

**BY ORDER OF THE COMMANDER  
AIR FORCE GLOBAL STRIKE COMMAND**

**AIR FORCE INSTRUCTION 25-201**



**AIR FORCE GLOBAL STRIKE COMMAND  
SUPPLEMENT**

**1 MAY 2010**

**Logistics Staff**

**SUPPORT AGREEMENTS PROCEDURES**

**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFGSC/A4RX

Certified by: HQ AFGSC/A4R  
(Col Howard Kosht)

Pages: 13

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AFI 25-201, *Support Agreements Procedures*, 1 May 2005, is supplemented as follows. This supplement provides guidance and procedures for Support Agreement Managers (SAM) at all levels of the command to negotiate, coordinate and document recurring day-to-day peacetime support. It applies to all active Air Force Global Strike Command (AFGSC) units. It does not apply to Air Force Reserve Command (AFRC) and Air National Guard (ANG) units and members. Send comments and suggested improvements on AF Form 847, *Recommendation for Changes of Publication*, through channels to HQ AFGSC/A4RX, 41 Orville Wright Avenue, Barksdale AFB, LA 71110. Emails for AFGSC/A4RX should be sent to the AFGSC A4RX/Plans & Integration Workflow ([AFGSCA4RXPlans@barksdale.af.mil](mailto:AFGSCA4RXPlans@barksdale.af.mil)).

Ensure all official records (files, logs, tracking tools, coordination tracking sheets, database input/output, completed forms, appointment letters, memoranda of agreement/understanding (MOA/MOU), memos for record, e-mails, annual reviews, rosters, lists, user-developed catalogs, documented changes to agreements and other documents) created as a result of processes prescribed herein are maintained in accordance with AFMAN 33-363, Management of Records, and dispose of them according to the AF Records Disposition Schedule (RDS) located at the AF Portal link for the AF Records Information Management System (AFRIMS). Contact supporting records managers as required. If a record is maintained outside the official files, its location will be indicated on the file plan and a disposition control label will be affixed to the record media, e.g. continuity binder, etc. (See **Attachment 10 (Added)** for records management support provided by AFGSC hosts and requested by AFGSC tenants.)

**1.2.2.1. (Added)** Command to Command MOA/MOUs will be coordinated through AFGSC/A4RX to ensure proper format and procedures.

**1.2.3.1. (Added)** The SAM is not responsible for developing or coordinating functional area MOA/MOUs. They may provide general format guidance, if requested.

**1.4.1.** Support to DoD Contractors. When the host command furnishes on-base contractor logistical support under a tenant-funded contract, the command that must accomplish the contract will reimburse or refund the host base using the same funds cited in the basic contract. Do not allow the funding command to make the reimbursement through the contractor. See AFI 65-601, Vol I, *Budget Guidance and Procedures*, para 7.8.9, for additional guidance.

**1.4.1.1. (Added)** Where a particular function is contracted out (i.e., Materiel Management, Transportation), the SAM forwards requirements to the local contracting office, then the local contracting officer or Quality Assurance Evaluator (QAE) sends requirements to the contractor for coordination.

**2.1.1.1.** Headquarters AFGSC Plans and Integration Branch (AFGSC/A4RX) is the command program manager for the AFGSC Support Agreements Program.

**2.1.1.2.1. (Added)** The approval authority is the person authorized to commit resources, which is normally the Wing Commander or their delegated official. When this authority is delegated, it must be in writing to include the full name/rank, office symbol, and the contact number. Normally, it rests with the O-6 within the chain of command where the agreements are located. Appointment cannot be designated to a position. The installation SAM must maintain a copy of the delegation on file. An appointment letter is not required when the approval authority is the Wing Commander.

**2.1.1.2.2. (Added)** Geographically Separated Units (GSUs), i.e., detachments, flights, squadrons, etc., can prepare and negotiate their support agreements if a SAM is appointed IAW para **2.2.1.1.** or para **2.3.1.2.** as applicable. The GSU Commander signs in Block 11, DD Form 1144 and forwards the agreement to its parent wing or unit commander to be included in the wing's agreement database.

**2.1.1.6. (Added)** Maintain a copy of all AFGSC agreements (DD Form 1144).

**2.1.1.7. (Added)** Provides Staff Assistance Visits when requested.

**2.1.2. Financial Management (FM).** HQ AFGSC/FMA will assist AFGSC/A4RX to resolve Support Agreement-related Comptroller issues.

**2.1.3.3. (Added)** HQ AFGSC Manpower and Organization Division (AFGSC/A1M) will assist AFGSC/A4RX to resolve Support Agreement-related manpower issues.

