



# INTERIOR BUSINESS CENTER

## U.S. DEPARTMENT OF THE INTERIOR

VERSION 1.5

JUNE 23, 2023

# FS Form 7600B

## Work Instructions for Customers

(FS Form 7600B Revised March 2022  
with 126 Data Fields for G-Invoicing)

[FINAL]

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## BACKGROUND

FS Form 7600B (Revised March 2022) was designed by the Department of the Treasury’s Bureau of the Fiscal Service as an agreement between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. The form was created in accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8. The data fields on the seven pages of this form are compatible with the data requirements of the Department of the Treasury’s G-Invoicing system.

AQD accepts previous versions of this form (April 2021, September 2020, November 2019, March 2019, June 2017, and April 2012) and this new version of the form (FS Form 7600B Revised March 2022). URLs in this SOP were updated as of June 23, 2023.

The FS Form 7600B Revised March 2022 is divided into the following sections:

Block	Page	Description
Blocks 1 – 3	Page 1 of 7	<b>NEW OR MODIFIED ORDER</b>
Blocks 4 – 16	Page 1 of 7	<b>PARTNER INFORMATION</b>
Blocks 17 – 21	Page 2 of 7	<b>AUTHORITY INFORMATION</b>
Blocks 22 – 28	Page 2 of 7	<b>ADVANCE INFORMATION</b> (Required by Servicing Agency if there is an advance)
Blocks 29 – 34	Page 2 of 7	<b>DELIVERY INFORMATION</b> (Requesting Agency completes.)
Blocks 35 – 36	Page 2 of 7	<b>ORDER BILLING</b> (Servicing Agency completes.)
Blocks 37 – 43	Pages 2 & 3 of 7	<b>ORDER BILLING</b> (Requesting Agency completes.)
Blocks 44 – 59	Pages 3 of 7	<b>LINE ITEMS</b> (Additional Lines/Schedules may be added using the + button after Block 116)
Blocks 60 – 71	Pages 3 and 4 of 7	<b>SCHEDULE SUMMARY</b> (Additional Lines/Schedules may be added using the + button after Block 116)
Blocks 72 – 76	Page 4 of 7	<b>SCHEDULE FUNDING INFORMATION</b>
Blocks 77 – 100	Pages 4 and 5 of 7	<b>SLOA INFORMATION</b> (To capture Agency Internal Accounting)
Blocks 101 – 116	Page 5 of 7	<b>SCHEDULE SHIPPING INFORMATION</b>
Block 117 - 118	Page 6 of 7	<b>MODIFY ORDER</b>
Block 119 - 120	Page 6 of 7	<b>CLOSE ORDER</b>
Block 121 - 122	Page 6 of 7	<b>REJECT ORDER</b>
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[Reset](#) [Print Form](#)

**UNITED STATES GOVERNMENT ORDER FORM  
FS FORM 7600B**



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600B are denoted with an (\*)  
Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

<https://www.fiscal.treasury.gov/g-invoice/>

NEW OR MODIFIED ORDER		
1.	Order Number	Order Number: <input type="text"/>
		Requesting Agency (Buyer) <input type="text"/>
		Requesting Agency (Buyer) <input type="text"/>
		Requesting Agency (Buyer) <input type="text"/>
		Requesting Agency (Buyer) <input type="text"/>
		Order Number: <input type="text"/>
		Order Status: <input type="text"/>
2.	General Terms & Conditions (GT&C) Number (Associated with this Order): <input type="text"/>	
3.	*Order Date (yyyy-mm-dd): <input type="text"/>	
PARTNER INFORMATION		
4.	*Assisted Acquisition Indicator <input type="text"/>	
5.	*Period of Performance	Original Base/Current Modification
		New/Proposed Modification
		Start Date (yyyy-mm-dd): <input type="text"/>
		Start Date (yyyy-mm-dd): <input type="text"/>
		End Date (yyyy-mm-dd): <input type="text"/>
		End Date (yyyy-mm-dd): <input type="text"/>
		Requesting Agency (Buyer) <input type="text"/>
		Servicing Agency (Seller) <input type="text"/>
6.	*Agency Location Code (ALC) <input type="text"/>	
7.	*Agency Name <input type="text"/>	
8.	*Group Name <input type="text"/>	
9.	Order Group Description <input type="text"/>	
10.	Cost Center <input type="text"/>	
11.	Business Unit <input type="text"/>	
12.	Department ID <input type="text"/>	
13.	Unique Entity Identifier (UEI) <input type="text"/>	
14.	Funding Office Code (Buyer Only) <input type="text"/>	
15.	Funding Agency Code (Buyer Only) <input type="text"/>	
16.	Comments <input type="text"/>	



Order Number:

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AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: <input type="text"/>
18.	Statutory Authority Fund Type Title	<input type="text"/>
19.	Statutory Authority Fund Type Citation	<input type="text"/>
		Requesting Agency (Buyer)      Servicing Agency (Seller)
20.	Program Authority Title	<input type="text"/>
21.	Program Authority Citation	<input type="text"/>
ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)		
22.	Advance Revenue Recognition Methodology	Select One: <input type="text"/>
23.	Advance Revenue Recognition Description (required if "Other")	<input type="text"/>
24.	Advance Payment Authority Title	<input type="text"/>
25.	Advance Payment Authority Citation	<input type="text"/>
		Original Base/Current Modification Total      New/Proposed Modification Total
26.	Total Advance Amount	<input type="text"/>
27.	Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]	<input type="text"/>
28.	Total Modified Advance Amount	<input type="text"/>
DELIVERY INFORMATION (Requesting Agency completes.)		
29.	*FOB Point	Select One: <input type="text"/>
30.	Constructive Receipt Days	<input type="text"/> (Calendar Days) *Required if Destination/Other is checked on line 29.
31.	Acceptance Point	Select One: <input type="text"/>
32.	Place of Acceptance	<input type="text"/>
33.	Inspection Point	Select One: <input type="text"/>
34.	Place of Inspection	<input type="text"/>
ORDER BILLING (Servicing Agency completes.)		
35.	*Billing Frequency	Select One: <input type="text"/>
36.	Billing Frequency Explanation	<input type="text"/>
ORDER BILLING (Requesting Agency completes.)		
37.	Priority Order Indicator	<input type="text"/>
38.	Capital Planning and Investment Control (CPIC)	<input type="text"/>
		Original Base/Current Modification Total      New/Proposed Modification Total
39.	*Total Order Amount	<input type="text"/>
40.	Total Modification Amount	<input type="text"/>
41.	Total Modified Order Amount	<input type="text"/>

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Order Number:

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42.	Total Modified Advance Order Amount		
43.	Net Order Amount		
<b>LINE ITEMS</b> (Additional Lines/Schedules may be added using the + button after Block 116)			
		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number		
45.	<sup>o</sup> Order Line Status	▼	▼
46.	<sup>o</sup> Item Code		
47.	*Item Description		
48.	*Line Costs Unit of Measure (UOM)		
49.	*Unit of Measure Description		
50.	Total Line Costs		
51.	Line Cost Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
52.	Total Modified Line Costs		
53.	Order Line Advance Amount		
54.	Order Line Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
55.	Total Modified Order Line Advance Amount		
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)		▼
58.	Item UID Required Indicator		▼
59.	*Type of Service Requirements		▼
<b>SCHEDULE SUMMARY</b> (Additional Lines/Schedules may be added using the + button after Block 116)			
		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number		
61.	Advance Payment Indicator	▼	▼
62.	*Cancel Status (Schedule)	▼	▼
63.	*Schedule Unit Cost/Price		
64.	Schedule Unit Cost/Price Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
65.	Total Modification Schedule Unit Cost/Price		
66.	*Order Schedule Quantity		
67.	Order Schedule Quantity		



Order Number:

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	Change for this Modification [ Addition (+) or Reduction (-) ]		
68.	Net Modification Order Schedule Quantity		
69.	Order Schedule Amount		
70.	Order Schedule Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]		
71.	Total Modified Order Schedule Amount		

**SCHEDULE FUNDING INFORMATION**

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)								Servicing Agency (Seller)							
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
73.	*Agency Business Event Type Code (BETC)																
74.	Object Class Code																
75.	Additional Accounting Classification																
76.	*Bona Fide Need (Requesting Agency Only)																

**STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION** (Accounting Flex Field Values)  
To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)								Servicing Agency (Seller)							
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
78.	Reimbursable Flag																
79.	Federal Award Identifier Number (FAIN)																
80.	Unique Record Identifier (URI)																
81.	Activity Address Code																
82.	Budget Line Item																
83.	Budget Fiscal Year																
84.	Security Cooperation																
85.	Security Cooperation Implementation Agency																
86.	Security Cooperation Case Designator																
87.	Security Cooperation Case Line Item Identifier																
88.	Sub-Allocation																
89.	Agency Accounting Identifier																
90.	Funding Center Identifier																
91.	Cost Center Identifier																



Order Number:

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92.	Project Identifier		
93.	Activity Identifier		
94.	Disbursing Identifier		
95.	Cost Element Code		
96.	Work Order Number		
97.	Functional Area		
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		
<b>SCHEDULE SHIPPING INFORMATION</b>			
101.	Ship To Address Identifier		
102.	Ship To Agency Title		
103.	Address 1		
104.	Address 2		
105.	Address 3		
106.	Ship To City		
107.	Ship To Postal Code		
108.	Ship To State		<input type="text"/>
109.	Ship To Country Code		
110.	Ship To Location Description		
111.	Delivery/Shipping Information for Product Special Shipping Information		
112.	Delivery/Shipping POC Name		
113.	Delivery/Shipping Information for Product POC Title		
114.	Delivery/Shipping Information for Product POC E-mail Address		
115.	Delivery/Shipping Information for Product POC Telephone Number		
116.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)

Click the + to Add additional Line Items and Schedules, click the - to remove Line Items.





