

# Appendix G

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## Memorandum of Understanding

This appendix reproduces the Memorandum of Understanding between the Office of the Secretary of the Army and the SIGIR that outlines the Army's logistical and support responsibilities with respect to the SIGIR.

**Memorandum of Understanding  
between  
Office of the Secretary of the Army  
and  
Special Inspector General for Iraq Reconstruction (SIGIR)**

**1. Purpose.**

This Memorandum of Understanding outlines responsibilities regarding the assignment of administrative and logistical support responsibilities for the Special Inspector General for the Iraq Reconstruction (SIGIR) to the Department of the Army (DA). Its purpose is to identify actions, roles and responsibilities for administrative, logistics, acquisition and contracting, budget and finance, human resources, information technology, and other support of the SIGIR, in order to establish functional responsibilities for support of SIGIR by Department of the Army, as the designated support agency for SIGIR.

**2. References.**

- (a) Public Law 108-106 section 3001 as amended by Public Law 108-375.
- (b) Secretary of Defense memorandum, April 2, 2003, Subject: Support of the Office of Reconstruction and Humanitarian Assistance.
- (c) Deputy Secretary of Defense memorandum, May 21, 2003, Subject: Designation of the Secretary of the Army as Department of Defense Executive Agent for the Office of Reconstruction and Humanitarian Assistance.
- (d) Deputy Secretary of Defense memorandum, June 16, 2003, Subject: Authority of the Administrator of the Coalition Provisional Authority and Support Relationships.
- (e) Deputy Secretary of Defense memorandum, April 8, 2005, Subject: Special Inspector General for Iraq Reconstruction.

**3. Background.**

- (a) Public Law 108-106, as amended by Public Law 108-375, provides in section 3001 (h)5 that “...The Secretary of Defense shall provide the Inspector General with appropriate and adequate office space within the Department of Defense together with such equipment, office supplies, and communications facilities and services as may be necessary for the operations of such offices...”.
- (b) The Secretary of Defense issuance of April 2, 2003, [Reference (b)], outlined the DoD mission to support reconstruction and humanitarian assistance in Iraq and directed DoD components to support the Office of Reconstruction and Humanitarian Assistance (ORHA) as required. By memorandum of May 21, 2003, [reference(c)], the Deputy

Secretary of Defense designated the Secretary of the Army as the DoD Executive Agent for support of ORHA with responsibility to provide “such administrative, logistics, and contracting support as ORHA requires for humanitarian relief and reconstruction for the people of Iraq.” Previously, such ORHA support was provided by Washington Headquarters Services, a DoD field activity reporting to the Office of Secretary of Defense.

(c) By memorandum of June 16, 2003, [reference (d)] the Deputy Secretary of Defense announced that ORHA was dissolved and its functions, responsibilities, and legal obligations assumed by the Coalition Provisional Authority (CPA). In addition, the memorandum specified that the responsibilities of the Secretary of the Army with regard to providing administrative support to ORHA shall be exercised in support of the CPA.

(d) By memorandum of April 8, 2005, [reference (e)] the Deputy Secretary of Defense designated the Secretary of the Army to provide SIGIR the administrative, logistics and contracting support necessary to accomplish his mission. Such support will be provided on a non-reimbursable basis, except that support related to office space and information technology as well as unforeseen extraordinary expenses will be reimbursed by the SIGIR.

#### **4. General Responsibilities**

(a) The Secretary of the Army will ensure the completion, initiation, or continuation, as appropriate, of all requirements in Attachments 1- 8, and other requirements as deemed essential. The Secretary of the Army, as the support agency for SIGIR, will assume full responsibility for the necessary administrative support for SIGIR.

(b) In accordance with DoD Directive 5101.1, DoD Executive Agent, paragraph 4.4., “...the DoD Executive Agent’s authority takes precedence over the authority of other DoD Component official’s performing related or collateral joint or multi-component responsibilities and functions.” As the designated support agent and in accordance with the Secretary of Defense memorandum of April 2, 2003 and any subsequent memoranda from the Secretary of Defense regarding support of SIGIR, the Secretary of the Army may engage any appropriate DoD components to support SIGIR requirements.

(c) As the designated support agency for SIGIR support, the Secretary of the Army will establish policies, procedures, and infrastructure to ensure prompt and responsive functional support to SIGIR. This includes designating specific representatives to coordinate and provide assistance when requested to support SIGIR. These include but are not limited to the following functions: administration, logistics, acquisition and contracting, financial management, human resources, information technology, deployment, and security. This MOU does not affect the Inspector General’s statutory authority over budget, legal, management control (policy), auditing and investigative missions, administration, logistics, acquisition and contracting, financial management, human resources, information technology, deployment, and security decisions.

