



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE

AFI25-201_USAFESUP1_USAFE GM1
22 March 2011

MEMORANDUM FOR ALL WING COMMANDERS

FROM: USAFE/A4/7
Unit 3050 Box 0010
APO AE 09094-0010

SUBJECT: HQ USAFE Guidance Memorandum to AFI 25-201, *Support Agreements Procedures*

1. This is a HQ USAFE Guidance Memorandum (GM) immediately changing AFI 25-201, *Support Agreement Procedures*. Compliance with this Memorandum is mandatory. To the extent its direction is inconsistent with other Air Force publications, the information herein prevails, in accordance with AFI 33-360, *Publications and Forms Management*.
2. Installation Support Agreement Managers (SAMs) will ensure any organization or agency desiring to move onto an USAFE installation from external organization obtains COMUSAFE approval. This also applies to existing agencies planning a significant mission increase. If either occurs, contact HQ USAFE/A8Z for guidance. Furthermore, signatory levels for all units, major commands, and components entering into Memorandums of Agreements/Understanding and Inter/Intra Service Support Agreements will be of equivalent hierarchy – see “*USAFE Policy for Beddown and Associated Support Agreements*.”(Attached)
3. SAMs will ensure comprehensive triennial reviews are conducted for all inter-service, intra-service, and inter-agency support agreements. Comprehensive reviews will include a complete review by each Functional Area Agreement Coordinator (FAAC) and Resource Advisor (RA) whose unit provides support in a specific support agreement, as well as a complete manpower, comptroller and legal review for every support agreement.
4. Installation SAMs will ensure annual macro-level support agreements reviews are executed in conjunction with the required wing comptroller-conducted annual support agreement budget review. The annual macro-level review will be accomplished through electronic communication with the receiving/supplying parties verifying, at a minimum, the following information is current :
 - a. Organization name, parent organization, Major Command and Point of Contact information on page 1 of the DD Form 1144.
 - b. Mission statement on page 2, Para 11, i of the DD Form 1144.
 - c. Current unit manning strength broken out by the number of Officers, Enlisted, US Civilian Employees, Local Nationals and DoD Contractors working in your organization – see Page 2 Para 11, i of the DD Form 1144.
 - d. Current facility/facilities being occupied – see Page 2 Para 11, i of the DD Form 1144. If any facilities have been added or vacated, please provide that information.
 - e. Information concerning anticipated or impending major changes to operations that would affect the current support agreement. Include any reorganization efforts, downsizing initiatives, or build-ups anticipated in the next year.

- f. Reimbursement dollar value. Changes to actual expenditures which exceed +/- 5% and/or exceed \$100K will require a revised funding annex.

Following the annual macro-level review, support agreements will be revised if significant changes to the existing support relationship impact USAFE-provided resources.

5. SAMs will ensure current SAM appointment letters, support agreements and a support agreement matrix are uploaded to USAFE/A4RI Support Agreements Community of Practice. Appointment letters and support agreements will be updated as changes occur, while support agreement matrices will be updated at least quarterly. Matrices will include, at a minimum, a listing of current agreements, currency status, date of agreement signature, ongoing review status (if applicable) and dates of last annual budget review and macro-level review.

6. SAMs will ensure wing commanders and staff are briefed at least semi-annually on support agreement program status. Status will include support agreements currency, status of overdue agreements, and status of reimbursements associated with support agreements.

7. SAMs will ensure unit FAACs are trained within 60 days of appointment.

8. FAACs will ensure unit commanders are provided an initial orientation/briefing concerning their support agreement program within 60 days of assuming squadron command. Topics will include active agreements, currency status, date of agreement signature, ongoing review status (if applicable) and dates of last annual budget review and macro-level review.

9. FAACs will ensure that unit RA coordinates on all unit support agreement reviews, correspondence and issues.

10. USAFE/A4RI is my Office of Responsibility regarding Support Agreements and can be contacted at USAFE.A4RI@ramstein.af.mil or DSN 480-5628.

11. The guidance in this Memorandum becomes void after 180 days have elapsed from the date of this Memorandum, or upon incorporation of an interim change to AFI 25-201, *Support Agreement Procedures*, whichever is earlier.

JOHN B. COOPER,
Brigadier General
Director, Logistics, Installations and Mission Spt

Attachment
USAFE Policy for Beddown and Associated Support Agreements

Attachment



DEPARTMENT OF THE AIR FORCE UNITED STATES AIR FORCES IN EUROPE


JAN 11 2010

MEMORANDUM FOR USAFE ADDRESS #2 – MAJOR USAFE UNITS
USAFE ADDRESS #6 – DIRECTORATES AND COMPARABLE
STAFF OFFICES

FROM: USAFE/CC
Unit 3050 Box 1
APO AE 09094-0501

SUBJECT: USAFE Policy for Beddown and Associated Support Agreements

1. This letter supplements my 11 Jun 2008 letter on Approval Authority for Any Agencies Desiring Space on USAFE Installations (attached).
2. Subsequent to HQ USAFE beddown approval, support agreements will be written IAW DoDI 4000.19, *Interservice and Intergovernmental Support Agreements*, and AFI 25-201, *Support Agreement Procedures*. Signatory levels for all Memorandums of Agreements/Understanding and Inter/Intra Service Support Agreements will be of equivalent hierarchy. Wing Commanders (WG/CC) will sign all wing-level agreements for which the other signatory is a WG/CC-equivalent or lower. WG/CC will not enter into agreements with AF higher headquarters or DoD equivalent organizations (e.g., NAFs, MAJCOMs and DoD Agencies). These will be managed by HQ USAFE/A4RI Support Agreements Manager and signed by me or my designee.
3. USAFE units will review all support agreements to identify those with inappropriate signature level IAW para 2 above to USAFE/A4RI. Additionally, revisions of wing-level agreements or new agreements resulting in tenant mission growth (supported population/facilities) will be forwarded to USAFE/A4RI for review.
4. For questions concerning bases/beddown contact HQ USAFE Bases and Forces Division (A8Z), DSN 314-480-7369, usafe.a8z@ramstein.af.mil. For questions concerning support agreements contact HQ USAFE International Logistics Branch (A4RI), DSN 314-480-5628, usafe.a4ri@ramstein.af.mil.


ROGER A. BRADY
General, USAF
Commander

Attachment:
Letter, Approval Authority for Any Agencies Desiring Space on USAFE Installations, 11 Jun 2008

cc:
3 AF/CC



DEPARTMENT OF THE AIR FORCE
UNITED STATES AIR FORCES IN EUROPE


JUN 11 2008

MEMORANDUM FOR USAFE ADDRESS #2 – MAJOR USAFE UNITS
USAFE ADDRESS #6 – DIRECTORATES AND COMPARABLE
STAFF OFFICES

FROM: USAFE/CC
Unit 3050 Box 1
APO AE 09094-0501

SUBJECT: Approval Authority for Any Agencies Desiring Space on USAFE Installations

1. USAFE must aggressively reduce infrastructure requirements and costs to meet today's fiscal realities and support Air Force transformation goals. As we strive to reduce our overall installation footprint, priority must be given to USAFE units. It is therefore imperative to properly manage beddown requests from external organizations. Any organization or agency desiring to move onto a USAFE installation requires COMUSAFE approval. This policy also applies to existing agencies planning a significant mission increase that will drive an increase in facility and/or operating support requirements.
2. In accordance with Air Force Instruction 10-503, specific procedures exist to coordinate and execute beddown actions on Air Force real property. Instructions are also provided for the actions required of Air Force units when requesting space not located on Air Force real property. Effective immediately, all requests for beddown actions on USAFE installations will first be routed through HQ USAFE A5/8/9 for COMUSAFE approval prior to submission to the Air Staff. In addition, I recommend each of your Wing Plans offices reacquaint themselves with the criteria identified in AFI 10-503.
3. I encourage each of you to continue to look for ways to reduce your installation's footprint, not only in allocating space to future missions, but by looking closer at your current mission's footprint. Additionally, my staff is looking at ways to reduce installation operating cost and I need your help in proposing any divesture of mission(s) that no longer makes sense in today's environment.
4. If you have any questions, please contact the HQ USAFE Bases and Forces Division (HQ USAFE/A8Z) at DSN 314-480-7369, commercial +49-6371-47-7369, or usafe.a5z@ramstein.af.mil.


ROGER A. BRADY
General, USAF
Commander

**BY ORDER OF THE
SECRETARY OF THE AIR FORCE**

AIR FORCE INSTRUCTION 25-201

1 MAY 2005



**UNITED STATES AIR FORCES IN EUROPE
Supplement 1**

7 NOVEMBER 2005

Logistics Staff

SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(USAFE)

OPR: HQ USAFE/A4RIL
(Mr. Ronald J. Eppley)

Certified by: HQ USAFE/A4R
(Mr Bruce C. Balbin)

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This instruction implements AFD 25-2, Support Agreements, dated 01 November 2001, by detailing support agreements procedures within the Air Force. DoDI 4000.19 governs Interservice and Intragovernmental Support. The financial management aspects of Air Force Support are covered in AFI 65-601. Support to civilian authorities is covered in AFI 10-802. Air Force and DoD Policy directs that support agreements be developed between suppliers and receivers within the affected organizations to document recurring day-to-day peacetime support in order to provide unit commanders with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. This instruction does not cover international agreements or the administration of contracts. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://webrims.amc.af.mil/>.

Request you review the *Air Force Records Disposition Schedule* (RDS) located at <https://webrims.amc.af.mil/> to ensure all records collected as a result of compliance with this publication are correctly scheduled, the information as stated in the AF RDS is still current and valid to include form numbers, office symbols, retention periods, etc. If discrepancies exist in the RDS, follow instructions in AFI 37-138 and AFMAN 37-123 to update the schedule.

(USAFE) AFI 25-201, 1 May 2005, is supplemented as follows: This supplement applies to all United States Air Forces in Europe (USAFE) units. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units. **Attachment 5** adds additional categories of Support, **Attachment 10 (Added)** lists categories of agreements and applicable guidance; **Attachment 11 (Added)** is a list of directives to be maintained by support agreement managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 37-123, *Management of Records* and disposed of in accordance with the Air Force Records disposition Schedule (RDS) located at: <https://afirms.amc.af.mil>.

SUMMARY OF REVISIONS

This revision updates AFI 25-201 dated 1 December 1996, following the guidance of DoDI 4000.19, dated 9 August 1995. It provides detailed guidance to the field to include clarification for support to DoD contractors; maintaining continuity folders by Installation Support Agreement Managers (SAMs); redefining requirements of triennial review, addition of **Attachment 9**, Support Agreement Reimbursement Matrix; aligning reviews for agreements where support is 100 percent Base Operating Support (BOS) contractor provided; removal of reference to the Support Agreement Management System (SAMS) database program; and the deletion of chapters 6 and 7.

(USAFE) This document is substantially revised and must be completely reviewed. Clarifies when a support agreement will be accomplished versus a Memorandum of Agreement (MOA) (paragraph **1.1.2.1. (Added)**); adds additional Categories of Support not depicted in DoDI 4000.19, *Interservice and Inter-governmental Support* or AFI 25-201 (**Attachment 5**); deleted paragraph **1.2.2.1.**, USAFE MOA or Memorandum of Understanding (MOU) support; added additional organizations that can write, negotiate, and sign support agreements (paragraph **2.1.1.2.**); updated office symbols throughout the document.

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Chapter 1

AGREEMENTS—PURPOSE, TYPE, AND AUTHORITY

1.1. Support Agreements Covered by DD Form 1144.

1.1.1. Support agreements administered by the Air Force are normally documented on DD Form 1144 fall into the following principal categories:

Air Force to Air Force, known as Intraservice Agreements (to include Air Force Reserve Command (AFRC) and Air National Guard (ANG)).

Air Force to other Service or DoD components, known as Interservice Agreements.

Air Force to other non-DoD Federal activities, known as Intragovernmental Agreements.

Air Force to other non-Federal activities, excluding private or commercial enterprises.

