

## Tuition Ordering and Payment Process Handbook – Appendix A-11

**SUBJECT:** Contract Action Report (CAR) submissions in the Federal Procurement Data System – Next Generation (FPDS-NG)

**PURPOSE:** To inform NROTC Unit Ordering Officers of the requirements of contract action reporting tuition task orders and modifications against ESAs.

**OVERVIEW:** GSA is the lead agency in consolidating and reporting federal contracting actions to congress. The information collected for these reports are obtained through a central web based information repository known as FPDS-NG and is located at [www.fpds.gov](http://www.fpds.gov).

Ordering Officers must report contracts awarded on DD Form 1155, Order for Supplies or Services, and modifications to those contracts made on Standard Form 30 which changes any of the previously reported contract action reporting data in FPDS-NG within three business days of Ordering Officers signature date per FAR 4.604(b)(2). The information contained in this Appendix provides information about how to properly enter the required information and avoid commonly observed reporting discrepancies.

FPDS-NG requires continually accessing the system to remain active; it is recommended that each user logs into FPDS-NG monthly.

### **ACTION REQUIRED:**

1. Adhere to the entry guidance contained in the FPDS-NG online user guide and illustrations on the following pages.

### **CONTENTS:**

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# FPDS-NG HOME PAGE

**Federal Procurement Data System**

» Home » Newsroom » Reports » Status » Worksite » Archives » Training » Help

**Login - MFA**

Log In

**ezSearch**

Google-like search to help you find federal contracts...

ezSearch contains procurement data as well as additional NASA data (for example, financial assistance actions).

**Latest News**

- » New FPDS Atom Feed Version 1.5.3
- » Decommission of 'Old' FAADC ATOM Feeds
- » Transition from Unique Entity (DUNS) to Unique Entity ID (SAM)
- » NIA Code - Ukraine Mission Support (O22U)
- » NIA Extension for COVID-19 (P20C)
- » National Interest Action (NIA) Code O21R Update
- » NIA Code - Hurricane Ida (H21I)
- » NIA Code - Operation Allies Refuge (O21R)
- » Decommission of FPDS XML Archives
- » Decommission of 'Old' FPDS

**DO NOT USE TO REGISTER FOR AND ACCOUNT: Refer to Appendix A-10**

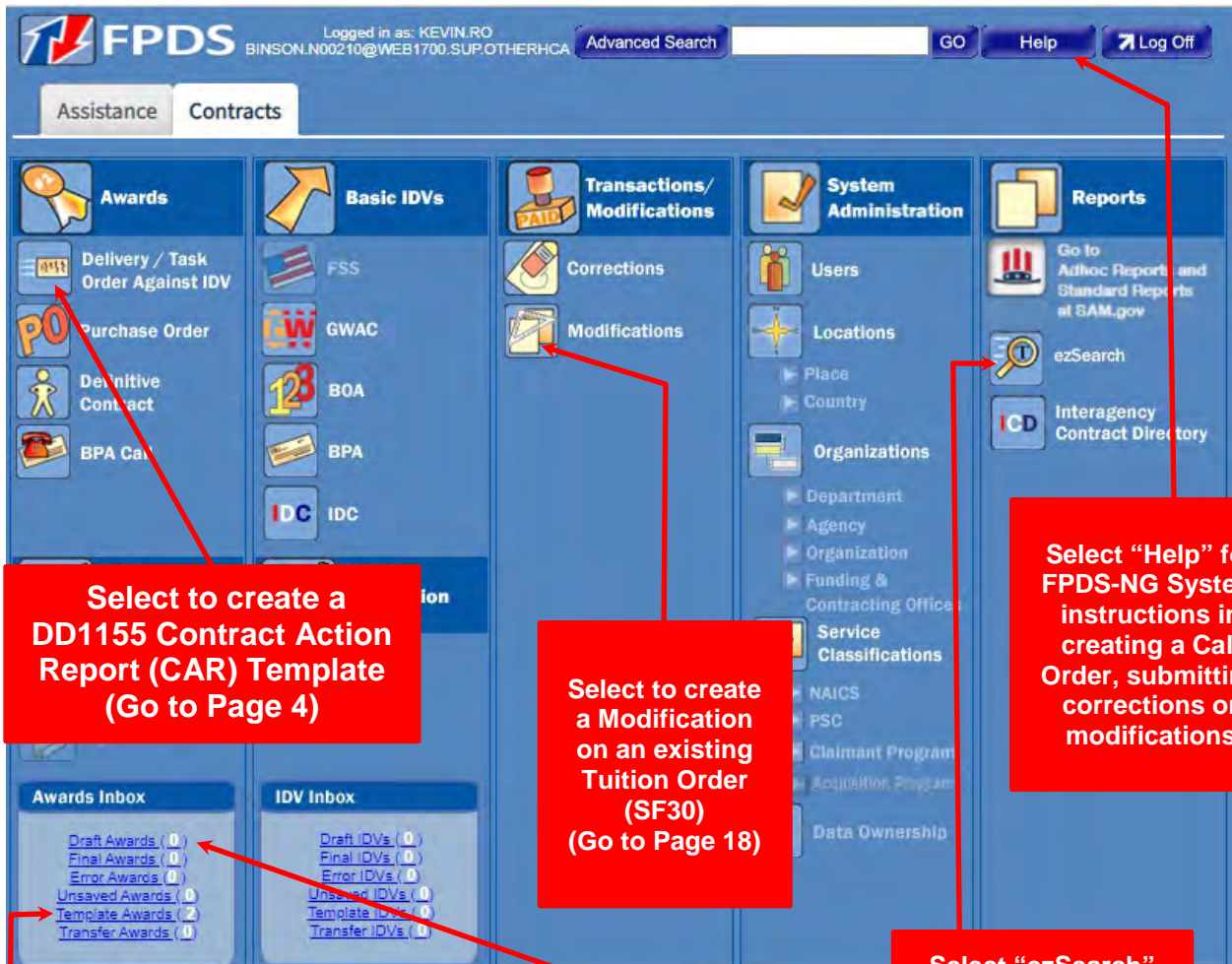
**Login (Go to Page 3) Follow Appendix A-10 to request an account**

**The FPDS-NG User Manual is located under the training tab**

**Select Help Tab for System provided guides. Select "Awards" and then "Create a Delivery/Task Order"**

```
<ns1:consortiaInformation>
<ns1:consortiaFlag/>
<ns1:primaryConsortiaMemberUEI/>
<ns1:primaryConsortiaMemberName/>
<ns1:primaryConsortiaMemberCageCode/>
<ns1:primaryConsortiaLocation>
<ns1:streetAddress1/>
<ns1:streetAddress2/>
<ns1:streetAddress3/>
<ns1:city/>
<ns1:state/>
<ns1:ZIPCode/>
```

