

FILE FOLDER

DESCRIPTION ON TAB:

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Ad W
Danny
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Talking about our program is mentioned

ASSISTANT CHIEF OF STAFF, FACILITIES
HEADQUARTERS, MARINE CORPS BASE

DATE 8/14/86

TO:

- (1) BASE MAINT O *Malowell* DIR, FAMILY HOUSING
- PUBLIC WORKS O DIR, BACHELOR HOUSING
- COMM-ELECT O BASE FIRE CHIEF
- (2) DIR., NAT. RESOURCES & ENV. AFFAIRS *McWosta*

ATTN: _____

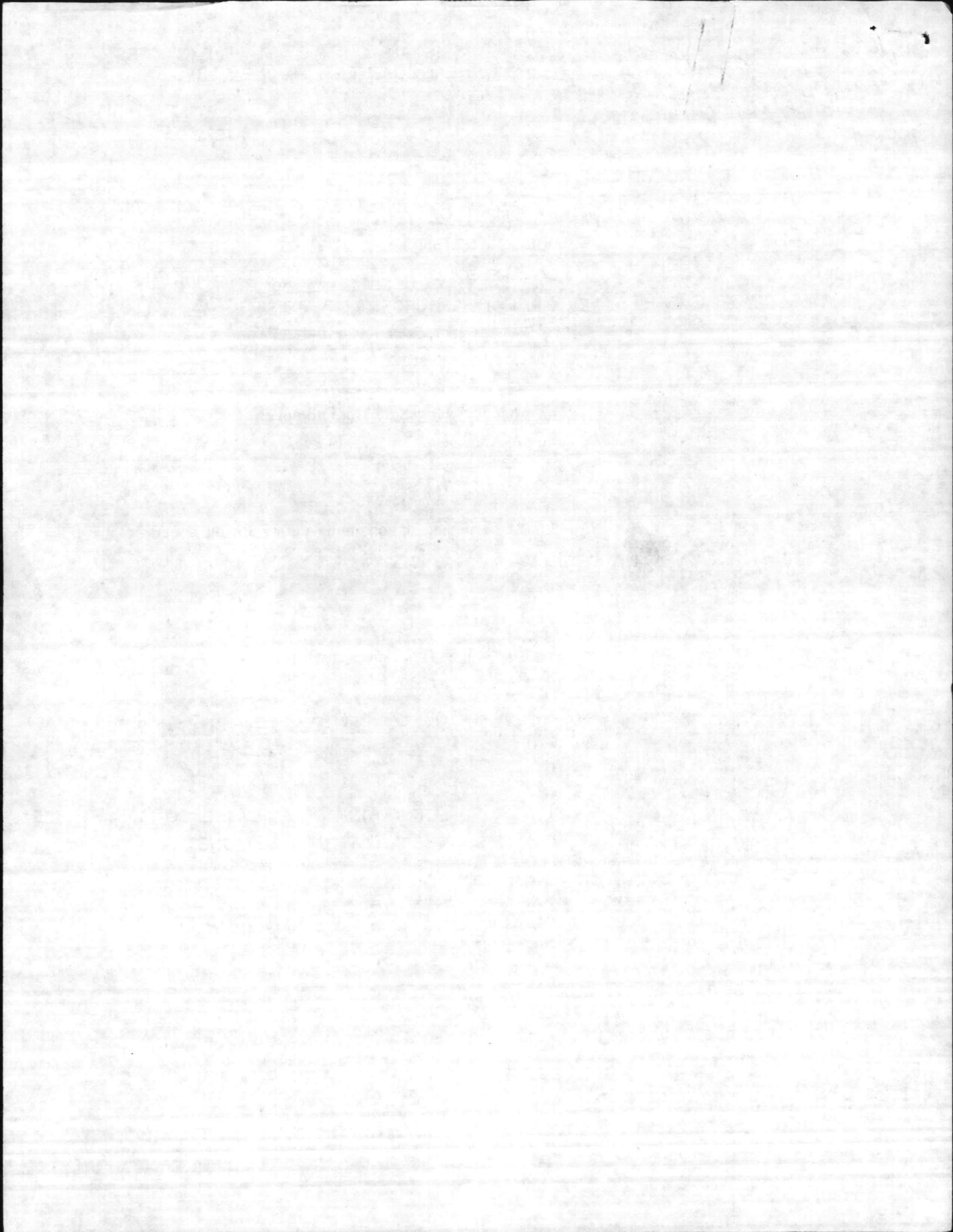
1. Attached is forwarded for info/action.

2. Please initial, or comment, and return all papers to this office.

3. Your file copy.

DW Elton
By

"LET'S THINK OF A FEW REASONS
WHY IT CAN BE DONE"





UNITED STATES MARINE CORPS
MARINE CORPS BASE
CAMP LEJEUNE, NORTH CAROLINA 28542-5001

IN REPLY REFER TO:

4000/1
Ser BOSM 24604
AUG 11 1986

From: Assistant Chief of Staff, Base Operational Support
Management Assistance

Subj: DRAFT INTERSERVICE SUPPORT AGREEMENT (ISA), BETWEEN MARINE
CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA, AND NAVAL
HOSPITAL, CAMP LEJEUNE, NORTH CAROLINA

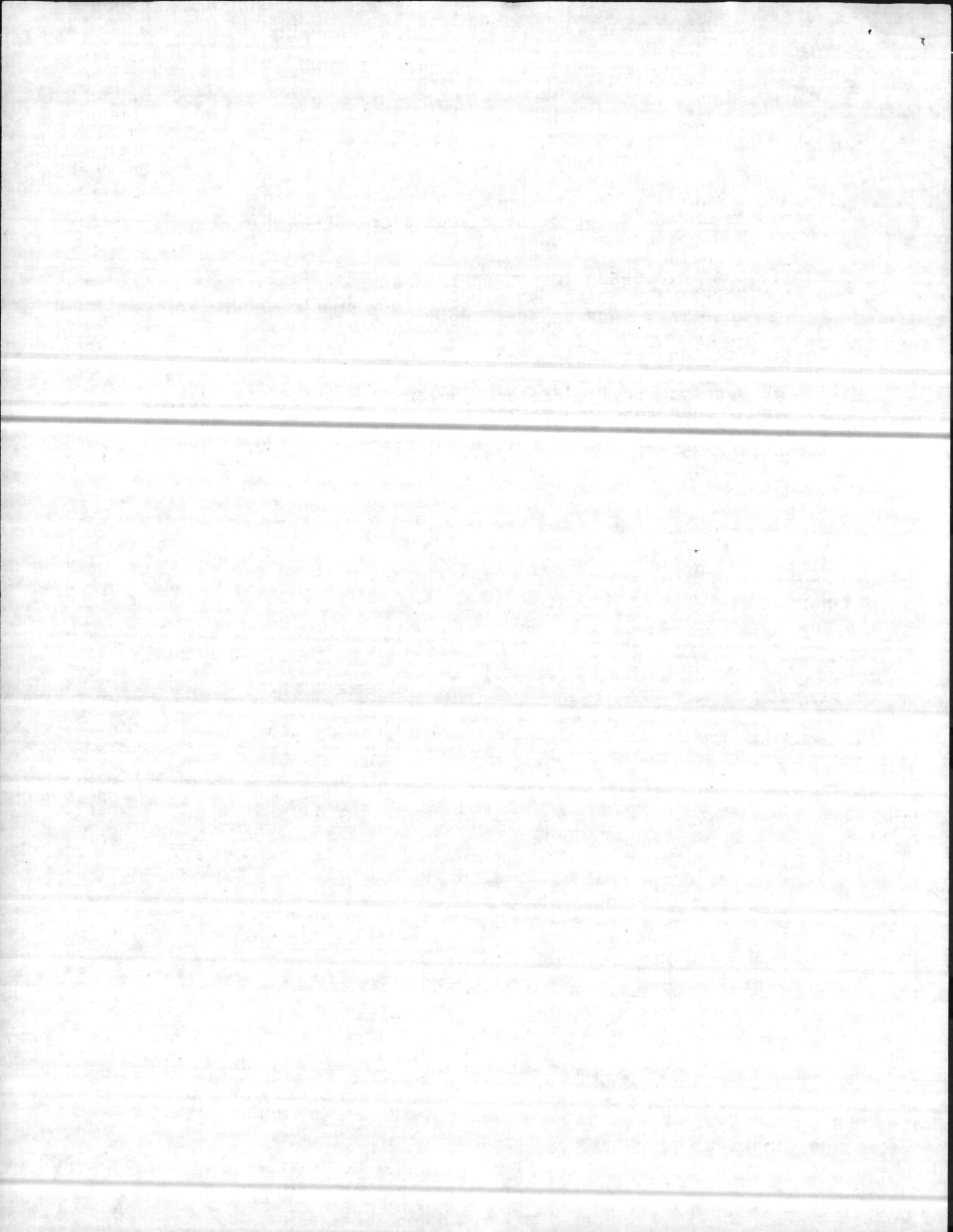
Encl: (1) Subject Agreement

1. Request you review the enclosure and provide this office
comments/concurrence by COB 29 August 1986. For further
information or assistance, please contact Mr. Mark F. Summa,
extensions 2574/2584.

HF Smith
H. F. SMITH

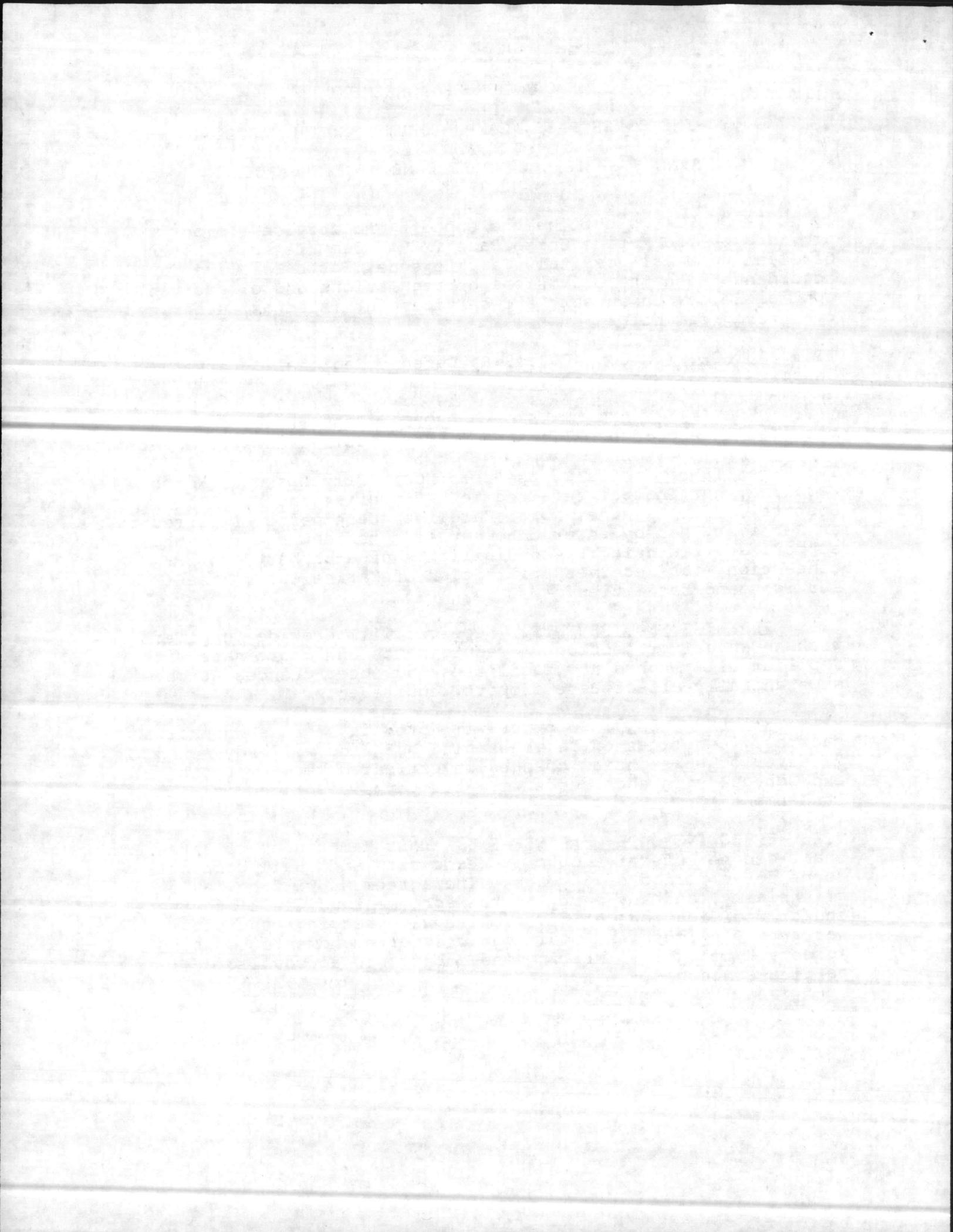
Distribution:

COMP
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RASC



MEMORANDUM OF AGREEMENT
BETWEEN
MARINE CORPS BASE, CAMP LEJEUNE, NORTH CAROLINA
AND
NAVAL HOSPITAL, CAMP LEJEUNE, NORTH CAROLINA

- I. PURPOSE. To outline the support and services to be provided by the Marine Corps Base (MCB), Camp Lejeune, North Carolina to Naval Hospital, Camp Lejeune, North Carolina in accordance with the provisions of regulations and directives applicable to the support and services furnished as authorized by this agreement.
- II. AUTHORITY. DoD 4000.19-R, Defense Regional Interservice Support (DRIS) Regulation.
- III. DESCRIPTION AND TERMS OF SUPPORT. Support will be provided in accordance with the terms described in Attachment I.
- IV. PARTIES. Marine Corps Base (MCB), Camp Lejeune, North Carolina, hereinafter referred to as Supplier and Naval Hospital, Camp Lejeune, North Carolina, hereinafter referred to as Receiver, hereby enter into mutual agreement covering the support and financial responsibilities of each party in connection with Receiver utilization of Marine Corps Base (MCB) services and facilities.
- V. PLANNING REQUIREMENTS. Receiver will provide Supplier with an annual projection of requirements and coordinate with Supplier all planned new facilities and other changes which will substantially affect Base support requirements.
- VI. REIMBURSEMENT. Supplier will provide Receiver annual and quarterly estimates of reimbursable costs and will advise Receiver of substantial changes in estimated reimbursement rates and schedules in accordance with the terms described in Attachment II.
- VII. EFFECTIVE DATE OF AGREEMENT. This Memorandum of Agreement shall become effective upon its execution and shall continue in force for a period of 6 years. The agreement will be reviewed triennially, and any party to the agreement may initiate reviews and/or modifications at any time should changing conditions warrant. Any changes, modifications, or amendments to this agreement will be in writing and subject to approval of all parties concerned.



