

SUPPORT AGREEMENT

1. AGREEMENT NUMBER FB3010-00157-073	2. SUPERSEDED AGREE NO. <i>(If this replaces another agreement)</i>	3. EFFECTIVE DATE: 18 May 2001	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 DSN597 E-mail: Michael.Curry@keesler.af.mil SUPPLIER POC: Michael C. Curry GS-11, DAF		a. NAME AND ADDRESS 738 Engineering Installation Squadron 801 Vandenberg Ave., Suite 103 Keesler Air Force Base MS 39534-2633 TELE / FAX / EMAIL: Voice: 228-377-2622 DSN597 Fax: 228-377-4320 DSN597 E-mail: catherine.mccabe@keesler.af.mil RECEIVER POC: Catherine J. McCabe, GS-11, DAF	
b. MAJOR COMMAND AETC		b. MAJOR COMMAND AFMC	
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: Total Est Non- Reimbursement:	\$0.000 \$0.000
8. SUPPLYING COMPONENT		9. RECEIVING COMPONENT	
a. COMPTROLLER SIGNATURE: WILLIAM R. SIMS, JR., Lt Col, USAF	b. DATE SIGNED	a. COMPTROLLER SIGNATURE: CATHERINE J. McCABE, GS-11, DAF	b. DATE SIGNED
c. APPROVING AUTHORITY (1) Typed Name RAY T. GARZA, Colonel, USAF Vice Commander		c. APPROVING AUTHORITY (1) Typed Name MICHAEL Q. HARPER, LT Col, USAF	
(2) Organization 81st Training Wing (AETC)	(3) Telephone Number 228-377-2210 DSN 597	(2) Organization 738 Engineering Installation Squadron (AFMC)	(3) Telephone Number 228-377-2622 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
81TRW/XPL, ATTN: Support Agreement Program Manager (SAPM) _____ prior to changing or
cancelling support.

81TRW/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 738th Engineering Installation Squadron (AFMC), 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 non-reimbursable 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
38EIG/PC Tinker AFB, OK 73145-2713
738EIS/RMX 801 Vandenberg Ave., Suite 103 Keesler AFB, MS 39534-2633
Internal: 81CPTS/FMA
81TRW/MO
Each Supplier's Functional Area Agreement Coordinator

c. Attachments:

1. Manpower Annex
2. Environmental (AF Form 81)
3. PMEL Listing
4. 738EIS Vehicle Listing

ADDITIONAL SPECIFIC PROVISIONS ATTACHED:

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

- (1) DoDI 4000.19, Interservices and Intragovernmental Support
- (2) 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 day's 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: Provides combat engineering and installation teams trained and equipped to engineer and install command and control (C2) capabilities anywhere, anytime, under any conditions. Performs measurements and specialized engineering services for the Air Force and Department of Defense (DoD), as required. Fulfills validated requirements for integrated C2 systems and services during war and preparations for war for the USAF and DoD through engineering, installation, and materiel management activities as directed by the 38 EIG.

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.

Facility Number	Square Footage
7701	56,749
7702	1920
7704	15,300
7706	1 Each
7707	312 SF
7708	1 Each
7709	1 Each
4249	250
4250	120
4252	921
4255	864

Facility Number	Square Footage
4248	1250
4815	40,258
4813	600

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:

# Enlisted	# Officers	Authorized Civilians	Total Authorized Strength
146	11	35	192

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 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.

Attorney - Advisor

Agreements Reimbursements Report

15 Aug 2001

Agreement Number **FB3010-00157-073**

Supplier: 81st Training Wing / XPL MAJCOM AETC

Receiver 738 Engineering Installation Squadr MAJCOM AFMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
ADMIN			No		\$0.000
ADP			No		\$0.000
ADP SOFTWARE	No Reimbursement	\$0.000	No	0	\$0.000
AMMO			No		\$0.000
BASE PLANS			No		\$0.000
CHAPEL			No		\$0.000
CIV PERS	No Reimbursement	\$0.000	No	0	\$0.000
CLUBS			No		\$0.000
COMM			No		\$0.000
COMM - RADIO	No Reimbursement	\$0.000	No	0	\$0.000
COMMON INFRA			No		\$0.000
COMMUN SVCS			No		\$0.000
CUSTODIAL			No		\$0.000
DISASTER			No		\$0.000

Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00157-073

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver 738 Engineering Installation Squadr

