



DEPARTMENT OF THE NAVY
NAVY INFORMATION OPERATIONS COMMAND
63 HEDRICK DRIVE
SUGAR GROVE, WV 26815-5000

IN REPLY REFER TO
3082
N00/138
06 Mar 07

Association of Military Banks of America
PO Box 3335
Warrenton, VA 20188

To Whom It May Concern:

SUBJECT: REQUEST FOR AUTOMATED TELLER MACHINE SERVICES

Navy Information Operations Command, Sugar Grove is seeking the establishment of banking/credit union Automated Teller Machine (ATM) only services for the installation. The Department of the Navy (DON) will grant final approval based upon my evaluation and recommendation of any proposals received. If selected, your bank/credit union would enter into a lease and operate agreement with the Government. Additionally, your bank/credit union would be required to follow the policies outlined in the Department of Defense (DoD) Directive and the DoD Financial Management Regulation (FMR) located at <http://www.fmo.navy.mil/services/financialinstitutions.htm> on the Office of Financial Operations web site.

The DON's decision will be based on which financial institution offers the best overall value to the Government as demonstrated by the ATM service to be provided to the military and civilian employees at the installation. In evaluating the proposals, the DON will consider the following elements, all of which are important:

a. ATM Service offered

- cost
- convenience
- Networks associated with (i.e. Visa, Mastercard, Star, Honor, Quest, etc)

b. Past performance

Specific items to be addressed in your proposal of general operating information is a proposed schedule for ATM implementation; frequency of servicing ATMs; and (if any) existing locations where financial services are provided to DoD military and civilian personnel. Any other information that you desire to be considered may also be addressed in your proposal.

Additionally, the selected financial institution must execute an operating agreement with the installation. The attached Department of the Navy Financial Institution Questionnaire contains elements that are a part of that operating agreement.

Your proposal should be forwarded by 30 March 2007 to Commanding Officer, NIOC Sugar Grove, 63 Hedrick Drive, Sugar Grove, WV 26815. Additionally, any questions should be directed to LCDR Bob Chesser. He may be contacted at (304) 249-6301 or by e-mail at robert.chesser@navy.mil.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. D. BOOGREN', written over the typed name.

J. D. BOOGREN
Commanding Officer

DEPARTMENT OF THE NAVY
FINANCIAL INSTITUTION QUESTIONNAIRE

Banks and Credit Unions, unless otherwise specifically addressed, will be referred to as Financial Institutions (FI). FIs operating an office on a Navy and Marine Corps installation are required to comply with the Department of Defense (DoD) Directive 1000.11 and DoD Financial Management Regulation 7000.14 and subsequent modifications thereto.

I. BACKGROUND AND GENERAL OPERATING INFORMATION:

1. Name and address of the FI.
2. Existing locations where your FI provides services on Department of Defense Installations.

II. PROCESSING FEES

At a minimum, please provide your proposed ATM processing fees.

III. ADDITIONAL INFORMATION:

Please provide additional information that you wish the Command to consider, such as past performance, when the FI would be able to start operations, and any other regulatory issues that may need to be addressed.