1.1.2. To ensure the maintenance of a comprehensive logistics record, all significant recurring support provided by the Air Force shall be recorded on DD Form 1144, whether reimbursable or non-reimbursable. Also, record all such support on DD Form 1144 when the Air Force is the receiver.

1.1.2.1. **(Added-USAFE) MOA versus support agreements in USAFE.** At installation level a support agreement will be used to document Base Operation Support (BOS). MOAs are normally a major command (MAJCOM) to MAJCOM level document providing general support guidance and are implemented at installation level with a support agreement.

1.1.3. Policy and procedures for Interservice, Intragovernmental and Air Force to non-Federal activities are governed by the DoDI 4000.19. In addition, the DoDI 4000.19 provides general guidance for the administration of support agreements within the DoD community.

1.1.4. Conflict with Other Guidance. Information in agreements will not supersede any other DoD or Air Force directive or instruction that has instructional details of functional area support. The agreement itself should not prescribe detailed procedures for performing any particular support function. Such guidance is usually in other DoD or Air Force directives, instructions, manuals, etc., which apply to the particular type of support being performed. See [Attachment 6](#) for examples. If such information is not in the DoD or Air Force directive in enough detail for local use, a local-level operational procedure/directive should be prepared and referenced in the agreement.

1.2. Memorandums of Agreement/Understanding (MOA/MOUs).

1.2.1. Most MOAs and MOUs are used to define areas of broad agreement between two or more parties. MOAs are memorandums that define general areas of conditional agreement between two or more parties – the actions of the other party depend on what the other party does (e.g., one party agrees to provide support if the other party provides the materials). MOUs are memorandums that define general areas of understanding between two or more parties – explains what each party plans to do; however, what each party does is not dependent on the actions of the other party (e.g., does not require reimbursement or other support from receiver).

1.2.1.1. **(Added-USAFE) USAFE MOA and MOU Listings. International Logistics and Planning** (HQ USAFE/A4RI), will maintain a list of USAFE memoranda of agreement (MOA) and memoranda of understanding (MOU). Support agreement managers (SAM) may request copies at any time.

1.2.2. MAJCOM/Numbered Air Force (NAF) Level MOA/MOUs. Most internal Air Force MOA/MOUs are broad agreements between or among MAJCOMs or NAFs to identify parameters for developing support agreements between subordinate units. At the installation level, these MOA/MOUs are then used as a source document in addressing the provision of services, funding and reimbursement arrangements. However, the actual transfer of funds or other resources is effected by the relevant established functional procedure and not by MOA/MOUs alone.

1.2.3. Functional Area MOA/MOUs. MOA/MOUs can be used between functional areas to document mutually agreed areas of responsibility, such as:

- Statement of facts.
- Intentions.
- Procedures.
- Policies for future actions.

The functional Office of Primary Responsibility (OPR) (e.g. Civil Engineers, Security Forces) will usually draft, sign and maintain these documents, which are procedural or technical in nature and will not initiate the obligation of funds or manpower for recurring support.

1.2.3.1. **(Added-USAFE) USAFE SAM Responsibilities.** The SAM should act only in an advisory capacity to functional representatives. The SAM may review the functional MOA or MOU to determine if it commits resources, if it is written satisfactorily, and whether the information would be better documented in an instruction or similar publication. The SAM should refer the requester to the appropriate agency for action. The SAM should not include functional MOAs and MOUs in support agreement reports to higher headquarters unless specifically requested. SAMs may keep file copies of functional MOUs and MOAs for reference.

1.3. Major Range and Test Facility Bases.

1.3.1. DoDD 3200.11, *Major Range and Test Facility Base*, covers certain specialized range documentation. However, base support provided to range users should still be covered by a standard support agreement.

1.4. Support That Does Not Fall Under DoDI 4000.19 or This Instruction.

1.4.1. Support to DoD contractors. If base support is required beyond what is identified in a Request for Proposal (RFP) or contract, the offerer or contractor formally requests the specified base support be incorporated into the RFP or contract. The request is submitted to the Contracting Officer who issued the contract or RFP. If the Contracting Officer agrees to the request, then it is documented in a contract not a support agreement. MOAs, MOUs or Support Agreements will not be used to amend or change contracts.

1.4.2. Agreements In Lieu of War or Contingency Plans. Support agreements are not a suitable means to document support for war, Operations Other Than War (OOTW) or exercise requirements, which should be documented in the appropriate plan (e.g. support/operational/ deployment plans).

1.4.3. Does not apply to agreements covering grants, international agreements, commercial activities, or acquisitions under the Federal Acquisition Regulation (FAR).

Chapter 2

FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

2.1. MAJCOM

2.1.1. Program Manager:

2.1.1. **(USAFE) USAFE Program Manager.** HQ USAFE/A4RI is the USAFE program manager for all support agreements covered in DoDI 4000.19, *Interservice and Intragovernmental Support*, and AFI 25-201.

2.1.1.1. Administers the Command support agreements program.

2.1.1.1. **(USAFE) USAFE Approval Authority.** HQ USAFE approval authority for interservice, interagency, and intraservice support agreements is delegated to the Logistics Readiness Division (HQ USAFE/A4R).

2.1.1.2. Ensures the level of approval authority for support agreements is in accordance with DoDI 4000.19.

2.1.1.2. **(USAFE) Who May Write, Negotiate, and Sign Support Agreements.** The following USAFE units are authorized to write, and negotiate support agreements:

2.1.1.2.1. **(Added-USAFE)** 31st Fighter Wing

2.1.1.2.2. **(Added-USAFE)** 38th Combat Support Wing

2.1.1.2.2.1. **(Added-USAFE)** 38th Munitions Maintenance Group

2.1.1.2.2.2. **(Added-USAFE)** 428th Air Base Group

2.1.1.2.2.3. **(Added-USAFE)** 426th Air Base Squadron

2.1.1.2.2.4. **(Added-USAFE)** 431st Air Base Group

2.1.1.2.2.5. **(Added-USAFE)** 712th Air Base Group

2.1.1.2.3. **(Added-USAFE)** 39th Air Base Wing

2.1.1.2.4. **(Added-USAFE)** 48th Fighter Wing

2.1.1.2.4.1. **(Added-USAFE)** 85th Group

2.1.1.2.5. **(Added-USAFE)** 52nd Fighter Wing

2.1.1.2.6. **(Added-USAFE)** 65th Air Base Wing

2.1.1.2.7. **(Added-USAFE)** 100th Air Refueling Wing

2.1.1.2.8. **(Added-USAFE)** 435th Air Base Wing (to include support provided by 86 Air Wing)

2.1.1.2.9. **(Added-USAFE)** 501st Combat Support Wing

2.1.1.2.9.1. **(Added-USAFE)** 420th Air Base Group

2.1.1.2.9.2. **(Added-USAFE)** 421st Air Base Group

2.1.1.2.9.3. **(Added-USAFE)** 422nd Air Base Group

2.1.1.2.9.4. **(Added-USAFE)** 423rd Air Base Group

2.1.1.2.10. **(Added-USAFE)** 4th Air Support Operations Group

2.1.1.2.11. **(Added-USAFE)** North Atlantic Treaty Organization (NATO) and United States European Command Air Force elements must contact main operating bases directly.

2.1.1.2.11.1. **(Added-USAFE)** USAFE Geographically Separated Unit (GSU) should refer to USAFEI 25-201, *Geographically Separated Unit Support* to determine their Main Operating Base (MOB) for support, contact the MOB directly. Other than USAFE GSU, in USAFE Area of Responsibility (AOR) - work through your parent unit to determine support providers.

2.1.1.2.12. **(Added-USAFE)** Other units should contact HQ USAFE/A4RI for assistance. Support agreements should be approved by the wing commander or equivalent.

2.1.1.2.12.1. **(Added-USAFE)** The Wing Commander may delegate Approval Authority to Mission Support Group commander or equivalent.

2.1.1.3. Elevates impasses that cannot be resolved at MAJCOM level to HQ USAF.

2.1.1.3. **(USAFE) Requests for Changes to AFI 25-201.** Send requests for changes to AFI 25-201, *Support Agreements Procedures*, to HQ USAFE/A4RI.

2.1.1.4. Publishes MAJCOM supplementary guidance to the field.

2.1.1.5. Measures the Command support agreements program

NOTES:

1. HQ 11 WG provides program management responsibility for Air Force Elements (AFELM) and certain designated Field Operating Agencies (FOA).
2. HQ Air Intelligence Agency (AIA), as the Air Force Service Cryptologic Element (SCE), provides program management and oversight to intelligence units providing direct or indirect support to the SCE mission. Will report to Air Combat Command (ACC) SAM.

2.1.2. Financial Management (FM). Provides guidance and training necessary to support financial management personnel and resource managers. Ensures installation Comptrollers accomplish funding annexes, annual budget reviews, and collects reimbursements identified in support agreements.

2.1.3. Manpower:

2.1.3.1. Provides policy and guidance to installation Manpower and Organization Flights for support agreements and related manpower impact assessments.

2.1.3.2. Validates the manpower annex to support agreements and initiates action to ensure transfer of the agreed to manpower resources from or to the appropriate MAJCOM.

2.1.4. Civil Engineer. Establishes guidance to cover real property sustainment, restoration and modernization, environmental concerns, utilities support, real property services, support, fire protection and crash rescue support, explosive ordnance disposal support, full-spectrum threat response, and other civil engineer issues in MAJCOM instructions as necessary.

2.1.5. Security Forces. Establishes guidance to cover security concerns in MAJCOM instructions as necessary.

2.1.6. Other Functional Managers. Establish guidance to be included in MAJCOM instructions as necessary.

2.2. Installation Supplier Support Agreement Manager (SAM).

2.2. (USAFE) Installation Supplier Support Agreement Manager (SAM). Subordinate Unit SAM Responsibilities. Each unit listed in paragraph 2.1.1.2. will appoint a support agreements manager for the support agreements program and ensure they and subordinate activities comply with this supplement. The SAM responsibilities are normally delegated to Logistics Readiness Squadron, Logistics Readiness Flight. The SAM will furnish a copy of a letter of designation for both primary and alternate, including name, rank, functional address symbol, telephone number, facsimile number, and date of estimated return from overseas (DEROS), to HQ USAFE/A4RI.

2.2.1. The supplier SAM:

2.2.1.1. Is OPR for the support agreements program at the installation level.

2.2.1.2. Administers the support agreements program and prepares support agreements according to DoDI 4000.19, AFPD 25-2, this AFI and higher headquarters guidance.

2.2.1.3. Distributes receiver requests for support to functional areas for review, coordination, and acceptance.

2.2.1.4. Tasks Functional Area Agreement Coordinators (FAACs) to provide specific provisions, identify direct incremental reimbursable costs, and, in conjunction with the servicing Manpower and Organization Flight, provide manpower figures.

2.2.1.5. Establishes procedures to prevent unnecessary delays in negotiating, revising, and reviewing support agreements.

2.2.1.6. Assists their installation's Geographically Separated Units (GSUs) and Air Force Elements (AFELMs) in developing their support agreements, if they have no SAM.

2.2.1.7. Compiles the approved specific provisions, manpower requirements, and funding responsibilities into a final agreement.

2.2.1.8. Assisted by financial and manpower representatives, provides initial and ongoing training to FAACs and maintains training documentation. The SAM may invite receiver units to attend functional manager training with supplier FAACs and other agencies.

2.2.1.9. Maintains a current list of supplier FAACs, which have been appointed in writing.

2.2.1.10. Is responsible for maintaining a continuity folder and copies of all agreements (i.e. hard-copy or electronic).

2.2.2. (Added-USAFE) Additionally, each USAFE SAM will:

2.2.2.1. **(Added-USAFE)** Maintain a matrix showing all agreements for which they are either supplier or receiver. SAMs will forward a copy of the support matrix to HQ USAFE/A4RI, Support Agreement Management System (SAMS) quarterly: 1 Oct, 1 Jan, 1 Apr, and 1 Jul.

