



JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

SOP 09-02

STANDARD OPERATING PROCEDURE (SOP)

19 Oct 2009

FIELD ORDERING OFFICER PROGRAM

1. PURPOSE: The purpose of this SOP is to provide guidance regarding required duties of Joint Contracting Command in Iraq (JCC-I/A) Field Ordering Officers (FOO) and FOO Managers and/or designated Contracting Officers (KOs).

2. APPLICABILITY: This SOP applies to JCC-I/A FOOs and FOO Managers and/or designated KOs in the Iraq Theatre of Operations. All appointed FOOs will adhere to the guidance in the references below, including the Money as a Weapons System (MAAWS) SOP applicable to Iraq.

3. REFERENCES:

- a. FAR 13.2, Actions at or below the micro-purchase threshold
- b. FAR 13.306, Purchase Order—Invoice—Voucher
- c. FAR 18.201, Contingency Operation
- d. DFARS 213.306, SF 44, Purchase Order-Invoice-Voucher
- e. DFARS 218.201, Contingency Operation
- f. AFARS 5113.306, SF 44, Purchase Order -- Invoice --Voucher
- g. MAAWS - MNC-I/C8 SOP
- h. Contingency Contracting – A Joint Handbook, Air Force Logistics Management Agency (AFLMA)
- i. SF 44, general procedural instructions
- j. 09-16, Field Ordering Officer and Paying Agent Handbook

4. RESPONSIBILITIES:

- A. Unit/Activity Commanders will nominate FOO candidates, by name, on a non-delegable basis. For Multi-National Corps-Iraq (MNC-I) FOOs, the nominating Commanding Officer will be an O-5 or above and the FOO will be an E-7 or above; but can be waived to be an E-6, and will require a DD Form 577.
- B. Regional Contracting Center (RCCs)/Division (DIV) Chief of Contracting or RCC/DIV Commanders will designate in writing an individual responsible for the management of the FOO program. If they will appoint FOOs, the FOO Manager must be a KO, since the FOO is an extension of the KO.
- C. FOO Managers or designated KOs (minimum \$25K warrant) will formally appoint an individual as a FOO via an official appointment letter; provide training to the FOO; and provide strict operational control/oversight of the FOO program. FOO Managers or designated KOs will advise FOOs about existing requirements-type contracts and the importance of using the most efficient purchasing methods.

JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

5. FOO MANAGER AND/OR DESIGNATED KO RESPONSIBILITIES: Each RCC/DIV Chief/Commander will appoint a FOO Manager who is a KO and/or appoint several KOs to manage and execute their FOO program, and alternates as circumstances warrant. FOO Managers and/or designated KOs will do the following to establish, implement, and maintain the FOO program:

- A. Establish and maintain a FOO Continuity Book. Sample FOO products are posted on the JCCI/A website.
 - 1) At a minimum, the continuity book will contain or reference the following requirements:
 - a. Location or copies of FOO training certificates.
 - b. Location of the FOO tracker database that lists all trained, cleared, and terminated FOOs by month to include total monthly actions and expenditures.
 - c. A list of active FOOs.
 - d. A PIIN log for each FOO.
 - e. Monthly clearing checklist.
 - f. Location of monthly reconciliation and clearing documentation to include funding documents, seller's receipts, approval documents.
 - g. Location of copies of appointment and termination letters.
 - h. A list of all Agency/Unit customers to include location, phone, and e-mail addresses. At a minimum, the list should include the local Resource Management office and the Installation Property Book Office (IPBO)
 - i. Copies of the local FOO training plan.
 - j. Other RCC or Division specific items.
- B. Respond to FOO related questions and act as the FOO's business advisor to ensure mission success by meeting the customer's needs while complying with all regulatory and policy requirements. FOO Managers should consult with their local Resource Management office to determine the best acquisition strategy to meet the customer's needs. In any contingency operation, quality acquisition support to the commander is critical to mission accomplishment. The absence of direction in the FAR, DFARs, AFARs, and MAAWS, should be interpreted as permitting innovation and the use of sound business judgment. A wide selection of contract types is available in order to provide needed flexibility in acquiring the supplies and services required. Most contingency purchases can be accomplished through simplified acquisition procedures, such as the micro-purchase FOO program. Note that the competition requirements are not waived by using simplified acquisition procedures. In other words, for micro-purchases to be made outside the U. S. in support of a contingency operation under \$25K, a KO needs to support price reasonableness. To the extent practicable, micro-purchases shall be distributed equitably among qualified suppliers and micro-purchases may be awarded without soliciting competitive quotations if the contracting officer or individual appointed in accordance with FAR 1.603-3(b) considers the price to be reasonable. If the RCC/DIV Chief/Commander needs additional guidance, contact the PARC-I, Policy representative.

JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

6. NOMINATION, APPOINTMENT, & TERMINATION: Unit/Activity Commanding Officers may nominate qualified and responsible DoD military or civilian personnel to serve as FOOs. Contractor employees cannot be FOOs. FOO Managers or designated KOs will formally appoint FOOs on a nondelegable basis on an official appointment letter that shall clearly detail the FOOs' authorities and limitations, including dollar threshold limitations to act on behalf of the KO. The appointment is effective until the FOO is reassigned to another unit or the individual's duties are terminated by the KO. FOO Managers, designated KOs, or higher authority, reserves the right to revoke a FOO's appointment at any time by issuing a written revocation of their appointment.

7. QUALIFICATIONS & TRAINING: FOO nominees will likely be unfamiliar with standard acquisition policies and procedures, such as for obtaining fair and reasonable pricing and rotation of vendors to the maximum extent practicable IAW FAR 13.202(a). It is essential that FOO Managers or designated KOs thoroughly train FOOs on acquisition policies and procedures applicable for the type of purchases FOOs will be authorized to execute. Formal training is mandatory prior to appointment. FOO training records and proof of the FOO's annual Ethics training shall be maintained by FOO Managers or designated KO at the RCC/DIV offices. FOOS must attend training provided by the servicing contracting office. FOOs inactive for longer than 90 days are required to take refresher training.

A. FOO training, at a minimum, shall address the following fundamental concepts:

- 1) Necessity of having a complete and accurate understanding of the scope and limitations of the FOO's authority.
- 2) Necessity of having a written appointment memorandum issued by a FOO Manager or designated KO.
- 3) Prior to making any purchase, the requirement to have a valid funding document (either a single purchase or bulk-funded document) with a fund citation; description of the supplies, services, or construction; specific funding amount; certified by a funds certification official.
- 4) Prohibition of making purchases in excess of the amount of the funding document. If additional funds are required, it is the FOO's responsibility to request and obtain additional funds prior to making any purchase.
- 5) Review and discussion of the Joint Ethics Regulation (DoD 5500.7-R), which can be accessed at http://www.dod.mil/dodgc/defense_ethics/ethics_regulation/.

8. CONSIDERATIONS:

- A. After a FOO receives a valid purchase request, they must consider the following

JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

and record all purchases in a log book, recording declining fund balances:

- 1) Whether purchases are allowable within established purchasing procedures.
- 2) Whether funds are available.
- 3) Whether the correct type and year of funds have been received.
- 4) Whether supplies are available from existing Government sources.
- 5) Whether all purchases fall below the \$25,000 micro-purchase threshold.
- 6) Evaluation of whether planned purchases are using the most efficient purchase methods.
- 7) For MNC-I FOOs, single purchases over \$10,000.00 require legal review.

9. LIMITATIONS:

- A. FOO authority may not be redelegated.
- B. Only DoD military or civilian personnel may be appointed as FOOs. Non-DoD personnel, including Foreign Nationals, may never be appointed as FOOs.
- C. Separation of Functions. FOOs shall never be a paying agent or should not be the individual receiving the products or services.
- D. Evaluation, Documentation, and Reconciliation. The FOOs purchasing actions shall be under the close supervision of the FOO Manager or designated KO. At least monthly, prior to the FOO's scheduled departure from theater, or prior to end of year close out, the FOO's purchasing documents shall be reviewed and reconciled by the FOO Manager or designated KO. Reviews shall be documented in writing and maintained by the RCC/DIV along with the FOO's purchase receipts and logs.
- E. Authorized Expenditures. (See Master FOO Purchase Authorization List, Attachment 1 - Not all inclusive)
 - 1) Procurement only within Iraq of items that can be purchased "over-the-counter" "cash-and-carry" for \$25,000 or less per purchase. Purchases may not be split into multiple purchases in order to fall below the \$25,000 threshold. This threshold is applicable to each individual purchase. A single payment must be made at the time of the purchase.
 - 2) FOOs may be delegated Ordering Officer authority to place call orders with vendors who have Blanket Purchase Agreements (BPA). All items purchased using this method must be on BPA price lists approved by the KO. FOOs

JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

must verify with the RCC/DIV that they have the most current, approved price list, prior to making any purchases against BPAs.

- 3) In general, FOO funds should not be used to pay for equipment or services already provided by another source. Prior to making any purchase, the FOO should check for availability of the requirement from existing sources, such as with the unit, the IPBO, Self Service Supply Center (SSSC), and the local contracting office. For MNC-I FOOs, during RCC/DIV training, the FOO will be provided with a Master FOO Purchase list that details what and how most items or services can be obtained.

F. Unauthorized Expenditures. (Not all inclusive)

- 1) Equipment listed in the Unit's Table of Organization & Equipment (TO&E).
- 2) Food items (except MRE supplements).
- 3) Food and beverages for social functions.
- 4) Honorariums or plaques.
- 5) Information Technology (IT) hardware.
- 6) Personal services (see FAR 37.104).
- 7) Ammunition or explosives
- 8) Payments for intelligence information

- G. Revocation of Authority. When FOOs' appointments are terminated and/or the FOOs redeploy, FOOs will provide their FOO Managers or designated KO with a complete expenditure report for any period between the last report and the date of termination and all funding documents not already on file. Any additional purchases or business agreements by the FOO after revocation of his or her authority will be considered unauthorized commitments for which the former FOO may be held liable. For MNC-I FOOs, a completed DD Form 577 is required.

JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342

10. FOO VIOLATIONS: RCC/DIV Chiefs/Commanders, FOO Managers, designated KOs, or higher authority may revoke FOO appointments for any violations of regulations, orders, or statutory authority. These violations include, but are not limited to, unauthorized commitments, split purchases, purchases not authorized by the FOO Manager or designated KO, purchases made over the FOO's dollar limitation, delinquent reconciliation with the FOO Manager or designated KO, training delinquencies, and for the Iraq Theater of Operations, unauthorized purchases in violation of the Master FOO Purchase List. FOO Managers or designated KOs may also revoke appointments for any other operational reasons deemed appropriate, whether or not a violation has occurred. A record of any violations and the subsequent corrective actions taken should be completely documented and maintained by the FOO manager.

A. Unauthorized Purchases

Unauthorized purchases are purchases the contracting officer did not authorize or outline in the FOO's appointment letter or orders. Violations of the terms and conditions of the FOO's appointment letter may result in the revocation of the FOO's appointment as well as that of any additional or other FOOs within the unit (section, battalion, etc.) based on the chief of contracting's evaluation of the violation. The revocation will stay in effect until such time as:

(1) The chief of contracting ratifies the unauthorized purchases that are \$10,000 or less in accordance with FAR 1.602-3(b) (3) (B), AFARS 5101.602-3 and 5101.602-3-90. Actions over \$10,000 require ratification approval by the office of the PARC-I.

(2) The staff judge advocate reviews the situation to determine whether disciplinary action is appropriate and forwards his recommendation to the commander.

(3) Reconciliation is conducted between the FOO and the chief of contracting.

(4) The FOO completes any additional training the chief of contracting officer requires.

B. Once all the above actions have been addressed or evaluated, the culpable FOO may be reinstated, or the unit may be required to nominate another FOO.

