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SECRETARY OF THE AIR FORCE**



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**INTRA-SERVICE, INTRA-AGENCY, AND
INTER-AGENCY SUPPORT AGREEMENTS
PROCEDURES**

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This instruction implements Air Force Policy Directive (AFPD) 25-2, *Support Agreements*, by detailing procedures for implementing and managing support agreements between Air Force (AF) units. Additionally, this instruction implements Department of Defense Instruction (DoDI) 4000.19, *Support Agreements*, by detailing procedures for implementing and managing support agreements between the Air Force and a Department of Defense (DoD) Component (i.e., inter-service or intra-agency support agreement) or a non-DoD Federal Agency or federally-recognized Indian tribe (i.e., inter-agency support agreement). It applies to AF individuals at all levels who prepare, manage, review, certify, approve, disseminate and/or use support agreements as a Supplier or a Receiver, including the Air Force Reserve (AFR) and Air National Guard (ANG), except where noted otherwise. This publication may be supplemented at any level, but all supplements that directly implement this instruction must be routed to the Office of Primary

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(NASIC) This supplement describes the responsibilities and procedures to be followed for the development of agreements governed by AFI 25-201, *Intra-Service, Intra-Agency, and Inter-Agency Support Agreements Procedures*, 18 October 2013 and DoDI 4000.19, *Support Agreements*, 25 April 2013. These agreements include Support Agreements, Memoranda of Agreement (MOAs), Memoranda of Understanding (MOUs), Intra-Service Agreements, Intra-Agency Agreements, Inter-Agency Agreements and similar agreements between NASIC and any non-NASIC organization. This supplement does not cover international agreements, contracts governed by Federal Acquisition Regulations, intra-NASIC agreements, or Service Level Agreements governed by AFI 33-115, Volume 1, Chapter 13, *Network Operations (NETOPS)*. This supplement applies to all NASIC personnel including civilian personnel, Air Force Active Duty, Air Force Reserve Command (AFRC), and Air National Guard (ANG) military personnel. Refer recommended changes and questions about this publication to the Office of Primary Responsibility (OPR) using the AF Form 847, *Recommendation for Change of Publication*; route AF Forms 847 from the field to NASIC Publications Office (NASIC/SCOK), 4180 Watson Way, Wright-Patterson AFB, OH 45433-5648, ATTN: Publications/Forms Manager. Ensure that all records created as a result of processes prescribed in this publication are maintained IAW Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of IAW Air Force Records Information Management System (AFRIMS) Records Disposition Schedule (RDS). The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force. Additionally, if your publication generates a report(s), alert readers in a statement and cite all applicable Reports Control Numbers in accordance with AFI 33-324, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Information Collection*.

SUMMARY OF CHANGES

This document has been substantially revised and must be completely reviewed. Major changes include clarifying the types of support agreements and modification of the roles and responsibilities of the Installation Commander, Receiver Support Agreement Manager (SAM), and Supplier SAM. This revision replaces intra-service categories of support with specific core support activities within the Functional Communities (Air Force Doctrine Document (AFDD) 4-

0, *Combat Support*) and Installation Support Categories (DoDI 4000.19). This instruction does not address support agreements contemplated by the streamlined authority given to the Military Services to enter into an agreement with a state or local government subject to Title 10 United States Code (USC) Section 2336, *Intergovernmental Support Agreements with State and Local Governments*, and addressed in enclosure 3, paragraph 1a(3) of DoDI 4000.19. Such agreements, identified herein as a community inter-governmental support agreement, must be approved by Secretary of the Air Force (SAF)/IEI. Installation Commanders wishing to enter into such an agreement must contact SAF/IEI for direction and approval and guidance under the Air Force Community Partnership Program. This revision also defines the impasse process and reinstates the annual budget and triennial support agreement reviews. This revision refers the user to DoDI 4000.19 for the Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) samples, identifies early National Environmental Policy Act (NEPA) compliance, and adds verbiage to allow support agreements to augment contingency plans. This instruction prescribes that if the Installation Commander wants to use a contracted service in a support agreement the Installation Commander will comply with Air Force Instruction AFI 63-138, *Acquisition of Services* to obtain the service prior to using the contracted service in a support agreement. This instruction identifies that the Installation Commanders (as a Supplier) should develop and use an Installation Support Agreement Catalog (ISAC) or equivalent document as part of the support agreement process. This instruction replaces the old “Suggested Agreement Process Flow Chart” with a revised support agreement process flow. This revision removes the Annual Financial Management Review Flow Chart, Manpower Annex, and the Intra-service and Inter-service Funding Annex (Suggested Format) and adds a new **Attachment 4**, Sample ISAC Approval Page and a new **Attachment 6**, Sample Support Agreement Receivers Profile.

(NASIC) This document is substantially changed and must be completely reviewed. This document implements the AFI 25-201 revision published on 18 October 2013 that has reinstated annual budget and triennial support agreement reviews, relies more heavily on the sample MOAs and MOUs in the DoDI 4000.19, and allows support agreements to augment contingency plans. This revised supplement adds paragraphs for the identification and reporting of new support agreement requirements by the Groups and Directorates to the Command Section for planning and resource management purposes. Administrative changes have been included to realign referenced paragraphs with the new instruction.

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Chapter 1

SUPPORT AGREEMENT OVERVIEW AND RELATED SUPPORT AREAS

1.1. Overview. This instruction establishes uniform and consistent procedures for developing and managing intra-service support agreements (IAW AFPD 25-2, *Support Agreements*). It also establishes uniform and consistent procedures for developing and managing inter-service (also called intra-agency) and inter-agency support agreements (IAW DoDI 4000.19). These support agreements will apply to core support activities provided under the Functional Communities (identified in AFDD 4-0, *Combat Support*) and Installation Support Categories (identified in DoDI 4000.19). This instruction does not cover community inter-governmental support agreements subject to 10 USC § 2336 and referenced in DoDI 4000.19, Enclosure 3 paragraph 1a(3). Approval, coordination and guidance for community inter-governmental support agreements must be obtained from SAF/IEI.

1.2. Support Agreements. DoD and AF policies direct that support agreements be developed between affected Suppliers and Receivers to document recurring support in order to provide the unit commander with the capability to ensure resources are expended wisely and to help eliminate unnecessary resource duplication. Support agreements are also used for single or non-recurring reimbursable support and non-reimbursable support. Support agreements may be used to augment contingency documents such as Base Support Plans (BSP), Programming Plans and Operations Plans (PPLANs and OPLANs), Concepts of Operations (CONOPS), Installation Deployment Plans (IDPs), Emergency Plans, etc., but will not be used in lieu of these contingency documents. An Air Force signatory to a support agreement must have appropriate delegated authority for executing the agreement. This AFI only provides the procedural framework establishing and managing such support agreements. When a type of support requires external approval (e.g., MAJCOM may direct that a specific agreement must be approved at the MAJCOM-level before being signed), the Installation Commander must obtain this external approval prior to the agreement being signed.

1.2.1. Support agreements document recurring support (e.g., janitorial services, flight line operations, etc.), non-reimbursable support, and single or non-recurring reimbursable support IAW DoDI 4000.19, AFPD 25-2, AFI 65-601, Volume 1, *Budget Guidance and Procedures*, and this instruction. A support agreement can take the form of a Defense Department (DD) Form 1144, *Support Agreement*, an MOA, or an MOU. Support agreements belong in one of the following principal categories:

1.2.1.1. Intra-service support agreements (within the Air Force) are for Air Force to Air Force units to include Air Force Reserve Command (AFRC). When the ANG is the Supplier of AF Active Duty or ANG property, with 100% AF appropriations (e.g., funds provided by the AF instead of the States), ANG support to an AF unit will be considered to be intra-service. ANG to ANG (between different states) support agreements will also be considered intra-service. AFPD 25-2 addresses AF intra-service support agreement policy.

1.2.1.2. Inter-service support agreements (also called intra-agency support agreements) document support between Air Force units and DoD Components. When ANG is the Receiver on AF Active Duty base with AF property and AF appropriations, the

relationship is also considered an inter-service or intra-agency support agreement. DoDI 4000.19 addresses intra-agency support agreement policy.

1.2.1.2.1. IAW DoDI 4000.19, support will be reimbursable to the extent that the provision of specified support for a Receiver increases the Supplier's direct cost. The direct costs must be measurable and directly attributed to the support received and should be expressed in units of support appropriate to the type of service reimbursement charges. Reimbursement for direct costs associated with Defense Working Capital Fund (DWCF) mission products and services will be based on the approved stabilized rate.

1.2.1.2.2. IAW DoDI 4000.19, indirect costs are normally not reimbursable for intra-service and inter-service (or intra-agency) agreements. Indirect costs may be included in the reimbursable charges to the extent these charges have a significant relationship to providing support and benefit to the Receiver. For DWCF activities, indirect costs will not be included in reimbursement charges except those included in the stabilized rates.

1.2.1.2.3. IAW DoDI 4000.19, existing support agreements in which the Air Force or a DoD Component is the Supplier that are in effect upon publication of this instruction will be modified to comply with the requirements of this instruction and DoDI 4000.19 or terminated no later than 3 years from the date of this instruction.

1.2.1.2.4. Facilities accepted by the Receiver are understood to be in an "as-is" condition. Site Activation Task Forces will identify all known requirements to repair, modernize, recapitalize, and fit out the facilities to the Receiver's mission requirements prior to the mission beddown and will be included in basing approval. At a minimum and prior to beddown the Receiver will fund the installation of utility meters, as required, to ensure fair and equitable billing. The Receiver and the Receiver's parent organization will prioritize these mission requirements and provide funds to the Supplier for execution as resources permit. When the Receiver no longer needs the provided facility, the Receiver's organization will provide funding to return the facility in like-condition as it was received or demolition funding at the discretion of the Installation Commander. (T-1)

1.2.1.3. Inter-service (on intra-agency) support agreements for basing decisions at Joint Bases and AF Installations will be guided by AFI 10-503, *Strategic Basing* to obtain a basing decision prior to the establishment of a support agreement. For additional guidance, contact Headquarters United States Air Force (HQ USAF)/A8PB, Strategic Basing Division.

1.2.1.4. Inter-agency support agreements document support between the Air Force and a non-DoD Federal agency or federally-recognized Indian tribe. Support agreements between ANG and non-DoD Federal agencies or federally-recognized Indian tribes are also considered inter-agency. DoDI 4000.19 addresses inter-agency support agreement policy.

1.2.2. DoDI 4000.19 governs the policy, procedures, and general guidance for intra-agency support agreements (within a DoD Component and between DoD Components) and inter-agency support agreements (between a DoD Component and a non-DoD Federal agency or a

federally-recognized Indian tribe) in support of Title 10 USC, *Armed Forces* and Title 32 USC, *National Guard*. The provisions of DoDI 4000.19 for intra-agency support agreements can generally be applied to intra-service support agreements under AFPD 25-2. Although it also governs the policy, procedures, and general guidance for community inter-governmental support agreements (between a DoD Component and a state or local government) those agreements are not covered by this instruction.

1.2.3. Inter-agency reimbursable support agreements must comply with 31 USC § 1535, (2006), *The Economy Act* and Federal Acquisition Regulation (FAR) Part 17.5, *Inter-agency Acquisition under the Economy Act*.

1.3. DD Form 1144, Support Agreement. IAW DoDI 4000.19, a DD Form 1144 will be used to document recurring reimbursable support where the Air Force or DoD Component is the Supplier. Non-reimbursable support may also be included on the form but it will not be used to document only non-reimbursable support unless both parties agree to use a DD Form 1144 in lieu of an MOA or MOU. See [Attachment 2](#) for details of the DD Form 1144 entries. When a non-DoD Federal Agency or federally-recognized Indian tribe is the Supplier, the Air Force may use the Supplier's standard support agreement documents, DD Form 1144, or the Financial Management Service (FMS) Form 7600, *Interagency Agreement (IAA) – Agreement between Federal Agencies* for these support agreements with the Air Force as agreed between the Air Force and the other party.

1.4. Memoranda of Agreement or Understanding (MOA or MOU).

1.4.1. Memorandum of Agreement (MOA). In the absence of a DD Form 1144 or equivalent support agreement, an MOA will be used to document the specific terms and responsibilities that two or more parties agree to in writing, especially those that involve reimbursement. MOAs can be used to document a single reimbursable purchase, non-recurring reimbursable support, and non-reimbursable support. Consecutive reimbursable MOAs shall not be used for similar single reimbursable purchases or non-recurring reimbursable support to circumvent the use of DD Form 1144 or equivalent support agreement unless the conditions in [paragraph 3.2.6](#) apply. Any obligation of funds in support of the MOA will be accomplished using a DD Form 448, *Military Interdepartmental Purchase Request* (or equivalent form with a non-DoD Federal agency or federally-recognized Indian tribe). The obligation of funds by the parties is subject to availability of appropriated funds pursuant to the DoD Financial Management Regulation (FMR) 7000.14-R, *DoD Financial Management Policy and Procedures*. Regardless of the format used, DoDI 4000.19, Enclosure 3, Figure 1, *Sample MOA Template* identifies the information that will be included in an MOA.

1.4.2. Memorandum of Understanding (MOU). An MOU will be used to document issues of general understanding between two or more parties that do not involve reimbursement. Regardless of the format used, DoDI 4000.19, Enclosure 3, Figure 2, *Sample MOU Template* identifies the information that will be included in an MOU.

1.4.3. Command-Level MOA. This broad MOA is an agreement between or among Major Commands (MAJCOMs), Numbered Air Forces (NAFs), or MAJCOM-equivalent Commands to identify parameters for developing support agreements between subordinate units. The Suppliers and Receivers at the installation level use these broad MOAs as a source document in addressing the provision of services, funding, and reimbursement

arrangements for continued support. However, an MOA alone will not be used to affect the transfer of funds or other resources; only the DD Form 448 will serve that purpose for MOAs with a reimbursable requirement.

1.4.4. Functional Area MOU. The Supplier's subordinate units may use MOUs between functional areas to document mutually-agreed upon roles and responsibilities, such as statement of facts, intentions, and procedures for future actions that can be used in a formal support agreement. The Functional OPR (e.g., Civil Engineer, Security Forces) will draft, sign, and maintain these documents, which are procedural or technical in nature. The Supplier's Manpower and Financial organizations and the Judge Advocate (JA) office will review and coordinate on functional area MOUs for reimbursement, manpower, and legal implications that will need to be incorporated in a formal support agreement. The functional OPR maintains these MOUs and provides a copy to the Supplier SAM for inclusion in the applicable support agreements.