ATTACHMENT I

SUPPORT PROVISIONS AND RESPONSIBILITIES

<u>CATEGORY OF SUPPORT</u>	<u>MARINE CORPS BASE AS SUPPLIER WILL:</u>	<u>NAVAL HOSPITAL AS RECEIVER WILL:</u>
1. Computer and Data Processing (AA) (Non-Reimbursable)	1-1. Provide through the RASC technical assistance and system implementation as needed, tape cleaning and certification.	1-1. Request support.
2. Finance and Accounting Services (AB) (Non-Reimbursable)	2-1. Provide civilian personnel payroll and leave accounting, federal injury compensation services, maintain retirement and earning records, labor distribution records and other related services within Supplier capabilities. 2-2. Provide Receiver with monthly reimbursable billings.	2-1. Comply with Receiver directives and provide requested documentation. 2-2. Provide financial and accounting data required by the Supplier.
3. Civilian Personnel Services (AC) (Non-Reimbursable)	3-1. Provide services that include employment placement, classification, employee and management services, labor and management relations, personnel management.	3-1. Comply with Base Orders relative to utilization, control and support of civilian employees.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS
SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER
WILL:

relations, personnel records, maintenance, employee services, EEO, grievances and appeals processing, career management program and incentive programs. Service as agent for recruitment and other required personnel administrative matters as needed. Provides training service when available.

4. Legal (AD)
(Non-Reimbursable)

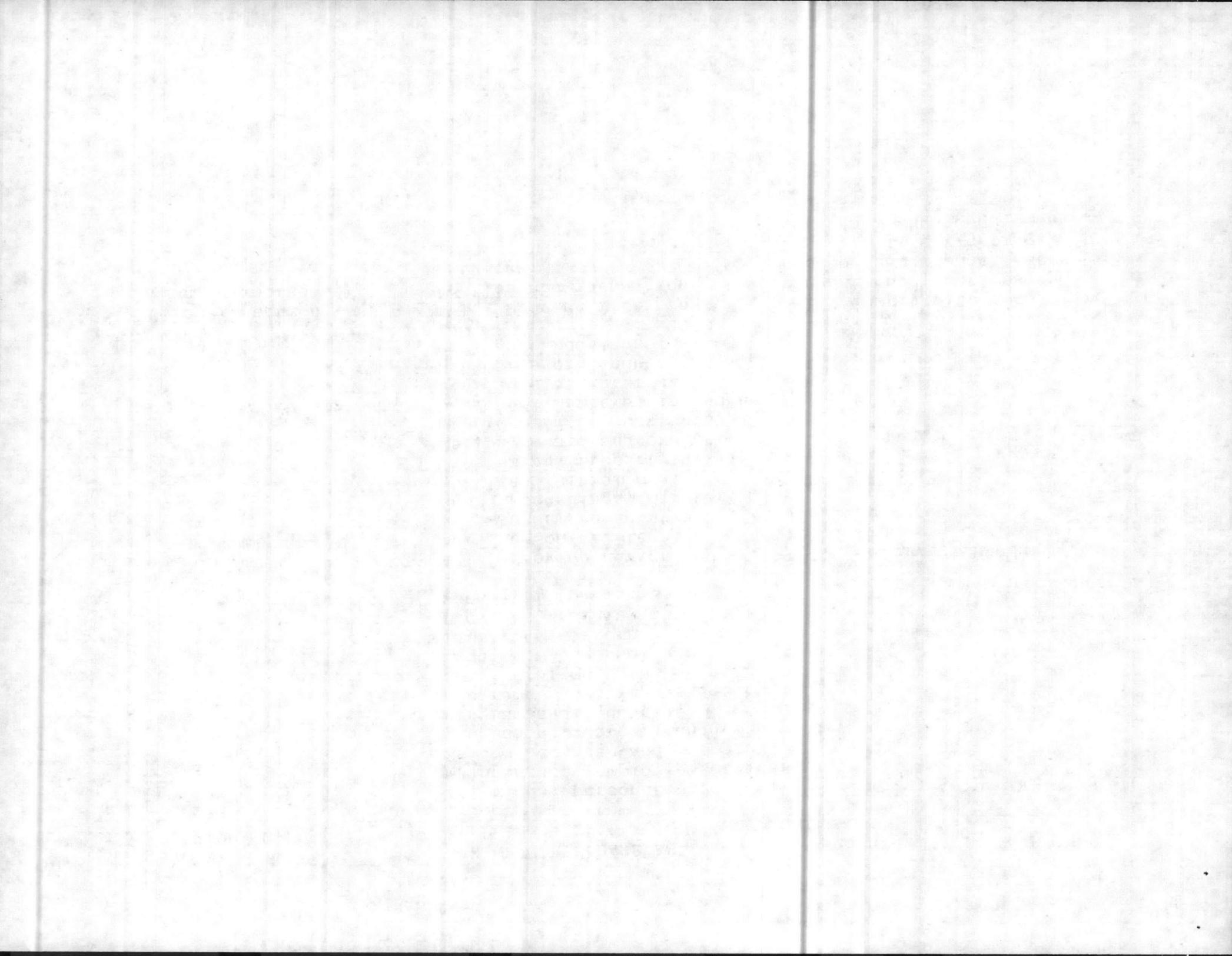
4-1. Provide advice and services on all legal assistance, administrative board proceedings, military justice, initial claims processing, property utilization, award and execution of procurement contracts, personnel matters, including conflicts of interest, standards of conduct and grievance hearings.

4-1. Comply with Base regulations in the use of legal services.

5. Fire Protection (AH)
(Non-Reimbursable)

5-1. Provide fire protection and inspection services.

5-1. Comply with local fire prevention directives and procedures. Render assistance to fire fighting personnel when conditions require.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS
SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER
WILL:

6. Police Services (AI)
(Non-Reimbursable)

5-2. Train, as required, NAVHOSP personnel in fire fighting techniques.

5-2. Provide roster of personnel to attend fire fighting courses.

5-3. Furnish and install adequate fire extinguishers and other apparatus. Provide inspection, recharging, testing and routine maintenance of fire extinguishers.

5-3. Maintain current fire bills as required. Cooperate with fire protection personnel in location, installation and maintenance of fire extinguishers.

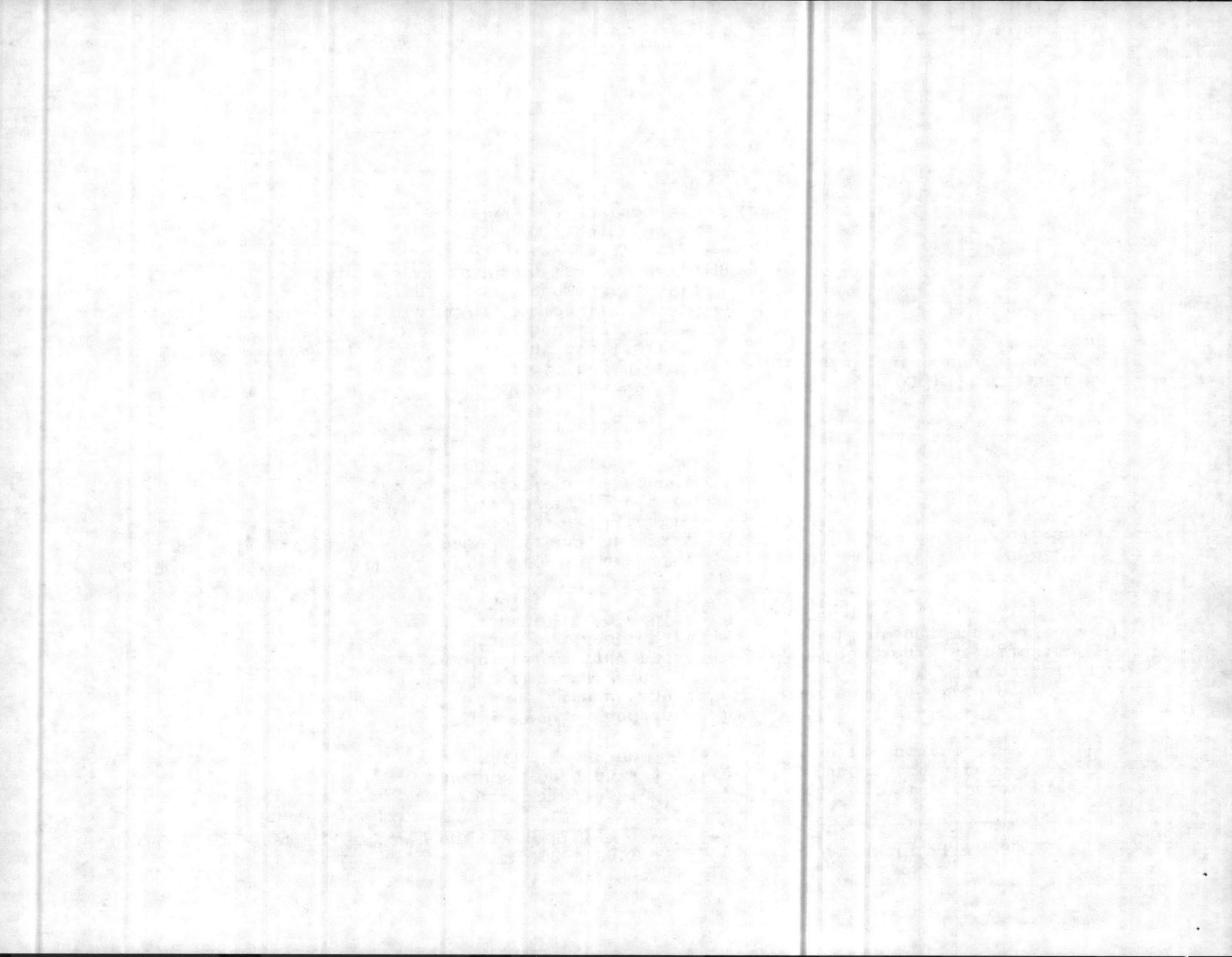
6-1. Provide security, base entrance and exit control, identification cards, security clearances for civilian personnel, decals, licenses, investigative services, and detention facility.

6-1. Comply with Supplier directives and procedures.

