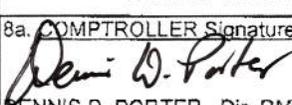
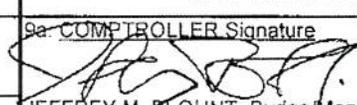
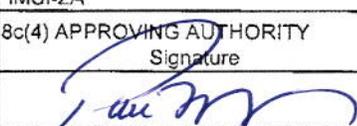
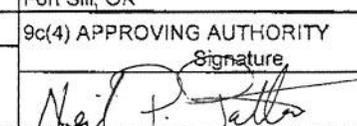


1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-11207-755	2. SUPERSEDED AGREEMENT # (If this replaces another SA) W44DQ1-85322-755	3. Effective Date (YYMMDD) 121001	4. EXPIRATION DATE (May be "Indefinite") Indefinite
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503-9004 E-mail winona.f.morris.civ@mail.mil		5a. RECEIVING ACTIVITY (Name and Address) CECOM SEC C2SD FSED Attn: AMSEL-SEC-CS 461 Hamilton Road Fort Sill, OK 73503 E-Mail: larry.j.shafer2.civ@mail.mil	
5b. MAJOR COMMAND: IMCOM-West		5b MAJOR COMMAND: AMC CECOM SEC C2SD FSED	
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>			
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT	
A1-Administrative Services	None	\$0	
A3-Audio & Visual Information Services	Fabricated items; overtime	\$0	
C1-Chapel & Chaplain Services	None	\$0	
C3-Clubs	None	\$0	
C4-Command Support	TDY, Court Reporter	\$0	
C7-Community Relations	None	\$0	
C8-Community Services	None	\$0	
C9-Custodial Services	Square feet	\$28,477	
D1-Disaster Preparedness	None	\$0	
E1-Education Services	None	\$0	
E2- Entomology Services	Squre Feet	\$0	
E3-Environmental Cleanup	Hazardous spills/incidents	\$0	
E4-Environmental Compliance	Haz Waste disposal	\$0	
F1-Facilities & Real Property Support	None	\$0	
F2-Facility Construction & Major Repair	Minor construction	\$0	
Additional Support requirements attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total	Continued
<b>8. SUPPLYING COMPONENT</b>		<b>9. RECEIVING COMPONENT</b>	
8a. COMPTROLLER Signature  DENNIS D. PORTER, Dir, RMO	8b. Date Signed 5/6/13	9a. COMPTROLLER Signature  JEFFREY M. BLOUNT, Budget/Manpower Execution Division Chief	9b. Date Signed 5/31/13
8c(1) APPROVING AUTHORITY Typed Name PAUL S. HOSSENLOPP, COL, FA, Garrison Commander		9c.(1) APPROVING AUTHORITY Typed Name NEIL PATTERSON, Chief, Fires Software Engineering Division	
8c(2) Organization USAG Fort Sill IMSI-ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization SEC FSED Fort Sill, OK	9c(3) Telephone No. (580) 442-6699
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 6/10/13	9c(4) APPROVING AUTHORITY Signature 	9c(5) Date Signed 5/31/13
<b>10. THE FOLLOWING COMPLETION DATE ONLY WHEN AGREEMENT IS TERMINATED PRIOR TO SCHEDULED EXPIRATION DATE</b>			
<b>SUPPLYING COMPONENT</b>		<b>RECEIVING COMPONENT</b>	
10a. Approving Authority Signature	10b. Date Signed	10c. Approving Authority Signature	10d. Date Signed

**SUPPORT AGREEMENT**

1. AGREEMENT NUMBER: W44DQ1-11207-755

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

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

b. It is the responsibility of the Supplying Component to bring any required or requested change in support to the attention of \_\_\_\_\_ (See page 6, para 11b.) \_\_\_\_\_ prior to changing or canceling support.

c. 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.

d. 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.

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

f. Attachments:

A - Contractors

B - Calculations for FY13 Reimbursable Costs

C - Universal Order Form

Continued on page 4.

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

Continued on page 7.

