



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

REPLY TO
ATTENTION OF:

MOA #MF01

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES ARMY GARRISON, FORT SILL/IMCOM
AND
FORT SILL FEDERAL CREDIT UNION**

SUBJECT: Support Provided to and Received From Fort Sill Federal Credit Union

1. References:

- a. DA Lease No. DACA56-1-12-0018 between the Secretary of the Army and Fort Sill Federal Credit Union effective 1 January 2007.
- b. DA Lease No. DACA56-1-11-012 between the Secretary of the Army and Fort Sill Federal Credit Union effective 1 September 2011.
- c. DOD 7000.14-R (Regulation) (DOD Financial Management Regulation), volume 5, chapter 34, Financial Institutions on DOD Installations, May 2013.
- d. Department of Defense (DOD) 1000.11-I (Instruction) (Financial Institutions on DOD Installations), 16 January 2009.
- e. Memorandum of agreement (MOA) between United States Army Garrison, Fort Sill, and Fort Sill Federal Credit Union, subject: Support Provided to and Received From Fort Sill Federal Credit Union, 29 April 2009 (hereby cancelled).
- f. Fort Sill Federal Credit Union's Federal Charter.
- g. 12 United States Code (USC) 1770, Banks and Banking.
- h. 32 Code of Federal Regulations 230 and 231.

2. Purpose. To set forth the conditions under which the Fort Sill Federal Credit Union (CREDIT UNION) shall conduct on-post financial operations at Fort Sill, OK, and under which the United States Army Garrison, Fort Sill (GARRISON), shall provide support to the CREDIT UNION.

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3. Responsibilities of the CREDIT UNION.

a. Provide the following services to the installation:

(1) Full range of financial services--such as savings, loans, pay allotments, and counseling services--for members and their dependents (both military and civilian personnel attached/assigned to Fort Sill).

(2) Paying and receiving facilities for custodians of nonappropriated funds (NAF) acting in such capacity.

(3) Cashing of personal and Treasury checks for members.

(4) Direct deposit (SURE PAY) services.

(5) Selling of financial papers (i.e., cashier's checks, money orders, and traveler's checks).

(6) Night depository facilities.

(7) Automated teller machines (ATMs). Coordinate ATM locations through the credit union liaison officer (CULO) for approval. Be responsible for the installation, maintenance, and operational expenses of ATMs. Accept the Government travel card in all of the CREDIT UNION'S on-post ATMs.

(8) Selling products and services through third parties. Prior to providing the installation with products and services through third parties (i.e., insurance, investment services, telephone calling cards, etc.), obtain approval and regulatory guidance from the National Credit Union Administration (NCUA) and then approval from the GARRISON'S Solicitation Office (Building 4700, (580) 442-3113/6472) on a case-by-case basis. Forward these approvals to the CULO for review, approval, and inclusion in this agreement.

(9) Full credit union services in Building 4116 and Building 4700.

(10) Other additional services that may be offered by other area financial institutions that the CREDIT UNION believes would be cost effective and enhance the services available to qualified personnel.

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b. May assess charges for the following services:

- (1) Sale of money orders, traveler's checks, and other financial papers.
- (2) Personal checking accounts.
- (3) Stop payment of checks.
- (4) Insufficient funds.

(5) Other services that are normally charged consistent with other terms of this agreement and as authorized by law or charter.

c. Do not assess charges for the following services:

- (1) Cashing U.S. Treasury checks for members.
- (2) Providing financial education and counseling to members.

d. Keep the GARRISON advised of its operations. Invite command representatives to attend its annual meetings and other appropriate functions. Accommodate, whenever possible, installation requests for speakers and printed materials for consumer credit education programs. Do not use these occasions to promote the exclusive services of a particular financial institution.

e. Operate a minimum of seven hours a day on weekdays between the core hours of 0730 and 1700, except on Government holidays or as approved by the CREDIT UNION'S Board of Directors (i.e., during training holidays, during emergency/disaster situations, or due to other factors having a significant negative impact on its operations), when it may close. Conduct Saturday operations a minimum of four hours. Coordinate changes in hours of operation with the CULO in writing not later than 30 days prior to the proposed effective date of change, if possible. The CREDIT UNION'S current hours of operation may be viewed at its Web site at "www.fsfcu.com/Locations.aspx."

f. Provide the CULO with a list of current fees charged for services, a copy of its monthly financial report, and other local CREDIT UNION publications. Submit notice of proposed fee changes to the CULO for review/action at least 30 days prior to implementation; the CREDIT UNION may provide these notices in the board packets it sends to the CULO prior to its board meetings. The CREDIT UNION'S current rates may also be viewed at its Web site.

