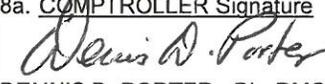
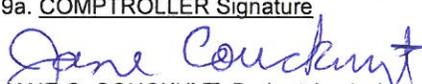
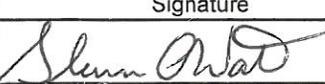


1. AGREEMENT NUMBER (Provided by Supplier) W91WZ7-13070-785	2. SUPERSEDED AGREEMENT # (if this replaces another SA)	3. Effective Date 20130601	4. Expiration Date 20220601
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503-9004 Email winona.f.morris.civ@mail.mil		6a. RECEIVING ACTIVITY (Name and Address) Program Manager Armor Brigade Combat Team USATACOM 6501 East 11 Mile Road BLDG 229, 4th FLR, MS 506 Warren MI, 48397-5000 E-Mail: lawrence.r.shell2.civ@mail.mil	
5b. MAJOR COMMAND: IMCOM-West		6b MAJOR COMMAND: TACOM	
7. SUPPORT PROVIDED BY SUPPLIER			
7a. SUPPORT (Specify what, when, where, and how much)		7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services		None	\$0
A2-Airfield Operations		None	\$0
A3-Audio & Visual Information Services		None	\$0
C1-Chapel & Chaplain Services		None	\$0
C3-Clubs		None	\$0
C4-Command Support		None	\$0
C7-Community Relations		None	\$0
C8-Community Services		None	\$0
C9-Custodial Services		None	\$0
D1-Disaster Preparedness		None	\$0
E1-Education Services		None	\$0
E2- Entomology Services		None	\$0
E3-Enviromental Cleanup		Hazardous spills/incidents	\$0
E4-Enviromental Compliance		Haz Waste disposal	\$0
Additional Support requirements attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total	Continued
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
8a. COMPTRROLLER Signature  DENNIS D. PORTER, Dir, RMO	8B. Date Signed 8 OCT 13	9a. COMPTRROLLER Signature  JANE C. COUCKUYT, Budget Analyst	9b. Date Signed 9-6-13
8c(1) APPROVING AUTHORITY Typed Name GLENN A. WATERS, COL, FA, Garrison Commander		9c.(1) APPROVING AUTHORITY Typed Name WILLIAM H. SHEEHY, COL, PM ABCT	
8c(2) Organization USAG Fort Sill IMSI-ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization PEO GCS	9c(3) Telephone No. (586) 282-5630
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 12 Oct 13	9c(4) APPROVING AUTHORITY Signature 	9c(5) Date Signed 24 Sept 13
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: W91WZ7-13070-785

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 6, para 11b.) _____ 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 FY13 Reimbursable Costs
B - Universal Order Form

Continued on page 4.

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 7.

Additional specific provisions attached: Yes No

SA #W91WZ7-13070-785

Receiver: Program Manager Armor Brigade Combat Team
Warren, MI

GENERAL PROVISIONS

1. References:

- a. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. Memorandum, Assistant Secretary of the Army (Financial Management), 20 Mar 00, subject: Army Reimbursable Policy (ARP) Update.
- d. Memorandum, HQ IMA [IMCOM], SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- e. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.
- f. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, 10 Dec 12.
- g. DODI 4000.19 Support Agreements, 25 Apr 13.

2. This intraservice support agreement (SA) documents training support provided by the US Army Garrison, Fort Sill (USAG Sill/Supplier), to Program Manager Armor Brigade Combat Team (Receiver).

3. Training is for the use of Fort Sill's ranges for M109 Family of Vehicles (FoV) and Paladin /CAT (Carrier Ammunition Tracked) Integrated Management (PIM). The supported unit (Receiver) is the Program Manager Armor Brigade Combat Team with an average crew strength of 6 contract personnel that will have 6 to 18 field exercises per year. The mission of the PIM Self-Propelled Howitzer (SPH) is to destroy, neutralize, or suppress the enemy by indirect fire. The PIM SPH must compensate for non-standard conditions for accurate fires on a target. The PIM SPH and Carrier Ammunition Tracked (CAT) will enable the Army's Armored Brigade Combat Teams and Fires Battalions to accomplish their relevant tasks in support of the command and control, force application battle space awareness, protection and net-centric environment Joint Fighting Capabilities (JFC).

