



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, UNITED STATES ARMY GARRISON, FORT GORDON
307 CHAMBERLAIN AVENUE
FORT GORDON, GEORGIA 30905-5730

IMGO-ZA

NOV 12 2013

MEMORANDUM FOR ALL MILITARY AND CIVILIAN PERSONNEL

SUBJECT: Garrison Commander's Policy Memorandum No. 40 – On-Post ATM Procedures

1. Purpose: To outline the process used to install ATMs on the installation.
2. General.
 - a. The term "financial institution" refers to either Wells Fargo Bank or the Fort Gordon Community Credit Union – the only two financial institutions authorized on the installation.
 - b. The proponent for this process will be the Garrison Resource Management Office, US Army Garrison, Fort Gordon.
3. Responsibilities.
 - a. Facility Owner will:
 - (1) Coordinate with the Financial Institution to determine if an ATM is feasible and supportable at the desired location.
 - (2) Upon agreement, complete a DA Form 4283 (Facilities Engineering Work Request) and forward to the RM Office with a site diagram, specifics of the machine, and a justification for the requirement.
 - b. RM Office will:
 - (1) Receive and review all requests for ATMs from the Financial Institution. All requests will include endorsements by the facility owner and the Financial Institution, a site diagram, and specifics on the machine (i.e., dimensions, power requirements, data requirements).
 - (2) Forward the request, all enclosures and a completed DA Form 4283 to the Directorate of Public Works (DPW). A sample DA Form 4283 is at Annex A.
 - (3) Post contact information near the ATM machine, in the event it needs servicing or relocating, due to renovations at or near the site of the ATM.

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c. Directorate of Public Works will:

(1) Prepare the Report of Availability (ROA) to include the Record of Environmental Consideration (REC).

(2) Forward the package through the Office of the Staff Judge Advocate (SJA) to the Garrison Commander for signature prior to forwarding to IMCOM for review.

(3) Complete the requirements outline on the DA Form 4283, Facilities Engineering Work Request.

(4) Coordinate with the Network Enterprise Center (NEC) to verify supportability and any concerns with regard to circuit path trenching and/or installation of any conduit infrastructure from the nearest point of demarcation (to include any new copper or fiber cabling to complete the circuit path).

d. The Office of the Staff Judge Advocate will review the ROA for legal sufficiency.

e. The Corps of Engineers will prepare the lease paperwork and obtain the signature of the Financial Institution.

f. The Financial Institution will, upon receiving a request and agreeing to provide an ATM,

(1) Submit requests for ATMs to the Facility Owner for submission to the RM Office, to include the site diagram and specifics on the ATM (i.e., dimensions, power requirements, data requirements).

(2) Order the machine, contact their network provider and supporting agencies (i.e., technicians, Loomis Fargo) and order a circuit from AT&T (providing the RM Office with the AT&T circuit ID). Note: This step of the process cannot begin until the lease paperwork has been signed / completed by the Corps of Engineers.

(3) Bear the cost of ATM installation, maintenance and operations, as well as any monthly costs for communications circuits and any administrative fees incurred in the processing of the lease/license by the Corps of Engineers.

(4) Report ATM communications outages to the Network Enterprise Center service desk.

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4. Process and Timelines. Annexes B and C outline the process and timeline for the installation of the ATM.

5. Implementation.

a. An individual from the requesting office will be present when the ATM is made operational. A POC will be posted for users to contact when the machine is out of order.

b. Facility managers will notify the RM Office upon identification of the need to relocate the ATM or renovate in the vicinity of the ATM.

6. The proponent for this policy is the Resource Management Office, 706-791-7378..



SAMUEL G. ANDERSON
COL, SC
Commanding

This memorandum supersedes Garrison Commander's Policy Memorandum No. 40 – On-Post ATM Procedures, dated 15 November 2011

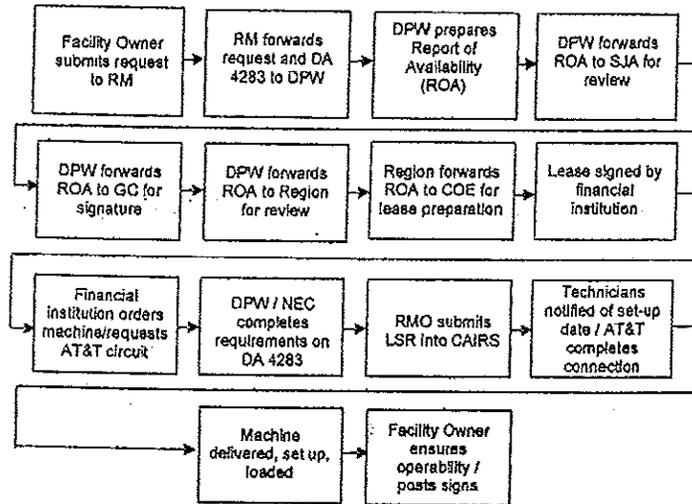
Annex A - DA Form 4283

FACILITIES ENGINEERING WORK REQUEST									
For use of this form, see DA Form 4283-6, the appropriate agency's DACSR									
PART A (See requestor instructions)		CUSTOMER ID		DOCUMENT SERIAL NUMBER		TYPE		DATE	
								DA MON YR	
INSTALLATION ABBREVIATION OF FACILITIES			SHIRKI JOB DESCRIPTION			BUILDING/FACILITY NUMBERS			
1			2			3 4 5 6 7 8 9 0			
2			3			1 2 3 4 5 6 7 8 9 0			
3			4			1 2 3 4 5 6 7 8 9 0			
REMARKS									
INSTALLATION NAME									
CUSTOMER NAME									
WORK DESCRIPTION (Description and justification of work required)									
PAC PHONE NUMBER									
AUTHORIZED REQUESTOR (Type of unit)									
AUTHORIZED REQUESTOR SIGNATURE									
PART B (Approving Official Only)		APPROVAL ACTION CODE		WORK REQUEST PRIORITY		PROGRAM INDICATOR CODE		SPECIAL INTEREST CODE	
ENVIRONMENTAL IMPACT		WORK TO BE PERFORMED		APPROVAL DATES		SOURCE OF FUNDS		DATE	
YES NO		IN-HOUSE SELF-HELP CONTRACT TROOP		FINISHED		DIRECT		DA MON YR	
ENVIRONMENTAL CONSIDERATION EST/EA REBATED ERF/EA COMPLETED				APPROVAL AUTHORITY (Please type or print name)		APPROVAL ACTION		DATE	
				APPROVAL AUTHORITY SIGNATURE		APPROVAL ACTION		DA MON YR	
				APPROVAL AUTHORITY SIGNATURE		APPROVAL ACTION		DA MON YR	

DA FORM 4283, SEP 2003

DA FORM 4283, AUG 1976, IS OBSOLETE

Annex B - Process



Annex C - Timeline