Order Number:

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MODIFY ORDER	
117.	Modification Date (yyyy-mm-dd): <input type="text"/>
118.	Brief explanation required for modifying this Order: <input type="text"/>
CLOSE ORDER	
119.	Closing Date (yyyy-mm-dd): <input type="text"/>
120.	Brief explanation required for closing this Order: <input type="text"/>
REJECT ORDER	
121.	Rejection Date (yyyy-mm-dd): <input type="text"/>
122.	Brief explanation required for rejecting this Order: <input type="text"/>

AGENCY POINT OF CONTACTS (POC)		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	<input type="text"/>
	*Agency POC E-mail	<input type="text"/>
	*Agency POC Phone No.	<input type="text"/>
	Agency POC Fax No.	<input type="text"/>

AGREEMENT APPROVALS		
FUNDING OFFICIAL		
<p>The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.</p>		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
124.	*Funding Official Name	<input type="text"/>
	*Signature	<input type="text"/>
	Funding Official Title	<input type="text"/>
	*Funding Official E-mail	<input type="text"/>
	*Funding Official Phone No.	<input type="text"/>
	Funding Official Fax No.	<input type="text"/>
	*Funding Official Date Signed (yyyy-mm-dd)	<input type="text"/>



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**PROGRAM OFFICIAL**

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

		Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name	<input type="text"/>	<input type="text"/>
	*Signature	<input type="text"/>	<input type="text"/>
	Program Official Title	<input type="text"/>	<input type="text"/>
	*Program Official E-mail	<input type="text"/>	<input type="text"/>
	*Program Official Phone No.	<input type="text"/>	<input type="text"/>
	Program Official Fax No.	<input type="text"/>	<input type="text"/>
	*Program Official Date Signed (yyyy-mm-dd)	<input type="text"/>	<input type="text"/>

**AGENCY PREPARER INFORMATION**

Requesting Agency (Buyer)

126.	*Name	<input type="text"/>
	*Phone No.	<input type="text"/>
	*E-mail Address	<input type="text"/>



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## FS FORM 7600B WORK INSTRUCTIONS

This work instruction outlines the data customers must include on the new FS Form 7600B to complete the process of entering into an interagency agreement for assisted acquisition services with AQD. This form is compatible with the requirements of the Department of the Treasury's G-Invoicing system.

Customers must complete all required fields on the FS Form 7600B Revised March 2022 before the form may be processed. This section outlines instructions for the customer to follow to assist them with completing all fields on the form.

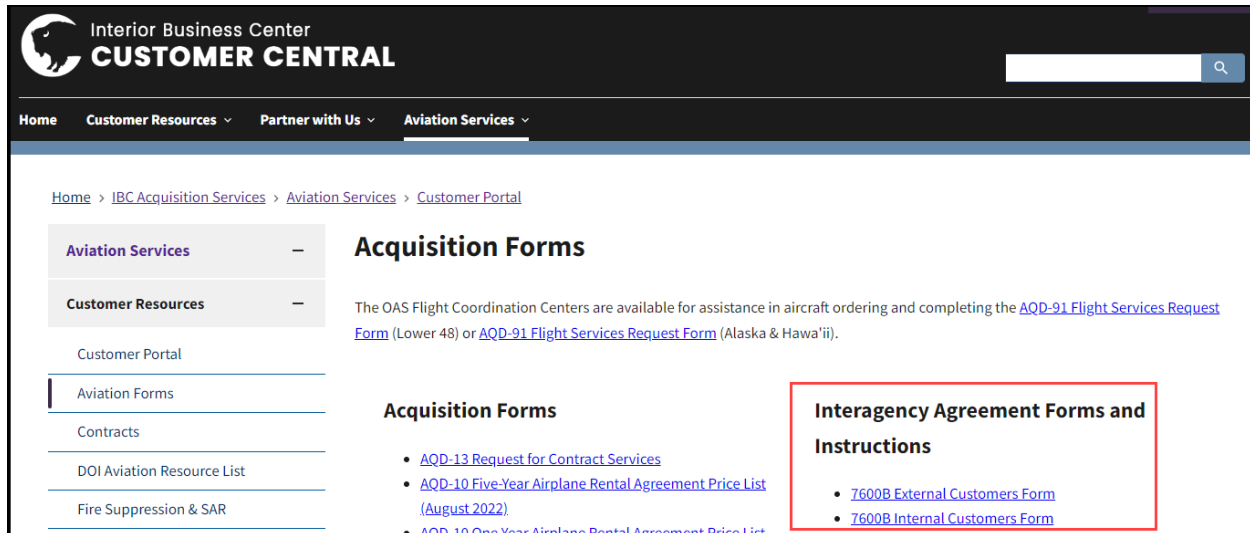
Note: Optional fields, those fields without an asterisk (\*) or a G <sup>(G)</sup> may be left blank unless noted otherwise in this document.

- G-Invoicing required fields on this form have an (\*).
- Additional fields required when an Agency transitions to G-Invoicing are denoted by an <sup>(G)</sup>.



## AQD 7600B TEMPLATES

AQD recommends users download our 7600B templates as they are pre-populated with AQD's authority, financial, and point of contact information for Customer convenience. AQD provides our 7600B templates via email upon request and online available for download from the Interior Business Center's Customer Central website under Interagency Agreement Forms and Instructions at <https://ibc.doi.gov/acquisition/aviation/customer/forms>:



The screenshot shows the Interior Business Center Customer Central website. The navigation bar includes Home, Customer Resources, Partner with Us, and Aviation Services. The main content area is titled 'Acquisition Forms' and includes a description of OAS Flight Coordination Centers. A red box highlights the 'Interagency Agreement Forms and Instructions' section, which contains two links: '7600B External Customers Form' and '7600B Internal Customers Form'.

- [7600B External Customers Form](#) – This version contains AQD's Servicing Agency/Seller Authority, accounting, and POC information filled in for AQD's Interior Franchise Fund (IFF) Customers.
- [7600B Internal Customers Form](#) – This version contains AQD's Servicing Agency/Seller Authority, accounting, and POC information filled in for AQD's Working Capital Fund (WCF) Customers.



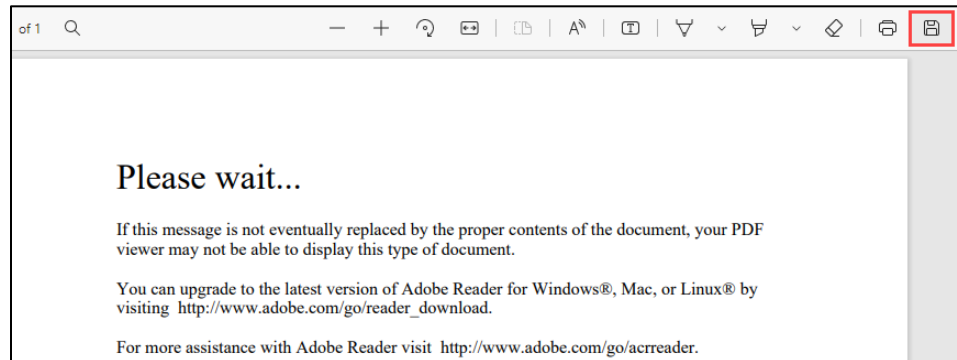
## PLEASE WAIT...ERROR MESSAGE FOR DOWNLOADS

When downloading the AQD 7600B template, some users receive a “Please wait...” error message. The following work arounds resolve the “Please wait...” error message issue.

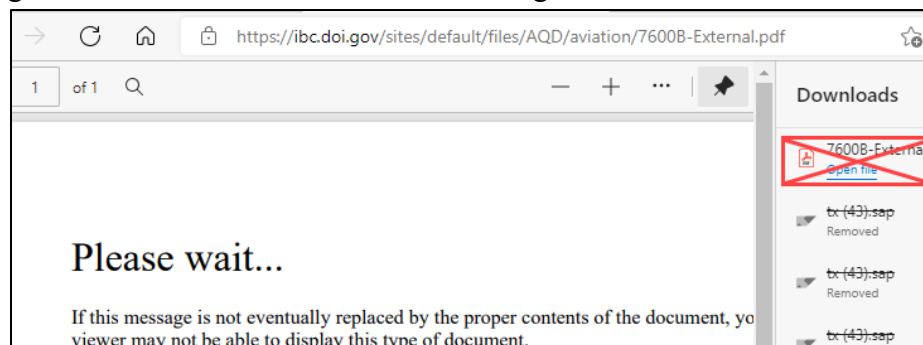
- a. Click download and follow the steps below for each applicable browser (MS Edge, MS Internet Explorer, or Google Chrome):

- i. **MS Edge:**

- Left Click over the link to the form
- You should receive a page that displays the “Please wait...” error message.
- Click on the floppy disk icon in the upper right-hand corner of the screen:



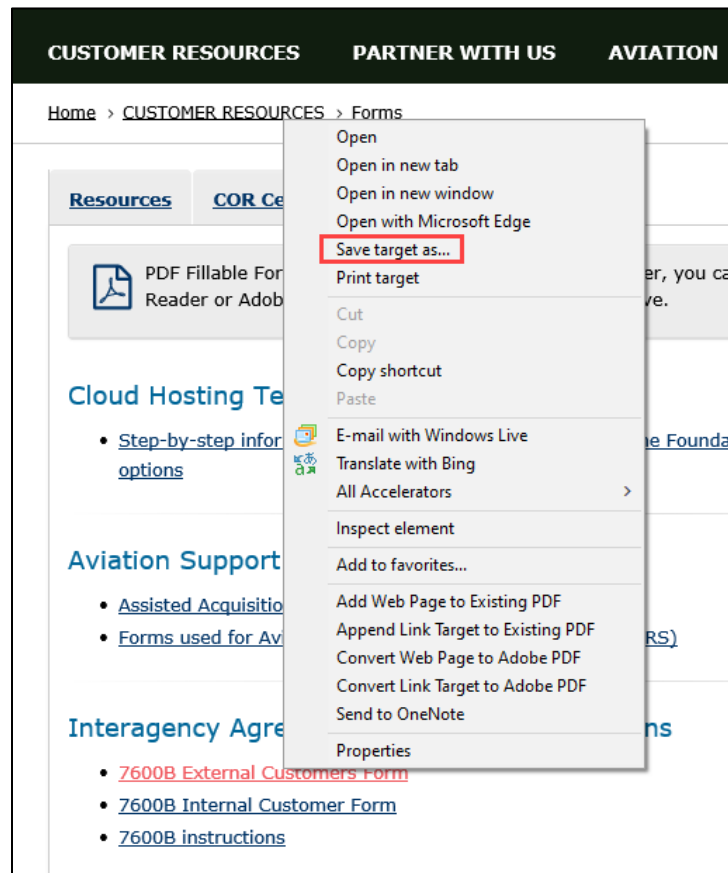
- A “Save As” popup window will appear. Save to your desired location and be sure to select the save as type of **Adobe Acrobat Document (.pdf)**.
- You may receive a download banner on the right-hand side of your screen. Do not attempt to open the file from the banner as it will continue to generate the “Please wait...” error message.



- Once saved, you may close your browser and open the document from the saved location.

