

**Garrison Agreement Procedures  
&  
Support Services Catalog  
For Non-Army Customers**



*We are*

**THE ARMY'S HOME  
US ARMY GARRISON  
Fort Sill, Oklahoma  
15 November 2016**

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## INTRODUCTION

Fort Sill, Oklahoma has something for everyone and for every season!

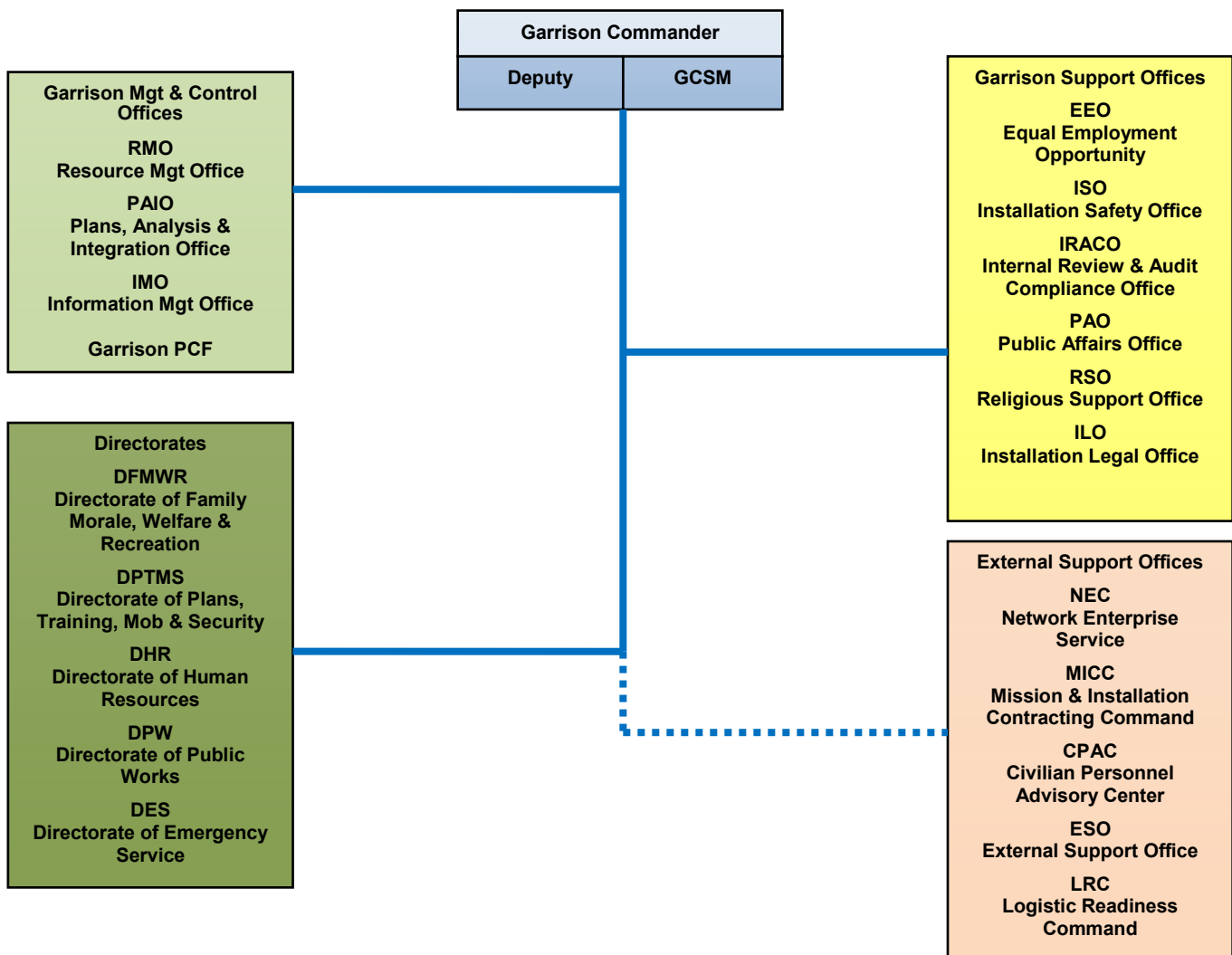
While located in the heart of the Great Plains, the proximity of the Wichita Mountains and the foothills which encroach on Fort Sill provide a varied terrain. Fort Sill's terrain includes mountainous areas, open plains, and forested areas. This terrain is ideal for training both ground and air operations.

Its central location contributes to Fort Sill's relatively mild weather. While the area does enjoy the traditional four seasons, winters and summers are relatively mild, although extreme temperatures are not uncommon in August (100 degree temperatures are common) and February (weeks of below freezing) with an average annual temperature of around 60 degrees. There is an average of 343 flying days each year.

## MISSION

USAG Fort Sill integrates and delivers installation support to enable a mission-ready Fires' force and military community.

## USAG SILL ORGANIZATION CHART.



## **PURPOSE**

This catalog has been developed to provide United States Army Garrison (USAG), Fort Sill, Oklahoma (Sill) non-Army customers with information on where and how to request support services and agreements with USAG Sill. The catalog also provides USAG Sill customers with a description of the process used for preparing, negotiating and developing Garrison agreements.

## **POINTS OF CONTACT FOR THIS CATALOG**

USAG, RMO

Manpower & Agreements Division

Agreements Office

Support Agreements Manager (SAM)	(580) 442-3560; winona.f.morris.civ@mail.mil
Assistant SAM	(580) 442-3111; carleen.l.pilcher.civ@mail.mil
FAX	(580) 442-7978

## **REFERENCES**

Department of Defense Instruction (DODI) 4000.19, Support Agreements, 25 April 2013

IMCOM FY16 Funding Letter

AR 210-22, Private Organizations

## **SCOPE**

This catalog applies to USAG Sill non-Army customers and non-Army contractor customers.

## **DEFINITIONS**

There are three basic types of agreements, Memorandum of Agreement (MOA), or Memorandum of Understanding (MOU) and the Support Agreement (SA).

- a. Memorandum of Agreements/Understanding (MOAs/MOUs). MOA/MOUs are agreements that pertain to methods and procedures. These agreements must be authorized by regulation or some official guidance and generally do not require reimbursement.
- b. Support Agreements (SAs). Customers who require recurring reimbursable support must enter into a Support Agreement with the Garrison and will reimburse in accordance with DODI 4000.19 for services that increase the support supplier's direct incremental costs. The SA is comprised of a DD1144, General Provisions, Specific Provisions and attachments as needed.

