

**BY ORDER OF THE COMMANDER
PACIFIC AIR FORCES**



AIR FORCE INSTRUCTION 25-201

**PACIFIC AIR FORCES COMMAND
Supplement 1**

31 AUGUST 1998

Logistics Staff

SUPPORT AGREEMENTS PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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OPR: HQ PACAF/LGXP
(Mari I. Berry)
Supersedes AFI 25-201/PACAF1, 21 May 1997

Certified by: HQ PACAF/LGX
(Lt Col Bret A. Hyde)
Pages: 11
Distribution: F

This publication applies to Headquarters Pacific Air Forces and all subordinate units. It does not apply to the Air National Guard or the US Air Force Reserve units and members.

SUMMARY OF REVISIONS

Clarified PACAF policy for the Numbered Air Force (NAF) level MOA/MOUs; Effective term for the Interim MOA was increased from 90 days to up to 6 months; Clarified data elements that should be on the quarterly Support Agreement Analysis Program (SAAP) report; References to obsolete PACAF Form 170 were deleted; Clarified approval authority for those organizations that are not aligned with standard wing structure; Added DFAS to distribution list for those agreements that contain reimbursable support categories. *New or revised material is indicated by an (*)*.

AFI 25-201, 1 December 1996, is supplemented as follows:

1.2.1.1. (Added) In PACAF, use of MOAs at wing level is limited. Units may use an MOA to document support arrangements with state and local government agencies and to document interim (not to exceed 6 months in duration) support arrangements which involve the obligation of resources (see AFI 25-201, attachment 4 for format). NAFs are allowed to consummate MOAs/MOUs without HQ PACAF coordination as long as the scope of support, whether reimbursable support is provided or not, applies only to their AOR. NAF commanders are neither authorized to negotiate a command-to-command agreement, nor commit PACAF resources beyond what already exists and are available within their AOR. Use MOUs, not MOAs for functional area agreements that are procedural in nature and that do not obligate resource (see para 1.2.3.1).

1.2.1.2. (Added) The Interim MOA is used to provide support to a new requirement pending consummation of a formal agreement (interservice or intraservice support agreement). This agreement is valid for up to 6 months. The formal agreement will include verbiage to terminate the interim arrangement.

1.2.2.1. (Added) HQ PACAF command level MOAs and MOUs will be coordinated with PACAF/LGXP early in the development stage to ensure proper procedures are followed and all appropriate parties are included in coordination. The basic MOA format shown at AFI 25-201, attachment 4 will be used to complete the agreement.

1.2.2.2. (Added) Reference command-to-command agreements in purpose statements of applicable installation level support agreements (normally contained in block 11 of DD Form 1144).

1.2.2.3. (Added) Civilian Personnel Servicing Agreements (CPSAs) are governed by AFI 36-105, Civilian Personnel Servicing Agreements, Mar 94. If civilian personnel support is involved, reference the current CPSA in the agreement.

1.2.3.1. (Added) In PACAF, the MOU is an agreement between any two parties that documents an understanding of procedures or processes. It does not involve the obligation of resources. MOUs may be used for functional area agreements. Recommend these agreements be coordinated with the installation support agreement manager to ensure resources are not obligated unknowingly.

1.2.3.2. (Added) MOAs will not be used for functional area agreements. Use MOUs to document these arrangements.

1.3.1.1. (Added) For PACAF units, do not use support agreements to document base support provided to range users for a period of less than 1 year in duration. Use exercise plans to document support requirements and reimbursement procedures.

1.4.1.1. (Added) A support agreement may be required between a DoD agency and the provider of support (host wing) to document support requirements and reimbursements for a contractor on a PACAF installation. This agreement will not be accomplished or negotiated with the contractor on the installation. The agreement will be between the host wing and DoD agency requiring the support for their contractor.

1.4.3. (Added) Refer to AFI 13-203 for information on Air Traffic Control Letter of Agreement (LOA) and format.

2.1.1. Program Manager:

2.1.1. Bullet 6 **(Added)** HQ PACAF/LGXP administers the command support agreement program. All command level agreements will be accomplished with headquarters staff assistance. Official agreement files are maintained by LGXP. LGXP will maintain an agreement number log and assign an individual agreement number for each command level agreement.

