

Reimbursable Detail Agreement Checklist

1. Have you consulted with your servicing human resources office to determine whether the contemplated arrangement is a detail and is not an assignment?
2. Does the agreement identify the parties to the agreement?
3. Does the agreement include a unique agreement number?
5. Does the agreement cite all applicable legal authorities? In particular:

 - a. Does the agreement cite the statutory basis for transferring funds?
 - b. In addition to a., if the detail is between two Department operating units, does the agreement cite 5 U.S.C. § 3341?

6. Does the agreement describe the terms and conditions under which the detail will occur? In particular:

 - a. Does the agreement state the beginning and termination dates of the detail?
 - b. Does the agreement state the total estimated cost for which the requesting agency will obligate funds?
 - c. Will the loaning agency be reimbursed for all actual costs in providing the contemplated service?
 - d. Does the agreement describe the method and frequency of payment?
 - e. If the detail is between two Department operating units, does the agreement either: (1) terminate within 120 days, or (2) provide that the detail is subject to the loaning agency making a written determination to continue it every 120 days?
 - f. Does the agreement state how the time and attendance of the detailee, including leave usage, will be maintained and to whom in the loaning agency it will be reported?
 - g. Does the agreement state that the requesting agency will provide a written evaluation of the employee's performance during the detail upon request by the loaning agency?

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- h. Does the agreement state which agency will be responsible for providing the detailee technical and operational support, as well as office space and administrative support, during the term of the detail?

7. Does the agreement include the following financial data elements?

- | | Requesting
Agency | Loaning
Agency | |
|----|--------------------------|--------------------------|--|
| a. | <input type="checkbox"/> | <input type="checkbox"/> | Treasury Account Symbol (TAS) |
| b. | <input type="checkbox"/> | <input type="checkbox"/> | Business Event Type Code (BETC) |
| c. | <input type="checkbox"/> | <input type="checkbox"/> | Business Partner Network (BPN) code/Duns and Bradstreet Numbering System (DUNS) Number |

8. Is the agreement's period of performance within the period of availability of the funds to be obligated by the other agency?
9. Does the agreement include a provision permitting either party to unilaterally cancel/terminate the agreement with advance written notice?
10. Does the agreement contain a provision regarding the payment of early termination costs?
11. Does the agreement contain a dispute resolution provision that provides for resolution of funding and other disputes?
12. Does the agreement provide the names and contact information for both administrative/financial and technical/program contacts for each party?
13. Does the agreement contain signature lines for each party?
14. If the transfer of funds will be pursuant to the Economy Act, has the requesting agency accurately completed a Statement of Determination and Finding that has been executed by a contracting officer or other designated official?