

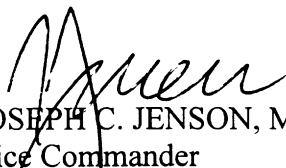
**MEMORANDUM OF UNDERSTANDING**


**BETWEEN**

**ARKANSAS WING, CIVIL AIR PATROL**

**AND CAP-LO, ARKANSAS**

1. Period of Memorandum of Understanding: 1 Oct 2001 through 31 Dec 2001
2. The Arkansas Wing, CAP, will:
  - a. Provide approximately 450 square feet of office space for the CAP-LO, Arkansas Wing, two offices located in the Arkansas Wing CAP HQ Building, Adams Field, Little Rock, Arkansas.
  - b. Accept responsibility for payment of all utilities (water, gas and electricity) utilized for the entire building.
3. The CAP-LO, Arkansas, will:
  - a. Perform required janitorial services for the above described office space.
  - b. Reimburse the Arkansas Wing, CAP, for a fair and equitable share of utilities (water, gas and electricity) utilized at the rate of 71.83 per month for the period of the Memorandum of Understanding. Reimbursement will be on a quarterly basis and a lump sum payment in the amount of \$215.49 shall be made to the Arkansas Wing, CAP, at the end of the period.
4. This Memorandum of Understanding shall be accomplished during the month of October 2001 for the purpose of adjusting utility reimbursement to the Arkansas Wing, CAP, as required. The formula to be used to determine the fair and equitable share for utilities utilized by the CAP Liaison Office will be the square footage of the liaison office as opposed to the cost of utilities of the entire building (approximately 15 percent).

  
JOSEPH C. JENSON, Major, CAP  
Vice Commander

  
ROBERT W. BETZOLD, LtCol, USAF (Ret)  
Arkansas Wing Liaison Officer

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