

SUPPORT AGREEMENT

INTERSERVICE

B10

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-06248-609	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) NA	3. EFFECTIVE DATE (YYMMDD) 08/05/08	4. EXPIRATION DATE (May be "Indefinite") Indefinite
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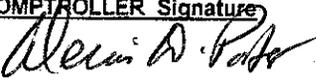
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMWE-SIL-RMM) 909 NW Hamilton Road, Suite 112 Fort Sill, OK 73503-9004	6a. RECEIVING ACTIVITY (Name and Address) Commander 138 Fighter Wing/LRS/LGRR 9020 E. Globemaster Street, Suite 207 Tulsa, OK 74115-1019
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5b. MAJOR COMMAND: IMCOM-West	6b. MAJOR COMMAND: NGB
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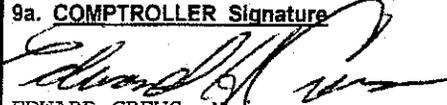
7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	Copiers	\$1,200
A3-Audio & Visual Information Services	Fabricated items	\$100
A4-Automated Data Processing & Automation Services	None	\$0
C1-Chapel & Chaplain Services	None	\$0
C3-Clubs	None	\$0
C4-Command Support	None	\$0
C5-Common Use Facility Const, Ops, Maint, & Repair	None	\$0
C6-Communication Services	Leased lines, DSN/FTS calls	\$100
C7-Community Relations	None	\$0
C8-Community Services	None	\$0
C9-Custodial Services	Square footage	\$3,400
D1-Disaster Preparedness	None	\$0
E1-Education Services	None	\$0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued

8. SUPPLYING COMPONENT

8a. COMPTROLLER Signature  DENNIS D. PORTER, Dir, RMO	8b. Date Signed 7 MAY 08
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9. RECEIVING COMPONENT

9a. COMPTROLLER Signature  EDWARD CREWS, Maj	9b. Date Signed 12 Apr 08
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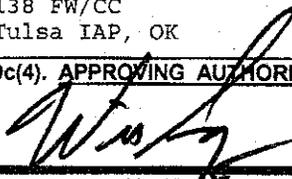
8c(1). APPROVING AUTHORITY Typed Name ROBERT S. BRIDGFORD, COL, FA, Garrison Commander
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9c(1). APPROVING AUTHORITY Typed Name WILLIAM S. HADAWAY III, Colonel

8c(2). Organization USAG Fort Sill IMWE-SIL-ZA	8c(3). Telephone No. DSN 639-3106
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9c(2). Organization 138 FW/CC Tulsa IAP, OK	9c(3). Telephone No. DSN 894-7208
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8c(4). APPROVING AUTHORITY Signature 	8c(5). Date Signed 8 MAY 08
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9c(4). APPROVING AUTHORITY Signature 	9c(5). Date Signed 12 Apr 08
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10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

SUPPLYING COMPONENT

10a. Approving Authority Signature	10b. Date Signed
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RECEIVING COMPONENT

10c. Approving Authority Signature	10d. Date Signed
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SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-06248-609

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 6, para 10b.) _____ prior to changing or canceling support.

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

d. All rates expressing the unit cost of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons such as legislation, DoD directive, and commercial utility rate increases. The Receiver will be notified immediately of such rate changes that must be passed through to the support Receivers.

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

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

g. Attachments: A - MOA Among USAFCOEFS; USAG Fort Sill; 138 FW; 6 CTS; and AFDC; 8 May 08; subject: Reimbursement of Base Operations Support Provided to the 138 CTS, 6 CTS Det 1, and AFDC, OL-C
B - Supported Units
C - Calculations for FY 08 Reimbursable Costs

DISTRIBUTION:

Cdr, USAFCOEFS (ATZR-RM), 7305 NW McNair Ave, Ste 100, Fort Sill, OK 73503-9016

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

Cdr, 138 FW/LRS/LGRR, 9020 E. Globemaster St, Ste 207, Tulsa, OK 74115-1019

Cdr, 6 CTS/CC, 4008 Tyndall Ave, Bldg 445, Nellis AFB, NV 89191-6081

Cdr, AFDC/CCXV, 155 N. Twining St, Maxwell AFB, AL 36112-6112

C, NGB/NGB-A2Y, Jefferson Plaza One, 1411 Jefferson Davis Hwy, Arlington, VA 22202-3231

Cdr, USAFWC/NGB, 4370 N. Washington Blvd, Nellis AFB, NV 89191-6081

Cdr, 57 OG/CC, 4008 Tyndall Ave, Nellis AFB, NV 89191-6081

Cdr, 138 CTS/ATSF-JD, 1210 NW Schimmelpfennig Rd, Ste 274, Fort Sill, OK 73503-9035

Cdr, 6 CTS Det 1/ATSF-JD, 1210 NW Schimmelpfennig Rd, Ste 274, Fort Sill, OK 73503-9035

Cdr, AFDC, OL-C/ATSF-JD, 1210 NW Schimmelpfennig Rd, Ste 274, Fort Sill, OK 73503-9035

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

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7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
E2-Entomology Services	Man hours/square footage	\$100
E3-Environmental Cleanup	Hazardous spills/incidents	\$0
E4-Environmental Compliance	None	\$0
E6-Explosive Ordnance Support	None	\$0
F1-Facilities & Real Property Support	None	\$0
F2-Facility Construction & Major Repair	Minor construction	\$0
F3-Facility Maintenance & Minor Repair	Work orders & grounds maint	\$5,800
F5-Fire Protection	Unauth fire ext discharge	\$0
F6-Food Service	None	\$0
H2-Housing & Lodging Services	None	\$0
L1-Laundry & Dry Cleaning	None	\$0
L2-Legal Services	None	\$0
M1-Mail Service	Postage	\$600
M2-Military Personnel Support	None	\$0
M4-Morale, Welfare, & Recreation (MWR) Activities	None	\$0
M5-Mortuary Services	None	\$0
P1-Police Services	None	\$0
P2-Printing Services	None	\$0
P3-Public Affairs	None	\$0
P4-Purchasing & Contracting Services	None	\$0
R1-Refuse Collection & Disposal	Dumpsters	\$1,100
R2-Resource Management	None	\$0
R3-Retired Affairs	None	\$0
S1-Safety	None	\$0
S2-Security Services	None	\$0
S4-Social Actions	None	\$0
S5-Supply Services	Engr supplies	\$100
T1-Training Service	None	\$0
T2-Transportation Services	Packing & crating	\$100
U1-Utilities	Square footage	\$40,200
W1-Weather Services	None	\$0
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	TOTAL	\$52,800

SA #W44DQ1-06248-609

Receivers: 138 FW; Tulsa, OK

for: 138 CTS; Fort Sill, OK

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, Interservice and Intragovernmental Support, 9 Aug 95.
- b. DOD 7000.14-R, DOD Financial Management Regulation, volume 11A, Dec 05.
- c. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, Jan 00.
- d. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- e. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.
- f. Memorandum of understanding (MOU) by and between Commander, Air Force Doctrine Center, and Commanding General, United States Army Field Artillery Center and Fort Sill, effective 21 Jun 05, subject: Air Force Doctrine Center Liaison Officer to the US Army Field Artillery Center and Fort Sill.
- g. MOU by and between Commander, Air Warfare Center, and Commanding General, United States Army Field Artillery Center and Fort Sill, effective 21 Jun 05, subject: Air Warfare Center Operating Location at the US Army Field Artillery Center and Fort Sill.
- h. Memorandum of agreement (MOA) between the US Army, Deputy Chief of Staff, G-3/5/7; and the US Air Force, Deputy Chief of Staff, Air and Space Operations; and the United States Special Operations Command, Director, Operations Support Group; effective 1 Nov 05; for Joint Fires Observer.
- i. MOA among US Army Fires Center of Excellence and Fort Sill (USAFCOEFS); US Army Garrison Fort Sill; 138 Fighter Wing (FW); 6 Combat Training Squadron (CTS); and Air Force Doctrine Center (AFDC); 8 May 08, subject: Reimbursement of Base Operations Support (BOS) Provided to the 138 CTS, 6 CTS Det 1, and AFDC, OL-C ([attachment A](#)).

2. Implementation of the Army's installation transformation initiative was phased in during FY 03 and FY 04. Support that had been provided by Fort Sill was split as shown below to be provided by two separate organizations. Each organization negotiates its own separate agreements for the support it provides.

a. **Base operations support** (BOS) (i.e., facilities, phone services, supply support, equipment maintenance, etc.) provided by the **Garrison Commander**, whose command was reorganized under the US Army Installation Management Agency (IMA). However, in FY 07 the Army again reorganized its structure for managing installations and assimilated IMA into the newly activated US Army Installation Management Command (**IMCOM**).

b. **Mission support** (i.e., field artillery training, confinement, inspector general, equal opportunity, etc.) provided by the **Installation/Senior Mission Commander**, whose command remains under US Army Training and Doctrine Command (**TRADOC**).

