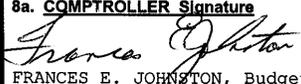
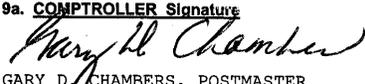
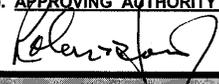
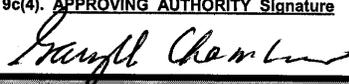


SUPPORT AGREEMENT			
INTRAGOVERNMENTAL		A3	
1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-03072-502	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) W44DQ1-87313-502	3. EFFECTIVE DATE (YYMMDD) 03-09-30	4. EXPIRATION DATE (May be "Indefinite") Indefinite
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Field Artillery Center and Fort Sill (ATZR-RP) 455 Randolph Road Fort Sill, OK 73503-5100		6a. RECEIVING ACTIVITY (Name and Address) Postmaster U.S. Postal Service 501 SW Fifth Street Lawton, OK 73501-9998	
5b. MAJOR COMMAND: IMA		6b. MAJOR COMMAND: N/A	
7. SUPPORT PROVIDED BY SUPPLIER			
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT	
C1-Chapel & Chaplain Services	Non-Reimbursable		
C3-Clubs	Non-Reimbursable		
C4-Command Support	Non-Reimbursable		
C5-Common Use Facility Const, Ops, Maint, & Repair	Non-Reimbursable		
C7-Community Relations	Non-Reimbursable		
C8-Community Services	Non-Reimbursable		
D1-Disaster Preparedness	Non-Reimbursable		
E2-Entomology Services	8352 Sq Ft X Rate	\$0	
E3-Environmental Cleanup	Hazardous spills/incidents	\$0	
E4-Environmental Compliance	Haz waste disposal	\$0	
F1-Facilities & Real Property Support	Non-Reimbursable		
F2-Facility Construction & Major Repair	Minor construction	\$0	
F3-Facility Maintenance & Minor Repair	Actual Cost	\$0	
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO		TOTAL	Continued
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
8a. COMPTROLLER Signature  FRANCES E. JOHNSTON, Budget Officer, DRM	8b. Date Signed 30 Sep 03	9a. COMPTROLLER Signature  GARY D. CHAMBERS, POSTMASTER	9b. Date Signed 9-12-03
8c(1). APPROVING AUTHORITY Typed Name ROBERT L. HANSON, JR., Director		9c(1). APPROVING AUTHORITY Typed Name GARY D. CHAMBERS, Postmaster	
8c(2). Organization Directorate of Resource Management, ATZR-R	8c(3). Telephone No. DSN 639-3100	9c(2). Organization U.S. Postal Service	9c(3). Telephone No. (580) 353-1500
8c(4). APPROVING AUTHORITY Signature 	8c(5). Date Signed 30 Sept 03	9c(4). APPROVING AUTHORITY Signature 	9c(5). Date Signed 9/12/03
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: W44DQ1-03072-502

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 5, para 10b.) _____ 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 (DFAS-AA/LW), 4700 MOW WAY Road, Fort Sill, OK 73503-5000, DSN 639-0407.

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 - FY03 Calculations for Reimbursable Costs

DISTRIBUTION:

Cdr, USAFACFS (ATZR-RP), 455 Randolph Road, Fort Sill, OK 73503-5100
Postmaster, U.S. Postal Service, 501 SW Fifth Street, Lawton, OK 73501-9998

Continued on page 4.

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 6.

Additional specific provisions attached: YES NO

SA #W44DQ1-03072-502
Receiver: U.S. Postal Service
Lawton, OK

GENERAL PROVISIONS

1. References:

- a. DoD 4000.19-I, Interservice and Intragovernmental Support, 9 Aug 95.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. AR 351-9, Interservice Training, 28 Aug 98.
- d. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, Jan 00.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- f. Memorandum, Assistant Secretary of the Army (Financial Management), 20 Mar 00, subject: Army Reimbursable Policy (ARP) Policy Update.

2. This intragovernmental support agreement (SA) documents base operations (BASOPS) support provided by the US Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to the U.S. Postal Service, Lawton, OK (Receiver/Tenant).

