

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.

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 FASTDATA 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 FASTDATA 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 FASTDATA 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.

FASTDATA 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 Print a DD Form 1149 in FASTDATA Pages 19
- Example of a Correctly Filled in DD Form 1149 Pages 20 - 21
- Common Discrepancies Pages 22

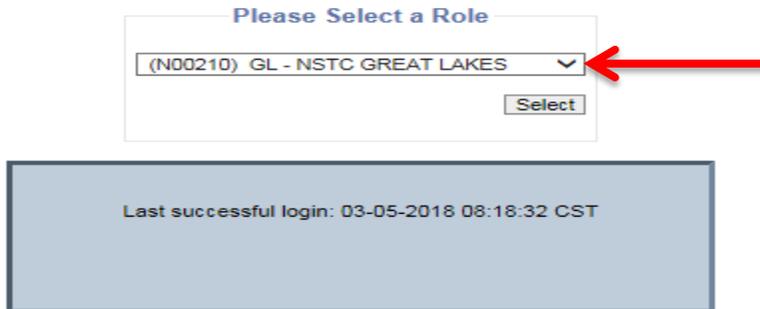
HOW TO CREATE A DD FORM 1149 IN FASTDATA

Step 1.1. Log into the FASTDATA WEB URL provided by the Application Administrator. Enter assigned Username and Password for initial login. (Username and Password are also provided by the Application Administrator.) Subsequently, CAC IDs will be enabled for future logons.



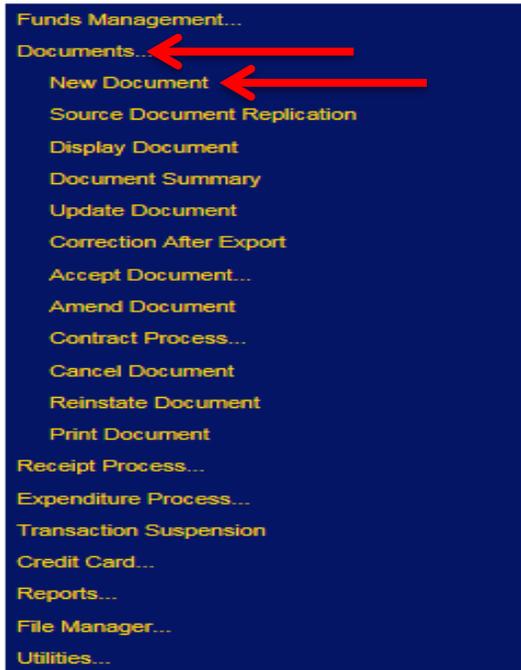
The screenshot shows the FASTDATA login page. At the top, there is a blue header with the FASTDATA logo (a blue and yellow aircraft) and the text "FASTDATA Funds Administration and Standardized Document Automation System". Below the header, there is a dark blue navigation bar with "About FASTDATA | Contact Us" on the left and "FASTDATA Version REL_18-2B.0002" on the right. The main content area is white and contains a "Please Login" form. The form has two input fields: "Username:" and "Password:". A red arrow points to the "Password:" field. Below the input fields is a "Login" button.

Step 1.2. Select Site from the dropdown list in the "Please Select a Role" area.



The screenshot shows the "Please Select a Role" page. The page has a white background. At the top, there is a blue header with the text "Please Select a Role". Below the header, there is a dropdown menu with the text "(N00210) GL - NSTC GREAT LAKES" and a downward arrow. A red arrow points to the dropdown menu. Below the dropdown menu is a "Select" button. At the bottom of the page, there is a blue box with the text "Last successful login: 03-05-2018 08:18:32 CST".

Step 1.3. From the menu on the left side of your screen, select “Documents” to expand the list, then select “New Document”.



Step 1.4. Highlight and click on the document type from the “New Document Select” screen. From the “Source” Tab, Select “DD1149”.