2.2.2.1.1. **(Added-USAFE)** The unit determines their currency rate using only the agreements in which they are the supplier. The currency rate is determined using the following formula:

$$\frac{\text{\# of agreements that are current}}{\text{\# of agreements in which the unit is the supplier}} = \text{Currency Rate}$$

2.2.2.1.2. **(Added-USAFE) EXAMPLE:** A unit has 24 total agreements in which they are the supplier or receiver. Of the 24, they are the supplier for 15. During a recent review, the SAM found that 5 of the 15 agreements were current. The equation will look like this:

$$\frac{5}{15} = 33.3\%$$

2.2.2.2. **(Added-USAFE)** Serve as the single point of contact for agreement matters.

2.2.2.3. **(Added-USAFE)** Research appropriate directives when establishing a new agreement and during reviews and revisions to existing agreements.

2.2.2.4. **(Added-USAFE)** Ensure compliance with applicable directives when establishing a new agreement and during reviews and revisions to existing agreements.

2.2.2.5. **(Added-USAFE)** Maintain a complete and current file of all intraservice, interservice, and command-to-command MOAs that apply to the unit.

2.2.2.6. **(Added-USAFE)** Provide an annual agreements program briefing or orientation to the appropriate commander. At a minimum, the briefing should detail the agreements program status and ensure the commander is aware of resources provided to or received from other units.

2.2.2.7. **(Added-USAFE)** Maintain or have access to the directives listed in [Attachment 11 \(Added\)](#).

2.2.2.8. **(Added-USAFE)** For support agreements involving beddown of a Non Air Force unit, organization or mission on Air Force real property - ensure compliance with, and approval according to AFI 10-503, *Base Unit Beddown Program* has been accomplished through proper channels before the support agreement is signed.

2.3. Installation Receiver SAM.

2.3.1. The receiver SAM:

2.3.1.1. Provides an accurate assessment of support needs to the supplier.

2.3.1.2. Provides a single point of contact for coordinating support agreements. If a MAJCOM has more than one receiver unit located on the installation, then one receiver SAM may be identified to represent all of that MAJCOM's units on the installation.

2.3.1.3. Prevents unnecessary delays in negotiating, revising, and reviewing support agreements.

2.4. Supplier Functional Area Agreement Coordinator (FAAC).

2.4.1. The FAAC:

2.4.1. **(USAFE) FAAC Responsibilities.** Functional area agreement coordinators (FAAC) will:

2.4.1.1. Provides and reviews the specific provisions and terms relating to his or her functional area to ensure that a clear understanding of the required support is documented and that sufficient information is contained to determine the impact of providing the requested support.

2.4.1.1. (USAFE) Maintain or have access to DoDI 4000.19, AFD 25-2, *Support Agreements*, and AFI 25-201.

2.4.1.2. Negotiates all required changes to specific provisions and terms with receiver's FAAC.

2.4.1.2. (USAFE) Serve as the unit's single point of contact for support agreements.

2.4.1.3. Ensures impasses are worked through functional channels.

2.4.1.3. (USAFE) Maintain a file of all support agreements, which affect their functional area.

2.4.1.4. Contacts the servicing Manpower and Organization Flight and assists in determining manpower requirements for support requested.

2.4.1.4. (USAFE) Establish controls to prevent unnecessary delays in coordinating support agreements. Ensure suspense's are met.

2.4.1.5. Provides the required data to Financial Management (FM)/Unit Resource Advisor for development of unit cost factors for relevant categories of support. A suggested method is the Support Agreement Manpower/Cost Data Sheet illustrated at [Attachment 8](#).

2.4.1.5. (USAFE) Ensure requested support does not duplicate or conflict with pertinent directives.

2.4.1.6. Ensures billing for reimbursable support is submitted to the FM or Defense Finance and Accounting Service (DFAS) on a timely basis.

2.4.1.6. (USAFE) Be appointed by the unit commander in writing not later than 90 days prior to current FAAC's DEROS.

2.4.1.7. Reviews agreements, at least annually, as part of the annual budgeting process to assess reimbursement requirements. Identifies to FM significant changes in factors affecting the cost of providing support.

2.4.1.7. (USAFE) Be trained by installation SAM not later than 90 days after appointment.

2.4.1.8. Participates in the relevant specialist aspects of the SAM's support agreement training program.

2.4.1.9. Returns inputs in the format required by the SAM.

2.4.1.10. Informs the SAM of any changes that affect support agreements.

2.5. Installation Manpower and Organization Flight.

2.5.1. The Manpower and Organization Flight reviews all support agreements for manpower impact:

2.5.1.1. If there is a manpower impact, determines its size in conjunction with the supplier FAACs. Documents the required manpower in a manpower annex and certifies it by signing the annex.

2.5.1.2. If there is no manpower impact, enters "No additional manpower is required to support the receiver" and signs in DD Form 1144, Block 11 (General Provisions).

2.5.1.3. After approval and signature by supplier and receiver, forward the signed agreement with manpower annex to the MAJCOM Manpower and Organization Division for validation and transfer of required manpower.

2.5.1.4. Assists FM in cost factor development in areas involving labor (e.g., man-hours/man-years).

2.5.1.5. Assists the SAM in the manpower aspects of support agreements training.

2.6. Installation Financial Management/Comptroller (FM).

2.6.1. The FM is an essential part of a successful agreements program and is tasked with the overall coordination of support agreements for financial impacts. Responsibilities include:

2.6.1.1. Accomplishes the annual budget review and reviews reimbursements collected compared to actual support agreement calculations and billings. Ensure this review is documented to include findings and ensure documentation is forwarded to the SAM for inclusion in the support agreement file.

2.6.1.2. Ensures that appropriate costing of activities by the FM resource management system is included in the budget process.

2.6.1.3. Identifies funding responsibilities in support agreements as per DoDI 4000.19 and AFI 65-601, Volume 1, Chapter 7, Budget Guidance and Procedures.

2.6.1.4. Assists the SAM in providing support agreements training.

2.6.1.5. Ensures that the receiver's reimbursable and non-reimbursable direct incremental cost requirements are included in the supplier's annual financial plan.

2.6.1.6. Works with DFAS organizations to ensure the accomplishment of actual billing and collection for support provided, and to provide appropriate accounting services.

2.6.1.7. Provides financial advice to all parties involved in the agreements process.

2.6.2. **(Added-USAFE) Financial Analysis Division Responsibilities.** The financial analysis division:

2.6.2.1. **(Added-USAFE)** Has overall responsibility for all costing efforts related to support agreements. Receives from FAAC all cost related inputs for categories of support, to include manpower requirements, and prepares a cost documentation package; ensuring funding responsibilities for each category of support are properly aligned.

2.6.2.2. **(Added-USAFE)** Provides information and training to FAACs. Provide training upon an individual's initial assignment as a FAAC. Provide unit refresher training on an annual basis.

2.7. Installation Environmental Planning Function

2.7.1. The Environmental Planning Function makes sure any and all environmental concerns are covered in support agreements. It reviews all agreements with base tenants to ensure conformity to environmental laws and compliance with the environmental impact analysis process. If the document affects the environment, then the Environmental Planning Function will perform those actions required under law, regulation or instruction, and annotate Block 11 of the DD Form 1144 accordingly.

2.8. Installation Security Forces.

2.8.1. The Security Forces reviews all agreements to ensure force protection, resource protection, weapon system security, information security, personnel security, industrial security, weapons storage, law enforcement, and related security services are addressed in support agreements. **Attachment 2**, A.2.1 annotate Block 11 of DD Form 1144 accordingly.

2.9. Installation Staff Judge Advocate (SJA)

2.9.1. The installation SJA will review all support agreements prior to approval to ensure legal sufficiency.

2.10. Disposition of Support Agreements.

2.10.1. Use AFMAN 37-139, Records Disposal Schedule, to maintain records.

Chapter 3

SEEKING SUPPORT AND WAIVERS

3.1. Seeking Support.

3.1.1. Circumstances which may cause commanders to seek support include:

- 3.1.1.1. Additions to existing role or mission.
- 3.1.1.2. Unplanned loss of an existing source of support (e.g. natural disaster).
- 3.1.1.3. Similar or identical functions being duplicated by nearby DoD components or other federal agencies.
- 3.1.1.4. Improved economy or efficiency of operation.
- 3.1.1.5. The closest Air Force installation to an Air Force GSU should provide base support, regardless of parent MAJCOM.
- 3.1.1.6. Consolidation of functions.
- 3.1.1.7. Base Realignment and Closure.
- 3.1.1.8. AFELMs, which need Air Force-unique support, that non-Air Force suppliers cannot provide (e.g. Military Personnel Flight Services, USAF unique uniform)

3.2. Development of Support Agreements.

3.2.1. Air Force organizations will develop support agreements with receivers of that support. The following general rules apply:

- 3.2.1.1. An agreement should normally cover only one receiver, but more than one receiver can be included if they are funded from the same source as long as the funding source, as identified in Block 11c, is the same.
- 3.2.1.2. Separate agreements are required for each different supplier.
- 3.2.1.3. If two organizations both supply and receive support to and from each other, then separate agreements should be developed.
- 3.2.1.4. Air Force organizations should provide support to other Air Force or DoD organizations when requested, subject to the commander's determination that the organization has the capability to do so without jeopardizing assigned missions.
- 3.2.1.5. The support provided to receivers should be equivalent to the standard level of support defined and furnished by the supplier to its own mission, unless otherwise requested or agreed to by the receiver.
- 3.2.1.6. The provision of small-scale recurring support may not always justify the administrative effort and expense of preparing a full support agreement. In such cases, the agreement approving authority may waive the need to prepare a formal agreement but SAMs should still retain a written record of details to ensure continuity for the arrangement.

3.2.2. MAJCOMs need to ensure the AFRC and the ANG receive the same level of support as other Air Force tenant organizations on their installations. This includes but is not limited to:

- 3.2.2.1. Base level support services
- 3.2.2.2. Annual tours
- 3.2.2.3. Unit training assemblies
- 3.2.2.4. Peacetime training in all areas
- 3.2.2.5. Weekend operations

3.3. Waivers to Support.

3.3.1. Requests for a waiver to permit duplication of support functions are appropriate if:

- 3.3.1.1. It is more economical
- 3.3.1.2. Provision of support is physically impractical
- 3.3.1.3. Wartime requirements dictate duplication of facilities or functions

3.3.2. ANG and AFRC receivers do not require a duplication waiver if their requirement is based on a wartime mission of their gaining MAJCOM.

3.3.3. To obtain a waiver, the receiving MAJCOM should send a waiver request to the supplying MAJCOM, including confirmation of whether or not the receiving MAJCOM accepts responsibility for the financial and manpower costs of supporting the waiver. The receiving MAJCOM then requests the waiver from HQ USAF/ILGC. If approved, the waiver will normally be valid for three years and a copy of it should be attached to the relevant support agreement.

Chapter 4

SUPPORT AGREEMENT DOCUMENTATION PROCEDURES

4.1. Identifying the Requirement.

4.1.1. The potential receiver identifies support requirements to the proposed supplier by official correspondence and if possible, sets up a face-to-face meeting to clarify respective requirements and capabilities, including mission, equipment types, and personnel. Typical questions to be resolved include:

4.1.1.1. How will the potential receiver request support from the supplier?

4.1.1.2. Who will receive the support?

4.1.1.3. What type and level of support will be required?

4.1.1.4. Are there non-standard conditions related to the request for support?

4.1.1.5. What is the objective or mission supported?

4.1.1.6. When will the support be provided?

4.1.1.7. Have all support categories been considered?

4.1.1.8. Where will the support be provided?

4.1.1.9. Does the receiver have any contracts with contractors where the government has agreed to provide base support?

4.1.1.10. Does the receiver have an existing Requirements Contract that precludes supplier from providing requested support or duplicate services already provided in the contract?

4.1.2. Any doubts as to exactly what support is needed must be clarified before the support agreement is approved.

4.2. Drafting - Support Responsibilities.

4.2.1. The SAM ensures population, equipment, and aircraft requiring support are identified and defined.

4.2.2. The supplier SAM prepares a draft agreement to identify support, using the support category listings found in Enclosure 6 to DoDI 4000.19 and **Attachment 5** to this AFI. Categories not included in previously cited references must be approved by MAJCOM.

