

**SUPPORT AGREEMENT**

<b>1. AGREEMENT NUMBER</b> FB3010-00286-002		<b>2. SUPERSEDED AGREE NO.</b> <i>(If this replaces another agreement)</i>		<b>3. EFFECTIVE DATE:</b>		<b>4. EXPIRATION DATE:</b> Indefinite <input checked="" type="checkbox"/>	
<b>5. SUPPLYING ACTIVITY</b>				<b>6. RECEIVING ACTIVITY</b>			
a. NAME AND ADDRESS 81st Training Wing / XPL 709 Meadows Drive Wolfe Hall, Suite 148 Keesler Air Force Base MS 39534-2483  TELE / FAX / EMAIL: <b>Voice:</b> 228-377-5648 <b>Fax:</b> 228-377-5647 <b>E-mail:</b> Michael.Curry@keesler.af.mil				a. NAME AND ADDRESS 45th Airlift Flight  706 Chappie James Avenue Keesler Air Force Base MS 39534-2608  TELE / FAX / EMAIL: <b>Voice:</b> 228-377-0420 <b>Fax:</b> 228-377-9924 <b>E-mail:</b> philip.kluberdanz@keesler.af.mil			
b. MAJOR COMMAND AETC				b. MAJOR COMMAND AETC			
<b>7. SUPPORT PROVIDED BY SUPPLIER</b>							
a. SUPPORT <i>(Specify what, when, where, and how much)</i>				b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMENT	
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>				<b>Total Est Reimbursement:</b>  <b>Total Est Non-Reimbursement:</b>		\$75,000.000  \$5,000.000	
<b>8. SUPPLYING COMPONENT</b>				<b>9. RECEIVING COMPONENT</b>			
a. COMPTROLLER SIGNATURE:  WILLIAM R. SIMS, JR., Lt Col, USAF		b. DATE SIGNED		a. COMPTROLLER SIGNATURE:		b. DATE SIGNED	
c. APPROVING AUTHORITY (1) Typed Name  RAY T. GARZA, Colonel, USAF Vice Commander				c. APPROVING AUTHORITY (1) Typed Name			
(2) Organization  81st Training Wing (AETC)		(3) Telephone Number 228-377-2210 DSN 597		(2) Organization		(3) Telephone Number	
(4) Signature		(5) Date Signed		(4) Signature		(5) Date Signed	
<b>10. TERMINATION</b> <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>							
a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED		a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED	

**11. GENERAL PROVISION** (Complete blank spaces and add additional general provisions as appropriate: e.g., exceptions to printed provisions, additional parties to this agreement, billing, and reimbursement instructions.)

a. The receiving components will provide the supplying component projections of requested support (Significant changes in the receiving component's support requirements should be submitted to the supplying component in a manner that will permit timely modification of resource requirements.)

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of  
81 TRW/XPL, Attn: Support Agreement Program Manager (SAPM) \_\_\_\_\_ prior to changing or  
cancelling support.

81 TRW/XPL, Attn: SAPM, for inclusion into the Support Agreement Costing Annex

d. All rates expressing the unit of services provided in this agreement are based on current rates which may be subject to change for uncontrollable reasons, such as legislation, DoD directives, and commercial utility rate increases. The receiver will be notified immediately of such rate changes that must be passed through to the support receivers.

**YES**

g. Purpose: This agreement establishes the responsibilities of the 81st Training Wing (AETC), Keesler AFB MS, hereinafter called the Supplier, and 45th Airlift Flight, hereinafter called the Receiver in regard to the support and services provided by 81TRW support activities. Support services will be provided as requested on the appropriate funding document and accepted by the Supplier. Provision of nonreimbursable support shall be dependent upon availability of Military Support Funds.

ADDITIONAL GENERAL PROVISIONS ATTACHED:

**12. SPECIFIC PROVISIO** (As appropriate: e.g., location and size of occupied facilities, unique supplier and receiver responsibilities, conditions, requirements, quality standards, and criteria for measurement/reimbursement of unique requirements.)

a. See Additional Specific Provisions Attached.

b. Distribution: HQ AETC/LGXP 555 E. Street East Randolph AFB, TX 78150-4440  
HQ AETC/DO 1 f Street Suite 1 Randolph AFB, TX 78150-4325  
19AF/DO  
45ALF/CC 706 Chappie James Ave Keelsler AFB, BS 39534-2608  
Internal: 81 CPTS/FMA Keesler AFB, MS 39534  
81 TRW/MO Keesler AFB, MS 39534  
Each Supplier's Functional Area Agreement Coordinator

c. Attachments:

1. Manpower Annex
2. Environmental (AF Form 81)
3. PMEL Listing

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

h. Authority: This agreement is entered into pursuant to the following directives insofar as they are applicable. None of the terms or provisions of this agreement are intended to conflict with or supersede directives or instructions from higher headquarters.

- (1) DoDI 4000.19, Interservices and Intragovernmental Support
- (2) AFD 25-2, Support Agreements
- (3) AFI 25-201, Support Agreements Procedures
- (4) AFD 65-6, Budget
- (5) AFI 65-601, USAF Budget Policies and Procedures
- (6) AFR 50-18/AR 351-9/OPNAVINST 1500.27/MCO5180.7B, Interservice Training
- (7) DoD 7000-14R, DoD Financial Management Regulation, Vol. 11B
- (8) DoD 7220.9-M, Accounting Manual

i. Modification/Terminations: Supplier may not reduce or end the approved level of support in this support agreement without a least 180 calendar days advance written notification of intent, unless agreed upon by the Supplier and Receiver approving authorities. Receiver will provide the Supplier with at least 180 calendar days advance written notification when reduction or termination in support is expected. Otherwise, changes may apply to cover fixed costs associated with providing support.

j. Receiver Mission Statement: The mission of the 45th Airlift Flight is to conduct formal training for C-21A initial qualification and instructor upgrade. Additionally, to develop, publish, and implement curriculum for five courses including academics, flight training, and USAF first-time instructors; produce safe, knowledgeable, and skilled pilots ready to accept the responsibility of worldwide placement and efficient delivery of foreign and domestic dignitaries and provide pilots ready to gain experience quickly and transition to major weapons systems throughout all Air Force commands.

k. Manning: Receiver will be responsible for providing updated strength information to Supplier Support Agreements Program Manager (SAPM) annually. Receiver authorized strength is as follows:

<u>#</u> <u>Enlisted</u>	<u>#</u> <u>Officers</u>	<u>Authorized</u> <u>Civilians</u>	<u>Total</u> <u>Authorized</u> <u>Strength</u>
14	11	1	26

l. Reimbursement/Funding/Billing: Reimbursement procedures will be IAW AFI 65-6 and AFI 65-601 or DoD 7220.9-M, and DOD 7000.14R, Volume 11B. Receiver will fund for the estimated reimbursable support depicted in the funding annex at the beginning of each fiscal year. Receiver will prepare and issue a DD Form 448, Military Interdepartmental Purchase Request (MIPR) or AF Form 616, Fund Cite Authorization, by category of expense via the Supplier's Functional Area Agreement Coordinator (FAAC) and their Group Resource Advisor. The Receiver's MIPR or AF Form 616 must be annotated with the *support agreement number, RC/CC, EEIC, and Sales Code*. Monthly Keesler AFB organizations providing reimbursable support will submit actual costs with supporting documentation for payment and reimbursement to 81 CPTS/FMA and FMFL. Request for reimbursements provided to 81 CPTS/FMA for billing will be forwarded to the Accounting Liaison Office to be forwarded to DFAS-LI/AOR, who in turn, will process SF 1080, (Voucher For Transfers Between Appropriations and/or Funds). DFAS-LI/AOR will forward the SF 1080 with supporting documentation to the Receiver for certification for receipt of services. Receiver will return the certified SF 1080 to DFAS-LI/AOR to authorize payment for services rendered.

m. Reviews: This support agreement will be reviewed at a minimum every three years to determine if the terms and conditions are appropriate and current with the assistance of the Group RA and FAAC. Each Group RA and FAAC will monitor reimbursements for services rendered monthly with oversight by 81 CPTS/FMA to ensure proper and timely billing. Cost will be reviewed annually by 81 CPTS/FMA to ensure continued accuracy of estimated reimbursement charges.

n. Support and Services:

- (1) All support and services provided to the Receiver will be provided within the physical boundaries of Keesler AFB MS, unless specified otherwise in the specific provisions of this agreement. Services and materials shall be subject to all applicable directives, policies and procedures. Responsibility will remain with the Receiver for

administrative and logistical services and support not specifically stated in this agreement. The Receiver is responsible for all costs to and from Keesler AFB MS to receive services.

