

SUPPORT AGREEMENT

1. AGREEMENT NUMBER (Provided by Supplier) W44DQ1-98189-762	2. SUPERSEDED AGREEMENT NO. (If this replaces another SA) W44DQ1-93189-762	3. EFFECTIVE DATE (YYMMDD) 990701	4. EXPIRATION DATE (May be "Indefinite") Indefinite
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5a. SUPPLYING ACTIVITY (Name and Address) Commander U.S. Army Field Artillery Center & Fort Sill ATTN: ATZR-LMI Fort Sill, OK 73503-5100	6a. RECEIVING ACTIVITY (Name and Address) Commander Amarillo Military Entrance Processing Station ATTN: MCO-WAM 1100 S. Fillmore Street, Suite 200 Amarillo, TX 79101-4318
5b. MAJOR COMMAND: TRADOC	6b. MAJOR COMMAND: TRADOC

7. SUPPORT PROVIDED BY SUPPLIER

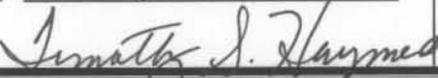
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT
C2-Civilian Personnel Services	None/Non-Reimbursable	\$0
L2-Legal Services	None/Non-Reimbursable	\$0
M2-Military Personnel Support	None/Non-Reimbursable	\$0
R2-Resource Management	None/Non-Reimbursable	\$0
R3-Retired Affairs	None/Non-Reimbursable	\$0
S5-Supply Services	None/Non-Reimbursable	\$0
Additional support requirements attached: <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO		TOTAL \$0

8. SUPPLYING COMPONENT

8a. COMPTROLLER Signature  FRANCES E. JOHNSTON, Budget Off	8b. Date Signed 8 Jun 99
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8c(1). APPROVING AUTHORITY Typed Name
 TIMOTHY S. HAYMEND, Director of Logistics

8c(2). Organization Directorate of Logistics ATZR-L	8c(3). Telephone No. DSN 639-3004
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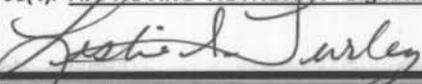
8c(4). APPROVING AUTHORITY Signature 	8c(5). Date Signed 1 Jul 99
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9. RECEIVING COMPONENT

9a. COMPTROLLER Signature  E. STEVEN BUTLER, CCPE, DDE, RM	9b. Date Signed 4/20/99
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9c(1). APPROVING AUTHORITY Typed Name
 LESLIE S. TURLEY, LCDR, USN

9c(2). Organization Amarillo MEPS 1100 S Fillmore St Stel 00 Amarillo, TX 79101-4318	9c(3). Telephone No. (806) 376-9860 9930
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9c(4). APPROVING AUTHORITY Signature 	9c(5). Date Signed 990310
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10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date.)

SUPPLYING COMPONENT

10a. Approving Authority Signature	10b. Date Signed
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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 4, para 8b.) _____ 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 - Civilian Personnel General Support Provisions
- B - EEO Provisions
- C - Military Personnel General Support Provisions

DISTRIBUTION:

Cdr, USAFACFS, ATTN: ATZR-LMI, Fort Sill, OK 73503-5100
Cdr, Amarillo MEPS, ATTN: MCO-WAM, 1100 S. Fillmore St, Ste 200,
Amarillo, TX 79101-4318

Continued on page 3.

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 5.

Additional specific provisions attached: YES NO

Receiver: Military Entrance Processing Station
Amarillo, TX

GENERAL PROVISIONS

1. References:

- a. DOD 4000.19-I, 9 Aug 95, Interservice and Intragovernmental Support.
- b. AR 5-9, 16 Oct 98, Area Support Responsibilities
- c. AR 37-1, 30 Apr 91, Army Accounting and Fund Control.
- d. AR 37-27; 5 Dec 72; Accounting Policy and Procedures for Intragovernment, Intradefense, and Intra-Army Transactions.
- e. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.

2. This intraservice support agreement (SA) documents administrative and supply support provided by the U.S. Army Field Artillery Center and Fort Sill (USAFACFS/Supplier) to Military Entrance Processing Station (MEPS), Amarillo, TX (Receiver). Their mission is to process civilian applicants for entrance into the Armed Forces of the United States of America. In FY 98 they became a major subordinate command under TRADOC.

