

Department of the Army  
Headquarters, U.S. Army Garrison  
462 Hamilton Road, Suite 120  
Fort Sill, Oklahoma 73503  
27 March 2017

\*Fort Sill Regulation 15-3

Boards, Commissions, and Committees  
**FORT SILL COMMUNITY AND FAMILY TEAM SESSION (SILLFACTS)**

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**Summary.** This regulation prescribes policies, responsibilities, and procedures for the installation Fort Sill Family and Community Team Session (SillFACTS) meeting.

**Applicability.** This policy and guidance prescribed by this regulation applies to units, directorates, staff agencies, and personnel residing on Fort Sill.

**Supplementation.** Supplementation of this regulation is prohibited without prior approval from the Directorate of Family, Morale, Welfare, and Recreation (DFMWR), 4700 Mow-Way Road, Suite 100, Fort Sill, OK 73503.

**Suggested Improvements.** The proponent of this regulation is the DFMWR. Users are invited to send comments and suggested improvements using DA Form 2028 (Recommended Changes to Publications and Blank Forms) directly to DFMWR.

**Distribution.** This regulation is distributed solely through the Directorate Human Resources Administrative Services Division Homepage at [http://sill-www.army.mil/dhr/Admin\\_Svcs\\_Div/Index.html](http://sill-www.army.mil/dhr/Admin_Svcs_Div/Index.html).

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\*This regulation supersedes USAFACFS Regulation 15-3, 22 August 1995.

## **Chapter 1**

### **Introduction**

**1-1. Purpose.** This regulation prescribes policies, responsibilities, and procedures for the installation Fort Sill Family and Community Team Session (SillFACTS) meeting.

**1-2. Reference.** Required and related publications; and, prescribed and referenced forms, are listed in appendix A.

**1-3. Explanation of Abbreviations and Terms.** Abbreviations and terms used in this regulation are explained in the glossary.

**1-4. Records Management.** Records created as a result of processes prescribed by this regulation must be identified, maintained, and disposed of according to AR 25-400-2, The Army Records Information Management System (ARIMS) and DA Pam 25-403, Guide to Recordkeeping in the Army. Record titles and descriptions are available on

the Army Records Information Management System website  
(<https://www.arims.army.mil>)

## **Chapter 2**

### **General**

#### **2-1. General**

a. The philosophy of the SillFACTS is to improve the overall quality of life and delivery of human services at Fort Sill. The meeting also serves as a focal point for information exchange on matters of community interest and increases communication and interaction between Fort Sill units/directorates/activities.

b. The meeting is concerned with broad community issues, needs, and problems. The overall objectives of the SillFACTS are--

(1) To serve as a focal point for issues affecting the Fort Sill community.

(2) To serve as the focal point for post worthy information exchange on matters of community interest.

(3) To recommend and refer action to the Fort Sill command or appropriate proponent Fort Sill agency.

(4) To monitor recommendations/referrals to completion.

c. The SillFACTS objectives are generally met by the following specific accomplishments:

(1) Increasing communication and interaction among Fort Sill units, directorates, activities, and tenant organizations.

(2) Promoting the coordination of the various activities at Fort Sill.

(3) Minimizing duplication of effort.

(4) Enhancing joint problem solving.

(5) Promoting a community-wide awareness of the services and resources available in the Fort Sill community.

d. Membership on the council is composed of those commands, staff sections, organizations, and agencies listed in appendix B. Visitors are always welcome.

e. Many commands, staff sections, organizations, and agencies are represented at SillFACTS, making mutual coordination and cooperation extremely important.

Operational decisions concerning members cannot be made by the SillFACTS. Problems which cannot be resolved internally by the SillFACTS members will be forwarded by the Directorate of Family and Morale, Welfare and Recreation Programs (DFMWR), on behalf of the Garrison Commander, to the appropriate staff agency for resolution.

## **2-2. Responsibilities.**

a. The Garrison Commander has overall staff responsibility for the SillFACTS and will--

(1) Formulate necessary policies governing the development of coordinated human services.

