

DEPARTMENT OF THE AIR FORCE
AIR EDUCATION AND TRAINING COMMAND



25 May 99

MEMORANDUM FOR SEE DISTRIBUTION

FROM: 82 TRW/XPL

SUBJECT: Support Agreement #FB3020-99012-020 between Sheppard AFB and USMC,
TE Division, MCCDC, Quantico VA Center for support of USMC Liaison.

1. The attached Interservice agreement is provided for your information, file, and application as appropriate. Please maintain the new agreement in accordance with AFMAN 37-139, Table 37-15.
2. If you have any questions, please contact my support agreement managers, Paul Davidson or John Gordon at DSN 736-7162/2264.

Noel D Leiner
NOEL D. LEINER
Chief, Logistics Plans

Attachments:

1. Agreement #FB3020-99012-020

DISTRIBUTION:

- 2 - HQ AETC/LGXW, 555 E STREET EAST, RANDOLPH AFB TX 78150-4440
- 1 - DIRECTOR, TE DIVISION, MCCDC (C467J2), 1019 ELLIOT ROAD, QUANTICO
VA 22134-5027
- 1 - CMDR, USMC ARTILLERY DET, FORT SILL OK 73503-5600
- 1 - USMC LIAISON, 709 G AVENUE, BUILDING 726, SHEPPARD AFB TX 76311
- 3 - 82 LS/LGSTR, For LS/LGSS, LS/LGST (QAE)
- 6 - 82 SPTG/CCEA, For CES/CERR, CS/SCXS, MSS/DPMQ, SFS/SFOX, SVS/CD
- 1 - DFAS-SA/AQR
- 1 - AAFES/MCSS, STOP 14
- 1 - 82 CPTS/FMA
- 1 - 82 TRW/MQ/JA
- 1 - 82 MDSS/SGSO
- 1 - AAFES/MCSS, STOP 14
- 1 - 82 TRSS/TTR

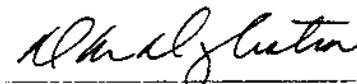
SUPPORT AGREEMENT

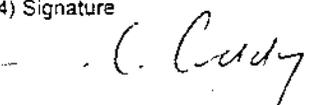
1. AGREEMENT NUMBER <i>(Provided by Supplier)</i> 020-99012-020	2. SUPERSEDED AGREE NO. <i>(If it replaces another agreement)</i> FB3020-96134-020	3. EFFECTIVE DATE: <i>(MMDDYY)</i>	4. EXPIRATION DATE: Indefinite <input checked="" type="checkbox"/>
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5. SUPPLYING ACTIVITY a. NAME AND ADDRESS 82D TRAINING WING 82 TRW/XPL 419 G AVENUE, SUITE 9 SHEPPARD AFB, TEXAS 76311-2949 TELE / FAX / EMAIL: DSN 736-2246/3979 john.gordon@sheppard.af.mil	6. RECEIVING ACTIVITY a. NAME AND ADDRESS MARINE LIAISON SUPPORT AGREEMENT MANAGER DIR, TE DIV, MCCDC (C467J2) 1019 ELLIOT ROAD QUANTICO VA 22134-5027 TELE / FAX / EMAIL: DSN 278-4601
SUPPLIER POC: JOHN GORDON	RECEIVER POC: LEWIS GREGORY

b. MAJOR COMMAND AETC	b. MAJOR COMMAND USMC
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7. SUPPORT PROVIDED BY SUPPLIER	
a. SUPPORT <i>(Specify what, when, where, and how much)</i>	b. BASIS FOR REIMBURSEMENT c. ESTIMATED REIMBURSEMENT
Total Est Reimbursement: \$0	
Total Est Non-Reimbursement: \$0	
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>	

8. SUPPLYING COMPONENT a. COMPTROLLER SIGNATURE: 	9. RECEIVING COMPONENT a. COMPTROLLER SIGNATURE: 
b. DATE SIGNED 7 Apr 99	b. DATE SIGNED 6 May 99

c. APPROVING AUTHORITY (1) Typed Name JERRY W. WHITMAN	c. APPROVING AUTHORITY (1) Typed Name J. C. CUDDY, COL, USMC
(2) Organization 82 TRW/XP Chief, Plans Office	(2) Organization Dep Dir, Trng & Ed Div
(3) Telephone Number DSN 736-6720	(3) Telephone Number DSN 278-3731
(4) Signature 	(4) Signature 
(5) Date Signed 25 MAY 99	(5) Date Signed 990513

10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>			
a. APPROVING AUTHORITY SIGNATURE	b. DATE SIGNED	a. APPROVING AUTHORITY SIGNATURE	b. 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 component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of
Director, TE Division, MCCDC (C467J2), 1019 Elliot Road, Quantico VA 22134-5027 prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to:

82 CPTS/FM, 426 5th Avenue, Suite 9, Sheppard AFB TX 76311-2933 (DSN 736-6780, FAX 736-6678)

d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

e. This agreement may be cancelled at any time by mutual consent of the parties concerned. This agreement may also be cancelled by either party upon giving at least 180 days written notice to the other party.

f. In case of mobilization or other emergency, this agreement will remain in force only within supplier's capabilities.

g. This agreement has been reviewed to all ensure environmental concerns are addressed in the specific provisions. A conformity determination statement (is not) required.

