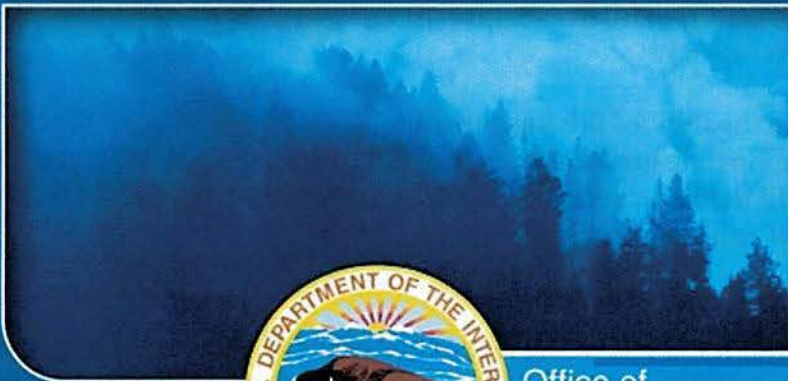
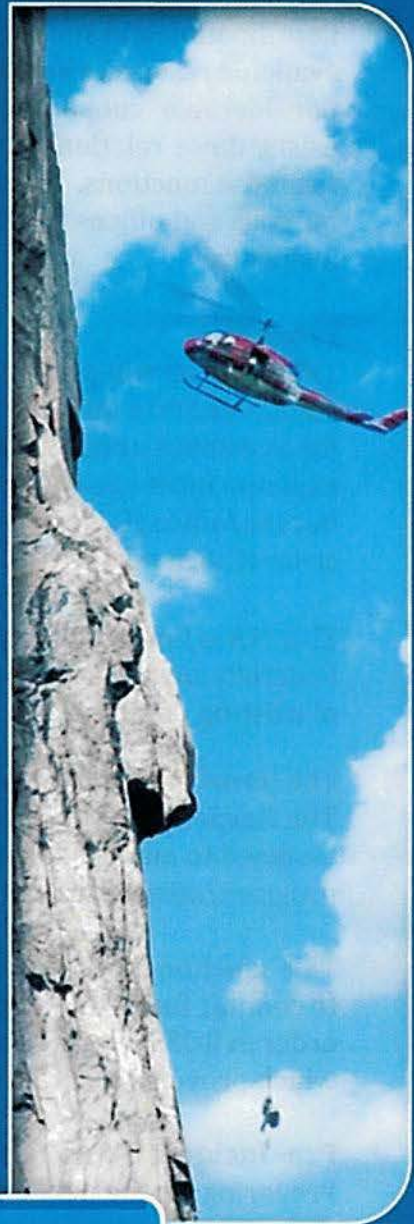
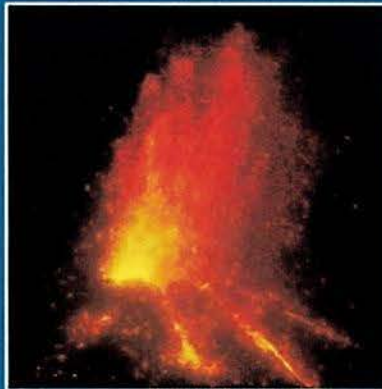
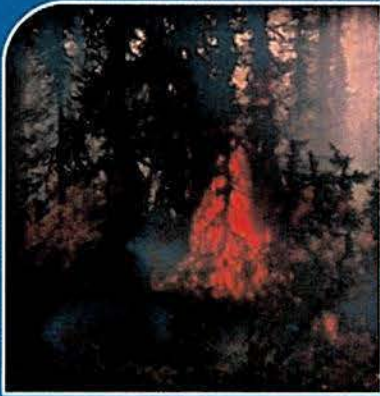


U.S. Department of the Interior  
Office of Emergency Management

## Master Agreement Operations Guide



Office of  
**Emergency Management**

June 2019

## **Purpose**

The purpose of this Master Agreement (MA) Operation plan is to guide the Department of the Interior (DOI) bureaus and offices to expedite resource requests and provide intra-agency support during an emergency while simultaneously initiating agreements thru the normal business processes.

## **Background**

Each DOI bureau and office possesses unique expertise and resources and plays an important role in responding to emergency incidents. DOI responses to emergency incidents can sometimes exceed the capabilities of any individual bureau or office and may require intra-agency coordination.

Coordination and support within the Department is essential to maximize the use of available resources and expertise, and efficiently manage financial resources. Considerable cooperation and coordination among the bureaus and offices already exists; these relationships are critical to the success of DOI emergency incident response functions. The MA encourages this practice and formalizes methods for DOI bureaus and offices to effectively share and expedite resources during emergency incidents.

