UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

StaO 4000.1
CP&L
2 2 APR 2011

STATION ORDER 4000.1

From: Commanding Officer
To: Distribution List

Subj: SUPPORT AGREEMENTS PROGRAM

Ref: (a) DoDI 4000.19

Encl: (1) Definitions
(2) Support Agreements Process
(3) Example Letter of Request
(4) Support Agreements Flowchart
(5) CO's Policy Ltr 03-08 of 25 Aug 08

1. Situation. This order serves to issue base policy, procedures, and internal responsibilities for the Support Agreements Program. Support agreements are documents that formalized the details of support provided by one organization to another. The three types of support agreements addressed in this order are Interservice or Intraservice Support Agreements, Memorandums of Understanding, and Memorandums of Agreement.

2. Mission. To document support provided and support received by Marine Corps Air Station (MCAS) Yuma. Support requirements and/or reimbursable costs will be captured through an agreement established with MCAS Yuma and the receiving/supplying agency. Agreements will be established with Federal government activities, State, City, County, and civilian organizations. Active and reserve components not stationed at MCAS Yuma, as well as joint and foreign militaries, must follow policies set forth by the Fleet Liaison before an agreement can be established.

3. Execution

a. Commander's Intent and Concept of Operations

(1) Commander's Intent. To ensure efficient execution of agreements in compliance with reference (a) and to articulate support relationships between Marine Corps, DoD, Federal, State, City, County, and civilian organizations.

(2) Concept of Operations

(a) The Community Planning and Liaison (CP&L) Office is responsible for all matters involving support agreements and the

Support Agreements Program. The Management Analysts in CP&L are designated as the Support Agreements Managers (SAM) for MCAS Yuma.

(b) The Commanding Officer of MCAS Yuma is the Approving Authority for support agreements and is the only authorized individual who can commit MCAS Yuma resources and personnel.

(c) Definitions and Process

1. Terms used in this order are defined in enclosure (1).

2. The Support Agreements Process is defined in enclosure (2).

b. Subordinate Element Missions. The following individuals are involved in the support agreement process and will perform the duties listed below:

(1) Support Agreements Manager

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

(b) Initiate the negotiation process for all support agreements including new, revised, and/or terminated agreements.

(c) Conduct necessary internal staffing of the agency's Letter of Request (LOR) for approval and ability to support. The SAM is the lead for coordination of the LOR.

(d) Provide assistance or advice to Department Heads/Functional Managers in resolving problems to prevent unnecessary delays in finalizing the support agreement.

(e) Utilize the appropriate support agreement vehicle and prepare agreements that accurately reflect the categories of support which will be provided. Establish termination and revision specifications and dates.

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

(g) Coordinate with Department Heads/Functional Managers in capturing reimbursable costs for each category of support, where applicable.

(h) Obtain signatures and distribute completed support agreements to the appropriate stakeholders.

(i) Ensure support agreements are reviewed, revised, or retired within established timeframes.

(j) Maintain a central repository on all existing support agreements and pertinent documentation. Maintain historical files on those that have been revised, terminated, or cancelled.

(2) Comptroller

(a) Review agreements to validate direct reimbursement information. The standard time allowed for staffing of agreements will be 10 business days upon receipt of agreement.

(b) Coordinate with Department Heads/Functional Managers in developing reimbursable costs for each category of support, where applicable.

(c) Ensure all reimbursements are collected in a timely manner.

(d) Ensure reimbursements are recorded and any overages are returned to the receiving activity.

(e) Ensure funding required to execute all agreements is included in MCAS Yuma's annual budget.

(f) Upon request, furnish receiving agency with basis for any required reimbursement (i.e. cost per defined unit of support).

(g) Ensure that non-reimbursable support being provided to a receiver is within the funding parameters of the supplying appropriations and intent of the agreement.

(3) Department Heads

(a) All Department Heads will adhere to the guidance in this order and will participate in the development and review of agreements as necessary.

(b) Prior to commencing negotiations with prospective suppliers/receivers, the SAM shall be contacted to ensure support services provided or received are documented appropriately and are in compliance with reference (a).

(c) Review and provide input to LORs for supportability of agencies' requirements in a timely manner. Include any significant changes or limitations affecting the department's ability to provide support. Provide this feedback to the SAM. The standard time allowed for staffing of LORs will be 5 business days upon receipt of letter.

(d) Review and provide input to support agreements as requested, to include concurrence, modifications, and reimbursable costs. Provide this feedback to the SAM. Feedback must be in writing (emails are acceptable) and must come directly from the Department Head or Functional Manager with the Department Head copied in the correspondence. The standard time allowed for staffing of agreements will be 10 business days upon receipt of agreement.

(e) Staff agreement to appropriate Functional Managers for review, if applicable.

(f) Develop cost estimates for each category and submit reimbursement estimates to the SAM, as required.

(g) Submit billing data to the Comptroller in a timely manner and verify customer reimbursement.

(h) For existing agreements, identify any significant changes affecting cost or capability to provide support and convey the information to the SAM.

(i) Notify the SAM if at any time an existing agreement needs to be terminated or if the Department Head wishes to discontinue the agreement process for new or revised agreements.

(4) Staff Judge Advocate/Legal Counsel. Review and provide legal input to support agreements as requested. Provide this feedback to the SAM. The standard time allowed for staffing of agreements will be 10 business days upon receipt of agreement.

c. Coordinating Instructions for Receiving Activity

(1) Submit an LOR to MCAS Yuma identifying support requirements and the logistics of the request. An example LOR can be provided to the Receiving Activity upon request. See enclosure (3).

(2) Appoint an individual to serve as the Point of Contact for coordination of the support agreement.

