

**ACQUISITION AND CROSS-SERVICING AGREEMENT
(US-HO-01)
BETWEEN
THE DEPARTMENT OF DEFENSE
OF THE UNITED STATES OF AMERICA
AND
THE MINISTRY OF NATIONAL DEFENSE
OF THE REPUBLIC OF HONDURAS**

PREAMBLE

The Department of Defense of the United States of America and the Ministry of National Defense of the Republic of Honduras, hereinafter referred to as the "Parties," desiring to further the interoperability, readiness, and effectiveness of their respective military forces through increased logistic cooperation, have resolved to conclude this Acquisition and Cross-Servicing Agreement (the "Agreement").

I. PURPOSE

This Agreement is entered into for the purpose of establishing basic terms, conditions, and procedures to facilitate the reciprocal provision of "logistic support, supplies, and services" as that term is defined in Article III of this Agreement.

II. APPLICABILITY

1. This Agreement is designed to facilitate reciprocal logistic support between the Parties to be used primarily during combined exercises, training, deployments, operations, or other cooperative efforts, and for unforeseen circumstances or exigencies in which one of the Parties may have a need of logistic support, supplies, and services.
2. This Agreement applies to the reciprocal provision of logistic support, supplies, and services between the military forces of one Party by the other Party in return for either cash payment or the reciprocal provision of logistic support, supplies, and services to the military forces of the other Party.
3. All activities of the Parties under this Agreement and any Implementing Arrangements shall be carried out in accordance with their respective laws and regulations. All obligations of the Parties under this Agreement and any Implementing Arrangements shall be subject to the availability of funds for such purposes.

4. The following items are not eligible for transfer under this Agreement and are specifically excluded from its coverage:

- a. weapon systems;
- b. major end items of equipment (except for the lease or loan of general purpose vehicles and other non-lethal items of military equipment which are not designated as significant military equipment on the U.S. Munitions List);
- c. initial quantities of replacement and spare parts associated with the initial order quantity of major items of organizational equipment covered in tables of allowances and distribution, tables of organization and equipment, and equivalent documents.

5. Also excluded from transfer by either Party under this Agreement are any items the transfer of which are prohibited by its laws or regulations. The following items are currently excluded from transfer by United States laws and regulations:

- a. guided missiles;
- b. naval mines and torpedoes;
- c. nuclear ammunition and included items such as warheads, warhead sections, projectiles, demolition munitions, and training ammunition;
- d. cartridge and air crew escape propulsion system (AEPS) components;
- e. chaff and chaff dispensers;
- f. guidance kits for bombs or other ammunition;
- g. chemical ammunition (other than riot control agents);
- h. source, byproduct, or special nuclear materials, or any other material, article, data, or thing of value the transfer of which is subject to the Atomic Energy Act of 1954 (Title 42, United States Code, Section 2011, et. seq.).

III. DEFINITIONS

As used in this Agreement and in any Implementing Arrangements which provide specific procedures, the following definitions apply:

a. Logistic support, supplies, and services. Food, water, billeting, transportation (including airlift), petroleum, oils, lubricants, clothing, communication services, medical services, ammunition, base operations support (and construction incident to base operations support), storage services, use of facilities, training services, spare parts and components, repair and maintenance services, calibration services, and port services. Such term also includes the temporary use of general-purpose vehicles and other non-lethal items of military equipment which are not designated as significant military equipment on the U.S. Munitions List.

b. Implementing Arrangement. A written supplementary agreement which contains additional details, terms and conditions related to a specific acquisition and/or transfer of logistic support, supplies, and services.

c. Order. A written request, in an agreed format and signed by an authorized individual, for the provision of specific logistic support, supplies, and services pursuant to this Agreement and any applicable Implementing Arrangements.

d. Invoice. A document from the supplying Party which requests reimbursement or payment for specific logistic support, supplies, and services rendered pursuant to this Agreement and any applicable Implementing Arrangements.

