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Date: 04 September 2012

**SHAPE DIRECTIVE (SD) 100-7**

**PUBLIC WORKS AND LOGISTICS OFFICE POLICIES, PROCEDURES AND SERVICES**

REFERENCES: See Annex A.

1. **Status.** This directive is a complete rewrite of SHAPE Directive 100-7, dated 12 May 2006.
2. **Purpose.** The purpose of this directive is to state the responsibilities, policies and procedures governing logistics and facility support (including services and supply) and operation of the SHAPE installation at Casteau, Belgium. An explanation of Terms, Definitions and Abbreviations is given in Annex B.
3. **Applicability.** This directive is applicable to all SHAPE personnel, agencies and activities as well as all activities and agencies funded by sources other than the NATO Budget Committee, occupying space, utilising the facilities and real estate of the SHAPE installation or obtaining services or supplies from Public Works and Logistics Office (PWL) of Headquarters Support Group (HSG).
4. **Supplementation.** Supplementation is not authorised.
5. **Publication Updates.** Updates are authorised when approved by the Director of Management (DOM), SHAPE.
6. **Proponent.** The proponent for this directive is Headquarters Support Group (HSG), Public Works and Logistics Office (PWL).

**FOR THE SUPREME ALLIED COMMANDER, EUROPE:**

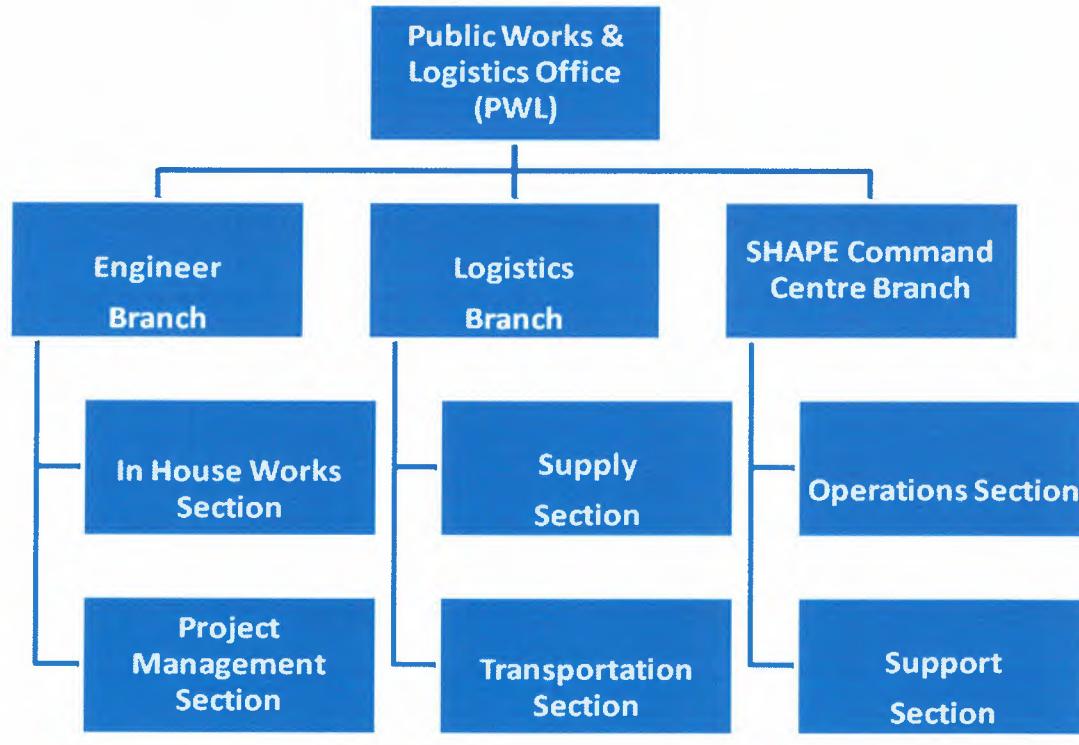
  
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**TABLE OF CONTENTS**

<b>SUBJECT</b>	<b>PAGE</b>	<b>PARA</b>
<b>CHAPTER 1 - ORGANISATION AND RESPONSIBILITIES</b>		
Task Organisation (Public Works and Logistics Office) .....	3	1-1
Public Works and Logistics Office (PWL) Key Tasks.....	3	1-2
PWL Functions .....	4	1-3
PWL Limitations - Tasks not Performed .....	5	1-4
<b>CHAPTER 2 - ENGINEER BRANCH POLICIES AND PROCEDURES</b>		
Overview.....	8	2-1
Purpose .....	8	2-2
Applicability.....	8	2-3
Objectives.....	8	2-4
Policies for Engineer Maintenance, Repairs and Services .....	8	2-5
Procedures for Maintenance, Repairs, New Works, Supply & Services .....	11	2-6
<b>CHAPTER 3 - LOGISTICS BRANCH POLICIES AND PROCEDURES</b>		
Overview.....	13	3-1
Purpose .....	13	3-2
Applicability.....	13	3-3
Objectives.....	13	3-4
Supply Section – Policies and Procedures .....	13	3-5
Transportation Section – Policies and Procedures .....	19	3-6
<b>CHAPTER 4 - ENGINEER SUPPORT IN THE SHAPE COMMAND CENTRE</b>		
Overview.....	21	4-1
Purpose .....	21	4-2
Applicability.....	21	4-3
Objectives.....	21	4-4
Policies for SCC, Maintenance, Repairs and Services .....	21	4-5
Procedures for Maintenance, Repairs, New Works, Supply and Services .....	24	4-6
<b>ANNEXES</b>		
A. References.		
B. Explanation of Terms/Definitions/Abbreviations.		
C. Reimbursement for Engineer Supplies and Services.		
D. SF8 (Request for Public Works and Logistics Office).		
E. ACO Form 51 (Report of Survey for International Property).		
F. Letter of Appointment.		
G. SF 31 (Equipment Transaction Form).		
H. SF 37-1 (Signature Card).		
I. SF 288 (Transportation Request).		

## CHAPTER 1 - ORGANISATION AND RESPONSIBILITIES

### 1-1. Task Organisation (Public Works and Logistics Office)



### 1-2. Public Works and Logistics Office (PWL) Key Tasks

The Public Works and Logistics Office (PWL) ensures the overall functioning and support of the HQ facilities and all related services (less CIS services).

PWL Office, as part of Headquarters Support Group (HSG), is responsible for the following:

- a. Construction, maintenance, repair and operation of buildings, facilities, utilities, roadways and grounds for the installation
- b. Automated engineering management and control systems
- c. SHAPE Command Centre Operations
- d. Refuse Collection and Waste Disposal
- e. Procurement, storage and distribution of supplies necessary to support the engineer workforce
- f. General logistics and supply support
- g. Supporting transportation requirements and management of the SHAPE Blue Fleet

- h. Space management (except Bldg 101, 102 and 185)

### 1-3. PWL Functions

#### a. Engineer Branch Functions

- (1) Provide maintenance, repair, rehabilitation, alteration and construction of buildings, structures, utility systems, roads, pavements, sewage lines, hardened equipment, signs and grounds on SHAPE. This excludes family housing (600 and 800 areas), and communication and information systems (CIS) (See Paragraph 4).
- (2) Perform work for SHAPE activities, which are not internationally funded, on a cost reimbursable basis.
- (3) Perform after-duty hours engineer emergency maintenance and repair operations on SHAPE (except family housing, where action shall only be taken to mitigate urgent safety problems to prevent the loss of life or property).
- (4) Serve as the SHAPE point of contact with the Regional Construction Directorate, Belgian Ministry of Defence Infrastructure Division (8CRI) to coordinate Host Nation building permits, construction execution and other facility renovation.
- (5) Operate and maintain all utility systems to include heating, water and electricity networks, ventilation, air conditioning, refrigeration, energy monitoring, alarm and control systems.
- (6) Maintain all kitchen equipment (accomplished on a reimbursable basis except for the Continental Mess, Building 311, and internationally funded equipment in the SACEUR's Mess).
- (7) Provide technical advice to include engineer plans and estimates.
- (8) Operate and maintain the HSG incinerator facility for the destruction of classified material.
- (9) Space Management for SHAPE estate less buildings 101, 102 and 185 (SCC).
- (10) Assist the HSG RMO in presenting and defending the PWL Engineer portion of the SHAPE Budget Estimates.
- (11) Assist HSG RMO in Preparation of estimates to support NATO's 5-year Medium-term Resource Plan (MTRP), as well as inputs for engineer major works requirements identified by the SHAPE staff. Preparation of MTRP packets with justification resides with requestor or customer.
- (12) Assists in the preparation of NATO Security Investment Programme (NSIP) inputs.

b. Logistics Branch Functions

- (1) Receive, store, and distribute expendable and non-expendable materials, supplies and spare parts.
- (2) Register and maintain accountability of all SHAPE real property, non-expendable property and capital items (including installed utility equipment) issued through Property Accounting (PA).
- (3) Provide refuse collection and general cleaning services, except family housing and apartment areas.
- (4) Provide property disposal support for SHAPE international activities.
- (5) Manage the SHAPE Recycling Programme.
- (6) Control the operation and provide vehicle disposal support to all SHAPE Blue Fleet.
- (7) Provide maintenance support to all SHAPE Blue Fleet and Special Equipment utilised by SHAPE.
- (8) Coordinate new and replacement vehicle requirements.
- (9) Develop and coordinate budget input for SHAPE engineering, Office Support, Supply Support and Mess Support requirements. Submit consolidated requirements to the HSG RMO for incorporation into the annual budget.
- (10) Assist the HSG RMO in presenting and defending the PWL Logistics portion of the SHAPE Budget Estimates.
- (11) Assist HSG RMO in Preparation of Estimates to support NATO's 5-year Medium-term Resource Plan (MTRP), as well as inputs for major supply support requirements identified by the SHAPE staff. Preparation of MTRP packets with justification resides with requestor or customer.

c. SHAPE Command Centre Functions

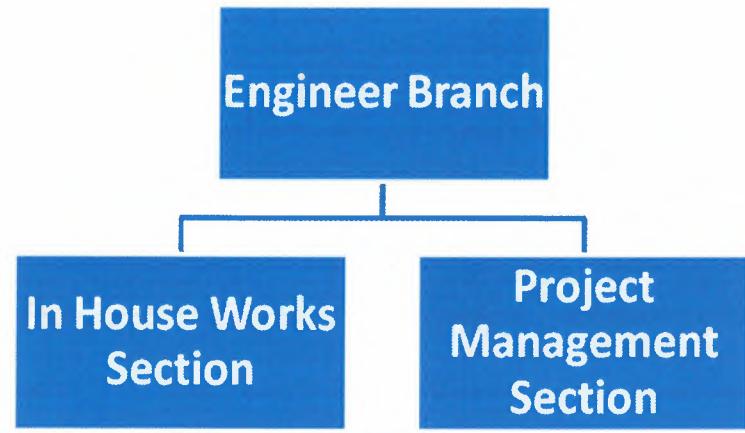
- (1) Operate, maintain and clean SHAPE Command Centre (SCC), facilities, utilities and life support systems (except communication installations);
- (2) Install, operate and maintain SCC engineering automated management and control systems.

**1-4. PWL Limitations - Tasks not Performed**

PWL Office is limited by EU regulations, Host Nation legal requirements, NATO policy and/or SHAPE guidance from performing certain tasks. Our ability to support specific requirements may also be constrained by budget policy restrictions or other priorities. While PWL Office does endeavour to meet all requirements, it does not perform the following tasks:

- a. Engineering work or services not accomplished on or destined for the SHAPE Installation unless specifically agreed to in writing by Chief, PWL Office on a case-by-case basis. Examples of these services include support for deployments, or SHAPE sponsored events taking place off installation.
- b. Work in SHAPE family housing (this work must be performed by SHAPE Domains or by private arrangement) except for safety and emergency.
- c. Procurement or installation of mechanical water coolers, vending machines, clothes washers or dryers. Technical assistance and installation or modification of utilities to enable equipment to function may be requested as a reimbursable service using an SF8 (See Annex D).
- d. Production of interior signs other than those authorised for doors or conference rooms or required for safety. All other requirements for special signs must be requested through the Visual Aids Section Support Services Branch of HSG, SUS Branch.
- e. Portable generator support.
- f. Procurement, installation or maintenance of communication equipment, signal cables, intercom and buzzer systems or other communications systems to include computer local area and wide area networks, television and public address systems. NCIA Sector Mons, SHAPE provides these services.
- g. Special requirements on athletic fields concerning removal of litter, construction and maintenance of bleachers, scoreboards, underground and above ground water sprinkler systems or other athletic equipment. Works may be performed on a reimbursable basis if resources are available.
- h. Fabrication of speciality items not associated with repair or maintenance of facilities, grounds or utilities.
- i. Procurement or maintenance of plants or flowers for office rooms or areas, except for the SHAPE Command Group.
- j. Entomological services; the Health and Environmental Safety Office (HESO) provide this service.
- k. Removal of litter within a distance of at least ten metres or a reasonable distance outward toward general common areas of buildings specifically assigned to other Organisations or activities.
- l. Lawn mowing within 10m of family housing in the 600 and 800 areas.
  - (1) PWL Office will mow general and/or common areas, but residents are responsible for areas in proximity of their residence. This is defined as an area of at least 10 metres from the residence or the area between the residence and the nearest common area, roadway, curb or pavement.

- (2) PWL Office shall not assume responsibility for damage that is sustained to satellite dishes, buried or surface laid cable or other resident-erected structures beyond 10 metres from family housing.
- m. Construction projects at SHAPE (including NSIP) funded from the NATO infrastructure programme when SHAPE is not designated Host Nation. PWL Office will provide technical assistance and advice as well as participate in the provisional and final acceptance inspections.
  - n. Movement of computer and ADP equipment.
  - o. Holiday decorations, except for Christmas decorations in accordance with HSG OPORD.
  - p. Space Management Bldg 101, 102 and 185 (SCC): this task is performed by HSG CPA Branch.

