

Instructions for FMS Form 7600A/B Interagency Agreement (IAA) – Agreement between Federal Agencies

Effective in 2012, the PMF Program Office, under direction of the U.S. Office of Personnel Management (OPM), will begin using Treasury’s Financial Management Service (FMS) Forms 7600A/B. Combined, these forms 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 serves 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.

The PMF Program Office requests the FMS Form 7600A completed and signed as soon as possible. This form of General Terms and Conditions will enable for your Agency and the PMF Program Office to execute an FMS Form 7600B, the “Order” that is used to submit PMF reimbursements. NOTE: No fiscal obligations are created through the 7600A form.

PMF Program Office FMS Form 7600 Guidance:

- *7600 A – General Terms and Condition (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, 8, 9, 10a, and 23 (requires signature)**. Please let us know if you have any questions.

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: We highly recommend that the 7600A be used to cover the entire Agency/Sub-Agency (when applicable).

- *7600 B – Order Requirements and Funding Information (Order) Section*

The Order is the funding section that creates a fiscal obligation when the Requesting Agency hires a PMF from the PMF Program, 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.**

We would prefer all submissions to be electronic (e.g., scanned documents) and emailed to the PMF Program Office at pmffee@opm.gov. Upon receipt we will review for accuracy, sign, provide a copy in return, and record in our records. We will maintain a current listing of those PMF Program participating agencies that have an executed FMS Form 7600A. Any FMS Form 7600B that is submitted without already having an executed FMS Form 7600A on file will be suspended until such form is received.

Please contact us if you have any questions by calling 202-606-1040 or sending an email to pmffee@opm.gov. Thank you for your continued support.

Presidential Management Fellows (PMF) Program IAA Checklist:

Interagency Agreement (IAA) – Agreement between Federal Agencies – FMS Form 7600A/B	
U.S. Office of Personnel Management (OPM), Presidential Management Fellows (PMF) Program Office	
<input type="checkbox"/>	7600A General Terms and Conditions (GT&C) Section
<input type="checkbox"/>	7600B Order Requirements and Funding Information (Order) Section
The purpose of this document is to ensure that the requesting Agency has complied with the OPM/PMF Operating Procedures and to facilitate a complete Interagency Agreement IAA between the PMF Program Office and a requesting Agency.	
<input type="checkbox"/>	7600A
<input type="checkbox"/>	Boxes 1, 4, 5, 6, 7, 8
<input type="checkbox"/>	Box 9 (approximate hires or “TBD”)
<input type="checkbox"/>	Box 10a (Statutory Authority)
<input type="checkbox"/>	Box 23 (Agency Official Signature)
<input type="checkbox"/>	7600B
<input type="checkbox"/>	Boxes 24, 25, 26, 27
<input type="checkbox"/>	Box 28 (Required funding information) & Quantity and Total Costs <ul style="list-style-type: none"> • ALC - “Agency Location Code” (8 digits) • TAS - “Treasury Account Symbol” • BETC – “Business Event Type Code” • Additional Accounting Information • Customer Obligating Document #
<input type="checkbox"/>	Boxes 30 and 32 <ul style="list-style-type: none"> • 32 – primary payment method is “Servicing Agency Initiated IPAC”
<input type="checkbox"/>	Approval Signatures and Contact Information