

SUPPORT AGREEMENT

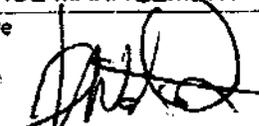
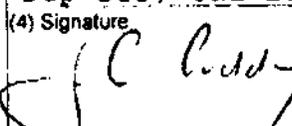
1. AGREEMENT NUMBER (Provided by Supplier) W23A71-99274-012	2. SUPERSEDED AGREE NO. (If it replaces another agreement) W23A71-98213-012	3. EFFECTIVE DATE: (MMDDYY) 10/01/1999	4. EXPIRATION DATE: Indefinite <input checked="" type="checkbox"/>
---	---	--	---

5. SUPPLYING ACTIVITY a. NAME AND ADDRESS Commander US Army Garrison Fort George G Meade Directorate of Resource Management Building 4216 Roberts Avenue Fort George G Meade MD 20755 5120 TELE / FAX / EMAIL: T - 301-677-3370/3371 F - 301-677-2408		6. RECEIVING ACTIVITY a. NAME AND ADDRESS Commanding General Marine Corps Development Cmd (C467) 1019 Elliot Road Quantico, VA 22134-5027 TELE / FAX / EMAIL: T - 301-677-4480/4940 T - 703-784-4601	
SUPPLIER POC: Ms. A. Howie Ms. S. Royster		RECEIVER POC: CPT Johnson Mr. Gregory	

b. MAJOR COMMAND MDW	b. MAJOR COMMAND Marine Corps Development Command, Quantico, VA
-------------------------	--

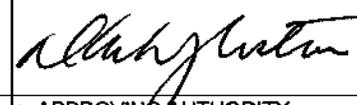
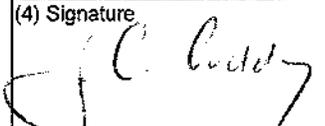
7. SUPPORT PROVIDED BY SUPPLIER a. SUPPORT (Specify what, when, where, and how much)			b. BASIS FOR REIMBURSEMENT	c. ESTIMATED REIMBURSEMENT
			Total Est Reimbursement	\$6,840
			Total Est Non-Reimbursement:	\$90,798
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>				

8. SUPPLYING COMPONENT a. COMPTROLLER SIGNATURE  ROBERT P. JENNINGS Chief, Program & Budget		b. DATE SIGNED 2/8/2000	9. RECEIVING COMPONENT a. COMPTROLLER SIGNATURE: 		b. DATE SIGNED 24 Jan '00
--	--	----------------------------	---	--	------------------------------

c. APPROVING AUTHORITY (1) Typed Name JOSEPH F. WATSON, JR.		c. APPROVING AUTHORITY (1) Typed Name J. C. CUDDY, COL, USMC			
(2) Organization DIRECTOR OF RESOURCE MANAGEMENT	(3) Telephone Number (301) 677-2443/ 923-2443	(2) Organization Dep Dir, T&E Division DSN 278-3731	(3) Telephone Number		
(4) Signature 	(5) Date Signed 2-9-00	(4) Signature 	(5) Date Signed 27 JAN 00		

10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)					
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED		

SUPPORT AGREEMENT

1. AGREEMENT NUMBER <i>(Provided by Supplier)</i> W23A71-99274-012	2. SUPERSEDED AGREE NO. <i>(If it replaces another agreement)</i> W23A71-98213-012	3. EFFECTIVE DATE: <i>(MMDDYY)</i> 10/01/1999	4. EXPIRATION DATE: Indefinite <input checked="" type="checkbox"/>
5. SUPPLYING ACTIVITY a. NAME AND ADDRESS Commander US Army Garrison Fort George G Meade Directorate of Resource Management Building 4216 Roberts Avenue Fort George G Meade MD 20755 5120 TELE / FAX / EMAIL: T - 301-677-3370/3371 F - 301-677-2408		6. RECEIVING ACTIVITY a. NAME AND ADDRESS Commanding General Marine Corps Development Cmd (C467) 1019 Elliot Road Quantico, VA 22134-5027 TELE / FAX / EMAIL: T - 301-677-4480/4940 T - 703-784-4601	
SUPPLIER POC: Ms. A. Howie Ms. S. Royster		RECEIVER POC: CPT Johnson Mr. Gregory	
b. MAJOR COMMAND MDW		b. MAJOR COMMAND Marine Corps Development Command, Quantico, VA	
7. SUPPORT PROVIDED BY SUPPLIER a. SUPPORT <i>(Specify what, when, where, and how much)</i>			
b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMENT	
Total Est Reimbursement		\$6,840	
Total Est Non-Reimbursement:		\$90,798	
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>			
8. SUPPLYING COMPONENT a. COMPTROLLER SIGNATURE: BARBARA J. PORCH Acting Chief, Program & Budget		9. RECEIVING COMPONENT a. COMPTROLLER SIGNATURE: 	
b. DATE SIGNED		b. DATE SIGNED 24 Jan '00	
c. APPROVING AUTHORITY (1) Typed Name ROBERT P. JENNINGS		c. APPROVING AUTHORITY (1) Typed Name J. C. CUDDY, COL, USMC	
(2) Organization ACTING DIRECTOR OF RESOURCE MANAGEMENT		(2) Organization Dep Dir, T&E Division DSN 278-3731	
(3) Telephone Number 301-677-2187/DSN 923-2187		(3) Telephone Number	
(4) Signature		(4) Signature 	
(5) Date Signed		(5) Date Signed 27 JAN 00	
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE		a. APPROVING AUTHORITY SIGNATURE	
b. DATE SIGNED		b. DATE SIGNED	

Funding Annex 17-Nov-99 **Supplier: Commander** **MAJCOM MDW**
Agreement Number W23A71-99274-012 **Receiver: Commanding General Marine Corps MAJCOM** Marine Corps Development

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
ADMIN CONFER	.63.1	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
ADMIN COPIER	OK	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADMIN MAIL	.YO.3	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADMIN PUBS	.YO.4	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
ADMIN RECORD	.YO.5	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
ADP ADP	.XO.1	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADP FACILITY	.XO.5	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
ADP MAINTENA							
					Sub Total:	\$0.00	\$0.00

Funding Annex 17-Nov-99 **Supplier: Commander** **MAJCOM** **MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** **Marine Corps Development**

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
	XO.6	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADP NETWORK					Sub Total:	\$0.00	\$0.00
	XO.7	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADP PASSWORD					Sub Total:	\$0.00	\$0.00
	XO.8	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ADP TRAINING					Sub Total:	\$0.00	\$0.00
	XO.9	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
ANTITERRORIS					Sub Total:	\$0.00	\$0.00
	.7A.1	No	No Reimbursement	\$18.34	6	\$0.00	\$110.04
	.7A.1	No	No Reimbursement	\$18.34	115	\$0.00	\$2,109.10
AUDIO VISUAL					Sub Total:	\$0.00	\$2,219.14
	XXXX90	Yes	Actual Cost/Overtime Rate	\$0.00	0	\$0.00	\$0.00
CHAPEL +					Sub Total:	\$0.00	\$0.00
	.31-.33	No	No Reimbursement	\$23.43	115	\$0.00	\$2,694.45
	.31-.33	No	No Reimbursement	\$23.43	6	\$0.00	\$140.58
					Sub Total:	\$0.00	\$2,835.03

Funding Annex 10-Jan-00 **Supplier: Commander** **MAJCOM MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** **Marine Corps Development**

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
CLUBS +	.LN	No	Individual Pays Actual Cost	\$0.00	0	\$0.00	\$0.00
	Sub Total:						
CMD SUP IG +	.51-.54	No	No Reimbursement	\$3.82	6	\$0.00	\$22.92
	.51-.54	No	No Reimbursement	\$3.82	115	\$0.00	\$439.30
	Sub Total:						
COMMON USE	132078.W	No	Square Footage	\$0.00	0	\$0.00	\$0.00
	Sub Total:						
COMMUN REL+	.42	No	No Reimbursement	\$0.00	115	\$0.00	\$0.00
	.42	No	No Reimbursement	\$0.00	6	\$0.00	\$0.00
	Sub Total:						
COMMUN SYCS	.LJ	No	No Reimbursement	\$120.16	115	\$0.00	\$13,818.40
	.LJ	No	No Reimbursement	\$120.16	6	\$0.00	\$720.96
	Sub Total:						
COMMUNICATIO	.PEXXXX9	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
	Sub Total:						
EDUCATION +						\$0.00	\$0.00
	Sub Total:						

Funding Annex 17-Nov-99 **Supplier: Commander** **MAJCOM MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** **Marine Corps Development**

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
	333732	No	No Reimbursement	\$81.67	6	\$0.00	\$490.02
ENVR CLEAN					Sub Total:	\$0.00	\$490.02
	.41&.42.1	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
ENVR COMPLY					Sub Total:	\$0.00	\$0.00
	.41&.42.2	Yes	Pay any fines due	\$0.00	0	\$0.00	\$0.00
EQUIP MAINT					Sub Total:	\$0.00	\$0.00
	.CF	Yes	Parts Utilized	\$1,000.00	1	\$1,000.00	\$0.00
FACIL CONSTR					Sub Total:	\$1,000.00	\$0.00
	132076/781	Yes	Actual Cost of Projects	\$0.00	0	\$0.00	\$0.00
FACIL REPAIR					Sub Total:	\$0.00	\$0.00
	132076/782	No	Square Footage	\$0.39	5520	\$0.00	\$2,152.80
FAMILY CTR +					Sub Total:	\$0.00	\$2,152.80
		No				\$0.00	
FIRE					Sub Total:	\$0.00	\$0.00
	.PO	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00

Funding Annex 20-Sep-99 **Supplier: Commander** **MAJCOM MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** **Marine Corps Development**

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
FOOD					Sub Total:	\$0.00	\$0.00
	.FA-.FF	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
HSG & LODGE+	(19)/(9B)	No	Exempt	\$0.00	0	\$0.00	\$0.00
	.21-.24	No	No Reimbursement	\$72.33	6	\$0.00	\$433.98
	.21-.24	No	No Reimbursement	\$72.33	115	\$0.00	\$8,317.95
LEGAL +					Sub Total:	\$0.00	\$0.00
	.LK	No	No Reimbursement	\$14.87	115	\$0.00	\$1,710.05
	.LK	No	No Reimbursement	\$14.87	6	\$0.00	\$89.22
LIBRARIES +					Sub Total:	\$0.00	\$8,751.93
	434716.40	No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
MORTUARY +					Sub Total:	\$0.00	\$1,799.27
MUSEUMS+	.45	No	No Reimbursement	\$12.00	6	\$0.00	\$72.00
	.45	No	No Reimbursement	\$12.00	115	\$0.00	\$1,380.00
					Sub Total:	\$0.00	\$1,452.00

Funding Annex 17-Nov-99 **Supplier: Commander** **MAJCOM** **MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** **Marine Corps Development**

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
POLICE p	.L	No	No Reimbursement	\$270.57	6	\$0.00	\$1,623.42
	.L	No	No Reimbursement	\$270.57	115	\$0.00	\$31,115.55
					Sub Total:	\$0.00	\$32,738.97
POLICE Physp	.11-.14	No	No Reimbursement	\$83.51	115	\$0.00	\$9,603.65
	.11-.14	No	No Reimbursement	\$83.51	6	\$0.00	\$501.06
					Sub Total:	\$0.00	\$10,104.71
POLICE Physp	.14	Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
					Sub Total:	\$0.00	\$0.00
PUBL AFFAIRS	.41.43.44	No	No Reimbursement	\$17.93	115	\$0.00	\$2,061.95
	.41.43.44	No	No Reimbursement	\$17.93	6	\$0.00	\$107.58
					Sub Total:	\$0.00	\$2,169.53
REFUSE	.MI	No	Square Footage	\$0.09	5520	\$0.00	\$496.80
					Sub Total:	\$0.00	\$496.80
SAFETY	.67	No	No Reimbursement	\$31.74	115	\$0.00	\$3,650.10
	.67	No	No Reimbursement	\$31.74	6	\$0.00	\$190.44
					Sub Total:	\$0.00	\$3,840.54

* NOTE: Explanation in Addendum located in rear of Page 38.