4.2.3. All affected parties, including the receiver and supplier's functional areas should review and coordinate the draft agreement. SAMs should ensure that their FAACs fully understand the implications of the agreement in their respective areas and note that questions on the capability to support the receivers are best coordinated directly between FAACs and receivers.

4.2.4. SAMs should ensure that all attachments to support agreements are listed in Block 11 of the DD Form 1144.

4.2.5. The SAM ensures specific provisions in all support agreements are identified and defined.

4.3. Drafting - Financial Responsibilities.

- 4.3.1. The local FM assists support providers in identifying what the receiver pays for, including its basis and estimated reimbursements, on the DD Form 1144 and its funding annex (See Attachment 9 – Support Agreement Reimbursement Matrix).
- 4.3.2. FM and DFAS organizations will detail all costs billed to the receiver to include the following:
 - 4.3.2.1. Relevant support categories.
 - 4.3.2.2. Computation details of the reimbursables.
 - 4.3.2.3. Frequency of billing (e.g. monthly, quarterly, or annually).
- 4.3.3. Interservice and Intragovernmental receivers will normally be charged for direct incremental costs only, as per DoDI 4000.19, paragraph 4.6. Reimbursement policy for intraservice agreements is covered by AFI 65-601, Volume I.
- 4.3.4. Local FM personnel will record all reimbursement computations in sufficient detail to provide an audit trail by clearly documenting computation methods, factor sources, and results. In addition, the Funding Annex should include sufficient documentation to satisfy the financial concerns of the receiver. The Funding Annex must include program element code, any statutory limitations applicable to the program element code, funds expiration date for obligated purpose, method of reimbursement, method of recording obligations, and name and phone number of the originator of the document.
- 4.3.5. Reimbursement should be understood to mean the transfer of funds from one agency to another, not the exchange of services.
- 4.3.6. Note that non-standard rules apply to certain 'Providers of Public Goods or Services', 'Mutual Benefits' and other specific exceptions, as detailed at [Attachment 6](#).
- 4.3.7. If current Air Force standard base level accounting systems do not directly correlate identification of incurred expenses with the support categories outlined in DoDI 4000.19, then estimation of anticipated reimbursements should be based on:
 - 4.3.7.1. General and specific provisions of the agreement.
 - 4.3.7.2. Reasonable projections of required levels and amounts of support.
 - 4.3.7.3. Generally accepted cost analysis techniques and principles.

4.4. Drafting - Manpower and Organization Responsibilities.

- 4.4.1. The installation Manpower and Organization Flight identifies required manpower in the manpower annex to support the additional workload. (Suggested format in [Attachment 8](#))
- 4.4.2. The manpower annex will detail the following:
 - 4.4.2.1. Computation method.
 - 4.4.2.2. Man-hour or manpower impact by functional area/support category.
 - 4.4.2.3. Total manpower impact in whole numbers.
- 4.4.3. Current Air Force Functional Account Codes and Air Force Manpower Standards do not correlate to support categories in DoDI 4000.19. Manpower impacts will be based on:
 - 4.4.3.1. Specific provision of the agreement.

4.4.3.2. Air Force Manpower Standards.

4.4.3.2. (USAFE) It is recommended to utilize the “B” factor from the Air Force Manpower Standard (AFMS) equation, when possible, to determine manpower impacts.

4.4.3.3. Management engineering methods (technical estimates, good operator timing, position manning, operational audits, etc).

4.4.4. The man-hours required to support the additional workload will be totaled and the manpower will be computed using the Man-hour Availability Factor. The Manpower and Organization Flight will document and maintain on file all computations in sufficient detail to provide an audit trail of required manpower.

4.4.5. Interservice Support Agreements causing a manpower impact need to be worked between the Manpower staffs of Headquarters Air Force and the affected service.

4.5. Contract Provided Support.

4.5.1. When a receiving unit requests support that is provided to the supplier via a base support contract, a formal support agreement is necessary. Base contract support costs are reimbursable IAW DoDI 4000.19, paragraph 4.6 and AFI 65-601, Vol. 1, as applicable.

4.5.2. Each functional category provided by a base contractor will be documented in broad, general terms IAW enclosure 6 to DoDI 4000.19, or **Attachment 5** to this AFI, or the supplier’s support capability catalog.

4.5.3. Neither specific reference to the supporting contract number nor detailed wording contained in the contract will be included.

4.5.4. Receiving activity requests for changes in support must be routed through the SAM and forwarded to the appropriate Point of Contact (POC) for contract impact review. Contract modification costs resulting from receiving activity requests are the responsibility of the receiving activity.

4.5.5. To prevent the appearance of impropriety, the contractor will not serve as the FAAC for the contractor provided support.

Chapter 5

SUPPORT AGREEMENT PROCESSING AND REVIEW PROCEDURES

5.1. Preparing and Revising Agreements.

5.1.1. When a new agreement, revision, review, waiver, or termination is required, SAMs should ensure all relevant functional offices are notified and to this end they must retain POC details for all offices involved. An agreements processing flow chart for the process is at [Figure 5.1](#).

5.1.2. When there is a procedural conflict among MAJCOMs, the supplier MAJCOM procedures will take precedence, as long as the supplier MAJCOM procedures do not significantly impact the receiver's mission.

5.2. Coordination.

5.2.1. Coordination guidelines are as follows:

5.2.1.1. SAMs produce the initial or revised draft of an agreement and then ensure it is coordinated in writing by all parties concerned (See [Attachment 7](#)).

5.2.1.2. SAMs staff the agreement to Manpower, Financial Management, the Staff Judge Advocate (SJA), the Environmental Planning Function, and Security Forces for coordination and DD Form 1144 continuation statements, and signatures, as appropriate. However, the JA review will occur after all other coordination comments have been made and appropriate changes incorporated. [Figure 5.2](#) shows the manpower review process.

5.2.1.3. SAMs should check the completed coordination sheets for errors or changes that may create an impasse and transfer any amendments into the master draft agreement.

5.3. Approval and Signature.

5.3.1. The SAM:

5.3.1.1. Prepares a letter to transmit a copy of the final draft support agreement to the supplier Comptroller for approval signature.

5.3.1.2. Prepares a letter transmitting the original agreement to receiver. This letter should explain any apparent anomalies and their rationale. If receiver requests further changes, then renegotiate the disputed issues and, after legal review of any substantive changes, have the approving official sign and return the original agreement.

5.3.1.3. Obtains final approval signature. Insert the date of Supplier Approving Official's signature in Block 3 (effective date) of the DD Form 1144 unless otherwise stated in Block 11.

5.3.1.4. Determines the number of copies required and forwards them to the parties concerned.

5.3.1.5. Consolidates correspondence and coordination that documents significant changes, and retains it for the next review cycle.

5.4. Review and Revision of Support Agreements.

5.4.1. Annual FM Budget Review.

5.4.1.1. Ensures continued accuracy of estimated reimbursement charges and coincides with budget lead-time requirements and Financial Plan preparation.

5.4.1.2. Does not involve a renegotiation unless there are significant changes in support requirements.

5.4.1.3. Reviews estimated support requirements prior to the annual budget submission. A revised Funding Annex (if required), signed by both supplier and receiver FMs, will then be forwarded to the SAM to be included as an attachment to the agreement.

NOTE: There is no need to route the agreement through the final approval authorities. **Figure 5.3.** shows an Annual Budget Review flow chart of the process.

5.4.2. Triennial Review.

5.4.2.1. A triennial review consists of the agreement being reviewed in its entirety, by all applicable FAACs. If the agreement requires significant changes, it is updated with new or revised standard terms, and approved as per the original (requires new signatures). If, after complete FAAC review, the agreement does not require significant changes, a letter is sent to the supplier or receiver to identify that a review was completed with no significant changes required. At that time a triennial (or major) review is considered complete and only the effective date in Block 3 of the DD Form 1144 is updated (no new signatures required).

5.4.2.2. A triennial review is initiated by the supplier SAM at least 120 days from the 3 year anniversary of the agreement's effective date. However, MAJCOMs are authorized to defer triennial reviews if a major review has been completed in the interim, in which case the three-year period will begin from the date of the last major review. The agreement should be completed by the review date.

5.4.2.3. SAMs ensure that all FAACs review standard levels of support, basis for reimbursement, and estimated reimbursements to determine whether they are still current and that the triennial review is documented.

5.4.2.4. When an agreement is re-accomplished by a triennial review with significant changes and new signatures, Blocks 1, 2, and 3 of DD Form 1144 will be changed accordingly. The supplying activity address code and sequential number will normally remain the same as long as the agreement is in existence.

5.4.2.4.1. **(Added-USAFE)** The USAFE goal for currency rate is 95 percent.

5.4.2.5. MAJCOMs are authorized to waive triennial reviews for their installations which are within two years of closure.

5.4.2.6. MAJCOMs are authorized to waive triennial reviews for support agreements serviced 100 percent by BOS contractors. Review dates will be established that precede development of the new contract's Statement of Work (SOW), normally 9 months prior to contract expiration. At a minimum, frequency between reviews shall be limited to a maximum of 5 years.

5.4.3. Minor Revisions. Minor pen and ink changes, including non-substantive modifications, may be made by mutual agreement provided they do not significantly affect manpower or funds.

5.5. Resolving Impasses.

5.5.1. As a general rule, impasses should be resolved at the lowest possible level and only elevated to higher authority when the local negotiation process is exhausted. The following rules apply:

5.5.1.1. If an impasse concerning an overall agreement cannot be resolved between the supplier and receiver within a reasonable amount of time, then both SAMs pass details to their MAJCOM counterparts for resolution.

5.5.1.2. If an impasse relating to a specific support category cannot be resolved at installation level then both FAACs pass details to their MAJCOM counterparts for resolution with copies to their installation SAMs and MAJCOM support agreement program managers. Omit the impasse category of support from the support agreement and include the following statement in DD Form 1144, Block 11, and General Provisions that "Due to an impasse in negotiating support for category XXXX, this agreement is being processed with an impasse."

5.5.1.3. MAJCOMs should advise HQ USAF/ILGC of any formal impasse outstanding for more than 180 days.

5.5.1.4. Upon resolution of an impasse, correspondence documenting the resolution process will become part of the agreement file.

5.6. Reduction, Modification or Termination of Support.

5.6.1. If an agreement is unilaterally terminated, suspended or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification.

5.6.2. The supplier FAAC will ensure that final charges for support are submitted NLT 90 days after receipt of notification of termination of support.

5.6.3. Installation SAMs are to notify HQ USAF/ILGC, through their MAJCOM SAMs, prior to the issue of any unilateral termination notice.

