

**Department of Energy (DOE) Policies on Accepting  
Other Federal Agency Funds For Interagency Acquisitions<sup>1</sup>**

October 6, 2005

1. Federal Acquisition Regulation (FAR)

*(Current through FAC 2001-19 (1 January 2004) which is the last time Section 17.000 changed.)*

17.504 -- Ordering Procedures.

(a) Before placing an Economy Act order for supplies or services with another Government agency, the requesting agency shall make the D & F required in 17.503. The servicing agency may require a copy of the D & F to be furnished with the order.

(b) The order may be placed on any form or document that is acceptable to both agencies. The order should include --

- (1) A description of the supplies or services required;
- (2) Delivery requirements;
- (3) A funds citation;
- (4) A payment provision (see 17.505); and
- (5) Acquisition authority as may be appropriate (see 17.504(d)).

*(Note: This FAR 17.504(b)(5) provision is used when an interagency acquisition requires the servicing agency [i.e., sponsor agency] to award a contract.)*

(c) The requesting and servicing agencies should agree to procedures for the resolution of disagreements that may arise under interagency acquisitions, including, in appropriate circumstances, the use of a third-party forum. If a third party is proposed, consent of the third party should be obtained in writing.

(d) When an interagency acquisition requires the servicing agency to award a contract, the following procedures also apply:

(1) If a justification and approval or a D & F (other than the requesting agency's D & F required in 17.503) is required by law or regulation, the servicing agency shall execute and issue the justification and approval or D & F. The requesting agency shall furnish the servicing agency any information needed to make the justification and approval or D & F.

(2) The requesting agency shall also be responsible for furnishing other assistance that may be necessary, such as providing information or special contract terms needed to comply with any condition or limitation applicable to the funds of the requesting agency.

(3) The servicing agency is responsible for compliance with all other legal or regulatory requirements applicable to the contract, including

(i) having adequate statutory authority for the contractual action, and

(ii) complying fully with the competition requirements of Part 6 (see 6.002). However, if the servicing agency is not subject to the Federal Acquisition Regulation, the requesting agency shall verify that contracts utilized to meet its requirements contain provisions protecting the Government from inappropriate charges (for example, provisions

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mandated for FAR agencies by Part 31), and that adequate contract administration will be provided.

(e) Non-sponsoring Federal agencies may use a Federally Funded Research and Development Center (FFRDC) only if the terms of the FFRDC's sponsoring agreement permit work from other than a sponsoring agency. Work placed with the FFRDC is subject to the acceptance by the sponsor and must fall within the purpose, mission, general scope of effort, or special competency of the FFRDC. (See 35.017; see also 6.302 for procedures to follow where using other than full and open competition.) The non-sponsoring agency shall provide to the sponsoring agency necessary documentation that the requested work would not place the FFRDC in direct competition with domestic private industry.

(Note: DOE contract # DE-AC05-00OR22725 for management and operation of the Oak Ridge National Laboratory has this authorization in Section C (Statement of Work), subsection 2e(3) Other Services.)

## 2. DOE Requirements

- 2.1 Appropriation funds cite certified by an appropriate agency official with funding document number as part of a reimbursable work order.
- 2.2 A statement indicating when the funds must be obligated by.
- 2.3 A statement indicating the appropriated funds expiration date.
- 2.4 Sample Statement from a Federal Agency ("legal authority and no direct competition with U.S. private sector").
- 2.5 Statement of Work (SOW) or Research Proposal (RP) indicating what needs to be done.
- 2.6 Name, address, and telephone number of requesting agency financial contact.
- 2.7 Requesting agency billing address.
- 2.8 The customer agency location code (ALC) must be on all funding authorizations.

(Note: DOE is unable to accept direct cite funds.)

## 3. Funding Documents That DOE Will Accept

DOE does not impose the use of a specific DOE or a particular standard government form so as not to impede the requesting agency from asking for services. To enhance government efficiency, DOE will accept for obligation purposes any funding document that the sponsoring agency may desire to use as long as the information in paragraph 2 is provided.

Some examples of acceptable funding documents are:<sup>2</sup>

- 3.1 Agency Letterhead
- 3.2 SF 26, Award/Contract (also SF 30, Amendment of Solicitation/Modification of Contract, when used to modify the SF 26)
- 3.3 SF 1034, Public Voucher for Purchase and Service Other than Personal Services

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<sup>2</sup> Form definitions are: SF = Standard Form; DD = Department of Defense; AF = Air Force; NAVCOMPT = Navy Comptroller; DA = Department of the Army; DNA = Defense Nuclear Agency; PHS = Public Health Service; DOT = Department of Transportation; NRC = Nuclear Regulatory Commission; NSA = National Security Agency; DARPA = Defense Advanced Research Projects Agency; TDF = Treasury Department Form.

- 3.4 DD 1144, Inter-Service/Interdepartmental Support Agreement
- 3.5 DD 1155, Order for Supplies or Services
- 3.6 AF Form 185, Reimbursable Order
- 3.7 NAVCOMPT 2275, Order for Work and Services
- 3.8 DA 3953, Purchase Request and Commitment Form
- 3.9 DD 448, Military Interdepartmental Purchase Request (MIPR)
- 3.10 PHS 5152-5, Notice of Grant Award
- 3.11 DOT F 2300.1, Department of Transportation Reimbursable Agreement
- 3.12 NRC 173, Standard Order for DOE Work
- 3.13 DNA IACRO, Inter-Agency Cost Reimbursement Order
- 3.14 NSA ORM B5549, Universal Order Form
- 3.15 DARPA 26F, Award/Contract
- 3.16 TDF 35, Department of Treasury Form Agreement for Reimbursable Services

4. Financial Policy.

DOE will account for and control funds by individual funding document unless specific written instructions to the contrary are received from a certifying official of the other federal agency. Multiple funding documents for the same scope of work under this agreement will be fully costed on a first-in, first-out basis utilizing cost transfers if authorized.

5. References

- 5.1 Federal Acquisition Regulation Section 17.500.
- 5.2 DOE Order 481.1B Non-DOE Funded Work (Work For Others) dated 09/28/2001.
- 5.3 DOE Accounting Handbook, Paragraph 2 (Reimbursable Work) of Chapter 13 (Reimbursable Work, Revenues, And Other Collections).