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g. Do not compete with the installation NAF activities by offering similar goods or services to authorized morale, welfare, and recreation (MWR) patrons. For example, the CREDIT UNION may not sell tickets to amusement parks to authorized MWR patrons at its on-post location when the GARRISON'S MWR activities offer the same tickets.

h. Do not advertise on a competitive basis in any official (Government-funded) Armed Forces newspapers or periodicals. The CREDIT UNION may purchase advertising that compares its services and rates to other financial institutions in unofficial publications, such as The Cannoneer. The CREDIT UNION may use installation bulletin boards or Web pages to post general information promoting financial responsibility and thrift.

i. Although the Privacy Act, 5 USC Section 552, does not apply to the CREDIT UNION, be responsible for safeguarding the information provided by its members. Be subject to the Right to Financial Privacy Act, 12 USC Sections 3401-3422. Obtain only such information from its members as is reasonable and necessary to conduct business. This includes credit information and proper identification (e.g., social security number) for cashing checks.

j. Maintain a sufficient staff (classified as contractors) to provide the best possible customer service.

k. Do not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, marital status, disability (physical or mental), or age. Post Federal nondiscrimination notices in conspicuous places available to employees and applicants for employment.

l. Maintain physical security of cash and negotiable items in a manner consistent with the requirements of its fidelity insurer. Furnish the GARRISON with a copy of those requirements upon request.

m. Provide share insurance at least equal to that required by the NCUA.

n. Indemnify and hold harmless the Army/GARRISON from (and against) any loss, expense, claim, or demand to which they may be subjected as a result of death, loss, destruction, or damage in connection with the use and occupancy of the CREDIT UNION'S premises in any way caused by agents or employees of the CREDIT UNION.

o. Comply with the administrative and logistical provisions in [Enclosure 1](#).

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p. Maintain its leased premises in accordance with (IAW) references 1a and 1b, and keep the properties clean, orderly, attractive, sanitary, and in good repair. Do not display signs that are objectionable to the Army/GARRISON. See [Enclosure 2](#) for the list of facilities assigned to the CREDIT UNION.

q. To obtain specific cost benefits IAW reference 1c, provide the CULO with a written certification of its membership.

r. See [Enclosure 3](#) for the estimated reimbursable costs of support received; reimburse the GARRISON for actual costs incurred. Provide advance payments on an annual/quarterly basis to the Resource Management Office (RMO) Budget Office (IMSI-RMB), 462 Hamilton Road, Suite 102, Fort Sill, OK 73503-9004, (580) 442-2841. Make checks out to "U.S. Treasury." With each check, provide a completed NAVMC Form 11647 (Universal Order) for the total amount of the estimated services to be reimbursed.

4. Responsibilities of the GARRISON.

a. Appoint a credit union liaison officer (CULO). The RMO is responsible for appointing the CULO for the installation. The CULO shall monitor the credit union program at Fort Sill. The CULO's duties include reviewing the CREDIT UNION'S schedule of service charges and fees annually and providing coordination and assistance to the CREDIT UNION as needed.

b. Promote the credit union movement. Encourage and assist DA personnel in using the CREDIT UNION'S services in the management of their personal funds. Use shall be voluntary without coercion.

c. Permit its off-duty personnel (active duty military and DOD civilians) to serve as unpaid volunteers on the CREDIT UNION'S Board of Directors and committees upon determination that such employment would not interfere with the full performance of the individual's official duties and subject to the GARRISON Commander's approval.

d. Authorize administrative absences for DOD members of the CREDIT UNION'S Board of Directors and committees to attend meetings when the purpose is directly related to the DOD credit union program.

e. Establish a credit union clearance policy for personnel departing the installation.

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f. Provide the enclosed administrative and logistical support (see [Enclosure 1](#)) within available capabilities and resources without jeopardizing its assigned mission. Unless stated otherwise, provide support comparable in kind, quality, and scope to those furnished to its own activities. Reserve the right to reduce/ terminate support based on customer demand and on fluctuations in the amount of funding received from higher headquarters; apply any reductions in support on an equitable basis to all receivers of support. Exercise the option to waive reimbursement when the reimbursement would be less than the anticipated expense of billing and disbursing funds.

g. Provide support on a reimbursable or nonreimbursable basis as specified; see [Enclosure 1](#). GARRISON RMO Budget Office will furnish NAVMC Form 11647 (Universal Order) to the CREDIT UNION for completion and return and will also send out monthly consumption statements as required.

h. Draft, coordinate, finalize, and maintain this agreement as required.

5. Agreements and Understandings of All Parties.

a. All parties shall comply with the references in paragraph 1 as well as with other applicable regulations and laws of the United States. This MOA shall in no way modify, change, or alter the terms and conditions of the leases covering the CREDIT UNION'S use of real property. To the extent that there is a conflict between this agreement and references 1a and 1b, references 1a and 1b shall govern. Any provision of this agreement that is contrary to or violates any laws, rules, or regulations of the United States, its agencies, or the State of Oklahoma that apply on Federal installations shall be void and have no force or effect; however, each party agrees to notify the other promptly of any known or suspected continuing violation of such laws, rules, or regulations.

b. The CREDIT UNION president or local manager may contact the GARRISON Commander or the CULO (see paragraphs 6a(1) and 6a(2)) for aid in the recoupment of individuals' funds. The GARRISON will cooperate with the CREDIT UNION (at no cost) in locating individuals who pass dishonored checks, overdraw accounts, or default on loans.

c. Neither the Army/GARRISON nor their representatives are responsible or liable for the financial operation of the CREDIT UNION or for any losses (including criminal losses), expenses, or claims for damage arising from the CREDIT UNION'S operation.

