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.

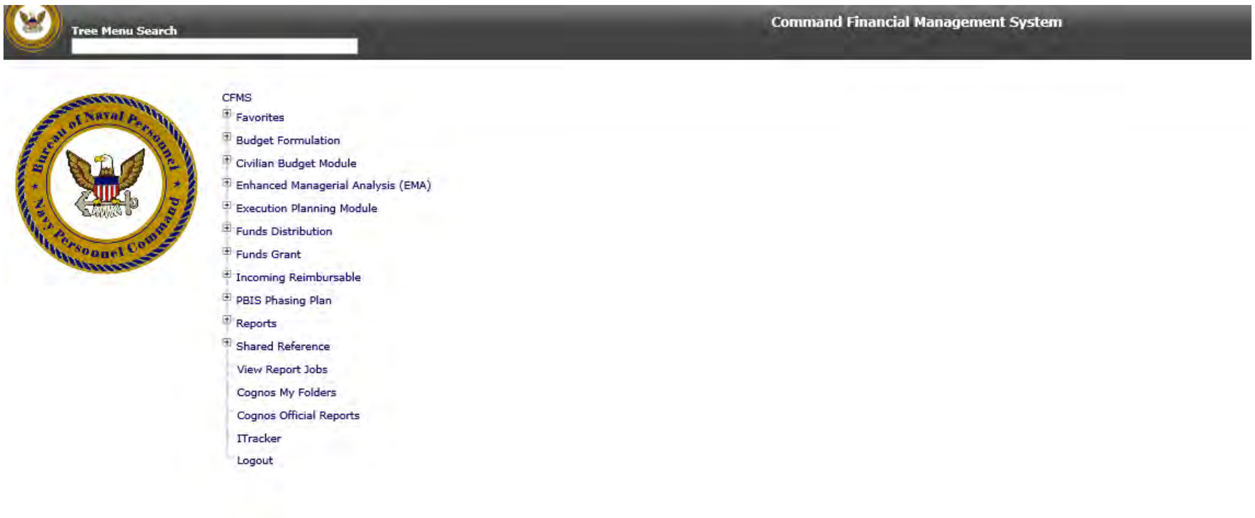
Note: The pictures and screen shots used in this appendix are for visual reference only and may not look exactly like the ones displayed in your account. When filling in the form, use the block by block instruction.

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

CONTENTS:

HOW TO CREATE A DD FORM 1149 IN CFMS

1. Log Into CFMS and navigate to the Home “Tree”

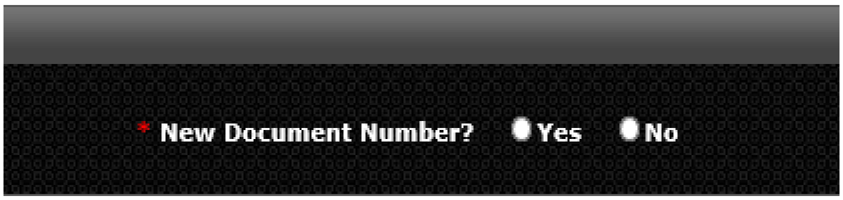


2. Navigate through the **Funds Distribution** branch to **Create Document Request**.

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

Select **Create Document Request**

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



-YES

- For any brand new document, you will choose **Yes.**
- Your document number will not assign/populate until you submit your document for approval.

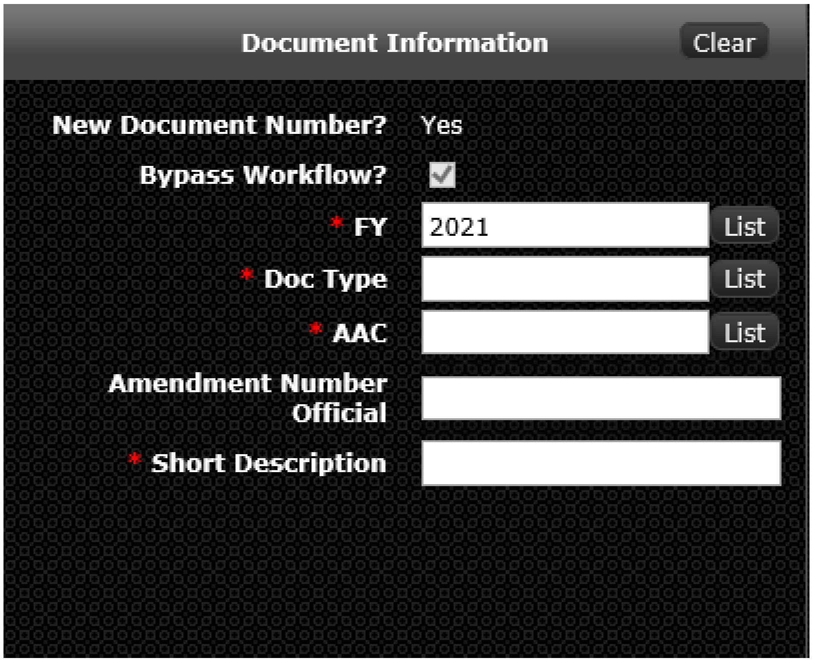
-NO

- 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.

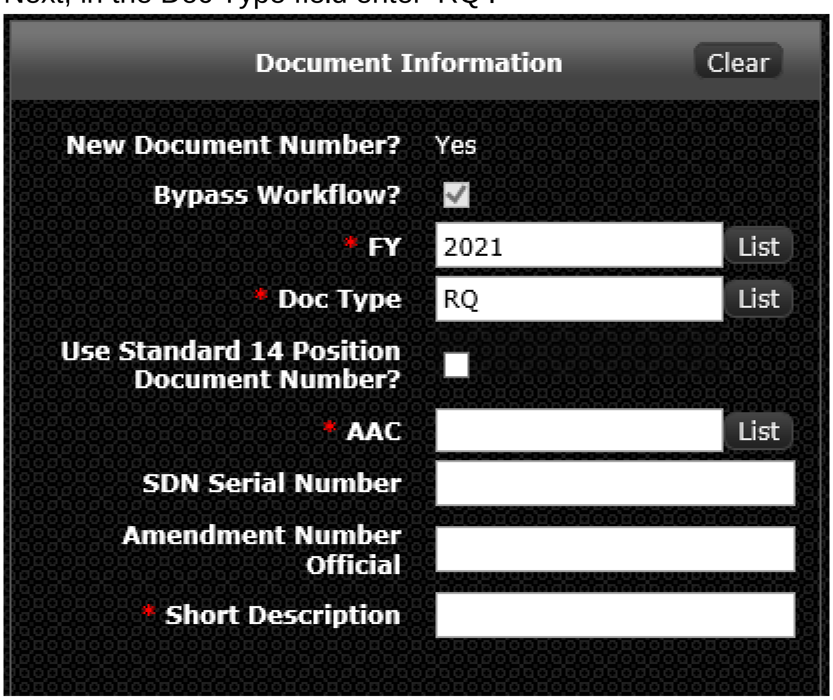
4. Document Request Form

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

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



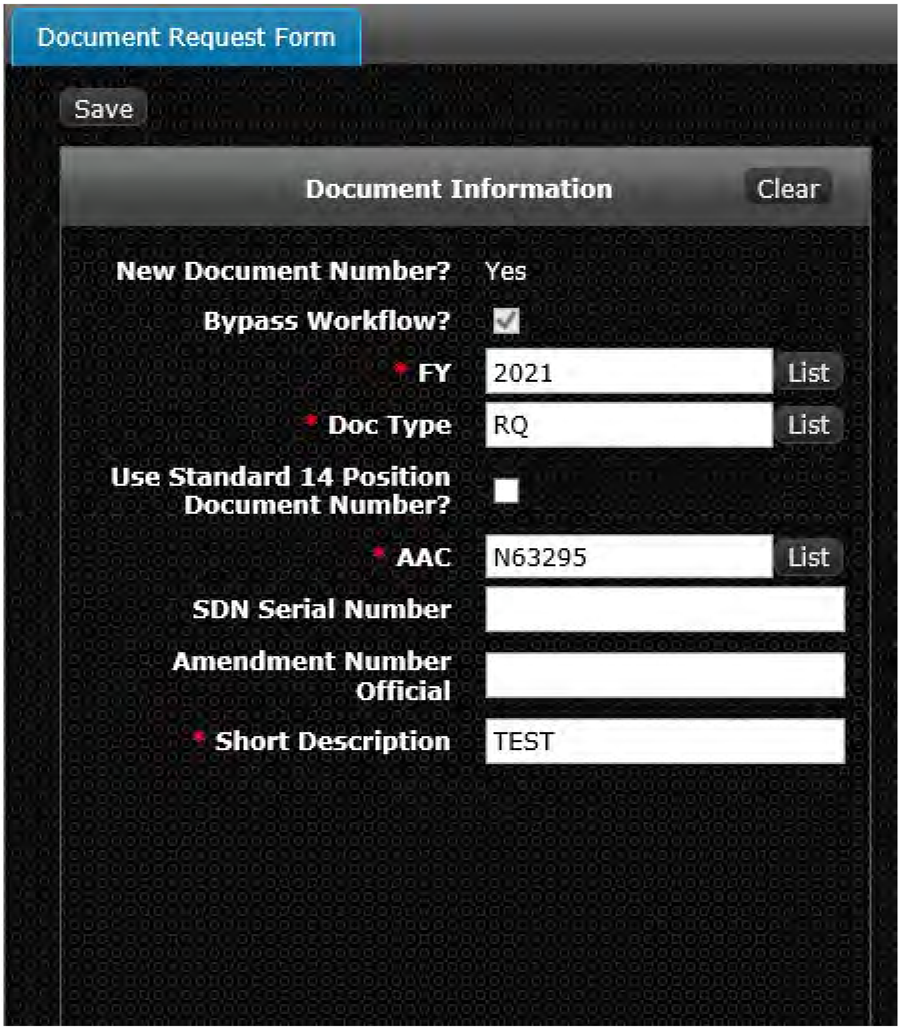
Next, in the Doc Type field enter ‘RQ’.



