

**HOW TO SEND FEDERAL AGENCY FUNDS
TO THE DEPARTMENT OF ENERGY (DOE) IN OAK RIDGE TENNESSEE ¹
FISCAL YEAR (FY) 2008 INFORMATION**

As of October 3, 2007

In the spirit of U.S. Government business streamlining practices, **DOE does not require a formal, high level agreement to conduct work between DOE and another federal agency.** If the Requesting Federal Agency feels a formal Memorandum of Understanding (MOU) between the Requesting Federal Agency and DOE Oak Ridge Office (DOE-ORO) is needed, that can be executed. However, DOE-ORO does have a preferred model of an MOU. This MOU model can be furnished to any requestor.

DOE-ORO will accept funds from other federal agencies up to approximately 6:00 p.m., EDT, September 29, 2008 from FY 2008 appropriations--**time and date subject to change.**

Funding documents from federal agencies for Oak Ridge National Laboratory (ORNL) research and technical assistance need to be sent to:

Ms. Teresa R. Hope
Work For Others Coordinator
Department of Energy, Oak Ridge Office
P.O. Box 2001, M-6
Oak Ridge, Tennessee 37831-M6

Email hopetr@oro.doe.gov
Phone (865) 576-0646
Fax (865) 576-2554

Electronic submissions are preferred.

As part of the federal agency funding document, there needs to be the following

- a certified fund cite (i.e., signed by a finance officer)
- technical point of contact
- where the bill needs to be sent to
- appropriation obligation expiration date
- a statement of work

The federal agency must include its agency location code (ALC) on all funding authorizations forwarded to DOE.

DOE furnishes detailed administrative instructions for interagency acquisitions as one component of the DOE package sent to the federal sponsor. The DOE package consists of a DOE transmittal letter, the DOE-approved SOW, and the Administrative Instructions. Normally this package answers most of the sponsor's questions or concerns. Additionally, this statement or equivalent needs to come from the federal sponsor. It can be on a cover letter or as part of the funding document itself.

¹ Prepared by Mr. David W. Bradford, (865) 574-9798, email: bradforddw@ornl.gov.

Sample Statement from a Federal Agency
(Not Department of Homeland Security)

This agreement is entered into pursuant to the authority of the Economy Act of 1932, as amended (31 U.S.C. 1535) [or other statutory authority references], and adheres to Federal Acquisition Regulation (FAR) 6.002. To the best of our knowledge, the work requested will not place the DOE and its contractor in direct competition with the domestic private sector. The (enter name of requesting federal agency) recognizes that this work will be performed in accordance with the Work for Others Administrative Instructions attached to DOE Proposal Number # (cite proposal number).

For the "[or other statutory references]", the Requesting Federal Agency may enter one of their statutory citations to do the work instead of 31 USC 1535. If, for example, the Requesting Federal Agency was the Defense Advanced Research Projects Agency (DARPA), DARPA could use any of these citations: 10 USC 129b, 10 USC 2358, 10 USC 2373, 10 USC 2511, 10 USC 2901 (SERDP only). Every federal agency has specific reimbursable statutory authority granted to it by the U.S. Congress either in the agency's originating statutory language or subsequent statutes. The Requesting Federal Agency will have appropriate citations also. All federal agencies can use the Economy Act. Continuing to use DARPA as an example, the first sentence would read, "*This agreement is entered into pursuant to the authority of 10 USC 2373(d) and adheres to Federal Acquisition Regulation (FAR) 6.002.*"

If your organization is an organic part of the Department of Homeland Security, please use the following sample statement:

Sample Statement from Department of Homeland Security (DHS) Agency

This agreement is entered into pursuant to the authority of Section 309 of the Homeland Security Act of 2002, Public Law 107-296 (6 USC 189). The (enter name of requesting DHS agency) recognizes that this work will be performed in accordance with the Work for Others Administrative Instructions attached to DOE Proposal Number # (cite proposal number)

If a Requesting Federal Agency funding document arrives without an existing corresponding DOE-ORO internal Programmatic Approval and mutually-agreeable statement of work (SOW), then DOE-ORO will hold the funds (not obligate them) until there is a DOE Programmatic Approval and SOW in place. At that point, DOE-ORO will totally obligate the funds. Amendments to the DOE approval and SOW can be done quickly and efficiently to meet the Requesting Federal Agency's new or revised priorities.