3. This interservice support agreement (SA) documents BOS that will be provided by the US Army Garrison (USAG) Fort Sill (Supplier/Host) to the Receivers/Tenants listed in [attachment B](#) effective **FY 08**.

a. **Joint Fires Observer Course (JFOC).**

(1) In accordance with (IAW) reference 1g, the Air Warfare Center agreed to establish an Air Force detachment at Fort Sill to provide training and exercise support to USAFCEFS (TRADOC). In FY 06 the 6 CTS Det 1 arrived at Fort Sill, and USAFCEFS co-located the 4 active Air Force personnel in Bldg 730 (Snow Hall).

(2) In FY 07 the detachment trained approximately 340 Army students in the Joint Fires Observer Course (JFOC). It conducted 17 two-week classes consisting of 20 students in each class.

(3) In FY 08 the Air Force presence at Fort Sill will be reorganized and increased with the addition of Air National Guard personnel--from 4 to 19 personnel. Its JFOC student load will also increase from 340 to 500+ annually.

b. **Air Force Doctrine.** IAW reference 1f, the Air Force and TRADOC agreed to establish an Air Force operating location at Fort Sill to support the Field Artillery School.

4. Supplier is funded with operation and maintenance, Army (OMA), funds. Receivers are DOD components funded by the National Guard Bureau or the Department of the Air Force.

a. IAW standard reimbursement policy between the military services, the Receivers reimburse for directly identifiable costs, any attributed incremental costs, mission unique support, stock fund support, and above-standard support.

**b. However, since the Receivers support the training mission of USAFCOEFS, they have negotiated with USAFCOEFS for USAFCOEFS to reimburse the Supplier for their BOS expenses IAW the MOA at [attachment A](#).

c. See the specific provisions and [attachment C](#) for reimbursement details. Service/support is considered "nonreimbursable" when no payment is required or when payment is made in the form of cash, a direct fund cite, the Government purchase card, or other than an earned reimbursement requiring a MIPR (DD Form 448-Military Interdepartmental Purchase Request).

5. If USAFCOEFS does not reimburse the Supplier for the Receiver's expenses, 138 FW shall submit a MIPR to the Supplier prior to receiving reimbursable support or within thirty days after the start of each fiscal year (or as soon as appropriation laws permit) for the total amount of the SA. The 138 FW shall forward a MIPR to USAG Fort Sill (IMWE-SIL-RMB), 909 NW Hamilton Road, Suite 112, Fort Sill, OK 73503-9004, DSN 639-4909, fax ext. 7577. Host has the option to accept any portion of the MIPR as a direct fund cite. DFAS-IN Center and 138 FW shall monitor money accepted as a direct fund cite. Supplier will forward DD Form 448-2 (Acceptance of MIPR) to 138 FW/FM, 9121 E. Mustang Street, Suite 221, Tulsa, OK 74115-1015.

6. DFAS-IN Center shall bill 138 FW monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to the address in paragraph 5 for payment. SF 1080 shall cite this SA number and the Tenant's DODAAC or unit identification code (UIC) 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.

7. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. Unless stated otherwise in the specific provisions; services provided will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities (standard level of support) and will be provided within available capabilities and resources. Above-standard support and mission unique support are annotated with asterisks (**) in the specific provisions.

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

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

a. When possible, all parties shall effect significant changes to support provided by giving sufficient advance notice to each 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; all parties shall initial these changes.

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

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

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

a. Supplier: Ms. Winona Morris, Garrison Support Agreements Manager (SAM), and
Ms. Dora Presley, Assistant Garrison SAM
Resource Management Office (RMO) (IMWE-SIL-RMM)
909 NW Hamilton Road, Suite 112; Fort Sill, OK 73503-9004
DSN 639-3560/2911 or (580) 442-3560/2911 (in Bldg 467), fax ext. 7978
E-mail Address: winona.morris or dora.a.presley@conus.army.mil

b. Receivers:

(1) 138 FW/LRS/LGRR: SrMSgt Donald Harper
9020 E. Globemaster Street, Suite 207; Tulsa, OK 74115-1019
DSN 894-7388
E-mail Address: donald.harper@oktuls.ang.af.mil

(2) 6 CTS/CC: Lt Col Kirk Emig
4008 Tyndall Avenue; Nellis AFB, NV 89191-6081
DSN 682-2700
E-mail Address: kirk.emig@nellis.af.mil

(3) AFDC/CCXV: Col Russell Smith
155 N. Twining Street; Maxwell AFB, AL 36112-6112
DSN 493-7782 or (334) 953-7782
E-mail Address: russell.smith@maxwell.af.mil

c. Supported Units at Fort Sill:

(1) 138 CTS: Lt Col Todd Lang
1503 NW Thompson Road, Fort Sill, OK 73503-5000
(580) 442-_____, Bldg 635
E-mail Address: gregory.lang@conus.army.mil
[(580) 442-2185, Bldg 730 (Snow Hall), prior to relocation]

(2) 6 CTS Det 1: Maj Joshua Hughes
1503 NW Thompson Road, Fort Sill, OK 73503-5000
(580) 442-_____, Bldg 635
E-mail Address: joshua.f.hughes@conus.army.mil
[(580) 442-8629, Bldg 730 (Snow Hall), prior to relocation]

(3) AFDC, OL-C: Lt Col Alan Shafer
1210 NW Schimmelpfennig Road, Suite 274, Fort Sill, OK 73503-9035
(580) 442-4799, Bldg 730 (Snow Hall)
E-mail Address: alan.l.shafer@conus.army.mil

SA #W44DQ1-06248-609

Receiver: 138 FW; Tulsa, OK
for: 138 CTS; Fort Sill, OK

SPECIFIC PROVISIONS

HOST SHALL

TENANT SHALL

A1-Administrative Services: Partially Reimbursable

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

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 Information Management (DOIM), Customer Support (Spt) Division (Div), IMWE-SIL-IMS, Bldg 2103, 2-3707.

1b. To place an order, complete and forward DA Form 17 (Requisition for Publications and Blank Forms) as required to DOIM Customer Spt 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); see category P2.

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

2. Include tenant activities in appropriate documents and published material.

2. Provide the Tenant's office name, office symbol, telephone number, building number, and e-mail address to the DOIM Customer Spt Div (IMWE-SIL-IMS), 2-5168, for inclusion in the installation staff directory and the distribution for tenant activities.

3a. Provide records management services that include forms and records management, files management, Freedom of Information Act and Privacy Act administration, and correspondence management. Exclude formal training and survey support.

3a. Comply with directives as specified by DOIM Customer Spt Div (IMWE-SIL-IMS), 2-5168.

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

3b. After each fiscal or calendar year, forward records to DOIM, Bldg 2103, 2-5168.

4a. Provide leased and/or cost-per-copy copiers for Bldg 635. Provide all copier supplies (i.e., toner, staples, etc.) except copier paper for black and white copiers. Provide copier paper for color copiers.

4a. To request Government-leased or cost-per-copy copiers, 138 CTS shall submit a memorandum containing appropriate justification to the DOIM Customer Spt Div, Bldg 930, 2-3816. Purchase own copier paper for black and white copiers.

HOST SHALL**TENANT SHALL****(A1-Cont)**

4b. Repair copier as required.

4b. Contact the DOIM Help Desk for copier repairs. Dial 103 and follow the automated menu; or access the Fort Sill intranet and select "Help" and then "DOIM Help Desk-IP." Provide the make and model number, serial number, building/room number of copier location, POC's name and phone number, and description of problem. The 138 FW shall reimburse for copier maintenance/repair services and cost-per-copy charges.

5. Provide a personnel locator system.

5. Call the Post Locator at 2-3693/3924.

A3-Audio & Visual Information Services: Partially Reimbursable

1. Process work orders for graphic arts, photograph service, slide preparation, training aids, television documentation, and audio recordings.

1. The 138 CTS shall establish an account by submitting three copies of DA Form 1687 to the DOIM Training Support Center (TSC), Bldg 756, 2-6901/4294. Request services/equipment as needed. Submit DA Form 3903 (Training-Audiovisual Work Order) in duplicate at least three weeks prior to desired completion date. For status of work orders, call the One-Stop Work Order desk, Bldg 756, 2-6901/4294. The 138 FW shall reimburse for fabricated items.

2. Supply and/or loan audiovisual and training aids equipment, videotapes, and films on temporary hand receipt. Train Tenant's personnel on the proper use and care of equipment on loan.

2. Hand receipt equipment from the DOIM TSC as required. Submit DA Form 4103 (Visual Information Product Loan Order) for loan of videotapes and films. Request loan of equipment via hand receipt by completing DA Form 3161 in triplicate. Have operator personnel attend training on the receipt, operation, and repair of equipment as prescribed by TSC. Perform operator maintenance on equipment. Return unserviceable or inoperable equipment issued on temporary hand receipt to TSC for repair.

A4-Automated Data Processing & Automation Services: Nonreimbursable

1a. Provide automated data processing (ADP) services (i.e., Microsoft Exchange) as required on systems that meet or exceed DOIM's standard workstation configuration. Provide web-centric services (i.e., internet, intranet, and webmaster support). Do not provide foreign nationals with access to the Fort Sill local area network (LAN). Verify security clearances on all of Tenant's personnel (including Government contractors) requesting access to the Fort Sill LAN.

