



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:

COMSCINST 4000.4A  
N2  
8 August 2003

## COMSC INSTRUCTION 4000.4A

Subj: INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT

Ref: (a) OPNAVINST 4000.84B  
(b) FAR Subpart 17.5  
(c) DFARS Subpart 217.5  
(d) Economy Act (31 U.S.C. 1535)  
(e) SECDEF memo of 8 Feb 94, "Use of Orders under the Economy Act"  
(f) COMSCINST 5440.8G

1. Purpose. To implement reference (a) by delineating responsibilities within Military Sealift Command (MSC) for accepting and requesting interservice and intragovernmental support and by providing for the appointment of Support Agreements Managers (SAMs).

2. Cancellation. COMSCINST 4000.4.

3. Policy. Reference (a) requires each major claimant to designate an official to oversee its implementation. Additionally, reference (a) requires each activity that provides support to or receives support from Department of Defense (DOD) and non-DOD activities to appoint a SAM. Enclosure (1) to reference (a) (DODI 4000.19 of 9 Aug 95, Subj: Interservice and Intragovernmental Support) provides that support agreements shall be approved by the activity commander having authority over the personnel and materials to be utilized in providing support.

4. Action

(R)

a. The Executive Director (N03) is hereby assigned overall responsibility within MSC for implementation of reference (a).

b. Requests for MSC Support

(1) N03 is delegated exclusive authority within MSC to accept requests for support from non-DOD activities and to accept requests from DOD activities for which Commander, MSC (COMSC), would be the cognizant servicing activity (including

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orders affecting multiple Area Commands). N03 has the authority to enter into interservice and intragovernmental support agreements (ISSAs), memoranda of agreement (MOAs) and memoranda of understanding (MOUs), as appropriate.

(2) The above delegation does not affect the authority of MSC Area Commanders to independently accept orders from DOD activities and to enter into ISSAs, MOAs and MOUs for support within their respective areas of responsibility. All requests for support from non-DOD activities, however, shall be forwarded to N03 for action.

c. MSC Requests for Support. MSC requests for interservice and intragovernmental support shall be made in accordance with references (a) through (e) and all other applicable laws and regulations. N03 is hereby delegated exclusive authority within MSC to request support from non-DOD agencies (including General Services Administration (GSA) support). Such requests shall be supported by Determinations and Findings (D&F), as appropriate. In particular, orders placed with non-DOD agencies under the authority of the Economy Act (reference (d)), must be supported by a D&F approved by Deputy Assistant Secretary of the Navy for Acquisition Management (DASN(Acq)). Furthermore, with the exception of orders placed against the Federal Supply Schedule by the Contracts and Business Management Directorate (N10) pursuant to FAR Part 8, all MSC orders for GSA products and services shall be approved by N03 or his designee. All MSC requests for DOD support may be made at the lowest organizational level having appropriate budgetary authority.

d. All ISSAs, MOAs and MOUs shall be submitted for legal review prior to execution.

e. In accordance with references (a) and (f), the Director, Manpower and Organization Management Division (N11) is designated as the COMSC SAM. The SAM is responsible for overseeing the preparation of support agreements using information provided by the Program Managers and Functional Directors; for coordinating negotiations and approvals; and for administering support agreement execution, reviews and eventual termination. Therefore, all support agreements must be coordinated with the SAM as early as practicable. If MSC receives support from a non-DOD activity, the SAM will be responsible for coordinating DOD negotiations and approvals, and for tracking the agreement execution, reviews and eventual termination. Under the SAM's direction, the Director, Records Management (N0021) shall maintain a record of all active ISSAs, MOAs and MOUs, and ensure their continued accuracy.

f. Area Commanders and their subordinate activities that provide or receive support shall appoint a SAM. In addition to the responsibilities enumerated above, area SAMs shall provide the COMSC SAM with current copies of all ISSAs, MOAs and MOUs under their cognizance.

- g. N03 shall be responsible for providing guidance to the SAMs.

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D. L. BREWER III

Distribution:

COMSCINST 5215.5

List I (Case A, B, C)

SNDL 41B (MSC Area Commanders)

41C (NFAF East/West)

41D (MSC Offices)

41E (APMC)