INTERAGENCY AGREEMENT FILE CHECKLIST		CONTRACTOR
CONTRACTING OFFICER		CONTRACT NUMBER:

Tab	Item	Y	N	N/A
1	Procurement Team (PT) Members/ Organizations	☐	☐	☐
2	Procurement Request (PR) *(T3.2.1)*	☐	☐	☐
3	PT/Program Office Basis or Justification to establish IA *(AMS 3.2.1.1, AMS 3.8.1.2, & T3.8.1)*	☐	☐	☐
4	Independent Gov. Cost Estimate *(T3.2.1)*	☐	☐	☐
5	CFO review if more than the $15M *(T3.2.1.4)*	☐	☐	☐
6	CIO Review if more than AMS risk threshold and is for information resources *(T3.2.1)*	☐	☐	☐
7	Review by Security *(AMS 3.14 and T3.14.1)*	☐	☐	☐
	1. Classified Security Requirements	☐	☐	☐
	2. Information, Personnel, and Physical Security as it related to suitability requirements and coordination	☐	☐	☐
	3. Contractor Position Risk Sensitivity Designation Level Record *(FAA Form 1600.77)*	☐	☐	☐
8	Legal Review of final Interagency Agreement document *(T1.15 & T3.8.1)*	☐	☐	☐
9	PT/COTR review of Interagency Agreement *(AMS 3.2.1.2.2)*	☐	☐	☐
10	Award of Interagency Agreement Documentation Form with original signed Interagency Agreement by both parties and appropriation data *(Best Practice and Contract Law, Sample Interagency Agreement, T3.8.1)*	☐	☐	☐
11	Interagency Agreement Distribution Sheet [with copy to Security Office] *(Best Practice)*	☐	☐	☐
12	Delegation Letters [Contracting Officer's Representative (COR), Contracting Officer's Representative (COR), Quality Review Official (QRO), Etc.] *(T3.10.1)*	☐	☐	☐
13	General Correspondence	☐	☐	☐
14	Copy of Invoices/vouchers and documentation *(AMS 3.3.1.2, T3.3.1)*	☐	☐	☐
15	Government Furnished or Contractor Acquired Property List, Quantity and Value *(AMS 3.10.3, T3.10.3)*	☐	☐	☐
16	Lessons Learned Findings *(AMS 3.2.2.3.1.5)*	☐	☐	☐

Tab	Item	Y	N	N/A
17	Acceptance Reports consisting of Materiel Requisition/Issue/Receipt and Inspection Report of Material and/or Services	☐	☐	☐