

**BY ORDER OF THE COMMANDER
30TH SPACE WING**

AIR FORCE INSTRUCTION 25-201



**30TH SPACE WING
Supplement**

**23 JUNE 2009
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Logistics Staff**

SUPPORT AGREEMENT PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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(Added) This publication implements AFI 25-201, *Support Agreements Procedures*, 1 May 2005. Purpose is to cut out the non-value added steps, and streamline the support agreement process. This publication applies to 30th Space Wing (30 SW) and all tenant units supported by 30 SW. Refer recommended changes and questions about this instruction to 30 LRS/LGRR, 1221 California Blvd, Suite 109, VAFB CA 93437-6003 using AF Form 847, *Recommendation for Change of Publications*. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with AFMAN 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule (RDS) located at <https://afirms.amc.af.mil/>.

1.1.3.1. **(Added)**All 30 SW agencies must adhere to policies and procedures identified in this supplement to ensure standardization during negotiation, development and administration of support agreements.

1.2.3.1. **(Added)**Individual FAACs (Functional Area Agreement Coordinator) may originate Memorandums of Agreement and Memorandums of Understanding (MOAs/MOUs) with authorized Parties.

1.2.3.2. **(Added)**A recommended goal of 60 duty days to staff MOAs/MOUs from initial draft to final Signature. The 60 days includes coordination of the draft MOU/MOA between Parties and staffing the final draft MOA/MOU through pertinent 30 SW agencies or 30 SW agencies that may be affected by the provisions in an MOA/MOU. The final MOA/MOU should be ready for final signature by 30 SW/CC or 30 SW/CV on the 60th duty day.

1.2.3.2.1. **(Added)**FAACs will always ensure the staffing of draft MOAs/MOUs will include staffing through their respective Group Commanders, 30 SW SAM (Support Agreement Manager), 30 CES/CEV 30 SFS, and 30 SW/JA. 30 SW/JA will be the last to coordinate prior to forwarding for final signature to 30 SW/CC or 30 SW/CV. 30 SW/JA must receive the MOU/MOA for review at least 7 duty days prior to the 60th day.

1.2.3.2.2. **(Added)**FAACs will provide any/all referenced policy memorandums, applicable regulations, statutes and background information when staffing to 30 SW/JA.

1.2.3.2.3. **(Added)**30 SW/CC and/or 30 SW/CV is the final Approval Authority for all 30 SW MOAs/MOUs.

1.2.3.3. **(Added)**MOAs/MOUs will be reviewed and updated triennially or as stated in the MOA/MOU.

1.3.1.2. **(Added)**The 30 SW is a Major Range and Test Facility Base (MRTFB) with an established cost estimating, cost collection and billing system infrastructure in-place. The SAM will assist the Job Order Manager (JOM) for all customer accounts, and as much as possible the FAACs will use the Range Cost Estimating and Reporting System (RACERS) to establish a bona fide need and perform cost estimating. Service providers will continue to use JOCAS (Job Order Cost Accounting System) and report cost by Job Order Number (JON).

1.3.1.3. **(Added)**The SAM will assist the JOM in the annual Financial Plan, Financial Plan Validation, Mid-and End-of-Year JON reviews and will direct FAACs to initiate or change estimates as needed to accurately reflect customer support.

2.4.1.1.1. **(Added)**Formal Agreement training will be conducted semiannually at a minimum. Additional training will be conducted as required by 30 LRS/LGRDX Support Agreements, 605-0099.

2.4.1.1.2. **(Added)**FAAC Points of Contact (POC): Group Commanders will provide the 30 SW SAM a list of appointed FAACs and subsequent updates to the same.

2.5.1.1.1. **(Added)**Manpower annex required when the support requirements necessitate a transfer of manpower positions.

4.2.1.1. **(Added)**The 30 SW support agreements program will be administered by the Support Agreements Manager (SAM) who resides in 30 LRS/LGRDX.

4.2.1.2. **(Added)**Support agreements where AFSPC is the supplier will contain a description of the receiver which shows such information as mission, numbers of personnel, numbers of aircraft or other major equipment, etc.

