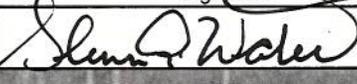


1. AGREEMENT NUMBER (Provided by Supplier) W91WZ7-14263-765	2. SUPERSEDED AGREEMENT # (if this replaces another SA) W44DQ1-13067-766	3. Effective Date (YYYYMMDD) 20150101	4. Expiration Date is nine (9) years from effective date.
5a. SUPPLYING ACTIVITY (Name and Address) Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503-9004 Email: winona.f.morris.civ@mail.mil		6a. RECEIVING ACTIVITY (Name and Address) Project Manager, Fixed Wing SFAE-AV-FW 5030 Bradford Drive Huntsville, AL 35805 E-Mail: samuel.l.collier.civ@mail.mil	
5b. MAJOR COMMAND: IMCOM-Central		6b MAJOR COMMAND: AMCOM	
7. SUPPORT PROVIDED BY SUPPLIER			
7a. SUPPORT (Specify what, when, where, and how much)	7b. BASIS FOR REIMBURSEMENT	7c. ESTIMATED REIMBURSEMENT	
Administrative Services	Postage	\$0	
Airfield Operations	Overtime	\$0	
Child & Youth Program		\$0	
Command Support	Court Reporter, TDY Expenses	\$0	
Common Use Facility Construction, Operations, Maintenance and Repair		\$0	
Custodial Services	Square Feet	\$0	
Education		\$0	
Environmental Compliance	Haz Waste Disposal	\$0	
Environmental Conservation		\$0	
Environmental Pollution Prevention		\$0	
Facilities Acquisition		\$0	
Facility Sustainment		\$0	
Family Housing		\$0	
Fire & Emergency Services	Overtime, Extra Equipment	\$0	
Additional support requirements attached: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		Total	Continued
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
8a. COMPTROLLER Signature  DENNIS D. PORTER, Dir, RMO	8B. Date Signed 17 MAR 2015	9a. COMPTROLLER Signature FETNER.YVONNE.YV ONNE.1263913317 DENNIS DIXON <small>Digitally signed by FETNER.YVONNE.YVONNE.1263913317 DN: c=US, o=US Government, ou=DoD, ou=PKI, ou=USA, cn=FETNER.YVONNE.YVONNE.1263913317 Date: 2015.02.12 13:06:49 -0600</small>	9b. Date Signed
8c(1) APPROVING AUTHORITY Typed Name GLENN A. WATERS, COL, FA, Garrison Commander	9c.(1) APPROVING AUTHORITY Typed Name DONALD CHANEY, Logistic Chief, PM FW		
8c(2) Organization USAG Fort Sill IMSI-ZA	8c(3) Telephone No. (580) 442-3106	9c(2) Organization AMCOM Huntsville AL	9c(3) Telephone No.
8c(4) APPROVING AUTHORITY Signature 	8c(5) Date Signed 25 MARCH 2015	9c(4) APPROVING AUTHORITY Signature CHANEY.DONALD.E.JR. 1048267943 <small>Digitally signed by CHANEY.DONALD.E.JR.1048267943 DN: c=US, o=US Government, ou=DoD, ou=PKI, ou=USA, cn=CHANEY.DONALD.E.JR.1048267943 Date: 2015.01.31 13:42:55 -0600</small>	9c(5) Date Signed
10. TERMINATION (Complete only when agreement is terminated prior to scheduled expiration date)			
SUPPLYING COMPONENT		RECEIVING COMPONENT	
10a. Approving Authority Signature	10b. Date Signed	10c. Approving Authority Signature	10d. Date Signed

SUPPORT AGREEMENT

1. AGREEMENT NUMBER: W91WZ7-14263-765

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 - Calculations for FY15 Reimbursable Costs
 B - Universal Order Form
 C - Facilities List

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. Memorandum, Assistant Secretary of the Army (Financial Management), 19 May 95, subject: Army Reimbursable Policy.
- b. AR 5-9, Area Support Responsibilities, 16 Oct 98.
- c. Memorandum, Assistant Secretary of the Army (Financial Management), 20 Mar 00, subject: Army Reimbursable Policy (ARP) Update.
- d. Memorandum, HQ IMA, SFIM-RM-M, 7 Apr 03, subject: Interim Guidance for Support Agreement Management.
- e. Memorandum, IMA SWRO, SFIM-SW-RM, 31 Jul 03, subject: Interim Guidance for Support Agreement Management.
- f. DFAS-IN Reg 37-1, Finance and Accounting Policy Implementation, 10 Dec 12.
- g. DODI 4000.19, Support Agreements, 25 Apr 13.
- h. SA #W44DQ1-13067-766 support provided to the Receiver by Fort Sill.

