

NASPNCLAINST 4401.2J

Code 00F50

18 Mar 98

NASPNCLA INSTRUCTION 4401.2J

Subj: INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT PROGRAM

Ref: (a) DoDI 4000.19
(b) DON Financial Management Policy Manual, NAVSO P-1000
(c) OPNAVINST 4000.84B

Encl: (1) Support Services Provided to NAVEDTRACOM and NATRACOM

1. Purpose. To establish policy and update responsibilities and procedures for interservice and intragovernmental support (i.e., agreements between United States Federal Government activities) per references (a) through (c).

2. Cancellation. NASPNCLAINST 4401.2H

3. Scope. This instruction covers recurring support provided by Naval Air Station Pensacola to other Navy activities, DoD components, non-DoD Federal agencies, and Navy-sponsored private organizations.

4. Background. References (a) through (c) contain policy directives and implementation procedures for management and operation of the Interservice and Intragovernmental Support Program within the Department of Defense (DoD) and Department of the Navy (DON).

5. Policy. Current funding and accounting procedures provide the capability of allocating most operational costs against each activity; however, some support cannot be readily quantified. Therefore, it is desirable, economical, and equitable to task and fund NAS Pensacola to provide support to Naval Air Training Command (NATRACOM) tenants beyond those services classified as common support services. Chief of Naval Education and Training will

provide funds for NAS Pensacola to provide common support services to other Naval Education and Training Command (NAVEDTRACOM) and NATRACOM tenants. Enclosure (1) provides specific responsibilities of NAS Pensacola to NAVEDTRACOM and NATRACOM tenants. All others will be supported in accordance with references (a) through (c). Contractors will be supported as set forth in the applicable contract and NAS Pensacola directives.

a. NAVEDTRACOM Funded Tenants. Naval Air Station Pensacola is funded to provide all common base support functions. Requirements for support beyond common base support services will be funded by the tenant per references (a) through (c). A support agreement will be executed between NAS Pensacola and the tenant to detail funding responsibility.

b. NATRACOM Funded Tenants. Mission-oriented requirements will be funded by NATRACOM; i.e., direct training costs, civilian labor, and consumable office supplies. All common support services will be provided by NAS Pensacola.

c. Naval Aviation Schools Command, National Museum of Naval Aviation, and Navy Flight Demonstration Squadron. Funds will be provided by NAVTRACOM for civilian labor, travel and per diem, printing, consumable office supplies, rental of equipment, purchase of equipment costing less than \$15,000 per item, and other purchased services such as tuition, civilian moving expenses, and maintenance of office equipment.

d. Other Tenant or Receiver Activities will be supported under the terms of a support agreement developed between NAS Pensacola and the tenant/ receiver, per references (a) through (c).

6. Definitions

a. Intragovernmental Support. Support provided by a DoD activity to a non-DoD Federal activity and vice versa -- does not include support provided to or received from foreign governments.

b. Interservice Support. Support provided by one DoD activity to a DoD activity of another military service, Defense Agency, Unified Combatant Command, Army Reserves, Navy Reserves, Air Force Reserves, Marine Corps Reserves, Air National Guard, or field activity.

c. Memorandum of Agreement (MOA). Memorandums that define general areas of conditional agreement between two or more parties -- what one party does depends on what the other party does; i.e., one party agrees to provide support if the other party provides the materials. All MOA's that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support, basis for reimbursement for each category or support, the billing and payment process, and other terms and conditions of the agreement.

d. Memorandum of Understanding (MOU). Memorandums that define general areas of understanding between two or more parties -- explains what each party plans to do. However, what each party does is not dependent on what the other party does; i.e., does not require reimbursement or other support from receiver.

e. Support Agreement (SA). An agreement to provide recurring support to another DoD or non-DoD Federal activity. Support agreements are recorded on a DD Form 1144 or a similar format; e.g., computer generated DD Form 1144. They define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

f. Support Agreements Manager (SAM) is the individual designated by the Commanding Officer of the supplying or receiving activity to administer the activity's support agreements' program. The supplying activity's SAM coordinates development of support agreements, compiles approved provisions into a final agreement, submits it with source documentation to the Comptroller for validation of financial data, forwards it to the approval

authority for signature, and maintains a central file of the activity's support agreements. The receiving activity's SAM performs essentially the same functions, coordinating issues from the perspective of the receiver.

7. Discussion. Interservice/Intragovernmental support agreements establish a permanent record of quantifiable and legitimate support requested by the receiver, delineate applicable reimbursement arrangements, and evidence the accord of participants. This is particularly important for relationship with activities outside of NATRACOM.

8. Exclusions. The following support agreements are excluded from the provisions of this instruction:

a. One-time support, nonrecurring support or support that consists of providing a product from a working capital-funded activity for which a funded requisition is submitted at the time of request.

b. Support normally provided to an organization for which the supplying activity serves as Operating Budget holder and when continued in the supplying activity's mission directives (such as airfield operations support to NATRACOM Wing/Squadrons).

9. Procedures

a. All agreements will be prepared per references (a) through (c), and will be in the same format prescribed in reference (a). Naval Air Station Pensacola will support tenants commensurate with level of funding on an equitable basis, as practicable. When funds are not available for support at a minimum acceptable level, tenants may be requested to accept reduced levels of service and to provide, where possible and on an interim basis, personnel to augment station forces in appropriate areas.

b. All agreements are negotiated at the local level and will be approved by the Commanding Officer, NAS Pensacola, or designated representative, except the following, which will be forwarded via the chain of command for approval:

(1) Agreements involving unusual circumstances that indicate approval at a higher level is necessary.

