

SUPPORT AGREEMENT

1. AGREEMENT NUMBER FB3010-00213-035		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 SUPERSEDED AGREE NO.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 HQ Air Mobility Warfare Center (For Det. 2, 33rd Flight Test Squadron) 5656 Texas Ave Fort Dix NJ 0-8640 TELE / FAX / EMAIL: Voice: 609-562-2656 DSN944 Fax: 609-562-2922 DSN944 E-mail:			
b. MAJOR COMMAND AETC				b. MAJOR COMMAND AMC			
7. SUPPORT PROVIDED BY SUPPLIER							
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"/>		Total Est Reimbursement:		\$7,400.000			
		Total Est Non-Reimbursement:		\$0.000			
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT			
a. COMPTROLLER SIGNATURE:		b. DATE SIGNED		a. COMPTROLLER SIGNATURE:		b. DATE SIGNED	
PATRICIA S. McDANIEL, LtCol, USAF							
c. APPROVING AUTHORITY				c. APPROVING AUTHORITY			
(1) Typed Name				(1) Typed Name			
RAY T. GARZA, Colonel, USAF Vice Commander							
(2) Organization		(3) Telephone Number		(2) Organization		(3) Telephone Number	
81st Training Wing (AETC)		228-377-2210 DSN597					
(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
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 HQ Air Mobility Warfare Center (For Det 2, 33 Flight Test Squadron), 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 non-reimbursable support shall be dependent upon availability of Military Support Funds.

SEE GENERAL PROVISIONS CONTINUATION

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
Det. 2, 33 Flight Test Squadron Suite , Keesler AFB, MS 39534
Internal: 81 CPTS/FMA Keesler AFB, MS 39534
81 TRW/MO Keesler AFB, MS 39534
Each Supplier's FAAC
- c. Attachments:
 - 1. Manpower Annex
 - 2. Environmental (AF Form 81)
 - 3. PMEL Listing

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

g. Purpose. This agreement establishes the responsibilities of the 81st Training Wing (AETC), Keesler AFB MS, hereinafter called the Supplier, and HQ Air Mobility Warfare Center (For Det 2, 33 Flight Test Squadron), 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 non-reimbursable support shall be dependent upon availability of Military Support Funds.

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) AFPD 25-2, Support Agreements
- (3) AFI 25-201, Support Agreements Procedures
- (4) AFPD 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. Detachment 2, 33rd Flight Test Squadron will support Air Force Operational Test and Evaluation Center in the directed operational test and evaluation on the C-130J to determine the aircraft's effectiveness and suitability.

k. Facilities/Space. Receiver shall have the use of facilities and/or facility space, as approved, for conducting its unit mission. Supplier shall exercise overall administrative control of Supplier-owned facilities provided the Receiver, to include those jointly used. Receiver will obtain approval from Supplier Base Civil Engineer before altering, modifying real estate, or before removing/relocating real property installed equipment.

<u>Facility Number</u>	<u>Square Footage</u>	<u>Function</u>
4331	6000	Joint Use – Rooms 252-258
4328	1800	Exclusive Use

l. Manning. Receiver will be responsible for providing annually updated strength information to 81TRW/XPL, Support Agreement Program Manager (SAPM). Receiver authorized strength is as follows:

<u>#</u>	<u>#</u>	<u>Authorized</u>	<u>Total</u>
Enlisted	Officers	Civilians	Authorized Strength
19	4	0	23

m. 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.

n. 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. Reimbursements for services rendered will be monitored monthly by each Group RA and FAAC 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.

o. 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.

p. 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.

Agreements Reimbursements Report

15 Aug 2001

Agreement Number

FB3010-00213-035

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver HQ Air Mobility Warfare Center

MAJCOM AMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ADP			No		\$0.000
ADP SOFTWARE			No		\$0.000
AERLPORT OPS			No		\$0.000
AUDIO VISUAL	Actual cost	\$2,400.000	No	1	\$2,400.000
BASE PLANS			No		\$0.000
CCF			No		\$0.000
CHAPEL			No		\$0.000
CLUBS			No		\$0.000
CMD POST			No		\$0.000
COMM			No		\$0.000
COMMAND SPT			No		\$0.000
COMMUN SVCS			No		\$0.000
DISASTER			No		\$0.000
EDUCATION			No		\$0.000

Agreements Reimbursements Repor

15 Aug 2001

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Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver HQ Air Mobility Warfare Center

MAJCOM AMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ENVIR CLEAN	Actual cost of cleanup, trans and/or disposal	\$5,000.000	No	1	\$5,000.000
ENVIR COMPLY			No		\$0.000
FACIL SUPPOR			No		\$0.000
FINANCE			No		\$0.000
FIRE			No		\$0.000
FLIGHT OPS			No		\$0.000
HAZ MATERIAL			No		\$0.000
HEALTH			No		\$0.000
HSG & LODGE			No		\$0.000
HSG/LOG SVS			No		\$0.000
LAUNDRY			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	1	\$0.000
MIL PERS			No		\$0.000

Agreements Reimbursements Report

15 Aug 2001

Agreement Number **FB3010-00213-035**

Supplier: 81st Training Wing / XPL MAJCOM AETC

Receiver: HQ Air Mobility Warfare Center MAJCOM AMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
MORTUARY			No		\$0.000
MWR			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
SOCIAL ACTNS			No		\$0.000
SUPPLY			No		\$0.000
TRANSPORT			No		\$0.000
UTILITIES			No		\$0.000
Grand Total:					\$7,400.000

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 information in meetings, base media, and electronic correspondence to educate, inform, and instruct the base POCs on software licensing issues
- 2 Maintain accurate records of all software and verify that software and licenses are stored in a secure area.
- 3 Provide training and guidance to the unit POCs on the basics of software licensing and copyright laws.
- 4 Manage and administer the Base Software License Program.

