

Tuition Ordering and Payment Process Handbook – Appendix A-21

SUBJECT: Obtaining Calculus and Physics Tutoring Services

PURPOSE: To inform NROTC Unit Ordering Officers, Government Purchase Card Holders, Approving Officials and other Command Staff of the process for obtaining NROTC Midshipman Calculus and Physics tutoring services.

OVERVIEW: NSTCINST M-1533.2 requires Scholarship Midshipmen enrolled in Calculus and/or Physics to attend two hours of tutoring services a week unless otherwise approved by the NROTCU Professor of Naval Science. NROTCU's requiring additional subjects should submit a waiver request with justifications for approval following the procedures outlined in NSTCINST M-1533.2.

Tutoring services may only be procured for courses credited to an approved scholarship midshipman's degree program. Tutoring services for non-degree related courses/activities such as swim lessons are prohibited. Services that are prohibited under tutoring services may be allowed under the SF 182 Training, Education and Professional Development process.

ACTION REQUIRED:

1. Adhere to NSTCINST 4205.1 and the guidance contained in this policy appendix.

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TUTORING SERVICES:

1. Eligibility. Only scholarship midshipmen are eligible for government paid tutoring services. If a flat hourly rate is charged, if the government incurs no additional costs, and midshipmen receive priority; college programmers may attend scholarship student tutoring sessions. Scholarship midshipmen and military staff are not eligible for compensation for tutoring midshipmen.
2. Funding. When tutoring service are not available through the university at no-cost, the costs for procuring these services shall be included in the NROTCU's annual OM&N OPTAR requests.
3. Required Sources. Unless not specified in paragraph 1(b) of the ESA, the university is the mandatory source to obtain tutoring services. Tutoring services will be obtained using the following order:
 - (1) No cost from the university (included in tuition)
 - (2) From the university at catalog prices
 - (3) Other sources
4. Separation of Tutoring Subjects. Calculus 1, Calculus 2, Physics 1 and Physics 2 are severable course of studies. Tutoring services in support of each course is a separate requirement required to be ordered individually by course and term.
5. Ordering. Tutoring services will be ordered in the most cost effective manner for each allowable course by terms/semesters.
 - a. When tutoring services are available through the university at no-charge, there is no ordering action required.
 - b. When tutoring services are available through the university at charge the Ordering Officer will award a task order prior to midshipmen receiving tutoring services. Ordering Officers will follow the process contained in Appendix A-1 "Issuing a Task Order for University Tutoring Services" flowchart of this policy.
 - c. If the university does not offer tutoring services:

(1) The NROTCU will obtain supporting documentation or other proof from the university that they cannot reasonably fulfill the need. Proof may be in the form of a letter or e-mail from a school official, school's website, course catalog listing, or other school provided documentation. If the university is non-responsive, the Ordering Officer may document on a Memorandum for the Record (MFR) and attach any supporting documentation showing reasonable attempts. Documentation or other proof is valid for the specific course in the current school year and will be filed in the ESA contract file and other-source procurement file.

(2) Procure through other sources.

d. If the NROTCU determines the university provided tutoring services are inadequate to meet the standard of tutoring that effectively supports NROTC student success and learning in Calculus or Physics, the NROTCU Commanding Officer (non-delegable) will justify on a Navy Letter their decision for not utilizing the mandatory source prior to pursue obtaining services through other sources. The letter is valid for the specific course in the current school year it was signed. A copy of the letter will be filed in the ESA contract file and other-source procurement file.

PROCURING THROUGH OTHER SOURCES:

1. Method of Procurement. When tutoring services are not available through the university, the services may be procured through the use of one of the following processes: Government Purchase Card (GPC), Convenience Check (ConvCk), SF 1034 Public Voucher for Purchases, or SF 182 Training, Education and Professional Development process.