Additional specific provisions attached:  Yes  No



## GENERAL PROVISIONS

### 1. References:

- a. DOD 4000.19-I, Interservice & Intragovernmental Support, 9 Aug 95.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, 10 Dec 12.
- d. Memorandum, Assistant Secretary of the Army (Financial Management & Comptroller), 22 Oct 12 subject: Army Reimbursable Policy.
- f. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- g. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.
- h. SA #W44DQ1-85322-755/Support Provided to the Receiver by Fort Sill.

2. This intraservice support agreement (SA) documents base operations support (BOS) support provided by the US Army Garrison, Fort Sill (USAG Sill/Supplier), to Communications Electronics Command (CECOM) LCMC SEC FSED (Receiver/Tenant).

3. Supported unit (Receiver/Tenant) is CECOM FSED. Authorized personnel strength is: 0 officers, 0 enlisted, 57 DA civilians, and 366 Government contractor personnel. See attachment A for list of contractors. The unit's mission is to provide 100% of the critical capabilities required by the Warfighter to rapidly and accurately locate and engage hostile threats safely in support of the maneuver Commander.

4. CECOM FSED is an Army customer. Both Supplier and Receiver are funded with operation and maintenance (OMA) funds. Unless stated otherwise in the specific provisions; services provided to the receiver will be comparable in kind, quality, and scope to those furnished to the Supplier's own activities and will be provided within available capabilities and resources.

5. BOS is the resources (i.e., personnel, equipment, infrastructure, services) required by the Supplier to conduct its mission/ operations. These resources and services may be provided to other on-post activities for their missions and to off-post customers to accomplish their missions in a more cost efficient manner. Different activities on Fort Sill provide different types of BOS; see the chart below. BOS may be provided on a reimbursable or nonreimbursable basis depending on the source of funding or type of customer.

Base Operations Support	Major Command Provider	Installation-Level Provider
Buildings	US Army Installation Management Command (IMCOM)	Garrison (Supplier)
Computer Services	US Army Network Enterprise Technology Command (NETCOM)	Network Enterprise Center (NEC)
Medical Services	US Army Medical Command (MEDCOM)	Reynolds Army Community Hospital (RACH)

Base Operations Support	Major Command Provider	Installation-Level Provider
Civilian Personnel Service	Civilian Human Resource Agency (CHRA)	Civilian Personnel Advisory Center (CPAC)
Purchasing & Contracting Service	Mission and Installation Contracting Command (MICC)	Mission and Installation Contracting Command (MICC)
Dental Services	U.S. Army Dental Activity (DENTAC)	U.S. Army Dental Activity (DENTAC)
Printing Services	Document Automation & Production Services (DAPS)	Document Automation & Production Services (DAPS)
Logistics and Supply	Army Sustainment Command	Directorate of Logistics

6. The Supplier is funded to provide BOS on a common [nonreimbursable] level of support (CLS) to Army customers. The level of CLS is based on the amount of funding received from higher headquarters and may fluctuate each year due to budget cuts. Above CLS is an increased level of CLS that is not funded by the Supplier (such as a twice-a-week instead of a once-a-week collection of refuse). Mission unique support is also not funded by the Supplier. It may be provided to the Receiver on a case-by-case basis. Mission unique support is a resource and/or service that is not required for the Supplier but is required for the Receiver's uncommon, unusual, or special mission.

7. The General Fund Enterprise Business System (GFEBs) is the Army's mandatory standardized and integrated financial management, accounting, and real property management system. Since both the Supplier and Receiver operate using GFEBs, reimbursable support (i.e., mission unique, stock fund, overtime/support provided outside normal operating hours, above CLS, and other types of support not funded by the Supplier) is now directly charged to the Receiver. The Receiver must fund this support by entering its own line of accounting (LOA) on each direct charge work breakdown structure (WBS) created by the Supplier. As a result, no MIPR (DD Form 448-Military Interdepartmental Purchase Request) is required from the Receiver and no billing is required for support provided by the Supplier. Coordination for funding transfer will be accomplished in the following manner: Universal Order form at attachment C will be provided by the Garrison Budget Analyst and completed by the Customer's Budget Analyst. Return completed form to Garrison's Budget Office with funding information and appropriate authorizations. Garrison Budget Analyst will set up WBS and notify customer to validate funding data and process movement of funding (Budgeting Workbench GFEBs Code FMBB).

