



Transfer To: **United States Department of the Interior**



FISH AND WILDLIFE SERVICE
Division of Contracting and Facilities
Management
Arlington, VA 22203

Memorandum

APR 15 2003

To: Service Directorate
Acting
From: Director *Marshall D. Jones*
Subject: Interim Service Policy on Intragovernmental Transactions
(Response Due: April 30, 2003)

A key focus of the President's Management Agenda is improving agency financial operations to obtain unqualified audit opinions throughout the Federal Government. One common Governmentwide initiative to meet this goal is to streamline and improve the process and management of intragovernmental agreements and transactions, such as reimbursable agreements and payments for items or services such as space, printing, aircraft safety, etc., provided by other governmental entities. We have had traditional rental agreements with the GSA for space for years. We also enter into contract agreements with the GPO for printing services such as the CFR, Federal Register, brochures, etc. Some of the weaknesses of the current process that were identified by auditors include:

- Responsibilities for managing individual intragovernmental agreements are not clearly outlined in the agreements;
- Program officials are not accurately recording charges to intragovernmental accounts in a timely manner; and,
- Invoices for services are not issued and paid promptly.

The Office of Management and Budget (OMB) issued guidance effective on January 1, 2003, which mandates increased standardization across Government agencies, including required data elements and processes as key steps in improving management of these agreements. While the Department completes its review and develops implementing instructions, we are issuing the attached guidelines to ensure our continued good business relationships with other agencies and to meet OMB deadlines. Compliance with the new guidelines is critical to ensure timely processing of these agreements.

Attached is the Interim Service Policy on Intragovernmental Transactions. For your convenience, key changes to this process are highlighted in bold text. Early implementation of these changes is encouraged, but all offices must comply by June 1, 2003. Furthermore, all Assistant Directors and Regional Directors should appoint one contact person from their organization or Region who will work with the Washington Office as we implement these changes. Please e-mail by April 30, 2003, the name and phone number of your designated

contact person to Rebecca Ferguson, Washington Office Division of Contracting and Facilities Management (CFM) at Rebecca_Ferguson@fws.gov.

Questions about financial issues discussed in the attached interim policy should be directed to Cathy March, Washington Office Division of Financial Management, at Cathy_March@fws.gov. Contracting-related questions should be directed to Rebecca Ferguson in CFM.

Attachments

Interim Service Policy on Intragovernmental Transactions

Effective June 1, 2003

In an attempt to improve the elimination process (i.e., reconciling business transactions between Federal agencies), the Office of Management and Budget (OMB) issued Memoranda 03-01, *Business Rules on Intragovernmental Transactions*, on October 4, 2002. The memorandum establishes new criteria that mandate standardized data elements and business rules for transactions between Federal Government agencies. Agencies that do not use these business rules a) may not be able to process their agreements in a timely manner or not at all and; b) may have internal control weaknesses or noncompliance issues identified from their annual financial audits. Some of the significant changes in this new policy include:

- **Limited authority only to Contracting Officers to enter into intragovernmental agreements when the Service is the buyer,**
- **The use of standard order/agreement numbers, and**
- **Implementation of the Dun and Bradstreet Universal Numbering System (DUNS) as the unique business location code identifier for Service organizational entities.**

The use of these business rules incorporates the President's vision of an electronic government. OMB will ultimately use the established business rules to develop an electronic commerce portal that will enable the exchange of acquisition and payment data to execute intragovernmental transactions. Therefore, the Service expects further guidance and policy on implementing the intragovernmental business rules from OMB and the Department. In the interim, the Service is establishing this policy on intragovernmental transactions. Additionally, the information and attachments referenced in this memorandum are available on the Service Internal Internet (SII) at http://sii.fws.gov/r9cgs/Gov_trans.htm.

