

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

PROPONENT: Directorate of Emergency Services (DES)

SUPPORT: Fire Prevention and Protection (CLS 68)

Provide fire prevention and protection services/inspections on the same basis as for other installation activities.

SUPPLIER will provide fire prevention and protection services, including necessary fire prevention inspections and fire-fighting equipment, on the same basis as for other installation activities.

CUSTOMER will comply with Army Regulation, Fire Prevention and Protection, National Fire Prevention Association (NFPA), National Fire Codes, and applicable federal regulations for fire and safety.

SUPPORT QUANTIFICATION: List any special requirements related to structure, airfields, chemicals, etc.

COMMON LEVEL OF SUPPORT: The Fire Department will provide Fire and Emergency Services Support at the LZ for helicopter landings and take-offs at no cost.

SUPPORT: Physical Security (DES) (CLS 78)

SUPPLIER will

Provide services as outlined in Common Levels to Services - Physical Security (CLS) 78 at authorized annual service rate prescribe for each fiscal year by Installation Management Command (IMCOM).

Provide physical security inspections at intervals outlined in AR 190-13 for organizations with assets or resources designated as Mission Essential or Vulnerable Areas (MEVA) by the Installation Commander (IC) for those agencies who do not have a Security Specialist assigned.

Provide oversight and management of the Integrated Intrusion Detection System (ICIDS III) alarm system for installation. Support includes monitoring and response to protected areas designated by regulation to be protected by intrusion detection or deemed essential through threat analysis process, coordination for quarterly preventative maintenance by Directorate of Logistics (DOL), troubleshooting of system issues, and support for development of cost estimate/scope of work for user requested upgrades and additions to areas of protection.

Provide on-site troubleshooting of individual zone system issues for ICIDS within 24 hours of notification. Provide user account services for supported ICIDS protected zones within seven days of submission of request for changes.

Review and verify construction plans and work orders with physical security requirements for new construction and or major renovations.

CUSTOMER will

Allow required access by DES physical security specialists to conduct physical security surveys and inspections. Reply, by endorsement, to all deficiencies noted on physical security surveys or inspections in accordance with AR 190-13 and AR 190-51.

Reimburse installation for costs associated with preventative maintenance, repair parts and upgrades to intrusion detection equipment requirements to Directorate of Logistics (DOL) if a non-Army tenant or non-appropriated funds activity.

Provide internal physical security from own resources. Provide information to the Installation Commander and DES Physical Security Division of all physical security measures in effect within organizations facilities and area of responsibility.

Designate MEVAs in writing and forward through DES and DPTMS for recommendation and approval by the Installation Commander.

Complete and update Fort Belvoir Form 379, Unaccompanied Access/Emergency Notification Listing, every 180 days or whenever a change in personnel occurs. Adhere to the protection of DOD assets in accordance with applicable regulations.

Report loss of Arms, Ammunition, and Explosives in accordance with the procedures outlined in AR 190-11.

Provide on-site personnel for the protection of alarmed facilities as needed during ICIDS systems outages, during non-duty hours Customer will provide response by assigned personnel to alarm activation or system failure by monitoring station with 60 minutes for SCIF and SAP facilities and two hours for other zones.

SUPPORT QUANTIFICATION: Indicate whether or not your activity is designated a MEVA by the Installation Commander. If so, indicate whether a Security Specialist, either GS-0080 or GG-0080 career field employee, is assigned to your activity and how many.

COMMON LEVEL OF SUPPORT: Physical Security Support is provided 0800-1700, Monday – Friday.

REMARKS: Contact the Physical Security (DES) POC at (703) 805-4001.

SUPPORT: Police Services (CLS 77)

SUPPLIER will

Provide police support to the Customer on the same basis as for other installation Customers.

Arrange for Law Enforcement and criminal investigation as required.

Submit Serious Incident Reports (SIR) to USAGFB and provide a copy of the final Military Police Report to the Customer.

Notify Customer of any incidents adversely affecting or otherwise pertaining to Customer's personnel or property.

Register privately-owned vehicles at the USAGFB Visitors Center and privately-owned weapons at the Military Police Station on Fort Belvoir as required by Army Regulation (AR) 190-5, Fort Belvoir Regulation 190-5.

Provide physical security inspections every two years if Customer is designated a Mission Essential Vulnerable Activity (MEVA) and does not have physical security specialists assigned. Provide the Customer with a FB Form 20,

Emergency Notification Card, for each door to the building and a current FB Form 379, Unaccompanied Access/ Emergency Notification Listing.

Make available to Customer personnel gaining access to Sensitive Compartmented Information Facility (SCIF) areas due to emergency or authorized by Customer for debriefing.

CUSTOMER will

Provide proper security for assigned areas and classified documents.

Immediately report necessary information to Fort Belvoir Police concerning incidents, which require submission of a SIR in accordance with (IAW) AR 190-45, Law Enforcement Reporting, 30 March 2007.

Be thoroughly familiar with protection required for the safeguarding of arms, ammunition, and explosives. Establish security procedures to implement if facilities are unalarmed or in event of alarm malfunction (DOD 5100.76m and AR 190-11).

Ensure that all personnel assigned, attached, or working on Fort Belvoir registers their privately-owned vehicles as required by AR 190-5 and FB REG 190-5.

Ensure all personnel living on Fort Belvoir registers their privately-owned weapons. Provide names, telephone numbers, and e-mail addresses to the Commander and First Sergeant of military members.

Ensure Commander and First Sergeant is aware of policies in regards to signing for a member of their unit if apprehended by Military Police. Have Commander/Director complete DA Form 4833, Commander's Report of Disciplinary or Administrative Action, in accordance with AR 190-45, Law Enforcement Reporting.

Provide information to the Installation Commander of all physical security measures in effect. Designate MEVAs, in writing, and forward to the Installation Commander for inclusion in the installation physical security plan, AR 190-13. Every 180 days or whenever a change in personnel occurs, complete a FB Form 379, Unaccompanied Access/Emergency Notification Listing.

Adhere to Arms, Ammunition & Explosives (AA&E) policies and procedures IAW AR 190-11.

SUPPORT QUANTIFICATION

Indicate whether your organization has requirements for the following and provide explanation: Patrol, dog handlers, threat response, court liaison (military and civilian), AWOL/deserter apprehension team, administration section (processing reports/citations), law enforcement, lost and found, traffic control and abandoned vehicle impoundment.

Indicate whether or not your activity has been designated a MEVA. If so, indicate whether physical security specialist(s) are assigned to your activity and how many.

COMMON LEVEL OF SUPPORT

Court liaison (military and civilian) and physical security inspections: 0730 – 1630, Monday –Friday.
Administration Section: Processing reports/citations, completing background investigations checks for authorized agencies: 1200-1600, Monday-Friday.

The primary place of vehicle registration is the Fort Belvoir Visitors Center.

NOTE: Not all reports are automatically releasable; therefore, they must be requested through a Freedom of Information Act (FOIA) Form.

DOG HANDLERS: If Customer has a connection to law enforcement, handlers are available 24 hours/7 days a week. Make prior arrangements with the Dog Handlers for demonstrations.

REMARKS: Vehicles can be registered seven days a week: 0500-1900, Monday - Friday and 0700-1900, Saturday and Sunday. Firearms (weapons) are registered 24 hours a day, 7 days a week. Contact the Military Police POC at (703) 806-4277.

SUPPORT: Law Enforcement - Physical Security (CLS 78)

SUPPLIER will

Provide non-duty alarm response when dispatched by the Fort Belvoir and Fort Myer DES.

Provide, within capabilities, maintenance of order; enforcement of laws, rules, and regulations; and, apprehension or detention of violators.

Conduct physical security inspections of facilities every two years in accordance with paragraph 5-2b, AR 190-16.

CUSTOMER will reimburse for services rendered.

REMARKS: Contact the Law Enforcement POC at (703) 806-3104.

PROPONENT: Directorate of Human Resources (DHR)

SUPPORT: Army Substance Abuse Program (ASAP) (CLS 09)

SUPPLIER will provide services, assistance, education, and training in identification, prevention, biochemical testing, and treatment to civilian and military personnel, on matters pertaining to substance abuse, IAW AR 600-85 and DA PAM 600-85. Compile all reports concerning Army Substance Abuse Program.

CUSTOMER will

Comply with AR 600-85, DA Pam 600-85, and Fort Belvoir Policy relating to ASAP. Unit will assign a Unit Prevention Level (UPL) or Army Drug and Alcohol Officer (ADCO) to support installation mission requirements.

Participate in mandatory training as outlined herein.

Four hours for soldiers
Three hours for civilians

Conduct annual 100% drug testing for soldiers and civilian employees in Testing Designated Positions (TDP).

Contact the DHR POC for pick-up of testing supplies during non-duty hours.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

REMARKS: Contact the DHR POC at (703) 805-5981.

SUPPORT: Records Management Division Services (CLS 17)

SUPPLIER will

Provide services for military personnel locator, assistance with forms and publications, provide support on Freedom of Information Act (FOIA)/Privacy Act processing, files management and surveys, records holding area management IAW AR 25-400-2, and Army Records Information Management System (ARIMS) training. The basis for service is current workload level and baseline of resourcing at time of agreement.

Procure all applicable regulations from higher headquarters through pinpoint distribution when not accessible via the internet.

CUSTOMER will

Coordinate requirements with the Chief, Records Management.

Comply with DA and local policies: AR 25-400-2, AR 25-30 and DA PAM 25-33.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

SUPPORT QUANTIFICATION

Provide support Records Management support for your organization from the list below:

Publications and Forms Management
Files Management/Surveys
Army Records Information Management System (ARIMS) Training
Records Holding Area Management
Privacy Act Processing
Freedom of Information Act Processing

STANDARD LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday thru Friday.

REMARKS: Contact the Records Management POC at (703) 805-5585.

SUPPORT: Official Mail and Distribution Center (OMDC) Services (CLS 17)

SUPPLIER will

Furnish mail and distribution services for incoming and outgoing official mail, to include accountable and classified mail.

Accept, sort, route and deliver incoming official mail when not provided by the United States Postal Service.

Provide, on a reimbursable basis at current pick-up/delivery rate, for actual costs incurred.

Provide postage meter service and military personnel locator services.

Provide a stop number and address at which to receive Official Mail and Distribution.

CUSTOMER will

Coordinate requirements with the Chief, Records Management Division/Official Mail Manager.

Coordinate and submit a MIPR to the Resource Management Office (RMO), IMNE-BEL-RM, 9820 Flagler Road; Bldg 269, Suite 121, Fort Belvoir, VA 22060-5930 for reimbursable support. RMO POC telephone number is 703-805-3756.

Will reimburse for all metered postage (actual cost) and any other increase workload not previously funded.

Comply with AR 25-51 and AR 600-8-3, and local policies.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

SUPPORT QUANTIFICATION

Mail and Distribution Service

Postage Meter Service

Street Address

Assign Stop Number

STANDARD LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday thru Friday.

REMARKS: Contact the OMDC POC at (703) 805-1075.

SUPPORT: Military Personnel Division (MPD) Services (CLS 08)

SUPPLIER will

Provide personnel service support to include, but are not limited to, in/out processing, personal affairs maintenance of the Military Personnel Records Jacket (MPRJ) and related documents, processing of all eMILPO transactions, processing of all personnel actions/applications through the MPD, publication of orders, line-of-duty investigation reports, casualty assistance reporting, coordination for funeral honors, reassignment processing, evaluations (OER/NCO-ER), military awards, military retirements, transmittal letters to Finance, issuance of ID cards/tags and monitoring Defense Enrollment Eligibility Reporting System (DEERS)/Random Access Personnel Identification System (RAPIDS), processing name/SSN changes, processing of applications for official passports and visas, monitoring annual medical and dental examinations, monitoring assignment instructions, reclassifications and promotions, processing of medical retention boards, and other actions as required.

Assess tenant activities for officers and Non-Commissioned Officers (NCO) to serve on details as Casualty Notification Officer (CNO) and Casualty Assistance Officer (CAO), Member of the Medical Retention Boards, Financial Liability Investigation, and Unit Inventory. Assessment will be on a percentage basis of company grade and warrant officers eligible for detail. Details for field grade officers are on a case-by-case basis as required, except where regulations state otherwise.

Provide training for CNO/CAO. Provide a Chaplain to accompany each CNO. Provide transportation for each CNO/CAO. Provide cell phones to each CNO/CAO.

CUSTOMER will

Perform administration functions of military personnel not specifically performed by Fort Belvoir to execute this mission effectively.

