

SAMPLE FORMAT

MEMORANDUM

_____(Date)_____

To: Associate Chief Geologist for Program Operations

Through: Program Coordinator
Regional Geologist

From: Chief Scientist

Subject: Approval to Offset Assessment Costs from Unanticipated Requirements Fund
for Reimbursable Agreements with Other DOI Bureaus

BRIEF DESCRIPTION OF WORK TO BE PERFORMED:

BRIEF DESCRIPTION OF PROGRAMMATIC BENEFIT:

DOI BUREAU, TOTAL AMOUNT OF AGREEMENT, AND PERIOD OF PERFORMANCE:

AMOUNT OF AGREEMENT EXPECTED TO BE ALLOTTED IN CURRENT FISCAL YEAR: \$_____.

SIR PROGRAM FUNDING THE DIFFERENCE IN ASSESSMENT FROM UNANTICIPATED REQUIREMENTS FUND:

_____.

CALCULATION TO DETERMINE THE AMOUNT OF ASSESSMENTS TO BE OFFSET FROM THE UNANTICIPATED REQUIREMENTS FUND:

\$_____(Gross Funding) x ____% Gross Division Assessment Rate = \$_____

\$_____(Gross Funding) x ____% Gross Team Assessment Rate = (plus) \$_____

\$_____(Gross Funding) x 20% Gross DOI Bureau Assessment Rate CAP = (minus) \$_____

Net amount of assessments to be offset from the unanticipated requirements fund: (=) \$_____

\$_____ **Gross amount from unanticipated requirements:** (net amount divided by .80)

Attachment: Copy of signed OFA agreement or proposal.

Program Coordinator Concurrence: _____

