

**U.S. DEPARTMENT OF AGRICULTURE
 FARM PRODUCTION AND CONSERVATION MISSION AREA
 BUSINESS CENTER
 WASHINGTON, DC 20250**

FPAC NOTICE	NUMBER: FPAC-N 1100-001
SUBJECT: Implementation of Mission Support Initiatives	DATE: August 7, 2019
APPROVING OFFICIAL: Thomas W. Christensen, Deputy Chief Operating Officer, Business Services	EXPIRATION DATE: September 30, 2019

1. PURPOSE

This notice provides instructions for Farm Production and Conservation (FPAC) Business Center Division Directors, or their delegates, to access funds and initiate procurement processes for approved fiscal year (FY) 2019 Mission Support Initiatives. This notice applies to approved FPAC Mission Support Initiatives only; it does not apply to agency-specific requirements.

2. BACKGROUND

- a. The FPAC Business Center is responsible for helping the FPAC agencies identify, plan, and budget for over \$1 billion in infrastructure and mission support investments and costs. These are collectively referred to as “FPAC Mission Support Initiatives.” These are often common or shared costs, although some mission support initiatives may directly benefit only one agency.
- b. Business Center Division Directors are responsible for identifying and implementing approved initiatives on behalf of the Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), Risk Management Agency (RMA), and the Business Center through contracts, inter/intra-agreements, purchase card transactions, or other procurements. Categories for the FPAC Mission Support Initiatives for FY 2019 include:
 - (1) Required Departmental Charges: Departmental charges or costs (e.g., working capital fund, Greenbook).
 - (2) Essential Infrastructure: Critical tools and/or assets needed for baseline operations. Examples include office lease costs, deployed systems, platforms, or licenses, and on-site infrastructure needs (e.g., mail room, facility needs, physical security measures).
 - (3) FPAC Optimization Projects: Specific initiatives that improve FPAC efficiency, effectiveness, and customer experience.

2. BACKGROUND (CONTINUED)

- (4) Other Mission Support Operations: All other FPAC mission support expenses or investments. Examples include USDA recruitment, diversity, and outreach events agreements; development and delivery of FPAC training courses; and employee support services.
- c. The FY2019 portfolio of Mission Support Initiatives has undergone a rigorous review and approval process by the FSA Administrator, NRCS Chief, RMA Administrator, the Business Center's Chief Operating Officer, and is supported by other FPAC leaders.

3. IMPLEMENTATION

- a. The Agency Heads' signed approval of Mission Support Initiatives authorizes the Business Center to centrally reserve, certify availability, commit, and obligate funding consistent with the approved Mission Support Initiatives up to the dollar value established for each line item. The Business Center's Budget Division will place reservations on FSA's, NRCS's, RMA's, and the Business Center's approved Mission Support Initiative funding to ensure those funds are not obligated for other purposes. Funds will be centrally certified, committed, and obligated by the Business Center.
- b. Funding requests above the approved line item amount must be reviewed and approved by the respective Agency Heads. Any changes to the Initiatives must likewise be reviewed and approved by the respective Agency Head(s) per the following process:
 - (1) Prior to a Division Director proposing changes, the respective Deputy Chief Operating Officer (DCOO) must concur.
 - (2) The DCOO will notify the other DCOO and seek Chief Operating Officer (COO) approval to move forward.
 - (3) Upon COO approval, the Division Director may work with the Budget Division to request changes to the Mission Support Initiatives funding and inventory.
 - (4) Should the request involve FSA, NRCS, or RMA funds, the Budget Division will coordinate all approved requests with Agency points of contact to obtain respective Agency Head approval.
- c. IT requests shall follow the procedures for obtaining approval via the appropriate Investment Review Board (IRB). The Budget Division shall ensure that IRB approvals are recorded and tracked as Mission Support Initiatives.
- d. The Business Center's Division Directors are responsible for timely fund obligation, monitoring obligations and expenditures relative to the approved amounts, and ensuring timely return of unused funds. The Budget Division will monitor obligations and identify funds for return to the FPAC agencies on a weekly basis.

