



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:

**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNITED STATES ARMY GARRISON, FORT SILL/IMCOM  
AND  
FORT SILL NATIONAL BANK (FSNB), NATIONAL ASSOCIATION**

SUBJECT: Support Provided to and Received From FSNB, National Association  
[MOA #MF02]

This is a memorandum of agreement (MOA) between United States Army Garrison, Fort Sill (USAG Fort Sill and/or GARRISON), and Fort Sill National Bank, National Association (FSNB, National Association, and/or BANK), together referred to as "the PARTIES."

**1. AUTHORITIES:**

- 1.1. 12 United States Code (USC) 1770, Bank and Banking.
- 1.2. 32 Code of Federal Regulations 230 and 231.
- 1.3. Department of Defense (DOD) 1000.11-I (Instruction) (Financial Institutions on DOD Installations), 16 January 2009.
- 1.4. DOD 7000.14-R (Regulation) (DOD Financial Management Regulation), volume 12, chapter 33, Financial Institutions on DOD Installations, August 2015.
- 1.5. Federal Charter of FSNB, National Association.

**2. PURPOSE:** To set forth the conditions under which the BANK shall conduct on-post financial operations at Fort Sill, OK, and under which the GARRISON shall provide support to the BANK.

**3. RESPONSIBILITIES OF THE PARTIES:**

- 3.1. The GARRISON will –
  - 3.1.1. Appoint a bank liaison officer (BLO). The GARRISON Resource Management Office (RMO) is responsible for designating the BLO for the installation. 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.

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3.1.2. Encourage and assist DA personnel in using the BANK'S services in the management of their personal funds. Use shall be voluntary without coercion.

3.1.3. Require its nonappropriated fund (NAF) activities to make use of the BANK'S services to the maximum extent feasible and consistent with good cash management practices. Ensure NAF activities review their account documentation (including signature cards) at least annually and that they contact the BANK in a timely manner to make required updates.

3.1.4. Permit its off-duty personnel (active duty military and DOD civilians) 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.

3.1.5. Establish a banking clearance policy for personnel departing the installation.

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

3.2. The BANK will –

3.2.1. Provide the following services to the installation:

3.2.1.1. Full range of banking services--such as checking and savings accounts, loans, acceptance of pay allotments, and counseling services--for military and civilian personnel.

3.2.1.2. 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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3.2.1.3. 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.

3.2.1.4. Paying and receiving facilities for custodians of NAF acting in such capacity. NAF accounts shall be classified as commercial accounts. Services include checking account services, savings accounts, currency and coin for change, and other comparable services as are available in the local area.

3.2.1.5. 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.

3.2.1.6. Direct deposit (SURE PAY) services.

3.2.1.7. Redeeming of U.S. Savings Bonds.

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

3.2.1.9. Night depository facilities.

3.2.1.10. Automated teller machines (ATMs). Coordinate ATM installations through the 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.

3.2.1.11. 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). Provide full banking services except for the following:

3.2.1.11.1. Closing checking accounts.

3.2.1.11.2. Money order stops.

3.2.1.11.3. Approval of loans.

3.2.1.11.4. Approval of credit cards.

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3.2.1.11.5. Cash wires for non-customers.

3.2.1.12. Banking services at the Welcome Center.

3.2.1.12.1. Limited teller services for account holders (check cashing, deposits).

3.2.1.12.2. New accounts/debit cards.

3.2.1.12.3. BANK approval on departing Soldiers' installation clearance documents.

3.2.1.12.4. BANK services briefing for all incoming Soldiers.

3.2.1.12.5. Loan and credit card applications.

3.2.1.13. 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.

3.2.2. Assess charges for the following services:

3.2.2.1. Sale of bank money orders, cashier's checks, and other forms of banking papers.

3.2.2.2. Personal checking accounts.

3.2.2.3. Savings accounts--withdrawals and closings.

3.2.2.4. Cashing personal checks for nonaccount holders.

3.2.2.5. Stop payment of checks.

3.2.2.6. Insufficient funds.

3.2.2.7. Services provided to NAF activities.

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

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3.2.3. Not assess charges for the following services:

3.2.3.1. Cashing U.S. Treasury checks for account holders.

3.2.3.2. Redeeming U.S. Savings Bonds.

3.2.3.3. Furnishing cash, including payroll requirements, to military disbursing officers.

3.2.3.4. Providing financial education and counseling to account holders and at the request of the installation.

3.2.4. 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. Not use these occasions to promote the exclusive services of a particular financial institution.