5.7. Form Prescribed. DD Form 1144, *Support Agreement*.

Figure 5.1. Suggested Agreement Process Flow Chart

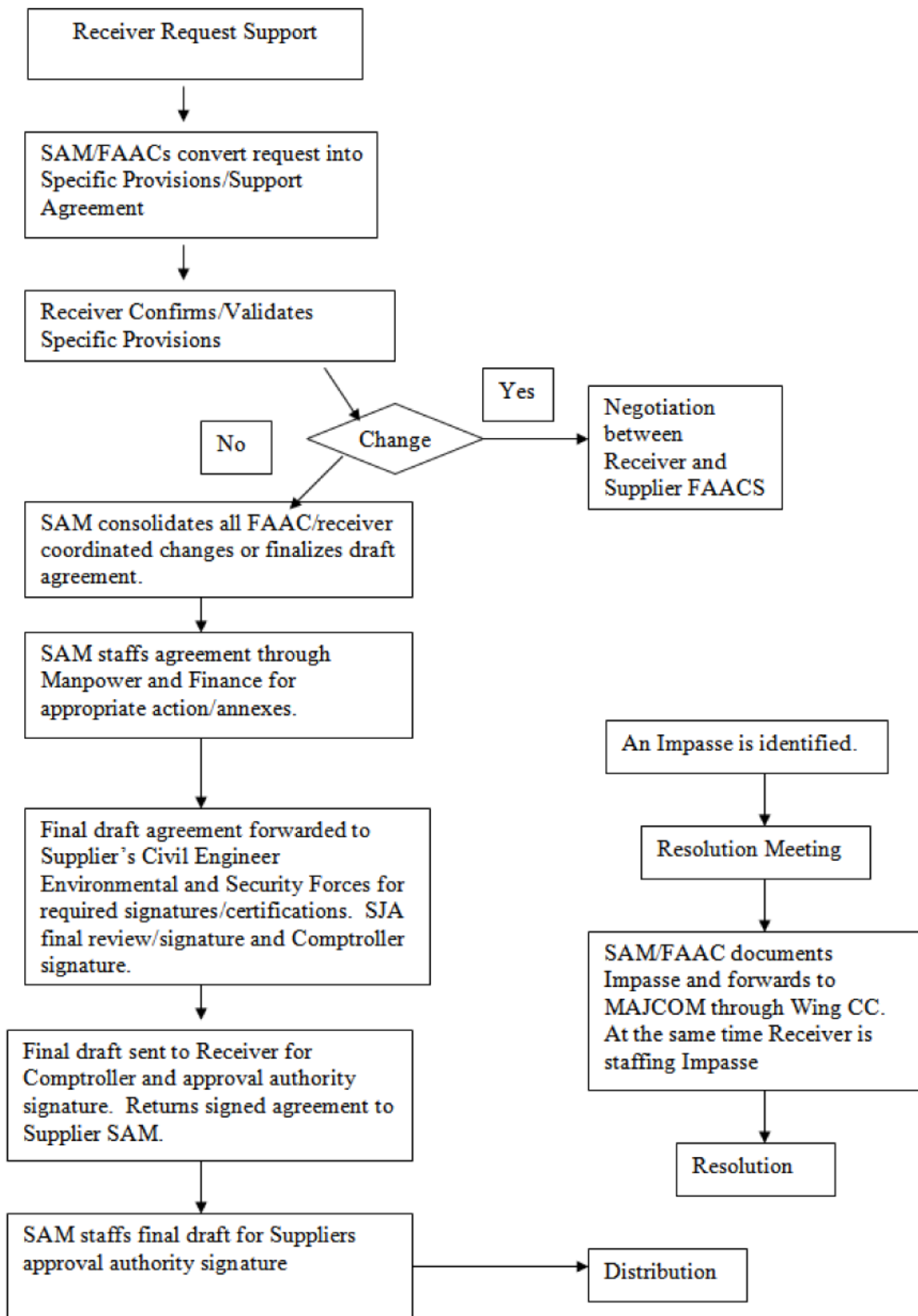


Figure 5.2. Suggested Agreement Process Flow Chart

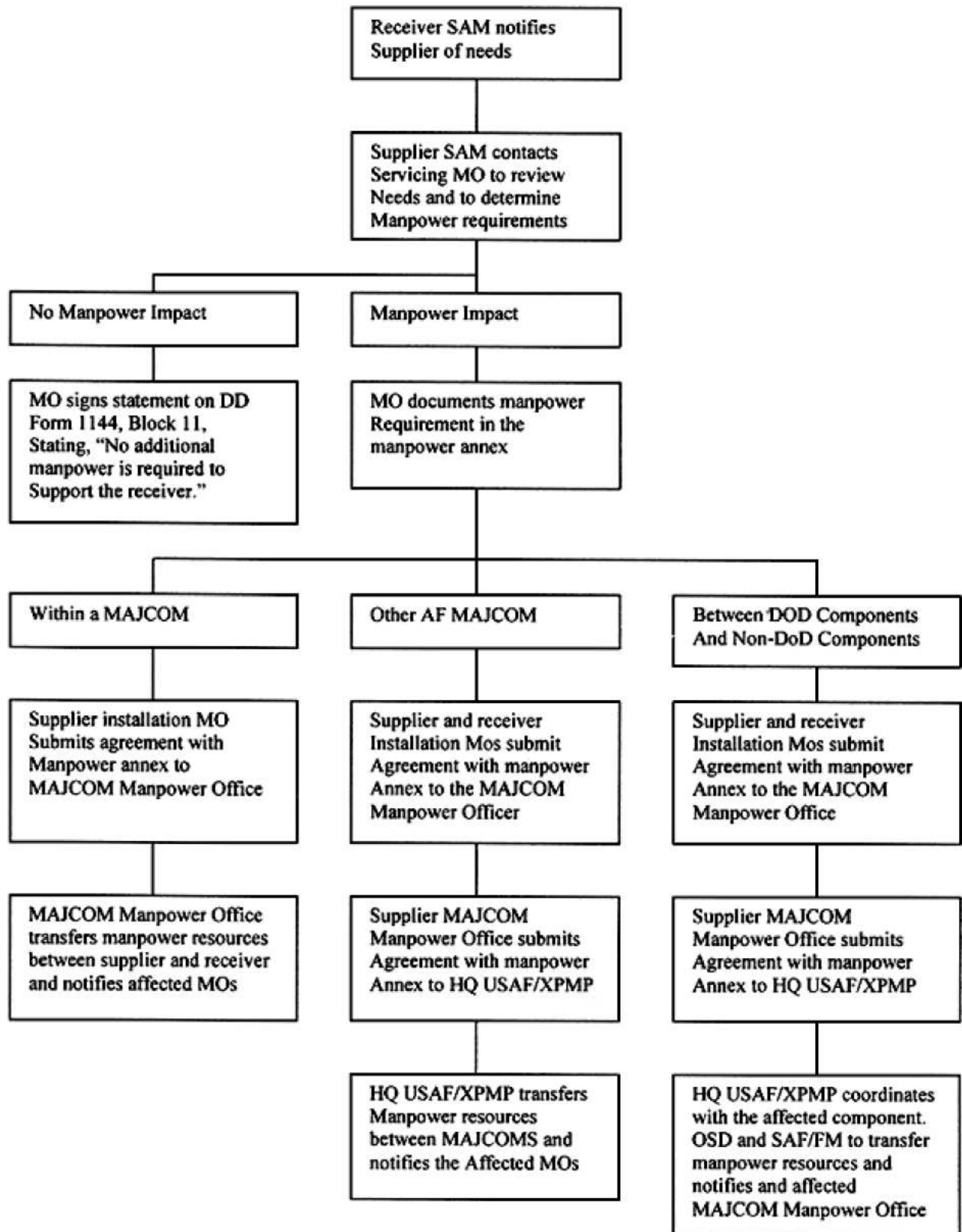


Figure 5.3. Annual FM Review Flow-Chart

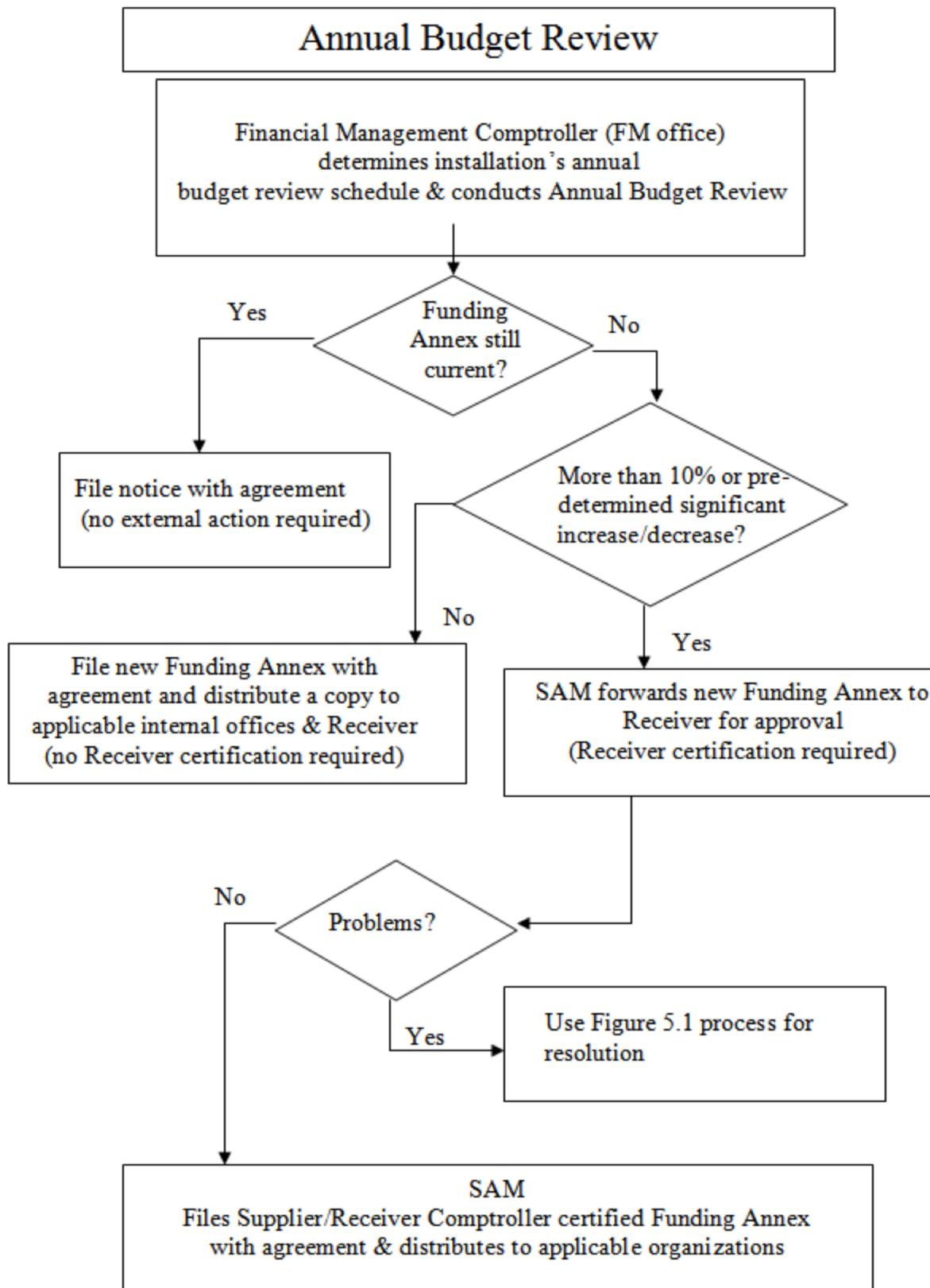


Figure 5.4. Intra/Interservice Funding Annex (Suggested Format).

(Suggested Format)	FB9999-05009-210		
a. CATEGORY OF SUPPORT	b. BASIS FOR COSTING	c. ESTIMATE	REIM COST
Communication Services	Alpha/Numeric field	*NON-REIM	\$ 5,302.57
	Toll charges		
	Actual equipment cost		<45,970.00>
Mail Postage	Metered Mail	**\$1,000.00	
Supply Services	Actual cost (Receiver provides MIPR directly to Supply Squadron)***		<9,056.16>
Vehicle Support	Maintenance records form		14,380.36
<p>*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver. (Should the receiver relocate to another installation, the supplier's costs would be reduced).</p>			
<p>**If over \$10,000 annually, item becomes reimbursable.</p>			
<p>***One-time charges are not included in annual totals.</p>			
<p>Certified by: (Date)</p>			
<p>Certifier's signature block</p>			
TOTAL	\$ 1,000.00		\$ 19,682.93

Donald J. Wetekam, Lt General, USAF
DCS/Logistics

(USAFE)

JAY H. LINDELL, Brigadier General, USAF
Director of Logistics

Attachment 1**GLOSSARY OF REFERENCES, AND SUPPORTING INFORMATION*****References***

DODI 4000.19, Interservice and Intragovernmental Support.

DODD 1400.16, Inter-Departmental Civilian Personnel Administration Support

DODD 3025.1, Military Support to Civil Authorities (MSCA).

DODD 3200.11, Major Range and Test Base Facility (MRTFB).

DODD 5010.16, Defense Management Education and Training Program.

DODD 5136.12, Tricare Management Activity (TMA).

DoD 4500.36-R, Management, Acquisition, and Use of Motor Vehicles.

DoD 4525.8-M, DoD Official Mail Manual.

DoD 7000.14-R, Vol. 11A, chpt. 1, Department of Defense Financial Management Regulations (FMRS)

AFI 10-802, Military Support to Civil Authorities.