3. Receiver's authorized personnel strengths are as follows:

a. Military:	Army	Air Force	Navy	Marine	Vacant	Total
Officer	2	0	1	0	0	3
Enlisted	1	2	0	1	6	10
b. DOD Civilian	13	0	0	0	0	13

4. Supplier and Receiver are both funded with operation and maintenance, Army (OMA), funds. Although Receiver is outside the Supplier's area of responsibility (reference 1b), Supplier has historically provided and will continue to provide the documented support on a non-reimbursable basis. Receiver shall reimburse for any additional support that is directly identifiable, mission unique, stock fund, and/or above the normal standard level.

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

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

7. 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 reprocurment expenses incurred during the 180-day period following notification.

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

- a. Supplier: Ms. Dora Presley, Installation Support Agreements Manager (SAM)
or Mr. Bob Clutter, Assistant SAM
Directorate of Logistics (DOL); Fort Sill, OK 73503-5100
DSN 639-5072/3369 or (580) 442-5072/3369, FAX ext 2719
E-mail Address: PRESLEYD or CLUTTERW@DOIMEX1.SILL.ARMY.MIL

- b. Receiver: Mr. Al Montes
Amarillo MEPS
1100 S. Fillmore Street, Suite 200
Amarillo, TX 79101-4318
(806) 376-9860/9930
FAX (806) 374-9332

SPECIFIC PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

C2-Civilian Personnel Services: Non-Reimbursable

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

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

L2-Legal Services: Non-Reimbursable

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

1a. Schedule legal assistance appointments with the Legal Assistance Office (2-5058, B 2593) and ensure these appointments are kept.

1b. Provide legal review of and representation of the Government in administrative actions including separations, reports of survey, line of duty investigations, award and execution of procurement contracts, personnel matters (conflicts of interest, standards of conduct, grievance hearings/reviews, etc.) and similar actions. Provide annual ethics training required by the Joint Ethics Regulation.

1b. Schedule ethics training with Administrative Law Division, 2-2703.

2. Furnish claims service IAW AR 27-10 for military and civilian personnel.

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

M2-Military Personnel Support: Non-Reimbursable

1. Provide military personnel services IAW attachment C.

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

R2-Resource Management: Non-Reimbursable

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

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

R3-Retired Affairs: Non-Reimbursable

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

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

R3-Retired Affairs (Cont)

1b. Review retirement applications for compliance with AR 635-200 and AR 635-100. Approve and publish retirement and reassignment orders for valid enlisted applications. Forward officer and enlisted applications requiring waivers to PERSCOM for approval. Upon receipt of approved applications and retirement orders from PERSCOM, publish reassignment orders for officers; publish reassignment and retirement orders for enlisted. Publish amendments when required. Return disapproved applications through channels to individuals concerned.

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

2b. Furnish retirement packets, if applicable, and letters of instruction for the Survivor Benefit Plan to military personnel with approved applications for retirement. Provide assistance and counseling services both in person and telephonically, except for specified counseling to members undergoing MEB/PEB action at GLNRMCMC.

1b. Monitor, review, and forward officer and enlisted applications for voluntary retirements with commander's recommendation to POB.

2. Publicize the SBP.

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

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

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

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

1c. Accept requisitions for supplies, equipment, and repair parts; process local procurement documents.

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.

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

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

1c(1). Prepare supply documents (i.e., DA Form 2765/2765-1) as needed for items that cannot be purchased via Government credit card. Include fund cite and DODAAC (W45DVD) and forward to appropriate supply support activity (i.e., DOL, DPW, etc.).

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

1. Installation Supply Account (S5 Cont)

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

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.

2. Clothing & Textiles

2. Clothing Initial Issue Point (CIIP), B 2809, 2-2494, will fabricate name plates and inked name tapes for Army military personnel except for new enlistees, commissioned officers, and warrant officers. Notify Receiver when items are ready for pick-up.

2. Prepare and submit DA 2407 to CIIP to request fabrication of nameplates and nametapes. Attach a list of names specifying the quantity required.

