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Logistics Staff

**45TH SPACE WING SUPPORT
AGREEMENTS PROGRAM**

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This instruction implements DoDI 4000.19, *Interservice and Intragovernmental Support*; AFI 25-201, *Support Agreements Procedures and AFSPC Supplement thereto*; AFI 65-601, Vol I, *Budget Guidance and Procedures*; and 45 SWI 65-601, *Reimbursement Policy*. It defines the 45th Space Wing (45 SW) support agreements program, establishes policy, assigns responsibilities, and prescribes procedures for the development, coordination, negotiation, approval, administration, and management of 45 SW support agreements. It applies to receivers of base operations support and all staff and operating elements involved in supporting receivers.

SUMMARY OF REVISIONS

This revision updates all 45 SW organizational names and symbols; changes the responsibility for management of 45 SW support agreements from the Requirements Section (45 SW/XPR) of the Plans and Programs Office (45 SW/XP) to the Logistics Readiness Flight (45 LRF) of the Mission Support Group (45 MSG) (paragraph 1.); deletes the responsibility of processing the following types of agreements: Memorandums of Agreements (MOA), Memorandums of Understanding (MOUs), Functional-Level MOAs, Joint Operating Procedures (JOPs), and the base support plans in non-45 SW government contracts (these documents will be included in another instruction that will be developed by 45 SW/XP); changes the location of the Support Agreements Manager (SAM) from 45 SW/XPR to 45 LRF/LGRR (paragraphs 2.2.); changes the approval and signature authority for 45 SW support agreements from the 45 SW/XP Chief to the 45 MSG Commander (paragraph 5.)

1. Policy. It is the policy of the 45 SW Commander and higher headquarters that 45 SW support agreements be managed by a central point of contact. Specifically, the Logistics Readiness Flight (45 LRF) of the Mission Support Group (45 MSG) is designated the central point of contact for support agreement matters and is charged with the management of the 45 SW support agreements program.

2. Explanation of Terms.

2.1. **DD Form 1144, Support Agreement.** These are support agreements between the 45 SW and other Air Force organizations, other military services, federal or non-federal agencies. These support agreements document significant recurring base operations support the 45 SW provides or receives, and the estimated reimbursement the receiver will pay for the identified areas of support.

2.2. **Functional Area Agreement Coordinator (FAAC).** Individuals appointed within 45 SW staff offices and functional areas to serve as a single point of contact within that organization for the coordination of support agreements.

2.3. **Receiver.** An activity, usually a tenant, which receives recurring base operations support, governed by DoDI 4000.19 and AFI 25-201.

2.4. **Support Agreement.** A formal written arrangement between the 45 SW and outside organizations or agencies, whereby each participant agrees to render or receive specific base operations support. Support agreements may establish cooperative functional relationships or divisions of responsibility in areas of mutual interest when support is to be provided on a repetitive or continuing basis. Support agreements prescribe general policy and procedures, commit manpower and other resources, and identify reimbursable support to be funded by the receiver.

2.5. **Supplier.** An activity that provides recurring base operations support, governed by DoDI 4000.19 and AFI 25-201.

2.6. **Support Agreements Manager (SAM).** The individual having primary responsibility for developing and maintaining 45 SW support agreements. The SAM resides in the 45th Mission Support Group's (45 MSG) Logistic Readiness Flight (45 LRF).

3. Responsibilities and Procedures.

3.1. The Logistics Readiness Flight, Wing Support Agreements Office (45 LRF/LGRR) will:

3.1.1. Administer the 45 SW support agreements program.

3.1.2. Ensure support agreements are in compliance with this instruction and applicable DoD, USAF, and AFSPC instructions and guidance.

3.1.3. Serve as the focal point for the preparation, coordination, negotiation, and approval of all 45 SW support agreements.

3.1.4. Determine the FAACs for each support agreement and ensure the support agreements are coordinated with all appropriate FAACs.

3.1.5. Obtain coordination, as a minimum, from the following organizations:

3.1.5.1. 45th Comptroller Squadron (45 SW/FM).

