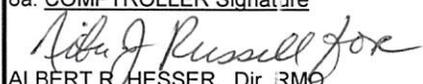
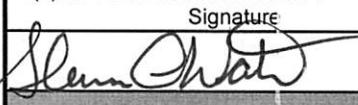
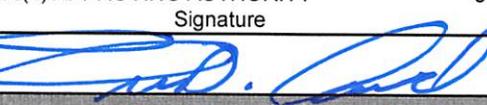


1. AGREEMENT NUMBER (Provided by Supplier) W91WZ7-15103-711	2. SUPERSEDED AGREEMENT # (if this replaces another SA)	3. Effective Date (YYYYMMDD) 20150801	4. Expiration Date is nine (9) years from effective date.
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503-9004 Email winona.f.morris.civ@mail.mil		6a. RECEIVING ACTIVITY (Name and Address) Commander 137th Wing Oklahoma Air National Guard Will Rogers World Airport Oklahoma City, OK 73179 Email damian.trahan@us.af.mil	
5b. MAJOR COMMAND: IMCOM-Central		6b MAJOR COMMAND: AETC	
7. SUPPORT PROVIDED BY SUPPLIER			
7a. SUPPORT (Specify what, when, where, and how much)		7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
Airfield Operations		Overtime	
Command Support		Court Reporter, TDY Expenses	
Environmental Compliance		Haz Waste Disposal, Cleanup	
Fire & Emergency Services		Overtime, Extra Equipment	
Law Enforcement		Overtime	
Military Personnel		Overtime	
Range Management		Overtime	
Readiness Engineering			
Additional Support requirements attached: <u>X</u> Yes ___ No			Total 0
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
8a. COMPTROLLER Signature  ALBERT R. HESSER, Dir, RMO	8B. Date Signed 19 Oct 2015	9a. COMPTROLLER Signature  JUDD KROENER, Maj, 137 Wing Comptroller	9b. Date Signed 20150831
8c(1) APPROVING AUTHORITY Typed Name GLENN A. WATERS, COL, FA, Garrison Commander		9c.(1) APPROVING AUTHORITY Typed Name CURTIS D. ARNOLD, COL	
8c(2) Organization USAG Fort Sill IMSI-ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization USPFO for Oklahoma	9c(3) Telephone No. (405) 228-5577
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 15 Oct 15	9c(4) APPROVING AUTHORITY Signature 	9c(5) Date Signed 20150903
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date)			
SUPPLYING COMPONENT		RECEIVING COMPONENT	
10a. Approving Authority Signature	10b. Date Signed	10c. Approving Authority Signature	10d. Date Signed

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W91WZ7-15103-711

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate; e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

- a. The Receiving Components will provide the Supplying Component projections of requested support. (Significant changes in the Receiving Components' support requirements should be submitted to the Supplying Component in a manner that will permit timely modification of resource requirements)
- b. It is the responsibility of the Supplying Component to bring any required or requested change in support to the attention of _____ (See page 5, para 9b.) _____ prior to changing or canceling support.
- c. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons such as legislation, DOD directive, and commercial utility rate increases. The Receiver will be notified immediately of such rate changes that must be passed through to the support Receivers.
- d. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- e. In case of mobilization or other emergency, this agreement will remain in force only within Supplier's capabilities.
- f. Attachments: A - Calculations for FY15 Reimbursable Costs
 B - Universal Order Form

Continued on page 3.

12. SPECIFIC PROVISIONS (As appropriate: location and size of occupied facilities; unique Supplier and Receiver responsibilities; and conditions, requirements quality standards, and criteria for measurement/reimbursement of unique requirements.)

Continued on page 6.

Additional specific provisions attached: Yes No

GENERAL PROVISIONS

1. References:

a. Economy Act, 31 USC 1535-36.

b. AR 5-9, Area Support Responsibilities, 16 Oct 98.

c. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.

d. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.

e. DODI 4000.19, Support Agreements, 25 Apr 13.

f. Various Letters of Agreement provided by Henry Post Army Airfield.

2. This interservice support agreement (SA) documents training support provided by the US Army Garrison, Fort Sill (USAG Sill/Supplier), to the 137 Wing OKANG (Receiver) for use of Henry Post Army Airfield (HPAAF) and what is known as Falcon Range. 137th Wing will occupy no buildings on Fort Sill.

3. Supported unit (Receiver) is the 137th Wing. Authorized personnel strength is: 3 officers and 2 enlisted personnel per crew. The number of planes flying in for training will vary from one to approximately 10. The unit's mission is to enhance global special operations by serving our communities, state, and nation through the unique capabilities of the 137th Special Operations Wing and all associated tenant units.

