



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL
909 NW HAMILTON ROAD, SUITE 112
FORT SILL, OKLAHOMA 73503-9004

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES ARMY GARRISON (USAG), FORT SILL
AND
OKLAHOMA ARMY NATIONAL GUARD (OKARNG)**

SUBJECT: Fixed Base Air Traffic Control Training for 245th Airfield Operations Battalion (AOD) at Henry Post AAF, Fort Sill, OK

1. References.

- a. AR 95-2, Airspace, Airfields/Heliports, Flight Activities, Air Traffic Control and Navigational Aids, dated 10 Apr 07.
- b. FM 3-04.303, Air Traffic Services Facility Operations, Training, Maintenance, and Standardization, dated 3 Dec 2003.
- c. DOD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.
- d. FORSCOM 350-2, Reserve Component Training, 27 Oct 1999.
- e. FORSCOM 350-4, Active Component, Reserve Component Partnerships, 24 Mar 2003.

2. Purpose. To set forth the conditions under which Soldiers in the Oklahoma Army National Guard will be able to obtain Air Traffic Control (ATC) training at Fort Sill.

3. Problem. The Oklahoma Army National Guard (OKARNG) does not have an adequate training program to certify and sustain the perishable skill sets necessary for the Air Traffic Services (ATS) field. Additionally, adequate training sites are not available to the OKARNG in the numbers required with sufficient aircraft traffic operations to conduct training. This CTO Certification, Training, Sustaining program was developed to satisfy this deficiency. Henry Post AAF displaying patriotic support for Oklahoma's citizen soldiers has stepped forward to assist in training Air Traffic Controllers in the OKARNG.

4. Scope. This Memorandum of Agreement (MOA) provides guidance and outlines responsibilities for training OKARNG air traffic controllers. Actions and agreements herein are not intended to supersede existing instructions or agreements. The 245 AOB is the command for the supported unit Co F 2-211 GSAB. This agreement will apply to both organizations.

5. Responsibilities of the USAG, Fort Sill (GARRISON).

- a. USAG, Air Traffic Control Division will:

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(1) Provide up to six months of fixed base facility training in the air traffic control tower and up to two weeks facility management training to Soldiers.

(2) Ensure that training is documented in the Soldiers records and oversee the execution of this training plan.

(3) Provide opportunities for Soldiers to return for Additional Flight Training Periods to maintain their rating.

(4) Provide Soldiers with a duty schedule that provides the maximum available training exposure.

(5) Complete required documentation for Air Traffic Control Specialist Certificates (ATCS) and Federal Aviation Administration Control Tower Operator (CTO) license.

(6) Provide ATC reference materials and computer support as required.

(7) Periodically brief 245th AOB on status of training.

(8) Immediately notify 245th AOB of a Soldier who receives an unsatisfactory progress evaluation.

(9) Staff disciplinary actions through the Garrison to 245th AOB.

b. USAG, Headquarters and Headquarters Detachment (HHD) will:

(1) Provide billeting/dining and administrative support for the Soldiers while attached to the Garrison.

(2) Maintain command authority for the duration of the trainees stay.

(3) IAW references listed in item 1 above, Soldiers will not be assigned any duties outside the pursuit of CTO certification.

6. Responsibilities of the OKARNG.

a. Assign no more than four air traffic controller trainees at any one time (two additional controllers may be temporarily assigned for ATC management training).

b. Ensure that both the Fort Sill ATC Chief and the Commander of HHD Garrison support are notified, in advance, of Soldiers due to arrive for training. These Soldiers will arrive at Fort Sill having completed the US Army Air Traffic Control School from Fort Rucker, AL and be in possession of their flight physical and air traffic control training record jacket and certificate of grades.

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- c. Maintain a continuous communication with the ATC Chief and HHD to monitor the progress of its trainees and to ensure their Soldier's compliance with the training program. Visit the ATC facilities at least once a year for staff assistance and quality assurance purposes. All visits to the facility shall be coordinated with the Fort Sill ATC Chief.
- d. Coordinate and approve leave for Soldiers assigned to the Garrison.
- e. Establish AKO accounts for Soldiers prior to assignment to Fort Sill.
- f. Provide funding to cover cost of billeting and subsistence.
- g. Duty uniform will be Class B or C, as directed.
- h. In coordination with Henry Post Army Airfield facility managers, develop a monthly CTO sustainment program. A monthly schedule will be published for rated 15Qs at the discretion and need of the facility. This schedule will be finalized by the second Friday of the previous month; this will allow sufficient notification of duty periods to affected Soldiers.
- i. Should training issues occur and a training extension is required, 245th AOB will coordinate at the earliest possible time with JFHQ-OK-J3 for appropriate amount of time and funds. Extensions will be granted at the sole discretion of JFHQ-OK-J3.

7. Agreements and Understandings.

- a. This document survives the departure or position change of any of the signatories. It remains in effect until cancelled by mutual consent or until cancelled by 180 days advance notice to the other party.
- b. This agreement will be reviewed when deemed necessary by either party. It may be amended by mutual consent of all parties. 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.
- c. 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.
- d. 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.

8. Points of Contact (POC).

a. USAG:

- (1) Technical POC for the ATC Division is Sheldon N. Thornton, 580-442-2387.

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(2) Technical POC for HHD is 1SG Underwood, 580-442-5423.

(3) MOA POC. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 909 NW Hamilton Road, Suite 112, Fort Sill, OK 73503-9004, (580) 442-3560, fax ext, 7978, email: winona.morris@conus.army.mil.

b. OKARNG:

(1) Technical POC for the Co F 2-211 GSAB is CW2/W01 R.J. Harris at (405) 217-8145 or (602) 432-1717.

(2) Agreement Approval POC is GS14/LTC Jon M. Harrison, 245 AOB, email at jon.harrison@us.army.mil, (405) 228-5606.

9. Effective date. Date of the last signature below.



JON M. HARRISON
LTC, AVN, Commanding
245 AOB

21 August 2007

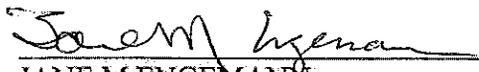
(Date)



SHELDON N. THORNTON
Air Traffic Control Chief, AT & A Officer
Henry Post AAF, Ft. Sill, Oklahoma

21 August 2007

(Date)



JANE M. ENGEMANN
Chief, Operations & Training
DPTMS, FT Sill, OK

22 Aug 07

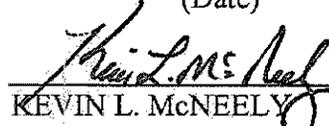
(Date)



ROBERT S. BRIDGFORD
COL, FA
Garrison Commander

23 August 2007

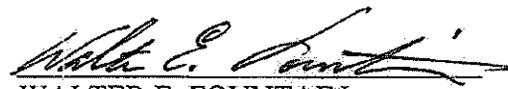
(Date)



KEVIN L. McNEELY
COL, IN, Commanding
90th Troop Command

21 August 2007

(Date)



WALTER E. FOUNTAIN
COL, AV, DCSOPS
Joint Force Headquarters - Oklahoma

21 August 2007

(Date)