

**NORTHERN PLAINS AREA  
Policy Memorandum**

<b>DATE:</b>	December 4, 2009
<b>SUBJECT:</b>	<b>Use of the Research Support Agreement (RSA) in NPA</b>
<b>NUMBER:</b>	PM-09-001
<b>EFFECTIVE DATE:</b>	Immediately Until Replaced or Superseded

**1. Purpose**

Provide guidance on the use of the Research Support Agreement in Northern Plains Area.

**2. Policy Memoranda**

Although the RSA can be used for personal services according to Bulletin 07-001, dated November 17, 2009, the Northern Plain Area will only use the RSA for general support costs. Under certain emergency circumstances, personal services may be authorized with the approval of the Area Director.

**3. Standard Procedures**

In order to use personal service, the requester must write a memo to the Area Director through line management requesting approval. The memo should document the emergency circumstances, list of occupational category with duties and the length of time the personal services will be required. If the request is approved, the Agreements Section will work with the Administrative Officer to accommodate the request.

**4. Point of Contact**

For further information, please contact the Deputy Area Director at 970 492-7048.

/s/  
W.H. BLACKBURN  
Area Director  
Northern Plains Area