1.5. Installation Support Agreement Catalog (ISAC). The Installation Commander should develop an ISAC or equivalent document that contains a consolidated list of the installation's core support activities provided under the Functional Communities (AFDD 4-0) and Installation Support Categories (DoDI 4000.19) and corresponding level of support for each activity. The Installation Commander should use the Support Agreement Catalog located on the Support Agreement SharePoint (<https://cs3.eis.af.mil/sites/AF-LG-00-17/default.aspx>) as a guide when developing their ISAC.

1.6. Geographically Separated Units (GSUs). Air Force GSUs will request support from the closest DoD installation IAW this instruction and DoDI 4000.19. When an AF installation can provide the "best value" support to a GSU, the AF installation will provide support to the GSU regardless of parent Command or DoD Component.

1.7. Major Range and Test Facility Bases. Department of Defense Directive (DoDD) 3200.11, *Major Range and Test Facility Base (MRTFB)*, covers certain specialized range documentation; however, base support provided to range users is still to be covered by a support agreement IAW this instruction and DoDI 4000.19.

1.8. Support That Does Not Fall Under DoDI 4000. 19 or This Instruction. This instruction does not cover the exceptions identified below or outlined in DoDI 4000.19, paragraph 2b.

1.8.1. Obtaining Support through AF contractors. Individuals will comply with AFI 63-138 for acquiring any service from a private contractor. Contact AF Program Execution Office (AFPEO)/CM for additional guidance.

Note: Once the service contract is signed the Supplier can use this contracted service to provide support to a Receiver as part of a support agreement.

1.8.2. Support In Lieu of War or Contingency Plans. Support agreements are not a suitable means to document support for war, Stability Operations, or exercise requirements. These requirements will be documented in appropriate support, operational, or deployment plans, such as BSPs, PPLANs, OPLANs, CONOPS, Concept Plans (CONPLANs), Installation Deployment Plans, and Emergency Plans (e.g., Installation Emergency Management Plan (IEMP) 10-2, Medical Contingency Response Plan (MCRP), Civil Engineer Contingency Response Plan (CRP)). Support agreements may be used to augment these documents, but will not be used in lieu of these documents.

1.8.3. Support for Grants, International, Commercial, and Acquisitions. The guidance provided by this instruction does not apply to grants, international agreements, commercial activities, or acquisition purchases under the FAR. Individuals will comply with DoDD 5530.3, *International Agreements*, for international agreements.

1.8.4. Granting Use of Air Force Real Property. A support agreement is not a substitute for a real estate instrument that may be required IAW legal requirements, Office of the Secretary of Defense (OSD) and AF policies, for example AFI 32-9003, *Granting Temporary Use of Air Force Real Property*.

1.8.5. Civilian Provided Explosive Ordnance Disposal (EOD) Support. Installations will not establish a support agreement with civilian bomb squads to respond to AF installation accidents that involve military ordnance, aircraft with military ordnance or cartridge actuated devices, and any other military assets that contain explosive material. Allowing civilian bomb squad units to respond to military ordnance is a safety hazard and may violate Title 40, Code of Federal Regulations (CFR) Part 300, *National Oil and Hazardous Substances Pollution Contingency Plan*. See [paragraph 1.11](#) for guidance on DoD Provided EOD Support.

1.8.6. Joint Use of Military and Civilian Flying Facilities. This instruction does not apply to civilian use of Air Force airfields or Air Force use of public airports and joint use agreements that may be required in accordance with AFD 10-10, *Joint Use of Military and Civilian Flying Facilities* and AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*. For additional guidance, contact HQ USAF/A3O-B, Directorate of Bases, Ranges, and Air Systems.

1.8.7. ANG and AFRC Joint Use Agreements (JUAs). This instruction does not apply to ANG and AFRC JUAs. Refer to ANG Pamphlet (PAM), 32-1001, *Airport Joint Use Agreements for Military Use of Civilian Airfields* and AFRC Handbook 32-1001, *Standard Facility Requirements*, for information on JUA policy, guidance and format.

1.8.8. Mutual Aid Agreements (MAA). This instruction does not apply to MAAs for fire emergency services (FES) or reciprocal fire protection agreements for mutual aid to local communities. Refer to AFI 32-2001, *Fire Emergency Services Program* for information on MAA guidance and format. For additional guidance, contact Air Force Civil Engineer Center (AFCEC)/CX-CXF, Readiness Directorate, FES.

Note: If the agreement is subject to 10 USC § 2336 or an installation is interested in pursuing a community inter-governmental support agreement as referenced in DoDI 4000.19, they must notify SAF/IEI early in the process of the intent to pursue the agreement and must obtain SAF/IEI approval prior to the agreement being signed. Community inter-governmental support agreements are not covered by this AFI.

1.8.9. Service Level Agreements (SLAs). SLAs are initiated as required by communications directives and are technical arrangements that fall outside of the normal support agreement program as governed by this instruction. SLAs are governed by AFI 33-115, Volume 1, Chapter 13, *Network Operations (NETOPS)*.

1.8.10. Air Traffic Control Letter of Agreement (LOA). LOAs are arrangements that fall outside the support agreement program. Refer to AFI 13-204, Volume 3, *Airfield Operations Procedures and Programs*, for information on Air Traffic Control LOA and format.

1.8.11. Regulated Service Organizations such as a bank or credit union are charged for installation support services on the basis of existing directives or contracts. Air Force officials will not enter into a support agreement with regulated service organizations. Refer to DoD FMR 7000.14-R, Volume 5, Chapter 34, *Disbursing Policy, Financial Institutions on DoD Installations*, for information on dealing with banks and credit unions.

1.8.12. Executive Orders and public law permit, and in some cases may mandate, the DoD to provide explosive and narcotic detector dog support to Civilian Law Enforcement Agency (CLEA) for dignitary protection and drug interdiction. Civilian Support Release and Reimbursement Agreements will be accomplished for direct routine request. Refer to AFI 31-121, *Military Working Dog Program*, for coordination requirements and for formatting.

1.8.13. Support to or from a state or local government authorized under 10 USC § 2336 are overseen by the Air Force Community Partnership Program Office (SAF/IEI). Contact SAF/IEI for procedures on this type of agreement.

1.9. Special Support Conditions. Air Force, as a Supplier, will provide support for the following Receivers IAW the applicable governing documents or funding exceptions.

1.9.1. Army Veterinary Service. The status of the United States (US) Army Veterinary Service on Air Force installations is governed by an MOU dated 20 August 2003 between the Surgeon Generals of the two Services. It specifies that “US Army Veterinary Service, as the Executive Agent for DoD Veterinary Services (Air Force Joint Instruction (AFJI) 48-131, *Veterinary Health Services*) is considered an integral part of the local AF medical staff on the AF installation.” Support agreements are not required as a condition of authorizing support to US Army Veterinary Services located on AF installations; however, a wing-level MOU may be established to specify the services and support provided to the installation and veterinary unit.

1.9.2. United States Postal Service (USPS). The status of USPS offices on military installations is governed by the USPS Handbook PO-630, *Post Offices Serving DoD Installations*. In effect, this commits DoD to provide “adequate facilities” for civilian post offices located at military installations solely in support of the unit’s mission; however, janitorial services, utilities, and local telephone service shall be furnished on a reimbursable basis. The Supplier and Receiver SAMs will establish a support agreement to document the level of support the installation will provide to the USPS.

1.9.3. Aviation Engine Oil Analysis Program. AFI 21-124, *Oil Analysis Program*, is for non-depot Oil Analysis Program laboratories to provide Nondestructive Inspections laboratory analysis of aero engine oil samples IAW DoD policy.

1.9.4. Civilian Personnel Servicing Arrangements (CPSAs). CPSAs are governed by AFI 36-105, *Civilian Personnel Servicing Arrangements*. If inter-agency civilian personnel support is involved, reference the current CPSA in the support agreement.

1.9.5. Defense Logistics Agency (DLA) Document Services. The current support agreement between Headquarters DLA and Headquarters Air Force (HAF) is that DLA Document Services will be a tenant and occupy AF real estate and facilities, and receive the same level of support as the AF supplier’s units (i.e., non-reimbursable support).

1.9.6. Community Service Organizations. IAW DoDD 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DoD Installations*, DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, DoDI 1015.9, *Professional United States Scouting Organization Operations at United States Military Installations Located Overseas*, and applicable delegated authorities, the Installation Commander will provide adequate space (when available) and cover custodial and utilities for that space within their existing budgets to the greatest extent determined practical to Community Service Organizations such as the American Red Cross, the Boy and Girl Scouts, Civil Air Patrol (headquarter and liaison offices), United Service Organization (USO), and United Seamen's Service.

Note: There is an MOU (located at www.militaryhomefront.mil) between DoD and the USO.

1.9.7. Mutual Benefit. In some instances it is not appropriate to charge for certain services provided to local governments when such services are of mutual reciprocal benefit (e.g. agreements with fire departments to provide mutual aid in the event of local disasters). Information regarding support to civilian authorities is covered in AFI 10-801, *Defense Support of Civil Authorities (DSCA)*.

1.9.8. Special Supplier-Receiver Arrangements for AF Satellite Organizations. The Supplier will budget, fund, and provide non-reimbursable support (i.e., support that is equivalent to that provided to the Supplier's unit at no cost to the Receiver) for the requirements of the following AF Receivers except for civilian pay, military and civilian suggestion cash awards, temporary duty (TDY), and where noted below. This arrangement applies to the following AF Receivers located on or near the Supplier's installation where the Receiver is mainly there to support the Command's units.

1.9.8.1. Air Force Special Security Officers.

1.9.8.2. Mobile Training Detachments and Field Training Detachments.

1.9.8.3. Air Force Office of Special Investigation (AFOSI) District Offices and Detachments except for the following requirements. HQ AFOSI will budget and fund for:

1.9.8.3.1. Emergency roadside repairs and off-base purchases of gasoline and oil for government-owned vehicles assigned to the AFOSI.

1.9.8.3.2. Camouflage fatigues and mobility bags when the requirement is not specified in mobility taskings (e.g., unified and specified OPLANs).

1.9.8.4. Air Force Audit Agency resident, liaison, and regional offices.

1.9.8.5. Air Force Reserve Medical Service Units (MSU), if co-located and assigned to active duty medical facilities for training. This applies only to personnel in non-Temporary Duty (non-TDY) status.

1.9.8.6. Air Force Judicial Circuit Offices.

1.10. Environmental Impact Analysis Process (EIAP). The Support Agreement Program Manager (identified herein as a Command-level SAM) must ensure that all support agreements within their Command comply with policies for requiring analysis of the environmental impact.

1.10.1. The Air Force accomplishes its environmental impact analysis through Title 32, CFR, Part 989 (32 CFR Part 989), *Environmental Impact Analysis Process (EIAP)*, current edition, 32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*, current edition, DoDD 6050.7, *Environmental Effects Abroad of Major Department of Defense Actions*, and Executive Order (EO) 12114, *Environmental Effects Abroad of Major Federal Actions*. The support agreement process will implement the applicable EIAP elements consistent with 42 USC Chapter 55, the *National Environmental Policy*, and Title 40, CFR Part 1500-1508, *Council on Environmental Quality (CEQ) Regulations for Implementing NEPA*.

1.10.2. The individual or organization responsible for initiating actions and complying with the EIAP is the proponent of the action. The proponent ensures there is integration of the EIAP during the initial planning stages of proposed actions so that planning and decisions reflect environmental values, delays are avoided later in the process, and potential conflicts are minimized as much as possible.

1.10.3. The Environmental Planning Function (EPF) supports the proponent. The proponent notifies the EPF of its pending action and completes Section I of AF Form 813, *Request for Environmental Impact Analysis*. The proponent prepares the Description of Proposed Action and Alternatives through an interdisciplinary team approach including the EPF and other key participants.

1.10.4. When a non-AF proponent (i.e., DoD Component, non-DoD Federal Agency, or federally-recognized Indian tribe) wants to use an Air Force installation (or portions thereof) for the proposed action, the non-AF proponent must follow the Air Force's EIAP process. The Command-level SAM will provide the regulations and forms, when required.

1.10.5. NEPA and its implementing regulations prohibit the irreversible or irretrievable commitment of resources (personnel, facilities, or dollars) prior to completion of the EIAP process. NEPA also prohibits taking any action that would have an adverse impact on the environment or limiting the choice of reasonable alternatives until the EIAP process is complete.

1.11. DoD Provided EOD Support. The Military Munitions Rule (MR) Implementation Policy (MRIP) (<http://www.denix.osd.mil/mmrp/Archives.cfm>) and DoD 6055.09-M, Volume 7, *DoD Ammunition and Explosives Safety Standards: Criteria for Unexploded Ordnance, Munitions Response, Waste Military Munitions, and Material Potentially Presenting and Explosive Hazard*, reflect that military EOD teams are the "Explosive and Munitions Emergency Response (EMER) specialists" for DoD and perform EMER duties for all military munitions.

1.11.1. AF installations with no EOD capability will develop an MOA or MOU with the closest DoD EOD unit. All MOAs and MOUs must be officially coordinated with the supporting EOD unit.

1.11.2. AF installations may enter an agreement with civilian bomb squads to provide AF support for incidents involving improvised explosive devices (IED). The Supplier SAM must identify in the support agreement the requirement to contact the supporting DoD EOD unit. See AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, for further guidance in developing the MOA or MOU. If the agreement is subject to 10 USC § 2336, contact SAF/IEI for guidance and approval. Such agreements are outside the scope of this AFI.

1.11.3. AF installations are encouraged to enter agreements with federal, state, and local authorities to provide AF EOD support to incidents involving non-military ordnance and explosives off the installation. DSCA permits such military support to civilian authorities within its “Immediate Response Authority” to save lives, prevent human suffering, or mitigate great property damage within the United States.

1.11.4. The support agreement will also include the requirement for federal, state, and local authorities to contact the supporting DoD EOD unit and request response when any military ordnance is found outside an installation.

1.12. Contract Provided Support. The Supplier can use a contracted Service to provide support to the Receiver as part of a support agreement, but the acquiring of that contracted service is outside of this instruction.

1.12.1. A formal support agreement is required when a Receiver requests support that is currently provided to the Supplier via a service contract. See [paragraph 2.4.2](#) for additional information.

1.12.2. Each support activity provided by a base contractor will be documented in the support agreement.

1.12.3. Neither specific reference to the supporting contract number nor detailed wording contained in the contract will be included.

