



DEPARTMENT OF THE ARMY  
U.S. ARMY CORPS OF ENGINEERS  
441 G STREET NW  
WASHINGTON, D.C. 20314-1000

07 FEB 2020

CEMP/CERM-F (2020-12)

MEMORANDUM FOR Commanders/Directors, U.S. Army Corps of Engineers (USACE)

SUBJECT: Implementation and Documentation of Interagency and Intra-agency Reimbursable Agreements

1. Reference:

a. Director's Policy Memorandum (DPM) 2018-03, Implementation and Documentation of Intra-agency Support Agreements, dated 23 July 2018

b. CEMP-CN Memorandum, Implementation and Documentation of Intra-agency Support Agreements, dated 19 August 2019.

c. Office of the Under Secretary of Defense Memorandum, Implementation Memorandum #1 for G-Invoicing Transition, dated 12 December 2019.

d. Department of Defense (DoD) Financial Management Regulation, Volume 11A, Reimbursable Operations Policy.

e. Treasury Financial Manual, Bulletin No. 2018-10, Implementing G-Invoicing, dated 31 May 2019.

2. This policy rescinds and replaces reference 1.a and 1.b to reflect new policy guidance provided in reference 1.c regarding the implementation of G-Invoicing and interagency and intra-agency agreements.

3. The Department of Treasury has directed the full implementation of G-Invoicing for all federal government agencies by 30 June 2021. DoD is undertaking a phased implementation prior to that date and this will affect all our reimbursable work. Effective immediately, DoD has mandated that all DoD activities will use G-Invoicing for new General, Terms and Conditions (GT&C) agreements, which are equivalent to Memoranda of Agreement (MOAs). From 01 October 2020, a GT&C agreement must be established in G-Invoicing before reimbursable orders can be accepted. This policy provides guidance to meet the DoD requirements, including variations applicable to different situations. The policy also addresses approval authorities and G-Invoicing user access instructions.

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3. Definitions:

a. G-Invoicing – Government-Invoicing (G-Invoicing) is a Treasury owned system which all Federal agencies must use to process intergovernmental transactions (IGT) by 30 June 2021.

b. General, Terms and Conditions (GT&C) Agreements – GT&C agreements are the base agreements between a requesting agency and a servicing agency. GT&C agreements cover the following: authority for the agreement; general terms and conditions governing the relationship between the requesting agency and servicing agency; the range of services that may be provided; roles and responsibilities for both partners; and period of the agreement. Previous GT&C agreements have been concluded using a number of different formats, including: Memoranda of Agreement (MOA); Treasury Fiscal Service (FS) Forms 7600A, and DD Forms 1144. No fiscal obligations are created through the execution of GT&C agreements; therefore, no services may be performed and/or no goods may be delivered until an accompanying order is executed as outlined below.

c. Orders – Agreements for a servicing agency to provide specific, clearly defined goods and services to a requesting agency. Orders are fund obligation documents that are placed under GT&C agreements and incorporate the provisions of the GT&C agreement by reference. Orders may be placed on FS Form 7600B and/or DD Form 448, Military Interdepartmental Purchase Request (MIPR) as outlined below. For orders with non-DoD stakeholders, alternative forms may be used under conditions outlined below.

4. In preparation for the full implementation of G-Invoicing, per reference 1.b. DoD has mandated that all DoD activities will use G-Invoicing for new GT&C agreements. Where stakeholders are not yet using G-Invoicing, the FS Form 7600A should be used for the GT&C agreement and uploaded to G-Invoicing when both parties have access. Activities may no longer use DD Forms 1144 for new GT&C agreements. From 01 October 2020, a GT&C agreement must be established in G-Invoicing before reimbursable orders can be accepted. HQUSACE is focusing on developing GT&C agreements with our major partners that can be uploaded or entered into G-Invoicing. MSCs and Centers should check with the POCs below before developing a GT&C agreement to determine whether it already covered by an existing agreement.

