



DEPARTMENT OF THE NAVY
NAVAL FACILITIES ENGINEERING COMMAND
WASHINGTON NAVY YARD
1322 PATTERSON AVENUE SE SUITE 1000
WASHINGTON NAVY YARD DC 20374-5064

IN REPLY REFER TO

17 July 2003

From: Commander, Naval Facilities Engineering Command

Subj: POLICY GUIDANCE ON THE USE OF COOPERATIVE AGREEMENTS

AM 03-07

Ref: (a) NAVFACENGCOM ltr Ser 111/96-239 of 27 Aug 1996

(b) ASN (I&E) ltr dtd July 14, 1995

(c) COMNAVFAC ltr dtd January 30, 2001

1. This office recently received numerous requests to enter into cooperative agreements that are not within the authority of Naval Facilities Engineering Command (NAVFAC). Reference (a) provides policy guidance on Cooperative Agreements. This confirms that the guidance remains in effect and clarifies our authority.

2. Reference (b) delegated authority to NAVFAC to award and manage cooperative agreements with local public bodies for the care and maintenance of closed bases after the DOD missions have been withdrawn but before the property is disposed. Reference (c) re-delegated this authority to the Director of Acquisition. NAVFAC has no additional authority other than BRAC caretaker services or other similar services related to BRAC. No further re-delegation is authorized. A contracting officer may be appointed a Grants Administrator only after a Grants course has been completed and then may only sign no cost modifications. As a side note, NAVFAC also has the authority to enter into environmental cleanup and study- type cooperative agreements in which Mr. Sid Allison, Director of Environmental, has been delegated authority to sign.

3. A Cooperative Agreement Desk Guide will be forthcoming. Also, the Business Management System (BMS) for NAVFAC Cooperative Agreements Process will be updated to provide a comprehensive guide to entering into authorized agreements. Until such time, anyone considering execution of work through a cooperative agreement should discuss the viability of this vehicle for that particular situation with this office prior to expending time and effort.

4. My point of contact for cooperative agreements is Ms. Renee Comfort at (202) 685-9217 or comfortrm@navfav.navy.mil.

ROBERT M. GRIFFIN
Director, Acquisition