U.S. Coast Guard FSMS Job Aid

How Do I Create an Award for Pollution Removal Funding Authorization (PRFA)

HOW DO I CREATE AN AWARD FOR A POLLUTION REMOVAL FUNDING AUTHORIZATION (PRFA)

This portion of the job aid goes over how to create an award for pollution response funding authorizations

The roles required for this portion of the job aid will be:

UCG Miscellaneous Obligation Preparer

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

SECTIONS

How To Create An Award– Steps 1, 2, & 3

Step 1: Click on the ***UCG Miscellaneous Obligation Preparer*** link

Step 2: Click on the ***Buyer Work Center*** link

Step 3: Click on the ***Awards*** link

How To Create An Award – Step 4

4

Awards   Post Award Requests   Modifications

Awards

Create [UCG Misc Ob ∨] [Go]

⊙ The document has open modification(s).

Headers   Lines   Schedules   Pay Items   Distributions

Saved Searches

[Search]

Saved Search [_____ ∨] [Go] [Personalize]

[Export] | ⬚ ⟳ ⚙ ▾ ▦

Select	OU	Award	Rev	Description	Supplier	Site	Creation Date	Total	Currency	Status	Acknowledgment
	No search conducted.										

Step 4: Click the *Create dropdown* button and select *UCG Misc Ob*

Click the *Go* button to create the award

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

How To Complete The Award Header – Step 1

1

Create UCG Misc Ob

* Indicates required field

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Operating Unit   UCG Organization

Award Type   [⌄]

Source IDV   [   ] ⌄ 🔍

Umbrella Program

Fair Opportunity Reference   [   ] ⌄ 🔍

Award   70Z?22MOXXXXXXX

Edit Document Number

Undefinitized   No

Supplier   [   ] ⌄ 🔍

Supplier Site   [   ] 🔍

Supplier Contact   [🔍]

Communication Method   ☐ Print

☐ Fax

☐ E-Mail

External IDV Number   [   ]

Referenced external IDV or GSA schedule number

Step 1: Click the *Edit Document Number* link

2

Document Header Details ☒

UCG Misc Ob Number

Prefix	70Z
Fiscal Year	22
Program Office Identifier	049
Order Code	MO
Serial Number	0000012
Document Number	70Z04922MO0000012

OK

The Lease Buyer will fill out the UCG Misc Ob Number fields

The Lease Document Number is made up of five segments:

1. *Prefix* – 70Z for all leases
2. *Fiscal Year* – This field will default to the current fiscal year
3. *Program Office Identifier* – This field is program office ID for the office making the award
4. *Order Code* – This will always be MO for Miscellaneous Obligations
5. *Serial Number* – Will automatically populate the serial number based on the amount of awards made by program office ID

Step 2: Click the *Ok* button to apply the document number to the award

How To Complete The Award Header – Step 3

3

Create UCG Misc Ob

* Indicates required field

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Operating Unit UCG Organization

Award Type [dropdown]

Source IDV [search field]

Umbrella Program

Fair Opportunity Reference [search field]

Award 70Z04922MO0000044

Edit Document Number

Undefinitized No

Supplier [search field]

Supplier Site [search field]

Supplier Contact [search field]

Communication Method ☐ Print

☐ Fax

☐ E-Mail

External IDV Number [field]

Referenced external IDV or GSA schedule number

Step 3: Use the search and select feature to enter the supplier details*

Note – For Federal Entities, Select the appropriate supplier (i.e. Federal Trading Partner – Servicing Agency) by clicking the corresponding quick select button

Note – Federal Trading Partners start with an ALC, user should either search by ALC or put a % before the name of the Federal Trading Partner (example: %Department of Homeland Security)

Note – If the Federal or Non-Federal Entity does not come up when using the Search and Select tool, you will need to submit a Supplier Request Form to FIN-SMB-FSMS-Vendorsupport@uscg.mil

How To Complete The Award Header – Step 4

4

Create UCG Misc Ob

* Indicates required field

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Operating Unit   UCG Organization

Award Type   [Award ▾]

Source IDV   [_____] ↘ 🔍

Umbrella Program

Fair Opportunity Reference   [_____] ↘ 🔍

Award   70Z04922MO0000044

Edit Document Number

Undefinitized   No

Supplier   [ENVIRONMENTAL PROTECTION WE] 🔍

Supplier Site   [ZTCPELFB6M84] ↘ 🔍

Supplier Contact   [_____] ↘ 🔍

Communication Method   ☐ Print

   ☐ Fax

   ☐ E-Mail

External IDV Number   [_____]