1a. Request services as needed from DOIM. Ensure all web pages developed meet the standards outlined in Section 508 of the Rehabilitation Act of 1973 and all uniform resource locators (URLs) and associated files are provided to the webmaster for posting in a timely manner.

1b. To alleviate some of the workload at Military Personnel Division (MPD), Directorate of Human Resources (DHR); install a common access card (CAC) personal identification number (PIN) reset device within DOIM.

1b. As an alternative to using MPD to reset PINs, use the device located in Bldg 652, Room 200, Mon-Fri, 0830-1130. Be physically present to reset own PIN.

2. Provide for the maintenance and repair of its automated data processing (ADP) equipment.

HOST SHALL**TENANT SHALL****C1-Chapel & Chaplain Services: Nonreimbursable**

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

1. Request services as required from the Religious Support Office (RSO) (IMWE-SIL-RS), Bldg 2934, 2-5795. Ensure military personnel have the time and opportunity to use chaplain and religious services. Assist chaplains as required.

C3-Clubs: Nonreimbursable

1. Provide various recreational clubs, services, and activities. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.

1. Use available recreational facilities as desired. Pay for certain services on an individual cash basis. Pay for nonrevenue-producing, mission-related functions held in the club facilities with the Government purchase card-appropriated fund only.

2a. Authorize retired officers and senior noncommissioned officers/civilians in grades E7/GS-7 and above (or equivalent) access to the Patriot Club (1723 NW Upton Road). Offer dining, entertainment, and catering.

2b. Authorize access to the Gunners' Inn Enlisted Club (6000 area) and Impact Zone Enlisted Club (4309 NW Koehler Loop); which offer video games, pool tables, music, bar facilities, and short order foods.

3. Authorize Airmen, Family members, and DOD civilians year-round access to the Fort Sill Golf Course (tree lined) at 1716 NW Chatto Road and access to Cedar Lakes Golf Course (wide-open fairways with challenging water hazards) at 2806 NW Monrovia on weekends, training holidays, and holidays. At these 18-hole courses, offer driving ranges, putting, pitching greens, pro shops, club/cart rentals, snack bars, and golf lessons.

4. Authorize access to the Twin Oaks Bowling Center (2027 NW 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.

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

3a. Provide internal review and audit services. Conduct financial or performance audits of Tenant's operations upon request.

2. Submit Tenant's personnel strength to the Plans, Analysis, and Integration Office (PAIO) for the Host's annual ASIP update.

3a. For assistance; contact the Internal Review and Audit Control Office (IRACO), 2-3712/2943, Bldg 2936.

HOST SHALL**TENANT SHALL****(C4-Cont)**

3b. Manage and/or monitor visits by external audit agencies such as the US General Accounting Office (GAO), Department of Defense Inspector General (DOD IG), and US Army Audit Agency (USAAA). Notify Tenant of any external audit agency visits affecting its operations. Prepare command responses to external audit reports.

3c. Perform follow-up audits of external reviews and audits.

4. Appropriate property book officer (PBO) will 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.

3b(1) When notified of an external audit agency visit, appoint an audit project officer (APO) to monitor the visit. Furnish adequate working space and access to telephones. Furnish reports to IRACO as required.

3b(2) Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records. However, obtain IRACO approval prior to furnishing information such as USAAA reports, nonDA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRACO immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DOD.

3c. Provide IRACO with written confirmation that all recommendations have been implemented or that new target dates have been established for recommendations not implemented. Describe the procedures used to implement recommendations and quantify actual monetary benefits associated with those recommendations. Ensure that internal control procedures have been established to sustain implementation of the recommendations.

4a. 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.

4b. Upon receipt of the FLIPL; **Tenant's approving authority** (see below) shall 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.

138 CTS: Cdr, 138 LRS/LGR, 4201 N. Corsair Avenue, Tulsa, OK 74115-1011, DSN 894-7337.

6 CTS Det 1: Det Cdr--see paragraph 10c(2), page 6, general provisions.

AFDC, OL-C: Cdr, OL-C--see paragraph 10c(3), page 6, general provisions.

4c. 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) (2-4603) when the dollar value exceeds \$1,000.

HOST SHALL**TENANT SHALL****C5-Common Use Facility Construction, Operations, Maintenance, & Repair: Nonreimbursable**

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

2. Remove ice and snow on common use areas (such as roads) IAW the Fort Sill Severe Weather Operations Plan (SWOP).

1. Submit DA Form 4283 (Facilities Engineering Work Request) to the Directorate of Public Works (DPW), Bldg 1950, 2-4337, as required. Call DPW at 2-3251 for service orders.

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

C6-Communication Services: Reimbursable

1. Provide official telephone service with access to the Defense Switched Network (DSN), Federal Telecommunications System (FTS), and local area telephone system. Maintain and repair service lines.

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, perform technical reviews to ensure compatibility with existing service.

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

5. Provide video teleconferencing services.

1. Request services from DOIM as required. Complete and submit DA Form 3938 (Local Service Request) to DOIM 15 working days prior to required date of service. Dial 114 for minor telephone repair (no dial tone, excessive static, burned out push-button light, etc.). The 138 FW shall reimburse for DSN and FTS (toll) calls, leased lines, equipment installation and relocation, and special equipment service charges.

2. Pick up unclassified "immediate" or "flash" telecommunication messages in Bldg 1645.

4a. Request PACs from DOIM as required. To place long distance/DSN calls, enter the PAC 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 unsecured telephone lines, which are subject to monitoring at all times.

5. Make arrangements through DOIM, Communications Division, 2-3119, Bldg 700, as required.

HOST SHALL**TENANT SHALL****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 Morale, Welfare, and Recreation (DMWR, Bldg 4700, 442-3113). Conduct authorized open house programs, charity fund-raising events, public relations activities, etc. Open these activities to the public.

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.

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

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

2. Parents shall furnish their children's current immunization records to the central registration office, Bldg 4122. For inquiries and assistance; contact the Child Development Service Branch, Bldg 4122, 2-4787/3927.

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

4. Authorize access to the Fort Sill Community Activity Center (Bldg 5485, 2-5623). Provide aerobic classes, concerts, games, movies, and a big screen television.

5. 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.

6. Manage the installation volunteer program.

6. Coordinate with DMWR and comply with the installation volunteer program in using volunteer employees.

C9-Custodial Services: Reimbursable

1. Provide janitorial services for administrative office space (12,652 gr sq ft), latrines (590 gr sq ft), and common service areas of Bldg 635. Clean the administrative/common areas once a week and latrines 3 days a week. Furnish FS Form 638 (Custodial Performance Schedule for Part I) for the building.

1. The 138 CTS shall 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. **The 138 FW shall reimburse for services received.**

HOST SHALL**TENANT SHALL****(C9-Cont)**

2. For Bldg 730, coordinate shared custodial responsibilities with the other occupants of the building.

D1-Disaster Preparedness: Nonreimbursable

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

1. Request 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.

E1-Education Services: Nonreimbursable

1a. Assist military 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.

1a. 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, Directorate of Human Resources (DHR), Bldg 3281, 2-3876/5961.

1b. For nonactive duty personnel with Government identification cards (Reserves, National Guard, DOD civilians, spouses, or retirees), provide assistance in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education. Provide guidance and counseling as required.

1b. See paragraph 1a above.

2. Provide academic and technical/occupational educational and training support opportunities. Operate the Army Learning Center. Provide on-line instruction and Army Correspondence Course Program enrollment assistance. Provide military personnel testing for active duty and Reserve Airmen.

3. Provide primary and secondary schooling for authorized military dependent children residing on post.

3a. On-post military shall enroll their children in kindergarten through sixth grade at either Geronimo Elementary School or Sheridan Road Elementary School, which are part of the Lawton Public School (LPS) System but located on Fort Sill. Off-post military shall enroll their children in one of the local elementary schools depending on the location of their residence. Parents shall enroll their junior-high and high-school age children in one of the local school systems also.

3b. For additional information, contact the public school administration office at the John Shoemaker Education Center, 753 NW Fort Sill Blvd, Lawton, OK, 357-6900.

HOST SHALL**TENANT SHALL****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. The 138 FW shall reimburse for services.

E3-Environmental Cleanup: Reimbursable

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

1. At the Host's discretion, 138 FW shall bear financial responsibility for clean-up, disposal, and restoration in the event an incident caused by the Tenant results in an adverse environmental impact. Perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended)

E4-Environmental Compliance: Nonreimbursable

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

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

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

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.

2. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, 138 CTS shall prepare or fund the preparation of NEPA documents.

4. Manage the installation recycle program.

3. Comply with the Fort Sill Hazardous Material and Waste Management Plan. Since the Tenant currently has no disposal requirements, contact DPW Environmental Division when HW disposal is required.

4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the **DMWR Recycling Center**, 4305 NW MOW WAY Road, 2-2348.

HOST SHALL**TENANT SHALL****E6-Explosive Ordnance Support: Nonreimbursable**

1. Manage, supply, and maintain devices charged with explosives, propellants, and pyrotechnics.

2. Order ammunition from forecasted requirements. Receive and process ammunition. Inspect ammunition vehicles. Provide access to and key control within the DOL Ammunition Supply Point (ASP). Issue ammunition. Receive unexpended ammunition and residue after each training exercise. Provide demilitarization services as required.