Close

Step 1.5. From the “Select a Serial Range screen, select “Tuition”

Select Serial Range							
Description	Beginning	Ending	Last	SDN UIC	RC	FY	OPTAR
OMN (UNIT OPS)	02001	02199	02002	63213	3A	17/17	02
URINALYSIS	02451	02475	00000	63213	KD	17/17	02
TUTORING	02A01	02A99	00000	63213	3D	17/17	KB
ALTERATIONS	02B01	02B99	00000	63213	3C	17/17	NB
BERKELEY ALTS COLLEGE	02C01	02C99	00000	63213	3M	17/17	02
POSTAGE	02P01	02P99	00000	63213	3F	17/17	AB
MPN UNIFORMS OTHER	02R01	02R99	00000	63213	3E	17/17	NB
MPN UNIFORMS COLLEGE	02S01	02S99	00000	63213	3N	17/17	02
TUITION 	02T01	02T99	00000	63213	3B	17/17	DB
NON MILSTRIP MRE	MRE01	MRE09	00000	63213	3G	17/17	02
STA21 PRGM TUITION	SA301	SA399	00000	63213	SA	17/17	02
STA21 PRGM BOOKS	SA401	SA499	00000	63213	SA	17/17	02

Step 1.6. The DD Form 1149 will display. Complete the DD form 1149 using the following directions. ***If any of the drop down information is not in the format as shown, the NROTC Unit Ordering Officer shall correct the information:***

- ***If the drop down code is not correct per this guidance, the NROTC Unit Ordering Officer shall create a new profile.***
- ***If any of the other data is incorrect, the NROTC Unit Ordering Officer shall correct the data. The system will ask you if you want to save the data for future use, select yes.***

REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code)		SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 3/2/2018	6. REQUISITION NUMBER
2. TO: (Include ZIP Code)		7. DATE MATERIEL REQUIRED		8. PRIORITY	
3. SHIP TO - MARK FOR		9. AUTHORITY OR PURPOSE		10. SIGNATURE	
				11a. VOUCHER NUMBER & DATE (YYYYMMDD)	
		12. DATE SHIPPED		13. MODE OF SHIPMENT	
				14. BILL OF LADING NUMBER	
		15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.			

Step 1.6.1

4. APPROPRIATION DATA										Amount \$0.00
AA	252									
Line Items	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT (c)	QUANTITY (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)		
No Line Items										

Step 1.6.3

16. TRANSPORTATION VIA AMC OR MSC CHANGEABLE TO						17. SPECIAL HANDLING					
18. RECEIPT	ISSUED BY	TOTAL CONTAINERS	TYPE CONTAINERS	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPT	CONTAINERS RECEIVED EXCEPT AS NOTED	DATE	BY	SHEET TOTAL
	CHECKED BY							QUANTITIES RECEIVED EXCEPT AS NOTED	DATE	BY	GRAND TOTAL
	PACKED BY							POSTED	DATE	BY	20. RECEIVERS VOUCHER NO.

<input checked="" type="radio"/> Initiation	OPSTAR Log: <input type="text"/>	Local Code: <input type="text"/>	DON ID		DON Desc	WCI	BEA	BESA	FC	CAC	SIC	3NLU	RON	RBC
<input type="radio"/> Source	Country CID: <input type="text"/>	Expense Element: <input type="text"/>	OMB Object Class: <input type="text"/>		OMB Sub Object Class: <input type="text"/>		Not to Exceed Code: <input type="text"/>							
			Product Service Code: <input type="text"/>											

Step 1.6.2

Save | Close

Step 1.6.1. Complete blocks 1,2,3,7,8 and 9 of the DD form 1149 using the following directions.

REQUISITION AND INVOICE/SHIPPING DOCUMENT			
1. FROM: (Include ZIP Code)	SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 3/2/2018
			6. REQUISITION NUMBER
2. TO: (Include ZIP Code)	7. DATE MATERIAL REQUIRED	8. PRIORITY	
3. SHIP TO - MARK FOR	9. AUTHORITY OR PURPOSE		
	10. SIGNATURE	11a. VOUCHER NUMBER & DATE (YYYYMMDD)	
	12. DATE SHIPPED	b.	
	13. MODE OF SHIPMENT	14. BILL OF LADING NUMBER	
	15. AIR MOVEMENT DESIGNATOR OR PORT REFERENCE NO.		

