

**BY ORDER OF THE COMMANDER
SPACE LAUNCH DELTA 45**

**SPACE LAUNCH DELTA 45
INSTRUCTION 25-201**



**31 MAY 2023
Certified Current, 5 March 2025
Logistics Staff**

**SPACE LAUNCH DELTA 45
SUPPORT AGREEMENTS PROGRAM**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

ACCESSIBILITY: This publication is available for downloading or ordering on the e-Publishing website at www.e-Publishing.af.mil

RELEASABILITY: There are no releasability restrictions on this publication

OPR: 45LRS/LGRDX

Certified by: 45LRS/CC
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Supersedes: 45SWI25-203, 24 March 2016

Pages: 13

This instruction implements DoDI 4000.19, *Support Agreements*, DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 11A, *Reimbursable Operations Policy and Procedures*, AFI 25-201, *Intra-Service, Intra-Agency and Inter-Agency Support Agreements Procedures* and DAFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*. It defines the Space Launch Delta 45 (SLD 45) Support Agreements program, assigns delta responsibilities and prescribes procedures for the development, review, coordination, negotiation, approval, administration and management of SLD 45 Support Agreements. This instruction applies to the SLD 45, subordinate units and the Requesting Agencies or Receivers of SLD 45 support. Ensure all records generated because of processes prescribed in this publication adhere to AFI 33-322, *Records Management and Information Governance Program* and are disposed in accordance with the Air Force Records Disposition Schedule. Refer recommended changes and questions about this publication to the Office of Primary Responsibility using the DAF Form 847, *Recommendation for Change of Publication*; route DAF Form 847s from the field through the appropriate functional chain of command.

SUMMARY OF CHANGES

This document has been revised and must be completely reviewed. Changed publication number to be in-line with AFI 25-201. Publication name modified due to the 45 SW name change to SLD 45. Designates which support agreements the SLD 45/CV-IS and the SLD 45/CV-O have approving authority signature. Removes Group Commanders responsibilities. Updates roles and responsibilities and procedures for the Vice Commanders, Delta Staff, Squadrons, SAMs and

FAACs. Introduces the use of U.S. Treasury Department's Bureau of Fiscal Service Form 7600A, *General Terms and Conditions* for the Interagency Agreement. This instruction implements DoD and USAF policy as it applies to the delta for the development and maintenance of Support Agreements created using the SLD 45 Installation Support Agreement Catalog (SLD 45/ISAC). This policy also applies to Support Agreements with State and Local governments. It does not include International Agreements, Commercial Agreements, Mission Agreements, Non-appropriated Funds Agreements or Medical-Training Affiliation Agreements.

1. Policy. It is the policy of the SLD 45 Commander that BOS type of SLD 45 Support Agreements be centrally managed by a single point of contact. Specifically, 45th Logistics Readiness Squadron, Installation Deployment Readiness Cell (45 LRS/LGRDX) is designated as the central point of contact and program manager for SLD 45 Support Agreements, (FS Form 7600A, DD Form 1144s and BOS type Memorandums of Agreements and Memorandums of Understanding).

2. Roles and Responsibilities.

2.1. Installation Commander.

2.1.1. SLD 45/CC is approval and signature authority for all Support Agreements. Delegation of approval and signature authority shall only be by way of a delegation of authority letter signed by SLD 45/CC.

2.1.2. Delegated signature authority approves the SLD 45/ISAC.

2.2. 45th Medical Group (45 MDG).

2.2.1. 45 MDG support will remain in SLD 45 Support Agreements.

2.2.2. Coordinate on the SA during the FAAC review.

2.2.3. Ensure that the support provided under their authority can be provided IAW the SA or that support needs to be revised IAW their FAAC's recommendations.

2.3. Support Agreement Manager.

2.3.1. Administers the SLD 45 SA program.

2.3.2. Ensures primary and alternate SLD 45/SAMs are appointed.

2.3.3. Ensures SAs follow applicable DoD, USAF and Air Force Installation Mission Support Command, Support Agreements Section (AFIMSC/IZDPS) instructions and policies and guidance in this instruction.

2.3.4. Serves as the focal point for the review, coordination, negotiation, approval, administration and management of SLD 45 SAs.

2.3.5. Initiates staffing as needed to ensure SAs are current.

2.3.6. Responsible for conducting reviews of all SAs.

2.3.7. If required, obtain a current cost estimate from 45th Comptroller Squadron, Policy and Programs (45 CPTS/FMAP) to be included in the SA as the Funding Annex.