(d) The matrices at Attachments 1-8 to this MOU outline the primary actions, roles, and responsibilities for administrative, logistics, acquisition and contracting, budget and finance, human resources, information technology, security, and deployment. They were derived from the responsibilities cited in Reference (c) and from the draft MOU produced by the joint Army/WHS working groups for support to CPA.

**5. Resolution of Issues.** The Department of the Army, Office of the Administrative Assistant (DA, OAA) and the SIGIR Chief of Staff shall act to resolve all issues that arise concerning operational support.

**6. Modification.** This MOU may be amended, revised, or superseded at any time by mutual written consent of both parties. Such amendments or revisions will be in writing, recorded and published as addenda to this MOU.

**7. Termination.**

(a) By the written mutual consent of both parties, following a minimum of sixty (60) days prior written notice.

(b) By receipt from the Office of the Secretary of Defense or higher US Government authority, reassigning in writing the SIGIR support mission to another agency.

(c) Upon the expiration of SIGIR, based on provisions of in Public Law 108-106, as amended.

**8. Effective Date.** This MOU becomes effective upon signature.

6/6/05

DATE



Sandra R. Riley  
Administrative Assistant to the  
Secretary of the Army

6/1/05

DATE



Ginger M. Cruz  
Chief of Staff  
Special Inspector General for Iraq  
Reconstruction (SIGIR)

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)****Functional Area: Human Resources**

Requirement	Responsible Organization	Actions
HR Servicing - General	G-1 (CHRA)	All HR services will be consistent with the approved Integrated Definition Model/Task Listings (IDEF).
Recruitment	G-1 (CHRA)	Post recruitment bulletins on CPOL and OPM through the DA Global War on Terrorism link, collect resumes, provide referral lists (in accordance with the Office of Personnel Management qualification standards) and process the personnel actions of selected employees. If special recruitment efforts are required, SIGIR is the payee. (For example, notices in professional journals, etc.)
Processing of Personnel Actions	G-1 (CHRA)	Servicing CPOC is responsible for processing all personnel actions, not only those directly tied to recruitment, e.g. pay adjustments, out-processing.
Employee In-Processing	G-1 (CHRA)	Provide in-processing services consistent with services normally provided by HR. During in-processing DD Forms 93 and 2365 will be completed.
New Employee Orientation	G-1 (DAPE-MP-PRO)	Provide deployment validation support consistent with that existing at the CONUS Replacement Center (CRC) or Federal Deployment Center (FDC), as appropriate. Provide Theater Specific Individual Readiness Training (TSIRT) at the CRC to meet requirements as defined by the COCOM Commander.
EEO	OAA (EEO)	Provide EEO and Sexual Harassment Training and advisory support. Assist in resolving EEO issues. Process EEO complaints.

Employee Relations	G-1 (CHRA)	Provide employee relations services such as, Workers' Compensation, Separation/ Counseling, Grievances and Employee Assistance services.
Payroll Processing	OAA (HQDA RM)	Provide Customer Service Representative support in processing employee payroll requests and reconciliations. Support time and attendance reporting and processing, and process and distribute both SIGIR and employee reports.
Benefits/Entitlements Assistance	G-1 (CHRA – ABC-C)	Provide information about benefits and entitlements to include those allocated to emergency essential (EE) designated employees. Assist SIGIR in communicating accurate, timely information about employee benefits matters.
Employee Out Processing	G-1 (CHRA)	See Processing of Personnel Actions (above). (This does not include out processing of equipment, badges etc, on returning civilians.)
Awards Processing	G-1 (CHRA)	SIGIR will submit Request for Personnel Action (RPA) to servicing activity. CPAC will provide advice and assistance as needed.
Records Management	G-1 (CHRA)	Manage and maintain official personnel files at the servicing CPOC.
Casualty Assistance	G-1 (CHRA with assistance from PPDD, as necessary)	Assistance with death, injury, disease, MIA or captured as detailed in DOD Directive 1404.10 and AR 690-11
Legal Support	OAA Chief Attorney's Office	Provide legal assistance for labor and employment law matters

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)**

**Functional Area: Acquisition and Contracts**

Requirement	Responsible Organization	Actions
Acquisition and Contract Processing	OAA (DCC-W)	SIGIR-DC support provided by the Defense Contracting Command Washington (DCCW), this support includes contract solicitation, contract execution and contract administration.
Acquisition and Contract Processing	OAA (DCC-W)	SIGIR-Baghdad support provided by Army Project and Contracting Office (PCO).
SMARTPay invoice processing and processing of invoices resulting from eDarts procurements	OAA DCC-W	SIGIR-DC in coordination with Defense Contracting Command Washington (DCCW) and Defense Finance and Accounting Service (DFAS).

