

SUPPORT AGREEMENT		1. DOCUMENT IDENTIFIER ("X" one) INTRASERVICE				
		<input checked="" type="checkbox"/> NEW		<input type="checkbox"/> REVIEW NO. _____		
		<input type="checkbox"/> REVISION NO. _____		<input type="checkbox"/> TERMINATION		
2. SUPPLIER (Name, Office Symbol & complete address) Commander U.S. Army Field Artillery Center and Fort Sill, ATTN: ATZR-LM Fort Sill, OK 73503-5100 GEOGRAPHICAL AREA OR COUNTRY CODE: 40		2a. MAJOR COMMAND CODE W26CJU		2b. SUBORDINATE COMMAND CODE NA		
		3. PRESENT AGREEMENT NUMBER W44DQ1-90320-718			4. TERMINATION DATE (Month and Year) 10/97	
		3a. SUPERSEDED AGREEMENT NUMBER W44DQ1-83090-718				
		5. RECEIVER (Name, Office Symbol & complete address) Commander U.S. Army Logistic Assistance Office, CONUS, ATTN: AMXLA-CO Fort McPherson, GA 30330-6000 GEOGRAPHICAL AREA OR COUNTRY CODE: 13		5a. DODAAC/FEDSTRIP NUMBER W804D6		5b. MAJOR COMMAND CODE W73QKK
				5c. SUBORDINATE COMMAND CODE NA		
6. SUPPORT AGREEMENT RESOURCE SUMMARY						
a. CATEGORY CODES	b. SUPPLIER					
	MAN YEARS		c. GROSS ADDITIONAL COSTS			
	MILITARY	CIVILIAN	TOTAL	NON-REIMBURSEABLE	REIMBURSEABLE	
AB	0	0	0	0	0	
AC	0	0	0	0	0	
AD	0	0	0	0	0	
AF	0	0	1,331.	\$1,331.	0	
AG	0	0	0	0	0	
AH	0	0	100.	100.	0	
AI	0	0	0	0	0	
AJ	0	0	0	0	0	
AK	0	0	0	0	0	
AL	0	0	0	0	0	
AM	0	0	0	0	0	
AN	0	0	0	0	0	
AO	0	0	0	0	0	
AP	0	0	1,823.	1,823.	0	
AQ	0	0	0	0	0	
AU	0	0	29,376.	29,376.	0	
AV	0	0	0	0	0	
AW	0	0	2,970.	2,970.	0	
AX	0	0	1,280.	1,280.	0	
AY	0	0	0	0	0	
TOTAL	SEE PAGE 3					
6d. RECEIVER DATA (When applicable, provide similar data required in blocks 6a, b and c)						
None						
7. SAVINGS ACCRUED/COSTS INCURRED/MAN YEARS SAVED/EXPENDED TO FEDERAL GOVERNMENT						
7a. SAVINGS		7b. COSTS		7c. MAN YEARS SAVED		
7d. MAN YEARS EXPENDED						
\$391,949. FY: 92		0 FY:		0 FY:		
0 FY:						
8. FUNDING AND REIMBURSEMENT ARRANGEMENT (Include all details concerning billing/reimbursement procedures, funding limitations, and the appropriate "billing/submit thru" addresses. Also list those references which specifically apply to the type of organization being supported.)						
Supplier will provide support on a non-reimbursable basis IAW AR 37-49, paras 5 and 8c; however, Receiver shall reimburse for mission unique services and Receiver-requested minor construction. When reimbursement is required, Receiver shall furnish a direct fund cite or Supplier will bill Receiver as required on SF 1080 mailed to the address in block 5--whichever method is mutually agreed upon. See page 4 for additional information.						

9. GENERAL PROVISIONS (Complete blank spaces): The following general provisions, as set forth in Chapter III, DOD 4000.19-M, apply to this agreement unless otherwise specified in "Remarks" block below:

a. The Receiving Activity will provide the Supplying Activity projections of support required to accomplish its mission. Significant changes in the Receiving Activity function, mission or support requirements will be submitted by the Receiving Activity in a manner that will permit timely modification of resource requirements.

b. It is the responsibility of each agency providing support under this agreement to bring any required or requested change in support to the attention of DOL, ATTN: ATZR-LM prior to providing/reducing unilaterally such additional/reduced support. Fort Sill, OK 73503-5100

c. Activities providing reimbursable support in this agreement will submit a monthly statement of costs to FAO, ATTN: ATZR-RF for preparation of billing document, SF 1080. Fort Sill, OK 73503-0500

d. Manpower required in support of this agreement which is subject to return to the lending activity upon termination of the agreement: None (Enter number or if no manpower is required, enter "None").

e. 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 Congressional legislation, DOD directives, commercial utility rate increases, etc. The receiver will be notified immediately of such rate changes.

f. This agreement will be reviewed ~~biennially~~ ^{triennially} at least 120 days prior to the anniversary date. It may be revised at any time upon the mutual consent in writing of the parties concerned.

g. 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.

~~By virtue of mobilization or other emergency, this agreement will remain in force within supplier's capabilities, subject to normal cancellation provisions and will be subject to review at that time. This agreement will not be terminated if such action is determined by higher headquarters.~~

10. REMARKS

Effective Date: 28 Oct 91

- Attachments: A. Master Agreement
 B. Civilian Personnel
 C. PAO MOA
 D. Military Personnel
 E. Equipment Requiring Maintenance

Cost Avoidance Savings:

Supplier: (W26CJU) \$195,974.
 Receiver: (W73QKK) \$195,975.

DISTRIBUTION:

- Cdr, USAFACFS, ATTN: ATZR-LM, Fort Sill, OK 73503-5100
 Chief, AMC, LAO, ATTN: AMXLA-C-C-SL, Fort Sill, OK 73503-0069
 Cdr, U.S. Army Logistic Assistance Office, CONUS, ATTN: AMXLA-CO, B 200,
 Fort McPherson, GA 30330-6000

11. COMPTROLLER CONCURRENCE (Supplier Signature & Date) DOROTHY I. GRAY Budget Officer, DRM		12. COMPTROLLER CONCURRENCE (Receiver Signature & Date) Connie R. Nielsen 21 Oct 91 CONNIE R. NIELSEN, BUDGET ANALYST	
13. TYPED NAME AND ORGANIZATION OF SUPPLIER APPROVING AUTHORITY GREGORY H. KIRKWOOD Director of Logistics	13a. SIGNATURE <i>Gregory H. Kirkwood</i>	13b. DATE 28 Oct 91	
14. TYPED NAME AND ORGANIZATION OF RECEIVER APPROVING AUTHORITY BEVERLY C. BROWN, LTC, QM Chief, LAO Fort Sill	14a. SIGNATURE <i>Beverly C. Brown</i>	14b. DATE 25 Oct 91	

ISA #W44DQ1-90320-718
Receiver: AMC, LAO
Fort McPherson, GA

GENERAL PROVISIONS

*replaced,
inserted,
updated info
entire CP
AR 5-8
AR 37-27
AR 37-49
A.C. 1.
old deleted
personnel
strength
mission
AR 5 data
data 5 info
revised entire
newest info*

1. References:

- a. AR 5-8, 15 Jan 74, Host-Supported Activity Relationships (Intraservice).
- b. AR 5-16, 21 Aug 85, Army Supplement to Defense Regional Support (DRIS) Regulation (DOD 4000.19-R).
- c. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intra-government, Intradefense, and Intra-Army Transactions.
- d. AR 37-49; 15 Oct 78; Budgeting, Funding, and Reimbursement for B Operations Support of Army Activities.
- e. Message, HQ TRADOC, ATPL-RM, 041650Z Jan 85, subject: Intraserv Support of AMC Logistic Assistance Offices (LAO) at TRADOC Installations

2. This intraservice support agreement (ISA) documents base operations (BASOPS) support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host) to Commander, U.S. Army Logistic Assistance Office, CONUS, ATTN: AMXLA-CO, Fort McPherson, GA 30330-6000.

3. Supported unit is AMC, LAO, ATTN: AMXLA-C-C-SL, Fort Sill, OK 73503-0069 (Receiver/Tenant). Tenant's authorized strength is 1 officer, 17 DOD civilians, and 1 Government contractor personnel. Their mission is to provide logistic assistance to active and reserve component units located in Oklahoma and Arkansas, to include Fort Chaffee, AR.

4. Host and Tenant are both funded with operation and maintenance, Army (OMA), funds; therefore, BASOPS support will be provided on a non-reimbursable basis. Categories BU, Expendable & General Supplies, and ST, Petroleum, Oils, Lubricants (POL), & Chemicals, will also be furnished the Tenant on a non-reimbursable basis, IAW the message referenced in paragraph one.

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

<u>Building</u>	<u>Description</u>	<u>Square Footage</u>
2594	Administrative	3672

6. Real property accounting will be in accordance with (IAW) existing procedures under the cognizance of the Host. Facilities utilized by the Tenant and subsequent improvements thereto will be carried on the Host's real property inventory.

7. Prior to the initiation of any major structural changes in a building and/or demolition of a structure, Tenant will obtain written authorization from the Host. Permanent structural changes, additions, or installations accomplished and financed by the Tenant during occupancy will remain in place and left in a condition comparable with the rest of the building or structure. Temporary structural changes, additions, alterations, or installations may be removed by the Tenant at their option after giving notice of intent and provided the building or structure will be returned to its original condition upon request of the Host.

8. Host will provide health services to the Tenant IAW AR 40-3. IAW paragraph 1b this service is not required to be documented in an ISA for intraservice customers. However, health provisions for Government contract employees are included in this agreement.

9. Responsibility for administrative and logistical services not specifically outlined in this agreement shall remain with the Receiver or will be provided upon mutual agreement by both parties with funding responsibility specifically designated.

10. Host will not change, reduce, or terminate the agreement unilaterally without consulting the Tenant. Upon mobilization, this agreement will be superseded by ISA #W44DQ1-83090-900.