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d. Each party is responsible for the supervision, management, and cost of its personnel including pay, benefits, support, and travel.

e. This agreement does not document the obligation of funds. Any obligation of funds in support of this agreement is subject to the availability of funds and shall be accomplished by use of the universal order form.

f. Each party shall review the reimbursable costs annually to determine whether or not the changes in costs are significant and require a change to the agreement and/or an updated funding annex ([Enclosure 3](#)).

g. This document survives the departure or position change of any of the signatories. No other MOA exists between the parties concerning this subject matter. All parties shall jointly review it in its entirety at least every five years and may amend it upon mutual written consent. Disputes shall be resolved by consultation between the parties. Unresolved issues shall be forwarded up command channels.

(1) 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.

(2) Changes to this agreement shall be submitted in writing to the GARRISON RMO for the coordination and approval of both parties. Changes in service charges and fees and changes in hours of operation within the agreed upon core hours do not necessitate a formal change to this agreement. Formal changes will be documented as an updated MOA signed by each party's authorized representative.

h. This document remains in effect for nine years or until canceled by mutual written agreement or IAW references 1a and 1b.

(1) The Secretary of the Army reserves the right to terminate this agreement at any time. Any termination of the right of the CREDIT UNION to operate on post shall render this agreement terminated without any applicable action by the other parties.

(2) The GARRISON reserves the right to terminate this agreement at any time for cause and IAW the real property leases and DOD regulations. The GARRISON shall give the CREDIT UNION maximum notice if the installation is to be deactivated.

(3) The CREDIT UNION may terminate this agreement/the CREDIT UNION'S operations with advance written notice to the GARRISON Commander and IAW the leases. Notice must be provided before any public announcement is made.

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6. Points of Contact.

a. GARRISON.

(1) GARRISON Commander. Colonel Glenn Waters, Commander, U.S. Army Garrison, Fort Sill (IMSI-ZA), 462 Hamilton Road (Taylor Hall), Suite 120, Fort Sill, OK 73503-9004, (580) 442-3106, email: glenn.a.waters.mil@mail.mil.

(2) CULO. Mr. Dennis Porter, Director, RMO (IMSI-RM), 462 Hamilton Road (Taylor Hall), Suite 112, Fort Sill, OK 73503-9004, (580) 442-8144, email: dennis.d.porter.civ@mail.mil.

(3) Support Agreements Manager (SAM). Ms. Winona Morris, GARRISON SAM, (580) 442-3560, email: winona.f.morris.civ@mail.mil, fax 442-7978, Building 467, and/or Ms. Dora Presley, assistant GARRISON SAM, (580) 442-2911, email: dora.a.presley.civ@mail.mil, mailing address: RMO (IMSI-RMM/Manpower and Agreements Division), 462 Hamilton Road, Suite 112, Fort Sill, OK 73503-9004.

b. CREDIT UNION. Ms. Denise Floyd, (580) 250-8122, email: dfloyd@ftsillfcu.com, and/or Ms. Cheryl Crow, (580) 250-8144, email: ccrow@ftsillfcu.com, Fort Sill Federal Credit Union, P. O. Box 1527, Lawton, OK 73502.

7. **Effective Date.** The day after the last signature date below.

8. **Expiration Date.** Nine years after the last date signed below.



DENISE FLOYD
President, Fort Sill Federal Credit Union



GLENN A. WATERS
Colonel, FA
Garrison Commander

March 11, 2015
(Date)

March 12, 2015
(Date)

3 Enclosures
as

ADMINISTRATIVE AND LOGISTICAL PROVISIONS

GARRISON SHALL

CREDIT UNION SHALL

A1-Administrative Services: Nonreimbursable

1. In accordance with (IAW) current legal and regulatory guidance, assist the CREDIT UNION in obtaining military addresses of Army personnel in order for the CREDIT UNION to settle its accounts (i.e., providing authorized publications and/or disclosures).

1. Contact the individual's last known commander or supervisor. See DOD 7000.14-R, volume 5, chapter 34, paragraph 340403, Central Locator Services, pages 34-10 through 34-11, for obtaining the addresses of personnel in the Army (Air Force, Navy, and Marines also) when they cannot be determined locally.

C3-Clubs: Nonreimbursable

1. Authorize access to the various installation club facilities as appropriate for the purpose of purchasing food and drink items for individual noon meals/snacks.

1. Pay for food and drink items on an individual cash basis.

Fort Sill Golf Course, 1270 Quinette Road
Fort Sill Welcome & Conference Center,
6045 Sheridan Road
Impact Zone Brewery, 3265 Crane Avenue
Patriot Club, 500 Upton Road
Twin Oaks Bowling Center, 935 Macomb Road

C4-Command Support: Nonreimbursable

1. Provide command/staff personnel to manage base operations support provided to all customers. Include the command group (GARRISON Commander, Deputy GARRISON Commander, and Command Sergeant Major), its administrative team, the Headquarters and Headquarters Battery, and those described in the following paragraphs.