8. The DD Form 1144 lists the recurring support provided to the Receiver; however, the specific provisions no longer include all of the support descriptions for each category. The specific provisions in this support agreement describe certain customer specific support. The specific provisions for the other categories are located in the Installation Support Services Catalog. It is accessible on the Supplier's Agreements Office website at "<http://sill-www.army.mil/usag/RMO/agreement.html>" by clicking on "Catalog-Garrison Service & Agreement Procedures." The Receiver shall review and comply with the catalog as appropriate.

9. Receiver has determined/shall ensure that the purchase of goods or services described in this agreement is in the best interest of the Government and serves a bona fide need. 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. Receiver shall negotiate directly with other Fort Sill tenants for their tenant-provided services (i.e., MEDDAC/DENTAC, DAPS, NEC, ASC-reference table in paragraph 4).

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; both parties shall initial these changes.

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

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

d. This agreement survives the departure or position change of any of the signatories.

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

Ms. Winona Morris, Garrison Support Agreements Manager (SAM), and Joe Ragsdale, Resource Management Office (RMO), (IMSI-RMM), 462 NW Hamilton

a. Supplier: Road; Fort Sill, OK 73503-9004 DSN 639-3560/5803 or (580) 442-3560/5803 (in Bldg 467), fax ext. 7978. E-mail address: winona.f.morris.civ@mail.mil or joe.p.ragsdale.civ@mail.mil.

Mr. Larry Shafer, Fires Software Engineering Division (FSED), 462 Hamilton  
b. Receiver: Road, Fort Sill, OK 73503, (580) 442-3651. E-mail address: larry.j.shafer2.civ@mail.mil.

SA #W44DG1-11207-755  
 Reciever: AMC CECOM SEC C2SD FSED  
 Fort Sill, OK 73503

<b>SPECIFIC PROVISIONS</b>	
SUPPLIER SHALL	RECEIVER SHALL
<b>A1-Administrative Services: Nonreimbursable See Garrison Spt Svcs Catalog.</b>	
<b>**A3-Audio &amp; Visual Information Services: Partially Reimbursable</b>	
1. Prioritize and process photography services work orders for information and training purposes. Provide command, promotion, and passport photos on a nonreimbursable basis.	**1. Establish an account at the Visual Information Ordering Services (VIOS) website ( <a href="https://www.vios-west.army.mil">https://www.vios-west.army.mil</a> or <a href="https://www.vios-akowest.army.mil">https://www.vios-akowest.army.mil</a> ). Request services as needed. For additional information call 442-5222.
2. Provide standard service of support per the Garrison Spt Svcs Catalog.	2. <u>Access the catalog at <a href="http://sill-www.army.mil/agreements/index.htm">http://sill-www.army.mil/agreements/index.htm</a>.</u>
<b>C1-Chapel &amp; Chaplain Services: Nonreimbursable C3-Clubs: Nonreimbursable See Garrison Spt Svcs Catalog.</b>	
<b>**C4-Command Support: Partially Reimbursable **1. Equal Employment Opportunity</b>	
1a. Provide equal employment opportunity (EEO) support effective the date of this completed SA.	1a. Reference AR 690-600. Acknowledge that the Receiver's commander is still responsible for the effective management and direction of employees under his/her jurisdiction.
1b. Establish one EEO officer for the installation, and the installation EEO officer shall also serve the Receiver.	1b(1) By signature of this SA, designate the Supplier's EEO officer to "act for" the Receiver's commander in the administration of the EEO program.
1c. Provide EEO counselors for Receiver's employees.	1c. Request EEO counselors from the Supplier as required.
1d. Process complaints through the Supplier's channels, except EEO and conflict of interest complaints against FSED Management staff.	**1d. Forward complaints to the EEO Office for processing through the Supplier's channels. Contact the EEO Office (IMSI-EEO), (580) 442-2570/4024 or DSN 639-, Bldg 1670, as required. **FUND TDY and court reporter expenses.**
	1e. Retain administration of the EEO program in the following areas: EEO and Conflict of Interest complaints against FSED Management staff will be processed by CECOM EEO Office.
1f. Provide standard service of support per the Garrison Spt Svcs Catalog.	2. <u>Access the catalog at <a href="http://sill-www.army.mil/agreements/index.htm">http://sill-www.army.mil/agreements/index.htm</a>.</u>
<b>2. Property Accountability</b>	
2. Have the appropriate property book officer (PBO) assign document numbers to DD Form 200 (Financial Liability Investigation of Property Loss/FLIPL) as required.	2a. As required, process FLIPLs through the Receiver's appointing authority and approving authority.
	2b. Reference AR 735-5. When the Tenant loses/damages property belonging to the Host, have the Tenant employee responsible for the property at the time of loss/damage (hand receipt holder, sub hand receipt holder, or user) initiate the property accountability adjustment document (chapter 12 of AR). Take the document to the appropriate PBO for signature and document number.