Provide Officers and NCOs as requested. Exempt company grade officers in command positions when assessing officers available for detail. Provide CNOs and CAOs. Each officer must be between the grades of SSG (P) to LTC. Provide names, telephone numbers, and e-mail addresses of each CNO and CAO. Provide an updated list as required.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

REIMBURSABLE SUPPORT LEVEL: Service outside normal working hours. Additional staffing, in either a contract or in-kind assistance from military personnel from supported units, is reimbursable.

REMARKS: Contact the MPD POC at 805-1083.

SUPPORT: Mortuary Services (CLS 08)

SUPPLIER will perform all logistic functions incident to recovery, identification, care, and disposition of deceased active duty personnel. This category of support includes Continental United States (CONUS), port, and overseas mortuary services.

CUSTOMER will notify host upon death of military personnel. Comply with applicable AR 638-2.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

REMARKS: Contact the Mortuary Services POC at (703) 805-1051/4020/5375 during duty hours and the Staff Duty Officer at (703) 805-4002 after duty hours.

SUPPORT: Army Continuing Education Services (ACES) (CLS 14)

SUPPLIER will provide Education Center services to military and civilian personnel of the Customer on the same basis as for installation. Services include assistance relative to civilian school programs, advice, instruction, testing and related services, per AR 621-5, Army Continuing Education System.

CUSTOMER will project requirements and comply with AR 621-5, DOD Directive 1322.8, and DODI 1322.25. Initiate appropriate requests for educational services.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday - Friday.

REMARKS: Contact the ACES POC at (703) 805-9259.

SUPPORT: Funeral Details Services (CLS 08)

SUPPLIER will

Support military funerals that are in the Fort Belvoir area of responsibility (AOR).

Process and evaluate requests for funeral support.

Provide materials, location and support related to completing funeral honors. This includes providing interment flag, transportation, and communication equipment. Perform pre-funeral briefings and issuance of flag, pager and cellular phone as required. Provide an escort duty for state funeral detail.

CUSTOMER will

Provide military service representatives to the funeral details of eligible veterans. Customer will train personnel to perform duties as the military service representative.

Provide an appropriately graded military escort duty officer for state funeral detail.

Provide names, telephone numbers, and e-mail addresses of duty officers. Provide an updated list as required. Military support requirement is for officers and enlisted per FB Letter of Instruction (LOI).

Provide a nine-person detail (for Active Duty) or a two-person detail (for all others) for funeral honors as required.

REGULATIONS

AR 670-1, Wear and Appearance of Army Uniforms and Insignia, 3 February 2005
FM 3-21.5, Drill and Ceremonies, 7 July 2003
Title 10, Chapter 75, Section 1491, U.S.C., Deceased Personnel, 23 January 2003
DOD Directive Number 1300.15, 11 January 2001
AR 840-10, Flags, Guidons, Streamers, Tabards, and Automobile and Aircraft Plates, 1 November 1998

COMMON LEVEL OF SUPPORT: Hours of operation are Monday - Sunday as required. The new national cemeteries are closed on Saturday and Sunday but private cemeteries within Fort Belvoir's AOR are open.

REMARKS: Contact the Funeral Details Services POC at (703) 805-1051/4020/5375 during duty hours and the Staff Duty Officer at (703) 805-4002 after duty hours.

PROPONENT: Directorate of Logistics (DOL)

SUPPORT: Manage Stockage (CLS 26)

SUPPLIER will process supply requisitions for II, III, IV, VII and IV classes and subclasses of supply items. Accept turn-in of supplies and equipment with proper documentation prepared by the Customer.

CUSTOMER will

Submit supply requests and prepare appropriate turn-in documents IAW AR 710-2 and other appropriate regulations and laws.

Provide their Defense Activity Address Code (DODAAC) and all support documentation to the Supply Support Activity (SSA) to have an account established in the automated system.

SUPPORT QUANTIFICATION: List each class of supply desired along with total number of requisitions for each class per year.

NOTE: Classes and subclasses of supply are outlined in DA PAM 708-2.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1500, Monday – Friday.

REMARKS: Contact the DOL Stockage POC at (703) 805-3200.

SUPPORT: Manage Bulk Petroleum (CLS 24)

SUPPLIER will provide dispensing of fuels. DOL will provide fuel key for 24-hour service.

CUSTOMER will

Make requirements known and comply with all applicable regulations, laws and policies.

Provide a valid Department of Defense Activity Address Code (DODAAC) and Account Processing Code (APC) for direct billing.

SUPPORT QUANTIFICATION

Provide the following information to the Supplier when requested:

List, by type, the number of gallons of bulk fuels required per year. Specify type service required, i.e. dispensed from Petroleum, Oil and Lubricant (POL) point or delivered in bulk quantities.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1500, Monday – Friday for office and bulk fuel delivery support. Installation Fuel Distribution Facility, Bldg 1124, 16th Street is operational 24 hours, 7 days a week.

REMARKS: Customer fuel keys will be coded for each vehicle based on the fuel authorized for use. Vehicles capable of using “green” fuels (i.e. E-85, bio-diesel) will be required to utilize these fuels when available. Contact the Bulk Petroleum POC at (703) 805-2836/2179.

SUPPORT: Central Issue Facility (CIF) (CLS 25)

This category of support supplies organizational clothing and individual equipment (OCIE) for Customers.

SUPPLIER will provide OCIE IAW OCIE Central Management Office (CMO) guidance.

CUSTOMER will

Provide the Supplier with a listing of the personnel to be supported.

Provide the Supplier with a memorandum listing the OCIE authorized to issue to their personnel and will assist the CIF in the building of their issue menu in the automated OCIE accounting system.

Follow the policies and procedures established by the OCIE CMO for requesting and funding authorized OCIE.

On a quarterly basis, schedule and conduct a record reconciliation with the Supplier. Record reconciliations are due not later than the 10th of the following months: March, June, September and December.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1430, Monday – Thursday. Friday the facility is closed. Customer will reimburse all labor costs incurred for requested support during non-duty hours.

REMARKS: OCIE support is provided based on availability of equipment supported by the OCIE CMO. Before a new menu will be supported, the OCIE CMO must notify the CIF that the Customer has completed all funding requirements. Contact the CIF POC at (703) 806-3070/3038.

SUPPORT: Warehouse Operations (CLS 26)

SUPPLIER will provide for receipt and issue of supplies and equipment.

CUSTOMER will pick up supplies from receiving area of warehouse on a daily basis. Comply with DA PAM 710-2-2.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1500, Monday – Friday.

REMARKS: The warehouse will not store supplies and equipment for the Customer. Equipment and supplies will be returned to the supply system after 14 days from receipt by the warehouse. Contact the Warehouse Operations POC at (703) 805-2179/2724.

SUPPORT: Asset Management (CLS 26)

SUPPLIER will

Maintain Consolidated Installation Property Book (CIPB) providing formal accountability for installation property IAW AR 710-2 and AR 735-5. The accountability portion of Financial Liability Investigations (FLI) and Statements of Charges are processed when required by AR 735-5.

Provide new Customer briefing instructions within three working days of notification IAW AR 735-5.

CUSTOMER will

Provide a complete list of items being laterally transferred to the CIPB.

Provide duty appointment memorandum for individuals designated to be primary hand receipt holders. Conduct required inventories, update hand receipts semi-annually and provide status to CIPB as required.

Initiate and process FLI, Statements of Charges and Cash Collection Vouchers, as appropriate, for lost or damaged property based on procedures established by HQDA.

SUPPORT QUANTIFICATION: Support will be supplied based upon the number of items involved. Customer will submit a property inventory listing.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1500, Monday – Friday.

REMARKS: The CIPB office provides formal accountability for items with a unit value greater than \$5,000. Exceptions to this rule are: Digital cameras, laptop computers, sensitive items, test, measurement, and diagnostic equipment (TMDE), and Reportable Item Control Code (RICC) 2 items). The Asset Management POC can be reached at (703) 805-3264.

SUPPORT: Maintenance of Non-Tactical Wheeled Vehicles (NTV) (Commercial Design) (CLS 27)

Service will be based on a Customer-furnished list of items to be serviced (density list). A separate density list will be provided for each category of maintenance support.

SUPPLIER will

Provide for inspection, maintenance, and repair of NTVs within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform organizational direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator (FAD).

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Provide Supplier with a density list by make, model, Line Item Number (LIN), National Stock Number (NSN), and year of manufacture with frequency of required inspections and service (monthly, quarterly). Update list when there is a change. Furnish signature cards, DA 1687, to Heavy Mobile Equipment Section and Production Control Section for individuals authorized to turn in or pick up equipment.

Prepare DA 2407 to initiate vehicle inspection and/or repair. Comply with AR 750-1.

Reimburse for all parts, labor and overtime (if required to complete rush jobs) for all maintenance support.

SUPPORT QUANTIFICATION

Indicate to Supplier if and when inspection, maintenance, or repairs of the following equipment are required:

Non-General Services Administration (GSA) dump trucks, maintenance trucks, fire trucks, truck (carry all), truck (utility), trailers, truck wrecker, bucket trucks, truck tractors (all types), passenger-carrying vehicles, trucks (cargo), other trucks, semi-trailers within the capabilities of the Supplier.

When requesting repairs, attach density list and identify items that require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530, Monday – Friday. Provider will service items commensurate with the Individual Priority Designator (IDP).

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual costs from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RMO determines the amount of funds are not sufficient, the Customer will be notified to increase funding. Contact the NTV (Commercial Design) POC at (703) 805-2604.

SUPPORT: Maintenance of Tactical Vehicles (CLS 27)

This category of support provides inspection, repair and maintenance of tactical vehicles and their components. Service will be based on a receiver-furnished list of items to be serviced (density list). A separate density list should be provided for each category of maintenance support.

SUPPLIER will

Provide for inspection, maintenance, and repair of tactical vehicles within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator.

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Provide Supplier with a density list by make, model, Line Item Number (LIN), National Stock Number (NSN) and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1.

Reimburse for parts and labor as noted in the section on non-tactical maintenance support.

SUPPORT QUANTIFICATION

Customer will indicate to Supplier when and if inspection, maintenance, or repairs of the following equipment are required, and attach the density list. Give frequency (monthly, quarterly) of inspections and services, and identify items that require organizational maintenance, inspections, and services.

Trucks (3/4 – 1 1/4 ton), trucks (2 1/2 – 10 ton), trucks (12 – 25 ton), dollies, ambulances, trailers, semi-trailers within the capabilities of the supplier.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530, Monday – Friday. Supplier will service items commensurate with the Individual Priority Designator.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the customer will be notified. When the RM determines the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Tactical Vehicles POC at (703) 805-2604.

SUPPORT: Maintenance of Construction Equipment & Components (CLS 27)

Provide inspection, repair, and maintenance of construction equipment and their components. Service will be based on a Customer-furnished list of items to be serviced or the density list. A separate density list should be provided for each category of maintenance support.

SUPPLIER will

Provide inspection, maintenance and repair of construction equipment within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator.

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Provide Supplier with a density list by make, model, LIN, NSN and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1.

Reimburse for parts and labor as noted in the section on non-tactical maintenance support.

SUPPORT QUANTIFICATION

Indicate if and when inspection, maintenance, or repairs of the equipment listed below are required. Attach a density list and identify items that require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

EQUIPMENT: Earth-moving equipment, graders, shovels/excavators, rollers, spreaders, floating bridges, landing mat sets, conveyors, tractors, cranes, loaders, drills, trucks (CCE), kettles, heaters, miscellaneous within the capabilities of the Supplier.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530 Monday – Friday. Supplier will determine serviceability of equipment within 3 working days after technical inspection. Supplier will service items commensurate with the Individual Priority Designator.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RM determines

the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Construction Equipment & Components POC at (703) 805-2604.

SUPPORT: Maintenance of Communications Equipment & Components (CLS 27)

This category of support provides maintenance and repair of telecommunication equipment and its components. Service will be based on a Customer-furnished list of items to be serviced (density list). A separate density list should be provided for each category of maintenance support.

SUPPLIER will

Provide maintenance support for communication and components included on the density list within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator (FAD).

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Furnish the DOL a density list of all equipment to be serviced, IAW AR 750-1 and TM 38-750. Provide an updated list when equipment changes. Authorization to designate urgency of need will be IAW AR 725-50.

Furnish signature cards, DA 1687, to Communications-Electronics Branch, for all individuals authorized to turn in or pick up equipment.

SUPPORT QUANTIFICATION: When support is required, attach list of number and types of electronic equipment to be maintained or repaired.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1430, Monday – Friday. Provider will service items commensurate with the IPD.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RMO determines the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Communications Equipment & Components POC at (703) 805-2604.

