



Department of the Navy (DON)
Ordering Guide
for
Oracle III
Enterprise Software Licensing (ESL)
Agreement

Contract # N00189-23-F-R338 /
NNG15SC98B
with
DLT Solutions, LLC

May 2023

Revision # & Date	Changes
Rev 1 – August 2023	Updated Negative MOA Process
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Rev 3 – August 2024	Updated POCs
Rev 4 – September 2024	Updated POCs
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Rev 6 – December 2025	Updated POC, purchasing group and FDM link
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1.0 Purpose/Contract Information

This document serves as the Ordering Guide for the Department of the Navy (DON) Enterprise Software Licensing (ESL) Agreement for Oracle III, which has been established as an Agency Catalog and Unlimited License Agreement (ULA) through National Aeronautical and Space Administration Solutions for Enterprise-Wide Procurement (NASA SEWP) V Government-Wide Acquisition Contract (GWAC). The DON ESL Agreement for Oracle III refers to Contract No. N00189-23-F-R338 / NNG15SC98B between the DON and DLT Solutions, LLC (hereafter referenced as DLT), the End User Ordering Document (EUOD) attached to the order and the DON Oracle III ESL Terms and Conditions attached to the order. The Naval Supply Systems Command (NAVSUP) Fleet Logistics Center (FLC) NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate (Mechanicsburg Site) N00189-23-F-R338 / NNG15SC98B to DLT; DLT is an Oracle Platinum Partner, and therefore an authorized Oracle products reseller. The contract became effective on 31 May 2023 and has a 5-year (60 month) ordering period that ends on 30 May 2028. All software and maintenance purchased under this contract is considered a SUPPLY using Product Service Code/Federal Supply Class (PSC/FSC) 7A21.

This Ordering Guide will assist DON customers, contracting specialists, and contracting officers with the ordering of Oracle software licenses and technical support (i.e., software maintenance or Software Update License and Support [SULS]) through the DON ESL Agreement established with DLT. This Ordering Guide contains essential information regarding the DON ESL Agreement for Oracle III, including authorized users, products available for purchase, ordering instructions and processes, and Point of Contact (POC) information.

This is a mandatory source of supply for Oracle software licenses and annual maintenance. All ordering processes described in this Guide **must** be followed in detail to procure Oracle products. Information pertaining to the contract for Oracle III (e.g., Terms and Conditions, Products and Price List, trainings, and referenced attachments herein) is located on the PMM-172 DON ESL SharePoint portal at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx.

The POCs for the DON ESL Agreement for Oracle III are listed below:

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DLT Solutions, Oracle Reseller			

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Alex Jigger	Cloud Account Executive	Alex.jigger@oracle.com	650-954-6671
Justin Reese	Sr Cloud Account Executive	Justin.reese@oracle.com	703-984-9582
Randy Neville	Support Account Manager	Randy.neville@oracle.com	321-258-7834
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2.0 Overview

All DON organizations and program offices are mandated to use DON ESL Agreements, where they exist, in accordance with the Joint Memorandum from the Assistant Secretary of Navy (Research, Development, and Acquisition) (ASN RD&A), Assistant Secretary of Navy, Financial Management & Comptroller (ASN FM&C), and the DON Chief Information Officer, subject: “Mandatory Use of Department of the Navy Enterprise Licensing Agreements,” dated 22 February 2012. The DON ESL Agreements are used to procure identified software products and related services, including those products procured by government purchase cards, unless a waiver is granted. Deputy DON Chief Information Officer-Navy (DDCIO[N]) and Deputy DON Chief Information Officer-Marine Corps (DDCIO[MC]) are delegated authority by the DON Chief Information Officer to grant waivers for their respective Services, and this authority may not be re-delegated. Waivers must be provided to the DON ESL Team prior to procurement outside the DON Oracle III ESL Agreement. A list of available agreements is available at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx.

NOTE: A possible waiver to **not** utilize the DON Oracle III ESL contract does not negate the need for due diligence in validating that requirements match the products.

The contract includes an Unlimited License Agreement (ULA) for 11 Core Products and a NASA SEWP Navy Agency Catalog (AC) for the purchase of Oracle products that are not included in the ULA portion of the Agreement. **See Section 4.1 for instructions on how to order ULA products, and Section 4.3 for instructions on how to order Agency Catalog products.**

NOTE: All Agency Catalog Orders **must** be procured via the NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate (Mechanicsburg) Contracting Office. Please see Section 4.3, Ordering Procedures for Contract Catalog Products, and Section 5.2, Contract Catalog Funding.

2.1 Unlimited License Agreement (ULA)

The Agreement includes a centrally-funded ULA for 11 Unlimited Deployment Programs (UDPs) and centrally-funded maintenance for them. For additional information regarding the UDPs, see the “Exhibit A – EUOD” document that is located in the “Contract and Attachments” tab at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx. The DON may deploy an unlimited number of the UDPs while the DON ESL Agreement for Oracle III is in effect. The UDPs are covered for the DON by the brand name Justification for an Exception to Fair Opportunity (JEFO) that was signed and approved by the ASN RD&A on 06 December 2022. Deployment of UDPs will be granted per the DON ESL Team (PMM-172.4) via the automated Memorandum of Agreement (MOA) process utilizing the DLT MarketPlace (<https://portal.dlt.com/DON-Oracle/Home/Index>); the MOA process requires Program Manager (PM) and Echelon II Command Information Officer (CIO) and/or delegate approvals. The ULA includes:

- Oracle Database

- Enterprise Edition – Processor Perpetual
- Standard Edition 2 – Processor Perpetual
- Personal Edition – Processor Perpetual
- Oracle Advanced Security Option – Processor Perpetual
- Oracle Diagnostics Pack Option – Processor Perpetual
- Oracle Tuning Pack Option – Processor Perpetual
- Oracle Database Lifecycle Management Pack – Processor Perpetual
- Oracle Partitioning Option – Processor Perpetual
- Oracle WebLogic Suite – Processor Perpetual
- Oracle Label Security – Processor Perpetual
- Oracle Audit Vault and Database Firewall – Processor Perpetual
- Oracle Data Masking and Subsetting Pack – Processor Perpetual
- Oracle Database Vault – Processor Perpetual

2.2 Enterprise License Program

The Enterprise License Program provides centrally-funded maintenance for 1,240,664 licenses in the DON Database Enterprise License Programs. The Enterprise License Programs are not eligible for positive MOAs via the DLT MarketPlace, since these licenses were acquired via previous Enterprise License Agreements (ELAs). The DON can only decrement existing MOAs once the licenses are no longer required and/or utilized. The DON Database Enterprise License Programs consist of:

- Oracle Database Enterprise Edition – DON Licensed User Perpetual
- Oracle Database Standard Edition – DON Licensed User Perpetual
- Oracle Database Standard Edition One – DON Licensed User Perpetual
- Oracle Database Personal Edition – DON Licensed User Perpetual
- Personal Edition – Named User Plus Perpetual

2.3 Centrally-Funded Maintenance Summary

The Agreement includes centrally-funded maintenance for the following:

- 11 UDPs licensed and deployed by the DON when the contract was awarded that are identified in the “Converted and Replaced Licenses Exhibit” included in the “Attachment A - DON_ULA EUOD” document referenced in Section 2.1 above.
- 202 processor perpetual licenses for Real Application Clusters (RACs) identified in the EUOD.
- Licensed Oracle application programs identified in the “Restated Licenses Exhibit A” included in the “Attachment A - DON_ULA EUOD” document referenced in Section 2.1 above (the DON has owned these licenses since at least June 2013).
- Licensed Oracle technology programs identified in the “Previously Acquired Licenses Exhibit” included in the “Attachment A - DON_ULA EUOD” document referenced in

Section 2.1 above (the DON has owned these licenses since at least June 2013).

2.4 Contract Catalog

The Navy Agency Catalog provides a locally-funded, centrally-ordered set of Oracle products (i.e., software licenses and maintenance). As shown in the table on the following page, license and maintenance prices in the catalog are significantly discounted from Oracle commercial list prices. Each license purchased comes with one year of maintenance; annual maintenance must be purchased for each additional year the license is in use. Maintenance is priced at 22% of the discounted license price (i.e., if the discounted price of a license is \$100, maintenance will cost \$22 annually).

