

Tuition Ordering and Payment Process Handbook – Appendix A-1

SUBJECT: Tuition Ordering Process and Flow Charts

PURPOSE: To inform NROTC unit Contracting Officers and other offices of the correct process in placing and administering tuition orders against Educational Service Agreements (ESA).

OVERVIEW: The process maps and flowcharts are designed to simplify and provide the NROTC unit Contracting Officer a clearly defined process to navigating through the various steps in the contracting actions discussed in this Handbook.

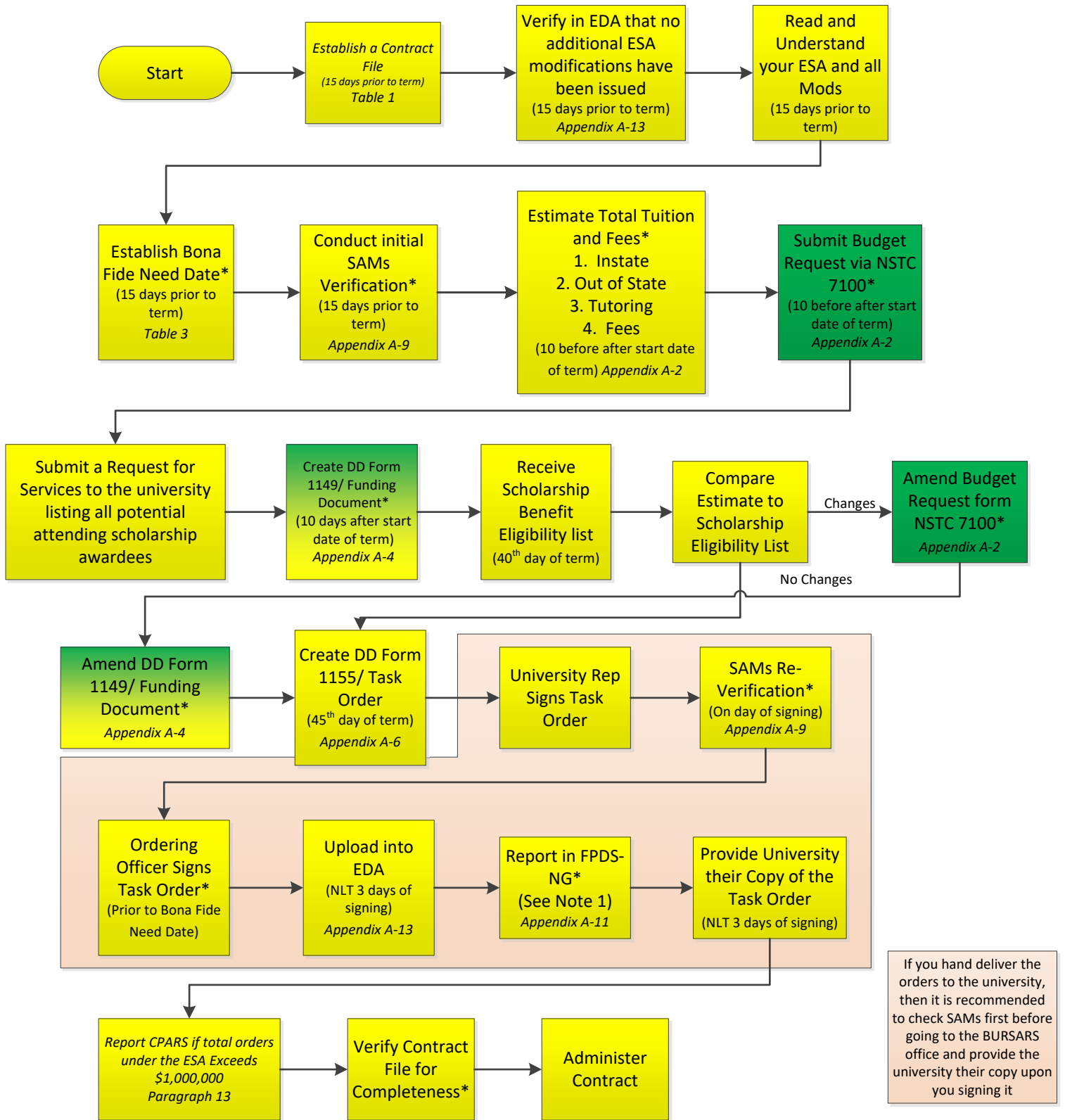
ACTION REQUIRED:

1. Adhere to the guidance contained on the following pages.

CONTENTS:

- Issuing a Task Order for Tuition and Fees – ESA with 45-Day Language Pages 2
- Issuing a Task Order for Condensed Courses Pages 3
- Issuing a Task Order for Advance Placement Exams Pages 4
- Issuing a Task Order for Tutoring Pages 5
- Issuing a Task Order for Medical Eligibility Reinstatement Pages 6 -7
- Processing WAWF Invoices Pages 8 - 9
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- Modifying the ESA Pages 12
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Issuing a Task Order for Tuition and Fees – ESAs with 45-Day Language



If you hand deliver the orders to the university, then it is recommended to check SAMs first before going to the BURSARS office and provide the university their copy upon you signing it

