

|   |  |                                      |   |
|---|--|--------------------------------------|---|
| 1. AGREEMENT NUMBER<br>(Provided by Supplier)<br>W44DQ1-92346-514 | 2. SUPERSEDED AGREEMENT NUMBER<br>(If this replaces another ISA)<br>NA | 3. EFFECTIVE DATE (YYMMDD)<br>941001 | 4. EXPIRATION DATE<br>(May be "indefinite")<br>Indefinite |
|---|--|--------------------------------------|---|

|   |   |
|---|---|
| 5a. SUPPLYING ACTIVITY (Name and Address)<br>Commander<br>U.S. Army Field Artillery Center and Fort Sill<br>ATTN: ATZR-LM<br>Fort Sill, OK 73503-5100 | 6a. RECEIVING ACTIVITY (Name and Address)<br>Chief,<br>Defense Printing Service Detachment Branch Office--Fort Sill<br>ATTN: DPS-DBO-PS<br>Fort Sill, OK 73503-7201 |
|---|---|

|                           |                        |
|---------------------------|------------------------|
| 5b. MAJOR COMMAND: TRADOC | 6b. MAJOR COMMAND: DPS |
|---------------------------|------------------------|

7. SUPPORT PROVIDED BY SUPPLIER

| 7a. SUPPORT (Specify what, when, where, and how much)   | 7b. BASIS FOR REIMBURSEMENT                     | 7c. ESTIMATED REIMBURSEMENT |
|---|---|-----------------------------|
| A. MANDATORY REIMBURSEMENT SUPPORT  |   |                             |
| A1-Chapel and Chaplain Services   | Auth military & civilian personnel              | \$ 100                      |
| A2-Command Element  | Auth military & civilian personnel; square feet | 5,200                       |
| A3-Common Use Facility Operations, Maintenance, Repair & Construction   | Square feet                                     | 1,600                       |
| A4-Disaster Preparedness  | Auth military & civilian personnel              | 100                         |
| A5-Environmental Compliance   | Auth military & civilian personnel              | 600                         |
| A6-Fire Protection  | Square feet                                     | 1,900                       |
| A7-Libraries  | Auth military & civilian personnel              | 200                         |
| Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | TOTAL   | Continued on page 3         |

8. SUPPLYING COMPONENT

9. RECEIVING COMPONENT

|  |  |  |   |
|--|--|--|---|
| 8a. COMPTROLLER Signature<br><i>Dorothy T. Gray</i><br>DOROTHY T. GRAY, GS-13, Budget Officer, DRM | 8b. Date Signed<br>15 Feb 95                 | 9a. COMPTROLLER Signature<br><i>N. G. Fontaine</i><br>N. G. FONTAINE | 9b. Date Signed<br>1/20/95              |
| 8c(1). APPROVING AUTHORITY Typed Name<br>DENNIS C. CLINE, GS-15, Director of Logistics             |  | 9c(1). APPROVING AUTHORITY Typed Name<br>A. D. STOEENNER             |   |
| 8c(2). Organization<br>Directorate of Logistics, ATZR-L  | 8c(3). Telephone Number<br>DSN 639-3004/6076 | 9c(2). Organization Defense Printing Service, Southwest Area         | 9c(3). Telephone Number<br>210-229-5286 |
| 8c(4). Signature<br><i>Dennis C. Cline</i>   | 8c(5). Date Signed<br>15 Feb 95              | 9c(4). Signature<br><i>A. D. Stoenner</i>                            | 9c(5). Date Signed<br>1/20/95           |

10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

|   |                  |   |                  |
|---|------------------|---|------------------|
| 10a. SUPPLIER'S Approving Authority Signature | 10b. Date Signed | 10c. RECEIVER'S Approving Authority Signature | 10d. Date Signed |
|---|------------------|---|------------------|

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

a. The Receiving Components will provide the Supplying Component projections of requested support. (Significant changes in the Receiving 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 12b prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS-IN Field Opns, DAO Fort Sill, ATTN: DFAS-IN/BM-TJA, Fort Sill, OK 73503-0500, DSN 639-3318/4924

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 directives, and commercial utility rate increases. The Receiver will be notified immediately of such rate changes that must be passed through to the support Receivers.

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

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

g. Attachments: A - Facilities List  
B - Equipment Requiring Maintenance  
C - Calculations for FY 95 Reimbursement

**DISTRIBUTION:**

Cdr, USAFACPS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100  
C, DPSDBO-Port Sill, ATTN: DPS-DBO-FS, Fort Sill, OK 73503-7201

Continued on page 5.

12. SPECIFIC PROVISIONS (As appropriate: location and size of occupied facilities; unique Supplier and Receiver responsibilities; and conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

Continued on page 8.

Additional specific provisions attached:  YES  NO

## 7. SUPPORT PROVIDED BY SUPPLIER

| 7a. SUPPORT (Specify what, when, where, and how much)   | 7b. BASIS FOR REIMBURSEMENT                                       | 7c. ESTIMATED REIMBURSEMENT |
|---|---|-----------------------------|
| A8-Morale & Fitness Support   | Auth military & civilian personnel                                | \$ 300                      |
| A9-Police Services  | Auth military & civilian personnel                                | 300                         |
| A10-Safety  | Auth military & civilian personnel                                | 100                         |
| All-Shuttle Services  | Auth military & civilian personnel                                | 100                         |
| B. OPTIONAL REIMBURSEMENT SUPPORT<br>B1-Administrative Services   | Auth military & civilian personnel, actual postage, & distr costs | 2,200                       |
| B3-Automated Data Processing/Automation Services  | Actual maint cost   | 900                         |
| B5-Clubs  | None/Non-Reimbursable   | 0                           |
| B6-Communication Services   | Auth military & civilian personnel; actual tolls & leases         | 1,200                       |
| B11-Engineering Support   | Square feet; minor constr   | 5,800                       |
| B12-Equipment Operation, Maintenance & Repair   | Actual maint cost   | 44,200                      |
| B14-Facilities & Real Property Support  | Square feet   | 1,100                       |
| B15-Facility Maintenance & Repair   | Square feet   | 2,700                       |
| B21-Installation Retail Supply & Storage Operations   | Auth military & civilian personnel; square feet                   | 2,000                       |
| B25-Mobilization Support  | Auth military & civilian personnel                                | 200                         |
| B28-Purchasing & Contracting Services   | Auth military & civilian personnel                                | 900                         |
| Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO | TOTAL   | Continued on page 4         |

7. SUPPORT PROVIDED BY SUPPLIER

| 7a. SUPPORT (Specify what, when, where, and how much)   | 7b. BASIS FOR REIMBURSEMENT                       | 7c. ESTIMATED REIMBURSEMENT |
|---|---|-----------------------------|
| B29-Refuse Collection & Disposal  | Tonnage of refuse                                 | \$ 2,900                    |
| B30-Resource Management   | Auth military & civilian personnel                | 1,300                       |
| B32-Transportation Services   | Auth military & civilian personnel; vehicle lease | 4,200                       |
| B33-Utilities   | Actual consumption (meter readings); square feet  | 7,100                       |
| B34-Weather Services  | None/Non-Reimbursable                             | 0                           |
| C. NON-REIMBURSABLE SUPPORT   |   |                             |
| C2-Community Relations  | None/Non-Reimbursable                             | 0                           |
| C4-Exchange Services  | None/Non-Reimbursable                             | 0                           |
| C5-Museums  | None/Non-Reimbursable                             | 0                           |
|   |   |                             |
|   |   |                             |
|   |   |                             |
|   |   |                             |
|   |   |                             |
| Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO | TOTAL   | \$ 87,200                   |

GENERAL PROVISIONS

1. References:

a. DOD 4000.19-I; 15 Apr 92; Interservice, Interdepartmental, and Interagency Support.

b. AR 37-1; 30 Apr 91; Army Accounting and Fund Control.

c. Defense Management Report Decision (DMRD) 998, 16 Nov 91, Consolidation of DOD Printing (FOUO).

2. In accordance with (IAW) reference 1c, the Defense Printing Service (DPS) was established to reduce DOD printing costs and eliminate operational redundancies by consolidating the military services printing plants under one agency managed by the Department of the Navy effective 1 Oct 91. Implementation was temporarily put on hold for review of the cost/savings impact, and full DOD printing consolidation (including the printing procurement function) then became effective on 6 Apr 92.

3. This interagency support agreement (ISA) documents base operations (BASOPS) support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to the Defense Printing Service Detachment Branch Office (DPSDBO)--Fort Sill, ATTN: DPS-DBO-FS, Fort Sill, OK 73503-7201, (Receiver/Tenant). Current personnel strength is 15 DOD civilians.

4. Receiver is industrially funded and has been designated as a Defense Business Operations Fund (DBOF) customer. DBOF is a revolving fund whereby customers must reimburse for all the support they receive. DPS becomes a totally reimbursable customer effective FY 95. Support available is grouped into the three categories listed below. When the basis for reimbursement is square footage, Receiver shall reimburse for gross square footage according to the official real property records.

a. Mandatory Reimbursement Support. Supplier will prorate this cost to all tenants/satellites who benefit or have the opportunity to benefit from the services provided.

b. Optional Reimbursement Support. Supplier will charge only those customers who actually utilize these services.

c. Non-Reimbursable Support. Supplier will provide these services on a non-reimbursable basis since these services are supported by revenues generated from other sources.

