



**IT STARTS
HERE.**



FY19 SEAP & CQL Funding Transfer Procedures – Battelle AEOP COA (W911SR-15-2-0001)

06 MAR 2019

The content outlined in this document is subject to change pending any new guidance from Contracting (Agreements Officer)

Louie R Lopez and Christina L. Weber
AEOP Cooperative Agreement Managers



Important Information

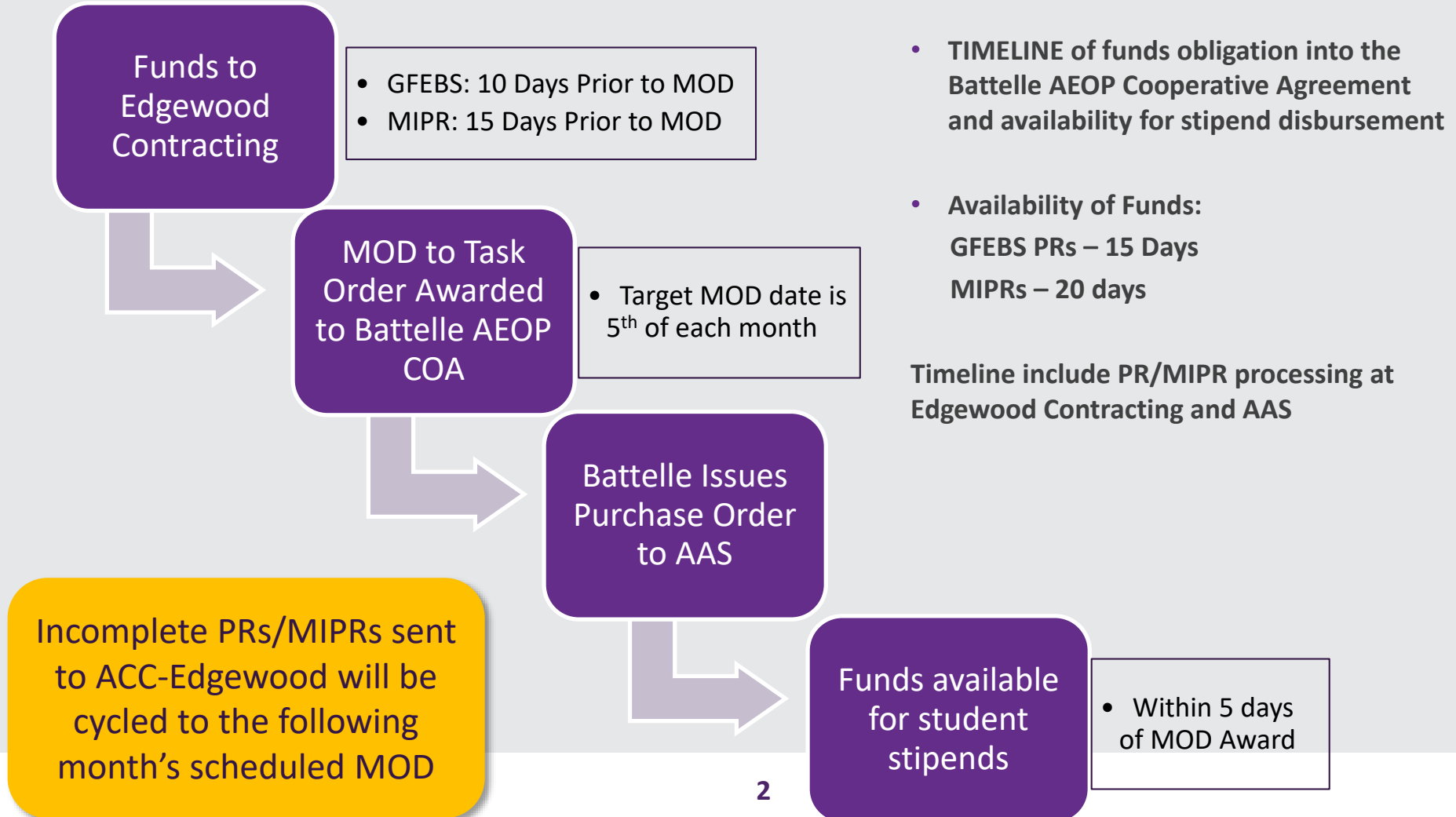
- Any PR amendments (changes) must be relayed to Edgewood Contracting Division (ECD) ASAP. Any delays or changes that are not reported will delay execution of MODs and most importantly, student stipends.
- Per HQDA, ECD has to perform a pre-award validation of every MOD to include PRs to be obligated as well as PRs already obligated. Any inconsistencies found during this validation will severely impact the timeline of PR obligation and stipend payments.

