



DEPARTMENT OF THE AIR FORCE
WASHINGTON, DC

OFFICE OF THE ASSISTANT SECRETARY

JAN 30 2018

MEMORANDUM FOR ALMAJCOM/FOA/DRU/ALL WG/CC

FROM: SAF/IEI
1060 Air Force Pentagon
Washington, D.C. 20330-1000

SUBJECT: Delegation of Authority for Installation Support Services: Intergovernmental Support Agreements (IGSAs)

10 U.S.C. § 2679 authorizes Service Secretaries to enter into IGSAs, on a sole source basis, with a State or local government to provide, receive, or share installation-support services if the Secretary concerned determines that the agreement will serve the best interests of the department by enhancing mission effectiveness or creating efficiencies or economies of scale, including by reducing costs. The authority to make this determination was delegated to Assistant Secretary of the Air Force for Installations, Environment and Energy (SAF/IE) by the Secretary of the Air Force via Headquarters Air Force Mission Directive 1-18 (10 July 2014). This authority was re-delegated to the Deputy Assistant Secretary of the Air Force for Installations (SAF/IEI) on 14 August 2015.

Effective immediately, SAF/IEI hereby delegates the determination authority under 10 U.S.C. § 2679 to Air Force Installation Commanders or Joint Base Commanders at Air Force led Joint Bases for IGSAs in which the Air Force is receiving goods or services in accordance with Attachment 1 (and any successor memo or guidance from SAF/AQC or SAF/IEI). This delegation is subject to the following conditions and limitations on Installation Commanders or Joint Base Commanders at Air Force led Joint Bases who shall:

- a. Be responsible for ensuring that the IGSAs for which they make the determination meet all statutory requirements specified in 10 U.S.C. § 2679;
- b. Consult their legal advisors to ensure all legal and policy requirements are satisfied and that Air Force interests are sufficiently protected before approving IGSAs;
- c. Consult appropriate Air Force functional offices who have valid interest regarding the subject matter of an IGSA and ensure their concerns or comments are taken into consideration before making the determination to approve an IGSA;
- d. Notify SAF/IEI via email to usaf.pentagon.saf-ie.mbx.saf-ieim-workflow@mail.mil of the intent to enter into an IGSA at least 90 days prior to it entering into effect. A completed *Intergovernmental Support Agreement Checklist* (Attachment 2) serves as the notice template to be submitted to SAF/IEI;

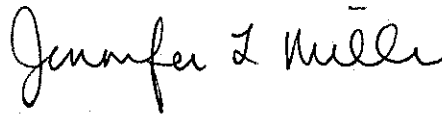
- e. Notify SAF/SB via email to usaf.pentagon.saf-sb.mbx.saf-sb-workflow@mail.mil at least 90 days prior to it entering into effect if the IGSA displaces a Section 8(a) Small Business, as defined by the Small Business Act;
- f. Create and maintain an administrative record supporting the determination for the duration of the IGSA and provide the record to SAF/IEI upon request;
- g. Make the determination in advance of any IGSA being executed; and
- h. Ensure the IGSA itself is executed by an Air Force official having authority to sign the IGSA. If the IGSA obligates appropriated funds, a warranted officer must sign the IGSA.

Monetary Limits. This delegation of the determination to Installation Commanders or Joint Base Commanders at Air Force led Joint Bases is limited to IGSA's having a total 10-Year Life Cycle Cost of less than \$15 Million per installation support service that would otherwise be spent using appropriated or non-appropriated funds. SAF/IEI retains determination authority for IGSA's exceeding \$15 Million per installation support service and all other IGSA's that do not fall within the scope of this delegation.

Exceptions to Delegation of Authority. In addition, this delegation does not apply to installation support services currently acquired by an installation under the AbilityOne Program. In such cases, the determination authority resides with SAF/IEI.

Reserved SAF/IEI Authorities. SAF/IEI may rescind delegated authority on a case-by-case basis in order to make the determination at the SAF/IEI level for special interest IGSA's, which includes, but is not limited to, those that involve infrastructure construction or repair and alteration of real property, or community use of natural resources such as land and water.

