

**UNITED STATES GOVERNMENT  
INTERAGENCY AGREEMENT  
GENERAL TERM & CONDITIONS (GT&C)  
INSTRUCTIONS for FS Forms 7600A**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity - In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 10, Section 9.

**G-Invoicing Required Fields have an ( \* )**

[https://www.fiscal.treasury.gov/fsservices/gov/acctg/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm)

**NEW OR MODIFIED GT&C**

<b>Header</b>	<b>*General Terms and Conditions (GT&amp;C) Number</b>	The unique agreement number that must be established between the Requesting and Servicing Agency which will track each GT&C from the origination through the completion or termination.  This is a 20 character value within the G-Invoicing application. Example: AYYMM-(Req. AID)-(Serv AID)-6 digit sequential #
	<b>*Modification Number</b>	The unique number that identifies a modification to the GT&C. The modification number is added to the end of the GT&C number after the decimal. This incrementally increases after each modification. Note: For a new GT&C, the modification number will be 0.  Modification to the GT&C requires approvals by both the Requesting and Servicing Agencies.

**AGENCY INFORMATION**

<b>1.</b>	<b>*Agency Identifier (AID)</b>	097
	<b>*Agency Location Code (ALC)</b>	09700884
	<b>*Agency Name</b>	Defense Technical Information Center ATTN: DTIC-I IAA
	<b>*Agency Address</b>	8725 John J. Kingman Rd, Suite 0944 Fort Belvoir, VA 22060e to be manually entered.

**GT&C AGREEMENT INFORMATION**

<b>2.</b>	<b>GT&amp;C Title</b>	Enter a title for the GT&C. This field is used to help identify a GT&C because it does not have to follow a standard format and can be named anything.
<b>3.</b>	<b>Agency Agreement Tracking Number</b>	The internal tracking number for the GT&C. This number is generated and maintained by each Agency's internal system.  Servicing Agency Tracking Number: DTIC RMS Task Order #

4.	<b>*Agreement Period</b>	<p>Agreement Start Date - Enter the date (MM-DD-YYYY) when the GT&amp;C will begin and is open for Orders.</p> <p>Agreement End Date – Enter the date (MM-DD-YYYY) when the GT&amp;C will end and all Orders will be completed.</p> <p>Note: Work should not be performed until an order is signed.</p>
5.	<b>Termination Days</b>	<p>Enter the number of days the GT&amp;C requires written notice for termination by either the Requesting or Servicing Agency.</p>
6.	<b>*Agreement Type</b>	<p>Identifies whether this GT&amp;C will support one (Single) Order or more than one (Multiple) Orders.</p> <p>Select the ‘Multiple Orders’ checkbox. DTIC does not accept single order agreements.</p>
7.	<b>*Advance Payment Indicator</b>	<p>Identifies whether Advance Payments are allowed for the Order(s) supporting this GT&amp;C.</p> <p>Select the ‘No’ checkbox. DTIC does not have Advance Payment authority.</p>
8.	<b>*Assisted Acquisition Indicator</b>	<p>Identifies whether the GT&amp;C will accommodate Assisted Acquisitions. FAR 17.502-1 (a)(1)</p> <p>Select the ‘Yes’ checkbox. DTIC agreements are Assisted Acquisitions. Items 17 and 18 may be completed to provide further detail.</p> <p>Note: The G-Invoicing application automatically defaults this selection to ‘No’.</p>
<b>ESTIMATED AGREEMENT AMOUNT</b>		
9.	<b>Total Direct Cost Amount</b>	<p>Enter the total agreed-upon direct cost amount for providing the products and/or services. This is the amount to go on the task order.</p> <p>Note: This amount must be greater than or equal to \$0.00</p>
	<b>Total Overhead Fees and Charges Amount</b>	<p>Overhead Fees &amp; Charges: DTIC CSDC=Estimated</p>
	<b>*Total Estimated Amount</b>	<p>Total Direct Cost + CSDC</p>

