



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
HEADQUARTERS, UNITED STATES ARMY FIRES CENTER OF EXCELLENCE AND FORT SILL
455 MCNAIR AVENUE, SUITE 100
FORT SILL, OKLAHOMA 73503

ATZR-C

6 March 2019

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Sill Installation Agreement Policy Memorandum, CG Policy Memo 18-12.

1. References:

a. United States Army Training and Doctrine Command, Deputy Chief of Staff G-8 Acquisition Message #14-02 – Memorandums of Agreement (MOAs), Memorandums of Understanding (MOUs), Service Level Agreements (SLAs) and Support Agreement (SAs).

b. Memorandum, Headquarters (HQ) IMA-SW, SFIM-SW-RM, 31 July 2014, Subject: Interim Guidance for SA Management.

c. Email, HQ United States Army Medical Command, MCRM-M, Mary Ann Casillas, 1 October 2014, Subject: Another Update, with Attachments.

d. 7th SC (T), Regulation 5-1 (MOAs and MOUs, SAs and SLAs), 10 August 2012.

e. FRAGO 1 to 407th Army Field Support Brigade (AFSB) OPORD 15-02-011 (ASC SA Process Implementation), 20 March 2015.

f. Administrative Message, Commanding General (CG) Marine Corps Combat Development Command, Quantico, VA, 21 June 2000, Subject: Establishment of the Training and Education Command, Quantico, Virginia.

g. TRADOC Regulation 11-1, Staff Procedures, 26 August 2015.

h. TRADOC Regulation 5-14, Acquisition Management and Oversight, 8 January 2012.

2. This policy applies to all organizations on Fort Sill that enter into MOUs, reimbursable MOAs and SAs and clarifies the approval authorities.

3. Policy.

a. MOAs will be used to document the specific terms and responsibilities that two or more parties agree to in writing. MOAs that involve reimbursable support paid by the United States Army Fires Center of Excellence and Fort Sill (USAFCOEFS) will have signature authority delegated in accordance with the thresholds in the Table D-1 below. MOAs that establish responsibilities for providing reimbursable support that defines the support, basis

for reimbursement for each category of support, the billing and payment process, and other terms and conditions of the agreement will be supplemented with a DD Form 1144, SA.

b. MOUs will be used to document issues of general understanding between two or more parties that do not involve reimbursement. Except for significant policy agreements, approval authority for MOUs is delegated to USAFCOEFS Chief of Staff (CoS) in accordance with the table below. Memorandums that define general areas of understanding between two or more parties and do not require reimbursement or other support from the receiver do not require a DD Form 1144, SA.

c. SLAs and SAs between outside organizations and USAFCOEFS organizations will be approved and signed using the thresholds outlined in the table below. All agreements involving manpower or contracting support will be routed through G-8 for tracking purposes.

d. The Garrison is the primary organization with the authority to approve assignment and use of facilities, to include utilities and other support services. To ensure all entities occupying Army held facilities or office space on Fort Sill are accounted for and captured in the Army Stationing Installation Plan (ASIP) as directed by Office of the Assistance Chief of Staff Installation Management (OASCIM) and applicable Army regulations, MOUs/SAs and contractor accountability forms/requests will be routed through the Garrison Plans, Analysis and Integration Office (PAIO) for review and concurrence. This will ensure that appropriate authorities have assigned spaces or services.

e. The USAFCOEFS Staff Judge Advocate (SJA) will review all agreements prior to approval and signature.

Table D-1: USAFCOEFS Approval Authority

Scope	Total Financial Impact	MOA	MOU	SLA/SA	Approval Authority
Agreement between USAFCOEFS and other organizations where the financial impact is:	No dollar amount involved		X	X	USAFCOEFS CoS
Agreement between USAFCOEFS and other organizations where the financial impact is:	BELOW \$100K*	X		X	USAFCOEFS CoS
*If involving a non-DOD entity, minimum approval level is the CG/DtCG					

4. United States Army Garrison Fort Sill, Reynolds Army Health Clinic (RAHC), Dental Activity (DENTAC), Fort Hood Public Health Command, Network Enterprise Center (NEC), Logistics Readiness Center-Fort Sill (LRC), Marine Detachment-Fort Sill (MARDET) will only

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draft and approve MOU/MOA/SLA/SAs in accordance with guidance from their higher headquarters as specified in references b thru f above. Summary is in the table below.

Table 2: Non USAFCOEFS Approval Authority

Fort Sill Organization	MOU	MOA	Reimbursable MOA/SA < \$100K	Reimbursable MOA/SA \$100-\$10M
Garrison	GC	GC	GC	GC
RAHC*	CDR	CDR	CDR	CDR
DENTAC	CDR	CDR	CDR	CDR
Veterinary Branch	CDR, Fort Hood Public Health Command District			
NEC	CG, Network Enterprise Technology Command		Director, Fort Sill NEC	
LRC	Deputy to the Commander, 407 th AFSB			
Fleet Maintenance Extended (FMX) Tank Automotive Command (TACOM)	Director, FMX, TACOM-Life Cycle Management Command, TACOM Logistics Center			
FMX Aviation and Missile Command (AMCOM)	Director, Business Management Directorate, AMCOM Logistics Center			
MARDET	CG, Training Command HQs, Quantico, Virginia			

*Commander, Southern Regional Medical Command also signs RACH agreements with the Veterans Association.

5. TACOM and AMCOM do not have an enduring policy in place that designates signature authorities for FMX agreements. Until that policy is in place, approval for agreements with FMX will be on a case-by-case basis.

6. This CG Policy Memorandum supersedes CG Policy Memorandum, ATZR-C, 15 August 2016, subject: Fort Sill Installation Agreement Policy Memorandum, CG Policy Memo 16-23.

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