Funding Annex 17-Nov-99 **Supplier: Commander** **MAJCOM MDW**
Agreement Number W23A71-99274-012 **Receiver Commanding General Marine Corps MAJCOM** Marine Corps Development

Support Category	AMSCO	Reimbursable	Basis for Reimbursement	Per Unit Cost	Unit Factor	Estimated Reimbursement	Estimated Non-Reimbursable
SUPPLY -							
.BF-.BG		Yes	Actual Cost	\$0.00	0	\$0.00	\$0.00
Sub Total:							
						\$0.00	\$0.00
TRANSPORT++							
.DC		Yes	Actual Cost	\$5,840.00	1	\$5,840.00	\$0.00
.DB		No	No Reimbursement	\$0.00	0	\$0.00	\$0.00
.DD		No	No Reimbursement	\$66.27	6	\$0.00	\$397.62
Sub Total:						\$5,840.00	\$397.62
UTILITIES**							
.J1-.J6		No	Square Footage/Metered Us	\$1.15	5520	\$0.00	\$6,348.00
Sub Total:						\$0.00	\$6,348.00
Grand Total:						\$6,840.00	\$90,797.94

11. GENERAL PROVISIONS (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

- a. The receiving components will provide the supplying component projections of requested support. (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)
- b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of
DRM, ATTN: ANME-RMM _____ prior to changing or cancelling support.
- c. The component providing reimbursable support in this agreement will submit statements of costs to:
DFAS-ROME/AO, ATTN: FSN: 18043, 124 CHAPPIE JAMES BLVD, ROME, NY 13441-4511.
- d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.
- e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.
- f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.
- g. Establishment of a Military Interdepartmental Purchase Request (DD Form 448) will be required for each reimbursable support area to include appropriate funds allotted and a dollar value for the specific support. Monthly billings will be performed through TFO/TBO procedures in accordance with AR 37-1 and DOD 7000.14-R. An information copy will be provided to the Receiver for each billing period.
- h. Any provisions of this agreement can be reviewed and changed based upon the mutual agreement of both the Supplier and the Receiver. ISA modifications and terminations should be made bilaterally and with sufficient advance notification to permit appropriate funding adjustments to be made during the budget formulation process. If an ISA must be unilaterally terminated, suspended, or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party must be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification. The 180 day limits and requirement to reimburse for re-procurement expenses do not apply to intragovernmental agreements, and reimbursement for termination costs are subject to negotiation.
- i. On or about 1 October of each fiscal year/and or quarterly thereafter, the receiver will forward a DD Form 448 (Military Interdepartmental Purchase Request (MIPR). This MIPR authorizes reimbursable service charges to the receiver's appropriation up to the amount reflected thereon. All MIPRs or purchase orders must include the following information: Categories of support, Dollars Obligated, ISA Number, Billing Office Address, Accounting Classification/Account Number, and Period Funds are available. The MIPR will be forwarded to Directorate of Resource Management, ATTN: ANME-RMB, Fort George G. Meade, MD 20755-5121. Telephone numbers are: (301) 677-2187, or FAX 923-7260.

ADDITIONAL GENERAL PROVISIONS ATTACHED:

12. SPECIFIC PROVISIONS (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

- a. See Appendix A.
- b. Purpose is to document support being provided by U.S. Army Garrison, Fort George G. Meade (Supplier) on behalf of the staff and students assigned to the Marine Detachment, Defense Information School, Fort Meade.
- c. Authorized strength is 1 officer, 5 enlisted, and 115 students.
- d. DODAAC is 54091; UIC is 54091.
- e. Activity has approximately 5,520 square feet of administrative space in Building 8606, 1st floor and 38,490 square feet of barracks space in Building 8606. Estimated costs are based on 5,520 square feet of administrative space only. The remainder of the 38,490 square feet of barracks space is signed to the Receiver, but no costs are involved.
- f. Distribution:
Commanding General, Marine Corps Combat Development Command (C467), 1019 Elliot Road, Quantico, VA 22134-5027
Commanding Officer, Marine Detachment, Defense Information School, 8608 6th Cavalry Street, Fort George G. Meade, MD 20755-5381
Internal to FGGM:
- | | | | | | | |
|---------|---------|---------|---------|---------|----------|---------|
| ANME-IM | ANME-CH | ANME-PW | ANME-JA | ANME-LG | ANME-PM | ANME-OP |
| ANME-PE | ANME-OS | ANME-PA | ANME-IG | ANME-HQ | ANME-RMB | |

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

j. The Directorate of Resource Management Budget Office Program Manager is responsible for coordinating all reimbursement actions for their respective areas with the Receiver. Actual costs that exceed the initial reimbursable order for any fiscal year will require follow-up action to obtain a modification. Follow-up action will be initiated with the customer.

k. Costs shown on the DD Form 1144 are estimated costs only. The Receiver will be charged the actual cost of services or engineered costs.

l. Fort George G. Meade will serve as the Federal municipal jurisdiction for all assigned and tenant activities that operate on the military installation. As a municipality, the installation will provide all required municipal services to tenants on a reimbursable basis or through BASOPS funding. Reports and coordination with military services, federal, state and county agencies on behalf of all assigned or tenant activities is a mission of the installation.

m. Fort George G. Meade reserves legal jurisdiction for all assigned and tenant activities that operate on the military installation. It will operate magistrate court in conjunction with other appropriate judicial systems to enforce the law.

Includes postage and fees for official mail and metering thereof. Provide nine-digit stop number. Provide training to all activity appointed mail managers and their alternates. Meter all outgoing official mail and transport to the U.S. Post Office a minimum of one time daily. Reimbursement estimate is based on historical data.

STANDARD SUPPORT LEVEL:

Process all outgoing Official Mail within 24 hours of receipt. Return items not properly prepared to the sending activity within 24 hours of receipt for correction.

LOCATOR SERVICE (PERSONAL MAIL):

Includes oversight of delivery of personal mail to those soldiers eligible to receive personal mail. Inspect unit mail rooms to ensure postal requirements are being met. Provide training, testing, and certify all mail service personnel prior to authorization to work in the mail facility. Re-direct personal mail for soldiers who are no longer assigned or attached to units on the installation.

STANDARD SUPPORT LEVEL:

Properly endorse and re-direct all personal mail not deliverable within 48 hours of receipt. Conduct inspections of the unit mail rooms.

ADMINISTRATIVE SERVICES DISTRIBUTION SERVICES (DOIM) (.YO):

Includes the distribution of incoming official mail received from the U.S. Post Office and inter-office mail throughout the installation. Provide for the acceptance, sorting, and routing of incoming mail. Assign a nine-digit zip code and distribution receptacle.

STANDARD SUPPORT LEVEL:

Process distribution within 24 hours of receipt. Return items that are not properly addressed in accordance with postal guidelines and policies.

Receiver will:

ADMINISTRATIVE SERVICES OFFICIAL MAIL (POSTAGE SERVICE) (DOIM) (.YO):

Adhere to all DOD and US Postal Regulations governing official mail being dispatched or received. Appoint a GS-7/E-7 or above to serve as Primary and Alternate Official Mail Manager for their activity. Deliver all outgoing mail to Mail, Distribution and Locator Branch not later than 1400 hours daily for dispatch to the postal service. Reimburse the Directorate of Information Management for actual postage and surcharge.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. WOOD, X 71313

LOCATOR SERVICE (PERSONAL MAIL) (DOIM) (.YO):

Provide the Installation Mail, Distribution and Locator Office with DA Form 3955 for each soldier assigned or attached to their unit. A DA Form 3955 is also required for each newly assigned or departing soldier. Notify the supplier upon arrival of their mailroom address and for assistance in setting up a unit mailroom. If no mailroom is established, notify the supplier for the activity/unit that is supporting their unit's mailroom operations. Drop off undeliverable mail showing current endorsements not later than 1400 hours daily to the Locator Office. Appoint a Mail Room Supervisor, Mail Clerk and Mail Orderly in writing and ensure they

complete the Unit Mail Service Training Class and are certified prior to working in the Unit Mail Room.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. WOOD, X 71313

DISTRIBUTION SERVICES (DOIM) (.YO):

Drop off and pick-up items for inter-installation distribution a minimum of one time daily. Ensure proper assigned stop codes are used for outgoing distribution.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. WOOD, X 71313

ADMIN PUBS .YO Administrative Services +

Includes Office Copiers, Records Management, Forms and Publications, Official Mail Services, Locator and Distribution Service.

Supplier will:

PUBLICATIONS (DOIM) (.YO):

Maintain camera ready copy of FGGM and MDW publications and blank forms for local reproduction. Provide re-supply of DA, DD, SF, and OF forms to include diskettes containing blank forms that have been automated when applicable. Review and approve establishment and updates of activity DA-12 Series Requirements.

STANDARD SUPPORT LEVEL:

Process requests to include design and layout of new local forms within ten (10) days. Assist customers in layout and design when required. Perform an annual review contract cost of all local forms. Provide an updated list of electronic forms to all customers as list changes. Process requests for generation of higher headquarters forms for electronic generation.

Receiver will:

PUBLICATIONS (DOIM) (.YO):

Comply with and execute the publication program. Initiate a request for pinpoint account system. Comply with directives published by Host Installation which govern the Publication and Blank Forms Supply Program. Submit two copies of DA Form 17 for blank forms.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. BOYLAN, X 71648

ADMIN RECORD .YO Administrative Services +

Includes Office Copiers, Records Management, Forms and Publications, Official Mail Services, Locator and Distribution Service.

Supplier will:

RECORDS MANAGEMENT (DOIM-ADM) (.YO):

Provide records Management Service to FGGM units and activities. Services include all aspects and functions of the Records Management Program. These functions include Records Management Surveys, Freedom of Information Act & Privacy Act, Correspondence Management, Modern Army Recordkeeping System (MARKS), and Records Holding, to include advice and training in all the functions mentioned above. Provide written directives which provide procedural guidance in regards to the Records Management Program.

STANDARD SUPPORT LEVEL:

- a. Records Holding Area (RHA) support is provided. RHA support is controlled and monitored by the Fort Meade Records Management Officer (RMO). The RMO prepares transmittals and receiving reports for incoming invoices and submits payment packets to Defense Financial Accounting Service for payment to the vendor.
- b. Records Management training which includes MARKS, Records Holding, Correspondence Management, and Freedom of Information/Privacy Act (FOIA/PA) training conducted on a quarterly basis.
- c. Records Management Surveys are conducted on a continuous basis. As prescribed by AR 25-1, each Garrison activity is surveyed once every two years. Records Management courtesy assistance visits are conducted upon request by tenant activities.
- d. Freedom of Information Act/Privacy Act - Respond to request for FOIA data within twenty (20) working days and PA Information within thirty (30) working days.
- e. Military Correspondence Management - Provide correspondence management support via publication and training of local directive containing local policies and guidance. Update as required.

Receiver will:
RECORDS MANAGEMENT (DOIM-ADM) (.YO):

Contact Records Management Section, ext 71384 for specific requirements.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. WOOD, X 71313

ADP ADP .XO Automated Data Processing and Automation

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:
AUTOMATED DATA PROCESSING/AUTOMATION SERVICES - Provide automation services for data processing, Army Gateway services, system analysis, design, local unique development, execution and ISM Network support (includes network analysis, design, deployment and maintenance).

STANDARD SUPPORT LEVEL:

Provide ADP services for all standard systems within the existing capabilities. Reimbursement based on manpower and supplies.

Receiver will:
AUTOMATED DATA PROCESSING/AUTOMATION SERVICES - Submit a written request outlining requirements.

QUANTITY: As required.

FREQUENCY: As required.

POC: MS. ECKER, X 71322

ADP FACILITY .XO Automated Data Processing and Automation

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:

COMPUTER TRAINING FACILITY - Provide a training facility with up to date equipment. Schedule the training facility as needed.

STANDARD SUPPORT LEVEL: Houses up-to-date computer equipment providing the capability for group training to the customer. This training facility is available during normal duty hours (0730 - 1600) Monday through Friday. No reimbursement required.

Receiver will:

COMPUTER TRAINING FACILITY - Contact the DOIM to schedule dates for use of computer training facility.

QUANTITY: As required.

FREQUENCY: As required.

POC: MS. ECKER, X 71322

ADP MAINTENA .XO Automated Data Processing and Automation

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:

ADPE MAINTENANCE - Provide on-call services relating to hardware, maintenance of small computer systems (e.g. desktop computers, printers, monitors and modems) and all other information management areas (IMA) equipment. Administer maintenance contracts for Receiver activity.

STANDARD SUPPORT LEVEL:

Complete service-call and route to appropriate maintenance source within one (1) hour of notification. Provide routine maintenance/repair service within five (5) working days. Provide major maintenance/repair service within ten (10) working days. Additional lead-time may be required for parts. Reimbursement based on estimated contract amount each fiscal year.

Receiver will:

ADPE MAINTENANCE - Provide complete information needed to complete maintenance contracts during the Automated Data Processing Equipment (ADPE) Maintenance Annual Data Call, once a year using the Microsoft Access Data Call Database.

QUANTITY: As required.

FREQUENCY: As required.

POC: MR. BALDERSON, X 71485

ADP NETWORK .XO Automated Data Processing and Automation

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:

NETWORK - Provide local and wide area networking services. Provide on-call maintenance services for all network related software and hardware.

STANDARD SUPPORT LEVEL:

Plan, install, train and maintain network-related hardware and software. This includes analyzing requirements, performing site surveys, designing systems/networks, deployment, basic training of Information Management Officers (IMOs) to support system/network and maintenance of deployment hardware and software. These services are fully reimbursable; estimate is provided upon request of work. Services not included; hardware support for local servers. Software supports for local servers other than operating system. Re-survey, re-wiring or movement of Local Area Network (LAN) drops/equipment due to organizational or other than DOIM required moves. Re-training of existing or training of new IMOs to support LAN or servers after initial deployment.

Receiver will:

NETWORK - Submit a written request outlining requirements.

QUANTITY: As required.

FREQUENCY: As required.

POC: MR. ISBELL, X 71532

ADP PASSWORD .XO Automated Data Processing and Automation

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:

PASSWORDS - Issue passwords to Fort Meade activities and tenants for access to Army Standard Information System (ASIMS) and Installation Support Modules (ISMs).

