



DEPARTMENT OF THE ARMY
US ARMY INSTALLATION MANAGEMENT COMMAND
HEADQUARTERS, US ARMY GARRISON, CARLISLE BARRACKS
46 ASHBURN DRIVE
CARLISLE, PENNSYLVANIA 17013-5062

23 May 2016

Office of the Commander

Association of Military Banks of America (AMBA)
AMBA Headquarters Office
P.O. Box 3335
Warrenton, VA 20186

Dear AMBA:

As Garrison Commander, United States Army Garrison Carlisle Barracks, I am seeking a financial institution to provide comprehensive financial services to the community on the Installation. Our Installation is comprised of Soldiers, Family Members and civilian personnel, representing a population that exceeds 1,700. In addition, we have a vibrant retiree community of approximately 15,800 which utilizes our facilities and services. Each segment of this diverse demographic mix has individual financial needs. The Department of Army (Financial Management & Comptroller) will grant final approval based upon my staff's evaluation of the proposals received and my final recommendation. If selected, your financial institution will be entering into a lease and operating agreement with the Government and must adhere to the policies outlined in the DoD Financial Management Regulation (FMR) Volume 12, Chapter 33. Recommend this guidance be reviewed prior to submission of a proposal. The DoD FMR is located at http://comptroller.defense.gov/Portals/45/documents/fmr/current/12/12_33.pdf.

The Army's decision will be based on which financial institution offers the best overall value to the Government. The attached spreadsheet will assist your organization in providing the Army with your institution's information. The criteria from all interested financial institutions will be evaluated using this criteria and a decision will be rendered. Specific items to be addressed in your proposal should, at a minimum, include; general operational information, i.e., banking services and products, hours of operation and fees structure; the availability of personal financial training within the branch's staff and an interest in partnering with the Installation Commander to setup a bank or credit union in an existing facility on the Installation. Army Garrison Carlisle Barracks will provide, if needed, a preliminary meeting with all interested parties to discuss in more detail, the requirements of becoming the Installation bank or credit union. The selected financial institution must execute an Operating Agreement with the Installation. Appendix (C) of the DoD FMR Volume 12 Chapter 33 contains a sample operating agreement.

I would appreciate receiving notice of your intent to submit a proposal not later than 15 July 2016. The final written proposals should be forwarded to the following address.

Resource Management Directorate
ATTN: Midge Hartig
314 Lovell Avenue, Suite 2
Carlisle, PA 17013

Additionally, should you have any questions, please direct your inquiries to Ms. Midge Hartig, at (717) 245-4393.

Sincerely,

A handwritten signature in black ink, appearing to read "G. Ank", written in a cursive style.

Enclosure

Greg Ank
Lieutenant Colonel, U.S. Army
Garrison Commander

II FINANCIAL SERVICES (FI) QUESTIONNAIRE

1 NAME AND ADDRESS OF FINANCIAL INSTITUTION:

3 DESCRIBE BRANCH PROPOSED STAFFING:

4 BRANCH FACILITY REQUIREMENTS: SIZE, CONNECTIVITY, ETC.:

5 BRANCH PROPOSED DAYS AND HOURS OF OPERATION:

6 DESCRIBE YOUR FUNDS GUARANTEE POLICY:

7 DATE YOUR FI WOULD BE ABLE TO BEGIN OPERATIONS:

8 DESCRIBE YOUR CHECK CLEARING PROCESS, INCLUDE THE AMOUNT OF TIME FOR A U.S. CHECK TO CLEAR YOUR SYSTEM:

9 SOCIETY for WORLD WIDE INTERBANK FINANCIAL TELECOMMUNICATION (SWIFT) CAPABILITIES/CODE:

10 DESCRIBE YOUR ATM CAPABILITIES TO INCLUDE:

FEE STRUCTURE

TIMELINE TO INSTALL ATMS

FREQUENCY OF SERVICING

VISA/MASTERCARD/AMERICAN EXPRESS CAPABILITIES

ABILITY TO INSTALL STANDALONE ATMS IN OTHER PARTS OF THE BASE

HOW MANY ATMS YOU WOULD PLAN TO INSTALL

11 WILL YOU BE ABLE TO MODIFY YOUR FIELD OF MEMBERSHIP?

12 THE ARMY MAY SEEK TO WITHDRAW LARGE VOLUMES OF US DOLLARS FROM THE ESTABLISHED FI.
DESCRIBE YOUR ABILITIES, PROCEDURES, AND FEES FOR THIS SERVICE:

13 PLEASE PROVIDE A COPY OF YOUR LATEST PUBLISHED FINANCIAL STATEMENT.

14 DESCRIBE YOUR OVERDRAFT/NSF POLICY (FEES, INTEREST RATES, ETC.)

15 DESCRIBE YOUR FINANCIAL EDUCATION AND TRAINING PROGRAMS OR CAPABILITIES

II	FINANCIAL SERVICES	SERVICE PROVIDED		FEE CHARGED	COMMENTS
		ANSWER	YES / NO	USD	
	Account Services				
	1 Minimum cost/Minimum activity accounts				
	2 Regular checking accounts				
	3 Interest bearing checking accounts				
	4 Special checking accounts				
	5 Savings accounts				
	6 Certificates of deposit				
	Customer Services				
	1 Check books				
	2 Stop payment charge				
	3 Overdraft Programs				
	4 Cashing of U.S. personal checks for account holders				
	5 Cashing of account holder checks for non account holders				
	6 Cashing of U.S. Treasury checks for non account holders				
	7 Sale of Money Orders				
	8 Cashing of Money Orders				
	9 Sale of Cashier's Checks				
	10 Cashing of Cashier's Checks				
	11 Sale of Traveler's Checks				
	12 Cashing of Traveler's Checks				
	13 Notary service				
	14 Foreign currency conversion (for example, USD to IQD)				
	Electronic Commerce				
	1 Visa/Master Debit Card Issuance				
	2 Visa/Master Credit Card Issuance				
	3 Cash advance from Visa/MasterCard				
	4 Prepaid Gift Cards				
	Loan Services				
	1 Personal				
	2 Collateral				
	3 Auto				
	New				
	Used				
	4 Real Estate				
	5 Refinances				
	6 Home Equity				
	Loans				
	Lines of Credit				
	7 Boat				
	8 Emergency/Short Term Loan Program				
	9 Other (Specify)				
	Electronic Funds Transfer (wires, ACH, etc.)				
	1 Wires				
	2 ACH				
	3 EFT				
	4 SWIFT				
<hr/> Print Name and Title, Bank Official		<hr/> Phone Number		<hr/> Email	
<hr/> Signature		<hr/> Date			