MAJCOM AFMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
EDUCATION			No		\$0.000
ENTOMOLOGY			No		\$0.000
ENVIR CLEAN			No		\$0.000
ENVIR COMPLY			No		\$0.000
FACIL REPAIR			No		\$0.000
FACIL SUPPOR			No		\$0.000
FINANCE			No		\$0.000
FIRE			No		\$0.000
FOOD			No		\$0.000
HEALTH			No		\$0.000
HOUSING			No		\$0.000
HSG/LOG SVS			No		\$0.000
LAUNDRY			No		\$0.000
LEGAL			No		\$0.000
LOG PLANS					

Agreements Reimbursements Repor

15 Aug 2001

Agreement Number

FB3010-00157-073

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver 738 Engineering Installation Squadr

MAJCOM AFMC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
			No		\$0.000
MAIL POSTAGE					
	AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo	\$0.000	No	0	\$0.000
MIL PERS			No		\$0.000
MORTUARY			No		\$0.000
MWR			No		\$0.000
PMEL			No		\$0.000
POLICE			No		\$0.000
PUBL AFFAIRS			No		\$0.000
PURCH/CONTR			No		\$0.000
REFUSE			No		\$0.000
RESOURC MGNT			No		\$0.000
SAFETY			No		\$0.000
SOCIAL ACTNS			No		\$0.000
SUPPLY			No		\$0.000
TRANSPORT					

Agreements Reimbursements Repor

15 Aug 2001

Agreement Number **FB3010-00157-073**

Supplier: 81st Training Wing / XPL MAJCOM AETC

Receiver 738 Engineering Installation Squadr MAJCOM AFMC

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

ADMIN Administrative Services

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

Supplier Will:

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

Receiver Will:

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

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 non-basic service such as design, engineering, consultation, installation assistance, and internal troubleshooting on a reimbursable basis.
- 2 Provide standard base-level technical support for Air Force standard operational systems, and DSN connectivity.

Receiver Will:

- 1 Delegate a point of contact to serve as Computer System Security Officer (CSSO).
- 2 Provide Security Awareness Training and Education program (SATE) to receiver personnel.
- 3 Provide Computer Security (COMPUSEC).

- 3 Provide narrative and data transmission utilizing AUTODIN/DMS circuit within the base communications center.
- 4 Upon request, Base EMSEC (Emissions Security) manager will inspect all new or modified secure communication to ensure compliance with emanation security requirements.
- 5 Include Receiver small computer maintenance requirements (including repair of facimile machines and other non-ADP equipment) in the base-wide contract, which provides maintenance support for like equipment for host base organizations.
- 6 Provide Network/LAN support:
 - Provide maintenance, fault isolation, and quality control on basic, unconditioned data communications circuitry on base for terminal network host connectivity.
 - Provide fault isolation and repair on the physical layer of standard supplier Local Area Networks. Physical layer is defined as hardware only (routers, repeaters, cable, fittings, and other standard-use hardware, excluding computers and terminals). Software is not covered or implied.
 - Provide a network plan including drawings of the network layout, IP addresses for local equipment, and circuit priority.
 - Provide notification for all changes or additions of equipment, configuration or physical layout affecting the receiver network.
- 4 Provide a current listing of all ADPE to be maintained on the host base maintenance contracts (manufacture, serial number, type, model, cost, date received).
- 5 Fund for contract maintenance of receiver computers.
- 6 Ensure the AFNCC Help Desk is notified of problems prior to contacting Host Base maintenance.
- 7 Make requirements known, request services, and comply with all host base policies and procedures.

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

AMMO Ammunition

Provide for the supply, maintenance, and repair of devices charged with explosives, propellants, pyrotechnics, initiating composition of nuclear, biological, or chemical material for use in connection with defense or offense including demolitions, ceremonial, or non-operational purposes. (POC: 81 SUPS/LGSPQ, 7-2197)

Supplier Will:

- 1 Conduct continuing review of applicable items according to T.O. 11A-1-1, and conduct annual inspection of applicable items according to T.O. 11A-1-10.
- 2 Keep Receiver advised of suspension and release information in TO 11A-1-1 and its supplements that pertain to all munitions items issued to or processed by the Receiver.
- 3 Perform maintenance assembly and disposition of all non-nuclear munitions in support of the Receiver.
- 4 Report status of munitions according to AFI 21-201.
- 5 Manage and direct the Munitions Supply Account (FK); requisition, receipt, store, inspect, dispose, and issue all munitions to the Receiver under AFI 21-201.

