

U.S. Department of Commerce
Office of the General Counsel, General Law Division

**Guidance for Completing the Standard Interagency Agreement (IAA)
(FMS Forms 7600A and 7600B)**

To streamline interagency reimbursable agreements, the Office of the General Counsel (OGC) recommends using the Standard Interagency Agreement (IAA). This IAA model was developed by the Department of the Treasury's Financial Management Service (FMS) and the Office of Management and Budget (OMB). Use of this model will ensure that all required information is included and easily located. This model is not mandatory, but some agencies now require it as a matter of agency policy.

The standard IAA consists of two forms issued by FMS – Form 7600A, which sets forth General Terms and Conditions (GT&C), and Form 7600B, which sets forth specific Order Requirements and Funding Information (Order). These forms are available at the following FMS website: <http://www.fms.treas.gov/finstandard/reference.html>

To be effective, the forms should be properly filled out. This step-by-step guidance walks you through that process and provides some helpful hints. We are available to answer questions by phone at 202-482-5391.

Overview

Reimbursable agreements. The IAA form is used to document reimbursable agreements whereby one Federal agency pays another Federal agency. This includes reimbursable agreements between two Department operating units. The IAA form refers to the parties as “Trading Partners.” The Federal agency transferring funds is referred to as the “Requesting Agency” and the Federal agency receiving funds and performing work is referred to as the “Servicing Agency.” The IAA is **not used** for agreements that do not involve the transfer of funds.

One format for a single agreement. Use forms 7600A and 7600B instead of other model forms or formats, not in addition to other forms or formats. If one party prefers the standard IAA form and the other party prefers a different form or format, the parties must determine which one they will use.

Flexibility. The IAA forms provide for consistency and flexibility. The forms allow for Attachments to be added if further documentation is needed for a particular transaction. All Attachments should contain the IAA number and be listed on the IAA in the space provided.

Basic Components of the Standard IAA

The Standard IAA includes blocks numbered from 1-40. Most blocks must be completed for all agreements. Some blocks are to be filled out only if applicable.

Form 7600A. Blocks 1-23. This form serves as an umbrella agreement. It includes provisions and information that will apply for all orders placed under the umbrella agreement. **It does not place an order and does not obligate funds.**

Form 7600B. Blocks 24-40. This is the order document for specific goods or services. **The requesting agency's funds are obligated when the order is placed.** There may be multiple orders placed under one umbrella, or only a one-time order. Each order requires a separate 7600B, which must be filled out completely even if some of the information is identical to information in a previous order. A new 7600A is not needed each time a new order is placed, provided the previously signed 7600A is still in effect and its terms and conditions are still applicable. Under the Department's clearance process for reimbursable agreements, separate clearance is required for each new order, and for each amendment or modification to a previously cleared 7600A or 7600B (unless a waiver applies).