(3) For existing agreements, contact the SAM to initiate revision, amendment, or termination of the current support agreement.

d. Conditions

(1) Non-recurring and one time services do not require an agreement and will be documented with an order or requisition, unless an agreement is required to accomplish mission requirements.

(2) Support agreements will not be executed for services rendered or received when such services are deemed to be within the mission or task of the concerned commands.

(3) All non-mission funded tenant commands located at MCAS Yuma are required to have an agreement in place in order to receive support from the installation's resources.

(4) The support agreements addressed in this order may warrant execution of a real estate document. All real estate transactions are facilitated through CP&L.

(5) The estimated time for an agreement to be processed is approximately three to nine months in accordance with enclosure (4). Lead time varies and is dependent upon the complexity and the scope of the support requested. Requests for an agreement to be established or revised should be submitted in a timely manner in order to meet operational deadlines.

(6) Military components requesting support from MCAS Yuma must submit their requests through the Fleet Liaison Branch vice CP&L in accordance with enclosure (5).

4. Administration and Logistics

a. Administrative and logistics support associated with the overall management of the Support Agreements Program is the responsibility of CP&L. No support agreement will be initiated, revised, or terminated on behalf of MCAS Yuma without the SAM facilitating the process.

b. Questions regarding any procedures outlined in this order will be addressed to the SAMs.

5. Command and Signal

a. Command. This order is applicable to MCAS Yuma.

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

M. A. WERTH

DISTRIBUTION: A

Definitions

Approving Authority. The approving authority is the individual authorized to commit resources for the supplier or receiver.

Intraservice Support. Support provided between commands and activities within a DoD component.

Interservice Support. Support provided by one DoD activity to another DoD activity.

Real Estate Document. Any agreement whereby a private party may, depending on the type of real estate instrument issued, enjoy an interest in, or use of, DON-controlled real property. Real estate agreements can be documented in a variety of ways; the most common are the Licenses, Leases, Easements, and Use Agreements/Host-Tenant Agreements.

Receiver. Party requesting/receiving support from the supplier and operating on the host's real property.

Supplier. Party offering/providing support to the receiver.

Support Agreement. An agreement between a party providing support and a party receiving support. Support agreements can be documented in a variety of ways; the most common are the Interservice Support Agreement (ISA), Memorandum of Agreement (MOA), and Memorandum of Understanding (MOU), as defined below.

Interservice Support Agreement. Support agreement that provides recurring reimbursable support. ISAs define the support to be provided by one supplier to one or more receivers, specify the basis for calculating reimbursement charges (if any) for each service, establish the billing and reimbursement process, and specify other terms and conditions of the agreement.

Memorandum of Agreement. Support agreement that defines general areas of conditional agreement between two or more parties. MOAs establish responsibilities for providing non-recurring support and may include one-time costs.

Memorandum of Understanding. Support agreement that defines general areas of understanding between two parties—generally explains what each party plans to do. It is not conditional. Does not require reimbursement from the receiver or other support from the supplier. (The understanding is that the Supplier will provide support regardless of whether or not the Receiver does anything in return.)

Support Agreements Manager (SAM). The individual designated by the Commanding Officer of a supplying or receiving activity who is responsible for preparing and administering support agreements. Preparation of agreements includes collecting from appropriate sources all information needed to draft agreements and facilitate related negotiations, approvals, and implementation. Administering agreements includes maintaining a record of active agreements, ensuring their continued accuracy, and facilitating agreement on modifications and terminations when appropriate.

Enclosure (1)

Support Agreements Process

Support Agreement Development/Revision Process. The following steps should be taken to create a new support agreement or when revisions are required:

NEW SUPPORT AGREEMENTS

1. Make contact with the Support Agreements Manager (SAM) to discuss the specific types and levels of support required. The SAM is located in the Community Planning and Liaison (CP&L) Office. If this is a new agreement, a Letter of Request (LOR) from the receiving agency must be submitted to the SAM for staffing.

2. Once approval is received to proceed with the agreement, the SAM will contact the appropriate department(s) to confirm that the requested support can be provided.

3. Department Heads will provide feedback to the SAM on ability to support the agency's requirements. Should reimbursement be required, the Department Head will determine the appropriate cost factor and provide this information to the SAM for inclusion in the support agreement.

4. The SAM will develop a draft support agreement that includes the specific support provisions, staffing, and equipment requirements and associated funding.

5. The SAM will submit the draft agreement to Department Heads for review and concurrence.

6. Once concurrence is received from the Department Heads, the SAM will submit the draft agreement to the receiving activity for review and concurrence. The receiving activity will review the agreement, identify any required changes, and determine if the support agreement meets their requirements and submit their concurrence to the SAM. NOTE: The SAM initiates renegotiation of specific provisions not acceptable to the receiver.

7. When all concurrences have been received, the SAM will prepare the final document with attachments and submit it to the Staff Judge Advocate (SJA) for review and concurrence.

8. Once concurrence is received from the SJA, the SAM will forward the finalized agreement to the receiving activity for final review and signature. (Two original agreements will be signed - each organization maintains one original document.)

9. Once the signed agreements are returned to CP&L, the SAM will forward the documents to the Commanding Officer for approval and signature.

10. When signatures have been obtained by both parties, the original agreement will be maintained by CP&L and a duplicate original will be mailed to the receiving activity. The SAM will also distribute electronic copies of the signed document to all pertinent parties.

REVISION OF A SUPPORT AGREEMENT

1. In the event an existing support agreement requires revision, the SAM will process all requests and will be responsible for the preparation of the new document, including obtaining all required signatures.

2. If an existing agreement is no longer required, notification should be sent to the SAM who will then prepare a letter indicating MCAS Yuma's intent to no longer provide the support identified in the document.