**2.1.4. Civil Engineer.** HQ AFGSC CE Operations Division (AFGSC/A7O) will assist AFGSC/A4RX to resolve Support Agreement-related civil engineer issues.

**2.1.5. Security Forces.** HQ AFGSC Security Forces Division (AFGSC/A7S) will assist AFGSC/A4RX to resolve Support Agreement-related security issues.

**2.1.6. Other Functional Managers.** HQ AFGSC Civil Law Division (AFGSC/JAC) will assist AFGSC/A4RX to resolve Support Agreement-related legal issues.

**2.1.7. (Added)** All AFGSC staff functional OPRs will establish an agreement Point of Contact (POC) and notify HQ AFGSC/A4RX in writing of the individual's name, rank, office symbol,

and phone number. This individual will be the single POC for all agreement actions within that directorate that affects their functional area of expertise. A4RX will be notified immediately if changes occur.

**2.2.1.1.** Maintains a current SAM appointment letter, signed by the approving authority, on file and ensures HQ AFGSC/A4RX is sent an updated letter annually or upon appointment, whichever is sooner.

**2.2.1.2.1. (Added)** Develops/maintains a Standard Level of Support catalog for the Installation (ISSC).

**2.2.1.2.2. (Added)** Annually reviews the Installation organization (suggest using the base phone book or base web site) to ensure support being provided, if any, is documented on a DD Form 1144. Organizations that are documented as small-scale support IAW AFI 25-201, para **3.2.1.6.**, must be reviewed at this time to ensure scope of support has not increased. Document this review with a simple Memorandum for Record (MFR).

**2.2.1.2.3. (Added)** Provides a quarterly report of all agreements that are “in effect” to HQ AFGSC/A4RX. This report is due by the 10th day of October, January, April, and July.

**2.2.1.2.4. (Added)** Ensures agreements that remain in effect in mobilization or other emergency, are referenced in Part One of the installation In-garrison Expeditionary Site Plan (IGESP), as applicable, IAW AFI 10-404, *Base Support and Expeditionary Site Planning*, Attachment 24.

**2.2.1.4.** Maintains a file of specific provisions with applicable direct incremental reimbursable costs, as identified IAW AFI 25-201, para **2.2.1.4.**

**2.2.1.5.** Maintains a coordination log for tracking agreements (suggested format is at **Attachment 11 (Added)**). If suspense dates are missed, maintain documentation (email or MFR) in the agreement folder.

**2.2.1.10.** As a minimum, the continuity folder should consist of: DoDI 4000.19, *Interservice and Intragovernmental Support*; AFPD 25-2, *Support Agreements*; AFI 25-201, *Support Agreement Procedures*; AFI 25-201\_AFGSC SUP, *Support Agreement Procedures*; AFGSC Interim Policies, C&SRL Logistics Plans Programs Support Agreements Management, Current Status of Agreements Roster, Consolidated FAAC List, and a Training Log.

**2.2.1.11. (Added)** Maintains a six-part folder for each agreement. The folder will be arranged as follows:

- Part 1. (Inside front cover): POCs for agreement and/or coordination log
- Part 2. Current signed Agreement (or in-work, if initial)
- Part 3. Communication records (if any) i.e. follow-up e-mails/memorandums
- Part 4. In-work correspondence (i.e. revisions requested)
- Part 5. Previous Agreement/Significant Historical documents
- Part 6. (Inside back cover) Annual Budget Review

**2.3.1.4. (Added)** Ensures the status and effective date are current within SAMS. If the agreement was not generated using SAMS, manually enter Blocks 1 - 9. In Block 7a, only annotate the

reimbursement/non-reimbursement amounts. For all agreements “in effect”, enter “//SIGNED//” in Block 8(4).

**2.4.1.10.** Functional OPRs should inform the SAM when an instruction/directive is changed that affects the agreement. If required, the agreement should be revised or re-accomplished.

**3.2.1.** Agreements between AFGSC units, including AFGSC Headquarters and GSUs, are not required unless requested by the Supplying and/or Receiving Commander.

**3.2.1.6.** Documentation should include the receiver’s organizational information (name, location, and command), POC, description of support being provided, and costs associated with the support. Both receiver and supplier approving authorities should sign document.

**3.3.3.** When there appears to be a duplication of effort, the AFGSC supplier discusses the requirement for a waiver with the receiver and documents discussion and results, and notifies the installation SAM, HQ AFGSC functional OPR, and A4RX. The Receiver follows procedures in AFI 25-201, para **3.3.3.** to obtain a waiver and provides the Supplying SAM a copy of the request to attach to the agreement. If approved by HQ USAF Plans and Integration Division (USAF/A4LX), the request is replaced with the approved waiver and a copy of the waiver is provided to HQ AFGSC/A4RX.