3. Supported unit (Receiver/Tenant) is the U.S. Post Office at Fort Sill, a branch of the Lawton Post Office. Authorized personnel strength is 12 Federal civilians and no military or Government contractor personnel. The unit's mission is to provide postal service to the Fort Sill installation.

4. Receiver is an intragovernmental agency funded by the U.S. Postal Service. Receiver shall reimburse for directly identifiable costs and any attributable incremental costs. Mission unique support, stock fund support, and support provided above the normal standard level shall also 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/ MIPR) for the total amount of the SA to Cdr, USAFACFS (ATZR-RP), 455 Randolph Road, Fort Sill, OK 73503-5100, DSN 639-3134. Host has the option to accept any portion of the MIPR as a direct fund cite. DFAS Lawton-Fort Sill and the Receiver shall monitor money accepted as a direct fund cite. Host will forward DD Form 448-2 (Acceptance of MIPR) to the address in block 6a of page 1, ATTN: Finance Department. Non-DoD customers may utilize DD 448 or their own order form/letterhead and cite this SA number, description of support, and dollars obligated and have their budget officer certify the document.

6. DFAS Lawton-Fort Sill shall bill Receiver quarterly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to the address in block 6a of page 1, ATTN: Finance Department, for payment. SF 1080 shall cite this SA number and DODAAC number 187354 and have appropriate accountable documents attached. Receiver shall coordinate special billing arrangements directly with DFAS Lawton-Fort Sill.

7. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. 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.

8. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided. Receiver shall negotiate directly with other Fort Sill tenants for their tenant-provided services (i.e., MEDDAC/DENTAC, DFAS, DeCA, etc.).

9. 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; both parties shall initial these changes.

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 reprourement expenses incurred during the 180-day period following notification.

10. Points of contact (POCs) for the administration of this support agreement are as follows:

a. Supplier: Ms. Joy Sovo, Installation Support Agreements Manager (SAM) and
Ms. Sandra Puryear, Assistant Installation SAM
Directorate of Resource Management (DRM); Fort Sill, OK 73503-5100
DSN 639-0416/6319 or (580) 442-0416/6319, fax ext. 7156
E-mail Address: joy.sovo@sill.army.mil & sandra.puryear@sill.army.mil

b. Receiver: Mr. Gary D. Chambers
Postmaster
U.S. Postal Service
501 SW Fifth Street
Lawton, OK 73501-9998
(580) 353-1500
E-mail Address: postmaster.73501@usps.gov

SUPPLIER SHALL

RECEIVER SHALL

C1-Chapel & Chaplain Services: Non-Reimbursable

1. Provide comprehensive free exercise of religion to active and retired military personnel, DoD civilians, and their families. Include 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 2934, 2-5795. 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. Use available recreational facilities as desired. Pay for certain services on an individual cash basis. Pay for non-revenue producing, mission-related functions held in the club facilities with the Government credit card (IMPAC/VISA)—appropriated fund only.

2a. Authorize retired officers and senior noncommissioned officers/civilians in grades E7/GS-7 and above (or equivalent) access to the Fort Sill Officers' Club (500 Upton Road). Offer dining, entertainment, and catering.

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. Gunners' Inn is closed for renovation until December 2003.

3a. Authorize soldiers, family members, and DoD civilians year-round access to the Fort Sill Golf Course (tree lined) at 1275 Quinette Road and access to Cedar Lakes Golf Course (wide-open fairways with challenging water hazards) at 4746 Monrovia on weekends, training holidays, and holidays. Both are 18-hole courses offering driving ranges, putting, pitching greens, pro shops, club/cart rentals, snack bars, and golf lessons.

3b. Authorize full-time Federal Service employees who work year-round at the Fort Sill Postal Facility, access to the Fort Sill Golf Courses **by special permission.**

3b. Request a Golf Membership by contacting the DMWR Office, Bldg. 4700 Mow Way Rd, Hours 0700 - 1600 Mon - Thurs, 0930 - 1600 on Fri, closed on Sat and Sun and Holidays. Contact Ms. Brenda Spencer-Ragland (Director) or Ms. JoAnn Stearns (Management Analyst, DMWR), 442-4764.

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.

