

Garrison Agreement Procedures Guide & Support Services Catalog



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**THE ARMY'S HOME
US ARMY GARRISON
Fort Sill, Oklahoma
1 August 14**



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA, 73503

IMSI-RMM

FEB 24 2014

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Policy and Procedures for IMCOM Agreements, GC Policy Memo 14-01

1. Reference. DODI 4000.19, Interservice and Intragovernmental Support, 25 April 2013.
2. The management and execution of Agreements is a Garrison Commander's program. Garrison resources must be carefully managed and when appropriate should be documented and monitored through the Agreements process.
3. In accordance with reference 1, each DOD activity is to designate a Support Agreements Manager (SAM). The Garrison SAM operates under the direction of the Garrison Commander and the Resource Management Office (RMO). The SAM has the responsibility to write, review, staff, negotiate, and manage Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), and Support Agreements (SAs) for the IMCOM Garrison.
4. The Garrison Agreements Office serves as a repository for Garrison Agreements and maintains a Garrison Agreement Procedures Guide and Support Services Catalog that may be accessed at <http://sill-www.army.mil/usag/RMO/documents/catalog.pdf>. The Garrison Commander will not sign Agreements that have not been routed through the RMO Agreement's Office.
5. Each organization will designate a Functional Area Representative (FAR) point of contact for the Agreements Office to coordinate actions. Organizations will ensure Agreements are routed properly and a FAR is maintained and given appropriate authority. Ensure your directorate responds to taskers from the Agreement's Office IAW the suspense dates. It is in the best interest of all parties involved to have a documented agreement on file.
6. The Garrison SAM is Winona Morris, 442-3560, winona.f.morris.civ@mail.mil or the assistant SAM is Dora Presley, 442-2911, dora.a.presley.civ@mail.mil.


GLENN A. WATERS
COL, FA
Garrison Commander

DISTRIBUTION:
Fort Sill Intranet

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INTRODUCTION.

Fort Sill, Oklahoma has something for everyone and for every season!

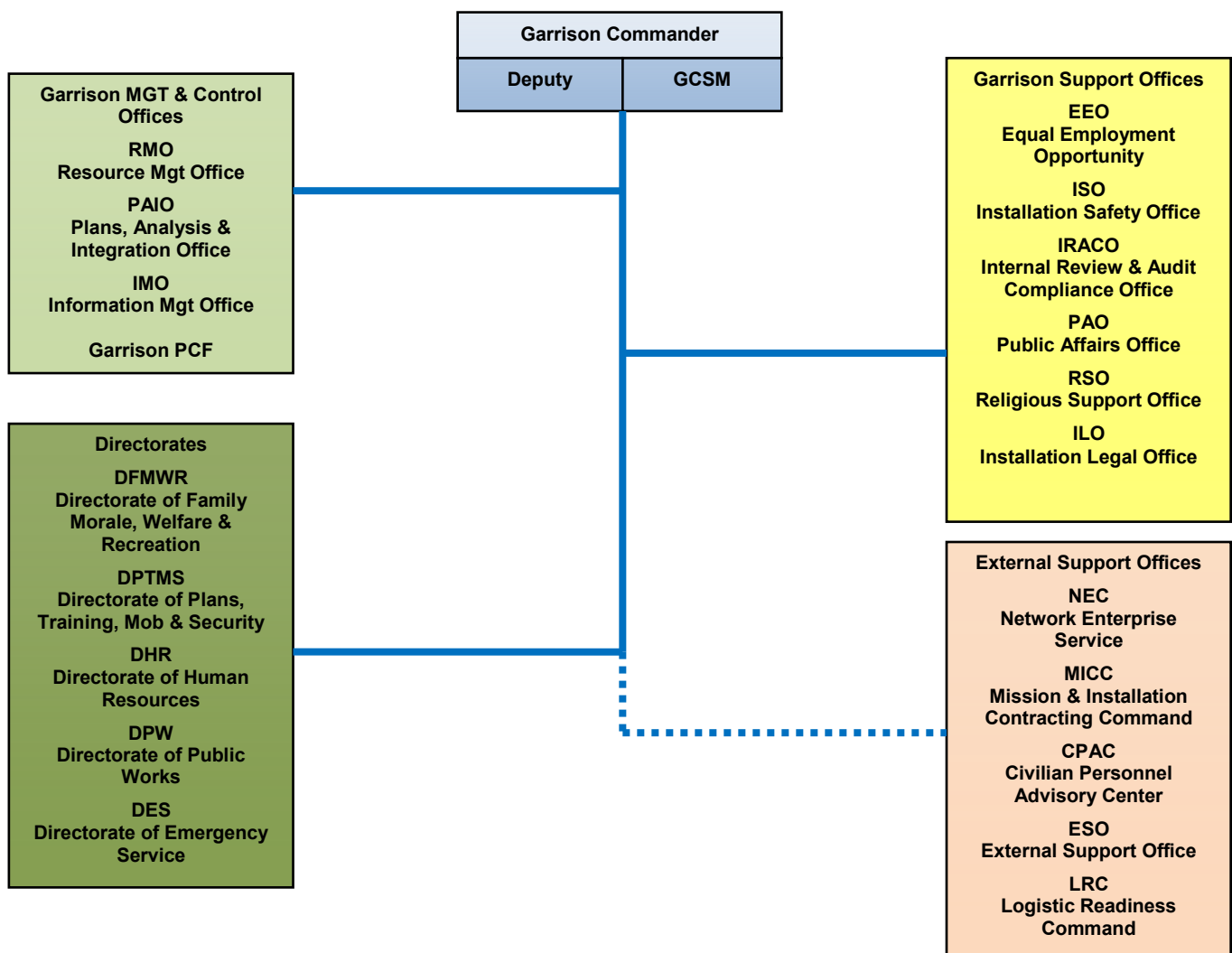
While located in the heart of the great plains, the proximity of the Wichita Mountains and the foothills which encroach on Fort Sill provide a varied terrain. Fort Sill's terrain includes mountainous areas, open plains, and forested areas. The varied terrain is ideal for training both ground and air operations.

Its central location contributes to Fort Sill's relatively mild weather. While the area does enjoy the traditional four seasons, winters and summers are relatively mild, although extreme temperatures are not uncommon in August (100 degree temperatures are common) and February (weeks of below freezing) with an average annual temperature of around 60 degrees. There is an average of 343 flying days each year.

MISSION.

To provide Soldiers, Civilians, Retirees and their Families with a secure installation, consistent and efficient services, and quality facilities and infrastructure.

USAG SILL ORGANIZATION CHART.



PURPOSE.

This catalog has been developed to provide United States Army Garrison (USAG), Fort Sill, Oklahoma (Sill) customers with information on where and how to request support services and agreements with USAG Sill. The catalog also provides USAG Sill customers with a description of the procedures used for preparing, negotiating and developing Garrison agreements.

POINTS OF CONTACT FOR THIS CATALOG.

USAG, RMO
Manpower & Agreements Division
Agreements Office

SAM	(580) 442-3560; winona.f.morris.civ@mail.mil
Assistant SAM	(580) 442 2911
Agreements Analysts	(580) 442-5803/3111
FAX	(580) 442-7978

For services not provided in USAG Sill categories, contact the service owners' point of contact in Appendix F.

REFERENCES.

Department of Defense Instruction (DODI) 4000.19, Support Agreements, 25 April 2013.

IMCOM FY14 Funding Letter.

IMCOM FY14 Common Levels of Support (CLS) Catalog.

AR 210-22, Private Organizations.

SCOPE.

This catalog applies to USAG Sill and its Army, non-Army, private organizations, and contractor customers.

DEFINITIONS.

There are three basic types of agreements which are the Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) and the Support Agreement (SA).

- a. Memorandum of Agreements/Understandings (MOAs/MOUs). MOA/MOUs are agreements that pertain to methods and procedures. These agreements must be authorized by regulation or some official guidance and generally do not require reimbursement.

- b. Support Agreements (SAs). Customers who require recurring reimbursable support must enter into a Support Agreement with the Garrison and will reimburse in accordance with DODI 4000.19 for services that increase the support supplier's direct incremental costs. The SA is comprised of a DD1144, General Provisions, Specific Provisions and attachments as needed.

TYPES OF ORGANIZATIONS.

Agreements are written among specific types of organizations. Agreements are written among federal to federal, state and local governments, and private organizations.

- a. Contractors. Any contractor that will be a tenant on USAG Sill is required to contact the Plan, Analysis and Integration Office (PAIO) located in Bldg 463. Appropriate documentation is required (see form at Appendix C). Contractors may call (580) 442-3179 or email james.j.armstrong2.civ@mail.mil to obtain and submit the required documents. This is the initial step to get an agreement established. Agreements are not written with contractors, but instead are written between USAG Sill and the federal entity that requires the performance of a contractor.
- b. Private Organizations. Private organizations desiring to operate on USAG Sill should contact the Directorate of Family, Morale, Welfare and Recreation (DFMWR) Private Organization Coordinator, phone (580) 442-3113 in order to obtain appropriate paperwork for requesting space/access on the Garrison and to comply with requirements of Army Regulation 210-22. The private organization should know the amount of space requested, timeframes of facilities needed, etc. DFMWR will determine if a license/lease is required for requested support and will provide the documentation to the Directorate of Public Works (DPW) for establishment of the license/lease. DPW will provide the information to DFMWR and the Garrison Support Agreements Manager so an agreement can be developed with the customer when authorized.
- c. State and Local Governments, Colleges and Universities. Contact the Garrison SAM to initiate or update existing agreements required with the USAG Sill.
- d. Federal Government Entities. Contact the Garrison SAM to initiate or update existing agreements required with the USAG Sill.

GARRISON AGREEMENT PROCEDURES GUIDE.

This ***Garrison Agreements Procedures Guide*** identifies the processes used to request USAG Sill services. The USAG Sill Support Agreement Manager (SAM) is responsible for formulating Garrison Agreements and providing guidance to all receivers of support services. Direct coordination and communication with the SAM is required.

PROCESS FOR REQUESTING AGREEMENTS

a. MOA/MOU Procedure. After the need for an agreement is identified, the agreement may be initiated by the Garrison or the customer but should follow the basic structure in Appendix A. A knowledgeable person should draft the agreement in the MOA/MOU format. Submit the draft agreement to the SAM at email winona.f.morris.civ@mail.mil or phone (580) 442-3560/2911 to continue the agreement process. See Appendix B for the basic MOA process.

b. SA Procedure. For customers desiring recurring support services from USAG Sill, the customer should read through the Support Services Catalog (referred to as the Catalog). The Catalog identifies the Common Level of Support (CLS) provided to each customer. See Appendix D for the SA Process.

STEP 1. If the customer will be/is a tenant on USAG Sill, the first requirement is to complete the form at Appendix E. Initial facility requests and requests for additional facilities and real estate space must be submitted to the Plans, Analysis and Integration Office (PAIO) in Bldg 463 or can be emailed to james.j.armstrong2.civ@mail.mil for coordination and review by the Real Property and Master Planning Division, DPW and approved by the Garrison Commander. The USAG Sill SAM will ensure space requirements are validated by DPW before a SA can be written.

STEP 2. The customer should read the Support Services Catalog and complete the Agreement Request Worksheet (Appendix E). Submit the request form to the SAM at email winona.f.morris.civ@mail.mil or phone (580) 442-3560/2911 to continue the agreement process.

Non-Army – Interservice agreements within DOD and non-DOD. Non-Army customers who require recurring reimbursable support must enter into a SA with USAG Sill and will reimburse in accordance with (IAW) DODI 4000.19 for those services.

Army – Intraservice agreements within the Army. Army tenants primarily funded with other than Operations & Maintenance, Army (OMA) must enter into a SA with USAG Sill and provide reimbursement for services. Army customers may request above CLS, however, above CLS support must be forwarded to HQ IMCOM for approval before reimbursement and services are performed. Mission unique services will be reimbursed by the receiver.

STEP 3. The draft SA will be coordinated IAW the SA Process at Appendix D.

STEP 4. The Garrison Resource Management Office (Budget Office) will review the DRAFT Support Agreement and create a Reimbursement Funding Annex for validation of financial information. The Funding Annex will specify what services are reimbursable to USAG Sill and provide an estimated cost. The Funding Annex will be included as an attachment to the SA. The receiver of support will

plan and budget to annually reimburse or fund the amount estimated on the Funding Annex.

STEP 5. The final SA will be sent to the receiver for review and negotiation. Upon acceptance by the receiver, the receiver will sign the DD Form 1144 and then return the agreement to USAG Sill for signature.

REVIEW PROCEDURES.

Funding Annex Reviews. An annual review of the Funding Annex will be accomplished by the Garrison's Resource Management Office (RMO). Estimated costs in the funding annexes are reviewed against actual expenditures and the funding annex may be revised accordingly. Many billing items are based on actual costs, unless specifically stated otherwise in the Agreement.

SUPPORT AGREEMENT REVIEWS.

MOA/MOUs. The agreements are reviewed every 3 years unless documented as more frequently reviewed within the agreement itself. With or without a review, the agreement continues until it is terminated, the project it addresses is completed, it is superseded by a new agreement or for a period of nine years. USAG Sill or any affected party to the agreement may initiate a review of the agreement at any time to address changes or modifications needed in the agreement. Contact the USAG Sill SAM for to request changes to the agreement.

Support Agreements are valid for nine years and will be valid from the last signature date until a new review is performed to supersede the existing agreement or the agreement is terminated, or nine years is exceeded. USAG Sill or the receiver to the agreement may initiate a review of the agreement at any time to address changes or modifications needed in the agreement. Contact the USAG Sill SAM to request changes to the agreement. Any change/revision/termination of an agreement requires 180 day notification by either party.

GENERAL REIMBURSEMENT GUIDELINES

Reimbursable guidance is based on the type of organization receiving the support. The following general rules apply.

Army – support is based on CLS and is non-reimbursable **unless there is an exception**. Funding for CLS support is in the USAG Sill budget. The level of CLS funding varies from year to year therefore some support may be modified and require reimbursement at USAG Sill.

New Army and Existing Army Expansions on USAG Sill are responsible for notifying the installation in sufficient time to POM for CLS requirements. If this does not occur, the customer is responsible for providing funds for the required support until requirements can be programmed in the POM. The IMCOM Narrative Funding Guidance states no additional workload or mission at any level will be accepted without additional

resources; it further states that new missions will be properly coordinated through the HQ and come with resources or an acceptable bill-payer identified. Where services or support is not captured in the base requirements of the host, the customer will provide funds until such time as requirements can be programmed in the POM.

Non-Army – recurring interservice and intergovernmental support is reimbursable to the extent that it increases USAG's direct cost and that cost is identifiable to a specific customer **unless there is an exception**. Non-Army tenants do not automatically receive Common Level of Support.

Private Organization – reimburse for everything **unless there is an exception**.

Contractors - Contractor support is provided IAW the type of organization that funds the contract. For example, Army contractors reimburse according to Army reimbursement and non-Army contractors reimburse according to non-Army reimbursement since the agreements are written with the contractor's federal organization – not with the contractor.

EXCEPTIONS. A non-inclusive list of exceptions to the general reimbursement guidelines is identified below. These organizations have regulations that identify specific guidance for reimbursement. This Catalog does not supersede any established regulatory guidance. Specific regulations governing the following organizations will be reviewed by USAG Sill Budget Office in order to establish appropriate reimbursements on the funding annex for these customers.

Army Exceptions:

- Foreign Military Sales
- Off-Post Army Customers
- Customers Down Range
- US Army Special Operation Command (ARSOC)
- Army Family Housing Operation and Maintenance (AFHO)
- US Army Medical Command (MEDCOM)
- ARNG (permanent party, on-post)
- US Army Reserve (permanent party, on-post)
- US Army Reserve (off-post)
- US Army Cadet command, Reserve Officer Training Corps (ROTC)
- US Army Recruiting Command
- ARNG and Army Reserve Annual Training (AT & IDT) on Active Component Installations or used by the units during AT/IDT
- Non-Appropriated Fund (NAF) Organizations/AAFES
- US Army Corps of Engineers (USACE)
- US Military Processing Center (MEPCOM)
- Multi-Component Units
- BRAC and Non-BRAC Excess Installations

Non-Army Exceptions:

- Financial Institutions
 - Below 95% military pay for all support and rent
 - Above 95% military get CLS same as Army

Private Organization Exceptions:
American Red Cross
United Service Organization (USO)
Army Emergency Relief (AER)
Civil Air Patrol
Employee Organizations
Scouting Organizations
CONUS Schools

BILLING INSTRUCTIONS.

Reimbursement will be accomplished by billing the Receiver on a monthly/quarterly basis supported by copies of work requests, issue or other accountable documents for payment. RECEIVER will forward appropriate funding document, e.g., DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Universal Order form pertaining to their agreement to HQ, US Army Garrison, Directorate of Resource Management, Garrison Budget Office, ATTN: IMSI-RMB, 462 Hamilton Road, Suite 112, Fort Sill, OK 73503-5000, DSN 639-8130 or commercial (580) 442-8130, email: deirdre.b.gattenby.civ@mail.mil.

The appropriate funding document must contain the Support Agreement Number, the categories of support, and the reimbursable amount for each category of support to permit the Resource Management Office (RMO) to track the costs. RECEIVER shall email or FAX a copy of all funding documents to the IMSI-RMB Garrison Budget Office, DSN 639-7577 or Commercial (580) 442-7577.

Nothing in this agreement shall be construed to obligate the SUPPLIER to expend or obligate funds in violation of the Anti-Deficiency Act, 31 U.S.C. Section 1341.

SUPPORT SERVICES CATALOG.

The **Support Services Catalog (Catalog)** identifies the type of services provided by USAG Sill and the CLS based on available Garrison resources (funding) and mission priorities for the current fiscal year. Services are listed by DODI category IAW DODI 4000.19. Sub paragraphs identify CLS and Service Support Providers (SSPs) per IMCOM structure.

Support Services identified in this catalog will be reevaluated each fiscal year and will be modified based on Garrison funding and Installation Management Command (IMCOM) guidance.

Important parts of the catalog are identified on the following SAMPLE sheet.

SAMPLE

Contact
Information

Proponent: DPTMS

DIRECTORATES

FY14 CLS # 900 CLS Title: Airfield Operations
Contact: Henry Post Army Airfield (HPAAF)
Operations Control Fort Sill Army Radar Approach
(580) 442-4643/6160 (580) 442-2387

Common Levels Of Support (CLS)		
900	A	Airfield Operations Management
		This may include, but is not limited to the following: Coordinate and execute integrated CLS 302 services Serve as Installation SVC 302 focal point for administrative and operational matters Ensure compliance with prescriptive regulatory guidance, IMCOM Airfield QAE inspection criteria and IMCOM Airfield SOP Oversee IMCOM Airfield Safety and Security programs Oversee Airfield facilities and infrastructure readiness Manage Airfield maintenance regulatory inspection and survey compliance Manage Local Flying Rules and coordinate airspace usage Participate in Installation Master Planning Maintain the Airfield Operations Manual (AOM). (Normal Operating Hours (0730-1600) hrs local, M-F exc. holidays. Reimbursable for actual overtime requested outside published hours.
	B	Air Traffic Control (ATC)
		This may include, but is not limited to, the coordination of the following: • Process flight plans and coordinate flight following Provide advisory service as required (including: airfield, traffic, and limited weather information, etc) • Maintain flight information publications in an area suitable for flight planning • Initiate and disseminate NOTAMS (Notices to Airmen) • Process prior permission requirements (including: CALP (civil aircraft landing permit), AALAN (army aircraft landing authorization number) • Coordinate for Customs, Immigration, Homeland Security, and Ag Inspections Disseminate airfield command and control information as required• Coordinate for Airfield DVIP arrivals and departures and ensure suitable DVIP facilities are available Activate emergency response notification systems (crash, weather warnings, Initiate overdue aircraft procedures, etc.)• Support applicable Airfield Safety program tasks (FOD, Airfield Inspections, driver / vehicle ramp access procedures and briefings, etc.) (Normal Operating Hours (0730-1600) hrs local, M-F exc. holidays. Reimbursable for actual overtime requested outside published hours.
	C	Air Traffic Control Maintenance
		Based on Airfield mission, size and capacity may include but is not limited to the following: Coordinate and execute safe and efficient aircraft ground services support for transient, visiting and tenant aircraft Support APOE/APOD and A/DAACG Airfield/Aircraft ground support requirements Marshall, park, and tow aircraft Operate Ground Support and Material Handling Equipment Refuel and defuel aircraft (hot or cold) Provide engine start services Ensure safe and efficient ground movement and positioning of aircraft. Provide de-ice to both Aircraft and airfield surfaces as required Assist in preparation and loading of cargo and passengers Support Airfield infrastructure and facility readiness Implement and enforce Airfield Safety program. Reimbursable for actual overtime requested outside published hours for the Control Tower. Non-Federal entities must operate on a cost-reimbursable basis for use of governmental resources. This includes costs associated with the use of personnel, government time, and maintenance of government property.
	A	CO

Black Text identifies
Non-reimbursable

Red Text identifies
Reimbursable

LIST OF ACRONYMS

3Es	Enforcement, Engineering and Education
A/DAACG	Arrival/Departure Airfield Control Group
AA&E	Arms, Ammunition, & Explosives
AALAN	Army Aircraft Landing Authorization Number
ACAP	Army Career Alumni Program
ACOM	Army Command
ACP	Access Control Point
ADAPT	Alcohol & Drug Abuse Prevention Training
AER	Army Emergency Relief
AFH	Army Family Housing
ARFORGEN	Army Force Generation
AOM	Airfield Operations Manual
AOR	Area of Responsibility
APF	Appropriated Funds
APOD	Aerial Port Of Debarkation
APOE	Aerial Port Of Embarkation
APT	Army Personnel Testing
AR	Army Regulation
ARFF	Aircraft Rescue and Fire Fighting
ARIMS	Army Records Information Management System
ARNG	Army National Guard
ATC	Air Traffic Controller