## **TYPES OF ORGANIZATIONS**

Agreements are written between specific types of organizations to include federal to federal, state and local governments, and private organizations.

a. **Contractors.** Any contractor that will be a tenant on USAG Sill is required to contact the Plans, Analysis and Integration Office (PAIO) located in Bldg 463. Appropriate documentation is required. Contractors may call (580) 442-3135 or email [david.j.kantor.civ@mail.mil](mailto:david.j.kantor.civ@mail.mil) to obtain and submit the required documents. This is the initial step to get an agreement established. Agreements are not written with contractors, but instead are written between USAG Sill and the federal entity that requires the performance of a contractor.

b. **Private Organizations.** Private organizations desiring to operate on USAG Sill should contact the Directorate of Family, Morale, Welfare and Recreation (DFMWR) Private Organization Coordinator, phone (580) 442-3113 in order to obtain appropriate paperwork for requesting space/access on the Garrison and to comply with requirements of Army Regulation 210-22. The private organization should know the amount of space requested, timeframes of facilities needed, etc. DFMWR will determine if a license/lease is required for requested support and will provide the documentation to the Directorate of Public Works (DPW) for establishment of the license/lease. DPW will provide the necessary documentation to DFMWR and the SAM so an agreement can be developed with the customer when authorized.

c. **State and Local Governments, Colleges and Universities.** Contact the Garrison SAM to initiate or update existing agreements required with the USAG Sill.

d. **Federal Government Entities.** Contact the Garrison SAM to initiate or update existing agreements required with the USAG Sill.

## **GARRISON AGREEMENT PROCEDURES**

SAM is responsible for formulating Garrison Agreements and providing guidance to all receivers of support services. Direct coordination and communication with the SAM is required.

## **PROCESS FOR REQUESTING AGREEMENTS**

a. **MOA/MOU Procedure.** After the need for an agreement is identified, the agreement may be initiated by the Garrison or the customer but should follow the basic structure in Appendix A. A subject matter expert should draft the agreement in the MOA/MOU format. Submit draft agreement to the SAM via email at [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil) or phone (580) 442-3560/3111 to continue the agreement process. See Appendix B for the basic Agreements Process.

b. **SA Procedure.** For customers requesting recurring support services from USAG Sill, the customer should see Appendix B for the Agreements Process and complete the steps below.

STEP 1. If the customer will be, or is, a tenant on USAG Sill, the first requirement is to complete the Agreement Request Sheet at Appendix D. Initial facility requests and requests for additional facilities and real estate space must be submitted to the Plans, Analysis and Integration Office (PAIO) in Bldg 463 or can be emailed to [david.j.kantor.civ@mail.mil](mailto:david.j.kantor.civ@mail.mil) for coordination and review by the Real Property and Master Planning Division, DPW and approved by the Garrison Commander. The USAG Sill SAM will ensure space requirements are validated by DPW before a SA can be written.

STEP 2. Using the Support Services Catalog, complete the Agreement Request Sheet. Submit the request form to the SAM via email [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil) or phone (580) 442-3560/3111 to continue the agreement process. Non-Army – Interservice agreements within DOD and non-DOD customers who require recurring reimbursable support must enter into a SA with USAG Sill and will reimburse in accordance with (IAW) DODI 4000.19 for those services.

STEP 3. The draft SA will be coordinated IAW the Agreements Process at Appendix B.

STEP 4. The Garrison Resource Management Office (Budget Office) will review the draft Support Agreement and create a Reimbursement Funding Annex for validation of financial information. The Funding Annex will specify what services are reimbursable to USAG Sill and provide an estimated cost. The Funding Annex will be included as an attachment to the SA. The receiver of support will plan and budget to reimburse or fund the amount estimated on the Funding Annex.

STEP 5. The final SA will be sent to the receiver for review and negotiation. Upon acceptance by the receiver, the receiver will sign the DD Form 1144 and then return the agreement to USAG Sill for signature.

## **REVIEW PROCEDURES**

**Funding Annex Reviews.** An annual review of the Funding Annex will be accomplished by the Garrison's Resource Management Office (RMO). Estimated costs in the funding annexes are reviewed against actual expenditures and the funding annex may be revised accordingly. Many billing items are based on actual costs, unless specifically stated otherwise in the Agreement.

## **SUPPORT AGREEMENT REVIEWS**

**MOA/MOUs.** Agreements are reviewed every 3 years unless documented differently within the agreement itself. With or without a review, the agreement continues until it is terminated, the project it addresses is completed, it is superseded by a new agreement or for a period of nine years. USAG Sill or any affected party to the agreement may initiate a review of the agreement at any time to address changes or modifications needed in the agreement. Contact the USAG Sill SAM for to request changes to the agreement.

**SA.** Support Agreements are valid for nine years and will be valid from the last signature date until a new review is performed to supersede the existing agreement, the agreement is terminated, or nine years is exceeded. USAG Sill or the receiver to the agreement may initiate a review of the agreement at any time to address changes or modifications needed in the agreement. Contact the USAG Sill SAM to request changes to the agreement. Any change/revision/termination of an agreement requires 180 day notification by either party.

## **GENERAL REIMBURSEMENT GUIDELINES**

Reimbursable guidance is based on the type of organization receiving the support. The following general rules apply:

Non-Army – recurring interservice and intergovernmental support is reimbursable to the extent that it increases USAG’s direct cost and that cost is identifiable to a specific customer unless there is an exception. Categories of services provided typically without reimbursement are reflected on page 10.

Private Organization – reimburse for everything unless there is an exception.

Contractors - Contractor support is provided IAW the type of organization that funds the contract. Non-Army agreements are written with the contractor’s federal organization, not with the contractor.

**EXCEPTIONS.** A non-inclusive list of exceptions to the general reimbursement guidelines is identified below. These organizations have regulations that identify specific guidance for reimbursement. This Catalog does not supersede any established regulatory guidance. Specific regulations governing the following organizations will be reviewed by USAG Sill Budget Office in order to establish appropriate reimbursements on the funding annex for these customers.

### Non-Army Exceptions

#### Financial Institutions

Below 95% military pay for all support and rent

Above 95% military get CLS same as Army (See Army Catalog)

#### Private Organization Exceptions:

American Red Cross

United Service Organization (USO)

Army Emergency Relief (AER)

Civil Air Patrol

Employee Organizations

Scouting Organizations

CONUS Schools

## **BILLING INSTRUCTIONS**

Reimbursement will be accomplished by billing the Receiver on a monthly/quarterly basis supported by copies of work requests or other accountable documents for payment. Receiver will forward appropriate funding document, e.g., DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Universal Order form pertaining to their agreement to HQ, US Army Garrison, Directorate of Resource Management, Garrison Budget Office, ATTN: IMSI-RMB, 462 Hamilton Road, Suite 112, Fort Sill, OK 73503-5000, DSN 639-8130 or commercial (580) 442-8130, email: deirdre.b.gattenby.civ@mail.mil.

