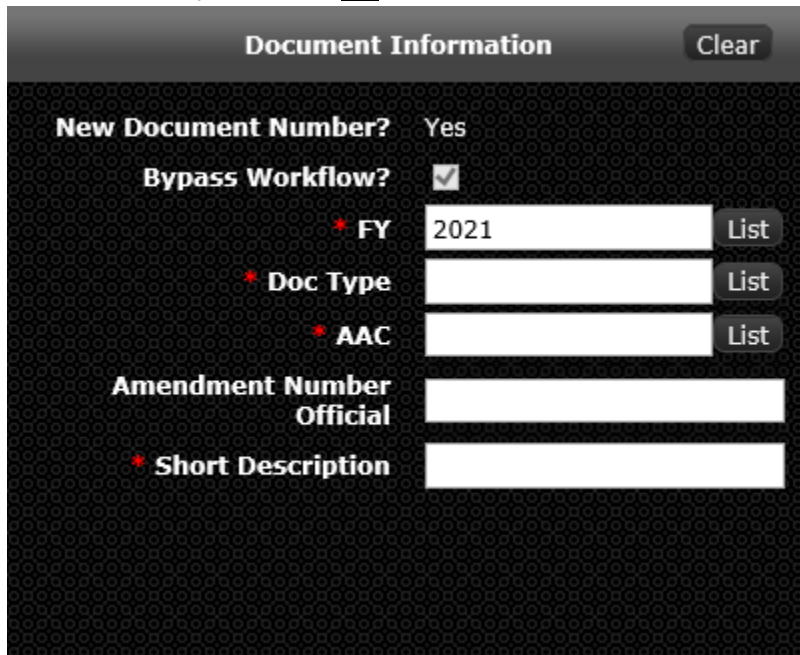
- Your document number will not assign/populate until you submit your document for approval.

**-NO**

- When creating and amendment to a document, or when you are creating a FASTDATA backfill would choose **No**. In these cases, you would have a chance to enter your document number on the following page.

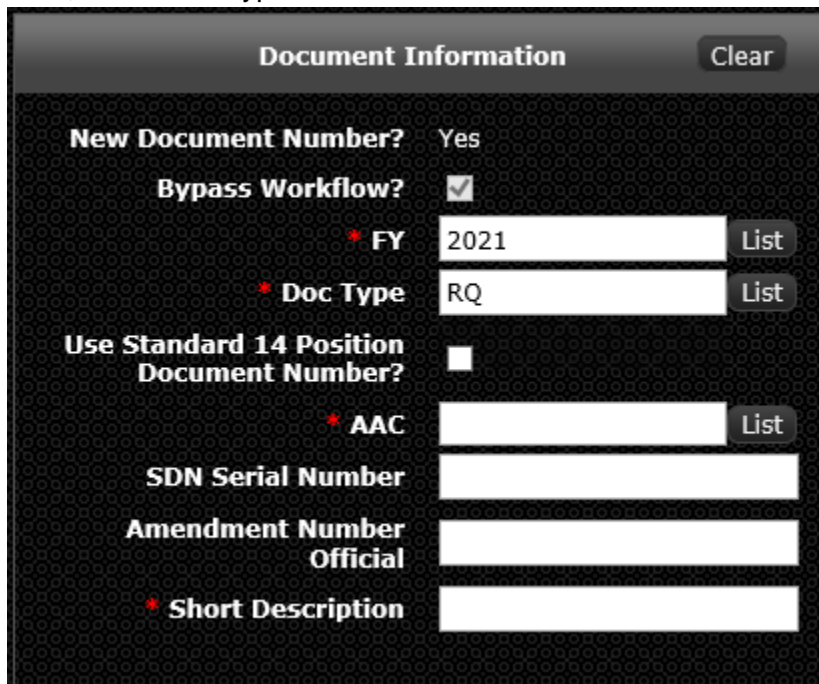
4. Document Request Form  
Complete the required fields in the **Document Request Form** in the following order.

First enter the year in the **FY** field.



The screenshot shows a 'Document Information' form with a 'Clear' button in the top right. The form has a dark background with a repeating pattern. The fields and their values are: 'New Document Number?' with 'Yes'; 'Bypass Workflow?' with a checked checkbox; '\* FY' with '2021' and a 'List' button; '\* Doc Type' with an empty text box and a 'List' button; '\* AAC' with an empty text box and a 'List' button; 'Amendment Number Official' with an empty text box; and '\* Short Description' with an empty text box.

Next, in the Doc Type field enter 'RQ'.



The screenshot shows the same 'Document Information' form, but with 'RQ' entered in the '\* Doc Type' field. A new field, 'Use Standard 14 Position Document Number?', has appeared with an unchecked checkbox. The other fields remain the same: 'New Document Number?' is 'Yes', 'Bypass Workflow?' is checked, '\* FY' is '2021', '\* AAC' is empty, 'SDN Serial Number' is empty, 'Amendment Number Official' is empty, and '\* Short Description' is empty.

The **Use Standard 14 Position Document Number?** box will appear.  
**Do not check the box.**

In the AAC field enter your UIC.

In the Short Description field enter your description.

**Document Request Form**

**Save**

**Document Information** **Clear**

**New Document Number?** Yes

**Bypass Workflow?** ☒

**FY** 2021 **List**

**Doc Type** RQ **List**

**Use Standard 14 Position Document Number?** ☐

**AAC** N63295 **List**

**SDN Serial Number**

**Amendment Number Official**

**Short Description** TEST

In the Serial Number Field you will need to enter the next appropriate serial number in sequence.

Serial numbers for RQ documents look like : XXT01, XXT02, XXT03, and so on.

The 'XX' equals your unit number.

T for tuition/01, 02, 03... for the serial numbers.

My unit is #40 so my first tuition document for the year would be:

| UIC             | Fiscal year | Doc Type | Unit # | Tuition | Serial |
|-----------------|-------------|----------|--------|---------|--------|
| N63295          | 21          | RQ       | 40     | T       | 01     |
| N6329521RQ40T01 |             |          |        |         |        |

Successive purchase request numbers will look the same except for the serial number,

Understanding this process allows you to control your document numbers and keep them in order.

(see next page for completed fields)

Save

Document Information

Clear

New Document Number?

Yes

Bypass Workflow?

☒

\* FY

2021

List

\* Doc Type

RQ

List

Use Standard 14 Position Document Number?

