

**SUPPORT AGREEMENT**

|  |  |   |  |  |  |   |  |
|--|--|---|--|--|--|---|--|
| <b>1. AGREEMENT NUMBER</b><br>FB3010-00269-036   |  | <b>2. SUPERSEDED AGREE NO.</b><br><i>(If this replaces another agreement)</i><br>FB3010-96302-036 |  | <b>3. EFFECTIVE DATE:</b><br>25 Sep 2000   |  | <b>4. EXPIRATION DATE:</b><br>Indefinite <input checked="" type="checkbox"/><br>25 Sep 2000 |  |
| <b>5. SUPPLYING ACTIVITY</b>   |  |   |  | <b>6. RECEIVING ACTIVITY</b>   |  |   |  |
| a. NAME AND ADDRESS<br>81st Training Wing / XPL<br>709 Meadows Drive<br>Wolfe Hall, Suite 148<br>Keesler Air Force Base MS 39534-2483<br><br>TELE / FAX / EMAIL:<br><b>Voice:</b> 228-377-5648 DSN597<br><b>Fax:</b> 228-377-5647 DSN 597<br><b>E-mail:</b> Michael.Curry@keesler.af.mil |  |   |  | a. NAME AND ADDRESS<br>Defense Re-utilization & Marketing Office<br>Parade Lane<br>Keesler Air Force Base MS 39534-2045<br><br>TELE / FAX / EMAIL:<br><b>Voice:</b><br><b>Fax:</b><br><b>E-mail:</b> |  |   |  |
| b. MAJOR COMMAND<br>AETC   |  |   |  | b. MAJOR COMMAND<br>DLA  |  |   |  |
| <b>7. SUPPORT PROVIDED BY SUPPLIER</b>   |  |   |  |  |  |   |  |
| a. SUPPORT <i>(Specify what, when, where, and how much)</i>  |  |   |  | b. BASIS FOR REIMBURSEMENT   |  | c. ESTIMATED REIMBURSEMENT  |  |
| SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>   |  |   |  | <b>Total Est Reimbursement:</b><br><br><b>Total Est Non-Reimbursement:</b>   |  | <br>\$0.000<br><br>\$0.000  |  |
| <b>8. SUPPLYING COMPONENT</b>  |  |   |  | <b>9. RECEIVING COMPONENT</b>  |  |   |  |
| a. COMPTROLLER SIGNATURE:<br>PATRICIA S. McDANIEL, LtCol, USAF   |  | b. DATE SIGNED  |  | a. COMPTROLLER SIGNATURE:  |  | b. DATE SIGNED  |  |
| c. APPROVING AUTHORITY<br>(1) Typed Name<br>RAY T. GARZA, Colonel, USAF<br>Vice Commander  |  |   |  | c. APPROVING AUTHORITY<br>(1) Typed Name   |  |   |  |
| (2) Organization<br>81st Training Wing (AETC)  |  | (3) Telephone Number<br>228-377-2210 DSN597   |  | (2) Organization   |  | (3) Telephone Number  |  |
| (4) Signature  |  | (5) Date Signed   |  | (4) Signature  |  | (5) Date Signed   |  |
| <b>10. TERMINATION</b> <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>   |  |   |  |  |  |   |  |
| a. APPROVING AUTHORITY SIGNATURE   |  | b. DATE SIGNED  |  | a. APPROVING AUTHORITY SIGNATURE   |  | b. DATE SIGNED  |  |

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

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

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

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

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

**YES**

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

ADDITIONAL GENERAL PROVISIONS ATTACHED:

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

a. See Additional Specific Provisions Attached.

b. Distribution: HQ AETC/LGXP 555 E. Street East Randolph AFB, TX 78150-4440  
DRMO-Keesler, Parade Lane Keesler AFB, MS 39534-2045

Internal: 81 CPTS/FMA Keesler AFB, MS 39534  
81 TRW/MO Keesler AFB, MS 39534

Each Supplier's Functional Area Agreement Coordinator

c. Attachments:

1. Manpower Annex
2. Environmental (AF Form 81)

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

General Provisions Continuation  
Agreement No. FB3010-00269-036

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: The Defense Re-utilization and Marketing Office (DRMO), Keesler AFB, a field activity of the Defense Re-utilization and Marketing Service (DRMS), Battle Creek, MI furnishes disposal support for excess/surplus property generated at Keesler AFB and DoD activities within adjacent areas.