(2) Supplier will provide a Support Agreements Program Manager (SAPM) for all support agreements and interface for contact with all base agencies for the Receiver. Receiver will provide Supplier SAPM with detailed support requirements (in writing) and use only Supplier SAPM for support matters, unless otherwise authorized by the Supplier SAPM.

o. Compliance: Receiver personnel will comply with Supplier directives and policies pertaining to base plans, base security, traffic laws, fire prevention, safety, utility conservation, water conservation, occupational health and environmental control. Receiver personnel will be required by military regulations and policies to observe the rule of dress, conduct, and appearance as required.

p. This agreement has been reviewed for legal sufficiency and liability assessment.

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Attorney - Advisor

# Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00286-002

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver 45th Airlift Flight

MAJCOM AETC

Support Category	Basis for Reimburement	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
A/C MAINT		\$0.000	No	0	\$0.000
ADMIN			No		\$0.000
ADP			No		\$0.000
ADP SOFTWARE	No Reimbursement	\$0.000	No	0	\$0.000
AIRFLD OPS			No		\$0.000
BASE PLANS			No		\$0.000
CCF			No		\$0.000
CHAPEL			No		\$0.000
CIV PERS	No Reimbursement	\$0.000	No	0	\$0.000
CLUBS			No		\$0.000
CMD POST			No		\$0.000
COMM			No		\$0.000
COMM - RADIO	No Reimbursement	\$0.000	No	0	\$0.000
COMMAND SPT			No		\$0.000

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Support Category	Basis for Reimbursement	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
COMMON INFRA			No		\$0.000
COMMUN REL			No		\$0.000
COMMUN SVCS			No		\$0.000
CUSTODIAL			No		\$0.000
DISASTER			No		\$0.000
EDUCATION			No		\$0.000
ENTOMOLOGY			No		\$0.000
ENVIR CLEAN	Actual cost of cleanup, trans and/or disposal	\$5,000.000	Yes	0	\$0.000
ENVIR COMPLY			No		\$0.000
FACIL CONSTR			No		\$0.000
FACIL REPAIR			No		\$0.000
FACIL SUPPOR			No		\$0.000
FINANCE			No		\$0.000
FIRE			No		\$0.000

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MAJCOM AETC

Receiver 45th Airlift Flight

MAJCOM AETC

Support Category	Basis for Reimbursement	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
FLT RECORDS			No		\$0.000
FOOD			No		\$0.000
HAZ MATERIAL			No		\$0.000
HEALTH			No		\$0.000
HOUSING			No		\$0.000
HSG/LOG SVS			No		\$0.000
LAUNDRY			No		\$0.000
LEGAL			No		\$0.000
LOG PLANS			No		\$0.000
MAIL POSTAGE	AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo	\$0.000	No	0	\$0.000
MED SUPPLY			No		\$0.000
MEDICAL			No		\$0.000
MIL PERS			No		\$0.000
MORTUARY			No		\$0.000

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MAJCOM AETC

Receiver 45th Airlift Flight

MAJCOM AETC

Support Category	Basis for Reimburement	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
MWR			No		\$0.000
OCCUP HEALTH			No		\$0.000
PMEL			No		\$0.000
POL			No		\$0.000
POLICE			No		\$0.000
PUB HEALTH			No		\$0.000
PUBL AFFAIRS			No		\$0.000
PURCH/CONTR			No		\$0.000
REFUSE			No		\$0.000
RESOURC MGNT			No		\$0.000
SAFETY			No		\$0.000
SHUTTLE			No		\$0.000
SOCIAL ACTNS			No		\$0.000
SUPPLY			No		\$0.000
SUPPLY SPT			No		\$0.000

# Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00286-002

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver 45th Airlift Flight

MAJCOM AETC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
			No		\$0.000
TRAINING			No		\$0.000
TRANSPORT	Actual cost	\$75,000.000	Yes	0	\$75,000.000
UTILITIES			No		\$0.000
VEHICLE SPT			No		\$0.000
VISUAL INFO			No		\$0.000
WEATHER			No		\$0.000
<b>Grand Total:</b>					<b>\$75,000.000</b>

**A/C MAINT Aircraft Maintenance**

Includes all aspects of aircraft maintenance (e.g., corrosion control, machine, AGE, NDI, repair and reclamation, structural repair, off and on equipment etc.) not previously addressed. (POC: )

**Supplier Will:**

- 1 Provide all aspects of aircraft maintenance in accordance with Contact Statement of Work

**Receiver Will:**

- 1 Comply with the provisions of the Contract Statement of Work to receive support.

**ADMIN Administrative Services**

Includes records management, personnel locator, document control. (POC: 81 CS/SCP, 7-8870)

**Supplier Will:**

- 1 Provide a Central Destruction Facility for classified and sensitive material destruction. Provide and maintain equipment. Verify individual(s) are listed on delegation memorandum. Deny use of the equipment to anyone not listed on the delegation memorandum or anyone misusing the equipment. Provide initial equipment operation training. Brief on safety precautions. Verify individual(s) are logged in for equipment use. Verify individuals clean the area after use and remove all shredded material.
- 2 Provide records management training. Notify individual(s) of the training date. Train individual(s), provide a certification of completion and notify supervisors of the completed training.
- 3 Provide staging service. Review draft copy of the SF135, Records Transmittal and Receipt. Receive records in the base staging area. Screen shipments for discrepancies. Contact OPR to correct discrepancies. Forward a copy of the SF135, Receipt, after approval identifying the record locations. Ship appropriate records to the Federal Records Center. Recycle/destroy records after the disposition has been met.
- 4 Provide records management technical assistance.

**Receiver Will:**

- 1 Submit delegation memorandum identifying individual(s) authorized to destroy classified material. Forward the memorandum to 81 CS/SCBR prior to use. Call SCBR to schedule a destruction time. Provide supplies: plastic bags (3-mil thick and 55 gal capacity), ear plugs (28 dl minimum) and dust mask. Use safety equipment (ear plugs and dust mask). Dust equipment after use, sweep floor, and remove all shredded material. RECEIVER WILL NOT ATTEMPT MAINTENANCE ON THE EQUIPMENT. Contact SCBR personnel for assistance.
- 2 Prepare and forward a memorandum to 81 CS/SCBR requesting records management training. Instruct individual to attend training on scheduled date.
- 3 Prepare the SF 135 IAW AFMAN 37-138, Records Disposition- Procedures and Responsibilities, and 81 CS/SCBR's instructions. Forward a draft SF 135, prepare records for shipment IAW AFMAN 37-138 and SCBR's instructions. Contact SCBR to establish a time to bring the records to staging. Unload the records and transport to the staging area. Stack boxes numerically. Correct any discrepancies identified by personnel NLT two workdays. Stage FY records NLT 1 Nov and CY records NLT 15 Feb each year.
- 4 Prepare and forward a memorandum to 81 CS/SCBR requesting assistance.

**ADP Automated Data Processing and Automation Services**

Includes data processing services and systems analysis. Also, includes design, development, execution, and life cycle maintenance of data processing systems. (POC: 81 CS/SCP, 7-8870)

**Supplier Will:**

- 1 Provide Network/LAN support:
  - Provide maintenance, fault isolation, and quality control on basic, unconditioned data communications circuitry on base for terminal network host connectivity.
  - Provide fault isolation and repair on the physical layer of standard supplier Local Area Networks. Physical layer is defined as hardware only (routers, repeaters, cable, fittings, and other standard-use hardware, excluding computers and terminals). Software is not covered or implied.
  - provide a network plan including drawings of the network layout, IP addresses for local equipment, and circuit priority.
  - provide notification for all changes or additions of equipment, configuration or physical layout affecting the receiver network.
- 2 Include receiver small computer maintenance requirements (including repair of facsimile machines and other non-ADP equipment) in the base-wide contract, which provides maintenance support for like equipment for host base organizations.
- 3 Upon request, Base EMSEC (Emissions Security) manager will inspect all new or modified secure communication to ensure compliance with emanation security requirements.
- 4 Provide narrative and data transmission utilizing AUTODIN/DMS circuit within the base communications Center.
- 5 Provide standard base-level technical support for Air Force Standard operational systems, and DSN connectivity.
- 6 Provide non-basic service such as design, engineering, consultation, installation assistance, and internal troubleshooting on a reimbursable basis.

**Receiver Will:**

- 1 Make requirements known, request services, and comply with all host base policies and procedures.
- 2 Ensure the AFNCC Help Desk is notified of problems prior to contacting Host Base maintenance.
- 3 Fund for contract maintenance of receiver computers.
- 4 Provide a current listing of all ADPE to be maintained on the host base maintenance contracts (manufacture, serial number, type, model, cost, date received).
- 5 Provide Computer Security (COMPUSEC).
- 6 Provide Security Awareness Training and Education program (SATE) to receiver personnel.
- 7 Delegate a point of contact to serve as computer System Security Officer (CSSO).

