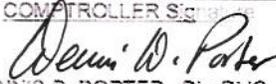
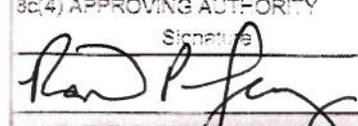
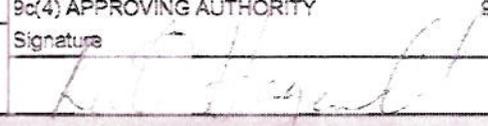


1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-10256-607	2. SUPERSEDED AGREEMENT # (if this replaces another SA) W44DQ1-95101-607	3. Effective Date (YYMMDD) 110503	4. EXPIRATION DATE (May be "indefinite") indefinite
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMWE-SIL-RMM) 909 NW Hamilton Road, Suite 112 Fort Sill, OK 73503-9004 winona.morris@conus.army.mil		5a. RECEIVING ACTIVITY (Name and Address) Defense Commissary Agency 1300 East Avenue ATTN: DECA-MW-SIL Fort Lee, Virginia 23801 randie.schabener@deca.mil	
5b. MAJOR COMMAND: IMCOM-West		5b MAJOR COMMAND:	
7. SUPPORT PROVIDED BY SUPPLIER			
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT	
A1-Administrative Services	None	\$0	
A3-Audio & Visual Information Services	Fabricated Items, Overtime	\$0	
C1-Chapel & Chaplain Services	None	\$0	
C2-Civilian Personnel Services	None	\$0	
C3-Clubs	None	\$0	
C4-Command Support	None	\$0	
C5-Common use Facility Construction, Operations, Maintenance, & Repair	None	\$0	
C7-Community Relations	None	\$0	
C8-Community Services	None	\$0	
D1-Emergency Management	None	\$0	
E1-Education Services	None	\$0	
E2-Ergonomology Services	Square footage	\$400	
E3-Environmental Cleanup	Hazardous spills/incidents	\$0	
Additional Support requirements attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total	Continued
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
8a. CONTROLLER Signature  DENNIS D. PORTER, Dir. RMO	8b. Date Signed 5/3/11	9a. CONTROLLER Signature  KEITH HAGENBUCH, Acting Chief Financial Executive	9b. Date Signed 4-21-11
8c(1) APPROVING AUTHORITY Typed Name RAYMOND P. LACEY, COL, FA, Garrison Commander		9c(1) APPROVING AUTHORITY Typed Name KEITH HAGENBUCH, Director	
8c(2) Organization USAG Fort Sill IMWE-SIL-ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization DeCA West	9c(3) Telephone No. DSN: 839-4978
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 5 MAY 2011	9c(4) APPROVING AUTHORITY Signature 	9c(5) Date Signed 4/21/11
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: W44DQ1-10256-507

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 DeCA, ATTN: RMBS, ISA Program Manager, ISA@DeCA.mil, (804) 734-8000 Ext. 52741/52818, DSN 687 prior to changing or canceling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS-IN Center (Department 3200), 8899 E. 56th Street, Indianapolis, IN 46249-3200, (317) 510-2966 or DSN 699-2966.

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 - Calculations for FY11 Reimbursable Costs

DISTRIBUTION:

Cdr, USAG Fort Sill (IMWE-SIL-RMM), 909 NW Hamilton Rd, Ste 112, Fort Sill OK 73503-9004

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 #W44DQ1-10256-507

**Receiver: Defense Commissary Agency
for: Fort Sill Commissary**

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, Interservice & Intragovernmental Support, 9 Aug 95.
- b. DOD 7000.14-R, DOD Financial Management Regulation, volume 11A, 3 Nov 10.
- c. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, Jan 00.
- d. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- e. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.

2. This interservice Support Agreement (SA) is for base operations support (BOS) provided by the US Army Garrison (USAG) Fort Sill (USAG Sill/Supplier/Host) to Defense Commissary Agency (Receiver/Tenant).

3. Supported unit (Receiver/Tenant) is the Defense Commissary Agency. Authorized personnel strength is 0 officers, 0 enlisted, 85 Federal civilians, and 0 Government contractor personnel. The unit's mission is to deliver a premier commissary benefit to the Armed Services community that encourages an exciting shopping experience and satisfies customer demand for quality grocery and household products.

4. Supplier is funded with Operation and Maintenance, Army (OMA), funds. Receiver is a DoD component funded by the Defense Working Capital Funds and Surcharge Funding. Receiver shall reimburse for directly identifiable costs, any attributed incremental cost, mission unique support, stock fund support, and above-standard support. Service/support is considered "non-reimbursable" when no payment is required or when payment is made in the form of cash, a direct fund site, the Government purchase card, or other than an earned reimbursement requiring a MIPR (DD Form 448-Military Interdepartmental Purchase Request).

5. Within thirty days after the start of each fiscal year (or as soon as appropriation laws permit) AND/OR prior to receiving reimbursable support; Receiver shall submit an annual MIPR for the total amount of the SA to USAG Fort Sill (IMWE-SIL-RMB), 909 NW Hamilton Road, Suite 101, Fort Sill, OK 73503-9004, DSN 639-4909. Host has the option to accept any portion of the MIPR as a direct fund cite. Defense Finance and Accounting Service-Indianapolis (DFAS-IN) Center and the Receiver shall monitor money accepted as a direct fund cite. Host will forward DD Form 448-2 (Acceptance of MIPR) to Defense Commissary Agency, Attn: RMBS, 1300 East Avenue, Fort Lee, Virginia 23801.

