

**DEFENSE INFORMATION SYSTEMS AGENCY**

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DISA INSTRUCTION 640-50-6\*

12 April 2004

## POLICIES

## Interservice and Intragovernmental Support

- Purpose.** This Instruction prescribes policy, assigns responsibility, and outlines duties for interservice and intragovernmental support. It also provides guidelines for preparing, coordinating, and modifying interservice and intragovernmental support agreements.
- Applicability.** This Instruction applies to DISA.
- Authority.** This Instruction is published in accordance with the authority contained in [DoDI 4000.19](#), Interservice and Intragovernmental Support, 9 August 1995.
- Scope.** This Instruction covers agreements documented on a DD Form 1144: Support Agreement, or in a memorandum of understanding (MOU) or a memorandum of agreement (MOA). It does not apply to international agreements, which are covered by [DISAI 100-50-5](#), International Agreements, or DISA service level agreements (SLAs) documenting sales of DISA's Defense Working Capital Fund (DWCF) mission products, which are covered by [DISAI 600-30-4](#), Defense Working Capital Fund for DISA. It does, however, cover SLAs or other types of agreements in which DISA agrees to reimburse another servicing agency for their DWCF products and services.

5. **Definitions.** Definitions for terms used in this Instruction are provided at the [enclosure](#).

6. **Support Agreements Repository (SAR).** A [Support Agreements Repository](#) (SAR), maintained by the Chief, Financial Executive/Comptroller (CFE), includes guidelines to assist action officers in the preparation and coordination of each type of agreement. The SAR includes four modules: policies and guidelines, formats, points of contact, and a database of signed agreements.

7. **Policy.**

7.1 **Determinations and Conditions for Entering into Agreements.**

7.1.1 Interservice and intragovernmental support may be provided by DISA when the support has been determined by the approving authority to be in the best interest of DISA or DOD and capabilities exist to render support without compromising assigned missions.

7.1.2 Interservice and intragovernmental support may be requested from other DOD and Federal activities when funds are available and when the approving authority has determined that it is in the best interest of DISA or DOD.

7.1.3 All support agreements for supplies and services provided to or received from other DOD and Federal activities must comply with Section 1535 of Title 31, United States Code, "Agency Agreements" (commonly known as the Economy Act), unless the support is authorized under another statutory authority.

7.1.4 Consideration shall be given to procuring the support from a commercial source when there is doubt that obtaining required commercial type support from other DOD or Federal activities would not provide the best value to DISA.

7.1.5 Support agreement provisions defining specific responsibilities of the supplier and receiver shall be

negotiated at the lowest practical level, commensurate with complexity, importance, and political sensitivity, although the approving authority will be in accordance with (IAW) paragraph [11](#) of this Instruction and mandated DOD policy and guidance (DoDI 4000.19 [authority document]).

## 7.2 Documentation Requirements.

**7.2.1 Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).** Broad areas of recurring interservice and intragovernmental support and cooperation will be documented with an MOU or MOA.

**7.2.1.1 MOU.** An MOU will be prepared to define general areas of understanding between two or more parties. In an MOU, what one party plans to do *is not* dependent on what the other party plans to do. An MOU will not involve reimbursable support.

**7.2.1.2 MOA.** An MOA will be prepared to define general areas of conditional agreement between two or more parties. In an MOA, what one party plans to do *is* dependent on what the other party plans to do. An MOA may or may not involve recurring or nonrecurring reimbursable support.

**7.2.1.2.1** An MOA that does not establish responsibilities for reimbursable support should clearly state that all tasks and responsibilities will be provided on a nonreimbursable basis.

**7.2.1.2.2** An MOA that establishes responsibilities for providing recurring reimbursable support requires a DD Form 1144: Support Agreement, as support is quantified and specific terms and conditions have been negotiated.

**7.2.1.2.3** An MOA that establishes responsibilities for providing nonrecurring reimbursable support (e.g. single items or a one-time service) requires a Determination and Finding (D&F) when calls are placed against the MOA as required support is quantified. D&F requirements are outlined in the Federal Acquisition Regulation (FAR) 17.503 and [DISA Acquisition](#)

Regulation Supplement (DARS), Subpart 17.5.