4. Program Manager Armor Brigade Combat Team is an Army customer. The supplier is funded with Operation Maintenance, Army dollars. The Receiver is funded with Procurement Funds. 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. For a new Army Receiver or an existing Army customer expanding on post, time must be allowed for the POM to build dollars into the Supplier's base operating budget for new/additional support required (usually 3 years). Until that occurs, the Receiver is required to reimburse for all incremental costs incurred by the Supplier. After funding is received in the Supplier's budget, the Supplier is funded to provide BOS on a common [nonreimbursable] level of support (CLS) to Army customers. The level of CLS is based on the amount of funding received from higher headquarters and may fluctuate each year due to budget cuts. Above CLS is an increased level of CLS that is not funded by the Supplier (such as a twice-a-week instead of a once-a-week collection of refuse). Mission unique support is also not funded by the Supplier. It 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. Base operations support (BOS) is the resources (i.e., personnel, equipment, infrastructure, services) required by the Supplier to conduct its mission/ operations. These resources and services may be provided to other on-post activities for their missions and to off-post customers to accomplish their missions in a more cost efficient manner. Different activities on Fort Sill provide different types of BOS; see the chart below. BOS may be provided on a reimbursable or nonreimbursable basis depending on the source of funding or type of customer.

Base Operations Support	Major Command Provider	Installation-Level Provider
Buildings	US Army Installation Management Command (IMCOM)	Garrison (Supplier)
Computer services	US Army Network Enterprise Technology Command (NETCOM)	Network Enterprise Center (NEC)
Medical services	US Army Medical Command (MEDCOM)	US Army Medical Department Activity (MEDDAC)
Civilian Personnel	Civilian Human Resource Agency (CHRA)	Civilian Personnel Advisory Center (CPAC)
Purchasing & Contracting Service	Mission and Installation Contracting Command (MICC)	Mission and Installation Contracting Command (MICC)
Dental services	U.S. Army Dental Activity (DENTAC)	U.S. Army Dental Activity (DENTAC)
Printing Services	Document Automation & Production Services (DAPS)	Document Automation & Production Services (DAPS)

7. The General Fund Enterprise Business System (GFEBS) is the Army's mandatory standardized and integrated financial management, accounting, and real property management system. Since both the Supplier and Receiver operate using GFEBS, reimbursable support (i.e., mission unique, stock fund, overtime/support provided outside normal operating hours, above CLS, and other types of support not funded by the Supplier) is now directly charged to the Receiver. The Receiver must fund this support by entering its own line of accounting (LOA) on each direct charge work breakdown structure (WBS) created by the Supplier. As a result, no MIPR (DD Form 448-Military Interdepartmental Purchase Request) is required from the Receiver. Coordination for funding transfer will be accomplished in the following manner: Universal Order Form at attachment B will be provided by the Garrison Budget Analyst and completed by the Customer's Budget Analyst. Return completed form to Garrison's Budget Office with funding information and appropriate authorizations. Garrison Budget Analyst will set up Work Breakdown Structure (WBS) and notify customer to validate funding data and process movement of funding (Budgeting Workbench GFEBS Code FMBB).

8. The DD Form 1144 lists the recurring support provided to the Receiver; however, the specific provisions no longer include all of the support descriptions for each category. The specific provisions in this support agreement describe certain customer specific support. The specific provisions for the other categories are located in the Garrison Support Services Catalog. It is accessible on the Supplier's Agreements Office website at "<http://sill-www.army.mil/usag/RMO/>" by clicking on "Catalog-Garrison Agreement Procedures Guide." The Receiver shall review and comply with the catalog as appropriate.

9. 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, DAPS, NEC, ASC-reference table in paragraph 6).

10. Supplier will not change, reduce, or terminate the agreement unilaterally without giving sufficient advance notice to the Receiver.

a. When possible, both parties shall effect significant changes to support provided by giving sufficient advance notice to the other to allow appropriate funding adjustments to be made during the budget formulation process (at least 180 days). 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 reprocurement expenses incurred during the 180-day period following notification.

d. This agreement survives the departure or position change of any of the signatories.

11. 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) 467 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: Mr. Larry Shell, 6501 East 11 Mile Road, Bldg #229, 4th FLR, MS 506, Warren MI, (586) 282-0088, lawrence.r.shell2.civ@mail.mil.

SA #W91WZ7-13070-785

Receiver: Program Manager Armor Brigade Combat Team
Warren, MI

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL

A1-Administrative Services: Nonreimbursable C1-Chapel & Chaplain Services: Nonreimbursable C3-Clubs: Nonreimbursable C4-Command Support: Nonreimbursable C7-Community Relations: Nonreimbursable C8-Community Services: Nonreimbursable D1-Disaster Preparedness: Nonreimbursable E1-Education Services: Nonreimbursable See Garrison Spt Svcs Catalog.	
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E3-Environmental Cleanup: Reimbursable	
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1. Hold the Receiver financially liable when the Receiver's actions result in an adverse environmental impact.

