

ATTACHMENT ONE

GENERAL PROVISIONS TO INTERSERVIC SUPPORT AGREEMENT W26AAA- BETWEEN US ARMY GARRISON FORT BELVOIR (USAGFB) (SUPPLIER) AND () (CUSTOMER)

1. The ___ (), hereafter referred to as Customer, is an on post /off post customer of Fort Belvoir, Virginia.
2. This agreement is entered into by the supplier and customer to establish specific terms, conditions, and responsibilities for mission and base operations support to be furnished by the supplier to the Customer. Support and services furnished by the supplier will be provided in accordance with Army regulations and directives governing the type of support provided unless otherwise provided for in this agreement.
3. The responsibility for mission, administration, and logistical support not outlined in this agreement shall remain with the Customer. Supplier will provide mission support to Customer as long as the requested support is consistent with regulatory guidelines and is within the capabilities of the installation.
4. Any action contemplated by the Customer, which may significantly affect (e.g., excessive air pollution) the local community (i.e. Fort Belvoir and Fairfax County), will be coordinated with the supplier, Directorate of Public Works (DPW), (703) 806-3193, prior to execution. Appropriate county officials will be advised in advance of implementation. To prevent disturbances to surrounding residential areas, the noise level will be controlled either by suitable engineering controls (muffling), location of tested equipment, or a combination of these factors, to allow no more than a decibel level of 55dBA.
5. Customer shall not install underground, aerial or interior building wiring (for voice, data, imagery, video, etc.) in support of communications or automation without the prior approval/coordination of the Director of Fort Belvoir Directorate of Information Management (Fort Belvoir DOIM). If the Customer installs cable or wiring, de-installation/removal and restoration of the facilities will be at the Customer's expense. All telecommunications equipment and cabling/wiring installed from the Building Entrance Terminal closet(s) to the data/voice jacks will be installed, maintained and controlled by the Fort Belvoir DOIM or his representative.
6. Customer shall not install any type of transmit or receive antenna to include satellite, microwave or high frequency without the prior coordination and approval of the Fort Belvoir DOIM and the DPW. The location of antenna and associated equipment must also be approved by the Fort Belvoir DOIM. All equipment and services requiring a radio frequency will be coordinated and approved by the Fort Belvoir DOIM before any component installation occurs.
7. Department of the Army regulations and pamphlets are accessible from web site: www.usapa.army.mil. Fort Belvoir regulations, pamphlets, and policy letters are accessible from web site: www.belvoir.army.mil (follow Links of Interest to Fort Belvoir Links to Belvoir Policies, Regulations, and Publications).
8. The rates to be charged to the Customer shall at all times provide revenue, which are not less than the cost of supplying the service, including losses. If during the life of this agreement there should be an appreciable change in the cost of supplying the service, the rates shall be adjusted. The supplier agrees to furnish, subject to the conditions set forth herein, and the Customer agrees to take and pay for such service at the adjusted rates after the date when adjusted rates are made effective. The rates and charges applicable to the service(s) contemplated herein will be reviewed annually or more often, if necessary, in compliance with the above requirements.