SUPPLIER SHALL

RECEIVER SHALL

**C4-Command Support: Non-Reimbursable
1. Command Overhead**

1. Provide command/staff personnel to manage base operations support provided to all customers. Include the command group, Directorate of Resource Management (DRM), Installation Mission Support Center (IMSC), Directorate of Community Activities (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 biographical sketches of the dignitaries.

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

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

3. Inspector General

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

3. For assistance; contact the IG, B 462 (Taylor Hall), Rm 301, 2-3176/3109, fax ext 7352, e-mail: arty@arty.ignet.army.mil.

4. Auditing

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

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

4b. Manage and/or monitor visits by external audit agencies such as the US General Accounting Office (GAO), Department of Defense Inspector General (DoDIG), and US Army Audit Agency (USAAA). Notify Tenant of any external audit agency visits affecting its operations. Prepare command responses to external audit reports.

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.

4b(2) Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records.

SUPPLIER SHALL

RECEIVER SHALL

4. Auditing (Cont)

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

However, obtain IRAC Ofc approval prior to furnishing information such as USAAA reports, non-DA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRAC Ofc immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DoD.

4c. Provide the IRAC Ofc with written confirmation that all recommendations have been implemented or that new target dates have been established 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 property book officer (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 the IMSC, Department of Logistics (DOL), B 1655, 2-2842.

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.

5b. Tenant's appointing authority is John E. Potter, PostMaster General, CEO, 475 L'Enfant Plaza SW, Washington DC 20260-0010. Tenant's approving authority is Gary Chambers, Postmaster, US Postal Service, 501 SW Fifth Street, Lawton, OK 73501-9998, phone #(580) 353-1500.

5c. Notify Directorate of Public Safety and Law Enforcement Command (DPS&LEC, 2-2101) when loss, damage, or destruction of property is due to apparent theft, willful misconduct, or for damages/accidents involving the Host's vehicles. Notify 90th MP Det CASE (CID) (2-4603) when the dollar value exceeds \$1,000.

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

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

1. Submit DA 4283 (Facilities Engineering Work Request) to IMSC, Department of Public Works (DPW), B 1950, 2-6453, as required. Call DPW at 2-3251 for emergency work orders.

SUPPLIER SHALL

RECEIVER SHALL

C5-(Cont)

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

2. Remove ice and snow in Tenant use areas (sidewalks, stairs, and porches). Do not use salt to melt ice; use ammonium nitrate, which is available at the DPW Self-Help Center, B 1946. Request services from DPW as needed.

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. Use facilities as required. Pay for certain functions on an individual cash basis.

2. Operate one child care center. Provide full-day and part-day childcare and preschool programs for authorized personnel. Military family members residing on post may provide home-based care for authorized patrons through the Family Child Care program.

2. Parents shall furnish their 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. Operate Youth Services facilities for authorized patrons. Offer games, special events and classes, a snack area, and teen council facilities at the Artillery Village Youth Center (B 6599). Base the School Age Services program at the Cannon Youth Center (B 1721, 2-6745).

4. Authorize access for authorized patrons to the Fort Sill RecPlex (B 2502, 2-4824). Provide meeting rooms, amusement machines, movies, snack bar, internet kiosks, and recreation programs.

5. Army & Air Force Exchange Service (AAFES) shall offer various services such as the Post Exchange, gas stations, and cafeteria/snack bars. Restrict the use of Exchange facilities (other than dining facilities) to authorized personnel.

5. Pay for services on an individual cash basis.

D1-Disaster Preparedness: Non-Reimbursable

1. Prepare for disaster response and support; include training and equipment. Include Tenant in installation planning. Provide disaster support as required. Provide and program for emergency wartime operations. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required.

1. Request services as needed through the Installation Operations Center (IOC); Directorate of Plans, Training, and Mobilization (DPTM), B 455, 2-3241/3828. Respond to IOC's requests for information and to command information passed through IOC channels.

SUPPLIER SHALL

RECEIVER SHALL

D1-(Cont)

Task all activities under the CG's control as appropriate.

E2-Entomology Services: Reimbursable

1. Eliminate or reduce/control the presence of insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirables. Include the routine treatment of grounds, buildings, equipment, supplies, aircraft, and other common carriers as necessary.

