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Description of document:	Department of the Interior (DOI) Office of International Affairs (OIA) International Technical Assistance Program (ITAP) Policies and Procedures Handbook, 2017
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Source of document:	FOIA Request Department of the Interior Clarice Julka MS-7328 MIB 1849 C Street, NW Washington, DC 20240 Fax: (202) 219-2374 Email: osfoia@ios.doi.gov Online FOIA Request Form

United States Department of the Interior
OFFICE OF THE SECRETARY
Washington, DC 20240

January 27, 2016

Via email

On January 6, 2017, you filed a Freedom of Information Act (FOIA) request seeking the following:

The ITAP Policies and Procedures Handbook.

Your request was received in the Office of the Secretary FOIA office on January 7, 2017, and assigned control number **OS-2017-00179.** Please cite this number in any future correspondence.

We are writing today to respond to your request on behalf of the Office of the Secretary. Please find attached one file, consisting of 84 pages, which are being released to you in their entirety.

We do not bill requesters for FOIA processing fees when their fees are less than $50.00, because the cost of collection would be greater than the fee collected. (see 43 C.F.R. § 2.37(g)). Therefore, there is no billable fee for the processing of this request.

For your information, Congress excluded three discrete categories of law enforcement and national security records from the requirements of the FOIA. See 5 U.S.C. § 552(c). This response is limited to records that are subject to the requirements of the FOIA. This is a standard notification that is given to all our requesters and should not be taken as an indication that excluded records do, or do not, exist.

The 2007 FOIA amendments created the Office of Government Information Services (OGIS) to offer mediation services to resolve disputes between FOIA requesters and Federal agencies as a non-exclusive alternative to litigation. Using OGIS services does not affect your right to pursue litigation. You may contact OGIS in any of the following ways:

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Please note that using OGIS services does not affect the timing of filing an appeal with the Department's FOIA & Privacy Act Appeals Officer.

If you have any questions about our response to your request, you may contact Leah Fairman by phone at 202-513-0765, by fax at 202-219-2374, by email at os_foia@ios.doi.gov, or by mail at U.S. Department of the Interior, 1849 C St, N.W., MS-7328 MIB, Washington, D.C. 20240.

Sincerely,

Digitally signed by
CLARICE JULKA
Date: 2017.01.27
11:36:30 -05'00'

Clarice Julka
Office of the Secretary
FOIA Officer

Electronic Enclosure

U. S. DEPARTMENT OF THE INTERIOR
OFFICE OF INTERNATIONAL AFFAIRS
INTERNATIONAL TECHNICAL ASSISTANCE PROGRAM
POLICIES AND PROCEDURES HANDBOOK

January 19, 2017

Table of Contents

BASIC FLOWCHART OF ITAP OPERATIONS (to be added here)

I. INTRODUCTION TO HANDBOOK AND CONTACTS

A. ABOUT THIS HANDBOOK

This manual of policies and procedures for the Department of the Interior's International Technical Assistance Program (DOI-ITAP) collects in a single document DOI-ITAP policies, procedures, and best practices that address all aspects of providing Departmental technical assistance overseas at the request of interagency and other partners. The Manual steps through the lifecycle of a DOI-ITAP program – from developing and processing interagency agreements; through selection and deployment of DOI technical experts to the field; to reporting progress, achievements, and expenditures for technical assistance provided. Moreover, it provides helpful tools and templates for DOI-ITAP functions in its appendices. The manual is a living document that will be reviewed and updated regularly and/or when a major change to existing policies and procedures takes effect.

B. CONTACT INFORMATION

This section offers three sets of names and contact information for individuals who are critical to the functions and operations of DOI-ITAP. They are broken out as follows:

- HANDBOOK CONTACTS: The contacts in Table 1, below, are consolidated from those referenced in the Handbook text.
- DOI BUREAU CONTACTS: The contacts in Table 2 are the heads of each DOI Bureau Office of International Affairs as a reference.
- DOI-ITAP CONTACTS: The contacts in Table 3 include the DOI-ITAP staff.

Table 1. Key Contacts referenced in Handbook

Name	Title	Phone No.	Email	Roles
Leonardo Martinez-Diaz	Director, USAID Office of Policy		Lmartinez-diaz@usaid.gov	Contact for Obtaining Section 607 approval
Lateefa Williams	Budget Analyst, DOI Office Of Budget	202-208-5389	Lateefa_Williams@ios.doi.gov	Budget Analyst assigned to DOI-ITAP
IBC Agreements Team	Various	N/A	ibcagreementsteam_ibcdenver@ibc.doi.gov	Processes DOI-ITAP IAAs
Gabe Lohr	Attorney, Office of General Law	202-513-0512	Gabriel.Lohr@sol.doi.gov	Solicitor Assigned to review DOI-ITAP Agreements
Margaret Bradley	DOI Ethics Office	202-208-3290	Margaret.Bradley@sol.doi.gov	Contact for ethics questions related to international travel.
OS Payments Office	Various	N/A	ospayments_ibcdenver@ibc.doi.gov	Payment of Vouchers, Obligating Purchase Requests, Deobligations, other financial Transactions.

Kristen Barrigher,	BSEE HR Specialist for OIA	(202) 208-6448	Kristen_Barrignher@ bsee.gov	All Human Resources Actions
OS Office of Law Enforcement and Security (aka OS Security Office)		(202) 208-5111	Security_services_inbox@i os.doi.gov	Visitor Access to MIB
Chip DiMuzio	Property and Acquisition Management	202-254-5549	Chip_L_DiMuzio@ios.doi.g ov	Transparency Act Compliance
Sabrina Crane	National Business Center	703-964-8420	Sabrina.Crane@aqd.ibc.do i.gov	Transparency Act Compliance

Table 2. DOI Bureau International Affairs Offices – Heads

Agency	Name	Title	Phone No.	Email
BIA	Eric Wilson	Program Analyst	202-501-5944	Eric.Wilson@bia.gov
BLM	Colin Strylowski	International Affairs Specialist	202-513-7257	csttyrlowski@blm.gov
BSEE	Julie Fleming	Acting Chief, Office of International Programs	703-787-1681	julie.fleming@bsee.gov
BOEM	Emily Lindow	Chief of Staff, Bureau of Ocean Energy Management	202-513-0825	
BOR	Matthew Duchesne	Program Manager	202-513-0553	mduchense@usbr.gov
NPS	Stephen Morris	Chief	202-354-1803	Stephen_morris@nps.gov
OSMRE	Sterling Rideout	International Projects Coordinator	202-208-2596	srideout@osmre.gov
FWS	Bryan Arroyo	Acting Assistant Director	202-208-6394	Bryan_Arroyo@fws.gov
USGS	Vic Labson	Director	703-648-6206	vlabson@usgs.gov

Table 3. DOI-ITAP Staff

Name	Title	Phone	Mobile	Email
Kossivi Amegan	Program Assistant	202-208-5904	202-641-3967	Kossivi_Amegan@ios.doi.gov
Olivia Anton	Program Assistant	202-208-3121	202-853-0480	Olivia_Anton@ios.doi.gov
Patricia Bickley	Project Manager	202-219-0187	202-596-4329	Patricia_Bickley@ios.doi.gov
Linda Burris	Travel Coordinator			Linda_Burris@ios.doi.gov
Colleen Castle	Project Manager	202-208-5160	202-384-4359	Colleen_Castle@ios.doi.gov
Peter Fricke	Project Manager	202-513-0752	202-897-6421	Peter_Fricke@ios.doi.gov
Sharon Hooley	Senior Budget Analyst	202-208-3348		Sharon_Hooley@ios.doi.gov
Wendy Kennedy	Travel Coordinator	202-513-0840	202-853-0479	Wendy_Kennedy@ios.doi.gov
Peter Keller	Project Manager	202-208-3121	202-853-0480	Peter_Keller@ios.doi.gov
Christina Kish	Project Manager	202-208-5224	202-697-0667	Christina_Kish@ios.doi.gov
Sean Lawlor	Program Assistant	202-513-7734	202-803-3884	Sean_Lawlor@ios.doi.gov
Isabel Long	Project Assistant	202 713-6815	202-465-2643	Isabel_Long@ios.doi.gov
Cynthia Perera	Deputy Chief	202-219-0537	202-510-0672	Cynthia_Perera@ios.doi.gov
Barbara Pitkin	Chief	202-208-5221	202-510-0753	Barbara_Pitkin@ios.doi.gov
Olivia Sierra	Project Manager	202-208-1480	202-365-5493	Olivia_Sierra@ios.doi.gov
Aynalem Tadesse	Budget Analyst	202-208-2921		Aynalem_tadesse@ios.doi.gov
Jason Riley	Project Manager	202-208-5224	202-573-3103	Jason_Riley@ios.doi.gov
Marc Weitzel	Senior Advisor	805-671-9746	805-223-0385	Marc_Weitzel@ios.doi.gov

II.   DOI-ITAP MISSION, ROLE, GUIDING PRINCIPLES, AUTHORITIES AND ORGANIZATION

A. MISSION

The Department of the Interior's International Technical Assistance Program (DOI-ITAP) has the Mission of providing technical assistance to foreign countries on subjects of Departmental expertise.

B. ROLE

DOI-ITAP is housed in the Office of International Affairs (OIA), within the DOI Office of the Secretary, under the Assistant Secretary for Policy, Management and Budget (OS-PMB). DOI-ITAP's role as articulated in the DOI Departmental Manual (DM Part 112: *Policy, Management and Budget*, Chapter 31, 112 DM 31) is:

> "The International Technical Assistance Division facilitates, seeks funding for, and carries out the development and implementation of technical assistance to advance the Department's mission and complementary U.S. foreign policy goals. The Division manages the Department's International Technical Assistance Program, which provides technical assistance to foreign countries on subjects of Departmental expertise. The Division identifies and prioritizes requests for assistance, evaluates needed expertise, facilitates and manages the provision of expertise from the Department, and, as appropriate, integrates and coordinates the engagement of multiple bureaus, to ensure effective responses." (31.3.B)

The specific DOI-ITAP functions listed in the DM are:

> "Coordinates with bureaus and offices to provide technical assistance to foreign countries to further Departmental priorities and complementary U.S. foreign policy objectives." (Chapter 31.2.I)

> "Administers agreements with other Federal agencies, international organizations and foreign governments to provide technical assistance to foreign countries in areas of Departmental expertise, consistent with the Foreign Assistance Act, 22 United States Code Chapter 32, as amended." (Chapter 31.2.J)

The full DM chapter language is found in Appendix A and on the DOI website: (http://elips.doi.gov/ELIPS/DocView.aspx?id=559).

C. BACKGROUND

DOI-ITAP was launched as a pilot initiative in 1995 with seed funding from the U.S. Agency for International Development (USAID). The agreement serving as DOI-ITAP's originating document is found in Appendix B.

The original name of the Program was "Partnership for Biodiversity," and the early portfolio drew most heavily from the Department's three principal land management Bureaus – National Park Service (NPS), the U.S. Fish and Wildlife Service (FWS), and the Bureau of Land Management (BLM). The success of the pilot initiative was explicitly dependent on the ability of the Program to attract interest and funding from USAID Missions. The Program achieved that success in 1997, with the addition of technical assistance activities requested and funded by USAID/Tanzania. The Program's name was changed in

2001 to the International Technical Assistance Program, and the scope of technical assistance offered was broadened to explicitly include the expertise of all of the Department's Bureaus and offices.

DOI-ITAP was initially housed in the Office of Policy Analysis. In 2010, it was reorganized into the newly constituted Office of International Affairs (OIA). The OIA and DOI-ITAP role and functions are delineated in 112 DM 31.

DOI-ITAP operates exclusively on reimbursable funding. No Department appropriated funds have ever been used to implement project activities or staff the Program. The DOI-ITAP portfolio – and variety of funding agencies – has expanded steadily since inception. The overall strategy for DOI-ITAP outreach involves pursuit of:

➢ Continuous engagement across existing portfolio, deepening and expanding collaboration in partner countries on behalf of the U.S. government;

➢ Exploring new opportunities based on the priority themes and geographic areas determined by U.S. foreign policy and the DOI mission.

Project identification occurs either as a result of targeted outreach efforts, and/or as a result of approaches made by the funding partners to DOI-ITAP staff.

D. DOI-ITAP GUIDING PRINCIPLES

DOI-ITAP is governed by basic guiding principles:

● Produce tangible, measurable results
● Provide robust reporting to showcase results
● Engage in respectful and professional communication
● Abide by democratic and transparent principles for recruitment and selection of DOI-ITAP experts
● Shepherd and tailor field experiences such that they mutually benefit DOI employees, their home offices, as well as the recipients of the technical assistance
● Responsibly safeguard management of funds entrusted to DOI-ITAP
● Keep costs low and quality high

E. AUTHORITIES

In addition to the language set forth in 112 DM 31, DOI-ITAP conducts international activities under the authority of Federal laws and treaties that apply to all Federal agency international activities. Federal laws applicable to DOI-ITAP work are those listed and summarized below.

● Foreign Assistance Act (FAA) Section 607(a) et seq. - Furnishing of Services and Commodities to Other Nations, Use of Foreign Currencies, Detailing and Assignment of Personnel, USAID Payment to US Agencies, Reimbursable Funding (22 U.S.C. 2357)
● FAA International Participation in Scientific, Technical, and Cultural Activities (22 U.S.C §§ 2452-2460)
● FAA Assistance to Preserve Biological Diversity (22 U.S.C. § 2151q et seq.).
● National Environmental Policy Act (NEPA) International Environmental Cooperation (42 U.S.C. § 4332(2)(F))

A more complete list of applicable Federal Laws is included in the document "DOI Authority for International Partnerships," authored by the DOI Office of the Solicitor, found in Appendix C and on the DOI website (http://www.doi.gov/intl/Legal-Authorities.cfm).

Section 607 of the Foreign Assistance Act of 1961 allows Federal Agencies to sell goods and services to friendly foreign governments for developmental purposes that includes health, agriculture, environment, and infrastructure development. Upon request, USAID issues U.S. agencies "Section 607 Approval" through a "Blanket Determination under Section 607 of the FAA." DOI-ITAP is operating under a received Section 607 Blanket Determination received signed on October 8, 2015 with an expiration date of October 8, 2017 (see Appendix D).

To obtain Section 607 Approval, DOI-ITAP must contact the USAID Office of Policy, which has been delegated the authority to make such determinations. As of April 2014, the request must be directed to Alex Thier, the USAID Assistant to the Administrator for the Bureau for Policy, Planning and Learning (PPL).

F. ORGANIZATION, ROLES AND RESPONSIBILITIES

DOI-ITAP operates with a relatively small staff, as compared to other USG international offices that provide technical assistance worldwide. As such, DOI-ITAP relies on a continuous and integrated team approach to take on new incoming projects, respond to inquiries and challenges, etc. The DOI-ITAP basic structure and general responsibilities currently in place are:

➢ ITAP Management Team (which includes the Chief, Deputy Chief, Regional Manager(s) and Administrative Team Lead) oversees all program technical and administrative aspects, including personnel management, budget and finance, partner agreements, reporting, and has working knowledge of all individual projects.

➢ Team Lead: duties include: distributing and balancing workload, estimating the expected time of completion of work, instructing employees in specific tasks and giving on-the-job training to new employees.

➢ Project Managers: Serve as the primary managers of individual projects, contribute to office administrative issues, and act as back-ups to one another.

➢ Project and Program Assistants: Support Project Managers

➢ Budget Analysts: Overall office budget and finance.

➢ Travel Coordinators: Handle all travel logistics.

➢ Detailees: As available, interns, Presidential Management Fellows (PMF), and other detailees complete temporary rotations with DOI-ITAP and assist any and all DOI-ITAP staff, based on their areas of expertise and interest, and as mutually agreed-upon.

A current organizational chart can be found on the Shared Drive in P:\ITAP\ADMIN\Org Chart.

III.   Incoming Funds from Partners & Project Planning Documents

A. Introduction

DOI-ITAP operates on funds from partners, to support project, staff salary and all operating expenses. This chapter describes the mechanisms available and procedures necessary to secure external funds as well as procedures and considerations for project planning.

B. Agreements with Partners to Secure Reimbursable Funds

Under the Foreign Assistance Act Section 632(b) (22 U.S.C. § 2392) and 607(a), DOI-ITAP is authorized to enter into several different types of agreements to secure funds in exchange for furnishing services, such as technical assistance. An interested funding partner has several mechanisms available to obligate the funds to DOI-ITAP. Once the agreements are processed, DOI-ITAP is responsible for ensuring that the funds are properly collected

1. Types of Agreements

Interagency agreements used by other U.S. government agencies (e.g., USAID, State Department) to transfer funds to DOI-ITAP. There are two commonly used types of interagency agreements; whichever one used is at the preference of the funding partner:

- Participating Agency Service Agreement (PASA) or Participating Agency Program Agreement (PAPA), preferred by USAID;

- Interagency Agreement (IAA) 7600A and 7600B Forms, preferred by State Department;

    o IAA 7600A: General Terms and Conditions (GT&C), provides overview of partnership.
    o IAA 7600B: Order, similar to a purchase order for specific goods and/or services to be provided to partner.
       Agencies can complete ONE GT&C for multiple years (i.e. 5 years, depending on agency policy) to cover multiple Orders.

These types of agreements are subject to government-wide rules and guidance on Interagency Acquisitions. For example, all three mechanisms should comply with OMB's June 6, 2008 guidance on Interagency Acquisitions, as well as other applicable OMB circulars. OMB circulars are available at http://www.whitehouse.gov/omb/circulars_default.

The two mechanisms listed below are used by non-governmental entities (e.g., Global Heritage Fund) and international organizations (e.g., World Bank) to transfer funds to DOI-ITAP:

- Memorandum of Understanding (MOU)

- Trust Fund Grant Agreement

The specific name of the agreement may vary based on the non-governmental entity's preference. Regardless of the name, funds coming in from a non-governmental entity must be received under a specific statutory authority and usually must comply with any restrictions on receiving donations. For DOI-ITAP, the authority for receiving funds typically comes from the Foreign Assistance Act. In that case, USAID should inform DOI-ITAP of any restrictions on the funds. For funds received under a DOI statutory authority, consult with the Solicitor's Office and Office of Ethics for any applicable restrictions.

An example of an IAA can be found in Appendix E. Chapter IV addresses MOUs, providing greater details and procedures.

2. DOI-ITAP Role Defined

In each of its funding partner agreements, DOI-ITAP must clearly define its relationship with the funding agencies and the expectations of all parties, including the actions a funding agency may have taken in identifying another entity as a proper recipient of federal funds, if applicable (more on this in Chapter IV).

All Interagency Agreements between DOI-ITAP and its funding partners must include language that clearly articulates:

● Why DOI-ITAP is the proper funding recipient. Generally DOI's breadth and depth of knowledge in the fields of natural and cultural resource conservation, which can be leveraged by DOI-ITAP in its international technical assistance activities, are reasons cited in this section.

● What work DOI-ITAP will accomplish (Statement of Work). This language clearly defines the expectations of each party to the Agreement. The language should also clearly identify deliverable goods or services that DOI-ITAP will provide, along with an estimated budget for that deliverable item. If specifics of the program are not known, the best possible estimate should be used. If DOI-ITAP will grant a sub-award to another entity under an Agreement, that work is either described in the Agreement or in subsequent required and agreed upon work or implementation plan.

3. Standard Provisions - Examples

Interagency Agreements must have several standard provisions as required by Federal Law, Funding Partner Agency Policy, and DOI Policy. Listed below are several examples that should be considered carefully.