4. PROCEDURES FOR ACCESSING APPROVED FUNDS

The Business Center has established the following procedures to streamline Division Directors' access to approved funding which may have multi-agency funding applied. The forms and processes vary depending on whether funds will be obligated via a contract, inter/intra-agency agreement, or purchase card transaction.

a. NON-IT CONTRACTS

- (1) All Business Center contract actions must be approved through the Mission Support Initiatives process prior to obligation. The AD-700 form is no longer used for approved Mission Support Initiatives. The requisitioner must enter the purchase request directly into the Integrated Acquisition System (IAS) with the following information:
 - (a) FPAC business area code: (e.g., FA00, NR00, RM00, or FB00);
 - (b) dollar amount to be funded by each Agency for each line item.
- (2) Rather than specific FY, shorthand codes, or Budget Object Class (BOC) codes, "ZZ" may be used. The Budget Division will update and enter specific codes into IAS when the requisition is received. A Contracting Officer can provide specific guidance on structuring line items based on the unique contracting needs.
- (3) All other procurement information (e.g., acquisition plan, performance work statement, independent government cost estimate by contract line item number) must also be included in the requisition. The breakout of anticipated funding per contract line item must be clearly delineated in the independent government cost estimate.
- (4) All Business Center IAS requisitions must be routed to a Division Director for administrative approval. The Division Director may delegate this authority, in writing, and provide a copy of the written delegation to the Acquisitions Division Director. See Attachment A for the delegation letter template.
- (5) The Division Director, or delegate, will route the requisition to Karen Castle in the Budget Division's Data Validation and Budget Technology Branch, to ensure that it has a central point of contact/IAS inbox to manage all requests. Budget Division will identify alternates to Karen Castle's IAS actions and reassign actions as necessary. The correct funding information will be applied and approved in IAS which records the commitment of funds. The requisition then route to an Acquisition Division contract specialist.
- (6) IT contracts must follow separate procedures (e.g., Investment Review Board approval, Acquisition Approval Request, AGMAX submission). This FPAC Notice does not impact those requirements or procedures for contracts awarded and administered by the Department's Procurement Operation Division (POD).

4. PROCEDURES FOR ACCESSING APPROVED FUNDS (CONTINUED)

b. INTER-AGENCY OR INTRA-AGENCY AGREEMENTS

This notice applies only to Business Center inter or intra-agency agreements (IAA). Please note that other agreement types (e.g., cooperative agreement) follow the Grants and Agreements Division (GAD) protocols per its customer guide. All Business Center IAAs must be approved through the FPAC Mission Support Initiatives process prior to initiation.

(1) The Funds Availability Verification (FAV) form will not be used for approved Mission Support Initiatives resulting in IAAs. Instead, the point of contact (POC) for the IAA must submit a ServiceNow ticket to the Budget Division's Data Validation and Budget Technology Branch to obtain certification of funds availability. The IAA POC must attach:

- (a) Completed 7600A (signed by the Servicing Agency when applicable)
- (b) 7600B with Blocks 24 through 27 completed
- (c) Supporting documentation (e.g., service level agreement, statement of work, cost allocation worksheet)
- (d) Signed Block 37 (Program Official).

Note: Please ensure that the form remains unlocked, so that other stakeholders may update the forms (e.g., accounting information in 7600B).

(2) The Budget Division's Data Validation and Budget Technology Branch will fill out the necessary financial information for the 7600B, reserve/commit funds as appropriate or establish the account for receipt of funds, and sign to certify funds availability.

(a) If FPAC is the Requesting Organization:

- 1 The Budget Division will ensure that Block 35 contains the following statement, "Budget Division signature in Block 40 provides certification of funds availability."
- 2 The Budget Division will then commit/sign **Block 40** to certify availability of funds.

4. PROCEDURES FOR ACCESSING APPROVED FUNDS (CONTINUED)

(b) If FPAC is the Servicing Organization:

- 1 The Budget Division will establish the appropriate funds and fill out the 7600B for receipt of funding.
- 2 The Budget Division will add the appropriate POC to Block 40.

(c) Budget creates a subtask within the existing ticket to Grants & Agreements Division using ServiceNow with the appropriate annotations added to the 7600B, and the corrected document is attached to the ServiceNow ticket.

(3) The GAD will review the IAA package:

- (a) Ensure appropriate authorities are cited, review and finalize the determinations and findings (if applicable).
- (b) Add the Financial Management point of contact to Block 39 for billing/payment questions, if not already entered.
- (c) The GAD Specialist and Branch Chief will sign in **Block 40**.
- (d) GAD will route to the appropriate Business Center Division Director for review and signature.

Note: For the remainder of FY 2019 the GAD will not review **amendments** to OCIO IAAs prior to their award. However, ISD shall report all IAA actions to the GAD and submit a copy of the IAA and supporting documentation via ServiceNow after award.

(4) The appropriate Business Center Division Director signs **Block 23** of the 7600A and **Block 38** of the 7600B and returns to the GAD for distribution.