A JEFO has been approved under the authority of 10 U.S.C. Section 3406 for Contract Catalog purchases for the 5-year (60 months) ordering period. Although there is a JEFO, the requiring activity is still required to conduct market research to identify any other potential software that could meet the Government's needs in terms of functionality for all new purchases. For new software products, if the DON activity has not competed the functionality requirements and determined that Oracle is the best value, a separate brand name justification will be documented. Price alone is not sufficient rationale.

Maintenance renewal for licensed Oracle products must be purchased each year by the organization using the licenses, unless the maintenance is centrally funded through the ULA. Maintenance renewal packages are not required to have the market research document.

Oracle Commercial Price Lists (Categories)	Transaction Band (List License + List Support)	Discount
Oracle Technology	\$0-\$3,600,000 (\$1,000,000 discounted)	69.66%
Oracle Fusion Applications		
Business Intelligence Applications		
E-Business Suite Price List		
Siebel Applications	>\$3,600,000	79.66%
JD Edwards Applications		
Peoplesoft Enterprise Applications		
Application Integration Architecture		
Construction & Engineering	\$0-\$3,600,000	27.66%
Crystal Ball	>\$3,600,00	27.66%
MySQL	\$0 - \$75,000 (\$0 - \$36,750 discounted)	48.66%
	\$75,001 - \$150,000 (\$36,751 - \$81,000 discounted)	53.66%
	\$150,001+ (\$81,000 + discounted)	58.66%

Oracle Commercial Price Lists (Categories)	Transaction Band (List License + List Support)	Discount
Linux VM support services		27.66%
Oracle Cloud Infrastructure	\$0-\$99,000	0%
	\$100,000 - \$499,999	5%
	\$500,000 - \$999,999	10%
	\$1,000,000 - \$4,999,999	15%
	\$5,000,000 - \$9,999,999	20%
	\$10,000,000 +	25%

3.0 Authorized DON ESL Agreement Users

The DON ESL Agreement for Oracle III is open for ordering by the DON with the exceptions stated below.

The DON, as stated in Title 32 of the Code of Federal Regulations (CFR) 700.203(b), “is composed of the following: (1) The Office of the Secretary of the Navy; (2) The Office of the Chief of Naval Operations; (3) The Headquarters, Marine Corps; (4) The entire operating forces, including naval aviation, of the Navy and of the Marine Corps, and the reserve components of those operating forces; (5) All field activities, headquarters, forces, bases, installations, activities and functions under the control or supervision of the Secretary of the Navy; and (6) The Coast Guard when the Coast Guard is operating as a service in the Navy.” 32 CFR 700.204 states that the principal elements of DON (“PEDs” and each a “PED”) are: “(a) The Department of the Navy consists of three elements [:] the Navy Department, the Operating Forces of the Navy and the Marine Corps, and the Shore Establishment [;] (b) The Navy Department refers to the central executive offices of the Department of the Navy located at the seat of Government. The Navy Department is organizationally comprised of the Office of the Secretary of the Navy, the Office of the Chief of Naval Operations, and the Headquarters, Marine Corps. In addition, the Headquarters, Coast Guard, is included when the Coast Guard is operating as a service in the Navy [;] (c) The operating forces of the Navy and the Marine Corps comprise the several fleets, seagoing forces, Fleet Marine Forces, other assigned Marine Corps Forces, the Military Sealift Command and other forces and activities that may be assigned thereto by the President or the Secretary of the Navy[; and] (d) The shore establishment is comprised of shore activities with defined missions approved for establishment by the Secretary of the Navy.”

GSA, DISA, NASA SEWP or other applicable ordering organizations/agencies are authorized to place orders on behalf of the DON.

Government contractors performing work for the DON may place orders under this contract on behalf of, and for the benefit of, the DON if authorized by their cognizant Contracting Officer in accordance with the requirements of Federal Acquisition Regulation (FAR) Part 51, *Use of Government Sources by Contractors*, and Defense Federal Acquisition Regulation Supplement (DFARS) Part 251, *Use of Government Sources by Contractors*, as appropriate. Orders by contractors on behalf of the Government require a Letter of Authorization (LOA) from the Government ordering office Contracting Officer per FAR 51 and DFARS 251 (see Appendix C of this Ordering Guide for a sample format for an LOA). Additionally, Appendix C is available to download on the “Ordering Guide” tab of the Oracle home page at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx.

How a contractor can obtain authorization to purchase from SEWP

1. The Authorizing Contracting Officer should submit the SEWP Authorization Letter (Appendix C) or a letter containing to the SEWP Program Management Office (PMO) at sewporders@sewp.nasa.gov with the DON ESL Project Officer: Shawn.e.molina.civ@us.navy.mil, Contracting Officer/ Contracts Specialist: NAVSUP_Oracle_ELA@us.navy.mil and navyoracleteam@dlt.com cc'd. Additionally, the

Navy contracting officer of the supporting contractor's contract should also confirm via email to the DON III Navy team, shawn.e.molina.civ@us.navy.mil and NAVSUP Oracle_ELA@us.navy.mil, that they are not any of the excluded entities prior to any orders being processed with DLT Solutions under Oracle III.

2. Upon review of the authorization letter, the contractor's name and contract information will be added to the Approved Support Service Contractors webpage.
3. System Integrators will then be able to purchase.

The following are excluded from the DON ESL Agreement for Oracle III and therefore may NOT order products from the Contract Catalog:

- U.S. Navy Bureau of Medicine.
- Any entity for which the DON is serving as a Department of War (DOW) Executive Agent pursuant to DOW Directive 5101.1, DOW Executive Agent, including but not limited to Defense Activity for Non-Traditional Education Support; Defense Human Immunodeficiency Virus/Acquired Immune Deficiency Syndrome Prevention Program; Defense Resources Management Institute; Development and Maintenance of the "Catch a Serial Offender" Program Server and Searchable Database; Force Protection of Military Sealift Assets; High School News Service; Maritime Domain Awareness; Non-Lethal Weapons; and Printed Circuit Board and Interconnect Technology.
- Any entity for which the DON is serving as a DOW Combatant Command Support Agent (CCSA) pursuant to DOW Directive 5100.03, Support of the Headquarters of Combatant and Subordinate Unified Commands, including but not limited to Headquarters (HQ) U.S. Pacific Command, HQ U.S. Forces Japan, HQ Alaskan Command, and HQ Special Operations Command Pacific and subordinate unified command headquarters thereunder.
- Any entity or successor/reorganized entity for which the Department of the Navy Special Access Program Central Office is/or becomes the oversight authority or cognizant authority in accordance with DOW Directive 5205.07, Special Access Program (SAP) Policy.

4.0 How Do I Order?

4.1 Ordering Procedures for ULA Products via the MOA Process

Prior to ordering ULA products via the MOA Process, users must establish an account with the proper role on DLT MarketPlace at: <https://portal.dlt.com/DON-Oracle/Home/Index>. Figure 1 depicts the workflow process for requesting an account. Detailed instructions for establishing an account are provided in Appendix A of this Ordering Guide. (**NOTE:** All users who had **active** accounts on the previous DON Oracle portal were migrated.)