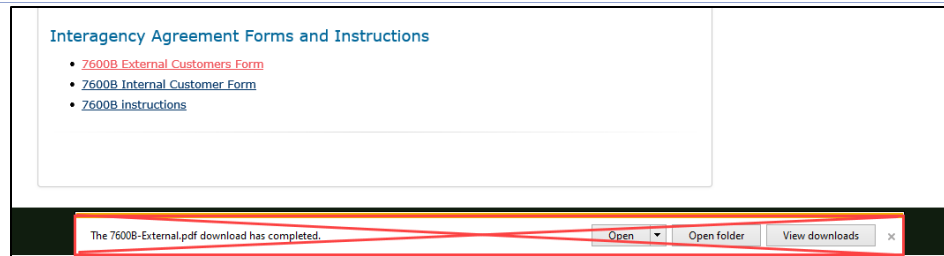
ii. **MS Internet Explorer:**

- Right click over the link to the form
- Click “Save target as”



- A “Save As” popup window will appear. Save to your desired location and be sure to select the save as type of **Adobe Acrobat Document (.pdf)**.
- Once saved, you may close your browser and open the document from the saved location.
- Once save a “download has completed” banner will appear at the bottom of your screen:

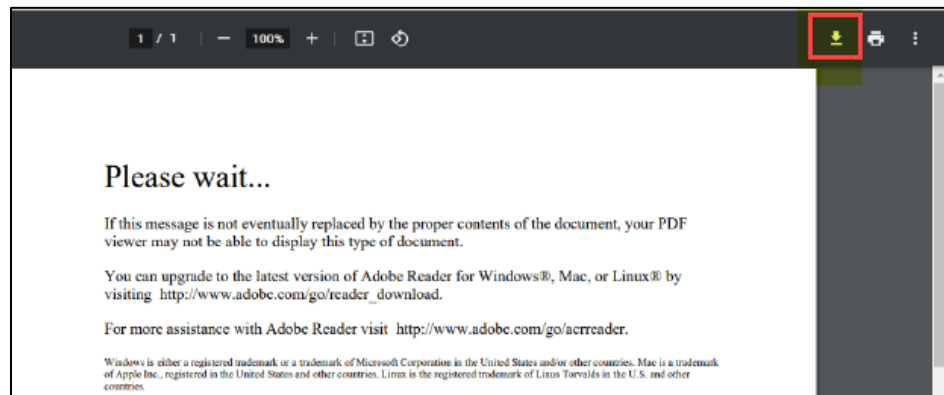




- Do not attempt to open the file from the banner at the bottom of your screen as it will continue to generate the “Please wait...” error message.
- Once saved, you may close your browser and open the document from the saved location on your computer.

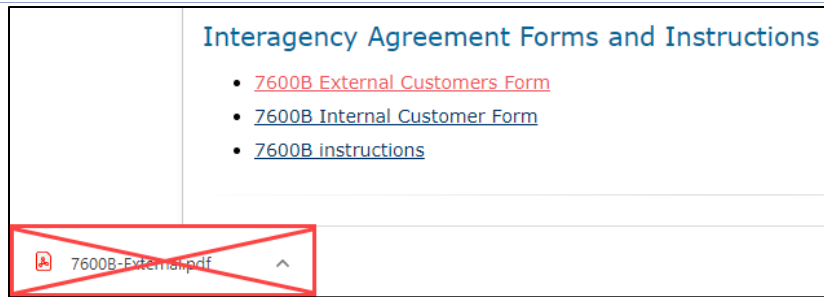
iii. **Google Chrome:**

- Left click over the link to the form
- You should receive a page that displays the “Please wait...” error message.
- On the right side of your screen, click the down arrow:



- A “Save As” popup window will appear. Save to your desired location and be sure to select the save as type of **Adobe Acrobat Document (.pdf)**.
- Do not attempt to open the file from the banner at the bottom of your screen as it will continue to generate the “Please wait...” error message.





- Once saved, you may close your browser and open the document from the saved location on your computer.



## NEW OR MODIFIED ORDER

### Block 1 – \*Order Number

- a. **<sup>G</sup>Order Number:** Requesting Agency (Customer/Buyer) inserts their unique document number here prior to transitioning to G-Invoicing. This number does not have to be mutually agreed upon by the Requesting Agency (Customer/Buyer) and the Servicing Agency (AQD/Seller). Once both parties are transitioned into G-Invoicing, the system will generate this 20-character number.

Figure 1a

1.	Order Number	<sup>G</sup> Order Number:
----	--------------	----------------------------

Note: The <sup>G</sup> indicates a required field following implementation into G-Invoicing.

- b. **\*Order Tracking Number:** The Requesting Agency (Customer/Buyer) and the Servicing Agency (AQD/Seller) may enter internal tracking numbers here in their respective columns. If internal agency tracking numbers separate from the <sup>G</sup>Order Number do not exist, these fields may be left blank.

Note: DOI WCF Customers may enter the applicable FBMS Sales Order number in this field.

Figure 1b

1.	Order Number	<sup>G</sup> Order Number:	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number	* Order Tracking Number
		<sup>G</sup> Modification Number:	
		<sup>G</sup> Order Status: <input type="text"/>	

- c. **<sup>G</sup>Modification Number:** The unique number that identifies the Modification to the Order. The Modification number is generated by G-Invoicing and added to the end of the Order number after the decimal. This number increases incrementally after each Modification. The Modification number for a new Order is 0 and each Modification





number should increase in increments of 1. Any Modification to the Order requires approvals by both the Requesting and Servicing Agencies.

Figure 1c

1.	Order Number	<sup>G</sup> Order Number: <input type="text"/>	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number	* Order Tracking Number
		<input type="text"/>	<input type="text"/>
		<sup>G</sup> Modification Number: <input type="text"/>	
		<sup>G</sup> Order Status: <input type="text"/>	

Note: The <sup>G</sup> indicates a required field following implementation into G-Invoicing.



- d. **<sup>G</sup>Order Status:** Select the current status of the order from the drop-down selection box.

Figure 1d

1.	Order Number	<sup>G</sup> Order Number: <input type="text"/>	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number	* Order Tracking Number
		<sup>G</sup> Modification Number: <input type="text"/>	
		<sup>G</sup> Order Status: <input type="text"/>	
2.	<sup>G</sup> General Terms & Conditions (GT&C) Number	<div style="border: 2px solid red; padding: 2px;">                     Draft                      Pending Requesting Approval                      Shared with Servicing                      Pending Servicing Approval                      Open                      Closed                      Rejected                 </div>	
3.	*Order Date (yyyy-mm-dd): <input type="text"/>		
<b>PARTNER</b>			
4.	*Assisted Acquisition Indicator <input type="text"/>		
	Original Base		

Note: The <sup>G</sup> indicates a required field following implementation into G-Invoicing.

### Block 2 – <sup>G</sup>General Terms & Conditions (GT&C) Number (Associated with this Order)

Enter the General Terms and Conditions (GT&C) number associated with the Order. Prior to transitioning into G-Invoicing, this number may be taken from the corresponding active 7600A. AQD can assist customers in identifying their GT&C number if they are unable to locate it. After both parties are transitioned into G-Invoicing, the system will generate this 20-character number.

Figure 2

2.	<sup>G</sup> General Terms & Conditions (GT&C) Number (Associated with this Order): <input type="text"/>
----	--

Note: The <sup>G</sup> indicates a required field following implementation into G-Invoicing.

### Block 3 – \*Order Date (yyyy-mm-dd)

Enter the date the order was created in the yyyy-mm-dd format. This entry cannot be a date in the future.

Figure 3

3.	*Order Date (yyyy-mm-dd): <input type="text"/>
----	--



## PARTNER INFORMATION

### Block 4 – \*Assisted Acquisition Indicator

AQD is a Shared Service Provider that provides Assisted Acquisitions Services to customer agencies. AQD performs activities such as awarding and administering contracts, task orders, or delivery orders. Always select yes from the drop-down menu. The corresponding GT&C (7600A) number created outside of or within the G-Invoicing application must allow for assisted acquisitions.

Figure 4

4.	*Assisted Acquisition Indicator	<div style="border: 1px solid black; padding: 2px;">                 Yes             </div>	
		<div style="border: 1px solid black; padding: 2px;">                 No             </div>	
5.	*Period of Performance	Start Date (yyyy-mm-dd):	End Date (yyyy-mm-dd):

### Block 5 – \*Period of Performance

Use the drop-down calendar menu embedded in the form to enter the Period of Performance start and end dates. The date of the Order must fall within the corresponding GT&C (7600A) agreement dates.

- Start Date – is the date on which the performance on the Order will start.
- End Date – is the date on which the performance on the Order will end.
- For Original Base documents, dates in the New/Proposed Modification columns are left blank.

Figure 5

5.	*Period of Performance	Original Base/Current Modification	New/Proposed Modification
		Start Date (yyyy-mm-dd):	Start Date (yyyy-mm-dd):
		End Date (yyyy-mm-dd):	End Date (yyyy-mm-dd):

Note:

- Performance can include pre and post award activities.
- These dates do not always equate to the funding period of availability encompassed by the Treasury Accounting Symbol (TAS).



## Block 6 – \*Agency Location Code (ALC)

The ALC is a 8-digit unique identifier for a federal agency buying/selling goods and/or services. An ALC is an identifier for an accounting office within an agency that reports disbursements and collections to Treasury. A listing of ALCs is available in the Shared Accounting Module (SAM) accessible via the following URL: <https://www.sam.for.fiscal.treasury.gov/index.html>. A user ID is necessary to access ALC information. Once Agencies are transitioned into G-Invoicing, the ALC will be available for selection in the system.

- Enter the Requesting Agency (Customer) ALC for the party buying goods and/or services. This must match the Requesting Agency ALC in the parent GT&C (7600A).
- Enter the Servicing Agency (AQD) ALC for the party selling goods and/or services. This must match the Servicing Agency ALC contained in the GT&C (7600A).

All ALCs entered must be active. The Servicing Agency ALC for AQD is **14-01-0001**. Enter the Requesting and Servicing Agency ALCs in the form without dashes as this version of the form only allows space for eight characters.

Figure 6

		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)		14010001



### Block 7 – \*Agency Name

Enter the G-Invoicing Agency Account Name used for this GT&C. It should align with the Agency ALC entered in the previous step. This field is populated by G-Invoicing as part of the Agency’s account setup. If an Agency is not transitioned into G-Invoicing, this name should be as descriptive as possible.

Figure 7

7.	*Agency Name		Interior Business Center
----	--------------	--	--------------------------

AQD’s Agency Name is **Interior Business Center**.

### Block 8 – \*Group Name

This identifies the organization within an agency entering into the agreement and order transactions.