(2) Monitor the development of coordinated human services.

b. The Special Programs Coordinator, DFMWR, serves as the permanent chairperson of the SillFACTS meeting.

c. The DFMWR secretary will serve as the SillFACTS secretary/recorder and will--

(1) Record, maintain, and publish minutes of SillFACTS meetings. (Retain minutes IAW AR 25-400-2.)

(2) Maintain a roster of primary and alternate members.

**2-3. Membership.** Membership includes representatives who are designated by each activity listed in the appendix. The primary designees will attend all SillFACTS meetings. The need for continuity precludes the use of rotating representatives for meetings. If the primary representative cannot attend a meeting, an alternate will attend. Whenever there is a representative change, the chairperson will be notified. New members attending a SillFACTS meeting for the first time will be introduced by the chairperson.

## **2-4. Procedures**

a. SillFACTS Meetings.

(1) The SillFACTS will meet monthly (1st Tuesday) at 1000, at the Fort Sill Conference Center, 6045 Barry Road, unless announced otherwise. There is no SillFACTS meeting in July and December.

(2) A SillFACTS meeting reminder and agenda are sent electronically to representatives prior to each meeting.

(3) All scheduled SillFACTS meetings are also posted on the Fort Sill community calendar in advance.

(4) Official copies of the monthly SillFACTS minutes are posted on the DFMWR website at <http://www.sill.armymwr.com> after approval by the Garrison Commander.

b. Agenda. The monthly SillFACTS agenda will include the following:

- (1) Opening Remarks/Welcome
- (2) Volunteer Recognition
- (3) Hails and Farewells
- (4) New Business Items
- (5) Questions From the Floor
- (6) Garrison and Command Update

c. Volunteer Recognition. The goal of the monthly recognition ceremony is to recognize volunteers who give of themselves to better the Fort Sill community. Volunteers representing all segments of Fort Sill's population are considered for the monthly recognition and award. The volunteer nomination form is available on-line at the MWR site. The web link is <http://www.sill.armymwr.com>.

(1) Nomination Criteria. The nominated volunteer must represent one of the following groups: a Family Readiness Group (FRG), a traditional volunteer, youth group, retiree, or civilian. The nominated volunteer should have performed duties that made a significant impact within the organization and/or other organizations or within Lawton-Fort Sill or while representing Lawton-Fort Sill as a volunteer for a specific event/activity or a sustaining program or activity. Commanders of FORSCOM, TRADOC, MEDDAC, DENTAC, Post Chaplain, Retiree Council, Volunteer Agencies and Directorates will submit volunteer nominations by the 7<sup>th</sup> of each month to the Army Volunteer Coordinator (AVC) in Army Community Service.

(2) Selection Criteria. The AVC will serve as Nomination Review Committee Chairman. The AVC will send all volunteer nominations by e-mail to the Nomination Review Committee. Their results will be returned to the AVC by the 15<sup>th</sup> of each month. The Nomination Review Committee will consist of one person from each of the following areas: Active Duty Soldier, DOD Employee, MEDDAC, Post Chaplain's Office, Retiree Council and VA Clinic.

(3) Recognition. Commanders, Directors, Retiree Council and Volunteer Agency heads will ensure selected volunteers are notified to be at the SillFACTS

meeting each month at 0930 to check in with the AVCC for recognition during the meeting. The Commanding General or his representative will present a certificate and gift to all nominated volunteers. One volunteer will receive a certificate, and gift as the Volunteer of the Month.

d. New Business Items.

(1) The new business items for each monthly SillFACTS meeting are based on:

(a) Seasonal topics (holiday safety, severe weather season, summer swimming, etc).

(b) Topics suggested by attendees at monthly SillFACTS meetings.

(c) Topics suggested by Unit Commanders/Command Sergeants Majors, Directors, Family Readiness Group Leaders, Volunteers, etc.

(d) Email, written, or telephonic suggestions from the military community at large to the Garrison Commander or the SillFACTS Coordination for inclusion.