Receiver: Military Entrance Processing Station, Amarillo, TX

**CIVILIAN PERSONNEL
GENERAL SUPPORT PROVISIONS**

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

SUPPLIER SHALL

RECEIVER SHALL

1. CIVILIAN PERSONNEL MANAGEMENT PROGRAM

1. Use this attachment as the required civilian (civ) personnel (pers) servicing agreement. Develop and maintain a civ pers program implementing Office of Personnel & Management (OPM), DOD, DA, command (cmd), and installation (instl) policies, programs, and legal regulatory requirements. As a result of regionalization, divide civ pers services (svcs) between **regional Civilian Personnel Operating Centers (CPOCs)** and **instl Civilian Personnel Advisory Centers (CPACs)**. Both centers shall have authority to "act for" instl commanders (cdrs) IAW regional plans and subject to any limitations/conditions remaining in effect in existing servicing or support agreements. Provide support **effective** 27 May 99.

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

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

1. **ACCEPT** support. References: AR 10-20; AR 690-200; Fort Sill MIP #241; message, HQDA, DACA-RMA, 140321Z Nov 84, subject: Model Instl Program (MIP); and message, HQDA, 25 Jul 96, subject: Interim Guidance on Civ Pers Mgt and Administration Under Regionalization.

OR **DECLINE** support.

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

2. STAFFING

2. Develop and maintain a professional civ staffing program. Implement policies and procedures that ensure the search for and identification of the best-qualified candidates for positions. Ensure the technical competence of those involved in all phases of the candidate evaluation process. Base candidate evaluation upon valid job-related criteria; analyze results of placement. Develop short- and long-range plans to improve staffing programs. Conduct work force and labor analyses. Implement programs for the effective use of recruitment sources. Direct and support local programs within the context of national objectives for intake and advancement.

2a. **RECRUITMENT AND EMPLOYEE INTAKE.** Provide recruitment and employment intake assistance and coordinate relations with all labor sources. Fort Sill CPAC shall post position vacancy announcements on the Fort Sill intranet and in the Directorate of Civilian Personnel

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

2a. **STANDARD PRACTICE.** Accept support. Employees shall send job applications (merit promotion announcements) or supplemental qualification statements (SQS') directly to SWCPOC, 301 Marshall Avenue, ATTN: B9, Fort Riley, KS 66442-6004.

2. STAFFING (CONT)

(DCP) public folder under Microsoft Exchange; provide employment information and assistance Monday through Friday, 1200 - 1600.

2b. **PROMOTION AND RELATION PLACEMENT PROGRAMS.** Establish promotion plans IAW FPM 335.3-2. Group positions in plans according to logical criteria without distinction between Receiver's and Fort Sill's activities. As far as possible, establish areas of consideration to provide equal opportunity for promotion consideration. Do not modify areas of consideration by employment restrictions that may be placed on either Fort Sill or the Receiver.

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

2c. **REDUCTION IN FORCE (RIF).** Fort Riley SWCPOC shall determine the competitive area of Receiver's employees for reduction in force purposes IAW FPM 351 as supplemented by CPR 351:

Receiver's competitive area is:

SEPARATE from the Supplier's.

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

OR _____

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

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

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

3. POSITION AND PAY MANAGEMENT

3. Perform all of the position and pay mgt responsibilities. Implement mgt policies and procedures (e.g., establish and maintain an effective position mgt program, review grade level standards, analyze and evaluate job audits, maintain prescribed records, and make necessary reports). Accomplish all of the responsibilities identified in CPR 200, chapter 250.1, subchapter 5-11. Make no distinction between Receiver and Fort Sill for the kind of svc provided. Maintain the same responsibility regarding position and pay mgt and job evaluation for all activities supported. For position

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

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

3. POSITION AND PAY MANAGEMENT (CONT)

and pay matters requiring action at higher echelons, forward documents with Supplier's recommendations through Receiver's cmd channels.

4. TRAINING AND DEVELOPMENT

4. Develop and maintain a training (tng) program. Provide orientations for newly assigned civ and military pers on civ pers mgt. Provide specific tng in applying skills and techniques. Provide for the development of employees to assume more responsible positions for which they have demonstrated the ability (or have the potential) to advance. Provide executive and supervisory tng to develop employees for maximum use and for careers in Army employment. Implement programs and policies to provide employees with opportunities to develop and advance within an Army/command-wide system of career mgt. Obtain any review and approval above the instl required by CPR 400, chapter 410, through Receiver's cmd channels.

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

DISCRETIONARY PRACTICE. Establish a separate tng committee for the Receiver.