The **Use Standard 14 Position Document Number?** box will appear.

Do not check the box.

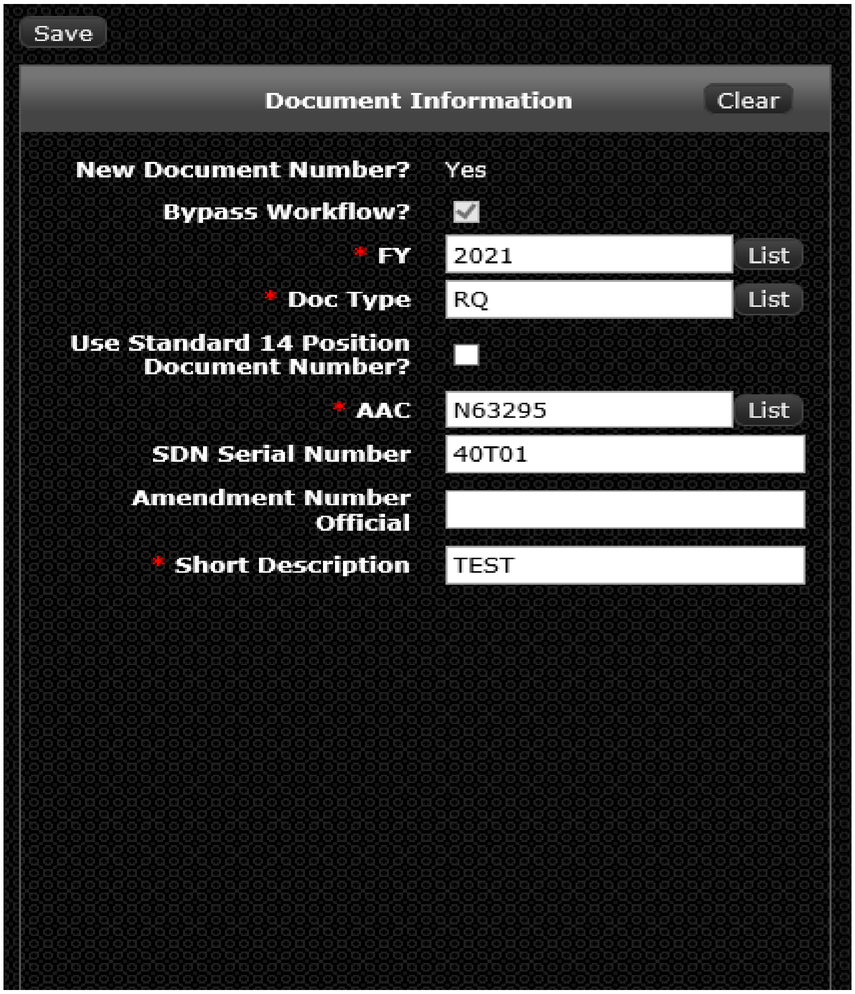
In the AAC field enter your UIC.
In the Short Description field enter your description.



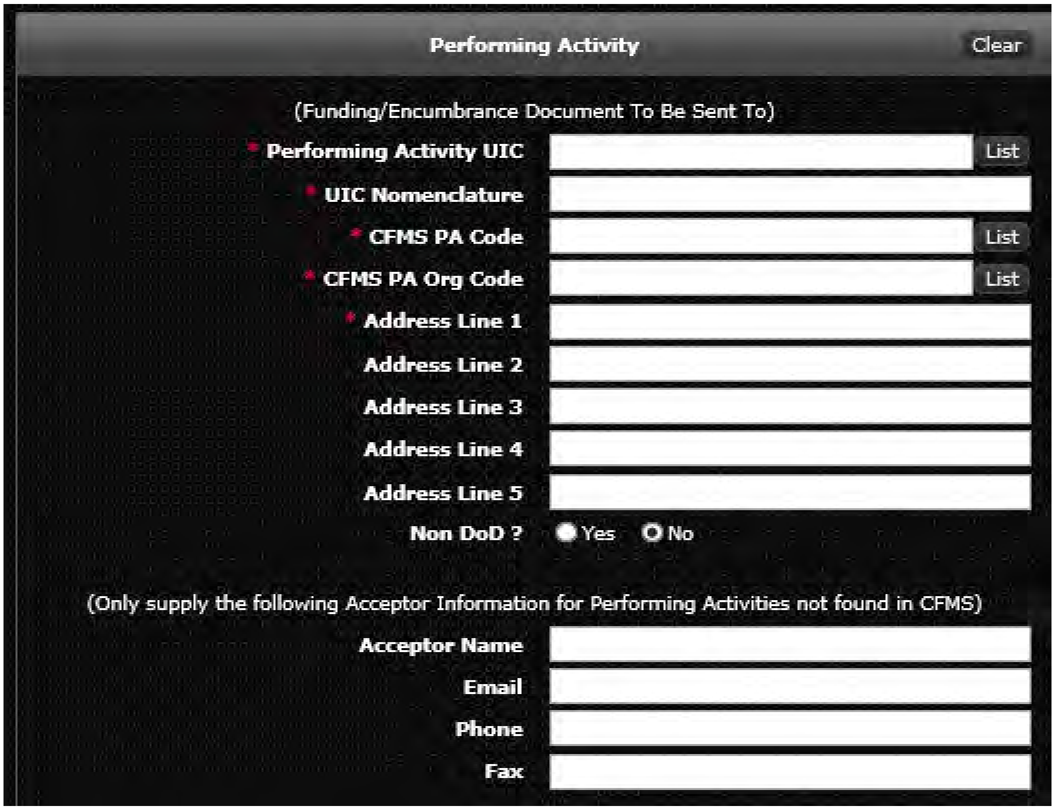
In the Serial Number Field you will need to enter the next appropriate serial number in sequence.
Serial numbers for RQ documents look like : XXT01, XXT02, XXT03, and so on.
The ‘XX’ equals your unit number.
T for tuition/01, 02, 03… for the serial numbers.
My unit is #40 so my first tuition document 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)


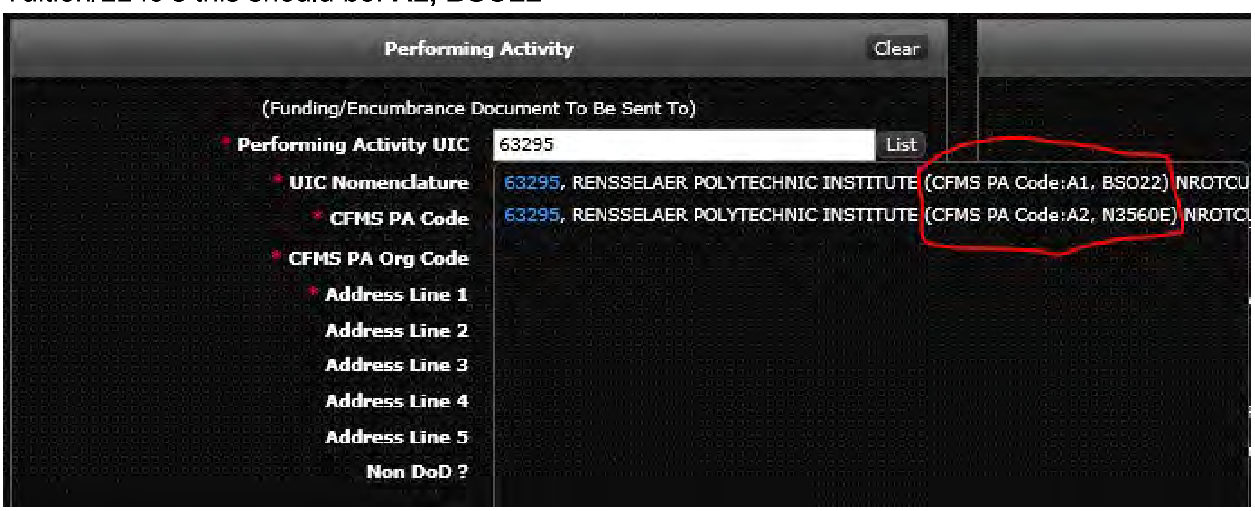
Next move to the **Performing Activity** box.