3.2.5. Operate the Sheridan Road branch 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 BANK'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 in the PX branch a minimum of four 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, if possible. Maintain its current hours of operation at its Web site at "[www.fsnb.com/pages/locationsOK.html](http://www.fsnb.com/pages/locationsOK.html)."

3.2.6. Provide the BLO with a list of current fees charged for services (including NAF services). Submit proposed fee changes to the BLO for review/action at least 30 days prior to implementation. Upon written request as needed, provide the GARRISON with copies of the BANK'S financial reports (also available online) and other local publications.

3.2.7. 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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3.2.8. Not advertise on a competitive basis in any official (Government-funded) Armed Forces newspapers or periodicals. As needed, purchase advertising that compares its services and rates to other banks in unofficial publications, such as The Fort Sill Tribune. Use installation bulletin boards or Web pages as needed to post general information promoting financial responsibility and thrift.

3.2.9. Although the Privacy Act, 5 USC 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 USC 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.

3.2.10. Maintain a sufficient staff to provide the best possible customer service.

3.2.11. Prominently post the BLO's name and duty phone number in the BANK'S lobby.

3.2.12. Not discriminate against any employee or job applicant because of race, color, religion, sex, national origin, age, genetics, disability, sexual orientation, or reprisal. Post GARRISON nondiscrimination notices in conspicuous places available to employees and applicants for employment.

3.2.13. 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.

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

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

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

3.3. Both PARTIES will 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

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modify, change, or alter the terms and conditions of the leases covering the BANK'S use of the GARRISON'S real property. To the extent that there is a conflict between this agreement and the real property leases, the leases 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, the PARTIES agrees to notify each other promptly of any known or suspected continuing violation of such laws, rules, or regulations.

4. **PERSONNEL:** The PARTIES are responsible for the supervision, management, and all costs of their own personnel including pay, benefits, support, and travel.

5. **GENERAL PROVISIONS:**

5.1. **POINTS OF CONTACT (POCs):** The following POCs will be used by the PARTIES to communicate in the implementation of this MOA. The PARTIES may change their POCs upon reasonable notice to the other.

5.1.1. For the GARRISON –

5.1.1.1. GARRISON Commander. Colonel Glenn Waters, (580) 442-3106, email: glenn.a.waters.mil@mail.mil.

5.1.1.2. BLO. Mr. Albert Hesser, (580) 442-8144, email: albert.r.hesser.civ@mail.mil.

5.1.1.3. GARRISON Support Agreements Managers. Ms. Winona Morris, (580) 442-3560, email: winona.f.morris.civ@mail.mil, fax 442-7978, Building 467, and her assistant Ms. Dora Presley, (580) 442-2911, email: dora.a.presley.civ@mail.mil.

5.1.2. For the BANK –

5.1.2.1. President/Chief Executive Officer (CEO). Mr. John Davis, (580) 354-3808, email: john.davis@fsnb.com.

5.1.2.2. Vice President. Mr. James Cerrone, (580) 354-3886, email: james.cerrone@fsnb.com.

5.1.2.3. Vice President. Ms. Erica Estep, (580) 354-3860, email: erica.estep@fsnb.com.

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5.2. **CORRESPONDENCE:** All correspondence to be sent and notices to be given pursuant to this MOA may be mailed to the mailing addresses listed below as appropriate.