3.1.5.2. 45th Space Wing/Staff Judge Advocate Office (45 SW/JA).

3.1.5.3. 45th Space Wing/Manpower and Organization Office (45 SW/MO).

3.1.5.4. 45th Contracting Squadron (45 CONS), if contracting or contractor support is involved.

3.1.5.5. 45th Civil Engineer Squadron (45 CES).

- 3.1.5.6. 45th Operations Group (45 OG), if airfield, weather, or range operations support is involved.
 - 3.1.6. Provide advice and assistance to the staff, support agreements' FAACs, and receivers relative to DoD, USAF, AFSPC, and local policies on support management and the development of support agreements.
 - 3.1.7. Provide initial and ongoing support agreement training to FAACs and maintain training documentation.
 - 3.1.8. Task FAACs to provide specific provisions and identify an estimate of annual reimbursable costs of support that falls within the FAACs' area of responsibility.
 - 3.1.9. Furnish inputs received from FAACs addressing manpower requirements to 45 SW/MO for review and completion of the manpower attachment of the support agreement (if manpower authorizations were or are to be transferred from the receiver).
 - 3.1.10. Furnish any cost data received from the FAACs to 45 SW/FM for completion of block 7 of DD Form 1144.
 - 3.1.11. Submit fully coordinated new support agreements, amendments, or revisions to and termination of existing support agreements to 45 MSG/CC for signature.
 - 3.1.12. Assist the staff offices/functional areas and the receiver in resolving support problems when efforts between them to resolve the problems have failed. Take necessary action in accordance with DoDI 4000.19 and AFI 25-201 if a solution to a disagreement cannot be reached at the local level.
 - 3.1.13. Initiate triennial review actions to ensure support agreements are kept current. Advise FAACs, other parties, and higher headquarters, as appropriate, upon completion of each review.
 - 3.1.14. Make required distribution (electronically when possible) of completed support agreements and place them on the shared network drive. Provide instructions on how to access the support agreements on the shared network drive.
 - 3.1.15. Maintain the Support Agreement Status Report, update its data monthly, and electronically mail (E -mail) the updated information to HQ AFSPC/LCRDX along with recently completed support agreements.
 - 3.1.16. Update the support agreements section of the 45 SW Composite List of Agreements and Joint Operating Procedures semiannually.
- 3.2. Functional Area Agreement Coordinators (FAACs) will:
- 3.2.1. Review the support agreement's terms and specific provisions relating to their functional area to ensure the required support is documented clearly. Determine the impact of providing the requested support to the receiver. Determine if the requested support can be provided. Ensure sufficient and accurate information is contained in the specific provisions.
 - 3.2.2. Furnish an estimate of annual reimbursable costs (labor and materials) required to provide the support as stated in the support agreement to the Job Order Manager for inputting into the Automated Cost Estimating System (ACES).
 - 3.2.2.1. Furnish 45 LRF/LGRR an annual estimate of military, civilian, and contractor labor required to furnish the stated support.