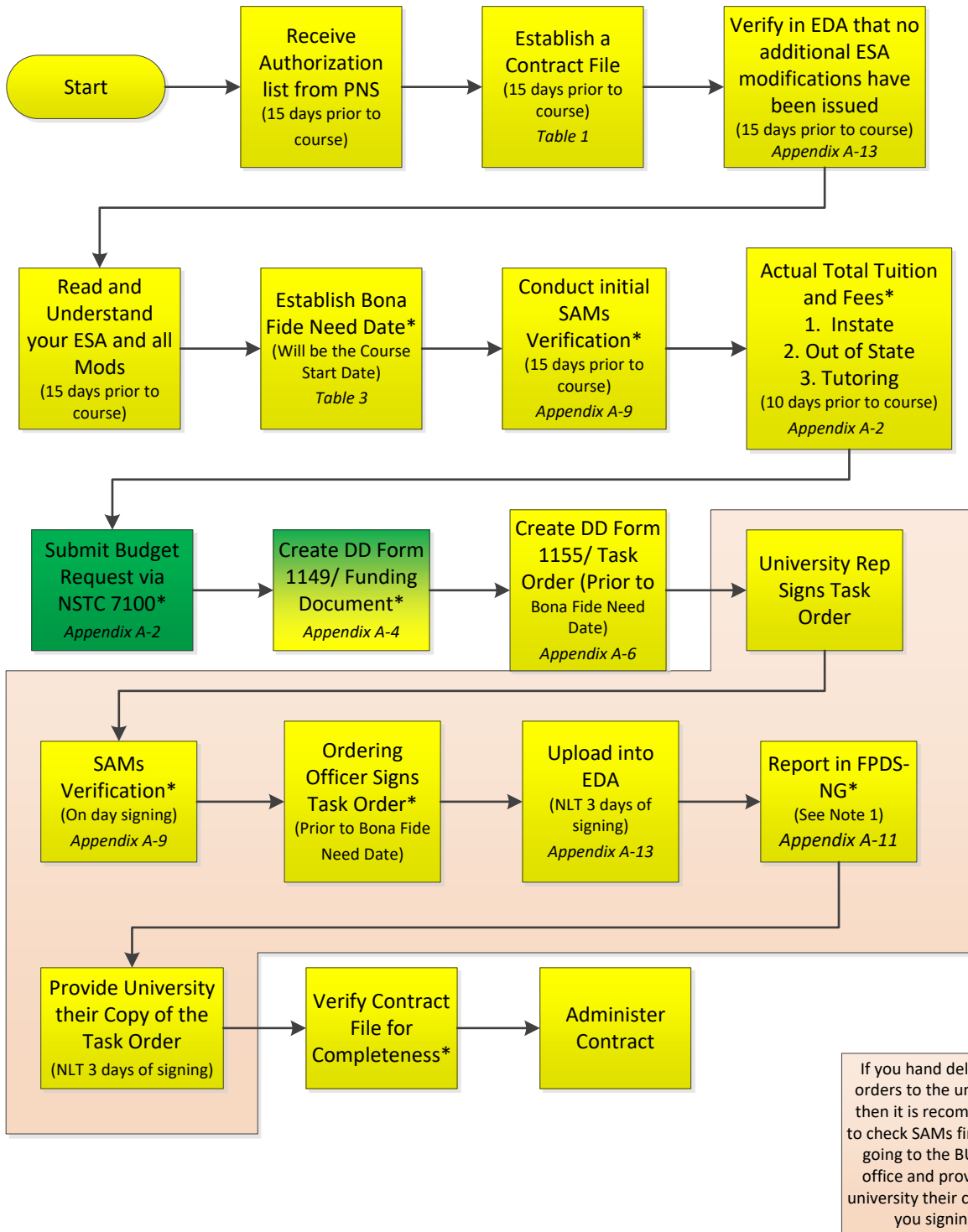
Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00. This includes the original order and any mods.

FPDS-NG is to be reported NLT 3 days of ordering officers signature

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* Indicates documentation is to be filed in the Contract File

Issuing a Task Order for Tuition and Fees – Condensed Courses



Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00. This includes the original order and any mods.

