



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
WORKFORCE OKLAHOMA (LAWTON)
FOR**

SUBJECT: Memorandum of Agreement between Army Community Service (ACS) and Workforce Oklahoma (Lawton) Employment Program. (PW02)

This is a Memorandum of Agreement (MOA) between the USAG/IMCOM, Fort Sill, and the Workforce Oklahoma (Lawton). When referred to collectively, the USAG/IMCOM and Workforce Oklahoma (Lawton) 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, 12 March 2013.

2. PURPOSE: To establish an agreement including guidelines and policies authorizing the ACS Employment Readiness Program (ERP) and Workforce Oklahoma (Lawton) to work in a partnership to provide coordinating and training support to Military Family Members who are enrolled in either program. Employment education workshops will be conducted as agreed upon between both programs.

3. RESPONSIBILITIES OF THE PARTIES.

3.1. The Garrison will –

3.1.1. Coordinate with Workforce Oklahoma (Lawton) Employment Program to refer Military Family Members, Retirees, DoD Civilians, and Active Duty Military Personnel who are eligible and would benefit from the assistance of Workforce Oklahoma (Lawton).

3.1.2. Coordinate with Workforce Oklahoma (Lawton) Employment Program 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 of employable ages.

3.1.4. Provide ERP to facilitate employment workshops, once per month.

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3.1.5. Refer prospective employers to Workforce Oklahoma in order for those employers to be added to the job bank.

3.1.6. Distribute marketing materials about available services and scheduled workshops to participating customers.

3.2. The Workforce Oklahoma (Lawton) will –

3.2.1. Permit ERP clients, specifically Military Family Members, to utilize computers and testing resources at no cost.

3.2.2. Permit ERP staff to teach employment workshops at their facility which is located at 1711 NW 11th Street, Lawton, OK, no less than once a month.

3.2.3. Refer prospective employers to ERP so that ERP can distribute up to date employment opportunities to clients.

3.2.4. Allow ERP Manager to attend Workforce Oklahoma board meetings and trainings. The ERP Manager will be a non-voting participant at the Workforce Oklahoma board.

3.3. Both parties will –

3.3.1. Workforce Oklahoma (Lawton) Employment Program will notify ACS ERP of any program or policy changes that may affect ACS ERP operations. The ACS ERP will notify Workforce Oklahoma (Lawton) of any Fort Sill installation policy or program changes that may directly impact the Workforce Oklahoma (Lawton) Employment Program. The parties further agree to cooperate in the exchange of information. All information provided by Workforce Oklahoma (Lawton) Employment Program 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 that all responsible agencies will remain open to discussion whenever questions, misunderstandings, or complaints are presented.

3.3.2. The parties to this agreement will execute the assigned responsibilities outlined in the agreement.

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:**

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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 or (580) 442-5803.

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

5.1.2. For the Workforce Oklahoma (Lawton).

5.1.2.1 Vicki Jackson, (580) 357-3500.

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 Workforce Oklahoma (Lawton), Vicki Jackson, Manager Workforce Oklahoma Lawton, 1711 SW 11th Street, Lawton, OK 73501, (580) 357-3500.

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 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.

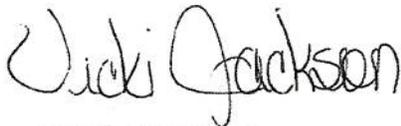
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5.8. **ENTIRE AGREEMENT:** It is expressly understood and agreed that this MOA embodies the entire agreement between the Parties regarding the MOA's subject matter.

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.

5.10. **CANCELLATION OF PREVIOUS AGREEMENT:** This MOA cancels and supersedes the previously signed agreement between the same parties with the subject Workforce Oklahoma (Lawton), Agreement # PW02 and effective date of 13 July 2007.

6. **AGREED:**



VICKI JACKSON
Manager
Workforce Oklahoma (Lawton)

9/3/14

(Date)




GLENN A. WATERS
COL, FA
Garrison Commander

4 SEP 2014

(Date)