Please direct any questions to Mr. Teran Judd at teran.l.judd.civ@mail.mil, 703-692-1472. Guidance on information necessary to make a determination, an *Intergovernmental Support Agreement Checklist*, FAQs, and templates are located on the AFCP SharePoint website: <https://wss.apan.org/s/airforcepartnerships>.



JENNIFER L. MILLER, SES
Deputy Assistant Secretary of the Air Force
(Installations)

Attachments:

1. 24 August 2015 Memorandum signed by SAF/AQC and SAF/IEI titled Air Force Community Partnership (AFCP) Program; 10 U.S.C. § 2679 "Installation Support Services: Intergovernmental Support Agreements (IGSA)"
2. IGSA Determination and Small Business Checklists



DEPARTMENT OF THE AIR FORCE

WASHINGTON DC 20330-1060

OFFICE OF THE ASSISTANT SECRETARY

24 AUG 2015

MEMORANDUM FOR ALMAJCOM/FOA/DRU

FROM: SAF/AQC

1060 Air Force Pentagon
Washington, DC 20330-1060

SUBJECT: Air Force Community Partnership (AFCP) Program; 10 U.S.C. § 2679 "Installation Support Services: Intergovernmental Support Agreements (IGSA)"

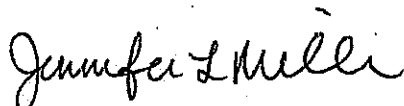
The statute at 10 U.S.C. § 2679 "Installation Support Services: Intergovernmental Support Agreements (IGSA)" (formerly 10 U.S.C. § 2336, redesignated by Sec 351 of Public Law 113-291) authorizes the Secretary of the Air Force to enter into sole source IGSA's with State or local governments for installation support services. This may occur if the Secretary determines that the agreement will serve the best interests of the Air Force by enhancing mission effectiveness, or creating efficiencies or economies of scale, including by reducing costs. All authority vested in the Secretary of the Air Force by 10 U.S.C. § 2679 has been delegated to the Deputy Assistant Secretary of the Air Force (Installations) (SAF/IEI) pursuant to Headquarters Air Force (HAF) Mission Directive 1-18 dated 10 Jul 14 and SAF/IE memo "Re-delegation of Authorities to Deputy Assistant Secretaries Pursuant to Mission Directive 1-18" dated 3 Jul 14. Installations shall obtain a best interest determination from SAF/IEI prior to entering into an IGSA.

Pursuant to 10 U.S.C. § 2679(a)(1), IGSA's are exempt from the laws governing the award of Federal government contracts for supplies and services. Although IGSA's are exempt from the laws governing the award of Federal government contracts, as a matter of Air Force policy, if an installation relies on 10 U.S.C. § 2679 to receive an installation support service using appropriated funds, the implementing IGSA shall be a contract based on the Federal Acquisition Regulation (FAR) signed by a Contracting Officer warranted to the appropriate level. The IGSA shall include terms and conditions appropriate to protect the interests of the United States, and the terms and conditions of the IGSA may be tailored by the Contracting Officer, in his or her discretion; for this purpose. Contracts awarded under this authority should be made using FAR Part 12 "Acquisition of Commercial Items - General" or other FAR-based instrument. Installations with a compelling reason to deviate from utilizing the local Contracting Squadron (CONS) shall request SAF/IEI approval of a waiver through the appropriate MAJCOM.

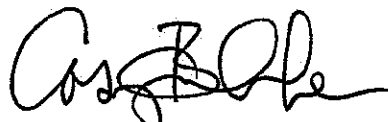
In accordance with the statute, an IGSA may be for a term not to exceed five years, may use wage grades normally paid by the participating State or local government; and may only be used when the Air Force or the State or local government, providing the installation-support services, already provides such services for its own use. The statute allows for IGSA sole source awards to State or local governments without an accompanying Justification and Approval (J&A) under FAR 6.303. Also, any contract awarded by a State or local government to provide installation-support services pursuant to an IGSA must be made on a competitive basis. The contracting

office shall confirm that any such contracts were awarded competitively. Frequently Asked Questions (FAQ) relating to the program may be found at the website:
<https://wss.apan.org/s/airforcepartnerships/Pages/BasePOCResources.aspx>

The Director of the Air Force Community Partnership Program is Mr. Steve Zander who may be reached at 703-571-5771 (DSN 671-5771) or steven.w.zander.civ@mail.mil. The contracting liaison to the program is Mr. William Sproule who may be reached at 571-256-2419 (DSN 260-2419) or william.g.sproule.civ@mail.mil.