**ADP SOFTWARE Software License Management**

Includes data processing software license management. (81 CS/SCP, 7-8870)

**Supplier Will:****Receiver Will:**

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| <ol style="list-style-type: none"><li>1 Provide information in meetings, base media, and electronic correspondence to educate, inform, and instruct the base POCs on software licensing issues.</li><li>2 Maintain accurate records of all software and verify that software and licenses are stored in a secure area.</li><li>3 Provide training and guidance to the unit POCs on the basics of software licensing and copyright laws.</li><li>4 Manage and administer the Base Software License Program.</li></ol> | <ol style="list-style-type: none"><li>1 Perform an annual inventory of all software, licenses, and corresponding documentation of unit software. Provide, if requested, a copy of this inventory to the Base Software License Manager.</li><li>2 Comply with applicable provisions of AFI 33-114 and AETCI Supplement 1 to AFI 33-114.</li><li>3 Ensure all software acquisitions are coordinated through respective software license managers.</li><li>4 Provide an appointment letter to the Base Software License Manager stating the primary and alternate POC to administer the software license program for the unit.</li><li>5 Participate in the Base Software License Program.</li></ol> |
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**AIRFLD OPS            Airfield Base Operations**

Manage airfield support activities and facilities and provide service for preflight planning and flight plan processing. (POC: 81 TRW/OSF, 7-5460)

**Supplier Will:**

- 1 Determine necessary/currency of airfield waivers, manage flightline drivers familiarization training, authorize POV access to flightline (vehicle flightline permits).
- 2 Coordinate with Airport Operation and FAA controllers. Coordinate with Base Civil Engineers to pursue upgrades and improvements.

**Receiver Will:**

- 1 Comply with supplier policies and procedures.
- 2 Contact 81 TRW/XPO at extension 7-2222 to ensure Receiver is assigned to a Unit Control Center (UCC) for notification purposes.

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**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. (POC: 81TRW/XPO, 7-2222)

**Supplier Will:**

- 1 When a base plans function is identified and authorized, develops and monitors the application of base-level operations and contingency plans not assigned by directive to functional areas.

**Receiver Will:**

- 1 Develops and monitors the application of base-level operational and contingency plans unique to the tenant mission.

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**CCF                      Correctional Custody Facility**

Includes management and operation of Correctional Custody Facility. (POC: 81 SPTG/CCB, 7-9364)

**Supplier Will:****Receiver Will:**

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| <ol style="list-style-type: none"><li>1 Apply Supplier Correctional Custody rules, regulations, work details, and administrative procedures to CCIs.</li><li>2 Provide the Receiver with twenty-four (24) hours advance notification of the elimination of CCI for cause, other than Article 15 punishment.</li><li>3 Provide the Receiver with forty-eight (48) hours advance notification of the intent to release CCI for satisfactory completion of Article 15 punishment.</li><li>4 Provide Correctional Custody Individuals (CCI) housing, dining, and medical facilities.</li><li>5 Provide a Correctional Custody (CC) Program for enlisted members in the grade of E-1 - E-4.</li></ol> | <ol style="list-style-type: none"><li>1 Assume prompt custody of any CCI considered by the Supplier as unsuitable for rehabilitation, or having medical limitations.</li><li>2 CCI's Unit Commander will make the final decision concerning early release of CCI. Early release is sometimes recommended by the Supplier for exceptional performance by the CCI.</li><li>3 Ensure CCI's unit conducts a visit (e.g. supervisor, First Sergeant, Commander) with the CCI near the midpoint of punishment period.</li><li>4 Not send CCIs to the Keesler AFB Correctional Custody facility for rehabilitation when notified of space shortage.</li><li>5 Not place prisoner(s), pretrial confine(s), or members(s) pending administrative discharge at the Keesler AFB Correctional Custody facility.</li><li>6 When delivering CCIs to Keesler AFB, provide a copy of the Article 15 imposing Correctional Custody, a copy of derogatory information from Personnel Information File (PIF), Unfavorable Information File (UIF), medical records, and the required clothing &amp; funds.</li><li>7 Notify the Supplier at least forty-eight (48) hours prior to delivering CCIs.</li><li>8 Provide a point of contact concerning the Correctional Custody Monitors to the Keesler Correctional Custody Superintendent: 18 SPTG/CCB, 500 Fisher St., RM 236, Keesler AFB MS 39534-2560. DSN 597-9364.</li></ol> |
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**CHAPEL Chapel and Chaplain Services**

Includes pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education. (POC: 81 TRW/HC, 7-4414)

**Supplier Will:**

- 1 Provide military members and their families the opportunity to exercise their constitutional right of freedom of religion. Provide spiritual care and ethical leadership to include worship/religious observances, pastoral care, visitation ministry, religious/moral counseling, and religious education.

**Receiver Will:**

- 1 Requests service and participate as desired.

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**CIV PERS Civilian Personnel Services**

Includes recruitment, classification, staffing, pay administration, personnel management, employee relations, awards, equal opportunity programs, and career development. (POC: 81 MSS/DPC, 7-7965)

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**Supplier Will:**

- 1 Provide civilian personnel support services in affirmative employment, classification, labor, and employee development and training, data systems support and personnel records maintenance.
- 2 Provide civilian personnel support limited to the functions that remain at Keesler since the migration to the Air Force Civilian Personnel Center.

**Receiver Will:**

- 1 Fund all costs associated with hiring, employee development, disciplinary actions, termination, etc.
- 2 Supply and/or transfer to the Supplier any work years required to support any additional hiring. This is to be accomplished prior to taking any hiring action and/or funds transfer.
- 3 Advise Supplier of civilian personnel requirements, services and including management advise and assistance necessary to fulfill the mission.

**CLUBS**

**Clubs**

Includes officer, non-commissioned officer, enlisted, all hands, aero, community and other recreational clubs. (POC: 81SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Ensure dining, entertainment, and recreational activities are available to authorized personnel.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.

**CMD POST**

**Consolidated Command Post**

Provide command and control facilities and services for receiver units. Supplier is responsible for command post consolidation and coordination of operations. (POC: 81 TRW/CP, 7-4330)

**Supplier Will:**

- 1 Disseminate emergency notification to personnel IAW AETC SUP 1, AFI 10-207, using Land Base Communications, The Keesler Alert Net (KAN) and The Emergency Notification System (ENS) IAW Keesler Sup 1, to AETC 10-202.
- 2 Provide command and control facilities and services for receiver units. Direct and coordinate operations.

**Receiver Will:**

- 1 Contact, chief of the command post at extension 7-4330 to ensure Receiver is assigned to a Unit Control Center (UCC) in the BCCTN for emergency notification purposes, if appropriate.
- 2 Support Supplier in discharging command and control responsibilities.

**COMM**

**Communication Services**

Includes dedicated communications services and telephone equipment. May also include leasing of communication equipment, lines, and special communications-electronics equipment services. (POC: 81 CS/SCP, 7-8870)

**Supplier Will:**

- 1 Provide copies of current telephone directories; include Receiver telephone numbers base on organizational listings.

**Receiver Will:**

- 1 Provide listing(s) of personnel/telephone numbers for inclusion in base telephone directory.

- 2 Provide communications services to include local, DSN, toll calls, and alterations or extension of existing service. All equipment, service charges, and toll calls are reimbursable as outlined in AFI 33-111 para 3.5. Also, the leasing of equipment and lines, purchase of authorized communications equipment, and administrative costs related directly thereto are reimbursable.

- 2 Request only the minimum service required for mission accomplishment. Submit written request for services as needed and coordinate requirements with Supplier.

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**COMM - RADIO Land Mobile Radio (LMR) Services**  
NON-STANDARD**Supplier Will:**

- 1 Assist with the planning of new systems or equipment.
- 2 Provide Land Mobile Radio (LMR) services to include installation, removal, maintenance, and technical solutions for LMR assets. Track all warranty information for LMR equipment. Provide training, and annual inventories to designated unit LMR managers. Provide infrastructure for local paging services.

**Receiver Will:**

- 1 Perform LMR equipment inventories and return to 81CS/SCMF.
- 2 Designate in writing a primary and alternate unit LMR manager.
- 3 Request only the minimum service required for mission accomplishment. Submit request in writing for new equipment or services as needed to supplier.

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**COMMAND SPT Command Support**

Includes oversight and management provided by the installation commander and the command element office staff.