1. For explosive ordnance disposal services, negotiate separately with 761st Ordnance Detachment (Explosive Ordnance Disposal)--a Fort Sill tenant--Bldg 2586, 2-2313/8888.

2a. Order and ship ammunition and retain responsibility and accountability. Submit an annual ammunition forecast (Fort Sill (FS) Form 264/Training Ammunition Requirements Report) to DPTMS monthly. When forecasting, give 120 days advance notice of requirements to the ASP to allow for requisitioning and shipment of the ammunition.

2b. Prepare and hand carry DA Form 581 (Request for Issue and Turn In of Ammunition) in six copies to the ASP, Bldg 2304, three working days prior to the required date. Prepare and submit DA Form 1687 and assumption of command orders to the ASP prior to issues. Upon arrival at the ASP, present completed FS Form 577 (ASP Vehicle Inspection (Transportation of Ammunition on Post)) to the ammunition checker. Furnish DPTMS a copy of DA Form 581 four working days prior to issue.

2c. Do not take food, flame-producing devices, or items that produce static electricity or stray currents (i.e., matches, lighters, firearms, cameras, radio communications equipment, etc.) into the ASP.

2d. Provide work details to facilitate ammunition issue. Verify ammunition received against DA Form 581. Handle, load, transport, and secure ammunition IAW appropriate technical manuals.

2e. Display four authorized placards on each vehicle transporting ammunition. As a minimum, equip Government motor vehicles involved in on-post shipments with two Class 1 BC-rated portable fire extinguishers.

2f. Report accidents, incidents, and malfunctions involving standard ammunition items or components to Range Control. Immediately cease fire/operations; secure the site; and ensure no disturbance of site, fragments, remnants, etc., occurs pending arrival of the investigation team.

2g. Upon completion of exercise; police firing areas to ensure all ammunition, ammunition components, and packing material are recovered. Dispose of excess and unused powder increments by burning them in a designated area.

HOST SHALL**TENANT SHALL****(E6-Cont)**

3. Provide daily storage and maintenance of ammunition while in storage until issued. Perform cyclic and safety-in-storage inspections of stored ammunition as needed. Conduct quarterly inventories and send results to the Tenant.

4a. Provide ammunition surveillance support (i.e., inspections of ammunition, storage locations, transportation vehicles, and operations). Maintain records of inspections, ammunition suspensions, restrictions, reclassification, overhead fire clearance, and propellant stability data. Provide this information upon Tenant's request.

4b. Provide technical assistance on all matters pertaining to ammunition, explosives, and explosive safety including (but not limited to) receipt, handling, shipping, modification, renovation, storage, loading, maintenance, care, disposal, and use. Monitor operations involving ammunition, explosives, and firing sites.

4c. Prepare and submit ammunition malfunction reports IAW AR 75-1 and assist in accident/incident investigations involving ammunition and explosives IAW AR 385-40 and AR 75-15.

4a. Request Quality Assurance Specialist (Ammunition Surveillance) (QASAS) personnel (DOL, 2-4308, Bldg 2304) to participate in meetings, briefings, conferences, etc., and review, concur, and/or provide advice on test plans, standard operating procedures, etc., as required or desired.

4b. Provide QASAS personnel with prompt access to firing sites, explosives operations, and field storage locations. Request surveillance technical assistance as required.

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

1. 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. Coordinate changes with the Tenant giving as much advance notice as possible. Conduct space utilization surveys as needed. Conduct joint inventories with 138 CTS as required.

2a. Provide adequate space for 138 CTS for office administrative, operational, and storage purposes. Determine the amount of authorized square footage for the Tenant and assign corresponding facilities:

Bldg	Description	Gross Sq Ft	Net Sq Ft
*635	Administrative	19,313	11,647
*730	Half of Rm 265A, Admin	187	154

*(joint use with USAFCOEFS)

****2b. Use a permit to grant use of Bldg 635 to 138 CTS. Retain this building on the Host's real property inventory. Issue a hand receipt to 138 CTS for use of this space and for space in Bldg 730.**

1. The 138 CTS shall identify and justify facility requirements; provide additional data as requested. Submit requests for building space to DPW, Bldg 1950, 2-2670. Submit requests for changes to facility requirements to DPW as required. Plan, coordinate, and execute required actions to meet the milestones of the installation master plan and priority mission requirements that affect the Tenant. Conduct joint inventories as required.

2a. The 138 CTS shall 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. Obtain prior written approval through DPW for conversions, diversions, modifications, renovations, construction, subleasing, or reassignments to other activities.

2b. The 138 CTS shall sign for space occupied (i.e., permit and hand receipt) from DPW. Cdr, 138 FW, shall sign for all real property under control of the 138 FW; the Cdr may designate and sub-hand receipt property to subordinate commanders.

HOST SHALL**TENANT SHALL****(**F1-Cont)**

3. 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.

3a. References:
 Fort Sill Reg 420-1 EFACT 1992
 Fort Sill Pam 420-1 Executive Order 13423
 AR 11-27

3b. The 138 CTS shall 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.

3c. The 138 CTS shall 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.

****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.

1. The 138 CTS shall 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. ****Comply with requirements of the Oklahoma State Historic Preservation Office (SHPO) for construction and major repair of historical buildings (Bldg 635). The 138 FW shall program, budget, and fund/reimburse for minor construction projects that are mission related.**

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.

2. The 138 CTS shall 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.

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

3. The 138 CTS shall reimburse for S&A inspection/compliance costs (one-time charge of 8% of the total project cost) apart from the support agreement cost.

4. The 138 CTS shall leave in place and in a condition comparable with the rest of the building/structure any permanent structural changes, additions, or installations accomplished and financed by the Tenant during occupancy. Remove temporary structural changes, additions, alterations, or installations at its option after giving notice of intent and

HOST SHALL**TENANT SHALL****(**F2-Cont)**

provided the building/structure will be returned to its original condition upon request of the Host.

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

1a. Maintain and repair real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds (IAW Fort Sill Reg 420-8), railroads, surfaced areas, and other real property. Include landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix (FW) to the 138th CTS.

****1b. Establish a schedule to provide Level 1 grounds maintenance (mowing and trimming only) up to Bldg 635 on a reimbursable basis.**

2. 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.

1a. The 138 CTS shall fund all directly identifiable real property maintenance activity costs. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, Bldg 1950, 2-4337, as required. Call DPW at 2-3251 for service orders. The 138 FW shall reimburse for work/service orders.

****1b. Perform the rest of the Tenant's grounds maintenance responsibilities IAW Fort Sill Reg 420-8 (i.e., fertilizing; watering; maintaining topsoil, shrubs, and trees; and removing debris-transporting large debris to the rubble pit on the East Range). The 138 FW shall reimburse for above-standard grounds maintenance services.**

1c. Coordinate shared grounds maintenance responsibilities with the other occupants of Bldg 730.

2a. The 138 CTS shall organize a unit self-help maintenance team. Appoint a certified repair and utilities (R&U) officer. Team members shall attend DPW self-help training sessions as required. Keep minor tools on hand in order to perform minor maintenance. Perform R&U and self-help activities at the same level expected of the Host's activities.

2b. The 138 CTS shall 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. The 138 CTS shall use installation self-help programs. Request guidance and instruction from DPW as required. Provide the labor for these projects. Request materials from DPW.

F5-Fire Protection: Partially Reimbursable

1. Provide appropriate fire protection for buildings assigned to 138 CTS. 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. The 138 CTS shall 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). Work with the Fire Department during inspections. Tenant's certified repair and utilities (R&U) official shall accompany the Fire Department during inspections.

HOST SHALL**TENANT SHALL****(F5-Cont)**

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

1b. The 138 CTS shall appoint a unit building manager and a building evacuation coordinator as required. Attend fire prevention lectures when available.

1c. Upon discovering a fire, the 138 CTS shall 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.

1d. Upon request, 138 CTS shall provide material safety data sheets (MSDS) to the Fire Department for all hazardous materials used/stored in assigned facilities.

2. The 138 CTS shall deliver fire extinguishers every six years to Fire Station #2 (Bldg 5031) for inspection and testing. For discharged extinguishers, present completed DA Form 2765-1 (Request for Issue or Turn-In) for exchange/recharge. The 138 FW shall reimburse for the cost of recharging/replacing fire extinguishers (the cost of gas only) due to deliberate or malicious discharge of fire extinguishers (absence of a fire/emergency).

F6-Food Service: Nonreimbursable

1a. Provide meals in post dining facilities for authorized personnel. Verify feeding status of individuals.

1a. Reference AR 30-22. Subsist in designated dining facilities. Furnish a list of personnel authorized to be subsisted as required. Verify the feeding status of personnel (as either reimbursable or nonreimbursable) with the dining facility manager. Notify the installation food service manager (2-3307) of any changes in personnel strength to be fed.

1b. Ensure nonreimbursable/common service meals are accounted for on DA Form 3032.

