

US ARMY GARRISON FORT SILL
Support Agreement Supplement for Army Customers
DRAFT - 7 FEB 07

This support agreement (SA) supplement documents the standard nonreimbursable recurring support provided by the Fort Sill Garrison to Army customers in accordance with (IAW) applicable regulations and policies.

Print a copy of this SA supplement (or at least this page and the applicable categories). Mark an "X" next to those categories below that apply to you IAW your SA. Then file this supplement with your SA #W44DQ1-_____-_____.

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**SPECIFIC PROVISIONS
(Nonreimbursable Support)**

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A1-Administrative Services: Nonreimbursable

1. Provide locally stocked forms and Fort Sill publications. Order blank forms not available on the Army Electronic Library CD-ROM (EM0001).

1a. To establish an account, submit DA Form 12-R (Request for Establishment of a Publications Account)-original plus two copies-to the Directorate of Information Management (DOIM), Customer Support (Spt) Division (Div), IMWE-SIL-IMS, Bldg 2103, 2-3707.

1b. To place an order, complete and forward DA Form 17 (Requisition for Publications and Blank Forms) as required to DOIM Customer Spt Div. Pick up items when notified. Maintain pinpoint distribution files (DA Form 12-series).

1c. Maintain and use electronic forms contained on the Army Electronic Library CD-ROM (EM0001). Locally reproduce up to 25 copies of any form contained on the CD. If more than 25 copies are required, reproduce them through Document Automation & Production Services (DAPS).

1d. Access the Fort Sill internet at <<http://sill-www.army.mil/doim>> to locate and access Fort Sill publications, Fort Sill blank forms, and other administrative support functions.

2a. Provide records management services that include forms and records management, files management, Freedom of Information Act and Privacy Act administration, and correspondence management. Exclude formal training and survey support.

2a. Comply with directives as specified by DOIM Customer Spt Div (IMWE-SIL-IMS), 2-5168. Provide office name, office symbol, telephone number, building number, and e-mail address to Customer Spt Div for inclusion in the installation staff directory and the distribution for tenant activities.

2b. Provide records holding storage space for temporary storage of records awaiting destruction or other disposition.

2b. After each fiscal or calendar year, forward records to DOIM, Bldg 2103, 2-5168.

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A2-Airfield Operations: Nonreimbursable

1. Allow Regional Air (located at the Lawton-Fort Sill Regional Airport) to place two tankers at Henry Post Army Airfield (HPAAF) to dispense aviation fuel. During nonduty hours, call Regional Air as needed to send someone to HPAAF to refuel/defuel aircraft. Maintain engine oils, lubricants, and waste oil. Assist in the disposal of hazardous waste (see category E4).

1. Request fuel as needed. Be aware that fuel/service is extremely limited at HPAAF. Use a Government purchase card to pay for fuel received.

A3-Audio & Visual Information Services: Nonreimbursable

1. Supply and/or loan audiovisual and training aids equipment, videotapes, and films on temporary hand receipt. Train Receiver's personnel on the proper use and care of equipment on loan.

1. Hand receipt equipment from the DOIM Training Support Center (TSC) as required. Submit DA Form 4103 (Visual Information Product Loan Order) for loan of videotapes and films. Request loan of equipment via hand receipt by completing DA Form 3161 in triplicate. Have operator personnel attend training on the receipt, operation, and repair of equipment as prescribed by TSC. Perform operator maintenance on equipment. Return unserviceable or inoperable equipment issued on temporary hand receipt to TSC for repair.

A4-Automated Data Processing & Automation Services: Nonreimbursable

1a. Provide automated data processing (ADP) services (i.e., Microsoft Exchange) as required on systems that meet or exceed DOIM's standard workstation configuration. Provide web-centric services (i.e., internet, intranet, and webmaster support). Do not provide foreign nationals with access to the Fort Sill local area network (LAN). Verify security clearances on all of Tenant's personnel (including Government contractors) requesting access to the Fort Sill LAN.

1a. Request services as needed from DOIM. Ensure all web pages developed meet the standards outlined in Section 508 of the Rehabilitation Act of 1973 and all uniform resource locators (URLs) and associated files are provided to the webmaster for posting in a timely manner.

1b. To alleviate some of the workload at Military Personnel Division (MPD), Directorate of Human Resources (DHR); install a common access card (CAC) personal identification number (PIN) reset device within DOIM.

1b. As an alternative to using MPD to reset PINs, use the device located in Bldg 652, Room 200, Mon-Fri, 0830-1130. Be physically present to reset own PIN.

2. Replace inoperative monitors instead of repairing them.

2. Turn in failed monitors to own supply personnel. Supply personnel shall call DOIM at 2-3707 to pick up replacements at Bldg 2103.

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C1-Chapel & Chaplain Services: Nonreimbursable

1. Provide comprehensive free exercise of religion to active and retired military personnel, DoD civilians, and their families. Include opportunities for worship, religious rites, family enrichment, pastoral visits, spiritual counseling, and religious education.

1. Request services as required from the Religious Support Office (RSO) (IMWE-SIL-RS), Bldg 2934, 2-5795. Ensure military personnel have the time and opportunity to use chaplain and religious services. Assist chaplains as required.

C2-Civilian Personnel Services: Nonreimbursable

1. Directorate of Human Resources (DHR), Military Personnel Division (MPD), will review applications and documentation and issue identification (ID) cards to Federal civilian personnel and Government contract personnel assigned to Fort Sill.

1a. Complete DD Form 577 (Signature Card) identifying the unit's approving official for ID cards and forward it to the ID Card Section, Bldg 3162, 2-5010/8591.

1b. Employee shall bring a picture ID card and a completed (see paragraphs below) DD Form 1172-2 (Application for Department of Defense Common Access Card - DEERS Enrollment) to the ID Card Section.

1c(1) Civilian employees who are not enrolled in DEERS shall submit DD Form 1172-2 when requesting a common access card (CAC).

1c(2) Civilian employees shall submit DD Form 1172-2 when requesting initial enrollment into DEERS. If already enrolled in DEERS and requesting a replacement ID card, do not resubmit the form.

1d. Contract employees shall submit DD Form 1172-2 each time they request an ID card.

2. Provide all other civilian personnel support.

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C3-Clubs: Nonreimbursable

1. Provide various recreational clubs, services, and activities. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Receiver on a weekly, monthly, or quarterly basis.

2a. Authorize retired officers and senior noncommissioned officers/civilians in grades E7/GS-7 and above (or equivalent) access to the Patriot Club (1723 NW Upton Road, Bldg 500). Offer dining, entertainment, and catering.

2b. Authorize access to the Gunners' Inn Enlisted Club (6000 area) and Impact Zone Enlisted Club (4309 NW Koehler Loop); which offer video games, pool tables, music, bar facilities, and short order foods.

3. Authorize Soldiers, family members, and DoD civilians year-round access to the Fort Sill Golf Course (tree lined) at 1716 NW Chatto Road and access to Cedar Lakes Golf Course (wide-open fairways with challenging water hazards) at 2806 NW Monrovia on weekends, training holidays, and holidays. At these 18-hole courses, offer driving ranges, putting, pitching greens, pro shops, club/cart rentals, snack bars, and golf lessons.

4. Authorize access to the Twin Oaks Bowling Center (2027 NW Macomb Road, Bldg 935)--a full-service 36-lane center offering open bowling, league play, bowling instruction, computerized scoring, a pro shop, game room, and snack bar.

1. Use available recreational facilities as desired. Pay for certain services on an individual cash basis. Pay for nonrevenue-producing, mission-related functions held in the club facilities with the Government purchase card-appropriated fund only.

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**C4-Command Support: Nonreimbursable
1. Command Overhead**

1a. Provide command/staff personnel to manage base operations support provided to all customers. Include the command group (Garrison Commander, Deputy to the Commander, and Command Sergeant Major), its administrative team, the Headquarters and Headquarters Company/ Detachment, and those described in the following paragraphs.

1b. Request Tenant's input in order to update and maintain the Army Stationing and Installation Plan (ASIP).

1b. Submit Tenant's personnel strength to the Plans, Analysis, and Integration Office (PAIO) for the Supplier's annual ASIP update. If the Tenant's personnel strength is not included in the ASIP, see category F3.

2. Auditing

2a. Provide internal review and audit services. Conduct financial or performance audits of Tenant's operations upon request.

2b. Manage and/or monitor visits by external audit agencies such as the US General Accounting Office (GAO), Department of Defense Inspector General (DoDIG), and US Army Audit Agency (USAAA). Notify Tenant of any external audit agency visits affecting its operations. Prepare command responses to external audit reports.

2c. Perform follow-up audits of external reviews and audits.

2a. For assistance; contact the Internal Review and Audit Control Office (IRACO), 2-3712/2943, Bldg 455.

2b(1) When notified of an external audit agency visit, appoint an audit project officer (APO) to monitor the visit. Furnish adequate working space and access to telephones. Furnish reports to IRACO as required.

2b(2) Provide prompt information and access to records as requested by external audit agencies. Do not deny access to any official records. However, obtain IRACO approval prior to furnishing information such as USAAA reports, nonDA audit reports, information considered to be highly sensitive, and military mobilization documents. Notify IRACO immediately when Tenant determines that a possible or potential adverse major finding exists concerning DA or DoD.

2c. Provide IRACO with written confirmation that all recommendations have been implemented or that new target dates have been established for recommendations not implemented. Describe the procedures used to implement recommendations and quantify actual monetary benefits associated with those recommendations. Ensure that internal control procedures have been established to sustain implementation of the recommendations.

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3. Equal Employment Opportunity (C4-Cont)

3a. Provide equal employment opportunity (EEO) services for the Receiver's civilian employees. Comply with policies/directives relating to affirmative employment programs and discrimination complaints processing.

3b. Establish one EEO officer for the installation who shall also serve the Receiver. Brief the Receiver's commander as required on the following: complaints, status of his local EEO climate, workforce statistical analysis, and issues related to mandated EEO training.

