

1. AGREEMENT NUMBER
 Provided by Supplier)
 W4DQ1-96243-615

2. SUPERSEDED AGREEMENT NUMBER
 (If this replaces another SA)
 W44DQ1-93251-615/Draft & -85244-615

3. EFFECTIVE DATE (YYMMDD)
 971001

4. EXPIRATION DATE
 (May be "indefinite")
 Indefinite

5a. SUPPLYING ACTIVITY (Name and Address)
 Commander
 U.S. Army Field Artillery Center and Fort Sill
 ATTN: ATZR-LMI
 Fort Sill, OK 73503-5100

6a. RECEIVING ACTIVITY (Name and Address)
 Director
 Training & Education Division (C46)
 Marine Corps' Combat Development Command
 1019 Elliot Road
 Quantico, VA 22134-5027

5b. MAJOR COMMAND: TRADOC

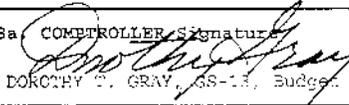
6b. MAJOR COMMAND: HQ, U.S. Marine Corps

7. SUPPORT PROVIDED BY SUPPLIER

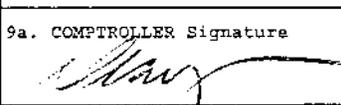
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	None/Non-Reimbursable	\$ 0
A3-Audio & Visual Information Services	None/Non-Reimbursable	0
A4-Automated Data Processing & Automation Services	Repair Parts	0
C1-Chapel & Chaplain Services	None/Non-Reimbursable	0
C3-Clubs	None/Non-Reimbursable	0
C4-Command Support	None/Non-Reimbursable	0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 3.

8. SUPPLYING COMPONENT

9. RECEIVING COMPONENT

8a. CONTROLLER Signature

 TIMOTHY S. GRAY, GS-13, Budget Off, DRM

8b. Date Signed
 22 Oct 1997

9a. CONTROLLER Signature


9b. Date Signed
 12 Sep 97

8c(1). APPROVING AUTHORITY Typed Name
 TIMOTHY S. HAYKEND, GS-15, Director of Logistics

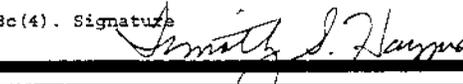
9c(1). APPROVING AUTHORITY Typed Name
 J. C. CUDDY, COL, USMC T&E

8c(2). Organization
 Directorate of Logistics, ATZR-L

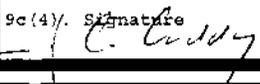
8c(3). Telephone Number
 DSN 539-3004/6076

9c(2). Organization
 Dep Dir, Trng & Ed Div

9c(3). Telephone Number
 DSN 278-3731

8c(4). Signature


8c(5). Date Signed
 10/28/97

9c(4). Signature


9c(5). Date Signed
 570922

10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

10a. SUPPLIER'S Approving Authority
 Signature

10b. Date Signed

10c. RECEIVER'S Approving Authority
 Signature

10d. Date Signed

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 Components' 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 See page 8, para 12b. prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS-IN Fld Ops, DAO Fort Sill, ATTN: DFAS-IN/EM-TJA, Fort Sill, OK 73503-0500, DSN 639-6367

d. All rates expressing the unit cost 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. Attachments: A - Memorandum, TRADOC, ATDO-J, 21 Apr 94, subject: TRADOC/MCCDC Memorandum of Understanding (MOU) Action Plan, with MOU Between TRADOC & USMCCDC
B - Facilities List
C - Host-Owned Equipment Requiring Maintenance
D - Tenant-Owned Equipment Requiring Maintenance
E - Specialized Training Courses Provided for U.S. Marines

DISTRIBUTION:

Dir, Tng & Education Div (C46), MCCDC, 1019 Elliott Rd., Quantico, VA 22134-5027

Cdr, USAFACFS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100

Cdr, USMC Arty Det, ATTN: ATSF-MCR, Fort Sill, OK 73503-5600

Continued on page 5.

12. SPECIFIC PROVISIONS (As appropriate: location and size of occupied facilities; unique Supplier and Receiver responsibilities; and conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.

Continued on page 9.

Additional specific provisions attached: YES NO

7. SUPPORT PROVIDED BY SUPPLIER

SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
C5-Common Use Facility Construction, Operations, Maintenance, & Repair	None/Non-Reimbursable	\$ 0
C6-Communication Services	Tolls	0
C7-Community Relations	None/Non-Reimbursable	0
C8-Community Services	None/Non-Reimbursable	0
C9-Custodial Services	None/Non-Reimbursable	0
D1-Disaster Preparedness	None/Non-Reimbursable	0
E1-Education Services	None/Non-Reimbursable	0
E2-Entomology Services	None/Non-Reimbursable	0
E3-Environmental Cleanup	Cleanup costs for hazardous spills/incidents	0
E4-Environmental Compliance	Tuition costs	0
E5-Equipment Maintenance, Repair, & Calibration	Contract labor and repair parts for Tenant-owned equipment	11,000
E6-Explosive Ordnance Support	None/Non-Reimbursable	0
F1-Facilities & Real Property Support	None/Non-Reimbursable	0
F2-Facility Construction & Major Repair	None/Non-Reimbursable	0
F3-Facility Maintenance & Minor Repair	None/Non-Reimbursable	0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 4.

SUPPORT AGREEMENT

1. AGREEMENT NUMBER : W44DQ1-96243-615

7. SUPPORT PROVIDED BY SUPPLIER

SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
C5-Common Use Facility Construction, Operations, Maintenance, & Repair	None/Non-Reimbursable	\$ 0
C6-Communication Services	Tolls	0
C7-Community Relations	None/Non-Reimbursable	0
C8-Community Services	None/Non-Reimbursable	0
C9-Custodial Services	None/Non-Reimbursable	0
D1-Disaster Preparedness	None/Non-Reimbursable	0
E1-Education Services	None/Non-Reimbursable	0
E2-Entomology Services	None/Non-Reimbursable	0
E3-Environmental Cleanup	Cleanup costs for hazardous spills/incidents	0
E4-Environmental Compliance	Tuition costs	0
E5-Equipment Maintenance, Repair, & Calibration	Contract labor and repair parts for Tenant-owned equipment	11,000
E6-Explosive Ordnance Support	None/Non-Reimbursable	0
F1-Facilities & Real Property Support	None/Non-Reimbursable	0
F2-Facility Construction & Major Repair	None/Non-Reimbursable	0
F3-Facility Maintenance & Minor Repair	None/Non-Reimbursable	0
Additional support requirements attached: <input checked="" type="checkbox"/> YRS <input type="checkbox"/> NO	TOTAL	Continued on page 4.

7. SUPPORT PROVIDED BY SUPPLIER

SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
S1-Safety	None/Non-Reimbursable	\$ 0
S2-Security Services	None/Non-Reimbursable	0
S4-Social Actions	None/Non-Reimbursable	0
S5-Supply Services	None/Non-Reimbursable	0
T1-Training Service	None/Non-Reimbursable	0
T2-Transportation Services	None/Non-Reimbursable	0
U1-Utilities	None/Non-Reimbursable	0
V1-Vehicle Support	Leased vehicles, contract labor and repair parts for maint of Tenant-owned vehs	9,000
W1-Weather Services	None/Non-Reimbursable	0
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	TOTAL	\$20,000

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 37-1, 30 Apr 91, Army Accounting and Fund Control.
- c. AR 351-9, Interservice Training, 1 Jul 86.
- d. Memorandum of Understanding Between the U.S. Army Training and Doctrine Command and the U.S. Marine Corps Combat Development Command, 7 Mar 94, subject: TRADOC/MCCDC Memorandum of Understanding (attachment A).

2. This interservice support agreement (SA) documents base operations (BASOPS) support and training support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to the U.S. Marine Corps Combat Development Command (MCCDC), Quantico, VA (Receiver/Tenant). The U.S. Army Field Artillery Training Center (USAFATC) and the U.S. Army Field Artillery School (USAFAS) also provide support as described herein.

3. In accordance with (IAW) reference 1c, the training resources of one military service are to be utilized as much as possible in order to meet the training requirements of other military services. Since the U.S. Marine Corps (USMC) has no facilities available in which to conduct the training requirements described in attachment E, the U.S. Army agreed to allow them the use of training assets at Fort Sill. Thus, Fort Sill is the host for conducting, operating, and managing USMC cannon crewman training.

4. Supported unit (Receiver/Tenant) is the U.S. Marine Corps Artillery Detachment located at Fort Sill. Authorized personnel strength follows:

<u>Personnel</u>	<u>Officer</u>	<u>Enlisted</u>
Permanent Party	3	13
Instructors	26	40

5. Receiver is a DOD component funded separately by USMC. IAW reference 1c, Receiver funded initial start-up and recurring costs for FY 86. Since FY 87, it has been the Supplier's responsibility to program, budget, and fund for the Receiver's support. This responsibility still continues. However, mission unique support and support provided above the normal standard level will be reimbursable; other exceptions are identified in the specific provisions. The reimbursement policy for this agreement is based upon historical practices.

6. Within thirty days after the start of each fiscal year (or as soon as appropriation laws permit); Receiver shall submit an annual DD Form 448 (Military Interdepartmental Purchase Request) for the total amount of the SA to Cdr, USAFACFS, ATTN: ATZR-RE, Fort Sill, OK 73503-5100, DSN 639-2690. Host has the option to accept any portion of the MIPR as a direct fund cite.

Money accepted as a direct fund cite shall be monitored by DFAS and the Receiver. Host will forward DD Form 448-2 (Acceptance of MIPR) to the address in block 6a on page 1.

7. DFAS Lawton-Fort Sill OPLOC shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed through Commander, U.S. Marine Corps Arty Det, ATTN: ATSF-MCR, Fort Sill, OK 73503-5600, for certification to the address in block 6a (page 1) for payment. SF 1080 shall cite this SA number and DODAAC M68531 or unit identification code (UIC) W34N59 and will have appropriate accountable documents attached.

8. Supplier will provide confinement services IAW service-level SAs. Receiver must negotiate separately with DFAS, MEDDAC/DENTAC, and DeCA for finance and accounting services, medical supplies/maintenance and health services, and commissary services respectively.

9. Unless stated otherwise in the specific provisions; services provided will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities (standard level of support) and will be provided within available capabilities and resources. Above-standard level of support and mission unique support are annotated with asterisks (**) in the specific provisions.

10. Receiver shall comply with Supplier's policy, procedures, and regulations that apply to the services provided and financial arrangements made. Receiver shall also provide data as requested by the Supplier to review and update all costs annually. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided.

11. Supplier will not change, reduce, or terminate the agreement unilaterally without giving sufficient advance notice to the Receiver.

a. When possible, both parties shall effect significant changes to support provided by giving sufficient advance notice to the other to allow appropriate funding adjustments to be made during the budget formulation process (at least 180 days). Minor changes may be made by pen and ink or by attaching a memorandum; these changes must be initialed by both parties.

b. Supplier reserves the right to reduce/terminate support based on customer demand and will apply any reductions in support on an equitable basis to all receivers of support.

c. If this agreement is unilaterally terminated with less than 180 days prior notice to the other party, the terminating party may be billed by the non-terminating party for reimbursement of unavoidable termination and procurement expenses incurred during the 180-day period following notification.

12. Points of contact for the administration of this support agreement are as follows:

a. Host: Ms. Dora Presley
Installation Support Agreements Manager (SAM)
Directorate of Logistics (DOL)
Fort Sill, OK 73503-5100
DSN 639-5072/3369 or (405) 442-5072/3369
FAX ext 2719

b. Receiver: Mr. L. D. Gregory
Training & Education Division (C467-3)
Marine Corps Combat Development Command
1019 Elliott Road
Quantico, VA 22134-5027
DSN 278-4601

c. Tenant: CWO3 Edith Ketay
USMC Artillery Detachment
Fort Sill, OK 73503-5600
(405) 442-4204/6498

SPECIFIC PROVISIONS

Category of Support	Host Shall	Tenant Shall
Al-Administrative Services: Non-Reimbursable	<ol style="list-style-type: none">1. Provide blank forms and publications.2. Provide copying services (leased, cost per copy, etc.).3. Provide a personnel locator system.4. Provide general reference and technical library services for official and recreational use.	<ol style="list-style-type: none">1a. To establish an account, submit DA Form 12-R (Request for Establishment of a Publications Account)--original plus 2 copies--to DOIM Publications Supply Sec, ATZR-UAS, B 2800.1b. To place an order, complete and forward DA 17 (Requisition for Publications and Blank Forms) as required to DOIM Publications Supply Sec. Pick up items when notified. Maintain pinpoint distribution files (DA 12-series). Obtain Marine Corps/Navy forms through own channels.2. To request Tenant-owned copiers; submit a memorandum containing appropriate justification to the Information Center Div, DOIM, B 652, 2-4047. Fund for purchase of own copier and for own copier maintenance contract.3. As required, provide the Post Locator (B 930, 2-3693) with required data on each U.S. Marine Corps individual attending and graduating from training at Fort Sill. This applies to permanent party, officer and enlisted students, and the Cannon Crewman Battery.4. Utilize the following libraries as required and authorized. Pay for overdue books and other such fees on an individual cash basis.<ol style="list-style-type: none">a. Installation Reference Library/Morris Swett Technical Library, B 730, Room 16,

Category of Support	Host Shall	Tenant Shall
A1 (cont)		2-4525. Sign for items with drawn from the library and return them within 3 days.
A3-Audio & Visual Information Services: Non-Reimbursable	1. Process work orders for graphic arts, photograph service, slide preparation, training aids, television documentation, and audio recordings.	b. Nye Library, B 1640, 2-5111.
		1a. Establish an account by submitting three copies of DA 1687 to Training Service Center (TSC), B 756, 2-6901/4294. Request services/equipment as needed. Cannon Crewman Btry shall submit requests through USAFATC S4.
		1b. Submit DA 3903 (Training-Audiovisual Work Order) in duplicate at least three weeks prior to desired completion date. For status of work orders, call the One-Stop Work Order desk, B 756, 2-6901/4294.
	2. Provide for the supply/loan of audiovisual and training aids equipment, videotapes, and films on temporary hand receipt. Train Tenant's personnel on the proper use and care of equipment on loan.	2a. Hand receipt TSC equipment. Submit DA 4103 (Visual Information Product Loan Order) for loan of videotapes and films. Request loan of equipment via hand receipt by completing DA Form 3161 in triplicate. Cannon Crewman Btry shall submit requests through USAFATC S4.
		2b. Have operator personnel attend training on the receipt, operation, and repair of equipment as prescribed by TSC. Perform operator maintenance on equipment. Return unserviceable or inoperable equipment issued on temporary hand receipt to TSC for repair.
	3. Provide video teleconferencing services.	3. Make arrangements through TSC, 2-3119, B 700, as required.
	4. Provide microfiche services. Negotiate turnaround time at the time the master is delivered.	4. Provide DOIM, B 462 basement, a formatted computer tape on a microfiche master to produce copied fiche.