Referenced external IDV or GSA schedule number

Step 4: Click the Award Type dropdown and Select Award*

Note – The Award Type for all Misc. Obligations shall always be Award

How To Complete The Award Header – Step 5

5

Effective Date	12-Apr-2022	
Total	0.00	USD
Total Excluding Options	0.00	USD
Undefinitized Total	0.00	USD
Total Fund Value	0.00	USD
* Buyer	PERE, TERESA M.	
Award Administrator		
Contracting Officer	THOMAS, ROBERT J.	
Description		
Confirming Award	No	
Standard Form	MISCOB	
Document Format	MISCOB	
Control Type		

Step 5: Click in the *Effective Date* field and select the date of the award

How To Complete The Award Header – Step 6

6

Effective Date	12-Apr-2022
Total	0.00 USD
Total Excluding Options	0.00 USD
Undefinitized Total	0.00 USD
Total Fund Value	0.00 USD
* Buyer	PERE, TERESA M.
Award Administrator	
Contracting Officer	THOMAS, ROBERT J.
Description	
Confirming Award	No
Standard Form	MISCOB
Document Format	MISCOB
Control Type	

Step 6: Verify that the name listed in the contracting officer field is the person who will be approving the Misc. Obligation award (i.e. obligation) as the Misc. Obligation Approver

Verify that the Standard Form and Document Format have ***MISCOB*** selected

NOTE: This does **not** have to be the same person who signs the funded order as the Obligation Approving Official per policy

How To Complete The Award Header – Steps 7 & 8

7

Step 7: Enter *Immediate* into the Payment Terms field

Step 8: Verify the Ship-To Location

How To Complete The Award Header – Step 9

9

Miscellaneous Obligation Information

* Miscellaneous Obligation Type	National Pollution Funds Center (NPFC 🔍
Utility Type	
WCF Assessment	

Does RWA Include Capitalizable? 🔍

Step 9: Ensure the ***Miscellaneous Obligation Type*** *selected is National Pollution Funds Center PRFA/INRDA*

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

How To Verify Addresses And Suppliers – Step 1

1

Update UCG Misc Ob 70Z04922MO0000044

* Indicates required field

▶ Search

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Step 1: Click on the *Addresses and Supplier Details* link

How To Verify Addresses And Suppliers – Step 2

Step 2: Enter the appropriate information in the required *Address* fields as required using the *Search and Select* icon:

- **Administration Office**: This will be the contracting office administering the Assisted Acquisition. The location name will start with 70Z0XX

- **COR Office**: Will be the OPFAC who will be managing the award, if applicable. (**Note –** A POC shall not be entered for Misc Ob's, however will cause a warning during validation. The Award will still be able to be submitted)

- **Invoice Office**: Will be USCG Finance Center

- **Issuing Office**: Will be the OPFAC and POC for who is issuing the award (Same as the Administration Office)

- **Payment Office**: Will be USCG Finance Center

- **Property Administration Office**: Not applicable

- **Requesting Office**: Will be the OPFAC and POC for who put in the requisition

- **SBA Office**: Not required for Misc Ob Awards

How To Verify Addresses And Suppliers – Step 3

3

Supplier Details

Refresh | IPP S

☑ **EFT Indicator**

EFT Exclusion Reason	
Unique Entity Identifier	ZTCPELFB6M84
Remit To Address Detail	601 57TH STREET SE, CHARLESTON, WV 25304, US
SAM Registration Indicator	Yes
SAM Registration Status	Active
SAM Exception Reason	▼
Supplier Size	▼
Socio Economic Information	
Original Supplier Name	ENVIRONMENTAL PROTECTION WEST VIRGINIA D
IPP Status	Do not Send Vendor to IPP

☑ **Exclude from IPP**

Doing Business As	
Remit To Address	ZTCPELFB6M84
EFT	
CAGE Code	1LU94
TIN Number	556000769
Physical Address	601 57TH ST SE, CHARLESTON, WV 25304, US
Supplier Contact Name	
Phone Number	
Email	
IPP Award Status	

Step 3: Federal Entities

1. Ensure the *EFT Indicator* is selected

2. Verify the address information is correct

3. Select US Federal Vendor for SAM Exception Reason

4. Ensure Exclude from IPP is selected

5. Click the *Save* button

Step 3: Non-Federal Entities

1. Ensure the *EFT Indicator* is selected

2. Verify the address information is correct

3. Verify Supplier IPP Status and Select Exclude for IPP if applicable

4. Click the *Save* button

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

How to Create Lines on an Award – Steps 1 & 2

1

Update UCG Misc Ob 70Z04922MO0000027

* Indicates required field

▶ Search

| Header | Addresses and Supplier Details | **Lines** | Schedules | Distributions |

2

Search

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Operating Unit   UCG Organization   Status   Incomplete   Total   0.00   USD

ⓘ Funding Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions.

