

SUPPORT AGREEMENT

INTRASERVICE

E13

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-03062-712	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) W44DQ1-96326-712	3. EFFECTIVE DATE (YYMMDD) 030609	4. EXPIRATION DATE (May be "Indefinite") Indefinite
--	---	---	--

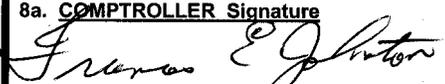
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Field Artillery Center and Fort Sill (ATZR-RP) 455 Randolph Road Fort Sill, OK 73503-5100	6a. RECEIVING ACTIVITY (Name and Address) Commander US Army 5th Recruiting Brigade (RCSW-LO) 2509 Dunstan Road Fort Sam Houston, TX 78234-5061
---	--

5b. MAJOR COMMAND: TRADOC	6b. MAJOR COMMAND: USAREC
----------------------------------	----------------------------------

7. SUPPORT PROVIDED BY SUPPLIER

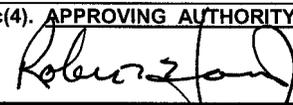
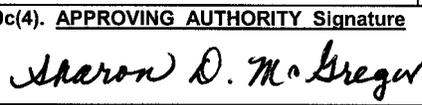
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	None	\$0
A3-Audio & Visual Information Services	Fabricated items	\$100
C2-Civilian Personnel Services	None	\$0
C4-Command Support	None	\$0
C8-Community Services	None	\$0
F6-Food Service	None	\$0
H2-Housing & Lodging Services	None	\$0
L2-Legal Services	None	\$0
M5-Mortuary Services	None	\$0
P1-Police Services	None	\$0
P2-Printing Services	None	\$0
R2-Resource Management	None	\$0
R3-Retired Affairs	None	\$0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued

8. SUPPLYING COMPONENT

8a. COMPTROLLER Signature  FRANCES E. JOHNSTON, Budget Officer, DRM	8b. Date Signed 6 Jun 03
--	------------------------------------

9. RECEIVING COMPONENT

9a. COMPTROLLER Signature  ISMAEL AGUILAR	9b. Date Signed 20 MAY 02
--	-------------------------------------

8c(1). APPROVING AUTHORITY Typed Name ROBERT L. HANSON, JR., Director		9c(1). APPROVING AUTHORITY Typed Name SHARON D. MCGREGOR	
8c(2). Organization Directorate of Resource Management, ATZR-R	8c(3). Telephone No. DSN 639-3100	9c(2). Organization Logistics Division, RCSW-LO	9c(3). Telephone No. (210) 221-2283
8c(4). APPROVING AUTHORITY Signature 	8c(5). Date Signed 6/9/03	9c(4). APPROVING AUTHORITY Signature 	9c(5). Date Signed 27 May 03

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: W44DQ1-03062-712

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 5, para 9b.) _____ 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 (DFAS-AA/LW), 4700 MOW WAY Road, Fort Sill, OK 73503-5000, DSN 639-0407.

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 - Civilian Personnel General Support Provisions
B - Equal Employment Opportunity General Support Provisions
C - FY 03 Calculations for Reimbursable Costs

DISTRIBUTION:

Cdr, USAREC (RCRM-LO-FS), Fort Knox, KY 40121-2726

Cdr, USAFACFS (ATZR-RP), 455 Randolph Road, Fort Sill, OK 73503-5100

Cdr, US Army 5th Recruiting Brigade (RCSW-LO), 2509 Dunstan Road, Fort Sam Houston,
TX 78234-5061

Cdr, Oklahoma City Recruiting Battalion, 300 S. Meridian Avenue, Suite 200N, Oklahoma
City, OK 73107-6538

Continued on page 4.

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

Continued on page 6.

Additional specific provisions attached: YES NO

SA #W44DQ1-03062-712

**Receiver: US Army 5th Recruiting Brigade
Fort Sam Houston, TX**

GENERAL PROVISIONS

1. References:

- a. DoD 4000.19-I, Interservice and Intragovernmental Support, 9 Aug 95.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, Jan 00.
- d. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 20 Mar 00, subject: Army Reimbursable Policy (ARP) Update.

