

**EDUCATIONAL SERVICE AGREEMENT (ESA) USE and REPORTING
CHECKLIST
Version 1.2**

NROTC Unit Assessed:

- Ref: (a) Federal Acquisition Regulations (FAR)
 (b) Department of Defense FAR Supplement (DFARS)
 (c) Navy Marine Corps Acquisition Regulation Supplement (NMCARS)
 (d) NAVSUP P-738 Ordering Officer Guidebook
 (e) NSTC Tuition Ordering Policy Tab 4-1
 (f) University specific Educational Service Agreement

Purpose. To provide a consistent method for reviewing the reporting requirements for Educational Service Agreements (ESA) ordering documentation.

Evaluation. Circle the appropriate response. In the event of a “No” response, explain and provide documentation as required in the Remarks Section.

1. Administration

No.	Metrics	Yes	No	N/A
1	Ordering Officer is appointed on SF 1402 and met all appointment requirements. (Ref (e), Appendix A-17)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (1)				
2	Ordering Officer has reference (e) available for review prior to initiating all ordering and contract actions.	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (2)				
3	Ordering Officer maintains a separate contract file for the ESA and each task order with all supporting documents. (Ref (e) pg 12)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (3)				
4	Ordering Officer reviews their ESA and all modifications in EDA prior to initiating the ordering process and annotate the review on the Tuition Ordering Checklist. (Ref (e), Appendix B-2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (4)				
5	Ordering Officer issued all task orders (DD Form 1155) in accordance with their ESA prior to the requirements date. (Ref (e), pg 16-17 and Appendix A-6)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (5)				
6	Ordering Officer verified in System for Awards Management (SAM) that the government was allowed to conduct business with the	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>

**EDUCATIONAL SERVICE AGREEMENT (ESA) USE and REPORTING
CHECKLIST
Version 1.2**

	University at the beginning of the term and again within 1-day prior to signing the DD Form 1155, and annotated the review on the Tuition Ordering Checklist, also maintains a printout in the contract file. (Ref (e), Appendix B-2)			
Remarks (6)				
7	Ordering Officer reported the DD Form 1155 into the Federal Procurement Data System –Next Generation (FPDS-NG) within 3 working days of the signature date of the Ordering Officer and annotates the completion on the Tuition Ordering Checklist and maintains a printout in the contract file. (Ref (e), pg 25 and Appendix B-2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (7)				
8	Ordering Officer uploaded the DD Form 1155 into the Electronic Document Access (EDA) within 3 days of signature date of the Ordering Officer and annotates the completion on the Tuition Ordering Checklist. (Ref (e), pg 26 and Appendix B-2)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (8)				
9	Ordering Officer emailed Contract Performance and Reporting System (CPARS) reporting requirements to FLC within 3 working days once the total accumulated value of all orders under an ESA reaches \$1,000,000 and all orders after that. (Ref (e), pg 27)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (9)				
10	Ordering Officer issued all changes/corrections to the task order (DD Form 1155) via an order modification (Form SF 30). (Ref (e), pg 28 and Appendix A-8)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (10)				
11	Ordering Officer verified in System for Awards Management (SAM) that the government was allowed to conduct business with the University within 1-day prior to signing an order modification (Form SF 30) when the modification increases the order value. (Ref (e), pg 24)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (11)				
12	Ordering Officer reported the order modification (Form SF 30) into the Federal Procurement Data System –Next Generation (FPDS-NG), for all modifications that changed the reportable data, within 3	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>

**EDUCATIONAL SERVICE AGREEMENT (ESA) USE and REPORTING
CHECKLIST
Version 1.2**

	working days of the signature date of the Ordering Officer. (Ref (e), pg 25)			
Remarks (12)				
13	Ordering Officer uploaded the Form SF 30 into the Electronic Document Access (EDA) within 3 days of signature date of the Ordering Officer. (Ref (e), pg 26)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (13)				
14	A Quality Control Officer is designated in writing to inspect/accept invoices for all task orders placed against the ESA. (Ref (e), pg 31)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (14)				
15	Quality Control Officer verified the University submitted invoice in Wide Area Work Flow (WAWF) was proper before accepting services on behalf of the government and the invoice was processed within 7 days of submission. (Ref (e), pg 31 and Appendixes A-7 and A-14)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (15)				
16	Ordering Officer closed-out all orders utilizing the NSTC 1597 ESA Task Order Completion Statement and Close-Out Checklist within 30 days of being physically complete and final payment made. (Ref (e), pg 37 and Appendix A-15)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (16)				
17	NROTC unit conduct annual Self-Assessments and take corrective action for all deficiencies. (Ref (e), pg 44 and Appendix B-9)	Y <input type="checkbox"/>	N <input type="checkbox"/>	N/A <input type="checkbox"/>
Remarks (17)				

****Note: This guide is not all-inclusive. Thorough knowledge of the program and compliance with reference (a) through (f) is required.***

Additional remarks as required:

Checklist conducted by:

NAME (unit staff or CATT Team)	DATE

For questions about this process/program/checklist, contact N4 personnel.