3d. Coordinate with the US Labor Counselor and the affiliated CPAC for assistance in determining the course of action in potentially controversial complaint cases.

3e. As agreed upon and as needed, provide the Prevention of Sexual Harassment (POSH) training and any other mandatory training and services for the Receiver's supervisors and employees.

3f. Provide special emphasis programs (activities designed to address the special employment concerns of women, minorities, and individuals with disabilities). Provide information about and access to these programs and observances.

3a. References: AR 690-12 and AR 690-600. Contact the EEO Office as needed, IMWE-SIL-EEO, Bldg 1721, 2-2570/4024.

3b. Since the EEO Program is the commander's program and although the Supplier's EEO officer shall "act for" the Receiver, maintain full authority and responsibility for the effective management and direction of its employees. Give the Supplier's EEO officer full membership on its staff.

3c. Appoint its own EEO counselors for its employees.

3d. Fund for the cost of per diem and travel of any assigned OCI? investigator, witnesses, and subject matter experts.

3f. Participate in the Supplier's programs and observances as desired.

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C5-Common Use Facility Construction, Operations, Maintenance, & Repair: Nonreimbursable

1. Provide for the operation, maintenance, repair, and minor construction/alteration of common use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, and energy consumption and beautification projects.

2. Remove ice and snow on common use areas (such as roads) IAW the Fort Sill Severe Weather Operations Plan (SWOP).

1. Submit DA Form 4283 (Facilities Engineering Work Request) to the Directorate of Public Works (DPW), Bldg 1950, 2-6453, as required. Call DPW at 2-3251 for emergency work orders.

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 at the DPW Self-Help Center, Bldg 1946. Request services from DPW as needed.

C6-Communication Services: Nonreimbursable

1. Receive and process telecommunication messages. Forward routine and "priority" messages via the electronic mail system. Telephonically notify Tenant for pick-up of "immediate" or "flash" messages.

2. Upon request, identify and install telephone requirements for ADPE. Prior to procurement of inter-command and/or paper systems, perform technical reviews to ensure compatibility with existing service.

3. Upon request, issue personal phone access codes (PACs) to Tenant's authorized personnel.

4. Provide video teleconferencing services.

5. Provide a personnel locator system.

1. Pick up unclassified "immediate" or "flash" telecommunication messages in Bldg 1645.

3a. Request PACs from DOIM as required. To place long distance/DSN calls, enter the PAC after dialing the phone number and hearing the dial tone that follows. Each individual is responsible for maintaining the confidentiality of his/her PAC.

3b. Do not move, alter, or place attachments on telephone equipment. Ensure calls are in support of official Government business or emergency situations. Employees who place personal long distance calls on official telephones are responsible for payment of the charges and subject to disciplinary action. Do not discuss classified information over nonsecured telephone lines, which are subject to monitoring at all times.

4. Make arrangements through DOIM, Communications Division, 2-3119, Bldg 700, as required.

5. Call the Post Locator at 2-3693/3924.

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C7-Community Relations: Nonreimbursable

1. Approve/disapprove requests for fund-raising and special events.

1. Submit requests for fund-raising and special events as required to the Directorate of Morale, Welfare, and Recreation (DMWR, Bldg 4700, 2-3113). Conduct authorized open house programs, charity fund-raising events, public relations activities, etc. Open these activities to the public.

C8-Community Services: Nonreimbursable

1. Provide community facilities and services and family support center activities to authorized personnel. Publicize schedules of services/activities in the Fort Sill news media, activity calendars, and bulletins made available to the Tenant on a weekly, monthly, or quarterly basis.

1. Use facilities as required. Pay for certain functions on an individual cash basis.

2. Operate one child care center. Provide full-day and part-day childcare and preschool programs for authorized personnel. Military family members residing on post may provide home-based care for authorized patrons through the Family Child Care program.

2. Parents shall furnish their children's current immunization records to the central registration office, Bldg 4122. For inquiries and assistance; contact the Child Development Service Branch, Bldg 4122, 2-4787/3927.

3. Operate Youth Services facilities for authorized patrons. Offer games, special events and classes, a snack area, and teen council facilities at the Artillery Village Youth Center (Bldg 6599). Base the School Age Services program at the Cannon Youth Center (Bldg 1721, 2-6745).

4. Authorize access to the Fort Sill Community Activity Center (Bldg 5485, 2-5623). Provide aerobic classes, concerts, games, movies, and a big screen television.

5. Authorize access for authorized patrons to the Fort Sill RecPlex (Bldg 2502, 2-4824). Provide meeting rooms, amusement machines, movies, snack bar, internet kiosks, and recreation programs.

6. Manage the installation volunteer program.

6. Coordinate with DMWR and comply with the installation volunteer program when using volunteer employees.

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C9-Custodial Services: Nonreimbursable

1. Provide 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 five days a week. Furnish FS Form 638 (Custodial Performance Schedule for Part I) for each building. See the Host-Tenant support agreement for the facilities assigned to the Tenant.

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.

D1-Disaster Preparedness: Nonreimbursable

1. Prepare for disaster response and support; include training and equipment. Include Tenant in installation planning. Provide disaster support as required. Provide and program for emergency wartime operations. Execute contingency plans as appropriate. Establish communications with Federal and/or civil authorities as required. Coordinate, prepare, and submit information and reports as required. Task all activities under the Garrison Commander's control as appropriate.

2. Respond to search and rescue requirements of Scott Air Force Base. Situation and mission dictating, DPTMS will task assets and resources from Fort Sill. Request the use of any Tenant-owned aircraft as required/available.

1. Request services as needed through the Installation Operations Center (IOC); Directorate of Plans, Training, Mobilization, & Security (DPTMS); Bldg 455; 2-3241/3828. Respond to the IOC's requests for information and to command information passed through IOC channels.

2. Exercise every precaution to alleviate accident potential.

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E1-Education Services: Nonreimbursable

1a. Assist military and DoD civilian personnel in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education that is or will be directly related to the performance of official duties. Provide guidance and counseling as required.

1b. For nonactive duty personnel (including Government contract personnel) with Government identification cards (Reserves, National Guard, DA civilians, spouses, or retirees), provide assistance in selecting, planning, preparing, and coordinating programs, courses, curriculum, and instructions for off-duty education. Provide guidance and counseling as required.

2a. Provide academic and technical/occupational educational and training support opportunities. Fund and manage individual tuition assistance for active duty Army personnel only through the Fort Sill Army Education Center. Operate the Army Learning Center. Provide on-line instruction and Army Correspondence Course Program enrollment assistance. Provide military personnel testing for active duty and Reserve Soldiers.

2b. Allow Federal civilian personnel and Government contract personnel to participate in off-duty college/university programs on a space available basis. Representatives from the on-site institutions will enroll eligible civilian/contract students and charge tuition and fees at the same level as those charged to active duty military students.

3. Provide primary and secondary schooling for authorized military dependent children residing on post.

1a. References: AR 621-1 and AR 621-5. Request services as required. Obtain counseling on a walk-in basis Mon-Fri, 0800-1545, Bldg 3281. For additional information, contact Education Services Division, Directorate of Human Resources (DHR), Bldg 3281, 2-3876/5961.

1b. See paragraph 1a above.

2b. Federal civilian/Government contract employees may enroll by contacting the Education Services Division, DHR, Bldg 3281, 2-3876/5961. Pay for courses as required on an individual cash basis.

3a. On-post military shall enroll their children in kindergarten through sixth grade at either Geronimo Elementary School or Sheridan Road Elementary School, which are part of the Lawton Public School (LPS) System but located on Fort Sill. Off-post military shall enroll their children in one of the local elementary schools depending on the location of their residence. Parents shall enroll their junior-high and high-school age children in one of the local school systems also.

3b. For additional information, contact the public school administration office at the John Shoemaker Education Center, 753 NW Fort Sill Blvd, Lawton, OK, 357-6900.

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E4-Environmental Compliance: Nonreimbursable

1. Directorate of Public Works (DPW) will 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. See the SA for disposal of HW.

2. DPW will identify actions requiring an environmental impact statement (EIS). Specify methods for obtaining information required in preparing an EIS. Determine the content of the EIS. Determine appropriate time requirements for comments. Establish patterns for consulting. Determine the mechanism through which the EIS will be made public. Provide public announcements of plans and programs with environmental impact.

3. Directorate of Morale, Welfare, and Recreation (DMWR) will manage the installation recycle program.

1a. Request services from Environmental Division, DPW, 2-2715, Bldg 2930, as needed. Actively support post conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Material and Waste Management Br, Bldg 2592, to meet SARA Title III reporting requirements. Coordinate with Material and Waste Management Br for quarterly 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.

1c. Comply with the installation hazardous waste (HW) disposal program. See the support agreement (SA) for disposal requirements (reimbursable).

2. References: National Environmental Policy Act (NEPA) and AR 200-2. Request EIS services from DPW as required.

3. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the Recycling Center, 4305 NW MOW WAY Road, 2-2348.

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**E5-Equipment Maintenance, Repair, & Calibration: Nonreimbursable
1. General Instructions**

1. Provide for the maintenance and repair of Government-owned equipment as required and as follows. Provide repair at direct support (DS) and general support (GS) levels. Notify Receiver when equipment is ready for pick-up. See category V1-Vehicle Support for maintenance of vehicles.

1a. Reference Fort Sill Reg 750-6. Perform operator and organizational maintenance. Prepare DA Form 2407 (Maintenance Request) with proper authorization and unit identification code (UIC). Attach a copy of Receiver's DA Form 2404 (Equipment Inspection & Maintenance Worksheet) to DA Form 2407. Ensure equipment is clean with interior and exterior surfaces free of dirt, trash, etc.

1b. For work order status, call the Directorate of Logistics (DOL), Production Control, at 2-4125/5216.