● Period of Performance: The IAA should contain a statement that both State and USAID have confirmed that the funds obligated to DOI-ITAP are available through the Period of Performance or Completion Dates indicated within the Agreements by virtue of being obligated as a 632(b) obligation. The IAA should also contain a statement that if an agreement is modified, the extended period of performance applies to all funds under that agreement. Due to an appropriations concept called the "bona fide needs" rule, an interagency agreement is generally considered to last only through the end of the fiscal year. If the period of performance is to extend beyond the current fiscal year, then DOI-ITAP must show that the work to be performed is part of a continuous, single project. In that case, the Interagency Agreement should contain a statement explaining how the multi-year period of performance is part of a single project and cannot be performed in a single fiscal year.

● Environmental Impact: All agreements with USAID require a review and documentation of any direct impact the agreed-upon activities may have on the physical environment. For example, all USAID-funded activities require an environmental review through an Initial Environmental Examination (IEE) or a request for a Categorical Exclusion in accordance with Title 22 of the Code of Federal Regulations, Part 216 (22 CFR 216), commonly referred to as "Section 216." Such reviews serve the purpose of ensuring that any impact is either avoided or mitigated to the extent possible. Typically, USAID is responsible for conducting and documenting the environmental review.

- Record Keeping and Audit Requirements: The standard provisions of funding partner agreements should be reviewed carefully to ensure that all requirements are fulfilled. An example that is included in several, but not all, **DOI agreements with USAID are record keeping and audit requirements for funds transferred from DOI to contractors or grantees. Under these agreements, DOI sub-awards (includes MOUs, cooperative agreements, grants, contracts) to non-U.S. NGOs of $300,000 or more per year trigger the need for an independent financial audit of how those funds were expended and accounted, as well as how the audit should be conducted.** See Appendix F for the relevant language excerpted from a DOI-USAID agreement.

- Other Clauses: Funding partner agencies may require that certain clauses be contained in the Interagency Agreement. USAID may require these clauses to be contained in any sub-award under the Interagency Agreement.

- Treasury Account Symbol (TAS)**: All IAAs must have a TAS listed on agreement forms.** If TAS is not listed, the Budget Office, also known as Policy-Office of Budget (POB) will not sign agreement, and Interior Business Center (IBC) will not process for payment. If IAAs are submitted without a TAS, one must be requested from the funding agency before proceeding.

4. Solicitor Review for IAAs

According to the Department of the Interior Acquisition Policy Release (DIAPR) 2001-3 (found at http://www.doi.gov/archive/pam/dpr2001-3.html), all Interagency Agreements and modifications that exceed $500,000 require solicitor's office review prior to processing. All agreements that require review should be submitted to the DOI-ITAP Chief for final review and submission to the office of General Law. The current attorney responsible for reviewing DOI-ITAP agreements is Gabe Lohr (202-513-0512 or Gabriel.Lohr@sol.doi.gov).

1. Procedures for Processing Agreements

Once an Agreement has been received from a funding partner and reviewed by the Solicitor (if necessary), the following procedures should be followed depending on funding partner:

- For USAID Agreements
    i. The agreement may come to DOI-ITAP with no signatures on the face sheet of the agreement, which means that DOI is expected to sign the agreement first.

    ii. The DOI-ITAP Senior Budget Analyst ensures that the agreement contains an Appropriation (TAS) code, Accounting Info, Agency Location Code (DOI-ITAP: 14-01-0001), and DUNS Number (DOI-ITAP: 130937426) for both the Customer and Provider Agency. The proper split between project funds and management fee should be indicated on the agreement. The signatory for the agreement should be Kim Prendergast. If the agreement is missing any of this information, it must be obtained from USAID before POB will sign the agreement. This information should all be compiled on a financial data sheet (Examples in P:\ITAP\Admin\Agreements and Incoming Funds\FY15 Agreements\Supporting Documents). Before processing the agreement, the new WBS elements should be determined using the following scheme:
        ▪ First Two Letters are pre-determined by the type of agreement. DR is used for Time & Materials Agreements (i.e. all new ITAP agreements). NB: DP is used for

Fixed Price Agreements, which are only used when/if project funds will be spent within fiscal year.

- ▪ Next 3 numbers are always 613, because they designate that it is an ITAP line of accounting.

- ▪ Next two numbers designate which project the line of accounting is for (i.e. 02 for Management, 09 for Tanzania, etc.)

- ▪ Next two letters designate from where the funds originated (DS for State, AI for AID)

- ▪ Next two numbers designate the fiscal year in which the funds were received by ITAP

- ▪ Final 4 characters can be anything, typically something that shows what the account is (i.e. MOD1, EGCI, etc.)

- ▪ Examples of full WBS elements are: DP.61302.AI13EGCC, DP.61346.DS13MOD1, DP.61342.AI13JORD

iii. The agreement should be submitted to POB Budget Analyst (currently Lateefa Williams (Lateefa_williams@ios.doi.gov). She has been delegated signature authority to sign ITAP agreements.

iv. Once POB has signed the agreement, the ITAP Senior Budget Analyst should pass it back to USAID for final signatures.

v. Once USAID has signed the document, the ITAP Senior Budget Analyst should send the agreement to the Administrative Specialist (currently: Rosslyn Murphy, rosslyn_murphy@ios.doi.gov, and Monica Cunningham, monica_cunningham@ios.doi.gov) to create or modify the WBS.

vi. USAID will pass back a fully signed agreement, which the ITAP Senior Budget Analyst submits to the IBC Agreements Team (IBCAgreementsTeam_IBCDenver@IBC.gov), with a copy to the DOI-ITAP Chief, and the Project Manager(s) for the projects contained in the agreement.

vii. The IBC Agreements Team will respond and provide the sales order number.

viii. Once fully signed and sent to funder, the ITAP Senior Budget Analyst saves the agreement in Agreements and Incoming Funds folder on the P drive (P Drive: \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Agreements and Incoming Funds).

Note: After each Agreement is completed follow up via FBMS or with the IBC Agreements to confirm the IAA has been processed. There are three levels of approval within IBC Agreements and persistence is key to make sure items move through quickly.

- ● For State Department Agreements

    i. The agreement will come to DOI-ITAP already signed by the State Department.

    ii. The ITAP Senior Budget Analyst ensures that the agreement contains an Appropriation (TAS) code, Accounting Info, Agency Location Code (DOI-ITAP: 14-01-0001), and DUNS Number (DOI-ITAP: 130907426) for both the Customer and Provider Agency. The proper

split between project funds and management fee should be indicated on the agreement. The signatory for the agreement should be Kim Prendergast. If the agreement is missing any of this information, it must be obtained from the State Department before POB will sign the agreement. This information should all be compiled on a financial data sheet (Examples in P:\ITAP\Admin\Agreements and Incoming Funds\FY13 Agreements\Supporting Documents). Before processing the agreement, the new WBS elements should be determined using the same scheme as used for USAID agreements (above):

iii.   The ITAP Budget Analyst submits the agreement to POB contact (currently Lateefa Williams (Lateefa_williams@ios.doi.govfor signature.

iv.   The fully signed and executed agreement should be sent back to The State Department for their records.

v.   Once the State Department has signed the document, ITAP Senior Budget Analyst should send the agreement to the Administrative Specialist (currently: Rosslyn Murphy, rosslyn_murphy@ios.doi.gov, and Monica Cunningham, monica_cunningham@ios.doi.gov) to create or modify the WBS.

vi.   Once the agreement has been signed by POB, it is ready to be sent to IBC for processing and collection. The ITAP Senior Budget Analyst submits the agreement to the IBC Agreements team (ibcagreementsteam_ibcdenver@ibc.doi.gov with a copy to the POB Budget Analyst ITAP Chief, and the Project Manager(s) for the projects contained in the agreement).

vii.   A member of the IBC Agreements team will respond with the Sales order number and to confirm that the Sales Order has been approved in the system and will be submitted for billing.

viii.   Once fully signed and sent to funder, ITAP Senior Budget Analyst saves the agreement in the Agreements and Incoming Funds folder on the P drive (P Drive: \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Agreements and Incoming Funds).

2.   Procedures for Ensuring Collection of Agreements

Once DOI-ITAP agreements have been created as Sales Orders in FBMS, they are ready for billing. The following process ensures that all agreements are properly collected and allocated in the system.

i.   Once the Agreement is processed in Financial Business Management System (FBMS), it is forwarded to a member of the IBC Billings and Collections team, who should contact the ITAP Senior Budget Analyst to confirm billing details.

a.   When possible, DOI-ITAP should set up its agreements to be advance billed. State and USAID Agreements will generally be set to bill on a Time and Materials billing cycle. These cycles are set by the funding agency, and usually bill on a quarterly basis (monthly, semiannual and annual billing is also possible).

b. If the IBC Billings and Collections team does not reach out to start the process, the Agreement Manager can send an e-mail to the IBC Agreements team with the sales order number inquiring about the status of billing.

ii. Once confirmation has been received from the IBC Billings and Collections team, the ITAP Senior Budget Analyst should file the agreement in Room 3543 and electronically file it in P:\ITAP\Admin\Agreements and Incoming Funds\FYXX Agreements\Supporting Documents).

C. PROJECT PLANNING DOCUMENTS

Initial Proposals, Scopes of Work, Concept Notes, Concept Paper

The purpose of an initial proposal, which can also be referred to as a scope of work (SOW), concept note or concept paper, is to provide the funding partner a sense of the stated goas and types of activities DOI-ITAP would recommend to achieve *prior* to receipt of the funding. Initial proposals are tailored to the needs of the funding partner and are generally kept to 1-2 pages. All initial proposals or SOWs should include:

- DOI Value Added: A description of the DOI's mission and competencies and a justification for DOI's implementation of the project (i.e., 'why DOI-ITAP?')

- Activities: A list of potential activities, with a short paragraph description of each one.

- Budget: A budget that identifies costs based upon OMB Standard Cost Categories (Personnel, Travel, Supplies, Equipment, Monitoring and Evaluation, Other, and Overhead). All budgets must include an estimation of the level of effort to be expended by the project manager(s), as well as DOI-ITAP's indirect cost rate assessment, which is 16.04%.

- Project Development Process: A description of process for developing the project. This should mention the purpose of the assessment and the writing of a detailed implementation plan or work plan (see next section).

- Expected Results: Expected results at the outcome level (more detailed monitoring info, such as outputs, indicators, and targets may have to wait until the implementation plan).

- Caveat Language: Caveat language stating that the activities and budget are for illustrative purposes only, and will be modified in an implementation plan after an initial assessment

An example of a Proposal or SOW and Budget can be found in Appendix G.

Implementation Plans and Work Plans

Implementation plans (also referred to as work plans), developed after the IAA is signed and funds are transferred, are intended to capture the recommendations of an initial assessment trip (if necessary) and consultations with in-country partners in a detailed document that can inform and guide all parties interested in the project. The implementation plan should expand on all the components of the initial proposal or SOW, as well as:

- Roles: Language defining DOI-ITAP's relationship with the funding partner and DOI's expectations vis-à-vis other parties.

- Details of Activities: More detailed description of project activities, including partners involved. The updated descriptions will be based on the assessment trip and consultations with in-country partners. Funding agencies may share this plan with other organizations implementing similar projects, so the descriptions should be detailed enough that other organizations can determine whether the activities are complimentary, overlapping, etc.

- Timeline: A Gantt chart that shows the project timeline per activity. These can by broken down by month or by quarter.

- M&E Plan: A fully-developed monitoring and evaluation framework, including expected outcomes and outputs with indicators and targets for each. Activities should be organized so that it is clear which activities feed in to which outputs. An M+E Plan may also be requested by the funding partner as a separate document.

- Source Selection Language: Under DOI Policy, recipients of Federal Grants or Cooperative Agreements (i.e. in-country partners), should be identified through a competitive process. If, however, DOI-ITAP has identified a specific in-country partner or recipient early on in the process, then this partner should be identified in the implementation plan. DOI-ITAP should include a justification for selecting the partner, and this justification should meet the requirements of 505 DM 2.14.

- Caveat Language: New caveat language stating that the implementation plan is flexible and may be adjusted in response to new priorities or challenges on the ground.

- Example Implementation Plan and Work Plan: Examples of these plans can be found in Appendix H.

IMPORTANT NOTE ON IMPLEMENTATION PLANS & IMPLEMENTING PARTNERS:

Any entity with whom DOI-ITAP may wish to formally partner to help implement its program should be listed in the implementation plan as a potential partner. The Solicitor's Office considers an implementation plan that has been approved by the funding partner, and which lists the proposed implementing partner, as evidence that the proposed implementation partner is a proper recipient of Federal funds.

Budgeting

Project budgets should include the following line items:

- Personnel Costs, which are figured as the estimated level of effort for the project manager(s) who may be assigned to the project. Standard labor categories, including fringe benefits, are $75,000 for an Assistant Project Manager, $130,000 for a Project Manager, and $175,000 for a Senior Project Manager. Those amounts should be multiplied by the percentage of time the project is estimated to take and the number of years that the project is scheduled to last. For example, a Senior Project Manager

estimated to spend 30% of their time on a project for two years, would be included at $105,000 ($175,000 * 30% * 2 years).

- Project activities broken out into the OMB Standard Cost Categories, which include Travel, Supplies, Equipment, Contractual, and Other.

- ITAP's indirect cost rate of 16.04% of the project total in a separate indirect costs section.

- Templates for this budget format can be found on the P drive at P:\ITAP\ADMIN\Proposals\Templates

- For all funds which ITAP will be passing through to a DOI Bureau, a fee of 5% (Maximum $50,000) will be charged to cover the staff time in planning the project, account management and transfer, and report coordination.

- For all funds which ITAP will be passing through to an outside organization, a fee of 16.04% will be charged to cover the staff time in planning the project, account management and transfer, as well as time spent establishing MOU/Annex and compensate for time spent with the Solicitors office.

Some funding partners may request additional line items for travel, equipment, or other costs. They may also request that the budget to be organized according to expected result, broken down by country (in the case of regional initiatives), or other alternate presentations of the budget. DOI-ITAP will comply with these requests, but should not include them unless requested because they make reporting more complicated.

D. CONSIDERATIONS FOR PROJECT SELECTION

DOI-ITAP selects projects based on congruence with DOI priorities and the soft-diplomacy opportunity to develop strategic partnerships that support U.S. foreign policy priorities. Further, it takes a sizable effort to plan for and launch a brand new DOI-ITAP project, regardless of the dollar amount involved. As such, DOI-ITAP may reconsider small-scale projects that would likely not cover DOI-ITAP management expense unless there is a strong indication that this small project would lead to a larger, longer term project(s).

IV. OUTGOING FUNDS TO IMPLEMENTING PARTNERS

A. INTRODUCTION

DOI-ITAP has several different mechanisms available, as listed below, with which to enter into formal partnerships with selected entities to help implement its projects on the ground. They each have different purposes, outlined in the table below as a quick reference guide. A more detailed definition and procedures for the use of each mechanism are provided in the remainder of this chapter.

While each of these mechanisms will allow for the transfer of funds from DOI-ITAP to its selected partners, it is not a necessary feature.

IMPLEMENTING MECHANISM	GENERAL PURPOSE
Cooperative Agreement	Agreement in which the USG provides funding and the USG plays a substantial role.
Grants	Agreement in which the USG provides funding and the USG is not expected to have substantial involvement in carrying out the activity in the agreement.
Contracts	Contracts are used to directly procure services and supplies from a vendor where the USG details the desired end product or outcome and the vendor determines the steps and procedures for how to achieve the stated goals.
Memorandum of Understanding	An agreement with a foreign government, international organization or non-governmental organization in which the USG documents a mutually agreed upon set of non-binding terms and conditions. These may or may not provide funding, and the USG plays a substantial role. Annexes to the MOUs, which provide more specifics on activities and budgets, are used to transfer funds, as necessary.

B. AUTHORITIES

DOI-ITAP adheres to Federal requirements, Departmental policy, and Office of the Solicitor guidance when selecting the best implementation mechanism for each specific project. These authorities include:

The Departmental Manual (DM) Part 505, Chapter 2 (505 DM 2), Titled, "Grants Administration: Procurement Contracts, Grant and Cooperative Agreements," which provides Departmental policy on when contracts, grants, and cooperative agreements are the most appropriate mechanisms to use, can be found in Appendix J and on the DOI website(http://elips.doi.gov/ELIPS/DocView.aspx?id=1667).

Additional policy guidance and regulatory information on cooperative agreements and grants can be found on the following websites:

- The DOI DM, "Grants Administration: Grants Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations" (505 DM 5, see Appendix K and on the DOI Website (http://elips.doi.gov/ELIPS/DocView.aspx?id=1673&dbid=0).

- Office of Management and Budget (OMB) regulations entitled, "Guidance for Grants and Agreements" http://www.access.gpo.gov/nara/cfr/waisidx_05/2cfr1_05.html

- Three sections of U.S. Code defining grants and cooperative agreements, "Title 31– Money and Finance, Subtitle V – General Assistance Administration, Chapters 63 – using Procurement Contracts and Grant and Cooperative Agreements, Using Procurement Contracts And Grant And Cooperative Agreements (U.S.C. Title: 31, Subtitle: V, Chapter: 63).

  1. § 6302. Definitions

  2. § 6305. Using cooperative agreements

  3. § 6304. Using grant agreements

C. DEFINITION AND PURPOSE OF COOPERATIVE AGREEMENTS, GRANTS, AND MEMORANDA OF UNDERSTANDING

1) Cooperative Agreements, Memoranda of Understanding (MOU) and Annexes

As per 505 DM 2, a cooperative agreement is one in which the USG provides funding and plays a substantial role in carrying out its activities. Substantial involvement includes, but is not limited to:

- Review and approval of one stage of work before the next stage can begin,

- A case where the project would not be possible without the direct involvement of the government,

- A case where the USG has the authority to halt activity if project specifications are not met.

The following activities do not typically constitute substantial involvement:

- Approval of plans prior to award,

- Normal federal stewardship during the project,

- Review and response to program and financial reports, and

- Auditing to ensure that program objectives, terms and conditions of the award are accomplished.

A Memorandum of Understanding can be used as a partnering mechanism with foreign governments or international organizations, due to the general greater familiarity with this mechanism as well as the perception that it puts both parties on equal footing.

With regard to DOI-ITAP work with implementing partners, the Solicitor's Office considers cooperative agreements and MOUs as interchangeable. As with a cooperative agreement, MOUs and adjoining Annexes can be used as agreements between DOI and a non-profit organization which provides funding to that organization under mutually agreed-upon terms and conditions, and where the DOI closely coordinates with the recipient in carrying out the

activities in the agreement. An MOU serves as a confirmation of agreed upon terms or the principles and guidelines in general terms. Annexes can be drafted against an MOU that serve to provide greater detail on a specific effort to be conducted within the framework of the MOU.

Examples of implementing partners with whom DOI-ITAP has signed MOU's include:

- International Organizations (e.g., the Central American Commission for Environment and Development)

- Foreign Governments (e.g., Government of Croatia) and

- Non-Profit Organizations (e.g., Wildlife Conservation Society)

Due to need for DOI-ITAP to maintain a substantial role, requiring a direct day-to-day involvement in decision-making and implementation of its projects, the preferred mechanism for establishing partnerships with in-country counterparts is either the cooperative agreement and/or MOUs.

Both cooperative agreements and MOUs allow for greater joint decision-making on the activities to be undertaken and on how the results on the ground should be achieved. Both of these mechanisms also offer greater flexibility to re-direct activities in response to changing priorities and circumstances, ensuring maximum success of the project.

DOI-ITAP relies on a standard non-binding template to facilitate the DOI-SOL review of each agreement. In some cases, it may be necessary to also obtain State Department legal review and approval to ensure an agreement is non-binding, or to complete proper clearances if it needs to be binding. The OIA Policy Division Chief and/or the OIA Director can assist with the latter.