SUPPORT: Maintenance of Support Equipment (CLS 27)

Provide inspections, repairs and maintenance of support equipment and their components. Service will be based on a Customer-furnished list of items to be serviced (density list). A separate density list should be provided for each category of maintenance support.

SUPPLIER will

Provide inspections, maintenance and repairs of support equipment within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform unit/10 level, operator/20 level, organizational direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding FAD.

Determine repair eligibility based on MEL. Not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Provide Supplier with a density list by make, model, LIN, NSN and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1. Furnish signature cards, DA 1687, to Heavy Mobile Equipment Section & Production Control, for all individuals authorized to turn in or pick up equipment.

Reimburse for parts and labor.

SUPPORT QUANTIFICATION: Indicate if and when inspections, maintenance, or repairs of the equipment listed below are required, and attach density list. Identify items that require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

EQUIPMENT: Generators, pumps, welding machines, water purification, power plants/units, refrigerant recovery, compressors, laundry units, lube and service units, units lighting equipment, and firefighter equipment within the capabilities of the Supplier.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530, Monday – Friday. Provider will service items commensurate with the IPD.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RMO determines the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Support Equipment POC at (703) 805-2604.

SUPPORT: Maintenance of Electronic Equipment and Components (CLS 27)

Provide maintenance and repair of general or special purpose electronic equipment and its components to include tactical communications equipment. Service will be based on a Customer-furnished list of items to be serviced (density list). A separate density list should be provided for each category of maintenance support.

SUPPLIER will provide for maintenance and repair of general or special purpose electronic equipment and the components thereof. Support provided will include direct and general support maintenance (less calibration and repair of test equipment) on a non-reimbursable basis within the capabilities of the Supplier.

CUSTOMER will

Provide a density list by make, model, and year of equipment to be maintained. Update list when there is a change. Comply with AR 750-1. Furnish signature cards, DA 1687, to Communications-Electronics Branch & Production Control, for all individuals authorized to turn in or pick up equipment.

Reimburse for parts and labor.

SUPPORT QUANTIFICATION: Attach density list and identify which of the following items require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

EQUIPMENT: General purpose electronic equipment, general purpose electronic equipment components, special purpose electronic equipment, special purpose electronic equipment component within the capabilities of the Supplier.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1430, Monday – Friday. Provider will service items commensurate with the IDP.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RMO determines the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Electronic Equipment and Components POC at (703) 805-2604.

SUPPORT: Maintenance of Ordnance Equipment and Components(Small Arms) (CLS 27)

Provide for the inspection, repair and maintenance of ordnance equipment and their components. Service will be based on a receiver-furnished list of items to be serviced (density list). A separate density list should be provided for each category of maintenance support.

SUPPLIER will

Provide for inspection, maintenance and repair of small arms within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator.

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will provide Supplier with a density list by make, model, LIN, NSN and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1.

Reimburse for parts and labor.

SUPPORT QUANTIFICATION: Indicate if and when inspections, maintenance, or repairs of the equipment listed below is required, and attach a density list.

EQUIPMENT: Armament subsystems, machine guns, submachine guns, rocket launchers, other guns, shotguns, rifles, grenade launchers, automatic guns, carbines, handguns, other small arms within the capabilities of the Supplier.

COMMON LEVEL OF SUPPORT: Hours of operation: 0700 – 1530, Monday – Friday. Provider will service items commensurate with the Individual Priority Designator.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the customer will be notified. When the RMO determines the amount of funds are not sufficient, the customer will be notified to increase the funding. Contact the Maintenance of Ordnance Equipment and Components(Small Arms) POC at (703) 805-2604.

SUPPORT: Maintenance of Ordnance Equipment and Components (Artillery Weapons) (CLS 27)

SUPPLIER will

Provide inspections, maintenance and repairs of artillery weapons and components within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator.

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will provide supplier with a density list by make, model, LIN, NSN and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1.

Reimburse for parts and labor.

SUPPORT QUANTIFICATION: Indicate if and when inspections, maintenance, or repairs of the equipment listed below is required and attach a density list. Identify items that require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

EQUIPMENT: Mortars and recoilless rifles.

COMMON LEVEL OF SUPPORT: Hours of operation: 0700 – 1530, Monday – Friday. Provider will service items commensurate with the Individual Priority Designator.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the customer will be notified. When the RM determines the amount of funds are not sufficient, the customer will be notified to increase the funding. Contact the Maintenance of Ordnance Equipment and Components (Artillery Weapons) POC at (703) 805-2604.

SUPPORT: Maintenance of Material Handling Equipment and Components (CLS 27)

SUPPLIER will

Provide inspections, maintenance and repair of material handling equipment within the capabilities of the installation.

Perform technical inspection to determine serviceability. Perform direct support/30 level, and general/40 level maintenance. Comply with standards associated with the type of equipment being serviced and the corresponding Force Activity Designator (FAD).

Determine repair eligibility based on Maintenance Expenditure Limits (MEL). Repairs will not exceed the MEL on any repair unless authorized by the designated Government representative.

CUSTOMER will

Provide Supplier with a density list by make, model, Line Item Number (LIN), National Stock Number (NSN) and year of manufacture for equipment to be maintained. Update list when there is a change. Comply with AR 750-1. Furnish signature cards, DA 1687, to Heavy Mobile Equipment Section & Production Control, for all individuals authorized to turn in or pick up equipment.

Reimburse for parts and labor.

SUPPORT QUANTIFICATION: As needed, attach density list and check items below that require organizational maintenance, inspections, and services. Give frequency (monthly, quarterly) of inspections and services.

EQUIPMENT: Warehouse cranes, forklifts (gas), platform trucks, forklifts (rough terrain), truck (cranes 140 ton and over), cranes (floor and overhead), forklifts (electric), forklifts (diesel), warehouse tractors, forklifts (all other), hoists, and pallet jacks.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530, Monday – Friday. Supplier will service items commensurate with the IPD.

REMARKS: Labor is reimbursable in COMMON LEVEL OF SUPPORT. Supplier uses the supply system to determine the cost of parts. If the parts are not listed in the system, Customer will be charged for actual cost from commercial firm. A MIPR will be provided at the beginning of the year to receive service. The amount will be an estimate of the total annual cost. As funds are expended, the Customer will be notified. When the RMO determines the amount of funds are not sufficient, the Customer will be notified to increase the funding. Contact the Maintenance of Material Handling Equipment and Components POC at (703) 805-2604.

SUPPORT: Transportation Services (CLS 28)

Transportation services to include driver testing, (on a reimbursable basis), official passenger travel, on/off post bus service (extremely limited), and shipping of government property.

SUPPLIER will

Provide, within existing capabilities, the written portion of driver testing for personnel requiring OF 346 licensing and behind-the-wheel certification.

Arrange passenger travel services within the authority of DOD 4500.9R and Federal Travel Regulations.

Provide extremely limited bus service and drivers on a case-by-case basis within installation capabilities.

CUSTOMER will

Obtain proper military license.

Notify the transportation office immediately upon receipt of orders for passenger travel services.

Submit FB Form 12 to the DOL at least seven days in advance of requirement.

Provide the DOL with a MIPR for training and materials required to conduct driver training and testing prior to commencement of the training.

PORT CALLS: Provide confirmation within three working days of request.

SUPPORT QUANTIFICATION

When requesting military licensing support, indicate model of vehicle, type of vehicle (bus, forklift), and number of drivers to be tested.

Indicate an estimated number of international travelers per year, the number of personnel to be transported by bus, and the number of trips per day.

COMMON LEVEL OF SUPPORT: Hours of Operation are 0700 –1600, Monday – Friday. After duty hours support must be arranged in advance with POC.

REMARKS

Contact the Transportation Services POC at:

Transportation Motor Pool (TMP) Operations: (703) 805-5010

Freight Shipping: (703) 805-2812/5072

Passenger Travel: (703) 805-2540

SUPPORT: Transportation Services – Shipping (CLS 28)

SUPPLIER will provide traffic management services. These services include making arrangements for shipment of government property, preparing Bills of Lading (CBL) and related shipment documents.

CUSTOMER will

Provide USAGFB with an estimated number of shipments per calendar year.

Provide shipment documentation (DD 1149) or (DD 1348) to Supplier indicating pieces, weight, cube and applicable Transportation Account Code (TAC) for onward line haul movement.

SUPPORT QUANTIFICATION: Use the following criteria for support - Estimated number of shipments to be moved per year.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1530, Monday – Friday.

REMARKS: The DOL does not offer packing and crating service. Contact the Transportation Services POC at (703) 805-3385.

SUPPORT: GSA-Owned and Leased Transportation (CLS 28)

Fort Belvoir operates under the GSA vehicle lease program. GSA furnishes vehicles and contract maintenance for a monthly lease and mileage cost. The vehicles are replaced every three to ten years depending on the type of vehicle. Activities who have GSA leased vehicles must transfer their Table of Distribution and Allowances (TDA) allocations to the Fort Belvoir TDA in order to participate in the vehicle lease program. Activities currently under their own GSA vehicle program should combine their vehicles under the Fort Belvoir program in order to receive services. GSA does not pay for vehicle accidents or incidents. Activities must pay all accident costs.

SUPPLIER will

Provide normal administrative use vehicles for general transport, both passenger and cargo on a user-driver basis within the capabilities of the installation.

Notify Customer for scheduled maintenance.

CUSTOMER will

Provide written justification for extended dispatch of vehicles. Dispatch will not exceed 14 days.

Ensure operators obtain a proper military license and complete the defensive driving course.

Comply with request for vehicle turn in for scheduled maintenance.

Provide a MIPR at the beginning of each Fiscal Year (YR) with sufficient funds to reimburse for the annual cost of the vehicle. Provide additional funds as required.

Reimburse all vehicle damage costs. Reimburse for lease and mileage costs.

SUPPORT QUANTIFICATION

Indicate requirement for extended dispatch of administrative-use vehicles by quantity and type (e.g., 4 – 12 passenger vans, 2 – 4 passenger sedans, etc.).

Indicate requirements and estimated frequency for occasional use of administrative-use vehicles by type.

COMMON LEVEL OF SUPPORT

Hours of operation are 0630 – 1530, Monday – Friday.

Gas key issued upon assignment of vehicle for obtaining 24-hour service 7 days a week for refueling at the Installation Fuel Distribution Facility, Bldg 1124, on 16th Street.

REMARKS: Contact the GSA-Owned and Leased Transportation POC at (703) 805-5674.

SUPPORT: Food Services Processing (CLS 29)

SUPPLIER will provide, within dining facility capabilities, complete food service to support Subsistence In Kind (SIK) military personnel.

CUSTOMER will submit a request for services memorandum to the Dining Facility (DFAC) Contracting Officer Representative (COR) with 24 hour advance notification for unit requesting support (Class 1) IAW AR 30-22 including the following information:

Nature of requirement
Date meals required
Number of meals required
Total number of SIKs
Time of pick-up
Name and grade of pick up person

SUPPORT QUANTIFICATION: List number of personnel authorized SIK.

COMMON LEVEL OF SUPPORT

Hours of operation:

Weekdays: Breakfast 0700 – 0800, Lunch 1130 – 1230, Dinner 1630 – 1730

Weekends and Holidays: Breakfast 0730 – 0830, Lunch 1130 – 1230, Dinner 1600 – 1700

Hours for special meals (i.e. Thanksgiving) are posted at the DFAC.

REMARKS: The Fort Belvoir DFAC does not permit civilians to subsist in the DFAC except during specially identified meals. Contact the Food Services Processing POC at (703) 805-5059.

SUPPORT: Laundry and Dry Cleaning (CLS 30)

Provide organizational laundry and dry cleaning services, within installation capability, as required. Installation does not process payroll deduction bundles.

SUPPLIER will

Provide laundry/dry cleaning services under the provisions of AR 210-130, Laundry and Dry Cleaning Operations on the same basis as for installation personnel.

Notify Customer of line item costs as determined in laundry/dry cleaning contract.

CUSTOMER will

Project requirements.

Comply with AR 210-130.

Provide a MIPR prior to receipt of service for estimated annual expenditure. Provide additional funds as required.

SUPPORT QUANTIFICATION

Specify items and amounts of each service.

List special requirements related to:

Survival clothing laundry

School laundry

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1500, Monday – Friday. Contact POC to arrange contractor pick-up/delivery schedules for laundry. Customer delivers dry-cleaning to Bldg 1154, Gunston Road, 0700 – 1530, Monday – Friday. Dry-cleaning activity delivers to laundry plant, Bldg 1154, 0630 – 1530, Monday – Friday.

REMARKS: Contact the Laundry and Dry Cleaning POC at (703) 806-5197.