## **Process**

There is a certain process that needs to be followed to facilitate a smooth movement of resources and a quick turn around on signed and obligated agreements. All requests for assistance under the MA shall be initiated with incident resource orders in ROSS to expedite intra-agency response to an emergency. When using the MA, the requesting bureau/office (Buyer) agrees to reimburse a responding bureau/office (Seller) for the costs of such resources.

This MA is limited to obtaining resources through ROSS consisting of personnel; Federally-owned assets; services, equipment, and supplies available within the scope of existing contracts.

The terms of the MA may only be invoked by a bureau or office's Responsible Official. The Responsible Official is an officer of a bureau or office with budget authority assigned to manage an emergency incident response in a geographic unit or program/mission area of the agency.

This sanction is restricted to the limit of the Responsible Official's (Buyer's) authority to commit funds for the responsible jurisdiction(s) or program area(s). A resource order in ROSS, together with the invocation of this MA, creates an authorized obligation which provides assurance of funding to a Seller.

## **Pre- Incident Setup**

Preparing for the next emergency is one of the keystones of the MA to function correctly and to get the resources you need to respond to the incident and for the agreement part to run quickly.

## **Incident Qualification Certification System**

Bureaus are responsible for identifying personnel that may be available to deploy to emergency incidents, ensuring they are appropriately trained and have the correct qualifications as in the Incident Position Qualification Guide (IPQG), and have that information loaded in the Incident Qualification and Certification System (IQCS).

## **Dispatch System and Resource Order and Status System (ROSS)**

Bureaus and Offices need to make sure that they have an understanding of the dispatch system and contact to their local dispatch center or the dispatch center that will be hosting their resources and have the preseason talk about how to set up incidents and the proper way to place resource orders

To use this Master Agreement all resources must be requested and filled through the interagency dispatch system and use ROSS to document the order.

## **Bureaus/Agencies set up internal contacts**

Each Bureau needs to have predesignated contact and an alternate for the Emergency Coordinator and the Agreement Specialist. Names and contact information are located in the Annex of this guide.

## **Bureaus/Agencies identify fund sources**

The terms of the Master Agreement may only be invoked by a bureau or office's Responsible Official. The Responsible Official is an officer of a bureau or office with budget authority assigned to manage an emergency incident response in a geographic unit or program/mission area of the agency. See attached 7600A

This sanction is restricted to the limit of the Responsible Official's (Buyer's) authority to commit funds for the responsible jurisdiction(s) or program area(s). A resource order in ROSS, together with the invocation of this Master Agreement, creates an authorized obligation which provides assurance of funding to a Seller.

Each Bureau must have an identified emergency response fund available to use to order resources in ROSS. This should be done if all possible before the incident occurs.

## **DEPLOYMENT OF RESOURCES USING THE MASTER AGREEMENT**

### **Responsibilities**

#### **Emergency Coordinator**

1. Identifies and sets up Emergency Incident Code from Identified Site.
2. Place order in ROSS for the resource(s) wanted, with the Identified Emergency Incident Code. The dispatcher must add in special remarks in ROSS to state **"This Resource Order incorporates the Master Agreement for Intra-Agency Support during Emergency Incidents for the purpose of creating an authorizing obligation"**
  - Use the Resource Order Request Sheet in Appendix A

3. Notification
  - a. Notify your agreements specialist and provide them with a cost estimate and a resource order
  - b. Contacts EMC of sending unit.
  - c. Shares fill information to agreements person of resources and what Bureau or Office that person is from.
4. Close out of agreement
  - a. See Appendix A

### **Incident Response occurs, dispatch provides Resource Orders and sends copies to Buying and Selling Agencies**

#### **Agreement Specialist (requesting/buying unit)**

1. Requesting Agency (Buyer) identifies Responding Agency(ies).
2. Responding Agencies become Seller of Resources
3. **Requesting Agency (Buyer) initiates 7600B to Responding Agency(ies) (Seller).**  
See attached 7600B
  - a. **7600Bs are an one to one agency relationship. You may have to create several 7600Bs depending on where you request resources**
    1. Upon receipt of all signatures; **Requesting Agency (Buyer)** creates the obligation and creates an Agreement Number in their finance system.
    2. Once **Responding Agency(ies) (Seller)** receive the executed 7600B with Document number, **Responding Agency(ies) (Seller)** will finalize the Job Code/Reimbursable Account (Sales Order) in their Finance system referencing 7600B to automatically bill requesting agency.
  - b. **Requesting Agency (Buyer)** may have to modify any or all of the 7600B if more resources are committed to the response.
  - c. If the Incident effects multiple jurisdictional areas, you will have to ensure the correct Reimbursable Codes (Sales Order) are assigned for each agency you are responding to. Remember this is an one to one agency response.
4. Close out Agreement
  - a. See Appendix A

