



**SUPPORT AGREEMENTS PROCEDURES**

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OPR: 10 MSG/LGRR (Mr. Charles Daniels)

Certified by: 10 MSG/LGRR  
(Mrs. Linda M. Russell)

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**AFI 25-201, 1 December 1996, is supplemented as follows:**

**SUMMARY OF REVISIONS**

This revision updates office symbols, office names, and changes the title of Support Agreement Coordinator to Support Agreement Manager. A bar (|) indicates revision from the previous edition.

1.2. Memorandum of Agreement or Understanding (MOA or MOU) involving United States Air Force Academy (USAFA) units, whether supplying or receiving services, will be coordinated through the Logistics Readiness Branch (10 MSG/LGRR) prior to being finalized. Each MOA or MOU signature page will reflect a review date (1-3 years) or a date when the MOA or MOU will be terminated.

2.1.1. 10 MSG/LGRR is the Academy Program Manager.

2.1.2. Financial Analysis (HQ USAFA/FMA) and Financial Analysis (10 ABW/FMA) will determine reimbursement procedures and provide to all holders of Support Agreements (receiver or supplier) an annual funding attachment so they may be better prepared for upcoming Fiscal Year (FY) budget submission processes. Financial Management and Comptroller (HQ USAFA/FM) and Financial Management (10 ABW/FM) will sign all support agreements.

2.1.3. The Chief, Manpower and Organization Division (HQ USAFA/XPM), will sign all support agreements and provide a manpower annex, if required.

2.1.4. The Civil Engineering Squadron Commander (10 CES/CC) will review and sign all support agreements which will signify that environmental concerns have been considered.

2.1.6. The Staff Judge Advocate (10 ABW//JA) will review and sign all support agreements to ensure that they are legally sufficient.

2.4. Each Functional Area that is a party to a support agreement will appoint an agreement point of contact (POC) and forward the individual's name, grade or rank, phone number, and office symbol to the installation's Support Agreement Manager (SAM) located within 10 MSG/LGRR. Appointment letters will be forwarded to 10 MSG/LGRR at the beginning of each calendar year or when a replacement individual has been appointed as their organization's POC.

2.4.1. The Chief, Logistics Readiness Division (10 MSG/LGR), is the USAFA approval authority for all support agreements.

TERRY H. VENROY  
Chief, Logistics Readiness Division