2.1.1. Bullet 7 **(Added)** Signatory authority for command level agreements is held by PACAF/CC and is hereby delegated to PACAF/LG. Further delegation of authority will be accomplished on a case-by-case basis as approved by PACAF/CC.

2.1.1. Bullet 8 **(Added)** MAJCOM functional managers will work to resolve support agreement impasses at their level. Impasses will be forwarded through HQ PACAF/LGXP for resolution to the appropriate HQ USAF functional manager by the MAJCOM functional manager.

2.1.1. Bullet 9 **(Added)** HQ PACAF/LGXP tracks command support agreements status and periodically reports its progress to senior leaders. Status reports will be submitted to USAF/LGXX IAW AAFP 25-2.”

2.1.2.1. (Added) HQ PACAF/FMA will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve Comptroller related agreement problems.

2.1.2.2. (Added) HQ PACAF/FMA provides policy, training, and guidance to installation Comptrollers necessary for support agreement accomplishment, financial review (as well as annual budget reviews), reimbursement tracking, and agreement revisions.

2.1.3.1. (Added) HQ PACAF/XPM will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve manpower issues.

2.1.4.1. (Added) HQ PACAF/CEP will assist PACAF/LGXP with development of support agreement policy and work with installation functional OPRs to resolve civil engineer related agreement problems.

2.1.4.2. (Added) HQ PACAF/CEP will provide installation level civil engineers training and guidance necessary to accomplish support agreements.

2.1.5.1. (Added) HQ PACAF/SPX will assist PACAF/LGXP with development of support agreement policy and work with installation functional OPRs to resolve security related agreement problems.

2.1.6.1. (Added) All PACAF staff functional OPRs will work to resolve support agreement impasses forwarded from wings. Coordination from HQ PACAF/LGXP will be obtained on all impasse actions. Impasses will be forwarded through HQ PACAF/LGXP for resolution to the appropriate HQ USAF functional manager by the MAJCOM functional manager.

2.1.6.2. (Added) All PACAF staff functional OPRs will establish an agreements point of contact and notify HQ PACAF/LGXP in writing of the individual's name, rank, office symbol, and phone number. This individual will be the single point of contact for all agreement actions within that directorate. LGXP will be notified immediately if changes occur.

2.1.6.3. (Added) All PACAF staff functional OPRs will work with PACAF/LGXP to resolve installation level support agreement problems.

2.1.6.4. (Added) PACAF/JAC will assist PACAF/LGXP with development of support agreement policy and work with PACAF staff functional OPRs to resolve legal related agreement problems.

2.2.2. (Added) Installation support agreement managers (SAMs) will maintain a repository of all support agreements involving obligation of wing resources either as supplier or receiver. The repository file will contain the official file folder for each agreement administered by the SAM.

2.2.3. (Added) The SAM will maintain a continuity folder that includes the following:

2.2.3.1. (Added) A copy of the support agreement manager appointment letter signed by the Commander (i.e., Wing, Group, Squadron or Detachment).

2.2.3.2. (Added) An installation functional area agreement coordinator (FAAC) point of contact list for each category of support used in support agreements.

2.2.3.3. (Added) A point of contact list for other service, DoD, and non-DoD activities with which agreements have been established.

2.2.3.4. (Added) A self inspection checklist.

2.2.3.5. (Added) A list of every agreement in the wing repository.

2.2.3.6. (Added) A matrix of wing agreements which shows functional offices involved in providing support to each agreement (optional).

2.2.3.7. (Added) Sample form letters.

2.2.3.8. (Added) Background papers on any unique requirements for agreements at that installation, if applicable.

2.2.4. (Added) SAMS will conduct FAAC training. The training will be conducted as required, but at least once a year and will include the following:

2.2.4.1. (Added) Background on what agreements consist of and what types there are, why they are necessary, when they need to be done, and how they effect the FAAC.

2.2.4.2. (Added) Definition of the agreement process to include new agreements, reviews, revisions, re-accomplishments, and terminations.

2.2.4.3. (Added) An outline of FAAC responsibilities.

2.2.4.4. (Added) Definition of support categories and costing methods as applicable.

