



**DEPARTMENT OF THE AIR FORCE  
HEADQUARTERS SIXTEENTH AIR FORCE  
(AIR FORCES CYBER) (ACC)  
JOINT BASE SAN ANTONIO – LACKLAND TEXAS**

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25 FEBRUARY 2026

MEMORANDUM FOR ALL 16AF COMMANDERS AND DIRECTORS

FROM: HQ 16AF/CD  
2 Hall Blvd, Ste 201  
San Antonio, TX 78243-7072

SUBJECT: Sixteenth Air Force (16AF) Guidance Memorandum (GM) to AFI 25-201, *Intra –Service, Intra-Agency, and Inter-Agency Support Agreements and Procedures*

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**RELEASABILITY:** There are no releasability restrictions on this publication.

By Order of the Commander, 16 AF, this Guidance Memorandum immediately supplements AFI 25-201, *Intra –Service, Intra-Agency, and Inter-Agency Support Agreements and Procedures*. **Compliance with this memorandum is mandatory.**

The authorities to waive wing/unit level requirements in this publication are identified with a Tier number following the compliance statement. Requests for waivers must be submitted through chain of command to the appropriate Tier waiver approval authority, or alternately, to the Publication OPR for non-tiered compliance items.

Maintain records created as a result of the processes prescribed in this publication in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*, and disposed of IAW the Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS) located at <https://www.my.af.mil/afirms/afirms/afirms/rims.cfm>. Contact your supporting Records Manager as required.

This memorandum becomes void after one year has elapsed from the date of this memorandum, or upon rewrite of the supplement, whichever is earlier.

LARRY R. BROADWELL  
Major General, USAF  
Deputy Commander

Attachment:  
Policy Guidance

1.2. (Added) Program management, oversight, and policy guidance of all 16 AF support agreements resides in the Directorate of Logistics, Engineering and Force Protection (16 AF/A4), Logistics Readiness Division (16 AF/A4R), Plans and Integration Branch (16 AF/A4RX).

1.2.4. (Added) Agreements are not normally required between 16 AF subordinate units. An exception is when a 16 AF Host Installation Supplier Wing [e.g., 9th Reconnaissance Wing (9 RW), 55th Wing (55 WG), 319th Reconnaissance Wing (319 RW)] is involved and must codify support requirements provided in an agreement. When specific roles and responsibilities require delineation, units should consider using supplements or an official memorandum.

### **1.2.5. (Added) Signatory/Approval Authority.**

1.2.5.1. (Added) The 16 AF Commander (16 AF/CC) or designated representative will sign NAF-level agreements [MOAs/MOUs/Fiscal Service (FS) Form 7600As, United States Government General Terms and Conditions].

1.2.5.2. (Added) IAW DAFPD 25-2 para 3.1.1., only the 16 AF Commander and the Wing/Center commanders are authorized to enter into agreements (MOAs, MOUs, FS Form 7600As) with units of an equivalent level, unless written delegation is provided. Delegation letters must include FS7600A initial and final approver signatories and be on file with 16 AF/A4RX before agreement signature. Updates are required within 60 days of a new commander's assumption of command along with an organization chart. **(T-3)**

1.2.5.2.1. (Added) 16 AF/A4RX is the HQ Staff Support Agreement Manager (SAM) and OPR for the 16 AF HQ delegation letter for NAF Staff signed agreements. Additionally, 16 AF/A4RX will obtain leadership approval prior to any agreement signatures. **(T-3)**

1.2.5.2.2. (Added) If Wing/Center commanders delegate signature authority, the letter must contain the following statement: "All support agreements with a national agency [National Security Agency (NSA), National Geospatial-Intelligence Agency (NGA), and National Reconnaissance Office (NRO), etc.] and combatant command organizations as well as inter-agency agreements will be signed at no lower than the Wing/Center commander level. Wing coordination/approval will be secured IAW the 16 AF support agreement guidance memorandum before submitting through other party's formal coordination process/system. 16 AF/A4RX will secure NAF staff coordination and leadership approval prior to obtaining any signatures on agreements with national agencies or combatant commands." **(T-3)**

1.2.5.3. (Added) Wing/Center SAMs or HQ Staff OPR must obtain Requirement Approval Document (RAD) consent (as prescribed by AFI 63-138) for all capabilities/goods/services agreements with a cost/value over the Simplified Acquisition Threshold (SAT) of \$250K prior to submitting the agreements package to 16 AF/A4RX Support Agreement Office for processing IAW this guidance. 16 AF/A8 (Strategic Plans and Programs) is 16 AF's designated requirements process OPR for acquisition and requirement management/oversight. Information on the NAF requirement review process can be found on 16 AF/A8 SharePoint at <https://usaf.dps.mil/sites/16af/a8/AcquisitionManagement/SitePages/Home.aspx>. **Note:** RADs must be coordinated and approved utilizing the Strategic Management Tool (SMT) <https://pmrt.cce.af.mil/smt/login>.