# FPDS-NG DASHBOARD



*Note: The Modifications icon is to report a SF 30 contract modification. The Correction icon is to correct improperly submitted FPDS-NG data. NROTC unit Ordering Officers do not have access rights to the correct data function. To correct data entry mistakes, the NROTC unit Ordering Officers have to submit a request to the FLC FPDS-NG POC listed in Appendix A-10 to enter the corrections.*

# SETTING UP A TEMPLATE

*Note: DO NOT hit back page, this will delete your work. Select Cancel to exit out of pop-up windows and return you back to your report.*

The first time reporting contract action in FPDS-NG, it is recommended that you set up a template to reduce future workload. From the dashboard page, select the Delivery/Task Order Against IDV under the Awards column. **Unless prompted otherwise by a red call-out box, enter the information exactly as shown in this example.**

The screenshot displays the FPDS-NG system interface. At the top, there is a navigation bar with 'HOME', 'ezSearch', 'Advanced Search', 'GO', and 'Log Off'. Below this is a toolbar with buttons for 'New', 'Save Draft', 'Validate', 'Approve', 'Correct', 'Modify', 'Save Tmplt', 'Delete', 'Print', 'Close Out', 'Exit', and 'Help'. The main content area is divided into two sections: 'Transaction Information' and 'Document Information'. The 'Transaction Information' section contains fields for 'Award Type' (Delivery/Task Order), 'Award Status' (NEW), 'Closed Status', 'Prepared Date' (10/04/2022 08:48:57), 'Last Modified Date', 'Closed Status Date', 'Approved Date', 'Prepared User' (KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA), 'Last Modified User', 'Closed By', and 'Approved By'. The 'Document Information' section contains a table with columns for 'Agency', 'Procurement Identifier', 'Modification No', and 'Trans No'. The 'Award ID' field is set to 9700, and the 'Referenced IDV ID' field is set to 9700. The 'Modification No' field is set to 0, and the 'Trans No' field is set to 0. A red call-out box points to the 'Award ID' field with the text 'Enter your ESA Contract Number'. Another red call-out box points to a selection icon (three dots) in the 'Modification No' field with the text 'After entering the ESA Contract Number, Click here. You will need to select this icon for all data fields that have this icon to take you to a selection page. Entering the data first will simplify the search process in the pop-up screens.'

Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	9700	0	0
Referenced IDV ID: *	9700	P00001	

Enter your ESA Contract Number

After entering the ESA Contract Number, Click here. You will need to select this icon for all data fields that have this icon to take you to a selection page. Entering the data first will simplify the search process in the pop-up screens.



Select	Agency ID	PIID	Document Type	Entity Name
<input checked="" type="radio"/>	9700	N0018919G1234	BOA	Example University

1 out of 1 items found

Find items that match the following criteria:



Agency ID:






PIID:

Buttons: Select, Cancel, Search, Clear, Help

Click Here

Once you click on the select button, FDPS-NG will auto populate information from the ESA.

Fill in the following data fields as shown. For data fields with , enter the required information in the date filed and then select  to take you to the pop-up screens. Select the correct entry on the pop-up screen and click Select to return to the report. This will auto-populate portions of the report.

Document Information									
Award ID:	9700 								
Referenced IDV ID:	9700								
Reason For Modification:									
Solicitation ID:	<input type="text"/>								
Treasury Account Symbol:	<table border="1"> <thead> <tr> <th>Agency Identifier</th> <th>Main Account</th> <th>Sub Account</th> <th>Initiative</th> </tr> </thead> <tbody> <tr> <td><input type="text"/></td> <td><input type="text"/></td> <td><input type="text"/></td> <td>Select One</td> </tr> </tbody> </table>	Agency Identifier	Main Account	Sub Account	Initiative	<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One
Agency Identifier	Main Account	Sub Account	Initiative						
<input type="text"/>	<input type="text"/>	<input type="text"/>	Select One						
Dates									
Date Signed (mm/dd/yyyy):	<input type="text"/>								
Period of Performance Start Date (mm/dd/yyyy):	<input type="text"/>								
Completion Date (mm/dd/yyyy):	<input type="text"/>								
Est. Ultimate Completion Date (mm/dd/yyyy):	<input type="text"/>								
Solicitation Date (mm/dd/yyyy):	<input type="text"/>								
Amounts									
Action Obligation:	\$0.00								
Base And Exercised Options Value:	\$0.00								
Contract Value:	\$0.00								
Purchaser Information									
Contracting Office Agency ID:	1700 								
Contracting Office ID:	N00210 								
Funding Agency ID:	1700 								
Funding Office ID:	N3560P 								
Foreign Funding:	Not Applicable								
Contracting Office Agency Name:	DEPT OF THE NAVY								
Contracting Office Name:	NAVAL SERVICE TRAINING COMMAND								
Funding Agency Name:	DEPT OF THE NAVY								
Funding Office Name:									

FPDS-NG continually changes. IF it will allow you to fill in, Enter "17" for Agency Identifier and "1804" for Main Account.

Your DoDAAC

**Contract Data**

Type of Contract: Firm Fixed Price

Inherently Governmental Functions: Other Functions

Multyear Contract: Select One

Major Program:

National Interest Action: None

Cost Or Pricing Data: No

Purchase Card Used As Payment Method: No

Undefinited Action: No

Performance Based Service Acquisition: No - Service where PBA is not used.

