



REPLY TO  
ATTENTION OF

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

**GARRISON POLICY  
DRM - 02**

**24 JAN 2011**

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Hood Support Agreement Policy

**1. REFERENCES.**

- a. DOD Instruction 4000.19, Interservice and Intragovernmental Support, 9 August 1995.
- b. Army Reimbursable Policy, DAIM-ZA, October 2002.
- c. Army Regulation 37-49 Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities, 15 October 1978.
- d. Army Regulation 5-9 Area Support Responsibilities, 16 October 1998.
- e. Army Regulation 420-1, Army Facilities Management, 12 February 2008.
- f. Assistant Chief of Staff for Installation Management (ACSIM) Policy for Non-Army Customers Seeking Space on Army Installations, 22 December 2006
- g. Assistant Chief of Staff for Installation Management (ACSIM) Army Stationing and Installation Plan (ASIP), 5 January 2007.

**2. PURPOSE.** To highlight policies and procedures in order to establish support agreements for DOD or non-DOD organizations that request services from the Fort Hood Garrison.

**3. APPLICABILITY.** Policy applies to all Fort Hood Garrison agencies, directorates, personnel and customers.

**4. DEFINITIONS.**

a. Customer. The customer is defined as all DOD or non-DOD organizations that occupy facilities on Fort Hood and receives services from the Fort Hood installation for the purpose of this policy.

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

**5. POLICY.**

a. All support agreements involving Garrison assets will be coordinated with the Resource Management Office (RMO), approved and signed by the Garrison Commander (GC). Recurring service support that does not require reimbursement may be documented with a Memorandum of Agreement (MOA) or Memorandum of Understanding (MOU) whichever applies. MOA or MOU are not authorized to define reimbursable support therefore a support or lease agreement will be initiated as appropriate by the Directorate of Public Works (DPW).

b. Customers will not be granted access to facilities, the installation local area network (LAN) or recurring utilities without one of the following documents: An approved and signed support agreement (DD 1144), MOA, MOU or current contract documented in the Army Stationing and Installation Plan (ASIP). All directorates maintain the right to refuse or withhold services from customers who fail to reimburse for services or who do not have a signed and approved support agreement or contract documented in the ASIP database. Exceptions may be initiated and submitted to the Deputy Garrison Commander for consideration.

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

d. Contractors are required to coordinate with the DPW, Real Property Officer to obtain approval from the GC before facilities are made available or assigned for contractor use.

e. Program Executive Office (PEO) / Project Management Office (PMO) Requirements. Contractor space, SRM, and BASEOPS services for PEO/PMOs are in direct support of mission unique requirements and are not included in IMCOM's base support. The PEO/PMO requiring the contractor is responsible for funding the requirement. PEO/PMO will fund base supported services provided by Fort Hood Garrison.

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f. Support agreements and contracts will be coordinated with the RMO, Directorate of Plans, Training, Mobilization, and Security (DPTMS) Transformation Office and the Plans, Analysis and Integration Office (PAIO). Contractors will fill out a Contractor Facility Support Request Form and return to PAIO. PAIO will document the population in the ASIP. Contractors will be assigned a UIC by the PAIO ASIP Coordinator if the contractors are not documented on the ASIP.

g. Contracts that define facilities and reimbursable services will be coordinated with the responsible directorate to provide support prior to submitting the contract for award by the Mission and Installation Contracting Command (MICC). The staffing agency will ensure facilities and services are available and do not generate incremental cost to the Garrison. Facilities and reimbursement will be defined in the contract and contractor population documented in the ASIP.

h. The RM will appoint a SAM and each directorate will appoint a Service Agreement Coordinator (SAC) in writing within 30 days of notification of duties.

i. All customers are required to contact the DPW, Business Office Integration Division (BOID) within 30 days of the effective date of the support agreement to initiate a utilities sales contract.

j. Customers will reimburse the Garrison until funds are transferred and budgeted through the Projected Objectives Memorandum (POM) to IMCOM.

## 6. PROCEDURES.

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

b. SAC will submit cost rate for reimbursable services to the SAM during the fiscal year command budget development update. The Common Level of Services (CLS) Catalogue will be updated annually based on the SAC cost rate and the Program Budget Guidance (PBG) received, generally before the end of 1st quarter.

c. Support Agreement Review.

(1) The SAM will review one third of support agreements each year during the fiscal year command budget development process. Budget Analyst quarterly reviews will be completed to ensure the reimbursements were collected in accordance with funding annex support agreement. Reviews will consist of cost estimates, point of

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funding annex support agreement. Reviews will consist of cost estimates, point of contacts, population, facilities, and equipment list. Minor changes can be made by hand and initialed by the customer and the RMO.

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

(3) The SAC will coordinate all agreements within their assigned directorate. Coordination will include verification of facility numbers and square foot, services requested can be supported, cost estimates are accurate, and vehicles and equipment requested can be supported.

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

d. Support Agreement Termination. It is the responsibility of the organization considering termination of the support agreement to notify the other organization at least 180 days before the effective date of termination.

7. PROPONENT. The proponent for this policy is the RMO.

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

  
MARK A. FREITAG  
COL, AR  
Commanding

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IAW FH Form 1853: A