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

a. Supplier: Mrs. Dora Smith
Installation Support Coordinator
Directorate of Logistics (DOL)
Fort Sill, OK 73503-5100
AV 639-4404/5072 or (405) 251-4404

b. Receiver: LTC Beverly C. Brown
Chief, AMC, LAO
ATTN: AMXLA-C-C-SL
P.O. Box 33069
Fort Sill, OK 73503-
AV 639-4961/2778 or (

SPECIFIC PROVISIONS

Category of Support	Supplier Shall	Receiver Shall
AB-Finance & Accounting Services: Non-Reimbursable	Provide basic finance and accounting services for payroll (locally hired civilian summer personnel only), leave accounting, computation and examination of vouchers, payment of travel advances and claims, disbursements for supplies and services received, commercial accounting, management of military personnel finance records, and out-processing of personnel who are departing this installation on permanent change of station.	Comply with Host's policy and procedures. Submit vouchers in a timely manner. Provide own military and civilian payroll support. Fund for locally hired civilian summer personnel. Complete one copy of FS 1400 (Advance Request) and attach three copies of the TDY orders. Submit documents not more than two weeks before date of departure to Travel Pay Section, Finance & Accounting Division, Directorate of Resource Management (DRM), B 1651, 1-3718/3583. Upon notification, report to the cashier in B 1651 to pick up travel advance. Upon return from TDY, submit travel voucher to B 1651 within 5 days.
AC-Civilian Personnel Services: Non-Reimbursable	Provide civilian personnel services IAW attachments A and B.	Comply with the attached civilian personnel general support provisions.
AD-Legal: Non-Reimbursable	Provide legal assistance IAW AR 27-1 and 27-3 to military personnel assigned to the Tenant and their family members on the same basis as for Host's personnel and their family members.	Comply with Host's policy and procedures. Schedule legal assistance through appointments with the Staff Judge Advocate (SJA), 1-5058/5059, B 2593.
	Provide assistance/counselling 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.	
	Provide review of and representation of the Government in administrative actions including separations, reports of survey, line of duty investigations, and similar actions.	

Category of Support

Supplier Shall

Receiver Shall

Category of Support	Supplier Shall	Receiver Shall
	<p>Furnish claims service IAW AR 27-20 for military and civilian personnel.</p> <p>Provide non-judicial punishment authority under Article 15, UCMJ; and Part V, Manual for Courts Martial, 1984; IAW AR 27-10.</p>	
AF-Custodial Services: Non-Reimbursable	<p>Provide janitorial services for buildings assigned to the Tenant on the same basis as other installation customers (i.e., this means service to latrine areas only). 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 the general provisions for the list of buildings assigned to the Tenant.</p> <p>Provide additional janitorial services upon request on a reimbursable basis.</p>	<p>Comply with Host's policy and procedures. Submit a written request for custodial service to Directorate of Logistics (DOL) for approval. Notify the DEH custodial contracting officer's representative (COR) when a building will be closed for an extended period of time.</p> <p>Appoint a custodial coordinator and submit a copy of the appointment to DEH. Custodial coordinators shall report deficiencies in janitorial performance to the inspector (1-5582) or COR by 0830 each workday for corrective action.</p>
AG-Purchasing & Contracting: Non-Reimbursable	<p>Provide for the procurement of supplies and/or services for a price. Support includes central and local procurement, procurement planning, and purchasing operations. Costs for items and services procured will be at actual or contract price as determined by the Directorate of Contracting (DOC).</p> <p>TRADOC Contracting Activity will provide only routine installation-level automatic data processing equipment (ADPE) acquisition support.</p>	<p>Comply with Host's policy and procedures. Prepare DA 3953 (Purchase Request & Commitment) with appropriate fund cite and point of contact. Submit DA 3953 through Personnel and Support Battalion (PSB) to DOC, B 1803.</p> <p>Before submission to DOC, forward classified contracting requests to the Directorate of Plans, Training, and Mobilization (DPTM), Security Division, B 455, 1-2397, for security review. See category AY.</p> <p>Tenant is subject to those items as authorized by TDA, CTA, and other authorization documents recognized by the</p>

Category of Support

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Receiver Shall

AH-Fire Protection:
Non-Reimbursable

Provide appropriate fire protection for buildings assigned to the Tenant. Provide a fire prevention and fire protection program. Provide inspections as required.

Host.

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

Comply with the installation fire regulation (USAFACFS Reg 420-90). Request inspections as required from DEH Fire Prevention & Protection Division, B 1617, 1-5911.

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

Upon discovering a fire, alert all personnel in the building and report the occurrence to the Fort Sill Fire Department (dial 117). Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.

AI-Police Services:
Non-Reimbursable

Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations). Ensure protective standards for weapons, funds, and high-value resources are applied and maintained.

Comply with Host's policy and procedures. Coordinate with Law Enforcement Command (LEC) any requirements for special security of equipment and buildings assigned to the Tenant.

Provide confinement/detention facilities and services where appropriate.

Appoint a physical security and crime prevention point of contact. Request physical security inspections as required.

Include Tenant in physical security inspections.

Provide information for serious incidents reports as required.

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

Register vehicles at B 1670, 1-6284.

Provide facilities for the destruction of classified waste.

References:
AR 190-11 w/TRADOC-FORSCOM supplements
AR 190-13 w/TF supple

Category of Support

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AJ-Housing &
Lodging:
Non-Reimbursable

Provide registration services for motor vehicles operated by Tenant's personnel.

AR 190-31 w/TF supple
AR 190-51

Provide family housing support and housing referral services to authorized personnel and bachelor officer quarters (BOQ) accommodations for unmarried/unaccompanied personnel attached or assigned to Fort Sill IAW AR 210-11, AR 210-50, AR 210-51, and USAFACFS Reg 210-50.

Comply with Host's policy and procedures. Instruct incoming personnel to report to Family Housing Section (Aultman Hall, B 5676, 1-2813/1162/6819) for housing referral.

Provide temporary quarters for visiting military and civilian employees as requested.

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.

When on-post residential quarters are provided/terminated, mail assignment/clearance of quarters notice to AMC, LAO, ATTN: AMXLA-C-C-SL, Fort Sill.

When TDY quarters are not available, issue certificates of nonavailability. Provide recommendations on hotels in the Lawton area.

Call Billeting Branch, DEH, B 5676, (405) 351-6991/5000, for reservations. Upon arrival, personnel shall provide a copy of their TDY orders. Reimbursement is required on an individual basis for Government quarters provided. If Government quarters are not available, obtain a certificate of nonavailability and make hotel accommodations in the Lawton area.

AK-Laundry & Dry
Cleaning:
Non-Reimbursable

Offer laundry service to military personnel on a piece-rate basis.

Comply with instructions from the post laundry office. Deliver and pick up laundry items. Submit appropriate forms with items to be cleaned.

Laundry service is under contract operation in B 1955 (1-3212/3383). Piece-rate prices will be posted for customer information.

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

Piece-rate laundry is reimbursable to the contractor on an individual basis.

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AL-Health Services:
Reimbursable

No contract employees will be provided medical care at Reynolds Army Community Hospital except in emergency cases to prevent undue suffering or loss of life, and this emergency care will be done on a reimbursable basis. Notify civilian ambulance service to transport contractor patients to a local civilian medical facility as soon as the emergency is over.

Individual reimbursement from contractor employees is required for services received. Patient must reimburse the civilian ambulance for their services.

AM-Food Service:
Non-Reimbursable

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

Comply with Host's policy and procedures. Subsist in designated dining facilities.

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

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.

Consolidate headcount data (DD 1544 and DA 3032) on DA 3033 (Headcount Record) and DA 2970. From DA 2970, Troop Issue Subsistence Activity (TISA) will submit DA 2969 (Food Cost & Feeding Strength Report) to higher headquarters.

Soldiers on separate rations, civilians, and individuals on per diem must reimburse for meals on an individual cash basis.

Submit DA 2970 (Projected Headcount) to TISA for enlisted soldiers authorized meals without reimbursement.

AN-Storage &
Warehousing:
Non-Reimbursable

Provide adequate space for storage and warehousing purposes. See general provisions for list of buildings assigned to the Tenant.

Comply with Host's policy and procedures with regard to the maintenance and upkeep of space assigned.

AO-Transportation:
Reimbursable/Non-
Reimbursable

Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material including shipment planning of cargo, packing and crating, port clearance, scheduling movement of

Comply with Host's policy and procedures. Request transportation service in writing to DOL, ATTN: ATZR-LST, 1-2403/4471/3909.

Request commercial air service as required. Call Carlson

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both personnel and personal property (including the issuance of meal tickets and excess baggage tickets), ticket processing of transportation documents, and providing other transportation services related to in-bound and out-bound movements.

Provide reservation and ticketing services in conjunction with civilian and military official travel and military leave. Provide support by Carlson Travel Network for official travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.

Shipment of property requisitioned by the Host will be shipped at Host's expense.

Shipment of property belonging to the Tenant that is mission unique will be reimbursable.

Transportation costs incurred in relocation of Tenant for Host's convenience will be borne by the Host.

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

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

Provide bus shuttle service on the same basis as for other personnel assigned to the post.

Commercial taxi service is available.

Travel Network, B 2951, 248-5000 (official) or 357-6616 (leisure). Submit three copies of travel orders for processing of tickets. Pick up tickets. Reimburse on an individual basis for tickets obtained in conjunction with official military leave.

Reimburse for transportation costs incurred in shipping Tenant-owned property that is mission unique. Reimburse for relocation at Tenant's request. Give as much advance notice as possible when requesting a relocation.

Provide a fund cite for PCS moves.

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AF-Utilities:
Non-Reimbursable

Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, and other purchased utility services for buildings assigned to the Tenant. See the general provisions for the list of buildings.

Comply with Host's policy and procedures governing the conservation and use of utilities.

Request services as required.

Report deficiencies to DEH as soon as they occur.

AQ-Mortuary
Services:
Non-Reimbursable

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.

Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, Surveillance Division, DOL, B 1802, 1-4014.

AU-Administrative
Office Space:
Non-Reimbursable

Provide adequate space for office administrative or operational purposes. See the general provisions for buildings assigned to the Tenant.

Comply with Host's policy and procedures with regard to the maintenance and upkeep of office space assigned.

Excluded are areas assigned for storage and warehousing purposes. Those costs related to utilities, custodial services, and special equipment are covered under separate categories of support.

AV-Education
Services:
Non-Reimbursable

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.

Request services as required. Make appointments for counseling by calling Counseling Branch, Education Services Office, DPTM, 1-3876/5961.

Reimbursement on an individual basis is required for some extension courses offered by various non-DOD agencies (i.e., colleges and universities).

Provide guidance and counseling. Provide academic and technical/occupational educational opportunities.

Comply with the provisions of AR 621-1 and AR 621-5.

Provide educational services to adult dependents of military personnel. Provide primary and secondary schooling for author-

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AW-Real Property
Maintenance:
Reimbursable/
Non-Reimbursable

ized military dependent children residing on post.

Fund and manage individual tuition assistance through the Fort Sill Army Education Center.

Ensure military are tested in their assigned MOS. MOS Library is located at B 3224, 1-3046.

Provide for the maintenance, repair, and minor construction/alteration of real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds, railroads, surfaced areas, and other real property. Also included are grass mowing, landscaping, fence repair, and weed control through the use of herbicides.

Maintain a Self-Help Program (Bldg 5099, 1-4723) 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.