\* FY 2004 and prior; 80% or more specified as performance requirement  
 \* FY 2005 and later; 50% or more specified as performance requirement

Emergency Acquisition: Not Applicable

Contract Financing: Not Applicable

Cost Accounting Standards Clause: Select One

Consolidated Contract: Not Consolidated

Number Of Actions: 1

**Legislative Mandates**

Clinger-Cohen Act: Select One

Labor Standards: Select One

Materials, Supplies, Articles, and Equip: Select One

Construction Wage Rate Requirements: Select One

Additional Reporting: Employment Eligibility Verification (52.222-54)  
 Service Contract Inventory (FAR 4.17)  
 None of the Above

Interagency Contracting Authority: Not Applicable

Other Interagency Contracting Statutory Authority: (1000 characters)

**Principal Place of Performance**

Principal Place Of Performance Code: WI State Location Country USA

Principal Place Of Performance County Name: EXAMPLE

Principal Place Of Performance City Name: EXAMPLE UNIVERSITY

Congressional District Place Of Performance:

Place Of Performance Zip Code(+4): 25301 - 1234 USPS ZIP Codes

Enter your College/University Zip Code

**Product Or Service Information**

Product/Service Code: U005 Description: EDUCATION/TRAINING- TUITION/REGISTRATION/MEMBE

Principal NAICS Code: Description:

Bundled Contract: Not Bundled

DOD Acquisition Program: 000 Description:

Country of Product or Service Origin: USA UNITED STATES

Place of Manufacture: Not a manufactured end product

Domestic or Foreign Entity: Select One

Recovered Materials/Sustainability: No Clauses Included and No Sustainability Included OMB Policy on Sustainable Acquisition

Information Technology Commercial Category: Not IT Products or Services

Claimant Program Code: S1 Description:

Sea Transportation: No

GFP Provided Under This Action: Transaction does not use GFP

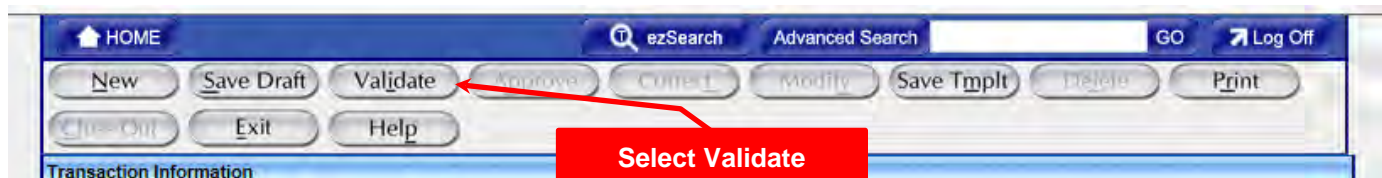
Use Of EPA Designated Products: Not Required

Description Of Requirement: (Limit 250 characters)  
 Current: 0  
 NROTC MIDSHIPMEN TUITION AND FEES



Competition Information	
Extent Competed For Referenced IDV:	
Extent Competed:	Not Competed
Source Selection Process:	Other
Solicitation Procedures:	Only One Source
IDV Type Of Set Aside:	
Type Of Set Aside:	No set aside used.
Type Of Set Aside Source:	
Evaluated Preference:	No Preference used
SBIR/STTR:	Select One
Fair Opportunity/Limited Sources:	Select One
Other Than Full And Open Competition:	Only One Source-Other (FAR 6.302-1 other)
Local Area Set Aside:	No
Contract Opportunities Notice:	No
A76 Action:	Select One
Commercial Products and Services Acquisition Procedures:	Commercial Products/Services Procedures not used
IDV Number of Offers:	
Number Of Offers Received:	1
Number of Offers Source:	
Small Business Competitiveness Demonstration Program:	<input type="checkbox"/>
Simplified Procedures for Certain Commercial Products and Commercial Services:	No
Preference Programs / Other Data	
Contracting Officer's Business Size Selection:	Other than Small Business
Subcontract Plan:	Plan Not Required
Price Evaluation Percent Difference:	0 %

Scroll to the top of the form and select the validate button.

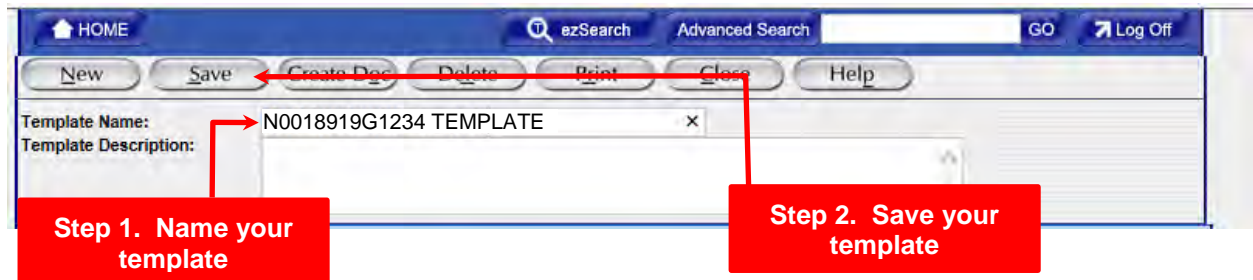


Correct all of the common information data field errors. Ignore all of the task order specific data field errors. These data fields will be filled in when you create a task order contract action report.

Once all common data field Validation errors are corrected, Select Save Tmplt button.



Once you select “Save Tmplt”, FPDS-NG will take you to another page



You now have a template to use for all task orders and mods placed on this ESA. Repeat the process for each ESA you place orders against. Select the Home icon to take you back to the FPDS-NG Dashboard on page 3. The template will be located in the Awards Inbox located in the left hand corner of the screen.



VALIDATED TEMPLATE EXAMPLE

[HOME](#)
 ezSearch
Advanced Search 
GO
Log Off

[New](#)
[Save Draft](#)
[Validate](#)
[Approve](#)
[Correct](#)
[Modify](#)
[Save Tmplt](#)
[Delete](#)
[Print](#)

[Close Out](#)
[Exit](#)
[Help](#)

The 'VALIDATE' does not save changes made after the last 'SAVE DRAFT'. Please save all the changes since the last 'SAVE DRAFT'.

1. The Award or Referenced IDV PIID is missing.
2. Mandatory element: "ultimateCompletionDate" is missing for the Award.
3. Mandatory element: "currentCompletionDate" is missing for the Award.
4. Mandatory element: "PIID" is missing for the Award.
5. Mandatory element: "signedDate" is missing for the Award.
6. Mandatory element: "Period of Performance Start Date" is missing for the Award.

