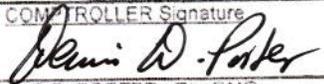
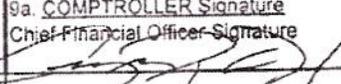
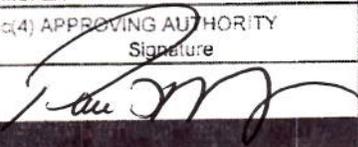
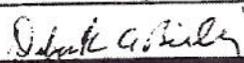


1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-10349-508	2. SUPERSEDED AGREEMENT # (if this replaces another SA) W44DQ1-97274-508	3. Effective Date (YYMMDD) 111001	4. EXPIRATION DATE (May be "Indefinite") 141001
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMSI-RMM) 909 NW Hamilton Road, Suite 120 Fort Sill, OK 73503-9004 Email winona.f.morris.civ@mail.mil		6a. RECEIVING ACTIVITY (Name and Address) Defense Finance and Accounting Service Field Services Division (JBB/IN) Column 226 DD 8899 E 56th Street Indianapolis, IN 46249-0201 Email corina.telez@dfas.mil	
5b. MAJOR COMMAND: IMCOM-Central		6b MAJOR COMMAND: DFAS	
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>			
7a. SUPPORT (Specify what, when, where and how much)		7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services		None	\$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 Const, Ops, Maint. & Repair		None	\$0
C7-Community Relations		None	\$0
C8-Community Services		None	\$0
C9-Custodial Services		Square feet	\$4,900
D1-Disaster Preparedness		None	\$0
E1-Education Services		None	\$0
E2-Entomology Services		Square feet	\$0
E3-Environmental Cleanup		Hazardous spills/incidents	\$0
E4-Environmental Compliance		Haz Waste disposal	\$0
F1-Facilities & Real Property Support		None	\$0
F2-Facility Construction & Major Repair		Minor construction	\$0
Additional support requirements attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Continued on page #3	
<b>8. SUPPLYING COMPONENT</b>		<b>9. RECEIVING COMPONENT</b>	
8a. COMPTROLLER Signature 	8b. Date Signed 8/24/12	9a. COMPTROLLER Signature Chief Financial Officer Signature 	9b. Date Signed 8/21/12
DENNIS D. PORTER, Dir, RMO			
8c(1) APPROVING AUTHORITY Typed Name PAUL S. HOSSENLOPP, COL, FA, Garrison Commander		9c.(1) APPROVING AUTHORITY Typed Name DR. DEBORAH A. BIELLING, DIRECTOR	
8c(2) Organization USAG Fort Sill IMSI ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization Director of Military Operations, DFAS-IN	9c(3) Telephone No. (317) 212-2698
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 8/27/12	9c(4) APPROVING AUTHORITY Signature 	9c(5) Date Signed 24 Jul 2012
<b>SUPPLYING COMPONENT</b>		<b>RECEIVING COMPONENT</b>	
10a. Approving Authority Signature	10b. Date Signed	10c. Approving Authority Signature	10d. Date Signed

**SUPPORT AGREEMENT**

1. AGREEMENT NUMBER: W44DQ1-10349-508

**11. GENERAL PROVISIONS** (Complete blank spaces and add additional general provisions as appropriate; e.g., exceptions to printed provisions, additional parties to this agreement, billing and reimbursement instructions.)

a. The Receiving Components will provide the Supplying Component projections of requested support. (Significant changes in the Receiving Components' support requirements should be submitted to the Supplying Component in a manner that will permit timely modification of resource requirements).

b. It is the responsibility of the Supplying Component to bring any required or requested change in support to the attention of     (See page 7, para 11b.)     prior to changing or 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) 212-2966 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 FY12 Reimbursable Costs

**DISTRIBUTION:**

Cdr, USAG Fort Sill (IMSI-RMM), 909 NW Hamilton Rd, Ste 120, 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 7.

