

Tuition Ordering and Payment Process Handbook – Appendix A-6

SUBJECT: DD1155 Step by Step Instructions for Placing a Task Order for Educational Services under a NROTC Scholarship Educational Service Agreements (ESAs).

PURPOSE: To inform NROTC Unit Ordering Officers the proper formatting for entering required data in the DD Form 1155.

OVERVIEW: Orders placed on DD Form 1155, Order for Supplies or Services are required to be entered in a specific format along with including DFARS 252.232-7006 Wide Area Workflow (WAWF) clause. The attached information provides the step-by-step data entry directions, standard statements and an example of a properly filled out DD Form 1155 through the FASTDATA web-based system.

The WAWF clause shall not be entered in the DD Form 1155 in FASTDATA due to system failures. The act of “creative accounting” of adding line items for a penny is non-legally compliant. As the WAWF clause is mandatory, the NROTC unit Ordering Officer shall use the WAWF Form Appendix B-8 and attach this form in FASTDATA along with printing it out and attaching it to the hardcopy DD Form 1155.

Per the FAR and FMR Volume 1, Chapter 1, DD Form 1155s are contracting actions and are required to comply with FAR and other acquisition policies. This shall require the NROTC unit Ordering Officers to have to go into FASTDATA to correct/add information when generating the DD Form 1155.

The FASTDATA system limitations prevent normal contracting practices and procedures. To overcome the system limitations, a “work around” process has been implemented. The NROTC Unit Ordering Officer is responsible to ensure that each task order contains the DD Form 1155, OF 336 and WAWF Clause Attachment A forms.

ACTION REQUIRED: Follow the instructions and example to create a DD Form 1155.

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- How to Create A DD Form 1155 in FASTDATA Pages 2 – 11
- How to Print a DD Form 1155 in FASTDATA Pages 12
- How to Complete WAWF Clause Attachment A Form Pages 13 – 15
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HOW TO CREATE A DD FORM 1155 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.

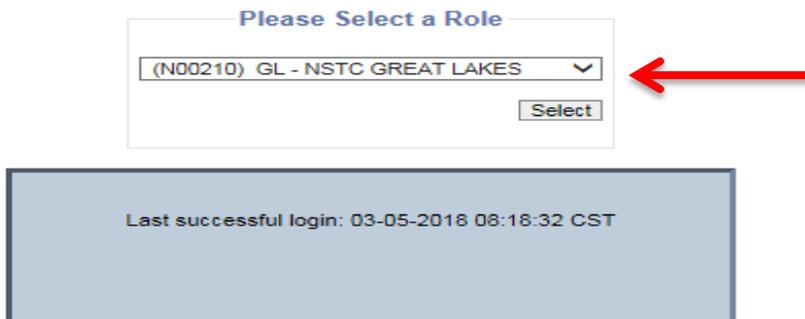


The screenshot shows the FASTDATA login interface. At the top, there is a blue header with the FASTDATA logo and the text 'Funds Administration and Standardized Document Automation System'. Below the header, there is a navigation bar with 'About FASTDATA | Contact Us' on the left and 'FASTDATA Version REL_18-2B.0002' on the right. The main content area is titled 'Please Login' and contains a form with the following elements:

- Username: [input field]
- Password: [input field]
- Login button

A red arrow points to the input fields for Username and Password.

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



The screenshot shows the 'Please Select a Role' dropdown menu. The dropdown is open, showing '(N00210) GL - NSTC GREAT LAKES' as the selected option. A red arrow points to the dropdown menu. Below the dropdown is a 'Select' button. A blue box at the bottom of the page displays '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 “DD1155”.



Close

Step 1.5. Select “On-Site Delivery Order (F Contract)” and then click Select.

PAY PARTICULAR ATTENTION TO THIS STEP. TO CORRECT AN ERROR ONCE THE DD FORM 1155 IS SIGNED WILL CAUSE YOU HOURS OF WORK TO CORRECT.

Select DD1155 Order Type

Select the type of order(s) for this document:

On-Site Purchase Order

On-Site Delivery Order (F Contract) 

On-Site Delivery Order (DO/BPA)

Off-Site Purchase Order

Off-Site Delivery Order

Step 1.6. Select Filter and then locate your document number and click on it.

