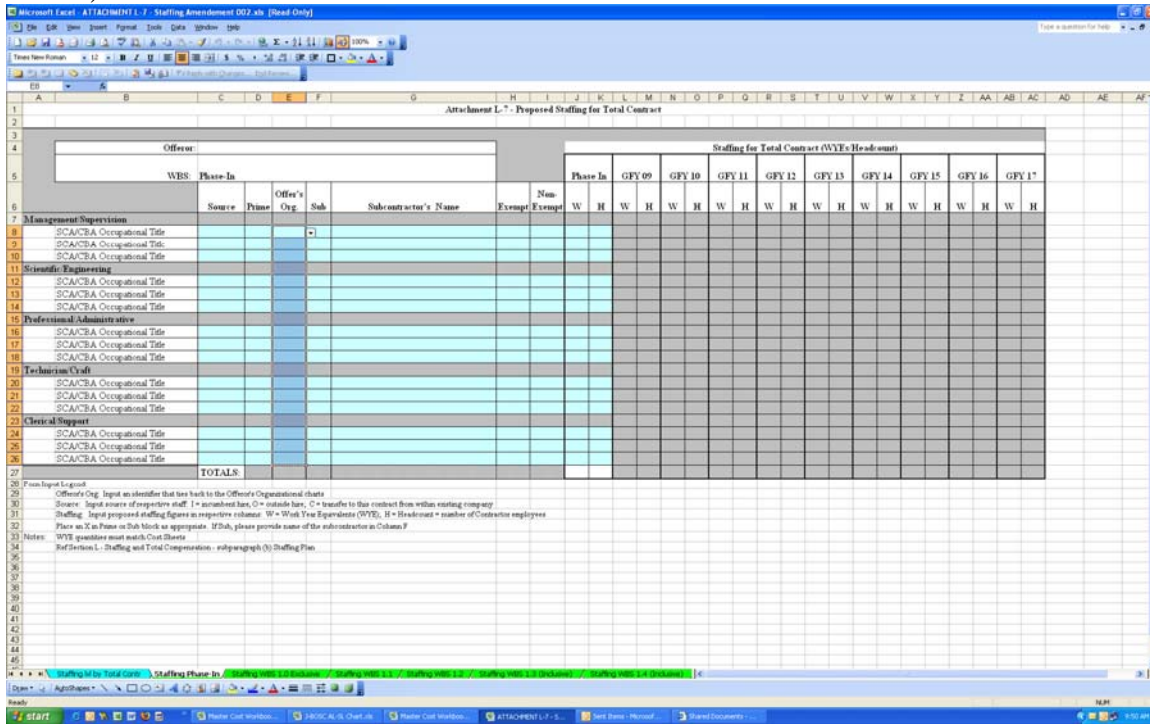
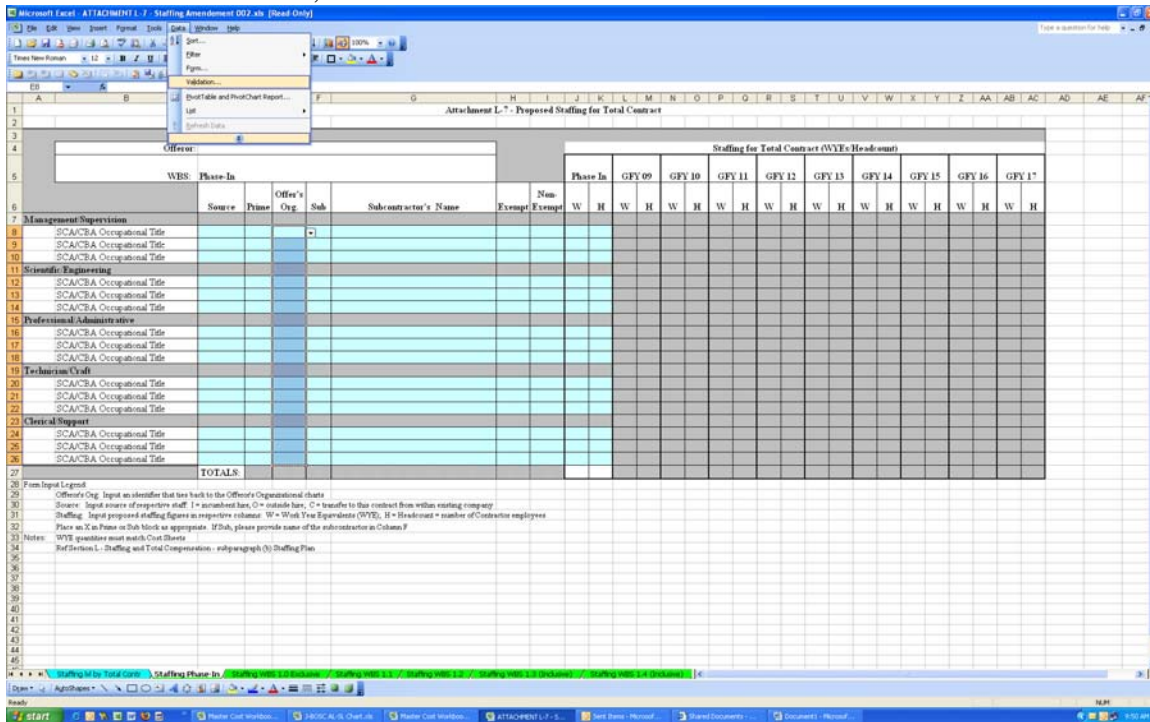