I. Applicability

The interim Service-wide policy will be effective June 1, 2003, and applies to all newly executed intragovernmental transactions at any dollar value, which includes reimbursable agreements, inter-agency agreements, and intra-agency agreements. Exceptions to this interim policy are acquisitions from other Federal entities through the use of the purchase card, requirements involving national emergencies, and for national security considerations. Please note that these rules do NOT apply to reimbursable agreements and transactions with non-Federal entities, such as State and local governments and private entities. Furthermore, this policy is not retroactive. Therefore, intragovernmental transactions and agreements executed before June 1, 2003, are not subject to this interim policy. When the time arrives for annual renewal of funding for existing agreements, a new agreement that complies with the guidance in this policy should be executed rather than issuing modifications to existing agreements.

This interim policy is in addition to the U.S. Fish and Wildlife Service Manual 267 FW 1, Reimbursable Agreements - Policies and Procedures and 301 FW 5, Procurement Procedures. In cases where this policy conflicts with 267 FW 1 and 301 FW 5, this policy supercedes it.

II. Authorized Individuals to Enter into Intragovernmental Transactions

When the Service is the buying agency – Authority to enter into intragovernmental transactions is **limited only to Level III and Level IV warranted Contracting Officers** (See the DOI Contracting Officers Warrant System Manual which can be found at <http://www.doi.gov/pam/cows.html>). This authority cannot be re-delegated and supersedes the authority established in the above noted chapters. Level III and Level IV warranted Contracting Officers are located in Regional Contracting and General Service (CGS) offices and the Washington Division of Contracting and Facilities Management (CFM) office. All new intragovernmental transactions where the Service is the buying agency will need to be sent to the servicing Regional CGS office or Washington CFM office.

When the Service is the selling agency – Authority to enter into intragovernmental transactions when the Service is the selling agency is unaltered from the authority established in the Service's Manual Chapter 267 FW 1 – Reimbursable Agreements. The existing policy states that members of the Service Directorate may approve reimbursable agreements with Federal agencies and State, local, and tribal governments for activities within their assigned areas of responsibilities. They may delegate this authority to lower levels of their organizations, but no lower than Deputy Assistant Directors for the Washington Office and Assistant Regional Directors for the Regional Offices. Regions should establish control points

III. Standard Intragovernmental Order/Agreement Numbers

All transactions require an assigned order number from both buying and selling agencies. The Service assigned numbers will be in accordance with the format established in the April 17, 1998, Division of Contracting and General Services Policy Memorandum 98-11 (available at http://sii.fws.gov/r9cgs/Gov_trans.htm).

The Service must also capture the agreement number of the other agency with which we are doing business. When the Service is the selling agency, the other agency's agreement number will be used as the primary number for reference and administrative purposes. For these reimbursable transactions, Program Officers should obtain the other agency's agreement number.

IV. Unique Business Location Code Identifier

The Dun & Bradstreet Universal Numbering System (DUNS) is being adopted Government-wide as the unique business location code to identify Federal entities that will be selling or buying goods and services with other Federal entities. After obtaining a DUNS number, an agency must register its information in the Business Partner Network [BPN, formerly the CCR (Central Contractor Registration)]. **At a minimum, the following Service entities must have DUNS numbers and be registered in the BPN:**

- Division level for all Headquarters and Regional Offices (assignment below the Division level is not required but may be obtained at the office's discretion)
- All field offices, including all Hatcheries, Refuges, Ecological Services, and Law Enforcement locations

The service is approaching this requirement in two phases:

PHASE I:

The Washington Office will obtain DUNS numbers for all Service organizations that are currently listed in the Service's Corporate Master Table (CMT). The CMT is the official repository of Service data and is available to Service employees at <http://cmt.fws.gov>. The CMT will be modified to capture Service DUNS numbers. The Washington Office is responsible for the initial DUNS data entry to the CMT.

PHASE II:

Hereafter, each Service organization will be responsible for ensuring the accuracy of its CMT, DUNS and BPN data.

CMT: All new requests to the Division of Financial Management for new organization codes and/or organization names must include the associated DUNS number (see below for how to obtain a new DUNS number) and will subsequently be added to the CMT by the Division of Financial Management. Any changes or updates to an organization's CMT information should also include a DUNS number, as appropriate.