Grants and contracts should be used when substantial involvement by DOI-ITAP is <u>not</u> anticipated once the awards are made.

The process for submission is: PM or APM send final draft of the MOU or annex to Program Team Lead, currently Peter Keller, for final review. Program Team Lead will facilitate the transfer and review of the MOU/Annex by DOI-SOL and will keep interested parties apprised of the progress.

2) *Grants*

As per 505 DM 2, a grant is an agreement in which the USG provides funding and is not expected to have substantial involvement in carrying out the activities in the agreement. DOI-ITAP should consider using a grant when the recipient can expect to run the project without USG agency collaboration, participation, or intervention, and substantial involvement is not anticipated once the awards are made.

3) *Contracts*

Contracts are used to directly procure services and supplies from a vendor where the USG details the desired end product and outcomes and the vendor determines the steps and procedures for how to meet the stated goals.

DOI-ITAP uses contracts to procure services and supplies from a vendor, in conformance with the Federal Acquisitions Regulations (FAR) and the Department of the Interior Acquisition

Regulation (DIAR), 48 CFR 1401 found at http://www.doi.gov/pam/1401.html for all contract acquisition activities.

D. PROCEDURES FOR USE OF COOPERATIVE AGREEMENTS, GRANTS, AND MEMORANDA OF UNDERSTANDING

IMPORTANT NOTE ON AGREEMENT APPROVAL CHAIN:

Cooperative agreements, grants, and MOUs are reviewed and approved by the DOI Office of the Solicitor and the DOI Office of Budget, and as needed the State Department legal office (L). Contracts are processed and approved by the Acquisition Services Directorate in the Interior Business Center (IBC).

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1) *Memoranda of Understanding (MOUs) and Cooperative Agreements*

DOI-ITAP establishes MOUs (and adjoining Annexes) and cooperative agreements with both foreign and domestic partner agencies and non-governmental organizations.

Note: The steps outlined below describe the steps for MOUs, which are the same that would be followed for processing cooperative agreements.

All MOUs and annexes must receive Solicitor approval before funding can be transferred. The Budget Office approves the final transfer of funds. DOI-ITAP uses the process below for completing MOUs. An example MOU and related Annex can be found in Appendix L. Upcoming MOUs/Annex are tracked in google docs "ITAP-SOL Docs- for review."

- In conjunction with the Partner, the Project Manager prepares all documentation for MOU and Annex, including MOU, Annex, and Scope of Work.

- DOI-ITAP designated SOL point of contact (POC) submits MOU to the Solicitor for approval. If an Annex is involved, it should also be part of this package for approval. If the MOU is with a foreign government, inform the Solicitor of any approvals or conditions from the State Department or USAID. The full approval package must include: the document(s) to be reviewed, all previously reviewed associated documents (MOU and previous annexes), the IAA that the funds came to DOI-ITAP on, and a solicitor review letter.

- Once approval is granted from the Solicitor, the DOI-ITAP SOL POC:
  - submits a scanned copy of SOL edits, all finalized documents and the signed Solicitor review letter back to the SOL;
  - files the hardcopy MOU, Annexes, and all other supporting documentation in the Loft; and

o   electronically files all in its own folder under P:\ITAP\ADMIN\Financial Vehicles\MOUs.

If funds are to be transferred to the Partner with an MOU/Annex, a Miscellaneous Obligation Form will need to be processed. See Chapter VIII for that process.

2) Grants

DOI-ITAP is able to establish Grants with partner agencies and non-governmental organizations, which are all approved by the Solicitor's Office and all funding transfers are approved by the Budget Office.

DOI-ITAP can establish a grants program only after it has a certified grants manager on staff. DOI-ITAP currently does not have a certified grants manager but plans to designate one for the required training soon.

> ### IMPORTANT NOTE ON AGREEMENTS:
> All Grants, Cooperative Agreements, and Memoranda of Understanding are processed using the IBC Standard Form for Miscellaneous Obligations.

3) Contracts

DOI-ITAP begins and executes each of its contract solicitations by following the process below. An example contract can be found in Appendix M.

➢   Contracting Officer and Representative - Roles & Responsibilities

An assigned contracting officer (CO) from the Interior Business Center's Acquisition Services Directorate has full authority over DOI-ITAP contracting and award processes.

Per the Federal Acquisition Regulations (FAR – Subparts FAR 1.602.1 and FAR 2.101, found at https://www.acquisition.gov/far/), the CO is delegated authority to enter into, administer, and terminate contracts, and make determinations and findings on behalf of the Government.

The Contracting Officer's Representative (COR) and/or Contracting Officer's Technical Representative (COTR) is designated in writing by the CO and is authorized to take certain delegated actions on behalf of the CO. The COR/COTR works with program staff to make determinations regarding payment and performance. In the case of DOI-ITAP, the CO has designated a DOI-ITAP representative, who is trained and certified as per the FAR, as the COR/COTR for DOI-ITAP contracts. Delegated COR/COTR duties include:

● Pre-Award: Preparation of requirements documents

● Payment: Review of invoices and recommendations that the CO authorize for payment

- ● Contractor Performance: Recommendations that the CO accept or reject deliverables under the contract
- ● Documentation and Records Management: Maintenance of a working COTR/COR contract file
➢ Establishing a Contract
  - ● DOI-ITAP Chief assigns an authorized COR or COTR to manage DOI-ITAP contracting process for each solicitation.
  - ● A purchase requisition is submitted to the IBC Acquisitions office to obligate the total base-year funding.
  - ● DOI-ITAP COR/COTR drafts, completes and submits the following to the CO: a Scope of Work (SOW); Independent Government Cost Estimate (IGCE) for each base and option year requested; list of suggested sources; evaluation criteria and factors.
  - ● DOI-ITAP COR/COTR determines the source selection procedure to determine whether the solicitation will follow the trade-off process or the lowest price technically acceptable source selection process.
  - ● DOI-ITAP COTR follows the direction of the CO throughout the remainder of the contracting process. Typically this includes approving acquisition plans, assisting with official question and answer periods, evaluating and rating technical proposals, rating cost proposals, and clarifying any other questions the CO might have.
  - ● Upon contract award, DOI-ITAP COR/COTR recommends that the CO disburse funds to the contractor upon approval of invoices received for services rendered during the approved performance period.

V.   PROJECT REPORTING, MONITORING AND EVALUATION

A. INTRODUCTION

All funding partners require some level of periodic reporting, typically on a quarterly or semi-annual basis, on technical results and financial status. Included among the main objectives for project reporting are:

- Funding partner roll-up of significant highlights from all its partners
- Measuring of progress through specific agreed-upon indicators
- Tracking of "burn rate" (total funds expended and total funds still available)

This Chapter provides the Project Manager with the requirements and considerations for periodic reporting to the funding partners. For examples of DOI-ITAP Technical and Financial reports see Appendix N.

B. TECHNICAL REPORTING TO FUNDING partner

Project reporting requirements, including a template, may be articulated by the funding partner. The following general guidelines will help DOI-ITAP reports to be consistent and reader-friendly.

TECHNICAL REPORT CHECKLIST:

- Timeline: Schedule reporting timelines into the outlook calendar, providing sufficient time to complete all data collection necessary. Reporting often takes longer than expected.
- Input from Partners: Reach out to in-country coordinators and partners first. It takes time for in-country partners to collect data and write narrative for the report, so the Project Manager's first task should be to ask partners for their input, with a clear description of what's needed, a template, and a deadline.
- Performance Framework: Organize reporting according to the project's performance management framework. Describe each activity as part of an output.
- Success Stories: Include (or attach) a couple success stories that highlight project accomplishments in narrative, informal style with photos.
- Activities Details: Be as specific as possible in activity descriptions. Always include number of participants, organizations represented, dates, and location.
- Credit Partners: When working in collaboration with in-country partners, give them credit.
- Branding and Marketing Guidelines: When defined as a necessity, work with regional office to create detailed guidelines.

C. FINANCIAL REPORTING TO FUNDING PARTNER

Financial reports are an important component of the quarterly or semi-annual project reports. Reports are subject to change dependent on mission and embassy.

FINANCIAL REPORT CHECKLIST:

- Budget Categories: Report on the budget categories outlined in the Statement of Work. Do not add or remove, or consolidate line items.
- Management Fee: Report all DOI-ITAP administrative fees, and project management costs as spent in the first reporting period. These fees are considered spent once DOI-ITAP signs an agreement.
- Discretion: For most agreements, DOI-ITAP has the discretion to modify activity line items by up to 15%. This does not include DOI-ITAP management fees. Changes of more than 15% generally require prior written approval by the funding agreement officer.
- Double-Check: Check financial report against prior report for consistency.

D. MONITORING AND EVALUATION

DOI-ITAP complies with the funding partner requirements for monitoring and evaluation of its projects. The purpose of monitoring and evaluation is to allow DOI-ITAP to enhance the effectiveness of its projects, track and report progress to funding partners, and provide a tool for raising awareness of project successes.

For many projects, the components of a monitoring and evaluation system are prescribed by the funding partner through negotiated "performance management frameworks," also called "performance management plans," etc. Examples of a project monitoring and evaluation plan can be found in Appendix P and DOI-ITAP shared drive: \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Program M&E

Minimum DOI-ITAP M&E Standards

Standard DOI-ITAP monitoring and evaluation policy requires that every project implementation plan (or work plan) include a performance management framework that describes *at least* the following:

- Expected Results: These should be developed at both the output and outcome level (see Results-Based Management Manual for more detail). The number of outputs and outcomes will depend on the complexity of the project.

- Indicators: Each result should have one or more indicators that measure progress toward the expected result. Indicators are a unit of measurement that shows what actually

happened versus what was planned. Indicators are neutral and do not include any direction or target. They can be quantitative or qualitative.

- Targets: Each indicator should have a time-bound target, including qualitative ones. The target is an explicit statement of the minimum acceptable level of performance at an identified moment in time.

- Data collection methodology

  1) The performance management framework should identify the source, frequency and methodology of the data collection.

  2) At the output level, data collected should at least include outputs easily observed first hand by the DOI-ITAP Project Manager or in-country coordinator, such as number of participants at a workshop or number of manuals developed and distributed by DOI-ITAP.

  3) At the outcome level, data collected should at least include changes in behavior easily observed by the DOI-ITAP Project Manager (such as "3 new policies issued that include DOI-ITAP recommendations") OR self-reported changes in behavior (such as "90% of workshop participants report that they utilized new interpretation techniques within a month of the workshop").

Once included in the implementation plan, the performance management framework should be reported on at least semi-annually.

VI. SELECTING & PREPARING DOI-ITAP EXPERTS

A. INTRODUCTION

This section outlines the requirements, procedures and recommendations that each Project Manager must consider when selecting and preparing experts for DOI-ITAP assignments -- before, during and after each assignment.

All travel-related logistics, preparations, reimbursements, etc., are found in the next chapter, "IV Travel Procedures."

B. SELECTION OF DOI EXPERTS

DOI experts are the primary vehicle for delivering in-country DOI-ITAP technical assistance. As such, careful consideration must be given to selecting team members. Teams function as on-site, hands-on diplomats, and as such, team performance can heavily influence the sustainability or longevity of an in-country project. An inefficient or poorly behaved team can jeopardize DOI-ITAP's relationship with our in-country partners, and potentially create a negative image of the U.S. in the host country (see IV.A.4. Professional Conduct While on Assignment for additional discussion on this issue).

1. DOI-ITAP Announcement Email Distribution List

DOI-ITAP should encourage all interested candidates to request being added to the DOI-ITAP Distribution List, through which they receive all posted announcements. The process for adding an interested candidate to the distribution list is as follows:

- Go to folder P:\ITAP\ADMIN\Announcements and Applicants\Email Distribution List
- Open the file "NEW EXCEL LISTSERV.xls"
- Scroll to the most recently enter email address in Column A (i.e., the highest numbered cell in Column A)
- Enter the candidate's email in the cell directly below the most recently entered email address. Only enter email addresses in Column A.
- When adding multiple candidates, please ensure that all email addresses are entered in separate cell in column A.
- Save and exit the document.

2. Options for Announcing Opportunities

Recruitment announcements should be broadcast as widely as possible. Ideally every DOI employee will have the opportunity to view the DOI-ITAP announcements and respond as appropriate. Announcements should be circulated for a minimum of three weeks. Currently, the following dissemination options are used:

- Posting on the DOI-ITAP website
- Forwarding to the DOI-ITAP Email Distribution List

- Forwarding to points of contact in the Bureau's international affairs offices, or in other Bureau divisions. It is expected that these contacts will then distribute the announcement within their Bureau.

- Forwarding to points of contact in the various DOI retiree organizations (see Appendix O for a list of these organizations).

- Disseminate to other personal points of contact.

- General "word of mouth;" recipients of announcements will often forward the recruitment to DOI counterparts.

3. Template for Recruitment Announcements

The DOI-ITAP Project Manager is responsible for generating each recruitment announcement to fit the specific needs.

The standard DOI-ITAP recruitment notice will include a combination of boilerplate and customized language. The recruitment announcement will at least contain the minimum following categories, as elaborated below. An example of a recruitment announcement can be found in Appendix P.

- Title. Include the country and specialty of the experts for which recruiting.

- Opportunity. Briefly outline the specific type and number of experts you are looking for and list the priority, overall task that the mission hopes to accomplish.

- Background. Include a general narrative on DOI-ITAP, a brief history of DOI-ITAP work in that country, and possibly some general information on the country.

- Assignment. Delineate what the specific objectives and expectations are of the assignment, including details on specific work products.

- Schedule. Include anticipated length of assignment and anticipated timeframe. Always indicate that final travel dates will be those that are amendable to the selected team members, their supervisors, and the project's in-country partners.

- Pre-and Post-Trip Duties. Include at least the following boilerplate language: "All travel and in-country logistics will be handled by DOI-ITAP or our in-country counterparts. Background and briefing material will be provided to individuals prior to departure. Selected individuals will be expected to work in collaboration with the DOI-ITAP Project Manager during all pre-planning and post-trip follow-up activities. Within three weeks of the completion of the trip, the team will provide the DOI-ITAP Project Manager with a draft trip report, which will highlight assignment activities, include any evaluations made and recommendations for future technical assistance." The trip report is required in addition to any other specific work products.

- Costs. Include at least the following information: "DOI-ITAP will cover all travel costs associated with this assignment (round-trip airfare, lodging, meals, immunizations, official passport and visa fees, per diem, etc.). The salaries of the team members, however, will be paid by their employing DOI agency for the duration of the international assignment, including pre- and post-trip obligation." If no stipend is being offered to retirees, include the following: "No stipends or other compensation is available for retiree candidates."

- Application Requirements. Delineate the specific type of experience/background the ideal candidate should have. Background requirements, particularly the technical experience, should address the duties listed under "Opportunity" and "Assignment." Typically list that international experience is desirable. Language skills (non-English) are also a desirable trait, even if the assignment does not have a foreign language requirement. If a particular type of experience is absolutely imperative to the success of the mission listing that experience as a "Selective Factor" might be in order.

Other boilerplate items that should be listed include:

- Upon selection, candidates must submit a current physician-signed letter or medical review form indicating fitness for duty to travel internationally.

- If you are selected for this assignment you will be responsible for obtaining your supervisor's approval to participate in this program, as well as additional approvals up your supervisory chain of command as necessary.

- Under COSTS, it should be stated that DOI-ITAP travel will not count against Bureau travel ceilings.

- Employees of the U.S. Fish and Wildlife Service, Office of Law Enforcement are required to have supervisory approval prior to submitting an application. **If you are employed with FWS/OLE, please do not respond to this recruitment. FWS/OLE recruitment for ITAP assignments are being handled through FWS/OLE HQ**

4. **All NPS, BOR and BLM applicants must copy their International Affairs POCs when they submit their applications to ITAP.**

The announcement should, at a minimum, inform interested applicants of the following procedures:

- Send a resume and cover letter summarizing direct, relevant work experience, related to the skills listed under application requirements. Please submit electronically to *NAME OF PERSON RECEIVING THE TITLE OF MISSION AND COUNTRY APPLICATION PACKAGE* on the email "Subject" line.

- If your supervisor has already given approval, please indicate this.

- All applications should be submitted as soon as possible but no later than *DEADLINE DATE*, if one is given. Applications will be reviewed on a rolling basis.

- Any and all questions can be directed to *LIST NAME, TITLE, E-MAIL ADDRESS AND PHONE NUMBER OF DOI-ITAP PROJECT MANAGER OR OTHER APPROPRIATE POINT OF CONTACT.*

- In addition, NPS, BoR, and FWS-OLE require the following:

  o All NPS applicants should also copy their applications to Rudy D'Alessandro (rudy_dalessandro@nps.gov) in the NPS Office of International Affairs.

  o All BOR applicants should go through Rachel Brown rebrown@usbr.gov BoR's *Native American and International Affairs Office (*NAIAO*).* When sending out BOR position announcement to Director cover email for distribution should state: **Please distribute this announcement to all BOR employees.**

- o If you are employed with FWS/OLE, please do not respond to this recruitment. FWS/OLE recruitment for ITAP assignments are being handled through FWS/OLE HQ

- A short list of candidates will be selected and interviewed by telephone. The entire selection process may take several months. All candidates will be notified of the receipt of their application package. If an applicant has not heard from DOI-ITAP within one week of submitting an application, please contact the individuals specified in the recruitment notice. All candidates will be notified of the results of the selection process by telephone or email. Selected candidates will be identified in this communication. (More on the interview process in next section.)

- The position is open to all applicants that meet the stated requirements. Every effort should be made to select applicants who have not yet had the opportunity to participate on a DOI-ITAP assignment.

5. Interview Process

Once candidates apply for an announcement, Project Managers review resumes and develop a short-list of the most highly qualified applicants for interviews. Interviews should be conducted by a two person team to provide more comprehensive insight to the selection process. Prior to conducting interviews, the interview panel should:

- Review all applicant packages

- Develop a standard interview script to be used for all interviews for this assignment.

- During the course of the interview, important competencies that the Project Manager should look for include:

Professionalism: Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; provides materials that are polished and easily read; is motivated by professional rather than personal concerns.

Teamwork: Works collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda before personal agenda; supports and acts in accordance with final group decision, even when such decision may not entirely reflect own position; and shares credit for team accomplishments and accepts joint responsibility for team shortcomings.

Communication: Speaks clearly and effectively; listens to others; correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; and demonstrates openness in sharing information and keeping people informed.

Diplomacy: Demonstrates cultural sensitivity and respect for international counterparts; maintains an awareness and appreciation for U.S. foreign policy and world events; embodies an ethic of public service; appreciates the importance of representing the U.S. government on official duty; stays informed

of State Department guidance and follows U.S. embassy requirements for traveling to and working in and with project country(ies).

Customer Service Orientation: Considers all those to whom services are provided to be 'customers' and seeks to see things from that point of view; establishes and maintains productive partnerships with by gaining trust and respect; identifies needs and matches them to appropriate solutions; monitors ongoing developments inside and outside the customers' environment to keep informed and anticipate problems; keeps customers informed of progress or setbacks in projects; and meets time line for delivery of products or services.

Sample questions to probe for the above competencies include:

- Have you ever been commended on your professionalism?

- Tell us about a time that you went above and beyond your supervisor's expectations.

- Give us an example of a time when you used your problem solving capabilities to solve or avert a crisis.

- Tell us about a time that you had to handle a conflict arising from cross-cultural differences.

IMPORTANT NOTE ON SALARY COMPENSATION FOR DOI TRAVELERS:

As background, it is not common for DOI-ITAP to provide any salary compensation. Such compensation will only be considered when an applicant's experience includes a rare, high demand, special skill that is imperative to mission success, is a skill that only a few or no other applicants possess, **and** when the project budget can support doing so. If the applicant is selected for the assignment, it must also be listed in the selection notification letter that no compensation is available, if appropriate. For example BOR requires compensation for salary, per a specific day rate, and an administrative overhead for any employee participating on an ITAP assignment.