**Supplier Will:****Receiver Will:**

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**COMMON INFRA Common Use Facility Construction, Operations, Maintenance, and Repair**

Includes construction, alteration, operation, maintenance, and repair of common use infrastructure (e.g., roads, grounds, surfaced areas, structures, real property and installed equipment). Also includes common benefit signs, energy consumption, snow removal, street cleaning, and installation beautification projects. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide response to emergency requirements on a 24-hour basis.

**Receiver Will:**

- 1 Reimburse Supplier for work requested beyond common use infrastructure.
  - 2 Comply with Supplier directives, as applicable.
-

- 2 Provide all normal services related to common use infrastructure (roads, grounds, surfaced areas, structures, real property installed equipment) in accordance with Air Force directives. Also includes common benefit signs, energy conservation, street cleaning, and installation beautification projects.
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**COMMUN REL Community Relations**

Includes public relations activities, charity fund raising events, and installation open house programs.

**Supplier Will:**

- 1 Provide support and services listed above in the category of description to same degree as provided to base assigned personnel.

**Receiver Will:**

- 1 Participate in community relations programs as desired.
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**COMMUN SVCS Community Services**

Includes family support center activities, child development services, dependent youth activities, theaters, and thrift shops. (POC: 81 SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Ensure Child Development and Youth Activities are available to authorized personnel.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.
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**CUSTODIAL Custodial Services**

Includes janitorial and cleaning services for customer-occupied or customer-used facilities and areas. (Contracted Service- POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide janitorial services at the level(s) authorized to other like facility operations on base, not to exceed standards set by Air Force or command directives. Actions above allowable standards will require funding by the Receiver.
- 2 Provide janitorial services in Receiver's administrative/operational areas, to include vacuuming the administrative areas.

**Receiver Will:**

- 1 Provide funding for services above allowable standards.
  - 2 Submit a memorandum to Base Civil Engineering to request custodial services. Identify the cleaning services requested with a building floor plan identifying the areas to be cleaned, area measurements, type of floor covering(s), and the frequency required, plus other essential cleaning services.
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**DISASTER Disaster Preparedness**

Includes operation of disaster preparedness programs and related services, equipment and facility support for emergencies and wartime operations. (POC: 81 CES/CERR, 7-3706)

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**Supplier Will:**

- 1 Provide quarterly information packages.
- 2 Brief senior representatives and their staff with major disaster preparedness program responsibilities on the following:
  - a. Disaster preparedness policy, organization, and responsibilities.
  - b. Status of disaster preparedness program initiatives.
- 3 Provide Nuclear, Biological, and Chemical Defense Training (NBCDT) IAW AFI 32-4001.
- 4 Assist units to integrate response planning efforts and ensure other plans include disaster preparedness requirements IAW AFI 32-4001 and related AFIs.
- 5 Assign units shelter space according to 81 TRW OPLAN 32-1.
- 6 Provide communications for on-scene emergency operations.
- 7 Review unit checklists in support of 81 TRW OPLAN 32-1.
- 8 Provide command and control support during responses to emergency situations.
- 9 Upon request, provide staff assistance visits to monitor the status of unit disaster preparedness program.
- 10 Provide training for forces responding to the scene of a major accident.

**Receiver Will:**

- 1 Comply with the provisions of AFI 32-4001 and related AFIs.
- 2 As a minimum, maintain a disaster preparedness information book IAW AFI 32-4001, KAFB Supplement 1.
- 3 Attend the Base Newcomers Orientation disaster preparedness briefing.
- 4 Develop unit checklists in support of 81 TRW OPLAN 32-1.
- 5 Monitor and ensure personnel are scheduled for Nuclear, Biological, and Chemical Defense Training (NBCDT). Contact 81 CES, Readiness Flight, for training.

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**EDUCATION Education Services**

Includes instruction, counseling, and testing. (POC: 81 MSS/DPE, 7-7067)

**Supplier Will:**

- 1 Provide assistance to DoD civilian personnel in selecting, planning, preparing and coordinating programs, courses, and instructions for off-duty education.
- 2 Provide training to unit education liaison as requested.

**Receiver Will:**

- 1 Request service as required. Reimburse for cost of services received.
  - 2 Appoint a unit education liaison to advise Supplier of academic/vocational requirements and services.
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- 3 Provide educational services, to include basic education and college courses on the same basis as other assigned personnel. Provide standard off-duty voluntary education services to include academic counseling, financial aid (e.g., tuition assistance, VA benefits), officer PME seminars, extension courses, correspondence or distance learning courses, testing, maintenance and update of education records for active duty Air Force personnel.

**ENTOMOLOGY Entomology Services**

Includes abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Comply with all chemical reporting requirements in accordance with AF directives. Maintain required records.
- 2 Use only chemicals and quantities that are approved by DOD, HQ AETC, etc., for use at Keesler. Application will be performed by certified personnel only.
- 3 Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirable in buildings, equipment, supplies, and on grounds.

**Receiver Will:**

- 1 Obtain prior approval from Civil Engineers before commencing any self-help or contract entomology activities. Use approved chemicals only and insure that application is performed by certified personnel. Report all pertinent data such as type of chemical applied, area of application, quantity, etc., to Civil Engineers for inclusion in mandatory records.
- 2 Request support upon detection of infestation.

**ENVIR CLEAN Environmental Cleanup**

Includes collection, clean-up, transportation, and disposal of hazardous material. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Perform routine compliance inspections, accompany regulatory agency inspectors, and perform annual Environmental Compliance Assessment Management Program (ECAMP) inspections of Receiver's environmental management procedures.
- 2 Provide training to Receiver personnel as follows:
  - Hazardous waste training of designated Hazardous Waste Accumulation Point Managers, required annually.
  - Waste management, minimization, and recycling training, as required.
  - Permit Monitor (if required), record-keeping, and reporting of training.

**Receiver Will:**

- 1 Take immediate corrective actions necessary to eliminate any deficiencies noted during Supplier or regulatory agency inspections.
  - Comply with Supplier required corrective action suspenses.
  - Commit funding and manpower as required to correct regulatory agency findings of violations, discrepancies, or deficiencies in operations and procedures.
- 2 Maintain training records for all assigned personnel reflecting current training in all required environmental subjects. Monitor and schedule required periodic training.

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| <p>3 Provide environmental management coordination to Receiver via the Environmental Protection Committee (EPC) and Supplier staff agencies chartered to work these areas.</p> | <p>3 Provide Supplier with a current list of personnel to be trained in hazardous waste management and other environmental required training as indicated in OPLANs and as required by permit conditions.</p>   |
|  | <p>4 Comply with all federal, state, and local laws as well as Air Force regulations and OPLANs (Hazardous Waste Management Plan, Hazardous Material Incident Response Plan, etc.) pertaining to environmental management, including all permit conditions.</p> |

## ENVIR COMPLY Environmental Compliance

Includes recycling and resource recovery programs, pollution prevention, environmental compliance, and programs aimed at management and control of hazardous materials -- does not include clean-up and disposal of hazardous materials. (POC: 81 CES/CERR, 7-3706)

### Supplier Will:

- 1 Make available any Environmental Impact Analysis Process (EIAP) documentation support for Supplier construction projects as required by base contracting for inclusion in contract files.
- 2 Provide timely review of Receiver environmental impact analysis documents IAW applicable Air Force Instructions. Approve environmental assessments and forward environmental impact statements to higher headquarters for approval.
- 3 Perform an environmental assessment meeting the requirements of the Installation Restoration Program (IRP); Comprehensive Environmental Response, Conservation, and Liability Act (CERCLA); and Resource Conservation Recovery Act (RCRA) at the time the property is returned from the Receiver or it is leased to another Receiver.
- 4 Provide guidance and training to Receiver on solid waste collection, storage, and disposal procedures required under a Resource Conservation and Recovery Act (RCRA) permit, and on stormwater pollution prevention IAW the Clean Water Act (CWA). Act as exclusive interface for Receiver with federal, state, and local regulatory agencies.
- 5 Provide initial and periodic awareness training to designated Receiver Spill Response personnel, if required.
- 6 Consult with Receiver as soon as any potential for corrective action is identified and coordinate remedies with Receiver personnel, including contractors.