DUNS: All new organization code requests submitted to the Division of Financial Management must contain a DUNS number. The organization can obtain a DUNS number via an e-mail to Dee Marie Davis, Dun and Bradstreet, Linkage Process Coordinator at davisdee@dnb.com. The request should utilize the CMT data standards for Organization Name (available on-line at http://www.fws.gov/stand/standards/de_orname.html). Dee Marie Davis can also make updates to an organization's DUNS data as necessary (i.e., change of mailing address, physical location, etc.). Requests for changes should be made via e-mail and should always be in accord with the CMT data standards. Any relevant changes made to DUNS information should also be made in the CMT. Additionally, a document with frequently asked questions about this process will be issued at a later date.

BPN: The Washington Office is still working out the details regarding the BPN. It is anticipated that the Service will rely on Regional contacts to be responsible for facilitating the BPN input for their region.

V. Intragovernmental Agreement Forms

A new agreement form that includes all required data elements is provided as Attachment A and may be used for all intragovernmental transactions. An intragovernmental agreement modification form is also included as Attachment A-1. In some cases, the other agency may dictate the use of their agreement form. This is acceptable as long as it contains the required elements established in the OMB memorandum. The following are the key critical elements:

1. The Service intragovernmental agreement number
2. The Service location DUNS number and organization code
3. Other agency's location DUNS number
4. Other agency's obligating document number/agreement number
5. Point of Contact with phone number and e-mail address for buying and selling agency
6. Appropriation data for the account that will fund the work

Additionally, the Service has provided a checklist (Attachment A-2) as an aid to ensure accurate submission of all the essential elements of an intragovernmental agreement transaction.

Consistent with current policy (267 FW 1), the Service will continue to use the Reimbursable Agreement Data Form, FWS Form 3-2058 (which can be found at <http://forms.fws.gov/3-2058.pdf>) for all reimbursable agreements (i.e., when the Service is the selling agency).

VI. Intragovernmental Agreement Processing

When the Service is the buying agency - Program offices should prepare and submit a complete package to their servicing Regional CGS office or Washington CFM office. A complete package includes: 1) an acquisition request and 2) a draft Intragovernmental Agreement Form (Attachment A) and 3) necessary supporting documentation. Contracting and General Services Offices will enter agreement data into the Interior Department's Electronic Acquisition System – Procurement Desktop (IDEAS-PD) interagency agreement input screen in order to process Service obligations into the Federal Financial System (FFS) and through the electronic commerce process. The official agreement will remain in the CGS office with distribution to the Program Office.

When the Service is the selling agency – The policy established in the Service Manual Chapter, 267 FW 1 will remain in effect. Individuals from both Federal entities must be authorized to enter into agreements for the agency. Within 30 days of any financial obligation, the Program Office will be responsible for submitting the signed agreement along with a Reimbursable Agreement Data Form (FWS Form 3-2058), through the servicing Regional Finance Office to the Cost Accounting Section, Denver Operations, Division of Financial Management (as specified in section V).

According to the terms of the agreement, Denver Operations will initiate the billing process through Treasury's Intragovernmental Payment and Collection (IPAC) system. The IPAC billing document (either electronic or hard copy) will include the required data elements. Failure to include the required items in the agreement could result in delayed processing of the reimbursable agreement and impact the "90-Day Rule." Any agreement that is not finalized at the Division of Financial Management - Denver Operations within ninety (90) days of the first obligation will be restricted to stop all future spending against the project. If a project is to continue, obligations must be shifted to a legally available direct funding source.

VII. Advance Payments to Federal Entities

The Service cannot pay an advance to another Federal agency or receive an advance payment from another Federal agency. The only exceptions to this policy are 1) for orders for goods exceeding \$1 million (advance may not exceed fifty percent of the agreement amount); 2) for advance payments paid before January 1, 2003, not requiring status reports (If the agreement requires status or progress reports, the advance must be liquidated.); or 3) for advance payments required by law. The Regional Chief Financial Officer must approve any exceptions to this policy. Exceptions to this policy will be monitored using the FFS report FW72401 – Outstanding Advances From Others.

