

MEMORANDUM OF AGREEMENT (MOA)

BETWEEN

UNITED STATES ARMY

AND

WASHINGTON HEADQUARTERS SERVICES (WHS)

1. Purpose. To establish agreement between UNITED STATES ARMY and WHS on providing Records/Information Management support to the Army as the Executive Agent (EA) for the Joint Improvised Explosive Device Defeat Organization. This agreement embraces all functions and requirements needed to establish a JIEDDO Records Management Program compliant with National Archives and Records Administration (NARA) requirements, DoD Regulation 5015.2, and applicable laws and regulations.
2. Background. DoD Directive 2000.19E dated February 14, 2006 established the JIEDDO and designated responsibilities.
 - a) The Secretary of Army was designated Executive Agent (EA). The EA responsibilities are set forth in Enclosure 3. These responsibilities include creation, maintenance, and disposition of documents, document storage, and retrieval systems – records management.
 - b) The Director WHS is responsible to “*provide such administrative services to the JIEDDO as are coordinated with the Director, JIEDDO, and the DoD EA for the JIEDDO.*”
 - c) This MOA is to establish the elements for the Army and the WHS to exercise their responsibilities.
 - d) Per discussion with Mr. Robert Storer, Chief, Records and Declassification Division, Executive Services Directorate, WHS, WHS agrees to provide support for the establishment and maintenance of a JIEDDO Records Management Program leveraging the current WHS records management contract. This contractor support will be limited by the contract ceiling as determined by WHS.
 - e) JIEDDO has agreed to reimburse WHS for agreed-upon contractor expenses incurred to support the JIEDDO Records Management Program.
3. Department of Army Responsibilities and Commitments:
 - a) Provide point of contact to provide assistance in supporting JIEDDO Records Management
 - b) Provide information to aid in the assessment of workflow and document management
 - c) Provide administrative support to the records management effort, to include workspace, work stations, telephone, email, and network access, to be reimbursed by JIEDDO

4. WHS Responsibilities and Commitment:

- a) Provide contractor personnel to conduct records management functions, to include the following:
 - (1) Provide Records Management assessment and program recommendations
 - (2) Ensure records management program is compliant with law and regulation and directive compliant
 - (3) Conduct records management training
 - (4) Publish JIEDDO records management policies and procedures
 - (5) Provide monthly program status reports that detail accomplishments and funding status
 - (6) Conduct monthly meetings to discuss the program
- b) Serve as the Contracting Officer's Technical Representative, to approve (with the Contracting Officer) cost estimates and transfer of funds from JIEDDO to WHS to cover expenses incurred to support JIEDDO records management.

5. Review, Revision or Modification. The Army and the WHS completed review of this MOA in advance of signing. JIEDDO was coordinated at all stages and agrees to the responsibilities stated in this MOA. Approval/consent by personnel shown below, their respective replacements or an authority at a higher level is required for revision/modifications to this MOA.

6. Termination. Automatic termination of this MOA will occur December 31, 2011, which coincides with the current contract expiration. This MOA may only be extended beyond its term, December 31, 2011, with the consent of both parties.


JOYCE E. MORROW
Administrative Assistant to the
Secretary of the Army

20 March 2007


MICHAEL L. RHODES
Director, Washington Headquarters Services

MAR 02 2007



SECRETARY OF THE ARMY
WASHINGTON

24 AUG 2006

MEMORANDUM FOR ADMINISTRATIVE ASSISTANT TO THE SECRETARY OF THE
ARMY

SUBJECT: Delegation of Authority for Executive Agent Responsibilities in Support of
the Joint Improvised Explosive Device Defeat Organization (JIEDDO)

Pursuant to Department of Defense Directive (DoDD) 5101.1, paragraph 5.2.8
(May 9, 2003), I hereby assign the Administrative Assistant to the Secretary of the Army
(AASA) authority to act on my behalf for any and all Executive Agent responsibilities,
functions, and authorities assigned to the Secretary of the Army by DoDD 2000.19E,
paragraph 6.16.2, JIEDDO (February 14, 2006). Further delegation is authorized as the
AASA may direct.

This delegation will remain in effect until rescinded.


Francis J. Harvey