### Receiver Will:

- 1 Conserve all resources, and to the extent possible, eliminate all hazardous waste and other waste disposal by reprocessing, recycling, and reuse of waste materials.
- 2 Reimburse the Supplier for any IRP, CERCLA, RCRA, or regulatory agency compliance order-type audit at the time of occurrence, if applicable, or when the property is returned to the Supplier, or it is leased to another Receiver.
- 3 Purchase all nonstandard or locally supplied chemicals in coordination with Supplier, and participate in any Supplier Hazardous Materials Management Program. Reimburse Supplier for any corrective action costs due to actions on the part of the Receiver.
- 4 Submit all EAIP documentation to the Supplier's EPC IAW Air Force Instructions and receive approval prior to commencing any operational or project action, which could produce environmental consequences on Supplier's premises.
- 5 Initiate and prepare EAIP documentation per applicable Air Force Instructions on all current and future proposed operational changes and projects.
- 6 Provide a representative to sit on the Supplier's Environmental Protection Committee and its subcommittees.

- 7 Administer the recycling program for the recovery of any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc.
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**FACIL CONSTR Facility Construction and Major Repair**

Includes minor construction, alterations, additions, and major repairs required to modernize, replace, expand or restore real property. Also, includes related planning and design. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide alterations/modifications to assigned Receiver facility(ies), subject to Supplier approval and specific Receiver funding, including repairs occasioned solely by the Receiver's occupancy or use.
- 2 Provide engineering studies and design. Plan and prepare cost estimates, performance work statements, specifications and drawings on construction, and design of maintenance or repair to existing or proposed facilities. Prepare projects, including scope, cost, and justification for inclusion in annual military construction or operation and maintenance programs. Interpret plans and specifications and analyze general provisions of contracts. Develop special engineering studies to support more efficient maintenance and operation of facilities and equipment. Investigate and prepare projects for utility plants and systems, pavements, structures, and buildings in support of and under the direction of a professional engineer. Review and approve schedules and control work requirements for maintenance, repair, and minor construction work performed by the Base Civil Engineer (BCE) work force or commercial contractor(s). Review, work requirements, and identify and recommend those suitable for contract accomplishment. Analyze computer systems equipment operation energy requirements.

**Receiver Will:**

- 1 Submit additional requirements to the Supplier on proposed alterations or modifications. If approved, provide separate funding for accomplishment, or reimburse through established channels.
- 2 Coordinate and provide requirements and justification for all work on real property facilities on an AF Form 332, BCE Work Request, prioritize design of Receiver projects, and reimburse as appropriate.

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**FACIL REPAIR Facility Maintenance and Minor Repair**

Includes routine and cyclical preventive maintenance and minor repairs required to preserve or restore real property so it may be used for its designated purpose. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:****Receiver Will:**

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| <ol style="list-style-type: none"><li>1 Provide authorized Receiver personnel access to the Civil Engineering Self- Help Store.</li><li>2 Provide alterations/modifications to assigned Receiver facility(ies) subject to Supplier approval and specific Receiver funding, including repairs occasioned solely by the Receiver's occupancy or use.</li><li>3 Provide engineering services (planning, designing, surveying, estimating, etc.) in support of Receiver-funded facilities work. If in-house resources are unavailable, work will be accomplished via an architectural/engineering or an engineering services contract.</li><li>4 Provide maintenance and structural repairs of an emergency nature, including service calls.</li><li>5 Provide routine and cyclical preventive maintenance and minor repairs of existing facilities, including those assigned for sole use by the Receiver; including maintenance and repair of real property installed equipment, miscellaneous structures, roads, grounds, and surfaced areas.</li></ol> | <ol style="list-style-type: none"><li>1 Designate, in writing, individuals authorized access to the Self-Help Store. Reimburse Supplier for materials.</li><li>2 Submit plans to the Supplier on proposed alterations/modifications. If approved, provide separate funding for accomplishment. or reimburse through established channels.</li><li>3 Coordinate and provide requirements and justification for prioritization of design. Reimburse as appropriate.</li><li>4 Coordinate with, and provide requirements and justification to, the Supplier on an AF Form 332, BCE WORK REQUEST, or emergency call-in. The Receiver is responsible for expenditures exceeding fair wear and tear, painting for appearance, or work considered desirable but not essential.</li></ol> |
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**FACIL SUPPOR Facility and Real Property Support**

(POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Maintain real property accountability.
- 2 Provide required space/facilities as approved by the Space Utilization Committee and the Facilities Board.

**Receiver Will:**

- 1 Obtain approval from Civil Engineering before altering or modifying real estate, or before removing or relocating real property installed equipment.
- 2 Submit space requirements in writing, with justification, to 81CES/CERR.
- 3 Appoint a real property building manager for each building/facility assigned. Furnish the name, grade, office symbol, and duty phone to the Supplier's Operations Flight Facility Maintenance office (81 CES/CEOF). Comply with all of the Supplier's real estate procedures and policies.

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**FINANCE Finance and Accounting**

Includes expense, reimbursement, working fund, payroll and leave accounting provided by Defense Finance & Accounting Service. Also includes disbursing, voucher and invoice examination, financial reporting, and the development of accounting systems. (POC: 81CPTS/SFO, 7-3995)

**Supplier Will:****Receiver Will:**

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- 1 Provide accrual travel payments on an exception basis to personnel TDY to Keesler AFB.
- 2 Provide emergency partial payments to assigned personnel.

- 1 Report to the finance office and establish telephone contact with their permanent servicing finance office to obtain an accrual travel payment directly from them, or authorization for this finance office to make payment. Provide copies of TDY orders to support accrual travel payments.
- 2 Provide letter from unit commander requesting and justifying emergency partial payments.

**FIRE Fire Protection**

Includes all normal services related to fire protection and fighting operations, alert service, and rescue operations. Also, includes inspections for fire hazards, servicing of portable extinguishers, and related training programs. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide emergency response to, and containment of, hazardous materials as required and requested by the Receiver.
- 2 Provide all normal services related to firefighting protection and firefighting operations, alert services, and rescue operations.
- 3 Provide fire prevention services, to include inspections for fire hazards, servicing of portable fire extinguishers, and related fire prevention training programs.

**Receiver Will:**

- 1 Reimburse the Supplier for expendable supplies used during the provision of emergency response to, and containment of, hazardous materials. Reimbursable charges will be billed as incurred, and the amount will be based on the actual cost of the expendable supplies. The Receiver may elect to reimburse "in kind" by replacing the supplies expended by the Supplier.
- 2 Comply with all fire protection directives, instructions, standards, and schedules.

**FLT RECORDS Records and Forms Flight Management**

Includes complete air crew resource management data systems for all standard functions as prescribed in AFI 11-401, Flight Management and AFI 11-210, Instrument Refresher Course. (POC: 81 TRW/OSF, 7-5482)

**Supplier Will:**

- 1 Provides complete aircrew resource management data system, Aeronautical Orders, Military Pay Orders for all standard functions, as prescribed in AFI 11-401, AFI 11-402, AFI 11-403, AFI 11-410, and AFI 11-412 for the Air Force Operations Resource Management System (AFORMS); and HQ USAF and HQ AETC approved command unique programs.

**Receiver Will:**

- 1 Comply with all directives related to the aircrew management mission.

**FOOD Food Service**

Includes preparation and service of food to authorized personnel, and related dining facilities operations. (POC: 81SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Provide food services support per AFI 34-401, Food Service Management Program.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.

**HAZ MATERIAL Hazardous Material**

Programs aimed at management and control of hazardous materials -- does not include clean-up and disposal of hazardous materials. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Ensure that an AF Form 3952 and the appropriate Material Safety Data Sheet (MSDS) is on file before allowing any issue transactions to process.
- 2 Ensure authorization and approval data from AF Form 3952 is input into the tracking system, Environmental Management Information System (EMIS).
- 3 Spot-check organizations for compliance with established management, reporting, and control.
- 4 Serve as a point of contact for HM alternatives.
- 5 Actively review, challenge, and enforce HM levels.
- 6 Establish, implement, and operate processes to control, track, and reduce the variety and quantity of Hazardous Material (HM), in use and/or in storage.

**Receiver Will:**

- 1 NOTE: All material above has been extracted from AIR FORCE INSTRUCTION 32-7086, HAZARDOUS MATERIALS MANAGEMENT, dated 1 August 1997, and KEESLER AFB INSTRUCTION 32-4001, HAZARDOUS MATERIAL MANAGEMENT, dated 11 October 1996.
- 2 Semiannually review AF Form 3952's to ensure TO/MILSPEC data is still current.
- 3 Process all HM requests through the appropriate unit coordinator and then through the HMMP for final approval.
- 4 Participate in periodic (no-notice) visits to the shops within the unit and their prospective Sources of Supply (SOS).
- 5 Assign in writing an individual or individuals as unit coordinator for the HMMP, to monitor HM being used and the focal point for the submitting of AF Form 3952.
- 6 Provide in writing a representative to the Hazardous Material Management Process (HMMP) team.
- 7 Maintain only authorized HM quantities, coordinate special HM requirements (mission change, Time Compliance Technical Order requirements, special projects) with the proper HAZMART or Sources of Supply (SOS).
- 8 Evaluate processes to eliminate and reduce HM use through stock management, substitution, and modification of process.
- 9 Ensure no HM has been assigned to bench stocks.
- 10 Manage the HM inventory stored/controlled in their area of responsibility.
- 11 Submit and justify the need for all HM used with the AF Form 3952. A separate form must be submitted for each item used, stored, or in any way maintained on Keesler AFB and for each separate process or application of that HM.
- 12 Ensure an approved AF Form 3952 and the appropriate MSDS for all HM are being used.