LIST OF ACRONYMS

AV	Analog Video
BCD	Bad Conduct Discharge
BGCA	Boys & Girls Club of America
C&D	Construction & Demolition
C2	Command & Control
C4IM	Command, Control, Communications, Computers, and Information Management
CALP	Civilian Aircraft Landing Permit
CBRNE	Chemical, Biological, Radiological, Nuclear, High Yield Explosive
CCIR	Commanders Critical Information Requirements
CCTV	Command Channel & Closed Circuit TV
CDC	Child Development Center
CFBE	Clubs, Food, Beverage and Entertainment
CFFT	Call For Fire Trainer
CFO	Chief Finance Officer
CIO	Chief Information Officer
CJTF	Combined Joint Task Force
CLS	Common Level of Support
COL	Contingency Operating Location
COP	Common Operating Procedure
COSC	Combat Operational Stress Control
CPAC	Civilian Personnel Advisory Center
CSA	Community Services Agency
CSE	Customer Service Excellence

LIST OF ACRONYMS

CTA	Common Table of Allowances
CVAMP	Core Vulnerability Assessment Management Program
CWF	Civilian Welfare Fund
CYS	Child and Youth Services
CYSS	Child & Youth School Age Services
DD	Dishonorable Discharge
DLADS	Defense Logistics Agency Document Services
DES	Directorates of Emergency Services
DFMWR	Directorate of Family, Morale, Welfare, and Recreation
DHR	Directorate of Human Resources
DLA	Defense Logistics Agency
DMO	Demand Maintenance Order
DoD	Department of Defense
DODI	Department of Defense Instruction
DP3	Defense Personal Property Program
DP91	Decision Point 91
DPTMS	Directorate of Plans, Training, Mobilization, and Security
DPW	Directorate of Public Works
DVIP	Distinguished Very Important Person
EAP	Employee Assistance Program
ECC	Emergency Control Center
EEO	Equal Employment Opportunity
EEOC	Equal Employment Opportunity Commission

EM Emergency Management

LIST OF ACRONYMS

EMR Electronic Medical Recorder

EMS Emergency Management System

EOC Emergency Operations Center

EPCRA Emergency Planning and Community Right to Know Act

ESO External Support Office

FBE Food, Beverage and Entertainment

FCC Family Child Care

FEMA Federal Emergency Management Agency

FGS Final Governing Standards

FISMA Federal Information Security Management Act

FM&C Financial Management & Comptroller

FOD Flight Operations Directorate

FOIA Freedom of Information Act

FPCON Force Protection Condition

GC Garrison Commander

GFEBs General Fund Enterprise Business System

GIN Government in Nature

GIS Geographic Information System

GT General Technical

GTA Graphic Training Aids

HHG House Hold Goods

HPAAF Henry Post Army Airfield

HQ Headquarters

LIST OF ACRONYMS

HRP High Risk Personnel

HRT High Risk Threat

I/O Instructors/Operators

IAW In Accordance With

IC Incident Command

ICIDS Integrated Commercial Intrusion Detection System

ICW In Coordination With

IMCOM Information Management Command

IMO Installation Management Office

IOC Installation Operations Center

IPB Installation Planning Board

IPMP Integrated Pest Management Plan

IRACO Internal Review & Audit Compliance Office

ISO Installation Security Office

ISR Installation Status Report

ISWM Integrated Solid Waste Management

IT Information Technology

LRAM Land Rehabilitation and Maintenance

LRC Logistics Readiness Center

LVC-G Live Virtual Constructive-Gaming

MACOM Major Command

MDEP Management Decision Program

MEDCOM Medical Command

LIST OF ACRONYMS

METL	Mission Essential Task List
MEVA	Modular Effectiveness Vulnerability Assessment
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOB	Mobilization
MOU	Memorandum of Understanding
MWR	Morale, Welfare & Recreation
NAF	Non Appropriated Funds
NEPA	National Environmental Policy Act
NFPA	National Fire Protection Act
NGB	National Guard Bureau
NIMS	National Incident Management System
NOTAMS	Notice to Airmen
NPOR	Non-Program of Record
OASA	Office of the Assistant Secretary of the Army
OMA	Operations Maintenance, Army
OPSEC	Operational Security
OSD	Office of the Secretary of Defense
PA	Privacy Act
PAIO	Plans, Analysis & Integration Office
PAO	Public Affairs Office
PCF	Personnel Control Facility

PEG Program Evaluation Groups

LIST OF ACRONYMS

PIR Priority Intelligence Requirements

PMO Preventive Maintenance Order

POC Point of Contact

POM Program Objective Memorandum

PPBE Planning, Programming, Budgeting and Execution

PPV Public Private Ventures

PRF Post Restaurant Funds

PS Physical Security

QAE Quality Assessment and Evaluation

RAM Random Antiterrorism Measures

RCI Residential Communities Initiative

RHA Records Holding Area

RIMP Risk Insurance Management Program

RMO Resource Management Office

RP Real Property

RRP Risk Reduction Program

RSO Religious Support Office

S&F Sports & Fitness

SA School Age Services (CDC)

SA Support Agreement

SAM Support Agreement Manager

SC Senior Commander

SC	Strategic Communications
LIST OF ACRONYMS	
SEBQ	Senior Enlisted Bachelor Quarters
SETA	Security, Education, Training & Awareness
SHPO	State Historic Preservation Officer
SJA	Staff Judge Advocate
SOP	Standard Operating Procedure
SRP	Sustainable Range Program
SSP	Service Support Provider
SVC	Service
TADSS	Training Aids, Devices, Simulators and Simulations
TAVI	TRADOC Audiovisual Information
TDA	Table of Distribution and Allowances
TDFR	Training Device Fabrication Request
TDY	Temporary Duty
TSC	Training Support Center
TWG	Threat Working Group
UCMJ	Uniform Code of Military Justice
UEPH	Utility Environmental Protection Act (Nevada)
UH	Unaccompanied Housing
UPH	Unaccompanied Personnel Housing
UPL	Unit Prevention Leaders
USAG Sill	United States Army Garrison, Fort Sill
USARC	United States Army Reserve Command

USC	United States Code
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LIST OF ACRONYMS

VI	Virtual Interface
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WAQ	Warrior Adventure Quest
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WSI	Water Safety Instructor
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Proponent to CLS Crosswalk #1

Garrison Commander & Garrison Support Offices				
Proponent	FY14 CLS	CLS Title	DODI Title (Apr 2013) & Additional Categories	Page
EEO	109	Equal Employment Opportunity (EEO)	Command Support	32
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IRACO	111	Internal Review	Command Support	33
ISO	112	Installation Safety & Occupational Health	Command Support	34
PAO	107	Public Affairs	Command Support	35
RSO	106	Religious Support	Command Support	36
SJA	102	Administrative & Civil Law	Command Support	37
SJA	103	Criminal Law & Discipline	Command Support	38
SJA	104	Client Services	Command Support	39
SJA	105	Claims	Command Support	40
Garrison Management & Control Offices				
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Directorates				
DES	401	Fire & Emergency Response Services	Fire & Emergency Services	47
DES	600	Physical Security	Law Enforcement	49
DES	601	Law Enforcement Services	Law Enforcement	50
DFMWR	251	Army Community Services	Morale Welfare & Recreation	53
DFMWR	252	Child & Youth School Services	Child & Youth Program	55
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DHR	800	Military Personnel Services	Military Personnel	66
DHR	803	Continuing Education Services	Education	67
DPTMS	602	Anti-Terrorism Services	Law Enforcement	51
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DPTMS	604	Emergency Management	Readiness Engineering	69
DPTMS	702	Multimedia/Visual Information Processes	Military Personnel	70
DPTMS	900	Airfield Operations	Airfield Operations	71
DPTMS	901	Mobilization & Deployment Support	Readiness Engineering	73
DPTMS	902	Command & Control	Readiness Engineering	74
DPTMS	903	Training Land Sustainment	Environmental Conservation	76
DPTMS	904	Range Operations	Small Arms Range Management	77
DPTMS	905	Training Support Center	Training Facilities	78
DPTMS	906	Battle Command Training Center	Training Facilities	81
DPW	200	UEPH/SEBQ/UOQ Management	Unaccompanied Housing (UH)	82
DPW	201	Family Housing Management	Family Housing	83
DPW	400	Facilities Engineering Services Management	Real Property Management & Engineering	84
DPW	402	Custodial Services	Custodial Services	85

Proponent to CLS Crosswalk #1

Proponent	FY14 CLS	CLS Title	DODI Title (Apr 2013) & Additional Categories	
DPW	403	Refuse Removal	Refuse Collection & Disposal	86
DPW	404	Maintenance - Grounds	Grounds Maintenance & Landscaping	87
DPW	405	Master Planning	Real Property Management & Engineering	88
DPW	406	Real Estate/Real Property Administration	Facilities Acquisition	89
DPW	408	Snow, Ice & Sand Removal	Pavement Clearance	90
DPW	411	Facilities Maintenance	Facility Sustainment	91
DPW	414	Facilities Maintenance - Army Family Housing	Facility Sustainment	92
DPW	417	Facilities Maintenance - Medical/Hospital	Facility Sustainment	93
DPW	420	Maintenance - Horizontal	Common Use Facility Construction, Operations, Maintenance and Repair	94
DPW	500	Electrical Services	Utilities	95
DPW	501	Heating/Cooling Services	Utilities	96
DPW	502	Water Services	Utilities	97
DPW	503	Waste Water Services	Utilities	98
DPW	504	Other Utility Services	Utilities	99
DPW	505	Compliance Services	Environmental Compliance	100
DPW	506	Conservation Services	Environmental Conservation	101
DPW	507	Pollution Prevention Services	Environmental Pollution Prevention	102
DPW	510	Pest Management	Pest Control	103

CLS to DODI Crosswalk #2

Garrison Commander & Garrison Support Offices				
FY14 CLS	CLS Title	DODI Title (Apr 2013) & Additional Categories	Proponent	Page
100	Installation Management	Command Support	GC	31
102	Administrative & Civil Law	Command Support	SJA	37
103	Criminal Law & Discipline	Command Support	SJA	38
104	Client Services	Command Support	SJA	39
105	Claims	Command Support	SJA	40
106	Religious Support	Command Support	RSO	36
107	Public Affairs	Command Support	PAO	35
109	Equal Employment Opportunity (EEO)	Command Support	EEO	32
111	Internal Review	Command Support	IRACO	33
112	Installation Safety & Occupational Health	Command Support	ISO	34
Garrison Management & Control Offices				
115	Program/Budget	Command Support	RMO	44
116	Support Agreement (MOU/MOA) Management	Command Support	RMO	45
118	Installation TDA Management	Command Support	RMO	46
121	Management Analysis	Command Support	PAIO	42
IMO	Information Management Office (IMO)	Command Support	IMO	41
PCF	Personnel Control Facility (PCF)	Command Support	PCF	43
Directorates				
113	Administrative Management	Administrative Services	DHR	62
200	UEPH/SEBQ/UOQ Management	Unaccompanied Housing (UH)	DPW	82
201	Family Housing Management	Family Housing	DPW	83
250	Substance Abuse	Substance Abuse	DHR	64
251	Army Community Services	Morale Welfare & Recreation	DFMWR	53
252	Child & Youth School Services	Child & Youth Program	DFMWR	55
253	Sports, Recreation, & Libraries	Morale Welfare & Recreation	DFMWR	57
254	MWR Business Operations	Morale Welfare & Recreation	DFMWR	60
400	Facilities Engineering Services Management	Real Property Management & Engineering	DPW	84
401	Fire & Emergency Response Services	Fire & Emergency Services	DES	47
402	Custodial Services	Custodial Services	DPW	85
403	Refuse Removal	Refuse Collection & Disposal	DPW	86
404	Maintenance - Grounds	Grounds Maintenance & Landscaping	DPW	87
405	Master Planning	Real Property Management & Engineering	DPW	88
406	Real Estate/Real Property Administration	Facilities Acquisition	DPW	89
408	Snow, Ice & Sand Removal	Pavement Clearance	DPW	90
411	Facilities Maintenance	Facility Sustainment	DPW	91
414	Facilities Maintenance - Army Family Housing	Facility Sustainment	DPW	92
417	Facilities Maintenance - Medical/Hospital	Facility Sustainment	DPW	93
420	Maintenance - Horizontal	Common Use Facility Construction, Operations, Maintenance and Repair	DPW	94
500	Electrical Services	Utilities	DPW	95
501	Heating/Cooling Services	Utilities	DPW	96
502	Water Services	Utilities	DPW	97
503	Waste Water Services	Utilities	DPW	98
504	Other Utility Services	Utilities	DPW	99
505	Compliance Services	Environmental Compliance	DPW	100
506	Conservation Services	Environmental Conservation	DPW	101
507	Pollution Prevention Services	Environmental Pollution Prevention	DPW	102
510	Pest Management	Pest Control	DPW	103
600	Physical Security	Law Enforcement	DES	49

CLS to DODI Crosswalk #2

FY14 CLS	CLS Title	DODI Title (Apr 2013) & Additional Categories	Proponent	Page
601	Law Enforcement Services	Law Enforcement	DES	50
602	Anti-Terrorism Services	Law Enforcement	DPTMS	51
603	Installation Security Program Management Support	Training Facilities	DPTMS	68
604	Emergency Management	Readiness Engineering	DPTMS	69
702	Multimedia/Visual Information Processes	Military Personnel	DPTMS	70
800	Military Personnel Services	Military Personnel	DHR	66
803	Continuing Education Services	Education	DHR	67
900	Airfield Operations	Airfield Operations	DPTMS	71
901	Mobilization & Deployment Support	Readiness Engineering	DPTMS	73
902	Command & Control	Readiness Engineering	DPTMS	74
903	Training Land Sustainment	Environmental Conservation	DPTMS	76
904	Range Operations	Small Arms Range Management	DPTMS	77
905	Training Support Center	Training Facilities	DPTMS	78
906	Battle Command Training Center	Training Facilities	DPTMS	81

Proponent to DODI Crosswalk #3

Garrison Commander & Garrison Support Offices				
Proponent	DODI Title (Apr 2013) & Additional Categories	FY14 CLS	CLS Title	Page
EEO	Command Support	109	Equal Employment Opportunity (EEO)	32
GC	Command Support	100	Installation Management	31
IRACO	Command Support	111	Internal Review	33
ISO	Command Support	112	Installation Safety & Occupational Health	34
PAO	Command Support	107	Public Affairs	35
RSO	Command Support	106	Religious Support	36
SJA	Command Support	102	Administrative & Civil Law	37
SJA	Command Support	103	Criminal Law & Discipline	38
SJA	Command Support	104	Client Services	39
SJA	Command Support	105	Claims	40
Garrison Management & Control Offices				
IMO	Command Support	IMO	Information Management Office (IMO)	41
PAIO	Command Support	121	Management Analysis	42
PCF	Command Support	PCF	Personnel Control Facility (PCF)	43
RMO	Command Support	115	Program/Budget	44
RMO	Command Support	116	Support Agreement (MOU/MOA) Management	45
RMO	Command Support	118	Installation TDA Management	46
Directorates				
DES	Fire & Emergency Services	401	Fire & Emergency Response Services	47
DES	Law Enforcement	600	Physical Security	49
DES	Law Enforcement	601	Law Enforcement Services	50
DFMWR	Morale Welfare & Recreation	251	Army Community Services	53
DFMWR	Child & Youth Program	252	Child & Youth School Services	55
DFMWR	Morale Welfare & Recreation	253	Sports, Recreation, & Libraries	57
DFMWR	Morale Welfare & Recreation	254	MWR Business Operations	60
DHR	Administrative Services	113	Administrative Management	62
DHR	Substance Abuse	250	Substance Abuse	64
DHR	Military Personnel	800	Military Personnel Services	66
DHR	Education	803	Continuing Education Services	67
DPTMS	Training Facilities	603	Installation Security Program Management Support	68
DPTMS	Law Enforcement	602	Anti-Terrorism Services	51
DPTMS	Readiness Engineering	604	Emergency Management	69
DPTMS	Military Personnel	702	Multimedia/Visual Information Processes	70
DPTMS	Airfield Operations	900	Airfield Operations	71
DPTMS	Readiness Engineering	901	Mobilization & Deployment Support	73
DPTMS	Readiness Engineering	902	Command & Control	74
DPTMS	Environmental Conservation	903	Training Land Sustainment	76
DPTMS	Small Arms Range Management	904	Range Operations	77
DPTMS	Training Facilities	905	Training Support Center	78
DPTMS	Training Facilities	906	Battle Command Training Center	81
DPW	Unaccompanied Housing (UH)	200	UEPH/SEBQ/UOQ Management	82
DPW	Family Housing	201	Family Housing Management	83
DPW	Real Property Management & Engineering	400	Facilities Engineering Services Management	84
DPW	Custodial Services	402	Custodial Services	85
DPW	Refuse Collection & Disposal	403	Refuse Removal	86
DPW	Grounds Maintenance & Landscaping	404	Maintenance - Grounds	87
DPW	Real Property Management & Engineering	405	Master Planning	88
DPW	Facilities Acquisition	406	Real Estate/Real Property Administration	89

Proponent to DODI Crosswalk #3

Proponent	DODI Title (Apr 2013) & Additional Categories	FY14 CLS	CLS Title	Page
DPW	Pavement Clearance	408	Snow, Ice & Sand Removal	90
DPW	Facility Sustainment	411	Facilities Maintenance	91
DPW	Facility Sustainment	414	Facilities Maintenance - Army Family Housing	92
DPW	Facility Sustainment	417	Facilities Maintenance - Medical/Hospital	93
DPW	Common Use Facility Construction, Operations, Maintenance and Repair	420	Maintenance - Horizontal	94
DPW	Utilities	500	Electrical Services	95
DPW	Utilities	501	Heating/Cooling Services	96
DPW	Utilities	502	Water Services	97
DPW	Utilities	503	Waste Water Services	98
DPW	Utilities	504	Other Utility Services	99
DPW	Environmental Compliance	505	Compliance Services	100
DPW	Environmental Conservation	506	Conservation Services	101
DPW	Environmental Pollution Prevention	507	Pollution Prevention Services	102
DPW	Pest Control	510	Pest Management	103

2014 DODI Category Title to FY14 CLS Crosswalk #4

Garrison Commander & Garrison Support Offices				
DODI Title (Apr 2013) & Additional Categories	FY14 CLS	CLS Title	Proponent	Page
Command Support	100	Installation Management	GC	31
Command Support	109	Equal Employment Opportunity (EEO)	EEO	32
Command Support	111	Internal Review	IRACO	33
Command Support	112	Installation Safety & Occupational Health	ISO	34
Command Support	107	Public Affairs	PAO	35
Command Support	106	Religious Support	RSO	36
Command Support	102	Administrative & Civil Law	SJA	37
Command Support	103	Criminal Law & Discipline	SJA	38
Command Support	104	Client Services	SJA	39
Command Support	105	Claims	SJA	40
Garrison Management & Control Offices				
Command Support	IMO	Information Management Office (IMO)	IMO	41
Command Support	121	Management Analysis	PAIO	42
Command Support	PCF	Personnel Control Facility (PCF)	PCF	43
Command Support	115	Program/Budget	RMO	44
Command Support	116	Support Agreement (MOU/MOA) Management	RMO	45
Command Support	118	Installation TDA Management	RMO	46
Directorates				
Fire & Emergency Services	401	Fire & Emergency Response Services	DES	47
Law Enforcement	600	Physical Security	DES	49
Law Enforcement	601	Law Enforcement Services	DES	50
Morale Welfare & Recreation	251	Army Community Services	DFMWR	53
Child & Youth Program	252	Child & Youth School Services	DFMWR	55
Morale Welfare & Recreation	253	Sports, Recreation, & Libraries	DFMWR	57
Morale Welfare & Recreation	254	MWR Business Operations	DFMWR	60
Administrative Services	113	Administrative Management	DHR	62
Substance Abuse	250	Substance Abuse	DHR	64
Military Personnel	800	Military Personnel Services	DHR	66
Education	803	Continuing Education Services	DHR	67
Training Facilities	603	Installation Security Program Management Support	DPTMS	68
Law Enforcement	602	Anti-Terrorism Services	DPTMS	51
Readiness Engineering	604	Emergency Management		69
Military Personnel	702	Multimedia/Visual Information Processes	DPTMS	70
Airfield Operations	900	Airfield Operations	DPTMS	71
Readiness Engineering	901	Mobilization & Deployment Support	DPTMS	73
Readiness Engineering	902	Command & Control	DPTMS	74
Environmental Conservation	903	Training Land Sustainment	DPTMS	76
Small Arms Range Management	904	Range Operations	DPTMS	77
Training Facilities	905	Training Support Center	DPTMS	78
Training Facilities	906	Battle Command Training Center	DPTMS	81
Unaccompanied Housing (UH)	200	UEPH/SEBQ/UOQ Management	DPW	82
Family Housing	201	Family Housing Management	DPW	83
Real Property Management & Engineering	400	Facilities Engineering Services Management	DPW	84
Custodial Services	402	Custodial Services	DPW	85