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

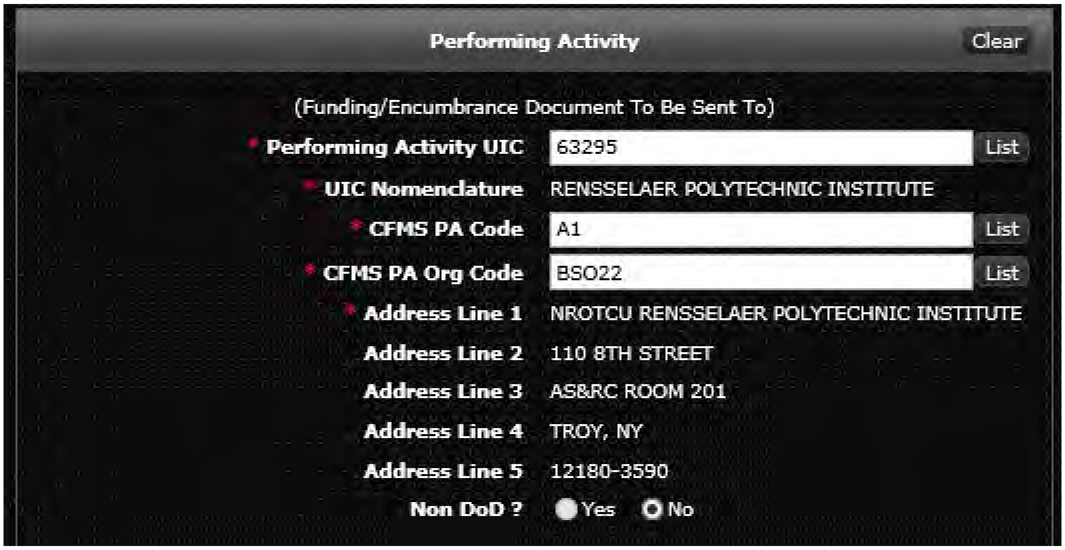
(drop the N: N63295 =wrong vs. 63295 =right)

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



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.

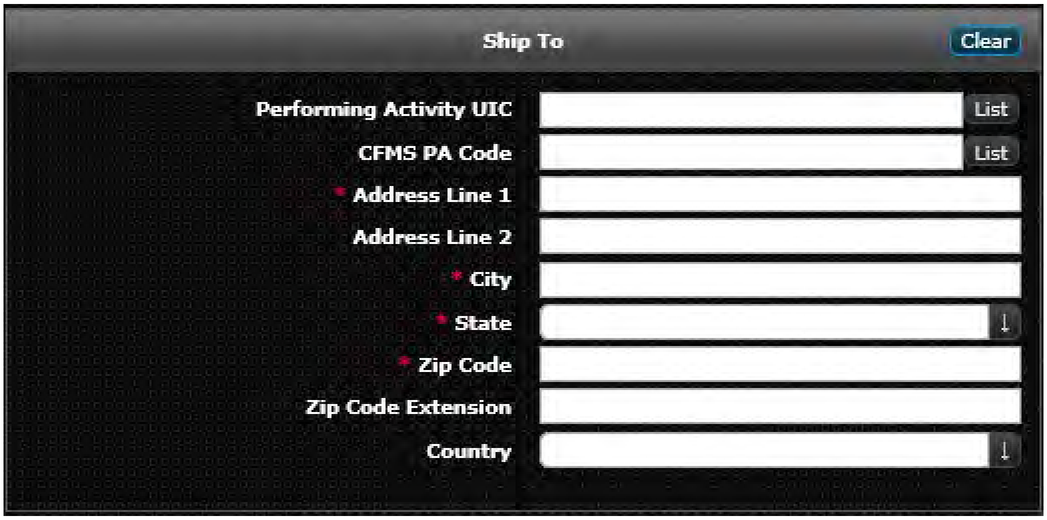


Next move to the **Dates** box.

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.

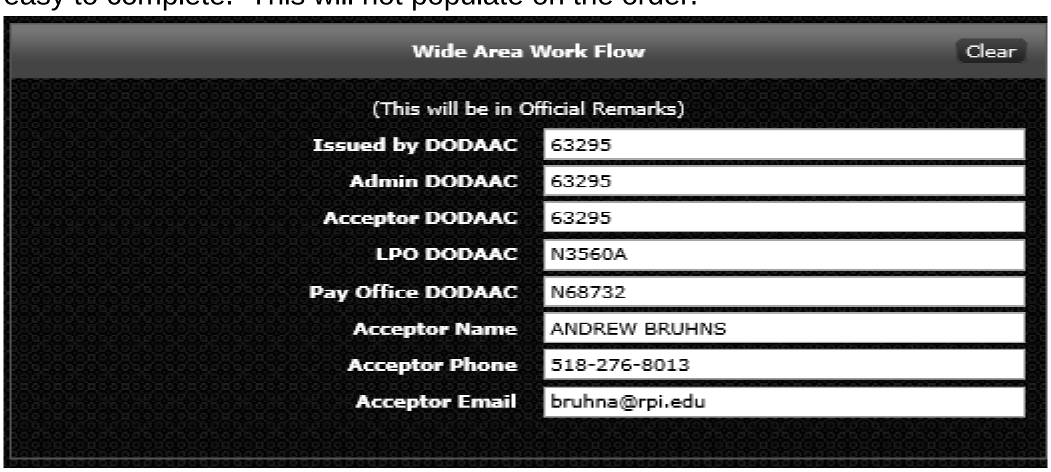
Anticipated Contract Award Date has to be on or before the 46th day of the regular term.

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

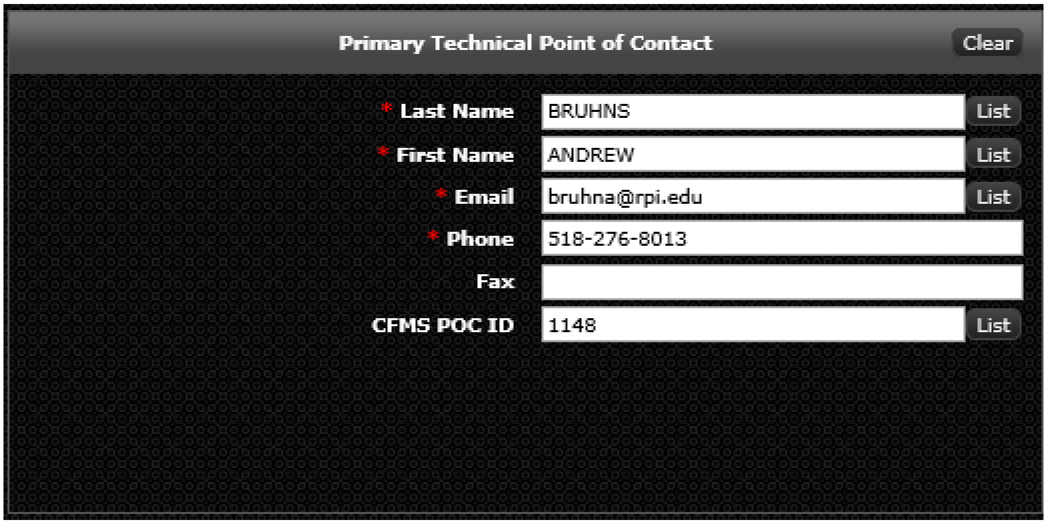


Use the same method as before to search with your UIC.
Select the proper code group and the required information will populate.

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



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



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.

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.*

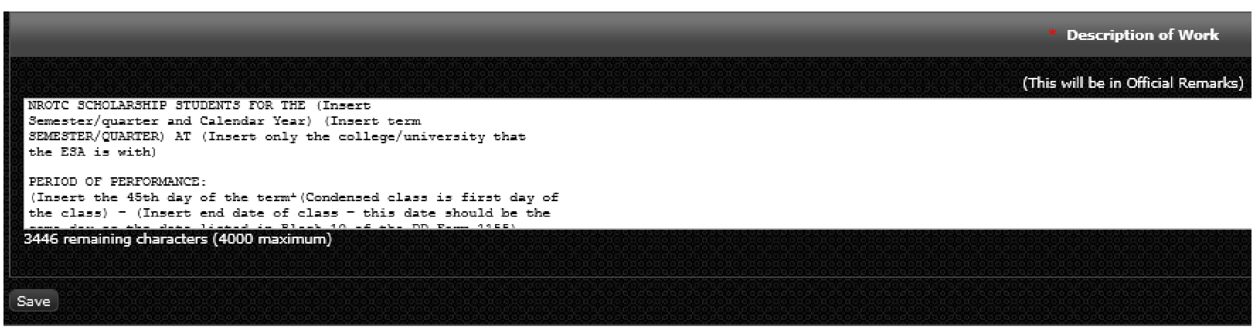
Tutoring with Summary Information and DFARS Clause Requirements:	*(Term) (Calendar Year) (Tutoring Course(s))* FOR (number of) HOURS OF TUTORING UNIVERSITY TUITION TUTORING SERVICES FOR (Insert total number of students) NROTC SCHOLARSHIP STUDENTS FOR THE (Insert Semester/quarter and Calendar Year) (Insert term SEMESTER/QUARTER) AT (Insert only the college/university that the ESA is with). PERIOD OF PERFORMANCE: (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) SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES ***Example:*** SPRING 2017 TUTORING FOR 400 HOURS OF TUTORING UNIVERSITY TUITION TUTORING SERVICES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY. PERIOD OF PERFORMANCE: 06 JAN 2017 – 20 MAY 2017 SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES

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 todays 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 than you would list the Unit price as $5,000.*

Government At Fault Error Retroactive Payments with Summary Information and DFARS Clause Requirements:	***MUST USE FY FUNDS THAT WERE VALID AT THE TIME WHEN THE MIDN SHOULD HAVE BEEN INCLUDED ON CONTRACT.*** RETROACTIVE TUITION - THIS TASK ORDER IS BEING ISSUED DUE TO AN ADMINISTRATIVE ERROR IN WHICH (*spell out number if ten or under ten*) (*insert number*) 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. 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 todays date +10 days to end of term) *(adjust dates as required to ensure DD Form 1155 is issued on or before the performance start date).* SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER ***Example:*** 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. 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. PERIOD OF PERFORMANCE: 18 JUN 2020 – 17 JUL 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 than you would list the Unit price as $5,000.*

Advance Placement Exams with Summary Information and DFARS Clause Requirements:	*(Term) (Calendar Year)* ADVANCED PLACEMENT EXAMS 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). PERIOD OF PERFORMANCE: (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) SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER ***Example:*** SPRING 2017 ADVANCED PLACEMENT EXAM UNIVERSITY TUITION ADVANCE PLACEMENT EXAMS FOR 5 MIDSHIPMEN SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY PERIOD OF PERFORMANCE: 06 JAN 2017 – 15 FEB 2017 SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES SEE ATTACHMENT B FOR LISTING OF MIDSHIPMEN INCLUDED ON THIS ORDER *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*

Enter the following information after the last paragraph of the Standard Description Statement <u>IF</u> directed by NSTC Comptroller's Office:	
Availability of Funds: Obligations to be made from next fiscal year funds	**FAR 52.231-18, Availability of Funds (APR 1984)** Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Ordering Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Ordering Officer.
Availability of Funds: Continuing Resolution Authority	**FAR 52.232-19, Availability of Funds Within a Fiscal Year (APR 1984)** 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.



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.

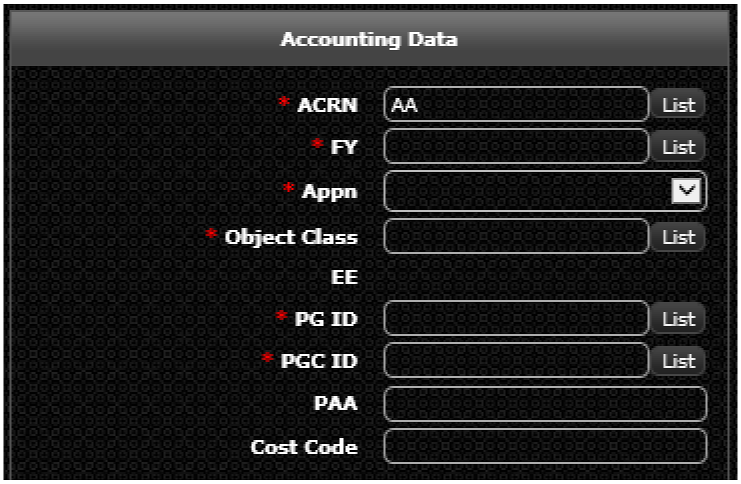
5. LOAs Tab

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

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

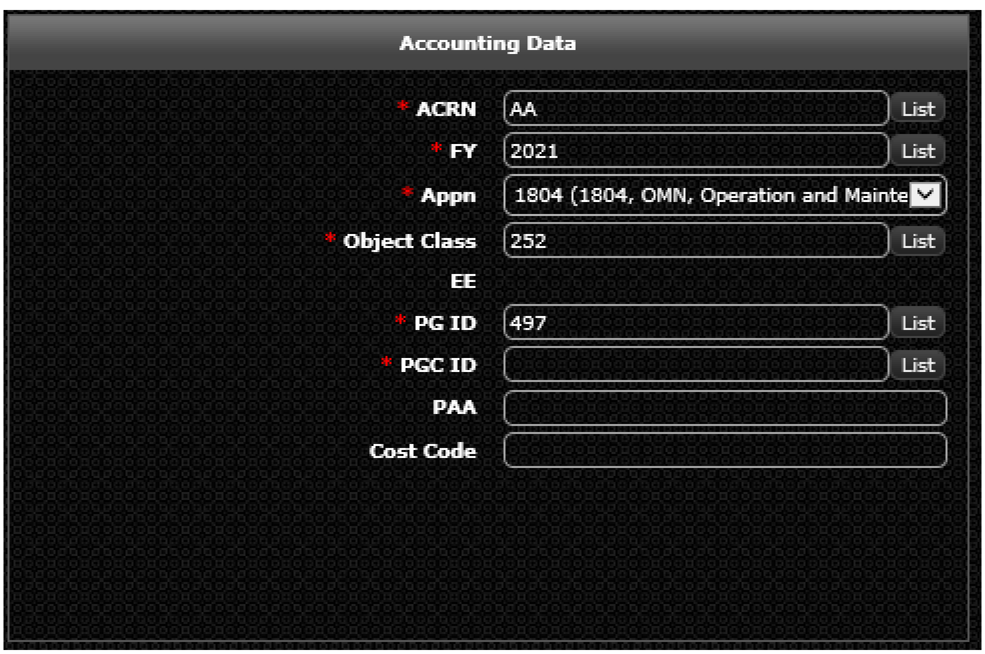
This will open the **Add ACRN Line Items Record** page

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



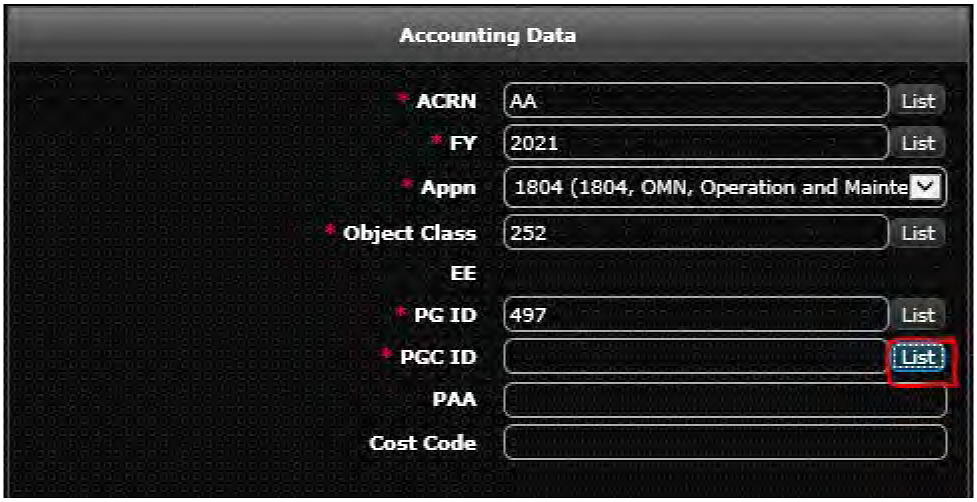
For tuition orders you will select the FY, and Appn (Appropriation), and Object Class Code and PG ID.

-FY: Applicable FY
-Appn: 1804
-OCC: 252
-PG ID: 497



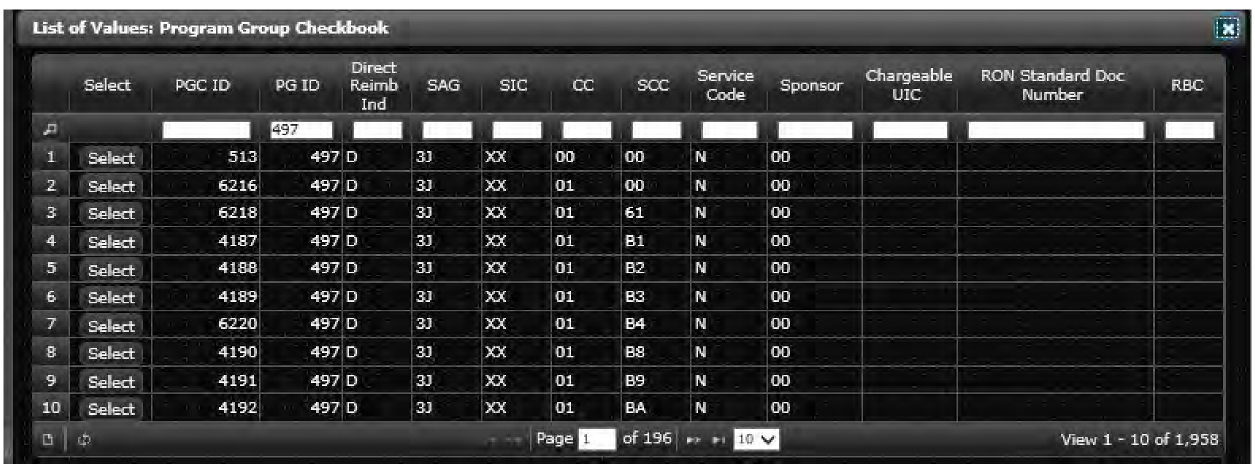
It very important to get the PGC ID step correct so that you are pulling from the **B3** SCC (Sub-Cost Center) for Scholarship Tuition, and *not* the **B1** SCC for Operations/Phones/Printer/COVID.

