

Instructions for Completing Support Agreement DD Form 1144

Supplying activity is the organization supplying the service. Receiving activity is the organization receiving the product or service and typically provides funds. The DD1144 is not a funding document or a legally binding document; it is an agreement that outlines service support expectations.

Block 1. Will be provided by G8 when USMA is the supplying activity.

Block 2. Should be completed if there is an existing agreement for the support service.

Block 3. Is the effective date of the agreement; date the services are expected to begin.

Block 4. Is the agreement expiration date. Recommend 5-year agreement if services are expected to be provided for extended period of time. NOTE: **Agreements should be reviewed annually and updated as required.**

Block 5a. Provide supplying activity name, physical address and phone number if possible. i.e.

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G8, Programming and Manpower Management Division
626 Swift Drive, Building 626
West Point, NY 10996; 845-938-4139

Block 5b. Major Command of the supplying activity, i.e. USMA.

Block 6a. Provide receiving activity name, physical address and phone number if possible.

Block 6b. Major Command of the receiving activity.

Block 7a. Provide Details of the services/support being provided by the supplier

Block 7b. Explain the basis for reimbursement which is how the costs were estimated, i.e. research costs determined based on number of man-hours expected multiplied by the cost per hour.

Block 7c. This is a non-binding cost estimate. Ensure the amount covers the life of the agreement and the appropriate percentage for Reimbursable Support (described in the additional provisions section).

Block 8a. When USMA is the supplying activity, Comptroller is USMA G8 (we receive funds).

Block 8b. Date Comptroller signs agreement.

Block 8c. Approving Authority is the Department Head of organization supplying the service.

- (1) Typed name of Dept Head
- (2) Department
- (3) Dept Head phone number
- (4) Dept Head signature
- (5) Date Dept Head signs

Block 9. When USMA is the receiving activity, Comptroller is USMA G8 (We are paying for a service).

Block 9b. Date Comptroller signs agreement.

Block 9c. Approving Authority is the Department Head of organization receiving the service.

- (1) Typed name of Dept Head
- (2) Department
- (3) Dept Head phone number
- (4) Dept Head signature
- (5) Date Dept Head signs

Block 10. To be completed upon termination of agreement.

Block 11. Provides general provisions. The information provided are the standard provisions that must be validated/agreed upon by the supplying and receiving activities.

11b. Must be completed with the receiving activity POC.

11c. Must be completed with the receiving activity technical and financial POC.

11g. Must be completed with the receiving organization name.

11h. Must be completed with the purpose of the agreement

Block 12. Should be completed if there are specific provisions related to the services provided.

Block 13 (continuation from Block 11) Provides financial provisions for review/validation by both the supplying and receiving activities. This section should be edited as required based on the product or service supplied. Paragraph j describes the current reimbursable support percentages for processing the financial documentation and processing civilian reimbursable hiring actions. Please note that these percentages are subject to change. Financial and Technical POCs must be completed in this section.

Support Agreement (SA) Process