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL

**C4-(Cont)**

2c. Notify the Directorate of Emergency Services (DES, 2-2101) when loss, damage, or destruction of property is due to apparent theft, willful misconduct, or for damages/ accidents involving the Host's vehicles. Notify 90th MP Det CASE (CID) (2-5404) when the dollar value exceeds \$1,000.

**3. Other Command Support**

3. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/agreements/index.htm>.

**C7-Community Relations: Nonreimbursable**

**C8-Community Services: Nonreimbursable**

**See Garrison Spt Svcs Catalog.**

**C9-Custodial Services: Partially Reimbursable**

\*\*1. Provide \*\*increased\*\* janitorial services for administrative office space, latrines, and common service areas of buildings assigned to the Tenant. Clean administrative/common areas once a week and latrines three days a week. See category F1 for facilities assigned to the Tenant.

\*\*1. FUND increased levels of custodial services; upon Supplier's notification, enter Receiver's LOA on the direct charge WBS created by the Supplier.\*\*

3. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/agreements/index.htm>.

**D1-Disaster Preparedness: Nonreimbursable**

**E1-Education Services: Nonreimbursable**

**E2-Entomology Services: Nonreimbursable**

**See Garrison Spt Svcs Catalog.**

**E3-Environmental Cleanup: Reimbursable**

1. Hold the Tenant financially liable when the Tenant's actions result in an adverse environmental impact.

1. Reference The Economy Act of 1932, as amended. Perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner. Or FUND the clean-up, disposal, and restoration in the event an incident caused by the Tenant results in an adverse environmental impact.

**\*\*E4-Environmental Compliance: Partially Reimbursable**

\*\*1. Prepare NEPA documentation for the Tenant as approved on a case-by-case basis.

\*\*1. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, prepare or fund the preparation of NEPA documents. \*\*FUND overtime for preparing Tenant's NEPA documentation.\*\*

2. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Provide CLS per the Instl Spt Svcs Catalog. <http://sill-www.army.mil/agreements/index.htm>.

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

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

1. PAIO will coordinate with DPW and other activities on requests for the use of facilities and other installation real property. Coordinate changes with affected Tenants giving as much advance notice as possible. Conduct meetings on a regular basis.

1. Submit requests for building space to PAIO, Bldg 463, 2-5834. Identify and justify facility requirements; provide additional data as requested. Give as much advance notice as possible when submitting changes to facility requirements. Attend meetings as required.

2a. DPW will manage, assign, and reassign facilities and real property based on the Host's installation master plan (i.e., relocation, demolition, construction, etc.), the Host's mission essential requirements, and/or due to changes in space requirements of tenant activities.

2a. Plan, coordinate, and execute required actions to meet the milestones of the installation master plan and priority mission requirements that affect the Tenant.

2b. DPW will provide space for the Tenant's office administrative, operational, and storage purposes. Determine the amount of authorized square footage for the Tenant (46,656 gross square feet), and assign the corresponding facilities listed below for the list of corresponding facilities assigned to the Tenant. Conduct space utilization surveys as needed. Conduct joint inventories as required.

2b. Use space as authorized by this agreement and as designated under the design and current use category codes; staff all requests to change the functional use of facilities through DPW. Conduct joint inventories and space surveys as required. Obtain prior written approval through DPW for conversions, diversions, modifications, renovations, construction, subleasing, or reassignments to other activities.

