



# DoD INSTRUCTION 4165.73

## JOINT BASING OPERATIONS

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**Originating Component:** Office of the Under Secretary of Defense for Acquisition and Sustainment

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**Approved by:** Michael P. Duffey, Under Secretary of Defense for Acquisition and Sustainment

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**Purpose:** In accordance with the authority in DoD Directive (DoDD) 5135.02, and the policy in Public Law 101-510, codified as a note in Section 2687 of Title 10, United States Code (U.S.C.), and the January 22, 2008 Deputy Secretary of Defense Memorandum, this issuance:

- Establishes policy, assigns responsibilities, and provides procedural direction for the sustained operations of and provision of installation management and support functions (ISFs) at joint bases (JBs) and the joint region (JR).
- Defines the DoD Joint Basing Program.
- Defines the joint management oversight structure (JMOS) that provides a governance framework for equitable conflict resolution and resource allocation between the DoD Components at a JB or within the JR.

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## **SECTION 1: GENERAL ISSUANCE INFORMATION**

### **1.1. APPLICABILITY.**

This issuance applies to OSD, the Military Departments (MILDEPs), the Office of the Chairman of the Joint Chiefs of Staff and the Joint Staff, the Combatant Commands, the Office of Inspector General of the Department of Defense (OIG DoD), the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (referred to collectively in this issuance as the “DoD Components”).

### **1.2. POLICY.**

a. JB/JR are DoD installations inside the United States and its territories for joint use by two or more Military Services rather than installations for the primary use of one Military Service, established pursuant to the realignments authorized in accordance with Public Law 101- 510.

b. JB/JR promote the employment of U.S. military forces in support of Combatant Commander requirements by providing power projection platforms, through the provisioning of infrastructure and installation support in a coordinated and integrated manner across the Military Services.

c. JB/JR create the conditions for more effective, efficient, and consistent delivery of ISFs, allowing flexibility to identify and implement best business practices while enhancing warfighting capabilities. JB/JR do not exist only to gain efficiencies. They provide the MILDEPs the opportunity to develop joint capabilities in advance of military operations and improve mission assurance and resilience through coordinating and communicating in the delivery of installation support.

d. JB/JR do not operate under a host-tenant relationship established under support agreements pursuant to DoD Instruction (DoDI) 4000.19. JB/JR are a partnership between two or more Military Services.

e. JB/JR have a designated supporting Military Service (referred to in this issuance as the “lead Service”) and one or more supported Military Services (referred to in this issuance as the “associate Service” or “other assigned Service (OAS)”) as defined in the Glossary.

(1) The lead Service holds accountability for all real property comprising the JB or the JR (including any geographically separated locations (GSLs)) and all personal property and plant equipment associated with the provision of installation support.

(2) The lead Service plans, programs, and budgets for all ISFs defined in Section 4 of this issuance and as agreed to in the JB/JR memorandum of agreement (MOA). The lead Service delivers ISFs to all associate Services on the JB/JR, including those on GSLs, in accordance with the lead Service established policies, performance metrics, and the JB/JR MOA.

(3) The lead Service is the responsible party for all ISFs unless otherwise stated in this issuance or altered through an authorized change in the JB/JR MOA in accordance with the procedures in this issuance.

(4) The lead Service provides annual manpower and cost data and periodic installation support performance data to the associate Service and OAS. This reporting will assess installation support performance as agreed to in the JB/JR MOA, and provide transparency into costs and workforce associated with installation support on each JB/JR.

(5) As DoD Components are based or stationed on JB, their share of incremental, direct, and indirect costs, and workforce will be transferred to the lead Service in accordance with Paragraph 3.7 of this issuance. The transfer will be documented in a JB MOA change and executed with a program decision memorandum or program budget decision (PBD).

(6) As DoD Components are based or stationed within the JR, their share of incremental, direct, and indirect costs, and workforce will be transferred to the lead Service or the Service providing the ISF in accordance with the approved variance documented within the JR MOA, in accordance with Paragraph 3.7 of this issuance. The transfer will be documented in a JR MOA change and executed with a program decision memorandum or PBD.

f. These organizations are treated as tenants: Non-DoD organizations, Defense Agencies, DoD Field Activities, Combatant Command headquarters, U.S. Element of the North American Aerospace Defense Command, subordinate Combatant Command headquarters, standing Joint Task Force headquarters, Working Capital Fund (WCF) activities that do not perform installation management functions, Army National Guard, and Air National Guard. Tenants on JB/JR establish support agreements with the lead Service pursuant to DoDI 4000.19 for installation support.

g. JB/JR are governed by this issuance, DoD policy relevant to installation management and support functions, JB/JR MOAs, and Service policy. In the event of a conflict, these documents have the following precedence:

- (1) This issuance and other relevant DoD policy, processes, and procedures.
- (2) JB/JR MOAs.
- (3) Service policy.

h. Only the lead Service will conduct inspections of ISFs unless otherwise documented in a JB/JR MOA, coordinated through JMOS processes, or the lead Service does not have the expertise. Associate Service or OAS policy dictating installation support activities beyond what is provided by the lead Service will be addressed through the JMOS processes for resolution.

i. This issuance does not supersede support agreements between tenant organizations that reside on a JB or within the JR and the lead Service. Support agreements for tenant organizations will be administered in accordance with DoD 7000.14-R and DoDI 4000.19.



j. The term Joint Reserve Base is unrelated to this issuance and not eligible for any resourcing designated for JB/JR programs. A Joint Reserve Base is based upon legal requirements found in Chapter 1803 of Title 10, U.S.C.

k. This issuance focuses on defined JB/JR ISFs. It does not include or address all Service installation requirements that may apply, and it is not intended to be an exhaustive list of all DoD requirements that may apply to the administration and operations of a JB/JR.

## **SECTION 2: RESPONSIBILITIES**

### **2.1. UNDER SECRETARY OF DEFENSE FOR ACQUISITION AND SUSTAINMENT (USD(A&S)).**

In addition to the responsibilities in Paragraph 2.4., the USD(A&S):

- a. Is the senior DoD official with overall responsibility and oversight of the DoD Joint Basing Program.
- b. Establishes policy and develops procedures regarding the operations of JB/JR to increase military effectiveness and economy of resources among the MILDEPs.
- c. Adjudicates MILDEP disputes when MILDEPs have disagreements about JB/JR MOAs or other JB/JR issues.

### **2.2. ASSISTANT SECRETARY OF DEFENSE FOR ENERGY, INSTALLATIONS, AND ENVIRONMENT (ASD(EI&E)).**

Under the authority, direction, and control of the USD(A&S), the ASD(EI&E):

- a. Develops processes and procedures for, and provides oversight of, the DoD Joint Basing Program.
- b. Serves as the focal point for matters related to the oversight of JB/JR.
- c. Establishes DoD Component reporting requirements, including associated data standards, to monitor the administration of JB/JR.
- d. Reviews and coordinates joint basing issues with members from each of the DoD Components' installation management leadership and Principal Staff Assistants (PSAs).
- e. Mediates any MILDEP disagreements about the JB/JR MOAs or other JB/JR issues and elevates unresolved issues to the USD(A&S) for adjudication.
- f. Convenes meetings, such as the Senior Joint Base Working Group (SJBWG), established in accordance with the January 22, 2008 Deputy Secretary of Defense Memorandum, required to review, coordinate, and address JB/JR issues. These meetings include Assistant Secretaries of the MILDEPs and Military Service Deputy Chiefs of Staff with duties related to energy, installations, and the environment.

g. Supports and manages the Senior Installation Management Group (SIMG), established in accordance with the January 22, 2008 Deputy Secretary of Defense Memorandum.

h. Approves all JB/JR MOA variance and deviation requests received from the DoD Components. Variance and deviation procedures are described in Paragraphs 3.1.d. and 3.1.e. of this issuance.

### **2.3. UNDER SECRETARY OF DEFENSE (COMPTROLLER)/ CHIEF FINANCIAL OFFICER, DEPARTMENT OF DEFENSE (USD(C)/CFO).**

In addition to the responsibilities in Paragraph 2.4., the USD(C)/CFO:

a. Ensures that the DoD Components plan, program, budget, and allocate resources to support the JB/JR.

b. Adjudicates DoD Component submitted JB/JR issues during the annual budget review to ensure compliance with the requirements of the established MOAs.

c. Executes total obligation authority (TOA) adjustments for approved JB/JR MOA changes and variances.

### **2.4. PSAs.**

The PSAs:

a. Ensure all DoD policies applicable to DoD installations consider JB/JR impacts.

b. Assist the USD(A&S) in developing joint basing policies, processes, and procedures.

c. Coordinate DoD policies with the ASD(EI&E) for integration and, if necessary, for deconfliction with this issuance and applicable joint basing policies.

d. Ensure records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoD Component records management disposition schedules.

### **2.5. SECRETARIES OF THE MILDEPS**

The Secretaries of the MILDEPs:

a. Are responsible for the direct management of JB and JR.

b. Enter into agreements (i.e., MOAs) defined in Paragraph 3.1. with other MILDEPs on JB or within the JR and abide by those agreements to establish and maintain the relationships, roles, and responsibilities between the DoD Components for the effective delivery of installation support to the joint force assigned to a JB or within the JR.

- c. Engage proactively with partner MILDEPs on JB and JR.
- d. Comply with all joint basing policy, processes, and procedures.
- e. Provide Service-level policy, guidance, and oversight of JB and JR consistent with DoD policy, processes, and procedures, including JB/JR changes.
- f. Avoid JB/JR impacts when developing Service-level policy and guidance such as revising installation support delivery to the detriment of associate Services.
- g. Assign, at a minimum, a three-star general officer/flag officer, or Senior Executive Service (SES) member with installation management responsibility to serve on the SIMG.
- h. May delegate the authority to enter into or modify JB/JR MOAs. The delegation authority is limited to general officer/flag officer, or SES members who by virtue of their position have authority to commit to future installation support resources as required by MOAs.
- i. At each JB or within the JR where the Secretary's MILDEP is designated as the lead Service:
  - (1) Plan, program, budget, and execute all ISF activities in accordance with the governing JB/JR MOA and lead Service established performance metrics. The lead Service established performance metrics will be consistent with the level of service provided at other installations under the jurisdiction of the Secretary of the MILDEP concerned. For activities where the MILDEP does not have a comparable established performance metric, the JB/JR MOA will document the agreed-upon level of service.
  - (2) If a Service policy reduces or eliminates ISF delivery standards from a previous status quo, the lead Service will provide an alternative means for the continuation of service to the associate Service.
  - (3) Determine and apply the most efficient and effective organization to provide ISFs while ensuring fair priority of associate Service requirements, the enhancement of warfighting capabilities, and installation resiliency. Document the organizational structure within each JB/JR MOA.
  - (4) Assign a joint base commander (JBC) or a joint region commander (JRC) with responsibilities to include installation command.
- j. At each JB or within the JR where designated as an associate Service:
  - (1) Fulfill all assigned responsibilities in accordance with the JB/JR MOA.
  - (2) Assign a deputy joint base commander (DJBC) or deputy joint region commander (DJRC) when required by JB/JR MOA organizational structure and Paragraph 3.3.e. of this issuance.

(3) If the MILDEP's policy reduces or eliminates joint base supported component force structure (JBSCFS) billets below the levels specified in the JB/JR MOA, the MILDEP(s) will be responsible for resourcing the requirement.

k. Ensure records and information established and created in accordance with this issuance are retained in accordance with DoDI 5015.02 and DoD Component records management disposition schedules.

## SECTION 3: PROCEDURES

### 3.1. JB/JR MOAs (TO INCLUDE MODIFICATIONS).

#### a. General Information.

(1) JB/JR MOAs are agreements between the Services that establish the relationship between the lead Service and the associate Service(s) and describe, for each JB and the JR, the organizational structure, resourcing, responsibilities, dispute resolution processes, and other agreements developed among the DoD Components.

(2) JB/JR MOAs will follow the current template published by the Office of the ASD(EI&E) (OASD(EI&E)) located at <https://dod365.sharepoint-mil.us/sites/OSDAS-EIE-IMR/SitePages/Joint-Basing.aspx>.

(3) Modifications to the JB/JR MOA will be processed as either a JB/JR MOA administrative update, JB/JR MOA change, JB/JR MOA variance, or JB/JR MOA deviation. Processing and routing occurs via the OASD(EI&E) MOA SharePoint Site.

(4) SIMG members will adjudicate, subject to their authority, MOA changes, deviations, or variances within 180 days after the Joint Base Partnership Council (JBPC)/Joint Region Partnership Council (JRPC) transmits the action to the intermediate command summit (ICS).

(5) Approved JB/JR MOA changes and variances are submitted by OASD(EI&E) to the OSD(C)/CFO to enact TOA adjustments between the MILDEPs.

(6) Each JB/JR lead and associate Service(s) will jointly review its MOA at least once every 3 years to determine its currency. The review will be documented with an update to the JB/JR MOA as a triennial MOA review.

(7) Approved JB/JR MOA changes do not constitute a triennial MOA review in lieu of a comprehensive review of each JB/JR MOA by lead and associate Services.

#### b. JB/JR MOA Administrative Updates.

(1) JB/JR MOA administrative updates are modifications to the JB/JR MOA that retain the same services but alter the means or methods of delivery without additional resources. They can include, but are not limited to, different performance periods, corrections to an inventory list, consolidation of service outlets, modified operating hours, organizational or position name changes.

(2) JB/JR MOA administrative updates are approved locally. At JB, they are signed by the JBC and the DBJC(s). If the DBJC position is not filled by the associate Service, the senior associate Service official(s) at the JB with responsibilities for installation support approves the MOA administrative updates on behalf of the associate Service. At the JR, they are signed by the JRC and BCOs.

**c. JB/JR MOA Changes.**

(1) JB/JR MOA changes are modifications to the JB/JR MOA that comply with existing joint basing policy, processes, and procedures but may affect resourcing.

(2) JB/JR MOA changes are approved in accordance with MILDEP-specific delegation letters in accordance with Paragraph 2.5.e. of this issuance.

(3) Operational direction (OPDIR) agreements will be processed as JB/JR MOA changes.

**d. JB/JR MOA Deviations.**

(1) Departures from the lead Service's established performance metric will be processed as JB/JR MOA deviations.

(2) All JB/JR MOA deviations must be submitted through the JMOS to the ASD(EI&E) who is the approval authority for all deviations.

(3) Existing deviations codified in a JB/JR MOA will be honored at previously agreed-upon levels of service.

(4) Approved JB/JR MOA deviations will be documented in the governing JB/JR MOA and may require transfer of additional TOA from the associate Service or OAS to the lead Service.

**e. JB/JR MOA Variances.**

(1) Divergences from joint basing processes and procedures are processed as JB/JR MOA variances.

(2) All JB/JR MOA variances must be submitted through the JMOS to the ASD(EI&E) who is the approval authority for all variances.

(3) OASD(EI&E) will review the JB/JR MOA variance to determine if the proposed action is adequately supported by data and analysis to enable informed decision making. OASD(EI&E) will also consider the magnitude of variance, and DoD-wide implications as factors during review.

(a) If the ASD(EI&E) requires additional analysis or discussion, OASD(EI&E) will notify SIMG representatives of identified issues and request additional information to adjudicate the variance.

(b) If no further analysis or discussion is required, the ASD(EI&E) will adjudicate the variance request within 90 calendar days.

(c) Variances will be approved, approved with modification, or disapproved by the ASD(EI&E).

(4) If the variance is approved, or approved with modification, the JB/JR MOA signatories will update the JB/JR MOA to document the variance.

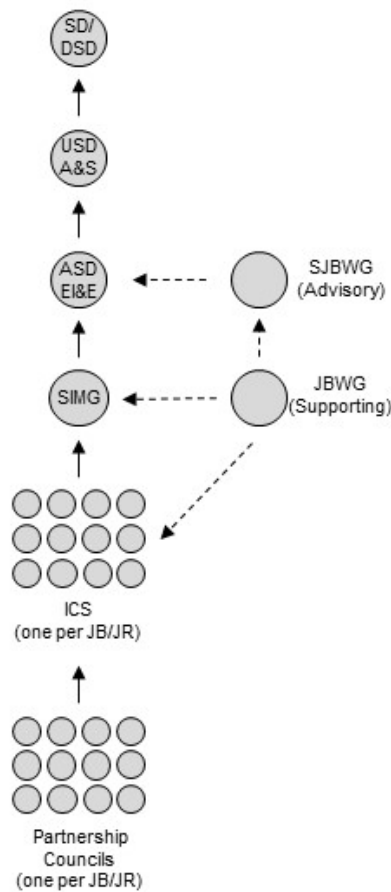
### 3.2. GOVERNANCE.

The JMOS is the governance structure established for each JB/JR. It is responsible for approval, compliance and updates of each JB/JR MOA. The structure provides a basis for equitable conflict resolution and resource allocation between the DoD Components at a JB/JR. Table 1 documents the official list of all JB/JR, identifies the designated lead Service, and the minimum rank requirements of leadership associated with each JB/JR. Figure 1 shows the relationship among the JMOS tiers.

**Table 1. JB/JR Service Designations and Minimum Rank Requirements**

<b>Joint Base and Location</b>	<b>Lead MILDEP</b>	<b>Joint Base Commander</b>	<b>Deputy Joint Base Commander</b>
Joint Base Anacostia-Bolling, DC	Secretary of the Air Force	Air Force O-6	Air Force O-6
Joint Base Andrews-Naval Air Facility Washington, MD	Secretary of the Air Force	Air Force O-6	Air Force O-6
Joint Base Charleston, SC	Secretary of the Air Force	Air Force O-6	Navy O-6
Joint Base Elmendorf-Richardson, AK	Secretary of the Air Force	Air Force O-6	Army O-6
Joint Base Langley-Eustis, VA	Secretary of the Air Force	Air Force O-6	Army O-6
Joint Base Lewis-McChord, WA	Secretary of the Army	Army O-6	Air Force O-6
Joint Base McGuire-Dix-Lakehurst, NJ	Secretary of the Air Force	Air Force O-6	Army O-6, Navy O-6
Joint Base Myer-Henderson Hall, VA	Secretary of the Army	Army O-6	Marine Corps O-5
Joint Base Pearl Harbor-Hickam, HI	Secretary of the Navy	Navy O-6	Air Force O-6
Joint Base San Antonio, TX	Secretary of the Air Force	Air Force O-7	Army O-6
Joint Expeditionary Base Little Creek-Fort Story, VA	Secretary of the Navy	Navy O-6	Army O-5
Joint Region Marianas, Guam	Secretary of the Navy	Navy O-7	Air Force O-7



**Figure 1. JMOS****a. Partnership Councils.**

JB/JR partnership councils:

- (1) Ensure fair and transparent implementation of the JB/JR MOA and joint basing policy, processes, and procedures on the installation.
- (2) Approve administrative changes to its JB/JR MOA.
- (3) Submit JB/JR MOA changes, variances, and deviations to the SIMG for adjudication as specified in Paragraph 3.1.a. of this issuance.
- (4) Is a JB or joint region-level council chaired by the JBC/JRC. The partnership council's membership includes the JBC/JRC, DJBC/DJRC, base commanding officers (BCOs) (as applicable) and O-6/General Schedule-15 or higher representation from the lead Service, associate Service(s), OAS, and tenant organizations on the JB/JR.

(5) Initiate the official JMOS process when council members raise issues or requests for MOA changes, variances, or deviations, directly to it.

(6) Operate under a charter approved by its ICS.

**b. ICS.**

ICSs:

(1) Review and evaluate issues submitted from their JB/JR partnership councils and ensure compliance with joint basing policy.

(2) Share joint basing issues and solutions from across the enterprise with the partnership councils.