1b. Enlisted Airmen with meal cards must sign DA Form 3032 (Signature Headcount Sheet) in lieu of individual cash payment.

1c. Collect and record cash payments on DD Form 1544 (Cash Meal Payment Sheet). Deposit cash using DD Form 1131 (Cash Collection Voucher).

1c. Airmen on separate rations, officer personnel, civilians, and individuals on per diem must pay for meals on an individual cash basis.

1d. Consolidate headcount data (DD Form 1544 and DA Form 3032) on DA Form 3033 (Headcount Record). Troop Issue Subsistence Activity (TISA) will submit DA Form 2969 (Food Cost & Feeding Strength Report) to higher headquarters.

1d. Submit projected headcount to supporting dining facility for enlisted Airmen authorized meals without reimbursement.

H2-Housing & Lodging Services: Nonreimbursable

1a. Provide Family housing support and housing referral services to authorized personnel and bachelor officer quarters (BOQ)/bachelor enlisted quarters (BEQ) accommodations for unmarried/unaccompanied personnel attached or assigned to Fort Sill IAW AR 210-50 and Fort Sill Reg 210-50.

1a. Instruct incoming personnel to report to **DPW Housing Division**, 2806 NW MOW WAY Road, Suite 150 (Aultman Hall, **Bldg 4700**), 442-2813/6966/6819) for housing referral.

HOST SHALL**TENANT SHALL****(H2-Cont)**

1b. When on-post residential quarters are provided/terminated, hand carry assignment/clearance of quarters notice to the Defense Military Pay Office (DMPO), 2806 NW MOW WAY Road, Suite 190, Bldg 4700.

2. Provide temporary quarters for students and visiting military, civilian, and Government contract employees as requested. When TDY quarters are unavailable, provide a statement of unavailability number upon request and furnish recommendations on hotels in the Lawton area as needed.

1b. Ensure appropriate deductions are made from military pay when Tenant's personnel reside on post. Residents of Fort Sill shall comply with applicable post policies.

2. Call **DMWR Business Operations Division**, 927 NW Fergusson Road (**Bldg 5676**), (580) 442-6991/5000, for lodging reservations. Upon arrival, personnel shall provide a copy of their temporary duty (TDY) orders. Ensure availability/unavailability of Government quarters is cited on the TDY orders. Pay for Government quarters on an individual cash basis or via Government purchase card. If Government quarters are unavailable, make hotel accommodations in the Lawton area.

L1-Laundry & Dry Cleaning: Nonreimbursable

1. Offer laundry and dry-cleaning service to military personnel on a piece-rate basis. Post piece-rate prices for customer information.

1. References: AR 210-130 and TM 10-8400-201-23. Deliver and pick up laundry items at Bldg 1802W, 0700-1700, Mon-Fri, 2-4481/248-2320. Submit appropriate forms with items to be cleaned. Pay for piece-rate laundry on an individual cash basis.

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

L2-Legal Services: Nonreimbursable

1. Provide legal assistance IAW AR 27-3 to military personnel assigned to the Tenant and their Family members. Include assistance/counseling on wills, taxes, divorce, legal separations, and contracts.

1. Schedule legal assistance appointments with the Legal Assistance Office (2-5058, Bldg 2593) and ensure these appointments are kept.

2a. 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.

2b(1) Provide annual ethics training to military personnel IAW DOD 5500.7-R, Joint Ethics Regulation.

2b(1) Submit the name and phone number of Tenant's ethics POC. Submit a list of employees who are required to attend annual ethics training. Schedule training with Administrative Law Division, 2-2703, as required.

2b(2) Provide assistance/guidance in completing Office of Government Ethics (OGE) Form 450/Confidential Financial Disclosure Report. Forward appropriate information to DA.

2b(2) Submit a list of employees who are required to file OGE Form 450. Forward completed forms to the Installation Legal Office (ILO) as required.

3. Exclude military justice support.

3. Provide own military justice. Provide related administrative law support (i.e., letters of reprimand, investigations involving criminal matters, officer and enlisted separations, etc.).

HOST SHALL**TENANT SHALL****L2-Legal Services: Nonreimbursable**

4. Furnish own claims service for military personnel.

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 (once a day).

1. Establish an over-the-counter distribution box by contacting the DOIM official mail manager (IMWE-SIL-IMO), Bldg 930, 2-3907. 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. The 138 FW shall reimburse for postage costs.

M2-Military Personnel Support: Nonreimbursable

1. Review applications and documentation and issue identification (ID) cards to active and retired military personnel and their Family members. Issue ID tags.

1. Have employee bring a picture ID card and a completed DD Form 1172-2 (Application for Department of Defense Common Access Card - DEERS Enrollment) to the ID Card Section, Military Personnel Division (MPD), Directorate of Human Resources (DHR), Bldg 4700, 2-5010/8591.

2. Maintain own official military personnel records.

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

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

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

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

2. Provide general reference library services for official and recreational use. Open Nye Library: Mon-Wed, 1000-1900
(Thu-Fri & Holidays - Closed)
Sat-Sun, 1000-1700

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

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

M5-Mortuary Services: Nonreimbursable

1. Provide limited assistance in the recovery, identification, care, and disposition of Tenant's deceased military personnel on a case-by-case basis.

1. Coordinate requirements with the mortuary officer, MPD, DHR, Bldg 4700, 2-4014/8592 during duty hours, and 512-6178 after duty hours.

HOST SHALL**TENANT SHALL****P1-Police Services: Nonreimbursable**

1a. Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations).

1a. References:
 AR 190-5 AR 190-47
 AR 190-30 Fort Sill Reg 190-1
 AR 190-45

1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with the Directorate of Emergency Services (DES) any requirements for special security of equipment and buildings assigned to the Tenant.

1c. Provide alarm monitoring and response services.

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

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

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

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

3. Register vehicles and firearms at Bldg 1670, 2-5383/3045.

4. Include Tenant 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.

P2-Printing Services: Nonreimbursable

1. The installation print control officer (IPCO), DOIM (IMWE-SIL-IMS, Bldg 2103, 2-6573), will maintain oversight responsibility for printing services including providing printing assistance and establishing policy.

1. Obtain printing/duplication services from Document Automation & Production Services (DAPS), a Fort Sill tenant located at Bldg 340, 2-2116. Pay DAPS for services rendered via Government purchase card.

P3-Public Affairs: Nonreimbursable

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 Army or Air Force impact with appropriate higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Process hometown news releases for military personnel. Invite media to cover newsworthy events.

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 DOIM Photo Branch.

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

HOST SHALL**TENANT SHALL****(P3-Cont)**

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

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

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

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

P4-Purchasing & Contracting Services: Nonreimbursable

1. As a result of the Army's reorganization, the US Army Contracting Agency (ACA) was established to manage and provide the Army's purchasing and contracting services effective 1 Oct 02.

2. The ACA Information Technology, Electronic Commerce, and Commercial Contracting Center (ITEC4); Alexandria, VA; shall handle all Army contracts concerning information technology equipment, general purpose hardware, software, and associated support services.

3. The ACA Southern Region Contracting Center-West (SRCC-W); Fort Sam Houston, TX; shall handle all other types of contracts over \$500,000 for Army/DOD customers in AZ, CA, LA, NM, NV, **OK**, TX, and in AL, FL, GA, KY, MS, NC, SC, and TN.

4a. The ACA Directorate of Contracting (DOC); a tenant activity at Fort Sill, OK; shall handle local Army/DOD contracting and purchasing support under \$500,000. Procure supplies and/or services for a price. Include central and local procurement, procurement planning, and purchasing operations. Provide issuance and analysis of solicitations, negotiations, award, administration, and termination. Determine the costs for items and services procured either at actual or contract price.

4b. Forward requirements to ITEC4 as appropriate. Forward requirements to SRCC-W as appropriate. Administer contracts that have been awarded by and transferred from SRCC-W back to the DOC.

4c. Provide contracting officer representative (COR) refresher training as needed.

4a(1) Use the electronic system (PRWeb) for submission of purchase requests with appropriate fund cite and POC.

4a(2) Since small purchases are keyed into a national electronic billboard for increased competitive bidding, ensure purchase descriptions are adequate for all bidders to identify. Also, consolidate requirements for even better pricing.

4a(3) Before submission to DOC, forward classified contracting requests to the Directorate of Plans, Training, Mobilization, and Security (DPTMS), Bldg 463, 2-2397, for review. See category S2-Security.

4a(4) Be subject to those items as authorized by TDA, CTA, and other authorization documents recognized by DOC.

4c. Request training as required from DOC (SFCA-SR-SI), Bldg 1803, 2-6162.

HOST SHALL**TENANT SHALL****(P4-Cont)**

4d. Appoint SF 44 (Purchase Order-Invoice-Voucher) holders. Provide training on the use of commercial credit cards and determine necessary cardholders for efficient, effective performance of the contracting mission. Appoint credit card holders and monitor purchases, ensuring purchase is made within Federal Acquisition Regulation guidelines.

4d. Request ordering officer and credit card holder appointments as required (excluding Government contract employees).

R1-Refuse Collection & Disposal: Reimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish one dumpster for Bldg 635 serviced once each week. Furnish one shared dumpster for Bldg 730 serviced once each week.

