

**INTERAGENCY AGREEMENT FILE CHECKLIST**

Instrument No.: **DT-** \_\_\_\_\_ Modification No.: \_\_\_\_\_  
 \_\_\_\_\_  
 Task Assignment No.: \_\_\_\_\_  
 Agency: \_\_\_\_\_  
 Agency Contact: \_\_\_\_\_ Voice: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Program Office's \_\_\_\_\_ Voice: \_\_\_\_\_  
 Point-of-Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_  
 Voice: **202-366-** \_\_\_\_\_  
 Negotiator: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: **202-366-** \_\_\_\_\_

| TAB | IN FILE<br>OR N/A  | DOCUMENT   |
|-----|--------------------|--|
|     | <b>SECTION I</b>   | <b>SUPPORT FOR ORIGINAL AWARD OF INTERAGENCY AGREEMENT</b>                 |
|     |                    | Procurement Request (PR)   |
|     |                    | Statement of Work/Project Description                                      |
|     |                    | COTR Letter  |
|     |                    | Other Attachments to the PR (Identify)                                     |
|     |                    | Determination and Findings to Use an Interagency Agreement                 |
|     |                    | Other Data (Identify)  |
|     |                    | Legal Review   |
|     |                    | Transmittal Letter(s) and Miscellaneous Correspondence                     |
|     |                    | Distribution Sheet   |
|     |                    |  |
|     | <b>SECTION II</b>  | <b>CENTRAL LOCATION CONTAINING FULLY EXECUTED ORIGINALS OF INTERAGENCY</b> |
|     |                    | <b>AGREEMENT, ALL AMENDMENTS</b>   |
|     | <b>SECTION III</b> | <b>SUPPORT FOR MODIFICATIONS TO AN INTERAGENCY AGREEMENT</b>               |
|     |                    | Procurement Request (PR)   |
|     |                    | Attachments to the PR (Identify)   |
|     |                    | COTR Letter  |
|     |                    | Transmittal Letter(s) and Miscellaneous Correspondence                     |
|     |                    | PRISM (printout for verification)  |
|     |                    | Distribution Sheet   |
|     |                    | Unexecuted or Partially Executed Copy of Award Document                    |
|     | <b>SECTION IV</b>  | <b>SUPPORT FOR TASK ASSIGNMENTS UNDER A MASTER INTERAGENCY AGREEMENT</b>   |
|     |                    | Procurement Request (PR)   |
|     |                    | Statement of Work/Project Description                                      |
|     |                    | Other Attachments to the PR (Identify)                                     |
|     |                    | Other Data (Identify)  |
|     |                    | PRISM (printout for verification)  |
|     |                    | Distribution Sheet   |
|     |                    | Fully Executed Award Document  |
|     |                    |  |
|     | <b>SECTION V</b>   | <b>VOUCHERS</b>  |
|     |                    |  |