2. This intraservice support agreement (SA) documents base operations (BASOPS) support provided by the US Army Field Artillery Center and Fort Sill (USAFACFS/Supplier) to the Oklahoma City Recruiting Battalion (Receiver). They are a subordinate element of the US Army 5th Recruiting Brigade; Fort Sam Houston, TX. Authorized personnel strength is 4 officers, 21 enlisted, 16 DoD civilians. The unit's mission is to recruit individuals in the necessary numbers and quality for the skills to keep the U.S. Army ready.

3. Supplier and Receiver are funded with operation and maintenance, Army (OMA), funds. In accordance with reference 1d, Receiver shall reimburse for directly identifiable costs and any attributable incremental costs. Mission unique support, stock fund support, and support provided above the normal standard level are also reimbursable.

4. Within thirty days after the start of each fiscal year (or as soon as appropriation laws permit); the Receiver shall submit an annual DD Form 448 (Military Interdepartmental Purchase Request/MIPR) for the total amount of the SA to Cdr, USAFACFS (ATZR-RP), 455 Randolph Road, Fort Sill, OK 73503-5100, (580)442-3134. Supplier 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 and the Receiver. Supplier will forward DD Form 448-2 (Acceptance of MIPR) to the address in block 8 of the MIPR.

5. DFAS Lawton-Fort Sill shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to DAO IN (Dept 3830-Vendor Pay), 8899 E. 56th Street, Indianapolis, IN 46249-3830, for payment. SF 1080 shall cite this SA number and the unit's DODAAC (W44DVC/ W185AA) and shall have appropriate accountable documents attached.

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

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

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

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

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

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

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

a. Supplier: Ms. Joy Sovo, Installation Support Agreements Manager (SAM) and
Ms. Thelma Stuart, Assistant Installation SAM
Directorate of Resource Management (DRM); Fort Sill, OK 73503-5100
DSN 639-0416/4909 or (580) 442-0416/4909, fax ext. 7156
E-mail Address: joy.sovo or thelma.stuart@sill.army.mil

b. Receiver: Ms. Pat Allee
US Army 5th Recruiting Brigade (RCSW-LO)
2509 Dunstan Road; Fort Sam Houston, TX 78234-5061
(210) 221-2283
E-mail Address: patricia.allee@usarec.army.mil

c. Supported Unit: Leila Abeldini
Oklahoma City Recruiting Bn
300 N. Meridian Ave.
Ste 200N
Oklahoma City, OK 73107-6538
(405) 947-6142/6154
E-mail address: LEILA.ABEDINI@usarec.army.mil

SUPPLIER SHALL

RECEIVER SHALL

A1-Administrative Services: Non-Reimbursable

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

1a. To establish an account, submit DA Form 12-R (Request for Establishment of a Publications Account)—original plus two copies—to Directorate of Information Management (DOIM), Administrative Services, ATZR-UA, B 2103, DSN 639-3707.

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

1c. Maintain and use electronic forms contained on the Army Electronic Library CD-ROM (EM0001). Locally reproduce up to 25 copies of any form contained on the CD. If more than 25 copies are required, reproduce them through Defense Automated Printing Service (DAPS).

1d. Access the Fort Sill Intranet at <http://www1.doim.sill.army.mil> for an index of Fort Sill publications, Fort Sill blank forms, and other administrative support functions.

A3-Audio & Visual Information Services: Partially Reimbursable

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

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

3. Provide video teleconferencing services.

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

1. Establish an account by submitting three copies of DA 1687 to Training Service Center (TSC), B 756, DSN 639-6901/4294. 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, DSN 639-6901/4294.
Reimburse for fabricated items.

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 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 DOIM, DSN 639-3119, B 700, as required.

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

SUPPLIER SHALL**RECEIVER SHALL****C2-Civilian Personnel Services: Non-Reimbursable**

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

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

C4-Command Support: Non-Reimbursable**1. Command Overhead**

1. Provide command/staff personnel to manage base operations support provided to all customers. Include the command group, Directorate of Resource Management (DRM), Directorate of Public Works (DPW), Directorate of Community Activities (DCA), Directorate of Information Management (DOIM), and those described in the following paragraphs.