6. DFAS-IN Center shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to Defense Commissary Agency, Attn: RMBS, 1300 East Avenue, Fort Lee, Virginia 23801 for payment. SF 1080 shall cite this SA number and DODAAC number HQCMCQ. Receiver shall coordinate special billing arrangements directly with DFAS-IN Center. Supplier has the option to waive reimbursement when the reimbursement would be less than the anticipated expense of billing and disbursing funds.

7. Receiver has determined/shall ensure that the purchase of goods or services described in this agreement is in the best interest of the Government and serves a bona fide need. 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 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, DAPS, NEC, FCOE, etc.). Reference Appendix G of the "Catalog-Garrison Service and Agreements Procedures" at website <http://sill-www.army.mil/ima/sites/rmo/> for point of contact information.

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 nonterminating party for reimbursement of unavoidable termination and reprourement expenses incurred during the 180-day period following notification.

d. This agreement survives the departure or position change of any of the signatories.

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

- | | |
|--------------------|---|
| a. Supplier: | Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Resource Management Office (RMO) (IMWE-SIL-RMM) 909 NW Hamilton Road, Suite 112; Fort Sill, OK 73503-9004 DSN 639-3560 or (580) 442-3560 (in Bldg 467), fax ext. 7978. E-mail address: winona.morris@conus.army.mil . Agreements Website at http://sill-www.army.mil/ima/sites/rmo/ for additional agreement information. |
| b. Receiver: | Randie Schabener/Joyce Johnson, DeCA, ATTN: RMBS, ISA Program Manager, (804) 765-2774, Email ISA@DeCA.mil . |
| c. Supported Unit: | Fort Sill Commissary, Midwest Region, 1719 Macomb Road, Fort Sill, OK 73503-7400, Bldg 1719, (580) 442-2305/3601. |

SA #W44DQ1-10256-507

Receiver: Defense Commissary Agency
for: Fort Sill Commissary

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

A1-Administrative Services: Nonreimbursable

1. Provide locally stocked forms and Fort Sill publications. Order blank forms not available on the Army Electronic Library CD-ROM (EM0001). Provide guidance on obtaining printing services from DAPS.

2. Provide Freedom of Information Act and Privacy Act administration and guidance.

3. Provide records holding storage space for temporary storage of records awaiting destruction or other disposition.

1a. To establish an account, submit DA Form 12-R (Request for Establishment of a Publications Account)—original plus two copies—to the Directorate of Human Resources (DHR), Administrative Services Division (Admin Svcs Div), IMWE-SIL-HRA, Bldg 4700, 2-3907.

1b. To place an order, complete and forward DA Form 17 (Requisition for Publications and Blank Forms) as required to DHR Admin Svcs Div. Pick up items when notified. Maintain pinpoint distribution files (DA Form 12-series).

1c. Maintain and use electronic forms contained on the Army Electronic Library CD-ROM (EM0001). Locally reproduce up to 25 copies of any form contained on the CD. If more than 25 copies are required, reproduce them through the Document Automation & Production Services (DAPS), a tenant activity at Fort Sill.

1d. Access the Fort Sill internet at <<http://sill-www.army.mil/dhr>> to locate and access Fort Sill publications, Fort Sill blank forms, and other administrative support functions.

2. Comply with directives as specified by DHR Admin Svcs Div (IMWE-SIL-HRA), 2-6573.

3. After each fiscal or calendar year, forward records to DHR, Bldg 2597, 2-5168.

A3-Audio & Visual Information Services: Partially Reimbursable

1. Prioritize and process work orders for information and training purposes such as graphic arts (posters, signs, charts, displays, exhibits, etc.), and photography services (for official government photos, events, and ceremonies). Provide command, promotion, and passport photos on a nonreimbursable basis.

1. Submit DA Form 3903 (Training-Audiovisual Work Order) electronically via the Visual Information Ordering Site (VIOS) Web site which can be accessed on the Fort Sill intranet or TSC kiosk. For appointments and additional information, call the Reception Center, 2-4969. Reimburse for fabricated items (the cost of materials and supplies and for overtime as required).

C1-Chapel & Chaplain Services: Nonreimbursable

1. Provide comprehensive free exercise of religion to retired military personnel and their Families and Federal civilians. Include opportunities for worship, religious rites, Family enrichment, pastoral visits, spiritual counseling, and religious education.

1. Request services as required from the Religious Support Office (RSO) (IMWE-SIL-RS), Bldg 2934, 2-5795.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

C2-Civilian Personnel Services: Nonreimbursable

- 1a. Provide identification (ID) card/common access card (CAC) services in accordance with (IAW) the ID Card Section's normal hours of operation; closed ID card services on Sat-Sun, Federal holidays, and training holidays.
- 1b. Provide instructions on required documentation. Review applications and documentation and issue cards to Federal civilian personnel assigned to Fort Sill.

- 2. Provide other limited personnel services to Federal civilians personnel such as processing passports and visas.
- 3. Provide no Civilian Personnel Advisory Counsel (CPAC) support.

