

SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-96233-702	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) W44DQ1-84305-702	3. EFFECTIVE DATE (YYMMDD) 961001	4. EXPIRATION DATE (May be "Indefinite") Indefinite
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5a. SUPPLYING ACTIVITY (Name and Address)

Commander
U.S. Army Field Artillery Center and Fort Sill
ATTN: ATZR-LMI
Fort Sill, OK 73503-5100

6a. RECEIVING ACTIVITY (Name and Address)

Commander
6th Military Police Group (CID)
Fort Lewis, WA 98433-5000

5b. MAJOR COMMAND: TRADOC

6b. MAJOR COMMAND: USACIDC

7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	Copier Service	\$4,800
A3-Audio & Visual Information Services	None/Non-Reimbursable	\$ 0
A4-Automated Data Processing & Automation Services	ADP Maintenance/Laser Cartridge Refills	\$ 300
C1-Chapel & Chaplain Services	None/Non-Reimbursable	\$ 0
C2-Civilian Personnel Services	None/Non-Reimbursable	\$ 0
C3-Clubs	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 3

8. SUPPLYING COMPONENT

8a. COMPTROLLER Signature
Dorothy T. Gray
DOROTHY T. GRAY, Budget Off, DRM

8b. Date Signed

30 Dec 96

9. RECEIVING COMPONENT

9a. COMPTROLLER Signature
Thomas A. Rogers
THOMAS A. ROGERS, Budget Off

9b. Date Signed

2 Dec 97

8c(1). APPROVING AUTHORITY Typed Name
TIMOTHY S. HAYMEND, Director of Logistics

9c(1). APPROVING AUTHORITY Typed Name
Thomas Keller
THOMAS KELLER, COL, MP

8c(2). Organization
Directorate of Logistics
ATZR-L

8c(3). Telephone No.
DSN 639-3004

9c(2). Organization
HQ, 6th Military Police Gp
Ft. Lewis, WA. 98433-1300

9c(3). Telephone No.
DSN: 357-
3049

8c(4). APPROVING AUTHORITY Signature
Timothy S. Haymend

8c(5). Date Signed

1/5/98

9c(4). APPROVING AUTHORITY Signature

9c(5). Date Signed

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

SUPPLYING COMPONENT

RECEIVING COMPONENT

10a. Approving Authority Signature

10b. Date Signed

10c. Approving Authority Signature

10d. Date Signed

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W44DQ1-96233-702

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 8, para 11b.) _____ prior to changing or cancelling support.

c. The component providing reimbursable support in this agreement will submit statements of costs to DFAS Lawton-Fort Sill OPLOC, ATTN: DFAS-LW-A, Fort Sill, OK 73503-0500, DSN 639-6367.

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: Unit's Orders
- B: CPO Provisions (on hold pending regionalization of personnel offices)
- C: EEO Provisions
- D: Tenant-Owned Equipment Requiring Maintenance
- E: Military Personnel Provisions
- F: Installation Equipment on Hand Receipt to Tenant
- G: Contracting On-Load Services
- H: Costing Document

DISTRIBUTION:

Cdr, USAFACFS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100
Cdr, 6th Military Police Group (CID), Fort Lewis, WA 98433-5000
Cdr, 6th Military Police Group USACIDC, BLDG 406 Pershing Ct, Fort Riley, KS 66442-0365
Cdr, 90th MP Det (CASE) (CID), CIRFT, Fort Sill, OK 73503-0250

Continued on page 6.

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 9.

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
C4-Command Support	None/Non-Reimbursable	\$ 0
C5-Common Use Facility Construction, Operations, Maintenance, & Repair	None/Non-Reimbursable	\$ 0
C6-Communication Services	Tolls, Leased Lines	\$6,200
C7-Community Relations	None/Non-Reimbursable	\$ 0
C8-Community Services	None/Non-Reimbursable	\$ 0
C9-Custodial Services	None/Non-Reimbursable	\$ 0
D1-Disaster Preparedness	None/Non-Reimbursable	\$ 0
E1-Education Services	None/Non-Reimbursable	\$ 0
E2-Entomology Services	None/Non-Reimbursable	\$ 0
E3-Environmental Cleanup	Hazardous Spills/ Incidents	\$ 0
E4-Environmental Compliance	Tuition	\$ 0
E5-Equipment Maintenance, Repair, & Calibration	Organizational Maintenance	\$ 0
E6-Explosive Ordnance Support	None/Non-Reimbursable	\$ 0
F1-Facilities & Real Property Support	None/Non-Reimbursable	\$ 0
F2-Facility Construction & Major Repair	Minor Construction	\$ 0
F3-Facility Maintenance & Minor Repair	None/Non-Reimbursable	\$ 0
F5-Fire Protection	Unauthorized Discharge of Fire Extinguishers	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 4

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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
F6-Food Service	None/Non-Reimbursable	\$ 0
H2-Housing & Lodging Services	None/Non-Reimbursable	\$ 0
L1-Laundry & Dry Cleaning	None/Non-Reimbursable	\$ 0
L2-Legal Services	None/Non-Reimbursable	\$ 0
M1-Mail Service	Postage	\$3,400
M2-Military Personnel Support	None/Non-Reimbursable	\$ 0
M4-Morale, Welfare, & Recreation (MWR) Activities	None/Non-Reimbursable	\$ 0
M5-Mortury Services	None/Non-Reimbursable	\$ 0
M6-Museums	None/Non-Reimbursable	\$ 0
P1-Police Services	None/Non-Reimbursable	\$ 0
P2-Printing Services	Printing Services	\$ 800
P3-Public Affairs	None/Non-Reimbursable	\$ 0
P4-Purchasing & Contracting Services	Contracting On-Load Svc	\$ 0
R1-Refuse Collection & Disposal	None/Non-Reimbursable	\$ 0
R2-Resource Management	None/Non-Reimbursable	\$ 0
R3-Retired Affairs	None/Non-Reimbursable	\$ 0
S1-Safety	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 5

SA #W44DQ1-96233-702
Receiver: 6th MP Group (CID)
Fort Lewis, WA

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 5-8, 15 Jan 74, Host-Supported Activity Relationships (Intraservice).
- c. AR 37-1, 30 Apr 91, Army Accounting and Fund Control.
- d. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.

2. This intraservice support agreement (SA) documents base operations (BASOPS) support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to 6th Military Police Group, Criminal Investigation Division (CID), Fort Lewis, WA (Receiver).

3. Supported unit is the 90th Military Police Detachment Corps Army Support Element (CASE) (CID) (Tenant/Receiver). Authorized personnel strength is 11 officers, 14 enlisted, 1 DOD civilians, and 0 Government contractor personnel. The unit's mission is to (See unit orders at attachment A.) provide criminal investigative support.

4. Supplier and Receiver are both funded with operation and maintenance, Army (OMA), funds; therefore, BASOPS support is provided on a non-reimbursable basis. However, mission unique support, stock fund support, and support provided above the normal standard level will be reimbursable.

5. Within thirty days after the start of each fiscal year (or as appropriation laws permit); Receiver shall submit an annual DD Form 448 (Military Interdepartmental Purchase Request) for the total amount of the SA to Cdr, USAFACFS, ATTN: ATZR-RP, Fort Sill, OK 73503-5100, DSN 639-3134. Host has the option to accept any portion of the MIPR as a direct fund cite. Money accepted as a direct fund cite shall be monitored by DFAS Lawton-Fort Sill OPLOC and the Receiver. Host will forward DD Form 448-2 (Acceptance of MIPR) to Cdr, 6th MP Group, ATTN: RMD, PO Box 3313300, Fort Lewis, WA 98433-1000.

6. DFAS Lawton-Fort Sill OPLOC shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to Directorate Network Operations, Department 3220, 8899 E. 56th St, Indianapolis, IN 46249-3220.

for payment. SF 1080 shall cite this SA number, DODAAC W81T7K or unit identification code (UIC) number WC1NAA and have appropriate accountable documents attached.

7. Supplier will provide regional confinement support without SA documentation. Receiver shall negotiate separately with MEDDAC/DENTAC, DFAS-IN, ATSO, and DeCA for medical supplies/maintenance and health services, finance and accounting services, T-level calibration and above, and commissary services respectively.

8. Unless stated otherwise in the specific provisions; services provided will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities (standard level of support) and will be provided within available capabilities and resources. Above-standard level of support and mission unique support are annotated with asterisks (**) in the specific provisions. See additional support described in attachment B.

9. Receiver shall comply with Supplier's policies, procedures, and regulations that apply to the services provided and financial arrangements made. Receiver is responsible for categories of support not listed in this agreement until negotiated with and approved by the Supplier to be provided.

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

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

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

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

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

- a. Supplier: Mrs. Jan Crain
Assistant Installation Support Agreements Manager (SAM)
Directorate of Logistics (DOL)
Fort Sill, OK 73503-5100
DSN 639-4909/5072 or (405) 442-4909/5072
FAX ext 2719

- b. Receiver: SFC Delbert Hoskins
6th Military Police Group (CID)
Fort Lewis, WA 98433-
DSN 357-9988

- c. Supported Unit: Fort Riley District (~~CPT Kieseletter~~, DSN 856-2019)
for 90th MP Det (CASE) (CID)
CIRFT
Fort Sill, OK 73503-5000
DSN 639-2830

(ILT Kellie Triplett)

CPT JACOBS

SA #44DQ1-96233-702

Receiver: 6th MP Group (CID)

Fort Lewis, WA

SPECIFIC PROVISIONS

Category of Support

Host Shall

Tenant Shall

Al-Administrative
Services:
Partially
Reimbursable

1. Provide blank forms and local publications.

1a. To establish an account, submit DA Form 12-R (Request for Establishment of a Publications Account)--original plus 2 copies--to DOIM for blank forms or local publications.

1b. To place an order, complete and forward DA 17 (Requisition for Publications and Blank Forms), either manually or electronically, as required to DOIM. To order Army or higher level publications, complete and forward DA Form 4569 (USAPC Requisition Code Sheet) as required to DOIM. Pick up items when notified. Maintain pinpoint distribution files (DA 12-series).

2a. Provide records management services which include forms management, files management, Freedom of Information Act and Privacy Act administration, and correspondence management. Services do not include formal training or surveys.

2a. Comply with directives as specified by DOIM.

2b. Provide records holding storage space for temporary storage of records awaiting destruction or other disposition.

2b. After each fiscal or calendar year, forward records to DOIM.

3. Provide copying services (leased, cost per copy, etc.).

3. To request leased copiers; submit a memorandum containing appropriate justification to the Resource Management Div,

Category of Support

Host Shall

Tenant Shall

A1 (cont)

DOIM, 2-2887. Reimburse for cost per copy copier services.

4. Provide a personnel locator system.

5. Provide general reference and technical library services for official and recreational use.

5. Utilize the following libraries as required and authorized. Pay for overdue books and other such fees on an individual cash basis.

a. Installation Reference Library/Morris Swett Technical Library, B 730, Room 16, 2-4525. Sign for items withdrawn from the library and return them within 3 days.

b. Nye Library, B 1640, 2-5111.

A3-Audio & Visual Information Services:
Non-Reimbursable

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

2. Provide for the supply/loan of 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.

1. Establish an account by submitting three copies of DA 1687 to Training Service Center (TSC), B 756, 2-6901/4294. Request services/equipment as needed. Submit DA 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, B 756, 2-6901/4294.

2. Hand receipt TSC equipment. Submit DA 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

Category of Support

Host Shall

Tenant Shall

A3 (cont)

3. Provide video teleconferencing services.

4. Provide microfiche services. Negotiate turnaround time at the time the master is delivered.

A4-Automated Data Processing & Automation Services: Partially Reimbursable

1. Provide automated data processing (ADP) services as required on systems that are compatible with DOIM automated equipment.

2. Include Tenant's equipment in the installation's computer maintenance contract. See attachment D for the list of equipment requiring maintenance.

3. Provide laser cartridge refills as available.

C1-Chapel & Chaplain Services: Non-Reimbursable

1. Provide comprehensive free exercise of religion to active and retired military personnel, DOD civilians, and their families. Service includes opportunities for worship, religious rites, family enrichment, pas-

as prescribed by TSC. Perform operator maintenance on equipment. Return unserviceable or inoperable equipment issued on temporary hand receipt to TSC for repair.

3. Make arrangements through TSC, 2-3119, B 700, as required.

4. Provide DOIM, B 462 basement, a formatted computer tape on a microfiche master to produce copied fiche.

1. Request services as needed from the Directorate of Information Management (DOIM).

2. For computer repair, submit automated work orders to the Help Desk, DOIM, via PROFS. Furnish a POC and phone number, description of problem, model and serial number of ADP equipment needing repair and its location (building and room number).

3. Request laser cartridge refills by bringing old cartridge to DOIM, B 462, Mon-Fri, between the hours of 07300-1600. Reimburse for refilled cartridges.

1. Request services as required from the Post Chaplain's Office, B 463, 2-5790. Ensure military personnel have the time and opportunity to use chaplain and religious services. Assist chaplains as

Category of Support

Host Shall

Tenant Shall

C1 (cont)

toral visits, spiritual counseling and religious education.

required.

C2-Civilian
Personnel Services:
Non-Reimbursable

1. Provide civilian personnel and equal employment opportunity (EEO) services IAW attachment B and C.

*Civilian personnel services (atch B) is pending regionalization of Fort Sill office.

