



Quality Work Instruction

VAFB-0001-0005

Approved: Jerried Brown	Date: 01 Sep 2010
Title: 576 th Launch Support Services, Support Plan/ MOA Management Services	Rev C 1 of 4

Support Plan/MOA Management Services	
PWS Paragraph 1.4.1	1.4.3. Support Plan/MOA Management
Performance Objective pertaining to PWS paragraph 1.4.1.	Provide direct assistance to staff agencies and productions activities through manpower management and support plans management.
SDS Performance Threshold 1.4.1.	None
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required: Work Performance To Meet Contract Requirements: Detailed Procedures:	1.4.3. Central POC for mission support plans, support agreements, designated unit OI and other programs. DoD Instruction 4000.19 and AFI 25-201 as supplemented by AFSC. Computer and printer Pencil, paper, pens and 3 ring binder with tabs. To view functional agreements pertaining to 576 FLTS: a. Go to the 576 FLTS Intranet Home Page: https://576web.vandenberg.af.mil . b. Single left click on the "Squadron Docs" link. c. Single left click on the "Squadron Agreements" Link. d. Single left click on the link for the agreement title you wish to view.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required:	1.4.3. Initiate, process, coordinate, publish and maintain mission support plans, support agreements, designated OI and other programs to ensure squadron requirements are met. AFI 25-201 Computer and Printer



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Supplies Required: Detailed Procedures:	<p>Paper, pencil, pens and folder.</p> <ul style="list-style-type: none">a. DD Form 1144 Support Agreements document host/tenant support by category. These agreements documented what the supplier will provide and what the receiver must do to receive each type of support and associated reimbursement responsibilities.b. JOAs, MOAs and MOUs are not contracts; they are essentially gentleman's agreements to provide excess capability support within a unit's capability and assigned mission.c. JOAs and MOAs document broad areas agreement pertaining to recurring support. These agreements are used to document supplier/receiver responsibilities associated with non-reimbursable support.d. MOUs documented broad areas understanding pertaining to recurring support and usually how support will occur versus specific roles and responsibilities. These agreements are only used to document non- reimbursable support.
PWS PARAGRAPH STATEMENT: Governing Directives: Equipment Required: Supplies Required:	1.4.3. Consolidate responses for squadron management approval within designated government suspense timelines. AFI 25-201 Computer and Printer Paper, pencil, pens and folder.



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Detailed Procedures:	Each agreement is prepared with a date on the cover page and the header that is selected based on when the office of primary responsibility thinks the agreement is placed into effect is the date of the last signature. The effective date is used to determine when periodic reviews are required. AFI required review is every three years. 576 th FLTS local requirement is to review each support plan/MOA annually.
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Preparation, Review, and Approval Officials

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