3. For modifications, the SAM will route the existing agreement to all parties mentioned in the above steps for review and revision. The SAM will follow Steps 5-10 to complete the process.

EXAMPLE

LETTER OF REQUEST ON COMPANY LETTERHEAD

DATE

Colonel Mark Werth
Commanding Officer
Marine Corps Air Station
Box 99100
Yuma AZ 85369-9100

Colonel Werth:

The first paragraph serves as a greeting to the reader. It should identify the organization requesting the support, the support being requested (in general terms), and the reason for your request.

The second paragraph should identify background information about the organization/program and its purpose. It should also address how your request is beneficial to Marine Corps Air Station (MCAS) Yuma and why you are choosing to request support from MCAS Yuma.

The following paragraphs will address why you need the support (what's the mission or intent of your exercise/event) and the logistics of the request. The logistics should include general details as to the type of support you are requesting (facilities, access to base, services, location, etc.), the length of time or dates for the support, and any other specifications to include any enclosures you might attach to the letter. You can also discuss any previous occurrences of support between the organization and MCAS Yuma.

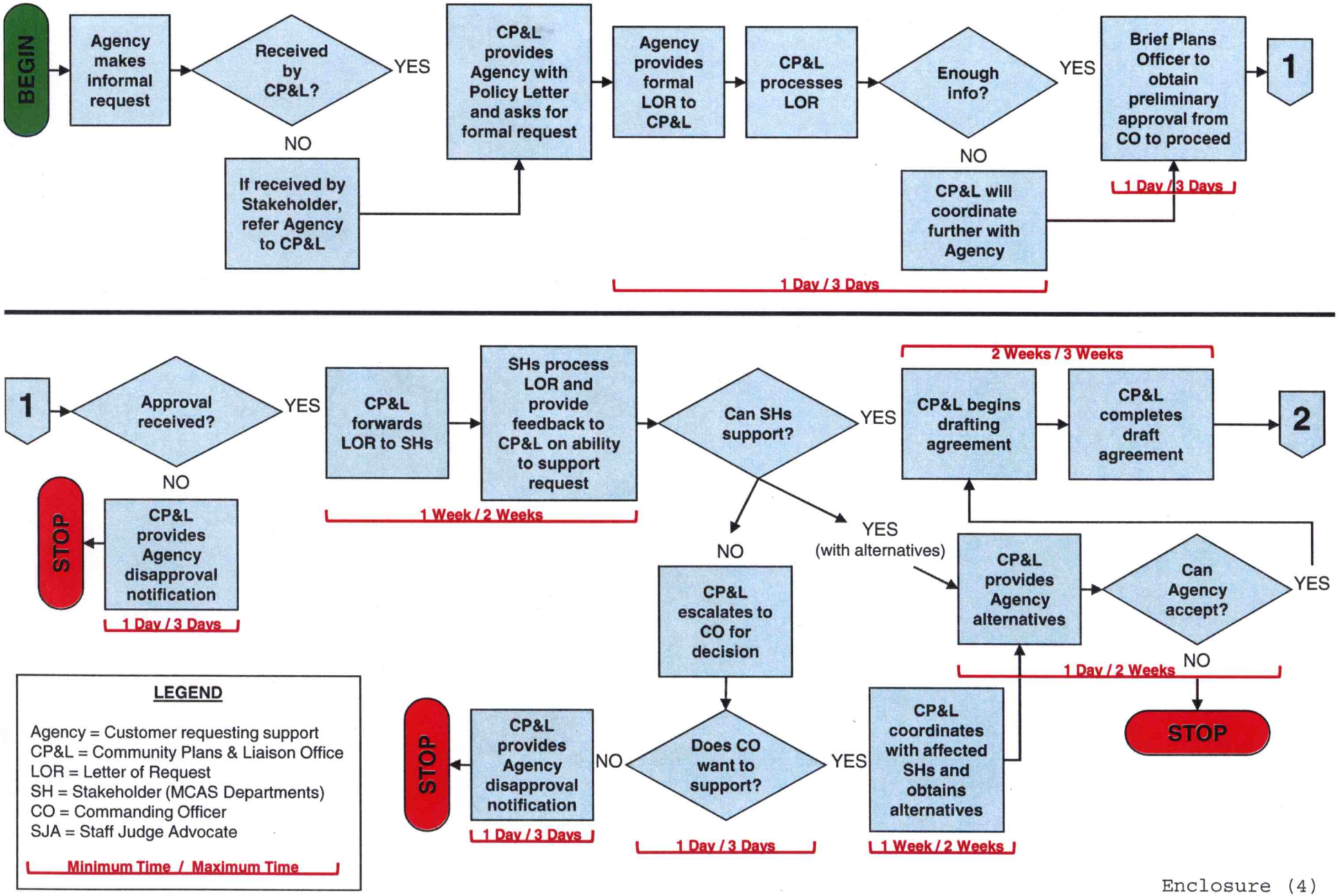
The last paragraph should include the point of contact information, if different than the signatory: name, title, phone number and email address.

