NROTC TUITION ORDERING REQUEST

AUTHORITY: 10 USC 2107, 248 CFR 237.72, NMCARS 5203.101(a) Separation of Duties and NSTC Educational Service Agreements.

PURPOSE: To standardize and formalize the manner in which the NROTCU HRA/Advisor initiates the request to amend the NSTC 7100 form. Completed forms are required for the NSTC Comptroller to ensure adequate funds are budgeted and available for the NROTCU Ordering Officers to place tuition orders and for the NROTCU HRA to process Room and Board election Stipends.

ROUTINE USE: This form is required to be used to amend the NSTC 7100 form for all regular term, all condensed classes terms and retroactive tuition contract orders placed under the Educational Service Agreements in accordance with the NSTC Tuition Ordering and Payment Policy and Procedure. A separate NSTC 7100A form is required for each amendment to the NSTC 7100 form. This form is not used for the STA-21 program.

NROTC UNIT INFORMATION

1. PREPARER'S NAME:	2. DATE:	3. ESA CONTRACT NUMBER:	4. AMENDMENT NUMBER: **A-**

5. NROTCU NAME:	6. SITE NUMBER/ SCHOOL CODE	7. SCHOOL NAME:

SCHOOL TERM INFORMATION

8. PERIOD OF PERFORMANCE DATES: TO	9. IDENTIFY SEMESTER/QUARTER:	10. COSTS ARE:

11. IDENTIFY SCHOOL SPECIFICS (CHECK <u>ALL</u> THAT APPLY):

☐ ESA SCHOOL   ☐ CROSS-TOWN SCHOOL   ☐ NON-ESA SCHOOL

☐ PUBLIC   ☐ PRIVATE

SCHOLARSHIP FUNDING AND ORDER DATA

12. MIDN SCHOLARSHIPS CATEGORIES	13. NUMBER OF MIDSHIPMEN			14. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
a. Total Scholarship Midshipmen Assigned						
b. Scholarship Midshipmen in good standing – Tuition Option						
c. Scholarship Midshipmen in good standing – Room and Board						
d. Scholarship Midshipmen pending medical qual (4P/7P)						
e. Scholarship Midshipmen on medical LOA (E or M code)						
f. Scholarship Midshipmen pending disenrollment (G code)						
g. Scholarship Midn on LOA (not medical or disenrollment)						
15. TOTAL						

TUITION, LAB AND FEES OPTION

16. SCHOOL CATEGORIES	17. NUMBER OF MIDSHIPMEN			18. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
h. Private School						
i. Public – Resident						
j. Public - Non Resident						
19. TOTAL						

ROOM AND BOARD OPTION

20. SCHOOL CATEGORIES	21. NUMBER OF MIDSHIPMEN			22. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
k. Private School						
l. Public – Resident						
m. Public - Non Resident						
23. TOTAL						

OTHER EXPENSES

24. SCHOOL CATEGORIES	25. NUMBER OF MIDSHIPMEN			26. FUNDS REQUESTED		
	CURRENT	CHANGE	NEW	CURRENT	CHANGE	NEW
n. *Other –						
o. *Other –						
27. TOTAL						

28. REMARKS:

HRA CERTIFICATION

I certify that the listed quantities listed in blocks 13, 17, 21, 25 and attached supporting documentation worksheet are accurate to the best of my knowledge and all MIDS included in Block 12.b. and 12.c. have a fully and properly executed student contract and DD4 in their service record and anticipated to meet scholarship eligibility requirements.

29. HRA SIGNATURE	30. NAME	31. DATE

ADVISOR CERTIFICATION

I certify that the approved enrollment MIDN course work only includes the required courses needed to complete their approved degree program to include Naval Science Courses. Courses may not include repeat courses due to failures, electives additional courses not required for their degree nor courses in which credits will not be applied.

32. FRESHMAN ADVISOR SIGNATURE	33. NAME	34. DATE
35. SOPHMORE ADVISOR SIGNATURE	36. NAME	37. DATE
38. JUNIOR ADVISOR SIGNATURE	39. NAME	40. DATE
41. SENIOR ADVISOR SIGNATURE	42. NAME	43. DATE

NSTC 7100A SPS (JAN 2024)
PREVIOUS EDITION IS OBSOLETE.

ORDERING OFFICER CERTIFICATION

I certify that the requested funds in blocks 14, 18, 22, 26 are accurate to the best of my knowledge.

44. ORDERING OFFICER SIGNATURE	45. NAME	46. DATE

COMMANDING OFFICER/EXECUTIVE OFFICER CERTIFICATION

I certify that the above information and the attached supporting documentation worksheet is true and accurate to the best of my knowledge and have verified that the contract file and OPMIS contains documentation supporting the accuracy of these calculations and that all MIDN are properly accounted for in block 12. I additionally certify that all Separation of Duty Requirements have been fulfilled as defined by NSTCINST 4205.1.

I further certify that the attached supporting documentation:

☐ Contains only a listing of school of attendance, Last Name, First Initial, Resident Status and Estimated Tuition/Fees for each MIDN.

☐ Quotes from School or ☐ Independent Government Estimate

☐ Contains No PII or ☐ PII has been Redacted

47. CO/XO SIGNATURE	48. NAME	49. DATE

Route approved forms by uploading into NERP and PD2-SPS along with supporting calculation documentation and email to NSTC Financial Management Team (N8) pamela.f.madden.civ@us.navy.mil, sheavon.l.love.civ@us.navy.mil, julie.a.stepro.civ@us.navy.mil and richard.k.gyabin.civ@us.navy.mil

INSTRUCTIONS

1. Save this file with the LABEL (School Name) (Term) (Calendar Year) (Type of Service)(Amendment Number). Example: Penn State Spring Semester CY23 Tuition Amendment 1.

2. Due Dates are established in Table 4-1 of NSTCINST 4205.1.

3. Prior to the SF 1449 being issued, the NROTC Unit Human Resource Assistant has to definitize the ACTUAL number of scholarship recipients who meet eligibility qualifications. The NROTC Unit Ordering Officer is required to execute the tuition and fee SF 1449 for the exact number of personnel who met scholarship eligibility requirements.

BLOCK BY BLOCK INSTRUCTIONS

Block 1 – Self Explanatory
Block 2 – Self Explanatory
Block 3 – Contract number Blk 2 of ESA
Block 4 – Enter Sequential Amendment Number
Block 5 – Self Explanatory
Block 6 – 2 digit School Code
Block 7 – Self Explanatory
Block 8 – Regular Terms the Start date is 46th Day of Regular Terms. Start Date of Condensed Courses is Day 1. End date is end of term
Block 9 – Select Term from drop-down
Block 10 – Select Estimate or Actual
Block 11 – Check all blocks that are applicable
Block 13 – Block 12 – HRA enters MIDN quantities per category. ALL MIDN have to be accounted for. For condensed and retroactive, only include QTY approved.
Block 14 – Enter the funds requested per category

Block 17 - HRA enters Tuition and Fee Option quantities per categories.
Block 18 - Enter the funds requested per Tuition and Fee Option categories
Block 21 - HRA enters Room and Board Option quantities per categories.
Block 22 - Enter the funds requested per Room and Board Option categories
Block 25 – HRA enters special expense categories.
Block 26 - Enter the funds requested for special expense categories.
Block 28 – Enter any remarks
Block 29 through 49– Self Explanatory

All signatures must be digital signatures