

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 #

DEPARTMENT AND/OR AGENCY		
1.	Requesting Agency of Products/Services	Servicing Agency Providing Products/Services
Name		U.S. Office of Personnel Management (OPM), Presidential Management Fellows (PMF) Program
Address		1900 E Street NW, Room 6500 Washington, DC 20415
2. Servicing Agency Agreement Tracking Number (Optional) _____		
3. Assisted Acquisition Agreement Yes No		
4. GT&C Action (Check action being taken) New Amendment – Complete only the GT&C blocks being changed and explain the changes being made. Cancellation – Provide a brief explanation for the IAA cancellation and complete the effective End Date.		
5. Agreement Period Start Date _____ End Date _____ of IAA or effective cancellation date <div style="text-align: center;">MM-DD-YYYY MM-DD-YYYY</div>		
6. Recurring Agreement (Check One) A Recurring Agreement will continue, unless a notice to discontinue is received. Yes If Yes, is this an: Annual Renewal <div style="text-align: center;">Other Renewal State the other renewal period: _____</div> No		
7. Agreement Type (Check One) Single Order IAA Multiple Order IAA		
8. Are Advance Payments Allowed for this IAA (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 _____ \$7,000/PMF	Provide a general explanation of the Overhead Fees & Charges
Overhead Fees & Charges _____	
Total Estimated Amount _____	

10. STATUTORY AUTHORITY

a. Requesting Agency’s Authority (Check One)

Franchise Revolving Working Economy Act Other
Fund Fund Capital Fund (31 U.S.C. 1535/FAR 17.5) Authority

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 Revolving Working Economy Act Other
Fund Fund Capital Fund (31 U.S.C. 1535/FAR 17.5) Authority

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

5 U.S.C. 1304(e)(1)

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

This is to reimburse the PMF Program Office, as administered by the U.S. Office of Personnel Management. The appointment fee includes recruitment, assessment, selection and placement of Fellows, PMF Program Office operations, and support to the agencies and Fellows. The current fee covers any PMF appointment from the Class of 2011 to present.

The PMF’s appointment fee must be to OPM within 30 days of the acceptance of the PMF appointment or prior to the Fellows on-boarding. The PMF Program Office must be notified of an appointment of a Fellow prior to the PMF’s appointment date. See FMS Form 7600A/B Forms found under the “Agencies/ Resources” section of the PMF website at www.PMF.gov. The appointment fee is subject to change, to reflect actual costs incurred.

As the requesting Agency, we have chosen to appoint a PMF Finalist as a PMF and agree to abide by the Program’s regulations (5 CFR 362) and OPM’s policies and guidance for participating in the PMF Program.

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.)

See Attachment A (Roles & Responsibilities) attached hereto and made apart herein to the IAA by this reference.

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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.)

N/A

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.)

N/A

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.)

The PMF’s appointment fee must be to OPM within 30 days of the acceptance of the PMF appointment or prior to the Fellows on-boarding. The PMF Program Office must be notified of an appointment of a Fellow prior to the PMF’s appointment date. See FMS Form 7600A/B Forms found under the “Agencies/Resources” section of the PMF website at www.PMF.gov.

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		Aubrey Whitehead
Title		PMF Program Team Lead
Telephone Number(s)		202-606-1040
Fax Number		202-606-3040
Email Address		pmffee@opm.gov
SIGNATURE		
Approval Date		

ATTACHMENT A

Roles and Responsibilities

Servicing Agency Roles and Responsibilities (PMF Program Office):

The PMF Program Office is responsible for the overall management of the Program and will:

- Market the PMF Program to Federal agencies and departments and to accredited graduate schools.
- Develop and conduct a rigorous applicant, assessment, and selection process to determine a pool of finalists.
- Provide orientation for each class or cohort
- Provide information on available training opportunities.
- Serve as a conduit for effective communication among all members of the PMF Program community.
- Provide agencies with access to systems and information needed to administer the Program in their agency.
- Evaluate the effectiveness of the PMF Program.

Requesting Agency Roles and Responsibilities:

Each participating agency plays a critical role in the orientation of Fellows to the Federal Government, the achievement of their career goals, and their retention in the Federal service. Agencies excepted from the competitive service may participate in the PMF Program using their own appointment authorities, but must follow the PMF Program Agency Roles and Responsibilities listed below, or their equivalent. Participating agencies agree to:

- Designate an Agency PMF Coordinator who is responsible for the overall administration and development of the agency program and who serves as the principal contact point for the Program.
- Work with the Agency PMF Coordinator, human resources staff, and hiring officials to plan program budgets and to project the number of PMF hires in the agency. The agency's Chief Human Capital Officer (CHCO), or in agencies without a CHCO, the Human Resources Director, is to compile this information annually for OPM to determine by October the total number of PMF hires Government-wide.
- Establish policies and criteria for the Fellows during their PMF fellowships.
- Within 30 days of acceptance of a PMF appointment, reimburse the PMF Program Office the appointment reimbursement fee for costs associated with the recruitment, selection, and placement of Fellows. See FMS form 7600A/B found under the "Resources" section of the PMF website. The reimbursement fee is subject to change, to reflect actual costs incurred.
- Approve an Individual Development Plan (IDP).
- Provide a minimum of 80 hours per year of formal classroom training.
- Provide at least one developmental assignment of 4 to 6 months.
- Determine the Fellow's completion of the Program by the agency's Executive Resources Board (ERB). In agencies without an ERB, the responsibility falls to the senior agency officials who have been given executive resource management and oversight responsibility by the agency head.