- 1a. Contact the ID Card Section as required at 442-5010, Bldg 4700, Military Personnel Division (MPD), Directorate of Human Resources (DHR), to schedule appointments or obtain information.
- 1b(1) Complete DD Form 577 (Signature Card) identifying the Receiver's approving official for CAC/ID cards and forward it to the ID Card Section.
- 1b(2) Have employee bring two forms of valid identification (one a picture ID) and a completed DD Form 1172-2 (Application for Department of Defense Common Access Card [CAC] - DEERS Enrollment) to the ID Card Section (see paragraphs below).
- 1b(2)(a) Have Federal civilian employees obtain DD Forms 1172-2 from their supervisors/ civilian personnel office when requesting their initial ID card. Use Section II in the remarks section to identify the request for issuance of a DA Form 1602 for the Receiver's employees instead of a CAC. The Receiver's approving official shall sign the DD Form 1172-2 authorizing the card.
- 2. Obtain services from DOL, Family Travel/Passports, Bldg 4700, 2-4853/3110.
- 3. Provide all other civilian personnel support.

C3-Clubs: Nonreimbursable

- 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 Receiver on a weekly, monthly, or quarterly basis.
- 2a. Authorize retired officers and enlisted, Federal civilians in all grades access to the Patriot Club (500 Upton Road). Offer dining, entertainment, and catering.
- 2b. Authorize access to the Fort Sill Welcome and Conference Center (bldg 6045) and offer conferencing services and short order foods. Authorize access to the Impact Zone Enlisted Club (3265 Crane Ave); and offer video games, pool tables, music, bar facilities, and short order foods.

- 1. Use available club and recreational facilities as desired. Present proof of eligibility (i.e., common access card or military/civilian identification card) as requested. Pay for certain services on an individual cash basis. Pay for nonrevenue-producing, mission-related functions held in the club facilities with the Government purchase card—appropriated fund only.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

C3 - (Cont)

3. Authorize Federal civilians year-round access to the Fort Sill Golf Course at 1270 Quinette Road. At this 18-hole, tree-lined course, offer a driving range, putting, pitching greens, pro shop, club/cart rentals, snack bar, and golf lessons.

4. Authorize access to the Twin Oaks Bowling Center (935 Macomb Road, Bldg 935)--a full-service 36-lane center offering open bowling, league play, bowling instruction, computerized scoring, a pro shop, game room, and snack bar.

C4 - Command Support: Nonreimbursable

1. Provide command/staff personnel to manage base operations support provided to all customers. Include the command group (Garrison Commander, Deputy to the Commander, and Command Sergeant Major), its administrative team, the Headquarters and Headquarters Battery, and those described in the following paragraphs.

2. Coordinate and collect internal and external information as required for situational awareness, required reporting, updating operating plans, installation events, and other requests for support/information.

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

4. Per Tenant's request, exclude auditing support. IRAC will continue to be the installation POC for providing liaison services with external audit organizations (coordinating through DECA IR) if the need arose at the installation.

5. Provide information about and access to special emphasis programs and observances.

6. Have the appropriate property book officer (PBO) assign document numbers to DD Form 200 (Financial Liability Investigation of Property Loss/FLIPL) as required. When a determination has been made to hold the Tenant liable for loss, damage, or destruction of Host's property; forward the FLIPL to the Tenant's approving authority.

2. Respond as required to requests from the Installation Operations Center (IOC), Bldg 455, 2-3241/3828.

3. Submit Tenant's personnel strength to the Plans, Analysis, and Integration Office (PAIO), 2-4269, Bldg 463, for the Supplier's annual ASIP update.

4. Provide own auditing services.

5. Provide own equal employment opportunity (EEO) support. Participate in local programs and observances as desired. Contact the EEO Office for information as needed at Bldg 1721, 2-2570/4024.

6a. Upon receipt of the FLIPL; have the Tenant's approving authority Agency Property Manager, Morris Adams, Phone 804-734-8000 X48563, take action on the findings and recommendations, take appropriate collection action, and notify the Host's approving authority of the action taken or to reconcile any differences.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

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

1. Provide for the operation, maintenance, repair, and minor construction/alteration of common/public use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, and energy consumption and beautification projects.
2. Remove ice and snow on common/public use areas (such as roads) IAW the Fort Sill Severe Weather Operations Plan (SWOP).

1. See categories F1-F3 for Tenant's real property responsibilities.
2. See category F3 for Tenant's responsibilities.

C7-Community Relations: Nonreimbursable

1. Approve/disapprove requests for fund-raising and special events.

1. Submit requests for fund-raising and special events as required to the Directorate of Family and Morale, Welfare, and Recreation (DFMWR, Bldg 4700, 442-3113).

C8-Community Services: Nonreimbursable

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.
2. Operate child care centers. Provide full-day and part-day childcare and preschool programs for authorized personnel. Through the Family Child Care (FCC) program, certify military Family members residing on post who are willing to provide home-based care for authorized patrons.
3. Operate Youth Services facilities for authorized patrons. Offer games, special events and classes, a snack area, and teen council facilities at the Cannon Youth Center (Bldg 1721, 442-6745). Base the School Age Services program at the School Age Services (Bldg 6599).
4. Authorize access for authorized patrons to the Fort Sill RecPlex (Bldg 2502, 2-4824). Provide meeting rooms, amusement machines, movies, snack bar, internet kiosks, and recreation programs.
5. Manage the installation volunteer program.

1. Use facilities as required. Pay for certain functions on an individual cash basis.
2. Have parents furnish their children's current immunization records to the Parent Central Services Office, Bldg 4700. For inquiries and assistance; contact the Child, Youth and School Service, Bldg 4700, 2-4787/3927. Contact FCC (442-2470) for home-based care certification.
4. Pay for food and drink items on an individual cash basis.
5. Coordinate with DFMWR and comply with the installation volunteer program when using volunteer employees.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

D1-Emergency Management: Nonreimbursable

1. Prepare for and provide disaster/emergency response and support; include training and equipment. Include Tenant in installation planning. Execute contingency and mobilization plans as appropriate. Coordinate with Federal, State, local, and other authorities as required. Coordinate, prepare, and submit information and reports as required. Task all activities under the Garrison Commander's control as appropriate.