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



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

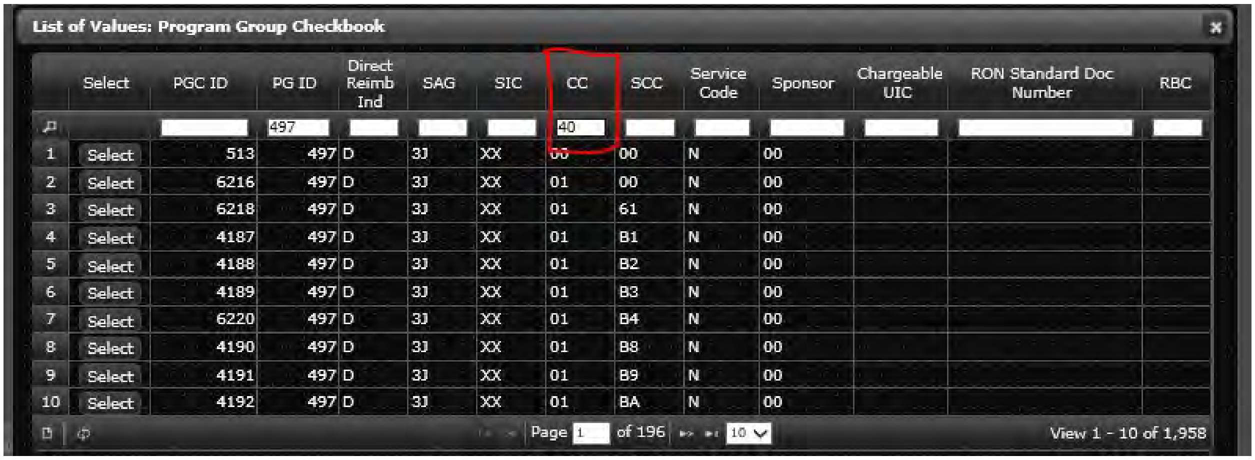
Following page……


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
			497										
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			

Page 1 of 196 10 View 1 - 10 of 1,958

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.

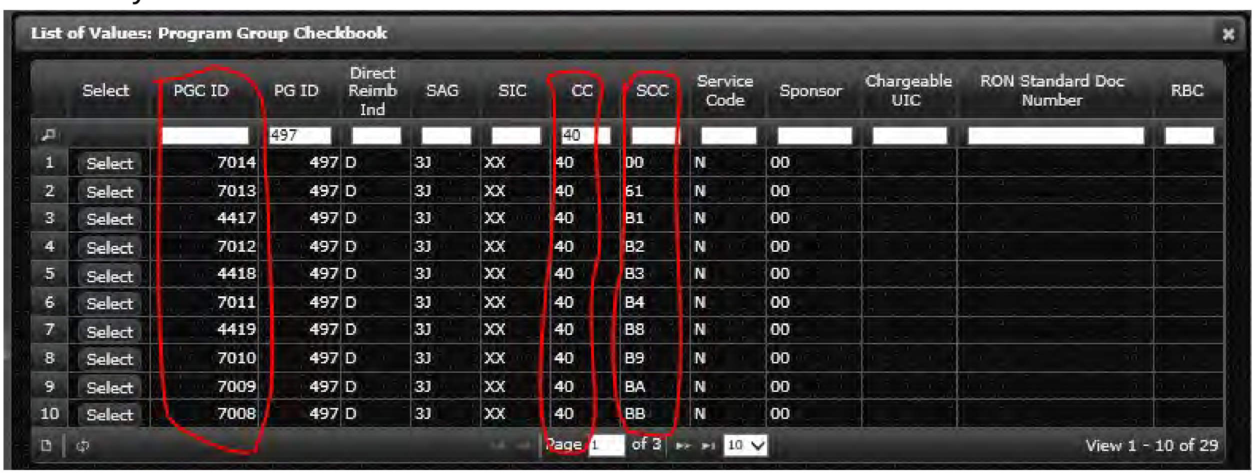


List of Values: Program Group Checkbook

	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			

Page 1 of 196 10 View 1 - 10 of 1,958

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

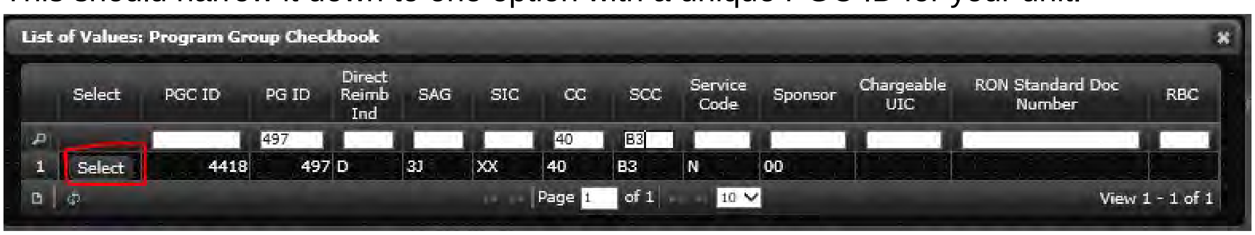


List of Values: Program Group Checkbook

	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			

Page 1 of 3 10 View 1 - 10 of 29

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.