Additional specific provisions attached:  Yes  No



SA #W44DQ1-10349-508

Receiver: Defense Military Pay Operations  
Indianapolis, IN

## GENERAL PROVISIONS

### 1. References:

- a. DOD 4000.19-I, Interservice & Intragovernmental Support, 9 Aug 95.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, Jan 00.
- d. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 20 Mar 00, subject: Army Reimbursable Policy (ARP) Policy update.
- f. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- g. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.

2. This interservice support agreement (SA) documents Base Operations Support (BOS) provided by the US Army Garrison, Fort Sill (USAG) (Supplier/Host), to Defense Military Pay Office (DMPO) (Receiver/Tenant).

3. Supported unit (Receiver/Tenant) is the DMPO. Authorized personnel strength is 0 officers, 0 enlisted, 59 DOD civilians, and 0 Government contractor personnel. The unit's mission is to provide timely and accurate pay service to Soldiers, both active and reserve, assigned to Fort Sill, Oklahoma; and maintain pay records and compute final pay for all Soldiers assigned to either the Fort Sill or Fort Knox Personnel Control Facility.

4. Base operations support (BOS) is the resources (i.e., personnel, equipment, vehicles, services, and functions) required by the Supplier to conduct its mission/ operations. It also includes those same resources and services provided to other on-post activities for their missions and to off-post customers to accomplish their missions in a more cost efficient manner. Different activities provide different types of BOS; see the chart below. BOS may be provided on a reimbursable or nonreimbursable basis depending on the source of funding or type of customer.

SA #W44DQ1-10349-508

Receiver: Defense Military Pay Operations  
Indianapolis, IN

Base Operations Support	Major Command Provider	Installation-Level Provider
Buildings	US Army Installation Management Command (IMCOM)	Garrison (Supplier)
Computer Services	US Army Network Enterprise Technology Command (NETCOM)	Network Enterprise Center (NEC)
Medical Services	US Army Medical Command (MEDCOM)	Reynolds Army Community Hospital (RACH)
Civilian Personnel Service	Civilian Human Resource Agency (CHRA)	Civilian Personnel Advisory Center (CPAC)
Purchasing & Contracting Service	Mission and Installation Contracting Command (MICC)	Mission and Installation Contracting Command (MICC)
Dental Services	U.S. Army Dental Activity (DENTAC)	U.S. Army Dental Activity (DENTAC)
Printing Services	Document Automation & Production Services (DAPS)	Document Automation & Production Services (DAPS)

NOTE: BOS provided by the Directorate of Logistics' (categories E5, F6, T2, & V1) are scheduled to be transferred to Army Sustainment Command (ASC) in FY13. Receiver/Tenant will be required to negotiate directly with ASC for services after that occurs and support categories in this agreement will no longer be applicable.

5. Supplier is funded with operation and maintenance, Army (OMA), funds. Receiver is an interservice agency funded with Working Capital funds. Receiver shall reimburse for directly identifiable costs, any attributed incremental costs, mission unique support, stock fund support, and above-standard support. See the specific provisions and attachment A for reimbursement details. Service/support is considered "nonreimbursable" when the Supplier is funded to provide the support (no payment is required) or when the Receiver's payment is made in the form of cash, a direct fund cite, with the Government purchase card, or other than an earned reimbursement requiring a MIPR (DD Form 448-Military Interdepartmental Purchase Request). 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.

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Indianapolis, IN

6. Within thirty days after the start of each fiscal year (as soon as appropriation laws permit) or prior to receiving reimbursable support; Receiver shall submit an annual MIPR for the total amount of the SA to USAG Sill (IMSI-RMB), 462 Hamilton Road, Suite 120, Fort Sill, OK 73503, 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 DFAS-IN, ATTN: DFAS-IN/JBC (Christina Stokes) 8899 E 56th Column 228CC, Indianapolis, In 46249-0800. Receiver may utilize DD Form 448 or its own order form/letterhead and cite this SA number, description of support, and dollars obligated and have its budget officer certify the document.

7. DFAS-IN Center shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to DFAS-IN, ATTN: DFAS-IN/JBC (Corina Telez) 8899 E 56th Column 228CC, Indianapolis, In 46249-0800 for payment. SF 1080 shall cite this SA number and DODAAC HQ0181 or unit identification code (UIC) W3CS05 and have substantiating documentation attached. 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.