7.2.1.2.4 An MOA may involve a combination of tasks and responsibilities, some of which will be provided on a reimbursable basis and others that will be provided on a nonreimbursable basis. Such MOAs should identify and distinguish reimbursable from nonreimbursable tasks and responsibilities and apply subparagraphs 7.2.1.2.1 through 7.2.1.2.3, as appropriate.

7.2.1.2.5 If an MOA involves a transfer of function and resources from one DOD agency to another, information specified in enclosure 4 of [DoDI 4000.19](#) will be included. (DISA format provided in the [SAR](#).)

**7.2.2 DD Form 1144: Support Agreement.** A DD Form 1144 will be prepared to document quantifiable, recurring reimbursable support provided to or received from another DOD or Federal activity. (The DD Form 1144 should be prepared IAW paragraph 2, section F, of [DoDI 4000.19](#).) A similar format that contains all the information required on a DD Form 1144 is acceptable for intragovernmental support initiated by a non-DOD department or agency. For multiyear or indefinite agreements for which DISA provides reimbursement, the DD Form 1144 shall include a statement that addresses the established dollar limits and any authority to exceed applicable limits without specific approval.

The D&F requirements outlined in the FAR 17.503 and [DARS](#), Subpart 17.5, are satisfied by interservice and intragovernmental support agreements that have been coordinated IAW this Instruction. Additional documentation is not required. Support agreements with non-DOD Federal activities must include specific language IAW DARS, Subpart 17.500, (S-93), Intragovernmental Support (c).

## **8. Responsibilities.**

**8.1 Chief Financial Executive/Comptroller (CFE).** The CFE will:

8.1.1 Designate an Agency Support Agreements Manager (ASAM).

8.1.2 Review all Agency agreements and modifications for compliance with established financial policy and DoDI 4000.19.

8.1.3 Assist action officers in preparing cost estimates shown on the DD Form 1144, when requested.

8.1.4 Administer a DISA repository of active interservice and intragovernmental support agreements, MOUs, and MOAs entered into by DISA.

8.1.5 Initiate Agency reviews of agreements to evaluate their effectiveness and determine the need for modifications.

8.2 **General Counsel (GC).** The GC will review all agreements and provide legal counsel, as appropriate.

8.3 **Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Direct Reports, and Special Advisors, Headquarters, DISA; Special Mission; and Commanders of DISA Combatant Command Field Offices.** These individuals will:

8.3.1 Ensure determinations and conditions for entering into agreements are IAW subparagraph [7.1](#) of this Instruction.

8.3.2 Ensure the local Financial Manager (FM) validates funding and coordinates on agreements before forwarding to the CFE for review or signature.

8.3.3 Ensure agreements are negotiated at the lowest practical level and coordinated and approved IAW paragraphs [10](#) and [11](#) of this Instruction prior to signing.

8.3.4 Ensure agreements entered into are reviewed annually or sooner if changing conditions necessitate major modifications.

8.3.5 Ensure final signed copies and electronic format (when available) of all agreements are provided to the ASAM for inclusion in the SAR.

8.3.6 Appoint a local Support Agreements Manager (SAM). (The name and phone number of the SAM should be provided to the ASAM. [If the SAM responsibility is reassigned, provide new name within 15 days of the change.] )

## 9. Interservice and Intragovernmental Support Duties.

9.1 **Agency Support Agreements Manager (ASAM).** The ASAM will:

9.1.1 Serve as the Agency's point of contact for policy guidance pertaining to the support agreements program and will provide specific guidance and assistance to the local SAMs and action officers in negotiating and drafting agreements and amendments.

9.1.2 Review all agreements and modifications to ensure compliance with DoDI 4000.19, established financial policy, and the Agency's charter.

9.1.3 Verify that agreements meet established customer needs, current mission requirements, and future organizational objectives.

9.1.4 Conduct analytical reviews of Agency agreements and provide recommendations to senior leaders.

9.1.5 Maintain a repository of active agreements and perform audits to enhance its accuracy and currency.

9.1.6 Assign DISA agreement numbers to all agreements.

9.2 **Support Agreements Manager (SAM).** A SAM will:

9.2.1 Serve as point of contact for local agreements and provide information to the ASAM upon request.

9.2.2 Assist action officers with preparation and coordination

of DD Forms 1144, MOUs, and MOAs. (A SAM may refer action officers directly to the ASAM for guidance when the organization does not enter into enough agreements for the SAM to develop expertise.)