**CHAPTER 2 - ENGINEER BRANCH POLICIES AND PROCEDURES**

**2- 1. Overview.** The Engineer Branch of the Public Works and Logistics Office (PWL) is responsible for infrastructure work in support of international military requirements, including facility maintenance, repair, construction and support to official ceremonies and functions. Engineer Branch is able to carry out or organise work through contracts for SHAPE activities, which are not internationally funded, on a cost reimbursable basis, if branch resources are available.

**2- 2. Purpose.** To detail policies and procedures for Infrastructure Engineering, maintenance and provision of Engineer support for future estate development and planning.

**2- 3. Applicability.** This directive applies to all SHAPE personnel, agencies and activities as well as all non-SHAPE funded activities and agencies occupying space on or utilising the facilities and real estate of the SHAPE installation.

**2- 4. Objectives**

- a. To formalise the policies for provision on engineer services, detailing responsibilities of Engineer Branch.
- b. To establish procedures for reporting faults, requesting new works and funding requirements.

**2- 5. Policies for Engineer Maintenance, Repairs and Services****a. Maintenance and Repair**

- (1) Works shall be executed to conform to Host Nation and European Union (EU) standards for fire, environmental protection, safety and building codes. Work required meeting national or other standards that are more onerous than Host Nation and EU standards will not be paid through international funding.
- (2) Repair work is classified as either emergency, urgent or routine. Priorities for the accomplishment of all work are established by PWL Office.
- (3) The interior and exterior painting cycle of facilities is determined by PWL Office subject to funding.

- (4) Any work, in the SHAPE Command Centre (SCC) telecommunications tunnel which has a safety/security impact, must be reported through chain of command.
- (5) All convenience repairs, modifications, and installation or maintenance of non-internationally funded (non-IF), national or activity-owned equipment shall be performed on a reimbursable basis and is subject to resource availability.
- (6) All works that are not a fair charge to maintenance such as wilful damage or negligence will be billed to the requestor as a 'Reimbursable Service'.
- (7) Permanent connection of electrical apparatus to the main supply, stand-by or Uninterrupted Power Supply (UPS) systems have to be made only with permission of PWL Office. Plug-in electrical appliances intended for use in SHAPE offices or public areas must first be inspected and approved for use by PWL Office. It shall be the responsibility of the appliance's owner to initiate (via SF8) a request for approval of use. Such appliances may be subjected to subsequent serviceability checks. Electrical power on SHAPE is supplied at 380 Volt (3-phase)/220 Volt (single phase) 50Hz only. Unauthorised use of electrical appliances, which cause damage to the SHAPE infrastructure, may result in action against the appliance owner(s) to recover the costs of repairing such damage.
- (8) Permanent connection of gas, water, storm or sanitary sewer apparatus to the mains or supply systems have to be made only with permission of PWL Office. Utility equipment or appliances intended for use in SHAPE offices or public areas must first be inspected and approved for use by PWL Office. It is the responsibility of the equipment owner to initiate (via SF8) a request for approval of use. Such appliances may be subject to subsequent serviceability checks.
- (9) Any request for work, which has a security impact in Class 1 and 2 areas, such as requests for keys or locks on office doors, must be routed through the SHAPE Security Office (SSO) by the requestor. Any request, which has a safety impact, must be routed through HESO.
- (10) Any request that involves a change in use of a room or faculty in BLDG 101/102 and 185 must be passed through the Space Manager HSG by the requestor.

b. Approval of Works

- (1) Equipment/system replacement or installation, structural modifications or building construction, which is required to connect into SHAPE utilities and/or may affect the structural stability or integrity of a SHAPE asset, shall only be carried out with the prior written permission of the Chief PWL Office. Failure to comply with this procedure may result in a notice to desist works, requirement to restore facility to its original condition (before unauthorised work was executed), charges for reimbursement of costs to conduct remedial works to the individual/unit, and denial of subsequent repair or renewal requests..
- (2) No alterations, modifications, additions, minor construction, repairs or maintenance of a facility will be accomplished on a "self-help" basis without prior

approval. Any "self-help" work must be requested on a SF8 and approved in writing by Branch Head Engineer. Detailed justification and risk assessments must be submitted with the SF8.

(3) Engineer work will not be carried out in the same room(s) or area(s) within one year after completion of previous work without approval of the Commander, HSG or DOM, as appropriate.

(4) All signs on the SHAPE complex must be approved for technical and aesthetic compliance by PWL Office.

(5) Soundproofing of rooms, vaults, installation of air conditioning and the addition of equipment to stand-by power systems can only be implemented after submission of a SF8 to PWL Office and subsequent approval of the Commander, HSG or the DOM as appropriate.

(6) Material permanently or semi-permanently affixed to SHAPE buildings, walls or ceilings will be approved by PWL Office with approval in Buildings 101, 102 and 185 reserved for Commander, HSG (See SHAPE Directive 100-016).

c. Reimbursable Works

(1) If required PWL Office will provide Rough Indication of Costs or contract estimates for all reimbursable SF8 requests. These will then be returned to the client for fund citation approval.

(2) If the client considers the reimbursable work can be done in a cheaper way, they are free to seek further competitive bidding under the following conditions or contract directly pending prior review and formal approval through Branch Head Engineer:

(a) The client is responsible for producing technical specifications compliant with Host Nation/EU standards and obtaining written approval from PWL Office before submitting to the Purchasing and Contracts Section of FIA bidding.

(b) Once the contract has been awarded by P&C, that client is responsible for contacting PWL Office for coordination with inspections, hook-ups to utilities and is also responsible for escorting and supervising the contractor's work. Additionally, the client is responsible for providing PWL Office as-built drawings of completed works.

(c) The client is financially responsible for all PWL inspections and all remedial work required rectifying technical deficiencies identified and maintaining approved standards.

(d) The work projects are to comply with article 13 of the agreement between SHAPE and Kingdom of Belgium (dated 12 May 1967).

d. Environmental Control for SHAPE Facilities

(1) **Heating.** In accordance with Articles 64 through 68 of the Belgian General Regulations on Labour Protection, during normal duty hours the temperature in offices and common buildings will be maintained between 18° and 20°C. The temperature in warehouses and workshops will be maintained between 16° and 20°C. Building heating systems will generally be maintained at comfort levels during normal office hours only. Outside office hours, the temperature will be allowed to fall to a level selected for optimum efficiency by the programmable controller for each building. However, temperatures will not fall below 10° C in order to prevent frost damage. PWL Office will heat buildings that are occupied on a 24-hour basis or outside these hours for periods of occupancy with approval. Heating outside office hours should be requested in writing to the Chief, PWL Office.

(2) **Cooling.** Air conditioning will only be provided to protect sensitive and expensive automation equipment or for indoor areas with permanently designated areas for staff, where the maximum daytime temperature is normally at or above 30° C or relative humidity is normally at or above 70% for more than 30 days per year. PWL Office will provide portable fans when requested and will pursue other measures to reduce temperature such as the provision of window blinds and reflective film. A limited number of portable air-conditioning units are available to cover breakdown of authorised air-conditioning installations.

(3) The Commander, SHAPE Health Care Facility (SHF), will determine the temperature to be maintained in Building 401 (SHF).

(4) Reimbursable activities may request different start-up or termination dates and temperature settings, by submitting a SF8 to PWL Office.

## 2- 6. Procedures for Maintenance, Repairs, New Works, Supply and Services

a. **General.** All works carried out by PWL Office shall comply with applicable Host Nation or European Union (EU) regulations, manufacturer's literature for installation and recognised professional standards of working practice. Requirements for work to comply with any other standards, for example national standards or entitlement scales shall not be charged to International Funds and may only be carried out as a Reimbursable Service. Proposals to install equipment/systems as a Reimbursable Service must take account of the maintenance requirement cost over the expected life of the equipment or system, as these will also be reimbursable costs.

b. **Maintenance and Repairs**

(1) Requests for minor maintenance and repairs may be initiated by any person having a requirement or noting a problem and will be actioned using a Maintenance Service Order (MSO). During duty hours, minor repairs are requested by calling SHAPE Ext 5555. If the request does not fit the MSO requirement, for example a request for new work, it will not be accepted by telephone. The requester will be asked to forward his request by initiating a SF8 work request.

(2) Works will be carried out in accordance with the priority established by In-house Works i.e. emergency, urgent or routine. Emergency work will be executed

as soon as possible; urgent work at the earliest practical time given other ongoing work and priorities; routine work generally in the sequence in which the request is received and to fit in with the remaining workload.

(3) Works of a repetitive nature such as planned preventative maintenance will be carried out using a Standing Operational Order (SOO) raised internally by In House Works. Reimbursable customers are to raise a SF8 annually (January) to carry out this type of work through the year.

c. New Works, Refurbishment, Major Maintenance, Supply and Services.

(1) Work order requests for new work, larger maintenance repairs, modifications/refurbishment, inspections, supplies and services will be submitted in writing on a SF8 work request. All work requests (SF8) must be submitted with a full justification; those submitted without justification will be returned to the originator marked "Without Action". Approvals as outlined in paragraph 2-3, may be necessary depending upon the type of work requested. Indicate, if appropriate, a contact person other than the requesting supervisor in the "Remarks" block of the work request. A full detailed Scope of Works with plans, if necessary should be provided.

(2) Only designated personnel authorised by heads of divisions, using a SHAPE Form 37 (Signature Card), may submit a SF8. PWL Office reserves the right to return any SF8 to the respective Divisional Executive Officer for review and confirmation. SF8 may be sent through distribution or delivered to the PWL, Works Reception Office, Room 110, Building 214, SHAPE.

(3) A copy of the SF8 will be returned to the requester with the indicated action and a work order number. This number should be used for any subsequent reference to the work.

(4) Work order requests for Reimbursable Services will contain the name or alphanumeric code of the fund and the custodian to which charges are applicable, in Section II of the SF8.

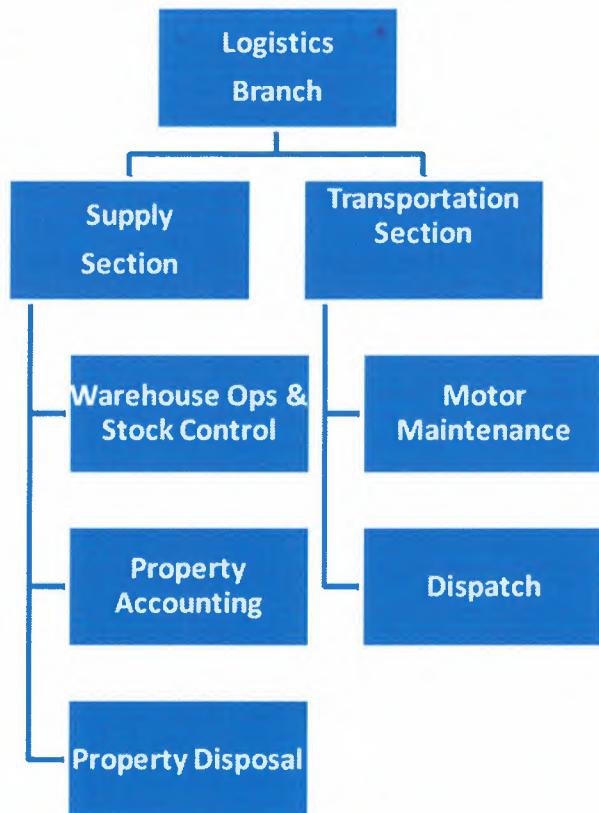
d. Emergency Repairs may be requested by telephoning Extension 5555 (Ext 7451 for work required in the SCC).

e. Reimbursable Works Funding

(1) All reimbursable requests must be countersigned by the appropriate Comptroller/Treasurer stating funds are available. Details are described in Annex C. Affixing a signature to the Funds Citation on a SF8 is deemed authority for PWL Office to commit funds and serves as "notice to proceed" with the works requested by a reimbursable work requester. Subsequent proposals for change or cancellation may result in the requester being billed for labour and material costs incurred.

(2) Collection vouchers will be raised for all services provided and forwarded to customers via Finance and Acquisition Directorate.

## CHAPTER 3 - LOGISTICS BRANCH POLICIES AND PROCEDURES



**3-1. Overview.** The Logistics Branch of PWL Office is responsible for general logistics, supply support, and transportation functions for SHAPE.

**3-2. Purpose.** To detail policies and procedures for PWL Logistics Branch.

**3-3. Applicability.** This directive applies to all SHAPE personnel, agencies and activities as well as all non-SHAPE funded activities and agencies utilising SHAPE supplies and equipment.

### 3-4. Objectives

- a. To standardise the procedures for request, receipt, issue, turn in and accountability for office furniture, equipment, expendable supplies, maintenance support, transportation support and general services.
- b. To establish procedures for procurement of fuel (diesel and gasoline) for the SHAPE Blue Fleet and agricultural equipment.
- c. To ensure that adequate records are maintained creating an audit trail of all supply transactions and support services.

### 3-5. Supply Section – Policies and Procedures

- a. The Property Accounting (PA) is responsible for the accountability of all SHAPE real property, minus rolling stock/vehicles. The section issues real property to Memorandum Receipt Account Holders (MRAH), who are in turn retain individual and supervisory accountability of these items.

b. MRAH Procedures and Responsibilities:

- (1) MRAH positions will be held by an officer, Senior NCO, or a NATO Civilian of equivalent grade designated to be responsible for the custody of international property issued to a user element.
- (2) Accept responsibility for the care, custody and safe keeping of all property.
- (3) Accept responsibility for equipment and supplies issued to representatives they authorise on SF 37-1 (signature card, see Annex H).
- (4) Prepare appropriate documentation as follows:
  - (a) Lost or stolen property. Submit a statement (who, what, where, when and how) the property was lost/stolen to the Property Accounting. Report property theft to the SHAPE International Police.
  - (b) Obsolete, excess or unserviceable property. Prepare a SF8. Request for Issue/Turn In and submit it to PWL Office.
- (5) Report and turn in all property in excess of the authorised allowances and/or the needs of their activity.
- (6) Submit requests for issues and other supply actions in accordance with procedures established in this document.
- (7) Maintain files and control registers for request for issue, turn-in and other supply documentation originating from their activity.
- (8) Ensure inventories are conducted as outlined below:
  - (a) Upon change of MRAH.
  - (b) When the MRAH will be absent for a period of 30 days or more.
  - (c) Every twelve months for capital equipment.
  - (d) As directed by PA.
- (9) Inventory results must be submitted to the PA within thirty days of completion for reconciliation and adjustment.
- (10) MRAH and Hand receipt Holders are required to clear through the PA prior to departing SHAPE on receipt of a new assignment. Respective divisions will annotate international clearance records for all officers conducting this duty.
- (11) Retain responsibility for ensuring that proper supply procedures are followed, to include annual inventory requirements.
- (12) Review requisitions to prevent request of unauthorised items or abuse of the priority system.