8. 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 levels of support) and will be provided within available capabilities and resources.

9. 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 (reference paragraph 4 above).

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

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

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

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

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

- a. Supplier: Ms. Winona Morris, Garrison Support Agreements Manager (SAM), and Joe Ragadale, Resource Management Office (RMO), (IMSI-RMM), 462 Hamilton Road, Suite 120; Fort Sill, OK 73503-9004 DSN 639-3560/5803 or (580) 442-3560/5803 (in Bldg 467), fax ext. 7978 E-mail Address: [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil) or [joe.p.ragsdale.civ@mail.mil](mailto:joe.p.ragsdale.civ@mail.mil).
- b. Receiver: Ms. Corina Telez, DFAS-IN/JBC, 8899 E 56th ST Column 228CC, Indianapolis, IN 46249-0800, [corina.telez@dfas.mil](mailto:corina.telez@dfas.mil).  
Mr. Michael Potter, 4700 Mow-way Road, Suite 190, Ft Sill, OK
- c. Supported Unit: 73503, DSN: 639-6334, or (580) 442-6334, Fax 639-7196, E-mail [michael.j.potter@us.army.mil](mailto:michael.j.potter@us.army.mil).

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Receiver: Defense Military Pay Office  
Indianapolis, IN

**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.

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), IMSI-HRA, Bldg 4700, 2-3981

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

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

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

3. After each fiscal or calendar year, forward records to DHR, Bldg 930, 2-3963.

**C1-Chapel & Chaplain Services: Nonreimbursable**

1. Provide comprehensive free exercise of religion to DOD 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) (IMSI-RS), Bldg 2934, 2-5795.

**C2-Civilian Personnel Services: Nonreimbursable**

1a. Provide identification (ID) card/common access card (CAC) services in accordance with the ID Card Section's normal hours of operation; ID services are closed Sat-Sun, Federal holidays, and training holidays.

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.

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Receiver: Defense Military Pay Office  
Indianapolis, IN

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

**C 2 - ( C o n t )**

1b. Provide instructions on required documentation. Review applications and documentation and issue cards to DOD civilian personnel assigned to Fort Sill.

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).

2. Negotiate any required CPAC support directly with the CPAC.

**C 3 - C l u b s : N o n r e i m b u r s a b l e**

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.

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.

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 (3265 Crane Ave) and offer video games, pool tables, music, bar facilities, and short order foods.

3. Authorize DOD 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.

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Indianapolis, IN

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

**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 DMPO 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, Debra Brown, bldg #1718, Macomb Road, Fort Sill OK, 73503, email [brownd@aafes.com](mailto:brownd@aafes.com) 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.
  - 6b. 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, sub hand 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.
  - 6c. Notify the Directorate of Emergency Services (DES, 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) (2-5404) when the dollar value exceeds \$1,000.

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Indianapolis, IN

**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, 2-6745). 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 Services, 2-4787/3927. Contact FCC (2-2470) 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.

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Indianapolis, IN

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

**C9-Custodial Services: Reimbursable**

1. Provide standard support as determined on a case-by-case basis by DPW. Buildings identified in category F1 are scheduled to receive custodial services. To obtain custodial services in additional buildings, contact DPW at (580) 442-3898/5746.

1. Submit written requests to DPW for approval/changes to custodial services. Appoint a custodial coordinator and submit a copy of the appointment to DPW. Custodial coordinators shall report deficiencies in janitorial performance to the inspector (2-5582) or custodial contracting officer's representative (COR) by 0830 each workday for corrective action. Notify the DPW custodial COR when a building will be closed for an extended period of time. Reimburse for services received.

**D1-Disaster Preparedness: 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.

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.

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.

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.

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Receiver: Defense Military Pay Office  
Indianapolis, IN

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

**D1-(Cont)**

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 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 DOD 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.

2. Allow DOD 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.

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.

2. Have DOD civilian and Government contract employees 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. 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 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. 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.