4. 137 Wing OKANG is a Non-Army customer. Supplier is funded with Operation Maintenance, Army dollars. 137th Wing OKANG is funded with Air National Guard Operations and Maintenance funding. Unless stated otherwise in the specific provisions; services provided to the receiver will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities and will be provided within available capabilities and resources.

5. In accordance with DODI 4000.19, non-Army receivers must reimburse for all increased costs incurred by the Supplier. The level of support provided by the Supplier is based on the amount of funding received from higher headquarters and may fluctuate each year due to budget cuts. Mission unique support may be provided to the Receiver on a case-by-case basis. Mission unique support is a resource and/or service that is not required for the Supplier but is required for the Receiver's uncommon, unusual, or special mission and may be provided on a reimbursable basis.

6. For a customer that uses a Non GFEBs financial system, a Universal Order form will be required which can be found at attachment B. The form will be provided by the Garrison Budget Analyst and completed by the Customer. Return completed form and check to Garrison's Budget Office.

a. 137 Wing is required to make advance payments. Receiver shall submit Universal Order form for the total amount of the estimated services to be reimbursed in the SA to USAG Fort Sill (IMSI-RMB), 462 NW Hamilton Road, Suite 102, Fort Sill, OK 73503-9004, DSN 639-4909.

b. Garrison Budget Office shall require Advance Payments. Garrison Budget Office will send out monthly consumption statements as required. Method of payment is by check made out to the US Treasury with accompanying Universal Order form. Supplier has the option to waive reimbursement when the reimbursement would be less than the anticipated expense of billing and disbursing funds.

7. Receiver has determined/shall ensure that the purchase of goods or services described in this agreement is in the best interest of the Government and serves a bona fide need. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided. Receiver shall negotiate directly with other Fort Sill tenants for their tenant-provided services (i.e., MEDDAC/DENTAC, DLADS, NEC, LRC).

8. Neither Supplier nor Receiver will change, reduce, or terminate the agreement unilaterally without giving sufficient advance notice to the other party. Sufficient advance notice is at least 180 days.

a. Each party to a reimbursable support agreement will annually review the agreement for financial impacts. DOD Components will review each of their support agreements triennially in its entirety, and document each review in accordance with Component procedures. Minor changes may be made by pen and ink or by attaching a memorandum; both parties shall initial these changes.

b. Supplier reserves the right to reduce/terminate support based on customer demand and will apply any reductions in support on an equitable basis to all receivers of support.

c. If this agreement is unilaterally terminated with less than 180 days prior notice to the other party, the terminating party may be billed by the nonterminating party for reimbursement of unavoidable termination and procurement expenses incurred during the 180-day period following notification.

d. This agreement survives the departure or position change of any of the signatories. The agreement remains in affect for 9 years or until canceled by mutual agreement or until canceled by 180 days advance written notice to the other party.

9. Points of contact (POCs) for the administration of this support agreement are as follows:

- a. Supplier: Ms. Winona Morris, Garrison Support Agreements Manager (SAM), and Joe Ragsdale, Resource Management Office (RMO), (IMSI-RMM), 462 NW Hamilton Road; Fort Sill, OK 73503-9004, DSN 639-3560/5803 or (580) 442-3560/5803 (in Bldg 467), fax ext. 7978. e-mail address: winona.f.morris.civ@mail.mil or joe.p.ragsdale.civ@mail.mil.
- b. Receiver: LtCol Damian Trahan, 5201 Flightline Drive, Oklahoma City, OK 73179, DSN: 720-5680 or (405) 686-5680, e-mail address damian.trahan@us.af.mil.