STANDARD SUPPORT LEVEL:

Provide passwords upon completion of paperwork. No reimbursement required.

Receiver will:

PASSWORDS - Prepare and submit System Authorization Access Request, DISA Form 41 through the unit's Terminal Area Security Officer for access to ASIMS. Requests for passwords to access ISM s are coordinated through the systems' assigned or appointed Functional Authority (FA).

QUANTITY: As required.

FREQUENCY: As required.

POC: MR. DREBITKO, X 71755

ADP TRAINING .XO Automated Data Processing and Automation Services

Includes data processing services and systems analysis, design, development, execution, and life cycle maintenance (Includes cost of operations and maintenance of automation assigned or primarily used by mission activities). Includes training/Personal Computer Training Facility.

Supplier will:

TRAINING: Provide instructor led classes in selected standard office automation software packages.

STANDARD SUPPORT LEVEL:

Train on standard office automation applications. Reimbursement required only when student is a no-show. (Charge for no-shows currently \$125.00).

Receiver will:

TRAINING: Submit request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556, by deadline in DOIM Training Catalog.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. ECKER, X 71332

ANTITERRORISM .7A Antiterrorism/Force Protection (AT/FP) +

Assist the command, to protect personnel and achieve the four FGGM Antiterrorism/Force Protection (AT/FP) objectives: deterring terrorist incidents, employing countermeasures against terrorists, mitigating the effects of terrorist acts, and recovering from terrorist incidents should they occur.

Supplier will:

ANTITERRORISM/FORCE PROTECTION (AT/FP) (DPTMS) (.7A):

Through U.S. Army Garrison, Directorate of Plans, Training, Mobilization and Security (DPTMS), provide and staff Garrison regulations, policies, and contingency plans with Receiver and provide and install a dedicated telephone instrument which will network with the Fort George G. Meade (FGGM) Emergency Operations Center (EOC) Base Alert Control System (BACS). If DPTMS does not include Receiver in the system, DPTMS will request Receiver provide a duty telephone number to be used by a designated relay organization who will disseminate the message. Through U.S. Army Headquarters Command Battalion (HQ CMD BN) and Provost Marshal Office (PMO) provide oversight of Receiver's training ensuring common standards for AT/FP are met by units contributing to the overall security posture. Through DOIM, ensure that Receiver is identified on the Garrison's Mail and Distribution List.

STANDARD SUPPORT LEVEL:

Fort Meade Antiterrorism/Force Protection will support the MACOM & DA Antiterrorism/Force Protection: Security of Personnel, Information and Critical Resources (AR 525-13).

Receiver will:

ANTITERRORISM/FORCE PROTECTION (AT/FP) (DPTMS) (.7A):

Implement the FGGM AT/FP Plan. Provide the DPTMS, in writing, a primary and alternate point of contact who will coordinate implementation of the FGGM AT/FP Plan: include a duty, home, cellular, and pager number. Provide a location (i.e. building and room number) manned during duty hours, for dedicated telephone instrument which will network with the FGGM EOC BACS. If DPTMS does not include Receiver in the system, Receiver will provide a duty telephone number, manned during duty hours, to be used by a designated relay organization. Identify, appoint and train – in coordination with the HQ CMD BN and PMO – soldiers, subject to mission requirements, who can serve on short term/emergency details for the purpose of implementing contingency plans protecting personnel and assets on FGGM. The Receiver will ensure, in coordination with the Directorate of Information Management (DOIM) that the Receiver is on the FGGM Mail and Distribution List.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. NANCE, X 72925

AUDIO VISUAL .XXXX90 Audio and Visual Information Services +

Includes motion and still imagery (video/photography production), graphics, presentation services, films, microfilms, video tapes, and other visual media information services.

Supplier will:

AUDIO/VISUAL SERVICES TRAINING SUPPORT CENTER (TSC) (.XXXX 90):

Provide mission support to include visual information services associated with loan, production, acquisition, and support of visual images, either permanently recorded or temporarily displayed, transmitted, or reproduced including in-house or contract operations pertaining to still and motion photography, multimedia presentation product and systems; video without sound, video teleconferencing, audio/video productions, distributions, electronic imagery, hi-resolution graphic art; devices with operator training, computer graphics, presentation facilities, closed circuit television and broadcast (less Army Broadcast services), cable television, videodisk, repair and maintenance of equipment, visual information library services, visual information record holding facilities, audiovisual services for video production with sound.

Provide services support to include graphic training aids; training device fabrication; stock, store, loan and accountability of audio visual devices/equipment and sound systems; and maintenance of such equipment.

STANDARD SUPPORT LEVEL:

1. AUDIO/VISUAL SERVICE TRAINING SUPPORT - IAW AR 5-9, AR 25-1, and DA PAM 25-91, provide for Visual Information (VI) services and/or product. Includes the loan, production and acquisition of VI products and services to include, but not, limited to video teleconferencing; audio/video productions; distribution; multimedia presentation product and systems; still photography and electronic imagery; hi-resolution graphic art; training aids and devices with operator training.

VIDEO TELECONFERENCE CENTER (VTC) - Schedule and organize teleconferences for the Host Studio Facility. Operate and control equipment to effect interaction between two or more points.

STANDARD SUPPORT LEVEL:

VIDEO TELECONFERENCE CENTER (VTC) - DOIM will provide support for Video Teleconferencing during normal duty hours. Customer will comply with VTC policies and procedures. VTC will provide set up and control the conference facility.

Receiver will:

AUDIO/VISUAL SERVICES TRAINING SUPPORT CENTER (TSC) (.XXXX 90):

Initiate requests, DA Forms 3903 (Request for Training and Audiovisual Work Orders) to VITSD, for product fabrication or loan. Establish and keep current, DA Form 1687 (Signature Card) for audiovisual equipment loan. Provide justification and funding for VI equipment purchases and items needed on a long term basis. Provide funding for reimbursement items as described below). VI equipment will include all color graphics hardware and software.

BASIS FOR REIMBURSEMENT:

a. Materials in excess of normal quantity or of a non-standard type, (i.e. special paper, a large number of copies or repair/replace damaged equipment, etc). ACTUAL COST

b. Overtime funding must be provided for personnel required to work outside of normal work hours.

OVERTIME RATE

c. Priority Service Charges: Priority or rush services may be scheduled after normal duty hours, as to not cause a disruption in scheduled work. Overtime funding must be provided. OVERTIME RATE

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. PHELPS, X 76756

VIDEO TELECONFERENCE CENTER - Submit request in accordance with existing procedures and regulatory requirements. Comply with supplier's policies and procedures. Provide reimbursement for time over normal work day.

BASIS FOR REIMBURSEMENT:

a. Materials in excess of normal quantity or of a non-standard type, (i.e. special paper, a large number of copies or repair/replace damaged equipment, etc). **ACTUAL COST**

b. Overtime funding must be provided for personnel required to work outside of normal work hours.

OVERTIME RATE

c. Priority Service Charges: Priority or rush services may be scheduled after normal duty hours, as to not cause a disruption in scheduled work. Overtime funding must be provided. **OVERTIME RATE.**

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. PHELPS, X 76756

CHAPEL + .31-.33 Chapel and Chaplain Services ^

Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education.

Supplier will:

CHAPEL AND CHAPLAIN SERVICES (CHAPLAIN ACTIVITY) (.31 - .33):

Provide religious services and facilities to all personnel in accordance with AR 165-1. Advise and assist the Garrison Commander and staff on matters relating to religion, moral, and morale as affected by religion to include planning, administering, coordinating, and supervising religious activities and functions, spiritual and moral welfare, and morale as affected by religion for military personnel, their families, and authorized civilian employees to provide religious services, religious education, pastoral counseling, and chaplain support activities throughout the installation. Provide an on-call chaplain who is always available for emergencies. On a one time basis, grant financial aid for food to needy soldiers.

STANDARD SUPPORT LEVEL:

CHAPEL CENTER AND RELIGIOUS ACTIVITIES: Conduct or provide worship services to meet the spiritual needs of Fort George G. Meade. Provide pastoral counseling. Conduct weddings, funerals, and other sacramental rites. Conduct weekly religious education classes and other faith development programs. Provide monthly professional training for Fort George G. Meade chaplains and chaplain assistants.

CHAPLAIN FAMILY LIFE CENTER: Provide individual, marriage, and family counseling. Conduct couple communication, family wellness, parenting, and marriage enrichment workshops on a quarterly basis. Conduct, train, or assist family support groups. Provide professional training for chaplains and chaplain assistants.

Receiver will:

CHAPEL AND CHAPLAIN SERVICES (CHAPLAIN ACTIVITY) (.31 - .33):

Obtain services on an individual basis as required. Coordinate special requirements with the Post chaplain's office. Comply with the Supplier's policies and SOP's when using facilities and participate cooperatively as special speakers and advisors in the total Religious Support Program of Fort George G. Meade. Adopt a liberal pass/leave policy for personnel to attend religious activities.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: CHAPLAIN (MAJ) LIPROT, JR., X 77959

CLUBS + .LN Clubs

Includes officers' club, Sports Zone and related services.

Supplier will:
CLUBS (.LN):

Provide a variety of catering, dining, and nightclub activities.

STANDARD SUPPORT LEVEL:

For special occasions or private parties, arrangements can be made for exclusive use of a facility on a reimbursable basis. Any service provided outside the hours of operation is subject to be reimbursed by the customer. Depending upon customer demands, customers are served from 5 to 7 days per week with all services provided on a pay-as-you-go basis.

Receiver will:
CLUBS (.LN):

Comply with governing directives and procedures. Services shall be obtained on an individual basis as desired.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. MACKLIN, X 75502

CMD SUP IG + .51-.54 Command Support IG

Includes oversight and management provided by the installation commander and the command element office staff.

Supplier will:
COMMAND SUPPORT (Inspector General (IG) Services) (.51 - .54):

Accept and process those complaints or requests for assistance presented by Receiver's personnel. Upon request, assist the Receiver's IG in conducting investigations and/or inquiries. Perform investigation as it pertains to installation matters as directed by the Installation Commander. Perform routine services as required by AR 20-1. Provide assistance. Receive and evaluate for Inspector General (IG) appropriateness of all complaints, allegations, requests for assistance submitted by telephone, in writing or on a walk-in basis. Conduct Preliminary Analysis (PA) and IG Fact Finding to ensure appropriate disposition of the problem/situation. Conduct investigations or inquiries as required. Respond to DOD Hot-Line/Office of Inspector General Tasking as requested. Conduct inspections. Conduct systemic and compliance IG and Special Inspections of all installation units as required.

STANDARD SUPPORT LEVEL:

Acknowledge receipt and initiate action. Complete Preliminary Analysis (PA) and Fact Finding as soon as possible, and ensure follow-up action is completed as necessary and complainants are promptly notified of findings. Acknowledge receipt of complaints in writing and initiate action. In response to DOD Hot-Line/OTIG Taskings, acknowledge receipt and initiate action. Notify units of programmed IG inspections. Notify units of Special Inspections ASAP and by most expedient means.

Receiver will:

COMMAND SUPPORT (Inspector General (IG) Services) (.51 - .54):

Comply with AR 20-1, Chapter 6, The Inspector General Action Assistance Function.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: LTC ZAPATA, X 72803/77393

COMMON USE 132078.W Common Use Facility Construction, Operation, Maintenance

This service normally includes maintenance of roads and grounds that are maintained for the benefit of all tenants.

Supplier will:

COMMON USE FACILITY CONSTRUCTION, OPERATION, MAINTENANCE (132078.W):

Provide for the general care of roads, grounds, and infrastructure of the Installation for the benefit of all personnel having access.

STANDARD SUPPORT LEVEL:

Public areas, roads and walkways are appropriately lighted at night, and hazardous areas marked and separated from regular public access. Roads and public walkways are maintained in useful condition. Accumulations of snow, ice, storm debris, or other safety or health hazard materials are handled in an appropriate way to assure reasonable safety in the use of public access ways.

Receiver will:

COMMON USE FACILITY CONSTRUCTION, OPERATION, MAINTENANCE (132078.W):

Advise DPW of general road and ground care requirements.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. BROGAN, X 79542

COMMUN REL+ .42 Community Relations

Includes public relations activities, charity fund raising events, and installation open house programs, and other personnel support.

Supplier will:

COMMUNITY RELATIONS (PAO) (.42):

As appropriate, incorporate receiver into the installation community relations activities. Act as liaison for requests for community relations for receiver.

STANDARD SUPPORT LEVEL:

INSTALLATION TOUR PROGRAM: Receive, staff, and coordinate requests for installation tours. Develop itinerary in response to activities. Correspond with requesters and provide acknowledgement of accommodations or regrets.

PROVIDE INFORMATION TO WRITTEN REQUESTS: Prepare written correspondence for letters

received from civilians, military personnel, and agencies and business. Provide information on: organization and structure of installation history; Host/installation economic and population data; and updates on past incidents, accidents and past events. When requested, provide copies of the post directory, and installation history.

Receiver will:

COMMUNITY RELATIONS (PAO) (.42):

Support local community relations endeavors in conformance with appropriate regulations/directives of receiver, supplier, and parent command.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. BURLAS, X 71433

COMMUN SVCS .LJ Community Services +

Includes child development and care programs, youth services and family support center activities.