AFI 21-124, Oil Analysis Program.

AFI 24-301, Vehicle Operations

AFI 24-302, Vehicle Management

AFI 32-1021, Planning and Programming Military Construction (MILCON) Projects.

AFI 32-1032, Planning and Programming Appropriated Funded Maintenance Repair, and Construction Projects.

AFI 32-6001, Family Housing Management.

AFI 33-115 Vol. 1, Network Operations (NETOPS).

AFI 34-242, Mortuary Affairs Program

AFI 36-1201, Discrimination Complaints.

AFI 36-2706, Military Equal Opportunity (MEO) Program.

AFI 65-601 Vol. 1, Budget Guidance and Procedures.

AFMAN 15-125, Weather Station Operations.

AFMAN 37-123, Management of Records.

AFMAN 37-139, Records Disposition Schedule.

AFPD 25-2, Support Agreements.

Abbreviations and Acronyms

AFELM—Air Force Element

AFRC— Air Force Reserve Command

AIA—Air Intelligence Agency
ANG— Air National Guard
BOS—Base Operating Support
ESP—Expeditionary Site Plan
DFAS—Defense Finance and Accounting Service
DWCF—Defense Working Capital Fund
FAAC—Functional Area Agreement Coordinator
FAR—Federal Acquisition Regulation
FM—Financial Management
FOA—Field Operating Agency
GSU—Geographically Separated Unit
IAW—In Accordance With
MAJCOM—Major Command
MO—Manpower Office
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
NAF—Numbered Air Force
OPR—Office of Primary Responsibility
PACAF—Pacific Air Force
POC—Point of Contact
RDS—Records Disposition Schedule
RFP—Request for Proposal
SAM—Support Agreement Manager
SAMS—Support Agreement Management System
SCE—Service Cryptologic Element
SJA—Staff Judge Advocate
SLA—Service Level Agreements
SOW—Statement of Work

Terms

Air Force Element (AFELM)—Identifies Air Force personnel on duty with agencies outside the Department of the Air Force that are the “Air Force Element” of the agency where they perform duty. An AFELM is not a constituted unit.

Annual Budget Review—A review, prior to submission of the annual budget submission, when

installation level financial and functional resource managers review the accuracy of reimbursement charges. This data is used in the computation of future budget requirements.

Approval Authority—An individual authorized to commit resources for the supplier/ receiver.

Basis for Reimbursement (block 7.b on DD Form 1144)— A dollar value for a defined unit of service (e.g., \$50 annually per square foot of occupied office space, \$50 monthly per assigned military personnel, \$800 per each occurrence). Calculations used to determine the basis for reimbursement are recorded in block 12.

Base Operating Support—Base Operating Support is the total support infrastructure for a given unit that supports the mission of an operational infrastructure.

Defense Working Capital Fund (DWCF)— A revolving fund established to finance inventories of supplies and other stores, or to provide working capital for industrial-type activities.

Functional Area—An area of an organization that performs specific duties within a broader operation, such as logistics, civil engineers, operations, etc.

Funding Annex— Financial document which reflects both reimbursable and non-reimbursable costs for an individual agreement. The Supplier's Comptroller prepares the annex.

General Provisions—Exceptions or additions to printed provisions required by Block 11, DD Form 1144.

Geographically Separated Unit (GSU)—Any Air Force unit separated from its servicing military personnel flight beyond a reasonable commuting distance.

Manpower Annex—A part of the support agreement used to document the manpower impact. The Supplier's Manpower and Organization Flight prepares this annex.

Manpower Impact—The measured change in a workcenter's manpower requirement resulting from the implementation of a support agreement.

Memorandum of Agreement (MOA)—Memorandums that define general areas of conditional agreement between two or more parties – what one party does depends on what the other party does (e.g., one party agrees to provide support if the other party provides the materials).

Memorandum of Understanding (MOU)—Memorandums that define general areas of understanding between two or more parties – explains what each party plans to do; however, what each party does is not dependent on what the other party does (e.g., does not require reimbursement or other support from receiver).

Receiver—An activity, normally a tenant, which receives support from a supplier.

Recurring—Recurring support in reference to formal support agreements documented on a DD Form 1144 is support that continues for a minimum of one year.

Significant Change (in support requirements)—A change in the amount, level or frequency of requirements which would require budget/manpower reprogramming over and above inflation.

Specific Provisions—Support responsibilities negotiated between the supplier and receiver and detailed in Block 12, DD Form 1144.

Standard Level of Support—The level of support provided to receivers, which is equivalent to the standard defined and furnished by the supplier to its own mission.

Supplier—An activity, normally the host, which provides support to receivers.

Supplier Address Activity Code—The first series of the number (FB9999) is the supplier address activity code of the supplying activity.

Support Agreement—A completed DD Form 1144 which documents the support a supplier provides a receiver, and the reimbursement the receiver will pay for that support.

Support Agreement Manager (SAM)— OPR for the support agreements program.

Triennial Review—A complete review of an existing support agreement completed at intervals of no more than three years.

Attachment 1 (USAFE)**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 3025-13, *Employment of Department of Defense Resources in Support of the United States Secret Service*

DoD 5120.20, *Armed Forces Radio & Television Service (AFRTS)*

DoD FMR 7000.14-R Volume 5, *Disbursing Policy and Procedures*

AFI 10-503, *Base Unit Beddown Program*

AFJI 15-157, *Weather Support for the U.S. Army*

AFI 25-301, *Acquisition and Cross-Servicing Agreement (ACSA) between the United States Air Force and other Allied and Friendly Forces*

AFI 25-201, *Support Agreements Procedures*

AFJI 34-211, *Army and Air Forces Exchange Service General Policies*

AFI 36-3105, *Red Cross Activities within the Air Force*

AFMAN 37-123, *Management of Records*

AFI51-701, *Negotiating, Concluding, Reporting and Maintaining International Agreements*

AFI51-1201, *Alternate Dispute Resolution in Workplace Disputes*

USAFEI 25-201, *Geographically Separated Unit Support*

29 CFR 29 1614, *Code of Federal Regulation Federal Sector Equal Employment Opportunity*

EEOC MD 110, *Equal Employment Opportunity Commission*

Abbreviations and Acronyms

COMPES—Contingency Operations Mobility Planning Execution System

DEROS—Date of Estimated Return from Overseas

DCAPES—Deliberate and Crisis Action Planning and Execution Segments

FAAC—Functional Area Agreement Coordinator

ISA—Interservice Support Agreement

MANPER-B—Manpower and Personnel System - Base Level

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

NATO—North Atlantic Treaty Organization

SAM—Support Agreement Manager

USAFE—United States Air Forces in Europe

Addresses

HQ USAFE/A4RI

Unit 3050 Box 105

APO AE 09094-0105

Attachment 2**COMPLETION OF DD FORM 1144****A2.1. Completion of DD FORM 1144 By Block Number.**

Block 1: Agreement Number (FB9999-99001-001). The first series of alpha-numeric characters (FB9999) is the Supplier Activity Address Code of the supplying activity. The second series of numbers is the ordinal date consisting of the Year and Julian Date (99001). The third series of numbers (0001) represents the sequential agreement number assigned by the supplying activity.

Block 2: Superseded Agreement No. This is the old agreement number that this new one replaces, if applicable.

Block 3: Effective Date. This is the date of the supplier approval signature, or date of last major review and the date from which triennial reviews are calculated.

Block 4: Expiration Date. Normally the expiration date will be indefinite but a specific date may be agreed upon. If so, the rationale for expiration should be included in Block 11. General Provisions.

Block 5a: Supplier Name and Address. Enter the name of the supplier followed by the SAM's unit, office symbol, building with room number, postal address and zip code. **Block 5b:** Supplier Major Command. Enter MAJCOM or agency name (e.g., ACC, AMC, PACAF, etc.).

Block 6a: Receiver Name and Address. Enter the name of the receiver followed by the SAM's unit, office symbol, building with room number, postal address and zip code. **Block 6b:** Receiver Major Command. Enter MAJCOM or agency name (e.g., DoD Schools, AAFES, DeCA, etc.).

Block 7a: Support. Enter the applicable category of support. Funds are not transferable for non-reimbursable categories; however, DD Form 1144 documentation is required. If additional space is required to identify support requirements place an "X" in the block "Additional Support Requirements Attached".

Block 7b: Basis for Reimbursement. Total Estimated Reimbursement and Total Estimated Non-Reimbursement.

Block 7c: Estimated Reimbursement. Enter the estimated cost to be reimbursed to the supplier. If actual costs are known, enter them in this block.

Blocks 8a and 9a: Comptroller Signature. Enter the typed name and grade of the Comptroller. Signature may be placed over the typed entry.

Blocks 8b and 9b: Date signed. Enter the date the FM signs the agreement.

Blocks 8c(1) and 9c(1): Enter the approving authority's typed name, grade, and title.

Blocks 8c(2) and 9c(2): Enter the approving authority's organization, unit, and office symbol.

Blocks 8c(3) and 9c(3): Telephone Number. Enter the DSN of designated official. Place "DSN" in parenthesis prior to the number (i.e. (DSN) 227-9211). If designated official does not have DSN access, enter the full commercial telephone number including area code.

Blocks 8c(4) and 9c(4): Signature. The completion of these blocks by the supplying and receiving activity approval authorities indicate they concur with and approve of the attached general and specific provisions of the agreement.

Blocks 10a and 10b: Termination. Enter the typed name, rank, and date of the supplier approval authority at the time the agreement is terminated. The approval authority's signature will be entered over the typed name and rank.

Blocks 10c and 10d: Termination. Enter the typed name and rank, and the date of the receiver approval authority at the time the agreement is terminated. The approval authority signature will be entered over the typed name and rank.

Block 11: General Provisions

Line 11b - Enter the full address of the receiver SAM.

Line 11c - Enter the complete billing address of the supplier's comptroller.

NOTE: The following suggested statements could be included in Block 11, General Provisions block. Include only those statements that are pertinent and meaningful to the agreement. General Provisions are continued on an 8 ½ x 11 sheet of bond paper as an attachment to the DD Form 1144.

1. Purpose of agreement.
2. Prescribing Directives. Funding and reimbursement arrangements should be IAW AFI 65-601.
3. Manpower reviews statement and provides an attachment signed by the supplier's Manpower and Organization Flight.
4. Both the Supplier and Receiver Civil Engineer or Environmental Planning Function (or designated representative) sign the Civil Engineer or Environmental review statement where there is an environmental impact.
5. Unit Legal review statement is signed by the supplier's Legal Office.
6. Security Forces review statement is signed by the supplier's Security Forces Office.
7. Distribution.
8. List attachments (if manpower annex required, list as attachment)

Block 12 - Specific Provisions. (This block will be used as specified). Use plain bond paper to document additional "specific provisions to this agreement."

A2.2. Examples of Specific Provisions.

A2.2.1. The following examples of specific provisions illustrate the typical level of detail normally included but this can be amended to meet local requirements:

CHAPEL AND CHAPLAIN SERVICES

SUPPLIER WILL: This support includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education.

RECEIVER WILL: Coordinate chaplain activities and support requirements with the supplier base.

CLUBS

SUPPLIER WILL: This support includes officer, non-commissioned officer, enlisted, all hands, aero, community and other recreational clubs.

RECEIVER WILL: Request services and complies with Supplier's directives, policies and procedures.

Attachment 3**SUPPORT AGREEMENT STRUCTURE AND DISTRIBUTION****A3.1. Structure of a Support Agreement:**

DD Form 1144, Support Agreement.

General Provisions as a continuation of Block 11, DD Form 1144.

Specific Provisions as a continuation of Block 12, DD Form 1144.

Funding Annex.

Manpower annex or statement in Block 11, General Provisions, DD Form 1144.

Other attachments as required (building and facilities, vehicles attachment, etc.).

A3.2. Distribution of Completed DD Form 1144 and Attachments.

Indicate the supplier and receiver office symbols and the number of copies desired for distribution of the signed support agreement. Ensure the Defense Finance & Accounting Service (DFAS) office is included on distribution, where reimbursement is identified.