<u>Bldg</u>	<u>Description</u>	<u>*Gr Sq Ft</u>
#3164	Admin/Testing	16,000
#700	Lab/Admin	17,856
#461	Admin/Office	12,800

2c. DPW will account for facilities used by the Tenant and subsequent improvements thereto on the Host's real property inventory. Issue a hand receipt to the Tenant for space assigned.

2c. Sign for space occupied (i.e., hand receipt) from DPW.

3. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/agreements/index.htm>.

**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 (DA Form 4283) has been obtained from DPW authorizing the changes. Notify DPW Master Planning/Real Property (2-3517/2670/2922) of any requirements to modify/add to existing facilities. Program, budget, and FUND for minor construction projects that are mission related.

2. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/agreements/index.htm>.

**SPECIFIC PROVISIONS**

**SUPPLIER SHALL**

**RECEIVER SHALL**

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

**\*\*1.** Establish a schedule to provide grounds maintenance. Perform Tenant's complete grounds maintenance responsibilities up to assigned facilities (i.e., fertilizing; trimming; watering; maintaining topsoil, shrubs, and trees; and removing debris—transporting large debris to the rubble pit on the East Range).

**\*\*1.** FUND grounds maintenance services.\*\*

2. Provide standard service of support per the Garrison Spt Svcs Catalog.

2. Access the catalog at <http://sill-www.army.mil/agreements/index.htm>.

**\*\*F5-Fire Protection: Reimbursable**

1. Provide appropriate fire protection for buildings assigned to the Tenant. Provide a fire prevention program. Upon request, provide fire prevention training. Conduct fire safety inspections at least annually. Inspect and test all fire protection systems (i.e., fire alarms, sprinkler systems, etc.) as required. Respond to alarms. See category F3 for maintenance of fire protection systems (i.e., maintenance of installed property).

1a. Reference Fort Sill Reg 420-90. Request assistance in fire prevention as required from the Fort Sill Fire Department (Fire Protection & Prevention Division, Directorate of Emergency Services (DES), Bldg 6041, 2-5911). Provide and install fire extinguishers in real property assigned to the Tenant. Tenant is responsible for recharging all fire extinguishers. Work with the Fire Department during inspections. Tenant's certified repair and utilities (R&U) official shall accompany the Fire Department during inspections.

1b. Appoint a unit building manager and a building evacuation coordinator. Attend fire prevention lectures when available.

1c. Upon discovering a fire, dial 911 and alert all personnel in the building. Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care. If the finding of an investigation determines that the cause of a fire is due to the Receiver's negligence or intentional misconduct, the Receiver shall be liable/shall reimburse for the support cost to mitigate the incident.

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

2. Respond to fires and other emergencies in remote areas outside the cantonment area (such as on the ranges). Due to limited resources and the lengthy travel distance from the nearest fire station to the ranges, accept the risk of possible liability resulting from its delayed response.

**\*\*2.** When planning training and other outdoor activities in remote areas, consider the risks involved due to the Supplier's limited firefighting resources and possible delayed response times. Take reasonable precautions to reduce the level of danger to life and destruction of property. Accept the risk of possible liability when its actions result in a fire. **\*\*If required, FUND the overtime and the purchase/rental of extra equipment.\*\***