If the trading partners are in G-Invoicing, the Group Name on the 7600B should align with a Group Name within the agency’s account. However, if a trading partner is not enrolled in G-Invoicing then the Group Name should be as descriptive as possible. Example: Veterans Affairs, Hampton VA Medical Center.

Note: DOI WCF Customer Group Names should reflect the service provider’s name and are subject to change following IDA and G-Invoicing deployment. DOI WCF Customers may find their applicable Service Name in the WCF section of the Office of the Secretary Budget Justification (OS Greenbook), the WCF Service Catalog, or in the Central and Direct Bill materials issued to Bureaus annually (June – August).

Figure 8

7.	*Agency Name		Interior Business Center
8.	*Group Name		IBC Acquisition Services Directorate
9.	° Group Description		Acquisition Services

AQD’s Group Name is **IBC Acquisition Services Directorate**.



---

### Block 9 – <sup>G</sup>Group Description (Required for WCF Customers)

Enter a basic description of the organizational group in this field. The description associated with the group name selected above is populated by G-Invoicing.

This field may be left blank for Non-DOI Agencies prior to their transition into G-Invoicing.

Note: This field is REQUIRED for DOI WCF Customers. DOI WCF Customers may find their applicable Service Name in the WCF section of the Office of the Secretary Budget Justification (OS Greenbook), the WCF Service Catalog, or in the Central and Direct Bill materials issued to Bureaus annually (June – August).

Figure 9

7.	*Agency Name		Interior Business Center
8.	*Group Name		IBC Acquisition Services Directorate
9.	<sup>G</sup> Group Description		Acquisition Services

AQD's Group Description is **Acquisition Services**.



### Block 10 – Cost Center

Cost Center is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Cost Centers can be units within an Organization where managers are responsible for associated costs and for adhering to a budget. (Cost Centers are an expense for the Organization.) If using multiple data elements, please separate each with a comma.

Note: This field is required if one or more Cost Centers were included on the 7600A. Only one data element may be chosen on the 7600B.

Figure 10

		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)		14010001
7.	*Agency Name		Interior Business Center
8.	*Group Name		IBC Acquisition Services Directorate
9.	<sup>o</sup> Group Description		Acquisition Services
10.	Cost Center		DS68694000

Always use **DS68694000** for AQD’s cost center.

### Block 11 – Business Unit

Business Unit is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Business Units can be a segment of an Organization, such as Accounting. If using multiple data elements, please separate each with a comma.

Note: This field is required if one or more Business Units were included on the 7600A. Only one data element may be chosen on the 7600B.



### Block 12 – Department ID

Department ID (Identifier) is an optional data element within G-Invoicing that Agencies may use to identify segments within the Organization. Department IDs can be a part of a larger Organization with a specific responsibility or devoted to one of several major tasks. If using multiple data elements, please separate each with a comma.

Note: This field is required if one or more Department IDs were included on the 7600A. Only one data element may be chosen on the 7600B.

Figure 12

		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)		14010001
7.	*Agency Name		Interior Business Center
8.	*Group Name		IBC Acquisition Services Directorate
9.	<sup>G</sup> Group Description		Acquisition Services
10.	Cost Center		DS68694000
11.	Business Unit		
12.	Department ID		014

AQD’s Department ID is **014**.





### Block 13 – Unique Entity Identifier (UEI)

A distinct number or other identifier used to identify a specific commercial, nonprofit, or Government entity. The UEI may be a trading partner’s Department of Defense Activity Address Code (DoDAAC), BPN, or DUNS number. The Servicing Agency (Seller/AQD) UEI at Block 13 determines which Statutory Authority to select at Block 17 and must match the Servicing Agency (Seller/AQD) Statutory Authority referenced in the corresponding GT&C (7600A). This field may include up to 12 alphanumeric characters.

- a. Enter AQD’s Servicing Agency UEI of **WGFVAWMLB2N3 (AQD will accept the former DUNS of 130907426)** for Working Capital Fund Authority:

Figure 13a

	Requesting Agency (Buyer)	Servicing Agency (Seller)
6. *Agency Location Code (ALC)		14010001
7. *Agency Name		Interior Business Center
8. *Group Name		IBC Acquisition Services Directorate
9. <sup>G</sup> Group Description		Acquisition Services
10. Cost Center		DS68694000
11. Business Unit		
12. Department ID		014
13. Unique Entity Identifier (UEI)		130907426
14. Funding Office Code <i>(Buyer Only)</i>		
15. Funding Agency Code <i>(Buyer Only)</i>		
16. Comments		

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AUTHORITY INFORMATION	
17. *Statutory Authority Fund Type Code	Select One: Working Capital Fund



- b. Enter an AQD's Servicing Agency UEI of **JNUBFFNQ35R5 (AQD will accept the former DUNS of 059627781)** for Interior Franchise Fund Authority:

Figure 13b

		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)		14010001
7.	*Agency Name		Interior Business Center
8.	*Group Name		IBC Acquisition Services Directorate
9.	<sup>6</sup> Group Description		Acquisition Services
10.	Cost Center		DS68694000
11.	Business Unit		
12.	Department ID		014
13.	Unique Entity Identifier (UEI)		059627781
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		
16.	Comments		

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**AUTHORITY INFORMATION**

17.	*Statutory Authority Fund Type Code	Select One: Franchise Fund
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**Block 14 – Funding Office Code (Buyer Only – Required for Assisted Acquisitions)**

**This is a required field for all Assisted Acquisitions. All AQD acquisitions are assisted acquisitions.** It is the identification code for the office (or other Organizational entity) that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code supports requesting agency socioeconomic credit and post award reporting. Agencies use this field to identify the Buyer’s Funding Office location identifier code for the agency transaction.

The source for this code is the GSA Integrated Award Environment (IAE) Federal Hierarchy. From the Federal Procurement Data System (FPDS) website, Buyers may use the ezSearch feature to search the award number applicable to their procurement to find the **Contracting Office Code for the Requesting Agency (Buyer)**. If an award number is not known, contact the AQD Contracting Officer for assistance. The FPDS ezSearch feature is available at the following location:

[https://www.fpds.gov/fpdsng\\_cms/index.php/en/](https://www.fpds.gov/fpdsng_cms/index.php/en/)

This field may contain up to 6 alphanumeric characters.

NOTE: Some customers do not have a Funding Office Code represented in the Contracting Office Code column on the FPDS-NG spreadsheet. These customers should use AQD’s Funding Office Code of **140D04** to complete this required field for their assisted acquisition.

Figure 14

DEPARTMENT_NAME	AGENCY_CODE	AGENCY_NAME	CONTRACTING_OFFICE_CODE	CONTRACTING_OFFICE_NAME
INTERIOR, DEPARTMENT OF THE	1406	DEPARTMENTAL OFFICES	140D04	IBC ACQ SVCS DIRECTORATE (00004)



### Block 15 – Funding Agency Code (Buyer Only – Required for Assisted Acquisitions)

**This is a required field for all Assisted Acquisitions. All AQD acquisitions are assisted acquisitions.** It is the identification code for the agency that provided the requirement and the preponderance of the funds obligated by this transaction and contract action. This code supports requesting agency socioeconomic credit and post award reporting. Agencies use this field to identify the Buyer’s Funding Agency office location identifier code for the agency transaction.

The source for this code is the GSA Integrated Award Environment (IAE) Federal Hierarchy. From the Federal Procurement Data System (FPDS) website, Buyers may use the ezSearch feature to search the award number applicable to their procurement to find the **Agency Code for the Requesting Agency (Buyer)**. If an award number is not known, contact the AQD Contracting Officer for assistance. The FPDS ezSearch feature is available at the following location:

[https://www.fpds.gov/fpdsng\\_cms/index.php/en/](https://www.fpds.gov/fpdsng_cms/index.php/en/)

This field may contain up to 4 alphanumeric characters.

NOTE: Some customers do not have a Funding Agency Code represented in the Agency Code column on the FPDS-NG spreadsheet. These customers should use AQD’s Funding Agency Code of **1406** to complete this required field for their assisted acquisition.

Figure 15

DEPARTMENT_NAME	AGENCY_CODE	AGENCY_NAME	CONTRACTING_OFFICE_CODE	CONTRACTING_OFFICE_NAME
INTERIOR, DEPARTMENT OF THE	1406	DEPARTMENTAL OFFICES	140D04	IBC ACQ SVCS DIRECTORATE (00004)



## Block 16 – Comments

Enter any applicable comments associated with this Order. Agencies can utilize this optional field to provide additional information to their trading partner pertaining to the transaction.

## AUTHORITY INFORMATION

### Block 17 – \*Statutory Authority Fund Type Code

Identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency. Fund Type Codes in most cases match between the Requesting Agency and the Servicing Agency. **If these codes do not match, the Requesting Agency must enter the AQD’s Statutory Authority from the corresponding GT&C (7600A) at Block 17 and enter their own Statutory Authority at Block 20.**

Figure 17: drop-down selections

AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: Franchise Fund
18.	Statutory Authority Fund Type Title	Franchise Fund
19.	Statutory Authority Fund Type Citation	Economy Act
		Revolving Fund
		Working Capital Fund
		Other Authority
20.	Program Authority Title	Requesting Agency (Buyer)
21.	Program Authority Citation	Servicing Agency (Seller)

**AQD’s Statutory Authority Fund Type Code will be Franchise Fund or Working Capital Fund.** The selection must match AQD’s Statutory Authority on the corresponding GT&C (7600A) and must correspond to AQD’s Servicing Agency UEI (DUNS) entered at Block 13.



Figure 17: Franchise Fund Authority

10.	Cost Center		DS6869400
11.	Business Unit		
12.	Department ID		014
13.	Unique Entity Identifier (UEI)		059627781
14.	Funding Office Code <i>(Buyer Only)</i>		
15.	Funding Agency Code <i>(Buyer Only)</i>		
16.	Comments		

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**AUTHORITY INFORMATION**

17.	*Statutory Authority Fund Type Code	Select One:	Franchise Fund
-----	-------------------------------------	-------------	----------------

Figure 17: Working Capital Fund Authority

10.	Cost Center		DS6869400
11.	Business Unit		
12.	Department ID		014
13.	Unique Entity Identifier (UEI)		130907426
14.	Funding Office Code <i>(Buyer Only)</i>		
15.	Funding Agency Code <i>(Buyer Only)</i>		
16.	Comments		

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**AUTHORITY INFORMATION**

17.	*Statutory Authority Fund Type Code	Select One:	Working Capital Fund
-----	-------------------------------------	-------------	----------------------



### Block 18 – Statutory Authority Fund Type Title

Enter AQD’s Servicing Agency Statutory Authority Fund Type Title here. Authority fund type title is required for Franchise Fund (FF), Revolving Fund (RF), Working Capital Fund (WC), Other Authority (OA). **This title must correspond to the authority selected in Block 17.**

The Statutory Authority Fund Type Title identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal agency.