5.2.1. To the GARRISON –

5.2.1.1. Commander, USAG Fort Sill (IMSI-ZA), 462 Hamilton Road, Suite 120, Fort Sill, OK 73503-9004.

5.2.1.2. Director/BLO, RMO (IMSI-RM), 462 Hamilton Road, Suite 113, Fort Sill, OK 73503-9004.

5.2.1.3. RMO (IMSI-RMM/Manpower and Agreements Division), 462 Hamilton Road, Suite 113, Fort Sill, OK 73503-9004.

5.2.2. To the BANK [main location] – FSNB, National Association, 1420 SW Lee Boulevard, Lawton, OK 73501.

5.3. **REVIEW OF AGREEMENT:** The PARTIES will review this agreement on or around the anniversary of its effective date. An annual review will be done to determine whether or not any changes in costs are significant and require a change to the agreement and/or an updated funding annex ([Enclosure 3](#)). A joint review will be done at least once every five years to update the entire agreement.

5.4. **MODIFICATION OF AGREEMENT:** This MOA may only be modified by the written agreement of the PARTIES, duly signed by their authorized representatives. Formal changes will be documented as an updated MOA. Changes shall be submitted in writing to the GARRISON RMO to draft and coordinate the updated MOA, obtain approval of the PARTIES, and maintain the agreement as required. 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. The PARTIES shall provide sufficient advance notice in writing to each other prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

5.5. **DISPUTES:** Any disputes relating to this MOA will, subject to any applicable law, executive order, directive, or instruction, be resolved by consultation between the PARTIES. Unresolved issues shall be forwarded up command channels.

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**5.6. TERMINATION OF AGREEMENT:** This MOA may be terminated by the PARTIES by giving at least 180 days advance written notice to each other. It may also be terminated at any time upon the mutual written consent of the PARTIES and IAW the leases.

5.6.1. The Secretary of the Army reserves the right to terminate this agreement at any time. Any such termination of the right of the BANK to operate on post shall render this agreement terminated without any applicable action by the other PARTIES.

5.6.2. The GARRISON reserves the right to terminate this agreement at any time for cause and IAW DOD regulations. The GARRISON shall give the BANK maximum notice if the installation is to be deactivated.

5.6.3. 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 Commander. Notice must be provided before any public announcement is made.

**5.7. TRANSFERABILITY:** This agreement is not transferable except with the written consent of the PARTIES. It survives the departure or position change of any of the signatories.

**5.8. ENTIRE AGREEMENT:** It is expressly understood and agreed that this MOA embodies the entire agreement between the PARTIES regarding the MOA's subject matter.

**5.9. LIABILITY:**

5.9.1. The Army is self-funded for liability purposes. Neither the Army, GARRISON, nor their 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.

5.9.2. The BANK shall obtain insurance from the Federal Deposit Insurance Corporation (FDIC) or the Federal Savings and Loan Insurance Corporation (FSLIC). The BANK is solely responsible for any injury, damage, or loss sustained or incurred by any person as a result of any act or omission of its employees within the scope of their employment. The BANK shall fully indemnify and hold harmless the Army/GARRISON from (and against) any loss, expense, claim, or demand to which the GARRISON may

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be subjected as a result of death, loss, destruction, or damage in connection with the use and occupancy of the BANK'S premises in any way caused by agents or employees of the BANK.

5.10. **EFFECTIVE DATE:** The day after the last signature of the PARTIES.

5.11. **EXPIRATION DATE:** Nine years after the date of the last signature.

5.12. **CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the PARTIES, subject: Support Provided to and Received From Fort Sill National Bank, MOA #MF02, and effective date of 21 April 2011.

## 6. FINANCIAL DETAILS:

6.1. **AVAILABILITY OF FUNDS:** This MOA does not document the obligation of funds between the PARTIES. Any obligation of funds in support of this MOA shall be accomplished by check and use of the universal order form. 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.

6.2. **BILLING:** Since the BANK is a non-DOD activity, the GARRISON requires advance payments in lieu of billing on the basis of support and services completed/ rendered. Therefore, the GARRISON RMO Budget Division will provide estimated costs to the BANK annually/quarterly, furnish NAVMC Form 11647 (Universal Order) for completion and return by the BANK, send monthly consumption statements as required, and adjust amounts due based on actual costs. The funding annex is enclosed ([Enclosure 3](#)).