Category of Support

Host Shall

Tenant Shall

Automated Data Processing & Automation Services: Partially Reimbursable

1. Provide automated data processing (ADP) services (i.e., PROFS) as required on systems that are compatible with DOIM automated equipment.

1. Request services as needed from the Directorate of Information Management (DOIM). Cannon Crewman Btry shall coordinate support through USAFATC S1.

2. Provide maintenance for Tenant-owned commercially designed ADP equipment. See attachment D for the list of equipment requiring maintenance.

2. For computer repair, submit automated work orders to the Help Desk, DOIM, via PROFS. Furnish a POC and phone number, description of problem, model and serial number of ADP equipment needing repair and its location (building and room number). Purchase own replacement or enhancement equipment. Reimburse for repair parts.

C1-Chapel & Chaplain Services: Non-Reimbursable

1. Provide comprehensive free exercise of religion to active and retired military personnel, and their families. Service includes opportunities for worship, religious rites, family enrichment, pastoral visits, spiritual counseling and religious education.

1. Request services as required from the Post Chaplain's Office, B 463, 2-5790. Ensure military personnel have the time and opportunity to use chaplain and religious services. Assist chaplains as required.

C3-Clubs: Non-Reimbursable

1. Provide various recreational clubs, services, and activities. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.

1. Utilize available recreational facilities as desired. Pay for certain services on an individual cash basis. Pay for non-revenue producing mission-related functions held in club facilities; for payment, utilize the Army charge card (I.M.P.A.C./VISA)--appropriated fund only.

2a. Authorize active duty/retired officers and civilians in grades GS-7 and above (or equivalent) access to the Fort Sill Officers' Club (500 Upton Road). Offer dining, entertainment, and catering. Authorize active duty officers and enlisted personnel, all retirees, and civilians access to The Observation Post (TOP/B 5678), an annex offering food and beverage service and interactive video programs.

Category of Support	Host Shall	Tenant Shall
C3 (cont)	<p>2b. Authorize access to the Gunners' Inn Enlisted Club (6000 area) and Impact Zone Enlisted Club (3400 area); which offer video games, pool tables, music, bar facilities, and short order foods.</p> <p>3. Authorize soldiers, family members, and DOD civilians year-round access to the Fort Sill Golf Course (tree lined) at 1275 Quinette Road and Cedar Lakes Golf Course (wide open fairways with challenging water hazards) at 4746 Monrovia. Both are 18-hole courses offering driving ranges, putting, pitching greens, pro shops, club/cart rentals, snack bars, and golf lessons.</p> <p>4. Authorize access to the Twin Oaks Bowling Center (935 Macomb Road), a full-service 36-lane center offering open bowling, league play, bowling instruction, computerized scoring, a pro shop, game room, and snack bar.</p> <p>5. Authorize access to areas for outdoor recreation such as camping, fishing, hiking, etc. Provide sporting and camping equipment rentals. Offer group activities such as hunting, skiing, and canoe trips; jet skiing; white water rafting; and hang-gliding lessons.</p>	
C4-Command Support: Non-Reimbursable	<p>1. Provide command/staff personnel to manage base operations support provided to all customers. Personnel include the command group, DRM, DPW, DCA, DOIM, and those described in the following paragraphs.</p>	
1. Command Overhead		
2. Protocol	<p>2a. Furnish appropriate protocol services for Tenant's visiting general officers/civilian equivalents. For military grades 07/civilian</p>	<p>2a(1). Notify the Protocol Office immediately (2-3902/2346, B 455) of Tenant's visiting dignitaries (whether for social or official reasons)</p>

Category of Support

Host Shall

Tenant Shall

(cont)

2. Protocol

grades GS-16 and above; make arrangements for lodging, transportation, itineraries, and social functions. Keep Tenant informed of arrangements made and any changes/problems encountered. Furnish Tenant a copy of the itinerary.

military grades 07/civilian grades GS-16 and above. Provide details of the visit and furnish Protocol with biographical sketches of the dignitaries.

2a(2). For visitors in military grades 06/civilian grades GS-15 and below; make own arrangements for billeting, transportation, etc. Arrange billeting for 06 through Billeting Ofc in Comanche House and for GS-15 and below through the BOQ/BEQ. Request assistance/guidance in proper etiquette/procedures as required.

2b. Keep the Commanding General (CG), Chief of Staff (CofS), and Deputy Garrison Commander (DGC) abreast of visiting dignitaries. Provide VIP visit forecasts. Limit distribution of itineraries by operational need.

3. Inspector General

3. Provide Inspector General services as required. Process complaints or requests for assistance presented by Tenant's employees. Assist Tenant's IG in conducting investigations and/or inquiries. Coordinate with Tenant in advance of visits and furnish feedback reports following the visits.

3. For assistance contact the IG, B 462, Rm 301, 2-3176/3109.

4. Auditing

4a. Provide internal review and audit services. Conduct financial or performance audits of Tenant's operations upon request.

4a. For assistance, contact the Internal Review and Audit Compliance (IRAC) Office, 2-3712/2943, B 455.

4b. Manage/monitor visits by external audit agencies such as the U.S. General Accounting Office (GAO), Department of Defense Inspector General (DODIG), and U.S. Army Audit Agency (USAAA). Notify Tenant of any external audit agency

4b(1). When notified of an external audit agency visit, appoint an audit project officer (APO) to monitor the visit. Furnish adequate working space and access to telephones. Furnish reports to the IRAC Ofc as required.

Category of Support	Host Shall	Tenant Shall
C4 (cont)	visits affecting their operations. Prepare command responses to external audit reports.	4b(2). Provide prompt information and access to records requested by external audit agencies. Do not deny access to any official records. However, obtain IRAC Ofc approval prior to furnishing information such as USAAA reports, non-DA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRAC Ofc immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DOD.
4. Auditing	4c. Perform follow-up audits of internal/external reviews and audits.	4c. Provide the IRAC Ofc with written confirmation that all recommendations have been implemented or new target dates for recommendations not implemented. Describe the procedures used to implement recommendations and quantify actual monetary benefits associated with those recommendations. Ensure that internal control procedures have been established to sustain implementation of the recommendations.
5. Property Accountability	5a. Appropriate PBO will assign document numbers to property accountability adjustment documents as required. Forward reports of survey (DA Form 4697) for processing to the Host's POC at DOL, B 2192, 2-3276/3192.	5a. Reference AR 735-5. When the Tenant loses/damages property belonging to the Host, the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, subhand receipt holder, or user) shall initiate the property accountability adjustment document (chapter 12 of AR). Take the document to the appropriate PBO for signature and document number. Tenant's appointing/approving authority is CO, USMC Arty Det, USAFAS, 759 McNair Rd, Fort Sill, OK 73503-5300, 2-6498.

Category of Support

Host Shall

Tenant Shall

(cont)

5. Property
Accountability

5b. Forward approved pecuniary liability ROS' to the Tenant for collection. The Host's installation commander is designated as the appeal authority for ROS' involving Tenant's personnel.

5b. When the surveying officer recommends that the Tenant's employee be held pecuniarily liable, s/he shall forward the ROS to the Tenant for review to agree or disagree with the recommendations and findings. The surveying officer shall add these comments as an exhibit to the ROS.

5c. Notify LEC (2-2101) when loss, damage, or destruction of property is due to apparent theft, willful misconduct, or for damages/accidents involving Host's vehicles. Notify the Fort Sill Field Office of the U.S. Army Criminal Investigation Command (2-4603) when the dollar value exceeds \$1,000.

C5-Common Use
Facility Construction,
Operations,
Maintenance, &
Repair:
Non-Reimbursable

1. Provide for the operation, maintenance, repair, and minor construction/alteration of common use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, energy consumption, and beautification projects.

1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-4214, as required. Call DPW at 2-3251 for emergency work orders.

2. Remove ice and snow on common use areas (such as roads) IAW the installation snow and ice removal plan.

2. Remove ice and snow in Tenant use areas (sidewalks, stairs, and porches). Do not use salt to melt ice; use ammonium nitrate which is available at the DPW Self-Help Center, Bldg 2751. Request services from DPW as needed.

C6-Communication
Services:
Partially
Reimbursable

1. Provide official telephone service with access to the Defense Service Network (DSN), FTS, and local area telephone system. Manage and submit monthly billing documents to Tenant's disbursing and cost accounting as appropriate for reimbursement of toll calls, equipment installation, relocation, and special equipment service charges as may be required.

1. Request services from DOIM as required. Complete and submit DA 3938 (Local Service Request) to DOIM 15 working days prior to required date of service. Dial 114 for minor telephone repair (no dial tone, excessive static, burned out push-button light, etc.). Reimburse for toll calls, equipment installation, relocation, and special equipment

Category of Support	Host Shall	Tenant Shall
C6 (cont)	<p>Provide maintenance of service lines.</p> <p>2. Receive and process telecommunication messages. Forward routine and "priority" messages via the electronic mail system. Telephonically notify Tenant for pick-up of "immediate" or "flash" messages.</p> <p>3. Upon request, identify and install telephone requirements for ADPE. Prior to procurement of inter-command and/or paper systems, DOIM will perform technical reviews to ensure compatibility with existing service.</p> <p>4. Upon request, issue personal phone access codes (PACs) for Tenant's authorized personnel.</p>	<p>service charges. Fund for purchases and tolls associated with cellular phones.</p> <p>2. Pick up unclassified "immediate" or "flash" telecommunication messages in B 462, basement.</p> <p>4a. Request PACs from DOIM as required. In order to place long distance/DSN calls, personnel must enter their PACs after dialing the phone number and hearing the dial tone that follows. Each individual is responsible for maintaining the confidentiality of his/her P</p> <p>4b. Do not move, alter, or place attachments on telephone equipment. Ensure calls are in support of official Government business or emergency situations. Employees who place personal long distance calls on official telephones are responsible for payment of the charges and subject to disciplinary action. Do not discuss classified information over nonsecure telephone lines, which are subject to monitoring at all times.</p>
C7-Community Relations: Non-Reimbursable	<p>1. Conduct open house programs, charity fund raising events, public relations activities, etc.</p>	<p>1. Attend the various functions as necessary. Pay on an individual cash basis as required.</p>
C8-Community Services: Non-Reimbursable	<p>1. Provide community facilities and services and family support center activities to authorized personnel. Publicize schedules</p>	<p>1. Utilize facilities as required. Pay for certain functions on an individual basis.</p>

Category of Support

Host Shall

Tenant Shall

(cont)

of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.

2. Operate one child care center. Provide full-day and part-day child care and pre-school age programs. On-post home-based care for military families is also provided by military family members.

3. Authorize only dependents of military personnel access to Cannon Youth Center (B 1721, 2-6745); which offers games, special events and classes, a snack area, and a teen council. Offer free shuttle service to the center for on-post youths ages 10 to 19. The shuttle will run hourly 1400-2100 on Saturdays and 1400-1700 on Sundays.

4. Authorize access to the Caisson Community Activity Center (B 3281, 2-5623). Provide aerobics classes, concerts, games, movies, a big screen television, and snack bar.

5. Furnish various other services such as theaters, clothing sales stores, etc. Army & Air Force Exchange Service (AAFES) shall offer various services such as the Post Exchange, gas stations, and cafeteria/snack bars. Use of Exchange facilities (other than dining facilities) is restricted to authorized personnel.

1. Provide janitorial services for administrative office space and common service areas of B 759 only. This may include the cost of all common janitorial supplies and equipment.

2. Parents shall furnish children's current immunization records to the central registration office, B 4122. For inquiries and assistance, contact the Child Development Service Branch, B 4122, 2-4787/3927.

5. Pay for services on an individual cash basis.

1a. Submit a written request for custodial services to Directorate of Public Works (DPW) for approval.

