



DEPARTMENT OF THE NAVY

ACTIVITY TITLE
COMMAND STREET ADDRESS
CITY STATE ZIP CODE

4346
Ser
Date

From: Commanding Officer, (NROTC Unit)

To: (Name of Quality Control Designee)

Subj: APPOINTMENT AS SCHOLARSHIP TUITION QUALITY CONTROL OFFICER

Ref: (a) Naval Service Training Command Tuition Ordering and Payment Policy and
Procedures Handbook

1. You are hereby appointed as the Scholarship Tuition Quality Control Officer.
2. You shall familiarize yourself with the provisions of reference (a) as to the performance of your duties and responsibilities.
3. This appointment will remain in effect until terminated or upon transfer from this command.

CO's Signature Block

Copy to:
Educational Service Agreement Contract File

FIRST ENDORSEMENT

From: (Name of Quality Control Designee)

To: Commanding Officer, (NROTC Unit)

1. I hereby acknowledge my appointment as the Scholarship Tuition Quality Control Officer and shall perform my duties as described in reference (a).

Designee's Signature Block

Note: This is an example of a Quality Control (QC) Officer appointment and is not required to be used by the NROTC Units. NROTC commands should designate the Quality Control Officer using their normal procedures. Commands may appoint as many QCs as they desire as long as they maintain separation of duty requirements.