1.2.5.4. (Added) Agreements with NSA organizations may take the form of an MOA, MOU, FS Form 7600A, or a Service Level Agreement (SLA) under NSA guidance. These agreements will be signed at no lower than the NAF/Wing/Center director/commander owning the resources

and/or capabilities referenced in the agreement. These agreements will be forwarded to 16 AF/A4RX for 16 AF staff coordination and leadership approval before consummation. The following NSA guidance may apply: National Security Agency/Central Security Service (NSA/CSS) Policy 1–38, *Intra-Agency and Interagency Reimbursable Support Agreements*; NSA/CSS Policy 1–43, *Memorandums of Understanding/Memorandums of Agreement*; NSA/CSS Policy 9–6, *Management of NSA/CSS Facilities, Space, and Furniture*; NSA/CSS Policy 1–47, *Base Operating Support and Direct Mission Support to Global Cryptologic Enterprise Sites*; and NSA/CSS Policy 1-2, *Mission and Functions Statements with Service Level Agreements*. **(T-3)**

1.2.5.5. (Added) Base operating support agreements (regardless of the form they take) in support of 16 AF units may require coordination with NSA/CSS due to the sourcing of the support. Affected 16 AF subordinate units, through their Wing/Center Support Agreement Manager (SAM), will provide updated or revised agreements to 16 AF/A4RX for appropriate guidance and to conduct the required NSA formal coordination.

1.2.5.6. (Added) All agreements with national agency (e.g., NSA, NGA, NRO) and combatant command organizations, will be signed at no lower than the Wing/Center commander, 16 AF director or NAF level Detachment commander/director as stated in para 1.2.5.2. These agreements will be forwarded to 16 AF/A4RX for 16 AF staff coordination and leadership approval before signature.

1.2.5.7. (Added) Any agreement involving Air National Guard (ANG) and/or Air Force Reserve (AFR) units, must be coordinated with the National Guard Bureau (NGB)/A4 and/or AFRC/A4 for coordination, and must be routed to 16 AF/A4RX for formal coordination and approval for signature.

#### **1.4.5. (Added) Agreements Process.**

1.4.5.1. (Added) The Agreement Originator OPR will inform their Wing/Center SAM/Unit Agreement Point of Contact (APOC) or 16 AF/A4RX for HQ staff agreements, as applicable, based on the requirement for an agreement. The SAM/APOC will provide guidance to the Agreement Originator OPR who is responsible for writing the agreement. Reference paragraph 2.3.4.2. and 2.4.6.2. for SAM and APOC appointments, respectively.

1.4.5.2. (Added) When deciding on which type of agreement is appropriate (MOA, MOU, FS Form 7600A and combination thereof, if applicable), 16 AF/A4RX defaults to DoDI 4000.19, Table 1, “Requirements for Agreements” as the baseline for the difference between types. **Note:** Non-reimbursable support agreements (e.g., MOAs with no expectation of payment and MOUs) will not utilize the FS Form 7600A or the G-Invoicing system, ref. DAFPD 25-2, 2.4.).

1.4.5.3. (Added) The Agreement Originator OPR will draft new agreements or modify existing agreements with their appropriate functional/counterpart action officer(s) to define the purpose and delineate the Parties’ responsibilities. Once the agreement is ready for formal coordination, the Wing/Center or HQ Staff SAM (16 AF/A4RX, for HQ Staff agreements) will initiate the formal coordination process (reference paras 1.4.5.7. and 1.4.5.8, respectively). In the case of agreements with NSA, 16 AF/A4RX will request and track coordination with NSA through Air Force Cryptologic Office, Business Management Division, Plans and Requirements (AFCO/BMP).

1.4.5.4. (Added) The Agreement Originator OPR will resolve all issues, adjudicate all comments

(with complete documented rationale for all rejections and modified acceptances), update the proposed agreement draft, as needed, and assist the Wing/Center SAM or HQ Staff SAM (for HQ Staff Agreements) in preparing the package for approval and signature.

1.4.5.5. (Added) All agreements for capabilities/goods/services valued at SAT or more must have an approved RAD prior to obtaining commander/director approval to forward agreement packages to 16 AF/A4RX for processing IAW this guidance.

1.4.5.6. (Added) For MOAs/MOUs/FS Form 7600As to be signed by commanders/directors below the Wing/Center level, the unit APOC will obtain their commander's approval to forward the agreement to their Wing/Center SAM for Wing/Center review and staff coordination. The Wing/Center SAM will in turn return all comments and/or recommendations to the unit APOC for appropriate action prior to agreement consummation. The Wing/Center SAM will assign a NAF Control Number (NCN) when coordination is initiated. Digital copies of agreements signed by commanders/directors below the Wing/Center level will be forwarded to Wing/Center SAM for file maintenance. **(T-3)**