1c. Present FS Form 778 (Signature Card) and receipt copy #1 of DA Form 2407 when picking up repaired equipment at DOL. Submit a memo to Chief, Supply & Services Division (Sup & Svcs Div), DOL (IMWE-SIL-LGS), 3308 NW Randolph Road, Bldg 1655S, Fort Sill, OK 73503-9023, 2-3701/3219, designating those individuals authorized to issue FS Form 778. Include in the memo their names, grades, and signatures. Update this memo as required. Notify DOL Sup & Svcs Div (2-3701) whenever these cards are lost, stolen, or turned in.

1d. Submit a list of equipment requiring maintenance to Chief, Maintenance (Maint) Div, DOL. Update list as requested.

2. Ordnance Equipment

2. Maintain and repair equipment and components related to the manufacture of ordnance supplies such as military weapons, ammunition, explosives, combat vehicles, ordnance-related maintenance tools, and battle materiel collectively.

2. Take equipment and DA Form 2407 to the DOL quality control (QC) inspector, Bldg 2188, 2-2683, for evaluation of repair. QC inspector will direct the Receiver to Bldg 2255 for a work order number or to the appropriate shop office.

3. Clothing & Textiles

3. Review DA Form 2407 for the repair of organizational clothing and individual equipment (OCIE).

3a. Perform individual maintenance and repair on OCIE. Prepare DA Form 2407 for each national stock number (NSN) of OCIE. Process DA Form 2407 through DOL; then turn in the form and OCIE to the Regional Confinement Facility (RCF), Bldg 1490, for repair.

3b. To have tapes sewn on clothing, prepare and process DA Form 2407 through DOL; then turn in the form along with the tapes and cleaned clothing to the RCF.

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4. Materiel-Handling Equipment (MHE) (E5-Cont)

4. Maintain and repair general or special purpose MHE (i.e., tractors, cranes, forklifts, etc.) and related components.

4a. If the MHE is diesel or gasoline powered, call or take the equipment to the DOL QC inspector at Bldg 2253, 2-2027, for initial inspection.

4b. If the MHE is electrically powered, call or take the equipment to the DOL QC inspector at Bldg 2258, 2-6882. QC inspector will direct Receiver where to take the equipment.

5. Construction Equipment

5. Maintain and repair general or special purpose construction equipment and related components.

5. Take equipment and DA Form 2407 to Maint Div, DOL, Bldg 2183, 2-3408.

6. Electrical, Electronic, Communication, Photographic, & Audiovisual Equipment

6a. Maintain and repair general or special purpose electrical, electronic, communication, photographic (such as cameras, film cases, photo lights with stands, and enlarging cameras), and audiovisual equipment and related components.

6a. Take equipment and DA Form 2407 to the DOL QC inspector, Bldg 2258E, 2-5394, for evaluation of repair. QC inspector will direct the Receiver to Bldg 2255 for a work order number or to the appropriate shop office.

6b(1) DOL will install, repair, maintain, and inspect the integrated commercial intrusion detection system (ICIDS) in Tenant's assigned facilities as required (see the Host-Tenant support agreement). Perform DS preventive maintenance checks.

6b. For service after the one-year warranty has expired, call DOL Maint Div, 2-5219, Bldg 2258W.

6b(2) DOL Maint, DES, and the Tenant shall jointly survey the Tenant's location to determine requirements. DOL Maint will prepare and submit work requests to DPW and DOIM to install power lines and conduit and to monitor lines.

6b(3) DOL will provide emergency repair of activated alarms; coordinate with the Tenant and DES as appropriate.

7. Office Equipment

7. Inspect office equipment (i.e., adding machines, calculators, and typewriters) for turn-in. See category A4 for computer repair and category A1 for copier repair.

7. Provide for the maintenance and repair of office equipment. Deliver office equipment and DA Form 2407 to Maint Div, DOL, Bldg 2258E, only for inspections for turn-in and/or replacement.

8. Lawn Equipment

8. Maintain and repair grounds maintenance equipment.

8. Deliver equipment (clean and free of debris) to DPW, Bldg 1935, 2-4415, for repair or replacement.

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9. Missiles (E5-Cont)

9. Maintain and repair the Multiple Launch Rocket System (MLRS) and associated equipment and components. Include related mechanical, electronic, and communication equipment.

9. Deliver equipment and DA Form 2407 to Maint Div, DOL, Bldg 2258E, 2-5394.

10. Industrial Plant Equipment

10. Maintain and repair capital equipment (i.e., machine tools, test equipment, accessory and auxiliary items) used or capable of use in the manufacture of supplies or for any administrative or general plant purpose.

10. Take equipment and DA Form 2407 to Maint Div, DOL, Bldg 2253, 2-2027.

11. Calibration of Precision-Measuring Equipment

11a. Inspect, maintain, repair, calibrate, and certify precision-measuring equipment.

11a. Appoint a TMDE coordinator. Comply with calibration suspense dates. Provide a DODAAC for ordering repair parts. Review monthly calibration listings for accuracy.

11b. Perform F-level calibration (contract operation). Inspect TMDE for coding for turn-in.

11b(1) For F-level calibration, deliver equipment and AMXTM Form 34A (Calibration Data Card-Hand Prepared Master Record Card) to Production Control, Bldg 2255, DOL, for a work order number. Ensure TMDE submitted for turn-in is attached with a valid DA Label 80 or a valid DA Form 2417 "Red Tag."

11b(2) For T-level calibration and above, negotiate a separate agreement with US Army Area TMDE Support Operation (ATSO), a tenant activity on Fort Sill.

12. Cannibalization Point

12. Allow access to the Cannibalization (Cann) Point to obtain desired repair parts from equipment in stock (i.e., cargo trucks, fork-lifts, and water trailers). Operate the Cann Point 0730-1130 and 1200-1600, Monday through Friday.

12. Use the DOL Cann Point (west of Bldg 2258) as required. Bring completed DA Form 2765-1, FS Form 778, and appropriate tools to safely remove desired parts. Clean up work area before departing. Report any spills of hazardous-type material to the Cann Point supervisor.

SUPPLIER SHALL

RECEIVER SHALL

E6-Explosive Ordnance Support: Nonreimbursable

1. Manage, supply, and maintain devices charged with explosives, propellants, and pyrotechnics.

2. Order ammunition from forecasted requirements. Receive and process ammunition. Inspect ammunition vehicles. Provide access to and key control within the DOL Ammunition Supply Point (ASP). Issue ammunition. Receive unexpended ammunition and residue after each training exercise. Provide demilitarization services as required.

1. For explosive ordnance disposal services, negotiate separately with 761st Ordnance Detachment (Explosive Ordnance Disposal)--a Fort Sill tenant--Bldg 2586, 2-2313/8888.

2a. Submit an annual ammunition forecast (Fort Sill (FS) Form 264/Training Ammunition Requirements Report) to DPTMS monthly. When forecasting, give 120 days advance notice of requirements to the ASP to allow for requisitioning and shipment of the ammunition.

2b. Prepare and hand carry DA Form 581 (Request for Issue and Turn In of Ammunition) in six copies to the ASP, Bldg 2304, three working days prior to the required date. Prepare and submit DA Form 1687 and assumption of command orders to the ASP prior to issues. Upon arrival at the ASP, present completed FS Form 577 (ASP Vehicle Inspection (Transportation of Ammunition on Post)) to the ammunition checker. Furnish DPTMS a copy of DA Form 581 four working days prior to issue.

2c. Do not take food, flame-producing devices, or items that produce static electricity or stray currents (i.e., matches, lighters, firearms, cameras, radio communications equipment, etc.) into the ASP.

2d. Provide work details to facilitate ammunition issue. Verify ammunition received against DA Form 581. Handle, load, transport, and secure ammunition IAW appropriate technical manuals.

2e. Display four authorized placards on each vehicle transporting ammunition. As a minimum, equip Government motor vehicles involved in on-post shipments with two Class 1 BC-rated portable fire extinguishers.

2f. Report accidents, incidents, and malfunctions involving standard ammunition items or components to Range Control. Immediately cease fire/operations; secure the site; and ensure no disturbance of site, fragments, remnants, etc., occurs pending arrival of the investigation team.

2g. Upon completion of exercise; police firing areas to ensure all ammunition, ammunition components, and packing material are recovered. Dispose of excess and unused powder increments by burning them in a designated area.

SUPPLIER SHALL

RECEIVER SHALL

(E6-Cont)

3. Provide daily storage and maintenance of ammunition while in storage until issued. Perform cyclic and safety-in-storage inspections of stored ammunition as needed. Conduct quarterly inventories and send results to the Receiver.

4a. Provide ammunition surveillance support (i.e., inspections of ammunition, storage locations, transportation vehicles, and operations). Maintain records of inspections, ammunition suspensions, restrictions, reclassification, overhead fire clearance, and propellant stability data. Provide this information upon Receiver's request.

4b. Provide technical assistance on all matters pertaining to ammunition, explosives, and explosive safety including (but not limited to) receipt, handling, shipping, modification, renovation, storage, loading, maintenance, care, disposal, and use. Monitor operations involving ammunition, explosives, and firing sites.

4c. Prepare and submit ammunition malfunction reports IAW AR 75-1 and assist in accident/incident investigations involving ammunition and explosives IAW AR 385-40 and AR 75-15.

4a. Request Quality Assurance Specialist (Ammunition Surveillance) (QASAS) personnel (DOL, 2-4308, Bldg 2304) to participate in meetings, briefings, conferences, etc., and review, concur, and/or provide advice on test plans, standard operating procedures, etc., as required or desired.

4b. Provide QASAS personnel with prompt access to firing sites, explosives operations, and field storage locations. Request surveillance technical assistance as required.

SUPPLIER SHALL

RECEIVER SHALL

F1-Facilities & Real Property Support: Nonreimbursable

1a. Manage and assign facilities and real property. Provide adequate space for office administrative, operational, and storage purposes. See the Host-Tenant SA for the square footage authorized for the Tenant and the list of corresponding facilities assigned.