4.2.2.1. **(Added)**The 30 SW SAM is responsible for converting requests for support into draft support agreements. The 30 SW SAM may convene a Support Agreement Workgroup comprised of the 30 SW Functional Area Agreements Coordinators (FAACs) to expedite the Agreement draft process. The 30 SW SAM will staff Agreements via e-mail through Group Workflow accounts. Group Commanders, in turn, are responsible for review by subordinate FAACs.

4.2.2.2. **(Added)**A period of 75 duty days will be allotted to staff support agreement requests from Receiver requests, through affected 30 SW agencies, to final support agreement drafts returned to Receivers for final signature.

4.2.3.1. **(Added)**The SAM will provide receivers with a summary of 30 SW changes to draft support agreements and mediate subsequent discussions until an agreement is reached on specific support to be addressed in an Agreement.

4.2.5.1. **(Added)**The Installation Support Services Catalog (ISSC) details the standard support categories the 30 SW is capable of providing.

5.3.1.3.1. **(Added)**Approval Authority: 30 SW/CC and/or 30 SW/CV is the final Approval Authority for all 30 SW support agreements.

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

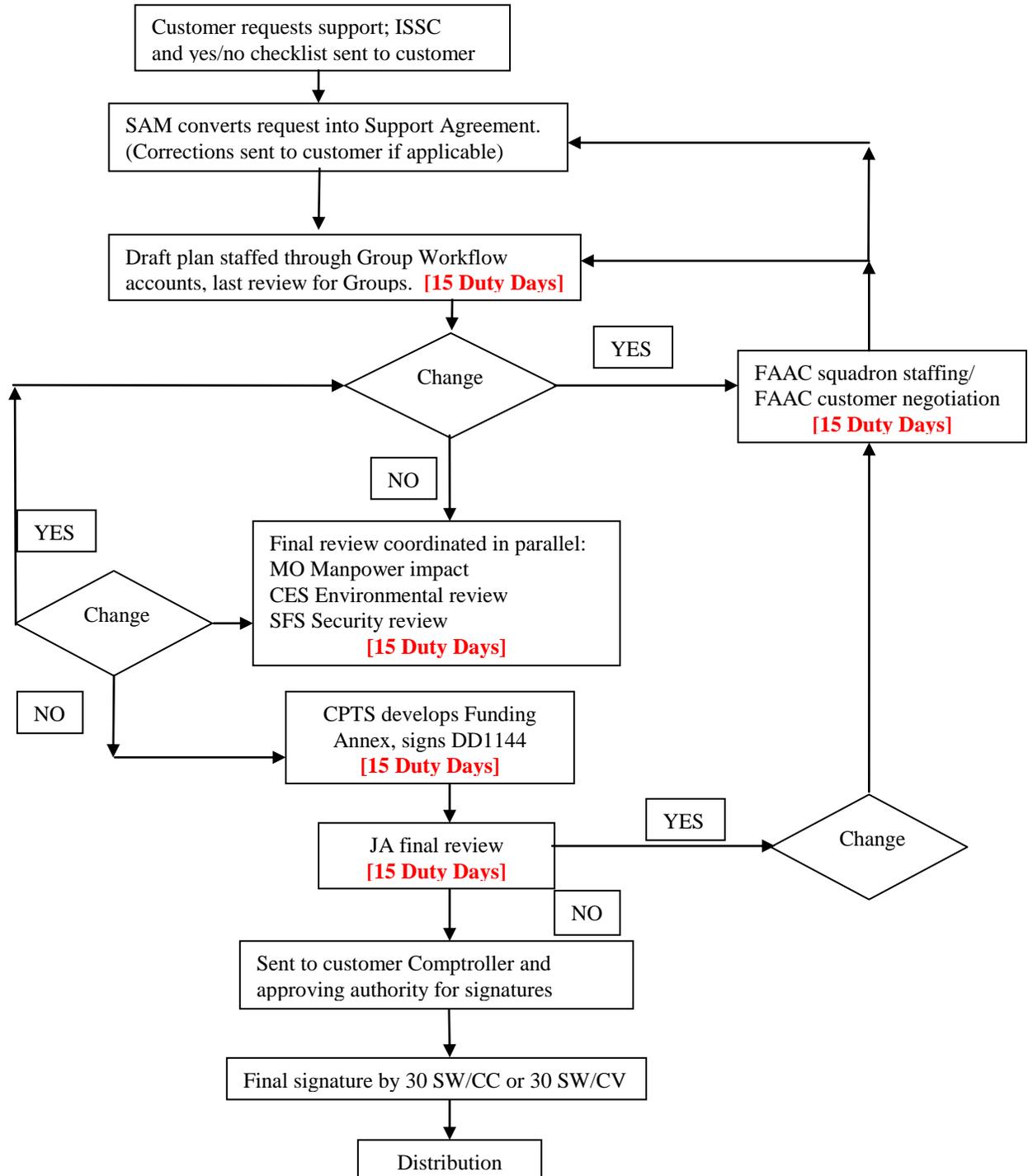
DODI 4000.19, *Interservice and Intergovernmental Support*, 9 Aug 1995
DODD 3200.11, *Major Range and Test Base Facility (MRTFB)*, 27 Dec 2007
DoD 7000.14-R, Vol. 11A, Chpt. 1, *Department of Defense Financial Management Regulations (FMRS)*, May 2007
AFI 25-201, *Support Agreements Procedures*, 1 May 2005
AFI 65-601 Vol. 1, *Budget Guidance and Procedures*, 3 Mar 2005
AFMAN 37-123, *Management of Records*, 1 Mar 2008
AFPD 25-2, *Support Agreements*, 1 Nov 2001
30 SWI 10-1201, *Program Lead Responsibilities for Government and Commercial Programs*, 30 Jun 2005

