

**1 MAY 2005**

**Logistics Staff**

**SUPPORT AGREEMENTS PROCEDURES**



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

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**SUMMARY OF REVISIONS**

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

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## Chapter 1

### AGREEMENTS—PURPOSE, TYPE, AND AUTHORITY

#### 1.1. Support Agreements Covered by DD Form 1144.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### **1.3. Major Range and Test Facility Bases.**

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

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

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

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

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

## Chapter 2

### FUNCTIONAL AREA RESPONSIBILITIES AND AUTHORITIES

#### 2.1. MAJCOM

##### 2.1.1. Program Manager:

- 2.1.1.1. Administers the Command support agreements program.
- 2.1.1.2. Ensures the level of approval authority for support agreements is in accordance with DoDI 4000.19.
- 2.1.1.3. Elevates impasses that cannot be resolved at MAJCOM level to HQ USAF.
- 2.1.1.4. Publishes MAJCOM supplementary guidance to the field.
- 2.1.1.5. Measures the Command support agreements program

#### **NOTES:**

- 1. HQ 11 WG provides program management responsibility for Air Force Elements (AFELM) and certain designated Field Operating Agencies (FOA).
  - 2. HQ Air Intelligence Agency (AIA), as the Air Force Service Cryptologic Element (SCE), provides program management and oversight to intelligence units providing direct or indirect support to the SCE mission. Will report to Air Combat Command (ACC) SAM.
- 2.1.2. Financial Management (FM). Provides guidance and training necessary to support financial management personnel and resource managers. Ensures installation Comptrollers accomplish funding annexes, annual budget reviews, and collects reimbursements identified in support agreements.
- 2.1.3. Manpower:
- 2.1.3.1. Provides policy and guidance to installation Manpower and Organization Flights for support agreements and related manpower impact assessments.
  - 2.1.3.2. Validates the manpower annex to support agreements and initiates action to ensure transfer of the agreed to manpower resources from or to the appropriate MAJCOM.
- 2.1.4. Civil Engineer. Establishes guidance to cover real property sustainment, restoration and modernization, environmental concerns, utilities support, real property services, support, fire protection and crash rescue support, explosive ordnance disposal support, full-spectrum threat response, and other civil engineer issues in MAJCOM instructions as necessary.
- 2.1.5. Security Forces. Establishes guidance to cover security concerns in MAJCOM instructions as necessary.
- 2.1.6. Other Functional Managers. Establish guidance to be included in MAJCOM instructions as necessary.

#### 2.2. Installation Supplier Support Agreement Manager (SAM).

##### 2.2.1. The supplier SAM:

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

- 2.2.1.2. Administers the support agreements program and prepares support agreements according to DoDI 4000.19, AFD 25-2, this AFI and higher headquarters guidance.
- 2.2.1.3. Distributes receiver requests for support to functional areas for review, coordination, and acceptance.
- 2.2.1.4. Tasks Functional Area Agreement Coordinators (FAACs) to provide specific provisions, identify direct incremental reimbursable costs, and, in conjunction with the servicing Manpower and Organization Flight, provide manpower figures.
- 2.2.1.5. Establishes procedures to prevent unnecessary delays in negotiating, revising, and reviewing support agreements.
- 2.2.1.6. Assists their installation's Geographically Separated Units (GSUs) and Air Force Elements (AFELMs) in developing their support agreements, if they have no SAM.
- 2.2.1.7. Compiles the approved specific provisions, manpower requirements, and funding responsibilities into a final agreement.
- 2.2.1.8. Assisted by financial and manpower representatives, provides initial and ongoing training to FAACs and maintains training documentation. The SAM may invite receiver units to attend functional manager training with supplier FAACs and other agencies.
- 2.2.1.9. Maintains a current list of supplier FAACs, which have been appointed in writing.
- 2.2.1.10. Is responsible for maintaining a continuity folder and copies of all agreements (i.e. hard-copy or electronic).

### **2.3. Installation Receiver SAM.**

#### 2.3.1. The receiver SAM:

- 2.3.1.1. Provides an accurate assessment of support needs to the supplier.
- 2.3.1.2. Provides a single point of contact for coordinating support agreements. If a MAJCOM has more than one receiver unit located on the installation, then one receiver SAM may be identified to represent all of that MAJCOM's units on the installation.
- 2.3.1.3. Prevents unnecessary delays in negotiating, revising, and reviewing support agreements.