Select Lines: Actions   Link to Request Lines   ▾   Go   Organize Lines | ➕ 🔲 ↻ ↶ ⚙ ▾ Ⅲ

☐		*Line	Exhibit	Info	*Type	Item	*Description	*Category	*Contract Type	Qty	Unit	Price	Amount	Need-By	Add SLIN	Funding Source	Option	Actions
☐	➡	0001	↘ 🔍	☐	Misc 3-Way ↘ 🔍			↘ 🔍	COST ▾			0		🗓	➕		➕	✏🗑
☐	➡	0002	↘ 🔍	☐	Misc 3-Way ↘ 🔍			↘ 🔍	COST ▾			0		🗓	➕		➕	✏🗑
☐	➡	0003	↘ 🔍	☐	Misc 3-Way ↘ 🔍			↘ 🔍	COST ▾			0		🗓	➕		➕	✏🗑
☐	➡	0004	↘ 🔍	☐	Misc 3-Way ↘ 🔍			↘ 🔍	COST ▾			0		🗓	➕		➕	✏🗑
☐	➡	0005	↘ 🔍	☐	Misc 3-Way ↘ 🔍			↘ 🔍	COST ▾			0		🗓	➕		➕	✏🗑

How to Create Lines on an Award – Steps 5 - 7

Update Line 0001 (UCG Misc Ob 70Z04922MO0000044)

Cancel | Actions | Add Another Line | Go | Previous Line | Next Line | Apply

Operating Unit UCG Organization
☐ Information Line

Currency USD

* Indicates required field

3 Exhibit

3 Line Type Misc 2-Way

4 Description OPA - Harbor Point Yacht Club - Marina

Supplier Item

Action

Undefinitized No
☐ Option Line

5 Category MISC

6 Contract Type FFP
Firm Fixed Price

Cost Constraint

7 Extended Price 0.00 Pricing Details
(Extended Price = Quantity * Unit Price)

Total Undefinitized Amount

Line Total 0.00
(Line Total = Extended Price + Total Undefinitized Amount)

Negotiated No

Reserved No

Step 3: Ensure Misc 2-Way is selected for the Line Type

Step 4: The Description shall include the following items:

PRFA – Project Name and Federal Project Number
Recipient Agency Name
Address
Unique Entity Identifier
Tax ID Number

Step 5: Category shall be MISC

Step 6: Contract Type shall be FFP

Step 7: Click the Pricing Details Link

How to Create Lines on an Award – Step 8

8

Pricing Details ✕

Firm Fixed Price

Quantity	10000
UOM	Dollars, U.S.
Unit Price	1
Extended Price	10000

[Calculate] [OK]

Step 8: Complete the pricing details, Pricing details must always be in the below format

Quantity = Total Cost
UOM = Dollars, U.S.
Unit Price = 1

Click the Calculate button

Click the Ok button

How to Create Lines on an Award – Step 9

Step 9: Click the Apply button

9

Update Line 0001 (UCG Misc Ob 70Z04922MO0000044)

Cancel | Actions [Add Another Line ▾] Go | Previous Line | Next Line | **Apply**

Operating Unit	UCG Organization
	☐ Information Line

Currency USD

* Indicates required field

Exhibit	↘ 🔍
* Line Type	Misc 2-Way ↘ 🔍
* Description	OPA - Harbor Point Yacht Club - Marina
Supplier Item	
Action	▾
Undefinitized	No
	☐ Option Line

* Category	MISC ↘ 🔍
Contract Type	FFP ▾
	Firm Fixed Price
Cost Constraint	▾
* Extended Price	10,000.00 Pricing Details
	(Extended Price = Quantity * Unit Price)
Total Undefinitized Amount	
Line Total	10,000.00
	(Line Total = Extended Price + Total Undefinitized Amount)
Negotiated	No ▾
Reserved	No

How to Create Lines on an Award – Step 10

Step 10: Click the Save button to apply the changes you made

10

Confirmation

Please click Save to finalize the changes you made to the line.