Lucy Morgan
82d Civil Engineer

h. This agreement has been reviewed by 82 TRW/MQ to determine if there will be a manpower impact to provide support to the receiver. Additional manpower (is not) required.

James F. Wier
82d Manpower Office

i. This agreement has been reviewed for legal sufficiency and liability assessment.

David C. Rider

Attachments:

Executive Summary
General Provisions
Specific Provisions
FMA Funding Annex

ADDITIONAL GENERAL PROVISIONS ATTACHED:

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

See attached specific provisions

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

GENERAL PROVISIONS

AGREEMENT NBR: FB3020-99012-020

This agreement is entered into under the provisions of DODI 4000.19, Interservice and Intragovernmental Support and AFJI 36-2230, Interservice Training. It outlines support provided to the USMC LIAISON OF THE US MARINE CORPS ARTILLERY DETACHMENT, FORT SILL OK as defined in the specific provisions. None of the terms or provisions of this agreement are intended to conflict with or supersede directives or instructions from higher headquarters. Receiver will comply with host directives and established regulations, policies, and procedures as they relate to the service and support provided.

h. Mission Statement: USMC liaison NCO is to provide administrative assistance to USMC personnel reporting to and detaching from Sheppard AFB.

i. Receiver is assigned (1) enlisted. Receiver assigned facilities will be as approved by the Space Utilization Board. Currently Receiver is assigned space in building 699, for conducting its liaison administrative mission and rooms in building 726 for billeting of personnel (to include 120 sq. ft of storage space for linen, individual equipment issued items and supplies).

j. The Commanding Officer, Marine Corps Artillery Detachment, US Army Field Artillery School, Fort Sill OK, or his representative, will be responsible for the administration of military justice. US Marine Corps personnel will be returned to Fort Sill for appropriate disposition. Only emergency leaves, verified by the Red Cross or Commanding Officer, Marine Detachment, Fort Sill OK, will be granted to USMC trainees

k. Budgeting and Funding: Supplier will provide all Base Operating Support (BOS) on a non reimbursable basis IAW AFJI 36-2230. The 782 Training Group will budget and program to meet receiver requirements IAW AFR AFJI 36-2230, except for, USMC peculiar equipment and/or equipment maintenance and personnel costs (pay and allowances such as clothing, subsistence, travel, per diem, etc.) and manpower for the administrative, instructor, and student personnel provided by the USMC. MCCDC (TE-33), Quantico, Va, will provide estimated training requirements, projected by fiscal year, to the Supplier in sufficient time to be included in the pertinent budget estimate.

Reimbursement procedures will be in accordance with DOD 7220.9-M, Accounting Manual. Receiver will fund for reimbursable support, and issue a DD Form 448, Military Interdepartmental Purchase Request (MIPR), by category of expense to 82 CPTS/FMA, 426 5TH AVENUE SUITE 9, SHEPPARD AFB TX 76311-2933, for the estimated reimbursable costs in the attached funding annex at the beginning of each fiscal year. The receiver's DD Form 448, shall be annotated to cite the agreement number. If multiple categories are listed on the MIPR submitted by the receiver resulting in several organizations providing support then; Sheppard AFB organizations providing reimbursable support will submit actual costs with supporting documentation for payment and reimbursement to 82 CPTS/FMA for billing not later than five workdays after the end of each month and each billing must cite the agreement number. If multiple MIPRs are received from the Receiver and the organization is the sole provider of the service then; Sheppard AFB organizations will submit actual cost and with supporting documentation on a SF 1080 Billing to 82 CPTS/FMA not later than five workdays Request for reimbursements will be provided to 82 CPTS/FMA who in turn will forward the billing to the Accounting Liaison Office to be forwarded to DFAS, San Antonio, who in turn, will process Standard Form 1080, (Voucher For Transfers Between Appropriations and/or Funds). DFAS, San Antonio will forward the SF1080 with supporting documentation to the MARINE LAISION, 709 G AVENUE, BUILDING 726, SHEPPARD AFB TX 76311, for certification for receipt of services. Receiver will return the certified SF 1080 to authorize payment for services rendered.