### **2.4. Supplier Functional Area Agreement Coordinator (FAAC).**

#### 2.4.1. The FAAC:

- 2.4.1.1. Provides and reviews the specific provisions and terms relating to his or her functional area to ensure that a clear understanding of the required support is documented and that sufficient information is contained to determine the impact of providing the requested support.
- 2.4.1.2. Negotiates all required changes to specific provisions and terms with receiver's FAAC.
- 2.4.1.3. Ensures impasses are worked through functional channels.
- 2.4.1.4. Contacts the servicing Manpower and Organization Flight and assists in determining manpower requirements for support requested.

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

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

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

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

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

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

## **2.5. Installation Manpower and Organization Flight.**

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

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

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

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

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

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

## **2.6. Installation Financial Management/Comptroller (FM).**

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

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

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

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

2.6.1.4. Assists the SAM in providing support agreements training.

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

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

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

## **2.7. Installation Environmental Planning Function**

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

## **2.8. Installation Security Forces.**

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

## **2.9. Installation Staff Judge Advocate (SJA)**

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

## **2.10. Disposition of Support Agreements.**

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

## Chapter 3

### SEEKING SUPPORT AND WAIVERS

#### 3.1. Seeking Support.

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

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

#### 3.2. Development of Support Agreements.

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

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

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

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

### **3.3. Waivers to Support.**

- 3.3.1. Requests for a waiver to permit duplication of support functions are appropriate if:
  - 3.3.1.1. It is more economical
  - 3.3.1.2. Provision of support is physically impractical
  - 3.3.1.3. Wartime requirements dictate duplication of facilities or functions
- 3.3.2. ANG and AFRC receivers do not require a duplication waiver if their requirement is based on a wartime mission of their gaining MAJCOM.
- 3.3.3. To obtain a waiver, the receiving MAJCOM should send a waiver request to the supplying MAJCOM, including confirmation of whether or not the receiving MAJCOM accepts responsibility for the financial and manpower costs of supporting the waiver. The receiving MAJCOM then requests the waiver from HQ USAF/ILGC. If approved, the waiver will normally be valid for three years and a copy of it should be attached to the relevant support agreement.

