

## Tuition Ordering and Payment Process Handbook – Appendix A-17

**SUBJECT:** Appointment and Termination procedures for NROTC Unit Ordering Officers.

**PURPOSE:** To inform Prospective NROTC Unit Ordering Officers of the requirements and process for appointing and terminating NROTC unit Ordering Officers.

**OVERVIEW:** Only a properly appointed Ordering Officer can enter into a legitimate contractual obligation and legally bind the Federal Government of the United States. These contractual obligations include placing orders against Educational Service Agreements (ESAs) and issuing modifications against those orders.

NAVSUP Fleet Logistics Center (FLC) Procurement Performance Management Assessment Program (PPMAP) office has issued a letter of delegation IAW DFARS 201.6003-3(b) to the NROTC unit's Commanding Officer allowing them to appoint a unit Ordering Officer to place orders against the ESAs. This letter is titled "Delegation of Purchase Card and ESA Ordering Authority," outlining the unit's procurement authority states "All individuals delegated ordering authority must be warranted on an SF 1402 and may be required to receive training..."

Upon the NROTC unit Ordering Officer transfer, re-assignment or being relieved for cause, the NROTC Commanding Officer shall issue termination letter revoking the Ordering Officers authority.

### **ACTION REQUIRED:**

1. Adhere to the guidance contained on the following pages.

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## Prospective Unit Ordering Officer Appointment Requirements

Prospective NROTC unit Ordering Officers shall meet the following requirements before being nominated as a NROTC unit Ordering Officer:

1. Must be Military or Government Civil Service
2. Must not be under investigation nor been disciplined for wrongdoing
3. Complete the Defense Acquisition University course Simplified Acquisition Procedures (CON 237). (See the NROTC supply binder website for guidance on registering for DAU courses). File a copy of the certificate in the ESA contract file.
4. Complete the WAWF 2-in-1 Acceptor training presentation and Folders Available to the Acceptor training located at:  
<https://wawftraining.eb.mil/wbt/xhtml/wbt/wawf/roles/AcceptorIndex.xhtml>
5. Read and understand the appropriate NROTC unit's host college/university ESA and all modifications.
6. Read and comply with the Tuition Ordering Handbook.
7. Fill in the Certification of Separation of Duties (SOD) and submit it to the unit commanding officer (via chain of command) for signature. File a copy of the signed SOD in the ESA contract file.
8. Fill in the SF 1402, Certificate of Appointment as Ordering Officer and submit it to the unit commanding officer (via chain of command) for signature. File a copy of the signed SF 1402 in the ESA contract file.
9. Request access to:
  - Wide Area Work Flow Access with inspection and acceptance roles
  - Electronic Document Access (EDA) with contract upload capability
  - FPDS-NG
  - FASTDATA
10. Receive turnover of contract files if relieving the previous Ordering Officer
11. Conduct audit of contract files, document and correct all discrepancies
12. Verify a termination letter of the previous Ordering Officer has been completed and is filed in the ESA folder. If not, then process the termination letter.

Subj: CERTIFICATION OF SEPARATION OF DUTIES (SOD) REQUIREMENTS

Ref: (a) NMCARS 5203.101(a)  
(b) NAVSUP KM 19-36  
(c) 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)

## Step-by-Step Instructions in Completing the SOD

Block 1. Name of the ordering officer appointee

Block 2. Select “b. award of contract or placement of order; and”

Block 3. Ordering Officer appointee enters the date

Block 4. Ordering Officer appointee signs the SOD form

Block 5. The Commanding Officer enters the dates

Block 6. The Commanding Officer signs the SOD form

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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)

Subj: CERTIFICATION OF SEPARATION OF DUTIES (SOD) REQUIREMENTS

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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, Kevin Robinson, 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: *Kevin Glenn Robinson* 8/16/2016  
(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: *Donna Populorum* 8/17/2016  
(Signature) (Date)

## Step-by-Step Instructions in Completing the SF 1402

1. Download a .pdf version of the SF 1402 to your computer for editing. See Useful Web Links for web address.

### Text to be added (See example on next page):

Block 1. Name of the ordering officer appointee

Block 2. **“Place firm fixed-price orders against Educational Service Agreements (ESA) issued by Fleet Logistics Centers (FLC) for educational services.”** This is a mandatory entry as approved by NAVSUP FLC PPMAP office San Diego and Norfolk.

Block 3. Enter the name of NROTC unit

Block 4. Enter **“Department of Defense, United States Navy”**

Block 5. Enter **“Commanding Officer”**. The Commanding Officer will sign on this line.

Block 6. Enter the date of appointment

Block 7. Enter the NROTC unit's the unique serial number generated by the NROTC unit. Each command is responsible for establishing and tracking their own numbering system.

# Sample SF 1402 Certificate of Appointment

## Certificate of Appointment

Under authority vested in the undersigned and in conformance with  
Subpart 1.6 of the Federal Acquisition Regulation

**(NAME)** 1

is appointed

### Contracting Officer

for the

### United States of America

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:

2

Place firm fixed-price orders against Educational Service Agreements (ESA) issued by Fleet Logistics Centers (FLC) for educational services.

Unless sooner terminated, this appointment is  
effective as long as the appointee is assigned to:

**NROTC (Unit)** 3  
(Organization)

**Department of Defense, United States Navy** 4  
(Agency/Department)

**(Commanding Officer/Head of Activity)** 5  
(Signature and Title)

**(Date)** 6  
(Date)

**(Unique # Generated by Unit)** 7  
(Number)

**STANDARD FORM 1402 (10-83)**  
Prescribed by GSA - FAR (48 - CFR) 53.201-1

# Certificate of Appointment

Under authority vested in the undersigned and in conformance with  
Subpart 1.6 of the Federal Acquisition Regulation

**Kevin Robinson**

is appointed

**Contracting Officer**

for the

**United States of America**

Subject to the limitations contained in the Federal Acquisition Regulation and to the following:

**Place firm fixed-price orders against Educational Service Agreements (ESA) issued by Fleet Logistics Centers (FLC) for educational services.**

Unless sooner terminated, this appointment is  
effective as long as the appointee is assigned to:

NROTC PENN STATE UNIVERSITY

(Organization)

Department of Defense, United States Navy

(Agency/Department)

*Donna Populorum*

(Signature and Title)

Commanding Officer

08/17/2016

(Date)

16-003

(Number)

## **Termination Procedures**

Upon a NROTC unit Ordering Officer transferring, retiring/leaving federal service or being relieved for cause, the Commanding Officer should issue the member a letter terminating their contracting authority to protect the government's interests. A copy of the termination letter shall be placed in the ESA contract folder and a copy forwarded to the college/university Bursars office.

Upon issuance of the termination letter, the unit shall (as appropriate), request the terminated Ordering Officer access be removed from:

- FPDS-NG
- EDA
- WAWF
- FASTDATA

## **Common Discrepancies**

- SF 1402 is not signed by the NROTC Commanding Officer. This form has to be signed by the unit's commanding officer and cannot be delegated.
- Not entering the required statement "Place firm fixed-price orders against Educational Service Agreements (ESA) issued by Fleet Logistics Centers (FLC) for educational services." on the SF 1402.
- NROTC unit Ordering Officer's not reading, understanding or complying with the ESA's and regulatory limitations.