

DEPARTMENT OF THE ARMY
HEADQUARTERS, FIFTH U.S. ARMY AND FORT SAM HOUSTON
Fort Sam Houston, Texas 78234-5000

FSH Regulation
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17 May 1989

Management
INSTALLATION SUPPORT COORDINATION

Effective 1 January 1989

Issue of further supplements to this regulation by subordinate activities is prohibited, unless specifically approved by Commander, Fifth U.S. Army & Fort Sam Houston, ATTN: AFZG-DL-POSC, Fort Sam Houston, TX 78234-5000.

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CHAPTER 1

INTRODUCTION

1-1. PURPOSE. To establish local policy and prescribe the responsibilities, procedures, and documentation to be used for negotiation and approval

of all recurring interservice, interagency, and intraservice support to/from Army, other DOD and other Federal government units/ activities.

1-2. APPLICABILITY. This regulation is applicable to all units and activities under the jurisdiction of the Commander, USAG, FSH; HQ, Fifth U.S. Army and its Active elements; 90th U.S. Army Reserve Command (ARCOM); 420th Engineer Brigade; 75th U.S. Army Maneuver Area Command (MAC); 546th Explosive Ordnance Detachment (EODCC) and their subordinate units.

1-3. Reference:

a. DOD 4000.19-R, Defense Regional Interservice Support (DRIS) Regulation.

b. AR 5-16, Army Supplement to Defense Regional Interservice Support (DRIS) Regulation (DOD 4000.19-R).

c. AR 5-9, Intraservice Support Installation Area Coordination

d. TRADOC/FORSCOM Suppl 1 to AR 5-9, Intraservice Support Installation Area Coordination.

e. AR 37-49, Budgeting, Funding, and Reimbursement for Base Operations Support of Army Activities.

d. AR 5-8, Host-Supported Activity Relationships (Intraservice)

e. FORSCOM Reg 37-7, USAR Financial Management and Reserve Component Support.

1-4. EXPLANATION OF TERMS.

Common-Service. Nonreimbursable service that has been directed or agreed upon between or among DOD Components at the departmental level, such as meals provided to enlisted members.

Direct Cost. Any cost that can be identified specifically with a particular final cost objective. Direct costs are not limited to items that are incorporated in the end product such as material or labor. Costs that can be identified specifically with a product or service are direct costs of that product or service.

All costs identified specifically with other products or services are direct costs of those products or services.

Economic Analysis. The analysis of costs associated with alternative methods of performance of a function to determine the most economical method of performance. It may also be used to provide auditable means of identifying savings.

Gross Additional Costs. Increase in direct or indirect cost of the operation of the supplier as a result of providing new or additional support to the receiver. If the agreement results in a reduction of the operational costs of the supplier (for example, a reduction in unit costs for the supplier because of economies of scale), the supplier's new operational costs serve as a base for the computation of gross additional cost. The preliminary negotiations and finalization stages of the interservice/intraservice support agreements are considered administrative overhead costs and are not to be used as a basis for reimbursement.

Incremental Indirect Costs. Indirect costs that are funded out of the performing Component's currently available appropriations and that have a significant relationship to the performing of the service or work on the furnishing of materiel. Incremental indirect costs are reimbursable.

Indirect Cost. Any cost not directly identified with a single final cost objective, but identified with two or more final cost objectives or with at least one intermediate cost objective.

Interservice Support. Support provided by one federal agency or subdivision thereof to another federal agency or subdivision thereof when at least one of the participating agencies or subdivision is the Department of Defense or a DOD Component.

Interservice Support Coordinator. The official assigned as the installation single point of contact with other DOD Components and other federal agencies for DRIS Program matters.

Intraservice Support. Action on the part of one activity to provide support to another activity within the same DOD Component or other federal agency.

Joint Interservice Regional Support Group (JIRSG). A functional study group established in a specific geographic area for the purpose of conducting in-depth studies of the DRIS categories of support services.

Net Identifiable Costs. A supplier's gross additional cost less non-reimbursable support costs and value of resources provided by the receiver. The result is the value of reimbursable support.

Non-reimbursable Support. Support performed by one activity for another activity for which payment is not required from the activity receiving the support. (Also see common-service.)

Receiver or Receiving Activity. An activity that obtains support from another activity.

Reimbursable Support. Support performed, obtained, or arranged by one activity for another activity for which payment is required from the activity receiving the support.

