



**Department of Energy  
Acquisition Regulation**

**No. AL 2022-04  
Date 07/13/2022**

# **ACQUISITION LETTER**

This Acquisition Letter is issued under the authority of the DOE and NNSA Senior Procurement Executives. It is intended for use by procurement professions of DOE and NNSA, primarily Contracting Officers, and other officials of DOE and NNSA that are involved in the acquisition process. Other parties are welcome to its information, but definitive interpretations of its effect on contracts, and related procedures, if any, may only be made by DOE and NNSA Contracting Officers.

**Subject: Interagency Acquisitions and Strategic Partnership Projects (Resulting from Interagency Agreements with Other Agencies) in G-Invoicing (Guidance for Head of Contracting Activity and Contracting Officers)**

**References:** FAR 17.5 - Interagency Acquisitions  
DOE Acquisition Guide Chapter 17.5 - Interagency Acquisitions  
DEAR 970.1707 - Strategic Partnership Projects

## **When is this Acquisition Letter (AL) Effective?**

This AL is effective on the date issued.

## **When does the AL expire?**

The AL remains in effect until superseded or canceled.

## **Who are the Points of Contact?**

For Department of Energy (DOE) questions, contact the Contract and Financial Assistance Policy Division at [DOE\\_OAPMPolicy@hq.doe.gov](mailto:DOE_OAPMPolicy@hq.doe.gov).

For National Nuclear Security Administration (NNSA) acquisition and financial assistance questions, contact NNSA at (505) 845-4337.

For additional information on Acquisition Letters and other issues, visit our website at <http://energy.gov/management/acquisition-letters>.

## **What is the purpose of this AL?**

This AL provides guidance on approving Interagency Acquisitions pursuant to FAR 17.5 and Strategic Partnership Projects (SPP)<sup>1</sup> pursuant to DEAR 970.1707 (resulting from Interagency Agreements (IAAs) from other agencies) in G-Invoicing. This AL does not include roles and responsibilities for interagency actions that are not under the delegated procurement authority from the Secretary to the Senior Procurement Executive(s) (for example, real estate, budget authority).

## **What is the background?**

An IAA is a written agreement between DOE and another Federal agency which specifies the goods or services to be furnished by one agency (the servicing agency) in support of the other (the requesting agency). DOE can be either the servicing or the requesting agency.

Treasury has mandated the use of a single system across the Federal Government for the processing of IAAs. This system is called G-Invoicing and is based on the U.S. Department of Treasury, Bureau of the Fiscal Service (FS) Forms 7600 A and B. Treasury is mandating the system to: (1) increase transparency; (2) improve communications; (3) implement common data systems; and (4) streamline settlement of funds in Intra-Governmental Payment and Collection (IPAC). In addition, the Office of Management and Budget has directed DOE and other agencies that have intra-agency transactions that use the IPAC system must treat them as if they were IAAs. DOE must use G-Invoicing for all new IAAs by October 1, 2022; existing IAAs must be transitioned by October 1, 2023.

DOE uses IAAs for assisted acquisitions (See FAR 17.5), SPP (See DEAR 970.1707), and actions such as paying for rent, services, and vehicle leases to the U.S. General Services Administration or for services of Federal employees at another agency. Many of these purchases between agencies have been processed based on emails, memoranda of understanding or other documents, but not IAAs. Any transaction that was not ordered by an IAA, will now need to be processed through G-Invoicing and the DOE Interface System. The Office of the Chief Financial Officer (CF) is analyzing options for the DOE Interface System. It is expected that guidance on the interface system will be issued by CF.

Contracting Officers (COs) will need to approve actions for the award and administration of IAAs for FAR-covered assisted acquisitions and SPP DEAR-covered projects resulting from IAAs from other agencies in G-Invoicing and the DOE Interface System. COs will approve SPP that place work on the DOE contract. Additional information for technical and budget personnel will be provided in the Financial Management Handbook and/or other documents. Training on both G-Invoicing and the DOE Interface System will be available.

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<sup>1</sup> This AL does not change the timing of Contracting Officer contract modifications for SPP.

## **What is the Guidance?**

On or before October 1, 2022, IAAs will be awarded and administered in G-Invoicing and the DOE Interface System. The general terms and conditions (GT&Cs), what was the FS 7600A, will be processed directly in G-Invoicing. The GT&Cs are a master agreement between the two agencies. It identifies the agencies entering into the agreement, the authority permitting the agreement, the agreement action, terms and conditions, period, and type. Either agency may create the GT&Cs; both agencies must approve the GT&Cs in G-Invoicing.

Once signed by both agencies, the GT&C will be in “Open for Orders” status. An Order replaces the FS 7600B. The requesting agency may then place Orders against the GT&C. Funds are obligated on the Orders only. DOE will place Orders in the DOE Interface System and not G-Invoicing.

### **COs will approve the following actions in G-invoicing or the DOE Interface System:**

- 1) FAR-based IAAs pursuant to FAR 17.5 for assisted acquisitions. As defined in FAR 17.5, an agency needing supplies or services obtains them using another agency’s contract or an agency uses another agency to provide acquisition assistance, such as awarding and administering a contract, a task order, or delivery order.
- 2) Strategic Partnership Projects. For SPP projects, COs will approve the FS 7600B/Orders that place the work onto their contract.

### **COs will not be required to approve the following types of actions in G-invoicing or the DOE Interface System:**

- 1) Interagency reimbursable work performed by Federal employees (other than acquisition assistance), or interagency activities where contracting is incidental to the purpose of the transaction.
- 2) Federal Real Estate interagency transactions (unless the CO has been delegated real property and is also a real property CO. If so, then any action taken is not under procurement authority).
- 3) IAA GT&Cs (what was the FS Form 7600A).
- 4) Other interagency transactions not delegated to the Head of Contracting Activity (HCA) or required by the FAR.
- 5) Purchase Card Transactions.

### **Program/Requirement Owners who have been designated as approving officials will continue to approve the following actions in G-invoicing or the DOE Interface System in most cases:**

- 1) IAA GT&Cs (what was the FS Form 7600A) unless the HCA or designee agrees to have a CO sign the GT&Cs.