2. Ensure rapid and complete dissemination of severe weather information according to the Fort Sill Severe Weather Operations Plan (SWOP). DPTMS [or the field officer of the day (FOD/2-4912) during nonduty hours] will initiate post-wide notification of severe weather conditions via e-mail and/or telephone. DPTMS will also provide notifications of early release. PAO will provide notifications of closed operations and of delayed post openings due to freezing precipitation or heavy snow.

1. Attend planning meetings, provide contingency support requirements, and participate in training exercises as appropriate. Request emergency services as needed through the Installation Operations Center (IOC); Directorate of Plans, Training, Mobilization, & Security (DPTMS); Bldg 455; 2-3241/3828. Respond to the IOC's requests for information and to command information passed through IOC channels.

2a. Comply with the Fort Sill SWOP (Annex H to the Fort Sill Emergency Preparedness Plan). Contact DPTMS Plans/Operations Division (2-2533, Bldg 455, South Basement) for inclusion in the SWOP.

2b. Contact DPTMS IOC for inclusion in the post-wide severe weather notification system. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.

2c. 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 the Tenant's SOP. All other civilians shall comply with local announcements unless superseded by directions from their supervisory personnel.

2d. Report personnel injuries and fatalities to the DHR, MPD, Casualty Office, at 2-4014/ 8592 and after duty hours to cell 512-6178. Report injuries/fatalities to the Severe Weather Damage Center (Bldg 1950, 2-3015/3705) if activated. Report installation real property damage to the DPW Service Order at 2-3251. Initiate DD Form 200 (Financial Liability Investigation of Property Loss) for damage as appropriate.

E1-Education Services: Nonreimbursable

1. Assist Federal civilian personnel in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education that 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. Obtain counseling on a walk-in basis Mon-Fri, 0800-1545, Bldg 3281. For additional information, contact Education Services Division, DHR, Bldg 3281, 2-3876/5961.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

E1 - (Cont)

2. Allow Federal civilian personnel to participate in off-duty college/university programs on a space available basis. Have representatives from the on-site institutions enroll eligible civilian/contract students and charge tuition and fees at the same level as those charged to active duty military students.

2. Have Federal civilians enroll by contacting the Education Services Division, DHR, Bldg 3281, 2-3876/5961. Pay for courses as required on an individual cash basis.

E2-Entomology Services: Reimbursable

1. Establish and maintain safe, effective, and environmentally sound Integrated Pest Management (IPM) programs to prevent or control pests and disease vectors that may adversely impact readiness or military operations by affecting the health of personnel or damaging structures, materiel, or property.

2. Incorporate sustainable IPM philosophy, strategies, and techniques in all aspects of DoD and Component vector control and pest management planning, training, and operations including installation pest management plans and other written guidance to reduce pesticide risk and prevent pollution.

3. Implement pest management programs approved by pest management consultants and performed by certified pesticide applicators in accordance with the pest management plan written for each installation.

4. Have a pest management plan. Professional pest management personnel or certified pesticide applicators shall manage these installation programs.

5. Use IPM with scheduled monitoring to determine if and when treatments are needed and employ physical, mechanical, cultural, biological, genetic, regulatory chemical and educational tactics to keep pest numbers low enough to prevent unacceptable damage or impacts.

6. Use pest management contracts when cost-effective or when advantageous for non-routine, large-scale, or emergency services.

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

2. Comply with recommendations made by Installation regarding their IPM plan established for that installation.

3. Follow the guidelines provided by DoD Instruction 4150.7.

6. Reimburse for actual costs.

E3-Environmental Cleanup: Reimbursable

1. Hold the Tenant financially liable when the Tenant's actions result in an adverse environmental impact.

1. Reference The Economy Act of 1932, as amended. Fund or reimburse 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.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

E4-Environmental Compliance: Nonreimbursable

1. Administer programs for the control of air, water, noise, hazardous material (HM), and other forms of pollution including resource recovery programs. Inspect the Tenant as required.

2. Identify actions requiring NEPA documentation. Specify methods for obtaining information required in preparing NEPA documents. Determine appropriate time requirements for comments. Establish patterns for consulting. Determine the mechanism through which NEPA documents will be made public. Provide public announcements of plans and programs with environmental impact.

4. Manage the installation recycle program.

1a. Request services from Environmental Quality Division, Directorate of Public Works (DPW), 2-2715, Bldg 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Compliance Assurance Br, Bldg 2592, to meet SARA Title III reporting requirements. Coordinate with Compliance Assurance Br for semi-annual environmental compliance inspections.

1b. Notify DPW of any suspected violation of hazardous waste handling/storage/disposal; take note that personnel knowledgeable of such violations who fail to report them to appropriate authorities may be held personally liable in conjunction with the violator.

2. National Environmental Policy Act (NEPA) and 32 CFR 651. As the proponent for its actions, prepare or fund/reimburse the preparation of the appropriate NEPA documentation, and fund all mitigation actions and effectiveness monitoring.

3. Comply with the Fort Sill Hazardous Material and Waste Management Plan. Since the Tenant currently has no disposal requirements, contact DPW Environmental Quality Division (2-2715, Bldg 2930) when HW disposal is required.