9. The Customer must furnish the Installation Commander with an electronic mail address for the Commandant, so the Installation staff can forward announcements about crisis events; public information notices; biweekly post staff meetings; and special events.
10. Basic policy governing reimbursement is as follows:
 - a. Reimbursement for other than base operations (BASOPS) costs will be on the basis of specific reimbursable orders.
 - b. Reimbursement for BASOPS support, which is not identifiable as to quantity, will be based on annually computed cost factors for such support.
 - c. Reimbursement for BASOPS maintenance and supply services will be based on the actual costs of providing those services. Customer will provide reimbursable orders for these services and USAG, RMO, Fort Belvoir will provide monthly billings.
 - d. For BASOPS services, Customer will provide Military Interdepartmental Purchase Requests (MIPR), DD Form 448, no later than the end of the first month of the first quarter of each fiscal year, to Commander, USAG, Fort Belvoir, Resource Management Office, ATTN: IMNE-BEL-RM, 9820 Flagler Road, Suite 120, Fort Belvoir, Virginia 22060-5930. Customer may facsimile their MIPRs to Chief, RMO Budget Office at (703) 805-5515.
11. Utilities will be charged based on usage as described in separate memoranda for sale of utility services.
12. Support requirements for categories audiovisual services, automation and networking services, and communication services will be negotiated directly with Fort Belvoir DOIM at (703) 704-2028. Customer will reimburse Fort Belvoir DOIM separately by MIPR for each Information Mission Area (IMA) service used and comply with host regulations and governing procedures.
13. Health service requirements must be coordinated with the U.S. Army Medical Department Activity, DeWitt Army Hospital, Fort Belvoir, at (703) 806-4744.
14. Any requirements for finance and accounting support should be coordinated with USAG, Fort Belvoir, Resource Management Office, at (703) 805-2096.
15. Purchasing and contracting requirements for Army tenants must be coordinated with Capital District Contracting Center (CDCC), Fort Belvoir, at (703) 806-4477/0034.

ATTACHMENT TWO

**SPECIFIC PROVISIONS TO
INTERSERVICE SUPPORT AGREEMENT W26AAA-
BETWEEN
US ARMY GARRISON FORT BELVOIR (USAGFB) (SUPPLIER)
AND
() (CUSTOMER)**

ATTACHMENT THREE

**HAZARDOUS WASTE MATERIAL MANAGEMENT
MEMORANDUM OF AGREEMENT (MOA) TO
INTERSERVICE SUPPORT AGREEMENT W26AAA-
BETWEEN
US ARMY GARRISON FORT BELVOIR (USAGFB) (SUPPLIER)
AND
() (CUSTOMER)**

This Memorandum of Agreement (MOA) is entered into by and between the Installation Commander, U.S. Army Garrison, Fort Belvoir, and the _____, herein referred to as Customer. The _____ is a tenant organization located on Fort Belvoir. This MOA as executed is effective from the date of this agreement until such time as the Customer no longer resides on or maintains equipment at Fort Belvoir.

The parties enter into Section I of this agreement in order to comply with Paragraph 3-20(c) of the Federal Facilities Compliance Agreement (FFCA) entered into between the Commanding General and the Regional Administrator, United States Environmental Protection Agency, on 31 December 1990. The cited paragraph of the FFCA requires that the parties develop and implement an agreement regarding hazardous waste management operating procedures within two years of 31 December 1990. The parties further enter into Section II of this agreement in order to establish that the Activity Head will coordinate with the Installation Commander, through the Director of Public Works, Environmental and Natural Resources Division (DPW ENRD), on all actions having environmental impact or effects prior to undertaking any such actions.

PREAMBLE

The Installation Commander is primarily responsible for environmental compliance for all activities conducted within the Federal military jurisdiction of Fort Belvoir, which includes that area known as the Engineer Proving Grounds. Notwithstanding the Installation Commander's primary responsibility, the head of each activity operating on Fort Belvoir and each person in that activity head's chain of command or under his or her supervision is also individually responsible for environmental compliance.

It is therefore recognized and understood that the Installation Commander, the Customer, or any of their responsible subordinates may be held individually or severally criminally liable for violation of environmental laws, whether committed by them or by any person subordinate to them. Accordingly, although compliance with this MOA is required as a condition of tenancy on Fort Belvoir, compliance alone will not relieve any party hereto of his or her individual responsibility to manage effectively, to comply with all such laws, and to ensure compliance by his or her subordinates.