C9-Custodial Services:
Non-Reimbursable

Category of Support	Host Shall	Tenant Shall
C9 (cont)	Furnish FS 638 (Custodial Performance Schedule for Part I) for B 759.	<p>1b. Notify the DPW custodial contracting officer's representative (COR) when a building will be closed for an extended period of time.</p> <p>1c. Appoint a custodial coordinator and submit a copy of the appointment to DPW. Custodial coordinators shall report deficiencies in janitorial performance to the inspector (2-5582) or COR by 0830 each workday for corrective action.</p>
D1-Disaster Preparedness: Non-Reimbursable	<p>1. Provide for the full disaster preparedness and response for support including training and equipage. Provide or program for emergency wartime operations to include shelter spaces, shelter supplies, or radiation and chemical monitoring.</p> <p>2. Activate the Emergency Operations Center (EOC) upon order by the Fort Sill CG. Include Tenant in installation planning. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Provide tasking to all activities under the control of the Fort Sill CG.</p>	<p>1. Request services as needed through the EOC, DPTM, B 455, 2-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.</p>
E1-Education Services: Non-Reimbursable	<p>1. Provide assistance to military personnel in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education which is or will be directly related to the performance of official duties. Provide guidance and counseling as required.</p> <p>2. Provide academic and technical/occupational educational opportunities. Fund and manage individual tuition assistance</p>	<p>1. References: AR 621-1 and AR 621-5. Request services as required. Make appointments for counseling by calling the Main Counseling Branch; Education Services Div; Directorate of Plans, Training, and Mobilization (DPTM); B 2607; 2-3876/5961.</p> <p>2. Pay on an individual cash basis for some extension courses offered by various non-DOD agencies (i.e., colleges)</p>

Category of Support

Host Shall

Tenant Shall

(cont)

for military personnel only through the Fort Sill Army Education Center. Ensure military are tested in their assigned MOS.

and universities). Utilize MOS Library at B 3224, 2-3046, as required.

3. Provide educational services to adult dependents of military personnel. Provide primary and secondary schooling for authorized military dependent children residing on post. Transport elementary students living one mile or more from their assigned school. Transport secondary students living one and a half miles or more from their assigned school.

3a. On-post military shall enroll their children in kindergarten through sixth grade at either Geronimo or Sheridan Road Elementary School, which are part of the Lawton Public School (LPS) System. Off-post military shall enroll their children in one of Lawton's 33 elementary schools depending on the location of their residence. Parents shall enroll their junior-high and high-school age children in the LPS System.

3b. For additional information; contact the public school administration office at the John Shoemaker Education Center, 753 NW Fort Sill Blvd., 357-6900.

E2-Entomology Services:
Non-Reimbursable

1. Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirables including, but not limited to, routine treatment of grounds, buildings, equipment, supplies, aircraft, and other common carriers as necessary.

1. Call DPW at 2-3251 for service as required. Notify pregnant and allergic employees located in/near the affected spraying area prior to pest treatment.

E3-Environmental Cleanup:
Reimbursable

1. Use own discretion in determining whether or not to hold Tenant financially liable when the actions of the Tenant result in an adverse environmental impact.

1. At the Host's discretion, bear financial responsibility for clean-up, disposal, and restoration in the event an incident caused by the Tenant results in an adverse environmental impact. Perform clean-up and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended)

Category of Support	Host Shall	Tenant Shall
E4-Environmental Compliance: Partially Reimbursable	<ol style="list-style-type: none"> <li data-bbox="464 205 967 384">1. Administer programs for the control of air, water, noise, hazardous material (HM), and other forms of pollution including resource recovery programs. Inspect Tenant as required. <li data-bbox="464 1094 967 1178">2. Provide environmental training. Publish training schedules quarterly/annually. <li data-bbox="464 1213 967 1640">3. Identify actions requiring an environmental impact statement (EIS), specify methods for obtaining information required in preparing EIS', determine content of EIS', determine appropriate time requirements for comments, establish patterns for consulting, determine mechanism through which EIS' are to be made public, and provide public announcements of plans and programs with environmental impact. <li data-bbox="464 1675 967 1730">4. DCA will manage an installation recycle program. 	<ol style="list-style-type: none"> <li data-bbox="1036 205 1533 751">1a. Request services from the Directorate of Environmental Quality (DEQ), 2-2715, B 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Material and Waste Management Br, B 2592, to meet SARA Title III reporting requirements. Tenant does not generate any hazardous waste (HW) for inclusion in the Host's HW disposal program. Coordinate with Material and Waste Management Br for quarterly environmental compliance inspections. <li data-bbox="1036 787 1533 1056">1b. Notify DEQ of any suspected violation of hazardous waste handling/storage/disposal; personnel knowledgeable of such violations who fail to report them to appropriate authorities may be held personally liable in conjunction with the violator. <li data-bbox="1036 1094 1533 1178">2. Submit training requests as required. Reimburse for tuition costs. <li data-bbox="1036 1213 1533 1329">3. Request EIS services from DEQ as required. Reference the National Environmental Policy Act (NEPA) and AR 200-2. <li data-bbox="1036 1675 1533 1852">4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the Recycling Center, Moway Road and Sheridan Road, 2-2348.

Category of Support

Host Shall

Tenant Shall

(cont)

E5-Equipment
Maintenance, Repair
& Calibration:
Partially
Reimbursable

1. General
Instructions

1. Provide for the maintenance and repair of Tenant-owned and USAFAS-owned (owned by Gunnery Dept and hand receipted to the Tenant) equipment as required and as described in the following paragraphs. See attachments C and D for equipment lists. Repair will be at organizational/direct support (DS)/general support (GS) levels. USAFAS will fund for maintenance of USAFAS-owned equipment. Notify Tenant for pick-up of equipment. DOL furnishes their services under contract operation.

Utilize the volunteer drop-off containers located throughout post for convenience in dropping off aluminum cans and white paper.

1a. Reference USAFACFS Reg 750-6. Perform operator maintenance. Prepare DA Form 2407 (Maintenance Request) with proper authorization and unit identification code (UIC). For USAFAS-owned equipment, use UIC W34N59; for tenant-owned equipment, use UIC M54066. Attach a copy of Tenant's DA Form 2404 (Equipment Inspection & Maintenance Worksheet) to the DA 2407. Ensure equipment is clean with interior and exterior surfaces free of dirt, trash, etc. Reimburse for maintenance and repair of Tenant-owned equipment (contract labor and repair parts).

1b. Present DD Form 577 (Signature Card) and receipt copy #1 of DA 2407 when picking up repaired equipment. Submit a memo to Chief, Supply Div, DOL, designating those individuals authorized to issue DD 577. Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Supply (2-3701) whenever these cards are lost, stolen, or turned in.

1c. Turn in items classified as unserviceable with a copy of the certified DA 2407 to Supply Div, DOL, B 1655.

2. Clothing &
Textiles

2a(1). Regional Confinement Facility (RCF), B 1490, will repair organizational clothing and individual equipment (OCIE).

2a(1). Perform individual maintenance and repair on OCIE. Prepare DA 2407 for each national stock number (NSN) of OCIE turned in to RCF for repair.

Category of Support	Host Shall	Tenant Shall
E5 (cont)	2a(2). RCF will also sew name tapes on clothing as required.	2a(2). In order to have tapes sewn on clothing, prepare and submit DA 2407 along with the tapes and clothing to RCF.
2. Clothing & Textiles	2b. Provide for the maintenance and repair of tents.	2b. Repair rips/tears smaller than 4 3/4". For larger jobs, prepare and submit DA 2407 to B 2255 for assignment of a work order number. Deliver DA 2407 and tents to Canvas Repair Shop, DOL, B 2252, 2-3650. Tents must be clean, dry, folded, and tied prior to acceptance by the Host.
3. Electrical, Electronic, Communication, Photographic, & Audiovisual Equipment	3a. Provide for the maintenance and repair of general or special purpose electrical, electronic, telecommunications, photographic (such as cameras, film cases, photo lights with stands, and enlarging cameras), and audiovisual equipment and their components.	3a. Take equipment and DA 2407 to QC inspector, B 2258E, 2-5394, for evaluation of repair. QC inspector will direct Tenant to B 2255 for a work order number or to the appropriate shop office.
	3b(1). Provide for the installation, repair, maintenance, and inspection of integrated commercial intrusion detection systems (ICIDS) for Tenant's arms room (B 2610). Perform DS preventive maintenance checks.	3b. For service, call DOL Maintenance, 2-5219, B 2258W.
	3b(2). DOL maint rep, LEC rep, and Tenant shall jointly survey Tenant's location to determine requirements. DOL Maintenance shall prepare and submit work requests to DPW and DOIM to install power lines, conduit, and monitor lines.	
	3b(3). Provide emergency repair of activated alarms; coordinate with the Tenant and LEC as appropriate.	
4. Office Equipment	4. Provide for the maintenance and repair of household appliances and office equipment (i.e., adding machines, calculators, and typewriters). Computer and copier repairs are	4a. Request repairs for office machines by calling Misc Contracts Section, 2-5161/4125.
		4b. For items not under warranty, deliver equipment and

Category of Support

Host Shall

Tenant Shall

(cont)

4. Office Equipment

covered under separate categories of support. Items under 10 years of age are under contractual repair through Miscellaneous Contracts Section, DOL.

2407 to B 2258E for evaluation of repair for turn-in and/or replacement.

4c. For safe repair, submit DA 3953 to DOC.

5. Calibration of Precision Measuring Equipment

5a. Provide inspection, maintenance, repair, calibration, and certification of precision measuring equipment.

5a. Appoint a TMDE coordinator. Furnish a list of equipment requiring calibration to DOL. Comply with calibration suspense dates. Provide an organization supply account number for ordering repair parts. Review monthly calibration listings for accuracy.

5b. DOL shall perform F-level calibration (contract operation). Inspect TMDE for coding for turn-in.

5b(1). For F-level calibration, deliver equipment and AMXTM Form 34A (Calibration Data Card--Hand Prepared Master Record Card) to Production Control, B 2255, for a work order number. Ensure TMDE submitted for turn-in is attached with a valid DA Label 80 or a valid DA Form 2417 "Red Tag."

5b(2). For T-level calibration and above, negotiate a separate SA with U.S. Army Area TMDE Support Operation (ATSO), a tenant activity on Fort Sill.

E6-Explosive Ordnance Support: Non-Reimbursable

1. Provide for the management, supply, and maintenance of devices charged with explosives, propellants, and pyrotechnics. Ammunition allocations will be adjusted between Department of the Army and USMC; therefore, no funds will be transferred to the Host for this support.

1. For explosive ordnance disposal services, negotiate separately with 61st Ord Det (EOD), B 5124, 2-2313/5209.

2. Order ammunition from forecasted requirements. Gunnery Dept, USAFAS, will project requirements for Cannon Crewman Battery. Receive and process ammo (which includes howitzer ammo; M2, 50 caliber ammo; M60 machine gun ammo; and M16A1 (5.56) ammo). Inspect ammo vehicles. Provide access to and

2a. Submit an annual ammo forecast (FS 264/Training Ammunition Requirements Report) to DPTM monthly. When forecasting, remember the ASP requires 120 days advance notice of requirements to allow for requisitioning and shipping the ammo.

Category of Support**Host Shall****Tenant Shall**

E6 (cont)

key control within the Ammunition Supply Point (ASP). Issue ammo. Receive unexpended ammo and residue after each training exercise. Provide demilitarization services as required.

2b. Prepare and handcarry DA 581 (Request for Issue and Turn In of Ammunition) in 6 copies to the ASP, B 2304, 3 working days prior to the required date. Prepare and submit DA 1687 and assumption of command orders to the ASP prior to issues. Upon arrival at the ASP, present completed FS 577 (ASP Vehicle Inspection (Transportation of Ammo on Post)) to the ammo checker. Furnish DPTM a copy of DA 581 four working days prior to issue.

2c. No food, flame-producing devices, or items that produce static electricity or stray currents (i.e., matches, lighters, firearms, cameras, radio communications equipment, etc.) are permitted in the ASP.

2d. Provide work details to facilitate ammo issue. Verify ammo received against DA 581. Handle, load, transport, and secure ammo IAW appropriate technical manuals.

2e. Display 4 authorized placards on each vehicle transporting ammo. Government motor vehicles involved in on-post shipments shall be equipped, as a minimum, with two Class 1 BC rated portable fire extinguishers.

2f. Report accidents, incidents, and malfunctions involving standard ammunition items or components to Range Control. Immediately cease fire/operations; secure the site; and ensure no disturbance of site, fragments, remnants, etc., occurs pending arrival of the investigation team.

Category of Support

Host Shall

Tenant Shall

(cont)

3. Provide daily storage and maintenance of ammo while in storage until issued. Perform cyclic and safety-in-storage inspections of stored ammo as needed. Conduct quarterly inventories and send results to Tenant.

4a. Provide ammunition surveillance support (i.e., inspections of ammunition, storage locations, transportation vehicles, and operations). Maintain records of inspections, ammunition suspensions, restrictions, reclassification, overhead fire clearance, and propellant stability data. Provide this information upon Tenant's request.

4b. Provide technical assistance on all matters pertaining to ammunition, explosives, and explosive safety including (but not limited to) receipt, handling, shipping, modification, renovation, storage, loading, maintenance, care, disposal, and use. Monitor operations involving ammunition, explosives, and firing sites.

4c. ASP ammo officer will prepare and submit ammunition malfunction reports IAW AR 75-1 and assist in accident/incident investigations involving ammunition and explosives IAW AR 385-40 and AR 75-15.

2g. Upon completion of exercise; police firing areas to ensure all ammo, ammo components, and packing material are recovered. Dispose of excess and unused powder increments by burning in a designated area.

