

**BY ORDER OF THE COMMANDER
45TH SPACE WING**

**45TH SPACE WING INSTRUCTION
25-204**



16 MARCH 2021

Logistics Staff

**45TH SPACE WING
MISSION AGREEMENTS PROGRAM**

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This Instruction implements Department of Defense Instruction (DoDI) 4000.19, *Support Agreements* and clarifies its application to the 45th Space Wing (45 SW) Agreements Program. It establishes the framework for those Intra-Service (Air Force to Air Force), Inter-Service or Intra-Agency (DoD Components) and Inter-Agency (non-DoD Federal Agency) agreements known as Mission Agreements. These agreements are managed by the 45 SW Plans and Programs Directorate and are separate from the DD Forms 1144, *Host-Tenant Agreements*, managed by the 45th Logistics Readiness Squadron, (45 LRS) and based on the Common Output Level Standards (AF COLS) published by the Air Force Installation and Mission Support Center (AFIMSC). For more information see 45th Space Wing Instruction 45 SWI25-203, *Wing Support Agreements Program*. The policy and procedures contained within apply to all 45 SW units except where specifically stated otherwise in functional or higher-level instructions or directives. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with (IAW) Air Force Instruction (AFI) 33-322, *Records Management and Information Governance Program*. Refer recommended changes and questions about this publication to the OPR using the AF Form 847, *Recommendation for Change of Publication*; route the AF Form 847 through the appropriate chain of command to 45 SW/XPX, 1201 Edward H. White II Street, Patrick SFB FL 92925-3239, for review and incorporation. This publication may not be supplemented or further implemented/extended. Submit requests for waivers through the chain of command to the Publication OPR for approval.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: Revision incorporates the acronym for United States Space Force (USSF), replaces the 45 SW document management system known as "TurboDOCS" with the 45 SW Agreements SharePoint, removes 45th Launch Control Group (45 LCG), reflects a change in ownership of the Joint Operations Support Agreement (JOSA) from 45 SW to National Aeronautics and Space Administration-Kennedy Space Center (NASA-KSC), introduces U.S. Treasury Department's Bureau of Fiscal Service (FS) Form 7600A, General Terms and Conditions for the Interagency Agreement (IAA).

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1. Scope. This instruction implements policy, provides guidance and assigns responsibility for the development, maintenance and status reporting of wing Mission Agreements that use the Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), Interagency Agreement (IAA), FS Form 7600A and Commercial Space Operations Support Agreement (CSOSA) formats. The term "Mission Agreement" was devised to differentiate between requirements driven agreements and those created using AFIMSC's Air Force Common-Levels of Support (AF COLS) and the 45 SW Installation Support Agreement Catalog (ISAC). It does not include or address the Universal Document System (UDS), Real Estate Use Agreements, Union-Management Agreements, Service-Level Agreements (SLAs), Utility Sales Agreements, Federal Aviation Administration (FAA) Letters of Agreement, Non-appropriated Funds Agreements, Mutual Aid Agreements (MAAs) or Medical-Training Affiliation Agreements (TAAs).

2. Policy. It is the 45 SW Commander's policy that the 45 SW Plans and Programs Directorate (45 SW/XP) will manage the wing's Mission Agreements program and provide oversight to units on overarching policy, guidance and preparation of the same. The responsibility to draft, coordinate and maintain the individual agreements resides with the group or staff agency possessing the predominance of subject matter expertise required to execute the agreement. This decentralized approach was devised and agreed as part of a wing staff manpower reduction and requires units to identify subject matter experts from within their organizations to serve as unit "Document Owners". The Document Owner represents the wing as the single point of contact for the agreement and specific duties are contained herein. All approved Mission Agreements are stored on the 45 SW Agreements SharePoint where they are directly accessible from an internet browser via the URL provided below: <https://usaf.dps.mil/sites/afspc-45sw/SA/Pages/45-SW-Agreements.aspx>. **NOTE:** Courtesy storage on the 45 SW Agreements SharePoint is provided on a case-by-case basis for agreements and agreement-related documents that do not fall under the purview of this instruction. Contact the 45 SW/XP for further information.

3. Responsibilities and Procedures.

3.1. The 45 SW Mission Agreement Document Owner will:

3.1.1. Contact 45 SW/XPX for process guidance and to receive a unique 45 SW Local ID agreement number (15X-2-XX). Once assigned, the Local ID will not be re-used. If the agreement is no longer needed 45 SW/XPX will deactivate the Local ID agreement number and clear the data record.

3.1.2. Develop a draft agreement (when 45 SW is Supplier), or receive a draft agreement from the other party (or parties) to the agreement. It should be noted that per DoDI 4000.19, only one Supplier is permitted per agreement. More than one Receiver is allowed if the funding for all Receivers originates from the same source.