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

| <u>#</u><br><u>Enlisted</u> | <u>#</u><br><u>Officers</u> | <u>Authorized</u><br><u>Civilians</u> | <u>Total</u><br><u>Authorized</u><br><u>Strength</u> |
|-----------------------------|-----------------------------|---------------------------------------|--|
| 0                           | 0                           | 18                                    | 18   |

l. Reimbursement/Funding/Billing: Reimbursement procedures will be IAW AFI 65-6 and AFI 65-601 or DoD 7220.9-M, and DOD 7000.14R, Volume 11B. Receiver will fund for the estimated reimbursable support depicted in the funding annex at the beginning of each fiscal year. Receiver will prepare and issue a DD Form 448, Military Interdepartmental Purchase Request (MIPR) or AF Form 616, Fund Cite Authorization, by category of expense via the Supplier's Functional Area Agreement Coordinator (FAAC) and their Group Resource Advisor. The Receiver's MIPR or AF Fm 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

General Provisions Continuation  
Agreement No. FB3010-00269-036

forwarded to the Accounting Liaison Office to be forwarded to DFAS-LI/AOR, who in turn, will process SF 1080, (Voucher For Transfers Between Appropriations and/or Funds). DFAS-LI/AOR will forward the SF 1080 with supporting documentation to the Receiver for certification for receipt of services. Receiver will return the certified SF 1080 to DFAS-LI/AOR to authorize payment for services rendered.

m. Reviews: This support agreement will be reviewed at a minimum every three years to determine if the terms and conditions are appropriate and current with the assistance of the Group RA and FAAC. 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.

n. Support and Services:

(1) All support and services provided to the Receiver will be provided within the physical boundaries of Keesler AFB MS, unless specified otherwise in the specific provisions of this agreement. Services and materials shall be subject to all applicable directives, policies and procedures. Responsibility will remain with the Receiver for administrative and logistical services and support not specifically stated in this agreement. The Receiver is responsible for all costs to and from Keesler AFB MS to receive services.

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

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

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

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Attorney - Advisor

# Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00269-036

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver Defense Re-utilization & Marketing MAJCOM DLA

| Support Category | Basis for Reimburesment | Per Unit Cost | Prior FY Cost | Unit Factor | Estimated Reimbursement |
|------------------|-------------------------|---------------|---------------|-------------|-------------------------|
| AUDIO VISUAL     |                         |               | No            |             | \$0.000                 |
| CHAPEL           |                         |               | No            |             | \$0.000                 |
| COMMON INFRA     |                         |               | No            |             | \$0.000                 |
| COMMUN SVCS      |                         |               | No            |             | \$0.000                 |
| CUSTODIAL        |                         |               | No            |             | \$0.000                 |
| DISASTER         |                         |               | No            |             | \$0.000                 |
| ENTOMOLOGY       |                         |               | No            |             | \$0.000                 |
| FACIL CONSTR     |                         |               | No            |             | \$0.000                 |
| FACIL REPAIR     |                         |               | No            |             | \$0.000                 |
| FACIL SUPPOR     |                         |               | No            |             | \$0.000                 |
| FIRE             |                         |               | No            |             | \$0.000                 |
| HAZ MATERIAL     |                         |               | No            |             | \$0.000                 |
| HEALTH           |                         |               | No            |             | \$0.000                 |
| LOG PLANS        |                         |               | No            |             | \$0.000                 |