4b. NONGOVERNMENT RESOURCES. Approve tng by, in, or through nongovernment facilities.

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

4. ACCEPT OR DECLINE support.

4a. STANDARD PRACTICE. Accept support.

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

4b. STANDARD PRACTICE. Delegate approving authority to Supplier.

OR DISCRETIONARY PRACTICE. Retain approving authority. Personally approve the tng; furnish a copy of the approval document to the Fort Sill CPAC.

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

SUPPLIER (Fort Sill).

OR RECEIVER (_____).

OR _____.

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

5. MANAGEMENT - EMPLOYEE RELATIONS

5. Fort Sill CPAC shall provide information, staff assistance, and guidance to mgt and supervisory officials to assist them in obtaining the most effective use of the work force. Ensure effective relations between mgt and employees through performance appraisals, counseling, and providing employee svcs. Provide leadership and local promotion of the Incentive Awards Program. Organize incentive award committees and effectively implement plans for increasing employee participation and giving adequate recognition in individually identified cases. Periodically analyze civ pers mgt conditions throughout the instl. Assist supervisory officials in making necessary changes and improvements in pers mgt; evaluate results.

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

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

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

5. ACCEPT OR DECLINE support.

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

OR DECLINE support.

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

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

6. TECHNICAL SERVICES

6a. **OFFICIAL PERSONNEL FOLDERS (OPFs).** Fort Riley SWCPOC shall economically process pers actions and maintain records IAW standard practices and systems established Army-wide.

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

6a. ACCEPT OR DECLINE support.

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

6. TECHNICAL SERVICES (CONT)

6a(2). Fort Riley SWCPOC shall send copies of information contained in OPFs upon Fort Sill CPAC's request.

6b. **REPORTS.** Fort Riley SWCPOC shall report civ pers data required by DA for all activities supported IAW DA instructions covering the specific report (i.e., manpower authorization channels or Fort Sill DCP channels). Irrespective of the channel to be followed for a specific report, prepare feeder reports from the basic civ pers records of employees supported. Where manpower authorization channels are prescribed, prepare a separate feeder report for each manpower authorization channel represented in its area of support responsibility and forward it to the cmd headquarters from which the authorization was received. For reports submitted through the Supplier, include all Army employees supported irrespective of cmd jurisdiction.

6b(1). Furnish Receiver's cdr with program evaluation data derived from required reports in the same manner as furnished to other Fort Sill offices for planning purposes. Periodically furnish Receiver with a brief narrative summary of significant problems and accomplishments--if any--in each of the major civ pers program mgt areas.

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

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

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

OR **DECLINE** support.

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

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

OR **NOT APPLICABLE.**

7. PUBLICATION OF POLICIES AND PROCEDURES

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

7. **ACCEPT OR** **DECLINE** support.

8. RELATIONS WITH LABOR ORGANIZATIONS

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

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

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

9. Mobilization Planning

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

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

OR **DECLINE** support.

Attachment(s)

NONE

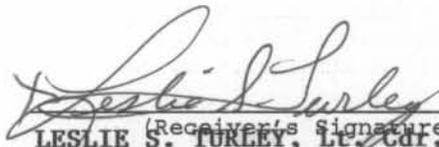
OR **SUPPLEMENT**



(Fort Sill CPAC's Signature)

11/3/98

(Date)



(Receiver's Signature)

LESLIE S. TURLEY, Lt. Cdr, USN

Commander

27 May 1999

(Date)

Attachment B to
SA #W44DQ1-9818-762
Receiver: Military Entrance Processing Station
Amarillo, TX

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

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

SUPPLIER SHALL

RECEIVER SHALL

1. Provide EEO support as required **effective 27 May 1999**. Process complaints through the Receiver's channels.

1. **ACCEPT** support. Reference AR 690-600. Contact the EEO Office, ATZR-Y, 2-2570/4024, B 207, as required.

OR **DECLINE** support.

2. Establish one EEO officer for the installation. The installation EEO officer shall also serve the Receiver.

2. **STANDARD PRACTICE.** Accept support.

OR **DISCRETIONARY PRACTICE.** Appoint its own EEO officer because of its large size or because of the sensitive nature of the problem.

3. **DISCRETIONARY PRACTICE.** **AGREE** to provide EEO counselors for Receiver's employees.