Step-by-Step Instructions

7600A – General Terms and Conditions														
Block	Field Name	Instructions 7600A												
	IAA Number	<p>The IAA Number is a unique agreement number that must be established between the Requesting Agency and Servicing Agency that will track each IAA from the beginning through the completion or termination.</p> <p>Each Requesting Agency should either establish the IAA Number or may agree to an IAA number assigned by the Servicing Agency.</p> <p>The recommended IAA Number is a three-component numbering schema to capture and track the following:</p> <ul style="list-style-type: none"> • The first component is the GT&C number. • The second component tracks any related Orders but is zero filled on the GT&C because there may be more than one Order. • The third component tracks any amendments to the GT&C or modifications to related Orders. <p>IAA Number _____ - _____ - _____ GT&C# - Order # - Amendment/Mod #</p> <table border="1"> <thead> <tr> <th>Component</th> <th>Description</th> <th>Field Requirements</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>GT&C#</td> <td>Alphanumeric</td> </tr> <tr> <td>2</td> <td>Order #</td> <td>Alphanumeric</td> </tr> <tr> <td>3</td> <td>Amendment/Mod #</td> <td>Numeric – <ul style="list-style-type: none"> • Enter amendment number for each GT&C amendment. • Enter Mod number for </td> </tr> </tbody> </table>	Component	Description	Field Requirements	1	GT&C#	Alphanumeric	2	Order #	Alphanumeric	3	Amendment/Mod #	Numeric – <ul style="list-style-type: none"> • Enter amendment number for each GT&C amendment. • Enter Mod number for
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	IAA Number Scenarios	<table border="1" data-bbox="561 142 1438 201"> <tr> <td data-bbox="561 142 727 201"></td> <td data-bbox="727 142 1016 201"></td> <td data-bbox="1016 142 1438 201">each Order modification</td> </tr> </table> <p data-bbox="561 216 1284 281">IAA Number _____ - _____ - _____ GT&C# - Order # - Amendment/Mod #</p> <table border="1" data-bbox="561 312 1430 600"> <thead> <tr> <th data-bbox="561 312 703 386">Scenario</th> <th data-bbox="703 312 862 386">Description</th> <th data-bbox="862 312 976 386">New GT&C</th> <th data-bbox="976 312 1135 386">Amendment</th> <th data-bbox="1135 312 1430 386">Example</th> </tr> </thead> <tbody> <tr> <td data-bbox="561 386 703 422">a</td> <td data-bbox="703 386 862 422">New GT&C</td> <td data-bbox="862 386 976 422">YES</td> <td data-bbox="976 386 1135 422">NO</td> <td data-bbox="1135 386 1430 422">00001234-0000-000</td> </tr> <tr> <td data-bbox="561 422 703 489">b</td> <td data-bbox="703 422 862 489">Amendment to GT&C</td> <td data-bbox="862 422 976 489">NO</td> <td data-bbox="976 422 1135 489">YES</td> <td data-bbox="1135 422 1430 489">00001234-0000-001</td> </tr> <tr> <td data-bbox="561 489 703 525">c</td> <td data-bbox="703 489 862 525">New Order</td> <td data-bbox="862 489 976 525">YES</td> <td data-bbox="976 489 1135 525">NO</td> <td data-bbox="1135 489 1430 525">00001234-0001-000</td> </tr> <tr> <td data-bbox="561 525 703 600">d</td> <td data-bbox="703 525 862 600">Modification to Order</td> <td data-bbox="862 525 976 600">NO</td> <td data-bbox="976 525 1135 600">YES</td> <td data-bbox="1135 525 1430 600">00001234-0001-001</td> </tr> </tbody> </table> <p data-bbox="561 632 1419 730">Note: An automated buy/sell system will be available in the FMS Internet Payment Platform System (IPP) in December 2011 and will assign a unique IAA Number for each IAA GT&C and related Order.</p> <p data-bbox="561 764 1360 831">See Reference and Guidance at: http://www.fms.treas.gov/finstandard/reference.html for the schema</p>			each Order modification	Scenario	Description	New GT&C	Amendment	Example	a	New GT&C	YES	NO	00001234-0000-000	b	Amendment to GT&C	NO	YES	00001234-0000-001	c	New Order	YES	NO	00001234- 0001 -000	d	Modification to Order	NO	YES	00001234- 0001-001
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#1	Requesting Agency and Servicing Agency	The Requesting Agency is the Paying Agency.																												
#2	Servicing Agency Agreement Tracking Number	Optional. The Servicing Agency may wish to include a tracking number here if the Requesting Agency's number is being used as the official IAA number. If the parties chose the Servicing Agency's tracking number as the IAA number, this can be left blank.																												
#3	Assisted Acquisition Agreement	<p data-bbox="561 1236 1446 1377">"Yes" or "No" <u>must</u> be checked. Assisted Acquisitions involve a contracting action by the Servicing Agency on behalf of the Requesting Agency. Assisted acquisition agreements are reviewed by the Contract Law Division prior to review by the General Law Division.</p> <p data-bbox="561 1419 1446 1560">For further information regarding review by the Contract Law Division, see http://www.commerce.gov/os/ogc/contract-law-division. See also the requirements for Interagency Agreements under the Commerce Acquisition Manual 1317.570, section 3.</p>																												
#4	GT&C Action	<p data-bbox="561 1598 1406 1633">Check <u>one</u> of the boxes: "New," "Amendment," or "Cancellation."</p> <p data-bbox="561 1675 1365 1740">For Amendments to the IAA, make sure there is an Amendment number in the IAA Number at the top of the form.</p> <p data-bbox="561 1782 1411 1881">If a new Order is being placed but the GT&C umbrella is <u>not</u> being changed or extended, use the existing, signed IAA to accompany the new Order – do not prepare a new IAA or amendment in that case.</p>																												