VIII. FFS Vendor Codes

For obligations and the referencing payments made to intragovernmental transactions after June 1, 2003, the 9-digit DUNS number of the federal vendor or customer must be used as the vendor code within FFS. If the DUNS number is not in the FFS VEND table, the DUNS number may be added through a vendor request form (Attachment B) to the National Business Center (NBC). In the future, the DUNS number will be added through the IDEAS-PD interface for obligations.

Payments that reference obligations made before June 1, 2003 are not required to use the DUNS number within FFS.

Attachment A: Intragovernmental Agreement Form
Attachment A-1: Intragovernmental Agreement Modification Form
Attachment A-2: Intragovernmental Agreement Checklist
Attachment B: NBC Vendor Request Form

**U.S. FISH & WILDLIFE SERVICE
INTRAGOVERNMENTAL AGREEMENT FORM**

ATTACHMENT A

 <p>U.S. Department of the Interior U.S. Fish & Wildlife Service</p>	1. FWS AGREEMENT #:	
	2. OTHER AGENCY AGREEMENT #:	
	3. TOTAL AGREEMENT AMOUNT:	
	4. EFFECTIVE DATE:	
5a. FWS ORGANIZATIONAL DATA <i>[ADDRESS, OFFICE]</i>	6a. OTHER AGENCY DATA <i>[ADDRESS, OFFICE]</i>	
5b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller	6b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller	
5c. DUNS #:	6c. DUNS #:	
5d. ALC:	6d. ALC:	
7. PROJECT TITLE:		
8. SCOPE OF WORK <i>[DETAIL THE SPECIFIC OBLIGATIONS OF EACH PARTY - USE ADDITIONAL PAGE(S) IF NECESSARY]</i>		
9. SPECIAL PROVISIONS: (1) THIS AGREEMENT MAY BE MODIFIED BY MUTUAL CONSENT OF BOTH PARTIES. (2) IT MAY BE TERMINATED BY 30-DAY PRIOR WRITTEN NOTICE BY EITHER PARTY. ALLOWABLE COSTS INCURRED THROUGH DATE OF TERMINATION SHALL BE REIMBURSED UNDER THIS AGREEMENT. <i>[INSERT ANY ADDITIONAL PROVISIONS]</i>		

**U.S. FISH & WILDLIFE SERVICE
INTRAGOVERNMENTAL AGREEMENT FORM**

ATTACHMENT A

10. FWS PROJECT OFFICER <small>[NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL]</small>	11. OTHER AGENCY PROJECT OFFICER <small>[NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL]</small>	
12. PERIOD OF PERFORMANCE: <small>[IDENTIFY PERFORMANCE PERIOD]</small>		
13. ESTIMATED PRICE/COSTS: <small>[EITHER STATE "SEE BLOCK 3" OR SPECIFY INDIVIDUAL LINE ITEMS IF APPROPRIATE]</small>		
14a. METHOD OF PAYMENT AND BILLING INSTRUCTIONS: IPAC BILLINGS ARE THE PREFERRED METHOD OF PAYMENT FOR THIS AGREEMENT. EACH BILLING WILL REFERENCE THIS AGREEMENT NUMBER, THE AGENCY LOCATION CODE (ALC), AND DUNS NUMBER.		
14b. BILLING SCHEDULE: <small>[SELECT ONE]</small> <input type="checkbox"/> MONTHLY, <input type="checkbox"/> QUARTERLY, <input type="checkbox"/> SEMI-ANNUALLY, <input type="checkbox"/> OTHER <small>[SPECIFY]</small>		
14c. FWS BILLING CONTACT <small>[NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL]</small> <small>*IF NOT SPECIFIED, CONTACT THE COST ACCOUNTING SECTION, DENVER FINANCE CENTER AT (303) 984-6800 OR THE APPROPRIATE REGIONAL FINANCE OFFICE.</small>	14d. OTHER AGENCY BILLING CONTACT <small>[IF DIFFERENT THAN BOX 19A, PROVIDE: NAME, OFFICE, ADDRESS, PHONE, FAX, E-MAIL]</small>	
15. CAPITALIZED ASSET(S) INCLUDED IN ORDER: WILL THE ITEM(S) PURCHASED BE CAPITALIZED BY THE ORDERING AGENCY IN ACCORDANCE WITH THEIR POLICY AND RECORDED AS AN ASSET IN THEIR FINANCIAL SYSTEM? <div style="text-align: center;"> <input type="checkbox"/> YES <input type="checkbox"/> NO </div>		
16. ACCOUNTING DATA: <small>[ENTER COMPLETE ACCOUNTING DATA INCLUDING BUYER AND SELLER APPROPRIATION NUMBER, FY, ORG. CODE, BOC, AND PROJECT DATA]</small>		
17. AUTHORITY: <small>[CITE APPLICABLE AUTHORITY TO ENTER INTO THIS AGREEMENT; I.E. ECONOMY ACT OF 1932 (31 USC 1535)]</small>		
18a. CONTRACTING OFFICER FOR FWS <small>[NAME, REGION, ADDRESS, PHONE, FAX, E-MAIL]</small>	18b. CONTRACTING OFFICER SIGNATURE	18c. DATE
19a. AUTHORIZING OFFICIAL FOR OTHER AGENCY <small>[NAME, TITLE, ADDRESS, PHONE, FAX, E-MAIL]</small>	19b. AUTHORIZING OFFICIAL SIGNATURE	19c. DATE

