



DEPARTMENT OF THE ARMY  
US ARMY INSTALLATION MANAGEMENT COMMAND  
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT SILL  
462 HAMILTON ROAD, SUITE 103  
FORT SILL, OKLAHOMA 73503

REPLY TO  
ATTENTION OF:

**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNITED STATES ARMY GARRISON, FORT SILL  
AND  
FORT SILL NATIONAL BANK**

SUBJECT: Support Provided to and Received From Fort Sill National Bank

**1. References:**

- a. Department of Defense (DOD) 1000.11-I (Instruction), Financial Institutions on DOD Installations, 16 January 2009.
- b. DOD 7000.14-R (Regulation); DOD Financial Management Regulation; volume 5; chapter 34; Financial Institutions on DOD Installations; February 2009.
- c. Department of the Army (DA) Lease No. DA-29-005-ENG-3897 between the Secretary of the Army and Fort Sill National Bank effective 1 July 1963 with Supplements 1-5.
- d. DA Lease No. DACA56-1-84-0010 between the Secretary of the Army and J. R. Montgomery Bancorporation effective 2 July 1984 with Supplements 1-2.
- e. Fort Sill National Bank's Charter.

**2. Purpose.** To set forth the conditions under which the Fort Sill National Bank (BANK) shall conduct business at Fort Sill, OK, and under which the United States Army Garrison, Fort Sill (GARRISON), shall provide support to the BANK.

**3. Responsibilities of the BANK.**

- a. Provide the following services to the installation:
  - (1) Full range of banking services--such as checking and savings accounts, loans, pay allotments, and counseling services--for military and civilian personnel.
  - (2) Furnishing cash, including payroll requirements, to DA or Defense Finance and Accounting Service (DFAS) finance and accounting officers or their authorized agents. Providing cash and other services to the commissary and other activities if a compensating balance is provided by the U.S. Treasury.

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(3) Accepting deposits from military finance and accounting officers for credit to the Treasury general account. Satisfying the risk management standard established by the Department of Treasury.

(4) Paying and receiving facilities for custodians of nonappropriated funds (NAF) acting in such capacity. Services provided shall be compensated.

(5) Cashing of personal and Treasury checks for account holders and for those nonaccount holders who are either drawer or payee thereon, have proper identification, and meet any other conditions that the BANK may impose to ensure the subsequent collection of funds for such checks.

(6) Direct deposit (SURE PAY) services.

(7) Selling and redeeming of U.S. Savings Bonds.

(8) Selling of banking papers (i.e., cashier's checks, bank money orders, and traveler's checks).

(9) Accepting payment from individuals for private utility bill payments.

(10) Safekeeping and safe deposit facilities.

(11) Night depository facilities.

(12) Automated teller machines (ATMs). Coordinate ATM installations through the bank liaison officer (BLO) for approval. Be responsible for the installation, maintenance, and operational expenses of ATMs. Accept the Government travel card in all of the BANK's on-post ATMs.

(13) In-store banking services. Upon approval of the GARRISON, establish branch offices in the Army & Air Force Exchange Service (AAFES) Post Exchange (PX/Building 1718) and AAFES Shoppette (Building 6036). Provide full banking services except for the following:

(a) Closing checking accounts.

(b) International money orders.

(c) Money order stops.

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- (d) Approval of loans.
- (e) Approval of credit cards.
- (f) Cash wires for non-customers.
- (g) Safe deposit boxes.
- (14) Banking services at the Welcome Center.
  - (a) Limited teller services for account holders (check cashing, deposits).
  - (b) New accounts/ATM cards.
  - (c) BANK approval on departing Soldiers' installation clearance documents.
  - (d) BANK services briefing for all incoming Soldiers.
  - (e) Loan and credit card applications.

(15) Other additional services, offered either by other area financial institutions or other BANK branches, that the BANK believes would be cost effective and enhance the services available to qualified personnel.

b. May assess charges for the following services:

- (1) Sale of bank money orders, traveler's checks, cashier's checks, and other forms of banking papers.
- (2) Personal checking accounts.
- (3) Savings accounts--withdrawals and closings.
- (4) Cashing personal checks for nonaccount holders.
- (5) Stop payment of checks.
- (6) Insufficient funds.
- (7) Safe deposit boxes.

