

**LETTER OF INTENT TO POM AND TRANSITION  
INSTRUCTIONS/TEMPLATE**

DD MMM YYYY

From: XXXXX

To: Director, Operational Energy Innovation (OE-I) Office

Subj: Letter of Intent RE: Funding and Transitioning (if applicable) for Operational Energy Prototype Fund (OEPF) Name of Proposal

1. State which Service, Combatant Command (CCMD), Requirements or Acquisition Office supports transition of this OEPF proposal and why. Examples include OEPF providing support to a Program of Record (PoR), helping inform a requirement, or supporting a CCMD's mission.

2. Provide a statement(s) regarding commitment to support transition by providing or acquiring acquisition funding. OEPF requires that projects have strong transition in terms of Program Objective Memorandum (POM) funding.

3. State how the Name of Proposal, will be supported through acquisition. Acceptable options are:

a. Have secured acquisition (POM) funding

i. Provide amount secured, program element if applicable, and year it will commence

b. Funding request for acquisition (POM) submitted:

i. Provide amount requested, program element if applicable, and year it will commence

c. Planning to request acquisition (POM) funding

i. Provide amount requesting and year it will commence

3. Provide comments concurring with the proposal's approach to meeting the funding requirements and supporting transition.

4. Direct questions related to this letter of support to Name at phone number and email.

Signature

Name

Title (O6/GS15 or above)