**\*HINT: To expedite this process and for clear copies it is preferred all submissions to be electronic, electronic signatures and emailed.**

#### **After Action**

The requesting unit should do an After Action report to help identify what was good and what needs improvement

After all IPACs have cleared, the Requesting Agency (Buyer) Agreement Specialist begins the final modification of 7600Bs to close out and deobligate remaining Funds.

#### **Incident Audit documentation archive**

The requesting unit becomes the repository for all official Emergency Incident Documentation. **Responding Agency(ies) (Seller)** should compile all incident documentation to include, timesheets, crew time reports, travel vouchers and

procurement receipts and ship to the identified address. This documentation may be used for audits or litigation holds.

### Example of 7600A issued by the NPS

All Signatories of the Master Agreement may need to create one of these to allow for cutting of Task Orders (7600B).

The IAA Number on the 7600A should match the Document Number on the Master Agreement

| 1. Requesting Agency of Products / Services  |   | Servicing Agency Providing Products / Services |  |
|--|---|--|--|
| Name   | National Park Service<br>Office of Emergency Services | See Attached Master Agreement                  |  |
| Address  | 1849 C Street NW<br>Washington DC 20240               |  |  |
| 2. Servicing Agency Tracking Number (Optional) :   |   |  |  |
| 3. Assisted Acquisition Agreement <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                      |   |  |  |
| 4. GT&C Action (Check action being taken)  |   |  |  |
| <input checked="" type="checkbox"/> New  |   |  |  |
| <input type="checkbox"/> Amendment - Complete only the GT&C blocks being changed and explain the changes being made.                       |   |  |  |
| <input type="checkbox"/> Cancellation - Provide a brief explanation for the IAA cancellation and complete the effective End Date.          |   |  |  |
| 5. Agreement Period Start Date <u>06-01-2018</u> End Date <u>05-31-2023</u> of IAA or effective cancellation date<br>MM-DD-YYYY MM-DD-YYYY |   |  |  |
| 6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received                         |   |  |  |
| <input checked="" type="checkbox"/> Yes If Yes, this is an: Annual Renewal <input type="checkbox"/>  |   |  |  |
| <input type="checkbox"/> No Other Renewal <input checked="" type="checkbox"/> State the other renewal period <u>5</u> years                |   |  |  |
| 7. Agreement Type (Check One) <input type="checkbox"/> Single Order IAA <input checked="" type="checkbox"/> Multiple Order IAA             |   |  |  |
| 8. Are Advance Payments Allowed for this IAA (Check One) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No               |   |  |  |
| If Yes is checked, enter Requesting Agency's Statutory Authority Title and Citation.   |   |  |  |
| Note: Specific advance amounts will be captured on each related order.   |   |  |  |

UNITED STATES GOVERNMENT  
 INTERAGENCY AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 General Terms & Conditions (GT&C) Section



IAA Number G2455180048 Order # 0000 Amendment # / Mod #  
 GT&C #

|   |  |
|---|--|
| <b>9. Estimated Agreement Amount</b> (The Servicing Agency completes all information for the estimated agreement amount)  |  |
| (Optional for assisted Acquisitions)  |  |
| Direct Cost _____   | Provide a general explanation of the Overhead Fees and Charges   |
| Overhead Fees & Charges _____ \$0.00  |  |
| Total Estimated Amount _____ \$0.00   |  |
| <b>10. STATUTORY AUTHORITY</b>  |  |
| <b>a. Requesting Agency's Authority</b> (Check One)   |  |
| Franchise Fund <input type="checkbox"/>   | Revolving Fund <input type="checkbox"/>                          |
| Working Capital Fund <input type="checkbox"/>   | Economy Act (31 U.S.C. 1535 / FAR 17.5) <input type="checkbox"/> |
| Other Authority <input checked="" type="checkbox"/>   |  |
| Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority<br>Service First Authority (P.L. 106-291 as amended)  |  |
| <b>b. Servicing Agency's Authority</b> (Check One)  |  |
| Franchise Fund <input type="checkbox"/>   | Revolving Fund <input type="checkbox"/>                          |
| Working Capital Fund <input type="checkbox"/>   | Economy Act (31 U.S.C. 1535 / FAR 17.5) <input type="checkbox"/> |
| Other Authority <input checked="" type="checkbox"/>   |  |
| Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority<br>Service First Authority (P.L. 106-291 as amended)  |  |
| <b>11. Requesting Agency's Scope</b> (State and/or List Attachments that support Requesting Agency's Scope.)<br>See Attached Master Agreement   |  |
| <b>12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency</b> (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency)<br>See attached Master Agreement |  |