2. Purchase Thresholds. The Service Contract Act establishes the micro-purchase threshold for tutoring services when using the GPC, ConvCk or SF 1034 at \$2,500 per requirement. NAVSUP Fleet Logistics Center (FLC) directed program participants shall not exceed this service threshold on a per subject (Calculus or Physics), per tutor, per semester/quarter. The Financial Management Regulations (FMR) establishes the maximum threshold for procuring commercial off-the-shelf (COTS) training at \$25,000 using the SF 182 method of procurement. The NROTCU will ensure the costs remain under these thresholds. Requirements that exceed these thresholds are required to be procured through a contact.

3. Bona Fide Need Date. The Bona Fide Need Date for tutoring services is the date of the first tutoring session. All tutoring services will be procured following the specific procurement instruments procedures prior to the midshipmen attending tutoring services. Failure to do so violates federal laws/regulations and constitutes an Unauthorized Commitment.

4. Separation of Duties. Government employees are prohibited from fulfilling multiple roles in the acquisition process. The same individual will not initiate the requirement, order the requirement, or inspect/accept the services.

5. Quotes. The NROTCU does not have legal authority to enter into a Letter of Agreement with a prospective tutor as it contains terms and conditions. Only a contracting officer has legal authority to enter into this type of an agreement. The NROTCU should obtain a quote from a prospective tutor utilizing an SF 18 Request for Quotation or similar type quote. All quotes will be signed by the tutor and contain the information shown in the SF 18 Tutoring Service Quote example. Quotes may never contain terms and conditions. If the method of payment will be ConvCk, then the quote must include the current bank fee. (refer to NAVSUPINST 4200.99 and PCAN's for most current bank fee).

Note 1: The Government does not sign the quote. The quote is considered accepted at the time the GPC CH/ConvCk holder places the order.

Note 2: NROTCU does not "hire" tutors. Tutoring services are a procurement of services and employee – employer type relationship/activities are prohibited.

Note 3: The NROTCU will ensure the prospective tutor understands that no services maybe rendered until the order is placed by the GPC CH/ConvCk holder.

6. Tutoring Rotation. Procurement rules under the GPC/ConvCk and SF1034 require rotating between available tutors. If the NROTCU has a limited pool of qualified tutors available or if the NROTCU has to use the same tutor for Calculus and Physics, a MFR must be prepared to document the limited pool of qualified tutors in the location. See Example of Limited Pool of Acceptable Tutors MFR.

7. PORF GPC/ConvCk/SF 182/SF1034. The NROTCU Supply Technician will create an MD document in CFMS to obligate funds and complete a PORF that clearly identifies the specific tutoring requirement (Calculus or Physics and which term/course level) the unit is acquiring. If the method of payment will be ConvCk, than the PORF must also include the current bank fee. See Example of Tutoring Service PORF.

a. Upon the Card/Check Holder (CH), OPTAR holder and Approving Official (AO) approving the PORF, the Supply Technician will upload, the following documents into CFMS under the MD Document created for submission to the NSTC Funds Approver.

(1) Approved PORF

(2) Quote for Services

(3) Proof from the university that they do not offer available tutoring or MFR from the Ordering Officer, or,

(4) NROTCU Commanding Officer's university provided tutoring service inadequacy determination letter.

b. Once the NSTC Fund Approver approves that MD Document, the Supply Technician will go into CFMS and print/save the MD documents Memorandum Encumbrance Document in the other sources procurement file.

8. GPC, Convenience Checks Holders. Procurements and payments made using these methods shall comply with NAVSUPINST 4200.99.

9. SF 182. CH shall follow the guidance in Tab 3-7 of the Supply Binder in placing tutoring orders using the SF 182 option. Procurements and payments made using these methods shall comply with NAVSUPINST 4200.99.

10. GPC/ConvCk/SF 182 Payments. Upon submission of a proper invoice, the Government acceptor will verify that the invoice is accurate. The Acceptor will then certify that the services were provided and the invoice is proper by printing their name, date, rank, phone number, office code and signing the certification statement. The CH will then process the invoice for payment. See Example of Tutoring Invoice and Example of Midshipman Tutoring Sign-In Sheet.