Select Document for New DD1155

Filter

DCN: OPTAR Log: Document Type: Local Code:

Created Date: Sort Order:

Equals Ascending Descending

Results

PAGE: 1

DCN	Amend	Memo	Doc Status	WF Status	Exported	OPTAR Log	Document Type	Local Code	Created Date
N6321317RQ02T05	00	N	Complete	Approver Concurred	N	UCD FALL TUIT FY17	DD1149	N63213	8/25/2016
N6321317RQ02T04	00	N	Complete	Approver Concurred	N	STFD FALL TUIT FY16	DD1149	N63213	8/25/2016
N6321317RQ02T03	00	N	Complete	Approver Concurred	N	CMA FALL TUIT FY17	DD1149	N63213	8/25/2016
N6321317RQ02T02	00	N	Complete	Approver Concurred	N	UCB TUIT EX FY17	DD1149	N63213	8/24/2016
N6321317RQ02T01	00	N	Complete	Approver Concurred	N	UCB FALL TUIT FY17	DD1149	N63213	8/24/2016
N6321317RC02001	00	N	Complete	Approver Concurred	N	PHONE CONTRACT FY17	NC2276	N63213	8/18/2016

Step 1.7. Input and correct the following fields. All other fields should self-populate from the DD Form 1149. The Ordering Officer shall verify all data fields are correct.

ORDERS FOR SUPPLIES OR SERVICES					Page 1 of 1
1. CONTRACT NO. N0014006G0045	2. DELIVERY ORDER/CALL NO. N6331017F0002	3. DATE OF ORDER 2/13/2017	4. REQUISITION NO. N6331017RQ36T02	5. PRIORITY	
6. ISSUED BY 63310 NROTC Penn State 315 Wagner Bldg University Park, PA 16802 Kevin Robinson, 814-863-9651		7. ADMINISTERED BY 63310 NROTC Penn State 315 Wagner Bldg University Park, PA 16802		8. DELIVERY FOB <input checked="" type="radio"/> Destination <input type="radio"/> Other (See Schedule if other)	
9. CONTRACTOR CODE 154H2 FACILITY		10. DELIVER TO FOB POINT BY (Date) 5/20/2017	11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISADVANTAGED <input type="checkbox"/> WOMEN-OWNED		
NAME AND ADDRESS Penn State University 108 Shields Building University Park, PA 16802		12. DISCOUNT TERMS		13. MAIL INVOICES TO THE ADDRESS IN BLOCK	
14. SHIP TO 63310 NROTC Penn State 315 Wagner Bldg University Park, PA 16802		15. PAYMENT WILL BE MADE BY: 68732 DFAS CLEVELAND CTR 1240 East Ninth St. CLEVELAND, OH 44199-8005		MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMB BLOCKS 1 AND 2.	
16. TYPE OF ORDER	DELIVERY/ CALL	X	This delivery order/call is issued on another Government agency or in accordance with subject to terms and condition of above numbered contract		
	PURCHASE		Reference your _____ furnish the following on terms specified herein.		
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.					
NAME OF CONTRACTOR		SIGNATURE	TYPED NAME AND TITLE	DATE SIGNED	
<input checked="" type="checkbox"/> If this box is marked, supplier must sign Acceptance and return the following number of copies: 1					

Fields requiring entry/corrections are shaded grey.

BLOCK NO.	DD FORM 1155 – DELIVERY/TASK ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
1	CONTRACT/PURCHASE ORDER NO. -- ESA Number Example: N0014006G0045 N00140 = Issuing Contract Office DoDAAC 06 = FY Contract Awarded G = Code for an Agreement 0045 = Unique ID
2	DELIVERY/TASK ORDER NO. -- A 13-digit number assigned by FASTDATA. The 9th character MUST BE an "F". For units that award off of multiple ESA's that desire to amend this number shall do so only by changing the first digit of the Unique ID to a letter. DO NOT use numbers as orders have to be in sequential order.
3	DATE OF ORDER – This date is system generated

4	REQUISITION/PURCH REQUEST NO. -- A 13-digit number assigned by FASTDATA and is located in Block 5 of DD Form 1149.
5	PRIORITY -- Leave Blank.
6	<p>ISSUED BY -- Name and mailing address of your NROTC Unit. In the code block must be your DODAAC code. Below the address, enter your name and phone number.</p> <p>Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON, 814-863-9651</p> <p><i>Note: FASTDATA system limitations only allow for five-digit entry. Enter the last five digits of your DoDAAC. i.e Enter N63310 as 63310.</i></p>
7	<p>ADMINISTERED BY -- Enter the name and mailing address of your NROTC Unit. In the code block, enter your DODAAC code.</p> <p>Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802</p>
8	DELIVERY FOB -- Check "DESTINATION"
9	<p>CONTRACTOR -- Enter the full business name and address of the college/university as shown in the ESA in Block 17a. The college/university's CAGE code listed in the ESA is entered in the "CODE" Block</p> <p>Example: PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802</p>
10	DELIVER TO FOB POINT BY (Date) -- Enter the last day of the college/university term. This will also be the Period of Performance End Date.
11	MARK IF BUSINESS -- Leave Blank
12	DISCOUNT TERMS -- Leave Blank
13	MAIL INVOICES TO -- Leave Blank

