

SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-97129-754	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) NA	3. EFFECTIVE DATE (YYMMDD) 971001	4. EXPIRATION DATE (May be "Indefinite") 990930
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5a. SUPPLYING ACTIVITY (Name and Address)
Commander
U.S. Army Field Artillery Center and Fort Sill
ATTN: ATZR-LMI
Fort Sill, OK 73503-5100

6a. RECEIVING ACTIVITY (Name and Address)
Commander
U.S. Army Aviation and Missile Command
ATTN: AMSAM-MMC-BM-BC
Redstone Arsenal, AL 35898-5230

5b. MAJOR COMMAND: TRADOC

6b. MAJOR COMMAND: AMC

7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
A1-Administrative Services	Copier Maintenance	\$1,600
A3-Audio & Visual Information Services	None/Non-Reimbursable	\$ 0
A4-Automated Data Processing & Automation Services	ADP Maintenance	\$ 700
C4-Command Support	None/Non-Reimbursable	\$ 0
C5-Common Use Facility Construction, Operations, Maintenance, & Repair	None/Non-Reimbursable	\$ 0
C6-Communication Services	Tolls, Leased Lines	\$1,000
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 3

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

9. RECEIVING COMPONENT
9a. COMPTROLLER Signature
Julius M. Flinn
JAMES L. FLINN, III, DIRECTOR

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

9c(1). APPROVING AUTHORITY Typed Name
JAMES L. FLINN, III, DIRECTOR

8c(2). Organization
Directorate of Logistics
ATZR-4

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

9c(2). Organization
Integrated Materiel
Management Center

9c(3). Telephone No.
DSN 746-3106

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

8c(5). Date Signed
16 Oct 97

9c(4). APPROVING AUTHORITY Signature
James L. Flinn

9c(5). Date Signed
25 Sep 97

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

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

RECEIVING COMPONENT
10c. Approving Authority Signature
10d. Date Signed

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

a. The Receiving Components will provide the Supplying Component projections of requested support. (Significant changes in the Receiving Components' support requirements should be submitted to the Supplying Component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the Supplying Component to bring any required or requested change in support to the attention of _____ (See page 6, paras 11b and 11c.) _____ prior to changing or cancelling support.

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

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

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

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

g. Attachments: A - Hazardous Waste
B - Equipment Requiring Maintenance
C - FY 98+ Reimbursable Costs

DISTRIBUTION:

Cdr, USAFACFS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100

Cdr, USAMCOM, ATTN: AMSAM-MMC-BM-BC, Redstone Arsenal, AL 35898-5230

Continued on page 5.

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

Continued on page 7.

Additional specific provisions attached: YES NO

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7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
C9-Custodial Services	Square Feet	\$ 600
D1-Disaster Preparedness	None/Non-Reimbursable	\$ 0
E1-Education Services	None/Non-Reimbursable	\$ 0
E2-Entomology Services	Square Feet	\$ 100
E3-Environmental Cleanup	Hazardous Spills/ Incidents	\$ 0
E4-Environmental Compliance	Tuition, Hazardous Waste Disposal	\$ 600
F1-Facilities & Real Property Support	None/Non-Reimbursable	\$ 0
F2-Facility Construction & Major Repair	Minor Construction	\$ 0
F3-Facility Maintenance & Minor Repair	Work Orders	\$ 0
F5-Fire Protection	Unauthorized Discharge of Fire Extinguishers	\$ 0
H2-Housing & Lodging Services	None/Non-Reimbursable	\$ 0
L2-Legal Services	None/Non-Reimbursable	\$ 0
M1-Mail Service	Postage	\$1,000
P1-Police Services	None/Non-Reimbursable	\$ 0
P3-Public Affairs	None/Non-Reimbursable	\$ 0
R1-Refuse Collection & Disposal	Pounds of Refuse	\$ 300
R2-Resource Management	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	TOTAL	Continued on page 4

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7. SUPPORT PROVIDED BY SUPPLIER

7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
S1-Safety	None/Non-Reimbursable	\$ 0
S2-Security	None/Non-Reimbursable	\$ 0
S4-Social Actions	None/Non-Reimbursable	\$ 0
S5-Supply Services	POL, POL Charged to Unreported Lost Keys	\$1,100
T1-Training Service	None/Non-Reimbursable	\$ 0
T2-Transportation Services	Federal Express	\$ 0
U1-Utilities	Actual Consumption (Meter Readings), Square Feet	\$5,900
W1-Weather Services	None/Non-Reimbursable	\$ 0
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO	TOTAL	\$12,900

SA #W44DQ1-97129-754

Receiver: AMCOM

Redstone Arsenal, AL

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 5-8, 15 Jan 74, Host-Supported Activity Relationships (Intraservice).
- c. AR 37-1, 30 Apr 91, Army Accounting and Fund Control.
- d. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- f. Message, HQDA, R271424Z May 97, subject: Army Reimbursable Policy.

2. This intraservice support agreement (SA) documents base operations (BASOPS) support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier/Host); Fort Sill, OK; to U.S. Army Aviation and Missile Command (USAMCOM/Receiver); Redstone Arsenal, AL.

3. Supported unit (Receiver/Tenant) is the Logistics Center of Excellence (LCOE), which will be established at Fort Sill on/about 1 Oct 97. Authorized personnel strength is one DOD civilian and three Government contractor personnel. The contractor is Paragon Systems, Inc. The LCOE's mission is to provide wholesale assistance to depots by warehousing repair parts and distributing the requisitioned items directly to Fort Sill's customers (faster delivery service).

4. Supplier and Receiver are both funded with operation and maintenance, Army (OMA), funds; therefore, for FY 98 Receiver shall program, budget, and reimburse for all BASOPS support (direct) and reimburse for mission unique support, stock fund support, and support provided above the normal standard level. Upon funding transfer from Tenant to Host in FY 99, Host will program, budget, and provide BASOPS support on a non-reimbursable basis; however, mission unique support, stock fund support, and support provided above the normal standard level will continue to be reimbursable. DD Form 1144 and the specific provisions reflect FY 99+ funding and reimbursement policy. See attachment C for FY 98+ reimbursement data.

