

SUPPORT AGREEMENT

1. AGREEMENT NUMBER FB3010-99187-031		2. SUPERSEDED AGREE NO. <i>(If this replaces another agreement)</i>		3. EFFECTIVE DATE:		4. EXPIRATION DATE: Indefinite <input checked="" type="checkbox"/>					
5. SUPPLYING ACTIVITY				6. RECEIVING ACTIVITY							
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: Voice: 228-377-5648 DSN597 Fax: 228-377-5647 DSN 597 E-mail: Michael.Curry@keesler.af.mil				a. NAME AND ADDRESS Aeronautical Systems Center / YW 2240 B Street, Area B, Bldg. 11 Wright Patterson Air Force IL 4-5424 TELE / FAX / EMAIL: Voice: Fax: E-mail:				RECEIVER POC: Carolyn Ann Winters			
b. MAJOR COMMAND AETC				b. MAJOR COMMAND AETC							
7. SUPPORT PROVIDED BY SUPPLIER											
a. SUPPORT <i>(Specify what, when, where, and how much)</i>		b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMEN							
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>		Total Est Reimbursement:		\$0.000							
		Total Est Non-Reimbursement:		\$0.000							
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT							
a. COMPTROLLER SIGNATURE: PATRICIA S. McDANIEL, LtCol, 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 DSN597		(2) Organization		(3) Telephone Number					
(4) Signature		(5) Date Signed		(4) Signature		(5) Date Signed					
10. TERMINATION <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 _____ prior to changing or cancelling support.

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.

NO

ADDITIONAL GENERAL PROVISIONS ATTACHED:

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

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

Agreements Reimbursements Report

15 Aug 2001

Agreement Number

FB3010-99187-031

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver: Aeronautical Systems Center / YW

MAJCOM AETC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
AERLPORT OPS			No		\$0.000
CCF			No		\$0.000
CHAPEL			No		\$0.000
COMM			No		\$0.000
COMMON INFRA			No		\$0.000
CUSTODIAL			No		\$0.000
EDUCATION			No		\$0.000
ENTOMOLOGY			No		\$0.000
ENVIR CLEAN			No		\$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

Agreements Reimbursements Report

15 Aug 2001

Agreement Number

FB3010-99187-031

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver: Aeronautical Systems Center / YW

MAJCOM AETC

Support Category	Basis for Reimbursement	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
FIRE			No		\$0.000
HAZ MATERIAL			No		\$0.000
HEALTH			No		\$0.000
HSG/LOG TNG			No		\$0.000
LEGAL			No		\$0.000
MAIL POSTAGE	AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo	\$0.000	No	0	\$0.000
MIL PERS			No		\$0.000
POLICE			No		\$0.000
PUBL AFFAIRS			No		\$0.000
PURCH/CONTR			No		\$0.000
REFUSE			No		\$0.000
SAFETY			No		\$0.000
SOCIAL ACTNS			No		\$0.000
TRAINING			No		\$0.000

Agreements Reimbursements Repor

15 Aug 2001

Agreement Number **FB3010-99187-031**

Supplier: 81st Training Wing / XPL **MAJCOM** **AETC**

Receiver Aeronautical Systems Center / YW **MAJCOM** **AETC**

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
UTILITIES			No		\$0.000
VISUAL INFO			No		\$0.000
Grand Total:					\$0.000

AERLPORT OPS Aerial Port Operations

Manages and operates the military air terminal facility and provides air terminal services. Provides custom, drug, anti-smuggling inspection, and examination of aircraft and passengers.

Supplier Will:

- 1 Request for flight line driver certification will be submitted on AF Form 483, IAW applicable AFIs and base procedures.
- 2 Request for flight line area badge will be submitted on AF Form 2586, IAW applicable AFIs and base procedures.

Receiver Will:

- 1 Appoint a vehicle control officer to complete and maintain the necessary documents pertaining to certification for flight line access.
- 2 Appoint a security manager to complete and maintain the necessary documents pertaining to security and flight line access.

CCF Correctional Custody Facility

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

Supplier Will:

- 1 Apply Supplier Correctional Custody rules, regulations, work details, and administrative procedures to CCIs.
- 2 Provide the Receiver with twenty-four (24) hours advance notification of the elimination of CCI for cause, other than Article 15 punishment.
- 3 Provide the Receiver with forty-eight (48) hours advance notification of the intent to release CCI for satisfactory completion of Article 15 punishment.
- 4 Provide Correctional Custody Individuals (CCI) housing, dining, and medical facilities.
- 5 Provide a Correctional Custody (CC) Program for enlisted members in the grade of E-1 - E-4.

Receiver Will:

- 1 Assume prompt custody of any CCI considered by the Supplier as unsuitable for rehabilitation, or having medical limitations.
- 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.
- 3 Ensure CCI's unit conducts a visit (e.g. supervisor, First Sergeant, Commander) with the CCI near the midpoint of punishment period.
- 4 Not send CCIs to the Keesler AFB Correctional Custody facility for rehabilitation when notified of space shortage.
- 5 Not place prisoner(s), pretrial confine(s), or members(s) pending administrative discharge at the Keesler AFB Correctional Custody facility.
- 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 & funds.
- 7 Notify the Supplier at least forty-eight (48) hours prior to delivering CCIs.