(3) Are installation management headquarters-level governance forums with general officer/flag officer, or SES representation from the lead and associate Services. As each JB/JR has a unique ICS, the composition of the ICS changes based on local circumstances and needs. JR ICS representatives may not be assigned to the JR. Representatives should be assigned to an installation command echelon above the JR.

(4) Operate under a charter approved by the SIMG.

**c. SIMG.**

The SIMG:

(1) Reviews, evaluates, and, when able, resolves JB/JR issues elevated from the JBPC/JRPCs and the ICSs, to include MOA changes, deviations, and variances. For issues that cannot be resolved among its members, the SIMG forwards the issue to ASD(EI&E) to mediate and if required, USD(A&S) to adjudicate.

(2) Makes recommendations to update or revise policy, processes, and procedures and ensures compliance with joint basing policy.

(3) Provides oversight of resources programmed to provide installation support on JB/JR.

(4) Advises fellow SIMG members on Service specific policy changes that will impact JB/JR on the delivery of ISFs.

(5) Is a Service headquarters-level forum composed of general officer/flag officer, or SES representatives from the Services with authority to commit to future installation support resource requirements. There is only one SIMG with oversight of all ICSs.

(6) Operates under a charter approved by the ASD(EI&E).

**d. Advisory and Supporting Working Groups.**

(1) The SJBWG:

- (a) Monitors the joint basing program and advises the ASD(EI&E) in the performance of the ASD(EI&E)'s oversight responsibilities over the DoD Joint Basing Program.
- (b) Supports the ASD(EI&E) in the execution of its JB/JR oversight responsibility.
- (c) Assesses the health of JB and JR and identifies and recommends improvements.
- (d) The body meets semi-annually or at the direction of the chair.
- (e) The SJBWG composition includes general officer/flag officer or SES representatives from staffs of the SIMG, the MILDEP Assistant Secretaries for Energy, Installations, and the Environment and required PSAs.
- (f) The ASD(EI&E) serves as the chair of the SJBWG.

(2) The Joint Base Working Group:

- (a) Performs all staffing and support actions required to assist the JMOS.
- (b) Facilitates the knowledge sharing, review, and monitoring of JMOS issues and actions.
- (c) Conducts a triannual review of all ISFs and provides policy update recommendations to the ASD(EI&E) through the SIMG and SJBWG.
- (d) Is chaired by the Joint Basing Director, Office of the Deputy Assistant Secretary of Defense for Infrastructure Modernization and Resilience and consists of action officers supporting the ICS, SIMG, and SJBWG.

(3) JB/JR Facilities Board:

- (a) Each JB/JR has a facility board (FB), which is established by the lead Service to provide oversight of built and natural infrastructure.
- (b) The JB/JR FB serves as the local decision-making body for key aspects of integrated installation planning and issues relating to the built and natural infrastructure. This includes the acquisition, construction, use, maintenance, modification, consolidation, development, demolition, and disposal of real property assets.
- (c) The JB/JR FB ensures that JB/JR leadership is provided the mission perspective to better execute its stewardship responsibilities of infrastructure assets in all decisions and advisory actions.

(d) The FB develops and recommends policy to the JBC to promote efficient space utilization, master planning, land use, siting actions and such other real property matters in accordance with DoDI 4165.70. Additionally, the FB will review and prioritize facility projects including sustainment, restoration and modernization, new construction, and demolition or property disposal actions.

(e) The FB will meet at least quarterly to review and make recommendations on proposed actions. Any proposed actions must first be coordinated and approved by the entity it impacts. The lead Service will ensure the associate Service(s) and OAS are aware of the timelines and milestones for the JB/JR FB and has an opportunity to participate at meetings.

(f) The FB is chaired by the JBC or a designated representative. At a minimum, membership will include representatives from the lead Service, associate Service(s), OAS, and tenants located on the JB/JR. Other organizations will be invited to the quarterly FB meetings if proposed actions impact that entity in any way.

### **3.3. JB/JR PERSONNEL.**

While JB and JR place Service members in a joint operating environment, the duties are not considered exclusively joint and will not automatically result in joint qualification or joint decorations. The roles in Paragraphs 3.3.a. through 3.3.g. of this issuance document common JB/JR personnel.

#### **a. JBC.**

The JBC:

(1) As installation commander, ensures delivery of ISFs by synchronizing and directing installation support operations provided by all organizations on the JB. The JBC is responsible for providing installation support as specified within the JB MOA and ensures delivery of ISFs is executed within available resources, supports associate Service priorities, and is consistent with applicable laws DoD and Service policies.

(2) Chairs the JB partnership council.

(3) Reports to an appropriate senior official in the JB's lead MILDEP.

(4) Manages all real property assigned to the installation and personal property and plant equipment associated with ISFs and allocates real property assets across functions and tenants based on lead Service's policy and priorities of associate Service(s) on each JB or within the JR as specified within the respective MOA.

**b. DJBC.**

(1) Each JB has one or more DJBCs from the associate Service(s) who report to the JBC. The DJBC(s) from the associate Service(s) are assigned to joint base integrated (JBI) billets in the lead Service's JB command structure with primary duties dedicated to ISFs activities. DJBC(s) may also have associate Service mission responsibilities that are documented in the JB MOA.

(2) In select circumstances, the DJBC may be filled by the lead Service. Signatories to the JB MOA must agree upon the select circumstances that apply.

(3) To the maximum extent possible, the JBC will rate the DJBC. The DJBC's Service will determine additional raters or reviewers as applicable.

**c. JRC.**

The JRC:

(1) Is established by the U.S. Navy and dedicated to the delivery of installation support within Joint Region Marianas (JRM).

(2) Is responsible for ISFs and infrastructure within Navy real property in Guam and within the military lease area on the Commonwealth of Northern Mariana Islands.

(3) Delegates the authority for ISFs to the BCOs as documented in the MOA.

(4) Chairs its partnership council.

(5) Reports to the next level in the lead Service's chain of command.

**d. DJRC.**

The DJRC is from the associate Service, U.S. Air Force, with a standing appointment to fulfill the duties of the JRC in the event of death, incapacitation, travel, or other events as designated by the JRC for the delivery of installation support within JRM.

**e. BCOs.**

The BCOs:

(1) Serve as the installation commander for one of the installations within the JR (i.e., Navy Base Guam, Andersen Air Force Base, Marine Corps Base Camp Blaz).

(2) Are delegated installation command authority and execution authority for installation support, under the authority, direction, and control of the JRC as documented in the MOA.

**f. JBI Billets.**

(1) JBI billets are filled by military personnel (MILPERS) from the associate Service(s) throughout the JB/JR command structure, as designated in the JB/JR MOA. Each JB/JR establishes certain leadership position(s) as JBI billets, including the DJBC(s)/DJRC. All JBI billets are identified and defined in the JB/JR MOA. Senior enlisted billets may be considered for JBI billets.

(2) JBI billets are considered 24-month-minimum continuous-fill assignments in the lead Service's JB/JR command structure.

(3) Personnel assigned to these billets cannot be reassigned or deployed during this 24-month period unless there is mutual agreement between the lead and associate Services senior commanders.

(4) JBI personnel are assigned duties, responsibilities, and authorities corresponding with the position as if it were filled by a member of the lead Service.

(5) The JBC/JRC or BCOs within the JRM lead JBI personnel by exercising OPDIR which will be limited to the control necessary to accomplish the delivery of ISFs or other assigned ISFs. The OPDIR agreement will be codified within the MOA.

(6) Administrative control (ADCON) of JBI personnel remains with the associate Service(s).

**g. JBSCFS Billets.**

(1) JBSCFS billets are units such as an individual, a group of individuals, or an organized unit (e.g., squadron, company, flight, troop, or platoon) of the associate Service(s) that provide ISFs on behalf of the JBC/JRC.

(2) The JBC/JRC leads JBSCFS personnel by exercising OPDIR which is limited to the control necessary to accomplish the delivery of ISFs or other assigned installation and management support functions. The OPDIR agreement will be codified within the MOA.

(3) ADCON of JBSCFS is retained by the associate Service(s).

(4) All JBSCFS billets are identified and defined in the JB/JR MOA.

(5) JBSCFS personnel or units permit the associate Service(s) to have the flexibility to provide MILPERS as a portion of its fair share cost of providing installation support while still allowing the MILPERS to train, equip, and deploy. This also allows the associate Service(s) the flexibility to retain installation support Service members at a specific location if required (e.g., to support a regional operations plan).

(a) The JBC and DJBC or the JRC, DJRC, and the BCOs within the JR will establish minimum staffing levels per occupational code via the JB/JR MOA, to allow the associate Service(s) the opportunity to train, equip, and deploy. These minimum staffing levels are lower than the authorized and funded billets.

(b) The associate Service(s) is responsible for staffing JBSCFS billets to the minimum levels specified in the JB/JR MOA. If action by the associate Service(s) reduces available JBSCFS staffing below the minimum levels, the associate Service(s) will inform the JBC/JRC so the JBC/JRC can determine, with input from the JB/JR partnership councils, whether the associated risk can be mitigated within existing resources. If additional resources are required, the associate Service(s) will be responsible for resourcing the requirement (e.g., using associate Service processes for funding and/or backfill personnel).

#### **h. Dual-hatting.**

Lead and associate Service MILPERS providing ISFs, including the DJBC, may be dual-hatted with limited mission responsibilities. The majority of lead and associate Service personnel providing ISFs will be dedicated to the delivery of ISFs at the JB/JR and any supported GSL. Positions being dual-hatted will be documented within the JB/JR MOA. JBCs may not be dual-hatted but the JRC may be dual-hatted.

### **3.4. JB/JR COMMAND AUTHORITIES.**

The lead Service exercises authority over the provision of base operation services and has installation command authority over and responsibility for the JB/JR.

#### **a. JBC/JRC Designation.**

Designation of the JBC/JRC will follow the lead Service's policies for designation of the installation commander. If desired, the lead Service may, where legally permissible and in accordance with the lead Service's policies, delegate authority for installation management and support functions to subordinate commanders as documented in the JB or JR MOA.

#### **b. Appointment to and Assumption of Command.**

(1) The policies and procedures underlying the appointment to, and assumption of, command do not change as a result of joint basing. Military Service policies govern the appointment to and assumption of command within the respective Military Service.

(a) Assumption of command is a unilateral act taken under authority of law and regulation by the officer who assumes command of a military unit by virtue of their seniority and eligibility to command.

(b) Appointment to command occurs by an act of the President, the Secretary of Defense, the Secretary of the MILDEP, or by their designee.

(2) If the JBC/JRC is unable to retain command as a result of death, incapacitation, absence, or other event, succession is determined by the Military Service role.

(a) When the DJBC/DJRC is a member of the lead Service, succession to command will occur according to regulations prescribed by the Secretary of the MILDEP of the lead Service.

(b) When the DJBC/DJRC is a member of an associate Service, the DJBC/DJRC will succeed to command until the lead Service appoints a replacement JBC/JRC. The applicable JB/JR MOA will address conditions under which the DJBC/DJRC will succeed to command, will ensure that the DJBC/DJRC is of equal or higher grade to those whom they will command, and will establish a standing appointment to command whenever any of the conditions occur.

(c) The JB/JR MOA will set forth the period of time within which the lead Service will appoint a replacement JBC/JRC.

### **c. Responsibilities.**

#### **(1) Installation Management and Support Functions.**

(a) The JBC/JRC are responsible for providing installation services based on the priorities of the lead and associate Senior Service Component Commanders. Except to the extent of an approved variance, authority for installation management and support functions are vested with the JBC/JRC. These functions are identified in Section 4.

(b) The JBC/JRC, or designee, will exercise their authority and carry out their responsibilities for installation management programs and services in accordance with the lead Service's policies, unless otherwise specified in the JB/JR MOA.

(c) The JR BCOs will exercise their authority and carry out their responsibilities for installation management programs and services in accordance with Paragraph 3.4.c. of this issuance and documented in the JR MOA.

#### **(2) Command Authorities.**

(a) All commanders retain the inherent authority to provide for the health, morale, and welfare, and for the good order and discipline of their assigned personnel.

(b) All Service commanders will retain Uniform Code of Military Justice (UCMJ) authority and ADCON over MILPERS under their Service-specific command, regardless of whether the MILPERS are being directed by the JBC/JRC.

(c) There may be instances in which the JBC/JRCs' authority and the authority of other commanders on the installation are concurrent. To the extent these matters occur on or affect the installation, the JBC/JRC has concurrent authority under their position as the installation commander. If practicable, concurrent authority for certain matters should be documented in the JB/JR MOA.



### (3) Lead Service Authorities and Responsibilities.

The following authorities and responsibilities will remain under the authority of the JBC/JRC unless explicitly modified in the MOA. This list is illustrative and not exhaustive.

#### (a) Suspension or Revocation of Installation Privileges.

This includes the authority to grant, suspend, or revoke commercial solicitation privileges; patron privileges at morale, welfare, and recreation (MWR) facilities; and eligibility for family housing, in accordance with applicable laws, policies, and regulations.

#### (b) Inspections and Search Authorizations.

This includes the authority to authorize:

1. The examination of persons, property, or premises for the primary purpose of determining and ensuring the security, military fitness, or good order and discipline of the JB installation or within the JR.

2. Searches of persons, property, or premises for the purpose of finding criminal evidence based on probable cause, and the authority to appoint military magistrates (when the JBC/JRC is also a special or general court-martial convening authority, or as provided by Service regulations).

#### (c) Alcohol Abuse Prevention Programs and Alcohol Sale Policies.

This includes the authority to establish policies regarding the use and sale of alcohol on the JB/JR installation in accordance with applicable laws and regulations and the authority to implement alcohol abuse prevention programs.

#### (d) Exchange and Commissary Benefits and Privileges.

This includes the authority to grant, suspend, or revoke patron privileges at the exchange and commissary when authorized by DoDIs 1330.17 and 1330.21.

#### (e) Motor Vehicle Traffic Supervision.

This includes the authority to:

1. Grant, suspend, or revoke the privilege to operate a privately owned vehicle (POV).

2. Establish procedures and policies related to the registration of POVs; administration of vehicle registration and driver performance records; driver improvement programs; police traffic supervision; and off-installation traffic activities.

(f) Installation Traffic Rules.

This includes the authority to establish installation motor vehicle and pedestrian traffic rules, and to refer violations to the United States Attorney General for prosecution in Federal magistrate's court.

(g) Debarment.

This includes the authority to remove or exclude any person whose presence on the JB installation or within the JR is unauthorized or whose presence disrupts good order and discipline. At each JB the JBC or within the JR the BCOs may not delegate debarment authority to a subordinate commander.

(h) Rules Governing Speech, Demonstrations, and Open Houses on the Installation.

1. This includes the authority to place lawful restrictions upon dissident and protest activities, political or ideological speech, and distribution or posting of unofficial printed or written material to ensure mission execution, protect resources, and maintain good order and discipline. The associate Service(s) will retain authority and responsibility for its Service members' political activities off-base.

2. DoD activities relating to Federal, State, and local political campaigns and elections, such as installation visits by political candidates, must be in accordance with DoDDs 1344.10 and 1442.11 and DoDI 5400.18.

(i) Private Organizations and Unofficial Activities.

This includes the authority to approve the establishment and operation of private organizations; and regulate fundraising activities such as thrift-shop sales operations, museum shop sales, and occasional fundraisers pursuant to the Part 950.120 of Title 5, Code of Federal Regulations.

(j) Support to Non-Federal Entities.

This includes the authority to provide reimbursable, limited logistical support to non-Federal entities, in accordance with DoDD 5500.07, DoDI 1000.15, DoD 7000.14-R, and lead Service policies. Associate Service commanders retain some authority to provide limited logistical support to non-Federal entities.

(k) Commercial Activities.

This includes the authority to approve commercial sponsorships for MWR programs and to authorize and regulate on-base commercial solicitation activities in accordance with DoDIs 1015.10 and 1344.07.

**(l) Minor Military Construction Funding.**

This includes the authority to ensure all work accomplished for the owned or controlled real property is properly authorized and funded in accordance with all laws, policies, and regulations.

**(m) Environmental Programs.**

This includes the authority to implement and oversee environmental compliance, conservation, pollution prevention (P2) and restoration programs. The associate Service has an affirmative obligation to comply with environmental laws and regulations and may remain liable as the “operator” for violations of those laws and regulations.

**(n) Federal Magistrate's Court Program.**

The Federal Magistrate's Court Program will be established in accordance with both lead and associate Services. Service policies vary with respect to the disposition of charges against Service members. When requested by the associate service Commander, jurisdiction for Service members should be retained by the associate service.

**(o) Inspector General.**

This includes the authority to inquire into and report upon the discipline, efficiency, and economy of the installation support organization and conduct investigations into matters about installation support.

**(p) Emergency Management (EM).**

At each JB the JBC or within the JR the JRC and BCOs are responsible and accountable for a coordinated JB/JR-wide response for EM, defense support of civil authorities, antiterrorism, health protection, and force protection in accordance with DoDI 6055.17. For EM, the JBC/JRC and BCOs will comply with the National Incident Management System and ensure the incident command system is used for all emergencies. For defense support of civil authorities, the on-scene control is transferred to the designated DoD authority in accordance with Volume 1 of DoD Manual (DoDM) 3025.01.

**(q) Base Evacuation.**

The JBC/JRC has the command authority to assess whether an emergency exists at the installation and then direct evacuation of MILPERS or authorize administrative dismissal, if necessary, for all civilian employees located on the installation, in accordance with Section 0601 of the Joint Travel Regulations.

(r) Integrated Primary Prevention Program.

The JBC/JRC has command authority and responsibility to take a holistic approach (i.e., ensuring integrated primary prevention programs are coordinated across Service lines) in support of an integrated prevention approach for primary prevention of self-directed harm and prohibited abusive or harmful acts in accordance with DoDI 6400.09 and to establish and maintain an integrated primary prevention program, with an integrated primary prevention workforce at all levels of the enterprise, in accordance with DoDI 6400.11.

(4) Associate Service Authorities and Responsibilities.

The following authorities and responsibilities will remain under the cognizance of associate Service commanders. All commanders retain the inherent authority to provide for the health, morale and welfare, and for the good order and discipline of their assigned personnel. Legal support relating to any command authorities or responsibilities retained under the cognizance of the associate Service commanders will be provided by the associate Service legal activity. This list is illustrative and not exhaustive.

(a) UCMJ.

All associate Service commanders will retain their UCMJ authority and ADCON over MILPERS under their command regardless of whether the MILPERS are operationally or tactically directed by the JBC/JRC or within the JR by BCOs.

(b) Transitional Compensation for Victims of Abuse.

This includes the authority to approve benefits and monetary pay for a set period of time for dependents of members who are separated for dependent abuse as authorized by DoDI 1342.24. The JBC/JRC and BCOs are responsible for the development, oversight and implementation of installation service functions associated with the Victims of Abuse Program through the Family Advocacy Program.

(c) Victim and Witness Assistance Program (VWAP) established in accordance with DoDI 1030.02.

This includes the authority for identifying victims and witnesses of crimes and providing the services required by VWAP. Both the lead and associate Service will retain VWAP responsibilities for victims and witnesses of crimes and infractions committed by members of their DoD Component. Responsibility for executing the program is normally delegated in writing to the respective Component staff judge advocate.

(d) Appointment of Summary Court Officers.

This includes the authority to appoint summary court officers to collect and dispose of a military decedent's personal property.

**(e) Civilian Labor and Employment Matters.**

The associate Service will retain the authority to provide its own civilian labor and employment matters organization to provide support for all civilian members under control of the associate Service or into civilian personnel matters of the associate Service.

**(f) Media Relations for Incidents.**

1. This includes the authority to release investigatory or disciplinary information concerning DoD Component members.

2. The lead Service JB/JR public affairs office has the authority to release preliminary non-investigatory information pertaining to incidents that occur on the installation if a higher release authority is not required in accordance with DoDD 5122.05 and DoDI 5405.03. This includes preliminary non-investigatory information concerning a military accident after the next-of-kin has been notified in accordance with DoDIs 1300.18 and 5410.01.