14	<p>SHIP TO -- Enter the name and mailing address of your NROTC Unit. In the code block, enter your DODAAC code.</p> <p>Example: NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802</p>
15	<p>PAYMENT WILL BE MADE BY -- Enter DFAS CLEVELAND CTR 1240 EAST NINTH ST CLEVELAND, OH 44199-8005</p> <p>In the code block, enter 68732</p>
16	<p>TYPE OF ORDER -- Select "DELIVERY/CALL"</p> <p>Select the "If this box is marked, supplier must sign Acceptance and return the following number of copies:" Enter "1 copy"</p>

Step 1.8. Select ACRNs button to open up the ACRN data entry field.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE										
ACRNs	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT		
AA	1791804	22L3	252	3560P		056521	2D	Q70511	3560A900320Q	\$100.00
Line Items										
PAYMENT IS SUBJECT TO A 7 DAY CONSTRUCTIVE ACCEPTANCE PERIOD										
19. SCHEDULE OF SUPPLIES/SERVICES										
20. QTY ORDERED/ACCEPTED*	21. UNIT		22. UNIT PRICE		23. AMOUNT					
1	THIS IS A SYSTEM CAPABILI... more		1	LT	\$100.00		\$100.00			
*If quantity accepted by the Government is same as quantity ordered, indicated by X. If different, enter actual quantity accepted below quantity ordered and encircle.										
24. UNITED STATES OF AMERICA										
BY: <input type="text" value="Ordering Officer"/>										
25. TOTAL										
\$100.00										
26. DIFFERENCES										

ACRNs

ACRN/CLIN/SLIN	CON ID	CON Desc	WCI	BEA	BESA	FC	CAC	SIC	JNLU	RON	RBC
AA [000]	3560A900320	LQ PREP TUITION	N3560E	99	BR	LN	S120	LQ00	JNLU		
Country Code	Not to Exceed Code	Amount	\$100.00								
Expense Element	OMB Sub Object Class	25NR									
OMB Obj Class	252										

New Save Close

Leave SLIN Block Blank ONLY

BLOCK NO.	ACRN Entry
17	<p>ACCOUNTING AND APPROPRIATION DATA/LOCAL USE -- Enter data exactly as listed below:</p> <p>ACRN – AA CLIN – 0001 SLIN – Leave Blank. Failing to do so will cause WAWF invoicing processing issues</p>

Select Save and Close to return to the DD Form 1155 screen.

Step 1.9. Select Line Items button to open up the Line Item data entry field.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE										
ACRNs	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22L3	252	3560P		056521	2D	Q70511	3560A900320Q	\$100.00
Line Items 										
1	THIS IS A SYSTEM CAPABIL... more				20. QTY ORDERED/ACCEPTED*		21. UNIT	22. UNIT PRICE	23. AMOUNT	
					1		LT	\$100.00	\$100.00	
*If quantity accepted by the Government is same as quantity ordered, indicated by X. If different, enter actual quantity accepted below quantity ordered and encircls.							24. UNITED STATES OF AMERICA		25. TOTAL	
BY: <input type="text"/> Ordering Officer <input type="text"/>									26. DIFFERENCES	

Go To: Bottom of Page

DD1149 Line Items

Item 1

Service Item Part No FSC

Unit of Issue Quantity Unit Price Amount

Description

DO NOT use.  

Only 1-line item

Verify the information in the fields are correct. Any changes will need to be done by correcting in the DD Form 1149 which will require the document to have to be re-routed to NSTC Comptroller's Office for approval.

Select Save and Close to return to the DD Form 1155 screen.

Step 1.10. Select Line Items button to open up the Line Item data entry field.