☐

\* AAC

N63295

List

SDN Serial Number

40T01

Amendment Number

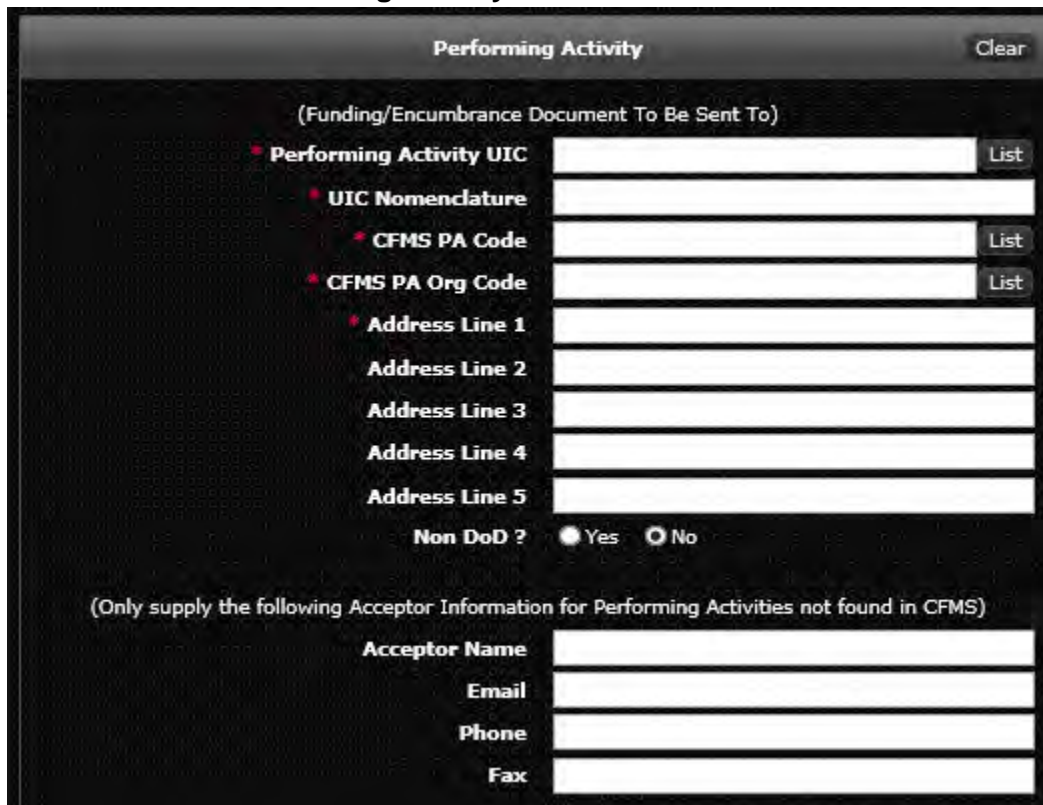
Official

\* Short Description

TEST



Next move to the **Performing Activity** box.

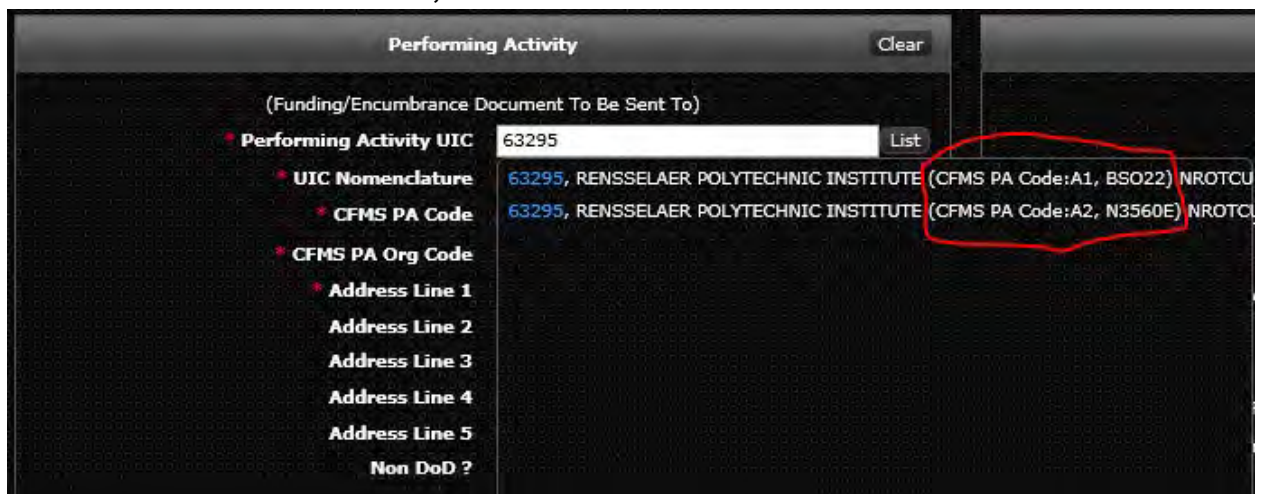


The screenshot shows the 'Performing Activity' form. At the top, there is a 'Clear' button. Below it, the text '(Funding/Encumbrance Document To Be Sent To)' is displayed. The form contains several fields: 'Performing Activity UIC' with a 'List' button, 'UIC Nomenclature', 'CFMS PA Code' with a 'List' button, 'CFMS PA Org Code' with a 'List' button, and five 'Address Line' fields. At the bottom, there is a 'Non DoD ?' section with 'Yes' and 'No' radio buttons. Below this, a note states '(Only supply the following Acceptor Information for Performing Activities not found in CFMS)'. This is followed by fields for 'Acceptor Name', 'Email', 'Phone', and 'Fax'.

Key in your unit's 5 digit UIC in the Performing Activity UIC field.

(drop the N: N63295 =wrong vs. 63295 =right)

Make sure that you are selecting the correct CFMS PA Code and PA Org Code. For Tuition/1149's this should be: **A1, BSO22**

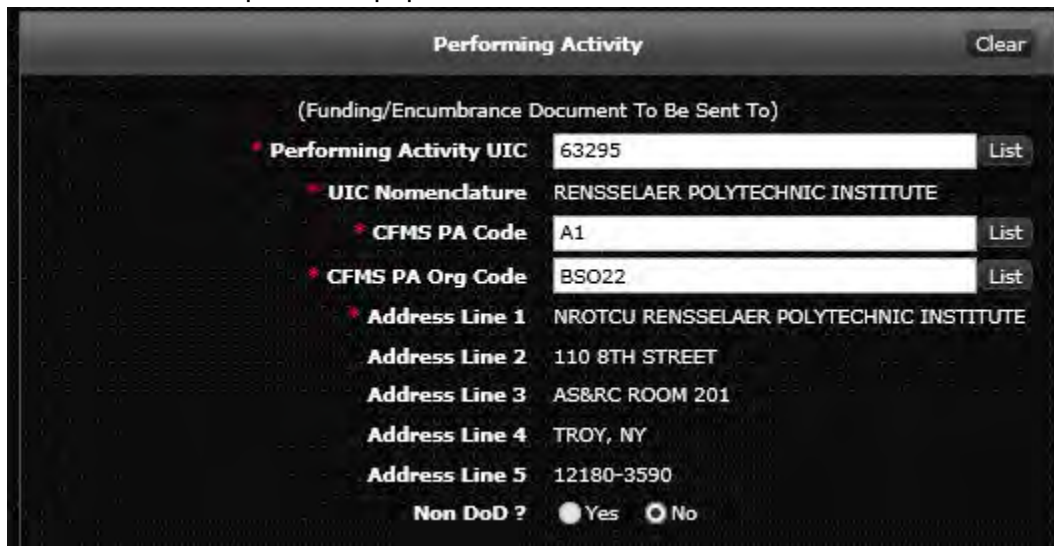


This screenshot shows the 'Performing Activity' form with the dropdown menus populated. The 'Performing Activity UIC' field contains '63295'. The 'UIC Nomenclature' field shows '63295, RENSSELAER POLYTECHNIC INSTITUTE'. The 'CFMS PA Code' field shows '63295, RENSSELAER POLYTECHNIC INSTITUTE (CFMS PA Code:A1, BSO22) NROTCU'. The 'CFMS PA Org Code' field shows '63295, RENSSELAER POLYTECHNIC INSTITUTE (CFMS PA Code:A2, N3560E) NROTCU'. A red circle highlights the 'CFMS PA Code' and 'CFMS PA Org Code' fields.

After you select the correct UIC, the rest of the required fields should populate in the **Performing Activity** box.



Below is the example of the populated fields.



The 'Performing Activity' form is titled 'Performing Activity' with a 'Clear' button in the top right. Below the title is a subtitle '(Funding/Encumbrance Document To Be Sent To)'. The form contains several fields with red asterisks indicating required fields: 'Performing Activity UIC' (value: 63295), 'UIC Nomenclature' (value: RENSSELAER POLYTECHNIC INSTITUTE), 'CFMS PA Code' (value: A1), and 'CFMS PA Org Code' (value: BSQ22). Each of these four fields has a 'List' button to its right. Below these are five 'Address Line' fields (Address Line 1 through Address Line 5) with values: 'NROTCU RENSSELAER POLYTECHNIC INSTITUTE', '110 8TH STREET', 'AS&RC ROOM 201', 'TROY, NY', and '12180-3590'. At the bottom is a 'Non DoD ?' section with two radio buttons: 'Yes' (selected) and 'No'.