2. Inspector General

2. Provide Inspector General (IG) services as required. Process complaints or requests for assistance. Assist Receiver's IG in conducting investigations and/or inquiries. Coordinate with Receiver in advance of visits and furnish feedback reports following the visits.

2. For assistance; contact the IG, B 462 (Taylor Hall), Rm 301, DSN 639-3176/3109, fax ext 7352, e-mail: arty@arty.ignet.army.mil.

3. Auditing

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

3a. For assistance; contact the Internal Review and Audit Compliance (IRAC) Office, DSN 639-3712/2943, B 455.

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

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

3b(2) Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records. However, obtain IRAC Office 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 Office immediately when Receiver determines that a possible or potential adverse major finding exists concerning DA or DoD.

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

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

SUPPLIER SHALL**RECEIVER SHALL****4. Property Accountability**

4. Appropriate property book officer (PBO) will assign document numbers to property accountability adjustment documents as required. Forward reports of survey (DA Form 4697) for processing to the Supplier's POC at the Directorate of Logistics (DOL), B 1655, DSN 639-2842.

4a. Reference AR 735-5. When the Receiver loses/damages property belonging to the Supplier, the 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). The employee shall take the document to the appropriate PBO for signature and document number.

4b. Appointing and approving authority for OKC Recruiting is Executive Officer, US Army Recruiting Battalion, Oklahoma City, OK, (405) 948-0695.

4c. Notify Directorate of Public Safety and Law Enforcement Command (DPS&LEC, DSN 639-2101) when loss, damage, or destruction of property is due to apparent theft, willful misconduct, or for damages/accidents involving the Supplier's vehicles. Notify 90th MP Det CASE (CID) (DSN 639-4603) when the dollar value exceeds \$1,000.

C8-Community Services: Non-Reimbursable

1. Process DA Form 3078 for Army recruiter's supplemental allowance (non-reimbursable) at the Army & Air Force Exchange Service (AAFES) Clothing Sales Store.

1. Pay for services on an individual cash basis. Prepare DA Form 3078 with proper authorization and signature and reflecting only the Army recruiter's supplemental allowance. Deliver it to Fort Sill AAFES Clothing Sales Store, B 1802 Macomb Road, (580) 248-3820.

F6-Food Services Non-Reimbursable

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

1a. Notify Supplier through DPTM, Central Tasking Office (CTO), at least 45 days prior to the requirement with the number of students to be fed while on tour with them. Subsist in designated dining facilities as assigned by DPTM, CTO. Keep the dining facility manager advised of any changes in personnel strength to be fed.

1b. Ensure non-reimbursable/common service meals are accounted for on DA 3032.

1b. Enlisted soldiers with meal cards must sign DA 3032 (Signature Headcount Sheet) in lieu of individual cash payment. Soldiers on separate rations, officer personnel, civilians, and individuals on per diem must pay 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).

1c. Recruiters may pay cash for prospective enlistees by providing a roster and making a one line entry on DD Form 1544, Cash Collection Sheet.

SUPPLIER SHALL**RECEIVER SHALL****H2-Housing & Lodging Services: Non-Reimbursable**

1. Provide temporary quarters for visiting military, civilian, and Government contract employees as requested. When TDY quarters are not available, a Statement of Non-Availability will be issued and recommendations on hotels in the Lawton area will be provided.

1. Call Lodging Division, DCA, B 5676, (580) 442-5000 or 877-902-3607, for reservations. Upon arrival, personnel shall provide a copy of their TDY orders. Ensure availability/ non-availability of Government quarters is cited on TDY orders. Pay for Government quarters provided on an individual cash basis. If on-post accommodations are not available, guest should make hotel accommodations in the Lawton area.

L2-Legal Services: Non-Reimbursable

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

1a. Schedule legal assistance appointments with the Legal Assistance Office (DSN 639-5058, B 2593) and ensure these appointments are kept. Contact US Army Trial Defense Services (a tenant at Fort Sill) at DSN 639-2223 for their support on a case-by-case basis.

1b. Provide legal 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. Provide annual ethics training required by the Joint Ethics Regulation.

1b. Schedule ethics training with Administrative Law Division, DSN 639-2703.