7. Housing and Lodging
(AJ)
(Non-Reimbursable)

7-1. Provide area housing as needed and to the extent available (family housing; BOQ-SNCO-NCO accommodations, and enlisted accommodations). Assign to Tenant, Buildings H-14, H-16, H-23, H-24, H-30, H-31, to be used as barracks for personnel

7-1. Comply with current Base regulations concerning assignment to quarters and housing.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS
SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER
WILL:

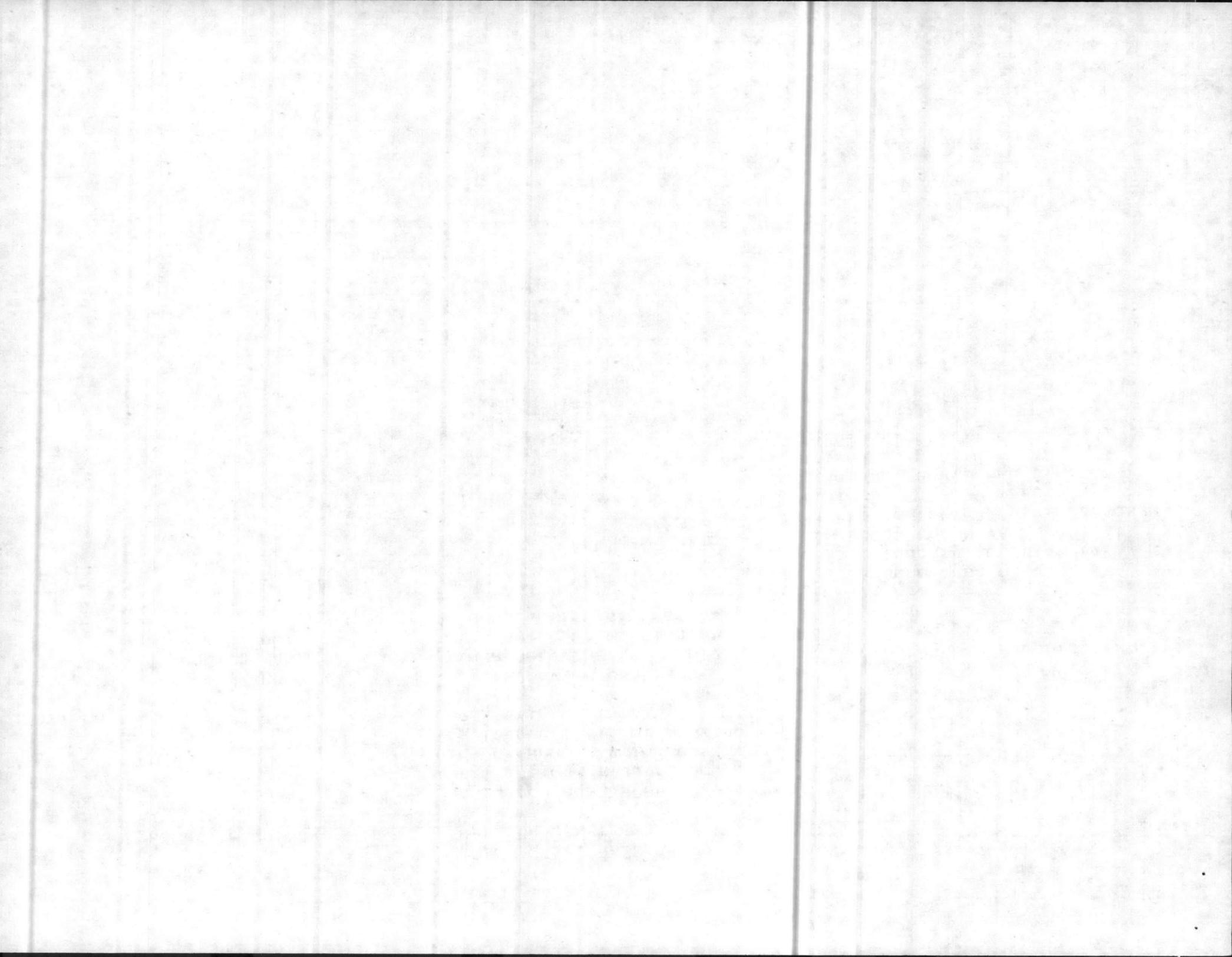
assigned to NAVHOSP. Permit utilization of surrounding grounds, as indicated in enclosure (1), for parking and recreation.

8. Laundry and Dry Cleaning (AK) (Reimbursable)

8-1. Provide contract linen services to comply with Joint Commission of Accreditation of Hospitals.

8-1. Comply with all MCB, CLNC requirements for reimbursement, delivery, and pick-up of laundry.

8-2. Assume cost of the medical laundry function for support of the Naval Hospital and the operating Force Branch Clinics. For any watch standings requirements, area commanders provide organizational linen.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER WILL:

9. Food Service (AM)
(Non-Reimbursable)

9-1. Provide messing services for enlisted military personnel assigned to the Receiver who are not on commuted rations located at other than Naval Hospital.

9-1. Comply with Supplier regulations governing the issuing and control of meal passes.

10. Transportation (AO)
(Non-Reimbursable)

10-1. Provide transportation and traffic management service related to commercial or government-owned transportation of personnel.

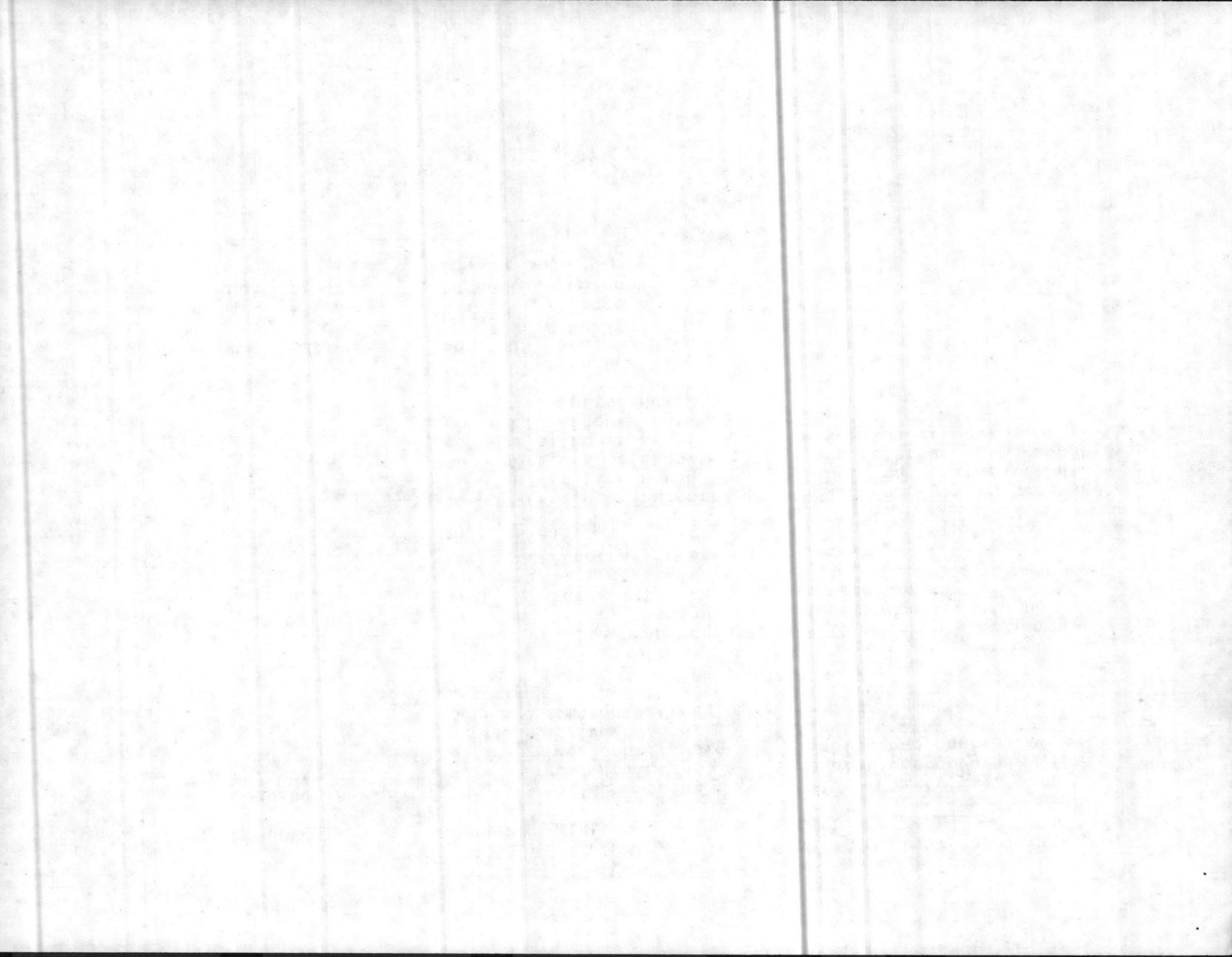
10-1. Comply with pertinent Base TMO policy and MCB instructions.

10-2. Provide transportation and traffic management services related to commercial movement of household effects for authorized personnel.

10-2. Comply with Base and higher headquarters regulations relative to movement of household effects.

11. Storage and Warehousing (AN)
(Non-reimbursable)

11-1. Assign Building H-22 and H-17, and the basement under Ward 7B of Building H-1, for storage of technical and non-technical



CATEGORY OF SUPPORT

MARINE CORPS BASE AS
SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER
WILL:

commodities (to include
contingency equipment)

12. Utilities (AP)
(Reimbursable)

12-1. Electrical Service.
Provide the monthly billing
for power consumption;
meter systems will be
utilized to the maximum
advantage. The cost of
non-metered services shall
be based on an engineered
quantity.

12-1. Reimburse Supplier
for electrical services
provided. Comply with local
instructions relative to
energy conservation notify
supplier when consumption
increases/decreases are
identified.

12-2. Steam Service. Pro-
vide receiver with monthly
billing for steam, based on
engineered quantity.

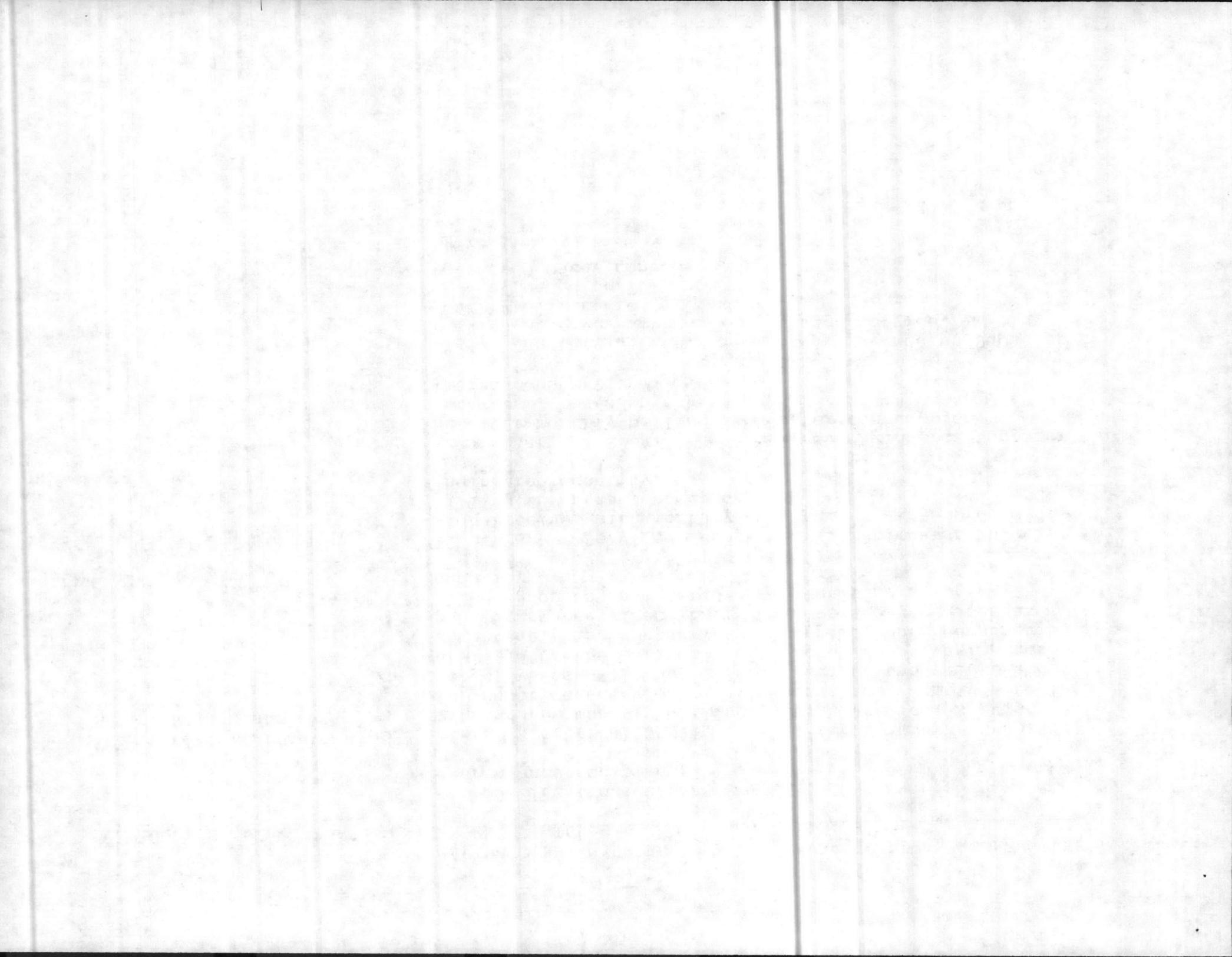
12-2. Reimburse supplier for
steam services provided.

12-3. Water. Provide
Receiver monthly billing
for water, based on est-
imated consumption.

12-3. Reimburse Supplier for
water consumption.

12-4. Sanitary Sewage.
Provide Receiver with
monthly billing for
sewage, based on 70%
estimated water consump-
tion.

12-4. Reimburse Supplier for
sewage service.