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(8) 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 account holders.
- (2) Selling and redeeming U.S. Savings Bonds.
- (3) Furnishing cash, including payroll requirements, to military disbursing officers.
- (4) Providing financial education and counseling to account holders.

d. Keep the GARRISON advised of its operations. Invite command representatives to attend workshops and conferences to improve the Army banking program. Accommodate, whenever possible, the installation's requests for speakers and for 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 when it may close. Conduct Saturday operations a minimum of 4 hours. Coordinate changes in hours of operation with the BLO in writing not later than 30 days prior to the proposed effective date of change. The BANK's current hours of operation may be viewed at its Web site at "[www.fsnb.com/pages/locationsOK.html](http://www.fsnb.com/pages/locationsOK.html)."

f. Provide the BLO with a list of current fees charged for services. Submit proposed fee changes to the BLO for review/action at least 30 days prior to implementation. The BANK's current fees may be viewed at its Web site at "[www.fsnb.com/pages/accounts.html](http://www.fsnb.com/pages/accounts.html)." Upon written request as needed, provide the GARRISON with copies of the BANK's financial reports and other local publications.

g. Do not compete with the installation's NAF activities by offering similar goods or services to authorized morale, welfare, and recreation (MWR) patrons. For example, the BANK 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.

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

i. Although the Privacy Act, 5 U.S.C. Section 552, does not apply to the BANK; be responsible for safeguarding the information provided by its account holders. Be subject to the Right to Financial Privacy Act, 12 U.S.C. Sections 3401-3422. Obtain only such information from its account holders 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 to provide the best possible customer service.

k. Do not discriminate against employee or job applicant because of race, color, religion, sex, national origin, age, genetics, disability, or reprisal. Post GARRISON 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. Obtain insurance from the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC).

n. Secure official and NAF deposits with collateral under the rules of the Fiscal Assistant Secretary of the Treasury.

o. Indemnify and hold harmless the GARRISON from (and against) any loss, expense, claim, or demand to which the GARRISON may be subjected as a result of death, loss, destruction, or damage in conjunction with the use and occupancy of the BANK's premises in any way caused by agents or employees of the BANK.

p. Comply with the administrative and logistical provisions in [enclosure 1](#).

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q. Maintain its leased premises at its own expense and keep the properties clean, orderly, attractive, sanitary, and in good repair. Do not display signs that are objectionable to the GARRISON. See [enclosure 2](#) for the list of facilities assigned to the BANK.

r. See [enclosure 3](#) for the estimated reimbursable costs of support received; reimburse the GARRISON for actual costs incurred. Issue checks to "U.S. Treasury" and mail to Resource Management Office (IMWE-SIL-RMB); U.S. Army Garrison, Fort Sill; 462 Hamilton Road, Suite 103; Fort Sill, OK 73503.

#### **4. Responsibilities of the GARRISON.**

a. Appoint a bank liaison officer (BLO). The Resource Management Office (RMO) is responsible for designating the BLO for the GARRISON. The BLO shall monitor the banking program at Fort Sill. The BLO's duties include reviewing the BANK's schedule of service charges and fees annually and providing coordination and assistance to the BANK as needed.

b. Encourage and assist its personnel in using the BANK's services in the management of their personal funds. Use shall be voluntary without coercion.

c. Require its NAF activities to make use of the BANK's services to the maximum extent feasible and consistent with good cash management practices.

d. Permit its off-duty personnel to work for the BANK 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.

e. Provide administrative and logistical support in accordance with (IAW) the enclosures to this agreement.

f. Draft, coordinate, finalize, and maintain this agreement as required. IAW reference 1b, update this agreement at least every five years.

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**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.

b. The BANK president or local manager may contact the GARRISON Commander or the BLO for aid in the recoupment of individuals' funds. The GARRISON will cooperate with the BANK in locating and collecting from individuals who pass dishonored checks, overdraw accounts, or default on loans IAW Army Regulation 600-15, Indebtedness of Military Personnel.

c. Neither the GARRISON nor its representatives are responsible or liable for the financial operation of the BANK or for any losses (including criminal losses), expenses, or claims for damage arising from the BANK's operation.

d. The GARRISON RMO Budget Division will bill the BANK monthly for reimbursable support and services provided under this agreement.

e. This document survives the departure or position change of any of the signatories. It may be amended upon mutual consent of both parties. Each party shall provide sufficient advance notice in writing to the other prior to changing this agreement and/or any aspect of support provided. Changes to this agreement shall be submitted in writing to the GARRISON RMO for the coordination and approval of all 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.

f. The BANK (or any successor) may terminate this agreement/the BANK's operations with no less than 180 days advance written notice to the GARRISON, and notice must be provided before any public announcement is made.

g. 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 BANK maximum notice if the installation is to be deactivated.