3. **STANDARD PRACTICE.** Appoint its own EEO counselors in accordance with AR 690-600.

OR **DISCRETIONARY PRACTICE.** Request that the Supplier provide EEO counselors due to the small number of Receiver's employees.

Charlene Thierry
(Fort Sill EEO Officer's Signature)

25 Nov 98
(Date)

2-4024/2570

Leslie S. Turley
(Receiver's Signature)
LESLIE S. TURLEY
Lieutenant Commander, USN
Commander *27 May 1999*
(Date)

Attachment C to
SA #W44DQ1-98189-762
Receiver: Military Entrance Processing Station
Amarillo, TX

MILITARY PERSONNEL GENERAL SUPPORT PROVISIONS

SUPPLIER SHALL

RECEIVER SHALL

SECTION I: PERSONNEL SERVICE BRANCH (PSB)

1. RECORDS MANAGEMENT.

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| <p>1a. Maintain officer Smith file and enlisted military personnel records jackets (MPRJJs). ²⁻⁶⁶⁷⁹ ²⁻⁵⁵⁶³²</p> <p>1b. Schedule and conduct required records review.</p> <p>1c. Control access to and release of information from DA Forms 2 and 2-1.</p> <p>1d. Maintain "charge-out records" to account for records removed from files.</p> <p>1e. Process SIDPERS transactions IAW DA Pam 600-8-2 for updating the SIDPERS and Personnel Information Systems (PERSINS) database.</p> <p>1f. Ensure that the transfer data record for inter-SIDPERS arrival is keyed into the automated files.</p> <p>1g. Provide new or correct data for blanks and errors on individual personnel data files in SIDPERS.</p> <p>1h. Prepare change reports and maintain automated suspense files for actions pertaining to individuals.</p> <p>1i. Initiate inquiries pertaining to individuals.</p> <p>1j. Initiate inquiries pertaining to missing records.</p> <p>1k. Maintain a suspense of the Armed Forces Reserve Medal (AFRM). Screen MPRJJs to determine administrative eligibility for award of the AFRM. Issue letters awarding AFRM to eligible individuals. Provide data on previous awards requested by Receiver's commander to process achievement or service awards.</p> <p>1l. Closely screen each MPRJ of in-coming officer/enlisted personnel assigned to Fort Sill. Review each DA Form 2 and 2-1, make necessary changes, report changes, and submit TDRs to SIDPERS. In-coming and out-going processing are</p> | <p>1a. Coordinate all actions with Military Personnel Division (MPD) record personnel.</p> <p>1b. Notify personnel of time of records review.</p> <p>1c. Furnish personnel as needed by MPD.</p> <p>1d. Authenticate all records requiring signature.</p> <p>1e. Provide updated information as necessary and as requested by Personnel Automation Branch (PAB).</p> <p>1f. Ensure a DPRT SIDPERS transaction is processed for duty day after the effective date of departure to generate a TDR to the gaining database.</p> <p>1g. Coordinate information with PAB.</p> <p>1h. Monitor and coordinate suspense items to ensure completion. Advise PSB of completion.</p> <p>1i. Monitor the SIDPERS command and staff report (C40) for expired reporting dates. Respond to other personnel inquiries.</p> <p>1j. Provide information upon request from MPD.</p> <p>1k. Administer all internal actions pertaining to award of the AFRM.</p> <p>1l. Ensure individuals are properly cleared prior to reporting to PSB.</p> |
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SUPPLIER SHALL

accomplished by mail for military personnel whose duty stations are outside the commuting area and MPRJs are mailed to gaining commanders of departing military personnel.

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

2. NONCOMMISSIONED OFFICER EFFICIENCY REPORTS (NCOERS). Initiate annual and initial NCOERS and maintain suspenses. Forward reports to Receiver. Perform the personnel office portion of the noncommissioned officer evaluation system.

3. OFFICER EFFICIENCY REPORTS (OERS). Initiate annual OERS and maintain suspenses. Forward reports to Receiver. Perform the personnel office portion of the officer evaluation system.

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

5. SUSPENSION OF FAVORABLE PERSONNEL ACTIONS. Establish controls to preclude processing of favorable personnel actions.

6. CHANGE OF NAME, BIRTH DATE, AND SOCIAL SECURITY NUMBER (SSN). Process communications requesting official name change, birth information, and/or SSN. Issue special orders announcing changed data.