4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the DFMWR Recycling Center, 3334 Sheridan Road, 2-2348. DeCA will participate in the recycling program as long as it is not under a DeCA contract.

E5-Equipment Maintenance, Repair, & Calibration: Reimbursable

1. DOL will install, repair, maintain, and inspect the integrated commercial intrusion detection system (ICIDS) in Tenant's assigned facilities as required (see category F1). Perform DS preventive maintenance checks. At the time of request, provide a cost estimate for relocating the ICIDS to another building.

2. DOL Maint, DES, and the Tenant shall jointly survey the Tenant's location to determine Tenant's requirements. DOL Maint will prepare and submit work requests to DPW and IMO/NEC to install power lines and conduit and to monitor lines.

3. DOL will provide emergency repair of activated alarms; coordinate with the Tenant and DES as appropriate.

1. For service after the one-year warranty has expired, call DOL Maint Div, 2-5219, Bldg 2258W. Reimburse for the installation, inspection, repair, and maintenance (including the semi-annual preventive maintenance) of ICIDS. Reimburse for one-time costs associated with Tenant's request for relocation.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

F1-Facilities & Real Property Support: Nonreimbursable

1. PAI will coordinate with DPW and other activities on requests for the use of facilities and other installation real property. Coordinate changes with affected Tenants giving as much advance notice as possible. Conduct meetings on a regular basis.

2a. DPW will manage, assign, and reassign facilities and real property based on the Host's installation master plan (i.e., relocation, demolition, construction, etc.) and the Host's mission essential requirements or due to changes in the Tenant's space requirements.

2b. DPW will provide space for the Tenant's office administrative, operational, and storage purposes. Determine the amount of authorized square footage for the Tenant (99,958 gross square feet), and assign the corresponding facilities listed below:

Bldg	Description	*Gr Sq Ft
#1719	Commissary	99,958
		Partial bldg

Integrated commercial intrusion detection system (ICIDS) is installed.

2c. DPW will account for facilities used by the Tenant and subsequent improvements thereto on the Host's real property inventory. Issue a hand receipt to the Tenant for space assigned.

1. Submit requests for building space to PAIO, Bldg 463, 2-5834. Identify and justify facility requirements; provide additional data as requested. Give as much advance notice as possible when submitting changes to facility requirements. Attend meetings as required.

2a. Plan, coordinate, and execute required actions to meet the milestones of the installation master plan and priority mission requirements that affect the Tenant.

2b. Use space as authorized by this agreement and as designated under the design and current use category codes; staff all requests to change the functional use of facilities through DPW. Conduct joint inventories and space surveys as required. Obtain prior written approval through DPW for conversions, diversions, modifications, renovations, construction, subleasing, or reassignments to other activities.

2c. Sign for space occupied (i.e., hand receipt) from DPW.

F2-Facility Construction & Major Repair: Reimbursable

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

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

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

2. Submit requests for facilities to DPW Master Planning/Real Property Div, Bldg 1950, 2-3517. Develop project justification, assist Host in the preparation of DD Form 1391, and submit document through command channels.

****F3-Facility Maintenance & Minor Repair: Partially Reimbursable**

1. Supplier will provide emergency services/work based upon safety, life and protection of property. Emergency work is considered an emergency if there is an interruption of utilities, immediate danger to human life, or there is a possibility of damage to the facility's infrastructure."

1. Receiver will maintain a facility maintenance contract. Receiver will reimburse as needed for emergency facility maintenance support.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

F 3 - (Cont)

2. Maintain and repair real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads, grounds, railroads, surfaced areas, and other real property. Include landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix (EU) to the Tenant.

3. Maintain a Self-Help Program (Bldg 1948, 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. 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.

4. 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. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, Bldg 1950, 2-4337, as required. Call DPW at 2-3251 for service orders. Reimburse for work/service orders.

2b. 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.

3a. Organize a unit self-help maintenance team. Appoint a certified repair and utilities (R&U) officer. Have team members 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.

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. Perform self-help projects with own labor. Request guidance and instruction from DPW as required.

3d. Remove ice and snow in Tenant-use areas (sidewalks, stairs, porches, and parking lots). Do not use salt to melt ice; use ammonium nitrate, which is available at the DPW Self-Help Center, Bldg 1948. Request services from DPW as needed IAW the Severe Weather Operations Plan (SWOP).

4a. References:
Fort Sill Reg 420-1 EPACT 1992
Fort Sill Pam 420-1 Executive Order 13423
AR 11-27

4b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW (Energy Officer), Bldg 1950, 2-3608. Update the list as appropriate when changes occur.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

****F3 - (Cont)**

4c. 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 the Tenant's organization, and meet the mandated 30% energy reduction target before the year 2015 IAW Exec Order 13423. Provide a copy of the energy plan to the DPW energy officer.

F5-Fire Protection: Partially Reimbursable

1. Provide appropriate fire protection for buildings assigned to the Tenant. Provide a fire prevention program. Upon request, provide 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).

1a. Reference Fort Sill Reg 420-90. Request assistance in fire prevention as required from the Fort Sill Fire Department (Fire Protection & Prevention Division, Directorate of Emergency Services (DES), Bldg 6041, 2-5911). Provide and install fire extinguishers in real property assigned to the Tenant. 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. If the finding of an investigation determines that the cause of a fire is due to the Receiver's negligence or intentional misconduct, the Receiver shall be liable/shall reimburse for the support cost to mitigate the incident.

1d. Upon request, provide material safety data sheets (MSDS) to the Fire Department for all hazardous materials used/stored in assigned facilities.