m. Receiver Comptroller: COMMANDING GENERAL, MCCDC, BLDG 3250, (C181), 1019 ELLIOT RD, QUANTICO VA 22134-5027

HQ AETC/LGXW, 555 E STREET EAST, RANDOLPH AFB TX 78150-4440
DIRECTOR, TE DIVISION, MCCDC (C467J2), 1019 ELLIOT ROAD, QUANTICO VA 22134-5027
CMDR, MARINE CORPS ARTILLERY DET, U. S. ARMY FIELD ARTILLERY SCHOOL FORT SILL OK 73503-5600
USMC LIAISON, BUILDING 699, SHEPPARD AFB TX 76311
82 LS/LGSTR, For LS/LGSS, LS/LGST (QAF)
82 SPTG/CCEA, For CES/CERR, CS/SCXS, MSS/DPMQ, SFS/SFOX, SVS/CD
82 CPTS/FMA
82 TRW/MQ/JA
MDSS/SGSO
RSS/TTR

Executive Summary

26-Feb-99

Agreement Number **FB3020-99012-020**

Supplier: 82D TRAINING WING

Receiver MARINE LIAISON

MAJCOM AETC

MAJCOM USMC

Support Category	Title	Reimbursable	Estimated Reimbursement	Estimated Non-Reimbursable
ADMIN	Administrative Services	No	\$0.00	\$0.00
BX	Base Exchange Services	No	\$0.00	\$0.00
CHAPEL	Chapel and Chaplain Services	No	\$0.00	\$0.00
CLUBS	Clubs	No	\$0.00	\$0.00
COMM	Communication Services	No	\$0.00	\$0.00
COMMAND SPT	Command Support	No	\$0.00	\$0.00
COMMON INFRA	Common Use Facility Construction, Operations, Maintenance, and Repair	No	\$0.00	\$0.00
COMMUN REL	Community Relations	No	\$0.00	\$0.00
COMMUN SVCS	Community Services	No	\$0.00	\$0.00
EDUCATION	Education Services	No	\$0.00	\$0.00
ENVIR CLEAN	Environmental Cleanup	Yes	\$0.00	\$0.00
ENVIR COMPLY	Environmental Compliance	Yes	\$0.00	\$0.00
FIN SERVS	Financial Services	No	\$0.00	\$0.00
HEALTH	Health Services	No	\$0.00	\$0.00
HSG & LODGE	Housing and Lodging Services	No	\$0.00	\$0.00
LEGAL	Legal Services	No	\$0.00	\$0.00
MAIL POSTAGE	Mail Postage Service	No	\$0.00	\$0.00
MAIL SVCS	Mail Service	No	\$0.00	\$0.00
MIL PERS	Military Personnel Support	No	\$0.00	\$0.00
MORTUARY	Mortuary Services	No	\$0.00	\$0.00
MWR	Morale, Welfare, and Recreation Activities	No	\$0.00	\$0.00
POLICE	Police Services	No	\$0.00	\$0.00
PUBL AFFAIRS	Public Affairs	No	\$0.00	\$0.00
RESOURC MGNT	Resource Management	No	\$0.00	\$0.00
SECURITY	Security Services	No	\$0.00	\$0.00
SHUTTLE	Shuttle Services	No	\$0.00	\$0.00
SOCIAL ACTNS	Social Actions	No	\$0.00	\$0.00
SUPPLY	Supply Services	No	\$0.00	\$0.00
TRANSPORT	Transportation Services	No	\$0.00	\$0.00

Executive Summary

26-Feb-99

Agreement Number **FB3020-99012-020**

Supplier: 82D TRAINING WING

Receiver MARINE LIAISON

MAJCOM AETC

MAJCOM USMC

Support Category	Title	Reimbursable	Estimated Reimbursement	Estimated Non-Reimbursable
VEHICLE SPT	Vehicle Support	No	\$0.00	\$0.00
Grand Total:			\$0.00	\$0.00

Specific Provisions Non-Standard

Agreement Nbr **FB3020-99012-020**

ADMIN **Administrative Services**

Includes records management, personnel locator, document control and handling, forms and publications, and maintenance of official publications reference libraries. (POC 82 CS/SCXH, DSN 736-5143)

Supplier will:

1. Provide records management technical assistance, staging area support, Freedom of Information Act and Privacy Act assistance. Distribute publications, forms, technical orders, and base regulations.
2. Train Customer Account Representatives and Functional Area Record Managers.
3. Provide classified material destruction facility.