AQD’s Statutory Authority Fund Type Title is either Working Capital Act for WCF or GMRA for IFF:

a. **WCF: Working Capital Act**

Figure 18a

AUTHORITY INFORMATION	
17. *Statutory Authority Fund Type Code	Select One: Working Capital Fund
18. Statutory Authority Fund Type Title	Working Capital Act
19. Statutory Authority Fund Type Citation	43 USC 1467 Et Seq., the Working Capital Act

b. **IFF: Government Management Reform Act (GMRA)**

Figure 18b

AUTHORITY INFORMATION	
17. *Statutory Authority Fund Type Code	Select One: Franchise Fund
18. Statutory Authority Fund Type Title	Government Management Reform Act (GMRA)
19. Statutory Authority Fund Type Citation	Section 403, Government Management Reform Act of 1994 (Pub. L. No. 103-356), as amended, and Section



### Block 19 – Statutory Authority Fund Type Citation

Enter AQD’s Servicing Agency Statutory Authority Fund Type Citation here. The Authority Fund Type Citation is required for FF, RF, WC, or OA. **This citation must correspond to the authority selected in Block 17.**

The Statutory Authority Fund Type Citation identifies the authority that allows the Requesting Agency to purchase products and/or services from another Federal Agency and allows the Servicing Agency to provide products and/or services to another Federal Agency.

AQD’s Statutory Authority Citations are listed below for WCF and IFF:

- a. **WCF Statutory Authority Citation:** 43 USC 1467 Et Seq., the Working Capital Act

Figure 19a

AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: Working Capital Fund
18.	Statutory Authority Fund Type Title	Working Capital Act
19.	Statutory Authority Fund Type Citation	43 USC 1467 Et Seq., the Working Capital Act

- b. **IFF Statutory Authority Citation:** Section 403, Government Management Reform Act of 1994 (Pub. L. No. 103-356), as amended, and Section 113, Department of the Interior Appropriations Act, 1997 (Pub. L. No. 104-208, div A, title I, section 101(d)), as amended)

Figure 19b

AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: Franchise Fund
18.	Statutory Authority Fund Type Title	Government Management Reform Act (GMRA)
19.	Statutory Authority Fund Type Citation	Section 403, Government Management Reform Act of 1994 (Pub. L. No. 103-356), as amended, and Section

Note: This field may contain up to 100 alphanumeric character.





### Block 20 – Program Authority Title

Enter the Requesting Agency and Servicing Agency Program Authority Title here. This is the title associated with the authority that grants the Requesting/Servicing Agency program authority.

AQD’s Servicing Agency Program Authority Title is one of the following:

- a. **WCF: Working Capital Fund**

Figure 20a

AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: Working Capital Fund
18.	Statutory Authority Fund Type Title	Working Capital Act
19.	Statutory Authority Fund Type Citation	43 USC 1467 Et Seq., the Working Capital Act
20.	Program Authority Title	Requesting Agency (Buyer)
		Servicing Agency (Seller) Working Capital Fund

- b. **IFF: Interior Franchise Fund**

Figure 20b

AUTHORITY INFORMATION		
17.	*Statutory Authority Fund Type Code	Select One: Franchise Fund
18.	Statutory Authority Fund Type Title	Government Management Reform Act (GMRA)
19.	Statutory Authority Fund Type Citation	Section 403, Government Management Reform Act of 1994 (Pub. L. No. 103-356), as amended, and Section
20.	Program Authority Title	Requesting Agency (Buyer)
		Servicing Agency (Seller) Interior Franchise Fund



### Block 21 – Program Authority Citation

Enter the Requesting Agency and Servicing Agency Program Authority Citation here. This is the citation associated with the authority that grants the Requesting Agency/Servicing program authority.

AQD Program Authority Citations are found in the DOI Office of Budget Revolving Fund Policy for WCF and IFF:

- a. **WCF Program Authority Citation:** Chapter 896 of the Public Law passed on September 6, 1950 (Sept. 6, 1950 Ch.868, Ch. VII, Title I, Sec. 101, 64 Stat. 680).
  - o **Treasury Accounting Symbol (TAS) 14X4523 is assigned to this fund.**

Figure 21a

		Requesting Agency (Buyer)	Servicing Agency (Seller)
20.	Program Authority Title		Working Capital Fund
21.	Program Authority Citation		Chapter 896 of the Public Law passed on September 6, 1950 (Sept. 6, 1950 Ch.868, Ch. VII, Title I, S

- b. **IFF Program Authority Citation:** DOI Appropriations Act, 1997 (Pub. L. No. 104-208, Div. A, Tit. I, §101(d) [Tit. I §113], Sept. 30, 1996, 110 Stat. 3009-181, 3009-200).
  - o **Treasury Accounting Symbol (TAS) 14X4529 is assigned to this fund.**

Figure 21b

		Requesting Agency (Buyer)	Servicing Agency (Seller)
20.	Program Authority Title		Interior Franchise Fund
21.	Program Authority Citation		DOI Appropriations Act, 1997 (Pub. L. No. 104-208, Div. A, Tit. I, §101(d) [Tit. I §113], Sept. 30,



**ADVANCE INFORMATION (REQUIRED BY SERVICING AGENCY IF THERE IS AN ADVANCE)**

**Block 22 – Advanced Revenue Recognition Methodology**

This field identifies the advanced revenue recognition methodology used to account for the Requesting Agency's expense and the Servicing Agency's revenue.

- **Non-Advanced** Customers will always leave this section of the form blank.
- **Advanced** Customers will always select **Monthly** from the dropdown menu.

Figure 22

ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)		
22.	Advance Revenue Recognition Methodology	Select One: <input type="text"/>
23.	Advance Revenue Recognition Description (required if "Other")	<input type="text"/>
24.	Advance Payment Authority Title	<input type="text"/>

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.



### Block 23 – Advanced Revenue Recognition Description (Required if “Other” in Block 22)

When Advance Revenue Recognition is Other, this field identifies the specific frequency.

Figure 23

ADVANCE INFORMATION <small>(Required by Servicing Agency if there is an advance.)</small>	
22. Advance Revenue Recognition Methodology	Select One <b>Other</b>
23. Advance Revenue Recognition Description (required if "Other")	

### Block 24 – Advance Payment Authority Title (Required for Advanced)

For agreements with Advance Payment allowed, enter free-form text stating the Servicing Agency’s specific authority that allows advances. AQD’s Advance Payment Authority Title is Interior Franchise Fund:

Figure 24

24. Advance Payment Authority Title	Interior Franchise Fund
-------------------------------------	-------------------------

### Block 25 – Advance Payment Authority Citation (Required for Advanced)

For agreements with Advance Payment allowed, enter free-form text stating the specific authority that allows advances. The citation must be aligned with the corresponding GT&C (7600A) agreement with Advance Payment selected.

Figure 25

25. Advance Payment Authority Citation	Pub. L. No. 104-208, div A. title I, § 101 (d) [title I, § 113], Sept. 30, 1996, 110 Stat. 3009-181,
--	--

AQD’s Advance Payment Authority is authorized by the Department of the Interior Franchise Fund implementing legislation (Pub. L. No. 104-208, div A. title I, § 101 (d) [title I, § 113], Sept. 30, 1996, 110 Stat. 3009-181, 3009-200, as amended by Pub. L. 108-7, div. F, title I, § 149, Feb. 20, 2003, 117 Stat. 245)

Note: This field may contain up to 100 alphanumeric characters.



**Block 26 – Total Advance Amount (Required for Advanced)**

Enter the total of all Order line advance amounts.

Note: **Block 26 should match the amount entered at Block 53.**

**Block 27 – Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)] (Required for Advanced)**

For modifications that affect the amount of the advance, enter the addition (+) or reduction (-) amount in this field.

Note: **Block 27 should match the amount entered at Block 54.**

- a. Modification with an addition (+):

*Figure 27a*

		Original Base/Current Modification Total	New/Proposed Modification Total
26.	Total Advance Amount	\$100,000.00	\$50,000.00
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	\$0.00	\$50,000.00
28.	Total Modified Advance Amount	\$100,000.00	\$150,000.00

- b. Modification with a reduction (-):

*Figure 27b*

		Original Base/Current Modification Total	New/Proposed Modification Total
26.	Total Advance Amount	\$100,000.00	(\$25,000.00)
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]	\$0.00	(\$25,000.00)
28.	Total Modified Advance Amount	\$100,000.00	\$75,000.00

Note: The **Original Base/Current Modification Total** column reflects the Base and any prior fully accepted modifications. **This column will never include amounts that have yet to be accepted.**



**Block 28 – Total Modified Advance Amount (Required for Advanced)**

For modifications that affect the amount of the advance, enter the sum of Block 26 plus Block 27.

Note: **Block 28 should match the amount entered at Block 55.**

a. Total for an addition (+):

Figure 28a

		Original Base/Current Modification Total	New/Proposed Modification Total
26.	Total Advance Amount	\$100,000.00	\$50,000.00
27.	Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]	\$0.00	\$50,000.00
28.	Total Modified Advance Amount	\$100,000.00	\$150,000.00

b. Total for a reduction (-):

Figure 28b

		Original Base/Current Modification Total	New/Proposed Modification Total
26.	Total Advance Amount	\$100,000.00	(\$25,000.00)
27.	Advance Amount Funding Change for this Modification [ Addition (+) or Reduction (-) ]	\$0.00	(\$25,000.00)
28.	Total Modified Advance Amount	\$100,000.00	\$75,000.00

Note: The **Original Base/Current Modification Total** column reflects the Base and any prior fully accepted modifications. **This column will never include amounts that have yet to be accepted.**



## DELIVERY INFORMATION (REQUESTING AGENCY COMPLETES)

### Block 29 – \*FOB Point

The Requesting Agency must select an applicable FOB point from the drop-down menu. This field specifies at what point the Servicing Agency transfers ownership of the goods or services to the Requesting Agency. This selection identifies when accounting transactions will be recorded into the financial system. G-Invoicing uses this to determine which agency will initiate settlement in IPAC.

AQD Customers should always select “**Source/Origin**” from the drop-down menu. This indicates the Seller (AQD) controls when the IPAC is generated based on the deliver/perform Performance Transaction. Fund settlement occurs immediately upon the Seller’s Performance Transaction.