CATEGORY OF SUPPORT

13. Administrative
Office Space (AU)
(Non-Reimbursable)

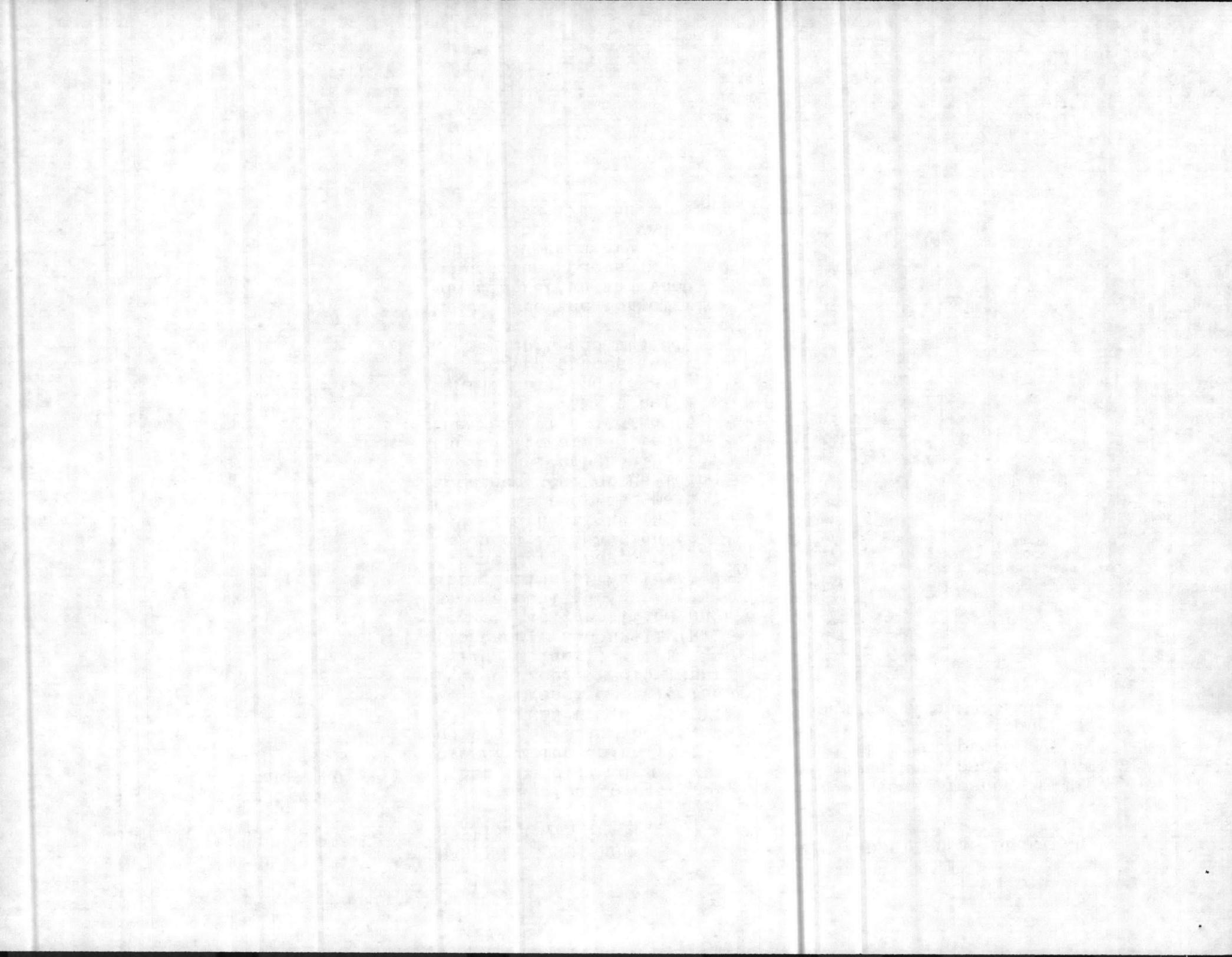
MARINE CORPS BASE AS
SUPPLIER WILL:

13-1. Assign to Receiver, Class I and II plant property including that portion of Building 15, AS302 (MCAS-H), 65 (PMU), FC313 (French Creek), 1300 (Vet Office), BB-10 (CHB), G-770 (Geiger), M-128 (Johnson), and RR-11 (Rifle Range), as identified on the semi-annual assignment and utilization of buildings by Marine Corps Base, Camp Lejeune, NC. Assign to NAVHOSP the eight (8) spaces to the left of the main entrance door of Building 15, facing Holcomb Boulevard, and the entire area directly in the rear of Building 15 between the wings. All other areas behind Building 15 are unreserved spaces for the use of patients and staff.

13-2. Provide for clerical, administrative and food inspection spaces in or adjacent to Commissary and cold storage building. Adequate defined as 120-150 square feet.

NAVAL HOSPITAL AS RECEIVER
WILL:

13-1. Assume responsibility for management control of Class I and II plant property, of Building 15 and surrounding grounds/adjacent parking areas.



CATEGORY OF SUPPORT

14. Real Property Maintenance (AW)

MARINE CORPS BASE AS SUPPLIER WILL:

14-1. Exercise administrative control of Receiver occupied buildings, facilities and land areas. Conduct annual inspection of all Class I and II real property. (Non-Reimbursable)

15-2. Perform structural maintenance (preventive and corrective maintenance) and repair of facilities not caused by negligence or or misuse by the Receiver. This includes installed equipment, utility systems, mechanical systems, interior and exterior structural systems, cyclical painting (interior and exterior). (Non-Reimbursable)

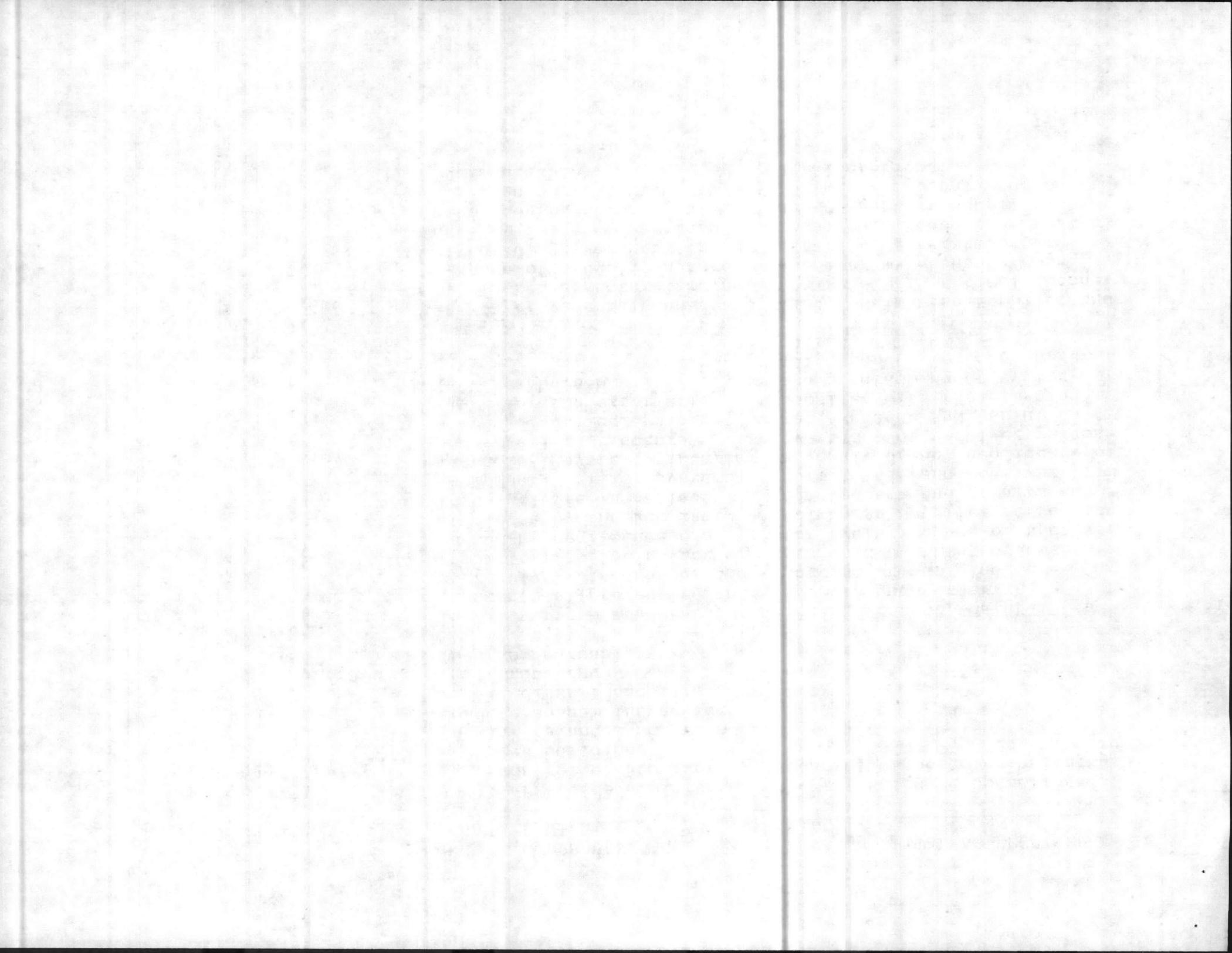
14-3. Provide maintenance other than structural maintenance of a cyclic nature of buildings, grounds and utility systems. Perform minor construction or alteration of real property. (Reimbursable)

NAVAL HOSPITAL AS RECEIVER WILL:

14-1. Exercise operational control of occupied buildings.

15-2. Protect, maintain and keep in good order the portion of buildings as assigned by this agreement for for exclusive use of Receiver. Reimburse Supplier for costs of maintenance and repairs above normal wear and tear which is a result of any negligence or overt act of Receiver personnel. Request and assist Supplier with the planning and programming of cyclic maintenance projects as required.

14-3. Reimburse Supplier and notify MCB in a timely manner whenever maintenance/construction/alterations are required. Request approval and consent of Supplier prior to initiating any construction or alterations.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS
SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER
WILL:

14-4. Provide maintenance and repairs on the interior and exterior of Buildings H-14, H-16, H-23, H-24, H-30 and H-31, including the utility systems and the associated grounds and parking lots. When damage is caused by negligence or misuse by the Receiver, as requested by Public Works Officer, NAVHOSP. (Reimbursable)

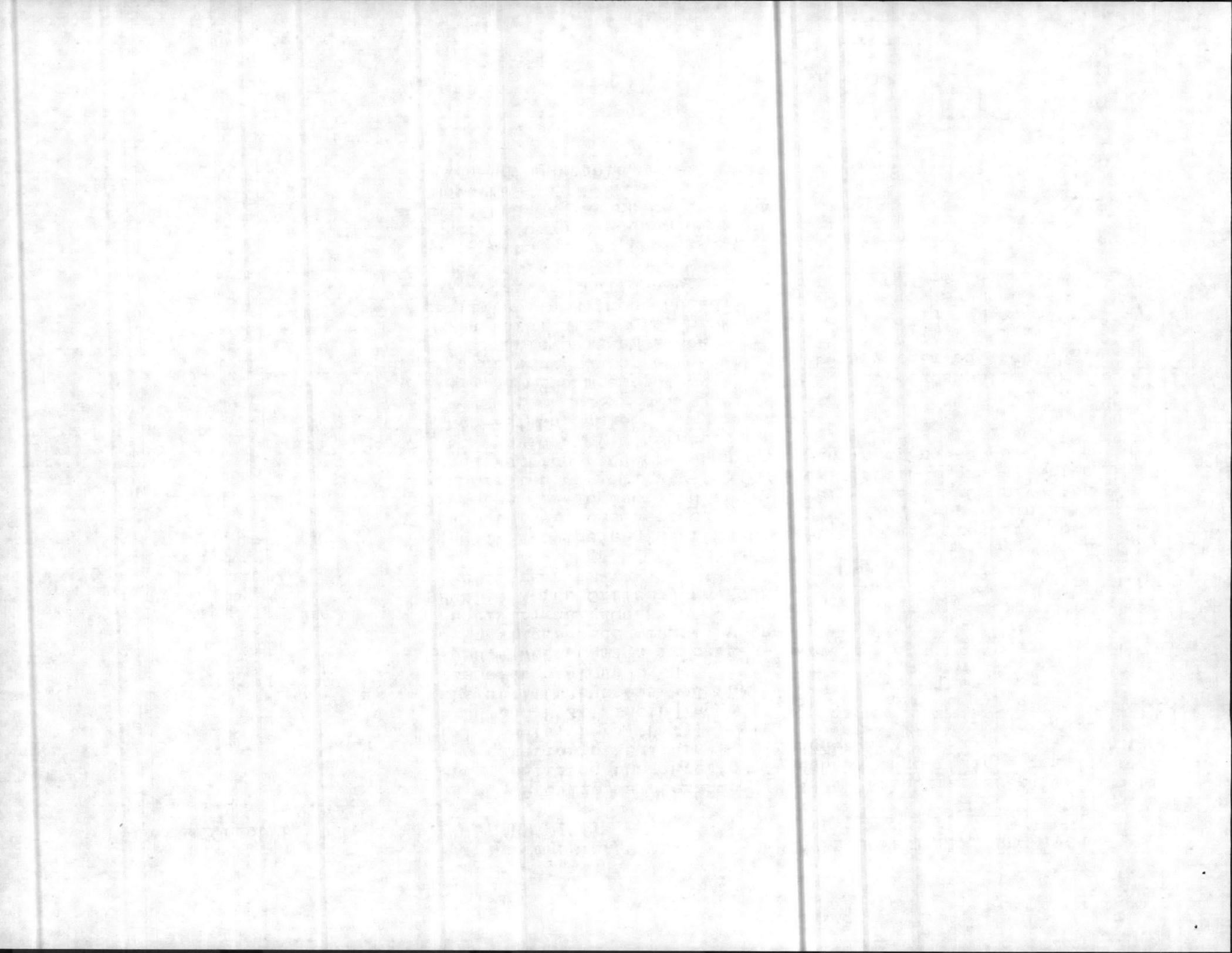
14-4. Reimburse Supplier. Request support in a timely manner.