SA #W91WZ7-15103-711	
Receiver: 137th Wing	
Oklahoma City, OK	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
Airfield Operations: Partially Reimbursable Partially Reimbursable	
1. Henry Post Army Airfield (HPAAF)	
1. Directorate of Plans, Training, Mobilization, and Security (DPTMS) will permit authorized Receiver aircraft entry into Fort Sill airspace and onto Henry Post Army Airfield (HPAAF) for M-12 Assault Landing Zone (ALZ) training. Do not limit use of HPAAF exclusively to the Receiver; ensure Army/Fort Sill requirements take priority over those of the Receiver when necessary. See Range Management for additional training requirements.	1. Reimburse for overtime as required. Submit flight plans for each flight per DOD Directives. Attend Airfield and Operational Briefings in Bldg 4907. Submit a copy of the units most current pre-accident plan to Airfield Operations. Comply with Suppliers regulations, policies and directives. Operations outside of published control tower hours will require seven calendar day notice. See Range Management for additional training requirements.
2. DPTMS will authorize ALZ training at HPAAF. Fort Sill Army Radar Approach Control (ARAC) and Tower (ATCT) will authorize and provide clearances as requested for Instrument Flight Rules (IFR) approaches and Visual Flight Rules (VFR) traffic pattern approaches to HPAAF. ARAC will provide clearance for IFR approaches to Lawton Fort Sill Regional Airport (LAW) when requested or when other traffic situations require aircraft to depart HPAAF traffic pattern.	2. Notify HPAAF Airfield Operations (DSN 639-4643/6160) of weather related or other unforeseen cancellations as far in advance as possible. Do not fly over the Post ammunition storage area at an altitude less than 2,200 Mean Sea Level (MSL). Do not fly into the Restricted Area airspace R5601 unless an emergency or if Range Control, ARAC, or ATCT approve. Because of other aircraft operations, aircraft will be flexible as to the sequence and timing of VFR closed traffic pattern approaches and IFR approaches to HPAAF and LAW.
3. Provide air traffic control services within airspace delegated and controlled by Fort Sill tower and radar approach control. Establish approach/departure routes and adjust routes as necessary. Designate radio frequencies for communication with HPAAF Control Tower. Furnish Receiver copies of applicable policies and procedures.	3. Pilots shall obtain approach/departure clearance as required and comply with DOD flight information publications (FLIPs) and procedures and with instructions or clearances provided by FSI ARAC and HPAAF Air Traffic Control Tower (ATCT). Obtain radio frequency assignments as published in FLIPs and/or as assigned by FSI ARAC or HPAAF ATCT.
4a. Provide limited ground support equipment (i.e., tugs, jacks, tow bars, tools, etc.) and services.	4a. Reimburse for overtime of Airfield Operations personnel as required.
4b. Provide limited fuel services. NOTE: HPAAF only has one 6,000 gal refuel vehicle, does not have stockage of POL products, and no defuel capability.	4b. Request fuel as needed. Be aware that fuel and services are extremely limited at HPAAF. Options are to use the HPAAF refuel vehicle or make plans to land and refuel at the Lawton Fort Sill Regional Airport. Use aircraft identification plates or DOD fuel cards to pay for aviation fuel received.
4c. Provide/place temporary ALZ lights as required. Placement of lights during normal published operating hours for the control tower.	4c. Reimburse for overtime as necessary. Placement of ALZ lights may be accomplished by the receiver with coordination with HPAAAF Airfield Management.
5. Assist with clean up required from accidental occurrences.	5. In the event damages are caused by the mission of this service agreement, the damages to real property and equipment assets will be paid by the receiver. Reimburse for cleanup of damages as a result of Receivers actions and investigation findings.
6. Provide for the emergency use of HPAAF for landing aircraft in distress. Maintain direct or relayed contact with the aircraft until it is in a safe landing mode.	6. Comply with instructions, regulations, and procedures of HPAAF Control Tower. Maintain proper radio frequencies in the event of an emergency. Request assistance as needed.
Command Support: Partially Reimbursable	
1. Installation Safety and Occupational Health:	
1. Fort Sill Installation Aviation Safety Officer (IASO), DPTMS, will respond to aircraft accidents in accordance with (IAW) Fort Sill's Aviation Pre-accident Plan. Provide such services as applicable and required in order to accomplish the safety mission. If an accident/mishap occurs, treat it in the same manner as an Army aircraft accident and put all applicable contingency plans into effect with the exception of convening the Accident Investigation Board.	1. Shall comply with Supplier's safety regulations and policies. Upon request, furnish the Fort Sill IASO (DSN 639-2023/4643) with flight and safety checklists. Exercise every precaution to prevent accidents whenever possible. Be responsible for accident/incident reporting and/or investigation of all accidents/incidents involving Receiver's aircraft. When conducting investigations, include Fort Sill and adjacent lands/property subject to overflight and/or accident/incident involvement.