2014 DODI Category Title to FY14 CLS Crosswalk #4

DODI Title (Apr 2013) & Additional Categories	FY14 CLS	CLS Title	Proponent	Page
Refuse Collection & Disposal	403	Refuse Removal	DPW	86
Grounds Maintenance & Landscaping	404	Maintenance - Grounds	DPW	87
Real Property Management & Engineering	405	Master Planning	DPW	88
Facilities Acquisition	406	Real Estate/Real Property Administration	DPW	89
Pavement Clearance	408	Snow, Ice & Sand Removal	DPW	90
Facility Sustainment	411	Facilities Maintenance	DPW	91
Facility Sustainment	414	Facilities Maintenance - Army Family Housing	DPW	92
Facility Sustainment	417	Facilities Maintenance - Medical/Hospital	DPW	93
Common Use Facility Construction, Operations, Maintenance and Repair	420	Maintenance - Horizontal	DPW	94
Utilities	500	Electrical Services	DPW	95
Utilities	501	Heating/Cooling Services	DPW	96
Utilities	502	Water Services	DPW	97
Utilities	503	Waste Water Services	DPW	98
Utilities	504	Other Utility Services	DPW	99
Environmental Compliance	505	Compliance Services	DPW	100
Environmental Conservation	506	Conservation Services	DPW	101
Environmental Pollution Prevention	507	Pollution Prevention Services	DPW	102
Pest Control	510	Pest Management	DPW	103

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 100 CLS Title: Installation Management

DODI Title: Command Support

Contact: Ms. Beverly Hopkins (580) 442-3106/3332

Common Levels Of Support (CLS)

100	A	Exercise Command and Control
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		Enable day-to-day operations and management of Installation and base support services delivered to standard. Manage garrison infrastructure to include prioritization of sustainment, restoration, and maintenance projects to support Soldiers, Families, and Civilians. Deliver Family and Installation programs, coordinate and integrate support from other service providers.
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	B	Foster Coalitions
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		Identify, develop, and maintain mutually beneficial coalitions with local and tenant leaders, Garrison staff and the Installation community, as delegated by the Senior Commander (SC). Address a wide range of Garrison-specific issues, potential impacts of Garrison and Installation operations on the community, anticipated public concerns, contribute to the well-being of environmental, social and economic systems, and contribute to improving both the Army and coalition partners.
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	C	Information Management Office (IMO)
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		<p>CIO/IT Planning: Plans for enterprise class IT capabilities to support IMCOM mission requirements to include oversight, compliance, liaison to other DoD activities, Finance, Audit, Strategy, and Policy. Mission Support/Automation: Manages IMCOM Mission-related IM requirements to include system administration, maintenance, project management, support, development, and engineering. Information Assurance: Manages the IMCOM information assurance program to include system security, accreditation, portfolio oversight, and information assurance. Information Management Officer: Management oversight of all internal IM requirements to include support to local IMCOM staff at Garrisons, oversee help desk and other C4IM Services, support contracts to support workforce automation, and AV/VI.</p>
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GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 109 CLS Title: Equal Employment Opportunity (EEO)

DODI Title: Command Support

Contact: EEO Chief (580) 442-4024

Common Levels Of Support (CLS)

109	A	Manage the EEO Precomplaint Process
		Process EEO complaints of discrimination in accordance with AR 690-600 and other applicable directives and provide required reports.
	B	Manage the EEO Formal Complaint Process
		Process EEO Complaints of discrimination in accordance with AR 690-600 and other applicable directives and provide required reports.
	C	Provide Compliance and Program Service
		Requires demonstrated commitment to equality of opportunity for all employees and applicants; Command in compliance with all six essential elements of MD 715. This SSP requires EEO program officials to make analysis to identify and remove barriers to employment throughout the year and ensuring that the EEO Action Plan objectives are incorporated into all agencies' strategic plans. Commander to issue written policy statements ensuring a workplace free of discriminatory harassment and a commitment to equal employment opportunity.
	D	Provide Advisory Services
		EEO Program officials advise and provide appropriate assistance to managers/supervisors about the status of EEO program within each manager's area of responsibility. EEO Program officials advise and provide appropriate assistance during agency deliberations prior to decisions regarding recruitment strategies, vacancy projections, succession planning, selections for training/career development opportunities, and other workforce changes.
	E	Manage the Disability Program
		Direct, monitor and implement employment related, career development actions for individuals with disabilities and provide required reports. Monitor and track reasonable accommodation requests.
	F	Provide Training and Education
		This SSP requires that the Commander make early efforts to prevent discriminatory actions and eliminate barriers to equal employment opportunity in the workplace. This is accomplished by proactive measures such as training and education. Training required by regulations and policy (EEO MD 715, EEOC 462, AR 690-600 and court mandated training) are part of this SSP. EEO program officials train and educate management, employees, and applicants, informing them of the variety of EEO programs and administrative and judicial remedial procedures available to them.

Reimbursable

Reimburse for TDY and Court Reporter costs

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 111 CLS Title: Internal Review

DODI Title: Command Support

Contact: Internal Review Chief (580) 442-3712

Common Levels Of Support (CLS)

111	A	Time Critical and Audit Readiness Reviews
		Conduct audits of a critical nature to the command with short response times. This includes the review of audit readiness documents before they are uploaded into the Army Audit Depository. Work should be documented using audit standards including work paper preparation, reports and recommendations.
	B	Formal and Audit Readiness Sustainment Audits
		Conducts audits that provide an independent, objective assessment to the command. This includes audit readiness sustainment audits.
	C	Audit and Audit Readiness Liaison Service
		Manage audits, surveys, and reviews performed by external agencies as required by law, directed by regulation or by the Commander. This includes all efforts to facilitate visits by OASA (FM&C) or Independent Contracting Firms to perform audit readiness assessments.
	D	Follow-up on Audit And Audit Readiness Corrective Action Plans
		Conduct follow-up reviews to determine whether internal and/or external recommendations have been implemented. This includes follow up on corrective action plans identified as part of the audit readiness testing efforts.
	E	Consulting/Advisory Services
		Provide objective consult and advice for command decision making.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 112 CLS Title: Installation Safety and Occupational Health

DODI Title: Command Support

Contact: Garrison Safety Officer (580) 442-4466

Common Levels Of Support (CLS)		
112	A	Manage and Direct Garrison Safety and Occupational Health Program
		Develop, justify, manage, plan, organize, and implement a Garrison safety program to manage compliance with statutory and regulatory standards. Management Integration, Councils and Committees.
	B	Manage and Direct Accident and Near Miss Investigations
		Identify accident casual factors and potentially unsafe practices or conditions, and recommendations for corrective actions to prevent mishap recurrence and reduce hazardous conditions. The function includes: mishap screening, accident feeder reports, notifications, investigation, report reviews/coordination, report processing, mishap log, board appointments, command level reviews, counter measure development, malfunction recording for components, OSHA recordkeeping.
	C	Manage/Conduct Inspections, Surveys, Assessments, and Technical Consultation
		Establish and execute a program for the conduct of inspections and surveys of Garrison operations/facilities/properties. Provide assessments of Garrison programs, projects, events, workplaces, facilities, and training sites.
	D	Conduct/Manage Hazard Analysis and Provide Counter Measures
		Collect, review, and analyze data from various sources to identify trends, systemic deficiencies, and profiles for use in establishing program initiatives and priorities. Develop, implement, and manage a countermeasure program.
	E	Provide Safety Education, Training, and Promotion
		Design, conduct, develop, and execute safety awareness, statutory and regulatory training, promotional and special emphasis campaigns, and programs to enhance safety awareness throughout the Garrison command.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 107 CLS Title: Public Affairs

DODI Title: Command Support

Contact: Public Affairs Officer (580) 442-4500

Common Levels Of Support (CLS)		
107	A	Execute Strategic Communications (SC) and provide PA advisory and policy support to the command, staff, and supported tenants.
		<p>This business process leads the development and execution of strategic communication planning efforts as outlined in the DP 91 implementation guidance and provides PA advice and policy support to the command, staff, and supported tenants. This SSP includes advising the commander and planning. All public affairs plans should be reviewed in the strategic communications planning process for SC opportunities.</p>
	B	Execute media relations activities
		<p>This business process provides an information conduit to provide initial response to specific (general public) inquiries and establishes and maintains relationships with civilian news media representatives to optimize the reporting of accurate information. It also includes the provision of media training to prepare installation representatives to speak to the media when required. TDY is reimbursed by requesting tenant.</p>
	C	Produce command information products
		<p>This business process provides, prepares for, manages and coordinates the release of relevant and accurate information and strategic communication messages targeted to specific audiences using CI products. TDY is reimbursed by requesting tenant.</p>
	D	Execute Community Relations activities
		<p>This business process provides for developing and maintaining relationships with local community leaders and stakeholders. It requires community relations events and activities be designed to directly communicate Army and installation strategic themes and messages, and to interact with key individuals and groups who determine or influence relationships between the Army, the installation, and the general public. Community outreach initiatives to special interest groups (environmental, cultural, etc.) will be coordinated through Public Affairs to ensure continuity of messages and that the installation speaks with one voice. TDY is reimbursed by requesting tenant.</p>

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 106 CLS Title: Religious Support

DODI Title: Command Support

Contact: CH COL Pawlikowski (580) 442-3302

Common Levels Of Support (CLS)		
106	A	Provide worship services and religious events, including essential rites, sacraments & ordinances.
		This program provides complete worship experiences comparable to the civilian community, integrated within the military community to meet the needs of the authorized population for the free exercise of religion.
	B	Provide religious education
		This program provides for comprehensive, lifelong religious education/faith formation programs and processes that complement worship experiences, include all ages, respond to diverse life situations, and facilitate the spiritual resilience of the Army community. This includes weekday, as well as weekend, activities.
	C	Provide pastoral care and counseling services
		This program provides comprehensive pastoral care to include individual and group faith-based counseling, visitation, and complementary faith-based activities.
	D	Provide Soldier and Family ministry services
		Under Chaplain leadership, this program provides faith-based training and programs that enhance spiritual growth, strengthen spiritual community and values, and build and maintain strong family structures and relationships.
	E	Provide Required Training
		This program provides for the professional development of chaplains, chaplain assistants, directors of religious education, and other civilian religious support personnel to maintain professional credentials, military skills, and professional competencies.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 102 CLS Title: Administrative and Civil Law

DODI Title: Command Support

Contact: Administrative Law (580) 442-0984

Common Levels Of Support (CLS)		
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102	A	Advise the Command and Staff on Admin/Civil Law
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		Provide advice in all areas of admin and civil law to commanders in daily operations.
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	B	Provide Labor and Employment Law Services
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		Provide full legal support including advice and representation to commanders and staff, Civilian Personnel Advisory Centers, in Labor and Employment matters.
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	C	Provide Environmental Law Services
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		Provide full legal support to commanders in Environmental law in accordance with Federal and state law and regulations.
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	D	Provide Contract and Fiscal Law Services
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		Provide full legal support to commanders in all facets of contracts and fiscal law in accordance with Federal law and Army regulations.
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	E	Provide Ethics Services
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		Provide full legal support to commanders in Ethics in accordance with the Joint Ethics Regulations and Federal law.
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Reimbursable

Reimburse for TDY, court reporter, arbitrator, and overtime that exceeds common level of support.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 103 CLS Title: Criminal Law and Discipline

DODI Title: Command Support

Contact: Criminal Law (580) 442-3900

Common Levels Of Support (CLS)		
103	A	Advise and Support Command and Law Enforcement
		A program to provide legal advice in accordance with law and regulations (AR 635-200, AR 600-8-24, AR 600-37).
	B	Conduct Courts-Martial
		A program to discipline Soldiers for major disciplinary infractions in accordance with AR 27-10 and Uniform Code of Military Justice (UCMJ).
	C	Post Trial Processing & Systems
		Program manages and administers all facets of commander's military justice program IAW UCMJ, AR 27-10, AR 635-200, AR 600-8-24 and 10 USC 815. Post Trial Processing, Quality Control Management & Systems. Technical advice/expertise, and oversight performed by a Legal Administrator, U.S. Army Warrant Officer, MOS 270A.
	D	Administer the Commander's Military Justice Program
		A program of victim and witness assistance in compliance with Public Law, 42 USC 10601, DoD directive 1030.1 and AR 27-10. Program manages and administers all facets of Commander's military justice program IAW UCMJ, A R 27-10, AR 27-10, AR 635-200, AR 600-8-24, and 10USC 815.
	E	Provide Victim/Witness Services
		A program to prosecute violations of Federal law committed on Army installations, or violations that involve Army interest or property. A program of victim and witness assistance in compliance with Public Law, 42 USC 10601, DoD directive 1030.1 and AR 27-10.
	F	Support Federal Magistrate/District Court Program
		A program to prosecute violations of Federal law committed on Army installations, or violations that involve Army interest or property

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 104 CLS Title: Client Services

DODI Title: Command Support

Contact: Legal Assistance (580) 442-5058

Common Levels Of Support (CLS)		
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104	A	Provide Legal Assistance
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Multi-faceted program:

- Provides legal assistance to active duty military members through the Soldier readiness processing (SRP); mobilizing and demobilizing personnel in accordance with 10 USC 1044A and AR 27-3; assisting Soldiers with actions involving administrative due process; and assisting and advising on their personal legal affairs.
- Assists and advises Family members with actions involving their personal legal affairs.
- Assists and advises retirees with actions involving their personal legal affairs.
- Assists and advises eligible civilians with actions involving administrative due process.

	B	Support Preventive Law Program
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A program to educate and identify current legal issues affecting the eligible client pool in the military community.

	C	Provide Tax Assistance
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A program to assist military personnel, retirees and their family members in preparing the tax returns and addressing personal tax matters.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 105 CLS Title: Claims

DODI Title: Command Support

Contact: Claims (580) 442-2317

Common Levels Of Support (CLS)

105 A Support Chapter 11 Claims

A program to provide support to Soldiers and civilian employees who suffer loss and damage to their personal property incident to service, including loss or damage suffered during their HHG shipment, and non-shipment incident to service loss or damage, and also to support the DP3 Program.

B Support Tort Claims (FTCA, FCA, MCA & AMCSA)

A program to promptly investigate and adjudicate existing and potential tort claims against the Army and DoD to identify and limit agency and U.S. Government liability and monetary damages as well as preserve evidence required for future litigation.

C Support Other Claims (Art 139, UCMJ claims, etc)

A program to support other claims filed under the provisions of AR 27-20 including Art 139, UCMJ claims.

D Support Affirmative Claims

A program to recover from tort feasons and third party payers costs of medical care, lost military pay, and property damage caused by third parties.

E Carrier Recovery

A program designed to recover monies from carriers for payment of household goods claims, especially to enable reimbursement to claimants of Full Replacement Value portion of claims payment.

Reimbursable

Investigate and recover expenses for the Government which results from the treatment of military members, retirees or dependents from all third parties legally liable for the injury or disease within the prescribed jurisdiction and assert claims against private individuals, corporations, associations and nonfederal governmental agencies that is directed by a Military Treatment Facility.

Proponent: IMO

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # IMO CLS Title: Information Management Office (IMO)

DODI Title: Command Support

Common Levels Of Support (CLS)

IMO	AA	IMO Support in CONUS
		This program provides for IMO support all on CONUS Garrisons.
	BB	IT Approval Authority
		Garrison IT actions are forwarded to this office for review and approval before actions are authorized.
	CC	NEC Interface
		This office is the liaison between the Garrison and NEC for automation issues and resolution.

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 121 CLS Title: Management Analysis

DODI Title: Command Support

Contact: Bldg 463 Suite 205, (580) 442-5849/3490

Common Levels Of Support (CLS)		
121	A	Stationing/BRAC Management
		This program provides overall program integration, planning, monitoring, coordination of BRAC and stationing (AR 5-10) activities. Provide overall integration, planning, monitoring, and coordination of stationing action (i.e. activation/establishment; inactivation/discontinuance, realignment, and relocation for both CONUS and OCONUS locations as well as BRAC actions to include force structure (manpower) and installation (facility management and base operations) components.
	B	Customer Service Excellence (CSE)
		Manage enterprise programs and implement local initiatives to collect and analyze voice of the customer (VOC) feedback for continuous improvement, identification of best practices, and make service delivery adjustment/change recommendations to most efficiently and effectively meet the needs of customers.
	C	Conduct Strategic Planning
		Strategic planning provides a three to five year management tool to focus overall installation operations and attain Garrison mission and goals Installation Planning Boards (IPBs) are held semi-annually to bring together all installation stakeholders in order to focus efforts on strategic planning; resulting in a top-ten set of items from which action plans will be developed to guide the installation in its movement over the next 3-5 years.
	D	Integrating Operations
		Primary "garrison integrator" in support of the Garrison Command Group that serves to facilitate intra-agency and/or cross-functional issues through integrated operations; facilitate the development of plans and actions ISO of Senior Commander/Garrison Commander directed actions/requirements; and develop products for external stakeholders such as local, state, federal agencies, and host nation foreign countries. The PAIO identifies issues, analyzes data, proposes solutions, and facilitates a variety of work groups in order to develop garrison-wide solutions. Through a variety of methods, integrates data across functions to develop the garrison response to a wide variety of tasks affecting garrison services.
	E	Organizational Performance Measurement
		This program measures and evaluates garrison/installation performance against baseline standards as established by CLS, ISR, and/or other applicable laws and directives.
	F	Change Management and Organizational Improvement
		Provides systematic approaches to facilitate business transformation, cost management and continuous process improvement to facilitate improving organizations in a resource constrained environment.

Proponent: PCF

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # PCF CLS Title: Personnel Control Facility (PCF)

DODI Title: Command Support

Common Levels Of Support (CLS)		
PCF	AA	Provide HHC Support
		Provide command and control, administrative, logistical, and training support for all assign/attached Soldiers and DA civilians.
	BB	Provide U.S. Army Personnel Control Facility
		IAW AR 600-62 – Supervise and coordinate administrative processing's and accomplish the expeditious and proper disposition, either administrative or judicial, of the following categories of personnel: Army Deserters, Army correctional facilities inmates, personnel who have received a BCD, DD, or a dismissal and are on excess leave pending completion of the appellate process, parole violators, and Army personnel confined by civil authorities.

Proponent: RMO

GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 115 CLS Title: Program/Budget

DODI Title: Command Support

Contact: Budget Office (580) 442-3591

Common Levels Of Support (CLS)

115	A	Control all Appropriated Funds
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		This program is the statutory and regulatory defined management of appropriated funds.
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	B	Execute the Current/Prior Year Budget
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		This program tracks and executes current/prior year annual funding and the reimbursable program. Mid-year review.
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	C	Provide Fiscal Advisory Services & Customer Support
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		This program provides liaison and assistance to Garrison Commander, staff, and external agencies.
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	D	Identify Budget Year Requirements
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		This program identifies budget requirements and anticipated funding for next year's annual funding.
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GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 116 CLS Title: Support Agreement (MOU/MOA) Management

DODI Title: Command Support

Contact: Manpower & Agreements Office (580) 442-3560

Common Levels Of Support (CLS)		
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116	A	Provide New Agreements with Reimbursement
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		This program will negotiate, develop, and conclude a variety of high-emphasis agreements with Inter-Service Intra-Governmental agencies. This includes the reimbursable relationship required by DoD regulations. In coordination with the MACOM and/or Regional lead and legal advisor, this program will also negotiate, develop, and conclude agreements with a variety of international customers. This includes a reimbursable relationship required by law.
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	B	Provide Maintenance to Existing Agreements
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		This program will conduct regular reviews of existing agreements, updating or terminating as necessary.
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	C	Oversee Internal Control Program
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		This program provides oversight of mandatory Federal management controls programs.
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GARRISON COMMAND AND SUPPORT OFFICES

FY14 CLS # 118 CLS Title: Installation TDA Management

DODI Title: Command Support

Contact: Manpower & Agreements Office (580) 442-4097

Common Levels Of Support (CLS)		
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118	A	Provide Manpower Execution and Equipment Management
		This program provides manpower execution guidance/data analysis to the Garrison Commander, Garrison activities, and higher HQs. It also processes equipment requests for Garrison activities.
	B	Provide Manpower Management, Analytical and Advisory Services
		This program provides analytical and advisory support to the Garrison Command Group.
	C	Provide Manpower Command Plan Data to Include Sections I, II, III of TDAs and MOB Data
		This program provides TDA Documentation/Command Plan input and processes equipment requests for Garrison activities.
	D	Identify and Validate Manpower and Equipment Requirements
		This program provides input to higher HQs to assist in the Identification and validation of civilian and military manpower requirements.

DIRECTORATES

FY14 CLS # 401 CLS Title: Fire and Emergency Response Services

DODI Title: Fire and Emergency Services

Contact: Mr. Clint Langford (580) 442-6010/4905

Common Levels Of Support (CLS)		
401	A	Provide Incident Command and Mitigation for All Emergency Responses
		This SSP establishes protocols for Incident Command (IC) / Command and Control (C2) IAW, DoDI 6055.06, AR 420-1, and NFPA standards. DoDI 6055.06, Enclosure 9 and Enclosure 3 provide the minimum manpower requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all Incident Command System requirements for emergency response to safely mitigate structural, aircraft, hazardous materials, CBRNE, technical rescue, wild land, natural/manmade disasters and other miscellaneous incidents as described in the components section of this SSP. This section also captures fire protection and prevention program compliance requirements.
	B	Provide Emergency Dispatch Services
		This program provides 24 hour/365 day capability for the Installations Emergency Control Center (ECC) or 911 Dispatch Services under the Directorate of Emergency Services (DES). The ECC is the Installation's nerve center for dispatching all emergency incidents for Fire, Law Enforcement and EMS. The ECC provides critical infrastructure capability to support all emergency responders to include Command and Control (C2), Communications, Resource Notification, cordon/safe route plotting, and acts as the Emergency Operations Center (EOC) until relieved in support of the Incident Commander to safely mitigate the emergency incident.
	C	Provide Emergency Response Services for All Hazard Emergencies
		Fire & Emergency Services is currently not funded nor staffed to provide ARFF Fire Protection. All services are reimbursable. This SSP establishes protocols to manage the manpower for operations IAW, DoDI 6055.06, AR 420-1, and NFPA standards. DoDI 6055.06, Enclosure 9 and Enclosure 3 provide the minimum manpower requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all program compliance requirements to include emergency response to safely mitigate structural, hazardous materials, CBRNE, technical rescue, wildland, natural/manmade disasters and other miscellaneous incidents not associated as Aircraft (ARFF) as described in the components section of this SSP.
	D	Provide Emergency Response Services for Aircraft Rescue Fire Fighting
		This SSP establishes protocols to manage the manpower for operations IAW, DoDI 6055.06, AR 420-1, and NFPA standards. DoDI 6055.06, Enclosure 9 and Enclosure 3 provide the minimum manpower requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all program compliance requirements to include emergency response to safely mitigate aircraft incidents (Rotary or Fixed Wing). This SSP also supports SSP C Emergency Response Services for All Hazard Emergencies during major incidents or decrease in manpower. Fire & Emergency Services is currently not funded nor staffed to provide ARFF Fire Protection. All services are reimbursable.