4a. Request ASP ammo officer participation in meetings, briefings, conferences, etc. Request ASP ammo officer's review, concurrence, or advice on test plans, standard operating procedures, etc., as required or desired.

4b. Provide ASP ammo officer prompt access to firing sites, explosives operations, and field storage locations. Request surveillance technical assistance as required.

Category of Support**Host Shall****Tenant Shall**

F1-Facilities &
Real Property
Support:
Non-Reimbursable

1. Provide adequate space for office administrative, operational, and storage purposes. See attachment B for buildings assigned to the Tenant.

2. Account for facilities used by the Tenant and subsequent improvements thereto on the Host's real property inventory. Hand receipt buildings to Tenant; conduct joint inventories as required. Conduct space utilization surveys as needed. Use of facilities is subject to the Host's installation master plan (i.e., relocation, demolition, construction, etc.) and the Host's mission essential requirements.

F2-Facility
Construction &
Major Repair:
Non-Reimbursable

1. Review requests/requirements to modify/add to existing facilities and approve/disapprove said requests/requirements prior to initiating any work. Provide Tenant-requested minor construction on an as available (Host-approved) basis.

2. Provide facility planning, engineering designs, drafting and reproduction services, site survey support, inspection, and job planning and estimating required for the construction (military and minor), fabrication, and repair of facilities and equipment.

3. Provide supervisory and administrative (S&A) inspection of renovation projects.

1. Identify and justify facility requirements. Submit requests for building space to DPW, B 1950, 2-2670.

2. Sign for space occupied (hand receipt). Conduct joint inventories as required.

1. Retain buildings in their present condition without change unless written authorization is obtained from DPW (DA Form 4283) authorizing any changes. Notify Master Planning/Real Property (2-3517/2670/2922) of any requirements to modify/add to existing facilities. Program, budget and fund for minor construction projects which are mission related.

2. Submit requests for facilities to DPW Engineering Div, B 1950, 2-3517. Develop project justification, assist Host in the preparation of DD Form 1391, and submit document through command channels.

3. Reimburse for S&A inspection/compliance costs (one-time charge of 8% of the total project cost) apart from the support agreement cost.

Category of Support	Host Shall	Tenant Shall
3-Facility Maintenance & Minor Repair: Non-Reimbursable	<p>1. Provide for the maintenance and repair of real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds (IAW USAFACFS Reg 420-8), railroads, surfaced areas, and other real property. Also included are landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix (QN) for the Tenant.</p> <p>2. Maintain a Self-Help Program (Bldg 2751, 2-4723) and a U-Do-It Program (for projects beyond the scope of the Self-Help Program but still within the unit's capability). Provide materials, instruction, and inspections as required.</p>	<p>1a. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-4214, as required. Call DPW at 2-3251 for emergency work orders.</p> <p>1b. Perform grounds maintenance which includes removing debris, mowing within 75 feet of assigned buildings, fertilizing, trimming, and watering. Maintain topsoil, shrubs, and trees. If grass clippings, tree limbs, and other debris are too large or too heavy for dumpsters; transport the debris to the rubble pit on the East Range.</p> <p>2a. Organize a unit self-help maintenance team. Team members shall attend DPW self-help training sessions as required. Keep minor tools on hand in order to perform minor maintenance. Perform repair and utilities (R&U) and self-help activities at the same level expected of the Host's activities.</p> <p>2b. Perform minor maintenance such as replacing door handles and light bulbs, tightening loose bolts or screws in installed equipment, spot painting the interior of buildings for cosmetic repair, etc.</p> <p>2c. Utilize installation self-help programs. Request guidance and instruction from DPW as required. Provide the labor for these projects. Request materials from DPW.</p>
F5-Fire Protection: Partially Reimbursable	<p>1. Provide appropriate fire protection for buildings assigned to the Tenant. Provide a fire prevention program.</p>	<p>1a. Reference USAFACFS Reg 420-90. Request assistance in fire prevention as required from DPW Fire Protection & Prevention Division, B 6041, 2-5911.</p> <p>1b. Appoint a unit fire marshal and building fire warden.</p>

Category of Support

Host Shall

Tenant Shall

F5 (cont)

Attend fire prevention lecture when available.

1c. Upon discovering a fire, alert all personnel in the building and report the occurrence to the Fort Sill Fire Department (dial 911). Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.

1d. Provide material safety data sheets (MSDS) to the Fort Sill Fire Dept (B 6041) for all hazardous materials used/stored in assigned facilities. Also, furnish the exact location of these materials.

2. Requisition, distribute, and maintain fire extinguishers installed in real property. Determine reason for fire extinguisher discharge.

2. Deliver fire extinguishers annually and after every use to Fire Station #2, B 5031, for inspection, test, reseal, and recharge. Reimburse Host if fire extinguishers were discharged for other than to put out fires.

F6-Food Service:
Non-Reimbursable

1a. Provide meals in post dining facilities for Tenant's personnel and students. Verify feeding status of individuals.

1a(1). Subsist in the designated dining facility: B 6007.

1a(2). Verify feeding status of personnel (reimbursable or non-reimbursable) with the dining facility manager. Keep the dining facility manager advised of any changes in personnel strength to be fed. Furnish a list of personnel authorized to be subsisted as required.

1b. Ensure non-reimbursable/common service meals are accounted for on DA 3032.

1b. Enlisted soldiers with meal cards must sign DA 3032 (Signature Headcount Sheet) in lieu of individual reimbursement. Soldiers on separate rations, officer personnel, civilians, and individuals on per diem must reimburse for meals on an individual cash basis.

Category of Support	Host Shall	Tenant Shall
(cont)	<p>1c. Consolidate headcount data (DD 1544 and DA 3032) on DA 3033 (Headcount Record). Troop Issue Subsistence Activity (TISA) will submit DA 2969 (Food Cost & Feeding Strength Report) to higher headquarters. U.S. Army is reimbursed at DA level for meals reported.</p>	<p>1c. Submit projected headcount to supporting dining facility for enlisted soldiers authorized meals without reimbursement.</p>
H2-Housing & Lodging Services: Non-Reimbursable	<p>1d. Collect and record cash payments on DD 1544 (Cash Meal Payment Sheet). Deposit cash using DD 1131 (Cash Collection Voucher).</p>	<p>1. Instruct incoming personnel to report to Family Housing Section (Aultman Hall, B 5676, 442-2813/6966/6819) for housing referral.</p>
	<p>1. Provide family housing support and housing referral services to authorized personnel and bachelor officer quarters (BOQ)/bachelor enlisted quarters (BEQ) accommodations for unmarried/unaccompanied personnel attached or assigned to Fort Sill IAW AR 210-50 and USAFACFS Reg 210-50. This includes Tenant's permanent party and student personnel.</p>	<p>2. Call Billeting Branch, DPW, B 5676, (405) 442-6991/5000, for reservations. Upon arrival, personnel shall provide a copy of their TDY orders. Ensure availability/nonavailability of Government quarters is cited on TDY orders. Reimbursement is required on an individual cash basis for Government quarters provided. If Government quarters are not available, make hotel accommodations in the Lawton area.</p>
	<p>2. Provide temporary quarters for visiting military and civilian employees as requested. When TDY quarters are not available, provide recommendations on hotels in the Lawton area.</p>	<p>3. Ensure appropriate deductions are made from military pay when Tenant's personnel reside on Fort Sill. Residents of Fort Sill are subject to applicable post policies. The Fort Sill Commanding General has legal jurisdiction over any Tenant personnel at any time</p>
	<p>3. When on-post residential quarters are provided/terminated, mail assignment/clearance of quarters notice to local FAO.</p>	

Category of Support	Host Shall	Tenant Shall
H2 (cont)	4. USAFATC shall provide billeting space allotted for a collocated U.S. Marine Corps training battery. See attachment B for facilities assigned.	they are physically present on the installation.
L1-Laundry & Dry Cleaning: Non-Reimbursable	1. Provide laundry and dry cleaning service for organizational property assigned as Government property (i.e., pillows, blankets, and mattress covers). The installation laundry is under contract operation in B 1955, 2-3212/3383.	1a. Deliver and pick up laundry items. Submit appropriate forms with items to be cleaned.
		DA 2707-Dry Cleaning List DA 2741-Laundry List for Piece-Rate Patrons
	2a. Offer laundry and dry cleaning service for organizational clothing and individual equipment (OCIE/TA 50 items) to military personnel on a piece-rate basis. Post piece-rate prices for customer information.	1b. Dry clean drapes and launder rags by submitting a purchase request to DOC.
		2a. Reference AR 210-130 and TM 10-8400-201-23. Have fitted wool items dry cleaned. Since sleeping bags, shelter halves, and field trousers require special cleaning; turn them in to the installation laundry. Pay for piece-rate laundry on an individual cash basis.
	2b. Provide coin-operated and Post Exchange laundry services on a cash basis.	2b. Utilize facilities as required (Bldgs 911, 1716, 2917, 4114, 5676, and 6036). Pay for services on an individual cash basis.
L2-Legal Services: Non-Reimbursable	1a. Provide legal assistance IAW AR 27-3 to military personnel assigned to the Tenant and their family members. This includes permanent party, students, and Marine Battery. Service includes assistance/counselling on wills, taxes, divorce and legal separations, and contracts.	1a. Schedule legal assistance appointments with the Legal Assistance Office (2-5058, B 2593) and ensure these appointments are kept.
	1b. Provide legal review of and representation of the Government in administrative actions including separations, reports of survey, line of duty investigations, award and execution of	1b. Schedule ethics training with Administrative Law Division, 2-2703.

Category of Support	Host Shall	Tenant Shall
(cont)	<p>procurement contracts, personnel matters (conflicts of interest, standards of conduct, grievance hearings/reviews, etc.) and similar actions. Provide annual ethics training required by the Joint Ethics Regulation.</p> <p>2. Furnish claims service IAW AR 27-10 for military personnel.</p> <p>3. Military justice is not within the jurisdiction of the Host.</p>	<p>3. Provide own military justice support through next higher headquarters.</p>
M1-Mail Service: Non-Reimbursable	<p>1. Receive and sort incoming mail in a central distribution center. Distribute official outgoing mail accordingly. Return to sender any Second, Third, and Fourth Class personal mail (mail with an individual name as the first line of the address). Provide mail handling classes as needed.</p>	<p>1. Provide a list of official office symbols as requested. Pick up incoming mail and deliver outgoing mail to the Central Mailroom, B 930, 2-3981, on a scheduled basis. Notify appropriate agencies of Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as personal mail and thus returned to sender.</p>
-Morale, Welfare, α Recreation (MWR) Activities: Non-Reimbursable	<p>1. Provide for the use of parks, recreational centers, gyms, fitness centers, athletic fields, hobby shops, craft centers, and related services.</p>	<p>1. Utilize facilities/services as required and authorized. Pay for certain services as required on an individual cash basis.</p>
M5-Mortuary Services: Non-Reimbursable	<p>1. Provide limited assistance in the recovery, identification, care, and disposition of Tenant's deceased military personnel (active duty) on a case-by-case basis.</p>	<p>1. Coordinate requirements with the mortuary officer, Military Personnel Division/ Adjutant General (AG), B 3162, 2-4014.</p>
M6-Museums: Non-Reimbursable	<p>1. Provide facilities and services that display objects of historical military value and significance. Open the museum (Bldgs 445, 442, 425, 345, 336, and 160) Sunday through Saturday, 0830-1630 (outdoor exhibits: Cannon Walk and Missile Park). Open Bldgs 340, 437, and 441 Monday through Friday, 0730-1600.</p>	<p>1. Utilize facilities and services as required and authorized.</p>

Category of Support	Host Shall	Tenant Shall
M6 (cont)	2. Offer specialized research by appointment only, public tours, living history educational programming, and a gift shop (no fees involved--donations welcome).	2. Pay for gift shop items required on an individual case basis.
P1-Police Services: Non-Reimbursable	1. Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations).	1a. References: AR 190-11 w/TRADOC-FORSCOM supplements AR 190-13 w/TF supple AR 190-51 USAFACFS Reg 190-1
	2. Include Tenant in physical security inspections.	1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with Law Enforcement Command (LEC) any requirements for special security of equipment and buildings assigned to the Tenant.
	3. Notify Tenant of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.	2. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.
	4. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.	3. Provide information for serious incidents reports as required. Report actual or suspected criminal incidents immediately to the Military Police desk, 2-2101.
P2-Printing Services: Partially Reimbursable	1. The Defense Automated Printing Service (DAPS) is a tenant activity on Fort Sill. DAPS shall provide a centralized printing/duplicating facility. Normal operating hours will be from 0700 to 1530 weekdays. Publish pricing schedules for customer information.	4. Register vehicles and firearms at B 1670, 2-5383/3045.

Category of Support

Host Shall

Tenant Shall

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2. DOIM is the Fort Sill printing coordinator approving unit requirements. The DOIM printing liaison officer (B 652, 2-2806) shall administer the printing program, track activity printing expenditures, and maintain quarterly reports on cost savings/increases.

2a. Complete Form NPPS/DAPS-SWA 5604/1 (Printing/Reprographics Request); include POC name and phone number on the form. Forward 3 copies (photographic copies are not acceptable) of the form with the printed material through DOIM, Instl Admin Mgt Div, ATZR-UA, B 652, 2-2806, to DAPS Detachment Branch Office (DAPSDBO)--Fort Sill, B 442, 2-4478. Marine Battery shall submit requests through USFATC S4 to DOIM. Reimburse DOIM when costs exceed allocated ceiling.