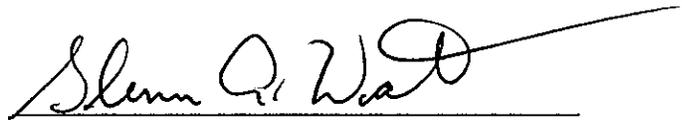
6.3. **PAYMENTS:** The BANK is responsible for actual costs incurred and will provide advance payments to the GARRISON on an annual/quarterly basis. Checks will be made out to "U.S. Treasury" and will be based on the GARRISON'S estimated costs. The BANK will also complete NAVMC Form 11647 (Universal Order) for each

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check and mail the check and form to RMO Budget Division (IMSI-RMB); USAG Fort  
Sill; 462 Hamilton Road, Suite 102; Fort Sill, OK 73503-9004; (580) 442-2841.

  
\_\_\_\_\_  
JOHN DAVIS  
President/CEO  
Fort Sill National Bank, National Association

4-22-16  
\_\_\_\_\_  
(Date)

  
\_\_\_\_\_  
GLENN A. WATERS  
Colonel, FA  
Garrison Commander

April 26<sup>th</sup> 2016  
\_\_\_\_\_  
(Date)

3 Enclosures  
as

## ADMINISTRATIVE AND LOGISTICAL PROVISIONS

### GARRISON SHALL

### BANK SHALL

#### Administrative Services: No Payment

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

2. 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).

1. Contact the individual's last known commander or supervisor. See DOD 7000.14-R, volume 12, chapter 33, paragraph 330303, Central Locator Services, pages 33-10 through 33-11, for obtaining the addresses of personnel in the Army (Air Force, Navy, and Marines also) when they cannot be determined locally. If immediate assistance is needed, the BANK President or local manager may contact the GARRISON Commander or bank liaison officer (BLO) directly.

2a. In promoting its on-post financial education seminars, develop a reasonable number of announcements (approximately 40-50 copies) for use on bulletin boards throughout the installation.

2b. 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, 442-3685, Directorate of Human Resources (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 (RSO) (5)  
AFVI-A (75th FA Bde) (6)  
MCNB (DENTAC) (4)  
MCUA (MEDDAC) (2)

#### Command Support:

##### 1. General: No Payment

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

## Command Support (Cont)

### 2. Management Analysis: No Payment

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

2. Upon request, submit its personnel strength (contractors) to the Plans, Analysis, and Integration Office (PAIO), 463 Hamilton Road, 442-3135, for the GARRISON'S annual ASIP update.

### 3. Public Affairs: Advance Payment

3a. 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.

3a. Reference AR 360-1 with Fort Sill supplement.

3b. 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.

3b(1) 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).

3b(2) Coordinate and obtain approval from the Fort Sill PAO before inviting civilian news media onto the installation.

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

3c. Provide assistance for selected community relations projects as required. **Provide advance payments for support requests requiring temporary duty (TDY).**

3d. Provide space in the post newspaper, THE FORT SILL TRIBUNE, to publicize unit events/activities consistent with news value and space availability.

3d. Submit items of interest to THE FORT SILL TRIBUNE, 455 McNair Avenue, 442-5150, by close of business every Friday.

### 4. Resource Management: No Payment

4. Draft/coordinate the BANK'S agreement. Determine which support provided to the BANK requires advance payments. Calculate the estimated costs and manage the payments received.

4. Provide feeder data as requested by the Resource Management Office (RMO) in a timely manner. See [Enclosure 3](#) for the GARRISON'S estimates for advance payments.

### 5. Safety: No Payment

5. 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.

5a. 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.

5b. Provide its own safety program in compliance with the regulations, requirements, and standards of the Department of Labor Occupational Safety and Health Administration (OSHA).

## GARRISON SHALL

## BANK SHALL

### Common Use Facility Construction, Operations, Maintenance, and Repair: No Payment

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.

1. See other categories for the BANK'S additional real property responsibilities.

### Environmental Compliance: Advance Payment

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.

1a. Request services from Environmental Quality Division (EQD), Directorate of Public Works (DPW), 442-2715, 2515 Ringgold Road, as needed. Actively support the GARRISON'S conservation, pollution control, and environmental programs. Submit an annual inventory of HM to Compliance Assurance Branch, 2515 Ringgold 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 EQD when HW disposal is 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.