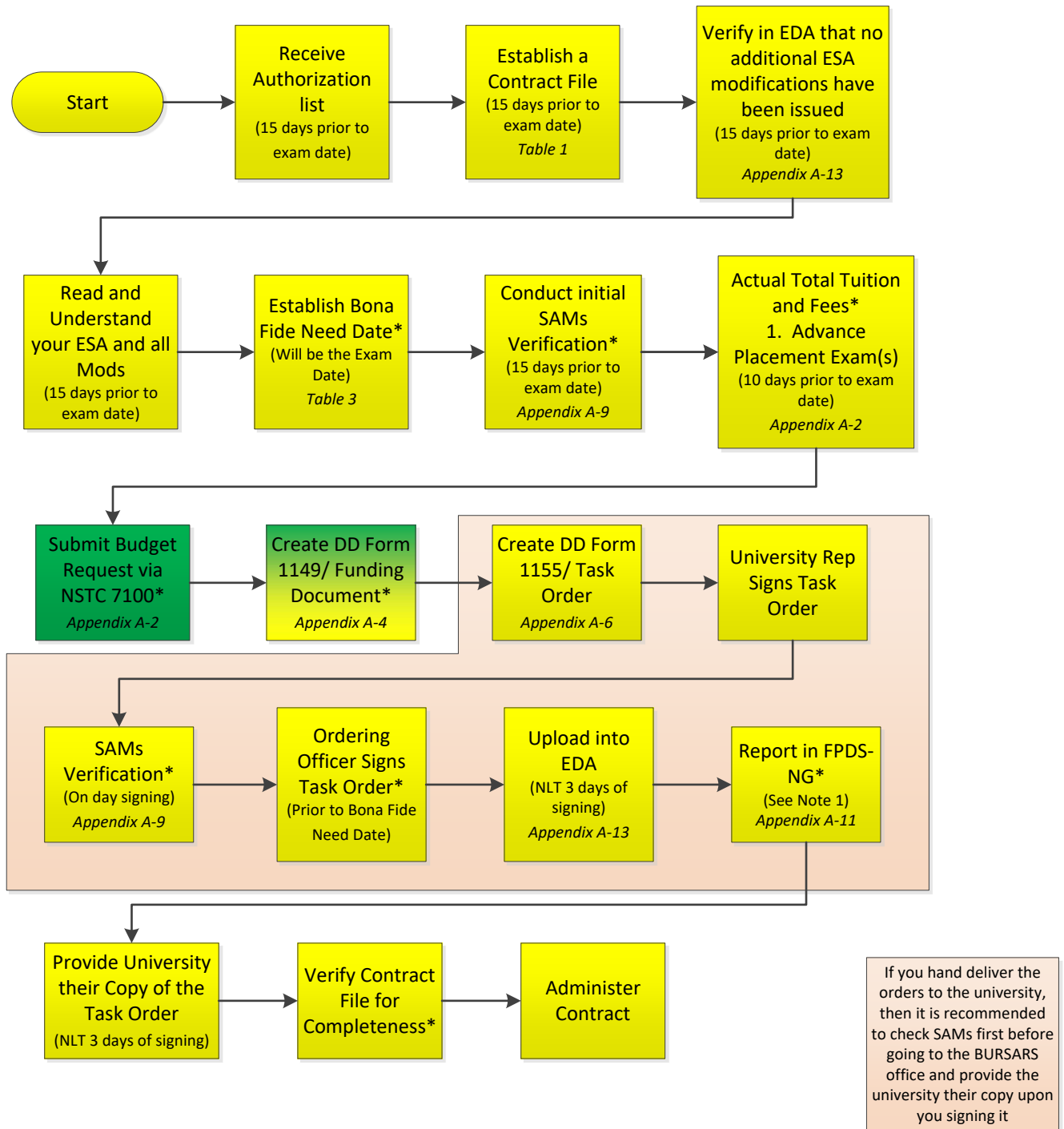
FPDS-NG is to be reported NLT 3 days of signing

If you hand deliver the orders to the university, then it is recommended to check SAMs first before going to the BURSARS office and provide the university their copy upon you signing it

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Issuing a Task Order for Advance Placement Exams



Note: If ordering exams for multiple students being taken on different dates, do one task order package and have the task order period of performance dates cover the entire period.

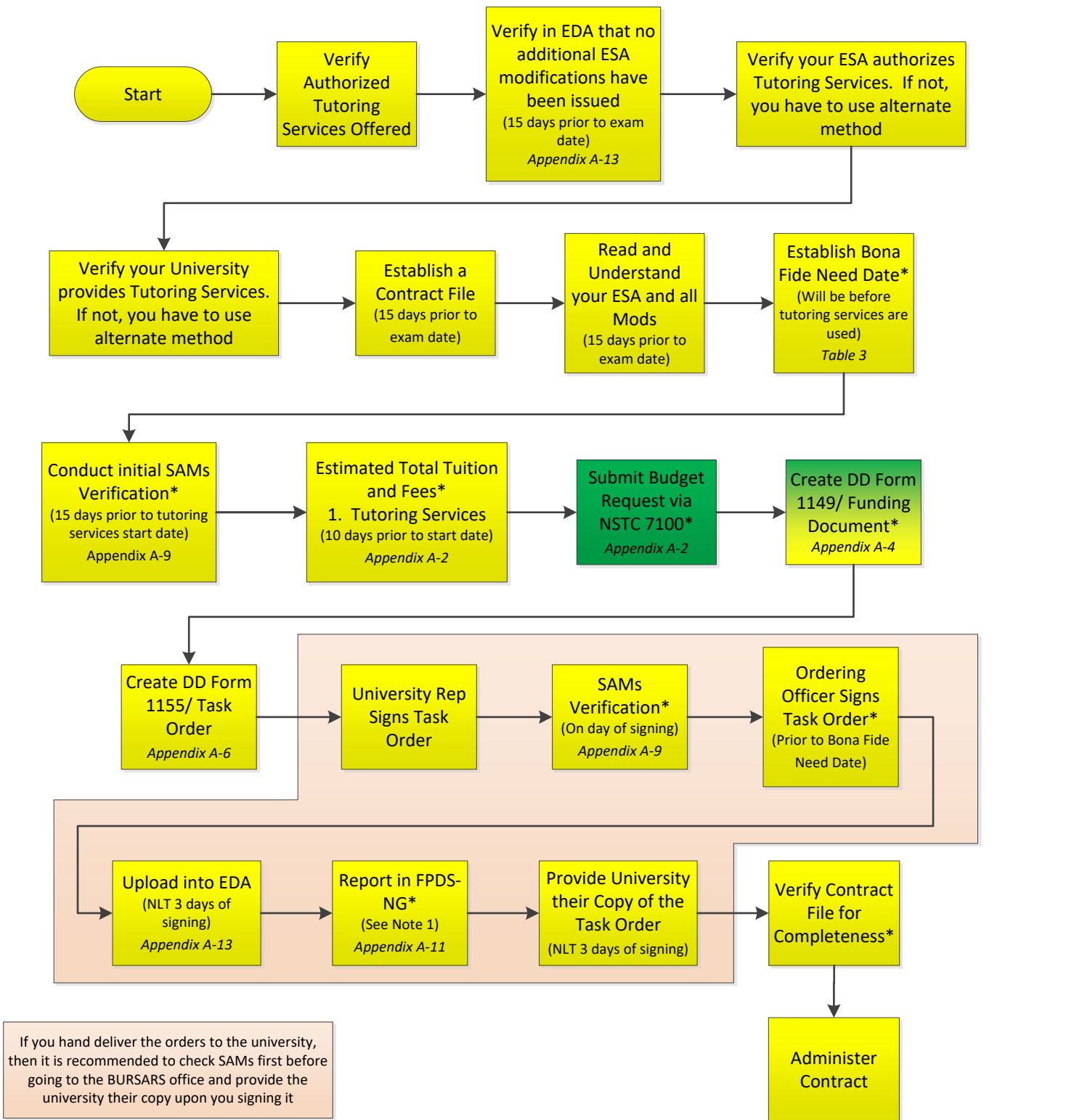
Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00. This includes the original order and any mods.

