



Office of the Chief Information Officer

January 11, 2012

Introduction

The Mobility ACES Order Template is to be used to facilitate the initial ACES Seat Selection during the phase-in. This template will indicate the existing equipment that will be replaced with new ACES equipment. Once the initial phase-in is completed, the template will be replaced with the ESRS System.

The Mobility ACES Order Template is intended to cover the following: Mobility S, Pager Seats (Cell & Smart Phone and Pager Devices), Mobility M, B Seats (Modifiable Smart Phones and Build Mobility Devices), Mobility iPads and Mobility Air Cards. For more detailed descriptions of the phones available and their features please reference the ACES Mobile Quick Reference Guide.

Limitations:

- This spreadsheet does not run on Macs unless they are running Office 2011 due to the Visual Basic/macros running in the spreadsheet.
- There is a Security Warning that disables some active content that users **must** respond to by clicking the Options button and enabling the content.

The document is comprised of three sections:

- Section one is the Mobility S, Pager Seats and is comprised of the Field definitions and Instructions on how to complete this section. The instructions are in two formats displayed side by side for convenience :
 - Abridged Instruction (giving minimal guidance for knowledgeable users)
 - Detailed Instructions (giving detailed guidance)
- Section two is the Mobility M, B Seats and is comprised of the Field definitions and Instructions on how to complete this section. The instructions are in two formats displayed side by side for convenience :
 - Abridged Instruction (giving minimal guidance for knowledgeable users)
 - Detailed Instructions (giving detailed guidance)
- Section three is the Mobility iPads Seats and is comprised of the Field definitions and Instructions on how to complete this section. The instructions are in two formats displayed side by side for convenience :
 - Abridged Instruction (giving minimal guidance for knowledgeable users)
 - Detailed Instructions (giving detailed guidance)
- Section four is the Mobility AirCards Seats and is comprised of the Field definitions and Instructions on how to complete this section. The instructions are in two formats displayed side by side for convenience :
 - Abridged Instruction (giving minimal guidance for knowledgeable users)
 - Detailed Instructions (giving detailed guidance)

AS-IS Data Spreadsheet (XXX AS-IS Data.xlsx)

NOTE: The XXX above will be replaced with the appropriate Center abbreviation e.g. KSC or MSFC, etc.

AS-IS data will be provided in a separate spreadsheet and will be center specific. This spreadsheet contains the pre-populated data that will need to be copied and pasted to the appropriate tabs within the Mobility ACES Ordering Template.

For example: by sorting the data by the Existing Seat Type column the Cell Phone, BlackBerry, iPhone and Pager records can be grouped together and then copied and pasted to the **Mobility S, Pager Seat** tab for completion of that tab. Detailed directions for accomplishing this are described in the Instructions section below the column heading definitions for each tab.

Existing Mobile Line Number – The phone number of the mobile device. The ACES provider is to maintain this number.

Existing Asset Type – an indicator as to the type of the Mobility device e.g. Cell Phone, BlackBerry, iPhone, Pager, etc..

Existing Asset Tag – The Lockheed Martin or NASA Asset Tag number for the existing equipment.

Existing Model – an indicator as to the Model of the Mobil device, e.g. 9700 Bold, SGH-A277, 9800 Torch, etc.

Existing Make – an indicator as to the Manufacture of the Mobil device, e.g. AT&T, RIM, NOKIA, etc..

Existing Carrier – The name of the carrier for the existing mobile device.

Eligibility Date – The date that the existing mobile device is eligible for upgrade / renewal or Technology Refresh.

Existing Seat Assignment First Name – The First Name of the person who was assigned the equipment. Please note, that this name may be different than the person who currently is using the equipment.

Existing Seat Assignment Last Name - The Last Name of the person who was assigned the equipment. It may be different than the person who currently is using the equipment.

Existing Seat Organization – Organization holding the existing seat

Existing Seat Building – Building location of seat/equipment

Existing Seat Room – Room location of seat/equipment

Existing Additional Phone – Office Phone number of seat assignee

Existing AUID – Agency User ID is a NASA unique identifier of the seat assignee

Existing UUPIC – Universal Uniform Personal Identification Code (a unique 9 digit ID code used by NASA instead of a Social Security Number) of the seat assignee

General Field Definitions for the Seats cross all tabs

Order ID – This field will automatically be filled in once a last name is entered into the ***Last Name** field.

***Existing Mobile Line Number**– The phone number of the mobile device. The values in this column are unique by Device.

Existing Asset Type – an indicator as to the type of the Mobility device e.g. Cell Phone, BlackBerry, iPhone, Pager, etc.

Existing Asset Tag – The Lockheed Martin or NASA Asset Tag number for the existing equipment.

Model – an indicator as to the Model of the Mobil device, e.g. 9700 Bold, SGH-A277, 9800 Torch, etc.

Make – an indicator as to the Manufacture of the Mobil device, e.g. AT&T, RIM, NOKIA, etc..

***Existing Carrier** – The name of the carrier for the existing mobile device. There is a dropdown list of available carriers for this field for validation purposes.

***Eligibility Date** – The date that the existing mobile device is eligible for upgrade / renewal or Technology Refresh.

***First Name** – First name of seat assignee

***Last Name** – Last name of seat assignee

Seat Organization – Organization that holds the seat

***Seat Building** – Building where the seat is located

***Seat Room** – Room where the seat is located

Additional Phone Number – Office phone number of the seat assignee

AUID – Agency User ID is a NASA unique identifier of the seat assignee

***UUPIC** – Universal Uniform Personal Identification Code (a unique 9 digit ID code used by NASA instead of a Social Security Number) of the seat assignee

***Site Code** – Drop down menu with Center locations to choose from.

***Cost Center** – This organizational specific field should be coordinated with your resource analysts to ensure the appropriate information is loaded. **NOTE:** To aid in completing the templates this can be prepopulated as a dropdown list specific for your Center. See the step 9 of the instructions below.