14-5. Provide engineering support services necessary for the development and submission of military construction projects when not provided by contract. (Non-Reimbursable)

14-5. Submit requests for engineering support in a timely manner. Comply with local instructions relative to engineering support.

14-6. Perform emergency repair work to correct repairable damage caused by natural disasters, broken utility lines (not caused by Receiver negligence) and repair to replace worn out parts of the facilities that are beyond economic maintenance, at no cost to the Government. (Non-Reimbursable)

14-6. Notify supplier of emergency related problems.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER WILL:

15. Refuse Collection and Disposal (AX) (Reimbursable)

15-1. Provide collection and disposal of trash and waste materials at the following locations:

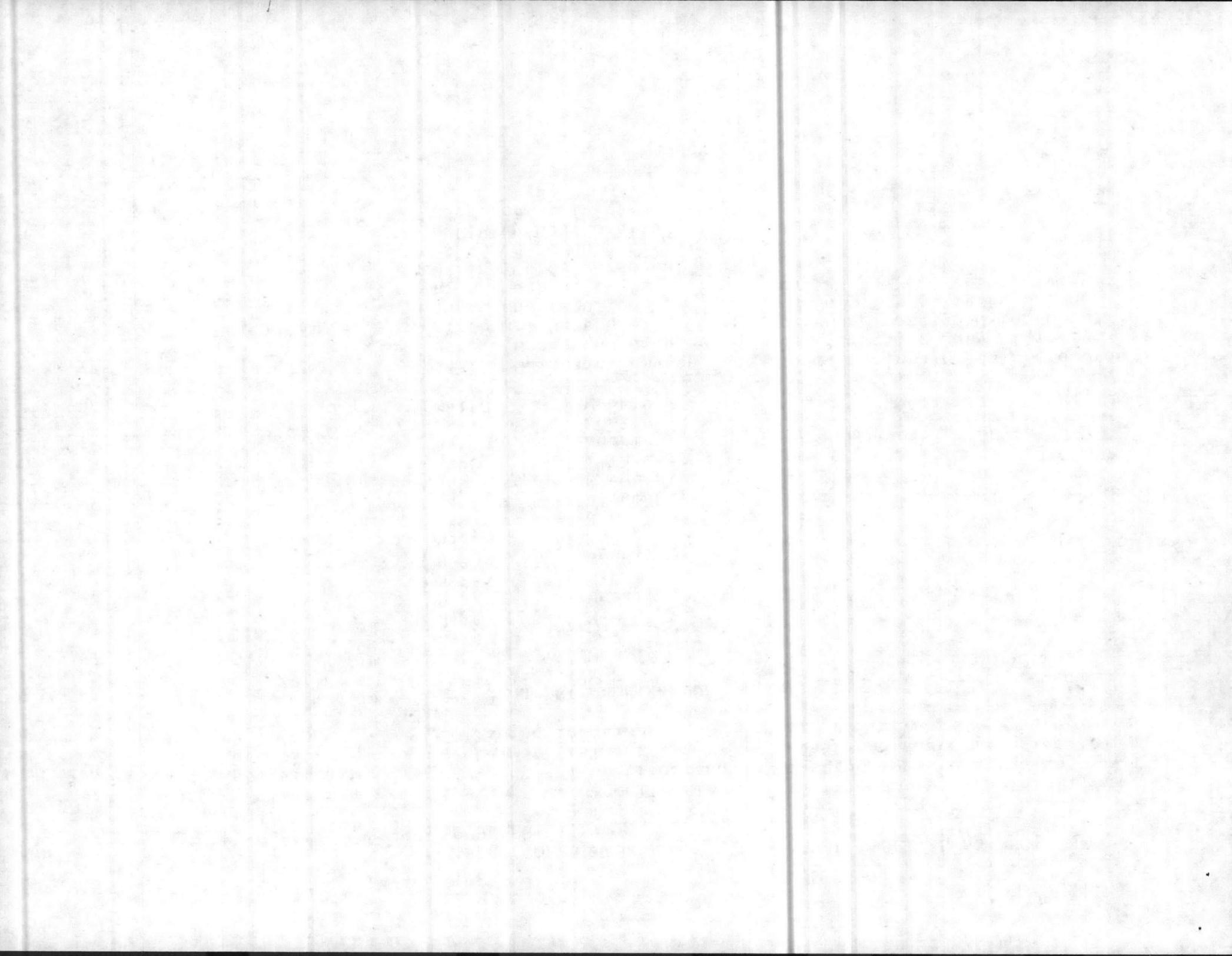
15-1. Comply with local instructions relating to trash and waste material.

<u>Building</u>	<u>Nr of Pickups</u>
NH 100	M-F
NH 118	Weekly
H-14	M-F
H-16	M-F
H-23	Weekly
H-24	M-F
H-30	Weekly
H-31	M-F
15	M-F
36	Bi-Weekly
65	Bi-Weekly
1300	T-Th
AS 302	Weekly
G-770	Weekly
M-128	Weekly

16. Administrative Services (AY) (Non-Reimbursable)

16-1. Maintain Service Record Books and accomplish all personnel functions required by higher authority for Marine Corps personnel assigned to Supplier activity but detailed to Receiver activity

16-1. Maintain health records of all active duty military personnel assigned to duty at Supplier activity but detailed to Receiver activity.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER WILL:

17. Safety (BB)
(Non-Reimbursable)

17-1. Provide coordination, consultation, and technical expertise to Receiver on matters pertaining to safety programs.

17-1. Provide for internal safety program consistent with the Base Safety Program, and comply with local safety directives and procedures as applicable.

18. Communication (BC)

18-1. Transmission of Narrative and Data Message Traffic via AUTODIN
(Non-Reimbursable)

18-1. Furnish communication services covering the receipt and transmission of Narrative and Data Message Traffic.

18-2. Telephone Services
(Non-Reimbursable)

18-2. Provide cable facilities including AUTOVON and FTS.

18-2. Provide requirements to SUPPLIER activity.

18-3. Toll Calls and Special Equipment Rental
(Reimbursable)

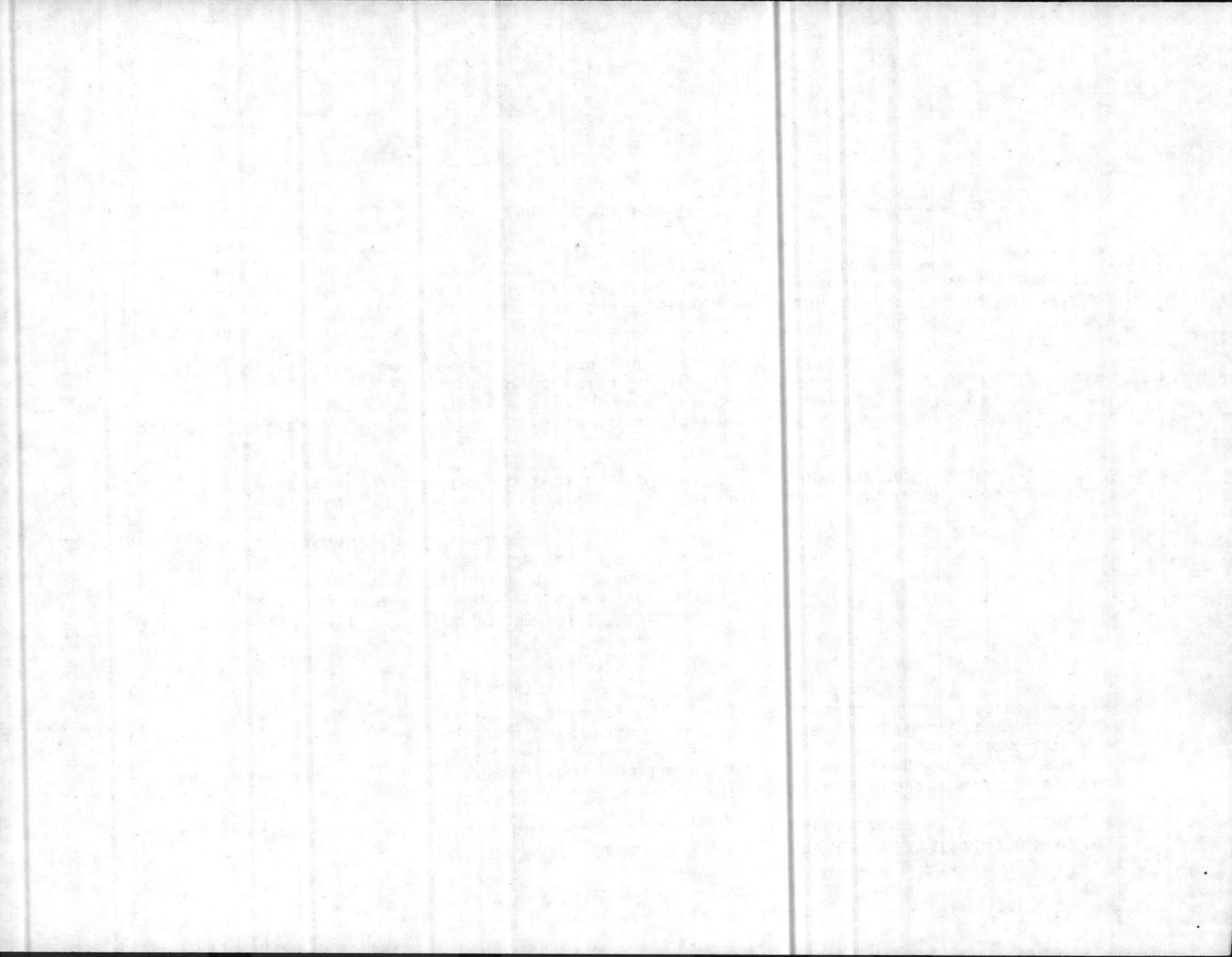
18-3. Provide basic direct dial or switchboard services and such special equipment as may be required.

18-3. Reimburse SUPPLIER for commercial toll calls made/message units charged. Actual billings.

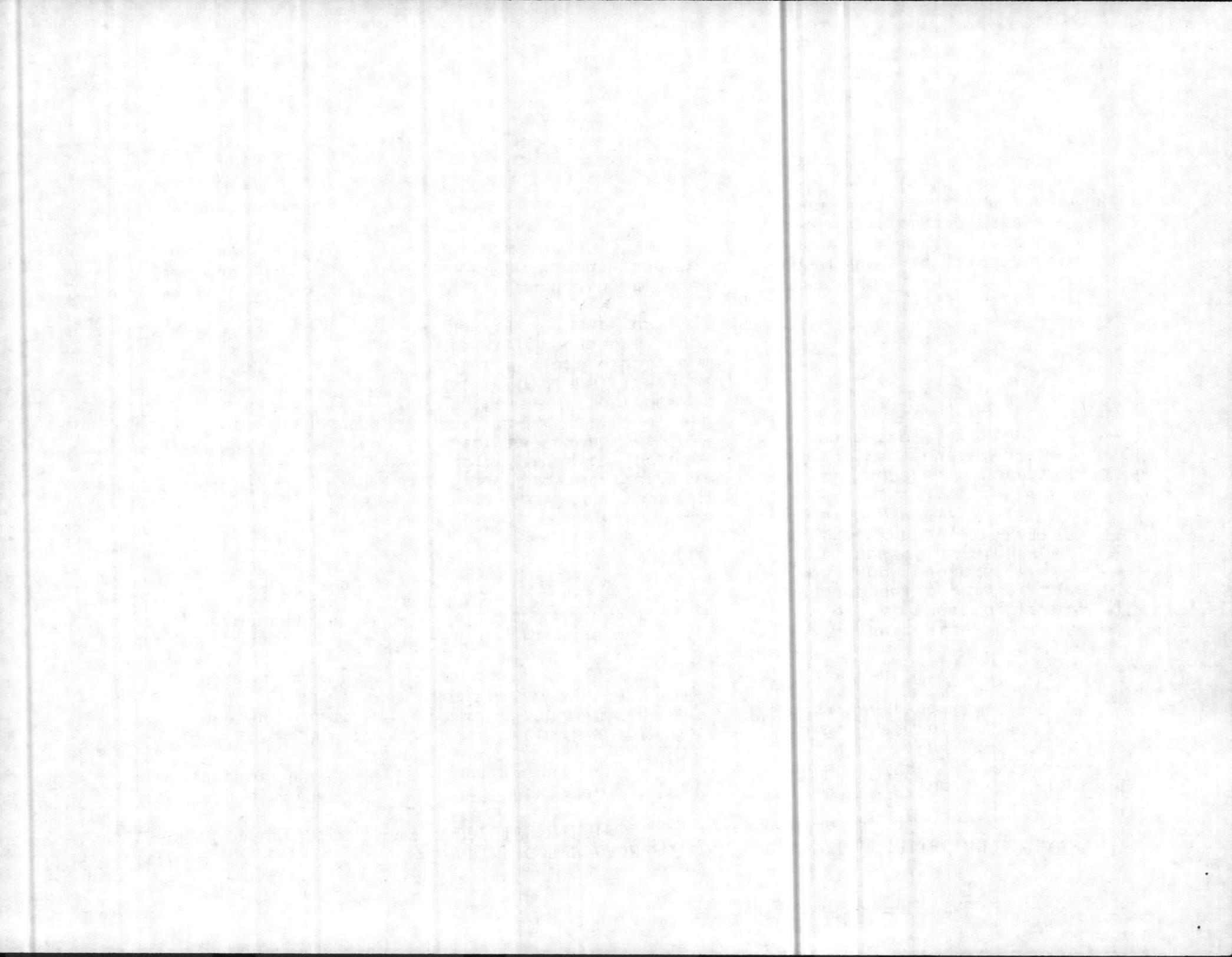
18-4. Communications/Electronic Equipment
(Non-Reimbursable)

18-4. Assist RECEIVER in planning for installation of communication/electronic equipment to be safeguard against possible interference with existing operations of facilities.