Interviewing potential team members is a very important part of the selection process. In addition, during the interview process, it's also important for the Project Manager to relay certain information to the applicant, including:

- Stress that DOI-ITAP covers all travel expenses, but does *not* cover salary or a stipend—the employing agency is expected to cover the salary while on assignment.

- Provide an overview of DOI-ITAP to those applicants that are not familiar with our program.

- Provide an overview of the program that is the subject of the interview.

- Ask the applicant that if they are selected for the assignment, what types of skills (technical and interpersonal) would they like to see in their team mates.

- While it is important to convey this information, please try to ensure that the majority of the interview time is allowed for the applicant to talk.

All notes from the interview process should be saved in a retrievable, but non-public manner.

C. SELECTION AND PREPARATION OF THE DOI EXPERT

6. Assembling the Team (Post-Interview)

When assembling a team, the Project Manager should strive to include a mixture of:

- Multiple-bureau representatives, and

- Members that have an international background with those who do not have one.

This scenario exposes new DOI employees to the international experience and potentially broadens the applicant pool for future DOI-ITAP assignments.

Once team members are selected, successful candidates should be notified as soon as possible via an email that should include at least the following:

- Asking the candidate to confirm acceptance;

- Confirming availability for the assignment, both in terms of timing and supervisory concurrence;

- Confirming that no salary compensation is being offered; and

- Availability for an initial team planning call.

Bureau Exceptions: Certain bureaus have different processes which they have requested their employees follow when applying for DOI-ITAP assignments. Please refer to the DOI-ITAP website or the announcement template for the most up-to-date bureau-specific instructions.

➢ Emergency Procedures While On Travel

In case of any emergency while a DOI-ITAP traveler is on travel, both an in-country emergency involving the traveler or a stateside emergency involving a family member of the traveler, the Project Manager is responsible to ensure that all the proper contact information has been consolidated and shared and that all emergency procedures have been relayed, as per the Traveler Guidelines (see Appendix Q).

➢ Professional Conduct When on Assignment

This section serves to highlight for the Project Manager the general guidelines on how any and all selected team members should conduct themselves while on a foreign assignment, as a representative of the U.S. government. The traveler must understand that they represent the U.S. Government, the Department of the Interior, and DOI-ITAP, and that unprofessional conduct, including demonstrating a lack of sensitivity to in-country cultural values, can have a negative impact on the sustainability of that and other DOI-ITAP projects around the world. Violation of these standards may result in removal from the assignment and any future assignments. Specific guidance to the traveler is outlined in Appendix Q, which includes such topics as:

- Dress respectfully,

- Refrain from committing funds and other resources,

- Ensure that all technical reports are first vetted through the DOI-ITAP Project Manager before sharing with the in-country counterparts;

- Be careful about photographs taken;
- Follow ethics rules on small gifts given and received; and
- Engaging in conversations regarding U.S. policies, politics, religion, and other potentially sensitive topics.

7. Trip Reports

Trip Reports serve to inform stakeholders not present of the outcome of a specific workshop, meeting, or other technical assistance event, including details such as decisions made, priorities identified, action items agreed upon, and expert recommendations. They also serve as a record for future reference by the Project Manager, and provide data for input into the next progress report. Trip reports differ from project reporting (see Chapter VII) in that the latter consists of a periodic overall and comprehensive consolidation of all the technical and financial information to the funding partner – which may include trip reports as attachments.

It is critical that the Project Manager provide each DOI-ITAP team a trip report template with minimum requirements prior to the assignment to ensure that a standardized, user-friendly and practical report is generated after each assignment. For a multi-person team, the Project Manager should designate a lead for drafting the report, the specific contributions to it that each team member will make, and the timetable necessary.

IMPORTANT NOTES ON CIRCULATING TRIP REPORTS OUTSIDE OF DOI-ITAP:

- Once completed by the ITAP team, trip reports must be reviewed by the ITAP Project Manager before they are circulated to the funding partner and other stakeholders.
- Feedback about challenges, problems, and suggestions for improving future trips is very important, but should be requested by the Project Manager in a phone call or separate email, not included in the public trip report.

Trip Report Minimum Components: Refer travelers to the Trip Report Writing Guidelines (and Style Guide) saved on the P Drive. An example of a trip report can be found in Appendix R. If specific information is requested by the project funder (such as gender breakdowns or indicator data) be sure to notify the traveler.

VII. TRAVEL PROCEDURES FOR DOI BUREAU STAFF, FOREIGN TRAVELERS, AND OTHER INVITATIONAL TRAVELERS

This section outlines the requirements and procedures necessary to facilitate the travel of DOI-ITAP representatives on assignment, including:

- Tracking all DOI-ITAP travelers program-wide
- Preparation of all travel logistics
- Traveler responsibilities before, during and after assignment
- Project Manager responsibilities for travelers before, during and after assignment
- Traveler specialist responsibilities for travelers before, during and after assignment

This chapter does not include procedures for DOI-ITAP staff travel – that is addressed in the next chapter.

A. TRACKING TRAVELERS

ITAP Travel Management Spreadsheet**:** All existing and upcoming travel for each current fiscal year is recorded on the ITAP Travel Management Spreadsheet, located in:

https://docs.google.com/a/doi.gov/spreadsheets/d/1vPqkSoWedlhXYIq6lj_kMHUXOY7dKiapNfBHQ8dAfdM/edit?usp=sharing.

Information to include on the spreadsheet are: traveler's name, destination(s), and dates of travel and should indicate which account the travel should be charged. Please be sure to provide all information as far in advance as possible whether trip is confirmed or not to ensure travel is arranged in a timely manner. This spreadsheet is a working document that is essential for successful travel management and should be continuously updated to ensure greatest accuracy.

IMPORTANT NOTE ON PROJECT MANAGER ULTIMATE RESPONSIBILITY

   Project Managers are responsible for submitting all travel requests confirmed and potential to the DOI-ITAP traveler specialist via the ITAP Travel Management Spreadsheet. Likewise, the traveler specialist reviews the Travel Spreadsheet on a daily basis and reminds the Project Manager about pending travel requirements. Project Manager should also update the travel spreadsheet according to status (cancelations, delays, etc).

B. PROCEDURES FOR INTERNATIONAL TRAVEL

The steps outlined below are required for travel preparation. It is the responsibility of the Travel Specialist to ensure that all the items on the Travel Checklist (see text box below) are completed. A copy can also be found in Appendix S.

TRAVEL CHECKLIST

For New Travelers:

☐ Send invitational traveler package (Welcome Info, e-1175 instructions, link to electronic passport and visa request form, travel voucher instructions, travel voucher worksheet, ACH form, traveler guidelines, traveler profile)

☐ Receive and process necessary documents from traveler

☐ Add traveler to Concur

For All Travelers:

Pre-Trip

☐ Obtain 1175 justification from Project Manager

☐ Create 1175

☐ Route 1175 (for retirees), or confirm traveler is routing (for current employees)

☐ Save .pdf of signed 1175 in ITAP Travel folder

☐ Begin TA preparation in Concur

☐ Reserve necessary flights, accommodations, and vehicles

☐ Send Traveler and PM itinerary for confirmation

☐ Submit country clearance

☐ Confirm approval of country clearance

☐ Purchase MedEx insurance

☐ Send traveler signed TA, MedEx information, signed 1175, and approved country clearance

☐ Confirm communication regarding visas and official passports

Post-Trip

☐ Obtain traveler receipts and voucher worksheet

☐ Prepare voucher in Concur

☐ Send voucher to traveler for review

☐ Submit in Concur, monitor for review and approval

☐ Confirm payment of voucher

Depending on the circumstances, a number of forms will need to be completed, reviewed, approved, signed and returned to DOI-ITAP. Each of these are detailed in this chapter.

The table below provides a list of the main bureau international travel points of contact who can assist with bureau-specific requirements.

Bureau	Contact	Email	Telephone
BIA	Eric Wilson, International Affairs Coordinator	eric.wilson@bia.gov	202-501-5944
BLM	Colin Strylowski, International Affairs Specialist	cstyrlowski@blm.gov	202-912-7257
BOR	Barbara Blackman	bblackman@usbr.gov	202-513-0624
FWS	Latosha Jackson	latosha_jackson@fws.gov	703-358-2418
FWS	Jolyn Hopson	jolyn_hopson@fws.gov	703-358-2411
BSEE	Julie Fleming, Acting Chief, Office of International Programs	julie.fleming@bsee.gov	703-787-1681
BSEE	Carolyn Beamer, Office of International Programs	carolyn.beamer@bsee.gov	703-787-1699
BOEM	Emily Lindow, Chief of Staff, Bureau of Ocean Energy Management	emily.lindow@boem.gov	202-513-0825
NPS	April Brooks, International Cooperation Specialist	april_brooks@nps.gov	202-354-1808
OSMRE	Sterling Rideout	srideout@osmre.gov	202-208-2596
USGS	Kevin Kunkel	kkunkel@usgs.gov	703-648-6206
ONRR	Jennifer Goldblatt, Chief of Staff, Office of Natural Resources and Revenues	Jennifer.goldblatt@onrr.gov	202-513-0604

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IMPORTANT NOTE ON TRAVEL PROCESS TIMEFRAME:

It is important to note that International Travel Authorizations will generally take a minimum of 4 – 6 weeks to process, depending on the bureau. As such, it is incumbent on the Project Manager to initiate all travel processes as early as possible, since it is the ultimate responsibility of the Project Manager to ensure that all proper procedures are followed and completed before allowing the traveler to board a flight.

</div>

    1. Travel Steps and Timelines by Traveler Type

Travel preparation steps are detailed below into three subsections:

- for all travelers <u>except</u> Foreign travelers, NPS and DOI-ITAP,
- for NPS only, and
- for Foreign Travelers.

➢ **Travel Steps (for all travelers EXCEPT for NPS, Foreign, and DOI-ITAP staff)**

Eight weeks prior to departure:
1. PM adds traveler(s) to Travel Management spreadsheet and fills out columns: A-G, and S (name, date, destination(s))
2. PM emails Travel Coordinator (Linda Burris and/or Wendy Kennedy), and cc's travelers with any additional trip details.
3. If necessary, PM requests DBC via Google Form (see steps for DBC request).
4. Travel Coordinator acknowledges PM request, assigns other arranger as necessary.
5. Assigned Travel Coordinator responds to travelers (copies PM), requests forms with the following standard email:

Welcome to the Department of the Interior's International Technical Assistance Program (DOI-ITAP). I will be making all of your travel arrangements and will prepare and submit your travel voucher for you. Attached here are a few documents that are required in order for us to process travel paperwork on your behalf. Also in this email are travel guidelines that may assist you with any travel-related questions you may have. If you have travelled for ITAP recently items 1, 2, and 5 may not apply In order to prepare your travel documents properly, please:

1. Fill out the DOI-ITAP Traveler Profile and return to me as soon as possible. Email is preferred but fax is also acceptable. Fax: (202) 208-2342

2. Read the DOI-ITAP Traveler Guidelines, sign the DOI-ITAP Traveler Agreement form, and return the Traveler Agreement form to me. Email is preferred but fax is also acceptable.

3. Notify me of any route or airline preferences via email. We will try to accommodate requests but cannot guarantee anything outside of medical necessity. Please note we must use the Department's travel contractor and comply with all Federal Travel Regulations.

4. In order to track your travel-related expenses, a voucher worksheet has been attached. It will make it easier on your return if you record your expenses. Please keep all receipts as I will need hard and soft copies when you return. I will not need receipts for food or personal expenses, but please do keep track if a meal was provided to you, as it will affect your per diem.

*5. For Non-DOI employees: Fill out the ACH form and traveler profile. **This allows us to reimburse you upon your return**. Without this form, your reimbursement can be significantly delayed.*

*6. For DOI employees: Please read over the e-1175 instructions as soon as possible so that you may begin the process of obtaining signature and approval electronically. The project manager will send you a short justification, the Embassy point of contact (and in-country coordinator's contact information, if applicable), transportation/per diem costs, and other relevant details. **Travel cannot occur without a fully approved DI-1175. Please complete this step as soon as possible.***

7. For DOI employees: Please fill out the officialpassport/visa request form to request your official passport/visa at https://www.doi.gov/intl/oia-passport-and-visa-division. If you have your official passport in your possession please return it ASAP to DOI Passport and Visas Division so that they may obtain your visa(s).

Travel cannot occur without an official passport. Please complete this step as soon as possible. A minimum of 6 weeks is required to process your passport plus an additional 1-2 weeks for each visa.

8. For DOI employees: Please provide the name, phone number, email, and address of the budget contact for your office so that I can forward your information to our budget contact who will begin either your Intra-Agency Travel Agreement (ITA) or your Reimbursable Support Agreement (RSA).

For any official ITAP mailing or shipping requirements please use our FedEx billing number: 327600966. This includes sending your passport back to the Passports & Visas Division.

Attachments (located in P:/ITAP/Admin/Travel/Introductory Travel Package):
- a. *Agreement Form*
- b. *Traveler Profile*
- c. *ACH Form*
- d. *Traveler Guidelines*
- e. *Passport/Visa Request Form*

f. *Voucher Worksheet*
g. *E-1175 information*

10. PM emails travelers with relevant 1175 information including POC at Post, copies arranger. Without this information the arranger cannot submit the country clearance (see DI-1175 steps).
11. If travelers are not DOI employees PM emails arranger with trip justification and embassy POC details to input into country clearance request.
12. Traveler puts in request for passport and/or visa, returns other forms to arranger (copies PM).
13. Arranger saves and password protects forms in P:\ITAP\ADMIN\Travel\Traveler Profiles.
14. If traveler is a new invitational traveler for ITAP, Travel Coordinator submits Invitational Traveler Access Request Form along with the traveler's ACH form to IBC in order to create a new profile. This is only for non-DOI employees. If a DOI employee for some reason does not have a profile they must create one through their home office.
15. Program Manager requests Inter-Intra Agency Travel Agreement (ITA) for DOI travelers from Budget Analyst (currently Aynalem Tadesse). More information on ITAs look under Payment Mechanisms. *Travel arrangers are not responsible for requesting or tracking ITAs.*

Four-six weeks before travel start date
16. Traveler sends flight/route preferences to arranger.
17. Arranger updates Travel Management spreadsheet as trip develops.
18. Arranger circulates proposed itinerary to traveler with copy to PM and confirms if any other travel expenses will be incurred.
19. Arranger submits eCC with information from 1175 or PM's email.
20. Arranger purchases medical insurance, if arranger does not have credit card PM's card will be requested in order to complete purchase.
21. When proposed itinerary is confirmed arranger submits travel authorization (TA).

- **If traveler is a non-DOI employee:** TA is reviewed and approved by ITAP Staff (Wendy, Linda, Barb, Cynthia, and Marc)
- **If traveler is a DOI employee:** TA is reviewed and approved by traveler's home bureau reviewers and approvers

22. Once the TA is fully approved the ticket is then issued.

Two weeks before travel start date
23. If necessary, PM requests amount to be put on DBC via Google DBC request form (see instructions below).
24. Arranger receives, activates, sets PIN, and sends card to traveler.
25. Arranger sends final email with all documentation to traveler with a copy to PM.

➤ **Travel Steps for NPS**

Eight weeks prior to departure:

1. PM adds traveler(s) to Travel Management spreadsheet and fills out columns: A-G, and S (name, date, destination(s))
2. PM emails Travel Coordinator (Tanya Ahmady and/or Wendy Kennedy), and cc's travelers with any additional trip details.
3. PM requests DBC via Google Form (see steps for DBC request).
4. Travel Coordinator acknowledges PM request, assigns other arranger as necessary.
5. Arranger contacts Travel Help Desk at Travel_HelpDesk@ios.doi.gov or 855-847-6398 Option 1 and creates a ticket to request a profile transfer from NPS to ITAP (OS), requests that the ticket be routed to Steve Mahorney in WASO in NPS.
6. NPS will then ensure that no travel is being planned and then approve the transfer request and forward it to BIO.
7. BIO will then facilitate the transfer and inform the arranger when the transfer has been completed.
8. Assigned Travel Coordinator responds to travelers (copies PM), requests forms with the following email:

Welcome to the Department of the Interior's International Technical Assistance Program (DOI-ITAP). I will be making all of your travel arrangements and will prepare and submit your travel voucher for you. Attached here are a few documents that are required in order for us to process travel paperwork on your behalf. Also in this email are travel guidelines that may assist you with any travel-related questions you may have. If you have travelled for ITAP recently items 1, 2, and 5 may not apply

In order to prepare your travel documents properly, please:

1. Fill out the DOI-ITAP Traveler Profile and return to me as soon as possible. Email is preferred but fax is also acceptable. Fax: (202) 208-2342

2. Read the DOI-ITAP Traveler Guidelines, sign the DOI-ITAP Traveler Agreement form, and return the Traveler Agreement form to me. Email is preferred but fax is also acceptable.

3. Notify me of any route or airline preferences via email. We will try to accommodate requests but cannot guarantee anything outside of medical necessity. Please note we must use the Department's travel contractor and comply with all Federal Travel Regulations.

4. In order to track your travel-related expenses, a voucher worksheet has been attached. It will make it easier on your return if you record your expenses. Please keep all receipts as I will need hard and soft copies when you return. I will not need receipts for food or personal expenses, but please do keep track if a meal was provided to you, as it will affect your per diem.

*5. Please read over the e-1175 instructions as soon as possible so that you may begin the process of obtaining signature and approval electronically. The project manager will send you a short justification, the Embassy point of contact (and in-country coordinator's contact information, if applicable), transportation/per diem costs, and other relevant details. **Travel cannot occur without a fully approved DI-1175. Please complete this step as soon as possible.***

6. For DOI employees: Please fill out the passport/visa request form to request your official passport/ visa at https://www.doi.gov/intl/oia-passport-and-visa-division. If you have your official passport in your possession please return it ASAP to DOI Passport and Visas Division so that they may obtain your visas.

Travel cannot occur without an official passport. Please complete this step as soon as possible. A minimum of 6 weeks is required to process your passport plus additional time for any visas.

7. Your Concur profile has been transferred from NPS to OS for a period of time until travel arrangements are completed. Please note that during this time you will not be able to book travel for your home office or create authorizations. If this presents an issue please inform me immediately so that we can complete your arrangements quickly in order to transfer the profile back to your bureau. This was done with consensus from Steve Mahorney, the Concur Bureau Lead Administrator.

For any official ITAP mailing or shipping requirements please use our FedEx billing number: 327600966. This includes sending your passport back to the Passports & Visas Division.

Attachments (located in P:/ITAP/Admin/Travel/Introductory Travel Package):
   a. *Agreement Form*
   b. *Traveler Profile*
   c. *ACH Form*
   d. *Traveler Guidelines*
   e. *Passport/Visa Request Form*
   f. *Voucher Worksheet*
   g. *E-1175 information*

9. PM emails travelers with relevant 1175 information including POC at Post, copies arranger. Without this information the arranger cannot submit the country clearance (see DI-1175 steps).
10. If travelers are not DOI employees PM emails arranger with trip justification and embassy POC details to input into country clearance request.
11. Traveler puts in request for passport and/or visa, returns other forms to arranger (copies PM).
12. Arranger saves and password protects forms in P:\ITAP\ADMIN\Travel\Traveler Profiles.