9.2.3 Review local agreements for quality and compliance with this Instruction prior to the formal coordination process.

9.3 **Action Officer.** An action officer will:

9.3.1 Negotiate terms and conditions of the agreement with the supplier or receiver as, appropriate.

9.3.2 Confirm that all financial resources and personnel costs are documented in the agreement and that funds are budgeted and available to meet the obligations called for in the agreement.

9.3.3 Ensure D&F and Head of Contracting Activity (HCA) requirements are met, when appropriate.

9.3.4 Coordinate agreements with appropriate reviewing officials as described in the review and coordination guidelines provided in paragraph [10](#) of this Instruction.

9.3.5 Review agreements annually and initiate revisions, as appropriate.

9.3.6 Retain the signed original agreement and, within 10 days from signature date, forward a copy of the signed agreement and an electronic copy (when available) to the ASAM for inclusion in the SAR.

9.3.7 Review documents to determine if they are releasable under the Freedom of Information Act (FOIA).

9.4. **Financial Manager (FM).** An FM will:

9.4.1 Provide information on current obligations associated

with agreements to the ASAM upon request.

9.4.2 Support action officers in the review and preparation of all agreement funding documents.

9.4.3 Confirm that funding is budgeted and available to meet the obligations called for in the agreement prior to sending it to CFE for review or signature.

9.4.4 Process a DD Form 448: Military Interdepartmental Purchase Request (MIPR), or a DISA Form 125: Reimbursable Agreement/Order for Services Between Federal Agencies, to transfer funds from DISA in support of recurring reimbursable support or services. (Funds should be transferred only when an agreement has been signed IAW this Instruction or a higher regulatory authority exists mandating specified source of services.)

10. **Review and Coordination.** Proper review and coordination with appropriate program, financial management, and legal offices will ensure the agreement supports corporate goals, uses Agency resources appropriately, and complies with DOD financial management regulations and statutory requirements. Formal review and coordination guidelines are as follows:

10.1 **Chief Financial Executive/Comptroller (CFE).** The CFE reviews and coordinates on all agreements and agreement modifications.

10.2 **General Counsel (GC).** The GC reviews and coordinates on all agreements. (Legal review will be requested after the ASAM review.)

10.3 **Financial Managers (FMs).** Affected FMs review and coordinate on all agreements involving funding commitments or transfers, including MOAs that establish responsibilities for providing reimbursable support. (FM coordination on agreements for Agency-level approval should be placed under the Form 9 prior to submitting the agreement package to the CFE for review

and coordination.)

**10.4 Agency Competition Advocate (ACA).** The ACA reviews and coordinates on all agreements involving DISA's reimbursement for compliance with D&F requirements as described by section 1535 of Title 31, United States Code, "Agency Agreements," commonly known as the Economy Act.

**10.5 Head Contracting Activity (HCA).** The HCA or designee coordinates on all requirements to transfer funds totaling \$100,000 or more to an agency or activity outside of DISA to obtain reimbursable supplies or services via a contract awarded or administered by another DOD activity or any amount by a non-DOD Federal activity.

**10.6 Head Contracting Offices (HCOs).** The HCOs coordinate on all requirements to transfer funds less than \$100,000 to an agency or activity outside of DISA to obtain reimbursable supplies or services via a contract awarded or administered by another DOD activity.

**10.7 Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Direct Reports, and Special Advisors, Headquarters, DISA; Special Mission; and Commanders of DISA Combatant Command Field Offices.** These individuals review and coordinate on all agreements impacting their organization.

**10.8 Director, Strategic Planning and Information (SPI).** The Director, SPI, reviews and coordinates on all agreements affecting DISA's policy, mission, and charter; Program Objective Memorandum (POM) submissions; and strategic direction and plans.

**10.9 Director, Manpower, Personnel, and Security (MPS).** The Director, MPS, reviews and coordinates on all agreements impacting personnel or manpower authorizations or agreements authorizing the transfer of functions and resources between DISA and another Federal Agency or Service.

**10.10 Principal Director for GIG Combat Support (GS).** The

Principal Director, GS, reviews and coordinates on all agreements impacting communications and computing costs and future DWCF billing rates, ensuring these agreements are fully reviewed and coordinated within GS centers.