2.2.4.5. (Added) An overview of the concept of reimbursements and an explanation of the billing process.

2.2.4.6. (Added) A list of applicable references.

2.2.5. (Added) Installation SAMs will maintain a six-part folder for each agreement which will contain the original signed agreement, negotiation history, and all required documentation. PACAF recommends that part one contain the current agreement and attachments; part two contain correspondence and coordination applicable to the current agreement; part three contain copies of superseded agreements; part four contain historical data; part five contain contact lists and milestones; and part six contains extra copies of the agreement. A coordination/tracking form will be completed for each agreement action (revision, review, re-accomplishment, termination) and filed in part two if pertinent to the current agreement or in part four if pertinent to past agreements.

2.2.6. (Added) Installation SAMs manage the process of accomplishing support agreements involving wing resources. SAMs ensure the agreements are coordinated with all appropriate FAACs, ensure the agreements contain all required information and are administratively accurate, and are completed by the suspense dates established by the SAM. Suspended actions will be tracked and follow-up actions taken as necessary. A record of coordination and agreement inputs will be maintained in the official agreement six-part folder. SAMs will not negotiate on behalf of the FAACs.

2.2.7. (Added) Installation SAMs will provide a quarterly Support Agreement Analysis Program (SAAP) Report, preferably, generated by SAMS 4.1, due the fifth working day of Jan, Apr, Jul, and Oct of each year to HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB HI 96853-5427. The report will include the agreement number, type, supplier unit, receiver unit, date of next review, a short summary or title of the agreement, the current status (Current, Overdue Review, Initial Development), and applicable remarks. As a minimum, SAAP report releasing authority will be Commander, LSS/LSF.

2.2.8. (Added) Installation SAMs will maintain support agreements involving wing resources throughout the life of the agreement. SAMs will ensure administrative actions such as reviews, revisions, re-accomplishments, terminations, and distribution is accomplished accurately and by the suspense date established. Above actions will be completed in accordance with instructions contained in DoDI 4000.19, AFI 25-201, and this supplement.

2.2.9. (Added) SAMs will foster good lines of communication and cooperation with installation FAACs and especially with wing Comptroller, Manpower Office, Staff Judge Advocate (SJA), Base Civil Engineer, and Security Police activities. Agreement procedure changes will be coordinated with all installa-

tion FAACs prior to implementation if possible. When feasible, assist FAACs with problem resolution pertaining to agreement information development.

2.2.10. (Added) The SAM will furnish a copy of his/her letter of appointment, including name, rank, office symbol, mailing and e-mail addresses, telephone/facsimile numbers, DEROS, and alternate to HQ PACAF/LGXP and any activity actually or potentially involved in support agreements with his/her activity. SAMs will ensure that letters of appointment are current.

2.3.2. (Added) As a receiver of support, the installation SAM will facilitate communication of support requirements and provisions between the wing FAACs and supplying agency functional counterparts. If the supplier of support has not initiated a triennial review of an agreement, process review action with the wing FAACs and submit changes to the supplier, or advise the supplier that a review was conducted and there were no changes.

2.4.1. Supplemented as follows:

2.4.1. Bullet 11. **(Added)** The FAAC provides support agreement specific provisions, in supplier will/receiver will format, to the SAM pertaining to their functional area by the suspended date. If support requirements are not clear, the FAAC will request clarification from the other activity functional counterpart. If direct negotiations occur between functional counterparts, the FAAC must advise the SAM of the results. The FAAC is responsible for the content of specific provisions. Although the FAAC is tasked with responsibilities in the following paragraphs, it is understood that the FAAC may not actually be the individual who performs the task described.

2.4.1. Bullet 12. **(Added)** Following coordination with the installation SAM, the FAAC will elevate impasse actions to their HQ PACAF functional counterpart. The FAAC will monitor progress of the impasse and provide status updates to the installation SAM on a regular basis. The FAAC will provide copies of all follow-up actions taken to the installation SAM. The HQ PACAF functional managers will provide updated status and information copies of all correspondence generated and received on the impasses to HQ PACAF/ LGXP.

2.4.1. Bullet 13. **(Added)** Financial Analysis is responsible for validating all cost estimates. They will assist FAACs, when necessary, to ensure an accurate estimate is developed. Financial Analysis will attempt to work directly with FAACs in those instances where cost data is insufficient or questionable.