- (13) Designate by a letter of appointment (See Annex F) a MRAH and/or personnel authorised to receive and turn-in property or supplies.
- (14) Notify the PA in writing, of any change of MRAH at least 30 days prior to the change.
- (15) Ensure an alternate responsible officer is designated whenever the primary responsible officer will be absent for a period of 30 days or more.

c. **Accounting For Capital and Non-expendable Items.** PA will control all International Property. Property will be accounted for on automated property records and Memorandum Receipt Accounts (MRA). All property in the hands of the user will be signed for on an MRA.

d. Procedures

- (1) PA is responsible for maintaining a property account to show by line the receipt, issue, and disposal of property, as well as the balance on-hand and other identifying stock control information required.
- (2) PA is responsible for preparing and maintaining MRA for all property issued to activities. The MRA, more commonly known as a "hand receipt", will be prepared in two copies. The supply section will maintain the original copy of the MRA. The MRAH will retain the duplicate copy.
- (3) MRAs will be adjusted to reflect the current on-hand balance prior to a handover/takeover inventory between MRAHs. Property shall not be transferred between accounts without the approval of the PA using a Memorandum of Intent. If one individual is the signature authority for two or more accounts, property will not be transferred from one account to another without approval from the PA.

e. **PA Reports of Survey.** All Reports of Survey for International Property are managed by PWL Logistics Branch and will be prepared and submitted by the PA utilising ACO Form 51 (See Annex E).

- (1) **General.** The purpose of a report of survey is to provide the basis for removing international property from hand receipt holder accountability. Additionally, reports of survey are used for:
  - (a) A basis for replacement of unserviceable property.
  - (b) Resolving questions of responsibility for loss, damage or destruction of property and to identify any financial liability, if appropriate.
  - (c) Obtaining relief from responsibility for loss, damage or destruction of international property.
- (2) A Report of Survey requesting formal write-off approval of surplus holdings may only be initiated after excess procedure reporting requirements have been met.

- (a) All damaged or unserviceable property is to be turned in to the PA using a SF 31 (See Annex G), as applicable with this Directive.
- (b) The technical maintenance personnel will make a recommendation and the PA will decide whether damaged property can be restored or is to be written off based on availability of resources and maximum expenditure limits.
- (c) The PA is responsible to prepare and forward all Reports of Surveys to the Commander, HSG through the International Board of Inquiry.

f. **Procedures.** Responsible officers and MRAH are to ensure that all property under their custody is safeguarded to the maximum extent possible. However, should an item become lost, the following procedures will apply:

- (1) Notify your supervisor of the loss.
- (2) Inform the PA of the loss.
- (3) Quickly investigate the circumstances concerning the loss to determine the probable cause(s).
- (4) Each individual having knowledge of facts pertaining to a loss prepares a statement.
- (5) The statement should answer who, what, where, when and how.
- (6) Steps one through six must be completed before the Report of Survey can be prepared. (A target time of **five working days** should be used to complete the investigation).

g. Turn-in of Supplies and Equipment

- (1) Have an item requiring turn-in.
- (2) Have a valid Signature Card SF 37-1 (See Annex H) on file.
- (3) Submit a Request SF8 (See Annex D) in duplicate.
- (4) Prepare SF8 for like items.
- (5) Requester will be notified of pick-up date.
- (6) Upon turn-in, requester will sign both copies of the turn-in document.
- (7) Requester will maintain his copy of the turn-in until the next update.
- (8) The PA will immediately update hand receipt and file a copy of turn-in document.

h. Direct Exchange (DX) of Equipment.

- (1) Have a valid requirement (Unserviceable Item)

- (2) Invoices an exact one-for-one trade.
  - (3) Have a valid Signature Card SF 37-1 (See Annex H) on file.
  - (4) Submit a SF8 (See Annex D) in duplicate.
  - (5) Requester will sign both copies of the exchange document.
  - (6) Requester will retain one copy for their file
  - (7) The PA will retain one copy in their files.
- i. Procedures for Temporary Loans of Equipment (for official purposes only)
    - (1) Requests for non-official purposes will not be accepted.
    - (2) Have a valid Signature Card SF 37-1 (See Annex H) on file
    - (3) Submit a request SF8 (See Annex D) in duplicate.
    - (4) Temporary loans may not exceed a period of 90 days.
    - (5) It is possible to extend a temporary loan, by contacting the PWL Logistics Branch Head.
    - (6) One copy of the SF8 is to be retained by the customer.
    - (7) One copy of the SF8 is to be retained by the PA for the duration of the loan.
- j. Procedures for Requesting Office Moves
    - (1) Gain prior approval for movement through the HSG Space Manager, HSG Coordination, Plans and Analysis Branch.
    - (2) Submit a SF8 (See Annex D) to PWL Logistics Branch.
    - (3) Have a valid Signature Card SF 37-1 (See Annex H) on file.
    - (4) Request windows for move rather than specific dates.
    - (5) A minimum of 14 working days is required for major moves (move that takes more than 16 man-hours).
    - (6) A minimum of 7 working days is required for routine moves (move that takes up a total of 16 man-hours).
    - (7) Branch Head, PWL Logistics Branch will validate all moves requested.
    - (8) Submit detailed information for all major moves or all moves involving unique items. Movement of personal items (i.e. paperwork, office supplies, expendable items, computers, etc) is the responsibility of the requestor. Movers are only responsible for the movement of furniture items.

- (9) Services Foreman will notify requester of date for approved moves.
- k. Procedures for the request of Ceremonial Support (flags, chairs, carpets, podium, etc)
  - (1) Submit a SF8 (See Annex D) to PWL Logistics Branch.
  - (2) Submit request minimum of 5 working days before planned event day.
  - (3) Have a valid Signature Card SF 37-1 (See Annex H) on file.
  - (4) Reimbursable customers have to produce fund citation.
- I. Requisition of Supply and Services
  - (1) **Purpose.** This section establishes, in general terms, the policy and procedures for submitting a supply request.
  - (2) **Policy.** In order for activities to obtain support, an authorised account must be established. Heads of divisions will designate an individual to be responsible for their activity. The details of the designated Responsible Officer are to be reported to PWL Office by completing a SF 37-1 along with a signed copy of an MRAH letter. (See Annex F and H). Activities outside HSG, SHAPE must submit their request for support with a justification stating what type and why support is required to Commander, HSG/PWL.
  - (3) Procedures for the request for supplies and equipment
    - (a) Have a valid signature card, SF 37-1 (See Annex H) on file.
    - (b) New items (above 50% of EFL A) need prior approval of the Equipment Review Board.
    - (c) Submit a request, SF8 (See Annex D) in duplicate.
    - (d) Requester will be notified prior to delivery.
    - (e) Upon delivery, requester will sign and date all copies of the receipt document.
    - (f) One copy of the receipt document will be kept by the requester and one copy will be returned to the PA.
    - (g) Customers must file their copy of the receipt document until the next update.
    - (h) The PA will immediately update hand receipt.
- m. Expendable Section - Supply Warehouse
  - (1) Have a valid Signature Card SF 37-1 (See Annex H) on file.

- (2) Upon receipt, requester will sign and date both copies of the receipt document.
- (3) The requester will keep one copy of the receipt document and the final copy will be returned to the Supply Section.
- n. The Property Disposal (PD), located in BLDG 201, is responsible for the sale, disposal, or re-allocation of obsolete or unnecessary items belonging to SHAPE purchased with international funding. Additionally, the PD serves at the supervisory control for the cleaning and refuse disposal contracts on SHAPE.
- (1) **Car Sale Procedures.** PD conducts semi-annual sales of former SHAPE Blue Fleet vehicles through the Belgian Ministry of Finance. Vehicles are available for sale to private parties (including SHAPE members) through auction. Policies, procedures and current dates for car sales are outlined in the SHAPE2DAY website.
- (2) **Cleaning Contract Procedures.** Oversight of cleaning contract personnel falls under the PD. Cleaning services are contractually bound by minimum military requirements. Reimbursable services for cleaning are also provided through this contract, and billed at the current SHAPE rates. Any issues or comments regarding cleaning services are to be addressed through the Chief, PWL Office to the PD for resolution.
- (3) **Monthly Sales Procedures.** The PD warehouse (BLDG 201) hosts a monthly sale of obsolete items for public sale. Monthly sale dates are announced through the SHAPE Bulletin and on the SHAPE2DAY website. Sale items are 'cash and carry' and non-returnable.
- (4) **Recycling Centre.** The PD provides oversight and contractual management to the SHAPE Recycling Centre. The Centre is also available for disposal of recyclable items for SHAPE ID card holders. Items not accepted by the SHAPE recycling centre may be disposed of through commune disposal centres.

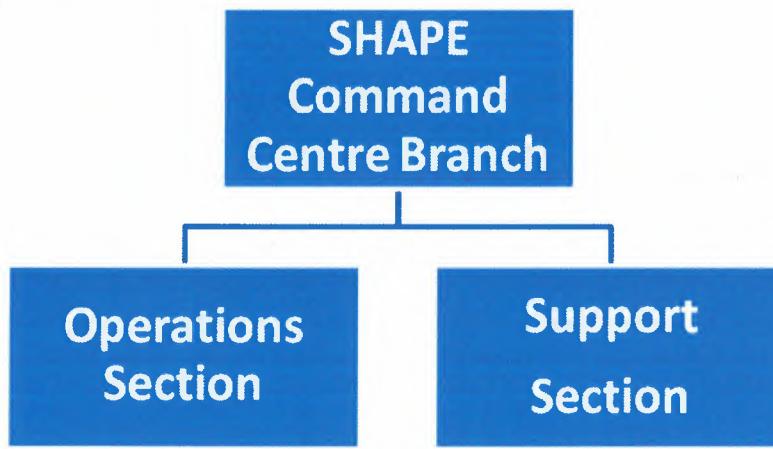
### 3-6. Transportation Section – Policies and Procedures

- a. Transportation Section is responsible for:
- (1) Planning, directing and managing the daily operations of the SHAPE Blue Fleet in the most cost-effective manner.
- (2) Supervising the Dispatch Cell, the Motor Maintenance Cell and the Shuttle Bus Service.
- (3) Serving as the reporting authority for traffic accidents involving SHAPE Blue Fleet.
- (4) Elaborating the budget requirements for the Transportation Section.
- (5) Defining technical requirements of the SHAPE Blue Fleet.

- (6) Ensuring compliance with Host Nation laws concerning the operation of SHAPE Blue Fleet.
  - (7) Operating the SHAPE Blue Fleet within the guidelines of ACO Directive 55-1 and SHAPE Directive 55-1. Exception to policy may be granted by Commander HSG.
- b. Motor Maintenance Cell. The Motor Maintenance Cell is responsible, through Section Head Transportation for:
- (1) Inspecting vehicles according to motor pool SOP in such way that they are keeping vehicle down time to a minimum.
  - (2) Monitoring the vehicles Repair Expenditure Limit (REL).
  - (3) Making contact with section heads, to retrieve any vehicles which are overdue for inspection and/or servicing.
  - (4) Briefing Section Head Transportation of vehicle statuses and any problems or important events within workshop.
  - (5) The monthly collecting of the job cards and delivers them to Section Head Transportation for updating of Vehicle Expense Report.
  - (6) Preparing the monthly maintenance report.
  - (7) Ensuring that all workshop personnel have their annual safety and equipment training.

c. Dispatch Cell. The Dispatch Cell is responsible, through Section Head Transportation for:

- (1) Organising a daily bus shuttle to Brussels NATO HQ and Brussels International Airport (BIA) on working days.
- (2) The daily management of the SHAPE Blue Fleet.
- (3) Providing, on demand, bus and car services. Each requestor must submit a transport request, SF 288 (See Annex I).
- (4) Providing several services (access to automatic carwash, cleaning bay, parking card for BIA, announce trips through Non NATO countries, handover and take back vehicles, etc) every working day between 0600 – 2200 hours.

**CHAPTER 4 - ENGINEER SUPPORT IN THE SHAPE COMMAND CENTRE**

**4-1. Overview.** The SHAPE Command Centre Branch (SCC) is responsible for infrastructure work in support of international military requirements, including facility maintenance, repair, construction and space management. SCC is able to carry out or organise work through contracts for SHAPE activities, which are not internationally funded, on a cost reimbursable basis; if branch resources are available.

All policies contained elsewhere in this directive shall apply to the SCC. All regulations regarding the SCC are stated in the Information Safety Handbook (The Handbook is NATO RESTRICTED and can be found on the NATO Secret (NS) Network). A Hard Copy is available at SCC room B-326.

**4-2. Purpose.** To detail policies and procedures for Infrastructure engineering, maintenance and provision of Engineer support for SCC.

**4-3. Applicability.** This directive applies to all SHAPE personnel, agencies and activities as well as all non-SHAPE funded activities and agencies occupying space on or utilising the facilities of the SCC installation.

**4-4. Objectives**

- a. To formalise the policies for provision on engineer services, detailing responsibilities of SCC.
- b. To establish procedures for reporting faults, requesting new works and funding requirements.

