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INSTRUCTIONS FOR REIMBURSABLE WORK AUTHORIZATION (RWA), INTER/INTRA-AGENCY AGREEMENT (IA)

NOTE: Information **highlighted** is to be completed by, or obtained from, the Participating Agency

A. RWA - BLM TO PERFORM WORK FOR ANOTHER AGENCY

Mark the box for Reimbursable Work Authorization (RWA)

1. Enter the four digit fiscal year(s) for which funds are available.

2. Enter the four digit BLM RWA number (project number) obtained from the National Business Center (NBC) Finance.

3. Check "Original" if first submission or "Modification" if revision to an existing RWA. Enter the project number and a sequential revision number (4000-1) if necessary.

4. Check "43 U.S.C. 1701" and "Department of Interior Appropriation Act".

5. Complete Project Name and Number from Resource Order. Provide a description of the work to be performed.

6. Enter the BLM office name, city, State, organization (State and office) code, BLM contact name and phone number with area code.

6a. Enter the Participating Agency name, city, State, contact names and phone numbers with are code.

BLM: Items 7a, 8a, 9a, 10a, 11a, 12a and 13a will be used to update the BLM Federal Financial System.

7a. 14-11-0008 is the BLM Agency Location Code (ALC) assigned by Treasury.

8a. Enter the fund account symbol for BLM from the Fund Coding Handbook, H-1684.

9a. Enter the account cost structure for BLM: State and office (org) code; activity/program element from the Fund Coding Handbook, H-1684; and RWA (project) number. (Note: This cost structure **must** be charged with time or expenditures for billing to occur.)

10a. Enter the IA or MOU number if assigned by BLM.

11a. Enter Duns Number.

12a. Enter Standard General Ledger.

13a. Enter the Contract Line #.

PARTICIPATING AGENCY: This data will be on your IPAC bill.

The information in blocks 1, 5, 6a, 7b, 8b, 9b, 10b, 11b, 12b, 13b, 14, 17, and 19 should be completed by the finance office of the agency for which BLM will perform the work.

7b. Enter the eight-digit Agency Location Code (ALC) as assigned by Treasury for your paying office.

8b. Enter the Treasury Account Symbol (TAS)

9b. Enter the cost structure/accounting classification for bills against this agreement.

10b. Enter the procurement document number (e.g., IA number, PO number, MO number)

11b. Enter your agency's DUNS number

12b. Enter Standard General Ledger (SGL)

13b. Enter Contract Line Number (CLIN)

14. For an "original" RWA, enter the \$ amount in blocks a, c, and d. For a "modification", enter the \$ amount in block b, circle increase or decrease, and adjust blocks a and c accordingly.

17. Enter the complete billing address for the Participating Agency finance office.

19. Signature of Participating Agency's Contracting Officer or Grants & Agreement Officer.

B. IA - TO HAVE WORK PERFORMED FOR BLM BY A PARTICIPATING AGENCY

Mark the box for INTER-AGENCY/INTRA-AGENCY AGREEMENT

1. Enter the four-digit fiscal year(s) for which funds are available.

2. Enter the 15-digit BLM IA number.

3. Check "Original" if first submission, "Modification" and enter modification number if modification, or "Task Order" and enter task order number if task order.

4. Check 31 U.S.C. 1535" unless another specific legislative authority exists, in which case that authority is shown under "other". If 31 U.S.C. 1535 is checked, an Economy Act Determination **must** be prepared by the project manager and approved by a warranted Contracting Officer with delegated authority.

5. Provide a description of the work to be performed in accordance with BLM Manual 1510, Acquisition, Section 1510-17.5.

6. Enter the BLM office name, city, State, organization (State and Office) code, BLM contact name and phone no. with area code.

6a. Enter the participating agency name, city, state, contact names, and phone nos. with area codes.

7a. 14-11-0008 is the BLM (ALC) assigned by Treasury.

8a. Leave this item blank.

9a. Enter the account cost structure for BLM: State and office code, activity/program element from the fund coding handbook, H-1684, budget object class code, and project number.

10a. Leave blank (Same as block 2).

7b-13b. Participating Agency completes these items. This data will be used to cross-reference BLM's IA with the Participating Agency's RWA.

14. For RWAs only. Do not enter any information for IAs.

15. For an original IA; complete items a, c, and d. For modification or task order; complete items a, b, c, and d.

16. Check appropriate box.

17. Enter NBC Finance Office address. (Bureau of Land Management, National Business Center, P.O. Box 25047, Denver, CO 80225).

18. IA must be signed by a warranted Contracting Officer with delegated authority. IA is not signed by BLM until approved in block 19 by the participating agency.

19. Signature of approving official for the participating agency.