**JOINT CONTRACTING COMMAND IRAQ/AFGHANISTAN
JCC-I/A
APO/AE 09342**

11. This SOP supersedes all previous JCC-I/A FOO policies.


DAWN M. RESLING, Col, USAF
Principal Assistant Responsible
For Contracting- Iraq (PARC-I)

Attachment 1

MNC-I/JCC-I Master FOO Purchase Authorization List



as of September

MNCC-I/JCC-I MASTER FOO PURCHASE AUTHORIZATION LIST

List is NOT All Inclusive



This

OMA (US Forces Only) and ISFF (GRF - Benefit Iraqi Security Forces Only)

ITEM	AUTHORIZED	EXCEPTIONS
Adaptors	Yes	
AFN Decoders	Yes	Letter of endorsement w/ justification and approval by Battalion Commander
Air Compressor	Yes	
Air Conditioner	Yes	
Air Purifiers	Yes	Letter of endorsement w/ justification and approval by Company Commander or above
Alcohol	No	
Alterations	No	
Ammo	No	
Bags, Personal Use	No	
Banners	No	
Batteries	Yes	
Bedding (includes beds, bunk beds, linens, etc)	No	
Bible	No	
Brooms	Yes	
Cables	Yes	
Calling Cards (for US Telephone Service Provider)	Yes	Letter of endorsement w/ justification and approval by Battalion Commander
Camcorder	Yes	MUST HAVE MEMORANDUM OF JUSTIFICATION SIGNED BY BN CDR & CONTRACTING APPROVAL PRIOR TO PURCHASE
Camera (digital or regular)	Yes	MUST HAVE MEMORANDUM OF JUSTIFICATION SIGNED BY BN CDR & CONTRACTING APPROVAL PRIOR TO PURCHASE
Canned Air	Yes	
Carpet	No	
CD/DVD (Blank Recordable)	Yes	
CD-ROM "Hardware"	Yes	Letter of endorsement w/ justification and approval by Company Commander or above
Cell Phones	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires only C6 LOE approval (Ref: MAAWS Appendix J)
Cell Phone Calling Minutes Cards (any Iraq Cell Phone provider)	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires only C6 LOE approval (Ref: MAAWS Appendix J)
Cell Phone SIM Cards (any Iraq Cell Phone provider)	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires only C6 LOE approval (Ref: MAAWS Appendix J)
Charcoals	No	
Cisco Phones/VoIP phones	Yes	Must comply with MNCC-I C6 Automated Information Systems Hardware Standards, If > \$25,000 requires JFARB approval, if < \$25,000 requires C6 LOE approval (Ref: MAAWS Appendix J)
Cleaning Supplies	Yes	
Clothing, Personal	No	
Coffee Maker	Yes	
Coins	No	
Computers (Laptops, Desktops)	No	
Computer Hardware (CPU)	No	
Computer Peripherals (memory, keyboards, mice, scanners, power supplies, speakers, monitors, video cards, CAC Readers, KVMs, UPS)	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires C6 LOE approval, if < \$2,500 requires unit S6/G6 approval. (Ref: MAAWS Appendix J)
Computer Peripherals (internal, external or networked hard drives, webcams, motherboards)	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires only C6 LOE approval (Ref: MAAWS Appendix J)
COMSEC Equipment	No	
Conductance Payments	No	
Construction, "Non-Permanent"	Yes	Cannot be used for construction of new facilities or repair and maintenance of real property (permanent construction). Examples of "non-permanent" include shelving, IBA holders, and benches
Contracted I/T labor and services (licenses)	No	
Copier (ANY)	Yes	Requires unit J6/G6/S6 justification w/approval & approval and C6 LOE (Ref: MAAWS Appendix J for C6 LOE format)
Curtains	No	
Dart Board	No	
Delivery	No	
Detergent, washing	No	
Dog Food	Yes	Only for MP units that train/conduct K-9 operations
Drill Bits / Tools	Yes	
Dry Erase Boards	Yes	

Sheet 1

OMA (US Forces Only) and ISFF (GRF - Benefit Iraqi Security Forces Only)