Fields requiring entry are shaded grey.

BLOCK NO.	DD FORM 1149 – REQUISITION AND INVOICE/SHIPPING DOCUMENT BLOCK TITLES AND DATA ENTRY INFORMATION
1	<p>FROM (Block 1) - Use the drop down arrow to select the appropriate FROM address. If it is not in the list, create a 5-digit code (MUST be the last 5-digits of the NROTC Units DoDAAC) to identify the address and type it in. When the document is saved, the system will prompt to save the address so that it is available for selection on future documents.</p> <p>The “From” address is the contracting office that will be issuing the DD Form 1155. DO NOT list Commanding Officer.</p> <p>Example: 63310 NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802</p> <p><i>Note 2: FASTDATA system limitations only allow for five-digit entry and will not allow you to properly enter your DoDAAC correctly. Due to system programming issues, enter the last five digits of your DoDAAC. i.e Enter N63310 as 63310.</i></p>
2	<p>TO (Block 2) - Use the drop down arrow to select the appropriate TO address. If it is not visible in the list, create a 5-digit code (MUST be the university’s CAGE Code as listed on the ESA – DO NOT USE any other codes) to identify the address and type it in. When the document is saved, the system will prompt to save the address so that it is available for selection on future documents.</p> <p>The “To” address is the university’s information as listed in the ESA.</p>

	<p>Example: 1S4H2 PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA16802 <i>(Optional) ATTN: BURSARS OFFICE</i></p>
3	<p>SHIP TO-MARK FOR (Block 3) - - Use the drop down arrow to select the appropriate FROM address. If it is not in the list, create a 5-digit code (must be the last 5-digits of the NROTC Units DoDAAC) to identify the address and type it in. When the document is saved, the system will prompt to save the address so that it is available for selection on future documents.</p> <p>The “Ship to-Mark For” address is the NROTC Unit that will be receiving the services. DO NOT list Commanding Officer.</p> <p>Example: 63310 NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802</p> <p><i>Note 2: FASTDATA system limitations only allow for five-digit entry and will not allow you to properly enter your DoDAAC correctly. Due to system programming issues, enter the last five digits of your DoDAAC. i.e Enter N63310 as 63310.</i></p>
4	APPROPRIATION DATA (Block 4) – Self Populates
5	REQUISITION DATE: (Block 5) – Self Populates
6	REQUISITION NUMBER (Block 6) - The requisition DCN will automatically be populated into this field once the document is successfully saved.
7	DATE MATERIAL REQUIRED (Block 7) – Enter Bona Fide need date from handbook
8	PRIORITY (Block 8) – Leave Blank
9	<p>AUTHORITY OR PURPOSE (Block 9) - enter (TERM) (CALENDAR YEAR) TUITION AND FEES</p> <p>Example: SPRING 2017 TUITION AND FEES</p>
10	SIGNATURE (Block 10) – Leave Blank. To be completed by the NSTC Comptroller
11	Voucher Number – Leave Blank
12	Date Shipped – Leave Blank
13	Mode of Shipment – Leave Blank
14	Bill of Lading – Leave Blank
15	Air Movement Designator or Port Reference No. – Leave Blank
16	Transportation VIA AMC – Leave Blank
17	Special Handling – Leave Blank

Step 1.6.2. Complete the bottom section of the DD form 1149 using the following directions.

Note: The finance accounting data is correct at the time of publishing this guidance. The NROTC Unit Ordering Officer shall verify the information to the latest NSTC Comptroller guidance. When there is conflicting information between this appendix and the Comptroller's current guidance, the NROTC Unit Ordering Officer shall follow the Comptroller's current guidance.