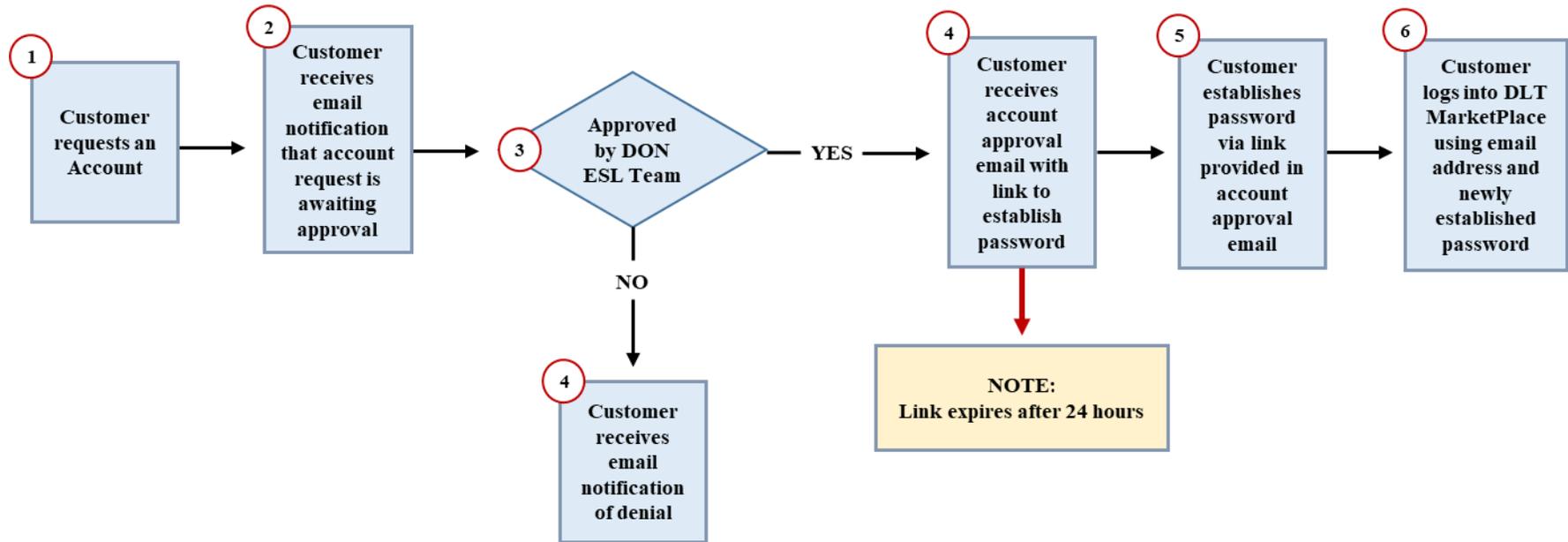


Figure 1: User Account Request Workflow

Once an account is established on DLT MarketPlace, Ordering Activities **must** complete the steps depicted in Figure 3 to order ULA products via the MOA Process. Detailed instructions for completing the MOA Process are provided below Figure 3. For additional guidance on ordering details, the MOA process, and navigating the DLT MarketPlace portal, customers can also access **DLT's DON Oracle Customer Portal Training** brief located under the "Portal – User Guides" tab on the DLT MarketPlace site. Figure 2 below depicts a snapshot of the home page of the DLT MarketPlace portal.

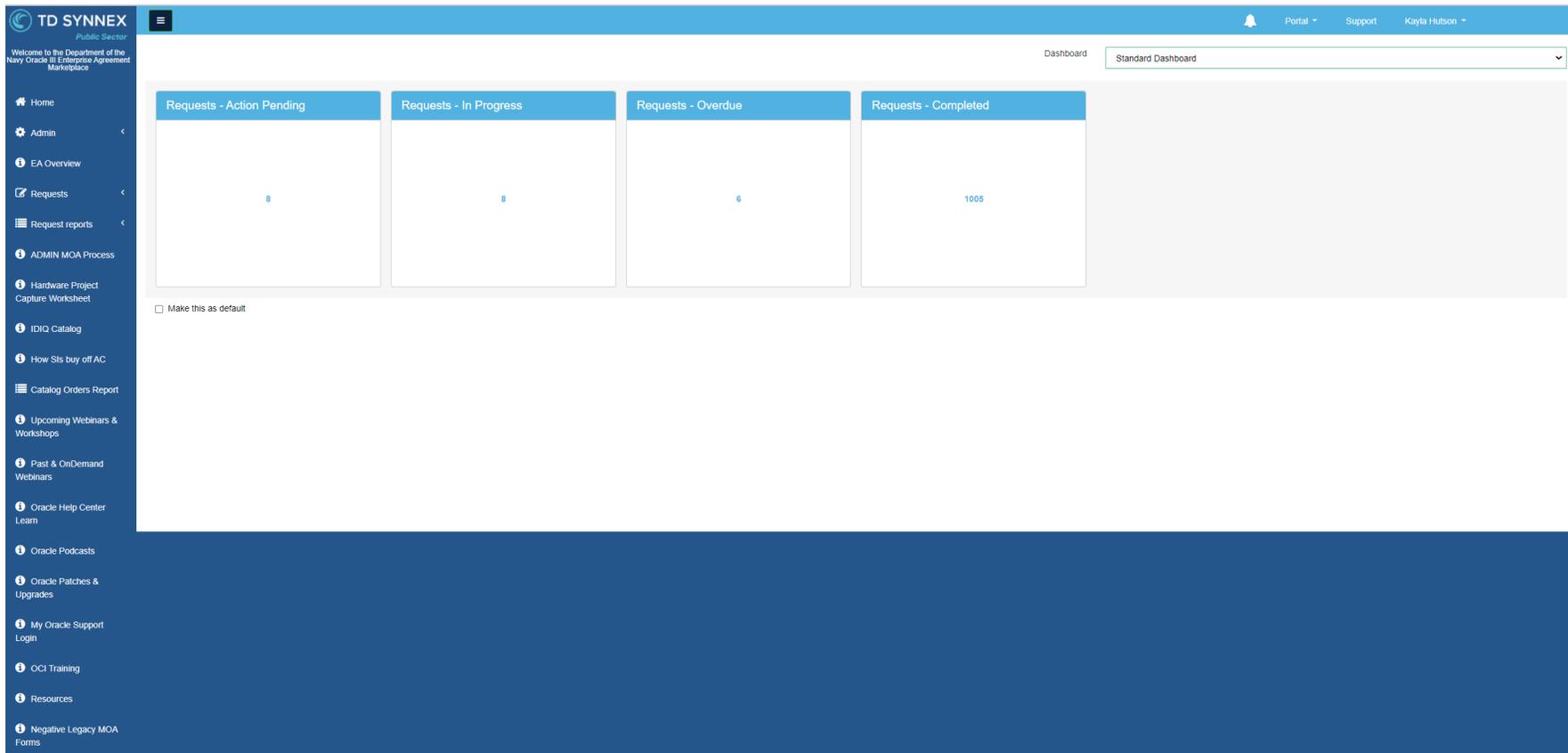
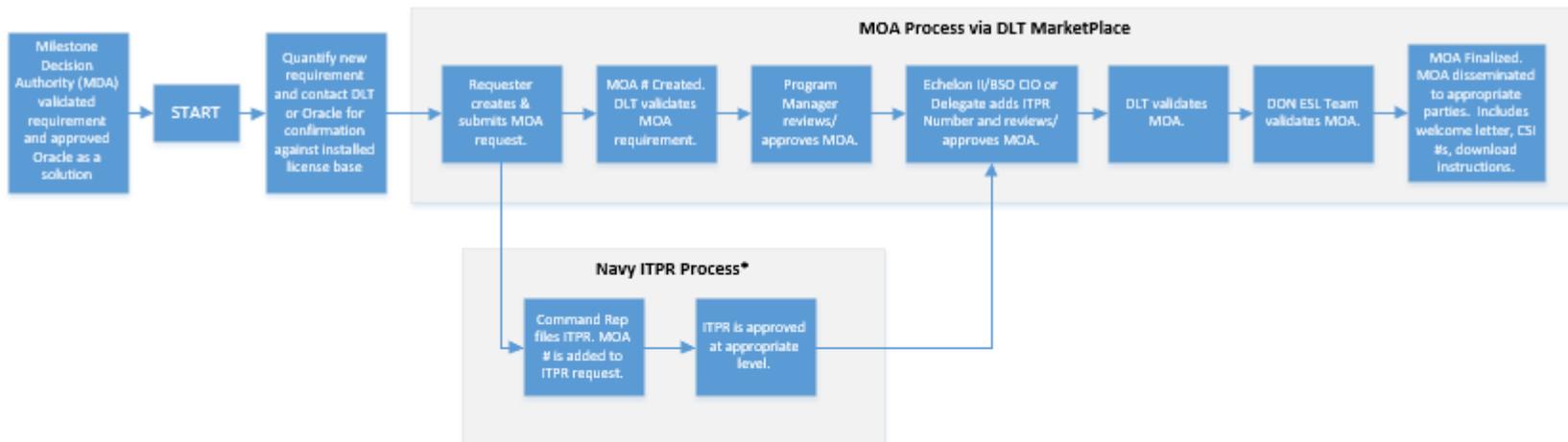


Figure 2: DLT MarketPlace Portal Home Page



**USMC does not require submission of ITPRAS for Oracle ULA Products. USMC Customers should enter "USMC" in the ITPR field on the MOA form.*

Negative MOA – If you are decreasing license quantity, complete the MOA form and insert **NEGATIVE (-)** number of licenses no longer required. Ensure the "Existing MOA #" field is populated at the top of the MOA form. An ITPR is not required for returning licenses, enter "NEG" in the ITPR field.