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

3. Contact US Army Trial Services at (580) 442-2223 for their support.

M5-Mortuary Services: Non-Reimbursable

1. Provide for the performance (contract operation) of all logistical functions associated with the recovery, identification, care, and disposition of deceased Army personnel on active duty.

1. Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, Military Personnel Division/ Adjutant General (AG), B 3164, Rm 105, DSN 639-4014.

P1-Police Services: Non-Reimbursable

1. Provide confinement/detention facilities and services for DA military personnel as required upon pre-approval by DAMO-ODL. Provide pre- and post-trial confinement of males. For confinement of females, coordinate directly with DAMO-ODL.

1. Contact the Regional Correctional Facility (RCF) at DSN 639-6825, B 1490.

P2-Printing Services: Non-Reimbursable

1. The installation print control officer (IPCO), DOIM, will administer the printing program, track activity printing expenditures (obtain a monthly cost summary of completed printing jobs from DAPSDBO), and maintain quarterly reports on cost savings/increases.

1. Appoint an activity print control officer (APCO) in writing and furnish a copy to DOIM (ATZR-UA/IPCO), B 2103, DSN 639-6573. Obtain printing/duplication services from the Defense Automated Printing Service (DAPS) Detachment Branch Office (DBO), a Fort Sill tenant located in B 442, DSN 639-4478. Pay DAPSDBO for services rendered via Government IMPAC credit card.

SUPPLIER SHALL**RECEIVER SHALL****R2-Resource Management: Non-Reimbursable**

1. Cost and process support agreements (SAs); manage reimbursable funds.

1. All customers shall provide feeder data as requested by the Supplier in a timely manner. See attachment D for reimbursement calculations.

R3-Retired Affairs: Non-Reimbursable

1a. Administer the Army Retirement Services Program outlined in AR 600-8-7, Chapter 3. Conduct semi-annual 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 Veterans Affairs in order to provide referral assistance. Maintain a supply of pamphlets for pre-retirement packets and a small library in Retirement Services Office (RSO) for handouts.

1a. Contact the Personal Separations Br, Retirement Services Office, AG, 580-6605/4009, B 3164, Rm 101, for assistance. Publicize programs and make personnel available for counseling.

1b. 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.

1b. Monitor, review, and forward officer and enlisted applications for voluntary retirements with commander's recommendation to the Retirement Services Office (RSO).

2a. Administer the Survivor Benefit Plan (SBP). Conduct group briefings on SBP at pre-retirement briefings and provide a resident expert on difficult cases.

2. Publicize the SBP.

2b. 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 telephonically, except for specified counseling to members undergoing Medical Evaluation Board/Physical Evaluation Board (MEB/PEB) action at GLNRMC.

S4-Social Actions: Non-Reimbursable

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

1. Request services as needed from the Army Substance Abuse Program (ASAP), DSN 639-2691/4205, B 2870. Participate in installation prevention campaigns as desired.

2. Provide services, assistance, and training to civilian and military personnel on matters pertaining to equal opportunity.

2. Request service and assistance as needed from the Equal Opportunity Ofc, 2-6295, B 2941. Provide own support for Government contract employees.

SUPPLIER SHALL**RECEIVER SHALL****S5-Supply Services: Non-Reimbursable
1. Installation Supply Account**

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

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

1a(1) Reference USAFACFS Reg 725-1. Upon approval from DOL Supply Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL (ATZR-LSM), B 1655, DSN 639-5171/5005. 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; SPL code 637263; and billing (TAC 3) address.

1a(2) Upon account activation; obtain a fund code from DFAS Lawton-Fort Sill, B 4700, DSN 639-2477. Upon receipt of fund code, begin requisitioning. Update account as required.

1. Installation Supply Account

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

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

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

1b(2) Submit a memo to Chief, Sup & Svcs Div, DOL (ATZR-LS), B 1655, DSN 639-3701, designating those individuals authorized to issue DD Form 577 (Signature Card). Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Sup & Svcs Div (DSN 639-3701/3219) whenever these cards are lost, stolen, or turned in. Present DD 577 when picking up requisitioned items at DOL.

1c. 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, B 3321). Return suspense copy of DD 1348-1 and DA 2765-1 to Supply.