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6. **Points of Contact (POCs).**

a. GARRISON.

(1) Garrison Commander. COL Raymond P. Lacey, U.S. Army Garrison, Fort Sill (IMWE-SIL-ZA), 462 Hamilton Road, Suite 120, Fort Sill, OK 73503, (580) 442-3106 (in Building 462/Taylor Hall), e-mail: raymond.lacey@conus.army.mil.

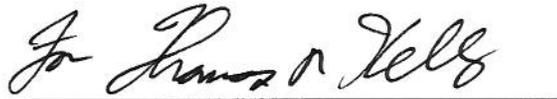
(2) BLO. Mr. Dennis Porter, Director, RMO (IMWE-SIL-R), 462 Hamilton Road, Suite 112, Fort Sill, OK 73503, (580) 442-8144 (in Building 462/Taylor Hall), e-mail: dennis.d.porter@conus.army.mil.

(3) Support Agreements Manager (SAM). Ms. Winona Morris, garrison SAM, or Ms. Dora Presley, assistant garrison SAM, RMO (IMWE-SIL-RMM/Manpower and Agreements Division), 462 Hamilton Road, Suite 112, Fort Sill, OK 73503, (580) 442-3560/2911 (in Building 467), fax ext. 7978, e-mail: winona.morris@conus.army.mil or dora.a.presley@conus.army.mil.

b. BANK. Mr. John Davis, (580) 357-9880, e-mail: john.davis@fsnb.com, and/or Ms. Erica Estep, vice president, (580) 354-3860, e-mail: erica.estep@fsnb.com, Fort Sill National Bank, 1647 Randolph Road, Fort Sill, OK 73503.

7. **Effective Date.** Date of the last signature below.

  
\_\_\_\_\_  
JOHN R. DAVIS  
President/CEO  
Fort Sill National Bank  
4-20-11  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
RAYMOND P. LACEY  
COL, FA  
Garrison Commander  
4-21-2011  
\_\_\_\_\_  
(Date)

3 Enclosures  
as

**ADMINISTRATIVE AND LOGISTICAL PROVISIONS**

**GARRISON SHALL**

**BANK SHALL**

**A1 - Administrative Services: Nonreimbursable**

1. In accordance with (IAW) current legal and regulatory guidance, assist the BANK in obtaining military addresses of Army personnel in order for the BANK 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 34-7 through 34-9, for obtaining the addresses of personnel in the Army (Air Force, Navy, and Marines also) when they cannot be determined locally.

**C2 - Civilian Personnel Services: Nonreimbursable**

1. Provide identification (ID) card service using the DA Form 1602 (Civilian Identification Card--manually prepared card), which is a standard ID card used by civilians who regularly require official identification in connection with the business of the Army if there is a need for identification as determined by the issuing authority.

1. Contact the ID Card Section as required at 442-5010, 4700 MOW-WAY Road, Military Personnel Division (MPD), Directorate of Human Resources (DHR), for ID appointments or information IAW the ID Card Section's normal hours of operation.

2. Provide instructions on required documentation. Review applications and documentation and issue DA Form 1602 ID cards to BANK employees working on Fort Sill and to authorized third-party vendors with office space inside the BANK.

2a. Complete Department of Defense (DD) Form 577 (Signature Card) identifying the BANK's approving official for ID cards and forward it to the ID Card Section.

2b. Have personnel bring two forms of valid identification (one a picture ID) and a memorandum signed by the BANK-identified approving official requesting issuance of a DA Form 1602 to the ID Card Section.

3. Provide all other personnel support.

**C3 - Clubs: Nonreimbursable**

1. Authorize access to the various installation club facilities (examples below) 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  
(under renovation)
- Fort Sill Welcome & Conference Center,  
6045 Sheridan Road
- Impact Zone Brewery, 3265 Crane Avenue
- Patriot Club, 500 Upton Road
- Recplex, 2502 Sheridan 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 to the Commander, and the Command Sergeant Major), its administrative team, the Headquarters and Headquarters Battery, and those described in the following paragraphs.