11. SF 1034. The SF 1034 option requires tutoring services to be deposited through Electronic Funds Transfer (EFT) into the tutor's bank account.

a. CEFT. Prospective tutors who do not have their electronic banking information on file with DFAS will need to complete a CEFT and W-9 form and submit it to the NROTCU Supply Technician. The Supply Technician will submit the form to DFAS by either:

(1) Emailing the forms to CCO-CAPS-REMIT@dfas.mil, or;

(2) Through the DFAS online web portal located at [askDFAS - A DFAS Customer Service Tool](#).

(a) Select Vendor Payment Setup located at the bottom of the page.

- (b) Select Vendor ID/CEFT/BEIS located under Subcategories.
 - (c) On the next page, fill in the online form.
 - (d) Upload the CEFT and W-9 form then submit.
- (3) It can take 24-48 hours for DFAS to complete the registration in their system.
- (4) Submit CFMS-C Address Update form to Bupers_CFMS_Help.FCT@navy.mil.

b. Proper Invoice. Upon submission of a proper invoice, the Government acceptor will verify that the invoice is accurate. The Acceptor will then certify that the services were provided and the invoice is proper by printing their name, date, rank, phone number, office code and signing the certification statement. See Example of Tutoring Invoice and Example of Midshipman Tutoring Sign-In Sheet.

c. Payment Voucher. Upon receipt of the certified invoice, the Supply Technician will create a Payment Voucher (PV) form in CFMS and upload the Memorandum Encumbrance Document and certified invoice for the NSTC Budget Officers approval. Once the NSTC Budget Officer approves the PV, the unit will receive a document approval notice.

d. Creating a Miscellaneous Pay Voucher. Once the PV is approved, the Supply Technician will go into PIEE/WAWF to create a Miscellaneous Pay Voucher following the guidance in Tab 3-13 of the Supply Binder. In the "Attachments" tab, the Supply Technician will upload the Memorandum Encumbrance Document and certified invoice into the WAWF system. The Supply Technician will select "Preview Document" and verify all information is entered correctly before submitting the voucher to NETPDC POC, Ms. Mellody Donaldson at mellody.e.donaldson.civ@us.navy.mil or Ms. Tanya Hatfield at tanya.l.hatfield4.civ@us.navy.mil to certify for payment. Once it is certified it will automatically go to DFAS for payment. DFAS will submit the payment to the tutor's bank account.

e. Payment Notification. The PIEE/WAWF should provide a payment notification once the invoice is paid by DFAS.

12. Reduction of Excess Funds. Once the final invoice is processed and paid, the Supply Technician must go back into CFMS and manually reduce the MD document to remove any excess funds. CFMS does not automatically reduce the MD document and failure to do so violates Financial Management Regulations and causes the unit to be double obligated.

OTHER SOURCE PROCUREMENT FILES:

All GPC, ConvCk, SF 1034 and SF 182 transaction files used to obtain tutoring from other sources will contain:

- a. Approved PORF
- b. Approved Funding Document
- c. Proof from the university that they do not offer available tutoring or MFR from the Ordering Officer, or,
- d. NROTCU Commanding Officer's university's tutoring services are inadequate determination letter.
- e. Quote for Services
- f. 889 Representation Form
- g. Limited Pool of Acceptable Tutors MFR, if applicable
- h. Tutoring Invoice(s).
- i. Midshipmen Attendance Sign-In sheets
- j. Any local required documentation