1. Comply with the attached civilian personnel and EEO support provisions.

C3-Clubs:
Non-Reimbursable

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

2a. Authorize active duty/retired officers and civilians in grades GS-7 and above (or equalivalent access to the Fort Sill Officers' Club (500 Upton Road). Offer dining, entertainment, and catering. Authorize active duty officers and enlisted personnel, all retirees, and civilians access to The Observation Post (TOP/ B 5678), an annex offering food and beverage service and interactive video program.

2b. Authorize access to the Gunners' Inn Enlisted Club (6000 area) and Impact Zone Enlisted Club (3400 area); which offer video games, pool tables, music, bar facilities, and short order foods.

1. Utilize available recreational facilities as desired. Pay for certain services on an individual cash basis. Pay for non-revenue producing mission-related functions held in club facilities; for payment, utilize the Army charge card (I.M.P.A.C./VISA) -- appropriated fund only.

Category of Support

Host Shall

Tenant Shall

C3 (cont)

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

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

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

C4-Command Support:
Non-Reimbursable

1. Command
Overhead

1. Provide command/staff personnel to manage base operations support provided to all customers. Personnel include the command group, DRM, DPW, DCA, DOIM, and those described in the following paragraphs.

2. Protocol

2a. Furnish appropriate protocol services for Tenant's visiting general officers/civilian equivalents. For military grades 07/civilian

2a(1). Notify the Protocol Office immediately (2-3902/2346, B 455) of Tenant's visiting dignitaries (whether for social or official reasons) in

Category of Support

Host Shall

Tenant Shall

C4 (cont)

grades GS-16 and above; make arrangements for lodging, transportation, itineraries, and social functions. Keep Tenant informed of arrangements made and any changes/problems encountered. Furnish Tenant a copy of the itinerary.

military grades 07/civilian grades GS-16 and above. Provide details of the visit and furnish Protocol with biographical sketches of the dignitaries.

2a(2). For visitors in military grades 06/civilian grades GS-15 and below; make own arrangements for billeting, transportation, etc. Arrange billeting for 06 and GS14 and GS-15 through Billeting Office in Comanche House and for 05 and GS-13 and below through the BOQ/BEQ. Request assistance/guidance in proper etiquette/procedures as required.

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

3. Inspector General

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

3. For assistance contact the IG, B 462, Rm 301, 2-3176/442-3176/3109 or DSN 639-3109/3176

Category of Support

Host Shall

Tenant Shall

C4 (cont)

4. Auditing

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

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

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

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

4b(1). When notified of an external audit agency visit, appoint an audit project officer (APO) to monitor the visit. Furnish adequate working space and access to telephones. Furnish reports to the IRAC Ofc as required.

4b(2). Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records. However, obtain IRAC Ofc approval prior to furnishing information such as USAAA reports, non-DA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRAC Ofc immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DOD.

4c. Provide the IRAC Ofc with written confirmation that all recommendations have been implemented or new target dates 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

Category of Support

Host Shall

Tenant Shall

C4 (cont)

5. Property
Accountability

5. Appropriate PBO will assign document numbers to property accountability adjustment documents as required. Forward reports of survey (DA Form 4697) for processing to the Host's POC at DOL, CPBO, B 2192, 2-3516.

recommendations.

5a. Reference AR 735-5. When the Tenant loses/damages property belonging to the Host, the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, subhand receipt holder, or user) shall initiate the property accountability adjustment document (chapter 12 of AR). Take the document to the appropriate PBO for signature and document number. Tenant's appointing authority is Cdr, Fort Riley District (CID), DSN 978-2019. Tenant's approving authority is Cdr, Fort Riley District (CID), DSN 978-2019.

5b. Notify LEC (2-2101) when loss, damage, or destruction of property is due to apparent theft, willful misconduct, or for damages/accidents involving Host's vehicles. Notify the Fort Sill Field Office of the U.S. Army Criminal Investigation Command (2-4503) when the dollar value exceeds \$1,000.

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

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

2. Remove ice and snow on common use areas (such as roads)

1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1953, 2-1335, as required. Call DPW at 2-1335 for emergency work orders.

2. Remove ice and snow in Tenant use areas (sidewalks,

Category of Support

Host Shall

Tenant Shall

C5 (cont)

IAW the installation snow and ice removal plan.

stairs, and porches). Do not use salt to melt ice; use ammonium nitrate which is available at the DPW Self-Help Center, Bldg 2751. Request services from DPW as needed.

C6-Communication Services:
Partially Reimbursable

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

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

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.

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

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

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

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

Category of Support

Host Shall

Tenant Shall

C6 (cont)

confidentiality of his/her PAC.

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

C7-Community Relations:
Non-Reimbursable

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

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

C8-Community Services:
Non-Reimbursable

1. Provide community facilities and services and family support center activities to authorized personnel. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.

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

2. Operate one child care center. Provide full-day and part-day child care and pre-school age programs. On-post home-based care for military families is also provided by military family members.

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

3. Authorize only dependents of military personnel access to Cannon Youth Center (B 1721,

Category of Support

Host Shall

Tenant Shall

C8 (cont)

2-6745); which offers games, special events and classes, a snack area, and a teen council. Offer free shuttle service to the center for on-post youths ages 10 to 19. The shuttle will run hourly 1400-2100 on Saturdays and 1400-1700 on Sundays.

4. Authorize access to the Caisson Community Activity Center (B 3281, 2-5623). Provide aerobics classes, concerts, games, movies, a big screen television, and snack bar.

5. Furnish various other services such as theaters, clothing sales stores, etc. Army & Air Force Exchange Service (AAFES) shall offer various services such as the Post Exchange, gas stations, and cafeteria/snack bars. Use of Exchange facilities (other than dining facilities) is restricted to authorized personnel.

5. Pay for services on an individual cash basis.

C9-Custodial
Services:
Non-Reimbursable

1. Provide janitorial services for administrative office space (5345 gr sq ft), latrines (263 gr sq ft), and common service areas of buildings assigned to the Tenant. This may include the cost of all common janitorial supplies and equipment. Furnish FS 638 (Custodial Performance Schedule for Part I) for each building. See category F1 for buildings assigned to the Tenant.

1a. Submit a written request for custodial services to Directorate of Public Works (DPW) for approval.

1b. Notify the DPW custodial contracting officer's representative (COR) when a building will be closed for an extended period of time.

1c. Appoint a custodial coordinator and submit a copy of the appointment to DPW. Custodial coordinators shall report deficiencies in janitorial performance to the inspector

Category of Support

Host Shall

Tenant Shall

C9 (cont)

(2-5582) or COR by 0830 each workday for corrective action.

D1-Disaster Preparedness:
Non-Reimbursable

1. Provide for the full disaster preparedness and response for support including training and equipage. Provide or program for emergency wartime operations to include shelter spaces, shelter supplies, or radiation and chemical monitoring.
2. Activate the Emergency Operations Center (EOC) upon order by the Fort Sill Commanding General (CG). Include Tenant in installation planning. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Provide tasking to all activities under the control of the Fort Sill CG.

1. Request services as needed through the EOC, DPTM, B 455, 2-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.

E1-Education Services:
Non-Reimbursable

1. Provide assistance to military and DOD civilian personnel in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education which is or will be directly related to the performance of official duties. Provide guidance and counseling as required.
2. Provide academic and technical/occupational educational opportunities. Fund and manage individual tuition assistance for military personnel only through the Fort Sill Army

1. References: AR 621-1 and AR 621-5. Request services as required. Make appointments for counseling by calling the Main Counseling Branch; Education Services Div; Directorate of Plans, Training, and Mobilization (DPTM); B 2607; 2-3876/5961.
2. Pay on an individual cash basis for some extension courses offered by various non-DOD agencies (i.e., colleges and universities). Utilize MOS Library at B 3224, 2-3046, as

Category of Support

Host Shall

Tenant Shall

E1 (cont)

Education Center. Ensure military are tested in their assigned MOS.

required.

3. Provide educational services to adult dependents of military personnel. Provide primary and secondary schooling for authorized military dependent children residing on post. Transport elementary students living one mile or more from their assigned school. Transport secondary students living one and a half miles or more from their assigned school.

3a. On-post military shall enroll their children in kindergarten through sixth grade at either Geronimo or Sheridan Road Elementary School, which are part of the Lawton Public School (LPS) System. Off-post military shall enroll their children in one of Lawton's 33 elementary schools depending on the location of their residence. Parents shall enroll their junior-high and high-school age children in the LPS System.

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

E2-Entomology
Services:
Non-Reimbursable

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

1. Call DPW at 2-1335 for service as required. Notify pregnant and allergic employees located in/near the affected spraying area prior to pest treatment.

E3-Environmental
Cleanup:
Reimbursable

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

1. At the Host's discretion, bear financial responsibility for clean-up, disposal, and restoration in the event an incident caused by the Tenant results in an adverse environmental impact. Perform clean-up and disposal using

Category of Support

Host Shall

Tenant Shall

E3 (cont)

environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended)

E4-Environmental
Compliance:
Partially
Reimbursable

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

1a. Request services from the Directorate of Environmental Quality (DEQ), 2-2715, B 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Material and Waste Management Br, B 2592, to meet SARA Title III reporting requirements. Coordinate with Material and Waste Management Br for quarterly environmental compliance inspections. Tenant has no hazardous waste for inclusion in the installation hazardous waste disposal program.

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

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

2. Submit training requests (including fund cite) as required. Reimburse for tuition.

3. Identify actions requiring an environmental impact statement (EIS), specify methods for obtaining information required

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

Category of Support

Host Shall

Tenant Shall

E4 (cont)

in preparing EIS', determine content of EIS', determine appropriate time requirements for comments, establish patterns for consulting, determine mechanism through which EIS' are to be made public, and provide public announcements of plans and programs with environmental impact.

4. DCA will manage an installation recycle program.

4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the Recycling Center, Moway Road and Sheridan Road, 2-2348. Utilize the voluntary drop off containers located throughout the post for convenience in dropping off aluminum cans and white paper.

E5-Equipment
Maintenance, Repair
& Calibration:
Partially
Reimbursable

1. General
Instructions

1. Provide for the maintenance and repair of Tenant's equipment as required and as described in the following paragraphs. See attachment E for the equipment list. Repair will be at direct support (DS)/general support (GS) levels. Provide organizational maintenance when necessary. Notify Tenant for pick-up of their equipment. See attachment D.

1a. Reference USAFACFS Reg 750-6. Perform operator/organizational maintenance. Prepare DA Form 2407 (Maintenance Request) with proper authorization and unit identification code (UIC/WC1NAA). Attach a copy of Tenant's DA Form 2404 (Equipment Inspection & Maintenance Worksheet) to the DA 2407. Ensure equipment is clean with interior and exterior surfaces free of dirt, trash, etc. Reimburse for organizational maintenance when performed by Host.

1b. Present DD Form 577 (Signature Card) and receipt copy #1 of DA 2407 when picking up repaired equipment. Submit a memo to Chief, Maint Div, DOL, designating those indi-

Category of Support

Host Shall

Tenant Shall

E5 (cont)

designating those individuals authorized to issue DD 577. Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL (2-3808) whenever these cards are lost, stolen, or turned in.

1c. Turn in items classified as unserviceable with a copy of the certified DA 2407 to Supply Div, DOL, B 2243.

2. Ordnance Equipment

2. Provide for the maintenance and repair of equipment and components related to the manufacture of ordnance supplies such as military weapons, ammunition, explosives, combat vehicles, ordnance-related maintenance tools, and battle materiel collectively.

2. Take equipment and DA 2407 to the quality control (QC) inspector, B 2188, 2-2683, for evaluation of repair. QC inspector will direct Tenant to B 2255 for a work order number or to the appropriate shop office.

3. Clothing & Textiles

3a(1). Regional Confinement Facility (RCF), B 1490, will repair organizational clothing and individual equipment (OCIE).

3a(1). Perform individual maintenance and repair on OCIE. Prepare DA 2407 for each national stock number (NSN) of OCIE turned in to RCF for repair.

3a(2). RCF will also sew U.S. Army tapes and name tapes on clothing as required.

3a(2). In order to have tapes sewn on clothing, prepare and submit DA 2407 along with the tapes and clothing to RCF.

4. Communication Equipment

4. Provide for the inspection, maintenance, and repair of telecommunications equipment and components and major components of related communication equipment.

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

Category of Support

Host Shall

Tenant Shall

E5 (cont)

5. Electrical, Electronic, Communication, Photographic, & Audiovisual Equipment

5a. Provide for the maintenance and repair of Tenant-owned general or special purpose electrical, electronic, photographic (such as cameras, film cases, photo lights with stands, and enlarging cameras), and audiovisual equipment and their components.

5a. Take equipment and DA 2407 to QC inspector, B 2258E, 2-5394, for evaluation of repair. QC inspector will direct Tenant to B 2255 for a work order number or to the appropriate shop office.

5b(1). Provide for the installation, repair, maintenance, and inspection of integrated commercial interior intrusion detection systems (ICIDS). Perform DS preventive maintenance checks.

5b. For service, call DOL Maintenance, 2-5219, B 2258W.

5b(2). DOL maint rep, LEC rep, and Tenant shall jointly survey Tenant's location to determine requirements. DOL Maintenance shall prepare and submit work requests to DPW and DOIM to install power lines, conduit, and monitor lines.

5b(3). Provide emergency repair of activated alarms; coordinate with the Tenant and LEC as appropriate.

6. Office Equipment

6. Provide for the maintenance and repair of Government-owned household appliances and office equipment (i.e., adding machines, calculators, and typewriters). Computer and copier repairs are covered under separate categories of support. Items under 10 years of age are under contractual repair through Miscellaneous Contracts Section, DOL.