2. Expendable Supplies

2. Supply Div, DOL, will establish GSA CSC accounts for customers. Notify GSA of changes to customer accounts.

2a. Use the VISA IMPAC Government credit card to order expendable office supplies from the Fort Worth GSA Customer Supply Center (CSC). Contact DOC to obtain a credit card.

2b. Contact Sup Div, DOL, DSN 639-3701/3219, to establish a GSA account and to report changes to the account. Upon receipt of monthly billing statements; cardholders shall certify the purchases and forward the statements to their approving officials for verification and to their budget offices for authorization of funds.

SUPPLIER SHALL**RECEIVER SHALL****T1-Training Service: Non-Reimbursable**

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

2a. Make facilities available for training. For computer-operated ranges, record fire, and field fire, provide a range operator.

2b. Furnish targets, target frames, etc.

1. Submit training requirements to appropriate directorates within established time frames.

2a(1) Reference USAFACFS Reg 385-1. To schedule Fort Sill ranges go to DPTM's Range Control homepage <http://range.sill.army.mil/>. For assistance or information call Range Control at (580) 442-6191. Notify Range Control ASAP of any cancellations.

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

2b. Request targets and radios through Range Control's homepage under "Range Support Services."

**CIVILIAN PERSONNEL
GENERAL SUPPORT PROVISIONS**

GENERAL INSTRUCTIONS. Checkmark appropriate checkboxes and complete appropriate blanks. Receiver shall **ATTACH** additional and/or supplemental provisions as specified or required; key those paragraphs (paras) to the paras of this attachment. Sign and date page 6. If the effective date of support will be other than the date of the last approving signature (page 6), Receiver shall insert the desired effective date in para 1 under "Supplier Shall."

SUPPLIER SHALL	RECEIVER SHALL
----------------	----------------

1. Civilian Personnel Management Program

1. Use this attachment as the required civilian (civ) personnel (pers) servicing agreement. Develop and maintain a civ pers program implementing Office of Personnel & Management (OPM), DOD, DA, command (cmd), and installation (instl) policies, programs, and legal regulatory requirements. As a result of regionalization, divide civ pers services (svcs) between **regional Civilian Personnel Operating Centers (CPOCs)** and **instl Civilian Personnel Advisory Centers (CPACs)**. Both centers shall have authority to "act for" instl commanders (cdrs) IAW regional plans and subject to any limitations/conditions remaining in effect in existing servicing or support agreements. Provide support **effective** _____.

1a. FORT RILEY. Serve as the **Southwest CPOC** for Army activities located in AR, KS, NE, NM, OK, and TX.

1b. FORT SILL. Serve as an instl **CPAC**; assign a customer svc team for the Receiver.

1. **ACCEPT** support. References: AR 10-20; AR 690-200; and message, HQDA, 25 Jul 96, subject: Interim Guidance on Civ Pers Mgt and Administration Under Regionalization.

OR **DECLINE** support.

1b. Coordinate civ pers support through Fort Sill CPAC at (580) 442-5259 or DSN 639.

2. Staffing

2. Advise Receiver on means to develop and maintain a professional civ staffing program. Implement policies and procedures that ensure the search for and identification of the best-qualified candidates for positions. Base candidate evaluation upon valid job-related criteria; analyze results of placement. Conduct work force and labor analyses. Implement programs for the effective use of recruitment sources. Direct and support local programs within the context of national objectives for intake and advancement.

2a. RECRUITMENT AND EMPLOYEE INTAKE. Provide recruitment and employment intake assistance and coordinate relations with all labor sources. Fort Sill CPAC shall post position vacancy announcements on the Fort Sill internet

2. **ACCEPT OR** **DECLINE** support.

2a. **STANDARD PRACTICE.** Accept support. Employees shall send job applications or supplemental qualification statements (SQS') as indicated in recruitment announcements.

SUPPLIER SHALL**RECEIVER SHALL****2. Staffing (Cont)**

and in the Directorate of Civilian Personnel (DCP) Job Information Center; provide employment information and assistance to employees and managers.

2b. PROMOTION AND RELATED PLACEMENT PROGRAMS. Establish promotion plans IAW provisions of SWCPOC merit plans and local requirements. Group positions in plans according to logical criteria without distinction between Receiver's and Fort Sill's activities. As far as possible, establish areas of consideration to provide equal opportunity for promotion consideration.