(2) New business items for the monthly SillFACTS agenda are approved by the Garrison Commander 30 days prior to the upcoming monthly meeting. Suggested business items should be forwarded to the SillFACTS Coordinator, the Director of Family and MWR, or the Garrison Commander to be considered a future scheduled SillFACTS.

e. Presenter Notification.

(1) Following Garrison Commander approval of the new SillFACTS agenda, contact is made the proponent of the new business topic for preparation of a brief for a future SillFACTS meeting.

(2) Presenters are encouraged to include printed handout or information sheets in the attendee packet and use audio-visual aids during the actual presentation.

(3) Deadlines for receipt of print information for attendee packets or graphics for use during presentation are provided at the time of contact with the designated presenter.

f. Attendee Information Packets.

(1) Printed items (flyers, brochures, information sheets, etc.) for inclusion in the monthly Fort Sill Family and Community Team Session (SillFACTS) attendee packet are to be forwarded to the SillFACTS Coordinator by close of business on

Wednesday prior to the SillFACTS meeting the following Tuesday. One black/white copy of each item for inclusion is required.

(2) Each attendee at the monthly SillFACTS meeting is able to download a packet of information corresponding to agenda topics for that month and information of overall community interest. A copy of the same packet is posted on the DFMWR website at <http://www.sill.armymwr.com> the day prior to the SILLFACTS meeting. The SILLFACTS tab is located at the bottom of the webpage.

g. Audio-Visual Support. DFMWR provides audio visual support at each SillFACTS meeting. Presenters who want to utilize slides or videos are to forward supporting information to the SillFACTS Coordinator not later than noon on the Monday prior to the Tuesday morning meeting.

h. Seating. Brigade/Battalion Commanders and their spouses, Command Sergeants Majors, Garrison Directors, Family Readiness Support Assistants, and command attendees have established designated seating at each SillFACTS meeting. There is also open seating available for others who wish to attend. The meeting is open to the public.

## **Appendix A References**

### **Section I Required Publications**

**AR 15-1**  
Boards, Commissions, and Committees

**AR 25-400-2**  
The Army Records Information Management System

**DA Pam 25-403**  
Guide to Recordkeeping in the Army

### **Section II Related Publications**

This section contains no entries.

### **Section III Prescribed Forms**

**DA Form 2028**  
Recommended Changes to Publications and Blank Forms

**Appendix B**  
**FORT SILL COMMUNITY & TEAM SESSION (SILLFACTS) MEMBERSHIP**

Commanding General
Deputy to the Commanding General
Chief of Staff
FCOE CSM
Garrison Commander
Deputy Garrison Commander
Garrison CSM
FA Commandants
ADA Commandant
Brigade Commanders
Battalion Commanders
Family Readiness Liaisons (FRLs)
Spouse Representatives (Senior Command, Brigade and Battalion)
Post Chaplain
Garrison Support Unit
Safety Officer
SJA
DES
DFMWR
PAO
PAIO
DHR
LRC
DPW
RAHC
DENTAC
DPTMS
IG
FCOE G1/G4
FCOE G3/5/7
JACI
CDID
DOTD
JCID
AAFES
NEC
NCOA Commandant
OUTREACH

\*Fort Sill Regulation 15-3, 27 March 2017

MICC
IRACO
FS Red Cross
Armed Services YMCA
RCI
Retiree Council
Corvias Military Living
Commissary
School Liaison Officer
Lawton Public Schools
Elgin Public Schools
Lawton Chamber of Commerce and Industry
USO
Volunteer Coordinator

## **Glossary**

### **Section I Abbreviations**

**AR**  
Army Regulation

**ARIMS**  
The Army Records Information Management System

**DA Form**  
Department of the Army Form

**DA Pam**  
Department of the Army Pamphlet

**DFMWR**  
Directorate of Family and Morale, Welfare and Recreation

**SillFACTS**  
Fort Sill Community and Family Team Session

### **Section II Terms**

This section contains no entries.

### **Section III Special Abbreviations and Terms**

This section contains no entries.

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