	E	Provide Fire Prevention Services
		This SSP establishes protocols to manage the manpower for fire prevention services IAW, DoDI 6055.06, AR 420-1, and NFPA standards. DoDI 6055.06, Enclosure 9 and Enclosure 3 provide the minimum manpower requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all program compliance requirements and implements the fire prevention program of Enforcement, Engineering, and Education (3-E's), IAW DoDI 6055.06, AR 420-1, NFPA Standards and Unified Facility Criteria.
		Reimbursable
		Services provided, however, Fire & Emergency Service will not be able to provide service in accordance with DoDI 6055.5 staffing & response criteria to remote areas outside Cantonment Area. Most range responses will be delayed responses due to the travel distance from nearest fire station to incident site on ranges. Entities that are unable to assume this risk may have services provided through Reimbursable Fee.
		Mission unique support requiring overtime or extra equipment.
		If the finding of an investigation determines the cause of a fire is due to RECEIVER negligence or intentional misconduct, the RECEIVER will be liable for support cost to mitigate the incident.

DIRECTORATES

FY14 CLS # 600 CLS Title: Physical Security

DODI Title: Law Enforcement

Contact: Janet McMurtrey 580-442-3145

Common Levels Of Support (CLS)

600	A	Physical Security Program Management
		This SSP provides the management and planning functions that are necessary for an executable Physical Security Program. The Planning, Programming, Budgeting, and Execution (PPBE) process; contract management; and all associated budget estimates are required to ensure adequate resource allocation. Limitations due to funding levels
	B	Execute IDS & Other Infrastructure Program & Operations (Less Access Control)
		This SSP provides for maintaining required intrusion detection alarm systems, PS infrastructure, and electronic equipment, as required by regulation or risk analysis to protect personnel, HRP, MEVA, and HRT. This SSP eliminates the need for posting 24/7 armed security personnel/soldiers at installation facilities containing AA&E, sensitive or classified material. Funded at RED. Repair of existing systems is accomplished as required, however; required preventative maintenance and installation of new systems is delayed
	C	Execute Physical Security Program
		This SSP provides for the management and direction of core PS missions to maintain safe and secure installation, to include support to tenant organizations. This SSP provides for the regulatory compliance and certification of facilities used to protect AA&E, mission sensitive or classified resources. Limitations due to funding levels.
	D	Execute Installation Access Control Point (ACP) Operations
		This SSP provides administration and operation of access control points, visitor control center, and access control equipment. Access control is designed to restrict and/or control entrance to property and/or installations to only those authorized persons. Provides a mechanism to screen, identify and prevent access to personnel deemed a threat to the installation.

Reimbursable

Any support for Integrated Commercial Intrusion Detection System (ICIDS) (i.e. purchase of equipment/connectivity) is reimbursable.

DIRECTORATES

FY14 CLS # 601 CLS Title: Law Enforcement Services

DODI Title: Law Enforcement

Contact: Mr. Joe Glanzer (580) 442-6530

Common Levels Of Support (CLS)		
601	A	Provide Police Patrol Operations
		This SSP provides for the maintenance of the safety and security of Army installations (and Joint Bases) and its members through police patrol and response operations.
	B	Provide Police Emergency Dispatch Services
		This SSP provides for the resourcing and management of law enforcement emergency dispatch services. Limitations due to funding levels.
	C	Provide Law Enforcement Investigations
		This SSP provides for the ability to conduct specialized LE investigations of misdemeanor crimes and serious traffic accidents which occur on Army installations (and Joint Bases). Commanders will receive a legally sufficient investigation. (No overtime allowed). Timeliness is affected by funding limitations.
	D	Provide Police Reports and Records Services
		This SSP provides for the resourcing and management of maintaining installation police records and reports.
	E	Provide Specialized Law Enforcement Services
		This SSP provides for the resourcing and execution of specialized law enforcement services requested and required law enforcement training beyond normal police operations. Limitations based on funding levels.
Reimbursable		
Special event coverage may be reimbursable.		

DIRECTORATES

FY14 CLS # 251 CLS Title: Army Community Services

DODI Title: Morale, Welfare & Recreation

Contact: Jean Mills (580) 442-6962

Common Levels Of Support (CLS)		
251	A	Community Information Services
		Support and enhance all Army Community Service programs by expanding their resource base through promoting and utilizing available tools and resources.
	B	Family Advocacy Program
		Prevention and intervention programs and services for a wide range of support from individual life situations to include the range of Family Violence.
	C	Victim Advocacy
		Advocacy for and response to victims of domestic violence as well as prevention of domestic violence through education.
	D	New Parent Support Program
		Home Visiting Program providing services and parenting skills education to parents with a newborn or child, ages 0-3 or at-risk Families with young children, ages 0-3.
	E	Mobilization & Deployment
		Programs and support activities designed to assist leaders, Soldiers, their Families and Department of Army Civilians who deploy and their families to successfully manage the challenges of mobilization and deployments before, during, a and after they are mobilized regardless of their geographical location.
	F	Financial Readiness
		Assistance to include timely and effective transition support programs and services to include building personal and/or Family financial readiness.
	G	Exceptional Family Member Program
		Comprehensive and coordinated community support and services to Families with special needs.
	H	Soldier & Family Assistance Center
		Targeted services to wounded Soldiers and their families at their location and in a safe setting.
	I	Not used
	J	Survivor Outreach Services
		Decentralized long term case management for survivors.
	K	Relocation Readiness
		Services to support Army personnel and their families as they relocate.
	L	Employment Readiness
		Assistance to Family Members and transitioning Soldiers in preparing for, searching and securing employment.

	M	Volunteer Programs (Army Family Action Plan, Army Family Team Building, Army Volunteer Corps Coordination)
		Programs to promote and sustain Army volunteerism and Army volunteers and encourage participation at all levels.

DIRECTORATES

FY14 CLS # 252 CLS Title: Child and Youth School Services

DODI Title: Child and Youth Program

Contact:

Common Levels Of Support (CLS)		
252	A	Child, Youth & School Services Deliver Child and Youth Services for eligible children to reduce the conflict between parental responsibilities and mission requirements. Services delivered using integrated Child and Youth System based on a "child and youth space" as a unit of service and associated funding. Note: The process of managing by Child and Youth spaces gives the Army clear choices for delivering garrison services at acceptable levels. This process, jointly developed by DoD and the Military Departments, is designed to provide flexibility within metric parameters and is understood by Congress and by Program Objective Memorandum (POM) Program Evaluation Groups (PEGs) to be a common level of service. The direct costs required to operate Child and Youth Systems, consistently and predictably across IMA garrisons, are embedded in a Child and Youth space. Availability, Affordability and Quality metrics determine the allocation of the spaces and the required associated funding. When funding or demand for services expands or declines, the number of Child and Youth spaces is adjusted accordingly. Deliver Child Care Services for eligible children to reduce the conflict between parental responsibilities and mission requirements. Child Development Center (CDCs): (Ages 6 weeks-5 years) Offers on-post full-day, part-day, hourly child care, extended duty day care to include the Strong Beginnings Pre-Kindergarten program. May also include stand alone CDC annexes and satellite sites. Care is provided by trained staff and operations are subject to DoD Certification. Family Child Care (FCC) Homes: (Ages 4 weeks-12 years) Offers full-day, part-day, and hourly child care to include extended duty day, weekend care, 24-hour care as needed in a home environment. Care for up to eight children (depending on mix of ages) is provided by trained, certified, and monitored Family Child Care Providers in their own homes (privately owned and government owned or leased housing) and is subject to DoD Certification. Child Development (CD) Homes: (Ages 4 weeks-12 years) Offers full day, part-day, hourly child care to include extended duty day, weekend care, 24-hour care as needed in government owned or leased housing designated for this purpose. Care for between 7 and 12 children is provided by two trained CYS employees. 24-hour care requires additional fire safety protection. School-Age (SA) Centers (aka Child Development Centers): (Ages 6-12 years) Offers before and after school programs, weekend activities during the school year, summer care and camps during school vacations. Care is provided by trained staff and operations are subject to DoD Certification.
	B	Youth Programs The mission of the Army CYSS Youth Program is to support the resilience, well-being, readiness and retention of Army Families by reducing the conflict between military mission requirements. The Youth Program offers comprehensive, supervised program options and affordable, quality, predictable services that promotes resiliency and are easily accessible for eligible youth. This is achieved through a comprehensive Youth Program framework consisting of the Four Service Areas. Through formal partnership agreements with several nationally-recognized youth-serving organizations, such as United States Department of Agriculture (USDA), 4-H and Boys & Girls Clubs of America (BGCA), youth have access to programs, standardized curricula, special events, camps, scholarships, etc., no matter where they live. Supervision and programming is provided by trained staff and operations are subject to DoD Certification. The Sports & Fitness Program is defined as programs and services that address the physical, cognitive, social and emotional needs of children and youth ranging from four weeks to 18 years

		<p>of age. The S&F offers developmentally appropriate opportunities for children and youth to be engaged in individual and team sports, competitions, skill building clinics, and nutrition and health classes that foster development of life-long healthy habits. Army School Support Services provides a variety of programmatic strategies and resources to achieve this mission and to support academic success and wellness for Army children and youth. The program facilitates smooth school transitions for incoming and outgoing students and Families, provides education-related advice and expertise to Command, helps parents and students navigate education issues, establishes partnerships between the installation and the local school community, links home school Families to resources, and provides resources and training opportunities to the school community.</p>
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DIRECTORATES

FY14 CLS # 253 CLS Title: Sports, Recreation, and Libraries

DODI Title: Morale, Welfare & Recreation

Contact: (580) 442-3081/2025

Common Levels Of Support (CLS)		
253	A	Provide Physical Fitness Facilities
		Physical fitness is a cornerstone of readiness and resiliency. The Army emphasizes the importance of highly levels of physical capability for the occupational tasks that Soldiers are required to perform by designating this program Category A, Mission sustaining. Provides Garrison capabilities to conduct functional fitness programs in support of TC 3-20.21, required to assist commanders in meeting the physical requirements of the Mission Essential Task List (METL). Provides authorized patrons opportunities to enhance individual readiness, resiliency, and general physical fitness and contribute to overall wellness. Essential to sustain the force, and build resiliency through fitness, recreation and leisure activities. Programs support the expeditionary Army and provide opportunities throughout the ARFORGEN cycle to reconstitute Soldiers for future deployments/contingencies, prepare Soldiers to reintegrate, provide Soldiers and Families healthy alternatives that mitigate the accumulated effects of conflict and reestablish a work-life balance.
	B	Provide Intramural Sports/Outdoor Facility Maintenance
		Provides Garrison Active Duty personnel intramural programs designed to encourage large scale unit participation in positive alternatives that lessen aberrant and destructive behaviors, contribute to unit cohesion, enhance esprit de corps, build life skills, and increase individual resiliency. For select group of elite athletes, the intramural program may be a stepping stone to higher competitions such as All Army, Armed Forces, and both National and International competitions, including the Olympics. Ensures Phase I of CSA Initiative Army Sports Program is conducted and executed. Provides Garrison capabilities to provide sports and athletic events to enhance esprit de corps, morale and overall wellness. Equipment use for competitive athletic programs meets the standards as published by the respective US governing body. All personnel are trained on basic principles of fitness, event management, customer service and MWR business operations. Personnel that provide special services are certified by a nationally recognized organization (i.e. Red Cross certification for WSI and Lifeguards).
	C	Provide Library/Information Services
		The Library and Information Services Program consists of libraries that support readiness, the military mission, quality of life, voluntary education, professional and technical education and training, lifelong learning, transition and career assistance, and leisure needs of military communities. The program reaches out from facility to the Soldier in the barracks, at home or while deployed through hard copy materials as well as electronic (IT) and web-based programs and services. Libraries offer computers which provide Soldiers and Families opportunities to communicate on-line during deployments and TDY assignments; they also provide sources for educational advancement of all ages, electronic research from and across a variety of informational databases, and programs offering life-enhancing informational and skill development opportunities.
	D	Provide Aquatics Training
		Aquatic Facilities are a key component of mission readiness. Aquatic Training Programs are required for

		unit water survival training, enhancing Soldier swimming skills, support rehabilitation of wounded warriors and support the general health of the military community. The Army emphasizes the importance of high level of physical capability for the occupational tasks that Soldiers are required to perform. Recreation Swim Programs enable water survival training, enhance Soldier swimming skills, support rehabilitation of wounded warriors and support the general health of the military community.
	E	Provide Community/Recreation Programs and Services
		Provide a comprehensive MWR program with both directed and self-directed individual and group activities specifically targeted to the DoD community as a whole, but with special emphasis on military personnel. These programs can be stand-alone, consolidated, and/or integrated programs that best meet the needs of the community they serve. Provides community recreation facilities, program personnel, leisure and non-facility based activities for authorized patrons to build individual life skills, enhance social interaction, mitigate aberrant behaviors, and contribute to an overall sense of community. Serves as a center for community recreational activities, encouraging an appreciation of other cultures, and the development of new life skills.
	F	Provide Outdoor Recreation Program
		Provides self-directed recreation opportunities and directed life skill building instruction in a variety of healthful, vigorous, and comprehensive outdoor recreation programs, including high adventure activities which enhance unit cohesion, provides positive alternatives to high risk/destructive behavior, build esprit de corps, develop individual coping skills, enhance personal and unit resiliency, test functional fitness and motor skill sets, and promote well-being. Programs and services are environmentally conscious, conserving and protecting wildlife, forests, wetlands, and other natural resources. Includes Warrior Adventure Quest (WAQ) which combines existing outdoor recreation high adventure, high adrenaline activities with LLAD debriefing techniques in an interactive training environment; introduces Soldiers to the combat operational stress control (COSC) model; assists Soldier re-integration, empower small-unit leaders, maintain combat readiness, and increase unit cohesion.
	G	Provide Automotive Skills Program
		The Automotive Skills program provides Soldiers, DA civilians, Family members and Retirees a wide range of skill development activities to enhance individual coping skills and self-reliance, develop life skills, and reduce maintenance costs through self-help repairs. Facilitates the rehabilitation of Wounded Warriors by improving fine motor skills (hand-eye coordination skills).
	H	Provide Arts and Crafts Program
		The Arts and Crafts program offers educational, self-development activities that advance technical knowledge and skills and offer opportunities for creative growth and resiliency. This is accomplished through individual participation in arts and crafts processes, to include fine arts, crafts, digital art and industrial/vocational arts. Provides Soldiers, retirees, DA civilians and Family members a wide range of skill development activities to enhance individual coping skills and self-reliance, develop personal creativity, increase cultural awareness, and facilitates the rehabilitation of Wounded Warriors by improving fine motor skills (hand-eye coordination skills) and provides emotional relief by encouraging expression of feelings and concerns which relieve depression and anxiety.
	I	Not used
	J	Provide Leisure Ticketing Services
		Provides authorized patron's off-post leisure and recreational opportunities such as discounted tickets to nationwide sporting events, theme parks, concerts, movies, theater productions, museums, and

		sightseeing tours. The program similarly offers reduced cost lodging at popular USA destinations and discounted prices for cruises and vacations. This program provides discount ticketing services to authorized patrons for entertainment and leisure activities.
	K	Provide Entertainment Programs
		Performing Arts (Music, Drama, and Theater) Programs provide diverse, demand-driven activities in the creative arts for Soldiers, Civilians and Family Members. The program mission is to offer community involvement opportunities to increase interpersonal skill development, leadership abilities and morale; enhance resiliency, readiness and integration; and improve quality of life. Skill building activities include: plays, vocals and dance, concerts, variety shows and educational programming which may result in public performances and live commercial entertainment.

DIRECTORATES

FY14 CLS # 254 CLS Title: MWR Business Operations

DODI Title: Morale, Welfare & Recreation

Contact: Chief, Business Operations (580) 442-3842/2020

Common Levels Of Support (CLS)

254	A	Cat B Bowling
		This program provides Soldiers, Family members, and other authorized patrons, opportunities to enhance combat readiness, general physical fitness and overall wellness.
	B	Remote & Isolated Bowling
		Provide a bowling program that is growing to meet industry standards as a leisure and recreation destination that delivers a quality product while achieving Army financial standards. Ensure Soldiers and Families have an opportunity to participate in bowling programs and centers offering open and league bowling and services such as bowling instruction, retail, food and beverage, and other market-driven recreational activities as facility allows. Installations that currently do not have a bowling center should consider negotiating a fair price for play and/or access with an outside service provider. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	C	Remote & Isolated CFBE
		Clubs, Food, Beverage & Entertainment (CFBE) Operations may include theme operations, catering, snack bars, dining, beverage, social events, entertainment, & other services normally associated with a restaurant & entertainment center, as well as hospitality support for official events. Programs may include Bingo, snack bars, themed programs (casual dining, MWR promotional programs, etc) special activities, recreational machines, etc. Ensure Soldiers have access to FBE programs through direct operation, concessionaires, franchising, PPV (Public-Private Ventures), name brand casual & fast food dining, & other market-driven FBE programs as facility allows. Delivers a quality product while achieving Army Financial standards. Note: FBE can be co-located with other programs to maximize resources. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	D	Remote & Isolated Golf
		Provide a course program with playing conditions and services comparable to a mid to high level municipal golf course where there is sufficient market demand to ensure self-sufficiency. Ensure Soldiers and Families have an opportunity to play golf at a golf course offering open play, tournaments, and services such as golf instruction, retail, and food and beverage. Installations that currently do not have a golf course should consider negotiating a fair price for play and/or access with an outside service provider. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	E	Cat C Bowling
		Provide a bowling program that is growing to meet industry standards as a leisure & recreation destination that delivers a quality product while achieving Army financial standards. Ensure Soldiers and Families have an opportunity to participate in bowling programs & centers offering open & league bowling & services such as bowling instruction, retail, food & beverage, & other market-driven recreational

		activities as facility allows. Installations that currently do not have a bowling center should consider negotiating a fair price for play and/or access with an outside service provider. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	F	Cat C Clubs, Food, Beverage and Entertainment
		Clubs, Food, Beverage & Entertainment (FBE) Operations may include theme operations, catering, snack bars, dining, beverage, social events, entertainment, & other services normally associated with a restaurant & entertainment center, as well as hospitality support for official events. Programs may include Bingo, snack bars, themed programs (casual dining, MWR promotional programs, etc) special activities, recreational machines, etc. Ensure Soldiers have access to FBE programs through direct operation, concessionaires, franchising, PPV (Public-Private Ventures), name brand casual & fast food dining, other market-driven FBE programs as facility allows. Delivers a quality product while achieving Army Financial standards. Note: FBE can be co-located with other programs to maximize resources. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	G	Cat C Golf
		Provide a golf program with playing conditions services comparable to a mid to high level municipal golf course where there is sufficient market demand to ensure self-sufficiency. Ensure Soldier Families have an opportunity to play golf at a golf course offering open play, tournaments, and services such as golf instruction, retail, and food beverage. Installations that currently do not have a golf course should consider negotiating a fair price for play and/or access with an outside service provider. Note: During deployment, training or significant population loss or gain, adjust operations at locations to reflect market size. Note: If an installation is designated remote and isolated per AR215-1, APF support is authorized.
	H	Post Restaurant Fund
		Post Restaurant Funds (PRF) may include theme operations, catering, snack bars, dining, and vending machines associated with a restaurant and entertainment center, as well as hospitality support for official events. Programs may include Bingo, snack bars, themed programs (casual dining, MWR promotional programs, etc) special activities, vending machines, etc. Ensure the work force has access to PRF programs through direct operation, concessionaires, franchising, PPV (Public-Private Ventures), name brand casual and fast food dining, and other market-driven PRF programs as facility allows. Delivers a quality product while achieving Army Financial standards. Note: During rotational days off, holiday periods or significant population loss or gain, adjust operations at locations to reflect market size.
	J	Civilian Welfare Fund
		Provide programs and activities for the workforce including athletics and sports, tours, tickets, support for cultural events and organizational days, rod and gun activities, fitness facilities, libraries, social events, entertainment and installation wide events as well as official hosting and representation. These programs are expected to be available to and serve the entire workforce. Many of these activities are subsidized with dividends received from the Post Restaurant Fund. The financial goal of the CWF is to break even each FY by utilizing all dividends and other income received to support wide range programming for the entire workforce.