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

E3-Environmental Cleanup: Reimbursable

1. Use own discretion in determining whether or not to hold Tenant financially liable when the Tenant's actions 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 cleanup 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. Directorate of Public Safety & Law Enforcement Command (DPS&LEC) will 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 Environmental Quality Division, DPS&LEC, 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.

1b. Notify DPS&LEC 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.

1c. Comply with the installation hazardous waste (HW) disposal program (Tenant has no requirements at this time).

OR USE PARAS 3a-3b

2. DPS&LEC will identify actions requiring an environmental impact statement (EIS). Specify methods for obtaining information required in preparing an EIS. Determine the content of the EIS. Determine appropriate time requirements for comments. Establish patterns for consulting. Determine the mechanism through which the EIS will be made public. Provide public announcements of plans and programs with environmental impact.

2. References: National Environmental Policy Act (NEPA) and AR 200-2. Request EIS services from DPS&LEC as required.

SUPPLIER SHALL

RECEIVER SHALL

E4-(Cont)

3a. DPS&LEC will include Receiver in the installation's hazardous waste (HW) disposal program. Provide advice and guidance on the proper storage, handling, transportation, and disposal of HW upon request.

3b. DPS&LEC will assist Receiver's personnel to ensure HW designated for turn-in meets the criteria set forth in applicable regulations. Contract for the transportation and disposal of HW. See attachment _ for the HW listing.

4. DCA will manage the installation recycle program.

3a. Reference USAFACFS Reg 200-2. Comply with applicable Environmental Protection Agency (EPA), Occupational Safety and Health Act (OSHA), State, Department of Transportation (DOT), DoD, and other appropriate regulations concerning HW. Request assistance as required from DPS&LEC, 2-3266, B 2592.

3b. Handle, package, and store HW IAW applicable regulations. Do not accumulate more than one 55-gallon drum of HW at any one given time. When the drum is full, within three days coordinate turn-in through DPS&LEC (B 2592) prior to transporting the drum to DRMO (B 2333). At the time of turn-in, provide DPS&LEC with all documentation for turn-in of HW/HM. Include DA Form 1348-1 (Disposal Turn-In Document (DTID)), material safety data sheets (MSDS'), and DA 2765-1 with DODAAC and accounting processing code (APC)/fund cite. Maintain physical custody of HW until picked up by the HW contractor.
Reimburse for the disposal of HW.

4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the Recycling Center, MOW WAY Road and Sheridan Road, 2-2348.

F1-Facilities & Real Property Support: Non-Reimbursable

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

<u>Bldg</u>	<u>Description</u>	<u>Gr Sq Ft</u>
930	Admin/Office	8352

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. Manage, assign, and reassign facilities based on the Host's installation master plan (i.e., relocation, demolition, construction, etc.) and the Host's mission essential requirements.

1. Identify and justify facility requirements. Submit requests for building space to Installation Mission Support Center (IMSC), DPW, B 6130, 2-6453.

2. Sign for space occupied (hand receipt IF DoD CUSTOMER; permit IF FEDERAL NON-DoD CUSTOMER). Conduct joint inventories as required. Use space as authorized by this agreement. Obtain prior written approval through DPW for conversions, diversions, modifications, renovations, construction, subleasing, or reassignments to other activities.

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.

1. Retain buildings in their present condition without change unless written authorization (DA Form 4283) has been obtained from IMSC, DPW authorizing the changes.

SUPPLIER SHALL

RECEIVER SHALL

F2-(Cont)

2. Provide facility planning, engineering designs, drafting and reproduction services, site survey support, inspection, and job planning and estimating; which are required for the construction (military and minor), fabrication, and repair of facilities and equipment.
3. Provide supervisory and administrative (S&A) inspection of renovation projects.

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 that are mission related.

2. Submit requests for facilities to DPW Engineering Div, B 1950, 2-3517. Develop project justification, assist Host in the preparation of DD Form 1391, and submit document through command channels.
3. Reimburse for S&A inspection/compliance costs (one-time charge of 8% of the total project cost) apart from the support agreement cost.

F3-Facility Maintenance & Minor Repair: Reimbursable

1. Maintain and repair 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. Include landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix (___) to the Tenant.
2. Maintain a Self-Help Program (B 1946, 2-4723) and a U-Do-It Program (for projects beyond the scope of the Self-Help Program but still within the Tenant's capability). Provide materials, instruction, and inspections as required.

