



**DIRECTOR OF DEFENSE RESEARCH AND ENGINEERING**  
3030 DEFENSE PENTAGON  
WASHINGTON, D.C. 20301-3030

MAR 14 2003

Honorable Joseph J. Jen  
Under Secretary of Agriculture  
(Research, Education, and Economics)  
1400 Independence Avenue, SW  
Washington, DC 20250-0110

Dear Dr. Jen: *JOE*

I am pleased to forward a signed copy of the renewal of the Master Memorandum of Understanding concerning research of mutual interest to the Departments of Agriculture and Defense (DoD), and I anticipate a continued productive relationship.

Dr. Robert Foster, Director, Bio Systems, within the Office of the Deputy Under Secretary of Defense (Science & Technology), will serve as lead liaison manager for the DoD. Dr. Foster is responsible for coordinating Defense research and development in food and food service equipment, medical and life sciences, training and personnel technologies, environmental sciences, military clothing, individual ballistic protection, chemical and biological defense, and human system interfaces. He also serves as the primary Department representative to interagency and international committees that address science and technology issues in his areas of responsibility.

The lead liaison manager for the Department of Agriculture can reach Dr. Foster at (703) 588 7420.

Sincerely,

A handwritten signature in black ink, appearing to read "Ronald M. Sega".

Ronald M. Sega

Enclosure as stated



**MASTER MEMORANDUM OF UNDERSTANDING  
BETWEEN  
UNITED STATES DEPARTMENT OF DEFENSE  
AND  
UNITED STATES DEPARTMENT OF AGRICULTURE  
RELATIVE TO COOPERATION  
WITH RESPECT TO  
FOOD, AGRICULTURE, PEST MANAGEMENT, NUTRITION,  
RELATED HOMELAND SECURITY REQUIREMENTS,  
AND OTHER RESEARCH OF MUTUAL INTEREST**

WHEREAS, the United States Department of Defense (DOD) and the United States Department of Agriculture (USDA) desire to provide a framework whereby research activities in the areas of food and agriculture sciences, pest management, nutrition, related homeland security requirements, and other areas of mutual interest, including forestry and wildlife, are more closely coordinated; and

WHEREAS, closer coordination can contribute to more efficient resource utilization, alleviate duplication of effort, and gain access to resources; and

WHEREAS, successful coordination can be achieved through mutual understanding and efficient administration of programs and projects of mutual interest;

NOW, THEREFORE, the parties hereto mutually agree as follows:

**A. DOD Agrees:**

1. That the Office of the Secretary of Defense will appoint a lead liaison manager to oversee the coordination of DOD activities involved in this Agreement. This individual will report to the Office of the Secretary of Defense. The lead liaison manager will:
  - a. Ensure that coordination is active and fruitful, and encourage mutually beneficial collaborations;
  - b. Facilitate Supplements to this Agreement in cooperation with affected DOD/USDA administrators/managers; and
  - c. Maintain a file of active Supplements, updated annually.
2. To provide USDA with documents describing DOD's most important research needs in specific areas of food and agriculture sciences, pest management, nutrition, related homeland security requirements, and other research of mutual interest including forestry and wildlife. The documents will include a description

of the program or project, a statement as to why the program or project is needed, and priority ranking of the program or project relative to other active or planned programs or projects.

3. To provide USDA, as near as possible to the beginning of the annual budget preparation cycle, the documents provided for in the A.2, above.
4. To provide USDA with annual progress reports on the working being conducted on behalf of the USDA by DOD, and summaries of work being planned or conducted by, with, or for others that may impact upon USDA. These reports will be provided in advance of the annual research planning committee.