5. Within thirty days after the start of each fiscal year (or as soon as appropriation laws permit); Receiver shall submit an annual DD Form 448 (Military Interdepartmental Purchase Request) for the total amount of the SA to Cdr, USAFACFS, ATTN: ATZR-RP, Fort Sill, OK 73503-5100, DSN 639-3134. Host has the option to accept any portion of the MIPR as a direct fund cite. Money accepted as a direct fund cite shall be monitored by DFAS-IN and the Receiver. Host will forward DD Form 448-2 (Acceptance of MIPR) to the address in block 6a on page 1, ATTN: AMSAM-MMC-BM-BI (Ms. Ann Hastings).

6. DFAS Lawton-Fort Sill OPLOC shall bill Receiver monthly using Standard Form (SF) 1080 (Voucher for Transfers Between Appropriations and/or Funds) mailed to DFAS, ATTN: DFAS-SL-A, 4300 Goodfellow Blvd., Bldg 110, St. Louis, MO 63120-1718, for payment. SF 1080 shall cite this SA number, DODAAC W80Q8H or unit identification code (UIC) X6WOH9AA and have appropriate accountable documents attached.

7. Receiver shall negotiate separately with MEDDAC/DENTAC, DFAS, and DeCA for medical supplies/maintenance and health services, finance and accounting services, and commissary services respectively.

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

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

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

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

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

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

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

a. Supplier: Ms. Dora Presley
Installation Support Agreements Manager (SAM)
Directorate of Logistics (DOL)
Fort Sill, OK 73503-5100
DSN 639-5072/3369 or (405) 442-5072/3369
FAX ext 2719

b. Receiver: Mrs. Peggy Patterson
Integrated Materiel Management Center SAM
Cdr, AMCOM
ATTN: AMSMI-MMC-BM-BC
Redstone Arsenal, AL 35898-5230
DSN 746-9698 or (205) 876-9698
FAX DSN 645-6790 or (205) 955-6790

c. Tenant: Amcom MLRS LCOE, Lead Combat Directorate, Immc
2287 Randolph Rd
Fort Sill, OK 73503-5100
DSN 639-3928 or (405) 442-3928 3930 Mr. Bonner
FAX DSN or coml ext 7980

Category of Support	Host Shall	Tenant Shall
A1 (cont)		<p>a. Installation Reference Library/Morris Swett Technical Library, B 730, Room 16, 2-4525. Sign for items withdrawn from the library and return them within 3 days.</p> <p>b. Nye Library, B 1640, 2-5111.</p>
A3-Audio & Visual Information Services: Non-Reimbursable	<p>1. 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.</p> <p>2. Provide video teleconferencing services.</p>	<p>1. Hand receipt TSC equipment. Submit DA 4103 (Visual Information Product Loan Order) for loan of videotapes and films. Request loan of equipment via hand receipt by completing DA Form 3161 in triplicate. Have operator personnel attend training on the receipt, operation, and repair of equipment as prescribed by TSC. Perform operator maintenance on equipment. Return unserviceable or inoperable equipment issued on temporary hand receipt to TSC for repair.</p> <p>2. Make arrangements through TSC, 2-3119, B 700, as required.</p>
A4-Automated Data Processing & Automation Services: Reimbursable	<p>1. Provide automated data processing (ADP) services (i.e., Microsoft Exchange) as required on systems tht are compatible with DOIM automated equipment.</p> <p>2. Provide maintenance for Tenant's ADP equipment. See attachment B for the list of equipment requiring maintenance.</p>	<p>1. Request services as needed from DOIM.</p> <p>2. For computer repair, submit automated work orders to the Help Desk, DOIM, via PROFS. Furnish a POC and phone number, description of problem, model and serial number of ADP equipment needing repair and its location (building and room number). Reimburse for repair parts only.</p>
C4-Command Support: Non-Reimbursable	<p>1. Provide command/staff personnel to manage base operations support provided to all customers. Personnel include the command group, Directorate of Resource Management (DRM),</p>	
1. Command Overhead		

Category of Support	Host Shall	Tenant Shall
C4 (cont)	<p>Directorate of Public Works (DPW), Directorate of Community Activities (DCA), DOIM, and those described in the following paragraphs.</p>	
1. Command Overhead		
2. Protocol	<p>2a. Furnish appropriate protocol services for Tenant's visiting general officers/civilian equivalents. For military grades 07/civilian grades GS-16 and above; make arrangements for lodging, transportation, itineraries, and social functions. Keep Tenant informed of arrangements made and any changes/problems encountered. Furnish Tenant a copy of the itinerary.</p> <p>2b. Keep the Commanding General (CG), Chief of Staff (CofS), and Deputy Garrison Commander (DGC) abreast of visiting dignitaries. Provide VIP visit forecasts. Limit distribution of itineraries by operational need.</p>	<p>2a(1). Notify the Protocol Office immediately (2-3902/2346, B 455) of Tenant's visiting dignitaries (whether for social or official reasons) in military grades 07/civilian grades GS-16 and above. Provide details of the visit and furnish Protocol with biographical sketches of the dignitaries.</p> <p>2a(2). For visitors in military grades 06/civilian grades GS-15 and below; make own arrangements for billeting, transportation, etc. Arrange billeting for 06 through Billeting Ofc in Comanche House and for GS-15 and below through the BOQ/BEQ. Request assistance/guidance in proper etiquette/procedures as required.</p>
3. Inspector General	<p>3. Provide Inspector General services as required. Process complaints or requests for assistance presented by Tenant's employees. Assist Tenant's IG in conducting investigations and/or inquiries. Coordinate with Tenant in advance of visits and furnish feedback reports following the visits.</p>	<p>3. For assistance contact the IG, B 462, Rm 301, 2-3176/3109.</p>
4. Auditing	<p>4a. Provide internal review and audit services. Conduct financial or performance audits of</p>	<p>4a. For assistance, contact the Internal Review and Audit Compliance (IRAC) Office, 2-3712/2943, B 455.</p>