**HEALTH Health Services**

Includes administration of health care program, inpatient and outpatient medical and dental treatment, and other related medical support and professional services. Also, includes veterinary support. (POC: 81 MDSS/SGSR, 7-6791)

**Supplier Will:**

- 1 Provide ambulance service and emergency outpatient treatment for federal civil service servants for work related injury/illness IAW AFI 41-115.
- 2 Maintain medical and dental records on military beneficiaries.
- 3 Provide within capability outpatient/inpatient medical and dental services for receiver military dependents on same basis as other base active duty personnel dependents IAW applicable AF directives and local guidelines established by the supplier.
- 4 Provide outpatient/inpatient medical and dental services for receiver active duty personnel on same basis as other base active duty personnel as needed IAW applicable AF directives and local guidelines established by the supplier.

**Receiver Will:**

- 1 Civil servants receiving described medical care will furnish a CA-16 form at time of treatment.
- 2 Provide military identification cards or civil service identification cards at time of treatment.
- 3 Receive and be entitled to medical care as stated. Advise medical facility of medical support required and comply with policies and procedures established.

**HOUSING Housing Services**

Includes family, unmarried, and unaccompanied housing referral services. Also, includes operation of family housing, bachelor officer quarters, bachelor enlisted quarters. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide family housing support to authorized personnel assigned or attached to Keesler AFB and housing referral services, as required, using the same criteria as applied to USAF personnel of the same or equivalent grade. Air Force policy will take precedence in the event of any conflicting policies between branches of service.

**Receiver Will:**

- 1 Request service.

**HSG/LOG SVS Housing and Lodging Services (SVS)**

Includes family, unmarried, and unaccompanied housing referral services. Also, includes operation of family housing, bachelor officer quarters, bachelor enlisted quarters, and transient accommodations. (POC: 81SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Provide lodging accommodations to authorized personnel per AFI 34-246, Air Force Lodging Program Management.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.

**LAUNDRY Laundry and Dry Cleaning**

Includes cleaning and storage of clothing and other items made of cloth. (POC: 81 SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Provide service to authorized personnel per AFI 34-902, Laundry, Dry Cleaning and Linen Exchange.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.

**LEGAL Legal Services**

Includes the provision of advice and services on all legal matters pertaining to legal assistance, military justice, initial claims processing, property utilization, award and execution of procurement contracts, and personnel matters such as conflicts of interest, standards of conduct, and grievance hearings and reviews. (POC: 81 TRW/JA, 7-3510)

**Supplier Will:**

- 1 Provide non-judicial UCMJ punishment; General, Special, and Summary Courts-Martial; and Administrative Board support for personnel.
- 2 Provide authorized personnel legal advice and assistance regarding military justice, initial claims processing, property utilization, award and execution of procurement contracts, personnel matters, ethics, conflicts of interest, standards of conduct, and other related legal matters. Subject to availability of resources, personal legal assistance and consultation will be provided to military personnel and dependents assigned to receiver on the same basis as Supplier assigned personnel.

**Receiver Will:**

- 1 Provide officers to serve as panel members in courts-martial and boards.
- 2 Request and schedule support as available during business hours.
- 3 Request service.

**LOG PLANS Logistics Plans**

Provide services to support Support Agreement development.

**Supplier Will:**

- 1 Provide guidance in development of Support Agreements IAW AFI 25-201, USAF support Agreements procedures, and DoDI 4000.19, Interservice and Intergovernmental support

**Receiver Will:**

- 1 Request support. Comply with Supplier directives, policies and procedures.

**MAIL POSTAGE Mail Postage Service**

Includes postage and fees for official mail and application thereof. (POC: 81 CS/SCP, 7-8870)

**Supplier Will:**

**Receiver Will:**

1 Provide mail services including collecting, accepting, sorting, fee application, routing, and delivery of incoming and outgoing official and personal administrative communications) on Department of Defense (DoD) installations and in DoD owned/ leased facilities when not provided by the Unites States Postal Service.

- 1 Comply with Supplier policies and procedures.
- 2 Make internal distribution.

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**MED SUPPLY Medical Supply Support**

Includes worker and work place health screening programs, and industrial hygiene surveillance of the occupational environment. Also, includes physical examinations and worker compensation evaluations. (POC: 81 MDSS/SGSR, 7-6791)

**Supplier Will:**

- 1 Provide expendable medical supplies as requested.

**Receiver Will:**

- 1 Request expendable medical supplies and reimburse Supplier.
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**MEDICAL Medical & Dental Supplies, Equip & Components**

Medical & Dental Supplies, Equipment & Components Non Standard Support (81 MDSS/SGSR 7-6012)

**Supplier Will:**

- 1 Provide general medical supply support upon request of Receiver.

**Receiver Will:**

- 1 Request medical supplies as required IAW Supplier's directives, schedules and availability. Request for medical supplies must be submitted to reach medical materiel a minimum of seven (7) days preceding the required date. Designate in writing a specific primary and alternate individual for supplies. Reimburse Supplier as required.
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**MIL PERS Military Personnel Support**

Includes passport, forces stamp, social security, and other personal affairs services for military personnel. Also includes processing of identification cards, security clearances, testing of individuals, line of duty investigation reports, casualty assistance reporting, noncombatant evacuation operations, relocation assistance, and transition assistance. (POC: 81 MSS/DPMDR, 7-7107)

**Supplier Will:**

- 1 Provide support and services in the following areas: Customer Support; Newcomer Orientation Program, Records Maintenance, Processing of Identification cards ( DEERS/ RAPIDS), Passports and Casualty Assistance Reporting; Career Enhancement, Special Actions, Awards and Decorations, Promotions and Testing, Officer and Enlisted Performance Reports, Re-enlistment; Employment and Relocation Actions, Retirements and

**Receiver Will:**

- 1 Request and schedule support in compliance with Supplier policies. Notify and furnish supplier of all changes affecting military personnel records management. Provide completed forms and documentation required by the Supplier to obtain services.
-

Formal Training; Contingency TDY processing, Deployment Management, and Personnel Data System Management.

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**MORTUARY            Mortuary Services**

Includes all logistical functions related to the recovery, identification, care, and disposition of deceased personnel. Includes continental United States port, and overseas mortuary services. (POC: 81 SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Provide mortuary affairs services to authorized personnel per AFI 34-501. Brief next of kin on benefits, entitlements, and reimbursements. Arrange transportation for authorized personnel to and from the funeral service. Inspect remains. Provide burial clothing to the preparing funeral home. Work closely with unit commanders on appointment of summary court officers, escorts officers, and securing personal property of the deceased. Issue payment (maximum allowable by the government) to the preparing funeral home. Maintain administrative file and associated paperwork.

**Receiver Will:**

- 1 Comply with supplier's governing directives, policies, and procedures.
- 

**MWR                    Morale, Welfare, and Recreation (MWR) Activities**

Includes operation of recreational centers, gyms, fitness centers, parks, athletic fields, recreational and general reference libraries, hobby shops, craft centers, and related services. (POC: 81 SVS/SVMX, 7-2637)

**Supplier Will:**

- 1 Provide access to recreation centers, gyms, fitness centers, parks, athletic fields, hobby shops, craft centers, and related services and activities to authorized personnel.

**Receiver Will:**

- 1 Comply with Supplier's governing directives, policies, and procedures.
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**OCCUP HEALTH       Occupational and Industrial Health Services**

Includes worker and work place health screening programs, and industrial hygiene surveillance of the occupational environment. Also, includes physical examinations and worker compensation evaluations. (POC: 81MDSS/SGSR, 7-6791)

**Supplier Will:**

- 1 The following specific support is required:  
  
Provide medical readiness and/or technical training in areas where refinement is needed.  
  
Help develop a program to ensure that all industrial workplaces are surveyed in accordance with AFI 48-101, AFOSH Standard 161-17, and other applicable AF Regulations and AFOSH Standards.

