

**ORDER/FISCAL/CLOSEOUT LOG TRACKER**

NROTC UNIT: \_\_\_\_\_

ESA NUMBER: \_\_\_\_\_

ORDERING PERIOD: \_\_\_\_\_

Task Order Number	MOD	Tuition Period	DD1155/SF30 Amount	Total Order Value	Closed Out Date
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
			\$0.00	\$0.00	
<b>Total Amount ordered on the ESA</b>			<b>\$0.00</b>		

## ORDER/FISCAL/CLOSEOUT LOG TRACKER INSTRUCTIONS

This form is an example only. Each unit is responsible for developing their own tracker. It is recommended that the tracker be developed in Excel that allows to automate the math functions.

At the minimum, the tracker will need the following information:

ESA Number: Block 2 of the ESA's SF1449

Ordering Period: Date can place first order against to last day you can place an order against. Under most of the current ESAs, it is 04 July 2019 to 03 July 2029

Task Order Number - Block 2 of the DD Form 1155

Mod - Block 2 of the SF 30

Tuition Period - Term and Year. Example Fall 2017

Amount - Value of the DD 1155 or SF 30

Total Order Amount - Amount of the DD Form 1155 and any SF 30s associated with that specific order

Total Amount ordered on the ESA - Total amount of ALL DD Form 1155s and SF30s. This is the total amount of ALL orders/mods made against the ESA. Note: Once this reaches \$1,000,000 you are required to perform CPARS notifications

Close-Out Date - Date the individual task orders are closed out. No entry needed for mods.

Another way to meet the requirement is to develop a list with the task order number, order date and closed date. A downloaded copy of the EDA report can be used for tracking of total accumulative amount of all order.