2. Request the BANK's input (unit identification code/UIC: \$0VG01) in order to update and maintain the Army Stationing and Installation Plan (ASIP).

3. Manage the Interactive Customer Evaluation (ICE) Program. Use the BANK's feedback to help improve services and products available on the installation.

4a. Keep apprised of NEC work orders submitted by the BANK to determine possible funding requirements generated for the Garrison. Coordinate with the BANK as required.

4b. Provide oversight for the procurement of land mobile radio devices on the installation.

2. 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. Also upon request, submit its personnel strength to the Installation Operations Center (IOC), 455 McNair Avenue, 442-3241.

3. 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](http://ice.disa.mil/index.cfm?fa=site&site_id=451).

4a. When submitting work orders to the Network Enterprise Center (NEC), furnish an information copy to the Information Management Office (IMO)/S6, 463 Hamilton Road, Suite 110, [robin.boudiette@us.army.mil](mailto:robin.boudiette@us.army.mil).

4b. Submit requests on required forms through IMO (S6) to NEC.

**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 Severe Weather Operations Plan (SWOP).

1. See categories F1-F3 for the BANK's real property responsibilities.

2. See category F3 for the BANK's ice and snow removal responsibilities.

**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 the Directorate of Family and Morale, Welfare, and Recreation (DFMWR, 4700 MOW-WAY Road, 442-3113). Conduct authorized open house programs, charity fund-raising events, public relations activities, etc. Open these activities to the public.

**D1 - Disaster Preparedness: Nonreimbursable**

1. Prepare for disaster response and support; include training and equipment. Include the BANK in installation planning. Provide disaster support as required. Provide and program for emergency wartime operations. Execute contingency plans as appropriate. Establish communications with Federal and/or civil 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 according to the Fort Sill Severe Weather Operations Plan (SWOP). Have DPTMS [or the field officer of the day (FOD/442-4912) during non-duty hours] initiate post-wide notification of severe weather conditions via e-mail 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. Request services as needed through the Installation Operations Center (IOC); Directorate of Plans, Training, Mobilization, and Security (DPTMS); 455 McNair Avenue; 442-3241. Respond to the IOC's requests for information and to command information passed through IOC channels.

2a. Comply with the Fort Sill SWOP (Annex H to the Fort Sill Emergency Preparedness Plan). Contact DPTMS Plans/Operations Division (442-2533, 455 McNair Avenue, South Basement) for inclusion in the SWOP.

2b. Contact the IOC (442-3240, 455 McNair Avenue, South Basement Rm 1) for inclusion in the post-wide severe weather notification system. Disseminate weather notifications and instructions to employees in a timely manner. Take appropriate action to protect personnel and resources.

2c. Brief employees to listen to/observe local radio stations/television channels for any announcements curtailing operations at Fort Sill during inclement weather. Have essential personnel report to work IAW the BANK's standard operating procedures. Have all other civilians comply with local announcements unless superseded by directions from their supervisory personnel.

2d. Report personnel injuries and fatalities to the DHR Military Personnel Division, Casualty Office, at 442-4014/8592; after duty hours, report this information to the FOD or to the Severe Weather Damage Center (1950 Barbour Street, 442-3015/3705) if activated. Report installation real property damage to the DPW Service Order at 442-3251; initiate DD Form 200 (Financial Liability Investigation of Property Loss) for damage as appropriate.

**E3 - Environmental Cleanup: Reimbursable**

1. Hold the BANK financially liable when the BANK's actions result in an adverse environmental impact.

1. Reference The Economy Act of 1932, as amended. **Fund or reimburse for cleanup, disposal, and restoration in the event an incident caused by the BANK results in an adverse environmental impact.** 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. Inspect the BANK as required.

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

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. Submit an annual inventory of HM to Compliance Assurance Branch, 2592 Currie Road, to meet SARA Title III reporting requirements. Coordinate with Compliance Assurance Branch for semi-annual environmental compliance inspections.

1b. Notify DPW of any suspected violation of hazardous waste handling/storage/disposal; take note that 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 BANK currently has no disposal requirements, contact DPW Environmental Quality Division when HW disposal is required.

