

FISCAL YEAR:

QUARTERLY REVIEW AND CERTIFICATION OF UNDELIVERED ORDERS

(UDOs) FOR THE QUARTER ENDING:

Name of Region/Office:

Name of Regional/Central Office Director:

I hereby certify that a review and validation of all open undelivered orders (UDOs), per our Quarterly Outstanding UDO Template report has been completed. This review and validation found that all supporting documentation is complete and accurate. Specifically:

- All known obligations for this Region/Office, have been recorded in FBMS, and they are reflected in the quarterly UDO report.
- Each open UDO line item has been annotated with its status or comment using the drop down list.
- The detail results and supporting documentation for those UDOs meeting the DOI's minimum target review criteria are readily accessible when needed or requested. Below are the criteria:
 - All UDO's with no period of performance (POP) or delivery date (DD) and no activity for three months;
 - All UDO's with a POP or DD that expired over three months ago;
 - All Financial Assistance (e.g., grant, self-determination contract) UDOs with a POP that expired over six months ago; and
 - All Permanent Change of Station (PCS) UDOs with no activity for twelve months.

(Signature)

(Date)

Certification form, along with the annotated responses, must be submitted via email to the Office of the Chief Financial Officer, Financial Reporting and Analysis Division in Reston by the close of business on last day of the month following the end of the quarter.