2. Coordinate and collect internal and external information as required for situational awareness, required reporting, updating operating plans, installation events, and other requests for support/ information--such as personnel (contractor) strength.

3. Request the CREDIT UNION'S input (unit identification code/UIC: \$0VG02) in order to update and maintain the Army Stationing and Installation Plan (ASIP).

4. Manage the Interactive Customer Evaluation (ICE) Program. Use the CREDIT UNION'S feedback to help improve services and products available on the installation.

2. Respond as required to requests from the Installation Operations Center (IOC), 455 McNair Avenue, 442-3241/3828.

3. Upon request, submit its personnel strength (contractors) to the Plans, Analysis, and Integration Office (PAIO), 463 Hamilton Road, 442-4269, for the GARRISON'S annual ASIP update.

4. As desired, complete the online ICE comment card to rate the satisfaction of services and products received from the GARRISON and/or to provide comments, questions, and suggestions concerning services and products available on the installation. Access the Web site at "http://ice.disa.mil/index.cfm?fa=site&site_id=451."

GARRISON SHALL**CREDIT UNION SHALL****C5-Common Use Facility Construction, Operations, Maintenance, & Repair: Nonreimbursable**

1. Provide for the operation, maintenance, repair, and minor construction/alteration of common/public use infrastructure, roads, grounds, surfaced areas, miscellaneous structures, real property, installed equipment, common benefit signs, and energy consumption and beautification projects.
2. Remove ice and snow on common/public use areas (such as roads, parking lots, etc.) IAW the Fort Sill Installation Winter Storm Plan (appendix YY to the Installation Emergency Management Plan) including the parking lot of Bldg 4116 at the standard priority.

1. See categories F1-F3 for the CREDIT UNION'S additional real property responsibilities.
2. See category F3 for the CREDIT UNION'S additional responsibilities for maintenance of real property.

C7-Community Relations: Nonreimbursable

1. Approve/disapprove requests for fund-raising and special events.

1. Submit requests for fund-raising and special events as required to DFMWR, 4700 MOW-WAY Road, 442-3113.

D1-Disaster Preparedness: Nonreimbursable

1. Prepare for and provide disaster/emergency response and support; include training and equipment. Include the CREDIT UNION in installation planning. Execute contingency and mobilization plans as appropriate. Coordinate with Federal, State, local, and other authorities as required. Coordinate, prepare, and submit information and reports as required. Task all activities under the GARRISON Commander's control as appropriate.
2. Ensure rapid and complete dissemination of severe weather information and other emergency notifications according to the Fort Sill Installation Emergency Management Plan. Have DPTMS [or the field officer of the day (FOD/442-3236) during non-duty hours] initiate post-wide notifications via email and/or telephone. Have DPTMS provide notifications of early release. Have the Public Affairs Office (PAO) provide notifications of closed operations and of delayed post openings due to freezing precipitation or heavy snow.

1. Attend planning meetings, provide contingency support requirements, and participate in training exercises as appropriate. Request emergency services as needed through the Installation Operations Center (IOC); Directorate of Plans, Training, Mobilization, and Security (DPTMS); 455 McNair Avenue; 442-3241/3828. Respond to the IOC's requests for information and to command information passed through IOC channels.
 - 2a. Comply with the Fort Sill Installation Emergency Management Plan. Contact DPTMS Plans/Operations Division (442-2533, 455 McNair Avenue, South Basement) for inclusion in the post-wide notification system. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.
 - 2b. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing Fort Sill's operations during inclement weather. Have essential personnel report to work IAW the CREDIT UNION'S standard operating procedures. Have all other civilians comply with local announcements unless superseded by directions from their supervisory personnel.
 - 2c. Report personnel injuries and fatalities to the DHR Military Personnel Division, Casualty Office, at 442-4014/8592 and after duty hours to cell 512-6178. Report injuries/fatalities to the Severe Weather Damage Center

(D 1 - C o n t)

(1950 Barbour Street, 442-3015/3705) if activated. Report installation real property damage to Directorate of Public Works (DPW) Service Order (442-3251). Initiate DD Form 200 (Financial Liability Investigation of Property Loss [FLIPL]) for damage as appropriate.

E2-Entomology Services: Reimbursable

1. Eliminate or reduce/control the presence of insects, rodents, weeds, fungi, and other animals or plants that are determined to be undesirables. Include the routine treatment of grounds, buildings, equipment, supplies, aircraft, and other common carriers as necessary.

1. Call DPW at 442-3251 for service as required. Notify pregnant and allergic employees located in/near the affected spraying area prior to pest treatment.

Reimburse for actual cost of services for Building (Bldg) 4116.