Four-six weeks before travel start date
13. Traveler sends flight/route preferences to arranger.
14. Arranger updates Travel Management spreadsheet as trip develops.
15. Arranger circulates proposed itinerary to traveler with copy to PM and confirms if any other travel expenses will be incurred.
16. Arranger submits eCC with information from 1175 or PM's email.
17. Arranger purchases medical insurance, if arranger does not have credit card PM's card will be requested in order to complete purchase.
18. When proposed itinerary is confirmed arranger submits travel authorization (TA).
19. TA is reviewed and approved by ITAP Staff (Wendy, Linda, Barb, Cynthia, and Marc)
20. Once the TA is fully approved the ticket is then issued.
21. When the ticket has been issued the arranger contacts BIO and requests that the profile be transferred back to NPS.

Two weeks before travel start date
22. Arranger receives, activates, sets PIN, and sends DBC to traveler.
23. Arranger sends final email with all documentation to traveler with a copy to PM.

➢ **Travel Steps for Foreign Travelers**

Eight weeks prior to departure
1. PM adds traveler(s) to Travel Management spreadsheet and fills out columns: A-G, and S (name, date, destination(s))
2. PM requests passports from travelers or agency POCs.
3. PM emails Travel Coordinator (Wendy Kennedy and/or Linda Burris) with any additional trip details such as hotel request, possible changes, and dates if multiple cities are involved.
4. Travel Coordinator (TC) acknowledges PM request, assigns other arranger as necessary.
5. PM receives passports and sends them to TC or places them on the P Drive.
6. Travel Coordinator submits Invitational Traveler Access Request Form to IBC in order to create a new profile. TC notes to IBC that travelers are foreign and do not have ACH information.

Four-six weeks before travel start date
7.   Arranger books travel and sends to PM or agency POCs for confirmation of itinerary.
8.   When proposed itinerary is confirmed arranger submits travel authorization (TA).
9.   TA is reviewed and approved by ITAP staff (Wendy, Linda, Barb, Cynthia, Marc).
10.   Arranger purchases medical insurance, if arranger does not have credit card PM's card will be requested in order to complete purchase.
11.   Once the TA has been fully approved the ticket is then issued.

Two weeks before travel start date
12.   If necessary, PM requests amount to be put on DBC via Google DBC request form (see instructions below) for travelers' hotel costs and/or per diem.
13.   Arranger sends email with all ticketed itineraries to PM and/or agency POC.

2. Travel Procedures in Detail

Once the Project Manager notifies the experts of their selection, the Travel Specialist will send him/her a welcome email along with the forms required to plan and execute travel, including: ITAP travel guidelines (and guidelines agreement), traveler profile, ACH banking form, official passport/visa request form, and travel voucher worksheet. These forms can be found in Appendix T. Due to the sensitive nature of some of the information requested written the Traveler Profile, all forms are saved in the DOI-ITAP files as password-protected.

A general description of and processing procedures for these forms are listed below:

a) **DOI Traveler Guidelines**

b) The DOI-ITAP Travel Guidelines provides the requirements, responsibilities, and helpful recommendations for the travelers. To ensure that the expert has received and has thoroughly read these guidelines, he/she will sign the Traveler Agreement form, found in Appendix U and return to the Travel Specialist.**Traveler Profile**

The DOI-ITAP traveler profile form is to be filled out for each new invitational traveler once they have been selected for a DOI-ITAP mission. It contains all information needed to arrange tickets, purchase insurance, and otherwise arrange travel. Once it has been returned to DOI-ITAP, it will be saved at P:\ITAP\ADMIN\Travel\Traveler Profiles with password protection.

c) **DI-1175 – Foreign Travel Certification Form**

This document is required for all international travel and must be approved by the travelers' Bureau Director and the DOI Office of International Affairs Director before travel can take place. Please keep in mind the surname/routing process can be lengthy and therefore the DI-1175 should be prepared and given to the traveler in a very timely fashion. The traveler must use the justification and other information below to submit their e-1175 according to the e-1175 instructions.

> ### *TEMLANGUAGE FOR TRAVEL JUSTIFICATION:*
>
> "The U.S. Agency for International Development (USAID) and the U.S. Department of the Interior (DOI) established the DOI International Technical Assistance Program (DOI-ITAP) to provide capacity building in other countries using the diverse expertise of DOI bureaus. Project expenses are covered by external funds, while DOI typically contributes the salaries and benefits for short-term technical experts. Travel is being requested by DOI-ITAP and [PM NAME HERE] to [ONE-SENTENCE TA DESCRIPTION HERE]. [TRAVELER NAME] was selected for their [*X*] years of subject area experience in this field [OTHER RELEVANT EXPERIENCE, e.g. international work, CAN BE ADDED BRIEFLY HERE].
> Partial lists of the legal authorities to conduct this project are Sections 2151q (b) and (g) (7), 1457, 2392(a) and (b), and 2357 of the Foreign Assistance Act 22 U.S.C.; and Section 4332 (2) (F) of the National Environmental Policy Act.
> We are monitoring the global security situation and the assignment will not go forward if the U.S. Embassy does not allow it."

For ITAP Team Member (current DOI employee):

1. Project manager emails traveler content for e-1175 using form email below.

    Good morning,
    Using the attached instructions and the information I have provided below, please begin processing your DI-1175 as soon as you are able.

    Destination: *Place XXX and Dates XXX (estimated)*
    Purpose of Travel: *DOI's International Technical Assistance Program (DOI-ITAP) provides capacity building in other countries using the diverse expertise of DOI bureaus. Project expenses are covered by external funds. The purpose of this trip is to BRIEF DESCRIPTON OF TRIP.*
    Justification: *TRAVELER was selected for their many years of experience DETAILS OF SELECTION. Their personal experience in this particular area, as well as their knowledge of ANOTHER REASON FOR SELECTION, will also be an asset to the mission. Travel is being requested by DOI-ITAP and PM NAME.*
    Legal authorities to conduct this project include Sections 2151q (b) and (g) (7), 1457, 2392(a) and (b), and 2357 of the Foreign Assistance Act 22 U.S.C.; and Section 4332 (2) (F) of the National Environmental Policy Act.
    We are monitoring the global security situation and the assignment will not go forward if the U.S. Embassy does not allow it.

    In Country Contact: *IN-COUNTRY COORDINATOR (if applicable) AND EMBASSY CONTACT NAME, EMAIL, PHONE*

Cost: Name of Funding partner is XXX and costs should be marked as reimbursable. Please estimate your salary costs here (as a non-reimbursed expense). Transportation will be about $XXX; Per diem will be about $XXX.
Attachment: e-1175 Instructions

2. Traveler fills out e-1175 according to bureau policy and SharePoint site instructions included in the email. 1175 process varies throughout the bureaus; contact bureau international travel coordinators with questions on routing, additional memos, and other inquiries. Traveler notifies arranger and PM that e-1175 has been submitted.

3. Traveler tracks progress to ensure bureau approval and provides an email confirmation of the fully approved e-1175 to the Passports and Visas Division.

- To compute salary costs, divide the per annum salary by 2087. Multiply this by the number of WORKDAYS away from the duty station.

- U.S. Government foreign per diem rates are calculated each month and can be viewed at http://aoprals.state.gov/web920/per_diem.asp. The amounts listed should be expressed in U.S. dollars.

- Meals and incidental expenses (M&IE) for the travel days to and from the U.S. should be based upon ¾ of the M&IE rate of the international city traveled to (and the location of the first night in official travel status) and ¾ of the M&IE rate at the international location of the last night in official travel status before returning to the U.S. *N.B Any trips taken in excess of 30 days will be limited to 55% of standard M&IE rates unless exceptions are made by the PM. If an exception is made, an approving memo will need to be included in the voucher.*

- Estimated transportation costs can be provided by Concur.

- Other costs: for miscellaneous expenses such as taxi fares, registration, etc., approximately $100 USD should suffice, unless known expenses exceed that amount.

Annual Leave of more than one day must be noted on the DI-1175. Extended travel requiring absence from an official duty station for more than 30 days must include a statement on the DI-1175 detailing the effects, if any; such an extended absence might have on the accomplishment of your duties.

In-Country Contact with email and phone number must be provided, typically being the primary USAID and/or U.S. embassy representative involved in the project.

International Travel into the next fiscal year should be avoided, where possible. If Congress has not yet approved the Department's budget when you prepare your DI-1175, you must include the following statement: "Pending enactment of DOI FY__ appropriations or continuing resolution." If neither occurs and the government is shut down, ALL government employees on international travel must return to the U.S. immediately. There are NO EXCEPTIONS to this requirement.

Changes/Revisions: If any information provided in the original DI-1175 changes (i.e. travel dates changed, postponed, or cancelled; staff substitution; funding) after the form is submitted you cannot change it in the system.

The e-1175 form can be filled out using an online system in SharePoint. Once this form is completely filled out, you can submit via the online system. Please use the instructions in Appendix Y. The Travel Specialist should also send the traveler a copy directly. If the traveler is a retiree, the 1175 will be filled out in hard copy as only the DOI-ITAP Chief needs to sign it.

d) DI-2000 – Ethics Form

Any in-kind donations (e.g. plane ticket, hotel accommodations, or meals) for costs related to international travel from a source other than the U.S. Government must be documented on the travel authorization and DI-1175. An ethics form (see Appendix W), signed by the traveler's immediate supervisor and State Director, must also be submitted along with the DI-1175. The current DOI Ethics Office POC is Margaret Bradley, who can be reached at 202-208-3290 and Margaret.bradley@sol.doi.gov.

e) Official Passport Request Form

Official passports, which are available only to current DOI employees, are issued for specific travel assignments and are valid for 5 years from the date of issuance. They cannot be used for personal business or pleasure, unless such travel is incidental to official travel and has been approved.

The Travel Specialist will provide a link to the Official Passport Request form to any selected traveler who is a current DOI employee and does not hold a valid Official Passport. The traveler will provide the Passports Office a copy of their DI-1175. For passport purposes, the DI-1175 does not need to be fully signed. After this step, it is up to the traveler, in conjunction with the DOI Passport and Visas Division, to complete all necessary steps for obtaining an official passport.

Retired DOI employees and other experts selected for DOI-ITAP assignments who are not current U.S. Government employees will travel on their Personal Passports.

DOI Passport Office contact: Tiffany Cephas or Crystal Franklin at (202) 208-5292, passports@ios.doi.gov, or MIB room 3552.

Travelers from USGS and BOR have their own Passports offices who will process their requests.

NOTE: Costs incurred for passport and visa fees and photos are reimbursable via the travel voucher.

f) Country Clearance

Anyone traveling on USG funds to foreign countries on official business must obtain a country clearance from the State Department. Travel arrangers will create an eCC for travelers.

To request country clearance, you must visit the State Department website at: https://ecc.state.gov/security/EccLogin.aspx

Allow sufficient time when requesting the country clearance, as some countries require the request to be submitted 2-3 weeks in advance.

The majority of the information necessary to fill an ecountry clearance can be drawn from the DI-1175. This includes the justification and embassy POC. One important item that is not in the DI-1175 is the office at the embassy to which the ecountry clearance will be addressed—check with a Project Manager if it is unclear who should be receiving the clearance request.

Additional information that must be included in the country clearance includes:

- Flight information (drawn from the reservations made/flight itineraries)
- Hotel information (name, address, phone number)
- An emergency contact
- Requests to visit the embassy

- Additional people who may need or have requested notice of ECC.

g) Travel Insurance

To procure travel insurance for DOI-ITAP travelers you will need to access the Medex website at: http://wwwmedexassist.com/Individuals/Products/AllProducts.aspx

Below is a list of the different types of travelers insurance available through Medex:

- TravMed Abroad: Short-term accident and sickness insurance and worldwide travel assistance for U.S. residents traveling outside of the United States.

- TravMed Choice: Accident and sickness insurance and worldwide travel assistance for U.S. residents traveling outside of the United States and foreign nationals traveling to the United States. Includes options to select desired medical benefit limit and deductible level as well as optional hazardous sports coverage.

- TravelMed Global: Medical insurance and assistance for U.S. residents and foreign nationals traveling outside their home countries to destinations other than the United States.

- TravMed International: Medical insurance and assistance for persons traveling or living outside their home countries for six months or longer.

To determine the most appropriate insurance, click 'Get a Quote' on the MedEx website, input traveler(s) information, and choose from the available options. Consider both cost and coverage, keeping in mind DOI-ITAP does not require trip insurance, but may want, for instance, death and dismemberment or lost luggage coverage. However, countries for which MedEx does not offer travel insurance can be procured via Seven Corners.

3. Booking Flights

Several requirements and considerations must be taken into account when working with the DOI-ITAP travelers to reserve and purchase airline tickets:

a. Business Class Ticket Requirements

Although the purchase of business class tickets is allowed under federal regulations under certain circumstances (http://www.gsa.gov/portal/content/110500#ATBCEC), it is not standard practice at DOI to authorize business class travel. Even senior DOI officials, up to and including the Secretary, travel coach class or use their own personal miles or funds for upgrades. In the rare circumstance where a traveler needs an exception, per 205 DM 15, the DOI Assistant Secretary for Policy, Management and Budget may grant a waiver for the following:

- Medical disability

- Exceptional security requirements as determined by the agency

- The carriers coach class accommodations do not provide adequate sanitation

- The specific flight does not have coach class accommodations

- Transportation costs are being paid by an ethics approved non-federal source

- The origin or destination of a flight is foreign and the total flight time to include layovers exceeds 14 hours.

- When business class is cheaper than coach class

- There is no coach class available and the travel is mission critical to the agency

- When business class is mission required and those required uses are documented in agency guidance.

Note:

 DOI travel policy states that even "if a foreign travel routing requires a flight of 14 hours of more, the recommended practice is to authorize a rest stop en route or a rest period upon arrival at the duty site to avoid the increased expense of Business class accommodations" (https://www.doi.gov/sites/doi.gov/files/migrated/pfm/travel/upload/FMM-2009-057-First-Class-and-Business-Class-Travel.pdf).

To obtain approval to purchase business class tickets, a waiver must be submitted in memorandum format addressed to the PMB Assistant Secretary as the approver for business class transportation, and routed through the ITAP Chief, the OIA Director, and the Deputy Assistant Secretary for Policy and International Affairs. If approved, the document should be retained by your office for eventual reporting to GSA as part of the Premium Class Travel Report, which Interior must submit annually.

b. Fly America Act

The Fly America Act (http://www.gsa.gov/portal/content/103191) requires that Federal Government representatives traveling overseas use U.S.-company owned airlines when departing from the U.S. to another country and when returning to the U.S. from another country. This Act does not apply for overseas flights that do not include the U.S. as either the departure or arrival points.

Exceptions to the Fly America Act are:

- Use of foreign air carrier is a matter of necessity because of
  - US flag air carrier cannot provide the air transportation needed
    - Medical reasons
    - To avoid unreasonable risk to travelers safety
    - Seat on US air carrier in authorized class is unavailable but a seat on a foreign air carrier in the authorized class is available
  - Use of US flag carrier will not accomplish the Department's mission
- Bilateral or multilateral air transportation agreement
- No US flag air carrier provides service on a particular leg of your route
- A US flag carrier involuntarily reroutes traveler on a foreign air carrier
- Service on a foreign carrier is three hours or less, and the use of US flag air carrier doubles en route travel time

- Air travel is between the US and another country and use of a US carrier on a nonstop flight extends travel time by 24 hours or more

- Any other air travel

  o Use of a US carrier extends travel time by 6 hours or more

  o Use of a US carrier increases the number of aircraft changes outside the US by two or more

  o Use of a US carrier requires a connecting time of four hours more at an overseas interchange point

To obtain a waiver to the Fly America Act, a certification with specific information must be provided as per https://www.doi.gov/sites/doi.gov/files/migrated/pfm/travel/upload/FMM-2009-061-Use-of-Unitd-States-Flag-Carriers.pdf. As with waivers to exceptions to Business Class travel, waivers to the Fly America should be rare.

c. Contracted Fares

DOI requires the use CGE Concur as its travel agent, having negotiated contracts with the various airlines for set fares between set destinations. These "contracted airlines" should be used whenever possible, but exceptions can be approved (e.g., scheduling conflicts, cost saving).

DOI-ITAP will attempt to accommodate flight requests whenever possible, but keep in mind that there is a fee for each change made to the itinerary once it has been booked. Special requests for dates and times can usually be accommodated, but it is important to make DOI-ITAP aware of these at the beginning of trip planning.

d. CGE Concur

DOI-ITAP's option for making flight reservations and purchasing the tickets for DOI staff and retirees while on travel for DOI-ITAP is through CGE Concur. The two ways to arrange travel are:

- Through the internet via Concur (https://cge.concursolutions.com)

- Through a phone call via Duluth (Concur's travel agency company *(1-855-847-6398 Option 2))*

DOI-ITAP has a responsibility to the Department, and all taxpayers to ensure that its employees conduct the most cost effective travel in accordance with Federal travel regulations. As a result, DOI-ITAP strongly encourages the use of Concur whenever possible for making travel arrangements and/or reservations in an effort to maintain costs down.

The following section provides guidance on procedures pertaining to the use of the Concur travel system and the use of contracted travel agency (Duluth and El Sol).

Because Concur is not particularly intuitive, a step-by-step user-friendly set of procedures is listed in Appendix X to assist all users with any aspect of processing travel logistics through Concur. These procedures are organized in the appendix as follows:

A. User Account Creation and Activation Instruction

B. Entering a New Traveler Profile

C. Updating a Charge Card Number

D. Creating a Travel Authorization

    (1) Making Reservations:

        a. Air

        b. Lodging

    (2) Per Diem Entitlements

        a. Non-Mileage Expenses

        b. Mileage Expenses

    (3) Accounting

        a. Preview Trip

        b. Pre-Audit

        c. Digital Signature

E. Creating a Travel Voucher

    (1) Trip Planner – Review Actual Trip Taken

        a. Review/Update Itinerary

    (2) Review/Update Reservations

        a. Air Reservations

        b. Updating Lodging

        c. Updating Per Diem Entitlements

    (3) Updating Other Expenses

        a. Non-Mileage Expenses

        b. Updating Mileage Expense

    (4) Accounting

    (5) Adding Receipts & Other Documents

    (6) Preview Trip

    (7) Pre-Audit

    (8) Digital Signature

C. PROCEDURES FOR POST-TRAVEL REIMBURSEMENT

There are several options for reimbursing travelers, depending on the types of traveler, as outlined in the table below.

Type of Traveler	Plane Tickets	Hotels	Voucher/Reimbursement

Bureau Travelers with ITA's in place	Individual Gov CC	Individual Gov CC	Travel Voucher/ Direct Deposit
Invitational Travelers (Non-DOI) & NPS Travelers	Corporate Card	Individual DBC/Personal Funds	Travel Voucher/ Direct Deposit
Foreign Invitational Travelers	Corporate Card	Cash from Staff DBC or their own DBC	Cash from Staff DBC or their own DBC
DOI-ITAP Staff	Individual Gov CC	Individual Gov CC	Travel Voucher/ Direct Deposit

Procedures for Travel Vouchers and RSAs for Traveler Reimbursement

Travel Vouchers- to be completed 5 days post travel.

DOI-ITAP conforms to the DOI's Federal Travel Regulation (FTR) Implementing Instructions CFR 300, 301, 302, 303 and 304, which are maintained by the Office of Financial Management, Assistant Secretary - Policy, Budget and Management. They can be found online at http://www.doi.gov/pfm/trav&relo/ftr_347dm1/index.html. DOI-ITAP uses travel vouchers to reimburse its travelers (internal, from the bureaus, and retirees) for expenses incurred during travel and to deliver per diem. As a supplement to the travel regulations, DOI-ITAP has developed the following to process all travel vouchers:

1. Upon return from travel, traveler fills out voucher worksheet (see attached example), scans receipts, and emails to arranger and copies PM. **This should occur within 5 days of return.**

2. Traveler ensures that any loose receipts are taped down to 8"x11" sheets of paper. Traveler converts any receipt in a foreign currency into USD. Traveler notes what kind of charge it is i.e. taxi, lodging, and baggage fee; NOTE if it was a DBC or personal expense and includes any currency conversions or international charge fees.