1b. Change Tenant's facility assignments as needed due to changes in the Tenant's space requirements or based upon the Host's installation master plan (i.e., milestones for: demolitions, new construction, etc.) or as a result of the Host's mission essential requirements taking precedence. Coordinate these changes with the Tenant giving as much advance notice as possible.

1c. 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. Conduct joint inventories and space utilization surveys as required.

2. Provide an energy conservation program. Provide assistance and guidance in meeting established goals. Aid in making all buildings energy efficient by adopting and promoting energy-saving products, equipment, and devices that are cost-effective and proven to significantly save energy resources. Conduct energy surveys as required.

1a. Identify and justify facility requirements; provide additional data as requested. Use space as authorized by this agreement. Obtain prior written approval through DPW for conversions, diversions, modifications, renovations, construction, subleasing, or reassignments to other activities.

1b. Submit requests for changes to facility requirements to DPW, Bldg 6130, 2-6453. Plan, coordinate, and execute required actions to meet the milestones of the installation master plan and priority mission requirements that affect the Tenant.

1c. Sign for space occupied (i.e., hand receipt) from DPW. Cooperate in joint inventories and space surveys.

2a. References:
Fort Sill Reg 420-1 EPACT 1992
Fort Sill Pam 420-1 Executive Order 12902
AR 11-27

2b. Assign and appoint an energy officer and building energy monitors to meet energy goals. Forward a copy of officer and monitor names to DPW (Energy Officer), Bldg 1950, 2-3608. Update the list as appropriate when changes occur.

2c. Actively promote Fort Sill's energy awareness program. Develop an energy plan to establish efficient low-cost actions to identify and reduce energy consumption, improve the level of energy awareness within the Tenant's organization, and meet the mandated 30% energy reduction target before the year 2005 IAW Exec Order 12902. Provide a copy of the energy plan to the DPW energy officer.

F2-Facility Construction & Major Repair: Nonreimbursable

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

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

SUPPLIER SHALL

RECEIVER SHALL

F3-Facility Maintenance & Minor Repair: Nonreimbursable

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. Assign a work order prefix to the Tenant.

2. Maintain a Self-Help Program (Bldg 1946, 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.

1a. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, Bldg 1950, 2-3251, as required. Call DPW at 2-3251 for emergency work orders.

1b. If the Tenant's population is not included in the ASIP (see category C4) and/or the Tenant occupies "excess space," the Tenant's major command (MACOM) shall reimburse IMCOM for any incremental direct costs associated with the standard level of support provided until the ASIP reflects the Tenant and/or the facility report reflects the Tenant's space as "nonexcess" and funds have been transferred between MACOMs (Army to Army).

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

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

SUPPLIER SHALL

RECEIVER SHALL

F5-Fire Protection: Nonreimbursable

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).

2. Fund and requisition fire extinguishers installed in real property. Inspect, test, and reseal fire extinguishers. Exchange fire extinguishers on Tuesdays and Thursdays, 0800-1100. Determine the reason for fire extinguisher discharges.

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). 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.

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

2. Deliver fire extinguishers every six years to Fire Station #2 (Bldg 5031) for inspection and testing. For discharged extinguishers, present completed DA Form 2765-1 (Request for Issue or Turn-In) for exchange/recharge. See category S5 for support of Receiver-owned fire extinguishers.

SUPPLIER SHALL

RECEIVER SHALL

F6-Food Service: Nonreimbursable

1a. Provide meals in post dining facilities for authorized personnel. Verify feeding status of individuals.

1b. Ensure nonreimbursable/common service meals are accounted for on DA Form 3032.

1c. Collect and record cash payments on DD Form 1544 (Cash Meal Payment Sheet). Deposit cash using DD Form 1131 (Cash Collection Voucher).

1d. Consolidate headcount data (DD Form 1544 and DA Form 3032) on DA Form 3033 (Headcount Record). Troop Issue Subsistence Activity (TISA) will submit DA Form 2969 (Food Cost & Feeding Strength Report) to higher headquarters.

2a. Furnish boxed meals as required for authorized personnel. Prepare meals as close to pick-up time as possible. Seal, date, and refrigerate meals until picked up.

2b. Ensure DA Form 5914 (Ration Control Sheet) is completed. Ensure nonreimbursable/common service meals are accounted for on DA Form 3032. Collect and record cash payments on DD Form 1544 (Cash Meal Payment Sheet).

3. Provide basic food supplies upon request and coordination. Include "A" rations (perishable groceries), "B" rations (canned foods), "T" rations (packaged dinners), and meals ready to eat (MREs).

1a. Reference AR 30-22. Subsist in designated dining facilities. Furnish a list of personnel authorized to be subsisted as required. Verify the feeding status of personnel (reimbursable or nonreimbursable) with the dining facility manager. Notify the dining facility manager of any changes in personnel strength to be fed.

1b. Enlisted Soldiers with meal cards must sign DA Form 3032 (Signature Headcount Sheet) in lieu of individual cash payment.

1c. Soldiers on separate rations, officer personnel, civilians, and individuals on per diem must pay for meals on an individual cash basis.

1d. Submit projected headcount to supporting dining facility for enlisted Soldiers authorized meals without reimbursement.

2a. Submit written request for boxed meals to the dining facility. Specify the number of meals required, date required, number of meals that are nonreimbursable or to be paid in cash, nature of the requirement, time of pick-up, and name and grade of individual authorized to pick up the meals.

2b. Sign DA Form 5914 for boxed meals received.

3. Furnish manpower and transportation to haul supplies. For perishable and canned subsistence, submit DA Form 2970 (Projected Headcount) to Troop Issue Subsistence Activity (TISA), DOL, Bldg 2243, at least 90 days in advance. Report to Bldg 2243 to finalize paperwork and for directions for pick-up. Present FS Form 778 when picking up subsistence.

SUPPLIER SHALL

RECEIVER SHALL

H2-Housing & Lodging Services: Nonreimbursable

1a. Provide family housing support and housing referral services to authorized personnel and bachelor officer quarters (BOQ)/bachelor enlisted quarters (BEQ) accommodations for unmarried/unaccompanied personnel attached or assigned to Fort Sill IAW AR 210-50 and Fort Sill Reg 210-50.

1b. When on-post residential quarters are provided/terminated, mail assignment/clearance of quarters notice to the Defense Military Pay Office (DMPO), 2806 NW MOW WAY Road, Suite 190 (Bldg 3166).

2. Provide temporary quarters for visiting military, civilian, and Government contract employees as requested. When TDY quarters are unavailable, provide a statement of unavailability number upon request and furnish recommendations on hotels in the Lawton area as needed.

1a. Instruct incoming personnel to report to DPW Housing Division, 2806 NW MOW WAY Road, Suite 150 (Bldg 5676/Aultman Hall), (580) 442-2813/6966/6819, for housing referral.

1b. Ensure appropriate deductions are made from military pay when Tenant's personnel reside on post. Residents of Fort Sill shall comply with applicable post policies.

2. Call DMWR Business Operations Division, 927 NW Fergusson Road (Bldg 5676), (580) 442-6991/5000, for lodging reservations. Upon arrival, personnel shall provide a copy of their temporary duty (TDY) orders. Ensure availability/unavailability of Government quarters is cited on the TDY orders. Pay for Government quarters on an individual cash basis or via Government purchase card. If Government quarters are unavailable, make hotel accommodations in the Lawton area.

SUPPLIER SHALL

RECEIVER SHALL

L1-Laundry & Dry Cleaning: Nonreimbursable

1. Offer laundry and dry-cleaning service for organizational clothing and individual equipment (OCIE/TA 50 items) to military personnel on a piece-rate basis. Post piece-rate prices for customer information.

2. Offer a 12-piece bundle service (including the battle dress uniform (BDU) and excluding dry cleaning) to active duty Army patrons. Wash, dry, starch, press, and hang or fold items as requested. Charge the current piece-rate for any item in excess of the 12-piece bundle.

3. Clean uniforms issued and worn in the performance of funeral details free of charge.

4. Provide coin-operated laundry services as required.

1a. References: AR 210-130 and TM 10-8400-201-23. Deliver and pick up laundry items at Bldg 1802W, 0700-1700, Mon-Fri, 2-4481/248-2320. Submit appropriate forms with items to be cleaned.

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

1b. Have fitted wool items dry cleaned. Since sleeping bags, shelter halves, and field trousers require special cleaning; turn them in to the installation laundry. Pay for piece-rate laundry on an individual cash basis.

2. Pay for bundle service on an individual cash basis.

3. Furnish proof of funeral detail assignment at time of uniform turn-in.

4. Use facilities as required (Bldgs 911, 1716, 2917, 4114, 5676, and 6036). Pay for services on an individual cash basis.

5. Have drapes dry-cleaned and rags laundered by submitting a purchase request to the Directorate of Contracting (DOC).

SUPPLIER SHALL

RECEIVER SHALL

L2-Legal Services: Nonreimbursable

1. 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, legal separations, and contracts.

2a. Provide legal review of and representation of the Government in administrative actions including financial liability investigation of property loss, award and execution of procurement contracts, personnel matters (conflicts of interest, standards of conduct, grievance hearings/reviews, etc.) and similar actions.

2b(1) Provide annual ethics training to military, civilian, and Government contract personnel IAW DoD 5500.7-R, Joint Ethics Regulation.

2b(2) Provide assistance/guidance in completing Office of Government Ethics (OGE) Form 450/Confidential Financial Disclosure Report. Forward appropriate information to DA.

3. For units (active duty Army and Army Reserve on active duty more than 30 days) assigned/attached to USAFACFS, USAG, or III Corps Artillery; provide legal advice and administrative support for administrative separations, nonjudicial punishment, and judicial proceedings. See the unit's orders attached to the SA for additional information on military justice.

4. Furnish claims service IAW AR 27-20 and DA Pam 27-162 for Army military and DoD civilian personnel and for Government contract employees sent TDY at Government expense.