Category of Support	Host Shall	Tenant Shall
C4 (cont)	Tenant's operations upon request.	
4. Auditing	<p>4b. Manage/monitor visits by external audit agencies such as the U.S. General Accounting Office (GAO), Department of Defense Inspector General (DODIG), and U.S. Army Audit Agency (USAAA). Notify Tenant of any external audit agency visits affecting their operations. Prepare command responses to external audit reports.</p> <p>4c. Perform follow-up audits of internal/external reviews and audits.</p>	<p>4b(1). When notified of an external audit agency visit, appoint an audit project officer (APO) to monitor the visit. Furnish adequate working space and access to telephones. Furnish reports to the IRAC Ofc as required.</p> <p>4b(2). Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records. However, obtain IRAC Ofc approval prior to furnishing information such as USAAA reports, non-DA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRAC Ofc immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DOD.</p>
5. Property Accountability	<p>5. Appropriate property book officer (PBO) will assign document numbers to property accountability adjustment documents as required. Forward reports of survey (DA Form 4697) for processing to the Host's POC at DOL, B 2192, 2-3276/3192.</p>	<p>4c. Provide the IRAC Ofc with written confirmation that all recommendations have been implemented or new target dates for recommendations not implemented. Describe the procedures used to implement recommendations and quantify actual monetary benefits associated with those recommendations. Ensure that internal control procedures have been established to sustain implementation of the recommendations.</p> <p>5a. Reference AR 735-5. When the Tenant loses/damages property belonging to the Host, the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, subhand receipt holder, or user) shall initiate the</p>

Category of Support	Host Shall	Tenant Shall
C4 (cont) 5. Property Accountability		property accountability adjustment document (chapter 12 of AR). Take the document to the appropriate PBO for signature and document number. Tenant's appointing authority is Program Dir, LCOE, AMCOM, ATTN: AMSAM-MMC-LC-MA, Redstone Arsenal, AL 35898-5230, DSN 788-6491. Tenant's approving authority is Dir, Land Combat Directorate, AMCOM, ATTN: AMSAM-MMC-LC, Redstone Arsenal, AL 35898-5230, DSN 746-3393.
C5-Common Use Facility Construction, Operations, Maintenance, & Repair: Non-Reimbursable	1. Provide for the operation, maintenance, repair, and minor construction/alteration of common use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, energy consumption, and beautification projects.	1. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 6130, 2-6453, as required. Call DPW at 2-5312 (B 1945) for emergency work orders.
	2. Remove ice and snow on common use areas (such as roads) IAW the installation snow and ice removal plan.	2. Remove ice and snow in Tenant use areas (sidewalks, stairs, and porches). Do not use salt to melt ice; use ammonium nitrate which is available at the DPW Self-Help Center, Bldg 2751. Request services from DPW as needed.
C6-Communication Services: <u>Partially</u> <u>Reimbursable</u>	1. Provide official telephone service with access to the Defense Service Network (DSN), FTS, and local area telephone system. Manage and submit monthly billing documents to Tenant's disbursing and cost accounting as appropriate for reimbursement of toll calls,	1. Request services from DOIM as required. Complete and submit DA 3938 (Local Service Request) to DOIM 15 working days prior to required date of service. Dial 114 for minor telephone repair (no dial tone, excessive static, burned out push-button light, etc.).

Category of Support	Host Shall	Tenant Shall
C6 (cont)	<p>equipment installation, relocation, and special equipment service charges as may be required. Provide maintenance of service lines.</p> <p>2. Receive and process telecommunication messages. Forward routine and "priority" messages via the electronic mail system. Telephonically notify Tenant for pick-up of "immediate" or "flash" messages.</p> <p>3. Upon request, identify and install telephone requirements for ADPE. Prior to procurement of inter-command and/or paper systems, DOIM will perform technical reviews to ensure compatibility with existing service.</p> <p>4. Upon request, issue personal phone access codes (PACs) for Tenant's authorized personnel.</p>	<p><u>Reimburse for toll calls, equipment installation, relocation, and special equipment service charges.</u></p> <p>2. Pick up unclassified "immediate" or "flash" telecommunication messages in B 462, basement.</p> <p>4a. Request PACs from DOIM as required. In order to place long distance/DSN calls, personnel must enter their PACs after dialing the phone number and hearing the dial tone that follows. Each individual is responsible for maintaining the confidentiality of his/her PAC.</p> <p>4b. Do not move, alter, or place attachments on telephone equipment. Ensure calls are in support of official Government business or emergency situations. Employees who place personal long distance calls on official telephones are responsible for payment of the charges and subject to disciplinary action. Do not discuss classified information over nonsecure telephone lines, which are subject to monitoring at all times.</p>
<p>C9-Custodial Services: <u>Reimbursable</u></p>	<p>1. Provide janitorial services for administrative office space (963 gr sq ft), latrines (135 gr sq ft), and common service areas of buildings assigned to the Tenant. This may include the cost of all</p>	<p>1a. Submit a written request for custodial services to Directorate of Public Works (DPW) for approval. <u>Reimburse for services.</u></p>

Category of Support	Host Shall	Tenant Shall
C9 (cont)	common janitorial supplies and equipment. Furnish FS 638 (Custodial Performance Schedule for Part I) for each building. See category F1 for buildings assigned to the Tenant.	<p>1b. Notify the DPW custodial contracting officer's representative (COR) when a building will be closed for an extended period of time.</p> <p>1c. Appoint a custodial coordinator and submit a copy of the appointment to DPW. Custodial coordinators shall report deficiencies in janitorial performance to the inspector (2-5582) or COR by 0830 each workday for corrective action.</p>
D1-Disaster Preparedness: Non-Reimbursable	<p>1. Provide for the full disaster preparedness and response for support including training and equipage. Provide or program for emergency wartime operations to include shelter spaces, shelter supplies, or radiation and chemical monitoring.</p> <p>2. Activate the Emergency Operations Center (EOC) upon order by the Fort Sill CG. Include Tenant in installation planning. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Provide tasking to all activities under the control of the Fort Sill CG.</p>	1. Request services as needed through the EOC, DPTM, B 455, 2-3241/3243. Respond to EOC requests for information and to command information passed through EOC channels.
E1-Education Services: Non-Reimbursable	<p>1. Provide assistance to DOD civilian personnel in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education which is or will be directly related to the performance of official duties. Provide guidance and counseling as required.</p> <p>2. Provide academic and technical/occupational educational opportunities.</p>	<p>1. References: AR 621-1 and AR 621-5. Request services as required. Make appointments for counseling by calling the Main Counseling Branch; Education Services Div; Directorate of Plans, Training, and Mobilization (DPTM); B 2607; 2-3876/5961.</p> <p>2. Pay on an individual cash basis for some extension courses offered by various non-DOD agencies (i.e., colleges and universities).</p>

