

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 91– Installation Management, Exercise Command and Control
Headquarters Command Battalion**

Point of Contact: 301-677-2464/DSN 622-2464, Building 4216

Common Level of Support: Provide vision and guidance for the Garrison planning process and oversight of support to military operations & business operations, sustainment of a positive climate of command. Establish and maintain the strategic direction for the Garrison.

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

Receiver Responsibilities:

- a. Identify training needs; conduct long range planning, and brief quarterly training.
- b. Request training as needed and maintain record of employee attendance.
- c. Comply with installation environmental and safety requirements.
- d. Report all environmental and safety issues accurately and quickly.
- e. Comply with AR 350-1.

Contact HQ Command if you require this service at 301-677-2464 or DSN 622-2464.