e. Transfer. Selling (whether for payment in currency, replacement-in-kind, or exchange of supplies or services of equal value), leasing, loaning, or otherwise temporarily providing logistic support, supplies, and services under the terms of this Agreement and any applicable Implementing Arrangements.

f. Replacement-in-kind. Payment for a transfer conducted under this Agreement in which it is agreed that the receiving Party will replace logistic support, supplies, and services that it receives with logistic support, supplies, and services of an identical, or substantially identical, nature under agreed conditions.

g. Equal Value Exchange. A transfer conducted under this Agreement in which it is agreed that the receiving Party will replace logistic support, supplies, and services that it receives with logistic support, supplies, and services of an equal monetary value.

h. United States Munitions List. U.S. Defense articles and defense services which are designated by the U.S. President under the Arms Export Control Act as subject to export controls. The U.S. Munitions list is published in Part 121 of Title 22 of the U.S. Code of Federal Regulations.

i. Receiving Party. The Party ordering and receiving support.

j. Supplying Party. The Party providing support.

IV. TERMS AND CONDITIONS

1. Each Party shall make its best efforts, consistent with national priorities, to satisfy requests from the other Party under this Agreement for logistic support, supplies, and services. When an Implementing Arrangement contains a stricter standard for satisfying such requests, it shall apply over this paragraph.

2. Orders may be placed or accepted only by the points of contact (POCs), or designees, identified by the Parties in Annexes B through H of this Agreement. When military forces of the

Republic of Honduras require logistic support, supplies, or services outside the USSOUTHCOM Area of Responsibility (AOR), they may place orders directly with the cognizant POC or may seek the assistance of HQ USSOUTHCOM, or a USSOUTHCOM Component Command, to place an order with a non-USSOUTHCOM POC.

3. An Implementing Arrangement under this Agreement may be negotiated on behalf of the U.S. Department of Defense by Headquarters, U.S. Southern Command (HQ USSOUTHCOM), the Headquarters of other United States unified commands, or their designated subordinate commands. Implementing Arrangements may be negotiated on behalf of the Honduran Ministry of National Defense by the Honduran Joint Staff or their designated delegate. Implementing Arrangements must identify POCs and their specific authorizations or limitations.

4. Prior to submitting a written order, the ordering Party should initially contact the supplying Party's POC by telephone, fax, or e-mail to ascertain availability, price, and desired method of repayment for required materiel or services. Orders must include all the data elements in Annex A, as well as any other terms and details necessary to carry out the transfer. Instructions and a standard order form are attached at Annex I. The number of this Agreement, US-HO-01, should be annotated on all orders and related correspondence.

5. The receiving Party is responsible for:

a. Arranging pickup and transportation of supplies acquired under this Agreement. This does not preclude the supplying Party from assisting with loading supplies acquired under this Agreement onto the transportation conveyance. The supplying Party will notify the receiving Party when and where supplies are available to be picked up.

b. Obtaining the applicable customs clearance and arranging other official actions required by national customs regulations.

6. The individual picking up the supplies or receiving the services on behalf of the receiving Party will sign the standard order form (Annex I) in Block 20 as evidence of receipt. If the standard order form is not available at the supplying Party's point of issue, the individual collecting the supplies will sign the receipt document provided by the supplying Party as a substitute. The number of this Agreement, US-HO-01, will be entered on the receipt document. The supplying Party will forward the signed receipt document to the activity authorized to accept orders under this Agreement where the signed receipt document will be attached to the original order form by the receiving Party.

7. Logistic support, supplies, and services obtained through this Agreement will not be re-transferred, either temporarily or permanently, to any person other than a member of the forces of the receiving Party without the prior written consent of the supplying Party.