- 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.
- 9 Provide two (2) NCO's, E-5 - E-6, to perform temporary duty as a Correctional Custody Monitor (CCM) for forty-three (43) days, including one (1) training day.
 - The individual selected for monitor duties must exemplify high standards of dress, conduct, and professionalism.
 - Time periods for performing these duties will be scheduled with Receiver concurrence, by the Superintendent, Correctional Custody.
 - The CC Monitor Schedule is developed for ten (10), six (6) week periods, for a total of sixty (60) weeks.

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.

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.
- 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.

Receiver Will:

- 1 Provide listing(s) of personnel/telephone numbers for inclusion in base telephone directory.
- 2 Request only the minimum service required for mission accomplishment. Submit written request for services as needed and coordinate requirements with Supplier.

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.
- 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.

Receiver Will:

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

CUSTODIAL Custodial Services

Includes janitorial and cleaning services for customer-occupied or customer-used facilities and areas. (Contracted Service- POC: 81CONS)

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.

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.

- 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 Reimburse the Supplier for entomology services performed by in-house forces. Provide funding for contract services.
- 2 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.
- 3 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.

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.

- | | |
|---|---|
| <p>2 Provide training to Receiver personnel as follows:</p> <ul style="list-style-type: none"> - 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. <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.

Supplier Will:

- 1 Administer the recycling program for the recovery of any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc.
- 2 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.
- 3 Consult with Receiver as soon as any potential for corrective action is identified and coordinate remedies with Receiver personnel, including contractors.
- 4 Provide initial and periodic awareness training to designated Receiver Spill Response personnel, if required.
- 5 Make available any Environmental Impact Analysis Process (EAIP) documentation support for Supplier construction projects as required by base contracting for inclusion in contract files.

Receiver Will:

- 1 Contact the Supplier if any equipment is installed, or any work is performed, which will pollute the air or water.
- 2 Conserve all resources, and to the extent possible, eliminate all hazardous waste and other waste disposal by reprocessing, recycling, and reuse of waste materials.
- 3 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. In lieu of reimbursement, the Receiver may elect to perform an equivalent audit and then either certify that no contamination are present, or fund any corrective action requirements as noted in the proceeding paragraph.
- 4 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.
- 5 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.

- 6 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.
- 7 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.
- 6 Initiate and prepare EAIP documentation per applicable Air Force Instructions on all current and future proposed operational changes and projects.
- 7 Provide a representative to sit on the Supplier's Environmental Protection Committee and its subcommittees, as required.

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.

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.
-

- 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.

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:

- 1 Provide authorized Receiver personnel access to the Civil Engineering Self- Help Store.
- 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.
- 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.
- 4 Provide maintenance and structural repairs of an emergency nature, including service calls.

Receiver Will:

- 1 Designate, in writing, individuals authorized access to the Self-Help Store. Reimburse Supplier for materials.
- 2 Submit plans to the Supplier on proposed alterations/modifications. If approved, provide separate funding for accomplishment. or reimburse through established channels.
- 3 Coordinate and provide requirements and justification for prioritization of design. Reimburse as appropriate.
- 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.

- 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.

FACIL SUPPOR Facility and Real Property Support

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:

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

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.

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:

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

Receiver Will:

- 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:

Receiver Will:

- | | |
|--|--|
| <ol style="list-style-type: none"> 1 Provide fire prevention services, to include inspections for fire hazards, servicing of portable fire extinguishers, and related fire prevention training programs 2 Provide all normal services related to firefighting protection and firefighting operations, alert services, rescue operations, and Hazardous Materials emergency mitigation. | <ol style="list-style-type: none"> 1 Reimburse the Supplier for the actual cost of expendable supplies used in emergency operations for the Receiver. Reimbursable charges will be billed as required, and the amount will vary based on the amount of expendable supplies used. 2 Comply with fire protection directives, instructions, standards, and schedules. |
|--|--|

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.
-

HSG/LOG TNG Housing and Lodging Services

Includes AFRC UTA training support.

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.
-

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 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.
- 2 Provide non-judicial UCMJ punishment; General, Special, and Summary Courts-Martial; and Administrative Board support for 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.

MAIL POSTAGE Mail Postage Service

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

Supplier 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 United States Postal Service.

Receiver Will:

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

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,

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.
-

Re-enlistment; Employment and Relocation Actions, Retirements and Formal Training; Contingency TDY processing, Deployment Management, and Personnel Data System Management.

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.
-

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 Advise Commander and staff on activities affecting media and community relations and produce internal information. Provide base newspaper support and publicize receiver services on an equitable basis.

Receiver Will:

- 1 Coordinate services with Supplier when required. Provide the Supplier with stories and feature materials on associate operations for base newspaper.
-

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,

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.
-

electronic commerce is fully implemented.

REFUSE Refuse Collection and Disposal

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

Supplier Will:

- 1 Provide for the collection and disposal of waste materials with the exception of materials that can be recycled.

Receiver Will:

- 1 Reimburse the Supplier based on actual costs or engineering estimates, as applicable.
- 2 Comply with all Supplier waste management and recycling requirements and policies.
- 3 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.
- 4 Dispose of waste materials, excluding recyclable materials, in the location designated by the Supplier. Advise the Supplier of any special requirements.

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.
- 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.

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 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.

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.

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.
-

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 Reimburse the Supplier based on activity rate, meter readings, and/or an acceptable engineering estimate, as applicable.
-

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.
-