17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE										
ACRNS	B. APPRO.	C. SUBHEAD	D. OBJ CLASS	E. BU CONTROL	F. SA	G. AAA	H. TT	I. PAA	J. COST CODE	K. AMOUNT
AA	1791804	22L3	252	3560P		056521	2D	Q70511	3560A900320Q	\$100.00
Line Items PAYMENT IS SUBJECT TO A 7 DAY CONSTRUCTIVE ACCEPTANCE PERIOD 19. SCHEDULE OF SUPPLIES/SERVICES										
1	THIS IS A SYSTEM CAPABIL... more						21. UNIT		22. UNIT PRICE	23. AMOUNT
						1	LT		\$100.00	\$100.00
*If quantity accepted by the Government is same as quantity ordered, indicated by X. If different, enter actual quantity accepted below quantity ordered and encircle.									24. UNITED STATES OF AMERICA	
									BY: <input type="text"/> Ordering Officer <input type="text"/>	
									25. TOTAL	
									26. DIFFERENCES	
									\$100.00	

BLOCK NO.	DD FORM 1155 – DELIVERY/TASK ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
18	ITEM NO. -- Leave Blank
19	SCHEDULE OF SUPPLIES/SERVICES - System self populates
20	QUANTITY ORDERED/ACCEPTED - System self populates
21	UNIT - System self populates
22	UNIT PRICE - System self populates
23	AMOUNT - System self populates
24	CONTRACTING/ORDERING OFFICER -- Only an appointed contracting officer acting within his/her delegated authority may sign the DD Form 1155. Select the drop down box to locate or add your name. Name Format: First Name, MI, Last Name Military - Optional, may add Rank and Branch after their name. First Name, MI, Last Name, Rank, Branch Select the drop down for "Ordering Officer".
25	TOTAL AMOUNT -- System self populates
26 THRU 42	These blocks are used in the receiving and paying functions. DO NOT complete these blocks until processing payment requests. See Appendix A-6 for guidance.

Step 1.11. Enter Local Code and OPTAR Log data entry fields.

37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
Local Code: TEST UNIVERSITY		OPTAR Log: FY19 FALL TUITION X			

Save Close



BLOCK NO.	DD FORM 1155 – DELIVERY/TASK ORDER BLOCK TITLES AND DATA ENTRY INFORMATION
Local Code	Enter your University's Name
OPTAR Log	Enter FY year, term and "Tuition" in the following format FY19 Fall Tuition.

Select save. Once the document is saved, FASTDATA will generate the task order number. You will need to enter this number on Attachment B-8 WAWF Clause Attachment A Form and save it to your computer before continuing. See Step 3 for instructions on filling in the WAWF Clause Attachment A Form.

ORDERS FOR SUPPLIES / SERVICES					Page 1 of 1
1. CONTRACT NO. N002440GG0061	2. DELIVERY ORDER/CALL NO. N6832219FD106	3. DATE OF ORDER 11/5/2018	4. REQUISITION NO. N03560A19RQJ70511	5. PRIORITY	
6. ISSUED BY NSTC1 Naval Service Training Command 2601 A Paul Jones St Bldg 1 Rm M29 Great Lakes IL 60088-2845		7. ADMINISTERED BY NSTC1 Naval Service Training Command 2601 A Paul Jones St Bldg 1 Rm M29 Great Lakes IL 60088-2845		8. DELIVERY FOB <input checked="" type="radio"/> Destination <input type="radio"/> Other (See Schedule if other)	

Step 1.12. Select the Attachments button

36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.			31. PAYMENT - COMPLETE - PARTIAL - FINAL		34. CHECK NUMBER
a. DATE (YYYYMMDD)	b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			35. BILL OF LADING NO.	
37. RECEIVED AT	38. RECEIVED BY (Print)	39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER	42. S/R VOUCHER NO.
Local Code: TEST UNIVERSITY				OPTAR Log: FY19 FALL TUITION	

Add Another Close Attachments



Step 1.13. Select Browse to locate your WAWF Clause Attachment A file, enter a file description, select I certify box then select Upload. Once your WAWF Clause Attachment A form is uploaded, select close

Workflow Actions :90 Current Role: FA N3560P, Site NR, SABRS, FY/QTR: 2019/1

Add File Attachment

Select File to Upload: Browse... 

Valid File Types: .doc, .pdf, .xls, .msg, .xlsx, .docx
File Size Limit: 2 MB

Enter Description:

certify that this attachment **does not** contain Personally Identifiable Information (PII).



View Attachments for N3560A19RQ70512

Click Attachment to View	Amend ID	Uploaded By	Uploaded Date	Description	Size	Deleted By	Deleted Date	Delete
No Documents Found.								