3. Next-of-kin notification(s) will remain the responsibility of the interested or involved Service chain of command in accordance with DoDIs 1300.18 and 5410.01.

**(g) Mishap Reporting and Safety and Legal Investigations.**

1. This includes the authority to convene safety and legal investigations for aircraft, ground, and other mishaps in accordance with DoDI 6055.07. The DoD Component that convenes the safety and legal investigation for a mishap is responsible for funding, staffing, and conducting the investigation of the mishap in accordance with its policies.

2. The lead Service will:

a. Provide logistical and administrative support to the safety and legal investigation in accordance with the JB/JR construct, including office space, computer support, communications, access to the mishap site, site security (as necessary), site cleanup and remediation, reproduction, contracting support, and local transportation (if available).

b. Remove, store, and secure wreckage from the mishap site until released by the proper convening authority.

**(h) Installation Freedom of Information Act (FOIA) Responsibilities.**

The associate Service retains responsibility pursuant to Section 552 of Title 5, U.S.C. (also known and referred to in this issuance as “FOIA”) to include final release and denial authority over all documents originating within the associate Service.

(i) **Inspector General.**

The associate Service will retain the authority to provide its own Inspector General to inquire into and report upon the discipline, efficiency, and economy of associate Service activities, and to conduct investigations of complaints against members of the associate Service or into matters about the associate Service. Associate Service inspections will comply with the scope authorized in DoDI 5106.04.

(j) **Sexual Assault Prevention and Response (SAPR) Program.**

This includes the authority and responsibility of associate Service(s) to establish SAPR programs, including assignment of a sexual assault response coordinator in accordance with Volume 1 of DoDI 6495.02. The associate Service(s) will coordinate with the JBC/JRC to ensure SAPR programs services are harmonized across Service lines in support of an integrated prevention approach as defined in DoDI 6400.09.

(k) **Family Advocacy Program.**

This includes the authority and responsibility of associate Services to establish family advocacy programs pursuant to DoDI 6400.01.

### **3.5. FACILITY INVESTMENT.**

The roles, responsibilities, and authorities assigned to the Secretary of the MILDEP concerned in accordance with Chapter 169 of Title 10, U.S.C. for the construction, maintenance, and repair of buildings, structures, and utilities and the acquisition of real property and interests in real property for the JB or within the JR resides with the designated lead Service. As such, except as modified or through an approved OSD variance, the lead Service is the responsible party for facility investment actions for transferred real property. This responsibility remains unless altered through a change in the JB/JR MOA.

**a. Overarching Procedure.**

(1) The DoD Components will comply with DoD standards relating to facility investment.

(2) Except as provided in Paragraph 3.5.c. of this issuance or as documented in an approved variance, the lead Service's policies, procedures, and guidance will govern facilities planning, programming, acquisition, new construction, sustainment, modernization, and disposal at the JB/JR.

(3) At the discretion of the associate Service, its unique planning, architectural, and design criteria may be used in addressing unique mission capabilities.

(4) The lead Service's design and construction agent will be used for all military construction at the JB/JR, except for National Guard tenants.

(5) The lead and associate Services will develop procedures to allow synchronized funding for projects in which the lead Service is responsible for the sustainment and repair costs, but the modernization or restoration cost is the responsibility of the associate Service (because of new or expanded mission requirements).

(6) Certain facilities are designated as installation support facilities (see Table 2 for installation support facilities listed in facility analysis category (FAC) code order). This designation can be modified via JB/JR MOA change, which could require the transfer of funds. For example, an associate Service might request an installation support facility be redesignated as a mission facility if the associate Service has unique Service-specific requirement(s) that would prioritize the facility differently.

(7) The lead Service will develop procedures to ensure facility investment decisions are transparent to the associate Service.

(8) These procedures do not apply to military medical treatment facilities. Pursuant to Paragraph (a)(1)(H) in Section 1073c of Title 10, U.S.C., the Defense Health Agency is responsible for military medical facility sustainment, maintenance, repair, and construction.

#### **b. Sustainment and Restoration.**

(1) Except as provided in Paragraphs 3.5.b.(2) and 3.5.b.(3) of this issuance or as documented in an approved variance, the lead Service will sustain and restore all facilities at the JB/JR.

(2) Facilities mainly used by the following organizations will be sustained and restored by those organizations in accordance with the terms of governing installation support agreements:

- (a) Non-DoD organizations.
- (b) Defense Agencies (e.g., Defense Health Agency).
- (c) DoD Field Activities.
- (d) Army National Guard.
- (e) Air National Guard.
- (f) WCF activities.

(3) The associate Service will restore facilities when restoration of an associate Service mission facility is required due to negligence of the associate Service or its occupants, or a prior agreement exists that requires the associate Service to fund restoration.

**c. Modernization.**

(1) The lead Service is responsible for modernization of all installation support facilities and common infrastructure at the JB/JR except when the modernization requirement is generated by a new mission or expanded existing mission requirement, in which case the DoD Component generating the requirement is responsible or if the modernization responsibility is altered via an approved variance.

(2) Recapitalization of mission support and installation support facilities which are past their service life and uneconomical to repair is the responsibility of the lead Service.

(3) The DoD Component generating the requirement for modernization of a mission support facility is responsible for modernization of that facility.

**d. Construction of New Facilities.**

**(1) Installation Support Facilities.**

The DoD Component generating an increase to the JB/JR population is responsible for programming the planning, design, construction, and sustainment funding needed for any new construction needed to expand installation support facilities to accommodate the population increase.

**(2) Mission Support Facilities.**

The DoD Component generating the requirement for new construction is responsible for programming the necessary planning, design, construction, and sustainment funding needed for that new construction.

**(3) Sustainment of New Facilities.**

If the construction requirement of a new facility belongs to an associate Service, the associate Service will transfer sustainment TOA to the lead Service for this purpose in accordance with its responsibilities. TOA for these new or expanded facilities will be calculated as follows:

(a) The required sustainment funding percentage is established by current DoD programming policy, applied against the additional requirement generated by the current version of the DoD Facilities Sustainment Model (FSM).

(b) In the absence of DoD programming policy, use the Service sustainment percentage for that fiscal year as applied to the requirement generated by the current version of the DoD FSM.

(c) Facility operations funding in the out-years after the beneficial occupancy date of the transferred facilities will be transferred to the lead Service via PBD based actual obligations.



**e. Demolition and Disposal.**

The lead Service is responsible for facilities demolition and disposal at the JB/JR, except for demolition of facilities that are no longer needed because of new construction or the facilities to be demolished were originally constructed with non-appropriated funds, such as non-DoD construction, lodging, Defense Health Agency, Defense Commissary Agency, Army and Air Force Exchange Service (AAFES). In those cases, the organization requiring the new construction is responsible for demolition and will include demolition in the DD Form 1391, “FY \_\_\_\_ Military Construction Project Data,” (available on the DoD Forms Management Website at <https://www.esd.whs.mil/Directives/forms/>) for the new construction.

**f. Project Review and Approval.**

The FB will review and approve facility projects as stated in Paragraphs 3.2.d.

(1) The lead Service will provide basic planning and programming services including local site approval, environmental risk assessment (categorical exclusion only), and DD Form 1391 development for all projects on the approved FB lists.

(2) The lead Service basic planning and programming services will be sufficient to allow the associate Service(s) to submit mission facilities modernization and new construction projects to the associate Service’s facility sustainment, restoration, and modernization and Military Construction centralized funding boards.

(3) Advanced planning, design, supervision, inspection and overhead, environmental impact analysis (environmental assessments and environment impact statements), environmental studies, and environmental mitigation will be paid for by the Military Service responsible for the construction costs stated in Paragraphs 3.5.b. through 3.5.g.

**g. Installation Support Facility Funding Transfers.**

An associate Service may transfer funds to the lead Service for facility investment in installation support facilities (to include military construction for recapitalization). Transfers require the funds to be reprogrammed from the associate Service’s appropriation to the lead Service’s appropriation. The associate Service comptroller is required to initiate this process.

**3.6. FORCE STRUCTURE CHANGES ON JB/JR.**

Force structure changes on JB and JR are the responsibility of the operational force planning process and are subject to approval in accordance with existing authorities. However, the resourcing of basing or stationing actions on JB and JR is subject to JMOS oversight.

a. This oversight ensures all force structure changes (temporary and permanent) involving JB/JR consider the overall fiscal ramifications of the proposed action, potential impacts to other missions, and ensures the JB/JR is resourced for its assigned mission.

b. A force structure change may involve:

(1) A permanent basing or stationing action involving any lead or associate Service personnel manpower authorization increases or decreases on a JB or JR, including existing and new missions, no matter the size.

(2) A permanent basing or stationing action involving any lead or associate Service unit, or weapon system move.

(3) The temporary deployment of a unit or weapon system on a JB or JR, to include but not limited to the activation of a Combatant Command operational plan.

c. Lead Services temporarily or permanently bringing new mission(s), increasing current mission(s), or decreasing current mission(s) on a JB or JR will adjust its resourcing for all ISFs proportionate to manpower standards.

d. Associate Services and OASs permanently bringing new mission(s), increasing current mission(s) or decreasing current mission(s) on a JB or JR will adjust their share of the incremental direct and indirect costs and manpower for all ISFs with JBSCFS personnel or the transfer of full-time equivalents and TOA.

e. Associate Services and OASs temporarily bringing new mission(s) or increasing current mission(s) on a JB or JR will pay their share of the incremental direct and indirect costs and manpower for all ISFs with JBSCFS personnel, full-time equivalents, or the transfer of funding to the lead Service for the duration of the temporary force structure change.

f. Force structure changes on JB and JR will be communicated to the JMOS. At a minimum, annually all force structure changes (authorized or enacted) on JB and JR will be briefed to the SIMG to determine if long-term resource adjustments are required. In pressing circumstances, the ICS could determine if short-term resource adjustments are required and make the adjustments in accordance with fiscal law.

### **3.7. RESOURCE RESPONSIBILITIES.**

The lead Service is responsible for the planning, programming, budgeting, and execution of the ISFs in accordance with DoDD 7045.14 and as documented in the JB/JR MOA for the lead and associate Services. The lead Service is responsible for compensating for reductions in ISF delivery resulting from fact-of-life and lead Service mission-related changes that impact installation management resource levels. The associate Service is responsible for resourcing mission-related changes that increase installation support requirements via reimbursable funding until TOA is transferred to the lead Service.

**a. Identification of Resources to Meet Service Installation Support Levels.**

(1) The lead and associate Services identify all personnel and funding requirements (funding, end strength, full-time equivalents, contracts, etc.) corresponding to each function and sub-function, as defined in Section 4, and address all applicable ISF requirements. This one-for-one mapping represents the total budget, including all funding sources, of goods and services and is captured in each JB/JR MOA.

(2) The primary cost driver for each function or sub-function is the lead Service's established performance metrics, which will be consistent with the level of service provided at other installations under the jurisdiction of the Secretary of the MILDEP concerned. The lead Service's established performance metrics will be used as the basis to determine the Military Service's fair share of any requirement.

(3) The associate Service(s) will be credited for the value of non-monetary installation support its embedded military units provide. The value of embedded military units will be estimated by pricing out these personnel and other support at fully burdened standard composite rates for personnel and labor equivalents.

(4) The JB/JR MOAs and subsequent MOA changes result in TOA transfers over the Future Years Defense Program, allowing the lead Service time to plan, program, and budget for the transferred requirement.

**b. Transfer of JB/JR Resources.**

The partnership councils will, in accordance with Paragraph 3.1.c., develop JB/JR MOA changes using the current template published by the OASD(EI&E) to capture resourcing and manpower transfers required to provide installation support to new or expanded missions.

(1) Signed JB/JR MOA changes document the lead Service's responsibility to provide installation support to the associate Service(s) and are the basis for USD(C)/CFO, DoD-executed TOA transfers to the lead Service via PBD during the annual program and budget review.

(2) The associate Service will reimburse the lead Service for installation support costs resulting from signed JB/JR MOA change documents via a military interdepartmental purchase request or any other acceptable funding document as permitted in accordance with DoD 7000.14-R until the TOA transfer to the lead Service is executed.

(3) Proposed JB/JR MOA changes that cannot be resolved by the SIMG will be adjudicated by the ASD(EI&E) in accordance with the authorities and responsibilities in Paragraphs 2.1 and 2.2 and procedures in Paragraph 3.1.

**c. Resources Above Installation Support Levels.**

The associate Service or OAS can request a level of service above what is provided by the lead Service by transferring TOA to resource the specific level of service.

### **3.8. NONAPPROPRIATED FUND INSTRUMENTALITY (NAFI) ACTIVITIES AND PROGRAMS.**

Except as modified or through an approved OSD variance, the lead Service will furnish MWR activities in accordance with MWR categories listed DoDIs 1015.10 and 1015.15, including funding and installation management services at JB/JR.

a. Overarching procedure:

(1) The DoD Components will comply with DoD standards relating to delivery of MWR NAFI activities and programs on the JB/JR in accordance with DoDI 1015.10.

(2) The lead Service's policies, procedures, and guidance will generally govern nonappropriated fund (NAF) and appropriated fund (APF) budgeting, accounting, reporting, auditing, personnel, procurement, construction, and risk management for the MWR activities operated at the JB/JR in accordance with DoDI 1015.10. However, the classification, APF budgeting and operation of NAF activities will be in accordance with Paragraph 4.23. Where MILDEP guidance differs from the DoDI in terms, the JB/JR will use the categories listed in accordance with DoDI 1015.10. Programming, resourcing, budgeting, and levels of support as agreed to within JB/JR MOAs take precedence over MILDEP policy.

(3) Method of AAFES, Navy Exchange Service Command, or Marine Corps Exchange dividend disbursement will be as agreed to within the JB/JR MOA. Where it is not specified in the JB/JR MOA, it will follow lead service policies, procedures, and guidance.

b. The lead Service will:

(1) Provide authorized APF support for facility operations, environmental, and other installation management services in accordance with DoDI 1015.15 to the AAFES, Navy Exchange Service Command, and Marine Corps Exchange activities that operate on a JB/JR.

(2) Designate the NAFIs that will support MWR activities operating at a JB/JR. These are the NAFIs that will maintain custody and control of NAF and administer APF to carry out the activities in each category, in accordance with DoDI 1015.15.

(3) Establish an installation-level advisory group, including representatives from the associate Service and NAFI activities, to address matters concerning the NAFI program groups (including the Armed Services Exchanges) that operate on the JB/JR. The composition, function and purpose will ensure that:

(a) The activities in each MWR category are responsive to authorized patrons of associate and lead Services in accordance with DoDI 1015.10.

(b) Proposals for new or expanded activities do not compete with existing activities or providers.

(c) APF and NAF resources made available to the JB/JR for MWR activities are equitably used for associate and lead Services. The lead Service will ensure the associate Service(s) is aware of the timelines and milestones for the installation-level advisory group and has an opportunity to participate at meetings.

(d) Enforce the prohibition on the use of NAF labor for any activity or purpose that should be funded entirely with APF.

## SECTION 4: ISFs

### 4.1. OVERVIEW.

a. This section provides descriptions of JB/JR ISFs and their associated sub-functions. Applicable OSD offices are included, which have authority over the indicated ISF or sub-function. Facilities associated with these functions are termed “installation support facilities.” Table 2 at the end of this section lists the facility types associated with these ISFs.

b. In delivering these ISFs, in the case of urgent, emergent, immediate, or life-threatening issues, initial support will be provided by any qualified personnel, regardless of the Military Service, with referral back to the appropriate lead or associate Service for continuing support.

### 4.2. AIRFIELD OPERATIONS.

#### a. General.

(1) Applicable OSD offices for this ISF are Office of the USD(A&S) (OUSD(A&S)) and Office of the Assistant Secretary of Defense for Acquisition.

(2) Airfield operations include workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute airfield operations including:

- (a) Weather.
- (b) Air traffic control.
- (c) Terminal airspace management.
- (d) Airfield and flight management.
- (e) Radar.
- (f) Air traffic control and landing system (including off-airfield navigational aids) and communications systems maintenance.
- (g) Airfield equipment.
- (h) Transient services.
- (i) Liaison with installation movement for the provision of airfield passenger and cargo terminals.
- (j) Support to assigned, tenant, and transient U.S. military aircraft and crew.
- (k) Primary crash response notification.

(3) This ISF is not applicable to:

(a) Joint Base Lewis-McChord, Joint Base Pearl Harbor-Hickam, or JRM where the U.S. Air Force is the associate Service and exercises senior airfield authority under associate service guidance. Airfield operations at these locations is a critical core competency, which the U.S. Air Force must retain to ensure mission readiness. It is integrated into the performance of U.S. Air Force missions at these locations, and it is a mission function. This exclusion does not affect real property associated with the airfields at locations where the U.S. Air Force is the associate Service.

(b) Joint Base Myer Henderson-Hall, because there is no airfield.

**b. Sub-Function 1: Airfield Support.**

(1) Airfield support personnel serve as a liaison with other U.S. Government agencies (e.g., United States Department of Agriculture, Department of Homeland Security).

(2) This sub-function provides:

(a) Weather observations; forecasts; briefings; and warnings, watches, and advisories.

(b) Flight planning functions and access to flight information publications.

(c) For the safe, orderly, and prompt flow of arriving and departing air traffic and control of the vehicular traffic operating on the airport movement area. Air traffic and control includes approach control, tower, flight following, ground-controlled approach, and en-route services.

(d) A safe and efficient airfield environment to support aircraft operations, including:

1. Coordination of airfield operations and maintenance activities.

2. Foreign object damage program.

3. Training for airfield vehicular control.

4. Bird and wildlife aircraft strike hazard and wildlife management activities.

5. Ensuring runways, taxiways, lighting, etc., are operational and meet applicable requirements.

6. Secondary emergency response notifications and dissemination of airfield command and control information.

(3) This sub-function issues notices to aviator, prior permission to land authorizations, and civilian aircraft landing permits.

(4) This sub-function maintains aircrew lounges.

**c. Sub-Function 2: Airfield Systems and Equipment Maintenance.**

This sub-function provides:

- (1) For the maintenance of air traffic control and airfield systems and equipment.
- (2) Required operational availability of communication systems and air traffic control and landing systems through preventative and corrective maintenance, testing, calibration, and certification and validation.

**d. Sub-Function 3: Aircraft Services.**

This sub-function provides ground services to all transient and locally assigned aircraft. Ground services include marshalling, parking, towing, and aircraft servicing or starting to ensure safe and efficient ground movement and positioning of aircraft, to include de-icing, liquid oxygen, and nitrogen oxide services, as well as service to visiting aircrews and dignitaries. This sub-function includes the operation of required equipment.

**4.3. CHILD AND YOUTH PROGRAMS.**

**a. General.**

(1) Applicable OSD offices for this ISF are Office of the Under Secretary of Defense for Personnel and Readiness (OUSD(P&R)) and Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs (OASD(M&RA)).

(2) This ISF:

(a) Includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute child and youth programs to assist DoD military and civilian personnel in balancing the competing demands of family life.

(b) Accomplishes the DoD mission by managing and delivering a system of quality, available and affordable programs, and services (e.g., child development, school age, and youth program services) for eligible children and youth from birth through 18 years old.

**b. Sub-Function 1: Child Development Programs and School Age Care.**

This sub-function provides facility-based, home-based, and outreach childcare and youth services through trained staff for children of DoD personnel, aged birth through 12 years old. Care and services are designed to protect the health and safety of children and youth to promote their physical, social, emotional, and cognitive development in accordance with DoDIs 6060.02 and 6060.04.



