

## Common Levels of Support Catalog

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### **Sections Overview Changes Common Levels of Support ISA Process Organizations New to Fort Meade Mobilization Impact Comments IMCOM Services Appendix A Local Service Categories**

#### **Overview**

This catalog was developed to familiarize our customers with the Installation Management Command (IMCOM) Common Levels of Support (CLS) and to describe the method that Garrison Support Agreements ([DD 1144](#)), are prepared, negotiated and finalized. The concept described herein has been designed to decrease coordination time, clarify standard installation services, reduce the size of the support agreement and eliminate unneeded wordsmithing. The CLS attached to this catalog are evaluated periodically throughout the fiscal year and are based on current funding levels. Associated capability levels based on our funding may be posted on this site at a later date.

Anti-Deficiency Act. Nothing contained herein shall be construed to obligate the Supplier/Receiver to any expenditure or obligation of funds in excess or in advance of appropriations in violation of the Anti-Deficiency Act, 31 U.S.C. Section 1341.

#### **Changes**

New DODI 4000.19 Support Agreements, 25 April 2013.

On 1 October 2012, IMCOM transferred the CONUS and OCONUS Directorate of Logistics (DOL), services to the Army Materiel Command (AMC) and the Army Sustainment Command (ASC) has the lead in this process. All DOL services provided in a current or proposed Support Agreement (ISA), Memorandum of Agreement (MOA) and Memorandum of Understanding (MOU) will become the responsibility of AMC. Please contact Army Sustainment Command HQ G8 at 309-782-0702 regarding your logistics support as 1 Oct 2012. Contact Fort Meade DOL at 301-677-9192

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Directorate of Logistics services include:

- Food
- Supply
- Property Book
- Laundry
- Material Support
- Transportaton Services - Vehicles
- Fuel

### **Common Levels of Support**

**Army customers:** IMCOM transitioned to Common Levels of Support (CLS) in Fiscal Year 2008, which provides for Army on-post activities to be treated equitably and fairly and to receive the same CLS for approved service as defined by IMCOM. If you are an Army off-post customer not reflected on the Fort Meade Army Stationing and Installation Plan or are funded to reimburse the active installation for maintenance and repair, you will have to reimburse for the incremental cost of the Garrison having to deliver the unresourced added span of CLS baseline services to your organization.

**Non-Army customers:** Non-Army customers who require recurring reimbursable support must enter into a support agreement with the Garrison. In accordance with [DODI 4000.19](#), "Support is reimbursable to the extent that provision of the specified support for a receiver increases the support supplier's direct costs..."

**Reimbursable costs:** Estimated reimbursements are identified on the funding annex found in the Fort Meade DD 1144. The Support Agreement provides an estimated cost only and customers will be billed the actual cost.

**Buildings:** All buildings that are the property of the Department of the Army requires Directorate of Public Works (DPW) approval before any changes are made to the facility or the facility is changed to any use other than its intended purpose. Any Unaccompanied Personnel Housing (UPH) space that is officially or unofficially diverted by the activity or occupying unit is added to the list of buildings for which the agency is responsible for repairing and maintaining.

### **ISA Process**

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Support Agreements are used when a DOD agency provides support and/or accepts funds from other agencies within the Department of Defense. As stated on page 2 of the Fort Meade Support Agreement, the receiver will forward the appropriate funding document (GFEBs, DD Form 448-Military Interdepartmental Purchase Request [MIPR] or check payable to: US Treasury) for interservice transactions. There should be one Support Agreement on file per IAC delivery order (i.e. if an agency is funding two separate delivery orders, there should be two 1144s on file, one for each delivery order).

- As referenced in [DODI 4000.19](#), a support agreement is an agreement to provide recurring reimbursable support to another DOD or non-DoD federal activity. Support agreements are recorded on a Fort Meade DD 1144. The Support Agreement is used to define the support to be provided by one supplier to one or more receivers.
- An MOA will be used to document the specific terms and responsibilities that two or more parties agree to in writing. MOAs can be used to document a single reimbursable purchase, non-recurring reimbursable support, and non-reimbursable support.
- An MOU will be used to document issues of general understanding between two or more parties that do not involve reimbursement.

### **Initiating a support agreement consists of the following steps:**

- Customer reviews this catalog.
- Customer identifies support required and provides their address, DODAAC, building and strength numbers to the supplier support agreement manager.
- The Supplier SAM works with the Receiver to draft the Support Agreement and coordinate requested support with the Garrison Staff.
- The final agreement is sent to the Receiver for their review and signature. Blocks 8a (comptroller) and 8c (approval authority) of the DD Form 1144 cannot be the same.

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- The agreement is signed by the Supplier's approval authority and comptroller. Copies are then distributed to the receiver and uploaded to the supplier's "ISA\_Garrison" share drive for use by the Garrison staff.
- Upon receiving signatures and on or about 1 October of each fiscal year/and or quarterly thereafter, the Receiver will forward the appropriate funding document (GFEB, DD Form 448- Military Interdepartmental Purchase Request [MIPR] or check payable to: US TREASURY) to the Fort Meade address in the ISA. The funding document authorizes reimbursable service charges to the Receiver's appropriation up to the amount reflected thereon. All MIPRs or purchase orders must include the following information: Categories of Support, Dollars Obligated, ISA Number, Billing Office Address, Accounting Classification/Account Number and Period Funds are available. The funding document should be sent to the appropriate budget analyst by email, fax or mail. If you are unsure of your budget analyst please contact the Resource Management Budget Office at 301-677-2561. The address for block 7 of the MIPR is: DIRECTOR OF RESOURCE MANAGEMENT 4215-C ROBERTS AVENUE, ROOM 222 STE #5120, FORT MEADE, MD 20755-7062. DODAAC: W23UJ5
- Receiver notifies support agreement manager of any changes in strength, square footage or levels of support in order to keep the ISA current.
- Periodic reviews and modifications of the ISA will be required to reflect any changes in support availability or support configuration on the installation. This should be done every three years or as significant changes occur.