**4-5. Policies for SCC, Maintenance, Repairs and Services****a. Maintenance and Repair**

- (1) Works shall be executed to conform to SCC regulation, Host Nation and/or European Union (EU) standards for fire, safety and building codes. Work required meeting national or other standards that are more onerous than SCC regulation, Host Nation and/or EU standards will not be paid through international funding.

- (2) Repair work is classified as either emergency, urgent or routine. Priorities for the accomplishment of all work are established by SCC.
- (3) The interior and exterior painting cycle of facilities is determined by SCC subject to funding.
- (4) Any work, in the SCC telecommunications tunnel (which has a safety or security impact), must be reported through the chain of command.
- (5) All convenience repairs, modifications, and installation or maintenance of non-internationally funded (non-IF), national or activity-owned equipment shall be performed on a reimbursable basis and is subject to resource availability.
- (6) All works that are not a fair charge to maintenance such as wilful damage or negligence will be billed to the requester as a 'Reimbursable Service'.

b. Refurbishments and New Works

- (1) Permanent connection of electrical apparatus to the green or yellow main supply or Uninterrupted Power Supply (UPS) systems shall only be made by or with permission of SCC. Plug-in electrical appliances intended for use in SCC offices or public areas must first be inspected and approved for use by SCC. It shall be the responsibility of the appliance's owner to initiate a SF8 for approval of use. Such appliances may be subjected to subsequent serviceability checks. Electrical power in the SCC is supplied at 380 Volt (3-phase)/220 Volt (single phase) 50Hz only.
- (2) Unauthorised use of electrical appliances, which cause damage to the SCC infrastructure, may result in action against the appliance owner(s) to recover the costs of repairing such damage.
- (3) Permanent connection of water sanitary sewer apparatus to the mains or supply systems shall only be made by or with permission of SCC. Utility equipment or appliances intended for use in SCC must first be inspected and approved for use by PWL Office. It shall be the responsibility of the equipment owner to initiate via a SF8 for approval of use. Such appliances may be subjected to subsequent serviceability checks.
- (4) Any request for work, which has a security impact, such as requests for keys or locks on office doors, must be routed through the SCC by the requestor. Any request, which has a safety impact, must be routed through SCC and the HESO.

c. Approval of Works

- (1) Equipment/system replacement or installation, structural modifications or building construction, which is required to connect into SCC utilities and/or may affect the structural stability or integrity of a SCC asset, shall only be carried out with the prior written permission of the Branch Head, SCC. Failure to comply with this procedure may result in a notice to desist works, requirement to restore facility to its original condition (before unauthorised work was executed), charges for

reimbursement of costs to conduct remedial works to the individual/unit, and denial of subsequent repair or renewal requests.

(2) No alterations, modifications, additions, minor construction, repairs or maintenance of a facility will be accomplished on a "self-help" basis without prior approval. Any "self-help" work must be requested on a SF8 and approved in writing by the Branch Head SCC. Detailed justification and risk assessments must be submitted with the SF8.

(3) All signs inside or outside the SCC complex must be approved for technical and aesthetic compliance by SCC.

(4) Soundproofing of rooms, vaults, installation of air conditioning and the addition of equipment to the green or yellow main supply or UPS systems can only be implemented after submission of a SF8 to SCC and subsequent approval of the Commander, HSG or through the chain of command.

(5) Material permanently or semi-permanently affixed to the SCC buildings, walls or ceilings will be approved by SCC.

d. Reimbursable Works

(1) If required SCC will provide Rough Indication of Costs or contract estimates for all reimbursable SF8. These will then be returned to the client for fund citation approval.

(2) If the client considers the reimbursable work can be done in a cheaper way, they are free to seek further competitive bidding under the following conditions or contract directly pending prior review and formal approval through Branch Head SCC.

(3) The client is responsible for producing technical specifications compliant with SCC regulation, Host Nation and/or EU standards and obtaining written approval from SCC before submitting to the Purchasing and Contracting (P&C) Section of FIA bidding.

(4) Once the contract has been awarded by P&C, that client is responsible for contacting SCC for coordination with inspections, hook-ups to utilities and is also responsible for escorting and supervising the contractor's work. Additionally, the client is responsible for providing SCC with as-built drawings of completed works.

(5) The client is financially responsible for all SCC inspections and all remedial work required rectifying technical deficiencies identified and maintaining approved standards.

(6) New construction work above the limit established in the SHAPE: Belgium agreement dated 1967 must be offered to Belgium MOD for execution.

e. Environmental Control for SHAPE Facilities

(1) **Heating.** There is no heating in the SCC.

(2) **Cooling.** The SCC has a Central Air Conditioning system that has been calculated to maintain the temperature and humidity stable in the whole building. For certain areas Local Air Conditioner have been installed to maintain essential equipment at an operational accepted temperature. The use of unauthorised cooling or fan devices are prohibited, SCC will provide, if found needed, portable fans when requested and will pursue other measures to reduce temperature.

(3) Reimbursable activities may request different start-up or termination dates and temperature settings, by submitting a SF8 to SCC.

#### 4-6. Procedures for Maintenance, Repairs, New Works, Supply and Services

a. **General.** All works carried out shall comply with applicable SCC regulation, Host Nation or European Union (EU) regulations, manufacturer's literature for installation and recognised professional standards of working practice. Requirements for work to comply with any other standards, for example national standards or entitlement scales shall not be charged to International Funds and may only be carried out as a Reimbursable Service. Proposals to install equipment/systems as a Reimbursable Service must take account of the maintenance requirement cost over the expected life of the equipment or system, as these will also be reimbursable costs.

b. **Maintenance and Repairs.** Requests for minor maintenance and repairs may be initiated by any person having a requirement or noting a problem and will be auctioned using a MSO. During duty hours, minor repairs are requested by calling SHAPE Ext 7451. If the request does not fit the MSO requirement, for example a request for new work, it will not be accepted by telephone. The requester will be asked to forward his request by initiating a SF8. Works will be carried out in accordance with the priority established by SCC i.e. emergency, urgent or routine. Emergency work will be executed as soon as possible; urgent work at the earliest practical time given other ongoing work and priorities; routine work generally in the sequence in which the request is received and to fit in with the remaining workload. Works of a repetitive nature such as planned preventative maintenance will be carried out using a SOO raised internally by SCC. Reimbursable customers are to raise a SF8 annually in January to carry out this type of work through the year.

c. **New Works, Refurbishment, Major Maintenance, Supply and Services.** For new work, larger maintenance repairs, modifications, work order requests refurbishment, inspections, supplies and services are to be submitted on a SF8. All work requests must be submitted with a full justification; those submitted without justification will be returned to the originator marked "Without Action." Approvals may be necessary depending upon the type of work requested. Indicate, if appropriate, a contact person other than the requesting supervisor in the "Remarks" block of the work request. A full detailed Scope of Works (SOW) with plans, if necessary should be provided. Only designated personnel authorised by heads of divisions, with a valid SF 37-1, may submit a SF8. All requests for new works must be reviewed and signed by the Divisional Executive Officer. SF8 may be sent through distribution or delivered to the SCC, Room B-326. A copy of the SF8 will be returned to the requester with the indicated action and a work order number. This number should be used for any subsequent reference to the work. Status of SF8's work requests annotated with a work order number can be requested per telephone (Ext 7451) or at Room B-326, in the SCC. Work order requests for Reimbursable Services will

contain the name or alphanumeric code of the fund and the custodian to which charges are applicable, in Section II of the SF8.

d. **Emergency Repairs.** Emergency repairs can at all time be requested by calling on extension Ext 7451 for work required in the SCC.

e. **Reimbursable Works Funding.** All reimbursable requests must be countersigned by the appropriate Comptroller/Treasurer stating funds are available. Affixing a signature to the Funds Citation on a SF8 is deemed authority for SCC to commit funds and serves as "notice to proceed" with the works requested by a reimbursable work requester. Subsequent proposals for change or cancellation may result in the requester being billed for labour and material costs incurred.

## REFERENCES

- A. 0052/SHOLM/099/95, MAO between SHAPE and USAMEDCOM concerning operation of the health care facility (SHCF), dated 26 July 1995.
- B. 0052/SHOLM/099/95, Memorandum: MOA between SHAPE and USAMEDCOM Concerning Operation of the SHAPE Health Care Facility, dated 26 July 1995.
- C. 2200/SHSGR/01, MEMORANDUM OF UNDERSTANDING between Engineer Branch and RSG'S (renamed NCSA) for underground cable installation, dated 25 July 2001.
- D. 5010.10/SHBOM/86, Reimbursement of Logistic Services Provided by SHAPE to National Military Representatives (NMRs) and National Support Units (NSUs), dated 6 June 1986.
- E. 5100.N/SHBOS/85, Reimbursement of SHAPE Labour, NAEW FC, dated 13 September 1985.
- F. AD 40-7, Standards of Conduct, Relationship with Contractors, and Disclosure of Information, dated 19 February 1992.
- G. AD 5-1, Morale and Welfare Programmes, dated 10 September 2008.
- H. AD 55-1, ACO Motor Transport, dated 24 February 2006.
- I. AD 60-1, Control of Funds, dated 23 November 1982.
- J. AD 60-80, Property Accounting and Control, dated 8 November 1994.
- K. Agreement between SHAPE and the Kingdom of Belgium on the special conditions applicable to the establishment and operation of this headquarters on the territory of the Kingdom of Belgium, dated 12 May 1967.
- L. Agreement between Supreme Headquarters Allied Powers Europe (SHAPE), United States Army, Europe (USAREUR) and Installation Management Agency, Europe Region (IMA-E) dated 2009.
- M. Bi-SC 85-1 Capability Package Directive (INTERIM), 11 June 2007.
- N. HD 5-23, Engineer Support and Utilities Support for Troop Billets and Messes, dated 28 October 2002.
- O. HD 5-6, Snow and Ice Control, dated 2 February 2006.
- P. Life Support Agreement between SHAPE and NCSA, NATO Programming Centre (NPC) Glons regarding the Provision of Real Life Support dated 25 June 2010.
- Q. MEMORANDUM for International School Self-Help Maintenance, referred to SD 100-7, Engineer Repairs and Utilities.
- R. MEMORANDUM OF AGREEMENT regarding Maintenance of Buildings and Facilities Occupied or Used by Members of the German Armed Forces or Support Staff, dated 26 July 2001.
- S. MEMORANDUM OF UNDERSTANDING between Headquarters, Supreme Allied Commander Transformation (HQ SACT) and Supreme Headquarters Allied Powers, Europe (SHAPE) concerning the HQ SACT Staff Element in Europe (SEE) at Mons, Belgium dated 12 May 2005.
- T. MOU SHHE-PM/6000-2-recrea/mac/96, Maintenance and Repair of Outdoor Recreational Facilities dated 11 June 1996.
- U. SD 100-11, Identification of Streets and Facilities, dated 17 June 2011.
- V. SD 100-16, Utilisation of buildings 101/102 (corridors and lobby area), dated 21 June 2010.
- W. SD 100-3, SHAPE Village, dated 12 May 2000.
- X. SD 10-16, SHAPE Host Nation Recommendation, dated 25 February 1992.
- Y. SD 10-2, SHAPE Space Allocation, dated 27 July 2011.

NATO UNCLASSIFIED

SD,100-7

- Z. SD 55-1, Control and Use of SHAPE Motor Transport, dated 1 March 2000.
- AA. Service-level Agreement between NATO Communication and Information System Services Agency (NCSA) and SHAPE concerning the provision of Communications and Information System Services (CIS) dated 8 December 2005.
- BB. SS to AD 60-50, Travel on International Duty, dated 5 June 2007.

**EXPLANATION OF TERMS, DEFINITIONS AND ABBREVIATIONS**

1. **Activity-owned Equipment.** Equipment that has been purchased with non-SHAPE funding.
2. **ADP.** Automated Data Processing.
3. **Budget Committee (BC).** Budget Committee at NATO responsible for the screening of NATO budget estimates, recommending approval of budgetary credits and deciding general matters of finance with budgetary implications.
4. **Capital Item.** Non-expendable property valued in excess of 50% of Level A Established Financial Limits that retain their original identity during the period of use or are not consumed in use. Non-capital controlled items less than 50% and greater than 5% of Level A are not considered capital items but are controlled after issue and only replaced with turn-in of the old item.
5. **Convenience Repair Works.** Internal or external modification or renovation to a building or facility, which is not operationally required and undertaken solely at the behest of and/or for the convenience of the requesting activity. This includes installation of activity-owned equipment and cyclical maintenance performed before the scheduled time.
6. **Entomological Services.** Services provided for the control of insects, rodents and other pest populations.
7. **Equipment Review Board (ERB).** Procedures for viewing and recommending permanent allowance of equipment, furniture and furnishings (see Ref 2).
8. **Established Financial Limit (EFL).** Monetary levels of discretionary powers of authority.
9. **HESO.** Health and Environmental Safety Office.
10. **Infrastructure Funding.** Funding allocated by NATO Investment Committee for works not funded by the Budget Committee.
11. **Infrastructure Regional Centre (CRI).** Regional Construction Directorate, Belgian Ministry of Defence Infrastructure Division.
12. **International Facilities.** Facilities originally constructed with funding approved by the NATO Budget Committee or NATO Investment Committee. Support in some international facilities may still require reimbursement if not funded specifically from SHAPE budget.
13. **International Funds.** Money contributed by NATO member nations for the installation operation and maintenance of NATO internationally financed organisations and programmes.
14. **Maintenance Service Order (MSO).** Internal Order within PWL Office for executing maintenance works.

