

CONTRACTOR FACILITY SUPPORT REQUEST

(For use of this form, see AR 5-18. Proponent for this form is PAIO.)

CONTRACTORS OCCUPYING FACILITIES ON THE INSTALLATION

1. ASIP UIC:																					
2a. SUP_UIC:		2b. SUPPORTED UNIT DESC:			2c. POC NAME:			2d. POC ADDRESS:			2e. POC COMMERCIAL PHONE:		2f. POC EMAIL:								
2g. CONTRACTOR LOCATION: <small>MUST SUPPLY ONE OF THE FOLLOWING:</small>		2h. BLDG NUMBER:		2i. STACO:		2j. SITE UID:		6. TOTAL PERSONNEL (TP) HIRED (FACES)													
								FY	FY	FY	FY	FY	FY	FY							
3. ENTRY NO:		4a. HIRING UIC:	4b. HIRING UNIT/AGENCY:																		
5a. CONTRACTOR/COMPANY NAME:		5b. CONTRACT DESCRIPTION:			7a. CONTRACTOR FUNCTION (TYPE SUPPORT)				7b. TOTAL FULL TIME EQUIVALENT THAT REQUIRES FACILITIES. IDENTIFIED BY CATCO												
5c. CONTRACT NUMBER:		5g. TASK ORDER NUMBER <small>(only if used)</small>		ADMIN SUPPORT				ADM		ADM		ADM		ADM		ADM		ADM			
				AVIATION MAINTENANCE				AMT		AMT		AMT		AMT		AMT		AMT			
				DINING FACILITY SUPPORT				DFC		DFC		DFC		DFC		DFC		DFC			
				FUEL STORAGE/SUPPORT				FUL		FUL		FUL		FUL		FUL		FUL			
		5d. START DATE: <small>(MM/DD/YYYY)</small>		5h. TASK ORDER START DATE <small>(MM/DD/YYYY)</small>		GARRISON PUBLIC WORKS				DPW		DPW		DPW		DPW		DPW			
						IT SUPPORT				ITS		ITS		ITS		ITS		ITS			
						INSTRUCTION				INS		INS		INS		INS		INS			
		5e. END DATE: <small>(MM/DD/YYYY)</small>		5i. END DATE <small>(MM/DD/YYYY)</small>		INTELLIGENCE ANALYSIS/SUPPORT				INT		INT		INT		INT		INT			
						MEDICAL SUPPORT				MED		MED		MED		MED		MED			
						PHYSICAL SECURITY				SEC		SEC		SEC		SEC		SEC			
		5f. RECOMPETE/ ENDURING <small>(YES/NO)</small>		5j. TASK ORDER RECOMPETE DATE <small>(MM/DD/YYYY)</small>		RANGE MAINTENANCE/OPERATIONS				RNG		RNG		RNG		RNG		RNG			
						RESEARCH, DEVELOPMENT, TESTING & EVAL				RTD		RTD		RTD		RTD		RTD			
						SUPPLY				SUP		SUP		SUP		SUP		SUP			
						VEHICLE MAINTENANCE				VMT		VMT		VMT		VMT		VMT		VMT	
						WEAPONS STORAGE/MAINTENANCE				ARM		ARM		ARM		ARM		ARM		ARM	
						OTHER (INSERT BELOW)															
				8. REMARKS:																	

INSTRUCTIONS FOR COMPLETING FORT HOOD FORM 7016

Block 1: ASIP UIC (auto-generated by the ASIP program). The ASIP-generated unit identification code (UIC) will be provided to the supported unit to validate their contractor population was entered in ASIP and as a reference for future updates.

Block 2a: (Mandatory): Enter the UIC of the unit the contractor directly supports.

Block 2b: (Mandatory): Enter the name of the unit the contractor directly supports. Use the UIC and name as documented in the ASIP. ASIP editors can only enter UICs listed in the ASIP. The ASIP editor can add units assigned to their installation not documented in the ASIP. The supported unit can be a non-Army UIC. The supported unit is the one with whom the contractor supports on a daily basis and the unit responsible for meeting the terms of the contract.