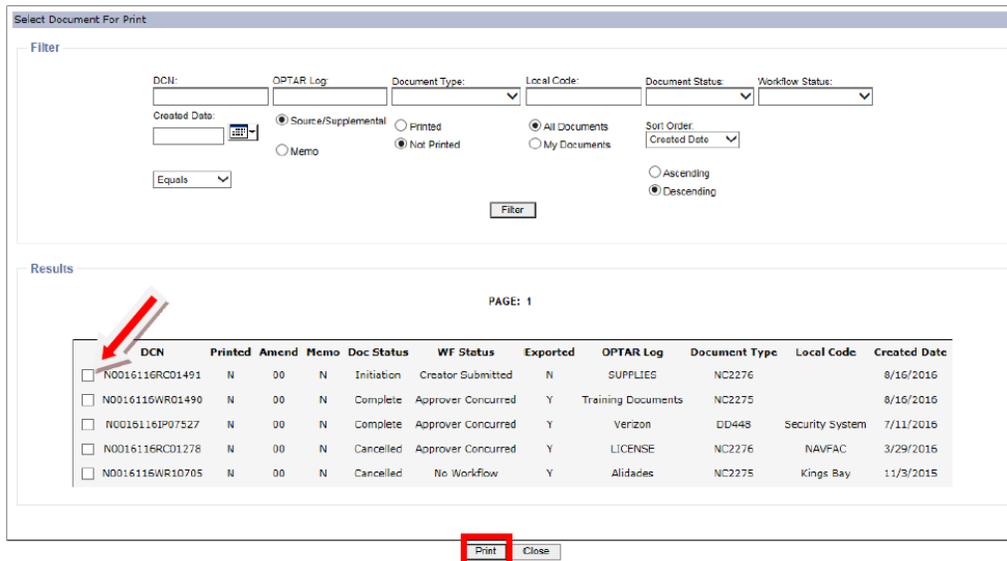


HOW TO PRINT A DD FORM 1155 IN FASTDATA

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



Step 2.1. Locate your document and select Print



HOW TO COMPLETE WAWF CLAUSE ATTACHMENT A FORM

Step 3.1. On the WAWF Clause Attachment A Form page 1, select the REFERENCE NUMBER and enter the FASTDATA generated Task Order Number located in block 2 of the DD Form 1155. DO NOT use spaces or dashes.

Select the NAME OF OFFEROR OR CONTRACTOR block and enter the university's five-digit CAGE CODE.

CONTINUATION SHEET	REFERENCE NO. OF DOCUMENT BEING CONTINUED N6331017F0001	PAGES 1 of 3			
NAME OF OFFEROR OR CONTRACTOR 1S4H2					
ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	ATTACHMENT A: TASK ORDER CLAUSES CLAUSES INCORPORATED BY REFERENCE 52.232-33, Payment by Electronic Funds Transfer-- System for Award Management. CLAUSES INCORPORATED BY FULL TEXT 252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)				

When you enter task order number and CAGE Code, the form will self-populate the REFERENCE NUMBER and NAME OF OFFEROR OR CONTRACTOR on pages 2 and 3.

Step 3.2. On the WAWF Clause Attachment A Form page 2, enter your unit's DoDAAC in WAWF Clause paragraph 252.232-7006(f)(2). This will auto populate the Issue By, Admin and Service Acceptor DoDAAC blocks in the WAWF Chart.

The Pay Official and LPO DoDAACs are prepopulated.

(2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer: N63310				
(3) <i>Document routing.</i> The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.				
Routing Data Table*				
Field Name in WAWF	Data to be entered in WAWF			
Pay Official DoDAAC	N68732			
Issue By DoDAAC	N63310			
Admin DoDAAC	N63310			
Inspect By DoDAAC				
Ship To Code				
Ship From Code NA				
Mark For Code NA				
Service Approver (DoDAAC)				
Service Acceptor (DoDAAC)	N63310			
Accept at Other DoDAAC				
LPO DoDAAC	N3560A			
DCAA Auditor DoDAAC				
Other DoDAAC(s)				

Step 3.3. On the WAWF Clause Attachment A Form page 3, enter your email address in WAWF Clause paragraph 252.232-7006(f)(5). This will auto populate your email address in paragraph 252.232-7006(g)(1).

You may add an alternate email address in WAWF Clause paragraph 252.232-7006(g)(1)

(5) WAWF email notifications. The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.

kevin.g.robinson@navy.mil

SFL_WAWF.Notifications@navy.mil

(g) WAWF point of contact.
 (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact.

kevin.g.robinson@navy.mil

(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.

Step 3.4. Enter the AAI and SDN numbers on the NSTC WAWF Supplemental section.

NSTC WAWF SUPPLEMENTAL

This task order was issued through a non-standard procurement computer system which requires specific data field entries when inputting invoices into WAWF. Failing to enter the following information will cause payment processing issues.