Transaction Information

<b>Award Type:</b> Delivery/Task Order	<b>Prepared Date:</b> 10/04/2022 08:48:57	<b>Prepared User:</b> KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA
<b>Award Status:</b> NEW	<b>Last Modified Date:</b>	<b>Last Modified User:</b>
<b>Closed Status:</b>	<b>Closed Status Date:</b>	<b>Closed By:</b>
	<b>Approved Date:</b>	<b>Approved By:</b>

Document Information

<b>Award ID:</b> *	Agency: 9700	Procurement Identifier: <input type="text"/>	Modification No: 0	Trans No: 0
<b>Referenced IDV ID:</b> *	9700	N0018919G1234	P00001	
<b>Reason For Modification:</b>	<input type="text"/>			
<b>Solicitation ID:</b>	<input type="text"/>			
<b>Treasury Account Symbol:</b>	Agency Identifier: <input type="text"/>	Main Account: <input type="text"/>	Sub Account: <input type="text"/>	Initiative: <input type="text"/>
				Select One <input type="text"/>

Dates	Amounts	
<b>Date Signed (mm/dd/yyyy):</b> *	<b>Action Obligation:</b> *	\$0.00
<b>Period of Performance Start Date (mm/dd/yyyy):</b> *	<b>Base And Exercised Options Value:</b> *	\$0.00
<b>Completion Date (mm/dd/yyyy):</b> *	<b>Base and All Options Value (Total Contract Value):</b> *	\$0.00
<b>Est. Ultimate Completion Date (mm/dd/yyyy):</b> *	<b>Fee Paid for Use of IDV:</b> *	\$0.00
<b>Solicitation Date (mm/dd/yyyy):</b>		

Purchaser Information

<b>Contracting Office Agency ID:</b> *	1700	<b>Contracting Office Agency Name:</b>	DEPT OF THE NAVY
<b>Contracting Office ID:</b> *	N00210	<b>Contracting Office Name:</b>	NAVAL SERVICE TRAINING COMMAND
<b>Funding Agency ID:</b> *	1700	<b>Funding Agency Name:</b>	DEPT OF THE NAVY
<b>Funding Office ID:</b> *	N3560P	<b>Funding Office Name:</b>	NSTC GREAT LAKES PENSACOLA PRO SRI
<b>Foreign Funding:</b> *	Not Applicable		

Entity Information

<b>FAR 4.1102 Exception:</b>	<input type="text"/>	<input type="button" value="Remove Exception"/>
<b>Unique Entity ID:</b>	EXAMPIDNSTC	<b>Street:</b> 2601 ADMIRAL BLVD
<b>Legal Business Name:</b>	EXAMPLE UNIVERSITY	<b>Street2:</b>
<b>DBAN:</b>		<b>City:</b> EXAMPLE UNIVERSITY
<b>CAGE Code:</b> N5TC1		<b>State:</b> WI <b>Zip:</b> 25301-1234
		<b>Country:</b> UNITED STATES
		<b>Phone:</b> (847) 688-1234
		<b>Fax No:</b> (847) 688-5678
		<b>Congressional District:</b> WISCONSIN 02

Business Category

Show Details

<b>Organization Type:</b>	US GOVERNMENT ENTIT	<b>Business Types</b>
<b>State of Incorporation:</b>		<input checked="" type="checkbox"/> U.S. State Government <input checked="" type="checkbox"/> U.S. Local Government
<b>Country of Incorporation:</b>		<b>Line Of Business</b> <input checked="" type="checkbox"/> Educational Institution <b>Relationship With Federal Government</b> <input checked="" type="checkbox"/> All Awards <b>Educational Entities</b> <input checked="" type="checkbox"/> 1890 Land Grant College <input checked="" type="checkbox"/> Historically Black College or University (HBCU)

**Contract Data**

<b>Type of Contract:</b> *	Firm Fixed Price
<b>Inherently Governmental Functions:</b>	Other Functions
<b>Multiyear Contract:</b>	Select One
<b>Major Program:</b>	
<b>National Interest Action:</b> *	None
<b>Cost Or Pricing Data:</b>	No
<b>Purchase Card Used As Payment Method:</b> *	No
<b>Undefinitized Action:</b> *	No
<b>Performance Based Service Acquisition:</b> *	No - Service where PBA is not used.
<i>* FY 2004 and prior; 80% or more specified as performance requirement</i>	
<i>* FY 2005 and later; 50% or more specified as performance requirement</i>	
<b>Emergency Acquisition:</b> *	Not Applicable
<b>Contract Financing:</b>	Not Applicable
<b>Cost Accounting Standards Clause:</b>	Select One
<b>Consolidated Contract:</b> *	Not Consolidated
<b>Number Of Actions:</b> *	1

**Legislative Mandates** **Principal Place of Performance**

<b>Clinger-Cohen Act:</b>	Select One	<b>Principal Place Of Performance Code:</b> *	WI	State	Location	Country
<b>Labor Standards:</b>	Select One	<b>Principal Place Of Performance County Name:</b>	EXAMPLE			USA
<b>Materials, Supplies, Articles, and Equip:</b>	Select One	<b>Principal Place Of Performance City Name:</b>	EXAMPLE UNIVERSITY			
<b>Construction Wage Rate Requirements:</b>	Select One	<b>Congressional District Place Of Performance:</b>	WISCONSIN 02			
<b>Additional Reporting:</b> *	Select One or More Options	<b>Place Of Performance Zip Code(+4):</b> *	25301 - 1234			USPS ZIP Codes
	<input type="checkbox"/> Employment Eligibility Verification (52.222-54) <input type="checkbox"/> Service Contract Inventory (FAR 4.17) <input checked="" type="checkbox"/> None of the Above					
<b>Interagency Contracting Authority:</b> *	Not Applicable					
<b>Other Interagency Contracting Statutory Authority:</b> (1000 characters)*						

**Product Or Service Information**

<b>Product/Service Code:</b> *	U005	<b>Description:</b>	EDUCATION/TRAINING- TUITION/REGISTRATION/MEMBE
<b>Principal NAICS Code:</b>		<b>Description:</b>	
<b>Bundled Contract:</b> *	Not Bundled		
<b>DOD Acquisition Program:</b>	000	<b>Description:</b>	
<b>Country of Product or Service Origin:</b> *	USA		UNITED STATES
<b>Place of Manufacture:</b> *			Not a manufactured end product
<b>Domestic or Foreign Entity:</b>	Select One		
<b>Recovered Materials/Sustainability:</b> *	No Clauses Included and No Sustainability Included		OMB Policy on Sustainable Acquisition
<b>Information Technology Commercial Category:</b>	Not IT Products or Services		
<b>Claimant Program Code:</b>	S1	<b>Description:</b>	
<b>Sea Transportation:</b>	No		
<b>GFP Provided Under This Action:</b> *	Transaction does not use GFP		
<b>Use Of EPA Designated Products:</b> *	Not Required		
<b>Description Of Requirement:</b> (Limit 250 characters) Current: 0			NROTC MIDSHIPMEN TUITION AND FEES

Competition Information

Extent Competed For Referenced IDV:

Extent Competed: \*

Not Competed ▼

Source Selection Process: \*

Other ▼

Solicitation Procedures: \*

Only One Source ▼

IDV Type Of Set Aside:

Type Of Set Aside: \*

No set aside used. ▼

Type Of Set Aside Source:

