



DEPARTMENT OF THE NAVY

NAVAL ACQUISITION CAREER CENTER
P O BOX 2033
MECHANICSBURG PA 17055-0784

12410
Ser D1/0020
7 Nov 16

From: Director, Naval Acquisition Career Center, Mechanicsburg
To: Educational Institution

Subj: ACQUISITION WORK FORCE TUITION ASSISTANCE PROGRAM (AWTAP)
PAYMENT PROCESS

Encl: (1) Authorization, Agreement and Certification of Training (SF-182)
(2) Wide Area Work Flow (WAWF) Process

1. The Naval Acquisition Career Center (NACC) pays tuition and fees for our Acquisition Workforce members. Program funding, however, is limited to pre-approved courses and exams for which academic credit will be awarded and satisfactory grades earned as well as some mandatory non-credit courses. This letter serves as an introduction that the student named on the accompanying SF-182 (enclosure (1)) is approved to receive funding for the indicated course. The procedure provided in the paragraphs below should be followed to ensure timely and accurate payment to your institution.

2. Enclosure (1) authorizes you, the educational institution, to invoice NACC as documented (i.e., specific student, course title and number, start/end date), up to the amount shown in Block C-1 of the enclosed SF-182. If the student is unable to enroll in this specific course, this SF-182 is cancelled and the student has up to 15 days after the start date to reapply to submit another SF-182 or request an amendment to this SF-182.

3. Please bill the student directly for all other costs not covered by this SF-182 to include, but not limited, to those associated with non-credit examinations, transfer or matriculation fees, public internet access fees, books and materials that become the property of the student and any late/delinquent fees incurred. The student should only be billed for those costs that are not covered by or exceed this SF-182; please do not include the portion the NACC will pay, as indicated on this SF-182, in the student's invoice.

4. The NACC uses Wide Area Workflow (WAWF) for paperless invoicing and processing the Acquisition Workforce Tuition Assistance Program (AWTAP) payments. Enclosure (2) provides detailed guidance for using the WAWF process. To track the status of your invoice, you are also strongly encouraged to sign up for "my invoice"; details are also provided in enclosure (2).

5. For all other inquiries, please contact the NACC funding administrator at (717) 605-2714, referencing the document number listed in block C-4 of this SF-182. Thank you in advance for your assistance in providing quality higher education opportunities to the Navy's Acquisition Workforce.


CATHY W. SPENCER

AWTAP WIDE AREA WORKFORCE (WAWF) PROCESS
Naval Acquisition Career Center (NACC)

The Navy's Acquisition Tuition Assistance Program (AWTAP) uses a paperless invoice and payment process. Our students will continue to provide you a Standard Form-182 to document our funding authorization for the specified student, course, and semester. You will need information contained on the SF-182 to create an electronic invoice.

WAWF eliminates paper transactions and authorizes payment through a Department of Defense electronic payment system. WAWF replaces paper documents with electronic ones that can be accessed by each party at any time through a web site, <https://wawf.eb.mil>.

To use this system, you will need to **establish a school account** in the WAWF system as a vendor using your CAGE code. If you would like training before using the WAWF system, it is also available at <https://wawf.eb.mil>. For additional assistance call the Navy WAWF Assistance Line: 1-800-756-4571. Choose Option #6.

KEY DATA FOR PROCESSING AWTAP INVOICES	
Under Contractual	Choose "N"
Ref Procurement Identifier	SF-182 Doc Number Section C Block 4 (15 Characters)
Contract Number/Delivery Number	Leave blank
Cage Code	5 Position identifier
Paying Office DoDAAC	N68732
Select Doc to create	Misc. Pay
Service Acceptor DoDAAC*	Enter the first 6 characters of the Document Number on the student's SF-182, Section C, Block 4
Extension	Enter: "AWTAP"
Account Install# (or AAI)	Enter: 068566
Local Processing Office (LPO)DoDAAC	Enter the first 6 characters of the Document Number on the student's SF-182, Section C, Block 4
Extension	Select: "AWTAP"
Misc Type	Select: "TRNV"
Admin Office DoDAAC	Enter the first 6 characters of the Document Number on the student's SF-182, Section C, Block 4
Invoice number	Provide your own invoice number
Qty. Invoiced	This number will always be "1"
Unit of Measure U of M Code	Type "Each" for each. Type "EA" for each.
Description	Reference student's name, document # and class name.
Attachments	Please upload a copy of the student's SF-182 for which you are invoicing.

*NACC uses different Service Acceptor DoDAACs. Please check all SF-182s for the correct Service Acceptor DoDAAC.

NOTES:

Each SF-182 must have its own line item. Only use one accounting line per invoice. We suggest invoicing for no more than 5 SF-182s in one invoice. Submit both pages of the SF-182 as attachments.

Do not invoice for an amount greater than what is shown on the SF-182. The student will be responsible for any amount more than the SF-182 authorizes.

To track the status of your invoice, you are encouraged to sign up for "myinvoice". Go to <https://wawf.eb.mil> Log on and select Look Up / Pay Status/ Print "How to Instructions" / Vendor Registration.

Questions? Please call (717) 605-2714.