

FY 19 OneAPHis MOU Approach

History

The Program Leader's Group (PLG) submitted the MOU Project for FY 2019

- ▶ The Agency's current practices are often in conflict with Agency policy and procedures. This has led to significant inconsistencies in how MOUs are managed and maintained within APHIS.
- ▶ By improving the management of MOUs within the Agency, the mission-related work that relies upon MOUs will be enhanced.

FY2019 - APHIS Operational Plan - OneAPHIS MOU Approach

Agency: APHIS

Champion: Melissa Tharp

Project Accountability: Michael Peranio

Project Policy Setting Group: Eileen Berke (MRPBS-FMD), Tammie Long (MRPBS-FMD), Stacie Cain (PPQ), Andrew Hubble (WS), Rod Chitty (MRP-IT), Valorie Martin (VS), Denise Spencer (VS), Edward Huyer (IS), Dianna Herbert (AC); Janet Amsalu (BRS)

Strategic Goal Alignment: USDA Strategic Goal 1 - Ensure USDA Programs are Delivered Efficiently, Effectively, and with Integrity and a Focus on Customer Service.

Project goal: To develop a comprehensive MOU inventory across APHIS and share knowledge of what MOUs are in existence.

Strategic Objective:

- Develop a pilot to look at 5 to 10 percent oldest MOUs to determine what should be updated or closed.
- Identify MOU's that are not currently in the tracking system (ACMS) and review current data fields for accuracy.
- Update MOU policy and education to relevant APHIS staff across the Agency.

Overall:



Project End date:
09/30/19

Project Update as of May 30, 2019

Major Objectives/Outcomes:	Start Date	End Date	% Complete
1. Validate current MOUs in ACMS system.	12/11/18	12/31/18	100%
2. Identify MOUs that are not currently captured in ACMS and enter the MOUs that are excluded.	12/19/18	9/30/19	55%
3. Review of current ACMS fields. Education on reporting functionality.	12/19/18	4/1/19	100%
4. Determine if program practices are in line with current policy.	5/1/19	8/30/19	10%
5. Update the current MOU policy to include use of the IA form 7600A as an MOU.	6/1/19	9/30/19	0%

Achievements (last 30 days):

- Obtained feedback on current ACMS fields that are captured and reported for MOUs.
- Policy Group members reduced the Active MOU's by 284
- Policy Group members identified and added 68 MOU's that were not in ACMS

Status	Project beginning 11/2018	As of 5/30/2019	Change
Active	1330	1114	-216
Inactive	137	421	284
Total	1467	1535	68

Challenges:

- Identifying the MOU's that are not in ACMS and which MOU's that are valid
- OSEC approval process created additional work on Agreements Specialists to get agreements approved and took away valuable time for this project
- Getting programs to view and use the MOU data once updated
- Marking expired agreements in ACMS as "inactive" requires data entry of fields that were added after the MOU was originally entered.

Next Steps:

- Check in with Policy Group members for challenges and accomplishments.
- Continue validating MOUs in ACMS.

Policy Update -

- ▶ Chapter 7 of the APHIS Agreements Manual
 - ▶ ASC is updating policy in the MOU chapter
 - ▶ Post to the ASC website
 - ▶ https://www.aphis.usda.gov/aphis/ourfocus/business-services/financial-management-division/financial_services_branch/agreements_service_center/asc
- ▶ Program Manager will need to confirm there is nothing already existing BEFORE they enter into a new MOU.
 - ▶ Run a report in ACMS
 - ▶ Check with Grants Specialist or ASC
- ▶ If MOU has expired and no longer valid, mark the record in ACMS as Inactive.

Questions?