

INTERIM POLICY

COMMON DISCREPANCIES:

General: Issuing a modification AFTER the period of performance to add services

Block 6 – Using “Commanding Officer” instead of unit and including the NROTC unit Contracting Officer’s Name and phone number.

Block 7 – Address missing &/or DoDAAC missing.

Block 8 – Address missing &/or CAGE Code missing.

Block 10B – Date the DD1155 was awarded is missing.

Block 12 – Incorrect fund amount, incorrectly enters amounts as +/-

Block 13 – Selecting the wrong or no authority at all to issue the mod.

Block 14 – Not entering an accurate narrative. Ensure you identify every change the mod makes to the task order

Block 15A, 15B and 15C – Sometimes name & title are missing, signature is missing, date is missing. Note that date in 15C must be on or before date in Block 16C. Block 15 is required for all bilateral modifications only.

Block 16A, 16B and 16C – Sometimes name & title are missing, signature is missing, date is missing. Note that date in 16C must be on or after date in Block 15C.

Processing the signatures in the wrong order. Signatures are processed in the following order ONLY:

Order	Signer	Type of Modification
1 st	NSTC Comptroller’s Office	Bilateral modifications -- With cost change (+/-)
2 nd	University Representative	Bilateral modifications – All
Last	Ordering Officer	Bilateral and Unilateral Mods -- All

Failing to have NSTC Comptroller’s Office to sign all modifications with a cost change. The NSTC Comptroller’s Office does not sign unilateral mods.

The NROTC unit Ordering Officer exceeding their legal authority to issue a modification such as issuing a mod to change the university’s CAGE Code. The authority to issue any mod to the ESA rests solely with FLC Norfolk.