

**12 September 1997**

**Logistics Staff**

**PROCESSING SUPPORT AGREEMENTS**



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(Lt Col Jacqueline G. Scott)  
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Certified by: HQ AFRC/LG  
(Brig Gen Alan H. Bruce)  
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This instruction implements AFRD 25-2, *Support Agreements*, AFI 25-201, *Support Agreements Procedures*, and DODI 4000.19, *Interservice and Intragovernmental Support*. It describes procedures for processing support agreements within the headquarters. It applies to all functional managers in HQ AFRC when their specific functional areas are identified in a staffed agreement.

**SUMMARY OF REVISIONS**

**This document is substantially revised and must be completely reviewed.**

This revision changes the responsibilities for support agreements from LGX to LGXS, and changes AFRES to AFRC throughout the publication.

**1. Procedures:**

- 1.1. The Logistics Support Branch (LGXS) routes all incoming support agreements to applicable staff agencies for review. Suspense time for review is 2 weeks. Request extensions through LGXS by telephone or electronic mail.
- 1.2. Action by staff agencies includes screening of all support requirements in their functional area with comments returned to LGXS, along with rationale for changes. If the AFRC staff agency takes exception with what has been negotiated by the AFRC unit, every attempt is made by the AFRC staff agency to contact their functional counterpart within the AFRC unit prior to nonconcurring with the agreement being staffed. Standard (sample language) requirements are no longer included in any Air Force publication; therefore, AFRC staff agencies may consider sending suggested wording to their AFRC unit counterparts.

1.3. Logistics Support Branch , LGXS, is the central repository for all agreements made under the provisions of AFPD 25-2, AFI 25-201, and DODI 4000.19.

1.4. All AFRC support agreements are, at a minimum, staffed through HQ AFRC/FMAP and HQ AFRC/XPMR. The approval authority for all AFRC support agreements is HQ AFRC/LGXS.

## **2. Research of Agreements:**

2.1. Staff agencies requiring information which is easily obtained from the agreements may call LGXS and secure information by telephone.

2.2. Staff agencies needing information requiring extensive research or comparison of agreements must visit LGXS to review the required agreements.

## **3. Responsibilities:**

3.1. Logistics Support Branch, LGXS:

3.1.1. Maintains a current file of all support agreements in which AFRC organizations are principals.

3.1.2. Reviews all new, reaccomplished, or revised agreements.

3.1.3. Sends agreements to all involved staff agencies for review and concurrence or nonconurrence.

3.1.4. Analyzes the recommended changes for input to applicable agreement, and takes action to have changes incorporated into the basic agreement or an immediate revision. Advises the applicable numbered air force (NAF) and involved unit single point of contact of action taken.

3.2. All Directorates and Heads of Special Staff Offices:

3.2.1. Review agreements when forwarded by LGXS.

3.2.2. Review AFI 25-201 and DODI 4000.19.

3.2.3. Review AFRESPD 10-1, *Function and Responsibilities of Wing Plans*, and AFRESI 10-101, *Wing Plans Procedures*.

3.2.4. Concur or nonconcur with the agreement as written. Prepare required corrections or changes in the exact wording to be used in the agreement. Explain each correction or change so that other reviewers understand the need for altering the agreement. AFRC staff changes must have a definitive impact on the support agreed upon. They must not be cosmetic in nature.

**4. Impasse:** If, at any point during the negotiation of agreements, an irreconcilable problem between receiver and supplier occurs, document the facts related to the problem at base level. This impasse documentation is forwarded to the appropriate NAF/AFRC functional manager for resolution. The AFRC functional manager then coordinates with the appropriate MAJCOM functional manager. If a resolution

is not reached at this level, the AFRC functional manager forwards all documentation concerning this impasse to HQ USAF for final resolution.

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## **Attachment 1**

### **GLOSSARY OF REFERENCES**

#### ***References***

AFPD 25-2, *Support Agreements Policy*

AFI 25-201, *Support Agreements Procedures*

DODI 4000.19, *Interservice and Intragovernmental Support*

AFRESPD 10-1, *Functions and Responsibilities of Wing Plans*

AFRESI 10-101, *Wing Plans Procedures*