Evaluated Preference: \*

No Preference used ▼

SBIR/STTR:

Select One ▼

Fair Opportunity/Limited Sources:

Select One ▼

Other Than Full And Open Competition:

Only One Source-Other (FAR 6.302-1 other) ▼

Local Area Set Aside: \*

No ▼

Contract Opportunities Notice:

No ▼

A76 Action:

Select One ▼

Commercial Products and Services Acquisition Procedures:

Commercial Products/Services Procedures not used ▼

IDV Number of Offers:

Number Of Offers Received: \*

1 Number of Offers Source:

Small Business Competitiveness Demonstration Program:

Simplified Procedures for Certain Commercial Products and

Commercial Services: \*

No ▼

Preference Programs / Other Data

Contracting Officer's Business Size Selection:

Other than Small Business ▼

Subcontract Plan: \*

Plan Not Required ▼

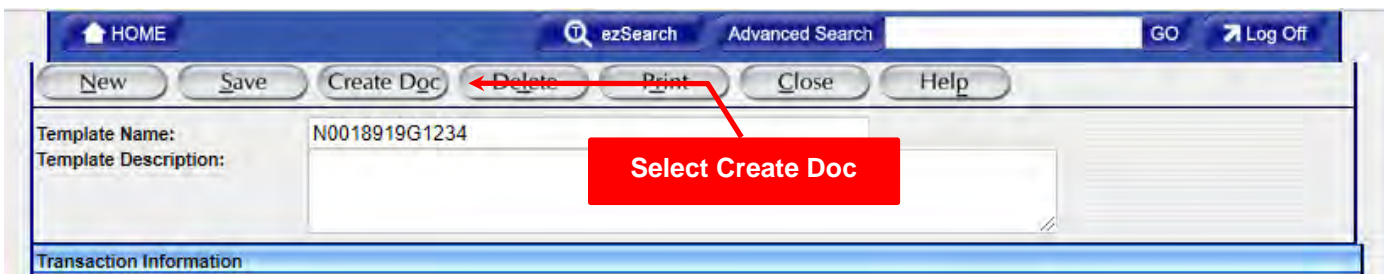
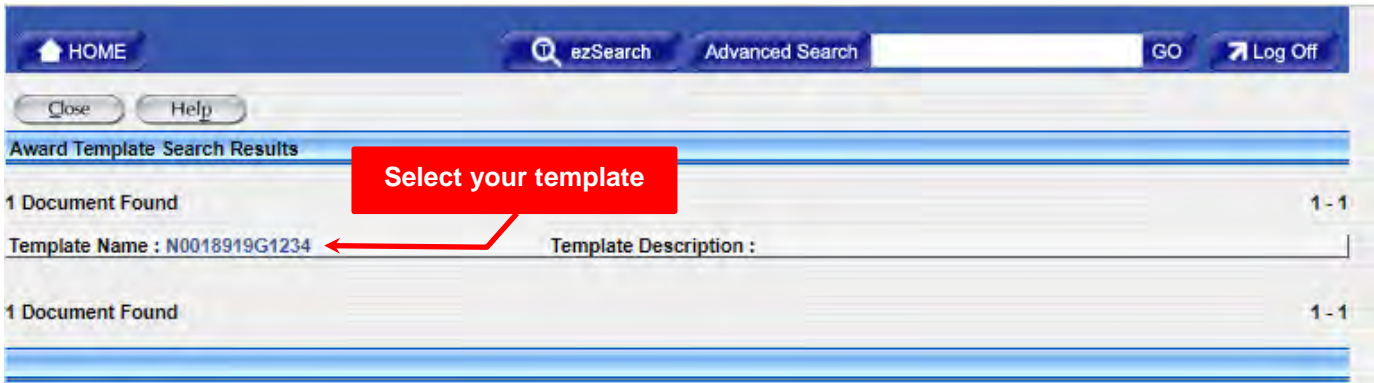
Price Evaluation Percent Difference:

0 %



## Create a Contract Action Report from a Template

From the FPDS-NG Dashboard, select Templates Award link (bottom left column).



FPDS-NG will take you to your pre-populated template page. Fill in the following award specific data fields.

Transaction Information			
Award Type:	Delivery/Task Order	Prepared Date:	01/04/2023 10:58:16
Award Status:	NEW	Prepared User:	KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA
Closed Status:		Last Modified Date:	
		Last Modified User:	
		Closed By:	
		Approved Date:	
		Approved By:	

Document Information				
	Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	9700	N0021023F0001	0	0
Referenced IDV ID: *	9700	N0018919G1234	P00001	
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol:				Select One

### Award ID - Mandatory Fields

- *Agency Code* - Enter "9700"
- *Procurement Identifier* - Enter your 13-digit task order number from block 2 of your DD Form 1155. The 9<sup>th</sup> digit is a "F".
- *Mod No* - Defaults to '0' on a base contract.
- *Trans No* – Enter "0"

Dates	Amounts		
Date Signed (mm/dd/yyyy) *	09/30/2022	Action Obligation: *	\$1,657,749.00
Period of Performance Start Date (mm/dd/yyyy) *	10/06/2022	Base And Exercised Options Value: *	\$1,657,749.00
Completion Date (mm/dd/yyyy) *	12/15/2022	Base and All Options Value (Total Contract Value): *	\$1,657,749.00
Est. Ultimate Completion Date (mm/dd/yyyy) *	12/15/2022	Fee Paid for Use of IDV: *	\$0.00
Solicitation Date (mm/dd/yyyy) :	08/22/2022		

### Dates - Mandatory Fields

- *Date Signed* - Enter the date you signed block 24 of the DD Form 1155.
- *Effective Date* - Enter the start date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Completion Date* - Enter the end date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Est. Ultimate Completion Date* – Same as the completion date.

### Amounts - Mandatory Fields

- *Action Obligation* – This is the total amount of your task order which should be reflected on the task order DD Form 1155 in block 25.
- *Base and Exercised Option Value* – Will be the same as your Action Obligation.
- *Base and All Options Value* – Will be the same as your Action Obligation.
- *Fee Paid for Use of IDV* – Enter "\$0.00".