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

3. Hold the BANK financially liable when the BANK'S actions result in an adverse environmental impact.

3. Reference The Economy Act of 1932, as amended. **Provide advance payments for cleanup, disposal, and restoration in the event an incident caused by the BANK 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.

**Environmental Conservation: Advance Payment**

1. Manage the conservation program for the installation to include updating and effectively implementing the Integrated Cultural Resource Management Plan and Integrated Natural Resource Management Plan.

2. Establish a focus and action plan on the long-term sustainable use, ecological management, conservation, and restoration of the land and renewable natural resources such as vegetation, habitat, fish, wildlife, endangered species, and wetlands. Ensure land use supports and directly influences sustainability of the environment for installation and community enjoyment and environmental quality today and tomorrow.

3a. Provide consultation with the State Historic Preservation Office (SHPO), Advisory Council on Historic Preservation (ACHP), interested Native American tribes, and others as required on all actions affecting cultural resources. This includes review services for environmental impact statements, environmental assessments, categorical exclusions, range requests (Range Facility Management Support System), and assistance in ensuring compliance with all applicable Federal, State, and local environmental laws.

3b. Upon notification of the discovery of historical, archeological, or cultural artifacts, visit the site to determine the nature of the find and conduct any required consultations, site protection, and/or removal of the cultural materials.

1. Coordinate projects or exercises affecting land use to DPW EQD for review.

2. Coordinate with DPW EQD 180 days in advance of any ground disturbance (digging/excavation) to ensure adequate time for proper clearance in requested location.

3. Notify DPW EQD immediately of any action or event that either results in or may result in a natural resource or cultural resource degradation and/or potential for controversy involving a cultural or natural resource. **Provide advance payment for required services (site protection, removal of materials, etc.).**

**Environmental Pollution Prevention: Advance Payment**

1. Conduct programs to reduce the impact on the environment through the reduction or elimination of wastes, more efficient use of raw materials or energy, and/or reduced emissions of toxic and other undesirable materials to the environment.

2. Provide management and technical expertise to installation activities to implement and manage installation pollution prevention programs which focus resources to achieve and/or sustain compliance with environmental laws, regulations, and executive orders through permanent source reduction or material process change and thus reduce or eliminate use of hazardous materials and/or generation of pollutants or emissions of toxic materials to the environment. Include procurement and installation of materials or processes, studies, plans and assessments, acquisition and installation or retrofit of equipment, and cost-changing operating procedures.

1. **Provide advance payment for any environmental compliance fines and/or fees incurred.**

2. At no cost to the GARRISON, provide all data required to report to regulatory agencies as required by laws under this section.



**GARRISON SHALL****BANK SHALL****F&ES (Cont)**

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

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

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. Work with F&ES during inspections. Have the BANK'S certified repair and utilities (R&U) official accompany F&ES during inspections; correct fire hazards immediately. See category Real Property Management and Engineering and the lease for maintenance of fire protection systems (i.e., maintenance of installed property).

**Law Enforcement: No Payment**

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

1c. Provide alarm monitoring and response services. Jointly survey the BANK'S location to determine the requirements for the integrated commercial intrusion detection system (ICIDS).

2. Include the BANK in physical security inspections.

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

4. Provide registration services for firearms operated/ owned by the BANK'S personnel.

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

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

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

4. Register firearms (Rm 231, 442-5383/3045) at 4700 MOW-WAY Road.

5. Obtain installation access approval for BANK employees (contractors). 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 BANK'S approving official (i.e., president, vice president) to the Visitor Control Center (VCC), 6701 Sheridan Road, Fort Sill.

**Law Enforcement (Cont)**

6a. 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).

6b. 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).

6a(1) References:

DOD 2000.12-H AR 525-13  
DOD 2000.16-I Fort Sill Reg 525-1

6a(2) Respond to threat warnings as appropriate.

6b(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.

6b(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.

6c. 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.

**Morale, Welfare, and Recreation: No Payment**

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.

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

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

3. Manage the installation recycle program.

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

2. 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.

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.

## GARRISON SHALL

## BANK SHALL

### Pavement Clearance: Advance Payment

1a. Remove ice and snow on common/public use areas (such as roads, parking lots, etc.) IAW the Fort Sill Installation Winter Storm Plan (appendix PP to the Installation Emergency Management Plan).

