

EDO Principal Correspondence Control

FROM: DUE: / /

EDO CONTROL: G20000524
DOC DT: 11/07/00
FINAL REPLY:

Joleen J. Macek
U.S. Department of the Interior

TO:

Norry, DEDM

FOR SIGNATURE OF :

** GRN **

CRC NO:

DESC:

Governmentwide Acquisition Management Intern
Program -- Class of 2001

ROUTING:

Travers
Paperiello
Miraglia
Norry
Craig
Burns/Cyr
Bird, HR
Funches, CFO

DATE: 11/13/00

ASSIGNED TO:

CONTACT:

ADM

Springer

SPECIAL INSTRUCTIONS OR REMARKS:

For Appropriate Action.



United States Department of the Interior

OFFICE OF THE SECRETARY

National Business Center

Washington, D.C. 20240



November 7, 2000

Mrs. Patricia G. Norry
Deputy Executive Director for Management Services
Nuclear Regulatory Commission
Office of Executive Director for Operations
Washington, DC 20555

RE: Governmentwide Acquisition Management Intern Program – Class of 2001

Dear Mrs. Norry:

As we continue to plan for the next class of Governmentwide Acquisition Management Interns, I would like to remind those agencies interested in supporting an intern to notify me as soon as possible via e-mail at Joleen_Macek@nbc.gov or via telephone at 202-219-2213. The absolute last day we can accept your commitment to the program, through a signed Reimbursable Support Agreement (RSA) and Memorandum of Understanding (MOU), will be December 31, 2000.

I have enclosed a RSA and MOU for your perusal. You will note that the RSA has been revised. The total cost of supporting one intern for the two-year program will be approximately \$124,500 (this estimate is subject to change based on the number of interns hired, the actual grade levels of the interns upon employment, and relocation expenses). This increase of \$2500.00 from earlier estimates is due to a 3% overhead charge being leveled by the National Business Center on all DOIU accounts. Unfortunately, we have no other choice but to charge the program to cover this expense.

If you should have any questions, comments, or concerns, please do not hesitate to contact me via e-mail at Joleen_Macek@nbc.gov or via telephone at 202-219-2213. Thank you for your interest and continued support of the Governmentwide Acquisition Management Intern Program. I look forward to working with you, all.

Sincerely,


Joleen J. Macek

Enclosures

UNITED STATES DEPARTMENT OF THE INTERIOR
Office of the Secretary
Reimbursable Support Agreement

Fiscal Year: 2001
Document Control No. DOIU-

Estimated Cost: \$

CUSTOMER AGENCY
(Agency Receiving the Service)

BILLING AGENCY
(Agency Performing the Service)

Office of the Secretary, NBC
DOI University - MS7129
1849 C Street, NW
Washington, DC 20240

Project Coordinator:

Project Coordinators: Kay Mathews
Joleen Macek

Telephone No.

Telephone Numbers: 202-208-3757
202-219-2213

Appropriation
Account No.

Appropriation:
Account Number:

DESCRIPTION OF SERVICE: In accordance with the attached letter of participation, funds are provided in this RSA to support the Governmentwide Acquisition Management Intern Program. As agreed, the total estimated average cost for the Governmentwide Acquisition Management Intern Program, at a GS-7, is \$26,065 for FY 2001, \$55,930 for FY 2002, and \$42,500 for FY 2003. These estimates are subject to change based on the number of interns hired, the actual grade levels of the interns upon employment, and relocation expenses. Depending on the availability of funds, one, two, or all three years may be funded at this time with this agreement. The Program is scheduled to begin October, 2000, and continue for a period of three fiscal years.

CONDITIONS: *Please see attached.*

APPROVAL BY CUSTOMER AGENCY:

APPROVAL BY BILLING AGENCY:

Name

Name

Title/Agency

Title/Agency

Date

Date

MEMORANDUM OF UNDERSTANDING
BETWEEN THE U.S. DEPARTMENT OF THE INTERIOR,
OFFICE OF THE SECRETARY
AND THE

Introduction:

This Memorandum of Understanding (MOU) is entered between the U.S. Department of the Interior, Office of the Secretary, National Business Center, DOI University and the

Background:

The Governmentwide Acquisition Management Intern Program (Program) is a two-year program designed to create a highly competent, motivated and diverse group of people ready for the challenges of professional and management careers in the field of acquisition.