Next move to the **Dates** box.



The 'Dates' form is titled 'Dates' with a 'Clear' button in the top right. It contains five date fields, each with a calendar icon to its right: 'Anticipated Contract Award Date', '\* Required By Date', 'Performance Start Date', 'Performance End Date', and '\* Material Required Date'. All fields are currently empty.

For Regular Terms, enter the 46th day of class and period of performance information here. If you have crosstown schools that start on different days, you will need to do a separate order.

Anticipated Contract Award Date has to be on or before the 46<sup>th</sup> day of the regular term.



The 'Dates' form is shown with the following populated data: 'Anticipated Contract Award Date' (04/30/2021), '\* Required By Date' (04/30/2021), 'Performance Start Date' (04/30/2021), 'Performance End Date' (05/12/2021), and '\* Material Required Date' (05/12/2021). Each field has a calendar icon to its right.

Move on to the **Ship To** box.

| Ship To                 |                      | Clear |
|-------------------------|----------------------|-------|
| Performing Activity UIC | <input type="text"/> | List  |
| CFMS PA Code            | <input type="text"/> | List  |
| * Address Line 1        | <input type="text"/> |       |
| Address Line 2          | <input type="text"/> |       |
| * City                  | <input type="text"/> |       |
| * State                 | <input type="text"/> | ↓     |
| * Zip Code              | <input type="text"/> |       |
| Zip Code Extension      | <input type="text"/> |       |
| Country                 | <input type="text"/> | ↓     |

Use the same method as before to search with your UIC.  
Select the proper code group and the required information will populate.

| Ship To                 |   | Clear |
|-------------------------|---|-------|
| Performing Activity UIC | 63295                                   | List  |
| CFMS PA Code            | A1                                      | List  |
| * Address Line 1        | NROTCU RENSSELAER POLYTECHNIC INSTITUTE |       |
| Address Line 2          | 110 8TH STREET                          |       |
| * City                  | TROY                                    |       |
| * State                 | NY                                      | ↓     |
| * Zip Code              | 12180                                   |       |
| Zip Code Extension      | 3590                                    |       |
| Country                 | <input type="text"/>                    | ↓     |

The Wide Area Work Flow (WAWF) information (shown below) is not required, but is easy to complete. This will not populate on the order.

| Wide Area Work Flow                |                | Clear |
|------------------------------------|----------------|-------|
| (This will be in Official Remarks) |                |       |
| Issued by DODAAC                   | 63295          |       |
| Admin DODAAC                       | 63295          |       |
| Acceptor DODAAC                    | 63295          |       |
| LPO DODAAC                         | N3560A         |       |
| Pay Office DODAAC                  | N68732         |       |
| Acceptor Name                      | ANDREW BRUHNS  |       |
| Acceptor Phone                     | 518-276-8013   |       |
| Acceptor Email                     | bruhna@rpi.edu |       |

The **Primary Technical Point of Contact** box should have pre-populated, and look like.....

| Primary Technical Point of Contact |                | Clear |
|------------------------------------|----------------|-------|
| * Last Name                        | BRUHNS         | List  |
| * First Name                       | ANDREW         | List  |
| * Email                            | bruhna@rpi.edu | List  |
| * Phone                            | 518-276-8013   |       |
| Fax                                |                |       |
| CFMS POC ID                        | 1148           | List  |

If it is empty fill in the Ordering Officer's contact information.

Finally, the **Description of Work** box at the bottom of the page is where you enter the standardized description as well as any required add-on statements. See next page for standard descriptions to use.

| * Description of Work              |
|------------------------------------|
| (This will be in Official Remarks) |

|  |
|--|
|  |
|--|

## STANDARD DESCRIPTION STATEMENTS

**Tuition and Fees with Summary Information and DFARS Clause Requirements:**

*(Term) (Calendar Year) SCHOLARSHIP TUITION AND FEES FOR (number of) MIDSHIPMEN*

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 – DO NOT LIST CROSSTOWNS)*

PERIOD OF PERFORMANCE:

*(Insert the **46th** day of the term\* (**Condensed class is first day of the class**) - (Insert end date of class – this date should be the same day as the date listed in Block 10 of the DD Form 1155).*

SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES

SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER

**Example:**

SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 130 MIDSHIPMEN

TUITION AND FEES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY.

PERIOD OF PERFORMANCE:

19 FEB 2017 - 20 MAY 2017

SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES

SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER

*You **MUST** list the number of eligible scholarship recipients in the description*

*Do not list separately in-state, out-of-state, cross-towns, schools or any fees. These items are broken down in the NSTC 7100 form.*

|  |   |
|--|---|
| <p><b>Tutoring with<br/>Summary<br/>Information<br/>and DFARS<br/>Clause<br/>Requirements:</b></p> | <p>(Term) (Calendar Year) (Tutoring Course(s)) FOR (number of) HOURS OF TUTORING</p> <p>UNIVERSITY TUITION TUTORING SERVICES 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).</p> <p>PERIOD OF PERFORMANCE:<br/>(Insert first date services offered) - (Insert end date of services offered) – this date should be the same day as the date listed in Block 10 of the DD Form 1155)</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> <p><i>Example:</i></p> <p>SPRING 2017 TUTORING FOR 400 HOURS OF TUTORING</p> <p>UNIVERSITY TUITION TUTORING SERVICES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY.</p> <p>PERIOD OF PERFORMANCE:<br/>06 JAN 2017 – 20 MAY 2017</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> |
|--|---|

**MLOA  
/DoDMERB  
Retroactive  
Payments with  
Summary  
Information  
and DFARS  
Clause  
Requirements:**

RETROACTIVE TUITION - THIS TASK ORDER IS BEING ISSUED DUE TO (*spell out number if ten or under ten*) (*insert number*) NROTC SCHOLARSHIP RECIPIENTS BEING REINSTATED FROM A MEDICAL LEAVE OF ABSENCE AND AUTHORIZED RETROACTIVE TUITION PAYMENTS PURSUANT TO THE AUTHORITY OF 10 U.S.C. § 2107, 248 C.F.R. § 237.7204 AND GAO B-241476.

Alternate 1 (Use when a portion of the amount is owed to the university and the remaining amount is owed to the student and will be reimbursed by an OF 1164 reimbursement): THE TOTAL TUITION OWED TO THE UNIVERSITY IS (*insert amount*) AND THE SCHOLARSHIP RECIPIENT HAS ALREADY PAID THE REMAINING AMOUNT. THE GOVERNMENT WILL REIMBURSE THE SCHOLARSHIP RECIPIENT FOR THE AMOUNT THEY PAID.

Alternate 2 (Use when the total amount is owed to the university): THE TOTAL TUITION AMOUNT IS OWED TO THE UNIVERSITY IN THE AMOUNT OF (*insert amount*).

**PERIOD OF PERFORMANCE:**

(*Insert today's date +10 days*) (*Adjust date as required to ensure DD Form 1155 is issued on or before the performance start date*) (*order must be issued in same FY as retroactive authorization letter*)

SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES

SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER

***Example (Using Alternate 1):***

THIS TASK ORDER IS BEING ISSUED DUE TO THREE (3) NROTC SCHOLARSHIP RECIPIENTS BEING REINSTATED FROM A MEDICAL LEAVE OF ABSENCE AND AUTHORIZED RETROACTIVE TUITION PAYMENTS PURSUANT TO THE AUTHORITY OF 10 U.S.C. § 2107, 248 C.F.R. § 237.7204 AND GAO B-241476.

