



UNITED STATES MARINE CORPS

MARINE CORPS AIR STATION
POSTAL SERVICES CENTER BOX 8003
CHERRY POINT, NORTH CAROLINA 28533-0003

AirStaO 7100.1B
COMPT
2 MAR 2009

AIR STATION ORDER 7100.1B

From: Commanding Officer, Marine Corps Air Station, Cherry Point
To: Distribution List

Subj: PROCEDURES FOR INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT

Ref: (a) DoD 4000.19

1. Situation. The purpose is to provide guidance on the procedures for Interservice and Intraservice Support Agreements (ISSAs) as well as Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs).

2. Cancellation. AirStaO 7100.1A.

3. Mission. This Order provides guidance and procedures for Interservice and Intraservice Support Agreements (ISSAs) as well as Memorandums of Understanding (MOUs) and Memorandums of Agreements (MOAs).

4. Execution

a. Commander's Intent. To ensure efficient execution of ISSAs, MOUs, and MOAs in compliance with reference (a) and to designate the Comptroller as the Command's Support Agreement Manager (SAM).

b. Subordinated Elements Missions

(1) The Comptroller is designated as the Marine Corps Air Station (MCAS) Cherry Point SAM. The Comptroller's responsibilities include but are not limited to:

(a) Originate and develop ISSAs, MOUs, and MOAs as directed and in accordance with reference (a).

1. Coordinate the negotiation and development of support agreements executed by the Commanding Officer (CO), MCAS Cherry Point.

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2. Establish termination and revision specifications and dates.

3. Prepare support agreements to reflect the categories of support which will be provided and additional details pertaining to the local situation.

4. Establish estimated reimbursable amounts to the extent that the agreement increases the supplier's direct cost and are measurable and attributable to the receiver.

5. Review cost analysis to ensure budget savings and reimbursables have been adequately documented and the cost, whether direct or reimbursable, has a credible historical basis in the budgeting and accounting process.

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

(b) Maintain Command ISSA, MOU, and MOA files and necessary documentation.

(c) Initiate and coordinate tri-annual review of all agreements as required by reference (a).

(d) Forward necessary documentation to the appropriate Commands and Headquarters.

(2) All MCAS Cherry Point Directorates will adhere to the guidance in this Order and will participate in development and review of agreements as necessary.

5. Administration and Logistics

a. MCAS Cherry Point will execute ISSAs as the Supplying activity when a request that requires reimbursement is made from a Department of Defense (DoD) activity or a non-DoD Federal Activity and MCAS Cherry Point determines that capabilities exist to provide the support without jeopardizing the mission.

b. MCAS Cherry Point will request reimbursable support from:

(1) DoD Activities - if it is in the best interest of the Government; or

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(2) Non-DoD Federal Activities - if it is in the best interest of the Government and cannot be provided as conveniently or cheaply by a commercial enterprise.

c. MCAS Cherry Point will document broad-based support and cooperation agreements that do not require reimbursement with a MOA, when parties are dependant on each other, or MOU, when parties are not dependant on each other. No-cost agreements can be executed with city, county, state, and federal government activities.

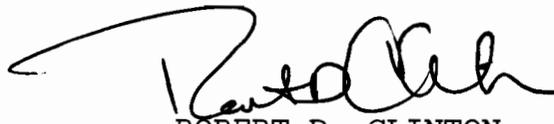
d. Non-recurring and one time services do not require an agreement and will be documented with an order or requisition, unless an agreement is required to accomplish mission requirements.

e. 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.

6. Command and Signal

a. Command. This Order is applicable to all of Marine Corps Air Station Cherry Point.

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



ROBERT D. CLINTON

By direction

DISTRIBUTION: A