DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON
14000 MSCOE LOOP, SUITE 120
FORT LEONARD WOOD, MISSOURI 65473-8300

AMIM-LDR-MM (5b3) 17 July 2026

MEMORANDUM FOR All U.S. Army Garrison, Fort Leonard Wood Personnel

SUBJECT: Processing Installation Agreements Guidance

1. References.

a. DODI 4000.19, Support Agreements, 16 December 2020.

b. Installation Management Command Handbook, Installation Agreements, 1 June 2018.

c. AR 5-9, Installation Agreements, 17 April 2018.

2. Purpose. This policy establishes the United States Army Garrison, Fort Leonard Wood (USAG, FLW) requirements for the development, staffing, approval, execution, and management of Installation Agreements (IAs). This policy formally designates the Garrison Commander as the installation signature authority for all IAs—including FS Form 7600A (GT&C), Memoranda of Agreement (MOA), and Memoranda of Understanding (MOU)—and outlines the required approval, coordination, and review processes in accordance with referenced regulations and the IMCOM IA Handbook.

3. Applicability. This policy applies to all USAG, FLW organizations that develop, revise, or execute any IA involving garrison support, resources, real property, or services where a garrison organization is either the servicing agency or the requesting agency.

4. Policy.

a. Required Coordination. All USAG, FLW organizations developing or modifying an IA must coordinate with the Installation Support Agreements Manager (SAM), Manpower and Agreements Branch, and the Resource Management Office (RMO). The SAM serves as the single installation entry/exit point for all IAs.

b. Legal and Fiscal Review Requirements. The SAM will ensure every IA receives:

(1) A legal sufficiency review by the Office of the Staff Judge Advocate (SJA), and

(2) A fiscal review by the RMO validating reimbursable or non-reimbursable status.

c. No IA may be routed for signature without documented legal and fiscal sufficiency.

5. Determining the type of Agreement. Agreement type must conform to DoDI 4000.19 and the IMCOM IA Handbook:

a. Memorandum of Agreement (MOA). A MOA defines terms and responsibilities between two or more parties where the actions of one party depend upon the actions of the other. Use MOAs for:

(1) Non-reimbursable agreements between federal entities.

(2) Reimbursable support to Non-Federal Entities (NFE) or Non-Appropriated Fund Instrumentalities (NAFI) when reimbursed with Non-Appropriated Funds (NAF).

b. Memorandum of Understanding (MOU). An MOU documents general areas of understanding, shared goals, or cooperative intentions. MOUs do not obligate resources or bind parties to actions.

c. MOA/MOU (Non-Reimbursable). Non-reimbursable MOAs/MOUs must:

(1) Capture all base support provided for the life of the agreement (not to exceed 10 years).

(2) Undergo a required mid-point review.

(3) Only be used when a non-standard or non-mandated arrangement requires formal documentation.

d. Interagency Agreement - FS Form 7600A (GT&C). The FS Form 7600A is required to document all reimbursable support with federal agencies where IMCOM is the servicing agency. The 7600A defines:

(1) Support to be provided or received.

(2) Reimbursement methodology.

(3) Billing and payment terms.

(4) Applicable terms and conditions.

e. All reimbursable federal transactions—recurring or one-time—must be documented in an approved IA (7600A/7600B).

f. Enterprise/Command-Wide Agreements (EAs). Enterprise-level agreements consolidate reimbursable agreements managed at the Headquarters level. Garrisons must maintain:

(1) Local Funding Cost Estimate (FCE).

(2) List of Real Property Assets (RPA).

(3) Catalog of Services (CoS).

g. Overarching MOAs (OMs). Overarching MOAs are used between major Army Commands or agencies when documenting support relationships or formal transfers of resources not governed by standard policy or mandated support structures.

6. Format and Content Requirements.

a. MOA/MOU templates are available in DoDI 4000.19 and must be used regardless of formatting preference.

b. FS Form 7600A/7600B templates are available in G-Invoicing.

c. Agreements must contain all information required by DoDI 4000.19, AR 5-9, and the IMCOM IA Handbook (including attachments such as FCEs, RPAs, manpower sheets, and Catalog of Services when applicable).

7. Procedures.

a. Initial Draft Development. The garrison organization initiating the IA works with the partner organization to develop the initial draft and submits it to the SAM.

b. SAM Review and Internal Staffing. The SAM reviews the IA for correct format, compliance, and completeness, and staffs it with:

(1) Functional Subject Matter Experts (SMEs).

(2) RMO for fiscal validation.

(3) Other affected garrison stakeholders.

c. Revision and Negotiation. The initiating organization incorporates feedback and coordinates any required negotiations with the partner organization.

d. Pre-Signature Staffing. Once negotiations are complete, the SAM initiates formal staffing for signatures. Legal review by SJA must occur prior to routing the IA for signatures.

e. Requesting Agency Signatures. After legal sufficiency, the SAM returns the IA to the initiating garrison organization for obtaining requesting agency signatures.

f. Garrison Commander Signature. Once signed by the requesting agency, the IA is returned to the SAM for final routing to the Garrison Commander (or properly delegated authority).

g. Final Distribution and Storage. The SAM:

(1) Returns fully executed agreements to the initiating organization.

(2) Ensures distribution to all affected stakeholders.

(3) Uploads the agreement and supporting documents to the DRM data repository and IMCOM HQ SharePoint IA Database.

8. Supersession. This policy supersedes all previous versions of Garrison Policy 13 dated 06 January 2021.

9. Point of Contact. The point of contact for this policy is the Support Agreements Manager, Manpower and Agreements Branch, Directorate of Resource Management, (520) 718-6076.

LAZZARINI.RENEA.LYNN.1080260209
Digitally signed by LAZZARINI.RENEA.LYNN.1080260209
Date: 2026.07.17 11:37:20 -05'00'

RENEA L. LAZZARINI
Deputy Garrison Commander