



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

REPLY TO  
ATTENTION OF:

**MEMORANDUM OF AGREEMENT  
BETWEEN  
UNITED STATES ARMY GARRISON (USAG)/IMCOM, FORT SILL  
AND  
TREASURE LAKE JOB CORPS (TLJC) CIVILIAN CONSERVATION CENTER (CCC)  
FOR**

**SUBJECT:** Partnership Between the USAG, Army Community Service (ACS) Family Member Employment Readiness Program (ERP) and Treasure Lake Job Corps (TLJC) Civilian Conservation Center (CCC). (PT02 Treasure Lake)

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the TLJC. When referred to collectively, the USAG/IMCOM and TLJC 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.

**2. PURPOSE:** To establish an agreement, including guidelines and policies, between the Garrison ACS ERP and TLJC CCC to provide coordination and training support to teenage Military Family Members, ages 16-24, seeking academic and vocational training with TLJC CCC.

**3. RESPONSIBILITIES OF THE PARTIES.**

3.1. The Garrison will –

3.1.1. Coordinate with TLJC CCC to refer to TLJC CCC those Military Family Members who are of eligible age and would benefit from the assistance of a TLJC CCC Recruiter.

3.1.2. Coordinate with TLJC CCC to identify and access support services for Military Family Members.

3.1.3. Coordinate marketing and assist with information on additional resources for Military Family Members.

3.1.4. Provide ERP to facilitate employment workshops, as requested.

3.2. The TLJC CCC will –

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3.2.1. Accept eligible military teen referrals from the ERP at no cost.

3.2.2. Assist the ERP with identifying, accessing and marketing support services and additional resources for Military Family Members.

3.2.3. Permit ERP staff to teach employment workshops at their facility no less than once a month.

3.2.4. Allow ERP Manager to sit in on employment training and meetings. The ERP Manager will be a non-voting participant at any meeting.

3.3. Both parties will –

3.3.1. TLJC CCC will notify ACS ERP of any program or policy changes that may affect ACS ERP operations. The ACS ERP will notify TLJC CCC of any Fort Sill installation policy or program changes that may directly impact TLJC CCC. The parties further agree to cooperate in the exchange of information. All information provided TLJC CCC will be held confidential and released only pursuant to appropriate federal laws, directives, and regulations. Effective execution of this agreement can only be achieved through dialogue between the responsible parties. It is, therefore, the policy of the members of this agreement is that all responsible agencies will remain open to discussion whenever questions, misunderstandings, or complaints are presented.

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

5.1.1.2. Nadia Bias, [nadia.n.bias.civ@mail.mil](mailto:nadia.n.bias.civ@mail.mil) or (580) 442-4681.

5.1.2. For Treasure Lake Job Corps CCC.

5.1.2.1. Kurt Davis, [kjdavis@fs.fed.us](mailto:kjdavis@fs.fed.us) or (580) 246-3203.

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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 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 email [winona.f.morris.civ@mail.mil](mailto:winona.f.morris.civ@mail.mil).

5.2.2. To Nadia Bias, ACS ERP Manager for Fort Sill, Oklahoma, telephone (580) 442-4681, email [nadia.n.bias.civ@mail.mil](mailto:nadia.n.bias.civ@mail.mil).

5.2.3. To Kurt Davis, Center Director, Treasure Lake Job Corps Civilian Conservation Center, 1111 Indianoma Road, Indianoma, OK 73552, (580) 246-3203 [kjdavis@fed.us](mailto:kjdavis@fed.us).

**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, duly signed by their authorized representative. 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 30 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.

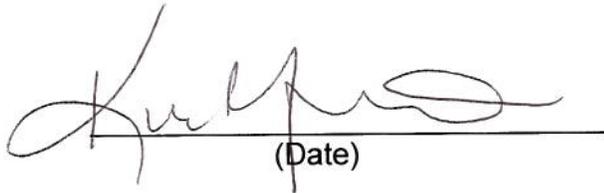
**5.9. EFFECTIVE DATE:** This MOA takes effect beginning on the day after the last Party signs. It remains in effect for nine years or until canceled by mutual agreement or until canceled by 30 days written notice to the other Party.

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5.10. **CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the same parties with the subject Treasure Lake Job Corps, Agreement # PT02 and effective date of 13 July 2007.

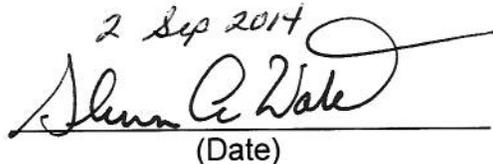
6. **AGREED:**

KURT J. DAVIS  
Center Director  
Treasure Lake Job Corps



(Date)

GLENN A. WATERS  
COL, FA  
Garrison Commander

2 Sep 2014  
  
(Date)