General Instructions for completing the Seats across all tabs

Instructions (Abridged)	Instructions (Detailed)
<p>NOTE: If you get a Security Warning message (like the one below) in Excel 2007, click the Options button and select Enable this content.</p>	<p>NOTE: If you get a Security Warning message (like the one below this comment) in Excel 2007, be sure to click the Options button and select Enable this content on the popup window that appears. This will enable the macros which will pre-populate some of the columns based on your responses in others. It will also enable the program to calculate the CLINs and Cost.</p> <p>NOTICE: If you do not follow the instructions above and you start entering data, you will have to save, close and reopen the spreadsheet in order to have access the Security Warning Options button to enable the spreadsheet to automatically complete specified fields or calculate CLINS & Costs.</p>
	

Instructions (Abridged)	Instructions (Detailed)
	
<p>1) Populate Center field (cell B3) with abbreviation for the Center, e.g. DRFC for Dryden, HQ for Headquarters, etc. Populate POC NAME or Initials Field with a unique identifier for determining who populated the spreadsheet.</p>	<p>1) Populate Center field (cell B3) with abbreviation for the Center, e.g. DRFC for Dryden, HQ for Headquarters, etc. Populate POC NAME or Initials Field with a unique identifier for determining who populated the spreadsheet.</p>
<p>2) Go to the AS-IS Spreadsheet and click the arrow ▼ on the "Existing Asset Type" column header and check the boxes associated with the assets you are documenting. For example: if you are documenting the Mobile Phones and Pagers devices click the boxes for BlackBerry, Cell Phone, iPhone, and Pager.</p>	<p>2) Go to the AS-IS Spreadsheet and click the arrow ▼ on the "Existing Asset Type" column header and check the boxes associated with the assets you are documenting. For example: if you are documenting the Mobile Phones and Pagers devices click the boxes for BlackBerry, Cell Phone, iPhone, and Pager.</p>
<p>3) Place the cursor in Cell A6 (Existing Mobile Line Number) and copy the data from there to column M (Existing UUPIC) for all the rows.</p>	<p>3) Place the cursor in Cell A6 (Existing Mobile Line Number) then holding down the shift key scroll to the right by pressing the right arrow key until getting to Column M (Existing UUPIC); then (while still pressing the shift key) click on the End key then the down arrow key. This will highlight all of the data that has been filtered for your selection in step 2.</p>
<p>4) Go to the appropriate tab in the Mobility ACES Order Template spreadsheet (In this case the "Mobility S, Pager Seats" tab) and with the cursor in the B6 cell paste the copied data.</p>	<p>4) Next copy this selected data and go to the appropriate tab in the Mobility ACES Order Template spreadsheet (In this case the Mobility S, Pager Seats tab) and with the cursor in the B6 cell (the first blank row in the "Existing Mobile Line Number" column and paste the copied data.</p>
<p>5) If adding a new user, add the appropriate information at the bottom of the data (minimum Last Name, First Name, Seat Organization, Seat Building, Seat Room, Phone Number)</p>	<p>5) If adding a new user, add the appropriate information at the bottom of the data (minimum Last Name, First Name, Seat Organization, Seat Building, Seat Room, Additional Phone Number)</p>
<p>6) The Spreadsheet will automatically generate an Order ID as soon as a Last Name is entered in the Last Name column.</p>	<p>6) The Spreadsheet will automatically generate an Order ID as soon as a Last Name is entered in the Last Name column.</p>
<p>7) Required Fields in this section include: Existing Mobile Line Number, Existing Carrier, Eligibility Date, First Name, Last Name, Seat building, Seat Room, UUPIC, Site Code, and Cost Center.</p>	<p>7) Required Fields in this section include: Existing Mobile Line Number, Existing Carrier, Eligibility Date, First Name, Last Name, Seat building, Seat Room, UUPIC, Site Code and Cost Center. NOTE: There is a dropdown list for the Existing Carrier field for validation purposes.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>8) Select the Appropriate Site Code from the Dropdown list.</p>	<p>8) Select the Appropriate Site Code from the Dropdown list by clicking the arrow ▼ to the immediate right of the cell then clicking on the code (ARC, DAOF, DRFC, JSC - EPSO, GRC, GISS, GSFC, HQ, HST, IV&V, HQ-JPL, JPL, JSC, JPSS, KSC, LaRC, MAF, NSSTC, GRC - PLBF, PMR, NSSC, SSC, TAL, VAFB, WFF, WSC, JSC - WSDS, WSTF)</p>
<p>9) Enter the appropriate Cost Center.</p>	<p>9) Enter the appropriate Cost Center in the Cost Center column for this Order. In order to pre-populate a dropdown list of approved Cost Centers perform the following steps:</p> <ol style="list-style-type: none"> 1. Go to the Instructions tab and beginning in Cell AA1 enter the Cost Centers in this column 2. Save the spreadsheet and close it 3. Reopen the spreadsheet (Remember to click the Options button and select Enable this content when opening the spreadsheet (see page 5 above)) 4. In the *Cost Center column there should be a dropdown list of the approved Cost Centers for your Center 5. To select a Cost Center click the arrow ▼ to the immediate right of the cell then clicking on the desired Cost Center <p>NOTE: Always check with your organizational budget analyst for the correct cost center.</p>

Mobility S, Pager Seats Tab

ACES Seat Identifier – An identifying code to indicate the type of seat this is for the respective piece of hardware. Select to appropriate ACES Seat Identifier from the drop down list in the ACES Seat Identifier Column (The options are **S, Pager or Cancel**). If Cancel is selected this service will be cancelled and the remaining fields except Instrument Disposition will be populated with N/A, Instrument Disposition will be populated with Cancel Service.

Detailed Seat Type – Drop down menu choices are driven by the choice in the ACES Seat Identifier column. The choices range from **Cell Phone, Smart Phone (RIM), Smart Phone (Apple), Cell Phone (Push to Talk), Numeric, Alphanumeric One-Way, Alphanumeric Two-Way** or **N/A** if the ACES Seat Identifier was set to **Cancel**. **Cell Phone (Push to Talk)** should only be chosen if the previous carrier was Sprint.