SECTION I

NOW, THEREFORE, the Installation Commander and the Customer, hereby agree that the Customer shall observe the following conditions in all hazardous waste management operations conducted by the AMSC at Fort Belvoir.

a. The Customer shall immediately notify the Installation Commander through the Fort Belvoir DPW ENRD of all hazardous waste generated, treated, stored or accumulated, and/or DPW disposed of by Customer at Customer's location on Fort Belvoir;

- b. Generate or treat only those wastes which are permitted under the Fort Belvoir Hazardous Waste Permit for storage at Building 1490 (Permit on file at Fort Belvoir DPW ENRD on or after 8 March 1993);
- c. Coordinate with Defense Reutilization and Marketing Office (DRMO) for disposal of hazardous materials, i.e., materials which have a continuing useful life, as required by AR 200-1;
- d. Notify Fort Belvoir DPW ENRD of any changes in hazardous waste streams generated by the Customer.
- e. Accumulate hazardous waste at only those authorized accumulation points described in the Fort Belvoir Hazardous Waste Permit;
- f. Conduct and document inspections of all hazardous waste accumulation points located within Customer and maintain inspection reports in accordance with applicable law and permit requirements;
- g. Certify semiannually (every six months) to the Installation Commander through Fort Belvoir DPW ENRD that Customer has met all requirements for accumulation, storage, and training under the hazardous waste program;
- h. Immediately identify to the Installation Commander through Fort Belvoir DPW ENRD those Customer's personnel who are required to undergo hazardous waste management training and ensure that all such personnel attend all hazardous waste management training as stipulated by Fort Belvoir DPW ENRD;
- i. Notify the Installation Commander through Fort Belvoir DPW ENRD of any changes in personnel within 30 days of such changes to ensure that new personnel receive hazardous waste management training as soon as possible after assuming hazardous waste management duties;
- j. Maintain hazardous waste records as required by Fort Belvoir DPW ENRD;
- k. Cooperate with all hazardous waste inspections by Fort Belvoir DPW ENRD and Federal and State regulators;
- l. Reimburse Fort Belvoir for all costs associated with hazardous waste handling, storage, disposal, or cleanup of unplanned releases by Customer.
- m. Reimburse Fort Belvoir for all fines or penalties assessed against Fort Belvoir by Federal, State or local regulatory authorities as the result of Customer's negligent or willful violation(s) of hazardous waste management laws or regulations;
- n. Submit all Forms 1383 for hazardous waste handling or cleanup costs through the Installation Commander, to Fort Belvoir DPW ENRD, for review prior to submission to Customer's MACOM;
- o. Participate in the Fort Belvoir Hazardous Waste Minimization Program;

In addition to the foregoing, the Customer shall:

- p. Provide a copy of this MOA to Customer's environmental coordinator or other designated agent of AMSC who has responsibility for coordinating actions with Fort Belvoir DPW ENRD. Provide the name and telephone number of the designated environmental coordinator or other agent to Fort Belvoir DPW ENRD;
- q. Implement internal staffing procedures to ensure that Activity personnel notify the Customer of all actions within Customer which may have an impact on air, soil, or water on or adjacent to Fort Belvoir;

r. Attend all meetings of the Fort Belvoir Environmental Quality Control Committee, or direct the Deputy Customer to attend such meetings;

s. Submit permit applications to the Installation Commander through Fort Belvoir DPW ENRD. Fort Belvoir DPW ENRD will submit all such applications to local, State and Federal regulators as appropriate.

t. Submit requests for testing for lead, asbestos, PCBs, or other substances, and for soil or groundwater sampling and analysis, to Fort Belvoir DPW ENRD. Fort Belvoir DPW ENRD has sole responsibility for conducting testing, sampling, and analysis at Fort Belvoir;

u. As required by the Fort Belvoir Installation Spill Contingency Plan (ISCP), report spills of oil and/or hazardous substances immediately upon discovery to Fort Belvoir DPW ENRD. Fort Belvoir DPW ENRD has sole responsibility for reporting spills to the National Response Center and appropriate Federal, State and local authorities;

v. Inform the Installation Commander through Fort Belvoir DPW ENRD of all environmentally significant proposed actions as defined in AR 200-2 and coordinate preparation of environmental documentation for such actions with Fort Belvoir DPW ENRD;

w. Reimburse Fort Belvoir for all costs associated with the preparation of National Environmental Policy Act (NEPA) documentation for Customer's proposed actions;

x. Reimburse Fort Belvoir for all restoration costs for environmental damage resulting from Customer activities not authorized by Fort Belvoir.

y. Coordinate with the Installation Commander through Fort Belvoir DPW ENRD before undertaking construction, renovation or modification of any building, storage shed, parking area, or any other action having effects on any structure or facility at Fort Belvoir;

z. Coordinate with the Installation Commander through Fort Belvoir DPW ENRD prior to undertaking any other action or activity which may impact on air, soil or water at or adjacent to Fort Belvoir.