## Chapter 4

### SUPPORT AGREEMENT DOCUMENTATION PROCEDURES

#### 4.1. Identifying the Requirement.

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

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

4.1.1.2. Who will receive the support?

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

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

4.1.1.5. What is the objective or mission supported?

4.1.1.6. When will the support be provided?

4.1.1.7. Have all support categories been considered?

4.1.1.8. Where will the support be provided?

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

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

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

#### 4.2. Drafting - Support Responsibilities.

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

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

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

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

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

#### 4.3. Drafting - Financial Responsibilities.

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

#### **4.4. Drafting - Manpower and Organization Responsibilities.**

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

4.4.3.2. Air Force Manpower Standards.

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

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

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

#### **4.5. Contract Provided Support.**

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

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

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

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

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

## Chapter 5

### SUPPORT AGREEMENT PROCESSING AND REVIEW PROCEDURES

#### 5.1. Preparing and Revising Agreements.

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

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

#### 5.2. Coordination.

5.2.1. Coordination guidelines are as follows:

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

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

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

#### 5.3. Approval and Signature.

5.3.1. The SAM:

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

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

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

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

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

#### 5.4. Review and Revision of Support Agreements.

5.4.1. Annual FM Budget Review.

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

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

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

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

#### 5.4.2. Triennial Review.

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

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

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

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

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

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

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

### 5.5. Resolving Impasses.

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

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

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

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

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

## **5.6. Reduction, Modification or Termination of Support.**

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

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

