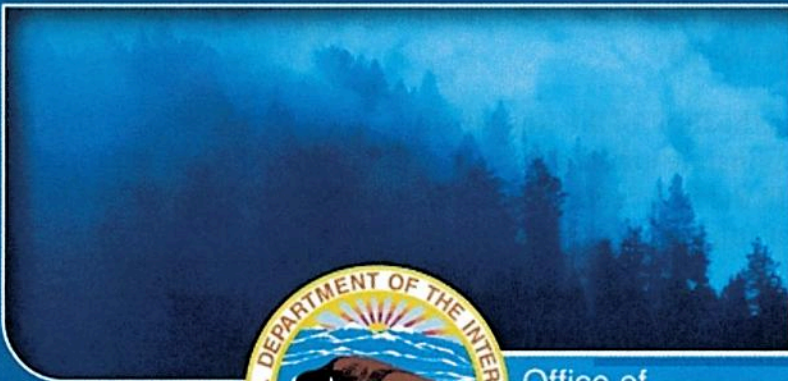
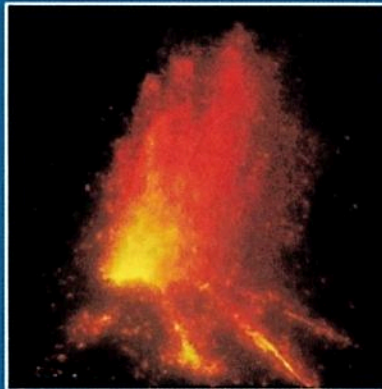
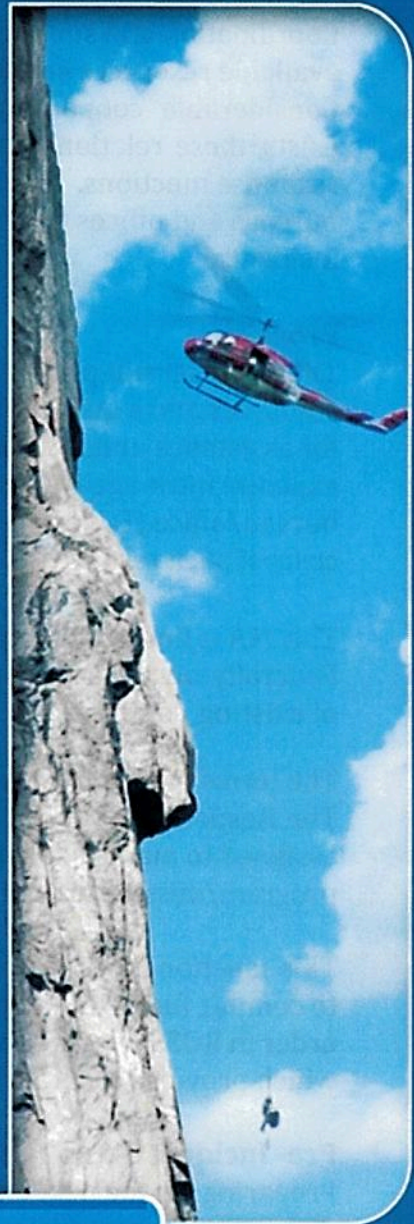
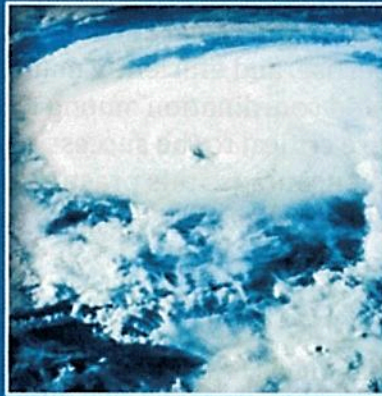
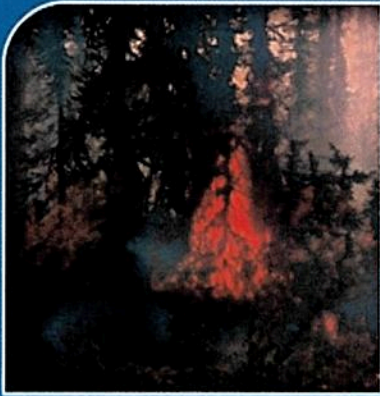


U.S. Department of the Interior
Office of Emergency Management

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 Office of Emergency Services	See Attached Master Agreement	
Address	1849 C Street NW 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 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"/> Other Renewal <input checked="" type="checkbox"/> State the other renewal period <u>5</u> years			
<input type="checkbox"/> No			
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 0000
 GT&C # Order # Amendment # / Mod #

9. Estimated Agreement Amount (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	
10. STATUTORY AUTHORITY	
a. Requesting Agency's Authority (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 Service First Authority (P.L. 106-291 as amended)	
b. Servicing Agency's Authority (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 Service First Authority (P.L. 106-291 as amended)	
11. Requesting Agency's Scope (State and/or List Attachments that support Requesting Agency's Scope.) See Attached Master Agreement	
12. Roles and Responsibilities for the Requesting Agency and the Servicing Agency (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency) See attached Master Agreement	