DIRECTORATES

FY14 CLS #: 113 CLS Title: Administrative Management

DODI Title: Administrative Services

Contact: Mr. James Miller (580) 442-3892/0146

Common Levels Of Support (CLS)

113	A	Provide incoming official mail and distribution management services
		Process incoming official mail and distribution for the installation in accordance with DODI 4525.8, DOD manual 4525.8-M and AR-25-51, 28 USC, 39 USC.
	B	Provide Freedom of Information Act (FOIA) and Privacy Act (PA) services. (Garrison Commander and Staff)
		Provide Freedom of Information Act (FOIA) & Privacy Act (PA) support to Garrison Commander & staff in accordance with 5 USC 552 & 552a, EO 13392, Federal Information Security Management Act (FISMA), DOD & Army Reg.
	C	Provide outgoing official mail and distribution management services
		Process outgoing official mail and distribution for the installation in accordance with DODI 4525.8, DOD manual 4525.8 - M, and AR-25-51, 18 USC, 39 USC.
	D	Provide personal mail services
		Provide personal mail services as specified by this SSP.
	E	Provide Army Records Information Management System (ARIMS) services. (Garrison Commander and Staff)
		Provide Army Records Information Management. Tenants may attend IMCOM classes.
	F	Review and Authenticate Installation-Level Forms and Publications
		System (ARIMS) services to authorized installation
	G	Operate Installation Records Holding Area (RHA)
		Establish, fund, & operate records staging/holding areas for installation-wide customers, as required, in accordance with AR 25-400-2.
	H	Provide advice on procedures to acquire local printing and reproduction services
		Provide advice on the acquisition and procedures for obtaining local printing & reproduction services through the Defense Logistics Agency Document Services. (DLADS), as required, in accordance with AR 25-30 & Title 44 of the U.S.C.
	I	Not used
	J	Provide publications and forms stocking, warehousing, and inventory services
		Stock, warehouse, and inventory certain forms & publications for the installation in accordance with AR 25-30 & Title 44 of the U.S.C. Limited warehousing.
	K	Provide pick-up and delivery of official mail to administrative offices
		Provide pick-up and delivery of official mail to the administrative offices of each organization on the installation in accordance with AR 25-51 (paragraph 1-5g), DODI 4525.8, DOD manual 4525.8 - M, 18 USC, 39 USC.

	L	Provide office symbol management (GC and Staff)
		Approve & assign office symbols for GC & staff, in accordance with AR 25-59.

DIRECTORATES

FY14 CLS #: 250 CLS Title: Substance Abuse

DODI Title: Substance Abuse

Contact: Mr. James Miller (580) 442-3892/0146

Common Levels Of Support (CLS)		
250	A	Provide Military Biochemical Testing Services (OSD Funding)
		This program is funded with OSD Fenced Funding (VCND). This program allows for the operation of a forensically secure Installation Biochemical Testing Collection Point. The program identifies and deters drug use and enhances individual readiness, and delivers Unit Prevention Leader (UPL) certification and recertification training, in accordance with applicable policy and regulations.
	B	Provide Civilian Drug Testing Services (OSD Funding)
		This program is funded with OSD Fenced Funding. This program allows for the operation of a forensically secure Installation Biochemical Testing Collection Point. The program identifies and deters drug use and enhances individual readiness, in accordance with drug-free workplace and applicable regulations.
	C	Provide Substance Abuse Prevention and Education Services for military personnel
		This program plans, manages, directs and evaluates substance abuse education and training activities. This program promotes marketing, networking and consulting strategies for military personnel in accordance with applicable regulations.
	D	Provide the Full Range of Employee Assistance Program (EAP) Services for Civilian Corps Members, Family Members and Military Retirees
		This program, is required by Executive Order in support of the Drug Free Workplace program, AR 600-85, and DA PAM 600-85, plans, manages, implements and evaluates a program designed to assist civilian corps members, Family members and military retirees with alcohol and other drug misuse/abuse related problems and/or other non-substance abuse related problems that may affect their job performance and/or well being. Additionally, this program also provides prevention/education services, program marketing, support of campaigns, and public service announcements to this population to prevent problems before they occur.
	E	Provide Alcohol & Drug Abuse Prevention Training (ADAPT) Course
		This program is an educational/ motivational intervention which focuses on the adverse effects and consequences of alcohol and other drug abuse. The ADAPT course is 12 hours of material IAW AR 600-85.
	F	Provide Risk Reduction Program (RRP) for Active Army Units
		The Risk Reduction program plans, manages, directs and evaluates the identification of Soldier high risk behaviors and trends, analyzes risk data and recommends and implements intervention strategies to mitigate Soldier risk behaviors and enhance mission readiness.
	GG	Provide substance Abuse Screening & Assessment for Military
		An in-depth individual biopsychosocial-spiritual evaluation interview to determine treatment needs and covering the following areas: reason for referral and relevant legal issues to include commander input; living situation; financial status; current psychological functioning to include mental status, substance abuse history, and high risk factors; patient, family, and community input; educational, social, spiritual, familial, and cultural dynamics; and family history.

	HH	Provide Clinical Treatment & Documentation to Military
		Clinical intervention involving therapeutic modalities of individual and/or group counseling using evidence based practices designed to engage, motivate, and stimulate processes of change towards long-term recovery and healthier lifestyle. All interventions must be documented using Standard Form 600 and the electronic medical record (EMR) capturing patient progress toward treatment goals and in accordance with AR 600-85 and AR 40-66.

DIRECTORATES

FY14 CLS #: 800 CLS Title: Military Personnel Services

DODI Title: Military Personnel

Contact: Mr. Darrell Williams (580) 442-3892

Common Levels Of Support (CLS)		
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800	A	Provide Casualty Operations Services
		This program provides Military casualty services and liaison services for Family members between local funeral personnel and military burial personnel.
	B	Provide Personnel Processing Services to Individuals in/out processing
		This program provides those personnel services required by customers upon arrival/departure from an installation.
	C	Provide Soldier Readiness Processing
		This program provides those services required to deploy and redeploy Soldiers.
	D	Provide CAC/ID Card Services
		This program provides CAC/ID Card services to customers as required by personnel actions initiated by customer.
	E	Army Career & Alumni Program (ACAP) Services
		This program provides transition services for separating Soldiers.
	F	Provide Pre-Transition Services
		This program provides separation services for Soldiers who are separating.
	G	Provide Retirement Services
		This program provides post-retirement services to customers in the geographical area.
	H	Provide Personnel Processing Actions and Services to Individuals and Students
		This program provides reassignment processing for Soldiers between installations and for the unit manning and distribution services between units and the installation.
	I	Not used
	J	Provide Military Personnel Services to Students and Trainees
		This program provides processing of individual personnel actions and military services to Student/Trainees.
	K	Provide Personnel Services
		This program provides those personnel services required by customers from an installation and other personnel actions initiated by the customer.
	L	Provide Human Capital Automation System Services
		This program provides a full range of automation support services for all applicable personnel systems.

DIRECTORATES

FY14 CLS #: 803 CLS Title: Continuing Education Services

DODI Title: Education

Contact: Mr. James Miller (580) 442-0145/0146

Common Levels Of Support (CLS)		
803	A	Education Counseling
		Percent of Soldiers counseled on education programs and services.
	B	Post Secondary Education
		Facilitate Soldier access to post-secondary programs and classes. Provide education counseling services to facilitate off duty self development programs at the post-secondary level (vocational/technical/undergraduate/graduate). Provide tuition assistance to assist Soldiers pursue and complete post-secondary education goals.
	C	Functional Academic Skills Training (FAST)
		This program provides basic skills education and GT improvement.
	D	Army Personnel Testing (APT)
		APT includes standardized tests to determine eligibility for specialized training and supports the Army's personnel retention, selection and classification process including language proficiency testing.

DIRECTORATES

FY14 CLS # 602 CLS Title: Anti-Terrorism Services

DODI Title: Law Enforcement

Contact: Mr. Hew Moon (580) 442-6004

Common Levels Of Support (CLS)		
602	A	Establish and Maintain an Antiterrorism Program
		This SSP provides the capability for the garrison commander to develop, implement and manage the installation AT Program; coordinate program requirements with installation organizational and tenant activities, local, state and federal agencies; develop budgets and annual spend plans and receive guidance and coordinate program requirements with the Protection Working Group and Committee. In addition, it requires that terrorist incident crisis response and consequence management planning and execution be coordinated with local, state, federal and Host Nation authorities. Army AT standards addressed within this SSP include: 1, 7, 8, 9, 10, 12, 20, 21, 30 and 34.
	B	Conduct AT Risk Management and Assessments
		This SSP provides the garrison commander the capability to conduct required risk management to mitigate vulnerabilities or accept risk through comprehensive program reviews, vulnerability, criticality and risk assessments. It allows garrisons the ability to make decisions and apply resources to protect units, facilities and programs including DoD personnel, family members, civilians and contractors. It requires garrisons to use the Core Vulnerability Assessment Management Program (CVAMP) in order to input, track and update identified vulnerabilities. Army AT standards addressed within this SSP include: 3, 5, 6, 31, 32 and 35.
	C	AT Training and Exercise Evaluation
		This SSP provides capability for the garrison commander to conduct a comprehensive all hazards capabilities based exercise and training program in order to ensure the garrison is prepared to deter, detect, respond, reduce and recover from all hazards crisis events. In addition, this SSP provides capability for the garrison commander to ensure all elements of the Army's formal AT Training Program (Level I thru IV and AOR Specific Training as needed) are conducted in accordance with DoDI 2000.16 and the incorporation of AT into their command information programs so that all personnel are aware of the terrorist threat and adequately trained in the application of protective measures. Army AT standards addressed within this SSP include: 16, 23, 24, 25, 26, 27, 28, 29 and 33.
	D	Collect, Analyze and Disseminate Threat Information
		This SSP provides capability for the garrison commander to develop a system to monitor, report, collect, analyze (At the appropriate level), disseminate terrorism threat information and apply the appropriate FPCON (SSP E). In addition, this SSP requires support to the Protection Program supported by all source intelligence with Priority Intelligence Requirements (PIR) and Commanders Critical Information Requirements (CCIR). Garrison commanders will establish a Terrorism Threat Assessment process to identify the full range of known or estimated terrorist threat capabilities as well as establish a Threat Working Group (TWG) that meets quarterly or more frequently as needed to develop and refine terrorism threat assessments and coordinate and disseminate threat warnings, reports and summaries. AT standards addressed within this SSP include: 2, 4, and 11.

	E	Maintain Defenses In Accordance With FPCON
		<p>This SSP provides capability for the garrison commander to ensure that AT specific security, procedural and physical measures are employed to protect personnel, information and material resources from terrorist threats. Garrison commanders will develop a process based on threat information or guidance from higher headquarters to raise or lower FPCON measures. These procedures will be disseminated to and implemented by all subordinate and tenant organizations. Random Antiterrorism Measures (RAM) is a relatively inexpensive way to increase a garrison's security posture. Garrison commanders will develop and execute a robust RAM Program using existing assets and capabilities in addition to tenant unit personnel in order to portray a highly visible and unpredictable security posture from which terrorists cannot easily discern security patterns or routines. In addition, garrison commanders will ensure that Antiterrorism and Operations Security measures are incorporated into logistics and contracting actions utilizing the Army required AT/OPSEC cover letter for all new contracts. Army AT standards addressed within this SSP include: 13, 14, 15, 16, 17, 18, 19, and 22.</p>

DIRECTORATES

FY14 CLS # 603 CLS Title: Installation Security Program Management Support

DODI Title: Training Facilities

Contact: Pamela Williams, 580-442-1805

Common Levels Of Support (CLS)		
603	A	Personnel Security
		Program facilitates unit readiness by ensuring that appropriate personnel have been vetted and cleared for accessions, employment, deployment, information systems access, facility access, and other mission requirements. It includes processes and actions required for security clearances and suitability/trustworthy determination..
	B	Security Education, Training and Awareness (SETA)
		Promote workforce understanding of security program policies and procedures and their contribution to mission success. Develop and facilitate the implementation of a security training program to provide necessary knowledge, skills, and abilities to enable effective performance of security responsibilities by S2s/unit security managers and workforce.
	C	Information & Industrial Security
		Protect classified and sensitive/controlled unclassified information that safeguards Army operations and activities, critical infrastructure, equipment and military, civilian and contractor personnel. Program ensures access to classified and sensitive/controlled unclassified information is limited only to authorized persons, and that all classified and sensitive/controlled unclassified information is properly marked, stored, reproduced, transmitted, transported and destroyed.

DIRECTORATES

FY14 CLS # 604 CLS Title: Emergency Management

DODI Title: Readiness Engineering

Contact: DPTMS Force Protection 580-442-2532

Common Levels Of Support (CLS)		
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604	A	Maintain EM / Protection Plan
		<p>This SSP provides for the development of deliberate & incident planning to prepare for, prevent, mitigate the potential effects of, respond to & recover from emergencies resulting from all hazards (natural, technological, terrorism, CBRNE) in order to enhance EM capability. The EM program plan addresses identified threats/vulnerabilities to the Installation. This SSP implements National Incident Management System (NIMS) guidance in the development of a comprehensive, overarching Emergency Management Plan consisting of a cover instruction, basic plan, support annexes, functional area annexes, hazard-specific appendices, & general appendices. Provides the Commander with Comprehensive Risk Management recommendations to mitigate vulnerabilities or accept quantified risk. The assessments and resulting Risk Management recommendations provide Commanders with the ability to manage risk to protect all personnel & tenant commands, including structures and facilities. This SSP implements National Incident Management System (NIMS) guidance in the development of a risk-based approach to Emergency Management. This Risk Management process serves as the foundation for an Installation's capability to prepare for, prevent, mitigate the potential effects of, respond to, & recover from emergencies resulting from all hazards events. Subject to funding limitations.</p>
	B	Implement Mitigation Strategy
		<p>This SSP provides for management and execution of mitigation strategies throughout the year. Includes public awareness campaigns, Mass Warning System planning and sustainment and preparation for specific high risk weather seasons.</p>
	C	Conduct EM / Protection Training and Exercises
		<p>This SSP provides for the development, management, execution, & evaluation of training (garrison & individual) and exercises (full scale, functional, tabletop) to support the assessment of Emergency Management Plans at the Installation level. This SSP implements National Incident Management System (NIMS) guidance in the training & exercise process to support the execution of a comprehensive, overarching Emergency Management Plan. This SSP provides for garrison Awareness-level, Operations level, and Technician-level training at Installations as required by regulatory guidance. This SSP provides for the ability to exercise preparedness, prevention, mitigation, response, and recovery phase operations for emergencies resulting from natural hazards, technological hazards, and acts of terrorism, to include CBRNE events. Subject to funding limitations.</p>

DIRECTORATES

FY14 CLS # 702 CLS Multimedia/Visual Information Process

DODI Title: Military Personnel

Contact: Visual Information Services Center (580) 442-5222

Common Levels Of Support (CLS)		
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702	A	Photography Services
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		Provide all types of Photography services.
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	B	Graphics Arts Services
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		Provide all types of Graphics Arts Services. Service not provided at Fort Sill.
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	C	Visual Information Broadcast Audio/Video Services
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		Provide Command Channel & closed circuit TV (CCTV) Services; provide local & non-local audio/video productions. Service not provided at Fort Sill.
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	D	Visual Information Multimedia Services
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		Provide all types of Multimedia Services. Service not provided at Fort Sill.
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	E	Presentation Support
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		Provide public address system / presentation support for official functions (set up, operations, and tear down). Service not provided at Fort Sill.
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	F	Visual Information Media / Equipment Support Services
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		Provide various VI Media / Equipment Support Services. Service not provided at Fort Sill.
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Reimbursable		
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	B	Graphics Arts services are provided through the Regional Visual Information Services Center at Joint Base Lewis McCord. Submit requests through the Visual Information Ordering Site – West (https://www.vios-west.army.mil)
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DIRECTORATES

FY14 CLS # 900 CLS Title: Airfield Operations

DODI Title: Airfield Operations

Contact: Henry Post Army Airfield (HPAAF) Operations Control Fort Sill

Army Radar Approach (580) 442-4643/6160 (CLS 900 D, E) (580) 442-2387

Common Levels Of Support (CLS)		
900	A	Airfield Operations Management
		<p>This may include, but is not limited to the following: Coordinate and execute integrated CLS 302 services Serve as Installation SVC 302 focal point for administrative and operational matters Ensure compliance with prescriptive regulatory guidance, IMCOM Airfield QAE inspection criteria and IMCOM Airfield SOP Oversee IMCOM Airfield Safety and Security programs Oversee Airfield facilities and infrastructure readiness Manage Airfield maintenance regulatory inspection and survey compliance Manage Local Flying Rules and coordinate airspace usage Participate in Installation Master Planning Maintain the Airfield Operations Manual (AOM). (Normal Operating Hours (0730-1600) hrs local, M-F exc. holidays. Reimbursable for actual overtime requested outside published hours.</p>
	B	Air Traffic Control (ATC)
		<p>This may include, but is not limited to, the coordination of the following: • Process flight plans and coordinate flight following Provide advisory service as required (including: airfield, traffic, and limited weather information, etc) • Maintain flight information publications in an area suitable for flight planning • Initiate and disseminate NOTAMS (Notices to Airmen) • Process prior permission requirements (including: CALP (civil aircraft landing permit), AALAN (army aircraft landing authorization number) • Coordinate for Customs, Immigration, Homeland Security, and Ag Inspections Disseminate airfield command and control information as required• Coordinate for Airfield DVIP arrivals and departures and ensure suitable DVIP facilities are available Activate emergency response notification systems (crash, weather warnings, Initiate overdue aircraft procedures, etc.)• Support applicable Airfield Safety program tasks (FOD, Airfield Inspections, driver / vehicle ramp access procedures and briefings, etc.)</p> <p>Reimbursable for actual overtime requested outside published hours for the Control Tower. Non-Federal entities must operate on a cost-reimbursable basis for use of governmental resources. This includes costs associated with the use of personnel, government time, and maintenance of government property.</p>
	C	Air Traffic Control Maintenance
		<p>Based on Airfield mission, size and capacity may include but is not limited to the following: Coordinate and execute safe and efficient aircraft ground services support for transient, visiting and tenant aircraft Support APOE/APOD and A/DAACG Airfield/Aircraft ground support requirements Marshall, park, and tow aircraft Operate Ground Support and Material Handling Equipment Refuel and defuel aircraft (hot or cold) Provide engine start services Ensure safe and efficient ground movement and positioning of aircraft. Provide de-ice to both Aircraft and airfield surfaces as required Assist in preparation and loading of cargo and passengers Support Airfield infrastructure and facility readiness Implement and enforce Airfield Safety program.</p>
	D	Airfield Operations Support

		Provide airfield operations services, including administrative flight management, aircrew support.
	E	Aircraft Ground Support
		Coordinate and execute safe and efficient aircraft ground services support for transient, visiting and tenant aircraft. Limited Ground Support Capability- Contact Airfield Manager for ground support requirements. Reimbursable for actual overtime requested outside published hours for Airfield Opns personnel.

DIRECTORATES

FY14 CLS # 901 CLS Title: Mobilization and Deployment Support

DODI Title: Readiness Engineering

Contact: Richard Warren (580) 442-3403

Common Levels Of Support (CLS)		
901	A	Provide a Validated and Approved Installation Mobilization Support Plan
		The Installation Mobilization Support Plan implements a standardized approach to prepare for and execute critical support to mobilization operations in order to facilitate the readiness of reserve component Soldiers and formations transitioning to and from active duty.
	B	Establish and Maintain a Mobilization Exercise Program
		ICW the Supported Command, MEDCOM, ASC, ARNG AND USARC, plan and conduct mobilization exercises to ensure installation readiness to rapidly build and integrate mobilization support capabilities. Fully funded, externally assessed Mobilization Exercise conducted IAW FORSCOM Mobilization Exercise Program.
	C	Establish Mobilization Capability Metrics, Conduct Measurements and Report
		In accordance with the Installation Mobilization Support Plan, develop mobilization capability metrics, mobilization throughput metrics, and mobilization resource metrics; measure, and analyze. Provide mobilization resource measurements and resource concerns in a quarterly report to the IMCOM HQS, G-3, and Integration Division.
	D	(Contingency) Establish and Employ Surge, Government in Nature (GIN) Mobilization Capability
		Upon designation as an active MFGI, the installation will request, establish and employ surge, GIN augmentation for tasks that exceed organic installation capabilities to conduct mobilization, deployment, redeployment and demobilization support. (Non-enduring GIN mobilization support derived from the MOBTDA and any allocated MSBn is termed Tier Two mobilization support capability).
	E	(Contingency) Execute Mobilization Support Operations
		Coordinate mobilization and demobilization capacity requirements, mobilization infrastructure and service provider support. ISO the Senior Commander, coordinate delivery of services from installation directorates and mobilization support partners at designated active MFGIs during the mobilization and demobilization of RC Formations and Soldiers supporting DEF requirements and CONUS Based Requirements.