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

2b(1) Submit the name and phone number of Receiver's ethics POC. Submit a list of employees who are required to attend annual ethics training. Schedule training with Administrative Law Division, 2-2703, as required.

2b(2) Submit a list of employees who are required to file OGE Form 450. Forward completed forms to the Installation Legal Office (ILO) as required.

3a. Ensure units/personnel are attached/assigned to appropriate battalion- and brigade-level commands.

3b. For defense counsel representation, negotiate separately with US Army Trial Defense Service (Bldg 652, 2-2223/3123)-a Fort Sill tenant.

M1-Mail Service: Nonreimbursable

1. Receive and sort incoming mail in a central distribution center. Distribute official outgoing mail accordingly. Include Tenant in the official distribution route (once a day). Return to sender any Second, Third, and Fourth Class personal mail.

1. Provide a list of official office symbols as requested. Establish an over-the-counter distribution box by contacting the DOIM official mail manager (IMWE-SIL-IMO), Bldg 930, 2-3907. Notify appropriate agencies of the Tenant's correct official mailing address to ensure mission-oriented mail is not addressed as personal mail and thus returned to sender.

SUPPLIER SHALL

RECEIVER SHALL

M2-Military Personnel Support: Nonreimbursable

1. Provide all permanent party personnel records processing actions to include (but not limited to) manage replacement operations, manage in/out processing, manage individual military personnel information processing, and provide customer service for the unit personnel.

2. Process all Soldier actions to include (but not limited to) individual personnel actions, promotions/reductions, ID cards/tags for Soldiers, management of reassignment processing, military occupational specialty (MOS) medical retention board (MMRB) processing, compassionate/hardship processing, and temporary duty (TDY) outside the continental United States (OCONUS).

3. Provide casualty administration to include (but not limited to) prepare and distribute casualty reports, provide casualty notification and assistance officers, and review and process line of duty (LOD) investigations.

4. Provide all PAB actions to include (but not limited to) transaction personnel files, provide eMILPO queries as requested, provide eMILPO unit-level training for personnel sergeants and unit.

5. Provide transition service (e.g., DD Form 214, separations, and chapter actions) to Soldiers, units, and personnel under Fort Sill's administrative purview.

6. See categories M5-Mortuary Services and R3-Retired Affairs for additional support for military personnel.

1. Coordinate all actions with records personnel at the Personnel Processing Branch (PPB), Military Personnel Division (MPD), Directorate of Human Resources (DHR), 2-6782, Bldg 3162.

2. Coordinate all actions with Soldier Actions Branch (SAB) personnel in the MPD, 2-6679.

3. Provide all available information to the Casualty Office in MPD, Bldg 3162, 2-4014/DSN 639-, and after duty hours cell 512-6178. Respond to requests for additional information. Conduct LOD investigations as required.

4. Provide support file update information IAW DA Pam 600-8-1. Request services as required; coordinate with Personnel Accountability Branch (PAB) personnel (2-4520/4579) in MPD to schedule training.

5. Notify and send applicable Soldier(s) to Fort Sill for processing. Contact MPD, Personnel Separations Branch (PSB) personnel (2-2645), and provide necessary documents as requested.

6. See categories M5 and R3.

SUPPLIER SHALL

RECEIVER SHALL

**M4-Morale, Welfare, & Recreation (MWR) Activities:
Nonreimbursable**

1. Provide for the use of parks, recreational centers, gyms, fitness centers, athletic fields, hobby shops, and related services.

1a. Use facilities/services as required and authorized. Pay for certain services as required on an individual cash basis.

1b. Reserve parks for unit or personal functions (at no charge) by calling the Outdoor Adventure Center, Bldg 2502S (RecPlex), 355-8270.

2. Provide general reference library services for official and recreational use. Open Nye Library as follows:

2. Use Nye Library (IMWE-SIL-MWR), Bldg 1640, 2-5111) as required and authorized. Sign for items withdrawn from the library and return them within three days. Pay for overdue books and other such fees on an individual cash basis.

Mon-Wed: 1000-1900
Thu-Fri and Holidays: Closed
Sat-Sun: 1000-1700

3. Authorize access to areas for outdoor recreation such as camping, fishing, hiking, etc. Provide sporting and camping equipment rentals. Offer group activities such as hunting, skiing, and canoe trips; jet skiing; white water rafting; and hang-gliding lessons.

M5-Mortuary Services: Nonreimbursable

1. Provide for the performance of all logistical functions associated with the recovery, identification, care, and disposition of deceased Army personnel on active duty. See category M2-Military Personnel Support for casualty support.

1. Request services as required IAW AR 600-8-1. Coordinate special requirements with the mortuary officer, MPD, DHR, Bldg 3164, 2-4014. See category M2 for casualty responsibilities.

SUPPLIER SHALL

RECEIVER SHALL

P1-Police Services: Nonreimbursable

1a. Protect Tenant's resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations).

1a. References:
AR 190-5 AR 190-47
AR 190-30 Fort Sill Reg 190-1
AR 190-45

1b. Ensure protective standards for arms, ammunition, explosives, funds, and high-value resources are applied and maintained. Coordinate with the Directorate of Emergency Services (DES) any requirements for special security of equipment and buildings assigned to the Tenant.

1c. Provide alarm monitoring and response services.

1c. Purchase required electronic security equipment for asset protection.

2. Include Tenant in physical security inspections.

2. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.

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

3. Provide information for serious incident reports as required. Report actual or suspected criminal incidents immediately to the military police desk, 2-2101.

4. Provide registration services for motor vehicles and firearms operated/owned by Tenant's personnel.

4. Register vehicles and firearms at Bldg 1670, 2-5383/3045.

P2-Printing Services: Nonreimbursable

1. The installation print control officer (IPCO), DOIM (IMWE-SIL-IMS, Bldg 2103, 2-6573), will maintain oversight responsibility for printing services including providing printing assistance and establishing policy.

1. Obtain printing/duplication services from Document Automation & Production Services (DAPS), a Fort Sill tenant located at Bldg 340, 2-2116. Pay DAPS for services rendered via Government purchase card.

SUPPLIER SHALL

RECEIVER SHALL

P3-Public Affairs: Nonreimbursable

1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DoD components accomplish assigned tasks. Missions include public information, community relations, and internal (troop) information.

2. Handle all civilian news media queries and visits concerning Fort Sill activities on the installation. Coordinate those having Army-wide impact with higher-level PAOs. Prepare news releases for Tenant-sponsored activities as appropriate. Process hometown news releases for military personnel. Invite media to cover changes of command, grand openings, etc., as requested by the Tenant.

3. Coordinate appropriate community relations programs and Fort Sill support to civilian organizations consistent with Fort Sill's AR 5-9 area of responsibility.

4. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability.

1. Reference AR 360-1 with Fort Sill supplement.

2a. Refer all media requests for information pertaining to Fort Sill activities or personnel to the Fort Sill Public Affairs Office (PAO) (2-2521/2384, Bldg 455).

2b. Request, coordinate, and supervise all photographic support for Tenant-sponsored ceremonies and activities directly with the DOIM Photo Branch.

2c. Coordinate with the Fort Sill PAO before inviting civilian news media onto the installation.

3. Provide assistance for selected community relations projects as required.

4. Submit items of interest to The CANNONEER, Bldg 455, 2-5150, by close of business every Friday.

SUPPLIER SHALL

RECEIVER SHALL

P4-Purchasing & Contracting Services: Nonreimbursable

1. As a result of the Army's reorganization, the US Army Contracting Agency (ACA) was established to manage and provide the Army's purchasing and contracting services effective 1 Oct 02.

2. The ACA Information Technology, Electronic Commerce, and Commercial Contracting Center (ITEC4); Alexandria, VA; shall handle all Army contracts concerning information technology equipment, general purpose hardware, software, and associated support services.

3. The ACA Southern Region Contracting Center-East (SRCC-E); Fort McPherson, GA; shall handle all other types of contracts over \$500,000 for Army customers in AZ, CA, LA, NM, NV, **OK, TX**, and in AL, FL, GA, KY, MS, NC, SC, and TN.

4a. The ACA Directorate of Contracting (DOC); a tenant activity at Fort Sill, OK; shall handle local contracting and purchasing support under \$500,000. Procure supplies and/or services for a price. Include central and local procurement, procurement planning, and purchasing operations. Provide issuance and analysis of solicitations, negotiations, award, administration, and termination. Determine the costs for items and services procured either at actual or contract price.

4b. Forward requirements to ITEC4 as appropriate. Forward requirements to SRCC-E as appropriate. Administer contracts that have been awarded by and transferred from SRCC-E back to the DOC.

4c. Provide contracting officer representative (COR) refresher training as needed.

4d. Appoint SF 44 (Purchase Order-Invoice-Voucher) holders. Provide training on the use of commercial credit cards and determine necessary cardholders for efficient, effective performance of the contracting mission. Appoint credit card holders and monitor purchases, ensuring purchase is made within Federal Acquisition Regulation guidelines.

4a(1) Use the electronic system (PRWeb) for submission of purchase requests with appropriate fund cite and POC.

4a(2) Since small purchases are keyed into a national electronic billboard for increased competitive bidding, ensure purchase descriptions are adequate for all bidders to identify. Also, consolidate requirements for even better pricing.

4a(3) Before submission to DOC, forward classified contracting requests to the Directorate of Plans, Training, Mobilization, and Security (DPTMS), Bldg 463, 2-2397, for review. See category S2-Security.

4a(4) Be subject to those items as authorized by TDA, CTA, and other authorization documents recognized by DOC.

4c. Request training as required.

4d. Request ordering officer and credit card holder appointments as required (excluding Government contract employees).

SUPPLIER SHALL

RECEIVER SHALL

R1-Refuse Collection & Disposal: Nonreimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish one dumpster serviced once each week. See the Host-Tenant support agreement 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 2-5582/5746.