1. The 138 CTS shall 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. The 138 FW shall reimburse for services received.

R2-Resource Management: Nonreimbursable

1. Determine the reimbursable and nonreimbursable support provided to the Tenant. Calculate the reimbursable costs and assign a customer number to the Tenant. 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 C](#) 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.

R3-Retired Affairs: Nonreimbursable

1. Provide the following services to military personnel who have retired: individual counseling sessions, liaison with Social Security and the Department of Veterans Affairs in order to provide referral assistance, and assistance and counseling on survivor benefits. See category M2-Military Personnel Support for additional support.

1. Contact the Personnel Separations Branch, Retirement Services Office (RSO), MPD, DHR, 2-6605/4009, Bldg 3164, for assistance. See category M2 for additional support.

S1-Safety: Nonreimbursable

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

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

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 to the immediate officer in charge.

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

HOST SHALL**TENANT SHALL****S2-Security Services: Nonreimbursable**

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

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

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

4. Provide assistance and instruction for changing safe combinations.

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

1b. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to Security & Intelligence Division, DPTMS, Bldg 463, 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.

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

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

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

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

4b. Maintain classified and unclassified safes. Complete SF 700 (Security Container Information) to identify personnel with access to each security container. Record daily safe usage on SF 702 (Security Container Check Sheet). Use classified cover sheets when material has been removed from a security container.

HOST SHALL**TENANT SHALL****(S2-Cont)**

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

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

7a. Provide proactive and reactive anti-terrorism/force protection (AT/FP) support. Identify potential and actual threats/attacks against the US Government--personnel and Family members, equipment, and facilities. Assess the risks. Implement preventive and/or counter measures to protect resources and deter or control hostile forces/situations. Distribute threat warnings/information to the Tenant. Advise Tenant of changes in installation FPCON.

7b. Continually monitor and assess threat conditions and vulnerability. Submit required reports. Evaluate and update security plans and operations as required. Include Tenant in installation plans, exercises, random antiterrorism measures, and vulnerability assessments. Include Tenant in the AT/FP committee and working group and in FP fusion cells as required by the installation force protection officer (DPTMS).

7c. Provide AT/FP training and travel security briefings to military personnel.

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

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

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

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

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

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

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

S4-Social Actions: Nonreimbursable

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

1. Request services as needed from the Alcohol & Drug Control Office (ADCO), DHR, 2-2691/4205, Bldg 2870. Participate in installation prevention campaigns as desired.

HOST SHALL**TENANT SHALL****S5-Supply Services: Partially Reimbursable
1. Installation Supply Account**

1a. Directorate of Logistics (DOL) will provide installation supply services. Provide for the receipt, storage, management, and distribution of commodities, materiel, and equipment via the supply system. Include all operations from receipt of materiel and equipment into storage to the issue and shipment of items from storage.

1b. Establish supply accounts. Load customers' DODAACs into the supply system; notify customers of effective dates.

1c. Accept requisitions for supplies, equipment (except copiers and printers, which are centrally purchased by DOIM), and repair parts; process local procurement documents.

1d. Prepare DD Form 1348-1 for Tenant to turn in unserviceable/excess property to DRMO. Upon receipt of DD Form 1348-1 suspense copy, complete DA Form 2765-1 and furnish one copy for Tenant's property records.

1a. Reference Fort Sill Reg 725-1. Upon approval from DOL Sup & Svcs Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL (IMWE-SIL-LGS), 6345 NW Hirsch Road, Bldg 2243, Rm A103, Fort Sill, OK 73503-9008, 2-5171/5005. Include in the memo the unit's in-the-clear (TAC 1) address (which includes the unit's name and "Bldg 2243, Fort Sill, OK 73503-9008"), UIC, and DODAAC; type of DODAAC; justification; requisition authority; break bulk point W44QQ8; SPL code 637263; and billing (TAC 3) address.

1b. Upon account activation; obtain a fund code from DFAS-IN Center, (317) 510-2966 or DSN 699-2966. Upon receipt of fund code, begin requisitioning. Update account as required.

1c(1) Prepare supply documents (i.e., DA Form 2765/2765-1) as needed for items that cannot be purchased via Government purchase card. Include fund cite and DODAAC and forward to appropriate supply support activity (i.e., DOL, DPW, etc.).

1c(2) Submit a memo to Chief, Sup & Svcs Div, DOL (IMWE-SIL-LGS), 6345 NW Hirsch Road, Bldg 2243, Rm A106, Fort Sill, OK 73503-9008, 2-3964, designating those individuals authorized to issue FS Form 778 (Signature Card). Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Sup & Svcs Div (2-3964/3219) whenever these cards are lost, stolen, or turned in. Present FS Form 778 when picking up requisitioned items at DOL.

1d. Take equipment and DA Form 2765-1 to Sup & Svcs Div (Bldg 2243); present FS Form 778. Take equipment and DD Form 1348-1 to the Defense Reutilization & Marketing Office (DRMO, Bldg 3321). Return suspense copy of DD Form 1348-1 and DA Form 2765-1 to Sup & Svcs Div.

2. Property Book

2. Installation consolidated property book officer (CPBO) will provide property book support IAW applicable regulations by hand receipting only authorized Host-owned installation property (such as office furniture, equipment, etc.) as available to the Tenant.

2a. Request equipment and furniture from the CPBO, DOL, Bldg 2192, 2-4479/4945. Follow local hand receipt procedures; conduct inventories as required. Contact CPBO for turn-in of unserviceable or inoperable installation property listed on the hand receipt from CPBO.

2b. Hand receipt accountable items from higher headquarters or perform own property book function for Tenant-owned items. Prior to purchase of accountably property, coordinate with PBO to obtain hand receipt documentation.

HOST SHALL**TENANT SHALL****3. Engineer Supply (S5-Cont)**

3a. DPW will provide lumber and lumber-related materials for operational and training projects.

3a(1) On the back of the original top copy of the requisition; list the specific purposes for which the supplies will be used. Include the following statement "Supplies will not be used in work that will affect real property facilities on the installation." Obtain the commander's or PBO's signature under these statements for certification. The 138 FW shall reimburse for supplies.

3a(2) Obtain approval from the DPW facility manager (Bldg 1950).

3b. Provide construction materials for approved projects/work orders and self-help materials for the maintenance of installation real property.

3b. See para 3a(2) above.

4. Petroleum, Oils, & Lubricants (POL)

4a. DOL will provide for the dispensing of fuel, oils, and lubricants.

4a. Refuel vehicles at the POL fuel facility, Bldg 2245, 0730-1600, Mon-Fri. Insert fuel key into pump to obtain fuel. After hours, refuel vehicles at Bldg 2177.

4b. Issue fuel keys for Government-owned vehicles and other GSA vehicles (nonTMP) used by the Tenant. Encode the keys to bill the Tenant's DODAAC for fuel usage.

4b. Submit a memo identifying the unit, DODAAC, fund code, APC, fuel type, and vehicle ID number to Sup & Svcs Div, Bldg 1655, Rm 205, to requisition keys that will allow Government-owned vehicles to gain access to the Host's automated fuel system. Account for keys to hand receipt holders by serial number.

4c. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Tenant for fuel charges resulting from its failure to report lost, missing, or transferred keys.

4c. Report lost/missing keys immediately to Sup & Svcs Div, Bldg 1655, Rm 205, 2-3721. Also report the transfer and turn-in of keys. The 138 FW shall reimburse for fuel charges resulting from own failure to report lost, missing, or transferred keys.

5. DOD Small Arms Serialization Program (DODSASP)

5. DOL will accept small arms for turn-in.

5. Complete two copies of FS Form 482 for each turn-in document (DA Form 2765-1). Turn in both forms along with the appropriate small arms to DOL, Bldg 2243. For assistance in completing the forms; call the DODSASP clerk at 2-3183, Bldg 2243. To schedule appointments for turn-in of weapons, call the Storage Section, DOL, 2-2884.

T1-Training Service: Nonreimbursable

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 DPTMS for processing.

HOST SHALL**TENANT SHALL****(T1-Cont)**

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 Tenant's access to the Host's internet scheduling system.

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

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."

T2-Transportation Services: Partially Reimbursable

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

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

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

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

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

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

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

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

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

HOST SHALL**TENANT SHALL****(T2-Cont)**

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

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

3b. Issue bills of lading for Government cargo shipments.

3c. Relocate Tenant at Host's expense when relocation is for the Host's convenience.

3d. Provide for movement of household goods (personal property) through a responsible shipping office.

4. DOL will provide packing and crating services: pack and crate material, weigh packed and crated material, address label for shipping, build wooden crates for specific items, and build pallets for specific items (determined by size and weight).

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

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

4. Submit four copies of the shipment request (DD Form 1348 or DD Form 1149) with the items to the DOL (IMWE-SIL-LGT), Bldg 2243, Bay 5, 2-5124, as required. The 138 FW shall reimburse for services.

U1-Utilities: Reimbursable

1. 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 Bldgs 635 and 730.