**H2-Housing & Lodging Services: Nonreimbursable  
See Garrison Spt Svcs Catalog.**

**L2-Legal & Services: Nonreimbursable  
See Garrison Spt Svcs Catalog.**

SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
<b>M1-Mail Service: Partially Reimbursable</b>	
1. Provide postage.	1. Request a postage account from DHR. FUND postage costs.
2. Provide standard service of support per the Garrison Spt Svcs Catalog.	2. <u>Access the catalog at <a href="http://sill-www.army.mil/agreements/index.htm">http://sill-www.army.mil/agreements/index.htm</a>.</u>
<b>M4-Morale, Welfare, &amp; Recreation (MWR) Activities: Nonreimbursable</b>	
<b>P1-Police Services: Nonreimbursable</b>	
<b>**P3-Public Affairs: Partially Reimbursable</b>	
	**1. FUND TDY; upon Supplier's notification, enter Receiver's LOA on the direct charge WBS created by the Supplier.**
	2. <u>Access the catalog at <a href="http://sill-www.army.mil/agreements/index.htm">http://sill-www.army.mil/agreements/index.htm</a>.</u>
2. Provide CLS per the Instl Spt Svcs Catalog.	
<b>R2-Resource Management: Nonreimbursable</b>	
1. Create and save direct charge work breakdown structure (WBS) shells in GFEBs as required for Receiver's requests for support. Notify Receiver of each WBS pending Receiver's action. Upon notification of the Receiver's funded WBS, execute the support request.	1. Ensure funds are available for support requested that is not funded by the Supplier. Upon Supplier's notification, distribute funds by entering the Receiver's line of accounting (LOA) on the direct charge WBS created by the Supplier. Release the WBS for the Supplier's execution.
2. Provide standard service per the Garrison Spt Svcs Catalog.	2. <u>Access the catalog at <a href="http://sill-www.army.mil/agreements/index.htm">http://sill-www.army.mil/agreements/index.htm</a>.</u>
<b>R3-Retired Affairs: Nonreimbursable</b>	
<b>S1-Safety: Nonreimbursable</b>	
<b>S2-Security: Nonreimbursable</b>	
<b>S4-Social Actions: Nonreimbursable</b>	
<b>See Garrison Spt Svcs Catalog.</b>	
<b>T1-Training Service: Reimbursable</b>	
1a. Make available range facilities and personnel for training outside normal operating hours.	**1a. FUND overtime.**
1b. Furnish targets/target frames, radios, and range facility keys.	1b. Submit requests through Range Control's homepage under "Range Support Services." FUND expendable supplies.
2b. Issue/loan and print graphic training aids (GTAs) and fabricate training devices.	2b. FUND training aids and devices.
3. Provide standard service of support per the Garrison Spt Svcs Catalog.	3. Provide common levels of support (CLS) per the Instl Spt Svcs Catalog.
<b>U1-Utilities: Nonreimbursable</b>	
<b>See Garrison Spt Svcs Catalog.</b>	

Contractor List

COMPANY	BUILDING #	# CONTRACTORS	UIC	LICENSE/LEASE	SPACE AUTH #	CONTRACT NUMBER	PERIOD OF PERFORMANCE	CONTRACT TITLE	ACTIVITY
OBERON	461 700 3164 Off Post	5 18 58 233			SA #755	HC1028-08-D-2009, BG01	6 NOV 12 + 1 Option Year		CECOM
NORTHOP GRUMMAN	461 3164 Off Post	1 3 48				W91QUZ-07-D-0005, BG08	28 FEB 13 + 1 Option Year		CECOM

ESTIMATED ANNUAL RECURRING REIMBURSABLE COSTS FY13

SUPPORT	BASIS FOR REIMBURSEMENT	CALCULATION	*ESTIMATED REIMBURSEMENT	REMARKS
A3 - Audio & Visual Information Services	Work orders		\$0	
C4 - Command Support	TDY, Court Reporter		\$0	
C9 - Custodial Services	Enhanced	12(.39 x 1,772sq ft (latrines)); 12(.06 x 28,033sq ft (admin))	\$28,476.72	
E3 - Environmental Cleanup	Hazardous spills/incidents		\$0	
E4 - Environmental Compliance	Haz Waste disposal		\$0	
F2 - Facility Construction & Major Repair	Work orders: Minor construction	[(# man hrs/work order x rate/hr) + \$ materials/work order] x # work orders/yr	\$0	
F3 - Facility Maintenance & Minor Repair	Work orders & grounds maintenance		\$4,481	Fixed Price CLIN on PCSI Contract
F5-Fire Protection	Overtime, extra equipment		\$0	
M1 - Mail Service	Postage	\$9/mo x 12 months	\$108	
P3-Public Affairs	TDY expenses		\$0	
T1-Training Service	Overtime, TADSS		\$0	
<b>TOTAL</b>			<b>\$33,066</b>	

NOTE: Prepared by RMO Budget.