3.1.3. Use the FS Form 7600/A to draft the General Terms and Conditions (GT&C) for all reimbursable Mission Agreements except CSOSA Annexes, or when otherwise specified by functional or higher-level guidance. The DoDI 4000.19, Enclosure 3, MOA/MOU format currently in-use is still acceptable for non-reimbursable agreements.

3.1.4. Assist 45 CPTS/FMAP with technical input for cost estimates; including but not limited to the type/quantity/frequency of services and support contained in the agreement.

3.1.5. Distribute the draft agreement for review and comment by all parties to the agreement, internal and external. Once the comments have been adjudicated and there is agreement by all parties enter the final draft agreement into Task Management Tool (TMT) for 45 SW formal coordination. (See 45 SW TMT Business Rules dated 9 Mar 2020.)

NOTE: Document Owners should contact their unit TMT License holder or CSS/Administrative Staff for assistance since each organization has its own process/approach to TMT and staffing. Examples of a full staffing package can be found on the 45 SW Agreements SharePoint under "Resources".

3.1.6. For Mission Agreements the TMT staffing process typically includes 3 tiers: 1) Two-Letter Coordination; 2) Legal Review and 3) Senior-Level Approval Process (SLAP).

3.1.7. Unless otherwise directed, coordinate the agreement in the Task Management Tool. Use TMT to coordinate the final draft with all units that provide/receive support or have a vested interest in the content of the agreement. For "two-letter" coordination this typically includes:

3.1.7.1. Group Commanders of affected areas

3.1.7.2. Wing Staff Agencies of affected areas

3.1.7.3. Mission Partners impacted by affected areas

3.1.7.4. Others as Needed

3.1.8. Use TMT to request a "Statement of Legal Sufficiency" from the 45 SW Judge Advocate's office (45 SW/JA Workflow) once all two-letter comments have been dispositioned and coordination received. The Statement of Legal Sufficiency must be provided in order to obtain 45 SW approval. **NOTE:** Correspondence that originates from the legal team, including the Statement of Legal Sufficiency, are not releasable outside the wing. Refer any legal issues that arise to the legal office (45 SW/JA) for resolution.

3.1.9. Obtain final signature from the other party (or parties) before submitting the agreement for 45 SW senior-level approval (SLAP), except in the case of the NASA-KSC agreements. (See instructions for NASA-KSC specific agreements in [paragraph 5](#))

3.1.10. Forward the fully-coordinated agreement previously signed by the other party (or parties) and all TMT artifacts to the wing executive staff and request final approval and signature by the 45 SW Commander. Use TMT and hand-carry a duplicate hard-copy to the 45 SW/CCA. Notify the wing Mission Agreements Manager at e-mail: Elizabeth.Scully@spaceforce.mil to receive final review as the first step in the signature process. (See TMT Business Rules dated 9 Mar 2020.)

3.1.11. Once the agreement is signed, annotate an expiration date not to exceed 10 years from the date of final signature. Agreements that remain in effect beyond the 10-year period require re-signature by all parties to the agreement. (See instructions for periodic reviews in [Paragraph 4](#))

3.1.12. Forward electronic copies of all signed Mission Agreements (new and revised), Letters of Currency, Signature Delegations and applicable functional and higher-level guidance to 45 SW/XPX at email: Elizabeth.Scully@spaceforce.mil.

3.1.13. Distribute electronic or hard copies of signed Mission Agreements (new and revised) to the other party (or parties) and any other offices impacted by the agreement.

3.1.14. Periodic review of the entire agreement IAW current guidance found in this instruction (See [Paragraph 4](#)).

3.1.15. Retain the previous two signed versions of all reimbursable agreements in the unit's Electronic Records Management (ERM) for audit purposes.

3.1.16. For Base Operating Support (BOS) agreements which use the AFIMSC COLS/ISAC and are managed by the 45 LRS, see 45 SWI 25-203, *45 SW Support Agreements*, current edition.

3.2. The 45 SW Plans and Programs Directorate (45 SW/XP) will:

3.2.1. Manage the wing's Mission Agreements program and provide Site Administration of the 45 SW Agreements SharePoint.

3.2.2. Provide advice and training on program policy and applicable guidance for the 45 SW agreements managed within the scope of DoDI 4000.19 and this instruction.

3.2.3. Create and maintain the local 45 SW Mission Agreement numbering protocol. Assign 45 SW Local ID Numbers (15X-X-XX) for new agreements and AFIMSC formal agreement numbers (FB2520-YYVVV-ZZZ) for signed agreements, as required.

3.2.4. Ensure the 45th Comptroller Squadron (45 CPTS), provides General Terms and Conditions (GT&C) numbers to Document Owners for use on the FS Form 7600/A. **NOTE:** In the absence of a GT&C numbering capability, the Local ID Number may be used on the FS Form 7600/A.

3.2.5. Create database records and upload approved Mission Agreements to the 45 SW Agreements SharePoint.

3.2.6. Maintain periodic review currency and expiration status in the 45 SW Agreements SharePoint using input from unit Document Owners.

