



UNITED STATES MARINE CORPS
MARINE CORPS LOGISTICS BASE
814 RADFORD BOULEVARD, STE 20351
ALBANY, GEORGIA 31704-0351

BO 4400.46H

SD3002

APR 05 2012

BASE ORDER 4400.46H

From: Commanding Officer
To: Distribution List

Subj: SUPPORT AGREEMENTS PROGRAM

Ref: (a) DoDI 4000.19
(b) OPNAV Instruction 4000.84
(c) Federal Acquisition Regulation (FAR)

1. Situation. This Order serves to issue base policy, procedures, and internal responsibilities for the Support Agreements Program. The references provide policy, guidance and implementation procedures for the management of these programs.

2. Cancellation. BO 4400.46G

3. Mission. Document support provided and support received by Marine Corps Logistics Base (MCLB) Albany and supported commands. Establish and maintain a central repository for all MCLB Albany support agreements.

4. Execution

a. Commander's Intent. Utilize appropriate types of agreements to document and articulate support relationships between Marine Corps, DoD, Federal, other agencies, and commercial organizations. The type of support agreement will be entirely dependent on the type of support relationship and the parties to the agreement. The various types of agreements are discussed in references (a) and (b).

b. Concept of Operations

(1) The Business Manager, Business Performance Office (BPO), Strategic Workforce Analysis Division (SWAD), is designated as the Support Agreements Manager (SAM) for all matters involving support agreements and the Support Agreements Program.

(2) Prior to commencing negotiations with prospective suppliers/receivers, the SAM shall be contacted to ensure

compliance with the references and to provide assistance or advice to Functional Area Managers (FAMs) in resolving problems to prevent unnecessary delays in finalizing the support agreement.

(3) Increases in or additions to support services will be staffed internally prior to being presented to the customer. Staffing will sufficiently document the increased or additional support required and include a workload-to-workforce analysis substantiating command resources necessary to support the request(s).

(4) Support agreements will be reviewed annually. Amendments will be initiated if a significant change in the level of support provided/received is identified by either party to the agreement. Cost estimates will be provided annually to customers who reimburse the command for services provided.

(5) The command SharePoint task list will be the tool for staffing agreements. The standard time allowed for staffing of agreements will be ten business days.

c. Tasks

(1) Support Agreements Manager (SAM), Business Manager, Business Performance Office (BPO)

(a) Serve as the Program Manager and initial point of contact for the Support Agreements Program.

(b) Document support provided using the appropriate support agreement.

(c) Evaluate workload-to-workforce analysis with the Office of the Comptroller and the FAM(s).

(d) Conduct necessary internal staffing of draft documents to ensure proposed agreements are accurate, supportable and associated costs are identified.

(e) Ensure support agreements are reviewed, revised, or retired within established time frames.

(f) Provide reimbursable customers with a revised funding annex following the annual validation by each of the affected functional managers and the Office of the Comptroller.

(g) Obtain signatures and make distribution of all completed support agreements and applicable amendments.

(h) Maintain a central repository of all support agreements and pertinent documentation.

(2) Functional Area Managers (FAMs) consists of all Division Directors and the Office of the Comptroller.

(a) Prior to establishing a customer relationship, notify the SAM to ensure compliance with the concept of operations and applicable regulations so support services are documented appropriately.

(b) Appoint a primary and an alternate Support Agreement Coordinator (SAC), in writing, to serve as a single point of contact for the preparation and coordination of support agreements within each division and the Office of the Comptroller.

(c) Review and provide input to support agreements as requested, to include any significant changes or limitations affecting their organization's ability to provide support; completion of the funding annex to include cost factors/inputs and estimated costs; and, upon request from the customer, provide the supporting documentation/basis for required reimbursement. The standard time allowed for staffing of agreements will be ten business days.

(d) Utilize appropriate mechanisms to execute funding (Standard Labor Data Collection and Distribution Application (SLDCADA), Government Commercial Purchase Card (GCPC), Direct Stock Service Center (DSSC), PR Builder, etc.) to ensure charges are executed appropriately.

(e) Review Office of the Comptroller provided internal reimbursable checklist and funding document NAVCOMPT 2275 or DD Form 448 to compare to the funding annex addressing discrepancies accordingly to ensure cost data remains current. The internal reimbursable checklist will provide the amount authorized to execute, the Reimbursable Order Number (RON) and Reimbursable Billing Code (RBC) to be used when executing funds.

(f) Prepare sufficient documentation to support any change(s) to functional support (i.e., increases, decreases or changes to reimbursable billets) to clearly articulate the change(s) and must include substantiating workload-to-workforce and cost data analysis. Change requests will be submitted to

the SAM and the Office of the Comptroller for review prior to initiating any requested change(s).

(g) Ensure all internal management controls that directly affect customer operations are coordinated with the customer prior to implementation.

(h) If required, prepare and submit a Table of Organization and Equipment Change Request (TOECR) to support changes approved by the customer.

(3) Office of the Comptroller

(a) Provide financial advice/guidance as requested.

(b) Ensure compliance with reference (c) prior to signing the Support Agreement DD Form 1144.

(c) Upon receipt of the customer's funding document compare amount received to the funding annex and complete the internal reimbursable checklist.

1. If amounts agree, establish the RON and RBC to place the financial authority and the spending/execution Line of Accounting (LOA) in the Standard Accounting, Budgeting and Reporting System (SABRS).

2. If amounts do not agree, contact the FAM(s) and/or the customer to resolve the matter and notify the SAM.

(d) Provide a copy of the reimbursable checklist with the amount authorized, the RON and RBC for execution and a copy of the customer funding document to the FAM(s) responsible for execution.

(e) Evaluate workload-to-workforce analysis with the SAM and the FAM(s).

(4) Staff Judge Advocate. Review all support agreements for legal implications.

(5) Manager, Civilian Personnel Center, SWAD. Validate support agreement reimbursable personnel listing against those positions indicated on the installation Table of Organization (T/O) as funded by the customer. Recommend T/O changes to the respective FAM(s). Submit T/O changes upon receipt of a TOECR from the FAM(s).

(6) Supported Units. Request you:

(a) Appoint an individual, in writing, to serve as a SAC for coordination of the support agreement(s) with the SAM.

(b) Contact the SAM to request additional resources and/or initiate revisions or amendments of current support agreements.

(c) Coordinate with the SAM regarding the availability of base support services prior to entering into discussion with current or prospective business partners and/or contractors.

5. Administration and Logistics. Administrative and logistics support associated with the overall management of the Support Agreements Program is the responsibility of the BPO. Requirements for new or amended support agreements will be submitted to the SAM.

6. Command and Signal

a. Command. This Order is applicable to MCLB Albany and all supported activities operating aboard the installation or receiving safe haven support services.

b. Signal. This Order is effective the date signed.


TERRY V. WILLIAMS

DISTRIBUTION: A