

INTRASERVICE

SUPPORT AGREEMENT

E1

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-97022-700	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) W44DQ1-84264-700	3. EFFECTIVE DATE (YYMMDD) 970401	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)

Commander
902d MI Group
308th MI Battalion
ATTN: IAMG-B-RM
Fort Meade, MD 20755-5910

5b. MAJOR COMMAND: TRADOC**6b. MAJOR COMMAND:** USA INSCOM**7. SUPPORT PROVIDED BY SUPPLIER**

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	Copier maintenance Services/Cost per copy	\$ 200
A3-Audio & Visual Information Services	None/Non-Reimbursable	\$ 0
A4-Automated Data Processing & Automation Services	ADP Maintenance/laser Cartridge Refills	\$ 200
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

8a. COMPTROLLER Signature
Dorothy T. Gray
DOROTHY T. GRAY, Budget Off, DRM

8b. Date Signed
24 NOV 97

9. RECEIVING COMPONENT

9a. COMPTROLLER Signature
Mildred E. Budke
MILDRED BUDKE

9b. Date Signed
14 Oct 97

8c(1). APPROVING AUTHORITY Typed Name
TIMOTHY S. HAYMEND, Director of Logistics

9c(1). APPROVING AUTHORITY Typed Name
GINGER T. PRATT, LTC, MI Commanding

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

8c(3). Telephone No.
DSN 639-3004

9c(2). Organization
308th MI Battalion

9c(3). Telephone No.
(301) 677-2246

8c(4). APPROVING AUTHORITY Signature
Timothy Haymend

8c(5). Date Signed
12/2/97

9c(4). APPROVING AUTHORITY Signature
Ginger T. Pratt

9c(5). Date Signed

10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)**SUPPLYING COMPONENT****RECEIVING COMPONENT****10a. Approving Authority Signature****10b. Date Signed****10c. Approving Authority Signature****10d. Date Signed**

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-97022-700

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 7, para 11b) _____ prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS Lawton-Fort Sill OPLOC, ATTN: DFAS-LW-A, 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 directive, 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: Tenant-owned Equipment Requiring Maintenance
- B: Installation Property On Hand Receipt to Tenant
- C: Costing Document

DISTRIBUTION:

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

Cdr, 902d MI Group, ATTN: IAGPA-C-FS, Fort Sill, OK 73503-0028

Cdr, 902d MI Group, 308th MI Battalion, ATTN: IAMG-B-RM, Fort Meade, MD 20755-5910

Continued on page 6.

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 8.

Additional specific provisions attached: YES NO

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-97022-700

7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
Intentionally Left Blank		\$ 0
C5-Common Use Facility Construction, Operations, Maintenance, & Repair	None/Non-Reimbursable	\$ 0
C6-Communication Services	Tolls, Leased Lines	\$ 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	Hazardous Spills/ Incidents	\$ 0
E4-Environmental Compliance	Tuition Costs	\$ 0
E5-Equipment Maintenance, Repair, & Calibration	Actual Cost of Maintenance	\$ 100
Intentionally Left Blank		\$ 0
F1-Facilities & Real Property Support	None/Non-Reimbursable	\$ 0
F2-Facility Construction & Major Repair	Minor Construction	\$ 0
F3-Facility Maintenance & Minor Repair	Grounds Maintenance	\$ 0
F5-Fire Protection	Unauthorized Discharge of Fire Extinguishers	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 4

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-97022-700

7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
F6-Food Service	None/Non-Reimbursable	\$ 0
H2-Housing & Lodging Services	None/Non-Reimbursable	\$ 0
L1-Laundry & Dry Cleaning	None/Non-Reimbursable	\$ 0
L2-Legal Services	None/Non-Reimbursable	\$ 0
M1-Mail Service	Postage	\$ 400
M2-Military Personnel Support	None/Non-Reimbursable	\$ 0
M4-Morale, Welfare, & Recreation (MWR) Activities	None/Non-Reimbursable	\$ 0
M5-Mortury Services	None/Non-Reimbursable	\$ 0
M6-Museums	None/Non-Reimbursable	\$ 0
P1-Police Services	None/Non-Reimbursable	\$ 0
P3-Public Affairs	None/Non-Reimbursable	\$ 0
Intentionally Left Blank		\$ 0
R1-Refuse Collection & Disposal	None/Non-Reimbursable	\$ 0
R2-Resource Management	None/Non-Reimbursable	\$ 0
R3-Retired Affairs	None/Non-Reimbursable	\$ 0
S1-Safety	None/Non-Reimbursable	\$ 0
S2-Security Services	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 5

MOD DD 1144-1 (Jul 97)

Page 4 of 37 Pages

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-97022-700

7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
S4-Social Actions	None/Non-Reimbursable	\$ 0
S5-Supply Services	Engineer Supplies	\$ 0
T1-Training Service	None/Non-Reimbursable	\$ 0
T2-Transportation Services	Federal Express/Packing and Crating	\$ 0
U1-Utilities	None/Non-Reimbursable	\$ 0
Intentionally Left Blank		\$ 0
W1-Weather Services	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	TOTAL	\$ 900

SA #W44DQ1-97022-700
Receiver: 902d MI Group
Fort Meade, MD

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 5-8, 15 Jan 74, Host-Supported Activity Relationships (Intraservice).
- c. AR 37-1, 30 Apr 91, Army Accounting and Fund Control.
- d. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.