Field Name in WAWF	Data to be entered in WAWF
AAI	056521
SDN	N6331017RQ36T02
ACRN	AA
Line Item	0001

Only enter One (1) line item in the invoice. If the order contains more than one line item, add the total cost together and enter the cost as one line item.

- AAI The AAA (22nd to 27th characters) from the line of accounting. For FY19 it is 056521.
- SDN Block 6 of the DD Form 1149 or block 4 of the DD Form 1155.
- ACRN Always "AA"
- Line item Always "0001"

Step 3.5. Save the file for you to attach it to the DD Form 1155 in FASTDATA and print out a copy to attach to the DD Form 1155. This attachment MUST be included in the contract package prior to submitting the Task Order to the university for signature.

Note: Due to file size, you may have to print to pdf and then upload the form.

ORDER FOR SUPPLIES OR SERVICES										PAGE 1 OF 2		
1. CONTRACT/PURCH ORDER/AGREEMENT NO. N0014006G0045		2. DELIVERY ORDER/CALL NO. N6331017F0002		3. DATE OF ORDER/CALL (YYYYMMDD) 20170213		4. REQUISITION/PURCH REQUEST NO. N6331017RQ36T02		5. PRIORITY				
6. ISSUED BY NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802 KEVIN ROBINSON, 814-863-9651				CODE 63310	7. ADMINISTERED BY (If other than 6) NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802				CODE 63310	8. DELIVERY FOB <input checked="" type="checkbox"/> DESTINATION <input type="checkbox"/> OTHER (See Schedule if other)		
9. CONTRACTOR NAME AND ADDRESS PENN STATE UNIVERSITY 108 SHIELDS BUILDING UNIVERSITY PARK, PA 16802				CODE 1S4H2	FACILITY		10. DELIVER TO FOB POINT BY (Date) (YYYYMMDD) 20170520		11. X IF BUSINESS IS <input type="checkbox"/> SMALL <input type="checkbox"/> SMALL DISAD- VANTAGED <input type="checkbox"/> WOMEN-OWNED			
14. SHIP TO NROTC PENN STATE UNIVERSITY 315 WAGNER BUILDING UNIVERSITY PARK, PA 16802				CODE 63310	15. PAYMENT WILL BE MADE BY DFAS CLEVELAND CTR 1240 EAST NINTH ST CLEVELAND, OH 44199-8005				MARK ALL PACKAGES AND PAPERS WITH IDENTIFICATION NUMBERS IN BLOCKS 1 AND 2.			
16. TYPE OF ORDER	DELIVERY/ CALL	<input checked="" type="checkbox"/>	This delivery order/call is issued on another Government agency or in accordance with and subject to terms and conditions of above numbered contract.									
PURCHASE	<input type="checkbox"/>	Reference your _____ furnish the following on terms specified herein.										
ACCEPTANCE. THE CONTRACTOR HEREBY ACCEPTS THE OFFER REPRESENTED BY THE NUMBERED PURCHASE ORDER AS IT MAY PREVIOUSLY HAVE BEEN OR IS NOW MODIFIED, SUBJECT TO ALL OF THE TERMS AND CONDITIONS SET FORTH, AND AGREES TO PERFORM THE SAME.												
Penn State University		<i>Valarie Brighton</i>			<i>Valarie Brighton, Fees Office</i>				20170214			
NAME OF CONTRACTOR		SIGNATURE			TYPED NAME AND TITLE				DATE SIGNED (YYYYMMDD)			
<input checked="" type="checkbox"/>	If this box is marked, supplier must sign Acceptance and return the following number of copies: 1 copy											
17. ACCOUNTING AND APPROPRIATION DATA/LOCAL USE AA 1771804 22LW 252 3560A 056521 2D Q36T02 63232754310Q \$1,657,749.00												
18. ITEM NO.	19. SCHEDULE OF SUPPLIES/SERVICES				20. QUANTITY ORDERED/ACCEPTED*	21. UNIT	22. UNIT PRICE	23. AMOUNT				
	SEE SCHEDULE											
*If quantity accepted by the Government is same as quantity ordered, indicate by X. If different, enter actual quantity accepted below quantity ordered and encircle.				24. UNITED STATES OF AMERICA <i>Kevin Glenn Robinson</i> BY: KEVIN ROBINSON 20170215 ORDERING OFFICER				25. TOTAL	\$1,657,749.00			
								26. DIFFERENCES				
27a. QUANTITY IN COLUMN 20 HAS BEEN												
<input type="checkbox"/>	INSPECTED	<input type="checkbox"/>	RECEIVED	<input type="checkbox"/>	ACCEPTED, AND CONFORMS TO THE CONTRACT EXCEPT AS NOTED:							
b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE					c. DATE (YYYYMMDD)	d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE						
e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE					28. SHIP. NO.	29. D.O. VOUCHER NO.		30. INITIALS				
f. TELEPHONE NUMBER					g. E-MAIL ADDRESS	<input type="checkbox"/>	PARTIAL	32. PAID BY		33. AMOUNT VERIFIED CORRECT FOR		
					<input type="checkbox"/>	FINAL			34. CHECK NUMBER			
36. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT.					<input type="checkbox"/>	COMPLETE			35. BILL OF LADING NO.			
a. DATE (YYYYMMDD)		b. SIGNATURE AND TITLE OF CERTIFYING OFFICER			<input type="checkbox"/>	PARTIAL						
					<input type="checkbox"/>	FINAL						
37. RECEIVED AT	38. RECEIVED BY (Print)			39. DATE RECEIVED (YYYYMMDD)	40. TOTAL CONTAINERS	41. S/R ACCOUNT NUMBER		42. S/R VOUCHER NO.				

