



United States Department of Agriculture

Grain Inspection,
Packers and
Stockyards
Administration

Notice ODA-2017-3

Federal Grain
Inspection Service

TO: FGIS Executive Management Team

Office of the Deputy
Administrator

FROM: Randall D. Jones
Deputy Administrator

Randall Jones 9/14/17

SUBJECT: Agreements and Memorandum of Understanding

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1. PURPOSE

This notice establishes protocol for review and approval of Interagency Agreements (IAA), external Agreements or Memorandum of Understanding (MOU) obligating funding or negotiated billing arrangements by the FGIS program. The purpose of this policy is to improve communication and homogenize the approval process within the Program.

2. POLICY

This policy covers agreements, MOU, or other documents that provide an obligation of funding or negotiated billing arrangements. These agreements and MOUs shall contain tangible deliverables with a defined delivery timeline.

All agreements and MOUs must be submitted to the Office of the Deputy Administrator (ODA) for review. ODA will ensure the general terms and conditions are properly defined, including the stated statutory authorities, and that the funding or billing arrangements can be fulfilled per the agreement.

In completion of the IAA 7600A, block number 23 Agency Official will be signed by the Deputy Administrator or Acting Deputy Administrator as the Requesting or Servicing Agency. The IAA 7600B, block number 37 Program Officials will be signed by the Division Director or designee as the Requesting or Servicing Agency.

All other agreements and MOUs shall contain the attached routing slip.

3. REQUESTS

Submit all documents with routing slips to FGIS.ODA@usda.gov for review.