1.4.5.7. (Added) For MOAs/MOUs/FS Form 7600As to be signed by Wing/Center commanders or Wing level delegatee, the SAM will obtain Wing/Center coordination before forwarding their commander or Wing level delegatee approved agreement package to 16 AF/A4RX for staff coordination and leadership approval. Agreement packages (MOAs/MOUs/FS Form 7600As) from Wings/Center must include the supporting documentation delineated in paragraphs 1.4.5.7.1 to 1.4.5.7.5. 16 AF/A4RX will screen the agreement and, once all screening concerns are reconciled, prepare a HQ Staff review package. The Wing/Center SAM will assign a NCN when coordination begins. After 16 AF staff review, 16 AF/A4RX will return comments and/or recommendations to the Wing/Center SAM for adjudication. Once comments adjudication is complete and the proposed draft modified, if necessary, 16 AF/A4X will secure leadership approval for signature. Digital copies of signed agreements will be provided to 16 AF/A4RX for file maintenance. **NOTE:** The 9th Reconnaissance Wing (RW), 55th Wing (WG) and 319th RW are required to submit **non-Hosting** agreements to 16 AF/A4RX after Wing coordination is completed and before final signatures are secured. **(T-3)**

1.4.5.7.1. (Added) Electronic Staff Summary Sheet (or equivalent) confirming Wing Staff coordination (e.g. A2, JA, SE, FM, etc.), and signed/approved for release to 16 AF/A4RX by Wing/Center commander or Wing level delegatee.

1.4.5.7.2. (Added) Review by security and legal offices. If a Wing/Center does not have an internal legal office, 16 AF/A4RX can facilitate that review. Additionally, Wing/Center Manpower and Comptroller offices will coordinate as applicable. No agreement signatures will be secured prior to 16 AF/A4RX screening and obtaining leadership approval.

1.4.5.7.3. (Added) Draft agreement, superseded agreements, comments resolution matrices (with adjudication), and authorities that cannot be easily located on websites.

1.4.5.7.4. (Added) Requirement Approval Document (RAD) if the agreement involves total reimbursement of more than \$250k (as described in para 1.2.5.3.).

1.4.5.7.5. (Added) Verification that the other party's signature is IAW either DAF support agreement policy or, if not an DAF organization, any organization policies.

1.4.5.8. (Added) For MOAs/MOUs/FS Form 7600As to be signed by 16 AF directors, the Agreement Originator OPR will collaborate with 16 AF/A4RX to develop the agreement

package, with required support documentation (i.e. 1.4.5.7.3 – 1.4.5.7.5). Once approved by the director, it will be forwarded to 16 AF/A4RX for staff coordination and NCN assignment. 16 AF/A4RX will consolidate any comments/recommendations for the directorate Agreement Originator OPR adjudication. After all concerns are addressed, 16 AF/A4RX will secure leadership approval prior to agreement signature. Copies of agreements signed by a 16 AF staff director will be forwarded to 16 AF/A4RX for file maintenance.

1.4.5.9. (Added) For MOAs/MOUs/FS Form 7600As which require the 16 AF/CC or delegatee signature (e.g. TD or CS), the Wing/Center SAM/NAF Directorate Agreement Originator OPR will collaborate with 16 AF/A4RX to develop the agreement package, with required support documentation (i.e. 1.4.5.7.1 – 1.4.5.7.5, as applicable). Once approved by the director, it will be forwarded to 16 AF/A4RX for staff coordination and NCN assignment. 16 AF/A4RX will coordinate the agreement draft with the 16 AF staff, return agreement draft (if necessary) to the Wing/Center SAM/Directorate Agreement Originator OPR to obtain adjudicated responses to staff comments, obtain the 16 AF/CC/approving official signature, and returned the signed agreement to the Wing/Center SAM or Directorate Agreement Originator OPR.

1.4.5.10. (Added) Major Command-level MOAs/MOUs/FS Forms 7600As initiated by 16 AF HQ staff and subordinate units will be forwarded to 16 AF/A4RX for 16 AF staff coordination/leadership approval and submission to HQ ACC. NAF Staff directors and Wings/Center Commanders, IAW delegation letters, will approve these agreement packages before submission to 16 AF/A4RX. Agreement packages sent to 16 AF/A4RX will contain a copy of the e-SSS signed by director/commander to release it for the HQ staff review along with required documentation (para 1.4.5.7.1 to 1.4.5.7.5, as applicable to Wing/Center/NAF Staff Directorate Agreement OPR).

1.4.5.11. (Added) The Wing/Center SAM or 16 AF staff directorate/NAF level detachment Agreement Originator OPR, as applicable, will ensure the appropriate Parties receive a copy of the signed agreement.

1.4.5.12. (Added) The Wing/Center SAM or 16 AF staff directorate/NAF level detachment Agreement Originator OPR, as applicable, will ensure MOAs/MOUs/FS Form 7600As are reviewed IAW terms of the agreement (per DoDI 4000.19 to include a midpoint review for all agreements and annual reviews for agreements involving funding for reimbursable support especially when 16 AF is the supplier/provider of the support) and when there is a mission change to ensure accuracy of the agreement.

1.4.5.13. (Added) When an agreement requires termination, the process guidance delineated in paragraph 3.7.6 will be followed.

**2.2.7. (Added) 16 AF/A4RX Responsibilities.** The 16 AF agreement program manager resides in the Plans and Integration Branch and provides program management, oversight, and policy guidance. Among its functions, 16 AF/A4RX:

2.2.7.1. (Added) Assigns NCNs to 16 AF agreements when formal coordination is initiated and designates NCNs series to respective enterprise organizations for assignment to their signed agreements (see **Attachment 8**).