Where to access the MOA:
<https://portal.dlt.com/DON-Oracle/>

Figure 3: MOA Process for Ordering ULA Products

Complete the following steps to order ULA products via the MOA Process:

- **Step 1:** Prior to initiating a MOA within the DLT MarketPlace, the DON ordering activity should quantify the new requirement and contact DLT and/or Oracle for accurate scoping of UDPs (POCs are listed in Section 1 of this Ordering Guide). This will ensure proper quantities are being requested and utilized based on the established ESL Terms and Conditions.
- **Step 2:** The Ordering Activity will initiate the MOA process via the DLT MarketPlace (<https://portal.dlt.com/DON-Oracle/Home/Index>) by completing the MOA request form. The MOA process requires PM and Echelon II CIO and/or delegate approval and DON ESL Team validation. Maintenance renewals for UDPs do not require a new MOA if one was previously created for them under the Oracle I DON ESL Agreement and/or previous ELAs. Oracle Customer Service Identifier (CSI) numbers have been generated for all ULA programs and will be disseminated via the automated email notification once the MOA is finalized (and validated by the DON ESL Team).
 - To complete the MOA form, the Ordering Activity must provide the following information:
 - Requesting Organization
 - Owning Organization
 - Technical POC
 - Program Information
 - License Request Quantities
 - The “Echelon II Command or Budget Submitting Office (BSO)” fields will be auto populated based on the Ordering Activity’s account. The BSO Listing is posted in the “Ordering Guide” tab of the Oracle homepage on the DON ESL Program site at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx. . If your Echelon II Command or BSO is incorrect, please contact the DON ESL Team (POCs are listed in Section 1 of this Ordering Guide). Once the Ordering Activity has completed the MOA form, the Ordering Activity must click the “Save” button and the “Send to PM for Approval” button. The MOA form will be sent to the PM whose name was entered by the Ordering Activity; therefore, it is important that the correct contact information is entered.

NOTE: The PM must register and have an active account for the DLT MarketPlace (Oracle tenant) prior to the Ordering Activity sending the MOA to the PM for approval. Additionally, the Ordering Activity and the PM must be aligned to the same BSO/sub-BSO within the DLT MarketPlace.

- **Step 3:** The PM will receive an automated email notification from DLT MarketPlace notifying him/her that he/she has a MOA action. The MOA is reviewed and approved by the PM on DLT’s MarketPlace. Within DLT’s MarketPlace, the PM has the option to make edits on the MOA form, return it to the Ordering Activity for edits, or send it to the Echelon II CIO or delegate for approval. If the PM returns the MOA to the Ordering Activity for edits, the Ordering Activity will receive an automated email

notification for action. If the PM approves the MOA and sends it to the Echelon II CIO or delegate for approval, the Echelon II CIO and/or delegate will receive email notifications for action.

NOTE: The Echelon II CIO or delegate POC is automatically determined by the Ordering Activity’s account and is prepopulated in the system. The Ordering Activity and PM cannot be the same individuals and must be aligned to the same BSO/sub-BSO.

- **Step 4a (NAVY Only):** Contracting Officers and Purchasing Agents may initiate contracting actions for software licenses and maintenance without an Information Technology Procurement Request (ITPR); however, they are not authorized to obligate funds without an approved ITPR control number included with the procurement documents, per Naval Administrative Message (NAVADMIN) 234/17, subject: “Information Technology Procurement Request Fiscal Year 2018 Guidance,” dated 20 September 2017. NAVADMIN 234/17 only applies to Weapons and platform IT designated systems that are reported in the Program Budget Information System for Information Technology (PBIS-IT). For Weapon Systems, “WS0000” should be entered into the ITPR field to process. For the ITPR to be processed/approved, a MOA number from the DLT MarketPlace must be included in the ITPR.
 - Per OPNAV N2/N6, the unit prices below should be used when completing an ITPR for ULA procurements.

ULA Program/Unlimited Deployment Program	License & 1st Yr Maintenance Cost	License Cost	Annual Maintenance Cost
Oracle Database Enterprise Edition – Processor	\$57,950	\$47,500	\$10,450
Oracle Database Standard Edition 2 – Processor	\$ 21,350	\$17,500	\$3,850
Oracle Database Personal Edition – Named User Plus	\$561.20	\$460	\$101.20
Oracle Partitioning – Processor	\$ 14,030	\$11,500	\$2,530
Oracle Advanced Security – Processor	\$ 18,300	\$15,000	\$3,300
Oracle Label Security – Processor	\$ 14,030	\$11,500	\$2,530
Oracle Database Vault – Processor	\$ 14,030	\$11,500	\$2,530
Oracle Diagnostics Pack – Processor	\$ 9,150	\$7,500	\$1,650
Oracle Tuning Pack – Processor	\$ 6,100	\$5,000	\$1,100
Oracle Database Lifecycle Management Pack – Processor	\$ 14,640	\$12,000	\$2,640
Oracle Data Masking and Subsetting Pack – Processor	\$ 14,030	\$11,500	\$2,530
Oracle Audit Vault and Database Firewall – Processor	\$ 7,320	\$6,000	\$1,320
Oracle WebLogic Suite – Processor	\$ 54,900	\$45,000	\$9,900

- **Step 4b (NAVY Only):** The ITPR is approved at the appropriate levels as determined by NAVADMIN 300/18, ITPR Fiscal Year 2019 (FY19) Guidance. For ITPRs less than \$500K, the Echelon II CIO retains discretion to set a local approval threshold amount for assigned Echelon III and below commands. All ITPRs for

\$500K or greater will route to the DDCIO(N) for approval.

- For ULA products only, the Marine Corps is **not** required to submit an ITPR.
- **Step 5:** The Echelon II CIO and delegates will receive automated email notifications from DLT MarketPlace notifying them that they have a MOA action. The MOA is reviewed and approved by the Echelon II CIO or delegate. Each BSO has identified an Echelon II CIO or delegate to verify and approve MOAs and these individuals have been prepopulated into the DLT MarketPlace. If Echelon II CIO and/or delegate personnel changes are required, please contact the DON ESL Team. The Echelon II CIO or delegate is determined by the Ordering Activity's DLT MarketPlace account. Once the Echelon II or delegate reviews the MOA, he/she can proceed with two courses of action: 1) return the MOA to the PM for edits; or 2) send the MOA to the DON ESL Team for validation. Prior to the Echelon II CIO or delegate approving the MOA and submitting it to the DON ESL Team for validation, he/she must enter the approved ITPR number into the MOA form. For Weapon Systems, "WS0000" should be entered into the ITPR field in order to process.
- **Step 6:** The DLT Team works with Requester to validate MOA.
- **Step 7:** The DON ESL Team will receive automated email notifications from DLT MarketPlace notifying them that they have a MOA action. The MOA is reviewed for completion and validated by the DON ESL Team or delegate via the DLT MarketPlace. If the MOA requires edits, the DON ESL Team will return the MOA to the Echelon II CIO and/or delegate for action.
- **Step 8:** The finalized MOA is published in the DLT MarketPlace and disseminated via email to the appropriate parties (Ordering Activity, PM, Echelon II CIO or delegate, DON ESL Team, DLT, and Oracle). The finalized MOA email includes the CSI number and instructions for downloading software at the Oracle software delivery site located at: <https://edelivery.oracle.com/osdc/faces/Home.jspx>.

Returning ULA (Core) Products via the Memorandum of Agreement (MOA) Process

Note: Effective 26 Aug 2023, the DLT MarketPlace has been updated to simplify the Negative MOA Process for DON users and ensures data integrity to the system by providing a checks/balances control for all returned licenses.

