



United States Department of the Interior

FISH AND WILDLIFE SERVICE



Washington, D.C. 20240

FWS/JAO/076074

Memorandum

To: Service Directorate

From: Assistant Director – Management and Administration - /sgd/ Janine Velasco, 3/04/2022

Through: Division Chief – Financial Operations - /sgd/ Michael D. Sciortino, 03/02/2022

Subject: Approval Authorities for Inter-agency and Intra-Department of Interior Agreements

The purpose of this memorandum is to define the approval authorities for inter-agency agreements and intra-Department of the Interior agreements for the U.S. Fish and Wildlife Service (Service). For the purposes of this memorandum, an *inter*-agency agreement is where the Service creates an agreement with another *non*-DOI federal agency to obtain products or services. An *intra*-Department of Interior agreement (IDA), formerly known as an *intra*-agency agreement, is where the Service creates an agreement with the Department or another bureau within the Department to obtain products or services.

As the buying agency, requests for *inter*-agency agreements are submitted to the Joint Administrative Operations (JAO) Acquisition and Property Operations (APO) team through the program purchase request (PPR) process using mySupport. Inter-agency agreements can only be signed by a warranted contracting officer. Inter-agency *travel* and *personnel* agreements may be signed at the project leader or supervisory level.

As the buying agency, the IDA, 7600A, 7600B, or legacy DOI intra-agency agreement signature authority is at the project leader or supervisory level. This individual has the designated signature authority to enter into agreements on behalf of the Service with the Department or other DOI bureau. For IDAs, project leader or supervisor signature is required as the Buyer Program Official on the approval tab within the Financial and Business Management System (FBMS) IDA module. JAO Financial Operations will be providing guidance and training on this role as we support IDA as an option for processing agreements for work done within DOI. IDA will be optional but we encourage Service-wide usage.

This policy memorandum is being issued in the interim prior to the Department issuing updated inter/intra-agency agreement guidance and in the absence of a inter/intra-agency agreement policy in the Service Manual. This guidance is forthcoming.

Please direct any questions or comments to Michael Sciortino, Chief, JAO Financial Operations or Panayota Stueber, IDA Lead, JAO Financial Operations.