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Receiver: Defense Military Pay Office  
Indianapolis, IN

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

**E4-Environmental Compliance: Reimbursable**

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 Branch for semi-annual environmental compliance inspections.

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

2. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, prepare or reimburse the preparation of NEPA documents.

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, (580) 442-2348.

**F1-Facilities & Real Property Support: Nonreimbursable**

1. PAIO 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.

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.

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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 and assign the corresponding facilities listed below: Conduct space utilization surveys as needed. Conduct joint inventories as required.

Bldg	Description	*Gr Sq Ft
#4700	Office	12,626

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.

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: Reimbursable**

1. 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.

1a. 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.

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2. Establish a schedule to provide grounds maintenance. Perform Tenant's complete grounds maintenance responsibilities up to assigned facilities IAW Fort Sill Reg 420-8 (i.e., fertilizing; trimming; watering; maintaining topsoil, shrubs, and trees; and removing debris—transporting large debris to the rubble pit on the East Range).

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.

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.

2. No grounds maintenance services are required. If tenant moves to other buildings, grounds maintenance is reimbursable.

3a. 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.

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. Reimburse for project supplies and materials obtained from DPW.

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.

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.

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.

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**F5-Fire Protection: 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 as per Fire & Emergency Services recommendation IAW Unified Facilities Code requirements. 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 Tenant's negligence or intentional misconduct, the Tenant shall be liable and shall reimburse for Fire & Emergency Services response/investigation and associated Garrison activities 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.

2. Respond to fires and other emergencies in remote areas outside the cantonment area (such as on the ranges). Due to limited resources and the lengthy travel distance from the nearest fire station to the ranges, accept the risk of possible liability resulting from its delayed responses.

2. When planning training and other outdoor activities in remote areas, consider the risks involved due to the Supplier's limited firefighting resources and possible delayed response times. Take reasonable precautions to reduce the level of danger to life and destruction of property. Accept the risk of possible liability or \*\*reimburse for above-standard support.

\*\*3. Provide fire and emergency services to support special events.

\*\*3. Coordinate special event support requirements with the Fort Sill Fire Department at least 30 days in advance. Reimburse for overtime and/or extra equipment.

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**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 DOD civilian personnel sent TDY at Government expense. Exclude claims service for Receiver's military personnel.

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.

**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-Family Morale, Welfare, & Recreation (FMWR) 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.

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

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

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.

2. Use Nye Library (IMSI-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.

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**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 190-13, AR 190-30, AR 190-45, AR 190-47, AR 190-51, DA Pam 190-51 & Fort Sill Reg 190-1.

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.

3. Provide registration services for firearms operated/owned by Tenant's personnel.

3. Register firearms at Bldg 4700, Room 231 2-0130/0131.

4. Include Receiver in physical security inspections.

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

**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.

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

2. Handle all civilian news media queries and visits concerning Fort Sill activities on the installation. Coordinate those having larger DOD Civilian impact with appropriate higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate.

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

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

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

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

5. Reimburse for support requests requiring TDY.

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**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. 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**

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

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

2b. 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.

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.

**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.

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

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

3. 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.

4a. 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.

4b. 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).

1b. 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.

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 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. 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.

4a(1) References:

DOD 2000.12-H      AR 525-13  
DOD 2000.16-I      Fort Sill Reg 525-1

4a(2) Respond to threat warnings as appropriate.

4b(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.

4b(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.

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4c. Provide AT/FP training and travel security briefings to military, DOD civilian, and Government contract personnel.

4c. 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.

**S4-Social Actions: Nonreimbursable**

1. Provide services, assistance, and training to civilian and military personnel on matters pertaining to substance abuse. Provide Employee Assistance Program screenings/referrals, drug testing, and treatment programs.

2. For Government contract personnel; provide prevention training services concerning drug, alcohol, and other substance abuse.

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.

2. See paragraph 1 above. Provide own employee assistance screenings/referrals, drug testing, and treatment programs.

3. Request services as needed from the Alcohol & Drug Control Office (ADCO), DHR, 2-2691/4205, Bldg 2870. Participate in installation prevention campaigns as desired. Provide own employee assistance screenings/referrals, drug testing, and treatment programs.