V. REIMBURSEMENT

1. For transfers of logistic support, supplies, and services under this Agreement, the Parties shall agree upon payment either by cash ("reimbursable transaction"), by replacement-in-kind, or by an equal-value-exchange ("exchange transaction"). The receiving Party shall pay the supplying Party as provided in either paragraph 1a or 1b of this Article, as agreed.

a. Reimbursable Transaction. The supplying Party shall submit Invoices to the receiving Party after delivery or performance of the logistic support, supplies, or services. Both Parties shall provide for the payment of all transactions and each Party shall bill the other Party no less frequently than every 3 months. Invoices shall be accompanied by necessary support documentation and will be paid within 30 days of the date prepared. In pricing a reimbursable transaction, the Parties agree to the following reciprocal pricing principles:

(1) In the case of specific acquisition by the supplying Party from its contractors on behalf of a receiving Party, the price shall be no less favorable than the price charged the armed forces by the contractor of the supplying Party for identical items or services, less any amounts excluded by Article VI of this Agreement. The price charged may take into account differentials due to delivery schedules, points of delivery, and other similar considerations.

(2) In the case of transfer from the supplying Party's own resources, the supplying Party shall charge the same price it charges its own forces for identical logistic support, supplies and services, as of the date delivery or performance occurs, less any amounts excluded by Article VI of this Agreement. In any case where a price has not been established or charges are not made for one's own forces, the Parties shall agree on a price in advance, excluding charges that are precluded under these reciprocal pricing principles. However, in the case of items, the price will be no less than the supplying Party's acquisition cost.

b. Exchange Transaction. Exchange transactions may be by replacement-in-kind or equal-value-exchange. Both Parties shall maintain records of all transactions. The receiving Party shall pay by transferring to the supplying Party logistic support, supplies, and services that are agreed between the Parties to be in kind or of equal monetary value to the logistic support, supplies, and services delivered or performed by the supplying Party. If the receiving Party does not complete the exchange within the terms of a replacement schedule agreed to or in effect at the time of the original transaction, which may not exceed one (1) year from the date of the original transaction, the transaction shall be deemed reimbursable and governed by paragraph 1.a. above, except that the price shall be established using actual or estimated prices in effect on the date payment would otherwise have been due.

c. Establishment of Price or Value. The following reciprocal pricing principles shall apply: The price established for inventory stock materiel will be the supplying Party's stock list price. The price for new procurement will be the same price paid to the contractor or vendor by the supplying Party. The price for in-shop repair or technical assistance services rendered will be based on the supplying Party's standard price or, if not applicable, a price equal to only the direct

costs associated with providing the services, for example, supply stock-list prices and actual labor charges. The price for services rendered in a temporary duty status will be based on the individual's actual per diem and transportation costs plus payroll cost for civilian labor. Prices charged will exclude all taxes and duties which the receiving Party is exempted from paying under other agreements which the Parties have concluded. Upon request, the Parties agree to provide information sufficient to verify that these reciprocal pricing principles have been followed and that prices do not include waived or excluded costs.

d. Means of Payment. The following means of payment shall be acceptable:

(1) Payment-in-cash. Payment will be made in the currency of the supplying Party or as otherwise agreed in the order.

(2) Replacement-in-kind. When replacement-in-kind is used as the means of payment, the receiving Party will replace or return supplies in the same condition and conforming to the same configuration as the supplies provided by the supplying Party, or, if so agreed, a later configuration, within one year of receipt. The receiving Party is responsible for negotiating return transportation and delivery to the location designated by the supplying Party at the time of the request. If the receiving Party does not replace or return supplies within one year, payment must be in cash.

(3) Equal-value-exchange. To the extent possible, when equal-value-exchange is the desired means of payment, prior to the provision of the requested support, both Parties will agree on the goods or services that will be accepted for payment and their value. If the receiving Party does not provide the agreed goods or services to the supplying Party within one year of the original transaction, the means of payment will convert to payment-in-cash.

2. When a definitive price for the order is not agreed upon in advance, the order, pending agreement on final price, shall set forth a maximum limitation of liability for the Party ordering the logistic support, supplies, and services. The Parties shall then promptly enter into negotiations to establish the final price.