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Issuing a Task Order for University Tutoring Services

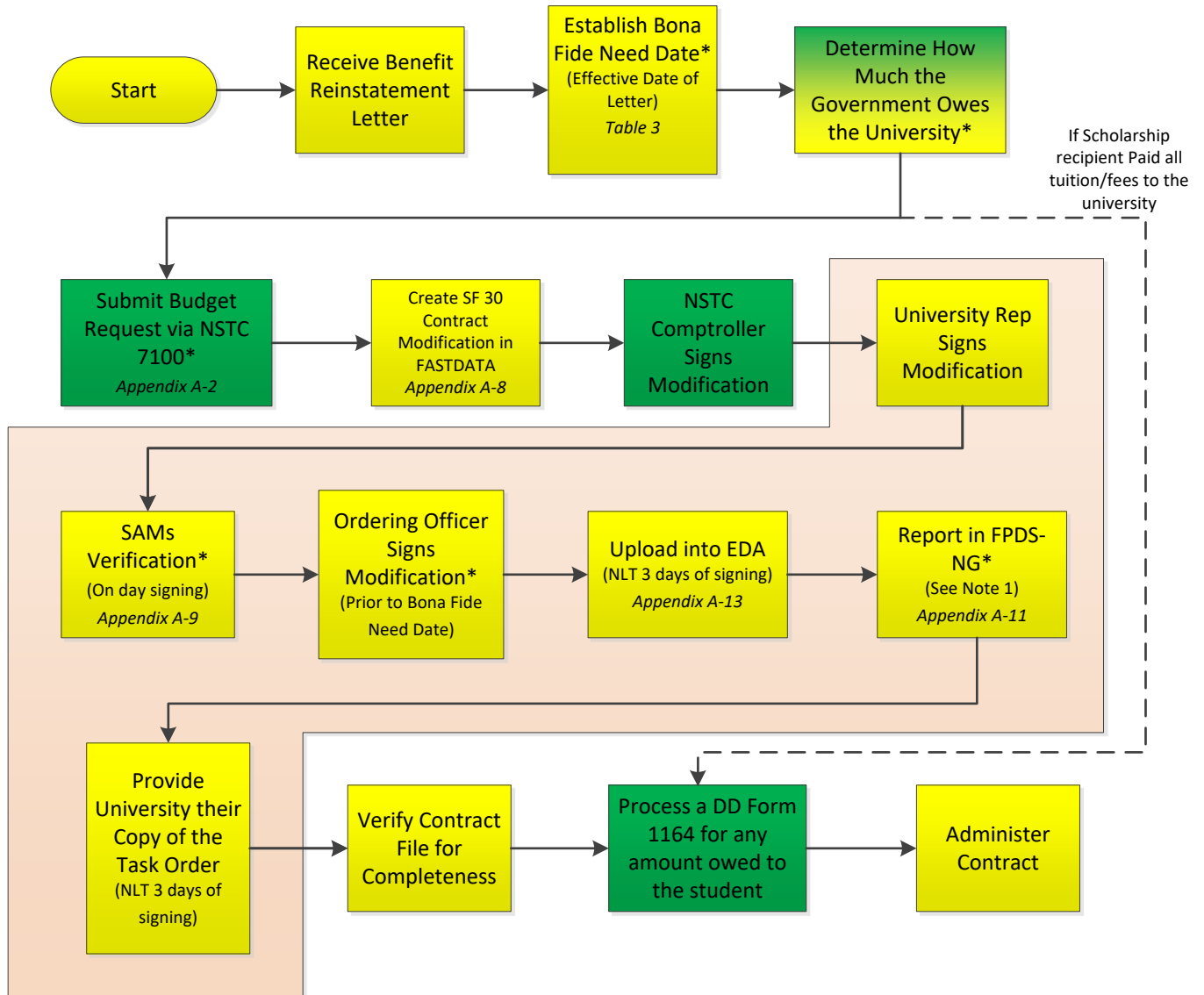


Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$2,500.00. This includes the original order and any mods.