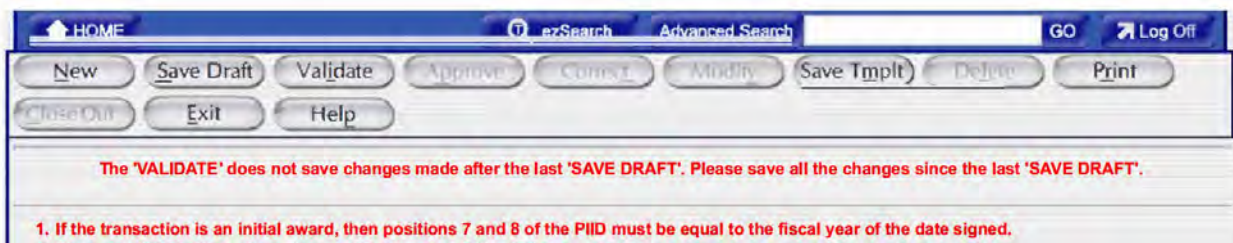
Select the validate button and correct all data field errors.

**Known Issues:**

- FPDS-NG will generate an error during validation when the signature date is not in the same FY as the funds. Recommend entering the correct dates first, print a screen shot of the errors and then enter 01 October of the respective FY. Attach the screen shot with the error codes to the FPDS-NG printout and file in the task order file.

**Reported Issue:**

- FPDS-NG may give an error not allowing a report to be submitted when awarded in one FY and Performance Period starts in next FY. Attempt correction listed above first. If FPDS-NG still will not allow the report to be submitted within required three (3) business days, print a screen shot with the error codes and wait until 01 October to submit the report. Attach the screen shot to the FPDS-NG printout and file in the task order file.



Once all data field Validation errors are corrected, the **Approve** will become available, select **Approve** and print and file the report in the task order file. You are then finished.



# EXAMPLE COMPLETED CAR

[HOME](#)      [ezSearch](#)      [Advanced Search](#)      [GO](#)      [Log Off](#)

[New](#)    [Save Draft](#)    [Validate](#)    [Approve](#)    [Correct](#)    [Modify](#)    [Save Tmpl](#)    [Delete](#)    [Print](#)

[Close Out](#)    [Exit](#)    [Help](#)

### Transaction Information

Award Type: Delivery/Task Order	Prepared Date: 01/04/2023 10:58:16	Prepared User: KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA
Award Status: NEW	Last Modified Date:	Last Modified User:
Closed Status:	Closed Status Date:	Closed By:
	Approved Date:	Approved By:

### Document Information

	Agency	Procurement Identifier	Modification No	Trans No
Award ID: *	9700	N0021023F0001	0	0
Referenced IDV ID: *	9700	N0018919G1234	P00001	
Reason For Modification:				
Solicitation ID:				
	Agency Identifier	Main Account	Sub Account	Initiative
Treasury Account Symbol:				Select One

### Dates

Date Signed (mm/dd/yyyy) : *	09/30/2022
Period of Performance Start Date (mm/dd/yyyy) : *	10/06/2022
Completion Date (mm/dd/yyyy) : *	12/15/2022
Est. Ultimate Completion Date (mm/dd/yyyy) : *	12/15/2022
Solicitation Date (mm/dd/yyyy) :	08/22/2022

### Amounts

Action Obligation: *	\$1,657,749.00
Base And Exercised Options Value: *	\$1,657,749.00
Base and All Options Value (Total Contract Value): *	\$1,657,749.00
Fee Paid for Use of IDV: *	\$0.00

### Purchaser Information

Contracting Office Agency ID: *	1700	Contracting Office Agency Name:	DEPT OF THE NAVY
Contracting Office ID: *	N00210	Contracting Office Name:	NAVAL SERVICE TRAINING COMMAND
Funding Agency ID: *	1700	Funding Agency Name:	DEPT OF THE NAVY
Office ID: * Foreign Funding: *	N3560P	Funding Office Name:	NSTC GREAT LAKES PENSACOLA PRO SRI
Entity Information FAR 4.1102	Not Applicable		

### Exception:

... [Remove Exception](#)

Unique Entity ID:	EXAMPMIDNSTC	Street:	2601 ADMIRAL BLVD
Legal Business Name:	EXAMPLE UNIVERSITY	Street2:	
DBAN:		City:	EXAMPLE UNIVERSITY
CAGE Code:	N5TC1	State:	WI      Zip: 253011234
		Country:	UNITED STATES
		Phone:	(847) 688-1234
		Fax No:	(847) 688-5678
		Congressional District:	WISCONSIN 02

### Business Category

Organization Type:	US GOVERNMENT ENTIT	Business Types
State of Incorporation:		<input checked="" type="checkbox"/> U.S. State Government <input checked="" type="checkbox"/> U.S. Local Government
Country of Incorporation:		Line Of Business
		<input checked="" type="checkbox"/> Educational Institution Relationship With Federal Government

[Show Details](#)

- ✓ All Awards
- Educational Entities**
- ✓ 1890 Land Grant College
- ✓ Historically Black College or University (HBCU)

**Contract Data**

**Type of Contract:** Firm Fixed Price

**Inherently Governmental Functions:** Other Functions

**Multiyear Contract:** Select One

**Major Program:** [Empty]

**National Interest Action:** None

**Cost Or Pricing Data:** No

**Purchase Card Used As Payment Method:** No

**Undefinited Action:** No

**Performance Based Service Acquisition:** No - Service where PBA is not used.

*\* FY 2004 and prior; 80% or more specified as performance requirement*  
*\* FY 2005 and later; 50% or more specified as performance requirement*

**Emergency Acquisition:** Not Applicable

**Contract Financing:** Not Applicable

**Cost Accounting Standards Clause:** Select One

**Consolidated Contract:** Not Consolidated

**Number Of Actions:** 1

**Legislative Mandates**

**Clinger-Cohen Act:** Select One

**Labor Standards:** Select One

**Materials, Supplies, Articles, and Equip:** Select One

**Construction Wage Rate Requirements:** Select One

**Additional Reporting:** Select One or More Options  
 Employment Eligibility Verification (52.222-54)  
 Service Contract Inventory (FAR 4.17)  
 None of the Above

**Interagency Contracting Authority:** Not Applicable

**Other Interagency Contracting Statutory Authority:**  
 (1000 characters)

**Principal Place of Performance**

**Principal Place Of Performance Code:** WI

**State:** WI

**Location:** [Empty]

**Country:** USA

**Principal Place Of Performance County Name:** EXAMPLE

**Principal Place Of Performance City Name:** EXAMPLE UNIVERSITY

**Congressional District Place Of Performance:** WISCONSIN 02

**Place Of Performance Zip Code(+4):** 25301 - 1234

**Product Or Service Information**

**Product/Service Code:** U005 Description: EDUCATION/TRAINING- TUITION/REGISTRATION/MEMBE

**Principal NAICS Code:** [Empty] Description: [Empty]

**Bundled Contract:** Not Bundled

**DOD Acquisition Program:** 000 Description: NONE

**Country of Product or Service Origin:** USA UNITED STATES

**Place of Manufacture:** Not a manufactured end product

**Domestic or Foreign Entity:** Select One

**Recovered Materials/Sustainability:** No Clauses Included and No Sustainability Included OMB Policy on Sustainable Acquisition