JENNIFER L. MILLER
Deputy Assistant Secretary of the Air Force
(Installations)



CASEY D. BLAKE, Maj Gen, USAF
Deputy Assistant Secretary (Contracting)
Assistant Secretary (Acquisition)

ATTACHMENT 2 – IGSA Determination and Small Business Checklists

The checklists below are intended to document key information supporting IGSA approval to receive installation support services from a State or local government in accordance with 10 § U.S.C. 2679. The information provided in this document is for Air Force internal use only.

Instructions: Air Force installations shall complete the sections below as part of an IGSA package, which shall include the following:

- a) A determination memo reflecting that the proposed agreement satisfies all of the requirements of 10 U.S.C. § 2679 and outlining any applicable assumptions or conditions underlying the determination;
- b) Coordinated staff summary package with relevant supporting documentation routed through appropriate functional offices such as legal, contracting, and financial management;
- c) Completed Business Case Analysis (BCA), which should include information that reflects how the requirement is currently being met;
- d) Letter of Intent from the State or local government, including a statement certifying whether the installation support service covered by the IGSA has been awarded competitively by the provider, if applicable;
- e) Completed IGSA Determination and Small Business Checklists (see templates below)

Additional information can be found on the Air Force Community Partnership SharePoint Site:
<https://wss.apan.org/s/airforcepartnerships/IntergovernmentalSupportAgreements/IGSA%20Partnership%20Package.pdf>

INTERGOVERNMENTAL SUPPORT AGREEMENT (IGSA) CHECKLIST

Section I – Summary of Partnership Initiative	
Installation:	<i>Name of the participating installation.</i>
Title of Community Partnership Initiative and Brief Description:	<i>Provide a title and brief summary of the proposed agreement between the Air Force and a State or local government (no more than one paragraph).</i>
Proposed partner to the Air Force:	<i>Name of the State or local government entity (or entities) entering into the proposed IGSA.</i>
Air Force need(s) or requirement(s):	<i>Describe the bona fide need or requirement to be satisfied through the proposed IGSA (include numeric descriptors of quantities, frequencies, and any qualitative standards, if possible).</i>
Proposed installation support service:	<i>Identify the specific installation support service (the good or service) being proposed to fulfill the Air Force's requirement (what will be provided to the Air Force as part of the agreement).</i>

Section II – How is the Air Force currently meeting this requirement?		
#	Question	Answer (Y/N)
1	<p>Is the function associated with the requirement currently performed by Military or Civilian personnel?</p> <p>If the answer is yes, using the space below in #1a, explain (i) what has occurred that would cause an Air Force official to outsource the requirement; (ii) whether the work being performed is currently accomplished by Military or Civilian personnel or both; and (iii) the expected duration of the outsourcing. If the result of the proposed action is to move tasks or jobs from Air Force personnel, consider A-76 implications.</p>	
1a		
2	<p>Is the proposed installation support service, in whole or in part, currently provided to the Air Force via a contract?</p> <p>If the answer is yes, then provide the current contract information below (#2a). If the answer is no, then skip to Section III.</p>	
2a	<p>Award Date: Base Period: Option Years: Award Amount: Contract Type (firm-fixed price, cost-plus, etc.):</p> <p>8(a) set-aside <input type="checkbox"/> Service Disabled <input type="checkbox"/> Veteran-owned SB <input type="checkbox"/> Other SB set-aside <input type="checkbox"/> HUBZone Program <input type="checkbox"/></p>	

Small Disadvantaged Business	<input type="checkbox"/>	AbilityOne	<input type="checkbox"/>
Woman-Owned SB	<input type="checkbox"/>	Veteran-Owned Small Business	<input type="checkbox"/>

