

Subj: CERTIFICATION OF SEPARATION OF DUTIES (SOD) REQUIREMENTS

Ref: (a) NMCARS 5203.101(a)  
(b) NAVSUP KM 19-36  
(c) NSTCINST 4205.1  
(d) NSTC Tuition Ordering Policy and Procedures Tab 4-1

1. Reference (a) prohibits ordering officers from performing more than one of the following duties:

- 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 (b) and (c) requires the SOD certification to be completed and filed in the Educational Service Agreement File with the Ordering Officer's appointing SF1402 and other required training documentation.

3. Reference (c) requires that the NROTC unit appoint an individual, other than the ordering officer or anyone who works for the ordering officer, to perform the duties of inspection and acceptance of scholarship and other services ordered under the Educational Service Agreement.

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

I \_\_\_\_\_ certify that I am aware of my responsibilities for ensuring that I perform only one of the following functions while in the performance of my duties as the NROTC Tuition 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 perform the above selected duties within the limits outlined in their Ordering Officer Certificate of Appointment (SF 1402).

Appointing Official:

(Signature)

(Date)