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

1b. Perform grounds maintenance; which includes removing debris, mowing within 75 feet of assigned buildings, fertilizing, trimming, and watering. Maintain topsoil, shrubs, and trees. If grass clippings, tree limbs, and other debris are too large or too heavy for dumpsters; transport the debris to the rubble pit on the East Range. Register Tenant-owned lawn mowers with DPW.

2a. Organize a unit self-help maintenance team. Appoint a certified repair and utilities (R&U) officer. Team members shall attend DPW self-help training sessions as required. Keep minor tools on hand in order to perform minor maintenance. Perform R&U and self-help activities at the same level expected of the Host's activities.

2b. Perform minor maintenance such as replacing door handles and light bulbs, tightening loose bolts or screws in installed equipment, spot painting the interior of buildings for cosmetic repair, etc.

2c. Use 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. Upon request, provide

1a. Reference USAFACFS Reg 420-90. Request assistance in fire prevention as required from the Fort Sill Fire Department (Fire & Emergency

SUPPLIER SHALL

RECEIVER SHALL

F5-(Cont)

fire prevention training. Conduct fire safety inspections at least annually. Inspect and test all fire protection systems (i.e., fire alarms, sprinkler systems, etc.) as required. Respond to alarms. See category F3 for maintenance of fire protection systems (i.e., maintenance of installed property).

2. Fund and requisition fire extinguishers installed in real property. Inspect, test, and reseal fire extinguishers. Exchange fire extinguishers on Tuesdays and Thursdays, 0800-1100. Determine reason for fire extinguisher discharge.

Services (Directorate of Public Safety & Law Enforcement Command (DPS&LEC), B 6041, 2-5911). Work with the Fire Department during inspections. Tenant's certified repair and utilities (R&U) official shall accompany the Fire Department during inspections.

1b. Appoint a unit building manager and a building evacuation coordinator. Attend fire prevention lectures when available.

1c. Upon discovering a fire, dial 911 and alert all personnel in the building. Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.

2. Deliver fire extinguishers every six years to Fire Station #2 (B 5031) for inspection and testing. For discharged extinguishers, present completed DA Form 2765-1 (Request for Issue or Turn-In) for exchange/recharge. Reimburse for the cost of gas due to deliberate or malicious discharge of fire extinguishers (absence of a fire/emergency). See category S5 for support of Receiver-owned fire extinguishers.

**M4-Morale, Welfare, & Recreation (MWR) Activities:
Non-Reimbursable**

1. Provide for the use of parks, recreational centers, gyms, fitness centers, athletic fields, hobby shops, and related services.

1a. Use facilities/services as required and authorized. Pay for certain services as required on an individual cash basis.

1b. Reserve parks for unit or personal functions (at no charge) by calling the Outdoor Adventure Center, B 2502S (RecPlex), 355-8270.

M6-Museums: Non-Reimbursable

1. Provide facilities and services that display objects of historical military value and significance. Open Museum buildings B 336, B 345, B 425, B 432, and B 435 from 0830-1630 Monday through Saturday and from 1230-1630 on Sunday. Open B 327, B 346, B 437, B 438E, and B 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 are involved-donations are welcome).

1. Use facilities and services as required and authorized.

2. Pay for gift shop items as required on an individual cash basis.

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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 190-5 AR 190-47
AR 190-30 USAFACFS Reg 190-1
AR 190-45

1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with Directorate of Public Safety & Law Enforcement Command (DPS&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 incident 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.

P2-Printing Services: Non-Reimbursable

1. The installation print control officer (IPCO), DOIM, will administer the printing program, track activity printing expenditures (obtain a monthly cost summary of completed printing jobs from DAPS), and maintain quarterly reports on cost savings/increases.

1. Appoint an activity print control officer (APCO) in writing and furnish a copy to DOIM (ATZR-UA/IPCO), B 2103, 2-6573. Obtain printing/duplication services by submitting form DAPS-Fort Sill 5604 (Printing/Reprographics Request) directly to Document Automation & Production Services (DAPS), a Fort Sill tenant located at B 340, 2-2116. Pay DAPS for services rendered via Government IMPAC credit card.

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. Reference AR 360-1 with USAFACFS supplement.

