



Reference Tables

Table A – Inter-Agency Agreement Process

The following table describes the process for establishing inter-agency agreements in FBMS:

Step	Action	FBMS Role	Notes
1.	Create a PPR and obtain necessary approvals outside of FBMS.	Individual in requesting program office (no FBMS role required).	The “Funded” checkbox must be selected on the PPR.
2.	Submit PPR via the PPR Processing Site along with Form 3-2366 and any other supporting documentation.	Individual in requesting program office (no FBMS role required).	
3.	Create a “Funded Purch Req” requisition SAP.	ACQ_REQ	Use UPC R4080200 for all inter-agency agreements.
4.	Approve the requisition as the Supervisory Approver.	ACQ_SUP	
5.	Approve the requisition as a specialty approver if necessary.	ACQ_AO_IT ACQ_AO_PP ACQ_AO_FL ACQ_AO_RP ACQ_AO	
6.	Approve the requisition as the Certifying Funds Approver.	AP_CFA	
7.	Receive the requisition and assignment it to a Certifying Officer or a Buyer.	ACQ_EXP	
8.	Receive assignment, follow the procurement process according to the FAR, and issue an inter-agency award.	ACQ_CO ACQ_BUY	

Table B – Intra-Agency Agreement Process

The following table below describes the procedures for establishing intra-agency agreements in FBMS:

Step	Action	FBMS Role	Notes
1.	Create a PPR and obtain necessary approvals outside of FBMS.	Individual in requesting program office (no FBMS role required).	The “Intra-Agency Agreement” checkbox must be selected.
2.	Submit PPR via the PPR Processing Site along with Form 3-2366 and any other supporting documentation.	Individual in requesting program office (no FBMS role required).	
3.	Create an “Intra Agency Agmt PR” SAP.	ACQ_REQ	Use UPC R4080100 for all intra-agency agreements.
4.	Approve the requisition as the Supervisory Approver.	ACQ_SUP	
5.	Approve the requisition as the Certifying Funds Approver and notify the Region 9 AP_IMO via email that an IAA PR is ready for obligation.	AP_CFA	Title the email: “IAA PR #XXXXX is ready for obligation”.
6.	Obligate the intra-agency agreement as an intra-agency miscellaneous obligation and notify the requesting program office via email once complete.	AP_IMO	Title the email: “IAA #XXXXX has been obligated”.