1.12.4. The Receiver’s requested changes in support will be routed to the Receiver SAM and forwarded to the Supplier SAM or designated Supplier Functional Area Agreement Coordinator (FAAC). The Supplier SAM or designated Supplier FAAC will forward the requirement to the Single Manager for Service IAW AFI 63-138 to work.

1.12.5. Contractors will not serve as the FAAC for the specific contractor’s provided support to prevent the appearance of impropriety.

1.12.6. Conversion from organic to contractor provided support (e.g., as a result of an A-76 study) is non-reimbursable if the Receiver was provided the service on a non-reimbursable basis prior to the support being contracted out.

1.12.7. When the Receiver increases the scope or magnitude of the required support since the contract’s last award date, then the incremental costs that are directly attributable to the Receiver’s increased requirement and the contract modification are negotiated as reimbursable unless otherwise noted in the support agreement.

1.13. Relationship with Other Guidance. This AFI does not delegate or establish authority to affect policies, procedures or programs that are the responsibility of other designated Air Force offices. Support agreements will not supersede or be inconsistent with any applicable official DoD or AF issuances or publications, Air Force contracts, or programmatic agreements executed by DoD or Air Force entities. If an applicable DoD or AF issuance or contract lacks sufficient detail for local implementation, then a local operational procedure or directive should be prepared (and referenced in the support agreement, as needed). This instruction does not change the reimbursement policy identified in AFI 65-601, Volume 1. In addition, this instruction does not change reimbursement policy reflected in DoD FMR 7000.14-R, nor does it direct reimbursement changes in current support agreements.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. HQ USAF/A4L. HQ USAF/A4L is the AF SAM. HQ USAF/A4L designated HQ USAF/A4LX to perform the AF SAM duties. The AF SAM will:

- 2.1.1. Act as the OPR for this instruction and related procedures, as required.
- 2.1.2. Chair the AF Support Agreements Program Managers Workshop.
- 2.1.3. Convene and chair HAF-level working groups to discuss changes to the procedures, as required.
- 2.1.4. Provide clarification of procedures within this instruction.
- 2.1.5. Staff impasse packages within the HAF that involve cross-functional areas in dispute.

2.2. MAJCOMs, NAFs, or MAJCOM-Equivalents (Command-Level). Non-AF organizations and large AF Field Operating Agencies (e.g., AF Intelligence, Surveillance, and Reconnaissance Agency (AFISRA)) will use their equivalent of a Command-Level organization.

2.2.1. Appoint a Command-level SAM (T-0) to:

- 2.2.1.1. Oversee Command-Level support agreements program and provide guidance and training to SAMs within the Command. (T-0)
- 2.2.1.2. Ensure the level of Approval Authority for support agreements is IAW DoDI 4000.19 and this instruction. (T-0)
- 2.2.1.3. Publish Command-Level supplementary guidance, as required. (T-1)
- 2.2.1.4. Assist in resolving dispute impasses prior to agreement signature. (T-1)
- 2.2.1.5. Engage the support activity subject matter experts at the HAF for additional guidance when necessary. (T-1)
- 2.2.1.6. Elevate impasse(s) that cannot be resolved at Command-Level to the appropriate HAF functional area for assistance in resolving the impasse(s) and notify HQ USAF/A4L of the Command-Level impasse(s). If an impasse involves cross-functional areas, the Command-level SAM will send the impasse package to HQ USAF/A4L for staffing within the HAF. (T-1)
- 2.2.1.7. Work with the AF District of Washington (AFDW) to obtain administrative support (excluding Comptroller and Manpower support) for AF personnel assigned to an Air Force Element (AFELM) and certain designated Field Operating Agencies. AFDW at Joint Base Andrews oversees the administrative support for these AF personnel. Comptroller and Manpower support for these AF personnel will be provided by the corresponding HQ USAF functional area. (T-1)

2.2.2. Command-Level Financial Management/Comptroller (FM) will perform support agreement functions IAW AFI 65-601, Volume 1, paragraph 7.3 – *Responsibilities*. (T-0)

2.2.3. Command-Level Manpower and Organization (MO) will:

2.2.3.1. Provide guidance and training to MO Sections for support agreements and related manpower impact assessments. (T-1)

2.2.3.2. Validate submitted Manpower Annexes and initiate action to ensure transfer of the approved manpower resources from or to the appropriate Command, DoD Component, non-DoD Federal Agency, or federally-recognized Indian tribe when applicable. Notify the affected MO Sections of status and further actions to update Unit Manpower Documents as required. (T-1)

2.2.3.3. Ensure compliance with pertinent parts of AFI 38-101, *Air Force Organization*, AFI 38-201, *Management of Manpower Requirements and Authorizations*, and AFI 38-204, *Programming USAF Manpower*. (T-0)

2.2.4. Command-Level Civil Engineer (CE) will plan, program, and develop Command unique instructions and provide oversight, guidance, and resources in support of its units for sustainment, restoration, and modernization of real property, environmental concerns, utilities, facilities operations services, fire emergency services, EOD, emergency management, and other CE functions as they relate to support agreements and are consistent with Air Force documents outlining roles and responsibilities. With centralization of many CE functions, these items are developed and executed in conjunction with the AFCEC. See **paragraphs 1.8.5** and **1.11** for EOD related support. (T-1)

2.2.5. Command-Level Security Forces (SF) will establish guidance for the Command's subordinate units to address security concerns in support agreements (e.g., resource protection, force protection, weapon system security, weapon storage, law enforcement, and related security services). Items that are classified should be processed through the Information Protection (IP) office which is also concerned with security of classified information. (T-1)

2.2.6. Other Command-Level Functional Managers will provide guidance for the Command's subordinate units on the specific functional area roles and responsibilities for support agreements. These offices will ensure the specific functional area actions and responses are provided to the Supplier or Receiver SAM, as applicable. (T-1)

2.3. Installation Commander. The Installation Commander has authority over the installation and other real property (including use rights such as leases, permits, easements, and licenses) used to support the Receivers subject to delegated authorities and OSD and Air Force policies. In addition, the Installation Commander will provide support to GSUs IAW **paragraph 1.6** and Receivers under the special support conditions IAW **paragraph 1.9** (T-1)

Note: Non-AF organizations will use their equivalent of an Installation Commander.

2.3.1. The Supplier will provide the Receiver the required support activity described in DoDI 4000.19 and this instruction. The Supplier will not terminate services, in-house or contracted, to a Receiver without notification IAW DoDI 4000.19 and this instruction. As long as a support activity is required, the Supplier has the responsibility to provide and fund the service. However, the Supplier can authorize the decrease or increase in the level of service to its units and the applicable Receivers to reflect the Supplier's particular capabilities to include funding constraints. (T-0)

2.3.1.1. If a Receiver requires an increased level beyond the Supplier's support activity levels to the installation at large or a Receiver requires a new support service and these services were not identified during the strategic basing decision or part of the Supplier's existing Base Operating Support (BOS) requirement, then the Supplier will charge the Receiver for the costs of those additional services unless otherwise noted in the support agreement. (T-0)

2.3.1.2. Supplier provided services affected by budget shortfalls and not mitigated by the corporate funding process will result in adjusted service levels. The Supplier and Receiver may renegotiate service levels to stay within the funding constraints or the Receiver may pay for an increased level of service. (T-0)

2.3.2. The Supplier establishes standard levels of support for the core support activities provided to both Supplier and/or Receiver units. The Supplier will fund the Receiver's support provided by contracted services IAW **paragraph 1.12** and the Receiver will reimburse the Supplier based on the arrangements in the support agreement. Additionally, the Supplier funds contracted services for communication services, utilities, training, contract custodial services for on-base facilities, and other on-base CE services done under contract such as trash hauling and snow removal. (T-1)

2.3.3. The Supplier establishes local procedures and processes (to include standard timeframes for support agreement-related actions) which the Supplier SAM will use to prevent unnecessary delays in negotiating, revising, and reviewing support agreements. (T-1)

2.4. Support Agreement Managers (SAMs). Non-AF organizations will use their equivalent of a Supplier and/or Receiver SAM.

2.4.1. All (AF and non-AF) Receiver SAMs:

2.4.1.1. Are appointed in writing (primary and/or alternate) by the Receiver's leadership or designated representative. (T-1)

2.4.1.2. Serve as the single Point of Contact (POC) between Receiver and the Supplier SAM. (T-1)

2.4.1.3. Task the Receiver's FAACs to review and coordinate on support requests, as required. Track responses and follows-up if responses are not received by the Supplier SAM's suspense date. (T-1)

2.4.1.4. Advise the Supplier SAM of the Receiver's requirements as early as feasible to permit consideration when the Supplier formulates its budget submission, execution plans, and revisions to the submission timeline. (T-1)

2.4.1.5. Identify the required support through the use of an ISAC or equivalent document provided by the Supplier. Also identify the required support not in the ISAC or equivalent document. (T-1)

2.4.1.6. Upon the Supplier SAM's request, furnish the requested information (e.g., program's priority, operating hours, Receiver's needs, etc.) in order for the Supplier to include the Receiver's support requirements in budget submissions and execution plans. (T-1)

2.4.1.7. Notify the Supplier SAM of anticipated changes to planning factors such as utilization rates and overall scope of the activity once requirements are finalized. (T-1)

2.4.2. AF Receiver SAMs:

2.4.2.1. Ensure that the Receiver SAM and the corresponding Receiver FAACs receive training from the Supplier SAM. (T-1)

2.4.2.2. Maintain a current list of Receiver FAACs appointed by the Receiver's Commander or designee. (T-1)

2.4.2.3. Maintain a continuity folder to include current policies and procedures (e.g., DoDI 4000.19, AFPD 25-2, this instruction, and relevant Command's supplement to this instruction), current roster of Receiver and Supplier POCs involved in the support agreement process, appointment memos for the SAMs, FAACs, and other applicable organizations, applicable metrics and training logs, current support agreements, and the required historical documents. (T-0)

2.4.2.4. Comply with Air Force RDS for records disposition. Ensure expired reimbursable support agreements (those replaced by updated or new support agreements) are retained to support financial audits as required by DoDD 5015.2, *DoD Records Management Program* and relevant Air Force policies. (T-0)

2.4.3. All Supplier SAMs:

2.4.3.1. Are appointed in writing (primary and/or alternate) by the Supplier's leadership (e.g., Installation Commander or designated representative). (T-1)

2.4.3.2. Serve as the single POC between Supplier and the Receiver SAM. (T-1)

2.4.3.3. Use the Supplier's (e.g. Installation Commander) local procedures and processes to establish suspense dates (e.g., 30 calendar days from the date of the request) for providing and receiving information to ensure timely processing of a support agreement, accomplishing periodic reviews, and resolving disputes. (T-1)

2.4.3.4. Administer the support agreement program and prepare support agreements IAW DoDI 4000.19, AFPD 25-2, this instruction, other applicable laws, regulations, HAF guidance, and inputs from their FAACs. (T-0)

2.4.3.5. Task the Supplier's FAACs to review and coordinate on support requests, as required. Track responses and follows-up if responses are not received by the Supplier's suspense date. (T-1)

2.4.3.6. Should develop an ISAC or equivalent document starting with the core support activities and then adding any unique support activities not identified elsewhere. Coordinate and staff the catalog verbiage among Supplier FAACs. Staff and submit the complete ISAC (or equivalent document) to Installation Commander (or designated individual) for approval and signature. **Attachment 4** is a sample ISAC approval page. (T-1)

2.4.3.7. Assist GSUs, AFELMs, non DoD Federal agencies, and federally-recognized Indian tribes in developing support agreements, if they have no Supplier SAM. (T-1)

2.4.3.8. Provide initial and annual training to the (Supplier and Receiver) FAACs, SAMs, and other applicable organizations and maintains the training documentation. Financial and manpower representatives will assist the Supplier SAMs in providing this training. (T-1)

2.4.3.9. Maintain a current list of Supplier FAACs appointed by the Commander or designated appointee. (T-1)

2.4.3.10. Maintain a continuity folder to include current policies and procedures (e.g., DoDI 4000.19, AFPD 25-2, this instruction, and relevant Command's supplement to this instruction), current roster of Supplier and Receiver POCs involved in the support agreement process, appointment memos for the SAMs, FAACs, and other applicable organizations, applicable metrics and training logs, current support agreements, and the required historical documents. (T-0)

2.4.3.11. Comply with Air Force RDS for records disposition. Ensure expired reimbursable support agreements (those replaced by updated or new support agreements) are retained to support financial audits as required by DoDD 5015.2 and relevant Air Force policies. (T-0)

2.4.3.12. Post signed copies of final support agreements and terminations to the applicable repositories (e.g., Community of Practice (CoP), web page, electronic files) in a manner that makes them accessible to all affected parties. Distribution of the final support agreement and termination notice will include the Supplier and Receiver's repositories, Supplier and Receiver SAMs, FAACs, FM, and the Defense Finance and Accounting Service (DFAS) or equivalent accounting service (for non-DoD Federal Agencies and federally-recognized Indian tribes). (T-0)

2.4.4. The Supplier and Receiver SAMs will jointly:

2.4.4.1. Revise support agreements based on the impact of the requested changes or available funding and the effect or impact on the Supplier's capability to support these changes, e.g., drives an increase or decrease in resources, operations tempo, etc. (T-0)

2.4.4.2. Participate in the strategic basing process at Joint Bases and AF Installations when there are changes to the roles, missions, operations tempo, or number of supported personnel. Contact the pertinent Plans and Program office to determine if the projected scope and responsibilities fall under AFI 10-503. (T-0)

2.4.4.3. Establish a triennial review date three years from the effective date of the signed document at which time the support agreement must be reviewed in its entirety and validated IAW [paragraph 3.5.2](#) of this instruction. (T-0)

2.4.5. **(Added-NASIC)** The NASIC Support Agreement Manager (SAM) will:

2.4.5.1. **(Added-NASIC)** NASIC Plans and Programs (NASIC/XP) will appoint a NASIC Support Agreement Manager (SAM) in writing. (T-1)

2.4.5.2. **(Added-NASIC)** Maintain a continuity book in accordance with published guidance and HHQ guidance. (T-0)

2.4.5.3. **(Added-NASIC)** Maintain records of NASIC agreements and relevant documents, such as communication records, coordination and approval records, and superseded versions. (T-0)

2.4.5.4. **(Added-NASIC)** Maintain records to document significant actions for any agreement, such as periodic reviews or minor administrative updates. (T-0)

2.4.5.5. **(Added-NASIC)** Maintain records of terminated agreements for six years after termination date. (T-0)

2.4.5.6. **(Added-NASIC)** Correspond with HHQ Support Agreement Management points of contact and manage requests for documentation, status reports, and other coordination. (T-1)

2.4.5.7. **(Added-NASIC)** Advise and assist NASIC personnel proposing new agreements. (T-1)

2.4.5.8. **(Added-NASIC)** Coordinate and route proposed agreements according to NASIC and HHQ requirements. The SAM shall actively manage this process to avoid unnecessary delays. The process is described in Figure 3.4.14. (T-1)

2.5. Supplier's and Receiver's Functional Area Agreement Coordinators (FAACs). Non-AF organizations will use their equivalent of a FAAC.