THE TOTAL TUITION OWED TO THE UNIVERSITY IS \$9,000 AND THE SCHOLARSHIP RECIPIENTS HAVE ALREADY PAID THE REMAINING AMOUNT. THE GOVERNMENT WILL REIMBURSE THE SCHOLARSHIP RECIPIENT FOR THE AMOUNT THEY PAID.

**PERIOD OF PERFORMANCE:**

18 JUN 2020

SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES

SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER

*Note: You must deduct the Unit prices by any amounts that the student or other grants/scholarships have already paid the university. Example: If tuition is \$19,000 and the student paid the university \$4,000, the grants, and other scholarships paid another \$10,000 then you would list the Unit price as \$5,000.*

|  |   |
|--|---|
| <p><b>Government At Fault Error Retroactive Payments with Summary Information and DFARS Clause Requirements:</b></p> | <p><b><i>MUST USE FY FUNDS THAT WERE VALID AT THE TIME WHEN THE MIDN SHOULD HAVE BEEN INCLUDED ON CONTRACT.</i></b></p> <p>RETROACTIVE TUITION - THIS TASK ORDER IS BEING ISSUED DUE TO AN ADMINISTRATIVE ERROR IN WHICH (<i>spell out number if ten or under ten</i>) (<i>insert number</i>) NROTC SCHOLARSHIP MIDSHIPMEN WERE NOT INCLUDED IN THE ORIGINAL ORDER AND HAVE BEEN AUTHORIZED RETROACTIVE TUITION PAYMENTS PURSUANT TO THE AUTHORITY OF 10 U.S.C. § 2107, 248 C.F.R. § 237.7204 AND GAO B-241476.</p> <p>Alternate 1 (Use when a portion of the amount is owed to the university and the remaining amount is owed to the student and will be reimbursed by an OF 1164 reimbursement): THE TOTAL TUITION OWED TO THE UNIVERSITY IS (<i>insert amount</i>) AND THE SCHOLARSHIP RECIPIENT HAS ALREADY PAID THE REMAINING AMOUNT. THE GOVERNMENT WILL REIMBURSE THE SCHOLARSHIP RECIPIENT FOR THE AMOUNT THEY PAID.</p> <p>Alternate 2 (Use when the total amount is owed to the university): THE TOTAL TUITION AMOUNT IS OWED TO THE UNIVERSITY IN THE AMOUNT OF (<i>insert amount</i>).</p> <p>PERIOD OF PERFORMANCE:<br/>(Insert todays date +10 days to end of term) (<i>adjust dates as required to ensure DD Form 1155 is issued on or before the performance start date</i>).</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><b><i>Example:</i></b></p> <p>THIS TASK ORDER IS BEING ISSUED DUE TO AN ADMINISTRATIVE ERROR IN WHICH THREE (3) NROTC SCHOLARSHIP MIDSHIPMEN WERE NOT INCLUDED IN THE ORIGINAL ORDER AND HAVE BEEN AUTHORIZED RETROACTIVE TUITION PAYMENTS PURSUANT TO THE AUTHORITY OF 10 U.S.C. § 2107, 248 C.F.R. § 237.7204 AND GAO B-241476.</p> <p>THE TOTAL TUITION OWED TO THE UNIVERSITY IS \$4,500 AND THE SCHOLARSHIP RECIPIENTS HAVE ALREADY PAID THE REMAINING AMOUNT. THE GOVERNMENT WILL REIMBURSE THE SCHOLARSHIP RECIPIENT FOR THE AMOUNT THEY PAID.</p> <p>PERIOD OF PERFORMANCE:<br/>18 JUN 2020 – 17 JUL 2020</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><i>Note: You must deduct the Unit prices by any amounts that the student or other grants/scholarships have already paid the university. Example: If tuition is \$19,000 and the student paid the university \$4,000, the grants, and other scholarships paid another \$10,000 than you would list the Unit price as \$5,000.</i></p> |
|--|---|



|   |   |
|---|---|
| <p><b>Advance Placement Exams with Summary Information and DFARS Clause Requirements:</b></p> | <p>(Term) (Calendar Year) ADVANCED PLACEMENT EXAMS</p> <p>UNIVERSITY TUITION ADVANCE PLACEMENT EXAMS FOR (Insert total number of students) MIDSHIPMEN FOR THE (Insert Semester/quarter and Year) (Insert term SEMESTER/QUARTER) AT (Insert college/university).</p> <p>PERIOD OF PERFORMANCE:<br/>(Insert day prior to exam(s)) - (Insert date after last exam – this date should be the same day as the date listed in Block 10 of the DD Form 1155)</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><i>Example:</i></p> <p>SPRING 2017 ADVANCED PLACEMENT EXAM</p> <p>UNIVERSITY TUITION ADVANCE PLACEMENT EXAMS FOR 5 MIDSHIPMEN SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY</p> <p>PERIOD OF PERFORMANCE:<br/>06 JAN 2017 – 15 FEB 2017</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><i>Note: If there are multiple placement exams during the term, you can include them all on one order if they all occur in the period of performance dates you list</i></p> |
|---|---|

**Enter the following information after the last paragraph of the Standard Description Statement IF directed by NSTC Comptroller's Office:**

|  |  |
|--|--|
| <b>Availability of Funds:<br/>Obligations to be made from next fiscal year funds</b> | <b>FAR 52.231-18, Availability of Funds (APR 1984)</b><br>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.  |
| <b>Availability of Funds:<br/>Continuing Resolution Authority</b>                    | <b>FAR 52.232-19, Availability of Funds Within a Fiscal Year (APR 1984)</b><br>Funds are not presently available for performance under this contract beyond (insert CRA authorization date here). The Government's obligation for performance of this contract beyond that date 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 for performance under this contract beyond (insert CRA authorization date here), until funds are made available to the Ordering Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Ordering Officer. |

Description of Work

(This will be in Official Remarks)

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:  
(Insert the 48th day of the term\*(Condensed class is first day of the class) - (Insert end date of class - this date should be the same date as the condensed class) (Insert only the college/university that the ESA is with)

3446 remaining characters (4000 maximum)

Save

Next you will click **Save** in either the top left, or bottom left of the **Document Request Form** tab.

Once you save CFMS grants you access to addition tabs for this document.

## 5. LOAs Tab

Start by clicking on the **LOAs** tab.



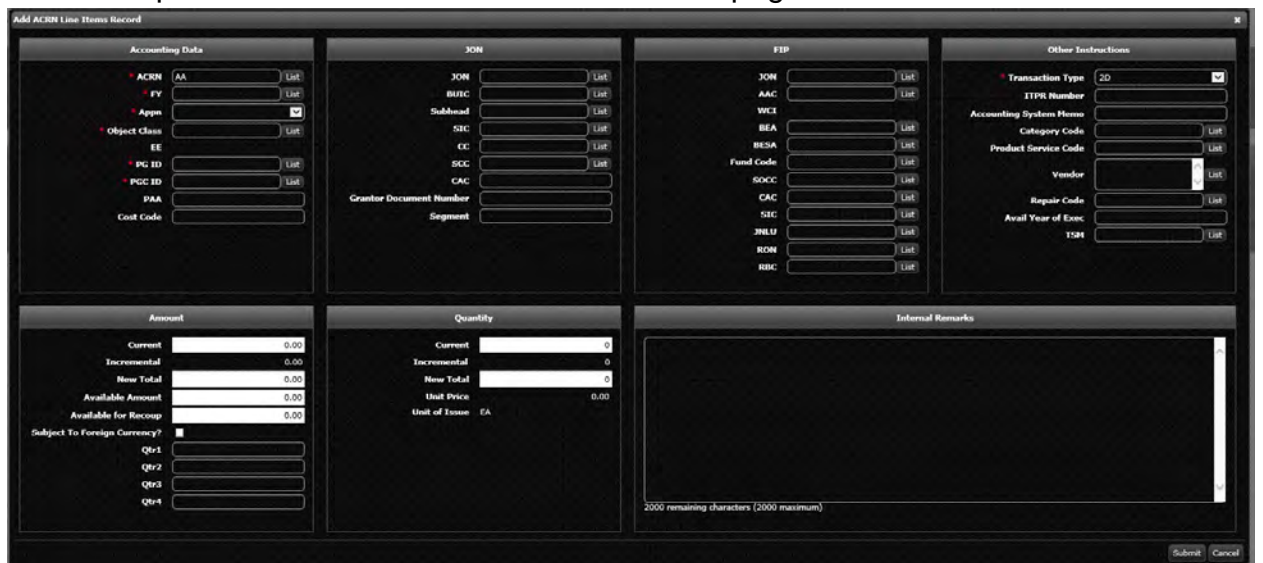
The screenshot shows the 'LOAs' tab selected in the 'Document Request Form'. Below the tab, there is a table titled 'ACRN Line Items'. The table has columns for ACRN, FY, Appn, PG ID, PGC ID, JON, Object Class, EE or SOCC, and AAC. A plus sign (+) is visible in the bottom left corner of the table, indicating where to click to add a new line item.