R2-Resource Management: Nonreimbursable

1. Determine the reimbursable and nonreimbursable support provided to the Receiver. Draft, coordinate, cost, and manage SAs/memorandums of agreement (MOAs)/memorandums of understanding (MOUs).

1. Provide feeder data as requested by the Resource Management Office (RMO) in a timely manner. See appropriate SAs/MOAs/MOUs for reimbursable support and additional required nonreimbursable support received.

R3-Retired Affairs: Nonreimbursable

1. Administer the Army Retirement Services Program outlined in AR 600-8-7 to include (but not limited to) conduct pre-retirement counseling sessions, provide individual counseling sessions for retirees, provide individual counseling to potential retirees on personal affairs, maintain liaison with Social Security and the Department of Veterans Affairs in order to provide referral assistance, review and process retirement applications, and administer the Survivor Benefit Plan. See category M2-Military Personnel Support for additional support.

1. Contact the Personnel Separations Branch, Retirement Services Office (RSO), MPD, DHR, 2-6605/4009, Bldg 3164, for assistance. Publicize programs and make personnel available for counseling. Review and forward retirement applications with commander's recommendation to the RSO. See category M2 for additional support.

SUPPLIER SHALL

RECEIVER SHALL

S1-Safety: Nonreimbursable

1. Include Receiver in the installation safety program IAW AR 385-10 and TB 385-4. Conduct safety meetings and inspections as required. Recommend personal protective equipment required for safe operations. Provide safety promotional material and safety training as required.

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

4. For Receiver's Government contract employees, inspect the facilities and work environment to ensure Receiver's operations do not jeopardize or endanger Army property. Identify and forward deficiencies to the Receiver for corrective action; conduct follow-up inspections as required.

1. Request services as needed from the Installation Safety Office (ISO), Bldg 2587, 2-4466. Appoint a collateral duty safety officer (CDSO) IAW Fort Sill Reg 385-10. Comply with DoD, Army, and Fort Sill safety standards.

2a. Conduct business with safety in mind to reduce job-related injuries. Maintain current information on designated individuals to be notified in case of emergency.

2b. Report job-related injuries/diseases to the immediate supervisor. For DoD civilians, complete and submit to the immediate supervisor within 2 working days following the injury Form CA-1 (Federal Employee's Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation) or within 30 days following the injury Form CA-2 (Federal Employee's Notice of Occupational Disease and Claim for Compensation)-whichever is applicable. Obtain Form CA-16, which authorizes treatment, from the immediate supervisor.

3. When recommended by the ISO; contact Occupational Health, US Army Medical Department Activity, Bldg 4300, 458-2237, for radiological, ergonomic, and air quality surveys.

4. Comply with the safety programs developed by the Receiver's Government contractors. Coordinate with the ISO as needed for any special safety requirements of Army equipment and facilities assigned to the Receiver. When reports of deficiencies have been received, notify the ISO of corrective actions taken.

SUPPLIER SHALL

RECEIVER SHALL

S2-Security Services: Nonreimbursable

1. Establish and maintain an effective information security program that includes the Tenant. Include (but do not limit to) personnel, technical, industrial, communications, operations, and information systems security. See category P1-Police Services for physical security support.

2. Provide security assistance, training, and guidance as required. Conduct staff assistance visits when required.

3. Process security clearances and provide finger printing services. Conduct security compromise investigations and conduct unannounced as well as scheduled inspections.

4. Provide assistance and instruction for changing safe combinations.

1a. Handle, store, and safeguard classified information IAW Host's policy and procedures.

1b. Develop a unit security SOP. Appoint a unit security manager (and document custodian if applicable) in writing and forward appointment to Security & Intelligence Division, DPTMS, Bldg 463, 2-5207/4409. Brief newly assigned personnel on security. Attend briefings and courses as required. Report security compromises to DPTMS. Submit contractor requests for classified visits to DPTMS for approval.

1c. Do not discuss classified information over unsecured telephone lines or with unauthorized personnel. Do not record telephone conversations or listen to them as a third party without advance consent of all parties. Attach DD Form 2056 (COMSEC Monitoring Warning) to all telephones and facsimile devices.

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

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

3b. Report derogatory information on DA Form 5248-R (Report of Unfavorable Information for Security Determination) for personnel with or without security clearances. Notify DPTMS of suicides or attempted suicides of personnel who have had access to classified material. Report knowledgeable AWOL to DPTMS within 24 hours. If espionage or subversive activity is discovered or suspected, the unit security manager shall report the incident directly to the 902d Military Intelligence Group at 2-2720.

3c. Conduct quarterly inspections of Tenant's facilities that process classified information.

4a. Change own safe combinations; request assistance from DPTMS as required. For safe "lock-outs," contact DPTMS for assistance. Obtain prior approval from DPTMS before having a security container drilled open.

4b. Maintain classified and unclassified safes. Complete SF 700 (Security Container Information) to identify personnel with access to each security container. Record daily safe usage on

SUPPLIER SHALL

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(S2-Cont)

5. Provide adequate information assurance (IA) support. Include Tenant in the installation physical security plan, IA plan, and automated information system (AIS) plans and procedures. Identify AIS and determine the sensitivity levels. Identify any security risks that may occur as a consequence of a relationship between different systems.

6. Review contracts for compliance with industrial security requirements. Include specific industrial security requirements in DD Forms 254 (Contract Security Classification Specification) issued for Tenant's contractors working on the installation.

7a. Provide proactive and reactive anti-terrorism/force protection (AT/FP) support. Identify potential and actual threats/attacks against the US Government--personnel and family members, equipment, and facilities. Assess the risks. Implement preventive and/or counter measures to protect resources and deter or control hostile forces/situations. Distribute threat warnings/information to the Tenant. Advise Tenant of changes in installation FPCON.

7b. Continually monitor and assess threat conditions and vulnerability. Submit required reports. Evaluate and update security plans and operations as required. Include Tenant in installation plans, exercises, random antiterrorism measures, and vulnerability assessments. Include Tenant in the AT/FP committee and working group and in FP fusion cells as required by the installation force protection officer (DPTMS).

7c. Provide AT/FP training and travel security briefings to military, DoD civilian, and Government contract personnel.

SF 702 (Security Container Check Sheet). Use classified cover sheets when material has been removed from a security container.

5. Appoint an information assurance security officer (IASO) and an assistant IASO. Provide accreditation status, including date of accreditation and sensitivity level, to the Host's installation information assurance manager (IAM) in the DOIM. Control access to terminals. Identify security support requirements to the IAM and provide technical assistance as may be required. Provide a POC for IA matters to the IAM.

6. Prior to solicitation, forward classified contracts to DPTMS for review. Include contracts let by the Tenant's contracting office to be performed on Fort Sill.

7a(1) References:
DoD 2000.12-H AR 525-13
DoD 2000.16-I Fort Sill Reg 525-1

7a(2) Respond to threat warnings as appropriate.

7b(1) Provide results of threat and vulnerability assessments conducted by other MACOMs. Provide security requirements and recommendations. Designate a unit representative to attend AT/FP meetings when required.

7b(2) Provide to Supplier's RMO copies of Receiver's written agreements with off-post activities that require access to the installation during post closure. For verbal agreements with such activities, provide a list of POCs to DPTMS.

7c. Ensure all personnel, especially those subject to deployment outside the continental United States (OCONUS), conduct level 1 training annually. Access the training via the internet at "<http://www.at-awareness.org>" or "<https://atlevell.dtic.mil/at/>." Ensure personnel print out their certificate of completion and provide a copy to the Receiver's AT POC. Receiver's training officer or AT POC shall verify the completed training. Receiver's AT POC shall provide training data quarterly as directed by the Supplier's FP officer.

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S4-Social Actions: Nonreimbursable

1. Provide services, assistance, and training to civilian and military personnel on matters pertaining to substance abuse. Provide Employee Assistance Program screenings/referrals, drug testing, and treatment programs.

2. For Government contract personnel; provide prevention training services concerning drug, alcohol, and other substance abuse.

1. Request services as needed from the Alcohol & Drug Control Office (ADCO), DHR, 2-2691/4205, Bldg 2870. Participate in installation prevention campaigns as desired.

2. See paragraph 1 above. Provide own employee assistance screenings/referrals, drug testing, and treatment programs.

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**S5-Supply Services: Nonreimbursable
1. Installation Supply Account**

1a(1) Directorate of Logistics (DOL) will provide installation supply services. Provide for the receipt, storage, management, and distribution of commodities, materiel, and equipment via the 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.

1a(3) Process requests for establishment, deletion, and changes to DODAACs for customers served by DFAS-IN Center.

1b. Accept requisitions for supplies, equipment (except copiers and printers, which are centrally purchased by DOIM), and repair parts; process local procurement documents.

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

1a(1) Reference Fort Sill Reg 725-1. Upon approval from DOL Sup & Svcs Div, request a supply account by submitting a memo to the Fort Sill DODAAC coordinator, DOL (IMWE-SIL-LGS), 3308 NW Randolph Road, Bldg 1655S, Fort Sill, OK 73503-9023, 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 73503-1899"), 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-IN Center, (317) 510-2966 or DSN 699-2966. Upon receipt of fund code, begin requisitioning. Update account as required.

1a(3) If not served by DFAS-IN Center, obtain/update DODAACs through own supply channels.

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

1b(2) Submit a memo to Chief, Sup & Svcs Div, DOL (IMWE-SIL-LGS), 3308 NW Randolph Road, Bldg 1655S, Fort Sill, OK 73503-9023, 2-3701, designating those individuals authorized to issue FS Form 778 (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 FS Form 778 when picking up requisitioned items at DOL.

1c. Take equipment and DA Form 2765-1 to Sup & Svcs Div (Bldg 2243); present FS Form 778. Take equipment and DD Form 1348-1 to the Defense Reutilization & Marketing Office (DRMO, Bldg 3321). Return suspense copy of DD Form 1348-1 and DA Form 2765-1 to Sup & Svcs Div.