Receiver will:

1. Establish an account with Publications Distribution Office.
2. Appoint a Customer Account Representative, schedule training and ensure the representative attends training as scheduled.
3. Maintain unit account and request Air Force forms and publications through the local Publication Distribution Office.
4. Make internal distribution of forms and publications.
5. Provide personnel data to include in the base locator.
6. Request technical assistance in forms and publication management as required.
7. Appoint a Functional Area Records Manager (FARM), schedule training and ensure the FARM attends training as scheduled. Manage unit records system.
8. Comply with all directives, policies and procedures for destruction of classified material and for use of official Publications Reference Libraries.

BX **Base Exchange Services**

Includes sale of merchandise of necessity and convenience to authorized personnel.
(POC: AAFES/SVE, 6-2211)

Supplier will:

1. Provide service equal to Suppliers own force and within established standards and guidelines.
2. Clothing Sales Store will stock or special order clothing, accessories and insignia items upon approval of Sheppard AAFES Manager.

Receiver will:

1. Present a valid Identification Card for use of services.

2. Detachment Commanders will coordinate with Military Clothing Sales Store and provide a listing of items requested to be stocked.

CHAPEL Chapel and Chaplain Services

Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education. (POC: 82 TRW/HC, 6-4370)

Supplier will:

1. Provide for pastoral and religious needs of all faiths within the military community within the capability of resources and assigned chapel personnel.
2. Provide for worship and religious observances, pastoral care, visitation ministry, religious and moral counseling, and religious education within capability of resources and assigned chapel personnel.
3. Include receiver in chapel sponsored opportunities.

Receiver will:

Coordinate activities and requirements.

CLUBS Clubs

Includes officer, non-commissioned officer, enlisted, all hands, community and other recreational clubs. (POC: 82 SVS/CD, 6-2745)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Comply with supplier directives, policies and procedures. Present valid identification for entry and use of clubs.

COMM Communication Services

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services. (POC: 82 CS/SCXS, 6-5143)

Supplier will:

1. Provide on-base and off-base telephone service to include local and Federal Telecommunication System (FTS) long distance.
2. Provide current copies of telephone directories.

Receiver will:

1. Request minimum services required to meet mission requirements. Submit AF forms 3215 for services needed and coordinate requirements with 82 CS. Comply with directives, policies and procedures to receive support and services.
2. Provide telephone numbers for inclusion in base telephone directory.

COMMAND SPT **Command Support**

Includes oversight and management provided by the installation commander and the command element office staff. (POC: 82 TRW/XP, 6-6720)

Supplier will:

Command base personnel who supports the receiver. Coordinate with the receiver on all matters that affect the Receiver. Include the receiver in plans which are applicable to all base supplier and receiver organizations.

Receiver will:

Receiver will not take any action that adversely affects the inherent overall authority and responsibility of the supplier. Receiver will observe pertinent publications issued by the supplier to support command responsibilities.

COMMON INFRA **Common Use Facility Construction, Operations, Maintenance, and Repair**

Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also includes common benefit signs, energy consumption, snow removal, street cleaning, and installation beautification projects. (POC 82 CES/CERR, 736-5644)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Present valid identification when required for entry into and use of facilities.

COMMUN REL **Community Relations**

Includes public relations activities, charity fund raising events, and installation open house programs. (POC: 82 TRW/PA, 6-2733)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Participate in community relations programs as desired.

COMMUN SVCS **Community Services**

Includes family support center activities, child development services, dependent youth activities, theaters, and thrift shops.

Supplier will:

Provide for family support center activities. POC: 82 MSS/DPMQ, 6-7715.

2. Provide for child development services and youth activities. POC: 82 SVS/CD, 6-2745.

Receiver will:

1. Present valid identification for entry and use of services.
2. Participate in community services activities as desired.

EDUCATION Education Services

Includes instruction, counseling, tuition assistance and testing. (POC: 82 MSS/DPE, 6-2811)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel to include the maintenance and updating of education records.

Receiver will:

Advise of academic and vocational requirements and services.

ENVIR CLEAN Environmental Cleanup

Includes collection, clean-up, transportation, and disposal of hazardous material.
(POC: 82 CES/CERR, 6-5644)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base organizations.

Receiver will:

1. Comply with applicable federal, state, and local laws as well as AF directives/SAFB Plans that govern the collection, clean-up, transportation, and disposal of hazardous materials.
2. In the event an incident from activity operations caused by the Receiver, or its contractor attached, assigned to, or providing services on Supplier installation results in an averse environmental impact, the Receiver will bear financial responsibility for cleanup, transportation, disposal, and restoration costs.
3. Clean-up and disposals will be accomplished utilizing environmentally and legally accepted methods. (See Environmental Compliance for procedures).