(2) Cases in which local agreement cannot be obtained.

c. The grandfather clause in reference (a), subparagraph D9, expired 1 October 1997. Service providers may no longer require reimbursements based on "benefit" vice "cost to provide the support"; i.e., may not prorate general and administrative or other costs not created by tenants.

d. After 1 October 1997, DoD entities may not enter into an agreement with non-DoD Federal Agency until the support receiver has determined it will cost less than procuring the support from commercial sources. The determination must be accomplished under the cost comparison procedures in the OMB Circular A-76 Handbook.

NASPNCLAINST 4401.2J

e. Support agreements are required for support of tenants (shore activities/units/elements) physically located within the boundaries of NAS Pensacola complex, except those exempted in subparagraph 9g below.

f. Support agreements are required for support of non-tenant activities, commands, and other organizational entities when such support is recurring or significant, as described in reference (b), paragraph 075120.1.

g. Support agreements are not required for support of transient units of the operating forces, but are required for support of commands/units or the operating forces when they are expected to occupy facilities ashore for periods of more than 1 year.

h. Coordination and preparation of the agreement are the responsibility of the Support Agreement Manager (SAM), located in Management Assistance Office (Code 00F50), commercial telephone (850) 452-4608, DSN 922-4608, FAX (850) 452-3699/452-8278.

10.Action. The provisions of this instruction are effective upon receipt. Addressees will negotiate agreements and review existing support agreements for compliance with references (a) through (c).

a. Support Agreement Manager will:

(1) Serve as the single point of contact for NAS Pensacola and review all requests for support, determine appropriate action required, submit the requests to functional managers, and develop a milestone plan for the negotiation process.

(2) Working with Functional Task Managers (e.g., Department Heads and Special Assistants), develop a draft support agreement that includes: specific provisions relating to the support requested, total staffing requirements, and funding obligations associated with the requested support.

(3) Submit the draft agreement to the receiving activity for review and coordination. The receiving

activity SAM will staff the draft agreement, identify any changes required, and determine if the support agreement will provide the most economical method of acquiring the support.

(4) Initiate renegotiations for any functional areas or specific provisions not acceptable to the receiver. Any differences that cannot be resolved at the local level are elevated through the appropriate chain of command to the major claimant level.

(5) Incorporate receiver's comments and prepare the final support agreement with all attachments and submit to the Comptroller for final review of financial data, the receiving activity for final review and signature, and finally, the supplier's approval authority for signature.

(6) Provide a copy of the completed support agreement to the receiving activity and each NAS Pensacola Department Head/Special Assistant responsible for providing support.

(7) Maintain all files, records, and instructions necessary to assure all support agreement's involving NAS Pensacola are properly prepared, signed, distributed, and reported under the guidelines established by reference (a).

b. Functional Task Managers will:

(1) Notify the SAM of tenants being supported on a recurring basis without a formal written agreement. Submit, in writing, the name and complete address of the activity being supported, support services provided, and reimbursable costs arising from the provision of support, such as maintenance, facilities, telecommunications, security, and fire protection which require labor, material, or utility costs for their performance.

(2) Review draft support agreements to determine their capability to provide the requested support; the impact on their missions; identify costs and resources to provide the support; and the most current applicable directive. This effort requires coordination with the Comptroller's office.

(3) Perform no support services for activities, outside of NATRACOM, without a current agreement or funding document. Verification of funding documents should be obtained by calling Comptroller's Budget Division, telephone (850)452-4685.

c. Comptroller will ensure appropriate billing activities are accomplished, review support agreements to validate financial information, and determine funding responsibilities identified in support agreements. Establish applicable job orders in order to recover funds expended in providing such services. The Comptroller plays an integral part in a successful support agreements program.

d. Tenant commands will, per reference (a) and this instruction:

(1) Provide the supplier with timely information to support requirements requested.

(2) Cooperate with the supplier in achieving optimum use and maintenance of facilities and equipment, and observe energy conservation regulations.

(3) Comply with current directives/regulations, as applicable.

11. Additional Guidance. Any additional advice/guidance concerning the interpretation and applicability of references (a) through (c) may be obtained from the Support Agreement Manager.

/s/

J. M. DENKLER

Distribution:

A C

(NASPNCLAINST 5216.1S)

SUPPORT SERVICES TO BE PROVIDED TO NAVEDTRACOM AND NATRACOM
TENANTS

1. All NAVEDTRACOM and NATRACOM tenants shall be supported as shown below:

a. Facilities

(1) Provide, as funds are available, and maintain all Class II plant property, including building and installed equipment required for each tenant to perform assigned mission. Includes normal cyclical maintenance of building and structures. All NAVEDTRACOM tenants shall provide funds for additional maintenance above normal cyclical, modifications, and alterations in support of their mission. Provide engineering, planning, and estimating services, preparation of surveys, sketches, evaluations, and specifications.

(2) Provide grounds care, roads, utilities, and related maintenance.

(3) Provide messing facilities, housing, and housing referral information to military personnel.

b. Security

(1) normal station security over assigned spaces;

(2) perimeter control;

(3) civilian personal identification cards and vehicle registration/ passes;

(4) drug detector dog sweeps;

(5) emergency response and investigation; and

(6) required security training, as available to NAS Pensacola personnel.

2. Other Services

a. Provide normal communications service, including standard telephone support and long-distance toll calls for NATRACOM activities and CNET staff only.

b. Provide Consolidated Mail Management support, including mail metering services for outgoing official mail and private express services.

Enclosure (1)

NASPNCLAINST 4401.2J

c. Provide educational services, chaplain services, a station newspaper and news coverage of tenant activities, and, to the extent possible, recreational and library facilities, family services center, and photographic services.

d. Provide aviation and general safety programs, legal services, purchasing and contracting services, and personal property services for movement of household goods.

e. Provide transportation, janitorial, and linen services on an equitable basis.