Minimum distribution should include the supplier and receiver supported units, as well as the supplier MAJCOM.

Attachment 4**SAMPLE MOA/MOU****MEMORANDUM OF AGREEMENT (OR UNDERSTANDING) BETWEEN XXXX AND YYY (EXAMPLE ONLY)**

1. PURPOSE. The purpose of this agreement is to outline responsibilities and major actions required to support JCS Counter Drug Operations Involving PACAF AWACS Aircraft.

2. AUTHORITY. DoDI 4000.19 and other directives, as required.

3. GENERAL.

a. SCOPE. This MOA provides guidance and documents agreement on aspects for general support of PACAF AWACS counter drug operations. Actions and agreements herein apply only to the participating parties and are not intended to supersede existing regulations or agreements.

b. ASSUMPTIONS.

(1) ACC is the force provider. PACAF is the resource-manager.

(2) PACAF pro-rata support will be in augmentation of ACC forces as determined by Commander, Air Combat Command (COMACC) and approved by Commander, Pacific Air Forces (PACAF/CC).

(3) This agreement complements the MOU between PACAF and ACC concerning continued operations of AWACS in Pacific Command (PACOM).

4. RESPONSIBILITIES:

a. FINANCIAL MANAGEMENT.

(1) HQ PACAF/FM will: Insert statement.

(2) HQ ACC/FM will: Insert statement.

b. LOGISTICS SUPPORT. Insert statement.

c. OPERATIONAL SUPPORT. Insert statement.

d. MISSION SUPPORT. Insert statement.

e. MANPOWER. Insert statement.

f. AGREEMENT AND ADMINISTRATION. (Effective date, review requirements, termination date, escape clause and approval level as appropriate).

(Note: this sample illustrates the format and content of a typical MOA/MOU. It should be modified to reflect local requirements and to include only relevant information).

Attachment 5**MISSION SUPPORT CATEGORIES**

These mission support categories are not recognized in DoDI 4000.19 and, when required, should be listed in alphabetical order. The approved abbreviation follows each title in parentheses:

Aerial Photography (AIR PHOTO) - Provision of photographs taken from the air.

Aerial Port Operations (AERLPORT OPS) - Manages and operates the military air terminal facility and provides air terminal services. Provides customs, drug, anti-smuggling inspection, and examination of aircraft and passengers.

Aircraft Maintenance (A/C MAINT) - Includes all aspects of aircraft maintenance (e.g., corrosion control, machine, Aerospace Ground Equipment, Non-Destructive Inspection, repair and reclamation, structural repair, off and on equipment etc) not previously addressed.

Airfield Base Operations (AIRFLD OPS) - Manage airfield support activities and facilities and provide service for preflight planning and flight plan processing.

Ammunition (AMMO) - Provide for the supply, maintenance, and repair of devices charged with explosives, propellants, pyrotechnics, initiating composition of nuclear, biological, or chemical material for use in connection with defense or offense including demolitions, ceremonial, or non-operational purposes.

Avionics Maintenance (AVION MAINT) - Provides off-equipment maintenance of avionics equipment and components. On-equipment maintenance of avionics equipment and systems when size or mission of the receiver does not warrant such capability within the tenant unit.

Base Plans (BASE PLANS) - Develops and monitors the application of base-level operations and contingency plans not specifically assigned by directive to other functional areas. Provides personnel for on-base emergency contingencies where the Receiver does not have a capability.

Clothing and Textile (CLOTHING) - Provide for the supply, maintenance, and repair of organizational clothing, equipment footwear, and other material suitable for wearing.

Consolidated Command Post (CMD POST)- Provide command and control facilities and services for receiver units. Supplier is responsible for command post consolidation and coordination of operations.

Electrical Equipment and Components (ELEC EQUIP) - Provide for the supply, maintenance and repair of general or special purpose electrical equipment and their components.

Financial Services (FIN SERVS) - Includes non-DFAS financial services provided by FM.

Flight Operations (FLIGHT OPS) - Includes managing support aircraft resources as stated in AFR 60-1 and operates a centralized air crew life support equipment and their components.

Geodetic Support (GEODETIC SPT) - Includes provisions of aeronautical charts, maps, flight information publications, and associated air navigation materials used in planning and conducting air and ground operations.

Innovation Development through Employee Awareness (IDEA) - Previously the Air Force Suggestion Program which includes budgets for cash awards.

Intelligence Collection (INTEL) - Includes providing intelligence support and related facilities.

Life Support Equipment (LIFE SPT EQP) - Includes the supply, maintenance, and repair of any equipment, either mechanical or manual, or substance, designed to keep individuals alive.

Logistics Air Support (LOGS AIR) - Includes support by air landing or air drop including air supply, movement of personnel, evacuation of casualties and prisoners of war, and recovery of designated resources.

Maintenance Control (MAINT CONT) - Includes maintenance control and material control services.

Missiles (MISSILES) – Includes the supply, maintenance, and repair of missile systems and associated equipment. Includes mechanical, electronic and communication equipment, which is an integral part of a missile system.

Missiles Equipment and Components (MISSILE EQP) - Includes the supply, maintenance, and repair of missile equipment and components when they are not an integral part of the missile system.

Petroleum, Oils, and Lubricants (POL). Provide for the dispensing of fuels, oils and lubricants.

Precision Measurement Equipment Laboratory (PMEL) - Includes precision measurement laboratory support. (N.B. Where appropriate, this should be used in preference to the more general DoDI 4000.19 category “Equipment Maintenance, Repair and Calibration”.

Quality Assurance (QA) - Includes quality assurance, inspection, and related support.

Records and Forms Flight Management (FLT RECORDS) - Includes complete air crew resource management data system for all standard functions as prescribed in AFI 11-401, Flight Management and AFI 11-210, Instrument Refresher Course.

Search and Rescue (SAR) - Includes aircraft, surface craft, submarines, specialized rescue teams, and equipment to search for and rescue personnel in distress on land or at sea.

Ships and Vessels (SHIPS) - Includes the supply, maintenance, and repair of ships and vessels, including when applicable the armament, electronics, communications, and any other equipment that is an integral part of the ships and vessels.

Survival Equipment Maintenance (SURV EQUIP) - Includes maintenance and repair of survival equipment (including parachutes, flight clothing, flotation aids, survival kits, etc.).

Synthetic Trainer (SYN TRNR) - Includes installing, maintaining and where appropriate, operation of synthetic trainers, except aircrew training devices.

Test and Evaluation (TEST & EVAL) - Includes testing items of material, systems, or techniques under a simulated or actual operational conditions to determine whether the specific military requirements or characteristics are satisfied.

Attachment 5 (USAFE)**MISSION SUPPORT CATEGORIES (ADDED BULLETS)**

Aircrew Life Support Equipment (AIRCREW LSE) - Includes the supply, maintenance and repair of any equipment, either mechanical or manual, or substance, designed to keep individuals alive.

Civilian EEO Services (Civ EEO) - Provides full range of equal employment opportunity services according to 29 CFR 29 1614 *Code of Federal Regulation Federal Sector Equal Employment Opportunity*, EEOC MD-110 *Equal Employment Opportunity Commission* and AFI 36-1201, *Discrimination Complaints* including Equal Employment Opportunity (EEO) counseling, assistance with informal and formal complaints and related matters. Provides Alternative Dispute Resolution (ADR) according to AFI 51-1201, *Alternate Dispute Resolution In Workplace Disputes*. Offers a range of complaint resolution alternatives; arranges/conducts mediation, if appropriate.

Family Support Center (FMLY SPT CTR) - Introduces new spouses to the Air Force Family.

Furnishings Management Office (FMO) - Provide furnishing management support which includes loaner furniture kits and appliances to authorized personnel. Authorized personnel are those receiver personnel on Transportation Agreement/Orders and residing off the installation or residing in government provided family housing. This agreement does not provide the enhanced furnishing provided to officers in the grade of O-6 and above (including Flag Officers).

Force Protection (FORCE PROTEC) - Includes operation of Antiterrorism/Force Protection programs, training requirements and support, intelligence support and support of the installation Threat Working Group (TWG). Also includes Force Protection Working Group and review/ coordination on tenant responsibilities within the Antiterrorism/Force Protection Plan (AT/FP Plan) and inclusion within the installation's Random Antiterrorism Measure (RAM) program.

Full Spectrum Threat Response (FULL SPECTRU) - Includes operation of Full Spectrum Threat Response programs and related services, equipment, and facility support for emergencies including response to terrorist use of Weapons of Mass Destruction (WMD).

Housing Service (HOUSING) - Includes operation of unaccompanied and family housing.

IDEA Program (IDEA) - Innovative Development through Employee Awareness (IDEA) Program.

Intelligence Collection & Support (INTEL) - Provides intelligence collection, Tasking/Processing/Exploitation/Dissemination (TPED), and related facilities for Operations and Anti-Terrorism/Force Protection.

Lodging Service (LODGE) - Includes operation of transient lodging.

Logistics Plans Services (LOG PLANS) - Includes the provision of all logistics plans functions to include War Reserve Materiel (WRM), Support Agreements, Deployments/Redeployments and Plans.

Manpower Services (MANPOWER) Provides Deployment Requirements Documents from Manpower and Personnel System - Base Level (MANPER-B)/ Contingency Operations Mobility Planning Execution System (COMPES) or Deliberate and Crisis Action Planning and Execution Segments (DCAPES).

Military Equal Opportunity (MIL EQUAL OP) - Includes training and referral assistance to personnel on matters pertaining to equal opportunity and treatment/human relations issues.

Military Personnel Support (MIL PERS) - Include passport, social security, and other personal affairs services for military personnel.

Multimedia Service (MULTIMEDIA) - Provide Multimedia Support services in accordance with governing directives. The Multimedia Center is responsible for providing official Multi-media (MM) support with professional MM personnel for testing, historical and local use purposes. Provide cleared personnel up to and including secret for any classified programs. When applicable, provide self help camera equipment support.

Attachment 6**SPECIAL SUPPORT CONDITIONS****A6.1. Providers of Public Goods or Services.**

The following categories are providers of public goods or services as per current Air Force Directives:

Community Service Organizations such as the American Red Cross, the Boy/Girl Scouts, Civil Air Patrol, and United Seamen's Service are not charged for base support services. If an installation can identify funds used to support these organizations, the installation commander can choose to fund these costs within the existing budget.

Regulated Service Organizations such as a bank or credit union are charged for base support services on the basis of existing directives or contract. Support agreements are not used. Refer to DoD FMR 7000.14, Vol 5, Chapter 34 for further information on banks and credit unions.

A6.2. Mutual Benefit.

In some instances it is not appropriate to charge for certain services provided to local government when such services are of mutual reciprocal benefit (e.g., agreements with fire departments to provide mutual aid in the event of local disasters). Additional information regarding support to civilian authorities is covered in AFI 10-802.

A6.3. Army Veterinary Service.

Status of the US Army Veterinary Service on USAF installations is governed by an MOU of 20 Aug 2003 between the Surgeons General of the two Services. It specifies that "US Army Veterinary Service is considered an integral part of the local Air Force medical staff and as such is not considered a tenant on the Air Force base".

A6.4. United States Postal Service (USPS).

Status of USPS offices on military installations is governed by the US Postal Service Handbook PO-630, Post Offices Serving DoD Installations, April 2000. In effect, this commits DoD to provide "adequate facilities for civilian post offices located at military installations solely in support of the unit's mission. Utilities and local telephone service shall be furnished on a reimbursable basis".

A6.5. Aviation Engine Oil Samples.

AFI 21-124 provides for non-depot Oil Analysis Program laboratories to provide Nondestructive Inspections lab analysis of aero engine oil samples in accordance with DoD policy.

A6.6. Service Level Agreements.

Service Level Agreements (SLAs) are initiated as required by communications directives and are technical arrangements that fall outside of the normal support agreement program as governed by this instruction. Information about SLAs are located in AFI 33-115.

Attachment 7

SAMPLE COORDINATION SHEET

MEMORANDUM FOR SEE DISTRIBUTION

FROM: Suppliers Unit

SUBJECT: Review of Support Agreement Number XXXXXX

1. Please review the attached support agreement between _____ and _____ . In particular, please confirm that the estimated charges, funding arrangements, and type and degree of support are accurate.