3. Traveler sends receipts and DBC to arranger via FedEx using ITAP billing number: 327600966. USPS is not an acceptable shipping method. If mailed via USPS voucher may not be paid out in full.

4. Arranger confirms receipt of package with traveler (copies PM).

5. Arranger reviews receipts and asks questions of PM and/or traveler.

6. Arranger adjusts voucher in CGE by inserting expenses, uploading receipts and 1175, changing dates/location if necessary.

Non-DOI Employees (Invitational Travelers)

7. Arranger emails PDF copy of voucher to traveler (copies PM).

8. Traveler reviews voucher, if there are any changes arranger edits as necessary.

9. Traveler signs voucher and sends it back to arranger.

10. Arranger scans voucher into CGE and submits for PM's review and Chief's authorization.

11. After authorization from Chief, voucher goes to IBC for further review and approval. This can take about 10 business days.

12. After final IBC approval voucher is paid out via direct deposit. Funds appear within a few days of final approval.

DOI Employees

7. Arranger checks ITA and ensures that LOA on form is inserted into the voucher.

8. Arranger emails traveler (w/ copy to PM) to let them know that their voucher is awaiting their review and signature in Concur.

9. Traveler signs and submits voucher electronically, which routes the voucher to the traveler's own office for final review and approval.

10. After final approval the voucher is paid out via direct deposit. Funds appear within a few days of final approval.

11. It is then the responsibility of the traveler's home office to IPAC/bill DOI-ITAP in order to recuperate funds.

D. LOCAL VOUCHERS AND EQUIPMENT, MATERIALS AND SUPPLIES PURCHASE

➢ Local Vouchers

A Local Travel Voucher is processed when official travel occurs within a 50-mile radius of the official duty station, is performed wholly within one day and does not involve an overnight stop or per diem. Also, an LV may be used to claim expenses including taxi and mass transit fares, privately owned vehicle (POV) mileage, and other miscellaneous expenses incurred while performing official business. When traveling within that 50 mile radius use of a government charge card is NOT authorized. In addition when traveling only mileage can be reimbursed. Gasoline is only a reimbursable expense when a rental car is used.

1. For DOI-ITAP to process a local voucher, Claimant must submit receipt(s) totaling at least $60.

2. DOI-ITAP Travel Specialist records each expense onto a local voucher (form SF-1164), make copies of the receipts and submit to Claimant for review and approval from the Supervisor.

3. Once approved by the Supervisor, a hard copy of the LV and receipts is submitted for processing to the travel office located at the MIB, Rm 7420.

4. A copy of the voucher and receipts are filed in the travel voucher cabinet located in room 3547.

Guidelines for Purchase of Field Equipment, Materials and Supplies

Certain DOI-ITAP technical assistance missions may require procurement of equipment by DOI-ITAP travelers. In the event that Project Managers, in-country partners, and DOI-ITAP experts (travelers) agree on the need for such equipment, it can be purchased by a traveler at the Project Manager's discretion. Reimbursement for these items can be provided via debit card, convenience check, or voucher, depending on the value of the equipment and the preferences of the traveler and PM.

All non-consumable equipment and materials donated to an in-country partner or counterpart should be logged in the "Transfer of Property Form" (see Appendix Y). An example Transfer of Property Spreadsheet is also provided in the same Appendix.

VIII. DOI-ITAP STAFF TRAVEL

a. INTRODUCTION

The DOI-ITAP staff travel process has only a few differences from invitational travel, so many questions that arise may be answered in the invitational travel section. Unless otherwise agreed upon, DOI-ITAP staff should plan and execute their own travel reservations and travel authorizations.

b. E-1175 PROCESS

The 1175 process is used to secure approval for international travel for ITAP technical assistance missions.

> **State Department Medical Clinic**
> The Office of Medical Services (MED) offers USG employees to receive immunizations. Travel counseling and immunizations for overseas travel can be obtained at the Travel Health and Immunization Clinics located at FSI (E 1104, 703-302-7450), HST (B 846, 202-647-2546), and SA1 Columbia Plaza (L 206, 202-663-3974). Please call for appointments as soon as possible as many immunizations require several weeks to complete. Please bring all available immunization records including childhood immunization records to the visits. Patients are required to have current Medical Clearance and travel orders.
> Travel related immunizations received outside of Federal Clinics can be reimbursed if the employee's Travel Authorization contains specific authorization for immunizations prior to receiving the services. Please confirm the authorization with the employee's Assignment Technician prior to receiving immunizations in the community.

For OIA Employee:

1. Employee fills in 1175 on SharePoint site, adding signature lines for ITAP Chief, OIA Director, and DAS (currently Steve Glomb). Prints form from web.
2. Employee hand delivers (or, if offsite, scans and emails) 1175 to ITAP Chief for signature and uploading into SharePoint.
3. DAS electronically signs 1175 and submits.
4. 1175 is routed to OIA Director, who gives final approval in the system.
5. Project Manager saves 1175 in P:\ITAP\ADMIN\Travel\1175's.

N.B.: Anyone that does not work for DOI—retirees, State-level agencies, academics, etc.—needs an 1175 for payment of their voucher. Arrangers can find a blank template with boilerplate language in P:\ITAP\ADMIN\Travel\forms\1175 Blanks. These need to be signed by the ITAP Chief only.

c. TRAVEL AUTHORIZATIONS

1. Traveler must have a Concur signed, approved, and accurate Travel Authorization (TA) in order to travel and ensure timely and accurate processing of their travel voucher. The travel authorization is the form that authorizes spending from a particular account for travel expenses incurred by the named traveler.

2. TAs are generated in Concur, and include: The dates and locations of travel, per diem calculations, transportation costs, and accounting codes for the account(s) that will be charged for all travel-associated costs.

3. After making travel reservations enter any changes to per diem (e.g. reductions for provided meals), anticipated mileage or non-mileage expenses, and the accounting code(s) to which the trip will be charged (note that trips can be divided between several accounts).

   Please note**: for trips lasting more than 30 days**, a reduced per diem rate will be applied. This per diem rate will be negotiated prior to the trip and cannot exceed 55% of total per diem in accordance with the Departmental Manual.

4. After entering all potential expenditures, the TA must be submitted for approval. This will often generate a list of problems with the TA, including the incorrect method of payment being entered (e.g. Reimbursable rather than GOVCC), 'Foreign Travel Document', or 'Taxi>$85'. For each of these, explain in the box that they are "Authorized by Supervisor" and a brief description of why they are necessary to the mission.

5. Finally, submit the TA so that it can be routed for review and approval.

d. TRAVEL RESERVATIONS

➢ *Using Concur*

1. Traveler signs into Concur and clicks "Create or Change a Reservation or the "Travel Tab"

2. Traveler inserts dates of travel and departure and arrival airports. Then click SEARCH

3. Traveler then searches for the least expensive flights possible that meet the requirements of the travel.

4. GSA contract fares and city pairs are preferred, but are often sold out or do not meet the time necessary. In that case, other carriers are also acceptable. Please not that any flight originating or ending in the United States MUST be on an American airline carrier or it will not be ticketed.

5. Traveler can also make any car or hotel reservations needed on Concur.

6. Airline tickets will not be issued until the authorization has been approved online via Concur

➢ *Using Duluth*

Duluth should be used only for particularly complex air travel bookings, as they charge a $36.00 fee every time a reservation is changed after ticketing.

1. Traveler calls Duluth at 1-855-847-6398 to make reservation.

2. Duluth will research flights, book them, and help select seats. They can also add a hotel or car reservation.

3. Duluth requires a travel authorization before they will ticket any reservation.

4. Duluth reservations must also be entered in Concur as a TA under the 'Create Authorization' option of the Authorization tab.

➢ *Changes to Reservations*

1. If reservation was started with Duluth, changes must be made by calling Duluth again.

2. If reservation has already been ticketed, Duluth will charge an additional fee of $36.00 for each call that changes the reservation thereafter (including adding hotel or car rentals).

3. If reservation was created in Concur and has not been approved in Concur, changes can be made by simply going into Concur and making the required changes.

4. If the reservation has already been approved in Concur, changes can be made either by amending the reservation and having it re-approved or calling Duluth and having them change the ticket (will result in additional fee).

e. TRAVEL VOUCHERS

1. Travel vouchers should be filed within a week of the conclusion of travel. In Concur, vouchers are started by clicking on the Voucher tab, then clicking 'Create New Voucher'. Any information that was originally included in the TA will be imported to this section.

2. The traveler will make any necessary changes to the expenses incurred on the trip, for example: hotel providing breakfast (change in per diem tab), exact costs of gas/taxi/baggage tips/supplies, and any changes to TDY locations or dates of travel. For use of a personal vehicle only mileage can be expensed, fuel can be claimed on an authorized rental car.

3. Once all costs and other details have been updated, the Traveler will scan all receipts for expenses and upload to the receipts tab along with a flight invoice and the fully approved 1175.

4. The Traveler will submit the document, explain any objections that arise from the system, and the voucher will be routed for approval and payment.

5. The traveler, budget analyst and program manager must confirm that the home office has billed for the trip.

IMPORTANT INFORMATION FOR RESERVING A RENTAL CAR:

§301-10.450 when and from whom may I rent a vehicle for official travel when authorized?

(a) Your agency must determine that use of a rental vehicle is advantageous to the Government and must specifically authorize such use.

(b) When authorized to use a rental vehicle, you should consider renting a vehicle from a vendor that participates in the Defense Travel Management Office (DTMO) U.S. Government Car Rental Agreement to avail yourself of the Agreement's benefits, including the insurance and damage liability provisions, unless you are OCONUS and no agreement is in place for your TDY location. The advantages of renting a car through the DTMO rental car program are:

(1) Rental car agreements are pre-negotiated;

(2) The agreement includes automatic unlimited mileage and collision damage insurance; and

(3) The rates established by the car rental agreement cannot be exceeded by the vendor.

Are there any limits on travel arrangements employees may make?

(c) Car rental accommodations: when authorized to use a rental vehicle under FTR §301-10.450, employees should rent a vehicle from a vendor that participates in the Defense Travel Management Office's (DTMO) U.S. Government Car Rental Agreement, unless travel is OCONUS and no agreement is in place for the OCONUS TDY location. DTMO has negotiated rental car agreements that include automatic unlimited mileage, collision damage insurance, and ceiling rates (see FTR §301-10.450).

NOTE: DOI-ITAP rarely rents a car while overseas due to general challenges with driving safely and other liabilities. It is more common for DOI-ITAP staff and bureau experts travelling overseas to rely on taxis and/or in-country coordinators for local transportation, as possible. If a rental car is still desired, check State Department guidance for any legal requirements and practical considerations associated with driving in the destination country.

IX. PAYMENT METHODS

DOI-ITAP has a number of mechanisms available to cover travel expenses, pay for purchases, and make payments to its partners and contractors. As a quick reference, these mechanisms and their purposes include those listed in the table below. Further details on policies and procedures are included below that for each of the mechanisms.

MECHANISM	GENERAL PURPOSE
Credit Cards	Cover travel expenses and approved purchases Purchase plane tickets for invitational travelers (Corporate Credit Card/Charge Card/Integrated Card/Brown Credit Card)
Reimbursable Support Agreement	Transfer funds to DOI Bureaus as a part of "pass-through agreements" with DOI-ITAP funding partners Reimburse DOI bureaus offices for centrally-charged travel expenses
Miscellaneous Obligation Form	User to transfer funds through a partnering mechanism (i.e. grant, cooperative agreement, MOU, Annexes) until a formal business practice in FMBS can be established.
Declining Balance Card	A credit card linked to a specific project account to pay for travel expenses for invitational travelers.

A. CREDIT CARDS

DOI-ITAP staff uses credit cards to pay for all travel expenses, office supplies, and other approved purchases on behalf of the office. In addition to the travel and purchase cards held by staff members, DOI-ITAP uses an office corporate card to purchase plane tickets for invitational travelers. According to the DOI Credit Card Program Manager (currently Kevin Goins and Charles Washington), the corporate card is only to be used for invitational travelers; all DOI-ITAP travelers must book their travel using their own government credit cards.

DOI-ITAP staff conforms to the guidance and policies laid out in the Department's Integrated Charge Card Program, issued by the Office of Acquisition and Property Management (PAM), which can be found on the PAM website at http://www.doi.gov/pam/chargecard/.

Once credit card statements are received by DOI-ITAP staff, each charge is reallocated to the proper project account according to the following process. (Note: Travelers from Bureaus seeking reimbursement for their offices should complete a travel RSA – procedures in Chapter VIII, Section C).

The credit card reconciliation steps that follow ONLY APPLY to DOI-ITAP staff and not the travelers from Bureaus and other external entities:

1. When each DOI-ITAP cardholder receives their monthly statements, he/she writes the account name and/or number to which each charge should be reallocated on and a brief description of what the charge was on the statement and attach all receipts.

2. Cardholders then sign their statements and submit them to the DOI-ITAP Chief for approval by placing them in the "Needs Signature" box on her door.

3. The DOI-ITAP Chief reviews each statement and approves with a signature. Any questions or discrepancies are resolved with the cardholder.

4. Once approved, the DOI-ITAP Chief submits the statements to the DOI-ITAP Budget Analyst for processing.

5. The DOI-ITAP Budget Analyst reallocates each charge in FBMS based on the information provided by the cardholder in step one, using the process enumerated in FBMS training.

   a. In the absence of an ITAP budget analyst who is trained in FBMS Credit Card Re-Allocations, all ITAP cardholders are required to fill out the form entitled "Re-allocation form-2013 REVISED.xlsx" each month when they receive their statement. That form can be found on the shared drive under P:\ITAP\ADMIN\Budget\Credit Cards, and instructions for filling it out can be found in the same folder. For help in filling out the form, staff members should contact the IBC Office responsible for bank card adjustments at OSBankcardAdjustments_IBCDENVER@ibc.doi.gov (for non-travel) and Jacqueline Boleck or Roberta Millen for travel expenses (Jacqueline_D_Boleck@ibc.doi.gov , Roberta_M_Millen@ibc.doi.gov)

6. The DOI-ITAP Budget Analyst files the credit card statements in hard copy in the locked file cabinet in the DOI-ITAP Chief's office, as well as electronically on the DOI-ITAP shared drive under P:\ITAP\ADMIN\Budget\Credit Cards\FY12.

➢ *Integrated Charge Cards*
1. ITAP cardholder receives charge card statement on or near the 19th of the month and checks charges for accuracy (contesting/resolving any incorrect charges). Cardholder describes each expense, assigns a WBS (account number) to each, and attaches corresponding receipt.
2. Cardholder signs and dates statement on last page and gives to ITAP Chief (offsite employees must scan and email) **by the 30th of each month.**
3. ITAP Chief reviews each statement, questions or discrepancies are resolved with the cardholder. Statements are approved with a signature, placed in Outbox by the 10th of the following month.
4. Budget Analyst retrieves statements, scans and saves in P:\ITAP\ADMIN\Budget\Credit Cards.
5. Budget Analyst reallocates charges in FBMS monthly, according to WBS, using the process numerated in FBMS training.
6. The DOI-ITAP Budget Analyst files the credit card statements in hard copy in the locked file cabinet in Budget Analyst office.

➢ *ITAP Corporate Card*

1. Charge Card POC (currently Aynalem Tadesse) receives statement, notes WBS for each expense by the 30th of the month.
2. POC signs, gives to ITAP Chief.
3. ITAP Chief reviews and signs statement by the 10th of the following month, places in outbox.
4. Budget Analyst retrieves statement and reallocates charges monthly.
5. Budget Analyst scans and saves in P:\ITAP\ADMIN\Budget\Credit Cards.

6. The DOI-ITAP Budget Analyst files the credit card statements in hard copy in the locked file cabinet in Budget Analyst office.

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INTEGRATED CHARGE CARD MAXIMUM PURCHASE LIMITS

Federal and DOI regulations for charge cards apply to the integrated charge cards held by ITAP employees. Training for the use of these cards is required and available from DOI Learn. Regulations. A Cardholder User Guide is found at: http://www.osec.doc.gov/oam/acquistion_management/topics/purchase_cards/documents/user_reference_guides/Cardhol.

DOI policy states that "maximum single-purchase spending limit is as follows:

$3,000 for supplies,

$2,500 for services, and

$2,000 for construction.

Transactions must not be split into smaller purchases so that each order falls within the single-purchase limit. Purposely splitting a purchase may result in the cancellation of purchasing authority and disciplinary action.. Repeated Purchases over short periods of time may be considered splitting requirements. Contact your supporting purchasing office for guidance. Only Warranted cardholders may make purchases over $3,000."

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B. REIMBURSABLE SUPPORT AGREEMENTS

Give or get reimbursement to/from USG agencies (requires fee/overhead charges, when expenses are not only travel-related).

Transfer funds **from ITAP to partner agency** (requires 30 days): PM's should be cc'd on all correspondence.

1. Project Manager emails ITAP Budget Analyst to notify them an RSA will be needed, lists:
   a. WBS from Line of Accounting
   b. Period of Performance
   c. Provider Agency Point of Contact email and phone
   d. Provider Agency Address
   e. Fixed Price or Time and Materials
   f. Description of service and amount
2. ITAP Budget Analyst fills out RSA, which can be found on the P Drive under P:\ITAP\ADMIN\Budget\RSA's.
   a. Project Coordinator: ITAP Budget Analyst places ITAP Chief's name and phone number
   b. Appropriation: 14-56-0102 (14 is department indicator, 56 stand for Fiscal years 15/16, these numbers should be adjusted based on the current FY, and 0102 stands for ITAP)
   c. Account Info: List Fund, Cost Center, Functional Area, and WBSWBS indicated by PM.
   d. Agency Location Code: Always 14010001.

       e.   DUNS Number: Always 130907426.
3. RSA is sent by the ITAP Budget Analyst to the Provider Agency to complete the Provider Agency's Billing and accounting information on the right side of the document.
4. ITAP Chief signs the RSA form to indicate approval as the Customer Agency Project Coordinator.
5. When the form is fully signed and completed by the Provider Agency, the ITAP Budget Analyst will create a PR in FBMS and attach the signed RSA. The PR will show Monica Cunningham as Supervisor Approver and Lateefa Williams as the Funds Certifier. PR will route through FBMS to Monica Cunningham and L Williams for approval then POB will sign the actual RSA and send a signed copy back to ITAP Budget Analyst.
6. Budget Analyst will send PR number to OSPayments (ospayments_ibcdenver@ibc.doi.gov) and request that an MO be created. The email subject line should contain the PR number and be copied to PM contact.
7. OS Payments will email back a PO number which the ITAP budget analyst will enter into the Agreements log and send to Project Coordinator with a cc to PM and the recipient of the RSA.
8. ITAP Budget Analyst will update agreement log with PO number.
9. ITAP Budget Analyst saves RSA on the Pdrive. \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Budget\RSA's
10. If the amount of the RSA is not drawn down, the obligation will appear on the annual UPO report. The ITAP budget Analyst will deobligate the balance via the deobligation form.

An example of an RSA is found in Appendix Z.

C. MISCELLANEOUS OBLIGATIONS FORM

Payment of all approved MOUs, Annexes, Grants and Cooperative Agreements (see "Implementing Mechanisms" chapter) are processed through a Miscellaneous Obligation Form.. Once a fully approved and signed partnership agreement has been created, a Miscellaneous Obligation Form and invoice will need to be submitted in order to transfer the funding to the partner using the following policy.