# Agreements Reimbursements Report

15 Aug 2001

Agreement Number

FB3010-00269-036

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver Defense Re-utilization & Marketing MAJCOM DLA

| Support Category    | Basis for Reimbursement                          | Per Unit Cost | Prior FY Cost | Unit Factor | Estimated Reimbursement |
|---------------------|--|---------------|---------------|-------------|-------------------------|
| MAIL POSTAGE        |  |               |               |             |                         |
|                     | AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo | \$0.000       | No            | 0           | \$0.000                 |
| MWR                 |  |               | No            |             | \$0.000                 |
| POLICE              |  |               | No            |             | \$0.000                 |
| PUBL AFFAIRS        |  |               | No            |             | \$0.000                 |
| REFUSE              |  |               | No            |             | \$0.000                 |
| RESOURC MGNT        |  |               | No            |             | \$0.000                 |
| SAFETY              |  |               | No            |             | \$0.000                 |
| SOCIAL ACTNS        |  |               | No            |             | \$0.000                 |
| SUPPLY              |  |               | No            |             | \$0.000                 |
| TRANSPORT           |  |               | No            |             | \$0.000                 |
| UTILITIES           |  |               | No            |             | \$0.000                 |
| <b>Grand Total:</b> |  |               |               |             | <b>\$0.000</b>          |

**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.

**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.

**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.

**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.

**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 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.
- 2 Provide funding for services above allowable standards.

**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 Coordinate availability of having an Individual Mobilization Augmentee (IMA) teach any training class outside of class dates scheduled on quarterly calendar based on unavailability of receiver's instructors.
- 2 Hold classes for Chemical & Biological Warfare Defense training IAW AFI 32-4001 according to the quarterly calendar.
- 3 Assist units to integrate response planning efforts and ensure other plans include disaster preparedness requirements IAW AFI 32-4001, and related AFIs.
- 4 Assign units shelter space according to OPLAN 32-1.
- 5 Review unit checklists in support of OPLAN 32-1.

**Receiver Will:**

- 1 Ensure Disaster Control Group (DCG) representatives attend scheduled DCG training classes if required and remain current in their training.
- 2 Monitor and ensure personnel are scheduled for initial and refresher Chemical and Biological Warfare Defense training. Contact 81 CES, Readiness Flight, for training and scheduling according to quarterly calendar.
- 3 Develop unit checklists in support of 81 TRW OPLAN 32-1.
- 4 Attend the Base Newcomers Orientation disaster preparedness briefing.
- 5 As a minimum, maintain a disaster preparedness information book IAW Keesler Supplement 32-4001.
- 6 Comply with the provisions of AFI 32-4001 and related AFIs.

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|---|---|
| <ul style="list-style-type: none"><li>6 Provide command and control support during responses to emergency situations.</li><li>7 Upon request, provide staff assistance visits to monitor the status of unit disaster preparedness program.</li><li>8 Hold training classes for forces responding to the scene of a major accident. Create a quarterly calendar showing dates and times of training classes.</li></ul> | <ul style="list-style-type: none"><li>7 Teach all training classes if receiver's personnel cannot attend regularly scheduled classes according to Supplier's quarterly calendar.</li><li>8 Call Supplier's training NCOIC to schedule personnel for training classes.</li></ul> |
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**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 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.
- 2 Comply with all chemical reporting requirements in accordance with AF directives. Maintain required records.
- 3 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.

**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.
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**FACIL CONSTR Facility Construction and Major Repair**

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

**Supplier Will:**

- 1 Provide alterations/modifications to assigned Receiver facility(ies), subject to Supplier approval and specific Receiver funding, including repairs occasioned solely by the Receiver's occupancy or use.

**Receiver Will:**

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

**FIRE Fire Protection**

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

**Supplier Will:**

- 1 Provide 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.