**11. Approving Authority.** The approving authority makes the determination that the conditions for entering into agreements are IAW subparagraph [7.1](#) of this Instruction and [DoDI 4000.19](#). Approval may be signified by signing the agreement or by initialing approval on the DISA Form 9. The approving authority should be at levels in the organization commensurate with complexity, importance, political sensitivity, dollar value, or other statutory requirement. Specific guidelines are as follows:

**11.1 Interservice Support Agreements (DD Forms 1144, MOAs, and MOUs with Other DOD Activities).** These agreements are approved or signed by Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Component Acquisition Executive (CAE), Program Director for Global Information Grid-Bandwidth Expansion (GBE), Program Director for Net-Centric Enterprise Services (NE), Director of Testing (TE), and Commanders of the Joint Interoperability Test Command (JITC), White House Situation Support Staff (WHSSS), White House Communications Agency (WHCA), and the Combatant Command Field Offices. Principal Directors of Strategic Business Units may delegate approval and/or signature to lower levels as deemed appropriate. Such delegations should be written and a copy provided to the respective SAM and ASAM. The following exceptions apply:

11.1.1 Agreements that affect the Agency as a whole, or will affect Agency policy, mission, POM, or strategic direction are approved by the Director, Vice Director, or Chief of Staff, as appropriate.

11.1.2 Agreements transferring Agency resources are approved at the Agency level by the Director, Vice Director, or Chief of Staff, as appropriate.

11.1.3 Agreements judged by the approving authorities

delineated in paragraph 11.1 to be at a level of complexity, importance, political sensitivity, or dollar value to warrant elevating approval or signature to a higher level.

**11.2 Intragovernmental Support Agreements (DD Forms 1144, MOAs, and MOUs and Similar Documents with Non-DOD Federal Activities).** These agreements are approved by the Director, Vice Director, Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Component Acquisition Executive (CAE), Program Director for Global Information Grid-Bandwidth Expansion (GBE), Program Director for Net-Centric Enterprise Services (NE), and the Director of Testing (TE). Signature or approval level is dependent upon complexity, importance, political sensitivity, or dollar value. Approval authority for intragovernmental support agreements will not be delegated lower than Senior Executive Service, Flag, or General Officer level per DoDI 4000.19.

**11.3 No-cost Agreements with City, County, and State Government Activities and with Nonprofit Organizations.** These agreements are signed or approved by the Director or Vice Director.

**12. Signature on DD Form 1144.** FMs sign the DD Form 1144, block 8a or 9a (as appropriate), for agreements that do not require Agency-level approval. FMs coordinate and CFE signs agreements requiring Agency-level approval.

**13. Modifications and Terminations.** Modifications and terminations (scheduled and unscheduled) will be forwarded to the ASAM within 30 days of the change.

13.1 When practical, support agreement modifications and terminations should be made bilaterally and with sufficient advance notification to permit appropriate resource adjustments to be made during the budget formulation process. If an interservice agreement must be unilaterally terminated, suspended, or significantly modified with less than 180 days notice to other parties of the agreement, the unilateral party may be billed by affected parties for reimbursement of unavoidable termination or reprourement expenses incurred up to

180 days following the written notification. The 180-day limit and requirement to reimburse for procurement expenses do not apply to intragovernmental agreements, and reimbursement for termination costs are subject to negotiation IAW DoDI 4000.19.

13.2 Substantial modifications are made by reaccomplishing the agreement or by correcting existing documents and attaching a memorandum with approving authority signatures. Minor changes that do not significantly alter the existing agreement and do not exceed the dollar limits permissible without additional approval should be annotated on the existing DD Form 1144 and initialed and dated by the appropriate approving authorities or their designees. Significant modifications and modifications exceeding the original dollar limits will be coordinated with the CFE. Agreements are automatically terminated upon their expiration date. When agreements documented on a DD Form 1144 are terminated prior to the scheduled expiration date, the approving authorities will indicate their agreement by signing blocks 10.a. and 10.c. on the DD Form 1144.