1. Reference The Economy Act of 1932, as amended. Perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. Or FUND the clean-up, disposal, and restoration in the event an incident caused by the Receiver results in an adverse environmental impact.

E4-Environmental Compliance: Reimbursable	
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1. Prepare NEPA documentation for the Receiver as approved on a case-by-case basis.

1. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, prepare or fund the preparation of NEPA documents. FUND overtime for preparing Receiver's NEPA documentation.

2. Provide standard support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/usag/RMO/>.

F2-Facility Construction & Major Repair: Nonreimbursable See Garrison Spt Svcs Catalog.	
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F3-Facility Maintenance & Minor Repair Reimbursable	
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1. Provide 5 permanent Navigation Way Points. All 5 Way Points require a permanent marker (carsonite marker or equivalent) to indicate the Way Point location. A permanent parking block/jersey barrier will be required to indicate where and in which direction the vehicle should be stopped.

1. Fund for material and/or cost of construction of Navigation Way Points.

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL

F3-(Cont)

2. Provide engineering support to ensure that proposed roadways to be used for equipment testing are in a usable condition. Specifically, the DPW Engineering Division will be tasked to conduct initial survey of road for surface and subsurface damage to establish a baseline. The DPW Engineering support will be conducting "No Notice" on-site inspections during weapon system performance testing to ensure that if damage has occurred to asphalt surfaces or concrete surfaces it will be documented in an appropriate manner following accepted local practices.

2. Follow local process and procedures to restore the damaged asphalt or concrete surfaces back to the previously identified baseline condition. Fund cost of restoration.

3. Provide standard support per the Garrison Spt Svcs Catalog.

3. Access the catalog at <http://sill-www.army.mil/usag/RMO/>.

F5-Fire Protection: Partially Reimbursable

2. 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 response.

1. Upon discovering a fire, dial 911 and alert all personnel in the immediate area. Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care. If the finding of an investigation determines that the cause of a fire is due to the Receiver's negligence or intentional misconduct, the Receiver shall be liable/shall reimburse for the support cost to mitigate the incident.

2. 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. A limited amount of firefighting equipment can be signed for at Range Control. Accept the risk of possible liability when its actions result in a fire. If required, FUND the overtime and the purchase/rental of extra equipment.

3. Provide standard support per the Garrison Spt Svcs Catalog.

3. Access the catalog at <http://sill-www.army.mil/usag/RMO/>.

- L2-Legal & Services: Nonreimbursable**
M1-Mail Service: Nonreimbursable
M1-Mail Service: Nonreimbursable
M2-Military Personnel Support: Nonreimbursable
M4-Morale, Welfare, & Recreation (MWR) Activities: Nonreimbursable
M5-Mortuary Services: Nonreimbursable
See Garrison Spt Svcs Catalog.

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
P1-Police Services: Nonreimbursable	

1a. Protect Receiver's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations).

1a. References: AR 190-5 AR 190-47 AR 190-30 Fort Sill Reg 190-1 AR 190-45

1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with the Directorate of Emergency Services (DES) any requirements for special security of equipment and buildings assigned to the Receiver.

2. Notify Receiver of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.

2. Provide information for serious incident reports as required. Report actual or suspected criminal incidents immediately to the military police desk, 2-2101.

3. Provide gate key for Elgin Gate for training area access. Coordinate with Physical Security if required.

3. Elgin gate must be closed or secure at all times. A key to the Elgin gate can be signed for by contacting Janet McMurtrey at (580) 558-6527.

4. Provide cones or barriers to allow for road closure upon Range Control approval.

4. Cones may be obtained by contacting LT Allen, (580) 442-2623, DES Traffic, availability is limited especially during times of multiple events on Fort Sill. If/When jersey type barriers are needed during tests, approval to use jersey barriers must come from the Physical Security Division. However; we must have a lead time as currently only Unit Movements within DOL (Logistics Readiness Center, ASC) has the capability of moving the barriers, so coordination and funding must be made with DOL. Receiver will fund DOL directly for barrier movement.