15. **Major Moving.** A move that requires a total of more than 16 man-hours.
16. **Memorandum Receipt Account Holder (MRAH).** Will be held by an officer, senior NCO or a NATO Civilian equivalent grade. Designated to be responsible for the custody of international property issued to user elements.
17. **MTRP.** Medium-term Resource Plan.
18. **National Requirements.** Requirements based on a country's customs, lifestyle, national policies or facility standards.
19. **Non-International Facilities (Non-IF).** Facilities originally constructed with a source of funding other than MBC or NATO Infrastructure funds.
20. **NSIP.** NATO Security Investment Programme.
21. **P&C.** Purchasing and Contracting Section, FIA (formerly J8).
22. **PWL Office.** Public Works and Logistics Office.
23. **Reimbursable Activity.** Generally tenant activity, which requires support through SHAPE facilities or services, whose funding source is not the international SHAPE budget.
24. **Reimbursement.** A receipt in money, budgetary credits, or "in kind" for goods or services provided for the benefit of an agency or activity, which is not funded through the PWL international budget.
25. **RIC.** Rough Indication of Cost. Initial cost estimate utilised for planning and budgeting purpose. RIC aim to be +/- 25% of actual cost.
26. **Routine Moving.** A move that takes up to a total of 16 man-hours.
27. **Routine Repair and Maintenance.** The operation, maintenance and repair of the SHAPE estate, whether in response to defect reports or to the requirements of a programmed works, maintenance and inspection system. Those tasks required to rectify normal deterioration or fair wear and tear (e.g. minor works/services related to the functioning or appearance of utilities, doors, windows, walls, etc.) attributable to normal current usage of the facility or equipment for the purpose it was intended. Included is the basic maintenance of fields comprising grass cutting, drainage, periodic re-levelling and re-seeding and chemicals necessary for the proper maintenance of pools.
28. **SF8.** Request for PWL Office to provide repairs, new works, modernisation, utilities and/or supplies (See Annex D).
29. **SHAPE Security Office (SSO)**
30. **Standing Operating Order (SOO).** Internal Order within PWL Office for executing pre-planned maintenance works.

3.1. **Structural Repair and Maintenance.** Those tasks of repair, maintenance or renovation undertaken to ensure the integrity general full use of the structure with attached or affixed facilities and equipment and to protect the structure/equipment from damage, deterioration and undue wear. This type of work is not strictly limited to "structural" aspects of the facility in an engineering technical sense but will also include the basic coverings and coatings (floor, wall, ceiling, etc.) as well as the standard utility provisions (lighting, ventilation, heating, etc.) needed to permit the use of the building for its intended general purpose. On reimbursable projects, any additional requested works beyond the above definition will be for "convenience" and hence charged as reimbursable.

32. **UPS.** Uninterrupted Power Supply.

33. **Utilities.** Water, electricity, gas/heat, fuel oil and refuse disposal.

## REIMBURSEMENT FOR ENGINEER SERVICES AND SUPPLIES

**1. Purpose.** This Annex explains reimbursement calculations for engineer services and/or supplies.

### 2. Policy

a. Reimbursable activities identified in the attached "Reimbursement Chart" shall reimburse SHAPE in accordance with the procedures laid down in this Annex.

b. PWL will:

(1) Maintain records of all services and supplies furnished on a reimbursable basis.

(2) Forward to reimbursable activities a breakdown of sums due to reimburse SHAPE.

**3. Billing Procedures.** Bills will be raised quarterly to cover the previous fiscal quarter. Bills will be processed not later than the last day of the following month.

### 4. Calculation of Reimbursable Sums

a. Reimbursement for water is based on the quarterly estimated consumption with reconciliation and adjustment accomplished in the January billing for the previous four quarters.

b. Reimbursement for electricity is based on actual metered consumption and on the pro-rated percentage of space for common shared meters where applicable.

Reimbursable Activities utilising high consumption devices (i.e. Air Conditioning Units will be charged with a higher percentage based on increased consumption). The electricity charge also includes the cost of the shared consumption in common boiler houses as applicable.

c. Reimbursement of gas is based on actual metered consumption and on the pro-rated percentage of space supported by a common boiler house where applicable. Fuel oil is based on actual cost consumed. (See attached chart)

d. Reimbursement for garbage disposal and cleaning is based on actual costs as recorded by the contractual service representative. The reimbursement for cleaning is based on the areas cleaned and the current contractual rates. In troop billets internationally funded custodial services are limited to corridors, stairwells, wash and shower rooms and latrines. Exterior window cleaning in troop billets will be provided for those windows above the ground floor which do not open inward. There is no window cleaning service for the ground floor.

Key:

RB – Common areas IF funded; dormitory sleeping areas reimbursable based on the percentage of personnel filling national versus international positions. RC – Cost shared, reimbursable.

RD --Reimbursable at end of year against profits only

RE – Reimbursable for installation of non-NATO equipment

RN – In-House labour not charged. Other costs, to include full contractor costs reimbursable

RO – Reimbursable for heating fuel oil.

R --Reimbursable

NA – Not Applicable (service does not exist)

IF – International Funds

e. The reimbursement of hygienic supplies is the actual cost of items drawn from PWL warehouse by both the users and the cleaning contractor on their behalf.

f. Other contractual services to be reimbursed are:

<b>Service</b>	<b>Type of Maintenance</b>	<b>Basis for Calculation of Reimbursement</b>
Kitchen Filters	Routine	Current Contract Price
Maintenance of Fire Detection, Suppression and Alarm Systems	Structural	Current Contract Price
Maintenance of Static Batteries	Routine	Current Contract Price
Safety Inspections	Routine & Structural	Current Contract Price
Maintenance of Gas Detection System	Structural	Percent of Detectors Serving the Activity
Maintenance of Equipment Burners and Heating Equipment	Structural	Percentage of Heating Burner Boilers/Chimneys Serving the Activity
Maintenance of Lightning Conductors	Structural	Current Contract Price
Maintenance of Air Treatment Units	Routine	Actual Maintenance Costs by In-house or by Contract
Maintenance of Security Alarms	Routine	Current Contract Price
Maintenance of Utility Control Systems	Routine	Current Contract Price

g. The reimbursement for routine, structural and convenience maintenance of buildings and grounds is based on the actual cost of in-house or contractor work orders. In-house costs are broken down by material and labour. Reimbursable activities funded by NATO International Funds (non-SHAPE budgets) will not be charged for in-house labour.

h. The reimbursement for maintaining activity-owned equipment is generally based on the actual cost of in-house or contractor work orders. In-house costs are broken down by labour and materials/parts and charged just as other work in subparagraph f. above.

## 5. Cost Apportioning Based on Area Occupied. Activities that share a common boiler plant will pay a percentage of the bill based on the space they occupy as shown below:

Key:

RB – Common areas IF funded; dormitory sleeping areas reimbursable based on the percentage of personnel filling national versus international positions.

RC – Cost shared, reimbursable.

RD --Reimbursable at end of year against profits only

RE – Reimbursable for installation of non-NATO equipment

RN – In-House labour not charged. Other costs, to include full contractor costs reimbursable

RO – Reimbursable for heating fuel oil.

R --Reimbursable

NA – Not Applicable (service does not exist)

IF – International Funds

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SD 100-7

BLDG. NO.	ACTIVITY	% OF BILL
a. Boiler Plant in Building 101 (Gas)		
101/J Wing	US Communications	0.785%
101/K Wing	NAEW HQ Offices	2.88%
101X	NMR Offices and National Agencies	Identified Separately
101N	US NMR	0.838 %
b. Boiler Plant in Building 102 (Gas)		
102	Barber Shop	0.058%
102	Book Store	0.200%
102	Bank	0.539%
c. Boiler Plant in Building 104 (Gas)		
104	Allied Command Transformation (ACT)	100%
d. Boiler Plant in Building 202 (Gas)		
201	National Stores CAN Stores NLD Stores USA Stores	0.378% 0.356% Identified separately
201	MWR Warehouse (Entertainment Ctr)	0.356%
202	National Stores DEU Stores GBR Stores	2.093% 8.535%
202	Stores. MWR Outdoor Rec	3.243%
207	MWR Common Affairs Branch	0.668%
207/207A	SHAPE Performing Arts Centre + Annex	6.242%
208/208A	NATO SOF HQ (NSHQ)	9.54%
209	USA Housing Office	2.450%
209	39 Signal / 128 Signal (US)	1.996%
209	French Support Element	4.683%
253	U.S. Central In Processing Centre	1.692%

## Key:

RB – Common areas IF funded; dormitory sleeping areas reimbursable based on the percentage of personnel filling national versus international positions.

RC – Cost shared, reimbursable.

RD --Reimbursable at end of year against profits only

RE – Reimbursable for installation of non-NATO equipment

RN – In-House labour not charged. Other costs, to include full contractor costs reimbursable

RO – Reimbursable for heating fuel oil.

R --Reimbursable

NA – Not Applicable (service does not exist)

IF – International Funds

## e. Boiler Plant in Building 213 (Gas)

212 (+A+B+C)	NSSG (US) + Annexes	13.270%
220	NSSG Transportation Office	8.808%
224	NSSG Transport Shop	0.907%
224	German Workshops	1.948%
225	Support units Stores ITA BUL POL SVN	Identified separately 4.021% 4.100% 8.043% 4.573%

## f. Boiler Plant in Building 244 (Fuel)

244	GBR Transport Unit Motor Transport Unit	100%
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## g. Boiler Plant in Building 306 (Gas)

306	Support Units Offices BEL ITA USA GBR	Identified separately 8.297% 5.867% 1.844% 35.84%
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## h. Boiler Plant in Building 309 (Gas)

309A	SVN Support Unit	0.925%
309A	NDL Support Unit	11.347%
309B	GBR Support Unit	5.649%

## i. Boiler Plant in Building 313 (Gas)

313	SCSF + Annexes	100%
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## j. Boiler Plant in Building 318 (Gas)

318	80 <sup>th</sup> ASG. AFN. Northern law Centre Office	61.88%
319	US Army Post Office	26.84%
342	US 80 <sup>th</sup> ASG Drug and Alcohol Abuse Prevention Centre	4.28%
352	US Armed Forces Network Storage	1.7%
353	US 80 <sup>th</sup> ASG Family Life Centre	4.04%

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## k. Boiler Plant in Building 329 (Gas)

308	GBR Dining Facility	43.601%
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## l. Boiler Plant in Building 330 (Gas)

330	MWR The Place	Disconnected
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## m. Boiler Plant in Building 404 (Gas)

404	MWR Green Gym Athletic Centre. Scouts Hut	95.705%
405	Mechanical Area & Athletic Centre Storage	4.295%

## n. Boiler Plant in Building 407 (Gas)

407	Sports Pavilion	100%
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## o. Boiler Plant in Building 501 (Gas)

501	Cinema	52.637%
502	Pizza Bowl	47.363%

## p. Boiler Plant in Building 505 (Gas)

504	Home Centre	14.667%
504	Barber Shop	0.604%
504	Beauty Shop	2.065%
504	Book Store	1.410%
505	Rendezvous	4.130%
505	Dry Cleaners	0.844%
505/505A	Carrefour Supermarket + annex	58.160%
506	Bank	No heating
506	Ration Item Store	12.012%
506	T&T	0.264%

## q. Boiler Plant in Building 508 (Gas)

503	Youth Centre. Teen Centre	100%
509&509a	Teen Centre & Annex	

## r. Boiler Plant in Building 602 (Gas)

602/602A	MWR School-Age Services Program	100%
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## NATO UNCLASSIFIED

SD 100-7

## s. Boiler Plant in Building 616 (Gas)

616	Child Development Centre	100%
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## t. Boiler Plant in Building 702A (Gas)

702A	DEU Section	100%
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## u. Boiler Plant in Building 703 (Gas)

701	GBR Assembly Hall	100%
701A	GBR Cafeteria	
702	GBR. DEU. USA. NOR Elementary Sections	
703	USA Elementary Section	
703A	DEU & USA Elementary Section	
703B	USA Elementary Section – Media Centre	
704	International Elementary Gymnasium	
705	BEL Secondary Section	
705A	BEL Secondary Section	
706	USA Secondary Section	
706A	USA Secondary Section – Garage	
706B	USA Secondary Section – Computer Lab	
707	USA Secondary Section	
708	International Kindergarten	
708A	International Kindergarten Extension	
709	International Kindergarten	
709A	International Kindergarten Extension	
710	International Cafeteria. Kitchen. Bus section	
716	International Teacher's lounge	
716	ITA Section (South)	
717	General Services	
717	NLD Section	
718	NLD Section	

## v. Boiler Plant in Building 710 (Gas)

710	Workshop	100%
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## w. Boiler Plant in Building 711 (Gas)

711	International Secondary Gymnasium	100%
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## x. Boiler Plant in Building 714 (Gas)

714	BEL Elementary School	100%
714A	BEL Elementary School	

## y. Boiler Plant in Building 715 (Gas)

715	USA Elementary School	100%
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## z. Boiler Plant in Building 902 (Gas)

902	SHAPE Inn	100%
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## aa. Boiler Plant in Building 903 (Gas)

903	SHAPE Club	Internationally Funded
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NOTE: In addition to the percentage of the bill, the Beauty Shop also pay for the supply of gas used for hot water and operating gas clothes dryers.

6. **Cost Sharing - Based on Agreements.** Based on agreements. the SCSF will partially reimburse the O&M cost of the following buildings:

- a. Athletic Field Maintenance. By agreement between Chief. Morale and Welfare Branch and Chief PWL dated 11 June 1996 or as updated and approved when required.
- b. Building 207 (SHAPE Performance and Arts Centre). 75% of utility costs will be funded by SHAPE's international budget.
- c. Building 501 (Alliance Auditorium). 75% of utility costs will be funded by SHAPE's international budget.