3.2.7. Where applicable, upload Mission Agreement-related correspondence provided by the 45 SW Commander's staff.

3.2.8. Maintain periodic "Review Due" dates within the 45 SW Agreements SharePoint for all agreements managed by 45 SW/XP.

3.2.9. Notify Document Owners when agreement expiration is within 180 days of expiration. (See [Paragraph 4](#)).

3.2.10. Task assigned units with OPR/unit Document Owner responsibilities IAW [paragraph 3.1](#) of this instruction. OPR assignment challenges will be referred to the 45 SW/XP for resolution by the 45 SW Vice Commander or higher as needed.

3.2.11. Determine the level of signature and approval authority for Mission Agreements.

3.2.12. When requested by Headquarters United States Space Force (HQ USSF), coordinate Space Operations Support Agreements (SOSAs) and CSOSAs with the appropriate 45 SW staff offices and functional areas; prepare a consolidated response for submittal to HQ USSF as required.

3.2.13. Serve as the focal point for the preparation, coordination and maintenance of wing CSOSA Annexes.

3.3. The 45th Comptroller Squadron (45 CPTS) will:

3.3.1. Assist in the preparation of new agreements and review existing agreements for reimbursement and compliance with applicable fiscal directives.

3.3.2. Provide Financial Details reports, where applicable, IAW DoDI 4000.19, Enclosure 3, for all reimbursable Mission Agreements.

3.3.3. Provide FS Form 7600/A, GT&C Numbers to Document Owners once guidance is available and the U.S. Treasury Department's Invoice Processing Platform known as "G-Invoicing", allows.

3.3.4. Forward estimated annual reimbursement cost reports to the Receiver for review.

3.4. The 45 SW Program Management Division (45 SW/PMD) will:

3.4.1. Review agreements and proposed revisions to determine applicability and impact (cost, schedule, performance) to programs managed by the PMD.

3.4.2. As needed, provide the Mission Agreement Document Owner with a statement regarding program impact and/or applicability.

3.5. The 45 SW Information Protection Office (45 SW/IP) will:

3.5.1. Review Mission Agreements for Information Protection support concerns (including Information Security, Personnel Security, Industrial Security, Operations Security and Foreign Disclosure).

3.5.2. Provide periodic review of Mission Agreements, as needed, for currency or when Information Protection issues have been identified which require changing support language.

3.6. The 45th Mission Support Group (45 MSG) will:

3.6.1. Ensure agreements are reviewed by the appropriate units tasked within the group including but not limited to:

3.6.1.1. The 45th Civil Engineer Squadron (45 CES).

3.6.1.2. The 45 CES will:

3.6.1.2.1. Review agreements to ensure environmental concerns are addressed.

3.6.1.2.1.1. Review agreements to decide if a conformity determination, pursuant to Section 176(c) of the Clean Air Act, may be required.

3.6.1.2.1.2. Ensure facility/space requirements are adequately represented in the agreement.

3.6.1.3. The 45th Contracting Squadron (45 CONS).

3.6.1.3.1. The 45 CONS will:

3.6.1.3.1.1. Review agreements that incorporate contractor-provided support for compliance or conflict with the Federal Acquisition Regulation (FAR) and/or other regulatory guidance.

3.6.1.3.1.2. Provide the Mission Agreement Document Owner with the appropriate contracts language pertinent to the agreement when contractor-provided support applies.

3.6.1.4. The 45th Security Forces Squadron (45 SFS).

3.6.1.4.1. The 45 SFS will:

3.6.1.4.1.1. Support the development of new Mission Agreements when there are security impacts or requirements such as resource protection, weapon system security, weapon storage, law enforcement and related security services.

3.6.1.4.1.2. Review existing agreements during periodic reviews, as required, when security-related issues or concerns are identified.

3.6.1.5. The 45th Logistics Readiness Squadron (45 LRS).

3.6.1.5.1. The 45 LRS will:

3.6.1.5.1.1. Review agreements and proposed changes/revisions to ensure compliance with applicable logistics directives.

3.6.1.5.1.2. Review agreements and functional-area inputs for manpower impact.

3.6.1.6. The 45th Flight Support Squadron, Manpower and Organization Flight (45 FSS/FSM).

3.6.1.6.1. The 45 FSS/FSM will:

3.6.1.6.1.1. Review agreements and relevant functional-area inputs for manpower impact.

3.6.1.6.1.2. Prepare a Manpower Attachment for mission-related MOAs, when deemed appropriate.

4. Periodic Review

4.1. IAW DoDI 4000.19, all agreements must be reviewed annually for cost impacts and in their entirety at the mid-point, unless specified otherwise by functional directive or higher-level instruction. Forward copies of any guidance that conflicts w/ DoDI 4000.19 to 45 SW/XP. **NOTE:** Any changes to the DoDI 4000.19 mid-point review interval brought about by the upcoming republication of AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, will be captured in a revision to this instruction.