ENVIR COMPLY Environmental Compliance

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials.(POC: 82 CES/CERR, 6-5644)

Supplier will:

1. Provide Environmental Management Coordination to Receiver via the Environmental Protection Committee (EPC) and staff agencies within the Supplier chartered to work these areas.
2. Notify Receiver Commander, or equivalent, immediately of any enforcement actions or notices to comply taken by environmental regulators in which the violation may be attributed to the action or inaction of the Receiver or its contractor attached, assigned to, or providing services on the Suppliers installation. Provide

Receiver with a copy of the enforcement action, with all supporting documentation, and a synopsis of reasons for concluding that the Receiver or its contractor is responsible for the statutory or regulatory violation.

- a. If a civil fine or penalty is being sought in connection with an alleged violation, Supplier shall request that the regulatory agency provide breakdown of civil fine or penalty for each violation.
- b. Based upon the breakdown received, or the enforcement policies of the relevant agencies, Supplier will identify to the Receiver that portion of the civil fine or penalty that it believes is attributable to violations of law or regulation by Receiver or its contractors, along with a statement of reasons in support of that conclusion.
- c. Coordinate all strategies to resolve enforcement actions, fines or penalties, including negotiation and litigation, and will serve as the final decision-maker with respect to such matters.
- d. Upon conclusion of the process which results in the imposition of a fine or penalty for violations attributable to Receiver operations, facilities or contractors, coordinate with the Receiver to ensure the proper transfer of funds to the Supplier of an amount equal to the Receiver attributable portion of the fine or penalties.

3. Provide timely review on the Receiver Environmental Impact Analysis Process (EIAP) documents IAW applicable directives. Review and approve environmental assessments and forward environmental impact statements to higher headquarters for approval. Provide guidance and training to the Receiver on collection, storage, and disposal procedures required under a Resource Conservation and Recovery Act (RC/RA) permit. Act as exclusive interface for Receiver with federal, state, and local regulatory agencies.

4. Make available any EIAP documentation support for Supplier construction projects as required by base contracting for inclusion in the contract files.

5. Provide training to Receiver personnel on an equal basis as provided all other base personnel as follows:

- a. Initial and periodic training of designated hazardous waste accumulation point managers.
- b. Initial and periodic training of designated spill response personnel.
- c. Waste management, minimization, and recycling training as required.
- d. Record-keeping, and reporting training as required.

6. Perform routine compliance inspections, accompany regulatory agency inspectors, and perform annual Environmental Compliance Assessment Management Program (ECAMP) inspection of Receiver's environmental/management procedures and facilities. Perform an environmental baseline audit at the time the property is returned from Receiver or it is leased to another Receiver.

7. Administer recycling program for recovery of any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc.

Receiver will:

1. Comply with all applicable federal, state, and local laws as well as AF directives/SAFB Plans (Hazardous Waste Management Plan, Spill Prevention and Response Plan, etc.) pertaining to environmental management including all permit conditions.
2. Review and coordinate the proposed fine or penalty, and participate in preparing any response to the enforcement action which involves Receiver operations, facilities or contractors.
 - a. Provide Supplier with timely comments or positions on the propriety of any enforcement action, including all fines and penalties.
 - b. Transfer funds for all civil fines or penalties that are attributable to Receiver operations or facilities, or the operation or facilities of Receiver contractors.

c. Take appropriate action to correct the violation that led to, or contributed to, the enforcement action.

d. Where resolution of civil fines or penalties involve implementation of supplemental environmental projects, Receiver will provide the Supplier with a list of all projects which may qualify as a supplemental environmental project.

e. Reimburse for all permits and fees that are a direct cost to the Supplier which are required for Receiver operations or facilities, or the operation or facilities of Receiver contractors.

3. Initiate and prepare timely EIAP documentation IAW AFI 32-7061 on current and future proposed operational changes and projects. If documents are not received and approved in a timely manner and the result creates a enforcement action, civil fine or penalty due to non-compliance, Receiver is responsible for all costs.

4. Provide the Supplier with a current list of personnel to be trained in hazardous waste management and other environmental required training as indicated in SAFB Plans and as required by permit conditions. Maintain training records for all assigned personnel reflecting current training in required environmental subjects. Monitor and schedule Receiver personnel for required periodic training.

5. Reimburse the Supplier for any RC/RA, Clean Water Act, Clean Air Act, or other act violation, where sovereign immunity is waived, by a regulatory agency as a result of a Compliance Order type audit or penalty at the time of occurrence and when indicated by a base line survey when property is returned to the Supplier, or it is leased to another Receiver. In lieu of reimbursement, the Receiver may elect to perform an equivalent audit and then either certify no contamination's are present, or fund any corrective action required.

6. Conserve all resources, and to extent possible, eliminate all hazardous waste and other waste disposal by reprocessing, recycling and reuse of waste materials.