1b. Review BANK'S requests for ice/snow removal services in its areas on a case-by-case basis. If approved, perform services after receipt of advance payment.

1a. Remove ice and snow in BANK-use areas (sidewalks, stairs, porches, and parking lots). Use ammonium nitrate, not salt, to melt ice.

**1b. If needed on rare occasion, request the GARRISON to provide ice/snow removal services in areas assigned to the BANK. Submit request with advance payment to DPW for approval.**

### Readiness Engineering: No Payment

1. Prepare for and provide disaster/emergency response and support; include training and equipment. Include the BANK 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 staff duty officer (SDO/442-0712) during non-duty hours] initiate post-wide notifications 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. 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; 442-3239/3240/3241. Respond to the FSOC's requests for information (personnel strength, personnel accountability drills, etc.) and to command information passed through IOC channels.

2a. Comply with the Fort Sill Installation Emergency Management Plan. Contact DPTMS Plans/Operations Division (442-3872, 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 BANK'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 442-4055 and after duty hours to cell (580) 512-6178. 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.

### Real Property Management and Engineering: Advance Payment

1. Have Plans, Analysis, and Integration Office (PAIO) 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

1. Submit requests for building space through the BLO 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

### Real Property Management and Engineering (Cont)

advance notice as possible. Conduct meetings on a regular basis.

2a. Have DPW 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 or due to changes in the BANK'S space requirements.

2b. Have DPW authorize real property leases that allow the construction of a suitable building for occupancy and use, in-store banking, and ATMs and includes the use of Government-owned space. See [Enclosure 2](#) for the list of facilities assigned to the BANK.

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

4. 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.

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

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 BANK.

2b. Comply with the provisions of the lease agreement(s). IAW the leases, provide advance payments to the Army Corps of Engineers (instead of to the GARRISON) for the annual rental fees.

3. Retain buildings in their present condition without change unless written authorization (DA Form 4283) has been obtained from DPW authorizing the changes. Notify 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.** If requesting DPW perform the work, submit a request for approval to DPW Work Reception, 1950 Barbour Street, (580) 442-4664; **provide advance payment.**

4. 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).

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

### Training Facilities: No Payment

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 Law Enforcement for physical security support.

### Utilities: Advance Payment

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).

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

**Utilities (Cont)**

1b. For metered buildings, have the BANK pay 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. Provide estimated costs to the BANK based on the utility survey.

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
1 PX ICIDS (2 zones: PX & bank branch) No IDS for ATM	^^1718	<b>Branch office</b> with attached ATM. AAFES is assigned the whole building (draft SA 685) and has a rental agreement with the BANK (*1,109 gr sq ft).	NA
2 IDS monitors	+3283	<b>Branch office</b> with attached <b>ATM</b> (Sheridan Road)	1,196
No IDS	4700	<b>Branch office</b> (joint use with Fort Sill Federal Credit Union (FSFCU)—1/2 of 240 sq ft—& others). No GARRISON lease is required (?) in exchange for financial counseling services provided.	120
1 IDS monitor	+730	<b>ATM</b> —land only (joint use with Field Artillery School). GARRISON'S local lease and utility reimbursement are pending.	4
1 IDS monitor	+1717	<b>ATM</b> —land only (PX parking lot). GARRISON'S local lease and utility reimbursement are pending.	176
1 IDS monitor	+1719	ATM—land only (joint use with commissary (SA 507) and Reynolds Army Community Hospital/RACH (SA 768)). DeCA should have a rental agreement with the BANK (*4 gr sq ft).	NA
No IDS	3265	ATM—land only (joint use with Impact Zone). NAF contractor has rental agreement with the BANK (*4 gr sq ft).	4
No IDS	3985	ATM—land only (joint use with Sheridan Road shoppette). AAFES is assigned the whole building (draft SA 685) and has a rental agreement with the BANK (*4 gr sq ft).	NA
No IDS	4117	ATM—land only (joint use with Sill Blvd shoppette). AAFES is assigned the whole building (draft SA 685) and has a rental agreement with the BANK (*4 gr sq ft).	NA
No IDS	4301	ATM—land only (joint use with RACH). RACH is assigned this building (SA 768) but does not have a rental agreement with the BANK (*4 gr sq ft).	4
1 IDS monitor	+5679	<b>ATM</b> with shelter—land only (SE of Bldg 5678). GARRISON'S local lease and utility reimbursement are pending.	232

^ 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.