Then create a new line item by clicking on the plus (+) sign in the bottom left corner of the **ACRN Line Items** box



This screenshot is similar to the previous one, but the plus sign (+) in the bottom left corner of the 'ACRN Line Items' table is highlighted with a red square, indicating the correct location to click to add a new line item.

This will open the **Add ACRN Line Items Record** page



The screenshot shows the 'Add ACRN Line Items Record' page. It is divided into several sections: 'Accounting Data' (with fields for ACRN, FY, Appn, Object Class, EE, PG ID, PGC ID, PAA, and Cost Code), 'JON' (with fields for JON, BUDC, Subhead, SEC, CC, SOCC, CAC, Grantor Document Number, and Segment), 'FIP' (with fields for JON, AAC, WCI, BEA, BESA, Fund Code, SOCC, CAC, SEC, JNLU, ROM, and RBC), 'Other Instructions' (with fields for Transaction Type, ITPR Number, Accounting System Home, Category Code, Product Service Code, Vendor, Repair Code, and Actual Year of Exec), 'Amount' (with fields for Current, Incremental, New Total, Available Amount, and Available for Recoup), 'Quantity' (with fields for Current, Incremental, New Total, Unit Price, and Unit of Issue), and 'Internal Remarks' (a large text area for notes). The 'Submit' and 'Cancel' buttons are at the bottom right.

The first box you will complete is the Accounting Data box.

| Accounting Data |  |
|-----------------|--|
| * ACRN          | AA <input type="button" value="List"/>                   |
| * FY            | <input type="text"/> <input type="button" value="List"/> |
| * Appn          | <input type="text"/> <input type="button" value="v"/>    |
| * Object Class  | <input type="text"/> <input type="button" value="List"/> |
| EE              |  |
| * PG ID         | <input type="text"/> <input type="button" value="List"/> |
| * PGC ID        | <input type="text"/> <input type="button" value="List"/> |
| PAA             | <input type="text"/>                                     |
| Cost Code       | <input type="text"/>                                     |

For tuition orders you will select the FY, and Appn (Appropriation), and Object Class Code and PG ID.

-FY: Applicable FY

-Appn: 1804

-OCC: 252

-PG ID: 497

| Accounting Data |  |
|-----------------|--|
| * ACRN          | AA <input type="button" value="List"/>                                       |
| * FY            | 2021 <input type="button" value="List"/>                                     |
| * Appn          | 1804 (1804, OMN, Operation and Maintenance) <input type="button" value="v"/> |
| * Object Class  | 252 <input type="button" value="List"/>                                      |
| EE              |  |
| * PG ID         | 497 <input type="button" value="List"/>                                      |
| * PGC ID        | <input type="text"/> <input type="button" value="List"/>                     |
| PAA             | <input type="text"/>   |
| Cost Code       | <input type="text"/>   |

It very important to get the PGC ID step correct so that you are pulling from the **B3** SCC (Sub-Cost Center) for Scholarship Tuition, and not the **B1** SCC for Operations/Phones/Printer/COVID.

To select the correct SCC click on the **List** button to the right of the field.

Accounting Data

\* ACRN AA List

\* FY 2021 List

\* Appn 1804 (1804, OMN, Operation and Mainte) [v]

\* Object Class 252 List

EE

\* PG ID 497 List

\* PGC ID [ ] List

PAA [ ]

Cost Code [ ]

This will pull up the **List of Values: Program Group Checkbook**

Following page.....

List of Values: Program Group Checkbook

|    | Select | PGC ID | PG ID | Direct Reimb Ind | SAG | SIC | CC | SCC | Service Code | Sponsor | Chargeable UIC | RON Standard Doc Number | RBC |
|----|--------|--------|-------|------------------|-----|-----|----|-----|--------------|---------|----------------|-------------------------|-----|
| 1  | Select | 513    | 497   | D                | 3J  | XX  | 00 | 00  | N            | 00      |                |                         |     |
| 2  | Select | 6216   | 497   | D                | 3J  | XX  | 01 | 00  | N            | 00      |                |                         |     |
| 3  | Select | 6218   | 497   | D                | 3J  | XX  | 01 | 61  | N            | 00      |                |                         |     |
| 4  | Select | 4187   | 497   | D                | 3J  | XX  | 01 | B1  | N            | 00      |                |                         |     |
| 5  | Select | 4188   | 497   | D                | 3J  | XX  | 01 | B2  | N            | 00      |                |                         |     |
| 6  | Select | 4189   | 497   | D                | 3J  | XX  | 01 | B3  | N            | 00      |                |                         |     |
| 7  | Select | 6220   | 497   | D                | 3J  | XX  | 01 | B4  | N            | 00      |                |                         |     |
| 8  | Select | 4190   | 497   | D                | 3J  | XX  | 01 | B8  | N            | 00      |                |                         |     |
| 9  | Select | 4191   | 497   | D                | 3J  | XX  | 01 | B9  | N            | 00      |                |                         |     |
| 10 | Select | 4192   | 497   | D                | 3J  | XX  | 01 | BA  | N            | 00      |                |                         |     |

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The **“CC”** in the sixth searchable column stands for **Cost Center**. Your cost center code is the same as your two-digit unit code, not to be confused with your UIC.

Enter your code and press enter.



List of Values: Program Group Checkbook

| Select | PGC ID | PG ID | Direct Reimb Ind | SAG | SIC | CC | SCC | Service Code | Sponsor | Chargeable UIC | RON Standard Doc Number | RBC |
|--------|--------|-------|------------------|-----|-----|----|-----|--------------|---------|----------------|-------------------------|-----|
|        |        | 497   |                  |     |     | 40 |     |              |         |                |                         |     |
| 1      | Select | 513   | 497 D            | 3J  | XX  | 00 | 00  | N            | 00      |                |                         |     |
| 2      | Select | 6216  | 497 D            | 3J  | XX  | 01 | 00  | N            | 00      |                |                         |     |
| 3      | Select | 6218  | 497 D            | 3J  | XX  | 01 | 61  | N            | 00      |                |                         |     |
| 4      | Select | 4187  | 497 D            | 3J  | XX  | 01 | B1  | N            | 00      |                |                         |     |
| 5      | Select | 4188  | 497 D            | 3J  | XX  | 01 | B2  | N            | 00      |                |                         |     |
| 6      | Select | 4189  | 497 D            | 3J  | XX  | 01 | B3  | N            | 00      |                |                         |     |
| 7      | Select | 6220  | 497 D            | 3J  | XX  | 01 | B4  | N            | 00      |                |                         |     |
| 8      | Select | 4190  | 497 D            | 3J  | XX  | 01 | B8  | N            | 00      |                |                         |     |
| 9      | Select | 4191  | 497 D            | 3J  | XX  | 01 | B9  | N            | 00      |                |                         |     |
| 10     | Select | 4192  | 497 D            | 3J  | XX  | 01 | BA  | N            | 00      |                |                         |     |

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This will populate all the SCC codes and corresponding PCG ID codes that are linked to your unit.