2.3.8. If manpower authorizations are to be transferred from the Requesting Agency/Receiver, obtain inputs from the 45th Force Support Squadron, Manpower and Organization Flight (45 FSS/FSM) for development of the Manpower Annex or provide a signed statement to be included in the agreement.

2.3.9. Submit fully coordinated new SAs, amendments, revisions or terminations of existing SAs to the appropriate official(s) for signature.

2.3.10. Advise AFIMSC/IZDPS, SLD 45 Staff, FAACs and the Requesting Agency/Receiver upon completion of each review by electronic distribution and posting completed SAs IAW the agreement's Distribution Attachment.

- 2.3.11. Provide advice and assistance to the Servicing Agency/Supplier and/or Requesting Agency/Receiver to access SAs (see [para 2.3.10](#)).
- 2.3.12. Maintain as applicable, a listing of FAACs for each SLD 45/ISAC category of support.
- 2.3.13. Task FAACs to draft/provide SAs language for their area of expertise and/or functional assignment to be used in the SLD 45/ISAC and SLD/SAs
- 2.3.14. Provide advice and assistance to the delta staff, FAACs and Receivers relative to DoD, USAF, AFIMSC/IZDPL and SLD 45 policies on the development, review, coordination, negotiation, approval, administration and management of SAs.
- 2.3.15. Take necessary action in accordance with DoDI 4000.19 and/or AFI 25-201 if a dispute cannot be resolved at the local level between the Servicing Agency/Supplier and the Requesting Agency/Receiver. Assist the SLD 45 staff, FAACs and the Receiver in resolving disputes when previous efforts are unsuccessful.
- 2.3.16. Annually, for in-garrison planning, validate the list of SAs in the SLD 45 BSP.
- 2.3.17. Develop, maintain and update (pen and ink changes are appropriate) as needed the SLD 45/ISAC. Publishes ISAC, see [paragraph 2.3.11](#) for location.
- 2.3.18. Ensures SAs submitted for termination are fully coordinated prior to signature.
- 2.3.19. When requested, will assist 45 CPTS/FMAP with annual support agreement budget reviews/calculations.
- 2.3.20. Ensures SA meets minimum requirements as required by DoDI 4000.19 and AFI 25-201 before submission to SLD 45 Staff Judge Advocate.

2.4. Functional Area Agreement Coordinators.

- 2.4.1. Determine if the requested support can be provided and identify the impact (if any) to the Servicing Agency/Supplier of providing the requested support.
- 2.4.2. Draft functional area content for the ISAC and ensure adequate and accurate information is contained in Support Agreements.
- 2.4.3. Furnish annual estimates of costs and corresponding reimbursement calculations for each SA to the appropriate CCM with informational copy to the 45 CPTS/FMAP.
- 2.4.4. Provide inputs as required to accomplish a fully coordinated SLD 45 position on each SA.
- 2.4.5. Notify the 45 LRS/LGRDX and submit changes to SAs as soon as the need for change becomes arises.
- 2.4.6. Notify the SLD 45/SAM in writing as soon as possible of any anticipated increase or reduction in support.
- 2.4.7. Resolve support problems within a functional area directly with the Requesting Agency/Receiver where appropriate.
- 2.4.8. Proofread the support language of applicable functional area.

2.5. 45th Comptroller Squadron.

- 2.5.1. Review SAs and proposed revisions to SAs for compliance with applicable finance directives.
- 2.5.2. Provide reimbursement policy pertinent to each SA in accordance with applicable directives.
- 2.5.3. Validate SA cost estimates and reimbursement calculations provided by FAACs.
- 2.5.4. Verify the total cost estimate on the Support Agreement is within the SLD 45 budget submission.
- 2.5.5. Assist the SAM in providing FAAC training.
- 2.5.6. Provide an Annual Funding Annex for each reimbursable SA.
- 2.5.7. Provide SAM with cost data spreadsheet for each reimbursable SA requiring an annual budget review.

2.6. SLD 45 Staff Judge Advocate.

- 2.6.1. Review each submitted SA and determine legal sufficiency IAW DoDI 4000.19 and AFI 25-201.

2.7. 45th Force Support Squadron, Manpower and Organization Section.