UNITED STATES GOVERNMENT  
 INTERAGENCY AGREEMENT (IAA)  
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 General Terms & Conditions (GT&C) Section



IAA Number         G2455180048                 0000          
GT&C #                                  Order #                                  Amendment # / Mod #

|  |
|--|
| <p><b>13. Restrictions</b> (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA)</p>  |
| <p><b>14. Assisted Acquisition Small Business Credit Clause</b> (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency).</p>   |
| <p><b>15. Disputes:</b> Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10, Intragovernmental Transaction (IGT) Guide</p>  |
| <p><b>16. Termination</b> (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency )</p> <p>If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.</p> <p><b>If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.</b></p> |
| <p><b>17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA</b> (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA)</p>  |
| <p><b>18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA</b> (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA )</p>   |
| <p><b>19. Requesting Agency Clause(s)</b> (Optional) (State and/or attach any additional Requesting Agency clauses.)</p>   |
| <p><b>20. Servicing Agency Clause(s)</b> (Optional) (State and/or attach any additional Servicing Agency clauses.)</p>   |

UNITED STATES GOVERNMENT  
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IAA Number G2455180048 0000  
 GT&C # Order # Amendment # / Mod #

**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency Attachments)

**22. Annual Review of IAA**

By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled as per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

| 23.                 | Requesting Agency         | Servicing Agency              |
|---------------------|---------------------------|-------------------------------|
| Name                | Andrew Hower              | SEE ATTACHED MASTER AGREEMENT |
| Title               | Chief, Emergency Services |                               |
| Telephone Number(s) | (202) 513-7093            |                               |
| Fax Number          |                           |                               |
| Email Address       | andrew_hower@nps.gov      |                               |
| <b>SIGNATURE</b>    |                           |                               |
| Approval Date       |                           |                               |



**Example of Task Order 7600B.**

Requesting Agency always initiates and finds the funding  
 A 7600B needs to be created for each Agency you want to respond to your Incident

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

| PRIMARY ORGANIZATION/OFFICE INFORMATION  |   |                  |                          |   |                    |
|--|---|------------------|--------------------------|---|--------------------|
| <b>24.</b>   | Requesting Agency                           | Servicing Agency |                          |   |                    |
| Primary Organization / Office Name   | National Park Service<br>Emergency Services |                  |                          |   |                    |
| Responsible Organization / Office Address  | 1849 C Street NW<br>Washington, DC 20240    |                  |                          |   |                    |
| ORDER REQUIREMENTS INFORMATION   |   |                  |                          |   |                    |
| <b>25. Order Action (Check One)</b>  |   |                  |                          |   |                    |
| <input checked="" type="checkbox"/> <b>New</b>   |   |                  |                          |   |                    |
| <input type="checkbox"/> <b>Modification (Mod)</b> - List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state the new performance period for this Order in Block 27. <b>Fill out the Funding Modification Summary by Line (Block 26)</b> if the mod involves adding, deleting, or changing <b>Funding for an Order Line</b> . |   |                  |                          |   |                    |
| <input type="checkbox"/> <b>Cancellation</b> - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.   |   |                  |                          |   |                    |
| <b>26. Funding Modification Summary by Line</b>  | Line #                                      | Line #           | Line #                   | Total of All Other Lines (attach funding details) | Total              |
|  | 001   |                  |                          |   | \$0.00             |
| Original Line Funding  |   |                  |                          |   | \$0.00             |
| Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]   |   |                  |                          |   | \$0.00             |
| Funding Change for This Mod  | \$25,000.00                                 |                  |                          |   | \$25,000.00        |
| <b>TOTAL Modified Obligation</b>   | <b>\$25,000.00</b>                          | <b>\$0.00</b>    | <b>\$0.00</b>            | <b>\$0.00</b>                                     | <b>\$25,000.00</b> |
| Total Advance Amount (-)   |   |                  |                          |   | \$0.00             |
| <b>Net Modified Amount Due</b>   | <b>\$25,000.00</b>                          | <b>\$0.00</b>    | <b>\$0.00</b>            | <b>\$0.00</b>                                     | <b>\$25,000.00</b> |
| <b>27. Performance Period</b>  | Start Date                                  |                  | End Date                 |   |                    |
| For a performance period mod, insert the start and end dates that reflect the new performance period.  | 06/01/2018<br>MM-DD-YYYY                    |                  | 09/30/2018<br>MM-DD-YYYY |   |                    |

**7600B example page 2.**

Obligation cannot be made until you receive the signed copy back from performing Agency; this is also when the IAA Number will be created.