**4.4.5.** Approval of the support agreement will not be delayed awaiting actual transfer of manpower authorizations. However, it is recommended to advise the Receiver that services may be delayed until manpower is actually obtained and available to the Supplier, if applicable.

**5.1.3. (Added)** The use of SAMS is not mandatory within AFGSC.

**5.2.1.1.** Coordination through FAACS (other than those listed in AFI 25-201, para **5.2.1.2.**) is not necessary if standard support from a current ISSC is requested in the support agreement and there are no reimbursements to validate.

**5.2.1.2.1. (Added)** When facilities are involved, the SAM should also coordinate the agreement with the Civil Engineer office to ensure all civil engineering and real estate concerns are addressed in the support agreement.

**5.2.1.2.2. (Added)** When RM support is required, ensure coordination between host and tenant RM offices is accomplished.

**5.2.1.4. (Added)** The SAM should set timelines for agreements in the coordination process. The initial/re-accomplished agreement is forwarded to the FAACs normally with a two-week suspense for reply. Follow-up should be initiated at the end of the two weeks. If required, a second follow-up is submitted. No response after the 2nd follow-up, the SAM should consider documenting the coordination efforts and attach to Part 3 of the agreement folder.

**5.4.1.3.** The Installation SAM updates changes resulting from any budget reviews. Work directly with the FAAC when there is a question of reimbursements or lack of reimbursements as identified in the FAAC specific provisions on file, per para **2.2.1.4.**

**5.4.2.1.** Triennial reviews are not required for AF to Non-AF agreements, as these agreements are governed by DoDI 4000.19. However, annual financial reviews are still required to ensure Air Force resources are captured and reimbursed.

**5.4.2.2. (Added)** When AFGSC is the receiver and the supplier has not initiated review within 90 days from the 3-year anniversary of the effective date, it will then become the responsibility of the AFGSC Receiver to initiate a request to the Supplier for a triennial review. Document the contact that was initiated and attach to Part 3 of the agreement folder. If necessary, request assistance from AFGSC/A4RX.

**5.4.3.** Minor Revisions. Minor pen and ink changes agreed to between the Supplier and/or Receiver SAM must be documented and maintained in Part 4 of the agreement folder. All pen and ink changes must be incorporated in the next review/revision.

**5.5.1.1.** SAMs should notify AFGSC/A4RX when an impasse cannot be resolved within 120 days. Signature of an agreement should not be withheld due to an impasse. Follow AFI 25-201, para **5.5.1.2.** for impasse procedures.

**5.8.** Forms Adopted.

AF Form 847, *Recommendation for Change of Publication*

AF Form 525, *Records Disposition Recommendation*

AF Form 1341, *Electronic Record Inventory*.

ANN L. MITCHELL, SES-2, DAF  
Director, Logistics, Installations  
and Mission Support

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

***References***

AFI 10-404, *Base Support and Expeditionary Site Planning*  
AFI 33-322, *Records Management Program*  
AFI 33-364, *Records Disposition--Procedures and Responsibilities*  
DoDI 4000.19, *Interservice and Intragovernmental Support*  
DoDI 5015.2, *DoD Records Management Program*

***Abbreviations and Acronym***

**CoP**—Community of Practice  
**DAPS**—Document Automation and Production Services  
**DRIS**—Defense Regional Interservice Support  
**IGESP**—In-garrison Expeditionary Site Plan  
**ISSC**—Installation Standard Level of Support Catalog  
**SERE**—Survival Evasion Resistance Escape Operations

***Terms***

**Significant Recurring Support**—Support that continues for a minimum of one year and is identified/programmed in the current budget and/or manpower requirements.

**Attachment 2**  
**COMPLETION OF DD FORM 1144**

**A2.1.**

**Block 1.** This block is a unique identifier. The third series of numbers (001) should remain the same throughout the entire life of the agreement.

**Block 2.** Enter "N/A" if it does not apply.

**Block 5a.** Include commercial and DSN phone numbers, and email address, as applicable.

**Block 5b.** All acronyms must be spelled out, including MAJCOM codes.

**Block 6a.** Include commercial and DSN phone number, and email address, as applicable.

**Block 6b.** All acronyms must be spelled out, including MAJCOM codes.

**Blocks 8c(4) and 9c(4):** Signature: "//SIGNED//" constitutes a valid signature.

**Attachment 3**  
**SUPPORT AGREEMENT STRUCTURE AND DISTRIBUTION**

**A3.2.** Electronically sent agreements annotated with “//SIGNED//” in Block 8(4) are the only required distribution to HQ AFGSC/A4RX. Hard copies are not required.