2.4.1. Bullet 14. **(Added)** The FAAC is responsible for developing the cost of providing their particular category of support. The estimate should be fully documented. Documentation should include, as appropriate, the cost of materials/supplies, number of people including rank or grade, cost factors (if developed) and the frequency of support. This information is normally provided to the SAM during the initial support agreement development but may be provided directly to Financial Analysis personnel upon request.

2.4.1. Bullet 15. **(Added)** The FAAC working with their RA, will review annually the cost of providing support to all receivers and notify Comptroller Financial Analysis personnel of adjustments to rates or factors. If support cost estimates listed in the agreement for a receiver differ from actual reimbursements received due to changes in the level of support requirements, the FAAC will initiate a request for an agreement revision through the installation SAM. If cost estimate differences are a result of rate changes, an agreement revision may not be required.

2.4.1. Bullet 16. **(Added)** The FAAC will attend support agreement training conducted by the installation SAM, Financial Analysis, and Manpower Office. If newly assigned, the FAAC will contact the installation SAM to receive individual support agreement instruction.

2.4.1. Bullet 17. **(Added)** The FAAC will immediately notify the SAM in writing of any significant changes to support agreement requirements or level of support. The notification will include the source of the change, exact wording of new specific provisions, new cost data, and date support changes will occur.

2.5.1. Supplemented as follows:

2.5.1. Bullet 6. **(Added)** The wing manpower office will assist the SAM, Comptroller, and FAACs in developing the support requirements.

2.5.1. Bullet 7. **(Added)** Manpower requirements will be determined by the servicing manpower office. The manpower attachment will be prepared using a Manpower Annex calculation spreadsheet.

2.6.2.1. (Added) The Comptroller, through Financial Analysis, will ensure that an annual budget review is accomplished on every active interservice or intraservice support agreement involving wing units as suppliers of support. As a minimum, Financial Analysis will review the cost estimates provided by the FAACs to ensure the estimates are still reasonable and current. If the estimates are determined to still be reasonable and current, Financial Analysis will notify the SAM in writing (identifying the agreement number) that the annual review has been completed. If Financial Analysis questions an estimate, the applicable FAAC will be contacted. Financial Analysis will work with the applicable FAAC to resolve any questions. If the resolution results in a new/revised estimate, Financial Analysis will provide the SAM with the new estimate. The SAM will forward the new cost estimate to the receiver's point of contact requesting approval of the change. The installation SAM will take appropriate action to either modify the agreement or include the new approved cost estimate into the agreement depending upon the receiver's reply.

2.6.2.2. (Added) Financial Analysis will provide the cost computation worksheet attachment for each support agreement. If a problem arises with data provided to the Comptroller during the agreement development process, the Comptroller FAAC will contact the applicable support category FAAC to resolve the problem. If the agreement arrives at the Comptroller missing required cost data, Financial Analysis should contact the installation SAM for the missing data.

2.6.2.3. (Added) Financial Analysis will also assist SAMs with other out-of-cycle training as required. Financial Analysis' training will include, as a minimum: discussing cost data requirements, unit costing techniques, billing procedures, and the annual budget review process.

2.9.1.1. (Added) Specifically Table 37-15, Rule 7, 8, 9, or 10.

3.2.1. Supplemented as follows:

3.2.1. Bullet 7. **(Added)** Support agreements are not normally required between PACAF units but may be established at the request of the Commander of either party.

3.2.2. Supplemented as follows:

3.2.2. Bullet 6. **(Added)** For PACAF units, Air Force Reserve (AFRES) units and the Air National Guard (ANG) units will receive the same level of support as other tenant units on the installation.

3.3.3.1. (Added) Requests for waivers to support agreements will be forwarded to HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB HI 96853-5427.

4.2.4. (Added) The host base organization may not obligate one of its tenant units to provide other than normal host base support to another tenant. A separate agreement between the two tenants should be accomplished.

4.4.5. (Added) Due to frequent delays in receiving manpower reimbursements due to Planning, Programming, and Budgeting System (PPBS) cycles, recommend that services are not promised until manpower is actually obtained and made available to the supplier.