**c. Sub-Function 2: Youth Programs and School Liaison Support.**

Youth programs are offered within a physically and emotionally safe environment that includes appropriately trained support staff in designated facilities and locations in accordance with DoDI 6060.04. This sub-function:

(1) Includes programs that encompass youth development, youth sports, youth sponsorship, and school liaison programs for children of eligible DoD personnel, through 18 years old.

(2) Provides a comprehensive series of planned and self-directed activities and events responding to the recreational, developmental, social, physiological, psychological, cultural, and educational needs of eligible youth.

**4.4. COMMAND SUPPORT.**

**a. General.**

Command support includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute the functions that support installation headquarters and command structure.

**b. Command Management.**

Command management includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute oversight and administration for the installation in support of military and business operations. Command management functions assist with sustainment of a positive command climate, executive support to quality-of-life initiatives, and enhanced community relations. Services include administrative management, Executive office, postal services, records administration services, honors and protocol functions, advisory services, and OIG DoD and internal review.

**(1) Sub-Function 1: Administrative Management.**

(a) The applicable OSD office for this sub-function is the Office of the DoD Chief Information Officer (DoD CIO).

(b) This sub-function includes actions required to manage routine and priority correspondence, Service compliance in accordance with FOIA, Section 522a of Title 5, U.S.C., also known as the “Privacy Act of 1974, as amended,” and other applicable statutory, regulatory, and policy requirements, to include DoDI 5400.11; civilian check-in processing; congressional inquiries; recall rosters; and base locator service.

(2) Sub-Function 2: Executive Office.

(a) This sub-function is administrative and does not require a designated OSD office responsibility.

(b) This sub-function includes the commander, deputy commander, executive officer, senior enlisted advisor, and direct support staff. It maintains base calendar and base or installation commander's personal calendar.

(3) Sub-Function 3: Postal Services.

(a) Applicable OSD offices for this sub-function are OUSD(A&S) and Office of the Assistant Secretary of Defense for Sustainment (OASD(S)).

(b) This sub-function includes processing incoming and outgoing official, personal, intra-area, or theater mail and private carrier items. It provides postal finance services (e.g., money orders, stamps) at military post offices outside the continental United States.

(4) Sub-Function 4: Records Administration Services.

(a) The applicable OSD office for this sub-function is the Office of the DoD CIO.

(b) This sub-function provides life-cycle management of records. The lead Service is accountable for records created in compliance with this issuance for operation and maintenance of the JB/JR, resource transfer transactions received from associate Services, organizations and tenants, memorandums of understanding (MOUs), and MOAs related to the JB/JR. Any divergence from DoDI 5015.02 must be approved by the DoD Records Office and the waiver documented in the JB/JR's MOA.

(5) Sub-Function 5: Honors and Protocol Functions.

(a) Applicable OSD offices for this sub-function are OUSD(P&R) and OASD(M&RA).

(b) This sub-function includes providing, at both the DoD Component and installation level:

1. Assistance, advice, and guidance for traditional and assumed ceremonial honors.

2. Support for distinguished visitor events, officially hosted functions, and official social functions and special events (including airshows and base open houses).

(6) Sub-Function 6: Advisory Services.

(a) Applicable OSD offices for this sub-function are OUSD(P&R) and OASD(M&RA).

(b) This sub-function provides advice and services to ensure compliance with appropriate laws and regulations governing equal employment opportunity and equal opportunity, affirmative employment programs, SAPR programs, employee assistance program services, civilian and military drug test administration, and senior enlisted services.

(c). The integration of the SAPR program is a mandatory requirement. Specific roles and responsibilities must be formalized within the JB/JR MOA and comply with DoDD 6495.01. SAPR-related support agreements between tenant organizations and the JB/JR will be established in accordance with DoDI 4000.19.

(d) The inclusion of equal employment opportunity and equal opportunity offices is an optional aspect of this sub-function. Addition or removal of this sub-function to a JB/JR MOA does not require ASD(EI&E) approval.

(7) Sub-Function 7: OIG DoD and Internal Review.

(a) The applicable OSD office for this sub-function is OIG DoD.

(b) This sub-function provides advice for matters relating to fraud, waste, and mismanagement in the programs and operations of the department and subordinate commands. This includes, but is not limited to:

1. Inspection and investigative capabilities.
2. OIG DoD activities, including complaint investigation and resolution.
3. Administering plans, training, and operations for all OIG DoD activities for the command and assigned or attached units.
4. Managing and resolving OIG DoD complaints and assistance requests in support of the installation commander.
5. Best business practices in support of the command missions by providing a full range of internal audit and analytical services.

(c) This sub-function provides audit compliance and follow-up services to protect command interests and ensure benefits of internal and external audits are realized.

### **c. Installation Public Affairs.**

#### **(1) General.**

(a) The applicable OSD office is Office of the Assistant to the Secretary of Defense for Public Affairs.

(b) Installation public affairs includes workforce authorizations, contracts, public affairs-specific and general support equipment, and associated costs specifically identified and measurable to manage and conduct the research, planning, implementation, and execution of public affairs functions to contribute to DoD objectives by:

1. Communicating information about military activities to domestic, international, and internal audiences and assuring the trust and confidence of the U.S. population and partners and allies.

2. Deterring and dissuading adversaries and competitors.

3. Countering propaganda, misinformation, and disinformation in accordance with DoDI 5400.13.

(c) Tenant or OAS public affairs offices must coordinate with the JB or JR public affairs office for any communication related to JB operations.

#### **(2) Sub-Function 1: Internal Command Information.**

This sub-function includes, but is not limited to, communication critical to the readiness, health, morale, and welfare of the organization, its personnel, and families, including information about the organization's strategic and short-term goals; rights and benefits of the organization's members; news, feature stories, visual information, social media and website content management; and other public affairs activities that contribute to the elements in Paragraph 4.4.c.

(a) Command information is generally tailored for specific internal audiences (e.g., Service members, civilian employees, retirees, family members, and contractors).

(b) Policy related to this sub-function is found in DoDIs 5120.04 (DoD newspapers, magazines, guides, and installation maps); 5040.02 (visual information); and 5400.17 (official use of social media for public affairs purposes).

#### **(3) Sub-Function 2: Public Information (Media Relations).**

This sub-function includes, but is not limited to, press releases, media training, response to queries, installation spokesperson statements, media outreach, imagery support, media escort, and media engagement and interview preparations. It requires the release of timely and accurate information about military activities and operations to external audiences, primarily through the mass media.

(a) Due to the pervasiveness of the information environment, public communication, regardless of intended audience, can reach allies, partners, competitors, and adversaries, potentially impacting their perceptions, attitudes, and behaviors.

(b) Public affairs should carefully consider the context and implications of released information and how such release can support desired strategic objective, coordinating with relevant stakeholders at echelons above the JB/JR, as appropriate.

**(4) Sub-Function 3: Community Outreach.**

This sub-function includes, but is not limited to, special event coordination, community support requests, tours and embarkation or orientation flights, speeches and speakers' bureaus, coordinating with the legislative liaison for Congressional visits and support, public inquiries, and acting as a community liaison to a variety of organizations in and around the community to include academic institutions, businesses, city and State offices, and other organizations. It facilitates interactions between U.S. military installations and their surrounding or nearby civilian communities to increase public awareness, trust, and understanding of the DoD and the MILDEPs and support the DoD and Service members worldwide in accordance with DoDI 5410.19.

**(5) Sub-Function 4: Website Content Management.**

This sub-function assesses the need, requirement, and suitability for release of information via the Internet in support of command (internal) information, public information, and community relations. It includes the technical aspects of website content management and reviews for security, accuracy, propriety, and policy.

**d. Legal Support.**

**(1) General.**

(a) The applicable OSD office for this ISF is the Office of the General Counsel of the Department of Defense.

(b) Legal support includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute legal support functions to meet the installation legal support mission requirements involving:

1. Administrative law practice.
2. Military justice and law enforcement (LE) practice.
3. Land, facilities, and installation operations practice.
4. International law practice.
5. Commercial and business law practice,

6. Personnel law practice.

7. Claims practice.

8. Legal assistance practice.

(c) Legal support does not include operational law and admiralty and maritime law.

(d) Legal support does not include legal services in support of:

1. Functions that remain with the associate Service(s) (i.e., non-installation management functions). The lead Service and associate Service(s) will specifically identify services retained by the associate Service(s) and list them in the JB/JR MOA.

2. UCMJ and MILPERS actions in support of associate Service(s), because these legal services are not installation management functions.

3. Filing and adjudicating certain types of claims when these claims are centrally managed by the associate Service(s).

**(2) Sub-Function 1: Administrative Law Practice.**

This sub-function provides legal services with respect to:

(a) Administrative law opinions.

(b) Adverse administrative actions.

(c) Administrative discharges.

(d) Other administrative boards.

(e) Standards of conduct and ethics.

(f) Complaints pursuant to Articles 138 and 139 of the UCMJ.

(g) Civilian misconduct.

(h) OIG DoD investigations, commander-directed investigations, and accident investigations.

(i) Congressional inquiries.

(j) Legal opinions on FOIA requests.

(k) Service member financial responsibility.

(l) Committees and working groups.

- (m) On-base private organizations.
- (n) Command authority and responsibility.

**(3) Sub-Function 2: Military Justice and LE Practice.**

This sub-function provides legal services in support of UCMJ actions including general courts-martial; special and summary courts-martial; actions pursuant to Articles 15 and 137 of the UCMJ; and advice to commanders, VWAP, advice to and training of LE and investigative agencies, UCMJ training, and magistrate's court.

**(4) Sub-Function 3: Land, Facilities, and Installation Operations Practice.**

This sub-function provides legal services in support of installation land and facilities operations including:

(a) Real property issues such as acquisition, management, disposal of real property, utility systems, and facility privatization initiatives.

- (b) Legislative jurisdiction.
- (c) Facilities management.
- (d) Environmental protection enforcement actions.
- (e) Permits.
- (f) Compliance inspections.
- (g) Clean air and clean water.
- (h) Review of State and local administrative rulemaking.
- (i) Legislative agenda and legal notices.
- (j) Installation restoration program.
- (k) Environmental planning including:

1. Compliance with the Chapter 55 of Title 42, U.S.C. and Division A of Subtitle III of Title 54, U.S.C.

2. Consultation with Federally recognized Native American tribes and Alaska native entities pursuant to DoDI 4710.02, and Native Hawaiian organizations pursuant to DoDI 4710.03.

3. Natural, cultural, and historic resources protection.

(5) Sub-Function 4: International Law Practice.

This sub-function provides legal services in support of foreign criminal jurisdictions, foreign tax relief, foreign civil litigation, foreign environmental laws, international agreements, and host nation legal advice.

(6) Sub-Function 5: Commercial and Business Law Practice.

This sub-function provides legal services in support of contractor or U.S. Government procurement claims and termination actions, bid protests, pre- and post-award contract advice, bankruptcy actions and intellectual property claims, contract ratification actions, procurement fraud, NAFIs, contractor employee issues, competitive sourcing, taxation, and personal property.

(7) Sub-Function 6: Personnel Law Practice.

This sub-function provides legal services in support of adverse personnel actions and civilian employee litigation, civilian employee administrative litigation, bargaining unit matters, department of labor actions, Office of Personnel Management claims, affirmative action plans, and contractor employee issues.

(8) Sub-Function 7: Claims Practice.

This sub-function provides legal services in support of tort claims, medical law programs, personnel claims, pro-U.S. Government claims, and disaster response.

(9) Sub-Function 8: Legal Assistance Practice.

This sub-function provides legal services in support of legal assistance, powers of attorney and notary services, income tax program, and preventative law programs.

**e. Financial Management.**

(1) General.

(a) The applicable OSD office for this ISF is OUSD(C)/CFO.

(b) Financial management includes:

1. Workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable:

a. Actions to plan, manage, coordinate, identify, justify, control, execute, record, and analyze funds to operate an installation.

b. Meeting all regulatory and statutory requirements.

c. Fiscal advisory support to the installation commander, staff, and customers.

2. Program and budget analysis and development.



3. Financial advisory services and customer support.
4. Budget execution support.
5. Accounting liaison services.
6. Regulatory control of all appropriated funds.
7. Financial services and system support.

**(2) Sub-Function 1: Program and Budget Analysis and Development.**

This sub-function provides:

- (a) Management and oversight of budget year(s) resources.
- (b) An annual spending plan displaying anticipated monthly expenses, following all applicable laws and regulations to report to higher headquarters in a timely and accurate manner.

**(3) Sub-Function 2: Fiscal Advisory Services and Customer Support.**

This sub-function provides liaison, financial process improvement, and staff assistance and advice to the commander, staff, and external agencies.

**(4) Sub-Function 3: Budget Execution Support.**

This sub-function provides:

- (a) Management and oversight of current-year budget resources.
- (b) Activities necessary to spend funds in accordance with an approved plan, following all applicable laws and regulations, correctly reporting all funding and financial transactions, and reporting status to all appropriate parties in a timely manner.

**(5) Sub-Function 4: Accounting Liaison Services.**

This sub-function:

- (a) Provides for initial quality assurance of financial transactions and entry of transactions into a commitment register.
- (b) Manages the life cycle of a transaction.
- (c) Reconciles prior year obligations and receivables.
- (d) Recruits foreign national indirect hires and foreign national direct hires outside the continental United States, if applicable.
- (e) Documents controls, including the input of reimbursable funding.

(6) Sub-Function 5: Regulatory Control of All Appropriated Funds.

This sub-function provides for:

- (a) Management of fund certification authority appointments.
- (b) Reconciliations of funding documents with accounting systems, including reimbursable programs.
- (c) Oversight of funding appropriations.
- (d) Certifying year-end reporting program adjustments.

(7) Sub-Function 6: Financial Services and System Support.

(a) This sub-function provides financial services and system support for DoD-mandated systems, Service-unique systems, and all other official financial systems.

(b) Financial services provide for the accurate and timely processing of military pay, civilian pay, and travel pay (including Defense Travel System administration, Government Travel Card Program support, and processing of NAF employee travel computation) for all military and employees at a JB or within the JR, including remaining mission units, and associated customer service to assist in the resolution of payment issues and errors.

1. Adequate information technology (IT) support for Service-unique financial services systems and Service-specific training are necessary components to provide effective financial services. These are considered inherent in the definition of financial services.

2. Due to their direct impact on and support of tactical missions and contingency operations, disbursing functions are not considered financial services; that function is retained by the Defense Finance and Accounting Service and the Military Services.

**f. Management Analysis.**

(1) General.

(a) The applicable OSD office for this ISF is the Office of the Performance Improvement Officer and Director of Administration and Management.

(b) Management analysis includes:

- 1. Workforce authorizations.
- 2. Contracts.
- 3. Peculiar and support equipment.
- 4. Associated costs specifically identified and measurable to plan, manage, coordinate, and execute strategic analytical support throughout the management organization to

achieve performance improvements, optimize resources, provide decision support, and realize efficiencies.

5. Strategic planning.
6. Requirements development.
7. Performance management systems.
8. Organizational structures analysis.

**(2) Sub-Function 1: Strategic Planning Support.**

This sub-function:

- (a) Provides strategic direction to the enterprise, to include developing strategic and business plans.
- (b) Optimizes business processes to achieve organizational goals.

**(3) Sub-Function 2: Requirements Development Support.**

This sub-function:

- (a) Analyzes installation requirements, including the development of models and templates, support of program objective memorandums and command plans, and recommended distribution of available resources.
- (b) Develops strategic sourcing and commercial activity studies.
- (c) Negotiates, develops, and maintains support agreements; implements methods, models and process; and develops documentation that supports resourcing decisions.

**(4) Sub-Function 3: Performance Management Systems.**

This sub-function:

- (a) Develops metrics to assess delivery effectiveness for installation support services.
- (b) Evaluates performance against standard benchmarks and recommends improvements.

(5) Sub-Function 4: Organizational Structures Analysis.

This sub-function:

(a) Develops and documents courses of action to optimize installation capabilities and organizational structures that satisfy changing or emerging requirements.

(b) Collects and analyzes data for base realignment and closure (BRAC) actions and evaluates implementation results.

**g. Procurement Operations.**

(1) General.

(a) Applicable OSD offices for this ISF are OUSD(A&S) and Office of the Assistant Secretary of Defense for Acquisition.

(b) Procurement operations include workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute procurement operations such as:

1. Business advice.

2. Customer education.

3. Contract operations.

4. Government purchase card (GPC) surveillance and management.

5. Business relationships integral to purchasing, leasing, obtaining supplies, services, and non-military construction for and in direct support of installations.

(c) Procurement operations include procurement support and services provided by regional centers and individual installations that are installation support in nature. This includes procurement actions provided to an operational or mission customer or tenant organization that are installation support in nature.

(d) For the purpose of this issuance, procurement operations exclude procurement of weapon systems, items in support of weapons systems, and contingency contracting (to include procurement of goods and services for deployed forces via reachback), because these functions are in direct support of the requiring missions, not the installations. Contingency contracting requirements will be resourced from the associate Service.

(2) Sub-Function 1: Business Advice and Customer Education.

This sub-function provides sensible business advice and customer education in acquisition planning, solicitation, evaluation, negotiation, awards, administration, and contract closeout.

(a) Business advice involves interaction with customers and vendors regarding all aspects of contracting.

(b) Customer education encompasses formal or informal training to facilitate an understanding of acquisition and stakeholders' roles and responsibilities inherent in the process.

(3) Sub-Function 2: Contract Operations.

This sub-function:

(a) Fulfills a customer's requirements by providing the planning, solicitation, evaluation, negotiation, award, administration, and closeout of a contract action.

(b) Provides guidance and oversight of the contracting officer representatives and Quality Assurance Evaluators Program.

(4) Sub-Function 3: GPC Surveillance and Management.

This sub-function provides guidance, training, and oversight of the GPC Program.

**h. Installation Safety.**

(1) General.

(a) Applicable OSD offices for this ISF are OUSD(P&R) and Office of the Assistant Secretary of Defense for Readiness.

(b) Installation safety includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute installation safety program functions to ensure prevention of accidents and mitigation of risk to the lowest acceptable level, in accordance with requirements of DoDI 6055.01 and the mishap reporting requirements of DoDI 6055.07.

(c) Installation safety requires anticipation, education, promotion, recognition, evaluation, investigation, and management of the risk of unintended losses to acceptable levels while maintaining the capability to respond and recover from incidents that degrade the mission. Safety activities include training, inspections and evaluations, investigations, technical consultations, and safety awareness promotions.

(d) Installation safety sub-program areas include, but are not limited to, airfield safety, ground safety, rail safety, port safety, occupational safety, off-duty recreational safety, range safety, explosives safety, and traffic safety.

(e) For the purpose of this issuance, the following are **not** part of installation safety. The mission owner that requires these programs is responsible for providing them:

1. Aviation operational safety.
2. Maritime safety.
3. Space and missile safety.
4. Nuclear surety.
5. Acquisition system safety of weapon system development.
6. Centralized technical support from safety centers.
7. Occupational health, such as industrial hygiene, occupational medicine, hearing conservation, ionizing radiation, radiofrequency radiation, non-weapon system directed energy systems safety, and other aspects of occupational health services.

(f) Each JB's safety office and the safety offices within the JR are authorized to provide additional safety programs without a variance when documented in the MOA.

#### (2) Sub-Function 1: Training.

This sub-function:

(a) Provides resources to educate personnel in safety techniques, concepts, and principles to maintain a healthy work environment and conduct operations (on and off duty, occupational and operational support) in a safe and healthy manner.

(b) Includes documentation of scheduling, development, delivery, monitoring, evaluation, maintenance currency and quality, and course completion.

