PROJECT ORDER

2a. P.O. NUMBER	2b. CONTROL NO.	2c. AMEND NO.	2d. DIRECTORATE	3. DATE	4a. RATE ☐ A. UNIT ☐ B. HOUR	4b. PATH	5. ☐ A. Defense, Air Force ☐ B. Direct Cite, Private Party ☐ C. Both

6a. CERTIFICATION

The supplies and/or services obtained by this instrument are chargeable to Allotment(s) hereon. The available balance of which is sufficient to cover the cost in an amount not to exceed _____.

Click to sign _____

$ _____ ALC/ORGN _____

CERTIFIER COMMENT

DOCUMENT REFERENCE NUMBER	FSR	PSR	DSR

6b. FINAL ACTION (Obligation / De-Obligation / De-commitment)

Click to sign _____ OFFICE SYMBOL _____

8. FCRN

8a. FUNDS CITATION

7. PCN	8b. EXPENDED	9. WORK DESCRIPTION	10. QTY	11. DPAH	12. DPSH	13. RATE	14. TOTAL COSTS

15a. INITIATION (ISSUANCE) Click to sign		15b. APPROVAL Click to sign		16. ACCEPTANCE Click to sign		17. NET ADJUSTMENTS *(Amendments only)*
ORGN	DATE	ORGN	DATE	ORGN	DATE	18. TOTAL *(Basic)* / REVISED TOTAL AMENDMENTS

THIS ORDER IS PLACED ACCORDING TO THE PROVISIONS OF TITLE 41 UNITED STATES CODE (USC), SECTION 23, AND DoD 7000.14-R.

FOOTNOTES FOR AFMC FORM 181

2a. P.O. NUMBER		DOCUMENT REFERENCE NUMBER	
Note #	Block #	Name	Comment

PROJECT ORDER (Continuation Page)

2a. P.O. NUMBER		17. NET ADJUSTMENTS *(Amendments only)*	18. TOTAL *(Basic)* / REVISED TOTAL AMENDMENTS			DOCUMENT REFERENCE NUMBER	
7. PCN	8b. EXPENDED	9. WORK DESCRIPTION	10. QTY	11. DPAH	12. DPSH	13. RATE	14. TOTAL COSTS

PROJECT ORDER (Continuation Page)

2a. P.O. NUMBER		17. NET ADJUSTMENTS *(Amendments only)*	18. TOTAL *(Basic)* / REVISED TOTAL AMENDMENTS			DOCUMENT REFERENCE NUMBER	
7. PCN	8b. EXPENDED	9. WORK DESCRIPTION	10. QTY	11. DPAH	12. DPSH	13. RATE	14. TOTAL COSTS

Instructions to Complete AFMC Form 181, Project Order

The Project Order signatures must be accomplished in the following order:

Paths 1 & 2: Initiator, Approver, Certifier, Acceptor, and Finalizer (DFAS)
Paths 3 & 4: Initiator, Approver, and Acceptor

1. Complete only the pages needed. Enter the total number of pages in the blank "of ____. Should more than one "Continuation Page" be used, enter the number of the page in the first blank.

2a. Enter the number of the Project Order (PO). 5 numeric

2b. Enter the Control Number. 5 numeric

2c. Enter the alpha/numeric sequence number of the PO (basic and amendments). Numbers sequence from basic through 'ZZ'. 2 alphanumeric. See Note 2 below this table for guidance on amendments. (Note: Temporary amendment number is input by the acceptor to lessen the confusion of multiple initiators entering the same amendment numbers. This number will be APO-system-generated when the PO is input into APO.)

2d. Enter the 2 digit Directorate (FM, A4, etc.). 2 alphanumeric

3. Enter the date of preparation. 11 alphanumeric; dd mmm yyyy (e.g. 20 JUL 2011)

4a. Check appropriate Box: A = Unit; B = Hour

4b. Enter path number (1, 2, 3, or 4) 1 numeric character. For guidance see AFMCI 65-101, paragraph 2.3.3. or APO's Website https://apo.wpafb.af.mil/j025a/index.htm under the "Documentation" tab.

5. Check the appropriate block to identify the specific PO customer type: A = Defense, Air Force; B = Direct Cite (Private Party); C = Both A & B.

6a. Before accomplishing the electronic signature, complete all other information. Certification statement Amount: + or - & 12 numeric; Signature block for Certifier: Signature (40 alphanumeric); Office (20 alphanumeric); date (Auto Fills). This block must be completed at the customer location before the PO is forwarded to the appropriate depot maintenance activity. Must be completed for Paths 1 & 2. Except for the Doc Ref Nr, all elements of Block 6a are reserved for Certifier input. The Initiator, Approver, and Acceptor comments should be input on page 2. (Note: Certifier Comments in block 6a has 60 alphanumeric characters).