Key Points

- Line Item descriptions should be generic. (Ex: “SEAP/CQL Stipend Funds”) This will provide flexibility for our providers in invoicing the as to not delay stipend distribution to your students.
- CQL will only be awardable to undergraduate apprentices. It can not be used to award apprenticeship to graduate students.
- The Academy of Applied Science (AAS) is the Individual Program Administrator for all of AEOP’s apprenticeship programs to include SEAP and CQL, as part of the Battelle Memorial Institute consortium of partners.
- The Army Contracting Command-Aberdeen Proving Ground-Edgewood Contracting Division (ACC-APG-ECD) will continue to handle the administration of the new AEOP COA and its funding transfers.
- Each participating site hosting SEAP and/or CQL apprentices will continue to use their designated Task Order Number under the main cooperative agreement W911SR-15-2-0001. (See slide #6)
- All labs will be asked to submit projections for the amount of SEAP/CQL funds they plan to obligate to the new AEOP COA for each fiscal year.
- It is the responsibility of each lab to track obligations and stipend disbursements against projections. Periodic certification of lab statements will be required (monthly/quarterly). CAMs will provide LPCs monthly statements for reference.

Example Timeline for Funding Transfers

- RDTE Budget Activity (BA) MUST be clearly stated in the funding document (MIPR or SPSPR); for example BA1, BA2, etc.. Beginning 23 MAY 17, funding documents without the BA will automatically be rejected. REF: DoD FMR 7000.14-R, Vol. 2B, Ch. 5, Section 0502, DoD Financial Management Regulation Section.



Timeline and Example of Process

Labs provide funds to Edgewood Contracting

GFEBs: at least 10 days prior to MOD

MIPR: at least 15 days prior to MOD

10-15 days

Edgewood Contracting approves PR and executes MOD

Target MOD execution date is the 5th of the month

3-5 days

Battelle receives MOD and executes PO to IPA

3-5 days

IPA receives PO and distributes stipend

Checks Stipend
Verification
Sheets

Stipends delivered



20 JUNE 2019

MIPR # 123456

\$3,000



05 JULY 2019

MOD #01

\$3,000



10 JULY 2019

P.O. #01

\$3,000



15 JULY 2019

John Doe - \$1,500 Stipend
Jane Doe - \$1,500 Stipend



01 AUG 2019

FY19 Funding Transfers

- **In FY19, AEOP will cover the admin/overhead fees for the obligation of SEAP-CQL stipend funds to the new AEOP COA (W911SR-15-2-0001) – Labs will not be assessed.**
 - ECD will only accept “Direct Cite” PRs and MIPRs – “Reimbursable” PRs and MIPRs will not be accepted.
 - Funding transfer fees may resume in FY20 and beyond to offset any additional overhead of ECD staff.
- **LPCs must track stipend funds obligated on the COA and certify stipend disbursement requests periodically.**
 - Labs must complete SEAP-CQL projections prior to approval of roll-over funds to new fiscal year. CAM(s) must approve “roll-over” of funds.
 - If a lab has unspent SEAP/CQL funds and does not notify the CAM with a request to “roll-over” funds into the new FY, the CAM can reject obligation of funds in coordination with Agreements Officer/Specialist.
 - If a lab is not able to spend its SEAP/CQL funds by the end of the FY, the lab may NOT obligate additional SEAP/CQL funds to the AEOP COA until all remaining funds are spent or a sound execution plan is provided.
- **Funding transfer procedures are outlined in the following slides.**