ITEM	AUTHORIZED	EXCEPTIONS
DVD Burner	Yes	Letter of endorsement w/ justification and approval by Company Commander
DVD Player	Yes	Letter of endorsement w/ justification and approval by Company Commander or above & Contracting Approval Prior to Purchase
Equipment Repairs	Yes	Emergency repairs for equipment not covered under warranty or which have a maintenance contract
Ethernet Switches	Yes	Requires unit J6/G6/S6 justification w/approval & approval and C6 LOE (Ref. MAAWS Appendix J for C6 LOE format)
Excess Baggage Personal Use	No	
Extension Cords	Yes	
Eye Protection (e.g., REV, Oakley, Wiley-X)	Yes	MUST HAVE MEMORANDUM OF JUSTIFICATION SIGNED BY BN. CDR; CIF MEMO STATING NO BALLISTIC EYE PROTECTION AVAILABLE; C4 CONCURRENCE & CONTRACTING APPROVAL PRIOR TO PURCHASE
Fans	Yes	
File Cabinet	Yes	
Flags	No	
Flashlights	Yes	
Flatware	Yes	Only for dining facilities with no KBR support
Food	No	
Footlockers \ Tuff Box	Yes	Letter of endorsement w/ justification and approval by Battalion Commander & Contracting Approval Prior to Purchase
Force Protection (Shield from blast)	Yes	Letter of endorsement w/ justification and approval by Battalion Commander
Fuel	No	
Furniture (Desk, Chairs, Couch, Lamp etc.)	Yes	\$5,000 or more requires approval memo from 1st General Officer in chain of command; \$5,000 Furniture Purchase Per PR&C
Generator	Yes	Can not exceed 5000 watts
Gifts	No	
Gravel	Yes	
Gills	No	
Guidon	No	
Gym Equipment	Yes	Only if on FOB without any exercise facilities; requires justification memo from nearest MWR activity
Hard Hats	Yes	
Headphones / Headsets	Yes	
Heaters	Yes	Letter of endorsement w/ justification and approval by Battalion Commander or above & Contracting Approval Prior to Purchase
Holsters, pistol	No	Letter of endorsement w/ justification and approval by Company Commander or above
Hotel	No	
Hygiene Items	No	
Ice	No	
Ink Cartridges	Yes	
Internet Related Services (MWR, Operational)	No	
Interpreter	Yes	Maximum of 5 consecutive days
Iron / Ironing Board	No	
IT Supplies (cables, connectors, tool kits, test equipment, etc)	Yes	If > \$25,000 requires JFARB approval; if < \$25,000 requires C6 LOE approval; if < \$2,500 requires unit S6/G6 approval. (Ref. MAAWS Appendix J)
Knife	No	
Labor	Yes	Maximum of 5 consecutive days
Laser Pointers	Yes	
Leatherman	No	
Life Support- Long Term Service	No	
Light Bulbs	Yes	
Locks/Hasp	Yes	
Lodging	No	
Lumber	Yes	Verify with G-4/S-4 required items not on hand
Magazine Pouches	No	
Mattresses	No	
Medical Supplies	No	
Memory Stick (Camera)	Yes	Letter of endorsement w/ justification and approval by Battalion Commander
Microwave	Yes	
Mouse Pads	Yes	Letter of endorsement w/ justification and approval by Company Commander or above & Contracting Approval Prior to Purchase
MP3 Player / CD Player	No	
MTOE Items	No	
Mugs, Coffee	No	
MWR Equipment, Services or Tours	No	
Nails/Screws	Yes	
Network Equipment (servers, routers, switches)	Yes	Must comply with MNC-1 C6 Automated Information Systems Hardware Standards; if > \$25,000 requires JFARB approval; if < \$25,000 requires C6 LOE approval (Ref. MAAWS Appendix J)

OMA (US Forces Only) and ISFF (GRF - Benefit Iraqi Security Forces Only)