Purpose:

In the development and execution of the Program, this MOU serves as the official agreement defining the respective responsibilities of the parties in accordance with the letter signed by the Director of the Office of Federal Procurement Policy on October 9, 1999. For reference, that letter is attached hereto.

Authority:

The Economy Act, 31 U.S.C. 1535 is the authority for _____ and DOI to enter into this agreement. The Economy Act provides that an agency may place an order with a major organizational unit within the same agency or another agency for goods and services if: (a) amounts are available; (b) the ordering agency decides the order is in the best interest of the U.S. Government; (c) the agency to fill the order is able to provide or get by contract the ordered goods or services; and (d) the agency decides ordered goods and services cannot be provided by contract as conveniently or cheaply by a commercial enterprise (payments must be made on the basis of the actual cost of goods or services provided).

Roles and Responsibilities:

The Board of Supervising Sponsors (BOSSes), a subgroup of the Procurement Executive Council, is responsible for the overall management and accountability of the Program. Responsibilities include reviewing the operation of the Program, coordinating with the Procurement Executive Council, acting as a point of contact for DOIU staff, and ensuring the Program's success by providing direction to all parties under this MOU.

In coordination with DOI's Office of Administration, the Department of the Interior University (DOIU) through its Leadership Institute is responsible for designation and oversight of the Intern Program Coordinators, marketing the Intern Program, coordinating with the DOI personnel office to select interns, and management of all associated funding. The DOIU's primary role is to provide the day-to-day administration of the Governmentwide Acquisition Management Intern Program.

The DOI Personnel Office will be responsible for personnel oversight including vacancy announcement development and recruitment and placement functions. The DOI Personnel Office will serve as the leading authority on personnel rules and regulations. Their primary role is to ensure that all parties involved in this MOU are in adherence to applicable rules and regulations during the development and execution of the Program.

Participating departments and agencies are individually responsible for the placement of an intern upon the intern's graduation from the Program. Departments and agencies are responsible for adhering to established guidelines and providing supervisory support. Additionally, they are responsible for ensuring that opportunities for the interns to learn and to use professional skills are provided through on-the-job rotational assignments, participation in seminars, workshops and conferences, and working with experienced professionals in the acquisition field. Departments and agencies should provide timely evaluations of the intern's progress and work experience. The primary role of the participating organizations is to fully employ the interns, provide on-the-job training, and motivate them to become leaders within the field of acquisition. Lastly, it is the responsibility of participating organizations to provide financial support as described in the attached letter of participation.

Funding:

Funding for the Governmentwide Acquisition Management Intern Program will be provided by each participating department and agency, and managed through DOIU. A Reimbursable Support Agreement (RSA) documenting the exchange of funds for FY 2001 is attached.

No Intern participating under the Program may receive compensation greater than that received for a 40-hour week or for an 80-hour two-week pay period, regardless of hours worked unless the applicable RSA allows for additional compensation.

This MOU shall not, of itself, be construed to obligate the Government, or any agency or office thereof, to expend any federal funds.

Length of MOU:

This Memorandum of Understanding will be in effect through September 30, 2003; unless terminated upon 60 days written notice by any party hereto or likewise extended by written notice.

President, DOI University

Date

Department/Agency
Representative

Date

DOI Personnel Servicing Office
Representative

Date

JM MS 7129 MIB

**UNITED STATES
DEPARTMENT OF THE INTERIOR
OFFICE OF THE SECRETARY
WASHINGTON, DC 20240**

**OFFICIAL BUSINESS
PENALTY FOR PRIVATE USE, \$300**

U.S. OFFICIAL MAIL
U.S. POSTAGE
0.55
WASHINGTON, DC
NOV-8700
PENALTY FOR PRIVATE USE \$300
6690673

Mrs. Patricia G. Norry
Nuclear Regulatory Commission
Office of Executive Director for
Operations
Washington, DC 20555