2. Property Accountability

2. Installation consolidated property book officer (CPBO) will provide property book support IAW applicable regulations by hand receipting only authorized Host-owned installation property (such as office furniture, equipment, etc.) as available to the Receiver.

2a. Request equipment and furniture from the CPBO, DOL, Bldg 2192, 2-4479/4945. Follow local hand receipt procedures; conduct inventories as required. Contact CPBO for turn-in of unserviceable or inoperable installation property listed on the hand receipt from CPBO.

2b. Hand receipt accountable items from higher headquarters or perform own property book function for Receiver-owned items. Prior to

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2. Property Accountability (S5-Cont)

purchase of accountable property, coordinate with PBO to obtain hand receipt documentation.

2c(1) Reference AR 735-5. When the Receiver loses/damages property belonging to the Supplier, the Receiver employee responsible for the property at the time of loss/damage (hand receipt holder, sub hand receipt holder, or user) shall initiate the property accountability adjustment document (chapter 12 of AR). Take the document to the appropriate PBO for signature and document number.

2c(2) 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 Supplier's vehicles. Notify 90th MP Det CASE (CID) (2-4603) when the dollar value exceeds \$1,000.

3. Expendable Supplies

3. Sup & Svcs Div, DOL, will establish GSA CSC accounts for customers. Notify GSA of changes to customer accounts.

3a. Use the VISA IMPAC Government purchase card to order expendable office supplies from the GSA Customer Supply Center (CSC). Contact DOC (Bldg 1803, 2-5229) to obtain a credit card.

3b. Contact Sup & Svcs Div, DOL, 2-3701/3219, to establish a GSA account and to report changes to the account. Upon receipt of monthly billing statements; cardholders shall certify the purchases and forward the statements to their approving officials for verification and to their budget offices for authorization of funds.

4. Petroleum, Oils, & Lubricants (POL)

4a. DOL will provide for the dispensing of fuel, oils, and lubricants. Include the cost of fuel for GSA TMP vehicles in the lease cost. See category V1 for issuance of fuel keys with GSA TMP vehicles.

4a. Refuel vehicles at the POL fuel facility, Bldg 2245, 0730-1600, Mon-Fri. Insert fuel key into pump to obtain fuel. After hours, refuel vehicles at Bldg 2177.

4b. Issue fuel keys for Government-owned vehicles and other GSA vehicles (nonTMP) used by the Receiver. Encode the keys to bill the Receiver's DODAAC for fuel usage.

4b. Submit a memo identifying the unit, DODAAC, fund code, APC, fuel type, and vehicle ID number to Sup & Svcs Div, Bldg 1655, Rm 205, to requisition keys that will allow Government-owned vehicles to gain access to the Supplier's automated fuel system. Account for keys to hand receipt holders by serial number.

4c. Upon notification, disable lost/missing keys from accessing the fuel system. Bill Receiver for fuel charges resulting from its failure to report lost, missing, or transferred keys.

4c. Report lost/missing keys immediately to Sup & Svcs Div, Bldg 1655, Rm 205, 2-3721. Also report the transfer and turn-in of keys. Pay for fuel charges billed resulting from own failure to report lost, missing, or transferred keys.

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5. Clothing & Textiles (S5-Cont)

5a. Clothing Initial Issue Point (CIIP), Bldg 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.

5b(1) Central Issue Facility (CIF), Bldg 2810, 2-3377, will provide for the supply of organizational clothing and individual equipment (OCIE). Maintain an adequate stockage level according to the amount of funds available. Process issues and accept turn-ins during normal hours of operation unless prior arrangements have been agreed upon. Process and issue DA Form 3645/3645-1 as required.

5b(2) Upon approval by the CPBO, temporarily loan OCIE.

5a. Prepare and submit DA Form 2407 to CIIP to request fabrication of name plates and name tapes. Attach a list of names specifying the quantity required.

5b(1)(a) For CIF service, schedule group appointments not more than 60 days in advance. Each individual shall provide and sign a separate DA Form 3645/3645-1 accepting responsibility for the OCIE listed thereon.

5b(1)(b) Furnish a group roster one day prior to day of issue. Notify CIF of name changes of individuals.

5b(1)(c) Furnish a group roster three days prior to turn-in. Inspect OCIE before turn-in. Prepare DA Form 3161 as a lateral transfer for excess serviceable and unserviceable OCIE. Deliver or mail the OCIE with the DA Form 3161 to CIF, Bldg 1901. Ensure items are clean (including clothing and web gear), dry, and complete. Do not permanently mark OCIE.

5b(1)(d) Process and fund for replacement issues for lost, damaged, or fair wear and tear of OCIE IAW Fort Sill Reg 725-1.

5b(1)(e) For OCIE not stocked at CIF, submit DA Form 2765-1 IAW TM 38-LO3-19 (include appropriate DODAAC and cost code) and turn in to Sup & Svcs Div, DOL.

5b(2) Request temporary loan of OCIE via memorandum through CPBO to CIF as required. Attach DA Form 1687 and appointment orders to the memo. Include in the memo the individual's name and SSN, description of item and size, a justification for the requirement, the period for the loan, preferred time of day for pick-up, and POC's name and phone number.

6. Reparable Exchange

6a. DOL will furnish reparable exchange services for automotive repair parts.

6a(1) Submit a DA Form 2765-1 (DIC AOA) requesting issue, a DA Form 2765-1 (DIC D6A) turning in unserviceable items, and a paper tag attached to each item. Enter the DODAAC, document number, and national stock number (NSN) on each tag. For multiple items with the same NSN, submit only one AOA request and one D6A turn-in per NSN. Present FS Form 778 when receiving/ turning in parts.

6a(2) Ensure items to be exchanged are clean, complete, and tagged. If possible, remove any rust. Drain items containing liquids. For items containing oil, drain them at least six

SUPPLIER SHALL

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6. Reparable Exchange (S5-Cont)

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| <p>6b. Publish turn-in credit rates quarterly in "The Billboard," which provides up-to-date credit rates and policy for serviceable and unserviceable items (including DLRs) turned in to the Supplier's supply support activity (SSA).</p> | <p>hours or overnight before turn-in. Place protective coverings (i.e., cardboard) over radiators to prevent further damage to radiator fins.</p> <p>6a(3) Receive/turn in tires and automotive repair parts at the Reparable Exchange Activity (RXA), Bldg 2243N, 2-8183. Receive/turn in batteries at the Battery Shop, Bldg 2250, 2-5452.</p> <p>6b. To expedite credit on depot level reparables (DLRs), mark "DLR" in bold letters in the upper right corner of the turn-in document.</p> |
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7. Materiel-Handling Equipment (MHE)

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| <p>7a. DOL will process requisitions for the lease of general or special purpose MHE through DOC (providing tractors, cranes, forklifts, etc., on a daily basis is not within the Supplier's capability).</p> <p>7b. Provide for the emergency loan of general or special purpose MHE on an as available, as required basis. Recall loaned equipment at any time in order to satisfy other installation priority requirements.</p> | <p>7a. Submit DA Form 2765-1 to Sup & Svcs Div, DOL, Bldg 1655S, with fund code and DODAAC.</p> <p>7b. Request equipment as required from DOL. Contact DPW (2-5170) for cranes. Comply with AR 310-34 concerning the loan, condition, and return of equipment loans. Provide licensed operators for loaned equipment.</p> |
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8. Firefighting Equipment & Components

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| <p>8. Fire Station #2 (Bldg 5031, 2-5314) will provide minor repairs, weigh, and/or classify Receiver-owned fire extinguishers (CO2, Purple-K, and vehicle-mounted fire extinguishers) on a nonreimbursable basis as required.</p> | <p>8. Take empty Receiver-owned fire extinguishers to a local vendor for refill and pay the vendor via Government IMPAC purchase card. Turn in unserviceable fire extinguishers through DOL Sup & Svcs to DRMO; purchase replacements through normal supply channels.</p> |
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9. DOD Small Arms Serialization Program (DODSASP)

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| <p>9. DOL will accept small arms for turn-in.</p> | <p>9. Complete two copies of FS Form 482 for each turn-in document (DA Form 2765-1). Turn in both forms along with the appropriate small arms to DOL, Bldg 2243. For assistance in completing the forms; call the DODSASP clerk at 2-3183, Bldg 2243. To schedule appointments for turn-in of weapons, call the Storage Section, DOL, 2-2884.</p> |
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T1-Training Service: Nonreimbursable

1. Provide local training programs, courses, seminars, etc., related to the performance of official duties. Include training offered by various activities on post (some of which have been described in other categories of support) as well as the installation training directorate (DPTMS).

2a. Make available facilities for training. Provide a range operator for computer-operated ranges, record fire, and field fire. Issue a user ID and password for Receiver's access to the Supplier's internet scheduling system.

2b. Furnish targets/target frames, radios, and range facility keys.

1. Submit training requirements to appropriate directorates within established time frames. Submit requests for school quotas to DPTMS for processing.

2a(1) Reference Fort Sill Reg 385-1. To schedule Fort Sill's ranges, go to Range Control's homepage <<http://range.sill.army.mil>>. For assistance or information, call Range Control at DSN 639-6191 or (580) 442-6191 (Directorate of Plans, Training, Mobilization, & Security (DPTMS); Bldg 2584). Notify Range Control as soon as possible of any cancellations.

2a(2) Provide qualified range management personnel. Provide transportation, weapons, ammunition, and associated equipment for students to and from Fort Sill. Officer in charge shall report to Range Control the day prior to training to receive a range briefing and support equipment. Maintain continuous communication (FM radio) with Range Control. Students shall wear approved helmets and ear-plugs on the firing line. Police the range after use.

2b. Submit requests through Range Control's homepage under "Range Support Services."

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T2-Transportation Services: Nonreimbursable

1. Provide transportation and traffic management services related to commercial or Government-owned transportation of personnel and/or materiel.