**Attachment 4**  
**SAMPLE MOA/MOU**

MEMORANDUM OF AGREEMENT (OR UNDERSTANDING) BETWEEN XXXX AND YYY (EXAMPLE ONLY)

**A4.4. (Added)**

g. **(Added)** “PURPOSE OF AGREEMENT: [*very brief summary of the primary purpose of this agreement*]”.

h. **(Added)** List of Attachments to include attachment number, title, and page number.

i. **(Added)** Supplier’s Mission, Receiver’s Mission, Manning Strength: Military/Civilian (Enter “0” if applicable), Facilities info to include: Bldg Number, square footage (Enter “None” if applicable)

j. **(Added)** Mandatory FAAC certifications (may be listed as attachments)

Funding Certification Statement and signature

Environment Certification Statement and signature

Manpower Certification Statement and signature

Security Certification Statement and signature

Staff Judge Advocate Certification Statement and signature

k. **(Added)** Distribution: HQ AFGSC/A4RX, 41 Orville Wright Avenue, Barksdale AFB, LA 71110 (1 Cy).

**Attachment 5**  
**MISSION SUPPORT CATEGORIES**

**(Added) Survival Evasion Resistance Escape Operations (SERE)**-Includes all training and operations involving SERE or Personnel Recovery for aircrew and other High Risk personnel.

**Attachment 6**  
**SPECIAL SUPPORT CONDITIONS**

**A6.3.** The Army Veterinary Service is not considered a tenant; therefore, a Support Agreement (DD Form 1144) is not required for common services, which are the same services provided to non-tenant units. A wing-level MOA should be established specifying the services/support provided to the host and the veterinary unit. The MOA should follow the format in AFI 25-201, **Attachment 4**.

**A6.7. (Added)** Document Automation and Production Services (DAPS). The current Support Agreement between HQ Defense Logistics Agency (DLA) and HQ USAF (ILC) is that, “DAPS will be a tenant and occupy AF real estate and facilities and receive normal base tenancy and services.” This is reimbursable support, if applicable.

**Attachment 10 (Added)**  
**RECORDS MANAGEMENT SUPPORT**

**When AFGSC is host/tenant:**

<b>AFGSC host will:</b>	<b>AFGSC tenant will:</b>
<p>1. Upon tenant request (which includes tenants from other Services as approved on a case-by-case basis by the command records manager [CRM]), stage records and provide RM expertise.</p> <p>2. Monitor records management training within 3 months assignment of tenant personnel (including contractors).</p> <p>3. Provide access to publishing products pertaining to Federal records management processes:</p> <p><i>DoDI 5015.2, DoD Records Management Program</i></p> <p><i>AFI 33-321, Authentication of Signatures</i></p> <p><i>AFI 33-322, Records Management Program</i></p> <p><i>AFMAN 33-363, Management of Records</i></p> <p><i>AFI 33-364, Records Disposition--Procedures and Responsibilities</i></p> <p><i>AF Form 525, Records Disposition Recommendation</i></p> <p>4. For tenant offices that do not have web access to AF E-Publishing, provide physical RM publishing products.</p> <p>5. Use tenant MAJCOM procedures and checklists to assist tenant RMs on tenant request.</p> <p>6. Provide dedicated network storage space to tenants on the electronic records management structure.</p>	<p>1. Appoint a records manager to administer the RM program throughout their organization.</p> <p>2. Request staging area support and RM expertise, as needed from the host RM.</p> <p>3. Ensure organizational personnel take AF computer-based RM training or MAJCOM facsimile RM training based on role-specific and individual RM responsibilities.</p> <p>4. Obtain separate electronic space from network experts for official records to be managed on a mandated AFGSC O-drive.</p> <p>5. If a staff assistance visit is requested from the host RM, provide them with AFGSC checklists.</p>

**Attachment 11 (Added)  
SAMPLE--COORDINATION LOG**

SA # FB9999-99001-001 [ <i>supplier name</i> ]				DATE: [initiated]	
SUPPORT AGREEMENT COORDINATORS	DATE FORWARDED	SUSPENSE DATE	DATE RETURNED	FOLLOW UP DATE	CHANGES RECOMMENDED YES NO
99 CES/CERR					
99 CONS/LGCV					
99 CPTS/FMA					
99 CRS/LGM					
99 CRS/LGMD					
[add coord lines as needed]					
ENVIRONMENTAL SIGNATURE COORDINATION					
MANPOWER SIGNATURE COORDINATION					
SECURITY FORCES COORDINATION					
FINANCE SIGNATURE COORDINATION					
LEGAL OFFICE COORDINATION					
RECEIVER SIGNATURE COORDINATION					
SUPPLIER SIGNATURE COORDINATION					