PROPONENT: Directorate of Family and Morale, Welfare and Recreation (DFMWR)

SUPPORT: Lodging (CLS 51)

SUPPLIER will provide transient lodging support to Temporary Duty (TDY), Permanent Change of Station (PCS), and other personnel at posted lodging rates.

CUSTOMER will ensure that personnel occupying lodging at Fort Belvoir comply with local lodging policies.

SUPPORT QUANTIFICATION

Number of personnel:

TDY

PCS

Department of Army Civilian (DAC)

Other

COMMON LEVEL OF SUPPORT

Lodging Office provides transient lodging support to TDY, PCS, and other personnel. The Army Central Reservation Center (ACRC) will provide a statement of non-availability and local hotel referral when quarters are not available for TDY travelers. TDY and PCS personnel must contact the ACRC at 1-866-363-5771.

The Lodging Office is open 24 hours daily. Telephone 1-800-295-9750 for reservations.

REMARKS: Contact the Lodging POC at (703) 704-8300.

SUPPORT: Child and Youth Services (CLS 11)

SUPPLIER will provide child development, school age, youth services, and associated activities and programs.

CUSTOMER will comply with AR 608-10 concerning use of these facilities and services.

NOTE: Personnel requiring these services will pay appropriate fees, not reimbursable by the Customer.

COMMON LEVEL OF SUPPORT

Hours of operation:

Child and Youth Services Administration: 0800 – 1630, Monday – Friday

Child Development Center: 0600 – 1800, Monday – Friday

School Age Services: 0600 – 1800, Monday – Friday

Youth Services for Middle School/Teen Care: 0830 – 1800, Monday – Thursday; 0830-1900, Friday; 1200 – 2100, Saturday

REIMBURSABLE SUPPORT LEVEL: Services provided to reserve Customers outside of normal duty hours where overtime is required, or requiring travel outside of the geographic area to provide service are reimbursable. The cost of per diem, travel, and overtime is reimbursable.

REMARKS

Contact the POC for each service at the following telephone numbers:

North Post Child Development Center:	(703) 806-6540
South Post Child Development Center:	(703) 806-4344
Youth Services:	(703) 805-4515
School Age Services:	(703) 805-9100
Sports and Fitness:	(703) 805-1257/9139
Family Child Care:	(703) 805-9137
Outreach Services:	(703) 805-9114

SUPPORT: Army Community Services (ACS) (CLS 10)

SUPPLIER will provide programs for Financial Readiness, Exceptional Family Members, Employment Readiness, Family Advocacy, Information & Referral, Outreach, Relocation Readiness, Mobilization/Deployment and Installation volunteer support. ACS may also include Family Readiness Groups, Army Emergency Relief, Army Family Team Building, Army Family Action Plan, Mayoral Program, and Transition Assistance. The Soldier and Family Support Center (SFSC), supporting warriors in transition, family members, and widows of fallen soldiers is also located in ACS.

CUSTOMER will comply with AR 608-1 and associated program regulations concerning use of these facilities and services.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: There are no fees for ACS however, the per diem, travel, and overtime costs are reimbursable when services are provided outside of normal duty hours, when overtime is required, or when travel outside of geographic area to provide said services are required.

REMARKS

Contact the POC for each service at the following telephone numbers:

Army Community Service Center: (703) 805-4590
Volunteer Program: (703) 805-4152
Army Emergency Relief: (703) 805-3130/4590
Deployment/Mobilization: (703) 805-5683/4590
Employment Readiness: (703) 805-2605
Exceptional Family Member: (703) 805-2967
Family Advocacy: (703) 805-3980
Financial Readiness: (703) 805-2606
Information and Referral: (703) 805-4590
Relocation Readiness Program: (703) 805-5058
Soldier and Family Support Center: (703) 805-4409

SUPPORT: Business Programs (CLS 13)

SUPPLIER will make officers, community and other recreational clubs, including golf courses, bowling centers, marinas, and related services available to Customer on the same basis as for other installation activities/personnel.

CUSTOMER will comply with AR 215-1 concerning use of these facilities and services.

NOTE: Individual user will pay appropriate fees, not reimbursable by the Customer.

COMMON LEVEL OF SUPPORT

All services are for-fee. Special occasions, meetings, private parties, and other arrangements can be made for exclusive use of a facility on a fee for service basis.

Hours of operation are posted seasonally per facility.

REMARKS

Contact the POC for each service at the following telephone numbers:

Officers Club: (703) 780-0930
Community Center: (703) 780-0962/805-3714

Golf: (703) 806-5878 (North Post)
Bowling Center: (703) 805-2991
Marina: (703) 781-8282

SUPPORT: Recreation, Sports and Libraries (CLS 12)

This category of support includes parks, recreational centers, gyms, fitness centers, athletic fields, library and related services.

SUPPLIER will provide non-reimbursable services related to parks, recreational centers, gyms, fitness centers, athletic fields, libraries and related services. Services beyond the base common level of service provided to organizations will be reimbursable.

CUSTOMER will comply with AR 215-1.

NOTE: Individual user will pay appropriate fees not reimbursable by the Customer.

COMMON LEVEL OF SUPPORT: Hours of operation posted seasonally per facility.

REMARKS: Contact the Recreation, Sports and Libraries POC at (703) 805-2532.

PROPONENT: Directorate of Plans, Training, Mobilization, and Security (DPTMS)

SUPPORT: Disaster Preparedness (CLS 300)

Services include the operation of disaster preparedness programs and related services, equipment, and facility support used during emergencies and wartime operations.

SUPPLIER will

Consider Customer activity in local emergency situations. Ensure prompt notification and assistance as appropriate. Evaluate disaster support on a case-by-case basis.

Seek emergency relief funds from HQDA.

CUSTOMER will

Comply with force protection plan to include providing resources and telephone numbers as requested by the Installation Commander in support of emergencies. Establish and maintain communication with the installation.

Provide one person as a liaison to the Installation Operations Center (IOC), during the IOC activation, as to assess emergencies and installation responses.

Reimburse actual costs for support not funded through normal appropriations.

Contingency plans will support DA, Military District of Washington (MDW), Information Management Command (IMCOM) and Army North (ARNORTH) plans for disasters and domestic emergencies ranging from national-wide level down to and including local crisis.

Support not funded by HQDA, will be reimbursed by Customer.

COMMON LEVEL OF SUPPORT: Hours of operation are 0800-1630, Monday – Friday.

REMARKS: Contact the Disaster Preparedness POC at (703) 805-4001.

SUPPORT: Mobilization (CLS 301)

Include agency in installation mobilization planning and documentation. Upon mobilization continue to provide support within installation capability.

SUPPLIER will include the Customer in installation mobilization planning and documentation. Upon mobilization, provide support to ensure unit meets mobilization criteria and complies with deployment plans.

CUSTOMER will

Identify mobilization requirements. Establish and maintain communications and provide mobilization support requirements to Directorate of Plans, Training, Mobilization and Security (DPTMS).

Keep HQ, USAGFB (ATTN: DPTMS) advised as to mobilization requirements, i.e. increased contract, supply and equipment support prior to and during mobilization. Data will include location of agency upon mobilization (remain at Fort Belvoir; relocate; inactivate), personnel authorized projected strength (OFF, WO, ENL, CIV and STUDENTS, if applicable) for duration of mobilization in 30-day increments, any additional facilities required or to be constructed for mobilization mission, and any additional requirements for secure communications.

SUPPORT QUANTIFICATION: Indicate whether your organization should be included in mobilization planning. If so, attach a list or memorandum that includes your mobilization requirements.

COMMON LEVEL OF SUPPORT: Hours of operations are 0800 – 1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Actual costs for support not funded by HQDA.

REMARKS: Contact the Mobilization POC at (703) 805-4001.

SUPPORT: Personnel Security (CLS 21)

Provide Personnel Security Support Functions for Security Clearances in accordance with Program Executive Order and Applicable Regulatory Guidance.

SUPPLIER will

Provide advice and procedural guidance to Unit Security Managers requesting Personnel Security Investigations (PSI).

Receive requests for initiation of investigation from Unit Security Managers. Initiate, review, approve and submit civilian, military and contractor Personnel Security Clearance (e-QIP) to include fingerprinting when required, and submission of PSI to the Office of Personnel Management (OPM) for investigation.

Grant/Deny Interim Security Clearances in concurrence with the Installation Security Manager, upon request.

Provide assistance and guidance upon receipt of Letter of Intent (LOI) and Statements of Reason (SORs) from Army Central Clearance Facility (CCF).

Validate Security Verification Letters as needed.

Provide Joint Personnel Adjudication System (JPAS) accounts to Unit Security Managers.

Serve as liaison between the unit and other agencies (OPM and Army CCF).

Coordinate appointments for security related medical evaluations with the installation medical facility.

CUSTOMER will

Provide names, telephone numbers, and e-mail addresses for the primary and alternate organization Security Officers/Managers/Representatives annually in the month of January or as required when changes occur.

Acquire and maintain a JPAS account.

Update required information in JPAS.

Conduct personnel In-processing for security clearance purposes.

Request initiation of PSI and provide release forms.

Verify requirement for PSI through JPAS.

Review Security Clearance Rosters on a quarterly basis and submit required changes to Supplier.

Ensure individuals keep their appointments for security related medical evaluations.

SUPPORT QUANTIFICATION

Personnel security clearances required/year

Fingerprints required

Inspections required

Personnel Security clearance verification letter required

COMMON LEVEL OF SUPPORT: Hours of Operation are 0730 - 1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Training and inspections in addition to support schedule or requiring overtime.

REMARKS: Contact the Personal Security POC at (703) 805-2952.

SUPPORT: Information Security (CLS 21)

Safeguard classified information created, processed, and stored; security classification guidance support; declassification, grading, and destruction support; storage and physical security support; transportation and transmission support; support investigations of unauthorized disclosures and security incidents.

SUPPLIER will

Provide advice on classifying, downgrading, declassifying, and safeguarding national security information.

Provide supplemental guidance to DA and MACOM policies as needed to implement and maintain an effective Information Security Program.

Ensure classification guides for classified plans, programs, and projects are prepared and maintained IAW AR 380-5.

Insure periodic reviews, assessments, inspections, and spot checks are conducted IAW AR 380-5.

Monitor, review, and forward inquiries of possible loss or compromise of classified information to the appropriate agency.

Identify requirements, collect data, and submit to the appropriate agency periodic, recurring, and special reports and data calls.

Conduct Information Security Training for Security Managers and other personnel whose duties significantly involve the management and oversight of classified information.

Respond to reported suspected compromise of classified information and incidents that may put classified information at risk of compromise.

CUSTOMER will

Provide names, telephone numbers, and e-mail addresses for the primary and alternate organization Security Officers/Managers/Representatives annually in the month of January or as required when changes occur.

Ensure sensitive and classified materials are properly, marked, maintained, and safeguarded.

Comply with established policies and procedures and prepare internal policies and procedures as needed.

Prepare and maintain classification guides, as required.

Conduct periodic reviews, assessments, inspections, and spot checks IAW AR 380-5.

Conduct inquiries and report possible loss or compromise of classified information IAW AR 380-5, local policy and procedures.

Provide input into periodic, recurring, and special reports and data calls as required by higher headquarters and local policies.

Ensure the Unit Security Managers and other personnel whose duties significantly involve the management and oversight of classified information are properly trained.

Report and investigate security violations.

SUPPORT QUANTIFICATION

Inspection required

Classified documents generated

Linear feet of classified material maintained

Linear feet classified material requiring destruction

Buildings containing classified material

COMMON LEVEL OF SUPPORT: Hours of Operation are 0730 - 1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Training and inspections in addition to support schedule or requiring overtime.

REMARKS: Contact the Information Security POC at (703) 805-3058.

SUPPORT: Industrial Security (CLS 21)

Ensure cleared US defense industry personnel safeguard the classified information in their possession while performing work on contracts, programs, bids, or research and development efforts.

SUPPLIER will

Review Visitor Group security agreements to ensure validity (Security Responsibilities of integrated contractors in accordance with local Standing Operating Procedures).

Establish liaison with Defense Security Service (DSS) and Facility Security Officers (FSOs).

Assist in the development and conduct reviews of DD Forms 254 and other contract related documents.

Provide assistance to the responsible security manager in the event of a security compromise or suspected compromise.

Coordinate reporting notification/investigations with installation and command requirements.

Compile reported data in the Industrial Security database.

Develop specific local guidance as required in support of the installation program.

Coordinate Industrial training requirements with unit/installation representative.

Conduct security reviews of cleared contractor facilities on the installation, as required.