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

2a. Refer all media requests for information pertaining to Fort Sill activities or personnel to the Fort Sill Public Affairs Office (PAO) (2-2521/2384, B 455).

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

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P3-(Cont)

requested by the Tenant.

3. Coordinate appropriate community relations programs and Fort Sill support to civilian organizations consistent with Fort Sill's AR 5-9 area of responsibility.

4. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability.

Photo Branch.

2c. Coordinate with the Fort Sill PAO before inviting civilian news media onto the installation.

3. Provide assistance for selected community relations projects as required.

4. Submit items of interest to The CANNONEER, B 455, 2-5150, by close of business every Friday.

P4-Purchasing & Contracting Services: Partially Reimbursable

1. Directorate of Contracting (DOC) will procure supplies and/or services for a price. Include central and local procurement, procurement planning, and purchasing operations. Provide issuance and analysis of solicitations, negotiations, award, administration, and termination. Determine the costs for items and services procured either at actual or contract price.

2. DOC will appoint SF 44 (Purchase Order-Invoice-Voucher) holders. Provide training on the use of commercial credit cards and determine necessary cardholders for efficient, effective performance of the contracting mission. Appoint credit card holders and monitor purchases, ensuring purchase is made within Federal Acquisition Regulation guidelines.

3. TRADOC Contracting Activity (TCA) will provide only routine installation-level automatic data processing equipment (ADPE) acquisition support.

4. DOC will provide contracting on-load services as required (i.e., mission and/or unique contracting services for non-TRADOC tenants and/or contracting services for other governmental agencies that are not tenants).

1a. Use the electronic system (PRWeb) for submission of purchase requests with appropriate fund cite and POC. Request training as required.

1b. Since small purchases are keyed into a national electronic billboard for increased competitive bidding, ensure purchase descriptions are adequate for all bidders to identify. Also, consolidate requirements for even better pricing.

1c. Before submission to DOC, forward classified contracting requests to Directorate of Plans, Training, and Mobilization (DPTM) Security Div, B 463, 2-2397, for review. See category S2-Security.

1d. Be subject to those items as authorized by TDA, CTA, and other authorization documents recognized by the Supplier.

2. Request ordering officer and credit card holder appointments as required (excluding Government contract employees).

3. Negotiate with and reimburse TCA for their services, if requested.

4. Certify attachment __. Reimburse for contracting on-load services received.

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P4-(Cont)

Forward copies of on-loading agreements and an annual summary report to the TRADOC Principal Assistant Responsible for Contracting (PARC).

R1-Refuse Collection & Disposal: Reimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish one dumpster serviced once each week.

1. Request services as required from IMSC, 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. Reimburse for services received.

R2-Resource Management: Non-Reimbursable

1. Cost and process support agreements (SAs); manage reimbursable funds.

1. Provide feeder data as requested by the Supplier in a timely manner. See attachment A for reimbursement calculations.

2. Request Tenant's input in order to update and maintain the Army Stationing and Installation Plan (ASIP) and the post population report.

2. Submit Tenant's personnel strength to the DRM for the Host's annual ASIP update and monthly population report. If the Tenant's population is not included in the ASIP, the Tenant's MACOM shall reimburse the Host's MACOM/IMA for any incremental direct costs associated with the standard level of support provided until the ASIP reflects the Tenant and funds have been transferred between MACOMs/IMA.

S1-Safety: Non-Reimbursable

1. Include Tenant in the installation safety program IAW AR 385-10 and TB 385-4. Conduct safety meetings and inspections as required. Recommend personal protective equipment required for safe operations. Provide safety promotional material and safety training as required.

1. Request services as needed from the Installation Safety Office, B 2587, 2-4466. Appoint a collateral duty safety officer (CDSO) IAW USAFACFS Reg 385-10. Comply with DoD, Army, and USAFACFS safety standards.

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

2a. Conduct business with safety in mind to reduce job-related injuries. Maintain current information on designated individuals to be notified in case of emergency.

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

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S1-(Cont)

4. Inspect the facilities and work environment to ensure Receiver's operations do not jeopardize or endanger Army personnel or Army property. Identify and forward deficiencies to the Receiver for corrective action; conduct follow-up inspections as required.

