|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section I: Task Order Information** | | | | | | | | | |
| **Vendor Name: XXXXXXXXX** | | | **TC Name: XXXXXXXX** | | | **COR Name: XXXXXXXX** | | | |
| **Task Order No.: XXXXXX-XX-F-00XXX** | | | | | | **Date: XX/XX/XX** | | | |
| **Section II: Modification Description** | | | | | | | | | |
| **MOD Description/Rationale/Impact** | | | Provide a brief description, the reason for the modification and the impact the modification will have on the task order (TO): | | | | | | |
| **Section III: Modification Type/Details** | | | | | | | | | |
| **Item No.** | **Check all that apply** | **Modification Type** |  | | | | | | |
| **1** |  | **Incremental Funding (10 workdays to  Mod award)** | **Purchase Request #:** | | | **Amount ($):** | | | |
| **Purchase Request #:** | | | **Amount ($):** | | | |
| **Purchase Request #:** | | | **Amount ($):** | | | |
| **Purchase Request #:** | | | **Amount ($):** | | | |
| **Funding Source** | **Other Direct:** | | **CORE:** | | | **PLA:** | |
| **Funding Type(s)** | **F&E:** | **Ops:** | | | **RE&D:** | | **AIP:** |
| **Funding Year(s)** | (*List all that apply*) | | | | | | |
| **2** |  | **De-obligations**  **(43 workdays to Mod award)** | **Amount ($):** | | | | | | |
| **Reason for Request:** | | | | | | |
| **3** |  | **Exercise Option Period**  **(28 workdays to Mod award)** | **Purchase Request #:** | | | **Amount ($):** | | | |
| **Purchase Request #:** | | | **Amount ($):** | | | |
| **Use carryover funds** | | | | | | |
| **4** |  | **Period of Performance (PoP) Extension\***  **(43 workdays to Mod award)** | **Reason for Request:**  *Example #1: Extend the task order option period X POP by X months, from MM/DD/YY to MM/DD/YY.* | | | | | | |
| **5** |  | **Ceiling Increase**  **(43 workdays to Mod award)** | **Reason for Request:** | | | | | | |
| **6** |  | **Labor Category/Level**  **(Add, Delete)**  **(43 workdays to Mod award)** | **Reason:** | | | | | | |
| **7** |  | **Realignment**  **(43 workdays to Mod award)** | **Type of Realignment (choose all that apply)** | | | | | | |
| **Labor:** | | **Travel:** | | | **ODC:** | |
| **Increase:** | | | | | | |
| **Decrease:** | | | | | | |
| **Impact:** | | | | | | |
| **8** |  | **Task Changes**  **(43 workdays to Mod award)** | **Add:** | | **Delete:** | | | **Edit:** | |
| **Rationale (***Include affected task number***):** | | | | | | |
| **9** |  | **Deliverables**  **(43 workdays to Mod award)** | **Reason for modification (choose all that apply)** | | | | | | |
| **Add Deliverable  Change Deliverable  Remove Deliverable  Date Change**  **Other :** | | | | | | |
| **10** |  | **Administrative**  **(13 workdays to**  **Mod award)** | **Identify PWS by Section Only:**  *Examples: Correction of typographical mistakes, changes in the paying office, and changes in accounting and appropriation data, etc*. | | | | | | |
| **11** |  | **Other** | **Description/Rationale:** | | | | | | |
| **Additional Information:** | | | | | | | | | |
| **Section IV: Contracting Officer Representative’s (COR) Validation**  **(To be completed by COR)** | | | | | | | | | |
| **Technical Lead concurrence is required for the following modifications:** Scope changes, Tasking Requirement changes/additions and Deliverable changes/additions.  **CPARs Lead notification is required for the following modifications:** All actions that increase the ceiling amount to $5M and above and/or extends the PoP. | | | | | | | | | |