**The appropriate funding document must contain the Support Agreement Number, the categories of support, and the reimbursable amount for each category of support to permit the Resource Management Office (RMO) to track the costs. Receiver shall email or FAX a copy of all funding documents to the IMSI-RMB Garrison Budget Office, DSN 639-7577 or Commercial (580) 442-7577.**

Nothing in this agreement shall be construed to obligate the Supplier to expend or obligate funds in violation of the Anti-Deficiency Act, 31 U.S.C. Section 1341.

## **SUPPORT SERVICES CATALOG**

This Support Services Catalog identifies the categories of services provided by USAG Sill based on available Garrison resources (funding) and mission priorities for the current fiscal year. Services are listed by DODI category IAW DODI 4000.19. This catalog identifies typically non-reimbursable categories of support. Reimbursable categories will be specifically identified in the Receiver's Agreement.

Support Services identified in this catalog will be reevaluated each fiscal year and will be modified based on Garrison funding and Installation Management Command (IMCOM) guidance.



Important parts of the catalog are identified on the following **SAMPLE** sheet.

# SAMPLE

Contact Information

Proponent: DPTMS

## DIRECTORATES

FY14 CLS # 900 CLS Title: Airfield Operations  
 Contact: Henry Post Army Airfield (HPAAF)  
 Operations Control Fort Sill Army Radar Approach  
 (580) 442-4643/6160 (580) 442-2387

Common Levels Of Support (CLS)	
<b>900</b>	<p><b>A Airfield Operations Management</b></p> <p>This may include, but is not limited to the following: Coordinate and execute integrated CLS 302 services Serve as Installation SVC 302 focal point for administrative and operational matters Ensure compliance with prescriptive regulatory guidance, IMCOM Airfield QAE inspection criteria and IMCOM Airfield SOP Oversee IMCOM Airfield Safety and Security programs Oversee Airfield facilities and infrastructure readiness Manage Airfield maintenance regulatory inspection and survey compliance Manage Local Flying Rules and coordinate airspace usage Participate in Installation Master Planning Maintain the Airfield Operations Manual (AOM). <span style="color: red;">(Normal Operating Hours (0730-1600) hrs local, M-F exc. holidays. Reimbursable for actual overtime requested outside published hours.</span></p>
	<p><b>B Air Traffic Control (ATC)</b></p> <p>This may include, but is not limited to, the coordination of the following: • Process flight plans and coordinate flight following Provide advisory service as required (including: airfield, traffic, and limited weather information, etc) • Maintain flight information publications in an area suitable for flight planning • Initiate and disseminate NOTAMS (Notices to Airmen) • Process prior permission requirements (including: CALP (civil aircraft landing permit), AALAN (army aircraft landing authorization number) • Coordinate for Customs, Immigration, Homeland Security, and Ag Inspections Disseminate airfield command and control information as required• Coordinate for Airfield DVIP arrivals and departures and ensure suitable DVIP facilities are available Activate emergency response notification systems (crash, weather warnings, Initiate overdue aircraft procedures, etc.)• Support applicable Airfield Safety program tasks (FOD, Airfield Inspections, driver / vehicle ramp access procedures and briefings, etc.) <span style="color: red;">(Normal Operating Hours (0730-1600) hrs local, M-F exc. holidays. Reimbursable for actual overtime requested outside published hours.</span></p>
	<p><b>C Air Traffic Control Maintenance</b></p> <p>Based on Airfield mission, size and capacity may include but is not limited to the following: Coordinate and execute safe and efficient aircraft ground services support for transient, visiting and tenant aircraft Support APOE/APOD and A/DAACG Airfield/Aircraft ground support requirements Marshall, park, and tow aircraft Operate Ground Support and Material Handling Equipment Refuel and defuel aircraft (hot or cold) Provide engine start services Ensure safe and efficient ground movement and positioning of aircraft. Provide de-ice to both Aircraft and airfield surfaces as required Assist in preparation and loading of cargo and passengers Support Airfield infrastructure and facility readiness Implement and enforce Airfield Safety program. <span style="color: red;">Reimbursable for actual overtime requested outside published hours for the Control Tower. Non-Federal entities must operate on a cost-reimbursable basis for use of governmental resources. This includes costs associated with the use of personnel, government time, and maintenance of government property.</span></p>
	<b>Air CO</b>

Black Text identifies Non-reimbursable

Red Text identifies Reimbursable

## **CATEGORIES OF SERVICES WITHOUT REIMBURSEMENT**

CONTINUING EDUCATION SERVICES

FIRE AND EMERGENCY RESPONSE SERVICES

INSTALLATION MANAGEMENT

INSTALLATION SAFETY AND OCCUPATIONAL HEALTH

INSTALLATION SECURITY PROGRAM MANAGEMENT SUPPORT

PUBLIC AFFAIRS

RELIGIOUS SUPPORT

**DIRECTORATES**

**FY 16 CLS # 803 CLS Title:** Continuing Education Services

**DODI Title:** Education

**Contact:** Mr. James Miller (580) 442-0145/0146

**Common Levels of Support (CLS)**

<b>803</b>	<b>A</b>	<b>Education Counseling</b>
		Provide education/career counseling services to include customer assistance and interviews to determine appropriate education goals/plans/services programs and to serve as a gateway for effective/efficient provision of individual services.
	<b>B</b>	<b>Post Secondary Education</b>
		Provide education counseling services to facilitate off duty self-development programs at the post-secondary levels (vocational/technical/undergraduate/graduate). Provide tuition assistance to assist Soldiers pursuing and completing post-secondary education goals, not to exceed a Master's degree.
	<b>C</b>	<b>Army Personnel Testing (APT)</b>
		APT includes standardized tests that determine eligibility for specialized training and support the Army's personnel retention rate, selection, and classification process including language proficiency testing.
	<b>D</b>	<b>College and Career Readiness Enhancement (CR2E)</b>
		Number of College and Career Readiness eligible Soldiers