E3-Environmental Cleanup: Reimbursable

1. Hold the CREDIT UNION financially liable when the CREDIT UNION'S actions result in an adverse environmental impact.

1. Reference The Economy Act of 1932, as amended. **Reimburse for cleanup, disposal, and restoration in the event an incident caused by the CREDIT UNION results in an adverse environmental impact.** Or perform cleanup and disposal using environmentally and legally acceptable methods. Restore the environment to its pre-incident condition in a timely manner.

E4-Environmental Compliance: Partially Reimbursable

1. Administer programs for the control of air, water, noise, hazardous material (HM), and other forms of pollution including resource recovery programs.

1a. Request services from Environmental Quality Division, Directorate of Public Works (DPW), 442-2715, 2930 Currie Road, as needed. Actively support the GARRISON'S conservation, pollution control, and environmental programs. Coordinate with Compliance Assurance Branch, 2592 Currie Road, if storing any HM (CREDIT UNION currently does not store any).

1b. Notify DPW of any suspected violation of hazardous waste (HW) handling/storage/disposal; personnel knowledgeable of such violations who fail to report them to appropriate authorities may be held personally liable in conjunction with the violator.

1c. Comply with the Fort Sill Hazardous Material and Waste Management Plan. Since the CREDIT UNION currently has no disposal requirements, contact DPW Environmental Quality Division (442-2715, 2930 Currie Road) for guidance when HW disposal is required.

2. Advise the proponent/CREDIT UNION on the selection, preparation, and completion of NEPA analyses and documentation. Ensure that NEPA documentation is procedurally and technically correct. Assist the

2. References: National Environmental Policy Act (NEPA) and Army regulation (AR) 200-2. As the proponent for its actions, prepare or **reimburse for the preparation of the appropriate NEPA documentation,**

(E 4 - C o n t)

proponent/CREDIT UNION, as necessary, to identify issues, impacts, and possible alternatives and/or mitigations relevant to specific proposed actions, and accomplishments of mitigation measures. Identify actions that must be resolved through another environmental process, such as National Historic Preservation Act consultation, that may be required to determine the applicability of NEPA documentation.

3. Manage the installation recycle program.

and fund all mitigation actions and effectiveness monitoring.

3. Sort and transport approved material for recycle (white paper, aluminum soda cans, cardboard, etc.) to the DFMWR Recycling Center, 3334 Sheridan Road, 442-2348.

F1-Facilities & Real Property Support: *Nonreimbursable

1. Plans, Analysis, and Integration Office (PAIO) will coordinate with DPW and other activities on requests for the use of facilities and other installation real property. Coordinate changes with affected tenants giving as much advance notice as possible. Conduct meetings on a regular basis.

2a. DPW will manage, assign, and reassign facilities and real property based on the GARRISON'S installation master plan (i.e., relocation, demolition, construction, etc.) and the GARRISON'S mission essential requirements and/or due to changes in the CREDIT UNION'S space requirements.

2b. DPW will authorize a real property lease that allows the construction of a suitable building for occupancy and use and includes the use of Government-owned space and/or land for authorized branch offices and ATMs. See [Enclosure 2](#) for the list of facilities assigned to the CREDIT UNION.

1. Submit requests for building space through the CULO to PAIO, 463 Hamilton Road, 442-5834. Identify and justify facility requirements; provide additional data as requested. Give as much advance notice as possible when submitting changes to facility requirements. Attend meetings as required.

2a. Plan, coordinate, and execute required actions to meet the milestones of the installation master plan and priority mission requirements that affect the CREDIT UNION.

2b. Comply with the provisions of the lease agreement.

F2-Facility Construction & Major Repair: Partially Reimbursable

1. Review requests/requirements to modify/add to existing facilities and approve/disapprove said requests/requirements prior to initiating any work. Provide CREDIT UNION-requested minor construction on an as available (GARRISON-approved) basis.

2. Provide facility planning, engineering designs, drafting and reproduction services, site survey support, inspection, and job planning and estimating; which are required for the construction (military and minor), fabrication, and repair of facilities and equipment.

1. Retain buildings in their present condition without change unless written authorization has been obtained from DPW (DA Form 4283) authorizing the changes. Notify DPW Master Planning/Real Property (442-3517/2670/2922) of any requirements to modify/add to existing facilities. **Program, budget, and fund for minor construction projects that are mission related.**

2. Submit requests for facilities to DPW Master Planning/Real Property Division, 1950 Barbour Street, 442-3517. Develop project justification and assist the GARRISON in the preparation of DD Form 1391 (FY __ Military Construction Project Data).

(F 2 - C o n t)

3. Provide supervisory and administrative (S&A) inspection of renovation projects.

3. Reimburse for each project's one-time S&A inspection/compliance cost (9.6% of the total project cost) separate from this MOA cost.

F3-Facility Maintenance & Minor Repair: Nonreimbursable

2. Maintain and repair real property for the portion of Bldg 4700 assigned to the CREDIT UNION on a nonreimbursable basis. Assign a work order prefix (T9) to the CREDIT UNION.