SA #W91WZ7-15103-711	
Receiver: 137th Wing	
Oklahoma City, OK	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
2. Provide Public Affairs.	
1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Missions include public information, community relations, and internal (troop) information.	1. Reference AR 360-1 with Fort Sill supplement. Fort Sill PAO will provide support upon request. Reimburse for support requests requiring TDY.
2a. Handle all news media queries and visits concerning Fort Sill activities on the installation. Coordinate those having larger Air National Guard impact with appropriate higher-level PAOs. Prepare news releases for activities as appropriate.	2a. Agree to inform the Public Affairs Office (PAO) when any media coverage is involved or media releases. All photos and testimonials must be provided to PAO and obtain PAO approval prior to release. 137th Wing may not invite media coverage without PAO approval.
2b. Be responsible for the immediate public affairs response to an accident or incident that occurs on Fort Sill. In such instances, DA regulations and directives, and Fort Sill SOP will apply. When the accident or incident involves aircraft that are not from Fort Sill, PAO will refer inquiries about casualties, and those that pertain to the official investigation into the cause of the accident or incident, to the operational command of the aircraft concerned. When deceased and injured personnel are from commands other than Fort Sill their identities will be released by the parent units IAW their regulations and policies.	2b. Media representatives who contact the Receiver regarding accidents and serious incidents involving military aircraft, equipment or personnel operating on Fort Sill shall be referred to PAO, Fort Sill. Events attract media interest of such intensity that immediate public affairs action is necessitated.
3. The Fort Sill PAO will assist as appropriate until the parent unit of the aircraft concerned designates a public affairs point of contact when an accident or incident occurs outside the boundaries of Fort Sill, but Fort Sill is the nearest military installation to the scene.	3. Notify Fort Sill Range Operations if an accident or incident occurs outside the boundaries of Fort Sill. Range Operations will inform PAO when Fort Sill is the nearest military installation to the scene.
Environmental Compliance: Partially Reimbursable	
1. Administer programs for the control of air, water, noise, hazardous material, and other forms of pollution including resource recovery programs.	1a. Request services from Environmental Quality Division, Directorate of Public Works (DPW), Bldg 2915, 2-3266, as needed. Actively support post conservation, pollution control, and environmental programs. 1b. Notify DPW of any suspected violation of hazardous waste handling/storage/disposal; personnel knowledgeable of such violations who fail to report them to appropriate authorities may be held personally liable in conjunction with the violator.
2. Identify actions requiring NEPA documentation. Specify methods for obtaining information required in preparing NEPA documents. Determine appropriate time requirements for comments. Establish patterns for consulting. Determine the mechanism through which NEPA documents will be made public. Provide public announcements of plans and programs with environmental impact. Prepare NEPA documentation for the Tenant as approved on a case-by-case basis.	2. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, prepare or reimburse the preparation of NEPA documents. Reimburse for Supplier's overtime in preparing NEPA documentation when required.
3. Use own discretion in determining whether or not to hold 137th Wing financially liable when the Receiver's actions result in an adverse environmental impact.	3a. At the Supplier's discretion, 137th Wing bear financial responsibility for clean-up, disposal, and restoration in the event an incident caused by the receiver results in an adverse environmental impact. Perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended) 3b. In the event that the 137th Wing acquires property or stores materials, any environmental disposal or spill cleanup costs shall be paid by the 137th Wing.