3. POCs for payments and collections for each Party are identified in the annexes to this Agreement.

4. Logistic support, supplies, and services that are available for a lesser price under another agreement will be priced under this Agreement at the lower price.

VI. WAIVED OR EXCLUDED COSTS

The provisions of any tax and customs relief agreements applicable to the acquisition of materiel, services, supplies, and equipment by the receiving Party shall apply to logistic support, supplies, and services transferred under this Agreement. The Parties shall cooperate to provide proper documentation to maximize tax and customs relief. The supplying Party shall inform the ordering Party whether the price charged for logistic support, supplies, or services includes taxes or customs duties which the supplying Party cannot recover. The price paid by the receiving Party shall not include taxes or customs duties that can be recovered by the supplying Party.

VII. INTERPRETATION, REVISION, AND SECURITY OF INFORMATION

1. Any disagreements regarding the interpretation or application of this Agreement, any Implementing Arrangements, or transactions executed hereunder shall be resolved through consultation between the Parties and shall not be referred to any international tribunal or third party for settlement.
2. Either Party may, at any time, request revision of this Agreement by giving the other Party 90 days advance written notice. In the event such a request is made, the two Parties shall promptly enter into negotiations. This Agreement may only be amended by written agreement between the Parties. Replacement of Annexes B through H, which lists POCs, may be done by the Parties without formal amendment of this Agreement.
3. Classified information and material *will not be* provided or generated pursuant to this Agreement *unless it is in accordance with a subsequent agreement between the Parties.*

VIII. EFFECTIVE DATE AND TERMINATION

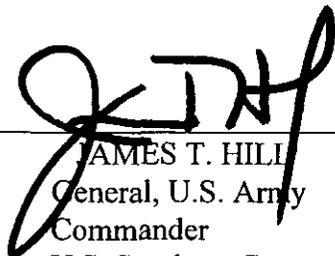
This Agreement, which consists of a Preamble, Articles I-VIII, and Annexes A through I, shall become effective on the date of the last signature and shall remain in effect for a period of ten years unless terminated by either Party giving not less than 180 days notice in writing to the other Party. At any time during the final year of the ten-year term of this Agreement, the Parties may agree to extend its term for an additional ten years. Notwithstanding termination of this Agreement, all reimbursement obligations incurred pursuant to its terms shall remain binding on the responsible Party until satisfied.

IN WITNESS WHEREOF, the undersigned, being duly authorized by their respective governments, have signed this Agreement.

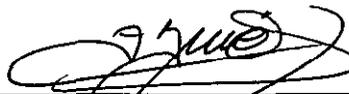
DONE in duplicate in the English and Spanish languages, each being equally authentic.

**FOR THE DEPARTMENT OF DEFENSE
OF THE UNITED STATES OF AMERICA**

**FOR THE MINISTRY OF NATIONAL
DEFENSE OF THE REPUBLIC OF
HONDURAS**



JAMES T. HILL
General, U.S. Army
Commander
U.S. Southern Command



FEDERICO BREVE TRAVIESO
Minister of National Defense

at: Miami, Florida

at: Tegucigalpa, Republic of Honduras

on: APR 21 2003

on: APR 07 2003

LIST OF ANNEXES

- Annex A - Minimum Essential Data Elements
- Annex B - Republic of Honduras POCs
- Annex C - USSOUTHCOM POCs
- Annex D - USSOUTHAF POCs
- Annex E - USARSO POCs
- Annex F - USNAVSO and CINCLANTFLT POCs
- Annex G - MARFORSOUTH POCs
- Annex H - SOCSOUTH POCs
- Annex I - Standard Order Form and Instructions for Completion