L2-Legal Services: Nonreimbursable

1. Provide legal review of and representation of the Government in administrative actions including financial liability investigation of property loss (FLIPL), award and execution of procurement contracts, and similar actions.
2. Do not provide ethics training/advice nor collect OGE Form 450 from the Receiver.
3. Furnish claims service IAW AR 27-20 and DA Pam 27-162 for Federal civilian personnel sent TDY at Government expense.

2. Complete and submit Office of Government Ethics (OGE) Form 450/Confidential Financial Disclosure Report to higher headquarters. Obtain ethics training/advice from higher headquarters.

SPECIFIC PROVISIONS

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M1-Mail Service: Partially Reimbursable

1. Receive and sort incoming mail in a central distribution center. Provide postage. Distribute official out-going mail accordingly. Return to sender any Second, Third, and Fourth Class personal mail. Include Tenant in the official distribution route.

1. Establish an over-the-counter distribution box by contacting the DHR official mail manager (IMWE-SIL-HRA), Bldg 4700, 2-3047. Provide a list of official office symbols as requested. Notify appropriate agencies of the Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as personal mail and thus returned to sender. Reimburse for postage costs.

M4-Morale, Welfare, & Recreation (MWR) Activities: Nonreimbursable

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, Bldg 2502S (RecPlex), 355-8270.

2. Provide general reference library services for official and recreational use. Open Nye Library as follows:

Mon-Thu: 1000–2000

Fri-Sun: 1000–1700

Federal Holidays: Closed

2. Use Nye Library (IMWE-SIL-MWR), Bldg 1640, 2-5111, as required and authorized. Sign for items withdrawn from the library and return them within three days. Pay for overdue books and other such fees on an individual cash basis.

3. 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.

P1-Police Services: Nonreimbursable

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 Fort Sill 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 the Directorate of Emergency Services (DES) 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. Notify Tenant of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.

2. Provide information for serious incident reports as required. Report actual or suspected criminal incidents immediately to the military police desk, 2-2101.

SPECIFIC PROVISIONS

SUPPLIER SHALL

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P 1 - (Cont)

- 3. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.
- 4. Include Receiver in physical security inspections.

- 5. Conduct a cyclic (12 - 18 month), resource protection/physical security assessment of the receiver facility; provide HQ DeCA/DOX-Security Division, 1300 E Ave, Fort Lee, VA 23801-1800, a copy of the results. Upon request, provide crime prevention surveys and recommendations.
- 6. Provide Police escort service for the appropriated/ government funds, generated/maintained by the Commissary as required by Service directives, local supplements, DeCA Directives, and DoD FMR 7000.14-R. Should there be a conflict between protection standards the more stringent requirement will apply. Inability to provide funds escort will be based on a risk managed decision made by the Installation Commander IAW the DoD FMR.

- 3. Register vehicles at Bldg 4700, 2-0132, and firearms at Bldg 1670, 2-5383/3045.
- 4. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.
- 5. Notify DES of requests for crime prevention surveys at least 30 days prior to date needed.

- 6. Coordinate escort service requirements with DES.

P3-Public Affairs: Partially 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.

- 2. Handle all civilian news media queries and visits concerning Fort Sill activities on the installation. Coordinate those having larger Army, Air Force or Marine impact with appropriate higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Process hometown news releases for military personnel. Invite media to cover newsworthy events.

- 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.

- 1. Reference AR 360-1 with Fort Sill supplement.

- 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, Bldg 455).

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

- 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, Bldg 455, 2-5150, by close of business every Friday.
- 5. Reimburse for TDY services requested by the Tenant.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

R1-Refuse Collection & Disposal: Reimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish 6 dumpsters, that are 8 cubic yard and they are emptied 6 days a week. See category F1 for facilities assigned to the Tenant.

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. Reimburse for services received.

R2-Resource Management: Nonreimbursable

1. Determine the reimbursable and nonreimbursable support provided to the Receiver. Calculate the reimbursable costs and assign a customer number to the Receiver. Manage reimbursable funds. Draft, coordinate, cost, and manage support agreements (SAs) and memorandums of agreement/understanding (MOAs/MOUs).

1. Provide feeder data as requested by the Resource Management Office (RMO) in a timely manner. See attachment A for reimbursement calculations. See DD Form 1144, the general provisions, and each reimbursable category in the specific provisions of this SA for additional reimbursement information and instructions.

S1-Safety: Nonreimbursable

1. Include Receiver 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.

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

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

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

2b. For Federal 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.

3. When recommended by the ISO; contact Occupational Health, US Army Medical Department Activity, Bldg 4300, 558-2237, for radiological, ergonomic, and air quality surveys.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

S2-Security Services: Nonreimbursable

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.

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

3. Process security clearances and provide finger printing services. Conduct security compromise investigations and conduct unannounced as well as scheduled inspections.

4. Provide assistance and instruction for changing safe combinations.

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

1a. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to Security & Intelligence Division, DPTMS, Bldg 1651, 2-5207/4409. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTMS. Submit contractor requests for classified visits to DPTMS for approval.

1b. 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 Form 2056 (COMSEC Monitoring Warning) to all telephones and facsimile devices.

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

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

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

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

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

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

S 2 - (Cont)

5. Provide receiver with host POC/contact information for the support, assistance, training and guidance; provide storage and/or transportation of classified information as needed.

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

7a. 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 FPCON.