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## REIMBURSEMENT CHART

Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>100 Area - Headquarters Area</b>										
101	Various	Headquarters - wings and link corridors	IF	IF	IF	IF	IF	IF	IF	N/A
101 A	SACEUR's	Headquarters Offices	IF	IF	IF	IF	IF	IF	IF	RE
101 A	SACEUR's Mess	Mess Facility	IF	IF	IF	IF	IF	IF	IF	RE
101 A-H/ L, M, O	Various	Headquarters Offices	IF	IF	IF	IF	IF	IF	IF	N/A
101 J	USA	USA Comm	R	R	R	R	R	R	R	R
101 K	NATO Airborne Early Warning	Headquarters Offices	R	R	R	R	RN	RN	R	RN
101 N	US Extension Numbering incorporated in G-wing	US NMR	R	R	R	R	R	R	R	R
101 X	Various	<i>National Military Representatives and National Agencies</i>	R	R	R	R	R	IF	R	R
102	Various	Support Facilities, Offices	IF	IF	IF	IF	IF	IF	IF	N/A
102	HSG	Bank	R	R	R	R	R	IF	R	R
102	HSG	Barber Shop	R	R	R	R	R	IF	R	R
102	HSG	Book Shop	N/A	R	R	R	R	IF	R	R
102	HSG	Cafeteria	IF	IF	IF	IF	IF	IF	R	R
102	HSG	Petrol Ration Sales	N/A	R	N/A	R	R	IF	R	R
102	HSG	Post Offices	N/A	IF	IF	IF	IF	IF	IF	R
102	HSG	Travel Agency	IF	IF	IF	IF	IF	IF	IF	R
102	HSG, MWR	SHAPE Community Life	IF	IF	IF	IF	IF	IF	IF	N/A
103	NCSA	Main Splicing chamber	N/A	IF	N/A	N/A	IF	IF	N/A	N/A
104	ACT	Allied Command Transformation	R	R	R	R	R	IF	R	R
104 A	HSG, PWL	Mechanical Area	IF	IF	IF	IF	IF	IF	IF	N/A
105	HSG, PWL	Power Station	IF	IF	IF	IF	IF	IF	IF	N/A
106	HSG, PWL	Stores	IF	IF	IF	IF	IF	IF	IF	N/A
107 X	HSG, SES	Police Post rear gate	IF	IF	N/A	IF	IF	IF	IF	N/A

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108	HSG, SES	Visitor Pass Office, Berlin Gate	IF	IF	N/A	IF	IF	IF	IF	N/A
110	X HSG, SES	Police Post West gate	IF	IF	N/A	IF	IF	IF	IF	N/A
111	X HSG, SES	Berlin gate guard post	IF	IF	N/A	IF	IF	IF	IF	N/A
112	HSG, SES	Berlin gate canopy	N/A	IF	N/A	N/A	IF	IF	IF	N/A
113	HSG, SES	Police Post at Avenue de Berlin	IF	IF	N/A	IF	IF	IF	IF	N/A
117	NCSA Mons Sector, SHAPE	Headquarters Offices	IF	IF	IF	IF	IF	IF	IF	N/A
118	HSG, PWL	Concrete slab	N/A	N/A	N/A	N/A	IF	IF	IF	N/A
119	NCSA	Integrated Systems Support Centre Offices	IF	IF	IF	IF	IF	IF	IF	N/A
119	A NCSA	ISSC guard post	IF	IF	IF	IF	IF	IF	IF	N/A
120	NCSA	Integrated Systems Support Centre Stores	IF	IF	IF	IF	IF	IF	IF	N/A
121	HSG, PWL	Sewage Pump Station	IF	IF	N/A	IF	IF	IF	IF	N/A
122	HSG, PWL	Bicycle Shelter on Avenue de Rome near F-Wing	N/A	N/A	N/A	IF	IF	IF	IF	N/A
123	HSG, PWL	Bicycle Shelter on Avenue de Budapest near C-Wing	N/A	N/A	N/A	IF	IF	IF	IF	N/A
124	HSG, PWL	Bicycle Shelter on Avenue de Londres near B-Wing	N/A	N/A	N/A	IF	IF	IF	IF	N/A
125	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
126	NCSA Mons Sector, SHAPE	Training Centre	IF	IF	IF	IF	IF	IF	IF	N/A
127	HSG, PWL	Bus Shelter north of G wing	N/A	N/A	N/A	N/A	IF	IF	N/A	N/A
128	HSG, PWL	Mechanical Plant	IF	IF	IF	IF	IF	IF	IF	N/A
129	X HSG, PWL	Helipad	N/A	IF	N/A	IF	IF	IF	IF	N/A
130	HSG, PWL	Incinerator	IF	IF	IF	IF	IF	IF	IF	N/A
131	HSG, PWL	Bicycle Shelter at Avenue de Budapest/Bldg 117	N/A	N/A	N/A	IF	IF	IF	IF	N/A
133	USA	USA Switch Building	R	R	R	R	R	R	R	R
134	USA	USA Data Building	R	R	R	R	R	R	R	R
135	HSG, PWL	FORMER Chemical Storage	IF	IF	IF	IF	IF	IF	IF	N/A
136	ACT	Allied Command Transformation	R	R	R	R	R	IF	R	R
185	Various	SHAPE Command Centre	IF	IF	IF	IF	IF	IF	IF	N/A
185	Various	National Military Representatives/National Activities	IF	IF	N/A	IF	R	IF	IF	R

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Bldg	Controlling Organisation	Occupant(s)/Activity/Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>200 Area - Industrial Area</b>										
201	HSG	Property Disposal, SHAPE International Band	IF	IF	IF	IF	IF	IF	IF	N/A
201	HSB, MWR	Entertainment Centre Stores	R	R	R	R	IF	IF	R	R
201	CAN/NLD/USA Support Units	Stores	R	R	R	N/A	R	IF	N/A	R
202	HSG	PMO Stores, , Mechanical Area & Electrical Sub-Station	IF	IF	IF	IF	IF	IF	IF	N/A
202	HSG MWR	Stores, MWR Outdoor Rec.	R	R	R	R	IF	IF	R	R
202	DEU/GBR Support Unit	Stores	R	R	R	R	R	IF	R	R
203	HSG, PWL	Stores & Workshop	IF	IF	IF	IF	IF	IF	IF	N/A
204	HSG, PWL	Storage	IF	IF	IF	IF	IF	IF	IF	N/A
205	HSG, PWL	Storage	IF	IF	IF	IF	IF	IF	IF	N/A
206	HSG, PWL/SES	Fire Department, Carpenter & Metal Shops	IF	IF	IF	IF	IF	IF	IF	N/A
207	HSG, MWR	Shape Performance Arts Centre	R	R	R	R	RD	IF	R	R
207	HSG, MWR	Community Affairs Branch	RC	RC	RC	RC	RC	IF	RC	RC
207 A	HSG, MWR	Entertainment Centre Annex	R	R	R	R	R	R	R	R
208	NSHQ	NATO SOF HQ	R	R	R	R	R	IF	R	R
208 A	NSHQ	NATO SOF HQ	R	R	R	R	R	R	R	R
209	VARIOUS	USA Housing Office	R	R	R	R	R	IF	R	R
209	VARIOUS	39 Signal / 128 Signal (US)	R	R	R	R	R	IF	R	R
209	VARIOUS	French Support Element	R	R	R	R	R	IF	R	R
209 A	VARIOUS	SPAIN storage	R	R	R	R	R	IF	R	R
210	HSG, CPC	International Housing, Registration Offices	IF	IF	IF	IF	IF	IF	IF	N/A
210	HSG, CPC	Belgian Offices	IF	IF	IF	IF	IF	IF	IF	R
211	HSG, MWR	SHAPE Language centre	IF	IF	IF	IF	IF	IF	IF	R
212	USA Support Units	Education Centre (USAG), Finance (USAG), USA Navy Element, USA NATO BN	R	R	R	R	R	IF	R	R
212 A	USA Support Units	USAG Finance Annex	R	R	R	R	R	R	R	R
212 B	USA Support Units	Education Centre Annex (USAG) / USA NATO BN	R	R	R	R	R	R	R	R

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## NATO UNCLASSIFIED

SD 100-7

212	C	USA Support Units	Storage Annex	R	R	R	R	R	R	R	R
213		ACO CI Activity	ACQ CI Offices	IF	IF	IF	IF	IF	IF	R	R
213	A	HSG, PWL	Mechanical Area & Electrical Sub-Station	IF	N/A						
213	B	ACO CI Activity	ACO CI Offices	R	R	R	R	R	R	R	R
214		HSG, PWL	PWL & Installation Safety Offices	IF	N/A						
215		HSG, PWL	Workshops	IF	N/A						
217		HSG, PWL	TR, Staff Changing Room	IF	N/A						
218		HSG, PWL	Electrical Storage, Employee Delegates Office	IF	N/A						
219		HSG, PWL	Workshops, Storage, Meeting Room	IF	N/A						
220		USA Support Units	Transportation Office (USAG), USA Air Force Element, USA NATO BN	R	R	R	R	R	IF	R	R
220		GBR Support Unit	Housing Office	R	R	R	R	R	IF	R	R
222		HSG, PWL	POL Point including tanks	IF	N/A						
223	X	HSG, PWL	Offices and Workshops	IF	N/A						
224		HSG, PWL	Tractor Shop	IF	N/A						
224		HSG, PWL	Vehicle Wash Facility	IF	N/A						
224		USA Support Units	Inspection Point / PMCS	R	R	RC	R	R	IF	R	R
224		DEU Support Unit	Stores	R	R	RC	R	R	IF	R	R
225		HSG	Stores (MWB, SSB, PWL)	IF	N/A						
225		ITA / BUL / POL / SVN Support Units	Stores	R	R	R	R	R	IF	R	R
226		HSG, PWL	Vehicle Wash point	IF	N/A						
227	X	HSG, PWL	Sewage Pump Station & Pit	IF	IF	N/A	IF	IF	IF	IF	N/A
228		HSG, PWL	Bulk Lubricant Storage	IF	N/A						
229		HSG, MWR	Entertainment Centre Storage	N/A	R	N/A	N/A	IF	IF	R	R
230		USA Support Units	US Air Force Element	R	R	N/A	R	R	IF	R	R
231		Electrabel	Natural Gas Distribution Facility	N/A							
232		HSG, PWL	Heavy Equipment Storage	IF	N/A						
233		HSG, PWL	Warehouse	IF	N/A						
234		HSG, PWL	Salt Storage	IF	N/A						
235		HSG, PWL	Greenhouse	IF	N/A						
236		USA Support	USA Vault Facility	R	R	N/A	R	R	IF	R	R

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## NATO UNCLASSIFIED

SD 100-7

		Units										
237		DEU Support Unit	Stores	N/A	R	N/A	R	R	R	R	R	R
238		DEU Support Unit	Stores	N/A	R	N/A	R	R	R	R	R	R
239		FIA	Procurement and Contracting Offices	IF	N/A							
240		USA Support Units	USA Army NATO Stores	N/A	N/A	N/A	N/A	R	R	R	R	R
242		NSHQ	NSHQ HV substation HV Electrical Sub-Station	N/A	N/A	N/A	N/A	N/A	IF	N/A	RA	
243	X	GBR Support Unit	Property Services Agency	N/A	R	N/A	N/A	R	R	N/A	R	
244	X	GBR Support Unit	Motor Transport Workshops	R	R	R	R	R	R	R	R	R
245		HSG, PWL	Cement Storage	IF	N/A							
246		HSG, PWL	Paint Storage	IF	N/A							
248	X	Lixon	Contractor Offices	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A	
250		Merani	Insurance Office	R	R	N/A	R	R	R	R	R	
251		DEU Support Unit	Workshop	N/A	N/A	N/A	N/A	R	IF	N/A	R	
252		HSG, PWL	Fuel Storage	IF	N/A							
253		USA Support Units	Central In/Out Processing Facility (USAG)	R	R	R	R	R	R	R	R	
254		HSG, PWL	Acid & Flammable Storage	IF	N/A							
255		HSG, PWL	Open Storage	IF	N/A							
256		HSG, PWL	Wastewater Treatment Plant	IF	N/A							
257		HSG, PWL	Metal Recycling Storage	IF	N/A							
258		HSG, PWL	Bicycle Shelter near Bldg 220	IF	N/A							
259		HSG, PWL	Stores	IF	N/A							
260		HSG, PWL	Bicycle Shelter near Bldg 218	N/A	N/A	N/A	IF	IF	IF	IF	N/A	
261		ACOCl Activity	Region V	R	R	R	R	R	R	R	R	
262		ACOCl Activity	Region V	R	R	R	R	R	R	R	R	
264		HSG, PWL	Electrical Sub-Station behind 213	IF	N/A							

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## NATO UNCLASSIFIED

SD 100-7

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<b>300 Area - Troop Support Area</b>										
301	HSG	Gym annex	IF	IF	IF	IF	IF	IF	IF	IF
302	NCSA HQ	NCSA HQ	IF	IF	IF	IF	IF	IF	IF	IF
303	HSG, MWR	SHAPE Events Centre	IF	IF	IF	IF	IF	IF	R	R
303	HSG, MWR	Thrift Shop	IF	IF	IF	IF	IF	IF	R	R
303	A HSG, MWR	Dome, SHAPE Trips and Tours	R	R	R	R	R	R	R	R
304	HSG, MWR	Fuel Station, Garage, & Car Wash	R	R	R	N/A	R	R	N/A	R
305	HSG	Troop billets: USA & TUR & GRC, LVA, EST, SVK, LTA	RB	RB	RB	RB	RB	IF	RB	R
306	HSG	BEL, ITA, USA & GBR Support Unit Offices ; US (one office)	R	R	R	R	RB	IF	R	R
307	HSG, MWR	Com. Activity Ctr., Library, , Arts & Crafts,	IF	IF	IF	IF	IF	IF	R	R
308	GBR Support Unit	Dining Facility	R	R	R	R	R	IF	R	R
309	HSG	GBR Billets, NLD, SVN Support Unit Offices	RB	RB	RB	RB	RB	IF	RB	R
309	A NLD Support Unit	NLD Support Unit	R	R	R	R	R	R	R	R
309	B GBR Support Unit	GBR Support Unit	R	R	R	R	R	R	R	R
310	HSG	Troop billets: BEL, ITA, NOR & FRA Billets	RB	RB	RB	RB	RB	IF	RB	R
311	HSG, MWR	Continental Dining Facility	IF	IF	IF	IF	IF	IF	IF	RE
312	X HSG	DEU Offices (groundfloor)	R	R	R	R	R	IF	R	R
312	X HSG	DEU Billets (1 <sup>st</sup> & 2 <sup>nd</sup> floor)	RB	RB	RB	RB	RB	IF	RB	R
313	X HSG, MWR	Main Gym and Swimming Pool	IF	IF	IF	IF	IF	IF	IF	R
314	X HSG, MWR	DEU Administration/Workshop	R	R	R	R	R	R	R	R
315	HSG, MWR	MWR Storage	R	R	R	R	R	R	R	R
316	X GBR Support Unit	Dining Facility Stores	N/A	R	N/A	N/A	R	R	N/A	R
317	HSG, MWR	Continental Dining Facility Stores	IF	IF	IF	IF	IF	IF	IF	N/A
318	United States Support Unit	80th ASG (NSSG), AFN, Northern Law Centre Offices	R	R	R	R	R	R	R	R