2.2.7.2. (Added) Provides assistance and guidance during the development of agreements to ensure compliance with DoD, AF, and USCYBERCOM policy, as applicable and in coordination with Air Force Cryptologic Office (AFCO), NSA/CSS policy, if applicable.

- 2.2.7.3. (Added) As the HQ Staff SAM, assists NAF staff/NAF level detachments, and Agreement Originator OPRs as well as Wings/Center SAMs in resolving agreement concerns, issues, and impasses.
- 2.2.7.4. (Added) Collaborates with NAF Staff/NAF level detachments Agreement Originator OPRs to prepare 16 AF support agreements for 16 AF staff and above coordination.
- 2.2.7.5. (Added) Provides agreement screening feedback prior to formal staff coordination, staffs agreement packages for NAF staff coordination after Agreement Originator OPR/POC addresses all screening comments/concerns; obtains NAF/CC and MAJCOM approval, if required.
- 2.2.7.6. (Added) Once 16 AF staff concurrence or leadership approval to sign is secured (ref 1.2.5.2.2), 16 AF/A4RX will return the agreement to the wing/center SAM. In the case of agreements with NSA, 16 AF/A4RX will request and track coordination with NSA through AFCO/BMP.
- 2.2.7.7. (Added) Maintains electronic copies of signed 16 AF/CC, 16 AF staff directorate/NAF level detachments, Center, Wing, and Group level agreements. Maintains the 16 AF Agreement Program Office SharePoint site: <https://usaf.dps.mil/sites/16af/a4/A4RX/SitePages/Home.aspx>. For location of Joint Worldwide Intelligence Communications Systems (JWICS) repository, contact 16 AF/A4RX.
- 2.2.7.8. (Added) Provides Wings/Center SAMs with training information to execute their agreement responsibilities.
- 2.2.7.9. (Added) Conducts staff assistance visits, when requested by the 16 AF Wing/Center commander.
- 2.2.7.10. (Added) Provides a copy Management internal Control Toolset (MICT) Self-Assessment Checklist (SAC) to SAMs without MICT access.
- 2.2.7.11. (Added) Reviews Wing/Center Quarterly Status Reports (QSRs) to assess the overall health of the 16 AF agreements program. Provides Wing/Center SAMs feedback on the currency of their agreements and on any required actions.
- 2.2.7.12. (Added) Coordinate at least monthly with AFCO on a list of agreements they are facilitating and provide feedback.
- 2.2.7.13. (Added) Represents 16 AF at Joint Base San Antonio (JBSA) installation support venues. Addresses support for personnel assigned to 16 AF HQ and collocated subordinate units/ACC Operating Locations; responds to JBSA Mission Partner data calls.
- 2.3.4. (Added) 16 AF Wing/Center Commanders will:**
- 2.3.4.1. (Added) Establish a full agreement program. **(T-3)**
- 2.3.4.2. (Added) Appoint a SAM in accordance with DAFPD 25-2 and forward a copy of the appointment letter to 16 AF/A4RX within 60 days of assumption of command. **(T-3)**
- 2.2.4.3. (Added) Supplement this instruction, if required. Proposed supplement draft will be forwarded to 16 AF/A4RX for review and approval. **(T-3)**
- 2.3.4.4. (Added) Delegate in writing, agreement approval authority, if deemed necessary, to their subordinate commanders/directors, in accordance with DAFPD 25-2. Provide a copy of the delegation letter with required agreement statement (reference 1.2.5.2.2.) to 16 AF/A4RX

within 60 days of assumption of command.

2.3.4.5. (Added) Review and coordinate on agreements, as requested, by the 16 AF/A4RX.

2.3.4.6. (Added) Approve Wing/Center coordinated agreement packages submitted by their SAM to 16 AF/A4RX for 16 AF staff coordination and leadership approval/signature (reference para 1.4.5. Agreements Process). This applies to proposed MOA/MOU/FS Form 7600A for Wing/Center Clevel signature and above. Ensure all agreements with capabilities/goods/services valued at SAT or more include an approved RAD when submitting an agreement package for processing IAW this guidance. **NOTE:** The 9th Reconnaissance Wing (RW), 55th Wing (WG) and 319th RW are required to submit **non-Hosting** agreements to 16 AF/A4RX after Wing coordination is completed and before final signatures are secured. **(T-3)**

2.3.4.6.1. Ensure comments are adequately adjudicated and adjudication rationale completely addresses comments/concerns.

2.3.4.6.2. Ensure the timely return of adjudicated comments and an updated agreement draft as requested by 16 AF/A4RX.

2.3.4.7. (Added) Ensure all subordinate units secure required wing/center coordination/approval on proposed agreements with NSA (and other national agency) and combatant command organizations before submitting through other party's formal coordination process/system (reference para 1.4.5. Agreements Process).

2.3.4.8. (Added) Coordinate/approve quarterly status reports for submission to 16 AF/A4RX to ensure corrective actions address comments from previous quarter review and agreement status are current/accurate.