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



IAA Number Q2455180048 0000
 GT&C # Order # Amendment # / Mod #

<p>13. Restrictions (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA)</p>
<p>14. Assisted Acquisition Small Business Credit Clause (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>15. Disputes: 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>16. Termination (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>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.</p>
<p>17. Assisted Acquisition Agreements - Requesting Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA)</p>
<p>18. Assisted Acquisition Agreements - Servicing Agency's Organizations Authorized to Request Acquisition Assistance for this IAA (State or attach a list of Servicing Agency's organizations authorized to request acquisition assistance for this IAA.)</p>
<p>19. Requesting Agency Clause(s) (Optional) (State and/or attach any additional Requesting Agency clauses.)</p>
<p>20. Servicing Agency Clause(s) (Optional) (State and/or attach any additional Servicing Agency clauses.)</p>

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



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

[Empty box for attachments]

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	
SIGNATURE		
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					
24.	Requesting Agency	Servicing Agency			
Primary Organization / Office Name	National Park Service Emergency Services				
Responsible Organization / Office Address	1849 C Street NW Washington, DC 20240				
ORDER REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New					
<input type="checkbox"/> 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 .					
<input type="checkbox"/> Cancellation - Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line	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
TOTAL Modified Obligation	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Total Advance Amount (-)					\$0.00
Net Modified Amount Due	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
27. Performance Period					
Start Date		06/01/2018	End Date		09/30/2018
		MM-DD-YYYY			MM-DD-YYYY
For a performance period mod, insert the start and end dates that reflect the new performance period.					

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
 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) _____

28. Order Line / Funding Information																Line Number			
Requesting Agency Funding Information										Servicing Agency Funding Information									
ALC	14-10-0099																		
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB			
TAS (required by 10/1/2014)			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 PPRORORO-- PPMPRHS/Y HP0000																		
Requesting Agency Funding Expiration Date	09/30/2018										Requesting Agency Funding Cancellation Date								
MM-DD-YYYY	MM-DD-YYYY										MM-DD-YYYY								
Project Number & Title FY18 Non-FEMA Hurrigan Response																			
Description of Products and/or Service, including the Bona Fide Need for this Order (State or attach a description of products/services, including the Bona Fide need for this Order.) 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)																			
Breakdown of Reimbursable Line Costs and/or Breakdown of Assisted Acquisition Line Cost:																			
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													
Type of Service Requirements																			
<input type="radio"/> Severable Service <input type="radio"/> Non-Severable Service <input checked="" type="radio"/> Not Applicable																			

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) _____

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

24.	Requesting Agency	Servicing Agency
Primary Organization / Office Name	National Park Service Emergency Services	ACME Government Agency Emergency Services
Responsible Organization / Office Address	1849 C Street NW Washington, DC 20240	1234 Desert Road 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.

26. Funding Modification Summary by Line	Line #	Line #	Line #	Total of All Other Lines (attach funding details)	Total
	001				
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
TOTAL Modified Obligation	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00
Total Advance Amount (-)					\$0.00
Net Modified Amount Due	\$25,000.00	\$0.00	\$0.00	\$0.00	\$25,000.00

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 shows the 'Create Misc. Obligations' page in the NPS web application. 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 a table.

Form Fields:

- Header:** Vendor * (5000000000), Document Date (5/31/2018)
- Street/House Number:** (), Postal Code (), Country ()
- City:** (), Payment Terms * (PP01)
- Legacy Document Number:** (G2455180048), Agreement Number (G2455180048)
- GSA Contract Number:** (), Number of Attachments (0)
- Header Text:** (FY18 Hurricane Wily Coyote Response ACME Gov)
- Header Note:** (Service First Agreement off Master Agreement)

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 Table:

Percentage	Cost Center	Functional Area	Fund	WBS Element	Agency ID (TP)	Main Account (TP)	Business Ev Typ C6 (TP)	Direct Cite Appropriations
	NROROR011	BMPRHSHY HP0000	138	PX 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 'https://www.fims.doi.net/portal'. The user is logged in as 'Sheila Wallace'. The main menu includes 'HOME', 'ACQUISITION/FINANCIAL ASSISTANCE', 'CORE FINANCIALS', 'DATA MANAGEMENT', 'TRAVEL', 'EMIS', and 'PROPERTY'. The 'Project Builder' window is open, showing a project structure tree on the left and a configuration panel on the right.

Project Structure:

- 2018 ACME Hurricane Recovery PR.RSEACHERS
- 2018 ACME Hurricane Re-PR.RSEACHERS
- 2018 ACME Hurricane PR.RSEACHERS.00.1

Identification and view selection:

- WBS Element: PR.RSEACHERS.00.1
- 2018 ACME Hurricane Recovery
- Detail: [Icon]
- Overview(s): [Icons]

Project Control Data:

- Results Analysis Key: [Field]
- 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: PRCHRFR6.XZ0000; Functional bc: [Field]
- Proj.type: Reimbursable; Short ID: PR.RSEACHERS.00.
- Priority: [Field]
- Status: System Status: CR10; User status: YREL
- Responsibilities: Pers.Resp.No.: [Field]; Applicant no.: [Field]; Req.cost center: 1400.FFSESEB000.SERO; Req.co.code: 1400
- Operative indicators: Planning element; Acct.asst.elem.; Billing element
- Field key: 073
- General fields: Bureau Specific: [Field]; Legacy number: [Field]; Fund: XXXP103966
- Dates: F.P. Expiration: [Field]
- Checkboxes: Funded Program
- Group: [Field]

Project object tree:

- Individual Objects
 - WBS element
 - Network
 - Activity
 - Activity Element
 - Material Component
 - Milestone
 - PS Text
 - Document

- Projects
- Project Definitions
- WBS Elements
- Networks
- Standard Templates

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.