Figure 29

DELIVERY INFORMATION (Requesting Agency completes.)	
29. *FOB Point	Select One: Source/Origin

### Block 30 – Constructive Receipt Days

Leave this field blank for the Source/Origin selection at Block 29.

### Block 31 – Acceptance Point

The Requesting Agency selects Source/Origin or Destination as the acceptance point for Goods being shipped. Leave this block blank for Services.

Figure 31

31. Acceptance Point	Select One:	
32. Place of Acceptance		Source/Origin
33. Inspection Point	Select One:	Destination

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.



---

### Block 32 – Place of Acceptance

The Requesting Agency enters text to indicate the location (physical address) at which the goods will be accepted. Leave this field blank for services. This field may contain up to 100 alphanumeric characters.

---

### Block 33 – Inspection Point

The Requesting Agency selects Source/Origin or Destination as the inspection point for Goods being shipped. Leave this block blank for Services.

Figure 33

33.	Inspection Point	Select One:	
34.	Place of Inspection		Source/Origin Destination

**ORDER BILL**

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.

---

### Block 35 – Place of Inspection

The Requesting Agency enters free text here to indicate the location (physical address) at which the goods will be inspected. Leave this fields blank for services. This fields may contain up to 100 alpha numeric characters.





## ORDER BILLING (SERVICING AGENCY COMPLETES)

### Block 35 – \*Billing Frequency

The Servicing Agency must select the frequency of an occurrence for an item: Collection, Bill, or Invoice. Drop-down menu options include: Weekly, Monthly, Quarterly, or Other.

Figure 35

ORDER BILLING (Servicing Agency completes.)		
35.	*Billing Frequency	Select One: <input type="text"/>
36.	Billing Frequency Explanation	<input type="text"/>
<b>ORDER BILLING</b>		
37.	Priority Order Indicator	<input type="text"/>

WEEKLY  
 MONTHLY  
 QUARTERLY  
 OTHER

- Advanced – Select “OTHER” from the dropdown menu
- Non-Advanced – The selection must correspond to the terms of the GT&C (7600A)
- NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.

### Block 36 – Billing Frequency Explanation

If Other is selected as the Billing Frequency, the Servicing Agency must add free form text briefly explaining the Billing Frequency. This field may contain up to 240 alphanumeric characters.

Figure 36

ORDER BILLING (Servicing Agency completes.)		
35.	*Billing Frequency	Select One: OTHER
36.	Billing Frequency Explanation	Upon IPAC

NOTE: For Advanced, the selection in Block 35 should be “OTHER” followed by an explanation of “Upon IPAC” in Block 36. For Non-Advanced, the selection in Block 35 and explanation in Block 36 (if Other is selected for Block 35) must correspond to the terms of the GT&C (7600A).



**ORDER BILLING (REQUESTING AGENCY COMPLETES)**

**Block 37 – Priority Order Indicator**

This field identifies whether the Order is a high priority. From the drop-down menu the Requesting Agency selects Yes for high priority or No for not high priority.

Figure 37

ORDER BILLING (Requesting Agency completes.)		
37.	Priority Order Indicator	<input type="text" value=""/>
38.	Capital Planning and Investment Control (CPIC)	<input type="text" value="Yes"/> <input type="text" value="No"/>

**Block 38 – Capital Planning and Investment Control (CPIC)**

This field identifies whether the Information Technology (IT) goods or services have been screened to ensure compliance with CPIC requirements. This is an indicator that the goods will become:

- A capital asset if True is selected, or
- An expense if False is selected.
- NOTE: A service cannot be a capitalized asset.

Leave this field blank if unknown.

Figure 38

38.	Capital Planning and Investment Control (CPIC)	<input type="text" value=""/>
		<input type="text" value="True"/> <input type="text" value="False"/>
39.	*Total Order Amount	<input type="text" value=""/>



---

### Block 39 – \*Total Order Amount

The sum of box 50 (Total Line Costs) across all lines.

Note: Fill this in for Non-Advanced orders only.

---

### Block 40 – Total Modification Amount

The sum of box 51 across all lines.

Note: Fill this in for Non-Advanced modifications only.

---

### Block 41 – Total Modified Order Amount

The Total Order Amount after applying any Modification amounts. The sum of box 39 (Total Order Amount) and box 40 (Total Modification Amount). This would be the sum of box 52 (Total Modified Line Costs) across all lines.

Note: Fill this in for Non-Advanced modifications only.

---

### Block 42 – Total Modified Advance Order Amount

The total of all Order line Advance amounts. This would be the total in box 28.

Note: Fill this in for Advanced modifications only.

---

### Block 43 – Net Order Amount

This total represents the Net Billable Amount. It would be box 41 (Total Modified Order Amount) minus box 42 (Total Modified Advance Order Amount).



## LINE ITEMS

### Block 44 – \*Line Number

The Requesting Agency enters the Line Number here. The Order Line number is incremented for each line associated with a header. (For example: 1, 2, 3 etc.) This field may contain up to 5 numeric characters.

Figure 44

LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 116)		
	Original Base/Current Modification Total	New/Proposed Modification Total
44. *Line Number		

NOTE: Additional Lines/Schedules may be added by clicking the + button (or removed by clicking the - button) after Block 116:

116. Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)
Click the + to Add additional Line Items and Schedules, click the - to remove Line Items. <span style="border: 1px solid red; padding: 2px;">+ -</span>		

### Block 45 – <sup>G</sup>Order Line Status

This field shows the status of the Order line. The Requesting Agency selects Active or Cancelled from the drop-down menu.

Figure 45

45. <sup>G</sup> Order Line Status	ACTIVE	
46. <sup>G</sup> Item Code	ACTIVE	
47. *Item Description	CANCELED	

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.



---

### Block 46 – <sup>G</sup>Item Code

The Requesting Agency must enter the Product Service Code (PSC)/Federal Supply Code (FSC) for the item or service associated with the Order.

- A downloadable list of Item Codes is available on the Acquisitions.gov website at the following URL: <https://www.acquisition.gov/psc-manual>
- A list of Item Codes searchable by keywords is available at the following URL: <http://support.outreachsystems.com/resources/tables/psc/>

Note: If unknown, the Requesting Agency may work with the Contracting Officer to determine the appropriate Item Code selection for each Order line.

---

### Block 47 – \*Item Description

The Requesting Agency must enter the basic description of the item being exchanged.

Note: If unknown, the Requesting Agency may work with the Contracting Officer to determine the appropriate Item Description for each Order line.

---

### Block 48 – \*Line Costs Unit of Measure (UOM)

For Reimbursable Agreements, the Requesting Agency must enter the unit of measure for each Order Line, if applicable.

A UOM G-Invoicing list is available on the G-Invoicing website below:

<https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf>

For example:

- DO = US Dollars
- EA = Each
- LH = Labor Hours



### Block 49 – \*Unit of Measure (UOM) Description

The Requesting Agency must enter a basic description of the unit of measure being exchanged.

A UOM G-Invoicing list with corresponding UOM descriptions is available on the G-Invoicing website below:

<https://fiscal.treasury.gov/files/g-invoice/unit-of-measure-list.pdf>

Figure 49

48.	*Line Costs Unit of Measure (UOM)	LH	
49.	*Unit of Measure Description	Labor Hours	

### Block 50 – Total Line Costs

The Requesting Agency enters the total cost for this line across all schedules (Original Line Costs plus any prior Modifications). This is the sum of box 69 across all schedules.

### Block 51 – Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]

For Modifications that affect the Total Line Costs, the Requesting Agency will indicate the addition (+) or reduction (-) amount in this field. This is the sum of box 70 across all schedules.

### Block 52 – Total Modified Line Costs

The Requesting Agency enters the amount from box 71 which equals the Order Schedule Amount (box 69) plus the Order Schedule Amount Funding Change for this Modification (box 70).



---

### Block 53 – Order Line Advanced Amount

The total amount of the advance for this Order line, summed by adding Schedule Amount(s) where Advance Payment Indicator is True. This would be the Original Order Line Advance amount plus any prior Modifications for all schedules included in the line.

Note: Leave this blank for Non-Advanced Amounts.

---

### Block 54 – Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]

For Modifications that affect the Order Line Advance Amount, the Requesting Agency will indicate the addition (+) or reduction (-) amount in this field.

Note: Leave this blank for Non-Advanced Amounts.

---

### Block 55 – Total Modified Order Line Advance Amount

The Requesting Agency enters the Order Line Advance Amount plus the Order Line Advance Amount Funding Change for this Modification. [Block 53 + Block 54]

Note: Leave this blank for Non-Advanced Amounts.

---

### Block 56 – Product/Service Identifier

This is an optional field to capture additional identifier information and it may be agency specific. For example, DoD agencies may use the National Stock Number (NSN), or GSA customers may use a GSA item or service code.

A listing of National Stock Numbers is available at the following URL:

<https://catalog.data.gov/dataset/national-stock-number-extract>



### Block 57 – \*Capitalized Asset Indicator

This field specifies when the Servicing Agency considers the line item to be a capitalized asset. An item is capitalized when it is recorded as an asset, rather than an expense. This means that the expenditure will appear in the balance sheet, rather than the income statement. Agencies may have their own guidance for when items are capitalized.

Select True or False from the drop-down menu.

Figure 57

57.	*Capitalized Asset Indicator (Servicing Agency Only)	
58.	Item UID Required Indicator	True False
59.	*Type of Service Requirements	

### Block 58 – Item UID Required Indicator

This field specifies whether the item requires a unique item identifier (UII) marking. Select True or False from the drop-down menu.

Figure 58

58.	Item UID Required Indicator	
59.	*Type of Service Requirements	True False

SCHEDULE SUMMARY





## Block 59 – \*Type of Service Requirements

For a service select Severable or Non-Severable from the drop-down menu. For a good/product, select Not Applicable from the drop-down menu.

Figure 59

59.	*Type of Service Requirements	<input type="text"/>
<b>SCHEDULE SUMMARY</b>		SEVERABLE NON-SEVERABLE NOT APPLICABLE
60.	*Schedule Number	<input type="text"/>

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.

a. **Non-Severable** services constitute a specific, entire job or single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance. Accordingly, non-severable services must be financed entirely out of the appropriation current at the time of award, even though performance may extend into future fiscal years. A service is non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in difference fiscal years. Examples include system design, building conversion or environmental study.

b. **Severable** services mean services provided on an on-going, as needed or recurring basis and that meet a need of the Government at the time they are delivered. When the need for a portion of recurring or continuing services arises in the fiscal year subsequent to the one in which the services were initially funded, that portion is severable and chargeable to appropriations available for obligation in the subsequent fiscal year. A service is severable if it can be separated into components that independently meet a need of the government. Examples include help-desk support, maintenance, or janitorial services, which are continuous and recurring in nature.



