

## NROTC TUTORING AND ADVANCE PLACEMENT EXAM ORDERING REQUEST

**AUTHORITY:** 10 USC 2107, 48 CFR Parts 3 and 11, 248 CFR 237.72, NMCARS 5203.101(a) Separation of Duties and NSTC Educational Service Agreements and NSTCINST 4205.1.

**PURPOSE:** To standardize and formalize the NROTCU Advisors initiate tutoring and advanced placement exams contract requests. Completed forms are required for the NSTC Comptroller to ensure adequate funds are budgeted and available for the NROTCU Ordering Officers to place contract orders.

**ROUTINE USE:** This form is required to be used to request tutoring and advanced placement exams contract orders placed under the Educational Service Agreements in accordance with NSTCINST 4205.1. A separate NSTC 7100 form is required for each contract order or third-party purchase. This form is not used for the STA-21 program.

### NROTC UNIT INFORMATION

1. PREPARER'S NAME:	2. DATE:	3. ESA CONTRACT NUMBER:
4. NROTCU NAME:	5. SITE NUMBER/ SCHOOL CODE	6. SCHOOL NAME:

### SCHOOL TERM INFORMATION

7. PERIOD OF PERFORMANCE DATES:  TO	8. IDENTIFY SEMESTER/QUARTER:	9. COSTS ARE:
10. IDENTIFY SCHOOL SPECIFICS (CHECK <u>ALL</u> THAT APPLY):		
<input type="checkbox"/> ESA SCHOOL	<input type="checkbox"/> CROSS-TOWN SCHOOL	<input type="checkbox"/> PUBLIC <input type="checkbox"/> PRIVATE

### TUTORING ORDER DATA

11. MIDSHIPMEN SCHOLARSHIPS CATEGORIES	12. HOURS REQUESTED	13. EST HOURLY COST	14. FUNDS REQUESTED
a. Calculus – Level 1			
b. Calculus – Level 2			
c. Physics – Level 1			
d. Physics – Level 2			
<b>15. TOTAL</b>			

### ADVANCE PLACEMENT EXAMS ORDER DATA

16. MIDSHIPMEN SCHOLARSHIPS CATEGORIES	17. NUMBER OF MIDSHIPMEN	18. FUNDS REQUESTED
a. Tuition Option Scholarship Midshipmen in good standing		
<b>19. TOTAL</b>		

20. REMARKS:

## ADVISOR CERTIFICATION

I certify that:

1. Tutoring services are requested for each term.
2. Advanced Placement Exams are only approved for tuition and fee option MIDN and that the courses will fulfill degree program credits required to complete their approved degree program to include Naval Science Courses. Exams 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.

21. ADVISOR SIGNATURE

22. NAME

23. 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. 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:

- Quotes from School or  Independent Government Estimate  
 Contains No PII or  PII has been Redacted

24. CO/XO SIGNATURE

25. NAME

26. 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](mailto:pamela.f.madden.civ@us.navy.mil), [sheavon.l.love.civ@us.navy.mil](mailto:sheavon.l.love.civ@us.navy.mil), [julie.a.stepro.civ@us.navy.mil](mailto:julie.a.stepro.civ@us.navy.mil) and [richard.k.gyabin.civ@us.navy.mil](mailto:richard.k.gyabin.civ@us.navy.mil)

## INSTRUCTIONS

1. At the beginning of each Semester or Quarter as it applies to your school, save this file with the LABEL (School Name) (Term) (Calendar Year) (Type of Service). Example: Penn State Spring Semester CY23 Tutoring.
2. Due Dates are established in Table 4-1 of NSTCINST 4205.1.

## BLOCK BY BLOCK INSTRUCTIONS

Block 1 – Self Explanatory  
Block 2 – Self Explanatory  
Block 3 – Contract number Blk 2 of ESA  
Block 4 – Self Explanatory  
Block 5 – 2 digit School Code  
Block 6 – Self Explanatory  
Block 7 – Prior to 1<sup>st</sup> day of service to end of term.  
Block 8 – Select Term from drop-down  
Block 9 – Select Estimate or Actual  
Block 10 – Check all blocks that are applicable

Block 12 to 14 – Advisor enters hours, hourly rate and total amount requested per tutoring subject per the term being ordered. DO NOT combine separate terms.  
Block 17 to 18 – Enter the number of Tuition and Fee option MIDN approved to take a degree approved advanced placement exam and cost.  
Block 20 – Enter any remarks  
Block 21 through 26 – Self Explanatory

**All signatures must be digital signatures**