Carrier – The name of the provider of the service for the mobile device. This drop down menu is driven by the ACES Seat Identifier and the seat type previously chosen. The options are **AT&T, T-Mobile, Verizon, American Messaging** or **USA Mobility** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Device– A dropdown menu becomes available based on the combination of the Detailed Seat Type and Carrier options previously selected. The available devices are **Samsung – Flight II, Blackberry – Curve 9360, PCD – Escapade, Blackberry – Torch 9810, Apple – iPhone 4S 16GB, Blackberry Bold 9780, Blackberry Bold 9650, Samsung – Convoy, Sun Telecom – Z400, Unication – Elite, Unication – P900, USA Mobility – Numeric, USA Mobility One-Way or USA Mobility Two-way or N/A** if the ACES Seat Identifier was set to **Cancel**

Instrument Disposition – Is pre-populated or a dropdown menu becomes available based on the selection that was made in the *ACES Seat Type column. If the ACES Seat Type is **S or Pager** then a dropdown menu with the options of **Keep – Refresh on eligibility date** or **Refresh now** becomes available. If the ACES Seat Type is **Cancel** the cell is populated with **Cancel Service**.

Domestic Calling Plan/Service Plan – A dropdown menu becomes available. For Cell Phones and Smart Phones, the default is **500 Minutes** and this is the only option. For the Pagers the dropdown list contains; **Local Only, Statewide, Nationwide, and 800 Number** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Voice Mail – The spreadsheet will default to **Included** for Cell Phones, and Smart Phones. For Pagers, a dropdown will become available with the options of **None, Sent to Pager** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Tethering – “The sharing of the Internet connection of an Internet-capable mobile phone with other devices. This sharing can be offered over a wireless LAN (Wi-Fi), or over Bluetooth, or by physical connection using a cable. In the case of tethering over wireless LAN, the feature may be branded as a mobile hotspot. The Internet-connected mobile phone acts as a portable router when providing tethering services to others.”¹ The field will default to either **N/A** or **None** depending on the previously selected choices or **N/A** if the ACES Seat Identifier was set to **Cancel**.

International Calling Plan – The spreadsheet will default to **None** for S seats and **N/A** for Pagers or **Cancel**.

International Data Plan – The spreadsheet will default to **None** for S seats and **N/A** for Pagers or **Cancel**. Also, if a Cell Phone is chosen vs. a Smart Phone, the value of this field will be set to **N/A**, as International Data Plans are not available for S Cell Phones.

International Texting - The spreadsheet will default to **None** for S seats and **N/A** for Pagers or **Cancel**

¹ From Wikipedia

Camera– The System will default to **Included** for Cell Phones and Smart Phones with no other choices and to **N/A** for Pagers with no other choices or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Octel Message Notification - The default for Cell Phones and Smart Phones is **N/A** with no other choices available the Default for Pagers is **None** with the alternate choice being **Enabled** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Return to Service (RTS) – The maximum amount of time in which a device will be returned to operational service. This area is pre-populated when the **ACES Seat Identifier** is selected. The default RTS value is **8** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Choices are-

- Within 8 hours
- Within 2 hours (for a M Seat or B Seat only or Pager)
- None (for a B Seat only)

Base CLINS - The base CLIN is automatically calculated when the Populate CLINS button is clicked based on selections made in the previous columns.

Additional CLINS - Listing of all the CLINs except the Base CLIN based on the previously completed columns. This area will be automatically populated when the “Populate CLINS” button is pressed.

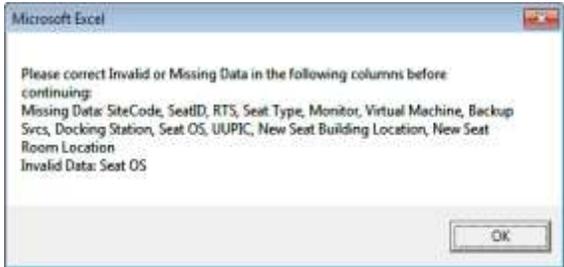
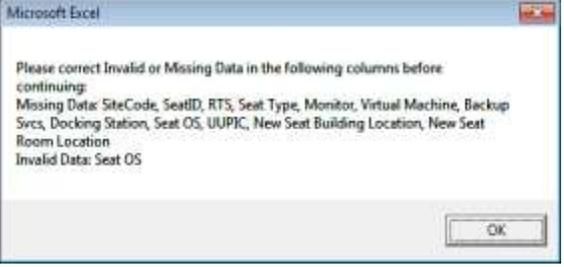
Estimated Cost - Total Amortized Monthly Cost for the Device and options selected in the previous columns based on the CLINs. For a B seat, the cost shows the monthly cost + formulas used for portions of the cost based on MSRP.

Instructions for completing the Mobility S, Pager Seats Tab

Instructions (Abridged)	Instructions (Detailed)
<p>1) Begin with the instructions on pages 5 to 7.</p> <p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column.</p>	<p>1) Begin with the instructions on pages 5 to 7.</p> <p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column. The choices are S, Pager or Cancel. When the ACES Seat Identifier is selected the Domestic Calling Plan/Service Plan, Voice Mail, Tethering, International Calling Plan, International Data Plan, International Texting, Camera, Octel Message Notification, Return to Service (RTS) will be populated with the default values</p>