#### (3) Sub-Function 2: Inspections, Evaluations, and Technical Consultations.

This sub-function identifies and assesses safety hazards and risks to people, facilities, and equipment, communicates findings and recommendations, and provides technical consultations to responsible authorities in support of DoD operations. It includes:

- (a) Annual inspections.
- (b) High-interest inspections.
- (c) Spot inspections.
- (d) Workplace, site, or operation inspections.
- (e) Program evaluations for the installation safety sub-function.

- (f) Staff assistance visits.
- (g) Specialty inspections (e.g., daycare, preseason sports, ranges, industrial areas, traffic, magazines).
- (h) Technical interpretations of standards and policy, site planning, deviations, waivers, exemptions, and variances. All explosives safety requirements will be addressed in accordance with Defense Explosives Safety Regulation 6055.09.
- (i) Design and engineering reviews.
- (j) Labor relations and consultations.
- (k) Reviews of plans and standard operating procedures.
- (l) License and permit preparation and review or approval boards, conferences, and meetings.
- (m) Liaison with other agencies, to include acting as the single point of contact for Occupational Health and Safety Administration visits, inspections, and investigations for all units on the installation. The JB/JR installation safety office notifies the unit affected and assists in escorting Occupational Health and Safety Administration officials and makes necessary notifications to the applicable chains of command.
- (n) Trend analysis.
- (o) Military training and operations.
- (p) Inter-disciplinary and cross-functional coordination (e.g., occupational health, fire protection, environmental, security).
- (q) Evaluation of support agreements, MOUs, and JB/JR MOAs.
- (r) Regulatory compliance.

#### **(4) Sub-Function 3: Mishaps, Near Misses, and Complaint Investigations.**

This sub-function identifies mishap causal factors and potentially unsafe practices or conditions and recommends corrective actions to prevent mishap recurrence and reduce hazardous conditions in accordance with DoDI 6055.07, which includes:

- (a) Mishap screening.
- (b) Police blotters.
- (c) Fire response reports.
- (d) Hospital admission and disposition information.

(e) Notifications. For incidents involving the associate Service, the lead Service notifies the associate Service to perform required notifications.

(f) Investigations.

(g) Report reviews, coordination, and processing. For incidents involving the associate Service, the lead Service performs mishap investigations and provides reports to the associate Service for further management.

(h) Mishap logs.

(i) Board appointments.

(j) Command-level reviews.

(k) Countermeasure development.

(l) Malfunction recording for components.

**(5) Sub-Function 4: Safety Awareness Programs.**

This sub-function includes outreach programs, promotions, and marketing.

**i. Installation Chaplain Ministries.**

**(1) General.**

(a) Applicable OSD offices for this ISF are OUSD(P&R) and OASD(M&RA).

(b) Installation chaplain ministries include workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute chaplain ministries. The chaplains advise and assist commanders in providing for the free exercise of religion as guaranteed by the United States Constitution.

(c) Military chaplains implement the command's religious program through the provision of religious, ethical, spiritual, moral, and family ministry using personnel, religious support equipment, and financial resources.

**(2) Sub-Function 1: Worship Services, Rites, Ordinances, Sacraments, and Special Events.**

This sub-function provides for or performs worship services and sacramental, ceremonial, or religious life-cycle acts. Examples of this sub-function include, but are not limited to, worship services, prayer breakfasts, invocations and benedictions, funerals, weddings, religious ceremonies, anointing of the sick, and other observances.



(3) Sub-Function 2: Chaplaincy Education and Training.

This sub-function:

(a) Conducts education and training in areas including ethics, relational and life skills, cross-cultural issues, personal and spiritual well-being, crisis and suicide prevention, healthy relationship education, values training, character development, pre- and post-deployment, warrior transition, and generational and gender issues.

(b) Conducts education, training, professional development, and sustainment for religious ministry personnel, including assigned Reservists and chaplain candidates.

(4) Sub-Function 3: Advice to Commander, Chaplain Counseling, and Care.

(a) This sub-function provides:

1. Advice to the commander in the matters of religion, morals, ethics, and morale.

2. Counseling, support, and care for Service members (e.g., active duty, National Guard, and Reserve), family members, and other authorized personnel.

(b) Elements of this sub-function include, but are not limited to:

1. Advisement on religious accommodation.

2. Advisement on the impact of religion on military operations.

3. Confidential or privileged communications.

4. Spiritual formation.

5. Pre-sacramental instruction.

6. Ministry of presence.

7. Individual and group crisis.

8. Emergency response.

9. Intervention.

10. Death and grief counseling.

11. Casualty notification support.

12. Workplace, hospital, home, and confinement facility visitation.

13. 24-hour on-call support.

14. Participation on installation and unit councils.

#### **4.5. COMMUNITY LOGISTICS.**

Community logistics include laundry and dry-cleaning services and installation food services.

##### **a. Laundry and Dry-cleaning.**

###### **(1) General.**

(a) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(S).

(b) Laundry and dry-cleaning include workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute to provide or make available laundry and dry-cleaning services to clean and press textiles, garments, linens, and other fabrics.

(c) This ISF includes organizational clothing and individual equipment and other articles required by the installation and the sewing on of rank and unit patches on a Service member's initial issue of clothing.

###### **(2) Sub-Function 1: Laundry.**

(a) This sub-function provides laundry service (cleaned in a water-based system) to a manufacturer's label or customer specifications and includes items that are cleaned; finished, including pressing, starching, folding, or other specified requirements; properly packaged; and returned to the customer, as required.

(b) This sub-function includes specialized items such as medical items potentially contaminated by blood-borne pathogens or in contact with illness. It may include, but is not limited to, items such as towels, clothing, and linens.

###### **(3) Sub-Function 2: Dry-Cleaning.**

This sub-function provides dry-cleaning service (cleaned in other than a water-based system) to a manufacturer's label or customer specifications and includes items that are cleaned; pressed; properly folded; packaged; and returned, as required. It may include, but is not limited to, items such as window treatments, ceremonial uniforms, parkas, and flags.

## **b. Installation Food Services.**

### **(1) General.**

(a) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(S).

(b) Food services include workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute for the operation and administration of installation food service for authorized patrons, including installation feeding, remote feeding, and flight or ground support feeding as applicable.

(c) Food services do not include the costs for food, non-installation field support, hospital food services, and basic allowance for subsistence.

(d) Food services common requirements are:

1. Ordering, receiving, storing, inventorying, and accounting of food and expendable supplies.

2. Preparing and serving food using DoD worldwide menu specifications to support the DoD Component's menu.

3. Conducting the DoD Component's menu planning incorporating sanitation and subsistence security in accordance with Surgeon General, United States Department of Agriculture, and Food and Drug Administration nutritional criteria, guidelines, and regulations.

4. Conducting food services facilities and program management in accordance with applicable standards (to include customer awareness and customer service, food services personnel training, budget formulation and execution, awards programs, contingency and surge planning, and chairing the Food Services Management Board) in accordance with DoDM 1338.10.

### **(2) Sub-Function 1: Installation Feeding.**

(a) This sub-function provides individual meals in a permanent establishment located in the cantonment area of the installation to authorized patrons for consumption on the premises or for carryout.

(b) An element specific to this sub-function is conducting accounting, to include cash controls and headcount procedures.

**(3) Sub-Function 2: Remote Feeding.**

(a) This sub-function provides meals in a remote facility, or a GSL facility, to authorized patrons for consumption at the remote facility (e.g., missile launch facilities, small island locations, fire stations, and field feeding sites).

(b) An element specific to this sub-function is providing appropriated funds essential for feeding.

**(4) Sub-Function 3: Flight and Ground Support Feeding.**

This sub-function provides individual or group meals such as flight meals, box meals, and prepared bulk hot foods (i.e., field feeding) in a permanent establishment in the cantonment area of the installation for pickup for authorized patrons.

**4.6. CUSTODIAL SERVICES.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Custodial services are inclusive of cleaning installation facilities and purchase of cleaning supplies (e.g., cleaners, waxes, toilet tissue, mops, brooms). These services account for all activities associated with the management and costs for custodial services (e.g., carpet cleaning, window washing, clean and stock bathrooms, and interior building replacement of light bulbs). It includes civilian and military pay for administration and contract oversight.

**4.7. EMERGENCY CONTROL CENTER (ECC)**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Emergency dispatch includes the ability to conduct emergency call-taking and dispatch operations, either organic or external to the installation. The ECC staff will be organized to receive emergency calls from wired, wireless, and voice over internet protocol pathways; provide adequate emergency call-taking and dispatch services; record and maintain recordings of emergency calls; and support first responder, first receiver, and emergency responder needs. All dispatch center and ECC services, capabilities, capacity, and operations will be based on DoD- and DoD Component-specific training, equipment, and competency standards in accordance with DoDIs 6055.06 and 6055.17.

**4.8. EM.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. EM includes:

(1) Providing policy, guidance, operational structure, and assignment of responsibilities for development, implementation and sustainment of a comprehensive, all-hazard EM program

at JB and JR by following the prevention, protection, mitigation, response, and recovery requirements in accordance with DoDI 6055.17.

(2) Ensuring the installation commanding officer has the ability to synchronize the prevention, protection, mitigation, response, and recovery process across the protection function on the JB and within the JR by:

- (a) Developing and exercising plans.
- (b) Training all JB/JR personnel.
- (c) Evaluating EM program readiness.
- (d) Assessing and enforcing JB/JR compliance.

#### **4.9. ENVIRONMENTAL COMPLIANCE AND PLANNING.**

a. Applicable OSD offices for this function are OUSD(A&S) and OASD(EI&E).

b. Environmental compliance and planning supports and optimizes mission capability while achieving and maintaining full and sustained compliance with Federal, State, and local environmental laws and regulations, Executive Orders, DoD policies, legal obligations, and other binding agreements in accordance with DoDI 4715.06. The lead Service provides the workforce authorizations, contracts, equipment, and associated costs for this service, except as modified in Paragraphs 4.9.d and 4.9.e of this issuance.

c. Environmental compliance includes environmental planning that supports operational resilience and enhancement while ensuring compliance with Public Law 91-190 and other applicable Federal, State, local, and tribal environmental laws and regulations; Executive orders; DoD policy; legal obligations; final governing standards; and other binding agreements. The lead Service provides the workforce authorizations, contracts, equipment, and associated costs for this service, except as modified in Paragraphs 4.9.d and 4.9.e.

d. Environmental compliance analysis is required by Federal and State laws and may include identification of alternatives, analysis of impacts, public involvement, and mitigation to reduce the impacts. If the associate Service is the project proponent, then the associate Service is responsible for funding the necessary environmental analysis, studies, documentation and mitigation to comply with applicable law. The lead Service regulations and policies will be used to conduct analysis and both parties will cooperate and coordinate the analysis and compliance measures as outlined in the MOA.

e. For tenants as described in Paragraph 1.2.f., the lead Service will offer environmental services on a reimbursable basis.

f. Environmental compliance and planning does not include:

(1) In accordance with DoDM 4715.20, cleanup efforts funded pursuant to the Defense Environmental Restoration Program (DERP) and carried out pursuant to Section 2701(a) of Title 10, U.S.C., or efforts funded for conservation, P2, BRAC, or occupational health and safety concerns.

(2) Research and development (R&D) efforts associated with compliance, which are covered under specific R&D program elements (PEs).

(3) Normal maintenance and repair to keep systems in working order; system replacement as part of normal replacement cycle; and normal installation operations (e.g., solid waste disposal including tipping fees, landfill operations); or normal wastewater treatment plants, both domestic and industrial, that are appropriately included in base operations.

(4) Upgrade or alteration of an industrial process undertaken for other than environmental purposes.

(5) Environmental certification or licenses funded separately from mandatory requirements and training.

(6) Routine pest control applications that incorporate integrated pest management practices and techniques required in pest control applications to preserve structural integrity and encourage responsible pest management and health applications, such as mosquito control.

#### **4.10. ENVIRONMENTAL CONSERVATION.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Environmental conservation includes:

(1) Actions to protect, enhance, and sustain mission capability through effective management of natural and cultural resources to guarantee DoD access to air, land, and waters.

(2) Sustainable use of resources for the public benefit. This includes actions to comply with requirements pursuant to applicable Federal and State laws, Executive orders, DoD policy, final governing standards (foreign requirements), and other binding agreements pursuant to DoDIs 4715.03 and 4715.16.

c. Environmental conservation requires workforce authorizations, contracts, equipment, and associated costs to provide this service.

#### 4.11. ENVIRONMENTAL P2.

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Environmental P2 includes any action that is designed to strengthen mission capability by reducing the environmental footprint and minimizing impacts while reducing total ownership costs. P2 programs are the preferred means of achieving environmental compliance, protecting human health, reducing the use of hazardous materials (HAZMATs), and minimizing the volume of waste and pollutants.

c. P2 includes planning, advocacy, and actions to reduce or eliminate, rather than control or treat, the future impact that an operation may have on the environment, including the natural infrastructure. This is done through the source reduction of pollutants, more efficient use of natural resources, recycling (programs and equipment investments), and reduced emissions of toxic and other undesirable materials or wastes. This ISF includes, but is not limited to, installation level P2 plans, assessments, equipment, and projects required or authorized pursuant to applicable Federal and State law, Executive orders, or DoD policy that apply specifically to P2 efforts in accordance with DoDI 4715.23.

d. P2 requires workforce authorizations, equipment, contracts, and associated costs to provide this service.

e. P2 does **not** include:

(1) Recurring solid waste recycling operations and administration for curbside pickup services and composting.

(2) R&D efforts associated with P2, which are covered under specific R&D PEs.

(3) Normal infrastructure maintenance and repair to keep a system in good working order or system replacement as part of normal replacement cycles.

(4) Activities funded in the DoD WCFs, which are charged to the appropriate WCF PEs

(5) Non-installation support activities funded as part of a larger system acquisition program, which are separately identified through cost accounting codes under the main system.

(6) Medical and radioactive waste.

## **4.12. ENVIRONMENTAL RESTORATION.**

### **a. General.**

- (1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- (2) Environmental restoration includes:
  - (a) Protection of human health and the environment through identification, investigation, R&D, and cleanup of hazardous substances, pollutants, or contaminants from DoD releases; hazardous wastes; hazardous constituents; petroleum, oils, and lubricants (POL); and military munitions.
  - (b) All other environmental restoration activities defined in Enclosure 3 of DoDM 4715.20.
  - (3) The DERP addresses releases of eligible sites in accordance with Paragraph 2 of Enclosure 2 of DoDM 4715.20. The DERP does not include or apply to:
    - (a) Responses to address releases at facilities or sites outside of the United States or its territories or possessions.
    - (b) Responses to address releases caused by the non-military activities of the U.S. Army Corps of Engineers or that are on Department of the Army Civil Works properties.
    - (c) Responses to releases that occur solely as a result of an act of war.
    - (d) Routine operation, management, or maintenance at an operating DoD facility or site that is not part of an environmental restoration activity.

### **b. Sub-Function 1: Installation Restoration Program.**

This sub-function addresses the release of hazardous substances, pollutants, or contaminants, hazardous wastes, hazardous constituents, POL, and explosive compounds at ammunition production and manufacturing plants in accordance with Paragraph 2.a. of Enclosure 3 of DoDM 4715.20. It does not include activities at formerly used defense sites.

### **c. Sub-Function 2: Military Munitions Response Program.**

This sub-function addresses potential hazards remaining from its past use of military munitions in accordance with Paragraph 2.a. of Enclosure 3 of DoDM 4715.20.



#### **d. Sub-Function 3: Building Demolition and Debris Removal.**

(1) This sub-function includes sites that involve the demolition and removal of unsafe buildings or structures and the removal of unsafe debris that meet the DERP general eligibility requirements pursuant to Paragraph 2.a.(2)(f) of Enclosure 3 of DoDM 4715.20.

(2) In accordance with DoDM 4715.20, OASD(EI&E) must provide written authorization for the use of DoD Component environmental restoration account or BRAC account funds for the building demolition and debris removal program environmental restoration activities at installations and BRAC locations.

#### **4.13. FACILITIES DEMOLITION.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Facilities demolition includes resources from any appropriation, except military construction or environmental restoration appropriations, specifically identified for demolition and disposal costs associated with excess facilities, including buildings or any other permanent or temporary structure as well as pavements, utility systems, and other supporting infrastructure.

c. This ISF includes environmental costs directly attributable to demolition and disposal to include inspection and removal of HAZMAT (such as lead-based paint or asbestos).

d. This ISF does **not** include all demolition and disposal costs contained within the scope of individual military construction projects, building demolition or debris removal under the DERP program, or costs associated with transfer of unimproved land.

#### **4.14. FACILITIES NEW FOOTPRINT.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. This ISF provides resources to support the erection, installation, or assembly of a new real property facility or the addition, expansion, or extension of an existing real property facility that adds to the existing facilities inventory. This ISF also includes land acquisition.

c. This ISF does **not** include facilities restoration and modernization that does not add to the existing facilities inventory.

d. Funding for this ISF includes workforce resources and authorizations specifically required to accomplish the new construction.

#### 4.15. FACILITIES RESTORATION AND MODERNIZATION.

- a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- b. Facilities restoration and modernization provides resources for improving an inventory of facilities.
  - (1) Restoration includes repair and replacement work to restore damaged facilities due to accident or failure attributable to inadequate sustainment, excessive age, or other causes.
  - (2) Modernization includes alteration or conversion of facilities to implement a new, higher standard (including regulatory changes), to accommodate new functions, or to replace building components that typically last more than 50 years (such as foundations and structural components).
- c. Restoration and modernization do **not** include:
  - (1) Recurring sustainment tasks or certain environmental measures (e.g., removal of asbestos and lead paint), which are funded elsewhere.
  - (2) Other tasks associated with facilities operations (e.g., custodial services, grass cutting, and the provision of central utilities).

#### 4.16. FACILITIES SUSTAINMENT.

- a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- b. Facilities sustainment provides resources for maintenance and repair activities necessary to keep facilities in the DoD's real property inventory in good working order.
- c. This ISF includes:
  - (1) Regularly scheduled adjustments and inspections, preventive maintenance tasks, and emergency response and service calls for minor repairs.
  - (2) Major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the life cycle of facilities.
  - (3) Regular roof replacement, refinishing wall surfaces, repairing and replacing heating and cooling systems, replacing tile and carpeting, and similar types of work.
- d. This ISF does **not** include:
  - (1) Certain restoration, modernization, and environmental compliance costs, which are funded elsewhere.
  - (2) Other tasks associated with facilities operations (e.g., custodial services, grass cutting, landscaping, waste disposal, and the provision of central utilities).

e. This ISF supports all facilities reported in the real property inventory for which the DoD FSM provides a funding requirement estimate. It does not support unreported facilities or any other facilities for which the DoD FSM does not estimate a funding requirement.

#### **4.17. FAMILY HOUSING SERVICES.**

##### **a. General.**

(1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

(2) This ISF includes:

(a) Workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute family housing services.

(b) U.S. Government-controlled family housing, privatized family housing, referral services, furnishings in U.S. Government-controlled or privatized housing, overseas family housing loaner furnishings, and above installation level housing oversight services for all types of family housing.

##### **b. Sub-Function 1: Installation Housing Services for U.S. Government-Controlled (e.g., Host-Nation-Owned) Family Housing.**

This sub-function performs property and asset management services including, but not limited to:

- (1) Assignment.
- (2) Termination.
- (3) Inspections.
- (4) Counseling.
- (5) Resident relations.
- (6) Entitlements.
- (7) Determining housing requirements.
- (8) Studies.
- (9) Reporting.
- (10) Self-help program administration.

(11) Authorization and requirements for moving and storing household goods.

(12) Planning, Programming, Budgeting, and Execution and interface with other organizations.

**c. Sub-Function 2: Installation Housing Services for Privatized Family Housing.**

This sub-function includes asset management such as oversight and reporting for privatized housing.