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

8. PROMOTIONS (OFFICER)—LOCAL CONTROL. Suspend and initiate DA Form 78 for recommendations for promotion from 2LT/WO1 to 1LT/CW2. Screen personnel records for qualification for promotion and notify approval authority of results of screening. Issue orders affecting approved promotions.

9. PROMOTIONS (OFFICER)—DA CONTROL. Monitor promotion of officers in DASO. Coordinate with Receiver to verify promotion eligibility. Publish extract copies of DASO effecting promotion and furnish to Receiver's commander and MACOM. Check promotion consideration lists to ensure all officers within the announced zones are properly being considered.

RECEIVER SHALL

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

2. Establish rating schemes for E5 and above. Monitor the flow of NCOERS received from PSB to ensure timely completion and return. Provide technical assistance to NCOER rating official. Initiate and forward change of rater and special reports to PSB for processing. Prepare correspondence related to NCOER appeals.

3. Establish rating schemes for WO1 and above. Monitor the flow of OERS received from PSB to ensure timely completion and return. Provide technical assistance to OER rating official. Initiate and forward change of rater and special reports to PSB for processing. Prepare correspondence related to OER appeals.

4. Initiate and furnish CRF documents required by AR 630-10 when individual becomes DFR'd. Coordinate with CRF upon accession of a former absentee to procure documentation for Uniform Code of Military Justice (UCMJ) action or duty status reconciliation.

5. Initiate and control suspension of favorable personnel actions. Verify proper SIDPERS are accomplished.

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

7. Refer eligible personnel to PSB.

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

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

SUPPLIER SHALL**RECEIVER SHALL****10. ENLISTED PROMOTION TO GRADES E2/E3.**

Review and monitor enlisted promotions to grades E2 and E3. Periodically check to ensure that E2 and E3 promotions are being affected on a timely basis.

11. ENLISTED PROMOTION TO GRADE E4. Check promotion recommendations to ensure recommended soldiers meet all eligibility requirements.

12. ENLISTED PROMOTION TO GRADES E5/E6. Upon receipt of cutoff scores from HQDA, screen promotion recommended lists for grades E5/E6 and verify eligibility for promotion of personnel who meet cutoff score criteria. Publish promotion orders to include required MOS actions. Process actions (initial, re-evaluation, promotion point adjustment) within the month of receipt. Forward a copy of the product to the soldier.

13. ENLISTED PROMOTION TO GRADES E7/E8/E9. Submit required documentation to HQDA for promotion boards for grades E7/E8/E9. Screen promotion eligibility listings to ensure all personnel within announced zones are being properly considered. Advise Receiver of personnel selected for promotion as announced in DASO.

14. ENLISTED REDUCTION BOARDS. Publish reduction and MOSC orders.

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

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

11. Send approved recommendations to PSB. Conduct promotion ceremonies.

12. Conduct promotion ceremonies.

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

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

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

SECTION II: PERSONNEL OPERATION BRANCH (POB)**1. CASUALTY ADMINISTRATION. 2-6405**

1a. Provide casualty administration. Prepare and distribute casualty reports when death occurs within the casualty area. For deaths outside the casualty area, furnish MPRJ data to the appropriate casualty area commander.

1b. Administer the Survivor Assistance Program when next of kin is located within the casualty area. Coordinate with appropriate casualty area commander when survivor resides outside the casualty area.

2. LINE OF DUTY (LOD) INVESTIGATIONS. Appoint (issue orders), review, and exercise final approval authority on formal LOD investigations.

3. SEPARATION/ELIMINATION ACTIONS. Appoint boards; review and expedite board actions. Advise Receiver's commander of board results.

1a. Call in all available information to DSN 639-6405, Casualty Section, ATZR-OBT, B 3162, FAX ext 6914. Respond to requests for additional information. Maintain a staff duty officer on call after duty hours to furnish assistance.

1b. Provide a survivor assistance officer, and upon request, notify next of kin.

2. Conduct LOD investigations. Furnish names of officers to perform LOD for actions involving Receiver's military personnel.

3. Prepare and document recommendations for separation/elimination and submit to commander of Receiver's MACOM.

SUPPLIER SHALL

Administer board/elimination actions at the General Court Martial (GCM) level.

