

Subj: ESA POLICY NOTICE #22-002 EDUCATIONAL SERVICE AGREEMENT  
CONTRACT ORDERING INSTRUCTION – NEW RELEASE

1. Commander, Naval Service Training Command has issued the new NSTCINST 4205.1 - Service and Supply Contracts instruction. Chapter 4 – Educational Service Agreements (ESA) provides instruction and requirements for the contract ordering of Midshipmen Tuition and Fees in support of the Navy’s Scholarship program.
2. NSTCINST 4205.1 has been uploaded to the NSTC website:  
<https://netc.navy.afpims.mil/Commands/Naval-Service-Training-Command/NSTC-Directives/>  
and available for viewing or download.
3. The POC is the undersigned at [kevin.g.robinson.civ@us.navy.mil](mailto:kevin.g.robinson.civ@us.navy.mil).

/S/  
K. G. ROBINSON  
ESA Program Manager