ANNEX A

MINIMUM ESSENTIAL DATA ELEMENTS

- 1) Implementing Arrangements or support Agreement
- 2) Date of Order
- 3) Designation and address of office to be billed
- 4) Numerical listing of stock numbers of items, if any
- 5) Quantity and description of material/services requested
- 6) Quantity furnished
- 7) Unit of Measurement
- 8) Unit price in currency of billing country
- 9) Quantity furnished (6) multiplied by unit price (8)
- 10) Currency of billing country
- 11) Total Order amount expressed in currency of billing country
- 12) Name (typed or printed), signature, and title of authorized Ordering or requisitioning representative
- 13) Payee to be designated on remittance
- 14) Designation and address of office to receive remittance
- 15) Recipient's signature acknowledging service or supplies received on the Order or requisition or a separate supplementary document
- 16) Document number of Order or requisition
- 17) Receiving organization
- 18) Issuing organization
- 19) Transaction type

- 20) Fund citation or certification of availability of funds when applicable under Parties' procedures
- 21) Date and place of original transfer; in the case of an exchange transaction, a replacement schedule including time and place of replacement transfer
- 22) Name, signature and title of authorized acceptance official
- 23) Additional special requirement, if any, such as transportation, packaging, etc.
- 24) Limitation of government liability
- 25) Name, signature, date and title of supplying Party official who actually issues supplies or services

ANNEX B

REPUBLIC OF HONDURAS POINTS OF CONTACT ORDERING AND FINANCIAL RESPONSIBILITIES

The offices responsible for **approving, placing, and accepting orders** and for coordinating **payments and collections** in support of this implementing arrangement are:

Ministry of National Defense

The Ministry directorate for **placing or accepting orders, as well as coordinating payments and collections** under this agreement, is:

- A. Unit: Director of Logistics (C4)
- B. Telephones: 504-237-0686 / 504-220-0270
- C. Fax: 504-220-1927
- D. 24 hour phone: Joint Operations Center
504-238-4229; 504-238-3380; 504-237-2154; 504-220-1937
- E. 24 hour Fax: Joint Operations Center
504-238-4230
- F. Address: Ministry of National Defense
Director of Logistics
c/o USMILGP-Honduras
Unit 3000
APO AA 34022

ANNEX C

HQ U.S. SOUTHERN COMMAND (USSOUTHCOM) POINTS OF CONTACT

The USSOUTHCOM POC for coordinated **placement and acceptance of orders** under this implementing arrangement is the SCJ4 Joint Logistics Operations Center:

- a. Unit: HQ SOUTHCOM-SCJ4
- b. Telephone: Com1 (305) 437-1412 or 1400
DSN 567-1412 or 1400
- c. Fax: Com1 (305) 437-1443
DSN 567-1443
- d. e-mail: uscj4@hq.southcom.mil
- e. Message Address: USCINCSO MIAMI FL//SCJ4//
- f. Mailing Address: COMMANDER
HQ USSOUTHCOM
Attn: SCJ4
3511 NW 91st Ave
Miami, FL 33172-1217

The USSOUTHCOM agency responsible for coordinating **payments and collections** in support of this implementing arrangement is the Comptroller:

- a. Unit: HQ USSOUTHCOM-SCJ8
- b. Telephone: Com1 (305) 437-1814 or 1826; DSN 567-1814 or 1826
- c. Fax: Com1 (305) 437-2377; DSN 567-2377
- d. Message Address: USCINCSO MIAMI FL//SCJ8//
- e. Mailing Address: COMMANDER
HQ USSOUTHCOM
Attn: SCJ8
3511 NW 91st Ave
Miami, FL 33172-1217
- f. E-mail: uscj8cm@hq.southcom.mil

ANNEX D

U.S. SOUTHERN AIR FORCES (USSOUTHAF) POINTS OF CONTACT

ORDERING AND FINANCIAL RESPONSIBILITIES

The USSOUTHAF agency responsible for **approving, placing, and accepting orders** under this implementing arrangement is USSOUTHAF / A4 (Logistics):