6a. Request repairs for office machines by calling Misc Contracts Section, 2-5161/4125.

6b. For items not under warranty, deliver equipment and DA 2407 to B 2258E for evaluation of repair for turn-in and/or replacement.

6c. For safe repair, submit DA 3953 to DOC.

Category of Support

Host Shall

Tenant Shall

E6-Explosive
Ordnance Support:
Non-Reimbursable

1. Provide for the management, supply, and maintenance of devices charged with explosives, propellants, and pyrotechnics.

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

1. For explosive ordnance disposal services, negotiate separately with 61st Ord Det (EOD), B 2599, 2-2313/5209.

2. Submit an annual ammo forecast (FS 264/Training Ammunition Requirements Report) to DPTM monthly. When forecasting, remember the ASP requires 120 days advance notice of requirements to allow for requisitioning and shipping the ammo.

2b. Prepare and handcarry DA 581 (Request for Issue and Turn In of Ammunition) in 6 copies to the ASP, B 2304, 3 working days prior to the required date. Prepare and submit DA 1687 and assumption of command orders to the ASP prior to issues. Upon arrival at the ASP, present completed FS 577 (ASP Vehicle Inspection (Transportation of Ammo on Post)) to the ammo checker. Furnish DPTM a copy of DA 581 four working days prior to issue.

2c. No food, flame-producing devices, or items that produce static electricity or stray currents (i.e., matches, lighters, firearms, cameras, radio communications equipment, etc.) are permitted in the ASP.

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

Category of Support

Host Shall

Tenant Shall

E6 (cont)

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

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

2e. Display four authorized placards on each vehicle transporting ammo. Government motor vehicles involved in on-post shipments shall be equipped, as a minimum, 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 ammo, ammo components, and packing material are recovered. Dispose of excess and unused powder increments by burning in a designated area.

4a. Request ASP ammo officer participation in meetings, briefings, conferences, etc. Request ASP ammo officer's review, concurrence, or advice on test plans, standard operating procedures, etc., as required or desired.

Category of Support

Host Shall

Tenant Shall

E6 (cont)

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. ASP ammo officer will 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.

4b. Provide ASP ammo officer prompt access to firing sites, explosives operations, and field storage locations. Request surveillance technical assistance as required.

F1-Facilities & Real Property Support: Non-Reimbursable

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

Bldg	Description	Gr Sq Ft
2874	Administrative	3872
2875	Administrative	3672
2903	Supply	1236
2924	DST Opns	1238

2. Account for facilities used by the Tenant and subsequent improvements thereto on the Host's real property inventory. Hand receipt buildings to Tenant; conduct joint inventories as required. Conduct space utilization surveys as needed. Use of facilities is subject to the Host's installation master plan (i.e., relocation, demolition, construction,

1. Identify and justify facility requirements. Submit requests for building space to DPW, B 1950, 2-2670.

2. Sign for space occupied (hand receipt). Conduct joint inventories as required.

Category of Support

Host Shall

Tenant Shall

F1 (cont)

etc.) and the Host's mission essential requirements.

F2-Facility Construction & Major Repair: Partially Reimbursable

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

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

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

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

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

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

F3-Facility Maintenance & Minor Repair: Non-Reimbursable

1. Provide for the maintenance and repair of real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds (IAW USAFACFS Reg 420-8), railroads, surfaced areas, and other real property. Also included are landscaping, fence repair, and weed control through the use of herbicides. Assign a work order prefix (TN) for the Tenant.

1a. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1953, 2-1335, as required. Call DPW at 2-1335 for emergency work orders.

1b. Perform grounds maintenance which includes removing debris, mowing within 75 feet of assigned buildings, fertilizing, trimming, and watering.

Category of Support

Host Shall

Tenant Shall

F3 (cont)

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

Maintain topsoil, shrubs, and trees. If grass clippings, tree limbs, and other debris are too large or too heavy for dumpsters; transport the debris to the rubble pit on the East Range.

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

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

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

F5-Fire Protection:
Partially
Reimbursable

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

1a. Reference USAFACFS Reg 420-90. Request assistance in fire prevention as required from DPW Fire Protection & Prevention Division, B 6041, 2-5911.

Category of Support

Host Shall

Tenant Shall

F5 (cont)

1b. Appoint a unit fire marshal and building fire warden. Attend fire prevention lectures when available.

1c. Upon discovering a fire, alert all personnel in the building and report the occurrence to the Fort Sill Fire Department (dial 911). Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.

1d. Provide material safety data sheets (MSDS) to the Fort Sill Fire Dept (B 6041) for all hazardous materials used/stored in assigned facilities. Also, furnish the exact location of these materials.

2. Requisition, distribute, and maintain fire extinguishers installed in real property. Determine reason for fire extinguisher discharge.

2. Deliver fire extinguishers annually and after every use to Fire Station #2, B 5031, for inspection, test, reseal, and recharge. Reimburse Host if fire extinguishers were discharged for other than to put out fires.

F6-Food Service:
Partially
Reimbursable

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

1a. Subsist in designated dining facilities. Verify feeding status of personnel (reimbursable or non-reimbursable) with the dining facility manager. Keep the dining facility manager advised of any changes in personnel strength to be fed. Furnish a list of personnel authorized to be subsisted as required.

1b. Ensure non-reimbursable/common service meals are

1b. Enlisted soldiers with meal cards must sign DA 3032

Category of Support

Host Shall

Tenant Shall

F6 (cont)

accounted for on DA 3032. Obtain reimbursement for meals furnished through central billing at HQDA.

(Signature Headcount Sheet) in lieu of individual reimbursement. Soldiers on separate rations, officer personnel, civilians, and individuals on per diem must reimburse for meals on an individual cash basis.

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

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

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

2a. Furnish box meals as required for authorized personnel. Prepare meals as close to pick-up time as possible. Seal, date, and refrigerate meals until picked up.

2a. Submit a written request for box meals to the dining facility. Specify the number of meals required, date required, number of meals that are reimbursable and non-reimbursable, nature of the requirement, time of pick-up, and name and grade of individual authorized to pick up the meals.

2b. Ensure DA 5309 (Operational Ration/Box Lunch Control Sheet) is completed. Ensure non-reimbursable/common service meals are accounted for on DA 3032. Collect and record cash payments on DD 1544 (Cash Meal Payment Sheet).

2b. Sign DA 5309 for box meals received.

3. Provide basic food supplies upon request and coordination.

3a. Furnish manpower and transportation to haul

Category of Support

Host Shall

Tenant Shall

F6 (cont)

This includes "A" rations (perishable groceries), "B" rations (canned foods), "T" rations (packaged dinners), and meals ready to eat (MREs).

supplies.

3b. For perishable and canned subsistence, submit DA 2970 (Projected Headcount) to Troop Issue Subsistence Activity (TISA), DOL, B 2243, at least 90 days in advance. Report to B 2243 to finalize paperwork and for directions for pick-up. Present DD 577 (Signature Card) when picking up subsistence.

3c. For "T" rations and MREs, submit DA 3161 in 4 copies to TISA at least one day in advance. Report to B 2243 to finalize paperwork and for directions for pick-up. Present DD 577 when picking up subsistence.

H2-Housing &
Lodging Services:
Non-Reimbursable

1. 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 USAFACFS Reg 210-50.

2. Provide temporary quarters for visiting military and civilian employees as requested. When TDY quarters are not available, provide recommendations on hotels in the Lawton area.

1. Instruct incoming personnel to report to Family Housing Section (Aultman Hall, B 5676, 442-2813/6966/6819) for housing referral.

2. Call Billeting Branch, DPW, B 5676, (405) 442-6991/5000, for reservations. Upon arrival, personnel shall provide a copy of their TDY orders. Ensure availability/nonavailability of Government quarters is cited on TDY orders. Reimbursement is required on an individual cash basis for Government quarters provided. If Government

Category of Support

Host Shall

Tenant Shall

H2 (cont)

3. When on-post residential quarters are provided/terminated, mail assignment/clearance of quarters notice to local FAO.

quarters are not available, make hotel accommodations in the Lawton area.

3. Ensure appropriate deductions are made from military pay when Tenant's personnel reside on Fort Sill. Residents of Fort Sill are subject to applicable post policies. The Fort Sill Commanding General has legal jurisdiction over any Tenant personnel at any time they are physically present on the installation.

L1-Laundry & Dry Cleaning:
Non-Reimbursable

1. Provide laundry and dry cleaning service for organizational property assigned as Government property (i.e., pillows, blankets, and mattress covers). The installation laundry is under contract operation in B 1955, 2-3212/3383.

1a. Deliver and pick up laundry items. Submit appropriate forms with items to be cleaned.

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

1b. Dry clean drapes and launder rags by submitting a purchase request to DOC.

2a. Offer laundry and dry cleaning service for organizational clothing and individual equipment (OCIE/TA 50 items) to military personnel on a piece-rate basis. Post piece-rate prices for customer information.

2a. Reference AR 210-130 and TM 10-8400-201-23. Have fitted wool items dry cleaned. Since sleeping bags, shelter halves, and field trousers require special cleaning; turn them in to the installation laundry. Pay for piece-rate laundry on an individual cash basis.

2b. Offer a 12-piece bundle service (including battle dress uniforms (BDU) and excluding dry cleaning) to active duty Army patrons. Wash, dry, starch, press, hangar, or fold items as requested. Charge the current

2b. Pay for bundle service on an individual cash basis.

Category of Support

Host Shall

Tenant Shall

L1 (cont)

piece-rate for any item in excess of the 12-piece bundle.

2c. Clean uniforms issued and worn in the performance of funeral details free of charge.

2d. Provide coin-operated and Post Exchange laundry services on a cash basis.

2c. Furnish proof of funeral detail assignment at time of uniform turn-in.

2d. Utilize facilities as required (Bldgs 911, 1716, 2917, 4114, 5676, and 6036). Pay for services on an individual cash basis.

L2-Legal Services:
Non-Reimbursable

1a. Provide legal assistance IAW AR 27-1 and 27-3 to military personnel assigned to the Tenant and their family members.

1b. Provide assistance/counseling on wills, estate planning, taxes, divorce, legal separation, contracts, claims for damage to household goods, and suits under the Federal Tort Claims Act to eligible personnel.

1c. Provide review of and representation of the Government in administrative actions including separations, reports of survey, line of duty investigations, award and execution of procurement contracts, personnel matters (conflicts of interest, standards of conduct, grievance hearings/reviews, etc.) and similar actions.

2. Furnish claims service IAW AR 27-20 for military and civilian personnel.

1. Schedule legal assistance through appointments with the Staff Judge Advocate (SJA), 2-5058/5059, B 2593.

Category of Support

Host Shall

Tenant Shall

L2 (cont)

3. Provide non-judicial punishment authority under Article 15, UCMJ; and Part V, Manual for Courts Martial, 1984; IAW AR 27-10.

M1-Mail Service:
Partially
Reimbursable

1. Receive and sort incoming mail in a central distribution center. Distribute official outgoing mail accordingly. Return to sender any Second, Third, and Fourth Class personal mail (mail with an individual name as the first line of the address).

1a. Provide a list of official office symbols as requested. Notify appropriate agencies of Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as personal mail and thus returned to sender. Reimburse for postage costs.

1b. Pick up incoming mail and deliver outgoing mail to the DOIM Postal Section, B 930.

M2-Military
Personnel Support:
Non-Reimbursable

1. Provide military personnel services IAW attachment E.

1. Comply with the attached military personnel general support provisions.

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

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

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

M5-Mortuary
Services:
Non-Reimbursable

1. Provide for the performance of all logistical functions associated with the recovery, identification, care, and disposition of deceased Army personnel. Mortuary services are provided under contract operation.

1. Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, Military Personnel Division/Adjutant General (AG), B 3162, 2-4014.

M6-Museums:
Non-Reimbursable

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

1. Utilize facilities and services as required and authorized.

Category of Support

Host Shall

Tenant Shall

M6 (cont)

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

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

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

P1-Police Services:
Non-Reimbursable

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

1a. References:
AR 190-11 w/TRADOC-FORSCOM supplements
AR 190-13 w/TF supple
AR 190-51
USAFACFS Reg 190-1

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

1c. Provide alarm monitoring and response services.

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

2. Include Tenant in physical security inspections.

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

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

3. Provide information for serious incidents reports as required. Report actual or suspected criminal incidents immediately to the Military

Category of Support

Host Shall

Tenant Shall

P1 (cont)

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

Police desk, 2-2101.

4. Register vehicles and firearms at B 1670, 2-5383/3045.

P2-Printing Services:
Partially Reimbursable

1. The Defense Printing Service (DPS) is a tenant activity on Fort Sill. DPS shall provide a centralized printing/duplicating facility. Normal operating hours will be from 0700 to 1530 weekdays.

2. DOIM is the Fort Sill printing coordinator approving unit requirements. The DOIM printing liaison officer shall administer the printing program, track activity printing expenditures, and maintain quarterly reports on cost savings/increases.

3. DPSDBO--Fort Sill shall telephonically notify supported activities for pick-up of their printed items.

2a. Complete Form NPPS/DPS-SWA 5604/1 (Printing/Reprographics Request); include POC name and phone number on the form. Forward 3 copies (photographic copies are not acceptable) of the form with the printed material through DOIM to DPS Detachment Branch Office (DPSDBO)--Fort Sill. Reimburse for printing services.

2b. Utilize DPS' services when requirements exceed 25 copies per original. Submit routine requests at least 2 weeks prior to required date and coordinate priority requests with DOIM.