Section III – Key Factors for Establishing Partnership

#	Question	Answer (Y/N)
1	Does the proposed IGSA enhance mission effectiveness or create efficiencies or economies of scale, including by reducing costs to the Air Force?	
2	Is the proposed IGSA solely between the Air Force and a State or local government entity? (This can be more than one State or local government entity but cannot include private parties)	
3	Has the installation verified that the proposed IGSA does not interfere with existing or proposed mutual aid agreements relating to police or fire protection services or other similar first responder arrangements?	
4	Does the State or local government entity currently provide the identified installation support service for its own use?	
5	Does the State or local government entity offering to provide the installation support service use its organic capability and manpower (e.g., its own government personnel) to perform such service(s)? If the answer is yes, skip to question #6; if no, then answer question #5a below.	
5a	If the State or local government outsources the installation support service via a contract to a third party (e.g., commercial vendor), has that contract been awarded on a competitive basis by the State or local government?	
6	Will the Air Force be using appropriated funds to make payments to the State or local government entity under the proposed IGSA? If the answer is yes, then answer question #6a below; if no, then answer question #6b.	
6a	If yes, has the Contracting Squadron (CONS) been included for the development and execution of the IGSA?	
6b	If no, has an appropriate legal instrument been selected for the IGSA and has the base Judge Advocate (JA) coordinated on that selection?	
7	Have dedicated teams including representatives at the installation from CONS, JA, FM and Small Business (if applicable) been consulted regarding the proposed IGSA?	
8	Has a Business Case Analysis (BCA) been developed that identifies efficiencies/reduction of costs and includes feasible alternatives to the proposed partnership for meeting the installation's need or requirement?	
9	Has the installation considered impacts to socioeconomic programs and goals, including small business in coordination with the local Small Business Professional(s)?	
10	Has the State or local government submitted a letter of intent to the installation for providing the installation support service?	

Section IV – IGSA Determination and Approval

Explain why this IGSA is in the best interest of the Air Force and what benefit(s) are anticipated from executing the IGSA (include the estimated annual and total cost to the Air Force and any other quantifiable benefits, if applicable).

**Installation
Commander
Signature Block
and Date**

Office of Small Business Programs
IGSA Checklist for Measuring Small Business Impacts

Note: Air Force installations shall complete the sections below as part of an IGSA package. If an IGSA displaces a Section 8(a) Small Business, as defined by the Small Business Act, then an installation must notify SAF/SB at least 90 days prior to it entering into effect by emailing usaf.pentagon.saf-sb.mbx.saf-sb-workflow@mail.mil.

1. Is the proposed installation-support service, in whole or in part, currently provided to the Air Force via a contract by a small business concern, small disadvantaged business concern, or socioeconomic contract program (i.e. 8(a), HUBZone, VOSB, SDVOSB, or WOSB/EDWOSB) as defined in FAR 2.101 and FAR Part 19?

Yes

No

2. If the answer to the previous question is 'yes', what type of small or socioeconomically disadvantaged business was the contract awarded to?

8(a)

HUBZone

WOSB/EDWOSB

VOSB/SDVOSB

Other

N/A

3. Will the State or local government providing the installation-support service utilize a third party to meet the Air Force's requirements and if so, what type of business is the third party?

Yes, Small Business

Yes, Unknown Source

Provide name if known:

Yes, Other Than Small Business

No (Gov't Personnel)

4. What is the impact on Air Force Small Business Goals, if applicable? (Quantify the SB impact to the greatest extent possible, based on but not limited to, the Business Case Analysis.)

Example: Use of an IGSA has been evaluated to cause minimal impact to existing small business goals at [AFB]. In FY17, the CONS exceeded SB goals and awarded \$XXM (TY\$), representing Y% of contract awards. In the event that [AFB] enters into an IGSA with the [State/local government], based on FY17 obligation data, actual SB awards would fall to Z%. Obtaining the [installation support service] by partnering with the [State/local government] is estimated to impact less than X% of small business awards on average at [AFB].