- 3.2.3. Contact 45 SW/MO if assistance is needed in determining manpower requirements for the support requested.
 - 3.2.4. Provide inputs as required to accomplish a fully coordinated 45 SW position on each support agreement
 - 3.2.5. Submit changes to support agreements to 45 LRF/LGRR as soon as the need for changes become evident.
 - 3.2.6. Notify receivers of support as soon as possible of a reduction in support capability that may have an impact on support provided the receivers. Provide an information copy to 45 LRF/LGRR.
 - 3.2.7. Make every effort to resolve support problems within their functional area directly with the receiver. Refer problems that cannot be resolved to 45 LRF/LGRR for resolution.
- 3.3. The Comptroller (45 SW/FM) will:
- 3.3.1. Review support agreements and proposed changes/revisions for compliance with applicable fiscal directives and initiate SF 1080, **Voucher for Transfers Between Appropriations and/or Funds**, if required, to collect reimbursable expenditures through the Defense Finance and Accounting Service.
 - 3.3.2. Provide reimbursement policy pertinent to each support agreement in accordance with applicable directives.
 - 3.3.3. Validate the cost estimates provided by the FAACs and complete block 7 of DD Form 1144 (generally, attachment 1 of the support agreement). Assist the FAACs in developing a methodology for estimating costs.
 - 3.3.4. Verify that the total cost estimate on DD Form 1144 is within the 45 SW budget submission.
 - 3.3.5. Assist the SAM in providing support agreements training.
- 3.4. The Job Order Manager (JOM) will:
- 3.4.1. Update the Automated Cost Estimating System (ACES) when new cost estimates are received from the FAACs.
 - 3.4.2. Provide an annual estimate to the receiver and obtain the receiver's concurrence.
 - 3.4.3. Follow guidance as provided in 45 SWI 65-601.
- 3.5. The Staff Judge Advocate (45 SW/JA) will review all support agreements for legal sufficiency, including a general review for compliance with DoD directives, treaties, laws, Executive Orders, and for proper legal format and language.
- 3.6. The 45th Contracting Squadron (45 CONS) will review support agreements and proposed changes/revisions to determine applicability and compliance with the *Federal Acquisition Regulation* (FAR), and other procurement/contracting directives. Provide contracting policy language pertinent to the support agreement when the FAR applies.
- 3.7. The Manpower and Organization Office (45 SW/MO) will:
- 3.7.1. Review all support agreements and relevant functional area inputs for manpower impact.

3.7.2. Complete a statement in block 11 of DD Form 1144 to indicate the number of manpower spaces transferred to the supplier to support the receiver. If no manpower transfers were requested, state "none." Sign and enter the date below the statement.

3.7.3. Complete the manpower attachments when manpower spaces have been or are to be transferred as a result of the support agreement. Indicate the number of spaces transferred to each 45SW staff office/functional area.

3.7.4. Assist the SAM in the support agreements training (i.e., brief manpower rules and policies).

3.7.5. Assist the 45 SW staff and functional areas to develop labor estimates (man-hours/man-years).

3.8. The Civil Engineer Squadron (45 CES) will:

3.8.1. Review support agreements to ensure environmental concerns are addressed.

3.8.2. Conduct a review of support agreements to decide if a conformity determination pursuant to Section 176(c) of the Clean Air Act may be required.

3.8.3. Sign and date DD Form 1144 in block 11 when environmental provisions are included in the support agreement.

3.8.4. Ensure the facilities attachment in the support agreement is correct and complete.

3.8.5. Ensure a utilities attachment is included in the support agreement when required.

3.9. The 45th Security Forces Squadron (45 SFS) will:

3.9.1. Sign and date DD Form 1144 in block 11 whenever above routine security support is addressed in the support agreement.

3.10. Receivers will:

3.10.1. Identify to 45 LRF/LGRR initial requirements and subsequent changes for 45 SW support as soon as requirements are known. Support needs will be as detailed as possible regarding type, quantity, quality, frequency, commencement, and duration.

3.10.2. Make a reasonable effort to resolve support problems at the functional level before referring any problem to 45 LRF/LGRR for resolution.

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

3.10.4. Provide timely inputs to 45 LRF/LGRR during the review cycle of support agreements.

3.10.5. During the review cycle of support agreements, provide 45 LRF/LGRR an estimate of the expected annual cost of each reimbursable support category contained in the support agreement. The estimate should be based on available historical data and any anticipated changes in the level of support required.

4. Support Agreement Format. DoDI 4000.19 and AFI 25-201 prescribe the format for each support agreement using DD Form 1144. Each support agreement will include at least the following:

4.1. Purpose.

4.2. Authorities or references.

- 4.3. Responsibilities and general procedures.
- 4.4. Financial provisions (as required).
- 4.5. Review, modification, and termination procedures.
- 4.6. Approvals (with full titles and dates of signature).

5. Approval and Signatory Authority. Support Agreements will be approved and signed by the Commander of the 45th Mission Support Group unless directed otherwise.

6. Forms Adopted. DD 1144, **Support Agreement**, and SF 1080, **Voucher for Transfers Between Appropriations and/or Funds**.

J. GREGORY PAVLOVICH, Brigadier General, USAF
Commander