**LETTERHEAD**

OFFICE SYMBOL DATE

MEMORANDUM FOR Chief Financial Officer, Defense Counterintelligence and Security Agency

SUBJECT: FYXX Personnel Vetting Services Funding Letter of Intent

1. References:

* 1. DoD 7000.14-R, Financial Management Regulation, Volume 11B, Chapter 11,

* 1. Office of Management and Budget (OMB) Circular No. A-11, Preparation, Submission, and Execution of the Budget (July 2024)

1. Under the prevailing circumstances, the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] must incur limited costs in advance of the receipt of a regular funding order because of [DETAIL URGENT SITUATION OR EMERGENCY FACTORS].

3. Pursuant to Volume 11B, Chapter 11, paragraph 2.6 of reference (a), and consistent with reference (b), this memorandum is provided as a funding letter of intent to support commencement of the execution of personnel vetting services orders, effective MONTH XX, XXXX, and constitutes an obligation of [INSERT NAME OF REQUESTING AGENCY/ORDERING ACTIVITY] in the below stated amount to cover advance costs that may be incurred in Defense Counterintelligence and Security Agency’s (DCSA) delivery of products and services related to personnel vetting in support of national security.

4. Accounting data. The total amount subject to this letter of intent is $X.XX; Requesting Agency/Ordering Activity Location Code: XXXX; Appropriation type and year: XXXX/FYXX

5. The REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] hereby represents and certifies that funding is available through an enacted FYXX Appropriations Bill, Continuing Resolution Authority (CRA)**[[1]](#footnote-2)** (through MONTH XX, XXXX), or working capital/revolving fund, to fund the REQUESTING AGENCY//ORDERING ACTIVITY [as applicable] operations, including the payment of personnel vetting services to the levels identified in this letter of intent.

6. As a valid obligation of the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable], the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] hereby agrees to implement administrative controls to reserve these funds for the stated purpose. REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] agrees to provide a funding document in support of the identified requirements as soon as practicable, including at a minimum, those guaranteed under this letter of intent. REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] understands that this letter of intent expires 30 days from the effective date indicated in paragraph 2. Upon expiration, any work undertaken pursuant to this letter of intent must cease if DCSA has not received sufficient funding as reimbursement. REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] also understands that if it does not provide full funding to the level of this letter of intent, or any lower level of work performed, within 60 days of the date funds are made available as indicated in paragraph 4, then DCSA shall notify the Office of the Undersecretary of War and/or the Office of Management and Budget, and request authorization to directly bill the proper appropriation account of REQUESTING AGENCY/ORDERING ACTIVITY. Upon authorization, DCSA will initiate self-reimbursement, citing the appropriation of the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable].

7. If this letter of intent is supported by CRA, the CRA expires and the CRA is not otherwise extended or replaced with an appropriation legislation, then REQUESTING AGENCY/ ORDERING ACTIVITY [as applicable] acknowledges and understands that any delivery of products and services from DCSA, provided pursuant to this letter of intent, must cease until such time as the CRA is extended or re-enacted or an Appropriations Bill is enacted.

8. In my position as [insert appropriate detail or position title] for the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable], I certify and represent that I am a duly authorized representative to issue this letter of intent and to obligate the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] as set forth herein.

9. For questions or concerns regarding this letter of intent, please contact TITLE, FIRST NAME LAST NAME at OFFICE NUMBER or EMAIL.

**XXXX X. XXXXX**

Title

REQUESTING AGENCY/ORDERING ACTIVITY [as applicable]

1. If available pursuant to CRA, the REQUESTING AGENCY/ORDERING ACTIVITY [as applicable] acknowledges and agrees that the amount guaranteed under this letter of intent does not exceed the REQUESTING AGENCY’S/ORDERING ACTIVITY’S [as applicable] current obligational authority under the CRA. [↑](#footnote-ref-2)