2. This intraservice support agreement (SA) documents base operations support (BOS) provided by the US Army Garrison, Fort Sill (USAG Sill/Supplier), to Project Manager, Fixed Wing (Receiver/Tenant).

3. Supported unit (Receiver or Receiver/Tenant) is Project Manager, Fixed Wing. Authorized personnel strength is: 0 officers, 0 enlisted, 0 DA civilians, and 12 Government contractor personnel. The unit's mission is to establish a complete GFE/GSE re-construction and service life extension program for all of its Fixed Wing Government furnished equipment/Ground Support equipment.

4. Project Manager, Fixed Wing is an Army customer. Both Supplier and Receiver are funded with Operation Maintenance, Army (OMA) dollars. 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. For a new Army Receiver or an existing Army customer expanding on post, time must be allowed for the POM to build dollars into the Supplier's base operating budget for new/additional support required (usually 3 years). Until that occurs, the Receiver is required to reimburse for all incremental costs incurred by the Supplier. After funding is received in the Supplier's budget, 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 and may be provided on a reimbursable basis.

Receiver: Project Manager, Fixed Wing
 Huntsville, AL

6. 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)
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	Defense Logistics Agency Document Services (DLADS)	Defense Logistics Agency Document Services (DLADS)
Logistics and Supply	Army Sustainment Command	Logistics Readiness Center (LRC)

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. Coordination for funding transfer will be accomplished in the following manner: Universal Order Form at attachment B 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 Work Breakdown Structure (WBS) and notify customer to validate funding data and process movement of funding (Budgeting Workbench GFEBs Code FMBB).

Receiver: Project Manager, Fixed Wing

Huntsville, AL

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 Garrison Support Services Catalog. It is accessible on the Supplier's Agreements Office website at "<http://sill-www.army.mil/usag/RMO/>" by clicking on "Catalog-Garrison Agreement Procedures Guide." 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 6).

10. Supplier will not change, reduce, or terminate the agreement unilaterally without giving sufficient advance notice to the Receiver. The agreement remains in affect for 9 years or until canceled by mutual agreement or until canceled by 180 days advance written notice to the other party. It shall be reviewed at least every 3 years.

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 reprourement 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:

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

b. Receiver: Mr. Samuel Collier, Integrated Logistics Support Branch Chief, 5030 Bradford Dr., Bldg 2 Suite 100, Huntsville AL 35805, DSN 788-3294 or (256) 842-1152, email address: samuel.l.collier.civ@mail.mil.