FY19 Requirements for SEAP & CQL Funding Transfers to the new AEOP COA

- **Required elements for SPSPR and MIPR Transactions:**
 - DoDAAC W911SR, UIC: W6QK4A, Vendor # 200063836 and Task Order Number
 - Laboratory/Sub-Org; Purpose of funds (Ex: SEAP/CQL Stipend Funds)
 - Type of Funds, Budget Activity; Expiration Date (*30 Sept 2019*)
 - MIPRs must also include the Agreements Specialist, CAM and the Budget POC
- **Funds will not be accepted if:**
 - Originating lab has significant undisbursed funds available on the AEOP COA
 - Incomplete information on SPSPR or MIPR
 - Lab exceeds its projections without notifying the CAM accordingly
- **Obligation target date for AEOP COA MODs – 5th of each month**
 - Funds sent via SPSPR MUST be “approved” by ECD and the AEOP CAM a week prior
 - Funds sent via MIPR MUST be received two weeks prior
- **Per ASA(ALT), only funds for use of SEAP and/or CQL stipends will be accepted from the labs. All others require CAM approval.**

Participating Site Task Order Numbers

Participating Site Name	Task Order
USACEHR	W911SR-15-2-0001-0001
USAMRIID	W911SR-15-2-0001-0002
USAMRICD	W911SR-15-2-0001-0003
WRAIR	W911SR-15-2-0001-0004
CCDC-ARL	W911SR-15-2-0001-0005
CCDC-Aviation & Missile Center	W911SR-15-2-0001-0006
CCDC-Chemical Biological Center	W911SR-15-2-0001-0007
CCDC-C5ISR Center	W911SR-15-2-0001-0008
ERDC-MS	W911SR-15-2-0001-0009
ERDC-CERL	W911SR-15-2-0001-0010
DFSC	W911SR-15-2-0001-0011
ERDC-GRL	W911SR-15-2-0001-0012
<i>Army Cyber Institute (USMA)</i>	<i>W911SR-15-2-0001-0013</i>

**Task Order #s
MUST be
referenced in
your MIPR or
SPSPR**

GFEBs USERS: Acceptance, Commitment, & Obligation of Customer Funding (SPSPR)

Lab sends SPS PR directly to ECD to pay for SEAP/CQL student stipends; SPSPR must include **DoDAAC W911SR, UIC: W6QK4A, Vendor # 200063836** and **lab-specific Sub-Award Number**. If necessary, additional info for your SPSPR: CAGE Code: 4Q2P8; DUNS#: 086363611; PSC Code: AZ11; NAICS code: 813211

When completing the SPSPR in GFEBs, the “Short Text Field” should be as generic as possible (Ex: “FY17 SEAP/CQL Stipend Funds”). *The “Any Text Field” must include **Type of Funds; Budget Activity; Expiration Date.***

ECD will review completeness of all requests and inform the lab coordinator whether his/her SEAP/CQL obligation has been “approved.” **Note: ECD will only accept “Direct-Cite” PRs; “Reimbursable” type PRs will not be accepted.**

ECD will export a list of SPS PRs and MIPRs monthly and coordinate with AEOP CAM for approval before inclusion in the monthly modification.

ECD will include approved SPS PRs and MIPRs in the monthly modification.

Once modification is released by ECD, AEOP CAM sends a copy of the modification to those lab coordinators who sent SEAP/CQL stipend funds and whose SEAP/CQL stipend funds were approved for obligation.