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## NATO UNCLASSIFIED

SD 100-7

319	United States Support Unit	USA Army Post Office	R	R	R	R	R	R	R	R
320	United States Support Unit	Armed Forces Network Storage	N/A	R	N/A	N/A	R	R	N/A	R
321	HSG, PWL	HV Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
322	United States Support Unit	Armed Forces Network Storage	R	R	R	R	R	R	R	R
323	United States Support Unit	Armed Forces Network Transmitter	R	R	R	R	R	R	R	R
324	DEU Support Unit	Administration and Support Offices	R	R	R	R	R	R	R	R
326	NCSA Mons Sector, SHAPE	Microwave Tower 1	IF	RE						
327	NCSA Mons Sector, SHAPE	Communications Facility	IF	RE						
328	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
329	HSG, PWL	Mechanical Area	IF	N/A						
330	HSG, MWR	The Place	R	R	R	R	R	R	R	R
331	US	Smoking Shelter	N/A	N/A	N/A	R	R	R	R	R
332	USA Support Unit	Armed Forces Network Tower	N/A	R	N/A	N/A	R	R	N/A	R
333	GBR Support Unit	Catering Office	R	R	R	N/A	R	IF	N/A	R
336	HSG, PWL	Bicycle Shelter on Rue Galvin near Bldg 313	N/A	N/A	N/A	IF	IF	IF	IF	N/A
337	HSG, MWR	Youth Services Concession Stand at Field #11	N/A	N/A	N/A	N/A	R	R	N/A	R
338	HSG, PWL	Bus Shelter on Rue Gruenthaler near Bldg 306	N/A	N/A	N/A	IF	IF	IF	IF	N/A
340	HSG, PWL	Bicycle Shelter near Bldg 312	N/A	N/A	N/A	IF	IF	IF	IF	N/A
341	HSG, PWL	Bicycle Shelter near Bldg 305	N/A	N/A	N/A	IF	IF	IF	IF	N/A
342	USA Support Unit	80th ASG Drug and Alcohol Abuse Prevention Centre	R	R	R	R	R	R	R	R
343	HSG, PWL	Bicycle Shelter near Bldg 302	N/A	N/A	N/A	IF	IF	IF	IF	N/A
344	Laurenty	Contractor	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A
345	SIEMENS SBT	Contractor	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A
346	DRUART	Contractor	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A
347	Putman	Contractor	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A
348	CTI	Contractor (Mr RICAILLE)	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A
349	NCSA Mons Sector, SHAPE	Communications Facility	IF	N/A						
350	HSG, PWL	Bicycle Shelter near Bldg 310	N/A	N/A	N/A	IF	IF	IF	IF	N/A
351	HSG, PWL	Bicycle Shelter near Bldg 309	N/A	N/A	N/A	IF	IF	IF	IF	N/A
352	USA Support	Armed Forces Network	R	R	R	R	R	R	R	R

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## NATO UNCLASSIFIED

SD 100-7

	Unit	Storage									
353	USA Support Unit	80th ASG Family Life Centre	R	R	R	R	R	R	R	R	R
354	HSG, MWR	Youth Services Concession Stand at Field #10	N/A	N/A	N/A	N/A	R	R	N/A	R	
355	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A	
357	HSG, PWL	Mechanical Area	IF	N/A							
358	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A	
359	HSG, PWL	Bicycle Shelter near Bldg 309	N/A	N/A	N/A	N/A	R	R	R	N/A	
360	HSG, PWL	Bicycle Shelter near Bldg 306	N/A	N/A	N/A	N/A	IF	IF	IF	N/A	
361	HSG, PWL	Warehouse storage	IF	N/A							
362	storage	Contractor	IF	IF	N/A	N/A	N/A	N/A	N/A	N/A	

Bldg	Controlling Organisation	Occupant(s)/Activity/Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>400 Area - Health Care and Athletics Area</b>										
401	SHAPE Health Care Facility	Medical and Dental Clinics	IF	IF	IF	IF	IF	IF	IF	R
404	HSG, MWR	Green Gym Athletic Centre, Scout Huts	RC	RC	RC	RC	RC	RC	R	R
405	HSG, MWR	Mechanical Area & Athletic Equipment Storage	RC	RC	RC	RC	RC	RC	R	R
406	X HSG, MWR	Physical Training Shelter	N/A	N/A	N/A	R	R	R	N/A	R
407	HSG, MWR	Sports Pavilion	R	R	R	R	R	R	R	R
408	SHAPE Health Care Facility	Fork lift storage	IF	IF	IF	IF	IF	IF	IF	R
409	HSG, MWR	SHAPE Booster Club Concession Stand at Field #2	N/A	N/A	N/A	N/A	R	R	R	R
410	HSG, PWL	Bus Shelter Av d'Amsterdam	N/A	N/A	N/A	IF	IF	IF	IF	N/A
411	HSG, PWL	Waste Disposal	IF	IF	IF	IF	IF	IF	IF	N/A
412	HSG, MWR	Picnic Pavilion (Malmedy)	N/A	N/A	N/A	N/A	IF	IF	IF	R
414	HSG, MWR	Skate Parc	N/A	N/A	N/A	R	R	R	R	R
415	SIS	Belgium Secondary 1	R	R	R	R	R	R	N/A	R
416	SIS	Belgium Secondary 2	R	R	R	R	R	R	N/A	R
418	SIS	Belgium Primary 2	R	R	R	R	R	R	N/A	R
417	SIS	Belgium Primary 1	R	R	R	R	R	R	N/A	R
450	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A

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Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>500 Area - Retail Complex Area</b>										
501	HSG, MWR	Alliance Auditorium	RC	RC	RC	R	RD	IF	R	R
502	HSG, MWR	Pizza Bowl	R	R	R	R	R	R	R	R
503	HSG, MWR	Youth Centre, Teen Centre	R	R	R	R	R	IF	R	R
504	HSG	Barber Shop	R	R	R	R	R	IF	R	R
504	HSG	Beauty Shop	R	R	R	R	R	IF	R	R
504	HSG	Book Store	R	R	R	R	R	IF	R	R
504	HSG	Flower Shop	R	R	N/A	R	R	IF	R	R
504	HSG	Optician	R	R	R	R	R	IF	R	R
504	HSG	Carrefour Home Centre	R	R	R	R	R	IF	R	R
504 A	HSG, MWR	Carrefour Home Centre	R	R	R	R	R	R	R	R
505	HSG, MWR	Carrefour Supermarket	R	R	R	R	R	IF	R	R
505	HSG, PWL	HV Sub Station, Mechanical Area (HVAC)	IF	IF	IF	IF	IF	IF	IF	N/A
505	HSG, MWR	Dry Cleaners	R	R	R	R	R	IF	R	R
505	HSG, MWR	Rendezvous	R	R	R	R	R	R	R	R
505 A	HSG	Supermarket Annex	R	R	R	R	R	R	R	R
506	HSG	Retail Centre, Toilets	IF	IF	IF	IF	IF	IF	IF	N/A
506	HSG	Bank	R	R	R	R	R	IF	R	R
506	HSG	Rationed Items Store	R	R	R	R	R	IF	R	R
506 A	HSG, MWR	Rationed Items Store Annex	R	R	R	R	R	R	R	R
509 & 509 a	HSG, MWR	Teen Centre & Annex	R	R	R	R	R	R	R	R
511	HSG, PWL	Shelter on Avenue d'Oslo	N/A	N/A	N/A	IF	IF	IF	IF	N/A
512	HSG, PWL	Recycling Centre Office	IF	IF	IF	IF	IF	IF	IF	N/A

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## NATO UNCLASSIFIED

SD 100-7

Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>600 Area - Housing Area</b>										
601	HSG	SHAPE Chapel	IF	IF	IF	IF	IF	IF	IF	RE
602 & 602 a	HSG, MWR	School-Age Services Program	R	R	R	R	R	R	R	R
603	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
604	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
605	HSG, PWL	Water Softening Plant	IF	IF	IF	IF	IF	IF	IF	N/A
606	Wallone Region	Water Tower (S.W.D.E.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
607	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
608	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
609	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
610	BE Ministry of Finance	Housing Maintenance Offices and Workshops	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
611	HSG, MWR	Athletic Equipment Storage	N/A	N/A	N/A	N/A	R	R	N/A	N/A
612	NCSA Mons Sector, SHAPE	Microwave Tower 2	IF	IF	IF	IF	IF	IF	IF	RE
613	NCSA Mons Sector, SHAPE	Communications Facility	IF	IF	IF	IF	IF	IF	IF	RE
614	HSG, PWL	Microwave Tower 2 Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
615	HSG, SES	Police Post at Avenue d'Ottawa	IF	IF	IF	IF	IF	IF	IF	N/A
616	HSG, MWR	Child Development Centre	R	R	R	R	R	R	R	R
617	HSG, PWL	HV Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
618	HSG, PWL	Canopy Ottawa gate	N/A	IF	N/A	IF	IF	IF	IF	N/A
619	HSG, PWL	Smoking Shelter rue Comète de Haley	N/A	N/A	N/A	IF	IF	IF	IF	N/A

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## NATO UNCLASSIFIED

SD 100-7

Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>700 Area - SHAPE International School Area</b>										
701	SHAPE International School	GBR Assembly Hall	R	R	R	R	R	R	N/A	R
701 A	SHAPE International School	GBR Cafeteria	R	R	R	R	R	R	N/A	R
702	SHAPE International School	GBR, DEU, USA, and NOR Elementary Sections	R	R	R	R	R	R	N/A	R
702 A	SHAPE International School	DEU Section	R	R	R	R	R	R	N/A	R
703	SHAPE International School	USA Elementary Section	R	R	R	R	R	R	N/A	R
703 A	SHAPE International School	DEU & USA Elementary Sections	R	R	R	R	R	R	N/A	R
703 B	SHAPE International School	USA Elementary Section - Media Centre	R	R	R	R	R	R	N/A	R
704	SHAPE International School	International Elementary Gymnasium	R	R	R	R	R	R	N/A	R
705	SHAPE International School	BEL Secondary Section	R	R	R	R	R	R	N/A	R
705 A	SHAPE International School	BEL Secondary Section	R	R	R	R	R	R	N/A	R
706	SHAPE International School	USA Secondary Section	R	R	R	R	R	R	N/A	R
706 A	SHAPE International School	USA Secondary Section - Garage	R	R	R	R	R	R	N/A	R
706 B	SHAPE	USA Secondary Section -	R	R	R	R	R	R	N/A	R

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## NATO UNCLASSIFIED

SD 100-7

	International School	Computer Lab									
707	SHAPE International School	USA Secondary Section	R	R	R	R	R	R	N/A	R	
708	SHAPE International School	International Kindergarten	R	R	R	R	R	R	N/A	R	
708	A SHAPE International School	International Kindergarten Extension	R	R	R	R	R	R	N/A	R	
709	SHAPE International School	International Kindergarten	R	R	R	R	R	R	N/A	R	
709	A SHAPE International School	International Kindergarten Extension	R	R	R	R	R	R	N/A	R	
710	SHAPE International School	International Cafeteria, Kitchen, Workshop, Bus Section	R	R	R	R	R	R	N/A	R	
711	SHAPE International School	International Secondary Gymnasium	R	R	R	R	R	R	N/A	R	
712	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A	
713	SHAPE International School	USA Secondary Section - JROTC Classroom	R	R	R	R	R	R	N/A	R	
714	SHAPE International School	BEL Elementary Section	R	R	R	R	R	R	N/A	R	
714	A SHAPE International School	BEL Elementary Section	R	R	R	R	R	R	N/A	R	
715	SHAPE International School	USA Elementary Section	R	R	R	R	R	R	N/A	R	
716	SHAPE International School	International Teachers Lounge (North)	R	R	R	R	R	R	N/A	R	
716	SHAPE International School	ITA Section (South)	R	R	R	R	R	R	N/A	R	
717	SHAPE International School	General Director & Common Services (North)	R	R	R	R	R	R	N/A	R	

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## NATO UNCLASSIFIED

SD 100-7

717	SHAPE International School	NLD Section (South)	R	R	R	R	R	R	N/A	R
718	SHAPE International School	NLD Section	R	R	R	R	R	R	N/A	R
719	SHAPE International School	NLD Section	R	R	R	R	R	R	N/A	R
720	SHAPE International School	School Bus Shelter on Ave de Paris and Ave d'Oslo	N/A	N/A	N/A	N/A	R	R	R	R
721	SHAPE International School	Bicycle Shelter near Bldg 705	N/A	N/A	N/A	N/A	R	R	R	R
722	SHAPE International School	Bicycle Shelter	N/A	N/A	N/A	N/A	R	R	R	R
723	SHAPE International School	Bicycle Shelter near Bldg 706	N/A	N/A	N/A	N/A	R	R	R	R
724	SHAPE International School	Bicycle Shelter near Bldg 701	N/A	N/A	N/A	N/A	R	R	R	R
725	HSG, PWL	Electrical Sub-Station	IF	IF	N/A	IF	IF	IF	IF	N/A
726	HSG, PWL	Electrical Sub-Station	IF	IF	N/A	IF	IF	IF	IF	N/A

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Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>800 Area - Housing Area</b>										
801	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
802	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
803	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
804	HSG, PWL	Electrical Sub-Station	N/A	IF	N/A	IF	IF	IF	IF	N/A
805	HSG, SES	Police Post at Avenue de Luxembourg	IF	IF	N/A	IF	IF	IF	IF	N/A

Bldg	Controlling Organisation	Occupant(s)/Activity/ Comments	Water	Electricity	Gas or Fuel Oil	Refuse Disposal	Routine Repair or Maintenance	Structural Repair or Maintenance	Cleaning Services	Convenience/ activity owned eq
<b>900 Area - Club and Billeting Area</b>										
901	HSG, PWL	Military Cooperation Division	IF	IF	IF	IF	IF	IF	IF	IF
902	HSG, MWR	SHAPE Inn	R	R	R	R	IF	IF	R	R
903	HSG, MWR	SHAPE Club	IF	IF	IF	IF	IF	IF	R	R
904	HSG, MWR	SHAPE Inn	R	R	R	R	IF	IF	R	R
908	HSG, PWL	Electrical Sub-Station	IF	IF	N/A	IF	IF	IF	IF	N/A
911	HSG, PWL	Bicycle Shelter on Rue de la Coopération near Bldg 901	N/A	N/A	N/A	IF	IF	IF	IF	N/A
912	HSG, PWL	Bus Shelter on Avenue de Luxembourg near Bldg 903	N/A	N/A	N/A	IF	IF	IF	IF	N/A
913	HSG, PWL	Smoking Shelter - MCD	N/A	N/A	N/A	IF	IF	IF	IF	N/A
914	HSG, PWL	BBQ Hut - MCD	N/A	N/A	N/A	IF	IF	IF	IF	N/A
915	NSHQ	New NATO SOF HQ	R	R	R	R	R	IF	R	R
918	HSG, PWL	Electrical Sub-Station	IF	IF	N/A	IF	IF	IF	IF	N/A

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ANNEX D TO  
SD 100-7  
DATED 4 SEP 12

Request for Public Works & Logistics Office to  
**SF8** provide repairs, new works, modernisation,  
 utilities and/or supplies (see SHAPE Directive 100-7).