REQUEST FOR QUOTATION (THIS IS NOT AN ORDER)		THIS RFQ <input type="checkbox"/> IS <input checked="" type="checkbox"/> IS NOT A SMALL BUSINESS SET-ASIDE	PAGE OF 1	PAGES 1
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1. REQUEST NO. (Unit Generated Number)	2. DATE ISSUED 08/10/2022	3. REQUISITION/PURCHASE REQUEST NO. (Enter funding document Number)	4. CERT. FOR NAT. DEF. UNDER BDSA REG. 2 AND/OR DMS REG. 1	RATING NA
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5a. ISSUED BY NROTCU _____ University		6. DELIVER BY (Date)		
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5b. FOR INFORMATION CALL (NO COLLECT CALLS)		7. DELIVERY <input type="checkbox"/> FOB DESTINATION <input checked="" type="checkbox"/> OTHER (See Schedule)		
NAME (Unit POC: GCPC CH)		TELEPHONE NUMBER AREA CODE NUMBER		9. DESTINATION

8. TO:		a. NAME OF CONSIGNEE N/A		
a. NAME Tutor's Name		b. STREET ADDRESS		
c. STREET ADDRESS Tutor's Address		c. CITY		
d. CITY		e. STATE	f. ZIP CODE	d. STATE e. ZIP CODE

10. PLEASE FURNISH QUOTATIONS TO THE ISSUING OFFICE IN BLOCK 5a ON OR BEFORE CLOSE OF BUSINESS (Date)	IMPORTANT: This is a request for information and quotations furnished are not offers. If you are unable to quote, please so indicate on this form and return it to the address in Block 5a. This request does not commit the Government to pay any costs incurred in the preparation of the submission of this quotation or to contract for supplies or service. Supplies are of domestic origin unless otherwise indicated by quoter. Any representations and/or certifications attached to this Request for Quotation must be completed by the quoter.
08/15/2022	

11. SCHEDULE (Include applicable Federal, State and local taxes)

ITEM NO. (a)	SUPPLIES/ SERVICES (b)	QUANTITY (c)	UNIT (d)	UNIT PRICE (e)	AMOUNT (f)
1	Physics Tutoring Start and End Date: 22 Aug 22 to 15 Dec 22 Location: NROTCU _____ Days: Tuesday and Thursdays Time: 1800 - 2000 Hours Per Session/Week: 2 hours / 4 hours NTE Total Hours: 80 Payment by: (Enter GCPC, ConvCK or EFT) Midshipment attendance sign-in sheets will be included with invoices Additional Comments: (ex: hourly rate include multiple students) (how often process payments) NO SERVICES WILL BE PERFORMED UNTIL AN ORDER IS PLACED	80	HR	25.00	2,000.00

12. DISCOUNT FOR PROMPT PAYMENT	a. 10 CALENDAR DAYS (%)	b. 20 CALENDAR DAYS (%)	c. 30 CALENDAR DAYS (%)	d. CALENDAR DAYS	
	0.00	0.00	0.00	NUMBER 0.00	PERCENTAGE 0.00

NOTE: Additional provisions and representations are are not attached.

13. NAME AND ADDRESS OF QUOTER		14. SIGNATURE OF PERSON AUTHORIZED TO SIGN QUOTATION		15. DATE OF QUOTATION	
a. NAME OF QUOTER Tutor Name		16. SIGNER		b. TELEPHONE	
b. STREET ADDRESS Tutor Address				AREA CODE	
c. COUNTY		a. NAME (Type or print) Tutor's Name		c. TITLE (Type or print) Physics Tutor	
d. CITY		e. STATE	f. ZIP CODE	NUMBER	

**PURCHASE ORDER REQUEST FORM
(PORF)**

Requesting Individual		Vendor Name		Screening				
Name:	I Advisor	Name:	I R Tutor	Under Applicable Micro-Purchase Threshold	<input checked="" type="checkbox"/>	YES	<input type="checkbox"/>	NO
Phone:	(847) 688-0000	Address:	1515 Mocking Bird Lane	Ability One:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Office:	1st/2nd Class Advisor	City, ST, ZIP:	Townsman, MD 01234	Furniture:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
Justification: Physics tutoring services required per NSTCINST M-1533.2D in support of the NROTC Scholarship program. University does not offer tutoring services after class hours which prevents the MIDN from utilizing the schools' tutoring services.		POC:		Office Supplies:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
		Phone:	(814) 123-4567	HAZMAT:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO
				ITPR Required:	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	NO