**U.S. FISH & WILDLIFE SERVICE
INTRAGOVERNMENTAL AGREEMENT MODIFICATION FORM**

ATTACHMENT A-1

 <p>U.S. Department of the Interior U.S. Fish & Wildlife Service</p>	1. FWS AGREEMENT #:		
	2. OTHER AGENCY AGREEMENT #:		
	3. MODIFICATION #:		
	4. TOTAL MODIFICATION AMOUNT:		
	5. EFFECTIVE DATE:		
6a. FWS ORGANIZATIONAL DATA <small>[ADDRESS, OFFICE]</small>		7a. OTHER AGENCY DATA <small>[ADDRESS, OFFICE]</small>	
6b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller		7b. Select One: <input type="checkbox"/> Buyer <input type="checkbox"/> Seller	
6c. DUNS #:		7c. DUNS #:	
6d. ALC:		7d. ALC:	
8. DESCRIPTION OF MODIFICATION <small>[USE ADDITIONAL PAGE(S) IF NECESSARY]</small>			
9. ACCOUNTING DATA: <small>[ENTER COMPLETE ACCOUNTING DATA INCLUDING BUYER AND SELLER APPROPRIATION NUMBER, FY, ORG. CODE, BOC, AND PROJECT DATA]</small>			
10. AUTHORITY: <small>[SPECIFY THE TYPE OF MODIFICATION AND AUTHORITY]</small>			
11a. CONTRACTING OFFICER FOR FWS <small>[NAME, REGION, ADDRESS, PHONE, FAX, E-MAIL]</small>		11b. CONTRACTING OFFICER SIGNATURE	11c. DATE
12a. AUTHORIZING OFFICIAL FOR OTHER AGENCY <small>[NAME, TITLE, ADDRESS, PHONE, FAX, E-MAIL]</small>		12b. AUTHORIZING OFFICIAL SIGNATURE	12c. DATE

U.S. Fish and Wildlife
Checklist for Intragovernmental Agreements

Attachment A-2

Note: Before signing off on any intragovernmental agreement it should be verified that the following information is contained in the document by "initialing" or marking "N/A".