2. This intraservice support agreement (SA) documents base operations (BASOPS) support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to 902d MI Group, Fort Meade, MD (Receiver).

3. Supported unit (Receiver/Tenant) is the 902MI Group, Fort Sill, OK. Authorized personnel strength is 1 officers, 2 enlisted, 1 DOD civilians. The unit's mission is to provide counterintelligence support to the geographic region.

4. Supplier and Receiver are both funded with operation and maintenance, Army (OMA), funds; therefore, BASOPS support will be provided on a non-reimbursable basis. However, mission unique support, stock fund support, and support provided above the normal standard level will be reimbursable.

5. 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-RP, Fort Sill, OK 73503-5100, DSN 639-3134. 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-IN and the Receiver. Host will forward DD Form 448-2 (Acceptance of MIPR) to Cdr, 902d MI Group, 308th MI Bn, ATTN: IAMG-B-RM, Fort Meade, MD 20755-5925.

6. DFAS-IN Field Operations, Defense Accounting Office (DAO) Fort Sill, shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to DFAS-Rome, ATTN: DFAS-RO/FPV, 124 Chappie James Blvd, Rome, NY 13441-4511 for payment. SF 1080 shall cite this SA number, DODAAC W90AG6 or unit identification code (UIC) number WDKVAA and have appropriate accountable documents attached.

7. Supplier will provide regional confinement support without SA documentation. Receiver shall negotiate separately with MEDDAC/DENTAC, DFAS-IN, and DeCA for medical supplies/maintenance and health services, finance and accounting services, and commissary services respectively.

8. 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.

9. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided.

10. 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 reprocurement expenses incurred during the 180-day period following notification.

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

a. Supplier: Mrs. Jan Crain
Assistant Installation Support Agreements Manager (SAM)
Directorate of Logistics (DOL)
Fort Sill, OK 73503-5100
DSN 639-4909/5072 or (405) 442-4909/5072
FAX ext 2719

b. Receiver: CPT Ron Crawford
902 MI Group
ATTN: IAMG-RM (S4, 308th MI Bn)
Fort Meade, MD 20755-5910
DSN 923-5582 or (301) 677-5582
or 923-2050 or (302) 677-2050

Agent Conner
902d MI Group
ATTN: IAMG-B-FS
Fort Sill, OK 73503-0028
(405) 442-2720

SPECIFIC PROVISIONS

Category of Support	Supplier Shall	Receiver Shall
Al-Administrative Services: Partially Reimbursable	1. Provide blank forms and local 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.	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), either manually or electronically, as required to DOIM Publications Section. Pick up items when notified. Maintain pinpoint distribution files (DA 12 series). 2. To request Tenant leased copiers; submit a memorandum containing appropriate justification to Resource Management Div, DOIM, B 652, 2-2887. Reimburse for copier maintenance services/cost per copy. 4. Utilize the following libraries as required and authorized. Pay for overdue books and other such fees on an individual cash basis. a. Installation Reference Library/Morris Swett Technical Library, B 730, Rm 16, 2-4525. Sign for items withdrawn from the library and return them within 3 days. b. Nye Library, B 1640, 2-5111.

Category of Support

Supplier Shall

Receiver Shall

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.

1. 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. 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 Receiver's personnel on the proper use and care of equipment on loan.

2. 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. 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 base-ment, a formatted computer tape on a microfiche master to produce copied fiche.

A4-Automated Data Processing & Automation Services:
Reimbursable

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

1. Request services as needed from the Directorate of Information Management (DOIM).

2. Provide maintenance for Tenant's ADP equipment. See attachment A 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). Reimburse for repair parts only.

Category of Support**Supplier Shall****Receiver Shall**

A4 (cont)

3. Provide laser cartridge refills as available.

3. Request laser cartridge refills by bringing old cartridge to DOIM, B 462, Mon-Fri, between the hours of 0730-1600. Reimburse for refilled cartridges.

C1-Chapel &
Chaplain Services:
Non-Reimbursable

1. Provide comprehensive free exercise of religion to active and retired military personnel, DOD civilians, 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.

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.

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

Category of Support

Supplier Shall

Receiver Shall

C3 (cont)

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.

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.

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.

C4-Command Support:
Non-Reimbursable

1. Command
Overhead

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.

2. Protocol

2a. Furnish appropriate protocol services for Tenant's visiting general officers/civilian equivalents. For military grades 07/civilian 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.