7b. 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 antiterrorism measures, and vulnerability assessments. Include Tenant in the AT/FP committee and working group and in FP fusion cells as required by the installation force protection officer (DPTMS).

7c. Provide AT/FP training and travel security briefings to military, DOD civilian, and Government contract personnel.

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 has been removed from a security container.

5. Request assistance with training on classified documents when needed.

6. Prior to solicitation, forward classified contracts to DPTMS for review. Include contracts let by the Tenant's contracting office to be performed on Fort Sill.

7a(1) References:
DOD 2000.12-H AR 525-13
DOD 2000.16-I Fort Sill Reg 525-1

7a(2) Respond to threat warnings as appropriate.

7b(1) Provide results of threat and vulnerability assessments conducted by other major commands. Provide security requirements and recommendations. Designate a unit representative to attend AT/FP meetings when required.

7b(2) Provide to Supplier's RMO copies of Receiver's written agreements with off-post activities that require access to the installation during post closure. For verbal agreements with such activities, provide a list of POCs to DPTMS.

7c. Ensure all personnel, especially those subject to deployment outside the continental United States (OCONUS), conduct level 1 training annually. Access the training via the internet at "http://www.at-awareness.org" or "https://atlevel1.dtic.mil/at/." Ensure personnel print out their certificate of completion and provide a copy to the Receiver's AT POC. Receiver's training officer or AT POC shall verify the completed training. Receiver's AT POC shall provide training data quarterly as directed by the Supplier's FP officer.

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
S 2 - (Cont)	
	<p>7d. Comply with DODD 2000.12; DODI 2000.16; USNORTHCOM FP Mission and AT Program (NC Instruction 10-222; and Host AT OPLAN. Should conflicts arise; the US NORTHCOM requirements will take precedence.</p> <p>7e. Participate in the host's Antiterrorism programs, to include the Random Antiterrorism Measures.</p> <p>7f. Implement appropriate Host FPCON Measures in addition to those established by DoD and DeCA as coordinated with the Host.</p> <p>8. Provide supplier with tenant Operations Security (OPSEC) POC, and actively participate in Host OPSEC Program.</p>
S 4 - Social Actions: Nonreimbursable	
<p>1. Provide services, assistance, and training to civilian personnel on matters pertaining to substance abuse. Provide Employee Assistance Program screenings/referrals, drug testing, and treatment programs.</p>	<p>1. Request services as needed from the Well Being Center, Army Substance Abuse Program (ASAP), 2-2691/4205, Bldg 3415 (Corner of Miner and Babcock). Participate in installation prevention campaigns, as desired.</p>
S 5 - Supply Services: Partially Reimbursable	
1. Engineer Supply	
<p>1. Provide self-help materials for the maintenance of installation real property.</p>	<p>1. <u>Reimburse for self-help materials received.</u></p>
2. Petroleum, Oils, & Lubricants (POL)	
<p>2a. DOL will provide for the dispensing of fuel. Include the cost of fuel for GSA TMP vehicles in the lease cost. See category V1 for issuance of fuel keys with GSA TMP vehicles.</p> <p>2b. Issue fuel keys for Government-owned vehicles and other GSA vehicles (nonTMP) used by the Receiver. Encode the keys to bill the Receiver's DODAAC for fuel usage.</p> <p>2c. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Receiver for fuel charges resulting from its failure to report lost, missing, or transferred keys.</p>	<p>2a. Refuel vehicles at the fuel facility, Bldg 2245, 0730-1600, Mon-Fri. Insert fuel key into pump to obtain fuel. After hours, refuel vehicles at Bldg 2177.</p> <p>2b. Submit a memo identifying the unit, DODAAC, fund code, APC, fuel type, and vehicle ID number to Sup & Svcs Div, Bldg 2243, to requisition keys that will allow Government-owned vehicles to gain access to the Supplier's automated fuel system. Account for keys to hand receipt holders by serial number.</p> <p>2c. Report lost/missing keys immediately to Sup & Svcs Div, Bldg 2243, 2-6332. Also report the transfer and turn-in of keys. <u>Reimburse for fuel charges resulting from own failure to report lost, missing, or transferred keys.</u></p>

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

T2-Transportation Services: Partially Reimbursable

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

2. Provide reservation and ticketing service for official travel, leave in conjunction with official travel, and emergency leave. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.

3a(1) Provide freight services. Provide estimated shipping costs as required.

3a(3)(a) Receive and review shipment requests, ensure a completed Transportation Service Funds Certification form (or equal) is attached and certified, verify that the funds are sufficient to pay the estimated freight charges, accept the request, enter the shipment data into the Global Freight Management system, and ship the items.

3a(3)(b) Reject the transportation request if the certification form (or equal) is not attached (return the request to the Receiver within 24 hours or notify the Receiver within 24 hours to correct the discrepancy), if the certification form is incomplete (notify the Receiver's FM), or if funds are insufficient (notify the Receiver's FM for additional funding).

3a(4) Certify the monthly US Bank statement and forward it to DFAS-IN Center for payment.

3a(5) Provide packing and crating services: pack and crate material, weigh packed and crated material, address label for shipping, build wooden crates for specific items, and build pallets for specific items (determined by size and weight).

4. Relocate Tenant at Host's expense when relocation is for the Host's convenience.

1. Request transportation services in writing from DOL (IMWE-SIL-LGT), 2-2403/4471/3903, Bldg 2258W.

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

3a(1) Request estimated shipping costs as needed from the DOL Freight Office, 2-4122, Bldg 2243, Bay 5.