4.1.1. Mission Agreements are declared current or overdue based on the "Review Due" date shown on the 45 SW Agreements SharePoint. Agreements should be declared current, inactive or revised and re-signed within 180-days of the "Review Due" date on SharePoint. Otherwise, the agreement becomes overdue for review or expired.

- 4.1.2. To remain "Current", unit Document Owners should initiate their reviews 180 days prior to the periodic review date shown as the "Review Due" date on the 45 SW Agreements SharePoint.
- 4.1.3. Once the review is initiated, periodically (at least once a month) the "Comments" section of the 45 SW Agreements SharePoint is updated with input from the Document Owner to reflect a concise status of the agreement staffing/coordination status.
- 4.1.4. If the "Review Due" date on SharePoint elapses, the "Document State" changes from Current to Overdue or other appropriate status from a drop down menu managed by 45 SW/XP.
- 4.1.5. Each month Mission Agreements should be declared current, inactive, under revision or signed within 180-days of the "Review Due" date. After the review date the status turns red, the agreement is overdue for review.
- 4.1.6. At the agreements mid-point if the agreement is found to be current and useable as is, and the other party agrees, a letter of currency may be processed. Refer to Attachments **2 and 3** for instructions on preparing a Declaration of Currency memorandum. Note: An agreement must be re-signed at the 10-year point even when there are no changes.
- 4.1.7. The 45 SW Vice Commander, Group Commanders, Chief of Safety, Director, Plans and Programs and the Director, Program Management Division may declare an agreement current thru the use of a "Letter of Currency". Address the letter to 45 SW/XP and e-mail the signed copy (.pdf format) to close the periodic review.
- 4.1.8. Full coordination is not required when using the Letter of Currency, however, evidence of concurrence by the other party to the agreement is required. An indorsement (1st Indorsement) within the Letter of Currency and signed by the other party is ideal for this purpose but an exchange of e-mails is also acceptable. If e-mails are exchanged the body of the Letter of Currency should state the other party provided their review and agrees the agreement is current. **NOTE:** Include the e-mail for evidence as a Tab in the TMT staff package that goes forward w/ the Letter of Currency for signature. Templates are provided in **Attachment 2** to this SWI and on the 45 SW Agreements SharePoint.
- 4.1.9. Administrative-type revisions may be incorporated during the periodic reviews as pen and ink changes either within the body or as an attachment to the Letter of Currency. The signed letter and any attachments are incorporated at the front of the agreement using Adobe (.pdf).
- 4.1.10. If substantive changes are required, revise the agreement and staff for review and signature. Revised agreements must be fully coordinated within the wing and include the other party to the agreement. Follow the same process used for a new agreement and obtain new approval signatures. Upon completion the revised agreement will replace the existing file on the 45 SW Agreements SharePoint.
- 4.1.11. If during the periodic review the agreement requires updating, revise the agreement and obtain new signatures using the staffing/coordination process for new agreements.

4.2. Termination

4.2.1. Either party can request termination of an agreement but both parties must agree and approval must occur at or above the same level as the original approval authority.

4.2.2. To initiate this process, a fully-coordinated “Notification of Termination” letter is drafted to document concurrence by both parties and to serve as notification for units to complete any close-out actions. Prior to signature the draft memorandum is staffed to all parties currently providing or receiving support under the agreement, including Mission Partners as applicable. The letter may be staffed as “info only” or for comment. Include 45 SW/XP for review of the termination package prior to final signature. Refer to 45 SW Agreements SharePoint site or to 45 SW/XP for a template.

4.2.3. Once termination is approved, forward the signed memorandum to 45 SW/XP, and retain copies of any reimbursable agreements in the Document Owners unit files for a minimum of 2 years. This is required for audit purposes.

5. Joint Agreements with NASA-KSC.

5.1. The (MOA) 15-2-02, 45 SW-NASA/KSC Joint Operations and Support Agreement, (JOSA) is the primary agreement between the two agencies for support to operations. The JOSA includes individual Exhibits that are considered part of the JOSA since they reference core language contained within the MOA. Any changes to the JOSA or JOSA Exhibits, or the development of any new JOSA Exhibits or separate stand-alone agreements for support between the two agencies, must first be authorized by the 45 SW/NASA-KSC Joint Policy Group (JPG). This joint forum is co-chaired by the NASA-KSC Deputy Center Director and the 45 SW Vice Commander, each with delegated approval authority for the agreements executed within JPG purview.

5.2. In 2018, as determined by the JPG, the Supplier (ownership) role for the JOSA transferred from the 45 SW to NASA-KSC who is now lead-agency on the agreement format and corresponding processes. NASA has already adopted G-Invoicing and thru the JPG both agencies are working to phase-in the FS Form 7600A/B formats and numbering conventions.