Provide Tenant-requested minor construction on an as available (Host approved) basis. (Ref AR 37-49, para 4a)

Requisition, distribute, and maintain fire extinguishers installed in real property. Annually inspect, test, recharge, and reseal fire extinguishers. Recharge/repair fire extinguishers as required.

Comply with Host's policy and procedures. Submit DA 4283 (Facilities Engineering Work Request) thru DOL to DEH, B 1950, 1-4214, as required. Call DEH at 1-3251 for emergency work orders.

Organize a unit self-help maintenance team. Team members shall attend DEH self-help training sessions as required. Keep minor tools on hand in order to perform minor maintenance.

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.

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

Program, budget, and fund for minor construction projects which are mission related. Minor construction performed as a result of regulatory or Host's requirement will be funded by the Host.

Deliver fire extinguishers to

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AX-Refuse Collection & Disposal:
Non-Reimbursable

Provide for the collection, transportation, and disposal of trash and waste materials by in-house or contractor services. This includes the use of destruction facilities and incinerators for disposal of waste materials and excludes disposal services provided by the Defense Reutilization and Marketing Office (DRMO).

Fire Station #2, B 5031, annually for inspection. Have fire extinguishers recharged after every use.

Request services as required from DEH. 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 DEH Inspection Branch at 351-5582/4760.

AY-Administrative Services:
Non-Reimbursable

1. General

1. Provide Inspector General, protocol, and internal review and audit services on the same basis as for other installation personnel.

1. Comply with Host's policy and procedures. Request services as needed.

2. Property Accountability

2. Appropriate PBO will assign document numbers to ROS' as required.

2a. Comply with Host's policy and procedures (AR 735-5). When the Tenant loses/damages property belonging to the Host, the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, subhand receipt holder, or user) shall initiate the report of survey (ROS/DA 4697). This individual shall obtain the ROS document number from the appropriate Host property book officer (PBO) and process the survey through the Tenant's chain of command.

2b. Notify LEC (1-2101) when loss, damage, or destruction of property is due to other than fair wear and tear regardless of dollar value. Notify the Fort Sill Field Office of the U.S. Army Criminal Investigation Command (1-4503) when the

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3. Security

3a. Establish and maintain an effective information security program which includes the Tenant. The security program includes (but is not limited to) personnel, technical, industrial, communications, operations, and information systems security. Physical security is covered under category AI-Police Services.

3b. Provide assistance and guidance as required. Provide security education and awareness; this includes the mandatory annual Subversion and Espionage Directed Against the U.S. Army (SAEDA) briefing, the security manager's course, and staff assistance visits.

3c. Process security clearances, conduct security compromise investigations, and conduct unannounced as well as scheduled inspections.

3d. Identify electronic information processing equipment and determine their sensitivity levels. Provide TEMPEST advice on the acquisition of automatic data processing equipment.

3e. 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.

3f. Provide assistance and instruction for changing safe combination.

dollar value exceeds \$1,000.

3a. Handle, store, and safeguard classified information IAW Host's policy and procedures. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to the DPTM, Security Division, MH 309, 1-2397. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTM.

3b. Submit contractor requests for classified visits to DPTM for approval. Submit requests for civilian security clearances through the Directorate of Civilian Personnel (DCP) and for military security clearances PSB to DPTM. Develop and distribute security access rosters as appropriate. Complete SF 312 (Classified Information Nondisclosure Agreement) for employees with clearances. Complete DA 2962 (Security Termination Statement) to debrief departing employees who have had access to classified information.

3c. Report derogatory information on DA 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances. Notify DSEC of suicides or attempted suicides of personnel who have had access to classified material. Report knowledge of AWOL to DPTM within 24 hours.

If espionage or subversive activity is discovered or suspected, the unit security manager shall report the incident

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directly to the 902d Military Intelligence Group at 1-2720.

3d. Complete SF 700 (Security Container Information) to identify personnel access to each security container. Record daily safe usage on SF 702 (Security Container Check Sheet). Use classified cover sheets when material is removed from a security container.

3e. Change own safe combinations. For safe "lock-outs," submit work orders to DOL after contacting DPTM for assistance; obtain prior approval from DPTM before having a security container drilled open.

3f. 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.

3g. Appoint an information systems security officer (ISSO) and terminal area security officer (TASO). Provide a list of computer systems accredited through Tenant or other agencies to DPTM 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.

3h. Prior to solicitation, forward classified contracts to DPTM, Security Division, for security review. This includes contracts let by the Tenant's contracting office to be per-

Category of Support

Supplier Shall

Receiver Shall

AZ-Public Affairs:
Non-Reimbursable

Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Missions include public information, community relations, and internal (troop) information. See attachment C, Memorandum of Agreement; Public Affairs Responsibility.

formed on Fort Sill. See category AG.

Request services as required. Coordinate news releases with the Fort Sill Public Affairs Office (PAO), B 455, 1-4500/2920.

Delete PAO - MOA use info from database

BA-Chaplain &
Religious Services:
Non-Reimbursable

Provide comprehensive pastoral ministry to include opportunities for worship, religious rites, pastoral visits, spiritual counseling, and religious education.

Request services as required from the Chaplain Activities Office, B 5639, 1-5790. Ensure military personnel have the time and opportunity to use chaplain and religious services. Assist chaplains as required.

BB-Safety:
Non-Reimbursable

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.

Comply with Host's safety policy and regulations. Request services as needed from the Field Artillery Branch Safety Office, B 3503, 1-4466.

Provide safety promotional material and safety training as required.

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.

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

Appoint a unit safety officer IAW USAFACFS Reg 385-10-1.

Category of Support

Supplier Shall

Receiver Shall

BD-Community
Services:
Non-Reimbursable

Provide community facilities and services including aero and audio clubs, arts and crafts centers, commissary and exchange services, libraries, officer/NCO/enlisted clubs, sports facilities and programs, theaters, and youth activities programs to authorized personnel.

Schedules of services will be publicized in the Fort Sill news media and activity calendars made available to the Tenant on a monthly or quarterly basis.

BE-Logistic Air
Support:
Non-Reimbursable

Provide military air services on an as available basis within the constraints of the flying hour program. Services performed outside the flying hour program will require reimbursement at the standard intra-Army rate.

Ensure military air is the most economical form of transportation and the essentiality of the mission justifies the cost involved.

BF-Military
Personnel Services:
Non-Reimbursable

Provide military personnel services IAW attachment D.

BG-Social Actions:
Non-Reimbursable

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

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

Comply with Host's policy and procedures. Request services as required. Individual reimbursement may be required for certain community service functions.

Comply with Host's policy and procedures. Prepare FS 306 (Army Aircraft Request) and submit to Aviation Division; Directorate of Plans, Training, and Mobilization (DPTM); B 4907, Rm 210; 1-5012/3508; five working days prior to the flight.

Passengers must report to B 4907 at least 30 minutes prior to flight departure.

Comply with the attached military personnel general support provisions.

Comply with Host's policy and procedures. Request services and assistance as needed.

Category of Support

Supplier Shall

Receiver Shall

BJ-Weather Service:
Non-Reimbursable

Weather forecast and observation service is provided by Detachment 11, 5th Weather Squadron, B 4907. The detachment provides initial notification of weather conditions to DPTM. (During non-duty hours, they notify the field officer of the day (FOD).) DPTM notifies DOL who, in turn, notifies the Tenant.

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.

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

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

Report weather injuries/damage to Detachment 11 (1-3200/4000). 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 of \$25,000+ to DEH and DOL.

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.

Request additional services as required.

BM-Entomology
Services:
Non-Reimbursable

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.

Comply with Host's policy and procedures. Request services from DEH as required.

BN-Ice & Snow
Removal:
Non-Reimbursable

Remove and dispose of ice and snow on common use areas such as roads and parking lots.

Comply with Host's policy and procedures. Remove ice and snow in Tenant's exclusive use areas (sidewalks, stairs, and porches). Do not use salt to melt ice; use ammonium nitrate.

Category of Support

Supplier Shall

Receiver Shall

BO-Environmental
Quality Control:
Non-Reimbursable

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

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

Identify actions requiring an environmental impact statement (EIS), specify methods for obtaining information required in preparing EIS', determine for comments, establish patterns for consulting, determine mechanism made public, and provide impact.

BR-Training:
Non-Reimbursable

Provide local training programs, courses, seminars, etc., relating to the performance of official duties on the same basis as for other installation personnel. This includes training offered by various activities on post (some of which have

which is available at the DEH Self-Help Center, Bldg 5099.

Request services from DEH as needed.

Comply with Host's policy and procedures. Request services from DEH as needed. Actively support post conservation and pollution control programs.

Notify DEH 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.

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

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

Comply with Host's policy and procedures for the National Environmental Policy Act (NEPA) and AR 200-2. Request EIS services from DEH as required.

Submit training requirements to appropriate directorates within established time frames.

Category of Support

Supplier Shall

Receiver Shall

BU-Expendable &
General Supplies:
Non-Reimbursable

been described in other categories of support) as well as the installation training directorate (DPTM). Provide field and chemical defense training to Tenant's personnel designated as emergency essential.

Provide expendable and general supplies (i.e., administrative office and housekeeping supplies, duplicating paper, common electrical items, hardware and plumbing supplies, building materials, paint, and tools) via the procurement/supply system and the SSSC.

Accept requisitions for supplies; process local procurement documents.

Issue a Government credit card for SSSC purchases.

Provide property disposal service on the same basis as for other installation customers.

Installation supply service is provided by DOL under contract operation.

PSB will provide property book support.

Comply with Host's policy and procedures (USAFACFS Reg 725-1). Prepare supply documents (i.e., DA 2765/2765-1 or DD 1348-6) with fund cite and DODAAC (W44DT5) and forward to PSB.

Tenant's commander or his/her designated representative must sign local purchase requests. Justify local purchase requests with priorities 01-08 in writing. For out-of-stock SSSC items, obtain a signed statement from SSSC.

Prior to using the facility, submit DA 1687 (Notice of Delegation of Authority--Receipt for Supplies) and a copy of the expenditure authorization to the Self-Service Supply Center (SSSC), DOL, B 2192, 1-4725. Update DA 1687 yearly and as changes occur. The authorization is a memo specifying the dollar amount authorized per quarter, the DODAAC, and fund code; it is provided by PSB.

Shop and select requirements from items stocked on shelves at the SSSC. Stop at register for outprocessing and receipt of sales. Present Government credit card for billing.

Prepare documents for unserviceable/excess property and deliver them to B 2243 for classification and turn in to Defense Reutilization & Market-

Category of Support

Supplier Shall

Receiver Shall

BW-Disaster Preparedness: Non-Reimbursable

Provide for the full disaster preparedness and response for support including training and equipage. Provide or program for emergency wartime operation to include shelter spaces, shelter supplies, or radiation and chemical monitoring.