SA #W91WZ7-14263-765	
Receiver: Project Manager, Fixed Wing	
Huntsville, AL	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
<p>Support Categories from the DA Form 1144 that have mission unique or customer specific data are listed below. All other category information is located in the Garrison Agreement Procedures Guide & Support Services Catalog at http://sill-www.army.mil/usag/RMO/documents/Support-Services-Catalog.pdf.</p>	
Airfield Operations: (CLS 900)	
Partially Reimbursable	
1. Provide services at Henry Post Army Airfield (HPAAF) outside normal operating hours as coordinated with the Receiver.	1. Coordinate overtime requirements in advance as required. FUND overtime.
2. Authorize the use of Henry Post Army Airfield (HPAAF) facilities. Store Tenant's equipment in available hangars. See attachment C for facilities assigned to the Tenant.	2. Coordinate use with the airfield manager (Bldg 4907, 2-4643) as required.
Custodial Services: (CLS402)	
Reimbursable	
1. Provide standard support as determined on a case by case basis by DPW. Annotated buildings in Attachment C are scheduled to receive custodial services. To obtain custodial services in additional buildings, contact DPW at (580) 442 3898/5746.	1. Submit written requests to DPW for approval/changes to custodial services. 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 custodial contracting officer's representative (COR) by 0830 each workday for corrective action. Notify the DPW custodial COR when a building will be closed for an extended period of time. Fund for services received only when facilities are available for AMCOM usage.
Facilities Sustainment: (CLS 411, 414, & 417)	
Partially Reimbursable	
1. Maintain and repair real property including (as appropriate) buildings, installed equipment, miscellaneous structures, roads and grounds (IAW Fort Sill Reg 420-8), railroads, surfaced areas, and other real property. Include landscaping, fence repair, and weed control through the use of herbicides. Customer ID's are assigned by Master Planning, B2026, 442-6451.	1a. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, Bldg 1950, 2-4664, as required. Call DPW at 2-3251 for service orders. Fund for work/service orders.
2. Maintain a Self-Help Program (Bldg 1948, 2-4723) and a U-Do-It Program (for projects beyond the scope of the Self-Help Program but still within the Tenant's capability). Provide materials, instruction, and inspections as required.	2a. Organize a unit self-help maintenance team. Appoint a certified repair and utilities (R&U) officer. Team members shall attend DPW self-help training sessions as required. Keep minor tools on hand in order to perform minor maintenance. Perform 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. Perform self-help projects with own labor. Request guidance and instruction from DPW as required. Fund for project supplies and materials obtained from DPW.
3. 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.	3a. References: Fort Sill Reg 420-1 EPACT 1992 Fort Sill Pam 420-1 Executive Order 13423 AR 11-27

SA #W91WZ7-14263-765	
Receiver: Project Manager, Fixed Wing	
Huntsville, AL	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
Facilities Sustainment: (Cont)	
	3b. 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 the Tenant's organization, and meet the mandated 30% energy reduction target before the year 2015 IAW Exec Order 13423. Provide a copy of the energy plan to the DPW energy officer.
E4-Environmental Compliance: (CLS 505) Partially Reimbursable	
1. Administer programs for the control of air, water, noise, hazardous material (HM), and other forms of pollution including resource recovery programs. Inspect the Tenant as required.	1a. Request services from Environmental Quality Division, Directorate of Public Works (DPW), 2-2715, Bldg 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Compliance Assurance Br, Bldg 2592, to meet SARA Title III reporting requirements. Coordinate with Compliance Assurance Br for semi-annual environmental compliance inspections.
	1b. Notify DPW 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. Identify actions requiring NEPA documentation. Specify methods for obtaining information required in preparing NEPA documents. Determine appropriate time requirements for comments. Establish patterns for consulting. Determine the mechanism through which NEPA documents will be made public. Provide public announcements of plans and programs with environmental impact.	2. References: National Environmental Policy Act (NEPA) and AR 200-2. As the proponent for its actions, reimburse the preparation of NEPA documents.
	3. Comply with the Fort Sill Hazardous Material and Waste Management Plan. Contact DPW Environmental Quality Division (2-2715, Bldg 2930) when HW disposal is required. Fund for hazardous waste disposal.
4. Manage the installation recycle program, for paper, aluminum, and cardboard.	4. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the DFMWR Recycling Center, 3334 Sheridan Road, 2-2348.
Pavement Clearance: (CLS 408) Reimbursable	
1. Provide for the operation, maintenance, repair, and minor construction/alteration of common/public use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, and energy consumption and beautification projects.	1. Submit a work order to DPW to clear snow and ice from the airfield runway and hangar areas. Fund for snow/ice removal, when it is solely for the tenants convenience.
2. Remove ice and snow on common/public use areas (such as roads) IAW the Fort Sill Severe Weather Operations Plan (SWOP).	2. Remove ice and snow in Tenant-use areas (sidewalks, stairs, porches, and parking lots). Do not use salt to melt ice; use ammonium nitrate, which is available on a reimbursable basis at the DPW Self-Help Center, Bldg 1948.
3. Discuss and provide response for tenant requests HPAAF runway to be included in the SWOP.	

