



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  
BETWEEN  
UNITED STATES ARMY GARRISON (USAG)/IMCOM, FORT SILL  
AND  
DEPARTMENT OF HOMELAND SERVICES, US CITIZENSHIP AND IMMIGRATION  
SERVICES (USCIS)**

**SUBJECT:** Support of the US Citizenship and Immigration Services Office on Fort Sill MOA (KC04).

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the Citizenship and Immigration Services. When referred to collectively, the USAG/IMCOM and USCIS are referred to as the "Parties". USAG/IMCOM, Fort Sill is also referred to as the "Garrison".

**1. AUTHORITIES:**

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

1.2. HQ IMCOM OPORD 11-246, dated 22 February 2011, Subj: Department of Homeland Security (DHS), United States Citizenship and Immigration Services (USCIS), Field Operations Directorate and AR 5-10 Stationing Package for United States Citizenship & Immigration (USCIS) Office on Fort Sill, OK.

**2. PURPOSE:** To set forth the conditions under which we establish a full-time U.S. Citizenship and Immigration Services (USCIS) presence at Fort Sill, OK whereby Department of Defense (DoD) personnel can obtain certain immigration benefits. USCIS staff will perform agreed upon adjudication and customer services for active duty and retired military personnel, reservists, and their dependents. USCIS primary services will include, but are not limited to, citizenship interviews and swearing in qualified naturalization candidates, and adjudicating all other application types for applicants and petitioners stationed at Fort Sill.

**3. RESPONSIBILITIES OF THE PARTIES**

**3.1. THE GARRISON WILL –**

3.1.1. Admit USCIS staff members and customers onto the installation that provide the identification required by the Provost Marshall, DoD Policy or regulation. All personnel entering Fort Sill will undergo background screening at the Visitor Control

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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. Provide USCIS reasonable facility space in building 6004 to accomplish the services described in this Agreement. The space will support up to four USCIS employees and two government contractors and meet standards for public access. The space provided will be adequate to accommodate private offices with table/desk and chairs, a waiting room for customers, a storage room for files, applications, and other materials; a secure area for a USCIS computer server; and include access to a shared break room and conference room. Parking for USCIS staff will also be provided. In addition, the classrooms in Building 6002 at the 95<sup>th</sup> Battalion will continue to be used by USCIS weekly on Wednesdays for briefings, intake and/or interviews as necessary for processing large groups of soldiers.

3.1.3. Provide common-level maintenance, utilities, security, cleaning and other Base Operations Support (BOS) services at no cost to USCIS.

### **3.2. USCIS WILL –**

3.2.1. Provide immigration services to Fort Sill and retired military personnel, reservists, and dependents. Services include, but are not limited to, accepting applications, conducting interviews and adjudications, collecting biometrics, distributing information and providing instruction on potential benefits available, etc.

3.2.2. Post and maintain regular business hours for delivery of services.

3.2.3. Provide computer equipment and office supplies necessary to carry out USCIS functions.

3.2.4. Comply with Fort Sill facility rules, policies, and regulations. Promptly report physical security and maintenance issues to the appropriate Fort Sill point of contact.

3.2.5. Attend any meetings required by the Garrison Commander.

### **3.3 BOTH PARTIES WILL –**

3.3.1. Agree the Garrison liaison and USCIS 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 USCIS of facility/post closures due to holidays, inclement weather, real time exercises, or emergency

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closure, and Force Protection access standards. USCIS 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. USCIS may not invite media coverage without PAO approval.

**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.

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

5.1.2. For USCIS.

5.1.2.1. Mark Siegl, Oklahoma City Field Office, [mark.t.siegl@uscis.dhs.gov](mailto:mark.t.siegl@uscis.dhs.gov) or (405) 604-8193.

**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 Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 NW Hamilton Road, Fort Sill, OK 73503-9004.

5.2.2. To USCIS. Mark Siegl, Field Office Director, U.S. Citizenship and Immigration Services, U.S. Department of Homeland Security, Oklahoma City, OK (405) 604-8193.

**5.3. REVIEW OF AGREEMENT:** This MOA will be reviewed triennially on or around the anniversary of its effective date. A significant increase in the size of the USCIS presence on Fort Sill (greater than six personnel) will also require a review of the Agreement.

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**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.

**5.6. TERMINATION OF AGREEMENT:** This MOA may be terminated by either Party by giving at least 90 days 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. 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 90 days written notice to the other Party.

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

## **6. FINANCIAL DETAILS:**

**6.1. AVAILABILITY OF FUNDS:** Nothing in this MOU shall obligate either USDA or DHS to obligate or transfer any funds. Specific work projects or activities that involve the transfer of funds, services, or property among the various agencies and offices of USDA and DHS will require execution of separate agreements and be contingent upon the availability of appropriated funds. Such activities must be independently authorized by appropriate statutory authority. This MOU does not provide such authority. Negotiation, execution, and administration of each such agreement must comply with all applicable statutes and regulations.

**6.2. BILLING:** The Garrison will bill USCIS only when special missions essential circumstances require it, such as building modifications.

**6.3. PAYMENT OF BILLS:** The USCIS paying office will forward payments, along with a copy of billed invoices and this Agreement number to the Garrison Budget Office

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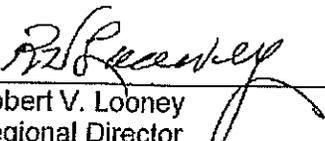
within 30 days of the date of invoice. Bills rendered will not be subject to audit in advance of payment. No provision of this agreement shall be interpreted to require the payment or obligation of funds in violation of the Anti-Deficiency Act, 31 USC 1341.

7. **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. **STATEMENT OF INTENT:** This MOA is not intended, and should not be construed to create any right or benefit, substantive or procedural, enforceable at law or otherwise, by any third party against the Parties, their parent agencies, the United States, or the officers, employees, agents or other associated personnel thereof.

9. **AGREED:**

For USCIS--

  
\_\_\_\_\_  
Robert V. Looney  
Regional Director  
Central Region  
U.S. Citizenship and Immigration Services

JUN 20 2016  
(Date)

  
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Lee F. Bowes  
Chief  
IRIS/Biometrics Division  
U.S. Citizenship and Immigration Services

6/21/16  
(Date)

For the Garrison --

  
\_\_\_\_\_  
Glenn A. Waters  
COL, FA  
Garrison Commander

June 22, 2016  
(Date)