**Information Technology Commercial Category:** Not IT Products or Services

**Claimant Program Code:** S1 Description: SERVICES

**Sea Transportation:** No

**GFP Provided Under This Action:** Transaction does not use GFP

**Use Of EPA Designated Products:** Not Required

**Description Of Requirement:** NROTC MIDSHIPMEN TUITION AND FEES  
 (Limit 250 characters)  
 Current: 40

**Competition Information**

**Extent Competed For Referenced IDV:** [Empty]

<b>Extent Competed:</b> *	Not Competed	▼
<b>Source Selection Process:</b> *	Other	▼
<b>Solicitation Procedures:</b> *	Only One Source	▼
<b>IDV Type Of Set Aside:</b>		
<b>Type Of Set Aside:</b> *	No set aside used.	▼
<b>Type Of Set Aside Source:</b>		
<b>Evaluated Preference:</b> *	No Preference used	▼
<b>SBIR/STTR:</b>	Select One	▼
<b>Fair Opportunity/Limited Sources:</b>	Select One	▼
<b>Other Than Full And Open Competition:</b>	Only One Source-Other (FAR 6.302-1 other)	▼
<b>Local Area Set Aside:</b> *	No	▼
<b>Contract Opportunities Notice:</b>	No	▼
<b>A76 Action:</b>	Select One	▼
<b>Commercial Products and Services Acquisition Procedures:</b>	Commercial Products/Services Procedures not used	▼
<b>IDV Number of Offers:</b>		
<b>Number Of Offers Received:</b> *	1	Number of Offers Source: <input type="text"/>
<b>Small Business Competitiveness Demonstration Program:</b>	<input type="checkbox"/>	
<b>Simplified Procedures for Certain Commercial Products and Commercial Services:</b> *	No	▼
<b>Preference Programs / Other Data</b>		
<b>Contracting Officer's Business Size Selection:</b>	Other than Small Business	▼
<b>Subcontract Plan:</b> *	Plan Not Required	▼
<b>Price Evaluation Percent Difference:</b>	0	%



# Reporting a Contract Modification

From the FPDS-NG Dashboard, select Modification link.

Select the document you need for Modification

Award ID: 9700 Agency ID: 9700 PIID: N0021023F0001 Mod No:   
 Status: FINAL   
 Award/Indefinite Delivery Vehicle Type: Award

Search Clear Close Help

The search may take a few minutes to complete. Please be patient while we return the results.

Try new ezSearch (BETA)

**Enter the task order number you are modifying**

**Select Search**

Enter the document you are modifying

HOME ezSearch Advanced Search GO Log Off

New Save Draft Validate Approve Correct Modify Save Tmplt Delete Print   
 Close Out Exit Help

**Transaction Information**

Award Type: Delivery/Task Order Prepared Date: 10/21/2022 10:45:25 Prepared User: KEVIN.ROBINSON.N00210@WEB1700.SUP.OTHERHCA   
 Award Status: NEW Last Modified Date: Last Modified User:   
 Closed Status: Closed Status Date: Closed By:   
 Approved Date: Approved By:

**Document Information**

	Agency	Procurement Identifier	Modification No	Trans No
Award ID:	9700	N0021023F0001	P00001	0
Referenced IDV ID:	9700	N0018919G1234	P00001	
Reason For Modification:	PLEASE SELECT BY CLICKING THE (...) BUTTON			
Solicitation ID:				
Treasury Account Symbol:	Agency Identifier	Main Account	Sub Account	Initiative
	17	1804		Select One

**Enter Full Mod number**

Reason For Modification Selection

<input type="radio"/>	Change PIID
<input type="radio"/>	Close Out
<input type="radio"/>	Definitize Change Order
<input type="radio"/>	Definitize Letter Contract
<input type="radio"/>	Entity Address Change
<input type="radio"/>	Exercise an Option
<input type="radio"/>	Funding Only Action
<input type="radio"/>	Legal Contract Cancellation
<input type="radio"/>	Novation Agreement
<input type="radio"/>	Other Administrative Action
<input type="radio"/>	Rerepresentation
<input type="radio"/>	Rerepresentation of non-Novated Merger/Acquisition
<input checked="" type="radio"/>	Supplemental Agreement for work within scope
<input type="radio"/>	Terminate for Cause
<input type="radio"/>	Terminate for Convenience (complete or partial)
<input type="radio"/>	Terminate for Default (complete or partial)
<input type="radio"/>	Transfer Action
<input type="radio"/>	Unique Entity ID or Legal Business Name Change - N

Select if you are correcting a mistake of using "F0000" as the last five digits of the Task Order

Select For Unilateral Mods

Select For Bilateral Mods

Click once you have selected the reason

Select  
Cancel  
Help

Entering the Dates and Amounts data.

Document Information

Agency	Procurement Identifier	Modification No	Trans No
Award ID: 9700	N0021023F0001	P00001	0
Referenced IDV ID: 9700	N0018919G1234	P00001	
Reason For Modification:	SUPPLEMENTAL AGREEMENT FOR WORK WITHIN SCOPE		
Solicitation ID:			
Treasury Account Symbol:	Agency Main Sub Identifier Account Account	Initiative	
17	1804	Select One	

Dates	Amounts
Date Signed (mm/dd/yyyy): 10/19/2022	Action Obligation: Previous \$1,657,749.00 Current \$9,659.00 Total \$1,667,408.00
Period of Performance Start Date (mm/dd/yyyy): 10/20/2022	Base And Exercised Options Value: \$1,657,749.00
Completion Date (mm/dd/yyyy): 12/15/2022	Base and All Options Value (Total) \$1,657,749.00
Est. Ultimate Completion Date (mm/dd/yyyy): 12/15/2022	Contract Value: \$9,659.00
	Fee Paid for Use of IDV: \$0.00

**Dates - Mandatory Fields**

- *Date Signed* - Enter the date you signed block 16C of the SF 30.
- *Period of Performance Start Date* - Enter the date from block 3 of the SF 30. This is the effective date of the modification.
- *Completion Date* - Enter the end date of the period of performance as indicated in the narrative of your continuation page of your DD Form 1155.
- *Est. Ultimate Completion Date* – Same as the completion date.