5. Thirty days prior to the start of each fiscal year, Receiver shall submit DD Form 448 (Military Interdepartmental Purchase Request) to Cdr, USAFACFS, ATTN: ATZR-RP, Fort Sill, OK 73503-5100.

6. DFAS-IN Field Operations, Defense Accounting Office (DAO) Fort Sill, shall bill Receiver monthly on an itemized Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed through the address in paragraph 3 for certification to DPS Southwest, Federal Building, Room B408, 727 E. Durango Boulevard, San Antonio, TX 78206-0000, for payment. SF 1080 will cite this ISA number and DODAAC N48940 and will have appropriate accountable documents attached.

7. Facilities furnished for the Tenant's use are listed in attachment A. Use is subject to the Host's installation master plan (i.e., relocation, demolition, construction, etc.) and the Host's and Tenant's mission essential requirements.

8. Unless stated otherwise in the specific provisions; services provided will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities and will be provided within available capabilities and resources. Receiver agrees to comply with Supplier's policy and procedures that apply to the services provided and financial arrangements made.

9. Receiver shall negotiate separate ISAs with MEDDAC, DFAS-IN, and DeCA for health services, finance and accounting services, and commissary services, respectively. Responsibility for administrative and logistical services not specifically outlined in this agreement shall remain with the Receiver or will be provided upon mutual agreement by both parties with funding responsibility specifically designated.

10. Receiver shall provide data as requested by the Supplier to review and update all costs annually. Supplier will initiate three-year reviews on the content of this agreement approximately 120 days prior to the review month.

11. Supplier will not change, reduce, or terminate the agreement unilaterally without consulting the Receiver.

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

b. Supplier reserves the right to reduce/terminate support based on customer demand. Supplier will apply any reductions in support and costs on an equitable basis to all receivers of support.

c. If this agreement is unilaterally terminated with less than 180 days prior notice to the other party, the terminating party may be billed by the non-terminating party for reimbursement of unavoidable termination and procurement expenses incurred during the 180-day period following notification.

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

- a. Supplier: Ms. Dora Presley, Interservice Support Coordinator (ISC)  
Directorate of Logistics (DOL)  
Fort Sill, OK 73503-5100  
DSN 639-5072/3369 or (405) 442-5072/3369, FAX ext 2719
  
- b. Receiver: DPSDBO - Fort Sill, Bldg 442  
ATTN: Mr. Herman Hollingsworth  
Fort Sill, OK 73503-7201  
DSN 639-2607 or (405) 442-2607, FAX ext 6141

| Category of Support   | Host Shall   | Tenant Shall   |
|---|--|--|
| A1-Chapel & Chaplain Services: Reimbursable                 | 1. Provide comprehensive free exercise of religion to active and retired military personnel, DOD civilians, and their families. Service includes opportunities for worship, religious rites, family enrichment, pastoral visits, spiritual counseling, and religious education.  | 1. Request services as required from the Post Chaplain's Office, B 463, 2-5790. Assist chaplains as required.  |
| A2-Command Element: Reimbursable<br><br>1. Command Overhead | 1. Provide command/staff personnel to manage base operations support provided to all customers. Personnel include the command group, DRM, DPW, DPCA, DOIM, and those described in the following paragraphs; however, they do not duplicate the overhead costs calculated for the other categories of support.  | 1. Reimburse for Tenant's share of Host's operating costs.   |
| 2. Protocol   | 2a. Furnish appropriate protocol services for Tenant's visiting general officers/civilian equivalents. For military grades 07/civilian grades GS-16 and above; make arrangements for lodging, transportation, itineraries, and social functions. Keep Tenant informed of arrangements made and any changes/problems encountered. Furnish Tenant a copy of the itinerary. | 2a(1). Notify the Protocol Office immediately (2-3902/2346, B 460) of Tenant's visiting dignitaries (whether for social or official reasons) in military grades 07/civilian grades GS-16 and above. Provide details of the visit and furnish Protocol with biographical sketches of the dignitaries.<br><br>2a(2). For visitors in military grades 06/civilian grades GS-15 and below; make own arrangements for billeting, transportation, etc. Furnish biographical sketches for 06/GS-16 visitors. Arrange billeting for 06 through Billeting Office in Comanche House and for lower ranking members through the BOQ/BEQ. Request assistance/guidance in proper etiquette/procedures as required. |

| Category of Support                                      | Host Shall   | Tenant Shall  |
|--|--|---|
| <p>A2-Command Element:</p> <p>2. Protocol<br/>(cont)</p> | <p>2b. Keep the Commanding General, Chief of Staff, and Base Operations Manager abreast of visiting dignitaries. Provide VIP visit forecasts. Limit distribution of itineraries by operational need.</p>   |   |
| <p>3. Public Affairs</p>                                 | <p>3a. 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.</p>  | <p>3a. References:<br/>AR 360-5 w/USAFACFS Suppl,<br/>AR 360-61, and AR 360-81.</p>   |
|  | <p>3b. Handle all civilian news media queries concerning Fort Sill including Tenant activities on the installation. Coordinate those having Army-wide impact with higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Invite media to cover changes of command, grand openings, etc., as requested by the Tenant.</p> | <p>3b(1). Coordinate in advance with the Public Affairs Office (PAO) before releasing any official information to the news media. Inform PAO of situations which are or could be of interest to the civilian news media (2-2521/2920, B 455).</p> |
|  | <p>3c. Coordinate appropriate community relations programs with civilian organizations within the parameters of the normal responsibilities of the Post Cdr and consistent with Fort Sill's AR 5-9 area of responsibility. Coordinate Tenant's participation as required.</p>  | <p>3b(2). Request, coordinate, and supervise all photographic support for Tenant-sponsored ceremonies and activities directly with TSC Photo Br. Request PAO support as required.</p>   |
|  | <p>3d. Process all speaking engagements in the public domain involving individuals assigned at Fort Sill.</p>  | <p>3c. Provide assistance for selected community relations projects as required.</p>  |
|  |  | <p>3d. Forward speaking requests from civilian organizations to PAO for approval (2-3024/4500).</p>   |

| Category of Support                                | Host Shall  | Tenant Shall  |
|--|---|---|
| A2-Command Element:<br>3. Public Affairs<br>(cont) | 3e. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability. Run announcements on the "TV Bulletin Board" in the same manner.   | 3e. Submit items of interest to The CANNONEER, B455, 2-5150. Deadline for publication is COB every Monday. Submit information for the "TV Bulletin Board" to PAO, 2-6270.   |
| 4. Inspector<br>General                            | 4. Do not furnish this service; however, bill Tenant for their mandatory pro-rated cost.  | 4. Utilize Dept of Navy svcs. Reimburse Host for Tenant's mandatory pro-rated cost.   |
| 5. Auditing  | 5. Do not furnish this service; however, bill Tenant for their mandatory pro-rated cost.  | 5. Utilize Dept of Navy svcs. Reimburse Host for Tenant's mandatory pro-rated cost.   |
| 6. Property<br>Accountability                      | 6. Appropriate PBO will sign and assign document numbers to ROS' as required. Forward ROS' for processing to the Host's POC at DOL, B 2258W, 2-2903.  | 6a. Reference AR 735-5. When the Tenant loses/damages property belonging to the Host, the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, subhand receipt holder, or user) shall initiate the report of survey (ROS), DA 4697. Take the ROS to the appropriate PBO for signature and document number.<br><br>6b. Notify LEC (2-2101) when loss, damage, or destruction of property is due to other than fair wear and tear regardless of dollar value and of all damages/accidents involving the Host's vehicles. Notify the Fort Sill Field Office of the U.S. Army Criminal Investigation Command (2-4503) when the dollar value exceeds \$1,000. |
| 7. Security  | 7a. Establish and maintain an effective information security program which includes the Tenant. The security program includes (but is not limited to) personnel, technical, industrial, communications, operations, and information systems security. Provide facilities for the destruction of | 7a(1). Handle, store, and safeguard classified information IAW Host's policy and procedures. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to DPTM Security Div, B 260, 2-2397. Brief newly assigned   |

Category of Support

Host Shall

Tenant Shall

A2-Command Element:

7. Security  
(cont)

classified waste. Physical security is covered under category A9-Police Services.

personnel on security. Attend briefings and courses as required. Report security compromises to DPTM Security Div. Submit contractor requests for classified visits to DPTM Security Div for approval.

7a(2). Do not discuss classified information over unsecure telephone lines nor with unauthorized personnel. Do not record telephone conversations or listen to them as a third party without advance consent of all parties. Attach DD 2056 (COMSEC Monitoring Warning) to all telephones.

7b. Provide assistance and guidance as required. Provide security education and awareness; this includes the security manager's course and staff assistance visits.

7b. Conduct the mandatory annual Subversion and Espionage Directed Against the U.S. Army (SAEDA) briefing to Tenant's personnel.

