

OPERATIONAL REVIEW CHECKLIST SUPPORT AGREEMENT MANAGERS (SAMs)

1. CONTROL & ACCOUNTABILITY

- are agreements current and valid? Reimbursable agreements, especially for BASOPS support and cost schedules, should be reviewed annually -- MOUs/MOAs as significant changes require.
- Does approving activity maintain scanned or hardcopy of all approved agreements. Has an inventory and/or copies of support agreements been provided to the RMC, if required?
- are agreements fully coordinated with program managers, RM, SJA, Contracting, Manpower, and higher headquarters to resolve issues and ensure legality?
- for reimbursable support agreements with non-DOD federal agencies (i.e., intragovernmental acquisitions):
 - has a Determination & Finding (D&F) statement been approved (DOD Instruction 4000.19, para. D4)? D&F's are described in *Federal Acquisition Regulation (FAR) Subpart 17.5* <http://www.arnet.gov/far/loadmainre.html>. Other guidance is at *HCAA Instruction 01-02* <http://hcaa.medcom.amedd.army.mil/docs/policies/oi01-02.pdf>; and *Fiscal Law Deskbook (Chap 7, Section II)* <https://af1s10.jag.af.mil/dscgi/ds.py/View/Collection-3090>.
 - Has the requesting activity complied with MEDCOM memo (MCRM-P), 4 Jan 06, Subject: Policy on Proper Use of Non-DOD Contracts?

2. OTHER

- Do agreements conform to prescribed formats? If not, has exception been approved by MEDCOM?
- Is SAM adequately trained; has he/she attended the Defense Regional Interservice Support Agreements course (see <http://www.almc.army.mil/index.asp>) or alternative training?
- Is HIPAA Privacy & Security language included in agreements requiring it? (see MEDCOM Chief of Staff memo, *Compliance of U.S. Army MEDCOM Agreements with the Health Insurance Portability and Accountability Act (HIPAA)*, 4 Jun 03). Also see *HIPAA Rules of Engagement* (below).

3. REFERENCES (AS APPLICABLE BASED ON TYPES OF AGREEMENTS)

- DOD Instruction 4000.19, *Interservice & Intragovernmental Support*, 9 August 95 http://www.dtic.mil/whs/directives/corres/pdf/i400019_080995/i400019p.pdf
- *DOD Financial Management Regulation (DODFMR)* Vol. 11A, Chapter 1 (Nov 2002) for general reimbursement procedures and supporting documentation <http://www.dod.mil/comptroller/fmr/>
- *DFAS Reg 37-1*, Chapter 12, Orders, Earnings, and Billings (Sept 2000) <https://dfas4dod.dfas.mil/centers/dfasin/library/ar37-1/>
- ASA-FM&C memo (SAFM-BUR), Army Reimbursable Policy, Oct 02 -- guidance on reimbursement for BASOPS support http://www.hqda.army.mil/acsimweb/doc/ARP_Oct02Guidance.doc (Note: being revised as part of AR 5-XX, Army BASOPS Reimbursement Policy; currently in coordination)
- *Army Handbook, Support Agreement Management*, 3 April 98 <http://www.hqda.army.mil/acsimweb/ops/sams.shtml>
- IMA Common Levels of Support <http://www.ima.army.mil/sites/initiatives/cls.asp>
- *AR 351-3, Professional Education and Training Programs of the Army Medical Department*, 8 February 88 http://www.usapa.army.mil/pdf/files/r351_3.pdf discusses Training Affiliation Agreements (under revision).
- MEDCOM memo (MCRM-M), *Policy and Procedures for Processing Affiliation Agreements*, 20 Oct 97.
- AFARS 5137.7204-94 <http://farsite.hill.af.mil/vfafara.htm> addresses Gratuitous Training Agreements. Also TSG memo, *Mission Essential Skills Augmentation/Enhancement Training* (28 Mar 00).
- Misc references on AKO at https://www.us.army.mil/suite/collaboration/folder_V.do?foid=681860 (to correctly link to site, need to first sign-in to AKO before navigating to this webpage). Includes:
 - prescribed formats for Affiliation and Gratuitous Training Agreements, including HIPAA language
 - MEDCOM MOU/MOA template
 - HIPAA Rules of Engagement
 - HIPAA Cut and Paste language for agreements
 - Checklist for Support Agreement Managers (this document)
- OPTIONAL: AF Instruction 25-201, 1 Dec 96, Support Agreements Procedures <http://www.e-publishing.af.mil/pubfiles/af/25/afi25-201/afi25-201.pdf>.
- OPTIONAL: OPNAV Instruction 4000.84b, 13 Nov 96, Interservice and Intragovernmental Support Program http://neds.nebt.daps.mil/Directives/4000_84b.pdf