18-4. Plan with SUPPLIER any installation of electronic or communication system equipment requirements.



<u>CATEGORY OF SUPPORT</u>	<u>MARINE CORPS BASE AS SUPPLIER WILL:</u>	<u>NAVAL HOSPITAL AS RECEIVER WILL:</u>
18-5. Data Services (Reimbursable)	18-5. Provide cable facilities.	18-5. Provide requirements to to SUPPLIER.
18-6. Equipment Maintenance and Installation (Reimbursable)	18-6. Provide for installation and maintenance of communication equipment.	18-6. Reimburse SUPPLIER for services rendered.
18-7. Personnel (Reimbursable)	18-7. Provide one GS-4 telephone operator.	18-7. Reimburse SUPPLIER for use of telephone operator, to include salary, labor acceleration, applicable step increases, plus night differential, Sunday and holiday premium pay, if applicable.
19. Community Services (BD) (Non-Reimbursable)	19-1. Provide facilities and services to include theaters, exchanges, athletic facilities, and programs, Officer/NCO/Enlisted clubs, libraries, art and craft clubs, commissary dependent schools and related services.	19-1. Adhere to SUPPLIER directives governing the use of such facilities and equipment.
20. Military Personnel Services (BF) (Non-Reimbursable)	20-1. Ensure that ID Card Section reissues the ID card the same day.	20-1. When the need to recover an identification card issued to an active duty or retired Marine or their dependents, is evident, a call will be made to the Marine Liaison.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

20-2. Ensure that a vehicle and driver is available to transport the individual and/or the recovered ID card to the ID section

21-3. Ensure that letters of authorization of privileges are issued to individuals after working hours or on weekends so that DEERS entitlement is not affected.

NAVAL HOSPITAL AS RECIEVER WILL:

20-2. The individual and the ID card will be turned over to the Marine Liaison, who will:

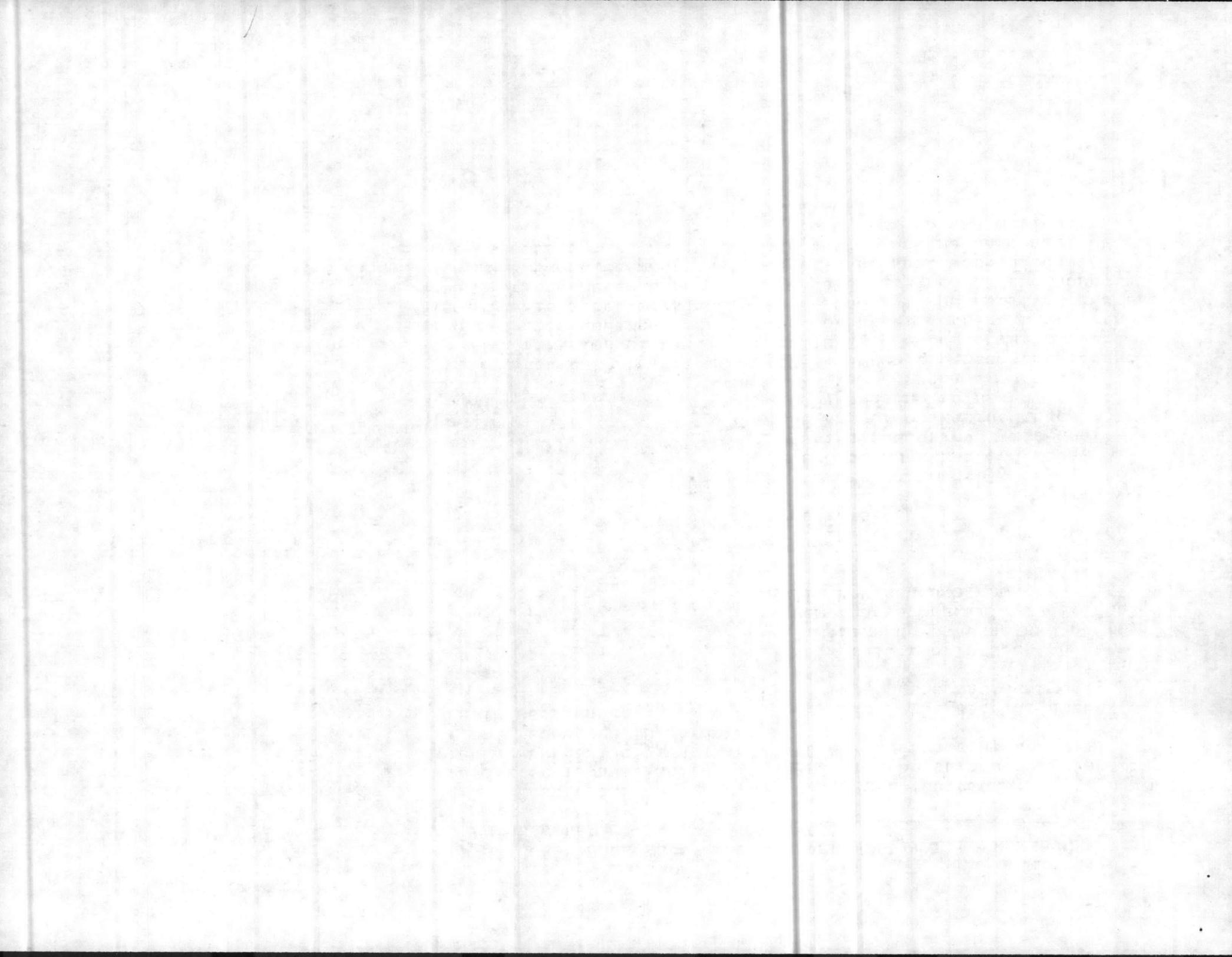
a. Call the Base Adjutant and report the incident.

b. Call the ID Section at Marine Corps Base and notify them that a specific individual will be issued a new card.

c. Deliver the ID card to the ID Section for destruction and reissue.

d. Make a monthly report to the Base Adjutant and Naval Hospital Security Officer of the number of Marine ID cards recovered and reissued.

20-3. When the need to recover an ID Card occurs over a weekend or after working hours, the Base CDO will be notified and the ID card retained at the hospital until the next working day. At that time the card will be turned over to the Marine Liaison.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER WILL:

20-4. Report monthly to the Chief of Staff the number of and circumstances surrounding the recovery of all ID cards at the Naval Hospital.

21. Entomology Services (BM)
(Non-Reimbursable)

21-1. Provide abatement and control measures directed against insects, rodents, weeds, fungi, and other animals or plants determined to be undesirable, upon request. Spray at least quarterly, or more frequently if required for roaches and other household pests.

21-1. Comply with housekeeping and cleanliness requirement to ensure abatement and control measures. Request support as required.

22. Expendable and General Supplies (BU)
(Reimbursable)

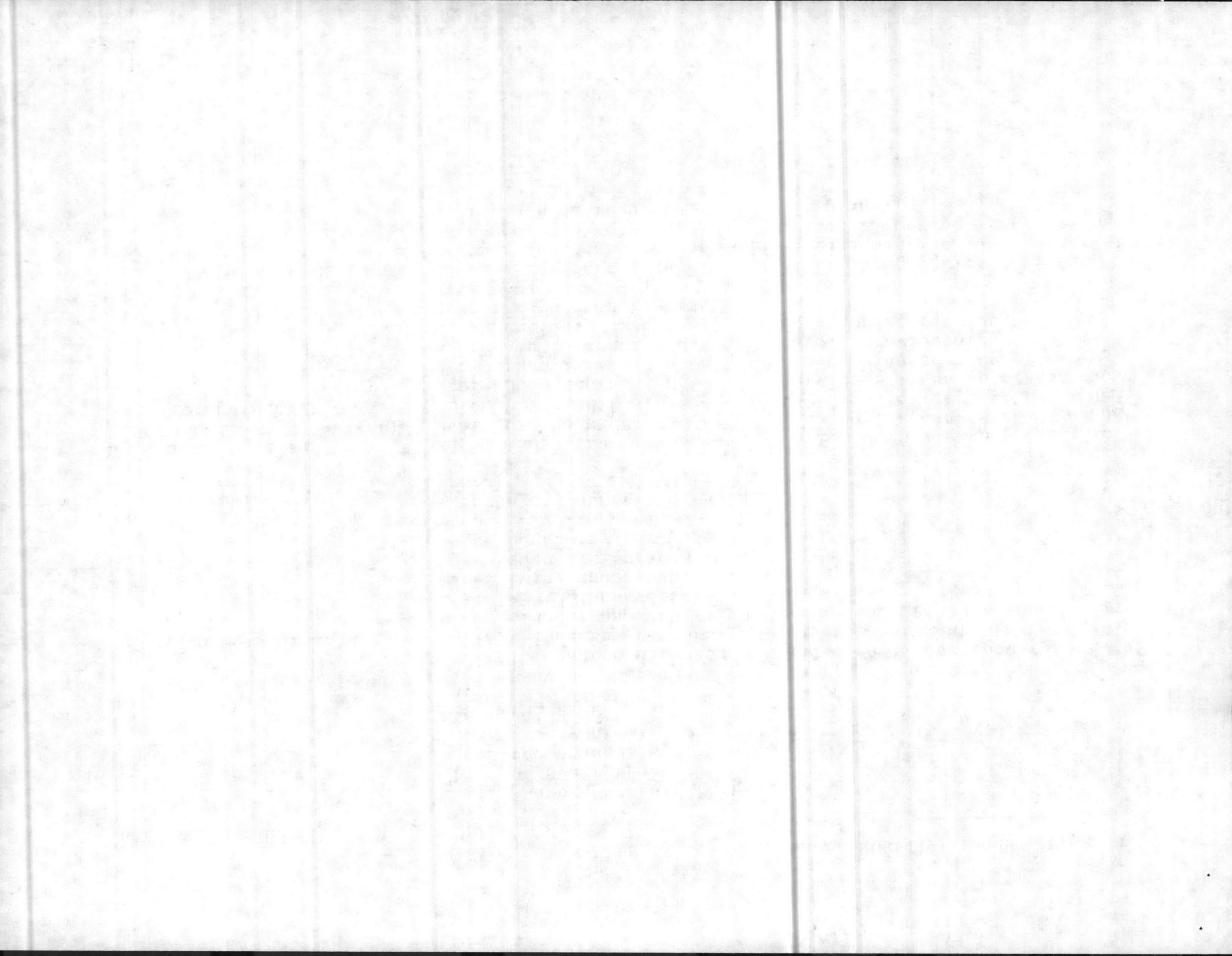
22-1. SUPPLIER will make available to RECEIVER through the Self Service Store/Shop Stores such common supply items as are available to other Receiver organizations. Provide credit card upon request.

22-1. Comply with procedures and regulations established by SUPPLIER for receipt of such services. Request credit card and provide security of credit card. Provide direct payment for support received.

23. Disaster Preparedness (BW)
(Non-Reimbursable)

23-1. Provide destructive weather and disaster preparedness control and assistance as required.

23-1. Comply with MCB, Camp Lejeune destructive weather and disaster control instructions and plans.



CATEGORY OF SUPPORTMARINE CORPS BASE AS
SUPPLIER WILL:NAVAL HOSPITAL AS RECEIVER
WILL:

24. Vehicle Maintenance Support (MG) (Reimbursable)

24-1. Provide maintenance as requested. Establish priority system giving ambulances the same priority as fire fighting and PMO vehicles.

24-1. Reimburse supplier for any maintenance of administrative use vehicles, organic to NAVHOSP, performed by the Supplier.

25. Electrical Equipment Maintenance (ML) (Reimbursable)

25-1. Air Conditioning Service. Provide maintenance and replacement of individual air conditioning units, as applicable.

25-1. Assure user maintenance of air conditioning systems/units. Request service.

26. Clothing and Textiles (SE) (Non-Reimbursable)

26-1. Maintain officer, chief petty officer and enlisted male and female clothing stocks within the Marine Corps Exchange for sale to individuals.