## SCHEDULE SUMMARY

Blocks 60 through 71 may be entered by either the Requesting or the Servicing Agency if both parties agree regarding the content.

### Block 60 – \*Schedule Number

The sequential sub-line structure below an Order Line. It contains the detailed financial information and shipping information. These should be numbered in a manner to help associate the schedule with the line numbers. Example: 1, 2, 3, etc.

Note: This field may contain up to 5 numeric characters.

Figure 60

SCHEDULE SUMMARY <small>(Additional Lines/Schedules may be added using the + button after Block 116)</small>			
		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number		

Note: Additional Lines/Schedules may be added by using the + button after Block 116:

		Requesting Agency (Buyer)	Servicing Agency (Seller)
116.	Agency Additional Information		

Click the + to Add additional Line Items and Schedules, click the - to remove Line Items. + -



### Block 61 – Advance Pay Indicator

Controls whether the Schedule allows advances, (true) or not (false).

- Advanced Customers always select True
- Non-Advanced Customers always select False

Figure 61

61.	Advance Payment Indicator	<input type="checkbox"/>	<input type="checkbox"/>
62.	*Cancel Status (Schedule)	True False	<input type="checkbox"/>
63.	*Schedule Unit Cost/Price		

### Block 62 – \*Cancel Status (schedule)

This is the current status of a given Schedule Line. Select Active or Cancelled from the drop-down menu.

Figure 62

62.	*Cancel Status (Schedule)	<input type="checkbox"/>	<input type="checkbox"/>
63.	*Schedule Unit Cost/Price	ACTIVE CANCELED	
64.	Schedule Unit Cost/Price		

NOTE: A blank space now appears as a selection option to allow users to clear the field if necessary.

### Block 63 – \*Schedule Unit Cost/Price

Enter cost/price of each unit here.

### Block 64 - \*Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]

For Modifications that affect the Schedule Unit Cost/Price, indicate the addition (+) or reduction (-) amount in this field.

### Block 65 - \*Total Modification Schedule Unit Cost/Price

Enter the Schedule Unit Cost/Price plus the Schedule Unit Cost/Price Funding Change for this Modification. [Block 63 + Block 64]



---

### Block 66 – \*Order Schedule Quantity

Enter the total number of units for this schedule.

---

### Block 67 - \*Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]

For Modifications that affect the Order Schedule Quantity, indicate the addition (+) or reduction (-) in quantity in this field.

---

### Block 68 - \*Net Modification Order Schedule Quantity

Enter the Order Schedule Quantity plus the Order Schedule Quantity Change for this Modification. [Block 66 + Block 67]

---

### Block 69 – Order Schedule Amount

The total amount of this schedule (Unit Cost x Quantity). [Block 63 x Block 66].

---

### Block 70 – Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]

For modifications that affect the Order Schedule Amount, indicate the addition (+) or reduction (-) amount in this field. [(Block 64 x Block 66) + (Block 65 x Block 67)]

---

### 71 – Total Modified Order Schedule Amount

Enter the Order Schedule Amount plus the Order Schedule Amount Funding Change for this Modification. [Block 69 + Block 70]



## SCHEDULE FUNDING INFORMATION

### Block 72 – Agency TAS

This is the Agency Treasury Accounting Symbol (TAS), also known as an appropriation or fund symbol. Account number assigned by Treasury to classify Agency transactions. Component TAS is the only accepted format.

An Agency TAS list is available from the Department of the Treasury at the following URL:

<https://sam.for.fiscal.treasury.gov/sampublic/tasbetc.htm>

AQD has a TAS for each Statutory Authority:

- a. AQD’s Working Capital Fund (WCF) TAS: **14X4523**

Figure 72a

SCHEDULE FUNDING INFORMATION																	
72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
												14			X	4523	

- b. AQD’s Interior Franchise Fund (IFF) TAS: **14X4529**

Figure 72b

SCHEDULE FUNDING INFORMATION																	
72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							Servicing Agency (Seller)								
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
												14			X	4529	

- c. AQD’s TAS Component breakout:

- 14 = AID
- X = A
- 4523 or 4529 = MAIN

- d. The Servicing Agency TAS must correspond to the Statutory Authority selected at Block 17.



**Block 73 – \*Agency Business Event Type Code (BETC)**

A code with a maximum of eight-characters that indicates the type of activity being reported (borrowing, repayment, offsetting collection, receipt, disbursement, etc.). It is used in combination with the TAS to determine the transaction effect on the fund balance with Treasury and must accompany a TAS. For Buy/Sell transactions the Servicing Agency enters the collection BETC of **COLL**.

The Requesting Agency enters the appropriate disbursement BETC of **DISGF** or **DISNGF**. The intent of this BETC is to link the gross disbursement to its source of budget authority:

- **DISGF** is used to report the gross disbursement of appropriations derived from the General Fund of the U.S. Government.
- **DISNGF** is used to report the gross disbursement of appropriations and other budget authorities not derived from the General Fund of the U.S. Government.

For more information on the General Fund disbursement BETCs, please contact the General Fund group at [GeneralFund@fiscal.treasury.gov](mailto:GeneralFund@fiscal.treasury.gov).

Figure 73

73.	*Agency Business Event Type Code (BETC)	DISGF	COLL
Or			
73.	*Agency Business Event Type Code (BETC)	DISNGF	COLL



---

## Block 74 – Object Class Code

The Federal Government uses an Object Class Code to record its financial transactions according to the nature of the services provided or received when obligations first incur.

---

## Block 75 – Additional Accounting Classification

Details additional accounting information used by the Agencies for internal tracking. This field may contain up to 320 alphanumeric characters.

The Requesting Agency may enter additional accounting information such as an ACRN, CAN, LOA, etc. in the left-hand column here.

NOTE: AQD enters its Servicing Agency cost center, functional area, and internally generated WBS in the right-hand column here. AQD's functional area is specific to the Statutory Authority selected in Block 17. The AQD generated WBS is unique to each customer funding document and corresponds to the Statutory Authority selected in Block 17.

---

## Block 76 – \*Bona Fide Need (Requesting Agency Only)

The Requesting Agency must enter enough information to describe and support the transaction. State or attach a specific, definite, and clear description that demonstrates a bona fide need\* and supports a binding agreement in accordance with the corresponding GT&C (7600A) that can be recorded as an obligation in the fiscal year that the funds are available for obligation. This description may be, but is not required to be, in the form of a statement of work (SOW), statement of objectives (SOO), performance work statement (PWS), or other requirements document that describes the products or services to be acquired from a contractor by the Servicing Agency on behalf of the Requesting Agency.

This field may contain up to 150 alphanumeric characters.

\*For more information on the Bona Fide Need Rule, see 31 U.S. Code § 1502.



## SLOA INFORMATION (\*TO CAPTURE AGENCY INTERNAL ACCOUNTING)

### Block 77 – Account Classification Reference Number

Enter the Requesting Agency Accounting Classification Reference Number (ACRN). The ACRN comprises the first of ten elements in a line of accounting. The two-digit ACRN identifies each separate line of accounting classification data on a document citing fund usage to ensure that the expenditure properly matches the corresponding obligation.

Assign an ACRN to each line of accounting classification data starting with “AA.” When there is only one line of accounting classification data, the ACRN is “AA.” Assign alphanumeric ACRNs when alpha codes are exhausted. The alpha characters “I” and “O” are not used because these characters can be confused with “0” and “1.” Duplication of ACRNs does not occur within the same funding document.

Note: This field may contain up to 2 alphanumeric characters.

### Block 78 – Reimbursable Flag

The Reimbursable Indicator is used to flag those expenditures incurred for a designated TAS account that are considered reimbursable to the account.

**AQD can only accept reimbursable funds**, therefore, always select Reimbursable from the drop-down menu.

*Figure 78*

STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION <small>(Accounting Flex Field Values)</small>			
<small>To capture Agency Internal Accounting</small>			
		Requesting Agency (Buyer)	Servicing Agency (Seller)
77.	Accounting Classification Reference Number		
78.	Reimbursable Flag	Reimbursable ▾	Reimbursable ▾

Note: SLOA fields are formatted for use by DoD and follow Standard Financial Information Structure (SFIS); however, they may be used optionally by other trading partners to record additional information such as internal accounting strings.





---

### Block 79 – Federal Award Identification Number (FAIN)

The Federal Award Identification Number (FAIN) is a unique number assigned to a financial assistance award by the awarding agency. This number will identify the award in several systems including: ASAP.gov, USASpending.gov, and Grants.gov. This number along with the Catalog of Federal Domestic Assistance (CFDA) Numbers will allow for more precise tracking of grant obligations and payments.

---

### Block 80 – Unique Record Identifier (URI)

An agency defined identifier that (when provided) is unique for every reported action.

Note: This field may contain up to 70 alphanumeric characters.

---

### Block 81 – Activity Address Code

The Activity Address Code (AAC) is a six-character code used to identify an office in a uniform way across federal agencies. An office is the smallest Organizational unit in an agency with direct responsibility for awarding or funding most of the actions. The first two characters generally represent the department or independent agency.

Note: This field may contain up to 70 alpha numeric characters.

While not required here, AQD's AAC is 140D04.

---

### Block 82 – Budget Line Item

The Budget Line item is a 16-character alphanumeric code that further sub-divides the Treasury Account Fund Symbol appropriation, below the Budget Sub Activity Line.

For military personnel, value is Budget Sub-Activity (BSA) plus Budget Line Item (BLI).



---

### Block 83 – Budget Fiscal Year

The budget or financial year, as opposed to a calendar year. The U.S. Government's fiscal year runs from October 1 of the prior year through September 30 of the next year. For example, FY22 runs from October 1, 2021 through September 30, 2022.

---

### Block 84 – Security Cooperation

Formerly Foreign Military Sales (FMS) Customer Code. Security Cooperation Customer represents the country receiving the product and/or service in the FMS transaction.

Note: This field may contain up to 3 alphanumeric characters.

---

### Block 85 – Security Cooperation Implementing Agency

Security Cooperation Implementing Agency Code: A single character alphabetical code which identifies the US Military Department or Agency which has negotiated or facilitated a foreign military sales (FMS) on behalf of the US Government. Most FMS cases are implemented by the Army (IA Code B), Navy (IA Code P) or Air Force (IA Code D).

---

### 86 – Security Cooperation Case Designator

Formerly known as FMS Case Identifier, the Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.