2b. Utilize DAPS when requirements exceed 25 copies per original. Submit routine requests at least 2 weeks prior to required date and coordinate priority requests with DOIM.

3. DAPSDBO--Fort Sill shall telephonically notify supported activities for pick-up of their printed items.

3. Pick up printed material when notified by DAPSDBO.

P3-Public Affairs:
Non-Reimbursable

1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Missions include public information, community relations, and internal (troop) information.

1. References:
AR 360-5 w/USAFACFS Suppl,
AR 360-61, and AR 360-81.

2. Handle all civilian news media queries concerning Fort Sill including Tenant activities on the installation. Coordinate those having Army-wide impact with higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Process hometown news releases for military personnel. Invite media to cover changes of command, grand openings, etc., as requested by the Tenant.

2a. Coordinate in advance with the Public Affairs Office (PAO) before releasing any official information to the news media. Inform PAO of situations which are or could be of interest to the civilian news media (2-2521/2384, B 455).

2b. Request, coordinate, and supervise all photographic support for Tenant-sponsored ceremonies and activities directly with TSC Photo Br.

Category of Support	Host Shall	Tenant Shall
P3 (cont)	<p>3. Coordinate appropriate community relations programs with civilian organizations consistent with Fort Sill's AR 5-9 area of responsibility.</p> <p>4. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability.</p>	<p>3. Provide assistance for selected community relations projects as required.</p> <p>4. Submit items of interest to The CANNONEER, B 455, 2-5150. Deadline for publication is COB every Friday.</p>
P4-Purchasing & Contracting Services: Non-Reimbursable	<p>1. Provide for the procurement of supplies and/or services for a price. Support includes central and local procurement, procurement planning, and purchasing operations. Provide issuance and analysis of solicitations, negotiations, award, administration, and termination. Costs for items and services procured will be at actual or contract price as determined by the Directorate of Contracting (DOC). USAFAS will screen, approve, and initial off on Tenant's purchase requests which include direct fund cites for nonstandard supplies and then forward them to DOC for local purchase.</p>	<p>1a. Prepare DA 3953 (Purchase Request & Commitment) with appropriate fund cite and point of contact. Submit DA 3953 directly to DOC, B 1803, for services. Submit DA 3953 or DD 1348-6 through DOL to DOC for standard supplies and through USAFAS to DOC for nonstandard supplies.</p> <p>1b. On hand-carried requisitions, include a statement as to whether pick-up at the vendor's location is desired/authorized.</p> <p>1c. Since small purchases are keyed into a national electronic billboard for increased competitive bidding, ensure purchase descriptions are adequate for all bidders to identify. Also, consolidate requirements for even better pricing.</p> <p>1d. Before submission to DOC, forward classified contracting requests to Directorate of Plans, Training, and Mobilization (DPTM) Security Div, B 455, 2-2397, for review. See category S2-Security.</p> <p>1e. Tenant is subject to those items as authorized by TDA, CTA, and other authorization documents recognized by the Host.</p>

Category of Support	Host Shall	Tenant Shall
(cont)	<p>2. Appoint SF 44 (Purchase Order-Invoice-Voucher) holders. Provide training on the use of commercial credit cards and determine necessary card holders for efficient, effective performance of the contracting mission. Appoint credit card holders and monitor purchases, ensuring purchase is made within Federal Acquisition Regulation guidelines.</p>	<p>2. Request ordering officer and credit card holder appointments as required.</p>
<p>R1-Refuse Collection & Disposal: Non-Reimbursable</p>	<p>3. TRADOC Contracting Activity (TCA) will provide only routine installation-level automatic data processing equipment (ADPE) acquisition support.</p> <p>1. Provide for the collection, transportation, and disposal of refuse (trash and compost). Furnish trash and compost containers. Furnish three dumpsters.</p>	<p>3. Negotiate with and reimburse TCA for their services, if requested.</p> <p>1. Request services as required from DPW. Comply with Host's policy concerning dumpsters and pollutants. Do not leave trash outside of dumpsters. When dumpsters are full and need to be emptied prior to the next regularly-scheduled run, call the DPW Inspection Branch at 2-5582/5746.</p>
<p>R2-Resource Management: Non-Reimbursable</p>	<p>1. Cost and process SAs; manage reimbursable funds.</p>	<p>1. Provide feeder data as requested by the Host in a timely manner.</p>
<p>S1-Safety: Non-Reimbursable</p>	<p>1. Include Tenant in the installation safety program IAW AR 385-10 and TB 385-4. Conduct safety meetings and inspections as required. Arrange for radiological surveys. Recommend personal protective equipment required for safe operations. Provide safety promotional material and safety training as required.</p> <p>2. Furnish technical assistance when necessary for proper investigation and reporting of accidents.</p>	<p>1. Request services as needed from the Field Artillery Branch Safety Office, B 2912, 2-4466. Appoint a unit safety officer IAW USAFACFS Reg 385-10-1. Attend safety meetings as required.</p> <p>2a. Conduct business with safety in mind to reduce job-related injuries. Maintain current information on designated individuals to be notified in case of emergency.</p>

Category of Support

Host Shall

Tenant Shall

S1 (cont)

S2-Security
Services:
Non-Reimbursable

1. Establish and maintain an effective information security program which includes the Tenant. The security program includes (but is not limited to) personnel, technical, industrial, communications, operations, and information systems security. Physical security is covered under category P1-Police Services.

2. Provide assistance and guidance as required. Provide security education and awareness; this includes the security manager's course and staff assistance visits.

3. Process security clearances, conduct security compromise investigations, and conduct unannounced as well as scheduled inspections.

2b. Report job-related injuries/diseases to the immediate supervisor.

1a. Handle, store, and safeguard classified information IAW Host's policy and procedures.

1b. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to DPTM Security Div, B 441, 2-2397. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTM Security Div. Submit contractor requests for classified visits to DPTM Security Div for approval.

1c. Do not discuss classified information over unsecure telephone lines nor with unauthorized personnel. Do not record telephone conversations or listen to them as a third party without advance consent of all parties. Attach DD 2056 (COMSEC Monitoring Warning) to all telephones.

2. Conduct the mandatory annual Subversion and Espionage Directed Against the U.S. Army (SAEDA) briefing to Tenant's personnel.

3a. Develop and distribute security access rosters as appropriate. Complete SF 312 (Classified Information Non-disclosure Agreement) for employees with clearances. Complete DA 2962 (Security Termination Statement) to debrief departing employees who have had access to classified information.

Category of Support

Host Shall

Tenant Shall

(cont)

4. Provide assistance and instruction for changing safe combinations.

3b. Report derogatory information on DA 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances. Notify DPTM Security Div of suicides or attempted suicides of personnel who have had access to classified material. Report knowledgeable AWOL to DPTM Security Div within 24 hours. If espionage or subversive activity is discovered or suspected, the unit security manager shall report the incident directly to the 902d Military Intelligence Group at 2-2720.

3c. Comply with the Entry/Exit Inspection Program IAW Fort Sill's memo dated 16 Jan 90. Conduct quarterly inspections of Tenant's facilities that process classified information.

4a. Change own safe combinations; request assistance from DPTM Security as required. Or submit a purchase request to DOC to change the safe combination. For safe "lock-outs," contact DPTM Security for assistance. If efforts are unsuccessful, submit a purchase request to DOC to get the safe opened. Obtain prior approval from DPTM Security before having a security container drilled open.

4b. Maintain zero classified and two unclassified safes. Complete SF 700 (Security Container Information) to identify personnel access to each security container. Record daily safe usage on SF 702 (Security Container Check Sheet). Use classified cover sheets when material is removed from a security container.

Category of Support**Host Shall****Tenant Shall**

S2 (cont)

5. Identify electronic information processing equipment and determine their sensitivity levels. Provide TEMPEST advice on the acquisition of automatic data processing equipment.

5. Appoint an information systems security officer (ISS) and terminal area security officer (TASO). Provide a list of computer systems accredited through the Tenant or other agencies to DPTM Security on a quarterly basis to arrive NLT three working days after the beginning of the month. Control access to terminals. Process classified information only on TEMPEST-certified equipment.

6. Review contracts for compliance with industrial security requirements. Include specific industrial security requirements in DD Forms 254 (Contract Security Classification Specification) issued for Tenant's contractors working on the installation.

6. Prior to solicitation, forward classified contracts to DPTM Security Div for review. This includes contracts let by the Tenant's contracting office to be performed on Fort Sill. See category P4.

S4-Social Actions:
Non-Reimbursable

1. Provide services, assistance, or training to military personnel on matters pertaining to alcohol and drug abuse, equal opportunity, social actions, and human relations.

1. Request services and assistance as needed from the following:

a. Drug and Alcohol Abuse Control Div, Directorate of Community Activities (DCA), 2-2691/4205, B 2870.

b. Equal Opportunity Ofc, DCA, 2-6295, B 922.

S5-Supply Services:
Non-Reimbursable1. Installation
Supply Account

1a(1). Provide for the receipt, storage, management, and distribution of commodities, materiel, and equipment via the procurement/supply system. This includes all operations from receipt of materiel and equipment into storage to the issue and shipment of items from storage. Installation supply service is provided by DOL.

1a(1). Reference USAFACFS Reg 725-1. Upon approval from DOL Supply Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL, ATTN: ATZR-LSM, B 1655, 2-5171/5005. Include in the memo the unit's in-the-clear (TAC 1) address (which includes the unit's name, and "Bldg 1655, Fort Sill, OK 73503-5100"), UIC, and DODAAC; type of DODAAC; justification; requisition authority; break bulk point W44QQ8; SPL code 637263; and billing (TAC 3) address.

Category of Support	Host Shall	Tenant Shall
(cont) 1. Installation Supply Account	<p>1a(2). Establish supply accounts. Load customer DODAACs into the supply system; notify customers of effective date.</p> <p>1b. Monitor/budget for acquisition authority to purchase supplies and equipment (EOR 26 and 31) for customers.</p> <p>1c. Accept requisitions for supplies, equipment, and repair parts; process local procurement documents.</p> <p>1d. Prepare DD 1348-1 for Tenant to turn in unserviceable/excess property at DRMO. Upon receipt of DD 1348-1 suspense copy, complete DA 2765-1 and furnish one copy for Tenant's property records.</p>	<p>1a(2). Upon account activation obtain a fund code from DFAS OPLOC, B 1651, 2-2477. Upon receipt of fund code, begin requisitioning. Update account as required.</p> <p>1b. Provide actual and programmed requirements (stock fund) as requested by Supply Management Army Branch, DOL, 2-2474/5307, B 1655W.</p> <p>1c(1). Prepare supply documents (i.e., DA Form 2765/2765-1 or DD Form 1348-6) as needed for items that cannot be purchased via government credit card. Include fund cite and DODAAC (M68531) and forward to appropriate supply support activity (i.e., DOL, DPW, etc.). Present DD Form 577 (Signature Card) when picking up requisitioned items at DOL.</p> <p>1c(2). Submit a memo to Chief, Supply Div, DOL, designating those individuals authorized to issue DD 577. Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Sup Div (2-3701/3219) whenever these cards are lost, stolen, or turned in.</p> <p>1c(3). Tenant's commander or his/her designated representative must sign local purchase requests. Justify local purchase requests with priorities 01-08 in writing.</p> <p>1d. Take equipment and DA 2765-1 to Supply (B 1655); present DD 577. Take equipment and DD 1348-1 to the Defense Reutilization & Marketing Office (DRMO). Return suspense copy of DD 1348-1 and DA 2765-1 to Supply.</p>

Category of Support	Host Shall	Tenant Shall
S5 (cont)		
2. Property Book	<p>2a. Installation consolidated property book officer (CPBO) will provide property book support and hand receipt authorized Host-owned office furniture, equipment, etc., as required to support the Marine Battery. This includes dayroom, billeting, and orderly room property. Conduct joint inventories of hand receipt items with the Tenant.</p> <p>2b. CPBO will provide property book support and hand receipt authorized Government-owned office furniture, equipment, etc., as required to support the Marine Corps Arty Det. Conduct joint inventories of hand receipt items with the Tenant.</p> <p>2c. Process requests for establishment, deletion, and changes to DODAACs for customers serviced by DFAS Lawton-Fort Sill OPLOC.</p>	<p>2a. Marine Battery shall request equipment and furniture only from the CPBO, B 2192, 2-4479/4945. Conduct joint inventories with CPBO. Follow local hand receipt procedures.</p> <p>2b. Marine Corps Arty Det shall request equipment and furniture from CPBO. Conduct joint inventories with CPBO. Follow local hand receipt procedures.</p> <p>2c. If not serviced by DFAS Lawton-Fort Sill OPLOC, obtain/update DODAACs through own supply channels.</p>
3. Expendable Supplies	<p>3. Supply Div, DOL, will establish GSA CSC accounts for customers. Notify GSA of changes to customer accounts.</p>	<p>3a. Utilize the VISA I.M.P.A.C. government credit card to order expendable office supplies from the Fort Worth GSA Customer Supply Center (CSC). Contact DOC to obtain a credit card.</p> <p>3b. Contact Supply Div, DOL, 2-3701/3219, to establish a GSA account and to report changes to the account. Upon receipt of monthly billing statements; cardholders shall certify the purchases and forward the statements to their approving official for verification, to their budget office for authorization of funds, and a copy to Supply Div for review.</p> <p>3c. Upon approval from Supply Div, utilize the credit card for local purchase of expendable office supplies.</p>

Category of Support	Host Shall	Tenant Shall
(cont) 4. Engineer Supply	4a. Provide lumber and lumber-related materials for operational and training projects.	4a(1). On the back of the original top copy of the requisition; list the specific purpose(s) for which the supplies will be used, include the following statement "Supplies will not be used in work which will affect real property facilities on the installation," and obtain the commander's or PBO's signature under these statements for certification. Reimburse for supplies. 4a(2). Obtain approval from the activities DPW program manager (B 1945) prior to submitting requisitions to the storage sections in B 1946 or B 2711.
Clothing & Textiles	4b. Provide construction materials for approved projects/work orders and self-help materials for the maintenance of installation real property.	4b. Obtain approval from the activities DPW program manager (B 1945) prior to submitting requisitions to the storage sections in B 1946 or B 2711.
	5a(1). Central Issue Facility (CIF), B 2810, (405) 442-3377, will provide for the supply of organizational clothing and individual equipment (OCIE) under contract operation for Tenant's personnel and students. Maintain an adequate stockage level according to the amount of funds available. Estimate is 50 items for issue/turn-in for each student. Process issues and accept turn-ins during normal hours of operation unless prior arrangements have been made. Process and issue DA 3645/3645-1 as required.	5a(1)(a). For CIF service, schedule group appointments not more than 60 days in advance. Average Cannon Crewman class strength is 130. Each individual shall provide and sign a separate DA 3645/3645-1 accepting responsibility for the OCIE listed thereon. 5a(1)(b). Furnish a group roster one day prior to day of issue. Notify CIF of name changes of individuals. 5a(1)(c). Furnish a group roster 3 days prior to turn-in. Inspect OCIE before turn-in. Prepare DA 3161 as a lateral transfer for excess serviceable and unserviceable OCIE. Deliver or mail the OCIE with the DA 3161 to CIF, B 2810. Items must be clean (including clothing and web gear), dry, and complete. Do not permanently mark OCIE.

