



DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

REPLY TO
ATTENTION OF

**MEMORANDUM OF AGREEMENT
BETWEEN
US ARMY FIRES CENTER OF EXCELLENCE (FCoE) and FORT SILL
AND
US ARMY GARRISON (USAG)/IMCOM FORT SILL**

SUBJECT: Utilization of Post Chapel Building 425 by the Fort Sill Religious Support Office (RSO).

1. References:

- a. AR 190-16, Physical Security, 31 May 1991.
- b. AR 870-20, Army Museums, Historical Artifacts, 11 January 1999.
- c. AR190-11, Physical Security, 15 November 2006.
- d. AR 200-1, Environmental Protection and Enhancement, 13 December 2007.
- e. AR 165-1, Army Chaplain Corps Activities, 2 December 2009.
- f. DoDI 4000.19, Support Agreements, 25 April 2013.

2. Purpose. To clarify roles and responsibilities for maintaining the original Post Chapel, Building 425.

3. Background. As a historical building within the Fort Sill National Historic Landmark, this structure must meet the preservation standards established by the Department of Interior and the Department of Army. Structural maintenance and the surrounding atmosphere are to be maintained in accordance with appropriate regulations and federal laws.

a. The Chapel is a house of worship utilized by the RSO (i.e. religious services, weddings, baptisms and memorials) and also opens to the public on a daily basis (for historical interpretive and religious purposes).

b. The physical security of building 425 must be maintained, there can be no unauthorized reproduction of keys.

4. Responsibilities of FCoE. The Directorate of the Museums/Fort Sill National Historic Landmark and Museum will:

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a. Maintain the master key and be solely responsible for any duplication of keys or replacement of locks. Two keys will be issued to the Chaplain's representative by the museum director.

b. Prioritize maintenance requirements of the building involving repairs to structures, care of grounds, utilities, or any general physical repairs or maintenance, and will submit work orders as necessary.

c. Be responsible for the preservation and interpretation of the structure as a historic building. This includes initiating DA Form 4283 work order for repairs or replacements relating to the primary structure itself, including walls, floors, ceilings, roof, and foundation.

d. Coordinate for grounds maintenance.

e. Perform periodic security checks throughout the duty day.

f. Open and close the Chapel during museum operating hours.

5. Responsibilities of the Garrison. RSO will:

a. Be responsible for any furnishings, appliances or carpet that are desired or utilized in this building.

b. Maintain the interior of the building in a manner consistent with normal housekeeping standards and sanitation requirements. Small trash receptacles are provided for the building, and the user will be required to remove trash to the nearest dumpster.

c. Be responsible for key accountability and properly issuing keys to chaplains, assistants, or whoever is responsible for the services/activities. In the event keys are lost, new keys and locks will be paid for by RSO. The RSO is responsible for the security of the buildings after duty hours (i.e. following evening or weekend services).

d. Obtain all supplies such as light bulbs, paper towels, and garbage bags as required.

e. Be responsible to call in emergency service orders to DPW after duty hours/weekends and holidays when using the facility. Inform and provide service order number to Museum Director the next duty day.

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6. Agreements and Understandings of all Parties.

- a. This document survives the departure or position change of any of the signatories.
- b. It remains in effect for 9 years or until canceled by mutual agreement or until canceled by 90 days advance written notice to the other party. Standard termination is 180 days; however, cancellation of this agreement prior to 180 days does not entitle FCoE to reimbursement of any costs incurred after the 90 days.
- c. It shall be reviewed at least every 3 years and may be amended upon mutual consent of all parties.
- d. Each party shall provide sufficient advance notice in writing to the other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.
- e. Each party shall waive all claims against the other for compensation of any loss, damage, injury, or death occurring as a consequence of the performance of this agreement.
- f. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

7. Points of Contact (POCs).

- a. Garrison POCs.
 - (1) Technical POC. COL Sherman W. Baker, Religious Support Office, (580) 442-3302 or email: Sherman.w.baker.mil@mail.mil.
 - (2) MOA POC. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 Hamilton Road Suite 120, Fort Sill, OK 73503, (580) 442-3560, [Bldg 467], fax ext. 7978, or email: winona.f.morris.civ@mail.mil.
- b. FCoE POCs.
 - (1) Technical POC. Dr. Scott Neel, Curator/Director, Fort Sill National Historic Landmark and Museum, FCoE Directorate of Museums and Military History, US Army Fires Center of Excellence, Fort Sill, (580) 442-6570 or email: scott.a.neel2.civ@mail.mil.

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(2) FCoE Agreements Office, Patti Bynum, Directorate of Resource Management (G8), Fort Sill, OK (580) 442-6648, fax (580) 442-7047 or email Patti.l.bynum.civ@mail.mil.

8. Effective Date. Date of the last signature below.



THOMAS R. KELLY
Deputy Garrison Commander

27 JUN 2013

(Date)



BRIAN P. DUNN
COL, GS
Chief of Staff

25 JUN 2013

(Date)