**Receiver Will:**

- 1 Provide fund cite for TDY orders.
  - 2 Conduct monitoring as recommended by the Supplier.
  - 3 Ensure that all BE technicians successfully complete the BE Specialist Course at Brooks AFB TX.
  - 4 Ensure that the recommendations presented in the visit report are followed and acted upon prior to the next visit.
-

Conduct the most technically difficult evaluations as specifically requested and coordinated by Receiver.

Reviews environment pollution monitoring programs and assure that all required monitoring is being conducted by civil engineering or medical personnel as deemed appropriate.

Arrange a program with receiving civil engineers to review plans of new construction or facility modification for occupational health and environmental protection problems.

Coordinate findings and recommendations with safety and civil engineers as appropriate.

Write a visit report summarizing survey activities, programs management reviews, industrial hygiene survey deficiencies and recommended corrective actions, environmental pollution problems, and any projects or plans reviewed. Send copies of visit report to:

- Receiver Wing or Base Commander

- Receiver Medical Unit

- HQ AETC/SGPB  
Randolph AFB TX 78150-5001

2 Provide Bioenvironmental Engineering (BE) support and telephone consultant services on an as needed basis.

5 Coordinate, through official correspondence, support visits with supplying units sufficiently early to insure they can adequately support the visit.

**PMEL Precision Measurement Equipment Laboratory**

Includes precision measurement laboratory support. Where appropriate, this should be used in preference to the more general DoDI 4000.19 category Equipment Maintenance, Repair and Calibration. (POC: 81 LG/LGXS, 7-4762)

**Supplier Will:**

1 Provide repair, calibration and certification of Test, Measurement, Diagnostic Equipment (TMDE) as outlined in AFI 21-113, KAFB Supplement 1, TO 00-20-14, AETCI 21-101, TO 33K-1-100-1 and other applicable directives.

**Receiver Will:**

1 Provide PMEL with a current inventory of items (LIST is Attachment) to be supported. Receive PMEL Monitor training from PMEL within 90 days of appointment. Comply with owner/user responsibilities as outlined in applicable directives. Deliver TMDE to the PMEL IAW MDC equipment schedule. Comply with Air Force Calibration intervals. Provide PMEL with additional equipment, accessories, and technical data as requested by the Contract PMEL Manager. Equipment

and standards furnished will remain the property of the owner and will be returned upon request. Provide a central point of contact (Primary and Alternate PME Coordinator) in writing to the PMEL Scheduler. Provide fund cite for lodging, per diem, and travel if required.

- 2 Provide a fund cite for shipping of equipment to depot when beyond Supplier's capability to repair.

**POL Petroleum, Oils, and Lubricants**

Includes storage, distribution, and quality control of fuels, oils, and lubricants. (POC: 81SUPS/LGSPQ, 7-5795)

**Supplier Will:**

- 1 Perform Fules Management functions as prescribed by AFMAN 23-110 and AFI 23-201 for the Receiver.

**Receiver Will:**

- 1 Provide Supplier with Receiver's fuels requirements.

**POLICE Police Services**

Includes maintaining law and order (e.g., enforcement of traffic laws, accident investigation, and criminal investigations), traffic management, vehicle decals, and parking pass services. Also, includes operation of confinement and detention facilities, and related services. (POC: 81SFS/SFOX, 7-7214)

**Supplier Will:**

- 1 Perform all normal services related to surveillance of buildings and grounds. Provide vehicle registration services as needed. Provide administrative support for traffic and criminal enforcement actions. Provide fingerprinting services as required. Provide security over-site services as required

**Receiver Will:**

- 1 Comply with supplier policies and procedures.

**PUB HEALTH Public Health**

Includes worker and work place health screening programs, and industrial hygiene surveillance of the occupational environment. Also, includes physical examinations and worker compensation evaluations. (POC: 81MDSS/SGSR, 7-6791)

**Supplier Will:**

- 1 Include the Receiver in Occupational/Industrial Health Care Programs when determined to be necessary by Bio-Environmental Engineer and the Aerospace Medicine Council. Provide the Receiver with Medical Surveillance as determined by the Aerospace Medicine Council and with procedures outlined in DODI 6055.5, to the extent these procedures apply to the Receivers operating procedures

**Receiver Will:**

- 1 Comply with Occupational Safety Health Administration (OSHA), Air Force Occupational Safety Health (AFOSH), base policies and guidelines.
- 2 Comply with Suppliers policies and guidance.

- 2 Provide public health services and/or recommend actions required by the Receiver to comply with health and sanitation requirements.

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**PUBL AFFAIRS      Public Affairs**

Includes activities aimed toward responding directly or through news media to the general public's right and need to know how DoD activities accomplish assigned tasks and missions. Also includes distribution of public and community relations information. (POC: 81TRW/PA, 7-8734)

**Supplier Will:**

- 1 Provide base newspaper support and publicize receiver services on an equitable basis.
- 2 Provide guidance and release authority from the 81 TRW/CC for responding directly or indirectly to news media on any matters involving the general public's right and need to know.
- 3 Advise Commander and staff on activities affecting media and community relations and produce internal information.

**Receiver Will:**

- 1 Provide the Supplier with stories and feature materials on associate operations for base newspaper as desired.
- 2 Advise Public Affairs immediately upon intent to respond in an official capacity directly or indirectly to the news media, or to participate in an official capacity in any community relations function.

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**PURCH/CONTR      Purchasing and Contracting Services**

Includes acquisition and contract administration services for procurement of property, equipment, services, construction, and supplies. Also includes services for renting and leasing. (POC: 81 CONS/CD, 7-3131)

**Supplier Will:**

- 1 Provide all normal acquisition and contracting services relating to procurement of administrative equipment, supplies, and services valued in excess of the IMPAC government credit card limit for the type of purchase being made in effect at the time of purchase. This includes issuance of solicitations, negotiations, award, administration and termination. Provide training and compliance inspections for the IMPAC credit card program. Provide copies of purchase orders or contracts for contract services and/or equipment maintenance transactions until such time as paperless, electronic commerce is fully implemented.

**Receiver Will:**

- 1 Utilize the IMPAC credit card and applicable procedures for all authorized purchases. Send cardholders to IMPAC training and annual inspections at the Keesler contracting squadron. Prepare (with funds availability) and submit purchase requirements to supplier IAW applicable instructions and directives. The receiver will execute to completion all administrative functions and actions for which specific authority has been granted or delegated IAW applicable instructions and directives.

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**REFUSE      Refuse Collection and Disposal**

Includes collection and disposal of trash and waste materials. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:****Receiver Will:**

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| <ol style="list-style-type: none"> <li>1 Provide for the collection and disposal of waste materials with the exception of materials that can be recycled.</li> </ol> | <ol style="list-style-type: none"> <li>1 Comply with all Supplier waste management and recycling requirements and policies.</li> <li>2 Collect any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc., and transport them to the designated recycling location. Request pickup of bulk loads of recyclable materials as needed, or arrange to transport them to the recycling center if pickup is not available.</li> <li>3 Dispose of waste materials, excluding recyclable materials, in the location designated by the Supplier. Advise the Supplier of any special requirements.</li> </ol> |
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**RESOURC MGNT      Resource Management**

Includes funds management, cost analysis services, and budget formulation, reporting, and execution. Also includes financial liability investigation of property losses. (POC: 81 CPTS/FMA, 7-7132)

**Supplier Will:**

- 1 Provide assistance with the costing of support agreements and annual cost updates.
- 2 Provide financial management assistance in the areas of funds management, reporting and execution of operating budgets, and economic analysis and/or lease versus buy analysis as needed.

**Receiver Will:**

- 1 Request training and comply with Supplier’s policies and procedures.
- 2 Direct financial inquiries to 81 CPTS/FMA as required.
- 3 Provide necessary input data and reports required by the Supplier and maintain the necessary files and source data required. Respond to Supplier request for budget information to allow for its inclusion in the Supplier’s budget estimates, financial plan or operating budgets, and revisions to them. Although the Supplier may provide budgetary services, the Receiver is responsible for the adequacy of Receiver’s budget estimates, financial plans or operating budgets, and revisions to them.

**SAFETY                  Safety**

Includes operation of safety programs, educational support, and promotional efforts. (POC: 81 TRW/SEG, 7-7023)

**Supplier Will:**

- 1 Provide appropriate briefings/literature.
- 2 Ensure cyclical safety inspections are performed as required. Conduct follow-ups to ensure appropriate corrective actions have been implemented. Provide the Receiver with a copy of all inspection reports on a timely basis.

**Receiver Will:**

- 1 Ensure Receiver personnel receive required training.
- 2 Take action to correct all deficiencies and inform Supplier of corrective action(s) taken. Track identified deficiencies until corrective action(s) are completed. Maintain appropriate records.