**DIRECTORATES**

**FY 16 CLS # 401 CLS Title:** Fire and Emergency Response Services

**DODI Title:** Fire and Emergency Services

**Contact:** Mr. Clint Langford (580) 442-6010/4905

**Common Levels of Support (CLS)**

<b>401</b>	<b>A</b>	<b>Provide Incident Command and Mitigation for All Emergency Responses</b>
		Provide Incident Command and Control (C2) to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all incident Command System Requirements for SSP C and D. C2 emergency response to safely mitigate structural, aircraft, hazardous materials. CBRNE, technical rescue, wildland, natural/manmade disasters and other miscellaneous incidents.
	<b>B</b>	<b>Provide Emergency Dispatch Services</b>
		This program provides 24 hour/365 day capability for the Installations Emergency Control Center (ECC) or 911 Dispatch Services under the Directorate of Emergency Services (DES). The ECC is the Installation’s nerve center for dispatching all emergency incidents for Fire, Law Enforcement and EMS. The ECC provides critical infrastructure capability to support all emergency responders to include Command and Control (C2), Communications, Resource Notification, cordon/safe route plotting, and acts as the Emergency Operations Center (EOC) until relieved in support of the Incident Commander to safely mitigate the emergency incident.
	<b>C</b>	<b>Provide Emergency Response Services for All Hazard Emergencies</b>
		Provided the minimum manpower and apparatus requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all program compliance requirements to include emergency response to safely mitigate structural, hazardous materials, CBRNE, technical rescue, wild land, natural / manmade disasters and other miscellaneous incidents.
	<b>D</b>	<b>Provide Emergency Response Services for Aircraft Rescue Fire Fighting</b>
		Provided the minimum manpower and apparatus requirements to safely and effectively execute the mission to save lives, property and protect the environment. This SSP supports all program compliance requirements to include emergency response to safely mitigate aircraft incidents (Rotary or Fixed Wing). This SSP also supports SSP C Emergency Response Services for All Hazard Emergencies during major incidents or decrease in manpower.
	<b>E</b>	<b>Provide Fire Prevention Services</b>
		Provide all program compliance requirements and implement the fire prevention program of Enforcement, Engineering, and Education (3-E’s), IAW DoDI 6055.06, AR 420-1, NFPA Standards and Unified Facility Criteria.

**Reimbursable**

	Services provided, however, Fire & Emergency Service will not be able to provide service in accordance with DoDI 6055.5 staffing & response criteria to remote areas outside Cantonment Area. Most range responses will be delayed responses due to the travel distance from nearest fire station to incident site on ranges. Entities that are unable to assume this risk may have services provided through Reimbursable Fee.
	Mission unique support requiring overtime or extra equipment.
	If the finding of an investigation determines the cause of a fire is due to RECEIVER negligence or intentional misconduct, the RECEIVER will be liable for support cost to mitigate the incident.

**GARRISON COMMMAND AND SUPPORT OFFICES**

**FY 16 CLS # 100 CLS Title:** Installation Management

**DODI Title:** Command Support

**Contact:** Ms. Beverly Hopkins (580) 442-3106/3332

**Common Levels of Support (CLS)**

<b>100</b>	<b>A</b>	<b>Exercise Command and Control</b>
		Manage and direct garrison day to day operations; formulate vision, goals, policies and objectives provide program direction to directors and special staff, manage garrison and base support services delivered to standard; manage garrison infrastructure to support Soldiers, Families, and Civilians, and deliver Family and garrison programs.
	<b>B</b>	<b>Foster Coalitions</b>
		Identify, develop, and maintain mutually beneficial coalitions with local and tenant leaders, Garrison staff and the Installation community, as delegated by the Senior Commander (SC). Address a wide range of Garrison-specific issues, potential impacts of Garrison and Installation operations on the community, anticipated public concerns, contribute to the well-being of environmental, social and economic systems, and contribute to improving both the Army and coalition partners.
	<b>C</b>	<b>Information Management Office (IMO)</b>
		CIO/IT Planning: Plans for enterprise class IT capabilities to support IMCOM mission requirements to include oversight, compliance, liaison to other DoD activities, Finance, Audit, Strategy, and Policy. Mission Support/Automation: Manages IMCOM Mission-related IM requirements to include system administration, maintenance, project management, support, development, and engineering. Information Assurance: Manages the IMCOM information assurance program to include system security, accreditation, portfolio oversight, and information assurance. Information Management Officer: Management oversight of all internal IM requirements to include support to local IMCOM staff at Garrisons, oversee help desk and other C4IM Services, support contracts to support workforce automation, and AV/VI.

**GARRISON COMMMAND AND SUPPORT OFFICES**

**FY 16 CLS # 112 CLS Title:** Installation Safety and Occupational Health

**DODI Title:** Command Support

**Contact:** Garrison Safety Office (580) 442-4466

**Common Levels of Support (CLS)**

<b>112</b>	<b>A</b>	<b>Manage Commander's Safety Program</b>
		Develop, manage, plan, organize, and implement the Commander's Annual Safety Plan to manage compliance with statutory and regulatory standards. This sub-function includes the following programs: leader consultation, human and fiscal resources, policy, guidance, councils and records management.
	<b>B</b>	<b>Manage Command's Accident Investigations</b>
		Identify mishap casual factors and potentially unsafe practices or conditions, and recommendations for corrective actions to prevent mishap recurrence and reduce Garrison hazardous conditions. The sub-function includes the following elements: mishap screening, accident feeder reports, notifications, investigation, report reviews/coordination, report processing, mishap log, board appointments, command level reviews, countermeasure development, malfunction recording for components, OSHA recordkeeping.
	<b>C</b>	<b>Manage and Remediate Command's Hazards</b>
		Establish and execute a program for the conduct of inspections, surveys and assessments of Garrison programs, projects, events, workplaces and training sites. Collect, review and analyze data from various sources to identify trends, systemic deficiencies and profiles for use in establishing program initiatives and priorities. Develop, implement and manage a countermeasure program.
	<b>D</b>	<b>Facilitate Command's Required Safety Training and Safety Awareness Programs</b>
		Design, conduct, develop and execute Garrison safety awareness, statutory and regulatory training, promotional, and special emphasis campaigns and programs to enhance safety awareness throughout the command

**DIRECTORATES**

**FY 16 CLS # 603 CLS Title:** Installation Security Program Management Support

**DODI Title:** Training Facilities

**Contact:** Ms. Pamela Williams (580) 442-1805

**Common Levels of Support (CLS)**

<b>603</b>	<b>A</b>	<b>Personnel Security (Security Clearances)</b>
		Program facilitates unit readiness by ensuring that appropriate personnel have been vetted and cleared for accessions, employment, deployment, information systems access, facility access, and other mission requirements. It includes processes and actions required for security clearances.
	<b>B</b>	<b>Personnel Security (Childcare and CYSS)</b>
		Program facilitates unit readiness by ensuring that appropriate personnel have been vetted and cleared for accessions, employment, deployment, information systems access, facility access and other mission requirements. It includes processes and actions required for suitability/trustworthy determinations.
	<b>C</b>	<b>Personnel Security (HSPD-12)</b>
		Program facilitates unit readiness by ensuring that appropriate personnel have been vetted and cleared for accessions, employment, deployment, information systems access, facility access and other mission requirements. It includes processes and actions required for suitability/trustworthy determinations.
	<b>D</b>	<b>Information &amp; Industrial Security</b>
		Protect classified and sensitive/controlled unclassified information and safeguards Army operations and activities, critical infrastructure, equipment and military, civilians and contractor personnel. Program ensures access to classified and sensitive/controlled unclassified information is limited only to authorized persons, and that all classified and sensitive controlled unclassified information is properly marked, stored, reproduced, transmitted, transported and destroyed.
	<b>E</b>	<b>Security Education, Training and Awareness (SETA)</b>
		Promote workforce understanding of security program policies and procedures and their contribution to mission success. Develop and facilitate the implementation of a security training program to provide necessary knowledge, skills, and abilities to enable effective performance of security responsibilities by unit S-2s and organization security managers and workforce.