7. Monitor and ensure Receiver personnel are scheduled for and attend initial and refresher training. Receiver will be responsible to fund their fair share of Receiver requested training if an outside contractor is brought to conduct the course.

FIN SERVS Financial Services

Includes financial services provided by FM. (POC: 82 CPTS/FMA, 6-2909)

Supplier will:

Provide casual pay service for students IAW the DoD Pay Manual and guidance in AFM 177-373, Volume 1.(POC: 82 CPTS/FMF, 6-4861)

Receiver will:

Provide documents required for supplier in support of Receiver's requirements.

HEALTH Health Services

Includes administration of health care program, inpatient and outpatient medical and dental treatment, physicals and other related medical support and professional services. Also, includes veterinary support and services. (POC: 82 MDSS/SGSO, 6-2010)

Supplier will:

Provide for administration of health care program, inpatient/outpatient medical and dental treatment, and other related medical support and professional services.

2. Provide services, assistance, treatment and training to receiver personnel on matters pertaining to alcohol and drug abuse.

3. Provide for the operation of the health and wellness center and other related services.

4. Travel entitlements for medical care are authorized IAW AFH 41-114, Military Health Services System (MSS) Matrix, Table 30, patient/non-medical attendant travel benefits.

5. The supporting Medical Treatment Facility (MTF) Commander has direct control of patient travel funding and is responsible for providing or arranging medical and dental care. Travel approval procedures must be coordinated with the supporting Financial Services Office and Defense Accounting Office.

6. Provide authorized veterinary support and services.

Receiver will:

1. Request and schedule support according to directives, policies and procedures. Provide appropriate records of individual seeking care and proper identification at time of treatment.

2. Schedule physicals and examinations at least 14 work days prior to required date.

3. Provide and schedule support requirements IAW veterinary clinic policies and procedures.

HSG & LODGE Housing and Lodging Services

Includes family, unmarried, and unaccompanied housing referral services. Also, includes operation of family housing, bachelor officer quarters, bachelor enlisted quarters, and transient accommodations.

Supplier will:

1. Provide for operation of family housing, and referral services for family, unmarried, and unaccompanied personnel to house approximately 30 students who are in a pipeline status with no per diem authorized. (POC: 82 CES/CERR, 6-5644)

2. Provide transient accommodations for authorized personnel. (POC: 82 SVS/SVML, 6-4537)

Receiver will:

1. Notify Housing of requirements. Personnel residing in Base Housing will comply with directives and procedures related to occupancy and pay for services used.

2. Closely monitor student load to ensure the number of students to be billeted remains at approximately 30 at any given time.

3. Notify Lodging of requirements. Personnel residing in lodging will pay for room charges.

LEGAL Legal Services

Includes the provision of advice and services on all legal matters pertaining to legal assistance, military justice, initial claims processing, property utilization, award and execution of procurement contracts, and personnel matters such as conflicts of interest, standards of conduct, and grievance hearings/reviews.
(POC: 82 TRW/JA, 6-4262)

Supplier will:

1. Provide Military Justice and Administrative Actions IAW AFI 25-201, Chapter 6.

Receiver will:

Request and schedule support as available during business hours.

MAIL POSTAGE **Mail Postage Service**

Includes postage and fees for official mail and application there of. (POC: 82 CS/SCXS, 6-5143)

Supplier will:

Provide official mail metering equipment for applying postage and fees to outgoing official mail.

Receiver will:

Comply with Supplier directives, policies and procedures.

MAIL SVCS **Mail Service**

Includes collecting/accepting, sorting, routing, and delivery of official and personal mail on DoD installations and in DoD owned or leased facilities. (POC: 82 CS/SCXS, 6-5143)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Make internal distribution. Comply with Supplier directives, policies and procedures required to receive certified, registered and classified correspondence.

MIL PERS **Military Personnel Support**

Includes passport, forces stamp, social security, and other personal affairs services for military personnel. Also includes processing of identification cards, security clearances, testing of individuals, line of duty investigation reports, casualty assistance reporting, noncombatant evacuation operations, relocation assistance, transition assistance, reserve recruiting, and individual newcomer treat and orientation. (POC: 82 MSS/DPMQ, 6-7715)

Supplier will:

Provide support and services in the following areas; processing and issue Identification Cards for personnel enrolled in the Defense Enrollment Eligibility Reporting System (DEERS), Casualty Assistance Reporting, Individual Newcomer Treatment and Orientation (INTRO) Program. Service shall be equal to service provided to Air Force personnel and within established standards and guidelines.

Receiver will:

Provide completed forms and documentation required by the Supplier to obtain service (Birth Certificates, Divorce Decree, etc.).