List of Values: Program Group Checkbook

| Select | PGC ID | PG ID | Direct Reimb Ind | SAG | SIC | CC | SCC | Service Code | Sponsor | Chargeable UIC | RON Standard Doc Number | RBC |
|--------|--------|-------|------------------|-----|-----|----|-----|--------------|---------|----------------|-------------------------|-----|
|        |        | 497   |                  |     |     | 40 |     |              |         |                |                         |     |
| 1      | Select | 7014  | 497 D            | 3J  | XX  | 40 | 00  | N            | 00      |                |                         |     |
| 2      | Select | 7013  | 497 D            | 3J  | XX  | 40 | 61  | N            | 00      |                |                         |     |
| 3      | Select | 4417  | 497 D            | 3J  | XX  | 40 | B1  | N            | 00      |                |                         |     |
| 4      | Select | 7012  | 497 D            | 3J  | XX  | 40 | B2  | N            | 00      |                |                         |     |
| 5      | Select | 4418  | 497 D            | 3J  | XX  | 40 | B3  | N            | 00      |                |                         |     |
| 6      | Select | 7011  | 497 D            | 3J  | XX  | 40 | B4  | N            | 00      |                |                         |     |
| 7      | Select | 4419  | 497 D            | 3J  | XX  | 40 | B8  | N            | 00      |                |                         |     |
| 8      | Select | 7010  | 497 D            | 3J  | XX  | 40 | B9  | N            | 00      |                |                         |     |
| 9      | Select | 7009  | 497 D            | 3J  | XX  | 40 | BA  | N            | 00      |                |                         |     |
| 10     | Select | 7008  | 497 D            | 3J  | XX  | 40 | BB  | N            | 00      |                |                         |     |

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Next enter **B3** in the search field under **SCC** and hit enter.  
This should narrow it down to one option with a unique PGC ID for your unit.

List of Values: Program Group Checkbook

| Select | PGC ID | PG ID | Direct Reimb Ind | SAG | SIC | CC | SCC | Service Code | Sponsor | Chargeable UIC | RON Standard Doc Number | RBC |
|--------|--------|-------|------------------|-----|-----|----|-----|--------------|---------|----------------|-------------------------|-----|
|        |        | 497   |                  |     |     | 40 | B3  |              |         |                |                         |     |
| 1      | Select | 4418  | 497 D            | 3J  | XX  | 40 | B3  | N            | 00      |                |                         |     |

Page 1 of 1 View 1 - 1 of 1

Click **Select** to the left of the PGC ID.

This will bring you back to the **Add ACRN Line Items Record** page.  
You will see that the Available Amount in the Amount box has populated the B3 (Scholarship Tuition) checkbook total.

Add ACORN Line Items Record

| Accounting Data                                 | FIP            | Other Instructions        |
|---|----------------|---------------------------|
| ACORN AA List                                   | JON List       | Transaction Type 20       |
| FY 2021 List                                    | AAC            | 119H Number               |
| Appn 1804 (1804, OMN, Operation and Maint) List | WCI            | Accounting System Memo    |
| Object Class 232 List                           | BEA            | Category Code List        |
| EE  | BESA           | Product Service Code List |
| PG ID 497 List                                  | Fund Code List | Vendor List               |
| PCC ID 4418 List                                | SOCC List      | Repair Code List          |
| PMA   | CAC            | Avail Year of Exec        |
| Cost Code                                       | SIC List       | 119H List                 |
|   | JNLU List      | Project List              |
|   | RON            | Project Indicator List    |
|   | RBC            |                           |

| Amount                         | Quantity         |
|--------------------------------|------------------|
| Current 0.00                   | Current 0        |
| Incremental 0.00               | Incremental 0    |
| New Total 0.00                 | New Total 0      |
| Available Amount 70,450,394.01 | Unit Price 0.00  |
| Available for Recoup 0.00      | Unit of Issue EA |
| Subject To Foreign Currency?   |                  |
| Qtr1                           |                  |
| Qtr2                           |                  |
| Qtr3                           |                  |
| Qtr4                           |                  |

Internal Remarks

Next move to the **FIP** box and select the List button next to the **JON** field.

FIP

|           |      |
|-----------|------|
| JON       | List |
| AAC       |      |
| WCI       |      |
| BEA       |      |
| BESA      |      |
| Fund Code | List |
| SOCC      | List |
| CAC       |      |
| SIC       | List |
| JNLU      | List |
| RON       |      |
| RBC       |      |

If you selected the correct PGC ID information you should see JON options for four different semesters/quarters.

List of Values: Pure FIP JON

| Select   | JON         | AAC    | WCI    | BEA | BESA | Fund Code | SOCC | CAC  | SIC | JNLU | RON | RBC | FIP Description |
|----------|-------------|--------|--------|-----|------|-----------|------|------|-----|------|-----|-----|-----------------|
| 1 Select | 63295140310 | N63295 | N3560E | 40  | B3   | LN        |      | 5120 |     | LQQ1 |     |     | LQ FALL TUITION |
| 2 Select | 63295140320 | N63295 | N3560E | 40  | B3   | LN        |      | 5120 |     | LQQ2 |     |     | LQ WINTER TUITI |
| 3 Select | 63295140330 | N63295 | N3560E | 40  | B3   | LN        |      | 5120 |     | LQQ3 |     |     | LQ SPRING TUITI |
| 4 Select | 63295140340 | N63295 | N3560E | 40  | B3   | LN        |      | 5120 |     | LQQ4 |     |     | LQ SUMMER TUITI |

Page 1 of 1 View 1 - 4 of 4

Click **Select** for the JON that lists the needed semester/quarter in the **FIP Description** column.



List of Values: Pure FIP JON

| Select | JON    | AAC         | WCI    | BEA    | BESA | Fund Code | SOCC | CAC  | SIC | JNLU | RON | RBC | FIP Description |
|--------|--------|-------------|--------|--------|------|-----------|------|------|-----|------|-----|-----|-----------------|
| 1      | Select | 63295140310 | N63295 | N3560E | 40   | B3        | LN   | 5120 |     | LQQ1 |     |     | LQ FALL TUITION |
| 2      | Select | 63295140320 | N63295 | N3560E | 40   | B3        | LN   | 5120 |     | LQQ2 |     |     | LQ WINTER TUITI |
| 3      | Select | 63295140330 | N63295 | N3560E | 40   | B3        | LN   | 5120 |     | LQQ3 |     |     | LQ SPRING TUITI |
| 4      | Select | 63295140340 | N63295 | N3560E | 40   | B3        | LN   | 5120 |     | LQQ4 |     |     | LQ SUMMER TUITI |

Page 1 of 1 View 1 - 4 of 4

After you select the needed semester CFMS will bring you back to the **Add ACRN Line Items Record** page again.

You will see that other information in the FIP box has populated based off your selection, but you will still need to enter the SOCC – **25NR** for Scholarship Tuition.

**FIP**

\* JON 63295140330 List

\* AAC N63295

WCI N3560E

\* BEA 40

\* BESA B3

\* Fund Code LN List

\* SOCC 25NR x List

\* CAC 5120

SIC List

JNLU LQQ3 List

RON

RBC

The final step for this tab is **not** marked with an (\*).  
Failing to complete it will prevent you from submitting your 1149 for approval.

In the **Other Instructions** box click on the List button next to **Vendor**.

**Other Instructions**

Transaction Type: 2D ☐

ITPR Number:

Accounting System Memo:

Category Code:

Product Service Code:

Vendor:

Repair Code:

Avail Year of Exec:

TSM:

Project:

Project Indicator:

Search for your school in the vendor information by using one/all the fields.  
The Zip Code works well.