2a(1). Notify the Protocol Office immediately (2-3902/2346, B 455) of Tenant's visiting dignitaries (whether for social or official reasons) in 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 and GS-14 and GS-15 through Billeting Office in Comanche House and for

Category of Support	Supplier Shall	Receiver Shall
C4 (cont)	<p>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.</p>	<p>GS-15 and below through BOQ/BEQ. Request assistance/guidance in proper etiquette/procedures as required.</p>
3. Inspector General	<p>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.</p>	<p>3. For assistance contact the IG, B 462, Rm 301, 442-3176/3109 or DSN 639-3109.</p>
4. Auditing	<p>4a. Provide internal review and audit services. Conduct financial or performance audits of Tenant's operations upon request.</p> <p>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 visits affecting their operations. Prepare command responses to external audit reports.</p>	<p>4a. For assistance, contact the Internal Review and Audit Compliance (IRAC) Office, 2-3712/2943, B 455.</p> <p>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.</p> <p>4b(2). Provide prompt information and access to records as 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</p>

Category of Support

Supplier Shall

Receiver Shall

C4 (cont)

4c. Perform follow-up audits of internal/external reviews and audits.

concerning DA or DOD.

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

5. 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 authority is Cdr, 308th MI Bn, Fort Meade, MD 20755, (301) 677-2246. Tenant's approving authority is Cdr, 902d MI Gp, Fort Meade, MD 20755, (301) 677-6991.

5b. 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,

1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1953, 2-1335, as required. Call DPW at 2-1335 for emergency work orders.

Category of Support	Supplier Shall	Receiver Shall
C5 (cont)	<p>common benefit signs, energy consumption, and beautification projects.</p> <p>2. Remove ice and snow on common use areas (such as roads) IAW the installation snow and ice removal plan.</p>	<p>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.</p>
<p>C6-Communication Services: Partially Reimbursable</p>	<p>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. 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>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 service charges.</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 PAC.</p> <p>4b. Do not move, alter, or place attachments on telephone</p>

Category of Support

Supplier Shall

Receiver Shall

C6 (cont)

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.

C7-Community Relations:
Non-Reimbursable

1. Conduct open house programs, charity fund raising events, public relations activities, etc.

1. Attend the various functions as necessary. Pay on an individual cash basis as required.

C8-Community Services:
Non-Reimbursable

1. Provide community facilities and services and family support center activities to authorized personnel. 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 facilities as required. Pay for certain functions on an individual cash 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.

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.

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

Category of Support	Supplier Shall	Receiver Shall
C8 (cont)	<p>television, and snack bar.</p> <p>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.</p>	<p>5. Pay for services on an individual cash basis.</p>
<p>C9-Custodial Services: Non-Reimbursable</p>	<p>1. Provide janitorial services for administrative office space (966 gr sq ft), latrines (88 gr sq ft), and common service areas of buildings assigned to the Tenant. This may include the cost of all common janitorial supplies and equipment. Furnish FS 638 (Custodial Performance Schedule for Part I) for each building. See category F1 for buildings assigned to Tenant.</p>	<p>1a. Submit a written request for custodial services to Directorate of Public Works (DPW) for approval.</p> <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>
<p>D1-Disaster Preparedness: Non-Reimbursable</p>	<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</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>

Category of Support

Supplier Shall

Receiver Shall

D1 (cont)

of the Fort Sill CG.

3. Respond to search and rescue requirements of Scott Air Force Base. Situation and mission dictating, DPTM will task assets and resources from Fort Sill.

3. Exercise every precaution to alleviate accident potential.

E1-Education
Services:
Non-Reimbursable

1. Provide assistance to military and DOD civilian 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.

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.

2. Provide academic and technical/occupational educational opportunities. Fund and manage individual tuition assistance for military personnel only through the Fort Sill Army Education Center. Ensure military are tested in their assigned MOS.

2. Pay on an individual cash basis for some extension courses offered by various non-DOD agencies (i.e., colleges 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,

1. Call DPW at 2-3251 for service as required. Notify pregnant and allergic employees

Category of Support	Supplier Shall	Receiver Shall
E2 (cont)	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.	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)
E4-Environmental Compliance: Partially Reimbursable	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.	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. Coordinate with Material and Waste Management Br for quarterly environmental compliance inspections. Tenant has no hazardous waste for inclusion in the installation hazardous waste disposal program. 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.
	2. Provide environmental training. Publish training schedules quarterly/annually.	2. Submit training requests with fund cite or reimburse for tuition costs.

Category of Support

Supplier Shall

Receiver Shall

E4 (cont)

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.

4. DCA will manage an installation recycle program.

3. Request EIS services from DEQ as required. Reference the National Environmental Policy Act (NEPA) and AR 200-2.

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

E5-Equipment
Maintenance, Repair
& Calibration:
Reimbursable

1. General
Instructions

1. Provide for the maintenance and repair of Receiver's equipment as required and as described in the following paragraphs. See attachment A for the equipment list. Repair will be at direct support (DS)/ general support (GS) levels. Notify Receiver for pick-up of their equipment.

1a. Reference USAFACFS Reg 750-6. Perform operator/ organizational maintenance. Prepare DA Form 2407 (Maintenance Request) with proper authorization and unit identification code (UIC/WDKVAA). Attach a copy of Receiver'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 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, Maint 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 (2-3808) whenever these cards are lost, stolen, or turned in.

