



UNITED STATES MARINE CORPS  
MARINE CORPS AIR STATION NEW RIVER  
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I&R

29 JUL 2024

COMMANDING OFFICER'S POLICY LETTER 01-24

From: Commanding Officer, Marine Corps Air Station New River  
To: Distribution List

Subj: SUPPORT AGREEMENT APPROVAL AND SIGNATURE AUTHORITY

Ref: (a) DoDI 4000.19, Support Agreements  
(b) 10 U.S.C. 2679; Installation Support Services: Intergovernmental Support Agreements

1. Purpose. To establish a policy for proper routing, approval, and signature authority of Marine Corps Air Station (MCAS) New River Support Agreements.

2. Cancellation. Commanding Officer's Policy Letter 02-22.

3. Information

a. Support agreements document the terms of an agreement that a Department of Defense (DoD) Component enters into with another DoD Component, a Federal agency or Federally-recognized Indian tribe, a state or local government, or a state or local government for support of the National Guard. There are different types of support agreements: General Terms and Conditions (FS Form 7600A), Memorandum of Agreement, Memorandum of Understanding, Cooperative Agreement, Assisted Acquisition Agreement, National Defense Authorization Act Agreement under section 331, Partnership Agreement, and the Operating Agreement for financial institutions.

b. Reference (a) establishes the support agreement approval authority as the DoD Component Commander, Commanding Officer (CO), or Director. DoD Components may delegate this function, in accordance with the concerned Component's policy. It further provides detailed instructions on the proper preparation of support agreements.

c. Approval and signature authority is not commensurate with the grade/rank/title of the other party's signatory.

4. Action. All support agreements will be coordinated with the Air Station Support Agreements Manager (SAM) who resides in the Business Performance Office, Innovation & Readiness Department. Approval and signature authority for all MCAS New River support agreements shall reside with the CO. During the absence of the CO, MCAS New River, support agreement and signature authority shall be in accordance with reference (b).

5. Roles, Responsibilities, and Implementation

a. MCAS New River CO and Special Staff. Submit all proposed support agreements to the MCAS New River SAM. Support agreements are not to be

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approved/signed at the department level without delegation of signatory authority from the MCAS New River CO.

b. MCAS New River Installation and Environment Director. The delegation of signatory authority for support agreements on the subject of assigning and policing of buildings, structures, and surrounding areas to include issuing/de-issuing hangars, office spaces, and other facilities are approved for the Installation and Environment Department Head only. All other support agreements are not to be approved/signed at the department level.

c. MCAS New River SAM. Administer and manage MCAS New River support agreements to include preparation, facilitating coordination, and approvals/signature.

6. Applicability. This policy is applicable to all military personnel and appropriated fund civilians assigned to MCAS New River.

7. Point of contact is the Installation Director of Innovation and Readiness at (910) 449-6382 or patricia.hamrick@usmc.mil.



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