To correct the error to remove the dropdown menu (“X”) in the “Offer’s Org” column, please follow these instructions:

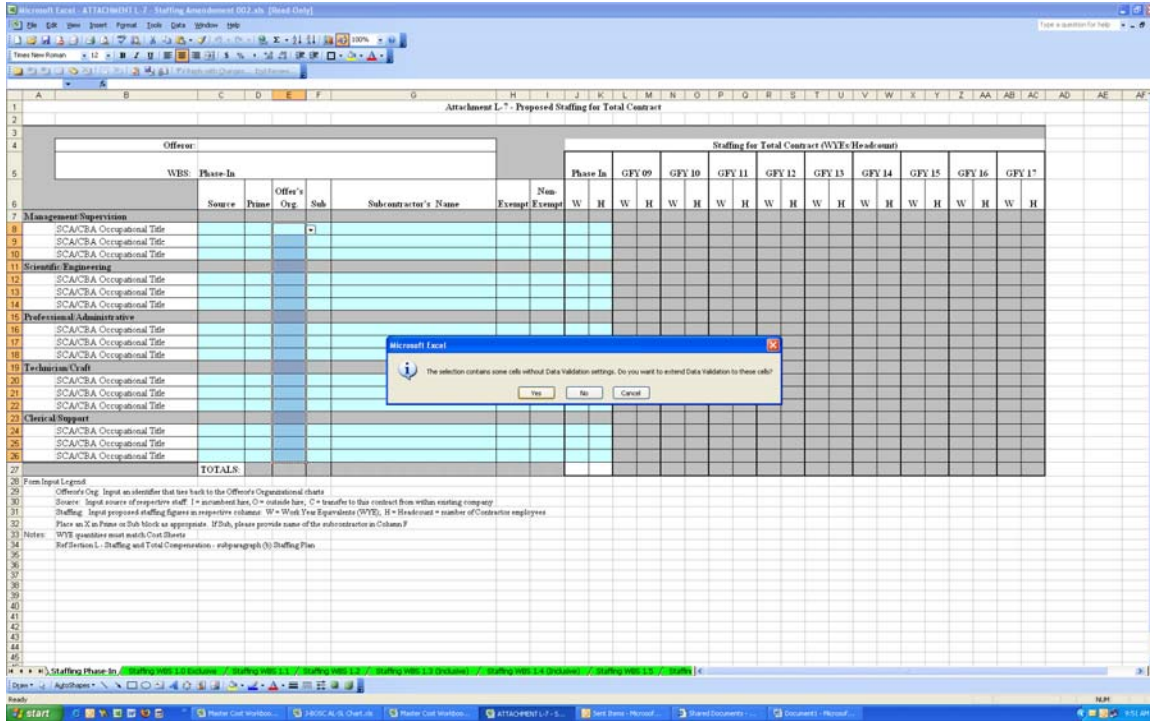
1) Go to “Staffing Phase-In” tab, select the appropriate area in column E “Offer’s Org” (Offeror’s Organization).