Category of Support	Host Shall	Tenant Shall
E2-Entomology Services: <u>Reimbursable</u>	1. Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirables including, but not limited to, routine treatment of grounds, buildings, equipment, supplies, aircraft, and other common carriers as necessary.	1. Call DPW at 2-5312 for service as required. Notify pregnant and allergic employees located in/near the affected spraying area prior to pest treatment. <u>Reimburse for services.</u>
E3-Environmental Cleanup: <u>Reimbursable</u>	1. Use own discretion in determining whether or not to hold Tenant financially liable when the actions of the Tenant result in an adverse environmental impact.	1. <u>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.</u> Perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. (Ref The Economy Act of 1932, as amended)
E4-Environmental Compliance: <u>Partially Reimbursable</u>	1. Administer programs for the control of air, water, noise, hazardous material (HM), and other forms of pollution including resource recovery programs. Inspect Tenant as required.	1a. Request services from the Directorate of Environmental Quality (DEQ), 2-2715, B 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Material and Waste Management Br, B 2592, to meet SARA Title III reporting requirements. Coordinate with Material and Waste Management Br for quarterly environmental compliance inspections. 1b. Notify DEQ of any suspected violation of hazardous waste handling/storage/disposal; personnel knowledgeable of such violations who fail to report them to appropriate authorities may be held personally liable in conjunction with the violator.
	2. Provide environmental training. Publish training schedules quarterly/annually.	2. <u>Submit training requests with fund cite or reimburse for tuition costs.</u>

Category of Support

Host Shall

Tenant Shall

E4 (cont)

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

4a. Include the Tenant in the installation's hazardous waste (HW) disposal program. Provide advice and guidance on the proper storage, handling, transportation, and disposal of HW upon request.

4b. Assist Tenant's personnel to ensure HW designated for turn-in meets the criteria set forth in applicable regulations. Arrange via contract for the transportation and disposal of HW. See attachment A for the HW listing.

5. DCA will manage an installation recycle program.

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

4a. Reference USAFACFS Reg 200-2. Comply with applicable EPA, OSHA, State, DOT, DOD, and other appropriate regulations concerning HW. Request assistance as required from DEQ, 2-3266, B 2592.

4b. Handle, package, and store HW IAW applicable regulations. Do not accumulate more than one 55-gallon drum of HW at any one given time. When the drum is full, within 3 days coordinate turn-in through DEQ (B 2592) prior to transporting the drum to DRMO (B 2333). At the time of turn-in, provide DEQ with all documentation for turn-in of HW/HM. This includes DA Form 1348-1 (Disposal Turn-In Document (DTID)), material safety data sheets (MSDS), and DA 2765-1 with DODAAC and APC/fund cite. Maintain physical custody of HW until picked up by the HW contractor. Reimburse for the disposal of HW.

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

Category of Support

Host Shall

Tenant Shall

F1-Facilities &
Real Property
Support:
Non-Reimbursable

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

1. Identify and justify facility requirements. Submit requests for building space to DPW, B 6130, 2-6453.

Bldg	Description	Gr Sq Ft
2287	Motor Pool	8,127

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

2. Sign for space occupied (hand receipt). Conduct joint inventories as required. Use facilities for their intended purpose. Obtain prior written approval from the Garrison Cdr before subleasing any facility (or parts thereof) to another activity.

F2-Facility
Construction &
Major Repair:
Partially
Reimbursable

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

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

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

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

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

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

Category of Support

Host Shall

Tenant Shall

F3-Facility Maintenance & Minor Repair:

Reimbursable

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

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

F5-Fire Protection:

Partially
Reimbursable

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

1a. Submit DA 4283 (Facilities Engineering Work Request) to DPW, B 1945, 2-5312, as required. Call DPW at 2-5312 for emergency work orders.
Reimburse for work orders.

1b. Perform grounds maintenance which includes removing debris, mowing within 75 feet of assigned buildings, fertilizing, trimming, and watering. Maintain topsoil, shrubs, and trees. If grass clippings, tree limbs, and other debris are too large or too heavy for dumpsters; transport the debris to the rubble pit on the East Range.

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

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

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

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

Category of Support	Host Shall	Tenant Shall
F5 (cont)	<p>2. Requisition, distribute, and maintain fire extinguishers installed in real property. Determine reason for fire extinguisher discharge.</p>	<p>1b. Appoint a unit fire marshal and building fire warden. Attend fire prevention lectures when available.</p> <p>1c. Upon discovering a fire, alert all personnel in the building and report the occurrence to the Fort Sill Fire Department (dial 911). Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care.</p> <p>1d. Provide material safety data sheets (MSDS) to the Fort Sill Fire Dept (B 6041) for all hazardous materials used/stored in assigned facilities. Also, furnish the exact location of these materials.</p> <p>2. Deliver fire extinguishers annually and after every use to Fire Station #2, B 5031, for inspection, test, reseal, and recharge. <u>Reimburse Host if fire extinguishers were discharged for other than to put out fires.</u></p>
H2-Housing & Lodging Services: Non-Reimbursable	<p>1. Provide temporary quarters for visiting military and civilian employees as requested. When TDY quarters are not available, provide recommendations on hotels in the Lawton area.</p>	<p>1. Call Billeting Branch, DPW, B 5676, (405) 442-6991/5000, for reservations. Upon arrival, personnel shall provide a copy of their TDY orders. Ensure availability/nonavailability of Government quarters is cited on TDY orders. Reimbursement is required on an individual cash basis for Government quarters provided. If Government quarters are not available, make hotel accommodations in the Lawton area.</p>
L2-Legal Services: Non-Reimbursable	<p>1. Provide legal review of and representation of the Government in administrative actions including separations, reports of survey, line of duty investigations, award and execution of</p>	<p>1. Schedule ethics training with Administrative Law Division, 2-2703.</p>