Sincerely,

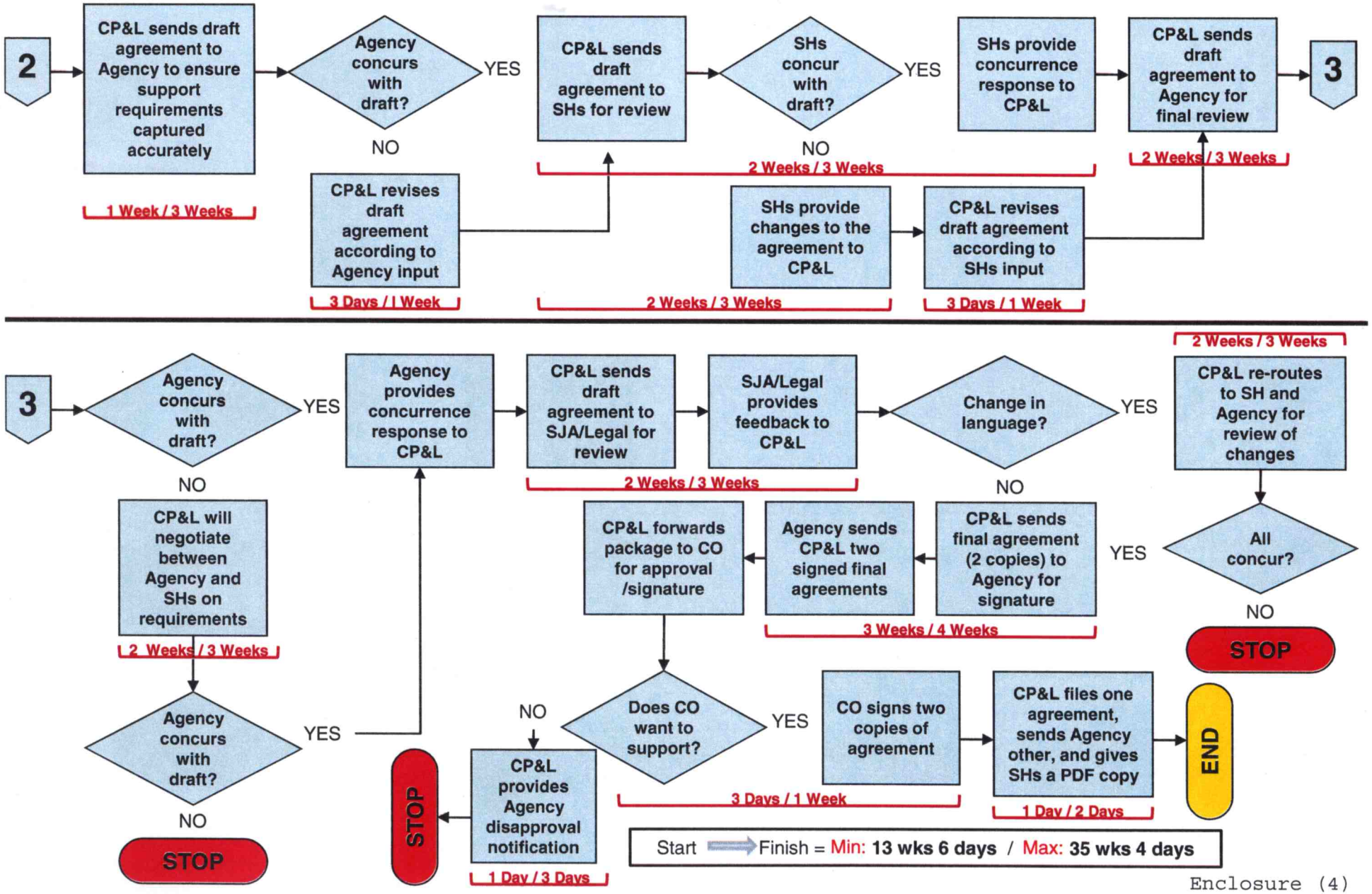
John Smith
Title
Name of the Organization

Enclosures: (1) Map
(2) Schedule of Events

SUPPORT AGREEMENTS FLOWCHART



SUPPORT AGREEMENTS FLOWCHART



Enclosure (4)

UNITED STATES MARINE CORPS
MARINE CORPS AIR STATION
BOX 99100
YUMA, ARIZONA 85369-9100

1000
OPS
AUG 2 5 2008

COMMANDING OFFICER'S POLICY LETTER 03-08

From: Commanding Officer
To: Distribution List

Subj: PROCEDURES TO REQUEST TRAINING ABOARD MARINE CORPS AIR STATION YUMA, AZ

Ref: (a) StaO P3710.4L
(b) StaO P3710.6H
(c) StaO P10345.1J
(d) MarAdmins 384/05, 477/04

Encl: (1) Sample MCAS Yuma Feasibility of Support (FOS)
(2) Sample MCAS Yuma Logistic Support Request (LSR)

1. Purpose. The intent of this policy letter is to establish criteria and guidance for units/detachments requesting to train aboard Marine Corps Air Station (MCAS) Yuma. This letter is applicable to all active and reserve components, as well as joint and foreign militaries.

2. Background. Due to the amount of training and transient unit occupation aboard MCAS Yuma it is imperative to refine a means to coordinate, de-conflict, and prioritize non-tenant training requests. Timely submission and proper routing of requests will favor the approval and accommodation of units or detachments requesting to deploy to MCAS Yuma.

3. Discussion

a. Direct Liaison Authorization (DIRLAUTH) will be at the request of MCAS Yuma. Units are prohibited from contacting MCAS support agencies directly without approval of the MCAS Yuma Operations Department.

b. Approval of requests do not ensure priority of Yuma range scheduling.

c. Requesting units can access the references via MCAS Yuma SharePoint at: https://intranet.mciwest.usmc.mil/yuma/

Subj: PROCEDURES TO REQUEST TRAINING ABOARD MARINE CORPS AIR STATION YUMA, AZ

s3/default.aspx. Foreign and Joint units can be provided documents upon request.

d. Current non-tenant deployment schedules are available and can be accessed at the site listed above. Units are encouraged to reference this schedule prior to initiating requests.

e. Foreign visitors are required to coordinate with HQMC prior to initiating FOS in accordance with reference (d).