#### **2.4.5. (Added) 16 AF Wing/Center SAMs will:**

2.4.5.1. (Added) Ensure their agreement activities are IAW applicable guidance in DoDI4000.19, DAFPD 25-2, AFI 25-201, and 16 AF Supplement to AFI 25-201 or current Sixteenth Air Force (16 AF) Guidance Memorandum (GM) to AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*.

2.4.5.2. (Added) Maintain a continuity book (hard-copy or electronic) which will include: agreement policy/guidance; SAM/APOC appointment letters; delegation letters, if applicable; list of their OPRs/points of contact (POC); the last two QSRs; training documentation for subordinate APOCs, and last two Management Internal Control Tool (MICT) self-assessments. Agreement policy/guidance includes: DoDI 4000.19, *Support Agreements*; Department of the Air Force Policy Directive (DAFPD) 25-2, *Support Agreements*; AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*; and current *Supplement/16 AFGM to AFI 25-201*. **EXCEPTION:** The 9 RW, 55 WG, 319 RW will follow Air Force Installation and Mission Support Center (AFIMSC) guidance regarding the continuity book requirement. **(T-3)**

2.4.5.3. (Added) Maintain an agreement folder (electronic format or a 6-part folder) for each support agreement as follows: Part 1: (inside front cover) POCs for agreement and event/coordination log; Part 2: Current signed agreement (or in-work, if initial); Part 3: Communication records (e.g., follow-up e-mails/memos); Part 4: In-work correspondence (i.e., revisions requested); Part 5: Previous agreement/significant historical documents, coordination responses, and documentation on agreement reviews, revisions, and terminations; and Part 6:

(inside back cover) Annual budget reviews and manpower computations, if applicable. **(T-3)**

2.4.5.4. (Added) Maintain copies of agreements signed by their commander and all subordinate commanders. **(T-3)**

2.4.5.5. (Added) Assign NCN to all Wing/Center agreements when formal coordination is initiated and provide electronic copies of agreements signed by Center, Wing, and Group commanders to 16 AF/A4RX. **(T-3)**

2.4.5.6. (Added) Forward Excel spreadsheet QSRs to 16 AF/A4RX covering all Wing/Center and subordinate units', MOAs, MOUs, FS Form 7600As, and NSA SLAs. The QSR will be submitted no later than the 10th calendar day following the end of the quarter (10 Apr, 10 Jul, 10 Oct, 10 Jan). See Attachment 7, Figure A7.1. for the quarterly status report (QSR) format. EXCEPTION: The 9 RW, 55 WG and 319 RW will follow AFIMSC guidance. **(T-3)**

2.4.5.7. (Added) Ensure their APOCs at geographically separated subordinate units receive host installation initial/recurring support agreement training. If training is not available for APOCs or an APOC is working on agreements outside of the host/tenant relationship (such as with National Agencies), SAMs can coordinate with 16 AF/A4RX for assistance as needed. **(T-3)**.

2.4.5.8. (Added) Coordinate with the Wing/Center Comptroller/Finance Director/Financial Management (FM) to conduct an annual budget review IAW AFI 25-201 for all agreements where 16 AF units are the Supplier/Provider and reimbursable support activities have been identified (reference 1.4.5.12.).

2.4.5.9. (Added) Ensure the Wing/Center FM/Comptroller annually reviews all reimbursable agreements (e.g. FS7600As and MOAs, regardless of who is the Supplier/Provider or Receiver/Requester. New FS Forms 7600As will be signed IAW Wing Commander signed delegation letters per DAFPD 25-2.

2.4.5.10. (Added) Ensure the Wing/Center Manpower Office reviews all agreements where the Supplier/Provider has identified a manpower impact. If the Wing/Center Manpower Office validates this impact, the SAM will ensure that the Wing/Center Manpower Office forwards the requirement to 16 AF/A1M for action and 16 AF/A4RX for situational awareness.

2.4.5.11. (Added) Maintain copies of all manpower computations or certification in the agreement folder to provide an audit trail of required manpower.

2.4.5.12. (Added) Review agreements IAW terms and conditions or when there is a mission change to ensure accuracy and currency of the agreement. SAM will contact the other party/Supplier SAM when an agreement requires revision or termination and continue working with other party/Supplier SAM until agreement has been revised and/or terminated. As directed in para 1.2.5.6., all revisions or terminations with national agency (e.g., NSA, NGA, NRO) and combatant command organizations must be forwarded to 16 AF/A4RX for 16 AF Staff coordination and leadership approval before signature. Complete coordination documentation (to include that of the other party) will be maintained in the agreement folder for agreement reviews, revisions, and terminations. **(T-3)**

2.4.5.13. (Added) Conduct semi-annual self-assessments IAW Wing/Center Commander schedule using the 16 AF Supplement/16 AFGM to AFI 25-201 MICT Self-Assessment Checklist (SAC). Forward a copy of the self-assessment results to 16 AF/A4RX no later than (NLT) 10 calendar days after completing the assessment in MICT. EXCEPTION: The 9 RW,

55 WG and 319 RW will follow Air Force Installation and Mission Support Center (AFIMSC) guidance regarding host installation agreements self-assessment. **(T-3)**

2.4.5.14. (Added) Ensure the support agreement with the host installation is revised when a new 16 AF unit (e.g. detachment, operating location, etc.) is embedded at that location within a Wing/Center or one of its subordinate units.

