

UNITED STATES DEPARTMENT OF THE INTERIOR

Bureau of Land Management
Office of Fire and Aviation
3833 South Development Avenue
Boise, Idaho 83705-5354

April 19, 2002

In Reply Refer To:
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Director's Office Instruction Memorandum No. 2002-008
Expires: 09/30/03

To: All OF&A Employees
From: Director, Office of Fire and Aviation
Subject: Assistance Agreements

Program Area: Memorandums of Understanding (MOU) and Grants/Agreements

Purpose: To establish procedures for the generation of Grants/Agreements and Memorandums of Understanding and to better define each.

Policy/Action: In order to better track and provide for legal processes all Memorandums of Understanding and Grants/Agreements will be processed through the BLM-NIFC Procurement Office.

Timeframe: Effective immediately and ongoing.

Budget Impact: None.

Background:

MEMORANDUMS OF UNDERSTANDING

- A Memorandum of Understanding is similar to an agreement in many ways but it does not obligate funds and does not serve as an instrument to obligate funds. Therefore it does not require an authority cite.
- A Memorandum of Understanding is a letter of intent to cooperate with another party to accomplish a mutual goal.
- A Memorandum of Understanding is not an authority to create an agreement or to spend appropriated dollars.

- It has been decided that all MOUs at BLM-NIFC will be processed by and through the BLM-NIFC procurement office. This will allow all MOUs to be numbered, tracked and a copy maintained in a centralized location.
- MOUs are not contractual instruments and have no time limit unless established by the document itself. Either party may terminate an MOU at anytime.

GRANTS/AGREEMENTS

- By definition, all agreements obligate money or create a contractual document that allows for the obligation of funds. Therefore, they must be signed by a Contracting Officer and an authority to spend money must be cited.
- All BLM-NIFC agreements must be processed through the BLM-NIFC procurement office to ensure policy consistency. There are several types of agreements and the decision of using a specific type of agreement is determined by the contracting officer, in accordance with the Guide to Grants and Agreements. Each agreement must be given an agreement number which is determined and assigned by the procurement office in accordance with National Business Center Instruction Memorandum No. BC-098-050, change 3, Updated Conversion Table. This procedure is critical to the ability to track funds and to provide for payment of vouchers.
- There are a number of clauses that must be used in agreements, which the procurement office is responsible to include in the agreement.
- The requester must provide the usual statement of work (a description of the purpose and what the Bureau is receiving) and a requisition for the estimated dollars required for funding.
- If BLM funds are being obligated, it is BLM's responsibility to write the agreement, quote the appropriate authorities, provide the billing information, determine appropriate clauses and provide document numbering and appropriate funds. It is not the participating agency's responsibility, nor will they have the required information.
- Failure to follow the procurement process may result in the signer being responsible for any and all financial obligations to the participating agency.

Manual Handbook Sections Affected: None

Contact: Please contact Sherry Garey, Grants and Agreements Specialist, at 208/387-5360 or Rich Harter at 208/387-5546 if you have any questions regarding Grants/Agreements or MOUs.

Signed by:
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