2.5.1. Supplier and Receiver FAACs:

2.5.1.1. Are appointed in writing (primary and/or alternate) by their respective leadership or designated representative. (T-1)

2.5.1.2. Are responsible to execute their organization's review process and ensure they have organization leadership consensus for their portion of the support agreement. (T-1)

2.5.1.3. Return inputs on the support agreements and related documents by the established suspense dates and in the format required by the Supplier SAM. (T-1)

2.5.1.4. Participate in annual budget reviews (only when requested by the Supplier FM) and triennial reviews (for all support agreements). Identify any significant changes in factors affecting the level of support or the cost of providing that support. (T-1)

2.5.1.5. Receive initial and recurring FAAC training from the Supplier SAM. (T-1)

2.5.2. Additional Supplier FAACs Responsibilities.

2.5.2.1. Define, provide, and validate the levels of support for each support activity. Provide the required definitions to the Supplier SAM for compilation, publication, and update in the ISAC or equivalent document. (T-1)

2.5.2.2. Review the specific provisions and terms relating to each support activity to ensure complete understanding of required support is documented and that sufficient information is contained to determine the impact of providing the requested Receiver support. (T-1)

2.5.2.3. Negotiate with the Receiver FAAC on the support activities not in the ISAC or equivalent document to establish procedures and technical aspects for the required and available support. (T-1)

2.5.2.4. Notify the Supplier SAM of potential disputes. Work to resolve procedural and technical disputes directly with Receiver's FAACs. If a Receiver FAAC is not responsive, submit an official request through the Supplier's and Receiver's chains of command for resolution. (T-1)

2.5.2.5. Update unit cost factors IAW AFI 65-601, Volume 1, Chapter 7, *Support Guidance*. Provide required cost data to FM and the Resource Advisor for development of unit cost factors for relevant support capabilities. (T-0)

2.5.2.5.1. The basis for reimbursement (e.g., cost per defined unit of service) recorded in the support agreement (and the funding annex) will be determined by the Supplier's computation of incremental direct costs incurred by Supplier to provide each unit of support above the standard levels of support documented in the ISAC or equivalent document.

2.5.2.5.2. Costs must be measurable and directly attributable to the Receiver.

2.5.2.6. Assist FM in annual costing reviews (when requested). (T-1)

2.5.2.7. Contact the servicing MO Section and assist in determining manpower requirements for support requested. (T-1)

2.5.2.8. Interface with the Resource Advisor to ensure bills for reimbursable support are sent through DFAS (or equivalent accounting service for non-DoD Federal Agencies and federally-recognized Indian tribes) and FM on a monthly or quarterly basis and follow up on unpaid collections. (T-1)

2.5.2.9. Identify changes that affect the support agreements and inform the applicable SAMs. (T-1)

2.5.2.10. Determine what should be charged for each support activity and engage the Command-Level subject matter experts for additional guidance. (T-1)

2.6. Supplier's Manpower and Organization (MO) Section. Non-AF organizations will use their equivalent of a MO section.

2.6.1. Prepare and approve manpower annex ([paragraph 4.4](#)) or certification statement to the support agreement. Provide manpower annex or certification statement to the Supplier SAM and the Receiver's MO. (T-1)

2.6.2. Document manpower impacts of the support agreement, identify "Contract Full-Time Equivalent (CFTE)" as appropriate, or identify when "no additional manpower is required" in situations where support does not merit transfer of manpower or equivalent funds. (T-0)

2.6.2.1. If there is no manpower impact, enter "No additional manpower is required to support the Receiver" in support agreement (e.g., DD Form 1144, Block 11, General Provisions) and then sign the support agreement.

2.6.2.2. When there is a manpower impact, forward support agreement(s) with validated manpower impacts to the applicable Command-Level MO offices to facilitate manpower transfers.

2.6.3. Assist FM in cost factor development in areas involving labor (e.g., man-hours or man-years). Document computation methodology of manpower impact based on manpower

standards, programming factors, management engineering methods (technical estimates, position manning, operational audits, etc.), and man-hour availability factors IAW AFI 38-201, and AFI 38-204. (T-0)

2.6.4. Assist Supplier SAM with FAAC training. (T-1)

2.6.5. Coordinate on MOAs and MOUs to assess possible manpower impacts. (T-1)

2.6.6. Notify the Command-Level MO offices of terminated support agreements. (T-1)

2.7. Supplier's Financial Management/Comptroller (FM) Office. Non-AF organizations will use their equivalent of an FM office.

2.7.1. Accomplish the annual budget review. Ensure this review is documented to include all findings. Review reimbursements collected compared to actual support agreement calculations and billings. (T-0)

2.7.2. Assist the FAACs with basis for reimbursement, costing methodologies, computations, and billing frequencies. (T-0)

2.7.3. Develop funding annex ([paragraph 4.3](#)) with FAAC assistance and provide the funding annex or certification to the Supplier SAM. (T-0)

2.7.4. Assess financial impact of each support agreement and provide financial guidance to all parties involved in the support agreement process. (T-0)

2.7.5. Assist the Supplier SAM with FAAC and SAM training and provide initial and recurring training for the Resource Advisors. (T-0)

2.7.6. Process the billing charges IAW DFAS - Denver (DFAS-DE) 7010.5-R, *Direct, Refund, Reimbursement and Receivable Transactions at Base Level* for AF and DoD support agreements. Establish the procedures for billing charges with the applicable non-DoD Federal Agency or federally-recognized Indian tribe accounting service for an inter-agency support agreement. Ensure that the Receiver's reimbursable direct incremental cost requirements are included in the Supplier's annual financial plan. (T-0)

2.7.7. Monitor billing and collection of reimbursable support costs. (T-0)

2.7.8. Assist with validating planning factors based on mission requirements after support requirements are finalized. (T-0)

2.7.9. Review the ISAC or equivalent document to ensure reimbursable core support activities and corresponding unit cost factors are properly identified. (T-1)

2.8. Supplier's Civil Engineer (CE) Office. Review the support agreement for environmental, energy, facility operations, facility maintenance and repair, fire emergency services, and EOD concerns and consistency with applicable requirements and policies. Review the ISAC or equivalent document for standard levels of support. Provide approval for all support agreements where a Receiver requests support that the Supplier cannot provide or the required support is greater than the standard level of support the Supplier can provide for CE-related support activities. Provide CE actions and responses to the Supplier SAM. Refer to paragraph 6.5 of AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, for information on Supplier-Receiver relationships and responsibilities. (T-0)

Note: Non-AF organizations will use their equivalent of a CE office.

2.9. Supplier's Security Forces (SF) Office. Focus on security concerns (resource protection, weapon system security, weapon storage, law enforcement and related security services) during the required review and coordinate on the support agreement during the initial review cycles. Additional reviews are only required if SF-related issues (security concerns) are identified. Review the ISAC or equivalent document for standard levels of support for SF-related support activities. Complete required reviews and provide SF actions and responses to the Supplier SAM. (T-0)

Note: Non-AF organizations will use their equivalent of a SF office.

2.10. Supplier's Judge Advocate (JA) Office. Review support agreements and support requests as indicated in **Figures 3.1** and **3.2**. Review and approve the ISAC or equivalent document standard levels of support for legal implications. JA certification of a support agreement (e.g., DD Form 1144, MOA, or MOU) is required where a Receiver requests support that Supplier does not provide or the required support is greater than the standard levels of support the Supplier can provide. The JA review will occur after other coordination has been completed and appropriate changes incorporated. (T-0)

Note: Non-AF organizations will use their equivalent of a JA office.

2.11. (Added-NASIC) NASIC Groups and Directorates will:

2.11.1. **(Added-NASIC)** Will appoint in writing (primary and/or alternate) their respective Agreements Lead. This person will work directly with the NASIC SAM for any new agreements requirements. (T-3)

2.11.2. **(Added-NASIC)** Upon identifying a need for an agreement, consult the SAM to determine applicable requirements. The OPR developing the agreement will ensure that the proposed agreement meets its own Group or Directorate requirements, and that it is clearly written. (T-3)

2.11.2.1. **(Added-NASIC)** Group or Directorate shall notify Commander or Vice Commander of intent and need for an agreement. (T-3)

2.11.2.2. **(Added-NASIC)** Group or Directorate shall notify the Facility Working Group (FAWG) and Information Technology Management Board (ITMB) of planning considerations to fulfill pending support agreement requirements. (T-3)

2.11.3. **(Added-NASIC)** After drafting an agreement, identify specific benefits, costs, and other impacts to NASIC. (T-1)

2.11.4. **(Added-NASIC)** For any proposed agreement, obtain NASIC coordination, review, and signature through the SAM. This requirement applies regardless of agreement signatory. The Group or Directorate will provide the SAM with information and any supporting documents required for coordination. (T-1)

2.11.5. **(Added-NASIC)** For each active agreement, perform a periodic review when required by the terms of the agreement. Upon request, the OPR will provide a record of this review to the SAM. (T-1)

2.11.6. **(Added-NASIC)** Upon terminating an agreement, provide applicable documentation to the SAM. This may be advance written notice of termination, agreement to terminate from

the counterparty, confirmation of termination according to an expiration date, or other applicable record to validate that the agreement is knowingly being terminated by all parties. (T-1)

2.11.7. (~~Added-NASIC~~) Review or coordinate on proposed agreements that apply to their areas of responsibility as requested by the SAM or agreement OPR. (T-1)

Chapter 3

SUPPORT AGREEMENT PROCESS OVERVIEW

3.1. Circumstances for Support.

3.1.1. The Receiver will seek support when:

3.1.1.1. Additions or changes to existing roles or missions require support. (T-1)

3.1.1.2. There is an unplanned loss of an existing source of support (e.g. natural disaster). (T-1)

3.1.2. The Supplier or Receiver may request changes to an existing support agreement or establish a new support agreement when:

3.1.2.1. Similar or identical functions are being duplicated by nearby DoD components, non-DoD Federal Agencies, or federally-recognized Indian tribes. The change may provide an opportunity to streamline to one Supplier and gain some efficiency. (T-1)

3.1.2.2. It may enhance mission effectiveness or improve economy or efficiency of operation. (T-1)

3.1.2.3. There is a need to consolidate functions. (T-1)

3.1.2.4. AFELMs need AF-unique support that a non-AF Supplier cannot provide (e.g. Military Personnel Flight Services, USAF unique uniform). (T-1)

3.1.2.5. Base Realignment and Closure (BRAC) and co-located units on a base request support service were not identified. Contact the pertinent Plans and Program office to determine if the projected scope and responsibilities fall under AFI 10-503. (T-0)

Note: BRAC and co-located units will obtain the additional basing decision(s) prior to establishing a support agreement.

3.2. Support Agreement Development.

3.2.1. AF units provide support to other AF units and non-AF organizations when requested, subject to a determination that the AF Supplier has the capability to do so without jeopardizing assigned missions. AF units also receive support from other AF units and non-AF organizations when a determination is made that those Suppliers have the capability to do so without jeopardizing their assigned missions. (T-0)

3.2.2. A support agreement will have only one Supplier. A support agreement normally covers only one Receiver, but more than one Receiver can be included if both Receivers are funded from the same source (e.g., DD Form 1144, Block 11c is the same for both Receivers). (T-0)

3.2.3. If two organizations or units both supply and receive support to and from each other, then separate support agreements will be developed because the support agreement process only allows for one Supplier to be identified in the document with one or more Receivers. (T-0)

3.2.4. The Supplier may use attachments to identify unique requirements and arrangement with each Receiver when a support agreement is for more than one Receiver. (T-0)

3.2.5. At a minimum, the support provided to intra-service Receivers will be at an equivalent availability, quality, quantity, and cost the Supplier gives its units, unless the Receiver requests and approves a lower level of support. Suppliers will determine the standard levels of support for its units and all applicable Receivers based on the capacity and resources normally available. Any requested level of support “above and beyond” the standard levels of support the Supplier can provide will be funded (reimbursed) by the Receiver. (T-0)

3.2.6. The provision of small-scale recurring support may not justify the administrative effort and expense of preparing a DD Form 1144 or equivalent document. In such cases, the support agreement Approval Authority may waive the need to prepare a DD Form 1144 or equivalent document; however, when the MOA is developed, the author will provide a copy of the small-scale recurring support to the SAMs for historical purposes and continuity of arrangement. (T-0)

3.2.7. Receivers will pay all reimbursable costs identified in the funding annex ([paragraph 4.3](#)) and transfer manpower resources identified in the manpower annex ([paragraph 4.4](#)). (T-0)

3.2.8. When a new support agreement, revision, review, waiver, or termination is required, the Supplier and Receiver SAMs will ensure all relevant functional offices are notified and will maintain POC details for all functional units involved. (T-0)

3.3. Funding Responsibilities and Reimbursements.

3.3.1. AFI 65-601, Volume 1, Chapter 7 identifies the funding responsibilities for intra-service support agreements; however, each Supplier SAM with their FAACs will determine if a specific support activity or an increased level of support will be reimbursable or non-reimbursable. (T-0)

3.3.1.1. A new support activity to an existing support agreement is reimbursable if the Supplier cannot absorb the projected increase with its existing capacity. The Receiver has financial responsibility for the additional costs unless otherwise noted in the support agreement. (T-0)

3.3.1.2. A requirement is reimbursable if the AF Supplier does not have an existing non-Agile Combat Support (non-ACS) capability for AF Receivers. (T-0)

3.3.2. Inter-service (or intra-agency) support agreements (with other DoD Components) will be reimbursable unless otherwise noted in the support agreement. (T-0)

3.3.3. Inter-agency support agreements (with non-DoD Federal Agencies or federally-recognized Indian tribes) will be charged for all (direct and indirect) costs specified IAW DoDI 4000.19 and DoD FMR 7000.14-R, Volume 11, *Reimbursable Operations, Policy and Procedures*, unless specified by another statute. If there is no additional cost to the Supplier or the cost to receive the reimbursement (e.g., bill and transfer) exceeds the actual funding required, then the specific support activity can be identified non-reimbursable. (T-0)