The screenshot shows the initiation form with the following fields highlighted in red:

- Initiation/Source:** Initiation (selected), Source
- OPTAR Log:** 2017 FALL TUITION
- Local Code:** PENN STATE
- JON ID / JON Desc:** 002108A4101 SH LOG OPTAR
- Expense Element:** U - Purchased Services (Other)
- OMB Object Class:** 252 - Other Services from Non-Federal Sources
- OMB Sub Object Class:** 25NR - NROTC Tuition
- Product Service Code:** U005 - Tuition, Registration and Membership Fees
- Not to Exceed Code:** C - Partial

Initiation/Source	Initiation
OPTAR Log:	(CALENDAR YEAR) (TERM) TUITION Example: 2017 FALL TUITION
Local Code:	School name
JON:	Select the correct JON for the year and term of the tuition and fees
Country CD:	Leave Blank
Expense Element:	Q – Purchased Services (Other)
OMB Object Class:	252 – Other Services from Non-Federal Sources
OMB Sub Object Class:	25NR – NROTC Tuition
Product Service Code:	U005 – Tuition/Registration/Membership Fees
Not to Exceed Code:	Leave Blank

Step 1.6.3. Complete block 4 of the DD form 1149 using the following directions.

4. APPROPRIATION DATA										Amount
AA 252										\$0.00
Line Items	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)	UNIT (c)	QUANTITY (d)	SUPPLY ACTION (e)	TYPE CONTAINER (f)	CONTAINER NOS. (g)	UNIT PRICE (h)			TOTAL COST (i)

ONLY ENTER ONE LINE ITEM PER DD FORM 1149

Step 1.6.3.1. Select “Line Items”. Fill in the New Item field with necessary information: description, number of students, semester information, cost, etc. using the following guidance.

DO NOT use  Save Close

ONLY ENTER ONE LINE ITEM PER DD FORM 1149

Unit of Issue:	Use lot “LO”. <i>For Advance Placement Exams only, use each “EA”</i>
Quantity:	Use “1”. <i>For Advance Placement Exams only, list the actual number of exams being ordered</i>
Unit Price:	Total price of all items being ordered under the line item. <i>For Advance Placement Exams only, list the actual cost of the individual exam.</i> The initial DD Form 1149 for tuition and fees is an estimate. The Final DD Form 1149 used to generate the DD Form 1155 for tuition and fees must be the exact price for all eligible scholarship benefit MIDSHPMEN. Tutoring services shall be the best estimate when generating the DD Form 1155.
Amount:	Leave Blank – the system will automatically calculate this once you save the line item.
Description:	Enter the item’s description using ONLY the format of the following examples