Receiver Will:

- 1 Take active part in the Supplier base safety program.
- 2 Provide the Supplier an annual forecast of requirements, requests for issue and turn-in, and validate custody receipts. Receiver is responsible for all possessed munitions directed in AFI 21-201.

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.

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:

Receiver 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.

- 1 Requests service and participate as desired.

CIV PERS Civilian Personnel Services

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

Supplier Will:

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

Receiver Will:

- 1 Advise Supplier of civilian personnel requirements, services and including management advise and assistance necessary to fulfill the mission.
- 2 Provide proper fund cite for fees associated with obtaining OPM Certifications and processing of grievances and appeals.

CLUBS Clubs

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

Supplier Will:

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

Receiver Will:

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

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 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 Request only the minimum service required for mission accomplishment. Submit written request for services as needed and coordinate requirements with Supplier.
- 2 Provide listing(s) of personnel/telephone numbers for inclusion in base telephone directory.
- 3 Comply with all applicable Air Force directives and instructions. Comply with any Supplier policies and procedures.

- 2 Provide copies of current telephone directories; include Receiver telephone numbers base on organizational listings.
- 3 Act as focal point for all cable television (CATV) service on Keesler AFB.

COMM - RADIO Land Mobile Radio (LMR) Services
NON-STANDARD

Supplier Will:

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

Receiver Will:

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

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

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

Supplier Will:

- 1 Provide response to emergency requirements on a 24-hour basis.
- 2 Provide all normal services related to common use infrastructure (roads, grounds, surfaced areas, structures, real property installed equipment) in accordance with Air Force directives. Also includes common benefit signs, energy conservation, street cleaning, and installation beautification projects.

Receiver Will:

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

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: 81 CES/CERR, 7-3706)

Supplier Will:

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

Receiver Will:

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

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

Receiver Will:

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

EDUCATION Education Services

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

Supplier Will:

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

Receiver Will:

- 1 Appoint a unit education liaison to advise Supplier of academic/vocational requirements and services.
- 2 Request service as required. Reimburse for course cost when host can provide service only through a contract.

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.

Receiver Will:

- 1 Request support upon detection of infestation.

ENVIR CLEAN Environmental Cleanup

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

Supplier Will:

- 1 Perform routine compliance inspections, accompany regulatory agency inspectors, and perform annual Environmental Compliance Assessment Management Program (ECAMP) inspections of Receiver's environmental management procedures.

Receiver Will:

- 1 Take immediate corrective actions necessary to eliminate any deficiencies noted during Supplier or regulatory agency inspections.
 - Comply with Supplier required corrective action suspenses.
 - Commit funding and manpower as required to correct regulatory agency findings of violations, discrepancies, or deficiencies in operations and procedures.
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> 2 Provide training to Receiver personnel as follows: <ul style="list-style-type: none"> - Hazardous waste training of designated Hazardous Waste Accumulation Point Managers, required annually. - Waste management, minimization, and recycling training, as required. - Permit Monitor (if required), record-keeping, and reporting of training. 3 Provide environmental management coordination to Receiver via the Environmental Protection Committee (EPC) and Supplier staff agencies chartered to work these areas. | <ol style="list-style-type: none"> 2 Maintain training records for all assigned personnel reflecting current training in all required environmental subjects. Monitor and schedule required periodic training. 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. 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. |
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ENVIR COMPLY Environmental Compliance

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

Supplier Will:

- 1 Administer the recycling program for the recovery of any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc.
- 2 Consult with Receiver as soon as any potential for corrective action is identified and coordinate remedies with Receiver personnel, including contractors.
- 3 Provide initial and periodic awareness training to designated Receiver Spill Response personnel, if required.
- 4 Make available any Environmental Impact Analysis Process (EAIP) documentation support for Supplier construction projects as required by base contracting for inclusion in contract files.
- 5 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 Provide a representative to sit on the Supplier's Environmental Protection Committee and its subcommittees.
- 2 Initiate and prepare EAIP documentation per applicable Air Force Instructions on all current and future proposed operational changes and projects.
- 3 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.
- 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 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.

- 6 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.
- 7 Provide timely review of Receiver environmental impact analysis documents IAW applicable Air Force Instructions. Approve environmental assessments and forward environmental impact statements to higher headquarters for approval.
- 6 Conserve all resources, and to the extent possible, eliminate all hazardous waste and other waste disposal by reprocessing, recycling, and reuse of waste materials.