Category of Support

Supplier Shall

Receiver Shall

E5 (cont)

2. Electrical, Electronic, Communication, Photographic, & Audiovisual Equipment

2a. Provide for the maintenance and repair of Receiver-owned general or special purpose electrical, electronic, photographic (such as cameras, film cases, photo lights with stands, and enlarging cameras), and audiovisual equipment and their components.

2b(1). Provide for the installation, repair, maintenance, and inspection of integrated commercial intrusion detection systems (ICIDS). Perform DS preventive maintenance checks.

2b(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 DEH and DOIM to install power lines, conduit, and monitor lines.

2b(3). Provide emergency repair of activated alarms; coordinate with the Tenant and LEC as appropriate.

3. Office Equipment

3. Provide for the maintenance and repair of Government-owned household appliances and office equipment (i.e., adding machines, calculators, and typewriters). Computer and copier repairs are covered under separate categories of support. Items under 10 years of age are under contractual repair through Miscellaneous Contracts Section, DOL.

F1-Facilities & Real Property Support: Non-Reimbursable

1. Provide adequate space for office administrative, operational, and storage purposes.

Bldg	Description	Gr	Sq Ft
2936	Office Space Butler Bldg		1390

1c. Turn in items classified as unserviceable with a copy of the certified DA 2407 to Supply Div, DOL, B 2243.

2a. Take equipment and DA 2407 to QC inspector, B 2258E, 2-5394, for evaluation of repair. QC inspector will direct Receiver to B 2255 for a work order number or to the appropriate shop office.

2b. For service, call DOL Maintenance, 2-5219, B 2258W.

3a. Request repairs for office machines by calling Misc Contracts Section, 2-5161/4125.

3b. For items not under warranty, deliver equipment and DA 2407 to B 2258E for evaluation of repair for turn-in and/or replacement.

3c. For safe repair, submit DA 3953 to DOC.

1. Identify and justify facility requirements. Submit requests for building space to DPW, Master Planning Br, 2-2670.

Category of Support

Supplier Shall

Receiver Shall

F1 (cont)

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.

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

F2-Facility
Construction &
Major Repair:
Partially
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.

3. Tenant shall use space as authorized by this agreement. Conversions, diversions, modifications, renovations, construction, subleasing, or reassignment to other activities is not authorized unless approved in writing through DPW.

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. 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.

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

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

Supplier Shall

Receiver Shall

F3-Facility Maintenance & Minor Repair:
Reimbursable

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 (TK) for the Tenant.

1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1953, 2-1335, as required. Call DPW at 2-1335 for emergency work orders.

** 2. Perform grounds maintenance which includes removing debris, mowing within 75 feet of assigned buildings, fertilizing, trimming, and watering. Maintain topsoil, shrubs, and trees.

** 2. Reimburse for grounds maintenance within 75 feet of assigned building.

3. 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.

3a. 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.

3b. 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.

3c. Utilize installation self-help programs. Request guidance and instruction from DPW as required. Provide the labor for these projects. Request materials from DPW.

F5-Fire Protection:
Partially Reimbursable

1. Provide appropriate fire protection for buildings assigned to the Tenant. Provide a fire prevention program.

1a. Reference USAFACFS Reg 420-90. Request assistance in fire prevention as required from DPW Fire Protection & Prevention Division, B 6041, 2-5911.

1b. Appoint a unit fire mar-

Category of Support

Supplier Shall

Receiver Shall

F5 (cont)

shal and building fire warden. Attend fire prevention lectures 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 authorized personnel. Verify feeding status of individuals.

1a. Subsist in designated dining facilities. 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.

1c. Collect and record cash payments on DD 1544 (Cash Meal

Category of Support	Supplier Shall	Receiver Shall
F6 (cont)	<p>Payment Sheet). Deposit cash using DD 1131 (Cash Collection Voucher).</p> <p>1d. 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.</p>	<p>1d. Submit projected headcount to supporting dining facility for enlisted soldiers authorized meals without reimbursement.</p>
<p>H2-Housing & Lodging Services: Non-Reimbursable</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.</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. When on-post residential quarters are provided/terminated, mail assignment/clearance of quarters notice to local FAO.</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>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>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 they are physically present on the installation.</p>
<p>L1-Laundry & Dry Cleaning: Non-Reimbursable</p>	<p>1. Provide laundry and dry cleaning service for organizational property assigned as Government property (i.e., pillows, blankets, and mattress</p>	<p>1a. Deliver and pick up laundry items. Submit appropriate forms with items to be cleaned.</p>

Category of Support

Supplier Shall

Receiver Shall

L1 (cont)

covers). The installation laundry is under contract operation in B 1955, 2-3212/3383.

DA 2707-Dry Cleaning List
DA 2741-Laundry List for Piece-Rate Patrons

1b. Dry clean drapes and launder rags by submitting a purchase request to DOC.

2a. Offer a 12-piece bundle service (including battle dress uniforms (BDU) and excluding dry cleaning) to active duty Army patrons. Wash, dry, starch, press, hangar, or fold items as requested. Post piece-rate prices for customer information. Charge the current piece-rate for any item in excess of the 12-piece bundle.

2a. Pay for bundle service and 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 Receiver and their family members. Services include assistance/counseling 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 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.

