



Requisition Approval Form

Use this form to request an approval to process a requisition currently excepted from the Moratorium on Contracts issued under the Secretary Memorandum dated January 21, 2025. **A copy of this form must be attached to the requisition and retained in IAS.**

1. Requisition Number:

2. BLI:

3. Total Commitment Amount:

4. Attachment Included:

Yes

☐

No

☐

5. Acquisition Project Name:

6. Provide a brief description of Project/Requisition activities:

7. Select Class Exception
Program/Requisition
Activities:

☐

Wildland Fire and Post-Fire Response

☐

Law Enforcement and Investigations

☐

Disaster Recovery

☐

Projects Approved by Congress (See SOP)

☐

Prescribed Fire

☐

Tree Planting, Seedling, Nursery

8.

☐

Other Activities

9. By checking the boxes below, signatories certify that: *(Boxes **MUST** be checked for Requisition to be processed.)*

This requisition is ☐ or is **not** ☐ obligating/expending any funds appropriated under the Infrastructure Investment and Jobs Act (IIJA) or the Inflation Reduction Act (IRA), in accordance with Executive Order 14154, Unleashing American Energy.

The Use of these funds **Have** ☐ or **Have Not** ☐ been authorized at the COO Level?

☐ This requisition does **not** authorize any activities related to or supporting DEIA or Environmental Justice initiatives, in accordance with Executive Order 14151, Ending Radical and Wasteful Government DEI Programs and Preferencing: <https://www.whitehouse.gov/presidential-actions/2025/01/ending-radical-and-wasteful-government-dei-programs-and-preferencing/>

☐ This requisition complies with Defending Women from Gender Ideology Extremism and Restoring Biological Truth to the Federal Government in accordance with the Executive Order 14168: <https://www.whitehouse.gov/presidential-actions/2025/01/defending-women-from-gender-ideology-extremism-and-restoring-biological-truth-to-the-federal-government/>

- ☐ This requisition complies with Reevaluating and Realigning United States Foreign Aid in accordance with the Executive Order 14169: <https://www.whitehouse.gov/presidential-actions/2025/01/reevaluating-and-realigning-united-states-foreign-aid/>
- ☐ This requisition complies with Media Subscription Services (i.e., Politico, BBC, E&E (Politico Sub), and Bloomberg.
- ☐ If this requisition is being used on an existing award through a modification (i.e. Funding, Exercising an Option, etc.) you affirm that a review of the original award, [**Award Number:** _____] has been conducted and is in compliance with the Executive Orders listed above.

10. Project/Program Manager Signature:

11. Budget Analyst Signature:

12. Line Officer/Regional Forester/Station Director or Delegate Signature:

Standard Operating Procedure (SOP)

Title: Moratorium Exception Requisition Approval

Effective Date:

Prepared By: USDA Forest Service, Washington Office, Procurement and Property Services

Approved By:

Purpose

Use this form to request an approval to process a requisition currently excepted from the acting Secretary of Department of Agriculture Memorandum subject, Hiring, Regulatory and Obligation of Funding Moratoriums dated January 21, 2025. **A copy of this form must be attached to the requisition and retained in IAS.**

Form Structure and Fields

This form has twelve (12) sections that must be reviewed and/or completed to certify compliance with Executive guidance

Section 1: Requisition Number: ex. **1126418**

Section 2: BLI number: ex. **CMCV**

Section 3: Total Commitment Dollar Amount

Section 4: Attachment Included: Choose **Yes** if you have attached any documents with the form, and **No** if otherwise.

Section 5: Acquisition Project Name

Section 6: Provide a brief description of Project/requisition Activities: Provide project description related to activities supporting how the moratorium aligns with the category selected in section 7 or 8.

Section 7: Select Class Exception Project/Requisition Activities: Select the appropriate class exception activity that this requisition falls under. Projects approved by Congress: GAOA - Legacy Restoration Fund, Forest Legacy, Land Acquisition, and Congressionally Directed Spending.

Section 8: If no option is selected in section 7 then select **Other Activities** and manually add the exception name(s).

Section 9: Contains the statements upon which signatories of the document are certifying with their signatures. All appropriate boxes should be checked.

Section 10: Space for signature of Project/Program Manager Official.

Section 11: Space for signature of Budget Analyst official.

Section 12: Space for signature of Line Officer/Regional Forester/Station Director or Delegate.

Completion Instructions

- 1) Natural Resources Environment (NRE) program staff completes the form as described above, and signs in section 10.
- 2) NRE program staff routes the form to the Budget team for review and second line signature in section 11.
- 3) Form is routed to the Line Officer/Regional Forester/Station Director or Delegate for review and third line signature in section 12.
- 4) Once all signatures have been collected, document shall be included with the IAS requisition package for submission and filed under the "Supporting Document" folder in IAS.
- 5) IAS procedures follow.
- 6) Complete this form for all contract actions until further notice.