## UNIVERSAL ORDER

1. THE ORDER IS ISSUED AS A (CHECK APPLICABLE BOX(ES)) <div style="display: flex; justify-content: space-between; margin-top: 10px;"> <div style="width: 45%;"> <input type="checkbox"/> ECONOMY ACT ORDER (31 U.S.C. 1535)  <input type="checkbox"/> OTHER REIMB ORDER (CITE STATUTE)                 </div> <div style="width: 45%;"> <input type="checkbox"/> PROJECT ORDER (41 U.S.C. 23)  <input type="checkbox"/> DIRECT CITATION                 </div> </div>				
2. DOCUMENT NUMBER:	3. DATE PREPARED:	4. ORDER COMPLETION DATE:	5. AMENDMENT NUMBER:	
6. FROM: REQUESTING ACTIVITY (AGENCY, ADDRESS)			7. POINT OF CONTACT: (NAME, OFFICE SYMBOL, PHONE)	
8. TO: PERFORMING ACTIVITY (AGENCY, ADDRESS)			9. MAIL BILLINGS TO:	
10. FUNDS FOR THIS ORDER ARE PROPERLY CHARGEABLE TO THE FOLLOWING ACCOUNTING DATA. AVAILABLE FUNDS ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL COST OF THIS ORDER. FUNDS EXPIRE ON:				
a APPROPRIATION	b LIMIT/ SUBHEAD	c SUPPLEMENTAL ACCOUNTING CLASSIFICATION	d ACCTG STATION	e AMOUNT
DOCUMENT:			f. TOTAL THIS	
			g. CUMULATIVE TOTAL:	
11. THE ITEMS REQUESTED <input type="checkbox"/> ARE <input type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPORT PROGRAM AND REQUIRED				
INTERSERVICE SCREENING <input type="checkbox"/> HAS <input type="checkbox"/> HAS NOT BEEN ACCOMPLISHED				
11a. REMARKS: (ATTACH CONTINUATION SHEET IF MORE SPACE IS REQUIRED)				

12. DESCRIPTION OF ORDER AND OTHER INSTRUCTIONS: (ATTACH CONTINUATION SHEET IF MORE SPACE IS REQUIRED)

a REF NO.	b ITEM NO.	c SCHEDULE OF SUPPLIES/SERVICES	d QUANTITY ORDERED/ ACCEPTED	e UNIT	f UNIT PRICE	g ESTIMATED AMOUNT

h. TOTAL ESTIMATED AMOUNT: (Total Block 12g.)

13. PROVIDED THROUGH REIMBURSEMENT

14. PROCURED BY DIRECT CITATION

a REF NO.	b ITEM NO.	c ESTIMATED AMOUNT	a REF NO.	b ITEM NO.	c ESTIMATED AMOUNT

15. FUNDS PROVIDED THROUGH REIMBURSEMENT: (Total Block 13c)

16. PROCURED BY DIRECT CITATION: (Total Block 14c)

17. I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUESTED.

\_\_\_\_\_  
AUTHORIZING OFFICIAL (NAME AND TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

18. THIS REQUEST AND/OR ORDER IS ACCEPTED ON A

- REIMBURSABLE
- DIRECT CITE BASIS AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH.
- THIS REQUEST AND/OR ORDER IS NOT ACCEPTED (SEE REMARKS).

\_\_\_\_\_  
ACCEPTING OFFICIAL (NAME AND TITLE)

\_\_\_\_\_  
(SIGNATURE)

\_\_\_\_\_  
(DATE)

19. POINT OF CONTACT:

\_\_\_\_\_  
NAME

\_\_\_\_\_  
OFFICE SYMBOL

\_\_\_\_\_  
PHONE NO.

## PREPARATION INSTRUCTIONS FOR THE UNIVERSAL ORDER FORMAT

Instructions for the preparation of the "universal order format" are as follows: The requesting activity shall complete blocks 1. through 12. and 17. The performing activity shall complete blocks 13. through 16., 18 and 19.