Category of Support	Host Shall	Tenant Shall
S5 (cont)	5a(2). Upon approval by the CPBO, temporarily loan OCIE.	5a(2)(a). Request temporary loan of OCIE via memorandum through CPBO to CIF as required. Attach DA 1687 and appointment orders to the memo. Include in the memo the individual's name and SSN, description of item and size, a justification for the requirement, the period for the loan, preferred time of day for pick-up, and POC's name and phone number.
5. Clothing & Textiles		5a(2)(b). Process replacement issues for lost, damaged, or fair wear and tear of OCIE IAW USAFACFS Reg 725-1.
		5a(2)(c). For OCIE not stocked at CIF, submit DA 2765-1 IAW TM 38-L03-19 (include appropriate DODAAC and cost code) for issue/turn-in to Sup Div, DOL, B 1655.
6. Reparable Exchange	6a. Furnish reparable exchange services for automotive repair parts.	6a(1). Submit a DA Form 2765-1 (DIC AOA) requesting issue, a DA Form 2765-1 (DIC D6A) turning in unserviceable items, and a paper tag attached to each item. Enter the DODAAC, document number, and national stock number (NSN) on each tag. For multiple items with the same NSN, submit only one AOA request and one D6A turn-in per NSN. Present DD 577 when receiving/turning in parts.
		6a(2). Ensure items to be exchanged are clean, complete, and tagged. If possible, remove any rust. Drain items containing liquids. For items containing oil, drain them at least six hours or overnight before turn-in. Place protective coverings (i.e., cardboard) over radiators to prevent further damage to radiator fins.

Category of Support	Host Shall	Tenant Shall
(cont) 6. Reparable Exchange	6b. Publish turn-in credit rates quarterly in "The Billboard." "The Billboard" provides up-to-date credit rates and policy for serviceable and unserviceable items (including DLRs) turned in to the Host's supply support activity (SSA).	6a(3). Receive/turn in tires and automotive repair parts at the Reparable Exchange Activity (RXA), B 2243, Bay 5, 2-2884. Receive/turn in batteries at the Battery Shop, B 2250, 2-5452. 6b. To expedite credit on depot level reparables (DLRs), mark "DLR" in bold letters in the upper right corner of the turn-in document.
7. Materiel Handling Equipment (MHE)	7a. Process requisitions for the lease of general or special purpose MHE through DOC. Providing tractors, cranes, forklifts, etc., on a daily basis is not within the capability of the installation. 7b. Provide for emergency loan of general or special purpose MHE on an as available, as required basis. Loaned equipment may be recalled at any time to satisfy other installation priority requirements.	7a. Submit DA 2765-1 or DD 1348-6 to Sup Div, DOL, B 1655, with fund code and DODAAC. 7b. Request equipment as required from DOL. Contact DPW for cranes, 1-5170. Comply with AR 310-34 concerning the loan, condition, and return of equipment loans.
8. Petroleum, Oils, Lubricants (POL), & Chemicals	8. USAFAS S4 shall provide for the dispensing of fuel, oils, lubricants, and chemicals for Tenant's wheeled vehicles. Process requisitions for packaged POL products.	8. Cannon Crewman Btry shall refuel vehicles through GD, USAFAS, B 846, 2-2323. Marine Corps Arty Det shall refuel vehicles through USAFAS S4, B 2330, 2-4321. Provide an annual estimate of POL requirements.
T1-Training Service: Non-Reimbursable	1. Provide local training programs, courses, seminars, etc., related to the performance of official duties. This includes training offered by various activities on post (some of which have been described in other categories of support) as well as the installation training directorate (DPTM). DPTM will process requests for school quotas as required.	1. Submit training requirements to appropriate directorates within established time frames.

Category of Support**Host Shall****Tenant Shall**

T1 (cont)

2a. Make available small arms firing ranges for training with combat arms (i.e., the M-60 machine gun and MK-19 40mm grenade launcher). Provide assistance in operating the range as required. Provide emergency communications through DPTM.

2b. Furnish targets, target frames, etc.

3a. Provide for specialized instructional training for U.S. Marine Corps personnel attending resident training. Coordinate POI changes with the Commandant of the Marine Corps (T). See attachment D for additional courses to be provided.

2a(1). Reference USAFACFS R 385-1. For small arms training, submit FS 105 (Range Request) eight weeks in advance to Range Scheduling; Directorate of Plans, Training, and Mobilization (DPTM); B 2584; DSN 639-6191/5613. Include a POC and phone number on the request. Notify Range Scheduling ASAP of any cancellations.

2a(2). Provide qualified range management personnel. Provide transportation, weapons, ammunition, and associated equipment for students to and from Fort Sill. Officer in charge shall report to Range Control the day prior to training to receive a range briefing and support equipment. Maintain continuous communication (FM radio) with Range Control. Students shall wear approved helmets and ear plugs on the firing line. Police the range after use.

2b. For targets, submit FS 104 (Training Support Request) through Central Tasking Office (CTO), DPTM, to Range Division Supply, DPTM, DSN 639-3162, eight weeks prior to training.

3a(1). Provide instructors/supervisors IAW the ITRO manpower formula as contained in the manpower subcommittee procedures manual; utilize instructors to meet total mission requirements. Either Fort Sill or the USMC may request instructor/supervisor review as necessary. Instructor personnel shall complete the cannon crewman instructor standardization training course at Fort Sill. Replacement instructor personnel shall arrive one month prior to departure of instructor being replaced to

Category of Support

Host Shall

Tenant Shall

(cont)

allow for instructor standardization training, in-processing, obtaining quarters, etc.

3a(2). The USMC Battery Commander shall attend the USAFACFS Battery Commanders orientation course at Fort Sill.

3a(3). Request/establish from HQ TRADOC school quotas on a fiscal year basis for Marine Corps personnel to attend training at Fort Sill. Provide two-year projections on training requirements. Provide representation to meetings/conferences scheduled for planning and implementation of the training program covered by this agreement. Provide recommended changes to the program of instruction (POI) to Fort Sill for consideration and forwarding to TRADOC for approval.

3b. USAFAS shall provide approved U.S. Army Program of Instruction 041-13B10 (Advanced Individual Training) Cannon Crewman to train U.S. Marine Corps artillery crewmen in artillery tactics and operation and maintenance of artillery howitzers.

3b. Estimate is 8 classes per year for 6 weeks each for 130 students.

T2-Transportation Services:
Non-Reimbursable

1. General Instructions

2. Movement of Personnel

1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material.

2a. Provide reservation and ticketing services in conjunction with military official travel and military leave. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.

1. Request transportation services from DOL in writing, ATTN: ATZR-LST, 2-2403/4471/3909, B 2950.

2a. Request commercial air service as required by calling the Government contractor at 248-5000 (B 2951/official) or 357-6616 (B 1721/leisure). Submit three copies of travel orders for ticket processing. Pick up tickets. Pay on an individual basis for tickets

Category of Support	Host Shall	Tenant Shall
T2 (cont)		obtained in conjunction with official military leave.
2. Movement of Personnel	2b. Approve/disapprove and process requests for military air services on an as available basis. Ensure military air is the most economical form of transportation and the essentiality of the mission justifies the cost involved. (Military aircraft is provided by the Oklahoma Operational Support Airlift Command Flight Detachment, a tenant at Fort Sill).	2b. Complete FS 306 (Army Aircraft Request) and submit it to Aviation Division; Directorate of Plans, Training, and Mobilization (DPTM); B 4907, Rm 205; 2-6160; 72 hours in advance of flight time. Submit changes to original request on another FS 306. Passengers shall report to B 4907 at least 30 minutes prior to flight departure.
3. Movement of Property	3a. Furnish Government bill of lading support when required. 3b. Ship at Host's expense property requisitioned by the Host (Government property).	3b(1). Provide fund cites for shipment of property belonging to the Tenant and for PCS moves. 3b(2). For Federal Express service, submit a memo or DD Form 1348-1 with the item (already packaged for shipment) to DOL Trans Movements Sect B 2961, 2-2000 (NLT 1300 w next day delivery is desired). Include a justification and provide a complete destination address with phone number and fund cite.
	3c. Relocate Tenant at Host's expense when relocation is for the Host's convenience.	3c. Give as much advance notice as possible when requesting a relocation.
	3d. Provide for movement of household goods (personal property) through a responsible shipping office.	
4. Packing & Crating	4. Provide packing and crating services (pack and crate material, weigh packed and crated material, address label for shipping, build wooden crates for specific items, build pallets for specific items (determined by size and weight)).	4. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-4214, as required. Provide DPW Packing & Crating Section, B-1948, 2-5124, with an approved DA 4283 along with material to be packed and crated.

Category of Support	Host Shall	Tenant Shall
(cont) 5. Unit Movement	5. Schedule movement of both personnel and personal property (including issuing meal tickets and excess baggage tickets). Provide shipment planning of cargo, port clearance, ticket processing of transportation documents, and other transportation services related to in-bound and out-bound movements.	
U1-Utilities: Non-Reimbursable		
1. Utility Services	1a. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems, cold storage plants, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant (see attachment B for the list of buildings). 1b. Depending on the weather, turn off air conditioners Sep-Oct and turn on heat Oct-Nov; turn off heat Apr-May and turn on air conditioners May-Jun.	1a. Request services from DPW, as required. Report deficiencies to DPW as soon as they occur.
2. Energy Conservation Program	2. Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost-effective and proven to significantly save energy resources. Conduct energy surveys as required.	1b. Exercise a common sense approach to heating and air conditioning. Comply with Host's schedule for heating/air conditioning. To exercise own discretion, install meters at own expense. 2a. References: USAFACFS Reg 420-1 USAFACFS Pam 420-1 AR 11-27 EPACT 1992 Executive Order 12902 2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW, Program Mgt Br, ATTN: Energy Officer, B 1945, 2-4906/4760. Update the list as appropriate when changes occur.
		2c. Actively promote Fort Sill's energy awareness program. Develop an energy plan to establish efficient

Category of Support

Host Shall

Tenant Shall

U1 (cont)

2. Energy Conservation Program

low-cost actions to identify and reduce energy consumption, improve the level of energy awareness within Tenant's organization, and meet the mandated 30% energy reduction target before the year 2005 IAW Exec Order 12902. Provide a copy of the energy plan to the DPW energy officer.

V1-Vehicle Support:
Partially
Reimbursable

1. Supply

1a(1). Provide for the use of commercial (General Services Administration) or military designed motor vehicles as available from the DOL Transportation Motor Pool (TMP) on daily dispatch. Provide 44-passenger buses with drivers as required. Process requests for transportation.

1a(1). Reference USAFACFS Reg 56-1 and TMP standard operating procedures. Submit FS 833 (Request for Motor Transportation) to TMP, B 2035, 2-2907/6440. Pick up vehicles at TMP NLT 0800 daily; turn in vehicles daily.

1a(2). Furnish the following vehicles on recurring dispatch:

Description	Quantity
Carryall Van	1
Stakebed Truck	1

1a(2). Submit FS 833 as required. Justify vehicles assigned under recurring dispatch every 6 months. When multiple drivers are authorized, furnish TMP with a listing. USMC Arty Det shall reimburse for recurring dispatch vehicles.

1a(3). Issue an electronic key with each TMP vehicle for access to the installation automated fuel management system. Dispatch wrecker as required to retrieve disabled TMP vehicles. Review log books and spot-check condition of vehicles when accepting them for turn-in. Monitor vehicle utilization.

1a(3). Furnish drivers; ensure drivers possess valid driving licenses. Maintain key with log book. Operate vehicles in a safe manner. Use vehicles for official Government business only. Obtain prior approval from the TMP for use of vehicle beyond the 150-mile permissible operating distance (POD).