Instructions (Abridged)	Instructions (Detailed)
<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type.</p>	<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type from the drop down list. The list will change based on what was selected in the ACES Seat Identifier column. For example if Aces Seat Identifier is a S then only Cell Phone, Smart Phone (RIM), Smart Phone (Apple) or Cell Phone (Push to Talk) will be available.</p>
<p>4) Select the Carrier by selecting from the available options in the dropdown list.</p>	<p>4) In the Carrier column, if S or Pager was selected in the ACES Seat Type column select the desired carrier from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available Carriers. For S seats the choices are AT&T, T-Mobile or Verizon. For Pagers, the choices are American Messaging and USA Mobility. If Cancel was select in the ACES Seat Identifier columns the cell is pre-populated with N/A.</p>
<p>5) The Device was pre-populated.</p>	<p>5) The Device was pre-populated based on the selection made in the Carrier cell. Currently it is not changeable since the dropdown list only displays the default.</p>
<p>6) Select Instrument Disposition by selecting from the available options in the dropdown list.</p>	<p>6) The Instrument Disposition column is used to determine if a new device should be ordered, or if the user is just ordering services for an existing device that they will not be refreshing until the appropriate eligibility date. If the user wishes to receive a new device now, choose Refresh Now. This will keep the value in the Device column that was chosen. If the user wishes to just order service for their existing device select Keep – Refresh on eligibility date. If this option is chosen, the value in the Device column will change to N/A to indicate that no device is to be ordered. Select the desired instrument disposition from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available choices. If Cancel was select in the ACES Seat Identifier columns the cell is pre-populated with Cancel Service.</p>
<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the ACES Seat Identifier was specified. It can only be changed if pager was previously selected.</p>	<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the ACES Seat Identifier was specified. It can only be changed if the ACES Seat Identifier is Pager. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the other choices, The drop down list is only available after an ACES Seat Identifier has been selected.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified.</p>	<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified. It cannot be changed for S Seat as there is only one option. To change the selection for the Pager Seat click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices, The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified</p>	<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified. It cannot be changed for S, Pager Seats or Cancel as there is only one option (S Seat = None, Pager Seat = N/A, Cancel = N/A). The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>10) The International Calling Plan was pre-populated when the ACES Seat Identifier was specified</p>	<p>10) The International Calling Plan defaults to None when the ACES Seat Identifier was specified. For S seats, this value can be changed to Included, so that international calling may be enabled for this phone. International Calling plans are not available for Pager or for Cancel (Pager Seat = N/A, Cancel = N/A). The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>11) The International Data Plan was pre-populated when the ACES Seat Identifier was specified</p>	<p>11) The International Data Plan defaults to None when the ACES Seat Identifier was specified. For S Smart Phone seats, this value can be changed to Included, so that an international data plan may be enabled for this phone. International Data plans are not available for Cell Phones, Pager or for Cancel. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>12) International Texting was pre-populated when the ACES Seat Identifier was specified</p>	<p>12) The International Texting column defaults to None when the ACES Seat Identifier was specified. For S seats, this value can be changed to Included, so that an international texting plan may be enabled for this phone. International texting plans are not available for Pager or for Cancel. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>13) The Camera was pre-populated when the ACES Seat Identifier was specified.</p>	<p>13) The Camera was pre-populated when the ACES Seat Identifier was specified. It cannot be changed for S, Pager Seats or Cancel as there is only one option (S Seat = Included, Pager Seat = N/A, Cancel = N/A). The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>14) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified.</p>	<p>14) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified. It cannot be changed for S Seats as there is only one option (S Seat = N/A). To change the selection for the Pager Seat click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (None or Enabled). The drop down list is only available after an ACES Seat Identifier has been selected.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>15) The RTS is pre-populated when the ACES Seat Identifier has been selected.</p>	<p>15) The RTS is pre-populated when the ACES Seat Identifier has been selected. It cannot be changed from 8 for S Seats. For Pager Seats there are 8 or 2 hour options. For Cancel it pre-populates with N/A. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>16) Once all the data for the Pink Column Headings through column AF have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button.</p> <p>NOTE: all data must be complete. If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>	<p>16) Once all the data for the Pink Column Headings through column AF have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button.</p> <p>NOTE: all data must be complete. If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>
	
<p>17) The "Order", only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines.</p>	<p>17) The "Order", only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines. To do this place the cursor in the Cell B5 and while holding down the shift key press sequentially the End key and the down arrow then using the right arrow press it repetitively until all the columns through column Y have become shaded. This will highlight all the Data. Next click on Sort & Filter on the Home Menu bar. Click on Custom Sort and in the Sort By dropdown box select Detailed Seat Type and then click on the OK button. This will put all the rows with data in the Detailed Seat Type column at the top.</p>
<p>18) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>	<p>18) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>

Mobility M, B Seats Tab

ACES Seat Identifier – An identifying code to indicate the type of seat this is for the respective piece of hardware. Select to appropriate ACES Seat Identifier from the drop down list in the ACES Seat Identifier Column (The options are **M or B**).

Detailed Seat Type – Drop down menu choices are driven by the choice in the ACES Seat Identifier column. The choices range from **Cell Phone, Smart Phone (RIM) or Smart Phone (Apple)**.

Carrier – The name of the provider of the service for the mobile device. This drop down menu is driven by the ACES Seat Identifier and the seat type previously chosen. The options are **AT&T, T-Mobile or Verizon** for Cell Phones and Smart Phone (RIM). The options are **AT&T or Verizon** for Smart Phone (Apple)

Device– A dropdown menu becomes available based on the combination of the Detailed Seat Type and Carrier options previously selected. The available devices for B seats include the S seat devices described above, plus additional phone choices that are detailed in the ACES Mobile Quick Reference Guide. The available devices for M seats include a Standard Smart Phone offering and a High-end Smart Phone offering. Specifics on these devices can also be found in the ACES Mobile Quick Reference Guide.

Instrument Disposition – Is pre-populated or a dropdown menu becomes available based on the selection that was made in the *ACES Seat Type column. If the ACES Seat Type is **M or B** then a dropdown menu with the options of **Keep – Refresh on eligibility date** or **Refresh now** becomes available

Domestic Calling Plan/Service Plan – A dropdown menu becomes available. For Cell Phones the options are **500 Minutes, 1200 minutes or Unlimited**. For Smart Phones, the options are **500 Minutes, 1200 minutes, Unlimited or Data Only**.

Voice Mail – The spreadsheet will default to **Included** for Cell Phones, and Smart Phones.

Tethering – Tethering is available for Smart Phones, but not for Cell Phones. Options for Smart Phones are **Included** or **None**. Cell Phones default to **N/A**.

International Calling Plan – The spreadsheet will default to **None** for both M and B seats, but can be changed to **Included** in order to enable international calling for the device.

International Data Plan – The spreadsheet will default to **None** for both M and B seats, but can be changed to **Included** for Smart Phones in order to enable an international data plan for the device. Also, if a Cell Phone is chosen vs. a Smart

Phone, the value of this field will be set to **N/A**, as international data plans are not available for cell phones.

International Texting - The spreadsheet will default to **None** for both M and B seats, but can be changed to **Included** for both cell phones and Smart Phones in order to enable international texting for the device.

Camera – The System will default to **Included** for Cell Phones and Smart Phones with the option of choosing **None**.

Octel Message Notification - The default for Cell Phones and Smart Phones is **N/A** with no other choices available.

Return to Service (RTS) – The maximum amount of time in which a device will be returned to operational service. This area is pre-populated when the **ACES Seat Identifier** is selected. The default RTS value is **8**

Choices are-

- Within 8 hours
- Within 2 hours (for a M Seat or B Seat)
- None (for an M Seat or B Seat Smart Phone only)

Base CLINS - The base CLIN is automatically calculated when the Populate CLINS button is clicked based on selections made in the previous columns.

Additional CLINS - Listing of all the CLINs except the Base CLIN based on the previously completed columns. This area will be automatically populated when the “Populate CLINS” button is pressed.

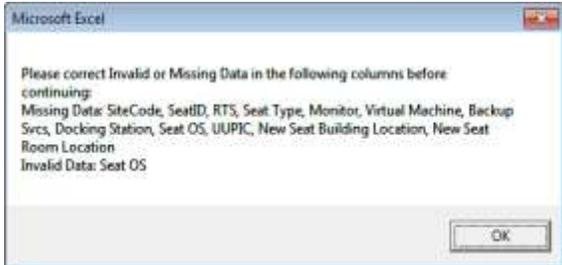
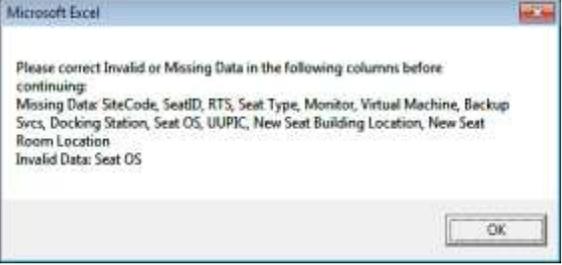
Estimated Cost - Total Amortized Monthly Cost for the Device and options selected in the previous columns based on the CLINs. For a B seat, the cost shows the monthly cost + formulas used for portions of the cost based on MSRP.

Instructions for completing the Mobility M, B Seats Tab

Instructions (Abridged)	Instructions (Detailed)
1) Begin with the instructions on pages 5 to 7.	1) Begin with the instructions on pages 5 to 7.

Instructions (Abridged)	Instructions (Detailed)
<p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column.</p>	<p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column. The choices available are M or B. When the ACES Seat Identifier is selected the Domestic Calling Plan/Service Plan, Voice Mail, Tethering, International Calling Plan, International Data Plan, International Texting, Camera, Octel Message Notification, Return to Service (RTS) will be populated with the default values</p>
<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type.</p>	<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type from the drop down list. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the other choices. The available choices for B are: Cell phone, Smart Phone (RIM) or Smart Phone (Apple). The choices for M seats are: Smart Phone (RIM) or Smart Phone (Apple). The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>4) Select the Carrier by selecting from the available options in the dropdown list.</p>	<p>4) The Carrier drop down list becomes available once the Detailed Seat Type is selected in the Detailed Seat Type column. Select the desired carrier from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: AT&T, T-Mobile or Verizon. NOTE: T-Mobile is not available for Apple Smart Phones.</p>
<p>5) Select the Device by selecting from the available options in the dropdown list.</p>	<p>5) The Device drop down list becomes available once the Carrier is selected in the Carrier column. Select the desired Device from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: NOTE: The device availability is contingent on which Carrier was selected in the Carrier column.</p>
<p>6) Select Instrument Disposition by selecting from the available options in the dropdown list.</p>	<p>The Instrument Disposition column is used to determine if a new device should be ordered, or if the user is just ordering services for an existing device that they will not be refreshing until the appropriate eligibility date. If the user wishes to receive a new device now, choose Refresh Now. This will keep the value in the Device column that was chosen. If the user wishes to just order service for their existing device select Keep – Refresh on eligibility date. If this option is chosen, the value in the Device column will change to N/A to indicate that no device is to be ordered. Select the desired instrument disposition from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available choices.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the ACES Seat Identifier was specified. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the other choices (Available choices are 500 Minutes, 1200 Minutes or Unlimited for Cell Phones and 500 Minutes, 1200 Minutes, Unlimited or Data Only for Smart Phones), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices are Included or None), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified. It cannot be changed for Cell Phone Seats as there is only one option (Cell Phone = N/A). For the Smart Phones to change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices are Included or None). The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>10) The International Calling Plan was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>10) The International Calling Plan was pre-populated when the ACES Seat Identifier was specified. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices are Included or None), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>11) The International Data Plan was pre-populated when the ACES Seat Identifier was specified but can be changed</p>	<p>11) The International Data Plan defaults to None when the ACES Seat Identifier was specified. For Smart Phone seats, this value can be changed to Included, so that an international data plan may be enabled for this phone. International Data plans are not available for Cell Phones, therefore if a cell phone is chosen the value changes to N/A. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>12) International Texting was pre-populated when the ACES Seat Identifier was specified but can be changed</p>	<p>12) The International Texting column defaults to None when the ACES Seat Identifier was specified. This value can be changed to Included for both AT&T and Verizon, so that an international texting plan may be enabled for this phone. T-Mobile does not support international texting, so the value will be N/A when the carrier is T-Mobile. The drop down list is only available after the Carrier has been selected.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>13) The Camera was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>13) The Camera was pre-populated when the ACES Seat Identifier was specified To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices are Included or None), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>14) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified.</p>	<p>14) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified. It cannot be changed as there is only one option N/A. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>15) The RTS is pre-populated when the ACES Seat Identifier has been selected but can be changed.</p>	<p>15) The RTS is pre-populated when the ACES Seat Identifier was specified. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices 2, 8 or None for Smart Phones and 2 or 8 for Cell Phones), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>16) Once all the data for the Pink Column Headings through column AF have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button. NOTE: <u>all data must be complete.</u> If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>	<p>16) Once all the data for the Pink Column Headings through column AF have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button. NOTE: <u>all data must be complete.</u> If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>
	