The common level of service is reevaluated at the beginning of each fiscal year, and is based on funding received by the Garrison. Should the baseline change, customers will be notified.

All rates in the funding annex are based on current rates, which are subject to change for uncontrollable reasons, such as legislation, DOD directives and commercial utility rate increases. The receiver will be notified of such rate changes that must be passed through to the support receivers.

### **Organizations new to Fort Meade**

Please contact the Plans, Analysis, and Integration Office at 301-677-3664 or 301-677-3502.

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Be prepared to furnish DPW the authorized personnel strength and other documents. Occupancy by any non-Army entity on an Army installation requires stationing approval from Office of the Assistant Chief of Staff for Installation Management, execution of an outgrant from the U.S. Army Corps of Engineers to cover the use of any real property (buildings or land) and the preparation of an ISA. Contact DPW at 301-677-9819. Army entities with military personnel should contact HQ Command at 301-677-2464/DSN 622-2464, Building 4216.

All new customers or customers requiring a change to their current support agreement should contact the support agreement manager at 301-677-5837 or 301-677-9203.

### **Mobilization Impact**

Some unpredictable mobilization requirements may affect our standard level of support. If this occurs, we will provide notification of the reduced service and ensure that a service adjustment is made on an equitable basis for all base customers. Please call or email us if you become aware of any programmed activities that affect real property or projected workload estimates contained in your individual agreement.

### **Comments**

Recommendations are always welcome and should be forwarded to the Directorate of Resource Management, Manpower and Agreements Branch, 4215-C ROBERTS AVENUE, ROOM 222 STE #5120, FORT MEADE, MD 20755-7062 or call 301-677-5837 or 301-677-9203 or DSN 622-5837 or 622-9203 or email <mailto:meadisacat@conus.army.mil?subject=meadisacat@conus.army.mil>.

### **IMCOM Services**

Download the IMCOM CLS

### **Appendix A Local Service Categories**

800 Military Personnel Support Services  
250 Army Substance Abuse Program Military  
250 Army Substance Abuse Program Civilian  
250 Employee Assistance Program  
252 Child and Youth & School Services  
253 Fitness, Recreation and Library  
254 Business Operations Bowling Alleys  
803 Army Continuing Education Services  
702 Visual Information  
113 Administrative Management (Postage)

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603 Installation Security Program Management  
602 Antiterrorism Services  
411 & 417 Facilities Maintenance  
404 Maintenance Improved/Unimproved Grounds  
429 Maintenance Surfaced and Unsurfaced Areas  
500-504 Utilities  
255 Army Lodging Transient Quarters  
200 Unaccompanied Personnel Housing (UPH)  
400 Facilities Engineering Services Management  
405 Master Planning  
406 Real Estate/Real Property Administration  
402 Custodial Services  
510-511 Pest Control  
403 Refuse Removal  
408 Snow and Ice Removal  
506 Conservation Program  
505 Environmental Compliance  
507 Pollution Prevention  
401 Fire and Emergency Response Services  
115 Program/Budget  
116 Reimbursable Support Agreement  
118 Installation TDA Management  
121 Management Analysis  
604 Emergency Management  
601 Law Enforcement Services  
600 Physical Security  
102 Administrative and Civil Law  
103 Criminal Law and Discipline  
104 Client Services  
105 Claims  
106 Religious Support  
107 Community Relations  
100 Installation Management  
109 Equal Employment Opportunity  
111 Internal Review  
112 Installation Safety Office  
902 Command and Control  
901 Mobilization and Deployment Support  
903 Training Land Sustainment

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### 905 Training Support Center

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### **Services excluded from CLS**

Museum

400 Minor Construction

422 Installation Restoration Program

110 Equal Opportunity

251 Army Community Services

115 Customer Service Requirement

107 News Media Facilitation

107 Information Strategies

108 Command Inspections, Investigations, Complaint and Assistance

306 Training and Conferencing Facilities

### **Services not provided by the Garrison**

Service 01 - Civilian Personnel Services 301-677-6526, cpoorg@conus.army.mil

Service 15 – Communications Systems Support, Network Enterprise Command (NEC)

301-677-7675/DSN 622-7675 or 301-677-1004

Service 18 – Information Technology, Network Enterprise Command (NEC),

301-677-1566/DSN 622-1566 or 301-677-1004

Service 19 – Information Technology, Network Enterprise Command (NEC),

301-677-1004

Service 23 –Ammunition Supply - Supplier will not accept delivery for ammunition, arms and explosives. Contact Fort A. P. 804- 633-8242

Service 25 - Central Issue Facility – Contact Aberdeen Proving Ground 410-278-6454 or Fort Belvoir 703-805-2279

Service 36 – Facilities-Army Family Housing – Contact meadepicerne.com

Service 50 - Family Housing- Contact meadepicerne.com

Service – Retention –Military District of Washington 301-677-4077 or 7760

Service - Purchasing and Contracting Support 301-677-5178

Service - Kimbrough Ambulatory Care Center 301-677-8481/8605 or 301-677-8400

<http://kacc.narmc.amedd.army.mil/default.aspx>

Logistics - DOL Fort Meade is 301-677-9192 301-677-9350