UNITED STATES GOVERNMENT INTERAGENCY  
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 Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

| 28. Order Line / Funding Information  |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      | Line Number |
|---|------------|---|-----|-------------|------|----------------------|---|--------|--------|---|-----|------|------|---|------|-------------|
| Requesting Agency Funding Information   |            |   |     |             |      |                      |   |        |        | Servicing Agency Funding Information        |     |      |      |   |      |             |
| ALC   | 14-10-0099 |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| Component TAS (required by 10/1/2014)   | SP         | ATA   | AID | BPOA        | EPOA | A                    | MAIN  | SUB    | SP     | ATA   | AID | BPOA | EPOA | A | MAIN | SUB         |
|   |            |   | 014 | 2018        | 2018 | X                    | 5107  |        |        |   |     |      |      |   |      |             |
| and/or current TAS format   |            | 14X5107   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| BETC  |            | DISB  |     |             |      |                      |   |        |        |   |     | COLL |      |   |      |             |
| Object Class Code (Optional)  |            | 253H  |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| BPN   |            | 162008387   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| BPN + 4 (Optional)  |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| Additional Accounting Classification / Information (Optional)   |            | PX XEIMT---- 00 1<br>PPRORORO--<br>PPMPRHS/Y HP0000 |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| Requesting Agency Funding Expiration Date   |            |   |     |             |      |                      |   |        |        | Requesting Agency Funding Cancellation Date |     |      |      |   |      |             |
| 09/30/2018  |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| MM-DD-YYYY  |            |   |     |             |      |                      |   |        |        | MM-DD-YYYY                                  |     |      |      |   |      |             |
| <b>Project Number &amp; Title</b> FY18 Non-FEMA Hurrigan Response   |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| <b>Description of Products and/or Service, including the Bona Fide Need for this Order</b> (State or attach a description of products/services, including the Bona Fide need for this Order.)<br>This order is entered into by the parties subject to the Service First Authority (P.L. 106-291, as amended) and general terms and conditions of the Master Agreement (referenced as NPS#G2455180048) and ACME#18IA123456789). This order documents the National Park Service's commitment and reimbursement to ACME for FY18 Hurricane Wiley Coyote Response. See attached Exhibit A |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| North American Industry Classification System (NCAIS) Number (Optional)   |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| <b>Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:</b>   |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| Unit of Measure   |            |   |     |             |      |                      | Contract Cost                                   |        |        |   |     |      |      |   |      |             |
| Quantity  |            | Unit Price  |     | Total       |      | Servicing Fees       |   |        |        |   |     |      |      |   |      |             |
| 1   |            | \$25,000.00   |     | \$25,000.00 |      | Total Obligated Cost |   | \$0.00 |        |   |     |      |      |   |      |             |
| Overhead Fees and Charges   |            |   |     |             |      |                      | Advance for Line (-)                            |        |        |   |     |      |      |   |      |             |
| Total Line Amount Obligated   |            | \$25,000.00   |     |             |      |                      | Net Total Cost                                  |        | \$0.00 |   |     |      |      |   |      |             |
| Advance Line Amount (-)   |            |   |     |             |      |                      | Assisted Acquisition Servicing Fees Explanation |        |        |   |     |      |      |   |      |             |
| Net Line Amount Due   |            | \$25,000.00   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| <b>Type of Service Requirements</b>   |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |
| <input type="radio"/> Severable Service <input type="radio"/> Non-Severable Service <input checked="" type="radio"/> Not Applicable   |            |   |     |             |      |                      |   |        |        |   |     |      |      |   |      |             |

UNITED STATES GOVERNMENT INTERAGENCY  
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 Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C)

**Total Advance Amount for the Order** \_\_\_\_\_ [All Order Line Advance amounts (Block 28) must sum to this total.]

**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue.)

- Straight-Line — Provide amount to be accrued \_\_\_\_\_ and Number of Months \_\_\_\_\_
- Accrual Per Work Completed — Identify the accounting post period:
  - Monthly per work completed & invoiced
  - Other — Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed.