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

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

Figure 5.1. Suggested Agreement Process Flow Chart

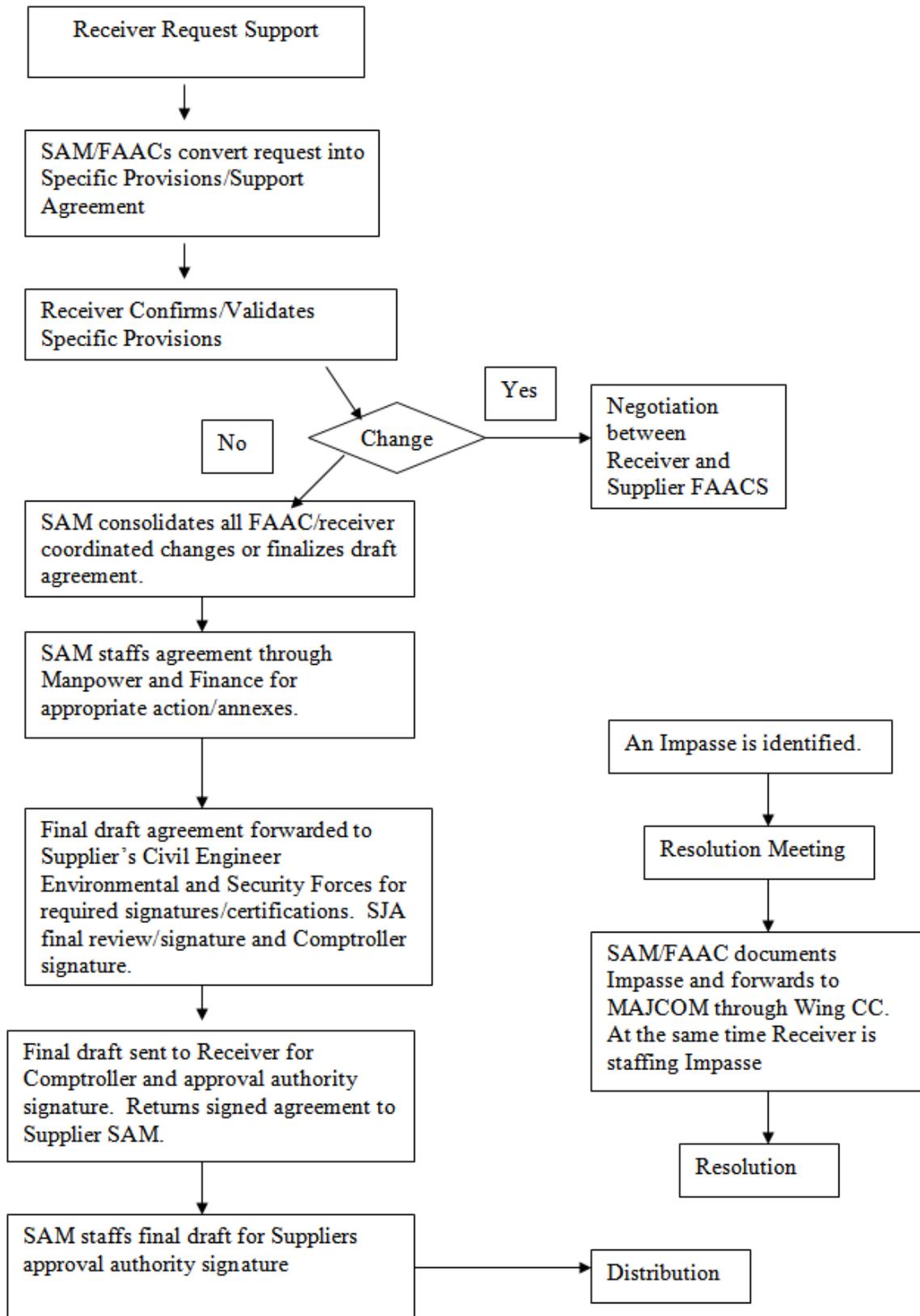


Figure 5.2. Suggested Agreement Process Flow Chart

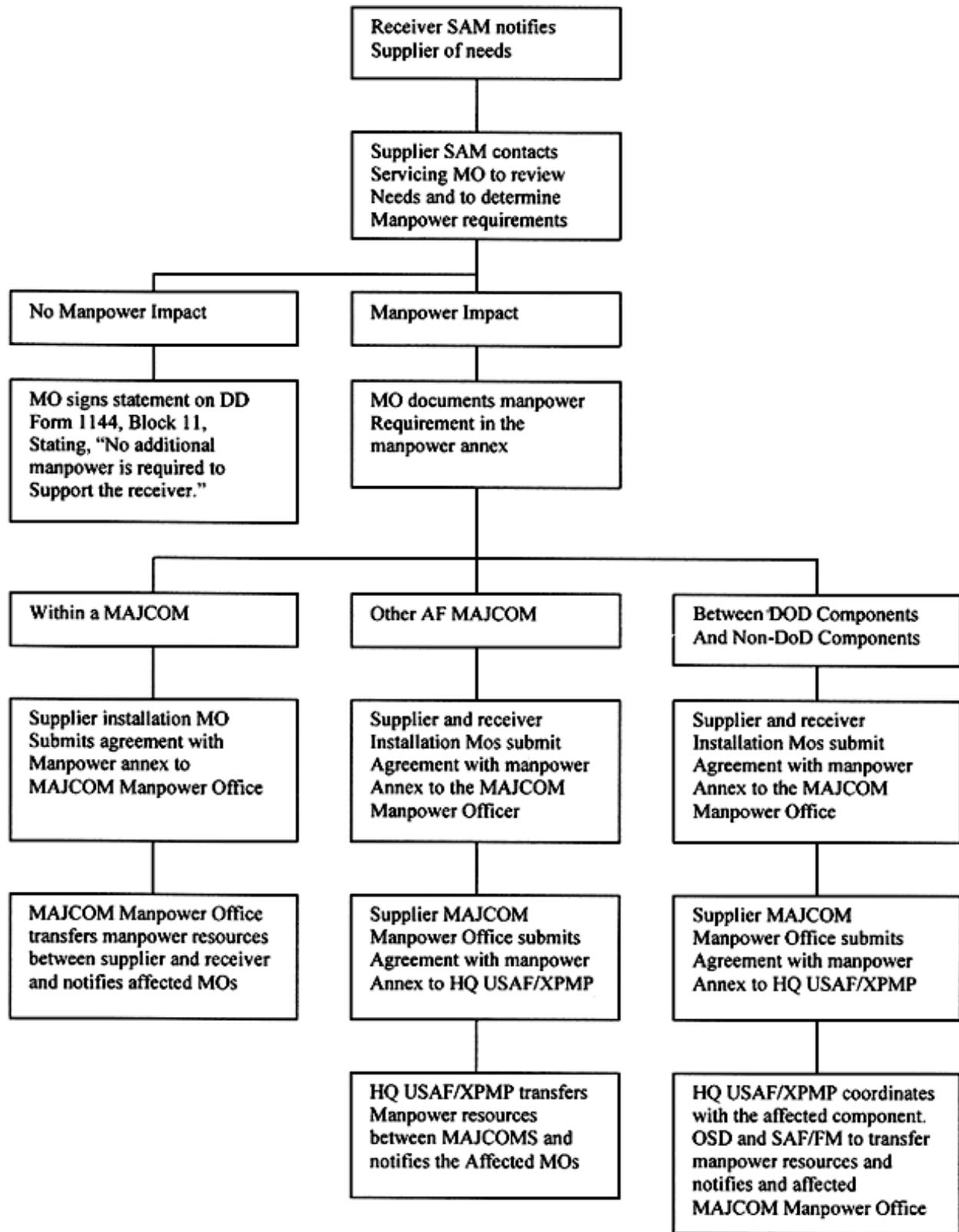


Figure 5.3. Annual FM Review Flow-Chart

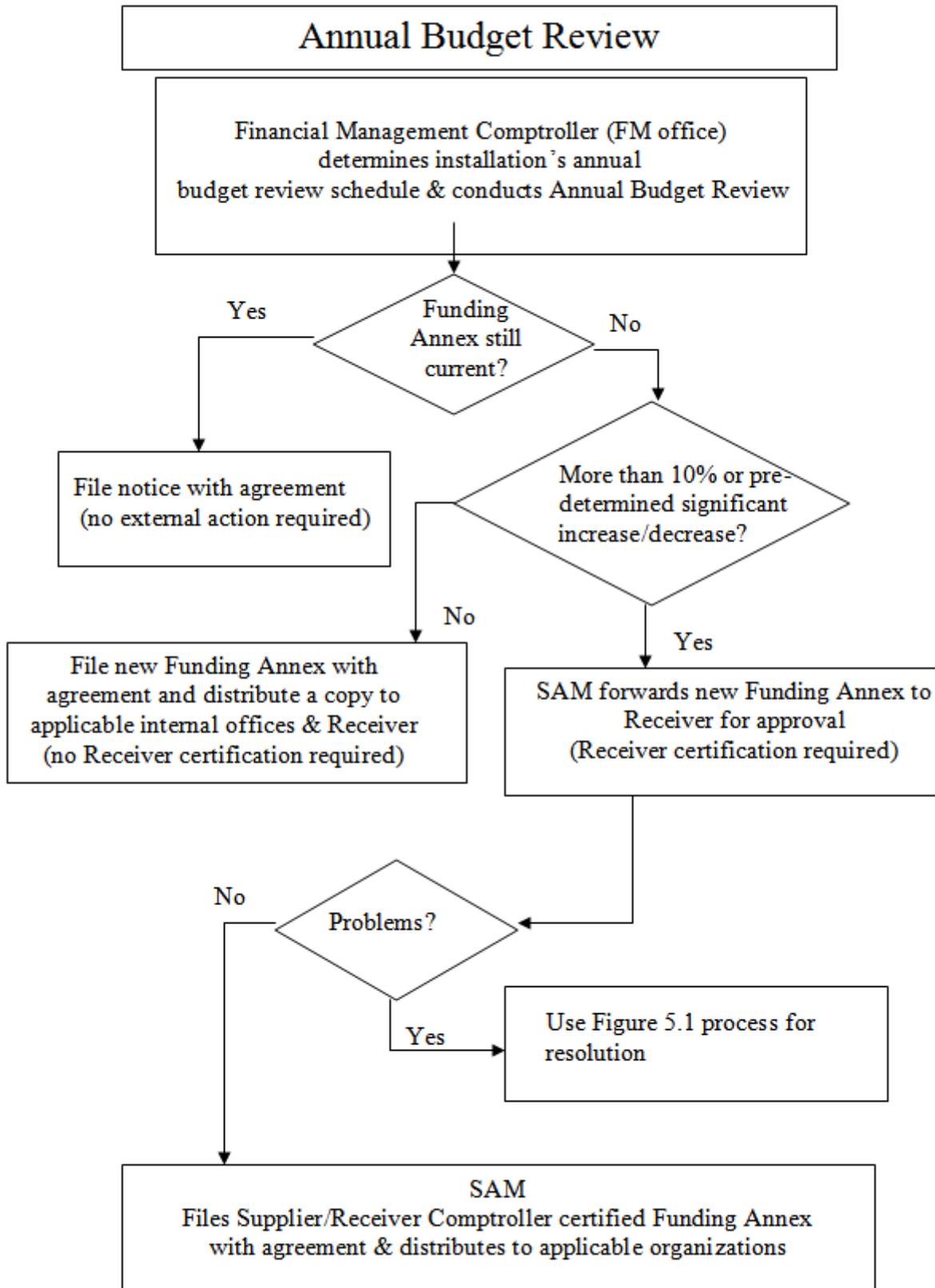


Figure 5.4. Intra/Interservice Funding Annex (Suggested Format).

Page 3 of \_\_\_\_

<b>(Suggested Format)</b>		FB9999-05009-210	
a. CATEGORY OF SUPPORT	b. BASIS FOR COSTING	c. ESTIMATE	REIM COST
Communication Services	Alpha/Numeric field Toll charges	*NON-REIM	\$ 5,302.57
	Actual equipment cost		<45,970.00>
Mail Postage	Metered Mail	**\$1,000.00	
Supply Services	Actual cost (Receiver provides MIPR directly to Supply Squadron)***		<9,056.16>
Vehicle Support	Maintenance records form		14,380.36

\*Recommend this column provide only non-reimbursable costs which are directly attributable to the receiver. (Should the receiver relocate to another installation, the supplier's costs would be reduced).

\*\*If over \$10,000 annually, item becomes reimbursable.

\*\*\*One-time charges are not included in annual totals.

Certified by: (Date)

Certifier's signature block

TOTAL		\$ 1,000.00	\$ 19,682.93
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Donald J. Wetekam, Lt General, USAF  
DCS/Logistics

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

DODI 4000.19, Interservice and Intragovernmental Support.

DODD 1400.16, Inter-Departmental Civilian Personnel Administration Support

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

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

DODD 5010.16, Defense Management Education and Training Program.

DODD 5136.12, Tricare Management Activity (TMA).

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

DoD 4525.8-M, DoD Official Mail Manual.