5. Provide registration services for firearms operated/owned by Receiver's personnel.

5. Register firearms at Bldg 4700, Room 231 2-0130/0131.

P3-Public Affairs: Partially Reimbursable

2. Provide standard support per the Garrison Spt Svcs Catalog.

1. Reimburse for support requests requiring TDY.

2. Access the catalog at <http://sill-www.army.mil/usag/RMO/>.

R2-Resource Management: Nonreimbursable

1. Create and save direct charge work breakdown structure (WBS) shells in GFEBs as required for Receiver's requests for support. Notify Receiver of each WBS pending Receiver's action. Upon notification of the Receiver's funded WBS, execute the support request.

1. Ensure funds are available for support requested that is not funded by the Supplier. Upon Supplier's notification, distribute funds by entering the Receiver's line of accounting (LOA) on the direct charge WBS created by the Supplier. Release the WBS for the Supplier's execution.

2. Provide standard support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/usag/RMO/>.

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL

R3-Retired Affairs: Nonreimbursable S1-Safety: Nonreimbursable S2-Security: Nonreimbursable S4-Social Actions: Nonreimbursable See Garrison Spt Svcs Catalog.	
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T1-Training Service: Partially Reimbursable	
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|---|---|
| <p>1a. Range Operations will make available ranges, training land, and related supplies IAW procedures in FS Reg 385-1. Priority for scheduling: Receiver will be scheduled on a space available basis after all Fort Sill and supported Reserve Component activities are scheduled.</p> <p>1b. Range Support will provide a temporary designated vehicle firing position by placing concrete dividers (parking blocks) in a u shape positioned in the correct location. Range Control will have the position surveyed in. Instruct units not to move the barriers since placing the site off limits is inappropriate. Provide targets in the duded impact area as requested.</p> <p>2. Range Control will close the east boundary road on Fort Sill for testing.</p> <p>3. Provide standard support per the Garrison Spt Svcs Catalog.</p> | <p>1a. Schedule and use ranges and training land IAW procedures in FS Reg 385-1. Use of range and training land facilities includes providing all required range officer-in-charge (OIC) and safety personnel, medical personnel and equipment, fires observers, ammunition transportation and security, and certified crew members. FUND all expendable supplies and labor costs incurred solely in support of this agreement.</p> <p>1b. Fund cost of emplacing and removing the vehicle firing position. Fund cost of emplacing requested targets in the duded impact area to include all costs of preparing the targets. Any request for a permanent firing position must be coordinated through Range Support and DPW. Fund cost of constructing the permanent vehicle firing position. Will be responsible for day-to-day maintenance of the firing position site.</p> <p>2. Request road closures during certain testing of equipment. Timelines for request road closure should be established to ensure that notification is made to units regarding road status.</p> <p>3. Access the catalog at http://sill-www.army.mil/usag/RMO/.</p> |
|---|---|

U1-Utilities: Nonreimbursable See Garrison Spt Svcs Catalog.	
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END

UNIVERSAL ORDER

1. THE ORDER IS ISSUED AS A (CHECK APPLICABLE BOX(ES)) <input type="checkbox"/> ECONOMY ACT ORDER (31 U.S.C. 1535) <input type="checkbox"/> PROJECT ORDER (41 U.S.C. 23) <input type="checkbox"/> OTHER REIMB ORDER (CITE STATUTE) <input type="checkbox"/> DIRECT CITATION				
2. DOCUMENT NUMBER:	3. DATE PREPARED:	4. ORDER COMPLETION DATE:	5. AMENDMENT NUMBER:	
6. FROM: REQUESTING ACTIVITY (AGENCY, ADDRESS)		7. POINT OF CONTACT: (NAME, OFFICE SYMBOL, PHONE)		
8. TO: PERFORMING ACTIVITY (AGENCY, ADDRESS)		9. MAIL BILLINGS TO:		
10. FUNDS FOR THIS ORDER ARE PROPERLY CHARGEABLE TO THE FOLLOWING ACCOUNTING DATA. AVAILABLE FUNDS ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL COST OF THIS ORDER. FUNDS EXPIRE ON:				
a APPROPRIATION	b LIMIT/ SUBHEAD	c SUPPLEMENTAL ACCOUNTING CLASSIFICATION	d ACCTG STATION	e AMOUNT
DOCUMENT:			f. TOTAL THIS	
			g. CUMULATIVE TOTAL:	
11. THE ITEMS REQUESTED <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPORT PROGRAM AND REQUIRED				
INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED				
11a. REMARKS: (ATTACH CONTINUATION SHEET IF MORE SPACE IS REQUIRED)				

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.