Block 2c: Enter the name of the POC at the supported unit who has oversight of the contract performance or acceptance of deliverables for the contract. The ASIP editor will contact this person for updates.

Block 2f: Enter email of the POC at the supported unit who has oversight of the contract performance or acceptance of deliverables for the contract. The ASIP editor will contact this person for updates.

Block 2g: Complete one of the following blocks (2h, 2i, 2j), preferably block 2i, Station Code (STACO). If a building number is provided, the ASIP editor can determine the associated STACO. The Real Property Unique Identifier (RPUID), if available, can pinpoint the exact contractor location for all DoD locations.

Block 2h: Enter the building number where the contractor occupies space provided by the Army.

Block 2i: Enter the ASIP STACO associated with the contractor's location. A STACO is an Army location code where a unit is assigned. To identify valid STACOs for an installation or base, use the Base composition report in ASIP.

Block 2j: (Site Unique Identifier): A DoD distinct number assigned to a real property site. A site is comprised of one or more contiguous land parcels, and/or a collection of buildings, structures, or linear structures to which DoD holds a legal interest. An asset is a land parcel, building, structure, or linear structure located on a site. A Site UID is never duplicated or reused and remains archived in the DoD registry indefinitely; allowing the organizational information to be available for audit and reporting purposes.

Block 3: (Mandatory): A supported unit may have multiple contracts. Each contract number requires a separate entry.

Block 4a: (Mandatory). Self-explanatory.

Block 4b: (Mandatory). Enter the unit or agency funding contract services. The location of the requiring unit/agency may or may not be at the installation of the supported unit. If the requiring unit/agency is an Army unit, document the Army UIC. If the unit is not an Army unit, e.g., joint, NASA or DLA, enter the requiring unit/agency's name instead of a UIC.

Block 5a: (Mandatory). Enter the unit or agency funding contract services. The location of the requiring unit/agency may or may not be at the installation of the supported unit. If the unit is not an Army unit, e.g., joint, NASA or DLA, enter the requiring unit/agency's name instead of a UIC.

Block 5b: Description of the supported agency or the function of the contract, e.g. PAIO support, maintenance reset support.

Block 5c: (Mandatory). Self-explanatory.

Block 5d: (Mandatory). The start date of the contract or task order when the contractor started to support the unit. If this contract is existing, or if the start date of the contract is not available, (i.e., it is a NASA contract and NASA will not provide the information), the start date should be either the date the contractors arrived on post or the date of entry for the record. Adding a past due will not populate past ASIP versions to include this record.

Block 5e: (Mandatory). Include any option years on the contract.

Block 5f: (Mandatory)

- Enduring/re-compete (Mandatory). Indefinite delivery, indefinite quantity, A-76 and other contracts which will be re-competed regularly and their functions are enduring, must provide the start and end dates of the contract or task order and/or number of option years. The "end date" field will automatically be populated based on the number of option years. The "end date" field will automatically be populated based on the number of option years. (Example: start date is 1 May 29 with four option years. End date will automatically reflect 30 April 14).

These contracts will remain in place. When the contract is nearing its end date, the record will be flagged for update, and, if the contract number, start/end dates, and/or contractor name fields are not updated, the record will automatically inactivate. Records flagged as re-compete will continue to display through the fiscal year (FY), even after the end date of the contract.

- Non-enduring (Mandatory). Input the start and end dates of the contract or task order and/or number of option years.

Block 6: (Mandatory). Total number of personnel requiring government space to support the contract or task order represented by a single record (during the time period specified by the start/end dates of the record). This data is required to define potential service requirements, i.e., base access for multiple shifts or other support requirements. The population is entered by FY. Count the number of personnel hired (paid) without considering full-time or part-time. That is determined later in Block 7. The total hired can be, but is not always equal to, the full-time equivalent

Example 1: a contract has a total of 20 personnel hired, some full-time and some part-time. See block 7b "full-time equivalent" for further explanation.

