

**HOW TO SEND FEDERAL AGENCY FUNDS
TO THE DEPARTMENT OF ENERGY (DOE) IN OAK RIDGE TENNESSEE ¹
FISCAL YEAR (FY) 2010 INFORMATION**

As of October 2, 2009

Overview

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. DOE-ORO does have a preferred model of an MOU. This MOU model can be furnished to any requestor.

DOE-ORO will also separately negotiate an interagency acquisition (IA) form with a requesting federal agency.

All work will be done on a full cost recovery basis in accordance with US fiscal law requirements. DOE-ORO will accept reimbursable funds (not direct cited) from other federal agencies to approximately 6:00 p.m., EDT, September 29, 2010 for obligating FY 2010 appropriations---**time and date subject to change.**

DOE Point of Contact for Federal Reimbursable Funding Actions

Funding documents from federal agencies for Oak Ridge National Laboratory (ORNL) research and technical assistance must 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.

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

IA Document Requirements

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. 2007-03. 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 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. 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 Administrative Instructions. Normally this package answers most of the sponsor's questions or concerns.

Additionally, this 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 Federal Agency (Not Department of Homeland Security)

*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 citations to do the work instead of 31 USC 1535. If, for example, the requesting federal agency is the Defense Advanced Research Projects Agency (DARPA), then DARPA could use any of these citations: 10 USC 129b, 10 USC 2358, 10 USC 2373, or 10 USC 2511. 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.*”

Department of Homeland Security Requirements

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 substitute 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).*

DOE Obligation Requirement

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.

Amendments to the DOE approval and SOW can be done quickly and efficiently to meet the requesting federal agency’s new or revised priorities.