Activate the Emergency Operations Center (EOC) upon order by the Fort Sill Commanding General (CG). Include Tenant in mobilization planning. Execute mobilization/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.

ing Office (DRMO).

Comply with Host's policy and procedures. Request services as needed through the EOC, DPTM, B 455, 1-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.

ME-Clothing & Textiles: Non-Reimbursable

Clothing & Equipment (C&E) Repair, B 2633, will repair organizational clothing and individual equipment (OCIE).

Notify Tenant to pick up OCIE when repair is completed.

Army Military Clothing Sales Store (AMCSS), B 1802, 405-248-3820, will provide alteration/sewing services of clothing and insignia.

Comply with Host's policy and procedures. Perform individual maintenance and repair on OCIE. Prepare DA 2407 (Maintenance Request) for each national stock number (NSN) of OCIE turned in to C&E for repair. Pick up items when notified. UIC for LAO is W4ZP51.

Request services from AMCSS as required and reimburse on an individual basis. Free alterations and insignia attachments are authorized in certain instances.

MN-Housing & Office Appliances, Equipment, & Furniture: Non-Reimbursable

Provide for the maintenance and repair of Government-owned household appliances, furniture and furnishings, equipment, office-type furniture, and office equipment (i.e., adding machines, calculators, and typewriters). Copiers and computers are not included. See

Comply with Host's policy and procedures. Request repairs for office machines by calling Misc Contracts Section, 1-5161/4125.

Request repairs for office furniture (1-4014) and safes (1-2566) by calling Surveil-

Category of Support

Supplier Shall

Receiver Shall

SE-Clothing &
Textiles:
Reimbursable/
Non-Reimbursable

attachment E for list of equipment.

Items under 10 years of age are under contractual repair through Miscellaneous Contracts Section, DOL.

AMCSS will allow authorized personnel to purchase various items of the military uniform and accessories. Provide personnel clothing via exchange, gratuitous issue, supplemental issue, cash sale, charge sale, and deferred payment plan (active Army). Non-cash transactions may be authorized when the enlisted soldier is without funds and must replace missing mandatory items.

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.

Central Issue Facility (CIF), B 2810, (405) 351-2628, will provide for the supply of organizational clothing and individual equipment (OCIE). Maintain an adequate stockage level according to the amount of stock authorized. Process issues and accept turn-ins during normal hours of operation unless prior arrangements have

lance Div (SD), DOL. Deliver items and DA 2407 to QA Branch, B 2188, to SD.

For items not under warranty, deliver equipment and DA 2407 to B 2258E for evaluation of repair. Present DD 577 (Signature Card) when picking up equipment.

Submit a memo to C, Materiel Operations Div (MOD), DOL, designating individuals authorized to sign DD 577. Include names, grades, and signatures in the memo.

Make cash purchases at AMCSS as required and reimburse on an individual basis. For non-cash transactions (exchange, supplemental issue, and charge sale), submit DA 3078 (Personnel Clothing Request) to AMCSS and ensure DA 1687 and a copy of command orders are on file at AMCSS.

Prepare and submit DA 2407 to CIIP requesting name plates and name tapes be fabricated. Attach a list of names specifying the quantity required.

For CIF service, schedule group appointments not more than 60 days in advance. Each individual shall provide and sign a separate DA 3645/3645-1 accepting responsibility for the OCIE listed thereon.

Furnish a group roster one day prior to day of issue. Notify CIF of name changes of individuals.

Furnish a group roster three days prior to turn-in. Inspect OCIE before turn-in. Prepare DA 3161 as a lateral transfer

Category of Support

Supplier Shall

Receiver Shall

SG-Vehicles--
Commercial &
Military:
Non-Reimbursable

been made. Process and issue DA 3645/3645-1 as required. Upon approval by Plans & Policy Branch, DOL; temporarily loan OCIE.

Provide for the supply of commercial or military design motor vehicles as required from the DOL Transportation Motor Pool (TMP) on a daily/recurring dispatch. Process requests as required. Issue an electronic key with each TMP vehicle for access to the installation automated fuel management system.

Monitor vehicle utilization to determine whether use is justified or use should be revoked.

Notify Tenant of scheduled maintenance requirements. Dispatch wrecker as required to retrieve disabled TMP vehicles.

Review log books and stop-check condition of vehicles when accepting them for turn-in.

TMP vehicles are furnished by General Services Administration (GSA).

for excess serviceable and unserviceable OCIE. Deliver or mail the OCIE with the DA 3161 to Wearing Apparel, B 2810. Items must be clean and dry. Do not permanently mark OCIE.

Request temporary loan of OCIE through Plans & Policy Branch, DOL, to CIF as required with DA 1687 and appointment orders attached.

Process replacement issues for lost, damaged, or fair wear and tear of OCIE IAW USAFACFS Reg 725-1.

For OCIE not stocked at CIF, submit DA 2765-1 IAW TM 38-L03-19 (include appropriate DODAAC and cost code) for issue/turn-in to Sup Dept, DOL, B 2243.

Comply with USAFACFS Reg 56-1 and TMP standard operating procedures. Submit FS 833 (Request for Motor Transportation) to TMP, B 2035, 1-2907/6440.

Furnish drivers. Ensure drivers possess valid driving licenses. Pick up vehicles at TMP NLT 0800 daily. Maintain log book; maintain key with log book. Perform operator maintenance. Turn in vehicles daily (daily dispatch).

Justify vehicles assigned under recurring dispatch every six months. When multiple drivers are authorized, furnish TMP with listing.

Operate vehicles in a safe manner. Use vehicles for official Government business only. Obtain prior approval from the TMP for use of vehicle beyond the permissible operating

Category of Support

Supplier Shall

Receiver Shall

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

distance (POD).

Vehicle drivers shall report accidents to the Fort Sill military police (on post) or civilian police (off post), the TMP dispatcher, and driver's immediate supervisor. Complete and submit SF 91 (Operator Report on Motor Vehicle Accidents) to the TMP accident report clerk NLT the first duty day following the accident.

Complete DD 518 (Accident-- Identification Card) and give to driver of other vehicle involved (if appropriate). Initiate ROS to account for lost, damaged, or destroyed vehicles and process paperwork through Tenant's chain of command.

SN-Housing & Office Appliances, Equipment, & Furniture: Non-Reimbursable

Provide for the supply of authorized Government-owned household appliances, furniture and furnishings, office-type furniture, and office equipment (i.e., adding machines, calculators, and typewriters). Process requisitions as required.

Comply with Host's policy and procedures (USAFACFS Reg 725-1). Prepare and submit DA 2765-1 or DD 1348-6 to Sup Dept, DOL, B 2243, with fund code and DODAAC. Present DD 577 when picking up equipment.

Hand receipt authorized Government-owned household appliances, furniture and furnishings, office-type furniture, and office equipment (i.e., adding machines, calculators, and typewriters). Conduct joint inventories with Tenant.

Request equipment and furniture from the property book officer (PBO), PSB. Conduct joint inventories with Host. Follow local hand receipt procedures.

ST-Petroleum, Oils, Lubricants (POL), & Chemicals: Non-Reimbursable

Provide for the dispensing of fuel, oils, lubricants, and chemicals for Tenant's wheeled vehicles. Maintain an automated fuel management system; submit consumption reports to major customers.

Comply with Host's policy and procedures. Refuel vehicles at the POL supply point, B-2330, 1-3598. Insert key into pump and enter required data (mileage, USA number, etc.) to dispense fuel.

Process POL requisitions. Telephonically notify Tenant for

Submit DA 2765-1 (include DODAAC and fund code) and a

Category of Support

Supplier Shall

Receiver Shall

pick-up of packaged POL products.

memo (include type of fuel, vehicle ID number, etc.) to B 2330 to requisition keys that will allow Tenant-owned vehicles to gain access to the Host's automated fuel system.

Submit requests for POL packaged products (DA 2765-1 or DD 1348-6) to Sup Dept, DOL, B 2243. Pick up products at B 2331 within one day of notification.

Provide an annual estimate of POL requirements.

SY-Audiovisual Services:
Non-Reimbursable

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

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.

Comply with Host's policy and procedures. Establish an account by submitting three copies of DA 1687 to Training Service Center (TSC), B 756, 1-6901/4294. 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, 1-6901/4294.

Hand receipt TSC equipment.

Submit DA 4103 (Visual Information Product Loan Order) for loan of equipment, videotapes, and films. 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.

Attachment A to
ISA #W44DQ1-90320-718

MASTER CIVILIAN PERSONNEL SERVICING AGREEMENT

Receiver: AMC, LAO
Fort McPherson, GA

BETWEEN

US ARMY MATERIEL COMMAND (AMC)

AND

US ARMY TRAINING AND DOCTRINE COMMAND (TRADOC)

1. Commanders of US Army Materiel Command activities, hereinafter called Serviced Activities, not having an operating civilian personnel office may request civilian personnel service from US Army Training and Doctrine Command activities, hereinafter called Servicing Activities, with an operating civilian personnel office, when the location or operational consideration of the requesting commander makes such servicing agreements advantageous to the Department of the Army. It is agreed that, upon request, civilian personnel services will be provided by US Army Training and Doctrine Command activities. Services provided will be administered in accordance with CPR 254, this agreement and all other applicable statutes, rules and regulations, subject to any limitations as may be mutually agreed upon by the local Serviced and Servicing Commanders and approved by the major commands and cited in the locally prepared supplement to this agreement.
2. The Serviced Activity Commander, having delegated appointing authority, will designate the servicing Civilian Personnel Officer to "act for" him in the administration of the civilian personnel management program. This designation does not reduce the authority and responsibility of the Serviced Commander for the effective management and direction of employees under his jurisdiction. The designated Civilian Personnel Officer will be accorded full membership on the Serviced Commander's staff.
3. Servicing will be in accordance with the standard practices outlined in CPR 200, Chapter 254.2-5; specifically including the servicing for the Equal Employment Opportunity Program.
4. Reimbursement will be in accordance with AR 37-49 and CPR 254; and will be reflected in the local Host/Tenant Support Agreement.
5. Normally, Serviced Activities will be in the competitive area of the Servicing Activity except where separate competitive areas are mutually agreed to be appropriate by the local Servicing and Serviced Commanders. Where such determination is made, it will be specified in the local supplement to this agreement and approved by the major commands.

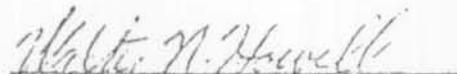
6. The Servicing Activity will provide the Serviced Activity and Serviced Command with all required reports and support for automated information systems.

7. This agreement will be supplemented locally in accordance with CPR 254 and will be reviewed annually. Supplements required to implement this agreement will be signed by the Commanders of the Serviced and Servicing Activities. Copies of supplements will be forwarded to major commands by the Servicing Activities.