1. Title and/or Description
2. Type of Order - Indicate the type of order being processed. The order may be on a reimbursable or direct fund cite basis, or both. The order may serve as an "Economy Act Order" (31 V.S.c. 1535), a "Project Order" (41 V.S.C 23), or an order based upon other statutory authority. Performance of the work or services, or both, must be accomplished in accordance with the applicable statutes.
3. Document Number - Document numbers are generally assigned by the requesting activity. These numbers are for accountability and control purposes. It uniquely identifies the document and is the number under which the funds cited in blocks 10, 15, and 16, are to be recorded (that is, committed, obligated, expended, etc.).
4. Date Prepared - The date on which the form was prepared by the originator.
5. Order Completion Date - The date by which the work or services being requested must be completed by the performing activity, or physical delivery of material. An extension or change of the completion date, if required, shall be requested in writing and is subject to the approval of the requesting activity cited in block 6. An amendment to the original order shall be prepared by the requesting activity if extension or change is approved.
6. From - The name and address of the activity requesting the work or services.
7. Point-of-Contact - The name of an individual at there questing activity who can be contacted if any questions should arise regarding the order. A telephone number and office symbol also should be identified. This individual generally is not the same as the authorizing official in block 17.

8. To - The name and address of the activity being requested to perform the work or services.
  
9. Mail Billings To - The name and address of the organization or activity to whom the billings are to be mailed when the universal order format is issued external to DoD Components. Billings normally shall be submitted by the performing activity on a monthly basis unless specifically stated in block 12.
  
10. Accounting Data
  - a. Enter the funds expiration date. This date indicates when the funds must be obligated by the performing activity. Funds not actually obligated by the expiration date shall be returned to the requesting activity.
  
  - b. The accounting classification data code structure shall be the one currently in effect. (If the accounting classification code structure is other than DoD, such as that of a civil agency, this block may be altered to accommodate the required form.)
  
  - c. The fund balances should be sufficient to cover the total estimated amount for the subject order. Block 10.f. represents the total amount of funds authorized for the particular document or amendment. Block 10.g. represents the cumulative total amount of funds authorized, including previous amendments, as of the date of that particular document and/or amendment. In the case of a "basic" document, the amounts appearing in blocks 10.f. and 10.g. will be identical.
  
11. Interservice Support Program - Indicate the applicable box pertaining to items requested.
  
12. Description of Work to be Performed and Other Instructions - Enter a specific, definite and complete description of work encompassed by the order, each item of supplies, material, equipment, or services required. If additional space is required, a continuation sheet may be used. Add the estimated amounts in block 12.g. and enter the amount in block 12.h. The amount in block 12.h. should be the same as blocks 10.f. and/or 10.g.
  
13. Provided through Reimbursement: (Estimated Amount) - Indicate the items and corresponding amounts shown in block 12., which will be completed through reimbursement. This block should be completed by the performing activity.

14. Procured by Direct Citation: (Estimated Amount) - Indicate the items and corresponding amounts shown in block 12, which will be completed through direct citation. This block should be completed by the performing activity.
  
15. Funds Provided through Reimbursement - Add the amounts in block 13.c. and enter in this block. The sum of blocks 15 and 16 shall equal the amount shown in block 12.h. Block 12.h. shall equal block 10.f. Amounts authorized in this block are not subject to the Antideficiency Act (Title 31, United States Code, section 1517) unless specifically indicated on the face of the document.
  
16. Procured by Direct Citation - Add the amounts in block 14.c. and enter in this block. The sum of blocks 15 and 16 shall equal the amount shown in block 12.h. Block 12.h. shall equal to block 10.f. The amount in this block constitutes a limitation under Title 31, United States Code, section 1517 when the purchasing office or contracting activity is a separate entity from the requesting activity.
  
17. Authorizing Official - Enter the name, title, and signature of the individual in the requesting activity authorized to issue the document. The date the authorizing official actually signed the document also must be included. This date is the basis for determining the accounting month under which the commitment or consignment is to be recorded.
  
18. Accepting Official - Written acceptance of this order is required and is accomplished by completing this block. Enter the name, title, and signature of the individual in the performing activity authorized to accept the document.
  
19. Point-of-Contact - The name of an individual at the performing activity who can be contacted if any questions should arise regarding the order. A telephone number and office symbol should also be provided. This individual generally is not the same as the accepting official in block 18.