7c. Conduct security compromise investigations and conduct unannounced as well as scheduled inspections.

7c(1). Process own security clearances. Develop and distribute security access rosters as appropriate. Complete SF 312 (Classified Information Non-disclosure Agreement) for employees with clearances and to debrief departing employees who have had access to classified information.

7c(2). Report derogatory information on DA 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances. Notify DPTM Security Div of suicides or attempted suicides of personnel who have had access to classified material. If espionage or subversive activity is discovered or suspected, the unit security manager shall report the

Category of Support

Host Shall

Tenant Shall

A2-Command Element:

7. Security  
(cont)

incident directly to the 902d Military Intelligence Group at 2-2720.

7c(3). Comply with the Entry/Exit Inspection Program IAW Fort Sill's memo dated 16 Jan 90. Conduct quarterly inspections of Tenant's facilities that process classified information.

7d. Provide assistance and instruction for changing safe combinations.

7d(1). Change own safe combinations; request assistance from DPTM Security as required. Or submit a purchase request to DOC to change the safe combination. For safe "lock-outs," contact DPTM Security for assistance. If efforts are unsuccessful, submit a purchase request to DOC to get the safe opened. Obtain prior approval from DPTM Security before having a security container drilled open.

7d(2). Complete SF 700 (Security Container Information) to identify personnel access to each security container. Record daily safe usage on SF 702 (Security Container Check Sheet). Use classified cover sheets when material is removed from a security container.

7e. Identify electronic information processing equipment and determine their sensitivity levels. Provide TEMPEST advice on the acquisition of automatic data processing equipment.

7e. Appoint an information systems security officer (ISSO) and terminal area security officer (TASO). Provide a list of computer systems accredited through Tenant or other agencies to DPTM Security on a quarterly basis to arrive NLT three working days after the beginning of the month. Control access to terminals. Process classified information only on TEMPEST-certified equipment.

| Category of Support   | Host Shall  | Tenant Shall  |
|---|---|---|
| <p>A2-Command Element:</p> <p>7. Security (cont)</p>  | <p>7f. 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 instl.</p>  | <p>7f. Prior to solicitation, forward classified contracts to DPTM Security Div for review. This includes contracts let by the Tenant's contracting office to be performed on Fort Sill. See category B28.</p>  |
| <p>8. Social Actions</p>  | <p>8. Provide services, assistance, or training to civilian personnel on matters pertaining to alcohol and drug abuse.</p>  | <p>8. Request services and assistance as needed from Drug and Alcohol Abuse Control Div, Directorate of Personnel and Community Activities (DPCA), 2-5704/4205, B 2870. Utilize Department of Navy equal opportunity and human relations services.</p>  |
| <p>A3-Common Use Facility Operations, Maintenance, Repair, &amp; Construction: Reimbursable</p> | <p>1. Provide for the operation, maintenance, repair, and minor construction/alteration of common use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, energy consumption, and beautification projects.</p> <p>2. Remove and dispose of ice and snow on common use areas such as roads and parking lots.</p> | <p>1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-4214, as required. Call DPW at 2-3251 for emergency work orders.</p> <p>2. Remove ice and snow in Tenant's exclusive use areas (sidewalks, stairs, and porches). Do not use salt to melt ice; use ammonium nitrate which is available at the DPW Self-Help Center, Bldg 2751. Request services from DPW as needed.</p> |
| <p>A4-Disaster Preparedness: Reimbursable</p>   | <p>1. Provide for the full disaster preparedness and response for support including training and equipage. Provide or program for emergency wartime operations to include shelter spaces, shelter supplies, or radiation and chemical monitoring.</p>   | <p>1. Request services as needed through the EOC, DPTM, B 455, 2-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.</p>   |

Category of Support

Host Shall

Tenant Shall

A4-Disaster Preparedness: (cont)

2. Activate the Emergency Operations Center (EOC) upon order by the Fort Sill Commanding General (CG). Include Tenant in installation planning. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Provide tasking to all activities under the control of the Fort Sill CG.

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

A5-Environmental Compliance: Reimbursable

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

1a. Request services from the Directorate of Environmental Quality (DEQ), 2-2715, B 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Material and Waste Management Br, B 2592, to meet SARA Title III reporting requirements. Coordinate with Material and Waste Management Br for quarterly environmental compliance inspections. Tenant does not generate any hazardous waste (HW) for inclusion in the installation HW disposal program.

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

Category of Support

Host Shall

Tenant Shall

A5-Environmental  
Compliance:  
(cont)

2. Provide environmental training. Publish training schedules quarterly/annually.

3. Use own discretion in determining whether or not to hold Tenant financially liable when the actions of the Tenant result in an adverse environmental impact.

4. Identify actions requiring an environmental impact statement (EIS), specify methods for obtaining information required in preparing EIS', determine content of EIS', determine appropriate time requirements for comments, establish patterns for consulting, determine mechanism through which EIS' are to be made public, and provide public announcements of plans and programs with environmental impact.

5. DPCA will manage the installation recycle program. Offer Tenant's recyclable material to military units (who will transport the items and collect the recycle points).

A6-Fire Protection:  
Reimbursable

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

2. Submit training requests as required. Reimburse for training courses attended.

3. At the Host's discretion, bear financial responsibility for clean-up, disposal, and restoration in the event an incident caused by the Tenant results in an adverse environmental impact. Perform clean-up and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended)

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

5. Sort approved material for recycle (white paper, aluminum soda cans, cardboard, etc.).

1a. Reference USAFACFS Reg 420-90. Request assistance in fire prevention as required from DPW Fire Prevention & Protection Division, B 5011, 2-5911.

1b. Appoint a unit fire marshal and building fire warden. Attend fire prevention lectures as required.

| Category of Support                          | Host Shall  | Tenant Shall   |
|--|---|--|
| A6-Fire Protection:<br>(cont)                | 2. Requisition, distribute, and maintain fire extinguishers installed in real property. Recharge/repair fire extinguishers as required. | 1c. Upon discovering a fire, alert all personnel in the building and report the occurrence to the Fort Sill Fire Department (dial 911). Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.<br><br>1d. Provide material safety data sheets to the Fort Sill Fire Dept (B 1617) for all hazardous materials used/stored in assigned facilities. Also, furnish the exact location of these materials.  |
| A7-Libraries:<br>Reimbursable                | 1. Provide general reference library services for official and recreational use.  | 2. Deliver fire extinguishers annually and after every use to Fire Station #2 (B 5031) for inspection, test, reseal, and recharge.<br><br>1. Utilize the following libraries as required and authorized. Pay for overdue books and other such fees on an individual cash basis.<br><br>a. Installation Reference Library, B 445, Room 115, 2-5886. Sign for items withdrawn from the library and return them within 3 days.<br><br>b. Morris Swett Technical Library, B 730, Room 16, 2-4525.<br><br>c. Nye Library, B 1640, 2-5111. |
| A8-Morale & Fitness Support:<br>Reimbursable | 1. Provide for the use of theaters, parks, recreational centers, gyms, fitness centers, athletic fields, and related services.          | 1a. Utilize facilities/services as required and authorized. Pay for certain services as required on an individual cash basis.<br><br>1b. Abide by current Host guidance. Check in and out of the Sportsman's Service Center  |

| Category of Support                    | Host Shall   | Tenant Shall  |
|--|--|---|
| A8-Morale & Fitness Support:<br>(cont) |  | per Host's current guidance regarding fishing and hunting. Provide Sportsman's Service Center a personnel roster annually.  |
| A9-Police Services:<br>Reimbursable    | 1. Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations.   | <p>1a. References:<br/>AR 190-11 w/TRADOC-FORSCOM supplements<br/>AR 190-13 w/TF supple<br/>AR 190-51<br/>USAFACFS Reg 190-1</p> <p>1b. Ensure protective standards for weapons, funds, and high-value resources are applied and maintained. Coordinate with Law Enforcement Command (LEC) any requirements for special security of equipment and buildings assigned to the Tenant.</p> |
|  | 2. Include Tenant in physical security inspections.  | 2. Appoint a physical security point of contact. Request physical security inspections as required.   |
|  | 3. Notify Tenant of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.   | 3. Provide information for serious incidents reports as required.   |
|  | 4. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.   | 4. Register vehicles and firearms at B 1670, 2-6284.  |
| A10-Safety:<br>Reimbursable            | 1. Include Tenant in the installation safety program IAW AR 385-10 and TB 385-4. Conduct safety meetings and inspections as required. Arrange for radiological surveys. Recommend personal protective equipment required for safe operations. Provide safety promotional material and safety training as required. | 1. Request services as needed from the Field Artillery Branch Safety Office, B 2912, 2-4466. Appoint a unit safety officer IAW USAFACFS Reg 385-10-1.   |