**GARRISON COMMMAND AND SUPPORT OFFICES**

**FY 16 CLS # 107 CLS Title: Public Affairs**

**DODI Title:** Command Support

**Contact:** Public Affairs Officer (580) 442-4500

**Common Levels of Support (CLS)**

107	<p><b>A Execute communication plans and strategies, and provide PA advisory and policy support to the command, staff, and supported organizations.</b></p>
	<p>This business process leads to the development and execution of communication planning efforts and provides PA advice and policy support to the command, staff, and supported organizations /commands. This SSP includes advising the commander and staff on PA strategies and planning. All PA strategies should be reviewed in the planning process for SC/GC communication opportunities.</p>
	<p><b>B Provide Internet and Social Media Communication</b></p>
	<p>This business process provides, prepares for, manages and coordinates the online sharing and exchange of digital text, audio, photos and videos using internet and social media platforms to proactively provide information, receive feedback, and engage in effective interactive communication with a variety of internal and external audiences.</p>
	<p><b>C Produce command information products</b></p>
	<p>This business process provides, prepares for, manages and coordinates the production of command information content including, but not restricted to, news briefs, news articles, feature articles, photos, videos, audio recordings and information graphics for internal DoD audiences. The Garrison Public Affairs Office provides this SSP as a service to all members of the installation to avoid duplication of services.</p>
	<p><b>D Execute Media Relations activities</b></p>
	<p>This business process provides an information conduit to provide initial response to specific (general public) inquiries and establishes and maintains relationships with civilian news media representatives to optimize the reporting of accurate information.</p>
	<p><b>E Execute Community Relations Activities</b></p>
	<p>This business process provides for developing and maintaining relationships with local, state and federal community leaders and stakeholders. It requires events and activities be designed to directly communicate Army and installation strategic themes and messages, and interaction with key individuals and groups who determine or influence relationships between the Army, the installation, and the general public. Community outreach initiatives to special interest groups (education, environmental, cultural, Veteran, etc.) will be coordinated through Public Affairs to ensure continuity of messages and that the installation speaks with one voice. The Garrison Public Affairs Office provides this SSP as a service to all members of the installation to avoid duplication of services. <b>TDY is reimbursed by requesting tenant.</b></p>



GARRISON COMMMAND AND SUPPORT OFFICES

FY 16 CLS # 106 CLS Title: Religious Support

DODI Title: Command Support

Contact: (580) 442-3302

Common Levels of Support (CLS)

106	<b>A</b>	<b>Advise the Commander and Staff on matters of religion, morals and morale</b>
		Advise the Commander and Staff on matters of religion, morals and morale
106	<b>B</b>	<b>Provide Worship Services and Religious Events, Including Essential Rites, Sacraments, and Ordinances.</b>
		This program provides complete worship experiences comparable to the civilian community, integrated within the military community to meet the needs of the authorized population for the free exercise of religion.
	<b>C</b>	<b>Provide Religious Education</b>
		This program provides for comprehensive, lifelong religious education/faith formation programs and processes that complement worship experiences, include all ages, respond to diverse life situations, and facilitate the spiritual resilience of the Army community. This includes weekday, as well as weekend, activities.
	<b>D</b>	<b>Provide Pastoral Care and Counseling Services</b>
		This program provides comprehensive pastoral care to include individual and group faith-based counseling, visitation, and complementary faith-based activities.
	<b>E</b>	<b>Provide Soldier and Family ministry services</b>
		Under Chaplain leadership, this program provides faith-based training and programs that enhance spiritual growth, strengthen spiritual community and values, and build and maintain strong family structures and relationships.
	<b>F</b>	<b>Provide Required Training</b>
		This program provides for the professional development of chaplains, chaplain assistants, directors of religious education, and other civilian religious support personnel to maintain professional credentials, military skills, and professional competencies.



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 NW HAMILTON ROAD, SUITE 120  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF:

**MEMORANDUM OF AGREEMENT  
AMONG  
UNITED STATES ARMY GARRISON (USAG)/IMCOM, FORT SILL  
AND  
THE SECOND PARTY (AND ACRONYM)**

SUBJECT: **Support of the.....(Agreement Number)**

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the **Insert name of the second party**. When referred to collectively, the USAG/IMCOM, and **Insert name of the second party**, are referred to as the "Parties". USAG/IMCOM, Fort Sill is referred to as the "Garrison".

**1. AUTHORITIES:**

1.1. DoDI 4000.19, Support Agreements, 25 April 2013.

**1.2. Insert other applicable regs as necessary. State what gives legal authority to enter into this agreement.**

**1.3. The order for these authorities is first, list them in the order they are referred to in the document. Second, if they are not referred to in the document, list them by oldest to newest.**

**2. PURPOSE:** To set forth the conditions under which **XXXXXXXXXXXXXX**.

**3. RESPONSIBILITIES OF THE PARTIES**

3.1. The Garrison will –

3.1.1. Admit XXXXX staff members and customers onto the installation that provide the identification as may be required by the Provost Marshall, IMCOM or DoD Policy or regulation. All personnel entering Fort Sill will undergo background screening at the Visitor Control Center (VCC) prior to being granted access, be in compliance with laws of the State of Oklahoma, and will be subject to search under Federal regulations.

**3.1.2. Insert as many responsibilities as necessary but ensure all the specific requirements of the party are listed**

SUBJECT: Title (XXXX)

3.2. The **[insert name of second party]** will – **Insert as many responsibilities as necessary but ensure all the specific requirements of the party are listed.**

3.3 Both parties will –

3.3.1. Agree the Garrison liaison and XXXXX liaison will maintain close contact and notify each other as soon as possible of any adjustments required to procedures documented in this Agreement.

3.3.2. Comply with installation emergency management plans and Installation Winter Storm Plan. The Garrison will notify CCC of facility/post closures due to holidays, inclement weather, real time exercises, or emergency closure, and Force Protection access standards. XXXXX will be given a point of contact for accountability purposes.

3.3.3. Agree to inform the Public Affairs Office (PAO) when any off post media coverage is involved or other media releases. All photos and testimonials must be provided to PAO and obtain PAO approval prior to release. XXXXX may not invite media coverage without PAO approval.