FOR THE DIRECTOR:

1 Enclosure a/s

CHARLES W. STATON  
Colonel, USAF  
Chief of Staff

SUMMARY OF SIGNIFICANT CHANGES. This revision exempts all Service Level Agreements (SLAs) documenting sales of DISA Defense Working Capital Fund (DWCF) mission products from the requirements of this Instruction and clarifies that the Instruction does apply to SLAs documenting DISA purchases of DWCF products and services provided by another servicing agency. A description of the Support Agreements Repository

(SAR) is incorporated advising that the SAR is a source for additional guidelines on preparing and coordinating support agreements. Coordination requirements for agreements impacting DISA communications and computing costs and future DWCF billing rates are incorporated. Coordination requirements for support agreements under which DISA will obtain reimbursable supplies or services via a contract awarded or administered by another DOD activity are updated and coordination requirements for agreement modifications is incorporated. The Economy Act Determination and Finding (D&F) requirements relative to support agreements is clarified. In addition to the Director and Vice Director, the approval level for certain intragovernmental agreements now includes the Principal Directors of Strategic Business Units, Directors and Chief of Shared Services Units, Component Acquisition Executive (CAE), Program Director for Global Information Grid-Bandwidth Expansion (GBE), Program Director for Net-Centric Enterprise Services (NE), and the Director of Testing (TE). This revision allows Principal Directors of Strategic Business Units to delegate approval and signature levels for interservice agreements to lower levels but such delegations must be written. A timeline for action officers to provide the Agency Support Agreements Manager (ASAM) copies of signed agreements is included. Freedom of Information Act (FOIA) release determinations are now assigned to the originating office. A definition is provided for "recurring support."

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\*This Instruction cancels DISAI 640-50-6, 22 February 2000.

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Enclosure 1: DISAI 640-50-6

## DEFINITIONS

**Determination and Finding (D&F).** A special form of written approval by an authorized official that is required by statute or regulation as a prerequisite to taking certain contract actions. The "determination" is a conclusion or decision supported by the "finding." The "findings" are statements of fact or rationale essential to support the determination and must cover each requirement of the statute or regulation. The D&F is approved and issued to establish the authority of the Economy Act prior to its issuance. (See DARS, Subpart 17.5, and Appendix C, Part II, for procedures and format.)

**Head Contracting Activity (HCA).** The Director for Procurement and Logistics (PLD) serves as the HCA for all DISA acquisitions except those duties delegated to the Vice Director for classified and other sensitive acquisitions under the cognizance of the Special Projects Branch, DITCO-NCR (PL6).

**Head Contracting Offices (HCOs).** The Commander or Chief of the PLD contracting field offices at DITCO-Scott (PLD8), DITCO-NCR (PLD6), DITCO-Pacific (PLD7), and DITCO-Europe (PLD5) serve as HCOs.

**Interservice Support.** Support provided by one DOD activity to a DOD activity of another Military Service, Defense Agency, Unified Combatant Command, Army Reserves, Navy Reserves, Air Force Reserves, Marine Corps Reserves, Army and Air National Guard, or Field Activity. Agreements for such support may be documented with a DD Form 1144, MOU, or MOA.

**Intragovernmental Support.** Support provided by a DOD activity to a non-DOD Federal activity and vice versa. (Does not include support provided to or received from foreign governments.) Agreements for such support may be documented with a DD Form 1144 (or similar format), MOU, or MOA.

**Memorandum of Agreement (MOA).** A memorandum that defines

general areas of conditional agreement between two or more parties. In an MOA, what one party plans to do *is* dependent on what the other party plans to do (e.g., one party agrees to provide support if the other party provides the materials). An MOA may or may not establish responsibilities for providing one-time reimbursable support or recurring reimbursable support.

**Memorandum of Understanding (MOU).** A memorandum that defines general areas of understanding between two or more parties. In an MOU, what each party plans to do *is not* dependent on what the other party plans to do (e.g., does not require reimbursement or other support from the other party).

**Recurring Support.** Support that will occur again after an interval. It references support that has an ongoing nature (e.g. maintenance services) and not the supplying or provisioning of a single item or a one-time service.

**Support Agreement.** A formal agreement recorded on a DD Form 1144, or a similar format (e.g., computer generated DD Form 1144), that documents recurring support to be provided by one supplier to one or more DOD or non-DOD Federal activity (receiver). Support Agreements define the support services to be provided; identify specific responsibilities of each party in the provision of materiel, facilities, and support services; specify the basis for calculating reimbursement charges (if any) for each service; establish the billing and reimbursement process; and specify other terms and conditions of the agreement. The DD Form 1144 generally contains reimbursable costs.

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