1. Be responsible for the maintenance of facilities, property, and installed equipment IAW the lease agreement. Remove ice and snow in CREDIT UNION use areas (sidewalks, stairs, and porches). Use ammonium nitrate, not salt, to melt ice.

3. Promote energy awareness and encourage energy efficiency. Exclude the CREDIT UNION from the GARRISON'S energy reporting requirements.

2. Submit DA Form 4283 (Facilities Engineering Work Request) to DPW, 1950 Barbour Street, 2-4664, as required for maintenance of office space assigned in Bldg 4700. Call DPW at 2-3251 for service orders.

3. Establish its own energy conservation program IAW applicable laws. Actively promote energy awareness and implement cost-effective energy conservation practices.

F5-Fire Protection: Partially Reimbursable

1a. Provide appropriate fire protection.

1a. References: Fort Sill Regulation (Reg) 420-90 and Occupational Safety and Health Act (OSHA) regulations. Provide and install fire extinguishers in real property assigned to the CREDIT UNION as per Fire & Emergency Services' (F&ES') recommendations IAW Unified Facilities Code (UFC) requirements. Recharge fire extinguishers as required. Appoint a unit building manager and a building evacuation coordinator. Upon request of F&ES, provide material safety data sheets (MSDS) for all hazardous materials used/stored in assigned facilities.

1b. Respond to fire alarms. Hold the CREDIT UNION financially liable for additional expenses when the finding of an investigation determines that the cause of a fire was due to the CREDIT UNION'S negligence or intentional misconduct.

1b. Upon discovering a fire, dial 911 and alert all personnel in the building. Make every effort to extinguish the fire with available personnel while exercising reasonable and prudent care. **Reimburse for the overtime, purchase/rental of extra equipment, and other support costs required to mitigate a fire incident if the finding of an investigation determines that the cause of the fire was due to the CREDIT UNION'S negligence or intentional misconduct.**

1c. Provide a fire prevention program. Upon request, provide fire prevention training.

1c. Attend fire prevention lectures when available. Request assistance in fire prevention as required from F&ES, Directorate of Emergency Services (DES), 6041 Bessinger Street, 442-5911.

(F 5 - C o n t)

1d. Conduct fire safety inspections at least annually. Inspect and test fire protection systems (i.e., fire alarms, sprinkler systems, etc.) as required.

1d. Work with F&ES during inspections. Have the CREDIT UNION'S security officer accompany F&ES during inspections; correct fire hazards immediately. See category F3 and the lease for maintenance of fire protection systems (installed property).

M 1 - M a i l S e r v i c e : N o n r e i m b u r s a b l e

1. Receive and sort the CREDIT UNION'S seminar announcements in the central Distribution Center as long as the amount of workload is reasonable. Conduct the official distribution route as required (once a week on Thursday).

1a. In promoting its on-post financial education seminars, develop a reasonable number of announcements (approximately 40-50) for use on bulletin boards throughout the installation.

1b. Complete and attach a routing slip to the set of announcements; include a point of contact (POC) name and phone number and the distribution list (see example given below). Deliver the set to the Distribution Center (4700 MOW-WAY Road, Room #G05, 442-3047, DHR) as needed but not more than once a month.

Sample Distribution List for Announcements:
[office symbol, organization, and quantity]

- ATSF-B (FAS) (4)
- ATSF-K (434th FA Bde) (6)
- IMSI-HRM (DHR) (1)
- IMSI-MW (DFMWR) (8)
- IMSI-PLE (DPTMS) (1)
- IMSI-RS (RTCSC) (5)
- AFVI-A (75th Fires Bde) (6)
- AFVI-E (214th Fires Bde) (6)
- MCNB (DENTAC) (4)
- MCUA (MEDDAC) (2)

P 1 - P o l i c e S e r v i c e s : N o n r e i m b u r s a b l e

1a. Protect the CREDIT UNION'S resources; maintain law and order (including enforcement of traffic laws and accident/criminal investigations).

1a. References:

AR 190-5	AR 190-30	Fort Sill Reg 190-1
AR 190-11	AR 190-45	
AR 190-13	AR 190-47	

1b. Ensure protective standards for funds and high-value resources are applied and maintained. Coordinate with the Directorate of Emergency Services (DES) any requirements for special security of equipment and buildings (i.e., transfer of funds on payday). Provide own guards for money escort. Provide the military police (MP) desk with a list of the guards used since they are authorized to carry weapons on post.

GARRISON SHALL**CREDIT UNION SHALL****(P 1 - C o n t)**

1c. Provide alarm monitoring and response services. Jointly survey the CREDIT UNION'S location to determine alarm requirements.

2. Determine the recurring/frequency requirement for installation access; issue appropriate installation and/or facility access credentials. Use Government authoritative databases for vetting purposes.

3. Include the CREDIT UNION in physical security inspections.

4. Notify the CREDIT UNION of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.

5. Provide registration services for firearms operated/ owned by the CREDIT UNION'S personnel (contractors).

1c. Coordinate with DES and Mission and Installation Contracting Command-Fort Sill Contracting Office for the purchase of required electronic security equipment for asset protection. Maintain equipment as required.