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.
- 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.

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.

FACIL SUPPOR Facility and Real Property Support

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

Supplier Will:

Receiver Will:

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| <ol style="list-style-type: none"> 1 Provide required space/facilities as approved by the Space Utilization Panel and the Facilities Board. 2 Maintain real property accountability. | <ol style="list-style-type: none"> 1 Obtain approval from Civil Engineering before altering or modifying real estate, or before removing or relocating real property installed equipment. 2 Submit space requirements in writing, with justification, to 81CES/CERR. 3 Appoint a real property building manager for each building/facility assigned. Furnish the name, grade, office symbol, and duty phone to the Supplier's Operations Flight Facility Maintenance office (81 CES/CEOF). Comply with all of the Supplier's real estate procedures and policies. |
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FINANCE Finance and Accounting

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

Supplier Will:

- 1 Provide military pay customer service support and emergency partial payments to assigned personnel.
- 2 Provide advance dislocation allowance payments in conjunction with PCS.
- 3 Provide other advance travel payments when extenuating circumstances prevent use of the Government Travel Card.
- 4 Provide accrual travel payments to permanently assigned members going TDY in excess of 45 days.
- 5 Provide travel settlement voucher service to all assigned personnel.
- 6 Provide off-line (out-of-cycle) payments from a previous pay period to assigned civilian personnel if approved by unit commander and is at least 20% their net pay.
- 7 Provide support for civilian time and attendance reporting.
- 8 Provide support for any civilian leave and pay inquiries.
- 9 Provide training to primary and alternate key civilian timekeepers.

Receiver Will:

- 1 Provide letter from unit commander requesting and justifying emergency partial payments.
- 2 Provide copies of PCS orders to support payment of advance dislocation allowance.
- 3 Provide letter from unit commander justifying the advance travel payment.
- 4 Prior to TDY departure, provide copies of TDY orders to support accrual travel payments and inform the finance office upon return from TDY.
- 5 Provide settlement voucher and all supporting documentation to finance within 5 working days of return from TDY
- 6 Provide letter from unit commander requesting and justifying off-line (out-of-cycle) payment to civilians.
- 7 Input data from completed time and attendance cards to applicable paying station.
- 8 Provide employee name, social security number, and the nature of problem.
- 9 Provide primary and alternate key civilian timekeepers.

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:

- 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, and rescue operations.
- 3 Provide emergency response to, and containment of, hazardous materials as required and requested by the Receiver.

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

FOOD Food Service

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

Supplier Will:

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

Receiver Will:

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

HEALTH Health Services

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

Supplier Will:

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

Receiver Will:

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

HOUSING Housing Services

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

Supplier Will:

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

Receiver Will:

- 1 Request service.

HSG/LOG SVS Housing and Lodging Services (SVS)

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

Supplier Will:

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

Receiver Will:

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

LAUNDRY Laundry and Dry Cleaning

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

Supplier Will:

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

Receiver Will:

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

LEGAL Legal Services

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

Supplier Will:

- 1 Provide 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,

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.

personal legal assistance and consultation will be provided to military personnel and dependents assigned to receiver on the same basis as Supplier assigned personnel.

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

LOG PLANS Logistics Plans

Provide services to support Support Agreement development.

Supplier Will:

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

Receiver Will:

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

MAIL POSTAGE Mail Postage Service

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

Supplier Will:

- 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

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.
-

processing, Deployment Management,
and Personnel Data System Management.

MORTUARY Mortuary Services

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

Supplier Will:

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

Receiver Will:

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

MWR Morale, Welfare, and Recreation (MWR) Activities

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

Supplier Will:

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

Receiver Will:

- 1 Comply with Supplier's governing directives, policies, and procedures.
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PMEL Precision Measurement Equipment Laboratory

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

Supplier Will:

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

Receiver Will:

- 1 Provide PMEL with a current inventory of items (LIST is Attachment) to be supported. Receive PMEL Monitor training from PMEL within 90 days of appointment. Comply with owner/user responsibilities as outlined in applicable directives. Deliver TMDE to the PMEL IAW MDC equipment schedule. Comply with Air Force Calibration intervals. Provide PMEL with additional equipment, accessories, and technical data as requested by the Contract PMEL Manager. Equipment
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and standards furnished will remain the property of the owner and will be returned upon request. Provide a central point of contact (Primary and Alternate PME Coordinator) in writing to the PMEL Scheduler. Provide fund cite for lodging, per diem, and travel if required.