| Category of Support                            | Host Shall  | Tenant Shall   |
|--|---|--|
| A10-Safety:<br>(cont)                          | 2. Furnish technical assistance when necessary for proper investigation and reporting of accidents.   | 2. 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 IAW Department of Navy procedures.  |
| All-Shuttle<br>Services:<br>Reimbursable       | 1. Provide bus shuttle services free of charge to all passengers Monday through Friday (excluding legal public holidays). Update and publish bus routes/schedules as required.  | 1. Utilize bus shuttle as required. Obtain bus schedules at bus stops, the motor pool (Bldg 2035), or the Instl Trans Office (Bldg 2950). Board and depart from the shuttle at scheduled stops only.   |
|  | 2. Commercial taxi service is available on post.  | 2. Pay for taxi services on an individual cash basis.  |
| B1-Administrative<br>Services:<br>Reimbursable | 1. Receive and sort incoming mail in a central distribution center. Distribute official outgoing mail accordingly. Return to sender any Second, Third, and Fourth Class personal mail (mail with an individual name as the first line of the address). Include Tenant in the official distribution contractor delivery route. | 1. Comply with directives as specified by the Installation Admin Management Division, DOIM. Provide a list of official office symbols as requested. Notify appropriate agencies of Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as <b>personal mail</b> and thus returned to sender. |
|  | 2. Provide forms and publications.  | 2. Complete and forward two copies of DA 17 (Requisition for Publications and Blank Forms) as required to DOIM Publications Supply Sec, ATZR-UAS, B 2800. Pick up items when notified. Maintain pinpoint distribution files (DA 12-series).  |
|  | 3. Provide copying services.  | 3. To request cost-per-copy copiers; submit a memorandum containing appropriate justification to the Network Center Division, DOIM, Bldg 652, 2-4047.  |

| Category of Support   | Host Shall  | Tenant Shall  |
|---|---|---|
| B3-Automated Data Processing/<br>Automation Services:<br>Reimbursable | <p>1. Provide automated data processing (ADP) services (i.e., PROFS) as required on systems that are compatible with DOIM automated equipment.</p> <p>2. Include Tenant's equipment in the installation's computer maintenance contract. See attachment B for the list of equipment requiring maintenance.</p>  | <p>1. Request services as needed from the Directorate of Information Management (DOIM).</p> <p>2. For computer repair, submit automated work orders to the Help Desk, DOIM, via PROFS. Furnish a POC and phone number, description of problem, model and serial number of ADP equipment needing repair and its location (building and room #).</p>  |
| B5-Clubs:<br>Non-Reimbursable   | <p>1. Provide various recreational clubs, services, and activities. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.</p> <p>2a. Authorize active duty officers and enlisted personnel, all retirees, and civilians access to the Fort Sill Officers' Club (500 Upton Road). Offer dining, entertainment and catering. Authorize active duty/retired officers and civilians in grades GS-07 and above (or equivalent) access to The Observation Post (TOP/B 5678), an annex to the Officers' Club featuring the high-tech video game QB-1.</p> <p>2b. Authorize access to the Gunners' Inn Enlisted Club (6000 area) and Impact Zone Enlisted Club (3400 area); which offer video games, pool tables, music,</p> | <p>1. Utilize available recreational facilities as desired. Provide DPCA a personnel roster (including name, grade, and SSN) annually for all activities. Pay for certain services on an individual cash basis. Reimburse for non-revenue producing mission-related functions held in club facilities; for reimbursement, utilize the Army charge card (I.M.P.A.C.-VISA) -- appropriated fund only.</p> |

Category of Support

Host Shall

Tenant Shall

B5-Clubs:  
(cont)

bar facilities, and short order foods.

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

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

5. Authorize access to areas for outdoor recreation such as camping, fishing, hiking, etc. Provide sporting and camping equipment rentals. Offer group activities such as hunting, skiing, and canoe trips; jet skiing; white water rafting; and hang-gliding lessons.

B6-Communication  
Services:  
Reimbursable

1. Provide official telephone service with access to the Defense System Network (DSN), FTS, and local area telephone system. Manage and submit monthly billing documents to Tenant's disbursing and cost accounting as appropriate for reimbursement of toll calls, equipment installation, relocation and special equipment service charges as may be required. Provide maintenance of service lines.

1. Request services from DOIM as required. Complete and submit DA 3938 (Local Service Request) to DOIM 15 working days prior to required date of service. Dial 1104 for minor telephone repair (no dial tone, excessive static, burned out push-button light, etc.).

Category of Support

Host Shall

Tenant Shall

B6-Communication  
Services:  
(cont)

2. Receive and process telecommunication messages. Forward routine and "priority" messages via the electronic mail system. Telephonically notify Tenant for pick-up of "immediate" or "flash" messages.

3. Upon request, identify and install telephone requirements for ADPE. Prior to procurement of inter-command and/or paper systems, DOIM will perform technical reviews to ensure compatibility with existing service.

4. Upon request, issue personal phone access codes (PACs) for Tenant's authorized personnel.

2. Pick up unclassified "immediate" or "flash" telecommunication messages in Rm 116, B 455.

4a. Request PACs from DOIM as required. In order to place long distance/DSN calls, personnel must enter their PACs after dialing the phone number and hearing the dial tone that follows. Each individual is responsible for maintaining the confidentiality of his/her PAC.

4b. Do not move, alter, or place attachments on telephone equipment. Ensure calls are in support of official Government business or emergency situations. Employees who place personal long distance calls on official telephones are responsible for payment of the charges and subject to disciplinary action. Do not discuss classified information over nonsecure telephone lines, which are subject to monitoring at all times.

B11-Engineering  
Support:  
Reimbursable

1. Provide facility planning, engineering designs, drafting and reproduction services, inspection, and job planning and estimating required for the construction, fabrication, and repair of facilities and equipment.

1. Submit requests for facilities to DPW Engineering Div, B 1950, 2-3517. Develop project justification, assist Host in the preparation of DD Form 1391, and submit document through command channels.

| Category of Support   | Host Shall  | Tenant Shall  |
|---|---|---|
| B12-Equipment Operation, Maintenance, & Repair:<br>Reimbursable | 1. Provide for the maintenance and repair of Tenant's equipment as required and as described in the following paragraphs. See attachment B for the equipment list. Repair will be at organizational/direct support (DS)/general support (GS) levels. Notify Tenant for pick-up of their equipment. DOL furnishes their services under contract operation.           | 1a. Perform operator maintenance. Prepare DA Form 2407 (Maintenance Request) with proper authorization and DODAAC N48940.<br><br>1b. Present DD Form 577 (Signature Card) when picking up repaired equipment. Submit a memo to Chief, Materiel Support Division (MSD), DOL, designating those individuals authorized to issue DD 577. Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL (2-5321) whenever these cards are lost, stolen, or turned in. |
| 1. General  |   |   |
| 2. Office Equipment   | 2. Provide for the maintenance and repair of Government-owned household appliances and office equipment (i.e., adding machines, calculators, and typewriters). Computer repair is covered under category B3, and copier repair is covered under category B1. Items under 10 years of age are under contractual repair through Miscellaneous Contracts Section, DOL. | 2a. Request repairs for office machines by calling Misc Contracts Section, 2-5161/4125.<br><br>2b. For items not under warranty, deliver equipment and DA 2407 to B 2258E for evaluation of repair.   |
| 3. Industrial Plant Equipment                                   | 3. Provide for the maintenance and repair of capital equipment (i.e., machine tools, test equipment, accessory and auxiliary items) used or capable of use in the manufacture of supplies or for any administrative or general plant purpose. Provide on-site repair of Tenant's larger equipment.  | 3. Take smaller equipment and DA 2407 to Maint Dept, DOL.   |

Category of Support

Host Shall

Tenant Shall

Bl2-Equipment Operation, Maintenance, & Repair:  
(cont)

4. Photographic Equipment and Materiel-Handling Equipment (MHE)

4. Provide for the maintenance and repair of Tenant-owned general or special purpose photographic equipment and MHE and their components.

4a. Take photographic equipment and DA 2407 to QC inspector, B 2258E, 2-5394, for evaluation of repair. QC inspector will direct Tenant to B 2255 for a work order number or to the appropriate shop office.

4b. For MHE, complete DA 2407 and call the QC inspector:

2-3408, B 2183 (diesel- or gas-powered MHE)

OR

2-6882, B 2258 (electrically powered MHE)

Bl4-Facilities & Real Property Support:  
Reimbursable

1. Provide adequate space for office administrative/operational purposes and for storage and warehousing. Account for facilities used by the Tenant and subsequent improvements thereto on the Host's real property inventory. Hand receipt buildings to Tenant; conduct joint inventories as required. See attachment A for the list of buildings.

2. Provide for major/minor construction of new facilities and for additions/alterations to existing facilities.

1. Identify and justify facility requirements. Submit requests for building space to DPW, B 1950, 2-2670. Sign for space occupied (hand receipt). Conduct joint inventories as required. Reimburse for gross square footage.

2. Retain buildings in their present condition without change unless written authorization is obtained from DPW (DA Form 4283) authorizing any changes. Reimburse for any requested changes.

Bl5-Facility Maintenance & Repair:  
Reimbursable

1. Provide for the maintenance and repair of real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds, railroads, surfaced areas, and other real property. Perform all grass mowing functions. Also perform landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix for the Tenant (TC).