- ***The new Negative MOA Process copies the data from the original "parent" MOA and systematically connects the Negative MOA to the Original "Parent" MOA.***
- ***A Negative MOA can no longer be initiated by the previous process of clicking the Requests menu item and selecting MOA. Only positive ULA (Core) License requests can be requested this way as of 26 Aug 2023.***

To initiate a Negative MOA to return licenses that you no longer need, please navigate to and open the original "parent" MOA via the Requests-Completed dashboard or if you have access to the MOA Report. Once you have the original "parent" MOA open, you can initiate a Negative MOA Request by clicking the "Create Return Request" button at the bottom left hand-side of the MOA form. Within the product information section, enter a negative quantity for the product lines that you wish to return/remove Oracle ULA licenses for (e.g., by entering a "-2" means you want to remove two (2) licenses). All fields within the Negative

MOA will be prepopulated based on the original “parent” MOA information, to include the existing MOA # field. All information can be updated/edited as required within the Negative MOA except for the Program Name/Description and Echelon II/BSO Group/SubGroup. The Return Request form utilizes the same workflow as a newly created positive MOA. Once the Return MOA is finalized, the requested number of licenses will be removed from your respective CSI # and returned to the DON’s centralized CSI Account and your licenses count will be updated within the DLT MarketPlace. Going forward when you try to initiate a Negative MOA the system will only allow you to process requests for the products and licenses that have positive quantities.

4.2 MOA In-Active Process Duration Guidelines

- **Drafts**
 - After 30 calendar days, the Ordering Activity will be contacted by the DON ESL Team
 - No response in 7 days = delete
 - 30 day extension may be granted
- **Program Manager**
 - After 14 calendar days, the PM will be contacted by the DON ESL Team
 - No response in 7 days = delete
 - 14 day extension may be granted
- **Echelon II Approver**
 - After 14 calendar days, the Echelon II Approver will be contacted by the DON ESL Team
 - No response in 7 days = delete
 - 14 day extension may be granted
- **DON ESL Team**
 - MOAs submitted to the Program Office must be approved within 7 calendar days
 - If final approval does not occur within 7 days, the MOA Ordering Activity, PM, or Echelon II Approver should contact the DON ESL Team to ensure there has not been a technical problem with the MOA request

4.3 Ordering Procedures for Contract Agency Catalog Products

4.3.1 Centralized Contracting & Procurement

*The email address NAVSUP_WSS_OracleELA@navy.mil is no longer being used. The new email address is NAVSUP_Oracle_ELA@us.navy.mil.

All software and maintenance purchased under this contract is considered a SUPPLY using **PSC 7A21**. All orders for contract catalog products (i.e., software licenses and maintenance), except for purchase card orders (see Section 4.3.4), must be submitted to, procured by, and issued by the **NAVSUP FLCN Regional Directorate - NAVSUP Fleet**

Logistics Center Norfolk Regional Directorate (Mechanicsburg). The requiring activity is responsible for timely submission of all required purchase request documentation (including funding and the items listed below). Incomplete submissions will result in delays in the placement of orders.

Late renewals should be submitted as soon as possible and should be rare and an exception. Late renewal reinstatement fees are equal to the prorated amount of the lapsed period and do not have additional reinstatement fees. Late renewals are renewed at the same price as if it was renewed on-time.

4.3.2 Submission Process

The ordering process for catalog items should follow this process:

1. Identify your requirement.
2. Customer/Requestor contacts DLT Solutions at navyoracleteam@dlt.com to ensure they are requesting the correct products and quantities and requests quote.
3. Follow procedures below for submission to NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate.
4. Receive executed order from NAVSUP, download software or contact DLT Solutions.
5. DLT processes the order.
6. Accept invoice in WAWF

Effective 01 January 2022, all Oracle requirements are now required to be submitted to NAVSUP through the NAVSUP ProTrack portal, see 4.3.3 for details specific for Oracle Orders, [https://my.navsup.navy.mil/apps/ops\\$protrack.home](https://my.navsup.navy.mil/apps/ops$protrack.home). ProTrack is being used in place of submitting your Oracle requirements by email, **emailing your documents to NAVSUP is no longer required. All requirements are required to be submitted through ProTrack.** Documents are required to be submitted to ProTrack regardless if they are attached and submitted with your PR/funding document. See 4.3.3 below.

Funding submissions to NAVSUP are unchanged and the funding submission procedures in this ordering guide should be followed, see Section 5.0 below.

Naval Supply Systems Command's Procurement Tracker (ProTrack) is an online tool Requesting Activities (RAs) will use to submit procurement requests to the NAVSUP Contracting Department. ProTrack provides transparent status updates on requirement actions, communication between requiring activity requestors and contracting personnel.

A Mission Partner-Requestor guide for setting-up and using ProTrack is available within the Resources section of ProTrack. NAVSUP also provides Mission Partner/Customer training on the use of ProTrack. The person or persons that will be submitting Oracle requirements for your command is highly encouraged to attend one of the trainings but is not required. You can request the training invitation by emailing edward.t.whittaker.civ@us.navy.mil and ryan.e.mcgowan.civ@us.navy.mil. Edward and Ryan are only for the for the training

invitation link. All questions regarding submissions and requirements are to be sent to NAVSUP_Oracle_ELA@us.navy.mil.

Specific submission questions for Oracle orders should be sent to NAVSUP_Oracle_ELA@us.navy.mil. Do not send your requirements documents to the Contracting Officer or include on the CC.

For Oracle order submission you will need the following items:

1. Funding – ERP PR (1300...); 2276 Funding Document; MIPR Document
2. DLT quote – Do not submit quotes marked as budgetary
3. ITPR/ITPRAS/NAV-ITAS – if applicable. If ITPR is not applicable provide a statement as such and authority, preferred to be documented on the funding document.
4. IGE (template provided below in Attachment A)
5. Oracle III New Software Market Research Memorandum (template provided below in Attachment B)
6. Prior years’ Delivery Order number, if renewal
7. WAWF Form (form provided below in Attachment C)

NOTE: The Oracle III New Software Market Research Memorandum Template is required for all **new** software purchases. Ordering activities **do not** have to submit an Oracle III New Software Market Research Memorandum Template if ordering maintenance renewal only. Maintenance renewals are covered by the JEFO approved by the ASN RD&A on 06 December 2022. The redacted JEFO can be found in the Contract and Attachments tab on the DON ESL Program site at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx.

NOTE: Ordering activities must use the NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate Contracting office templates listed below. These Attachments can be opened by clicking the icons below; they are also available to download from the “Ordering Guide” tab of the Oracle home page at: https://flankspeed.sharepoint-mil.us/sites/NAVWAR_DON_ESL/SitePages/Oracle.aspx.

<p align="center">Attachment A IGE Template</p>	<p align="center">Attachment B Oracle III New Software Market Research Memorandum Template</p>	<p align="center">Attachment C WAWF Form</p>
<p align="center">  IGE Template.xlsx </p>	<p align="center">  Oracle II New Software Market Re: </p>	<p align="center">  WAWF Form </p>

4.3.3 ProTrack - Specific for Oracle Orders

The following information provides information needed to submit Oracle Orders in ProTrack. Follow these directions to ensure your requirement is submitted correctly and processed.

Setting up your Profile: Go to your profile (upper right corner) and complete the missing information. If one of the NAVSUP FLC Contracting Offices is your normal contracting office (not just for Oracle), do not change the Contracting Office in your profile. You will be able to select NAVSUP FLCN (MECH) when you submit your package. If you only use NAVSUP contracting for Oracle, then you will select NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate.

Submitting Oracle Requests:

Select “Create Request”

Acquisition Path & Questions – Select either **Supply Under \$250,000** or **Supply Over \$250,000**.

Answer the **NO** to all questions EXCEPT for “Is this an IT Supply”, answer **YES**. Answer the GPC or WAWF question as applicable. Continue to below the pictures for additional information.

Acquisition Path & Questions ^ Acquisition Path ** Supply Under \$250,000 v

The following questions will determine what type of acquisition forms you will be required to complete:

Is this to request an option, modification, or change to a single order?	No v
Does this supply requirement entail a proposed lease of equipment of more than 60 days?	No v
Is this request considered urgent (will result in work stoppage or is mission critical)?	No v
Is this a sole source or brand name requirement? ?	No v
Is this an IT supply? ?	Yes v
Will data, such as reports, be required as a deliverable? (i.e. tracking of progress, performance, etc. Will this require a CDRL?) ?	No v
Will the vendor be accessing a restricted or classified area containing classified documents, or require access to classified information that will require a DD 254?	No v
Does this require Government Furnished Property? ?	No v
Is this to acquire supplies directly from another Federal Agency and not through a private source?	No v
Is the payment method Government Purchase Card (GPC) or WAWF?	v

The following questions will determine what type of acquisition forms you will be required to complete:

Is this to request an option, modification, or change to a single order?	No
Does this supply requirement entail a proposed lease of equipment of more than 60 days?	No
Is the cost of the supply greater than or equal to \$50 million?	No
Is this request considered urgent (will result in work stoppage or is mission critical)?	No
Is this a sole source, brand name or brand equivalent requirement? ⓘ	No
Is this an IT supply? ⓘ	Yes
Will data, such as reports, be required as a deliverable? (i.e. tracking of progress, performance, etc. Will this require a CDRL?) ⓘ	No
Will the vendor be accessing a restricted or classified area containing classified documents, or require access to classified information that will require a DD 254?	No
Does this require Government Furnished Property? ⓘ	No
Is this to acquire supplies directly from another Federal Agency and not through a private source?	No
Is the payment method Government Purchase Card (GPC) or WAWF?	

