



## DEPARTMENT OF THE NAVY

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

12410  
Ser D1/0005  
8 Mar 11

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

Subj: ACQUISITION WORKFORCE TUITION ASSISTANCE PROGRAM (AWTAP) PAYMENT  
PROCESS

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

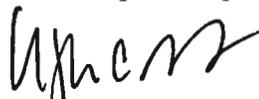
1. The Naval Acquisition Career Center (NACC) pays tuition and fees for our Acquisition Workforce members. Program funding, however, is limited to pre-approved courses and exams for which academic credit will be awarded and satisfactory grades earned as well as some mandatory non-credit courses. This 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 "myinvoice"; details also provided on enclosure 2.

5. For all other inquiries, please contact the NACC funding administrators at (717)605-6657/2670, 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.

  
HUGH C. SMITH

**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.

<b>KEY DATA FOR PROCESSING AWTAP INVOICES</b>	
<b>Under Contractual</b>	Choose "N"
<b>Ref Procurement Identifier</b>	<b>SF-182 Doc Number Section C Block 4 (15 Characters)</b>
<b>Contract Number/Delivery Number</b>	<b>Leave blank</b>
<b>Cage Code</b>	5 Position identifier
<b>Paying Office DoDAAC</b>	N68732
<b>Select Doc to create</b>	Misc. Pay
<b>Service Acceptor DoDAAC*</b>	Enter the first 6 characters of the <b>Document Number on the student's SF182, Section C, Block 4</b>
<b>Extension</b>	Enter: "AWTAP"
<b>Account Install# (or AAI)</b>	<b>Enter: 068566</b>
<b>Local Processing Office (LPO)DoDAAC</b>	Enter the first 6 characters of the <b>Document Number on the student's SF182, Section C, Block 4</b>
<b>Extension</b>	Select: "AWTAP"
<b>Misc Type</b>	<b>Select: "TRAI"</b>
<b>Admin Office DoDAAC</b>	Enter the first 6 characters of the <b>Document Number on the student's SF182, Section C, Block 4</b>
<b>Invoice number</b>	<b>Provide your own invoice number</b>
<b>Qty. Invoiced</b>	<b>This number will always be "1"</b>
<b>Unit</b>	<b>Type "EA" for each.</b>
<b>Description</b>	<b>Reference student's name, document # and class name.</b>
<b>Attachments</b>	<b>Please upload a copy of the student's SF 182 for which you are invoicing.</b>

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

NOTES:

Each SF182 must have its own line item. Only use one accounting line per invoice. We suggest invoicing for no more than 5 SF182s 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 SF182 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)605-2670 or (717) 605-6657