

## **Tuition Ordering and Payment Process Handbook – Appendix A-23**

**SUBJECT:** Tuition Ordering Handbook Authorized Deviations

**PURPOSE:** To inform NROTC Unit Ordering Officers of the required process to request authorization to deviate from the standard practices outlined in this handbook.

**OVERVIEW:** This handbook is written as a standard practice for units to use to ensure legal compliance with both financial and acquisition regulations. As each university operates differently, there is potential that the practices contained in this handbook may not be the best business practice for the individual NROTC units.

To help ensure units are offered the tools needed to perform their duties, this section provides an avenue for the NROTC unit Ordering Officer to seek guidance and approval to deviate from portions of this handbook. Any approved request can only authorize deviating from the practices in this handbook. NSTC does not have the legal authority to authorize any deviation from the requirements directed by the FAR, DFARS, NMCARS, DoD FMR, NAVSUPINST, the ESA and other laws and regulations.

Placing Task Orders against an ESA is a process, all requested deviations have to be able to be implemented in all aspects of the process in order for them to be approved.

NROTC unit Ordering Officers who fail to follow established practices do so at their personal and professional risk.

**ACTION REQUIRED:** The NROTC unit Ordering Officer's shall follow the guidance contained in this appendix when requesting a handbook deviation.

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## HANDBOOK DEVIATION REQUEST

1. NROTC unit Ordering Officers shall make any formal deviation requests by submitting the following information to the NSTC Contract Administrator:
  - a. NROTC Units Name
  - b. NROTC unit Ordering Officers Name and point of contact information
  - c. Specific section of the handbook being requested to deviate from
  - d. Justification for the deviation
  - e. Process impact such as time increase/decrease to the unit, finance, other offices involved in the process
  - f. Proposed process
  - g. Regulatory compliance issues
  - h. FASTDATA issues
  - i. Other pertinent information

*Note: Informal requests can be made by calling the NSTC ESA Program Manager to assist in developing the required information.*

2. The NSTC ESA Program Manager will:
  - a. Make an initial determination if the deviation is compliant or non-compliant with regulatory requirements.
  - b. Work with the NROTC unit Ordering Officer to fully understand the deviation request
  - c. Work with the various process owners to determine ability to implement the deviation.
  - d. Issue deviation or deviation determination letter to the NROTC unit Ordering Officer, NSTC Officer Development and NSTC Comptrollers Officers for inclusion in their files.
3. The NROTC unit Ordering Officer shall file all deviation and deviation determination letters in this appendix.
4. The NROTC unit Ordering Officer shall make a “pen and ink” change to the section that the deviation applies to and reference the approved deviation.