## FACILITIES LIST (CONTINUED)

IDS Data	Building	Description	*Gross Square Footage
?	5965	ATM—land only (joint use with dining facility. Logistics Readiness Center/LRC should have a rental agreement with the BANK (*4 gr sq ft).	4
?	5966	ATM—land only (joint use with 434th Brigade's dining facility). Fires Center of Excellence is assigned this building (draft SA 790) and should have a rental agreement with the BANK. (*4 gr sq ft)	4
1 IDS monitor	+6032	<b>ATM</b> , 2 each, inside building—land only. GARRISON'S local lease and utility reimbursement are pending.	382
Total for GARRISON'S Agreement			2,126

- ^ 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: ESTIMATED COSTS FOR FY16

CLS # & Activity	Category of Support							*Total Estimated Cost
107 PAO	<b>Command Support: Public Affairs</b>		Provide advance payment for TDY expenses. A zero dollar estimate is given since this requirement does not occur on a regular basis.					<b>\$0</b>
	Labor:	<u># Man Hrs</u>	x	<u>OT Rate/Hr</u>	=	<u>Subtotal</u>		
		0		\$0.00		\$0.00		
	Mileage:	<u>Mileage</u>	x	<u>Cost/Mile</u>	=	<u>FY16 Estimate</u>		
		0		\$0.00		\$0.00		
505 DPW	<b>Environmental Compliance</b>		Provide advance payment for the preparation of the appropriate NEPA documentation, and fund all mitigation actions and effectiveness monitoring. Provide advance payment for cleanup, disposal, and restoration in the event an incident caused by the BANK results in an adverse environmental impact. A zero dollar estimate is given since these requirements/contingency do not occur on a regular basis.					<b>\$0</b>
	NEPA Labor:	<u># Man Hrs</u>	x	<u>OT Rate/Hr</u>	=	<u>Subtotal</u>		
		0		\$0.00		\$0.00		
	Contingency:							
	1-Labor	<u># Man Hrs</u>	x	<u>OT Rate/Hr</u>	=	\$0.00		
		0		\$0.00		\$0.00		
	2-Equipment	<u># Hrs/Equip</u>	x	<u>Equip Rate/Hr</u>	=	\$0.00		
		0		\$0.00		\$0.00		
	3-Supplies	<u>Qty</u>	x	<u>Cost/Item</u>	=	<u>FY16 Estimate</u>		
		0		\$0.00		\$0.00		
506 DPW	<b>Environmental Conservation</b>		Provide advance payment for required services (site protection, removal of materials, etc.). A zero dollar estimate is given since this requirement does not occur on a regular basis.					<b>\$0</b>
	Labor:	<u># Man Hrs</u>	x	<u>OT Rate/Hr</u>	=	<u>Subtotal</u>		
		0		\$0.00		\$0.00		
	Supplies:				=	<u>FY16 Estimate</u>		
				\$0.00		\$0.00		
507 DPW	<b>Environmental Pollution Prevention</b>		Provide advance payment for any environmental compliance fines and/or fees incurred. A zero dollar estimate is given since this requirement does not occur on a regular basis.					<b>\$0</b>
401 DES	<b>Fire and Emergency Services</b>		Provide advance payment for the overtime, purchase/rental of extra equipment, and other support costs required to mitigate a fire incident resulting from the BANK'S negligence or intentional misconduct.					<b>\$0</b>
	1. Labor:	<u># Man Hrs</u>	x	<u>Rate/Hr</u>	=	A		
	2. Equipment:	<u># Hrs/Equip</u>	x	<u>Equip Rate/Hr</u>	=	B		
	3. Supplies:	<u>Qty</u>	x	<u>Cost/Item</u>	=	C		
				\$0.00	x	<u># Incidents/Yr</u>		
						0		
					=	<u>FY16 Estimate</u>		
						0		
408 DPW	<b>Pavement Clearance</b>		Provide advance payment for ice/snow removal in areas assigned to the BANK.					<b>\$0</b>
	1. Labor:	<u># Man Hrs</u>	x	<u>Rate/Hr</u>	=	A		
	2. Equipment:	<u># Hrs/Equip</u>	x	<u>Equip Rate/Hr</u>	=	B		
	3. Supplies:	<u>Qty</u>	x	<u>Cost/Item</u>	=	C		
				\$0.00	x	<u># Incidents/Yr</u>		
						0		
					=	<u>FY16 Estimate</u>		
						0		
405 & 406 DPW	<b>Real Property Management and Engineering</b>		Two branch banking facilities are located in B4700 and B3283 (lease required). Financial information is provided in B4700 (no lease required?). Only the land occupied by the ATMs is leased. <b>Bank pays the Army Corps of Engineers (ACE) for the cost of leases</b> (determined at fair market value by Tulsa COE). ACE reimburses the Garrison for at least half of the cost of the leases. New/updated leases have not been completed for the two branch offices and ATMs. Provide advance payment for real property projects performed by the Garrison.					<b>\$0</b>
	Leases:	Bank does not pay Garrison for leases.				\$0.00		
	Projects:	Bank shall provide advance payment for cost of projects.				\$0.00		
						<b>\$0.00</b>	<b>FY16 Estimate</b>	