**B. USDA Agrees:**

1. That the Office of the Secretary of Agriculture will appoint a lead liaison manager to oversee the coordination of this Agreement. This individual will report to the Office of the Secretary of Agriculture. The lead liaison manager will:
  - a. Ensure that coordination is active and fruitful, and encourage mutually beneficial collaborations;
  - b. Facilitate Supplements to this Agreement in cooperation with the affected DOD/USDA administrators/managers; and
  - c. Maintain a file of active Supplements, updated annually.
2. To provide DOD with documents describing USDA's most important research needs in specific areas of food and agriculture sciences, pest management, nutrition, related homeland security requirements, and other research of mutual interest including forestry and wildlife. The documents will include a description of the program or project, a statement as to why the program or project is needed, and the priority ranking of the program or project relative to other active or planned programs or projects.
3. To provide DOD, as near as possible to the beginning of the annual budget preparation cycle, the documents provided for in B.2., above.
4. To provide DOD with annual progress reports on the work being conducted on behalf of DOD by USDA, and summaries of work being planned or conducted by, with, or for others that may impact upon DOD. These reports will be provided in advance of the annual research planning meeting.

**C. It Is Mutually Agreed:**

1. **Representatives of USDA and DOD will meet at least annually to conduct research reviews. Such meetings will be held on a mutually agreed-upon date and at a location that is compatible with the planning and budgeting cycle of each Agency. At this meeting, recommendations on adjustments to current programs, projects, and budget priorities will be made and submitted via lead liaison managers to the participating DOD or USDA administrators/managers for further action.**
2. **Separate joint technical reviews of specific program areas may be made of requested work in progress, new work requested, and work planned or in progress that may have impact upon either party. Reports will be submitted for consideration at research reviews referred to C.1., above.**
  - a. **Participants will consist of DOD and USDA program managers, scientists, technical specialists, and others needed to perform the comprehensive technical evaluation.**
  - b. **Research recommendations and/or plans for work to be done for one party by the other will be provided by the participating Agencies two years in advance for budget planning purposes.**
3. **The lead liaison managers, in cooperation with participating DOD/USDA administrators/managers will formally identify technical liaison persons for specific program areas, as required. These technical persons may:**
  - a. **Provide continuous technical information exchange;**
  - b. **Provide interim technical evaluations, as needed and requested;**
  - c. **Arrange site visits to places where work of mutual interest is being performed;**
  - d. **Establish seminar programs in areas highly relevant to either party (the seminar will be planned and conducted by the party responsible for the area of work);**
  - e. **Conduct technical workshops, as requested, to consider technical approaches and priorities for requested work (the performer of the requested work will plan and conduct the technical workshop; and**
  - f. **If any or all of the above activities are performed, a report will be submitted to the respective lead liaison manager.**

4. **Joint technical work groups may be established, as needed, in broad areas to advise on approaches and directions. These technical work groups will report upon their activities to their lead liaison managers.**
5. **This Agreement is a Master Memorandum of Understanding under which work responsive to DOD needs will be undertaken by the USDA, and work responsive to USDA needs will be undertaken by the DOD.**
  - a. **Upon agreement of the lead liaison managers, Supplements to this Master Memorandum of Understanding may be proposed for approval by the proper approving authorities of the DOD and the USDA.**
  - b. **Supplements will identify the responsible parties, funding, work to be performed, starting and ending dates, and other pertinent information.**
  - c. **Supplements are not fiscal documents, and any transfer of funds is to be supported by the appropriate fiscal documents. However, Supplements may be used as the justification for a fund transfer and to establish the conditions for the use of transferred funds.**
6. **Nothing in this Agreement is to be construed as interfering in any way with the basic responsibilities of either party for independent action.**
7. **Any public information released concerning the activities carried out under this Agreement will describe the contribution of all parties to the activity. This does not apply to reports for records made pursuant to the Freedom of Information Act.**
8. **The parties shall be free to use, in official technical correspondence, any of the results obtained under this Agreement or under Supplements thereto. Due credit must be given to the efforts or support of the other party. It is understood that neither part will publish any results without consulting the other through the lead liaison managers or appointed technical liaison persons. Publication may be joint or separate, always giving the due credit to the cooperation and recognizing, within proper limits, the rights of individuals doing the work. In case of failure to agree as to the manner of publication or interpretation of results, the lead liaison managers will be informed, after which either party may publish data after due notice and submission of the proposed manuscript to the other. In such instances, the party publishing the data will give due credit to the cooperation, but will assume full responsibility for any statements for which there is a difference of opinion.**
9. **Classified material will be treated in accordance with all pertinent rules and regulations.**
10. **Work conducted under the terms of this Agreement and any Supplements thereto**