Elements of the Agreement	Initial	Comments
<u>FWS Organizational Data</u>		
Office, Region, Address	Block 5a	
DUNS Number	Block 5c	
Agency Location Code (ALC)	Block 5d	
FWS Billing Contact (name, region, address, phone, FAX, e-mail)	Block 14c	
FWS Contracting Officer (name, region, address, phone, FAX, e-mail)	Block 18a	
FWS Contracting Officer Signature & Date	Blocks 18b & 18c	
<u>Other Agency Data</u>		
Name of Organization	Block 6a	
Office, Address	Block 6a	
DUNS Number	Block 6c	
Agency Location Code (ALC)	Block 6d	
Other Agency Billing Contact (name, address, phone, FAX, e-mail)	Block 14d	
Authorizing Official for Other Agency (name, title, address, phone, FAX, e-mail)	Block 19a	
Authorizing Official for Other Agency Signature & Date	Blocks 19b & 19c	
<u>Project Information</u>		
Project Title	Block 7	
FWS Project Officer (name, region, address, phone, FAX, e-mail)	Block 10	
Other Agency Project Officer (name, address, phone, FAX, e-mail)	Block 11	
Scope of Work (SOW): Consider whether the following elements need to be addressed in the SOW *Description of work *Agreement deliverables *Authority to publish *Equipment requirements or restrictions *Multiple tasks (provide start and end date for each task)	Block 8	
Special Provisions	Block 9	
<u>Period of Performance</u>		
Start and End Date (Note: Work cannot begin until agreement is signed by all parties)	Block 12	
Effective Date	Block 4	
<u>Financial Information</u>		
FWS Agreement Number	Block 1	
Other Agency Agreement Number	Block 2	
Total Amount of Agreement	Block 3	
Line Item Details (if applicable)	Block 14	
Method of Payment (i.e.; IPAC, DI-1040, SF-1080)	Block 14a	
DOD Agreements - All MIPR's must have following statement: For accounting purposes, this agreement is a Government Order, not a contract. Billing under this order will be accomplished via an IPAC charge issued from the FWS.		
Billing Schedule (monthly, quarterly, semi-annually, etc.)	Block 14b	
Capitalized Asset Indicator	Block 15	
Accounting Data	Block 16	
<u>Agreement Authority:</u>		
Is legal authority to enter into agreement cited?	Block 17	
<u>Supporting Documentation:</u> (Note: Copies of following documents must be filed with agreement)		
Acquisition Request		
Waiver of Service Indirect Cost		
Other Approvals (if applicable)		

Project Officer: _____
Name/Phone

_____ Date

Financial Reviewer: _____
Name/Phone

_____ Date

Note: Please Fill out Completely

U.S. Fish and Wildlife Service
 Department of the Interior
 FFS Vendor Updating Document
INTERNAL E-MAIL - NBCDENVER ,ACHForm
EXTERNAL E-MAIL - ACHFORM@NBC.GOV

Date: _____ Attention: Shawn Becker (303) 969-5881
 Deb Kanaga (303) 969-7780 x6371
 To: U.S. Fish and Wildlife Service Leanne Ahuero (303) 969-7780 x2230
 National Business Center Kathy Bellis (303) 969-5876
 Fax: (303) 969-7281

From: _____
 Fax: _____
 Phone: _____

Vend Type:

_____ (G) Federal Gov
 _____ (S) State Gov
 _____ (N) Private Sector
 _____ (E) Employee / Interns
 _____ (V) Volunteer / Invitational Travelers

Vendor #: _____
or (If already entered in FFS)
 Duns #: _____

Vendors

24 characters max per line including spaces

Vendor Name: _____

DBA: _____

(The name should be exactly as it was issued on your TIN / EIN)

TIN / EIN #: _____ **Required** or **SSN#:** _____ **Required**

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

City State Zip

1099 Vendor: Yes _____ No _____

E-Mail Address: _____

Telephone Number: _____

Employee / Volunteer / Interns

24 characters max per line including spaces

/ Invitational Travelers

Employee Name: _____

(Name should be exactly as it appears on your Social Security Card)

SSN #: _____ **Required** **Home Org Code:** _____ **Required** (5 Digits)

Address Line 1: _____

Address Line 2: _____

Address Line 3: _____

Address Line 4: _____

City State Zip

E-Mail Address: _____ Telephone Number: _____

ACH Bank Information (Required)

Financial Institution Information

Check if new: _____

Waiver Requested _____ (to follow via fax) Account Type: Checking _____ Savings _____

Bank Name: _____

Bank Address: _____

City State Zip

ACH Coordinator Name: _____

Telephone Number: _____

Bank Contact: _____

Nine Digit Routing Number: _____

Depositor Account Number: _____

Depositor Account Title: _____