2. References: National Environmental Policy Act (NEPA) and 32 CFR 651. As the proponent for its actions, prepare or **fund/reimburse the preparation of the appropriate NEPA documentation, and fund all mitigation actions and effectiveness monitoring.**

**E5 - Equipment Maintenance, Repair, & Calibration: Reimbursable**

1a. Directorate of Logistics (DOL) will install, repair, maintain, and inspect the integrated commercial intrusion detection system (ICIDS) in the BANK's assigned facilities as required (see [enclosure 2](#)). Cite unit identification code (UIC) F0VG01. Perform direct support (DS) preventive maintenance checks. At the time of request, provide a cost estimate for relocating the ICIDS to another building.

1b. DOL Maintenance Division, the Directorate of Emergency Services (DES), and the BANK jointly survey the BANK's location to determine the requirements. DOL Maintenance Division will prepare and submit work requests to DPW and the Information Management Office (IMO) to install power lines and conduit and to monitor lines.

1c. DOL will provide emergency repair of activated alarms and coordinate with the BANK and DES as appropriate.

1. For service after the one-year warranty has expired, call DOL Maintenance Division, 442-5219, Bldg 2258W. Purchase parts. **Reimburse for the cost of labor for the installation, inspection, repair, and maintenance (including the semi-annual preventive maintenance) of ICIDS. Reimburse for one-time costs associated with the BANK's request for relocation.**



## ( F3 - Cont )

within the BANK's organization, and meet the mandated 30% energy reduction target before the year 2015 IAW Executive Order 13423. Provide a copy of the energy plan to the DPW energy officer.

2. Be responsible for the maintenance of facilities and property according to the lease agreement.

**F5 - Fire Protection: Partially Reimbursable**

1a. Provide appropriate fire protection for buildings assigned to the BANK.

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 BANK as per Fire & Emergency Services' (F&ES') recommendations IAW Unified Facilities Code (UFC) requirements. Appoint a unit building manager and a building evacuation coordinator. Upon request, provide material safety data sheets (MSDS) to F&ES for all hazardous materials used/stored in assigned facilities.

1b. Respond to alarms. Hold the BANK financially liable for additional expenses when the finding of an investigation determines that the cause of a fire was due to the BANK'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 and purchase/rental of extra equipment required to mitigate a fire incident resulting from the BANK'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.

1d. Conduct fire safety inspections at least annually. Inspect and test all fire protection systems (i.e., fire alarms, sprinkler systems, etc.) as required. See category F3 and the lease for maintenance of fire protection systems (i.e., maintenance of installed property).

1d. Work with F&ES during inspections. Have the BANK's certified repair and utilities (R&U) official accompany F&ES during inspections.

**M1 - Mail Service: Nonreimbursable**

1. Receive and sort the BANK'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 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.

**( M1 - Cont )**

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

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

**P1 - Police Services: Nonreimbursable**

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

1a. References:

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

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.

1c. Provide alarm monitoring and response services.

1c. Coordinate with DES and the Directorate of Contracting (DOC) for the purchase of required electronic security equipment for asset protection.

2. Include the BANK in physical security inspections.

2. Appoint a physical security officer to oversee the physical security and crime prevention programs. Request physical security inspections as required.

3. Notify the BANK of any incidents adversely affecting or otherwise pertaining to assigned personnel or property.

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

4. Provide registration services for motor vehicles (issue black stickers) and firearms operated/owned by the BANK's personnel.

4. Register vehicles (first floor, 442-0132) and firearms (Rm 231, 442-5383/3045) at 4700 MOW-WAY Road.

**P3 - Public Affairs: Nonreimbursable**

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.

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

## GARRISON SHALL

## BANK SHALL

### ( P3 - Cont )

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.

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.

4. Submit items of interest to The CANNONEER, 455 McNair Avenue, 442-5150, by close of business every Friday.

### R1 - Refuse Collection & Disposal: Reimbursable

1. Collect, transport, and dispose of refuse (trash and compost). Furnish trash and compost containers. Furnish 2.2 dumpsters each serviced twice a week.

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 442-3898/5746. **Reimburse for services received.**

### R2 - Resource Management: Nonreimbursable

1. Draft/coordinate the BANK's agreement. Determine the reimbursable and nonreimbursable support provided to the BANK. Calculate the reimbursable costs and manage the reimbursable funds.