1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1950, 2-4214, as required. Call DPW at 2-3251 for emergency work orders.

Category of Support

Host Shall

Tenant Shall

B15-Facility  
Maintenance &  
Repair:  
(cont)

2. Maintain a Self-Help Program (Bldg 2751, 2-4723) and a U-Do-It Program (for projects beyond the scope of the Self-Help Program but still within the unit's capability). Provide materials, instruction, and inspections as required.

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

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

2c. Utilize installation self-help programs. Request guidance and instruction from DPW as required. Provide the labor for these projects. Request materials from DPW.

3. Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirables including, but not limited to, routine treatment of grounds, buildings, equipment, supplies, aircraft, and other common carriers as necessary.

3. 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.

B21-Installation  
Retail Supply &  
Storage Operations:  
Reimbursable

1. General

1. Provide for materiel and equipment via the procurement/supply system. Accept requisitions for supplies, process local procurement documents, and provide property disposal services. Installation supply service is provided by DOL under contract operation. This ISA excludes medical supply support.

1a. Reference USAFACFS Reg 725-1. Prepare supply documents (i.e., DA Form 2765/2765-1 or DD Form 1348-6) as needed. Include fund cite and DODAAC (N48940) and forward to appropriate supply support activity (DOL, DPW, etc.).

1b. Tenant's commander or his/her designated representative must sign local purchase requests. Justify local purchase requests with

Category of Support

Host Shall

Tenant Shall

B21-Installation  
Retail Supply &  
Storage Operations:

1. General  
(cont)

2. Lateral Transfer of Property

3. Expendable Supplies

2. Installation consolidated property book officer (CPBO) shall laterally transfer all authorized office and printing unique furniture and equipment to the Tenant.

3. Supply Br, DOL, will provide guidance on obtaining GSA CSC accounts. DOC will provide initial and follow-up credit card training. DOL will process GSA CSC customer orders into SAILS monthly to prevent unauthorized by-pass of the SMA and will notify GSA of changes to customer accounts.

priorities 01-08 in writing. Tenant may cite direct delivery to B 443 on local purchase requests submitted to DOL, provide proof of delivery to Local Purchase Section (B 2243) for direct delivery items.

1c. Present DD Form 577 (Signature Card) when picking up repair parts/turning in unserviceable repairable repair parts at B 2243.

2. Accept laterally transferred property and account for the property IAW Navy policy and procedures.

3a. Utilize the VISA I.M.P.A.C. government credit card to order expendable office supplies from the Fort Worth GSA Customer Supply Center (CSC).

3b. Contact Supply Br, DOL, 2-3701/3219, to establish a GSA account and to report changes to the account. Upon receipt of monthly billing statements; cardholders shall certify the purchases and forward the statements to their approving official for verification, to their budget office for authorization of funds, and a copy to Supply Br for processing into SAILS/SMA.

Category of Support

Host Shall

Tenant Shall

B21-Installation  
Retail Supply &  
Storage Operations:

3. Expendable  
Supplies  
(cont)

4. Petroleum, Oils,  
Lubricants (POL), &  
Chemicals

5. Engineer  
Supply

4a. Provide for the dispensing of fuel, oils, lubricants, and chemicals for Tenant's TMP and other vehicles. Maintain an automated fuel management system; submit consumption reports to major customers. Process requisitions for packaged POL products.

4b. Assign serial numbers to keys; encode and issue keys to customers. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Tenant for fuel charges resulting from their failure to report lost, missing, or transferred keys.

5. Provide lumber and lumber-related materials for operational and training projects, construction materials for approved projects/work orders, and self-help materials for the maintenance of installation real property.

3c. Upon approval from Supply Br, utilize the credit card for local purchase of expendable office supplies.

4a. Refuel vehicles at the temporary POL issue point, north side of B 2184, 0730 - 1130, Monday through Friday. Insert key into pump and enter required data (mileage, USA number, etc.) to dispense fuel. Provide an annual estimate of POL requirements. Pick up packaged POL products at B 2243 within one day of notification.

4b(1). Submit DA 2765-1 (include DODAAC, fund code, and NSN 7030-00-T98-2425) and a memo (include type of fuel, vehicle ID number, etc.) to B 2330 to requisition keys that will allow Tenant-owned vehicles to gain access to the Host's automated fuel system.

4b(2). Account for keys as durable items; issue keys to hand receipt holders by serial number. Report lost/missing keys immediately to the POL point; also report the transfer and turn-in of keys. Reimburse for fuel charges resulting from own failure to report lost, missing, or transferred keys.

5a. On the back of the original top copy of the requisition; list the specific purpose(s) for which the supplies will be used, include the following statement "Supplies will not be used in work which will affect real property facilities on the installation," and obtain the commander's or PBO's

Category of Support

Host Shall

Tenant Shall

B21-Installation  
Retail Supply &  
Storage Operations:

5. Engineer Supply  
(cont)

B25-Mobilization  
Support:  
Reimbursable

B28-Purchasing &  
Contracting  
Services:  
Reimbursable

1. Plan, program, and provide mobilization support as described in this agreement and applicable mob plans. Activate the Emergency Operations Center (EOC) upon order by the Fort Sill Commanding General (CG). Coordinate with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Provide tasking to all activities under the control of the Fort Sill CG.

1. Provide for the procurement of supplies and/or services for a price. Support includes central and local procurement, procurement planning, and purchasing operations. Costs for items and services procured will be at actual or contract price as determined by the Directorate of Contracting (DOC).

signature under these statements for certification.

5b. Obtain approval from the activities DPW program manager (B 1945) prior to submitting requisitions to the storage sections in B 1946 or B 2711.

5c. Submit DA 4283 to the DPW Work Order Desk (B 1950) to order all construction materials affecting real property. Submit DA 4283 to B 2751 to order self-help items.

1. Keeping supporting activities informed of changes to mob requirements. Request services as needed through the EOC, B 455, 2-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.

1a. Prepare DA 3953 (Purchase Request & Commitment) with appropriate fund cite and point of contact. Submit DA 3953 directly to DOC, B 1803, for services. Submit DA 3953 or DD 1348-6 through DOL to DOC for supplies. Document supplies delivered directly to B 442 on DD 1348-6.

1b. Before submission to DOC, forward classified contracting requests to Directorate of Plans, Training, and Mobilization (DPTM) Security Div, B 455, 2-2397, for review. See category B1.

Category of Support

Host Shall

Tenant Shall

B28-Purchasing & Contracting Services: (cont)

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

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

3. Train and appoint SF 44 (Purchase Order-Invoice-Voucher) holders and commercial credit card holders determined necessary for efficient and effective performance of the contracting mission.

3. Request ordering officer and credit card holder appointments as required.

B29-Refuse Collection & Disposal: Reimbursable

1. Provide for the collection, transportation, and disposal of trash and refuse. This includes the use of destruction facilities and incinerators for disposal of refuse and excludes disposal services provided by the Defense Reutilization and Marketing Office (DRMO). Provide one dumpster at B 441.

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 2-6524.

B30-Resource Management: Reimbursable

1. Cost and process ISAs; manage reimbursable funds and formulate, report, and execute operating budgets. Provide direction, policy, and advice on the use of installation resources in terms of manpower and dollars.

1. Provide feeder data as requested by the Host in a timely manner.

B32-Transportation Services: Reimbursable

1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material including shipment planning of cargo, packing and crating, scheduling movement of both personnel and personal property, ticket processing for transportation documents, and providing other transportation services related to in-bound and out-bound movements.

1. Request transportation service in writing from DOL, ATTN: ATZR-LST, 2-2403/4471/3909.

2. Provide reservation and ticketing services in conjunction with civilian official

2. Request commercial air service as required by calling the Government contractor at

Category of Support

Host Shall

Tenant Shall

B32-Transportation Services: (cont)

travel. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.

248-5000 (B 2951/official) or 357-6616 (B 1721/leisure). Submit three copies of travel orders for ticket processing. Pick up tickets.

3. Shipment of property requisitioned by the Host will be shipped at Host's expense. Transportation costs incurred in relocation of Tenant for Host's convenience will be borne by the Host.

3. Give as much advance notice as possible when requesting a relocation.

4. Civilian personnel reassigned by the Government are eligible for certain services on a case-by-case basis.

4. Provide a fund cite for PCS moves.

5. Furnish Government bill of lading support when required. Provide for movement of household goods through a responsible shipping office.

6a(1). Provide for the use of commercial or military designed motor vehicles as available from the DOL Transportation Motor Pool (TMP) on daily dispatch. Process requests as required. TMP is operated by General Services Administration (GSA).

6a(1). Reference USAFACFS Reg 56-1 and TMP standard operating procedures. Submit FS 833 (Request for Motor Transportation) to TMP, B 2035, 2-2907/6440. Pick up vehicles at TMP NLT 0800 daily; turn in vehicles daily.

6a(2). Furnish the following vehicles on recurring dispatch:

| Description | Quantity |
|-------------|----------|
| Truck       | 1        |

6a(2). Submit FS 833 as required. Justify vehicles assigned under recurring dispatch every 6 months. When multiple drivers are authorized, furnish TMP with a listing.