**Receiver Will:**

- 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:**

**Receiver Will:**

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|--|--|
| <ol style="list-style-type: none"> <li>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.</li> <li>2 Ensure authorization and approval data from AF Form 3952 is input into the tracking system, Environmental Management Information System (EMIS).</li> <li>3 Spot-check organizations for compliance with established management, reporting, and control.</li> <li>4 Serve as a point of contact for HM alternatives.</li> <li>5 Actively review, challenge, and enforce HM levels.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>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.</li> <li>2 Semiannually review AF Form 3952's to ensure TO/MILSPEC data is still current.</li> <li>3 Process all HM requests through the appropriate unit coordinator and then through the HMMP for final approval.</li> <li>4 Participate in periodic (no-notice) visits to the shops within the unit and their prospective Sources of Supply (SOS).</li> <li>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.</li> <li>6 Provide in writing a representative to the Hazardous Material Management Process (HMMP) team.</li> <li>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).</li> <li>8 Evaluate processes to eliminate and reduce HM use through stock management, substitution, and modification of process.</li> <li>9 Ensure no HM has been assigned to bench stocks.</li> <li>10 Manage the HM inventory stored/controlled in their area of responsibility.</li> <li>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.</li> <li>12 Ensure an approved AF Form 3952 and the appropriate MSDS for all HM are being used.</li> </ol> |
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**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:**

**Receiver Will:**

- |  |   |
|--|---|
| <ol style="list-style-type: none"> <li>1 Provide ambulance service and emergency outpatient treatment for federal civil service servants for work related injury/illness IAW AFI 41-115.</li> <li>2 Maintain medical and dental records on military beneficiaries.</li> <li>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.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>1 Civil servants receiving described medical care will furnish a CA-16 form at time of treatment.</li> <li>2 Provide military identification cards or civil service identification cards at time of treatment.</li> <li>3 Receive and be entitled to medical care as stated. Advise medical facility of medical support required and comply with policies and procedures established.</li> </ol> |
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**LOG PLANS                      Logistics Plans**

Provide services to support Support Agreement delopment.

**Supplier Will:**

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

**Receiver Will:**

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

**MAIL POSTAGE                      Mail Postage Service**

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

**Supplier Will:**

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

**Receiver Will:**

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

**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:**

**Receiver 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.

- 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.

**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.

**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.

**RESOURC MGNT      Resource Management**

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

**Supplier Will:**

- 1 Provide initial Resource Management System training to newly appointed Resource Advisors and annual refresher training.
- 2 Provide costing of support agreements and update costs annually. Provide a copy of annual estimated costs to the Receiver and 81 TRW/XPL.
- 3 Provide financial services consisting of funds management, formulation, reporting and execution of operating budgets, perform cost analysis, economic analysis and/or lease versus buy analysis as needed.

**Receiver Will:**

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

**SAFETY                      Safety**

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

**Supplier Will:**

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

**Receiver Will:**

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

1 Request services from Military Equal Opportunity Office.

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**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 Ensure authorizations of mobility bags are validated annually and identify shortages to the Receiver. Ensure accountable records are maintained to record transactions and safeguard EAID accountable items IAW AFMAN 23-110.
- 3 Provide sufficient copies of the CA/CRL to the primary equipment custodian for controlling the equipment account(s).
- 4 Provide the validation and authorization of all organizational personal retention equipment item requirements and the authority for preparing issue/turn-in requests and requisitions.
- 5 Issue Equipment Authorization Inventory Data (EAID) to the primary or alternate custodian appointed by the Receiver's commander.
- 6 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.
- 7 Provide supply customer training in accordance with AFMAN 23-110.
- 8 Advise and assist commanders and managers in interpreting and using data produced by the Standard Base Supply System for management budget purposes.
- 9 Receives, establishes, and maintains accountability for issue of all supplies and equipment obtained by the Receiver through the Chief of Supply functions.
- 10 Perform consolidated chief of supply functions as prescribed by AFMAN 23-110.

**Receiver Will:**

- 1 Reimburse Supplier for civilian overtime costs resulting from requirements (UTA weekends, special reports, etc) outside of Supplier's normal duty hours.
  - 2 Provide manpower augmentation as requested by the Supplier to maintain receiver mobility bags.
  - 3 Provide Supplier with Receiver's fuels requirements.
  - 4 Maintain accountability and custodial responsibilities for assigned accounts.
  - 5 Provide Supplier with requirements and comply with mutually agreed policies and procedures.
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**TRANSPORT            Transportation Services**

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

**Supplier Will:**

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

**Receiver Will:**

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