**d. Sub-Function 3: Installation Housing Referral Services.**

(1) This sub-function provides information about community and privatized housing, rental partnership (including the Rental Partnership Program in accordance with DoDM 4165.63), home buying and selling, self-help programs, housing assistance programs, housing options, and relocation assistance to all military and eligible civilian personnel.

(2) This sub-function includes:

- (a) Assistance in rental negotiations.
- (b) Review of leases.
- (c) Language interpretation and translation.
- (d) Investigation of housing discrimination complaints.
- (e) Landlord-tenant mediation.
- (f) Counseling.
- (g) Availability and periodic inspection of community housing.
- (h) Assistance with resolving problems with utilities connections, fees, deposits, and billings.
- (i) Evaluating the cost and adequacy of available community housing to help determine appropriate housing allowances.

**e. Sub-Function 4: Installation Family Housing Furnishings in U.S. Government-Controlled or Privatized Housing.**

This sub-function includes:

- (1) Purchase, repair, replacement, storing, delivery, and disposal of family housing furniture, appliances, equipment, and authorized miscellaneous items.
- (2) Provision of supplemental furnishings for designated quarters (including privatized housing) for general officers/flag officers, individuals in special command positions, O-7 selects, installation commanders, and the senior enlisted member of the Military Service.

**f. Sub-Function 5: Overseas Family Housing Loaner Furnishings (All Locations Outside the Contiguous United States, Including Alaska and Hawaii).**

This sub-function includes the purchase or rent, repair, replacement, storing, delivery, and disposal of loaner and supplemental furnishings for military and DoD civilian personnel stationed in overseas locations.

**g. Sub-Function 6: Above Installation Level Housing Oversight Services for All Types of Family Housing.**

(1) Associate Service standard level of support will be provided at installations where privatized housing management is retained by the associate Service.

(2) This sub-function includes:

- (a) Strategic planning, policy development, housing IT software and support, programs, and studies.
- (b) Administration of centralized training.
- (c) Determination of housing requirements.
- (d) Review of housing allowance data collection.
- (e) Staff assistance visits.
- (f) Planning, programming, budgeting, and execution
- (g) Direction of privatization support (e.g., concept development, acquisition, and portfolio management) including contracts.

#### 4.18. FIRE AND EMERGENCY SERVICES (F&ES).

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. F&ES prevents and protects DoD personnel and the public from illness, injury, and loss of life. It reduces property damage and the environmental impact caused by fires, medical emergencies, hazardous materials incidents, and natural and human-caused disasters, including acts of terrorism, at DoD locations worldwide. F&ES programs leverage prevention, education, and engineering as effective mechanisms to minimize losses in accordance with DoDI 6055.06.

c. This ISF includes:

(1) Utilizing a risk-based approach to conduct and support all phases of emergency response activities.

(2) Providing response services, encompassing:

(a) Structural firefighting.

(b) Aircraft rescue and firefighting.

(c) Shipboard firefighting.

(d) Fire prevention.

(e) Neutralization of HAZMAT; chemical, biological, radiological, and nuclear explosives; and weapons of mass destruction.

(f) Technical rescue.

(g) Emergency medical services.

(h) Wildland and urban interface emergency response.

(i) Response to natural disasters (e.g., floods, hurricanes) as well as human-caused catastrophic events (e.g., emergency response to terrorism).

(j) Restoration of telecommunications.

(k) Management of command and control and other unique service delivery capabilities based on local mission requirements.

(3) Performing technical design reviews of all military construction (sustainment, restoration, and modernization) projects; conducting fire prevention inspection of defined facilities and locations; and providing fire and injury prevention education to DoD personnel and families who reside or work on DoD installations or in government-leased facilities.

(4) Providing F&ES administrative support that ensures F&ES personnel are properly manned, trained, and equipped for emergency response and prevention activities. This includes

documentation such as fire incident and patient care reports and firefighter training records; and standard operating procedures.

(5) Conducting fire hazard inspection reports and ensuring fire extinguishers are installed, inspected, and maintained in accordance with appropriate issuances. Portions of this function are included in the EM ISF.

(6) Sustaining mutual aid agreements with local emergency response resources, as necessary.

#### **4.19. GROUNDS MAINTENANCE AND LANDSCAPING.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Grounds maintenance and landscaping includes all associated landscaping activities and plant growth management of improved, semi-improved, and unimproved grounds.

(1) Grounds maintenance and landscaping activities include:

(a) Pavement sweeping of streets and sidewalks to remove grass and debris caused by grounds maintenance.

(b) Re-lamping or replacement of light bulbs in landscape accent lighting or lighting along paths and walkways.

(c) Water features, which consist of operations and cleaning of manufactured water features (e.g., ponds, waterfalls, and fountains).

(d) Irrigation system maintenance within a grounds maintenance contract may be included in this ISF to drain and charge systems, replace damaged or broken sprinkler heads, and repair ruptured pipes.

(2) Improved grounds consist of land with buildings and other permanent structures, lawns, and landscape plantings on which personnel annually plan and perform intensive maintenance activities. This land use classification includes:

(a) The cantonment area of the installation and its picnic grounds.

(b) Parade grounds, drill fields, athletic areas, green belts along major roadways, and installation entry points (primary and high-use gates).

(c) Memorials and cemeteries, if applicable.

(3) Semi-improved grounds consist of land where periodic maintenance is performed primarily for operational and aesthetic reasons (such as erosion and dust control, bird control, and visual clear zones for safety and security). This land use classification includes:

(a) Areas adjacent to runways, taxiways, and aprons; runway clear zones; and safety and security zones (e.g., along fence lines).

(b) Rifle and pistol ranges, weapons firing and bombing ranges, ammunition storage areas, and missile sites.

(c) Antenna facilities, industrial and fuel storage areas outside the cantonment area of the installation, staging and storage areas, remote or low-use installation entry points, and shoulders of secondary roads.

(d) Picnic areas outside the cantonment area of the installation.

(4) Unimproved grounds include forestlands; croplands and grazing lands; lakes, ponds, and wetlands; and any areas where natural vegetation is generally allowed to grow unimpeded by maintenance activities other than an occasional thinning of brush and the creation of fire breaks or roads for fire control.

#### **4.20. IT SERVICES MANAGEMENT (ITSM).**

##### **a. General.**

(1) The applicable OSD office for this ISF is the Office of the DoD CIO.

(2) ITSM includes:

(a) Workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute ITSM.

(b) The delivery of services consisting of secure and non-secure fixed voice communications, wireless voice, network infrastructure support, and continuity of operations.

(c) Service desk support, continuity of operations, and disaster recovery support.

(3) ITSM excludes weapon system or mission systems networks within the network infrastructure demarcation points.

##### **b. Sub-Function 1: Fixed Voice.**

(1) This sub-function maintains secure and non-secure, rapid, reliable inter- or intra-installation voice communications.

(2) Roles and responsibilities for delivering fixed voice will follow the policy in DoDI 8010.01 or other future policy. In applying DoDI 8010.01's policy, the JB lead Service is



synonymous with the installation host or supporting organization, and the JB associate Service is synonymous with the installation tenant or supported organization.

(3) This sub-function provides:

(a) Dial tone for services and associated features for standard telephone service (on-installation). This service includes telephone calling feature provisions (e.g., call forwarding, voicemail, call management system, caller identification, priority calling, call blocking) and provides telephone bridging capability for telephone conferencing.

(b) Telephone access service for defense switched network, defense red switch network, and commercial local and long distance.

(c) Enhanced 911 services.

**c. Sub-Function 2: Wireless Connectivity Services.**

(1) This sub-function provides wireless voice, data, and video services.

(2) This sub-function manages:

(a) User services in accordance with the end-users' branch of Service instruction or regulation for individual connectivity devices, to include pagers, cell phones, wireless enabled personal data assistants, or other end-user devices using wireless technology.

(b) Wireless Department of Defense information network (DoDIN) connectivity to allow the use of wireless networks to connect authorized devices to the DoDIN, enabling secure and reliable communications.

(c) Land mobile radios, to include land mobile radio management responsibilities, including frequency management and to ensure interoperability within the JB command and geographic area, personnel, and equipment.

(d) Spectrum management

(e) Other wireless services such as non-tactical trunked radios and trunked radios, microwave systems, communications towers, satellite communications (reimbursable), and the Military Affiliate Radio System.

**d. Sub-Function 3: Network Infrastructure Support.**

(1) This sub-function plans, resources, and manages the infrastructure between the associate Service or supported DoD Components and the DoDIN to provide a local common IT transport backbone. Access to core DoDIN services (e.g., internet access and core data centers) is provided from designated installation demarcation points.

(2) This sub-function includes:

(a) Infrastructure support at the Opens System Interconnection Model Layer One. Generally defined, Open System Interconnection Layer One is the physical layer, which includes the hardware and cabling infrastructure and plant transmitting the electrical impulse or light signal. The JB/JR MOA will identify specific demarcation points and connectivity to delineate areas of responsibility between the lead and associate Service(s).

(b) Design, installation, and maintenance of special circuits and systems in support of life safety and security systems (e.g., fire alarms, intrusion alarms, elevator emergency intercoms, telemetry, and other safety and security systems).

(c) Infrastructure support to monitoring and control systems (e.g., water, fuel, command destruct transmitters, read back receivers, range operations, flight termination equipment and software).

(d) Wide-area mass notification warning systems to provide fixed, installation-wide public announcements.

(e) Cable TV on a reimbursable basis in accordance with the terms of the contract.

(3) This sub-function does **not** include special associate Service or supported DoD Component requirements or equipment unless provided for in the JB/JR MOA.

**e. Sub-Function 4: IT Operations Center.**

This sub-function:

(1) Includes the systems and processes necessary to allow customers to have seamless access to IT applications and solutions and may be provided remotely by the lead or associate Service's higher headquarters.

(2) Provides reliable access to local and external network (e.g., remote) and includes technology control.

(3) Provides and manages a location for users to retain and retrieve digital information and provides and manages a capability for users to convert digital information to non-digital media.

(4) Manages the underlying systems and processes that comprise a data network.

**f. Sub-Function 5: Service Desk Support.**

This sub-function provides the central point of contact between users and the ITSM service organization. It also provides hardware, software, telephone, and customer support.

#### **g. Sub-Function 6: Continuity of Operations and Disaster Recovery.**

This sub-function provides IT services necessary to continue mission-essential common-user functions (e.g., telephone and e-mail services) across a wide range of potential emergencies and reconstructs all damaged or inoperable IT services. It represents the planning and actions required to resume permanent normal operations following a disaster.

(1) The lead Service is responsible for facility infrastructure and utility repair or replacement in support of continuity of operations and disaster recovery.

(2) For ITSM functions retained under the associate Service, responsibility for continuity of operations and disaster recovery will remain with the associate Service. These responsibilities will be delineated within the JB/JR MOA.

### **4.21. DOD LODGING.**

#### **a. General.**

(1) Applicable OSD offices for this ISF are OUSD(P&R) and OASD(M&RA).

(2) This ISF includes NAF workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute DoD lodging, including temporary duty (TDY) and permanent change of station (PCS) lodging.

(3) This ISF provides resources for DoD lodging and related services to:

(a) Authorized TDY personnel to support mission readiness and maintain maximum occupancy in DoD facilities to reduce official travel costs.

(b) Authorized personnel and family members to support PCS orders for travel and maintain maximum occupancy in DoD facilities to reduce official and personal travel costs in accordance with applicable DoD policy.

(4) When the lead Service determines, pursuant to DoDI 1015.11 and via a business case analysis, that the DoD lodging property revenue is unable to maintain and sustain lodging operations at DoD lodging adequacy standards and closure is necessary, the JB or JR will remove lodging as an ISF via an MOA change.

(5) At JB or JR where lodging services were retained by the associate Service, the associate Service lodging will comply with the associate Service's policy.

#### **b. Sub-Function 1: TDY Lodging.**

This sub-function provides resources for lodging and related services to authorized TDY personnel to support mission readiness and maintain maximum occupancy in DoD facilities to reduce official travel costs.

**c. Sub-Function 2: PCS Lodging.**

This sub-function provides resources for lodging and related services to authorized personnel and family members to support PCS orders for travel and maintains maximum occupancy in DoD facilities to reduce official and personal travel costs.

**4.22. MILPERS.**

**a. General.**

(1) Applicable OSD offices for this ISF are OUSD(P&R) and OASD(M&RA).

(2) MILPERS ISFs include:

(a) Providing workforce authorizations, contracts, peculiar and support equipment, and bearing associated costs specifically identified and measurable to plan, manage, coordinate, and execute MILPERS services.

(b) Processing workforce changes required to accomplish the DoD mission.

(c) Providing customer support services that directly provide or indirectly result in tangible benefits to the military community or the mission.

(d) Providing MILPERS information systems customer support services, including National Guard and Reserve support services.

(3) MILPERS (except identification or common access card issuance sub-functions) is an optional joint basing function. Removal or addition of this ISF to a JB/JR MOA does not require ASD(EI&E) approval.

**b. Sub-Function 1: Customer Support Services.**

This sub-function provides the range of personnel support services that directly or indirectly results in tangible benefits to the military community or the mission. It includes MILPERS information systems customer support services and National Guard and Reserve support services.

**c. Sub-Function 2: Process Workforce Changes.**

This sub-function includes processes that manage workforce changes to accomplish the DoD mission.

**d. Sub-Function 3: Identification or Common Access Card Issuance**

This sub-function processes identification card and common access card issuance requests within Department of Defense Human Resource Activity standards.

#### **4.23. MWR.**

##### **General**

- a. Applicable OSD offices for this ISF are OUSD(P&R) and OASD(M&R).
- b. This ISF includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute MWR.
- c. This ISF provides APF resources for all MWR categories as listed in accordance with DoDIs 1015.10 and 1015.15.
- d. This ISF includes sub-functions that align with MWR program categories in DoDI 1015.10 and funding policy in DoDI 1015.15.

#### **4.24. PAVEMENT CLEARANCE SERVICES.**

- a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- b. This ISF includes provision of personnel, equipment, and supplies to support in-house or contracts for:
  - (1) Snow and ice removal from paved areas including streets, airfields, piers, walkways, and parking lots.
  - (2) Pavement sweeping of streets, parking lots, piers, airfield pavements, and walkways.

#### **4.25. PEST MANAGEMENT SERVICES.**

- a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- b. This ISF includes integrated pest management techniques, implemented in accordance with DoDI 4150.07 and Volume 1 of DoDM 4150.07, to prevent or control pests and disease vectors that may adversely impact readiness or military operations by affecting the health of personnel or by damaging structures, materiel, or property.
- c. This ISF is inclusive of all contracted and in-house pest management activities on facilities and grounds, to include pest surveillance, response, and installation pest education programs.

## **4.26. SEAPORT SERVICES.**

### **a. General.**

- (1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(S).
- (2) This ISF includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute port services including ship movements, berth days, magnetic silencing, and waterborne spill response at DoD and commercial seaports.
- (3) This ISF is applicable only to JB's or JR with seaports.

### **b. Sub-Function 1: Ship Movements.**

This sub-function:

- (1) Provides resources for all activities in support of ships arrival or departure from the harbor and mooring or anchorage within the harbor or at approved anchorages.
- (2) Includes all tug, pilot, and harbormaster services, and support and maintenance and replacement costs associated with arranging and hook-up, disconnect, or replacement of the hotel services while moored or anchored, including cranes.

### **c. Sub-Function 2: Berth Days.**

This sub-function:

- (1) Provides resources for all activities in support of the Port Services Center and the dispatch watch team that manage the services delivered to a ship after its arrival and initial hook-up of all hotel services.
- (2) Includes:
  - (a) Dockside services such as support service craft, boats, compressor and conveyors; ship refuse removal; material handling and equipment for the loading and unloading of materials, equipment, and stores; water freight operations onto and from ships; and the loading and unloading of aircraft onto and from ships.
  - (b) Administration, management, and training for all port services.

### **d. Sub-Function 3: Magnetic Silencing.**

This sub-function provides resources for all activities that support the successful treatment, calibration, and measurement of legacy and advanced degaussing systems, ships degaussing, and deperming systems, including the operation and maintenance of the magnetic silencing facilities, electro-magnetic roll, deperming facility, and technical assist support magnetic silencing and deperming operations.

**e. Sub-Function 4: Spill Response.**

This sub-function:

(1) Provides resources for all activities that provide the capability to maintain a facilities response team to respond to spills associated with operation of the seaport and act as first responders to waterborne spills.

(2) Includes containment, recovery, removal, and disposal of oil and similar contaminants from costal harbors and waters adjacent to naval facilities.

**4.27. REAL PROPERTY ACCOUNTABILTY AND REAL ESTATE SERVICES.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. This ISF includes all realty services required for the real property accountability, management, acquisition, and disposal of land and facilities in accordance with DoDIs 4165.14, 4165.70, 4165.71, and 4165.72, respectively.

**4.28. REAL PROPERTY MANAGEMENT AND ENGINEERING SERVICES.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. This ISF includes DoD civilians, military, and contract personnel who provide facility management and administration and installation engineering services.

(1) Facility management includes public works management costs, contract management, material procurement, facility data management (to include geographic information systems), furnishings management costs, and real estate management.

(2) Installation engineering services include annual inspection of facilities, master planning, programming of funds, overhead of planning and design, overhead of construction management, and non-sustainment and restoration modernization service calls.

**4.29. REFUSE COLLECTION AND DISPOSAL.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. This ISF accounts for all costs associated with refuse collection and includes non-housing and housing and recycling operations and administration.

(1) The non-housing and housing requirement includes disposal operations, trash collection, and disposal fees.

(2) The recycling operations requirement includes curbside pickup services and composting.

#### **4.30. SECURITY SERVICES.**

##### **a. General.**

(1) Applicable OSD offices for this ISF are Office of the Under Secretary of Defense for Policy, Office of the Assistant Secretary of Defense for Special Operations and Low Intensity Conflict, Office of the Under Secretary of Defense for Intelligence and Security, and OUSD(P&R).

(2) This ISF includes installation LE operations, installation physical security protection and services, and installation protection support.

(3) This ISF does not include weapon system security.

##### **b. Sub-Function 1: Installation LE Operations.**

(1) This sub-function includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute functions of installation LE operations.

(2) Installation LE operations include:

- (a) Enforcing Federal, State, and military law.
- (b) Enforcing installation guidance.
- (c) Issuing citations and detaining suspects.
- (d) Managing motor vehicle traffic and conducting traffic investigations.
- (e) Apprehending and restraining traffic offenders.
- (f) Conducting crowd control, crime prevention, crime detection, LE patrols, and LE liaison.
- (g) Apprehending persons who commit crimes on the installation.
- (h) Testifying in prosecution cases.
- (i) Temporarily detaining offenders.
- (j) Protecting and defending against and deterring criminal activities.
- (k) Conducting minor investigations.
- (l) Developing plans for the employment of LE personnel, emergency response, and management as it relates to LE activities and functions, which includes all processes intended to preserve the principles of law through various strategies.



(3) The Military Service with UCMJ authority for detainees retains responsibility for corrections and confinement, to include escort from temporary detainment.

**c. Sub-Function 2: Installation Physical Security Protection and Services.**

This sub-function includes:

(1) Workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute functions of installation physical security protection and services.

(2) Personnel, procedures, and equipment measures employed or designed to safeguard personnel, facilities, and property from loss, destruction, espionage, terrorism, or sabotage on the installation and prevent unauthorized access to facilities, installations, restricted areas, equipment, and materials.

(3) Regulation of people, material, and vehicles entering or exiting a designated area; mobile and static security activities for the protection of installation or U.S. Government assets; conduct of physical security inspections and assessments; construction design review; special protection of high-value or sensitive property; and management of installation security systems, plans, and funding.

(4) Anti-terrorism and force protection planning and execution.