SECTION II

NOW, THEREFORE, the Installation Commander and the Customer agree that the Customer shall coordinate with the Installation Commander through the Fort Belvoir DPW ENRD concerning any proposed actions which may have environmental effects or ramifications at Fort Belvoir. These actions include all AMSC activities which may in any way discharge or apply any chemical or industrial product, or the waste product of any chemical or industrial process, including the discarding of any chemical, to the air, soil or water. Fort Belvoir DPW ENRD responsibilities include, but are not limited to, the following actions:

a. Acting as sole point of contact for Fort Belvoir and all tenant activities with local, State and Federal regulators;

b. Providing timely reports of environmentally significant actions as defined by AR 200-2 to the Installation Commander and obtaining necessary command approval for proposed Fort Belvoir DPW ENRD actions;

c. Managing all contract actions at Fort Belvoir for activities which have significant environmental impacts and preparing scopes of work for such contract actions;

d. Installing or removing aboveground or underground POL or hazardous waste treatment or storage tanks at Fort Belvoir;

- e. Installing and operating hazardous waste pretreatment facilities which discharge to a sanitary sewer;
- f. Preparing documentation required under the National Environmental Policy Act (NEPA) for any Customer or Fort Belvoir action which may significantly affect the environment;
- g. Installing or removing of process vents to any existing tank or equipment which contains chemical or industrial product (including POL) or the waste products of chemical or industrial processes;
- h. Removing asbestos from any building occupied by Customer or by any Fort Belvoir activity.

SECTION III

The Installation Commander and the Customer agree and understand that the Customer's deliberate or negligent violation of the provisions of this MOA will constitute a basis for the Installation Commander's revocation of the support agreement entered into by the parties.

JERRY L. BLIXT
Colonel, USA
Commanding

Date

Date

ATTACHMENT FOUR
DOIM GENERAL INFORMATION
TO
INTERSERVICE SUPPORT AGREEMENT W26AAA-
BETWEEN
US ARMY GARRISON FORT BELVOIR (USAGFB) (SUPPLIER)
AND
() (CUSTOMER)

The Fort Belvoir-DOIM will provide IT/IM services to Customer on reimbursable basis. Specific costs associated for these services are identified in DOIM Customer Service Bills that are prepared each Fiscal Year. Common level of support services are 100% reimbursable and organizations will continue funding until such time as the Army provides direct funding to the installation for IM/IT services.

Supporting Roles and Responsibilities:

Customer will have a designated IMO appointed in writing. The IMO will serve as Customer's primary point of contact (POC) responsible for providing technical direction, advice and coordination of all IT/IM functions for that activity and coordinating these efforts with the Fort Belvoir-DOIM. Customer's users must complete Information Assurance User Training (IAUT), prior to being issued a user account. In addition, this training must be accomplished annually, in order to prevent user account from being disabled. For those who have an AKO account use the Fort Belvoir-DOIM IAUT website <https://iaut.mdw.army.mil>. For those who do not have an AKO account you may use your own internal training program to accomplish this requirement.