Instructions (Abridged)	Instructions (Detailed)
<p>17) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines.</p>	<p>17) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines. To do this place the cursor in the Cell B5 and while holding down the shift key press sequentially the End key and the down arrow then using the right arrow press it repetitively until all the columns through column Y have become shaded. This will highlight all the Data. Next click on Sort & Filter on the Home Menu bar. Click on Custom Sort and in the Sort By dropdown box select Detailed Seat Type and then click on the OK button. This will put all the rows with data in the Detailed Seat Type column at the top.</p>
<p>18) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>	<p>18) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>

Mobility iPads Tab

ACES Seat Identifier – An identifying code to indicate the type of seat this is for the respective piece of hardware. Select to appropriate ACES Seat Identifier from the drop down list in the ACES Seat Identifier Column (The options are **iPad_S, iPad_M, GO_Service_Only or Cancel**). If Cancel is selected this service will be cancelled and the remaining fields except Instrument Disposition will be populated with N/A, Instrument Disposition will be populated with Cancel Service. **iPad_S** or **iPad_M** should be used to order service and/or devices for existing ODIN iPads or for new iPad orders. **GO_Service_Only** should be used to order service only for existing Government Owned iPads (non ODIN). This feature allows for continuing service for existing iPads while the terms of the GFE iPad CLIN are agreed to between HPES and NASA.

Detailed Seat Type – Drop down menu choices are driven by the choice in the ACES Seat Identifier column. The available choices are: **iPad (WIFI only)** and **iPad (3G Data Plan)** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Carrier – The name of the provider of the service for the mobile device. This drop down menu is driven by the ACES Seat Identifier and the seat type previously chosen. The options are **AT&T, Verizon** or **N/A** if the ACES Seat Identifier was set to **Cancel**.

Device– A dropdown menu becomes available based on the combination of the Detailed Seat Type and Carrier options previously selected. The available devices for an iPad_S is an **Apple iPad 2 32GB (both WIFI Only and WIFI+3G)**. The available devices for an iPad_M seat are the **Apple iPad 2 32GB and the Apple iPad 2 64GB**

(both in WIFI Only and WIFI+3G) or **N/A** if the ACES Seat Identifier was set to **Cancel**. This field will also be set to **N/A** if the ACES Seat Identifier is **GO_Service_Only** or the Instrument Disposition is set to **Keep – Refresh** on eligibility date (due to existing device).

Instrument Disposition – Is pre-populated or a dropdown menu becomes available based on the selection that was made in the *ACES Seat Type column. If the ACES Seat Type is **iPad_S** or **iPad_M** then a dropdown menu with the options of **Keep – Refresh on eligibility date** or **Refresh now** becomes available. If the ACES Seat Type is **Cancel** the cell is populated with **Cancel Service**. If the ACES Seat Identifier is **GO_Service_Only** the cell is populated with **Transition**.

Domestic Calling Plan/Service Plan – A dropdown menu becomes available. For an **iPad (WIFI ONLY)** seat type or **Cancel** ACES Seat Identifier, the only option is **N/A**. For an **iPad (3G Data Plan)** seat type the option is **Included**.

Voice Mail – The spreadsheet will default to **N/A** for all ACES Seat Identifiers.

Tethering – The spreadsheet will default to **N/A** for all ACES Seat Identifiers.

International Calling Plan – The spreadsheet will default to **N/A** for all ACES Seat Identifiers

International Data Plan – The spreadsheet will default to **N/A** for **iPAD (WIFI ONLY)** seat types and **Cancel** ACES Seat Identifiers. For **iPad (3G Data Plan)** seats, this value can be changed based on specific options by Carrier. For AT&T, the international data options are tiered by MB usage: **Included – 50MB, Included – 125MB, Included – 275MB, Included – 800MB** or **None**. For Verizon, the options are **Included** or **None**.

Camera– The spreadsheet will default to **N/A** for all ACES Seat Identifiers.

Octel Message Notification - The spreadsheet will default to **N/A** for all ACES Seat Identifiers.

Return to Service (RTS) – The maximum amount of time in which a device will be returned to operational service. This area is pre-populated when the **ACES Seat Identifier** is selected. The default RTS value is **8** or **N/A** if the ACES Seat Identifier was set to **Cancel**. Other possible RTS values include **2** or **None**.

Base CLINS - The base CLIN is automatically calculated when the **Populate CLINS** button is clicked based on selections made in the previous columns.

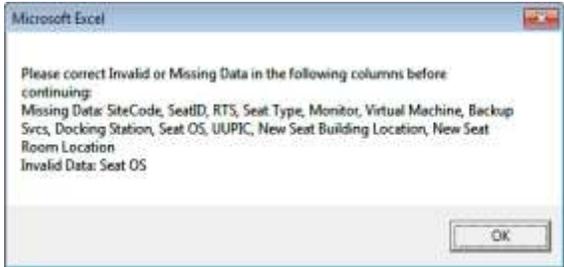
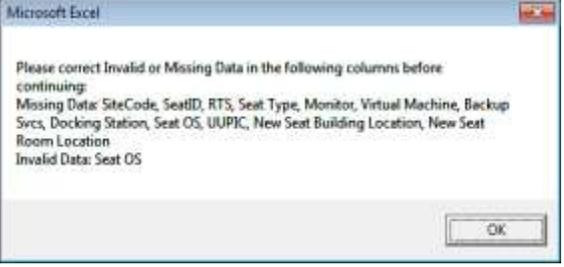
Additional CLINS - Listing of all the CLINs except the Base CLIN based on the previously completed columns. This area will be automatically populated when the “Populate CLINS” button is pressed.

Estimated Cost - Total Amortized Monthly Cost for the Device and options selected in the previous columns based on the CLINs.