Supplier or Supplying Activity. Provides support to another activity.

CHAPTER 2

PROCEDURES

2-1. RESPONSIBILITY. The Garrison Commander, Fort Sam Houston is charged with the responsibility of ensuring that tenant organizations do not perform duplicate base operation functions for themselves or internally duplicate base support services which are or can be made available through the host installation. Additionally, each manager has a responsibility to actively pursue and achieve the most economical operation possible without degradation of mission readiness.

2-2. APPROVAL AUTHORITY. The Director of Logistics (DOL) has been designated by the Commander, U.S. Army Garrison, to sign as approving authority on all support agreements involving the installation or activities for which Fort Sam Houston (FSH) has been designated coordinating installation (CI), i.e., HQ, Fifth U.S. Army and its subordinate active elements, 90th U.S. ARCOM, 420th Engineer Brigade, 75th U.S. MAC and their subordinate units and 546th EODCC and their subordinate units. The only exception to this policy is if a support installation (SI) other than FSH negotiates with another source to obtain and reimburse for support to any of these activities located in that SI's geographical area of base operations responsibility.

2-3. AGREEMENTS.

a. DD Form 1144, Support Agreement, is required to document, cost, and report all recurring interservice, interagency, and intraservice support. Intra-Army or intraservice support occurs when the supplier and receiver's parent Major Command (MACOM) are not one and the same.

b. Memorandums of Understanding/Agreement (MOU/MOA) are negotiated and developed at MACOM level only. It serves as the standard for command relationships between lower echelon host units and supporting/supported activities. MOU/MOA may accompany the DD Form 1144 which officially documents a support relationship.

c. Terms of Agreement or Review Cycle. Agreements are negotiated for a specified period not to exceed six years, with joint reviews being conducted, at a minimum, once every three years. Review updates of cost factors are made on DD Form 1144 for budgetary purposes during normal reviews when work load changes plus or minus five percent and/or when either party requests it.

d. All elements of this headquarters should be sensitive to identifying changes in the support provided under any support agreement and requesting a review of the agreement when such is warranted.

2-4. RESPONSIBILITIES.

a. The FSH Installation Support Coordination (ISC) Office, DOL, will

- (1) Function as the FSH central point of contact on all matters pertaining to recurring support.
- (2) Function as the Coordinating Installation (CI) for designated U.S. Army Reserve Commands to assure that they are provided quality support.
- (3) Negotiate and document inter/intraservice support provided by or to FSH, 90th ARCOM, 420th Engineer Brigade, 75th MAC, 546th EODCC and their subordinate units and Fifth U.S. Army and its Active elements.
- (4) Promote inter/intraservicing as a means to gain efficiencies and economies
- (5) Coordinate very closely with functional managers in formulation of support relationships.
- (6) Arbitrate differences between Suppliers/Receivers of support
- (7) Prepare and finalize support agreements based on information contained in request for support and IAW governing regulations/directives
- (8) Upon request, assist in determining the reimbursability of support relationships.
- (9) Generate, based on data contained in each support agreement, a Quarterly Reimbursable Report (QRR). The QRR will be distributed to affected directorates during the months of Jan, Apr, Jul, and Oct and will be tailored to reflect information which is applicable to each directorate. The QRR will assist directorates in:
 - (a) Identifying and monitoring reimbursable relationships where FSH provides support.
 - (b) Ensuring that funding documents are received on a timely basis and that FSH is reimbursed for all reimbursable support services.
- (10) Chair ad hoc installation support working group when required. The ad hoc working group will be composed of representatives from each major functional area affected by the support issue/initiative under negotiation, review or study.
- (11) Represent FSH on General Joint Interservice Regional Support Group (JIRSG)
- (12) Assist functional managers and participate in JIRSG Studies.

b. FSH directorates will:

- (1) Refer all requests for recurring support from new customers to the ISC Office.
- (2) Refer all requirements to obtain recurring support (reimbursable or non-reimbursable) from another DOD or Federal activity to the ISC Office for negotiation, coordination, and documentation.
- (3) Review and provide input, as required, during both the developmental stages of support relationships and the review process of existing agreements.
- (4) Determine capability to provide requested support. If a functional manager refuses to provide support, the basis for refusal must be submitted, in writing, to the ISC Office.
- (5) Provide estimated annual number of work-years (military & civilian) and dollar costs required to provide support. Annual estimate must include both reimbursable and non-reimbursable support costs. (NOTE: Military labor is non-reimbursable between DOD Components.)
- (6) Notify the ISC Office whenever annual reimbursable actual costs deviate by five percent (plus or minus) from previously established estimates.
- (7) Accomplish necessary actions to initiate billing process for all reimbursable support provided.
- (8) Establish and/or follow procedures for monitoring reimbursable support relationships.
- (9) Forward a copy of each reconciled QRR to DRM. Furnish the ISC Office a copy of any QRR, reconciled during the month of October, which impacts on and/or requires a revision to existing support agreement e.g., when annual reimbursable costs deviate by five percent (plus or minus) from previously established estimates.
- (10) Participate in or chair JIRSG Studies.
- (11) DRM Only: Review/analyze each QRR for trends and inconsistencies. Verify that earnings stated on QRR do not exceed associated Estimate of Orders Received (FSH Form 281). Notify applicable program director if fund adjustments (increases) are required to assure funds are processed in the STANFINS system prior to year-end closeout. Ensure that Annual Reimbursement Program (ARP) and quarterly ceilings coincide with earnings.

FINALIZATION OF AGREEMENTS.

a. After all agreed to provisions have incorporated into the ISA, the ISC Office will:

(1) Review the agreement to ensure that all entries are properly documented and in accordance with regulatory guidance.

(2) When FSH is the supplier of support:

(a) Staff completed agreement to the supported activity for their comptroller's and approving official's signatures.

(b) Staff agreement (signed by the supported activity) to the FSH DRM for signature.

(c) Staff agreement (signed by supported activity and FSH DRM) to the DOL for final approving official's signature.

(d) Distribute finalized copies to supported activity and to each FSH directorate affected by the agreement.

(e) Retain original agreement and all back-up documentation in ISC Office files.

(3) When FSH is the receiver of support and the supplying activity writes the agreement:

(a) Staff completed agreement to DRM for the comptroller's signature.

(b) Staff agreement which has been signed by the DRM to the DOL for approving official's signature.

(c) Return agreement to supplier for finalization.

(d) Upon receipt of copy of finalized agreement from supplier distribute copies to each FSH directorate affected by the agreement.

(e) Retain a copy of finalized agreement and all back-up documentation in ISC Office files.

b. The ISC Office will maintain the original or copies of each finalized agreement with a suspense system to initiate review of each agreement in accordance with regulatory guidance.

RESPONSIBILITY FOR PROGRAMMING & BUDGETING RESOURCES

a. Interservice Support. The receiver programs, budgets, and finances the cost of support unless prior agreement has been reached with

FSH for the transfer of such budget responsibility to FSH. If FSH has not accepted budgetary responsibilities, the receiver must reimburse for all identifiable additional costs except for common-service support.

b. **Intraservice Support.** FSH's primary mission is to provide support. AR 37-49 and AR 37-100-XX establish the reimbursability of support to other army activities. The basic guidelines for reimbursement are as follows:

(1) FSH programs, budgets, and funds for all base operations support provided to tenants and satellites who are financed by the same army appropriation, e.g., Health Services Command, U.S. Army Fifth Recruiting Brigade (SW), Military Entrance Processing Station-Houston, etc.

(2) FORSCOM Reg 37-7 outlines FSH's responsibilities to program, budget, fund and provide base operations support to USAR units; both those located in our geographical support area and those who travel to FSH for annual training/individual development training.

c. Normally, all mission-unique support must be reimbursed by the receiver regardless of the activity's parent MACOM or DOD Component.

2-7. **REDUCTION OR TERMINATION OF SUPPORT.** Support provided cannot be changed, reduced, or terminated unilaterally without coordination with the receiver. Reductions in levels of support resulting from reduced availability of resources shall be equitably apportioned to all recipients of such support. The receiver must notify the supplier of anticipated increases in support requirements in sufficient time to allow programming or budgeting for additional resources.

2-8. **USER COMMENTS.** The Installation Support Coordination (ISC) Office, Plans & Operations Division, DOL, is the proponent of this regulation. Users are invited to send comments and/or suggestions for improvements to this headquarters, ATTN: AFZG-DL-POSC.

AFZG-DL-POSC

FSH Reg 5-5

FOR THE COMMANDER:



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