General Information (left side) –

- Contracting Office:** Select from the drop down
NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate

Funding Information (right side) –

- PR Number:** Enter the PR (Funding Document) Number. If it is ERP, use the 1300... number. All others use the PR/Funding/MIPR number. In the Amendment number filed for basics use 0 (zero) for basics.
- PSC:** Enter 7A21.
- DoDAAC:** Enter your organizations DoDAAC.
- Contract Period of Performance/Required Date of Delivery:** Enter either the date you are requesting the new order to start or the renewal date.
- Brief Description of Requirement:** Start Description with “Oracle DLT Quote # _____” followed by the name(s) of the software being purchased.
**For the *May Java Order*, start the description with “JAVA Oracle DLT Quote # _____”.

Request Owner (Bottom Left): This will be you or the person that will be responsible for revising or being the main POC for ProTrack. If your commands address is not in the drop-down, manually enter it in the “Requiring Activity” box. Hover over the Question Mark with a Circle for additional information. You will/can provide an alternate in the Points of Contact Section on the Bottom Right Side.

Points of Contacts (Bottom Right): You can add an alternate POC(s) from the dropdown at the top of this section if that person(s) has an account in ProTrack. This alternate will receive the communications and have the ability to access the ProTrack record. The Technical and Funding POC’s will not but are still required.

Forms WAWF – Issue By DoDAAC and Admin DoDAAC is N00189. Ship To Code is the DoDAAC of the Acceptor in WAWF from YOUR organization. If you do not have an LPO, do not enter one and in the comment say “No LPO”. If you complete the WAWF form in ProTrack, a separate word document WAWF information is still required.

Forms Market Research – Not required to complete this form, you will still upload your Market Research form for new Oracle orders.

Forms Supporting Documents – A DOR/PWS/SOW are not required for Oracle Orders. For the DOR/PWS/SOW, upload your DLT Quote, document name should be DLT Quote # _____. Upload the IGE, ITPR (if applicable) and Market Research when applicable for new software orders (not required for Java).

4.3.4 Purchase Card Orders

DON customers with catalog orders that are within the micro-purchase threshold are required to utilize the purchase card to procure contract catalog products (i.e., software licenses and maintenance); the requiring activity is required to contact DLT directly. Purchase card orders do not need to go through NAVSUP for contracting and/or procurement. DLT can be reached at navyoracleteam@dlt.com.

5.0 Funding

5.1 Centralized Funding by the Navy and Marine Corps

The following are centrally funded by the Navy and Marine Corps:

- ULA for 11 UDPs (including maintenance)
- DON Database Enterprise License Programs (including maintenance)
- Maintenance for 202 processor perpetual licenses for RACs identified in the EUOD
- Maintenance for the licensed Oracle application programs identified in the Restated Licenses Exhibit A attached to the EUOD
- Maintenance for the licensed Oracle technology programs identified in the Previously Acquired Licenses Exhibit attached to the EUOD

5.2 Contract Catalog Funding

NAVSUP can accept DIRECT CITE funding via a Request for Contractual Procurement/Military Interdepartmental Purchase Request (RCP/MIPR) or via a Navy ERP Purchase Request. Instructions for both methods are below.

Funding Object Class Code (OCC): Any funding received with an OCC other than the one listed below, will require correction. This will cause delays in processing your order. The contracting officer has determined the most appropriate Product Service Code and Object Class Code for Oracle Catalog Orders are:

PSC 7A21 OCC 310 (31.0)

For additional information on PSC and OCC's, see the Defense Pricing and Contracting (DPC) Improving Transparency of Procurement Spend website at

<https://www.acq.osd.mil/asda/dpc/ce/p2p/transparency-of-procurement-spending.html>.

Multiple Funding Sources: If multiple funding sources are being used (unique ACRN's), the funding amount must match the value of the product(s) being purchased. A quote/order can be funded by multiple sources; however, a single product can only be funded by one funding source. Multiple funding sources, for the same product, will require two or more line items for the same product. Orders will not use multiple ACRN's or SubCLIN's to fund a single line item.

5.2.1 Funding via a RCP/MIPR

Ordering activities must submit the RCP through their financial system or manually upload the documents to the NAVSUP comptroller via NAVSUP FDM. For manual uploads, FDM can be accessed at the following URL: [https://my.navsup.navy.mil/apps/ops\\$fdm.home](https://my.navsup.navy.mil/apps/ops$fdm.home). NAVSUP FLCN Regional Directorate - NAVSUP Fleet Logistics Center Norfolk Regional Directorate Appendix B of this Ordering Guide provides some FDM tips.

The information below must be included in Block 11 of the RCP:

UIC: N00189

NAVSUP Fleet Logistics Center Norfolk Regional Directorate
Contracting Department – Mechanicsburg Site
5450 Carlisle Pike, Bldg 407
Mechanicsburg, PA 17055-0788

Attn: Mindy Morris, Code 231

Include the following description in the description field of the RCP:

OCC: 31.0 / 310

PSC/FSC: 7A21 IT AND TELECOM - BUSINESS APPLICATION SOFTWARE
(PERPETUAL LICENSE SOFTWARE)

NAICS: 541519

ITPR#: [This must be accomplished at the local command]

“Funds are provided for a delivery order for Oracle software support under contract N0018923FR338. License Term Coverage Starts: MONTH/DAY/YEAR.”

Include the following POCs in the bottom of the information box:

Requirements/Technical POC: (email and phone number)

Financial Management POC: (email and phone number)

Comptroller POC: (email and phone number)

If a Continuing Resolution Act (CRA) is in place, include the follow statement, or a statement similar in accordance with your local policy:

THIS FUNDING IS PROVIDED UNDER THE FYXX CONTINUING RESOLUTION AUTHORIZATION (CRA). ANY FUNDS NOT OBLIGATED/EXECUTED DURING THE CRA WILL EXPIRE AND CANNOT BE OBLIGATED/EXECUTED, EXCEPT IN THE EVENT OF EXTENDING CONTINUING RESOLUTION(S) AND/OR THE PASSAGE OF THE ANNUAL FYXX DOW APPROPRIATION BILL. UPON PASSAGE OF THE ANNUAL FYXX DOW APPROPRIATION BILL, THE FYXX FUNDS WILL ASSUME THE PROPER APPROPRIATION EXPIRATION DATE FOR OBLIGATION PURPOSES.

NOTE: Funding documents submitted with any other Object Class Code (OCC) or PSC will be required to be amended to the correct codes listed above prior to an order being placed and will result in delays. The OCC in the line of accounting must be 310 if there is an OCC in the line of accounting.

Funding Acceptance: NAVSUP FDM will generate an Acceptance Letter in lieu of a signature on the Navy Comptroller (NAVCOMPT) Form 2276 or applicable RCP document. The acceptance letter will be provided by an automated email with an .HTML attachment. If your IT network will not allow you to open an .HTML attachment, follow the instructions

and link provided at the bottom of the email to retrieve the letter. No other form of funding acceptance will be provided.