5.1.2. (Added) Place the agreement number on the top right corner of each page (following the face of the DD Form 1144) of the agreement including attachments.

5.2.1. Supplemented as follows:

5.2.1. Bullet 4. **(Added)** The servicing manpower office will review support agreements prior to approval and, if there is no manpower impact, include certification (“This support agreement has no manpower impact.”) in block 11 of the DD Form 1144 verifying that the support has been reviewed and no additional manpower is required.

5.2.1. Bullet 5. **(Added)** The installation SJA will review support agreements prior to approval and, if deemed sufficient, include certification (“This support agreement has been reviewed and found to be legally sufficient.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and is found to be legally sufficient.

5.2.1. Bullet 6. **(Added)** The installation Environmental office will review support agreements prior to approval and, if there is no environmental impact, include certification (“This support agreement has no environmental impact.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and determined to have no environmental impact.

5.2.1. Bullet 7. **(Added)** The installation Security Police will review support agreements prior to approval and, if there is no security impact, include certification (“This support agreement has no security impact.”) in block 11 of the DD Form 1144 verifying that the support agreement has been reviewed and determined to have no security impact.

5.2.1. Bullet 8. **(Added)** In PACAF, coordination can be accomplished via any documented means, FAX, e-mail, mail, etc.

5.3.1.1. (Added) For Geographically Separated Units (GSUs) without logistics plans functions, the unit commander will request Support Agreement Servicing from his/her wing, NAF, or HQ PACAF parent organization to which assigned. The parent organization will provide the support or support from an alternate source within PACAF.

5.3.2. (Added) For PACAF supplier units, base level approval authority for intraservice, interservice, and memorandum of agreements is the wing commander or his/her designated representative. For those organizations that are not aligned with standard wing structure, i.e., ASUS, ASG, etc., approval authority is the activity commander who has authority over personnel and materials utilized in providing the specified support (block 8.c.), and the activity commander who has authority over the mission receiving the support (block 9.c.). The delegation must be accomplished in writing and a copy filed in the SAM continuity folder.

5.4.1. Supplemented as follows:

5.4.1. Bullet 4. **(Added)** Significant change in support requirements is defined as more than a ten percent increase or decrease in frequency or levels of support required. The decision to formally revise the agree-

ment may be influenced by the change to estimated reimbursements and how that will effect the support wing's budget. Ultimately, the decision to formally revise the agreement is made jointly by the FAAC and SAM.

5.4.2. Supplemented as follows:

5.4.2. Bullet 6. **(Added)** Revisions to support agreements initiated within 180 days prior to the triennial review date should be coordinated with all activities involved and the triennial review accomplished concurrently with the revision. The SAM should request FAACs to review the agreement in its entirety during the review process. If after the review, an agreement requires major revision, the agreement should be re-accomplished.

5.4.2. Bullet 7. **(Added)** Place the agreement number, revision number, and date on the top right corner of each page of the agreement including attachments. Include a summary of changes in block 11 of the DD Form 1144.

5.4.2. Bullet 8. **(Added)** Triennial reviews will be initiated at least 120 calendar days prior to the agreement review date or termination date. If an agreement is for a period of less than 6 years, review date will be midpoint of support period.

5.4.2. Bullet 9. **(Added)** The Comptroller, servicing manpower office, base civil engineer, security, and staff judge advocate will be included in the coordination process of each agreement.”

5.5.2. (Added) Before forwarding an impasse to MAJCOM, the installation FAAC will coordinate transmittal correspondence with the installation SAM. The installation SAM will retain a copy of all correspondence relating to the impasse in the official agreement file.

5.6.4. (Added) If notification of reduction of support to a PACAF unit is received, the SAM will take immediate action to notify all affected FAACs. SAMs will not unilaterally enter into negotiations with a supplier to resolve reductions to support.

7.1.2. (Added) Six JIRSGs are active in the PACAF AOR; Guam, Hawaii, Japan, Korea, Okinawa, and Alaska. Of those, Air Force is the DoD executive agent in Japan and Alaska.

7.2.5. (Added) Air Force executive agents will provide a semi-annual report

(HAF-LGX(SA)9608, AF 130) due the 7th working day of Oct and Apr of each year to HQ PACAF/LGXP, 25 E Street, Suite H-310, HI 96853-5427.

