



DEPARTMENT OF THE ARMY
HEADQUARTERS, 21ST THEATER SUPPORT COMMAND
UNIT 23203
APO AE 09263

AERRM-M

SEP 29 2004

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: 21st Theater Support Command Support Agreements - Processes and Procedures

1. The purpose of this memorandum is to establish processes and procedures by which Support Agreements (i.e., Memorandums of Understanding and Agreement as well as Inter/Intraservice Support Agreements) will be administered.
2. Effective 1 Nov 04, all elements of the 21st TSC will develop and coordinate agreements as follows:
 - a. Support proposals, with the 21st TSC as either a provider or receiver of support, will be documented (in sufficient detail to describe the intent of the agreement as well as the parties involved) and forwarded to the 21st TSC Comptroller, Management Studies, Requirements, and Programs (MSR&P) Branch for initial review.
 - b. The MSR&P personnel will, within 3 business days, review the support proposal for regulatory consistency and return the proposal with specific written guidance regarding subsequent steps to be followed.
 - c. The affected parties (supplier and receiver) will collectively prepare a draft agreement (utilizing the 21st TSC, Comptroller Homepage "Agreement" outline) containing the specific terms of the agreement (e.g., performance standards, reimbursement requirements, estimated effective date, etc.) and forward to the 21st TSC, Comptroller MSR&P Branch for final review.
 - d. The MSR&P Branch will review the draft agreement and then coordinate the agreement with the appropriate 21st TSC staff sections. Once coordinated, the agreement will be packaged and submitted to the appropriate signatories for endorsement.

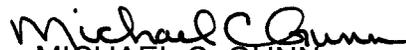
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3. The points of contact are Mr. Belyea, 484-7199, and Ms. Namolnik, 484-7043.

4. FIRST IN SUPPORT!

FOR THE COMMANDER:


MICHAEL C. GUNN
Colonel, GS
Chief of Staff

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CDR, 37TH TRANSPORTATION COMMAND

CDR, 200TH THEATER SUPPORT COMMAND MATERIAL MANAGEMENT CENTER

GENERAL MANGAER, GENERAL SUPPORT CENTER-EUROPE