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

POLICE Police Services

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

Supplier Will:

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

Receiver Will:

- 1 Comply with supplier policies and procedures.

PUBL AFFAIRS Public Affairs

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

Supplier Will:

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

Receiver Will:

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

PURCH/CONTR Purchasing and Contracting Services

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

Supplier Will:

- 1 Provide all normal acquisition and contracting services relating to procurement of administrative equipment, supplies, and services valued in excess of the IMPAC government credit card limit for the type of purchase being made in effect at the time of purchase. This includes issuance of solicitations, negotiations, award, administration and termination. Provide training and

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

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.

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 Dispose of waste materials, excluding recyclable materials, in the location designated by the Supplier. Advise the Supplier of any special requirements.
 - 2 Collect any materials that can be recycled, including precious metals, paper, aluminum, plastics, etc., and transport them to the designated recycling location. Request pickup of bulk loads of recyclable materials as needed, or arrange to transport them to the recycling center if pickup is not available.
 - 3 Comply with all Supplier waste management and recycling requirements and policies.
 - 4 Per AFI 65-601, para 7.5.4 Non-reimburse.
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RESOURC MGNT Resource Management

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

Supplier Will:

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

Receiver Will:

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

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

Supplier Will:

- 1 Provide appropriate briefings/literature.
- 2 Ensure cyclical safety inspections are performed as required. Conduct follow-ups to ensure appropriate corrective actions have been implemented. Provide the Receiver with a copy of all inspection reports on a timely basis.
- 3 Manage the Base ground, flight and explosives safety programs. Provide assistance to ensure a complete and comprehensive safety program is maintained as prescribed by applicable regulations/directives.

Receiver Will:

- 1 Ensure Receiver personnel receive required training.
- 2 Take action to correct all deficiencies and inform Supplier of corrective action(s) taken. Track identified deficiencies until corrective action(s) are completed. Maintain appropriate records.
- 3 Conduct its own internal ground, flight and explosives safety programs as applicable. Abide by Supplier's instructions as applicable. If a conflict occurs Receiver policy will prevail until resolved by higher authority.

SOCIAL ACTNS Social Actions

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

Supplier Will:

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

Receiver Will:

- 1 Request services from Military Equal Opportunity Office.

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 consolidated chief of supply functions as prescribed by AFMAN 23-110.
- 2 Receives, establishes, and maintains accountability for issue of all supplies and equipment obtained by the Receiver through the Chief of Supply functions.
- 3 Advise and assist commanders and managers in interpreting and using data produced by the Standard Base Supply System for management budget purposes.
- 4 Provide supply customer training according to AFM 23-110, Vol II, Part Two, Chapter 2, Section F.
- 5 Provide munitions supply point support and inventory.

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. Provide Supplier with MAJCOM directed requirements of items that must be included in Type A, B, and C1 mobility bags. Note: Any deviations from standard require prior coordination by 81 SUPS/LGSP.

- 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 Issue Equipment Authorization Inventory Data (EAID) to the primary or alternate custodian appointed by the Receiver's commander.
- 8 Provide sufficient copies of the CA/CRL to the primary equipment custodian for controlling the equipment account(s).
- 9 Store, issue, maintain and account for individually sized sets of mobility bags (Type A, B, and Type C1) plus ten percent.
- 10 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.
- 11 Perform Fuels Management functions as prescribed by AFMAN 23-110 and AFI 23-201.

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

Receiver Will:

- 1 Identify requirements to the supplier, comply with suppliers policies, provide funded travel orders and coordinate unusual requirements in advance.
 - 2 Identify requirements to supplier, provide funds for shipment, comply with supplier's policies and coordinate unusual requirements in advance.
 - 3 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.
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- 4 Submit vehicle justifications for local and HQ AFMC/LGT approval. Reimburse Vehicle Maintenance for all repairs of USAF assets. Pay leasing fees for any vehicle secured through GSA or local rental agency.
- 5 Submit request for licensing to fleet Management.
- 6 Submit request for services on Vehicles Operations Transportation Services Work Order at least 72 hours in advance.
- 7 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.

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 Per AFI 65-601, Vol 1, Table 7-1, Nonreimbursable. Participate in suppliers energy conservation program.

VISUAL INFO Visual Information Services

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

Supplier Will:

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

Receiver Will:

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