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED

PAGES

N6331017F0002

2 of 2

NAME OF OFFEROR OR CONTRACTOR

1S4H2

ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
AA1	<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.</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>FAR 52.232-19, Availability of Funds Within a Fiscal Year (APR 1984)</p> <p>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.</p>	1	LO	\$1,657,749.00	\$1,657,749.00

If applicable, the Funds Availability Statement goes here

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
	<p>ATTACHMENT A: TASK ORDER CLAUSES</p> <p>CLAUSES INCORPORATED BY REFERENCE</p> <p>52.232-33, Payment by Electronic Funds Transfer-- System for Award Management.</p> <p>CLAUSES INCORPORATED BY FULL TEXT</p> <p>252.232-7006 Wide Area WorkFlow Payment Instructions (MAY 2013)</p> <p>(a) <i>Definitions.</i> As used in this clause—</p> <p>“Department of Defense Activity Address Code (DoDAAC)” is a six position code that uniquely identifies a unit, activity, or organization.</p> <p>“Document type” means the type of payment request or receiving report available for creation in Wide Area WorkFlow (WAWF).</p> <p>“Local processing office (LPO)” is the office responsible for payment certification when payment certification is done external to the entitlement system.</p> <p>(b) <i>Electronic invoicing.</i> The WAWF system is the method to electronically process vendor payment requests and receiving reports, as authorized by DFARS 252.232-7003, Electronic Submission of Payment Requests and Receiving Reports.</p> <p>(c) <i>WAWF access.</i> To access WAWF, the Contractor shall—</p> <p>(1) Have a designated electronic business point of contact in the System for Award Management at https://www.acquisition.gov; and</p> <p>(2) Be registered to use WAWF at https://wawf.eb.mil/ following the step-by-step procedures for self-registration available at this web site.</p>				

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NAME OF OFFEROR OR CONTRACTOR

