

SUPPORT AGREEMENT

1. AGREEMENT NUMBER FB3010-96066-117		2. SUPERSEDED AGREE NO. <i>(If this replaces another agreement)</i>		3. EFFECTIVE DATE: 24 Jul 1997		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 DSN 597 Fax: 228-377-5647 DSN 597 E-mail: Michael.Curry@keesler.af.mil				a. NAME AND ADDRESS HQ AF Reserver Officer Training Center 551 E Street Maxwell Air Force Base AL 36112-6106 TELE / FAX / EMAIL: Voice: Fax: E-mail:			
b. MAJOR COMMAND AETC				b. MAJOR COMMAND AETC			
7. SUPPORT PROVIDED BY SUPPLIER							
a. SUPPORT <i>(Specify what, when, where, and how much)</i>		b. BASIS FOR REIMBURSEMENT		c. ESTIMATED REIMBURSEMEN			
SUPPORT REQUIREMENTS ATTACHED: <input checked="" type="checkbox"/>		Total Est Reimbursement:		\$0.000			
		Total Est Non-Reimbursement:		\$0.000			
8. SUPPLYING COMPONENT				9. RECEIVING COMPONENT			
a. COMPTROLLER SIGNATURE: PATRICIA S. McDANIEL, LtCol, USAF		b. DATE SIGNED		a. COMPTROLLER SIGNATURE:		b. DATE SIGNED	
c. APPROVING AUTHORITY (1) Typed Name Ray T. Garza, Col, USAF Vice Commander				c. APPROVING AUTHORITY (1) Typed Name			
(2) Organization 81st Training Wing (AETC)		(3) Telephone Number 228-377-2210 DSN 597		(2) Organization		(3) Telephone Number	
(4) Signature		(5) Date Signed		(4) Signature		(5) Date Signed	
10. TERMINATION <i>(Complete only when agreement is terminated prior to scheduled expiration date.)</i>							
a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED		a. APPROVING AUTHORITY SIGNATURE		b. DATE SIGNED	

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

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

b. It is the responsibility of the supplying component to bring any required or requested change in support to the attention of _____ prior to changing or cancelling support.

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

NO

g. Purpose: This agreement establishes the responsibilities of the 81st Training Wing (AETC), Keesler AFB MS, hereinafter called the Supplier, and Naval Station Pascagoula, Pascagoula 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
Defense Logistics Agency - DCMC Birmingham, 1910 Third Ave. North, Suite 201 Birmingham, AL 35203-3502
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. FB3010-96066-117

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: To provide, xxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx
xxxxxxxxxxxxxxxxxxxxxxxx xxxxxxxxxxxxxxxxxxxx

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

<u>#</u> <u>Enlisted</u>	<u>#</u> <u>Officers</u>	<u>Authorized</u> <u>Civilians</u>	<u>Total</u> <u>Authorized</u> <u>Strength</u>
-----------------------------	-----------------------------	---------------------------------------	--

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

General Provisions Continuation
Agreement No. FB3010-96066-117

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 Repor

15 Aug 2001

Agreement Number

FB3010-96066-117

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver HQ AF Reserver Officer Training Ce MAJCOM AETC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
AUDIO VISUAL			No		\$0.000
COMM			No		\$0.000
EDUCATION			No		\$0.000
FINANCE			No		\$0.000
FOOD			No		\$0.000
HEALTH			No		\$0.000
LEGAL			No		\$0.000
MAIL POSTAGE			No	0	\$0.000
	AFI 65-105, Vol 1, Para 7.8.11 and SAF/AAIA Memo	\$0.000	No		\$0.000
MANPOWER			No		\$0.000
MIL PERS			No		\$0.000
MORTUARY			No		\$0.000
MWR			No		\$0.000
POLICE			No		\$0.000
PUBL AFFAIRS			No		\$0.000

Agreements Reimbursements Report

15 Aug 2001

Agreement Number

FB3010-96066-117

Supplier: 81st Training Wing / XPL

MAJCOM AETC

Receiver HQ AF Reserver Officer Training Ce MAJCOM AETC

Support Category	Basis for Reimburesment	Per Unit Cost	Prior FY Cost	Unit Factor	Estimated Reimbursement
			No		\$0.000
PURCH/CONTR			No		\$0.000
RESOURC MGNT			No		\$0.000
SUPPLY			No		\$0.000
TRANSPORT			No		\$0.000
			Grand Total:		\$0.000

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.