6b. Issue an electronic key with each TMP vehicle for access to the installation automated fuel management system. Notify Tenant of scheduled maintenance requirements (maintenance is provided by GSA). Provide a replacement vehicle as requested when

6b. Furnish drivers. Ensure drivers possess valid driving licenses. Maintain key with log book. Perform operator maintenance. Turn in vehicles to the TMP for maintenance as notified. Operate vehicles in a safe manner. Use vehicles for official Government

Category of Support

Host Shall

Tenant Shall

B32-Transportation  
Services:  
(cont)

Tenant's one authorized vehicle undergoes maintenance and repair. Dispatch wrecker as required to retrieve disabled TMP vehicles. Review log books and stop-check condition of vehicles when accepting them for turn-in.

business only. Obtain prior approval from the TMP for use of vehicle beyond the 150-mile permissible operating distance (POD).

6c. TMP accident report clerk will ensure report of survey (ROS) or other appropriate action is initiated for vehicles that have been lost, damaged, or destroyed.

6c(1). Reimburse for all damages and repair or vehicle replacement due to other than fair wear and tear. Vehicle drivers shall report accidents to the Fort Sill military police (on post) or civilian police (off post), the TMP dispatcher, and 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 518 (Accident--Identification Card) and give to driver of other vehicle involved (if appropriate).

6c(2). Initiate ROS to account for lost, damaged, or destroyed vehicles and process paperwork through the Host's POC at DOL, B 2258W, 2-2903.

B33-Utilities:  
Reimbursable

1. Utility  
Services

1a. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant. See attachment A for the list of buildings.

1. Request services from DPW as required. Report deficiencies to DPW as soon as they occur. Exercise a common sense approach to heating and air conditioning policies.

1b. Depending on the weather, turn off air conditioners Sep-Oct and turn on heat Oct-Nov; turn off heat Apr-May and turn on air conditioners May-Jun.

Category of Support

Host Shall

Tenant Shall

B33-Utilities:

1. Utility Services (cont)

Also turn these utilities on and off upon Tenant's request to accommodate special requirements of printing equipment.

2. Energy Conservation Program

2. Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost effective and proven to significantly save energy resources. Conduct energy surveys as required.

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

2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW, Program Mgt Br, ATTN: Energy Officer, B 1945, 2-4906/4760. Update the list as appropriate when changes occur.

2c. Actively promote Fort Sill's energy awareness program. Establish efficient, low-cost actions to identify and reduce energy consumption, improve the level of energy awareness within Tenant's organization, and meet the mandated 30% energy reduction target before the year 2005 IAW Exec Order 12902.

B34-Weather Services: Non-Reimbursable

1. Weather forecast and observation service is provided by 3d Weather Squadron (3d WS), B 4907. The 3d WS provides initial notification of weather conditions to DPTM. (During non-duty hours, they notify the field officer of the day (FOD).) DPTM notifies DOIM who, in turn, notifies the Tenant.

2. Ensure rapid and complete dissemination of information according to the Fort Sill Severe Weather OPLAN (SWOP). Notify Tenant of early release

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

Category of Support

Host Shall

Tenant Shall

B34-Weather Services:  
(cont)

(DPTM), closed operations (PAO), and delayed post openings (PAO) due to freezing precipitation or heavy snow.

to protect personnel and resources.

2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill operations during inclement weather. Essential personnel shall report to work IAW Tenant's SOP. All other civilians shall comply with local announcements unless superseded by directions from supervisory personnel.

2c. Report weather injuries/damage to 3d WS (2-3200/4000). After duty hours, report this information to the FOD or to the Severe Weather Damage Operations Control if activated. Report property damage to Real Property, DPW Service Order (2-3251) and DOL. Initiate reports of survey for all damage (see category A2).

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

3. Request additional services as required.

C2-Community Relations:  
Non-Reimbursable

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

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

C4-Exchange Services:  
Non-Reimbursable

1. Army Air Force Exchange Service (AAFES) shall offer various services such as the Post Exchange, gas stations, bowling alleys, cafeteria/snack bars, etc., to authorized personnel.

1. Pay for services on an individual cash basis.

C5-Museums:  
Non-Reimbursable

1. Provide facilities and services that display objects of historical military value and significance. Open the museum (Bldgs 445, 442, 425, 345, 336, and 160) Sunday through Saturday, 0830-1630 (outdoor

1. Utilize facilities and services as required and authorized.

Category of Support

Host Shall

Tenant Shall

C5-Museums:  
(cont)

exhibits: Cannon Walk and Missile Park). Open Bldgs 340, 437, and 441 Monday through Friday, 0730-1600.

2. Offer specialized research by appointment only, public tours, living history educational programming, and a gift shop (no fees involved--donations welcome).

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

FACILITIES LIST

PERIOD: 1 OCT 94 - 10 NOV 94

| <u>Bldg</u> | <u>Description*</u>                              | <u>Gross<br/>Square Footage*</u> |
|-------------|--|----------------------------------|
| 441         | Print Plant (joint use - 50%)                    | 6,572                            |
| 442         | Print Plant                                      | 13,201                           |
| 443         | Administrative Office Space (joint<br>use - 74%) | 11,571                           |
| 444         | Flammable Storage (16 x 18 room only)            | 753                              |
| 447         | General Storehouse                               | <u>677</u>                       |
|             | Total . . .                                      | 32,749<br>=====                  |

---

PERIOD: 11 NOV 94 - 30 SEP 95

| <u>Bldg</u> | <u>Description*</u>             | <u>Gross<br/>Square Footage*</u> |
|-------------|---------------------------------|----------------------------------|
| 441         | Print Plant; Rooms 1, 2, 3, & 4 | 6,720                            |
| 442         | Print Plant; Rooms 4 & 5        | <u>2,595</u>                     |
|             | Total . . . .                   | 9,315<br>=====                   |

\*Furnished by the Host in coordination with the Tenant.

EQUIPMENT REQUIRING MAINTENANCE

| <u>NSN</u>       | <u>Description</u>  | <u>Quantity</u> |
|------------------|---|-----------------|
| _____            | Copying machine, cost per copy,<br>Monroe, Mdl #RL725E, SN: L701528                             | 1               |
| 7010-01-232-9363 | Computer, Zenith, Mdl #ZWX-0248-62,<br>w/keyboard, SN: 813AF1633, 821AE1405                     | 2               |
| 7025-01-J02-7905 | Monitor, Zenith, Mdl #ZCM-1390,<br>w/power cord, SN: 748NE0235TOC                               | 1               |
| 7025-01-232-9323 | Monitor, Zenith, Mdl #ZVM-1380,<br>SN: 846-96180014   | 1               |
| 7025-01-235-9342 | Printer, Alps, Mdl #2000G, dot<br>matrix, SN: 8A6402336M, 8A6439132Y,<br>8A6439442Y, 8A6439446Y | 4               |
| 7430-01-116-6035 | Typewriter, electric w/dual font,<br>SN: 11-D-8556, 11-D-8736, 11-D-7878                        | 3               |
| 3930-00-T72-9906 | Truck, forklift, Clark, Mdl #DCS201,<br>SN: G138100167625KOF                                    | 1               |

CALCULATIONS FOR FY 95 REIMBURSABLE COSTS\*

| A1-Chapel & Chaplain Svcs |                |   |                    |                  |            |
|---------------------------|----------------|---|--------------------|------------------|------------|
| AMS                       | Activity AOB   | x | Mil/Civ Cost Share | = Est Reimb Cost | Total Cost |
| 325796.N                  | \$134,200.00   | x | 0.06%              | \$80.52          | \$100      |
| DPCA                      |                |   |                    |                  |            |
| A2-Command Element        |                |   |                    |                  |            |
| AMS                       | Activity AOB   | x | Mil/Civ Cost Share | = Est Reimb Cost | Total Cost |
| 325796.G                  |                |   |                    |                  |            |
| DPCA                      | \$213,000.00   | x | 0.06%              | \$127.80         |            |
| Soc Actns                 | \$106,000.00   | x | 0.06%              | \$63.60          |            |
| PAO                       | \$91,000.00    | x | 0.06%              | \$54.60          |            |
| 325796.N                  |                |   |                    |                  |            |
| Cmd Gp                    | \$253,200.00   | x | 0.06%              | \$151.92         |            |
| IG                        | \$38,700.00    | x | 0.06%              | \$23.22          |            |
| PAO, MR                   | \$68,200.00    | x | 0.06%              | \$40.92          |            |
| Protocol                  | \$118,000.00   | x | 0.06%              | \$70.80          |            |
| Historian                 | \$58,000.00    | x | 0.06%              | \$34.80          |            |
| 435214                    |                |   |                    |                  |            |
| PAO, CR                   | \$121,000.00   | x | 0.06%              | \$72.60          |            |
| 324611                    |                |   |                    |                  |            |
| DOIM                      | \$309,000.00   | x | 0.06%              | \$185.40         |            |
| 325796.U                  |                |   |                    |                  |            |
| DRM                       | \$111,000.00   | x | 0.06%              | \$66.60          |            |
| 325796.TD                 |                |   |                    |                  |            |
| DPTM                      | \$245,000.00   | x | 0.06%              | \$147.00         |            |
| 325796.BD                 |                |   |                    |                  |            |
| DOL                       | \$2,734,000.00 | x | 0.06%              | \$1,640.40       | (cont)     |

\*Rounded to the nearest hundred.

