



**DEPARTMENT OF THE ARMY**  
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**WASHINGTON, DC 20310-0600**

DAIM-ZA

JUN 20 2011

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Support Agreement (SA) Guidance for Army Tenant Units on Other than Army (OTA) Installations and Sites**

**1. References:**

- a. DoD Instruction 4000.19, Inter-service and Intra-governmental Support, 9 August 1995.
- b. AR 5-9, Area Support Responsibilities, 16 October 1998.
- c. AR 405-45, Real Property Inventory Management, 1 November 2004.
- d. AR 5-10, Stationing, 10 August 2010.

**2. Purpose.** To provide interim guidance for Army tenant units on OTA Installations and sites until reference 1a is updated and reissued.

**3. Scope.** This guidance is intended for use in conjunction with reference 1a, which provides DoD policy for SAs when one military service is located on another service's installation or site. This memorandum applies to Army tenant units on OTA installations and sites. This guidance also applies to Army units on non-Army led Joint Bases only when those units are not included as part of the "supported" organizations IAW OSD's Joint Basing Implementation Guidance and applicable Joint Base Memorandum of Agreement.

**4. General.** All Active and Reserve Component Army tenant units on OTA installations and sites must obtain an appropriate SA and real estate use agreement from the host installation. An SA (DD Form 1144) defines those support services that are to be provided by the host installation suppliers without reimbursement and those services for which the Army is required to reimburse the host suppliers. The real estate use agreement describes the specific real property the Army is using and contains terms, clauses and conditions and other legal and regulatory responsibilities. Language in the SA must be synchronized with the corresponding real estate use agreement. In accordance with reference 1b, Army tenant units will coordinate with Army enterprise service providers (e.g., Installation Management Command, Network Enterprise and Technology Command/9<sup>th</sup> Signal Command and Army Materiel Command) for assistance with obtaining Army-specific services not available at an OTA location.

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5. Signature Authority. The commander who has unit level command and control of the Army tenant unit, as well as the commander's resource manager who certifies availability of funds, is responsible for negotiating the SA with the supporting installation suppliers, and for signing the SA. The commander will work through the U.S. Army Corps of Engineers District with real estate responsibility for the geographic area to negotiate and finalize the real estate use agreement.

6. Programming and Budgeting. The Army tenant unit and its parent Army Command (ACOM), Army Service Component Command (ASCC), Direct Reporting Unit (DRU) or United States Property and Fiscal Office (USPFO) are responsible for programming, budgeting and distributing funds for all OTA SA and real estate use agreement requirements. As the starting point, Army tenant units negotiate support at the same level as provided to all other tenants on the installation, and then will negotiate any required above baseline and Army mission unique support within the tenant command's available funding. Army enterprise service providers will advise and assist, as needed, to include helping the Army units identify the support levels equivalent to Army standards. Army tenant units are responsible for estimating SA costs and identifying funding sources associated with stationing actions in tandem with estimating the annual recurring costs IAW reference 1d. When mission requirements prevent sufficient lead time, the Army tenant unit funds any additional incremental costs that were not captured in the program and budget for the unit move to the OTA location.

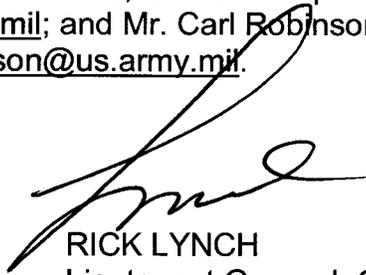
7. Real Property and SA data accuracy. Sustainment, operation, restoration, modernization and replacement funding responsibilities (e.g., fund types and assigned organizational roles) are captured for each facility in the military service's real property inventory (RPI). The OSD Facility Sustainment Model (FSM) uses data in the RPI to generate sustainment funding requirements for the funding organization that is indicated in the RPI. It is generally preferable for the host installation supplier, as the accountable organization for the real property, to be the funding source for sustaining the Army tenant unit's facilities, but the supplier may choose instead for the Army to fund sustainment. It is incumbent upon each Army tenant organization to ensure the information in the SA and real estate use agreement reflects accurately in their host installation supplier's RPI database. For example, if the Navy is the funding source indicated in the RPI, then the real estate agreement and SA must also indicate that Navy funds sustainment.

8. Implementation. This guidance takes effect upon signature for all new or in-progress OTA SAs, and will remain in effect for 18 months from the date signed, or until rescinded or superseded, whichever takes place first. Third party signatory agencies will transition existing SAs to the Army tenant commands in compliance with this guidance, ensuring sufficient lead time for the necessary programming and budgeting actions. A two-year lead time is normally required before any changes to SAs or to real property databases are reflected in the military services' baseline.

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9. The OACSIM POCs: Ms. Lisa Gilley, Support Agreements, 703-695-7180, [lisa.gilley@us.army.mil](mailto:lisa.gilley@us.army.mil); Ms. Audrey C. Ormerod, for Real Property Agreements, 703-601-2520, [audrey.c.ormerod@us.army.mil](mailto:audrey.c.ormerod@us.army.mil); and Mr. Carl Robinson, Sustainment Forecasting, 703-604-2438, [carl.j.robinson@us.army.mil](mailto:carl.j.robinson@us.army.mil).



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