1. Provide feeder data as requested by RMO in a timely manner. See [enclosure 3](#) for the GARRISON's reimbursable calculations.

### S1 - Safety: Nonreimbursable

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

1. Coordinate with the Installation Safety Office (ISO), 2587 Currie 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

1. Do not handle or store classified Government information. If espionage or subversive activity is discovered or suspected, have the BANK's security manager report the incident directly to the 902d Military Intelligence Group at 442-2720. See category P1-Police Services for physical security support.

## ( S2 - Cont )

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 BANK. Advise the BANK of changes in installation force protection condition (FPCON).

2b. Continually monitor and assess threat conditions and vulnerability. Submit required reports. Evaluate and update security plans and operations as required. Include the BANK in installation plans, exercises, random antiterrorism measures, and vulnerability assessments. Include the BANK in the AT/FP committee and working group and in FP fusion cells as required by the installation force protection officer (DPTMS).

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

2b(2) Provide to the GARRISON's RMO copies of the BANK'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/FP training annually. Have the BANK's training officer or AT POC verify the completed training and provide training data quarterly as directed by the GARRISON's FP officer.

## U1 - Utilities: Reimbursable

1a. 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 BANK (see [enclosure 2](#) for the list of buildings).

1b. For metered buildings, bill the BANK for actual usage of utilities.

1c. For unmetered buildings and depending on the weather, turn off air conditioners Sep-Oct and turn on heat Oct-Nov; turn off heat Apr-May and turn on air conditioners May-Jun. Bill the BANK based on the utility survey.

1a. Request services from DPW as required. Report deficiencies to DPW as soon as they occur. **Reimburse for utility services.**

1b. Exercise a common sense approach to heating and air conditioning.

1c. Comply with the GARRISON's schedule for heating/air conditioning of unmetered buildings. To exercise own discretion in using utilities in sole-use unmetered buildings, install meters at own expense.

## FACILITIES LIST

IDS Data	Building	Description	*Gross Square Footage
No IDS	500	ATM—land only (joint use with Patriot Club)	4
1 IDS monitor	+730	ATM—land only (joint use with Field Artillery School)	4
<b>1 Bank ICIDS (vault)</b> 2 IDS monitors (bank & ATM)	<b>^+1647</b>	Main office building & surrounding land	43,778
1 IDS monitor	+1717	ATM—land only (PX parking lot)	197
1 PX ICIDS (2 zones: PX & bank branch) No IDS for ATM	<b>^^1718</b>	Branch office (joint use with Post Exchange (PX) & others)	1,109
1 IDS monitor	+1719	ATM—land only (joint use with commissary)	4
No IDS	3265	ATM—land only (joint use with Impact Zone)	4
2 IDS monitors	+3283	Branch office (Sheridan Road)	891
No IDS	3985	ATM—land only (joint use with Sheridan Road shoppette)	4
No IDS	4117	ATM—land only (joint use with Sill Blvd shoppette)	4
No IDS	4301	ATM—land only (joint use with Reynolds Army Community Hospital)	4
No IDS	4700	Branch office (joint use with Fort Sill Federal Credit Union (FSFCU) & others)	200
1 IDS monitor	+5679	ATM—land only (SE of Bldg 5678)	197
1 IDS monitor	+5960	ATM—land only (joint use with 1st Battalion, 79th Field Artillery)	4
1 IDS monitor	+6032	ATM, 2 each—land only	336
1 PX ICIDS	<b>^^6036</b>	Branch office (joint use with PX)	224
Total			46,964

- ^** Integrated commercial intrusion detection system **(ICIDS) is installed and belongs to the BANK.**
- ^^** ICIDS is installed except it belongs to the PX.
- +** DES only provides IDS monitoring.
- \*** DPW provides the measurement.