10.	<b>Explanation of Overhead Fees and Charges</b>	<p>This is a general explanation of how the overhead fees and charges are calculated.</p> <p>This provides helpful information to the Requesting Agency on the cost of the overhead/fees which they are required to pay within their reimbursable agreement, especially if an agency cannot specifically break out the fees from the direct costs.</p>
11.	<b>Requesting Scope</b>	Enter the high level scope of the work to be performed under this GT&C for all related Orders. Specific details about what is being purchased and related funding is captured on each Order.
12.	<b>Requesting Roles</b>	Enter the respective roles and responsibilities that the Requesting Agency must carry out to ensure the effective management and fulfillment of GT&C requirements.
13.	<b>Servicing Roles</b>	Enter the respective roles and responsibilities that the Servicing Agency must carry out to ensure the effective management and fulfillment of GT&C requirements.
14.	<b>Restrictions</b>	Enter the unique requirements and/or mission specific restrictions related to the GT&C.
15.	<b>Assisted Acquisition Small Business Credit Clause</b>	Note: This is a static text field that does not require data entry.
16.	<b>Disputes</b>	Note: This is a static text field that does not require data entry.
17.	<b>Requesting Assisted Acquisitions</b>	Enter the Requesting Agency's lists or references of organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request acquisition assistance for the GT&C. This is a list of approved additional funders.
18.	<b>Servicing Assisted Acquisitions</b>	Enter the Servicing Agency's lists or references of organizations (Offices, Bureaus, Divisions, etc.) that are authorized to request acquisition assistance for the GT&C.
19.	<b>Requesting Clauses</b>	This section should reference the Statement of Work and outline the requirements of the deliverables.
20.	<b>Servicing Clauses</b>	Attached DTIC block 20 statement.
<b>CLOSE GT&amp;C</b>		
21.	<b>Closing Comments (If Applicable)</b>	<p>Enter the date the GT&amp;C is closing, which is prior to the original Agreement End Date (MM-DD-YYYY)</p> <p>Example: Agreement is prematurely closed (due to early termination) prior to the natural end of the life of the agreement.</p> <p>Enter brief explanation why the GT&amp;C has been closed.</p>
<b>PREPARER INFORMATION</b>		
22.	<b>*Prepared Name</b>	Enter the name of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	<b>*Prepared Phone</b>	Enter the phone number of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.
	<b>*Prepared Email</b>	Enter the email address of the person who prepared (initiated) the GT&C. This is derived from the user's login credentials within the application.

## AGREEMENT APPROVALS

By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).

## REQUESTING and SERVICING INITIAL APPROVALS

### The Requesting and Servicing Agency must both enter their Initial Approver information

<b>23.</b>	<b>*Date</b>	Enter the date the official Initial Approver signed the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Approver Name</b>	Enter the name of the official Initial Approver that signed the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Signature</b>	This is the actual signature of the official Initial Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>Title</b>	Enter the title of the official Initial Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Email</b>	Enter the email of the official Initial Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Phone</b>	Enter the phone number of the official Initial Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>Fax</b>	Enter the fax number of the official Initial Approver of the GT&C. Required by both the Requesting and Servicing Agencies.

## REQUESTING and SERVICING FINAL APPROVALS

### The Requesting and Servicing Agency must both enter their Final Approver information

<b>24.</b>	<b>*Date</b>	Enter the date the official Final Approver signed the GT&C. Required by both the Requesting and the Servicing Agencies.
	<b>*Approver Name</b>	Enter the name of the official final Approver that signed the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Signature</b>	This is the actual signature of the official final Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>Title</b>	Enter the title of the official final Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Email</b>	Enter the email of the official final Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>*Phone</b>	Enter the phone number of the official final Approver of the GT&C. Required by both the Requesting and Servicing Agencies.
	<b>Fax</b>	Enter the fax number of the official final Approver of the GT&C. Required by both the Requesting and Servicing Agencies.