8. This agreement becomes effective on the date of approval by Servicing Command.

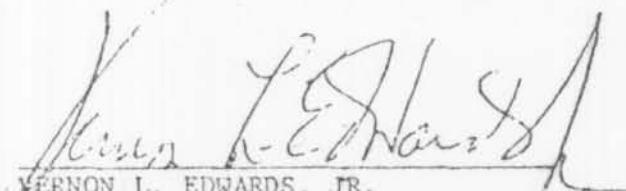
APPROVED:

FOR THE US ARMY TRAINING AND
DOCTRINE COMMAND


WALTER N. HOWELL
Civilian Personnel Director

Date: 20 DEC 1973

FOR THE US ARMY MATERIEL COMMAND


VERNON L. EDWARDS, JR.
Chief, Civilian Personnel Division
Directorate of Personnel, Training
and Force Development

Date: 4 January 1974

Attachment B to
 ISA #W44DQ1-90320-718
 Receiver: AMC, LAO
 Fort McPherson, GA

CIVILIAN PERSONNEL
 GENERAL SUPPORT PROVISIONS

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

Support Function	DCP, Fort Sill, Shall:	Yes	No
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.</p>	<u>X</u>	___
		___	<u>X</u>

Support Function

DCP, Fort Sill, Shall:

Yes No

2. Staffing
(cont)

(2) Discretionary Practice.
Receiver's command channels provide recruitment coordination and/or employment assistance programs. *Receiver shall attach these provisions to this agreement.

X *

c. Promotion and Relation Placement Programs.

(1) Standard Practice. Establish promotion plans for Receiver IAW FPM 335.3-2. Group positions in plans according to logical criteria without distinction between Receiver and Fort Sill activities. As far as possible, establish areas of consideration so as to provide equal opportunity for promotion consideration to employees of Receiver and Fort Sill. Do not modify areas of consideration by employment restrictions that may be placed on either the Receiver or Fort Sill. Representatives of all activities included in any promotion and placement plan shall participate in the development of criteria for the types of positions they supervise or in which they are technically qualified.

 X

(2) Discretionary Practice.
Receiver requires separate promotion and placement plans due to certain factors. These factors would include significantly different missions requiring different career ladders in Receiver and Fort Sill activities, exclusively recognized bargaining units in either with whom plans may be negotiated, different geographic dispersion patterns, or considerable differences in types of jobs (e.g., serviced activity predominantly WG and servicing activity mostly GS).

X

d. Reduction in Force. Determine the competitive area for reduction in force purposes for the Receiver's employees IAW FPM 351 as supplemented by CPR 351.

*Receiver's competitive area is _____
(see encl) _____.

Support Function

DCP, Fort Sill, Shall:

Yes No

3. Position and
Pay Management

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.

X

b. Standard Practice. Accomplish all the responsibilities identified in CPR 200, chapter 250.1, subchapter 5-11, 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.

 X

c. Discretionary Practice. *The Receiver empowers Fort Sill to perform all, X part, or 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.

4. Training and
Development

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 maximum use and for careers in Army employment through executive and supervisory training. Implement programs and policies

X

Support Function

DCP, Fort Sill, Shall:

Yes No

4. Training and
Development
(cont)

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 CPR 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.

c. Discretionary Practice.

_____ X

(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 X elects/_____ 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.

(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 expertise in a particular career field. In other words, appointing commanders may vary

X _____

Support Function

DCP, Fort Sill, Shall:

Yes No

4. Training and Development (cont)

depending upon the career program involved. *Receiver and Fort Sill agree that the responsible commander for the appointment of career program managers shall be AMC LAO. Fort Sill DCP shall take all action required locally by CPR 950-1.3-9.

(2) Discretionary Practice.

*Receiver's headquarters has/X does not have an arrangement under the provision of CPR 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.

X

(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.

X

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

X

Support Function

DCP, Fort Sill, Shall:

Yes No

5. Management-
Employee Relations
(cont)

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.

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

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 employees 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

Support Function

DCP, Fort Sill, Shall:

Yes No

6. Technical Services (cont)

an analysis to determine the necessity for any such reports. Where considered essential, Receiver should negotiate such reports with the Fort Sill DCP. *Receiver ___ does/ 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.

* ___

7. Labor Relations

a. Relations With Labor Organizations.

(1) Standard Practice.

(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.

(b) Receiver's commander grants recognition.

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

Support Function

DCP, Fort Sill, Shall:

Yes No

7. Labor Relations (cont)

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

(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 DCP and the labor organizations.

— X

(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

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

X —

8. Equal Employment Opportunity

a. Standard Practice.

(1) Normally, one equal employment opportunity officer is established on each installation. This one officer shall serve the Receiver.

X —

(2) Receiver shall appoint equal employment opportunity counselors IAW AR 690-600.

— X

(3) Complaints under AR 690-600 shall be processed through the Receiver's channels.

X —

<u>Support Function</u>	<u>DCP, Fort Sill, Shall:</u>	<u>Yes</u>	<u>No</u>
8. Equal Employment Opportunity (cont)	b. Discretionary Practice.		
	(1) Receiver appoints its own equal employment opportunity officer because of its large size or because the sensitive nature of the problem warrants it.	—	<u>X</u>
	(2) Fort Sill shall provide equal employment opportunity counselors because of the small number of Receiver employees.	<u>X</u>	—
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 690-200 in the development of a civilian personnel servicing agreement (reference Fort Sill MIP #241).			
5. This agreement becomes effective _____ (Date).			

Bill Lane
(Fort Sill DCP's Signature)

Beverly C Brown
(Receiver's Signature)

23 July 91
(Date)

3 Sep 91
(Date)

Joe C. Garza
(Fort Sill EEO's Signature)

26 July 91
(Date)

Encl

Enclosure to
Attachment B to
ISA #W44DQ1-90320-718

SUPPLEMENT TO
CIVILIAN PERSONNEL
GENERAL SUPPORT PROVISIONS

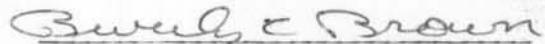
- Page 2, Para 2b (2): Recruitment and Employee Intake. Fort Sill will handle GS-8 and below IAW standard practices. LAO will handle GS-9 and above IAW instructions issued by HQ, AMC; LAO will prepare and forward appropriate documentation to Fort Sill for action.
- Page 2, Para 2d: Reduction in Force: LAO employees in grade GS-9 and above who have executed mobility agreements will be in the worldwide LAO competitive area. GS-9's and above who have not executed a mobility statement will be in a separate competitive area. GS-8's and below will be in Fort Sill's competitive area.
- Page 3, Para 3c: Position and Pay Management. LAO will retain classification authority GS-11's and above. LAO will furnish Fort Sill with current tables of distribution and allowances (TDA) and copies of job descriptions. LAO will be responsible for assigning major duties IAW job descriptions approved by HQ, AMC.
- Page 8, Para 6c: Publication of Policies and Procedures. Where conflicting policy exists between Fort Sill and HQ, AMC, LAO will be governed by HQ, AMC, policy.



(Fort Sill DCP's Signature)

28 May 91

(Date)



(Receiver's Signature)

21 May 91

(Date)



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100



REPLY TO
ATTENTION OF:

MEMORANDUM OF AGREEMENT
BETWEEN
U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
AND
U.S. ARMY MATERIEL COMMAND LOGISTIC ASSISTANCE OFFICE

SUBJECT: Public Affairs Responsibilities

1. References.

- a. AR 5-9, 1 Apr 84, Intraservice Support Installation Area Coordination.
- b. AR 360-5, 31 May 89, Public Information, and USAFACFS Supplement 1.
- c. AR 360-61, 15 Oct 80, Community Relations.
- d. AR 360-81, 20 Oct 89, Command Information Program.

2. Purpose. To outline the responsibilities of the Public Affairs Officer, U.S. Army Field Artillery Center and Fort Sill (USAFACFS), and the Chief (C), Army Materiel Command (AMC) Logistic Assistance Office (LAO), in accordance with (IAW) paragraph 2-4a(4), AR 360-5, which requires such written understandings between installation commanders and tenant units.

3. Public Information.

a. News Media Queries. All news media queries will be handled by the Fort Sill Public Affairs Office (PAO). C, AMC LAO, will coordinate with Fort Sill PAO on all situations involving unit personnel that occur or could be of interest to local media. Queries, announcements, and releases concerning matters of Army-wide impact will be handled by the Fort Sill PAO IAW applicable Army regulations.

b. Photo Support and News Releases. C, AMC LAO, will request, coordinate, and supervise all photographic support for ceremonies and activities sponsored by the AMC LAO directly with Training Service Center Photo Branch. News releases, when appropriate, will be provided by PAO. The Fort Sill PAO will provide support to the C, AMC LAO, upon request.

c. Parades, Reviews, Etc. Fort Sill PAO will be responsible for public affairs support for parades, reviews, etc., conducted in the Fort Sill area.

d. Fort Sill Unofficial Guide and Post Map. Fort Sill PAO is responsible for the publication, including contract negotiations, of the unofficial post guide and map.

SUBJECT: Public Affairs Responsibilities

4. Community Relations.

a. General. Fort Sill PAO will coordinate appropriate community relations programs with civilian organizations within the parameters of the normal responsibilities of the Post Commander and consistent with area responsibility assigned to Fort Sill under TRADOC and AR 5-9. C, AMC LAO, may be requested to provide assistance for selected community relations projects.

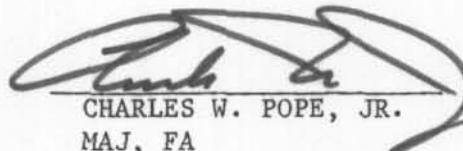
b. Band and Color Guard. Band and Color Guard performances/appearances in the civilian domain will be coordinated by Fort Sill PAO.

c. Speakers. All speaking requests in the public domain for individuals assigned to Fort Sill will be processed by Fort Sill PAO. In coordination with the C, AMC LAO, speaking engagements can be scheduled for AMC LAO personnel and activities at Fort Sill.

5. Command Information. Fort Sill PAO is responsible for command information functions as outlined in AR 360-81 and other applicable regulations. Fort Sill PAO will provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with the news value and space availability.



BEVERLY C. BROWN
LTC, QM
Chief



CHARLES W. POPE, JR.
MAJ, FA
Public Affairs Officer

21 May 91
(Date)

27 Aug 91
(Date)

MILITARY PERSONNEL
GENERAL SUPPORT PROVISIONS

Support Function

Supplier Shall

Receiver Shall

SECTION I: PERSONNEL SERVICE BRANCH

1. Records Management

- a. Maintain officer and enlisted military personnel records jackets (MPRJ's).
- b. Schedule and conduct the required records review.
- c. Control access to and release of information from DA Forms 2 and 2-1.
- d. Maintain "charge-out records" to account for records removed from files.
- e. Process SIDPERS transactions IAW DA Pam 600-8-2 for updating the SIDPERS and Personnel Information Systems (PERSINS) data base.
- f. Assure that the transfer data record for inter-SIDPERS arrival is keyed into the automated files.
- g. Provide new or correct data for blanks and errors on individual personnel data files in SIDPERS.