Supplier will:

COMMUNITY SERVICES (DPCA) (.LJ):

Provide the following services when program/facilities/spaces are available to support requests.

STANDARD SUPPORT LEVEL:

Any service provided outside the hours of operation is subject to reimbursement by the customer. For special occasions or private parties, arrangements can be made for exclusive use of a facility on a reimbursable basis.

ARMY CAREER AND ALUMNI PROGRAM: Provide preseparation counseling, transition and employment assistance to military personnel, DOD civilians, and their family members to ensure they are being separated in a caring, dignified, and organized manner. Provide listing of job opportunities for federal, state, local governments and civilian agency resources to empower transitioners with necessary information and means for successful transition into the civilian sector. Instruct and train transitioners in job search techniques. Schedule appointments, prepare transition plans, provide one-on-one career counseling, conduct workshops/seminars and refer clients to appropriate service providers. Maintain copies of DA PAM 635-4, NAVMC2916, AFJMAN 36-2128, NAVPERS 15616 "Preseparation Guide" and Preseparation Counseling Checklist (DD Form 2648) and provide to each service member receiving Preseparation Counseling. Sign off on organization clearance papers upon verification that separating service member has received preseparation counseling and been issued a copy of Preseparation Counseling Checklist, DD Form 2648. Hours of Operation: Monday - Friday, 0730-1600, except Wednesday, 0730-1500.

INSTALLATION VOLUNTEER COORDINATOR. Be a focal point for volunteer opportunities and screening. Assist volunteer agencies in publicizing their needs and to help individuals find volunteer jobs which best suit their personal interest and career goals. Provide volunteer and training opportunities for service members and families. Establish a volunteer resource center for information, documentation of service, awards, recognition, and special skills. Provide assistance in transition from volunteer to career opportunities by providing continuous assistance to volunteers who request help in translating their volunteer contributions into work experience statements for inclusion on resumes or job application forms. Provide installation-wide training for spouses on personal and professional development. Hours of operation: 0800-1630, Monday-Friday

COMMUNITY LIFE PROGRAM: Provide a vehicle for improving quality of life by giving residents a voice in decision making regarding community policies, facilities and services. Improve the communication between

residents and the garrison commander and staff. Identify, assess, resolve issues and expedite the solving of problems by residents. Provide a forum for open discussion of community problems by residents. Generate community spirit and pride by encouraging personal involvement in neighborhood activities, projects and programs. Hours of operation: 0800-1630, Monday-Friday.

YOUTH SERVICES: Offer comprehensive programs for children and teens that foster interaction, promote personal growth and provide children opportunities to develop educational and recreational skills. The Fitness and Sports Program offers a variety of individual and team sports to include, t-ball, baseball, soccer, football, cheerleading, basketball, swimming and track. Outdoor adventure programs are also offered for youth interested in exploring the outdoors. The Leisure and Recreation Program offers instructional programs such as: martial arts, dance, gymnastics, piano, computer lab and art classes, preteen/teen events, holiday parties and tournaments. The Youth Development Program is designed to meet developmental needs of youth. Program components are: sponsorship, work force preparation and community service projects. Youth Service is open six days a week Monday through Saturday.

CHILD DEVELOPMENT SERVICES: Provide center-based child care in two 303 capacity centers, sixty Family Child Care (FCC) Homes and Supplemental Programs and Services (SPS) options, e.g., Short Term Alternative Child Care (STACC), Volunteer Child Care in Unit Settings (VCCUS), etc. Staffs are fully trained in all programs. Child Development Centers are open from 0600-1730, Monday-Friday. Family child care providers' hours are flexible and they may do extended care on a case-by-case basis. Central registration is open 0730-1600, Monday-Friday. A part-day preschool is available from 0900-1130 and 1230-1500 Monday-Friday from September through May.

SCHOOL-AGE SERVICES (SAS): Provide a before and after school program for children ages 6-12 years old. This program is designed for families with children needing care before and after school and on school closures. Breakfast and after school snacks are provided. Program fees are based on family income level. Program hours are Monday-Friday: 0615-0830 and 1430- 1730. On full days 0615 to 1730. Children participate in a wide range of activities and adventure designed to facilitate personal growth. SAS also offers a summer day camp program conducted in two-week sessions throughout the summer months.

ARMY COMMUNITY SERVICE: Provide programs determined to be essential for soldiers and family members to include: Information & Referral, Relocation, Consumer Affairs & Financial Planning, Army Emergency Relief, Family Advocacy, Exceptional Family Member Program, Employment Assistance Program, ACS Volunteer Program, Army Family Team Building and Army Family Action Plan. Conduct a community needs assessment at least once every three years. Conduct information briefings to soldiers, family members and the community upon request. Identify and forward family issues up through the level of command annually or as required. Ensure that social services provided are effective and of high quality. Ensure that a family assistance plan is available to address deployment/mobilization and emergencies. Ensure that a marketing plan is available for the program(s). Conduct, as a minimum, one volunteer recognition ceremony in conjunction with National Volunteer Week. Hours of operation: 0730-1600, Monday-Friday.

CONSUMER AFFAIRS AND FINANCIAL ASSISTANCE PROGRAM: Conduct education briefings, classes and individual counseling on banking and services, budget development and record keeping, consumer rights and obligations, insurance, personal financial readiness, training and counseling. Educate military consumers about budgeting, financial planning, insurance products, tips on buying, credit, methods of saving, home economy and consumer laws. Conduct financial counseling for soldiers and family members. Serve as a consumer advocate for soldiers and family members by providing information to make education decisions.

FAMILY ADVOCACY PROGRAM: Provide preventive education to commanders, soldiers, family members and professional staff on topics related to family advocacy, i.e., stress management, parenting skills, family dynamics of spouse and child abuse, availability of treatment services, and the Army's policies regarding family violence. Provide services designed to prevent spouse and child abuse by improving family functioning, easing the kind of stress that can aggravate or trigger patterns of abusive behavior.

EXCEPTIONAL FAMILY MEMBER (EFM) PROGRAM: Education and advocacy for families with members

having special needs. Provide a support group for EFM families.

EMERGENCY FINANCIAL ASSISTANCE: Provide support for the annual AER Fund Campaign. Ensure implementation of procedures to provide loans or grants to all individuals with a valid emergency. Ensure that information about AER's education program is widely disseminated.

RELOCATION ASSISTANCE PROGRAM: Coordinate and chair the Relocation Assistance Task Force on a quarterly basis. Provide relocation counseling/information to relocating families on a walk-in basis. Conduct pre and post move briefings, orientations and workshops. Coordinate and distribute welcome packets monthly. Maintain comprehensive information files on military installations worldwide through Standard Installation Topic Exchange Service (SITES) Program. Develop and update quarterly the automated relocation information on the SITES Program. Provide support services to bicultural families and military families geographically separated from sponsors. Provide sponsorship training to unit sponsorship trainers following the "train the trainer" concept. Provide unit sponsorship training to individual units upon request. Responsible for monthly statistical reports, quarterly relocation reports, annual relocation report and relocation-related tasking. Coordinate Unit Service Coordinators (USCs) Program to keep commanders aware of current sources of service for their soldiers and family members. Provide training to military families to ease their transition period to and from the installation. Items such as futons, dishes, pans, child car seats, irons and playpens are available to families.

INFORMATION, REFERRAL (I&R) AND FOLLOW-UP PROGRAM: Establish and maintain a resource file on available community resources. Provide I&R to customers on a walk-in/call-in basis. Perform a follow up of complex referrals to ensure that customer needs are met. Develop and distribute a community information directory for soldiers and families. Update directory annually. Responsible for monthly statistical reports.

EMPLOYMENT ASSISTANCE PROGRAM: Provide employment assistance counseling to qualified patrons. Conduct classes on employment-related topics. Maintain current information on public and private sector jobs. Provide a computer lab for resume preparation and on-line searches.

Receiver will:

COMMUNITY SERVICES (DPCA) (.LJ):

Obtain services on an individual basis as desired and comply with DA and local policies. ACAP: Commanders must identify and refer all separating or retiring service members to ACAP 90 to 180 days prior to their separation date for mandatory Preseparation Counseling. Separating service members must receive Preseparation Counseling not later than 90 days prior to separation under Public Law 102-84, National Defense Authorization Act for FY 1993. Preseparation Counseling includes completion of the Preseparation Counseling Checklist (DD Form 2648), which becomes the Individual Transition Plan and addresses the unique needs of each separating service member. Commanders are encouraged to refer all service members one year prior to their separation date if possible. This 12-month window provides necessary transition and employment-related services in a way that best meets the needs of the individual and impacts the least upon military operations and training. Receive a copy of Preseparation Guide and Preseparation Counseling Checklist upon completion of Preseparation Counseling. Refer separating service members to ACAP Center for verification of Preseparation Counseling and obtaining signature on organizational clearance forms.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: ARMY CAREER AND ALUMNI PROGRAM (MR. KELLER, X 76802); INSTALLATION VOLUNTEER COORDINATOR/COMMUNITY LIFE PROGRAM (MS. RINGGOLD, X 73626); YOUTH SERVICES (MS. PAYNE, X 71847); CHILD DEVELOPMENT SERVICES (MS. MCCLARY, X 71177); SCHOOL-AGE SERVICES (MS. PAYNE, X 71847); ARMY COMMUNITY SERVICES (MS. BARROW, X 75590); CONSUMER AFFAIRS & FINANCIAL ASSISTANCE (MS. SMITH, X 75590); FAMILY ADVOCACY PROGRAM (MS. CLOUSE, X 75590); EXCEPTIONAL FAMILY MEMBER PROGRAM (MS. DENCHFIELD, X 75590);

EMERGENCY FINANCIAL ASSISTANCE (MR. WILEY, X 75990); RELOCATION ASSISTANCE PROGRAM (MS. COLLINS, X 76948); INFORMATION, REFERRAL AND FOLLOW-UP PROGRAM (MS. GOOCHE, X 75590); EMPLOYMENT ASSISTANCE PROGRAM (MS. RIVERA, X 75590).

COMMUNICATIO .PEXXX95 Communication Services +

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services.

Supplier will:

TELECOMMUNICATIONS SERVICES (.PE XXXX95):

Provide communication services to include administration and management of the DOIM elements. Provide conventional service with access to local area, Washington area, Baltimore area, long distance (FTS-2000) and DSN. Plan for future communications infrastructure and MCA or minor construction projects. Provide appropriate local telecommunications services to off post activities on a case by case basis.

STANDARD SUPPORT LEVEL:

Standard telecommunications service for the installation, relocation, and removal of telephone instruments based on the single line concept is provided 0730 - 1600 hours, Monday through Friday excluding holidays, under the Administered Telephone Service (ATS) contract. Operator service for directory assistance and health, morale and welfare calls is provided 0700-1700 hours, Monday through Friday excluding holidays. During all other hours these services will be provided by an Automated Director Attendant System (ADAS).

a. **TELECOMMUNICATIONS SUPPORT:** Process requests for installation of new service, relocation of existing service or removal of existing service within two (2) working days of receipt with work completed within thirty days. Installation and relocation will be accomplished based upon receipt of request versus total requirements on hand. Mission essential requirements will be prioritized based on justification provided. Repair outages within twenty-four (24) hours except major outages. Provide emergency repair service within two (2) hours for priority locations. All services including voice mail are subject to reimbursement by the receiver.

b. **LOCAL LEASED COMMERCIAL TELECOMMUNICATIONS SUPPORT:** Requests for long haul leased commercial telecommunications service will be processed within ten (10) working days of receipt of a properly completed DA Form 3938, Local Service Request. Long haul leased commercial telecommunications services including circuits, calling cards and 800 service have lead times up to 180 days. Equipment associated with these services must be provided by the receiver. All long haul leased commercial telecommunications services must be funded by the receiver.

c. **LONG HAUL LEASED COMMERCIAL TELECOMMUNICATIONS SUPPORT:** Requests for long haul leased commercial telecommunications service will be processed within ten (10) working days of receipt of a properly completed DA Form 3938, Local Service Request. Long haul leased commercial telecommunications services including circuits, calling cards and 800 service have lead times of up to 180 days. Equipment associated with these services must be provided by the receiver. All long haul leased commercial telecommunications services must be funded by the receiver.

COMMUNICATION SERVICES (Telecommunications Management) (.PE XXXX95):

Provide telecommunications electronic message equipment services dedicated to the customers mission on a non-reimbursable basis. Delegate to the customer release authority for all message services as necessary.

OUTGOING - Messages will be transmitted according to precedence and time of receipt at the Telecommunications Center (TCC). (Precedence assignment must meet the criteria as established by AR 25-11).

INCOMING-Messages will be processed using the same time criteria as above for flash and immediate

message. Addressee will be notified telephonically and must come to the message center for pickup. Incoming unclassified messages will be processed through the E-Mail system to offices with a coordinated E-Mail Account. Receivers of high precedence messages will be notified telephonically to let them know precedence messages are in their mail box.

SPECIAL CATEGORY (SPECATS)-Messages will be serviced upon requirements established in writing by customer. Time elements identified above will also apply to SPECAT messages.

MESSAGE COPIES-Required number of copies will be established by the customer in writing to the TCC for classified messages. Copy count must be held to minimum copies required.