STANDARD DESCRIPTION STATEMENT EXAMPLES

<p>Tuition and Fees with Summary Information and DFARS Clause Requirements:</p>	<p><i>(Term) (Calendar Year) SCHOLARSHIP TUITION AND FEES FOR (number of) MIDSHIPMEN</i></p> <p><i>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)</i></p> <p><i>PERIOD OF PERFORMANCE: (Insert the 45th 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).</i></p> <p><i>DUNS: (Insert the schools DUNS Number)</i></p> <p><i>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</i></p> <p>Example:</p> <p>SPRING 2017 SCHOLARSHIP TUITION AND FEES FOR 130 MIDSHIPMEN</p> <p>TUITION AND FEES FOR 130 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2017 SEMESTER AT PENN STATE UNIVERSITY.</p> <p>PERIOD OF PERFORMANCE: 18 FEB 2017 - 20 MAY 2017</p> <p>DUNS: 622040328</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> <p><i>*Note: The 45th-day only applies to ESAs that contain the 45-day language, all others shall list the dates specified in their ESA.</i></p> <p><i>You MUST list the number of eligible scholarship recipients in the description</i></p> <p><i>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.</i></p>
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<p>Tutoring with Summary Information and DFARS Clause Requirements:</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: (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) DUNS: (Insert the schools DUNS Number)</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> <p><i>Example:</i></p> <p>SPRING 2017 CALCULUS AND PHYSICS 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: 06 JAN 2017 – 20 MAY 2017</p> <p>DUNS: 622040328</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p>
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<p>Retroactive Payments with Summary Information and DFARS Clause Requirements:</p>	<p>Follow the Tutoring and Fees examples above and insert “RETROACTIVE” and “MEDICAL LEAVE OF ABSENCE REINSTATEMENT” using the following example format:</p> <p>RETROACTIVE SCHOLARSHIP TUITION AND FEES FOR <i>(Insert total number of students)</i> MEDICAL LEAVE OF ABSENCE REINSTATEMENT</p> <p>THIS TASK ORDER IS BEING ISSUED DUE TO A SCHOLARSHIP RECIPIENT BEING REINSTATED FROM A LEAVE OF ABSENCE AND AUTHORIZED RETROACTIVE TUITION PAYMENTS. THE TOTAL TUITION OWED TO THE UNIVERSITY IS <i>(insert amount for the full tuition and fees for that term)</i> AND THE SCHOLARSHIP RECIPIENT HAS ALREADY PAID <i>(insert dollar amount paid)</i> WITH A REMAINING BALANCE OF <i>(insert how much is still owed)</i>. THE GOVERNMENT WILL REIMBURSE THE SCHOLARSHIP RECIPIENT FOR THE AMOUNT <i>(amount)</i> OF THAT THEY HAVE ALREADY PAID THE UNIVERSITY.</p> <p>PERIOD OF PERFORMANCE: <i>(Insert original edibility date)</i> - <i>(Insert end date of class – this date should be the same day as the date listed in Block 10 of the DD Form 1155)</i></p> <p>DUNS: <i>(Insert the schools DUNS Number)</i></p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> <p>Example:</p> <p>SPRING 2016 SCHOLARSHIP TUITION AND FEES FOR 1 MIDSHIPMEN</p> <p>TUITION AND FEES FOR 1 NROTC SCHOLARSHIP STUDENTS FOR THE SPRING 2016 SEMESTER AT PENN STATE UNIVERSITY</p> <p>PERIOD OF PERFORMANCE: 07 JAN 2016 – 22 MAY 2016</p> <p>DUNS: 622040328</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</p> <p><i>Note: You must deduct the Unit prices by any amounts that the student or other scholarships have already paid the university. Example: If tuition is \$9,000 and the student paid the university \$4,000 than you would list the Unit price as \$5,000.</i></p>
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<p>Advance Placement Exams with Summary Information and DFARS Clause Requirements:</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: (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>DUNS: (Insert the schools DUNS Number)</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</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: 06 JAN 2017 – 15 FEB 2017</p> <p>DUNS: 622040328</p> <p>SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES</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>
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Enter the following information after the last paragraph of the Standard Description Statement IF directed by NSTC Comptroller's Office:

<p>Availability of Funds: Obligations to be made from next fiscal year funds</p>	<p>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.</p>
<p>Availability of Funds: Continuing Resolution Authority</p>	<p>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.</p>

Step 1.6.3.1.1.

- Select "Save" to save the line item entries
- Select "Close" to exit the line item page and return to the DD Form 1149

Step 1.7. Select Save once you have completed filling in the DD Form 1149.

Note: When creating the first document of the fiscal year, when you select Save, the following block will appear:

You will need to enter in a whole document number in the following format (DoDAAC + FY + "RQ" + Unit Number + "T01"). As an example, the Units DoDAAC is N63310, the fiscal year is FY19, the number would be entered as N6331019RQ36T01.

FASTDATA will automatically assign future sequential numbers.

Step 1.8. Select Attachments to upload the NSTC 7100 Projected Tuition and Enrollment Form.

Step 1.9. Select Browse to locate your file, enter a file description, select I certify box then select Upload. Once your NSTC 7100 is uploaded, select close.

Step 1.10. Once the system exits you out of the DD Form 1149, in the top header bar, select Workflow Actions.



Step 1.11. Locate and select your document.

Select	Pending Action	Last Action Remarks	Submit Warnings	Suspend At Site	FA	FY	Site	DCN	Amend	Document Status	Workflow Status	OPTAR Log	Memo View JON FDP	Document Type	Total This Doc/Amend	Cumulative Amount
<input checked="" type="checkbox"/>	Submit				N3560P	2019	NR	N3560A19RQ70511	00	Initiation	Created	TEST	N	DD1149	100.00	100.00

Step 1.12. Select Concur the select Save to submit your document to the NSTC Comptroller for approval.