4. Action

a. The requesting unit is required to submit by official correspondence a Feasibility of Support (FOS) to MCAS Yuma via Marine Corps Bases Pacific (MACORPAC), and Marine Corps Installations West (MCI-W) at least 150 days prior to deployment. After receiving the Estimate of Supportability (EOS) from MCAS Yuma, the requesting unit is then required to submit a Logistics Support Request (LSR) to MCAS Yuma via MCI-W, or directly if DIRLAUTH is granted to finalize the predeployment process. The LSR must be submitted 90 days prior to scheduled deployment.

b. Upon receipt of the FOS, MCAS Yuma is required to coordinate with supporting activities to determine if the requested services can be accommodated. Within 15 days of receiving a FOS MCAS Yuma will then reply to the requesting unit with an EOS which will include associated costs if any to the unit. All efforts will be made to accommodate all requests.

c. It is imperative that lines of communication are maintained during all phases (pre-deployment, execution, and post deployment) of the training evolution. Recommend that the requesting unit and host each designate a representative to facilitate the coordination and logistics, ensuring the best interests of both parties are met and set policies are adhered to.

d. Any rescheduling or changes to requests must be approved by the MCAS Yuma Operations Officer or designated personnel.

M. A. WERTH

Distribution: B

Sample MCAS Yuma Feasibility of Support (FOS)

TO UNIT CHAIN OF COMMAND (uc)
CC CG UNIT CHAIN OF COMMAND (uc)
MAG XX (uc)
MALS XX (uc)
HOST UNIT (uc)
CG MARFORPAC (uc)
CG MCI WEST (uc)
MCAS YUMA AZ (uc)

NOTE: VERIFY ALL APPLICABLE PLADS

UNCLAS//
MSGID/GENADMIN/HMLA-XXX//
SUBJ/FEASIBILITY OF SUPPORT FOR HMLA-XXX DFT DEPLOYMENT TO MCAS YUMA//
GENTEXT/REMARKS/1. REQUEST FEASIBILITY OF SUPPORT FOR HMLA-XXX DEPLOYMENT TO MCAS YUMA.

A. HMLA-XXX.
B. 20 MAY - 5 JUN 200X.
C. CRP, TERF, ORD, FAM, CAL, NVG.
D. SUPPORT REQUIRED FROM MCAS YUMA.

AIRFIELD COMM/ADP:
(X) DSN LINES
(X) CLASS A LINES
(X) UHF FREQUENCIES
(X) LAN TERMINALS

AIRFIELD SERVICES:
(X) TRANSIENT HANGAR SPACE BLDG 220
(X) LINE SPACE
(X) CALA AND ARMING AREA
(X) OFFICE SPACE

MOTOR T:
(X) 15 PAX VANS
(X) 48 PAX BUS
(X) M1025 HMMWV
(X) SEDANS

ACFT/GRND EQUIP:
(X) 3 TON JACKS
(X) POWER UNITS (NC 10)
(X) A/M 42M FLOOD LIGHT UNITS
(X) A/M27T-5 HYDRAULIC
(X) LEX51 TOWBAR, AIRCRAFT, TYPE NT-4
(X) LR075 AIRCRAFT TOW TRACTOR
(X) LE801 CORROSION CONTROL CART
(X) PETTIBONE
(X) CART-CORROSION CONTROL

FUEL REQMTS: JP-8 XX,XXX GAL/DAY TOTAL EST: XX,XXX GAL
MOGAS XX GAL/DAY TOTAL EST: XXX GAL

HAZMAT:

NSN	NOMENCLATURE	U/I	QTY
6135-00-835-7210	D-CELL BATT	BX	2
6135-00-826-4798	AAA BATT	BX	1
6135-00-985-7845	AA BATT	BX	1
7930-01-433-6632	PLEXUS	CS	1
8030-00-938-1947	CPC TYPE II	CN	3
8030-00-546-8637	CPC TYPE III	CN	2
9150-00-458-0075	PLS	CN	2
9150-01-260-2534	SOLID FILM	CN	2

Enclosure (1)

6850-00-680-2233	DESSICANT	CN	4
8040-00-463-7042	956	KT	2
8040-00-016-8662	934	KT	2
8040-00-209-1286	9396	KT	2
8030-00-685-0915	8802	KT	2
8030-00-515-2246	POLYCHLORO	KT	2
9150-00-250-0926	PET TECH	CN	2
8040-00-145-0020	GRY RTV	CN	2
8010-01-331-9181	LIGHT GRY PNT	CN	5
8010-01-331-6108	FLAT BLK PNT	CN	5
8010-01-528-4850	FLAT GRY PNT	CN	5
4940-00-803-6444	POWER PACKS	BX	1
8010-01-441-6033	YLW-GRN BASE	CN	5
8010-01-441-6031	GRN BASE PRIMER	CN	5
8010-01-419-1142	BLK PNT	CN	2
8010-01-419-1152	GRY PNT	CN	2
8010-01-419-1145	BLU PNT	CN	2
8010-00-181-8080	PLYURTHN THIN	CN	2
8010-00-200-2637	EPOXY THIN	GL	2
6810-00-286-5435	ISPRPL ALCOHOL m	GL	5
9150-00-985-7099	ENGINE OIL	GL	10
9150-00-149-7432	HYDRO FLD	CS	5
9150-01-210-1938	TRANS OIL	GL	10
9150-01-433-7986	30WT OIL	GL	10
6850-00-274-5421	CLEAN COMP SLVT	GL	5
6850-01-235-0872	AIRCRAFT CLEANER	GL	5
8040-00-092-2816	DUBL BUBBLE	PK	2
8040-00-902-3871	HI TEMP RTV	CN	10
9150-01-439-0857	TW25 GREASE	TB	2
9150-01-262-3358	WTR GREASE	TB	5
9150-01-448-2298	TW25	CN	2
8040-01-163-3481	9309	KT	5