2.4.5.15. (Added) Pursue supplementing this instruction at the Wing/Center level, if required, for the management of the Wing/Center agreements program. Obtain Wing/Center commander approval on supplement draft prior to submission to 16 AF/A4RX for review and coordination/approval. **(T-3)**

2.4.5.16. (Added) Review and coordinate on agreements, as requested, by the 16 AF/A4RX program office.

2.4.5.17. (Added) Forward Wing/Center coordinated draft MOAs/MOUs/NSA SLAs/FS Forms 7600As for Wing/Center level signature and above to 16 AF/A4RX for NAF staff coordination, and leadership approval/signature. Agreement packages will be approved by the Wing/Center Commander before submitting to 16 AF/A4RX. Agreement packages sent to 16 AF/A4RX will contain a copy of the e-SSS signed by the Wing/Center Commander to release it for the NAF staff coordination along with required documentation (paras 1.4.5.7.1 – 1.4.5.7.5). Ensure all agreements with capabilities/goods/services valued at SAT or more include an approved RAD when submitting an agreement package for processing IAW this guidance. **NOTE:** The 9th Reconnaissance Wing (RW), 55th Wing (WG) and 319th RW are required to submit **non-**Hosting agreements to 16 AF/A4RX after Wing coordination is completed and before final signatures are secured.

2.4.5.17.1. (Added) Ensure comments are adequately adjudicated and adjudication rationale completely addresses comments/concerns.

2.4.5.17.2. (Added) Ensure the timely adjudication of comments and update of agreement draft as requested by 16 AF/A4RX.

2.4.5.17.3.(Added) Ensure 16 AF Wing/Center Commander coordination/approval of adjudicated Comments Resolution Matrix (CRM) and updated draft agreement prior to submitting to 16 AF/A4RX.

2.4.5.18. (Added) Secure required Wing/Center coordination/approval on proposed agreements with NSA, other national agency, or Combatant Command organizations before submitting to 16 AF/A4RX or other party's formal coordination process/system (reference para 1.4.5. Agreements Process).

#### **2.4.6. (Added) 16 AF Group and Below Commanders will:**

2.4.6.1. (Added) Be exempt from establishing a full support agreement program because of their limited staffs and agreement involvement.

2.4.6.2. (Added) Appoint an APOC and forward a copy of the appointment letter to their Wing/Center SAM. An APOC is only necessary when group/below unit support agreements exist and is not required for standard co-located wing structured units.

2.4.6.3. (Added) Reach back to their Wing/Center SAM for agreement support.

2.4.6.4. (Added) Ensure Wing/Center coordination/approval for proposed agreement drafts with

NSA, other national agencies or combatant commands is IAW this guidance, Paras 1.2.5.2. Signatory/Approval Authority and 1.4.5. Agreements Process.

2.4.6.5. (Added) Obtain wing/center coordination/approval before submitting a proposed agreement draft to NSA (via AFCO/BMP), other national agency, or combatant command's coordination process/system.

**2.4.7. (Added) 16 AF APOCs (at Group and below) will:**

2.4.7.1. (Added) Serve as their unit's liaison to their Wing/Center SAM. This is not required for standard co-located wing structured units.

2.4.7.2. (Added) Serve as their unit's liaison to their host installation SAM.

2.4.7.2.1. (Added) Contact the other party/Supplier SAM when an agreement requires revision or termination and continue working with other party/Supplier SAM until agreement is revised or terminated.

2.4.7.2.2. (Added) Ensure support agreement(s) with the host installation is revised when a new 16 AF unit (e.g., detachment, operating location, etc.) is embedded within unit spaces or bed down at the same installation.

2.4.7.3. (Added) Maintain a continuity book (hard-copy or electronic) IAW paragraph 2.4.5.2. without QSRs and MICT self-assessments.

2.4.7.4. (Added) Provide QSR inputs to their Wing SAM on a quarterly basis or as otherwise directed.

2.4.7.5. (Added) Not use the 16 AF Supplement/16AFGM to AFI 25-201 SAC in their unit's MICT self-assessment process.

2.4.7.6. (Added) Maintain copies of agreements applicable to their unit.

2.4.7.7. (Added) Review agreements IAW terms and conditions or when there is a mission change to ensure accuracy and currency of the agreement.

2.4.7.8. (Added) Attend host installation initial/recurring support agreement training, if available.

**2.11. (Added) 16 AF Directors, and Directly Aligned NAF level Detachment Directors will:**

2.11.1. (Added) Forward draft MOAs/MOUs/NSA SLAs/FS Form 7600As to be signed at 16 AF Directorate/NAF Detachment level and above to 16 AF/A4RX for NAF staff coordination, and leadership approval/signature. If the 16 AF signatory is not the 16 AF Commander, the individual must be on the 16 AF/A4RX maintained NAF HQ delegation letter. Agreement packages will be approved by the director/ NAF level detachment director before submission (reference Para 1.4.5.8.). Agreement packages sent to 16 AF/A4RX will contain a copy of the e-SSS signed by directorate leadership to release it for the NAF coordination along with required documentation. Ensure all agreements with capabilities/goods/services valued at SAT or more include an approved RAD when submitting an agreement package for processing IAW this guidance.