1. The 138 CTS shall request services from DPW as required. Report deficiencies to DPW as soon as they occur. The 138 FW shall reimburse for utility services based on square footage. Review the benefits of installing a meter for Bldg 635 after the initial renovations have been completed.

W1-Weather Services: Nonreimbursable

1. The 3d Weather Squadron (WS), a tenant activity located at Fort Sill, shall provide weather and observation service to Fort Sill. The 3d WS shall provide initial notification of severe weather conditions to DPTMS. Then DPTMS will initiate post-wide notification via e-mail and/or telephone. During nonduty hours, 3d WS will notify the Fort Sill field officer of the day (FOD/2-4912). The 3d WS will also provide weather data/briefings as required to accomplish the Tenant's mission.

2. Host's activities will ensure rapid and complete dissemination of information according to the Fort Sill Severe Weather Operations Plan (SWOP). DPTMS will provide notifications of

1. Reference Fort Sill Reg 115-9. Contact the IOC (2-3240, Bldg 455, South Basement Rm 1) for inclusion in the post-wide severe weather notification system. Request weather data as required from 3d WS, 2-3200/4000, Bldg 4907.

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

HOST SHALL**TENANT SHALL****(W1-Cont)**

early release. PAO will provide notifications of closed operations and of delayed post openings due to freezing precipitation or heavy snow.

SWOP. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.

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

2c. Report weather injuries/damage to 3d WS. Report personnel injuries and fatalities to the DHR, MPD, Casualty Office, at 2-4014/8592 and after duty hours to cell 512-6178. Report to the Severe Weather Damage Center (Bldg 1950, 2-3015/3705) if activated. Report installation property damage to the DPW Service Order at 2-3251 and to DOL; initiate DD Form 200 (FLIPL) for all damage.



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
FORT SILL, OKLAHOMA 73503-5000

**MEMORANDUM OF AGREEMENT
AMONG
UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
UNITED STATES ARMY GARRISON, FORT SILL
138TH FIGHTER WING
6TH COMBAT TRAINING SQUADRON
AND
AIR FORCE DOCTRINE CENTER**

SUBJECT: Funding of Base Operations Support (BOS) for the 138th Fighter Wing (138 FW), the 6th Combat Training Squadron (6 CTS), and the Air Force Doctrine Center (AFDC)

1. References.

- a. United States Army Garrison (USAG) Support Agreement #W44DQ1-06248-609, with 138 FW, 6 CTS, and AFDC.
- b. AR 25-50, Preparing and Managing Correspondence, 3 June 2002.

2. Purpose. To provide Army funding for BOS services for the 138 FW, 6 CTS, and AFDC as a prerequisite for increased Air Force support to the Army training mission at Fort Sill.

3. Background. The 138 FW, Oklahoma Air National Guard (OKARNG), currently provides Guardsmen (as approved by HQ USAF) through 1 Apr 08 to support the Air Force mission at Fort Sill. During FY08 the 138 FW will add approximately 12 Permanent positions and will activate the 138th Combat Training Squadron (138 CTS) as a Geographically Separated Unit (GSU) to the 138 FW. Upon 138 CTS activation, Det. 1, 6 CTS will become an 'active associate' unit with the 138 CTS. OKANG and Active Duty Air Force personnel will associate and integrate in appropriate functional areas and physical working sites/locations.

4. Scope. This agreement addresses the funding of BOS services provided to the 138 FW, 6 CTS, and AFDC while operating at Fort Sill, OK.

5. Understandings, Agreements, Support and Resources.

- a. USAFCOEFS will provide funding for one-time start-up costs in the amount of \$64.8K, and for annual recurring reimbursable BOS services in the amount of \$52.8K (for FY08), on behalf of the 138 CTS, Detachment 1-6 CTS, and Operating Location Charlie (OL-C) AFDC, and IAW the support agreement in reference 1a. The Directorate of

SUBJECT: Funding of Base Operations Support (BOS) for the 138th Fighter Wing (138 FW), the 6th Combat Training Squadron (6 CTS), and the Air Force Doctrine Center (AFDC)

Resource Management (DRM) will forward an annual Military Interdepartmental Purchase Request (MIPR) to the USAG Resource Management Office (RMO). USAG RMO will accept the MIPR prior to performance of work in support of the Air Force or TRADOC.

b. OKANG, 6 CTS, and AFDC shall provide their personnel with travel, per diem, and equipment transportation funds if travel is in support of their requirements.

c. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

6. Effective Date and Review of Agreement.

a. This agreement becomes effective upon the date of the last signature, and remains in effect until terminated in writing by mutual agreement of all parties.

b. This agreement will be reviewed annually, and/or at any time upon the request of any of the agreeing parties. Modifications to the MOA and the support agreement must be mutually agreed-upon by all parties.

7. Points of Contact.

a. Point of contact for the administration of this agreement is the Fort Sill Mission Agreements Manager, (580)-442-3786, DSN 639-3786, Rebecca.carey1@us.army.mil.

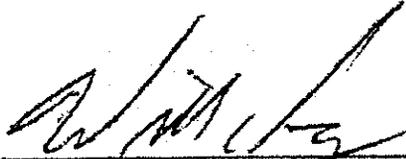
b. Points of contact for the USAG Fort Sill are Winona Morris, Garrison Support Agreements Manager (SAM), and Dora Presley, Assistant Garrison SAM, (580) 442-3560/2911, DSN 639-3560/2911, winona.morris@us.army.mil or dora.a.presley@conus.army.mil.

c. Point of contact for the 138 FW is Lt Col Todd Lang, Joint and Combined Integration Directorate, US Army Field Artillery School, Fort Sill, (580) 442-2185, DSN 639-2185, gregory.lang@conus.army.mil.

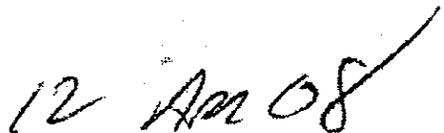
SUBJECT: Funding of Base Operations Support (BOS) for the 138th Fighter Wing (138 FW), the 6th Combat Training Squadron (6 CTS), and the Air Force Doctrine Center (AFDC)

d. Point of contact for AFDC is LTC Alan Shafer, alan.i.shafer@us.army.mil, DSN 639-4799.

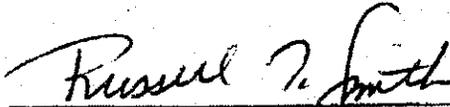
e. Point of contact for 6 CTS is LTC Kirk Emig, kirk.emig@nellis.af.mil, DSN 639-2700.



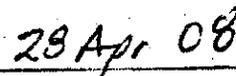
WILLIAM S. HADAWAY, Colonel, OKANG
Commander, 138th Fighter Wing



Date



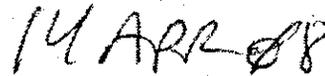
RUSSELL SMITH, COL
AFDC/WA



Date



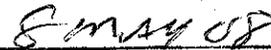
KIRK E. EMIG, LTC, USAF
Commander, 6 CTS



Date



ROBERT S. BRIDGFORD
COL, FA
Garrison Commander



Date



JOHN UBERTI
COL, FA
Chief of Staff
USAFCOEFS



Date

SUPPORTED UNITS

1. 138 Fighter Wing, Tulsa, OK (NGB)
2. 6 Combat Training Squadron, Nellis AFB, NV (USAF)
3. Air Force Doctrine Center, Maxwell AFB, AL (USAF)

Unit # 1	Authorized Personnel Strength				Reimbursable Categories
	Off	Enl	DOD Civ	DOD Contr	
138 Fighter Wing/LRS/LGRR 9020 E. Globemaster Street, Suite 207 Tulsa, OK 74115-1019 (Air National Guard/National Guard Bureau)	3	9	0	0	A1 A3 C6 C9 E2 E3 F2 F3 F5 F6 M1 R1 S5 U1
For: 138 Combat Training Squadron 1503 NW Thompson Road Building 635 Fort Sill, OK 73503-5000 (580) 442-_____	DODAAC: FE6563 UIC: K2				Nonreimbursable Categories A4 C1-C5 C7 C8 D1 E1 E4 E6 F1 H2 L1 L2 M2 M4 M5 P1-P4 R2 R3 S1 S2 S4 T1 T2 W1
Tenant's Mission	Primarily to plan, prepare, and execute the Joint Fires Observer Course (JFOC). Additional functions of this integrated unit include the following: <ol style="list-style-type: none"> a. Serve as the Joint Air Ground Operations Group (JAGOG) representative to the USAFCOEFS. b. Plan, prepare, and present instruction to the US Army Field Artillery School (FAS) on US Air Force (USAF) subjects including organization, service and joint doctrine, concepts, tactics, techniques, and procedures, airspace integration and usage, weapons system characteristics and employment, and other subjects as required. This includes JAGOG responsibilities to the FAS outlined in the Combined Arms Center (CAC) - USAFWC "AWFC Support to CAC and CAC Support to AWFC" MOU. c. Plan, prepare, integrate, and review similar instructional information for nonresident programs of instruction (mobile training teams). d. Ensure all FAS close air support (CAS)/joint fires integration instruction is effective and current with USAF concepts, doctrine, tactics, techniques, and procedures. e. Coordinate air support for USAFCOEFS training, exercises, and demonstrations as required. f. Manage Joint Terminal Attack Controller (JTAC) training, qualification, evaluation, and performance of JTAC duties for all Fort Sill JTACs. This includes Army JTACs IAW the MOA between the United States Army Training and Doctrine Command (TRADOC) and the United States Air Force Air Combat Command (ACC). 				