3.3.4. **Insert as many responsibilities as necessary but ensure that they apply to both parties.**

4. **PERSONNEL:** Each party is responsible for all costs of its personnel including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel. **For shared supervision or management, explain the process to accomplish that.**

5. **GENERAL PROVISIONS:**

5.1. **POINTS OF CONTACT:** The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its POC upon reasonable notice to the other Party.

5.1.1. For the Garrison.

5.1.1.1. Winona Morris, [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil) or (580) 442-3560;

5.1.1.2. Dora Presley, [dora.a.presley.civ@mail.mil](mailto:dora.a.presley.civ@mail.mil) or (580) 442-2911;

5.1.1.3. Carleen Pilcher, [carleen.l.pilcher.civ@mail.mil](mailto:carleen.l.pilcher.civ@mail.mil) or (580) 442-3111.

5.1.2. **Insert name of second party**

5.1.2.1. **Insert name, position. Email, fax and phone number of primary POC.**

5.1.2.2. **Insert name, position, email, fax and phone number of alternate POC.**

5.2. **CORRESPONDENCE:** All correspondence to be sent and notices to be given pursuant to this MOA may be mailed to the following addresses.

5.2.1. To the Garrison. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 NW Hamilton Road, Fort Sill, OK 73503-9004.

5.2.2. To **insert name of the second party. Insert mailing address.**

5.3. **REVIEW OF AGREEMENT:** This MOA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

5.4. **MODIFICATION OF AGREEMENT:** This MOA may only be modified by the written agreement of the Parties and duly signed by their authorized representative. Each Party shall provide sufficient advance notice in writing to the other Party prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

5.5. **DISPUTES:** Any disputes-relating to this MOA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties in accordance with DoDI 4000.19. The Garrison Commander has final decision making authority after consulting with all signatories.

5.6. **TERMINATION OF AGREEMENT:** This MOA may be terminated by either Party by giving at least 180 days **[for MOAs involving reimbursement; use any appropriate number of days for MOAs not involving reimbursement]** written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

5.7. **TRANSFERABILITY:** This Agreement is not transferable except with the written consent of the parties. The document survives the departure or position change of any of the signatories.

5.8. **ENTIRE AGREEMENT:** It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

5.9 **LIABILITY:** All Federal agencies, including the U.S. Army, are subject to the Federal Tort Claims Act, 28 U.S. Code sections 2671-2680 (Act). The Act is a limited waiver of sovereign immunity, meaning the Government may be sued in tort for

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incidents arising out of any agent or employee's wrongful act or omission that was performed within the scope of that person's employment. The waiver of immunity is limited, but generally renders the Government liable as a private person would be under state law. The Army agrees that the Act applies to this agreement and the Army will be responsible for any injury, damage, or loss compensable under the Act. **XXXXX insert customer name** agrees that they will be responsible for any injury, damage, or loss sustained or incurred by any person caused by **XXXX insert customer name or its employees**.

5.10. **EFFECTIVE DATE:** This MOA takes effect beginning on the day after the last Party signs. It remains in effect for nine years or until canceled by mutual agreement or until canceled by 180 days written notice to the other Party.

5.11. **EXPIRATION DATE:** This Agreement expires nine years after the date of the last signature.

5.12. **CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the same parties with the subject \_\_\_\_\_, Agreement # \_\_\_\_\_, and effective date of \_\_\_\_\_.  
**[use only when needed to cancel a previous agreement]**

**[If the MOA provides for reimbursement for supplies or service by one Party for the other Party, include section 6].**

**6. FINANCIAL DETAILS:** **[include in all reimbursable MOAs]**

6.1. **AVAILABILITY OF FUNDS:** This MOA does not document the obligation of funds between the Parties. Any obligation of funds in support of this MOA will be accomplished using a Military Interdepartmental Purchase-DD Form 448, Universal Order Form **[or equivalent form if with another Federal agency]**. Any obligation of funds between Army units will be accomplished using the appropriate General Fund Enterprise Business System (GFEBS) transaction.

6.2. **BILLING:** The Garrison will bill the **insert name of the second party** on a monthly basis in accordance with the procedures of the billing party. A record of the transaction will be sent to the **insert name of the second party** within 30 days after the month in which the transaction occurred. **[only if this is a reimbursable agreement]**

6.3. **PAYMENT OF BILLS:** The **insert name of the second party** paying office will forward payments, along with a copy of billed invoices and this Agreement number to the Garrison Budget Office within 30 days of the date of invoice. Bills rendered will not be subject to audit in advance of payment.

6.4. **FINANCIAL SPECIFICS.** See Attachment A for all other details and information on the reimbursable support identified in paragraph 3. No provision of this

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agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

6.5. **ECONOMY ACT DETERMINATION AND FINDINGS:** If the MOA is being entered into under 31 U.S.C., Section 1535, as amended (the Economy Act), both parties agree that the requirements listed in paragraph (a) of the Economy Act have been met. [Add the following sentence if the supplier is a DoD component]. The Supplier has determined that the capabilities exist to render the requested support without jeopardizing its assigned missions. [Add the following sentence only if a separate, written Economy Act determination and finding (D&F) is required]. Any required Economy Act D&F has been completed.

7. **EFFECTIVE DATE:** This MOA becomes effective upon the date of the last signature thereto and will remain in effect until amended, revised, superseded, or terminated by mutual consent.

8. **AGREED:** [Approval Authority signatures will never be alone on a blank page]

For the [second party–

For the Garrison –

\_\_\_\_\_  
Name  
Title  
Organization

\_\_\_\_\_  
SAMUEL W. CURTIS  
COL, SF  
Commanding

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)

[Use same subject and agreement number from the original MOA title section]

ATTACHMENT A

Financial Details for a Reimbursable MOA

1. Reimbursable support: [list sub-paragraphs from section 3 that specify the reimbursable support].

2. Estimated amount of funds to be reimbursed: \$\_\_\_\_\_.

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3. Business Partner Network (BPN) Number (if required) Supplier \_\_\_\_\_,  
Receiver \_\_\_\_\_.

