

**United States Government**  
**Interagency Agreement (IAA) – Agreement Between Federal Agencies**  
**General Terms and Conditions (GT&C) Section**

IAA Number \_\_\_\_\_ - 0000 - \_\_\_\_\_  
                        GT&C #    Order #    Amendment/Mod #

<b>DEPARTMENT AND/OR AGENCY</b>										
<b>1.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"><thead><tr><th style="width: 15%;"></th><th style="background-color: yellow;">Requesting Agency of Products/Services</th><th>Servicing Agency Providing Products/Services</th></tr></thead><tbody><tr><td style="text-align: center;">Name</td><td></td><td></td></tr><tr><td style="text-align: center;">Address</td><td></td><td></td></tr></tbody></table>		Requesting Agency of Products/Services	Servicing Agency Providing Products/Services	Name			Address		
	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services								
Name										
Address										
<b>2. Servicing Agency Agreement Tracking Number</b> (Optional) _____										
<b>3. Assisted Acquisition Agreement</b> Yes    No										
<b>4. GT&amp;C Action</b> (Check action being taken)  <b>New</b>  <b>Amendment</b> – Complete only the GT&C blocks being changed and explain the changes being made.    <b>Cancellation</b> – Provide a brief explanation for the IAA cancellation and complete the effective End Date.										
<b>5. Agreement Period</b> Start Date _____ End Date _____ of IAA or effective cancellation date MM-DD-YYYY    MM-DD-YYYY										
<b>6. Recurring Agreement</b> (Check One)    A Recurring Agreement will continue, unless a notice to discontinue is received. Yes                          If <b>Yes</b> , is this an:    Annual Renewal Other Renewal                          State the other renewal period: _____ No										
<b>7. Agreement Type</b> (Check One)                          Single Order IAA                          Multiple Order IAA										
<b>8. Are Advance Payments Allowed for this IAA</b> (Check One)    Yes                          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.

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**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount.)  
**(Optional for Assisted Acquisitions)**

Direct Cost _____ Overhead Fees & Charges _____ Total Estimated Amount _____	Provide a general explanation of the Overhead Fees & Charges
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**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority** (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
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**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**b. Servicing Agency's Authority** (Check One)

Franchise Fund	Revolving Fund	Working Capital Fund	Economy Act (31 U.S.C. 1535/FAR 17.5)	Other Authority
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**Fill in Statutory Authority Title and Citation** for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**11. Requesting Agency's Scope** (State and/or list attachments that support Requesting Agency's Scope.)

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

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**13. Restrictions** (Optional) (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**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.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, *Intragovernmental Business Rules* Bulletin, available on the TFM Web site at <http://www.fms.treas.gov/tfm/vol1/bull.html>.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

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.

**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.**

**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.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s)** (Optional) (State and/or attach any additional Requesting Agency clauses.)

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**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)

**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 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		
Title		
Telephone Number(s)		
Fax Number		
Email Address		
<b>SIGNATURE</b>		
Approval Date		