Instructions for completing the Mobility iPads Tab

Instructions (Abridged)	Instructions (Detailed)
<p>1) Begin with the instructions on pages 5 to 7.</p> <p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column.</p>	<p>1) Begin with the instructions on pages 5 to 7.</p> <p>2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column. The choices available are Cancel, iPad_S, iPad_M or GO_Service_Only. Cancel should be used to Cancel existing iPad service. iPad_S or iPad_M should be used to order service and/or devices for existing ODIN iPads or for new iPad orders. GO_Service_Only should be used to order service only for existing Government Owned iPads (non ODIN). This feature is only available as we transition from the ODIN contract to ACES, and not on an ongoing basis. When the ACES Seat Identifier is selected the Domestic Calling Plan/Service Plan, Voice Mail, Tethering, International Calling Plan, International Data Plan, International Texting, Camera, Octel Message Notification, Return to Service (RTS) will be populated with the default values</p>
<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type.</p>	<p>3) In the Detailed Seat Type column select the appropriate Detailed Seat Type from the drop down list. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the other choices. The available choices are: iPad (WIFI only) and iPad (3G Data Plan). This column will default to N/A if the ACES Seat identifier is Cancel. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>4) Select the Carrier by selecting from the available options in the dropdown list.</p>	<p>4) Select the desired carrier from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: AT&T or Verizon. NOTE: T-Mobile is not available for Apple iPads.</p>
<p>5) Select the Device by selecting from the available options in the dropdown list.</p>	<p>5) The Device drop down list becomes available once the Carrier is selected in the Carrier column. Select the desired Device from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: NOTE: The device availability is contingent on which Carrier was selected in the Carrier column. Only one device is available for an iPad_S. Two devices are available for iPad_M.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>6) Select Instrument Disposition by selecting from the available options in the dropdown list.</p>	<p>6) The Instrument Disposition column is used to determine if a new device should be ordered, or if the user is just ordering services for an existing device that they will not be refreshing until the appropriate eligibility date. If the user wishes to receive a new device now, choose Refresh Now. This will keep the value in the Device column that was chosen. If the user wishes to just order service for their existing ODIN device select Keep – Refresh on eligibility date. If this option is chosen, the value in the Device column will change to N/A to indicate that no device is to be ordered. If the user is ordering service for existing Government owned equipment and using the GO_Service_Only ACES Seat Identifier, the Instrument Disposition value should be Transition. This indicates that this option is only available during this Transition timeframe. If this option is chosen, the value in the Device column will change to N/A to indicate that no device is to be ordered. Select the desired instrument disposition from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available choices.</p>
<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the Detailed Seat Type was specified.</p>	<p>7) The Domestic Calling Plan/Service Plan was pre-populated when the Detailed Seat Type was specified. For an iPad (WIFI Only) seat type, the only choice is N/A. For an iPad (3G Data Pan) seat type, the only choice is Included.</p>
<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified.</p>	<p>8) The Voice Mail was pre-populated when the ACES Seat Identifier was specified. Only valid choice is N/A.</p>
<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified.</p>	<p>9) The Tethering was pre-populated when the ACES Seat Identifier was specified. Tethering is currently not available for iPads, so the only available choice is N/A.</p>
<p>10) The International Calling Plan was pre-populated when the ACES Seat Identifier was specified.</p>	<p>10) The International Calling Plan was pre-populated when the ACES Seat Identifier was specified. International Calling is not available for the iPads, so the only available choice is N/A.</p>
<p>11) The International Data Plan was pre-populated when the ACES Seat Identifier was specified but can be changed</p>	<p>11) The International Data Plan defaults to None when the ACES Seat Identifier was specified. For iPad (3G Data Plan) seats, this value can be changed based on specific options by Carrier. For AT&T, the international data options are tiered by MB usage: Included – 50MB, Included – 125MB, Included – 275MB, Included – 800MB or None. For Verizon, the options are Included or None. For iPad (WIFI Only) seats, the value will be N/A. The drop down list is only available after the Carrier has been selected.</p>

Instructions (Abridged)	Instructions (Detailed)
<p>12) The Camera was pre-populated when the ACES Seat Identifier was specified but can be changed.</p>	<p>12) The Camera was pre-populated when the ACES Seat Identifier was specified To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices are Included or None), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>13) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified.</p>	<p>13) The Octel Message Notification was pre-populated when the ACES Seat Identifier was specified. It cannot be changed as there is only one option N/A. The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>14) The RTS is pre-populated when the ACES Seat Identifier has been selected but can be changed.</p>	<p>14) The RTS is pre-populated when the ACES Seat Identifier was specified. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices (Available choices 2, 8 or None for Smart Phones and 2 or 8 for Cell Phones), The drop down list is only available after an ACES Seat Identifier has been selected.</p>
<p>15) Once all the data for the Pink Column Headings through column AE have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button. NOTE: <u>all data must be complete.</u> If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>	<p>15) Once all the data for the Pink Column Headings through column AE have been entered the Base CLINS, Additional CLINS and Cost can be calculated by clicking on the Populate CLINS button. NOTE: <u>all data must be complete.</u> If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>
	

Instructions (Abridged)	Instructions (Detailed)
<p>16) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines.</p>	<p>16) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines. To do this place the cursor in the Cell B5 and while holding down the shift key press sequentially the End key and the down arrow then using the right arrow press it repetitively until all the columns through column Y have become shaded. This will highlight all the Data. Next click on Sort & Filter on the Home Menu bar. Click on Custom Sort and in the Sort By dropdown box select Detailed Seat Type and then click on the OK button. This will put all the rows with data in the Detailed Seat Type column at the top.</p>
<p>17) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>	<p>17) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>

Mobility AirCardsTab

ACES Seat Identifier – An identifying code to indicate the type of seat this is for the respective piece of hardware. The available ACES Seat Identifier options are **Aircard** and **Cancel**.

Detailed Seat Type – Drop down menu choices are driven by the choice in the ACES Seat Identifier column. The available choices are: **Wireless Aircard** or **MIFI Hotspot** or **N/A** if the ACES Seat Identifier is Cancel.

Carrier – The name of the provider of the service for the mobile device. This drop down menu is driven by the ACES Seat Identifier and the seat type previously chosen. The options are **AT&T**, **T-Mobile** or **Verizon** or **N/A** if the ACES Seat Identifier is Cancel.

Device– A dropdown menu becomes available based on the combination of the Detailed Seat Type and Carrier options previously selected. The available devices for both the Wireless Aircard and the MIFI Hotspot are described in the ACES Mobile Quick Reference Guide. This field will also be set to **N/A** if the ACES Seat Identifier field is set to Cancel or if the Instrument Disposition is set to Keep – Refresh on eligibility date (due to existing device).