(5) GAD will create another subtask for the ServiceNow ticket to the Financial Management Division, Payment Operations Section (if FPAC is the Requesting Agency) or Collections and Billing Section (if FPAC is the Servicing Agency). The GAD will attach:

- (a) Copy of the signed IAA
- (b) Supporting documentation
- (c) FMMI obligation number and FMMI screenshot of line item(s) entered for the obligation

4. PROCEDURES FOR ACCESSING APPROVED FUNDS (CONTINUED)

- (6) The Financial Management Division will:
- (a) If FPAC is the **Requesting Agency**: Payment Operations Division will process the obligation and provide the FMMI obligation number and FMMI screenshot of the lines item(s) entered for the obligation and return to the GAC Specialist and Program Manager.
 - (b) If FPAC is the **Servicing Agency**: Collections and Billings Division will process the sales order and provide sales order information to the GAD Specialist.
 - (c) Complete their subtask within ServiceNow marking it as completed.
- (7) The Budget Division will create a subtask for Budget Division team managing the FPAC Mission Support Initiatives process. This will provide the Budget Division with all the information necessary for proper accounting for of the funding associated with the IAA and allow for accurate tracking of IAAs. The Budget Division will then close the ticket after all subtasks have been completed in ServiceNow.
- (8) The GAD will:
- (a) Distribute copies of the fully executed agreement, FMMI screenshot, and obligation number to all parties listed in the signatory and contact blocks for both the Requesting and Servicing Agency.
 - (b) Maintain the official record file in ServiceNow.
 - (c) For IT IAAs, the Information Solutions Division will upload the signed IAA to OCIO's portal.

c. PURCHASE CARD TRANSACTIONS

- (1) The AD-700 serves as the official requisition for requirements that are procured using a purchase card. Division Director, or designee, are authorized to approve. The Requisitioner must have two signatures for the AD-700:
- (a) The Requisitioner may submit a ServiceNow ticket to the Budget Division Data Validation and Technology Branch with the AD-700 attached. The Budget Division will:
 - 1 enter in the appropriate FPAC accounting information (e.g., WBS, SHC, BOC), sign to certify funds availability, and return the AD-700 to the Requisitioner
 - 2 reserve and certify Business Center funding as well as agency funds that were approved via the Mission Support Initiatives process.

4. PROCEDURES FOR ACCESSING APPROVED FUNDS (CONTINUED)

- (b) The Requisitioner may then route the AD-700 to the Approving Official for signature. The Approving Official shall be the Division Director or designee. The designee shall be appointed in writing, consistent with USDA Purchase Card policies and procedures for nominating and establishing Approving Officials.
- (2) Purchases will be obligated against the Purchase Card Holder's default accounting code. As such, purchases using multiple lines of accounting must be manually reallocated in Access Online and reconciled. See Attachment B for detailed instructions.

5. CONTACTS

- (1) Questions relating to a specific initiative, funding, or financial information should be directed to Brenda Rodriguez, Data Validation and Technology Branch Chief, Budget Division, by email to Brenda.Rodriguez@usda.gov.
- (2) Questions relating to contracts should be directed to Danny Golden, Operations Branch Chief, Acquisitions Division, by email to Danny.Golden@usda.gov.
- (3) Questions relating to purchase cards should be directed to Alecia Adams, Agency Program Coordinator, Acquisitions Division, by email to Alecia.Adams@usda.gov.
- (4) Questions relating to inter/intra-agency agreements should be directed to Crystal Blackburn, Grants and Agreements Division, by email to Crystal.Blackburn@usda.gov.
- (5) General questions should be directed to Myron Steier, Administrative Enterprise Business Initiatives Team, by email to Myron.Steier@usda.gov.

-END-

Attachment A – Delegation Letter Template

Attachment B – How to Reallocate a Transaction to Another Agency's Accounting Code



Farm Production and
Conservation
Business Center

Deputy Chief
Operating Officer,
Business Services

1400 Independence
Ave., SW,
Washington, D.C.
20250

SUBJECT: Delegation of Authority to Provide Administrative Approval of Requisitions in the Integrated Acquisition System (IAS)

TO: **Insert Delegate Name**

The Farm Production and Conservation (FPAC) Mission Area’s Business Center is established as a “one-stop, full service” shop for mission support services. Its objective is to ensure FPAC employees and partners have the tools and resources needed to provide best-in-class service to America’s farmers, ranchers, and forest stewards.