Update UCG Misc Ob 70Z04922MO0000044

Cancel | Actions | Add Contract Terms ⌄ | Go | Generate DHS Form 1501 | **Save** | Approval Options | Submit

* Indicates required field

▶ Search

| Header | Addresses and Supplier Details | **Lines** | Schedules | Distributions |

Operating Unit UCG Organization   Status Incomplete   Total 10,000.00 USD

ⓘ Funding Source is applicable for Informational lines only. To enter Funding Source, the Parent Line should not contain any distributions.

Select Lines: Actions Link to Request Lines ⌄   Go   Organize Lines | 🗒️ 🔳 🔁 ↺ ⚙️ ▾ 🔢

☐		*Line	Exhibit	Info	*Type	Item	*Description	*Category	*Contract Type	Qty	Unit	Price	Amount	Need-By	Add SLIN	Funding Source	Option	Actions
☐	➡	0001	⌐ 🔍	☐	Misc 2-Way ⌐ 🔍		OPA - Harbor	MISC ⌐ 🔍	FFP ⌄			10000		📋	➕		➕	✏️ 🗑️
☐	➡	0002	⌐ 🔍	☐	Misc 3-Way ⌐ 🔍			⌐ 🔍	COST ⌄			0		📋	➕		➕	✏️ 🗑️

How to Create Lines on an Award – Step 11

Step 11: Changes will be applied and unused lines will be deleted

11

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

1. How To Create an Award

2. How To Complete the Award Header

3. How To Verify Addresses and Suppliers

4. How To Create Award Lines

5. **How To Update Award Schedules**

6. How To Create Award Distributions

SECTIONS

7. How To Verify Vendor Eligibility on an Award

8. Bypass Creating A FPDS-NG Reporting Detail For An Award

9. How To Check Funds on an Award

10. How To Validate an Award

11. How To Submit an Award for Approval

How to Update Award Schedules – Steps 1 & 2

①

Update UCG Misc Ob 70Z04922MO0000044

* Indicates required field

▶ Search

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

②

▶ Search

| Header | Addresses and Supplier Details | Lines | Schedules | Distributions |

Operating Unit   UCG Organization   Status   Incomplete   10,000.00   USD

Select Shipments :   Actions   Link to Request Lines ▾   Go | ⌧ ⟳ ↺ ⚙ ▾ ▥

☐	Line	Line Description	* Schedule	* Location	* Org	Qty	Unit	Price	Amount	Need-By	Period Of Performance Start Date	Period Of Performance End Date	Actions
☐	0001	OPA - Harbor Point Yacht Club - Marina Federal Project Number: UCGPE22702 West Virginia Environmental Protection Agency Charleston, WV UEI: Tax ID:	1	37090 SECTOR CH, 🔍	UCG			10000					✏ 📇 🗑

Step 1: Click the *Schedules* link

Step 2: The details for the award schedules will display showing the Delivery Location. The Period of Performance Dates should be updated to reflect the period of performance for the PRFA

How to Update Award Schedules – Step 3

Step 3: Click the Save button to apply changes

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

Create Award Distributions – Steps 1 & 2

1

Update UCG Misc Ob 70Z04922MO0000044

* Indicates required field

▶ **Search**

Header | Addresses and Supplier Details | Lines | Schedules | Distributions

2

Cancel | Actions | Create Default Distributions ▾ | Go | Generate DHS Form 1501 | Save | Approval Options | Submit

Step 1: Click the *Distributions* link

Step 2: On the Actions dropdown Select *Create Default Distributions* and Click the Go button

Create Award Distributions – Step 3

Step 3: A new distribution line will be created, Click the Edit icon

Create Award Distributions – Step 4

Step 4: Enter the correct POET information for the new award line

Note – The Expenditure Type for all Non-Federal Entities is 252046

Note – The Expenditure Type for all Federal Entities is 253014

Note – The Expenditure Item Date must be the date that the modification is being created

Click the Apply button

Create Award Distributions – Step 5 (For Federal Entities Only)

3

Additional Information

Context Value   US Federal Attributes ⌄
                 US Federal Attributes

BETC   DISB ↘ 🔍

Trading Partner TAS   [   ] ↘ 🔍

Trading Partner BETC   [   ] 🔍

Step 5: Scroll to the **Additional Information** section, the Context Value will display US Federal Attributes, Click the dropdown and select the blank Context Value, then select US Federal Attributes again

Note: Since Assisted Acquisitions actions are done with a Federal Agency, the user will need to enter the Trading Partner Treasury Account Symbol (TAS) and Business Event Type Code (BETC) information. The BETC will populate based off the Trading Partner TAS Code chosen