DISCRETIONARY PRACTICE. Establish separate promotion and placement plans for Receiver.

2c. REDUCTION IN FORCE (RIF). SWCPOC shall implement the competitive area of Receiver's employees for reduction in force purposes.

OR **DISCRETIONARY PRACTICE.** Provide own recruitment coordination and/or employment assistance programs. **ATTACH** these provisions to this agreement.

2b. STANDARD PRACTICE. Accept support. Have representatives participate in developing criteria for the types of positions they supervise or in which they are technically qualified.

OR **DISCRETIONARY PRACTICE.** Require promotion and placement plans separate from Fort Sill or amend local plans due to factors such as significantly different missions requiring different career ladders in each activity, exclusively recognized bargaining units in either activity with whom plans may be negotiated, different geographic dispersion patterns, or considerable differences in types of jobs (e.g., Receiver's employees predominantly WG and Fort Sill's employees mostly GS).

2c. Determine its employees' competitive area for RIFs:

SEPARATE from the Supplier's (_____).

OR **SAME** as the Supplier's.

3. Position and Pay Management

3. Advise and assist local managers in performing all of the position and pay mgt responsibilities. Implement mgt policies and procedures (e.g., establish and maintain an effective position mgt program, review grade level standards, analyze and evaluate job audits, maintain prescribed records, and make necessary reports). Accomplish all of the responsibilities identified in CPR 200, chapter 250.1, subchapter 5-11. Make no distinction between Receiver and Fort Sill for the kind of svc provided. Maintain the same responsibility regarding position and pay mgt and job evaluation for all activities supported. For position and pay matters requiring action at higher echelons, forward documents with Supplier's recommendations through Receiver's cmd channels.

3. STANDARD PRACTICE. Accept support. Forward higher echelon decisions to Fort Riley SWCPOC.

OR **DISCRETIONARY PRACTICE.** Empower Supplier to perform **PART OR NONE** of the position and pay mgt functions. If retaining all or part of these functions, ATTACH a description of the Supplier's scope of responsibility and authority.

SUPPLIER SHALL**RECEIVER SHALL****4. Training and Development**

4. Advise local managers on means to develop and maintain a training (tng) program. Provide orientations for newly assigned civ and military pers on civ pers mgt. Advise on means to provide for the development of employees to assume more responsible positions for which they have demonstrated the ability (or have the potential) to advance. Implement programs and policies to provide employees with opportunities to develop and advance within an Army/command-wide system of career mgt.

4a. **CIVILIAN TRAINING COMMITTEE.** Where feasible, allow Receiver's representation on the instl civ tng committee.

DISCRETIONARY PRACTICE. Assist Receiver in establishing a separate tng committee.

4b. **NONGOVERNMENT RESOURCES.** Train Receiver in criteria to approve tng by, in, or through nongovernment facilities.

4c. **CAREER PROGRAMS.** Take all action required locally by CPR 950-1.3-9. Ideally, establish one career program manager for each career program. Agree with Receiver on the appointment of Receiver's career program managers.

4. **ACCEPT** OR **DECLINE** support.

4a. **STANDARD PRACTICE.** Accept support.

OR **DISCRETIONARY PRACTICE.**
Because of size, distance, or mission; require the establishment of a separate tng committee to more effectively meet its needs.

4b. **ACCEPT** support. Retain approving authority. Personally approve the tng; furnish a copy of the approval document to the Fort Sill CPAC.

OR **DECLINE** support.

4c(1) Accept that appointing cdrs may vary depending upon which activity has the greatest expertise in a particular career field. Agree with Supplier that responsibility for appointment of career program managers shall lie with:

SUPPLIER (Fort Sill).

OR **RECEIVER** (_____).

OR **FORSCOM.**

4c(2) Receiver's headquarters **HAS OR**
 DOES NOT HAVE an arrangement under the provision of CPR 950-1.3-7b(7) to use another cmd's inventory file in filling career program positions.