5. Accordingly, MSCs and Centers should proceed with establishing user access. Attached is a G-Invoicing user access form and instructions. Supplemental instructions



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for preparing GT&C agreements/FS Forms 7600A in G-Invoicing are also attached. HQUSACE has prepared a model GT&C agreement/FS Form 7600A appendix that must be used for all GT&C agreements where USACE is the servicing agency. If preferred by stakeholders, a MOA may be used to document the terms and conditions instead of the appendix, however the GT&C agreement is still required and must reference the MOA. The model appendix, MOA and templates for both FS Forms 7600A and 7600B can be found at:

<https://cops.usace.army.mil/sites/IIS/pages/ModelAgreements.aspx>

6. For Orders, USACE preference is to use both FS Form 7600B and the DD Form 448, MIPR wherever possible. However, per reference, 1.b. the OSD Comptroller has clarified that using only the DD Form 448 is permissible until G-Invoicing accommodates on-line orders in the FS Form 7600B format. For situations where the DD Form 448 is used, goods and services must be discretely defined on each order and the order must include a clear reference to the GT&C number for tracking purposes. For orders with non-DoD stakeholders, every effort should be made to encourage the use of FS Form 7600B, however alternative forms may be used if G-Invoicing 7600B Order functionality has not yet been implemented or it is prior to the mandatory Treasury deadline of 30 June 2021. Alternative forms must include the same information that is mandatory for the FS Form 7600B.

7. GT&C Agreement (FS Form 7600A) Approval Authority.

a. For GT&C agreements that are enterprise-wide or for work that covers more than one Major Subordinate Command's (MSC) area of responsibility or are outside of an organization's approved mission assignment, the approval authority is the Senior Executive Service (SES) leader at HQUSACE with primary responsibility for the intended services and/or the relationship with the partner agency, unless the signing authority of the requesting agency is of a higher rank. The responsible SES leader shall brief the Director of Military Programs as to the scope of work envisioned, alignment with USACE core competencies, and any resource and financial considerations before signing a GT&C agreement. For GT&C agreements where the partner requesting agency signature authority is higher than the responsible SES leader above, the approval authority is the HQUSACE Director of Military Programs.

b. For GT&C agreements where all work is to be provided within respective Regional/Center boundaries or which is exclusively aligned within approved mission assignments, the approval authority is the MSC Commander. MSC Commanders may

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delegate approval authority, in writing, to MSC SES leadership and District Commanders when all work contemplated is within a single District's boundaries, to District Commanders as appropriate.

c. For GT&C agreements where all work is to be provided within respective District boundaries, the approval authority is the District Commander subject to a written delegation from the MSC Commander as provided in paragraph 7.b. above.

8. Orders (FS Form 7600B/MIPR) Approval Authority. Approval authority for all Orders will remain unchanged pending further guidance from HQDA.

9. Enterprise wide GT&C's. USACE has been working with stakeholders to create enterprise wide GT&C agreements to be used by all USACE field activities. A complete listing of enterprise level agreements can be found at:

<https://cops.usace.army.mil/sites/IIS/MOA/Forms/dbgrouporg.aspx>

Questions about availability and use of the enterprise level agreements should be directed to the CEMP Agreements Manager listed below.

10. Points of contacts for this action is the CEMP Agreements Manager John Daley (202) 761-584, [john.g.daley@usace.army.mil](mailto:john.g.daley@usace.army.mil); UFC (G-Invoicing access issues) Ryan Braithwait, (901) 873-9027, [ryan.c.braithwait@usace.army.mil](mailto:ryan.c.braithwait@usace.army.mil) and CERM Janet Driskell, CERM-F, (251) 690-2192, [janet.m.driskell@usace.army.mil](mailto:janet.m.driskell@usace.army.mil).



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Director of Military Programs

Enclosures:

1. G-Invoicing User Access Form
2. User Access Form Instructions
3. GT&C Instructions