Example 2: A contract has a total of 500 personnel hired to support multiple shifts. In total, the installation can expect for all to be on the garrison during the contract period, yet not all will occupy space at once. See block 7b below "single shift equivalent" for further explanation.

Block 7a: (Mandatory). The type of support contracted by the government and agreed upon by the contractor. In order for contractors to occupy Army held facilities, a contract clause must exist obligating the government to provide facility space in support of this function. Each function translates into space-generating algorithms in the Real Property Planning and Analysis System (RPLANS) that quantify space allowances. Each contractor record can have one or more functions, which translates into one or more facility types. The RPLANS manager (usually the master planner) reviews and edits space allowances generated by RPLANS based on knowledge of area facilities. The ASIP editor can use the blank fields to add additional contractor functions as required. Many functions are equivalent when it comes to facilities. For example: administrative support (filing, data entry, etc) requires the same type of facility space as data analysis; therefore, they are considered the same function for space planning purposes.

Space planning is not an ASIP function. ASIP provides the personnel function that generates a space requirement in RPLANS for review by the master planner.

- **Administrative Support.** Perform tasks similar to those in an office environment to include telephone and computer use. This can include many different types of support from filing, to use of a computer for data entry or analysis, as well as speciality use such as operating Army maintenance or personnel systems.
- **Aviation Maintenance.** Maintain aircraft; including the use of hangar space, tool room and parts storage. Ensure environmental compliance of equipment and facilities.
- **Dining Facility Support.** Operate a standard dining facility on post to include food preparation, food service and maintenance of dining room facilities. This function does not include tasks performed at AAFES food courts and on-post restaurants.
- **Fuel Storage/Support:** Operate fuel facilities to include; bulk storage and dispensing facilities, equipment storage and environmental compliance tasks.
- **Garrison Public Works:** Perform tasks associated with facility maintenance on an Army garrison, to include operation of heavy and wheeled vehicles (bulldozers, road graders, maintenance truck, forklifts, road sweepers, etc), roofing, plumbing, electrical, carpentry and road maintenance.
- **IT Support:** Perform specialized IT functions to include deployment and maintenance of computers, servers, routers, switches and all associated software.
- **Instruction:** Prepare and conduct classroom and field instruction, to include storage and use of training aids.
- **Intelligence Analysis/Support:** Receive, analyze and distribute classified intelligence to include operation of specialized cryptographic communication equipment, which can require secure storage and workspaces.
- **Medical Support:** Provide varying levels of medical support to include pharmaceutical storage and distribution, physical examinations, surgery, laboratory work, biohazard storage and disposal, etc.
- **Physical Security:** Conduct physical security operations to include vehicle inspections, guard duty, detainee operations, and maintenance of specialized equipment, including weapons.
- **Range Maintenance Operations:** Conduct range operations to include storing and distributing targets, training aids and etc.
- **Research, Testing, Development and Evaluation:** Operate RDT&E laboratory facilities to perform testing and evaluation of specialized equipment.
- **Supply:** Conduct various supply operations to include equipment storage and distribution, receiving, warehousing, inventory control, etc.
- **Vehicle Maintenance:** Conduct wheeled, tracked, or other (non-aviation) type maintenance to include use of maintenance bays, tool rooms, parts storage, and environmental compliance equipment, etc.
- **Weapons Storage and Maintenance:** Store and maintain small arms or other small weapons systems, to include tool and parts storage, and secure arms rooms. This does NOT include large weapons systems like tanks or self-propelled artillery (vehicles), but can include a smaller part of a large weapon system (example, dismounted 50-caliber machine gun).
- **Specialized work not covered above,** subject to approval by OACSIM for inclusion.