Category of Support	Host Shall	Tenant Shall
L2 (cont)	<p>procurement contracts, personnel matters (conflicts of interest, standards of conduct, grievance hearings/reviews, etc.) and similar actions. Provide annual ethics training required by the Joint Ethics Regulation.</p> <p>2. Furnish claims service IAW AR 27-10 for civilian personnel.</p>	
<p>M1-Mail Service: <u>Partially</u> <u>Reimbursable</u></p>	<p>1. Receive and sort incoming mail in a central distribution center. Distribute official outgoing mail accordingly. Include Tenant in the official distribution route. Return to sender any Second, Third, and Fourth Class personal mail.</p>	<p>1. Provide a list of official office symbols as requested. Establish an over-the-counter distribution box by contacting the DOIM official mail manager, ATZR-UAP, B 930b, 2-6172. Notify appropriate agencies of Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as personal mail and thus returned to sender. <u>Reimburse for postage costs.</u></p>
<p>P1-Police Services: Non-Reimbursable</p>	<p>1a. Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations.</p> <p>2. Include Tenant in physical security inspections.</p> <p>3. Notify Tenant of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.</p>	<p>1a. References: AR 190-11 w/TRADOC-FORSCOM supplements AR 190-13 w/TF supple AR 190-51 USAFACFS Reg 190-1</p> <p>1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with Law Enforcement Command (LEC) any requirements for special security of equipment and buildings assigned to the Tenant.</p> <p>2. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.</p> <p>3. Provide information for serious incidents reports as required. Report actual or suspected criminal incidents</p>

Category of Support	Host Shall	Tenant Shall
P1 (cont)	4. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.	immediately to the Military Police desk, 2-2101. 4. Register vehicles and firearms at B 1670, 2-5383/3045.
P3-Public Affairs: Non-Reimbursable	<p>1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Missions include public information, community relations, and internal (troop) information.</p> <p>2. Handle all civilian news media queries concerning Fort Sill including Tenant activities on the installation. Coordinate those having Army-wide impact with higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Invite media to cover changes of command, grand openings, etc., as requested by the Tenant.</p> <p>3. Coordinate appropriate community relations programs with civilian organizations consistent with Fort Sill's AR 5-9 area of responsibility.</p> <p>4. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability.</p>	<p>1. References: AR 360-5 w/USAFACFS Suppl, AR 360-61, and AR 360-81.</p> <p>2a. Coordinate in advance with the Public Affairs Office (PAO) before releasing any official information to the news media. Inform PAO of situations which are or could be of interest to the civilian news media (2-2521/2384, B 455).</p> <p>2b. Request, coordinate, and supervise all photographic support for Tenant-sponsored ceremonies and activities directly with TSC Photo Br.</p> <p>3. Provide assistance for selected community relations projects as required.</p> <p>4. Submit items of interest to The CANNONEER, B 455, 2-5150. Deadline for publication is COB every Friday.</p>
R1-Refuse Collection & Disposal: <u>Reimbursable</u>	1. Provide for the collection, transportation, and disposal of refuse (trash and compost). Furnish trash and compost containers. Furnish one dumpster serviced one time each week (joint use with B 2286).	1. Request services as required from DPW. Comply with Host's policy concerning dumpsters and pollutants. Do not leave trash outside of dumpsters. When dumpsters are full and need to be emptied prior to the next regularly

Category of Support	Host Shall	Tenant Shall
R1 (cont)		scheduled run, call the DPW Inspection Branch at 2-5582/5746. <u>Reimburse for services.</u>
R2-Resource Management: Non-Reimbursable	1. Cost and process SAs; manage reimbursable funds.	1. Provide feeder data as requested by the Host in a timely manner.
S1-Safety: Non-Reimbursable	<p>1. Include Tenant in the installation safety program IAW AR 385-10 and TB 385-4. Conduct safety meetings and inspections as required. Arrange for radiological surveys. Recommend personal protective equipment required for safe operations. Provide safety promotional material and safety training as required.</p> <p>2. Furnish technical assistance when necessary for proper investigation and reporting of accidents.</p>	<p>1. Request services as needed from the Field Artillery Branch Safety Office, B 2912, 2-4466. Appoint a unit safety officer IAW USAFACFS Reg 385-10-1.</p> <p>2a. Conduct business with safety in mind to reduce job-related injuries. Maintain current information on designated individuals to be notified in case of emergency.</p> <p>2b. Report job-related injuries/diseases to the immediate supervisor. For civilians complete and submit to the immediate supervisor within 2 working days following the injury Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or within 30 days following the injury Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation)--whichever is applicable. Obtain Form CA-16, which authorizes treatment, from the immediate supervisor.</p>
S2-Security Services: Non-Reimbursable	1. Establish and maintain an effective information security program which includes the Tenant. The security program includes (but is not limited to) personnel, technical, industrial, communications, operations, and information systems	<p>1a. Handle, store, and safeguard classified information IAW Host's policy and procedures.</p> <p>1b. Develop a unit security SOP. Appoint a unit security manager (and document</p>

Category of Support

Host Shall

Tenant Shall

S2 (cont)

security. Physical security is covered under category P1-Police Services.

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

3. Conduct security compromise investigations and unannounced as well as scheduled inspections.

custodian if applicable) in writing and forward appointment to DPTM Security Div, B 441, 2-2397. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTM Security Div. Submit contractor requests for classified visits to DPTM Security Div for approval.

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

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

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

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

Category of Support**Host Shall****Tenant Shall**

S2 (cont)

4. Provide assistance and instruction for changing safe combinations.

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

hours. If espionage or subversive activity is discovered or suspected, the unit security manager shall report the incident directly to the 902d Military Intelligence Group at 2-2720.

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

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

4b. Maintain one classified and no unclassified safes. 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.