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)**

**Functional Area: Financial Management**

Requirement	Responsible Organization	Actions
Fund Control & Certification (OA-22)	OAA-RMD	Receive FADs for budget execution purposes. Certify all obligating documents except those related to travel. Record fund commitments and obligations.
Support Agreements	OAA-RMD	Upon receipt of sufficient information from SIGIR to initiate support agreements, issue or accept appropriate interservice and interagency support agreements for fund certification (e.g. MIPR, MOU, MOA).
Accounting Reports	OAA-RMD	Provide SIGIR accounting information and reports or access to DBCAS and STANFINS data.
Cost Transfers	OAA-RMD	Assist SIGIR in identifying transactions that require cost transfer. Prepare and process cost transfers.
Accounting Support	OAA-RMD	Provide accounting support for all SIGIR accounts such as managing obligations, unliquidated balances and reprogramming actions.
TDY	SIGIR	Process TDY transactions.
Local Cash Purchase Capability	SIGIR	Provide fund cites for cash availability and purchases through the Baghdad Finance and Contracting Offices IAW existing DoD FMR guidelines.
Budget Management	SIGIR	Establish funding priorities, take budget decisions, and monitor budget execution to effectively execute the program.
Civilian Pay and Entitlements	OAA RMD	Provide customer service support to employees regarding pay and benefits actions, time and attendance reporting, leave and earning reconciliation. Distribute reports and pertinent information to managers and supervisors. Liaison with DFAS-DCPS on behalf of employees and supervisors.

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)**

**Functional Area: Security**

Requirement	Responsible Organization	Actions
Personnel Security	OAA-Security	<ul style="list-style-type: none"> <li>• Continue to process personnel security clearance requests and maintain appropriate records and updates concerning SIGIR security investigations/clearances.</li> <li>• Provide priority processing for personnel investigations' adjudication, when required.</li> <li>• Process applications for and issue Pentagon badges for SIGIR personnel.</li> </ul>
Physical Security	OAA-Security	Provide Courtesy Inspections and support as needed for current/future operations.
COMSEC Equipment/Support	OAA-Security	Provide equipment as needed for current and future operations i.e. (STU telephones; satellite phones, COMSEC keying material) in CONUS.
Classified Information Storage	OAA-Security with IMCEN	Provide guidance for classified information/secure storage or classified processing (IT-related) to SIGIR (Washington headquarters office only).
SSO	DCS-G2	Provide SCI Billets as needed for current and future operations.

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)**

**Functional Area: Deployment Center Support**

Requirement	Responsible Organization	Actions
Federal Deployment Center (FDC) Processing Support	G1	(1) State Dept Training (DASC) – 8 days (2) Ft. Belvoir or other designated FDC – 1 day (3) Kuwait FDC for travel/in-processing -- 3 days FDC support as needed for all non-military personnel assigned to SIGIR.
CONUS Replacement Center (CRC)	G1	As needed for military personnel assigned to SIGIR.
Military Air (MILAIR)	G1	As a matter of course, G-1 (through Human Resources Command CRC Reservation System) makes MILAIR reservations for those who process and deploy through a CRC to theater. MILAIR coordination for personnel redeploying through the CRC is executed by the appropriate command in theater. Those who process through the FDC must make their own transportation arrangements to and from theater.

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)****Functional Area: Information Technology Support**

Requirement	Responsible Organization	Actions
Provide IT Support	IMCEN-OAA	IMCEN-IT Support per Service Level Agreement (SLA)
SIPRNET	OAA-IMCEN	Provide support and equipment as needed for both current and future operations to SIGIR, Washington.

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)****Functional Area: Record and Knowledge Management**

Requirement	Responsible Organization	Actions
Electronic Record Storage	OAA-RMDA	Provide interface and electronic storage for SIGIR records as required

**Transition of the Executive Agent Support of the Special Inspector General for Iraq Reconstruction (SIGIR)****Functional Area: Logistics**

Requirement	Responsible Organization	Actions
Facilities	OAA-RE/F	Assist in processing facility contract requests through Washington Headquarters Services and General Services Administration (GSA).
Property Accountability	OAA-DOL	Assume responsibilities for Property Book Accountability for SIGIR NLT Sep 30, 2005, from DODIG and property disposition following end of mission.
Transportation	DODIG	Provide GSA fleet support assistance to SIGIR-DC as necessary for operational support requirements.
Supply Processing	DODIG	Process SIGIR-Baghdad supply requests through Army LOGPAC (KBR).