During FY2019, the FPAC Business Center is responsible for managing nearly \$1 billion in mission support investments and expenses on behalf of the entire Mission Area. This portfolio of “Mission Support Initiatives” undergoes a rigorous review and approval process by the FSA Administrator, NRCS Chief, RMA Administrator, the Business Center’s Chief Operating Officer, and other FPAC leaders.

The Business Center’s Division Directors are responsible for implementing these initiatives on behalf of the agencies and Business Center through contracts, agreements, or other procurements. **You are hereby delegated authority to approve contract requisitions in the Integrated Acquisition System (IAS) for approved FY2019 Mission Support Initiatives within the [INSERT NAME] Division.**

Your role in IAS is “Administrative Approver.” Your responsibility is to review each requisition, ensure the requirements are consistent with the approved Mission Support Initiatives, and request funding approval in accordance with the approved amount and distribution (e.g., agency and program codes).

This authority may not be re-delegated. You may be held personally liable for any unauthorized acts and are expected to operate with due diligence and the highest integrity.

[INSERT NAME]
Director, **[Insert Name]** Division

ACKNOWLEDGMENT STATEMENT

Please acknowledge receipt and acceptance of this designation by signing and returning the attached sheet to the Division Director, with a copy to Derek Beavers, Director, Acquisitions Division.

[INSERT NAME, TITLE]

Date

cc:

Robert Stephenson, Chief Operating Officer, FPAC Business Center, Washington, D.C.

Thomas W. Christensen, Deputy Chief Operating Officer for Business Services, FPAC Business Center, Washington, D.C.

Sarah Lynch, Deputy Chief Operating Officer for Enterprise Services, FPAC Business Center, Washington, D.C.

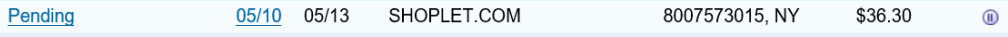
Terri Meighan, Chief of Staff, FPAC Business Center, Washington, D.C.

Derek Beavers, Director, Acquisitions Division, FPAC Business Center, Washington, D.C.

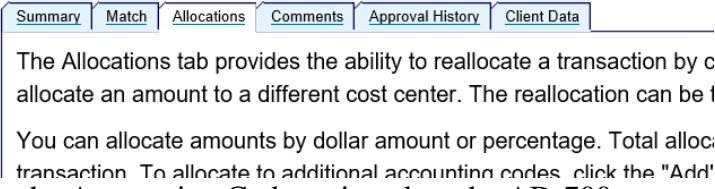
Attachment B

**FPAC PURCHASE CARDHOLDERS ONLY
HOW TO REALLOCATE A TRANSACTION TO ANOTHER AGENCY'S ACCOUNTING CODE**

1. In AccessOnline, click on Pending to open the transaction for approval.



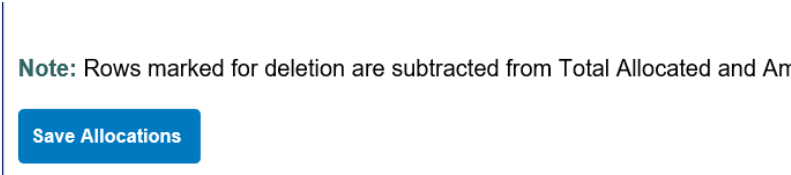
2. Go to the Allocations Tab.



3. Using the Accounting Code assigned on the AD-700 or approval document for the purchase, enter the full Accounting Code in the Line of Accounting field (**do not search**). If you search, you will receive an error. The Line of Accounting shown below is a sample. ****See note at bottom of page.**

Amount	Percent	Accounting Code - Segment Name (Length)	BOC (4)
36.30	OR 100.00 %	FA9842B684000000	2670

4. Click Save Allocations.



5. The accounting code will update in the header for the transaction data. The check mark in the circle next to the Accounting Code verifies that AccessOnline and FMMI accepted the change.

Transaction Summary

Status	Match	Trans Date	Posting Date	Merchant	City, State/Province	Amount	Detail	Purchase ID	Accounting Code
		05/10	05/13	SHOPLET.COM	8007573015, NY	36.30		CU0FCKGG	FA9842B684000000 [2670]

6. Continue with approving the transaction by verifying the BOC and completing the mandatory fields on the Comments tab and send to Approving Official for final approval.

****The full code must be entered in the Line of Accounting. In AccessOnline, accounting codes begin with the agency designation code. Example of an NRCS accounting code – The funding document shows accounting code 191919COTATHQ200CA0000. In AccessOnline, you will enter **16**191919COTATHQ200CA0000.**

Designation Codes	
NRCS	16
FPAC	99
RMA	08
FSA	FA
FAS	10