#5	Agreement Period	<p>Insert “when signed” for the “Start Date.”</p> <p>Do not put a specific date unless you are sure the agreement will be cleared and signed by both parties before that date.</p> <p>Always set forth a specific “End Date.” This is the date by which all activities for Orders placed under the agreement are expected to be completed. The end date generally should not be more than five years from the effective date.</p>
#6	Recurring Agreement	<p><u>ALWAYS</u> check box “No”. Agreements may not automatically continue past the end date. An amendment or new agreement is required.</p>
#7	Agreement Type	<p>Check “Single” or “Multiple.” If the Requesting Agency plans to place only one Order over the life of the GT&C, check “Single Order.”</p>
#8	Advance Payments	<p>Check “Yes” or “No.” Do not leave blank. If Yes is checked, include the legal citation for the statute that authorizes advance payments (see Block 10).</p>
#9	Estimated Agreement Amount	<p>Include a good faith estimate of the total funding expected to be provided under all future Orders over the duration of the IAA. This amount is not obligated and does not need to be currently available.</p>
#10	Statutory Authority	<p>A <u>single</u> legal authority is needed to authorize the transfer of funds between the parties. <u>Agencies may not exchange funds without specific legal authority.</u> The transfer authority may be a statute unique to the Requesting Agency (allowing payment out) or to the Servicing Agency (allowing payment to be accepted for services), or it may be a Government-wide authority available to all agencies, such as the Economy Act. Check “Other Authority” if not listed and insert the legal citation for that other authority at the bottom of Blocks #10.a and #10.b.</p> <p>Whichever transfer authority applies, the box checked in Block #10.a <u>must be the same</u> as the box checked in Block #10.b. There cannot be two different funds transfer authorities.</p> <p>In addition to a transfer authority, each party should identify a programmatic authority. Generally this is different for each party. Insert the Requesting Agency’s programmatic authority at the bottom of Block #10.a. Insert the Servicing Agency’s programmatic authority at the bottom of Block #10.b.</p>
#11	Scope	<p>Describe the Scope of activities to be conducted under the agreement.</p> <p>Because this is the GT&C section of the agreement which will serve as an umbrella for specific Orders, the description here can be more</p>

		<p>general in scope. (A more detailed description will be needed in Block #28 for specific Orders).</p> <p>Make sure the description here is understandable to a general reader without specialized technical knowledge or familiarity with acronyms or shorthand terms of art. If needed, include an attachment.</p>
#12	Roles and Responsibilities	The Roles and Responsibilities of each party must be clearly set forth. This will help ensure effective management and fulfillment of IAA requirements. If needed, include an attachment.
#13	Restrictions	In most cases this is left blank. If unique restrictions apply they must be set forth. This says “restrictions” but can be used for unique requirements or special considerations as well.
#14	Assisted Acquisition Small Business Credit	Nothing is required for this block. It is a standard term which applies only in the case of an assisted acquisition.
#15	Disputes	Nothing is required for this block. It is a standard term which applies to all interagency reimbursable agreements. The parties may not change this term but occasionally may choose to supplement it, which can be done by listing and adding an attachment.
#16	Termination	The parties must decide on a reasonable number of days for advance written notice to terminate the agreement. Type in that number (e.g., 30 days is a common choice).
#17	Assisted Acquisition Organizations Authorized to Request	This applies only if “Yes” is checked for Assisted Acquisition Agreement in Block #3.
#18	Assisted Acquisition Organizations Authorized to Provide	This applies only if “Yes” is checked for Assisted Acquisition Agreement in Block #3.
#19	Requesting Agency Clauses	Some agencies require additional clauses to address a specific need or concern. These may be added here or listed and added as an attachment.
#20	Servicing Agency Clauses	As in block #19, add clauses required by the Servicing Agency.
#21	Additional	All attachments must be listed in the agreement. If an attachment is

	Attachments	not listed in another section, list it here. Make sure each attachment is properly labeled consistent with how it is referenced in the IAA. Each Attachment must include the IAA number.
#22	Annual Review of IAA	Agreements should not continue in place if they are no longer needed or desirable. Annual review will ensure that the agreement continues to meet the Requesting Agency's requirements and allow for adjustments regarding the priorities of each party.
#23	Agency Official, Signatures	The signing official must have authority to bind the agency. Funds are not obligated by signing the GT&C, so this part can be signed before funds for any specific orders are available. The last signature date will be the effective date for the GT&C.

7600B – Order Requirements and Funding Information		
Block	Field Name	Instructions 7600B
	IAA Number	See Instructions for the IAA Number Block for the GT&C.
#24	Primary Organization Office	The information here for Requesting Agency and Servicing Agency should be consistent with block #1 of the GT&C regarding the agency information.
#25	Order Action	<p>Check “New” if this is a new Order.</p> <p>A new GT&C is not needed if there is an existing signed GT&C that covers this Order for the duration of the Order period. If an existing GT&C will end before the Order period ends, an Amendment to the GT&C will be needed to the GT&C to extend its duration in order to cover the full Order period.</p> <p>Check “Modification” if this is modifying an existing Order. Explain the changes in the space provided, identifying the specific Blocks affected.</p> <p>Check “Cancellation” if the entire Order is being terminated early. Briefly explain the circumstances. Be sure to put the new end date in Block #27.</p>
#26	Funding Modification Summary by Line	<p>For Modifications only, fill in this Block if there is a funding change to an existing Order. Do <u>not</u> fill in this Block for a <u>new</u> Order.</p> <p>If funding for an existing Order is being modified, “Line # ____” pertains to the equivalent Line Number found at the top right-hand corner of Block #28 of the Order being modified.</p> <p>Note: Block 28 provides for a single line number. Most Orders have only one line number, so for Block 26 only one line number column is filled out for a funding modification. If an Order has multiple line numbers, copies of block 28 will be filled out separately for each line number, with each additional block 28 page attached.</p>