List of Values: Vendor

| Select                                | Name                          | Address Line 1                 | Address Line 2 | City             | State | Zip Code | Zip Code Extension | Country Code | Website | Start Date | End Date |
|---------------------------------------|-------------------------------|--------------------------------|----------------|------------------|-------|----------|--------------------|--------------|---------|------------|----------|
| <input type="button" value="Select"/> | 1 SOURCE SOLUTIONS LLC        | 3575 BRIDGE RD SUITE 8         |                | SUFFOLK          | VA    | 23435    | 3181               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 4 STOP ELECTRONICS CENTER INC | 1870 BATH AVENUE               |                | BROOKLYN         | NY    | 11214    | 4616               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 10-31 INC                     | 2 WEST CRISMAN RD              |                | COLUMBIA         | NJ    | 07832    | 2709               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 10DBX LLC                     | 3718 AMARYLLIS DR              |                | SAN DIEGO        | CA    | 92106    | 1102               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 10GFDSUPPLY LLC               | 19501 W CATAWBA AVE STE 270    |                | CORNELIUS        | NC    | 28031    | 4017               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 1105 MEDIA INC                | 3141 FAIRVIEW PARK DR STE 777  |                | FALLS CHURCH     | VA    | 22042    | 4507               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 17 MACHINERY LLC              | 3595 GEORGE WASHINGTON MEM HWY |                | HAYES            | VA    | 23072    | 3101               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 474 WEST STREET CORP          | 174 WEST ST                    |                | ANNAPOLIS        | MD    | 21401    | 2824               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 17TH STREET PHOTO SUPPLY INC  | 33 W 17TH ST FRNT 1            |                | NEW YORK         | NY    | 10011    | 5709               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | 1ST IN FIRE PROTECTION INC    | 10700 JERSEY BL STE 740        |                | RANCHO CUCAMONGA | CA    | 91730    | 5121               | US           |         | 10/01/2018 |          |

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Once you find your school click **Select**.

List of Values: Vendor

| Select                                | Name                              | Address Line 1     | Address Line 2 | City | State | Zip Code | Zip Code Extension | Country Code | Website | Start Date | End Date |
|---------------------------------------|-----------------------------------|--------------------|----------------|------|-------|----------|--------------------|--------------|---------|------------|----------|
| <input type="button" value="Select"/> | BLANCHARD INDUSTRIAL SUPPLIES INC | 422 RIVER ST       |                | TROY | NY    | 12180    | 2821               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | HUDSON VALLEY COMMUNITY COLLEGE   | 80 VANDENBURGH AVE |                | TROY | NY    | 12180    | 6025               | US           |         | 10/01/2018 |          |
| <input type="button" value="Select"/> | RENSSELAER POLYTECHNIC INSTITUTE  | 110 8TH ST         |                | TROY | NY    | 12180    | 3522               | US           |         | 10/01/2018 |          |

Page 1 of 1 View 1 - 3 of 3

Next click Submit in the bottom right corner of the **Add ACRN Line Items Record** page.

This will bring you to the **Add LOA Record** screen.

**Add LOA Record**

• **Item Number**   
 • **Description**   
**Part Number**   
**Supply Action**   
**Type Container**   
**Container Numbers**

|                             | Total Cost           |
|-----------------------------|----------------------|
| <b>Current</b>              | 0.00                 |
| • <b>Incremental</b>        | <input type="text"/> |
| <b>New Total</b>            | 0.00                 |
| <b>Available Amount</b>     | 78,450,394.81        |
| <b>Available for Recoup</b> | 0.00                 |

|                      | Quantity Requested             |
|----------------------|--------------------------------|
| <b>Current</b>       | 0                              |
| • <b>Incremental</b> | <input type="text" value="0"/> |
| <b>New Total</b>     | 0                              |

**Unit Price** 0.00  
 • **Unit of Issue**  [List](#)

Enter the amount you are asking to obligate under Total Cost. (\$1.00 for the example)

Then enter the quantity requested (1), and the unit of issue (LOT, or LO), and hit **Submit**.

**Each order may only have one (1) line item due to CFMS will not migrate a second line item into SABRS finance system correctly and will prevent processing payments.**



**Add LOA Record**

\* **Item Number** 0001  
 \* **Description** RPI (TEST) SEMESTER 2021  
**Part Number**  
**Supply Action**  
**Type Container**  
**Container Numbers**

**Total Cost**  
 Current 0.00  
 \* **Incremental** 1.00  
 New Total 0.00  
**Available Amount** 78,450,394.81  
**Available for Recoup** 0.00

**Quantity Requested**  
 Current 0  
 \* **Incremental** 1  
 New Total 1

**Unit Price** 0.00  
 \* **Unit of Issue** LO List

Clear Submit Cancel

You should then be kick back out to the **LOA** tab, and you should see your dollar amounts reflected in both the **ACRN Line Items** header, and the **Line Items** sub-box.

Document Request Form **LOA** Additional POCs Copy To Comments Attachments

(Quarterly amount breakdowns are for information only)

| ACRN | FY | Apcon | RO ID | ROC ID | SON  | Object Class | EE or SOCC | AAC  | WCI    | DEA    | DESA | Fund Code | CAC | SIC  | RON | RSC | SNLU | Amount       | Quantity | Unit Price | Unit of Issue |
|------|----|-------|-------|--------|------|--------------|------------|------|--------|--------|------|-----------|-----|------|-----|-----|------|--------------|----------|------------|---------------|
| 1    | AA | 2021  | 1804  | 197    | 1418 | 63293140330  | 252        | 2395 | N63293 | N33408 | 40   | 83        | LN  | 5120 |     |     |      | 1.00 of 1.00 | 1 of 1   | 1.00       | LO            |

**Line of Accounting Details**

**Other Instructions**  
 Transaction Type: 2D  
 TTRM Number:  
 Accounting System Name:  
 Category Code:  
 PSC:  
 Vendor: 16396: REN38LAER  
 Subject To Foreign Currency?  
 Repair Code:  
 Avail Year of Exec:  
 TTRM:  
 Project:  
 Project Indicator:

**Internal Remarks**

**Line Items**

| Item Number | Description              | Part Number | Supply Action | Type Container | Container Numbers | Total Cost   | Quantity Requested | Unit Price | Unit of Issue |
|-------------|--------------------------|-------------|---------------|----------------|-------------------|--------------|--------------------|------------|---------------|
| 1 0001      | RPI (TEST) SEMESTER 2021 |             |               |                |                   | 1.00 of 1.00 | 1 of 1             | 0.00       | LO            |

Page 1 of 1 View 1 of 1

Submit Delete Duplicate Print View Document Close

| RBC | JNLU | Amount       | Quantity | Unit Price | Unit of Issue |
|-----|------|--------------|----------|------------|---------------|
|     |      |              |          |            |               |
|     | LQQ3 | 1.00 of 1.00 | 1 of 1   | 1.00       | LO            |

| Total Cost   | Quantity Requested | Unit Price | Unit of Issue |
|--------------|--------------------|------------|---------------|
|              |                    |            |               |
| 1.00 of 1.00 | 1 of 1             | 0.00       | LO            |

View 1 - 1 of 1

View 1 - 1 of 1

At this point you have completed all needed steps in the LOA tab.

## 6. Addition POCs.

Click the **Additional POCs** tab and click the plus (+) sign to create a new entry.

LOAs **Additional POCs** Copy To Comments Attachments

(At least one Financial POC is required for Official Remarks)

| POC Type | Last Name | First Name | Email |
|----------|-----------|------------|-------|
|          |           |            |       |

Page 0 of 0

Select **Financial** in the **POC Type** drop-down, and type Madden in the **Last Name** field to find and select Pam Madden

**Add Additional POC Record**

\* POC Type: Financial

\* Last Name: MADDEN List

\* First Name: List

\* Email: List

\* Phone:

Fax:

CFMS POC ID: List

Clear Submit Cancel

The rest of the information will populate once you select her name from the list.