3. Pick up printed material when notified by DPSDBO.

P3-Public Affairs:
Non-Reimbursable

1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Missions

1. References:
AR 360-5 w/USAFACFS Suppl,
AR 360-61, and AR 360-81.

Category of Support

Host Shall

Tenant Shall

P3 (cont)

include public information, community relations, and internal (troop) information.

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

3. Coordinate appropriate community relations programs with 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.

2a. Coordinate in advance with the Public Affairs Office (PAO) before releasing any official information to the news media. Inform PAO of situations which are or could be of interest to the civilian news media (2-2521/2384, B 455).

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

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

4. Submit items of interest to The CANNONEER, B 455, 2-5150. Deadline for publication is COB every Friday.

P4-Purchasing &
Contracting
Services:
Partially
Reimbursable

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

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

1b. On hand-carried requisitions, include a statement as to whether pick-up at the vendor's location is desired/authorized.

Category of Support

Host Shall

Tenant Shall

P4 (cont)

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

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

4. Provide contracting on-load services as required (i.e., mission and/or unique contract-

1c. 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.

1d. Before submission to DOC, forward classified contracting requests to Directorate of Plans, Training, and Mobilization (DPTM) Security Div, B 455, 2-2397, for review. See category S2-Security.

1e. Tenant is subject to those items as authorized by TDA, CTA, and other authorization documents recognized by the Host.

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

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

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

Category of Support

Host Shall

Tenant Shall

P4 (cont)

ing services for non-TRADOC tenants and/or contracting services for other governmental agencies that are not tenants). Forward copies of on-loading agreements and an annual summary report to the TRADOC Principal Assistant Responsible for Contracting (PARC).

R1-Refuse
Collection &
Disposal:
Non-Reimbursable

1. Provide for the collection, transportation, and disposal of refuse (trash and compost). Furnish trash and recycle containers. Furnish one dumpster each serviced one time each week.

1. Request services as required from DPW. Comply with Host's policy concerning dumpsters and pollutants. Do not leave trash outside of dumpsters. When dumpsters are full and need to be emptied prior to the next regularly scheduled run, call the DPW Inspection Branch at 2-5582/5746.

R2-Resource
Management:
Non-Reimbursable

1. Cost and process SAs; manage reimbursable funds.

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

R3-Retired Affairs:
Non-Reimbursable

1. Administer the Army Retirement Services Program outlined in AR 600-8-7, Chapter 3. Conduct quarterly pre-retirement counseling sessions, provide individual counseling sessions for retirees, and provide individual counseling to potential retirees on personal affairs. Maintain liaison with Social Security and Department of Veteran Affairs in order to provide referral assistance. Maintain a supply of pamphlets for pre-retirement packets and a small library in Retirement Services Office for handouts.

1. Contact the Retirement Services Ofc, DPCA, 2-5963, B 3162, Rm 104, for assistance. Publicize programs and make personnel available for counseling.

2. Administer the Survivor Benefit Plan (SBP). Conduct group briefings on SBP at pre-

2. Publicize the SBP.

Category of Support

Host Shall

Tenant Shall

R3 (cont)

retirement briefings and provide a resident expert on difficult cases.

S1-Safety:
Non-Reimbursable

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

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

1. Request services as needed from the Field Artillery Branch Safety Office, B 2912, 2-4466. Appoint a unit safety officer IAW USAFACFS Reg 385-10-1.

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

2b. Report job-related injuries/diseases to the immediate supervisor. For civilians complete and submit to the immediate supervisor within 2 working days following the injury Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or within 30 days following the injury Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation)--whichever is applicable. Obtain Form CA-16, which authorizes treatment, from the immediate supervisor.

S2-Security
Services:
Non-Reimbursable

1. Establish and maintain an effective information security program which includes the Tenant. The security program includes (but is not limited to)

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

Category of Support

Host Shall

Tenant Shall

S2 (cont)

personnel, technical, industrial, communications, operations, and information systems security. Physical security is covered under category P1-Police Services.

2. Provide assistance and guidance as required. Provide security education and awareness; this includes the security manager's course and staff assistance visits.
3. Process security clearances, conduct security compromise investigations, and conduct unannounced as well as scheduled inspections.

1b. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to DPTM Security Div, B 260, 2-2397. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTM Security Div. Submit contractor requests for classified visits to DPTM Security Div for approval.

1c. Do not discuss classified information over unsecure telephone lines nor with unauthorized personnel. Do not record telephone conversations or listen to them as a third party without advance consent of all parties. Attach DD 2056 (COMSEC Monitoring Warning) to all telephones.

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

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

3b. Report derogatory

Category of Support

Host Shall

Tenant Shall

S2 (cont)

4. Provide assistance and instruction for changing safe combinations.

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

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

4a. Change own safe combinations; request assistance from DPTM Security as required. Or submit a purchase request to DOC to change the safe combination. For safe "lock-outs," contact DPTM Security for assistance. If efforts are unsuccessful, submit a purchase request to DOC to get the safe opened. Obtain prior approval from DPTM Security before having a security container drilled open.

4b. Maintain 1 classified and no unclassified safes. Complete SF 700 (Security Container Information) to

Category of Support

Host Shall

Tenant Shall

S2 (cont)

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

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.

S4-Social Actions:
Non-Reimbursable

1. Provide services, assistance, or training to civilian and military personnel on matters pertaining to alcohol and drug abuse, equal opportunity, social actions, and human relations.

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

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

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

1. Request services and assistance as needed from the following:

a. Drug and Alcohol Abuse Control Div, Directorate of Community Activities (DCA), 2-2691/4205, B 2870.

b. Equal Opportunity Ofc, DCA, 2-6295, B 1615.

Category of Support

Host Shall

Tenant Shall

SS-Supply Services:
Partially
Reimbursable

1. Installation
Supply Account

1a(1). Provide for the receipt, storage, management, and distribution of commodities, materiel, and equipment via the procurement/supply system. This includes all operations from receipt of materiel and equipment into storage to the issue and shipment of items from storage. Installation supply service is provided by DOL.

1a(2). Establish supply accounts. Load customer DODAACs into the supply system; notify customers of effective date.

1b. Monitor/budget for acquisition authority to purchase supplies and equipment (EOR 26 and 31) for customers.

1c. Accept requisitions for supplies, equipment, and repair parts; process local procurement documents for requests not authorized VISA IMPAC credit card purchase; i.e., over \$2500.

1a(1). Reference USAFACFS Reg 735-1. Upon approval from DOL Supply Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL, ATTN: ATZR-LSM B 1655W, 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 73503-5100"), UIC, and DODAAC; type of DODAAC; justification; requisition authority; break bulk point W44QQ8; SFL code 637263; and billing (TAC 3) address.

1a(2). Upon account activation obtain a fund code from DFAS-IN Fort Sill DAO, B 1651, 2-2477. Upon receipt of fund code, begin requisitioning. Update account as required.

1b. Provide actual and programmed requirements (stock fund) as requested by Supply Management Army Branch, DOL, 2-2474/5307, B 1655W.

1c(1). Prepare supply documents [i.e., DA Form 2765/2765-1 or DD Form 1348-6] as needed for items that cannot be purchased via government credit card. Include fund cite and DODAAC (W81T7K) and forward to appropriate supply support activity (i.e., DOL, DFW, etc.). Present DD Form 577 (Signature Card) when picking up repair parts at DOL.

1c(2). Tenant's commander or his/her designated representa-

Category of Support	Host Shall	Tenant Shall
85 (cont)	<p>1d. Prepare DD 1348-1 for Tenant to turn in unserviceable/excess property at DEMO. Upon receipt of DD 1348-1 suspense copy, complete DA 2765-1 and furnish one copy for Tenant's property records.</p>	<p>tive must sign local purchase requests. Justify local purchase requests with priorities 01-08 in writing.</p>
2. Property Book	<p>2a. Installation consolidated property book officer (CPBO) will provide property book support by hand receipting only authorized Host-owned installation property (such as office furniture, equipment, etc.) as available to the Tenant. Program, budget, and fund for replacement of installation property. See attachment F. Conduct joint inventories of hand receipt items with the Tenant.</p> <p>2b. Process requests for establishment, deletion, and changes to DODAACs for customers serviced by DFAS-IN Fort Sill DAO.</p>	<p>1d. Take equipment and DA 2765-1 to Supply (B 2243); present DD 577. Take equipment and DD 1348-1 to the Defense Reutilization & Marketing Office (DRMO). Return suspense copy of DD 1348-1 and DA 2765-1 to Supply.</p> <p>2a(1). Request equipment and furniture from the CPBO, B 2192, 2-4479/4945. Conduct joint inventories with the Host and follow local hand receipt procedures. Turn in unserviceable or inoperable items to CPBO.</p> <p>2a(2). Hand receipt property book items from higher headquarters or perform own property book function.</p>
3. Expendable Supplies	<p>3. Supply Div, DOL, will establish GSA CSC accounts for customers. Notify GSA of changes to customer accounts.</p>	<p>2b. If not serviced by DFAS-IN Fort Sill DAO, obtain/update DODAACs through own supply channels.</p> <p>3a. Utilize the VISA I.M.P.A.C. government credit card to order expendable office supplies from the Fort Worth GSA Customer Supply Center (CSC).</p> <p>3b. Contact Supply Div, DOL, 2-3781/3219, to establish a GSA account and to report changes to the account. Upon receipt of monthly billing statements;</p>

Category of Support	Host Shall	Tenant Shall
S5 (cont)		cardholders shall certify the purchases and forward the statements to their approving official for verification, to their budget office for authorization of funds.
4. Engineer Supply	4a. Provide lumber and lumber-related materials for operational and training projects.	4a(1). On the back of the original top copy of the requisition, list the specific purpose(s) for which the supplies will be used, include the following statement "Supplies will not be used in work which will affect real property facilities on the installation," and obtain the commander's or PBO's signature under these statements for certification. 4a(2). Obtain approval from the activities DPW maintenance Mgr (B 1953) prior to submitting requisitions to the storage sections in B 1946.
	4b. Provide construction materials for approved projects/ work orders, and self-help materials for the maintenance of installation real property property.	4b. Obtain approval from the activities DPW maintenance mgr (B 1953) prior to submitting requisitions to the storage sections in B 1946.
5. Clothing & Textiles	5a. Clothing Initial Issue Point (CIIP), B 2809, will fabricate name plates and inked name tapes for Army military personnel except for new enlistees, commissioned officers, and warrant officers. Notify Tenant for pick-up of items. See attachment B.	5a. Prepare and submit DA 2407 to CIIP requesting name plates and name tapes be fabricated. Attach a list of names specifying the quantity required.
	5b(1). Central Issue Facility (CIF), B 2810, (405) 442-3377, will provide for the supply of	5b(1)(a). For CIF service, schedule group appointments not more than 60 days in advance.

Category of Support

Host Shall

Tenant Shall

85 (cont)

organizational clothing and individual equipment (OCIE). Maintain an adequate stockage level according to the amount of funds available. Process issues and accept turn-ins during normal hours of operation unless prior arrangements have been made. Process and issue DA 3645/3645-1 as required. See attachment B.

5b(2). Upon approval by the CPBO, temporarily loan OCIE.

Each individual shall provide and sign a separate DA 3645/3645-1 accepting responsibility for the OCIE listed thereon.

5b(1)(b). Furnish a group roster one day prior to day of issue. Notify CIF of name changes of individuals.

5b(1)(c). Furnish a group roster 3 days prior to turn-in. Inspect OCIE before turn-in. Prepare DA 3151 as a lateral transfer for excess serviceable and unserviceable OCIE. Deliver or mail the OCIE with the DA 3151 to CIF, B 2810. Items must be clean (including clothing and web gear), dry, and complete. Do not permanently mark OCIE.

5b(2)(a). Request temporary loan of OCIE via memorandum through CPBO, DOL, to CIF as required. Attach DA 1687 and appointment orders to the memo. Include in the memo the individual's name and SSN, description of item and size, a justification for the requirement, the period for the loan, preferred time of day for pick-up, and POC's name and phone number. For contingency stock items (cold weather gear, etc.), obtain approval from G4, III Corps Arty, prior to submission to DOL.

5b(3)(b). Process replacement issues for lost, damaged, or fair wear and tear of OCIE IAW USARAFCS Reg 725-1.

5b(2)(c). For OCIE not stocked

Category of Support	Host Shall	Tenant Shall
E5 (cont)		at CIF, submit DA 2765-1 IAW TM 38-L03-19 (include appropriate DODAAC and cost code) for issue/turn-in to Sup Div, DOL, B 2243.
6. Reparable Exchange	6a. Furnish reparable exchange services for automotive repair parts.	<p>6a(1). Submit a DA Form 2765-1 (DIC AOA) requesting issue, a DA Form 2765-1 (DIC D6A) turn-in in unserviceable items, and a paper tag attached to each item. Enter the DODAAC, document number, and national stock number (NSN) on each tag. For multiple items with the same NSN, submit only one AOA request and one D6A turn-in per NSN. Present DD 577 when receiving/turning in parts.</p> <p>6a(2). Ensure items to be exchanged are clean, complete, and tagged. If possible, remove any rust. Drain items containing liquids. For items containing oil, drain them at least six hours or overnight before turn-in. Place protective coverings (i.e., cardboard) over radiators to prevent further damage to radiator fins.</p> <p>6a(3). Receive/turn in tires and automotive repair parts at the Reparable Exchange Activity (REA), B 2243, Bay 5, 2-2684. Receive/turn in batteries at the Battery Shop, B 2250, 2-5452.</p>
	6b. Publish turn-in credit rates quarterly in "The Billboard." "The Billboard" provides up-to-date credit rates and policy for serviceable	6b. To expedite credit on depot level reparable (DLRs), mark "DLR" in bold letters in the upper right corner of the turn-in document.