1b. Schedule ethics training with Administrative Law Division, 2-2703.

2. Furnish claims service IAW AR 27-10 for military and civilian personnel.

3. Military justice is not within the jurisdiction of the Supplier.

3. Provide own military justice support through next higher headquarters.

Category of Support	Supplier Shall	Receiver Shall
M1 Mail Service: Partially Reimbursable	1. Receive and sort incoming official mail in a central distribution center. Distribute official outgoing mail accordingly. Return to sender any Second, Third, and Fourth Class personal mail.	1. Provide a list of official office symbols as requested. 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. Pick up incoming mail and deliver outgoing mail to the DOIM Postal Section, Bldg 930. Reimburse for postage costs.
M2-Military Personnel Support: Non-Reimbursable	1. Review applications and documentations and issue identification cards to active and retired military personnel and family members. Issue cards to DAC assigned to Fort Sill. Issue ID tags.	1. Refer eligible personnel to PSB.
M3-Morale, Welfare, & Recreation (MWR) Activities: Non-Reimbursable	1. Provide for the use of parks, recreational centers, gyms, fitness centers, athletic fields, hobby shops, craft centers, and related services.	1. Utilize facilities/services as required and authorized. Pay for certain services as required on an individual cash basis.
M4-Mortuary Services: Non-Reimbursable	1. Provide for the performance of all logistical functions associated with the recovery, identification, care, and disposition of deceased Army personnel on active duty. Mortuary services are provided under contract operation.	1. Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, Military Personnel Division/AG, Bldg 3162, (405) 442-4014 or DSN 639-4014.
M5-Museums: Non-Reimbursable	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. 2. Offer specialized research by appointment only, public tours, living history educational programming, and a gift shop (no fees involved--donations welcome).	1. Utilize facilities and services as required and authorized. 2. Pay for gift shop items as required on an individual cash basis.

Category of Support

Supplier Shall

Receiver Shall

P1-Police Services:
Non-Reimbursable

1a. 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

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.

1c. Provide alarm monitoring and response services.

1c. Purchase required electronic security equipment for asset protection.

2. Include Tenant in physical security inspections.

2. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.

3. Notify Tenant of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.

3. Provide information for serious incidents reports as required. Report actual or suspected criminal incidents immediately to the Military Police desk, 2-2101.

4. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.

4. Register vehicles and firearms at B 1670, 2-5383/3045.

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

2a. Coordinate in advance with the Public Affairs Office (PAO) before releasing any official information to the news media. Inform PAO of

Category of Support	Supplier Shall	Receiver Shall
P3 (cont)	<p>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.</p> <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>situations which are or could be of interest to the civilian news media (2-2521/2384, B 455).</p> <p>2b. Request, coordinate, and supervise all photographic support for Tenant-sponsored ceremonies and activities directly with TSC Photo Br.</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>
R1-Refuse Collection & Disposal: Non-Reimbursable	<p>1. Provide for the collection, transportation, and disposal of refuse (trash and compost). Furnish trash and compost containers. Furnish 1/2 dumpster each serviced one time each week.</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>
R2-Resource Management: Non-Reimbursable	<p>1. Cost and process SAs; manage reimbursable funds.</p>	<p>1. Provide feeder data as requested by the Supplier in a timely manner.</p>
R3-Retired Affairs: Non-Reimbursable	<p>1. Administer the Army Retirement Services Program outlined in AR 600-8-7, Chapter 3. Conduct semi-annual pre-retirement counseling sessions, provide individual counseling sessions for retirees, and provide individual counseling to potential retirees on personal affairs. Maintain liaison with Social Security and Department of Veteran Affairs in order to provide referral assistance. Maintain a supply of pamphlets for pre-retirement packets and a small library in Retirement Services Office for handouts.</p>	<p>1. Contact the Retirement Services Ofc, DCA, 2-5963, B 3162, Rm 104, for assistance. Publicize programs and make personnel available for counseling.</p>

Category of Support

Supplier Shall

Receiver Shall

R3 (cont)

2. Administer the Survivor Benefit Plan (SBP). Conduct group briefings on SBP at pre-retirement briefings and provide a resident expert on difficult cases.

2. Publicize the SBP.

S1-Safety:
Non-Reimbursable

1. Furnish technical assistance when necessary for proper investigation and reporting of accidents.

1a. Conduct business with safety in mind to reduce job-related injuries. Maintain current information on designated individuals to be notified in case of emergency.

1b. Report job-related injuries/diseases to the immediate supervisor. For civilians complete and submit to the immediate supervisor within 2 working days following the injury Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or within 30 days following the injury Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation)--whichever is applicable. Obtain Form CA-16, which authorizes treatment, from the immediate supervisor.

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.

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. 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

Category of Support

Supplier Shall

Receiver Shall

S2 (cont)

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

4. Provide assistance and instruction for changing safe combinations.

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. Report derogatory information on DA 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances.

3b. 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 two classified 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

Supplier Shall

Receiver Shall

S4-Social Actions:
Non-Reimbursable

1. Provide services, assistance, or training to civilian and 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 1615.

S5-Supply Services:
Partially
Reimbursable

1. 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 2243, 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.