3.3.4. Use DoDI 4000.19 to identify funding and reimbursement responsibilities for intra-service, inter-service (or intra-agency), and inter-agency agreements. (T-0)

3.4. Support Agreement Processing. Communications between the Receiver and Supplier are normally through the Receiver and Supplier SAMs but discussions on specific support activities may occur between the Supplier and Receiver FAACs. The Supplier SAM will establish

suspense dates (e.g., 30 calendar days from the date of the request) for providing and receiving information to ensure timely processing of a support agreement, accomplishing periodic reviews, and resolving disputes. (T-1)

3.4.1. The prospective Receiver SAM contacts the Supplier SAM and requests support. (T-1)

3.4.2. The Supplier SAM provides the prospective Receiver with an approved ISAC or equivalent document and requests completion of a Receiver Profile ([Attachment 6](#)). (T-1)

3.4.3. The prospective Receiver, with the assistance of the Receiver's FAACs, reviews the ISAC or equivalent document and identifies the required support activities. The prospective Receiver notifies the Supplier SAM of its requirements and provides a completed Receiver Profile. The prospective Receiver also identifies any additional required support (above the identified standard levels of support in the ISAC or equivalent document or not currently defined in the ISAC or equivalent document) to the Supplier SAM. (T-1)

3.4.4. The Supplier SAM produces the initial or revised draft support agreement and ensures it is coordinated by all required and concerned parties ([Attachment 5](#)). (T-1)

3.4.5. The Supplier SAM compiles and forwards the Receiver's support agreement requirements using a DD Form 1144 (or equivalent document) and the Receiver's profile to each Supplier FAAC for review. The Supplier SAM tracks the DD Form 1144 (or equivalent document). Requested support listed in the ISAC or equivalent document does not require additional negotiations but all other support requests do. See [Figure 3.1](#) for support agreement requirements when a specific Receiver's requirement is consistent with the standard levels of support in the ISAC or equivalent document. See [Figure 3.2](#) for support agreement requirements when a specific Receiver's support activity exceeds the standard levels of support in the ISAC or equivalent document. (T-1)

3.4.6. The Supplier FAACs will review the support activities and when required provide information to the Supplier SAM for use in negotiations that cannot be resolved at the FAAC level. A request for support that is not included in the ISAC (or equivalent document) or that exceeds the identified standard levels of support identified in the ISAC or equivalent document will be negotiated between the Supplier and the Receiver. The finalized reimbursable costs will be included in the funding annex and added to the support agreement. (T-1)

3.4.7. The Supplier SAM updates the support agreement to reflect the negotiated changes and forwards a final draft to the FM and MO offices for annex development ([paragraphs 4.3 and 4.4](#)) and certification. (T-0)

3.4.8. The Supplier's SF, CE, and JA offices will review the support agreement if a Receiver has requested services not identified in the ISAC (or equivalent document) or the Receiver has a change in personnel, role, mission, or equipment that affects the support agreement. (T-0)

Note: When the Supplier has a change in personnel, mission, or equipment, the Supplier will follow the modification process outlined in [paragraph 3.7](#).

3.4.8.1. An increase for a Receiver's support activity that stays within the standard level of support listed in the ISAC may not require additional review unless there is a

significant change in Receiver's mission or the degree of change warrants a new beddown or joint basing request. (T-0)

3.4.8.2. The Supplier SAM transmits the draft support agreement to Receiver SAM. This draft explains any apparent inconsistencies or deviations from standard levels of support, as well as the Supplier SAM's rationale for proposed changes for the requested support. If the Receiver SAM requires further changes to this draft, then the Supplier and Receiver SAMs with their applicable FAACs will renegotiate any disputed provisions. Once all identified issues are resolved, the Supplier SAM will modify the draft support agreement and continue the approval process. (T-1)

3.4.8.3. The Supplier SAM is responsible for identifying the need for additional reviews and consulting with the Supplier's SF, CE, MO, FM, and JA offices, as appropriate. (T-1)

3.4.9. The Supplier SAM consolidates the Receiver's "agreed to" requirements into a final support agreement. (T-1)

3.4.10. The Supplier SAM forwards the final support agreement to JA for final legal sufficiency review. (T-1)

3.4.11. The Supplier and Receiver SAMs obtain signatures from their Comptrollers and Approval Authorities. (T-1)

3.4.11.1. The Supplier and Receiver SAMs will transmit a copy of the final support agreement to their respective Comptrollers for approval signature starting with the Supplier's Comptroller. (T-1)

3.4.11.2. After securing both Comptrollers' signatures, the Supplier and Receiver SAMs obtain Approval Authority signatures starting with Receiver's Approval Authority. The date the Supplier Approval Authority signs the support agreement (e.g., DD Form 1144, Block 3) becomes the effective date unless otherwise noted in the support agreement (e.g., DD Form 1144, Block 11). (T-1)

Note: Based on Command-Level guidance and applicable delegation of authority, a support agreement may need to be routed through the Supplier's and/or Receiver's Command leadership prior to obtaining Approval Authority signatures.

3.4.11.3. The Supplier and Receiver SAMs are authorized to use electronic and digital signatures on support agreements. Per AFI 33-321, *Authentication of Air Force Records*, a record is authenticated when it contains an official signature or seal indicating the document is genuine and official. A signature or seal may be written, stamped, electronic, or digital. (T-0)

3.4.12. The Supplier SAM forwards the completed support agreements to all affected parties and posts the completed support agreements to the applicable repositories. (T-1)

3.4.12.1. Distribution will include at least the Supplier and Receiver repositories, Supplier and Receiver SAMs, Supplier and Receiver FAACs, and the applicable financial accounting services (e.g., DFAS). The Supplier and Receiver SAMs will provide copies of the signed support agreements to additional affected or interested offices, as appropriate. (T-1)

3.4.12.2. A completed support agreement consists of a signed support agreement (i.e., MOU, MOA, DD Form 1144, or equivalent document) with completed General and Specific Provisions and Requirements, a Funding Annex, if required, and a Manpower Annex or Certification. Other relevant attachments will also be included. (T-1)

3.4.13. The Supplier SAM will consolidate correspondence and coordination that documents significant changes, and retain it as part of the support agreement file for the next review cycle and auditability. (T-1)

3.4.14. **(Added-NASIC)** The NASIC-Specific Coordination Process for developing new agreements is designed to efficiently obtain input and approval from the relevant or required POCs/OPRs. While certain aspects of this process may be tailored to the specific circumstances of each proposed agreement, the NASIC coordination requirements shall be met prior to signature. Table 3.1 depicts the coordination and approval process in six steps, which include the following:

3.4.14.1. **(Added-NASIC)** Discussion between the Action Officer (AO) advocating the agreement and the SAM. The SAM provides an overview of the process and discusses any anticipated concerns about content or format. (T-3)

3.4.14.2. **(Added-NASIC)** The AO and counterparty develop the specific content to be included in the agreement. Consensus on the content at this point is important in order to reduce substantial revisions later. (T-1)

3.4.14.3. **(Added-NASIC)** The SAM reviews the draft for format and content. (T-1)

3.4.14.4. **(Added-NASIC)** The SAM routes the proposed agreement to obtain review or coordination as required. (T-1)

3.4.14.4.1. **(Added-NASIC)** All proposed agreements will be coordinated through any NASIC Groups, Directorates, and staff that may have an interest in the agreement. At a minimum, an agreement will be coordinated through the originating Group or Directorate; Security (SO); Logistics (LG); Plans and Programs (XP); Safety (SE); Staff Judge Advocate (JA); Financial Management (FM); IT Plans, Policy, and Resources (SC); and Directorate of Personnel (DP). (T-1)

3.4.14.4.2. **(Added-NASIC)** Agreements will be reviewed by HHQ when required by HHQ policy. When review is not required, HHQ will be sent an information copy. (T-1)

3.4.14.4.3. **(Added-NASIC)** If an agreement is significantly revised following initial coordination, any office which is likely to have an interest in the revision will be provided an opportunity to provide comments or non-concurrence. (T-1)

3.4.14.4.4. **(Added-NASIC)** Typically, the agreement will not be routed through the Command Section until the counterparty concurs with the most current version of the proposed agreement. (T-1)

3.4.14.4.5. **(Added-NASIC)** The NASIC Commander or Vice Commander approves level of signature proposed in the agreement. This may be accomplished by a concur/non-concur statement on an AF IMT 1768, *Staff Summary Sheet*, or other appropriate document. (T-1)

3.4.15. (Added-NASIC) The NASIC Approval Process and Requirements. The SAM routes the agreement through the NASIC Command Section for final approval. Regardless of signatory, coordination of the final draft will include the NASIC Comptroller, and the NASIC Commander or Vice Commander. (T-3)

3.4.15.1. (Added-NASIC) An agreement may only be signed below the Group or Directorate level when it meets all of the following conditions:

3.4.15.1.1. (Added-NASIC) No funds are committed or obligated by the agreement. (T-0)

3.4.15.1.2. (Added-NASIC) No manpower is committed by the agreement. (T-0)

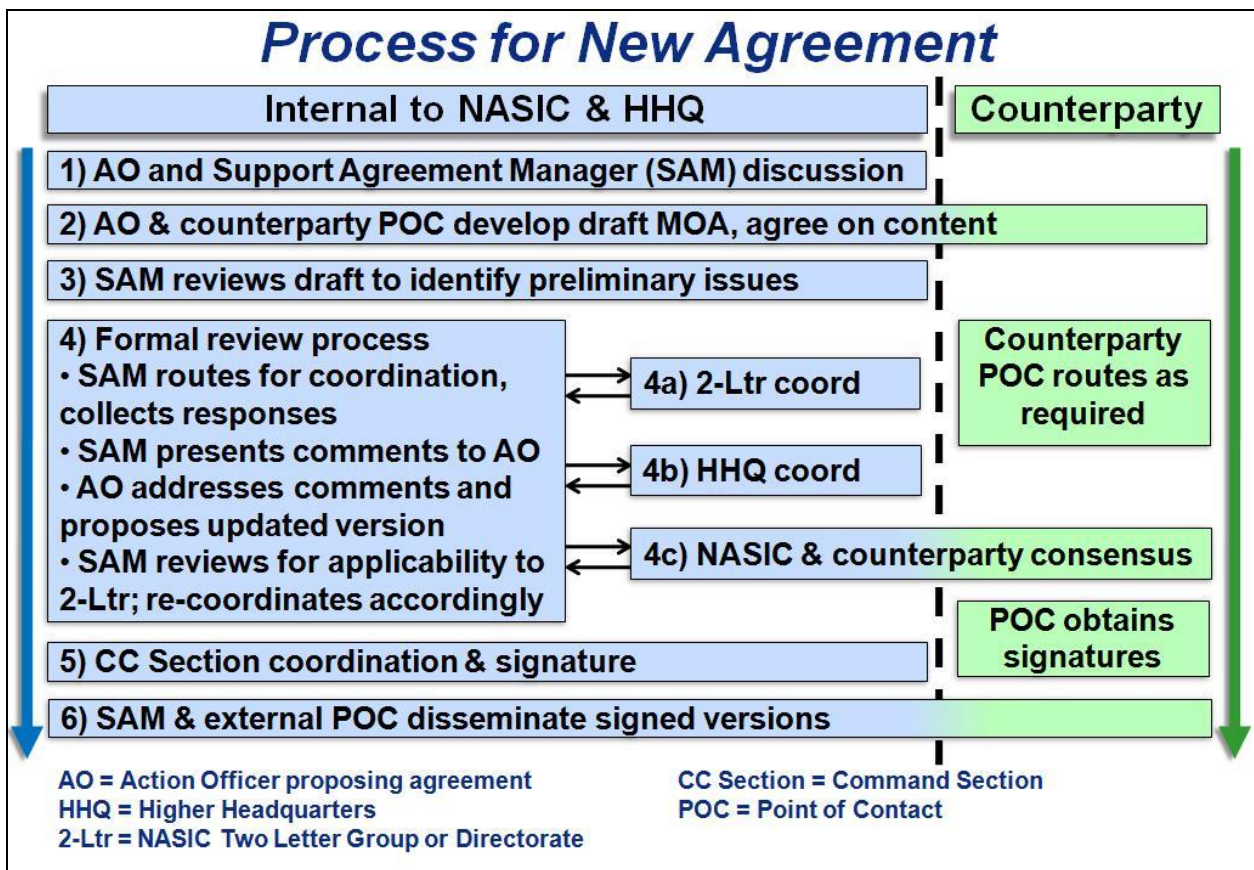
3.4.15.1.3. (Added-NASIC) The scope of the agreement is contained within the signatory’s functional responsibilities. (T-1)

3.4.15.1.4. (Added-NASIC) The scope of the agreement is technical or procedural in nature. (T-1)

3.4.15.1.5. (Added-NASIC) The NASIC signatory’s rank and position is commensurate or higher than the counter-signatory’s rank and position. (T-1)

3.4.15.1.6. (Added-NASIC) No cubicles, offices nor facility space is committed by the agreement. (T-0)

Table 3.1. (Added-NASIC) Default NASIC Agreement Draft and Coordination Process.