4. Financial Points of Contact:

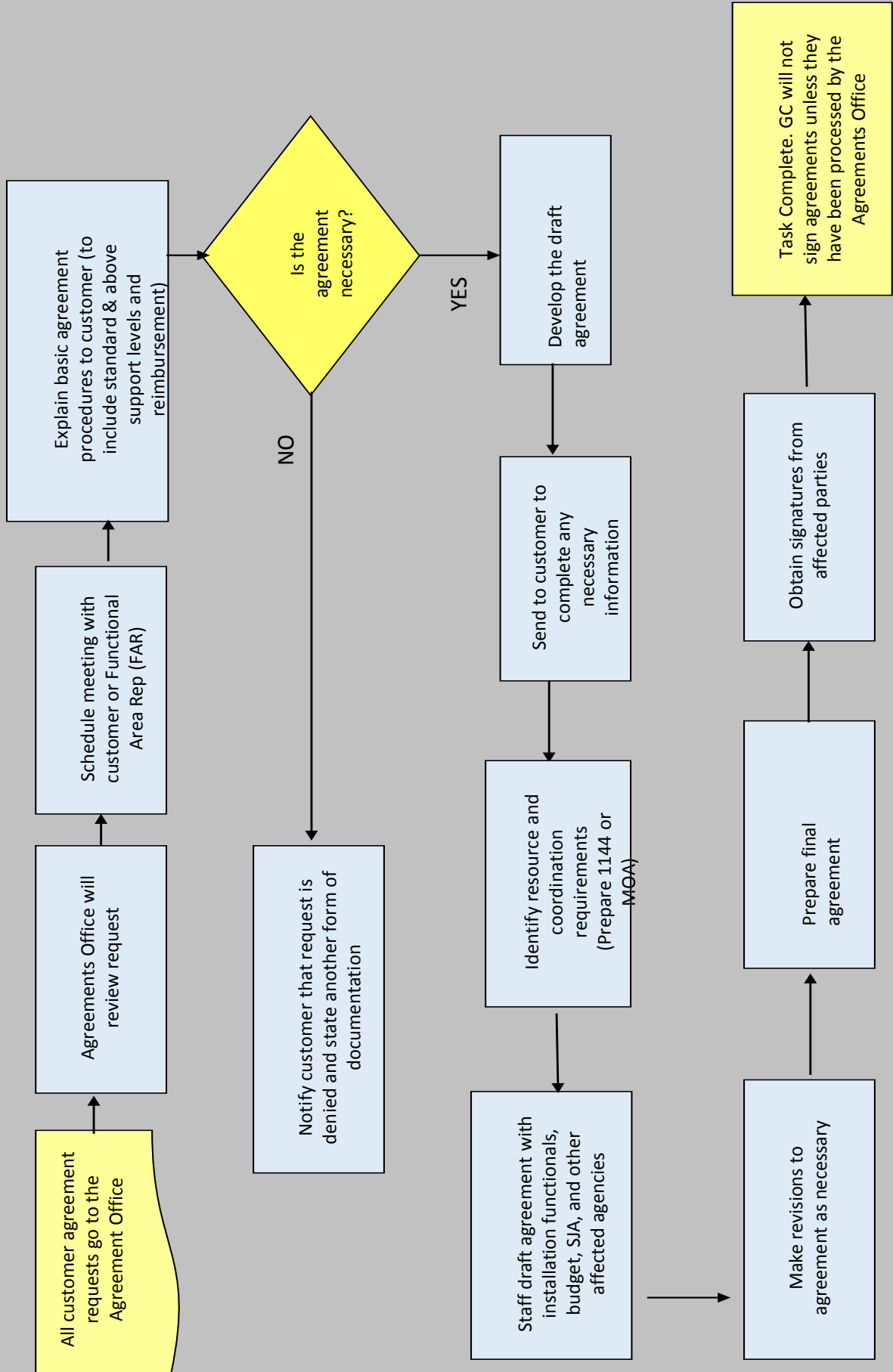
Supplier: Garrison Resource Management Office, Budget Office, 462 NW Hamilton  
Road, Suite 120, Fort Sill, OK 73503.

Receiver: xxxxxxxxxx

5. [Add any other financial information that is required by the Financial Management  
Regulation (FMR) or any other reference, or is desired to be included in the MOA but is  
not included in the format of the MOA elsewhere].

SAMPLE

# AGREEMENTS PROCESS





**CONTRACTOR FACILITY SUPPORT REQUEST**

For use of this form, see OACSIM's 4th Quarter, Fiscal Year 2009 Army Stationing and Installation Plan Editor Guidance.

**I - Contractors occupying facilities on the installation.**

1a. ASIP UIC		2a. SUP UIC		2b. Supported Unit Desc.		2c. POC Name		2d. POC Address		2e. POC Commercial Phone		2f. POC Email									
2g. Contractor Location <small>(Must supply one of following: 4a. Hiring UIC</small>		2g1. Bldg Number 6004		2g2. STACO 40801		2g3. Site UID 40755		6. Total Personnel (TP) Hired (Faces)													
3. Entry No.		4a. Hiring UIC		4b. Hiring Unit/Agency		FY16 TP		FY17 TP		FY18 TP		FY19 TP		FY20 TP		FY21 TP		FY22 TP			
5a. Contractor/Company Name Red River Science & Technology, LLC				5b. Contract Description Ammunition Handling Services				7a. Contractor Function (Type Support)													
5c. Contract Number				5d. Task Order Number (only if used)				ADM		ADM		ADM		ADM		ADM		ADM		ADM	
5d. Start Date: (MM/DD/YYYY)				5d. Task Order Start Date: (MM/DD/YYYY)				AMT		AMT		AMT		AMT		AMT		AMT		AMT	
5e. End Date: (MM/DD/YYYY) 4/1/2020				5e. Task Order End Date: (MM/DD/YYYY)				DFC		DFC		DFC		DFC		DFC		DFC		DFC	
5f. Recompete/Enduring (Yes/No) Yes				5f. Task Order Recompete (Yes/No)				FUL		FUL		FUL		FUL		FUL		FUL		FUL	
5g. Start Date: (MM/DD/YYYY)				5g. Task Order Start Date: (MM/DD/YYYY)				DPW		DPW		DPW		DPW		DPW		DPW		DPW	
5h. End Date: (MM/DD/YYYY)				5h. Task Order End Date: (MM/DD/YYYY)				ITS		ITS		ITS		ITS		ITS		ITS		ITS	
5i. Recompete/Enduring (Yes/No)				5i. Task Order Recompete (Yes/No)				INS		INS		INS		INS		INS		INS		INS	
5j. Recompete/Enduring (Yes/No)				5j. Task Order Recompete (Yes/No)				INT		INT		INT		INT		INT		INT		INT	
5k. Recompete/Enduring (Yes/No)				5k. Task Order Recompete (Yes/No)				MED		MED		MED		MED		MED		MED		MED	
5l. Recompete/Enduring (Yes/No)				5l. Task Order Recompete (Yes/No)				SEC		SEC		SEC		SEC		SEC		SEC		SEC	
5m. Recompete/Enduring (Yes/No)				5m. Task Order Recompete (Yes/No)				RNG		RNG		RNG		RNG		RNG		RNG		RNG	
5n. Recompete/Enduring (Yes/No)				5n. Task Order Recompete (Yes/No)				RTD		RTD		RTD		RTD		RTD		RTD		RTD	
5o. Recompete/Enduring (Yes/No)				5o. Task Order Recompete (Yes/No)				SUP		SUP		SUP		SUP		SUP		SUP		SUP	
5p. Recompete/Enduring (Yes/No)				5p. Task Order Recompete (Yes/No)				VMT		VMT		VMT		VMT		VMT		VMT		VMT	
5q. Recompete/Enduring (Yes/No)				5q. Task Order Recompete (Yes/No)				ARM		ARM		ARM		ARM		ARM		ARM		ARM	
5r. Recompete/Enduring (Yes/No)				5r. Task Order Recompete (Yes/No)				Other (Insert Below)													
8.a		Concur / Non-Concur		Comments		Name & Phone #															