FACSIMILE-Receive and send CLASSIFIED/UNCLAS facsimiles as TCC workload permits. Any messages requiring expeditious handling must be justified.

E-MAIL-Maintain Host. Establish mailboxes for official and unofficial users in accordance with DAP-25-TCC.

COMSEC SUPPORT-Process material for established users. Provide CLASSIFIED/FORTEZZA Support.

SPECIAL COMMUNICATIONS-Special electronic communications equipment and services dedicated to the customer's mission shall be provided on a reimbursable basis.

STU III-Key provided for garrison and tenant elements once a requirement has been established by a user.

HAND HELD RADIOS-Includes purchase and operating hand-held radios at Fort Meade. Provide hand-held radios, if available, to support unit training and/or deployment in the confines of Fort Meade. Approve the purchase of land mobile radio equipment to ensure equipment will interface with the base radio system. Program radio to meet user needs. Train unit trainers on use of radio equipment, if required.

FREQUENCY SUPPORT-Obtain radio frequencies for tenant units assigned or attached to Fort Meade. Coordinate the request to the Army Frequency Management Office.

STANDARD SUPPORT LEVEL:

(Outgoing and Incoming Messages) Flash - 10 minutes, Immediate - 1 hour, *Priority - 2 hours, and Routine - 6 hours. *Priority messages may qualify for telephonic notification if the addressee notifies the TCC in writing of the requirement.

SPECIAL CATEGORY (SPECATS) - Handling requirement above applies.

FACSIMILE - Messages will be sent during normal duty hours.

E-Mail- Provide local and 800 numbers for accessing E-MAIL via a modem if network capability is not feasible. Assistance will be provided in setting up Email accounts on computers or laptops. Receiver is responsible for obtaining modems and modem lines for their computers.

COMSEC SUPPORT- Materiel will be issued within last three duty days of the month. Destruction record must be returned first duty day after end of month.

HAND-HELD RADIOS-Customer will request radios at least 30 days prior to training.

FREQUENCY SUPPORT- Obtain radio frequencies for tenant units assigned or attached to Fort Meade.

Receiver will:

COMMUNICATION SERVICES (Local Leased and Long Haul) (.PE XXXX95):

Request services as required and ensure usage of communications facilities. Comply with Supplier's

regulations relative to requests for telephone services IAW AR 25-1 and FGM Reg 25-1. Services over and beyond baseline communications support will be paid by the receiver. Any new organizations will be required to reimburse for all support. Installation, relocation, and any additional services or equipment not normally provided at FGM such as international service and telephone calling cards will be paid by the receiver.

BASIS FOR REIMBURSEMENT TELEPHONE USAGE: Actual Cost for services over and beyond baseline. Nonreimbursable for baseline services.

Estimated Usage Cost equals # of lines times 144 productive days times 7 calls per day times 5 minutes per call times \$.10 per minute (Estimated Usage Cost = # of lines X 144 X 7 X 5 X \$.10). Estimated Annual Recurring Costs Equals number of lines times 12 months times \$3.00 per line (Estimated Annual Recurring Cost = # of lines X 12 X \$3)

Estimated Total Cost = Estimated Usage Cost + Estimated Annual Recurring Cost.

TELECOMMUNICATIONS CENTER - Make requirements known.

COMSEC SUPPORT - Make requirements known.

EMAIL- Make requirements known. Basis for reimbursement: Actual Cost.

HAND-HELD RADIOS - Customer will request radios at least 30 days prior to training.

FREQUENCY SUPPORT- Submit written request to DOIM frequency manager at least 45 days in advance of requirement. Request for regional deployments will include the dates, locations of training, and the type of radio equipment to be used.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. PRIZER, X 71962

EDUCATION + 333732 Education Services

Includes instruction, counseling, and testing for authorized military and civilian personnel.

Supplier will:

EDUCATION SERVICES (333732):

Provide assistance to authorized personnel in selection, planning, preparing and coordination of programs, courses, curricula and instructions for off-duty/on-duty education. Provide academic and technical or occupational/educational opportunities to military personnel to include financial support with tuition assistance (TA) to eligible personnel.

STANDARD SUPPORT LEVEL:

EDUCATION CENTER: Counsel all soldiers within 30 days of arrival. Mandatory veteran counseling for all transitioning soldiers/out-processing soldiers. Counseling should be available within 15 minutes of client's arrival at the Education Center. Enroll soldiers in on/off duty programs such as FAST, NCO Professional Development, and college classes. Hours of service 0800-1630, Monday, Tuesday and Thursday; 0800-1800, Wednesday; 0930-1630, Friday.

TUITION ASSISTANCE: Provide TA to eligible personnel within DA, MACOM, and installation policies and budget constraints. TA forms will be prepared and issued to service members within 30 minutes of request with the education counselor.

FUNCTIONAL ACADEMIC SKILLS (FAST): Eligible personnel will be enrolled within 30 days of request

subject to the installation priority of need criteria.

NCO PROFESSIONAL DEVELOPMENT: Eligible personnel will be enrolled upon approval of commander's request for enrollment of next available scheduled class.

ARMY LEARNING CENTER: Assist military, DA civilians, and family members in enrolling in military correspondence courses. Provide individualized instruction in computer lab. Assist soldiers in preparing for test preparation and other training/academic support. Hours of service 0800-1630 Monday, Tuesday, Thursday and Friday; 0800-1800, Wednesday.

TESTING CENTER: Provide DANTES and APT controlled exams to eligible personnel according to publicized monthly schedule. Exams scored locally will be completed within two working days of taking the test. Test results will be analyzed with the individual within two working days of receiving results. Hours of service: 0800-1630, Monday, Tuesday, Thursday, Friday, and 0800-1800 on Wednesday.

Receiver will:
EDUCATION SERVICES (333732):

Identify needs for all programs and encourage attendance. Appoint an Education POC to coordinate with Installation Education Services Officer.

a. Comply with all provisions of AR 621-5 (Army Continuing Education System), AR 621-6 (Army Learning Centers), AR 35-1 (Individual Military Education and Training), HQDA and MDW directives, local SOPs which apply to programs and services.

b. Comply with all provisions of AR 600-200 (Enlisted Personnel Management System), AR 611-5 (Army Personnel Selection and Classification Testing), AR 611-6 (Army Linguist Management).

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. AYERS, X 76421

ENVIR CLEAN .41 & .42 Environmental Cleanup 9 Normal

This service includes the operation and maintenance of a hazardous waste storage facility for use by Receivers. It includes program management, guidance and procedures supporting customer cleanup and records maintenance for hazardous waste handling.

The Supplier also maintains a limited hazardous material emergency response capability. Emergency response is limited in its scope to prevention of further contamination to the environment. Spill cleanup is the Receiver's responsibility, including turn-in of hazardous materials. Guidance on employee training requirements for handling hazardous materials/waste is available from the Supplier.

Supplier will:
ENVIRONMENTAL CLEANUP (ENVIRONMENTAL ACCOUNTS EXT .41 & .42):

Provide process management and an interim storage facility for hazardous waste resulting from spent materials, cleanup or mismanagement.

STANDARD SUPPORT LEVEL:

The standard level of support is a suitable facility for the storage of hazardous waste, and available instruction and guidance for customers in their handling of their hazardous waste.

Receiver will:
ENVIRONMENTAL CLEANUP (ENVIRONMENTAL ACCOUNTS EXT .41 & .42):

Agreement Nbr W23A71-99274-012

Receiver will:
ENVIRONMENTAL CLEANUP (ENVIRONMENTAL ACCOUNTS EXT .41 & .42):

Comply with applicable laws and regulations. Prepare appropriate paperwork supporting the handling and disposal of hazardous waste. Deliver hazardous waste into storage. Pay for all cleanup and disposal costs caused by the Receiver.

QUANTITY: NA.

FREQUENCY: Continuous.

POC: MR. BROGAN, 301-677-9542/DSN 923-9542

ENVIR COMPLY .41&.42.2 Environmental Compliance 9 Normal

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials, including pest management -- does not include clean-up and disposal of hazardous materials.

Supplier will:
ENVIRONMENTAL COMPLIANCE (ENVIRONMENTAL ACCOUNTS EXCEPT EXT .41 & .42):

Provide the administration of programs for the control of air, water, noise, hazardous material, and other forms of pollution, including resource recovery programs. See to the approval of pest management plans and contracts.

STANDARD SUPPORT LEVEL:

The Supplier will provide for the periodic inspection of facilities on the basis of available inspection resources. Receivers will be immediately notified of any potential non-complaint situation, with supporting information on how compliance may be achieved.

Receiver will:
ENVIRONMENTAL COMPLIANCE (ENVIRONMENTAL ACCOUNTS EXCEPT EXT .41 & .42):

Comply with Federal, State, local, and Army laws and directives, including AR 200-1, 200-2, 200-3 and 420-47. Comply with DODI 4150.7 and AR 200-5 for the application of pesticides. Pay any fees caused by the Receiver.

QUANTITY: NA.

FREQUENCY: Continuous.

POC: MR. BROGAN, 301-677-9542/DSN 923-9542

EQUIP MAINT .CF *cfEquipment Maintenance, Repair, and Calibration

Includes maintenance, repair, and calibration of industrial equipment, construction equipment, laboratory equipment, office equipment, and other non-tactical equipment -- does not include vehicles.

Supplier will:
EQUIPMENT MAINTENANCE, REPAIR, AND CALIBRATION (OTHER COMMODITY GROUPS) (.CF):

Provide for cost of support maintenance of all other commodity group items not specifically identified.

STANDARD SUPPORT LEVEL: NA.

Receiver will:

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. BOWLES, X 79465

FACIL CONSTR 132076/78 Facility Construction and Major Repair (RFMUPW)

This service includes project work affecting the construction, maintenance or repair of real property for the benefit of Receivers. It also includes Installation support for the construction of new facilities, as well as the general upgrade of facilities for assignment to Receivers. It includes general maintenance and repair of facilities beyond that which can be performed as Minor Maintenance and Repair. All mission unique projects are reimbursable.

Supplier will:

FACILITY CONSTRUCTION AND MAJOR REPAIR (132076.xx & 132078.xx):

Perform project design, new construction, renovation, repairs and alteration of real and installed property.

STANDARD SUPPORT LEVEL:

The Supplier has no standard support level for a Receiver. The Garrison funded service is entirely dependent upon available funding, and upon the priority of needs to be met with available funds. The Receiver can buy additional services from the DPW, specifying the specific work to be accomplished.

Receiver will:

FACILITY CONSTRUCTION AND MAJOR REPAIR (132076.xx & 132078.xx):

Request services by submitting a Facilities Engineering Work Request (DA Form 4283). Reimburse for mission-unique projects.

QUANTITY: As Requested.

FRQUENCY: As Requested.

POC: MR. BROGAN, X 79542

FACIL REPAIR 132076/78 Facility Maintenance and Minor Repair (NonReim)

This service includes most maintenance and repair tasks performed on a Receiver facility which can be accomplished for less than \$2000. It includes almost all emergency support, as that which protects the people within a facility from hazardous or threatening situations, or which protects the value of Army property from imminent damage or loss. It includes work for maintaining the usefulness of a facility for its assigned purpose, as well as work that supports the personal comfort of users, or that minimizes the expense of facility operation. This category also includes entomology support.

Supplier will:

FACILITY MINOR MAINTENANCE AND REPAIR (132076.xx, 132078.xx & .M2):

Provide preventive maintenance and minor repairs required to real and installed property, including buildings. This category includes entomology services.

STANDARD SUPPORT LEVEL:

The standard level of support includes response in a matter of hours to emergency situations, and handling these immediately to eliminate or minimize risk. It includes the prioritizing of other maintenance and repair requirements, and their general address in priority order, up to the capacity of available in-house resources.

Receiver will:

FACILITY MINOR MAINTENANCE AND REPAIR (132076.xx, 132078.xx & .M2):

Identify and request repair requirements by calling in a service order at (301) 677-1661. Obtain assistance and authorization for the use of pesticide through the DPW Pest Management Coordinator at (301) 677-6023.

QUANTITY: As Requested.

FREQUENCY: As Requested.

POC: MR. BROGAN, X 79542

FAMILY CTR +

Family Center

See Community Services.

Supplier will:

FAMILY CENTER (131720):

See Community Services.

Receiver will:

FAMILY CENTER (131720):

See Community Services.

RE

.PO

Fire Protection

This service includes actions to protect persons and property on Fort Meade from damages due to uncontrolled combustion. It includes the inspection of fire suppression and alarm systems, and the maintenance of readiness to respond to fire emergencies. It also includes response to fire emergencies, as well as fire rescue, medical and ambulance services. It includes the training of other personnel in fire safety and related matters. This service includes the maintenance of mutual response relationships with other fire departments in the vicinity of Fort Meade, providing an enhanced ability to respond to emergencies.

Supplier will:

FIRE PROTECTION (DPW) (.PO):

Provide annual fire protection, prevention, and inspection services for the facilities occupied by the Receiver.

STANDARD SUPPORT LEVEL:

The standard level of support is the general protection of personnel and property on Fort Meade as required by regulation, and as is prudent. The standard service is receipt and immediate response to fire and fire rescue requirements.

