

**HOW TO SEND FEDERAL AGENCY FUNDS
TO THE DEPARTMENT OF ENERGY OAK RIDGE OFFICE (DOE-ORO)¹
FISCAL YEAR (FY) 2012 INFORMATION
As of October 19, 2011**

Essential Data for a Reimbursable Interagency Acquisition (IA)

DOE requires the following minimum documentation from a requesting federal agency to execute an IA:

1. Certified funding document identifying the appropriation fund citation and with a period of performance (see IA Funding Document Requirements [Part B]);
2. Statement of Work;
3. Non-competition statement with the US private sector;
4. Other documents that may be required to meet supplementary statutory or regulatory requirement (e.g., special reporting requirements, administrative limitations on use of funds, foreign travel restrictions, etc.)

DOE-ORO will accept reimbursable funds (not direct cited) from other federal agencies up to 12:00 p.m. (noon), EDT, September 28, 2012 for obligating FY 2012 appropriations--time and date subject to change.

Overview

Oak Ridge National Laboratory (ORNL) is a Department of Energy (DOE) National Laboratory and a Federally Funded Research and Development Center (FFRDC) that is managed and operated by UT-Battelle, LLC. All work will be performed in accordance with the DOE, and UT-Battelle, LLC, Management and Operating (M&O) Contract No. DE-AC05-00OR22725. All such work shall be on a full cost recovery basis. Appropriations law necessitates that DOE or its M&O contractor perform this work on a best effort basis; however, DOE values other agencies' business and evaluates the M&O contractor on cost, schedule, and customer satisfaction.

ORNL will forward for Department of Energy Oak Ridge Office (DOE-ORO) review and approval by a DOE contracting officer, the previously negotiated research proposal or statement of work between the technical point of contact from the requesting federal agency and the ORNL researcher. Once approved by DOE-ORO, a notification will be sent from DOE-ORO to the requesting federal agency indicating DOE official authorization to conduct the reimbursable work and outlining the administrative steps to initiate the program. The DOE-ORO package consists of a DOE transmittal letter, the DOE-approved SOW, and the Administrative Instructions. The requirements on Intragovernmental Business Rules directed by the Office of Management and Budget Memorandum, dated November 13, 2006, are also included in the DOE

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

Administrative Instructions. Normally this package answers most of the sponsor's questions or concerns.

The DOE-ORO will separately negotiate an interagency acquisition (IA) with a requesting federal agency. The IA will be consistent with the June 2008 Office of Management and Budget (OMB) guidance on “*Improving the Management and Use of Interagency Acquisitions.*” Based on the OMB policy, there will be a Part A (the IA document) and a Part B (funding document) plus other supporting documents (such as a Determination and Findings from the requesting federal agency to DOE) as needed. This package will constitute the required information set needed to establish and conduct the IA between the requesting federal agency and DOE-ORO.

DOE Point of Contact for Federal Reimbursable Funding Actions

Funding documents from federal agencies for ORNL research and technical assistance must be sent to:

Ms. Teresa R. Hope
Contracting Officer, Work for Others Office
Department of Energy
Oak Ridge Office, MS M-6.1
Post Office Box 2001
Oak Ridge, Tennessee 37831
Phone: (865) 576-0646
Fax: (865) 576-2554
Email: hopetr@oro.doe.gov

Electronic submissions are preferred.

IA Document Requirement (Part A) - Civilian Federal Agency

This declaratory statement or equivalent needs to come from the requesting federal agency. It can be on a cover letter or as part of the funding document itself.

Sample Statement from a Civilian Federal Agency

*This agreement for DOE Proposal Number ****Proposal Number**** is entered into pursuant to the authority of the Economy Act of 1932, as amended (31 USC § 1535) [or cite here another statutory reference] and adheres to Federal Acquisition Regulation 6.002. To the best of our knowledge the work requested will not place DOE and its contractor in direct competition with the domestic private sector.*

For the phrase “(or cite here another statutory references)”, the requesting federal agency may enter one of their statutory or regulatory citations to do the work instead of 31 USC 1535. Every US federal agency or federal instrumentality has specific reimbursable statutory authority granted to it by the U.S. Congress either in the agency’s originating statutory language or subsequent statutes. All federal agencies and federal instrumentalities (e.g., government corporations such as Tennessee Valley Authority) can use the Economy Act as the statutory basis for the reimbursable work.

IA Document Requirements (Part A) - Department of Homeland Security

Follow the Interagency Acquisition Document Requirements shown above. 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 for DOE Proposal Number **Proposal Number** is entered into pursuant to the authority of Section 309 of the Homeland Security Act of 2002, Public Law 107-296 (6 USC 189).*

IA Document Requirements (Part A) - Department of Defense

The Memorandum of Agreement (MOA) between DOD and DOE governing DOD-funded work performed at the DOE laboratories and facilities defines the working relationship between DOD and DOE for the conduct of work undertaken in support of and directly funded by the DOD under the DOE Work for Others (WFO) program. All work in support of and directly funded by the DOD under the DOE WFO program, will be administered in accordance with the signed MOA, dated September 16, 2010, between the departments. An ORNL research proposal is consistent with that DOD/DOE MOA.

The DOD and DOE Interagency Agreement (IA) Part A (General Terms & Conditions) dated December 15, 2010, will serve as Part A for Interagency Agreements between the DOD and the DOE in accordance with and in support of the guidance issued by the Office of Federal Procurement Policy (OFPP) (June 2008) as endorsed by the DOD in October 2008. DOD and DOE have concluded that by using this Part A for individual WFO agreements OFPP Part A guidance requirements have been satisfied. Using this Part A ensures DOD and DOE have established the necessary framework for entering into Interagency Agreements under DOE’s WFO program. DOE requires that this executed Interagency Agreement Part A document be referenced in each Part B or alternative funding document.

*This agreement for DOE Proposal Number ****Proposal Number**** is entered into pursuant to the authority of the Economy Act of 1932, as amended, 31 USC § 1535, and adheres to Federal Acquisition Regulation (FAR) 6.002. To the best of our knowledge, the work requested will not place DOE and its contractor in direct competition with the domestic private sector.*

The DOD entity requesting support from DOE-ORO is required by the DOD/DOE MOA on WFO to furnish the approved DOD Economy Act determination and findings (D&F) as part of its overall part B funding package.

IA Funding Document Requirements (Part B)

As part of the required information supplied on the federal agency funding document, please furnish 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 DOE Obligating Number (i.e., the sponsor's agreement number [interagency agreement number], funding document number, MIPR number, etc.) shall serve as the common agreement number required by FMS Bulletin no. 2000-03. The IA should specify information including:

- Agency Location Code (ALC)
- Treasury Account Symbol (TAS)
- Business Event Type Code (BETC)
- Business Partner Network (BPN) number, and
- Contracting and Accounting Points of Contact

DOE Obligation of Requesting Federal Agency's Funds

When a DOE contracting officer countersigns the funding document of the requesting federal agency, the funds are 100% obligated and placed in the ORNL financial plan for project execution.

If a requesting federal agency funding document arrives at DOE-ORO 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 and place the funds in the ORNL Financial Plan.