- a. Coordinate all actions with the AG's record personnel.
- b. Notify personnel of time of records review.
- c. Furnish personnel as needed by AG Division.
- d. Authenticate all records requiring signature.
- e. Provide updated information as necessary and as requested by SIDPERS Branch.
- f. Ensure a DPRT SIDPERS transaction is processed for duty day after the effective date of departure to generate a TDR to the gaining data base.
- g. Coordinate information with SIDPERS Branch.

Support Function

Supplier Shall

Receiver Shall

1. Records Management
(cont)

h. Prepare change reports and maintain automated suspense files for actions pertaining to individuals.

i. Initiate inquiries pertaining to individuals.

j. Initiate inquiries pertaining to missing records.

k. 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.

l. Closely screen each MPRJ of in-coming officer and 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.

h. Monitor and coordinate suspense items to ensure completion. Advise PSB of completion.

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

j. Provide information upon request from AG Division.

k. Administer all internal actions pertaining to awards and decorations with the exception of the award of the GCM and AFRM. Approve or disapprove award of GCM when notified of administrative eligibility.

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

2. Noncommissioned Officer Efficiency Reports (NCOERs)

Initiate annual and initial NCOERs and maintain suspenses. Forward reports to Receiver. Perform the

Establish rating schemes for E5 and above. Monitor the flow of NCOERs received from PSB to

Support Function

Supplier Shall

Receiver Shall

2. Noncommissioned Officer Efficiency Reports (NCOERs) (cont)

personnel office portion of the noncommissioned officer evaluation system.

ensure timely completion and return. Provide technical assistance to NCOER rating official. Initiate and forward change of rater and special reports to MILPO for processing. Prepare correspondence related to NCOER appeals.

3. Central Records Facility (CRF)

Operate the CRF and administer and dispose of MPRJs of deserters. Serve as installation point of contact concerning absentee drop from rolls (DFR) records.

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.

4. Suspension of Favorable Personnel Actions

Establish controls to preclude processing of favorable personnel actions.

Initiate and control suspension of favorable personnel actions. Distribute required copies of DA Form 268 IAW AR 600-31.

5. Change of Name, Birth Date, and Social Security Number (SSN)

Process communications requesting official name change, birth information, and/or SSN. Issue special orders announcing changed data.

Initiate, review, and approve recommendations. Forward to PSB for issuance of orders.

6. ID Cards

Review applications and documentations and issue identification cards to active and retired military and family members. Issue ID cards to DAC assigned to Fort Sill. Issue dog tags.

Refer eligible personnel to PSB.

Support Function

Supplier Shall

Receiver Shall

7. Temporary Promotions
(Officer)--Local Control

Suspense and initiate DA Form 78 for recommendations for promotion from 2LT/WO1 to 1LT/CW2 AUS and CPT to MAJ AUS for MC officers. Screen personnel records for qualification for promotion and notify approval authority of results of screening. Issue orders affecting approved promotions.

Review and approve/disapprove promotions and return to PSB for issuance of orders. Conduct promotion ceremonies.

8. Temporary Promotions
(Officer)--DA Control

Monitor temporary promotion of officers/warrant 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.

Notify DA with information to PSB of any officer selected for promotion by a DA selection board who is not eligible for promotion.

9. Officer Release From
Active Duty

Monitor release from active duty of officer's duty to normal end of service separation or DA-directed release programs. Forward information copy of individual request or release from active duty to Receiver's commander.

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

Support Function

Supplier Shall

Receiver Shall

10. Enlisted Promotion to Grades E2/E3

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.

Maintain a suspense to ensure promotions are affected on a timely basis.

11. Enlisted Promotion to Grade E4

Check promotion recommendations to ensure recommended soldiers meet all eligibility requirements.

Send approved recommendations to PSB. Conduct promotion ceremonies.

12. Enlisted Promotion to Grades E5/E6

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 promotion orders to include required MOS actions.

Conduct promotion ceremonies.

13. Enlisted Promotion to Grades E7/E8/E9

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.

Monitor documents forwarded to AG Div for review prior to the promotion board. Conduct promotion ceremonies. Notify DA with information to PSB of any NCO selected for promotion by a DA selection board who is no longer eligible for promotion.

14. Report of Enlisted Personnel

Prepare reports of enlisted personnel eligible for promotion consolidated with personnel eligible from Receiver.

Support Function

Supplier Shall

Receiver Shall

15. Enlisted Reduction Boards

Process enlisted administrative reductions. Publish orders necessary for establishment of a reduction board. Publish reduction orders and associated MOSC orders.

Initiate reduction requests. Prepare requests for orders. Convene boards and forward approved board findings to the PSB for issuance of orders. Forward appeals to the appellate authority.

16. Enlisted Reductions

Publish reduction orders; receive copies of documents (Article 15's 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.

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

SECTION II: PERSONNEL OPERATION BRANCH

1. Initial Appointment of Commissioned Officer and Warrant Officer

Initiate and complete all forms and correspondence relating to initial appointments of commissioned and warrant officers. Counsel applicants. Convene and process before appropriate Board of Officers. Provide assistance as requested.

Assist individuals applying for commissioned appointment. Coordinate processing of applications for appropriate recommendation by commander and review for completeness prior to forwarding for formal board appearance.

2. Casualty Administration

Prepare and distribute casualty reports when death occurs.

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

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
3. Line of Duty (LOD) Investigations	Appoint (issue orders), review, and exercise final approval authority on formal LOD investigations.	Conduct LOD investigations. Furnish names of officers to perform LOD for actions involving Receiver's military personnel.
4. Separation/Elimination Actions	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.	Prepare and document recommendations for separation/elimination and submit to commander of Receiver's MACOM.
5. Congressional/Special Elimination Actions	Acknowledge, process, and reply to congressional inquiries.	Provide specific and detailed data for basing replies.
6. OCONUS Leave	Process OCONUS leave requests.	Approve/disapprove requests for leave IAW AR 630-5.
7. Branch Transfer	Process and forward requests directly to PERSCOM.	Initiate requests from officers for branch transfer and details.
8. Officer Candidate School (OCS) and U.S. Military Academy Preparatory School (USMAPS)	Process applications for OCS and USMAPS. Convene OCS boards. Provide data from MPRJ as requested. Schedule written examinations and board appearances, as applicable. Forward USMA applications to USMAPS. After board action, forward OCS applications to PERSCOM.	Assist and counsel OCS and USMAPS applicants. Coordinate processing of applications; review for completeness and appropriate commander's recommendation. Forward to PSB for review, board action, and disposition. Arrange for physical examinations as required.
9. Extensions/Declinations of Active Duty for U.S. Army Reserve Personnel	Process requests to approval authority.	Prepare requests.
10. Dependency/Hardship Administrative Separations	Prepare correspondence related to dependency or hardship discharge and early release program and forward to AG with recommendations.	Approve/disapprove separation. Coordinate with separation transfer point for the scheduling of separation processing.

Support Function

Supplier Shall

Receiver Shall

11. Paternity Claims/
Indebtedness

Provide data to commander as requested by the claimant IAW AR 600-99 and request information be returned for appropriate reply.

Process paternity claims, failures of payment of private indebtedness, and support of legal and civil proceedings.

12. Officer, Regular Army
Appointment Program

Administer the Regular Army Appointment Program. Process recommendations, except those requiring general officer endorsement (which will be forwarded to Receiver's commander directly to PERSCOM). Provide information copies of applications to Receiver's commander.

Counsel and assist individuals in preparing requests. Make appropriate command recommendations. Forward to PSB.

13. Officer Release From
Active Duty

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

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

14. Compassionate, Exchange,
or Other Reassignments

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

Process requests for compassionate, exchange, or other reassignments. Publish orders for attachment(s) if appropriate.

15. Retirement Services
Program

Administer the Army Retirement Services Program outlined in AR 608-25, Chapter 3. Conduct semiannual pre-retirement counseling sessions, and provide individual counseling to potential retirees on personal affairs. Maintain liaison with Social Security and Veterans Administration 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.

Publicize programs and make personnel available for counseling.

Support Function

Supplier Shall

Receiver Shall

16. Retirement Processing

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. 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 MEB/PEB action at GLNRM.

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

17. Survivor Benefit Plan

Administer the Survivor Benefit Plan (SBP) outlined in AR 608-9. Support is available in three phases. (1) Formal and individual counseling at semiannual preretirement counseling sessions; (2) Individual counseling service to potential retirees and their spouses; (3) Assistance in preparing and finalizing DA Form 4240 prior to retirement processing at transfer points.

Publicize SBP.

Support Function

Supplier Shall

Receiver Shall

18. Service Schools

Process requests for school. Publish necessary TDY or permanent change of station (PCS) orders.

Prepare applications for school and forward to PSB.

SECTION III: PERSONNEL STRENGTH MANAGEMENT

1. Accompanied/Unaccompanied Overseas Travel, Passports, Etc.

Provide a copy of PCS orders and completed passport applications to the Central Port Call Office (CPCO).

Assist individuals as required.

2. Specified Tour Assignments

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

Advise PSB of changes to tour lengths. Send requests for tour extensions to PSB for forwarding to PERSCOM for approval.

3. Unit Manning Reports

Prepare and submit DA Form 3728 to effect position number changes and forward to Personnel Automation Section (PAS).

4. On-the-Job Training (OJT)

Approve or disapprove requests for reclassification based upon OJT.

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

5. CONUS Assignment Instructions--Officer/Enlisted

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.

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

<u>Support Function</u>	<u>Supplier Shall</u>	<u>Receiver Shall</u>
6. Compassionate, Exchange, or Other Reassignments	Process requests for compassionate, exchange, or other reassignments. Publish orders effecting approved transfers.	Counsel and assist individuals in preparing requests. Recommend approval or disapproval of requests and send to PSB.
7. Volunteers for Overseas Areas	Process requests of volunteers for overseas areas.	Prepare requests and forward to PSB.
8. Travel and Duty Restriction Program	Monitor travel and duty restriction programs.	
9. Assignment Eligibility and Availability (AEA) Codes	Assign, change, and coordinate establishment of codes to include termination dates.	Provide data to MILPO to support assignment or changes to AEA codes.
10. Utilization of Personnel Receiving Variable Reenlistment Bonus (VRB) or Selective Reenlistment Bonus (SRB)	Monitor results of individuals who have received a VRB or SRB to ensure proper utilization.	Monitor assignment to ensure proper utilization of personnel who have received a VRB or SRB.
11. Deletions/Deferments	Attach Deletion/Deferment Request Cards (DDRCs) to requests and forward to PERSCOM.	Submit written justification and recommendation.
12. Initial Duty Assignment (Officers/Enlisted)	Publish diversion orders when necessary. Furnish information copies of reassignment/diversion orders to Receiver at Fort Sill, OK 73503-5100.	Forward all available information on in-coming personnel to the PSB (copies of orders received for administrative purposes, etc.). Provide telephonic approval of initial duty assignments for unprogrammed arrivals. Request the PSB to publish diversion orders as necessary upon request.