MORTUARY **Mortuary Services**

Includes all logistical functions related to the recovery, identification, care, and disposition of deceased personnel. (POC: 82 SVS/CD, 6-2745)

Supplier will:

Notify and coordinate with USMC Liaison to provide mortuary affairs assistance. Next of kin inquiries will be directed to the USMC.

Receiver will:

Notify higher Headquarters and request assistance from the USAF base if required and determine deceased mortuary services eligibility in coordination with supporting USMC installation.

MWR **Morale, Welfare, and Recreation Activities**

Includes operation of recreational centers, gyms, fitness centers, parks, athletic fields, recreational and general reference libraries, hobby shops, craft centers, and related services. (POC: 82 SVS/CD, 6-2745)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Present valid identification for entry into and use of recreational facilities.

POLICE **Police Services**

Includes maintaining law and order (e.g., enforcement of traffic laws, accident investigation, and criminal investigations), traffic management, vehicle decals, and parking pass services.(POC: 82 SFS/SFOX, 6-6148)

Supplier will:

Issue identification cards for authorized personnel not enrolled in the Defense Enrollment Eligibility Reporting System (DEERS).

Receiver will:

Provide required documentation to receive identification cards, vehicle decals and entry passes.

PUBL AFFAIRS **Public Affairs**

Includes activities aimed toward responding directly or through news media to the general public's right and need to know how DoD activities accomplish assigned tasks and missions. Also includes distribution of public and community relations information.(POC: 82 TRW/PA, 6-7249)

Supplier will:

1. Provide guidance and release authority from the 82 TRW/CC for responding directly or indirectly to news media on any matter involving the general public's right and need to know.
2. Guidance and authorization are to include any community contact in the form of community relations.
3. Advise Commander and staff on activities affecting media and community relations and produce internal information.
4. Provide base newspaper and publicize services.

Receiver will:

Advise Public Affairs immediately upon intent to respond in an official capacity directly or indirectly to the news media, or to participate in an official capacity in any community relations function.

2. Provide stories and feature materials on associate operations for the base newspaper as desired.

RESOURC MGNT **Resource Management**

Includes funds management, cost analysis services, and budget formulation, reporting, and execution. Also includes financial liability investigation of property losses.

Supplier will:

Provide costing of support agreements and a copy of the annual updated funding annex signed by both Comptrollers to 82 TRW/XPL, for distribution and file.

Receiver will:

Direct financial inquiries to 82 CPTS/FMA, DSN 736-5329 as required.

SECURITY **Security Services**

Includes security inspections, controlling entry and egress, and protecting official and personal resources at DoD owned or operated facilities.(POC: 82 SFS/SFOX, 6-6148)

Supplier will:

Conduct security inspections, control installation entry and egress, and protect official and personnel resources.

Receiver will:

Ensure parent command requirements are provided.

SHUTTLE **Shuttle Services**

Includes scheduled operation of local taxis, vans, and bus transportation services -- does not include chartered transportation services. (POC: 82 LS/LGST- QAE, 6-2689)

Supplier will:

Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

Receiver will:

Request support as required and comply with supplier procedures and directives.

SOCIAL ACTNS **Social Actions**

Includes civilian and military personnel assistance and training pertaining to equal opportunity and human relations.(POC: 82 TRW/SA, 6-2360)

Supplier will:

Provide education and training on matters pertaining to equal opportunity, treatment and human relations.

Receiver will:

Request services from the Social Actions Office.

SUPPLY **Supply Services**

Includes the provision of any common, generally expendable, non-technical commodity, material, or equipment .(POC: 82 LS/LGSSPP, 6-2393)

Supplier will:

782 Training Group will provide office and janitorial type items for Receiver use from a existing supply account.

Receiver will:

Comply with supplier directives, policies and procedures.

TRANSPORT **Transportation Services**

Includes transportation services related to both commercial and government-owned transportation of personnel, personal property, and material. Also includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services. (POC: 82 LS/LGSTT, 6-5287)

Supplier will:

1. Provide personal property services to include planning, counseling, arranging, and procuring transportation services for household goods and unaccompanied baggage, shipment and storage of personal property, mobile homes, and private vehicles for DoD and unit moves.
2. Provide passenger travel services for Permanent Change of Station moves and Temporary Duty Travel.

Receiver will:

1. Provide funds for unit funded moves.
2. Provide documentation and funds for Temporary Duty Travel and unit funded moves.

VEHICLE SPT **Vehicle Support**

Includes maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. Also, includes chartered transportation services. (POC: 82 LS/LGST-QAE, 6-2689)

Supplier will:

1. Issue USAF Motor Vehicle Identification Cards, and maintain Vehicle Operator Information records.
2. Provide within capabilities, on an as needed basis, U-drive-It vehicles.

