



REPLY TO  
ATTENTION OF:

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

**MEMORANDUM OF AGREEMENT  
AMONG  
UNITED STATES ARMY GARRISON (USAG)/IMCOM, FORT SILL  
AND  
ARMED SERVICES YOUNG MEN'S CHRISTIAN ASSOCIATION (ASYMCA)**

**SUBJECT:** Support of the Family Assistance Center (FAC) (NA03)

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the Armed Services Young Men's Christian Association (ASYMCA). When referred to collectively, the USAG/IMCOM, and ASYMCA, are referred to as the "Parties". USAG/IMCOM, Fort Sill is referred to as the "Garrison".

**1. AUTHORITIES:**

- 1.1. DoDI 4000.19, Support Agreements, 25 April 2013.
- 1.2. Army Regulation 608-1, Army Community Service Center, 13 March 2013.
- 1.3. Army Community Service (ACS) FAC Standard Operating Procedures (SOP), 15 July 2014.

**2. PURPOSE:** To establish a FAC Annex off the installation for use during emergency operations. Fort Sill FAC personnel are located in Building 4700 and provide assistance to military families during large scale mobilizations, deployments, contingency and emergency operations. However, installation access, as well as access to this building, may be limited due to force protection measures or other reasons. In the event of access limitations or due to an emergency that would cause an overflow of families requiring assistance, and available space on the installation was compromised or no longer viable (i.e., war, natural disaster, etc.), Fort Sill must obtain additional space elsewhere to meet its emergency FAC requirements.

**3. RESPONSIBILITIES OF THE PARTIES**

**3.1. The ASYMCA will:**

3.1.1. At no charge, allow USAG Fort Sill to use the building located at 900 NW Cache Road, or future location if it meets the need, on an emergency basis as its FAC Annex.

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3.1.2. Provide adequate administrative office space for approximately nine FAC Annex personnel along with their desks, file cabinets, chairs, etc. Space also includes the use of latrines.

3.1.3. Provide own personnel to be on duty during Fort Sill's use of the building. When personnel will not be available to provide access to the facility, issue a key to the Fort Sill Officer in Charge (OIC).

3.1.4. Provide emergency shelter for military Family Members through coordination with the local schools, churches, American Red Cross Chapter, etc.

3.1.5. Provide food and emergency medical assistance to military family members through coordination with existing local civil emergency/disaster agencies.

**3.2. The Garrison will:**

3.2.1. Upon order from the Garrison Commander, the Directorate of Family and Morale, Welfare and Recreation (DFMWR) shall notify the ASYMCA of the emergency requirement to use its facility.

3.2.2. DFMWR shall staff the FAC Annex in accordance with the Fort Sill FAC standard operating procedure (SOP) and if necessary request implementation of staffing IAW the ACS mobilization table of distribution and allowances (MOBTDA), which includes an OIC.

3.2.3. In the absence of additional staffing augmented by the MOBTDA, the ACS Director will appoint an OIC to serve as the supervisor of the FAC Annex and shall be responsible for ensuring the provision of information, referral, and follow-up services, as well as coordination telephone, equipment and furniture requirements for annex operations. The OIC shall obtain a key to the building when ASYMCA personnel are not able to provide access and shall return the key when no longer needed for operations.

3.2.4. IAW with the Fort Sill FAC SOP, DFMWR shall notify other installation activities to provide personnel to the FAC Annex as applicable.

**3.3. Understanding of both parties:**

3.3.1. Both parties agree that joint use of this facility would satisfy Fort Sill's Emergency FAC requirements and still allow the ASYMCA to accomplish its mission. The ASYMCA would also be able to assist Fort Sill personnel.

3.3.2. This agreement will provide for the following:

3.3.2.1. Emergency assistance to Family Members who follow mobilizing Soldiers to the installation.

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3.3.2.2. A collection point or assembly area with temporary shelter for 24-48 hours.

3.3.2.3. The basic well-being of Family Members who arrive seeking information and assistance.

4. **PERSONNEL:** Each party is responsible for all costs of its personnel including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

**5. GENERAL PROVISIONS:**

5.1. **POINTS OF CONTACT:** The following points of contact (POC) will be used by the Parties to communicate in the implementation of this MOA. Each Party may change its POC upon reasonable notice to the other Party.

5.1.1. For the Garrison.

5.1.1.1. Winona Morris, [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil) or (580) 442-3560.

5.1.1.2. Joe Ragsdale, [joe.p.ragsdale.civ@mail.mil](mailto:joe.p.ragsdale.civ@mail.mil) or (580-442-5803).

5.1.2. For ASYMCA.

5.1.2.1. William Vaughan, [bvasymca@sbcglobal.net](mailto:bvasymca@sbcglobal.net) or (580) 355-6453;

5.1.3. For ACS.

5.1.3.1. Bobbie Burris, [bobbie.g.burris.civ@mail.mil](mailto:bobbie.g.burris.civ@mail.mil) or (580) 442-0359.

5.2. **CORRESPONDENCE:** All correspondence to be sent and notices to be given pursuant to this MOA may be mailed to the following addresses.

5.2.1. To the Garrison. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 NW Hamilton Road, Fort Sill, OK 73503-9004.

5.2.2. To Bill Vaughan, Executive Director, Armed Services YMCA, 900 North West Cache Road, Lawton, OK.

5.3. **REVIEW OF AGREEMENT:** This MOA will be reviewed annually on or around the anniversary of its effective date for financial impacts and triennially in its entirety.

5.4. **MODIFICATION OF AGREEMENT:** This MOA may only be modified by the written agreement of the Parties and duly signed by their authorized representative.

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Each Party shall provide sufficient advance notice in writing to the other Party prior to changing, reducing, or terminating this agreement and/or any aspect of support provided.

**5.5. DISPUTES:** Any disputes-relating to this MOA will, subject to any applicable law, Executive Order, Directive, or Instruction, be resolved by consultation between the Parties in accordance with DoDI 4000.19.

**5.6. TERMINATION OF AGREEMENT:** This MOA may be terminated by either Party by giving at least 90 days written notice to the other Party. The MOA may also be terminated at any time upon the mutual written consent of the Parties.

**5.7. TRANSFERABILITY:** This Agreement is not transferable except with the written consent of the parties. The document survives the departure or position change of any of the signatories.

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

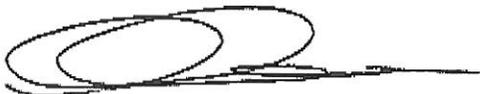
**5.9. EFFECTIVE DATE:** This MOA takes effect beginning on the day after the last Party signs. It remains in effect for nine years or until canceled by mutual agreement or until canceled by 90 days written notice to the other Party.

**5.11. CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the same parties with the subject Family Assistance Center (FAC) Annex, Agreement #NA03 and effective date of 7 February 2007.

**6. AGREED:**

**For ASYMCA**

**For the Garrison**



WILLIAM VAUGHAN  
Executive Director  
Armed Services YMCA, Lawton/Fort Sill

GLENN A. WATERS  
COL, FA  
Garrison Commander

07 JULY 2015  
(Date)

July 9<sup>th</sup> 2015  
(Date)