### Amounts - Mandatory Fields

- *Action Obligation* – This is the amount from the modification SF 30 block 12. Use (-) for decreases. For no Cost change modifications, enter “\$0.00”.
- *Base and Exercised Option Value* – Will be the same as your Action Obligation
- *Base and All Options Value* – Will be the same as your Action Obligation.
- *Fee Paid for Use of IDV* – Enter \$0.00”.

Make any other updates to the data fields if changed by this modification.

Select the validate button and correct all data field errors.

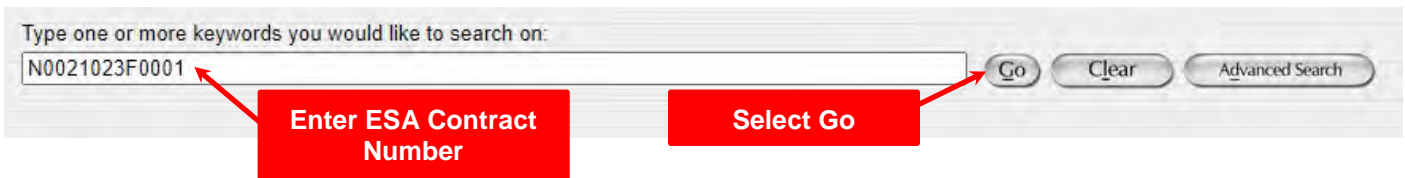
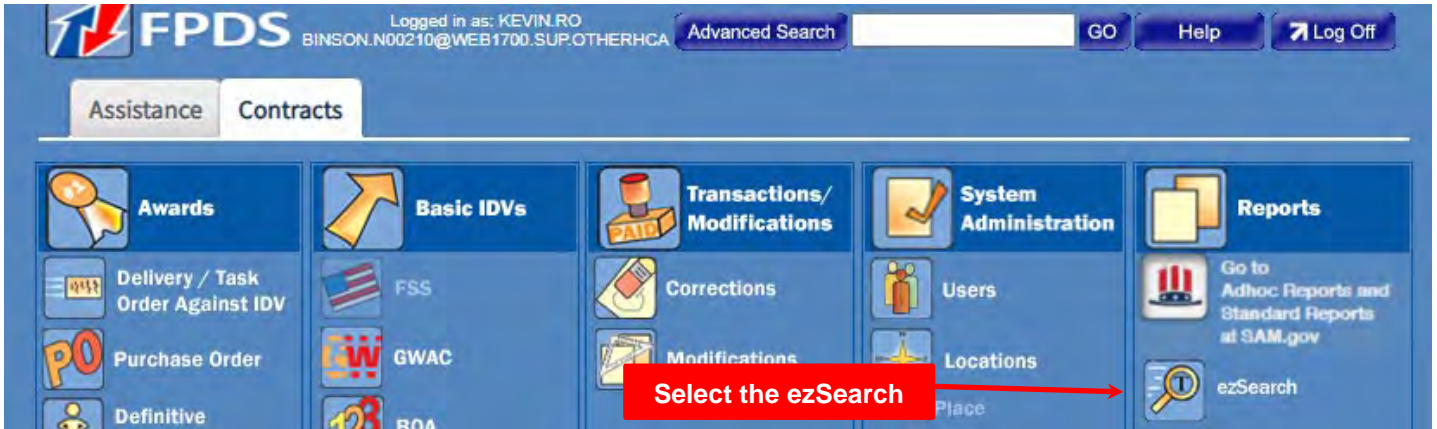


Once all data field Validation errors are corrected, the  will become available, select and you are finished with the CAR report. Once completed, go into the search area and print-out a copy of the CAR and file it in the contract Task Order file.

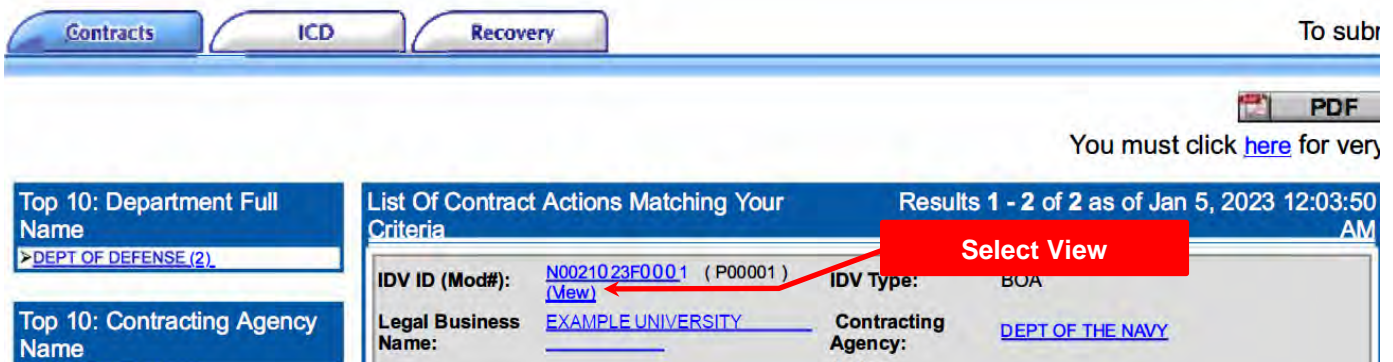


# Retrieving Submitted CAR Reports

From the FPDS-NG Dashboard, select ezSearch.



Locate the report you are looking for and select view. Then on the following page, select print and print out the report. Print out and file in the contract file the original CAR report and any modifications.





## Common Discrepancies

Award ID: Procurement Identifier – Entering the wrong number. This is your 13 digit Task Order Number. You MUST use the entire 13 digit number.

Award ID: Modification Number – Incorrectly entering the modification numbers. All modification numbers start with “P” and five sequential numbers. Example, P00001, P00002, etc.

Date signed and Effective Date: Signing the DD Form 1155 out of order. The date signed MUST be the same or before the Effective Date.

Purchase Card used as Payment Method – Select NO only.

Performance Based Service Acquisition – Indicating that the Educational services are performance based. Education/Training IS NOT a service where performance based service acquisition is used

Product or Service Information, Description of Requirement: Entering the wrong statement, or incomplete statement or entering a long narrative. Type in only “TUITION AND FEES FOR (*Insert term and year*)” In this field, less is better.

Amounts: Failing to indicate subtractions properly. Pay attention to Action Amounts if they are adding or subtracting. For subtracting, enter a (-) in front of the number.