

Program Managers agree to a project; jointly develop the scope of work and financial plan.

DOI Agency Reimburses FS

DOI Agency Program Lead

Lead time 30-45 days

DOI Agency Procurement

FS Reimburses DOI Agency

FS Program Manager

- Work with DOI Agency Program Lead to draft IAA 7600B, scope of work and financial plan tied to the Master Service First Agreement.
- Create WorkPlan Acquisition Plan (WPAP).
- Complete NRM IWeb proposal; input funds for commitment.
- Submit both to Budget for Approval.

Lead time 30-45 days

FS Grants Management Specialist

- Complete IAA 7600B, scope of work, and financial plan for signature; send electronically to DOI Agency Budget Analyst to review.
- 2 original copies for DOI Agency District Manager's signature (or acting).
- FS Signature & return to FS Agreements.
- Scan and distribute electronic copy to DOI Agency District Budget Analyst and FS/DOI Agency Technical Point of Contacts; Send one original copy to DOI Agency District Budget Analyst for processing.



- Input Purchase Request (PR) into FBMS.
- Work with FS Program Manager to draft IAA 7600B, scope of work and financial plan tied to the Master Service First Agreement.
- Submit to DOI Agency Procurement.

FS Program Manager

- Complete NRM IWeb proposal.
- Create WorkPlan Acquisition Plan (WPAP).
- Work with DOI Agency Program Manager to complete IAA 7600B articles and financial plan to match DOI Agency PR.



- Complete IAA 7600B and send electronically to FS Grants Management Specialist for review.
- Generate FBMS obligating document.
- 2 original copies for FS Forest Supervisor signature (or acting).
- DOI Agency Contracting Officer's signature.
- Scan and distribute electronic copy to FS Grants Management Specialist and FS/DOI Agency Technical Point of Contacts; Send one original copy to Grants Management Specialist for processing.

FS Grants Management Specialist

- Send one original copy of the IAA 7600B to FS Grants Management Specialist to assign a reimbursable job code. This process takes 2 - 4 weeks.
- Notify DOI Agency Budget Analyst and FS Technical POC of reimbursable job code.
- ASC sends IPAC bills and transaction registers to DOI Agency for documentation purposes.

Process for Establishing a Service First Interagency Agreement

DOI Agency District Budget Analyst

- Send completed/signed IAA 7600B to Budget Analyst to assign a reimbursable job code. This process takes 2 - 4 weeks.
- Notify FS Grants Management Specialist and FS/DOI Agency Technical POC of reimbursable job code.
- DOI Agency sends IPAC bills and transaction registers to FS for documentation purposes.

Successful

Service First Project