=====

A2-Command Element (cont)

|          |  |                |   |                  |   |               |  |         |
|----------|--|----------------|---|------------------|---|---------------|--|---------|
| AMS      |  | Tech Data Cost | x | Sq Ft Cost Share | = |               |  |         |
| 325796.M |  | \$3,203,458.00 | x | 0.23%            | = |               |  |         |
| DPW      |  |                |   |                  |   |               |  |         |
|          |  | Est Reimb Cost | x | Daily Factor     | = | Oct-Nov 94    |  |         |
|          |  | \$359,748.33   | x | 11.23%           | = | \$827.42      |  |         |
|          |  |                |   |                  |   |               |  |         |
|          |  | Tech Data Cost | x | Sq Ft Cost Share | = |               |  |         |
|          |  | \$3,203,458.00 | x | 0.06%            | = |               |  |         |
|          |  |                |   |                  |   |               |  |         |
|          |  | Est Reimb Cost | x | Daily Factor     | = | Nov 94-Sep 95 |  |         |
|          |  | \$1,922.07     | x | 88.77%           | = | \$1,706.23    |  | \$5,200 |

=====

A3-Common Use Facility Operations, Maintenance, Repair & Construction

|          |  |                |   |                   |   |               |  |            |
|----------|--|----------------|---|-------------------|---|---------------|--|------------|
| AMS      |  | Tech Data Cost | x | Sq Ft Cost Share  | = |               |  | Total Cost |
| 325796.M |  | \$1,972,238.00 | x | 0.23%             | = |               |  |            |
| DPW      |  |                |   |                   |   |               |  |            |
|          |  | Est Reimb Cost | x | Daily Factor      | = | Oct-Nov 94    |  |            |
|          |  | \$4,536.15     | x | 11.23%            | = | \$509.41      |  |            |
|          |  |                |   |                   |   |               |  |            |
|          |  | Tech Data Cost | x | Sq Ft Cost Share  | = |               |  |            |
|          |  | \$1,972,238.00 | x | 0.06%             | = |               |  |            |
|          |  |                |   |                   |   |               |  |            |
|          |  | Est Reimb Cost | x | 324 days/365 days | = | Nov 94-Sep 95 |  |            |
|          |  | \$1,183.34     | x | 88.77%            | = | \$1,050.45    |  | \$1,600    |

=====

A4-Disaster Preparedness

|           |  |              |   |                    |   |                |  |            |
|-----------|--|--------------|---|--------------------|---|----------------|--|------------|
| AMS       |  | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost |  | Total Cost |
| 325796.NB |  | \$110,000.00 | x | 0.06%              | = | \$66.00        |  | \$100      |
| DPTM      |  |              |   |                    |   |                |  |            |

=====

A5-Environmental Compliance

|        |  |                |   |                    |   |                |  |            |
|--------|--|----------------|---|--------------------|---|----------------|--|------------|
| AMS    |  | Activity AOB   | x | Mil/Civ Cost Share | = | Est Reimb Cost |  | Total Cost |
| 325756 |  | \$1,002,000.00 | x | 0.06%              | = | \$601.20       |  | \$600      |
| DEQ    |  |                |   |                    |   |                |  |            |

=====

=====

A6-Fire Protection

|          |                |   |              |   |               |            |
|----------|----------------|---|--------------|---|---------------|------------|
| AMS      | Sq Ft          | x | Shop Rate    | = |               | Total Cost |
| 325796.M | 32,749         | x | \$0.1570     | = |               |            |
| DPW      |                |   |              |   |               |            |
|          | Est Reimb Cost | x | Daily Factor | = | Oct-Nov 94    |            |
|          | \$5,141.59     | x | 11.23%       | = | \$577.40      |            |
|          |                |   |              |   |               |            |
|          | Sq Ft          | x | Shop Rate    | = |               |            |
|          | 9,315          | x | \$0.1570     | = |               |            |
|          |                |   |              |   |               |            |
|          | Est Reimb Cost | x | Daily Factor | = | Nov 94-Sep 95 |            |
|          | \$1,462.46     | x | 88.77%       | = | \$1,298.23    | \$1,900    |

=====

A7-Libraries

|          |              |   |                    |   |                |       |
|----------|--------------|---|--------------------|---|----------------|-------|
| AMS      | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost |       |
| 325796.S | \$312,000.00 | x | 0.06%              | = | \$187.20       | \$200 |
| DPCA     |              |   |                    |   |                |       |

=====

A8-Morale & Fitness Support

|          |              |   |                    |   |                |            |
|----------|--------------|---|--------------------|---|----------------|------------|
| AMS      | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost | Total Cost |
| 325796.S |              |   |                    |   |                |            |
| Sports   | \$201,000.00 | x | 0.06%              | = | \$120.60       |            |
| OD Rec   | \$69,000.00  | x | 0.06%              | = | \$41.40        |            |
| Rec Ctrs | \$191,000.00 | x | 0.06%              | = | \$114.60       | \$300      |

=====

A9-Police Services

|          |              |   |                    |   |                |            |
|----------|--------------|---|--------------------|---|----------------|------------|
| AMS      | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost | Total Cost |
| 325796.T |              |   |                    |   |                |            |
| Police   | \$572,000.00 | x | 0.06%              | = | \$343.20       | \$300      |

=====

A10-Safety

|          |              |   |                    |   |                |            |
|----------|--------------|---|--------------------|---|----------------|------------|
| AMS      | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost | Total Cost |
| 325796.N |              |   |                    |   |                |            |
| Safety   | \$166,000.00 | x | 0.06%              | = | \$99.60        | \$100      |

=====

All-Shuttle Services

|          |              |   |                    |   |                |            |
|----------|--------------|---|--------------------|---|----------------|------------|
| AMS      | Activity AOB | x | Mil/Civ Cost Share | = | Est Reimb Cost | Total Cost |
| 325796.D | \$85,400.00  | x | 0.06%              | = | \$51.24        | \$100      |
| DOL      |              |   |                    |   |                |            |

=====

B1-Administrative Services

|             |                                 |                      |                  |            |
|-------------|---------------------------------|----------------------|------------------|------------|
| AMS         | Pers Overhead                   | x Mil/Civ Cost Share | = Est Reimb Cost | Total Cost |
| 325796.Y    | \$103,362.00                    | x                    | 0.06% = \$62.02  |            |
| DOIM        |                                 | + Actual Postage     | = \$500.00       |            |
| Postal      |                                 |                      |                  |            |
| <hr/>       |                                 |                      |                  |            |
| Distr/Vault | Contract Cost                   | / Total Users        | = Est Reimb Cost |            |
|             | \$36,792.00                     | /                    | 62 = \$593.42    |            |
|             | Pers Overhead                   | x Mil/Civ Cost Share | =                |            |
|             | \$27,073.00                     | x                    | 0.06% = \$16.24  |            |
| <hr/>       |                                 |                      |                  |            |
| Pub/Forms   | Pers Overhead                   | x Mil/Civ Cost Share | = Est Reimb Cost |            |
|             | \$93,616.00                     | x                    | 0.06% = \$56.17  |            |
| <hr/>       |                                 |                      |                  |            |
| Copier      | Historical Data of Actual Costs |                      | = Est Reimb Cost |            |
|             |                                 |                      | = \$1,000.00     | \$2,200    |

B3-Automated Data Processing/Automation Services

|          |                |                      |                  |            |
|----------|----------------|----------------------|------------------|------------|
| AMS      |                |                      |                  | Total Cost |
| 325796.P | Activity AOB   | x Mil/Civ Cost Share | = Est Reimb Cost |            |
| DOIM     | \$1,457,000.00 | x                    | 0.06% = \$874.20 | \$900      |

B5-Clubs

|      |                        |            |
|------|------------------------|------------|
| NAF  | Non-Reimbursable (NAF) | Total Cost |
| DPCA |                        | \$0        |

B6-Communication Services

|           |               |                        |   |            |
|-----------|---------------|------------------------|---|------------|
| AMS       | Contract Cost | + Personnel Overhead   | / | Total Cost |
| 325795    | \$689,528.00  | + \$277,074.00         | / |            |
| DOIM      |               |                        |   |            |
| Basic     | Lines in Svc  | = Annual Cost Per Line | x |            |
| Commo Svc | 5,500         | = \$175.75             | x |            |
|           | User's Lines  | = Est Reimb Cost       |   |            |
|           | 7             | = \$1,230.25           |   | \$1,200    |