Add All Remove All

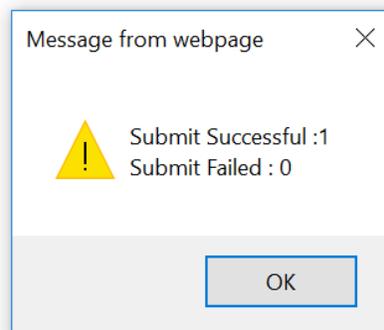
Concur

Reject Date : 11/05/2018 Remarks

Save Close

Step 1.13. If you get a failure warning message, select save again.

Step 1.14. You will get the below notice if your DD Form 1149 was submitted properly.



Step 1.15. If your FASTDATA account is setup properly, you will receive an email notification once your DD Form 1149 is approved.

HOW TO AMEND A DD FORM 1149 IN FASTDATA

Step 2.1. From the menu on the left side of your screen, select “Documents” to expand the list, then select “Amend Document”.



Step 2.2. Enter DD1149 in the document type, then select filter. Select on the document you need to amend and change the required information in the DD Form 1149.

A screenshot of the 'Select Document for Display' form. The form has a 'Filter' section with several input fields: 'DCN:', 'OPTAR Log:', 'Document Type:' (set to 'DD1149'), 'Local Code:', 'Document Status:', 'Workflow Status:', 'Created Date:', and 'Sort Order:' (set to 'Created Date'). There are radio buttons for 'Ascending' and 'Descending' (selected). A 'Filter' button is at the bottom of the filter section. Below the filter section is a 'Results' section showing 'PAGE: 1' and a table with two rows of data. A red arrow points to the 'Document Type' field in the filter section, and another red arrow points to the first row of the results table.

DCN	Amend	Memo	Doc Status	WF Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N3560A19RQ70512	00	N	Initiation	Created	N	TEST	DD1149	TEST	11/5/2018
N3560A19RQ70511	00	N	Complete	Approver Concurred	N	TEST	DD1149	TEST	11/5/2018

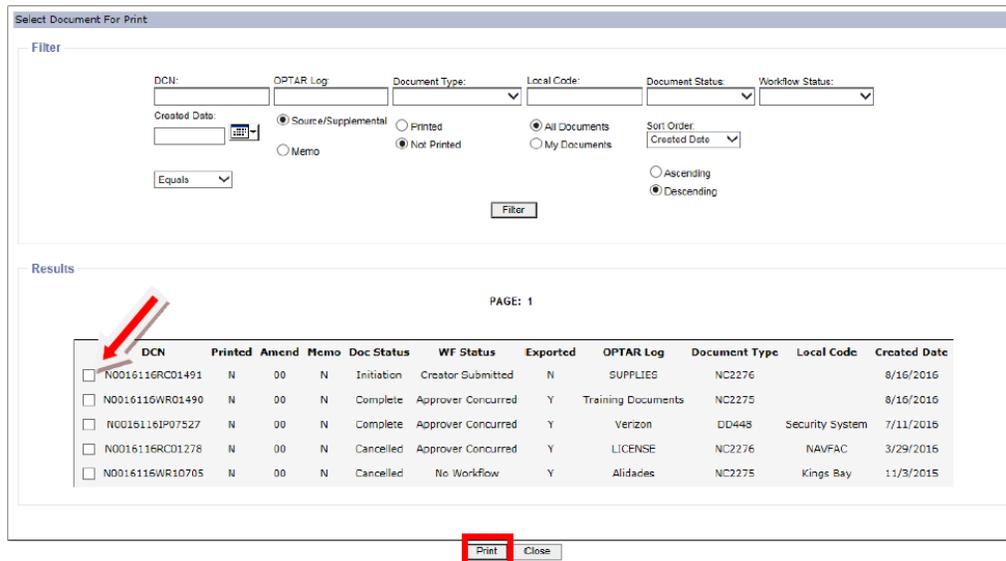
Step 2.3. Follow steps 1.7 to step 1.14. You will need to upload an amended NSTC 7100 form to reflect any changes.