- 2.7.1. Review all SAs and relevant functional area inputs for manpower impacts.
- 2.7.2. Provide a statement on the SA signed by 45 FSS/FSM whenever manpower spaces have been or will be transferred because of the Support Agreement. Indicate the number of spaces transferred to each SLD 45 staff and/or functional area.
- 2.7.3. If no manpower transfers were requested, strike through “will not”, then sign and date below the manpower statement.
- 2.7.4. Assist the SAM with FAAC training to brief manpower rules and policies.
- 2.7.5. Assist the staff and FAACs with development of labor estimates (man-hours/man-years).

2.8. 45th Contracting Squadron.

- 2.8.1. Review SAs and proposed changes/revisions to SAs to determine applicability and compliance with the Federal Acquisition Regulation (FAR) and other procurement/contracting directives.
- 2.8.2. Provide contracting SA language as appropriate.

2.9. 45th Civil Engineer Squadron (45 CES).

- 2.9.1. Ensure Civil Engineering services, including environmental requirements are adequately addressed.
- 2.9.2. Conduct a review of SAs to decide if a conformity determination pursuant to Section 176(c) of the Clean Air Act may be required. Applicable when the installation is in a nonattainment or maintenance area for National Ambient Air Quality Standards.

2.9.3. Ensure all facility space allocations associated with SAs shall first be approved by the delta's facilities board process prior to final approval of the SA by the SLD 45.

2.9.4. Verify that the Facilities Attachment in the SA is correct and complete.

2.9.5. The 45 CES/CD signs at the SA stating that the Support Agreement has been reviewed and determined to have no environmental impact.

2.10. 45th Security Forces Squadron (45 SFS).

2.10.1. Conduct SAs review to ensure Force Protection, Resource Protection, Weapon Systems Security, Weapon Storage, Law Enforcement and related security services are adequately addressed.

2.10.2. Coordinate on SAs during the initial review cycle as appropriate and if security concerns arise.

2.10.3. The 45 SFS/CD signs at the SA stating that the SA has been reviewed and determined to have no security concerns.

2.11. SLD 45 Information Protection Office.

2.11.1. Review SAs to ensure Industrial Security, Personnel Security, Information Security and Operations Security are included where appropriate based on the mission and needs of the receiving unit.

2.12. Requesting Agency/Receiver will:

2.12.1. Identify initial requirements and subsequent changes in support to 45 LRS/LGRDX as soon as requirements are known. Support requirements will be as detailed as possible regarding type, quantity, quality, frequency, commencement and duration.

2.12.2. Make a best effort attempt to resolve support problems at the functional level before referring issues to 45 LRS/LGRDX for resolution.

2.12.3. Provide funding for the total annual estimated costs at the beginning of the fiscal year or when a new Job Order Number (JON) is activated.

2.12.4. Provide timely inputs to 45 LRS/LGRDX during the review of SAs.

2.12.5. Work with FAACs and CCMs to provide the 45 CPTS/FMAP an estimate of the anticipated annual costs for each category of support contained in the agreement. The estimate should identify all changes in cost (up or down) and where possible provide historical data as back-up.

2.12.6. Ensure all facility space allocations associated with SAs shall first be approved by the delta facilities board process to final approval of the SA by the SLD 45.

2.12.7. Take actions to proofread the SA.

3. SA Review Procedures.

3.1. SAM drafts review letter/e-mail/review package and circulates to appropriate reviewers six months before the anniversary date specified by DoDI 4000.19.

3.2. Establishes an SA Requesting Agency/Receiver point of contact.

3.3. Revise existing SA with support language from the ISAC.

- 3.4. When using FS Form 7600A, create SA in G-Invoicing. Use continuation pages for blocks 11-14 and 16-20.
- 3.5. Attach draft SA to above review notification and allow Requesting Agency/Receiver one month to complete review.
- 3.6. Receiver returns draft with recommended changes and SAM updates draft agreement.
- 3.7. SAM forwards draft agreement to FAACs providing support. Review is coordinated in TMT within two-week suspense.
- 3.8. After FAAC review is complete and changes are made, draft SA is sent to Requesting Agency/Receiver for a final review with month suspense.
- 3.9. Implement changes, if any, from Requesting Agency/Receiver final review. Repackage draft SA and task via TMT for signatures from 45 FSS/FSM, 45 CES/CD and 45 SFS/CC for signatures and allow two-week suspense.
- 3.10. Repackage draft SA task via TMT for 45 CPTS/FMAP coordination and 45 CPTS/CC signature, allow a two-week suspense.
- 3.11. Repackage and staff, via TMT and hard copy, for a legal review and signature – allow two-week suspense.
- 3.12. Forward to Requesting Agency/Receiver for Requesting Agency/Receiver comptroller and approving authority's reviews and signature, allow two-week suspense.
- 3.13. Route SA, via TMT business rules to the SLD 45 Approval Authority for final review and approval signature, allow two-week suspense.
- 3.14. After Servicing Agency/Supplier receives final approval signatures, update SA at the sites according to the SA Distribution Attachment. File hard copy of approved SA and historical data in applicable folder in SA cabinets. Distribute copies according to the Distribution Attachment in the agreement.