- a. Unit/Address: HQ USSOUTHAF / A4
2915 S 12 AF DR, Suite 210
DAVIS-MONTHAN AFB, AZ 85707
- b. Telephone: Com1 (520) 228-2078
DSN 228-2078
- c. Fax: Com1 (520) 228-2077
DSN 228-2077
- d. Message Address: USSOUTHAF DAVIS-MONTHAN AFB AZ//A4//
- e. E-mail: 12THGRP137@dm.af.mil

The USSOUTHAF agency responsible for coordinating **payments and collections** for this implementing arrangement is USSOUTHAF / FM (Financial Management):

- a. Unit/Address: HQ USSOUTHAF / FM
2915 S 12 AF DR, Suite 114
DAVIS-MONTHAN AFB, AZ 85707
- b. Telephone: Com1 (520) 228-4973
DSN 228-4973
- c. Fax: Com1 (520) 228-7129
DSN 228-7129
- d. Message Address: USSOUTHAF DAVIS-MONTHAN AFB//FM//
- e. E-mail: 12THGRP159@dm.af.mil

ANNEX E

HQ U.S. ARMY SOUTH (USARSO) POINTS OF CONTACT

ORDERING AND FINANCIAL RESPONSIBILITIES

The HQ USARSO agency responsible for **approving, placing, and accepting orders** is:

- a. Unit/Address: Commander U.S. Army South
ATTN: SOLG-RM (Unit 7108)
Mr. Gerald Roam
P.O. Box 3400
Ft Buchanan, PR 00934
- b. Telephone: Com1 (787) 707-2812
DSN 740-2812
- c. Fax: Com1 (787) 707-2278
DSN 740-2278
- d. Message Address: CDR USARSO FT BUCHANAN PR//SOLG/RM//
- e. E-mail: groam@emh1.buchanan.army.mil

The USARSO agency responsible for **payments and collections** is:

- a. Unit/Address: Deputy Chief of Staff, Resource Management
Finance and Accounting: Pay, Policy, and Systems Division
ATTN: SORM-AC (Mr. Larry Mohn)
Ft Buchanan, Puerto Rico 00934
- b. Telephone: Com1 (787) 707-2733 / 2730
DSN 740-2733 / 2730
- c. Fax: Com1 (787) 707-2732
DSN 740-2732
- d. Message Address: CDR USARSO FT BUCHANAN PR//SORM-AC//
- e. E-mail: lmohn@emh1.buchanan.army.mil

ANNEX F

**U.S. NAVAL FORCES SOUTH (USNAVSO) and
COMMANDER IN CHIEF, U.S. ATLANTIC FLEET (CINCLANTFLT)
POINTS OF CONTACT**

ORDERING AND FINANCIAL RESPONSIBILITIES

The USNAVSO agency responsible for **approving, placing, and accepting orders** is:

- a. Unit: CTF-43
- b. Telephone: Com1: (904) 270-7354 ext. 110, 193, or 176
DSN: 960-7354 ext. 110, 193, or 176
- c. Fax: Com1 (904) 270-6700
- d. E-mail: sbradley@cmsg2.spear.navy.mil
bbelcastro@cmsg2.spear.navy.mil
jlopez@cmsg2.spear.navy.mil
- e. Message Address: COMNAVLOGSOUTH MAYPORT FL//00//
- f. Mailing Address: CTF 43
PO Box 280006
U.S. Naval Station Mayport
Mayport, FL 32228-0006

After duty hours: holidays, and weekends, contact Commander, Surface Group Two, Staff Duty Officer (SDO):

Com'l: (904) 270-7354 ext. 191
DSN: 960-7354 ext. 191

The Commander in Chief, U.S. Atlantic Fleet (CINCLANTFLT) agency responsible for **collecting and making payments** for support, supplies, and services is:

- a. Unit: CINCLANTFLT Comptroller (N02F11)
- b. Telephone: Com'l (757) 836-6912
DSN 836-6912
- c. Fax: Com'l (757) 836-6909
DSN 836-6909

d. E-mail: N02F11@clf.navy.mil

e. Message Address: CINCLANTFLT//N02F11/N413//

f. Mailing Address: CINCLANTFLT (N02F11)
1562 Mitscher Ave. Suite 250
Norfolk VA 23551-2487