SF8 Number (for PWL use only)

Date received by PWL (for PWL use only)

## 1. Client and Requestor Details

Client's Name and Rank:

Client's Telephone Number:

Client's Division/Unit:

Site of Work (Bldg No, Room No, etc):

Account Number:

Desirable Completion Date:

ASAP is not acceptable, the date must be realistic and reflect the justification

## The following services are requested

(A detailed description **must** be provided to ensure the request goes to the correct Section in the first place. include sketches, dimensions and any other detail)

## Statement why work is required:

(Only required for Internationally Funded new projects or major refurbishment and must be in the form of a S.M.A.R.T. Impact Statement for budget input)

Requestor's Reference: Date Printed: Authorised Requestor's Signature: Authorised Requestor's Name:

## 2. For Reimbursable works only

Fund citation (if applicable):

Name and address of person or activity where collection vouchers should be sent:

I Certify Funds are available:

Rank:

Name:

Signature of Approving Authority:

Date:

Telephone Extension:

## 3. Approving Authority (for PWL use only)

Works Request:

Approved

Disapproved

Returned without action

Cancelled

Date:

Priority:

1	2	3
---	---	---

Actual Completion Date:

Reimbursable:

Tick if Reimbursable

Reimbursable Code:

Estimated Cost:

Signature of Approving Authority:

Remarks:

(See over leaf if required)

SD 100-7

**Additional Remarks:**

SHAPE Form 8, JAN 2011

**INSTRUCTIONS FOR COMPLETING SHAPE FORM 8**

1. **General.** Wherever possible the form should initially be completed using MS Word, as this only allows the user to fill in the parts that are required and in the format required.

a. **SF8 Number.** This is reserved for use by PWL Office and is used to control and refer to service requests.

b. **Date received by PWL Office.** This is reserved for use by PWL Office and is used to control and refer to service requests.

2. **Section 1 - Client and Requestor Details**

a. **Client's Name and Rank.** Name and rank of the individual completing the SF8 or the point of contact for the service requests (Not necessarily the authorised requestor).

b. **Client's Telephone Number.** The client's telephone number (Not necessarily the authorised requestor).

c. **Client's Division/Unit.** The Client's Division or unit (Not necessarily the authorised requestor).

d. **Site of Work.** Insert the building and room number of where the service is required and/or include enough information to identify the location.

e. **Account Number.** The Client's Divisional account number where the service will be performed, if applicable.

f. **Desirable Completion Date.** Provide a realistic and reasonable date when the service is needed. ASAP is **not** acceptable; the date must be realistic and reflect the justification. Please note that it may take several years to request International funds for large projects. Reimbursable projects can be completed within a few months depending on the size of project. For very small tasks, it takes only a few days, if resources are available.

g. **The Following Services are required.** A detailed description **must** be provided to ensure the request goes to the correct section in the first place. Include sketches, dimensions and any other details. Please ensure you add the Point of Contact, if different from the client. The Statement of Requirement should be expanded to include the answers to the following questions if applicable:

- (1) What service is required (detailed)?
- (2) What is the client's objective (required outcome)?
- (3) Where is the service to be done (detailed location and plan)?
- (4) When does the client require the project to be completed (ASAP is not acceptable and only emergencies will be completed within the next 12 Months)?

(5) What quality is required (must comply with the minimum military requirement)?

h. **Statement Why Service is required.** This part is to be filled in only for Internationally Funded new projects, major refurbishment and major equipment must be in the form of an Impact Statement for budget input (S.M.A.R.T.). The SMART is a summary Impact statement prepared using the Specific, Measurable, Achievable, Realistic and Timed concept that identifies the effect on operational tasks and objectives if funding is not made available.

i. **Requester's Reference.** This is for use by the requesting organisation, for their internal management.

j. **Date Printed.** This is created automatically by using the form within MS Word.

k. **Authorised Requestor's Signature.** This is the Authorised Requestor's signature (signature of the person authorised by the Division head on SF 37-1 to request service) and is not necessarily the client's.

l. **Authorised Requestor's Name.** This is the Authorised Requestor's name and is not necessarily the client's.

3. **Section 2 - For Reimbursable Works Only.** This section is to be completed by hand once the SF8 has been returned to the requestor.

a. **Fund Citation.** Self-explanatory, only applies to U.S. nationally funded works.

b. **Name & Address of Person or Activity Where Collection Voucher Should Be Sent.** The fund account manager or disbursing officer for the organisation.

c. **I Certify Funds Available.** Rank, name, date, telephone number and signed by the individual authorised to commit funds for the organisation.

4. **Section 3 – Approving Authority.** This section is for PWL Office use only.

5. **Section 4 – Itemised Estimate Actual Cost.** This section is to be used if submitting a request to supply stores.

A: ACO

(1) **REPORT OF SURVEY FOR INTERNATIONAL PROPERTY**  
**(AD 60-80)**

HQ

### Report of Survey No.

## PART 1 - APPLICATION FOR WRITE-OFF

(9) explanation for Application by Property Accounting Officer (Attach exhibits as necessary)

(10) Replacement: Required  Not Required  (Mark as necessary)

## Estimated Replacement Cost

DATE

**Signature (Print or type name)**

**Rank or  
Grade**

## PART II

(11) Findings and Recommendations of Board of Inquiry ( Attach exhibits where necessary )

Mark disposal methods recommended: transfer  trade-in  sale as salvage   
sale as scrap  cannibalisation  destruction  other \_\_\_\_\_(Specify.)

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_ 4. \_\_\_\_\_  
Signature              Signature              Signature              Signature

Print or type names and positions

(12) Recommendation of Headquarter Support Commander / Chief Signal Support Group.

Signature \_\_\_\_\_ Name & Rank \_\_\_\_\_ Date \_\_\_\_\_

(13) Recommendation / Approval by Financial Controller.

Signature \_\_\_\_\_ Name & Rank \_\_\_\_\_ Date \_\_\_\_\_

(14) Approval by SHAPE, MBC or APPC

\* All ACO Forms 51 submitted for SHAPE, MBC or APPC approval must be accompanied by a fully completed Summary Sheet (see AD 60-80)

**LETTER OF APPOINTMENT**

TO: PWL Logistics Branch

SUBJECT: Appointment of Memorandum receipt Account Holder for Account #Division

REFERENCES: A. AD 60-80, "Property Accounting and Control"  
B. 5423.03/BM01/SHFAX/16/95, Subject: Audit and Inspection of the Financial Activities of HSG, Resource Management Branch, Budget and Supply Section

1. The following named individual is appointed as Memorandum Receipt Account

Holder for Account # \_\_\_\_\_

Name of appointed MRAH \_\_\_\_\_

Rotation date	Name of Branch/Division Chief	Signature of Branch/ Division Chief
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2. As the designated MRAH for Account # \_\_\_\_\_, I accept full responsibility for maintaining and accounting for all assigned Expendable and Controlled capital property. In accordance with AD 60-80 and local SOP's policies, I will ensure that personnel I delegate to conduct supply/support transactions on SF 37-1 are equally knowledgeable on prescribed procedures.

3. Additionally, I will ensure that all assigned property is inventoried and safeguarded and only used in support of SHAPE official business and conduct a changeover inventory prior to my departure from current assignment.

Signature of Appointed Officer

NAME OF THE PERSON

Rank, Country, Service

Job Title

NATO UNCLASSIFIED

ANNEX G TO  
SD 100-7  
DATED 4 SEP 12

<b>EQUIPMENT TRANSACTION FORM</b>		<u>TYPE OF TRANSACTION</u>	DATE	FROM ACCOUNT #	ACCOUNT #
<input type="checkbox"/> TEMP LOAN <input type="checkbox"/> ISSUE <input type="checkbox"/> TURN-IN					
PART NUMBER	ITEM NAME		SERIAL NUMBER	QTY	
<b>JUSTIFICATION / COMMENTS:</b>					
ACCOUNT MANAGER		DATE	POINT OF CONTACT / PHONE		
REQUESTOR		DATE	ORG VOUCHER NO.		

SHAPE FORM 31

**SIGNATURE CARD**  
**(NOTICE OF DELEGATION OF AUTHORITY FOR MRAs)**

PRINTED NAME (LAST, FIRST, MI)	SF 31	AF 35	SF 8	SIGNATURE	PHONE NUMBER	ROTATION DATE
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

THE UNDERSIGNED HEREBY  DELEGATES TO  WITHDRAWS FROM THE PERSON LISTED ABOVE THE AUTHORITY TO SUBMIT OR RECEIVE SUPPLY REQUESTS FROM / TO

DIV:	BRANCH:	EXP DATE:	PHONE:
LAST NAME, FIRST NAME, MI	RANK	DATE	SIGNATURE

SHAPE FORM 37-1

## TRANSPORTATION REQUEST

To be completed by Traveller/ Division					
1. Requested by:					
	Rank	Name (Last Name, First Name)		Division/Branch	Extension
2. Purpose of Journey:				3. NTO No:	
4. Vehicle to report to:				5. Start Date:	
	Name (Last Name, First Name)		Phone number	6. Start Time:	
7. Pick up Location:				8. Return Date:	
10. Destination(s):				9. Return Time:	
13. Names of PAX or attach a List:				11. No of PAX:	
14. Certificate to be signed in accordance with SHAPE Directive 55-1					
Authorisation for rental cars on a reimbursable base Yes <input type="checkbox"/> No <input type="checkbox"/>					
Ran k	Name (Last name, First name)	Extension	Job title /Code number	Signature	Date
15. Special authority requirements in accordance with SHAPE Directive 55-1					
Approved: <input type="checkbox"/>					
Disapproved: <input type="checkbox"/>	Name (Last name, First name)	Appointment		Signature	
16. To be completed by Dispatcher (HSG, Public Works and Logistics Office, Transportation Section)					
17. Request received by:					
	Name (Last Name, First Name)		Signature	Date	Time
18. Request amended by:					
19. Dispatch Information:				20. Driver:	
				21. Vehicle:	
22. Information data for reimbursement to be completed by Dispatcher after the completion of journey					
23. Duration: Hrs/Days	24. Total Kilometres:		25. Total Fuel: (Litre)		26. Toll Road: Yes <input type="checkbox"/> No <input type="checkbox"/>

SHAPE FORM 288, FEB 2010

SD 100-7

## Request for Transportation

Blocks 1 through 12 are to be filled in **legible** writing. Block 14 is to be signed in accordance with SHAPE Directive 55-1. If nature of the request requires, block 15 is to be signed in accordance with SHAPE Directive 55-1.

### Modifying or Cancelling a Request submitted

For modifying or cancelling a request submitted call the Dispatcher, HSG, Public Works and Logistics Office, Transportation Section (Tel: 4736) who will amend or cancel the respective request. Cancellation or modification of the request must be confirmed by fax (4738) at the earliest opportunity.

### To Complete SHAPE FORM 288

1. **Requested by:** Rank, Name, Organisation and Extension of the person who initiated the request.
2. **Purpose of Journey:** In short term explain why the transport is requested.
3. **NTO Serial number:** Write the NATO Travel Order number in the box if your trip requires a NATO Travel Order in compliance with SHAPE Supplement 60-50.
4. **Vehicle to report to:** Name of the person who self-drives the vehicle or the name of the responsible person or senior passenger who is to be driven.
5. **Start Date:** Write the required departure date. (Day/Month/Year)
6. **Start Time:** Write the desired departure time. (Hour/Minute)
7. **Pick up Location:** the pick up location is the Dispatch Cell, (HSG, Public Works and Logistics Office, Transportation Section) BLDG 218.
8. **Return Date:** Write down the Date when you return the vehicle. (Day/Month/Year)
9. **Return time:** Write down the Time when you return the vehicle. (Hour/Minute)
10. **Destination(s):** Write down the name of the place(s) and address of your destination(s).
11. **No of PAX:** Write down the number of the passengers.
12. **Details of Load or Remarks:** Write down the amount of luggage or put down useful information for dispatcher regarding your request
13. **Names of Passengers:** Write down the names of the passengers or attach a list.
14. In compliance with SD 55-1 page 2-2 paragraph "g" point (1)
15. In compliance with SD 55-1 page 2-2 paragraph "d" point (3) and paragraph "g" point (2)