FPDS-NG is to be reported NLT 3 days of signing

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Issuing a Task Order for Tuition and Fees – MLOA Scholarship Benefit Reinstatement – Current Term Still In Session



Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00. This includes the original order and any mods.

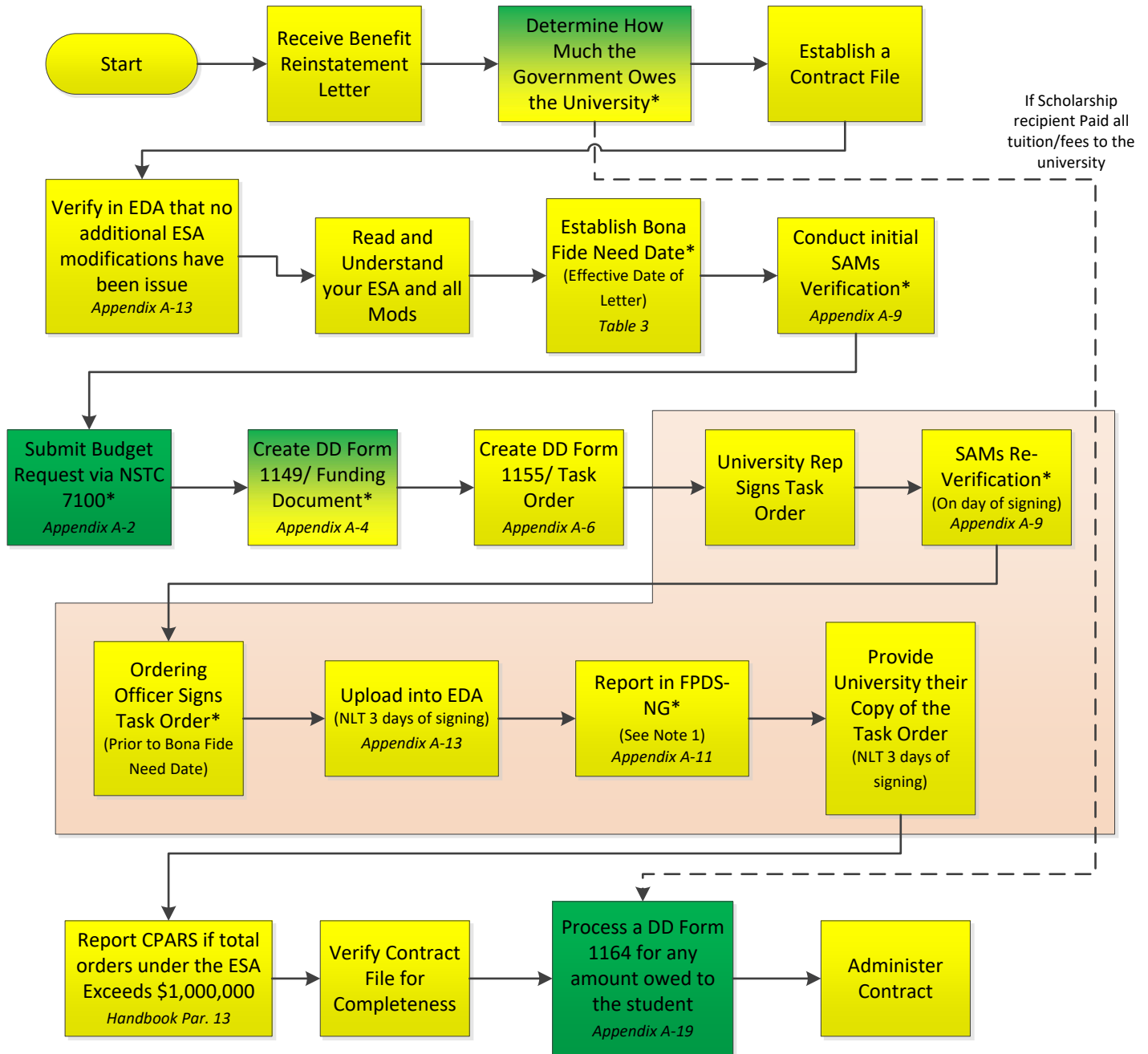
FPDS-NG is to be reported NLT 3 days of signing

If you hand deliver the orders to the university, then it is recommended to check SAMs first before going to the BURSARS office and provide the university their copy upon you signing it

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Issuing a Task Order for Tuition and Fees – MLOA Scholarship Benefit Reinstatement – Previous Sessions



Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00. This includes the original order and any mods.

