



DEPARTMENT OF THE NAVY

NAVAL R.O.T.C. UNIT  
152 HEARST GYMNASIUM  
UNIVERSITY OF CALIFORNIA  
BERKELEY, CALIFORNIA 94720-3640

REPLY TO  
ATTENTION OF

6 February 2006

From: Commanding Officer, NROTC Unit, University of California,  
Berkeley  
To: All Midshipmen  
Subj: TUTORING SERVICES

1. Eligibility. The following requirements must be met to be eligible for tutoring:

a. Only scholarship midshipmen are eligible for tutoring services.

b. Only qualified tutors and graduate students are eligible to receive payment for rendering tutoring services. For non-graduate students, tutor applicants should submit either a resume or a letter of recommendation from a previous employer. NROTC midshipmen or staff may NOT be used.

c. Tutorial service is authorized for all units for scholarship students taking calculus and physics. Tutoring funds can be appropriated for those seeking help in courses other than calculus and physics, provided that the course is integral to the midshipman's graduation plans.

2. Contracting. **All tutors must be approved by the Commanding Officer before tutoring services are rendered.** In order to gain approval, a midshipman must complete the attached Tutoring Services Contract and submit it to his or her advisor before tutoring commences. The unit expects tutors to charge between \$20.00 and \$30.00 per hour. Exceptions can and will be made, provided that the midshipman can prove that no comparable service is available for less than \$30.00 per hour.

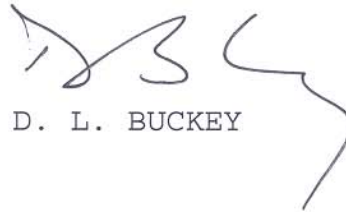
3. Payment

a. Applications for Tutor Services must be submitted within thirty (30) days of the *last day* tutoring services were rendered.

Subj: TUTORING SERVICES

b. Tutors will be paid via check. Checks will be made available within seven (7) working days of the submission of a completed Application for Tutor Services.

c. All tutoring payments must be coordinated through SKC Mangahas.



D. L. BUCKEY