2. The office of primary responsibility for this review is _____ and the point of contact is _____ .

3. Please send your written reply to _____ by _____. You may keep the draft agreement in your files until we send you the final.

Attachment:

Draft Support Agreement

DISTRIBUTION:

Suppliers' FAACs

Attachment 8

SAMPLE SUPPORT AGREEMENT MANPOWER/COST DATA SHEET

SUPPORT PROVIDER: _____ SUPPORT RECEIVER: _____

SUPPORT CATEGORY: _____

Military:

Grade

Hours/Month

Civilian:

Grade

Hours/Month

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

MANPOWER VALIDATION: (99 ABW Manpower Office, Bldg 620, Rm B-2, ext. 2-8429)

_____	÷	_____	=	_____
Military Man-hours Per Month		Military Man-hour Availability Factor		Military Manpower Impact
_____	÷	_____	=	_____
Civilian Man-hours Per Month		Civilian Man-hour Availability Factor		Civilian Manpower Impact

Does an Air Force Manpower Standard (AFMS) cover this function? _____ Yes _____ No

If yes, what are the AFMS workload factors? _____

99ABW/MO Validation: _____

_____	Date	_____	Signature	_____	Phone
-------	------	-------	-----------	-------	-------

COST CALCULATIONS: (99 Comptroller Sq., Financial Management Analysis, Bldg 11, Rm 110, ext. 2-6476)

Military Labor Cost: Hrs/Yr _ x Hrly Pay Rate \$ _____ = _____

Civilian Labor Cost: Hrs/Yr _ x Hrly Pay Rate \$ _____ = _____

DIRECT COSTS: (Supplies, Equipment, Parts, etc.)

	CHARGE	\$ REIMBURSEMENT DUE
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
	Total Reimbursement Due:	_____

99 CPTS/FMA Validation: _____

_____	Date	_____	Signature	_____	Phone
-------	------	-------	-----------	-------	-------

Squadron Resource Advisor: _____

_____	Date	_____	Signature	_____	Organization	_____	Phone
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Attachment 9

Category of Support	AF On-base		AF Off-base		DoD Receiver*		Other Federal Agency*		Directive**
	Host	Tenant***	Host	Tenant	Host	Tenant	Host	Tenant	
Administrative Services	X			X ¹	X		N/A		(AFI 65-601, chap 7, fig 7.1, item 9)
Audio and Visual Information Services	X					X		X	(AFI 65-601, chap 7, fig 7.1, item 9)
Audio and Visual Information Services (tenant peculiar requirements)		X				X		X	
Automated Data Processing and Automation Services	X		X			X ³	N/A		(AFI 65-601, chap 7, fig 7.1, item 9)
Chapel and Chaplain Services	X		X		X ²		X ²		(AFI 65-601, chap 7, fig 7.1, item 9)
Civilian Personnel Services		X		X		X		X	(DoDD 1400.16)
Clubs	X		X		X		N/A		
Common Use Facility Construction, Operations, Maintenance, and Repair	X			X		X		X	AFI 32-1032, para 6.5, AFI 65-601, chap 7, fig 7.1, item 7
Communications Services (except long distance)	X		X			X ⁴		X ⁴	AFI 65-601, chap 7, fig 7.1, item 9
Community Relations	X		X		X		X		
Community Services	X		X		X ⁵		X ⁵		
Custodial Services (common facilities)	X			X		X		X	AFI 65-601, chap 7, fig 7.1, item 3
Disaster Preparedness	X ⁶		X ⁶			X		X	DoDD 3025.1
Duplication Services		X ⁷		X ⁷		X ⁷		X ⁷	
Education Services	X		X			X		X	DoDD 5010.16
Entomology Services	X		X		X			X	
Environmental Cleanup		X		X		X		X	
Environmental Compliance	X		X		X		X		AFI 65-601, Vol I

Category of Support	AF On-base		AF Off-base		DoD Receiver*		Other Federal Agency*		Directive**
	Host Tenant***		Host	Tenant	Host	Tenant	Host	Tenant	
Equipment Maintenance, Repair, and Calibration	X ⁸		X ⁸			X		X	AFI 65-601, Vol I, chap 7, para 7.5.5
Explosive Ordnance Support	X		X		X		X		
Facility Construction and Major Repair	X ⁹			X ⁹		X		X	AFI 32-1032, Para 6.5 AFI 32-1021, Para 1.3.8
Facility Maintenance and Minor Repair	X ⁹			X ⁹		X		X	AFI 65-601, chap 7, fig. 7.1, item 6b AFI 32-1032, para 6.5
Finance and Accounting (DFAS provided)		X		X		X		N/A	
Fire Protection	X		X			X		X	AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Food Service	X ¹⁰	X ¹⁰	X ¹⁰	X ¹⁰	X ¹⁰	X ¹⁰	X ¹⁰	X ¹⁰	AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Health Services	X		X		X			X	AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Housing and Lodging Services	X		X		X		X		
Housing and Lodging Services (officer and enlisted quarters)	X		X		X				
Laundry and Dry Cleaning	X		X			X		X	AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Legal Services	X		X		X			X	AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Mail Service	X		X		X				
Mail Postage Service		X		X		X		X	
Mail Transportation Overseas		X		X		X		X	
Medical	X		X		X			X	DODD 5136.12 AFI 65-601, chap 7, fig 7.1, item 9
Military Personnel Support	X		X		X		X		
Mobilization Support	X		X		X		X		
Morale, Welfare, and Recreation Activities	X		X		X		X		AFI 65-106
Mortuary Services	X		X		X			X	AFI 34-242
Museums	X		X		X		X		

Category of Support	AF On-base		AF Off-base		DoD Receiver*		Other Federal Agency*		Directive**
	Host Tenant***	Tenant***	Host	Tenant	Host	Tenant	Host	Tenant	
Occupational and Industrial Health Services	X		X		X			X	
Police Services (normal security)	X ¹¹		X ¹¹		X ¹¹		X ¹¹		
Printing Services (Provided by DAPS)		X		X		X		X	
Public Affairs	X		X		X		X		
Purchasing and Contracting Services	X		X			X		X	
Refuse Collection and Disposal	X			X					
Resource Management	X		X			X		X	
Retired Affairs	X		X		X				
Safety (ground)	X		X		X		X		AFI 65-601, chap 7, fig 7.1, item 9
Security Services	X		X		X		X		
Shuttle Services	X		X		X		X		AFI 65-601, chap 7, fig 7.1, item 8
Social Actions	X		X		X		X		
Storage and Warehousing	X		X			X		X	AFI 65-601, chap 7, fig 7.1, item 9
Supply Services	X ¹²		X ¹²		X ¹²		X ¹²		AFI 65-601, Vol I, chap 7, fig 7.1, item 9
Technical and Legal Libraries	X		X		X		X		
Training Services	X		X			X		X	DoDD 5010.16, para 7 AFI 65-601, chap 7, fig 7.1, item 10
Transportation Services	X		X		X		X		AFI 65-601, chap 7, fig 7.1, item 1.
Transportation Services (tenant PCS/TDY)		X		X		X		X	
Utilities	X			X		X		X	AFI 32-1032 ,para 6.4 AFI 65-601, Vol I, chap 7, fig 7.1, item 11
Vehicle Support	X		X			X		X	DoD 4500.36-R AFI 65-601, chap 7, para 7.5.5. AFI 24-301, Para 10, AFI 24-302, Para 2.10.

Category of Support	AF On-base		AF Off-base		DoD Receiver*		Other Federal Agency*		Directive**
	Host Tenant***		Host	Tenant	Host	Tenant	Host	Tenant	
Weather Services	X		X		X		X		AFMAN 15-125

1. If funded by a contract
2. Reimbursable if additional services are satisfied by use of a contract chaplain.
3. Reimbursement for software sharing actions will be based on additional or incremental costs incurred.
4. Reimbursable except for common and joint-use communication facilities
5. Reimbursable if additional facilities are required to handle the increase in patronage
6. Unit disaster preparedness supplies, i.e., decontamination material, shelter supplies
7. For fee service provided by Defense Automated Printing Service (DAPS)
8. Non-reimbursable except for unique expense material or when serviced by a contract
9. Tenant funds for off-base facilities whether work is done by the host work force or by contract, and on-base minor construction projects with funded cost over \$2,000. The tenant also typically funds anything beyond this amount, to include actual MILCON. This is because the tenant is ostensibly reconfiguring the facility for their unique needs and such efforts are above and beyond the standard baseline service everyone else on base receives. The critical question to ask is if the building work is to maintain the basic, original integrity of the facility or is it unique to the user in that it changes the original form, fit, or function of the facility.
10. Reimbursable for non-active duty – non-reimbursable for active duty
11. Unusual, unique, or inordinate security requirements are reimbursable
12. Equipment and supplies ordered by the tenant are reimbursable

*NOTE: Most interservice or interagency support is reimbursable provided the basis of reimbursement calculation meets the criteria found in DoDI 4000.19, paragraph 4.6, Reimbursement.

**NOTE: Policy and methodology for determining reimbursement costs are found in DoD 7000.14-R, Vol. 11A. chap 1.

***NOTE: The tenant is responsible for budgeting and funding for required services provided by contract as stated in AFI 65-601, Vol I, chap 7, Para 7.5.4.

Attachment 10 (Added-USAFE)

REGULATORY GUIDANCE FOR AGREEMENTS

A10.1. (Added-USAFE) Table A10.1. (Added) is a list of categories of agreements and their applicable guidance.

Table A10.1. (Added-USAFE) Categories of Agreements and Applicable Guidance.

If the Party is:	Applicable Directive	Type of Agreement
Army and Air Force Exchange Service (AAFES)	AFJI 34-211	Interservice Support Agreement (ISA)
Another USAFE Unit	AFI 25-201	None, except for unusual circumstances
Armed Forces of Another Nation	AFI 51-701	Host Nation Agreement
Armed Forces of Another Government Eligible to Receive Support under AFI 25-301	AFI 25-301	Acquisition and Cross-Servicing Agreement
NATO	AFI 51-701	International Agreement
Bank	DoD FMR 7000.14-R, Vol 5, Ch 34	Operating Agreement
Credit Union	DoD FMR 7000.14-R, Vol 5, Ch 34	Operating Agreement
Red Cross	AFI 36-3105	None
United States (US) Government Agency, not part of the United States Air Force (USAF)	DoDI 4000.19	ISA
US Government Agency, part of the USAF	AFI 25-201	ISA
Weather Support	AFJI 15-157	None
Unified or Subordinate Unified Command	AFI 25-201	ISA
Secret Service	DoD 3025.13	None
Armed Forces Radio and Television Service (AFRTS)	DoD 5120.20	ISA
Defense Commissary Agency (DeCA)	DODI 4000.19	ISA
Department of Defense Dependents Schools	DODD 1342.6	ISA

Attachment 11 (Added-USAFE)**LIST OF DIRECTIVES TO BE MAINTAINED BY SAMs**

A11.1. (Added-USAFE) The following list of directives should be maintained by SAMs.

DoD Directive 1342.6, Department of Defense Dependents Schools (DoDDS) (if applicable)

DoD Instruction 4000.19, Interservice and Intragovernmental Support

DoD Instruction 7220.9M, Department of Defense Accounting Manual

AFPD 25-2, Support Agreements

AFI 25-201, Support Agreements Procedures

AFJI 34-211, Army and Air Forces Exchange Service General Policies

AFI 36-3105, Red Cross Activities within the Air Force

AFI 65-601, Volume I, Budget Guidance and Procedures

AFI 10-503, Base Unit Beddown Program

AFI 34-106, Air Force Relationship with service-related National Agencies and Professional Organizations

DoD 5120.20, Armed Forces Radio & Television Service (AFRTS)

DoD FMR 7000.14-R Volume 5 Chapter 34, Procedures Governing Banks, Credit Unions And Other Financial Institutions on DOD Installations

USAFEI 25-201, Geographically Separated Unit Support