Coordinate with Mission Special Security Officer (SSO) on Sensitive Compartmented Information (SCI) contracts.

Provide liaison assistance with the Defense Security Service Area Field Office, as requested.

CUSTOMER will

Provide names, telephone numbers, and e-mail addresses for the primary and alternate organization Security Officers/Managers/Representatives annually in the month of January or as required when changes occur.

Provide names, telephone numbers, and e-mail addresses for all primary and alternate classified contract security officers. A primary and alternate name is required for each contract. Provide updates when changes occur.

Provide copies of the DD Forms 254 to DPTMS Industrial Security upon preparation of the original, a revised, and or final.

Notify DPTMS Industrial Security in the event of a security violation involving a contractor, compromise or suspected compromise IAW DOD, DA, IMCOM and local guidance.

Provide DPTMS Industrial Security copies of investigations and reports, involving a contractor, for all violations, compromises or suspected compromises IAW DOD, DA, IMCOM, and local guidance.

Identify unit classified contracts and contractor employees. Provide results to DPTMS Industrial Security and update as changes occur.

Develop unit specific guidance/SOP, as needed.

Provide DPTMS Industrial Security training requirements annually in September for the new fiscal year.

Make cleared contractor facilities available for the conduct of security reviews.

SUPPORT QUANTIFICATION

Number of Security Officer/Managers/Representatives

Number of contractors assigned to classified contracts

Number of classified contracts

Number of on-post Cleared Facilities

COMMON LEVEL OF SUPPORT: Hours of operation are 0730-1630, Monday – Friday

REIMBURSABLE SUPPORT LEVEL: Training and inspections in addition to support scheduled or requiring overtime.

REMARKS: Contact the Industrial Security POC at (703) 805-2817.

SUPPORT: Security Education and Training (CLS 21)

Includes mandatory security awareness training and Subversion and Espionage Directed Against the Army (SAEDA) briefings.

SUPPLIER will

Ensure an installation security education and training program is established, implemented, and maintained IAW AR380-5.

Provide appropriate program guidance and coordinate external training support beyond the supported organization capability.

Present requested on-site security awareness training on a case-by-case basis depending on the availability of personnel.

Identify requirements and provide guidance for the Security Education and Training Program report requirement.

Identify requirements, collect data, and submit to the appropriate agency periodic, recurring, and special reports and data calls.

CUSTOMER will

Provide names, telephone numbers, and e-mail addresses for the primary and alternate organization Security Officers/Managers/Representatives annually in the month of January or as required when changes occur.

Ensure all assigned military, civilian and contractor (working in government spaces) personnel receive, initial, annual, and recurring security education and training.

Identify external training support requirements that are beyond the organization capability.

Identify training requirements, and arrange for training media/aide and site.

Provide input to Security Education and Training Program reports upon request/as scheduled.

Provide input into periodic, recurring, and special reports and data calls as required by higher headquarters and local policies.

SUPPORT QUANTIFICATION

Number of military, civilian and contractor requiring training
Specific training required
When training is required

COMMON LEVEL OF SUPPORT: Hours of operation are 0730-1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Training and inspections in addition to support scheduled or requiring overtime.

REMARKS: Contact the Security Education and Training POC at (703) 805-3058.

SUPPORT: Antiterrorism/Force Protection (AT/FP) (CLS 22)

Plans and executes defensive measures to protect personnel, property, and other critical resources from terrorist incidents. If necessary, respond to terrorist attacks to mitigate the effect and recover from the incidents.

SUPPLIER will

Include Customer in Installation's Antiterrorism (AT) plans and provide guidance and/or assistance as required IAW AR 525-13.

Exercise tasking authority over Customer during periods of increased Force Protection Conditions (FPCON) to provide personnel as required.

Appoint an AT/FP Officer IAW AR 525-13 and DODI 2000.16.

Provide a focal point to coordinate requirement for, receive and disseminate time sensitive threat information.

CUSTOMER will

Comply with installation's antiterrorism requirements to include providing resources and points of contact as requested by the Installation Commander.

Provide a comprehensive antiterrorism supporting plan for the Customer's area of responsibility that is fully integrated with Fort Belvoir's antiterrorism plan.

Participate in installation's antiterrorism training exercises.

Provide security for the Customer's area of responsibility.

Appoint an AT/FP Officer IAW AR 525-13 and DODI 2000.16.

Provide personnel in support of increased Force Protection Condition (FPCON) levels, as requested by the Installation Commander.

Provide a representative to the installation's AT/FP working group, which meets quarterly, and AT/FP Executive Committee, which meets semi-annually.

Provide names, telephone numbers, and e-mail addresses of AT/FP Officers. Provide an updated list as required.

Provide a liaison to the Installation Operation Center (IOC) upon activation, when notified by the Director of Plans, Training Mobilization and Security (DPTMS) to assess situation and action(s). As tasked and within the capability of the organization, provide military personnel when required to supplement the installation guard forces.

Provide antiterrorism planning and execution as required.

SUPPORT QUANTIFICATION: Organization must be included in AT Planning and execution. Provide a list of quantified antiterrorism requirements.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730-1630, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Force protection measures, special training or awareness presentations, or other security applications beyond the Army standard.

REMARKS: Contact the AT/FP POC at (703) 805-3370.

SUPPORT: Training (CLS 305)

SUPPLIER will include training areas, facilities and ranges, in accordance with established priorities as listed in Fort Belvoir Regulation 350-1.

CUSTOMER will

Submit request to the Directorate of Plans, Training, Mobilization, and Security, Fort Belvoir, not later than 60 days in advance of training day and comply with the provisions set forth in Fort Belvoir Regulation 350-1.

Provide range, safety, medical personnel, and ambulance or substitutes, on ranges, training areas and bivouac sites. Assure that training areas, facilities, and ranges utilized are left in a high state of police upon departure.

SUPPORT QUANTIFICATION: Unit's annual training plan, Mission Essential Task List (METL), and number of personnel requiring training

COMMON LEVEL OF SUPPORT: Hours of operation are 0900-1730, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Customer will reimburse Fort Belvoir for any non-standard range configuration requested. Customer will reimburse Fort Belvoir for overtime required beyond scheduled times.

REMARKS: Contact the Training POC at (703) 805-5207.

SUPPORT: Anti-Terrorism

SUPPLIER will:

a. Publish guidance for the execution of Anti-Terrorist (AT) standards within the overarching Force Protection (FP) Program.

b. Provide the opportunity for supported customers to participate in the AT/FP planning process. Provide guidance and assistance as required.

c. Implement and execute Army AT/FP standards IAW AR 525-13.

CUSTOMER will reimburse for security enhancements required by customer beyond current baseline security measures provided.

REMARKS: Contact the Anti-Terrorism POC at (703) 805-4001.

PROPONENT: Directorate of Public Works (DPW)

SUPPORT: Minor Construction / Maintenance & Repair (CLS 30)

Provide minor construction support within the capabilities of the installation.

SUPPLIER will

Conduct routine maintenance and repair of real property facilities, including installed building equipment in use by Customer on a non-reimbursable basis. Provide tenant unique minor construction, maintenance and repair support IAW provisions of Army Reimbursable Policy on a reimbursable basis within capabilities of the installation.

Provide maintenance and repair of real property and opportunity for participation in master planning.

Provide opportunity for Customer to participate in Installation Master Planning meetings.

CUSTOMER will

Indicate priority of new work requests (DA 4283) and maintain a work order control system to include a record of all service orders and work requests.

Prioritize all written requests forwarded to DPW by submitting DA 4283.

Assist DPW in monitoring work progress, coordinate site visits, and provide access to restricted areas as required.

Program, budget, and reimburse Fort Belvoir for costs of all alterations and minor construction accomplished for sole benefit of the Customer.

Assign and update as necessary, in writing, an organizational primary and alternate Facility Coordinator. Facility Coordinator will attend Facility Coordinator meetings on a monthly basis or as required.

COMMON LEVEL OF SUPPORT: Perform minor construction projects, maintenance, and repair within installation funding limits, IAW AR 420-1.

REMARKS: Minor construction is defined as any new work funded construction project under \$750,000. Exception: Up to \$1.5M for new work funded construction projects to fix a deficiency involving life, health, and safety issues. Comply with AR 210-20, AR 420-1, and DA Pam 420-10. Contact the Minor Construction / Maintenance & Repair POC at (703) 806-0060.

SUPPORT: Utilities (CLS 48)

Provide for the procurement, production and distribution of utility services to include electricity, natural gas, fuel oil, propane, steam, water, and sewer.

SUPPLIER will

Provide utilities services on the same basis as for other installation activities.

Implement energy conservation provisions.

Enter into a separate Memorandum of Understanding (MOU) for Sale of Utilities Services for metered reimbursable Customers and will bill the Customer monthly.

CUSTOMER will

Cooperate and comply with energy conservation provisions and Fort Belvoir energy policies.

Enter into a separate Memorandum of Understanding (MOU) for Sale of Utilities Services for metered utilities provided on a reimbursable basis. If not metered, the Customer will be billed an estimate until meters are installed. If Customer shares space in building, Customer will be billed accordingly (percentage of total square footage).

Submit payment within 30 days of receipt of invoice to USAG Fort Belvoir, RMO, 9820 Flagler Road, Suite 120, Fort Belvoir, VA 22060.

Confirm the building numbers and utilities metered.

SUPPORT QUANTIFICATION

DPW/Customer will identify all metered buildings.

The Garrison Resource Management Office will invoice non-metered reimbursable Customers at the start of the fiscal year for the entire fiscal year based on the square footage occupied at a cost per square foot rate equaled to metered Customers.

COMMON LEVEL OF SUPPORT

Operate and maintain utilities distribution systems.

Purchase utilities service.

Provide effective energy conservation in fixed facilities with established energy conservation programs.

Provide portable latrine service during outdoor special events. Portable latrine service is reimbursable for all non-garrison activities.

REMARKS: Contact the Utilities POC at (703) 806-3765.

SUPPORT: Housing (CLS 50)

Fort Belvoir's housing is privatized. The government does not own or manage family housing. AR 420-1 only applies in privatized housing to Special Command positions. Fort Myer Housing manages all funding for Special Command positions for Fort Belvoir.

SUPPLIER will

Provide family and bachelor housing support for military personnel assigned to Fort Belvoir tenant organizations on the same basis as for installation personnel.

Process requests for Basic Allowance for Housing certificate of non-availability for troop housing.

CUSTOMER will ensure that personnel occupying housing at Fort Belvoir comply with AR 420-1 and directives governing occupancy of housing, Community Development Management Plan.

SUPPORT QUANTIFICATION

Identify sets of quarters required for married officers and enlisted personnel.

Identify space requirements for bona fide bachelors in troop barracks.

Number of male personnel
Number of female personnel
Number of requests

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1600, Monday – Friday.

REMARKS: Contact the Troop Housing POC at 703-806-0489.

SUPPORT: Master Planning (CLS 54)

Assign buildings/space for administrative and operational purposes. Buildings and office space will be provided within the capabilities of the installation.

SUPPLIER will

Determine space requirements IAW Army regulations and directives.

Assign buildings/space for administrative and operational purposes.

CUSTOMER will

Submit written storage space and other special use requirements requests to the DPW at least 60 days prior to requirements.

Comply with AR 740-1, North East Region Tenant Request Policy, Army Stationing Regulation and Policies, and AR 420-1.

Be subject to periodic space utilization analysis to ensure the maximum use of facilities to support mission.

Provide space utilization information to Fort Belvoir when requested.

Notify DPW of any reductions/increases to space and/or personnel requirements.

SUPPORT QUANTIFICATION

Comply with Supplier's regulations and policies.

Provide the following information when requested:

Cubic feet (inside storage)
Square Feet (inside storage)
Square yards (outside storage)

A list items to be stored and the length of time storage is required.

COMMON LEVEL OF SUPPORT: Hours of operation are 0630 – 1630, Monday – Friday.

REMARKS: Contact the Master Planning POC at (703) 806-0043.

SUPPORT: Real Property (CLS 55)

Provide maintenance and repair of real property and opportunity for participation in master planning.

SUPPLIER will

Provide routine maintenance and repair of real property facilities, including installed building equipment in use by Customer on a non-reimbursable basis.

Include Customer element located at Fort Belvoir in the Installation Master Planning meetings.

Execute projects approved by the Installation Project Review Board at no cost to Customer.

CUSTOMER will

Maintain a work order control system to include a record of all service orders and work requests.

Prioritize all written requests forwarded to DPW by submitting DA 4283.

Maintain facilities IAW AR 1-21, AR 405-70, and AR 420-1, and maintain a current real property hand receipt.