Receiver will:

FIRE PROTECTION (DPW) (.PO):

Request assistance as needed. Designate a Fire Marshal to ensure compliance with FGGM Fire Regulation 420-7 and Army Regulation 420-90.

QUANTITY: NA.

FREQUENCY: Continuous.

POC: MR. BROGAN, X 79542

FOOD .FA-.FF Food Service

Includes provisioning, preparation and service of food to authorized personnel, and the operating of dining facilities.

Supplier will:
FOOD SERVICE (.FA-.FF):

Provide dining facilities and rations at the level basis as for other installation personnel. Provide such services to include bag lunches, Meals Ready to Eat (MREs) and meals to be consumed elsewhere. Oversee the issue of meal cards by each branch of service.

STANDARD SUPPORT LEVEL:

Provide dining facility meals for authorized enlisted personnel. Food service assistance is provided to units by the Food Service Adviser. Dining facility is operated under a Full Food Service Contract. Emergency arrangements may be made.

Receiver will:
FOOD SERVICE (.FA-.FF):

Furnish required strength figures and comply with food service directives and unit SOP. All assigned and attached food service personnel will report to the supporting dining facility as their primary place of duty.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. SKINNER, X 79464

HSG & LODGE+ (19)(9B) Housing and Lodging Services (Non-Army)

This service addresses the management of Army Family Housing. It includes assignment to, and termination of housing, the maintenance of waiting lists for housing, referral to off-post housing, and a general support for the quality of housing that is provided.

This service addresses the management of unaccompanied military housing. It includes assignment to, and termination of housing, and a general support for quality of housing that is provided.

Supplier will:
HOUSING & LODGE (19) (9B)

Assign government-owned family housing quarters to eligible personnel through the DPW. Provide assistance in obtaining off-post and base facilities on an equal opportunity basis in accordance with DOD instructions.

Assign government-owned unaccompanied personnel housing billeting to eligible personnel through the DPW. Provide assistance in obtaining available off-post and base facilities on an equal opportunity basis in accordance with DOD instruction.

STANDARD FAMILY HOUSING SUPPORT LEVEL:

There is no standard level of support provided to tenant organizations. Military family housing is provided for military members only, and is in accordance with Defense and Army regulations. Fort Meade housing services are available to military personnel who are in the Receiver's organization, as to other military members.

STANDARD BACHELOR HOUSING SUPPORT LEVEL:

There is no standard level of support provided to tenant organizations. Military bachelor housing is provided for military members only, and is in accordance with Defense and Army regulations. Fort Meade housing services are available to military personnel who are in the Receiver's organization, as to other military members.

Receiver will:
HOUSING & LODGE (19) (9B)

Provide for personnel to make application for government quarters with the DPW Housing Division. Provide a copy of the applicant's orders and assure that the service member's BAH is properly adjusted. Comply with Supplier's regulations, policies, and procedures.

Provide for unaccompanied personnel to make application for government quarters with the DPW Housing Division. Provide a copy of the applicant's orders and assure that the service member's BAH is properly adjusted. Coordinate with Supplier for housing assignments. Comply with Supplier's regulations, policies and procedures. Reimburse for services provided to assigned facilities.

QUANTITY: NA.

FREQUENCY: NA.

POC: MR. BROGAN, X 79542

LEGAL + .21-24 Legal Services

Includes the provision of advice and services on all legal matters in accordance with AR 27-1 pertaining to legal assistance, military justice, initial claims processing, environmental law, property utilization, administrative law, award and execution of contracts, U.S. Magistrate court, personnel matters, labor law issues, conflicts of interest, standards of conduct, and administrative hearings. Support to non-Army organizations will be provided to the extent permitted by applicable regulations and in consonance with rules governing professional responsibility.

Supplier will:
LEGAL SERVICES (.21 -.24):

The Office of the Garrison Staff Judge Advocate will provide legal services regarding legal assistance law, criminal law, claims processing and tort law, administrative law, procurement law, operational and intelligence law, labor and employment law, environmental law, and ethics law. The Supplier will provide the Receiver with services in accordance with the same timeliness standards as are applicable to Garrison requirements and actions. These services include providing legal advice to individuals; legal advice to commanders and staff members in their official capacities; teaching classes; representing the government in administrative hearings and court-martial proceedings; prosecuting cases in U.S. Magistrate court and U.S. District court; and preparing documents as required to provide these services. Classes and briefings concerning the various topics will be provided as resources permit. Services provided to the receiver will be the same as provided to Garrison organizations, unless otherwise noted.

STANDARD SUPPORT LEVEL:

LEGAL ASSISTANCE LAW. Provide attorney consultation and assistance to authorized clients. Services will routinely include advice and assistance concerning preparation of wills and powers of attorney, name changes, adoptions, immigration, naturalization, reports of survey, consumer issues, and other personal matters. Services will also include tax preparation advice and electronic filing assistance.

CRIMINAL LAW. Provide legal support to commanders and staff members. Services will routinely include advice, assistance, and representing the Army's interests on matters including allegations of criminal misconduct, Article 15s, administrative eliminations, courts-martial, administrative reduction boards, and Federal Magistrate Court prosecutions. Note that criminal law support will be provided only to the extent

permitted by statutes, regulations, case law, and rules of professional responsibility.

CLAIMS PROCESSING AND TORT LAW. Provide legal advice to commanders and staff members concerning the processing of claims, payment of claims, and tort litigation. Process actions from claimants. Claims for eligible claimants will be processed under the Personnel Claims Act for shipment damage to household goods and vehicles, theft, vandalism, or unusual occurrences. Process actions involving torts, such as alleged negligent acts or omissions by Government employees, acting within the course and scope of employment, resulting in alleged damage or destruction of personal property, wrongful death, or personal injury.

ADMINISTRATIVE LAW. Provide legal support to commanders and staff members. Services will routinely include reviewing private organization actions, special inquiries, misconduct investigations, line of duty investigations, reports of survey, Privacy Act requests, Freedom of Information Act requests, administrative eliminations, and subpoenas.

PROCUREMENT LAW. Provide legal support to commanders and staff members. Services will routinely include reviewing invitations for bids and requests for proposals, bid protests, contract claims, contract awards, review of option exercises, and business clearance memorandums. Services will also include preparation of litigation files and bid protest files.

OPERATIONAL AND INTELLIGENCE LAW. Provide intelligence oversight in extraordinary cases when requested by the appropriate major command. Draft rules on the use of force. Draft rules of engagement and legal annexes to operational plans and operational orders. Participate in force protection related committees.

LABOR AND EMPLOYMENT LAW. Provide legal support to commanders and staff members. Represent the agency in administrative hearings. Services will routinely include reviewing proposed disciplinary and performance-based actions, negotiating with union representatives, reviewing formal equal employment opportunity complaints and drafting settlement agreements. Note that labor and employment law support will be provided only when the Supplier's civilian personnel and equal employment opportunity services are also used by the Receiver.

ENVIRONMENTAL LAW. Provide legal support to commanders and staff members. Represent the agency in administrative hearings. Services will routinely include reviewing environmental assessments, environmental permits, environmental projects, and environmental procedures.

Receiver will:
LEGAL SERVICES (.21 - .24):

The Receiver will comply with regulatory guidelines, including local policies and procedures governing legal services. Request services as required. Retain and exercise jurisdiction over Receiver personnel for all disciplinary actions under the UCMJ and administrative board action.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. DOZIER, X 79174

LIBRARIES + .LK Libraries

Includes recreational and general reference library services.

Supplier will:
LIBRARIES (DPCA) (131096.LK):

Provide the military community effective, professional library services and adequate quantities of current

retrospective and authoritative multimedia materials in all subject fields. Extend service to active duty, retired military and their families, and Department of Army civilians employed at Host Installations. Library materials include printed, audiovisual, electronic data base and microfilms.

STANDARD SUPPORT LEVEL:

Provide professional public library services to the Host Installation Community. Provide professional library services in support of on-post educational programs. Provide units with on-line information in support of mission requirements. Hours of operation: Tuesday through Thursday, 1100-1800; Friday and Saturday, 1100-1700.

Receiver will:
LIBRARIES (DPCA) (131096.LK):

Obtain services on an individual basis as desired.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS. AYERS, X 76421

MORTUARY + 434716.40 Mortuary Services

Includes all logistical functions related to the recovery, identification, care, and disposition of deceased personnel. Includes CONUS port, and overseas mortuary services.

Supplier will:
MORTUARY SERVICES (434716.40):

Perform all logistical functions relative to the recovery, identification, and disposition of deceased personnel.

STANDARD SUPPORT LEVEL:

Provide on an as required basis.

Receiver will:
MORTUARY SERVICES (434716.40):

Contact the casualty officer or staff duty officer with required information (Name, grade, SSN, location, cause of death, next of kin).

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. CLAUSELL, X 77037

MUSEUMS+ .45 Museums

Includes operation of facilities and services to educate and train personnel as to the Army's ways of life through exhibits and programs which are developed from collected military history and memorabilia.

Supplier will:
MUSEUMS (.45):

Provide historical support to the installation commanders and military through the operation of the installation museum. Identify and collect artifacts, history and documents, developing exhibits and briefings, teaching the history of Host Installation, and its home based units. Provide facilities and programs necessary to train and

educate the military, their dependents, civilians and researches the military history and the Army's way of life at Host installation. Collect the history, photographs, slides, negatives, videos, and memorabilia pertinent to the units of Host Installation. Manage the historical program for Host Installation and its units. Collect, accession, catalog, photograph, clean, preserve, conserve, store and exhibit artifacts. Schedule training facilities, classes, tours and briefings for a variety of educational programs. Publicize to the military/media/public to ensure a minimum of 17,500 visitors to the museum per year. Provide special traveling and temporary exhibits for special functions.

STANDARD SUPPORT LEVEL:

Operation of the museum and maintenance area is conducted 360 days per year. The main office is open Monday through Friday from 7:30 AM TO 4:30 PM. The museum galleries are open Wednesday through Saturday from 11:00 AM to 4:00 PM; and Sunday from 1:00 PM - 4:00 PM.

Receiver will:
MUSEUMS (.45):

Participate in the available services on an individual basis and provide feedback and donations on a voluntary basis.

QUANTITY: On a daily basis, as requested and as required.

FREQUENCY: On a daily basis, as requested and as required.

POC: MR. JOHNSON, X 76966

MWR ##### .L Morale, Welfare, and Recreation (MWR) Activities

Includes special events, park, gym, fitness center, bowling, golf, athletic fields, auto skills center, craft center, leisure travel, flying and related services.

Supplier will:
MORALE, WELFARE, AND RECREATION (MWR) (DPCA) (PORTIONS OF L ACCOUNT):

Provide welfare, recreation, and morale-boosting activities for the installation, i.e., athletic and fitness, recreation programs and instructional classes to include arts and crafts, automotive and flying, and outdoor recreation equipment and programs to meet the needs of patrons on an individual basis and in support of units and interagency programs; leisure and travel needs, special events, and the BOSS Program.

GOLF: Provide meaningful opportunity in golf for the Total Army Family through quality service in course management, proshop sales, cart rental, driving ranges, lessons, and grill service. Conduct and schedule competitions of units and organizations in the community.

BOWLING: A 36-lane center provides full service bowling, intramural competitions, league bowling and dining and beverage services.

STANDARD SUPPORT LEVEL:

MWR: Provide for competitive intramural and varsity athletics, management of outdoor athletic facilities and technical guidance for physical fitness centers, wellness program, 1 indoor and 3 outdoor pools in support of military training. Provide equipment rental, recreational vehicle storage, outdoor picnic facilities and cottage to support organizational celebrations, shooting sports activities to include archery and hunting, and boarding of privately-owned horses. Provide discount tickets to local and national sporting and leisure events, Ticketmaster service, information and reservations for personal travel, conference planning, and faxing service. Framing, engraving, embroidery services as well as multicrafts and woodworking, instructions and tools for the patron to service personally-owned vehicles at their own pace on a pay-as-you-go basis, and flying instruction are available for the military community.

GOLF: Summer schedule: Monday, 0800-1930; Tuesday-Friday, 0730-1930, and Saturday, Sunday and holidays, 0700-1930.

BOWLING CENTER: Provide service from 5-7 days per week with all services provided on a pay-as-you-go basis.

Receiver will:

MORALE, WELFARE, AND RECREATION (MWR) (DPCA) (PORTIONS OF L ACCOUNT):

Comply with host governing directives and procedures. Services may be obtained as a unit or on an individual basis as appropriate.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: AQUATICS (MS. COOPER, X 77916); WELLNESS CENTER (MS. EDIE, X 72349); OUTDOOR REC (MR. WHITLAW, X 76195); ATHLETIC AND FITNESS (MR. FIGLIA, X 75656); INFORMATION, TICKETS AND REGISTRATION (MS. KAUB, X 77354); ARTS & CRAFTS (MR. LUNA, X 77809); AUTO SKILLS (MR. BUNK, X 75542); RECREATION VEHICLE STORAGE (MR. BLACKMON, X 73810); EQUIPMENT CHECKITOUT (MR. BLACKMON, X 73825); GOLF (MR. HEUVEL, X 77043); BOWLING (MR. RYAN, X 75541).

POLICE p .11-.14 Police Services

Includes security protection, and maintenance of law and order.