ACC-APG-ECD Contacts

Agreements Officer:

Ms. Angel Quander,
410.436.8565

Agreements Specialist:

Erin Roos, 410.436.2825

ECD Financial POC:

Diane Lyons, 410.436.4340
**Army Contracting Command,
Aberdeen Proving Ground
E4215 Austin Rd.
APG, MD 21010-5401**

REQUIRED Elements on the SPSPR:

- DoDAAC W911SR
- UIC: W6QK4A
- Vendor # 200063836
- Task Order Number
- Organization and Lab Name
- Purpose of funds (SEAP-CQL)
- Type of Funds
- Budget Activity
- Expiration Date
- Agreements Specialist
- Budget POCs
- CAM

GFEBS Entry: Short Text Overview

Create Purchase Requisition

Menu Save Back Exit Cancel System Document Overview On Create Other Purchase Requisition Hold Check Help Personal Setting

Purchase Requisition ☐ Source Determination

Texts

Any text

Header note

Continuous-text

Default Values

Purchase Order	CL	Status	It...	A	I	Short Text	Quantity	Un	Val. Price	Total Value
						ECOM/ARL/WMRD SEAP-CQL MAR-DEC14				

Please enter the following information into the 'Short Text' Field :

Lab/Sub-Org Name (be specific); Purpose (SEAP, CQL or SEAP-CQL)

*SAMPLE: ARL/WMRD; SEAP-CQL Student Stipends; or
WRAIR; SEAP Student Stipends; or
ERDC/GRL; CQL Student Stipends*

More detailed information on SPS PR can be entered in the 'Any Text' box – including the type of funds; expiration date of fund, and **Task Order #**. **MUST** include **Budget Activity**. Participating sites may add other site specific information for reference.

What is entered into 'Short Text' field is what is captured in Contracting PD2 system which translates to what shows up on the official MOD document; capturing origin of funds will allow proper tracking of funds execution.

NON GFEBS USERS: Acceptance, Commitment, & Obligation of Customer Funding (MIPR)

Lab coordinator initiates MIPR (DD 448) to pay for student stipends. No fee required!

Lab coordinator emails "MIPR" document to the following ECD account:
usarmy.APG.acc.mbx.edgewood-contracting-division@mail.mil.

All MIPRs must include ***Sub-Award Number, Agreements Specialist, CAM, Budget POC, Pay Office DoDAAC W911SR, Funding FY, Type of Funds, Expiration Date of Funds.***

Lab must also include the following components of the line of accounting separately: ***Element of Resource (4 characters), Job Order Number (6 characters), and Cost Center (6 characters)***

ECD Financial POC will review MIPR for completeness and send MIPR acceptance to the lab's Budget Analyst. ***Note: ECD will only accept "Direct-Cite" MIPRs; "Reimbursable" type MIPRs will not be accepted***

Agreements Specialist builds SPS PR using MIPR line of accounting.

ECD places funds on appropriate sub-award and executes modification, obligating the funds.

Once modification is released, AEOP CAM sends a copy to lab coordinators.

ACC-APG-ECD Contacts

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410.436.8565

Agreements Specialist:

Erin Roos, 410.436.2825

ECD Financial POC:

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**Army Contracting Command,
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E4215 Austin Rd.**

APG, MD 21010-5401

REQUIRED Elements of MIPR to AEOP COA:

- Task Order Number
- Agreements Specialist & CAM
- Budget POC
- DoDAAC
- Organization and Lab Name
- Purpose of funds (SEAP-CQL)
- Funding FY
- Type of Funds
- Budget Activity
- Expiration Date of Funds
- Element of Resource
- Job Order Number
- Cost Center

- **ACC-APG-ECD – Agreement Officers**
 - Ms. Angel Quander, angel.y.quander.civ@mail.mil, 410.436.8565
 - Ms. Erin Roos, erin.c.roos.civ@mail.mil, 410.436.2825
- **ACC-APG-ECD – Financial POC**
 - Ms. Diane Lyons, Brenda.d.lyons.civ@mail.mil, 410-436-4340
- **AEOP Cooperative Agreement Managers (CCDC)**
 - Louie Lopez, louie.r.lopez.civ@mail.mil, 410.278.9858
 - Christina Weber, christina.l.weber.civ@mail.mil, 410-306-4797
- **Alternate CCDC POCs**
 - Brian Leftridge, brian.m.leftridge2.ctr@mail.mil, 410.306.3110