SECTION IV: PERSONNEL AUTOMATION BRANCH

1. SIDPERS Support Files	Maintain all SIDPERS transaction personnel files.	Provide support file update information IAW DA Pam 600-8-1.
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Support Function

Supplier Shall

Receiver Shall

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

SECTION V: PERSONNEL RETENTION BRANCH

- | | | |
|--|--|--|
| Reenlistment & Related Actions (Waivers, Bars, Etc.) | Manage Qualitative Management Program. Screen 201 files for reenlistment and extensions. Process RETAIN actions. | Publicize the reenlistment program. Prepare requests for reenlistment, extensions, and waivers of eligibility criteria. Notify individuals of DA bar to reenlistment. Arrange for reenlistment ceremonies. Notify the Fort Sill Reenlistment Office upon completion of reenlistment. |
|--|--|--|

Attachment E to ISA #W44DQ1-90320-718
Receiver: AMC LAD
Fort McPherson, GA

EQUIPMENT REQUIRING MAINTENANCE:

See attached Hand Receipt Listing for Hand Receipt Number: 027

PCN: TCG-001
DATE: 03 JAN 1991

HAND RECEIPT LISTING FOR HAND RECEIPT NUMBER: 027
DATE LAST INVENTORY: 9101

BOOK: I UIC: W0VG02
PAGE: 1
TIME: 08:52:10

HAND RECEIPT UIC: W0VG02
H/R HOLDER: MICHAEL R. JOHNSON
H/R ORGAN: AMC LOG AST OFC

PROPERTY BOOK OFFICER: JESSIE TOLES SFC
ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
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6135MDL180-57 BATTERY PACK, MDL# ZA-180-57

EA 1 9131416901

0 U

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:

TOTAL ITEMS ON HAND: 1 ON HAND VALUE:

90749N 711000T707682 BOARD, SCHEDULING, MAGNETIC, W/ACC

EA 1

164.95

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1

TOTAL ITEMS ON HAND: 1 ON HAND VALUE: \$164.95

B01687 7110011351998 BOOKCASE, STEEL, 1 ADJUSTABLE SHELF

EA 1

U 50.67

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:

TOTAL ITEMS ON HAND: 1 ON HAND VALUE: \$50.67

B01755 7110011351997 BOOKCASE, STEEL, 2 ADJUSTABLE SHELVES

EA 21

U 61.22

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 10

TOTAL ITEMS ON HAND: 21 ON HAND VALUE: \$1,285.62

B36572 7110001430839 BOOKCASE, 1 SHELF, METAL, W/BOOKSTOP

EA 1

U 98.00

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1

TOTAL ITEMS ON HAND: 1 ON HAND VALUE: \$98.00

09738N 719500T707681 BULLETIN BOARD/MESSAGE, WOOD/METAL FRAME

EA 1

51.40

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:

TOTAL ITEMS ON HAND: 1 ON HAND VALUE: \$51.40

C49073 7125002853049 CABINET, KEY WALL MTD, 95 KEY CAP

EA 1

U 52.51

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1

TOTAL ITEMS ON HAND: 1 ON HAND VALUE: \$52.51

C51505 7125006415436 CABINET, STORAGE, ADJ SHELF, 2 DR W/LOCK

EA 6

U 159.00

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1

TOTAL ITEMS ON HAND: 6 ON HAND VALUE: \$954.00

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HAND RECEIPT UIC: W0VG02
H/R HOLDER: MICHAEL R. JOHNSON
H/R ORGAN: AMC LOG AST OFC

PROPERTY BOOK OFFICER: JESSIE TOLES SFC
ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
	742000HCC0004	CALCULATOR, HAND HELD, SOLAR POWER,MDL#TI36	EA	1	0041095 <i>E</i>	D	U	29.00	
	742000HCC0004	CALCULATOR, HAND HELD, SOLAR POWER,MDL#TI36	EA	1	0041103 <i>E</i>	D	U	29.00	
	742000HCC0004	CALCULATOR, HAND HELD, SOLAR POWER,MDL#TI36	EA	1	0046600 <i>CECOM</i>	D	U	29.00	
	742000HCC0004	CALCULATOR, HAND HELD, SOLAR POWER,MDL#TI36	EA	1	0046601 <i>R</i>	D	U	29.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				4				ON HAND VALUE:	\$116.00
	91627N 742000T699919	CALCULATOR, MONROE MDL JD-30, DESK TOP	EA	1	G641489		U	116.61	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				1				ON HAND VALUE:	\$116.61
	672000HCC0001	CAMERA, POLOROID, MDL 640 SUN AND FLASH	EA	1	KIQ24949NC		D	U	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				1				ON HAND VALUE:	
	DB3969 7105002929496	CHAIR EASY, STRAIGHT BACK	EA	2			U	55.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				2				ON HAND VALUE:	\$110.00
	710500T700973	CHAIR, DINING STACKING	EA	20			U	27.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				20				ON HAND VALUE:	\$540.00
	DB4048 7105001135410	CHAIR, EASY, W/ARMS, WING BACK, UPHOL	EA	2			U	304.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				2				ON HAND VALUE:	\$608.00
	DB5075 7110002738793	CHAIR, ROTARY, W/ARMS, STEEL, ASST COLORS	EA	<i>5</i>	<i>turned in 4</i>		U	62.38	

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HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON
H/R ORGAN: AMC LOG AST OFC

PROPERTY BOOK OFFICER: JESSIE TOLES SFC
ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 14			TOTAL ITEMS ON HAND: 9		ON HAND VALUE:		\$561.42		
CB5887	7110002738791	CHAIR, ROTARY, W/O ARMS, ASST COLORS, STEEL	EA	5		U		53.39	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 2			TOTAL ITEMS ON HAND: 5		ON HAND VALUE:		\$266.95		
CB5887	7110006019040	CHAIR, ROTARY, W/O ARMS, MOULDED PLASTIC SHELL, ASST	EA	2		U		77.16	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 2			TOTAL ITEMS ON HAND: 2		ON HAND VALUE:		\$154.32		
CB5143	7110006020266	CHAIR, ROTARY, W/ARMS, MOLDED PLASTIC, ASST COLORS	EA	18		U		86.50	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 18			TOTAL ITEMS ON HAND: 18		ON HAND VALUE:		\$1,557.00		
613000	T696927	CHARGER, BATTERY, MOTOROLA	EA	2		U		195.65	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND: 2		ON HAND VALUE:		\$391.30		
F78100	7110009165840	DAVENPORT, OFFICE, 3 PERSON, WOOD FRAME	EA	1		U		457.22	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1			TOTAL ITEMS ON HAND: 1		ON HAND VALUE:		\$457.22		
F78325	7105002929587	DAVENPORT, WOOD FRAME UPH 76X31"	EA	1		U		137.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1			TOTAL ITEMS ON HAND: 1		ON HAND VALUE:		\$137.00		
F97653	7110001430902	DESK ATTACHMENT, L-UNIT	EA	1		U		217.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN: 1			TOTAL ITEMS ON HAND: 1		ON HAND VALUE:		\$217.00		
F97528	7110010178950	DESK ATTACHMENT, RIGHT HAND, WITH DRWS	EA	2		U		101.85	

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HAND RECEIPT UIC: W0VGO2
H/R HOLDER: MICHAEL R. JOHNSON PROPERTY BOOK OFFICER: JESSIE TOLES SFC
H/R ORGAN: AMC LOG AST OFC ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				2	TOTAL ITEMS ON HAND:		2	ON HAND VALUE:	\$203.70
F98532	7110001431038	DESK FLAT TOP, DBL PED, WOOD, 60X30X29	EA	1		U		744.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:		1	ON HAND VALUE:	\$744.00
F98052	7110011351992	DESK FLAT TOP, DBL PEDESTAL, STEEL	EA	16		U		228.58	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				17	TOTAL ITEMS ON HAND:		16	ON HAND VALUE:	\$3,657.28
F98052	7110001430832	DESK, FLAT TOP, DBL PED, STEEL, 6 DRW	EA	5		U		450.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:		5	ON HAND VALUE:	\$2,250.00
F97528	7110010213609	DESK, L-UNIT, SGL LEFT PED, 60 X 30	EA	2		U		162.74	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				2	TOTAL ITEMS ON HAND:		2	ON HAND VALUE:	\$325.48
92373N	583000T707763	DICTION MACHINE, PTBL, MDL MS55, W/CASE	EA	1	124009	U		194.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				1	TOTAL ITEMS ON HAND:		1	ON HAND VALUE:	\$194.00
G18643	4110002558760	DISPENSER, DRINKING WTR MECH CLD 9.5 GL	EA	1	810927091	U		207.33	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:		1	ON HAND VALUE:	\$207.33
92122N	723000T686112	DRAPES, ALL PURPOSE ASST SIZE/COLOR	PR	19	6	U		89.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				19	TOTAL ITEMS ON HAND:		19	ON HAND VALUE:	\$1,691.00
H41794	7110009764852	FILING CABINET, CAP SZ, 4 DRW, W/COMB LK	EA	1		U		1,075.65	

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HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON

PROPERTY BOOK OFFICER: JESSIE TOLES SFC

H/R ORGAN: AMC LOG AST OFC

ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				1	TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$1,075.65
H41931	7110002863797	FILING CABINET, CAP SZ, 5 DRW, W/O BASE	EA	4		U		157.37	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				3	TOTAL ITEMS ON HAND:			4 ON HAND VALUE:	\$629.48
	7110002863796	FILING CABINET, CAP SZ, 5 DRW, W/PARA LK	EA	3		U		161.01	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:			3 ON HAND VALUE:	\$483.03
H42479	7110002863798	FILING CABINET, LTR SZ, 5 DRW, W/PARA LK	EA	3		U		149.20	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:			3 ON HAND VALUE:	\$447.60
H42987	7110008170653	FILING CABINET, SHELF, LTR SZ, STEEL	EA	2		U		125.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:				3	TOTAL ITEMS ON HAND:			2 ON HAND VALUE:	\$250.00
	6650004779613	MAGNIFIER, LAMP, MONOCULAR	EA	1		D U		56.67	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$56.67
96149N	711000T720617	ORGANIZER, DESK TOP, LOW SHELF	EA	12		U		114.95	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:			12 ON HAND VALUE:	\$1,379.40
	704500HGC0005	OWNERS MANUAL & SOFTWARE LIBRARY	ST	1		O U			
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:					TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	
96450N	361500T730115	PAPER SHREDDER, MDL# 110-36000	EA	1	1146154			329.81	