Payment of invoices from MOU Annexes

1. ITAP Budget Analyst confirms partner has valid registration in SAM.gov for the vendor or DUNS number. The following steps a-f are usefully for partners to complete registration:
    a. Go to https://iupdate.dnb.com/iUpdate/confirmSource.htm and follow the prompts to get a DUNS number.
    b. Go to https://eportal.nspa.nato.int/AC135Public/scage/CageList.aspx and follow the prompts to get an NCAGE code:
    c. Use the NATO Support Agency (NSPA) CAGE tool to see if an NCAGE/CAGE Code is already assigned to the company.
    d. If your search does not identify an existing NCAGE/CAGE Code, click on the Request New CAGE button at the bottom of the search results screen
    Note: You must click the search button (the magnifying glass icon) or press the enter key to see the Request New CAGE button, even if you don't enter any information

    e. After you submit your request, you will immediately receive a request confirmation/validation e-mail message. A second e-mail message will come later once the NCAGE/CAGE Code request is processed (either assignment of the code or rejection of the request).

f. Go to https://www.sam.gov/, create an account, and register your entity with the numbers/codes you generated in steps one and two.
    A few notes:

    If a foreign entity, leave the box for 'Tax Identification Number' (TIN) in SAM.gov blank -- you do not pay U.S. taxes so you do not have one.

    Make sure all names and addresses match!

2. After MOU and Annex have been approved, signed and saved in P:ITAP/Admin/Financial Vehicles, Project Manager sends invoice template (P:ITAP/Admin/Financial Vehicles/Invoices) to partner, who will fill out, print on organization letterhead, and sign. Sends electronic copy to Project Manager.
3. Project Manager signs invoice, saves in P:ITAP/Admin/Financial Vehicles with signed agreement.
4. Project Manager emails invoice to ITAP Budget Analyst with WBS of project account.
5. Budget Analyst fills out Miscellaneous Obligation Form (P:\ITAP\ADMIN\Financial Vehicles\MOUs) according to instructions in the document and as follows:

    ● Document Number: Leave blank, this will be assigned by IBC when the document is processed

    ● Line Number: First Line is 010, subsequent lines can be used if the obligation pulls together funding from other lines of accounting, and would be 020, 030, etc.

    ● Fund, Fund Center, Functional Area, and WBS: fill in the line of accounting for the projects that will be charged.

    ● BOC: Always 411C, this is how IBC simulates that the document is a grant. Regardless of partnership mechanism, grants should be indicated on the form.

    ● Orgn: Leave Blank

    ● Vendor Number and Vendor Name: copy these two fields exactly from the vendor's registration on SAM.gov.

    ● Reason: Per signed MOU.

6. Budget Analyst fills out the requestor information on form, prints, signs, scans the document and saves in P:\ITAP\ADMIN\Financial Vehicles\MOUs\Miscellaneous Obligations--Annex Payment Forms. Budget Analyst emails Miscellaneous Obligation Form with invoice to OSPayments_IBCDenver@ibc.doi .gov and copies Project Manager. The subject line includes the words 'Invoice' and 'Miscellaneous Obligation' as well as partner name. Body of email includes description of invoice (partner name, amount) and MOU/Annex title.

7. OS Payments will respond when the obligation is completed with the obligation number.
8. Obligation should be logged in the ITAP Agreements Log obligation number and line(s) of accounting noted.
9. OSPayments will pay the invoice, and work with the Budget Analyst (and Project Manager, as necessary) to correct any issues that arise.

    Note: as a pre-requisite to partnering with an entity, they must have an active registration in SAM.gov, including a DUNS Number, CAGE/NCAGE/SCAGE Number, and all other requirements

for registration. Help with registering can be obtained from FSD.gov or the federal service desk call-in number, available on their website.**

D. DECLINING BALANCE CARDS (DBC)

Issued to travelers for trip expenses (e.g. hotels, transportation) or stipends (if approved by funding agency and ITAP Chief). Issued to Project Managers for project expenses—for example per diem for study tour participants, travel expenses in cash-only economies, and other uses as approved. Declining balance cards (DBC) are also used by in-country coordinators for workshop expenses, hotels, transportation, etc.

1. PM requests new DBC or increase on existing DBC through Google form titled 'DBC Request Form'.
2. PM puts in name of user, account to be linked to, limit request, and the reason for request. PM can also insert a breakdown if there are multiple reasons.
3. Request will then automatically be sent to DBC Manager (currently Sharon Hooley).
4. DBC Manager requests card/limit increase from JP Morgan Chase through Payment Net
5. DBC Manager requests card from JP Morgan Chase.
6. Card is sent to ITAP via FedEx, and arrives in the OIA mailbox.
7. Budget Analyst (currently Aynalem Tadesse) activates card and creates PIN.
8. Budget Analyst sends card and PIN to traveler, follows up with email confirming shipment and stating card total, and attaches instructions for card use (copies PM).
9. PM emails traveler to further explain any expenses.
10. A spreadsheet that tracks responses from the Google Form will be maintained by the DBC Manager and Budget Analyst so that PM can see progress of whether the card has been requested, if the card has been created, if the card has been sent, and if the limit has been increased.
11. Upon return, traveler FedExs receipts for reconciliation to arranger as well as the card if not travelling again soon.
12. If applicable, card is given to DBC Manager to safeguard until next trip.
13. Receipts for declining balance card transactions are scanned and uploaded onto Payment.Net the Budget Analyst to ensure proper justification for expenses.

➢ **DBCs not attached to Travel Voucher (ICC & ITAP Staff)**

1. The PM will either order a new DBC or request a limit increase on existing DBCs using the Google Form. If the request is not received via this form the request will not be completed.
2. The form requests the name, dollar limit for the card, and the WBS that the card should be linked to. The form automatically routes to the travel coordinator who will then either order the DBC card or request an increase of limit from Kevin Goins.
3. New cards require 7-14 days to arrive and will be directed to the Budget Analyst. The cards are then activated and set with PINs. The cards are then sent out to the ICCs or contractors.

4. In order to facilitate DBC expense tracking ICCs and contractors will be emailed their DBC statement by the Budget Analyst each month with a cc to the PM.
5. The ICC or contractor will then have 30 days to sign the statement and submit receipts via email to the PM.
6. After returning the statement and receipts, the PM will review and validate charges made and assigns WBS's the charges should hit and then sign.
7. The statement and receipts will then be handed off by the PM to the Budget Analyst who will ensure that charges are properly allocated and if they are not will reallocate them.
8. The Budget Analyst will upload the statement and receipts to Payment.Net. (No need for hard copy records)
9. The ICC or contractor must account for any and all cash advances done on the card. If the cash was used for per diem whether for themselves or other travelers the ICC or contractor needs to have a signed receipt stating how much the traveler received, what workshop the per diem was for, and a breakdown of how the per diem was calculated.
10. The only exception for a receipt is a stipend. When requesting the stipend on the Google Form the PM can forward a copy of the form to the travel coordinator to serve as a justification for the stipend. If this is not forwarded the PM needs to create a memo saying that the ICC or contractor was authorized to receive a stipend for "x" amount and for "z" reason.

> ## ITAP Staff DBC's must be individually reconciled by staff and submitted for signature to the Chief.

> ➢ **Stipend Standard Guidance**
> If a stipend is being requested the following guidance should be taken into consideration when determining the amount. Also note that, the stipend can cover travel days, weekends during the trip, and U.S.-based prep days and follow-up days. Paid time should take place on travel days and weekends if the person will likely be producing substantial work. PM's must set a maximum number of pre- and post-trip stipend days that will be paid. Note to stipend recipients that the stipend-via-DBC mechanism does not produce any tax documents; recipients are responsible for determining their own tax liabilities, if any.
>
> -$200/day: Easier-to-find expertise.
>
> -$360/day: Harder-to-find expertise, or more senior people. This rate was based on a rate quoted by a former FWS employee doing a fair amount of consulting work, and is a common rate.
>
> -GS pay scale hourly rate for the individual's last position prior to retirement ($420.80/day for a GS 13 step 10 in "rest of U.S." locality). I use this for people taking on longer-term, more substantive roles, or as a negotiating point of reference for individuals seeking a higher rate.
>
> -$655.38: USAID daily max rate. USAID does not support payment of more than this amount. This stipend amount only once, to a specialized cultural resources consultant who typically charged private sector clients much more.

> ➢ **DBCs attached to Travel Voucher**

1. Senior Travel Coordinator reconciles travel receipts with transactions listed in Payment.Net in order to reconcile charges. She will print transaction list and indicate WBS's.

2. Budget Analyst will check WBSs in FBMS and will sign off, returning the paperwork to a designated outbox.

E. INTER-INTRA AGENCY TRAVEL AGREEMENT (ITA)

The Inter-Intra Agency Travel Agreement, or ITA, is the financial mechanism of transferring funding for travel expresses from DOI-ITAP to partner bureaus, does not require fee/overhead. Invitational travelers do not require ITAs.

PROJECT MANAGER EMAILS ITA BUDGET ANALYST TO NOTIFY THEM AN ITA WILL BE NEEDED, LISTS:

    a. Number of travelers, name and email address
    b. WBS from Line of Accounting
    c. Period of Performance
    d. DOI Point of Contact (usually PM)
    e. Partner Bureau
    f. Dollar Amount
    g. Description of trip(s)
    h. Seller administrative POC address, email and phone number.

NOTES on ITA special cases with bureaus

- **USGS** will provide the WBS for the ITA.
- **FWS** will **NOT** issue a WBS until the ITA is signed and a PO is issued.

---

2. ITAP Budget Analyst, Ayanlem Tadesse, will complete the ITA Form (3-3268) (which can be found on the P Drive – P:\ITAP\ADMIN\Budget\RSAs) while keeping the PM cc'd on all relevant emails.
   Block 1 – Period of Performance
   Block 2 – Common Document number – PR Number which will be filled in after it has been created.
   Block 3 – Select originally or modification
   Block 4 – Select Foreign Assistance Act
   Block 5 – Give a brief description of who is traveling/purpose and location
   Block 6a – Fill in ITAP information – Administrative POC is the ITAP Chief; Finance POC is the ITAP Budget Analyst
   Block 6b – Seller info from ITAP PM.
   Block 7a – Agency Location Code: 14-01-0001
   Block 8a – Duns #: 130907426

Block 9a – Treasury Account Symbol (TAS): 14 (two year digit of funding, 56 = 2015/2016 funding) 0102
   (14 56 0102 – this is the TAS for FY15/16 funds)
Block 11a – Fund Center (DR61310000) Year of Funding (156D012DR) Functional Area
   (DL2IT0000.000000) WBS (DR61368FI14FORS) *Items in parenthesis are examples only*
Block 12a – DISB (Disbursement)
Block 13a – Date funding expires (this is not the expiration date of the ITA)
Block 14 – Estimated cost of travel
Block 15 – Financial Management - Business Management Office D2705
   Interior Business Center MS D2705 Attn: Agreements
   7301 W. Mansfield Ave., Denver, CO-80235-2230
Block 16 – Billings for Federal Agencies and DOD will be processed via IPAC (billing will be done
   MONTHLY)
Block 17 – Approved for Buyer – Chris Richey
Block 18 – Approved by Seller – Traveler Office Approving Official

3. ITA is sent by the ITAP Budget Analyst to the Seller Agency to complete blocks 6b –13b with their contact and financial information and complete and sign blocks 18-18b.
4. ITAP Chief signs in the Buyer section
5. When the form is fully signed and completed by the Seller Agency, the ITAP Budget Analyst will create a PR in FBMS and attach the signed document. The PR will show Monica Cunningham as Supervisor Approver and Lateefa Williams as the Funds Certifier. PR will route through FBMS to M Cunningham and L Williams for approval. L Williams will sign for POB, attaching singed ITA to PR in FBMS, and will send a note to ITAP Budget Analyst without attached signed ITA.
6. ITAP Budget Analyst will send PR number to OSPayments (ospayments_ibcdenver@ibc.doi.gov) and request that an MO be created. The email subject line should contain the PR number and copy the PM.
7. OS Payments will email back a PO number to ITAP Budget Analyst.
8. If the entire amount of the ITA is not drawn down by the travel it will appear on the annual UDO report and the Budget Analyst will de-obligate funds via the de-obligated form.
9. The ITAP Budget Analyst will send an email to the administrative POC with the PO number with a cc to the traveler, PM and Project Assistant.
10. The ITAP Budget Analyst will update the Agreement Log with the PO number.
11. The ITAP Budget Analyst will then save the ITA on the pdrive under \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Budget\ITA

F. SF-182 FORM, TRAINING COURSES

Standard Form 182 is used as documentation of an obligation for payment to fund training programs, for both government employees and government sponsored individuals (including international representatives).

Note: Vendors can be International. However, if payment is to be made to a foreign bank and not through an American bank some of the data that will be requested will be different that will be used to transfer U S Treasury funds via the International Treasury Systems payments platform.

> *If multiple participants attending one event only one SF-182 needs to be completed and submitted to OSpayments with the participant name listed as "various."*

➤ SF-182 Form

Standard Form 182 is used as a financial mechanism to fund training programs, for both government employees and government sponsored individuals (including international representatives) at educational or training institutions. This form may be used for all training expenditures including per diem, training material, and trainer costs. Using this form you can transfer funds used for training expenditures to any organization that has a DUNS number and is found in SAM.gov. The maximum amount that may be obligated using the SF-182 form is $150,000.00. Examples include the Foreign Service Institute and Colorado State University. Additional instructions for the SF-182 form are available in Appendix.

1. Obtain the following information from participant:
    a. Participant name
    b. Social Security number or international traveler passport number
    c. Date of birth
    d. Email Address (Work preferred)
    e. Position Title
    f. Type of Appointment (temp. if Invitational traveler)
    g. Education level
2. Information from the traveler and training organization will allow you to fill out the first two sections of the form.
3. The third section, financial section, should indicate the Cost Center, Fund Center, Functional area and WBS; the training organizations DUNS number should also be indicated here as well as the total cost of the program. Travel should be categorized under direct costs.
4. Once the SF-182 form has been completed the following documents need to be provided by the training organization:
    a. Letter of intent or acceptance
    b. Payment instructions for fund transfer

5. For payment send the SF-182 form, letter of intent and training organization payment information to OSpayments (ospayments_ibcdenver@ibc.doi.gov). In body of email indicate number of applicants, financial line of accounting and partner DUNS number.

6. Once OSpayments has sent a completion email with the obligation number (begins with a 45), notify the training organization of the 45 number so they are able to bill.

X. FINANCIAL ACCOUNTS RECONCILIATION

INTER-INTRA AGENCY TRAVEL AGREEMENT (ITA)

A. INTRODUCTION

In the process of managing its reimbursable funds, DOI-ITAP both develops and implements internal budget tracking and management solutions and makes use of contacts within the IBC and within POB, as well as the official departmental financial systems.

B. DOI-ITAP INTERNAL BUDGET MANAGEMENT

➢ List of Accounts

DOI-ITAP lists the line of accounting, expiration date, and account balance for each active account in a spreadsheet entitled FY13 Accounts that is kept on the shared drive under P:\ITAP\ADMIN\Budget. This spreadsheet is to be viewed as the master list of active ITAP accounts in FBMS, and is a resource that project managers can use to determine available balances for their projects and find the full line of accounting. This spreadsheet should be updated using a summary report from FBMS as often as possible so that all project managers have the most up to date information possible.

In the case of a Project Manager wishing to keep his or her own financial records, DOI-ITAP has a template for internal budgets that can be customized to each individual project budget. These spreadsheets are to be used as a supplement to the DOI-ITAP budget tracker and will be populated with the same data as the budget tracker. Appendix CC offers the Budget Tracker Template Spreadsheet that can be customized to Project Manager's needs.

➢ Incoming Revenue Tracker

This is a spreadsheet that tracks all incoming funding from USAID and Department of State in the form of an IAA that is used the projects and salary cost. This document can be found on the Google Drive under your shared with me tab, in a folder labeled "Agreement Log."

C. DOI-ITAP EXTERNAL BUDGET MANAGEMENT

➢ Financial and Business Management System (FBMS)

FBMS is primarily used by DOI-ITAP's budget specialist to generate and download reports, but can also be used in order to perform some basic transactions (i.e. credit card reallocations and entering invoices against contracts). The work step instructions for those transactions are provided in the related FBMS training. For all questions about FBMS Access, Capabilities, Roles, and Training, contact Suzan Corl (susan_corl@ios.doi.gov), who will be able to direct the question to the proper person. Instructions for generating basic reports often used by DOI-ITAP are below:

➢ Reporting in FBMS

1. Log in to FBMS -> Select EMIS from Options Along top -> Open Bi Launch Pad

2. Click New Analysis, then search for one of the following options:

   a. Fund Status Summary – provides high level available balances

   b. Fiscal Year Obligations (ADEARS) w/Interest – provides detailed charge-by-charge records

3. Click OK, and you will come to the Variable entry Screen. Enter the following information for each report:

   a. Funds Status Summary:

      i. Business Area By Authorization: D000
      ii. Budget Version: 1
      iii. Fiscal Year: 2013 (or current year)
      iv. Fund: 123D0102DM; 133D0102DR; 134D0102DR; XXXD4523WT; 145D0102DR

   b. Fiscal Year Obligations (ADEARS) w/Interest

      i. Business Area by Authorization: D000
      ii. Current Fiscal Year: 2013
      iii. From Period: 1
      iv. To Period: 16
      v. Funds Center: DS61300000; DS61310000
      vi. Fund: 134D0102DR; 133D0102DR; 123D0102DM; XXXD4523WT; 145D0102DR
      vii. Functional Area: DLBIT0000.000000; DLBITAP00.000000; DWT000000.000000; DLSITAP00.000000; DL2IT0000.000000
      viii. Commitment Item: !100000 - 1ZZZZZ

4. Once Report comes up, click Save As to save it as a favorite and eliminate the need for entering the Variables each time.

5. Click Export to Microsoft Excel to format and manipulate report for use.

Ideally, the detailed financial report should be compared to DOI-ITAP's internal budget tracker on a frequent basis, at least quarterly prior to reports being due to funding partners to ensure data accuracy in reporting. The summary report should be used to keep ITAP's list of accounts updated with current account balances so that project managers can plan activities with accurate balances in their accounts. Some other reports may be needed on a one-off basis, and can be requested by contacting Suzan Corl in the OS FBMS Implementation office or Lateefa Williams in the budget office.

Note: in the event that ITAP has funds directly appropriated to it (such as the current program in the Mayan Biosphere Reserve), the balance will not show up in the summary report, but the expenses will.

➢ Financial Adjustments

There are 2 types of financial adjustments that may need to be completed to move charges between lines of accounting or to de-obligate funds from an obligation in FBMS. The need for these adjustments is typically discovered during the process of comparing a detailed report to the budget tracker. The adjustments and steps for completing them are described below.

a. De-Obligation Document – sometimes, a partner that ITAP has obligated funds to will need to return some or all of those funds to ITAP. This can be done for any number of reasons, typically when ITAP is going to pay for an activity directly or when the funding agency directs ITAP to pull money back. De-obligations are completed using the following steps:

    i. ITAP Budget Anaylst should fill out the DeObligation Document (located in P:\ITAP\ADMIN\Budget\NBC Adjustments) using the following information:

        1. Document Number: Use the PO number that needs to be de-obligated (starts with 45000). This number should have been recorded when the obligation was completed, but can also be obtained by running a "UDO Report" on cost Center DS61300000 through DS61310000.

        2. Line Number: Most often will be 010, can also be found on obligating document as well as UDO report.

        3. Fund, Fund Center, Functional Area, and WBS: the line of accounting upon which the obligation sits. Can be found on obligating document or UDO report. It is very important that this information is copied exactly from the obligation.