5.2.2 Funding via an ERP Purchase Request

Ordering activities must include the following information to ensure the Purchase Request is created and routed correctly:

To create a Purchase Request in ERP, complete the following steps:

- Create a Navy Electronic Procurement System (ePS) Purchase Request (13xxxxxxx doc) in ERP with the necessary information (e.g., header, material group, PoP dates, delivery dates, etc.) – *See the Header Text Template on the following page*
- ERP Line Items must be **MATERIAL**.
 - In the ERP Line Item, leave the “I”, Item Category, blank.
- **Quantity:** Match Vendor Quote Quantity for each line item
- **Unit:** EA
- **Material Group:** 7A21
- **Purchasing Group:** JRD (FLC Norfolk, Mechanicsburg Office – 231).
- **Desired Vendor Code:** 20002103

HEADER TEXT TEMPLATE – Sending Direct Cite Funding to NAVSUP CONTRACTING OFFICE

(Copy all of the text on this page under the line below and paste into the Header Section)

Note: If this is an amendment to the PR, add the reason for the amendment before #1 below (after the first line containing the Contract #/New Order/PR Amendment #)

N0018923FR338/ NNG15SC98B ORACLE SOFTWARE ORDER

1. Contract action description: Oracle Software Order for [NAME OF COMMAND]
2. Requesting Activity Fin POC:
3. Requesting Activity Tech POC:
4. Contracting Activity Fin POC: NAVSUP Comptroller
5. Contracting Activity Tech POC : Mindy Morris
6. Contract Specialist POC: Mindy Morris
7. Severable or Non-severable:
8. Planning PR:
9. 1517 Authority Transfer:
10. Command Specific Information (your Command):
 - 10c. WAWF Information -
 - Pay Office DoDAAC:
 - WAWF Acceptor:
 - 10d. DMS Doc:
 - 10g. Priority Code:
 - 10h. SDN:

10i. Delivery Address:

Command Name:

Attn:

Street Address:

City, State, Zip:

10k. Urgency Statement:

10r. CRA: Continuing Resolution Authority Statement, if applicable:

6.0 Software Maintenance

Secretary of the Navy Instruction (SECNAVINST) 5230.15, subject: "Information Management/ Information Technology Policy for Fielding of Commercial Off the Shelf Software," dated 10 April 2009 requires that software maintenance be procured with any new licenses and kept current on all existing licenses to mitigate any risks associated with security vulnerabilities or failure to stay current on software updates/ patches/bug fixes/etc. Therefore, all new licenses purchased from the Contract catalog must be purchased with one year of maintenance. Maintenance includes patches, security fixes, and upgrades.

7.0 Glossary

What Is a License? A software license provides the legal right to install, use, access, display, run, or otherwise interact with a software program. A license does not necessarily include the rights to media, manuals, or support. The way in which the software can be used is determined by the Software License Terms. When you acquire a software license, you must agree to those terms to use the software. Some companies refer to those terms of use as an End User License Agreement (EULA). License enforcement and compliance protects a software developer's investment in his or her intellectual property. As a user, proper compliance ensures that your use of the software is covered by the terms of the license. Proper compliance also protects you from pirated and potentially corrupted or malfunctioning software. In addition, when acquiring your license, you often can choose to receive technical services and support to maximize your investment.

What Is a License Agreement? The license agreement defines the Software License Terms. For instance, it determines whether the software can be installed on more than one device and for how long it can be used. When you acquire and install new software, you must accept the license agreement to legally use that software. It is important to understand the content of license agreements and the differences between specific licensing programs.

8.0 Acronyms

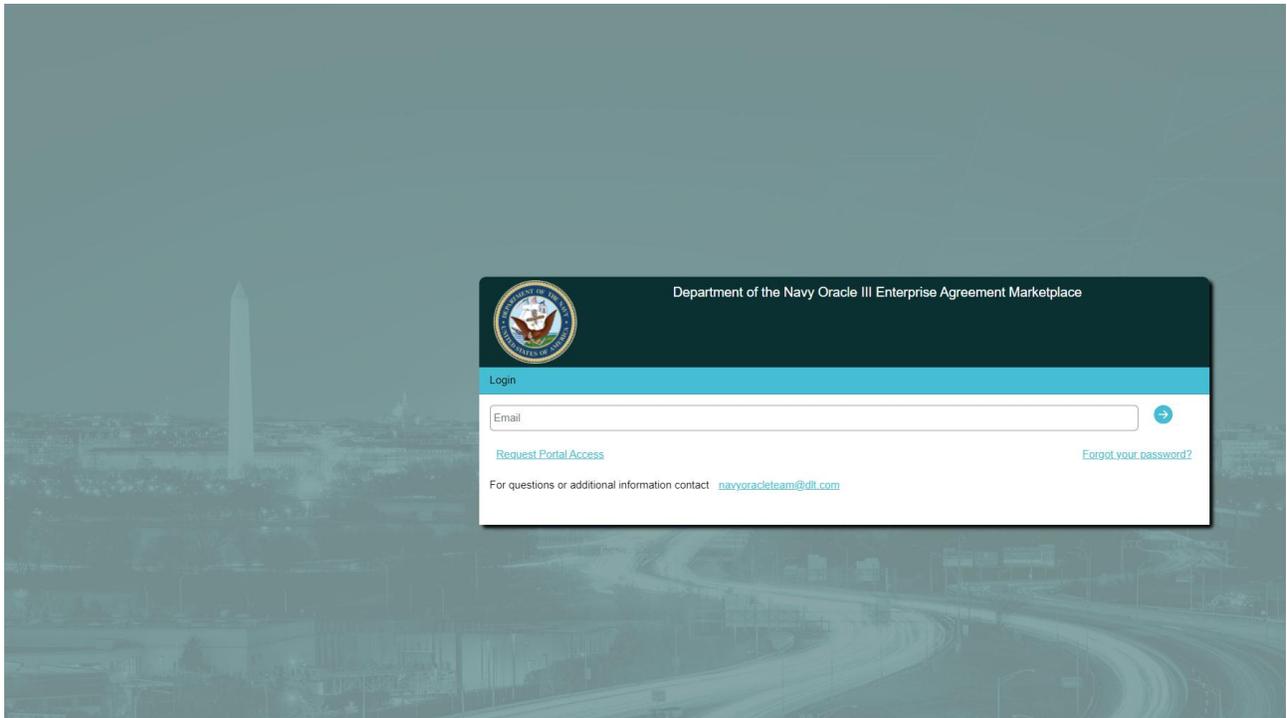
Acronym	Definition
ASN FM&C	Assistant Secretary of Navy, Financial Management & Comptroller
ASN RD&A	Assistant Secretary of Navy (Research, Development, and Acquisition)
BPA	Blanket Purchase Agreement
BSO	Budget Submitting Office
CCSA	Combatant Command Support Agent
CFR	Code of Federal Regulations
CIO	Command Information Officer
CRA	Continuing Resolution Act
CSI	Customer Service Identifier
DDCIO(MC)	Deputy DON Chief Information Officer-Marine Corps
DDCIO(N)	Deputy DON Chief Information Officer-Navy
DFARS	Defense Federal Acquisition Regulation Supplement
DOW	Department of War
DOWD	DOW Directive
DON	Department of the Navy
ELA	Enterprise License Agreement
ERP	Enterprise Resource Planning
ESL	Enterprise Software Licensing
EULA	End User License Agreement
EUOD	End User Ordering Document
FAR	Federal Acquisition Regulation
FDM	Funding Document Manager
FLC	Fleet Logistics Center
FSC	Federal Supply Class
FY	Fiscal Year
HQ	Headquarters
ID/IQ	Indefinite Delivery/Indefinite Quantity
ITPR	Information Technology Procurement Request
ITPRAS	Information Technology Procurement Request/Review and Approval System
J&A	Justification and Approval
LOA	Letter of Authorization
MIPR	Military Interdepartmental Purchase Request

Acronym	Definition
MOA	Memorandum of Agreement
NAVADMIN	Naval Administrative Message
NAVCOMPT	Navy Comptroller
NAVSUP	Naval Supply Systems Command
OCC	Object Class Code
PBIS-IT	Program Budget Information System for Information Technology
PM	Program Manager
POC	Point of Contact
PSC	Product Service Code
RAC	Real Application Cluster
RCP	Request for Contractual Procurement
SAP	Special Access Program
SECNAVINST	Secretary of the Navy Instruction
ePS	Electronic Procurement System
SULS	Software Update License and Support
UDP	Unlimited Deployment Program
ULA	Unlimited License Agreement

Appendix A – Establishing an Account on DLT MarketPlace

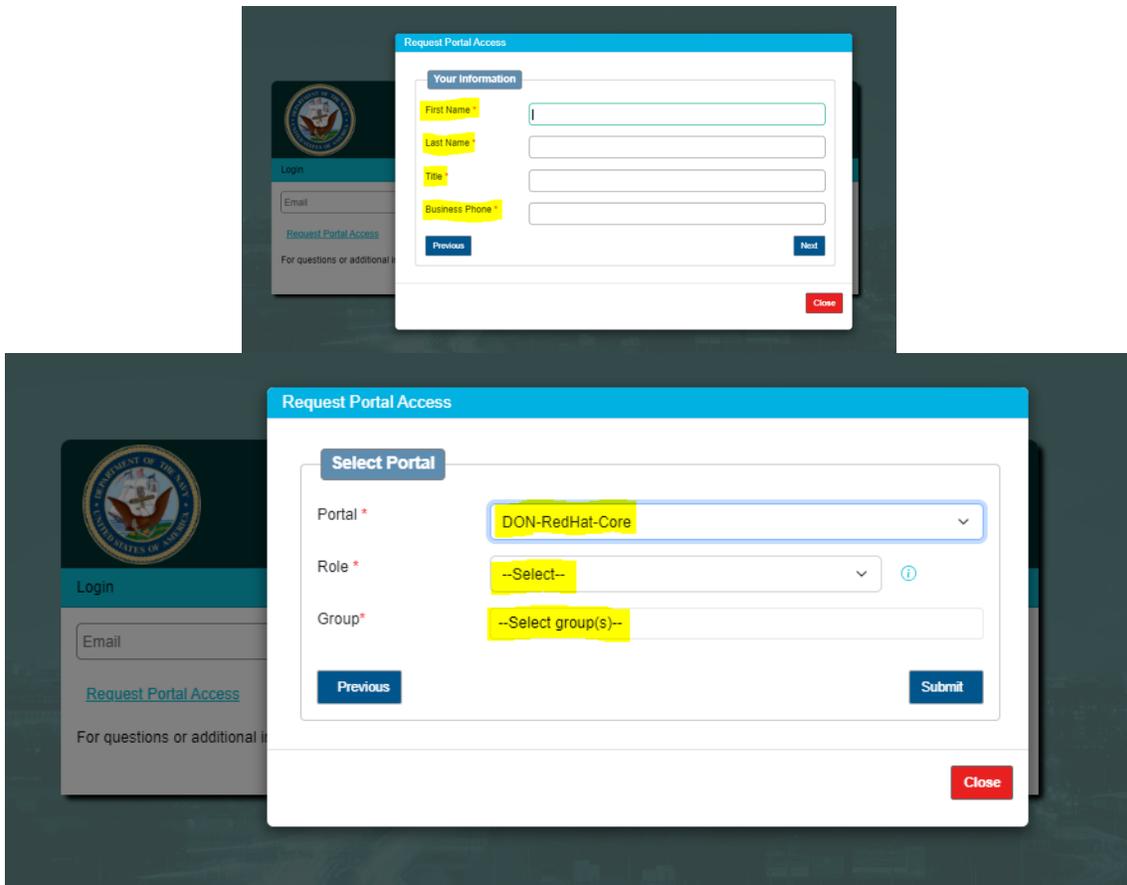
The DLT MarketPlace is a customer portal site for DON customers. Prior to engaging in the MOA Process to order ULA products, customers must establish an account by completing the following steps:

- 1) Access the DLT MarketPlace customer portal via the following link:
<https://portal.dlt.com/DON-Oracle/Home/Index>.
- 2) Click on the link “**Request Portal Access**”



- 3) Complete all fields on the following form and click “**Submit**” once completed.





4) You will receive an email letting you know that your request has been received and is awaiting approval.

Thank you for registering for the Department of the Navy Oracle II Enterprise Agreement.

Your account request is awaiting approval. You will receive a second email when your account has been approved.

-- DLT Portal Team

5) You will receive a second email letting you know that your request has been approved. Access the link provided. (**NOTE:** The link can only be used once and expires after 24 hours.)

Your registration request has been granted for the Department of the Navy Oracle II Enterprise Agreement. To gain access, you can do one of the following:

1. New DLT Portal Users:

a. You will need to establish your password by clicking on the link below or copying and pasting it into your browser:

<https://portal.dlt.com/DON-Oracle/User/ResetPassword/60f11473-9e75-448b-aa3f-74cfc689dc89>

The above link can only be used once and expires after 24 hours.

2. Existing DLT Portal Users:

a. If you already have an account to another portal tenant, you can log-in utilizing your existing login (full email address) and password.

Please Note – The DLT Portal has a single sign-on functionality. Therefore, if you have access to multiple portal tenants, once you establish and/or update your password, your password will be changed for all other portal tenants.

Once you have established your password, please use the following link to access the requested DLT Portal tenant:

<https://portal.dlt.com/DON-Oracle/>

-- DLT Portal Team

6) Enter your email address, establish a password for your new account, and click "**SAVE.**"

Account Information

Email Address:

portalrequester@gmail.com

Enter your organizational Email address. All Emails from the system will be sent to this address. This Email address is not made public and is used when you need to receive a new password or system notification

Password:

Confirm Password:

To change the current user password, enter the new password in both fields.

Create a strong password

Scroll to the bottom of the page and click SAVE

SAVE

Appendix B – FDM

The NAVSUP Funding Document Manager (FDM) can be accessed at the URL below:
[https://mynavsup.nag.navy.mil/apps/ops\\$fdm.home](https://mynavsup.nag.navy.mil/apps/ops$fdm.home)

- ❖ Choose “**Submission Form**” to upload a funding document; you do **not** need to login to upload a funding document

- ❖ Enter the following information under the “**Submitting Activity Information**” heading

- **Activity UIC:** Enter your Unit Identification Code (e.g., N N00015, etc.)
- **Activity Name:** Enter your activity name
- **Financial POC:** Enter the name of the person that will receive acceptance notice
- **POC Email:** FDM will email the acceptance notice to this notice you will include in your email to NAVSUP
- **POC Phone Number:** Enter the phone number of your firm



- ❖ Enter the following information under the “**Document Information**” heading
 - **Funding Type:** Choose RCP
 - **Document/Directive Number:** Enter your document number
 - **Amendment Number:** This should be entered as 5 digits - if this is the basic document, you should enter 00000; if it is amendment 1, enter 00001
 - **Document/Directive Type:** Choose the option that matches your document type
 - **Amount:** Enter the amount; do **not** add commas or \$ signs
 - **Route to Contracting Office:** Select “Norfolk/Mechanicsburg 215”
 - **Urgency:** Choose “Routine” or “Urgent”
- ❖ Answer the questions under “**NAVSUP Contracting Qualifying Questions**”
 - All three questions should be “No”
- ❖ Attach Documents
 - Attach all applicable documents listed in 4.3.1 of this document
 - Click the check box to certify that the information you are attaching is accurate and unclassified
- ❖ Checking the Status of your document
 - Choose the “Requisition Status” tab from the top of the page

- Enter your UIC, Document Number, and Amendment Number
- Be sure to use the same format as when you uploaded the document

Appendix C – Sample Letter of Authorization (LOA) (FAR 51)

(Government Agency/Division) Letter Head

Date

NASA SEWP Program Office NASA
Goddard Space Flight Center 10210
Greenbelt Road, Suite 200
Lanham, MD 20706-6206

Submitted via email:

**(Contracting Officer's Name and Title) (Government Agency/Division)
(Street Address), (Suite or Mailstop)
(City, State and Zip Code)**

SUBJECT: Authorization Letter

Dear SEWP Contracting Officer,

In accordance with SEWP V Section A.1.12. INDIVIDUALS AUTHORIZED TO ISSUE ORDERS, **(Support Contractor/Vendor Name)** is authorized to place orders against the NASA SEWP V contract in the performance of **(Government Agency)** contract(s) #___. Purchases made under the NASA SEWP V contract shall be placed in accordance with the contract terms and conditions. In the event of any inconsistency between the terms and conditions of this order and the SEWP contracts, the contract shall prevail. (A.1.3. PROCEDURES FOR ORDERS). The authority hereby granted is not to be transferred or reassigned. This authorization expires **(Period of Performance)**.

Support Contractor/Vendor Information:
**(Support Contractor/Vendor Name) (Street
Address) (Suite, Mailstop) (City, State and Zip
Code)**

Please address any questions or concerns regarding this authorization to the undersigned at **(Phone Number)** and **(E-mail)**.

Sincerely, **(Signature)**

(Name)
Contracting Officer