1a(2). Establish supply accounts. Load customer DODAACs into the supply system; notify customers of effective date.

1a(2). Upon account activation obtain a fund code from DFAS-IN Fort Sill DAO, B 1651, 2-2477. Upon receipt of fund code, begin requisitioning. Update account as required.

1b. Monitor/budget for acquisition authority to purchase supplies and equipment (EOR 26 and 31) for customers.

1b. Provide actual and programmed requirements (stock fund) as requested by Supply Management Army Branch, DOL, 2-2474/5307, B 1655W.

1c. Accept requisitions for supplies, equipment, and repair parts; process local procurement documents for requests not authorized VISA IMPAC credit card purchase; i.e., over \$2500.

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 (W90AG6) and forward to appropriate supply support activity (i.e., DOL, DPW, etc.). Present DD Form 577 (Signature Card) when picking up repair parts at DOL.

Category of Support

Supplier Shall

Receiver Shall

S5 (cont)

1c(2). Receiver's commander or his/her designated representative must sign local purchase requests. Justify local purchase requests with priorities 01-08 in writing.

1d. Prepare DD 1348-1 for Receiver 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 Receiver's property records.

1d. Take equipment and DA 2765-1 to Supply (B 2243); 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.

2. Property Book

2a. Installation consolidated property book officer (CPBO) will provide property book support by hand receipting only authorized Host-owned installation property (such as office furniture, equipment, etc.) as available to the Tenant. See attachment B. Conduct joint inventories of hand receipt items with the Tenant.

2a(1). Request equipment and furniture from the CPBO, B 2192, 2-4479/4945. Conduct joint inventories with the Host and follow local hand receipt procedures. Contact CPBO for turn-in of unserviceable or inoperable items.

2a(2). Hand receipt property book items from higher headquarters or perform own property book function.

2b. Process requests for establishment, deletion, and changes to DODAACs for customers serviced by DFAS-IN Fort Sill DAO.

2b. If not serviced by DFAS-IN Fort Sill DAO, obtain/update DODAACs through own supply channels.

3. Engineer Supply

3a. Provide lumber and lumber-related materials for operational and training projects.

3a(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/materials.

3a(2). Obtain approval from the activities DPW program manager (B 1953) prior to submitting requisitions to the storage sections in B 1946.

Category of Support	Supplier Shall	Receiver Shall
S5 (cont)	3b. Provide construction materials for approved projects/work orders and self-help materials for the maintenance of installation real property.	3b. Obtain approval from the activities DPW program manager (B 1953) prior to submitting requisitions to the storage sections in B 1946 or.
4. Clothing & Textiles	4. Clothing Initial Issue Point (CIIP), B 2809, 2-2494, will fabricate name plates and inked name tapes for Army military personnel except for new enlistees, commissioned officers, and warrant officers. Notify Tenant for pick-up of items.	4. Prepare and submit DA 2407 to CIIP requesting name plates and name tapes be fabricated. Attach a list of names specifying the quantity required.
5. Firefighting Equipment and Components	5. Inspect, test, repair, recharge, reseal, and exchange fire extinguishers belonging to the Receiver.	5. For CO2 fire extinguishers, prepare a DA 2765-1 for turn-in (DIC D6A) and one for issue (DIC AOA) reflecting the NSN for gas. Take fire extinguishers to Fire Station #2, B 5031, 2-5314, to be weighed and tagged. Then deliver the forms and empty cylinders to B 2243, Bay 5, and exchange them for full cylinders.
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. 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.	1. Submit training requirements to appropriate directorates within established time frames. 2a(1). Reference USAFACFS Reg 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

Category of Support	Supplier Shall	Receiver Shall
T1 (cont)	2b. Furnish targets, target frames, etc.	<p>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.</p> <p>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.</p>
<p>T2-Transportation Services: Partially Reimbursable 1. General Instructions</p>	<p>1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material.</p>	<p>1. Request transportation services from DOL in writing, ATTN: ATZR-LST, 2-2403/4471/3909, B 2950.</p>
<p>2. Movement of Personnel</p>	<p>2a. Provide reservation and ticketing services in conjunction with civilian and military official travel and military leave. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.</p> <p>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).</p> <p>2c. Provide services as authorized for civilian personnel</p>	<p>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 obtained in conjunction with official military leave.</p> <p>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.</p> <p>2c. Provide a fund cite for PCS moves.</p>