GOVT MESSING: XX OFFICERS
XX ENLISTED

GOVT BILLETING OFFICERS: XX MALES/XX FEMALES
SNCOS: XX MALES/XX FEMALES
ENLISTED: XX MALES/XX FEMALES

ORDNANCE REQMTS: (X) TOW
(X) HELLFIRE
(XXX) ROCKETS
(XXXX) .20MIL
(XXXX) .50CAL
(XX,XXX) 762 .30CAL

RANGE REQMTS: 2507S 301W ORDNANCE RANGE

E. WHAT TYPE OF SUPPORT NEEDED FROM MWSG-37.

AIRFIELD SERVICES: CFR SUPPORT AT AUX II (0600 X MAY-0100 X JUN 200X)

ACFT/GRND EQUIP: (X) 6,000 LB FORKLIFT (OFF LOAD/ON LOAD)
(X) M1123 HMMWV HIGH BACK
(XX) FAST BACK
(X) M105 TRAILER
(X) K4A ORDNANCE TRAILERS

F. WHAT TYPE OF SUPPORT NEEDED FROM MACG-38.

FUEL REQMTS: ATC SUPPORT AT LAGUNNA AAF AND AUX II (UNK)

Sample MCAS Yuma Logistical Support Request (LSR)

```
TO  UNIT CHAIN OF COMMAND(uc)
CC  CG UNIT CHAIN OF COMMAND(uc)
    MAG XX(uc)
    MALS XX(uc)
    HOST UNIT(uc)
    CG MARFORPAC(uc)
    CG MCI WEST(uc)
    MCAS YUMA AZ(uc)

NOTE: VERIFY ALL APPLICABLE PLADS

UNCLAS//
MSGID/GENADMIN/XXX/S-4//
SUBJ/LOGISTICS SUPPORT REQUEST (LSR)//
REF/A/DOC/ / //
REF/B/MSG/ /DTG //
NARR/REF A IS... REF B IS... //
POC(S)/NAME /RANK/UNIT/OFFICE/-/TEL:DSN
/EMAIL: //
RMKS/1. THE FOL SUPPORT IS REQUESTED ISO (UNIT) DEPLOYMENT TO MCAS YUMA
AZ.  THIS IS (OR IS NOT) A UNIT TEEPED EVENT.  THIS EVENT IS NOT
ASSOCIATED WITH MAWTS-1 HOSTED/SPONSORED LARGE FORCE EXERCISE (LFE).
A.  EXERCISE LOCATION:  MCAS YUMA, AZ.
B.  EXERCISE DATES:
C.  NUMBER OF PROJECTED SORTIES TO BE FLOWN: #
D.  MISSION TYPES TO BE FLOWN:
E.  MCAS YUMA TENANT UNIT HOSTED: Y OR N, INDICATE UNIT
F.  PARKING, HANGAR, OFFICES, SERVICES REQUIRED:
    (1) RAMP SPACE:
        (A) NUMBER TYPE/MODEL AIRCRAFT:
        (B) FIRE EXTINGUISHERS: # HALON / # ABC TYPE
    (2) HANGAR SPACE: INDICATE HOSTED ARRANGEMENT AS APPLICABLE
        (A) SQUARE FOOTAGE:
        (B) POWER REQUIREMENTS: (DECK EDGE POWER, ATR, ETC).
        (C) FLIGHT EQUIPMENT STORAGE:
        (D) OVERHEAD CRANE (STATE CAPACITY IN TONS)
    (3) MAINTENANCE SPACE:
        (A) SQUARE FOOTAGE/NUMBER OF WORK CENTERS:
        (B) PHONES/CLASS/ACCESS: # CLASS A, # COPY MACHINE,
            COMM-DSN-DATA
        (C) POWER REQUIREMENTS: (XXXV AC/# OUTLETS)
        (D) AIRCRAFT WASH REQUIREMENTS:
        (E) HIGH POWER RUN-UP REQUIREMENTS: Y OR N
    (4) COMMAND, ADMIN, READY ROOM SPACE:
        (A) SQUARE FOOTAGE:
        (B) # CLASS A PHONES.
        (C) POWER REQUIREMENTS:
        (D) SAFES/CLASSIFIED MATERIAL STORAGE: (# SAFES, TYPES, ETC.)
        (E) SECURE AREA FOR MISSION PLANS: Y OR N (CLASSIFIED SPACE)
    (5) FLIGHT LINE SECURITY REQUIREMENTS: Y OR N, INDICATE
G.  AIRFIELD SERVICES:
    (1) AIRCRAFT RESCUE AND FIRE FIGHTING (ARFF): YES
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(2) WEATHER: YES
(3) EAF SERVICES:

(A) M-21 ARRESTING GEAR: Y OR N (E-28 ON STATION)
(B) FRESNEL LENS: Y OR N
(C) AIRFIELD LIGHTING: Y OR N
(D) CVA/LHA DECK: Y OR N

H. MEDICAL SUPPORT: (FLT SURGEON, BAS, GAS REQUIREMENTS)

I. FUEL/POL REQUIREMENTS: (SPECIFY AS POSSIBLE, GALS PER DAY)

(1) JP5: QTY
(2) DIESEL: QTY
(3) MOGAS: QTY
(4) HOT REFUEL: Y OR N
(5) POL: QTY, TYPES
(6) M970 REFUELER: Y OR N
(7) M970 DEFUELER: Y OR N
(8) TAFDS: N/A
(9) HERS: Y OR N

J. ENVIRONMENTAL/HAZMAT