**30. Total Net Order Amount:** \$25,000.00  
 [All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total]

**31. Attachments** (State or list attachments)

- Key Project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)

Resource order response, actual reimbursement

- Other Attachments (Optional)

**BILLING AND PAYMENT INFORMATION**

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

- Requesting Agency Initiated IPAC
- Servicing Agency Initiated IPAC
- Credit Card
- Other — Explain other payment method and reasoning: \_\_\_\_\_

**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

- Monthly
- Quarterly
- Other Billing Frequency (include explanation) \_\_\_\_\_

**34. Payment Terms** (Check One)

- 7 Days
- Other Payment Terms (include explanation) \_\_\_\_\_

**7600B example page 4.**

Each Agency/Bureau may have different signatory requirements

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

**35. Funding Clauses /Instructions** (Optional) (State and/or list funding clauses/instructions such as Subject to the Availability of Funds)

**36. Delivery /Shipping Information for Products** (Optional)

|                                     |  |
|-------------------------------------|--|
| Agency Name                         |  |
| Point of Contact (POC) Name & Title |  |
| POC Email Address                   |  |
| Delivery Address / Room Number      |  |
| POC Telephone Number                |  |
| Special Shipping Information        |  |

**APPROVALS AND CONTACT INFORMATION**

**37. Program Officials**  
 The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

|                  | Requesting Agency         | Servicing Agency |
|------------------|---------------------------|------------------|
| Name             | Andrew Hower              |                  |
| Title            | Chief, Emergency Services |                  |
| Telephone Number | (202) 513-7093            |                  |
| Fax Number       |                           |                  |
| Email Address    | Andrew_Hower@nps.gov      |                  |
| <b>SIGNATURE</b> |                           |                  |
| Date Signed      |                           |                  |

**38. Funding Officials** — The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

|                  | Requesting Agency             | Servicing Agency |
|------------------|-------------------------------|------------------|
| Name             | Sheila Wallace                |                  |
| Title            | Chief of Administration, DFAM |                  |
| Telephone Number | (208) 387-5203                |                  |
| Fax Number       |                               |                  |
| Email Address    | sheila_wallace@nps.gov        |                  |
| <b>SIGNATURE</b> |                               |                  |
| Date Signed      |                               |                  |

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number \_\_\_\_\_ GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment # / Mod # \_\_\_\_\_ Servicing Agency's Agreement Tracking Number (Optional) \_\_\_\_\_

| CONTACT INFORMATION  |   |  |
|--|---|--|
| <b>39. FINANCE OFFICE Points of Contact (POCs)</b>   |   |  |
|  | <b>Requesting Agency (Payment Office)</b>       | <b>Servicing Agency (Billing Office)</b> |
| Name   | NPS Accounts Payable                            |  |
| Title  | Accounting Operations Division                  |  |
| Office Address   | 13461 Sunrise Valley Drive<br>Herndon, VA 20171 |  |
| Telephone Number   | (703) 487-9023                                  |  |
| Fax Number   |   |  |
| Email Address  |   |  |
| Signature & Date (Optional)  |   |  |
| <b>40. ADDITIONAL Points of Contact (POCs) (as determined by each Agency)</b><br>This may include CONTRACTING Office Points of Contact (POCs). |   |  |
|  | <b>Requesting Agency</b>                        | <b>Servicing Agency</b>                  |
| Name   |   |  |
| Title  |   |  |
| Office Address   |   |  |
| Telephone Number   |   |  |
| Fax Number   |   |  |
| Email Address  |   |  |
| Signature & Date (Optional)  |   |  |
| Name   |   |  |
| Title  |   |  |
| Office Address   |   |  |
| Telephone Number   |   |  |
| Fax Number   |   |  |
| Email Address  |   |  |
| Signature & Date (Optional)  |   |  |
| Name   |   |  |
| Title  |   |  |
| Office Address   |   |  |
| Telephone Number   |   |  |
| Fax Number   |   |  |
| Email Address  |   |  |
| Signature & Date (Optional)  |   |  |

**Final executed 7600B returned from the Performing Agency, you obligate in the system and return to Performing Agency with Document Number.**

UNITED STATES GOVERNMENT INTERAGENCY  
 AGREEMENT (IAA)  
 Agreement Between Federal Agencies  
 Order Requirements and Funding Information (Order) Section



IAA Number 4500XXXXX      GT&C #      Order #      Amendment # / Mod #      Servicing Agency's Agreement Tracking Number (Optional) 18-IA-11111111-010

