

COMPTROLLER'S POLICY LETTER

ON

REVISIONS TO THE COORDINATION OF INTERSERVICE AND INTRAGOVERNMENTAL SUPPORT AGREEMENTS

OCT 14 2005

1. Purpose. This Comptroller Policy Letter prescribes policies and procedures for the coordination of Agency Interservice and Intergovernmental Agreements.
2. Background. DISA INSTRUCTION (DISAI) 640-50-6 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. This Policy Letter reinforces the policies of the Instruction. As used herein, the word "agreement" includes Memorandum of Understanding (MOU), Memorandum of Agreement (MOA), and Support Agreement (DD Form 1144) or Interservice Support Agreement (ISSA).
3. Policy. The following changes are intended to enhance the coordination and the timeliness of the agreements and improve their quality.
 - 3.1 Action Officers will prepare agreements using the latest agreement templates. These templates are available in the Formats Section, on the DISA EDGE Portal in the Support Agreements Repository (Tab A).
 - 3.2 Action Officers, when preparing DD Form 1144 (Support Agreement), will use the Action Officer Checklist, also found in the Support Agreements Repository (Formats Section) on the DISA EDGE Portal. Action Officers will forward the completed checklist and agreement to CFE4, the Agency Support Agreement Manager (ASAM), for review.
 - 3.3 Action Officers will use a DISA Form 9 to staff all agreements for approval and will consult DISAI 640-50-6 for appropriate coordination. The DISA Form 9 must include coordination with the Action Officer's Directorate Support Agreement Manager (SAM). The last four (4) lines used in the coordination section of the DISA Form 9 must identify, in the following order, CFE4, GC, CFE, and the Approving Authority (Tab B).
 - 3.4 Under no circumstances should an agreement be signed by the DISA Approving Authority until DISA Form 9 coordination is complete. Preferably, the other party will not have signed the agreement either before DISA coordination is complete. Coordination is needed to ensure that all financial, acquisition, and legal concerns have been properly addressed.
 - 3.5 The ASAM will not coordinate on any agreement that the DISA Approving Authority has signed prior to completion of the review and coordination process.

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3.6 On a case-by-case basis, the ASAM may require coordination by the Procurement and Logistics Directorate (PLD)/Defense Information Technology Contracting Organization (DITCO) for reimbursable agreements involving telecommunication services or program management of such services. This is to avoid having "outside" activities perform work that could be done in house.

3.7 Action Officers will retain the signed original agreements within their directorates. Within 10 days from the signature of all approval authorities, the Action Officer will forward a copy of the signed agreement and an electronic copy (when available) to their Directorate SAM and to the ASAM. The Directorate SAM will ensure signed agreements are included in the Support Agreements Repository (SAR).

3.8 Quarterly, the ASAM will review all agreements to ensure that it has in its possession a copy of each signed agreement. Any Action Officer who has not forwarded a signed copy will be tasked through the Action Information Management System (AIMS) to provide one. The initial quarterly review is tentatively set for 16 January 2006. Before issuing a tasking, the ASAM will meet with the Action Officer or (for those outside the National Capital Region (NCR)) contact the Action Officer by telephone. In addition, the ASAM will annually conduct a general review of all agreements.


JIMAYE H. SONES
Chief Financial Executive/
Comptroller