ANNEX G

HQ MARINE FORCES SOUTH (MARFORSOUTH) POINTS OF CONTACT

ORDERING AND FINANCIAL RESPONSIBILITIES

The HQ MARFORSOUTH agency responsible for **approving, placing, and accepting orders** is:

- a. Unit/Address: Commander, U.S. Marine Corps Forces, South
AC/S, G-4 (Attn: Supply – Capt Boerigter)
8420 NW 52nd St.
Suite 100
Miami, FL 33166
- b. Telephone: Com'l (305) 437-2604
DSN 567-2604
- c. Fax: Com'l (305) 437-2542
DSN 567-2542
- d. Message Address: COMMARFORSOUTH//G4//
- e. E-mail: boerigtj@hq.southcom.mil

The HQ MARFORSOUTH agency responsible for coordinating **payments and collections** is:

- a. Unit/Address: Commander, U.S. Marine Corps Forces, South
AC/S, G-4 (Attn: Compt – Capt Yoder)
8420 NW 52nd St.
Suite 100
Miami, FL 33166
- b. Telephone: Com'l (305) 437-2604
DSN 567-2604
- c. Fax: Com'l (305) 437-2542
DSN 567-2542
- d. Message Address: COMMARFORSOUTH//G4//
- e. E-mail: yoderj@hq.southcom.mil

ANNEX H
HEADQUARTERS SPECIAL OPERATIONS COMMAND SOUTH (SOCSO) POINTS
OF CONTACT

ORDERING AND FINANCIAL RESPONSIBILITIES

The HQ SOCSO agency responsible for **approving, placing, and accepting orders** is:

- a. Unit/Address: HQ SOCSO, J4
 PSC 1008 Box 3900
 Naval Station Roosevelt Roads, Puerto Rico
 APO AA 34051

- b. Telephone: Com1 (787) 865-8740 / 8741
 DSN 865-8740 / 8741

- c. Fax: Com1 (787) 865-8785
 DSN 865-8785

- d. Message Address: COMSOC SOUTH ROOSEVELT ROADS PR//SOC SO-J4//

- e. E-mail: salasc@socso.southcom.mil

The SOCSO agency responsible for **payments and collections** is:

- a. Unit/Address: HQ SOCSO, J8
 PSC 1008 Box 3900
 Naval Station Roosevelt Roads, Puerto Rico
 APO AA 34051

- b. Telephone: Com1 (787) 865-8780 / 8782
 DSN 865-8780 / 8782

- c. Fax: Com1 (787) 865-8785
 DSN 865-8785

- d. Message Address: COMSOC SOUTH ROOSEVELT ROADS PR//SOC SO-J8//

- e. E-mail: abadiao@socso.southcom.mil

ANNEX I

STANDARD ORDER FORM and INSTRUCTIONS FOR COMPLETION

BLOCK A (Check either "Request" or "Return" block):

1. **REQUEST NUMBER:** Enter the sequential number of the request (001, 002, 003, etc.)
2. **SUPPORT AGREEMENT:** Enter this Agreement number: US-HO-01.
3. **MEANS OF TRANSPORT:** Insert the type of aircraft/vehicle/ship, registration/hull, and home station port.
4. **FROM:** Enter the requesting party.
5. **NATION:** Enter the nation of the requesting party.
6. **TO:** Enter the supplying party.
7. **NATION:** Identify the nation of the supplying party.
8. **TIME AND PLACE OF DELIVERY REQUESTED:** Self explanatory.
9. **RECEIVING PARTY:** Enter unit actually receiving support
10. **NAME/RANK/SIGNATURE:** Authorizing official for the requesting party.
11. **NUMBER:** Sequential number of each item requested.
12. **NATO STOCK NUMBER:** Enter, if applicable.
13. **DESCRIPTION:** Enter description of each item requested. A more specific description may be attached.
14. **MEASURE UNIT:** Enter, if applicable.
15. **QUANTITY REQUESTED:** Self explanatory.
16. **OTHER COSTS:** Enter additional costs (for example: customs, packing fees, transportation).
17. **COMPENSATION METHOD:** Mark the appropriate block "Cash" or "Replacement-in-kind" or "equal-value-exchange."