Click the **Trading Partner TAS Search and Select** button, Utilize the Search and Select feature to select the appropriate Trading Partner TAS for the Assisted Acquisition

Note – This step will not be completed if using a Non-Federal Entity

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

HOW TO VERIFY VENDOR ELIGIBILITY FOR FEDERAL ENTITIES

How To Verify Vendor Eligibility For An Award for Federal Entities– Steps 1 & 2

1

| Cancel | Actions | Verify Vendor Eligibility ▼ | Go | Save | Approval Options | Submit |

2

Vendor Eligibility Details

| Verify Vendor Eligibility | Refresh | 🔲 🔄 🔳 ⚙ ▾ 🔳 |

Supplier △	Supplier Site △	DUNS Number △	Eligibility Status	Performed On △	Performed By	Approved without Check	Exception Reason
70010103 - Department of Homeland Security	700101031			13-Feb-2022 15:47:27	UCGCLM, TWENTY	☑	US Federal Vendor ▾

Vendor Eligibility History

🔲 🔄 🔳 ⚙ ▾ 🔳

Supplier	Supplier Site	DUNS Number	Related Offers	Status	Performed On	Performed By	Error
No Vendor History Exists							

Return to Update UCG Misc Ob

Step 1: Click on the *Actions Dropdown* button and select *Verify Vendor Eligibility* and Click the *Go* button

Step 2: The Verify Vendor Eligibility page will display. Click the *Approved Without Check* checkbox.

Note: The Performed On and Performed By fields will populate with the current date and name of the user

Click the *Exception Reason* dropdown button and select *Us Federal Vendor*

Click the *Save* button

3

📄 **Confirmation**

Vendor Eligibility details have been saved

Step 3: A confirmation message will display.

Click the Return to Update UCG Misc Ob link

HOW TO VERIFY VENDOR ELIGIBILITY FOR NON-FEDERAL ENTITIES

How To Verify Vendor Eligibility For An Award for Non-Federal Entities – Steps 1 & 2

1

Cancel | Actions | Verify Vendor Eligibility ▾ | Go | Save | Approval Options | Submit

2

Verify Vendor Eligibility | Save

Vendor Eligibility Details

Verify Vendor Eligibility | Refresh | ▣ ⟳ ⬒ ⚙ ▾ | ▥

Supplier △	Supplier Site △	Unique Entity Identifier △	Eligibility Status	Performed On △	Performed By	Approved without Check	Exception Reason
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84				☐	

Vendor Eligibility History

▣ ⟳ ⬒ ⚙ ▾ ▥

Supplier	Supplier Site	Unique Entity Identifier	Related Offers	Status	Performed On	Performed By	Error
No Vendor History Exists							

Return to Update UCG Misc Ob

Step 1: Click on the **Actions Dropdown** button and select ***Verify Vendor Eligibility*** and Click the ***Go*** button

Step 2: The Verify Vendor Eligibility page will display. Click the ***Verify Vendor Eligibility*** button

Click the Save button

3 **Confirmation**

Vendor Eligibility check details have been refreshed for the supplier

Verify Vendor Eligibility   Save

Vendor Eligibility Details

Verify Vendor Eligibility | Refresh |

Supplier △	Supplier Site △	Unique Entity Identifier △	Eligibility Status	Performed On △	Performed By	Approved without Check	Exception Reason
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84	Eligible	12-Apr-2022 13:06:21	THOMAS, ROBERT J.	☐	

Vendor Eligibility History

Supplier △	Supplier Site △	Unique Entity Identifier △	Related Offers △	Status △	Performed On △	Performed By △	Error
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84		Submitted	12-Apr-2022 13:06:20	THOMAS, ROBERT J.	
ENVIRONMENTAL PROTECTION WEST VIRGINIA D	ZTCPELFB6M84	ZTCPELFB6M84		Eligible	12-Apr-2022 13:06:20	THOMAS, ROBERT J.	