B11-Engineering Support

|                        |                |   |                   |   |               |            |
|------------------------|----------------|---|-------------------|---|---------------|------------|
| AMS<br>325778.K<br>DPW | Sq Ft          | x | Cost/Sq Ft        | = |               | Total Cost |
|                        | 677            | x | \$0.6943          | = |               |            |
|                        | Est Reimb Cost | x | 41 days/365 days  | = | Oct-Nov 94    |            |
|                        | \$470.04       | x | 11.23%            | = | \$52.79       |            |
|                        | Sq Ft          | x | Cost/Sq Ft        | = |               |            |
|                        | 9,315          | x | \$0.6943          | = |               |            |
|                        | Est Reimb Cost | x | 324 days/365 days | = | Nov 94-Sep 95 |            |
|                        | \$6,467.40     | x | 88.77%            | = | \$5,741.11    | \$5,800    |

B12-Equipment Operation, Maintenance, & Repair

|                        |                                 |   |                |            |
|------------------------|---------------------------------|---|----------------|------------|
| AMS<br>325796.C<br>DOL | Historical Data of Actual Costs | = | Est Reimb Cost | Total Cost |
|                        |                                 | = | \$44,200.00    | \$44,200   |

B14-Facilities & Real Property Support

|                        |                    |   |                   |   |               |            |
|------------------------|--------------------|---|-------------------|---|---------------|------------|
| AMS<br>325778.K<br>DPW | Tech Data Cost     | x | Sq Ft Cost Share  | = |               | Total Cost |
|                        | \$92,700.00        | x | 0.23%             | = |               |            |
|                        | Est Reimb Cost     | x | Daily Factor      | = | Oct-Nov 94    |            |
|                        | \$213.21           | x | 11.23%            | = | \$23.94       |            |
|                        | Tech Data Cost     | x | Sq Ft Cost Share  | = |               |            |
|                        | \$92,700.00        | x | 0.06%             | = |               |            |
|                        | Est Reimb Cost     | x | 324 days/365 days | = | Nov 94-Sep 95 |            |
|                        | \$55.62            | x | 88.77%            | = | \$49.37       |            |
|                        | Minor Construction | = | \$1,000.00        |   | \$1,100       |            |

B15-Facility Maintenance & Repair

|                        |                |   |                  |   |               |            |
|------------------------|----------------|---|------------------|---|---------------|------------|
| AMS<br>325778.K<br>DPW | Tech Data Cost | x | Sq Ft Cost Share | = |               | Total Cost |
|                        | \$3,383,861.00 | x | 0.23%            | = |               |            |
|                        | Est Reimb Cost | x | Daily Factor     | = | Oct-Nov 94    |            |
|                        | \$7,782.88     | x | 11.23%           | = | \$874.02      |            |
|                        | Tech Data Cost | x | Sq Ft Cost Share | = |               |            |
|                        | \$3,383,861.00 | x | 0.06%            | = |               |            |
|                        | Est Reimb Cost | x | Daily Factor     | = | Nov 94-Sep 95 |            |
|                        | \$2,030.32     | x | 88.77%           | = | \$1,802.32    | \$2,700    |

B21-Installation Retail Supply & Storage Operations

|                         |                |                      |                    |            |
|-------------------------|----------------|----------------------|--------------------|------------|
| AMS<br>325796.BC<br>DOL | Activity AOB   | x Mil/Civ Cost Share | = Est Reimb Cost   | Total Cost |
|                         | \$2,728,000.00 | x                    | 0.06% = \$1,636.80 |            |
| DPW                     | Tech Data Cost | x Sq Ft Cost Share   | =                  |            |
|                         | \$507,656.00   | x                    | 0.23% =            |            |
|                         | Est Reimb Cost | x Daily Factor       | = Oct-Nov 94       |            |
|                         | \$1,167.61     | x                    | 11.23% = \$131.12  |            |
|                         | Tech Data Cost | x Sq Ft Cost Share   | =                  |            |
|                         | \$507,656.00   | x                    | 0.06% =            |            |
|                         | Est Reimb Cost | x Daily Factor       | = Nov 94-Sep 95    |            |
|                         | \$304.59       | x                    | 88.77% = \$270.38  | \$2,000    |

B25-Mobilization Support

|             |              |                      |                  |            |
|-------------|--------------|----------------------|------------------|------------|
| AMS<br>DPTM | Activity AOB | x Mil/Civ Cost Share | = Est Reimb Cost | Total Cost |
|             | \$406,000.00 | x                    | 0.06% = \$243.60 | \$200      |

B28-Purchasing & Contracting Services

|            |                |                      |                  |            |
|------------|----------------|----------------------|------------------|------------|
| AMS<br>DOC | Activity AOB   | x Mil/Civ Cost Share | = Est Reimb Cost | Total Cost |
|            | \$1,496,000.00 | x                    | 0.06% = \$897.60 | \$900      |

B29-Refuse Collection

|                        |                |                |                     |            |
|------------------------|----------------|----------------|---------------------|------------|
| AMS<br>325796.M<br>DPW | Tons per Year  | x Rate         | =                   | Total Cost |
|                        | 431.00         | x              | \$32.60 =           |            |
|                        | Est Reimb Cost | x Daily Factor | = Oct-Nov 94        |            |
|                        | \$14,050.60    | x              | 11.23% = \$1,577.88 |            |
|                        | Tons per Year  | x Rate         | =                   |            |
|                        | 45.00          | x              | \$32.60 =           |            |
|                        | Est Reimb Cost | x Daily Factor | = Nov 94-Sep 95     |            |
|                        | \$1,467.00     | x              | 88.77% = \$1,302.26 | \$2,900    |

B30-Resource Management

|                        |                |                      |                    |            |
|------------------------|----------------|----------------------|--------------------|------------|
| AMS<br>325796.U<br>DRM | Activity AOB   | x Mil/Civ Cost Share | = Est Reimb Cost   | Total Cost |
|                        | \$2,126,000.00 | x                    | 0.06% = \$1,275.60 | \$1,300    |

B32-Transportation Services

|          |                      |                |       |                |            |
|----------|----------------------|----------------|-------|----------------|------------|
| AMS      | Trans AOB            | x Mil/Civ Cost | =     | Est Reimb Cost | Total Cost |
| 325796.D | \$2,133,600.00       | x              | 0.06% | \$1,280.16     |            |
| DOL      | Actual GSA Veh Lease |                | =     | \$2,900.00     | \$4,200    |

B33-Utilities

|          |                |                    |          |                |            |
|----------|----------------|--------------------|----------|----------------|------------|
| AMS      | Sq Ft          | x Rate             | =        |                | Total Cost |
| 325796.J | Electricity:   |                    |          |                |            |
| DPW      | 32,749         | x                  | \$0.2580 | =              | \$8,449.24 |
|          | Gas:           |                    |          |                |            |
|          | 32,749         | x                  | \$0.2532 | =              | \$8,292.05 |
|          | Water          |                    |          |                |            |
|          | 32,749         | x                  | \$0.0275 | =              | \$900.60   |
|          | Sewage         |                    |          |                |            |
|          | 32,749         | x                  | \$0.0482 | =              | \$1,578.50 |
|          | Est Reimb Cost | x Daily Factor     | =        | Oct-Nov 94     |            |
|          | \$19,220.39    | x                  | 11.23%   | =              | \$2,158.45 |
|          | Sq Ft          | x Rate             | =        |                |            |
|          | Electricity:   |                    |          |                |            |
|          | 9,315          | x                  | \$0.2580 | =              | \$2,403.27 |
|          | Gas:           |                    |          |                |            |
|          | 9,315          | x                  | \$0.2532 | =              | \$2,358.56 |
|          | Water          |                    |          |                |            |
|          | 9,315          | x                  | \$0.0275 | =              | \$256.16   |
|          | Sewage         |                    |          |                |            |
|          | 9,315          | x                  | \$0.0482 | =              | \$448.98   |
|          | Est Reimb Cost | x Daily Factor     | =        | Nov 94-Sep 95  |            |
|          | \$5,466.97     | x                  | 88.77%   | =              | \$4,853.03 |
|          | Energy Con AOB | x Sq Ft Cost Share | =        | Est Reimb Cost |            |
|          | \$75,000.00    | x                  | 0.06%    | =              | \$45.00    |
|          |                |                    |          |                | \$7,100    |

=====

B34-Weather Services

815796.D : Non-Reimbursable : Total Cost  
 DPTM : : \$0

=====

C2-Community Relations

AMS : Non-Reimbursable : Total Cost  
 NA : : \$0

=====

C4-Exchange Services

AMS : Non-Reimbursable : Total Cost  
 NA : : \$0

=====

C5-Museums

AMS : Non-Reimbursable : Total Cost  
 NA : : \$0

=====

=====

G R A N D T O T A L \$87,200

=====

| Basis for Reimb | Host       | Tenant   | Ratio |
|-----------------|------------|----------|-------|
| Civ Auth        | 5,366      | 15       | 0.28% |
| Mil Auth        | 18,427     | 0        | 0.00% |
| Civ/Mil Auth    | 23,793     | 15       | 0.06% |
| Sq Ft           | 14,552,508 | 32,749 * | 0.23% |
|                 |            | 9,315 ** | 0.06% |

ASIP Report Update 7 Nov 94

\*1 Oct 94 - 10 Nov 94 41/365 days 11.23%

\*\*11 Nov 94 - 30 Sep 95 324/365 days 88.77%