Supplier will:

POLICE SERVICES (.11 - .14):

POLICE OPERATIONS SECTION:

Plan and supervise all military police operations within the law enforcement command. Plan selective enforcement, traffic enforcement, and preventive enforcement for housing and unit areas. Provide copies of Military Police Reports and Military Police Traffic Accident Reports to personnel who require one, such as Commanders, Insurance Companies, Soldier for Claims, Claims Section and other authorized Law Enforcement Agencies. Provide clerical support to all Police Sections and Investigation Agencies. Maintain Military Police Reporting System and Filing System. Provide quality control on all police reports that are released to the public. Initiate all Bar Letters for confirmed criminal conduct and maintain Installation Bar List. Maintain a trained computer operator, provide information to Operations Reporting System (ORS)-2 Windows, which maintains all statistical records on crime trends reported to police operations. Maintain all local files and records supporting the Military Police Desk Operations. Maintain case records depository IAW AR 190-45. Provide, maintain and train selected personnel on the National Crime Information Center. Maintain all records entered into criminal records center for a period of two years. Provide Brady Bill Information to Military police, State, local and Federal Law Enforcement agencies when requested.

STANDARD SUPPORT LEVEL:

Provide service from 0730-1630 Monday through Friday. All other services are provided upon request.

MILITARY POLICE DESK OPERATIONS:

Provide 24 hour Police Desk Operations. Provide alarm monitoring for 100+ activities and establishments on Host Installation, 24 hours a day. Maintain positive control on all personnel who access to close the aforementioned activities. Provide secondary answering point for E-911 system. Provide supervision for Military Police Mobile and Walking Patrols. Provide dispatcher who assigns patrols to Patrol Area, Crime Calls.

Assistance Calls. Initiate Military Police reporting system, dispatch patrols to accidents, incidents, reported crime scenes, fires, bomb threats, robberies, alarm activations, child abuses, assaults, house break-ins and all other offenses of the UCMJ. Provide Military Police Guard escorts when requested for large amount of funds. Advise Commander on safety of road conditions. Point of Contact/Information Post for all Military Police activities. Maintain liaison with all local, state, and federal law enforcement agencies concerning criminal activities in progress. Provide mutual Emergency Aid to all local, state, and other federal laws enforcement agencies when requested. Maintain radio log which records all radio air traffic each day. Maintain a daily journal on all incidents, crimes, assistance rendered during each 24-hour shift. Maintain a daily chronicle record of all police criminal activities that occur in a 24-hour period (blotter).

STANDARD SUPPORT LEVEL:

Provide 24 hour, 7 days a week Police Station operations. D-Cell operations must be requested, scheduled and approved prior to use.

AWOL/CIVILIAN LIAISON:

Provide and process all AWOL/DFRs return to Military control. Maintain all files and records on soldiers arrested and or detained by civil authorities. Provide assistance to Commanders and local agencies in regards to repossessions and delinquent bills. Process all cases in Civil Court, Magistrate Court and Local Law Enforcement Activities within the Host Installation. Maintain case files on all AWOLs and Civil Cases resulting from personnel who fail to appear in court. Assist law enforcement in serving warrants, subpoenas, and summonses. Provide and maintain DD Form 460 provisional pass forms which are controlled forms. Provide apprehension escorts for soldiers who are determined to be flight risks due to felony warrants and or military charges. Provide a verification service to all local law enforcement agencies on the status of soldiers whether AWOL or not.

STANDARD SUPPORT LEVEL:

Provide 5 day a week Monday through Friday 0900-1630. Emergency requests can be handled through the Military Police Desk Sergeant.

TRAFFIC/ABANDONED VEHICLE:

Enforce all Military Orders and Regulations, UCMJ, Maryland Driving Laws and Rules. Provide Traffic Accident Investigations. Provide information for statistical input for the traffic surveys which provide input to the traffic Plan for Host Installation. Provide Military Police reports and investigative information to the Magistrate Court, Unit Commanders, Insurance Companies and Local Law Enforcement Agencies when required. Provide Training and Certification on Radar Enforcement. Provide all new assigned Military Police personnel training on traffic patrol procedures and radar operations. Provide Traffic Control Points (TCPs) for official functions, during emergency deployments and any other natural or man made disasters. Provide personnel who reconstruct traffic accident scenes when involving a fatality or excessive property damage both to Military and Civilian Agencies. Issue Abandoned Vehicle Notices and locate owners, impound abandoned or recovered stolen vehicles and vehicles held as evidence pertaining to a felony or fatality; dispose of abandoned vehicles through a contract with civilian agency. Maintain section records which involve investigative reports, notes, and findings; patrol all areas of Host Installation to include Fort Meade's Range Areas and cantonment.

STANDARD SUPPORT LEVEL:

Provide services 7 days a week, 24 hours a day.

VEHICLE/WEAPONS REGISTRATION SECTION:

Register vehicles of Active Duty, DODDs, Retired, DA Civilian, Contractor and AAFES personnel and issue temporary vehicle registrations. (Approximately 50 vehicles are registered each day while 5 temporary registrations are issued each week). Maintain and issue DA Form 1805s and DD Form 1408s to Military Police

personnel. Maintain records for traffic violation points, suspension/revocation of driving privileges and coordinate with local agencies when these areas affect them, i.e. DUI, DWI. Process all reinstatements of driving privileges on Host Installation. Provide positive vehicle identifications for all investigative agencies, i.e., CID, MPI, DST, Local Law Enforcement and all Federal Law Enforcement Agencies. Provide weapons registration of privately owned weapons owned by soldiers and disseminate that information to unit commanders upon request. Provide fingerprinting services for AAFES, DA civilians, and military personnel for employment and security clearances.

STANDARD SUPPORT LEVEL:

Provide services Monday through Friday, from 0730-1300 and 1400-1600.

PATROL DIVISION:

Provide Motor Patrols, Foot Patrols, and/or Bike Patrols to the Host Installation. Provide selective enforcement, traffic enforcement, routine preventive enforcement for Housing Areas AAFES Facilities, Shoppettes, Gas Stations, On Post Schools, Officers' Club. Provide Traffic Control Points and conduct surveys. Provide personnel and money escorts, vehicle escorts and security for traffic accident scenes, and all crime scenes. Conduct investigations and handle all crime reports that are not investigated by Military Police Investigations or the Criminal Investigation Division. Also respond to all emergencies and provide emergency first aid and assistance when required or requested. Conduct crowd control, search and rescue missions, school checks, Military ID checks, spot checks and field interviews. Issue DD Form 1408 and DA Form 1805 traffic tickets to violators. Enforce all Military Rules and regulations, the Uniform Code Of Military Justice, US Code and all Host Installation Regulations as well as appropriate state laws. Respond to alarms. Provide bike patrols as security to special, social events, official military functions, all school events (middle and high schools football games). Obtain intelligence from these personnel on criminal activity.

STANDARD SUPPORT LEVEL:

Patrols operate 24 hours a day, 7 days a week. Special patrols can be requested through the Provost Marshal Office.

MILITARY POLICE INVESTIGATIONS/LOST AND FOUND PROPERTY SECTION:

Provide Military Police Law Enforcement Investigators who conduct investigations into all crimes not covered by the Criminal Investigations Command (CID). Provide training to all new Military Police on crime activities, crime trends, and how to process or handle a crime scene investigation. Provide Juvenile Crime Investigations, General Crime Investigation, Pawn Shop Investigations (stolen items) and provide input into the Armed Forces Disciplinary Control Board (AFDCB). Check off post establishments to ensure that there are no unfair business practices. Provide Protective Service Personnel for high ranking civilian and military personnel. Maintain and provide evidence handling to include storage and expert testimony as to the legality of the evidence. Provide background checks for AAFES, DA Civilians and Military personnel for Security Clearances. Collect and disseminate police information to local and federal law enforcement agencies. Provide liaison for all investigative agencies when military personnel are involved. Assist commanders when requested. Conduct surveillance and assist in processing evidence and crime scenes at unit Health and Welfare checks. Maintain records and files on all investigation and cases. Provide support to CID when approved by the Provost Marshal. Log and control all found and lost property and make disposition of it. Log and maintain all found property; dispose of found property through DRMO or IAW local SOPs.

STANDARD SUPPORT LEVEL:

Comply with all Military, Local, and Federal Rules and Regulations. PSD, Surveillance, Health and Welfare check assistance are available upon request and must be scheduled and approved. Military Police Investigations provide support to the Host Installation and surrounding communities 24 hours a day, 7 days a week.

Receiver will:

POLICE SERVICES (.11 - .14):

POLICE OPERATIONS SECTION:

Ensure all Local, State, and Federal rules and laws are enforced and complied with . Notify Police Station for assistance or report all criminal activities as soon as possible. Special Events, Escorts, and Temporary Confinement can be scheduled upon request.

AWOL/CIVILIAN LIAISON:

Comply with all Military, Local, and Federal Rules and Regulations. AWOL apprehension team escorts provided upon request for DFR soldiers. Local services scheduled upon request and approval.

TRAFFIC/ABANDONED VEHICLE:

Comply with local laws and regulations. Request services as required. Training is provided upon request.

VEHICLE/WEAPONS REGISTRATION SECTION:

Comply with host State, Federal, US Codes, UCMJ, laws as required.

PATROL DIVISION:

Comply with all Local, State, Federal, US Codes, UCMJ and Host Installation Rules and Regulations. Special patrols can be requested through the Provost Marshal Office. Special events, official functions , social events should be requested and scheduled 30 days in advance and are subject to manpower constraints so that the Patrol Division can increase patrols as required. Patrols are subject to change due to military emergency deployment, natural disasters or man made disasters.

MILITARY POLICE INVESTIGATIONS/LOST AND FOUND PROPERTY SECTION:

Comply with all US Codes, Host Installation Rules and Regulations, UCMJ and all applicable State Laws. Requests for MPI support will be requested, approved and scheduled 30 days prior to agency's needs. All MPI requests will be directed through the Provost Marshal's office.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MAJ ALEXANDER, X75320

POLICE Physp .14 pPolice Services (Physical Security Inspections) (.14)

Includes security protection, and maintenance of law and order.

Supplier will:

POLICE SERVICES (Physical Security Inspections) (.14):

Conduct required physical security inspections and surveys IAW AR 190-13. Forward physical security inspections and survey reports to Receiver activity for corrective action. Provide technical expertise and advice on Intrusion Detections Systems (IDS) (alarms), bomb threat planning, antiterrorism, force-protection, key and lock control for personnel safety, asset protection, and property accountability. Procure Victory Over Terrorism (VTER) and force protection funding from the MACOM to assist Receiver activity in physical security projects.

SUPPORT LEVEL: NA

Agreement Nbr W23A71-99274-012

POLICE Physp .14 **pPolice Services (Physical Security Inspections) (.14)**

Includes security protection, and maintenance of law and order.

Supplier will:

POLICE SERVICES (Physical Security Inspections) (.14):

Conduct required physical security inspections and surveys IAW AR 190-13. Forward physical security inspections and survey reports to Receiver activity for corrective action. Provide technical expertise and advice on Intrusion Detections Systems (IDS) (alarms), bomb threat planning, antiterrorism, force-protection, key and lock control for personnel safety, asset protection, and property accountability. Procure Victory Over Terrorism (VTER) and force protection funding from the MACOM to assist Receiver activity in physical security projects.

SUPPORT LEVEL: NA

SECURITY SERVICES (.TD)

Plan, develop, and coordinate all Physical Security requirements for the Host Installation. Conduct Physical Security Inspections as required in the Command Inspection Program, provide Physical Security training and briefings to units, as well as private organizations located on Host Installation. Provide Physical Security support to AAFES. Process all work orders which deal with physical security requirements. Provide guidance to the Force Protection Program. Recommend and approve Force Protection Projects requested or required by tenant units on Host Installation. Principal section for the planning and installation of the CIDS Alarm Program. Provide Risk Analysis in regards to security as requested. Conduct pre-unit deployment training and inspections to ensure all security rules and regulations are complied with. Principal writer for the Installation Physical Security Plan. Provide training and guidance in regards to the key control program. Provide guidance and support to the Installation Mobilization Plan prior to and during crisis situations. Provide inspectors to 120+ Reserve Support Centers throughout a 5-state (MD, DE, PA, VA, and WV) area, providing training inspections and surveys of each center. Provide special projects manager when required such as unit moves. Provide support guidance to the Installation Antiterrorism Plan. Collect, maintain, and analyze crime data extracted from several diversified sources. Formulate crime data to determine crime trends on and off the installation. Provide MDW, DA Form 2819, Law Enforcement and Discipline Report, in accordance with AR 190-45. Provide major and separate unit commanders in-briefings, and quarterly crime trend briefs. Provides crime data to other installation activities as requested. Complete local background checks for requirements of DA Form 7281-R.

STANDARD SUPPORT LEVEL:

Provide physical security inspections as required or requested. Normal operating hours 0730 hours to 1600 hours Monday - Friday. Training and Briefings scheduled as requested. Provide after hours inspections and surveys as requested. Provide services on weekends or evenings when scheduled and approved by the Provost Marshal.