1b. TMP accident report clerk will ensure report of survey (ROS) or other appropriate action is initiated for vehicles that have been lost, damaged, or destroyed.

1b(1). Reimburse for all damages and repair or vehicle replacement due to other than fair wear and tear and due to Acts of God. Vehicle drivers shall report accidents to the Fort Sill military police (on post) or civilian police (off post), the TMP dispatcher, and driver's immediate supervisor.

Category of Support	Host Shall	Tenant Shall
(cont)		Complete and submit SF 91 (Operator Report on Motor Vehicle Accidents) to the TMP accident report clerk NLT the first duty day following the accident. Complete DD 518 (Accident--Identification Card) and give to driver of other vehicle involved (if appropriate).
1. Supply		1b(2). Initiate ROS to account for lost, damaged, or destroyed vehicles and process paperwork through the Host's POC at DOL, B 2258W, 2-2903 (DOD Other).
2. Maintenance	2a. Notify Tenant of scheduled maintenance requirements for TMP vehicles (maintenance is provided by GSA).	2a. Perform operator maintenance on TMP vehicles. Turn in vehicles to the TMP for maintenance as notified.
	2b. Provide for the maintenance and repair of Host-owned (USAFATC) military designed motor vehicles and Tenant-owned commercially designed motor vehicles and all their related parts.	2b(1). Take vehicle and DA 2407 to the QC inspector (B 2253, 2-6416/2847) for evaluation of repair. QC inspector will direct Tenant to B 2255 for assignment of a work order number or to the appropriate shop office. 2b(2). For Host-owned vehicles, submit requests through USAFATC maintenance officer to DOL. Cannon Crewman course has no requirements since the equipment belongs to Gunnery Dept, USAFAS.
	2c. Include Tenant in the Army Oil Analysis Program (AOAP). Train and certify AOAP monitors.	2b(3). For Tenant-owned vehicles, submit requests directly to DOL. Reimburse for contract labor and repair parts. 2c(1). Appoint a unit AOAP monitor. Ensure all AOAP-designated equipment is included in the program and that samples are submitted at prescribed intervals. Submit samples with DD 2026 (Oil Analysis Request) to the AOAP Lab, B 2285, 2-2326/5262, on the same day they are taken.

Category of Support

Host Shall

Tenant Shall

V1 (cont)

2. Maintenance

W1-Weather Services:
Non-Reimbursable

1. Weather forecast and observation service is provided by 3d Weather Squadron (3d WS), B 4907. The 3d WS provides initial notification of weather conditions to DPTM. (During non-duty hours, they notify the field officer of the day (FOD).) DPTM notifies USAFAS who, in turn, notifies the Marine Corps Arty Det.

2. Ensure rapid and complete dissemination of information according to the Fort Sill Severe Weather OPLAN (SWOP). Notify Tenant of early release (DPTM), closed operations (PAO), and delayed post openings (PAO) due to freezing precipitation or heavy snow.

2c(2). Comply with lab recommendations and notify lab via DD 3254-R (Oil Analysis Recommendation and Feedback) within five working days of maintenance accomplishment. Assure oil changes conform with warranty requirements. Notify lab of changes to the density of equipment and of serial number changes.

2a. Comply with Fort Sill SWOP. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.

2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill operations during inclement weather. Essential personnel shall report to work IAW Tenant's SOP. All other civilians shall comply with local announcements unless superseded by directions from supervisory personnel.

2c. Report weather injuries/damage to 3d WS (2-3200/4000). Report personnel injuries and fatalities to the Adjutant General (AG); after duty hours, report this information to the FOD or to the Severe Weather Damage Operations Control if activated. Report property

Category of Support

Host Shall

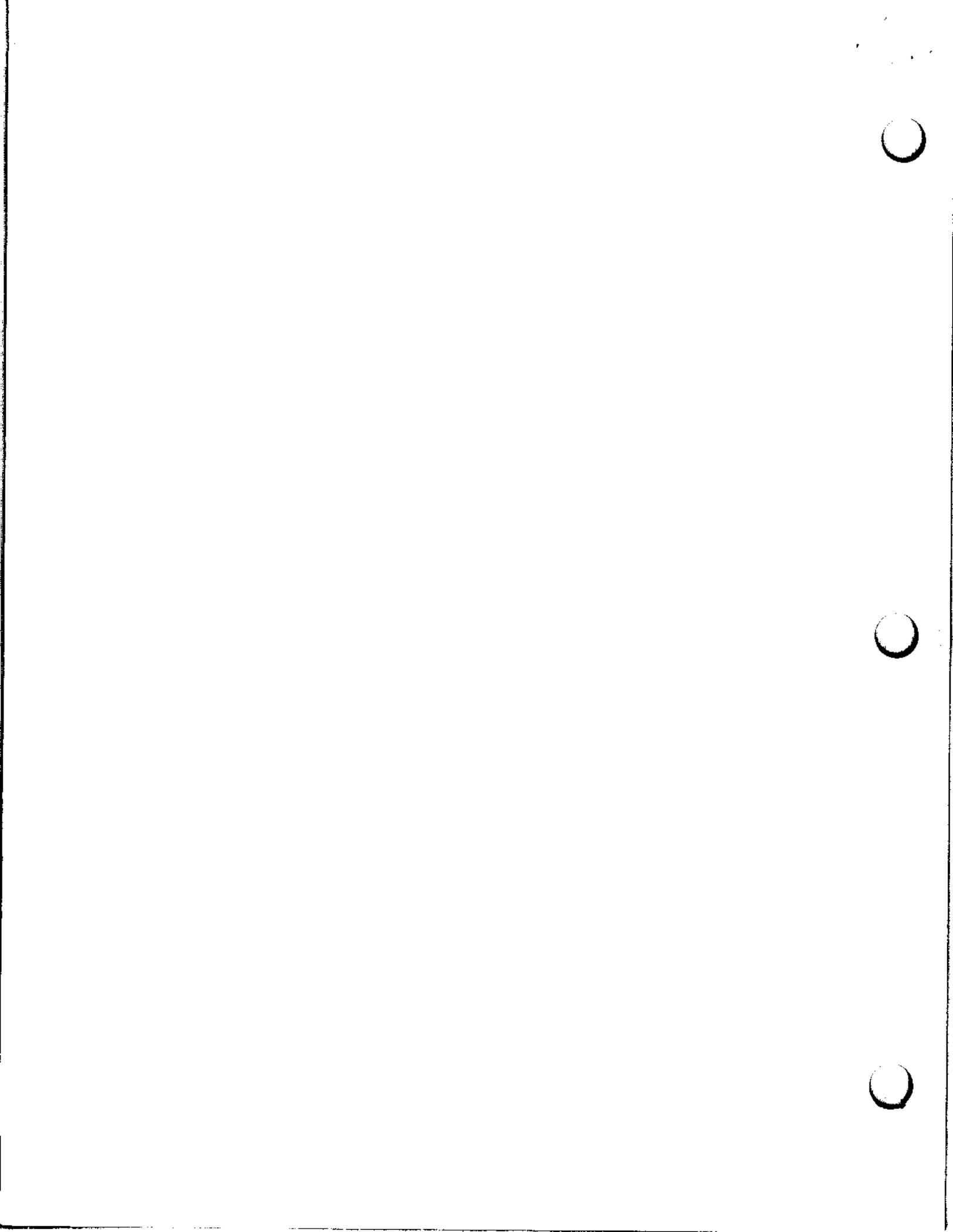
Tenant Shall

W1 (cont)

3. Provide weather data/briefings as required to accomplish the Tenant's mission.

damage to Real Property, DPW Service Order (2-3251) and DOL. Initiate reports of survey for all damage (see category C4-Command Support).

3. Request additional services as required.



FACILITIES LIST

<u>Bldg</u>	<u>Description</u>	<u>Gross Square Footage*</u>
NA	Officer Advanced Course	NA
NA	Officer Basic Course	NA
759	Office Space for Marine Det	5,600
811	Cannon Crewman Battery Arms Room & Office Space (USAFATC)	8,437
831	Cannon Crewman Battery Arms Room (USAFATC)	7,344
2839	Student Billeting (USAFATC)	13,132
6007	Dining Facility, Enlisted Students	NA
6007C	Student Billeting & Cannon Crewman Battery Office Space (USAFATC): North End	24,960
	: Open Area Complex	9,600
6012	Permanent Party Billeting (12 rooms x 262 sq ft + 248 sq ft lounge area)	3,392

*Furnished by the Host.

MCCCO Hand Receipt

Attachment C to
SA #W44DQ1-96243-615

FROM:
SER. SO. USAFAS

TO: PART BOOKS
000-00-0000
1911

HAND RECEIPT NUMBER

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY				
STOCK NUMBER a.		ITEM DESCRIPTION b.	* c.	SEC d.	MI e.	QTY AUTH f.	QUANTITY		
							A	B	C
	A22496 END ITEM 1290010670687	AIMING CIRCLE M242 SN# 17136 TH:		U	EA		1		
	A22496 END ITEM 1290010670687	AIMING CIRCLE M242 SN# 2007 TH:		J	EA		1		
	A22496 END ITEM 1290010670687	AIMING CIRCLE M242 SN# 2005 TH:		U	EA		1		
	A22496 END ITEM 1290010670687	AIMING CIRCLE M242 SN# 17151 TH:		U	EA		1		
	A22496 END ITEM 1290010670687	AIMING CIRCLE M242 SN# 17622 TH:		U	EA		1		
	A79381 END ITEM 5985010631574	ANTENNA GROUP OE-254/GRC SN# TH:		U	EA		1		
	57766 END ITEM 240009303833	SINO 7X50 M19 W/MIL RETICLE W/EQUIP SN# 28618 TH:		U	EA		1		
	867766 END ITEM 1240009303833	SINO 7X50 M19 W/MIL RETICLE W/EQUIP SN# 28807 TH:		U	EA		1		
	90749N END ITEM 7195007988559	BOARD 4X0' REMARKABLE ALUM FRAME SN# TH:		U	EA		4		
	90749N END ITEM 9905007690092	BOARD MAGNETIC CALENDAR SN# TH:		U	EA		1		
	C68719 END ITEM 6145010474345	CABLE TELEPHONE HQ-1A/TT DR8 1/4 MILE REEL SN# TH:		U	EA		2		
	E10972 END ITEM 4110001422445	CHEST ICE STORAGE 200LB SN# TH:		U	EA		1		
	END ITEM 2540006783469	CHOCK WHEEL TRACK SN# TH:		U	EA		10		
	E63317 END ITEM 6685011966971	COMPASS LENSATIC SN# TH:		U	EA		21		

WHEN USED AS A:

HAND RECEIPT, enter Hand Receipt Annex Number

HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes

HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 1 OF 5 PAGES

HAND RECEIPT/ANNEX NUMBER To use this form see, DA FORM 710-2-1. The proponent agency is ODCSLOG.		FROM: SE. GO. USEFAS	TO: CASE NUMBER 000-00-0000 BAGINES	HAND RECEIPT NUMBER 4					
FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER		PUBLICATION DATE	QUANTITY			
STOCK NUMBER a.		ITEM DESCRIPTION b.	c.	SECT d.	DI e.	OTH AVIR f.	QUANTITY g. h. i.		
E63728	END ITEM 1290009364260	COMPASS M2 W/CASE SNR:109054 TH:		J	EA		1		
E63728	END ITEM 1290009364260	COMPASS M2 W/CASE SNR:109048 TH:		J	EA		1		
E63728	END ITEM 1290009364260	COMPASS M2 W/CASE SNR:109025 TH:		J	EA		1		
E63728	END ITEM 1290009364260	COMPASS M2 W/CASE SNR:109451 TH:		J	EA		1		
E63728	END ITEM 1290009304260	COMPASS MAGNETIC M-2 W/CASE UNINT SNR:102015 TH: TH9-1290-233-15		J	EA		1		
C99999	END ITEM 5110002236281	CUTTER STL SNR: TH:		H	EA		1		
G18643	END ITEM 4110002558760	DISPENSER DRG AIR COOLED MDC T1 STD SUNRM SNR:142025 TH:		U	EA		1		
92122N	END ITEM 7230001686112	DRAPES FOR ALL PURPOSE SNR: TH:		U	EP		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:10456 TH: TH 9-1015-203-12		U	EA		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:377 TH: TH 9-1015-203-12		U	EA		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:12126 TH: TH 9-1015-203-12		U	EA		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:3380 TH: TH 9-1015-203-12		U	EA		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:11498 TH: TH 9-1015-203-12		U	EA		1		
K57392	END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SNR:10269 TH: TH 9-1015-203-12		U	EA		1		

* WHEN USED AS A:
 HAND RECEIPT, enter Hand Receipt Annex Number
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 2 OF 5 PAGES

HAND RECEIPT/ANNEX NUMBER To use this form see, DA FORM 210-2-1. The prepared sample is DD FORM 210-2-1.	FROM: 30, 30, 114645	TO: PART OR AS 30, 30, 114645 7511	HAND RECEIPT NUMBER: 11
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FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER			PUBLICATION DATE	QUANTITY		
			a	b	c		d	e	f
	STOCK NUMBER a.	ITEM DESCRIPTION b.		SEC d.	UI e.	QTY AUTH f.	QUANTITY g. h. i.		
	K57392 END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SN# 11429 IN: TN 9-1015-203-12		U	EA		1		
	K57392 END ITEM 1015003229752	HOWITZER LT 105MM M101A1 SN# 1953 IN: TN 9-1015-203-12		U	EA		1		
	K57821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 677 IN: TN 9-1025-211-10		U	EA		1		
	K57821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 503 IN: TN 9-1025-211-10		U	EA		1		
	K57821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 510 IN: TN 9-1025-211-10		U	EA		1		
	K57821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 386 IN: TN 9-1025-211-10		U	EA		1		
	7821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 384 IN: TN 9-1025-211-10		U	EA		1		
	K57821 END ITEM 1025010266648	HOWITZER MEDIUM TOWED 155MM M198 SN# 678 IN: TN 9-1025-211-10		U	EA		1		
	L09724 END ITEM 4910002897233	JACK DOLLY TYPE HYD 10T 25PD SN# IN: TN		U	EA		2		
	P71995 END ITEM 1320010774278	PROJECTILE 155MM M823 SN# IN: TN		U	EA		2		
	053001 END ITEM 5820002237433	RADIO SET AM/VRC-46 SN# IN: TN		U	EA		1		
	V27271 END ITEM 8340008416456	TARPAULIN COTTON DUCK 17X12 SN# IN: TN		U	EA		37		
	X40968 END ITEM 2320000559265	TRUCK CARGO DS M/W 5T M5402 M/O EQUIP SN# 9525-12532/5E9033 IN: TN		U	EA		1		
	X40968 END ITEM 2320000559265	TRUCK CARGO DS M/W 5T M5402 M/O EQUIP SN# 9525-10877/5F5133 IN: TN		U	EA		1		

WHEN USED AS A:
 HAND RECEIPT, enter Hand Receipt Annex Number
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

HAND RECEIPT/ANNEX NUMBER
To use this form see, DA FORM 210-3-1.
The proposing agency is OCS/OSG.