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

AFI 10-802, Military Support to Civil Authorities.

AFI 21-124, Oil Analysis Program.

AFI 24-301, Vehicle Operations

AFI 24-302, Vehicle Management

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

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

AFI 32-6001, Family Housing Management.

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

AFI 34-242, Mortuary Affairs Program

AFI 36-1201, Discrimination Complaints.

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

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

AFMAN 15-125, Weather Station Operations.

AFMAN 37-123, Management of Records.

AFMAN 37-139, Records Disposition Schedule.

AFPD 25-2, Support Agreements.

***Abbreviations and Acronyms***

**AFELM**—Air Force Element

**AFRC**— Air Force Reserve Command

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

***Terms***

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Attachment 2

### COMPLETION OF DD FORM 1144

#### A2.1. Completion of DD FORM 1144 By Block Number.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Block 11:** General Provisions

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

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

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

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

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

### **A2.2. Examples of Specific Provisions.**

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

#### **CHAPEL AND CHAPLAIN SERVICES**

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

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

#### **CLUBS**

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

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

### **Attachment 3**

#### **SUPPORT AGREEMENT STRUCTURE AND DISTRIBUTION**

##### **A3.1. Structure of a Support Agreement:**

DD Form 1144, Support Agreement.

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

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

Funding Annex.

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

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

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

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

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

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

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

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

**3. GENERAL.**

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

**b. ASSUMPTIONS.**

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

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

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

**4. RESPONSIBILITIES:**

**a. FINANCIAL MANAGEMENT.**

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

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

**b. LOGISTICS SUPPORT.** Insert statement.

**c. OPERATIONAL SUPPORT.** Insert statement.

**d. MISSION SUPPORT.** Insert statement.

**e. MANPOWER.** Insert statement.

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

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

## Attachment 5

### MISSION SUPPORT CATEGORIES

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Attachment 6

### SPECIAL SUPPORT CONDITIONS

#### **A6.1. Providers of Public Goods or Services.**

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

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

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

#### **A6.2. Mutual Benefit.**

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

#### **A6.3. Army Veterinary Service.**

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

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

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

#### **A6.5. Aviation Engine Oil Samples.**

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

#### **A6.6. Service Level Agreements.**

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

**Attachment 7**

**SAMPLE COORDINATION SHEET**

MEMORANDUM FOR SEE DISTRIBUTION

FROM: Suppliers Unit

SUBJECT: Review of Support Agreement Number XXXXXX

1. Please review the attached support agreement between \_\_\_\_\_ and \_\_\_\_\_ . In particular, please confirm that the estimated charges, funding arrangements, and type and degree of support are accurate.
  
2. The office of primary responsibility for this review is \_\_\_\_\_ and the point of contact is \_\_\_\_\_ .
  
3. Please send your written reply to \_\_\_\_\_ by \_\_\_\_\_. You may keep the draft agreement in your files until we send you the final.

Attachment:

Draft Support Agreement

DISTRIBUTION:

Suppliers' FAACs

Attachment 8

SAMPLE SUPPORT AGREEMENT MANPOWER/COST DATA SHEET

SUPPORT PROVIDER: \_\_\_\_\_ SUPPORT RECEIVER: \_\_\_\_\_

SUPPORT CATEGORY: \_\_\_\_\_

Military:		Civilian:	
Grade	Hours/Month	Grade	Hours/Month
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

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

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

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

If yes, what are the AFMS workload factors? \_\_\_\_\_

99ABW/MO Validation: \_\_\_\_\_

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

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

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

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

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

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

99 CPTS/FMA Validation: \_\_\_\_\_

_____	Date	_____	Signature	_____	Phone
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Squadron Resource Advisor: \_\_\_\_\_

_____	Date	_____	Signature	_____	Organization	_____	Phone
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## Attachment 9

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

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

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

Category of Support	AF On-base		AF Off-base		DoD Receiver*		Other Federal Agency*		Directive**
	Host	Tenant***	Host	Tenant	Host	Tenant	Host	Tenant	
Vehicle Support	X		X			X		X	DoD 4500.36-R AFI 65-601, chap 7, para 7.5.5. AFI 24-301, Para 10, AFI 24-302, Para 2.10.
Weather Services	X		X		X		X		AFMAN 15-125

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

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

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

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