5. Management-Employee Relations

5. Fort Sill CPAC shall provide information, staff assistance, and guidance to mgt and supervisory officials to assist them in obtaining the most effective use of the work force. Advise on means to ensure effective relations between mgt and employees through performance appraisals,

5. **ACCEPT** OR **DECLINE** support.

SUPPLIER SHALL**RECEIVER SHALL****5. Management-Employee Relations (Cont)**

counseling, and providing employee svcs. Periodically analyze civ pers mgt conditions throughout the instl. Assist supervisory officials in making necessary changes and improvements in pers mgt; evaluate results.

5a. GRIEVANCE AND APPEAL PROCEDURES. Apply the provisions of CPR 700, chapter 711, appendix C, to both Receiver and Fort Sill's activities. Forward grievances and appeals requiring a higher decision level to the Receiver's major Army cmd. Forward grievances involving interpretation of regulations through channels to HQ TRADOC.

5b. INCENTIVE AWARDS. Advise Receiver in the process/procedures of the Incentive Awards Program. Establish one instl incentive awards committee to serve all activities on the instl regardless of cmd jurisdiction. Wherever feasible, allow Receiver's representation on this committee. Channel actions required above the activity level to the Receiver's cmd.

DISCRETIONARY PRACTICE. Have the same relationship to the Receiver's separate committee as to the instl committee.

5a. ACCEPT support. Bear the cost of per diem and travel of any assigned U.S. Army Civ Appellate Review Agency (USACARA) examiner and the cost of any hearing transcript if the aggrieved employee/complainant/appellant was assigned to Receiver at the time he/she formally filed his/her grievance/complaint of appeal.

OR DECLINE support.

5b. STANDARD PRACTICE. Accept support. Approve awards for pers under its jurisdiction.

OR DISCRETIONARY PRACTICE. For reasons of size or distance, establish a separate incentive awards committee to more efficiently administer the program. **ATTACH** these provisions to this agreement.

6. Technical Services**6a. OFFICIAL PERSONNEL FOLDERS (OPFs).**

Fort Riley SWCPOC shall economically process pers actions and maintain records IAW standard practices and systems established Army-wide.

6a(1) Fort Riley SWCPOC shall maintain employees' OPFs.

6a(2) Obtain information and/or copies of information contained in OPFs upon valid requests from management/employees.

6b. REPORTS. Report civ pers data required by DA for all activities supported IAW DA instructions covering the specific report. Irrespective of the channel to be followed for a specific report, prepare feeder reports from the basic civ pers records of employees supported.

6a. ACCEPT OR DECLINE support.

6a(1) Employees should keep their OPFs updated and maintain copies of tng documents. Use FS Form 1001 (in lieu of SF 172) to update OPFs. Send OPF updates directly to SWCPOC, 301 Marshall Avenue, ATTN: Management Support Division, Fort Riley, KS 66442-6004.

6a(2) To obtain information or copies of documents from their OPFs, employees shall submit written requests to Fort Sill CPAC. In the request include a duty phone number and a statement as to whether the employee will pick up the copies or whether Fort Sill CPAC should forward the copies to the employee's place of duty.

6b. ACCEPT support. Forward required feeder reports to Supplier.

OR DECLINE support.

SUPPLIER SHALL**RECEIVER SHALL****6. Technical Services (Cont)**

Where manpower authorization channels are prescribed, prepare a separate feeder report for each manpower authorization channel represented in its area of support responsibility and forward it to the cmd headquarters from which the authorization was received. For reports submitted through the Supplier, include all Army employees supported irrespective of cmd jurisdiction.

6b(1) Furnish Receiver's cdr with program evaluation data derived from required reports in the same manner as furnished to other Fort Sill offices for planning purposes.

6b(2) **AGREE OR** **NOT AGREE** to perform Receiver's special reporting requirements.

6b(1) **ACCEPT OR** **DECLINE** support.

6b(2) **REQUEST** Supplier perform prescribed special reporting requirements for the Receiver. Conduct an analysis beforehand to determine the necessity for these reports.

OR **NOT APPLICABLE.**

7. Publication of Policies and Procedures

7. Provide information, guidance, and local policies to all activities supported. Wherever possible, include coverage for all employees in the same issuance system. Prior to publication, forward draft copies to appropriate Receiver officials and recognized employee organizations for review. Objectively consider and evaluate all comments and recommendations. Ensure that published directives and instructions conform to legal and regulatory requirements.

