



**DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON
4551 LLEWELLYN AVENUE, SUITE 5000
FORT GEORGE G. MEADE, MARYLAND 20755-5000**

IMME-RM

FEB 20 2020

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort George G. Meade Policy Memorandum #76, Garrison Senior Leaders' Support Agreement (SA) Responsibilities

1. References:

a. Department of Defense Instruction (DoDI) 4000.19, Support Agreements, 25 April 2013

b. AR 5-9, Installation Agreements, 17 April 2018

c. IMCOM Directorate- Sustainment, Standard Operating Procedure (SOP) for Support Agreements, November 2016

2. Purpose. To establish Fort George G. Meade (FGGM) Garrison Senior Leaders' support agreement responsibilities. I expect all FGGM Garrison Senior Leaders to understand DoDI 4000.19 as it applies to any support agreement (SA), memorandum of agreement (MOA), or memorandum of understanding (MOU) affecting my Garrison Senior Leaders' area of responsibility. Garrison Senior Leaders must also follow implementing guidance from the Department of the Army and IMCOM.

3. Applicability. This document applies to all FGGM Garrison Senior Leaders.

4. Policy and Requirements: Garrison Senior Leaders will:

a. Designate a Support Agreement (SA) coordinator to serve as point of contact for staffing and controlling SAs, MOAs, and MOUs. Provide the name, office symbol, and phone number of the designated SA to the Support Agreement Manager (SAM) in the Resource Management Office (RMO) Support Agreement Office (SAO). Conduct reviews and update all agreements in accordance with DoDI 4000.19 and its implementing guidance.

b. Monitor the performance of support in areas of assigned responsibilities to ensure compliance with the terms of the agreement.

c. Review and identify significant changes in factors affecting the cost or ability to provide support.

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d. Identify services provided which are above the command standard and provide RMO detailed information with appropriate cost data. Provide input into the Garrison's Common Levels of Support (CLS) and Reimbursable Services Catalog on an annual basis.

e. Draft MOAs and MOUs required by Garrison Senior Leader organizations required to effectively accomplish a mission. Staff the MOA or MOU with all other affected Garrison offices prior to submission to the Garrison Command Group for signature. Staffing documentation must include review by the RMO and Staff Judge Advocate's Office. Agreements submitted to the Garrison Command Group without proper staffing will be returned to the action office.

f. Routinely review agreements to ensure compliance with policies to determine if agreements should be continued, modified, or terminated.

5. The RMO is the office of record for all Garrison SAs, MOAs, and MOUs. One signed original of all finalized agreements, along with any supporting documentation, will be provided to RMO for the Garrison's records.

6. Proponent: The RMO is the proponent of this policy. Direct any questions to the Manpower and Agreements Branch at (301) 677-2060 or (301) 677-9203.


ERICH C. SPRAGG
COL, MI
Commanding

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