5.3. All new and modified agreements are signed by the JPG co-chairs with certain exceptions which require signature by the 45 SW Commander and NASA-KSC Center Director or higher. The NASA-KSC functional counterpart or the Center Agreements Office (NASA/KSC-ADC) will advise on the appropriate NASA signature authority. Refer to 45 SW/XP for guidance on delegated signature authority within the wing. **NOTE:** NASA-KSC requires hand-written signature on all agreements.

5.4. During the transition to full G-Invoicing, the 45 SW/XP Director is delegated final approval authority to sign FS Forms 7600/A when support is executed against the previously approved (MOA) 15E-2-02, JOSA ver. 8 Aug 18, or any of its Exhibits. The FS Form 7600/A must reference (MOA) 15E-2-02.

5.5. After both Parties sign, NASA-KSC will retain the original signed hard-copy agreement. The 45 SW/XP will maintain electronic copies on the 45 SW Agreements SharePoint.

5.6. During periodic reviews where both the 45 SW Mission Agreement Document Owner and the NASA-KSC functional counterpart agree the agreement is current with no required changes each organization initiates a Letter of Currency memorandum for signature by the JPG Co-chairs. (See [paragraph 4](#) for details on the Letter of Currency memorandum.) The signed memorandums are then exchanged and 45 SW/XPX will upload copies of both memorandums in 45 SW Agreements SharePoint. See [Attachment 3](#) for an example of a Memorandum for Record (MFR) declaring an agreement with NASA-KSC current.

5.7. Functional or statutory guidance may alter the joint standard processes and procedures that have been developed with NASA-KSC. As these situations arise contact 45 SW/XPX at email: Catherine.Wager@spaceforce.mil or the NASA-KSC Center Agreements Office for assistance.

5.8. The (MOA) 15-2-02, 45 SW/KSC JOSA and its Exhibits, will be reviewed at the discretion of the signatories. See 45 SW Agreements SharePoint (MOA) 15-2-02 for further details.

5.9. 45 SW agreements with NASA-KSC are approved for termination by the 45 SW/NASA-KSC JPG. When the JPG approves termination of an agreement the 45 SW/XP will archive copies of the JPG Slides where termination was reviewed and subsequently authorized. Upon notification by the Document Owner, 45 SW/XP will deactivate the 45 SW Local ID and purge all data from the 45 SW Agreements SharePoint. 45 SW/XP will maintain copies in ERM of all reimbursable agreements with NASA-KSC and under their direct management.

6. Fiscal Service Bureau (FS) Form 7600, Interagency Agreement

6.1. Details of signature blocks for the FS Forms 7600A/B and who can sign are found in [Attachment 5](#) of this SWI.

7. 45SW Agreements SharePoint.

7.1. The 45 SW Agreements SharePoint is the central repository to store wing plans, agreements and Letters of Delegated Authority that allow signature and approval below wing (installation) commander-level. The 45 SW Agreements SharePoint also stores FS Forms 7600/A, DD Forms 1144 and provides courtesy storage for other wing agreements.

7.2. Signed Letters of Currency are incorporated into the agreement using Adobe software (.pdf) and a copy sent to 45 SW/XP for upload to the 45 SW Agreements SharePoint. The signed Letter of Currency is used to adjust the periodic review date but does not alter the overall date of the agreement nor does it extend the expiration date which occurs 10 years after final signature.

7.3. Anyone within the 45 SW Enterprise Network (ENTNET) who has a Common Access Card (CAC) may access the 45 SW Agreements SharePoint via the following URL: <https://usaf.dps.mil/sites/afspc-45SW/SA/Pages/45-SW-Agreements.aspx>

7.4. Mission Agreement Document Owners can use the 45 SW Agreements SharePoint to view status and download their assigned documents.

7.5. Regardless of signature level, copies of all unclassified Wing Plans and Mission Agreements will be maintained on the 45 SW Agreements SharePoint. For classified documents, a one-page Microsoft Word file that specifies an unclassified title, date, unit Document Owner name, office symbol, phone number and classified storage location will be uploaded to the 45 SW Agreements SharePoint.

8. Base Support Attachments (BSA).

8.1. The BSA is used to incorporate support negotiated as part of a contract into an agreement. Once the contract is signed, the BSA can be attached to an agreement for reference. The 45 SW is reimbursed for this support by the other government agency. Previously, the 45 SW staffed the BSA through the wing to ensure support could be provided and both parties signed the actual BSA as if it were a separate agreement. However, DoDI 4000.19 requires recurring reimbursable support be documented via DD Form 1144 between the 45 SW and the other government party. The BSA is merely an attachment to a DD Form 1144 Support Agreement. Depending upon the scope of the Support Agreement, it can have multiple BSAs attached. In limited circumstances, an MOA may be used in lieu of a DD Form 1144. Once both parties sign the DD Form 1144 the requesting agency can attach the BSA(s) to the contract(s) as applicable. The BSA is only in effect for the term of the authorizing Support Agreement DD Form 1144. The requesting agency should not award follow-on or other contracts or any contract modifications with the BSA that exceeds the term of the authorizing Support Agreement DD Form 1144/MOA until the wing has formally approved and committed to the support via a Support Agreement DD Form 1144 or MOA renewal or extension. (For more information see 45th Space Wing Instruction (45 SWI) 25-203, *Wing Support Agreements Program*.)