**d. Sub-Function 3: Installation Projection Support**

This sub-function includes:

(1) Workforce authorizations, contracts, and associated costs to implement OSD programs and policies to operate, maintain, and sustain other protection program capabilities such as antiterrorism.

(2) Critical infrastructure protection.

(3) Continuity of operations.

(4) Chemical, biological, radiological, nuclear, and high-explosive defense to sustain mission operations at military installations.

**4.31. SMALL ARMS RANGE MANAGEMENT (IF APPLICABLE).**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. Range areas include specifically bounded geographic areas that may encompass a landmass, body of water (above or below the surface), and airspace used to conduct operations, training of personnel, tactics, munitions, or explosives.

c. This ISF includes:

(1) Workforce authorizations; contracts; peculiar and support equipment; and associated costs to plan, manage, and safely maintain, schedule, operate, control, and monitor ranges and use associated airspace and sea space and safety zone environments related to fixed point (non-maneuver) ranges.

(2) Small arms range administration, maintenance, and operation support services.

d. All Army and Marine Corps small arms range management elements are exempt from integration into the joint basing construct, as Army and Marine Corps ranges are mission functions and managed as part of integrated ground range complexes.

#### **4.32. SUPPLY, STORAGE, AND DISTRIBUTION (NON-MUNITIONS), ALSO KNOWN AS LOGISTICS SERVICES.**

**a. General.**

(1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(S).

(2) This ISF includes workforce authorizations; contracts; peculiar and support equipment; and associated costs specifically identified and measurable to plan, manage, coordinate, and execute to perform the requisition, receipt, storage, issue, shipment, and reuse or disposal of the installation's materiel, and products for various installation customers. This includes eight classes of supply:

(a) Class I - Subsistence.

(b) Class II - Clothing, individual equipment, tents, etc.

(c) Class III - POL.

(d) Class IV - Construction (includes fortification barrier materials).

(e) Class VI - Personal demand items (e.g., non-military sales items).

(f) Class VII - Major end items.

(g) Class IX - Repair parts and components.

(h) Class X - Material to support non-military programs.

(3) This ISF does **not** include Class V - Ammunitions and Class VIII - Medical materiel.

**b. Sub-Function 1: Requisition (of Classes I, II, III, IV, VI, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function initiates acquisition of materiel, product, and services in support of requests from a customer activity.

(2) Elements in this sub-function include:

(a) Quality control and technical screening; timely document preparation; order status; backorder validation; reconciliation; expedited shipment; and supply source determination (e.g., contracting, military standard requisitioning and issue procedures requisitions, local purchase).

(b) Management planning; training and reporting; data; documents; and records management and reporting.

**c. Sub-Function 2: Receive (Classes I, II, III, IV, VI, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function accepts custody and accountability of materiel and products for customer activity.

(2) Elements of this sub-function include:

(a) Verification of quantity, accuracy, and commodity condition and posting to accountable record and system; and follow-up actions and processing of discrepancies as required.

(b) Breakdown of the bulk of consolidated shipments; and immediate delivery to the customer as required, known commercially as cross-docking (e.g., bypassing storage, going directly to customer).

(c) Management planning; training and reporting; data; documents; and records management and reporting.

**d. Sub-Function 3: Store and Warehouse (of Classes I, II, III, IV, VI, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function includes:

(a) The physical control and protection of materiel and product, according to stock classification requirements, to support inventory management and issue processes.

(b) Location management and care of materiel and product in storage.

(2) Considerations include:

(a) Covered and uncovered warehousing, physical location of the warehouses, and accommodation and courtesy (temporary) storage.

(b) Pilferable, sensitive, classified shelf life; product quality; preservation and packaging; and first in first out.

(c) Functional checks (e.g., calibration), electrostatic discharge, refrigeration, conforming HAZMAT storage, and conforming bulk storage.

(d) Weapons and non-munitions.

(e) Warehousing support equipment and material handling equipment systems.

(f) Facilities; management planning; training and reporting; data; documents; and records management and reporting,

**e. Sub-Function 4: Issue (of Classes I, II, III, IV, VI, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function provides materiel and product to a customer activity in support of their mission. It includes issue document preparation and making materiel (including small cargo) physically available for customer pick-up or delivery to the customer.

(2) Elements of this sub-function include:

(a) Preservation and packaging.

(b) Issue and custody documentation accountability.

(c) Customer pickup or delivery management planning and transportation management.

(d) Training and reporting; data; documents; and records management and reporting.

**f. Sub-Function 5: Inventory Management (of Classes I, II, III, IV, VI, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function manages materiel and product, which includes, but is not limited to, performing physical inventories, maintaining accountability, forecasting demands, and managing stockage levels.

(2) Elements of this sub-function include:

(a) Disposal and recycling, redistribution, classification, physical inventory, reconciliation, and adjustment.

(b) Causative research, property, equipment, and fuel accountability.

(c) Supplier and customer relationship management, demand forecasting, budgeting, and maintenance of stock records.

(d) Management planning; training and reporting; data; documents; and records management and reporting.

**g. Sub-Function 6: Reuse of Materiel, Products, and Customer Returns (of Classes I, II, VII, IX, and X in Support of Providing These Products to Customers).**

(1) This sub-function includes U.S. Government materiel or product (e.g., repairables) use programs, which encompass redistribution, use, donation, sale, and abandonment or destruction of U.S. Government-owned personal property.

(2) Elements of this sub-function include:

(a) Redistributing materiel of all types to another supply activity or the Defense Reutilization Marketing Office.

(b) Processing repairables to the source of repair and redistributing equipment to another activity.

(c) Management planning; training and reporting; data; documents; and records management and reporting.

**4.33. TRANSPORTATION LOGISTICS.**

**a. General.**

(1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(S).

(2) This ISF includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to manage and administer the acquisition, dispatch, operation (includes arranging for the movement of passengers, cargo, and personal property), maintenance, and disposal of all non-tactical U.S. Government-owned and -controlled vehicles and transportation-related equipment used for the day-to-day support of installation operations.

(3) This ISF includes, but is not limited to vehicles (e.g., passenger carrying, special purpose, and general purpose) and equipment such as:

(a) Railway equipment.

(b) Portable generators (not supplying facility back-up power).

(c) Mobile cranes and construction equipment.

(d) Material-handling equipment.

(e) Civil engineer support equipment.

(f) Contractual transportation equipment such as contractual bus services, vehicle leasing, and other transportation services.

(4) This ISF does not include those vehicles and equipment used in direct connection with or in support of combat or tactical operations to include war readiness materiel and flightline operations. It also does not include installation movement operation activities such as:

(a) Deployment.

(b) Sustainment (resupply).

(c) Redeployment.

(d) Passenger services.

(e) Passenger terminal.

(f) Cargo-handling operations (e.g., airfield arrival and departure, personal property movement, POVs, mobile homes, and movement of freight).

(5) The management, acquisition, and use of motor vehicles and equipment will be accomplished in accordance with existing statutes and DoD issuances, the Defense Transportation Regulation, and lead Service regulations.

(6) Transportation logistics also includes base support vehicles and equipment and installation movement sub-functions, which are broken out into additional sub-functions.

#### **b. Base Support Vehicles and Equipment Sub-Functions.**

##### **(1) Sub-Function 1: Providing Vehicles and Equipment without Operators.**

This sub-function provides vehicles and equipment without operators (to include Class A, Class B, and Class C) that support the day-to-day operations of the installation.

##### **(2) Sub-Function 2: Providing Vehicles and Equipment with Operators.**

This sub-function provides vehicles and equipment with operators (to include Class C) that support the day-to-day operations of the installation.

##### **(3) Sub-Function 3: Providing Vehicle Maintenance Services.**

This sub-function provides maintenance service on all non-tactical U.S. Government vehicles and equipment. Services include inspections and maintenance for safety, serviceability, emissions, and unscheduled maintenance services.

(4) Sub-Function 4: Providing Transportation Services.

This sub-function provides transportation services on all non-tactical U.S. Government vehicles and equipment. Services include licensing and training for military and civilian drivers through written and hands-on exercises, operation and maintenance of switch engines, and acquisition of U.S. Government-owned vehicles and equipment.

**c. Installation Movement Sub-functions.**

(1) General.

(a) This sub-function includes:

1. Workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute installation movement activities including to administer and maintain activities and to arrange for the movement of passengers, cargo, and personal property.

2. Deployment; sustainment (resupplying); redeployment; passenger services; and passenger terminal and cargo handling operations, including airfield arrival and departure, personal property movement, POVs, mobile homes, and movement of freight.

(b) Support will be provided in accordance with existing statutes, DoD issuances, the Defense Transportation Regulation, and lead Service regulations.

(2) Sub-Function 1: Official Passenger Travel.

(a) This sub-function provides installation-level passenger travel services to meet official mission travel requirements.

(b) Elements of this sub-function include:

1. Issuing tickets or e-tickets for airlines, buses, or train.

2. Certifying invoices.

3. Arranging group and individual moves.

4. Providing entitlement counseling.

5. Managing space available travel.

6. Managing entitlement extensions.

7. Passenger manifesting.

8. Facilitating ticket issuance and other passenger modes of travel.

9. Assisting with travel arrangements.

10. Booking reservations for airlines, buses, rail, ferries, car rentals, and hotels.

**(3) Sub-Function 2: Personal Property (Household Goods, Mobile Homes, and POVs) Transportation Services.**

(a) This sub-function arranges transportation services (shipment, packing, crating, drayage, temporary storage, uncrating, and unpacking of household goods at U.S. Government expense) for military and DoD civilian personal effects within statutory authority pursuant to the Joint Travel Regulations, Defense Transportation Regulation, and applicable Service regulations.

(b) Elements of this sub-function include:

1. Procuring and acquiring services to ship personal property.
2. Providing entitlement counseling and managing entitlement extensions.
3. Processing shipment documentation (e.g., customs, forms, applications).
4. Using centralized web application and online payment processing.
5. Evaluating transportation service providers performance.
6. Processing personally procured move requests.
7. Procuring and acquiring permanent personal property storage services.
8. Managing storage accounts.
9. Arranging deployment storage of personal effects.
10. Receiving inbound shipments.
11. Processing claims.

**(4) Sub-Function 3: Cargo Movement Services.**

(a) This sub-function provides direction control and supervision of all functions incident to the procurement and use of freight transportation, which consists of those common-user military and commercial assets, services, and systems organic to, contracted for, or controlled by DoD, except for those that are Service-unique or theater-assigned.

(b) Elements of this sub-function include:

1. Shipment documentation.
2. HAZMAT documentation and inspecting HAZMAT documents.



3. Online payment processing.
4. Shipment of human remains.
5. Cargo and convey clearance.
6. Frustrated cargo.
7. Over short and damage.
8. Storage management.
9. Packing and preservation of materials for cargo shipment.
10. Pallet buildup.
11. Control containers and 463L pallets and nets.
12. Load planning.

(5) Sub-Function 4: Unit Mobility Support.

(a) This sub-function provides the capability for military forces to move to world-wide locations while retaining the ability to fulfill their primary mission.

(b) Elements of this sub-function include:

1. Processing MILPERS for deployment.
2. Passenger manifesting.
3. Processing military equipment for shipment personnel.
4. Receiving and distributing cargo and reviewing documentation.
5. Receiving and inspecting HAZMAT cargo and reviewing documentation.
6. Coordinating and reviewing deployment equipment lists.
7. Coordinating equipment loading and unloading.
8. Performing load planning.
9. Performing intra-installation moves.
10. Documenting shipments.
11. Providing arrival or departure airfield functions for cargo and passenger loading and off-loading.

12. Conducting installation railhead and water terminal operations for cargo loading and off-loading.
13. Conducting container yard operations.
14. Facilitating unit line number movement.
15. Supporting deployment and redeployment of tenant commands and units.
16. Maintaining automated unit equipment lists.
17. Facilitating customs checks, to include agricultural requirements.
18. Coordinating convoy road clearances.
19. Conducting redeployment support for cargo and passengers.
20. Conducting security checks for unauthorized items.
21. Arranging the movement of human remains.

#### **4.34. UNACCOMPANIED HOUSING (UH) SERVICES.**

##### **a. General.**

- (1) Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).
- (2) This ISF includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute the provision of U.S. Government-owned, -leased, or -contracted or privatized UH designated as installation support facilities in Table 2.
- (3) Functional categories include permanent party UH management services, initial issue of furnishings (e.g., furniture, appliances, and equipment) for newly constructed and renovated facilities, and management of replacement furnishings (e.g., repair, replacement, control, moving and handling, inventory, warehousing, and disposal).

##### **b. Sub-Function 1: Permanent Party UH Management Services.**

This sub-function includes housing management services provided for permanent party facilities (e.g., barracks, dorms, bachelor-enlisted quarters, bachelor housing, senior enlisted quarters, unaccompanied or bachelor officer quarters) and housing for short-term requirements for unaccompanied personnel on TDY or traveling on official business.

##### **c. Sub-Function 2: Initial Issue of Furnishings for UH.**

This sub-function purchases furniture, appliances, and equipment for newly constructed and major renovation of UH facilities.

**d. Sub-Function 3: Replacement Furnishings for UH.**

This sub-function repairs, replaces, and manages furniture, appliances, and equipment for existing UH inventory. Management includes control, moving and handling, inventory, warehousing, and disposal.

**4.35. UTILITIES.**

a. Applicable OSD offices for this ISF are OUSD(A&S) and OASD(EI&E).

b. This ISF includes:

(1) Operations of utility systems for the generation and distribution of all energy and source fuels, pneumatics, other gases, heated water, chilled water, potable and non-potable water, and ice. Includes purchase of all water, electricity, natural gas, sewage disposal, and other utilities (e.g., utility fuels, coal).

(2) Issues of motor fuel, diesel fuel, distillates, and residuals from installation fuel supplies for heating and power production for real property facilities equipment.

(3) Utility system privatization costs after the system has been privatized and energy savings performance contracts.

(4) The utilities' function that is subdivided into two areas:

(a) Energy, which includes generation of utilities and operations of utility plants, purchased energy (e.g., consumption), utility privatization, and energy savings and performance contracts and demand side management contract payments.

(b) Water and wastewater includes drinking water production, domestic and industrial use, and sewage collection and treatment by a utility provider or through installation plant operations.

**4.36. MILITARY FAMILY READINESS SERVICES.**

**a. General.**

(1) Applicable OSD offices for this ISF are OUSD(P&R) and OASD(M&RA).

(2) This ISF:

(a) Includes workforce authorizations, contracts, peculiar and support equipment, and associated costs specifically identified and measurable to plan, manage, coordinate, and execute military and family readiness services in accordance with applicable DoD policy.

(b) Provides principal mission readiness resources for leaders at all levels, Service members and their families, qualifying DoD personnel and their families, deployed civilians, and military retirees and their families.

(c) Offers information, education, prevention and intervention, and services necessary to address the unique personal and family readiness needs of the mobile and deployed military community.

**b. Sub-Function 1: Mobilization and Deployment Readiness.**

This sub-function provides programs and support activities designed to assist leaders at all levels and Service members and their families successfully manage the challenges of mobilization and deployments before, during, and after they occur in accordance with DoDI 1342.22.

**c. Sub-Function 2: Personal and Family Life Education.**

This sub-function provides prevention and intervention programs and services for a wide range of support from individual life situations to mass casualty response and recovery. Prevention and intervention support provided in accordance with DoDIs 1342.22, 6400.01, 6400.05, and 6400.06 and Volume 1 of DoDM 6400.01.

**d. Sub-Function 3: Mobility and Financial Readiness.**

(1) This sub-function provides timely and effective acclimation support programs and services. It builds personal and family financial readiness in accordance with DoDIs 1322.34 and 1344.07 and the lead Service's personal financial management program policy. Completion of all mandatory financial education common military training will be accepted by all Military Services. Service members and families are afforded the opportunity to meet with approved no-cost and credentialed financial counselors from any Military Service on the installation.

(2) All non-Federal entities requesting to provide financial education or services on a JB installation or within the JR must be approved in accordance with applicable DoD policy.

**e. Sub-Function 4: Relocation Assistance.**

This sub-function provides relocation assistance to members and families ordered to make a PCS pursuant to Section 1056 of Title 10, U.S.C., and in accordance with applicable DoD policies.

**f. Sub-Function 5: Information and Referral.**

This sub-function provides a full range of support services, information, tools, resources, and referrals to support military family well-being.

**g. Sub-Function 6: Employment Readiness.**

This sub-function provides services to strengthen the education and career opportunities for transitioning Service members, military spouses, and other family members.

**h. Sub-Function 7: Exceptional Family Member Program (EFMP).**

(1) This sub-function provides comprehensive support to military families with individuals with special needs through identification and enrollment, assignment coordination, and family support services in accordance with DoDI 1315.19.

(2) This sub-function is provided in concert by the lead and associate Service(s) to provide continuity of care to all JB/JR personnel while allowing the lead and associate Services to provide support in accordance with Service-specific regulations.

(a) The lead Service will provide access to EFMP Family Support services (e.g., information and referral, EFMP sponsored events) to all eligible Service members and their families, regardless of Service affiliation.

(b) Eligible Service members will utilize and adhere to the EFMP respite care program of their assigned Military Service.

**i. Sub-Function 8: Emergency Family Assistance.**

This sub-function provides delivery and coordination of military family assistance services to address the practical and emotional need of families impacted by an all-hazards incident or authorized or ordered departure.

**j. Sub-Function 9: Military OneSource.**

This sub-function provides a comprehensive range of individualized consultations, coaching, and counseling at no cost to Service members and their families. Military OneSource is accessible 24/7, 365 days a year via a call center (1-800-342-9647), website (<https://www.militaryonesource.mil>), and mobile app (My Military OneSource).

**k. Sub-Function 10: Military and Family Life Counseling.**

The sub-function provides confidential in-person non-medical counseling and psychoeducational presentations to the military community. Counselors for adults and children are accessible at military and family support centers, special operations commands, military child and youth programs, K-12 schools, embedded units, and in assigned locations worldwide.

