

Additional Help: 306  
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## Sample PASA Action Memorandum

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ACTION MEMORANDUM FOR THE [ASSISTANT ADMINISTRATOR, [BUREAU]

FROM: [Office], [Office Director]

SUBJECT: FAA Section 632(b) Participating Agency Service Agreement (PASA)  
with the [**Participating Agency**] for [**the \_\_\_ Program**] in [**Region/Country**]

ACTION REQUESTED: You are requested to[: (1)] approve financing of services to be performed by the Participating Agency under the [program] in the amount of \$XXXXX under section 632(b) of the Foreign Assistance Act of 1961, as amended (FAA)[; and (2) sign the attached letter to transmit duplicate originals of the proposed PASA to the Participating Agency].

DISCUSSION:

[Purpose]

[Funding source – project name and number]

[Background/justification]

[Close-out considerations for countries with established close-out dates and nonpresence-country considerations (ADS 201.3.6.4)]

[Discuss applicable Strategic Objective/intermediate results.]

Under the PASA, USAID will obtain the services of the Participating Agency to support [describe program]. The Participating Agency will . The activity will be managed by [technical office], which will be responsible for monitoring performance as described in the PASA.

Authority and Rationale for Using a PASA: [Under ADS 103.3.8.10 paragraph a, Assistant Administrators are delegated authority to sign PASAs, PAPAs, and other FAA Section 632(b) interagency agreements, consistent with ADS 306.]

Under the proposed PASA, USAID will [utilize the Participating Agency to perform inherently governmental functions] [utilize the Participating Agency to perform technical assistance that the Participating Agency is [uniquely/particularly] suitable to perform] [will utilize the Participating Agency to perform services that will involve 10 or fewer full-time equivalents]. *[If applicable, describe the inherently governmental functions involved or the factors that indicate that the Participating Agency is uniquely/particularly suitable to provide the technical assistance in question. Show that the requirements of ADS 306.3.2.2 are met. Explain the factors that suggest that the use of an agreement using the PASA format is appropriate.]* Accordingly, the use of a

Participating Agency Service Agreement under FAA Section 632(b) is authorized. [Cite applicable section of ADS 306.]

*[The action memorandum should address or reference the following:*

- *Negotiation of costs in the financial plan of the agreement in accordance with the “Primer and Checklist for Conducting Cost and Price Analysis for Interagency Agreements” (a mandatory reference for ADS 306) and relevant sections of ADS 306.*
- *Ensuring that appropriate documentation is prepared for the agreement, including*
  - A price comparison under Office of Management and Budget (OMB) Circular A-76 or exception to it (ADS 306.3.1.1);*
  - A negotiation memorandum that discusses the chronology of the action from request to negotiation and discusses the highlights of the cost negotiations (ADS 306.3.11);*
  - Approval of any proposed contracting by the Participating Agency (ADS 306.3.2.7); and*
  - Approval from the Bureau for Management, Office of Administrative Services, or the Mission equivalent, if required under ADS 306.3.13.9), when Participating or Servicing Agency personnel are to be authorized to work in USAID space.*
  - Ensuring that the interagency agreement is in the proper format and contains the appropriate provisions as prescribed by ADS 306.]*

Environmental Determination: An Initial Environmental Examination was approved by the [Bureau] Environmental Officer on \_\_\_\_\_, 20\_\_\_. The Environmental Officer found that the program deserved a categorical exclusion. [Specify basis for environmental determination.]

Statutory Requirements: The statement of work set forth in the PASA complies with statutory requirements outlined in the FY 20\_\_ assistance checklist.

Congressional Notification: A Congressional Notification for this activity was sent to the Congress on [date] and expired without objection on [date].

Authority: ADS 103.3.8.10(a) gives you the authority to implement approved Strategic Objectives.

RECOMMENDATION: That you[: (1)] sign below to approve the activity in the amount of \$XXXXXX to be carried out by the Participating Agency under FAA Section 632(b) [; and (2) sign the attached letter and transmit two originals of the Participating Agency Service Agreement to the Participating Agency]. After the Participating Agency

returns the signed originals, [you][the Agreement Officer] will be asked to sign them and record the obligation in NMS.

Approved: \_\_\_\_\_

Disapproved: \_\_\_\_\_

Date: \_\_\_\_\_

Attachments:

Tab A: Transmittal Letter to Participating Agency

Tab B: Participating Agency Service Agreement (two originals)