Receiver Will:

- 1 Comply with applicable provisions of AFI 33-114 and AFI 33-114 AETC SUPP 1
- 2 Ensure all software acquisitions are coordinated through respective software license managers.
- 3 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 Manger.
- 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.
- 5 Participate in the Base Software License Program.

ADP SOFTWARE Software License Management

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

Supplier Will:

- 1 Provide information in meetings, base media, and electronic correspondence to educate, inform, and instruct the base POCs on software licensing issues.
- 2 Maintain accurate records of all software and verify that software and licenses are stored in a secure area.
- 3 Provide training and guidance to the unit POCs on the basics of software licensing and copyright laws.
- 4 Manage and administer the Base Software License Program.

Receiver Will:

- 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.
- 2 Comply with applicable provisions of AFI 33-114 and AETCI Supplement 1 to AFI 33-114.
- 3 Ensure all software acquisitions are coordinated through respective software license managers.
- 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.
- 5 Participate in the Base Software License Program.

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 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.

AUDIO VISUAL Audio and Visual Information Services

Includes still photography, graphics, micrographics, and presentation services. Also, includes film, video and audio media services. (POC: 81 CS/SCP, 7-8870) 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 Visual Information (VI) services being withheld until annual workload data is supplied.

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.

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.

Receiver Will:

- 1 Assume prompt custody of any CCI considered by the Supplier as unsuitable for rehabilitation, or having medical limitations.

- 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.
- 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.

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.

CLUBS Clubs

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

Supplier Will:

Receiver Will:

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

- 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.
- 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.

COMMAND SPT Command Support

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

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, and toll calls; data, and radio communications; pager system; and alterations or extension of existing service. All equipment, service charges, and toll calls will be reimbursable. 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.

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.

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)

Supplier Will:

- 1 Assist units to integrate response planning efforts and ensure other plans include disaster preparedness requirements IAW AFI 32-4001, and related AFIs.
- 2 Assign units shelter space according to OPLAN 32-1.
- 3 Review unit checklists in support of OPLAN 32-1.
- 4 Provide command and control support during responses to emergency situations.
- 5 Upon request, provide staff assistance visits to monitor the status of unit disaster preparedness program.
- 6 Hold training classes for forces responding to the scene of a major accident. Create a quarterly calendar showing dates and times of training classes.
- 7 Provide quarterly information packages.

Receiver Will:

- 1 Develop unit checklists in support of 81 TRW OPLAN 32-1.
- 2 Attend the Base Newcomers Orientation disaster preparedness briefing.
- 3 As a minimum, maintain a disaster preparedness information book IAW Keesler Supplement 32-4001.
- 4 Comply with the provisions of AFI 32-4001 and related AFIs.

- 8 Brief senior representatives and their staff with major disaster preparedness program responsibilities on the following:
 - Disaster preparedness policy, organization, and responsibilities.
 - Status of disaster preparedness program initiatives.
-

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.
- 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.

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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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.

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.
- 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.

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 Initiate and prepare EAIP documentation per applicable Air Force Instructions on all current and future proposed operational changes and projects.

- 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.

- 7 Provide a representative to sit on the Supplier’s Environmental Protection Committee and its subcommittees, as required.

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 programs2 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 Comply with fire protection directives, instructions, standards, and schedules. |
|---|---|

FLIGHT OPS Flight Operations

Includes managing support aircraft resources as stated in AFR 60-1 and operates a centralized air crew life support equipment and their components.

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.

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 & LODGE Housing and Lodging Services

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

Supplier Will:

Receiver 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.

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 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.

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

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

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.
-

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

Receiver Will:

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

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.

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.
-

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.

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, 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.

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.

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 any common, generally expendable, non-technical commodity, material, or equipment (e.g., administrative office and housekeeping supplies, duplicating paper, common hardware, plumbing and electrical supplies, building materials, paint and tools). (POC: 81SUPS/LGSPQ, 7-2197)

Supplier Will:

- 1 Perform Fuels Management functions as prescribed by AFMAN 23-110 and AFI 23-201.
- 2 Provide sufficient copies of the CA/CRL to the primary equipment custodian for controlling the equipment account(s).
- 3 Provide the validation and authorization of all organizational personal retention equipment item requirements and the authority for preparing issue/turn-in requests and requisitions.
- 4 Issue Equipment Authorization Inventory Data (EAID) to the primary or alternate custodian appointed by the Receiver's commander.
- 5 Issue all authorized expendable and non-expendable TA 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.

Receiver Will:

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

- 7 Advise and assist commanders and managers in interpreting and using data produced by the Standard Base Supply System for management budget 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.

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.
- 2 Provide scheduled operation of local taxis, vans, and bus transportation services -- does not include chartered transportation services. (customarily non-reimbursable)
- 3 Provide maintenance and repair of customer vehicles, and supply, maintenance and repair of vehicles provided for a customer's use. (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.
- 2 Identify requirements to the supplier, comply with suppliers policies, provide funded travel orders and coordinate unusual requirements in advance.
- 3 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.
- 4 Submit request for services on Vehicles Operations Transportation Services Work Order at least 72 hours in advance.
- 5 Submit request for licensing to fleet Management.
- 6 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.
- 7 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.

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.
-