



DEPARTMENT OF THE ARMY
INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT LEONARD WOOD
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FORT LEONARD WOOD, MO 65473-8929

IMLD-ZA

1 AUG 2016

MEMORANDUM FOR All U.S. Army Garrison Personnel

SUBJECT: Garrison Policy 13, Processing Memorandums of Agreement (MOAs) and Memorandums of Understanding (MOUs)

1. Reference. DODI 4000.19, Support Agreements, 25 April 2013
2. Purpose. This policy establishes the Garrison Commander as the signature authority for all MOA/MOUs developed by or involving garrison organizations and describes the procedures for processing an MOA or MOU for approval and implementation.
3. Applicability. This policy applies to all U.S. Army Garrison Fort Leonard Wood (USAGFLW) organizations that develop MOA/MOUs that include any garrison organization as a party to the agreement.
3. Applicability. This policy applies to all garrison organizations on Fort Leonard Wood that develop MOA/MOUs between their organization and any other entity.
4. Policy.
 - a. USAGFLW organizations that require a MOA/MOU, must work in coordination with the Support Agreements Manager (SAM), Manpower and Agreements Branch, Resource Management Office to develop the agreement IAW with this policy.
 - b. The SAM will ensure that all MOA/MOUs receive a legal review from the Staff Judge Advocate (SJA) legal department before submission to the Garrison Commander for signature (See paragraph 7, Procedures).
 - c. The Garrison Commander is the signature authority for all MOA/MOUs that include any garrison organization as a party to the agreement.
5. Determining the type of Agreement.
 - a. **Memorandum of Agreement (MOA).** Memorandums that define general areas of conditional agreement between two or more parties - what one party does depends on what the other party does (e.g. one party agrees to provide support if the other party provides the materials). MOAs that establish responsibilities for providing recurring reimbursable support should be supplemented with support agreements that define the support; basis for reimbursement for each category of support; the billing and payment process; and other terms and conditions of the agreement.

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b. **Memorandum of Understanding (MOU).** Memorandums that define general areas of understanding between two or more parties - explains what each party plans to do; however, what each party does is not dependent on what the other party does (e.g. does not require reimbursement or other support from receiver).

c. **Support Agreement (SA).** An agreement to provide recurring support to another Department of Defense (DoD) or Non-DOD Federal activity. Support agreements are recorded on a DD Form 1144 or a similar format (e.g. computer generated DD Form 1144). They define the support provided by one supplier to one or more receivers; specify the basis for calculating reimbursement charges (if any) for each service; establish the billing and reimbursement process; and specify other terms and/or conditions of the agreement.

6. Format and Content. MOA & MOU templates are available in DODI 4000.19. MOAs & MOUs must include the information in these templates, regardless of the format used. DODI 4000.19 is available at <<http://www.dtic.mil/whs/directives>>.

7. Procedures.

a. When a garrison organization wants to develop an MOA/MOU they will work with the other organization to develop a draft agreement. Once the draft is developed, it will be submitted for review to the Support Agreements Manager (SAM), Manpower and Agreements Branch, Resource Management Office.

b. The SAM will examine the MOA/MOU format and content, and then staff with Budget and Legal for review. The garrison organization developing the MOA/MOU will make adjustments to the document based on the outcome of the reviews. Once the agreement has met the legal requirements and fiscal viability has been determined, the SAM will return the MOA/MOU to the garrison activity to obtain the signature of the other organization. Once that signature is obtained it will be returned to the SAM for submission to the Garrison Commander for signature.

c. The SAM will return the final MOA/MOU signed by all parties to the garrison organization for distribution and execution. The SAM will maintain a copy in the central repository.

8. This policy supersedes any previous policies and is in effect until superseded or rescinded.

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9. Proponent. The proponent for this command policy is the Support Agreements Manager, Manpower and Agreements Branch, Resource Management Office, (573) 563-7626.



TRACY L. LANIER
COL, LG
Commanding