3.5. Support Agreement Reviews. The Supplier FM will conduct annual budget reviews (for agreements with reimbursable support activities) and the Supplier SAM will conduct triennial reviews (for all support agreements) to ensure the support activities and associated funding are current. (T-0)

3.5.1. Annual Budget Review. These reviews are conducted by the Supplier FM for those support agreements with at least one reimbursable support activity and do not change the effective date of the support agreement unless changes require renegotiation. (T-0)

3.5.1.1. Coincides with budget lead-time requirements and Financial Plan preparation; includes a verification of personnel assigned and estimated reimbursement charges to confirm validity and completeness of the charges. (T-0)

3.5.1.2. Does not initiate a renegotiation unless there are significant changes (e.g., +/- 5% or more) in required support. (T-0)

3.5.1.3. FM reviews estimated support requirements prior to the annual budget submission. The Supplier's FM will forward a revised Funding Annex (if required), signed by both Supplier and Receiver FMs, to the Supplier SAM so the revised funding annex can be included as an attachment to the support agreement. Creation of a revised Funding Annex, alone, does not require re-coordination with the final Approval Authority. (T-0)

3.5.1.4. The support agreements will be rerouted for approval if one or more support activities changes from non-reimbursable to reimbursable or vice versa. (T-0)

3.5.2. Triennial Review. All support agreements must go through this review. (T-0)

3.5.2.1. The Supplier SAMs will conduct support agreement reviews triennially or more frequently when significant changes in the requested support occur. The Command-level SAMs will coordinate with Supplier SAMs to develop a timeline to complete the triennial review of all support agreements. The items for the triennial review are located in the Logistics Compliance Assessment Program and Inspector General Inspection Checklist. Support agreements with an effective date within the last three years do not require a triennial review until 2 ½ years have elapsed from the effective date. (T-0)

3.5.2.2. The Supplier SAM initiates the triennial review prior to the 3-year anniversary of the support agreement's effective date or last triennial review whichever occurred most recently. (T-0)

3.5.2.3. The Supplier SAM will initiate the triennial review by sending the Receiver Profile (**Attachment 6**) to the Receiver SAM. The Receiver SAM will identify significant changes in support (e.g., level of required support and current number of people, facilities, vehicles), using the new Receiver Profile to provide updated information or indicate there are no significant changes on the latest Receiver Profile. (T-1)

3.5.2.4. When an existing support agreement is changed, it must be re-signed by the appropriate Approval Authorities (e.g., DD Form 1144, Blocks 8.c.(1) thru 9.c.(1)). When no significant changes are identified or required by the Supplier or Receiver, the Supplier SAM (with written concurrence of the Receiver SAM) will change the effective date of the support agreement (e.g., DD Form 1144, Block 3) to reflect the date of review

completion and establish the next triennial review date. The Supplier's identification and the support agreement number will normally remain the same for as long as the support agreement is in existence. (T-0)

3.5.2.5. A triennial review is considered complete when the support agreement (e.g., DD Form 1144, Block 3) has been updated IAW **paragraph 3.5.2.4.** (T-0)

3.5.3. Minor Revisions to an Existing Support Agreement.

3.5.3.1. The Supplier and Receiver SAMs will make minor pen and ink changes, including non-substantive modifications, by mutual agreement provided the changes do not affect the transfer of manpower or funds. The Supplier and Receiver SAMs will initial and date such pen and ink changes to document mutual acknowledgement to the changes. (T-1)

3.5.3.2. Minor changes that do not significantly alter the existing support agreement but, which when made, would cause the conditions of support to exceed the limits permissible without additional approval (e.g., stated in DD Form 1144, Block 11), will be annotated on the existing support agreement and its attachments, and initialed and dated by the appropriate Approval Authorities (e.g., DD Form 1144, Blocks 8c and 9c). (T-1)

3.5.4. Review Trigger. Existing support agreements will be reviewed when changing conditions or costs require substantial alterations to the support agreement or a new support agreement is required. (T-1)

3.5.5. Aligning Reviews with the Budget Process. Changes to a support agreement that substantially impact resource requirements and estimated reimbursements will correspond with the budget process, when possible, to permit appropriate adjustments to budgeted requirement. (T-1)

3.6. Disputes and Impasse Resolution Prior to Agreement Signature.

3.6.1. The Supplier and Receiver (through their FAACs and SAMs) will work together to resolve disputes at the lowest possible level. If a dispute cannot be resolved at the functional level, the Supplier and Receiver FAACs elevate the dispute through their respective chain of commands for possible resolution keeping the SAMs informed. If a dispute cannot be resolved at the Approval Authority level, the Supplier FAAC declares an impasse and elevates the dispute to the Command-Level SAMs through the Supplier SAM. (T-1) The following rules apply:

3.6.1.1. If an impasse relating to a specific support activity cannot be resolved at the installation level between the Supplier and Receiver, then the Supplier FAAC drafts an impasse memo (**Attachment 3**) for Approval Authority signature. The memo documents the details of the impasse, steps taken to resolve the impasse, and request for assistance. The Supplier FAAC sends the signed impasse memo to the Command's functional area subject matter experts, the Command-level SAMs, and the Supplier and Receiver SAMs. (T-1)

3.6.1.2. The Supplier SAM will omit the specific impasse support activity from the support agreement and include the following statement, "Due to an impasse in negotiating support for Support Activity XXX, this support agreement is being processed

with an impasse” (e.g., annotate in the DD Form 1144, Block 11). A copy will be provided to the Supplier and Receiver FAACs, SAMs, and Command-level SAMs. (T-1)

3.6.1.3. If the impasse concerns the entire support agreement or multiple functional areas, the Supplier SAM will not process the support agreement for signature. The Supplier SAM prepares and forwards the impasse letter through the Approval Authority for signature to the Command-level SAMs for staffing and resolution. HQ USAF/A4LX will be available to provide clarification of procedures within this instruction, when requested. (T-1)

3.6.2. The Command-level SAM will elevate impasse(s) that cannot be resolved at Command-Level to the appropriate HAF functional area for assistance in resolving the impasse(s) and notify HQ USAF/A4L of the Command-Level impasse(s). If an impasse involves cross-functional areas, the Command-level SAM will send the impasse package to HQ USAF/A4L for staffing within the HAF. (T-1)

3.6.3. DoD Components will assist in resolving support agreement differences and disputes with other DoD Components, non-DoD federal Agencies, or federally-recognized Indian tribes through their respective chains of command. (T-0)

3.6.4. Upon resolution of an impasse, the correspondence documenting the resolution process will become part of the support agreement file. (T-1)

3.7. Termination or Modification of Support.

3.7.1. The Supplier or Receiver SAM must respond to a termination or modification request received from the other party. To terminate or modify a support agreement, the Approval Authorities sign the appropriate place on the support agreement (e.g., DD Form 1144, Blocks 10a (Supplier) and 10c (Receiver) will be signed). (T-0)

3.7.2. A party to a support agreement that involves reimbursement may unilaterally terminate that support agreement prior to the expiration date only with advance notification (i.e., a minimum of 180 days), to permit appropriate resource adjustments to be made during the budget formulation process. (T-0)

3.7.2.1. If a support agreement that involves reimbursement or resources must be significantly modified or unilaterally terminated with less than 180 days’ notice to the other party or parties to the support agreement, the party requiring the modification or termination may be billed for reimbursement of unavoidable termination expenses incurred up to 180 days following the written notification. (T-0)

3.7.2.2. When a termination or modification involves contracted support, the Supplier SAM will comply with AFI 63-138 for resolution. (T-0)

3.7.2.3. Support agreements that do not involve reimbursement may be terminated prior to the expiration date as outlined in the support agreement. (T-0)

3.7.2.4. The Resource Advisor will submit and track final support charges for termination or modification of a support agreement. (T-1)

3.7.3. The Supplier SAM notifies all applicable Supplier and Receiver offices. (T-1)

3.7.4. When the Supplier SAM is unable to contact the Receiver due to deactivation or relocation of the Receiver, the Supplier SAM will contact the Parent Organization of the

Receiver SAM for resolution. If the Supplier SAM is unable to obtain a termination signature from the Receiver or the Parent Organization of the Receiver SAM, the Supplier's Approval Authority will sign the support agreement (e.g., DD Form 1144, Block 10c) and attach a "memo for record" documenting the reasons for not obtaining a Receiver's signature. (T-1)

3.7.5. IAW DoDI 4000.19, a Supplier will provide support in a manner that will not prejudice the availability, quality, quantity, or cost of equivalent for its own Receivers. (T-1)

3.7.5.1. When the Supplier receives less funding due to sequestration or other budget shortfalls, the Supplier will notify its units and all applicable Receivers of the changes in operation that will be implemented to stay within the received funding. The Supplier will not pass the cost of this funding shortfall solely on its Receivers but will establish an equitable reduction in operations that impacts the Supplier's organizations and all applicable Receivers equally. (T-1)

3.7.5.2. Those Receivers whose requirements are already part of the Supplier's budget and BOS requirement will not be asked to pay for the service that was previously non-reimbursable because of the funding shortfall. If these Receivers want full support (i.e., above the reduced level of support), these Receivers may be required to reimburse the Supplier for the additional support. (T-1)

3.7.5.3. Those Receivers who currently reimburse the Supplier for support will be informed of the proposed reduced service and can either accept the reduced service at the same rate (e.g., xx dollars for each day of service) or pay more for increased services (e.g., provide additional dollars to maintain the full level of support). (T-1)

Figure 3.1. Support Agreement Process Flow Chart – Support Activity within the Standard Levels of Support Identified in the ISAC (or Equivalent Document)

Figure 3.2. Support Agreement Process Flow Chart – Support Activity outside the Standard Levels of Support in the ISAC (or Equivalent Document)

Chapter 4

SUPPORT AGREEMENT ACTIONS

4.1. Identifying the Requirement.

4.1.1. The potential Receiver identifies support activities to the proposed Supplier through official correspondence and if possible, holds a face-to-face meeting to clarify respective requirements and capabilities, including mission, equipment types, and personnel. (T-1)
Typical questions to be answered include:

- 4.1.1.1. Do the Supplier and Receiver have authority (implementing the direction of the Approval Authority) to enter into this agreement?
- 4.1.1.2. How will the potential Receiver request support from the Supplier?
- 4.1.1.3. Who will receive the actual support?
- 4.1.1.4. What support activities and level of support will be required?
- 4.1.1.5. Are there conditions or requirements beyond what is identified in the ISAC or equivalent document related to this request for support?
- 4.1.1.6. What is the Receiver's objective or mission being supported?
- 4.1.1.7. When will the Supplier provide the support?
- 4.1.1.8. Has the Receiver considered all support activities?
- 4.1.1.9. Where will the support be provided?
- 4.1.1.10. Does the Receiver have any requirement(s) currently provided through contractors where the government has agreed to provide the support?
- 4.1.1.11. Does the Receiver have an existing contract that precludes the Supplier from providing requested support or duplicating services already provided in the contract?

4.1.2. The Supplier and Receiver must clarify any doubts as to exactly what support activities and level of support are needed or will be provided before the support agreement is approved. (T-1)

4.2. Drafting – Support Responsibilities.

4.2.1. The Supplier and Receiver SAMs ensure the population, square footage, equipment, weapon system assets, and any other elements are identified and defined. (T-1)

4.2.2. The Supplier SAM with the assistance of the Supplier FAACs prepare a draft support agreement to reflect the required support activities identified by the Receiver using the Supplier's ISAC or equivalent document. In addition, all support activities outside of the ISAC or equivalent document must be negotiated (between the Supplier and Receiver FAACs) and included in the draft support agreement. (T-1)

4.2.3. All affected parties, including the Receiver's and Supplier's FAACs will review and coordinate on the draft support agreement. The Supplier and Receiver SAMs will ensure that their FAACs fully understand the implications of the support agreement in their respective areas. Specific questions on support activities for the Receivers are best coordinated directly

between Supplier and Receiver FAACs and that information is then provided to the SAMs for inclusion in the support agreement. (T-1)

4.2.4. The Supplier and Receiver SAMs need to ensure applicable support agreement attachments are listed in the support agreement (e.g., DD Form 1144, Block 11). (T-0)

4.2.5. The Supplier and Receiver SAMs ensure all specific provisions are identified and defined in the applicable support agreements (T-0)

4.3. Drafting – Financial Inputs.

4.3.1. Funding responsibilities are identified in AFI 65-601, Volume 1, Chapter 7, Figure 7.1 but the reimbursement decision for each support activity is determined between the Supplier SAM and their FAACs. Any reimbursable costs will be funded by the Receiver based on the funding annex provided by the Supplier. (T-0)

4.3.2. The Supplier's FM will detail all costs to be billed to the Receiver (T-0) to include the following:

4.3.2.1. All relevant support capabilities. (T-0)

4.3.2.2. The computation details of the reimbursable items. (T-0)

4.3.2.3. Frequency of billing (e.g. monthly, quarterly, or annually). Per DoD FMR 7000.14-R, Volume 4, advance payment is required from non-DoD Receivers. (T-0)

4.3.3. The Supplier's FM will record all reimbursement computations in sufficient detail to provide an audit trail by clearly documenting computation methods, factor sources, and results. In addition, the Funding Annex will include sufficient documentation to satisfy the financial concerns of the Receiver. (T-0)

4.3.4. Reimbursement will be the recovery of actual cost for products and services provided, not the exchange of services. Non-reimbursable exchange of services in a support agreement between the Supplier and the Receiver will be documented in the support agreement but reimbursements are only associated with the exchange of funds for the products and services provided. (T-0)

4.3.5. If current Air Force accounting systems do not directly correlate identification of incurred expenses with the support capabilities outlined in DoDI 4000.19, AFI 65-601, Volume 1, Chapter 7, and this instruction, then the Supplier's FM will estimate the anticipated reimbursements (T-0) based on:

4.3.5.1. General and specific provisions of the support agreement. (T-0)

4.3.5.2. Reasonable projections of required levels and amounts of support. (T-0)

4.3.5.3. Generally accepted cost analysis techniques and principles. (T-0)

4.4. Drafting – Manpower Inputs.

4.4.1. The Supplier's MO Section will identify the required manpower in the manpower annex to support the additional workload. (T-0)

4.4.2. The manpower annex will detail the following:

4.4.2.1. Computation method. (T-0)

4.4.2.2. Man-hour or manpower impact by functional area or support activity. (T-0)

4.4.2.3. Total manpower impact in whole numbers. (T-0)

4.4.3. Because current Account Codes and Manpower Standards do not correlate to the support activities the Supplier's MO Section will base the manpower impacts on:

4.4.3.1. Specific provision(s) of the support agreement. (T-0)

4.4.3.2. Manpower Standards. (T-0)

4.4.3.3. Management engineering methods (technical estimates, good operator timing, position manning, operational audits, etc.). (T-0)

4.4.4. The man-hours required to support the additional workload will be totaled and the manpower will be computed using the appropriate Man-hour Availability Factor(s). The Supplier's MO Section will document and maintain on file all computations in sufficient detail to provide an audit trail of required manpower. (T-0)

4.4.5. Inter-Service (or intra-agency) and inter-agency support agreements causing a manpower impact need to be worked between the Supplier's and Receiver's MO staffs. All disputes will be processed IAW [paragraph 3.6](#) (T-0)

4.5. Drafting – Supplier Modifications to Reduce Support Provided Pursuant to an Existing Support Agreement.

4.5.1. The Supplier SAM identifies the funding vs. requirement delta based on FAACs and FM inputs. (T-1)

4.5.2. The Supplier SAM, Receiver SAM, and FAACs identify those non-mission critical support activities that can have the level of support reduced without significantly impacting the Supplier and Receiver missions and determine the proposed level of reduced service. If reduction in non-mission critical support capabilities does not bring the support agreements within the provided funding, the Supplier SAM, Receiver SAM, and FAACs determine additional necessary reductions with FM support. (T-1)

