



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT HOOD
FORT HOOD, TEXAS 76544-5002

Garrison Policy Letter
RMO-02

26 DEC 2012

IMHD-ZA

SUBJECT: Fort Hood Support Agreement Policy

1. REFERENCES:

e. Army Regulation 37-49 Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, dated 15 October 1978.

d. DOD Instruction 4000.19, Interservice and Intragovernmental Support, dated 9 August 1995.

c. Army Regulation 5-9 Area Support Responsibilities, dated 16 October 1998.

b. Army Reimbursable Policy, DAIM-ZA, dated October 2002.

a. Army Regulation 420-1, Army Facilities Management, dated 2 November 2007.

2. PURPOSE: This policy provides a consistent process for Fort Hood Garrison to follow when negotiating Interservice Support Agreements (ISA) with customers utilizing Base Support Services.

3. APPLICABILITY. This policy applies to all Fort Hood Garrison agencies, Directorates, personnel and customers.

4. DEFINITIONS.

a. Support agreement. An agreement between Fort Hood Garrison and a customer that defines the service support that will be provided and reimbursed. Support is reimbursable to the extent that provision of the support service for the Garrison increases the support supplier's direct cost.

b. Customer. The customer is defined as a DOD or non-DOD organization that occupies a facility/facilities on Fort Hood and receives services from the Fort Hood Garrison.

c. Base Support Services. Base Support refers to the resources involved with operating and maintaining Army installations.

5. POLICY.

a. All Interservice Support Agreements (ISAs), MOAs and MOUs will be coordinated with the Support Agreements Branch, approved and signed by the Garrison Commander (GC). Recurring service support that requires reimbursement will be documented on Support Agreement (DD 1144) or a lease agreement initiated by the Directorate of Public Works (DPW). Recurring service support that does not require reimbursement may be documented with a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) whichever applies.

b. Customers will not be granted access to facilities or installation local area network (ILAN) or recurring utilities without an approved and signed Support Agreement (DD 1144), MOA, MOU. All Directorates maintain the right to refuse or withhold services from customers who fail to reimburse for services or who do not have a signed and approved support agreement. Exceptions may be initiated and submitted to the Deputy Garrison Commander for consideration.

c. Customers have 14 working days to sign and submit the support agreement to the Service Agreement Manager (SAM). The customer will submit the Military Inter-Departmental Purchase Request (MIPR) to the Resource Management Office (RMO) POC listed on the Support Agreement (DD 1144) within 15 working days of the effective date of the support agreement.

d. Program Executive Offices (PEOs) and Program Manager Offices (PEO) requirements. Contractor space, SRM, and BASEOPS services for PEOs and PMO are in direct support of mission unique requirements and are not included in Fort Hood's base support. The PEO/PMO requiring a contractor is responsible for funding the requirement. PEO/PMOs will fund base support services provided by USAG.

e. Support agreements will be coordinated with the RMO, DPW, Directorate of Plans, Training, Mobilization and Security (DPTMS) and Plans, Analysis and Integration Office (PAIO).

f. The RMO will appoint a SAM and each Directorate will appoint a Service Agreement Coordinator (SAC) in writing within 30 days of notification of duties.

g. All customers are required to contact the DPW Energy Office, Bldg 4610 Engineer Drive within 30 days of the effective date of the support agreement to initiate a utilities sales contract.

h. Customers will reimburse the Garrison until funds are transferred and budgeted through the POM process.

6. PROCEDURES.

a. The support agreement process begins when the customer request services from the SAM. The SAM forwards the customer's request to DPTMS, Transformation Branch for validation and documentation to the ASIP. All DOD or non-DOD organizations must have a valid requirement to occupy space located on Fort Hood.

b. Service Agreement Coordinators (SAC) will submit command budget development updated cost rate for reimbursable services to the SAM during the fiscal year. The Common Level of Services (CLS) Catalogue will be updated annually based on the SAC cost rate and the Program Budget Guidance (PBG).

c. Support Agreement Review.

(1) One third of support agreements will be reviewed each year during the fiscal year command budget development process by the SAM. Coordination with the receiving Budget Analyst quarterly reviews will be completed to ensure the reimbursements were collected against what was agreed to on the funding annex support agreement. The review will consist of but is not limited to cost estimates, point of contact for the customer and the Garrison, population, facilities, and equipment list. Minor changes can be made by hand and initialed by the customer and the Garrison RM.

(2) Increases to support agreements or contracts greater than 10 personnel or any increases to facilities will be requested through DPTMS Transformation Branch and the DPW Real Property Branch. DPTMS and the PAIO ASIP Coordinator will document the change in the ASIP. Request for increases to service support will be submitted to the SAM and coordinated with the supporting Directorate. The support agreement will be updated to reflect the increased personnel, facilities, or costs and the customer will be provided with an updated and signed support agreement.

(3) The SAC will coordinate all agreements within their assigned directorate. Coordination will include, but is not limited to verifying facility numbers and square footage, services requested can be supported, cost estimates are accurate, and vehicles and equipment requested can be supported.

(4) The Garrison Commander maintains the right to renegotiate or revise support agreements at any time given changes in conditions or increase/decrease in cost of services that would substantially alter the agreement. Support agreements will be updated and signed to reflect the changing conditions or costs when they are substantial to the agreement. The customer will receive 90 day notification that the support agreement will be revised. CLS Catalog will be updated annually per IMCOM Funding Letter.

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d. Support Agreement Termination. It is the responsibility of the organization considering termination of the support agreement to notify the other organization, at least 180 days before the effective date of termination. If an interservice agreement must be unilateral terminated, suspended, or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or re-procurement expenses incurred up to 180 days following the written notification.

7. PROPONENT. The proponent for this policy is the Manpower Division, Directorate of Resource Management, 254-553-0008.

8. EXPIRATION. This policy supersedes previous policies issued and will remain in effect until superseded or rescinded.


MATTHEW G. ELLEGE
COL, IN
Commanding

DISTRIBUTION:

Garrison Commander
Deputy to the Garrison Commander
Garrison CSM
Director, Aviation Operations
Director, Emergency Services
Director, Human Resources
Director Family and MWR
Director, Plans, Training, Mobilization, and Security
Director, Public Works
Chief Plans, Analysis, and Integration
Chief Internal Review
Garrison Chaplain
Chief Equal Employment Office
Chief Resource Management
Chief Public Affairs Office
Commander, Hood Mob Bde
Staff Judge Advocate