



United States Department of the Interior

OFFICE OF THE SECRETARY

Washington, DC 20240

MAR 16 2012

Department of the Interior Acquisition Policy Release (DIAPR) 2012-06

Subject: Electronic Funds Transfer Waiver Process

References: Federal Acquisition Regulation Subpart 32.11 – Electronic Funds Transfer

1. Purpose:

This DIAPR establishes a standardized Electronic Funds Transfer (EFT) waiver process for awards issued using the DOI Financial and Business Management System (FBMS).

2. Effective Date:

Upon signature.

3. Expiration Date:

No expiration unless cancelled or superseded.

4. Background and Explanation:

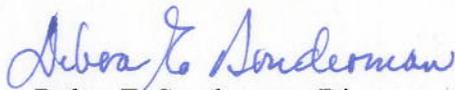
The Debt Collection Improvement Act of 1996 requires that all federal agency payments be made by EFT. The Treasury regulations and resulting Federal Acquisition Regulation (FAR) subpart implementing the Act allow for some exceptions to the EFT requirement, which are outlined at FAR 32.1103.

5. Action Required:

Use of EFT for payments made against DOI awards is mandatory, and contracting officers (COs) must obtain a waiver prior to awarding a new FBMS-issued award (contract or order) not subject to EFT requirements. Each waiver request must be submitted via an FBMS Help Desk Ticket, with a completed DOI EFT/IPP Waiver Request Form attached to the ticket. This form, which is attached to this DIAPR, may be modified only for the purpose of accommodating additional approval levels when required by the bureau or office. Approved vendor waivers will expire two (2) years from the date the waiver is processed, after which time the vendor must reapply if a waiver is still needed.

For those contracts/orders in which a waiver is granted, the CO must replace the EFT clause with the alternate payment procedures established by his or her bureau or office and as indicated on the waiver request form. Approved EFT waivers will be automatically processed for waiver of Internet Payment Platform (IPP) electronic invoicing requirements on waiver forms citing Condition 1 – 8.

Please disseminate this guidance within your bureau. It will also be available on the web at <http://www.doi.gov/pam/diapr.html>. You may contact Tiffany Schermerhorn of this office on (202) 254-5517 or Tiffany_Schermerhorn@ios.doi.gov if you have any questions regarding this policy issuance. You may contact Dawn Higgins at (303) 202-4408 or Dawn_B_Higgins@fbms.doi.gov of this office if you have any FBMS-related questions.



Debra E. Sonderman, Director
Office of Acquisition and Property Management

Attachment

DOI EFT/IPP Waiver Request Form

The Debt Collection Improvement Act of 1996 requires that all payments be made by electronic funds transfer (EFT) after January 1, 1999. Waivers to this requirement may be granted under the conditions described below. Please mark the condition which applies and complete the information requested at the bottom.

The Department of the Interior's (DOI) Electronic Invoicing and Payment Requirements - Internet Payment Platform (IPP) local clause requires that all new awards have invoices submitted electronically via the Internet Payment Platform (IPP). Waivers to this requirement may be granted under the conditions described below. Please mark the condition which applies and complete the information requested at the bottom. Once complete, submit via an FBMS Help Desk Ticket. ***Note:** If condition 9 below is selected, the vendor will be receiving a waiver for IPP only and does not automatically result in an EFT waiver.

Waiver Requests for Hardship

- Condition 1 An individual [includes employees and sole proprietors] with or without an account with a financial institution determines that payment by EFT, or that submission of invoices through IPP, would impose a hardship due to either a physical or mental disability, or a geographic, language, or literacy barrier, or would impose a financial hardship. The requirement to receive payment by EFT is automatically waived for all individuals who do not have an account with a financial institution and who are eligible to open an electronic transfer account (ETA under Public Law 104-208, until such date as the Secretary of the Treasury determines that the ETA is available).

The requirement to submit invoices through IPP is automatically waived for all individuals who do not have payment capability using EFT with a financial institution.

Waiver Requests Involving Natural Disasters, Public Safety, or Foreign Payments

- Condition 2 The political, financial, or communications infrastructure of a foreign country does not support payment by EFT or does not support access to IPP for submitting invoices electronically.
- Condition 3 Where the payment is to a recipient within an area designated by the President or an authorized agency administrator as a disaster area. This waiver is limited to payments made within 120 days after the disaster is declared.
- Condition 4 A response to contingency operations conducted by or in support of the Department of Defense.
- Condition 5 Where payment by EFT, or the submission of invoices electronically may pose a threat to national security, the life or physical safety of an individual may be endangered, or a law enforcement action may be compromised.
- Condition 6 The contract terms allow for a Foreign Vendor to invoice and be paid in foreign currency.
- Condition 7 The purchase is being made in support of emergency operations being conducted by DOI or in support of contingency operations conducted by the Department of Defense and the conditions prevent the invoice from being submitted electronically. Include the following information:

Award Number: _____ Award Type: _____

Award Total Dollar Value: _____

Award Description: _____

Waiver Requests for Non-Recurring Payments or Public Expedience

- Condition 8 Where the agency does not expect to make more than one payment to the same recipient within a one-year period, i.e., the payment is non-recurring, and the cost for making the payment by EFT exceeds the cost of making the payment by check.

Waiver Condition for IPP Only

Condition 9

Where DOI's need for goods and services is of such unusual and compelling urgency that the Government would be seriously injured unless payment is made by a method other than by EFT; unless invoices are submitted by the vendor other than in electronic form through IPP; or, where there is only one source for goods or services and the Government would be seriously injured unless payment is made by a method other than EFT or invoicing by the vendor is permitted by a means other than through the IPP system. Include the following information:

Award Number: _____ Award Type: _____

Award Total Dollar Value: _____

Award Description: _____

Explanation of Waiver Request (Please explain how the condition marked was met.)

Vendor Name _____

Vendor Address: _____

DUNS /TIN/Vendor Number _____

Vendor Preferred Payment Method: Check ___ Wire ___

Signed (Requestor) _____ Title _____

Phone No. _____ Date _____

Approved: Procurement Analyst, Office of Acquisition and Property Management

Name _____

Signature _____

Phone No. _____ Date _____