5. Appoint an information systems security officer (ISSO) and terminal area security officer (TASO). Provide a list of computer systems accredited through the Tenant or other agencies to DPTM Security on a quarterly basis to arrive NLT three working days after the

Category of Support	Host Shall	Tenant Shall
S2 (cont)		beginning of the month. Control access to terminals. Process classified information only on TEMPEST-certified equipment.
S4-Social Actions: Non-Reimbursable	1. Provide services, assistance, or training to civilian personnel on matters pertaining to alcohol and drug abuse, equal opportunity, social actions, and human relations.	1. Request services and assistance as needed from the following: a. Drug and Alcohol Abuse Control Div, Directorate of Community Activities (DCA), 2-2691/4205, B 2870. b. Equal Opportunity Ofc, DCA, 2-6295, B 1615.
S5-Supply Services: <u>Partially</u> <u>Reimbursable</u>		
1. Installation Supply Account	<p>1a(1). Provide for the receipt, storage, management, and distribution of commodities, materiel, and equipment via the procurement/supply system. This includes all operations from receipt of materiel and equipment into storage to the issue and shipment of items from storage. Installation supply service is provided by DOL.</p> <p>1a(2). Establish supply accounts. Load customer DODAACs into the supply system; notify customers of effective date.</p> <p>1b. Monitor/budget for acquisition authority to purchase supplies and equipment (EOR 26 and 31) for customers.</p> <p>1c. Accept requisitions for supplies, equipment, and repair parts; process local procurement documents.</p>	<p>1a(1). Reference USAFACFS Reg 725-1. Upon approval from DOL Supply Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL, ATTN: ATZR-LSM, B 1655, 2-5171/5005. Include in the memo the unit's in-the-clear (TAC 1) address (which includes the unit's name, and "Bldg 2243, Fort Sill, OK 73503-5100"), UIC, and DODAAC; type of DODAAC; justification; requisition authority; break bulk point W44QQ8; SPL code 637263; and billing (TAC 3) address.</p> <p>1a(2). Upon account activation obtain a fund code from DFAS Lawton-Fort Sill OPLOC, B 1651, 2-2477. Upon receipt of fund code, begin requisitioning. Update account as required.</p> <p>1b. Provide actual and programmed requirements (stock fund) as requested by Supply Management Army Branch, DOL, 2-2474/5307, B 1655W.</p> <p>1c(1). Prepare supply documents (i.e., DA Form 2765/2765-1 or DD Form 1348-6) as needed for items that cannot be purchased via government credit</p>

Category of Support	Host Shall	Tenant Shall
S5 (cont)		card. Include fund cite and DODAAC (W80Q8H) and forward to appropriate supply support activity (i.e., DOL, DPW, etc.).
1. Installation Supply Account		1c(2). Submit a memo to Chief, Sup & Svcs Div, DOL, ATZR-LS, B 1655, designating those individuals authorized to issue DD Form 577 (Signature Card). Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Sup & Svcs Div (2-3701/3219) whenever these cards are lost, stolen, or turned in. Present DD 577 when picking up requisitioned items at DOL.
	1d. Prepare DD 1348-1 for Tenant to turn in unserviceable/excess property at DRMO. Upon receipt of DD 1348-1 suspense copy, complete DA 2765-1 and furnish one copy for Tenant's property records.	1c(3). Tenant's commander or his/her designated representative must sign local purchase requests. Justify local purchase requests with priorities 01-08 in writing.
2. Property Book	2a. Installation consolidated property book officer (CPBO) will provide property book support by hand receipting only authorized Host-owned installation property (such as office furniture, equipment, etc.) as available to the Tenant. Conduct joint inventories of hand receipt items with the Tenant.	1d. Take equipment and DA 2765-1 to Supply (B 2240); present DD 577. Take equipment and DD 1348-1 to the Defense Reutilization & Marketing Office (DRMO). Return suspense copy of DD 1348-1 and DA 2765-1 to Supply.
	2b. Process requests for establishment, deletion, and changes to DODAACs for customers serviced by DFAS-IN Fort Sill DAO.	2a(1). Request equipment and furniture from the CPBO, B 2192, 2-4479/4945. Conduct joint inventories with the Host and follow local hand receipt procedures. Contact CPBO for turn-in of unserviceable or inoperable items. 2a(2). Perform own property book function for Tenant-owned items.
		2b. If not serviced by DFAS-IN Fort Sill DAO, obtain/update DODAACs through own supply channels.

Category of Support	Host Shall	Tenant Shall
S5 (cont)	3a. Maintain an automated fuel management system; submit consumption reports to major customers. Process requisitions for packaged POL products.	3a. Provide an annual estimate of POL requirements. Pick up packaged POL products at B 1655 within one day of notification.
3. Petroleum, Oils, Lubricants (POL), & Chemicals	3b. Provide for the dispensing of fuel, oils, lubricants, and chemicals. Cost of fuel for GSA TMP vehicles is included in the lease cost.	3b. Refuel vehicles at the temporary POL issue point, north side of B 2184, 0730 - 1130 and 1200 - 1545, Monday through Friday. Insert key into pump and enter required data (mileage, USA number, etc.) to dispense fuel. <u>Reimburse for fuel for non-GSA TMP vehicles.</u>
	3c. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Tenant for fuel charges resulting from their failure to report lost, missing, or transferred keys.	3c. Report lost/missing keys immediately to the POL point; also report the transfer and turn-in of keys. <u>Reimburse for fuel charges resulting from own failure to report lost, missing, or transferred keys.</u>
4. Material Handling Equipment (MHE)	4. Provide for the loan of general or special purpose MHE (forklift and portable loading ramp) on an as available, as required basis. Loaned equipment may be recalled at any time to satisfy other installation priority requirements.	4. Request equipment as required from DOL. Contact DPW for cranes, 2-5170. Comply with AR 310-34 concerning the loan, condition, and return of equipment loans. Provide licensed operators for loaned equipment.
T1-Training Service: Non-Reimbursable	1. Provide local training programs, courses, seminars, etc., related to the performance of official duties. This includes training offered by various activities on post (some of which have been described in other categories of support) as well as the installation training directorate (DPTM). DPTM will process requests for school quotas as required.	1. Submit training requirements to appropriate directorates within established time frames.
T2-Transportation Services: <u>Partially Reimbursable</u>	1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or material.	1. Request transportation services from DOL in writing, ATTN: ATZR-LST, 2-2403/4471/3909, B 2950.
1. General Instructions		