(1) UNIT ENVIRONMENTAL POC(S):

NAME/RANK	LEVEL OF TRNG	DTD TRAINED
RAGMAN, J.S. SSGT	40	27 JUNE 06
SQUARED, A.W. SGT	24	10 JULY 06

(2) NUMBER OF MAINTENANCE SHIFTS: 2
(3) HAZMAT FUNDING DOCUMENT TYPE: (I.E. NAVCOMP 2275)
(4) HAZARDOUS MATERIAL REQUESTED: EXAMPLES BELOW

NSN	NOMENCLATURE	AMOUNT	SUPPORTING ACTIVITY
9150-00-408-9635	GRAPHITE	10 CANS	UNIT OR MCAS
9150-00-985-7099	ENGINE OIL	650 QUARTS	UNIT
9150-00-149-7432	HYDRAULIC FLUID	16 CASES	UNIT
9150-00-250-0926	TECHNICAL PETROLATUM	3 CANS	UNIT
8030-00-938-1947	PLS	1.5 CASES	UNIT
8040-01-126-6271	EA 956 (E-Z PACK)	1/2 CASE	UNIT
8030-01-290-5136	PR 1826 B-1/2	2 CASES	UNIT
6850-00-274-5421	PD 680 TYPE 1	10 GALLONS	UNIT
8040-00-145-0020	RTV (GRAY)	12 TUBES	UNIT
6810-00-264-6715	MOLY B TECH	1 CAN	UNIT
6810-00-264-6548	GLYCEROL	1 GALLON	UNIT
6850-01-433-6632	PLEXUS	4 CANS	UNIT
9150-00-458-0075	PROLUBE	2 CANS	UNIT
6850-01-235-0872	ACFT CLEANING COMP (5 GAL)	12 CANS	UNIT
8030-00-408-1137	TORQUE SEAL	4 TUBES	UNIT
6850-00-621-1820	LEAK DETECTION COMP	1 BOTTLE	UNIT
8030-00-546-8637	CORROSION PREV COMP	6 CANS	UNIT
8030-01-043-2295	FUEL CHANNEL SEALANT	8 TUBES	UNIT
8040-00-142-9913	ADHESIVE POLYCHOLOPRENE	1 CAN	UNIT
8030-00-087-8630	ANTI-SEIZE COMP	3 CANS	UNIT
6850-00-782-2740	DYE PENETRANT KIT	1 KIT	UNIT
8040-00-144-9774	RTV ADHESIVE SEALANT	4 TUBES	UNIT
6810-00-753-4993	ALCOHOL	1 GALLON	UNIT
8040-00-142-9193	ADHESIVE GLUE	1 CAN	UNIT
6810-LL-598-7316	SODIUM HYDROCHLORITE(BLEACH)	2 BOTTLES	UNIT
8520-00-228-0598	TOILET SOAP	2 BOTTLES	UNIT
7630-00-926-5280	GENERAL PURPOSE CLEANER	12 BOTTLES	UNIT

(5) HAZARDOUS MATERIAL REQUESTED TO BRING IN TRANSIT:
(MUST LIST NSN, NOMEN, & QTY)

(6) ANTICIPATED WASTE GENERATION:

HAZARDOUS: YES; TYPE: WASTE PAINT; ACCUMULATION: DRUMS
POL WASTE: YES; TYPE: OIL, HYD, PD680; ACCUMULATION: DRUMS
FRH's FROM MREs: NO
RECYCLABLE WASTE: YES TYPE: PAPER, METAL CANS, POLS

(7) HAZMAT STORAGE FACILITIES/GEAR REQUESTED:
(A) FLAM LOCKERS
(B) REQUEST READY SERVICE LOCKER
(C) SPILL RESPONSE KIT

K. BILLETING REQUIREMENTS:
(1) OFFICERS: # MALE/FEMALE
(2) SNCOS: # MALE/FEMALE
(3) ENLISTED: # MALE/FEMALE
TOTAL: ###

L. MESSING REQUIREMENTS:

BREAKFAST	LUNCH	DINNER	MIDRATS
##	###	###	##

M. COMMUNICATION REQUIREMENTS: MCAS YUMA SUPPORTED (EXAMPLES BELOW)

TAMCN	NOMEN	QTY	OPR REQR	JLTI DATE
N/A	TYPE (SPECIFY HAND HELDS W/BASE)	#	NO	
N/A	UHF (225-399MHZ) VHF	#	NO	

NOTE: SPECIFY AC ADAPTER REQUIREMENTS

N. MOTOR TRANSPORT REQUIREMENTS: (EXAMPLES BELOW)

(1)

TAMCN	NOMEN	QTY	OPR REQR	REMARKS
N/A	GSA VAN	#	Y OR N	MIPR
N/A	1/2 TON	#		
N/A	ORD TRUCK	#		
N/A	7-TON	#	Y OR N	

(2) REQUEST COMMERCIAL VEHICLES (# SEDAN/# VAN)

O. MATERIAL HANDLING EQUIPMENT (MHE) REQUESTS: (EXAMPLES BELOW)

TAMCN	NOMEN	QTY	OPR REQR	LIFT DESCRIPTION	DATE/TIME
N/A	4000 FORKLIFT	#	Y	OFF/ONLOAD	
N/A	LSO VEHICLE	#	N	N/A	
N/A	TRAM 10K	#	Y	ON/OFFLOAD	
N/A	EBFL	#	Y	EXPLOSIVE DRIVER	

P. ORDNANCE: YES OR NO (ORD REQ VIA SEPCOR)

(1) ORDNANCE HANDLING EQUIPMENT (OHE):

(2) AIRCRAFT ARMING EQUIPMENT (AAE)

NOMEN	P/N	QTY	SUPPORTING ACTIVITY
		X	

(3) AIRBORNE WEAPONS SUPPORT EQUIPMENT (AWSE)

NOMEN	P/N	QTY	SUPPORTING ACTIVITY
K-4 TRAILER	AM32K-4/-4A	X	
