

**BY ORDER OF THE COMMANDER
86TH AIR WING**



AIR FORCE INSTRUCTION 25-201

**RAMSTEIN AIR BASE
Supplement**

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Logistics Staff

SUPPORT AGREEMENTS PROCEDURES

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This Ramstein airbase supplement implements air force instruction (AFI) 25-201, *Support Agreements Procedures* is supplemented as follows. This supplement applies to all 86th Airlift Wing (86 AW) and tenant units that are serviced by the 86th Logistics Readiness Squadron (LRS). This supplement establishes 86 AW timelines and requirements for support agreement completion and review. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Form 847s from the field through Major Command (MAJCOM) publications/forms managers. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/gcss-af61a/afirms/afirms/>.

SUMMARY OF CHANGES

This document is substantially revised and must be completely reviewed. The supplement provides policy, guidance and procedures to Ramstein airbase (AB) units involved in creating, reviewing or terminating installation level support agreements. This supplement applies to all 86 AW units. Identifies timelines for agreement completion and review (paragraphs 2.2.1.5.1. thru 2.2.1.5.6., 2.2.1.3.1., 2.4.1.1.1., 2.4.1.5.1., 2.4.1.7.1., 2.4.1.8.1., 2.4.1.8.2., 2.5.1.1.1., 2.6.1.1.1., 2.6.1.1.2., 2.6.1.3.1. (added))

2.2.1.5.1. **(Added)** The Support Agreement Manager (SAM) will set the following suspense dates when coordinating on new or reviewed support agreement:

Action	Suspense Date
Initial FAAC review	10 duty days
Supplier/Receiver negotiation	15 duty days
Develop initial Funding/Manpower annex	10 duty days
Validation signatures (CES, SFS, JA and Manpower)	10 duty days

Note: Impasses will be routed as soon as the impasse is discovered. If an impasse cannot be resolved between the supplier and receiver within 30 days, the agreement will be routed to MAJCOM FAM for resolution per paragraph. 5.5.1.2.

2.2.1.5.2. **(Added)** Support agreements will be routed via SharePoint at: <https://ice.usafe.af.mil/sites/86LRG/LRS/LGR/SupportAgreements/default.aspx>.

2.2.1.5.2.1. **(Added)** SharePoint support agreement file will use the naming convention below:

FB5612 – XXXX (Folder name = support agreement number)

00 – DD Form 1144, *Support Agreement*

01 – General Provisions

02 – Specific Provisions

03 – Funding Annex

04 – Manpower Annex

05 – Facility/Equipment Annex

06 – Final Signed

2.2.1.5.2.2. **(Added)** The SAM office will monitor support agreement status daily and notify respective FAACs or appropriate level commanders of delays.

2.2.2.1.3. **(Added)** Post support agreement matrix to the HQ USAFE/A4RI Community of Practice (CoP) quarterly.

2.4.1.1.1. **(Added)** Catalog of support will be reviewed annually by FAACs.

2.4.1.5.1. **(Added)** Collectively work with unit Resource Advisor (RA) and 86 CPTS financial analysis personnel in reviewing and utilizing Transportation Working Capital Fund (TWCF) regulations in conjunction with support agreement regulation. Identify all reimbursable cost associated with support provided to for all TWCF organizations.

2.4.1.7.1. **(Added)** In conjunction with the unit RA, annually review all support agreement reimbursements and forward costs to 86 CPTS/FMA.

2.4.1.8.1. **(Added)** SAM will provide FAAC training within 60 days of appointment.

2.4.1.8.2. **(Added)** Include unit RA and unit manpower technicians in all FAAC training and staff assistance visits.

2.6.1.1.1. **(Added)** SAM will request in writing 86 CPTS/FMA initiate annual budget review NLT 1 Oct.

2.6.1.1.2. **(Added)** 86 CPTS/FMA will complete annual budget review within 90 days of notification.

CHARLES K. HYDE, Brigadier General, USAF
Commander

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

AFI 25-201, *Support Agreement Procedures*, 1 May 2005

AFMAN 33-363, *Management of Records*, 1 Mar 2008

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*, 1 Aug 1998

Abbreviations and Acronyms

AB—Airbase

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFRIMS—Air Force Records Information Management System

AW—Airlift Wing

CES—Civil Engineering Squadron

CoP—Community of Practice

CPTS—Comptroller Squadron

FAAC—Functional Area Agreement Coordinator

FAM—Functional Manager

HQ—Headquarters

JA—Judge Advocate

LRS—Logistics Readiness Squadron

MAJCOM—Major Command

RA—Resource Advisor

SAM—Support Agreement Manager

SFS—Security Forces Squadron

TWCF—Transportation Working Capital Fund

USAFE—United States Air Force Europe