4. CONGRESSIONAL / SPECIAL INTEREST INQUIRIES. Acknowledge, process, and reply to congressional inquiries.

5. OCONUS LEAVE. Process OCONUS leave requests.

6. EXTENSIONS / DECLINATIONS OF ACTIVE DUTY OFFICERS FOR U.S. ARMY RESERVE PERSONNEL. Process requests to approval authority.

7. OFFICER CANDIDATE SCHOOL (OCS) AND U.S. MILITARY ACADEMY PREPARATORY SCHOOL (USMAPS). Process applications for OCS and USMAPS. Convene OCS boards. Provide data from MPRJ as requested. Schedule written examinations and board appearances, as applicable. Forward USMA applications to USMAPS. After board action, forward OCS applications to PERSCOM.

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

9. OFFICER RELEASE FROM ACTIVE DUTY AND UNQUALIFIED RESIGNATIONS. Monitor release from active duty and unqualified resignations to normal end of service separation or DA-directed release programs. Forward information copies of individual request or release from active duty to Receiver's commander.

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

11. SERVICE SCHOOLS. Process requests for school and verify qualifications for attendance. Then forward to DPTM.

RECEIVER SHALL

4. Provide specific and detailed data for basing replies.

5. Approve/disapprove requests for leave IAW AR 600-8-10.

6. Prepare requests.

7. Assist and counsel OCS and USMAPS applicants. Coordinate processing of applications; review for completeness and appropriate commander's recommendation. Forward to PSB for review, board action, and disposition. Arrange for physical examinations as required.

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

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

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

11. Prepare applications for school and forward to POB.

SECTION III: PERSONNEL STRENGTH MANAGEMENT (PSM)

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

2. UNIT MANNING REPORTS (UMRs). Review monthly malutilization reports and notify Receiver to correct their UMRs.

3. ON-THE-JOB TRAINING (OJT). Approve or disapprove requests for reclassification based upon OJT.

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

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

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

SUPPLIER SHALL

4. **CONUS ASSIGNMENT INSTRUCTIONS—ENLISTED.** Receive DA or major command assignment instructions for continental United States (CONUS) reassignments. Advise Receiver of names of personnel who were levied and appear administratively qualified for shipment. Publish orders and send out sponsor forms.
5. **EXCHANGE OR OTHER REASSIGNMENTS.** Process requests for exchange or other reassignments. Publish orders effecting approved transfers.
6. **VOLUNTEERS FOR OVERSEAS AREAS.** Process requests of volunteers for overseas areas.

RECEIVER SHALL

4. If applicable, prepare requests for release from assignment instructions or deferment assignment instructions. Ensure personnel located at Fort Sill receive required reassignment processing requirements.
5. Counsel and assist individuals in preparing requests. Recommend approval or disapproval of requests and send to PSB.
6. Prepare requests and forward to PSB.

SECTION IV: PERSONNEL AUTOMATION BRANCH (PAB)

1. **SIDPERS SUPPORT FILES.** Maintain all SIDPERS transaction personnel files.
2. **SIDPERS PERSONNEL FILES.** Maintain the SIDPERS personnel master files.
3. **REPORT PRODUCTION AND DISTRIBUTION.** Provide automatic command and staff reports IAW DA Pam 600-8-1 or as requested and approved.
4. **MONITORING STRENGTH STATUS.** Monitor strength status IAW DA Pam 600-8-1.
5. **PROGRAMMING AND SOFTWARE ANALYSIS.** Provide software and program support.
6. **PERFORMANCE STANDARDS.** Prepare periodic performance reports to display Receiver's unit-level processing.
7. **SIDPERS TRAINING.** Provide SIDPERS unit-level training for personnel sergeants and unit clerks.

- 2-4520
1. Provide support file update information IAW DA Pam 600-8-1.
 2. Ensure a copy of any DA-approved TDA is forwarded to the PAB prior to the effective date on the TDA.
 3. Maintain all reports IAW DA Pam 600-8 series and DA Pam 25-400-2.
 5. Request services as required.
 6. Review the performance report and take appropriate action to either correct below-standard performance or recognize satisfactory or above performance.
 7. Request services as required. Individuals will provide for own TDY funds. Unit will coordinate with the PAB (DSN 639-4520/4579) to schedule training.