

ADMINISTRATIVE INSTRUCTIONS

**For Submission of Interagency Agreements (Funding Documents)
To DOE, Pacific Northwest Site Office (PNSO)
From Other Federal Agencies for Reimbursable Work**

The following information is required by DOE prior to acceptance of work for other Federal agencies.

1. **EACH BASIC FUNDING DOCUMENT SHALL INCLUDE THE FOLLOWING OR SIMILAR STATEMENT:**

This agreement is entered into pursuant to the Authority of the Economy Act of 1932, as amended (31 U.S.C. 1535), 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.

NOTE FOR INFORMATION ONLY: If your statutory authority is other than the Economy Act, please amend the above statement by citing your appropriate authority.

2. **PROVIDE NAMES AND PHONE NUMBERS OF PROGRAMMATIC & FINANCIAL POINTS OF CONTACT.**

3. **STATE FUNDS EXPIRATION DATE** for obligation **AND** contractor's **WORK COMPLETION DATE.**

4. **PROVIDE BILLING INSTRUCTIONS AND ADDRESS** of office responsible for payment of invoices, ***including the Area Location Code (ALC) Number.***

5. **PROVIDE THE ACCOUNTING/APPROPRIATION DATA**

6. **PROVIDE THE FOLLOWING DATA ELEMENTS** (*required by the Intragovernmental Business Rules*)

- Funding Source
- Treasury Account Symbol (TAS) – (*Department Code, Period of Availability, Basic Symbol*)
- Business Event Transaction Code (BETC)
- Business Partner Network (BPN) Number – (*a.k.a. DUNS number*)

7. **PROVIDE STATEMENT OF WORK** (a reference to the DOE contractor proposal is acceptable).

8. **PROVIDE REPORTING PROVISIONS**, if any (reference to the reporting provisions in the DOE contractor proposal is acceptable).

9. **PROVIDE SECURITY CLASSIFICATION GUIDANCE** for classified tasks or reference guidance already provided. In the event the work is classified, work will not commence until classification guidance is received.

10. **SPECIFY THE DISPOSITION OF PROPERTY UPON COMPLETION OF WORK.** Any property/equipment purchased in support of the project that is not a part of the deliverable will be transferred to DOE accountability at the conclusion of the project unless directed otherwise.

11. **PROVIDE WRITTEN CERTIFICATION.** If the work directly supports counter terrorism and/or homeland security objectives and is Congressionally directed to achieve these objectives, then DOE is able to waive their Federal administrative charge of 3%. A written certification must be provided on the funding authorization that states: ***“The work being funded is Congressionally directed at achieving counter terrorism or homeland security objectives”***.
12. **NOTE:** If a work completion date is not provided on your funding document, DOE will accept the funds with the work completion date cited in the contractor's proposal. Future contractor requests for work completion date extensions will require a formal amendment to your funding document. An amendment will not be required if the following or similar statement is included on your funding document: *“Funds expire September 30 for obligation. Contractors performance under this order may be extended beyond September 30 or until the work is accomplished.”* If the above statement is provided, DOE will obtain written approval from your technical program manager prior to authorizing the contractor an extension to the project deliverable date.

NOTE: For acceptance in FY 2008, DOE must receive funding documents no later than **September 16, 2008**.

NOTE: Specify any statutory or other limitations imposed on the use of funds relative to the work/services to be performed, e.g., prohibition against purchasing ADP and/or other capital equipment, etc.

NOTE: Please provide guidance if there will be any restriction on the distribution of technical documents generated or received under the subject project or if the contractor is to withhold unclassified technical data from public disclosure.

NOTE: All funds will be accepted on a reimbursable basis. DOE is unable to accept direct cite funds.

NOTE: DOE's pricing policy is that prices and charges to other Federal agencies are at DOE's full cost. As part of DOE's full cost, invoices will include a Federal administrative charge of 3% for FY 2008.

NOTE: Please address your funding authorization to:

Genice Madera
U.S. Department of Energy
Pacific Northwest Site Office
P.O. Box 350 (Mail Stop K9-42)
Richland, WA 99352

PHONE: (509) 372-4010
FAX: (509) 372-4038

WFO@pnso.science.doe.gov

OVERNIGHT DELIVERY ADDRESS:

Environmental Technology Building (ETB), Rm1238
3200 Q Avenue, Richland, WA 99354