SA #W91WZ7-14263-765	
Receiver: Project Manager, Fixed Wing	
Huntsville, AL	
SPECIFIC PROVISIONS	
SUPPLIER SHALL	RECEIVER SHALL
Real Property Management & Engineering: (CLS 400, 405)	
Non-Reimbursable	
1. Have PAI 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 PAI, 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. Have DPW manage, assign, and reassign facilities and real property based on the Host's installation master plan (i.e., relocation, demolition, construction, etc.) and the Host's mission essential requirements or due to changes in the Tenant's space requirements.	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, and assign the corresponding facilities listed in attachment C 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.
2c. Provide on a space available basis facilities listed in Attachment C. Provide 30 day notification to vacate bldg 4915. Provide 7 day notice to vacate bldgs 4920 and 4922. Prorate billings according to actual building usage.	2c. Vacate buildings within 30 day or 7 day notice provided by Airfield Manager. No exceptions may be granted. Fund based on actual times occupying the facilities.
2d. 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.	2d. Sign for space occupied (i.e., hand receipt) from DPW.
Refuse Collection & Disposal: (CLS 403)	
Partially Reimbursable	
1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish two dumpster serviced once each week. See attachment C for facilities assigned to the Tenant.	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 scheduled run, call the DPW Inspection Branch at 2-3898/5746. Reimburse for CLS until funds have been transferred to the Host. Fund for above CLS.
2. Manage the installation recycle program.	
Utilities: (CLS 500, 501, 502, 503 & 504)	
Reimbursable	
1a. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems, cold storage plants, air-conditioning plants, and other purchased utility services for buildings assigned to the Tenant. See attachment C for the list of facilities assigned to the Tenant.	1a. Request services from DPW as required. Report deficiencies to DPW as soon as they occur. Fund for utilities only when facilities are available for AMCOM usage.
1b. For metered buildings, bill Tenant for actual usage of utilities.	1b. For metered buildings, exercise a common sense approach to heating and air conditioning.
1c. For unmetered buildings, bill Tenant based on the 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.	1c. Comply with the Host's schedule for heating/air conditioning of unmetered buildings. To exercise own discretion in using utilities in unmetered buildings, install meters at own expense.

FUNDING ANNEX

DODI Title	CLS #	CLS Title	Cost Factors	Quantity	Cost Inputs	Annual Cost	Remarks
Administrative Services	113	Administrative Management	Postage			\$0	
Airfield Operations	900	Airfield Operations	Overtime			\$0	
Child & Youth Program	252	Child & Youth School Services				\$0	
Command Support	100	Installation Management				\$0	
	109	Equal Employment Opportunity (EEO)	Court Reporter			\$0	
	111	Internal Review				\$0	
	112	Installation Safety & Occupational Health				\$0	
	107	Public Affairs	TDY Expenses			\$0	
	106	Religious Support				\$0	
	102	Administrative & Civil Law				\$0	
	103	Criminal Law & Discipline				\$0	
	104	Client Services				\$0	
	105	Claims				\$0	
Common Use Facility Construction, Operations, Maintenance & Repair	IMO	Information Management Office (IMO)				\$0	
	121	Management Analysis				\$0	
	PCF	Personnel Control Facility (PCF)				\$0	
	115	Program/Budget				\$0	
	116	Support Agreement (MOU/MOA) Management				\$0	
	118	Installation TDA Management				\$0	
	420	Maintenance - Horizontal				\$0	
Custodial Services	402	Custodial Services	Square Footage			\$0	

FUNDING ANNEX

DODI Title	DODI #	CLS Title	Cost Factors	Quantity	Cost Inputs	Annual Cost	Remarks
Education	803	Continuing Education Services				\$0	
Environmental Compliance	505	Compliance Services	Hazardous Waste Disposal			\$0	
Environmental Conservation	506	Conservation Services				\$0	
Environmental Pollution Prevention	507	Pollution Prevention Services				\$0	
Facilities Acquisition	406	Real Estate/Real Property Administration				\$0	
Facility Sustainment	411	Facilities Maintenance	Work Orders			\$0	
	414	Facilities Maintenance - Army Family Housing				\$0	
	417	Facilities Maintenance - Medical/Hospital				\$0	
Family Housing	201	Family Housing Management				\$0	
Fire & Emergency Services	401	Fire & Emergency Response Services	Overtime, Extra Equipment			\$0	
Grounds Maintenance & Landscaping	404	Maintenance - Grounds	Contract Costs			\$0	