DIRECTORATES

FY14 CLS # 902 CLS Title: Command and Control

DODI Title: Readiness Engineering

Contact: Force Protection 580-442-2532

Common Levels Of Support (CLS)		
902	A	Current Operations
		<p>Coordinate and synchronize daily operations across all USAG Directorates, Support Offices, tenants, partner organizations and off-post agencies (off-post agencies such as Federal, State, County, and City entities as required). Develop and maintain weekly USAG Master Activities and Long Range training calendars. Plan and execute quality ceremonies and events. Assume special projects lead, conducting various work groups, meetings, briefs as required. Provide preemptive measures to protect health and safety and restore essential government services and provide emergency relief to government, businesses and individuals affected by the consequences of all-hazards emergencies and acts of terrorism, both man-made and natural. Execute budget, maintain UFR list. Provides situational awareness for actions necessary to maintain health, life, safety and Mission Essential Functions (AR 500-3, US Army Continuity of Operations Program Policy and Planning). Provides situational awareness for actions necessary to maintain health, life, safety and Mission Essential Functions (AR 500-3, US Army Continuity of Operations Program Policy and Planning). Coordinates and synchronizes day to day operations of the garrison. Provides planning, coordination, synchronization and prioritization between Antiterrorism Services (CLS 602 Installation Security Program Management Support (CLS 603), Army Emergency Management Services (CLS 604), Multimedia/Visual Information Processes (CLS 702), Airfield Operations (CLS 900), Mobilization and Deployment Support (CLS 901), Training Land Sustainment (CLS 903), Range Operations (CLS 904), Training Support Centers (CLS 905) and Battle Command Training Center (CLS 906) in order to provide an integrated installation capability for antiterrorism and emergency management, plans and exercises, training enablers, mobilization and deployment support, Visual Information and Security.</p>
	B	Installation Operations Center
		<p>Ensure the installation maintains 24/7/365 day capability for situational awareness (SA) and Common Operating Picture (COP) of critical information and events, allowing the Senior Commander and the Garrison Cdr to make informed and timely decisions, and provides an expandable base of operations (Emergency Operations Center [EOC activation]) to execute the Anti- Terrorism/Force Protection and All Hazards Response Plan Contingency Operations (real world or exercise) and ARFORGEN. Plan, coordinate, resource, support, and execute support to real world events and directed exercises (internally and externally) and ARFORGEN IAW commander's guidance, directives, regulations, OPLANS/CONPLANS and Exercise Directives. Inform key staff and unit commanders of current and upcoming events. Maintain mass warning and notification capabilities with the ability to send warnings to the installation personnel (protected populace) immediately, but no longer than 10 minutes after incident notification and command verification. Liaison with other federal agencies (FEMA, State and local authorities). During a crisis, the IOC becomes the EOC for the Crisis Management Team to assemble. The DPTMS' Chief of Operations manages the crisis under the direction of the Garrison Cdr, Must be capable of communicating within the installation, with adjacent communities, and with higher and lower HQs.</p>
	C	Plans and Exercises
		<p>Conducts detailed ARFORGEN planning to ensure seamless, synchronized future operations between</p>

		Mission, USAG, Tenant and Partner Organizations in support of CONPLANS, OPLANS, FUNCPLANS, SORs, OPORDs and Stationing Plans. Coordinates USAG input into all mission plans and orders to ensure garrison subject matter experts are synchronized and integrated into the military decision making process (MDMP), enabling well executed operations and ensuring a safe and secure environment for installation residents, workforce and assets. Provides planning, coordination and synchronization between Antiterrorism Services (CLS 602), Installation Security Program Management Support (CLS 603), Army Emergency Management Services (CLS 604) and CLS services 900 through 906 in order to provide an integrated, installation Emergency Management capability as part of the Army's all-hazards based installation protection program. Plan, resource and develop support for directed Protection exercises (internally and externally) IAW IMCOM OPORD 11-214 (IMCOM Exercise and Training implementation) and ARFORGEN IAW Senior Commander's guidance, directives, regulations and OPLANS/CONPLANS.
	D	Program Management
		Plan, coordinate, resource, support and execute various DPTMS specific functional programs not covered by other Services.
	E	Force Management
		Coordination and execution of installation support for Army transformation and force management operations, including but not limited to: Grow The Army, Army Campaign Plan, Base Realignment And Closing, Global Defense Realignment and Posture, Modularity, Total Package Fielding, ARFORGEN, and other force structure/testing/equipping modernization actions.

Proponent: DPTMS

DIRECTORATES

FY14 CLS # 903 CLS Title: Training Land Sustainment

DODI Title: Environmental Conservation

Contact: George (Rusty) Savoy, 580-442-6566

Common Levels Of Support (CLS)

903	A	Manage and Oversee LRAM Project Execution
		This SSP provides the oversight and subject matter expertise necessary for the successful performance of needed land rehabilitation projects in support of Senior Commander training goals and objectives.
	B	Manage the Sustainable Range Program (SRP) Geographic Information System (GIS)
		This SSP provides management and technical oversight of the SRP GIS support functions.

Reimbursable

B	LRAM in off-limits areas. Costs to complete LRAM activities required to correct damage to off-limits areas as identified in Fort Sill Regulation 385-1, Range Safety.
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DIRECTORATES

FY14 CLS # 904 CLS Title: Range Operations

DODI Title: Small Arms Range Management

Contact: Range Operations, 580-442-6191/5073

Common Levels Of Support (CLS)

904	A	Plan, Manage and Operate Range Complexes
		This SSP plans for and provides range complex products and services in support of mission requirements. This service provides a link between training conducted on the installation and the success and survivability on the battle field. Note: Range complex resources include ranges, facilities, training areas, and restricted airspace. Includes manual, analog and digital ranges, portable and installed ranges.
	B	Provide Range Complex Scheduling
		This SSP provides scheduling of range complex facilities.
	C	Direct and enforce safety management controls pertaining to training on the range complex
		This SSP ensures the safe conduct of military, civilian personnel, contractors and other agencies involved and/or affected by training operations.
	D	Maintain and Sustain Range Complex Resources
		This SSP provides for range, training facility/area, and target maintenance to ensure safe and efficient sustainable range complex use.
	E	Reconfigure Standard and Build Unique/Non-Standard Range Facilities
		This SSP provides subject matter expertise to support and facilitate the design, analysis and fabrication and/or reconfiguration of range facilities to meet an immediate requirement.
	F	Provide Sustainable Range Program Public Outreach
		This SSP provides public outreach about maneuver and live fire training doctrine to reduce avoidable impacts to the general public generated by military training.

Reimbursable

E	Range modification, reconfiguration, or construction. Costs to complete range modification, reconfiguration, or construction to meet unit-requested changes are entirely reimbursable unless the requested changes are necessary to configure the range to meet the design standards IAW TC 25-8.
A	Automated targetry range operator. Units are responsible for providing their own target system operators except as identified in Chapter 11 of FS Reg 385-1. Units may request that target system operators be provided on a reimbursable basis at overtime wage scale.
A	Range Operating Costs. External organizations that are not aligned with Fort Sill in the Army Range Requirements Model will be charged a fee for using Fort Sill ranges based on the daily operating costs identified in the Training Budget module of the Army Range Requirements Model. Non-governmental organizations will also be charged for distinguishable labor costs.
A	Contingency Operating Location (C.O.L.) Mow-way. Costs for repairing damage are the responsibility of the unit using the site. Organizations using C.O.L. Mow-way will provide their own expendable supplies.

DIRECTORATES

FY14 CLS # 905 CLS Title: Training Support Center

DODI Title: Training Facilities

Contact: Training Support Center (580) 442-6901/4985

Common Levels Of Support (CLS)

905	A	Loan, Issue, Receive and Store TADSS
		This SSP provides for the loan, issue, receipt and store TADSS the warehouse. Service Definition: MDEP TAVI. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools. Note: This SSP is inextricably linked to the training, familiarization and certification SSP. Includes limited familiarization training and certification but excludes DA specific virtual TADSS. Includes limited familiarization training & certification at the point of issue, but excludes DA specific virtual TADSS.
	B	Provide and/or Train Instructors/Operators (I/Os) and Operators for DA Specified Virtual TADSS IAW DA I/O metric.
		This SSP provides Instructors/Operators (I/Os) and Operators for DA specified virtual TADSS. Service Definition: MDEP TAVI. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools. The specific virtual TADSS supported at Fort Sill include Call For Fire Trainer (CFFT) 1:30 at the institution, and Engagement Skills Trainer (EST).
	C	Maintain Training Aids, Devices, Simulators and Simulations (TADSS)
		This SSP provides for the visual inspection, functional testing, diagnostic testing, check for general cleanliness, preventative maintenance, checks & services (PMCS), and preparation for reissue for TADSS. Service Definition: MDEP TAVI. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools. Note: This service covers TSC In-House / non-Program-of-Record (POR) TADSS maintenance (10/20 level) for non-contract supported or non- warranty covered TADSS repairs. It does not cover War Fighter Focus (WFF) Program-of-Records TADSS repairs. This will be a straight Operational Readiness (OR) rate measured service. This SSP does not include TADSS maintained in TSC property book but operated by the end user (e.g., National Guard TADSS, some institutional TADSS, desktop trainers, some aviation trainers.
	D	Provide TADSS Familiarization Training

		This SSP provides familiarization training for those TADSS requiring familiarization and certification prior to issue from the warehouse that are non-virtual TADSS (per DA/TRADOC PAM 350-9 or locally procured). Service Definition: MDEP TAVI. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools.
	E	Army wide - Design, Fabricate, Package and Ship Training Devices
		This SSP provides initial consultation, design, fabrication, packaging and distribution of Army wide training devices (i.e. Training Device Fabrication Request (TDFR)). Note: Only applies to the following IMCOM installations: Fort Jackson, Fort Gordon, Fort Benning, Fort Knox, and Redstone Arsenal. All other IMCOM installations should report NA for this SSP. Service Definition: MDEP TAVI & MDEP TSPU. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools. Only applies to the TRADOC Fabrication Centers of Excellence at Fort Knox, Fort Benning, Fort Gordon, Fort Jackson & Redstone Arsenal.
	F	Loan, Print, Issue, Receive, and Store Graphic Training Aids (GTA)
		This SSP provides GTA stock for loan and issue and limited refabrication (printing) of on-line GTAs. Service Definition: MDEP TAVI. Resources installation TSC operating costs within IMCOM Regions, USAREUR, USARPAC, USAR and NGB for the Training Support Centers (TSCs) that manage Training Aids Devices, Simulators and Simulations (TADSS), production and fabrication of training devices, loan and issues of TADSS, provides Instructor/Operator support for specific Virtual TADSS and other TADSS support that enables the mission commander to execute individual and collective training at ACOM installations and TRADOC schools. Note: This service covers total GTAs on the request(s) and not just the numbers of each request to standardize / clarify this data. Data will include any printed GTAs provided by the TSC. Capabilities for printing of GTAs found on the Reimer Digital Library that are not available at TSC through normal distribution channels & for customer produced, unit-specific GTAs are limited in terms of both format & quantity. Requests beyond TSC capability will be referred to the Defense Logistics Agency Document Services (DLADS). Also see Appendix F, DLADS.
	G	Local - Design, Fabricate, Package and Ship Training Devices
		This SSP provides initial consultation, design, fabrication, packaging and distribution of local training devices (i.e. Devices Training Device Fabrication Request (TDFR)). Does not include Visual Information (VI) products such as desk signs, hallway signs, bulletin boards, flag stands, & similar items, or items already produced by an Army wide fabrication site such as those included in DA Pam 350-9. Local fabrication capability is limited to items primarily of wood construction.
Reimbursable		
A, B		Personnel overtime required due to customer scheduling of requirements.
F		Excessive costs of printing large quantities of Graphic Training Aids (GTAs).
G		Design, fabrication, packaging and shipment of local training devices.
C,G		Services and support provided for the sole use of the customer.
C		Support for Non-Program of Record (NPOR) TADSS.

A,E	Support for customers outside the AR 5-9 Area of Responsibility (AOR) (other than TSC to TSC support).
A, B, D, G	Support for U.S. Military Liaison personnel stationed with another Service.
A, B, D, G	Support for non-DoD Agencies.

DIRECTORATES

FY14 CLS # 906 CLS Title: Battle Command Training Center

DODI Title: Training Facilities

Contact: Mission Training Complex Operations (580) 442-4126

Common Levels Of Support (CLS)		
906	A	Provide Integrated Collective Mission Command Staff Training and Exercises
		This SSP provides integrated collective mission command staff training and exercises for home station, mission planning and rehearsal, and pre-deployment training ranging from platoon to Combined Joint Task Forces (CJTF) levels.
	B	Provide Mission Command Training at the Individual Operator and Leader Level.
		This SSP provides individual operator and leader mission command sustainment training and new personnel training in a Live Virtual Constructive-Gaming (LVC-G) integrated training environment IAW programs of instruction.
	C	Provide Support to Spoke and Deployed or Remote Sites
		This SSP provides mobile training teams, exercise support, network solutions, and distributed training to support Spokes and deployed or remote sites IAW Mission Command Training Strategy Implementation Plan, Hub and Spoke strategy and Home Station Master Plan.
	D	Plan, Coordinate, and Maintain Training and Exercise Communications & Network Systems
		This SSP supports the communications infrastructure required for mission command training and provides connectivity with other internal and external systems in controlled networks
	E	Provide Planning, Coordination and Synchronization of Information Assurance Workforce Training.
		This SSP develops a DoD IA workforce with a common understanding of the concepts, principles and application of IA for each category, specialty, level and function to enhance protection and availability of DoD information, information systems and networks..
	F	Provide Operational Security
		This SSP ensures physical security for all facilities and operations doing classified and unclassified operations.
Reimbursable		
A, B	Current Operating Hours are 0730 – 1630. Non-standard times are not funded and require authorization/approval. GFEBS POC or MIPR Instructions (for units NOT on GFEBS) to reimburse for overtime are available upon request.	

DIRECTORATES

FY14 CLS #: 200 CLS Title: UEPH/SEBQ/UOQ Management

DODI Title: Unaccompanied Housing (UH)

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
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200	A	UPH Management
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		This program implements policies for eligibility, assignment, and occupancy of UPH.
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	B	UEPH Sustainment
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		This program provides input to planning, programming, budgeting and execution for Permanent Party barracks with regard to UPH.
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	C	UPH Furnishings Management
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		This program plans and executes the acquisition of replacement furniture IAW Common Tables of Allowances (CTA) 50-909.
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DIRECTORATES

FY14 CLS #: 201 CLS Title: Family Housing Management

DODI Title: Family Housing

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
201	A	Management of Government Owned & Leased Housing
		This program implements policies for eligibility, assignment, occupancy and termination of AFH. (See Appendix F Picerne Military Housing)
	B	Provide Housing Services (off post housing)
		This SSP provides for management and oversight of Government housing referral services.
	C	Provide Management Oversight to Privatized Housing Services-Residential Communities Initiative (RCI)
		This SSP provides for management and oversight of, privatized housing services.
	D	Provide for housing Furnishings and Equipment
		This SSP provides for the programming, purchase, repair, replacement of family housing furniture, appliances, equipment, and authorized items. (See Appendix F Picerne Military Housing)

DIRECTORATES

FY14 CLS #: 400 CLS Title: Facilities Engineering Services Management

DODI Title: Real Property Management and Engineering

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
400	A	Provide Work Planning and Programming Services
		Development of broad strategies and objectives to meet the organization's mission. Translating strategies and goals into concrete actions and alternatives. Provides overall management of Public Works services and advisory services to the Garrison Commander and tenant units. Work planning and prioritization, programs integration, project acquisition strategy, project prioritization system.
	B	Provide Work Management
		Provides work management and execution using good work management practices to control and accomplish in-house or contract RP maintenance mission; funds are allocated
	C	Provide Engineer Support Services
		This program provides overall management of DPW services and advisory services to the Garrison Commander. Includes personnel administration, labor relations, goals and objectives, customer relations, community relations. This program also includes business management activities, e.g., development of metrics, collecting and collating data from multiple sources, performing analysis, and generating reports for ALL DPW functions (a31 - a63). Provides upward reporting and information for data-calls.

DIRECTORATES

FY14 CLS #: 402 CLS Title: Custodial Services

DODI Title: Custodial Services

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
402	A	Provide Basic Cleaning Services
		This program provides basic cleaning to installation facilities based on the service's frequency chart. At Fort Sill, custodial services for administrative/common areas are once a week and latrines are cleaned three days a week. (Garrison collects reimbursements above CLS)
	B	Provide Child Care/Youth Cleaning Services
		This program provides Child Care/Youth Cleaning Services based on the service's frequency chart.
	C	Provide Fitness Centers Cleaning Services
		This program provides fitness center cleaning service to installation facilities based on the service's frequency chart.

DIRECTORATES

FY14 CLS #: 403 CLS Title: Refuse Removal

DODI Title: Refuse Collection and Disposal

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
403	A	Integrated Solid Waste Management Plan
		Integrated Solid Waste Management (ISWM) is a comprehensive approach to managing non-hazardous solid waste that encompasses green procurement, waste prevention, recycling, and disposal programs. ISWM is employed to improve efficiency and foster increased diversion of non-hazardous solid waste and construction and demolition (C&D) waste from landfills and incinerators.
	B	Management of Non-Hazardous Solid Waste
		Manage non-hazardous solid waste in accordance with Federal, state, host nation and local laws with the intent of providing a safe clean environment managed under a cost efficient, integrated and progressive program Non hazardous solid waste (excluding C&D) are garbage, refuse, sludge, and other waste materials not excluded by federal law or regulations. Also includes any solid, liquid, semi-solid, or contained gaseous materials resulting from institutional, industrial, commercial, mining, agricultural, or community operations and activities. They are discarded or are accumulated, stored, or treated prior to being discarded. Infectious waste materials are not included in this category for purposes related to recycling. A material is discarded if it is abandoned (and not used, re-used, reclaimed, or recycled) by being disposed of, burned, or treated.
	C	Collect/Dispose Municipal/Residential Waste Management of Construction and Demolition Waste
		Manage construction and demolition waste in accordance with Federal, state, host nation and local laws with the intent of providing a safe clean environment managed under a cost efficient, integrated and progressive program Construction and demolition waste are building materials, packaging, and rubble resulting from construction, remodeling, repair, and demolition operations on pavements, houses, commercial buildings, and other structures. Includes roofing, piping, dry wall, wood, bricks, concrete, and similar materials, but excludes asbestos-containing materials.
	D	Management and Operation of Landfills
		Manage and operate landfills in accordance with Federal, state and local laws with the intent of providing a safe clean environment managed under a cost efficient, integrated and progressive program.

DIRECTORATES

FY14 CLS #: 404 CLS Title: Maintenance Grounds

DODI Title: Grounds Maintenance and Landscaping

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
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404	A	Provide Services in Improved Grounds
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		This program provides maintenance in the developed areas of the installation that requires intensive level of maintenance. On Fort Sill, occupants of bldgs will cut the grass within 75 feet of their bldgs. If requested by the tenant, DPW will cut that grass on a reimbursable basis.
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	B	Provide Services in Semi Improved Grounds
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		This program provides maintenance in the areas of the installation used for operational and maintenance purposes.
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	C	Provide Services in Unimproved Grounds
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		This program provides maintenance in the areas of the installation used for weapon ranges, road shoulders in undeveloped areas, grazing lands, lakes, ponds, and wetlands.
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DIRECTORATES

FY14 CLS #: 405 CLS Title: Master Planning
DODI Title: Real Property Management and Engineering
Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
405	A	Establish Requirements for Installation Facilities and Infrastructure
		This program calculates facilities and infrastructure. Start with Force Structure. Identify where it is going. Determine allowances. Compare to existing assets. Develop programmable actions -- the "Requirement"
	B	Develop and Maintain Real Property Master Plan
		These programs: - Establish the environmental baseline, basic framework and specific options for developing and managing real property on the installation IAW AR 210-20. - Include developing the installation overall plan for using and investing in real property to support installation missions and DA objectives IAW AR 210-20. This involves describing permanent comprehensive/holistic solutions, as well as short-term actions necessary to correct deficiencies and meet real property requirements.
	C	Conduct Real Property Planning Board
		This program: - Integrates real property master planning into the Army's budgetary and operational planning processes throughout the current Program Objective Memorandum (POM) period IAW with AR 210-20. These charts recommend master planning activities into the Army's resource management process. - Includes facilitating and presenting at Master Planning Board meetings IAW AR 210-20.
	D	Provide Major Construction Programming Services
		This program includes the analysis, preparation, and submission of major construction projects IAW AR 210-20, AR 415-15, AR 420-10, and other applicable regulations.
	E	Provide Maximum Utilization of Facilities Services
		This program includes analyzing capabilities to support mobilization, deployment, and stationing actions.

DIRECTORATES

FY14 CLS #: 406 CLS Title: Real Estate/Real Property Administration

DODI Title: Facilities Acquisitions

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
406	A	Provide Accountability Services
		This program documents real property assets in compliance with CFO Act, DoDI 4165.14, 10 USC 2721, and other federal, state, and local, and laws. Provides status, cost, area, capacity, condition, use, and management of real property.
	B	Provide Customer Support and Staffing Actions
		This program researches, gathers, and analyzes real property information, prepares pertinent documents, and makes recommendations in response to statutory requirements.
	C	Grant use of Army Real Property
		This program manages the process of granting termed use of Army property to other entities.
	D	Dispose Real Estate, Facilities, and Real Estate Interests
		This program involves the documentation, coordination, and process associated with disposal actions of real estate, facilities, and real estate interests IAW federal, state, and local law.
	E	Acquire Real Estate, Facilities, and Real Estate Interests
		This program involves the documentation, coordination, and process associated with acquisitions of real estate, facilities, and real estate interests IAW federal, state, and local law.

DIRECTORATES

FY14 CLS #: 408 CLS Title: Snow, Ice and Sand Removal

DODI Title: Pavement Clearance

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
408	A	Clear Primary Roads, Ports, Railroads, and Sidewalks and Parking Lots for Critical Building Access
		Clear snow, sleet, ice, and sand from primary roads, sidewalks, and parking lots for critical building access, ports, and railroads.
	B	Clear Airfields
		This program provides for the clearing of snow, sleet, ice, and sand from airfields pavements.
	C	Clear Railroads
		This program provides for the clearing of snow, sleet, ice, and sand from railroads.
	D	Clear Secondary Paved Area
		Provides for the clearing of snow, sleet, ice, and sand from secondary paved surfaces (Secondary Roads, Service Roads, Parking Lots and other Sidewalks).

DIRECTORATES

FY14 CLS #: 411 CLS Title: Facilities and Maintenance-Training and Ops

DODI Title: Facility Sustainment

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
411	A	Demand and Preventive Maintenance Orders
		Provides maintenance and repair activities necessary to keep an inventory of real property in good working order. Includes Preventive Maintenance orders (PMO) such as regularly scheduled maintenance, when a systems shows signs of degradation or stress, when maintenance is required after infrastructure is used for a predetermined period or metered count. Also includes Demand Maintenance orders (DMO) used for required minor repairs after a system or component fails. This includes the abatement and disposal of building hazardous waste from sustainment activities.
	B	Facility Sustainment Projects
		Maintenance and repair projects necessary to keep an inventory of facilities in good working order. Includes repairs or replacement of facility components, accomplished by Individual Job order, that are expected to occur periodically throughout the life cycle of facilities. See F3 for facilities assigned to the tenant. Also see E3. Maintenance and repair projects necessary to keep a typical inventory of facilities in good working order over a 50-year service life. Typical projects include major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the facility life cycle. This work includes regular roof replacement, refinishing wall surfaces, repairing and replacing electrical, heating, and cooling systems, replacing tile and carpeting, and similar types of work.