HOW TO PRINT A DD FORM 1149 IN FASTDATA

Step 3.1. From the menu on the left side of your screen, select “Documents” to expand the list, then select “Print Document”.



Step 3.2. Locate your document and select Print



REQUISITION AND INVOICE/SHIPPING DOCUMENT

1. FROM: (Include ZIP Code) 66809 NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802	SHEET NO. 1	NO. OF SHEETS 1	5. REQUISITION DATE 21-DEC-16	6. REQUISITION NUMBER N6331017RQ36T02
7. DATE MATERIAL REQUIRED (YYYYMMDD) 20170218			8. PRIORITY	
9. AUTHORITY OR PURPOSE SPRING 2017 TUITION AND FEES				
10. SIGNATURE  ANNE W. HEMINGWAY, NSTC Comptroller			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.	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. RECEIPTS	ISSUED BY	TOTAL CON-TAINERS	TYPE CON-TAINER	DESCRIPTION	TOTAL WEIGHT	TOTAL CUBE	19. RECEIPTS			SHEET TOTAL
							CONTAINERS RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	
	CHECKED BY						QUANTITIES RECEIVED EXCEPT AS NOTED	DATE (YYYYMMDD)	BY	GRAND TOTAL
	PACKED BY						POSTED	DATE (YYYYMMDD)	BY	20. RECEIVER'S VOUCHER NO.
	← TOTAL →									

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	
			QUANTITY REQUESTED (d)	SUPPLY ACTION (e)	TYPE CONTAINER NOS. (f)	CONTAINER NOS. (g)	UNIT PRICE (h)	TOTAL COST (i)
2	2	N6680918RQ43T04						
ITEM NO. (a)	FEDERAL STOCK NUMBER, DESCRIPTION, AND CODING OF MATERIEL AND/OR SERVICES (b)		UNIT OF ISSUE (c)					
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: 18 FEB 2017 - 20 MAY 2017 DUNS: 622040328 SEE ATTACHMENT A FOR INCORPORATED PAYMENT AND WAWF CLAUSES 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 1 st , 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 st , 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
<div style="border: 2px solid black; background-color: yellow; padding: 5px; display: inline-block;"> If applicable, the Funds Availability Statement goes here </div>								
SHEET TOTAL								

COMMON DISCREPANCIES:

Blocks 1 and 3 – Listing the Commanding Officer in the Unit's address

Blocks 1 and 3 – Not using the Units DoDAAC as the address code

Blocks 2 – Missing or not using the university's CAGE Code

Blocks 2 – Using a CAGE Code other than the one listed in the ESA (unless FLC modified otherwise)

Appropriation Data – Not complying with NSTC Comptroller's current year guidance on which codes shall be used

Line Items – Not using the specific language and format as directed in this guidance

Line Items – Attaching non-valued line items (such as WAWF clause or Availability of Funds statement) with a monetary value. Example: Adding additional informational lines on the continuation page for \$1.00 and reducing the overall tuition from \$1,500.00 to \$1,499.00. Creative accounting is strictly PROHIBITED under contracting regulations. All line items with an associated cost must have a tangible service/supply in which the government receives.

Line Item – Adding statement that changes terms and conditions of the ESA such as your ESA states 01 October and you add in a statement of the students are responsible for their own tuition and fees in whole until they are considered in good standing after the 45th day of class by the Professor of Naval Science – You MUST comply with the ESA

Line Item – Creating Line Items to break out the costs. Do Not create line items to break out in-state, out-of-state, cross-towns, etc. These break-outs are included in the NSTC 7100. Use only the description and unit of issue as directed by this appendix.

Line Item – Not using the period of performance date as mandated by the language of the ESA such as your ESA states the period of performance is 01 October and you use the 45th day of term – You MUST comply with the ESA.

Line Item - Not including the mandatory narrative identifying calendar year term, not including number of students or tutoring hours, missing DUNS and required WAWF and continuation of funds statements as directed by this manual.

Attempting to become creative or adding additional information.