FUNDING ANNEX: CALCULATIONS FOR FY 11 REIMBURSABLE COSTS

ISR #, MDEP, & Activity	Category of Support		*Total Est Cost
411 & 420  QRPA  DPW	<b>E3-Environmental Cleanup</b>	Reimburse for the cost of cleanup when spills/hazardous incidents occur (labor, equipment, and supplies). A zero dollar estimate is given since this <b>contingency</b> does not occur on a regular basis.  1. <b>Labor:</b> # Man Hrs x Rate / Hr = A  2. <b>Equipment:</b> # Hrs / Equip x Equip Rate / Hr = B  3. <b>Supplies:</b> Qty x Cost / Item = $\frac{C}{ABC} \times \frac{\# \text{ Incidents} / \text{Yr}}{?} =$ <b>FY 11 Estimate</b> <b>\$0.00</b>	<b>\$0</b>
505, 506, & 507  VENQ  DPW	<b>E4-Environmental Compliance</b>	Reimburse for the cost of preparing appropriate NEPA documentation. A zero dollar estimate is given since this requirement does not occur on a regular basis.  <b>Labor:</b> $\frac{\# \text{ Man Hrs}}{?} \times \frac{\text{OT Rate} / \text{Hr}}{?} =$ <b>FY 11 Estimate</b> <b>\$0.00</b>	<b>\$0</b>
306  QLOG  DOL	<b>E5-Equipment Maintenance, Repair, &amp; Calibration</b>	Reimburse for the cost of ICIDS contract labor and repair parts. A minimum estimate is given; however, if damages occur and repairs are needed, estimate could increase to 20 hrs/work order twice a year plus the cost of materials/parts.  <b>Bldg 1647:</b>  1. <b>Labor:</b> $\frac{\# \text{ Man Hrs} / \text{WO}}{2} \times \frac{\text{Rate} / \text{Hr}}{\$45.77} =$ \$91.54  2. <b>Equipment:</b> Parts / WO = \$0.00 Subtotal = \$91.54 x $\frac{\# \text{ WO} / \text{Yr}}{2} =$ <b>FY 11 Estimate</b> <b>\$183.08</b>	<b>\$200</b>
406  QDPW  DPW	<b>F1-Facilities &amp; Real Property Support</b>	Reimburse for the cost of the existing leases (fair market value). Leases for 2 branch offices and 7 ATMs have not been completed. Cannot charge without a lease.  1. <b>Main Bank:</b> \$31,495.00 2. <b>ATMs:</b> 8,175.00  <b>FY 11 Estimate =</b> <b>39,670.00</b>	<b>\$39,700</b>

\*Totals are rounded to hundreds.

BANK shall reimburse for actual costs incurred.

GARRISON provides zero dollar estimates when/since disasters, contingencies, accidents, etc., do not happen on a recurring basis.



ISR #, MDEP, & Activity	Category of Support				*Total Est Cost
<b>U1-Utilities (cont)</b>					
<b>d. Sewage:</b>					
$\frac{3 \text{ Mos KGAL}}{399.6} \times \frac{\text{FY10 Rate / KGAL}}{\$5.0435} = \$2,015.38$					
$\frac{9 \text{ Mos KGAL}}{366.0} \times \frac{\text{FY11 Rate / KGAL}}{\$6.6603} = \frac{\$2,437.67}{4,453.05}$					
<b>Subtotal Leased</b>				<b>\$85,280.59</b>	
<b>2. Offices Not Leased:</b>					
FY11 Sq Ft Rates:	\$0.2937	\$0.0000	\$0.0000	\$0.0000	
Months:	12	0	0	0	
Bldg & Sq Ft	Electricity	Gas	Water	Sewage	
4700-Br Ofc 200	\$704.88	\$0.00	\$0.00	\$0.00	
6036-Br Ofc 224	789.47	0.00	0.00	0.00	
<b>Subtotal</b>	<b>\$1,494.35</b>	\$0.00	\$0.00	\$0.00	
<b>3. ATMs Not Leased:</b>					
ATM Bldg	FY11 Rate / KWH	KWH / Day	Rate / Day		
500	\$0.0649	x 6.78	= \$0.4400	x	
1719					
3265	# Days	Rate / Mo	# ATMs		
3985	30	= \$13.20	x	7	=
4117					
4301	7 ATMs / Mo	# Mos	<b>Subtotal</b>		
5960	\$92.40	x 12	= <b>\$1,108.86</b>		
<b>Leased</b>					
<b>Offices</b>					
<b>ATMs</b>					
<b>Offices &amp; ATMs</b>		<b>Not Leased</b>		<b>FY 11 Estimate</b>	
<b>\$85,280.59</b>		<b>+</b> <b>\$1,494.35</b>		<b>+</b> <b>\$1,108.86</b>	<b>=</b> <b>\$87,883.79</b>
<b>GRAND TOTAL</b>					<b>\$129,200</b>