4.5.3. If the Supplier still has a funding gap, the Supplier SAM, Receiver SAM, FAACs, and FM will review the remaining support activities and determine the level of reduction in each of these activities that the Supplier units and all Receivers will need to endure to stay within the available funding. (T-1)

4.5.4. Once all reduction decisions are identified, the Supplier SAM will then initiate the modification of the support agreement with its Receivers IAW [paragraph 3.7](#) (T-1)

JUDITH A. FEDDER, Lt Gen, USAF
DCS/Logistics, Installations & Mission Support

(NASIC)

LEAH G. LAUDERBACK, Colonel, USAF
Commander

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

AFPD 25-2, *Support Agreements*, 12 October 2012

DoDI 4000.19, *Support Agreements*, 25 April 2013

AFI 33-360, *Publications and Forms Management*, 7 February 2013

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

AFDD 4-0, *Combat Support*, 23 April 2013

10 USC § 2336, *Intergovernmental Support Agreements with State and Local Governments*

AFI 63-138, *Acquisition of Services*, 21 May 2013

AFI 65-601, Volume 1, *Budget Guidance and Procedures*, 16 August 2012

AFI 10-503, *Strategic Basing*, 27 September 2010

Title 10, United States Code, *Armed Forces*

Title 32, United States Code, *National Guard*

31 USC § 1535, (2006), *The Economy Act*

Federal Acquisition Regulation (FAR) Part 17.5, *Inter-Agency Acquisitions under the Economy Act*, current edition

DoD FMR 7000.14-R, *DoD Financial Management Policy and Procedures*, June 2011

DoDD 3200.11, *Major Range and Test Facility Base (MRTFB)*, 27 December 2007

DoDD 5530.3, *International Agreements*, 21 Nov 2003

AFI 32-9003, *Granting Temporary Use of Air Force Real Property*, 19 August 1997

40 CFR Part 300, *National Oil and Hazardous Substances Pollution Contingency Plan*, current edition

AFPD 10-10, *Joint Use of Military and Civilian Flying Facilities*, 25 October 2007

AFI 10-1002, *Agreements for Civil Aircraft Use of Air Force Airfields*, 1 September 1995

ANG PAM 32-1001, *Airport Joint Use Agreements for Military Use of Civilian Airfields*, 20 April 2011

AFRC Handbook 32-1001, *Standard Facility Requirements*, 25 January 2012

AFI 32-2001, *Fire Emergency Services Program*, 9 September 2008

AFI 33-115, Volume 1, *Network Operations (NETOPS)*, 24 May 2006

AFI 13-204, Volume 3, *Airfield Operations Procedures and Programs*, 1 September 2010, Incorporating Change 1, 9 January 2012

AFI 31-121, *Military Working Dog Program*, 17 October 2012

AFJI 48-131, *Veterinary Health Services*, 29 August 2006

US Postal Service Handbook PO-630, *Post Offices Serving DoD Installations*, April 2000

AFI 21-124, *Oil Analysis Program*, 14 March 2013

AFI 36-105, *Civilian Personnel Servicing Arrangements*, 22 March 1994

DoDD 1000.26E, *Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 2 February 2007

DoDI 1000.15, *Procedures and Support for Non-Federal Entities Authorized to Operate on DoD Installations*, 24 October 2008

DoDI 1015.9, *Professional United States Scouting Organization Operations at United States Military Installations Located Overseas*, 31 October 1990

AFI 10-801, *Defense Support of Civilian Authorities (DSCA)*, 19 September 2012

32 CFR Part 989, *Environmental Impact Analysis Process (EIAP)*, current edition

32 CFR Part 187, *Environmental Effects Abroad of Major Department of Defense Actions*, current edition

DoDD 6050.7, *Environmental Effects Abroad of Major Department of Defense Actions*, 31 March 1979

EO 12114, *Environmental Effects Abroad of Major Federal Actions*, 4 January 1979

42 USC Chapter 55, *National Environmental Policy*

40 CFR Part 1500-1508, *Council on Environmental Quality (CEQ) Regulations for Implementing NEPA*, current edition

DoD 6055.09-M, Volume 7, *DoD Ammunition and Explosives Safety Standards: Criteria for Unexploded Ordnance, Munitions Response, Waste Military Munitions, and Material Potentially Presenting an Explosive Hazard*, 4 August 2010

AFI 32-3001, *Explosive Ordnance Disposal (EOD) Program*, 2 June 2011

AFI 38-101, *Air Force Organization*, 16 March 2011

AFI 38-201, *Management of Manpower Requirements and Authorizations*, 14 May 2013

AFI 38-204, *Programming USAF Manpower*, 1 August 1999

DoDD 5015.2, *DoD Records Management Program*, 6 March 2000

DFAS-DE 7010.5-R, *Direct, Refund, Reimbursement and Receivable Transactions at Base Level*

AFI 32-1032, *Planning and Programming Appropriated Funded Maintenance, Repair, and Construction Projects*, 15 October 2003

AFI 65-509, *Business Case Analysis*, 19 September 2011

AFMAN 65-510, *Business Case Analysis Procedures*, 19 October 2010

AFI 33-321, *Authentication of Air Force Records*, 3 August 2011

Adopted Forms

AF Form 847, *Recommendation for Change of Publication*

DD Form 1144, *Support Agreement*

FMS Form 7600, *Interagency Agreement (IAA) – Agreement between Federal Agencies*

DD Form 448, *Military Interdepartmental Purchase Request*

AF Form 813, *Request for Environmental Impact Analysis*

Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

ACC—Air Combat Command

ACS—Agile Combat Support

AD—Active Duty

AF—Air Force

AFCEC—Air Force Civil Engineer Center

AFDD—Air Force Doctrine Document

AFDW—Air Force District of Washington

AFELM—Air Force Element

AFI—Air Force Instruction

AFJI—Air Force Joint Instruction

AFISRA—Air Force Intelligence, Surveillance, and Reconnaissance Agency

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

AFOSI—Air Force Office of Special Investigations

AFPEO—Air Force Program Execution Office

AFR—Air Force Reserve

AFRC—Air Force Reserve Command

AFRIMS—Air Force Records Information Management System

AGR—Active Guard and Reserve

AMC—Air Mobility Command

ANG—Air National Guard

(Added-NASIC) AO—Action Officer

ARC—Air Reserve Components

ART—Air Reserve Technician

BCA—Business Case Analysis

BOS—Base Operating Support
BRAC—Base Realignment and Closure
BSP—Base Support Plan
CE—Civil Engineer
CEQ—Council on Environmental Quality
CFR—Code of Federal Regulations
CFTE—Contract Full-Time Equivalent
CLEA—Civilian Law Enforcement Agency
CONPLAN—Concept Plans
CONOPS—Concepts of Operations
CoP—Community of Practice
CPSA—Civilian Personnel Servicing Arrangements
CRP—Contingency Response Plan
DD—Defense Department
DE—Denver
DeCA—Defense Commissary Agency
DFAS—Defense Finance and Accounting Service
DLA—Defense Logistics Agency
DoD—Department of Defense
DoDD—Department of Defense Directive
DoDI—Department of Defense Instruction
(Added-NASIC) DP—Personnel
DSCA—Defense Support of Civil Authorities
DSN—Defense Switch Network
DWCF—Defense Working Capital Fund
EIAP—Environmental Impact Analysis Process
EMER—Explosive and Munitions Emergency Response
EO—Executive Order
EOD—Explosive Ordnance Disposal
EPF—Environmental Planning Function
FAAC—Functional Area Agreement Coordinator
FAR—Federal Acquisition Regulation

(Added-NASIC) FAWG—Facility Action Working Group
FES—Fire Emergency Service
FM—Financial Management
(NASIC) FM—Financial Management and Comptroller
FMR—Financial Management Regulation
FMS—Financial Management Service
GSU—Geographically Separated Unit
HAF—Headquarters Air Force
(Added-NASIC) HHQ—Higher Headquarters
HQ USAF—Headquarters United States Air Force
IAW—In Accordance With
IDP—Installation Deployment Plan
IED—Improvised Explosive Devices
IEMP—Installation Emergency Management Plan
IP—Information Protection
ISAC—Installation Support Agreement Catalog
(Added-NASIC) ITMB—Information Technology Management Board
JA—Judge Advocate
(NASIC) JA—Judge Advocate
JUA—Joint Use Agreement
(Added-NASIC) LG—Logistics
LOA—Letter of Agreement
MAA—Mutual Aid Agreement
MAJCOM—Major Command
MCRP—Medical Contingency Response Plan
MO—Manpower and Organization
MOA—Memorandum of Agreement
MOU—Memorandum of Understanding
MR—Munitions Rule
MRIP—Munitions Rule Implementation Policy
MRTFB—Major Range and Test Facility Base
MSU—Medical Service Unit

MWS—Major Weapon System
NAF—Numbered Air Force
(Added-NASIC) NASIC—National Air Space Intelligence Center
NEPA—National Environmental Policy Act
NETOPS—Network Operations
O&M—Operations and Maintenance
OPLAN—Operation Plan
OPR—Office of Primary Responsibility
OSD—Office of the Secretary of Defense
PACAF—Pacific Air Force
PAI—Primary Aircraft Inventory
PAM—Pamphlet
PES—Potential Explosive Site
PMEL—Precision Measurement Equipment Laboratory
POC—Point of Contact
PPLAN—Programming Plan
RDS—Records Disposition Schedule
RIC—Record Identification Code
SAF—Secretary of the Air Force
SAM—Support Agreement Manager
SC—South Carolina
(NASIC) SC—Communications & Information Directorate
(Added-NASIC) SE—Safety
SF—Security Forces
SLA—Service Level Agreements
(Added-NASIC) SO—Security
TDY—Temporary Duty
US—United States
USAF—United States Air Force
USC—United States Code
USO—United Service Organization
USPS—United States Postal Service

WCC—Wing Commander

(Added-NASIC) XP—Plans and Programs

Terms

Agile Combat Support (ACS) Functional Communities—Support activities under the Functional Communities that are inherent to an Air Force installation and funded through the BOS. ACS functional communities include but are not limited to: Acquisition; Airfield Operations; Chaplain Corps; Civil Engineer; Contracting; Distribution; Force Support; Health Services; Historian; Financial Management/Comptroller; Inspector General; Intelligence; Judge Advocate; Logistics Plans; Maintenance; Materiel Management; Mission Assurance; Munitions; Office of Special Investigations; Public Affairs; Safety; Science and Technology; Security Forces; and Test & Evaluation.

Air Force Element (AFELM)—Identifies Air Force personnel on duty with agencies outside the Department of the Air Force that are the “Air Force Element” of the agency where they perform duty. An AFELM is not a constituted unit.

Annual Budget Review—A review for support agreements with at least one reimbursable support activity that is conducted prior to submission of the annual budget submission. Financial and functional resource managers review the support agreement for accuracy of reimbursement charges. This data is used in the computation of future budget requirements.

Approval Authority—Individual authorized to commit resources for the Supplier or Receiver or his or her designated representative.

Basis for Reimbursement—A dollar value for a defined unit of service; for example on inter-service support agreements, \$50 annually per square foot of occupied office space, \$50 monthly per assigned military personnel, \$800 per each occurrence. Calculations used to determine the basis for reimbursement are also recorded in the support agreement.

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

Command—The headquarters or leadership level within a MAJCOM, NAF, or MAJCOM-equivalent.

Community Inter—Governmental Support Agreement—An agreement between the Air Force and a state or local government entered into under the authority of 10 USC § 2336 and DoDI 4000.19. This agreement requires approval from SAF/IEI before it can be executed. These agreements are not covered by this AFI.

Environmental Planning Function (EPF)—Is one of the key Air Force participants in the EIAP. The EPF provides support and guidance to the proponent to fully accomplishing the EIAP.

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

Functional Area Agreement Coordinator (FAAC)—The appointed individual who executes the review process for a support agreement and obtains their leadership’s consensus.

Funding Annex—Financial document which reflects both reimbursable and non-reimbursable costs for an individual support agreement. The Supplier's FM office prepares the annex.

General Provisions—Exceptions or additions to printed provisions required in the support agreement (e.g., DD Form 1144, Block 11).

Geographically Separated Unit (GSU)—Any Air Force unit that is geographically separated beyond a reasonable commuting distance from its servicing military personnel flight.

Incremental Direct Cost—Cost of resources directly consumed by an individual activity that would not have been consumed if the individual activity were not performed. This cost is specifically identified with a single cost object.

Indirect Cost—Cost of resources, including overhead, that support more than one cost object (e.g., not consumed by a single cost object).

Installation Support Agreement Catalog (ISAC)—A list of the installation's (Supplier's) Support Activities categories of support and the corresponding standard levels of support definitions. Receivers review and select support from the ISAC (or equivalent document) 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).

Manpower Annex—A part of the support agreement used to document the manpower impact. The Supplier's MO Section 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 (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.

Proponent—Each unit or organization at any level that initiates an action and is responsible for complying with the EIAP and ensuring integration of the EIAP at the initial planning stages of a proposed action.

Receiver—A unit or organization that receives support from a Supplier. The Receiver is normally the tenant but in some cases, the host may be the Receiver of a service.

Recurring—Support in reference to formal support agreements that continues for a minimum of one year.

Significant Change (in support)—A change in the amount, level, or frequency of support provided or support requirements that drives budget or manpower reprogramming.

Specific Provisions—Support responsibilities negotiated between the Supplier and Receiver.

Standard Level of Support—The level of support provided to Receivers, which is equivalent to the level of support defined and furnished by the Supplier to its own mission.

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

Supplier Address—The address of the supplying unit or organization.

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 DD Form 1144, MOA, or MOU.

Support Agreement Manager (SAM)—The appointed individual responsible for managing the unit's or organization's support agreements. There is a SAM for each Supplier and Receiver.

Support Agreement Program Manager (Command-Level SAM)—The appointed individual at the Command-Level responsible for overseeing the support agreement program within the Command to include providing guidance (including supplements to this AFI) and training, engaging HAF functional areas when necessary, and assisting in dispute resolutions that reach the Command-level.

Triennial Review—A complete review of an existing support agreement conducted at intervals of no more than three years.

Attachment 2**COMPLETION OF DD FORM 1144**

A2.1. Completion of DD FORM 1144 by Block Title. Block 1, Agreement Number (e.g., FB9999-99001-001). The first series of alpha-numeric characters (FB9999) is the Address Code of the supplying unit. The second series of numbers is the ordinal date consisting of the Year and Julian Date (99001), based on last signature date. The third series of numbers (001) represents the sequential agreement number assigned by the supplying unit.

Block 2, Superseded Agreements No. This is the old support agreement number that the new one replaces, if applicable.