A2.1. Block 1. The ordinal date will correspond with the date of supplier signature (or last signature) on the agreement.

A2.1. Block 2. Use “NA” for new agreements.

A2.1. Block 6b. Use “NA” when accomplishing the DD Form 1144 for non-DoD agencies.

A2.1. Block 7b and 7c. For PACAF units, enter the words “Refer to attachment 2, Funding Annex.” This will facilitate easy maintenance of the Funding Annex attachment following annual budget reviews.

A2.1.d.4. Distribution list, with a transmittal letter attached to the agreement, to include the following:

DFAS OPLOC (send to installation's DFAS liaison office mail box), if the agreement includes reimbursable support - 1 copy

HQ PACAF/LGXP, 25 E Street, Suite H-310, Hickam AFB, HI 96853-5427 - 1 copy

HQ PACAF/XPMP, 25 E Street, Suite F-214, Hickam AFB, HI 96853-5417 - 1 copy (if applicable)

HQ PACAF/DPCP, 25 E Street, Suite D-224, Hickam AFB, HI 96853-5001 - 1 copy (if applicable)

Intermediate Commands - 1 copy (optional)

Wing/group/FMA - 1 copy

Wing/group/LGX - 1 copy

Installation Servicing Manpower Office - 1 copy (if applicable)

Installation Civil Engineer - 1 copy (if applicable)

Unit functional area agreements coordinators - 1 copy

A2.1.d.5. The following is an example of how attachments are listed on agreements in PACAF:

Attachments

1. Specific Provisions
2. Estimated Basis for Reimbursements
3. Base Staff Judge Advocate Certification
4. Manpower Certification.
5. Request for Environmental Impact Analysis
6. Security Impact Statement
7. List of Equipment Supported
8. Classified Portion

A.2.1.d.5.(1). Facilities Annex (if applicable). Facilities (both joint use and sole use) assigned for the tenant's use will be listed by building number, designator, and area used in square feet. This list will be provided as an attachment to the agreement.

A.2.1.d.5.(2). If applicable, provide a list of vehicles, aerospace ground equipment, PMEL items, or other equipment supported by registration/serial/part number and nomenclature.

A.2.1.d.5.(3). Except when the DD Form 1144 contains classified information, include classified information in a separate attachment(s). Reference it in block 11. This will allow normal use of the agreement when classified attachment(s) are detached and filed separately.

A.2.1.e. **(Added)** Block 11 of DD Form 1144 (or continuation page). Include the purpose of the agreement and whether support will or will not remain in effect upon execution of an OPlan.

A.2.1.f. **(Added)** Block 11 of DD Form 1144 (or continuation page). Include a summary of changes for reviews and revisions if applicable.

Figure A2.1. Above block 4, Expiration Date. Indicate agreement action with one of the following: New, Review #, Revision #, Re-accomplished, or Termination.

1 Attachment

Sample Format - Addendum to Memorandum of Agreement/Understanding

Attachment 1

SAMPLE FORMAT - ADDENDUM TO MEMORANDUM OF AGREEMENT/UNDERSTANDING

ADDENDUM NUMBER: xx

TO MEMORANDUM OF AGREEMENT/UNDERSTANDING

FB52XX-XXXXX-XXX (AGREEMENT NUMBER)

BETWEEN

(SUPPLIER)

AND

(RECEIVER)

CONCERNING

(TITLE)

THIS ADDENDUM (TERMINATES OR REVISES) MEMORANDUM OF AGREEMENT/UNDERSTANDING IDENTIFIED ABOVE, ORIGINALLY DATED xx-xxx-xx, AND IS HEREBY AGREED BY BOTH PARTIES.

THE CHANGES ARE ...(IF APPROPRIATE)

FOR (SUPPLIER UNIT)

FOR (RECEIVER UNIT)

_____ XXXXXX _____

_____ XXXXXX _____

(SIGNATURE BLOCK)

(SIGNATURE BLOCK)

Date: XXXXXXXX

Date: XXXXXXXX

Attachment(s)

1. XXX
2. XXX

Distribution

DONALD J. WETEKAM, Colonel, USAF
Director of Logistics