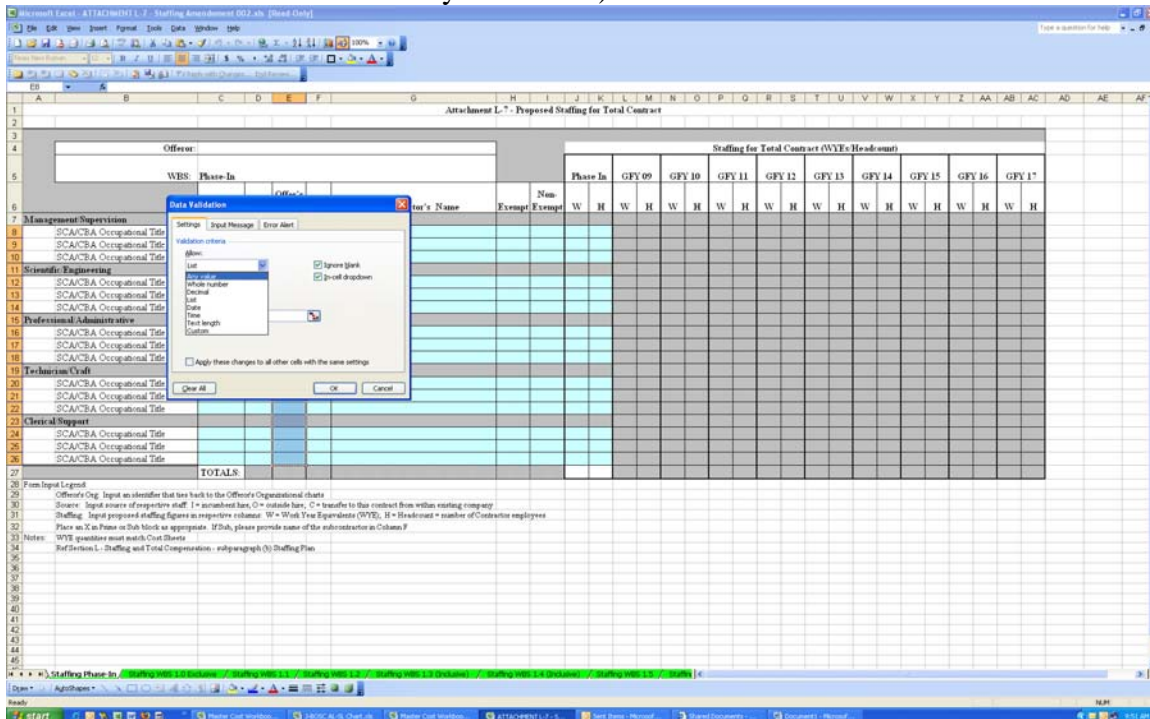
2) Go to “Data” on the toolbar, and select “Validation”.