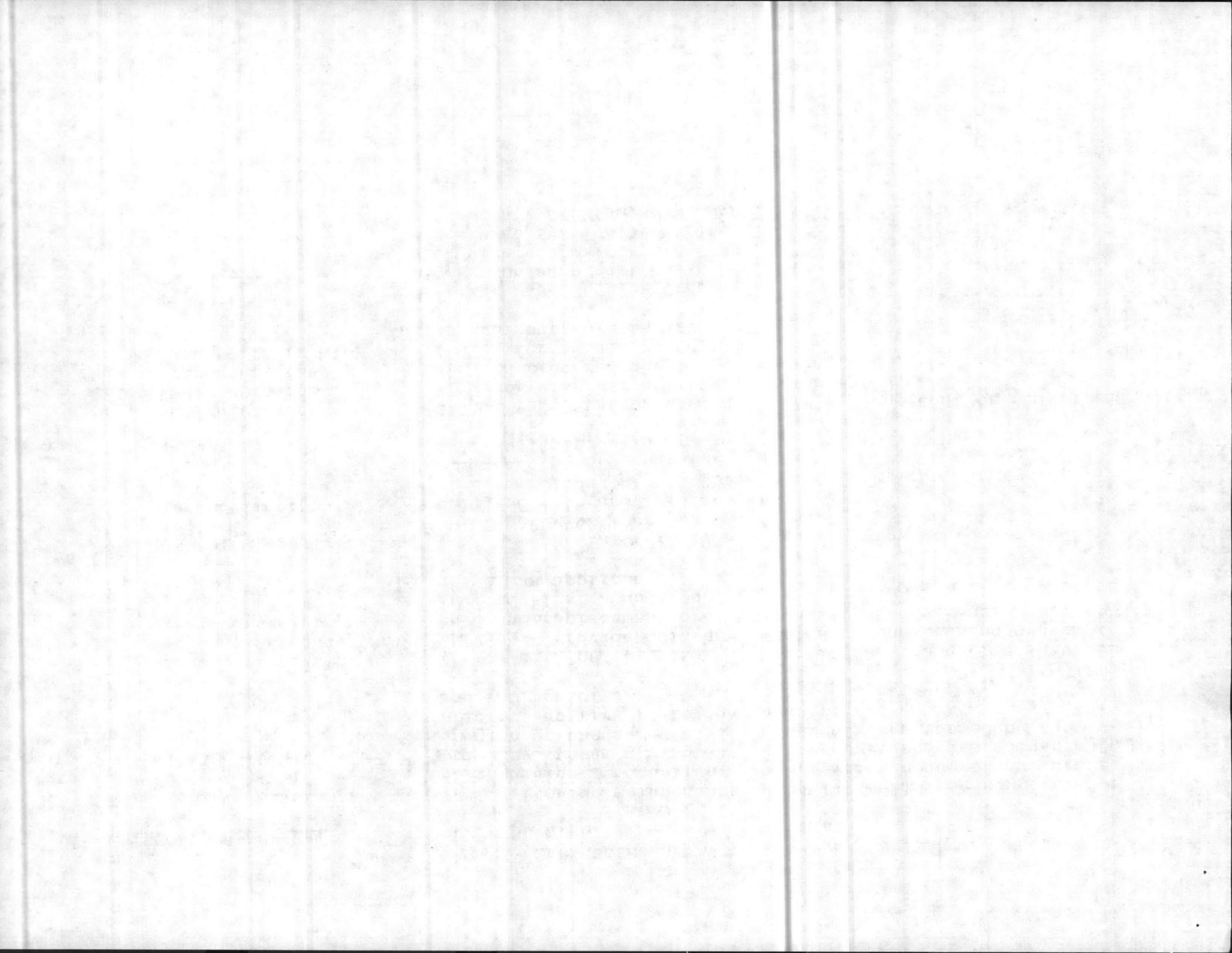
26-1. Provide requirements.

27. Communications Equipment and Components (SF) (Non-Reimbursable)

27-1. Base Station Radios. Provide technical assistance in procurement of radios for ambulance on non-reimbursable basis.

27-1. Fund cost of radios in ambulances.

27-2. Base Station Crash Net. On a no cost basis, provide and maintain a Crash Net Base Station at Marine Corps Air Station, New River.



CATEGORY OF SUPPORT

MARINE CORPS BASE AS SUPPLIER WILL:

NAVAL HOSPITAL AS RECEIVER WILL:

28. Vehicles (SG)
(Reimbursable)

28-1. Administrative Use. Provide on a reimbursable basis, vehicles at the level justified by Receiver utilization.

28-1. Reimburse Supplier for any maintenance of administrative use vehicles, organic to NAVHOSP, performed by Supplier. Reimburse Supplier for maintenance and operation costs of vehicles assigned to NAVHOSP on a full-time basis.

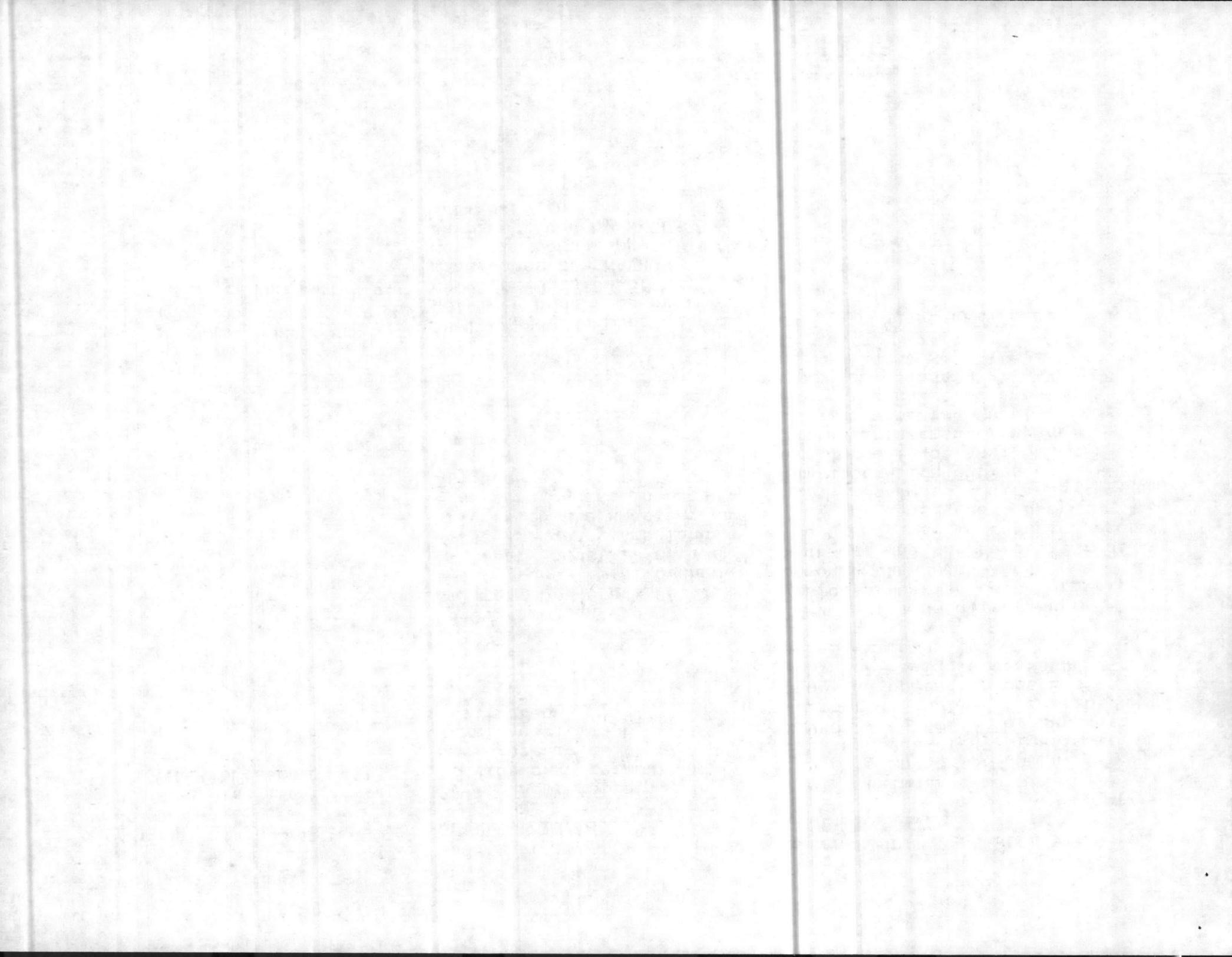
28-2. Ambulance and Military Drivers. Detail the current T/O allowance of twenty-one (21) Marine Corps Emergency Ambulance Drivers to the Receiver on a no cost basis, in excess of 30 days.

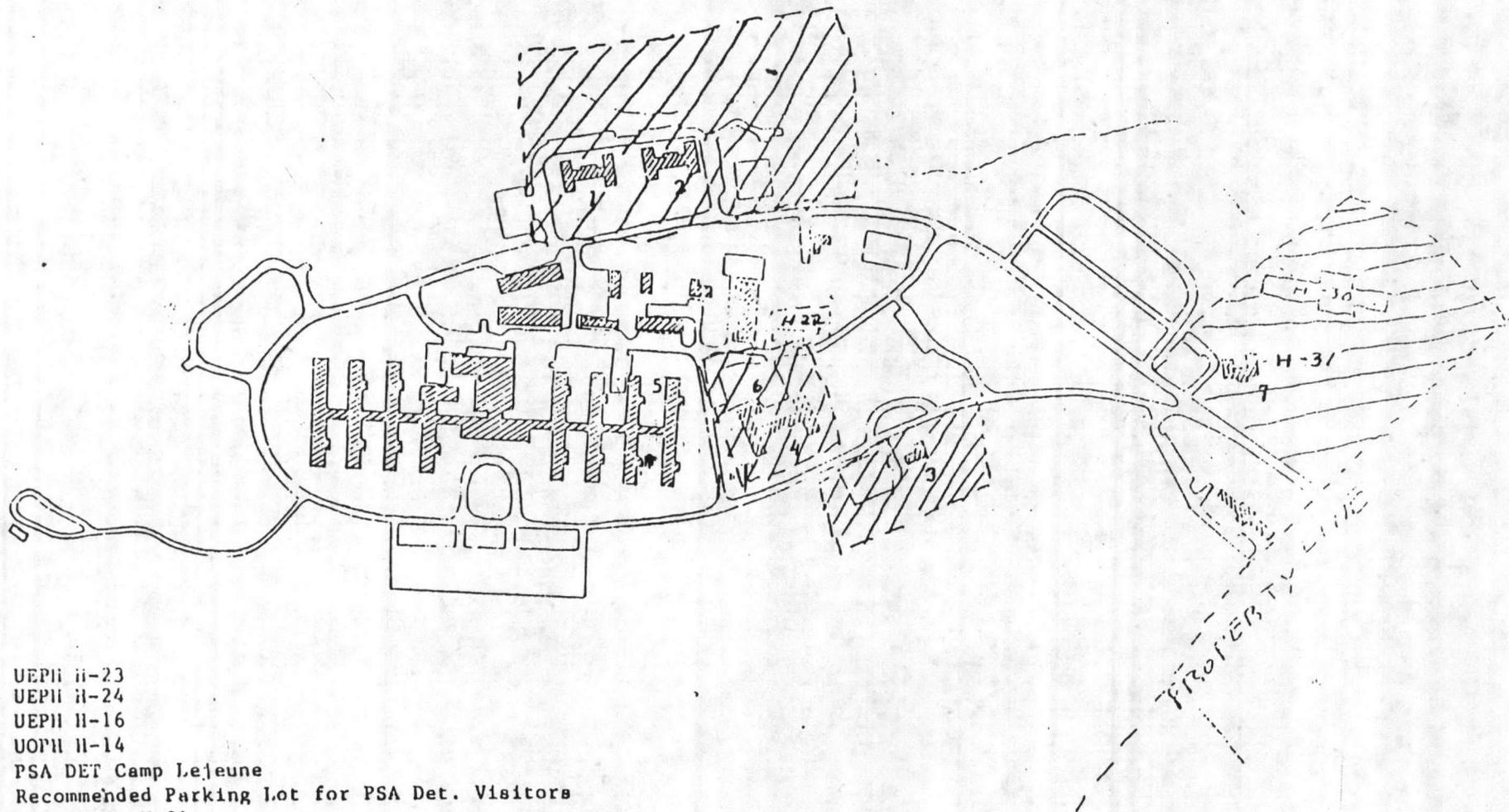
28-2. Provide direct supervision of Marine Corps drivers through the Head, Ambulance Section, and the supervisor of the branch clinic to which each driver is assigned. Drivers may be assigned additional administrative duties but will not normally be assigned direct patient treatment responsibilities. Reimburse Supplier for any maintenance of ambulance vehicles, organic to NAVHOSP, performed by Supplier.