7. **ACCEPT** support. Provide employees/managers access to information via access to electronic messaging and/or posting information in designated locations within the worksite (e.g., bulletin boards, etc.).

OR **DECLINE** support.

8. Relations With Labor Organizations

8. Be the principal contact point for conducting business with labor organizations. Follow Receiver's channels for all actions required at or above the cmd level and in resolving negotiability questions or negotiability impasses. Follow Fort Sill's channels in securing approval of negotiated agreements.

8. **STANDARD PRACTICE.** Accept support. Act upon the acceptance or rejection of arbitration awards or recommendations by outside third parties. **ATTACH** additional labor mgt procedures for unique situations (such as when a unit composed of employees from two or more activities is on an instl under the jurisdiction of separate cdrs).

OR **DISCRETIONARY PRACTICE.**

Require a day-to-day contact point due to distance or other factors. Designate a member of its staff to provide liaison with the Supplier and labor organizations.

SUPPLIER SHALL

RECEIVER SHALL

9. Mobilization Planning

9. Follow the Receiver's channel in providing assistance as outlined in CPR M100.

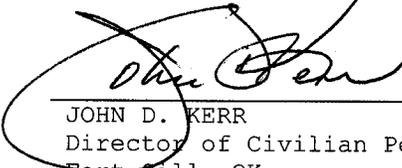
9. **ACCEPT** support. Take action required by CPR M100 with respect to its activity. Furnish current mobilization tables of distribution to Supplier.

OR **DECLINE** support.

Attachment(s)

NONE

OR **SUPPLEMENT**



JOHN D. KERR
Director of Civilian Personnel
Fort Sill, OK

26 May 03
(Date)



5 May 03
(Date)

Attachment B to
SA #W44DQ1-03062-712
Receiver: US Army 5th Recruiting Brigade
Fort Sam Houston, TX

**EQUAL EMPLOYMENT OPPORTUNITY (EEO)
GENERAL SUPPORT PROVISIONS**

GENERAL INSTRUCTIONS. Checkmark appropriate checkboxes. Sign and date this attachment. If the effective date of support will be other than the date of the last approving signature below, Receiver shall insert the desired effective date in paragraph 1 under "Supplier Shall."

SUPPLIER SHALL	RECEIVER SHALL
1. Provide EEO support as required effective _____; Process complaints through the Receiver's channels.	1. <input checked="" type="checkbox"/> ACCEPT support. Reference AR 690-600. Contact the EEO Office, ATZR-Y, (580) 442-2570/4024 or DSN 639-, B 1721, as required. OR <input type="checkbox"/> DECLINE support.
2. Establish one EEO officer for the installation. The installation EEO officer shall also serve the Receiver.	2. <input checked="" type="checkbox"/> STANDARD PRACTICE. Accept support. OR <input type="checkbox"/> DISCRETIONARY PRACTICE. Appoint its own EEO officer because of its large size or because of the sensitive nature of the problem.
3. DISCRETIONARY PRACTICE. <input type="checkbox"/> AGREE to provide EEO counselors for Receiver's employees.	3. <input type="checkbox"/> STANDARD PRACTICE. Appoint its own EEO counselors in accordance with AR 690-600. OR <input checked="" type="checkbox"/> DISCRETIONARY PRACTICE. Request that the Supplier provide EEO counselors due to the small number of Receiver's employees.

Sharon Thompson
Sharon Thompson
EEO Manager
Fort Sill, OK

21 May 03
(Date)

Ismael Aguilar

5 May 03
(Date)

**Attachment C to
SA #W44DQ1-03062-712**

FY 03 CALCULATIONS FOR REIMBURSABLE COSTS

5th Recruiting Brigade

325790 DPTM	<u>A3. Audio & Visual Information Services</u> Estimated cost of fabricated items based on historical data: \$100.00 Customer will be billed for actual costs: Historical costs: FY02 \$0; FY01 \$259.55; FY00 \$0; FY99 \$140.92	Total Cost \$100
----------------	---	---------------------

*Totals rounded to hundreds.

GRAND TOTAL \$100