COMM Communication Services

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

Supplier Will:

- 1 Provide copies of current telephone directories; include Receiver telephone numbers base on organizational listings.
- 2 Provide communications services to include local, DSN, toll calls, and alterations or extension of existing service. All equipment, service charges, and toll calls are reimbursable as outlined in AFI 33-111 para 3.5. Also, the leasing of equipment and lines, purchase of authorized communications equipment, and administrative costs related directly thereto are reimbursable.

Receiver Will:

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

EDUCATION Education Services

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

Supplier Will:

- 1 Provide training to unit education liaison as requested.

Receiver Will:

- 1 Appoint a unit education liaison to advise Supplier of academic/vocational requirements and services.

-
- 2 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.
-

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 complete Military Pay and Travel pay support

Receiver Will:

- 1 Comply with supplier's requirements and related directives.
-

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.

Receiver Will:

- 1 Provide military identification cards or civil service identification cards at time of treatment.
 - 2 Receive and be entitled to medical care as stated. Advise medical facility of medical support required and comply with policies and procedures established.
-

- 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.

LEGAL Legal Services

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

Supplier Will:

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

Receiver Will:

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

MAIL POSTAGE Mail Postage Service

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

Supplier Will:

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

Receiver Will:

- 1 Comply with Supplier policies and procedures.
 - 2 Make internal distribution.
 - 3 Establish account with Publications Distribution Office (PDO) and appoint a Customer Account Representative (CAR). The CAR will maintain account and request forms and publications through the local PDO. Make internal distribution of forms and publications.
-

-
- | | |
|--|---|
| <ul style="list-style-type: none">2 Maintain the official publications reference library and related services that provide limited reference information for specific purposes.3 Provide records management technical assistance. | <ul style="list-style-type: none">4 Appoint functional area records manager and a records technician to manage the unit records system. |
|--|---|
-

MANPOWER Manpower Office

Includes manpower management, quality, guidance, and reports. (POC: 81 TRW/MO, 7-0323)

Supplier Will:

- 1 Provide management and manpower products and customized database retrieval to supported units and activities.

Receiver Will:

- 1 Comply with supplier policies and procedures.
-

MIL PERS Military Personnel Support

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

Supplier Will:

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

Receiver Will:

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

MORTUARY Mortuary Services

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

Supplier Will:

- 1 Provide mortuary affairs services to authorized personnel per AFI 34-501. Brief next of kin on benefits, entitlements, and reimbursements. Arrange transportation for authorized personnel to and from the funeral service. Inspect remains. Provide burial clothing to the preparing funeral home. Work closely with unit

Receiver Will:

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

commanders on appointment of summary court officers, escorts officers, and securing personal property of the deceased. Issue payment (maximum allowable by the government) to the preparing funeral home. Maintain administrative file and associated paperwork.

MWR Morale, Welfare, and Recreation (MWR) Activities

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

Supplier Will:

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

Receiver Will:

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

POLICE Police Services

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

Supplier Will:

- 1 Provide vehicle registration services as needed.

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

Receiver Will:

- 1 Request services from Public Affairs Office.

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:

Receiver Will:

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

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

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.

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 Provide sufficient copies of the CA/CRL to the primary equipment custodian for controlling the equipment account(s).
- 2 Provide the validation and authorization of all organizational personal retention equipment item requirements and the authority for preparing issue/turn-in requests and requisitions.

Receiver Will:

- 1 Maintain accountability and custodial responsibilities for assigned accounts.
- 2 Provide Supplier with requirements and comply with mutually agreed policies and procedures.

- 3 Issue Equipment Authorization Inventory Data (EAID) to the primary or alternate custodian appointed by the Receiver's commander.
- 4 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.
- 5 Provide supply customer training in accordance with AFMAN 23-110.
- 6 Advise and assist commanders and managers in interpreting and using data produced by the Standard Base Supply System for management budget purposes.
- 7 Receives, establishes, and maintains accountability for issue of all supplies and equipment obtained by the Receiver through the Chief of Supply functions.
- 8 Perform consolidated chief of supply functions as prescribed by AFMAN 23-110.

TRANSPORT Transportation Services

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

Supplier Will:

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

Receiver Will:

- 1 Identify requirements to the supplier, comply with suppliers policies, provide funded travel orders and coordinate unusual requirements in advance.
-