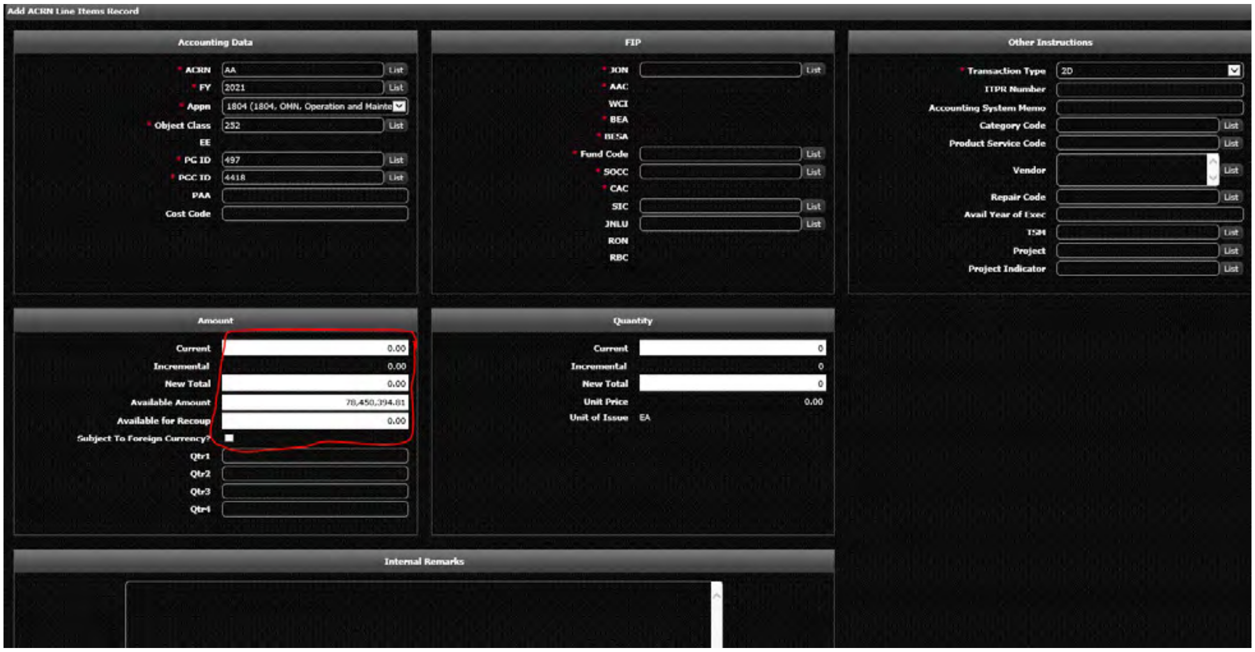
List of Values: Program Group Checkbook

	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			

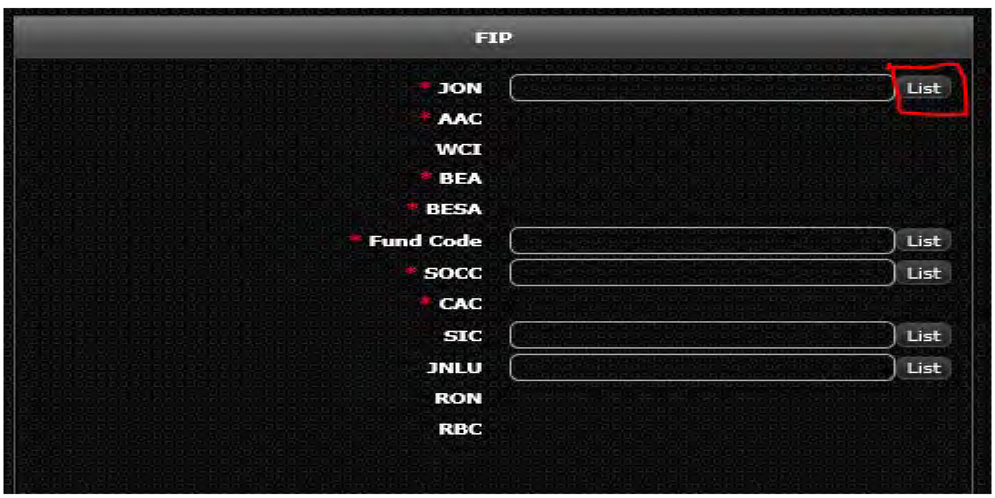
Page 1 of 1 10 View 1 - 1 of 1

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

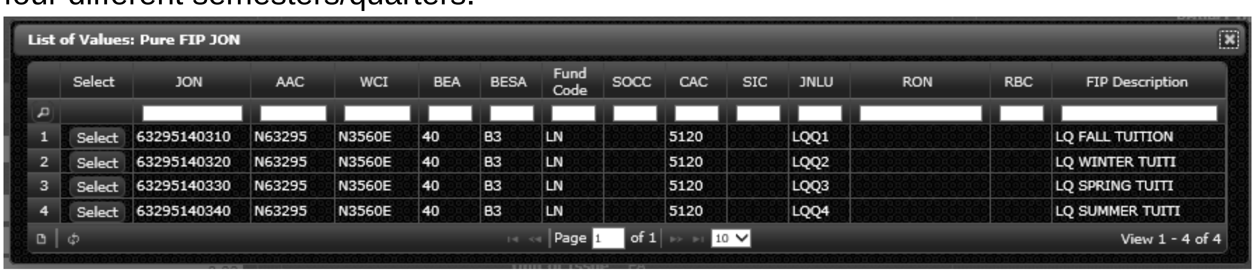
This will bring you back to the **Add ACRN Line Items Record** page.
You will see that the Available Amount in the Amount box has populated the B3 (Scholarship Tuition) checkbook total.



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



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



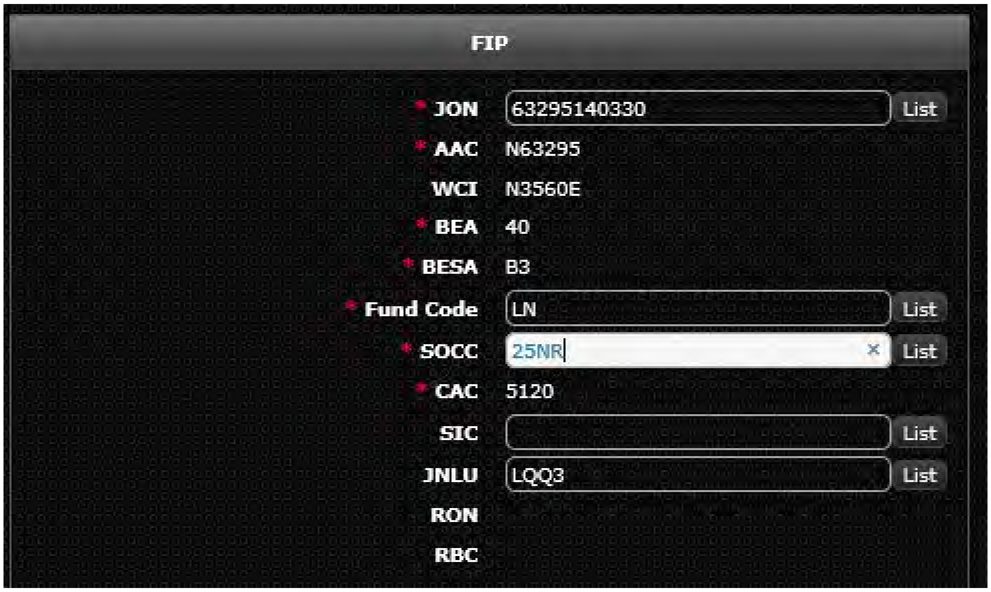
Click **Select** for the JON that lists the needed semester/quarter in the **FIP Description** column.

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

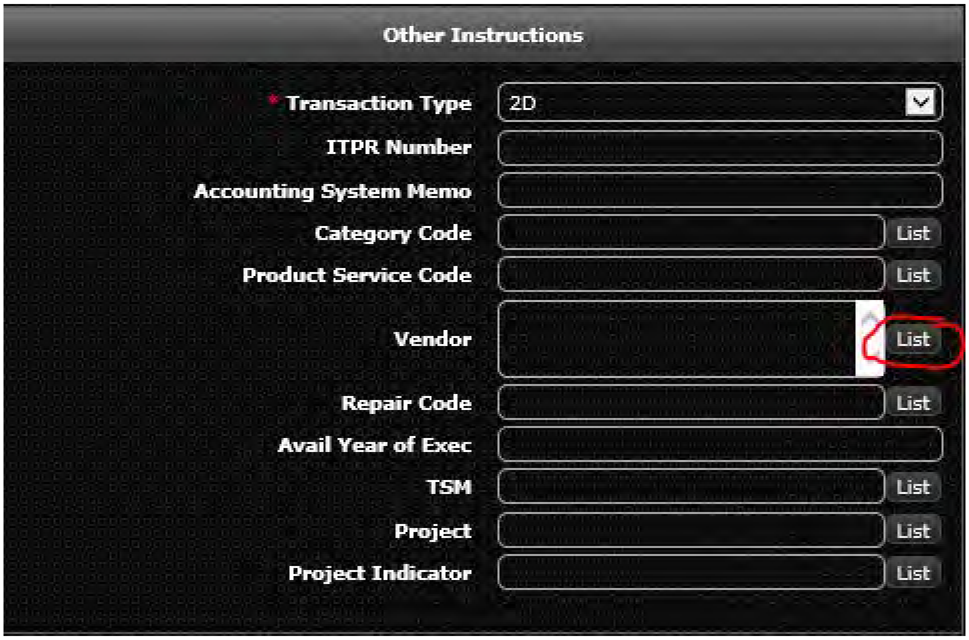
Page 1 of 1 10 View 1 - 4 of 4

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.



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

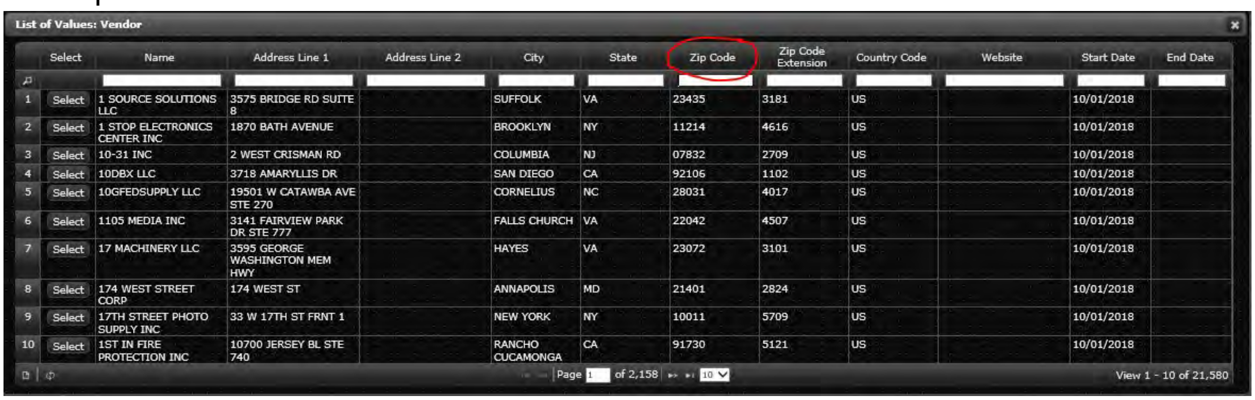
In the **Other Instructions** box click on the List button next to **Vendor**.



Other Instructions

* Transaction Type: 2D
ITPR Number
Accounting System Memo
Category Code: List
Product Service Code: List
Vendor: List
Repair Code: List
Avail Year of Exec
TSM: List
Project: List
Project Indicator: List

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
1	Select	1 SOURCE SOLUTIONS LLC	3575 BRIDGE RD SUITE 8		SUFFOLK	VA	23435	3181	US		10/01/2018	
2	Select	1 STOP ELECTRONICS CENTER INC	1870 BATH AVENUE		BROOKLYN	NY	11214	4616	US		10/01/2018	
3	Select	10-31 INC	2 WEST CRISMAN RD		COLUMBIA	NJ	07832	2709	US		10/01/2018	
4	Select	10DBX LLC	3718 AMARYLLIS DR		SAN DIEGO	CA	92106	1102	US		10/01/2018	
5	Select	10GFEDSUPPLY LLC	19501 W CATAWBA AVE STE 270		CORNELIUS	NC	28031	4017	US		10/01/2018	
6	Select	1105 MEDIA INC	3141 FAIRVIEW PARK DR STE 777		FALLS CHURCH	VA	22042	4507	US		10/01/2018	
7	Select	17 MACHINERY LLC	3595 GEORGE WASHINGTON MEM HWY		HAYES	VA	23072	3101	US		10/01/2018	
8	Select	174 WEST STREET CORP	174 WEST ST		ANNAPOLIS	MD	21401	2824	US		10/01/2018	
9	Select	17TH STREET PHOTO SUPPLY INC	33 W 17TH ST FRNT 1		NEW YORK	NY	10011	5709	US		10/01/2018	
10	Select	1ST IN FIRE PROTECTION INC	10700 JERSEY BL STE 740		RANCHO CUCAMONGA	CA	91730	5121	US		10/01/2018	

