

**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 Aging 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 dropdown list.
- The detail results and supporting documentation for those UDOs meeting the DOI's dormant obligations review criteria are readily accessible when needed or requested. Below are the dormant obligations criteria:

Obligations aged beyond 90 calendar days of the period of performance end date and without activity in the past 120 calendar days.

**(Signature)**

**(Date)**

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