



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

ASO 7100.1C
COMPT

12 JAN 2022

AIR STATION ORDER 7100.1C

From: Commanding Officer, Marine Corps Air Station, Cherry Point

To: Distribution List

Subj: PROCEDURES FOR SUPPORT AGREEMENTS

Ref: (a) DoDI 4000.19 Support Agreements

1. Situation. The purpose of this Order is to provide guidance on establishing, renewing, and updating support agreements. The term support agreement includes General Terms & Conditions (GT&Cs), Intergovernmental Support Agreements (IGSAs), Memorandums of Agreements (MOAs), Memorandums of Understanding (MOUs), and host-tenant support agreements.

2. Cancellation. ASO 7100.1B.

3. Mission. To specify policy, assign responsibilities, and issue control regarding support agreements for Marine Corps Air Station Cherry Point (MCAS CHERPT).

4. Execution

a. Commander's Intent. To ensure efficient execution of GT&Cs, IGSAs, host-tenant support agreements, MOUs, and MOAs in compliance with reference (a).

b. Concept of Operations

(1) The Comptroller is designated as the Command's Support Agreements Manager (SAM).

(2) GT&Cs, IGSAs, host-tenant support agreements, MOUs, and MOAs will be recommended for approval by the SAM when they are in the best interest of business operations at CHERPT based on potential cost savings and other non-monetary efficiencies.

c. Coordinating Instructions

(1) The Comptroller's responsibilities as MCAS CHERPT's SAM include but are not limited to:

(a) Originate and develop GT&Cs, IGSAs, host-tenant support agreements, MOUs, and MOAs as directed and in accordance with reference (a).

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

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. Identify and list estimated reimbursable amounts which show that the agreement increases the supplier's direct cost and are attributable to the receiver.

5. 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 GT&Cs, IGSA's, host-tenant support agreements, MOU, and MOA files and necessary documentation.

(c) As required by reference (a), for support agreements in excess of three years, initiate and coordinate validation of all agreements no less often than mid-point from the agreement's effective date.

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

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

5. Administration and Logistics

a. MCAS CHERPT will execute support agreements 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 CHERPT determines that capabilities exist to provide the support without jeopardizing the mission.

b. MCAS CHERPT will request reimbursable support from:

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

(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 CHERPT will document broad-based support and cooperation agreements that do not require reimbursement with a MOA, when parties are dependant on each other, or a MOU, when parties are not dependant on each other.

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. This Order is applicable to all of MCAS CHERPT Directorates and effective the date signed.

A handwritten signature in black ink, appearing to read 'M. R. Huber', with a long, sweeping underline that extends to the right.

M. R. HUBER

DISTRIBUTION: A