

Tuition Ordering and Payment Process Handbook – Appendix A-3

SUBJECT: Registering for a FASTDATA Account

PURPOSE: To inform NROTC Unit Ordering Officers how to register for an account in the FASTDATA.

OVERVIEW: Tuition purchase request and contract documents along with Government Commercial Purchase Card (GCPC) funding requests are processed and generated in the Financial FASTDATA web based system. The information contained in this Tab provides information about how to request an account in the FASTDATA system.

ACTION REQUIRED: Fill in the missing information in the table below. Save this document to your computer or network and send it to Mr. David Stevens, david.j.stevens1@navy.mil, (847) 688-6808 Ext 174 and Ms. Denetria Etienne, denetria.etienne@navy.mil, (847) 688-6808 Ext 414.

First name	
Last name	
DoDAAC	
Role required	Ordering Officer and/or Supply Tech (Select one or both)
Activity name	
Telephone number	
E-mail address	
Commanding Officer's Name	
Commanding Officers e-mail address	
Commanding Officers telephone number	