**T1-Training Service: Partially Reimbursable**

1. Provide local training programs, courses, seminars, etc., related to the performance of official duties. Include training offered by various activities on post (some of which have been described in other categories of support) as well as the installation training directorate (DPTMS).

1. Submit training requirements to appropriate directorates within established time frames. Submit requests for school quotas to the Directorate of Plans, Training, Mobilization, & Security (DPTMS) for processing.

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2a. Make available facilities for training. Provide a range operator for computer-operated ranges, record fire, and field fire. Issue a user ID and password for Receiver's access to the Supplier's internet scheduling system.

2a(1) Reference Fort Sill Reg 385-1. To schedule Fort Sill's ranges, go to DPTMS Range Control's homepage <<http://range.sill.army.mil>>. For assistance or information, call Range Control at DSN 639-6191 or (580) 442-6191, Bldg 2584. Notify Range Control as soon as possible of any cancellations. Reimburse for overtime (civilian range operator) as required.

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

2b. Furnish targets/target frames, radios, and range facility keys.

2b. Submit requests through Range Control's homepage under "Range Support Services." Reimburse for expendable supplies as required.

3a. Issue/loan training aids, devices, simulators, and simulations (TADSS) including the Multiple Integrated Laser Engagement System (MILES). Provide familiarization training and certification of non-virtual TADSS.

3a. For MILES equipment, submit FS Form 104 (Training Support) to TSC (Bldg 208, 2-4437/ 6504) NLT 30 days prior to date of request. Reimburse for TADSS as required.

3b. Issue/loan and print graphic training aids (GTAs) and fabricate training devices.

3b. Reimburse for training aids and devices as required.

**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 facilities assigned to the Tenant.

1a. Request services from 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. For metered buildings, exercise a common sense approach to heating and air conditioning.

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**V1-Vehicle Support: Partially 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(1) Furnish the following vehicle on recurring dispatch:

Description	Quantity
Sedan	<u>1</u>

1a(2) 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.

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.

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) 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.

1a(2) 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(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.

END

ESTIMATED ANNUAL RECURRING REIMBURSABLE COSTS (FY12)

SUPPORT	BASIS FOR REIMBURSEMENT	CALCULATION	*ESTIMATED REIMBURSEMENT	REMARKS
C9 - Custodial Services	Square footage	12,584 of admin space x \$0.032647 =\$410.82 x 12months =	\$4,900.00	cost for admin space
E2 - Entomology Services	Man hours/square footage		\$0.00	N/A
E3 - Environmental Cleanup	Hazardous spills/incidents		\$0.00	Costs provided on reimbursable basis as incidents occur
E4 - Environmental Compliance	Hazardous Waste disposal		\$0.00	Costs provided on reimbursable basis for hazardous waste disposal
F2 - Facility Construction & Major Repair	Work orders: Minor construction		\$0.00	N/A
F3 - Facility Maintenance & Minor Repair	Maintenance and Minor Repair		\$0.00	N/A
F5 - Fire Protection	Overtime, extra equipment	Actual cost	\$0.00	Actual cost
M1 - Mail Service	Postage	\$165X12 months	\$2,000.00	
P3 - Public Affairs	TDY Cost	Actual cost	\$0.00	Actual cost
R1 - Refuse Collection & Disposal	Number of "Tips:"	1 DRY DUMPSTER (\$54.34/TIP) X 4 TIPS A MONTH	\$2,600.00	\$217.36/ MONTH -- \$869.44/QTR -- \$2610.00/YEAR
U1 - Utilities	Square feet/meter readings	15010 SF - PD QTRLY -- ELEC \$1.1K/QTR -- GAS \$1.4K/QTR -- WATER \$.9K/QTR -- SEWAGE \$.6K/QTR	\$16,300.00	
V1 - Vehicle Support	TMP veh lease, veh maint	(210*12)+(1.11*500*12)	\$3,200.00	1 Sedan @ \$210/mo + estimated 500mi/mo @ .11/mi
<b>TOTAL</b>			<b>\$29,000.00</b>	