2.11.2. (Added) Ensure their MOAs/MOUs/NSA SLAs/FS Forms 7600As are-reviewed by their Agreement Originator OPR IAW terms of the agreement.

2.11.3. (Added) Notify the 16 AF/A4RX agreements program office of new MOAs/MOUs/NSA SLAs/FS Form 7600As and required updates/revisions/terminations of existing agreements due

to mission changes.

2.11.4. (Added) Review and coordinate on agreements, as requested, by the 16 AF/A4RX program office.

2.11.5. Forward signed copy of directorate/NAF level detachment support agreements to 16 AF/A4RX agreements program office for file maintenance.

**2.12. (Added) 16 AF/Air Force Cryptologic Office (AFCO) will:**

2.12.1. (Added) Comply with paragraphs 2.11.1 thru 2.11.5. for any AFCO drafted agreements (formal coordination on NSA agreements will be conducted by 16 AF/A4RX through AFCO/BM). Reference 1.4.5. for agreements processing guidelines.

2.12.2. (Added) Ensure agreements received directly from Wings/Center OPRs are routed to 16 AF/A4RX by the Wing/Center SAM.

2.13.3. (Added) Engage respective Wing/Center SAM when a proposed agreement is received from Wing/Center subordinate units. Include the 16 AF/A4RX for situational awareness.

2.12.4. (Added) Direct AFCO/BMP to participate in a no-less than monthly sync with 16 AF/A4RX to provide a status on all in-work 16 AF agreements with NSA (reference para. 2.2.7.12.).

2.15.5. (Added) Coordinate via AFCO/BMP with appropriate NSA organizations to ensure complete adjudication of AF Service Cryptologic Component (SCC) agreement review/coordination comments.

2.12.6. (Added) Initiate action(s) to secure the NSA organization signature when all coordination actions to the proposed agreement are complete.

**3.6.1. (Added) Impasses:** An impasse exists when senior leadership of both parties cannot resolve issues relating to the agreement. Units shall elevate these issues through their chain of command until resolved. When an impasse has been declared, the Wing/Center SAM and NAF Director shall transfer the impasse to 16 AF/A4RX via official memorandum, using the template in AFI 25-201.

**3.7.6. (Added) 16 AF Support Agreement Termination Process.**

**3.7.6.1. (Added) Wing/Center Commander-Signed Support Agreements.** When the termination of an agreement is warranted, Wing/Center SAM will follow the termination term(s) stated in the agreement, follow Wing/Center coordination protocols for this type of action, and obtain approval/termination acknowledgement from the parties before forwarding the termination notification (e-mail or letter) to 16 AF/A4RX. Completed coordination documentation (to include that of the other party) will be maintained in the agreement folder for agreement reviews/updates, revisions, and terminations. The Wing/Center SAM will file termination letters and terminated agreements IAW Records Disposition Schedule.

**3.7.6.2. (Added) 16 AF Directorate, Directly Aligned NAF level Detachment Director-Signed Support Agreements, and 16 AF Command Section Signed Support Agreements.**

3.7.6.2.1. (Added) The Agreement Originator OPR notifies other party counterpart an agreement termination action is warranted.

3.7.6.2.2. (Added) The Agreement Originator OPR will contact 16 AF/A4RX for assistance and

guidance to terminate agreement (with rationale) and provides a draft termination letter.

3.7.6.2.3. (Added) 16 AF/A4RX will staff termination package (agreement and termination letter with rationale) across the NAF staff.

3.7.6.2.4. (Added) If the NAF staff concurs with the termination action of a 16 AF Directorate/directly aligned NAF level detachment director signed agreement, 16 AF/A4RX sends termination letter to Agreement Originator OPR for NAF staff director/NAF level detachment commander signature. The Agreement Originator OPR sends the signed termination letter to the other party and to 16 AF/A4RX. 16 AF/A4RX files the termination letter and terminated agreement IAW Records Disposition Schedule.

3.7.6.2.5. (Added) If the NAF staff concurs with the termination action of a 16 AF Command Section signed agreement, 16 AF/A4RX sends a termination letter to the Command Section for approval/signature and sends the signed termination letter to Agreement Originator OPR for forwarding to the other party. 16 AF/A4RX files the termination letter and terminated agreement IAW Records Disposition Schedule.