**PRIMARY ORGANIZATION/OFFICE INFORMATION**

|   |   |  |
|---|---|--|
| <b>24.</b>                                | Requesting Agency                           | Servicing Agency                             |
| Primary Organization / Office Name        | National Park Service<br>Emergency Services | ACME Government Agency<br>Emergency Services |
| Responsible Organization / Office Address | 1849 C Street NW<br>Washington, DC 20240    | 1234 Desert Road<br>Anywhere, USA            |

**ORDER REQUIREMENTS INFORMATION**

**25. Order Action (Check One)**

**New**

**Modification (Mod)** - List affected Order blocks being changed and explain the changes being made. For Example: for a performance period mod, state the new performance period for this Order in Block 27. **Fill out the Funding Modification Summary by Line (Block 26)** if the mod involves adding, deleting, or changing **Funding for an Order Line**.

**Cancellation** - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.

| <b>26. Funding Modification Summary by Line</b>                            | Line #             | Line #        | Line #        | Total of All Other Lines (attach funding details) | Total              |
|--|--------------------|---------------|---------------|---|--------------------|
|  | <b>001</b>         |               |               |   |                    |
| Original Line Funding  |                    |               |               |   | \$0.00             |
| Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)] |                    |               |               |   | \$0.00             |
| Funding Change for This Mod  | \$25,000.00        |               |               |   | \$25,000.00        |
| <b>TOTAL Modified Obligation</b>   | <b>\$25,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>                                     | <b>\$25,000.00</b> |
| Total Advance Amount (-)   |                    |               |               |   | \$0.00             |
| <b>Net Modified Amount Due</b>   | <b>\$25,000.00</b> | <b>\$0.00</b> | <b>\$0.00</b> | <b>\$0.00</b>                                     | <b>\$25,000.00</b> |

**27. Performance Period**      Start Date 06/01/2018      End Date 09/30/2018  
 For a performance period mod, insert the start and end dates that reflect the new performance period.      MM-DD-YYYY      MM-DD-YYYY

# NPS screenshot for obligating the 7600B

The screenshot displays the 'Create Misc. Obligations' page in the NPS web portal. The page is titled 'Create Misc. Obligations' and includes a navigation menu on the left and a main content area with various form fields and tables.

**Form Fields:**

- Header:** Vendor \* (5000000000), Street/House Number, City, Legally Document Number (G245180048), GSA Contract Number, Header Text (FY18 Hurricane Wily Coyote Response ACME Gov), Header Note (Service First Agreement Off Master Agreement).
- Document Information:** Document Date (5/31/2018), Postal Code, Country, Payment Terms \* (PP01), Agreement Number (G245180048), Number of Attachments (0).

**Item Overview Table:**

| PO Item | Item Category | Short Text                | Quantity | Delivery Date | Net Price  | Material Group | Distribution             | POP From Date | POP To Date |
|---------|---------------|---------------------------|----------|---------------|------------|----------------|--------------------------|---------------|-------------|
| 10      | Service       | Wily Coyote ACME Response | 1        |               | 25000.2534 |                | Single Account Assign... | 06/01/2018    | 09/30/2018  |

**Item Detail:**

Item Text: Wily Coyote ACME Response

| Percentage | Cost Center | Functional Area | Fund | WBS Element      | Agency ID (TP) | Main Account (TP) | Business/TypCd (TP) | Direct Cite Appropriations |
|------------|-------------|-----------------|------|------------------|----------------|-------------------|---------------------|----------------------------|
|            | TRORUR011   | PMPRHSHY HP0000 | 188  | PK FEIMTD18 00 1 | 012            | 1234              |                     |                            |

# NPS screenshot for setting up the Reimbursable Account as the Responding Agency

The screenshot displays the SAP Project Builder interface. The browser address bar shows the URL <https://www.firm1.doi.net/portal>. The SAP navigation bar includes tabs for HOME, ACQUISITION/FINANCIAL ASSISTANCE, CORE FINANCIALS (selected), DATA MANAGEMENT, TRAVEL, EMIS, and PROPERTY. The left sidebar contains a navigation menu with categories like FI Home, AP, AR, Budget Execution, Cost Center, Cross-Functional Transactions, Documents, General Ledger, Investments, Master Data, Misc. Order, Payment, Postings, Project/WBS, Receiving, Property, Purchasing, Reimbursable, Reporting, Custom Reports, Workflow Status Report, Cleared Invoice Timeline Rep, AP Contract Holdback Report, AP Attachment Reporting, Invoice in Progress Report, ASAP Recon Report, and FI FAQs.