Category of Support	Host Shall	Tenant Shall
85 (cont)	and unserviceable items (including DLRs) turned in to the Host's supply support activity (SSA).	
7. Material Handling Equipment (MHE)	7a. Process requisitions for the lease of general or special purpose MHE through DOC. Providing tractors, cranes, forklifts, etc., on a daily basis is not within the capability of the installation.	7a. Submit DA 2765-1 or DD 1348-6 to Sup Div, DOL, B 1655, with fund code and DODAAC.
	7b. Provide for emergency loan of general or special purpose MHE on an as available, as required basis. Loaned equipment may be recalled at any time to satisfy other installation priority requirements.	7b. Request equipment as required from DOL. Contact DFW for cranes, 1-5170. Comply with AR 310-34 concerning the loan, condition, and return of equipment loans.
8. Firefighting Equipment and Components	8. Inspect, test, repair, recharge, reseal, and exchange fire extinguishers belonging to the Tenant.	8. For CO2 fire extinguishers, prepare a DA 2765-1 for turn-in (DIC D6A) and one for issue (DIC AOA) reflecting the NSN for gas. Take fire extinguishers to Fire Station #2, B 5031, 2-5314, to be weighed and tagged. Then deliver the forms and empty cylinders to B 2243, Bay 5, and exchange them for full cylinders.
9. Petroleum, Oils, Lubricants (POL), & Chemicals	9a. Maintain an automated fuel management system; submit consumption reports to major customers. Process requisitions for packaged POL products.	9a. Provide an annual estimate of POL requirements. Pick up packaged POL products at B 2243 within one day of notification.
	9b. Provide for the dispensing of fuel, oils, lubricants, and chemicals. Cost of fuel for GSA TMP vehicles is included in the lease cost.	9b. Refuel vehicles at the temporary POL issue point, north side of B 2184, 0730 - 1130 and 1200 - 1545, Monday through Friday. Insert key into pump and enter required

Category of Support	Host Shall	Tenant Shall
55 (cont)	<p>9c. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Tenant for fuel charges resulting from their failure to report lost, missing, or transferred keys.</p> <p>9d. For Tenant-owned vehicles, assign serial numbers to keys; encode and issue keys to customers.</p>	<p>data (mileage, USA number, etc.) to dispense fuel.</p> <p>9c. Report lost/missing keys immediately to the FOF point; also report the transfer and turn-in of keys. Reimburse for fuel charges resulting from own failure to report lost, missing, or transferred keys.</p> <p>9d. Submit DA 2765-1 (include DODAAC, fund code, and NSN 7030-00-T96-2425) and a memo (include type of fuel, vehicle ID number, etc.) to B 1655 to requisition keys that will allow Tenant-owned vehicles to gain access to the Host's automated fuel system. Account for keys as durable items; issue keys to hand receipt holders by serial number. Reimburse for POL received.</p>
10. Cann Point	<p>10. Allow Tenant access to the Cannibalization Point (Cann Point) to obtain desired repair parts off of equipment in stock. Examples of equipment normally maintained include cargo trucks, forklifts, and water trailers. Operate the Cann Point 0730-1200 and 1300-1545, Monday through Friday.</p>	<p>10. Utilize the Cann Point (west of B 2258) as required. Bring appropriate tools to safely remove desired parts. Clean up work area before departing. Report any spills of hazardous type material to the Cann Point supervisor. Submit DA 2765-1 for each NSN/ item removed. Unit is not charge for item(s); demands are captured.</p>
<p>11. DOD Small Arms Serialization Program (DODEASP)</p>	<p>11. Accept small arms for turn-in.</p>	<p>11. 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, B 2243. For assistance in completing the forms; call the</p>

Category of Support	Host Shall	Tenant Shall
35 (cont)		DODSASP clerk at 2-3183, S 2243. To schedule appointments for turn-in of weapons; call the Storage Section, DOL, 2-2884.
TI-Training Service: Non-Reimbursable	<p>1. Provide local training programs, courses, seminars, etc., related to the performance of official duties. This includes 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 (DPTM). DPTM will process requests for school quotas as required.</p> <p>2a. Make available small arms firing ranges for training with combat arms (i.e., the M-60 machine gun and MK-19 40mm grenade launcher). Provide assistance in operating the range as required. Provide emergency communications through DPTM.</p>	<p>1. Submit training requirements to appropriate directorates within established time frames.</p> <p>2a(1). Reference USAFACFS Reg 385-1. For small arms training, submit FS 105 (Range Request) eight weeks in advance to Range Scheduling, Directorate of Plans, Training, and Mobilization (DPTM); S 2584; DSN 539-6191/5613. Include a POC and phone number on the request. Notify Range Scheduling ASAP of any cancellations.</p> <p>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</p>

Category of Support	Host Shall	Tenant Shall
T1 (cont)	2b. Furnish targets, target frames, etc.	after use. 2b. For targets, submit FS 104 (Training Support Request) through Central Tasking Office (CTO), DPTM, to Range Division Supply, DPTM, DSN 639-3162, eight weeks prior to training.
T2 Transportation Services: Partially Reimbursable 1. General 2. Movement of Personnel	<p>1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material.</p> <p>2a. Provide reservation and ticketing services in conjunction with civilian and military official travel and military leave. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.</p> <p>2b. Approve/disapprove and process requests for military air services on an as available basis. Ensure military air is the most economical form of transportation and the essentiality of the mission justifies the cost involved. (Military aircraft is provided by the Oklahoma Operational Support Airlift Command Flight Detachment, a tenant at Fort Sill).</p> <p>2c. Provide services as authorized for civilian personnel reassigned by the Government on a case-by-case basis.</p>	<p>1. Request transportation services from DOL in writing, ATTN: ATER-LST, 2-2403/4471/3909.</p> <p>2a. Request commercial air service as required by calling the Government contractor at 248-5000 (B 2951/official) or 357-6616 (B 1721/leisure). Submit three copies of travel orders for ticket processing. Pick up tickets. Pay on an individual basis for tickets obtained in conjunction with official military leave.</p> <p>2b. Complete FS 306 (Army Aircraft Request) and submit it to Aviation Division, Directorate of Plans, Training, and Mobilization (DPTM); B 4907, Rm 205; 2-6160; 72 hours in advance of flight time. Submit changes to original request on another FS 306. Passengers shall report to B 4907 at least 30 minutes prior to flight departure.</p> <p>2c. Provide a fund cite for PCS moves.</p>

Category of Support	Host Shall	Tenant Shall
T2 (cont) 3. Movement of Property	<p>3a. Furnish Government bill of lading support when required.</p> <p>3b. Ship at Host's expense property requisitioned by the Host (Government property).</p> <p>3c. Relocate Tenant at Host's expense when relocation is for the Host's convenience.</p> <p>3d. Provide for movement of household goods (personal property) through a responsible shipping office.</p>	<p>3b. For Federal Express service, submit a memo or DD Form 1348-1 with the item (already packaged for shipment) to DOL Trans Movements Section, B 2961, 2-2000 (NLT 1300 when next day delivery is desired). Include a justification and provide a complete destination address with phone number and fund cite.</p> <p>3c. Give as much advance notice as possible when requesting a relocation.</p>
4. Packing & Crating	<p>4. Provide packing and crating services (pack and crate material, weigh packed and crated material, address label for shipping, build wooden crates for specific items, build pallets for specific items (determined by size and weight)).</p>	<p>4. Submit DA Form 4283 (Facilities Engineering Work Request) to DPM, B 1950, City Services, 2-3646, as required. Provide DPM Packing & Crating Section, B 1948, B 2-5124, with an approved DA 4283 along with material to be packed and crated. Reimburse for materials used.</p>
5. Unit Movement	<p>5. Schedule movement of both personnel and personal property (including issuing meal tickets and excess baggage tickets). Provide shipment planning of cargo, port clearance, ticket processing of transportation documents, and other transportation services related to in-bound and out-bound movements.</p>	

Category of Support	Host Shall	Tenant Shall
UI-Utilities: Non-Reimbursable	<p>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 buildings assigned to the Tenant (see category F1-Facilities & Real Property Support for list of buildings).</p>	<p>1. Request services from DPW as required. Report deficiencies to DPW as soon as they occur.</p>
<p>1. Utility Services</p>	<p>2. Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost-effective and proven to significantly save energy resources. Conduct energy surveys as required.</p>	<p>2a. References: USAFACFS Reg 420-1 USAFACFS Pam 420-1 AR 11-27 EPACT 1992 Executive Order 12902</p> <p>2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW, Program Mgt Br, ATTN: Energy Officer, B 1945, 2-4906/4760. Update the list as appropriate when changes occur.</p> <p>2c. 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 Tenant's organization, and meet the mandated 30% energy reduction target before the year 2005 IAW Exec Order 12902. Provide a copy of the energy plan to the DPW energy officer.</p>
<p>2. Energy Conservation Program</p>		

Category of Support	Host Shall	Tenant Shall
V1-Vehicle Support: Partially Reimbursable	1a(1). Provide for the maintenance and repair of Tenant-owned military designed motor vehicles and their related parts. Repair will be at DS/GS level and at organizational level when Tenant is unable to provide it.	1a(1). Perform operator maintenance. Provide organizational maintenance within capabilities. Take vehicle and DA 2407 to the QC inspector (B 2253, 2-5416/2847) for evaluation of repair. QC inspector will direct Tenant to B 2255 for assignment of a work order number or to the appropriate shop office. Provide maintenance for commercially designed motor vehicles. Reimburse for organizational maintenance performed by Host.
1. Maintenance	1a(2). Include Host in the Army Oil Analysis Program (AOAP). Train and certify AOAP monitors.	1a(2)(a). Appoint a unit AOAP monitor. Ensure all AOAP-designated equipment is included in the program and that samples are submitted at prescribed intervals. Submit samples with DD 2026 (Oil Analysis Request) to the AOAP Lab, B 2285, 2-3326/5262, on the same day they are taken.
		1a(2)(b). Comply with lab recommendations and notify lab via DD 3254-R (Oil Analysis Recommendation and Feedback) within five working days of maintenance accomplishment. Assure oil changes conform with warranty requirements. Notify lab of changes to the density of equipment and of serial number changes.
	2c. Sandblast, prime, and apply chemical agent resistant coating (CARC) with camouflage pattern to Army tactical and combat vehicles.	2c. Unit shall perform only touch-up or spot painting on vehicles following the original camouflage pattern.

Category of Support

Host Shall

Tenant Shall

WI-Weather
Services:
Non-Reimbursable

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

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

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

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

2c. Report weather injuries/damage to 3d WS (2-3200/4000). Report personnel injuries and fatalities to the Adjutant General (AG); after duty hours, report this information to the FOD or to the Severe Weather Damage Operations Control if activated. Report property damage to Real Property, DFW Service Order (2-3251) and

Category of Support

Host Shall

Tenant Shall

W1 (cont)

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

DOL. Initiate reports of survey for all damage (see category C4-Command Support).

3. Request additional services as required.

Attachment A to

SA #W44DQ1-96033-702

Receiver: 6th MG Gp (CID) DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY CRIMINAL INVESTIGATION COMMAND
5611 Columbia Pike
Falls Church, VA 22041-5015

PERMANENT ORDERS 25-14

15 April 1994

1. 90th Military Police Detachment (CID) (CASE), CB (WCIHAA),
Fort Sill, OK 73503-0250

Following organization/unit action directed.

Action: Unit organized

Assigned to: Fort Riley District, CB (R0U299), Fort Riley, KS
66442-2365

Mission: Provide CID support to a corps area. This support
comprises: logistic security to detect and prevent diversion/
destruction of critical supplies; collection/management of
criminal intelligence to neutralize criminal and terrorist
activity; and law and order operations, including personnel
security.

Effective date: 16 April 1994

Military structure strength: 1 officer, 10 warrant officers,
16 enlisted, 27 aggregate.

Military authorized strength: 1 officer, 10 warrant officers,
14 enlisted, 25 aggregate.

Civilian structure strength: N/A

Civilian authorized strength: N/A

Accounting classification: N/A

Authority: AR 220-5, 24 Jul 75, with Change 1 dated 14 Nov 75,
Field Organizations, Destination, Classification and Change in
Status of Units.

Additional instructions: (1) Unit previously organized as
Fort Sill Resident Agency, CB (R3LF10). See para 3 below.

(2) CID unit number for deployment is
324 and its peacetime reporting number is 024.

2. 90th Military Police Detachment Augmentation, CB (R0IK99),
Fort Sill, OK 73503-0250

Following organization/unit action directed.

Action: Unit organized

Assigned to: 90th Military Police Detachment (CID) (CASE),
CB (WCIHAA), Fort Sill, OK 73503-0250

Mission: To expand the parent MPOE unit so it can provide the full
range of peacetime support to all Army units within an assigned
geographic area.

Effective date: 16 April 1994

Military structure strength: 0 officers, 0 warrant officers,
0 enlisted, 0 aggregate.

Military authorized strength: 0 officers, 0 warrant officers,
0 enlisted, 0 aggregate.

