

FILLING OUT A DD FORM 1144

Block # 1: Completed by DRMS. The numbering scheme will consist of a four-digit calendar year and a three-digit sequential number, based on chronology of the final signature by DRMS. The final copy of the MOA provided to the requesting Federal Civil Agency will contain this official agreement number. Modifications to the original agreement will be designated by the original agreement number followed by an alpha "M," and a two digit sequential number.

Block # 2: Completed by Federal Civil Agency (FCA), if applicable.

Block # 3: Completed by DRMS after final signature obtained.

Block # 4: Completed by DRMS after final signature obtained.

Block # 5a: Completed by DRMS, with data shown on template at this web site.

Block # 5b: Completed by DRMS with data shown on template at this web site.

Block # 6a: Completed by FCA requesting MOA. Provide a Point of Contact, telephone, facsimile number and an e-mail address.

Block # 6b: Completed by FCA requesting MOA. This would be the Department, i.e., Department of Interior.

Block # 7a: Completed by DRMS, with data shown at template at this web site.

Block # 7b: Completed by DRMS, with data shown at template at this web site.

Block # 7c: Completed by DRMS, with data shown at template at this web site.

Block # 8a: Completed by DRMS as part of final signature requirements.

Block # 8b: Completed by DRMS as part of final signature requirements.

Block # 8c ((1) - (5)): Completed by DRMS as part of final signature requirements.

Block # 9a: Completed by FCA as part of initial request.

Block # 9b: Completed by FCA as part of initial request.

Block # 9C ((1) - (5)): Completed by FCA as part of initial request.

NOTE: In accordance with DoDI 4000.19, paragraph 4.4, "Intragovernmental support agreements must be approved by the head of the major organizational unit ordering the support..... This authority may be delegated, although designees may not be lower than Senior Executive Service, Flag or General Officer." (For these MOAs, this is interpreted to be the FCA signers must be equivalent to DRMS signer, (GS-15 level)).

Block # 10: Only required for early termination.

Block # 11b: As shown on template, the individual named in block 9c1.

Block # 11c: As shown on template, the individual named in block 9a.

Remainder of Block 11 and Blocks 12 and 13 only require data for specific circumstances that must be defined in writing. Additions to these portions should be discussed with DRMS prior to affixing signatures in Block 9a - c.