

APPENDIX A

SERVICES REFLECTED HEREIN MAY NOT BE AVAILABLE. Levels of Service; their frequency, quality, quantity and timeliness are influenced by the installations' funding posture and changes from higher headquarters. Customers will reimburse for all services above Common Levels of Support (CLS) in accordance with DODI 4000.19 for any service that “. . . increases the support supplier's direct costs (i.e., incremental direct cost). Costs associated with common use infrastructure are non-reimbursable, except for support provided solely for the benefit of one or more tenants. . .” Reimbursable costs may include but are not limited to overtime for Garrison employees, actual cost of contract support or any other incremental direct costs to provide services beyond the common level of support for a tenant or other customer.

*******ATTENTION CARLSON-WAGONLIT CUSTOMERS *******

This announcement applies to ALL customers that use the Fort Meade Carlson-Wagonlit official travel office. Effective 26 Sep 08, the Carlson-Wagonlit office in Building 2234 WILL BE CLOSED due to a Department of Army directive.

All official travel requests will now be supported by the Aberdeen Carlson Wagonlit office at 800-296-3074, or local, 410-273-1100. The fax numbers are 866-209-2035 and 410-273-1181.

For emergencies after hours, call 800-288-5999. International travelers may call collect at 210-877-2355.

As the travel process is updated, these guidelines may change. For more information, call 301-677-9683/9688/9685 or DSN 622-9863/9688/9685.

**Service 28 – Transportation Services
Directorate of Logistics (DOL)**

Point of Contact: 301-677-9683/9688/9685, DSN 622, Building 2243

28.1 – Passenger Traffic Services

Non-Army receivers must reimburse for this service.

Receiver Responsibilities:

- a. Submit requests for passenger traffic services via IRATS or SMI Form 1305 and DD Form 1610 to the Transportation Office for travel reservations, i.e., airline, hotel, and car as required for CONUS/OCONUS official travel.
- b. Provide authenticated travel orders with funds certified no later than 2 workdays prior to travel.

Reimbursable Support: Actual cost of the airline ticket.

28.2 – Freight Services

Non-Army receivers must reimburse for this service.

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Receiver Responsibilities: Provide proper authority for shipment (DD Form 1149, SMI Form 1223, or DD Form 1348-1) to notify the Garrison of requirement for shipment.

Reimbursable Support: Internal/Odenton Station MARC Shuttle Service

Supplier will procure, operate, manage, and provide an Internal/Odenton Station MARC Shuttle Service for approximately 12 hours each regularly scheduled workday, Monday through Friday excluding federal holidays and weekends. Supplier will provide fuel, vehicles, drivers and supplies for approximately 12 hours each regular workday for the routes shown at <http://www.ftmeade.army.mil/index.html>. The actual cost of the vehicles, drivers and supplies will be on a reimbursable mutually agreeable prorated basis among the Reimbursable Receivers as further described in each Receiver's support agreement. Fuel for the Internal/Odenton Station MARC Shuttle Service regularly scheduled workday will be provided by the Supplier and will be nonreimbursable to the Receiver. The morning Peak Hour Bus Routes will commence approximately 0600 and end 0900 coinciding with the last morning peak incoming train servicing the Odenton MARC Station or as mutually agreed upon by the Reimbursable Receivers. The afternoon peak hours will commence approximately 1500 to 1800 ending with the last afternoon peak incoming train but within the 12 hour schedule. Any additional cost of special or extended hours or extra busses for large conferences, etc., that increase the incremental direct cost will be reimbursable by the applicable Receiver to the Supplier. These hours of operation may shift to accommodate the changing Odenton train schedule and/or upon mutual agreement of the Supplier and the Reimbursable Receivers.

Supplier will provide all fuel used for the bus for the agreed upon route, Monday through Friday, excluding federal holidays and weekends.

Supplier will provide maintenance of the internal shuttle shelters.

Supplier will provide the salary for the management of the Internal/Odenton Station MARC Shuttle Service Program.

Supplier agrees to coordinate with the Reimbursable Receivers any requested change to the Internal/Odenton Station MARC Shuttle Service hours of operation, route and schedule.

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Receiver Responsibilities: Reimbursable Receivers for the Internal/Odenton Station MARC Shuttle Service will provide their mutually agreed to fair share reimbursement for the actual cost of operating the Internal/Odenton Station MARC shuttle excluding fuel to include but not limited to the actual cost of the vehicle, driver, supplies, contract, accident, overtime for Garrison employees, or any other incremental direct costs to provide the Internal/Odenton Station MARC shuttle services. The addition /deletion of other Reimbursable Receivers, routes or schedules may require a corresponding change to the current prorated percentages.

Receiver agrees to provide the prorated actual cost of any repair costs caused by abuse or accidents to Internal/Odenton Station MARC Shuttle Service.

Reimbursable Support: The mutually agreed to fair share of the actual cost of the Internal/Odenton Station MARC Shuttle Service, vehicles, drivers, supplies, contract, overtime for Garrison employees or any other incremental direct costs to provide the Internal/Odenton Station MARC shuttle services and the actual cost of any repair costs caused by abuse or accident.

DINFOS Shuttle:

Common Level of Support:

Provide transportation for personnel in the performance of official business. Services provided by contractor support. Services are not authorized to areas such as commissary, post exchange, banks, clubs, cafeterias, thrift shops, etc., unless on official government business. Provide shuttle bus services in accordance with schedule outlined below:

Brett Hall0	Clothing Sales Store
Bldg 8479	Visitors Center
6 Cav Student Area	PX
DINFOS	Brett Hall
Bldg 4215/16	Theater
Kimbrough	Bldg 2234

NOTE: See current Fort Meade Shuttle Schedule for actual times and stops. The shuttle stops listed above continue in the same order throughout each day, Monday through Friday, until approximately 2056 hours. The bus also runs a different schedule on Saturdays from approximately 0915 through 2115 and on

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Sundays and holidays from 0915 through 1750. **These hours of operation may shift to accommodate the Receiver's schedule.**

Receiver Responsibilities: Request/use services as needed. Provide identification when requested, i.e., badge, military identification card. Comply with Supplier's policies and procedures.

Reimbursable Support: Receiver will reimburse actual cost of 3 busses plus cost of drivers.

28.6 – Packing and Crating- providing the crates is a DPW service. Contact DPW at 301-677-1629.

28.7 – GSA Vehicles

Point of Contact – 301-677-5934 or 6523/DSN 622-5934 or 6523
Building P-69

Reimbursable Support: Provide GSA vehicles as required. Dedicated Vehicles may be dispatched on a monthly basis, provided justification for such usage is provided and approved by the Installation Transportation Officer.

Vehicles for organization-specific special events are available on a reimbursable basis.

Receiver Responsibility: Reimburse US Army Garrison, Fort George G. Meade for all assigned GSA vehicles and for any repair costs caused by abuse or wrecks. (The cost will include a monthly lease cost and a per mile charge. All fuel, maintenance and repair costs (except abuse and wrecks) are incorporated into the lease and mileage cost.) Deliver completed (Trip Ticket) to Bldg P-69. Provide data as required to the Installation Equipment Manager. IAW AR 58-1 all Operators must have a valid Drivers' License. Actual Cost.