29. Audiovisual Services
(SY)
(Non-reimbursable)

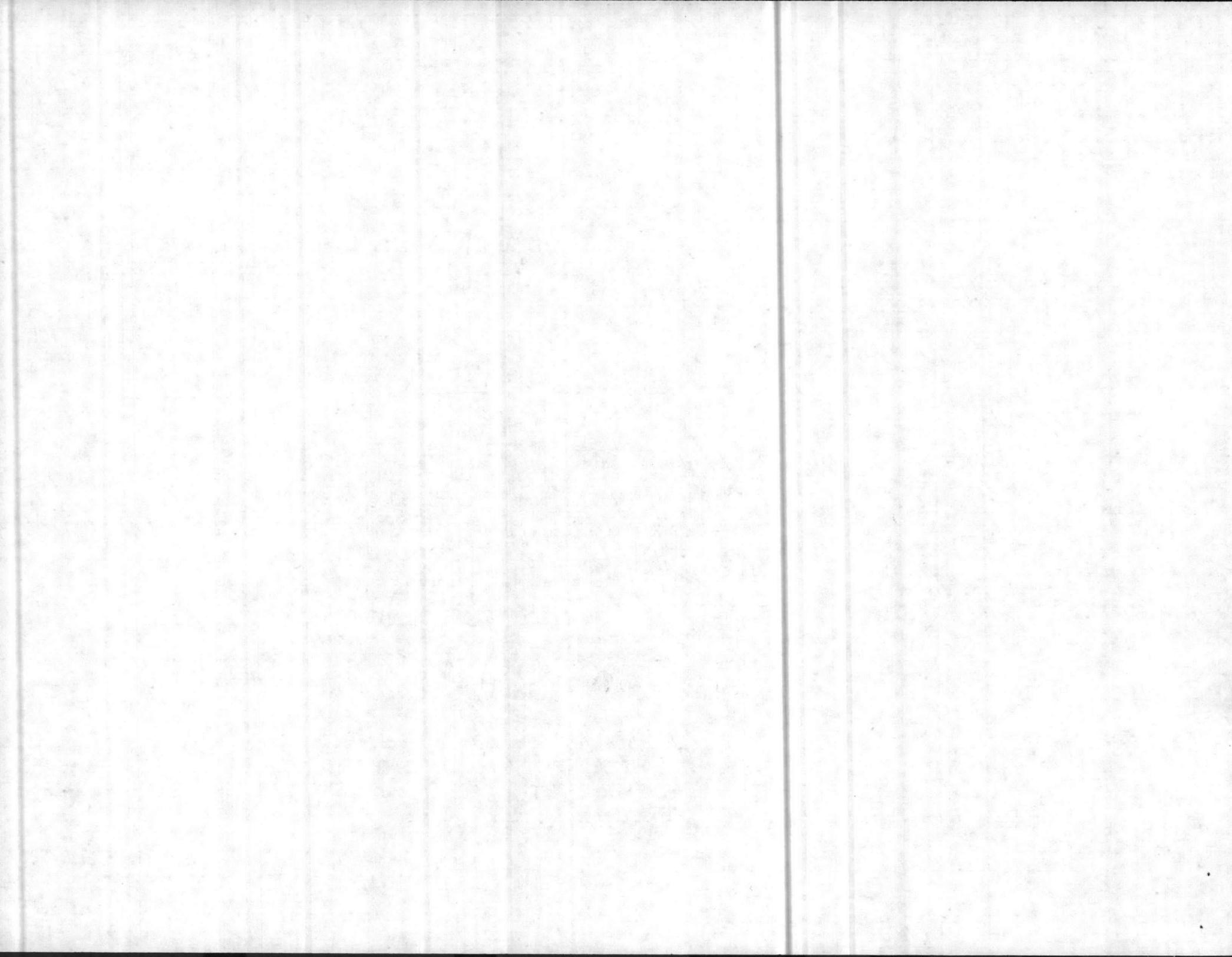
29-1. Provide photographic services upon request for services outside of the mission of the NAVHOSP Medical Photography Division as prescribed by NHCLNC INST 5450.2D.

29-1. Request services.





1. UEPH II-23
2. UEPH II-24
3. UEPH II-16
4. UOPH II-14
5. PSA DET Camp Lejeune
6. Recommended Parking Lot for PSA Det. Visitors
7. ARS BLDG. II-31



ATTACHMENT II

FUNDING AND REIMBURSEMENT ARRANGEMENT

1. General

a. Definitions. The services provided under this agreement are classified under the following categories:

(1) Station Support Services are those recurring services provided by Supplier to Receiver which cannot be easily identified by direct job order changes and are, therefore, prorated.

(2) Station Specialized Support Services are those recurring services which can be identified by direct job order costs.

b. Procedures

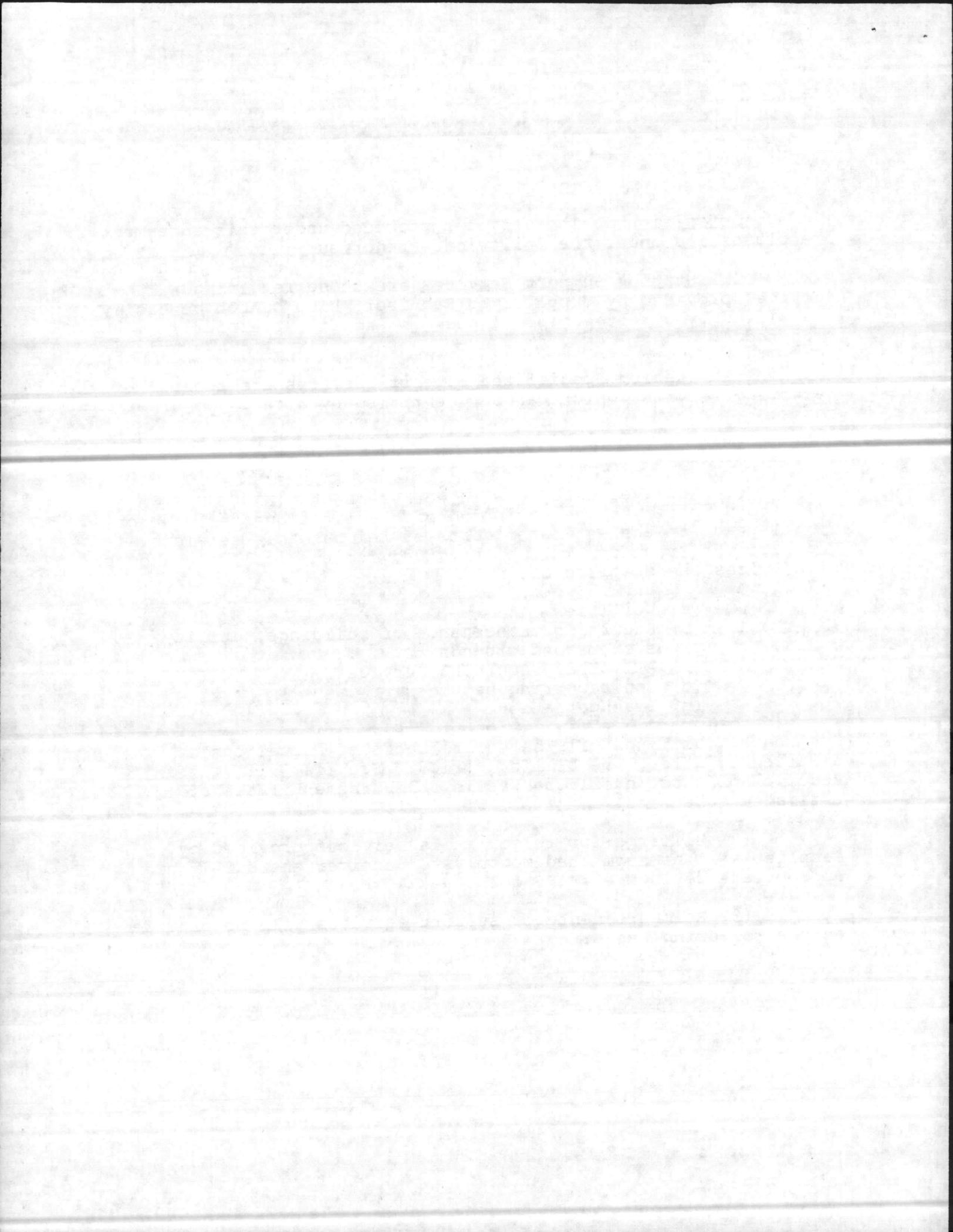
(1) Receiver will forward work requests (NAVCOMP Form 2275) to Supplier at the beginning of the first quarter of each fiscal year for the estimated costs of reimbursable services. Separate work requests will be provided for the following groups of services where applicable:

- (a) Utilities
- (b) Recurring maintenance of buildings, utility systems and grounds
- (c) All other recurring services
- (d) Non recurring services
- (e) Transportation

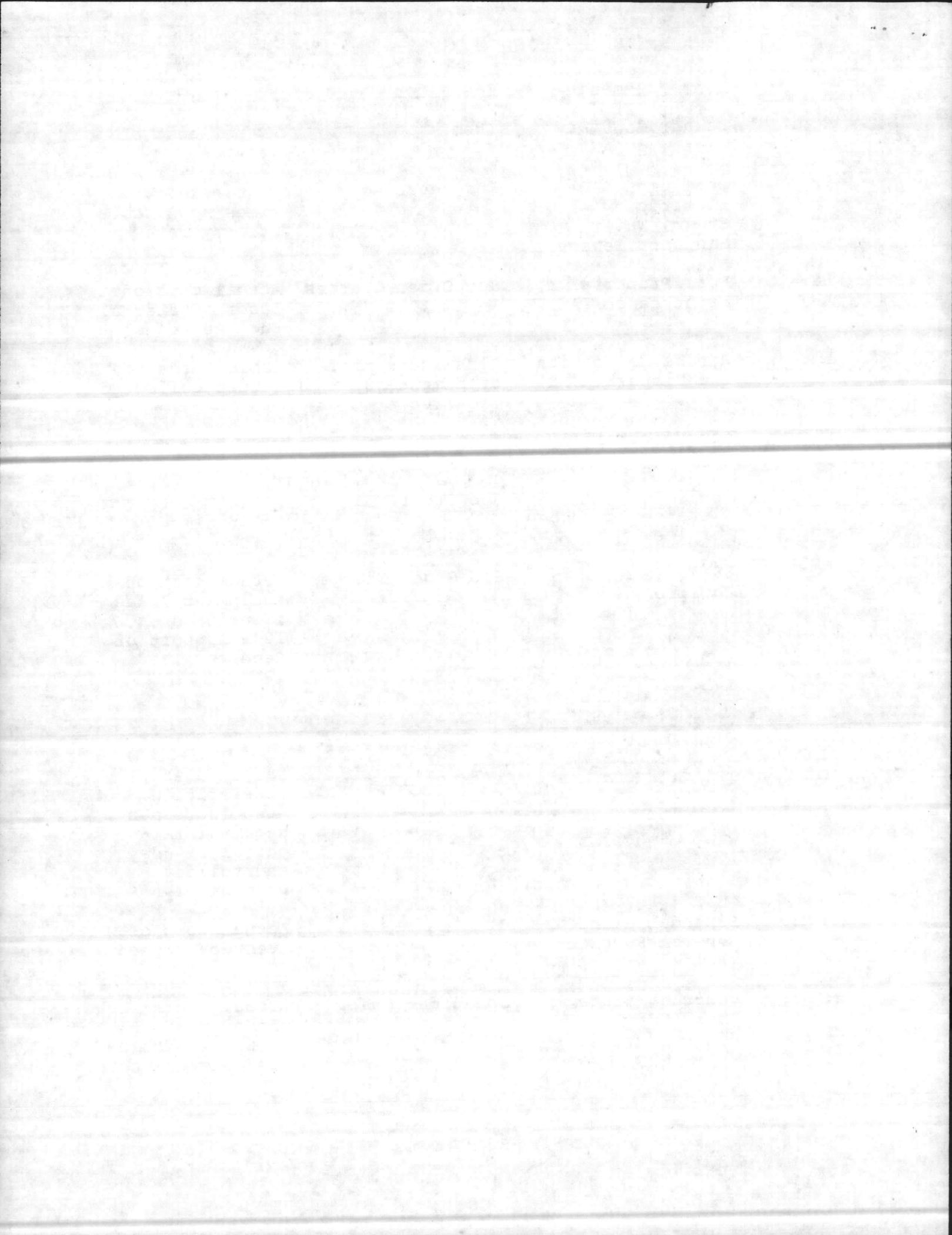
Monthly billings will be on the basis of actual costs experienced during the billing period. Supplier will advise Receiver of substantial changes in reimbursement rates of estimated schedules.

(2) Billings for reimbursable services provided by Supplier will be submitted monthly to Receiver on SF 2277 or appropriate replacement ADP form.

(3) Reimbursement for support services will be provided on the following basis:



	<u>Reimbursement</u>	<u>Basis for Count</u>	<u>Support Services</u>
8	Laundry and Dry Cleaning (AK)	Item	Actual cost of services
12	Utilities (AP) Electricity Steam, Water Sanitary Sewage	Engineered qty	Engineered qty times applicable utility rate
14	Real Property Maintenance (AW)	Job Order Charges	Actual cost of labor & material Engineered est
15	Refuse Collection and Disposal (AX)	Size and number of dumpsters required	Cubic yards of refuse collected
18	Communication Services (BC)		
	18-3. Long Distance Telephone Service	Job Order Charges	Actual cost of toll calls
	18-4. Telephone Equipment	Job Order Charges	Actual cost of equipment/lines identified as 100% support of Receiver
	18-5.		
	18-6.		
	18-7. Personnel	One GS-4 Employee	Salary, labor acceleration, step increases, night differential, Sunday and holiday premium pay
22	Expendable and General Supplies (BU)	Item	Actual cost of items purchased
24	Vehicle Maintenance (MG)	Job Order Charges	Actual hours expended plus supplies, equipment and/or costs



	<u>Reimbursement</u>	<u>Basis for Count</u>	<u>Support Services</u>
25	Electrical Equipment Maintenance (ML)	Job Order Charges	Actual hours expended, plus supplies, equipment and/or costs.
28	Vehicles (SG)	Mileage	Vehicle mileage times applicable rates