**Edit Additional POC Record**

• POC Type Financial

• Last Name MADDEN List

• First Name PAMELA List

• Email pam.madden@navy.mil List

• Phone 847-688-6808 x416

Fax

CFMS POC ID 1671 List

Clear Submit Cancel Reset

Repeat the process for Sheavon Love.

|   | POC Type  | Last Name | First Name | Email                   | Phone             | Fax | CFMS POC ID |
|---|-----------|-----------|------------|-------------------------|-------------------|-----|-------------|
| 1 | Financial | LOVE      | SHEAVON    | sheavon.l.love@navy.mil | 847-688-6808 x444 |     | 1793        |
| 2 | Financial | MADDEN    | PAMELA     | pam.madden@navy.mil     | 847-688-6808 x416 |     | 1671        |

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## 7. Copy To Tab

In the **Copy To** tab enter any other POC you want to alert to your 1149 request using the same method as the last step.

Document Request Form LOAs Additional POCs **Copy To** Comments Attachments

Last Name

+

## 8. Attachments tab.

Upload you 7100 form and other supporting cost documentation using the External plus (+) sign.

Cs Copy To Comments **Attachments**

**Internal**

| File Name          | Attachment Type | Description | Size(MB) | File Type | Attached By | Time Stamp |
|--------------------|-----------------|-------------|----------|-----------|-------------|------------|
| No records to view |                 |             |          |           |             |            |

**External**

| File Name          | Attachment Type | Description | Size(MB) | File Type | Attached By | Time Stamp |
|--------------------|-----------------|-------------|----------|-----------|-------------|------------|
| No records to view |                 |             |          |           |             |            |

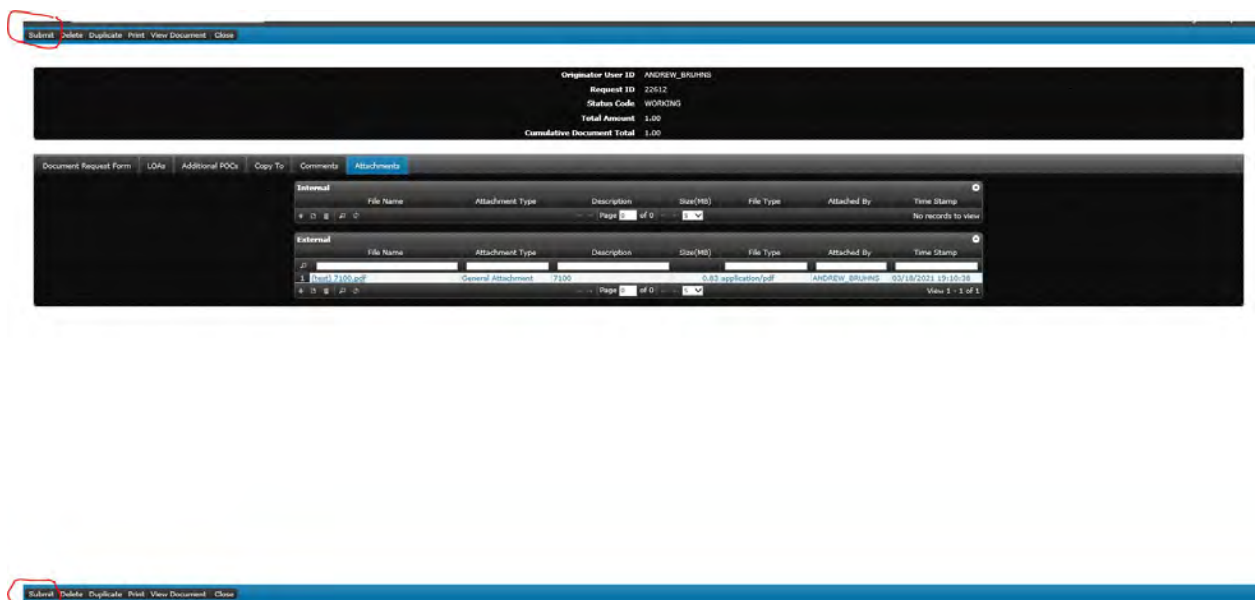
Browse for, and upload your attachment.

Select *General Attachment* for **Attachment Type**  
Name your attachment.



The 'Add External Record' dialog box features a dark background with a grid pattern. It contains three input fields: 'File Name' with a 'Browse...' button, 'Attachment Type' with a dropdown arrow, and 'Description' with a text input area. At the bottom right, there are three buttons: 'Clear', 'Submit', and 'Cancel'.

9. At this point you are ready to submit your request for approval.  
In the bottom left, or top left corner of the **Document Request** page click on Submit to transmit.



The 'Document Request' page has a blue header bar with buttons: 'Submit', 'Delete', 'Duplicate', 'Print', 'View Document', and 'Close'. Below this is a black summary box showing: 'Originator User ID: ANDREW\_BURNS', 'Request ID: 224182', 'Status Code: WORKING', 'Total Amount: 0.00', and 'Cumulative Document Total: 1.00'. The main area has tabs: 'Document Request Form', 'LOAs', 'Additional POCs', 'Copy To', 'Comments', and 'Attachments'. The 'Attachments' tab is active, showing two tables. The 'Internal' table is empty. The 'External' table has one row: 'Item 1: 7100.pdf', 'Attachment Type: General Attachment', 'Description: 7100', 'Size(MB): 0.03 application/pdf', 'Attached By: ANDREW\_BURNS', and 'Time Stamp: 03/16/2021 19:10:33'. A red circle highlights the 'Submit' button in the blue header bar.





## REQUISITION AND INVOICE/SHIPPING DOCUMENT (Continuation Sheet)

| SHEET NO.   |   | NO. OF SHEETS |                    | 6. REQUISITION NUMBER |                | 11a. VOUCHER NUMBER AND DATE |              |              | b. VOUCHER NUMBER AND DATE |  |
|---|---|---------------|--------------------|-----------------------|----------------|------------------------------|--------------|--------------|----------------------------|--|
| 2   |   | 2             |                    | N6680918RQ43T04       |                |                              |              |              |                            |  |
| ITEM NO.  | FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES   | UNIT OF ISSUE | QUANTITY REQUESTED | SUPPLY ACTION         | TYPE CONTAINER | CON-TAINER NOS.              | UNIT PRICE   | TOTAL COST   |                            |  |
| (a)   | (b)   | (c)           | (d)                | (e)                   | (f)            | (g)                          | (h)          | (i)          |                            |  |
| 1   | SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 130 MIDSHIPMEN<br><br>TUITION AND FEES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY<br><br>PERIOD OF PERFORMANCE:<br>19 FEB 2017 - 20 MAY 2017<br><br>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES<br><br>SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER<br><br>FAR 52.232-19, Availability of Funds Within a Fiscal Year (APR 1984)<br>Funds are not presently available for performance under this contract beyond March 1 <sup>ST</sup> , 2017. The Government's obligation for performance of this contract beyond that date 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 for performance under this contract beyond March 1 <sup>st</sup> , 2017, until funds are made available to the Contracting Officer for performance and until the Contractor receives notice of availability, to be confirmed in writing by the Contracting Officer. | LO            | 1                  | N                     |                |                              | 1,657,749.00 | 1,657,749.00 |                            |  |
| If applicable, the Funds Availability Statement goes here |   |               |                    |                       |                |                              |              |              |                            |  |
| SHEET TOTAL   |   |               |                    |                       |                |                              |              |              |                            |  |

If applicable, the Funds Availability Statement goes here