

## 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.

**Service - 301**  
**Mobilization and Deployment Support**  
**Directorate of Plans, Training, Mobilization and Security**  
**Point of Contact: [dptmsorg@conus.army.mil](mailto:dptmsorg@conus.army.mil), 301-677-7908**  
**Building 4551**

**Service Description:** Serve as Support Installation (SI) providing services that include planning, provisioning, and support for mobilization of active, reserve, and guard forces in the absence of Forces Command (FORSCOM), First United States Army (FUSA), Regional Readiness Command (RRC), State Area Reserve Command (STARC) and Training Support Brigade (TSB) support directives.

**Common Level of Support:** On an as required basis: Provide unit mobilization assistance with unit movement from Home Station to Mobilization Station, Air Port of Embarkation (APOE) or Sea Port of Embarkation (SPOE) for all units that mobilize at Host Installation that serves as Home Station. Serve as the single point of contact for all mobilization matters for Host Installation. Receive and distribute mobilization planning data from First Army and the 99<sup>th</sup> Regional Readiness Command for RC units via the automated Mobilization Deployment Information System (MDIS). Coordinate the review of unit movement plans with Directorate of Logistics (DOL). Coordinate gate arrival times with Directorate of Emergency Services (DES). Coordinate with DOL to provide to the unit the Mobilization Equipment Requirement Sheets and load with automated unit Equipment Load Listings into the Transportation Coordinator Automated Command and Control Information System (TCACCIS). Manage Individual Mobilization Augmentees (IMA) and garrison mobilization TDA. Coordinate welcome home events for re-deploying units, stationed on the installation. Conduct Soldier Readiness Processing (SRP) events semi-annually for units stationed on the installation. Coordinate unit movements within Installation Transportation Officer (ITO).

**Receiver Responsibilities:** Follow deployment directives from FUSA and 99<sup>th</sup> RRC and comply with directives and request mobilization support as needed. Establish and maintain communications with support Installation through DPTMS, 301-677-7908.

**Reimbursable Support:** Support provided beyond the non-reimbursable support level described above to include overtime or travel required to support the requestor's mission.