FPDS-NG is to be reported NLT 3 days of signing

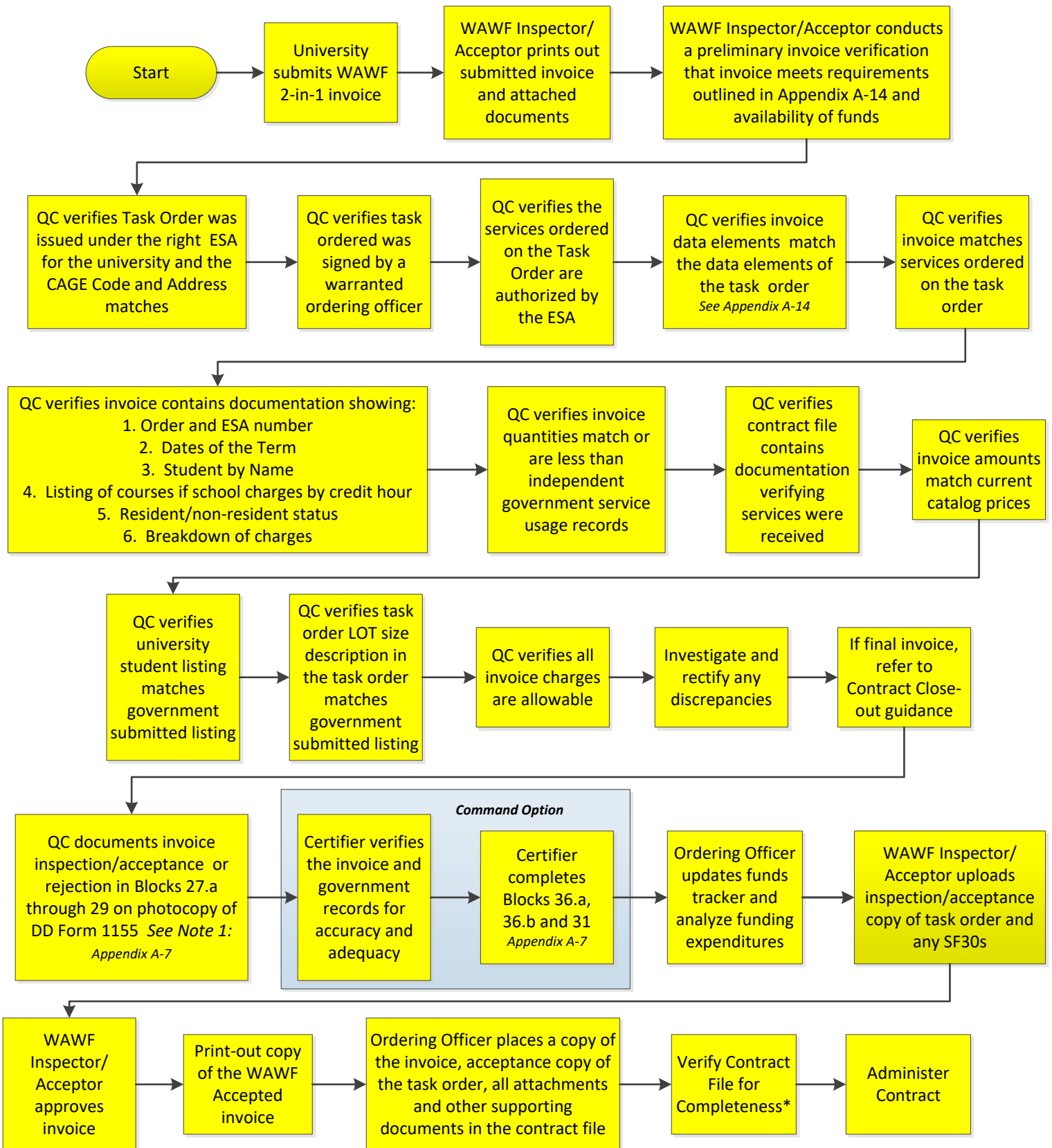
If you hand deliver the orders to the university, then it is recommended to check SAMs first before going to the BURSARS office and provide the university their copy upon you signing it