DIRECTORATES

FY14 CLS #: 414 CLS Title: Facilities Maintenance - Army Family Housing

DODI Title: Facility Sustainment

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
414	A	Service Order and Preventive / Recurring Maintenance
		Provides maintenance and repair activities necessary to keep an inventory of facilities in good working order. Includes regularly scheduled and unscheduled maintenance and minor repairs.
	B	Facility Sustainment Projects
		Maintenance and repair projects necessary to keep an inventory of facilities in good working order. Includes repairs or replacement of facility components, accomplished by Individual Job order, that are expected to occur periodically throughout the life cycle of facilities.
	C	Restoration and Modernization Projects
		Provides resources for improving facilities. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes. Modernization includes alteration of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years.

DIRECTORATES

FY14 CLS #: 417 CLS Title: Facilities Maintenance – Medical/Hospital

DODI Title: Facility Sustainment

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
417	A	Service Order and Preventive / Recurring Maintenance
		Provides maintenance and repair activities necessary to keep an inventory of facilities in good working order. Includes regularly scheduled and unscheduled maintenance and minor repairs.
	B	Facility Sustainment Projects
		Maintenance and repair projects necessary to keep an inventory of facilities in good working order. Includes repairs or replacement of facility components, accomplished by individual job order, that are expected to occur periodically throughout the life cycle of facilities.
	C	Restoration and Modernization Projects
		Provides resources for improving facilities. Restoration includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster, fire, accident, or other causes. Modernization includes alteration of facilities solely to implement new or higher standards, to accommodate new functions, or to replace building components that typically last more than 50 years

DIRECTORATES

FY14 CLS #: 420 CLS Title: Facility Maintenance - Horizontal

DODI Title: Common Use Facility Construction, Operations, Maintenance and Repair

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
420	A	Demand and Preventive Maintenance Orders
		Provides maintenance and repair activities necessary to keep the inventory of real property in good working order. Includes Preventive Maintenance orders (PMO) such as regularly scheduled maintenance, when pavement shows signs of degradation or stress, when maintenance is required after infrastructure is used for a predetermined period or metered count. Also includes Demand Maintenance orders (DMO) used for required minor repairs after a system or component fails.
	B	Facility Sustainment Projects
		Maintenance and repair projects necessary to keep a typical inventory of Surfaced and Un-surfaced Areas in good working order over a 28-year service life. Typical projects include major milling and resurfacing, pot hole repairing and joint and crack repair. On Fort Sill, striping of runway & removal of rubber from runway for touch n' go pilot training may be reimbursable.

DIRECTORATES

FY14 CLS #: 500 CLS Title: Electrical Services

DODI Title: Utilities

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)

500 A Operate and Maintain Centralized Army Owned Electric Service

This SSP provides electricity for lighting, power, ventilation, heating, cooling, and building equipment using government-owned plants and distribution system components. Includes all in-house and contract (service contract and commercial activities contract) costs to operate the plants and distribution system components. [On Fort Sill Electricity \(#KWH x rate/KWH x 12 mo\).](#)

B Privatized Energy Commodities and Electric Service to Provide Electricity to Buildings

This SSP provides electricity for lighting, power, ventilation, heating and cooling, and building equipment via a Utilities Privatization contract. Includes all utilities privatization contract costs to operate, maintain, repair and recapitalize the plants and distribution systems. This SSP also provides Quality Assurance/Contract Surveillance of contractor operations of the electrical plants and distribution systems that have been privatized under the Army's Utilities Privatization Program.

C Purchased Energy Commodities and Electric Service to Provide Electricity to Buildings

This SSP provides electricity for lighting, power, ventilation, heating, cooling, and building equipment from off-post sources, e.g., local utility, city, municipality, or cooperative. This SSP also funds one-time hook-ups (connection charges) for electrical services to existing utility systems. [Reimburse for electricity. \(Garrison collects tenants payments\).](#)

Reimbursable

DIRECTORATES

FY14 CLS #: 501 CLS Title: Heating/Cooling Services

DODI Title: Utilities

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
501	A	Operate and Maintain Centralized Army Owned Heating and Cooling Plants
		This SSP provides steam, hot water, and chilled water for heating, cooling, domestic hot water, and/or facility processes using government-owned central heating/cooling plants and distribution systems. Includes all in-house and contract (service contract and commercial activities contract) costs to operate the plants and distribution systems.
	B	Privatized Central Heating/Cooling Plants and Distribution Systems
		This SSP provides steam, hot water, and chilled water for heating, cooling, domestic hot water, and/or facility processes via a Utilities Privatization contract. Includes all utilities privatization contract costs to operate, maintain, repair and recapitalize the plants and distribution systems. This SSP also provides Quality Assurance/Contractor Surveillance of contractor operations of central heating/cooling plants and distribution systems that have been privatized under the Army's Utilities Privatization Program.
	C	Purchased Heating/Cooling Services (From Other Than a Utilities Privatization Contractor)
		This SSP provides steam, hot water, and chilled water for heating, cooling, domestic hot water, and/or facility processes from off-post sources, e.g., local utility, city, municipality; for example, District Heating in Europe. This SSP also funds one-time hook-ups (connection charges) for heating and cooling services to existing utility systems.
	D	Purchased Natural Gas/Propane Services (From Other than a Utilities Privatization Contractor)
		This SSP provides natural gas/propane for heating, domestic hot water, cooking, power generation, and other miscellaneous uses from off post sources, e.g. local utility, city, municipality, or cooperative. This SSP also funds one-time hook-ups (connection charges) for natural gas/propane services to existing utility systems.

DIRECTORATES

FY14 CLS #: 502 CLS Title: Water Services

DODI Title: Utilities

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
502	A	Government-Owned Water Plants, Water Sources and Distribution Systems
		This SSP provides operation for potable and non-potable water uses for domestic and industrial purposes using Government-owned water systems including plants and distribution. Includes all in-house and contract (service contract and commercial activities contract) costs to operate the plants and distribution systems. On Fort Sill Water (#KGAL x rate/KGAL x 12 mo).
	B	Privatized Water Plants, Water Sources and Distribution Systems
		This SSP provides water for potable and non-potable uses for domestic and industrial purposes via a Utilities Privatization contract. Includes all utilities privatization contract costs to operate, maintain, repair and recapitalize the plants and distribution systems. This SSP also provides Quality Assurance/Contractor Surveillance of contractor operations of potable/non-potable water plants and distribution systems that have been privatized under the Army's Utilities Privatization Program. 50-yr privatized contract; Garrison collects Tenants' payments & then reimburses the applicable commodity
	C	Purchased Water Commodity/Services (from other than a Utilities Privatization contractor)
		This SSP provides water for potable and non-potable uses for domestic and industrial purposes from off-post sources, e.g., local utility, city, municipality, or cooperative; for example, Municipal Services at Fort Gordon. This SSP also funds one-time hook-ups (connection charges) for water services to existing utility systems. Reimburse for water & sewage. (Garrison collects tenants payments).

DIRECTORATES

FY14 CLS #: 503 CLS Title: Waste Water Services

DODI Title: Utilities

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
503	A	Operate Government-Owned Sanitary and Industrial Waste Water Systems
		This SSP provides domestic and industrial waste water treatment services using Government-owned plants and collection systems. Includes all in-house and contract (service contract and commercial activities contract) costs to operate the plants and collection systems. On Fort Sill Sewage (80% KGAL water x rate/KGAL x 12 mo).
	B	Privatized Sanitary and Industrial Wastewater Systems
		This SSP provides domestic and industrial waste water treatment services via a Utilities Privatization contract. Includes all utilities privatization contract costs to operate, maintain, repair and recapitalize the plants and collection systems. This SSP also provides Quality Assurance/Contract Surveillance of contractor operations of the waste water plants and collection systems that have been privatized under the Army's Utilities Privatization Program. 50-yr privatized contract; Garrison collects Tenants' payments.
	C	Purchased Sanitary and Industrial Waste Water Services (From Other than a Utilities Privatization Program)
		This SSP provides sanitary and industrial waste services from off-post sources, e.g., local utility, city, municipality, or cooperatives.

DIRECTORATES

FY14 CLS #: 504 CLS Title: Other Utility Services

DODI Title: Utilities

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)

504 A Alternative-Financed Energy Efficiency Improvements

This SSP provides upgrades to facilities and equipment to improve energy efficiency via alternative financing methods, i.e., Energy Savings Performance Contracts (ESPC) and Utility Energy Services Contracts (UESC). [On Fort Sill Gas \(#MMBTU x rate/MMBTU x 12 mo\).](#)

B Privatized Natural Gas and/or Propane Plants and Distribution Systems

This SSP provides natural gas/propane for heating, domestic hot water, cooking, power generation, and other miscellaneous uses via a Utilities Privatization contract. Includes all utilities privatization contract costs to operate, maintain, repair and recapitalize the plants and distribution systems. This SSP also provides Quality Assurance/Contract Surveillance of contractor operations of the natural gas/propane plants and distribution systems that have been privatized under the Army's Utilities Privatization Program. [On Fort Sill 50-yr privatized contract; Garrison collects Tenants' payments](#) & then reimburses the applicable commodity". [Reimburse for gas. \(Garrison collects tenant's payment.\)](#)

C Portable Latrines

Portable latrines support Facilities Engineer functions in areas where standby facilities are normally not installed or located. Examples of locations are ranges, exercising fields, temporary quarters facilities, and special events. [Units pay for their own Portable Latrines.](#)

DIRECTORATES

FY14 CLS #: 505 CLS Title: Compliance Services

DODI Title: Environmental Compliance

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)

505 A Compliance Advisory Services, Project & Activity Review and Impact Assessment

This SSP provides for timely and accurate review and analysis of installation projects and activities (e.g., training and testing) for potential impacts related to environmental laws, regulations and Final Governing Standards (FGS) or Host Nation-equivalent mandates. NOTE: For purposes of this SSP, review is defined as the process where the compliance staff receives the description of the proposed action and alternatives and makes a determination of what permits and coordination is required for the 'action' to proceed: • What level of NEPA, or host nation equivalent is required? • Is a new permit or permit modification required? • What regulator/stakeholder coordination is required? • Is there contamination, clean-up or other mitigation that needs to be addressed?

B Provide & Maintain Environmental Permits

This SSP allows the customer to accomplish their mission by successfully acquiring and maintaining the appropriate permits or Host Nation/FGS equivalent as defined by HQDA's Environmental Policies and Guidance.

C Regulated Waste Management Services

This SSP provides management & disposal services for hazardous waste & other waste that requires special handling, as defined by Federal/State regulations, Host Nation/FGS equivalent or HQDAs Environmental policy and guidance. **At Fort Sill, the Tenant is included in the installation's hazardous waste (HW) disposal program. Provide advice & guidance on the proper storage, handling, transportation, & disposal of HW upon request.**

D Environmental Statutory Requirements – Non-Permit

This SSP provides technical oversight, developing management strategies, and preparing/updating or reviewing management plans for non-permit environmental statutory requirements for customers as defined by HQDAs Environmental Policies and Guidance or FGS/Host Nation equivalent.

E Environmental Sustainability and Stewardship

The SSP provides the customer with increased awareness of installation environmental programs; the ability to incorporate best business practices and activities needed to support overall planning based assessments, requirements, and results of audits to enhance execution of the Environmental Programs beyond compliance; Training and educational activities including community outreach not required for compliance.

DIRECTORATES

FY14 CLS #: 506 CLS Title: Conservation Services

DODI Title: Environmental Conservation

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)		
506	A	Conservation Project & Activity Review and Impact Assessment
		This SSP provides for timely and accurate initial review and evaluation of installation projects and training/testing activities in accordance with cultural and natural resources laws, policy, guidance, and regulations, and Final Governing Standards (FGS) and host-nation equivalents. NOTE: For purposes of this SSP, "initial review" is defined as the process where the conservation program staff receives the description of the proposed action and alternatives and makes a determination of what permits and coordination is required for the "action" to proceed, such as: • What level of NEPA (or host nation equivalent) is required? • What environmental conservation agreement(s) is/are required? • Is State Historic Preservation Officer (SHPO), US Forest Service, US Fish & Wildlife, etc. Coordination required? • Is coordination with Native American Tribes/Native Hawaiians (or host nation groups) required? • What coordination is required for endangered species or other issues?
	B	Cultural and Natural Resources Planning and Coordination Services
		This SSP provides required actions or tasks in accordance with cultural resources and natural resources laws, policy, guidance, and regulations, and FGS and host-nation equivalents.
	C	Endangered Species Act Implementation, Management, Oversight, and Monitoring Services
		This SSP provides required actions or tasks in accordance with natural resources laws and regulations, specifically the Endangered Species Act, and FGS and host nation equivalents.
	D	Natural Resources/Ecosystem Management Services
		This SSP provides required actions or tasks in accordance with natural resources laws and regulations, FGS, and host nation equivalents (for requirements not covered in SSP 506 B & 506 C).
	E	Cultural Resources Management Services
		This SSP provides required actions or tasks in accordance with cultural resource laws and regulations, FGS, and host nation equivalents (for requirements not covered in SSP 506 B).
	F	Conservation Cultural and Natural Resources Stewardship
		This SSP promotes environmental awareness and provides for increased stewardship and sustainability of cultural and natural resources.

DIRECTORATES

FY14 CLS #: 507 CLS Title: Pollution Prevention Services

DODI Title: Environmental Pollution Prevention

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)

507	A	Emergency Planning and Community Right to Know Act (EPCRA), reports & record keeping
		This SSP provides the customer(s) with the ability to meet the compliance requirements set forth in sections 301 through 313 of the Emergency Planning and Community Right-to-Know Act (EPCRA) and applicable Final Governing Standards (FGS).
	B	Provide Decision Making Tools (Plans, Studies and Surveys) to Reduce pollution & compliance burden and save resources.
		This SSP provides the customer with data and analysis to apply source reduction or waste minimization in order to reduce releases, wastes, pollution, and costs from an installation's current business practices, industrial processes, base operations, or other routine and recurring sources of wastes, pollution, or releases to the environment.

DIRECTORATES

FY14 CLS #: 510 CLS Title: Pest Management

DODI Title: Pest Control

Contact: Mr. Randy Butler (580) 442-3015/4087

Common Levels Of Support (CLS)

510	A	Develop and Manage the Integrated Pest Management Plan
		Prepare an integrated pest management plan (IPMP) that defines pest management requirements, responsibilities, and resources needed to correct pest problems at each installation. Coordinate the IPMP with all affected parties.
	B	Perform Indoor Pest Management Services
		This program provides visits of facilities as required inspecting, identifying and eliminating the presence of existing or potential public health and wood destroying and nuisance pest problems.
	C	Perform Outdoor Pest Management Services
		Provides response and completion of service orders to evaluate and correct pest problems that are a threat to mission, health, safety, and to prevent property damage.



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
462 NW HAMILTON ROAD, SUITE 120
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF:

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES ARMY GARRISON (USAG)/IMCOM, FORT SILL
AND
THE SECOND PARTY (AND ACRONYM)
FOR**

SUBJECT: **Support of the.....(Agreement Number)**

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the **insert name of second party**. When referred to collectively, the USAG/IMCOM and **insert name of second party** are referred to as the "Parties". USAG/IMCOM, Fort Sill is referred to as the "Garrison".

1. AUTHORITIES:

1.1. DoDI 4000.19, Support Agreements, 25 April 2013.

1.2. Insert other applicable regs as necessary. State what gives legal authority to enter into this agreement.

1.3. The order for these authorities is first, list them in the order they are referred to in the document. Second, if they are not referred to in the document, list them by oldest to newest.

2. PURPOSE: To set forth the conditions under which **XXXXXXXXXXXXXX**.

3. RESPONSIBILITIES OF THE PARTIES.

3.1. The Garrison will –

3.1.1. Insert as many responsibilities as necessary but ensure all the specific requirements of the party are listed.

3.1.2.

3.2. The **insert name of second party** will –

3.2.1. Insert as many responsibilities as necessary but ensure all the specific requirements of the party are listed.

3.2.2.

SUBJECT: Support of the.....

3.3. Both parties will –

3.3.1. **Insert as many responsibilities as necessary but ensure that they apply to both parties.**

3.3.2.

4. **PERSONNEL:** Each party is responsible for all costs of its personnel including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel. **For shared supervision or management, explain the process to accomplish that.**

5. **GENERAL PROVISIONS:**

5.1. **POINTS OF CONTACT:** The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its POC upon reasonable notice to the other Party.

5.1.1. For the Garrison.

5.1.1.1. Winona Morris, winona.f.morris.civ@mail.mil or (580) 442-3560;

5.1.1.2. Dora Presley, dora.a.presley.civ@mail.mil or (580) 442-2911;

5.1.1.3. Joe Ragsdale, joe.p.ragsdale.civ@mail.mil or (580) 442-5803;

5.1.1.4. Carleen Pilcher, carleen.l.pilcher.civ@mail.mil or (580) 442-3111.

5.1.2. For the **insert name of the second party.**

5.1.2.1. **Insert name, position, email, fax and phone number of Primary.**

5.1.2.2. **Insert name, position, email, fax and phone number of Alternate.**

5.2. **CORRESPONDENCE:** All correspondence to be sent and notices to be given pursuant to this MOA may be mailed to the following addresses.

5.2.1. To the Garrison. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 NW Hamilton Road, Fort Sill, OK 73503-9004.

5.2.2. To **insert name of the second party. Insert mailing address.**

SUBJECT: Support of the.....

5.3. REVIEW OF AGREEMENT: This MOA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

5.4. MODIFICATION OF AGREEMENT: This MOA may only be modified by the written agreement of the Parties and duly signed by their authorized representative. Each Party shall provide sufficient advance notice in writing to the other Party prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

5.5. DISPUTES: Any disputes-relating to this MOA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties in accordance with DoDI 4000.19.

5.6. TERMINATION OF AGREEMENT: This MOA may be terminated by either Party by giving at least 180 days [for MOAs involving reimbursement; use any appropriate number of days for MOAs not involving reimbursement] written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

5.7. TRANSFERABILITY: This Agreement is not transferable except with the written consent of the parties. The document survives the departure or position change of any of the signatories.

5.8. ENTIRE AGREEMENT: It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

5.9. EFFECTIVE DATE: This MOA takes effect beginning on the day after the last Party signs. It remains in effect for nine years or until canceled by mutual agreement or until canceled by 180 days written notice to the other Party.

5.10. EXPIRATION DATE: This Agreement expires nine years after the date of the last signature.

5.11. CANCELLATION OF PREVIOUS AGREEMENT: This MOA cancels and supersedes the previously signed agreement between the same parties with the subject _____, Agreement # _____ and effective date of _____. [Use only when needed to cancel a previous agreement].

[If the MOA provides for reimbursement for supplies or service by one Party for the other Party, include section 6].

6. FINANCIAL DETAILS: [include in all reimbursable MOAs]

SUBJECT: Support of the.....

6.1. AVAILABILITY OF FUNDS: This MOA does not document the obligation of funds between the Parties. Any obligation of funds in support of this MOA will be accomplished using a Military Interdepartmental Purchase-DD Form 448, Universal Order Form [or equivalent form if with another Federal agency]. Any obligation of funds between Army units will be accomplished using the appropriate General Fund Enterprise Business System (GFEBS) transaction.

6.2. BILLING: The Garrison will bill the insert name of the second party on a monthly basis in accordance with the procedures of the billing party. A record of the transaction will be sent to the insert name of the second party within 30 days after the month in which the transaction occurred. [only if this is a reimbursable agreement]

6.3. PAYMENT OF BILLS: The insert name of the second party paying office will forward payments, along with a copy of billed invoices and this Agreement number to the Garrison Budget Office within 30 days of the date of invoice. Bills rendered will not be subject to audit in advance of payment.

6.4. FINANCIAL SPECIFICS. See Attachment A for all other details and information on the reimbursable support identified in paragraph 3. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

6.5. ECONOMY ACT DETERMINATION AND FINDINGS: If the MOA is being entered into under 31 U.S.C., Section 1535, as amended (the Economy Act), both parties agree that the requirements listed in paragraph (a) of the Economy Act have been met. [Add the following sentence if the supplier is a DoD component]. The Supplier has determined that the capabilities exist to render the requested support without jeopardizing its assigned missions. [Add the following sentence only if a separate, written Economy Act determination and finding (D&F) is required]. Any required Economy Act D&F has been completed.

7. AGREED: [Approval Authority signatures will never be alone on a blank page]

For the [second party] –

For the Garrison –

Title
Organization

GLENN A. WATERS
COL, FA
Garrison Commander

(Date)

(Date)

SUBJECT: Support of the.....

[Use same subject and agreement number from the original MOA title section]

ATTACHMENT A

Financial Details for a Reimbursable MOA

1. Reimbursable support: [list sub-paragraphs from section 3 that specify the reimbursable support].

2. Estimated amount of funds to be reimbursed: \$_____.

3. Business Partner Network (BPN) Number (if required) Supplier_____,
Receiver_____.

4. Financial Points of Contact:

Supplier: Garrison Resource Management Office, Budget Office, 462 NW Hamilton Road, Suite 120, Fort Sill, OK 73503.