2a. Provide reservation and ticketing service for official travel, leave in conjunction with official travel, and emergency leave. Provide travel via commercial carriers. Issue Government transportation requests (GTRs) and Military Airlift Command tickets.

2b. For Receiver's Government contract employees going on official reimbursed travel, issue tickets at commercial rates (instead of the Government contract rate) and charge a fee per ticket.

3a(1) Provide freight services. Provide estimated shipping costs as required.

3a(3)(a) Receive and review shipment requests, ensure a completed Transportation Service Funds Certification form (or equal) is attached and certified, verify that the funds are sufficient to pay the estimated freight charges, accept the request, enter the shipment data into the Global Freight Management system, and ship the items.

3a(3)(b) Reject the transportation request if the certification form (or equal) is not attached (return the request to the Receiver within 24 hours or notify the Receiver within 24 hours to correct the discrepancy), if the certification form is incomplete (notify the Receiver's FM), or if funds are insufficient (notify the Receiver's FM for additional funding).

3a(4) Certify the monthly US Bank statement and forward it to DFAS-IN Center for payment.

3b. Issue bills of lading for Government cargo shipments.

1. Request transportation services in writing from DOL (IMWE-SIL-LGT), 2-2403/4471/3903, Bldg 2258W.

2a. Request commercial air service as required by calling the Government contractor at 248-5000 (Bldg 2951/official) or 357-6616 (Bldg 1721/leisure). Submit three copies of travel orders for ticket processing. Pick up tickets. Pay on an individual cash basis for tickets obtained for leave.

2b. Government contract employees may use the Supplier's ticketing service for official reimbursed travel. Pay for tickets at commercial rates and pay a fee for each ticket.

3a(1) Request estimated shipping costs as needed from the DOL Freight Office, 2-2000, Bldg 2243, Bay 5.

3a(2) Forward the shipment request (memo, DD Form 1348-1, DD Form 1149, etc.) to Receiver's funds manager (FM) for funding certification. FM shall review the shipment request, determine the availability of funds, prepare the Transportation Service Funds Certification form, and return the transportation request and certification form to the Receiver.

3a(3) Submit the shipment request (memo or DD Form 1348-1) with the item (already packaged for shipment) and completed Transportation Service Funds Certification form to the DOL Freight Ofc (NLT 1300 for next day delivery). Include a justification, the Receiver's DODAAC as part of the origin address, and the complete destination address with phone number and DODAAC.

3a(4) FM shall submit obligation/accrual transactions to DFAS-IN Center, track freight transactions and unliquidated obligations, and record obligations when funds are certified.

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(T2-Cont)

3c. Relocate Tenant at Host's expense when relocation is for the Host's convenience.

3d. Provide for movement of household goods (personal property) through a responsible shipping office. Provide services as authorized for civilian personnel reassigned by the Government on a case-by-case basis.

4. Schedule movement of both personnel and personal property (including issuing meal tickets and excess baggage tickets). Provide shipment planning of cargo, port clearance, ticket processing of transportation documents, and other transportation services related to in-bound and out-bound movements.

3c. Give as much advance notice as possible when requesting relocation.

3d. Provide a fund cite for civilian PCS moves.

4. Fund for blocking, bracing, packing, crating, and tie-down materials.

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U1-Utilities: Nonreimbursable

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 the Host-Tenant support agreement for the facilities assigned to the Tenant.

1b. For unmetered buildings and 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.

1a. Request services from DPW, as required. Report deficiencies to DPW as soon as they occur.

1b. Comply with the Host's schedule for heating/air conditioning of unmetered buildings. For metered buildings, exercise a common sense approach to heating and air conditioning.

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V1-Vehicle Support: Nonreimbursable

1a(1) Provide for the use of commercial (General Services Administration) or military-designed motor vehicles as available from the DOL Transportation Motor Pool (TMP) on daily dispatch/on-call service. Process requests as required.

1a(1) References: Fort Sill Reg 56-1 and TMP standard operating procedures. Submit FS Form 833 (Request for Motor Transportation) to TMP, Bldg 2035, 2-2907/6440. Pick up vehicles at TMP NLT 0800 daily; turn in vehicles daily.

1a(2) Furnish the following vehicles on recurring dispatch:

1a(2) On initial request for support, submit a memo justifying vehicles assigned under recurring dispatch. When multiple drivers are authorized, furnish TMP with a listing.

<u>Description</u>	<u>Quantity</u>
Sedan	—
Van	—
Truck	—

1a(3) Issue an electronic fuel key for each TMP vehicle for access to the installation automated fuel management system. Dispatch wrecker as required to retrieve disabled TMP vehicles. Review logbooks and spot-check condition of vehicles when accepting them for turn-in. Monitor vehicle utilization.

1a(3) Furnish drivers; ensure drivers possess valid driving licenses. Maintain the key with the logbook. Operate vehicles in a safe manner. Use vehicles for official Government business only. Obtain prior approval from the TMP for use of vehicle beyond the 150-mile permissible operating distance (POD).

1b. TMP accident report clerk will ensure that DD Form 200 (Financial Liability Investigation of Property Loss/FLIPL) or other appropriate action is initiated for vehicles that have been lost, damaged, or destroyed.

1b(1) Vehicle drivers shall report accidents to the Fort Sill military police (on post) or civilian police (off post), the TMP dispatcher, and the driver's immediate supervisor. Complete and submit SF 91 (Operator Report on Motor Vehicle Accidents) to the TMP accident report clerk NLT the first duty day following the accident. Complete DD Form 518 (Accident-Identification Card) and give it to the driver of the other vehicle involved (if appropriate).

1b(2) Initiate a FLIPL to account for lost, damaged, or destroyed vehicles and process paperwork through Receiver's chain of command.

2a. Notify Receiver of scheduled maintenance requirements for TMP vehicles.

2a. Perform operator maintenance on TMP vehicles. As notified, turn in vehicles to the TMP for maintenance performed by GSA.

2b(1) Provide for the maintenance and repair of Government-owned military designed motor vehicles and their related parts. Provide repair at direct support (DS) and general support (GS) levels. Notify Receiver when vehicles are ready for pick-up.

2b(1) Reference Fort Sill Reg 750-6. Perform operator and organizational maintenance. Take vehicle and completed DA Form 2407 (Maintenance Request) to the DOL quality control (QC) inspector (Bldg 2253, 2-6416/2847) for evaluation of repair. QC inspector will direct Receiver to Bldg 2255 for assignment of a work order number or to the appropriate shop office. Submit a list of vehicles requiring maintenance to Chief, Maint Div, DOL. Update list as requested. Provide own maintenance for Government-owned commercially designed motor vehicles.

SUPPLIER SHALL

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(V1-Cont)

2b(2) Include Government-owned military-designed motor vehicles in the Fort Sill Army Oil Analysis Program (AOAP), which is supported by Fort Bliss, TX.

2c. Allow access to the Cannibalization Point (Cann Point) to obtain desired repair parts from equipment in stock (i.e., cargo trucks, water trailers, etc.). Operate the Cann Point 0730-1130 and 1200-1600, Mon-Fri.

2b(2)(a) Appoint a unit AOAP monitor. Ensure all AOAP-designated equipment is included in the program and that samples are submitted at prescribed intervals. Submit samples with DD Form 2026 (Oil Analysis Request) to the AOAP Lab at:

Cdr, USAG Fort Bliss
(IMWE-BLS-LGM)
Bldg 2588, Rm 116
Fort Bliss, TX 79916-0058
(915) 568-3155/1877 or DSN 978-3155/1877
Fax DSN 978-0833

2b(2)(b) Comply with lab recommendations and notify lab via DD Form 3254-R (Oil Analysis Recommendation and Feedback) within five working days of maintenance accomplishment. Assure oil changes conform to warranty requirements. Notify lab of changes to the density of equipment and of serial number changes.

2c. Use the DOL Cann Point (west of Bldg 2258) as required. Bring completed DA Form 2765-1, FS Form 778, and appropriate tools to safely remove desired parts. Clean up work area before departing. Report any spills of hazardous-type material to the Cann Point supervisor.

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W1-Weather Services: Nonreimbursable

1. The 3d Weather Squadron (WS), a tenant activity located at Fort Sill, shall provide weather and observation service to Fort Sill. The 3d WS shall provide initial notification of severe weather conditions to DPTMS. Then DPTMS will initiate post-wide notification via e-mail and/or telephone. During nonduty hours, 3d WS will notify the Fort Sill field officer of the day (FOD/2-4912). The 3d WS will also provide weather data/briefings as required to accomplish the Receiver's mission.

2. Supplier's activities will ensure rapid and complete dissemination of information according to the Fort Sill Severe Weather Operations Plan (SWOP). DPTMS will provide notifications of early release. PAO will provide notifications of closed operations and of delayed post openings due to freezing precipitation or heavy snow.

1. Reference Fort Sill Reg 115-9. Contact the IOC (2-3240, Bldg 455, South Basement Rm 1) for inclusion in the post-wide severe weather notification system. Request weather data as required from 3d WS, 2-3200/4000, Bldg 4907.

2a. Comply with the Fort Sill SWOP (Annex H to the Fort Sill Emergency Preparedness Plan). Contact DPTMS Plans/Operations Division (2-2533, Bldg 455, South Basement) for inclusion in the SWOP. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.

2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill's operations during inclement weather. Essential personnel shall report to work IAW the Receiver's SOP. All other civilians shall comply with local announcements unless superseded by directions from their supervisory personnel.

2c. Report weather injuries/damage to 3d WS. Report personnel injuries and fatalities to the DHR, MPD, Casualty Office, at 2-4014 and after duty hours to cell 512-6178. Report to the Severe Weather Damage Center (Bldg 1950, 2-3015/3705) if activated. Report installation property damage to the DPW Service Order at 2-3251 and to DOL; initiate DD Form 200 (Financial Liability Investigation of Property Loss/FLIPL) for all damage.