Category of Support	Host Shall	Tenant Shall
T2 (cont)	2a. Provide reservation and ticketing services in conjunction with civilian official travel. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.	2a. Request commercial air service as required by calling the Government contractor at 248-5000 (B 2951/official) or 357-6616 (B 1721/leisure). Submit three copies of travel orders for ticket processing. Pick up tickets.
2. Movement of Personnel	2b. Approve/disapprove and process requests for military air services on an as available basis. Ensure military air is the most economical form of transportation and the essentiality of the mission justifies the cost involved.	2b. Complete FS 306 (Army Aircraft Request) and submit it to Aviation Division; Directorate of Plans, Training, and Mobilization (DPTM); B 4907, Rm 205; 2-6160; 72 hours in advance of flight time. Submit changes to original request on another FS 306. Passengers shall report to B 4907 at least 30 minutes prior to flight departure.
3. Movement of Property	2c. Provide services as authorized for civilian personnel reassigned by the Government on a case-by-case basis.	<u>2c. Provide a fund cite for PCS moves.</u>
3. Movement of Property	3a. Furnish Government bill of lading support when required.	3b. For <u>Federal Express</u> service, submit a memo or DD Form 1348-1 with the item (already packaged for shipment) to DOL Trans Movements Section, B 2961, 2-2000 (NLT 1300 when next day delivery is desired). Include a justification and provide a complete destination address with phone number and <u>fund cite.</u>
	3b. Ship at Host's expense property requisitioned by the Host (Government property).	3c. Give as much advance notice as possible when requesting a relocation.
	3c. Relocate Tenant at Host's expense when relocation is for the Host's convenience.	1a. Request services from DPW as required. Report deficiencies to DPW as soon as they occur. <u>Reimburse for utility services.</u>
3d. Provide for movement of household goods (personal property) through a responsible shipping office.		
U1-Utilities: <u>Partially Reimbursable</u>	1a. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems,	
1. Utility Services		

Category of Support	Host Shall	Tenant Shall
U1 (cont)	boiler plants, heating systems, cold storage plants, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant (see category F1-Facilities & Real Property Support for list of buildings).	
	1b. For unmetered buildings, bill Tenant based on utility survey. Depending on the weather, turn off air conditioners Sep-Oct and turn on heat Oct-Nov; turn off heat Apr-May and turn on air conditioners May-Jun.	1b. Comply with Host's schedule for heating/air conditioning. Exercise a common sense approach to heating and air conditioning. To exercise own discretion, install meters at own expense.
2. Energy Conservation Program	2. Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost-effective and proven to significantly save energy resources. Conduct energy surveys as required.	<p>2a. References: USAFACFS Reg 420-1 USAFACFS Pam 420-1 AR 11-27 EPACT 1992 Executive Order 12902</p> <p>2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW, Program Mgt Br, ATTN: Energy Officer, B 1950, 2-3517. Update the list as appropriate when changes occur.</p> <p>2c. Actively promote Fort Sill's energy awareness program. Develop an energy plan to establish efficient low-cost actions to identify and reduce energy consumption, improve the level of energy awareness within Tenant's organization, and meet the mandated 30% energy reduction target before the year 2005 IAW Exec Order 12902. Provide a copy of the energy plan to the DPW energy officer.</p>
W1-Weather Services: Non-Reimbursable	1. Weather forecast and observation service is provided by 3d Weather Squadron (3d WS), B 4907. The 3d WS provides	

Category of Support	Host Shall	Tenant Shall
W1 (cont)	<p>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.</p> <p>2. Ensure rapid and complete dissemination of information according to the Fort Sill Severe Weather OPLAN (SWOP). Notify Tenant of early release (DPTM), closed operations (PAO), and delayed post openings (PAO) due to freezing precipitation or heavy snow.</p> <p>3. Provide weather data/briefings as required to accomplish the Tenant's mission.</p>	<p>2a. Comply with Fort Sill SWOP. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.</p> <p>2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill operations during inclement weather. Essential personnel shall report to work IAW Tenant's SOP. All other civilians shall comply with local announcements unless superseded by directions from supervisory personnel.</p> <p>2c. Report weather injuries/damage to 3d WS (2-3200/4000). Report personnel injuries and fatalities to the Adjutant General (AG); after duty hours, report this information to the FOD or to the Severe Weather Damage Operations Control if activated. Report property damage to Real Property, DPW Service Order (2-3251) and DOL. Initiate reports of survey for all damage (see category C4-Command Support).</p> <p>3. Request additional services as required.</p>

HAZARDOUS WASTE

<u>NSN</u>	<u>Description</u>	<u>Annual Quantity</u>
9150-00-111-6254	Hydraulic fluid, fire resistant (FRH)	28 gal
9150-00-985-7099	Lube oil, aircraft turboshaft	8 qt
9150-01-035-5393	Lube oil, gear, 80W90	15 gal
PM 600	Military grease	18 oz
PM 600M	Moly-B	18 oz

EQUIPMENT REQUIRING MAINTENANCE

Automated Data Processing Equipment

<u>CLIN</u>	<u>Description</u>	<u>Quantity</u>
3113PA	Desktop Pentium-Mantech Insync PC, Pentium PC Bus, Windows NT Certified, 256K Cache, Intel 75MHZ, CPU, Mid-Tower Case, 8MB RAM, 1MB SVGA PCI Upgradeable to 2 MB, 1.44 3.5" Floppy Drive, 850MB IDE Hard Drive, Enhanced 101 Keyboard, Two serial, One Parallel Port, PMCIA Reader, Full 3-Year Warranty	2
3113PH	DOS/WFW w/Diskettes & Documentation	2
3113PJ	16 Bit Ethernet Card Option with 10 Base T, 10 Base 2	2
3113PR	15" Display Option, Nokia .28.1280 x 1024 Energy Star	2
500-010	CITOH 1000-05 LPM Printer Part No. 4516	1
2006AJ	Type 1 Page Printer (Brothers) with PMCIA Card Included, Power Configuration for U.S. 115V 60 HZ	2
2006AB	Add-on Memory Module, 4 MB Type 1	2
	Intermec Printer	3
	Epson Low-Speed Printer	2