Receiver will:

1. Comply with Supplier Government licensing requirements.
2. Request u-drive vehicles IAW transportation directives and policies. Proper use and control of credit receipted credit cards and Pike Passes is the receivers responsibility.

Reimburse Supplier for use of u-drive vehicles when operated outside the approved permissible operating stance.

SUPPORT CATEGORIES	AMOUNT	FACTOR	AMOUNT	REIMBURSEMENT
ADMINISTRATIVE SERVICES RC/CC = 564401	\$146,608.53	0.00010	\$14.63	\$0.00
CHAPEL AND CHAPLAIN SERVICES RC/CC = 201050	\$159,471.02	0.00010	\$15.92	\$0.00
CLUBS RC/CC = 5345E1, 5345E2	\$36,146.22	0.00010	\$3.61	\$0.00
COMMAND SUPPORT RC/CC = 201010, 20101C, 201030, 201080, 201400, 201400, 451210, 501010, 564400, 571612, 911550	\$2,405,739.30	0.00010	\$240.14	\$0.00
COMMON USE FACILITY OPERATIONS, MAINTENANCE, REPAIR AND CONSTRUCTION RC/CC = 564443, 564445, 564497	\$912,512.74	0.00005	\$47.17	\$0.00
COMMUNICATIONS SUPPORT RC/CC = 55*, (553270), 943800, 943807, 958481	\$6,458,527.62	0	\$0.00	\$0.00
COMMUNITY SUPPORT SERVICES RC/CC = 5345F1, 5345F2, 5345F4, 5345F5, 571655	\$1,588,761.61	0.00010	\$158.59	\$0.00
EDUCATION SERVICES RC/CC = 571621, 571623	\$1,292,510.97	0.00010	\$129.02	\$0.00
ENVIRONMENTAL COMPLIANCE RC/CC = 564416, 564418, 56441H, 951311,	\$1,226,412.50	0.00010	\$122.42	\$0.00
ENVIRONMENTAL CLEANUP RC/CC =	\$0.00	0	\$0.00	\$0.00
FINANCE AND ACCOUNTING RC/CC = 201500, 201510, 201525	\$2,651,194.43	0.00010	\$264.64	\$0.00
HEALTH SERVICES RC/CC = 24X, 2A, AND 2B	\$3,475,422.81	0.00010	\$346.92	\$0.00
HOUSING AND LODGING SERVICES RC/CC = 5345D5, 564408, 564406	\$2,172,434.41	0.00010	\$216.85	\$0.00
LEGAL SERVICES RC/CC = 201020, 201022, 911020	\$863,904.79	0.00010	\$86.24	\$0.00
MAIL SERVICES RC/CC =	\$0.00	0	\$0.00	\$0.00
MAIL POSTAGE SERVICE RC/CC =	\$0.00	0	\$0.00	\$0.00
MILITARY PERSONNEL SUPPORT RC/CC = 571620, 573619	\$1,600,291.35	0.00012	\$194.33	\$0.00
MORALE AND FITNESS SUPPORT RC/CC = 534500, 5345A0, 5345A1, 5345B0, 5345D8, 5345D9, 5345DC, 5345DE, 5345E6, 5345G0, 5345G1, 535969	\$2,014,201.58	0.00010	\$201.06	\$0.00
MORTUARY SERVICES RC/CC =	\$0.00	0.00012	\$0.00	\$0.00
PUBLIC AFFAIRS RC/CC = 201040, 20104P	\$162,565.95	0.00010	\$16.23	\$0.00
RESOURCE MANAGEMENT RC/CC =	\$0.00	0.00010	\$0.00	\$0.00
SECURITY SERVICE RC/CC = 544300, 544302, 544341, 544390, 914370, 95849C, 958922	\$429,057.53	0.00010	\$42.83	\$0.00
SHUTTLE SERVICE RC/CC =	\$0.00	0	\$0.00	\$0.00
SOCIAL ACTIONS RC/CC = 201697, 20169A	\$19,264.28	0.00010	\$1.92	\$0.00
SUPPLY SERVICES RC/CC = 401010, 414110, 414160	\$4,507,079.64	0.00010	\$449.90	\$0.00
TRANSPORTATION SERVICES RC/CC =	\$0.00	0.00010	\$0.00	\$0.00
VEHICLE SUPPORT RC/CC = 424200, 424210, 424210, 424220, 424240, 424249	\$3,512,178.86	0.00010	\$350.59	\$0.00
TOTAL SUPPORT DOLLARS	\$22,903.01			

NOTE: IF FACTOR IS "0" THEN ACTUAL COST WILL BE CHARGED IF SERVICE IS REQUESTED

Richard F. Pieffer
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