Description	Part Number/NSN	U/I	QTY	U/P	T/P
Tutoring Services - Physics 101	N/A	HR	80	25.00	\$ 2,000.00
Convenience Check Fee	N/A	EA	1	36.00	\$ 36.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
				Subtotal	\$ 2,036.00
				Subtotal #2	\$ 0.00
				Total	\$ 2,036.00

" I CERTIFY THAT THIS PURCHASE DOES NOT EXCEED THE APPLICABLE MICRO-PURCHASE AUTHORITY"

CARD HOLDER SIGNATURE:

OPTAR/FUNDS SIGNATURE:

LOA AA: Insert LOA Information **OMB Sub Object Class:** 2580

Document Number: Insert Funding Document Number

AO APPROVAL SIGNATURE:

FUND APPROVAL: The acquisition/purchase can be made once this form is complete and the NSTC Comptroller (N8) approves the obligation in FASTDATA.

Notes:
Vendor is unable to accept payment by purchase card. Market research indicates no other sources available to provide physics 101 tutoring services.

Example of Non-Availability of University Tutoring Services MFR

4205
Date

MEMORANDUM FOR THE RECORD

Subj: NON-AVAILABILITY OF UNIVERSITY TUTORING SERVICES

Ref: (a) NSTCINST 4205.1

Encl: (1) University provided tutoring schedule for school year 2022

1. Per enclosure (1), Example University offers Calculus 101, 102, Physics 101 and 201 tutoring at-no cost to the MIDN during the hours of 0800 – 1600, Monday thru Friday.

2. University provided Tutoring services are only available during times that the Midshipmen are attending classes, which prevents them from utilizing this service.

3. Example University does not offer at-cost tutoring services.

4. The 1st/2nd Class Academic Advisor LT I. Advisor has verified this information after reviewing the student schedules.

5. POC is Kevin Robinson, krob@exampleu.edu or 847-688-4141 Ext 447.

K. G. ROBINSON
Ordering Officer

Example of Limited Pool of Acceptable Tutors MFR

4205
Date

MEMORANDUM FOR THE RECORD

Subj: LIMITED POOL OF QUALIFIED TUTORS FOR ACADEMIC YEAR 2022

Ref: (a) NAVSUPINST 4200.99
(b) NSTCINST 4205.1
(c) NSTCINST M-1533.2
(d) FLCN-P Contracting Officer Ms. Pressley e-mail of 12 Feb 13
(e) PHONCON FLC PPMAP-N Ms. Lancaster/NSTC (N4) Mr. Long of
21 Jun 17

1. Calculus and Physics tutoring are authorized services needed to support of the NROTC scholarship program.
2. Adequate tutoring sources for Calculus Term 1 and Term 2 (*list each subject and term that the letter applies to*) are not available through the academic institution, which requires the unit to obtain services from other commercial sources.
3. The unit conducted market research in attempting to locate and obtain additional qualified tutors for Calculus Term 1 and Term 2 (*list each subject and term that the letter applies to*) and was unsuccessful.
4. The unit attempted to obtain additional sources by posting a sources sought notice on the University's bulletin board and contacted two local tutoring services companies, which resulted in no responses.
5. I certify the NROTCU Example University uses tutors for Physics and Calculus. This command uses one tutor for both Calculus Term 1 and Physics Term 1 and is unable to rotate vendors after a review was made of the limited pool of acceptable tutors in our area. I further certify that NROTCU Example University will ensure the per tutor, per subject, per semester/quarter are ordered separately and that each separate order total remains under the micro-purchase threshold of \$2,500 per references (a), (d) and (e).
6. POC is Kevin Robinson, krob@exampleu.edu or 847-688-4141 Ext 447.

