

Subj: CERTIFICATION OF SEPARATION OF DUTIES (SOD) REQUIREMENTS

Ref: (a) NMCARS 5203.101-1(a)
(b) NAVSUP Contracts Handbook
(c) NSTCINST 4205.1

1. Reference (a) prohibits the same individual from performing more than one of the following duties in the procurement process:

- a. Initiation of the requirement;
- b. Award of contract or placement of order; and
- c. Receipt, inspection, and acceptance of supplies or services.

2. Reference (a) through (c) requires that the NROTCU Commanding Officer assign different Government personnel to perform the different duties involved in acquisition process of Midshipmen Tuition.

3. Under the tuition contract ordering process:

- a. Initiation of the requirement includes determining which Midshipmen meet scholarship eligibility, that each eligible Midshipmen service record contains all required fully executed documents to receive scholarship financial assistance, generation of the scholarship listing and verifying that all courses being ordered are required for the Midshipmen degree program.
- b. Award of contract or placement of order can only be conducted by a Warranted (SF1402) NROTCU Ordering Officer and required to execute their duties in accordance with the Federal and DoD Acquisition Regulations.
- c. Receipt, inspection, and acceptance of supplies or services is done by the Quality Control Official who is responsible for inspecting and accepting WAWF submitted invoices for accuracy, completeness and allowability of charges.

Certification of Separation of Duties (SOD)-Contracting Officer's

I _____ certify that I am aware of my responsibilities for ensuring that I may perform only the below selected function while in the performance of my duties as the NROTCU Ordering Officer (check one):

- a. initiation of the requirement;
- b. award of contract or placement of order; and
- c. receipt, inspection, and acceptance of supplies or services.

Ordering Officer:

(Signature)

(Date)

I hereby certify that the potential SOD conflicts have been reviewed and certify that the Ordering Officer will only perform the above selected single function within the limits outlined in their Ordering Officer Certificate of Appointment (SF 1402).

Appointing Official:

(Signature)

(Date)

Copy To:

Filed in ESA folder with Ordering Officers Appointment and Training Records
NSTC SPS Super User
Uploaded into PIEE JAM with Ordering Officer's SF1402
Appointing Official's Files