DOCUMENT REFERENCE NUMBER: Enter the 15 alphanumeric Document Reference Number. See 65-101, Chapter 2, paragraph 2.1.2.4. for composition of the number.

FSR, PSR, DSR: Enter 15 alphanumeric for each of the following: Fund Summary Record (FSR), Program Summary Record (PSR), and Document Summary Record (DSR)

6b. Before accomplishing the electronic signature, complete all other information. Final Action and Signature Block for the Finalizer. See 6a for alphanumeric requirements. Must be completed for Paths 1 & 2. Add comments to the footnotes page.

7. Enter the applicable Program Control Number (PCN). 6 alphanumeric.

8. Enter the appropriate Funds Classification Reference Number (FCRN) according to local agreement. 4 alphanumeric

8a. Enter the Line of Accounting (LOA). 65 alphanumeric and spaces.

8b. Enter the Expended Whole Dollar Amount: + or - & 10 numeric.

8c. N/A

8d. N/A

9. Enter title of the workload (System or type of work (i.e. Software TPS; Repair, Mfg)). 15 alphanumeric

10. Enter the quantity to be inducted. Completion of this column is required for Types '1', '2', '3', and '5' POs. Amendments always reflect the new quantity. See block 14 for additional criteria. 7 numeric.

11. N/A: Leave blank.

12. Enter the Depot Product Standard Hours (DPSH) required for the identified workload. Amendments reflect the new DPSH position. See Block 14 for additional criteria. Completion of this column is not required for Type 3 POs. 6 numeric

13. Enter the depot maintenance rate. 6 numeric including decimal point - e.g. xxx.xx

Instructions to Complete AFMC Form 181, Project Order

14. Enter the total cost of each line item, rounded off to the nearest dollar. See 14*, 14**, or 14*** for guidance. Number = + or - & 12 numeric.

14.* Aircraft/Missile/OMEI. Enter the result of multiplying the DPSH shown in block 12 by the DPSH (MDS) rate shown in block 13, or the total of the fixed prices of each option exercised.

14.** Engines. Enter the fixed price or the result of multiplying the USP in block 13 by the quantity in block 10.

14.*** MISTR and All Other. Enter the result of multiplying the DPSH rate shown in block 12 by the DPSH rate shown in block 13, or the negotiated DPSH and dollar value shown on the G019C product.

15a. Before accomplishing the electronic signature, complete all other information. All POs or amendments are signed by the Initiator before Issuance. See 6a for alphanumeric requirements. All Paths must have this block signed. Add comments to the footnotes page.

15b. Before accomplishing the electronic signature, complete all other information. All POs are signed by an Approver. See 6a for alphanumeric requirements. All Paths must have this block signed. Add comments to the footnotes page.

16. Before accomplishing the electronic signature, complete all other information. All POs are accepted or rejected by the depot maintenance PO Acceptor, which must sign in this block. See 6a for alphanumeric requirements. All Paths must have this block signed. Add comments to the footnotes page.

17. Net Adjustment. Enter the total amount of dollar variance + or - between this amendment and the basic or the prior amendment. + or - of each funds citation. + or - & 12 numeric.

18. Enter the total of the PO if an amendment is being processed. The last page of each order is annotated to identify the variance + or - of each funds citation. + or - & 12 numeric.

NOTE 1: Once the Automated Project Order (APO/J025A) system is available, all Project Orders (POs) created using AFMC Form 181 will have to be re-accomplished in the system. It is important to adhere to the same alphanumeric requirements and not to exceed the number of characters noted in each block. The date the PO is input into the system becomes permanent and cannot be overridden. The PO initiator shall include the comments the original date reflected on the manual PO. As signatures are re-accomplished, coordinators should include in comments the date and name of the person originating the signed manual PO, if different.

NOTE 2: Only the affected PCN(s) need to be reflected on amended POs issued during the quarter. These PCN(s) indicate the new order of input quantity, DPSH, and dollars at the time of amendment. If any one of these items has changed, then blocks 9, 11, and 13 are completed. An example of this would be a need to change the amount of dollars associated with a PCN for a MISTR order. In this case, the DPSH may not have required a change. Blocks 9, 11, and 13 must always be completed to reflect the new (total) position. Plus or minus variances may also be indicated, within parentheses, in these columns.

NOTE 3: Indicate on a memo basis, the amount of over and above funds included in each PCN for serialized workload.