Provide Installation Status Report (ISR) Infrastructure POCs, participate in ISR training and conduct required inspections and evaluations.

Assist DPW in monitoring work progress, coordinate site visits, and provide access to restricted areas as required.

Attend semi-annual master planning board meetings. Provide input for all planning documents for desired projects. Provide Supplier with updated information on points of contacts.

Attend bi-monthly scheduling meeting and submit prioritized facility engineering work request (DA 4283) list.

Provide justification for all maintenance and repair projects and new work for presentation to the Project Review Board.

Provide DD Form 1354 for all Capital Improvement Projects over \$20,000.

Provide an updated POC for facility planning and coordination.

Comply with AR 210-20, AR 420-1, and DA Pam 420-10.

COMMON LEVEL OF SUPPORT: Ensure all construction and development projects are in compliance with the installation Master Plan. Complete DD 1391 to provide budgetary and scoping documentation and justification for all new construction projects costing \$750,000 or more. Provide project management support during design and construction of major projects. Maintain real property records for the installation. Provide required space for office administration or operational purposes within the available assets. Anything that is not real property is reimbursable, IAW AR 420-1.

REMARKS: Master Planning Board meeting attendees will be notified by USAGFB, Installation Commander's memorandum or email from Supplier. Projected scheduling meeting dates provided upon submission of work request. Contact the Real Property POC at (703) 806-0043.

SUPPORT: Custodial Services (CLS 57)

This category of support includes janitorial and cleaning services for offices, common use areas, shops, and storage areas.

SUPPLIER will provide custodial services (trash removal, clean and service restrooms; and vacuum and dust) IAW Army/IMCOM standards.

CUSTOMER will

Specify requirements upon notification of building assignment for contract negotiation/modification; inspect the performance of the contractor and report deficiencies to the Directorate of Public Works.

Provide MIPR or related funding document prior to the beginning of custodial services when.

SUPPORT QUANTIFICATION

List building numbers and square footage for which of the following frequencies of service are desired:

1 Day Service: No cost to tenant.

3 Day Service: \$1.24/square foot for FY08.

5 Day Service: \$1.30/square foot for FY08.

NOTE: Costs are subject to change and Customer will be notified of increase upon receipt of information.

COMMON LEVEL OF SUPPORT: Provide custodial services for office, common use areas, and classrooms on host installation according to specifications and frequencies of cleaning requested. CLS is one-day service per week. Included in Common Levels of Service is cleaning and servicing rest rooms and removal of trash two days per week, but this is considered as one day service.

REMARKS: Contact the Custodial Services POC at (703) 806-3813.

SUPPORT: Indoor Pest Management (CLS 58)

Provide abatement and control measures against insects, rodents, and fungi to include routine treatment of buildings.

SUPPLIER will

Provide abatement and control measures directed against insects, rodents, fungi, and other undesirable animals or plants, IAW installation's Integrated Pest Management Plan and Pesticide Reduction Program and Fort Belvoir's Pest Management Policy.

Perform work requested by Customer within funding limits.

CUSTOMER will

Reimburse for actual cost of work requests that exceed the standard/CLS.

Report infestations to Service Order Desk at (703) 806-3109 and ensure access to areas requiring treatment.

COMMON LEVEL OF SUPPORT: Work will consist of both service orders and projects. Service Order work is work that requires less than 12 hours labor or less than \$2,000 total cost. Project work is any work above the limitations of a service order.

REMARKS: Contact the Indoor Pest Management POC at (703) 806-0048.

SUPPORT: Outdoor Pest Management (CLS 59)

Provide abatement and control measures against insects, rodents, weeds and fungi to include routine treatment of grounds, buildings, equipment and supplies.

SUPPLIER will provide abatement and control measures directed against insects, rodents, weeds, fungi, and other undesirable animals or plants, IAW installation's Integrated Pest Management Plan and Pesticide Reduction Program and Fort Belvoir's Pest Management Policy.

CUSTOMER will report infestations to Service Order Desk (703) 806-3109 and ensure access to areas requiring treatment.

COMMON LEVEL OF SUPPORT

Perform scheduled entomology services in dining facilities, dependent school, etc.

Perform services on Standing Operation Orders for common areas.

Perform services as requested on service orders within time frames states:

Priority 1 - 30 minutes during normal duty hours and 2 hours during non-working hours.

Priority 2 - 2 hours during normal working hours, and 8 hours during non-working hours.

Priority 3 - 5 working days and completion within 10 days during normal working hours.

Priority 4 - 35 days.

NOTES

Priority 1: Safeguard Life and Property. Work required to provide adequate security to areas subject to compromise, to eliminate hazards (health, fire, or safety), or to protect valuable property or equipment, or matters of concern to the Contract Officer's Representative (COR).

Priority 2: Mission. Work in direct support of the overall mission, which, if not accomplished, would result in a major breakdown of the mission with a reasonable expectancy of reducing operational effectiveness, or matters of concern to the COR.

Priority 3a (Routine) and 3b (Vacant): Quarters Maintenance Routine. Work which will assist in accomplishment of the mission or prevent a breakdown of essential operating or housekeeping functions.

REMARKS: The Installation's Integrated Pest Management Plan and Pesticide Reduction Program is available for review upon request. Contact the Outdoor Pest Management POC at (703) 806-0048.

SUPPORT: Refuse Collection and Disposal (CLS 60)

Provide refuse and cardboard collection and disposal services on the same basis as for other installation activities.

SUPPLIER will

Collect and dispose of trash and waste materials on the same basis as for other installation activities.

Invoice reimbursable refuse collection service Customers on a monthly basis.

Invoice bulky item and wooden pallet pick-ups.

CUSTOMER will

Ensure refuse is placed securely in refuse containers.

Enter into a separate Memorandum of Agreement (MOA) for Sale of Utilities Services for metered reimbursable.

Provide DD 448, MIPR, within 15 working days of receipt of invoice.

Provide DD 448, MIPR, within 15 working days of special pick-up, i.e. bulky items, wooden pallets, etc.

Comply with Fort Belvoir policies relating to refuse collection, disposal and recycling, IAW FB Policy Letters, Exec Order 13101, AR 420-1 and state/federal laws.

SUPPORT QUANTIFICATION

Customer will provide the number of containers for pick-up and the number of times per week for pick-up.

List any special requirements related to food waste, special handling, etc.

COMMON LEVEL OF SUPPORT: Provide complete refuse collection, handling, and disposal services on host installation.

REMARKS: Contact the Refuse Collection and Disposal POC at (703) 806-3766.

SUPPORT: Ice and Snow Removal (CLS 61)

Provide ice and snow removal service as established in FB Regulation 420-12.

SUPPLIER will provide for ice and snow removal and disposal service as established in FB Regulation 420-12.

CUSTOMER is responsible for removing ice and snow from sidewalks and steps. Provide ice and snow-free access to assigned buildings as established in FB Regulation 402-12.

COMMON LEVEL OF SUPPORT: Performs snow and ice removal within available resources.

REMARKS: Salt/sand is available from Base Maintenance Contractor yard, 6020 16th Street, adjacent to Bldg 1113. Customer will provide containers for salt/sand mix and pick-up at Bldg 1113. Contact the Ice and Snow Removal POC at (703) 806-3005.

SUPPORT: Environmental Compliance (CLS 66)

Provide the administration of programs for the control of air, water, noise, hazardous material, and other forms of pollution, including resource recovery and energy conservation programs.

SUPPLIER will provide services of Environmental and Natural Resource Division on the same basis as for installation activities and IAW attached Memorandum of Agreement (MOA) concerning hazardous waste generation.

CUSTOMER will

Comply with installation policies and procedures and attached MOA concerning hazardous waste generation IAW AR 200-1.

Provide fund-cite from which hazardous waste disposal expenses are charged.

COMMON LEVEL OF SUPPORT: Hours of operation are 0730 – 1630, Monday – Friday.

REMARKS: See MOA for Hazardous Waste Material Management Disposal. The user or generator hazardous waste materials will fund for hazardous waste disposal. Contact the Environmental Compliance POC at (703) 806-3193.

SUPPORT: Real Property Maintenance (CLS 55)

Includes Snow Removal, Entomology and Grounds Maintenance.

SUPPLIER will

Provide maintenance, repair, and minor construction or alteration of common use infrastructure, roads, grounds, and snow removal.

Provide appropriate spaces at the tower complex.

Provide measures to control and destroy undesirable animals, plants, rodents, insects, etc.

Provide routine treatment to building, equipment, and grounds for prevention and control.

CUSTOMER will

Coordinate with Fort Belvoir prior to removing, upgrading, or installing any equipment in the tower facility.

Have responsibility for the installation and maintenance of all current and future equipment installations and restorations of construction.

Remove own equipment, including antennas and signal cables, as equipment is replaced or deactivated.

Reimburse for services rendered.

Reimburse for disposal of any hazardous waste materials generated by the receiving activity. Obtain approval from the supplying activity prior to the treatment of hazardous waste.

REMARKS: Contact the Real Property Maintenance POC at (703) 806-0043.

SUPPORT: Custodial Services (CLS 57)

SUPPLIER will

Provide custodial services (trash removal, clean and service restrooms, vacuum and dust) one day per week at the tower complexes.

Provide janitorial and cleaning services for offices, common use areas, shops, and storage areas.

CUSTOMER will

Confirm number of days with DPW that services are required.

Reimburse for services above CLS standard (1 Day).

REMARKS: Contact the Custodial Services POC at (703) 806-0060.

SUPPORT: Utilities (CLS 48)

SUPPLIER will

- a. Provide services to procure, produce, and distribute heat, water, sewage, and electricity.
- b. Provide operation and maintenance of a 24-hour continuous power source at the tower complexes.
- c. RMO will invoice non-metered reimbursable customers at the start of the fiscal year for the entire fiscal year based on the square footage occupied at a cost per square foot rate equaled to metered customers.

CUSTOMER will

- a. Cooperate and comply with energy conservation provisions of AR 11-27 and Fort Belvoir energy policies.
- b. Be responsible for repair and any new work required to support own equipment.
- c. Reimburse for services rendered.

REMARKS: Contact the Utilities POC at (703) 806-3765.

PROPONENT: Equal Opportunity (Military) (EO)

SUPPORT: Equal Opportunity (EO) (Military) (CLS 92)

Advise activity commanders on equal opportunity (EO) issues concerning their activity. Provide leadership and procedural management of formal complaints. Assist with the resolution of informal complaints. Conduct climate assessments as needed or requested and train selected soldiers to perform duties as an Equal Opportunity Leader (EOL).

Provide the 60 hour EOLC.

SUPPLIER will

Assist Customer with the resolution of informal complaints. Will forward formal complaints to the activity listed in item 6(b) of the DD Form 1144 for resolution.

Advise activity on the procedural requirement for management and disposition of formal complaints.

Train identified soldiers to perform duties as EOL through attendance at the 60 hour EOLC.

CUSTOMER will comply with the provisions of chapter 6 & 7, AR 600-20, and local policies relating to equal opportunity. Have one individual trained as an EOL and furnish copy of EOL duty appointment orders to the USAG Fort Belvoir, EO Office.

SUPPORT QUANTIFICATION

Number of soldiers to attend the 60-hour EOL course during this fiscal year.

EO is included in the ISA if the garrison provides military personnel support.

COMMON LEVEL OF SUPPORT: Follow guidelines in accordance with AR 600-20 on formal complaints.

REMARKS: Contact the EO POC at (703) 805-2288.

PROPONENT: Equal Employment Opportunity (Civilian) (EEO)

SUPPORT: Equal Employment Opportunity (EEO) (CLS 92)

SUPPLIER will

Provide EEO support, manage EEO program, serve as primary spokesperson on EEO issues, process EEO complaints, train collateral duty counselors and Special Emphasis Program (SEP) committee members, conduct EEO training for supervisors/managers, conduct staff assistance visits bi-annually and respond to requests for assistance in the planning, developing monitoring, and evaluating of the Affirmative Employment Program (AEP) for Customer.

Provide Prevention of Sexual Harassment (POSH) training.

CUSTOMER will

Pay the cost of per diem and travel of any assigned Department of Defense Office of Complaints Investigation (DODOCI) investigator(s), the cost of any investigative or hearing transcripts, the cost of any alternate dispute resolution processes and fund the necessary cost of processing EEO complaints filed by its employees, former employees and applicants for employment as described in AR 690-200, Chapter 254.

Fund training in support of EEO program for collateral duty personnel, and for all requested training, which is in addition to training scheduled on a regular basis for other installation activities.

Comply with the Civil Rights Act of 1964 as amended, AR 690-12, AR 690-600, Code of Federal Regulation, Part 1614, Fort Belvoir regulations, policies, AEP(s), and directives.