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Processing WAWF Invoices

-Must be completed within 7 days of receipt of invoice-

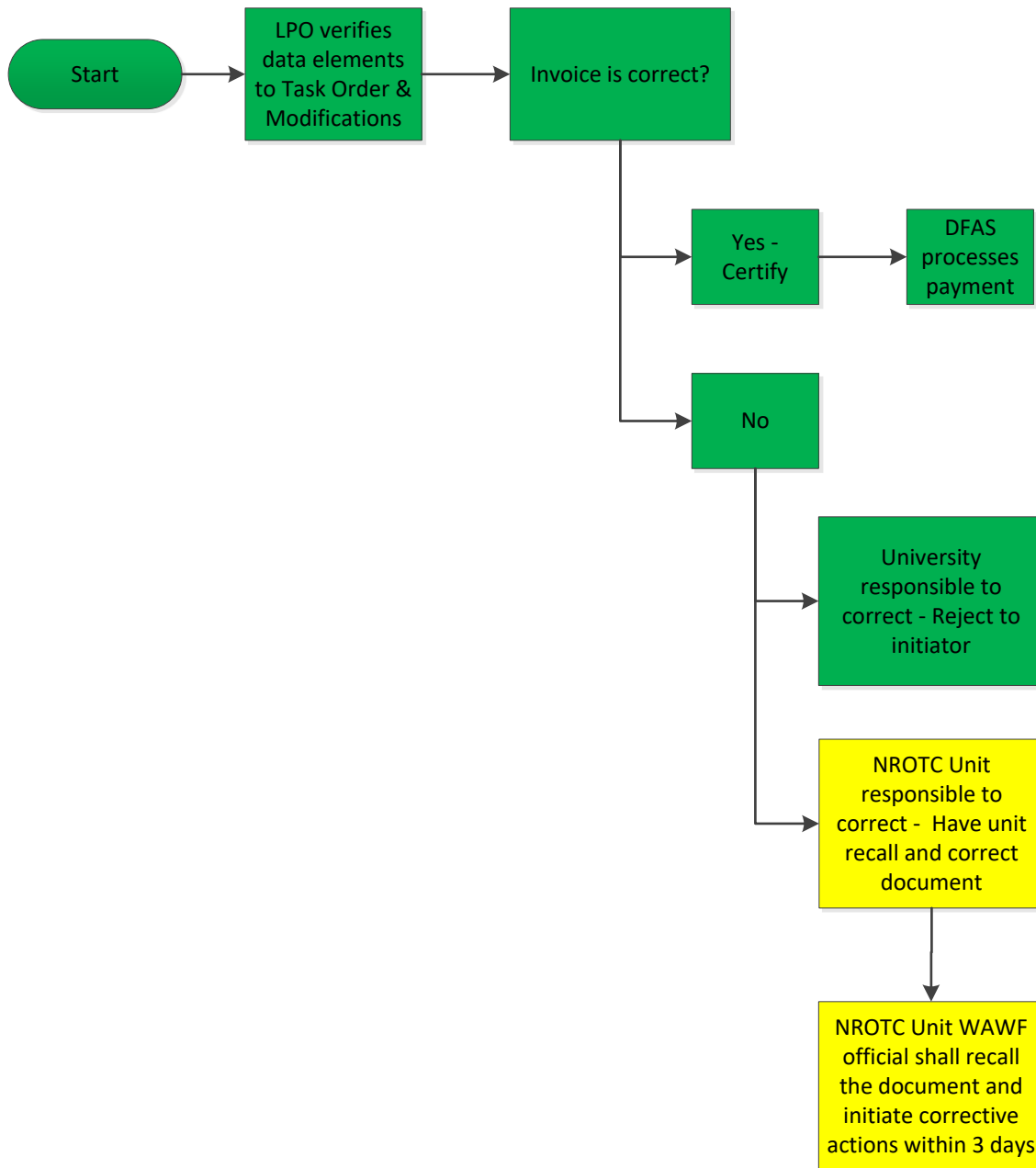


Note 1: If the QC rejects the invoice, document the justification and return to the WAWF Inspector/Acceptor to attach the completed copy of the DD Form 1155 in WAWF and reject it back to the university for correction. Refer to Appendix A-14 on rejection requirements

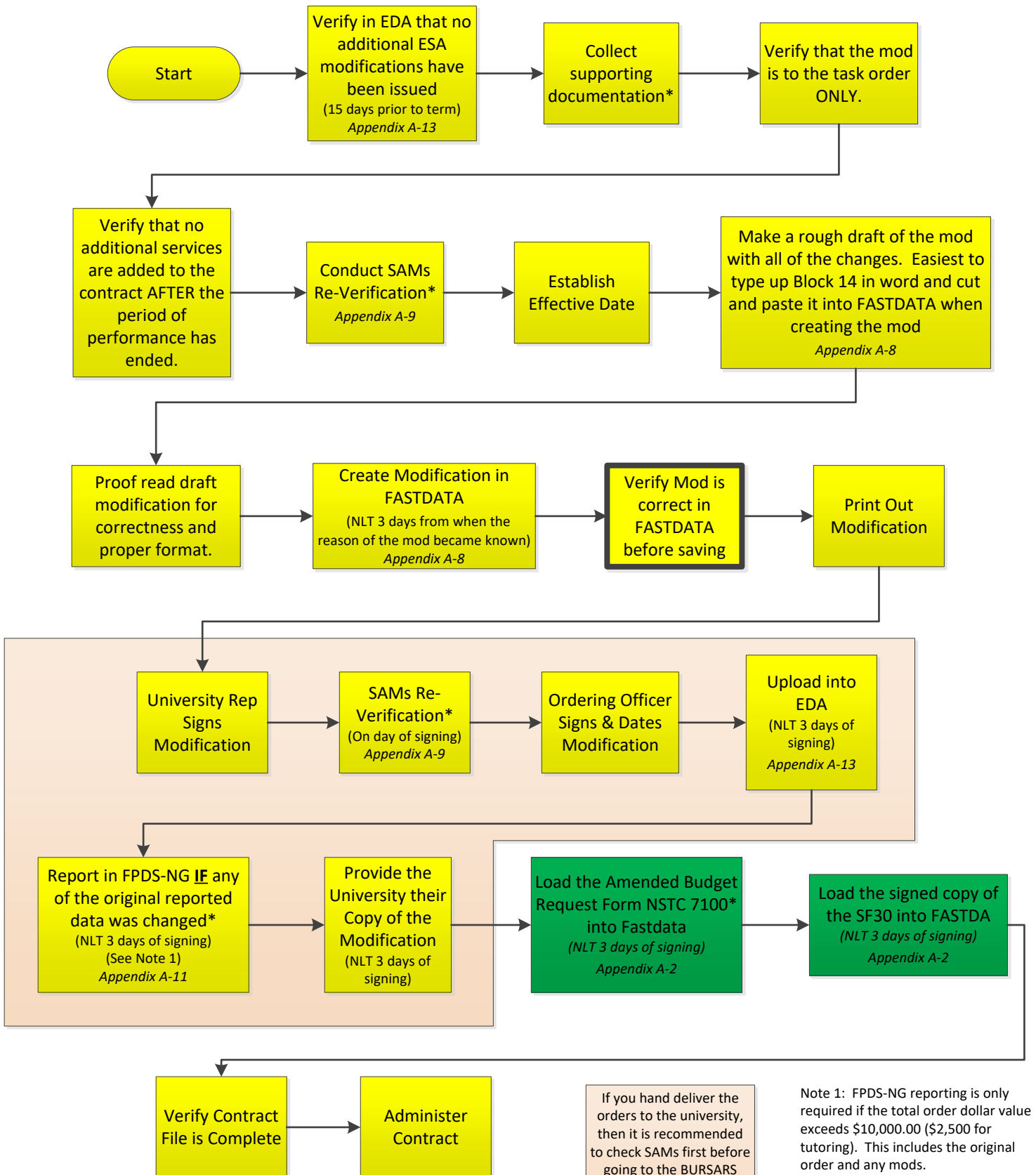
Note 2: Task order and ESA also includes all modifications issued to these documents.