Page 1 of 2,158 10 View 1 - 10 of 21,580

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

List of Values: Vendor

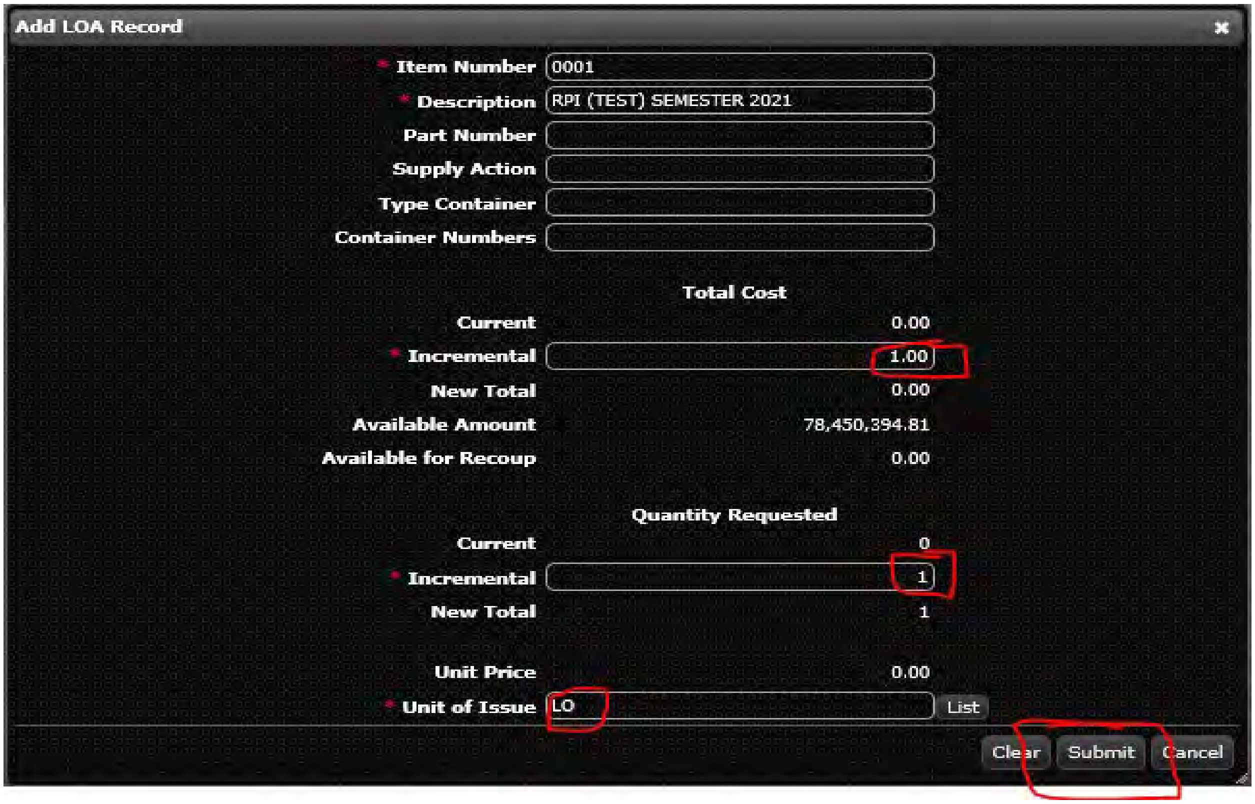
	Select	Name	Address Line 1	Address Line 2	City	State	Zip Code	Zip Code Extension	Country Code	Website	Start Date	End Date
							12180					
1	Select	BLANCHARD INDUSTRIAL SUPPLIES INC	422 RIVER ST		TROY	NY	12180	2821	US		10/01/2018	
2	Select	HUDSON VALLEY COMMUNITY COLLEGE	80 VANDENBURGH AVE		TROY	NY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

Page 1 of 1 10 View 1 - 3 of 3

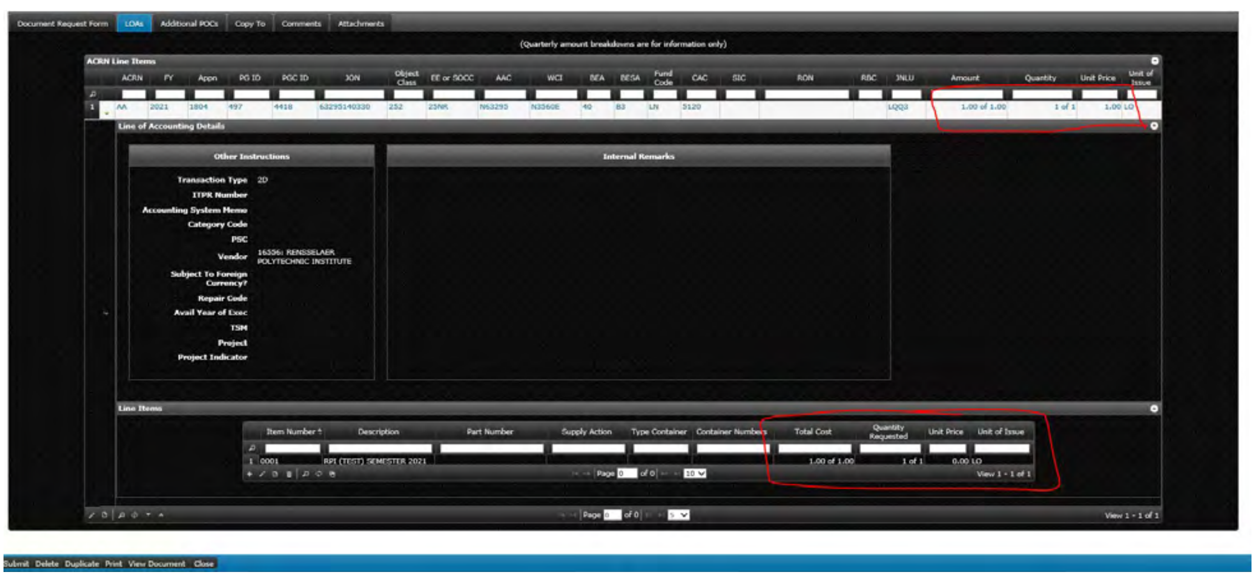
Next click Submit in the bottom right corner of the **Add ACRN Line Items Record** page.
This will bring you to the **Add LOA Record** screen.

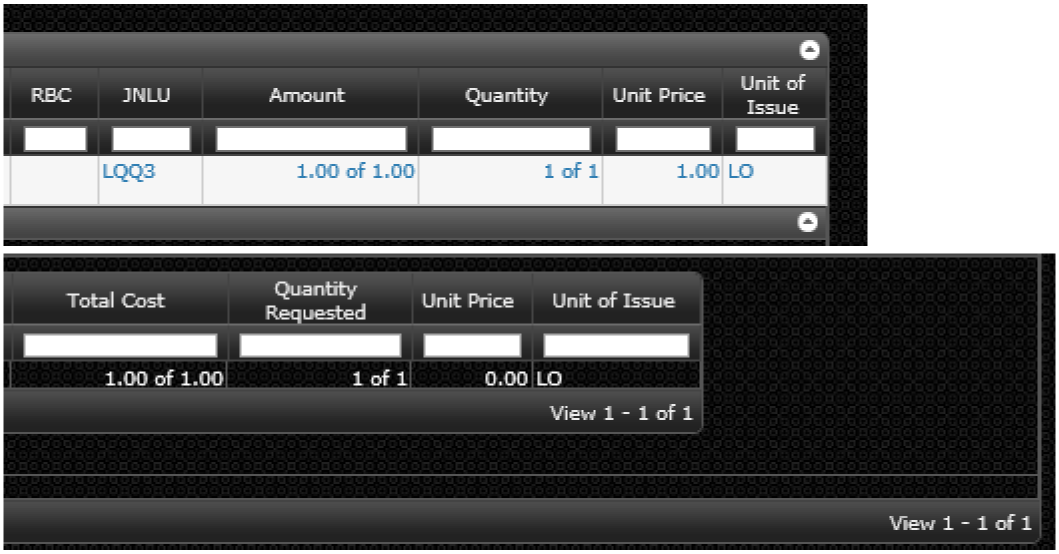
Enter the amount you are asking to obligate under Total Cost. ($1.00 for the example)
Then enter the quantity requested (1), and the unit of issue (LOT, or LO), and hit **Submit**.

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.



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.