ITEM	AUTHORIZED	EXCEPTIONS
NTV / Rental Cars	No	
Office Supplies	Yes	
Oil	No	
Paint/Brushes	Yes	
Paintings, wall	No	
Patches / Sewing of Patches	No	
Picture Frames	Yes	
Ping Pong Table \ Video Systems or Games	No	
Plaques	No	
Pool Table	No	
Porta Potties	No	
Postage	Yes	Letter of endorsement w/ justification and approval by Battalion Commander - See Frago 108 Official Mail Policy
Power Strips	Yes	
Power washer	Yes	
Printers	Yes	Requires unit J6/G6/S6 justification w/approval & approval and C6 LOE (Ref. MAAWS Appendix J for C6 LOE format)
Proxima 1 Projector	Yes	Requires unit J6/G6/S6 justification w/approval & approval and C6 LOE (Ref. MAAWS Appendix J for C6 LOE format)
Qurans	No	
Radios (Hand-Held, Vehicle Mounted)	No	
Reefer Van	No	
Refrigerator	Yes	Letter of endorsement w/ justification and approval by Company Commander or above & Contracting Approval Prior to Purchase (Can not be for living quarters)
Rewards of any type	No	
Rugs	No	
Safe	Yes	
Salary	No	
Sand	Yes	
Sand bags	Yes	
Satellite Communications Systems	No	
Satellite Phones	No	
Satellite Service	No	
Saw, Electric	Yes	
Sewing Machines	No	
Scale	Yes	
Shredder	Yes	
Signs	Yes	
Small Coolers	Yes	
Social Events	No	
Software (any intended to run on government equipment)	Yes	Must be on the MNF-1 approved software list, requires C6 LOE approval (Ref. MAAWS Appendix J for C6 LOE format)
Surround Sound	No	
Souvenirs	No	
Speakers (for computers only)	Yes	Letter of endorsement w/ justification and approval by Company Commander or above
TA-50	No	
Tea sets	No	May only be purchased with ORF for entertaining. See MAAWS dtd 1 May 08
Thumb Drive (Computer)	No	
Tickets- plane, bus, ship	No	Taxi for LN trans from US medical facility
Tobacco	No	
Traffic Cones	Yes	
Transformers	Yes	
Trash Cans	Yes	
T-Shirts	No	
TV- 5'1" and below	Yes	Requires BN CDR endorsement memo and C6 LOE; Must comply with MNC-1 C6 Automated Hardware Standards (Ref. MAAWS Appendix J for C6 LOE format)
TV- 52" and bigger	Yes	All require O-6 level endorsement memo. Approved JFARB validation memo. All TVs must comply with MNC-1 C6 Automated Hardware Standards.
Uniforms	No	
Unit Signs	Yes	
Vacuum	Yes	
Vehicle Maintenance	No	
Vehicle Up Armor	No	
VTC Suite Equipment (VTC Codec, camera, monitor, Tandberg)	Yes	If > \$25,000 requires JFARB approval, if < \$25,000 requires only C6 LOE approval (Ref. MAAWS Appendix J)
Washer/Drivers	No	

OMA (US Forces Only) and ISFF (QRF - Benefit Iraqi Security Forces Only)

ITEM	AUTHORIZED	EXCEPTIONS
Water	No	
Weapons	No	
Weapons Case	No	

Notes:

This listing serves as a guide for purchases and includes the most common items FOOs are inquiring about. Letters of Justification must justify purchases and include quantity, price per item and total price. Justifications / approvals must be done prior to purchase. Personal items for individual living quarters such as TVs, Microwaves, Refrigerators are not authorized. **If an item is not on this listing do NOT assume that it is authorized. Please contact the Contracting Office to verify.**

Procedures for exception to policy is found in the MAAWS

Items purchased with FOO Funds MUST stay IN THEATER.
 For ISFF (QRF) Gol letter stating item is not available must be provided.
 C6 Automated Information Systems Hardware Standards (AISHS), version 2.0, 25 July 2009.
 For questions about IT purchases contact C6 Validation Board: CeVB@s-iraq.centcom.smll.mil

FINANCE No Walk-in without Appointment unless on Tuesday!

OMA and ISFF (QRF) - Purchases \$25K and lower only

- CLEARING PACKET SHOULD INCLUDE (NOT ORIGINALS)**
- MUST MAKE ALL COPIES PRIOR TO CLEARING AT CONTRACTING**
- 05 RECONCILIATION MEMO
- PBO CLEARANCE MEMO
- PIIN LOG (Total Spent & Total Remaining)
- SIGNED PR&C
- SF44s(In Numerical Order)
- RECEIPTS (Attached to SF44)
- JUSTIFICATION MEMOS REQUIRED

REFERENCE: MAAWS dtd XXXXXXXX