FUNDING ANNEX: ESTIMATED COSTS FOR FY16

CLS # & Activity	Category of Support					*Total Estimated Cost	
500-504 DPW	<b>Utilities</b>		Provide advance payment for utilities used (by square foot or meter reading). Excludes refuse. Based on FY15 rates/square footage and/or utility rates of consumption.			<b>\$7,148</b>	
	<b>a. Electricity:</b>	<b>Non-Metered ATMs</b>				<b>Subtotal</b>	
		(@ 203.40 KWH x 0.0636 x 30 days = \$12.94/ATM/mo.)					
		ATM 730	\$12.94	x	12	=	\$155.28
		ATM 3265	\$12.94	x	12	=	\$155.28
		ATM 5965	\$12.94	x	12	=	\$155.28
		<b>Total Non-Metered ATMs Electric/Yr</b>					<b>\$465.84</b>
		<b>Rate Metered</b>		<b>KWH Used/Yr (Based on FY15 Ave Usage)</b>			<b>Total Metered</b>
		0.09278	x	70,697.00	=		\$6,559.27
				B 3283			\$1,024.29
				ATM 1717			\$1,887.98
				ATM 5679			\$1,570.30
				ATM 6032			\$2,076.69
		<b>TOTAL ELECTRICITY/YR</b>					<b>\$7,025.11</b>
		<b>b. Gas:</b>	<b>Rate Metered</b>		<b>MCF Used/Yr</b>		<b>Total Metered</b>
		10.9507	x	0.00	=	\$0.00	
			3283 Br	0.00		\$0.00	
	<b>TOTAL GAS/YR</b>					<b>\$0.00</b>	
	<b>c. Water:</b>	<b>Rate Metered</b>		<b>KGAL Used/Yr</b>		<b>Total Metered</b>	
		4.6736	x	12.00	=	\$56.08	
			3283 Br	5.02		\$22.37	
	<b>TOTAL WATER/YR</b>					<b>\$56.08</b>	
	<b>d. Sewage:</b>	<b>Rate Metered</b>		<b>KGAL Used/Yr</b>		<b>Total Metered</b>	
		8.3839	x	8.00	=	\$67.07	
			3283 Br	2.43		\$18.63	
	<b>TOTAL SEWAGE/YR</b>					<b>\$67.07</b>	
						<b>FY16 Estimated</b>	
						<b>\$7,148.26</b>	
	<b>GRAND TOTAL</b>					<b>\$7,148</b>	

\*Totals are rounded to whole dollars.

RMO Budget will provide estimated costs and will adjust balances accordingly to ensure payments are for actual costs incurred. GARRISON provides zero dollar estimates when/since disasters, contingencies, accidents, etc., do not happen on a recurring basis.