



DEPARTMENTS OF THE ARMY AND THE AIR FORCE  
NATIONAL GUARD BUREAU  
111 SOUTH GEORGE MASON DRIVE  
ARLINGTON, VA 22204-1382

**MEMORANDUM OF AGREEMENT  
BETWEEN  
CHIEF, NATIONAL GUARD BUREAU, INSTALLATIONS DIVISION,  
CHIEF, NATIONAL GUARD BUREAU, INFORMATION SYSTEMS DIVISION,  
CHIEF, NATIONAL GUARD BUREAU, ENVIRONMENTAL PROGRAMS DIVISION  
AND  
CHIEF, NATIONAL GUARD BUREAU, TRAINING PROGRAMS DIVISION**

**SUBJECT:** Roles and Responsibilities Regarding Environmental Systems Research Incorporated (ESRI) Customer Number 20910

- 1. PURPOSE AND AUTHORITY:** The purpose of this Memorandum of Agreement (MOA) is to identify the roles and responsibilities associated with the use of the ESRI Customer Number 20910. This MOA is entered into by the Chief, National Guard Bureau, Installations Division (NGB-ARI); the Chief, National Guard Bureau, Training Programs Division (NGB-ART); the Chief, National Guard Bureau, Environmental Programs Division (NGB-ARE); and the Chief, National Guard Bureau, Information Systems Division (NGB-AIS) Army National Guard (ARNG).
- 2. INTERAGENCY COMMUNICATIONS:** To provide for consistent and effective communication between NGB-ARI, NGB-ART, NGB-AIS, and NGB-ARE. Each Division shall appoint a representative responsible for the execution of the activities that may be pursued under this MOA.
- 3. CONCEPT:** Provide a single contract manager for the ARNG ESRI account. Current contracting practices do not provide economy of scale or unity of effort to reduce the redundancy in ESRI purchases throughout the ARNG. A single account manager will ensure that as the ARNG develops the Enterprise GIS system that all affected parties are represented when contracts are developed and executed. Currently NGB-ARE, NGB-ART, NGB-AIS, and NGB-ARI will purchase software from ESRI using Customer Number 20910. Software purchased under this customer number may be used internally at the ARNG Readiness Center or shipped for use at the states and territories. The software comes with multiple extensions, program levels, and maintenance contracts. A single account manager will simplify the relationship with ARNG, ESRI, NGB Acquisitions, and states and territories regarding bill payment, order process, and software shipping and purchase support.
- 4. RECOMMENDATION:** The National Guard Army Range Sustainment Integration Council charter has NGB-ARI and NGB-ARE as co-lead for the ARNG for GIS. The NGB-ARE currently has the majority of the licenses with ESRI. Appoint the NGB-ARE the responsibility of managing the ARNG GIS account.

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**5. RESPONSIBILITIES:** Nothing in this MOA is intended to affect unrelated arrangements between the parties.

a. Responsibilities of NGB-ARI:

(1) NGB-ARI will determine their GIS requirements for NGB-ARI and the installation community.

(2) NGB-ARI will provide their funding to NGB-AQ for payment of their portion of ESRI Customer Number 20910.

(3) NGB-ARI will appoint a POC to work with the NGB-ARE contract manager.

(4) NGB-ARI will notify the NGB-ARE contract manager in writing of their total contribution to ESRI Customer Number 20910.

b. Responsibilities of NGB-ART:

(1) NGB-ART will determine their GIS requirements for NGB-ART and the training community.

(2) NGB-ART will provide their funding to NGB-AQ for payment of their portion of ESRI Customer Number 20910.

(3) NGB-ARI will appoint a POC to work with the NGB-ARE contract manager.

(4) NGB-ARI will notify the NGB-ARE contract manager in writing of their total contribution to ESRI Customer Number 20910.

c. Responsibilities of NGB-AIS:

(1) NGB-AIS will determine their GIS requirements for NGB-AIS and the information systems community.

(2) NGB-AIS will provide their funding to NGB-AQ for payment of their portion of ESRI Customer Number 20910.

(3) NGB-AIS will appoint a POC to work with the NGB-ARE contract manager.

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(4) NGB-AIS will notify the NGB-ARE contract manager in writing of their total contribution to ESRI Customer Number 20910.

**d. Responsibilities of NGB-ARE:**

(1) NGB-ARE will determine their GIS requirements for NGB-ARE and the environmental community.

(2) NGB-ARE will provide their funding to NGB-AQ for payment of their portion of ESRI Customer Number 20910.

(3) NRG-ARE will provide the contract manager.

(4) The NGB-ARE contract manager will work with NGB-AQ on behalf of ARNG with regards to ESRI Customer Number 20910.

(5) The NGB-ARE contract manager will request quotes from ESRI by 1 February of every year two months prior to the annual software maintenance deadline.

(6) The NGB-ARE contract manager will provide written quotes to respective divisions by 15 February of each year with their part of the bill clearly noted and totaled.

(7) The NGB-ARE contract manager will provide written notification to NGB-AQ by 1 March as to the proper dollar amounts to be charged to the respective divisions.

**e. Responsibilities of NGB-ARI, NGB-ART, NGB-AIS and NGB-ARE:**

(1) Will work to provide Enterprise GIS guidance for the purchase and management of ESRI software for ARNGRC, and the 54 states and territories.

(2) Will actively participate on the Army National Guards Director's GIS Advisory Council to ensure the ARNG has a unified position when discussing contract issues with regards to ESRI Customer Number 20910.

(3) Will work with the ARNG Chief Information Officer, actively seek a joint vision for the NGB GIS program and develop policy and implementation strategies to meet requirements with regards to ESRI Customer Number 20910.

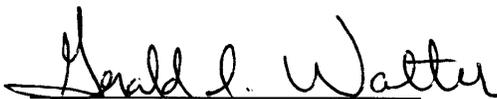
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**6. FUNDING:** Each division will fund their respective of GIS requirements for the ARNG. If for some reason a division is not able to fund their portion of GIS support any other division(s) may assist providing funding of their own. Late payment of the bill by any division will require ratification by the party(ies) involved.

**7. EFFECTIVE DATE, AMENDMENT, AND TERMINATION:**

a. This MOA is effective and activated upon the date of the last signature of the parties.

b. This MOA may be amended or modified by mutual consent of all the parties. Such amendments shall be in writing and signed by all the parties to this MOA. Upon request by any of the parties, the parties shall review this MOA to assure that it continues to reflect the appropriate understandings and procedures necessary for current needs and capabilities. This MOA will remain in effect until superseded or terminated by mutual agreement, in writing. Any party wishing to terminate this MOA will submit written notification 60 calendar days prior to the effective date of termination.



GERALD I. WALTER  
LTC, NGB  
Chief, Environmental  
Programs Division

26 AUGUST 03

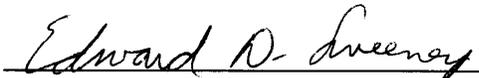
(Date)



ROOSEVELT BARFIELD  
COL, NGB  
Chief, Training Division

16 Sept 03

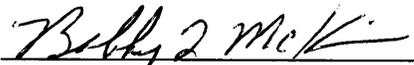
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EDWARD D. SWEENEY, P.E.  
LTC (P), NGB  
Chief, Installations Division

5 Sep 2003

(Date)



BOBBY MCKINNON  
COL, NGB  
Chief, Information  
Systems Division

24 Sep 2003

(Date)