Instrument Disposition – Is pre-populated or a dropdown menu becomes available based on the selection that was made in the *ACES Seat Type column. If the ACES Seat Identifier is Aircard then a dropdown menu with the options of **Keep – Refresh on**

eligibility date or **Refresh now** becomes available. If the ACES Seat Type is Cancel the cell is populated with **Cancel Service**.

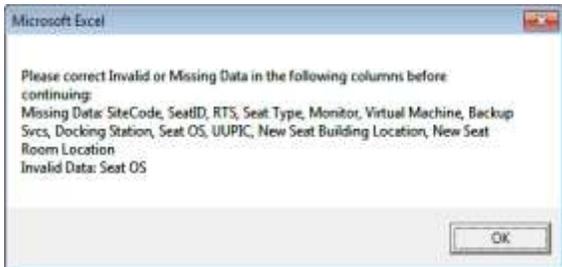
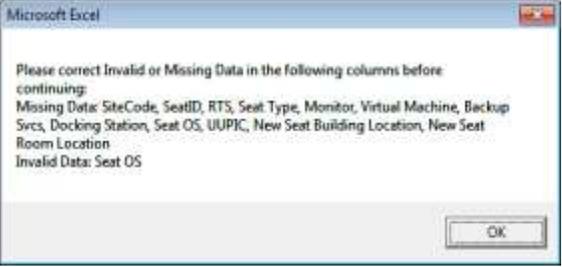
International Data Plan – For **Aircard** seats, this value can be changed based on specific options by Carrier. For AT&T, the international data options are tiered by MB usage: **Included – 50MB, Included – 125MB, Included – 275MB, Included – 800MB** or **None**. For Verizon, the options are **Included** or **None**. If the ACES Seat Identifier is Cancel the value will be **N/A**.

CLINS - Listing of all the CLINs derived based on the previously completed columns. This area will be automatically populated when the “Populate CLINS” button is pressed.

Estimated Cost - Total Amortized Monthly Cost for the Device and options selected in the previous columns based on the CLINs.

Instructions for completing the Mobility AirCards Seats Tab

Instructions (Abridged)	Instructions (Detailed)
1) Begin with the instructions on pages 5 to 7.	1) Begin with the instructions on pages 5 to 7.
2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column.	2) Using the drop down menu, choose the ACES Seat Identifier under the Aces Seat Identifier column. The only choice is AirCard . Nothing will be populated with default values.
3) In the Detailed Seat Type column select the appropriate Detailed Seat Type .	3) In the Detailed Seat Type column select the appropriate Detailed Seat Type from the drop down list. To change the selection click on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the choices. The available choices are: Wireless AirCard or MIFI Hotspot . The drop down list is only available after an ACES Seat Identifier has been specified.
4) Select the Carrier by selecting from the available options in the dropdown list.	4) The Carrier drop down list becomes available once the ACES Seat Identifier is selected in the Detailed Seat Type column. Select the desired carrier from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: AT&T, T-Mobile or Verizon .
5) Select the Device by selecting from the available options in the dropdown list.	5) The Device drop down list becomes available once the Carrier is selected in carrier column. Select the desired Device from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available options: NOTE: The device availability is contingent on which Carrier was selected in the Carrier column.

Instructions (Abridged)	Instructions (Detailed)
<p>6) Select Instrument Disposition by selecting from the available options in the dropdown list.</p>	<p>The Instrument Disposition column is used to determine if a new device should be ordered, or if the user is just ordering services for an existing device that they will not be refreshing until the appropriate eligibility date. If the user wishes to receive a new device now, choose Refresh Now. This will keep the value in the Device column that was chosen. If the user wishes to just order service for their existing device select Keep – Refresh on eligibility date. If this option is chosen, the value in the Device column will change to N/A to indicate that no device is to be ordered. Select the desired instrument disposition from the dropdown list by clicking on the arrow ▼ to the immediate right of the cell for the dropdown list and click on one of the available choices.</p>
<p>7) Select the International Data Plan by selecting from the available options in the dropdown list.</p>	<p>7) The International Data Plan options for both Wireless Aircard and MIFI Hotspot depend upon the Carrier chosen. For AT&T, the international data options are tiered by MB usage: Included – 50MB, Included – 125MB, Included – 275MB, Included – 800MB or None. For Verizon and T-Mobile, the options are Included or None. The drop down list is only available after the Carrier has been selected.</p>
<p>8) Once all the data for the Pink Column Headings through column X have been entered the CLINS and Cost can be calculated by clicking on the Populate CLINS button.</p> <p>NOTE: <u>all data must be complete</u>. If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>	<p>8) Once all the data for the Pink Column Headings through column X have been entered the CLINS and Cost can be calculated by clicking on the Populate CLINS button.</p> <p>NOTE: <u>all data must be complete</u>. If there is missing data an error message like the one below will appear and a red circle will appear around the invalid or missing data. There can be NO blank rows between the data. If there is a blank row separating the data, calculations for the CLINS and Cost will end at the blank row.</p>
	

Instructions (Abridged)	Instructions (Detailed)
<p>9) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines.</p>	<p>9) The "Order" only consists of the rows that have Seat Identifier data filled in. The Order cannot have blank lines between the populated Seat Identifiers. If necessary, sort the Seat Identifier Data so that all users with Orders are at the top, and no blank lines exist between the populated order lines. To do this place the cursor in the Cell B5 and while holding down the shift key press sequentially the End key and the down arrow then using the right arrow press it repetitively until all the columns through column Y have become shaded. This will highlight all the Data. Next click on Sort & Filter on the Home Menu bar. Click on Custom Sort and in the Sort By dropdown box select Detailed Seat Type and then click on the OK button. This will put all the rows with data in the Detailed Seat Type column at the top.</p>
<p>10) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>	<p>10) You must click Populate CLINS anytime there is a change to order data that will impact the CLINS. This will ensure that the correct CLINS have been noted. To be confident of the correct CLINS data, click Populate CLINS right before saving the spreadsheet.</p>