**Attachment 1 (Added)**

**16 AF**–Sixteenth Air Force

**16 AF/A1**–Sixteenth Air Force Manpower

**16 AF/A4**–Logistics, Engineering, and Force Protection Directorate

**16 AF/A4R**–Logistics Readiness Division

**16 AF/A4RX**–Plans and Integration Branch 16 AF/A8 – Strategic Plans and Programs

**16 AF/CC**–Sixteenth Air Force Commander

**AFCO**–Air Force Cryptologic Office

**AFCO/BMP**–Air Force Cryptologic Office, Business Management Division, Plans and Requirements

**AFFARS**–Air Force Federal Acquisitions Regulations Supplement

**AFIMSC**–Air Force Installation Management Support Center

**APOC**–Agreement Point of Contact

**CRM**–Comments Resolution Matrix

**FS**–Fiscal Service

**FM**–Financial Management

**GM**–Guidance Memorandum

**IW**–Information Warfare

**JBSA**–Joint Base San Antonio

**MICT**–Management Internal Control Tool

**MIPRs**–Military Interdepartmental Purchase Request

**NCN**–Numbered Air Force Control Number

**NSA**–National Security Agency

**NSA/CSS**–National Security Agency/Central Security Service

**NGA**–National Geospatial-Intelligence Agency

**NGB**–National Guard Bureau

**NLT**–No Later Than

**NRO**–National Reconnaissance Office

**QSR**–Quarterly Status Report

**RAA**–Requirement Approval Authority

**RAD**–Requirement Approval Document

**RW**–Reconnaissance Wing

**SAC**–Self-Assessment Checklist

**SAT**–Simplified Acquisition Threshold

**SCC**–Service Cryptologic Component

**SDO**–Services Designated Official

**WG**–Wing

## Attachment 7 (Added)

### QUARTERLY STATUS REPORT (QSR) FORMAT

#### A7.1. QSR Column Content and Headings.

*\*The below reflects 16 AF minimum required items\**

A7.1.1. Network: JWICS/SIPR/NIPR

A7.1.2. Agreement Number: Number assigned by other party to the agreement or unit ID number.

A7.1.3. NAF Control Number. (NCN): Refer to **Attachment 8** for agreement series numbers designated to each Wing/Center.

A7.1.4. Agreement Type: FS Form 7600A, MOA, MOU, etc. **Note:** NSA SLAs shall be regarded as MOAs, for the purpose of totaling the number of agreements.

A7.1.5. Supplier: The unit or organization that provides services or facilities to another unit or organization (a Receiver). For FS Forms 7600As, this is the Servicing Agency.

A7.1.6. Receiver: The unit or organization that receives support from a Supplier. For FS Forms 7600As, this is the Requesting Agency.

A7.1.7. Support Title: Short Title: Short label of support provided/exchanged.

A7.1.8. E.A.R.: Estimated Amount of Reimbursables. *Indicate the estimated total (not annual) dollar (include decimal point. i.e., \$10,000,000.00) amount of reimbursables for all FS Form 7600As and any other agreements to which this may apply. Provide combined total of all estimated amount of reimbursables at the bottom of E.A.R. column.*

A7.1.9. Date Signed: The date when the last party signed support agreement.

A7.1.10. F.O.R.: Frequency of Review. *Indicates the number of years before a review is required.*

A7.1.11. Next Review Date: Include the next scheduled review date.

A7.1.12. Agreements Status: Current (C), In-Review (IR), Overdue (OD), On-hold (OH), Terminated (T), Pending termination (PT), or New (NEW) agreement in draft.

A7.1.13. Comments: If agreement status is not current, provide a substantive update. Include date of update and proposed/taken actions/actions underway.

**Figure A7.1. (Continued)**

**Quarterly Status Report (QSR) Format**

<p><b>QUARTERLY STATUS REPORT (QSR) NAME OF SUBMITTING WING/CENTER</b></p> <p><b>AS OF DATE:</b></p> <p><b>TOTAL AGREEMENTS</b></p> <p><b>Total Number of FS Form 7600As:      MOAs:      MOUs:</b></p>												
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System (JWICS/ SIPR /NIPR)	Agreement Number	NAF Control Number (NCN)	Agreement Type	Supplier	Receiver	Support Title	E.A.R.	Date Signed	F.O.R.	Next Review Date	Agreement Status	Comments
							*					

**\*Include Total Estimated Reimbursable Amount at bottom of E.A.R. column**

## **Attachment 8 (Added)**

### **ASSIGNMENT OF 16 AF AGREEMENT NUMBERS**

A8.1. (Added) General. 16AF/A4RX has designated the following Numbered Air Force Control Number (NCN) series to respective subordinate organizations for assignment to signed agreements.

A8.2. (Added) NCN Series Assignment.

A8.2.1. 16 AF/A4RX: Numbers 1000 thru 1999 (for 16 AF HQ Staff Directorates/Directly Aligned NAF level Detachments agreements)

A8.2.2. 70 ISRW: Numbers 2000 thru 2999.

A8.2.3. AFTAC: Numbers 4000 thru 4999.

A8.2.4. 480 ISRW: Numbers 5000 thru 5999.

A8.2.5. 363 ISRW: Numbers 6000 thru 6999.

A8.2.6. 9 RW: Numbers 7000 thru 7999 (for IW specific direct mission support agreements)

A8.2.7. 55 WG: Numbers 8000 thru 8999 (for IW specific direct mission support agreements)

A8.2.8. 319 RW: Numbers 9000 thru 9999 (for IW specific direct mission support agreements)

A8.2.9. 557 WW: Numbers 10,000 thru 10,999

A8.2.10. 67 CW: Numbers 11,000 thru 11,999

A8.2.11. 688 CW: Numbers 12,000 thru 12,999