Civilian structure strength: 1 direct hire US, 0 direct hire
foreign national, 0 indirect hire foreign national, 1 aggregate

HEADQUARTERS, USACIDC
PERMANENT ORDERS 29-14

Civilian authorized structure: 1 direct hire US, 0 direct hire
foreign national, 0 indirect hire foreign national, 1 aggregate
Accounting classification: N/A
Authority: AR 220-5, 24 Jul 75, with Change 1 dated 14 Nov 75,
Field Organizations, Destination, Classification and Change in
Status of Units.
Additional instructions: Unit previously organized as Fort Sill
Resident Agency, CB (W3LF10). See para 3 below.

3. Fort Sill Resident Agency, CB (W3LF10), Fort Sill, OK
73503-0250

Following organization/unit action directed.

Action: Unit discontinued
Assigned to: Fort Riley District, CB (WCU395), Fort Riley, KS
66442-2365
Mission: To provide criminal investigative support within an
assigned geographical area designated by the parent.
Effective date: 15 April 1994
Military structure strength: 0 officers, 4 warrant officers,
10 enlisted, 14 aggregate.
Military authorized strength: 0 officers, 3 warrant officers,
8 enlisted, 11 aggregate.
Civilian structure strength: 1 direct hire US, 0 direct hire
foreign national, 0 indirect hire foreign national, 1 aggregate
Civilian authorized strength: 1 direct hire US, 0 direct hire
foreign national, 0 indirect hire foreign national, 1 aggregate
Accounting classification: N/A
Authority: AR 220-5, 24 Jul 75, with Change 1 dated 14 Nov 75,
Field Organizations, Destination, Classification and Change in
Status of Units.
Additional instructions: TDA unit absorbed by L-series MTOE
(90th MP Det, WCI1N99) and its augmentation (90th MP Det Aug,
WCI1N99). See para 1 and 2 above.
Format: 740

FOR THE COMMANDER:

DISTRIBUTION:

D
G
HQDA (DAMN-HSO)
HQDA (EAPC-OPD-D)
HQDA (DAMO-PDF)
USAFISA (MOF1-DOC)
USAFISA (MOF1-RAP)



B. H. CURTIS
CW4, USA
Chief, Military Personnel Branch

Attachment 3 to
 SA #W440Q1-86233-702
 Receiver: 6th MP Gp (CID)
 Fort Lewis, WA

(on hold pending regionalization
 of personnel office)

CIVILIAN PERSONNEL GENERAL SUPPORT PROVISIONS

1. The following support functions are available from the Fort Sill Directorate of Civilian Personnel (DCP) (Supplier) to a tenant/satellite unit (Receiver) using Fort Sill as their supporting installation.
2. Receiver shall mark an "X" under either the "Yes" or "No" column to designate the support to be provided by Fort Sill. Also, fill in appropriate blanks and attach additional information as annotated by the asterisks.

<u>Support Function</u>	<u>DCP, Fort Sill, Shall:</u>	<u>Yes</u>	<u>No</u>
1. Civilian Personnel Management Program	Develop and maintain a local civilian personnel program implementing Office of Personnel & Management (OPM), DOD, DA, command, and installation policies, programs, and legal regulatory requirements.	<u>X</u>	---
2. Staffing	<p>a. General. Assure the development and maintenance of a professional civilian staffing program. Implement policies and procedures to assure the search for and identification of the best qualified candidates for positions. Assure technical competence of all individuals involved in all phases of the candidate evaluation process. Assure that candidate evaluation is based upon valid job related evaluation criteria. Analyze results of placement and develop short- and long-range plans to improve staffing programs. Conduct work force and labor analyses. Implement programs for the effective use of all recruitment sources, and direct and support local programs designed to meet local conditions within the context of national objectives for intake and advancement.</p> <p>b. Recruitment and Employee Intake.</p> <p>(1) Standard Practice. Provide recruitment and employment intake assistance to Receiver and coordinate relations with all labor sources . . . <u>OR SEE PARA 2b(2) ON THE NEXT PAGE.</u></p>	<u>X</u>	---

<u>Support Function</u>	<u>DCP, Fort Sill, Shall:</u>	Yes	No
2. Staffing (cont)	<input type="checkbox"/> OR the same as the Supplier's <input type="checkbox"/> OR _____ _____		
3. Position and Pay Management	<p>a. General. Assure performance of the position and pay management responsibilities. Implement management policies and procedures including establishing and maintaining an effective position management program, reviewing grade level standards, analyzing and evaluating job audits, maintaining prescribed records, and making necessary reports.</p> <p>b. Standard Practice. Accomplish all the responsibilities identified in CFR 200, chapter 250.1, subchapter 3-11, for the Receiver. Make no distinction between Receiver and Fort Sill with respect to the kind of service rendered. Maintain the same responsibility with regard to position and pay management and job evaluation for all activities serviced. For position and pay matters requiring action at higher echelons, forward documents with Fort Sill's recommendations through Receiver command channels. Higher echelon decisions on these matters shall be forwarded to the commander with a copy to the Fort Sill DCP.</p> <p>c. Discretionary Practice. *The Receiver empowers Fort Sill to perform <u> X </u> all, <u> </u> part, or <u> </u> none of the position and pay management functions. *If the Receiver retains all or part of these functions, the Receiver shall attach a description of the scope of Fort Sill's responsibility and authority.</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Training and Development	<p>a. General. Assure the development and maintenance of a training program. Provide orientations for newly assigned civilian and military personnel on civilian personnel management. Provide specific training in applying skills and techniques. Provide for the development of employees to assume more responsible positions for which they have demonstrated the ability (or have the potential) to advance. Provide for the development of employees for</p>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Support Function

DCP, Fort Sill, Shall:

Yes No

4. Training and Development
(cont)

maximum use and for careers in Army employment through executive and supervisory training. Implement programs and policies to provide employees with opportunities to develop and advance within a system of career management which is Army and commandwide in scope.

b. Standard Practice.

X —

(1) In administering a training and development program for the Receiver, obtain any review and approval above the installation required by CFR 400, chapter 410, through the Receiver's command channels.

(2) Normally, one civilian training committee is established at an installation or complex of activities serviced by the civilian personnel office. Where feasible, Receiver shall have representation on this committee . . . OR SEE PARA 4c(1) BELOW.

c. Discretionary Practice.

X
Answer No
if 4b is
Yes.

(1) Because of their size, distance, or mission; the Receiver has decided that a single installation training committee would not effectively serve them. A separate training committee has been established for the Receiver.

(2) Receiver elects / X does not elect to retain approving authority for training by, in, or through nongovernment facilities for employees under their jurisdiction. If the Receiver retains this authority, then they must personally approve the training and furnish a copy of the approval document to the Fort Sill DCP.

d. Career Programs.

X —

(1) Standard Practice. Ideally, one career program manager should be established for each career program at an installation. Appointment/responsibility may depend upon which of the serviced activities has the greatest involvement or

Support Function

DCP, Fort Sill, Shall:

Yes No

a. Training and Development (cont)

expertise in a particular career field. In other words, appointing commanders may vary depending upon the career program involved. Fort Sill DCP shall take all action required locally by CFR 950-1.3-9. *Receiver and Fort Sill agree that the responsible commander for the appointment of career program managers shall be

- The Supplier (Fort Sill)
- OR the Receiver (_____)
- OR _____

(2) Discretionary Practice.

*Receiver's headquarters has/ does not have an arrangement under the provision of CFR 950-1.3-7b(7) with another command to use the latter's inventory file in filling career program positions.

5. Management-Employee Relations

a. General.

(1) Provide information and staff assistance and guidance to management and supervisory officials to assist them in obtaining the most effective use of the work force through improved management. Assure effective relations between management and employees through performance appraisals, counseling, and provisions of employee services. Provide leadership and local promotion of the Incentive Awards Program, and ensure the organization of incentive award committees and the effective implementation of plans for increasing employee participation and giving adequate recognition in individually identified cases.

(2) Periodically analyze civilian personnel management conditions throughout the installation. Assist supervisory officials in making necessary changes and improvements in personnel management and evaluate results.

b. Grievance and Appeal Procedures. Apply the provisions of CFR 700, chapter 711, appendix C, to both Receiver and Fort

Support Function

DCP, Fort Sill, Shall:

Yes No

5. Management-
Employee Relations
(cont)

Sill activities. The cost of per diem and travel cost of any assigned U.S. Army Civilian Appellate Review Agency (USACARA) examiner and the cost of any hearing transcript shall be borne by the activity to which the aggrieved employee, complainant, or appellant is assigned at the time he formally files his grievance/complaint of appeal. Forward grievances and appeals requiring a higher decision level to the major Army commander having jurisdiction over the Receiver. Forward grievances involving interpretation of regulations through channels to the major Army commander having jurisdiction over Fort Sill.

c. Incentive Awards.

(1) Standard Practice. Administer the Incentive Awards Program. Normally, one incentive awards committee is established at each installation with an operating civilian personnel office. This committee services all activities served by the civilian personnel office regardless of command jurisdiction. Wherever feasible, Receiver's personnel shall be represented on the committee. Receiver's commander shall approve awards for personnel under his jurisdiction. Channel actions required above the activity level to the Receiver's command . . . OR SEE PARA 5c(2) BELOW.

X

(2) Discretionary Practice. For reasons of size or distance, use of Fort Sill's committee does not represent the most efficient method of administering the Incentive Awards Program. *A separate committee has been established by the attached provisions. The Fort Sill DCP shall have the same relationship to the Receiver's separate committee as to the installation committee.

 * X
Answer No
if 5c(1)
is Yes.

6. Technical
Services

a. General. Assure the maintenance of economical personnel actions processing, records maintenance, and reports preparation IAW standard practices and systems established Army-wide.

X

Support Function

DCP, Fort Sill, Shall:

Yes No

6. Technical
Services
(cont)

b. Reports.

(1) Standard Practice.

(a) Report civilian personnel data required by HQDA for all activities serviced IAW instructions from DA covering the specific report (i.e., manpower authorization channels or Fort Sill DCP channels). Irrespective of the channel to be followed for a specific report, the civilian personnel office which services the employee is responsible for preparing the feeder report from the basic civilian personnel records. Where manpower authorization channels are prescribed, the civilian personnel office shall prepare a separate feeder report for each manpower authorization channel represented in its area of servicing responsibility and forward it to the command headquarters from which the authorization is received. Reports submitted through the Fort Sill DCP shall include all Army employees serviced irrespective of command jurisdiction. Receiver shall forward required feeder reports to the Fort Sill DCP.

X

(b) Furnish Receiver's commander with program evaluation data derived from required reports in the same manner that evaluation information is furnished to other operating offices at Fort Sill as a basis for planning appropriate actions. Periodically furnish a brief narrative summary of significant problems and accomplishments--if any--in each of the major civilian personnel program management areas to the Receiver.

X

(2) Discretionary Practice. Commands which have prescribed special reporting requirements for civilian personnel offices under their jurisdiction for management purposes shall not automatically extend these reporting requirements to civilian personnel offices of other commands servicing their employees. Instead, they should conduct an analysis to determine the necessity for

Support Function

DCP, Fort Sill, Shall

Yes No

6. Technical Services
(cont)

any such reports. Where considered essential, Receiver should negotiate such reports with the Fort Sill DCP. *Receiver ___ does/ X does not have special reporting requirements. *If the Receiver does have special reporting requirements, Fort Sill DCP ___ agrees/ ___ does not agree to perform the requirements.

c. Publication of Policies and Procedures. Provide information and guidance as well as local policy issuances to all activities serviced. Wherever possible, include coverage for all employees in the same issuance system. Prior to publication of policies and procedures, forward draft copies to appropriate Receiver officials and recognized employee organizations for comments and recommendations. Give objective consideration and evaluation to all comments and recommendations. However, be responsible for assuring that published directives and instructions conform with legal and regulatory requirements.

X ___

7. Labor Relations

a. Relations With Labor Organizations.

(1) Standard Practice.

X ___

(a) The Fort Sill civilian personnel officer shall be the principal contact point for conducting business with labor organizations. Normally, all actions required at or above the command level shall follow the Receiver's channels . . .
OR SEE PARA 7a(2)(a) ON THE NEXT PAGE.

(b) Receiver's commander grants recognition.

(c) Receiver's channels are followed in resolving negotiability questions or negotiability issues. Similarly, Fort Sill's channels are followed in securing approval of negotiated agreements.

(d) Acceptance or rejection of arbitration awards or recommendations by outside third parties shall be acted upon through the Receiver's channels.

Support Function

DCF, Fort Sill, Shall:

Yes No

7. Labor Relations (cont)

(2) Discretionary Practice.

(a) Because of distance or other factors, Receiver deems it necessary to have a day-to-day contact point. Receiver designates a member of their staff to provide liaison with the Fort Sill DCF and the labor organizations.

 X
Answer No
if 7*(1)
is Yes.

(b) Unique situations exist which give rise to certain procedural questions relating to labor management (such as a unit composed of employees from two or more activities on an installation under the jurisdiction of separate commanders) which are specifically covered by the attached additional provisions.

 X

h. Mobilization Planning. IAW standard practice, Receiver is responsible for taking action required by CFR M100 with respect to their activity. Fort Sill DCF is responsible for providing assistance to the Receiver as outlined in CFR M100 and for following the Receiver's channel in administering this program. Receiver shall furnish current mobilization tables of distribution to the Fort Sill DCF.

 X

3. Receiver's additional provisions shall be keyed to the above paragraphs and attached to this agreement.

4. The provisions of this attachment were developed IAW DA message 140321Z Nov 84, DACA-RMA, subject: Model Installation Program (MIP), as an exception to the requirement in AR 590-100 in the development of a civilian personnel servicing agreement (reference Fort Sill MIP #241).