# Agreement Request Sheet

Heading Information	
Name & address for request organization. <span style="color: red;">(using the example on the right)</span>	Commander US Army Garrison Fort Sill (IMSI-RMM) 462 NW Hamilton Road Fort Sill, OK 73503
Signature Authority (Comptroller & Approving Official)	
Approving Authority. <span style="color: red;">(should be equivalent rank of USAG Sill Garrison Commander).</span>	Budget/Comptroller <u>Point of Contact</u> Name: Title:
Name:	
Title:	
Organization:	
Telephone:	
POC Information	
Activity Point of Contact Name: Address: E-Mail: Phone DSN: - Com:( )- - Cell:( )- -	Support Agreement Manager Name: Address: E-Mail: Phone DSN: - Com:( )- - Cell:( )- -
<span style="color: red;">(this is the person who we will go to for answers)</span>	<span style="color: red;">(this is the agreements manager for the organization. It may be the same as the POC)</span>
Personnel	
On Board Strength	
Active Army Military Officers: Enlisted:	DoD civilians:
Other Military Services <span style="color: red;">(specify, i.e. Navy, Air Force, Marines, etc. )</span> Officers: Enlisted	Contractors (See page 3)

UNIT MISSION STATEMENT (UNCLASSIFIED)					
Supported Units					
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont
Unit	DODAAC/UIC	Off	Enl	DoD Civ	DoD Cont

### Agreement Request Sheet

Facilities				
<b>If already located on the installation, list facilities assigned and number of personnel working in each facility.</b>				
BLDG <input type="checkbox"/>	Description	# Personnel in Facility	Gross Square Footage <span style="color: red; font-size: small;">(completed by DPW)</span>	Facility <span style="color: red; font-size: small;">Entire or Partial (completed by DPW)</span>
Contractors located on Post				
<b>If contractors were identified on page1, please provide the following additional information for each contractor</b>				
Name of Contractor	BUILDING #	Number of personnel	UIC/ASIP	

## General Questions

1. Will your organization have aircraft flying in/out/around HPAAF?

Yes  No

2. Will your organization have aircraft flying in/out/around Falcon Range or one of our drop zones?

Yes  No

3. Does your organization want USAG Sill to provide EEO Support?

Yes  No

4. Does your organization want to use our installation EEO Officer?

Yes  No

5. Does your organization want Custodial Support?

Yes  No

6. Does your organization want Entomology Service?

Yes  No

7. How is your unit funded? What appropriation? OMA OMAR Working Capital Fund Other: \_\_\_\_\_

8. Does your organization want DPW to maintain grounds (mowing, trimming, etc.)?

Yes  No

Specifically, during snow and ice days, do you want to reimburse USAG Sill to clear your parking lot (if you have a dedicated parking lot to your bldg)? Answering "No" means you will clear your own parking lot or clearing services elsewhere.

Yes  No

9. Does your organization want to use USAG Sill's training ranges?

Yes  No

10. Does your organization require mission unique fire/emergency support?

Yes  No

11. Does your organization want USAG Sill to provide incoming and outgoing distribution mail services? Answering "No" means you will use other mail support, i.e., mailbox or Lawton address.

USAG provides  Yes  No

If you answered "Yes", do you want to reimburse USAG Sill for postage. Answering "No" means you will purchase your own postage.

Yes  No

12. Does your organization want Police Support for Special Events?

Yes  No

13. Does your organization want USAG Sill to remove its Refuse?

Yes  No

14. Does your organization want to increase its number of dumpsters?

Yes  No

17. Does your unit utilize the General Fund Enterprize Buisness Sytem (GFEBs) for accounting purposes?

Yes  No

**FUNDING ANNEX**  
**(USAG-XXXXXXXXXXXXX: Supplier)**

<b>Receiving Organization: XXXXXXXX</b>				
<b>Year:</b>	<b>2016</b>	<b>Agreement #: WXXXXX-XXXXX-XXX</b>		
<b>NOTE:</b> The "Funding ANNEX" will be reviewed annually and modified if actual reimbursable cost change more than 10% from estimated cost. Reimbursable amount posted on SharePoint will match most current Funding Annex.				
<b>Reimbursable Service</b>	<b>Basis for Reimbursement</b>	<b>Calculation method</b>	<b>Actual Annual Reimbursement Cost (FY15)</b>	<b>Estimated Reimbursement Cost (FY16)</b>
Custodial Service	Contract Cost	Actual Invoice	\$0.00	\$0.00
Entomology services	Shop rates + supplies	Actual cost	\$0.00	\$0.00
Environmental Support/ Waste Management	Contract Cost	Actual invoice	\$0.00	\$0.00
Facility Maintenance/Repair	Contract Cost or Shop rates + supplies	Actual cost	\$0.00	\$0.00
Minor Construction	Contract Cost or Shop rates + supplies	Actual cost	\$0.00	\$0.00
Multimedia/Visual Information Services	Actual cost (per unit)	Actual cost	\$0.00	\$0.00
Official Mail Services	Mail metering and postage	Actual cost	\$0.00	\$0.00
Refuse Collection/Disposal	Contract Cost per Dumpster		\$0.00	\$0.00
Utility (Water)	Standard Cost per square foot (or actual meter reading)		\$0.00	\$0.00
Utility (Sewage)	Standard Cost per square foot (or actual meter reading)		\$0.00	\$0.00
Utility (Electricity)	Standard Cost per square foot (or actual meter reading)		\$0.00	\$0.00
Utility (Heating)	Standard Cost per square foot (or actual meter reading)		\$0.00	\$0.00
<b>Total Cost:</b>			<b>\$0.00</b>	<b>\$0.00</b>
<b>Total Reimbursable SF:</b>		<b>Total Reimbursable Manpower:</b>	<b>CIV:</b>	
			<b>MIL:</b>	

**Supplier Budget Signature:** NAME  
**Date:** \_\_\_\_\_

**Receiver Budget Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_

**Supplier SAM Signature:** NAME  
**Date:** \_\_\_\_\_

**Receiver SAM Signature:** \_\_\_\_\_  
**Date:** \_\_\_\_\_