#27	Performance Period	<p>For “Start Date,” insert “when signed” or the actual start date. Work can then begin upon final signature by both parties. If in fact performance already did begin, insert the actual date work began in order to be accurate.</p> <p>Always include a specific “End Date.” The end date for the Order must not be later than the end date for the GT&C (see Block #5). The Period of Performance should cover all work to be performed under the Order. If the GT&C end date needs to be extended, an Amendment to the GT&C will be required.</p>
#28	Order Line/Funding Information	<p>If an Order has multiple line numbers, copies of block 28 will be filled out separately for each line number, with each additional block 28 page attached.</p> <p><i>Requesting Agency Funding Expiration Date</i></p> <p>This information is essential and must be accurate.</p> <p>The expiration date is the last day of the period of availability of the funds under the applicable appropriation. This is <u>not</u> referring to the end of the agreement period, after which the servicing agency cannot use the funds to perform work.</p> <p>Example: For one-year funds, the expiration date should be September 30 of the current fiscal year. Use that date here, even if the agreement will end in May of that year.</p> <p>Check that the expiration date shown here is consistent with the Treasury Account Symbol (TAS) code at the top of Block #28.</p> <hr/> <p><i>Requesting Agency Funding Cancellation Date</i></p> <p>The cancellation date should be 5 years from the expiration date, when the account will be closed.</p>

		<p><i>Type of Service Requirements</i></p> <p>For all orders for services, Block #28 must indicate if the services being provided are “Severable” or “Non-severable.” The Requesting Agency makes this determination.</p> <p><u>A severable service</u> is continuing or recurring in nature. It provides value to the Requesting Agency as it is performed, so it can be broken up or “severed” into smaller parts.</p> <p><u>A non-severable service</u> is a single, indivisible undertaking for which the Requesting Agency will receive no benefit from the Servicing Agency until the <u>entire</u> undertaking is completed. The work cannot be “severed” because the Requesting Agency’s payment would be wasted, with nothing of value received, if the work is not completed.</p> <p>“Not Applicable” is generally only checked for an Order for goods.</p>
#29	Advance Payment Information	<p>Leave blank if “No” is checked in Block #8.</p> <p>If “Yes” is checked in block #8, fill in the advance amount for this Order.</p> <p>Check which methodology applies – Straight-line or Accrual per Work Completed. If “Other” is checked under “Accrual per Work Completed,” provide an explanation.</p>
#30	Total Net Order Amount	This total amount includes totals from Block #28.
#31	Attachments	<p>List here <u>all</u> attachments not otherwise listed. An attachment must be specifically referenced in the agreement in order to be a part of the agreement. Each attachment should be clearly labeled – for example, with the heading “Attachment A to agreement #12345.”</p> <p>If this is an <u>Economy Act</u> agreement for an <u>assisted acquisition</u>, a Determination and Finding (D&F) statement must be listed here and attached. (See GT&C Blocks #3 and #10)</p>
#32	Payment Method	<p>Check one of the boxes – do not leave blank. IPAC should be chosen in most cases.</p> <p>If “Other” is checked, an explanation is required. Do not leave the explanation space blank if “Other” is checked.</p>

#33	Billing Frequency	Check one of the boxes – do not leave blank. Check Monthly or Quarterly in most cases. If “Other” is checked, include an explanation.
#34	Payment Terms	7 days is standard. Include an explanation if “Other” is checked.
#35	Funding Clauses/ Instructions	Leave blank only if no special funding clauses or instructions apply. If there are special clauses or instructions, do not assume there is an understanding between the parties based on prior work together or on verbal or electronic communications. All special clauses or instructions must be set forth within the agreement itself.
#36	Delivery/Shipping Information	This block is only for the delivery of goods. Generally, this block would not apply for an Order for services and may be left blank.
#37	Approvals and Contact, Program Officials	Signature and date are required for the Order to become effective. Ensure the signing officials are appropriate and are authorized to sign. The Order is not effective until properly signed by both parties.
#38	Approvals and Contact, Funding Officials	Signature and date are required for the Order to become effective and for the funds to be obligated. A funding official should not sign the Order unless the full funding amount shown in block #30 is <u>currently</u> available for obligation.
#39	Contact, Finance Office	This information is needed to ensure proper processing for billing and payment.
#40	Additional Contacts	Including additional contact information can be helpful in resolving questions that may arise as the agreement is executed.