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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT																												
	<p>d) WAWF training. The Contractor should follow the training instructions of the WAWF Web-Based Training Course and use the Practice Training Site before submitting payment requests through WAWF. Both can be accessed by selecting the "Web Based Training" link on the WAWF home page at https://wawf.eb.mil/</p> <p>(e) WAWF methods of document submission. Document submissions may be via web entry, Electronic Data Interchange, or File Transfer Protocol.</p> <p>(f) WAWF payment instructions. The Contractor must use the following information when submitting payment requests and receiving reports in WAWF for this contract/order: (1) Document type. The Contractor shall use the following document type: 2-in-1 Invoice (2) Inspection/acceptance location. The Contractor shall select the following inspection/acceptance location(s) in WAWF, as specified by the contracting officer: N63310 (3) <i>Document routing</i>. The Contractor shall use the information in the Routing Data Table below only to fill in applicable fields in WAWF when creating payment requests and receiving reports in the system.</p> <p>Routing Data Table*</p> <table border="0"> <thead> <tr> <th>Field Name in WAWF</th> <th>Data to be entered in WAWF</th> </tr> </thead> <tbody> <tr> <td>Pay Official DoDAAC</td> <td>N68732</td> </tr> <tr> <td>Issue By DoDAAC</td> <td>N63310</td> </tr> <tr> <td>Admin DoDAAC</td> <td>N63310</td> </tr> <tr> <td>Inspect By DoDAAC</td> <td></td> </tr> <tr> <td>Ship To Code</td> <td></td> </tr> <tr> <td>Ship From Code NA</td> <td></td> </tr> <tr> <td>Mark For Code NA</td> <td></td> </tr> <tr> <td>Service Approver (DoDAAC)</td> <td></td> </tr> <tr> <td>Service Acceptor (DoDAAC)</td> <td>N63310</td> </tr> <tr> <td>Accept at Other DoDAAC</td> <td></td> </tr> <tr> <td>LPO DoDAAC</td> <td>N3560A</td> </tr> <tr> <td>DCAA Auditor DoDAAC</td> <td></td> </tr> <tr> <td>Other DoDAAC(s)</td> <td></td> </tr> </tbody> </table>	Field Name in WAWF	Data to be entered in WAWF	Pay Official DoDAAC	N68732	Issue By DoDAAC	N63310	Admin DoDAAC	N63310	Inspect By DoDAAC		Ship To Code		Ship From Code NA		Mark For Code NA		Service Approver (DoDAAC)		Service Acceptor (DoDAAC)	N63310	Accept at Other DoDAAC		LPO DoDAAC	N3560A	DCAA Auditor DoDAAC		Other DoDAAC(s)					
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ITEM NO.	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT										
	<p>(4) <i>Payment request and supporting documentation.</i> The Contractor shall ensure a payment request includes appropriate contract line item and subline item descriptions of the work performed or supplies delivered, unit price/cost per unit, fee (if applicable), and all relevant back-up documentation, as defined in DFARS Appendix F, (e.g. timesheets) in support of each payment request.</p> <p>(5) <i>WAWF email notifications.</i> The Contractor shall enter the e-mail address identified below in the "Send Additional Email Notifications" field of WAWF once a document is submitted in the system.</p> <p>kevin.g.robinson@navy.mil SFL_WAWF.Notifications@navy.mil</p> <p>(g) <i>WAWF point of contact.</i> (1) The Contractor may obtain clarification regarding invoicing in WAWF from the following contracting activity's WAWF point of contact. kevin.g.robinson@navy.mil</p> <p>(2) For technical WAWF help, contact the WAWF helpdesk at 866-618-5988.</p> <p>NSTC WAWF SUPPLEMENTAL</p> <p>This task order was issued through a non-standard procurement computer system which requires specific data field entries when inputting invoices into WAWF. Failing to enter the following information will cause payment processing issues.</p> <table border="0" data-bbox="256 1583 932 1808"> <tr> <td>Field Name in WAWF</td> <td>Data to be entered in WAWF</td> </tr> <tr> <td>AAI</td> <td>056521</td> </tr> <tr> <td>SDN</td> <td>N6331017RQ36T02</td> </tr> <tr> <td>ACRN</td> <td>AA</td> </tr> <tr> <td>Line Item</td> <td>0001</td> </tr> </table> <p>Only enter One (1) line item in the invoice. If the order contains more than one line item, add the total cost together and enter the cost as one line item.</p>	Field Name in WAWF	Data to be entered in WAWF	AAI	056521	SDN	N6331017RQ36T02	ACRN	AA	Line Item	0001				
Field Name in WAWF	Data to be entered in WAWF														
AAI	056521														
SDN	N6331017RQ36T02														
ACRN	AA														
Line Item	0001														

COMMON DISCREPANCIES:

Blocks 6,7,14, 5 – Missing DoDAACs. Using a made-up code instead of the DoDAAC

Blocks 9 – Missing CAGE Code. Using a made-up code instead of the CAGE Code.

Blocks 6,7,14 – Shall not read “Commanding Officer”

Block 6 – Not including the Ordering Officers name and phone number

Blocks 6,7,9,14,15 – Reversing the information between 2 or more of the blocks

Blocks 9 – Using a CAGE Code other than the one listed in the ESA (unless FLC modified otherwise)

Blocks 17 – Not leaving the SLIN block blank

Blocks 17 – Not using the exact four digit CLIN “0001”

Continuation Page

- No narrative identifying term, school,
- Missing Period of Performance
- Not using correct unit of issue
- Missing WAWF E-clause information
- Not entering the Task Order number in the WAWF Clause attachment
- Not editing the DD Form 1155 when generating the document
- Not having adequate character spacing in FASTDATA to enter the information properly and attempting to be “creative”. DO NOT split clause or fund availability statement up in the different line items. Clauses and funds availability statements must be able to be read in their entirety.
- DO NOT attempt to “creative accounting” by adding additional lines and assigning a fictional cost to the line while reducing a cost element.
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. All line items with an associated cost must have a tangible service/supply in which the government receives.

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 – 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 estimated number of 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.