The main workspace is titled 'Project Builder' and shows the following configuration details:

- Project Structure:** Description: Identification; 2018 ACME Hurricane Recov PR-RSEACH08B; 2018 ACME Hurricane Re-PR-RSEACH08B; 2018 ACME Hurricane PR-RSEACH08B.00.1
- Identification and view selection:** WBS Element: FR-RSEACH08B.00.1; 2018 ACME Hurricane Recovery; Details; Overview(s)
- Project Control Data:** Results Analysis Key; Planning dates: Plan.meth/basic: 3 Open planning; Plan.meth/fcat: 3 Open planning; Organization: CO area: 1400; Company code: 1400; Bus.area: P000; Functional Area: FRCRFRFR6.XZ0000; Functional loc.
- Status:** Proj.type: Reimbursable; Short ID: FR-RSEACH08B.00.; Priority; System Status: OKTD; User status: YREL
- Responsibilities:** Pers.Resp.No.; Applicant no.; Req.cost center: 1400 FRSESEB000 SERO; Req.co.code: 1400
- Operative indicators:** Planning element; Acct.asst.elem. (checked); Billing element
- Field key:** 073
- General fields:** Bureau Specific; Legacy number; Fund: XXXP103965
- Numeric fields:** 0.00
- Dates:** F.P. Expiration; Checkboxes: Funded Program

The bottom status bar shows the user 'npr3ap10' and the role 'OVR'.



Attached are the 7600A and 7600B. Remember it is much more expedient to apply electronic signatures and email. You can have these in the system within 24 hours ready to be release.

Treasury's Financial Management Service (FMS) Forms 7600A/B establish an interagency agreement between the requesting and performing agencies. Collectively, the standard Interagency Agreement (IAA) Form is comprised of two sections: (1) the 7600A services as the General Terms and Conditions (GT&C) form and (2) the 7600B serves as the Order Requirements and Funding Information (Order) form. The FMS 7600A/B serves as the standard form to be used Government-wide for all reimbursable agreements at the trading partner level, including, but not limited to: agreements between agencies, agreements within agencies, grant-related agreements, and assisted acquisitions.

We request the FMS Form 7600A be completed and signed as soon as possible. This form of General Terms and Conditions will enable for your Agency and the performing agency to execute an FMS Form 7600B, the "Order" that is used to submit reimbursements.

NOTE: No fiscal obligations are created through the 7600A form.

- *7600A – General Terms and Conditions (GT&C) Section*  
Please review the FMS 7600A form in its entirety, the requesting Agency must fill out the following boxes: 1, 4, 5 (agreement start date is date signed), 6, 7, 9 10a, and 23 (requires signature). For our purposes the Master Agreement serves as our 7600A, however it is important that the 7600A should serve as your coversheet to the Master Agreement. Each Signatory of the Master Agreement will need to fill out the 7600A in order to be the Requesting Agency.

The GT&C is the partnership section of the IAA. It sets the relationship between the trading partners (e.g., requesting and performing agencies). It identifies the agencies entering into the agreement, the authority permitting the agreement, and the agreement action, period, and type. Each IAA must include one GT&C. This section identifies the general terms and conditions that will govern the relationship between the Requesting Agency and Servicing Agency, including roles and responsibilities for both trading partners to ensure effective management of the IAA. Considering the business operations of the program and the agency relationships, this 7600A may support multiple 7600B order requirements.

No fiscal obligations are created through the execution of the GT&C; therefore, no services may be performed and/or no goods may be delivered.

NOTE: The 7600A will be used to cover the entire Agency/Sub-agency.

SEE NPS Example of 7600A attached.

- *7600B – Order Requirements and Funding Information (Order) Section*  
The Order is the funding section that creates a fiscal obligation when the Requesting Agency hires (resource orders) a performing agency and all required points of contact sign to authorize the Order.

The Order identifies the specific Requesting Agency requirements and identifies the

roles and responsibilities for both trading partners to ensure effective management of the Order and use of the related funds.

Please review the FMS 7600B form in its entirety, the Requesting Agency must fill out the following boxes: 24, 25 26 (Original Line Funding), 27, 28 (all fields, must have ALC, TAS, BETC, "Agency Tracking Number"), "Net Line Amount Due", 30, 32, and 37-39(signatures). Your finance office will be familiar with these terms.

It is preferred all submissions to be electronic, electronic signatures and emailed. Upon receipt we will review for accuracy, sign, provide a copy in return, and record in our systems.