3. When recommended by Safety, contact Occupational Health, US Army Medical Department Activity, B 4300, 458-2237, for radiological, ergonomic, and air quality surveys.

4. Comply with the Occupational Safety and Health Act (OSHA) (Public Law 91-596) and the resulting OSHA Standards, 29 CFR 1910, 29 CFR 1926, and any unique safety programs developed by the U.S. Postal Service. Coordinate with the Installation Safety Office (Bldg.2587, 442-4215) as needed for any special safety requirements of Army facilities assigned to the Receiver. When deficiencies identified by the Supplier have been corrected, notify the Installation Safety Office for follow-up actions(s).

S2-Security Services: Non-Reimbursable

1. Establish and maintain an effective information security program that includes the Tenant. Include (but do not limit to) personnel, technical, industrial, communications, operations, and information systems security. See category P1-Police Services for physical security support.

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 463, 2-5207/4409. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTM Security Div. Submit contractor requests for classified visits to DPTM Security Div for approval.

1c. Do not discuss classified information over unsecured telephone lines or with unauthorized personnel. Do not record telephone conversations or listen to them as a third party without advance consent of all parties. Attach DD 2056 (COMSEC Monitoring Warning) to all telephones and facsimile devices.

2. Provide security assistance, training, and guidance as required. Conduct staff assistance visits when required.

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

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

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

3b. Report derogatory information on DA 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances. Notify DPTM Security Div of suicides or attempted suicides of personnel who have had access to classified material. Report knowledgeable AWOL to DPTM Security Div within 24 hours. If espionage or subversive

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S2-(Cont)

4. Provide assistance and instruction for changing safe combinations.

5. Provide adequate information assurance (IA) support. Include Tenant in the installation physical security plan, IA plan, and automated information system (AIS) plans and procedures. Identify AIS and determine the sensitivity levels. Identify any security risks that may occur as a consequence of a relationship between different systems.

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

6b. Provide proactive and reactive anti-terrorism/force protection (AT/FP) support. Identify potential and actual threats/attacks against the US Government--personnel and family members, equipment, and facilities. Assess the risks. Implement preventive and/or counter measures to protect resources and deter or control hostile forces/situations. Distribute threat warnings/information to the Tenant. Advise Tenant of changes in installation THREATCON.

6c. Continually monitor and assess threat conditions and vulnerability. Submit required reports. Evaluate and update security plans and operations as required. Include Tenant in installation plans, exercises, random anti-terrorist measures, and vulnerability assessments. Include Tenant in the AT/FP committee

activity is discovered or suspected, the unit security manager shall report the incident directly to the 902d Military Intelligence Group at 2-2720.

3c. Conduct quarterly inspections of Tenant's facilities that process classified information.

4a. Change own safe combinations; request assistance from DPTM Security as required. For safe "lock-outs," contact DPTM Security for assistance. Obtain prior approval from DPTM Security before having a security container drilled open.

4b. Maintain ___ classified and ___ unclassified safes. Complete SF 700 (Security Container Information) to identify personnel with 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.

5. Appoint an information assurance security officer (IASO) and an assistant IASO. Provide accreditation status, including date of accreditation and sensitivity level to the Host's installation information assurance manager (IAM). Control access to terminals. Identify security support requirements to the IAM and provide technical assistance as may be required. Provide a POC for IA matters to the IAM.

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

6b. References: AR 525-13 and USAFACFS Reg 525-1. Respond to threat warnings as appropriate.

6c. Provide results of threat vulnerability assessments conducted by other MACOMs. Provide security requirements and recommendations. Designate a unit representative to attend AT/FP meetings when required.

SUPPLIER SHALL

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S2-(Cont)

and working group and in FP fusion cells as required by the installation force protection officer (DPTM).

6c. Provide AT/FP training and travel security briefings to military, DoD civilian, and Government contract personnel.

6d. Ensure personnel traveling to a foreign country receive AT/FP Level 1 training and appropriate threat briefing from the Host prior to departure. Access the training on line at "http://www.at-awareness.org." Contact DPTM Security Div (2-1815/5207) to confirm the briefing dates, times, and locations.

S4-Social Actions: Non-Reimbursable

1. Provide services, assistance, and training to civilian and military personnel on matters pertaining to substance abuse.

1. Request services as needed from the Army Substance Abuse Program (ASAP), 2-2691/4205, B 2870. Participate in installation prevention campaigns as desired.

2. Provide services, assistance, and training to civilian and military personnel on matters pertaining to equal opportunity.

2. Request service and assistance as needed from the Equal Opportunity Ofc, 2-6295, B 2941. Provide own support for Government contract employees.

U1-Utilities: Reimbursable

1a. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems, cold storage plants, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant. See category F1-Facilities & Real Property Support for the list of buildings.

1a. Request services from IMSC, DPW, as required. Report deficiencies to DPW as soon as they occur. Reimburse for utility services.

1b. For metered buildings, bill Tenant for actual usage of utilities.

1b. Exercise a common sense approach to heating and air conditioning.

1c. For unmetered buildings, bill Tenant based on utility survey. Depending on the weather, turn off air conditioners Sep-Oct and turn on heat Oct-Nov; turn off heat Apr-May and turn on air conditioners May-Jun.

1c. Comply with Host's schedule for heating/air conditioning. To exercise own discretion, install meters at own expense.

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.

2a. References:
USAFACFS Reg 420-1 EPACT 1992
USAFACFS Pam 420-1 Executive Order 12902
AR 11-27

2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to the IMSC, DPW (Energy Officer), B 1950, 2-3608. Update the list as appropriate when changes occur.

2c. Actively promote Fort Sill's energy awareness program. Develop an energy plan to

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U1-(Cont)

target before the year 2005 IAW Exec Order 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 12902. Provide a copy of the energy plan to the DPW energy officer.

W1-Weather Services: Non-Reimbursable

1. The 3d Weather Squadron (3d WS) will provide weather and observation service. Provide initial notification of severe weather conditions to DPTM; DPTM will notify _____, who, in turn, will notify the Tenant via e-mail and/or telephone. During non-duty hours, 3d WS will notify the field officer of the day (FOD/ 2-4912). The 3d WS will also provide weather data/briefings as required to accomplish the Tenant's mission.

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

1. Reference USAFACFS Reg 115-9. Request additional services as required.

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

2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill's 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, B 4907). 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 Center (B 1950, 2-3015/3705) if activated. Report installation property damage to the IMSC (DPW Service Order at 2-3251 and DOL). Initiate reports of survey for all damage (see category C4-Command Support).

**Attachment A to
SA #W44DQ1-03072-502**

U.S. Postal Service
Lawton, OK

FY03+ CALCULATIONS FOR REIMBURSABLE COSTS*

AMSCO & Program Director	SA Category Description	Total Cost
325779M3 DPW	<u>E2. Entomology Services</u> Pest treatment/spraying Customer will be billed for actual costs of services performed	\$0
32575610 DPS	<u>E3. Environmental Cleanup</u> 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 At the Host's discretion, customer may be billed for actual costs for services performed	\$0
32575640 DPS	<u>E4. Environmental Compliance</u> Number of drums * cost per pound Customer will be billed for actual costs	\$0
326776L1 DPW	<u>F2. Facility Construction & Major Repair</u> Minor Construction projects in best interests of installation rather than for the unique mission of the tenant - nonreimbursable Customer will be billed for actual costs of services performed	\$0
325779P DPS	<u>F5. Fire Protection</u> Reimburse for the cost of gas due to deliberate or malicious discharge of fire extinguishers (absence of a fire/emergency) Customer will be billed for actual costs	\$0
325779.M1 DPW	<u>R1. Refuse Collection & Disposal</u> Estimate based on .0299 per lb of refuse. An 8 cy dumpster holds approximately 680 lbs of refuse. One 8 cy dumpster is shared among Bldg 921, Bldg 922, and Bldg 930, the Post Office and Classic Cable and is emptied once per week. .0299 per lb*(.25/680lbs)*4 weeks= \$20.33. \$20.33*12 months=\$243.98 Customer will be billed \$20.33 monthly for their refuse to be picked up once per week.	\$300
325779.J DPW	<u>U1. Utilities</u> Estimate based on historical costs Customer will be billed for actual consumption on metered bldg. FY 02 historical costs: \$8482.97	\$8,500

**Total costs rounded to hundreds

GRAND TOTAL \$8,800