Nominate collateral duty counselors and Special Emphasis Program committee members as the Fort Belvoir EEO Officer (Supplier) identifies the need.

SUPPORT QUANTIFICATION

Number of civilians trained during previous year.

Number of informal individual complaints during previous year.

Number of formal class complaints during previous year.

COMMON LEVEL OF SUPPORT: Hours of operation are 0800 – 1600, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Customer will reimburse for costs incurred during non-duty hours of support, training in addition to regular scheduled training for the installation, costs of DODOCI investigator(s), travel to off-post locations, and pay the cost of travel expenses for visits/duties performed outside of Fort Belvoir commuting area.

REMARKS: Contact the EEO POC at (703) 805-2006.

PROPONENT: Headquarter Battalion (HQBN)

SUPPORT: Command Element (Administration and Logistics) (CLS 91)

Exercise command and control over assigned or attached soldiers.

SUPPLIER will

Plan, supervise and provide required support activities to include, but not limited to, military personnel and DA 31 leave administration, Army Physical Fitness Testing, urinalysis testing, weapons qualifications, common task training management, personnel security, logistic support, and family, morale and welfare activities for assigned or attached soldiers.

Commander, Headquarters Battalion will, unless specifically retained in writing by superior authority within Customer, exercise summary and special court-martial convening authority and Field Grade Article 15 jurisdiction under the Uniform Code of Military Justice (UCMJ) and the Installation Commander will exercise general court-martial convening authority under the UCMJ for all assigned and attached soldiers.

Exercise UCMJ authority and responsibility over attached and assigned personnel.

Will exercise separation authority under AR 635-200, Active Duty Enlisted Administrative Separations, for cases covered in Chapter 8 [Pregnancy], Chapter 11 [Entry Level Performance and Conduct], and Chapter 16 [Selected Changes in Service Obligations] and also Chapter 9 [Alcohol or Other Drug Abuse Rehabilitation Failure], Chapter 13 [Separation for Unsatisfactory Performance], and Chapter 18 [Failure to Meet Body Fat Standards] when administrative board procedures are not used.

CUSTOMER will

Provide written confirmation on the nature and extent of required support.

Request Permanent Orders attaching its soldiers to U.S. Army Garrison Fort Belvoir, VA and further attached to Headquarters and Headquarters Company Special Activities (W4NVAA) for administration of military justice under the UCMJ.

Brief soldiers on Command Element (CLS 91) to enable them to request specific administrative support, as necessary. Will provide a Unit Personnel Accountability Report (AAA-162) listing all Officers, Warrant Officers, and Enlisted personnel assigned or attached to their organization within 30 days of signing this inter-service support agreement and at the beginning and mid-point of each fiscal year thereafter.

Provide soldiers upon specific request to support AR 15-6 inquiries and UCMJ Article 32 investigative requirements of the Commander, Headquarters Battalion and the Installation Commander in fulfilling their UCMJ responsibilities.

SUPPORT QUANTIFICATION

Layout [number] of Assigned Soldiers by rank:

Officers
Warrant Officers
Enlisted

COMMON LEVEL OF SUPPORT: Command, Personnel, Security, Training and Logistics Operational Assistance
Hours of Operation are 0800 – 1630 Monday – Friday, Building 2118.

REMARKS: HQBN requires written confirmation from Customer on nature and extent of Supplier's UCMJ authority and responsibility over assigned or attached Soldiers. Contact the Command Element POC at (703) 806-5659.

SUPPORT: Command Element (CLS 91)

Exercise command and control over assigned or attached soldiers.

SUPPLIER will

Exercise command and control over assigned or attached Soldiers unless specifically retained in writing by superior authority within Customer. Exercise summary and special court-martial convening authority and Field Grade Article 15 jurisdiction under the Uniform Code of Military Justice (UCMJ). The Installation Commander will exercise general court-martial convening authority under the UCMJ for all assigned and attached soldiers.

Exercise separation authority under AR 635-200, Active Duty Enlisted Administrative Separations, for cases covered in Chapter 8 [Pregnancy], Chapter 11 [Entry Level Performance and Conduct], and Chapter 16 [Selected Changes in Service Obligations] and also Chapter 9 [Alcohol or Other Drug Abuse Rehabilitation Failure], Chapter 13 [Separation for Unsatisfactory Performance], and Chapter 18 [Failure to Meet Body Fat Standards] when administrative board procedures are not used.

CUSTOMER will

Request Permanent Orders attaching its Soldiers to U.S. Army Garrison Fort Belvoir, VA and further attached to Headquarters and Headquarters Company Special Activities (W4NVAA) for administration of military justice under the UCMJ.

Brief its soldiers on Command Element (CLS 91) provisions related to UCMJ authorities and will provide a Unit Personnel Accountability Report (AAA-162) listing all Officers, Warrant Officers, and Enlisted personnel assigned or attached to their organization within 30 days of signing this inter-service support agreement and at the beginning and mid-point of each fiscal year thereafter.

Provide Soldiers, upon specific request, to support AR 15-6 inquiries and UCMJ Article 32 investigative requirements of the Commander, Headquarters Battalion and the Installation Commander in fulfilling their UCMJ responsibilities.

SUPPORT QUANTIFICATION

Layout [number] of Assigned Soldiers by rank:

Officers
Warrant Officers
Enlisted

COMMON LEVEL OF SUPPORT: Command, Personnel, Security, Training and Logistics Operational Assistance, Building 2118. Hours of Operation are 0800 – 1630, Monday – Friday

REMARKS: Contact the Command Element POC at (703) 806-5659.

PROPONENT: Inspector General (IG)

SUPPORT: Inspector General (IG) Services (CLS 91)

SUPPLIER will

Provide support IAW AR 20-1 on an area basis.

Support consists of assistance, inspections, investigations, and teaching and training in areas pertaining to Fort Belvoir Garrison activities.

Acknowledge receipt of assistance requests that are appropriate for IG involvement from an agency service member or civilian employee within three working days of receipt. Notification to the agency of IG assistance requests will be at the discretion of the Detailed IG based on pertinence and on AR 20-1 confidentiality issues.

Notify the agency within five working days upon receipt of an IG DOD or Office of the Inspector General (OTIG) tasking that apply to the agency.

Notify the agency no later than one working day following IG knowledge of a scheduled inspection from an organization external to the agency. Acknowledgement can be verbal and will comply with the provisions of AR 20-1.

CUSTOMER will seek assistance from the Inspector General at (703) 806-0088 when situations arise, which cannot be resolved through normal channels.

SUPPORT QUANTIFICATION: Customers with IG capability will handle non-Garrison issues within the scope of their organizations. Request for Garrison IG support may be coordinated telephonically or in writing, availability will be determined by the Detailed IG with approval of the Installation Commander Coordination requirements are per AR 20-1.

COMMON LEVEL OF SUPPORT: Hours of operation are 0700 – 1700, Monday – Friday; Building 1468.

REMARKS: Agency annotates the organization support in this contact. Contact the IG POC at (703) 806-0088.

PROPONENT: Installation Safety Office (ISO)

SUPPORT: Safety (CLS 95)

This category of support includes the operation of safety programs, educational support, inspections, surveys and promotional efforts. Off-post safety services are provided on a reimbursable basis to include travel and per diem expenses.

SUPPLIER will

Provide services of the ISO, IAW AR 385-10, on the same basis as for other installation tenant activities.

Provide safety advice and counsel to tenant commanders/directors and other leaders that is beyond the capability of the Customer's local Additional Duty Safety Officer (ADSO)/Collateral Duty Safety Officer (CDSO) or higher headquarters' safety manager to provide.

Perform off-post safety surveys/inspections on a reimbursable basis.

CUSTOMER will

Comply with AR 385-10, DA Pam 385-10, and FB 385-10 to ensure an integrated accident prevention program.

Notify the Installation Safety Director by the fastest means available of all Class A and B accidents.

Appoint at least one ADSO/CDSO, ensure the individual(s) receive required training, and provide the ISO with a copy of the appointment order/memorandum.

If the Customer has one or more safety professionals on staff, the ADSO/CDSO will be selected from that pool of qualified personnel.

Ensure the ADSO/CDSO performs internal safety surveys/inspections as required and a copy of the survey/inspection report is forwarded to the ISO within 30 days.

Complete safety training needs survey upon request.

Ensure contracts for construction, renovation, or remodels are coordinated through the ISO for review to ensure compliance with applicable Safety and Occupational Health (SOH) standards.

Reimburse for off-post safety inspections as required.

The Customer will provide the ISO with the following information NLT 1 September for the upcoming fiscal year.

SUPPORT QUANTIFICATION

Number of personnel assigned to activities on Fort Belvoir.

Building number, use, occupancy levels, and building POC (with contact telephone number and e-mail address) for each building under the tenant's operational control.

Number and location of eye hazard areas.

Number and location of noise hazard areas.

Number of personnel enrolled in hearing conservation program.

Number and location of laboratories.

Number and location of ionizing/non-ionizing radiation sources.

Number and location of confined spaces.

Ammunition and explosive operations and storage requirements.

Attach lists of industrial equipment and machinery (indicate type and amount) and hazardous materials (indicate type and amount).

Attach a list any other support needed or that is unique to your activity (child development centers, MACOM inspections, playgrounds, etc).

Conduct safety surveys and inspections of facilities and/or operations IAW annual work plan. High hazard areas will be surveyed/inspected more often than annually depending upon the nature of the hazard/operation; moderate hazard areas annually; and low hazard areas annually (10% verification done with organization ADSO/CDSO).

Investigate notices of unsafe or unhealthy working conditions in accordance with AR 385-10. Include Customer in all safety education, training and promotion programs/services quotas provided on an as needed basis.

Coordinate US Army Accident Investigations of Class A and B accidents on as needed basis.

Provide technical assistance and guidance as requested. Comply with local directives.

COMMON LEVEL OF SUPPORT: Hours of operations are 0700-1700, Monday – Friday.

REMARKS: Contact the Safety POC at (703) 704-0648/0649.

SUPPORT: Safety and Occupational Health

SUPPLIER will:

a. Conduct required standard Army Safety and Occupational Health inspections as per OHSA, DOD, DA, and USAGFB regulations and policies.

- b. Provide technical safety assistance as needed.
- c. Assist in coordination of accident investigation and reporting.
- d. Surveys, site-visits, and any additional safety services are provided on a reimbursable basis to include travel and per diem expenses.

CUSTOMER will:

- a. Comply with DOD, DA, OSHA and USAGFB regulations, standards and policies to ensure an integrated accident prevention program.
- b. Report immediately by fastest means available all injuries, accidents, near misses, and property damage to the Installation Safety Office (ISO).
- c. Provide needed personnel to assist ISO in any accidental investigations required as a result of tenant mission operations/functions, nor prevent the reporting of such conditions. Failure to comply will result in removal of customer's equipment and termination of the agreement without reimbursement.
- d. Identify to USAGFB any additional safety support required in support of this agreement.
- e. Reimburse for safety inspections and services rendered.

REMARKS: Contact the Safety and Occupational Health POC at (703) 706-0649.

PROPONENT: Public Affairs Office (PAO)

SUPPORT: Public Affairs (CLS 84)

Public Affairs activities aim toward responding directly or through news media to the public's right and need to know how DOD components and Fort Belvoir accomplish the mission and assigned tasks. This includes the (a) Command Public Information Services, (b) Community Relations, and (c) Command Information.

SUPPLIER will provide public information support within the capabilities of the installation.

CUSTOMER will provide Supplier's PAO a copy of its unclassified mission statement.

COMMON LEVEL OF SUPPORT: Hours of operations are 0630 – 1830, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Support provided beyond the non-reimbursable support level description above.

REMARKS: Contact the Public Affairs POC at (703) 805-5001.

SUPPORT: Public Information Services (CLS 84)

Provide public information support in accordance with public information release regulations and guidelines.

SUPPLIER will respond to news media and public queries as appropriate in coordination with Customer's organic PAO, or in the absence of such, Customer's PAO POC when the information has significant base operations implications and relevance. Media and public queries for mission specific information will be referred to appropriate Customer PAO POC. Basic level of support includes response to media and public queries only.

Web Site: Supplier will 'hot link' Customer's World Wide Web URL address to the www.belvoir.army.mil website to allow access from the host site to Customer's site.

CUSTOMER will

Inform Supplier's PAO about events, activities or personnel that might be appropriate for coverage by the installation newspaper or cable television channel.

Provide Supplier's PAO the names, positions, office/home phone numbers and e-mail addresses of the Customer's after-hours points of contact for public affairs.