Return to Update UCG Misc Ob

Step 3: Click the Return to Update UCG Misc Ob link

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

1

| Cancel | Actions | Update FPDS-NG Reporting Information ∨ | Go | Save | Approval Options | Submit |

Step 1: Click the *Actions Dropdown* button and select *Update FPDS-NG Reporting Information*

Click the *Go* button

2 Update Award 70Z04922MO0000044: Edit FPDS-NG Reporting Information   Cancel Save

Operating Unit	UCG
Status	Incomplete
Supplier	ENVIRONMENTAL PROTECTION WEST VIRGINIA D
Supplier Site	ZTCPELFB6M84

Buyer	PERE, TERESA M.
Currency	USD
Amount	10000
Funded Amount	10000

Reporting Details

Reporting Method   Exempt

*Exemption Reason   Transaction is for a Miscellaneous Obligation

Return to Update UCG Misc Ob

The Preparer will scroll to the Reporting Details section:

Step 2: Click the *Reporting Method dropdown* button and select *Exempt*

Click the *Exemption Reason dropdown* button and select *Transaction is for a Miscellaneous Obligation*

3

Confirmation

Car 70Z04922MO0000044 has been successfully saved.

Update Award 70Z04922MO0000044: Edit FPDS-NG Reporting Information

Cancel | **Save**

Operating Unit	UCG		Buyer	PERE, TERESA M.
Status	Incomplete		Currency	USD
Supplier	ENVIRONMENTAL PROTECTION WEST VIRGINIA D		Amount	10000
			Funded Amount	10000
Supplier Site	ZTCPELFB6M84			

Reporting Details

Reporting Method   Exempt

*Exemption Reason   Transaction is for a Miscellaneous Obligation

Return to Update UCG Misc Ob

Step 3: Click the *Save* button. A confirmation message will display stating the FPDS-NG Reporting Detail has been saved.

Click the *Return to Update UCG Misc. Ob* link

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

1

| Cancel | Actions | Check Funds ⌄ | Go | Save | Approval Options | Submit |

2

ℹ **Information**

Your Budgetary Control action completed successfully.

View Results | OK

Step 1: Click on the *Actions Dropdown* button and select *Check Funds*

Click the *Go* button

Note: If funding is available, an information message will display in a new window confirming that the Budgetary Control action has completed successfully.

Step 2: Click the *Ok* button

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

How To Validate An Award Document – Step 1

1

| Cancel | Actions | Validate Document ▾ | Go | Save | Approval Options | Submit |

Step 1: Click the *Actions Dropdown* button and select *Validate Document*

Click the *Go* button

Note: If the award document has no errors, you will get a confirmation that the Award has been validated

Note: If there are errors on the award document, the errors will be listed and you will not be able to proceed to the next step until the errors are corrected

HOW DO I CREATE AN AWARD FOR POLLUTION REMOVAL FUNDING AUTHORIZATION

SECTIONS

1. How To Create an Award

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SECTIONS

7. How To Verify Vendor Eligibility on an Award

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10. How To Validate an Award

11. **How To Submit an Award for Approval**

How To Submit An Award For Approval – Steps 1 & 2

1

| Cancel | Actions | Validate Document | ⌄ | Go | Generate DHS Form 1501 | Save | Approval Options | Submit |

2

Step 1: Click the *Submit* button

Step 2: A pop-up box will display asking if you want to continue, click the **Yes** button

Note: You will be returned back to the Demand Workbench page and a Confirmation will display stating that 'UCG Misc Obligation (70ZXXX22MO000000X) has been submitted for approval

Note: If you have additional PRFA Obligations to award, return back to Slide 4 and re-start the award process

COMMON ERRORS WHEN COMPLETING THE AWARD PROCESS

The following is a list of common issues when creating an award for Miscellaneous Obligations

1. **COR Contact in Addresses and Suppliers:** The COR contact shall not be entered for any Misc Obligations, however this will display a warning during award validation and the award shall still be submitted

2. **IPP Exempt:** IPP Exempt shall be selected for all PRFA Awards for Federal Vendors, Obligation Preparers shall verify if the non-federal supplier is exempt when checking supplier details

3. **Amount Based Lines: ALL** Misc Obligations are required to be Amount Based, no exceptions

4. **2-Way Match:** Misc Obligations are required to be set to 2-way match in schedules for payment to be processed by FINCEN

5. **Error: Warrant Not Found:** This error populates if the person listed in the Contracting Officer field does not have the appropriate warrant set up in the system. The proper setup for the MILSTRIP Approver Role is: UCG Miscellaneous Obligation Approver - should have USCG Non Contracting Unlimited for warrant type. Submit a SNOW ticket to fix this error

NEXT STEPS & AVAILABLE TRAININGS

You have reviewed Version 1.0. For the latest Job Aid versions, please click here.

You may access any **available trainings, if applicable,** on the Common Core Learning Platform.

Stay informed on the latest FSMS-related updates by visiting the FMPS Homepage and subscribing *to The FSMS Fix*.