Category of Support	Supplier Shall	Receiver Shall
T2 (cont)	reassigned by the Government on a case-by-case basis.	
3. Movement of Property	<p>3a. Furnish Government bill of lading support when required.</p> <p>3b. Ship at Supplier's expense property requisitioned by the Supplier (Government property).</p>	<p>3b. For Federal Express service, submit a memo or DD Form 1348-1 with the item (already packaged for shipment) to DOL Trans Movements Section, B 2961, 2-2000 (NLT 1300 when next day delivery is desired). Include a justification and provide a complete destination address with phone number and fund cite.</p>
	<p>3c. Relocate Receiver at Supplier's expense when relocation is for the Supplier's convenience.</p> <p>3d. Provide for movement of household goods (personal property) through a responsible shipping office.</p>	<p>3c. Give as much advance notice as possible when requesting a relocation.</p>
4. Packing & Crating	<p>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)).</p>	<p>4. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-3646, as required. Provide DPW Packing & Crating Section, B 1948, 2-5124, with an approved DA 4283 along with material to be packed and crated. Reimburse for materials used.</p>
5. Unit Movement	<p>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.</p>	
U1-Utilities: Non-Reimbursable	<p>1. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems,</p>	<p>1. Request services from DPW as required. Report deficiencies to DPW as soon as they occur.</p>
1. Utility Services		

Category of Support	Supplier Shall	Receiver Shall
U1 (cont)	cold storage plants, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant (see category F1-Facilities & Real Property Support for list of buildings).	
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.	<p>2a. References: USAFACFS Reg 420-1 USAFACFS Pam 420-1 AR 11-27 EPACT 1992 Executive Order 12902</p> <p>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.</p> <p>2c. Actively promote Fort Sill's energy awareness program. Develop an energy plan to establish efficient 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.</p>
W1-Weather Services: Non-Reimbursable	<p>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).)</p> <p>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)</p>	<p>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.</p>

Category of Support

Supplier Shall

Receiver Shall

W1 (cont)

due to freezing precipitation or heavy snow.

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

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

3. Request additional services as required.

Attachment A to
SA #W44DQ1-97022-700

EQUIPMENT REQUIRING MAINTENANCE

Unit: 902d MI Group, Fort Sill, OK

<u>Description</u>	<u>Quantity</u>
Computer, Laptop, PCPU Mini Micro 386 SN 10134	1
CPU, CAF Master 325/33 SN 3010208, 3010218	2
CPU, Laptop 486DX33 Actnote 700 SN 41205458	1
CPU Workstation SN 41838170	1
CPU, Insync SN INS9607904784	1
Fax Machine, Richoh SN MO360500082	1
Modem, Telecomm, Hayes Optima Mdl 288 SN AO1153103570	1
Monitor, ISM SN 234X4626	1
Monitor, Axion SN H9323806965	1
Monitor, Color SN 9624136673	1
Monitor Mini Micro 385 SN H3JA00400	1
Printer, Laswe Wang SN 39972K	1
Printer, Cannon BJ-10EX SN PCN40000	1
Printer, Laser Jet II SN 3203J50841	1
Secure Telephone Unit 1910 SN 7773	1
Scanner, UMASXS6E	1

Attachment B to
SA #W44001-97022-700

DATE PREPARED	08/18/77	HARD RECEIPT	PAGE	1	PCN:	ALV-151								
LOC/DESC:	NOV61X 3020 MIL INTEL (MR. LOVE)	INSTALLATION	DATE LAST INVENTORY:	97179										
LTN	SUGLIN	SRI	ERC	GENERIC NOMENCLATURE	AUTH DGC	REQ	AUTH	DI						
REN		01	UP	NON NOMENCLATURE	LCC	SCS	SRRC	CTIC	PLA	PUB DATA	OH			
SYSD	SER/REG/LOT	NO	LOT	QTY	SYSD	SER/REG/LOT	NO	LOT	QTY	SYSD	SER/REG/LOT	NO	LOT	QTY
70051N				TELEPHONE BUSINESSCOM						CTA 50-909				
702500700294	EA	104.50		TELEPHONE ANSWERING E	R	S	U	6180		CTA 50-909				1
R4142885														
70122N				CABINET W/VIDEO ACIMS	R	N	U	6180		CTA 50-909				1
7110010475123	EA	245.10		CABINET W/ STORAGE	R	N	U	6180		CTA 50-909				1
70209N				COMPUTER						CTA 50-909				1
702110102872	EA	1075.00		COMPUTER FOR FOR 305	R	S	N	6180		CTA 50-909				1
C103382														
70222N				MOEN REGULATOR/REGULATOR/INFE						CTA 50-909				1
500501026792	EA	142.00		MOEN-REGULR 2400 W/C	R	S	W	6180		CTA 50-909				1
.F0810031777														
70223N				MONITOR						CTA 50-909				1
7025007006042	EA	400.00		MONITOR 14" 6A MILD	R	S	W	6180						1
.20708917														
61672N				CHAIR						CTA 50-909				4
711001098241	EA	337.00		CHAIR ERGONOMIC	R	N	U	6180		CTA 50-909				4
22541N				DESK FT DOL FCD 6000						CTA 50-909				4
711001040642	EA	453.00		DESK FCD 13P	R	N	U	6180						4
52544N				DESK-SINGLE PED						CTA 50-909				4
71100101314	EA	455.00		DESK-SINGLE FCD	R	N	U	6180		CTA 50-909				4
40274N				CABINET CORPORATION						CTA 50-909				2
711000754632	EA	1075.00		FILING CAB 1 60R 60LE	R	N	U	6180		CTA 50-909				2
54127N				OVER MICROPHONE						CTA 50-909				1
711001038814	EA	284.00		OVER MICROPHONE	R	N	U	6180						1
56450N				PAPER SUPPLIER						CTA 50-909				1
561100700004	EA	2495.00		PAPER SUPPLIER P431C	R	S	U	6180						1
P963320														
53450N				SAFE FIELD 3 SHELF 1						CTA 50-909				1
711001054211	EA	405.00		SAFE DEPOSITBOX 1800P-	R	N	U	6180		CTA 50-909				1
55501N				SOFA CONTEMPORARY W/CF						CTA 50-909				1
555000700002	EA	207.00		SOFA CONTEMPORARY	R	N	U	6180		CTA 50-909				1