D. POPULORUM
(*must be signed by the CO*)

Example of Tutoring Invoice

Tutoring Invoice

Semester/Year: _____ Semester Dates: _____ to _____

Tutor Name: _____ Hourly Rate: _____

Subject: _____ NROTCU: _____

Date	Time-In	Time-Out	Hours	No. MIDN	Payment Due
Total:					

Notes: _____

The above services were provided and invoiced as quoted. I certify that the times and hours are accurate and supported by the attached attendance sign-in sheets.

Tutor's Signature: _____ Date: _____

I certify that the invoiced services were provided and am accepting the invoice on behalf of the Government. I have verified that this invoice is proper and accurate to the best of my knowledge.

Signature: _____ Date: _____

Printed Name: _____ Rank: _____

Phone Number: _____ Office Designator: _____

Corporate Electronic Funds Transfer (CEFT) Form

**** ALL FIELDS ARE REQUIRED. PLEASE TYPE ALL FIELDS EXCEPT SIGNATURE. ****

Payee Name (Exactly as filed with IRS) _____

SSN _____ or EIN/TIN/DUNS/CAGE CODE _____

Status Code:

Corporation? Answer Y/N _____

DoD connected? Answer Y/N _____

Individual? Answer Y/N _____

Payee **MAILING** Address: _____

City _____ State _____ Zip _____

Payee Bank Name _____

Payee Bank Address _____

City _____ State _____ Zip _____

Payee Bank Telephone Number _____

ACH Nine-Digit Routing Transit Number _____

Depositor (Payee) Account Number _____

Type of Account (Checking or Savings) _____

Payment Format (CTX, CCD, or PPD) N/A _____

Account Holder's Name _____

Account Holder's Signature X _____

POC Name (for the Payee) _____

POC Phone Number _____

POC Email Address _____

In compliance with the Privacy Act of 1974, the following information is provided: Solicitation of the information on this form is authorized by E.O. 11609 of July 22, 1971, E.O. 11012 of March 27, 1962, E.O. 9397 of November 22, 1943, and 26 U.S.C. 6011(b) and 6109. The primary purpose of the requested information is to collect information used to make payment pursuant to the Personnel Claims Act. The information will be used by officers and employees who have a need for the information in the performance of their official duties. The information may be disclosed to appropriate Federal agencies, when relevant to civil, criminal, or regulatory investigations or prosecutions, or when pursuant to a requirement by this agency in connection with the hiring or firing of an employee, the issuance of a security clearance, or investigations of the performance of official duty while in Government service. Your Social Security Number (SSN) is solicited under the authority of the Internal Revenue Code (26 U.S.C. 6011(b) and 6109) and E.O. 9397, November 22, 1943, for use as a tax payer and/or employee identification number. Disclosure of your SSN and other requested information is voluntary in all other instances; however, failure to provide the information (other than SSN) required to support the claim may result in delay or loss of reimbursement.

Common Discrepancies

PROCUREMENT - GENERAL

- Not following mandatory order of precedence
- Combining physics and calculus tutoring requirement together. These services are severable to their respective course and terms/semesters and cannot be combined.
- Ordering tutoring for a period greater than the term/semester. Each term/semester are severable and cannot be combined.
- Government official not certifying that services were provided to and accepted by the Government.
- Insufficient justification for not using a mandatory source.

PROCUREMENT – GPC/CONVCK SPECIFIC

- Not clearly defining the requirement on the PORF to include specific topic, term or Period of Performance.
- Utilizing third party billing “Square” without including a justification on the PORF of why another vendor cannot be used or not including a MFR justifying it’s use in the transaction files.
- Not attaching required supporting documents in CFMS when submitting the PORF.
- Not properly maintaining GPC files.
- NROTCU’s entering into contracts or agreements with terms and conditions with a prospective tutor.