Note: This is an optional field that may contain up to 3 or 4 alphanumeric characters.



---

### 87- Security Cooperation Case Line Item Identifier

The Security Cooperation Case Line Item Identifier is used to identify a detailed line item requirement contained within the (Letter of Offer and Acceptance).

---

### Block 88 – Sub-Allocation

Sub-Allocation Holder identifies an Organization to which funds have been Sub-Allocated.

Note: This field may contain up to 4 alphanumeric characters.

---

### Block 89 – Agency Accounting Identifier

The Agency Accounting Identifier Code identifies the accounting system responsible for recording the accounting event. The Agency Accounting Identifier Code is intended to be an accounting system identifier, and therefore must be assigned to only one accounting system.

Note: This field may contain up to 6 alphanumeric characters.

---

### Block 90 – Funding Center Identifier

Funding Center is a clearly defined responsibility area within an Organizational unit to which budget authority is assigned. This field may contain up to 16 alphanumeric characters.

While not required here, AQD’s Fund Center, also referred to as a Cost Center, is **DS68694000**.

*Figure 90*

90.	Funding Center Identifier	DS68694000
-----	---------------------------	------------



---

### Block 91 – Cost Center Identifier

A Cost Center is a clearly defined responsibility area where costs are incurred. This field may contain up to 16 alphanumeric characters.

While not required, AQD’s Cost Center, also referred to as a Fund Center, is **DS68694000**.

Figure 91

91.	Cost Center Identifier	DS68694000
-----	------------------------	------------

---

### Block 92 – Project Identifier

A planned undertaking of work to be performed or product to be produced having a finite beginning and end.

Note: This is an optional field that may contain up to 25 alphanumeric characters.

---

### Block 93 – Activity Identifier

An Activity is a series of events, tasks, or units of work that are linked to perform a specific objective.

Note: This is an optional field that may contain up to 16 alphanumeric characters.

---

### Block 94 – Disbursing Identifier

The Agency Disbursing Identifier is assigned to each disbursing office by the Treasury Department. The Agency Disbursing Identifier is an identification number that indicates authority to receive and disburse public funds and issue checks on the United States Treasury.

This field is NOT the same as the BETC disbursing field at Block 73. There is not a standard list of applicable codes for this data element. This Standard Line of Accounting (SLOA) field can be used for different purposes across agencies. This is a free form text field that has a max character limit of 8 characters. For questions regarding your specific Agency Disbursing Identifier, contact [IGT@fiscal.treasury.gov](mailto:IGT@fiscal.treasury.gov).



Note: This field may contain up to 8 alphanumeric characters.

---

### Block 95 – Cost Element Code

Cost Element is a classification of an organization’s revenues, expenses or consumable resources. Cost Element Code only relates to primary cost. The Cost Element Code only relates to primary cost. The Cost Element Code does not relate to secondary cost which is identified as agency specific and not enterprise-level.

Note: This is an optional field that may contain up to 16 alphanumeric characters.

---

### Block 96 – Work Order Number

Identifies an individual unit of work, batch, or lot of a distinct product or service. It assists in building the subsequent performance document and invoice.

Note: This is an optional field that may contain up to 16 alphanumeric characters.

---

### Block 97 –Functional Area

Functional Area is a logical division of an Organization's business operations. It represents the Functions the Organization performs.

While not required here, AQD has a functional area for each Statutory Authority and must match the authority selected at Block 17:

- WCF Functional Area (contract/pass through): **DWHAQ0000.000000**
- WCF Functional Area (service fee): **DWDAQ0000.000000**
- IFF Functional Area (contract/pass through): **DNPAQ0000.000000**
- IFF Functional Area (service fee): **DNFAQ0000.000000**



---

### Block 98 – Agency Security Cooperation Case Designator

Security Cooperation Case Designator is used to reflect an FMS contractual sales agreement (Letter of Offer and Acceptance) between the U.S. and an eligible foreign country.

---

### Block 99 – Parent Award Identifier (PAID)

The identifier of the procurement award under which the specific award is issued (such as a Federal Supply Schedule). Term currently applies to procurement actions only.

Note: This field is used for Data Transparency Reporting.

---

### Block 100 – Procurement Instrument Identifier (PIID)

The unique identifier for each Contract, Agreement or Order.

Note: This field is used for Data Transparency Reporting.

## SCHEDULE SHIPPING INFORMATION

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### Block 101 – Ship to Address Identifier

Optional text field identifier to note the endpoint of the shipment or the location where the service is being performed.

---

### Block 102 – Ship to Agency Title

Optional text field to indicate the name of the Receiving Agency at the ship to location.

---

### Block 103 – Address 1

Optional text field to indicate the 1st address line associated with shipment.



---

### Block 104 – Address 2

Optional text field to indicate the 2nd address line associated with shipment.

---

### Block 105 – Address 3

Optional text field to indicate the 3rd address line associated with shipment.

---

### Block 106 – Ship to City

Optional text field to indicate the name of the city.

---

### Block 107 – Ship to Postal Code

Optional text field to indicate the 5-digit (ZIP) code that geographically identifies individual Post Offices or metropolitan area delivery stations associated with every mailing address.

---

### Block 108 – Ship to State

Select the name of the state for shipment from the dropdown menu for this optional text field.

---

### Block 109 – Ship to Country Code

Optional text field to indicate the code that identifies the country.

---

### Block 110 – Ship to Location Description

Optional text field to indicate the description of the ship to location.

---

### Block 111 – Delivery/Shipping Information for Product Special Shipping Information

Optional text field to include additional Shipping Information for the Delivery of Products. Enter specific information for shipping, shipping company, date/time, special instructions, etc.



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### Block 112 – Delivery/Shipping POC Name

Optional text field to include the Point of Contact Name for additional Shipping Information on the Delivery of Products.

---

### Block 113 – Delivery/Shipping Information for Product POC Title

Optional text field to include the Point of Contact Title for additional Shipping Information on the Delivery of Products.

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### Block 114 – Delivery/Shipping Information for Product POC E-mail Address

Optional text field to include the Point of Contact E-mail Address for additional Shipping Information on the Delivery of Products.

---

### Block 115 – Delivery/Shipping Information for Product POC Telephone Number

Optional text field to include the Point of Contact Telephone Number for additional Shipping Information on the Delivery of Products.

---

### Block 116 – Agency Additional Information

Optional text field to include any additional information or comments related to this Order not covered in other fields on the form. If including supplemental documents and/or attachments, those could be listed out in this field.





## MODIFY ORDER

MODIFY ORDER	
117.	Modification Date (yyyy-mm-dd):
118.	Brief explanation why Order has been modified:

### Block 117 – Modification Date (yyyy-mm-dd)

This field is optional. Enter the Modification Date for this Order.

### Block 118 – Brief explanation required for modifying this Order

This field is optional. Enter the Modification explanation for this Order.

## CLOSE ORDER

CLOSE ORDER	
119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order prior to the original End Date resulting in early termination:

### Block 119 – Closing Date (yyyy-mm-dd)

This field is optional. Enter the Closing Date for this Order.

### Block 120 – Brief explanation required for closing this order prior to the original End Date resulting in early termination.

This field is optional. Enter the Closing explanation for this Order.



## REJECT ORDER

REJECT ORDER	
121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order prior to the original End Date resulting in early termination:

### Block 121 – Rejection Date (yyyy-mm-dd)

This field is optional. Enter the Rejection Date for this Order.

### Block 122 – Brief explanation required for rejecting this order prior to the original End Date resulting in early termination.

This field is optional. Enter the Rejection explanation for this Order.



## AGENCY POINTS OF CONTACT

### Block 123 – Agency Point of Contacts

Enter the following information for the point of contact as determined by each Agency:

- a. Agency POC Name
- b. Agency POC Email
- c. Agency POC Phone Number
- d. Agency POC Fax Number (this field is optional and may be left blank)

AQD’s 7600B templates have the Servicing Agency (Seller) Agency POC information pre-populated for Customer convenience.

- a. AQD 7600B template for **IFF Customers**:

AGENCY POINT OF CONTACTS (POC)		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	Miranda Sullivan
	*Agency POC E-mail	miranda_sullivan@ibc.doi.gov
	*Agency POC Phone No.	703-964-4892
	Agency POC Fax No.	N/A

- b. AQD 7600B template for **WCF Customers**:

AGENCY POINT OF CONTACTS (POC)		
	Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name	Andrea Hall
	*Agency POC E-mail	andrea_hall@ibc.doi.gov
	*Agency POC Phone No.	703-964-5330
	Agency POC Fax No.	N/A



## AGREEMENT APPROVALS

The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purpose set forth in the Order.

- The Requesting Agency Funding Official signs to obligate funds.
- The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

### Block 124 – Funding Official

Enter the contact information for the Requesting Agency (Buyer) Funding Official. AQD’s 7600B templates have the Servicing Agency (Seller) Funding Official information prepopulated for Customer convenience:

a. AQD 7600B template for **IFF Customers**:

	Requesting Agency (Buyer)	Servicing Agency (Seller)
124. *Funding Official Name		//signing for: Miranda Sullivan
*Signature		
Funding Official Title		Chief, Financial Operations Division, Branch 1
*Funding Official E-mail		miranda_sullivan@ibc.doi.gov
*Funding Official Phone No.		703-964-4892
Funding Official Fax No.		
*Funding Official Date Signed (yyyy-mm-dd)		

b. AQD 7600B template for **WCF Customers**:

	Requesting Agency (Buyer)	Servicing Agency (Seller)
124. *Funding Official Name		//signing for: Andrea Hall
*Signature		
Funding Official Title		Chief, Financial Operations Division, Branch 2
*Funding Official E-mail		andrea_hall@ibc.doi.gov
*Funding Official Phone No.		703-964-5330
Funding Official Fax No.		
*Funding Official Date Signed (yyyy-mm-dd)		



## PROGRAM OFFICIAL

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency’s IAA business process.

### Block 125 – Program Official

Enter the information for the Program Official:

Figure 125

PROGRAM OFFICIAL			
The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.			
		Requesting Agency (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name		
	*Signature		
	Program Official Title		
	*Program Official E-mail		
	*Program Official Phone No.		
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		

AQD will complete this section for the Servicing Agency (Seller) Program Official.



## AGENCY PREPARER INFORMATION

This section is completed by the Requesting Agency.

### Block 126 – Agency Preparer Information

Enter the information of the Requesting Agency (Buyer) point of contact who prepared the Order (7600B):

Figure 126

AGENCY PREPARER INFORMATION		
Requesting Agency (Buyer)		
126.	*Name	
	*Phone No.	
	*E-mail Address	