SA #W91WZ7-15103-711	
Receiver: 137th Wing	
Oklahoma City, OK	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
Fire & Emergency Services: Partially Reimbursable	
1. Respond to fires and other emergencies in remote areas outside the cantonment area (such as on the ranges). Due to limited resources and the lengthy travel distance from the nearest fire station to the ranges, accept the risk of possible liability resulting from its delayed responses.	1. When planning training and other outdoor activities in remote areas, consider the risks involved due to the Supplier's limited firefighting resources and possible delayed response times. Take reasonable precautions to reduce the level of danger to life and destruction of property. Reimburse for support.
2. HPAAF DOES NOT have a dedicated fire vehicle manning for an aircraft mishaps. The firemen are cross-manned and have to respond to housing areas fires. HPAAF will inform aircrew when ARF assets are off station, not immediately available at the airfield.	2. Coordinate support requirements with the Fort Sill Fire Department at least 3 days in advance when possible. Reimburse for overtime and/or extra equipment when necessary.
Law Enforcement: Partially Reimbursable	
1. If an aircraft mishap occurs on the Fort Sill Military Reservation, DES will provide perimeter security of the aircraft until the Air Force assumes responsibility of the damaged aircraft. Implement a crash pass system.	1. Shall comply with military police procedures and policy regarding security of the damaged aircraft. Assume control of the damaged aircraft in coordination with the Fort Sill installation aviation safety officer (IASO) and DES authorities.
2. Provide MP Guard for aircraft security when requested.	2. Request DES provide an MP Guard for protection level 3 aircraft in the event the aircraft must be parked at HPAAF ramp, without aircrew or maintenance personnel present. Reimburse for services if necessary.
Military Personnel Services: Nonreimbursable Partially Reimbursable	
1. If an aircraft accident occurs, provide limited assistance as required on a case-by-case basis for the recovery, identification, care, and disposition of deceased personnel (active duty).	1. Shall coordinate requirements with the mortuary officer, Military Personnel Division (MPD), Directorate of Human Resources (DHR), Bldg 4700, DSN 639-4014/8592 during duty hours, and 512-6178 after duty hours. Reimburse for overtime.
Range Management Partially Reimbursable	
a. Land / Airspace	
1. Authorize Receiver use of Fort Sill ranges, training land, and associated airspace (including Falcon Range) based on established range scheduling priorities and processes in Fort Sill Regulations 95-1 and 385-1.	1. Comply with Fort Sill Regulation 95-1 and 385-1 when scheduling and using Fort Sill ranges, training land and associated airspace. Comply with 301st FWI 13-212 when using Falcon Range
b. EOD Range Clearance	
1. Coordinate contracting services for range clearance. DPTMS Range Division will coordinate with the Receiver to provide for exclusive use of Quanah Range for the period of time necessary for range clearance (approximately six days).	1. As required by Air Force or Army regulation, User shall conduct range cleanup annually using own assets. Schedule explosive ordnance disposal (EOD) support directly with 761st Ordnance Detachment (EOD), a Fort Sill tenant.

SA #W91WZ7-15103-711	
Receiver: 137th Wing	
Oklahoma City, OK	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
Readiness Engineering & Emergency Management	
Non-Reimbursable	
1. Inform Receiver of "real life" search & rescue missions on Fort Sill, i.e. drownings, range fires, missing persons, for possible assistance.	1. Respond to rescue and recovery requests when it aligns with the Receiver's training mission and the Receiver is available to support.

DODI Title	CLS #	CLS Title	Cost Factors	Quantity	Cost Inputs	Annual Cost	Remarks
Airfield Operations	900	Airfield Operations	Overtime			\$0	
Command Support	107	Public Affairs	TDY Expenses			\$0	
Environmental Compliance	505	Compliance Services	Hazardous Waste Disposal			\$0	
Fire & Emergency Services	401	Fire & Emergency Response Services	Overtime, Extra Equipment			\$0	
Law Enforcement	601	Law Enforcement Services	Overtime			\$0	
Military Personnel	800	Casualty Assistance	Overtime			\$0	
Range Management	603	Installation Security Program Management Support					
Readiness Engineering & Emergency Management	904	Emergency Management				\$0	
GRAND TOTAL						\$0	

12. DESCRIPTION OF ORDER AND OTHER INSTRUCTIONS: (ATTACH CONTINUATION SHEET IF MORE SPACE IS REQUIRED)						
a REF NO.	b ITEM NO.	c SCHEDULE OF SUPPLIES/SERVICES	d QUANTITY ORDERED/ ACCEPTED	e UNIT	f UNIT PRICE	g ESTIMATED AMOUNT
h. TOTAL ESTIMATED AMOUNT: (Total Block 12g.)						
13. PROVIDED THROUGH REIMBURSEMENT			14. PROCURED BY DIRECT CITATION			
a REF NO.	b ITEM NO.	c ESTIMATED AMOUNT	a REF NO.	b ITEM NO.	c ESTIMATED AMOUNT	
15. FUNDS PROVIDED THROUGH REIMBURSEMENT: (Total Block 13c)						
16. PROCURED BY DIRECT CITATION: (Total Block 14c)						
17. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUESTED.						
_____		_____		_____		
AUTHORIZING OFFICIAL (NAME AND TITLE)		(SIGNATURE)		(DATE)		
18. THIS REQUEST AND/OR ORDER IS ACCEPTED ON A						
<input type="checkbox"/> REIMBURSABLE <input type="checkbox"/> DIRECT CITE BASIS AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH. <input type="checkbox"/> THIS REQUEST AND/OR ORDER IS NOT ACCEPTED (SEE REMARKS).						
_____		_____		_____		
ACCEPTING OFFICIAL (NAME AND TITLE)		(SIGNATURE)		(DATE)		
19. POINT OF CONTACT:						
_____		_____		_____		
NAME		OFFICE SYMBOL		PHONE NO.		

