

# Tuition Ordering Checklist

**Task Order Number:** \_\_\_\_\_

**Educational Service Agreement Number:** \_\_\_\_\_

**Latest ESA Mod Number:** \_\_\_\_\_

\_\_\_\_\_ Establish contract file (15 days prior to term)

\_\_\_\_\_ Verify that the Educational Service Agreement File contains all the modifications listed in EDA (15 days prior to term)

\_\_\_\_\_ Review the Educational Service Agreement and all modifications (15 days prior to term)

\_\_\_\_\_ Documentation of catalog prices for tuition costs, fees, school provided tutoring (if authorized in ESA), etc.

\_\_\_\_\_ Scholarship Eligibility List (10 days prior to term and amend as required)

\_\_\_\_\_ Determine in-state and out-of-state tuition costs (10 days prior to term and amend as required)

\_\_\_\_\_ Complete and email CNET Form 7100/5 to [GRLK\\_NSTC\\_ROT\\_C\\_DOCS@NAVY.MIL](mailto:GRLK_NSTC_ROT_C_DOCS@NAVY.MIL) (10 days prior to term and amend as required)

\_\_\_\_\_ Submit Request for Services to university listing all potential attending scholarship awardees (10 days prior to term)

\_\_\_\_\_ SAM verifications Printout (15 days prior to term)

\_\_\_\_\_ Complete DD1149 (Prior to start date of term and amend as required)

\_\_\_\_\_ Complete DD1155 (Prior to 45<sup>th</sup> day of term)

\_\_\_\_\_ Verify correct ESA number

- \_\_\_\_\_ Verify correct college/university CAGE Code from ESA
- \_\_\_\_\_ Verify correct college/university address from ESA
- \_\_\_\_\_ Verify Correct Period of Performance
- \_\_\_\_\_ Verify correct student Qty and Unit of issue is EA
- \_\_\_\_\_ Verify correct college/university DUNS number from ESA or SAMs
- \_\_\_\_\_ Verify WAWF e-clause and correct DoDAAC table uploaded into FASTDATA and contained in the task order package
- \_\_\_\_\_ Obtain school's signature in block 16 of the DD1155 (Prior to 45<sup>th</sup> day of term)
- \_\_\_\_\_ Re-verify SAM (Within 1 day prior to signing the DD Form 1155)
- \_\_\_\_\_ Sign and date block 24 of the DD1155 Task order (Prior to 45<sup>th</sup> day of term)
- \_\_\_\_\_ Provide copy of DD1155 to school (3 working days of signing)
- \_\_\_\_\_ Upload into EDA (3 working days of signing)
- \_\_\_\_\_ Input Contract Action Reporting into FPDS-NG (3 working days of signing)

I CERTIFY THAT, AS THE ORDERING OFFICER PLACING THIS TASK ORDER, THAT ALL AWARD ACTIONS ON THIS CHECK-OFF LIST HAVE BEEN FULLY AND SATISFACTORILY ACCOMPLISHED AND THAT TUITION AND FEES IN THE ABOVE LISTED TASK ORDER NUMBER WERE ORDERED AS AUTHORIZED IN THE EDUCATIONAL SERVICE AGREEMENT. I FURTHER CERTIFY THAT ALL CONTRACT AND FINANCE ACTIONS LISTED IN THIS CHECK-OFF LIST ARE PROPERLY DOCUMENTED IN THE TASK ORDER FILE.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

*NROTC Unit Ordering Officer*