FROM:
SE, GO, HRS/AS

TO: PART OF
66-10-100

HAND RECEIPT NUMBER
H-1

FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	SECTION NUMBER			PUBLICATION DATE	QUANTITY		
STOCK NUMBER a.		ITEM DESCRIPTION b.		c.	d.	e.	QUANTITY A B C		
				Y	U	U			
	L99999 END ITEM 673000720004	LENS BURL WIDE ANGLE 1.38EFF F: 2.5 LENS SN#0621	TH:		U	EA	1		
	L99999 END ITEM 673000720004	LENS BURL WIDE ANGLE 1.38EFF F: 2.5 LENS SN#0616	TH:		U	EA	1		
	L99999 END ITEM 673000720004	LENS BURL WIDE ANGLE 1.38EFF F: 2.5 LENS SN#0620	TH:		U	EA	1		
	C99999 END ITEM 6910007698536	MOCK UP CORRECT SIGHT PICTURE (TD 6-5-22A SN#04261	TH:		U	EA	1		
	C99999 END ITEM 6910007698536	MOCK UP CORRECT SIGHT (TD 6-5-22A SN#04857	TH:		U	EA	1		
	M99999 END ITEM 6910007170010	MOCKUP, COLLINATOR, HI(TD6-6-8A) SN#04830	TH:		U	EA	1		
	M99999 END ITEM 6910007170010	MOCKUP, COLLINATOR HI(TD6-6-8A) SN#04892	TH:		U	EA	1		
	V99999 END ITEM 582000728737	PLAYER VIDEO CASSETTE 1/2"BP- 5100U JVC SN#152X0186	TH:		Y	EA	1		
	V99999 END ITEM 582000728737	PLAYER VIDEO CASSETTE 1/2"BP- 5100U JVC SN#091X0492	TH:		Y	EA	1		
	P99999 END ITEM 6730007698646	PROJECTOR KODAK 35MM AF-2 SN#2115223	TH:		U	EA	1		
	P99999 END ITEM 6730007698646	PROJECTOR KODAK 35MM AF-2 SN#2119599	TH:		U	EA	1		
	P99999 END ITEM 673000720032	PROJECTOR, SLIDE 35MM, MOL EXTRAGRAPHIC III ANT, KODAK SN#461665	TH:		U	EA	1		
	70019N END ITEM 6730007698719	SCREEN PROJECTION 8MS 8X8 HAND'G SN#:	TH:		Y	EA	2		
	T99999 END ITEM 773000720002	TELEVISION MAGNAVOX 19" COLOR MDL EXH62 SN#68078145	TH:		U	EA	1		

* WHEN USED AS A:
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 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC)

HAND RECEIPT/ANNEX NUMBER To use this form see, DA Pam 710-2-1. The proponent agency is ODCSLOG.	FROM: SB. GO. WFAEAS HR 24	TO: CAPT HODGE 000-00-0000 MARINES	REPORT RECEIPT NUMBER 0-2
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FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER			PUBLICATION DATE			QUANTITY		
STOCK NUMBER a.	ITEM DESCRIPTION b.	c.	SEC d.	UI e.	QTY ANIM f.	QUANTITY					
						A	B	C			
END ITEM 7110006019822	BOOKCASE 2 ADJ SHELVES 48" H PARCHMENT SN#:	TH:		U	EA		1				
END ITEM 7125003575517	CABINET TOOLS AND SPARE PARTS SN#:	TH:		U	EA		1				
END ITEM 7110009273197	CHAIR EASY STRAIGHT ART LEATHER BROWN SN#:	TH:		U	EA		2				
END ITEM 7105002698463	CHAIR FOLDING SN#:	TH:		U	EA		50				
085406 END ITEM 7110009314431	CHAIR ROTARY W/ARMS W/FRAKE ADJ SN#:	TH:		U	EA		2				
END ITEM 7110001430832	DESK DBL PED 60X34X29 1/2 SN#:	TH:		U	EA		6				
END ITEM 7110011351992	DESK DBL PED W/LOCK 60 X 30 X 29 SN#:	TH:		U	EA		2				
END ITEM 7110011351996	DESK FT, RIGHT PED 45" x 30" SN#:	TH:		U	EA		1				
END ITEM 7110001700658	FILING CABINET 4 DWR SN#:	TH:		U	EA		1				
END ITEM 7028LOTUS123	LOTUS 1-2-3 VERSION 2.01 SN#:	TH:		U	EA		1				
END ITEM 5240001583805	PADLOCK, STEEL 5200 SERIES SN#:	TH:		U	EA		5				
END ITEM 6665001592218	WET BULB GLOVE TEMPER SN#:	TH:		U	EA		2				

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HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes

HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 1 OF 2 PAGES

* HAND RECEIPT/ANNEX NUMBER To use this form see, DA PAM 710-2-1. The proponent agency is ODCSLOG.		FROM: SB, GD, USAFAS		TO: 1LT LOCHARD 000-00-0000 1-6811		HAND RECEIPT NUMBER U-3		
FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER		PUBLICATION DATE		QUANTITY	
STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY		
						A	B	C
END ITEM 2540006702459	BAG PAMPHLET,COTTON DUCK SN#: TH: TH9-2320-260-10			U	EA	6	6	
END ITEM 5140007724142	BAG TOOL COTTON DUCK, 10 in SN#: TH: TH9-2320-260-10			U	EA	6	6	
END ITEM 4910010382820	GAGE AND HOSE ASSY: tire inflation w/hose SN#: TH: TH9-2320-260-10			U	EA	6	6	
END ITEM 5120005958396	JACK;HYDRAULIC, HAND 8 TON CAPACITY SN#: TH: TH9-2320-260-10			U	EA	6	6	
END ITEM 5120002237397	PLIERS:COMBINATION,SLIP-JOINT SN#: TH: TH 9-2320-260-10			U	EA	6		
END ITEM 5210002348913	SCREWDRIVER:CROSS TIP,PHILLIPS SN#: TH: TH 9-2320-260-10			U	EA	6	6	
END ITEM 5120002228852	SCREWDRIVER:FLAT TIP,FLARED SIDEPLASTIC HANDLE SN#: TH: TH 9-2320-260-10			U	EA	6	6	
END ITEM 5120002405328	WRENCH: OPEN END,ADJUSTABLE SN#: TH: TH 9-2320-260-10			U	EA	6	6	
END ITEM 5120004941911	WRENCH:PLIER,VICE SN#: TH: TH 9-2320-260-10			U	EA	6	6	
END ITEM 5210003169217	WRENCH:WHEEL STUD NUT,STRAIGHT DOUBLE SOCKET SN#: TH: TH 9-2320-260-10			U	EA	6	6	

* WHEN USED AS A:
 HAND RECEIPT, enter Hand Receipt Annex Number
 HAND RECEIPT FOR QUARTERS FURNITURE, enter Condition Codes
 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

HAND RECEIPT/ANNEX NUMBER To use this form see, DA PAM 710-2-1. The proponent agency is ODCSLOG.	FROM: SB, GD, USAFAS	TO: LTI LOCHARD 000-00-0000 1-6811	HAND RECEIPT NUMBER U-4
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FOR ANNEX/CR ONLY	END ITEM STOCK NUMBER	END ITEM DESCRIPTION	PUBLICATION NUMBER	PUBLICATION DATE	QUANTITY
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STOCK NUMBER a.	ITEM DESCRIPTION b.	* c.	SEC d.	UI e.	QTY AUTH f.	QUANTITY		
						A	B	C
END ITEM 2540006702459	BAG PAMPHLET,COTTON DUCK SN#: TH: TH9-2320-260-10			U	EA	2		
END ITEM 5140007724142	BAG TOOL COTTON DUCK, 10 in SN#: TH: TH9-2320-260-10			U	EA	2		
END ITEM 5120002432419	BAR HANDLE STUD WRENCH 3/4X30 PHOSPHATE SN#: TH: TH9-2320-260-10			U	EA	2		
END ITEM 5120005958396	JACK;HYDRAULIC, HAND 8 TON CAPACITY SN#: TH: TH9-2320-260-10			U	EA	2		
END ITEM 5315002097979	PIN: SHEER 3/8IN X 2 5/8IN SN#: TH: TH 9-2320-260-10			U	EA	6		
END ITEM 5120002237398	PLIERS SLIP JOINT 10' LONG SN#: TH: ...			U	EA	2		
END ITEM 5120002348913	SCREWDRIIVER CRS TIP #2 SN#: TH:			U	EA	2		
END ITEM 5120002348912	SCREWDRIIVER CRS TIP #3 SN#: TH:			U	EA	2		
END ITEM 5120002277338	SCREWDRIIVER FT 5 IN BLADE SN#: TH:			U	EA	2		
END ITEM 5120002228852	SCREWDRIIVER:FLAT TIP,FLARED SIDEPLASTIC HANDLE SN#: TH: TH 9-2320-260-10			U	EA	2		
END ITEM 5120002643796	WRENCH ADJ 12' LONG SN#: TH:			U	EA	2		
END ITEM 5315007321019	WRENCH KEY 1/2 SG 2 1/8 LG SN#: TH:			U	EA	2		
END ITEM 5120006507829	WRENCH SOCKET 90 DEG OFFSET 1/2 SQ SN#: TH:			U	EA	2		
END ITEM 5210003169217	WRENCH:WHEEL STUD NUT,STRAIGHT DOUBLE SOCKET SN#: TH: TH 9-2320-260-10			U	EA	2		

* WHEN USED AS A:
 HAND RECEIPT, enter Hand Receipt Annex Number
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 HAND RECEIPT ANNEX/COMPONENTS RECEIPT, enter Accounting Requirements Code (ARC).

PAGE 1 OF 2 PAGES

USMC ARTILLERY DETACHMENT EQUIPMENT LISTING
(Tenant-Owned Equipment Requiring Maintenance)

<u>TAMCN</u>	<u>NOMENCLATURE</u>	<u>QTY</u>
A0014	Adapter AC/DC PP-8035	08
A0017	Adapter DC/DC PP-8034	02
A0092	Battery Charger PP-7286	02
A0299	Battlefield Computer Terminal	02
A0498	Digital Message System AN/PCS-2A	35
A0661	AN/UYK-83	02
A1275	Program Entry Device MU-848A/PSC-2A	04
A7700	Battery Charger Analyzer PP-8833/U	01
E0325	Night Vision Equip MULE AN/UAS-12D	05
E1045	MULE AN/PAQ-3	05
E1049	Module, North Finding MX-18204/GSQ	05
E3250	Radar Chronograph M-90	01
H2015	Adapter Wire Line CU-2337/PSC-2	08
H2123	Cable (MULE) W-11	05
Serial # 542605	CUCV Model M1008 1 1/4 ton 4x4 Chevy	01
Serial # 542286	CUCV Model M1008 1 1/4 ton 4x4 Chevy	01

SPECIALIZED TRAINING COURSES PROVIDED FOR U.S. MARINES

COURSE NUMBER	COURSE TITLE
2-6-C20	Field Artillery Officer Basic
2-6-C22	Field Artillery Officer Advanced
2E-ASI-5H-A	Nuclear & Chemical Target Analysis
2E-FOA-F90	USMC Battery Commander
2E-F49	Professional Artillery Refresher Training (PART)
2G-F23	Field Artillery Precommand
4C-131A	Target Acquisition Warrant Officer Basic
041-0811	Marine Corps Cannon Crewman Course
041-0844	Marine Corps Field Artillery Fire Controlman Course
041-8-13B30	BNCOC 13B Track
104-35C10	Surveillance Radar
121-35M10	Radar Repairer
221-13R10	Field Artillery Firefinder Radar Operator
250-0848	Marine Artillery Operations Chief
250-0861	Marine Artillery Scout Observer
412-82C10	Field Artillery Surveyor
420-93F10	Field Artillery Met Crewman
420-ASIH1	Meteorological Equipment Maintenance--MDS