8.2. The other government agency should solicit support through the 45 SW/XP front door process IAW 45 SWI 10-601, *Acceptance of New Workloads*. 45 SW/XP will assist in providing details of the required support to the 45 LRS Support Agreement Manager for inclusion in a DD Form 1144 support agreement or to the Mission Agreement Document Owner when an MOA is used.

8.3. Typical support would be use of the base gym or office-related items. This is support to a requiring agency's contractor is fully reimbursable regardless of the service or agency administering the contract.

9. MOAs in lieu of DD Forms 1144. DoDI 4000.19, Enclosure 3, paragraph 3.b.(1) and AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, paragraph 1.3., require a DD Form 1144 be used to document recurring reimbursable support where the Air Force or DoD Component is the Supplier. In a few circumstances, a small-scale recurring support MOA may be used when the administrative effort and expense of preparing a DD Form 1144 cannot be justified. In such cases, the 45 SW Commander waives the need to prepare a DD Form 1144 by signing the MOA with the following statement in the Purpose section of the MOA: "This small scale recurring support MOA is being used in lieu of a DD Form 1144 IAW paragraph 3.2.6. of AFI 25-201". (For more information see 45 SWI 25-203, *Wing Support Agreements Program*.)

10. Approval and Signatory Authority. The 45 SW Commander is the sole authority to approve a Mission Agreement. The 45 SW Commander may delegate approval and signatory authority in writing to a lower level. Upon delegation, functional agreements between offices within the 45 SW may be signed at lower levels, but not lower than Squadron Commander (Sqd/CC) or wing staff agency director. Follow the guidance in 45 SWIs and higher level instructions when they specify who should sign an agreement. When the level of signature authority is questionable the 45 SW/XP will make a determination on which signature is appropriate. Disputes will be elevated to the 45 SW Vice Commander for resolution.

STEPHEN G. PURDY, JR.
Brigadier General, USSF
Commander

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

DoDI 4000.19, *Support Agreements*, 16 December 2020

45 SWI 25-203, *45th Space Wing Support Agreements Program*, 24 March 2016

AFI 33-322, *Records Management and Information Governance Program*, 23 March 2020

AFSPCI 10-1215, *Support to FAA-Licensed Space Launch Activities*, 15 June 2007

45 SWI 10-601, *Acceptance of New Workloads*, 8 September 2020

AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*
18 October 2013

DoD 7000.14-R Vol 1-16, *Department of Defense Financial Management Policy*, May 2019

Prescribed Forms

None

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1144, *Support Agreement*

FS Form 7600A, *General Terms and Conditions for the Interagency Agreement (IAA)*

FS Form 7600B, *United States Government Order Form*

Abbreviations and Acronyms

AF—Air Force

AFB—Air Force Base

AFI—Air Force Instruction

AFIMSC—Air Force Installation and Mission Support Center

AFRIMS—Air Force Records Information Management System

AFSPCI—Air Force Space Command Instruction

BSA—Base Support Attachments

CAC—Common Access Card

CC—Commander

COLS—Common Levels of Support

CSOSA—Commercial Space Operations Support Agreement

CSS—Computer Support Staff

DOCS—Document Organization and Control System
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
EM—Emergency Management
ENTNET—Enterprise Network
ERM—Electronic Records Management
FAR—Federal Acquisition Regulation
FES—Fire Emergency Services
FS—Fiscal Service
GT&C—General Terms and Conditions
JOP—Joint Operating Procedures
JPG—Joint Policy Group
HQ—Headquarters
IAA—Interagency Agreement
ISAC—Installation Support Agreement Catalog
JA—Judge Advocate
JOSA—Joint Operations Support Agreement
JPG—Joint Policy Group
KSC—Kennedy Space Center
LOA—Letter of Agreement
LRS—Logistic Readiness Squadron
MAA—Mutual Aid Agreements
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MSG—Mission Support Group
NASA—National Aeronautics and Space Administration
OPR—Office of Primary Responsibility
PIN—Personal Identification Number
POC—Point of Contact
SFB—Space Force Base
SLA—Service Level Agreement
SLAP—Senior Leadership Approval Process

SOSA—Space Operations Support Agreements

SQ—Squadron

SSS—Staff Summary Sheet

SWI—Space Wing Instruction

TAA—Training Affiliation Agreement

TMT—Task Management Tool

UDS—Universal Documentation System

USSF—United States Space Force

Terms

BSAs for Non 45SW Requesting Agency Contracts—BSAs are attachments to contracts documenting the support authorized by the 45 SW to another government agency's contractor under the authority of an approved DD Form 1144 Support Agreement or a small-scale recurring support MOA. The support agreement DD Form 1144 or small-scale recurring support MOA should cover all mission-related and installation support to the requesting agency and its contractor. The requesting agency will provide a copy of the BSA for attachment to the signed DD Form 1144 Support Agreement or MOA. It is incumbent upon the requesting agency to reimburse the 45 SW for the support and to attach the BSA to contract(s).