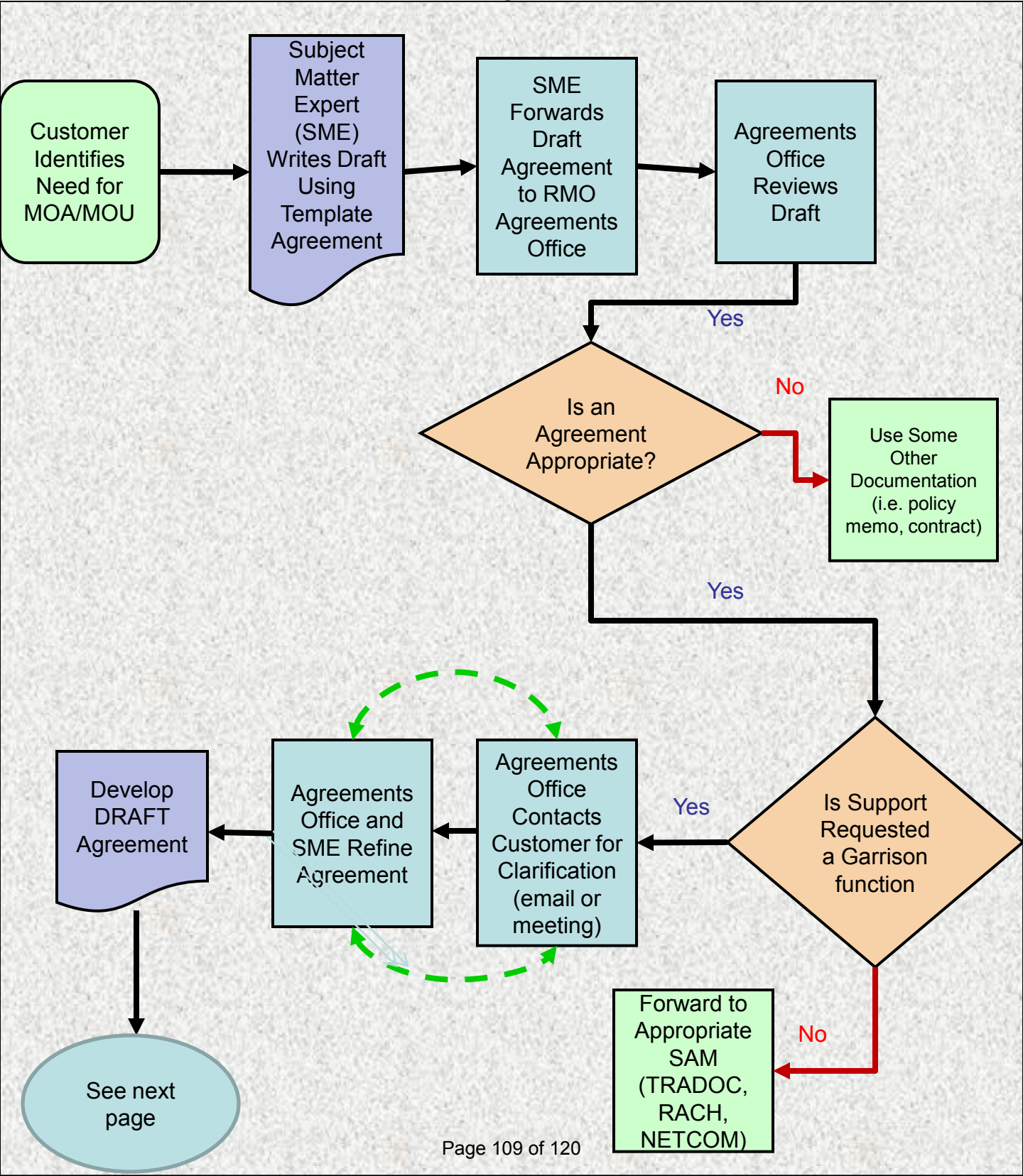
Receiver: xxxxxxxxxx

5. [Add any other financial information that is required by the Financial Management Regulation (FMR) or any other reference, or is desired to be included in the MOA but is not included in the format of the MOA elsewhere].

AGREEMENTS OFFICE

Memorandums of Agreement/Understanding (MOA/MOU)

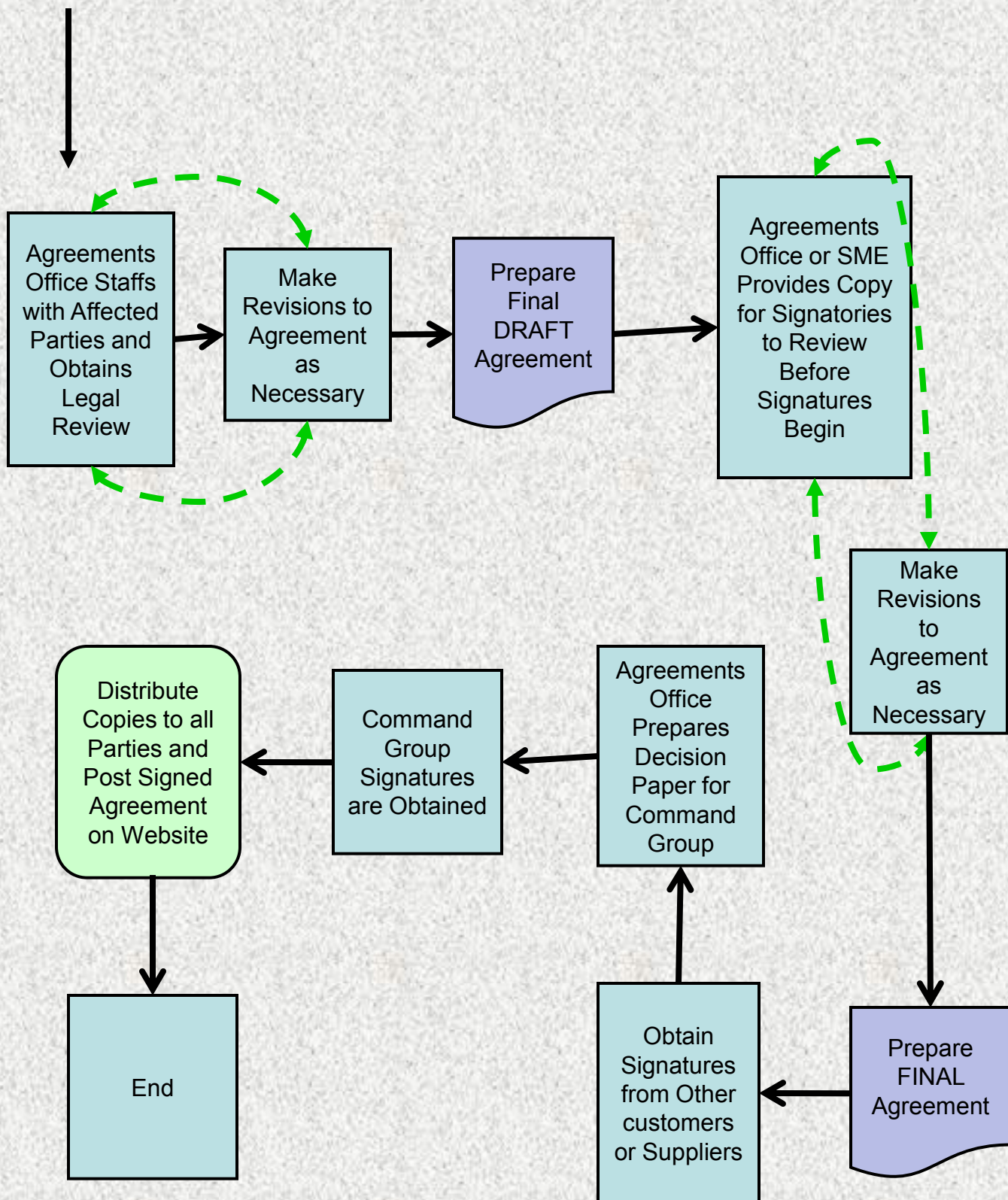
Process (Page 1 of 2)



AGREEMENTS OFFICE

Memorandums of Agreement/Understanding (MOA/MOU)

Process (Page 2 of 2)



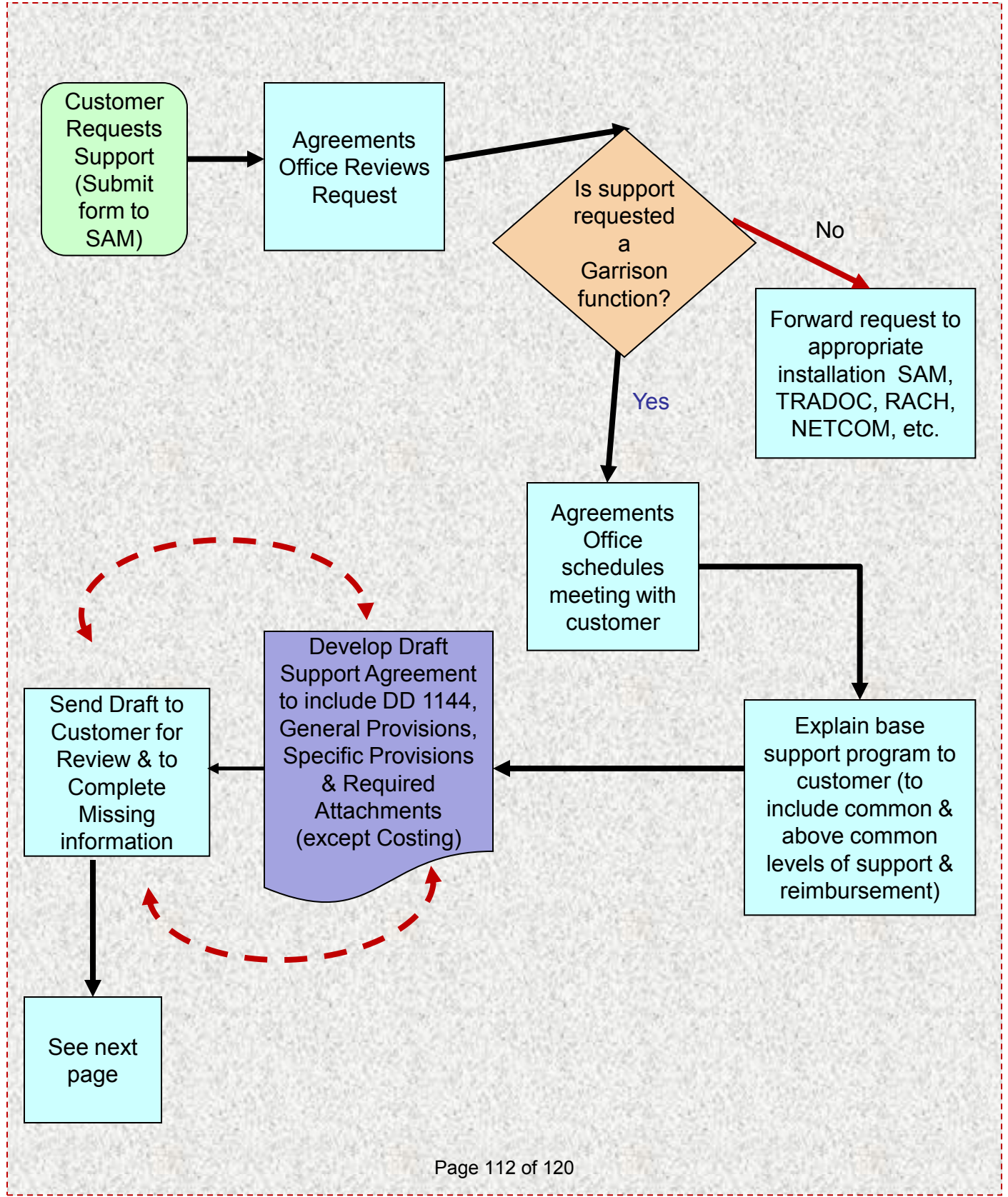
For use of this form, see OACSIM's 4th Quarter, Fiscal Year 2009 Army Stationing and Installation Plan Editor Guidance.

I - Contractors occupying facilities on the installation.

[illegible]

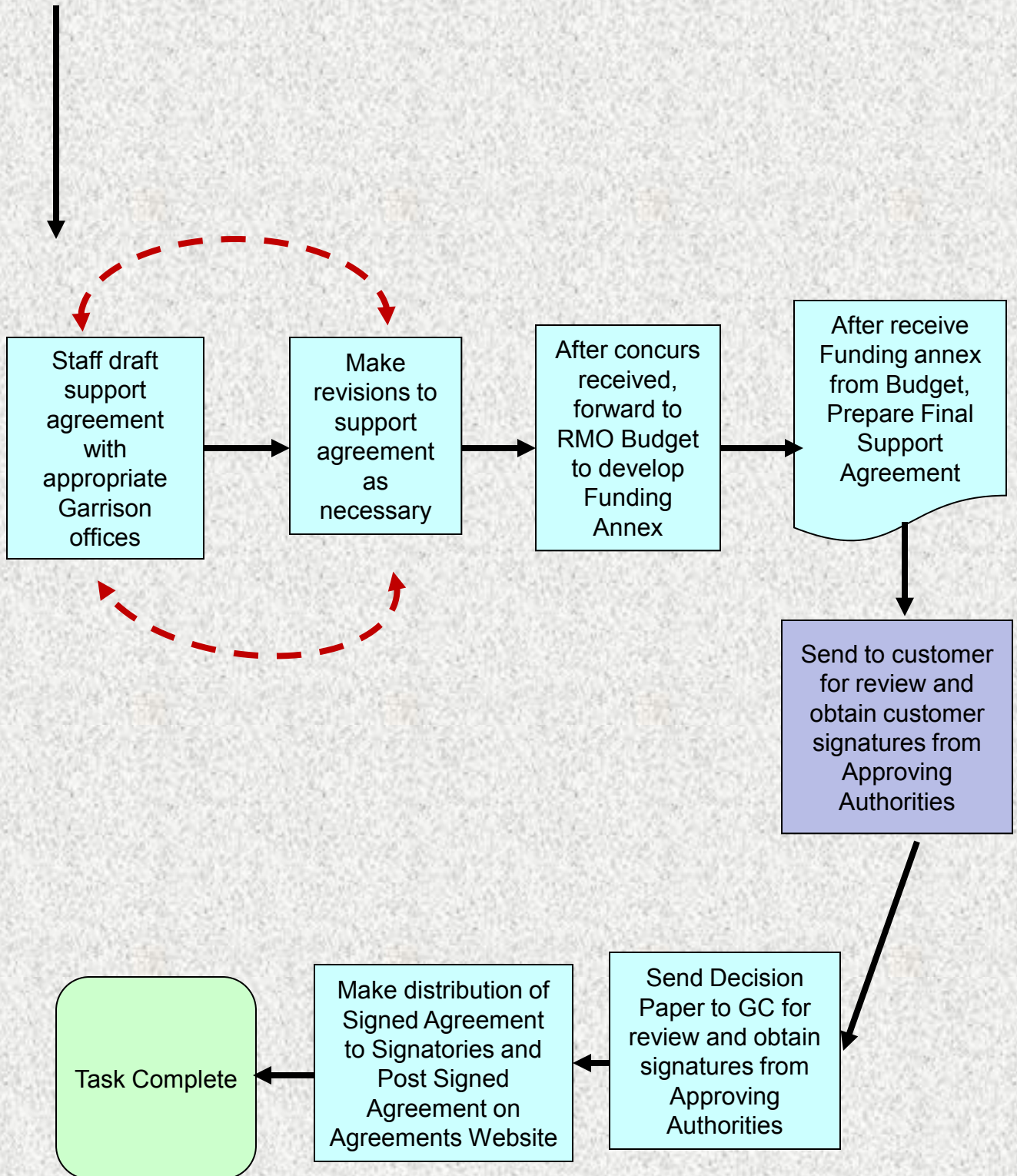
AGREEMENTS OFFICE

Support Agreement (SA) Process (Page 1 of 2)



AGREEMENTS OFFICE

Support Agreement (SA) Process (Page 2 of 2)



Agreement Request Sheet

Heading Information	
Name & address for request organization. (using the example on the right)	Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503
POC Information	
Activity Point of Contact Name: Address: E-Mail: Phone DSN: - Fax DSN: - Com:()- - Com:()- - Cell:()- - Cell:()- - (this is the person who we will go through for answers)	Support Agreement Manager Name: Address: E-Mail: Phone DSN: - Fax DSN: - Com:()- - Com:()- - Cell:()- - (this is the agreements manager for the organization. It may be the same as the POC)
Signature Authority (Comptroller & Approving Official)	
Approving Authority. (should be equivalent rank of USAG Sill Garrison Commander). Name: Title: Organization: Telephone:	Budget/Comptroller <u>Point of Contact</u> Name: Title:
Personnel	
On Board Strength	
Active Army Military Officers: Enlisted: Other Military Services (specify, i.e. Navy, Air Force, Marines, etc.) Officers: Enlisted	DoD civilians: Contractors (See page 3)

UNIT MISSION STATEMENT (UNCLASSIFIED)					
Supported Units					
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont

Agreement Request Sheet

[illegible]

General Questions

1. Will your organization have aircraft flying in/out/around HPAAF?

Yes No

2. Will your organization have aircraft flying in/out/around Falcon Range or one of our drop zones?

Yes No

3. Does your organization want USAG Sill to provide EEO Support?

Yes No

4. Does your organization want to use our installation EEO Officer?

Yes No

5. Does your organization want Custodial Support?

Yes No

6. Does your organization want Entomology Service?

Yes No

7. How is your unit funded? What appropriation? OMA OMAR Working Capital Fund
Other: _____

8. Does your organization want DPW to maintain grounds (mowing, trimming, etc.)?

Yes No

Specifically, during snow and ice days, do you want to reimburse USAG Sill to clear your parking lot (if you have a dedicated parking lot to your bldg)? Answering "No" means you will clear your own parking lot or clearing services elsewhere.

Yes No

9. Does your organization want to use USAG Sill's training ranges?

Yes No

10. Does your organization require mission unique fire/emergency support?

Yes No

11. Does your organization want USAG Sill to provide incoming and outgoing distribution mail services? Answering "No" means you will use other mail support, i.e., mailbox or Lawton

USAG provides Yes No

If you answered "Yes", do you want to reimburse USAG Sill for postage. Answering "No" means you will purchase your own postage.

Yes No

12. Does your organization want Police Support for Special Events?

Yes No

13. Does your organization want USAG Sill to remove its Refuse?

Yes No

14. Does your organization want to increase its number of dumpsters?

Yes No

15. Does your organization require training support (TADSS/MILES various classes/courses, use of our training ranges, or training aids from TSC)?

Yes No

16. Does your organization require graphic training aids from TSC?

Yes No

17. Does your unit utilize the General Fund Enterprise Business System (GFEBS) for accounting purposes?

Yes No

POINTS OF CONTACT for Additional Service Owners

Adventure Travel (580) 250-4040

Civilian Personnel Services

Civilian Personnel Services are provided by the Civilian Personnel Advisory Council (CPAC) office on Fort Sill. CPAC is a tenant organization, (US Army Civilian Human Resources Agency (CHRA). Detailed technical questions may be directed to CPAC (PECP-SWR-R), (580) 442-5426, Bldg 1721, or on the web <http://sill-www.army.mil/usag/cpac/>.

Equal Opportunity (EO) Office

Provides advice and assistance to commanders, directors, managers, soldiers, family members, in understanding, executing or managing a full service Equal Opportunity Program for the United States Army Field Artillery School Fires Center and Tenant Organizations, objectives include ensuring fair and equal treatment without regard to race, color, religion, gender, or national origin, and maintain an environment free of sexual harassment that fosters fitness, cohesion and promotes military readiness through the maximum development and utilization of human resources. Email address is; <http://sill-www.army.mil/USAG/eeo/index.html>

Facilities & Real Property Support

This service is provided for in the Garrison agreement. For specific information the point of contact for Fort Sill is Master Planning Division (IMSI-PW), Directorate of Public Works (DPW). Mailing address is 6607 NW Fort Sill Blvd, Bldg 1950, Fort Sill, OK 73503-1899. Telephone number is DSN 639 or (580) 442-2670/5945 and fax ext. 4621. Email address is; http://sill-www.army.mil/USAG/dpw/Master_%20Planning.html

Inspector General

The Inspector General (IG) teaches and trains, provides assistance as requested, and conducts inspections and investigations as directed by the Commanding General for and throughout the United States Army Field Artillery Center and Fort Sill to assist commanders in achieving disciplined and combat -ready units and to maintain operational effectiveness of the command. The office is in Bldg 463, Telephone DSN 639 or (580) 442-3173/3109. Email address is; <http://sill-www.army.mil/USAG/IG/index.html>

MEDDAC Support

Contact: Support Agreements Manager, MEDDAC Agreements Office, Phone: (580) 458-2088. Email address is; <http://www.rach.sill.amedd.army.mil/>

Mission and Fires Center of Excellence Support

Contact: Support Agreements Manager, TRADOC Mission Support Agreements Office, Phone: (580) 442-3786.

Mobilization Support

Mobilization. Contact the directorate of Plans, Training, Mobilization and Security (DPTMS); DSN 639 or (580) 442-3828/3403; Bldg 445; to document mobilization requirements in the installation mobilization plan. To access its web site, go to; <http://sill-www.army.mil/usag/DPTMS/index.html>

Mission and Installation Contracting Command

Mission and Installation Contracting Command (MICC) is a tenant organization on Fort Sill. In accordance with a higher headquarters agreement, their support is not included in the Garrison Agreements. For detailed technical questions, please contact the MICC via their website at; <http://sill-www.army.mil/USAG/DOC/>.

External Support Office

Logistics. Support Agreements Manager, Logistics Readiness Center (LRC); DSN 639 or (580) 442-3404, 2258 Randolph Rd Fort Sill, OK 73503. For detailed technical questions, please contact the LRC via their website at; <http://sill-www.army.mil/USAG/DOL/index.html>.

Network Enterprise Command (NEC) Support

NEC processes all LAN, telephones, and Service Level Agreements, their agreement manager can be contacted at (580) 442-0701. For detailed technical questions, please contact the NEC via their website; <http://sill-www.army.mil/nec/>.

InterContinental Hotels Group (IHG)

Contact Gabi Whitaker (580) 442-6267, 5676 Fergusson Road, Fort Sill, OK 73503.

Defense Logistics Agency Document Services (DLADS)

On Fort Sill is currently handled by the Air Force, (580) 442-2118, e-mail <http://www.e-publishing.af.mil/>.