



DEPARTMENT OF DEFENSE
Defense Commissary Agency
Fort Lee, VA 23801-1800

DIRECTIVE

Interservice and Intragovernmental Support Agreements (ISA)

DeCAD 70-12
August 22, 2014

Resource Management
OPR: HQ DeCA/CORBS

References: See Enclosure 1

1. REISSUANCE AND PURPOSE. This Directive replaces DeCA Directive (DeCAD) 70-12, “Interservice and Intragovernmental Support Agreements (ISA),” (Reference (a)) and establishes DeCA Manual (DeCAM) 70-12.1, “Interservice and Intragovernmental Support Agreements (ISA),” (Reference (b)). This Directive establishes administrative procedures and channels to process ISAs.

2. APPLICABILITY. Applies to HQ DeCA and all subordinate organizations.

3. POLICY. It is DeCA policy that worldwide dispersion of operating organizational elements demand program implementation that will meet Department of Defense (DoD) requirements. Administrative procedures outlined herein will be followed and all actions expedited to ensure an efficient, effective, and economical system is in place throughout the Agency, in accordance with DoD Directive 5105.55, “Defense Commissary Agency (DeCA),” (Reference (c)).

4. RESPONSIBILITIES.

a. The Director of DeCA. The Director shall:

(1) Delegate certain authorities, including the authority to review, approve and sign all ISAs, Memorandums of Understanding (MOU) and Memorandums of Agreements (MOA) forwarded to HQ DeCA. The Director may redelegate these authorities, as appropriate, and in writing.

(2) The Director of DeCA has delegated the Deputy Director to act and exercise the powers necessary to review, approve and sign all DeCA HQ Level ISAs, MOUs, and MOAs.

(3) The Director of DeCA has delegated the Executive Director of Store Operations to act and exercise the powers necessary to review, approve and sign all DeCA Store Level ISAs, MOUs, and MOAs.

b. Chief Financial Officer (CFO). The CFO shall:

(1) Appoint an Agency Support Agreement Manager (ASAM) from assigned Resource Management Directorate (RM) staff resources, to serve as the DeCA central single point of contact (POC) for all policy, coordination and promotional matters concerning ISA support.

(2) Serve as the DeCA designated official responsible for certifying the availability of funds and approval of funding arrangements contained in agreements.

(3) Appoint Support Agreement Managers (SAM) within the store execution RM staff to administer the program and serve as the POC for matters involving the ISA program

c. Agency Support Agreement Manager (ASAM). The ASAM shall:

(1) Develop an ISA program that will meet the requirements of DoD Instruction 4000.19, "Support Agreements" (Reference (d)) and administer the program in consonance with DoD "Financial Management Regulation" 7000.14-R (Reference (e)).

(2) Coordinate program matters with SAM assigned to DeCA and other DoD Component, Government departments, other Federal agencies, contractors, and private sector organizations, as necessary.

(3) Ensure program compliance with the Federal Managers' Financial Integrity Act of 1982, as implemented by DeCAD 70-2, "Internal Control Program" (Reference (f)).

(4) Conduct ISA training for DeCA personnel assigned ISA responsibilities.

(5) Conduct an audit review of all ISAs received at HQ DeCA to ensure compliance with DoD directives and correctness of content.

(6) Ensure dissemination of DoD policies relating to ISAs to the lowest applicable subordinate organization.

(7) Provide assistance to all organizations (internal and external) in the conduct of the DeCA ISA program.

(8) Coordinates with the Budget Branch to provide input to required budget submissions, provide input to request for funding above the estimated amounts, obtain data on final

reimbursement for each fiscal year, and other functions that facilitate the interdependence of each staff section.

d. **Executive Director of Store Operations.** The Executive Director of SO, or acting designated representative, shall:

- (1) Personally review, approve, and sign all store level ISAs forwarded to HQ DeCA.
- (2) Resolve contested issues or forward to HQ DeCA ASAM if unable to reach solution.

e. **DeCA organizations subordinate to the Executive Directors shall:**

(1) Designate an individual to administer and promote the ISA program and serve as the POC for the SAM on ISA matters.

- (2) Assist the SAM in conducting negotiations for ISA support.
- (3) Assist the SAM in preparing necessary support documentation.
- (4) Forward unresolvable support issues to SAM for resolution.

(5) Assist the SAM in reviewing the cost of each ISA every year. The SAM will amend it, if necessary.

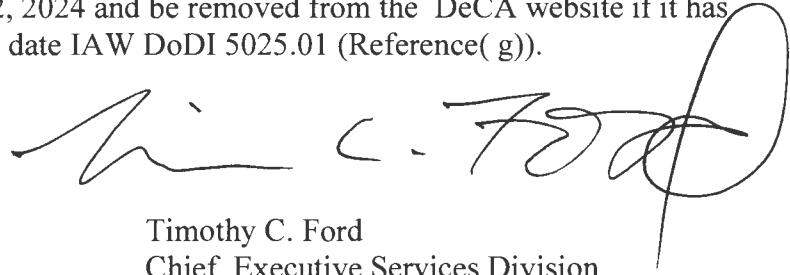
5. MANAGEMENT CONTROL SYSTEM: This Directive does contain Management Control provisions that are subject to evaluation and testing as required by DeCAD 70-2 “Internal Control Program,” (Reference (f)).