CRADLE,MHU-63/E	2560340	X	
ADAPTER CRADLE,	AERO-74167A311J2-1	X	

Enclosure (2)

Q. HOST OR MALS PERSONNEL AUGMENTATION REQUIRED (THIS IS TO BE COORDINATED PRIOR TO LSR RECEIPT AT MCAS YUMA - DEPLOYING UNIT RESPONSIBILITY)

(EXAMPLES, IN FIVE COLUMNS):

NUMBER	GRADE	MOS	BILLET DESCRIPTION	REPORT DATE
#	ANY/1 SNCO	6541	ORD	
#	SGT/SNCO	6672	SUPPLY	
#	ANY	6033	NDI	
#	ANY	6092	AIRFRAMES/ TIRE BUILDER	
#	GSE	6072	GSE MECH	

NOTE: SPECIFY # SPECIAL QUALIFICATIONS

R. UNIT REQ HHQ PERSONNEL AUGMENTATION (READ IN FIVE COLUMNS):

NUMBER	GRADE	MOS	BILLET DESCRIPTION	REPORT DATE
#				

S. UNIT REQUESTED SUPPORT REQUIREMENTS (NON PERSONNEL):

(1) HEADQUARTERS: (IF APPLICABLE)

(2) MALS-XX SUPPLY (PACK-UP REQUIRED) TO SUPPORT

(3) AVIONICS: (EXAMPLES)

(A) DECM REQUIREMENTS: N/A

(B) ALQ-99 ECM REQUIREMENTS: N/A

(C) ENGINEERING TECHNICAL SERVICES REQUIREMENTS: NDI SUPPORT IF NEEDED, AND NAESU TECH SUPPORT, AS REQUIRED, FROM MALS-XX/MAG-XX.

(D) MOBILE FACILITY REQUIREMENTS: N/A

(4) AVIATION MAINTENANCE REQUIREMENTS:

(A) GROUND SUPPORT EQUIPMENT (GSE)

PART NUMBER	NOMENCLATURE	QTY	SUPPORTING ACTIVITY
A/S32A-30A	TOW TRACTOR	XX	UNIT OR MCAS
NC-10	MEPP	XX	UNIT
NAN-3/4	NAN-4 CART	XX	UNIT
ALBAR-20	20FT TOWBAR	XX	UNIT
A/M27T-5	HYDRAULIC JENNY	XX	UNIT
NF15-3	REIN AIR	XX	UNIT
A/S32K-1D	SATS LOADER	XX	UNIT
75D110065-1001/1003	TRAILER, WATER DEMINERAL	XX	UNIT
NCPP-105	COMPRESSOR POWER PLANT	XX	UNIT
T17-1FH	17 TON JACKS (3 PER SET)	XX	UNIT
PON-6	PRE-OILER	XX	UNIT
75D291002-1001	HIGH POWER CHAIN	XX	UNIT
75D110047-2019	ENGINE/WING SLING	XX	UNIT
75D110014-1001	TAILPLANE SLING	XX	UNIT
75D111053-2002	AFT JACK ADAPTER	XX	UNIT
75D110072-1002	STBD JACK ADAPTER	XX	UNIT
75D110072-1001	PORT JACK ADAPTER	XX	UNIT
53D22004	AXLE JACK	XX	UNIT
N2 PORTABLE	POP BOTTLE	XX	UNIT

(B) TEST EQUIPMENT:

PART NUMBER	NOMENCLATURE	W/C	QTY	SUPPORTING ACTIVITY
75D460002-1001	TEST SET,FUEL QUANTITY	IMRL	XX	UNIT
ADTS405-8325	AIR DATA TEST SET	IMRL	XX	UNIT
155600	TRANSPONDER TEST SET	IMRL	XX	UNIT

(C) HIGH POWER: YES

(D) AIRCRAFT WASH REQUIREMENTS: YES

*NOTE: MANY OF THE ABOVE SUPPORT ITEMS CAN OR MAY BE PROVIDED BY MCAS YUMA, AND MCAS SOURCING WILL BE INITIALLY REQUESTED WITHIN THE FEASIBILITY OF SUPPORT (FOS) REQUEST. RESPONSE TO MCAS AVAILABILITY WILL BE PROVIDED WITHIN ESTIMATE OF SUPPORTABILITY (EOS). UNITS WILL INDICATE THE SOURCE OF THEIR SUPPORTED ITEMS WITHIN THE LSR, AND COORDINATION FOR SOURCING OF ITEMS NOT AVAILABLE FROM MCAS YUMA IS A UNIT RESPONSIBILITY.

T. RANGE/TARGET DATE/TIMES - TO BE SUBMITTED VIA SEPCOR

U. SPECIAL REQUIREMENTS/COORDINATION (REQUIREMENTS NOT PREVIOUSLY IDENTIFIED).

(1) REQUEST EXTENDED AIRFIELD HOURS (IF APPLICABLE, THIS INCLUDES ARRIVALS AND DEPARTURES OF PAX WITHIN MOVEMENT PLAN TO AND FROM YUMA)

(2) REQUEST A/C PARKING SPACES IN CALA

(3) REQUEST CRYOGENICS SUPPORT FOR NITROGEN BOTTLE SERVICING

(4) REQUEST ACCESS TO UHF RADIOS (FREQ 225-399 MHZ) WITH A/C ADAPTER PERMANENTLY MOUNTED INSIDE HANGAR 220.

V. POINTS OF CONTACT:

POC(S)/NAME /UNIT/DET COORDINATOR/-/TEL:DSN /EMAIL

(1)S-1:

(2)S-2:

(3)S-3:

(4)S-4:

(5)MO/AMO:

(5)MMCO:

(6)ORDNANCE OFFICER:

(7)COMMANDER OIC REMARKS: IF APPLICABLE//

Enclosure (2)