PREPARATION INSTRUCTIONS FOR THE UNIVERSAL ORDER FORMAT

Instructions for the preparation of the "universal order format" are as follows: The requesting activity shall complete blocks 1. through 12. and 17. The performing activity shall complete blocks 13. through 16., 18 and 19.

1. Title and/or Description

2. Type of Order - Indicate the type of order being processed. The order may be on a reimbursable or direct fund cite basis, or both. The order may serve as an "Economy Act Order" (31 V.S.c. 1535), a "Project Order" (41 V.S.C 23), or an order based upon other statutory authority. Performance of the work or services, or both, must be accomplished in accordance with the applicable statutes.

3. Document Number - Document numbers are generally assigned by the requesting activity. These numbers are for accountability and control purposes. It uniquely identifies the document and is the number under which the funds cited in blocks 10, 15, and 16, are to be recorded (that is, committed, obligated, expended, etc.).

4. Date Prepared - The date on which the form was prepared by the originator.

5. Order Completion Date - The date by which the work or services being requested must be completed by the performing activity, or physical delivery of material. An extension or change of the completion date, if required, shall be requested in writing and is subject to the approval of the requesting activity cited in block 6. An amendment to the original order shall be prepared by the requesting activity if extension or change is approved.

6. From - The name and address of the activity requesting the work or services.

7. Point-of-Contact - The name of an individual at there questing activity who can be contacted if any questions should arise regarding the order. A telephone number and office symbol also should be identified. This individual generally is not the same as the authorizing official in block 17.

8. **To** - The name and address of the activity being requested to perform the work or services.

9. **Mail Billings To** - The name and address of the organization or activity to whom the billings are to be mailed when the universal order format is issued external to DoD Components. Billings normally shall be submitted by the performing activity on a monthly basis unless specifically stated in block 12.

10. **Accounting Data**
 - a. Enter the funds expiration date. This date indicates when the funds must be obligated by the performing activity. Funds not actually obligated by the expiration date shall be returned to the requesting activity.

 - b. The accounting classification data code structure shall be the one currently in effect. (If the accounting classification code structure is other than DoD, such as that of a civil agency, this block may be altered to accommodate the required form.)

 - c. The fund balances should be sufficient to cover the total estimated amount for the subject order. Block 10.f. represents the total amount of funds authorized for the particular document or amendment. Block 10.g. represents the cumulative total amount of funds authorized, including previous amendments, as of the date of that particular document and/or amendment. In the case of a "basic" document, the amounts appearing in blocks 10.f. and 10.g. will be identical.

11. **Interservice Support Program** - Indicate the applicable box pertaining to items requested.

12. **Description of Work to be Performed and Other Instructions** - Enter a specific, definite and complete description of work encompassed by the order, each item of supplies, material, equipment, or services required. If additional space is required, a continuation sheet may be used. Add the estimated amounts in block 12.g. and enter the amount in block 12.h. The amount in block 12.h. should be the same as blocks 10.f. and/or 10.g.

13. **Provided through Reimbursement: (Estimated Amount)** - Indicate the items and corresponding amounts shown in block 12., which will be completed through reimbursement. This block should be completed by the performing activity.

14. Procured by Direct Citation: (Estimated Amount) - Indicate the items and corresponding amounts shown in block 12, which will be completed through direct citation. This block should be completed by the performing activity.

15. Funds Provided through Reimbursement - Add the amounts in block 13.c. and enter in this block. The sum of blocks 15 and 16 shall equal the amount shown in block 12.h. Block 12.h. shall equal block 10.f. Amounts authorized in this block are not subject to the Antideficiency Act (Title 31, United States Code, section 1517) unless specifically indicated on the face of the document.

16. Procured by Direct Citation - Add the amounts in block 14.c. and enter in this block. The sum of blocks 15 and 16 shall equal the amount shown in block 12.h. Block 12.h. shall equal to block 10.f. The amount in this block constitutes a limitation under Title 31, United States Code, section 1517 when the purchasing office or contracting activity is a separate entity from the requesting activity.

17. Authorizing Official - Enter the name, title, and signature of the individual in the requesting activity authorized to issue the document. The date the authorizing official actually signed the document also must be included. This date is the basis for determining the accounting month under which the commitment or consignment is to be recorded.

18. Accepting Official - Written acceptance of this order is required and is accomplished by completing this block. Enter the name, title, and signature of the individual in the performing activity authorized to accept the document.

19. Point-of-Contact - The name of an individual at the performing activity who can be contacted if any questions should arise regarding the order. A telephone number and office symbol should also be provided. This individual generally is not the same as the accepting official in block 18.