



ACQUISITION LETTER

This Acquisition Letter is issued under the authority of the Senior Procurement Executives of DOE and NNSA. It is intended for use by procurement professions of DOE and NNSA, primarily Contracting Officers, and other officials of DOE and NNSA that are involved in the acquisition process. Other parties are welcome to its information, but definitive interpretations of its effect on contracts, and related procedures, if any, may only be made by DOE and NNSA Contracting Officers.

Subject: Processing of Interagency Agreements with the Defense Counterintelligence and Security Agency

References:

E.O. 13467
FAR Subpart 17.6
Intelligence Reform and Terrorism Prevention Act of 2004
National Defense Authorization Act of 2018, sections 9259a)(1) and (d)(2)

When is this Acquisition Letter (AL) effective?

This AL is effective on the date issued.

When does this AL expire?

This AL remains in effect until superseded or canceled.

Who is the intended audience for this AL?

Contracting Officers responsible for the award and administration of Interagency Agreements.

Who are the points of contact?

For DOE questions regarding the AL, contact MA-611, DOE_oapmpolicy@hq.doe.gov.
For NNSA questions regarding the AL, contact tbd.

For OCFO questions regarding the AL, contact Kevin Majane, Kevin.majane@hq.doe.gov.

For additional information on ALs and other issues, visit our website at <http://energy.gov/management/office-management/operational-management/procurement-and-acquisition>.

What is the purpose of this AL?

This AL provides guidance for ordering background investigations, finger prints, and other services from the Defense Counterintelligence and Security Agency (DCSA) utilizing Fiscal Services (FS) Form 7600B.

What types of contracts are affected by this AL?

This AL applies only to the processing of orders under an interagency agreement with DCSA.

What is the background information?

The National Background Investigations Bureau (NBIB) was moved from Office of Personnel Management (OPM) to DCSA by Executive Order in April 2019. Because of this change, a new Interagency Agreement (IAA) is required. The IAA consists of two parts. The first part is an agency-wide master agreement executed using Fiscal Service form (FS) 7600A. Part two, FS 7600B, is an individual order form that provides details and obligates dollars on a specific requirement. DCSA will only accept the 7600A and B dated May 2019.

In addition, changes have been made to the use of Electronic Questionnaires for Investigations Processing (e-QIP) for placing orders for investigative services. (Questions on using e-QIP or investigative services should be addressed to your local security office.)

The 7600A Form with DCSA will be established by DOE's Office of Finance and Accounting under DOE's Agency Locator Codes (ALC) 89000001. This covers all DOE and NNSA programs, site offices, and contractors except the Power Marketing Administrations and the Federal Energy Regulatory Commission.

Prior to ordering services through e-QIP, DCSA requires a form 7600B to be executed. DCSA generally requires agencies to establish e-QIP orders by funding code. Thus, the e-QIP order must be linked to a specific 7600B. If the link cannot be confirmed, the request for services will not be accepted by DCSA.

At this time, the IAA will need to be done in STRIPES and via an electronic copy. STRIPES does not have the current versions of the 7600A and B and DCSA will only accept the May 2019 version of those forms.

What is the guidance contained in this AL?

Responsible officials in each program, field or site office will create requisitions in STRIPES for one or more 7600Bs for that program. It is recommended to limit the number of lines of accounting for each 7600B. A partially completed 7600B should be attached. A template with prepopulated fields is attached.

Contracting Officers will create and execute a new IAA in STRIPES for the 7600B portion. As STRIPES does not allow for placing orders directly against the 7600A, Contracting

Officers will need to complete the information generally identified with the 7600A from the master 7600A. The master 7600A should be identified by award number. This number is 89303019SCF000011. The general terms and condition have been determined as part of the master 7600A.

The IAA with DCSA is required by the Intelligence Reform and Terrorism Prevention Act of 2004 and the NDAA 2018, sections 9259a)(1) and (d)(2), and E.O. 13467. Contracting Officers should change Block 13 on the 7600B to ‘other authority’ and enter the above in block 17. There is no need to do a determination and findings (D&F) for any 7600B.

Information from the order in STRIPES will need to be transferred to an electronic copy (pdf) of the 7600B. Contracting Officers will need to provide the requisitioner a signed pdf copy for submission to DCSA (dcsa.ocfoagreements@mail.mil). A copy of the signed pdf also needs to be sent to the OCFO to their IPAC email (ipac@hq.doe).

Congressional notifications are not required for the 7600B awards. Business Clearance review is also not required.

The 7600B orders can to be modified to add funding or make other changes within the general terms and conditions of the 7600A. Copies of the 7600B should be sent to DCSA and OCFO. The 7600A does not need to be modified for each 7600B awarded or modified. OCFO will request any necessary modifications to the 7600A. Local procedures may also require providing a copy to the local security office.

The 7600Bs will also cover security investigations of contractor employees.

Contracting Officers are not part of the e-QIP process. Their only roles are:

1. Fill-out and complete all necessary 7600B forms (May 2019)
2. Submit completed 7600B forms to DCSA and IPAC
3. Award new IAAs in STRIPES.