

Economy Act Order Process Flowchart

The below process lays out preparing Economy Act Orders (i.e., **USACE is the requesting agency**). Work may not begin (besides initial coordination and planning efforts) until the applicable Memorandum of Agreement (MOA) and Support/Interagency Agreement (SA) is complete. The technical POC, with assistance from the IIS Program Coordinator, is to complete all required forms. The below process is when the Economy in Government Act is the applicable authority. When the Economy in Government Act is not the appropriate authority, coordination with Office of Counsel (OC) will be necessary to determine authority.



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Note 1: If another authority is to be used that is not listed, then coordination with Office of Counsel will be necessary to determine authority. The District's IIS Program Coordinator will coordinate discussion with OC.

Note 2: A "valid" MOA is a local, regional, or national MOA that abides by all current requirements set forth in DoD, Army, and/or USACE regulations and instructions and appropriately covers the scope and funding of the work. Refer to ER 1140-1-211 and DoDI 4000.19. For USACE to be the requesting agency, the MOA must state services provided by both agencies (i.e., 2-way MOA). If the MOA only addresses the Corps/DA as the supplying agency, a MOA will need to be prepared (see note 5).

Note 3: Refer to the overarching MOA for guidance on the acceptable support agreement forms for use with the MOA. See the District IIS Program Coordinator for additional questions.

Note 4: Signed Determination and Findings must be sent to servicing agency when requesting signature.

Note 5: Standalone agreements should only be used for nonrecurring reimbursable support, i.e. support that is not expected to recur over time. Recurring reimbursable support (support to occur with an expected rate of recurrence over time — normally 1 year or longer) should utilize a MOA and subsequent support agreements. Typical form is Department of Treasury Forms 7600 A and B.

Note 5.1: Recurring reimbursable support requires a MOA and support agreement. If no national or regional MOA exists, one must be prepared. Typical Form is 7600 A and B. In addition to these forms, general terms and conditions **must** be a part of the MOA. All recurring MOA's should be prepared as 2-way MOA's (i.e., either agency can request/support the other).

Note 6.1: The approval package **must** at a minimum include: (1) transmittal memo signed by DE or DDC requesting approval of the support agreement; determination and findings; (3) support agreement form(s); (4) SOW and cost estimate, (5) best procurement approach, if applicable; (6) legal sufficiency review; (6) MOA. All documents will be submitted electronically to the LRN District Support Program Manager via the IIS Program Coordinator.

Note 6.2: For standalone SA/MOA, the approval package **must** include: (1) transmittal memo signed by the DE or DDC requesting approval of the standalone support agreement; (2) determination and findings; (3) support agreement form(s); (4) SOW and cost estimate, (5) best procurement approach, if applicable; (6) legal sufficiency review. All documents will be submitted electronically to the LRN District Support Program Manager via the IIS Program Coordinator.