Attachment 10 (Added)

SUPPORT AGREEMENT PROCESS

Figure 10.1. (Added) Support Agreement Process.

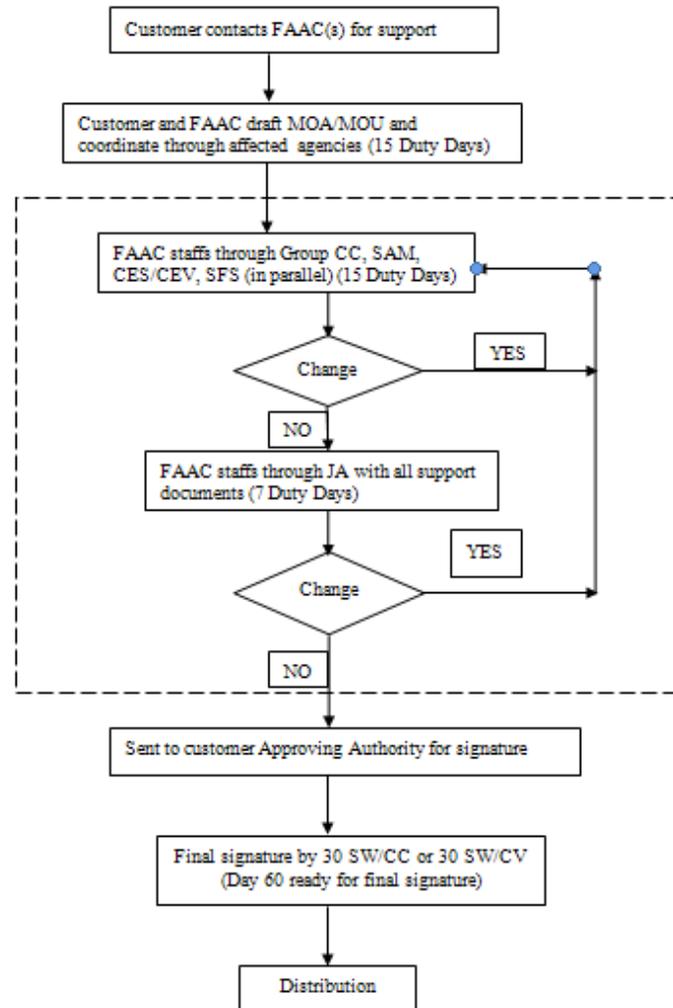
Support Agreement Process



Attachment 11 (Added)

MOA/MOU PROCESS

Figure 11.1. (Added) MOA/MOU Process.



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