CSOSA—A support agreement between HQ USSF and a commercial user that describes support of user activities, allocation of risks, financial arrangements and safety, security and environmental compliance requirements.

CSOSA Annexes—Annexes prepared to describe the support provided by the 45 SW under CSOSAs to commercial companies.

Functional-area POC—Typically, the subject matter expert in a particular functional area.

Interim Support Agreement—A short-term agreement (approximately 1-2 years) usually prepared by 45 SW/XPR for a commercial space operations customer to document support provided during preparation and staffing of the formal CSOSA and CSOSA Annex.

Joint Operating Procedures (JOP)—JOPs are no longer used. In some cases, JOPs were used to document agreements with NASA-KSC and the Naval Ordnance Test Unit. As these JOPs come due for review, they will be replaced with MOAs/MOUs.

Letters of Agreement (LOA)—Exchange of information agreed to between one entity and the other. With the exception of FAA-owned Air Traffic Control LOA's (Refer to AFI 13-204, Volume 3, *Airfield Operations Procedures and Programs*, for information on Air Traffic Control LOAs), wing LOAs will be assigned numbers and maintained in 45 SW Agreements SharePoint.

Memorandum of Agreement (MOA)—A type of intra-service, intra-agency, or inter-agency agreement between two or more parties, which includes specific terms that are agreed to, and commitment by, at least one party to engage in action. It includes either a commitment of resources or binds a party to a specific action.

Memorandum of Understanding (MOU)—A type of intra-service, intra-agency, or inter-agency agreement between two or more parties, which includes only a general understanding between the parties. It neither includes commitment of resources nor binds a party to a specific action.

Mission Agreement Document Owner—The unit representative or agreement(s) POC, usually a subject matter expert, having overall responsibility for drafting, staffing, coordinating and obtaining final approval signatures on assigned agreements.

Mutual Aid Agreement (MAA)—Written agreement between agencies, organizations or jurisdictions that will assist one another upon request by furnishing personnel, equipment, or expertise in a specified manner. See AFI 10-2501, *Emergency Management (EM) Program Planning and Operations*. Follow the agreement format and signature authority prescribed in the appropriate functional area instructions, e.g., AFI 32-2001, *Fire Emergency Services (FES) Program*, and AFI 31-121, *Military Working Dog Program*. Information regarding support to civilian authorities is covered in AFI 10-801, *Defense Support of Civil Authorities (DSCA)*.

Office of Primary Responsibility (OPR)—Within 45 SW Agreements SharePoint, wing staff agencies and the four wing groups are assigned as OPRs for specific agreements. OPRs will ensure agreements under their purview are assigned Mission Agreement Document Owners and that Mission Agreement Document Owners identified in 45 SW Agreements SharePoint are correct.

Operating Agreement—Refer to DoD 7000.14-R, Volume 12, Chapter 33, for information on the format and signature approval authority for agreements with financial institutions on Patrick Air Force Base and Cape Canaveral Air Force Station. These operating agreements are coordinated in the same as other wing Mission Agreements.

Other Party to the Agreement—The other party to the agreement is a non-45 SW activity that agrees to the terms, roles, responsibilities, procedures, and/or services specified in the agreement. There are instances when there are more than two parties to an agreement.

Support Agreement—An intra-service, intra-agency, or inter-agency agreement for a Supplier, normally the host, to provide support to a Receiver, normally a tenant. At the 45 SW, Base Operating Support (routine type of common infrastructure support that any typical base could provide) is documented in section 12 of the DD Form 1144, Support Agreement. Recurring, reimbursable mission-related support and support to a requesting agency for their contractors are documented in section 13 of the DD Form 1144.

Transient Customer Agreement—A short-term agreement (less than 1 year) prepared by 45SW/XPR for non-Air Force federal customers requesting transient support.

Attachment 2

CURRENCY DECLARATION FOR NON-NASA-KSC AGREEMENTS

Figure A2.1. Currency Declaration For Non-NASA-KSC Agreements.

