

8.1: Economy Act Order Documentation Checklist

CORE QUESTIONS:

1. Is there more specific statutory authority¹ than the Economy Act Order with which to order this work? **Yes** **No**

If you answered Yes, then you must utilize the other statutory authority and may not utilize an Economy Act Order. If you answered No, move to question 2. If you are unsure, check with the Office of Counsel. The Requestor and Office of Counsel will more than likely need to discuss any authority question with the Servicing Agency.

2. Will this work be completed by a **DoD** or **Non-DoD** agency?

If you answered DoD, then column A documentation applies. If you answered Non-DoD, then move to question 3.

3. Is the Servicing Agency (i.e., agency you are doing the Economy Act Order with) carrying out any type of contract action to complete this work (Will the Servicing Agency rely on any resources other than its own employees or on-hand? For example, will the Servicing Agency contract out asbestos abatement or other specific portion(s) of the service)? **Yes** **No**

If you answered Yes, then column B documentation applies. If you answered No, then column C documentation applies.

A DoD	B Non-DoD Contracting	C Non-DoD In-House
<input type="checkbox"/> Master Agreement <input type="checkbox"/> Support Agreement, containing the Scope of Work <input type="checkbox"/> PR&C <input type="checkbox"/> Servicing Agency Proposal (with line-item cost breakdown) <input type="checkbox"/> Technical Assessment <input type="checkbox"/> Determination & Findings (if DD 1144 is not utilized for Support Agreement)	<input type="checkbox"/> Master Agreement <input type="checkbox"/> Support Agreement, containing the Scope of Work <input type="checkbox"/> PR&C <input type="checkbox"/> Independent Government Estimate <input type="checkbox"/> Servicing Agency Proposal (with line-item cost breakdown) <input type="checkbox"/> Technical Assessment <input type="checkbox"/> Determination & Findings <input type="checkbox"/> Best Procurement Approach Determination <input type="checkbox"/> Request for Service Contract Approval (RSCA) for SES Approval <i>If over Simplified Acquisition Threshold (SAT):</i> <input type="checkbox"/> Non-DoD Certification per FAR 17.703(a) or Waiver per FAR 17.703(e)	<input type="checkbox"/> Master Agreement <input type="checkbox"/> Support Agreement, containing the Scope of Work <input type="checkbox"/> PR&C <input type="checkbox"/> Servicing Agency Proposal (with line-item cost breakdown) <input type="checkbox"/> Technical Assessment <input type="checkbox"/> Determination & Findings

**There may be additional documentation requirements depending on the Master Agreement. Checklist does not list required internal routing coversheets per inter-divisional procedures.*

¹ A common statutory authority would be 40 USC § 501, which allows agencies to order off GSA Federal Supply Schedule (FSS) contracts. This is the most common example of a more specific statutory authority, but there are less common authorities like the use of Government-wide acquisition contracts (GWACs) - 40 USC § 1302(e). GWACs allows agencies to place orders on another agency's IDIQ contract. With each of these examples, the Economy Act would not apply.

Master Agreement Options (Choose 1)

- Existing Master Agreement (MOA) written in last 9 years
- Standard Paragraph Style MOA (see Template)
- Treasury Financial Management Service (FMS) Form 6-10 7600A

Support Agreement Options (Choose 1)

- FMS Form 6-10 7600B
- ENG Form 4914-R
- DD Form 1144
- Other form may be approved as long as it contains the following:
 - A clear and detailed description of the supplies or services (which can be completed by attaching the scope of work to the form);
 - Delivery requirements or period of performance ;
 - A funds citation;
 - A payment provision;
 - The authority for the transaction (the Economy Act);
 - Any additional ordering procedures.

8.2: Signature Guidance Table

	Requestor	Requestor's Supervisor	Requestor's Division Chief	Office of Counsel	Contracting Officer	Funds Certifying Official	PPMD Chief	NWS Commander	NWD SES
Master Agreement	-	-	-	R	R	-	-		S
Support Agreement (Order with a non-DoD Agency)	-	-	-	R	R	R	-	-	S
Support Agreement (Order with a DoD Agency)	-	-	-	R	R	R	R	S	-
Independent Government Estimate Under the SAT	S	S	-	-	-	-	-	-	-
Independent Government Estimate Over the SAT	S	R/S	S	-	-	-	-	-	-
Technical Analysis	S	S	-	-	R	-	-	-	-
Determination and Findings	-	-	-	S	S	S	-	-	S
Best Procurement Approach	-	-	-	S	S	-	S	-	R
Request for Service Contract Approval Under \$100K	-	-	S	R	-	-	-	-	-
Request for Service Contract Approval Over \$100K	-	-	-	R	-	-	R	S	S

- Review and Signature Required = S
- Review Required = R
- SAT is the Simplified Acquisition Threshold as defined by FAR 2.101. The SAT is currently \$250,000.
- Internal processes outside of this SOP may require additional reviewers, such as Project Managers or Section Chiefs.

8.3: Routing Contact Information

Last Updated: 21 February 2018

Office of Counsel:

Contact: Craig Juckniess, craig.m.juckniess@usace.army.mil, 206-764-6943

Alternate:

Contracting Division – District Chief of Contracting:

Contact: David Williams, roger.d.williams@usace.army.mil, 206-764-3772

Alternate:

Subject Line: Review Requested: Economy Act Order for <Brief Title>

Labor Code starting in the amount of \$500 to be provided within email text.

Resource Management – Funds Certifying Official:

Funds certification to be completed by a Funds Certifying Official in CENWS-RM.

Primary: Rob Frazier, robert.l.frazier@usace.army.mil, 206-764-6546

PPMD Chief :

Primary: Damon Lilly, damon.p.lilly2@usace.army.mil, 206-764-3692

Executive Office – NWS Commander:

Primary: Paula Taylor, paula.a.taylor@usace.army.mil, 206-764-3690

Alternate:

NWD SES:

TO - District Support Planner: Jeremy Weber, Jeremy.J.Weber@usace.army.mil

CC – Secretary: Sarah Wolf, Sara.L.Wolf@usace.army.mil

*For Economy Act Orders initiated from CENWP-PM-E (Columbia Basin Fish Program), Orders should be routed to NWD Fisheries Program Staff Mike Langeslay and Robert Rose instead of Jeremy and Sara, as these staff will review them first and route appropriately.

*Document Order/Label Preference for Type B (can use for Type C minus unrequired docs):

1. D&F
2. BPAD
3. Support Agreement
4. Scope of Work (if separate from Support Agreement)
5. IGE
6. Servicing Agency Budget and Proposal
7. Technical Assessment
8. RSCA Form
9. Master Agreement

10. Other Applicable Memorandums (i.e., DOE FAR Certification Memorandum)

8.4: Action Tracking & Report Instructions

RESERVED – PENDING.