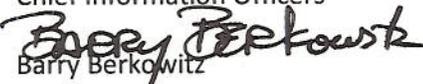




UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

NOV 29 2011

MEMORANDUM FOR: Heads of Operating Units
Chief Financial Officers
Bureau Procurement Officials
Chief Information Officers

FROM: 
Barry Berkowitz
Senior Procurement Executive
and Director for Acquisition Management

SUBJECT: Final U.S. Department of Commerce *Agreements Handbook*
November 2011

The attached guidance entitled U.S. Department of Commerce *Agreements Handbook (Agreements Handbook)* dated November 2011 replaces the *Department of Commerce Interim Interagency and Other Special Agreements Handbook* dated April 2004 and prescribes the current requirements for development and approval of interagency agreements. Examples of agreements addressed in the *Agreements Handbook* include: Economy Act authority, Intergovernmental Cooperation Act authority, Special Studies authority, Joint Project authority, and Detail Agreements. Guidance for interagency acquisitions, the subset of agreements that result in a contract, can be found in Commerce Acquisition Manual (CAM) 1317.570 *Interagency Acquisitions*.

The *Agreements Handbook* was jointly developed by the Office of the Assistant General Counsel for Administration (OGC/ADMIN) and the Office of Acquisition Management (OAM) and prescribes the processes, roles and responsibilities, and approvals for agreements. Section IV.C of the handbook requires that the head of each operating unit develop supplemental operating-unit specific guidance subject to advance review by OAM and OGC/ADMIN. The General Law Division, OGC/ADMIN is available to provide training on the development of agreements and will serve as an ongoing resource for use of authorities and the review and approval process set forth in the handbook.

The *Agreements Handbook* provides the Department of Commerce community with the requirements for the drafting and execution of effective, legally and fiscally sound, and enforceable agreements. Department-level and portfolio management of agreements will be addressed in subsequent guidance as part of the acquisition framework implementation.

Questions regarding the *Agreements Handbook* should be directed to Angelia Talbert-Duarte, General Law Division, OGC at atalbert-duarte@doc.gov or (202)482-8031 or Lori Donovan, Office of Acquisition Management at ldonovan@doc.gov or (202)482-1716.

Questions regarding CAM 1317.570 *Interagency Acquisitions* should be directed to Lori Donovan, Office of Acquisition Management, at ldonovan@doc.gov or (202)482-1716.

cc: Chief, Contract Law Division