4. SA Review Procedures, New Support Agreement.

- 4.1. See AFI 25-201 for development of a new SA. Use pertinent procedures in this instruction, [paragraph 3](#).

5. SA Review Procedures, Revisions.

- 5.1. See AFI 25-201 for revision or changes to an SA.
- 5.2. Use applicable procedures in this instruction, [paragraph 3](#) and/or the general provisions of the SA.

6. SA Review Procedures, No Significant Changes.

- 6.1. SAM drafts review letter/e-mail/review package and circulates to appropriate reviewers six months before the anniversary date specified by DoDI 4000.19.
- 6.2. Establishes an SA Requesting Agency/Receiver point of contact.
- 6.3. Sends Requesting/Receiver current SA. Requesting Agency/Receiver returns draft with minor or no recommended changes.
- 6.4. SAM forwards current agreement to FAACs providing support.

6.5. Servicing Agency/Supplier SAM, with concurrence of Requesting Agency/Receiver SAM/point of contact, will change the effective date to reflect review completion.

7. SA Format. DoDI 4000.19 and G-Invoicing describe the use of FS Form 7600A. AFI 25-201 describes the use of the DD Form 1144. DoDI 4000.19 and AFI 25-201 describe the use of MOA/MOU formats for SAs.

7.1. The following numbering protocol for SAs is used. Both numbers are used to manage SAs and both are listed on each agreement. See [Attachment 2](#) for the numbering protocol.

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

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

Title 42, United States Code, Chapter 85, Sections 7501-7515, *Clean Air Act*, 14 July 1995

Title 48, Code of Federal Regulations, *Federal Acquisition Regulation*, 30 December 2022

Title 31, United States Code § 1535, *Economy Act*, 1 February 2010

DoDD 3200.11, *Major Range and Test Facility Base*, 15 October 2018

DoDI 4000.19, *Interservice and Intragovernmental Support*, 16 December 2020

DoD 7000.14-R, *DoD Financial Management Regulation, Volume 11A, Reimbursable Operations Policy and Procedures*, 10 August 2021

AFPD 25-2, *Support Agreements*, 26 September 2019

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

DAFMAN 65-605, Volume 1, *Budget Guidance and Technical Procedures*, 31 March 2021

AFI 33-322, *Records Management and Information Governance Program*, 28 July 2021

45 SWI 25-204, *45 SW Mission-Related Agreements Program*, 16 March 2021

45 SWI 99-101, *45 SW Mission Program Documents*, 6 Aug 2019

Adopted Forms

FS Form 7600A, *General Terms and Conditions*

DD Form 1144, *Support Agreement*

DAF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AFI—Air Force Instruction

BOS—Base Operating Support

BSP—Base Support Plan

CCM—Cost Center Manager

CSOSA—Commercial Space Operations Support Agreement

DoD—Department of Defense

DoDI—Department of Defense Instruction

FAAC—Functional Area Agreements Coordinator

FAR—Federal Acquisition Regulation

FS—Fiscal Service

IAA—Interagency Agreement

ISAC—Installation Support Agreement Catalog

IRSP—Instrumentation Radar Support Agreement

JON—Job Order Number

MOA—Memorandum of Agreement

MOU—Memorandum of Understanding

SA—Support Agreement

SAM—Support Agreements Manager

SOSA—Space Operations Support Agreement

TMT—Task Management Tool

Terms

Approval Authority—An individual authorized to commit resources for the Servicing Agency/Supplier or Requesting Agency/Receiver or his or her designated representative.

Base Operating Support—The base operations and maintenance (O&M)-type cost that provide common infrastructure support required by all offices, regardless of mission.

Cost Center Manager—An individual, usually appointed by the commander of a squadron or staff agency, who is responsible for the funds spent within the cost center and for providing estimates and rationale for cost centers for which the individual is responsible. CCM is accountable to the squadron resource advisor.