DATE PREPARED: 05/12/97

HAND RECEIPT

PAGE

PCN: ALV-151

IC/DIRECT: KOWALX WOOD WIL INTEL (WR, LOVE)

DATE LAST INVENTORY: 97179

JIN SOULIN SRI EHC GENERIC NOMENCLATURE AUTH DOC REG AUTH 21

GEN NOMENCLATURE LCC ECS SRG CMC DLA FWD DATA

SYNO SEM/REG/LOT NO LOT QTY SYNO SEM/REG/LOT NO LOT QTY SYNO SEM/REG/LOT NO LOT QTY

98001N TYPewriter IJM W/M/W R S M 6160 CTA 50-509 1

11-82015

41182 DISK DRIVE UNIT: CONTACT DISK M N 6160 CTA 50-906 2

03501249300

DISK DRIVE UNIT: CONTACT DISK M N 6160 CTA 50-906 2

02549F

REPRIORATOR MECHANICAL HOUSING: 10.0 CU FT MIN C CTA 50-505 1

02804F

KEEPER 2-DR EIGHT NO M N 6160 CTA 50-909 1

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

SECURE TELEPHONE UNIT III (LOT): LOT TYPE 1 CTA 50-808 4

02101220149

81

Attachment C to
 SA #W44DQ1-97022-700
 902d MI Group, Fort Meade, MD 20755-5910

CALCULATIONS FOR REIMBURSABLE COSTS*

325796.Y DOIM	<u>A1. Administrative Services</u> Cost of Copier = \$200	Total Cost \$200
325796.P DOIM	<u>A4. Automated Data Processing/Automation Services</u> Laser Printer Cartridge Refills = \$200	Total Cost \$200
325795 DOIM Tolls/Leases	<u>C6. Communication Services</u> Estimated Cost = \$0	Total Cost \$0
325756 DEQ	<u>E3/E4. Environmental Cleanup/Compliance</u> A. 902d MI Gp will be billed for actual costs if a spill occurs, as stated in the specific provisions. B. Environmental Training Courses are reimbursable at the current tuition rate.	Total Cost \$0
325796.C DOL	<u>E5. Equipment Maintenance, Repair, & Calibration</u> Equip M&R Estimated Cost \$125	Total Cost \$100
325778.K DPW	<u>F2. Facilities Construction & Major Repair</u> Cost will be determined when a workorder is submitted to DPW. Funding will be required before work begins.	Total Cost \$0
325778.M DPW	<u>F3. Facilities Maintenance & Minor Repair</u> Grounds Maintenance = \$0 Anticipate the costs being less than \$100, because military personnel is performing the work. If civilian labor is used, this cost will increase.	Total Cost \$0

*Estimated costs rounded to hundreds.

902d MI Group, Fort Meade, MD 20755-5910

		Total Cost
F4. Fire Protection		
25779.M DPW	Nonreimbursable except if fire extinguisher is maliciously discharged.	\$0
Cost Per Piece:		
10 LB ABC Dry Chemical Fire Extinguishers:		
	Recharge:	\$5.00
	Agent/Air:	\$1.25
Perform if over 12 yrs old:	Hydro Test:	\$6.00
Replace if broken:	Gauges:	\$1.50
5 LB CO2 Fire Extinguishers:		
	Recharge:	\$8.00
	Agent/Air:	\$1.25
Perform if over 5 yrs old:	Hydro Test:	\$11.00
Replace if broken:	Gauges:	\$1.50
10 LB CO2 Fire Extinguishers:		
	Recharge:	\$12.00
	Agent/Air:	INCL
Perform if over 5 yrs old:	Hydro Test:	\$11.00
Replace if broken:	Gauges:	\$1.50
15 LB CO2 Fire Extinguishers:		
	Recharge:	\$15.00
	Agent/Air:	INCL
Perform if over 5 yrs old:	Hydro Test:	\$11.00
Replace if broken:	Gauges:	\$1.50
M1-Mail Service		
25796.Y JOIM	Postage Est Cost = \$400	Total Cost \$400
S6. Supply Services		
25779.M DPW	Engineer Supplies = \$0	Total Cost \$0
T2. Transportation Services		
25796.D JOL	Federal Express = \$0 (Accept as Direct Fund Cite)	Total Cost \$0
25779.M DPW	Packing and Crating Will be charged if used. Est Reimb Cost = \$0	
GRAND TOTAL		\$900

NOTE: Will not be billed unless actual costs exceed \$500.00.