Date
MEMORANDUM FOR 45 SW/XP
FROM: [Group/CC, 45 SW/CV, or 45 SW/SE]
SUBJECT: Periodic Review of Agreement 15X-X-XX, Agreement Title
1. This organization has reviewed agreement 15X-X-XX, Agreement Title between [insert organization name] and the 45th Space Wing dated dd mmm yy. I have verified the agreement is accurate and current as of dd mmm yy.
2. [Insert other party's POC name and office symbol] concurs the agreement is current and should remain in effect.
3. [If necessary, as an example] Attach this letter to the agreement to document the following "pen and ink" changes: <ul style="list-style-type: none">a. Paragraph 6.1.1.1., change the Primary POC to Mr. John Jones, 4-1234.b. Paragraph 6.1.1.2., change the Alternate POC to Ms. Joan Smith, 4-4321.
4. The next review date for this agreement is dd mmm yy. (add 5 years)
5. All questions should be directed to [POC's name], [POC organization], [POC phone number].
<div style="text-align: right;">JOHN X. DOE, Colonel, USAF Commander, 45th XXX Group</div>

Attachment 3

CURRENCY DECLARATION FOR NASA-KSC AGREEMENTS

Figure A3.1. Currency Declaration For NASA-KSC Agreements.

Date
MEMORANDUM FOR RECORD
FROM: 45 SW/CV
SUBJECT: Periodic Review of Agreement 15X-X-XX (KCA-XXXX), Agreement Title
1. This organization has reviewed agreement 15X-X-XX (KCA-XXXX), Agreement Title, between NASA-KSC and the 45th Space Wing dated dd mmm yy. I have verified the agreement is accurate and current as of dd mmm yy.
2. The next review date for this agreement is dd mmm yy. (add 5 years)
3. All questions should be directed to [POC's name], [POC organization], [POC phone number].
BRANDE H. WALTON, Colonel, USAF Vice Commander, 45th Space Wing 45 SW/NASA-KSC Joint Policy Group
Attachment: Agreement 15X-X-XX (KCA-XXXX), Agreement Title, Agreement Title, Date
cc: NASA/KSC-AA-A NASA/KSC-ADC 45 XXX/CC (Msn Agmt Owner's Group) 45 SW/XPX

Attachment 4

180-DAY NOTICE FOR NASA-KSC AGREEMENTS

Figure A4.1. 180-Day Notice For NASA-KSC Agreements.

Date
MEMORANDUM FOR 45TH XXX GROUP/CC
SUBJECT: Periodic Review of 15X-X-XX (KCA-XXXX), Agreement Title
<p>1. In accordance with the 45th Space Wing (45 SW)/National Aeronautics and Space Administration, Kennedy Space Center (NASA-KSC) Joint Policy Group (JPG) procedures, we are sending you a courtesy reminder to initiate periodic review of 15X-X-XX, (KCA-XXXX), Agreement Title. Please coordinate your review with the appropriate NASA-KSC functional activity.</p> <p>2. If after the appropriate review both parties determine the agreement does not require significant changes, a Declaration of Currency Memorandum signed by the 45 SW Vice Commander together with a corresponding letter signed by the NASA-KSC Deputy Center Director are all that is required to satisfy the requirement for this review. Once signed, the Mission Agreement Document Owner should combine the signed letter with the agreement using Adobe software and upload the file to 45 SW Agreements SharePoint. Forward copies of the revised agreement and advise 45 SW/XPX to close the review.</p> <p>3. During the review and coordination, please have your action officer provide timely status information in the Document State section of 45 SW Agreements SharePoint. If you have questions, contact Ms. Elizabeth Scully at (321) 494-5647, DSN 854-5647, e-mail elizabeth.scully@spaceforce.mil, or Ms. Jennifer Macklin at (321) 494-XXXX, DSN 854-XXXX, e-mail jennifer.macklin@spaceforce.mil.</p>
THOMAS A. EYE, GS-15, DAF Director, Plans and Programs
cc: XXX

Attachment 5

AGREEMENT APPROVALS FOR FISCAL SERVICE (FS) FORM 7600A/B

Figure A5.1. Agreement Approvals For Fiscal Service (FS) Form 7600A/B.

1. FS Form 7600A: General Terms and Conditions

1.a. Block 26. Initial Approval: 45 CPTS/CC (Comptroller)

1.b. Block 27. Final Approval: 45 SW/CC or delegated official (e.g., 45 SW/XP) signs if support falls under delegated authority. Signature delegation should be by memo or Space Wing Instruction (SWI).

2. FS Form 7600B: Order Form.

2.a. Block 123. Funding Official: 45 CPTS/FMAP

AGREEMENT APROVALS
FUNDING OFFICIAL
The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

Figure A5.1.

2.b. FS Form 7600B, Block 124. Program Official: (1) LRS Support Agreement Manager (SAM), (2) XP Director or delegate, (3) 45 PMD Director or delegate (IRSP Only), (4) 45 OG Program Support Manager (PSM) or Program Analyst based on the type and/or source of the order.

PROGRAM OFFICIAL
The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

Figure A5.2.

2.c. Note: Refer FS Forms 7600 to the following offices for signature:

- (1) 45 LRS/LGRDX Support Agreement Manager (SAM), for Base Operating Support (BOS).
- (2) 45 SW/XP Director, for support to Transient Programs.
- (3) 45 SW/PMD Director, for IRSP Program Agreements.
- (4) 45/OG Program Support Manager, for 45 SW Airfield-Related Agreements.