Department of Defense—The U.S. federal department charged with coordinating and supervising all agencies and functions of the government relating directly to national security and the United States armed forces. The DoD has three main components: the Departments of the Army, Navy and Air Force. Among the many DoD agencies are the Missile Defense Agency, the Defense Advanced Research Projects Agency (DARPA), the Pentagon Force Protection Agency (PFPA), the Defense Intelligence Agency (DIA), the National Geospatial-Intelligence Agency (NGA), and the National Security Agency (NSA). The department also operates several joint service schools, including the National War College.

Facility—A building, structure, or linear structure out to an imaginary line surrounding a facility at a distance of five feet from the foundation that, barring specific direction to the contrary such as a utility privatization agreement, denotes what is included in the basic record for the facility (e.g., landscaping, sidewalks, utility connections). This imaginary line is what is commonly referred to as the “five-foot” rule.

Functional Area—An area of an organization that performs specific duties within a broader operation, such as logistics, civil engineers, operations, etc.

Functional Area Agreement Coordinator—Individuals appointed within the delta to serve as SMEs and/or single points of contact on behalf of an organization or activity to support the development, staffing and maintenance of Support Agreements. FAACs coordinate with the CCM to develop an annual reimbursable estimate by JON, RC/CC and EEIC.

Installation Support Agreement Catalog—A list of the installation's (Servicing Agency/Supplier's) support activities categories of support and the corresponding standard levels of support definitions. Requesting Agency/Receivers' reviews and select support the ISAC (or equivalent documents) and negotiate support requirements not identified in the ISAC or equivalent document.

Inter-Agency Support—The support provided by the Air Force to a non-DoD Federal Agency or federally-recognized Indian tribe and vice versa. Support agreements between ANG and Non-DoD Federal Agencies or federally recognized Indian tribes are considered Inter-Agency. Inter-agency support does not include support provided to or received from foreign governments.

Inter-Service Support (also called Intra-Agency Support)—The support provided by the Air Force to a DoD Component. When ANG is the Receiver on AF Active-Duty base, with AF property and AF appropriations, the relationship is also considered an inter-service support agreement.

Intra-Service Support—The support provided by the Air Force to another Air Force unit to include AFRC. When the ANG is the Supplier on AF Active Duty or ANG property, with 100% AF appropriations (i.e., funds provided by the AF instead of the States), it will be considered an intra-service relationship. ANG to ANG (between different states) support agreements will also be considered intra-service (within the Air Force).

Job Order Number—An eight-digit alpha-numeric code issued by SLD 45 to track reimbursable costs to be billed to Requesting Agency/Receiver activities, range customers, and deployments to SLD 45. JONs are also used by SLD 45 to track selected institutional (non-reimbursable) costs by program.

Major Range and Test Facility Base—The designated core set of DoD Test and Evaluation (T&E) infrastructure and associated workforce that must be preserved as a national asset to provide T&E capabilities to support the DoD acquisition system.

Manpower Annex—A part of the support agreement used to document the manpower impact. The Servicing Agency/Supplier's Manpower and Organization Flight prepares this annex.

Manpower Impact—The measured change in a work center's manpower requirement resulting from the implementation of a support agreement.

Memorandum of Agreement—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—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.

Servicing Agency/Supplier—A unit or organization that provides services or facilities to another unit or organization (a Requesting Agency/Receiver). The Servicing Agency/Supplier is normally the host but in some cases, a tenant may be the supplier of a service.

Support Agreement—An intra-service, intra-agency, or inter-agency agreement for a Supplier to provide support to a Receiver. It can take the form of a FS Form 7600A, DD Form 1144, MOA, or MOU.

Support Agreement Manager—The appointed individual responsible for managing the unit's or organization's support agreements.

Attachment 2

SUPPORT AGREEMENT NUMBERING PROTOCOL

Table A2.1. Support Agreement Numbering Protocol.

Local ID Number Sequence		
15X	-X-	XX
A-Air Force	1-DD Form 1144	Historical Sequence
B-Navy	2-MOA/MOU	
C-Army	9-FS Form 7600A	
D-Other DoD		
E-Other Federal Government		
F-State/Local Government		

Table A2.2. Supplier Address Activity Code Number Sequence.

Supplier Address Activity Code Number Sequence		
Supplier Address Activity Code	Julian Date	Inter-Service, Intra-Governmental, Intra-Service and Historical Sequence
FB2520-	Calendar year & perpetual calendar date	001-099: Air Force
		100-199: Navy
		200-299: Army
		300-399: Other DoD
		400-499: Other Federal Government
		500-599: MOA
		600-699: MOU