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DATE: 03 JAN 1991

HAND RECEIPT UIC: W0VGO2

H/R HOLDER: MICHAEL R. JOHNSON

H/R ORGAN: AMC LOG AST OFC

HAND RECEIPT LISTING FOR HAND RECEIPT NUMBER: 027

DATE LAST INVENTORY: 9101

PROPERTY BOOK OFFICER: JESSIE TOLES SFC

ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

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LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:	1	ON HAND VALUE:			\$329.81	

P09286	7195012309972	PARTITION, FREE STANDING, 36" X 60", W/LEGS	EA	2		U		53.23	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		4	TOTAL ITEMS ON HAND:	2	ON HAND VALUE:			\$106.46	
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P09354	7195012310026	PARTITION, FREE STANDING, 60" X 60" W/LEGS	EA	2		U		69.55	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		19	TOTAL ITEMS ON HAND:	2	ON HAND VALUE:			\$139.10	
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T01061	712500X060073	RACK, METAL, STORAGE AND DISPLAY, 18X36X35	EA	8		U		75.00	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		2	TOTAL ITEMS ON HAND:	8	ON HAND VALUE:			\$600.00	
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R13310	7195002755825	RACK, WEARING APP, 12 HANGER CAP	EA	2 ¹	<i>Turned In</i>	U		84.83	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:	2	ON HAND VALUE:			\$169.66	
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582000T708150		RADIO, HANDIE TALKIE MDL H43A AVII40N	EA	1	278AFU2603	U		1,382.25	
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582000T708150		RADIO, HANDIE TALKIE MDL H43A AVII40N	EA	1	278AFU2604	U		1,382.25	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:	2	ON HAND VALUE:			\$2,764.50	
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582000T692023		RADIO, PTBL, MDL H43AAV1140B	EA	1	27AFC1037	U		922.24	
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582000T692023		RADIO, PTBL, MDL H43AAV1140B	EA	1	27BAFC1035	U		922.24	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:	2	ON HAND VALUE:			\$1,844.48	
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R62824	4110008795944	REFRIGERATOR, HOUSEHOLD, 14 CU FT, RH	EA	1	S22513522	U		329.21	
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HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON

PROPERTY BOOK OFFICER: JESSIE TOLES SFC

H/R ORGAN: AMC LBG AST OFC

ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	QH	QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		1 ON HAND		VALUE:		\$329.21	
97017N	722000T693414	RUG, OFFICE, ASST SIZE, W OR W/O CUSHION	EA		3		U		10.56	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		3 ON HAND		VALUE:		\$31.68	
S40645	5810012301486	SECURE TELEPHONE, STUG 30	EA		1	G30000008960	9		2,310.00	
S40645	5810012301486	SECURE TELEPHONE, STUG 30	EA		1	G30000009894	9		2,310.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		2 ON HAND		VALUE:		\$4,620.00	
96450N	361000T721615	SHREDDER, PAPER, SHREDEX MDL#2002	EA		1	331842	U		636.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		1 ON HAND		VALUE:		\$636.00	
7110006019849		STAND, OFFICE MACHINE, DROP LEAF	EA		2		U		67.79	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		2 ON HAND		VALUE:		\$135.58	
U2646B	7110011351979	STAND, OFFICE MACHINE, W/DRAWER, 36 X 24 X 26	EA		4		U		69.88	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		4 ON HAND		VALUE:		\$279.52	
99817N	711000T695321	STAND, TERMINAL	EA		2		U		150.00	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		2 ON HAND		VALUE:		\$300.00	
711000HCC0021		SURGE PROTECTOR, POWER STRIP	EA		8		D U		79.95	
TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		8 ON HAND		VALUE:		\$639.60	

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HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON
H/R ORGAN: AMC LOG AST OFC

PROPERTY BOOK OFFICER: JESSIE TOLES SFC
ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$40.00
U93009	7105009829255	TABLE, END, MAHOGANY, DANISH	EA	1			U	40.00	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$114.15
U97656	7110009266702	TABLE, OCCASIONAL, COFFEE, 60 X 20	EA	1			U	114.15	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		1	TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$114.15
U99084	7110014351989	TABLE, OFFICE, 36 X 24 X 29"	EA	4			U	66.53	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:			4 ON HAND VALUE:	\$266.12
U99094	7110014351987	TABLE, OFFICE, 45 X 30	EA	3			U	80.56	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:			3 ON HAND VALUE:	\$241.68
92374N	745000T722277	TELEPHONE MESSAGE AND RECORDING MACHINE	EA	1	241709		U	99.95	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$99.95
583500T708196		TELEPHONE MESSAGE AND RECORDING SYSTEM	EA	1	TB 002692		U	341.25	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		1	TOTAL ITEMS ON HAND:			1 ON HAND VALUE:	\$341.25
99002N	7430011166035	TYPEWRITER, ELEC,NP,HEAVY DUTY,WITH CORRECTING CAPAB	EA	1	4813823		W	235.00	
99002N	7430011166035	TYPEWRITER, ELEC,NP,HEAVY DUTY,WITH CORRECTING CAPAB	EA	1	6164312		W	235.00	
		TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:		2	TOTAL ITEMS ON HAND:			2 ON HAND VALUE:	\$470.00
99002N	743000T722391	TYPEWRITER, MEMORY, KX-E508, PANASONIC	EA	1	7HM12A26771		U	479.00	

Turned in

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HAND RECEIPT LISTING FOR HAND RECEIPT NUMBER: 027
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HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON

PROPERTY BOOK OFFICER: JESSIE TOLES SFC

H/R ORGAN: AMC LOG AST OFC

ORGANIZATION: HEADQUARTERS-COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		1 ON HAND VALUE:		\$479.00		
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Y03820	673000NS3RM11	VIEWER, MICROFICHE	EA	1	2362		U	119.00	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		1 ON HAND VALUE:		\$119.00		
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Y03820	673000T707983	VIEWER, MICROFICHE, NMI-14	EA	1	1873		U	196.94	
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Y03820	673000T707983	VIEWER, MICROFICHE, NMI-14	EA	1	246		U	196.94	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		2 ON HAND VALUE:		\$393.88		
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99811N	711000T707992	WORK STATION, RIGHT OR LEFT HAND	EA	6			U	450.00	
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TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		6 ON HAND VALUE:		\$2,700.00		
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99817N	711000T709596	WORK STATION, W/COMP	EA	1			U	510.00	
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THE FOLLOWING ARE COMPONENTS/SHORTAGES TO THE ABOVE ITEM

	UI	Q-AUTH	OH-QTY	
0001 711000CDM0001 MONITOR, PLATFORM	EA	1	1	N U
0002 711000CDM0002 PRINTER STAND	EA	1	1	N U
0003 711000CDM0003 STORAGE MODULE	EA	1	1	N U
0004 711000CDM0004 ADAPTER, CORNER 90 DEGREE	EA	1	1	N U

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:			TOTAL ITEMS ON HAND:		1 ON HAND VALUE:		\$510.00		
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99817N	711000T708587	WORK STATION, WITH COMPONENTS, WOOD/ METAL FRAME	EA	1			U	800.00	
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THE FOLLOWING ARE COMPONENTS/SHORTAGES TO THE ABOVE ITEM

	UI	Q-AUTH	OH-QTY	
0001 711000CDM0001 TASK STATION, 60"X 30"X 60" W/CAL	EA	1	1	N U
0002 711000CDM0002 PERSONAL & FILE DRAWER, PN: DPF	EA	1	1	N U
0003 711000CDM0003 FLIPPER DOOR & STORAGE UNIT, PN: FD	EA	1	1	N U
0004 711000CDM0004 ORGANIZER PACKAGE PN: 01360	EA	1	1	N U
0005 711000CDM0005 LIGHT, PN: TLC60, BROWN COLOR	EA	1	1	N U

PRINTED IN U.S.

PCN: TCQ-001
DATE: 03 JAN 1991

HAND RECEIPT LISTING FOR HAND RECEIPT NUMBER: 027
DATE LAST INVENTORY: 9101

BOOK: I UIC: W0VG02
PAGE: 10
TIME: 08:52:10

HAND RECEIPT UIC: W0VG02

H/R HOLDER: MICHAEL R. JOHNSON
H/R ORGAN: AMC LOG AST OFC

PROPERTY BOOK OFFICER: JESSIE TOLES SFC
ORGANIZATION: HEADQUARTERS COMMANDANT-SUPPLY

LINE	NSN	DESCRIPTION / USA NUMBER	UI	Q-AUTH	OH-QTY	SERIAL NUMBER	DUR	CIIC	UNIT/PRICE	ACTION
THE FOLLOWING ARE COMPONENTS/SHORTAGES TO THE ABOVE ITEM										
0006	711000CDM0006	TACK BOARD, 57 X 1 X 14 PN:T60	EA	1	1				N U	
0007	711000CDM0007	SPLIT LEVEL TERM SPT STATION 30X3	EA	1	1				N U	
0008	711000CDM0008	UNIVERSAL PRINTER STAND, 30X31X30	EA	1	1				N U	
0009	711000CDM0009	TASK STATION, 60X30X30 W/FMP	EA	1	1				N U	
0010	711000CDM0010	PERSONAL DRAWER EXT, PN: DF	EA	1	1				N U	
0011	711000CDM0011	FILE DRAWER EXT	EA	1	1				N U	
0012	711000CDM0012	PERSONAL & 2-BOX DRAWER	EA	1	1				N U	
0013	711000CDM0013	STRAIGHT ARTIC W/MOD PANEL PN:903	EA	1	1				N U	

TOTAL NO. OF ITEMS AUTHORIZED THIS HAND RECEIPT/NSN:

TOTAL ITEMS ON HAND:

1 ON HAND VALUE:

\$800.00

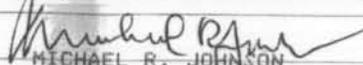
TOTAL QUANTITY ON HAND RECEIPT

243

TOTAL DOLLAR AMOUNT ON HAND RECEIPT

\$40,985.22

SIGNATURE OF RESPONSIBLE INDIVIDUAL


MICHAEL R. JOHNSON
SUPPLY OFF / GS-12
AMC LOG AST OFC

*** LAST PAGE ***

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FORM 1413-3