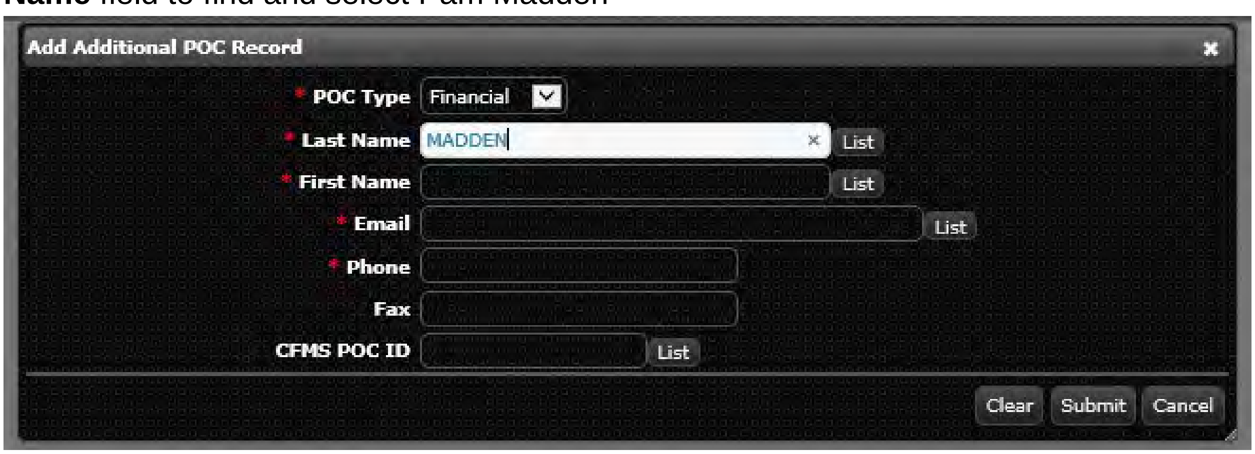


At this point you have completed all needed steps in the LOA tab.

6. Addition POCs.

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

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



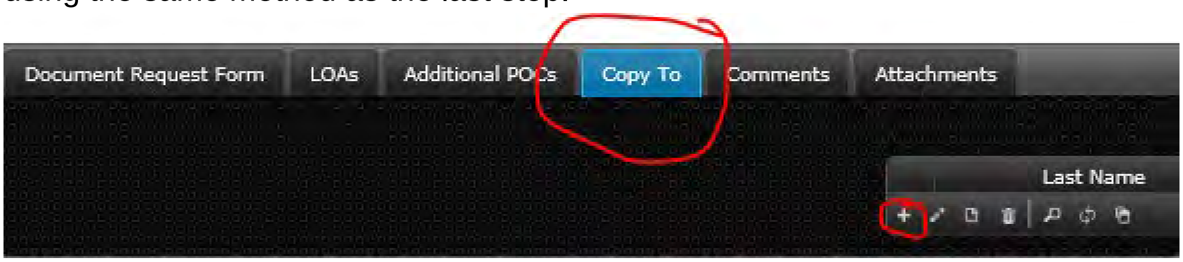
The rest of the information will populate once you select her name from the list.

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		1795
2	Financial	MADDEN	PAMELA	pam.madden@navy.mil	847-688-6808 x416		1671

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.

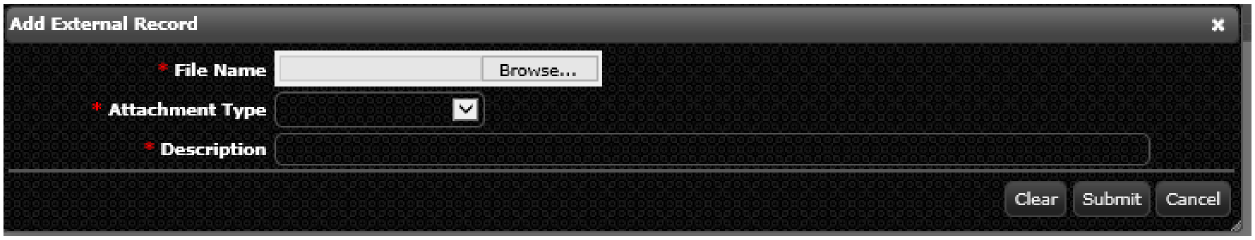


8. **Attachments** tab.

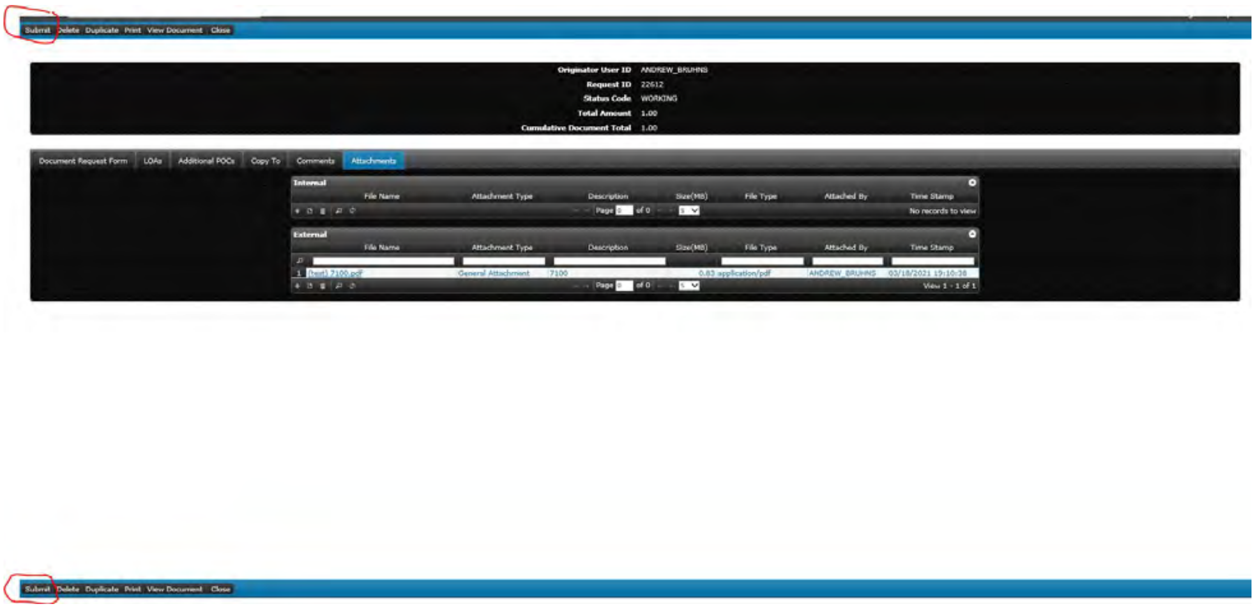
Upload you 7100 form and other supporting cost documentation using the External plus (+) sign.

Browse for, and upload your attachment.

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



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.



SHIPPING CONTAINER TALLY ______ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)
66809 NROTC PENN STATE UNIVERSITY
315 WAGNER BUILDING
UNIVERSITY PARK, PA 16802

2. TO: (Include ZIP Code)
1S4H2 PENN STATE UNIVERSITY
108 SHIELDS BUILDING
UNIVERSITY PARK, PA 16802

3. SHIP TO - MARK FOR
66809 NROTC PENN STATE UNIVERSITY
315 WAGNER BUILDING
UNIVERSITY PARK, PA 16802

SHEET NO.	NO. OF SHEETS	5. REQUISITION DATE	6. REQUISITION NUMBER
1	1	21-DEC-16	N6331017RQ36T02

7. DATE MATERIAL REQUIRED (YYYYMMDD) 20170218

8. PRIORITY

9. AUTHORITY OR PURPOSE
SPRING 2017 TUITION AND FEES

10. SIGNATURE
I Comptroller
I. Comptroller, NSTC Budge Officer

11a. VOUCHER NUMBER & DATE (YYYYMMDD)

12. DATE SHIPPED (YYYYMMDD)

b.

13. MODE OF SHIPMENT

14. BILL OF LADING NUMBER

15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.

4. APPROPRIATIONS DATA PSC: U005 - Tuition, Registration and Membership Fees
AA 1771804 22LW 252 3560A 068566 2D Q36T02 63232754310Q SOCC: 25NR - NROTC Tuition

AMOUNT $1,657,749.00

ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CON-TAINER (f)	CON-TAINER NOS. (g)	UNTI PRICE (h)	TOTAL COST (i)
	Line Items will be printed on continuation page							

16. TRANSPORTATION VIA AMC OR MSC CHARGEABLE TO

17. SPECIAL HANDLING

18. RECAPITULATION OF SHIPMENT

	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE
ISSUED BY					
CHECKED BY					
PACKED BY					
			TOTAL		

19. RECEIPT

	DATE	BY	
CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	SHEET TOTAL
QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.

DD FORM 1149, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100
PREVIOUS EDITION IS OBSOLETE

****** Initiation Document **** Initiation Document **** Initiation Document ******

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SHIPPING CONTAINER TALLY 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 32 33 34 35 36 37 38 39 40 41 42 43 44 45 46 47 48 49 50

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. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT OF ISSUE (c)	QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
1	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 FAR 52.232-19, Availability of Funds Within a Fiscal Year (APR 1984) Funds are not presently available for performance under this contract beyond March 1ST, 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 1st, 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
							SHEET TOTAL	

If applicable, the Funds Availability Statement goes here

DD FORM 1149C, JAN 2016 51 52 53 54 55 56 57 58 59 60 61 62 63 64 65 66 67 68 69 70 71 72 73 74 75 76 77 78 79 80 81 82 83 84 85 86 87 88 89 90 91 92 93 94 95 96 97 98 99 100

PREVIOUS EDITION IS OBSOLETE

****** Initiation Document **** Initiation Document **** Initiation Document ******

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