2. Obtain installation access approval for CREDIT UNION employees (contractors) and authorized third-party vendors (contractors) with office space inside the CREDIT UNION'S facilities. Have each employee complete/bring Fort Sill Form 118 (Request for Unescorted Installation CONTRACT Access to Fort Sill), a valid picture identification, and a letter signed by the CREDIT UNION'S approving official (i.e., president, vice president) to the Visitor Control Center (VCC), 6701 Sheridan Road, Fort Sill.

3. Appoint a physical security officer to oversee the physical security and crime prevention programs. Conduct physical security inspections as required. Request inspections from DES as required.

4. Provide information for serious incident reports as required. Report actual or suspected criminal incidents immediately to the military police (MP) desk, 442-2101.

5. Register firearms (Room 231, 442-0130/0131) at 4700 MOW-WAY Road.

P 3 - P u b l i c A f f a i r s : P a r t i a l l y R e i m b u r s a b l e

1. Perform activities aimed toward responding directly or through news media to the general public's right and need to know how DOD components accomplish assigned tasks. Include public information, community relations, and internal (troop) information.

2. Handle all civilian news media queries and visits concerning Fort Sill activities on the installation. Coordinate those having Army-wide impact with higher-level PAOs. Invite media to cover newsworthy events.

3. Coordinate appropriate community relations programs and Fort Sill support to civilian organizations consistent with Fort Sill's AR 5-9 area of responsibility.

4. Provide space in the post newspaper, The CANNONEER, to publicize unit events/activities consistent with news value and space availability.

1. Reference AR 360-1 with Fort Sill supplement.

2a. Refer all media requests for information pertaining to Fort Sill activities or personnel to the Fort Sill Public Affairs Office (PAO, 442-2521/2384, 455 McNair Avenue).

2b. Coordinate with the Fort Sill PAO before inviting civilian news media onto the installation.

3. Provide assistance for selected community relations projects as required. **Reimburse for support requests requiring temporary duty/travel.**

4. Submit items of interest to The CANNONEER, 652 Hamilton Road, 442-5150, by close of business every Friday.

GARRISON SHALL

CREDIT UNION SHALL

R1-Refuse Collection & Disposal: Reimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish one dry dumpster for Bldg 4116 serviced five times each week. Furnish a shared dumpster for Bldg 4700.

1. Request services as required from DPW. Comply with the GARRISON'S policy concerning dumpsters and pollutants. Do not leave trash outside of dumpsters. When dumpsters are full and need to be emptied prior to the next regularly scheduled run, call the DPW Inspection Branch at 442-5582/5746. **Reimburse for actual cost of services for Bldg 4116.**

R2-Resource Management: Nonreimbursable

1. Determine the reimbursable and nonreimbursable support provided to the CREDIT UNION. Calculate the reimbursable costs. Manage reimbursable funds. Draft, coordinate, cost, and manage support agreements (SAs) and memorandums of agreement/understanding (MOAs/MOUs).

1. Ensure funds are available for support requested that is not funded by the GARRISON. Provide feeder data as requested by the GARRISON in a timely manner. See [Enclosure 3](#) for reimbursement calculations.

S1-Safety: Nonreimbursable

1. As required, inspect facilities assigned to the CREDIT UNION; see [Enclosure 2](#) for the facilities list. Identify and forward deficiencies to the CREDIT UNION for corrective action; conduct follow-up inspections as required.

1. Coordinate with the Installation Safety Office (ISO), 4700 MOW-WAY Road, 442-4466, as required. When reports of deficiency have been received, notify the ISO of corrective actions taken.

2. Provide its own safety program in compliance with the regulations, requirements, and standards of the Department of Labor Occupational Safety and Health Administration (OSHA).

S2-Security Services: Nonreimbursable

2a. Provide proactive and reactive anti-terrorism/force protection (AT/FP) support. Identify potential and actual threats/attacks against the U.S. Government--personnel and Family members, equipment, and facilities. Assess the risks. Implement preventive and/or counter measures to protect resources and deter or control hostile forces/situations. Distribute threat warnings/information to the CREDIT UNION. Advise the CREDIT UNION of changes in installation force protection condition (FPCON).

1. Do not handle or store classified Government information. If espionage or subversive activity is discovered or suspected, have the CREDIT UNION'S security manager report the incident directly to the 902d Military Intelligence Group at 442-3726. See category P1-Police Services for physical security support.

2a(1) References:
DOD 2000.12-H AR 525-13
DOD 2000.16-I Fort Sill Reg 525-1

2a(2) Respond to threat warnings as appropriate.

2b. Continually monitor and assess threat conditions and vulnerability. Submit required reports. Evaluate and update security plans and operations as required. Include the CREDIT UNION in installation plans, exercises, random antiterrorism measures, and

2b(1) Provide results of threat and vulnerability assessments conducted by the CREDIT UNION. Provide security requirements and recommendations. Designate a CREDIT UNION representative to attend AT/FP meetings when required.