SUPPORTED UNITS

Unit #2	Authorized Personnel Strength				Reimbursable Categories
	Off	Enl	DOD Civ	DOD Contr	
6 Combat Training Squadron/CC 4008 Tyndall Avenue, Bldg 445 Nellis Air Force Base, NV 89191-6081 (Air Combat Command/Department of Air Force)	2	2	0	0	None
For: 6 Combat Training Squadron Detachment 1 1503 NW Thompson Road Building 635 Fort Sill, OK 73503-5000 (580) 442-_____	UIC: _____				Nonreimbursable Categories A4 C1 C3-C5 C7 C8 D1 E1 E4 E6 F6 H2 L1 L2 M2 M4 M5 P1-P4 R2 R3 S1 S2 S4 T1 T2 W1
Tenant's Mission					
As part of the integrated unit, perform the same functions as the 138 FW except serve as the 6 CTS Air Ground Operations School (AGOS) representative to the USAF/COEFS.					

SUPPORT AGREEMENT	
Block 9. RECEIVING COMPONENT # 2	
9a. <u>COMPTROLLER Signature</u> <i>David J. Sherman</i>	9b. Date Signed 15 APR 08
DAVID J. SHERMAN, Comptroller, 99 ABW	
9c(1) <u>APPROVING AUTHORITY Typed Name</u> KIRK E. EMIG, Lt Col, USAF	
9c(2) <u>Organization</u> 6 CTS Cdr/CC	9c(3) <u>Telephone No.</u> DSN 682-2700
9c(4) <u>APPROVING AUTHORITY Signature</u> <i>[Signature]</i>	9c(5) <u>Date Signed</u> 14 APR 08

MOD DD 1144-1 (6 Jul 05)

SUPPORTED UNITS

Unit #3	Authorized Personnel Strength				Reimbursable Categories
	Off	Enl	DOD Civ	DOD Contr	
Air Force Doctrine Center/CCXV 155 N. Twining Street Maxwell Air Force Base, AL 36112-6112 (Department of Air Force)	3*	0	0	0	None
For: Air Force Doctrine Center, Operating Location-C 1210 NW Schimmelfennig Road, Suite 274 Building 730 (Snow Hall) Fort Sill, OK 73503-9035 (580) 442-4799	*1=Full-time active duty/Bldg 730 & 2=Individual mobility augmentees (IMAs)/Bldg 635				Nonreimbursable Categories A4 C1 C3-C5 C7 C8 D1 E1 E4 E6 F6 H2 L1 L2 M2 M4 M5 P1-P4 R2 R3 S1 S2 S4 T1 T2 W1
Tenant's Mission					
1. To furnish advice, review Army publications for accuracy in presenting Air Force doctrine and employment concepts, review Army systems development programs, and provide instruction on Air Force-related subjects.					
2. To provide AFDC with necessary feedback on activities, actions, developments, etc., occurring at Fort Sill.					

SUPPORT AGREEMENT	
Block 9. RECEIVING COMPONENT # 3	
9a. <u>COMPTROLLER Signature</u> <i>Teresa M. Ginther</i> TERESA GINTHER	9b. Date Signed 17 Apr 08
9c(1) <u>APPROVING AUTHORITY</u> Typed Name RUSSELL SMITH, Col	
9c(2) <u>Organization</u> AFDC/WA	9c(3) <u>Telephone No.</u> DSN 493-6618
9c(4) <u>APPROVING AUTHORITY Signature</u> <i>Russell J. Smith</i>	9c(5) <u>Date Signed</u> 28 Apr 08

MOD DD 1144-1 (6 Jul 05)

SUPPORT	BASIS FOR REIMBURSEMENT	CALCULATION	*ESTIMATED REIMBURSEMENT	REMARKS
A1 - Administrative Services	Copiers/# copies	(# copies/mo x rate/copy = \$100) x 12 mos	\$1,200	B 635: 1 Black & white copier
A3 - Audio & Visual Information Services	Work orders: Fabricated items	[(# man hrs/work order x rate/hr) + (\$ supplies/work order)] x # work orders/yr	\$100	Minimum estimate for new customer's initial MIPR
C6 - Communication Services	DSN/FTS/toll/lease calls, work orders, cell phones, & 800 service	[(# mins/mo x rate/min) x 12 mos] + [(# man hrs/work order x rate/hr) + (\$ equip/work order) x # work orders/yr] + [(# cell phones x rate/mo) x 12 mos] + [(# 800 phones x rate/mo) x 12 mos]	\$100	B 635 & B 730: Minimum estimate for new customer's initial MIPR
C9 - Custodial Services	Square footage	[(12,652 admin sq ft x rate/sq ft) + (590 latrine sq ft x rate/sq ft) = \$284.42] x 12 mos	\$3,400	Only B 635
E2 - Entomology Services	Man hours/square footage	[(# man hrs/svc call x \$30.08 FY08 rate/hr) + \$ supplies/svc call] x # svc calls/yr	\$100	B 635 & B 730: Minimum estimate for new customer's initial MIPR
E3 - Environmental Cleanup	Hazardous spills/incidents	[(# man hrs x rate/hr) + (equip rate/hr x # hrs/equip) + \$ supplies/incident] x # incidents/yr	\$0	A zero dollar estimate since this contingency does not occur on a regular basis.
F2 - Facility Construction & Major Repair	Work orders: Minor construction	[(# man hrs/work order x rate/hr) + \$ materials/work order] x # work orders/yr	\$0	A zero dollar estimate since customer should not require minor construction by DPW for several years. Customer is renovating B 635 & is funding renovations for B 730.
F3 - Facility Maintenance & Minor Repair	Work orders & grounds maintenance	[(# man hrs/work order x rate/hr) + (\$ materials/work order) x # work orders/yr] + [(296 man hrs x \$17.58 shop rate/hr) + \$548 equip rental]	\$5,800	B 635 & B 730 Work orders: A zero dollar estimate since customer should not require DPW's services for several years (see category F2). B 635 Level 1 grounds maint/ 1 Apr 08-Oct 08: Grass mowing & trimming 28 times & hedge trimming 9 times.
F5 - Fire Protection	Unauthorized fire ext discharge	Purchase new extinguisher = \$47.40 ea OR reservice 1 fire extinguisher (when maliciously or otherwise discharged) = \$16.35 ea	\$0	B 635 & B 730: A zero dollar estimate since this contingency does not occur on a regular basis.
M1 - Mail Service	Postage	\$50 /mo x 12 months	\$600	
R1 - Refuse Collection & Disposal	# Dumpsters	[B 635--(1 dumpster x \$91.39 /mo) x 12 mos] + [B 730--(1 dumpster x % shared use x rate/mo) x 12 mos]	\$1,100	B 635 & B 730. A zero dollar estimate for B 730 since customer has an insignificant pro-rated cost due to several shared users.
S5 - Supply Services	Work orders: Engr supplies	\$ supplies/work order x # work orders/yr	\$100	Minimum estimate for new customer's initial MIPR
T2 - Transportation Services	Packing & crating costs	[(# man hrs/shipping request x rate/hr) + \$ materials/shipping request] x # shipping requests/yr	\$100	Minimum estimate for new customer's initial MIPR
U1 - Utilities	Square footage	(Elec: \$.6544/sq ft x 19,313 sq ft = \$12,638.43) + (Gas: \$.5586/sq ft x 19,313 sq ft = \$10,788.24) + (Water: \$.6361/sq ft x 19,313 sq ft = \$12,285.00) + (Sewage: \$.2307/sq ft x 19,313 sq ft = \$4,455.51)	\$40,200	B 635: 19,313 gr sq ft. B 730: 187 gr sq ft. A zero dollar estimate for B 730 since customer has an insignificant pro-rated cost due to several shared users.
TOTAL			\$52,800	

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

ESTIMATED ANNUAL **ONE-TIME** REIMBURSABLE COSTS: 28 DEC 07

SUPPORT	BASIS FOR REIMBURSEMENT	**CALCULATION	*ESTIMATED REIMBURSEMENT	REMARKS	**POC
C6 - Communication Services	Work order: Telephones (1)	?	\$500	Based on customer request when work order is received	Janelle Cross
	Work order: Copper & fiber to B 635	?	\$14,000	" " "	
	Work order: Voice & instruments & circuits	?	\$17,800	" " "	
	Work order: Data & voice drops	?	\$19,500	" " "	
	Work order: Networking equipment, switch, panels	?	\$9,000	" " "	
	Work order: Dedicated data/voice equipment room	?	\$4,000	" " "	
		TOTAL	\$64,800		

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

**Since the calculations were not provided to the SAM, customer may request the information directly from the above POC or the Garrison comptroller.

Annual Recurring Costs	\$52,800
Annual One-Time Costs	\$64,800
First Year Total	\$117,600