5. This agreement becomes effective _____ (Date)

Arch
 None
 Supplement

(Fort Sill DCF's Signature)

(Receiver's Signature)

(Date)

(Date)

SUPPLEMENT TO MASTER CIVILIAN PERSONNEL SERVICING
AGREEMENT

between

SIXTH REGION
CRIMINAL INVESTIGATION COMMAND (USACIDC)
PRESIDIO OF SAN FRANCISCO, CA

and

U.S. ARMY TRAINING AND DOCTRINE COMMAND (USATRADOC)

1. The Commander, USAFACFS, Fort Sill, Oklahoma, hereinafter called the Servicing Activity, agrees to furnish civilian personnel services as provided herein to the Commander, Fort Sill Field Office, Sixth Region, USACIDC, hereinafter called the Serviced Activity.
2. The Sixth Region USACIDC Commander, having delegated appointing authority designates the Servicing Activity Civilian Personnel Officer to "act for" him in the administration of the civilian personnel management program for the Serviced Activity. This authorization includes job evaluation and pay administration, authentication of personnel actions, and administration of the training and development program. The Civilian Personnel Officer is also authorized to designate other members of his staff to "act for" in these areas.
3. The Sixth Region USACIDC Commander further designates the Servicing Equal Employment Opportunity Officer to assist him in the administration of the Equal Employment Opportunity Program. The EEO Officer is authorized to designate other members of his staff to assist in the EEO program.
4. The Civilian Personnel Officer and EEO Officer will administer their respective portions of the civilian personnel program in accordance with the Master Servicing Agreement entered into on 26 April 1986 except employees in the Serviced Activity will be in a separate competitive area from employees of the Servicing Activity.
5. This agreement becomes effective upon signatures of both the Serviced and Servicing Activities.



BILL FARRIS
Director of Civilian Personnel
USAFACFS, Fort Sill, OK

DATE: 30 May 91



CARL L. LOCKETT
COL, MPC
Sixth Region, USACIDC
Commander

DATE: 30 May 91



DEPARTMENT OF THE ARMY
UNITED STATES ARMY CRIMINAL INVESTIGATION COMMAND
3811 COLUMBIA PIKE
FALLS CHURCH, VA 22041-5015

REPLY TO
ATTENTION OF:

CIPA-CP (690)

22 MARCH 1990

MEMORANDUM FOR Commander, Sixth Region, United States Army
Criminal Investigation Command, Presidio of
San Francisco, CA 94129-6600

SUBJECT: Delegation of Position Classification Authority and
Budget Authority under Managing Civilians to Budget (MCB)

1. Consistent with the provisions of Headquarters, Department of the Army (HQDA) Revised Instructions for Army-wide Implementation of Managing Civilians to Budget (MCB), 15 October 1990, you, Colonel Carl L. Lockett, are hereby delegated the following authorities:

a. Position Classification. You are authorized to classify civilian positions under your supervisory control to the appropriate pay plan, title, series, and grade. This delegation carries with it the responsibility to assure that all such classifications made by you are in accordance with Title 5, U.S. Code, governing Office of Personnel Management (OPM) position classification standards, Department of the Army (DA) classification guidance and OPM, DA, or higher echelon decisions resulting from appeals and advisories.

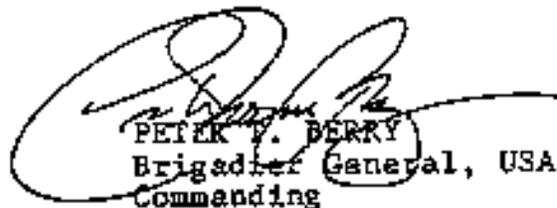
b. Budget Authority. You are responsible for formulating an annual projection of civilian payroll costs for your organization, and managing your civilian employees within a Civilian Pay Plan (CPP) approved by this headquarters. Within the approved CPP, and consistent with the referenced HQDA Revised Instructions, you are authorized to approve or disapprove Requests for Personnel Action (SF-52), verify funds on SF-52, approve overtime, and approve or disapprove changes to your organization's position structure.

2. Your OER Support Form, DA Form 67-8-1, will reflect your responsibility for executing position classification authority and for managing your civilian employees within the approved CPP each year for your organization.

CIPA-CP

SUBJECT: Delegation of Position Classification Authority and Budget Authority under Managing Civilians to Budget (MCB)

3. This delegation of authorities is effective 1 March 1991. It will be terminated if you leave your position, if you fail to execute this authority properly, or as required by the annual funding situation, or other extenuating circumstances.



PETER F. BERRY
Brigadier General, USA
Commanding

Attachment C to
 SA #W44DQF-96233-702
 Receiver: 6th MP Gp (CID)
 Fort Lewis, WA

EQUAL EMPLOYMENT OPPORTUNITY GENERAL SUPPORT PROVISIONS

The following support functions are available from the Fort Sill Equal Employment Opportunity (EEO) Office (Supplier) to a tenant/satellite unit (Receiver) using Fort Sill as their supporting installation. Receiver shall mark an "X" under either the "Yes" or "No" column to designate the support to be provided by Fort Sill.

- | | Yes | No |
|--|----------------------------------|----------|
| a. Standard Practice. | | |
| (1) Normally, one EEO officer is established on each installation. This one officer shall serve the Receiver . . . <u>OR SEE PARA 2b(1) BELOW.</u> | — | <u>X</u> |
| (2) Receiver shall appoint EEO counselors IAW AR 690-600 . . . <u>OR SEE PARA 2b(2).</u> | <u>X</u> | — |
| (3) Complaints under AR 690-600 shall be processed through the Receiver's channels. | <u>X</u> | — |
| b. Discretionary Practice. | | |
| (1) Receiver appoints their own EEO officer because of their large size or because the sensitive nature of the problem warrants it. | <u>X</u> | — |
| | Answer No
if a(1)
is Yes. | |
| (2) Fort Sill EEO shall provide EEO counselors because of the small number of Receiver employees. | — | <u>X</u> |
| | Answer No
if 2a(2)
is Yes. | |

Charles Kistner
 (Fort Sill EEO's Signature)

11 Dec 97
 (Date)

Thomas Kelle
 (Receiver's Signature)

3 DEC 97
 (Date)

Attachment B to
 SA #W44DC1-98233-702
 Receiver: 6th MP Gp (CID)
 Fort Lewis, WA

**TENANT-OWNED
 EQUIPMENT REQUIRING MAINTENANCE**

Supported Unit: 90th MP Det (CAGE) (CID)

NSN	Description	Quantity
1240-01-207-5787	Binocular M22	2
6605-00-151-5337	Compass Magnetic	6
6780-01-040-3538	Camera Set KS-134	2
4240-01-258-0062	Mask chemical M40	25
1005-01-340-0096	Pistol 9 mm	8
5830-00-688-6633	Public Address Set AN/PIQ-5	1
5820-01-215-6181	Radio Set AN/PRC -126	16
1005-01-128-9936	Rifle 5.56 mm M16A2	27
5810012301486	Secure telephone Unit III	1
2320011077155	Truck Utility M998	2
6730001161620	Viewer Microfiche	1
704201E011001	Camera Recdr set, VHS	1
672001D031046	Camera Stl Picture Portrait	2
613001E011018	Charger Rad Convcom Mtr	5
702501E011002	Computer Micro w/Keyboard	4
702501E011008	Computer Micro	2
702501E011009	Cmptr m/trans Zenith	1
589501E013002	Console Base Station	1
581501E011007	Facsimile Machine	1
702501D031648	Modem, Zenith 2400	1
702501D031649	Modem, Ventel 2400	4
702501E011054	Printer, Proprinter	5
702501E011057	Printer, Laser Jet III	2
100501X905416	Pistol, .380 Berretta	2
100501X905590	Pistol, 9mm S&W 59	1
259901E016009	Radio Set, Portable	8
259901E017006	Radio Set, Vehicle Mobile	4

Continuation to Attachment D

SA #W44DQ1-96233-702

Receiver: 6th MP GRP (CID)

Fort Lewis, WA

<u>NSN</u>	<u>Description</u>	<u>Quantity</u>
583501E011002	Recorder-Reproducer, Sound Cassette	1
583501D031363	Recorder-Repro Sound	3
583601D031365	Recorder-Reproducer Set	1
702501D032015	CPU Units MDL	2
702501D033068	Computer GTSI 486SX	7
702501D033068	Monitor, ADP	2
702501D031603	Monitor, ADP Zenith	4
702501E011021	Monitor, Color Zenith	1
702501E011024	Monitor, Monochrome Zenith	1
702501E011031	Monitor, ADP Color	1
702501E011090	Monitor 14" CTX	7
702501D033060	Printer Dot Matrix	4
702501E011075	Printer Epson Laser	1
1240006702491	Binocular M3	1
6650006702514	Binocular M16	2
6780010403538	Camera Set SP K8-134	1
672001D034031	Camera SP 35A	3
6670004943604	Scale, Beam Ind 1610GM	1
5820011752105	INSTL KIT: MK-2502/VRC	2
5820002237433	Radio Set: AN/VRC-46	2

Attachment B to
SA #W44DQ1-96233-702
Receiver: 8th MP Group (CID)
Supported Unit: 90th MP Det (CASE)(CID)

MILITARY PERSONNEL GENERAL SUPPORT PROVISIONS

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
SECTION I: PERSONNEL SERVICE BRANCH (PSB)		
1. Records Management	<p>1a. Maintain officer and enlisted military personnel records jackets (MPRJ's).</p> <p>1b. Schedule and conduct required records review.</p> <p>1c. Control access to and release of information from DA Forms 2 and 3-1.</p> <p>1d. Maintain "charge-out records" to account for records removed from files.</p> <p>1e. Process SIDPERS transactions IAW DA Pam 600-8-2 for updating the SIDPERS and Personnel Information Systems (PERSINS) data base.</p> <p>1f. Ensure that the transfer data record for inter-SIDPERS arrival is keyed into the automated files.</p> <p>1g. Provide new or correct data for blanks and errors on individual personnel data files in SIDPERS.</p> <p>1h. Prepare change reports and maintain automated suspense files for actions pertaining to individuals.</p>	<p>1a. Coordinate all actions with Military Personnel Division (MPD) record personnel.</p> <p>1b. Notify personnel of time of records review.</p> <p>1c. Furnish personnel as needed by MPD.</p> <p>1d. Authenticate all records requiring signature.</p> <p>1e. Provide updated information as necessary and as requested by Personnel Automation Branch (PAB).</p> <p>1f. Ensure a DERT SIDPERS transaction is processed for duty day after the effective date of departure to generate a TDR to the gaining data base.</p> <p>1g. Coordinate information with PAB.</p> <p>1h. Monitor and coordinate suspense items to ensure completion. Advise PSB of completion.</p>

Support Function

Supplier Shall

Receiver Shall

1. Records Management
(cont)

1i. Initiate inquiries pertaining to individuals.

1i. Monitor the SIDPERS command and staff report (C40) for expired reporting dates. Respond to other personnel inquiries.

1j. Initiate inquiries pertaining to missing records.

1j. Provide information upon request from MPD.

1k. Maintain a suspense of the Armed Forces Reserve Medal (AFRM). Screen MPRJs to determine administrative eligibility for award of the AFRM. Issue letters awarding AFRM to eligible individuals. Provide data on previous awards requested by Receiver's commander to process achievement or service awards.

1k. Administer all internal actions pertaining to award of the AFRM.

1l. Closely screen each MPRJ of in-coming officer/enlisted personnel assigned to Fort Sill. Review each DA Form 2 and 2-1, make necessary changes, report changes, and submit TDRs to SIDPERS. In-coming and outgoing processing are accomplished by mail for military personnel whose duty stations are outside the commuting area and MPRJs are mailed to gaining commanders of departing military personnel.

1l. Ensure individuals are properly cleared prior to reporting to PSB.

1m. Maintain a suspense of the Good Conduct Medal (GCM). Screen MPRJs to determine administrative eligibility for award of GCM. Provide data on previous awards requested by Receiver's commander to process achievement or service awards.

1m. Administer all internal actions pertaining to award of the GCM. Approve or disapprove award of GCM when notified of administrative eligibility.

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
2. Noncommissioned Officer Efficiency Reports (NCOERs)	2. Initiate annual and initial NCOERs and maintain suspenses. Forward reports to Receiver. Perform the personnel office portion of the noncommissioned officer evaluation system.	2. Establish rating schemes for E5 and above. Monitor the flow of NCOERs received from PSB to ensure timely completion and return. Provide technical assistance to NCOER rating official. Initiate and forward change of rater and special reports to PSB for processing. Prepare correspondence related to NCOER appeals.
3. Officer Efficiency Reports (OERs)	3. Initiate annual OERs and maintain suspenses. Forward reports to Receiver. Perform the personnel office portion of the officer evaluation system.	3. Establish rating schemes for WO1 and above. Monitor the flow of OERs received from PSB to ensure timely completion and return. Provide technical assistance to OER rating official. Initiate and forward change of rater and special reports to PSB for processing. Prepare correspondence related to OER appeals.
4. Central Records Facility (CRF)	4. Operate the CRF and administer and dispose of MPRs of deserters. Serve as installation point of contact concerning absentee drop from rolls (DFR) records.	4. Initiate and furnish CRF documents required by AR 630-10 when individual becomes DFR'd. Coordinate with CRF upon accession of a former absentee to procure documentation for Uniform Code of Military Justice (UCMJ) action or duty status reconciliation.
5. Suspension of Favorable Personnel Actions	5. Establish controls to preclude processing of favorable personnel actions.	5. Initiate and control suspension of favorable personnel actions. Distribute required copies of DA Form 268 LAW AR 600-8-2.
6. Change of Name, Birth Date, and Social Security Number (SSN)	6. Process communications requesting official name change, birth information, and/or SSN. Issue special orders announcing changed data.	6. Initiate, review, and approve recommendations. Forward to PSB for issuance of orders.

