|  |
| --- |
| **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. |