FUNDING ANNEX

DODI Title	DODI #	CLS Title	Cost Factors	Quantity	Cost Inputs	Annual Cost	Remarks
Law Enforcement	600	Physical Security				\$0	
	601	Law Enforcement Services	Overtime			\$0	
	602	Anti-Terrorism Services				\$0	
Military Personnel	800	Military Personnel Services				\$0	
Morale Welfare & Recreation	251	Army Community Services				\$0	
	253	Sports, Recreation, & Libraries				\$0	
	254	MWR Business Operations				\$0	
Pavement Clearance	408	Snow, Ice & Sand Removal	Work Orders			\$0	
Pest Control	510	Pest Management	Square Footage			\$0	
Readiness Engineering	604	Emergency Management				\$0	
	901	Mobilization & Deployment Support				\$0	
	902	Command & Control				\$0	
Real Property Management & Engineering	400	Facilities Engineering Services Management				\$0	
	405	Master Planning				\$0	
Refuse Collection & Disposal	403	Refuse Removal	Number of Tips			\$0	
Small Arms Range Management	904	Range Operations				\$0	

DODI Title	DODI Title	CLS #	Cost Factors	Quantity	Cost Inputs	Annual Cost	Remarks
Substance Abuse	250	Substance Abuse				\$0	
Training Facilities	603	Installation Security Program Management Support					
	702	Multimedia/Visual Information Processes	Overtime			\$0	
	903	Training Land Sustainment				\$0	
	905	Training Support Center				\$0	
	906	Battle Command Training Center				\$0	
Unaccompanied Housing (UH)	200	UEPH/SEBQ/UOQ Management				\$0	
Utilities	500	Electrical Services	Meter Readings			\$0	
	501	Heating/Cooling Services				\$0	
	502	Water Services				\$0	
	503	Waste Water Services				\$0	
	504	Other Utility Services				\$0	
GRAND TOTAL						\$0	*

* Reimbursable Costs will be estimated by RMO Budget.

UNIVERSAL ORDER

1. THE ORDER IS ISSUED AS A (CHECK APPLICABLE BOX(ES)) <input type="checkbox"/> ECONOMY ACT ORDER (31 U.S.C. 1535) <input type="checkbox"/> PROJECT ORDER (41 U.S.C. 23) <input type="checkbox"/> OTHER REIMB ORDER (CITE STATUTE) <input type="checkbox"/> DIRECT CITATION				
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						
<input type="checkbox"/> REIMBURSABLE <input type="checkbox"/> DIRECT CITE BASIS AND THE ITEMS WILL BE PROVIDED IN ACCORDANCE HEREWITH. <input type="checkbox"/> 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.

Facilities List

Bldg	Description	Gross Sq Ft	Portion bldg used by Tenant	Remarks
4908	Two hangars (A&B) upstairs & downstairs except Avionics Maint room.	56,840	100%	
4915	Hangar & some admin offices downstairs south side. (except Airfield ATC Maint)	19537		Space avail * 30 days notice
4920	Using main part	20131		Space Avail * 7 days to vacate
4922	West Hangar; no upstairs	12500		Space Avail * 7 days to vacate
	Holding area; outdoor compound east of 4922 that is fenced in; can have all the time.		100%	

* Bldgs are offered on a space available basis only. Utilities will only be charged to AMCOM when AMCOM occupies the facilities. In order to request use of bldg 4915, 4920, or 4922, AMCOM Project Manager, Fixed Wing (Mr. Samuel Collier) will contact the Henry Post Air Traffic Officer (ATO) (Mr. Paul Hafen) in writing (email will suffice) to request usage of the building for a specific period of time. The ATO will determine if the facility is available and respond to the AMCOM Project Manager within 10 working days of the request. If circumstances arise after AMCOM has occupied the facility that require AMCOM to vacate the building at USAG request, the ATO will verbally and in writing (email will suffice) notify AMCOM Project Manager of the date to vacate.

Each Party will be notified of any change in the point of contact information below no less than 20 days before the change occurs when possible.

AMCOM Project Manager, Fixed Wing
 Mr. Samuel Collier
 Email: samuel.l.collier.civ@mail.mil
 Phone (256) 842-1152

USAG Henry Post Air Traffic Officer (ATO)
 Mr. Paul Hafen
 Email: paul.l.hafen.civ@mail.mil
 Phone (580) 442-1092/2387