GARRISON SHALL

CREDIT UNION SHALL

(S 2 - C o n t)

vulnerability assessments. Include the CREDIT UNION in the AT/FP committee and working group and in FP fusion cells as required by the installation force protection officer (DPTMS).

2b(2) Provide to the GARRISON'S RMO copies of the CREDIT UNION'S written agreements with off-post activities that require access to the installation during post closure. For verbal agreements with such activities, provide a list of POCs to DPTMS.

2c. Conduct AT training annually (<https://jkkodirect.jten.mil/Atlas2/faces/page/login/Login.seam>). Have the CREDIT UNION'S training officer or AT POC verify the completed training and provide training data quarterly as directed by the GARRISON'S FP officer.

U 1 - U t i l i t i e s : R e i m b u r s a b l e

1. Provide for the procurement, production, and distribution of utility services including water systems, sewage systems, electrical systems, boiler plants, heating systems, cold storage plants, air-conditioning plants, and other purchased utility services for facilities assigned to the CREDIT UNION (see [Enclosure 2](#) for the list of buildings).

1. Request services from DPW as required. Notify DPW when ATMs are added or removed. Report deficiencies to DPW as soon as they occur. Exercise a common sense approach to heating and air conditioning in metered buildings. **Reimburse for actual cost of utility services for Bldg 4116.**

FACILITIES LIST

IDS Data*	Building**	Description**	Gross Square Footage**
No IDS	500	ATM—land only/no lease (stand-alone machine inside main entrance of Patriot Club)	6
No IDS	935	ATM—land only/no lease (stand-alone machine inside Twin Oaks Bowling Center)	6
No IDS	1270	ATM—land only/no lease (stand-alone machine inside Fort Sill Golf Pro Shop)	6
No IDS	2503	ATM—land only/no lease (stand-alone machine inside Automotive Skills Center)	6
No IDS	3720	ATM—land only/no lease (stand-alone machine/outside walk-up on front porch of Garcia Hall Dining Facility)	6
1 Credit Union IDS (vault) 1 IDS monitor (ATM)	^4116	Land only/Lease 0018 (branch office on Thomas Street, building = 14,729 gsf and ATM in parking lot = 120 gsf)	0.76 acres
No IDS	4301	ATM—land only/no lease (stand-alone machine inside south entrance to Reynolds Army Community Hospital)	6
No IDS	4700	Branch office/lease is not required (joint use with Fort Sill National Bank and others inside Hartell Hall-Welcome Center, office space = 120 gsf). ATM—land only/no lease (stand-alone machine inside building but not located in/around branch office = 6 gsf)	126
No IDS	5650	ATM—land only/no lease (stand-alone machine inside Sheridan Road Shoppette-East)	6
No IDS	5676	ATM—land only/no lease (stand-alone machine inside Fort Sill Lodging/Aultman Hall main lobby)	6
No IDS	6048	ATM—land only/Lease 012 (outside, walk-up, stand-alone machine east of Bldg 6045/Fort Sill Conference Center)	120

^ Integrated commercial intrusion detection system (ICIDS) is installed and belongs to the CREDIT UNION.
 + DES only provides IDS monitoring.
 * DES provides/verifies the data.
 ** DPW provides/verifies the data/measurement.

ESTIMATED ANNUAL RECURRING REIMBURSABLE COSTS FOR FISCAL YEAR 15

CATEGORY OF SUPPORT	COST FACTORS	QUANTITY	COST INPUT	ESTIMATED ANNUAL COST*	REMARKS
E2 - Entomology Services [CLS #510]	Square footage			TBD	
E3 - Environmental Cleanup [CLS #505]				TBD	
E4 - Environmental Compliance [CLS #505]				TBD	
F2 - Facility Construction & Major Repair [CLS #400 & #405]				TBD	
F3 - Facility Maintenance & Minor Repair [CLS #408 & #411]	Work orders			TBD	Based on work order requirement.
F5 - Fire Protection [CLS #401]	Overtime, extra equipment			TBD	
P3 - Public Affairs [CLS #107]	TDY expenses			TBD	
R1 - Refuse Collection & Disposal [CLS #403]	Number of tips	48	47.6	\$2,285	Based on FY14 actuals.
U1 - Utilities	Meter readings				Bldg 4116
[CLS #500-Electrical Services]			0.0605/KWH	\$10,660	Based on FY14 rates and consumption.
[CLS #501-Heating/Cooling Services]			9.7871/MCF	\$5,537	Based on FY14 rates and consumption.
[CLS #502-Water Services]			6.9507/KGAL	\$6,681	Based on FY14 rates and consumption.
[CLS #503-Waste Water Services]			8.6173/KGAL	\$5,310	Based on FY14 rates and consumption.
[CLS #504-Other Utility Services]				\$0	
TOTAL				\$30,473	

*RMO Budget provides the estimated costs. Customer shall reimburse for actual costs incurred.