



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

BOARD APPROVED

JUN 28 2010

LAWTON PUBLIC SCHOOLS

REPLY TO
ATTENTION OF:

**MEMORANDUM OF AGREEMENT
BETWEEN
UNITED STATES ARMY GARRISON (USAG), FORT SILL
AND
LAWTON PUBLIC SCHOOLS (LPS)
LAWTON AREA LIFELONG LEARNING CENTER (LALLC)**

SUBJECT: Memorandum of Agreement (MOA) for English as a Second Language (ESL), Citizenship, and GED Review Classes.

1. References:

- a. DOD 4000.19-I, Interservice and Intragovernmental Support, 9 August 1995.
- b. Army Regulation 608-1, Section III, paragraph 4-27, 19 August 2007.

2. Purpose. To stipulate terms and areas of responsibility, and prescribe policies and procedures between USAG and LPS system for coordinating referrals and participation of Soldiers and Family members in the classes mentioned above. The classes have been developed and implemented by the LPS system under the LALLC.

3. Background. An agreement for support has been in place for several years and has worked well for USAG and LPS.

4. Scope. This MOA is applicable to USAG and LPS.

5. Responsibilities.

- a. United States Army Garrison, Fort Sill (GARRISON):

- (1) Inform potential students of the services provided by the LALLC. Provide fliers, schedules, and other pertinent information provided by the program.

- (2) Refer potential students to LALLC.

- (3) Periodically communicates with LALLC to check procedures.

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(4) Assists in disseminating LALLC information.

b. LPS, LALLC will:

(1) Provide basic, intermediate, and advanced education classes in English as a Second Language (ESL). Provide a Citizenship, and a GED Review class to referred persons from USAG within their prescribed guidelines.

(2) Provide to USAG, monthly, a list of names of referred and the number of self-referred military clients who attended or are attending these classes.

(3) Maintain coordination with USAG to ensure contact with referred personnel.

(4) Keep USAG abreast of program changes. Provide up-to-date fliers, schedules, and other pertinent information.

6. Procedures.

a. All potential candidates identified through the Intake/Interviews at USAG will be informed of the LALLC classes: English as a Second Language (ESL), Citizenship, and GED Review classes.

b. At the end of the month, LALLC will provide a list of military members/Families attending any of the classes to USAG.

c. USAG will maintain a file in compliance with AR 608-1.

7. Agreements and Understandings of All Parties.

a. This document survives the departure or position change of any of the signatories.

b. It remains in effect until cancelled by mutual agreement or until cancelled by 180 days advance written notice to the other party.

c. It shall be reviewed at least every three years and may be amended upon mutual consent of all parties.

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

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e. Each party shall waive all claims against the other for compensation of any loss, damage, injury, or death occurring as a consequence of the performance of this agreement.

f. Administrator of LALLC and Relocation Readiness Manager will agree to meet as necessary to review program issues.

g. The Fort Sill Relocation Readiness Manager, USAG, is responsible for coordinating and maintaining this MOA.

8. Points of Contact (POCs).

a. GARRISON.

(1) Technical POC. Mr. Cliff Hagele. (580) 442-2360 e-mail: cliff.hagele@us.army.mil.

(2) MOA POC. Ms. Winona Morris, Garrison Support Agreements Manager (SAM), Manpower and Agreements Division, Resource Management Office (RMO), 462 Hamilton Road, Suite 112, Fort Sill, OK 73503, (580) 442-3560 [Bldg 467], fax ext. 7978, e-mail: winona.morris@conus.army.mil.

b. LAWTON PUBLIC SCHOOLS – Lawton Area Lifelong Learning Center. Sheila Fountain, 2209 NW 25th Street, Lawton, OK 73505, (580) 355-7727.

9. Effective Date. Date of the last signature.


HELENA JOHN
PRESIDENT
Lawton Board of Education

6-28-10
(Date)


Thomas R. Kelly
Deputy to the Garrison Commander

7 JUL 2010
(Date)