CALCULATIONS FOR REIMBURSABLE COSTS*

RECURRING COSTS

325796.Y DOIM	<u>A1. Administrative Services</u> Cost of Copier =	Total Cost \$1,600																
325796.P DOIM	<u>A4. Automated Data Processing/Automation Services</u> ADPE Maintenance & Repair = \$500 (Excludes ADPE covered under manufactur warranty.) Laser Printer Cartridge Refills = \$200	Total Cost \$700																
325795 DOIM	<u>C6. Communication Services</u> Estimated Cost = \$1,000 Tolls/Leases/Workorders	Total Cost \$1,000																
325779.M DPW	<u>C9. Custodial Services</u> NOTE: Cost is based on sq ft cleaned. <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Admin Sq Ft x</td> <td style="width: 20%;">Rate/Sq Ft x</td> <td style="width: 20%;">Months =</td> <td style="width: 30%;">Est Reimb</td> </tr> <tr> <td>963 x</td> <td>\$0.0302 x</td> <td>12 =</td> <td>\$349</td> </tr> </table> <hr/> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Latrine Sq Ft x</td> <td style="width: 20%;">Rate/Sq Ft x</td> <td style="width: 20%;">Months =</td> <td style="width: 30%;">Est Reimb</td> </tr> <tr> <td>135 x</td> <td>\$0.1412 x</td> <td>12 =</td> <td>\$229</td> </tr> </table>	Admin Sq Ft x	Rate/Sq Ft x	Months =	Est Reimb	963 x	\$0.0302 x	12 =	\$349	Latrine Sq Ft x	Rate/Sq Ft x	Months =	Est Reimb	135 x	\$0.1412 x	12 =	\$229	Total Cost \$600
Admin Sq Ft x	Rate/Sq Ft x	Months =	Est Reimb															
963 x	\$0.0302 x	12 =	\$349															
Latrine Sq Ft x	Rate/Sq Ft x	Months =	Est Reimb															
135 x	\$0.1412 x	12 =	\$229															
325779.M DPW	<u>E2. Entomology Services</u> Estimated Cost = \$100	Total Cost \$100																
325756 DEQ	<u>E3/E4. Environmental Cleanup/Compliance</u> A. Hazardous Waste Disposal Est Cost = \$605 Costs are dependent upon the type of hazardous waste and container used for turn in. The following are some examples of potential disposal costs: <table border="0" style="width: 100%;"> <tr><td style="width: 60%;">Hydraulic Fluid:</td><td>\$361</td></tr> <tr><td>Lube Oil, Aircraft:</td><td>\$26</td></tr> <tr><td>Lube Oil, Gear:</td><td>\$193</td></tr> <tr><td>Military Grease:</td><td>\$13</td></tr> <tr><td>Moly-B:</td><td>\$13</td></tr> </table> Also, the following are examples of items considered hazardous waste: fuel, magnesium batteries, nicad batteries, lithium batteries, antifreeze, and mercury batteries. B. MICOM will be billed for actual costs if a spill occurs, as stated in the specific provisions. C. Environmental Training Courses are reimbursable at the current tuition rate.	Hydraulic Fluid:	\$361	Lube Oil, Aircraft:	\$26	Lube Oil, Gear:	\$193	Military Grease:	\$13	Moly-B:	\$13	Total Cost \$600						
Hydraulic Fluid:	\$361																	
Lube Oil, Aircraft:	\$26																	
Lube Oil, Gear:	\$193																	
Military Grease:	\$13																	
Moly-B:	\$13																	
325778.K DPW	<u>F2/F3. Facilities Construction & Major Repair/Maintenance & Minor Repair</u> Cost will be determined when a workorder is submitted to DPW. Funding will be required before work begins.	Total Cost \$0																

*Estimated costs rounded to hundreds.

RECURRING COSTS

		Total Cost
325779.M DPW	<u>F5. Fire Protection</u>	
	Nonreimbursable except if fire extinguisher is maliciously discharged.	
	Cost Per Piece:	
	10 LB ABC Dry Chemical Fire Extinguishers:	
	Recharge:	\$5.00
	Agent/Air:	\$1.25
	Perform if over 12 yrs old:	Hydro Test: \$6.00
	Replace if broken:	Gauges: \$1.50
	5 LB CO2 Fire Extinguishers:	
	Recharge:	\$8.00
	Agent/Air:	\$1.25
	Perform if over 5 yrs old:	Hydro Test: \$11.00
	Replace if broken:	Gauges: \$1.50
	10 LB CO2 Fire Extinguishers:	
	Recharge:	\$12.00
Agent/Air:	INCL	
Perform if over 5 yrs old:	Hydro Test: \$11.00	
Replace if broken:	Gauges: \$1.50	
15 LB CO2 Fire Extinguishers:		
Recharge:	\$15.00	
Agent/Air:	INCL	
Perform if over 5 yrs old:	Hydro Test: \$11.00	
Replace if broken:	Gauges: \$1.50	
325796.Y DOIM	Postage Est Cost = \$1,000	Total Cost \$1,000
325779.M DPW	<u>R1. Refuse Collection and Disposal</u> Cost for one-half 8 cubic yard dumpster. Lb/Yr x Rate = Est Reimb 17,680 x \$0.0170 = \$301	Total Cost \$300
325796.BC DOL	<u>S5. Supply Services</u> POL funds may be accepted as a direct fund cite: Estimated Fuel/POL = \$1,100	Total Cost \$1,100
325796.D DOL	<u>T2. Transportation Services</u> Federal Express = \$0 (Accept as Direct Fund Cite)	Total Cost \$0
325779.M DPW	Packing and Crating Will be charged if used. Est Reimb Cost = \$0	
325779.U DPW	<u>U1. Utilities</u> Sq Ft x Rate/Sq ft = Est Reimb Elect: 8,127 x \$0.3330 = \$2,706 Gas: 8,127 x \$0.2914 = \$2,368 Water: 8,127 x \$0.0391 = \$318 Sewer: 8,127 x \$0.0651 = \$529	Total Cost \$5,900
GRAND TOTAL		\$12,900

ONE-TIME COSTS

DPW	Renovation of Bldg 3396: \$18.2K Renovation of Bldg 2287: \$14K	Total Cost \$32,200
DOL	GSA vehicle and operator	Total Cost \$1,800
DOIM	Wiring, telephones, and printing. There will be additional costs for ADPE wiring; decisions to be made after renovation.	Total Cost \$21,300
III CA	III Corps Arty is a tenant activity at Fort Sill. Their cost (\$5,000) is already included in the above calculations.	Total Cost \$0
GRAND TOTAL		\$55,300