Block 3, Effective Date. This is the date of the last signature or date of last major review and the date from which triennial reviews are calculated.

Block 4, Expiration Date. Per DoDI 4000.19, all support agreements will have an expiration date not to exceed 9 years from the date they are signed by both parties. If a support agreement is to remain in effect after the 9-year period, it can be resigned in conjunction with the third triennial review or the last required review prior to a lesser agreed upon expiration date.

Block 5a, Supplier Name and Address. Enter the name of the Supplier followed by the SAM's unit, office symbol, building with room number, postal address and zip code.

Block 5b, Supplier Command. Enter the Command or agency name (e.g., Air Combat Command (ACC), Air Mobility Command (AMC), Pacific Air Forces (PACAF), etc.).

Block 6a, Receiver Name and Address. Enter the name of the Receiver followed by the SAM's unit, office symbol, building with room number, postal address and zip code.

Block 6b, Receiver Command. Enter Command or agency name (e.g., DoD Schools, Army and Air Force Exchange Service (AAFES), Defense Commissary Agency (DeCA), etc.).

Block 7a, Support. Enter the applicable support activity. If additional space is required to identify support requirements place an "X" in the block "Additional Support Requirements Attached".

Block 7b, Basis for Reimbursement. A dollar value for a defined unit of service; for example on inter-service support agreements, \$50 annually per square foot of occupied office space, \$50 monthly per assigned military personnel, \$800 per each occurrence. Calculations used to determine the basis for reimbursement are recorded in Block 12.

Block 7c, Estimated Reimbursement. Enter the estimated cost to be reimbursed to the Supplier. If actual costs are known, enter them in this block. Funds are not transferable for non-reimbursable categories; however, if non-reimbursable categories are listed on the DD Form 1144, they must be identified as non-reimbursable.

Blocks 8a and 9a, Comptroller Signature. Enter the typed name and grade of the Comptroller.

Signature may be placed over the typed entry.

Blocks 8b and 9b, Date Signed. Enter the date the FM signs the support agreement.

Blocks 8c(1) and 9c(1), Approving Authority Typed Name. Enter the Approval Authority's typed name, grade, and title.

Blocks 8c(2) and 9c(2), Approving Authority's Organization. Enter the Approval Authority's organization, unit, and office symbol.

Blocks 8c(3) and 9c(3), Approving Authority's Telephone Number. Enter the Defense System Network (DSN) of designated official. Place "DSN" in parenthesis prior to the number (i.e. DSN 227-9211). If designated official does not have DSN access, enter the full commercial telephone number including area code.

Blocks 8c(4) and 9c(4), Approval Authority's Signature. The completion of these blocks by the supplying and receiving Approval Authorities indicate they concur with and approve of the attached general and specific provisions of the support agreement.

Note: Signatures will be obtained in the following order: Supplier's Comptroller, Receiver's Comptroller, Receiver's Approval Official, and finally Supplier's Approval Official.

Blocks 10a and 10b, Termination. Enter the typed name, rank, and date of the *Supplier Approval Authority* at the time the support agreement is terminated. The Approval Authority's signature will be entered over the typed name and rank.

Blocks 10c and 10d, Termination. Enter the typed name and rank, and the date of the *Receiver Approval Authority* at the time the support agreement is terminated. The Approval Authority signature will be entered over the typed name and rank.

Block 11, General Provisions. Record parties to the support agreement not included in Block 6, documentation requirements, and general provisions essential to the execution of the support agreement.

Line 11b – Enter the full address of the Receiver SAM.

Line 11c – Enter the complete billing address of the Supplier's Comptroller.

Note: The following suggested statements could be included in Block 11, General Provisions block. Include only those statements that are pertinent and meaningful to the support agreement. General Provisions are continued on an 8 ½ x 11 sheet of bond paper as an attachment to the DD Form 1144.

1. Purpose of support agreement.
2. Prescribing Directives.
3. Manpower reviews statement and provides an attachment signed by the Supplier's MO

Section.

4. Both the Supplier and Receiver CE or EPF (or designated representative) signs the CE or Environmental review statement where there is an environmental impact.
5. SF review statement is signed by the Supplier's SF Office.
6. Legal review statement is signed by the Supplier's Legal Office.
7. Distribution.
8. List attachments (if manpower annex or funding annex is required, list as attachments).

Block 12, Specific Provisions. Place an X in either the yes or no box to indicate whether or not additional Specific Provisions are attached. Document additional specific provisions to this support agreement using the Receiver selected verbiage from the ISAC or equivalent document or using plain bond paper for support activities not in the ISAC or equivalent document.

A2.2. Examples of Specific Provisions. The following examples of specific provisions illustrate the typical level of detail normally included but this can be amended to meet local requirements:

CHAPEL AND CHAPLAIN CORPS SUPPLIER WILL: Include pastoral ministries, worship services, religious rites, pastoral visits, spiritual counseling, and religious education.

RECEIVER WILL: Coordinate chaplain activities and support requirements with the Supplier base.

CLUBS SUPPLIER WILL: Include officer, non-commissioned officer, enlisted, all hands, aero, community, and other recreational clubs.

RECEIVER WILL: Request services and complies with Supplier's directives, policies and procedures.

Block 13, Additional Provisions. Includes information that will not fit into the other blocks of the DD Form 1144 and information not identified elsewhere on the DD Form 1144 but is essential to getting the support agreement approved.

Attachment 3**IMPASSE MEMO TEMPLATE**

MEMORANDUM FOR (Insert your Command's functional office symbol)

FROM: (Approval Authority)

SUBJECT: (Insert the Support Agreement Number involved in the impasse and the parties involved (e.g., FB4803-0258-0001, between 20th Fighter Wing, Shaw AFB, SC and 3rd Army, Shaw AFB, SC))

1. State the capability or sub-capability of support involved in the impasse.
2. State the facts concerning the impasse.
3. Summarize steps taken to resolve the impasse, i.e., phone conversations, correspondence, meetings, and include dates, times and who participated.
4. Provide any additional information or facts pertinent to the impasse and resolution efforts.
5. Provide POC information.
6. Attach the DD Form 1144 and any supporting documentation.
7. Forward entire package electronically to the appropriate functional POC for both Supplier and Receiver.
8. Include the Wing's coordination.

Approval Authority Signature (normally the
Wing Commander (WCC))

Cc:
Command's A4

Attachment 4

SAMPLE INSTALLATION SUPPORT AGREEMENT CATALOG (ISAC) APPROVAL PAGE

The following paragraphs may be used as an example for an Installation Support Catalog Approval Page.

(Enter Date WCC Signs)

Department of the Air Force

Installation XXXX Support Catalog

This catalog provides descriptions and reimbursement criteria for Receivers at AF installation XXXX. Receivers will refer to this catalog and select desired categories of support listed in the attached document. This catalog is designed as a guide to identify the available support services provided on an equitable basis to Receivers.

Reimbursement decisions for all levels of support identified in the catalogue will be made on a case-by-case basis. Any support required outside the scope of this catalog will require negotiation with appropriate functional community.

IMPORTANT: Any proponent (Command, Service, Agency, etc.) requesting beddown on a Joint Base or an Air Force installation must do so IAW AFI 10-503.

Signatures below indicate there are no environmental, security forces, or legal impacts to the type of support identified in this catalog. The Comptroller has validated the funding indexes used for each type of support.

Civil Engineer:

Security Forces:

Judge Advocate:

Comptroller:

If you have questions or concerns, please contact the Supplier’s SAM, (Insert Sam’s name, office symbol and phone number).

WCC Signature
WCC’s Signature Block

Attachment 5**REVIEW COORDINATION SHEET TEMPLATE****MEMORANDUM FOR SEE DISTRIBUTION****FROM:** Suppliers Unit**SUBJECT:** Review of Support Agreement Number XXXXXX

1. Please review the attached support agreement between _____ and _____. In particular, please confirm that the estimated charges, funding arrangements, and type and degree of support are accurate.
2. The office of primary responsibility for this review is _____ and the point of contact is _____.
3. Please send your written reply to _____ by _____. You may keep the draft support agreement in your files until we send you the final.

Attachment:

Draft Support Agreement

DISTRIBUTION:

Suppliers' POCs

UNIT DETAIL		
Description	TYPE	QTY
Primary Aircraft Inventory (PAI)		
Major Weapon Systems (MWS) Other		
Total Square Feet of Floor Space (In 1000s)		
Total Number of Buildings/Facilities		
Total Number of Acres		
Weapons: A Potential Explosive Site (PES)		
Total Number General Purpose Vehicles:		
Total Number Special Purpose Vehicles:		
Special Equipment Items (PMEL, Generators, etc.)		

Do you wish to change or delete any of the current support categories or would you like to make any significant changes to this support agreement?

Do you wish to add any new support categories to the current support agreement? By specific capability identify the exact requirements that you are requesting to be added.

Has your unit been notified of any pending mission changes that will affect your unit's size and/or levels of support required?

Are there any additional changes or information?

Receiver's Signature

Date

Attachment 7 (Added)

NASIC MOA TEMPLATE

Figure A7.1. Example of NASIC MOA Template.

MEMORANDUM OF AGREEMENT BETWEEN
THE [FIRST PARTY (AND ACRONYM)]
AND
THE [SECOND PARTY (AND ACRONYM)]
FOR
[INSERT SUBJECT]

This is a Memorandum of Agreement (MOA) between the [first party] and the [second party]. When referred to collectively, the [first party] and the [second party] are referred to as the "Parties".

1. BACKGROUND: [If there is a need to discuss background, do so here. Normally, there is no need to discuss the background or provide justification for the MOA, particularly if between DoD Components. Occasionally, however, there is a desire to explain the need for the MOA; particularly where it is not self-evident from the Purpose or it is with a Federal agency.]

2. AUTHORITIES: (recommended): DODI 4000.19, "Interservice, Interdepartmental and Interagency Support," Air Force Instruction 25-201, "Support Agreement Procedures," and other directives as required.

[State the legal authority upon which the reimbursable MOA is based, such as the Economy Act, or any other legal or significant authority that authorizes any such actions associated with this MOA.]

3. PURPOSE: [State the purpose of the MOA here. Always use this paragraph.]

4. RESPONSIBILITIES OF THE PARTIES:

4.1. The [first party] will—

4.1.1. [insert as many responsibilities as necessary but ensure all the specific requirements of the party are listed]

4.1.2.

4.2. The [second party] will—

4.2.1. [insert as many responsibilities as necessary but ensure all the specific obligations of the party are listed]

4.3. Both parties will—

4.3.1 [insert as many responsibilities as necessary but ensure that they apply to both parties]

5. PERSONNEL: Each Party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each Party is responsible for supervision and management of its personnel. [For shared supervision or management, explain the process to accomplish that.]

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT: The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its point of contact upon

reasonable notice to the other Party.

6.1.1. For the [first party]—

6.1.1.1 Position and phone number of Primary POC:

6.1.1.2. Position and phone number of Alternate POC:

6.1.2. For the [second party]—

6.1.2.1. Position and phone number of Primary POC:

6.1.2.2. Position and phone number of Alternate POC:

6.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOA will be addressed, if to the [first party], to—

6.2.1. [insert mailing address]

and, if to the [second party], to—

6.2.2. [insert mailing address] or as may from time to time otherwise be directed by the Parties.

6.3. REVIEW OF AGREEMENT: This MOA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

6.4. MODIFICATION OF AGREEMENT: This MOA may only be modified by the written agreement of the Parties, duly signed by their authorized representatives.

6.5. **DISPUTES:** Any disputes relating to this MOA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties or in accordance with DoDI 4000.19.

6.6. **TERMINATION OF AGREEMENT:** This MOA may be terminated by either Party by giving at least 180 days [for MOAs involving reimbursement; use any appropriate number of days for MOAs not involving reimbursement] written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

6.7. **TRANSFERABILITY:** This Agreement is not transferable except with the written consent of the Parties.

6.8. **ENTIRE AGREEMENT:** It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

6.9. **EFFECTIVE DATE:** This MOA takes effect beginning on the day after the last Party signs.

6.10. **EXPIRATION DATE:** This Agreement expires on _____. [insert a date]

6.11. **CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the same parties with the subject _____. Agreement # _____ and effective date of _____. [Use only when needed to cancel a previous agreement]

[If the MOA provides for the reimbursement for supplies or services by one Party for the other Party, include section 7]

7. FINANCIAL DETAILS [include in all reimbursable MOAs]

7.1. **AVAILABILITY OF FUNDS:** This MOA does not document the obligation of funds between the Parties. Any obligation of funds in support of this MOA will be accomplished using a Military Interdepartmental Purchase Request, DD Form 448 [or equivalent form if with another Federal agency]. The obligation of funds by the Parties is subject to the availability of appropriated funds pursuant to the DoD Financial Management Regulation.

7.2. **BILLING:** The [first party] will bill the [second party] on a monthly basis in accordance with the procedures of the billing party. A record of the transaction will be sent to the [second party] within 30 days after the month in which the transaction occurred.

7.3. **PAYMENT OF BILLS:** The [second party] paying office will forward payments, along with a copy of billed invoices, to the [first party] within 30 days of the date of invoice. Bills rendered will not be subject to audit in advance of payment.

7.4. FINANCIAL SPECIFICS: See Attachment/Appendix for all other details and information on the reimbursable support identified in paragraph 4.

7.5. ECONOMY ACT DETERMINATION AND FINDINGS: If the MOA is being entered into under 31 U.S.C § 1535, as amended (the Economy Act), both parties agree that the requirements listed in paragraph (a) of the Economy Act have been met. [Add the following sentence if the supplier is a DoD Component] The Supplier has determined that the capabilities exist to render the requested support without jeopardizing its assigned missions. [Add the following sentence only if a separate, written Economy Act determination and finding (D&F) is required] Any required Economy Act D&F has been completed.

AGREED: [Approval Authority signatures will never be alone on a blank page]

For the [first party]—

For the [second party]—

(Date) _____

(Date) _____

ATTACHMENT/APPENDIX

To

[use same subject from the original MOA title section]

Financial details for a reimbursable MOA

1. Reimbursable support: [list sub-paragraphs from section 4 that specify the reimbursable support]
2. Estimated amount of funds to be reimbursed: \$ _____.
Appropriation: _____ FY _____.
3. Business Partner Network (BPN) Number (if required) Supplier, _____ Receiver _____.
4. Financial Points of Contact:
Supplier:
Receiver:
5. [Add any other financial information that is required by the FMR or any other reference, or is desired to be included in the MOA but is not included in the format of the MOA elsewhere]