6. RELEASABILITY. Cleared for public release. This Directive is available on DeCA’s Internet Website at www.commissaries.com.

7. EFFECTIVE DATE: This Directive

- a. Is effective August 22, 2014.

b Will expire effective August 22, 2024 and be removed from the DeCA website if it has not been reissued or cancelled by this date IAW DoDI 5025.01 (Reference(g)).

A handwritten signature in black ink, appearing to read "Tim C. Ford", with a large, stylized flourish on the right side.

Timothy C. Ford
Chief, Executive Services Division

Enclosures:

1. References
2. Acronyms
3. ISA Checklist
4. Funding Requirements

ENCLOSURE 1

REFERENCES

- (a) DeCAD, 70-12, "Interservice and Intragovernmental Support Agreements (ISA)," September 19, 1997
- (b) DeCA Manual 70-12.1, "Interservice and Intragovernmental Support Agreements (ISA)," August 22, 2014
- (c) DoD Directive 5105.55, "Defense Commissary Agency (DeCA)," March 12, 2008
- (d) DoD Instruction 4000.19, "Support Agreements," April 25, 2013
- (e) DoD "Financial Management Regulation" 7000.14-R
- (f) DeCA Directive 70-2, "Internal Control Program," December 17, 2007
- (g) DoD Instruction 5025.1, "DoD Issuances Program," June 6, 2014

ENCLOSURE 2

Acronyms

ASAM	Agency Support Agreement Manager
CORBS	Store Execution Branch
DeCA	Defense Commissary Agency
DeCAD	Defense Commissary Agency Directive
DeCAM	Defense Commissary Agency Manual
DoD	Department of Defense
HQ	Headquarters
IAW	In accordance with
ISA	Interservice and Intragovernmental Support Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
POC	Point of contact
RM	Resource Management Directorate
SAM	Support Agreement Manager

ENCLOSURE 3

SUPPORT AGREEMENT CHECKLIST

Activity _____ ISA# _____

Name of Individual Completing _____ Date Completed _____

<u>ITEM</u>	<u>YES</u>	<u>NO</u>
1. Block 1: Is the agreement number listed?	___	___
2. Block 2: If there was a previous agreement, as the previous agreement referenced?	___	___
3. Block 3: Is effective date listed (YYMMDD)?	___	___
4. Block 4: Is expiration date listed? (May be INDEFINITE)	___	___
5. Block 5a: Is the complete mailing address of the supplier listed?	___	___
6. Block 5b: Is the Major Command of the supplying activity listed?	___	___
7. Block 6a: Is the complete mailing address of the receiver listed?	___	___
8. Block 6b: Is the Major Command of the receiving activity listed?	___	___
9. Block 7a: Is the support required by the receiver clearly defined (terms and conditions)?	___	___
10. Block 7b: Is the methodology for computing the incremental reimbursement cost listed or provided the funding annex?	___	___
11. Block 7c: Are all annual estimated incremental costs incurred by supplier entered?	___	___
12. Blocks 8a, 8b, 8c, 8c(1) thru 8c(5): Has the supplying component completed?	___	___
13. Blocks 9a and 9b: Has DeCA/SAM completed?	___	___
14. Blocks 9c(1) thru 9c(5): Has Executive Director, Store Operations completed?	___	___

15. Block 11b: Is this entry the appropriate organization name and office symbol of the support agreement coordinator for the receiving activity? ___ ___
16. Block 11c: Is this entry the appropriate organization name and office symbol of the servicing finance and accounting office? ___ ___
17. Block 12: If required, does the Specific Provisions clearly define the unique requirements? ___ ___
18. Block 12: Are the specific identifiers for the DeCA receiver facility clearly defined (i.e., building #, square footage, common/sole use of building and/or parking lot, population, and POC)? ___ ___
19. Does the ISA contain a Funding Annex? Does the annex include a cost basis for each reimbursable service provided? ___ ___

ENCLOSURE 4

FUNDING AND REIMBURSEMENT PROCEDURES

(use when DeCA is the Service Receiver)

- a. DD Form 448, Military Interdepartmental Purchase Request (MIPR), will be prepared by the DeCA Budget Analyst in accordance with the signed agreement.
- b. DeCA budget analyst will submit the MIPR to the servicing installation POC.
- c. Installation POC will prepare DD 448-2, Acceptance of MIPR and return the signed DD 448-2 to DeCA, Attention: RMBS, 1300 E. Avenue, Fort Lee VA 23801-1800.
- d. The servicing Defense Finance and Accounting Service (DFAS) Operations Location (OPLOC) will prepare the Standard Form (SF) 1080 bill by ISA category, based on documentation reflecting the amount of reimbursements earned, for actual services provided the DeCA commissary.
- e. The servicing DFAS OPLOC will forward the SF 1080, with supporting documents to the DeCA commissary officer for verification and certification of receipt of services.

FUNDING AND REIMBURSEMENT PROCEDURES

(use when DeCA is the Service Provider)

- a. DD Form 448 will be issued by the receiver for those services provided by DeCA.
- b. DD Form 448-2 will be forwarded by DeCA to the receiving activity.
- c. Incremental cost for services rendered, requiring reimbursement, will be tracked by DeCA and billed quarterly to the receiving activity for these costs.
- d. DeCA will forward the quarterly bill to the receiving activity and DFAS for payment of services.