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Processing WAWF Invoices



Issuing a Bilateral Modification (SF30)



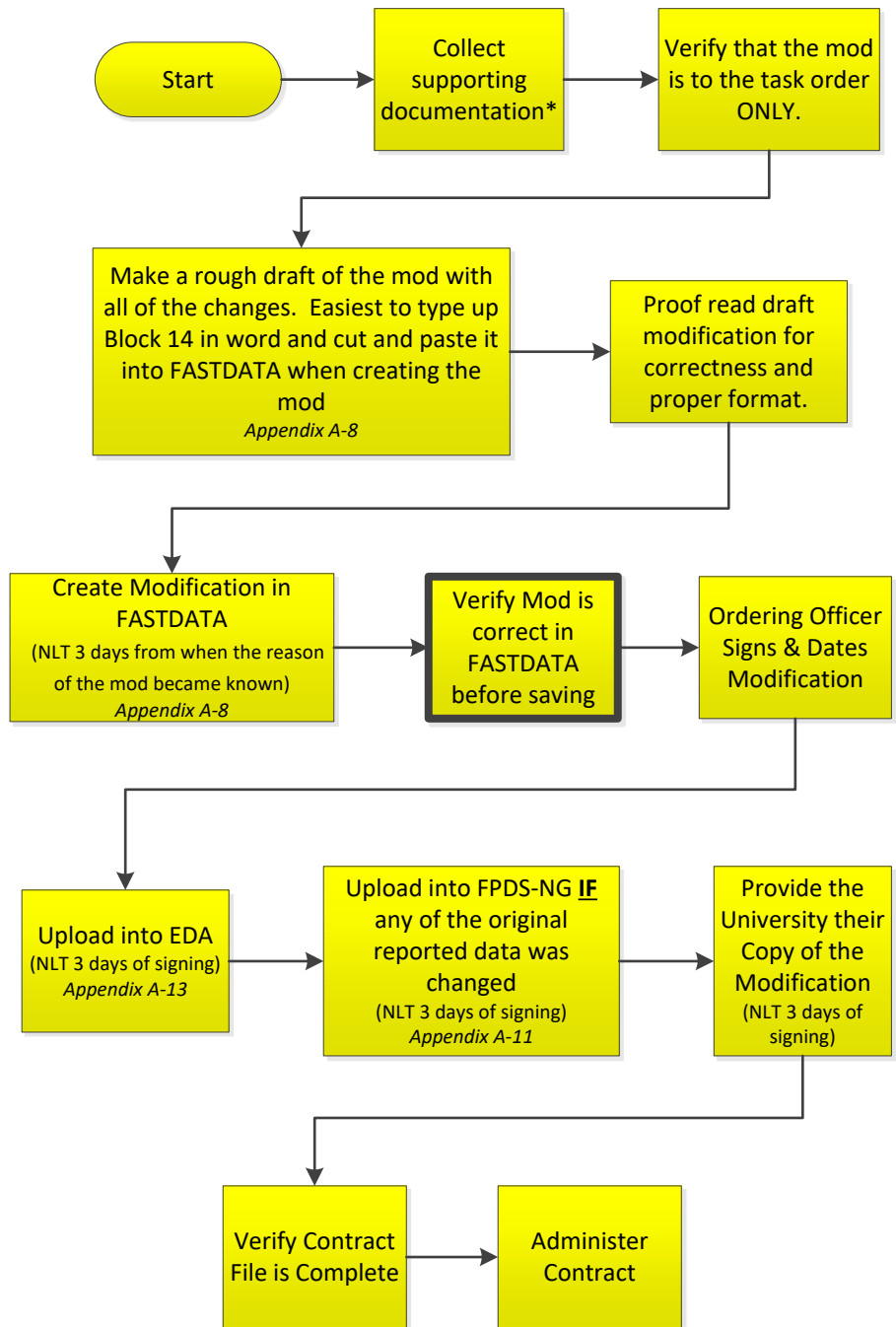
Modifications that are improperly submitted in FASTDATA will require you to submit a second modification to correct any errors to the first modification. FASTDATA currently does not allow you to correct errors after saving.

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Note 1: FPDS-NG reporting is only required if the total order dollar value exceeds \$10,000.00 (\$2,500 for tutoring). This includes the original order and any mods.

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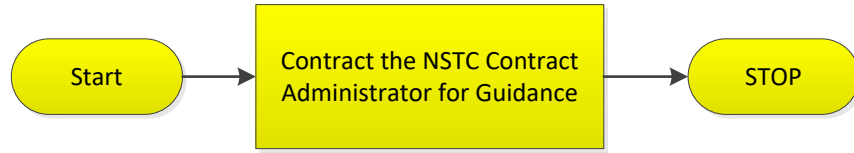
Issuing a Unilateral Modification (SF30)



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Issuing a Modification (SF30) to the ESA



Contract Closeout