Receiver will:

POLICE SERVICES (Physical Security Inspections) (.14):

Comply with provisions of AR 190-13, Army Physical Security Program, FGGM Physical Security Plan, and other applicable directives providing for the safety and security of Receiver activity personnel, property, and equipment. Provide input to Supplier on any relocations, reorganizations, removal of IDS, or any other action that could adversely affect the physical security of the Receiver activity on the Installation. Provide input to Supplier on Antiterrorism Force Protection physical security projects requiring funding under VTER.

QUANTITY: As Required.

FREQUENCY: As Required.

PUBL AFFAIRS .41.43.44 Public Affairs +

Includes activities aimed toward responding directly or through news media to the general public's right and need to know how DoD activities accomplish assigned tasks and missions. Also includes distribution of public and command information and community relations.

Supplier will:

PUBLIC AFFAIRS (.41, .43, .44):

COMMAND INFORMATION:

Provide command information, guidance, and support as appropriate to conform with established goals and objectives of Department of the Army, Military District of Washington (MDW), and Host Installation.

PRINT MEDIA: Produce a weekly post newspaper. Organize and operate a news gathering system. Conduct interviews. Write news, features, and sports stories for publication. Localize news service material. Coordinate photographic coverage of news events. Establish and maintain newspaper archives. Conduct a readership survey as required. Prepare and publish area guide and map. Provide other printed material as appropriate.

BROADCAST MEDIA: Provide program content (i.e., update of community bulletin board and scheduling of video tapes) of the Command Information Cable TV Station (CH-98).

PUBLIC INFORMATION:

Provide public information support in accordance with public information release regulations and guidelines established by Department of the Army, Military District of Washington, and Host Installation. Act as the primary point of contact and releasing authority for all public information of common concern about the installation and about receiver activities (such as accidents and incidents) occurring on the installation. Refer queries involving the receiver's mission and security to the receiver PAO; in the absence of receiver PAO, refer queries directly to receiver's higher headquarters PAO.

STANDARD SUPPORT LEVEL:

NEWS RELEASES: When receiver activities such as accidents and incidents occurring on the installation are involved, obtain information from appropriate sources and coordinate draft releases with receiver PAO, MDW PAO and receiver's higher headquarters PAO, as appropriate. Distribute releases by FAX or E-mail to designated news media.

NEWS QUERIES: When receiver activities such as accidents and incidents occurring on the installation are involved: determine in accordance with operational security guidance if information is releasable; coordinate with appropriate command or staff sections to obtain information; as appropriate, coordinate with Staff Judge Advocate on all sensitive information (i.e., deaths, incidents being investigated by command or law enforcement officials); and coordinate draft responses with receiver PAO, MDW PAO and receiver's higher headquarters PAO, as appropriate.

PRESS CONFERENCES: When receiver activities such as accidents and incidents occurring on the installation are involved and a press conference is warranted, provide assistance to receiver PAO and/or receiver's higher headquarters PAO, as appropriate.

Receiver will:

PUBLIC AFFAIRS (.41, .43, .44):

COMMAND INFORMATION:

Conduct command information program to meet objectives and goals of receiver, receiver's higher headquarters and receiver's service branch.

PUBLIC INFORMATION:

Be the primary releasing authority for all matters involving the receiver's mission and/or within command jurisdiction of receiver's higher headquarters; receiver's higher headquarters PAO will act as the primary releasing authority in the absence of the receiver PAO. Direct and release public information on matters of common concern to both the receiver and supplier in which receiver's higher headquarters has primary interest.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. LANE, X 71573

REFUSE .M1 Refuse Collection and Disposal (Non-Reim)

This service addresses the emptying of outside receptacles provided by the Supplier, and disposal of the contents.

Supplier will:

REFUSE COLLECTION AND DISPOSAL (.M1):

Provide for the collection and disposal of trash and putrescible refuse.

STANDARD SUPPORT LEVEL:

The standard level of support is the regular and scheduled removal of normal solid waste for the type of facility being serviced. Normal is defined as the quality and quantity of waste that is not unusual for the type of facility. It includes regular household waste from housing facilities, and administrative waste from administrative buildings.

Receiver will:

REFUSE COLLECTION AND DISPOSAL (.M1):

Utilize the exterior trash receptacles properly. Participate fully in installation recycling efforts.

QUANTITY: As Required.

FREQUENCY: Scheduled.

POC: MR. BROGAN, X 79542

SAFETY .67 Safety

Includes operation of safety programs, educational support, and promotional efforts. Manages the installation-wide safety program including ground, aviation and explosive safety functions.

Supplier will:

SAFETY (.67):

Provide safety services, to include identification of necessary special personnel protective clothing and equipment, request inspections and surveys, educational training and promotional materials. Advise and assist in implementing and conducting all safety program elements. Include receiver in all safety training and promotional programs provided to other installation elements. Coordinate US Army Safety Center (USASC) investigations of Class A accidents.

Off-post safety services such as inspections, training, etc., will be provided on a reimbursable basis to include travel and per diem expenses.

STANDARD SUPPORT LEVEL:

Conduct standard Army safety and occupational health inspection of facilities and/or operations within 90

days of the customer's request. HIGH HAZARD AREAS not more than once annually; and all LOW HAZARD AREAS will be inspected by the appointed collateral duty safety representative if properly trained IAW AR 385-10; otherwise, upon request. All facilities occupied by the Receiver will be inspected by the installation safety office once annually. Investigate notices of unsafe or unhealthy working conditions in accordance with AR 385-10. Include customer in all safety education, training, and promotion programs/services to include Hazard Communication (HAZCOM) unit Safety Officer Course, Advance Motorcycle Safety Course, and Risk Management and coordinate US Army Accident Investigations of Class A accidents on an as needed basis. Provide technical assistance and guidance as requested.

Receiver will:
SAFETY (.67):

Ensure conformance to Host Installation Safety regulations and policies. Notify the Installation Safety Director by the fastest means available of all Class A and B accidents. Report all on-duty Class A and B accidents using DA Form 285, and all on-duty Class C and D accidents using DA Form 285-AB-R, Abbreviated Ground Accident Report (AGAR) to major command with a courtesy copy provided to Host Installation Safety Office.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS STOWES, X 74227

SUPPLY - .BF-.BG Supply Services

Includes the provision of any common, generally expendable, non-technical commodity, material, or equipment (e.g., administrative office and housekeeping supplies, duplicating paper, common hardware, plumbing and electrical supplies, building materials, paint and tools).

Supplier will:
SUPPLY SERVICES .BF-.BG:

POL: Issue fuels and credit card(s) in support of mission vehicles from the POL resale point.

STANDARD SUPPORT LEVEL: NA.

FUELS: Provide diesel fuel, packaged POL, and bulk fuel on a reimbursable basis.

STANDARD SUPPORT LEVEL: NA.

PBO: Provide normal property book support for IMD installation property as prescribed in DA Pam 710-2-1, Chapter 4, Para 4-2, to include CECOM approved local command letters of authorization. Accept and process requisitions for expendable supplies or nonexpendable equipment. Provide interface with the wholesale and local purchase systems. Conduct reconciliations on open requisitions. Provide customer assistance. Accept items for turn0in to the system.

STANDARD SUPPORT LEVEL: NA

Receiver will:
SUPPLY SERVICES .BF-.BG:

POL: Comply with Supplier's policies and procedures.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. TAYLOR, X 74510

FUELS: Reimburse for all mobility fuel and submit requisitions for packaged POL.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. TAYLOR, X 74510

PBO: Comply with Supplier's policies and procedures.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MR. JONES, X 79081

TRANSPORT++ .DD Transportation Services (.DD) >

Includes travel office services, and other transportation services related to both commercial and government owned transportation of personnel and materiel. Also includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services for both personnel and personal property.

Supplier will:

TRANSPORTATION SERVICES (Movement of Privately Owned Household Goods) (.DD):

Provide for the movement of privately-owned household goods of military personnel in connection with assignment, reassignment, or termination of Government-furnished family housing or quarters, when no permanent change of station orders are issued. Includes packing, crating, unpacking, uncrating, shipping, or storage cartons and boxes, servicing for transportation of household appliances, such as refrigerators, stoves, washers, dryers, local drayage charges and all costs related thereto whether performed by commercial or in-house means.

STANDARD SUPPORT LEVEL:

Call 677-9639/9638 to schedule an appointment for pack and pick up dates. Office hours are 0730-1600 Monday thru Friday.

Receiver will:

TRANSPORTATION SERVICES (Movement of Privately Owned Household Goods) (.DD):

Make requirements known. Provide appropriate funding document.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: MS MOORE, X 79636

Supplier will:

TRANSPORTATION SERVICES (ADMINISTRATIVE MOTOR VEHICLE SUPPORT) (TMP):
(GSA-Owned and Leased Transportation) (.DC):

Provide TMP/GSA vehicle(s) on an as needed basis, if available. Bill receiver for all costs associated with vehicle(s) including normal monthly/daily and mileage rates. Bill receiver for accident/incident damages where GSA IFMS cannot determine third party liability. Provide general training, testing, and licensing for nontactical

vehicles. Provide administrative motor transportation services and dispatch of vehicles on an as needed basis within the capabilities of the Transportation Motor Pool.

STANDARD SUPPORT LEVEL:

Ensure maximum use of general dispatch fleet and monitor static dispatch vehicles to ensure efficient utilization. Dispatch office hours are 0630-1600, Monday through Friday.

Receiver will:

TRANSPORTATION SERVICES (ADMINISTRATIVE MOTOR VEHICLE SUPPORT) (TMP):
(GSA-Owned and Leased Transportation) (.DC):

Make requirements known and provide a qualified vehicle operator. Pay for vehicle damage caused by negligence. Reimburse for all vehicles provided. Provide Transportation Coordinator for vehicle(s). Submit new requirements for recurring/permanent dispatch to TMP no later than May of the preceding year vehicles are required. Specify type of vehicles and quantity. Request vehicle support IAW FGM Suppl 1 to AR 58-1. Park vehicle(s) in a secure place if away from TMP. Provide drivers. Provide fund cite, Military Interdepartmental Purchase Request (MIPR), for billing of all costs associated with TMP/GSA IFMS vehicles no later than 31 Dec of each year. Perform before, during and after operation maintenance IAW instructions. Comply with TMP directives. Comply with Supplier's regulations and directives.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: SFC RUFFIN, X 77445

Supplier will:

TRANSPORTATION SERVICES (Traffic Management) (ITO) (.DB)

Provide traffic management services to include the following: issuing of government bills of lading (GBL) and transportation request (TR), obtaining passenger accommodations.

STANDARD SUPPORT LEVEL:

Conduct traffic management activities to provide responsive, efficient transportation services between the hours of 0730-1600 Monday through Friday for units and individuals at Host Installation and residing in the surrounding communities.

MATERIEL MOVEMENTS:

Coordinate transportation requirements necessary to effect materiel movement.

STANDARD SUPPORT LEVEL:

Coordinate with shipping activities to ensure responsive and efficient movement of freight. Determine most cost effective mode of transportation to meet shipment priorities. Equipment not requiring specialized services is provided within 72 hours of receipt of request for movement. Hours are 0730-1200, 1230-1600 Monday through Friday.

UNIT MOVEMENTS:

Coordinate requirements necessary to execute the movement of a unit. Provide Automated Unit Equipment Listing (AUEL) in accordance with governing directives and procedures.

STANDARD SUPPORT LEVEL:

Provide load planning assistance, guidance, instruction and AUEL for units subject to movement during training or contingencies deployments. Coordinate with other headquarters and activities for supply of equipment to accomplish movement. AUELs are provided within 24 hours of request. Hours of operation 0730-1200, 1230-1600, Monday through Friday.

PASSENGER SERVICES:

Provide a full range of passenger services to include air, rail, and bus passenger accommodations and issuance of port calls for overseas movements.

STANDARD SUPPORT LEVEL:

Issue travel request, meal tickets, and other related documents. Arrange for rental car use if requested. Provide assistance and information to travelers regarding schedules and accommodations. Hours of operation are 0700-1600 Monday through Friday.

Receiver will:

TRANSPORTATION SERVICES (Traffic Management) (ITO) (.DB)

Make requirements known. Provide appropriate funding document.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: SFC RUFFIN, X 77445

MATERIEL MOVEMENTS:

Make requirements known. Provide appropriate funding document.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: SFC RUFFIN, X 77445

UNIT MOVEMENTS:

Make requirements known. Provide appropriate funding document.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: SFC RUFFIN, X 77445

PASSENGER SERVICES:

Make requirements known. Provide appropriate funding document.

QUANTITY: As Required.

FREQUENCY: As Required.

POC: SFC RUFFIN, X 77445

UTILITIES .J1-.J6 Utilities (Non-Reimb)**

This service is delivery of utility services to the facilities occupied by the Receiver. The service provides all utilities which are currently connected to the facility. This normally includes electrical power, water and sewer, and may include fuel for heating.

Supplier will:
UTILITIES (.J1 - .J6):

Provide water, sewerage, electricity, A/C and heating fuel.

STANDARD SUPPORT LEVEL:

The standard level of support is to have utilities provided to meet Receiver's requirements up to the capacity of the existing utility delivery systems.

Receiver will:
UTILITIES (.J1 - .J6):

Comply with AR 11-27, Army Energy Program.

QUANTITY: As Drawn.

FREQUENCY: Continuous.

POC: MR. BROGAN, X 79542