Customer and the Fort Belvoir-DOIM must comply with DOD INFOCON guidance and execution. Each must identify interconnected systems; plan joint procedures to follow at each INFOCON level; execute the procedures as directed; and report as directed. It is also very important for each connecting customer to understand the various levels of INFOCON protection; it may become necessary for the Fort Belvoir-DOIM to sever a customer's connection to the NIPRNET or SIPRNET due to critical information system threats and attacks. The Fort Belvoir-DOIM will send notices to a designated distribution list when there are scheduled ITN outages. Customers will complete the POC list below and update the list as personnel changes dictate. In the event of extended outages, notification will be made in the form of phone, voicemail or fax. For network status, Customers can call the Enterprise IT Help Desk at (703) 704-1644.

Continuity of Operations Plan (COOP) Support – the Fort Belvoir-DOIM will provide technical and functional assistance in the development, implementation, and management of Customer's Information Technology/Information Management (IT/IM) COOP.

Response Times - Fort Belvoir-DOIM core business hours of operations for services are 0700-1630 Monday through Friday. Non-core business hours of operation are 1630-0700, weekends, holidays and base closures.

Core Business Hours - Monday – Friday

Urgent - 2 hour response – Worked until resolved
Critical Application/Network down
Critical Mission Stopped
VIP's/Many Users Impacted

High - 4 hour response – Worked until resolved
Application/Network Impacted

Mission/Network Impacted
Some Affected/Few Users Impacted

Medium - 8 hour response – Next Business Day
Application/Network Impacted
Mission Impacted
Single User Impacted
Non-Core Business Hours – Nights, Weekends and Holidays

Urgent - 2 hour response – Worked Until Resolved
Critical Application/Network Down
Critical Mission Stopped
VIPs/Many Users Impacted

High - Next Business Day
Application/Network Impacted
Mission/Network Impacted
Some Affected/Few Users Impacted

Medium - Next Business Day
Application/Network Impacted
Mission Impacted
Single User Impacted

Service Turn Around Times

New Account Creation Fort Belvoir (DOIM) FM 26 Jan 07 (Rev)
SIPRNET Accounts - Next Business Day
NIPRNET Accounts -2 Business days
TSACS Account - 3 -5 Business Days
VPN (NIPRNET) - 5 Business Days
Cell Phones/Blackberry/Pagers - 3 Business Days
Phone Service/Voicemail - 2-3 Business Days

Escalation Process during Core Business Hours

Initially, customers must contact the Enterprise Information Technology (IT) help desk at (703) 704-1644 for all technical issues.

If no response is received within the standard response timeframes, customers should contact the Enterprise IT help desk Manager at (703) 704-2469.

If no response is received within 8 hours of contacting the Enterprise IT help desk manager, customers should contact the Fort Belvoir-DOIM IT Systems Support Division Chief at (703) 704-2517.

If no response is received within four hours of contacting the Fort Belvoir-DOIM IT System Support Division Chief, customers should escalate the issue to the Fort Belvoir-DOIM, Director at (703) 704-1590.

Customer will provide security, budget, technical and emergency 24 X 7 POCs that will work closely with the Fort Belvoir-DOIM.

The Fort Belvoir-DOIM uses e-mail for notices and WEB pages for disseminating information. Personnel selected to fill POC roles shall be familiar with e-mail and WEB pages. The four POCs can be assigned to a single individual.

Security POC (SPOC) will be responsible for information system related security procedures. That individual will:

Monitor local compliance with DOD security procedures; implement access management and other security related functions within the scope of their assigned authorities.

Report actual or suspected security deviations to the Fort Belvoir-DOIM Network Security Officer (NSO): email (network@conus.army.mil), and assist the NSO with resolution of security issues.

Budget POC (BUDPOC) will assist in providing reimbursement for all services supplied by the Fort Belvoir-DOIM.

Technical POC (TPOC) will assist in troubleshooting and local servicing of calls, and technical advice to users on ITN capabilities and upgrades.

24 X 7 Emergency POC (EPOC) will assist in emergency after-hour issues that may arise.

The following Customer POCs are identified:

Security POC:

Name:

Phone:

Email address:

Budget POC:

Name:

Phone:

E-mail address:

Technical POC:

Name:

Phone:

E-mail address:

Emergency POC: 24/7

Name:

Phone:

Non-Duty Hours Phone: