

**WWX-4 DATA SUBMISSION INSTRUCTIONS:**

1. Enter the appropriate carrier name in the Commercial Carrier column for each month.
2. Go to the appropriate monthly tab and enter the data in the yellow highlighted columns for the corresponding CLIN, Country and/or Service record.
3. If there is no activity for a specific CLIN, Country and/or Service then leave the data element as zero ( 0 ) or NULL as indicated.
4. When data entry is complete, then right click on the tab name and select the "move or copy" function.
5. On the "Move or Copy" window select "Create a copy" and go to the "To book:" pull down and select "(new book)".
6. Upon completion of the copy function perform a "Save as..." and use the tab name as the file name for the new book. [Ex: OCT 04 WWX]
7. Finally, send the new monthly data file via e-mail to the addresses specified by the Contracting or Program Management Officers.

**CURRENT E-MAIL ADDRESSES:**

[AMCA4.3DBD@SCOTT.AF.MIL](mailto:AMCA4.3DBD@SCOTT.AF.MIL)

[MICHAEL.MATNEY\\_02.CTR@SCOTT.AF.MIL](mailto:MICHAEL.MATNEY_02.CTR@SCOTT.AF.MIL)

[WILLIAM.JOHNSON02.CTR@SCOTT.AF.MIL](mailto:WILLIAM.JOHNSON02.CTR@SCOTT.AF.MIL)

[JOHN.WRIGHT@USTRANSCOM.MIL](mailto:JOHN.WRIGHT@USTRANSCOM.MIL)

[RANDY.FINNEY@SCOTT.AF.MIL](mailto:RANDY.FINNEY@SCOTT.AF.MIL)

[USTCJ5J4-SA@USTRANSCOM.MIL](mailto:USTCJ5J4-SA@USTRANSCOM.MIL)

**LEGEND**

|    |                      |
|----|----------------------|
| BS | Basic Service        |
| RL | Reto/Lateral Routes  |
| LA | Lateral              |
| AC | Accessorial Services |
| NB | NonBasic Services    |