MEMORANDUM OF AGREEMENT (MOA) BETWEEN INSTALLATION MANAGEMENT COMMAND G7 , G9 AND U.S. ARMY ENVIRONMENTAL COMMAND

SUBJECT: Installation Management Command G7 support to U.S. Army Environmental Command

1. **References.**
	1. DoD Instruction 1015.15, 31 Oct 07, subject: "Establishment, Management, and Control of Non-appropriated Fund Instrumentalities and Financial Management of Supporting Resources."
	2. Assistant Secretary of the Army (Financial Management and Comptroller) Memorandum, 7 Apr 04, subject: Use of Appropriated Funds through the Uniform Funding and Management Practice.
	3. AR 215-1, 24 Sep 10, subject: Military Morale, Welfare and Recreation Programs and Non-appropriated Fund Instrumentalities.
	4. Title 10, United States Code, Section 2492, Non-appropriated Fund Instrumentalities: Contracts with other agencies and instrumentalities to provide and obtain goods and services.
2. **Purpose.** This MOA is established to outline the responsibilities of the Installation Management Command G7, MG Robert M. Joyce Installation Management Academy, School for Family and MWR, hereinafter referred to as “IMCOM G7,” and the U.S. Army Environmental Command, hereinafter referred to as “Environmental Command,” in support of services provided by the IMCOM G7, to develop, train, implement, and provide technical support services necessary to establish an Environmental Command Learning Management System (LMS) website domain which is to be managed and maintained by Environmental Command to manage and track registration, enrollment, course deployment and completion through web portal imcomacademy.com.
3. **Responsibilities.**

US ARMY INSTALLATION MANAGEMENT COMMAND:

* 1. The services to be performed by the IMCOM G7 included in this MOA include, but are not limited to:
		1. Provide Environmental Command proponents with access to the existing IMCOM Academy Online through www.imcomacademy.com.
		2. Create and submit a plan per project outlining anticipated timelines, responsibilities, and action items for domain creation, permissions, and content administration.
		3. Schedule and conduct two training sessions for Environmental Command administrators to train on Learning Management system administrator functions. IMCOM G7 will provide approximately one hundred twenty (120) man-hours at $65/hour (cost which includes benefits) for two NF05 Instructional Systems Design Specialists, one NF05 Information Technology Specialist to share 120 hours workload on this project. Training will include two classroom sessions, DCO and phone support.
		4. Create an Environmental Command domain and login interface to provide approximately 200 learners with registration, course enrollment, and content access. Cost to modify LMS will be $39K and will be reimbursed by Environmental Command. This effort includes design, development, and implementation.
		5. Provide Environmental Command an estimated twenty (20) hours annual database administrator (DBA) assistance at the rate $65/ per hour to supply registration, enrollment, and completion reporting results.
		6. Provide Environmental Command an estimated one hundred sixty (160) hours annual technical support and quality assurance testing at the rate of $65/hour to manage LMS domain creation, technical difficulties, refer and coordinate system issues and resolution with vendor and G6, manage domain content and permissions as super administrator.
		7. Supply Environmental Command administrators with LMS function job aids.
		8. Itemize and track all man-hours dedicated to each project and provide to Environmental Command every 30 days.
		9. Submit request for invoice with supporting documentation to G9, Financial Management Directorate quarterly.
	2. Project(s) will be completed by IMCOM G7 nonappropriated fund (NAF) employees in coordination with LMS contractor and G6 personnel. Total estimated IMCOM G7 project man-hours in support of Environmental Command equals 300 multiplied by $65/hour is $19,500 plus $39,000 for LMS customization totaling $58,500. The total amount of support costs provided to Environmental Command will not exceed $58,500.
	3. The IMCOM G9, Financial Management Directorate, will provide invoices and supporting documentation upon request and will receive transfers of funds from Environmental Command and deposit them into the Army Morale, Recreation and Welfare Fund (AMWRF). The Financial Management Directorate (IMWR-FM) and Financial Administration Division (IMWR-FMA) will maintain the details of all MWR expenditures. These records are available for audit as required or as determined by the Director, IMCOM G7.

U.S. ARMY ENVIRONMENTAL COMMAND

1. Environmental Command will:
	1. Provide a single point of contact (POC) to coordinate with IMCOM G7
	2. Identify and report any technical problems or questions to Instructional Systems Design Specialists and Information Technology Specialist
	3. Approve project plan prior to the commencement of domain design & delivery.
	4. Identify and provide a list of administrators who will attend LMS training
	5. Provide the Instructional Systems Design Specialists with appropriate graphics, logos and color values according to project timeline.
	6. Answer questions regarding the LMS domain, training, and system problems in timely manner.
	7. Reimburse IMCOM G7 for the nonappropriated fund cost of performing services under this MOA. Cost for IMCOM G7 nonappropriated fund (NAF) employee man-hours and domain associated NAF-funded vendor costs required will be reimbursed by Environmental Command to the Army, Morale, Welfare and Recreation Fund (AMWRF) on a quarterly basis. The AMWRF should not be reimbursed for any G7 appropriated fund (APF) costs.
2. Remit funds to AMWRF for estimated IMCOM G7 project man-hours in support of Environmental Command equating to 300 man-hours multiplied by $65/hour equaling $19,500 plus $39,000 for LMS customization totaling $58,500. The funds should be transferred to the AMWRF within 30 days from the receipt of an invoice. Transfer funds for payment as approved and in accordance with this agreement to:

Army Morale, Welfare and Recreation Fund (AMWRF)

POC: Mr. Thomas Wolter

IMCOM G9

Comm: (210) 466-1412

1. The total amount to be funded by Environmental Command will not exceed $58,500.
2. **Other.** Any training content developed and deployed within the Environmental Command is the

property and responsibility of Environmental Command. Any further support provided by IMCOM G7

to Environmental Command must be outlined under a new or amended MOA.

1. **Implementation Instructions.** This MOA is effective upon signature of all parties. It remains in

effect unless amended by mutual agreement of the Director, IMCOM G7, Director, IMCOM G9, and the

Commander, Environmental Command. The Environmental Command’s point of contact (POC) for

administration of this MOA is the Chief, Program & Liabilities Branch (Cleanup & Munitions Response

Division) and the IMCOM G7 is the Chief, Financial Management, and Financial Administration

Division.

1. **Period of Performance.** This MOA shall not exceed one (1) year unless extended by mutual written

consent of the G7, Environmental Command and G9. G7 non-appropriated fund (NAF) employees will

not extend services beyond funded costs without revised MOA.

1. **Amendments and Termination.** Any amendments or revisions to the MOA will be by mutual

agreement of the G7, Environmental Command and G9. The amended MOA will be recorded and

published as an addendum to this MOA. This MOA will be updated at anytime a major change affects

its terms. This MOA may be terminated by mutual written consent of the G7, Environmental Command

and G9 or by the provisions of 180 days advance written notice by any party hereto of intention to

terminate.

For US Army IMCOM, G7: For Environmental Command:

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DAVID L. WILCOX MARK A. LEE

Colonel, GS COL, CM

Director, G7 Commanding

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 Date Date

For US Army IMCOM G9:

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STEPHANIE HOEHNE

Director, G9

Family and MWR Programs

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