Before bringing media onto the installation, inform Supplier's PAO to coordinate the appropriate access-control measures. Provide escort to greet media representatives at Installation Visitor Processing Control Center (VPOC) and remain with media for the entire time they are on the installation.

Coordinate news releases and media advisories with Supplier's PAO prior to dissemination.

Provide augmentation support to Supplier's PAO if possible in the event of an installation-wide emergency, requiring establishment of a media operations center. Support includes staffing at the center and assistance to the Supplier's PAO.

SUPPORT QUANTIFICATION: Number of recurring events requiring media coverage

COMMON LEVEL OF SUPPORT: Hours of operations are 0630 – 1830, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Support provided beyond the non-reimbursable support level description above. This includes unit or group specific requests for media campaigns on special issues or events.

REMARKS: Contact the Public Affairs POC at (703) 805-5001.

SUPPORT: Community Relations (CLS 84)

Serves as the interface between the military community, local officials and civic organizations.

SUPPLIER will

Provide public information support within the capabilities of the installation. Provide Customer's PAO POC with information about community relations activities that may be of interest to Customer's soldiers, civilian employees and/or family members who wish to participate.

Encourage participation in events and activities by Customer for the mutual benefit of the installation. Provide counsel and advice as to appropriate community relations initiatives to ensure both Supplier's and Customer's community relation programs enhance the identity of Fort Belvoir as a good neighbor in the region. Within its capabilities, Supplier will assist Customer in conducting community relation activities and events.

CUSTOMER will

Provide the Supplier's PAO with the name and phone number of receiving organizations' PAO or POC for public affairs matters. Provide the names of subject matter experts from receiving organization to be included in the Installation Speaker's Bureau.

Coordinate with the Supplier's PAO prior to initiating community relations events involving local Fort Belvoir community leadership/civic organizations, including those in Fairfax and Prince William Counties.

COMMON LEVEL OF SUPPORT: Hours of operations are 0630 – 1830, Monday – Friday

REIMBURSABLE SUPPORT LEVEL: Support provided beyond the non-reimbursable support level is described above. This includes narrow information campaigns requested by and benefiting only small units or groups.

REMARKS: Contact the Community Relations POC at (703) 805-2583.

SUPPORT: Command Information Services (CLS 84)

Provide such material as may be available and as required by Customer. Provide command information, guidance, and support as appropriate to conform to established goals and objectives of Department of Army and USAGFB.

SUPPLIER will include articles, photos and news releases about Customer's organization, people and activities in Supplier's command information products including the Belvoir Eagle, Cable Channel 3, Newcomer's Guide and Telephone Directory and others. This will sometimes involve the Customer supplying the text and photos and, at times Supplier will assign a staff reporter to cover events and activities. These arrangements will be made between Supplier and Customer's PAO points of contact on an as needed basis.

CUSTOMER will

Advise Supplier's PAO of the number of Eagle newspapers required and address/location for delivery by calling (703) 805-2583.

Provide name, position, office phone and e-mail address for the Customer's lead public affairs POC to be included in the installation's global Command Information e-mail/alert service.

Provide articles, photos, news and feature stories about Customer's organization, personnel, etc., to the Supplier to be considered for appropriate command information outlets (Belvoir Eagle, Belvoir Online, etc).

SUPPORT QUANTIFICATION

Provide the following for proper delivery:

Number of Eagle Newspapers requested.
Location for delivery (full address).

COMMON LEVEL OF SUPPORT: Hours of operations are 0630 – 1830, Monday – Friday.

REIMBURSABLE SUPPORT LEVEL: Support provided beyond the non-reimbursable support level is described above. Reimbursable support includes narrow information campaigns requested by and benefiting only small units or groups.

REMARKS: Contact the Command Information Services POC at (703) 805-2583.

PROPONENT: Staff Chaplain Directorate (SCD)

SUPPORT: Chaplain and Chaplain Services (CLS 83)

Provide a comprehensive pastoral ministry, to include opportunities to worship, religious rites, pastoral visits, spiritual counseling and religious education.

SUPPLIER will

Provide comprehensive religious activities and pastoral ministry including opportunities for worship, religious rites/ceremonies, pastoral visits, spiritual counseling, religious education, wedding, and funerals to Active Duty personnel, Retired Military and their Dependents IAW AR 165-1.

Provide spiritual counseling on a Space Availability Basis to civilian personnel. There usually is a waiting list at the Chaplain Family Life Center.

CUSTOMER will coordinate chaplain activities and requirements with the installation Staff Chaplain Directorate. Tenant Chaplains at every installation will support the Installation religions support mission.

SUPPORT QUANTIFICATION: Provide the Installation Staff Chaplain Directorate with a list of all Chaplain(s) in your organization annually.

COMMON LEVEL OF SUPPORT: Hours of operations are 0830 – 1700, Monday – Friday. Conduct or provide worship services to meet the spiritual needs of Fort Belvoir. Provide pastoral counseling. Conduct weddings, funerals, and other sacramental rites. Conduct weekly religious education classes and other faith development programs.

REMARKS: Contact the Chaplain and Chaplain Services POC at (703) 806-4316.

PROPONENT: Staff Judge Advocate (SJA)

SUPPORT: Legal Services (CLS 81)

Confidential legal services are provided in accordance with 10 USC 1044, AR 27-3 and the local Legal Assistance Standard Operating Procedure (SOP) to authorized Uniformed Services Identification Card holders of all the services (Active, Retired, and their authorized family members). Government civilian employees who do not have I.D. card privileges are authorized legal services concerning AR 735-5, property accountability investigations. Legal services are for personal matters ranging from counseling on adoptions, change of names, consumer advocacy, contracts, divorce, estate planning, landlord tenant matters, lemon law disputes, personal property taxation, physical disability determinations, separation agreements, powers of attorney, and preparation of wills. The full scope of Notary services is available.

SUPPLIER will provide legal assistance to military personnel and civilian employees in the same manner and to the same extent as such services are provided to USAGFB organizations and personnel.

CUSTOMER will

Request support when needed.

Comply with DA and Fort Belvoir regulations and policies related to receipt of legal services: AR 27-1, AR 27-10, FB 27-10, AR 27-3, and AR 27-20.

SUPPORT QUANTIFICATION: The basis for support is the number of legal assistance requests received per year.

COMMON LEVEL OF SUPPORT: Provide legal assistance to the same extent and in the same manner as provided to organic USAGFB organizations.

REIMBURSABLE SUPPORT LEVEL: Use of service outside normal working hours or away from Fort Belvoir Legal Assistance Office.

REMARKS: Contact the Legal Services POC at (703) 805-4398.

SUPPORT: Claims (CLS 82)

Provide assistance/counseling on all claims filed against the government by military personnel or their eligible dependents authorized under all applicable claims statutes and regulations, including the Federal Tort Claims Act, the Personnel Claims Act, and the Military Claims Act. Process Affirmative Claims for recovery actions based on damages to or theft of government property. Process third Party Medical Claims for recovery of lost wages and medical costs.

SUPPLIER will provide claims services to military personnel and civilian employees in the same manner and to the same extent as such services are provided to USAGFB organizations and personnel.

CUSTOMER will

Request support when needed.

Comply with DA and Fort Belvoir regulations and policies related to receipt of legal services: AR 27-1, AR 27-10, FB 27-10, AR 27-3, and AR 27-20.

SUPPORT QUANTIFICATION: Reimbursement is based upon the number of claims per year.

COMMON LEVEL OF SUPPORT: Provide claims services to the same extent and in the same manner as provided to organic USAGFB organizations.

REIMBURSABLE SUPPORT LEVEL: Out of pocket investigation and litigation expenses (e.g., witness fees, arbitration, travel costs, court reporter services, expert fees, etc.) and service that is beyond normal duty hours or away from the Fort Belvoir Claims Office. These costs are charged to the appropriate contract or environmental project.

REMARKS: Contact the Claims POC at (703) 805-4398.

SUPPORT: Administrative (Civil) Law (CLS 79)

General Administrative Law, Environmental Law, Labor and Civilian Personnel Law, Ethics.

SUPPLIER will

For Customers without organic legal support, provide general administrative law, ethics, and environmental law services; provide labor and civilian personnel law services for only those Customers serviced by the Fort Belvoir Civilian Personnel Administration Center (CPAC) or EEO office.

For Customers with organic legal support, provide temporary general administrative law, ethics, environmental law services and labor and civilian personnel law services only in case of the absence of the Customer's organic support or conflict of interest situations.

CUSTOMERS will

Request administrative law support as required.

All new entrants to agency-designated positions in organizations receiving ethics support must file an OGE Form 450 IAW 5 C.F.R 2634.903 within 30 days of employment unless (1) the employee left a position requiring filing of an OGE Form 450 and provides a copy of the filed form to the employing agency; or (2) the FB OSJA, for good cause shown, grants a filing extension not exceeding 90 days. Annual reports, for a 12-month period ending 31 December,

are due NLT 15 February unless the Agency grants an extension. 5 C.F.R. § 2534.701(c) and (d) authorizes disciplinary measures and adverse actions for employees failing to submit reports when due, filing incomplete reports, or providing false information on the reports.

Be responsible for investigation and litigation expenses (such as witness fees, arbitration, travel costs, court reporter services, and expert fees).

SUPPORT QUANTIFICATION

Support is based on the following:

- Administrative law legal reviews per year
- Legal advisor cases per year
- Personnel requiring ethics annual training
- Procurement reviews per year
- Unique/unusual procurement reviews per year
- Environmental legal reviews per year
- EA/EIS generated per year
- Adverse civilian personnel actions per year
- OCI fact finding conferences
- EEOC hearings per year
- MSPB appeals per year
- ULP per year

COMMON LEVEL OF SUPPORT

For Customers without organic legal support, provide general administrative law, environmental law, ethics, and labor and civilian personnel law services in the same manner and the same extent as provided to organic USAGFB organizations.

For Customers with organic legal support, in case of the absence of the Customer's organic support, provide temporary general administrative law, environmental law, ethics, and labor and civilian personnel law services in the same manner and the same extent as provided to organic USAGFB organizations.

REIMBURSABLE SUPPORT LEVEL: Services provided above the baseline; investigation and litigation expenses (e.g. witness fees, arbitration, travel costs, court reporter services, expert fees, etc.); all services provided to Customers with organic legal support.

REMARKS: Contact the Administrative (Civil) Law POC at (703) 805-4398.

SUPPORT: Criminal Law (CLS 80)

Indicate below which "type" describes the support arrangement/desired support arrangement between your organization and the Office of the Staff Judge Advocate (OSJA) at USAGFB.

SUPPLIER will

TYPE A: Exercise Article 15, general, special, and summary courts-martial jurisdiction and serve as appellate authority for Article 15 appeals when required for US Army personnel assigned or attached to the Customer.

TYPE B: Exercise general, special, and summary courts-martial jurisdiction and serve as appellate authority for Article 15 appeals when required for US Army personnel assigned or attached to Customer.

TYPE C: Exercise no courts-martial or Article 15 jurisdiction over Customer personnel. Provide no support for administrative separations.

CUSTOMER responsibilities are as follows:

TYPES A & B: Obtain attachment orders reflecting USAGFB authority to administer courts-martial and Article 15 jurisdiction over US Army officer and enlisted personnel. Inform the Provost Marshall's Office (PMO) and the Office of the Staff Judge Advocate (OSJA) of suspected or actual criminal acts or occurrences; when necessary, initiate investigations of charges under the Uniform Code of Military Justice (UCMJ). Make US Army officer and enlisted personnel available for detailing to courts-martial, administrative boards, and other investigations directed by the Commander, USAGFB, or by the designated court-martial convening authority. Provide administrative support to the OSJA for actions involving personnel assigned or attached to the Customer. Fund expenses required by regulation (e.g. AR 27-10, AR 635-200) to be funded by the convening authority for trials, administrative hearings and boards, and other adverse action proceedings involving Customer (e.g., witness travel, court reporter fees, etc.).

TYPE C: Perform all functions relative to military justice for Customer personnel.

SUPPORT QUANTIFICATION: Non-judicial punishment and administrative separation boards conducted per year
Administrative separations conducted on the notification procedure per year
Courts-martial conducted per year.

COMMON LEVEL OF SUPPORT: Commensurate with the level of support requested: Type A, B, or C.

REIMBURSABLE SUPPORT LEVEL: Fund expenses required by regulation (e.g. AR 27-10, AR 635-200) to be funded by the convening authority for trials, administrative hearings and boards, and other adverse action proceedings involving Customer (e.g. witness travel, court reporter fees, etc.) and service beyond normal duty hours.

REMARKS: Contact the Criminal Law POC: (703) 805-4398.