3a(2) Forward the shipment request (memo, DD Form 1348-1, DD Form 1149, etc.) to Receiver's funds manager (FM) for funding certification. Have the FM review the shipment request, determine the availability of funds, prepare the Transportation Service Funds Certification form, and return the transportation request and certification form to the Receiver.

3a(3) Submit the shipment request (memo or DD Form 1348-1) with the item (already packaged for shipment) and completed Transportation Service Funds Certification form to the DOL Freight Ofc (NLT 1300 for next day delivery). Include a justification, the Receiver's DODAAC as part of the origin address, and the complete destination address with phone number and DODAAC.

3a(4) Have the FM submit obligation/accrual transactions to DFAS-IN Center, track freight transactions and unliquidated obligations, and record obligations when funds are certified.

3a(5) Submit four copies of the shipment request (DD Form 1348 or DD Form 1149) with the items to the DOL (IMWE-SIL-LGT), Bldg 2243, Bay 5, 2-5124, as required. Reimburse for services.

4. Give as much advance notice as possible when requesting relocation. Tenant funds for tenant requested moves.

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

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7. Provide all necessary services required for the installation of utility meters if requested by the RECEIVER.

7. Reimburse the SUPPLIER for the actual cost of installing utility meters as requested by the RECEIVER.

8. Comply with SUPPLIER Energy and Conservation requirements, policies, and procedures.

V1-Vehicle Support: Reimbursable

1a. Provide for the use of commercial (General Services Administration) or military-designed motor vehicles as available from the DOL Transportation Motor Pool (TMP). Process requests as required.

1a. References: Fort Sill Reg 56-1 and TMP standard operating procedures. Submit FS Form 833 (Request for Motor Transportation) to TMP, Bldg 2035, 2-2907/6440.

1a(1) Provide daily dispatch/on-call service.

1a(1) Pick up vehicles at TMP NLT 0800 daily; turn in vehicles daily.

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

1a(2) On initial request for support, submit a memo justifying vehicles assigned under recurring dispatch. When multiple drivers are authorized, furnish TMP with a listing. Reimburse for vehicles provided on recurring dispatch.

Description	Quantity
Sedan	<u>0</u>
Van	<u>0</u>
Truck	<u>1</u>

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

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

1b. TMP accident report clerk will ensure that DD Form 200 (Financial Liability Investigation of Property Loss/FLIPL) or other appropriate action is initiated for vehicles that have been lost, damaged, or destroyed.

1b(1) Have vehicle drivers report accidents to the Fort Sill military police (on post) or civilian police (off post), the TMP dispatcher, and the driver's immediate supervisor. Complete and submit SF 91 (Operator Report on Motor Vehicle Accidents) to the TMP accident report clerk NLT the first duty day following the accident. Complete DD Form 518 (Accident—Identification Card) and give it to the driver of the other vehicle involved (if appropriate).

1b(2) Reimburse for all damages and repairs to TMP vehicles or for TMP vehicle replacement due to other than fair wear and tear and due to acts of God. Initiate DD Form 200 (FLIPL) to account for lost, damaged, or destroyed vehicles and process paperwork through Sup & Svcs Div, DOL, Bldg 1655S, 2-2842.

2. Notify Receiver of scheduled maintenance requirements for TMP vehicles.

2. Perform operator maintenance on TMP vehicles. As notified, turn in vehicles to the TMP for maintenance performed by GSA.

Attachment A
SA #W44DQ1-10256-507

SUPPORT	BASIS FOR REIMBURSEMENT	CALCULATION	*ESTIMATED REIMBURSEMENT	REMARKS
A3 - Audio & Visual Information Services	Fabricated items, Overtime	0	\$0	There are no Audio Visual Services reimbursed by the Commissary
E5 - Equipment Maintenance, Repair, & Calibration	Contract labor/repair parts	0	\$0	There are no equipment and maintenance services reimbursed by the Commissary
F3 - Facility Maintenance & Minor Repair	Work orders & grounds maintenance	Actual Cost	\$400	Spraying for pests/minor maintenance/replace batteries etc
M1 - Mail Services	Postage Costs	Actual Cost	\$100	Annual Postage
R1 - Refuse Collection & Disposal	Pounds of Refuse	Landfill/disposal = \$1455.84 x 12 \$17,470.08 Cost/dumpster = \$244.97/month X 3 = 734.91 X 10 months = \$7349.10 Cost/dumpster = \$244.97/month X 6 = \$1469.82 x 2 months = \$2939.64	\$27,800	Cost/dumpster = \$244.97/month X 6 = \$1469.82 X 2 months = \$2939.64 <u>10 Oct 2010 - 1 Dec 10</u> //Cost/dumpster = \$244.97/month X 3 = 734.91 X 10 months = \$7349.10 <u>2 Dec 2010 - 30 Sep 2011</u>
S5 - Supply Services	Engr sup, POL	0	\$0	There are no supply services reimbursed by the Commissary
T2 - Transportation Services	Packing & crating costs	Actual Cost	\$1,800	These costs are for shipping
U1 - Utilities	Square footage or <u>meter reading</u>	Actual Cost	\$225,800	FY10 actual readings x 10% rate increase \$20,528
V1 - Vehicle Support	Tmp veh lease, veh maint	1 Vehicle @ \$206 per month X 12 months (\$2,472), mileage at 0.235 per mile X 50 Miles per month (\$12) and \$8 per month fuel surcharge	\$2,500.00	
TOTAL			\$258,400	

*Costs are rounded to hundreds. Customer shall reimburse for actual costs incurred.