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
7. ID Cards	7. Review applications and documentations and issue identification cards to active and retired military personnel and family members. Issue ID cards to DAC assigned to Fort Sill. Issue ID tags.	7. Refer eligible personnel to PSB.
8. Promotions (Officer)-- Local Control	8. Suspend and initiate DA Form 78 for recommendations for promotion from 2LT/WO1 to 1LT/CW2. Screen personnel records for qualification for promotion and notify approval authority of results of screening. Issue orders affecting approved promotions.	8. Review and approve/disapprove promotions and return to PSB for issuance of orders. Conduct promotion ceremonies.
9. Promotions (Officer)-- DA Control	9. Monitor promotion of officers in DASO. Coordinate with Receiver to verify promotion eligibility. Publish extract copies of DASO effecting promotion and furnish to Receiver's commander and MACOM. Check promotion consideration lists to ensure all officers within the announced zones are properly being considered.	9. Notify PSB of any officer selected for promotion by a DA selection board who is not eligible for promotion.
10. Enlisted Promotion to Grades E2/E3	10. Review and monitor enlisted promotions to grades E2 and E3. Periodically check to ensure that E2 and E3 promotions are being affected on a timely basis.	10. Maintain a suspense to ensure promotions are affected on a timely basis.
11. Enlisted Promotion to Grade E4	11. Check promotion recommendations to ensure recommended soldiers meet all eligibility requirements.	11. Send approved recommendations to PSB. Conduct promotion ceremonies.
12. Enlisted Promotion to Grades E5/E6	12. Upon receipt of cutoff scores from HQDA, screen promotion recommended lists for grades E5/E6 and verify eligibility for promotion of personnel who meet cutoff score criteria. Publish	12. Conduct promotion ceremonies.

Support Function

Supplier Shall

Receiver Shall

12. Enlisted Promotion to Grades E5/E6 (cont)

promotion orders to include required MOS actions.

13. Enlisted Promotion to Grades E7/E8/E9

13. Submit required documentation to HQDA for promotion boards for grades E7/E8/E9. Screen promotion eligibility listings to ensure all personnel within announced zones are being properly considered. Advise Receiver of personnel selected for promotion as announced in DASO. Publish required military occupational speciality code (MOSC) orders resulting from promotions.

13. Monitor documents forwarded to MPD for review prior to the promotion board. Conduct promotion ceremonies. Notify PSB of any MCO selected for promotion by a DA selection board who is no longer eligible for promotion.

14. Enlisted Reduction Boards

14. Publish reduction and MOSC orders.

14. Process enlisted administrative reductions. Prepare requests for orders. Convene boards and forward approved board findings to PSB. Forward appeals to the appellate authority.

15. Enlisted Reductions

15. Receive copies of documents (Articles 15 and/or approved reduction board findings) affecting the reduction of enlisted personnel. When applicable, publish orders effecting forfeiture of pay and/or changes in MOSC. The PSB will announce reductions for personnel who will be separated UP AR 635-200 and will receive an undesirable discharge and/or separation in grade E1.

15. Ensure reductions are affected and distribute the necessary documents to Finance via UTL.

SECTION II: PERSONNEL OPERATION BRANCH (POB)

1. Casualty Administration

1. Prepare and distribute casualty reports when death occurs.

1. Prepare feeder and other reports for the casualty report system as required.

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
2. Line of Duty (LOD) Investigations	2. Appoint (issue orders), review, and exercise final approval authority on formal LOD investigations.	2. Conduct LOD investigations. Furnish names of officers to perform LOD for actions involving Receiver's military personnel.
3. Separation/Elimination Actions	3. Appoint boards; review and expedite board actions. Advise Receiver's commander of board results. Administer board/elimination actions at the General Court Martial (GCM) level.	3. Prepare and document recommendations for separation/elimination and submit to commander of Receiver's MACOM.
4. Congressional/Special Interest Inquiries	4. Acknowledge, process, and reply to congressional inquiries.	4. Provide specific and detailed data for basing replies.
5. OCONUS Leave	5. Process OCONUS leave requests.	5. Approve/disapprove requests for leave IAW AR 600-8-10.
6. Officer Candidate School (OCS)	6. Process applications for OCS. Convene OCS boards. Provide data from MPEJ as requested. Schedule board appearances, as applicable. After board action, forward OCS applications to PERSCOM.	6. Assist and counsel OCS applicants. Coordinate processing of applications; review for completeness and appropriate commander's recommendation. Forward to POB for review, board action, and disposition. Arrange for physical examinations as required.
7. Extensions/Declinations of Active Duty Officers for U.S. Army Reserve Personnel	7. Process requests to approval authority.	7. Prepare requests.
8. Dependency/Hardship Administrative Separations	8. Prepare correspondence related to dependency or hardship discharge and early release program and forward to AG with recommendations.	8. Recommend approval/disapproval of separation. Coordinate with separation transfer point for the scheduling of separation processing.
9. Officer, Regular Army Appointment Program	9. Administer the Regular Army Appointment Program. Process recommendations, except those requiring general officer endorsement (which will be forwarded to Receiver's commander	9. Counsel and assist individuals in preparing requests. Make appropriate command recommendations. Forward to POB.

Support Function

Supplier Shall

Receiver Shall

9. Officer, Regular Army Appointment Program (cont)

directly to PERSCOM). Provide information copies of applications to Receiver's commander.

10. Officer Release From Active Duty and Unqualified Resignations

10. Monitor release from active duty and unqualified resignations to normal end of service separation or DA-directed release programs. Forward information copies of individual request or release from active duty to Receiver's commander.

10. Advise officers of selection for directed release program. Counsel and assist officers requesting individual release from active duty.

11. Compassionate Reassignments

11. Counsel and assist individuals in preparing requests. Recommend approval/disapproval of requests and send to DA for approval.

11. Process requests for compassionate reassignments. Publish orders for attachment(s) if appropriate.

12. Retirement Processing

12a. Review retirement applications for compliance with AR 635-200 and AR 635-100. Approve and publish retirement and reassignment orders for valid enlisted applications. Forward officer and enlisted applications requiring waivers to PERSCOM for approval. Upon receipt of approved applications and retirement orders from PERSCOM, publish reassignment orders for officers; publish reassignment and retirement orders for enlisted. Publish amendments when required. Return disapproved applications through channels to individuals concerned.

12. Monitor, review, and forward officer and enlisted applications for voluntary retirements with commander's recommendation to POB.

12b. Furnish retirement packets, if applicable, and letters of instruction for the Survivor Benefit Plan to military personnel with approved applications for retirement. Provide assistance and counseling services both in person and

Support Function

Supplier Shall

Receiver Shall

12. Retirement Processing
(cont)

telephonically, except for specified counseling to members undergoing NEB/PEB action at GLNRMCC.

SECTION III: PERSONNEL STRENGTH MANAGEMENT (PSM)

1. Specified Tour
Assignments

1. Monitor and control personnel on specified tour assignments and maintain accurate "date of loss" data on Individual Standard Installation/Division Personnel System Personnel Files (ISPIPF).

1. Advise PSB of any changes in overseas cases only.

2. Unit Manning Reports
(UMRs)

2. Review monthly mal-utilization reports and notify Receiver to correct their UMRs.

2. Update UMRs via the Tactical Army Combat Computer System (TACCS).

3. On-the-Job Training (OJT)

3. Approve or disapprove requests for reclassification based upon OJT.

3. Recommend approval or disapproval of awards of military occupational speciality (MOS) upon completion of OJT.

4. CONUS Assignment
Instructions--Enlisted

4. Receive DA or major command assignment instructions for continental United States (CONUS) reassignments. Advise Receiver of names of personnel who were levied and appear administratively qualified for shipment. Publish orders and send out sponsor forms.

4. If applicable, prepare requests for release from assignment instructions or deferment assignment instructions. Ensure personnel located at Fort Sill receive required reassignment processing requirements.

5. Exchange or Other
Reassignments

5. Process requests for exchange or other reassignments. Publish orders effecting approved transfers.

5. Counsel and assist individuals in preparing requests. Recommend approval or disapproval of requests and send to PSB.

6. Volunteers for Overseas
Areas

6. Process requests of volunteers for overseas areas.

6. Prepare requests and forward to PSB.

Support Function

Supplier Shall

Receiver Shall

SECTION IV: PERSONNEL AUTOMATION BRANCH (PAB)

- | | | |
|---------------------------------------|---|---|
| 1. SIDPERS Support Files | 1. Maintain all SIDPERS transaction personnel files. | 1. Provide support file update information IAW DA Pam 600-8-1. |
| 2. SIDPERS Personnel Files | 2. Maintain the SIDPERS personnel master files. | 2. Ensure a copy of any DA-approved TDA is forwarded to the PAB prior to the effective date on the TDA. |
| 3. Report Production and Distribution | 3. Provide automatic command and staff reports IAW DA Pam 600-8-1 or as requested and approved. | 3. Maintain all reports IAW DA Pam 600-8 series and DA Pam 25-400-2. |
| 4. Monitoring Strength Status | 4. Monitor strength status IAW DA Pam 600-8-1. | |
| 5. Programming and Software Analysis | 5. Provide software and program support. | 5. Request services as required. |
| 6. Performance Standards | 6. Prepare periodic performance reports to display Receiver's unit-level processing. | 6. Review the performance report and take appropriate action to either correct below-standard performance or recognize satisfactory or above performance. |
| 7. SIDPERS Training | 7. Provide SIDPERS unit-level training for personnel sergeants and unit clerks. | 7. Request services as required. Individuals will provide for own TDY funds. Unit will coordinate with the PAB (AV 639-4520/4579) to schedule training. |

Attachment F to
 SA #W44001-88233-702
 Receiver: 6th MP Gp (CID)

INSTALLATION EQUIPMENT ON HAND RECEIPT

supported Unit: 6th MP Gp (CID)

NSN	Description	Quantity
701000T985099	CPU COMPUDYNE	1
582000T986064	RADIO HP-D 5W Port W/	1
7010012329363	CPU ZENITH	1
701000T98747	CPU LAPTOP /NOTEBOOK	2
581500T014247	FACSMILE SAVIN 3670	1
580500T048778	MODEM RACAL RMD 3222	1
580501T020324	MODEM COM-LINK III 44	1
580501T022792	MODEM ZENITH 2400	1
702500T006042	MONITOR 14"	14
7025012329323	MONITOR 13"	10
702500T985100	MONITOR COMPUDYNE	1
7025012786843	PRINTER AUTO DATA	1
702501T023169	PRINTER TOSHIBA	1
702501T043666	Printer ALPS 2000	13
702502c339732	PRINTER ALPS PIN	1
582000T665964	RADIO HAND SET W/MIKE	15
773000T013943	TV/VCR COMBINATION	1
T10052		
580500T987192	TELEPHONE CELLULAR MO	3

Attachment g to
SA #W44DQ1-86233-702
Receiver: 6th MP Gp (CID)
Supported Unit: 90th MP Det (CASE)(CID)

CONTRACTING ON-LOAD CERTIFICATION

1. Fort Sill has agreed to provide contracting on-load services for 6th MP Group (CID) (Receiver).

2. Receiver certifies the following:

a. This agreement does not violate the Receiver's acquisition policies governing transfer of contracting support requirements. This agreement is made within the scope of the Economy Act, 31 USC 1535, without intent to circumvent existing fiscal and/or procurement policies, regulations, or statutes.

b. Receiver is cognizant that award of any contractual document binding the government under the authority of the TRADOC FARC's warrant authority shall be in compliance with TRADOC procurement policies and procedures in addition to the FAR, DFARS, and AFARS.

Signature Blocks:


STEVEN J BINDRA GS-9
(Receiver's Procurement Official)

2 Dec 97
(Date)


(Receiver's Comptroller)

2 Dec 97
(Date)

CALCULATIONS FOR REIMBURSABLE COSTS*

325798.Y DOMM	A1. Administrative Services Cost of Copier = \$4,800	Total Cost \$4,800
325798.P DCIM	A4. Automated Data Processing/Automation Services Laser Printer Cartridge Refills = \$300	Total Cost \$300
325795 DOMM Tolls/Lesses	C3. Communication Services Estimated Cost = \$5,200	Total Cost \$5,200
325768 DEC	E3/E4. Environmental Clearance/Compliance A. CID will be billed for actual costs if a spill occurs, as stated in the specific provisions. B. Environmental Training Courses are reimbursable at the current tuition rate.	Total Cost \$0
325798.C 324020 DCL	E6. Equipment Maintenance, Repair, & Calibration Non-Tactical Equip M&R Estimated Cost \$1,600 Potential costs; Tactical Equip M&R Estimated Cost \$6,600 Maintenance Estimate FY97 Actual Costs = \$0	Total Cost \$0
325798.M DPW	Est Parts/Labor \$0	
325776.K DPW	F2. Facilities Construction & Major Repair Cost will be determined when a workorder is submitted to DPW. Funding will be required before work begins.	Total Cost \$0

*Estimated costs rounded to hundreds.