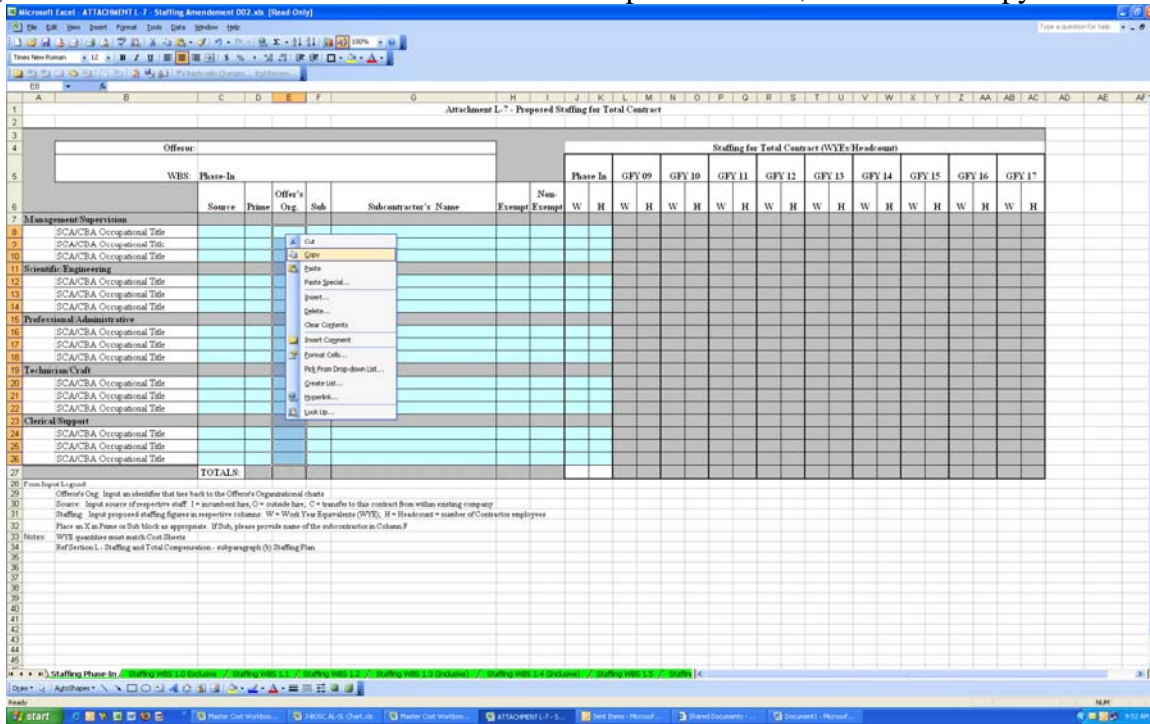
3) On the pop-up stating “The selection contains some cells without Data Validation settings. Do you want to extend validation to these cells?” click “Yes”.



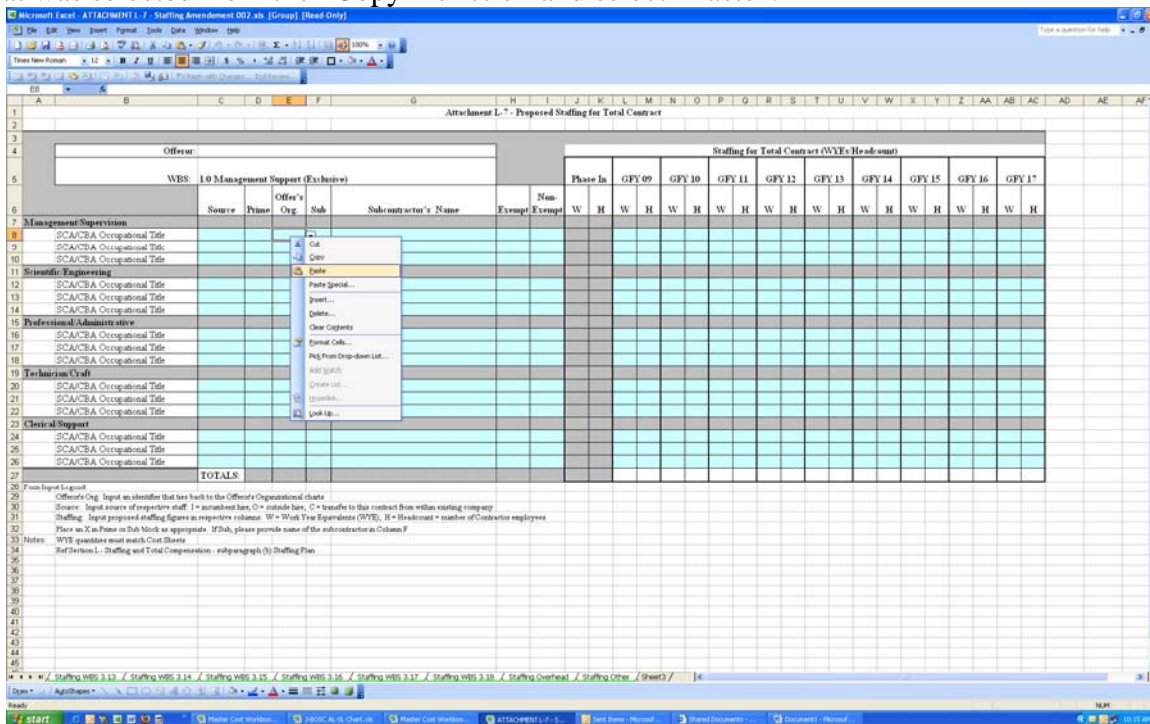
4) On the Data Validation pop-up, under the Validation criteria Allow: select “Any Value”. (If offeror has information already entered on sheets, perform steps 1 – 4 on each sheet individually as the next steps assume that each sheet is identically formatted.)