18. **AUTHORIZING OFFICIAL FOR SUPPLYING PARTY:** Self explanatory.

19. **AGREED DATE OF RETURN:** Self explanatory.

BLOCK B:

20. **RECEIPT ACCEPTED:** Official for the receiving party.

21. **TRANSPORT:** If transportation is with charge, enter the costs in 16.

BLOCK C:

22-26: Must be filled in by the invoicing authority (25 and 26 reserved for U.S. use only).

27-32: Self explanatory.

33. **CURRENCY USED:** Enter currency of the supporting party.

34-35: Must be filled in by the invoicing authority.

**IMPLEMENTING ARRANGEMENT - STANDARD FORM FOR REQUEST, RECEIPT, AND RETURN OR INVOICE
CONVENIO DE IMPLEMENTACION - FORMULARIO NORMALIZADO PARA REQUERIMIENTOS, RECEPCION Y DEVOLUCION O FACTURA**

A. REQUEST/REQUERIMIENTO <input type="checkbox"/> RETURN/DEVOLUCION		C. INVOICE/FACTURA			
1. REQUISITION NO./N° DE PEDIDO		22. INVOICING AUTHORITY/SERVICIO DE FACTURACION		26. TRANSACTION CODE/ CODIGO DE TRANSACCION	
2. SUPPORT AGREEMENT/CONVENIO DE IMPLEMENTACION		23. PAYING OFFICE/OFICINA DE PAGO		27. ACCOUNT NO./N° DE CUENTA	
3. MEANS OF TRANSPORT: AIRCRAFT/VEHICLE/SHIP MEDIOS DE TRANSPORTE: AVION, VEHICULO, BUQUE.		24. INVOICE NO./N° DE FACTURA		28. QUANTITY DELIVERED/ CANTIDAD DESPACHADA	
4. FROM (Requesting party)/DE (REQUERENTE)		DATE/FECHA		29. UNIT PRICE/ PRECIO UNITARIO	
5. TO (Supporting party)/A (PROVEEDOR)		25. TRANSPORTATION DOCUMENT NO./NUMERO DE DOCUMENTO DE DESPACHO		30. TOTAL TOTAL	
6. TIME AND PLACE OF DELIVERY REQUEST/LUGAR Y FECHA DE DESPACHO DE LO REQUERIDO		29. NAME/RANK/SIGNATURE /GRADO, NOMBRE Y FIRMA		31. ATTACHMENTS AND VOUCHERS / COMPROBANTES O REMITOS	
7. RECEIVING PARTY/DESTINATARIO		14. MEASURE UNIT/UNIDAD DE MEDIDA			
8. NAME/RANK/SIGNATURE /GRADO, NOMBRE Y FIRMA		15. QUANTITY REQUESTED/ CANTIDAD REQUERIDA			
9. DATE/FECHA		16. DESCRIPTION/ DESCRIPCION			
10. DATE/FECHA		17. METHOD OF COMPENSATION /METODO DE COMPENSACION			
11. NO. N° ORDEN		12. NATO STOCK NO./N.M.E. O NUMERO DE REFERENCIA			
13. DATE/FECHA		18. AUTHORIZATION BY OFFICIAL OF SUPPLYING PARTY/NAME, RANK, SIGNATURE GRADO, NOMBRE Y FIRMA DE LA AUTORIDAD PROVEEDORA			
14. DATE/FECHA		19. AGREED DATE OF RETURN/FECHA ACORDADA DE DEVOLUCION O COMPENSACION			
15. DATE/FECHA		20. RECEIPT ACCEPTED /ACEPTACION DE RECEPCION			
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