3 Manage the Base ground, flight and explosives safety programs. Provide assistance to ensure a complete and comprehensive safety program is maintained as prescribed by applicable regulations/directives.

3 Conduct its own internal ground, flight and explosives safety programs as applicable. Abide by Supplier's instructions as applicable. If a conflict occurs Receiver policy will prevail until resolved by higher authority.

**SHUTTLE Shuttle Services**

Includes scheduled operation of local taxis, vans, and bus transportation services -- does not include chartered transportation services.

**Supplier Will:**

- 1 Provide scheduled operation of local taxis, vans, and bus transportation services -- does not include chartered transportation services. (customarily non-reimbursable).

**Receiver Will:**

- 1 Identify requirements to supplier, provide funds for shipment, comply with supplier's policies and coordinate unusual requirements in advance.

**SOCIAL ACTNS Social Actions**

Includes civilian and military personnel assistance and training pertaining to substance abuse and human relations. (POC: 81TRW/ME, 7-2308)

**Supplier Will:**

- 1 Provide counseling and programs to promote equal opportunity and eliminate sexual harassment, etc.

**Receiver Will:**

- 1 Request services from Military Equal Opportunity Office.

**SUPPLY Supply Services**

Includes the provision of weapons system spares, other technical expendable materials, and equipment. (POC: 81SUPS/LGSPQ, 7-5794)

**Supplier Will:**

- 1 Perform Fuels Management functions as prescribed by AFMAN 23-110 and AFI 23-201.
- 2 Ensure authorizations of mobility bags are validated annually and identify shortages to the Receiver. Ensure accountable records are maintained to record transactions and safeguard EAID accountable items IAW AFMAN 23-110.
- 3 Provide sufficient copies of the CA/CRL to the primary equipment custodian for controlling the equipment account(s).
- 4 Issue Equipment Authorization Inventory Data (EAID) to the primary or alternate custodian appointed by the Receiver's commander.

**Receiver Will:**

- 1 Provide manpower augmentation as requested by the Supplier to maintain receiver mobility bags.
- 2 Provide Supplier with Receiver's fuels requirements.
- 3 Maintain accountability and custodial responsibilities for assigned accounts.
- 4 Provide Supplier with requirements and comply with Supplier's directives, procedures, and mutually agreed policies.

- 5 Issue all authorized expendable and non-expendable AS 016 items from the Individual Equipment Element to the individual appointed by the Receiver's commander in writing.
- 6 Provide supply customer training in accordance with AFMAN 23-110, Vol II, Part Two, Chapter 2, Section F.
- 7 Advise and assist commanders and managers in interpreting and using data produced by the Standard Base Supply System for management purposes.
- 8 Receives, establishes, and maintains accountability for issue of all supplies and equipment obtained by the Receiver through the Chief of Supply functions.
- 9 Perform consolidated chief of supply functions as prescribed by AFMAN 23-110.

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**SUPPLY SPT          Supply Services - Computer Support**

Includes computer operations material control services. (POC: 81 SUPS/LGSPQ, 72197)

**Supplier Will:**

- 1 Provide training for Receiver 2S0X2 personnel in upgrade status. This training will be conducted on an annual basis. Training will be conducted at the Supplier account.
- 2 Provide Receiver with a copy of all system releases to include special releases.
- 3 Advise Receiver of all system releases and scheduled load dates.
- 4 Provide Receiver the ADPE forecast one month in advance. This forecast will be received by the fifth of existing month, via LAN, e-mail, or automated program. (Example: May forecast will be provided to satellite no later than 5 April).
- 5 Provide Receiver required reports as outlined in AFMAN 23-110, Vol II, Part Two, Chapter 5 and 6.
- 6 Advise Receiver within 24 hours of any hardware or software concerns, which would prevent communications with host. Notify the Receiver of interruptions and/or discontinuance of in-line processing.
- 7 Provide in-line processing for UTA weekends for the purpose of training personnel (0700-1500 hours as scheduled).

**Receiver Will:**

- 1 Inform Supplier immediately if ADPE forecast is not received by the fifth of the month.
  - 2 Advise Supplier as soon as possible of any hardware or software concerns which would prevent communications with satellite.
  - 3 Provide UTA schedule to Supplier on an annual basis. Coordinate with host when schedule has changed within 48 hours.
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8 Provide Receiver remote-processing support for daily batch input/output and in-line processing based on Supplier's normal processing hours. Normal processing hours are 0645-1630 Mon-Thurs and 0645-1530 on Friday. On compressed workweeks normal processing hours are 0645-1630 Mon-Thurs. Fridays are down days.

**TRAINING Training Service**

Includes instruction and use of target ranges, simulators, and other training facilities. (POC: 81 SFS/SFOX, 7-7212)

**Supplier Will:**

- 1 Provide for all Receiver requirements related to marksmanship training.

**Receiver Will:**

- 1 Advise Supplier on present and forecasted training requirements. Schedule trainees; monitor trainees progress; and maintain individual training records.

**TRANSPORT Transportation Services**

Includes transportation services related to both commercial and Government-owned transportation of personnel, personal property, and material. Also includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services. (POC: 81 TRNS/LGTX, 7-7914)

**Supplier Will:**

- 1 Provide transportation services related to both commercial and government-owned transportation of personnel, personal property, and material. Also, includes shipment planning, packing and crating, port clearance, scheduling, processing of transportation documents, and related transportation services.

**Receiver Will:**

- 1 Identify requirements to supplier, provide funds for shipment, comply with supplier's policies and coordinate unusual requirements in advance.
- 2 Identify requirements to the supplier, comply with suppliers policies, provide funded travel orders and coordinate unusual requirements in advance.

**UTILITIES Utilities**

Includes water, sewage, electricity, natural gas, and fuel oil services. Also, includes central generation and distribution of steam, chilled water, and compressed air. (POC: 81 CES/CERR, 7-3706)

**Supplier Will:**

- 1 Provide water, sewage, electricity, gas, etc., for assigned Receiver facilities, as applicable.

**Receiver Will:**

- 1

**VEHICLE SPT Vehicle Support**

Includes maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. Also, includes chartered transportation services.

**Supplier Will:**

- 1 Also, includes chartered transportation services. (customarily reimbursable).
- 2 Provide maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. (Host units-customarily non-reimbursable, accident/abuse repairs will be reimbursed) (Tenant units-customarily reimbursable).

**Receiver Will:**

- 1 Submit request for support to Vehicle Dispatch at least five days in advance. Pay all labor, operations and maintenance cost of vehicles and TDY funds of operator for trips off station exceeding ten hours in duration.
- 2 Submit request for services on Vehicles Operations Transportation Services Work Order at least 72 hours in advance.
- 3 Submit request for licensing to fleet Management.
- 4 Submit vehicle justifications for local and HQ AETC/LGTV approval. Reimburse Vehicle Maintenance for all repairs of USAF assets. Pay leasing fees for any vehicle secured through GSA or local rental agency.
- 5 Provide supplier with a list of vehicles, requiring this service. Provide organizational maintenance including a preventive maintenance program for tenant owned vehicles. Reimburse the supplier for all parts used including civilian labor cost expended in the maintenance and servicing effort. Provide the supplier with necessary reimbursement information and make vehicle available for maintenance and servicing as required by Air Force directives.

**VISUAL INFO      Visual Information Services**

Includes still photography, graphics, and presentation services. Also, includes film, video and audio media services. (POC: 81 CS/SCPV, 7-4636) NOTE: Services is provided under contract.

**Supplier Will:**

- 1 Provide complete visual services, products and equipment.
- 2 Provide graphic arts, still photographic, presentations and video support including visual services from conception to finished product. Create, process, print, and duplicate video, graphics, and still photographic products. Set up, run, store and maintain such presentation equipment and media as required.

**Receiver Will:**

- 1 Submit request for Visual Information Services, outlined in AFI 33-117, on properly completed work order forms (AF Form 833 or DD Form 1995), before any work is accomplished.
- 2 Notify supplier of projected annual workload requirements two weeks prior to the beginning of each fiscal year. Failure to comply will result in VI services being withheld until annual workload data is supplied.

**WEATHER      Weather Services**

Includes advising and providing timely notification of weather conditions that would affect planned activities. (POC: 45AS/OSW 7-3938)

**Supplier Will:**

**Receiver Will:**

- 1 81 TRW/CP disseminate severe weather information to personnel IAW KTRW Supplement 55-23.
- 2 Base weather station (45AS/OSW) provide severe weather notification service to Wing Command Post (81 TRW/CP) IAW 81 TRW Plan 505.

- 1 Contact 81 TRW/XPO at extension 7-2222 to ensure Receiver is assigned to a Unit Control Center (UCC) for notification purposes.
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