**Table 2. Facilities Listed in FAC Code Order**

<b>FAC</b>	<b>FAC Description</b>
1111	Fixed-Wing Runway, Surfaced
1112	Rotary-Wing Landing Area, Surfaced
1113	Runway Overrun Area, Surfaced
1114	Runway, Unsurfaced
1115	Runway, Unmanned Aerial Vehicle and Launch/Forward Recovery Site
1121	Taxiway, Surfaced
1122	Rotary-Wing Taxiway, Surfaced
1131	Aircraft Apron, Surfaced
1161	Compass Calibration Pad, Surfaced
1164	Miscellaneous Airfield Pavement, Surfaced
1165	Aircraft Pavement Shoulder
1166	Miscellaneous Airfield Pavement, Unsurfaced
1331	Aircraft Navigation Building
1341	Aircraft Navigation Facility
1351	Communications Lines
1361	Airfield Pavement Lighting
1362	Airfield Lighting
1371	Ship Navigation Building
1381	Ship Navigation Facility
1411	Airfield Fire and Rescue Station

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
1413	Air Control Tower
1431	Ship Operations Building
1441	Photo/Television Production Building
1445	Working Animal Support Building
1446	Security Force Building
1458	Mechanical Security Barricade
1461	Aircraft Arresting System
1462	Aircraft Catapult
1463	Aircraft Firing-In Butt
1464	Aircraft Blast Deflector
1492	Explosives Holding/Transfer Area
1493	Explosives Railway Holding Yard
1494	Explosives Holding/Transfer Facility
1495	Revetment
1496	Tactical Vehicle Wash Facility
1497	Explosive Ordnance Disposal Area
1498	Security Support Building
1511	Pier
1512	Wharf
1513	Pier/Wharf Access Trestle

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
1531	Marine Cargo Staging Area
1541	Shore Erosion Prevention Facility
1551	Small Craft Berthing
1552	Small Craft Building
1591	Miscellaneous Waterfront Facility
1593	Water Launch Ramp
1611	Harbor Control Facility
1641	Harbor Marine Improvements
1718	Indoor Firing Range and Supporting Facility
1726	Enclosed Fire Fighter Trainer Facility
1750	General Purpose Small Arms Range
1751	Zero Range
1752	Field Fire Range
1753	Record Fire Range
1754	Night Fire Range
1755	Known Distance Range
1757	Pistol Range
1758	Machinegun Range
1795	Unenclosed Fire Fighter Trainer Facility
2181p	Installation Support Vehicle Maintenance Shop



**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
2182	Installation Support Equipment Maintenance Shop
2191	Facility Engineer Maintenance Shop
2192	Facility Engineer Maintenance Facility
4121	Bulk Liquid Storage, Other Than Fuel
4122	Liquid Oxygen Storage
4221	Ammunition Storage, Installation
4222	Ammunition Storage Shed, Installation
4231	Liquid Propellant Storage, Ammunition Related
4241	Battery Storage, Weapon Related
4251	Open Ammunition Storage
4321	Cold Storage, Installation
4421	Covered Storage Building, Installation
4422	Covered Storage Shed, Installation
4423	Hazardous Materials Storage, Installation
4424	Controlled Humidity Storage, Installation
4425	Vehicle Storage, Covered
4426	Storage Silo, Loose Material
4427	Small Arms Storage, Installation
4521	Open Storage, Installation
5307	Ambulance Shelter

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
7110	Family Housing Dwelling
7120	Family Housing Trailer/Relocatable
7130	Family Housing Trailer Site
7141	Family Housing Garage/Carport
7142	Family Housing Storage Facility
7143	Miscellaneous Family Housing Support Facility
7145	Trailer Court Support Facility
7146	Family Housing Attendant Facility
7147	Family Housing Carport
7210	Enlisted Unaccompanied Personnel Housing
7212	Enlisted Unaccompanied Personnel Housing, Transient
7213	Student Barracks
7214	Annual Training/Mobilization Barracks
7218	Recruit/Trainee Barracks
7220	Dining Facility
7231	Miscellaneous Unaccompanied Personnel Housing Support Building
7232	Unaccompanied Personnel Housing Garage
7233	Dining Support Facility
7234	Latrine/Shower Facility
7235	Miscellaneous Unaccompanied Personnel Housing Support Facility

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
7236	Unaccompanied Personnel Housing Carport
7240	Officer Unaccompanied Personnel Housing
7241	Officer Unaccompanied Personnel Housing, Transient
7250	Emergency Unaccompanied Personnel Housing
7251	Emergency Unaccompanied Personnel Housing Tent Pad
7311	Fire Station Facility
7312	Fire Training Facility
7313	Police Station
7314	Drug and Alcohol Abuse Center
7321	Bread/Pastry Kitchen
7322	Ice/Dairy Products Plant
7323	Greenhouse
7331	Exchange Eating Facility
7332	Non-Exchange Eating Facility
7333	Open Mess and Club Facility
7340	Thrift Shop
7341	Bus Station
7342	Laundry/Dry Cleaning Facility
7343	Clothing Sales Store
7344	Postal Facility

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
7345	Exchange Automobile Facility
7346	Exchange Sales Facility
7347	Bank and Credit Union
7348	Car Wash Facility
7349	Commissary
7350	Car Wash Structure
7351	Education Center
7361	Chapel Facility
7362	Religious Education Facility
7371	Nursery and Childcare Facility
7372	Family Service Center
7380	Homeless Support Facility
7382	Locker Room
7385	Public Restroom
7383	Air Raid/Fallout Shelter
7387	Exchange Support Facility
7388	Exchange Warehouse
7389	Private Vehicle Inspection Facility
7411	Hobby And Craft Center
7412	Automobile Craft Center

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
7413	Golf Club House and Sales
7414	Club and Organization Building
7415	Bowling Center
7416	Library, General Use
7417	Recreation Center
7418	Indoor Skating Rink
7421	Indoor Physical Fitness Facility
7422	Indoor Swimming Pool
7431	Auditorium and Theater Facility
7440	Community Activities/Conference Center
7441	Transient Lodging
7442	Recreational Lodging
7443	Transient And Recreational Lodging Support Facility
7444	Stable
7445	Boathouse
7446	MWR Sales and Rental Building
7447	MWR Storage Building
7448	Recreational Support Building
7511	Playground
7512	Outdoor Swimming Pool

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
7513	Golf Course
7514	Golf Driving Range
7515	Golf Pitch and Putt Course
7516	Outdoor Recreation Area
7517	Recreational Pier
7518	Marina
7521	Outdoor Playing Court
7522	Athletic Field
7523	Running Track
7524	Stadium
7531	Pavilion
7532	Outdoor Theater
7541	Recreational Camp and Trailer Park
7542	Miscellaneous Outdoor Recreation Facility
7543	Wildlife Management Area
7602	Monument and Memorial
7603	Cemetery
8111	Electrical Power Source
8112	Stand-By/Emergency Power
8121	Electrical Power Distribution Line, Overhead

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
8122	Exterior Lighting, Pole
8123	Electrical Power Distribution Line, Underground
8131	Electrical Power Substation
8132	Electrical Power Switching Station
8133	Electrical Power Transformers
8134	Lightning Protection System, Standalone
8211	Heat Source
8221	Heat Distribution Line
8231	Heat Gas Production Plant
8232	Heat Gas Storage
8241	Heat Gas Distribution Line
8261	Refrigeration and Air Conditioning Source
8271	Chilled Water and Refrigerant Distribution Line
8311	Sewage Treatment
8312	Industrial Waste Treatment
8313	Water Separation Facility
8314	Septic Tank and Drain Field
8315	Septic Lagoon and Settlement Pond
8316	Sewage Lift Station
8321	Sewer and Industrial Waste Line

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
8331	Refuse Collection and Recycling Facility
8333	Sanitary Landfill
8411	Water Source, Potable
8412	Water Treatment Facility
8413	Water Storage, Potable
8414	Water Well, Potable
8415	Desalinization Plant
8421	Water Distribution Line, Potable
8422	Water Pump Facility, Potable
8431	Water Source, Fire Protection
8432	Water Distribution Line, Fire Protection
8433	Water Impoundment, Fire Protection
8434	Water Pump Facility, Fire Protection
8435	Water Tank, Fire Protection
8441	Water Source, Non-Potable
8442	Water Storage, Non-Potable
8443	Reservoir, Water
8451	Water Distribution Line, Non-Potable
8452	Water Pump Facility, Non-Potable
8511	Road, Surfaced



**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
8512	Road, Unsurfaced
8513	Vehicle Bridge
8521	Vehicle Parking, Surfaced
8522	Vehicle Parking and Staging Area, Unsurfaced
8523	Vehicle Staging Area, Surfaced
8524	Sidewalk and Walkway
8525	Pedestrian Bridge
8541	Traffic Control Signals
8601	Railroad Track
8611	Railroad Bridge
8612	Miscellaneous Railroad Facility
8711	Storm Drainage
8712	Retaining Structure
8713	Grounds Drainage Dams
8714	Levees and Dykes for Ground Drainage
8715	Storm Water Pond
8721	Boundary Fence and Wall
8722	Security Fence
8910	Utility Building
8921	Installation Gas Production Plant

**Table 2. Facilities Listed in FAC Code Order, Continued**

<b>FAC</b>	<b>FAC Description</b>
8922	Installation Gas Storage
8926	Hazardous Waste Storage or Disposal Facility
8927	Utility Vaults
8928	Loading Platform/Ramp
8930	Installation Gas Distribution Line
8931	Utility Tunnel

## GLOSSARY

### G.1. ACRONYMS.

ACRONYM	MEANING
AAFES	Army and Air Force Exchange Service
ADCON	administrative control
APF	appropriated fund
ASD(EI&E)	Assistant Secretary of Defense for Energy, Installations, and Environment
BCO	base commanding officer
BRAC	base realignment and closure
DD	Department of Defense (form)
DERP	Defense Environmental Restoration Program
DJBC	deputy joint base commander
DJRC	deputy joint region commander
DoD CIO	DoD Chief Information Officer
DoDD	DoD directive
DoDI	DoD instruction
DoDIN	Department of Defense information network
DoDM	DoD manual
ECC	emergency control center
EFMP	Exceptional Family Member Program
EM	emergency management
FAC	facility analysis category
FB	facility board
F&ES	fire and emergency services
FOIA	Freedom of Information Act
FSM	facilities sustainment model
GPC	government purchase card
GSL	geographically separated location
HAZMAT	hazardous material
ICS	intermediate command summit
ISF	installation management and support function
IT	information technology
ITSM	information technology services management
JB	joint base

ACRONYM	MEANING
JBC	joint base commander
JB	joint base integrated
JBPC	Joint Base Partnership Council
JBSCFS	joint base supported component force structure
JMOS	joint management oversight structure
JR	joint region
JRC	joint region commander
JRPC	Joint Region Partnership Council
JRM	Joint Region Marianas
LE	law enforcement
MILDEP	Military Department
MILPERS	military personnel
MOA	memorandum of agreement
MOU	memorandum of understanding
MWR	morale, welfare, and recreation
NAF	nonappropriated fund
NAFI	nonappropriated fund instrumentality
OAS	other assigned Service
OASD(EI&E)	Office of the Assistant Secretary of Defense for Energy, Installations, and Environment
OASD(M&RA)	Office of the Assistant Secretary of Defense for Manpower and Reserve Affairs
OASD(S)	Office of the Assistant Secretary of Defense for Sustainment
OIG DoD	Office of Inspector General of the Department of Defense
OPDIR	operational direction
OUSD(A&S)	Office of the Under Secretary of Defense for Acquisition and Sustainment
OUSD(P&R)	Office of the Under Secretary of Defense for Personnel and Readiness
P2	pollution prevention
PBD	program budget decision
PCS	permanent change of station
PE	program element
POL	petroleum, oils, and lubricants
POV	privately owned vehicle
PSA	Principal Staff Assistant
R&D	research and development

ACRONYM	MEANING
SAPR	sexual assault prevention and response
SES	Senior Executive Service
SIMG	Senior Installation Management Group
SJBWG	Senior Joint Base Working Group
TDY	temporary duty
TOA	total obligation authority
UCMJ	Uniform Code of Military Justice
UH	unaccompanied housing
U.S.C.	United States Code
USD(A&S)	Under Secretary of Defense for Acquisition and Sustainment
USD(C)/CFO	Under Secretary of Defense (Comptroller)/Chief Financial Officer, Department of Defense
VWAP	Victim and Witness Assistance Program
WCF	Working Capital Fund

## G.2. DEFINITIONS.

Unless otherwise noted, these terms and their definitions are for the purpose of this issuance.

TERM	DEFINITION
<b>ADCON</b>	The direction or exercise of authority over subordinate or other organizations with respect to administration and support, including organization of Service forces, control of resources and equipment, personnel management, logistics, individual and unit training, readiness, mobilization, demobilization, discipline, and other matters not included in the operational missions of the subordinate or other organizations.
<b>associate Service</b>	Signatory to the JB/JR MOA and the Military Service receiving installation support from the lead Service at a JB/JR. Its installation support is paid for as agreed to in the MOA.
<b>billet</b>	Personnel position or assignment filled by a designated DoD Component.
<b>cantonment area</b>	The permanent built administrative and residential portion of the installation, not including range and training areas.

<b>TERM</b>	<b>DEFINITION</b>
<b>cost driver</b>	The primary measure that is responsible for variation in resources required to deliver an ISF or sub-function. Some examples are base population (or a subset such as assigned MILPERS), facility square footage, acres, or number of requisitions.
<b>dual hatted</b>	JB or JBSCFS billet that has operational responsibilities to the lead and associate Services.
<b>GSL</b>	A non-adjacent parcel of military property or facility whose relative proximity to a JB or within the JR makes it feasible to receive ISF services from a JB installation or within the JR.
<b>facility investment</b>	Resource allocation and budgeting for these programs and project types: sustainment, restoration, modernization, recapitalization, new construction, and demolition.
<b>fact-of-life change</b>	Primarily pricing changes; these types of adjustment include increases and decreases for inflation and various rate adjustments. These types of changes are considered normal to the execution of the annual operations and are to be reflected in the lead Service's budget without transferring additional resources from the associate Service.
<b>frustrated cargo</b>	Goods or materials that have been delayed or halted at certain points in the supply chain due to various reasons such as insufficient documentation, lack of transportation, or issues at the port of entry.
<b>hazardous substances</b>	Defined in Section 9601 of Title 42, U.S.C.
<b>HAZMAT</b>	Any substance or chemical which is hazardous to people's health or is physically hazardous. This includes chemicals such as carcinogens, irritants, corrosives, toxic agents, sensitizers, or other agents that damage the lungs, skin, eyes, or mucous membranes; and chemicals that can combust or explode or are flammable, oxidizers, pyrophoric, unstable-reactive, or water-reactive.
<b>ICS</b>	Part of the JMOS for each JB and the JR. This group has representation from the DoD Component installation management echelon immediately above the JB/JR installations and is chaired by the lead Service.
<b>installation management</b>	Resourcing and execution of ISFs.

<b>TERM</b>	<b>DEFINITION</b>
<b>installation management and support</b>	Any of the categories of services and support activities through which the DoD engages in life-cycle management of its installations: planning, construction, facilities, services, family housing, real property and environment. PE definitions for facilities, environment, and other ISFs are maintained by the USD(A&S).
<b>installation support facilities</b>	Facilities associated with ISFs listed in Section 4. Table 2 lists the facility types normally associated with ISFs, but it is not all-inclusive.
<b>ISF</b>	The functions listed and described in Section 4.
<b>JB</b>	An installation established pursuant to the realignment activities authorized in accordance with the Defense Base Closure and Realignment Act of 1990 as amended (BRAC) (Public Law 101-510 as amended), in which multiple installations were realigned as a single installation with responsibilities given to a single Military Service to provide installation support to the joint community in accordance with the terms and conditions of a MOA. They are: Joint Base Anacostia-Bolling; Joint Base Andrews-Naval Air Facility Washington; Joint Base Charleston; Joint Base Elmendorf-Richardson; Joint Base Langley-Eustis; Joint Base Lewis-McChord; Joint Base McGuire-Dix-Lakehurst; Joint Base Myer-Henderson Hall; Joint Base Pearl Harbor-Hickam; Joint Base San Antonio; and Joint Expeditionary Base Little Creek-Fort Story.
<b>joint basing</b>	Program established by the Deputy Secretary of Defense in 2008 to implement the realignment activities authorized in accordance with Public Law 101-510 to provide a common framework, oversight, policies, and procedures for the 11 JBs and 1 JR.
<b>JR</b>	A geographical area consisting of unique and distinct installations organized and operated by different Military Services in which the provisioning of installation support is delivered under the authority, direction, and control of a single Military Service, which delegates authorities to BCOs to provide installation support in accordance with their Service Component's policies. In accordance with Public Law 101-510, a single JR, the JRM, was established.
<b>lead Service</b>	Signatory to the JB/JR MOA and the Military Service that provides installation support at a JB/JR. This is the Military Service or MILDEP responsible for exercising real property accountability of a site in accordance with DoDI 4165.70.

<b>TERM</b>	<b>DEFINITION</b>
<b>mission-related change</b>	Primarily changes in requirements. These types of adjustments include increases, decreases or realignments in force levels (e.g., standup, expansion, contraction, or decommissioning of units), new or changed mission, or changes in operational requirements resulting from mission-related business processes.
<b>mission support facilities</b>	Facilities not associated with ISFs listed in Section 4.
<b>modernization</b>	Defined in Volume 2B, Chapter 8 of DoD 7000.14-R.
<b>new construction</b>	Activities that provide new and expanded facilities. This does not include modernization or conversion of an existing facility without increasing its external dimensions.
<b>OAS</b>	Non-signatory to the JB/JR MOA and Military Service organization located on a JB/JR receiving installation support from the lead Service. Its installation support is paid for via TOA transfer.
<b>OPDIR</b>	An agreed upon understanding (codified in the JB/JR MOA) between commanders of the lead and associate(s) Services to allow functional leaders from any Military Service, whether from the lead or the associate(s) Service, to lead and guide personnel in their in-garrison installation support mission and daily tasks. This is developed within the JBPC/JRPC and ratified by the SIMG.
<b>partnership council</b>	The local leadership group at the JB/JR responsible for overall implementation of joint basing policy, processes, and procedures. It consists of senior representation from each of the affected installations.
<b>personal property and equipment</b>	Items used, but not consumed, to produce goods or services in support of the organization's mission. This includes office equipment, industrial plant equipment, vehicles, material handling equipment, construction equipment, automated data processing equipment, government-furnished equipment acquired by the U.S. Government or a contractor, and leased assets (capital or operating). This also includes Class 3 and Class 4 property (industrial and non-industrial equipment). This does not include inventory items (e.g., items intended for sale), operating materials and supplies, real property, or items of a historical nature.
<b>real property</b>	Defined in DoDI 4165.14



<b>TERM</b>	<b>DEFINITION</b>
<b>recapitalization</b>	Defined in Volume 2B, Chapter 8 of DoD 7000.14-R.
<b>restoration</b>	As applied to facilities, defined in Volume 2B, Chapter 8 of DoD 7000.14-R.
<b>SIMG</b>	Part of the JMOS, this group consists of the senior representatives of the MILDEPs installation management organizations. It reviews joint basing issues, resolves questions delegated from the ICS, and makes JB or JR policy recommendations to the ASD(EI&E).
<b>sub-function</b>	Logical grouping of outputs of an ISF. Sub-functions are defined for accounting purposes and typically have a common cost driver.
<b>sustainment</b>	Defined in Volume 2B of Chapter 8 of DoD 7000.14-R.
<b>telemetry</b>	A system that automatically collects, transmits, and measures data from remote sources, using sensors and other devices to collect data. It uses communication systems to transmit the data back to a central location.
<b>tenant</b>	At JB, the following organizations are treated as tenants: non-DoD organizations, Defense Agencies, DoD Field Activities, Combatant Command headquarters, U.S. Element of the North American Aerospace Defense Command, subordinate Combatant Command headquarters, standing joint task force headquarters, WCF activities that do not perform installation management functions, Army National Guard, and Air National Guard.
<b>TOA</b>	The sum of all budget authority direct program funding granted (or requested) from Congress in a given fiscal year for a DoD Component.
<b>tort</b>	A wrongful act, other than a breach of contract, for which relief may be obtained in the form of damages or an injunction.

## REFERENCES

- Code of Federal Regulations, Title 5, Part 950.120
- Defense Explosives Safety Regulation 6055.09, current edition
- Deputy Secretary of Defense Memorandum “Transforming Through Base Realignment and Closure (BRAC) 2005 – Joint Basing” January 22, 2008
- DoD 7000.14-R, “Department of Defense Financial Management Policy,” date varies by volume
- DoD Directive 1344.10, “Political Activities by Members of the Armed Forces,” February 19, 2008
- DoD Directive 1442.11, “Political Activity Rules for DoD Political Appointees,” November 8, 2021
- DoD Directive 5106.04, “Defense Inspectors General,” May 22, 2014, as amended
- DoD Directive 5122.05, “Assistant to the Secretary of Defense for Public Affairs (ATSD(PA)),” August 7, 2017
- DoD Directive 5135.02, “Under Secretary of Defense for Acquisition and Sustainment (USD(A&S)),” July 15, 2020
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<sup>1</sup> The current version of the DoD Facilities Sustainment Model can be obtained by contacting the Office of the Deputy Assistant Secretary of Defense for Infrastructure Modernization and Resilience at [osd.pentagon.ousd-a-s.mbx.asd-eie-con@mail.mil](mailto:osd.pentagon.ousd-a-s.mbx.asd-eie-con@mail.mil).

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