5) Right click on the same area that the validation was performed on, and select “Copy”.

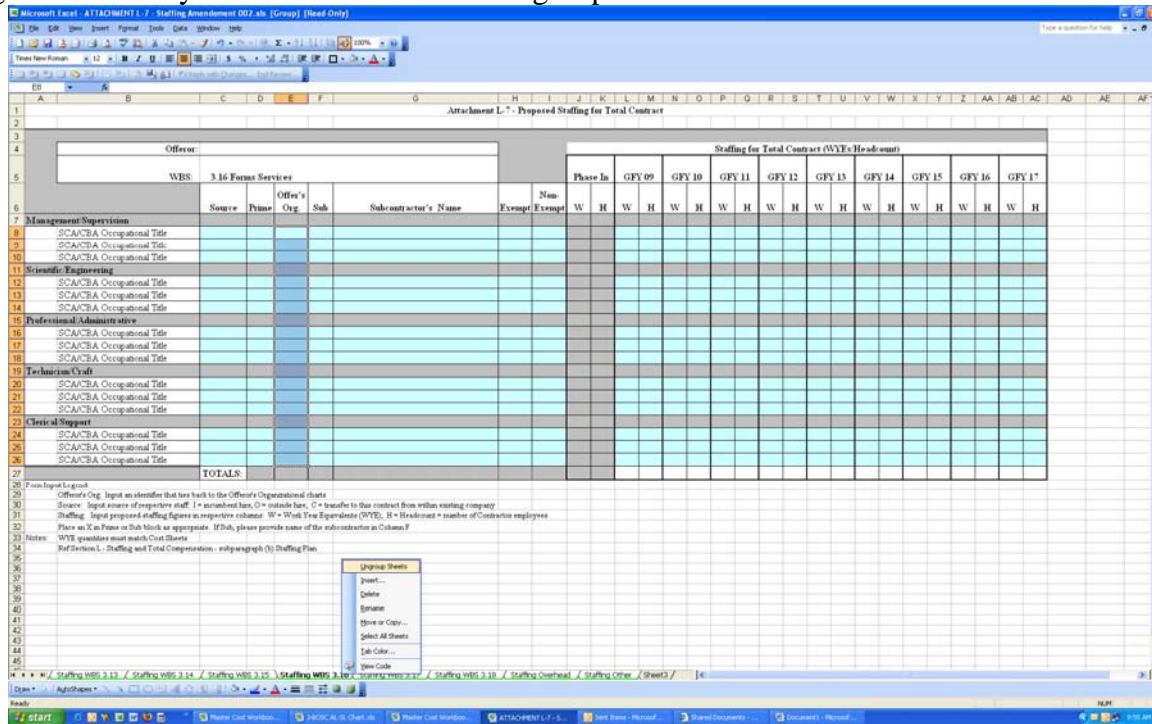


6) Hold down the “CTRL” key and select all the Staffing WBS tabs (does not include the Total Contract Tab)– each tab should turn white to depict that they are “grouped” and select the same top cell that was selected from the “Copy” function and select “Paste”.





7) Right click on any of the tabs and select “Ungroup Sheets”.



The offeror may now enter their organization for each Occupational Title under each WBS.