



United States Department of the Interior

OFFICE OF THE SECRETARY

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FINANCIAL MANAGEMENT MEMORANDUM 2015-031 (Vol. V.C.)

To: Bureau Chief Financial Officers

From: Douglas A. Glenn *D. A. Glenn*
Deputy Chief Financial Officer and Director,
Office of Financial Management

Subject: Issuance of Revised IAA Handbook

Effective September 21, 2015, the Department of the Interior (DOI) institutes the following updates to the 2008 edition of the Inter/Intra-Agency Agreement (IAA) Handbook:

- Adds a cover page and table of contents;
- Revises the document to appear similar to other Departmental policies;
- Updates and includes additional web links;
- Spells out unabbreviated terms associated with acronyms not previously identified;
- Expands and alphabetizes the definitions to include (System for Award Management) SAM and TAS-BETC (Treasury Account Symbol – Business Event Type Code);
- Deleted “Procurement and Patents” from the title of the Office of the Solicitor;
- Identifies the Financial and Business Management System (FBMS) as DOI’s system of record and changes many accounting, financial, and Bureau system references to FBMS;
- Eliminates unnecessary information, such as the need for a fax number, Bureau agreement numbering system (which is now generated by FBMS), approval sheet history, the outdated Appendix 1 (2006 Office of Management and Budget Memorandum on Business Rules for Intragovernmental Transactions), and Appendix 2 (Exceptions to the Economy Act);
- Replaces procurement references such as Federal Agency Registration (FedReg) to SAM;
- Updates Treasury Financial Manual (TFM) references from 2007 to 2015 – Part 2, Chapter 4700 and the Business Rules for Intragovernmental Transactions to Intragovernmental Transactions Guide;
- Inserts the Service First Authority and includes the use of the Treasury Government-wide IAA Form 7600 A/B;
- Includes reference to the DOI Miscellaneous Obligations Policy for intra-agency agreements;
- Provides flexibility on the timeframe for the closeout process. Based on an average number of days tallied from Bureau comments, increased the TFM 30 day close out process to 90 days, not to exceed 120 days;

- Inserts the DOI International Technical Assistance Program (ITAP) to establish Bureau guidance on intra-agency travel agreements for accommodating the volume of ITAP travel;
- Inserts a section at the end of Chapter 5 on the Use of Business Object Classes on IAAs;
- Updates the Appendix on Dispute Resolution, which in the new TFM is in Appendix 10;
- Modernizes the tone of the document from passive to active voice and infuses plain language into the policy;
- Revises the related IAA forms included in the Appendices into fillable PDF formats;
- Includes a statement on the standard DOI IAA form that the “Buyer must cite authorities obtained from the Seller”; and
- Eliminates reference to Business Partner Network Number on related IAA forms.

If you have any questions concerning these changes to the IAA Handbook, please contact Melanie Navarro, Policy Collaboration and Operations Division Chief in the Office of Financial Management at (202) 208-6227 or via e-mail at Melanie_Navarro@ios.doi.gov.

Attachments

cc: Bureau Finance Officers