        4. Vendor Number: The DUNS Number of the vendor.

        5. Vendor Name: Name of vendor who the PO is assigned to

        6. Amount to deobligate (self-explanatory)

        7. Reason: Completed

        8. Once the form is filled out, print and have the ITAP Chief or designee sign the bottom signature block.

        9. Email signed deobligation document to OSPayments_IBCDENVER@ios.doi.gov.

b. VA (Voucher Adjustment) Document – is used when a Travel Voucher, Fund Cite, or Invoice Payment is posted to the wrong account.

    i. When a charge is identified that needs to be adjusted (typically through comparing detailed report to budget tracker and noticing a discrepancy), person completing the adjustment should open the VA Document Master Blank (Found under P:\ITAP\ADMIN\Budget\NBC Adjustments), and fill out the form following the instructions on the tab labeled instructions.

    ii. If help in needed, contact Rosann Velnich (Rosann_Velnich@ibc.doi.gov) who can assist.

    iii. When the form is completed, print it, write "Please adjust" and sign below the adjustment information, and scan.

    iv. Submit signed form and the unsigned excel document to Rosann Velnich (Rosann_Velnich@ibc.doi.gov) for processing.

➢ Fund Cites

Many projects avail themselves of the ability to have an embassy pay for in-country logistics expenses directly, then bill DOI for those expenses after the fact. Some examples of these types of expenses include payment for Embassy motorpool services, payment for local interpretation costs, etc. This process is called a fund cite (short for citation). In order to process a fund cite, the project

manager should supply the State Department contact with the full line of accounting for the project that should be charged for the activity. That typically includes the following information:

- Appropriation Symbol (TAS): depends on the line of accounting that will be used for the charge. Common TASs used by ITAP are 14-X-4523 (for fund XXXD4523), 14-3-0102 (for fund 133D0102DR), and 14-3/4-0102 (for fund 134D0102DR). If clarification is needed on the TAS to use for a fund cite, please check with Lateefa Williams (Lateefa_williams@ios.doi.gov) in the budget office.
- Agency Location Code (ALC): Always 14-01-0001
- Full Line of Accounting: always provide State Department with the DOI Fund, Cost Center, Functional Area, and WBS for the project that will be charged, and make it explicitly clear to the embassy that the charge will not get paid if the full line of accounting is not included somewhere on the form. Make sure to get the line of accounting from the DOI-ITAP list of accounts and verify that there is a sufficient balance in the account to cover the charge.
- Total Dollar Amount: if known (otherwise a close estimate).

Note: embassies will often ask for other information in order to process the fund cite or ask the project manager to use a template that doesn't accommodate our DOI accounting information. The DOI budget office can sometimes provide that information, but as long as the TAS, ALC, and full line of accounting are included, then the charge will get paid properly.

Upon the conclusion of the activity for which the fund cite was needed, State Department will charge DOI for the agreed upon expenses, and the charge(s) will make their way through IBC. Someone from IBC accounting (typically Patti Thompson) will contact the ITAP budget contact (I have given her Barb in the short term) to verify the line of accounting to post the charge to. IBC should be able to provide back-up documentation that makes it clear which project the charge relates to. Once confirmed with the project manager, IBC should be instructed which line of accounting to pay the fund cite against.

Note: in the event that an account runs out of money between when a fund cite is submitted and when it reaches DOI-ITAP, another account in the same fund must be selected to charge the fund cite against, and a VA document (see process above) may need to be completed if the charge must be moved to an account that resides in a different fund.

➢ Filling In Fund Cite Forms

When completing embassy fund cite forms you will see that the fields are slightly different than that of DOI. See below for a sample of how DOI lines of accounting translate into a fund cite form.

DOI Accounting	Fund Cite Accounting
Appropriation: 14 -5/6-0102	Agency/Bureau: 1401
DUNS: 130907426	Appropriation: 14_3401020000
Fund: 156D0102DR	Allotment: 134D0102DR
Functional Area: DLBIT0000.000000	Function: DLBIT0000

Cost Center: DS61310000	Obligation: 130907426
WBS: DP.61359.CS12UGTE	Project: DP61359C
	Org Code: S12UGTE
	Property ID: DLBIT0000

XI. DOI-ITAP COMPLIANCE WITH THE TRANSPARENCY ACT

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website: www.USASpending.gov.

DOI-ITAP maintains full compliance with the FFATA with support and guidance from the Department of Interior's Business Center (IBC) and the Office of Acquisition and Property Management (PAM). The following process ensures proper reporting for all awards that warrant FFATA reporting:

- DOI-ITAP makes a Grant, MOU or Cooperative Agreement award, which is the responsibility of relevant DOI-ITAP Project Manager. Further information on DOI-ITAP awards available in the Cooperative Agreements section of the DOI-ITAP Handbook;

- IBC enters the award into its system called PRISM, generating a Federal Assistance Awards Data System (FAADS) Plus record;

- IBC releases the award to the Systems Analysis and Program Development(SAP) module within the DOI Financial and Business Management System (FBMS);

- PAM will extract the FAADS Plus data monthly;

- PAM sends the extracted data to USASpending.gov;

- DOI-ITAP confirms with PAM contact and/or at USASpending.gov, on a quarterly basis, that the financial assistance has been successfully reported. If any awards appear to be missing, DOI-ITAP Grants and Cooperative Agreements Manager(s) will work with PAM to identify and resolve the problem

Current POC list:

Chip DiMuzio
Acquisition & Property Management
Phone: 202-254-5549
Chip_L_DiMuzio@ios.doi.gov

Sabrina Crane
Interior Business Center
Phone: 703-964-8420
Sabrina.crane@aqd.ibc.doi.gov

XII. PERSONNEL ACTIONS

IMPORTANT NOTE: Most sections for this chapter are yet to be drafted; in the meantime, on-boarding of volunteers and detailees is included below for easy reference.

A. ON BOARDING VOLUNTEERS

Note: all forms required for onboarding a volunteer can be found on the P drive:
P:\ITAP\ADMIN\Interns\Instructions and Forms for Hiring a Volunteer Intern (nonpaid)

1. Have volunteer fill out the following forms and fax them to your office:
    a. OF306 Declaration of Federal Employment
    b. OF301a Volunteer Service Agreement
    c. OS-IBC Rules of Behavior
   Note: because the OF306 form includes a social security number it must be sent via fax.
2. For office records, keep a copy of the following on file (\\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Interns):
    a. Resume
    b. Un-official Transcripts
    c. Cover Letter and/or Letter of Interest
    d. OF306 Declaration of Federal Employment
    e. OF301a Volunteer Service Agreement
    f. OS-IBC Rules of Behavior

3. Notify Bureau of Safety and Environmental Enforcement HR Specialist we have intention to onboard volunteer and fax the Specialist the following forms:
    a. OF306 Declaration of Federal Employment
    b. Resume
    c. Background Check Request Form
        i. *Ask our office administration for the Account Code.*

Name and Office	Email	Phone	Fax
Kristen Barrigher, BSEE HR Specialist for OIA	Kristen_Barrignher@bsee.gov	(202) 208-6448	(202) 208-6676
OS Office of Law Enforcement and Security (aka OS Security Office) MIB Room: 1320	Security_services_inbox @ios.doi.gov	(202) 208-5111	(202) 208-7610

Subsequent process: HR specialist will contact the OS security office. The OS security office will then contact the volunteer, prompt the volunteer to fill out an online form(s), and initiate a background check. GSA will also contact the volunteer to set up an appointment for fingerprints and a

photograph, both of which are required for the ID card. **Let the volunteer know they should be expecting these emails and tell the volunteer to respond to these emails as soon as possible.**

It takes about three weeks for the background check to be processed. Once the volunteer has cleared the security office, they will notify the HR specialist, who will then in turn notify our office. At this point the volunteer can work in the office. As soon as GSA processes an ID card for the volunteer, they will notify volunteer to set up an appointment to pick up the ID card. Usually the volunteer will be able to pick up their ID card during the first week at work.

4. Computer Access:
    a. Once volunteer is cleared by the HR specialist have the volunteer complete FISSA Training. Send volunteer FISSA training instructions, which include a link for training, and have the volunteer complete the training before they arrive. Otherwise volunteer can complete on their first day. The training takes about three hours to complete. Once training is complete it is important that the volunteer print out the certification form. A copy of the certification form is required for security access and is also needed for our records.
    b. Fill out NBC IT 20 form.
    c. Fax to IT Customer Support Center: FISSA Training Certificate, completed NBC IT 20 form, and completed OS IBC rules of Behavior form.
    Note: the IT Customer Support Center fax number can be found on the bottom of the NBC IT 20 form.

5. It is unlikely that the volunteer will have an ID card when they first arrive. Therefore after the volunteer is cleared by the HR specialist, complete a Building Access Memo form for the volunteer. Email the form, or deliver in person, to the OS security office. This form allows the volunteer to move through security without having to call our office for approval. Further information on this form can be obtained from the OS security office.

B. ON BOARDING DETAILEES

Note: all forms required for onboarding a detail can be found on the P drive:
P:\ITAP\ADMIN\Details\Instructions and Forms for Hiring a Detail

1. After a detailee has accepted the position request that they provide the following documentation (where applicable) to OIA's International Program Specialist/or relevant POC :
    a. *Request for SII Check for Incoming Detail Form [required for all detailees]
    b. *OF-306 Declaration of Federal Employment [required for detailees coming from OUTSIDE DOI only]
    c. Signed OS-IBC Rules of Behavior [required for all detailees]
    d. Copy of FISSA Training Certificate for current fiscal year [required for all detailees]

e. *Request for PIV II Access to Main/South Interior buildings [required for detailees whose home agency/office/bureau is not within the Main/South Interior buildings

Note: because the Request for SII Check for Incoming Detail form, OF-306, and Request for PIV II Access form include PPI they should be sent via fax only to 202-513-7728/ or relevant POC fax number. All other documentation may be sent via e-mail to kristy_bibb@ios.doi.gov /or relevant POC. The background check request form may take up to 6 weeks and must be planned accordingly.

2. Notify Bureau of Safety and Environmental Enforcement HR Specialist we have intention to onboard a detailee and provide the name, home bureau/or agency (if applicable), preferred start date, and length of the detailee's detail (approx. end date). Additionally, fax the Specialist the following forms applicable to the detailee:
   a. *Request for SII Check for Incoming Detail Form [required for all detailees]
   b. *OF-306 Declaration of Federal Employment [required for detailees coming from OUTSIDE DOI only]

Subsequent process: HR Specialist will contact the Personnel Security Branch (PSB) to begin proceedings. Once PSB clears the detailee for Entry on Duty (EOD) they will inform HR, the Chief of ITAP and the relevant office POC via e-mail. The detailee can then start on the provided date.

3. ID/PIV Card:
   a. *For Detailees Coming From Outside DOI:* If the detailee is coming from outside DOI and does not have a DOI ID/PIV card PSB will then contact the detailee directly, and prompt the detailee to fill out an online form(s), and initiate a background check. The detail must complete the DOI Access Request form, on-line questionnaire in e-QIP, and Credit Release Authorization forms. It takes about three to six weeks for the background check to be processed. Once the detailee has been cleared by PSB for Entry on Duty (EOD), they will notify the HR Specialist, who will then in turn notify our office. At this point the detailee can then start on the provided date. As soon as GSA processes an ID card for the detail, they will notify detail to set up an appointment to pick up the ID/PIV card. Usually the detail will be able to pick up their ID card during the first week at work. It is unlikely that the detail will have an ID card when they first arrive. Therefore after the detail is cleared by the HR specialist, complete a Building Access Memo form for the detail. Email the form, or deliver in person, to the OS security office. This form allows the detail to move through security without having to call our office for approval. Further information on this form can be obtained from the Security Customer Service Office (202-208-5111).
   b. *For Detailees Coming From Within DOI:* If the detailee is coming from within DOI but does not have PIV card access to the Main/South Interior buildings a completed Request for PIV II Access to Main/South Interior buildings form should be delivered via fax (202-208-7610) or in person to the Security Customer Service Office located in MIB Room 1320. When arriving on the first day the detailee will need to go through normal security and then check in with the Security Customer Service Office (MIB Room 1320) to have their PIV card formatted for access to the Main/South Interior buildings. The detailee

should notify their home bureau's building security office of their detail to the Main/South Interior buildings and ensure that their home building security office does not terminate their access to their home duty station building.

4. Email Address and Computer/Shared Drive Access
   a. *For Detailees Coming From Outside DOI:* After notifying HR that we would like to bring a detailee on board send the detailee FISSA training instructions including the link for training. Once training is complete it is important that the detail print out the certificate of completion. A copy of the certificate is required for security access and is also needed for our office records. Training should be completed at least 7 business days before the detailee starts to ensure that they can access our systems on their first day. Once PSB has cleared the detailee for EOD contact Julie Heartstock: Julie_hartsock@bsee.gov requesting the creation of an active profile for the detailee. Include the e-mail confirmation of the detatilee's EOD date from PSB.
   b. *For Detailees Coming from Within DOI:* The detailee should notify their home bureau's relevant IT office of their detail with DOI-OS and let them know that they will need to keep their home office/bureau e-mail address active. Once PSB has cleared the detailee for EOD contact Julie Heartstock at Julie_hartsock@bsee.gov requesting a bureau to bureau transfer and the creation of an active profile for the detailee. Include the e-mail confirmation of the deatilee's EOD confirmation from PSB. Because of situations where detailees have lost access to their home bureau's systems and facilities as the result of a bureau to bureau transfer PSB prefers not to do the bureau to bureau more than 2 days before a detailees start date. When sending the initial request to PSB for the bureau to bureau transfer please indicate that the detailee has been informed of the possible complications and has contacted their home building security and IT so that they are aware to keep access to the detailee's home office systems and facilities active.
   c. *For All Detailees:* As soon as PSB has confirmed the creation of an active profile for the detailee e-mail the IT support desk: csc_it_services_helpdesk@ios.doi.gov to request an e-mail and new user setup with the following documents attached:
      i. Copy of FISSA Training Certificate for current fiscal year: A copy of the certificate is required for IT security access and is also needed for our office records.
      ii. NBC IT 20 Form: Fill out NBC IT 20 form to request the detailee as a new user with the needs for a Windows Domain IS and an E-mail ID with access to Existing Folder: IOSU_PPA_International (PPA_International\\10.81.10.25\groups. Check the boxes to "Read-Open & read files" and "Modify-Gives all rights." Be sure that the form is signed by a supervisor.
      iii. OS IBC rules of Behavior Form: This form should be sent to the detailee to complete and returned to our office. A copy of the certificate is required for IT security access and is also needed for our office records.

5. Phone Access

a. To have an office number assigned to the detailee e-mail: csc_it_services_helpdesk@ios.doi.gov or call 1-888-367-1622 requesting phone and voice mail set up for the detailee. Be sure to provide the detailees name, and the number that you would like for them to be linked with. For additional assistance or follow up you can contact the OS telecommunications office at 202-208-3412.

XIII. VISITOR BUILDING ACCESS

To grant a non-DOI person access to the building there are a few ways to make this happen…

1) Meet them in the lobby; sign them in; they go through security; you escort them. OR

2) Fill out the form (see P:\ITAP\ADMIN\Policies and Procedures (Handbook)\Building Access\Building Admittance Request Form.PDF) and submit it. OR

3) Request unfettered access for VIPs; use the form with a special note that these are VIPs and you are explicitly requesting unfettered access.
Building Access is as follows:

- **Visitors (General Public)**
  - o Authorized Access to:
    - ▪ Library
    - ▪ Cafeteria
    - ▪ Indiana Craft Shop
    - ▪ Museum
  - o Must show valid ID (examples)
    - ▪ Non-expired Driver's License
    - ▪ Passport
    - ▪ Other Government Credentials
  - o Individuals must sign-in then proceed through the X-ray/magnetometer (41 CFR 102-74.370)
    - ▪ Rules and Regulations Governing Conduct on Federal Property
    - ▪ Title 41. Code of Federal Regulations, Part 102-74, Subpart C
- **Guest (Visiting for DOI meetings)**
  - o If preregistered, visitors can sign-in then proceed to through the X-ray/magnetometer (41 CFR 102-74.370)
  - o Guard will contact point-of-contact and verify meeting before granting building access
  - o If access memo is submitted visitors shall be granted access based off the memo, the guards will not call the point-of-contact when their visitor/guest arrives
- **Dignitaries/VIP's (visiting DOI)**
  - o Notification should be made to the Internal Security Chief or his designee when a Heads of State, Dignitary/VIP will be visiting the DOI
  - o Unfettered access is granted for all Heads of State, VIP's and Dignitaries visiting the Secretary/ Deputy Secretary
  - o Unfettered access shall be granted to Heads, VIP's and Dignitaries etc., visiting Bureau Secretary's, Assistant Secretary's etc. upon request via the Internal Security Chief
  - o Parking shall be granted upon request

For more information on how to submit a Building Access form for a Head of State, please see \\IOSDCAFP04\Groups\PPA_International\ITAP\ADMIN\Policies and Procedures (Handbook)\Handbook documentation\Building Access

XIV.   COMMUNICATIONS AND OUTREACH PROGRAM

DOI-ITAP communicates with a number of parties to generate funding, perform project planning, and report results. It is critical that this communication be as clear, professional and consistent as possible to represent the program. To that end, DOI-ITAP has a communications officer responsible for developing the written materials used for external communications (i.e. outside of DOI's Office of the Secretary). When developing these materials for a given project, work with the communications officer to utilize existing resources and prepare consistent products. References for these materials are listed below.

DOI-ITAP Communications Guidelines - To provide basic guidelines and parameters for:

To provide basic guidelines and parameters for:

- ➢ Program and Project Folder
- ➢ Logo and Logo use
- ➢ Factsheets – by project, country, region
- ➢ Success Stories
- ➢ Trip Report
- ➢ Activity Profile (to share before event)
- ➢ Activity Results (for after)
- ➢ Newsletter / e-Newsletter
- ➢ Bureau Expert Interview
- ➢ Press Release
- ➢ Announcement for Experts
- ➢ Banner and Roll-Up
- ➢ PowerPoint slide format
- ➢ Calendar of Activities

Social Media:

- ➢ Website
- ➢ Twitter
- ➢ Blog

Other items to address:
- ➢ Photograph Selection, Naming and Library
- ➢ ITAP Distribution List

- ➢ For DOI:
    - Weekly Activities
    - Monthly Newsletter
    - Success Story for Secretary

XV. HANDBOOK FORMAT

The information and formatting parameters used, as listed below, may be useful for future periodic revisions to this Handbook.

Saved Electronically:

The main Handbook text is saved under the DOI-ITAP\Admin\Policies and Procedures (Handbook)\ITAP PROCESSES (Handbook); Appendices saved in the "Handbook Appendix" folder.

Font:

The font used throughout the handbook is Calibri, with the general text in 11 point and 6 point spacing above and below the text.

The font used for the chapter headings (Heading 1) 18 point, bold, small caps. The font used for the section headings (Heading 2) is 16 point, bold, small caps, with 12 point spacing above and below the text. The font used for the sub-section headings (Heading 3) is 12 point, bold. The font used for the headings for the Table of Contents, How to Use this Handbook, Acronyms, Contact Information, and Appendices (Headings for Non-Chapters) is 18 point, bold, small caps.

Margins:

All margins are "Normal," one inch margins on all four sides. All appendices should also have these margins, if possible, to ensure that a hard copy of the Handbook can be 3-hole-punched and bound in a binder when necessary.

Page Numbers:

All pages are numbered (bottom right) with the exception of the cover page.

DOI-ITAP Positions:

All DOI-ITAP positions names (e.g., Chief, Project Manager, Budget Analyst, Travel Coordinator) are to be capitalized.

XVI. APPENDIX