

<b>INTERAGENCY AGREEMENT</b>		1. IAA NO. NRC-HQ-84-16-I-0002		PAGE 1 OF 12	
2. ORDER NO.		3. REQUISITION NO. OCHCO-16-0051		4. SOLICITATION NO.	
5. EFFECTIVE DATE 06/13/2016		6. AWARD DATE		7. PERIOD OF PERFORMANCE 06/13/2016 TO 06/12/2017	
8. SERVICING AGENCY OPM ALC: DUNS: +4: 1900 E STREET NW WASHINGTON DC 20415  POC Cynthia Grantham TELEPHONE NO. 202-606-0805		9. DELIVER TO US NUCLEAR REGULATORY COMMISSION- MAIL PROCESSING CENTER 4930 BOILING BROOK PARKWAY ROCKVILLE MD 20852 USA			
10. REQUESTING AGENCY HR ALC: DUNS: +4: US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE ROCKVILLE MD 20852-2738  POC Fatima Shuler TELEPHONE NO. 301-415-7044		11. INVOICE OFFICE US NUCLEAR REGULATORY COMMISSION ONE WHITE FLINT NORTH 11555 ROCKVILLE PIKE MAILSTOP 03-E17A ROCKVILLE MD 20852-2738			
12. ISSUING OFFICE US NRC - HQ ACQUISITION MANAGEMENT DIVISION MAIL STOP TWFN-5E03 WASHINGTON DC 20555-0001		13. LEGISLATIVE AUTHORITY Economy Act			
		14. PROJECT ID			
		15. PROJECT TITLE			
16. ACCOUNTING DATA 2016-X0200-FEEBASED-84-84D003-51-N-192-1207-251E					
17. ITEM NO.	18. SUPPLIES/SERVICES	19. QUANTITY	20. UNIT	21. UNIT PRICE	22. AMOUNT
00001	The contractor shall provide the U.S. Nuclear Regulatory Commission (NRC) with services for Supervisory Development Level 1 & 2 courses through the Office of Personnel Management (OPM). Master IAA: N/A  Required NRC Supervisor Training  The total amount of award: \$40,000.00. The obligation for this award is shown in box 24.				40,000.00
23. PAYMENT PROVISIONS		24. TOTAL AMOUNT \$40,000.00			
25a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (SERVICING)		26a. SIGNATURE OF GOVERNMENT REPRESENTATIVE (REQUESTING) <i>Erika Eam</i>			
25b. NAME AND TITLE Susan Toman-Jones	25c. DATE 02-JUN-16	26b. CONTRACTING OFFICER ERIKA EAM		26c. DATE	

TEMPLATE - ADM001

SUNSI REVIEW COMPLETE

JAN 25 2017

ADM002

## Price/Cost Schedule

Description	Unit	Cost
Supervisory Development 1 (**FY16)	Per Registration	\$2,550.00
Supervisory Development 2 (**FY16)	Per Registration	\$2,550.00
Total Ceiling Amount:		\$40,000.00 (NTE)

Note: \*Not-to-Exceed = (NTE)

\*\*Fiscal Year 2016 Pricing = FY16

## Course Descriptions

### ◦ Supervisory Development 1: Fundamentals

#### Overview

Every Federal Agency relies on frontline management to get the job done. Though professions vary greatly across the Federal government, the responsibilities of the frontline supervisor do not. Every Federal supervisor needs to know how to implement an effective human resource and performance management process to achieve high performance. This course delivers the fundamental skills supervisors need to be successful.

This course can be combined with the Supervisory Development Seminar 2 for a two-week immersion experience to expand these fundamentals into a foundation for great leadership.

#### How You Will Benefit

- Be able to navigate the Federal human resource management system and differentiate appropriate personnel actions to recruit, hire and retain employees in the Federal workplace
- Implement effective performance management practices that set expectations and encourage effective performance
- Gain the skills, behavior and attitudes that define the successful supervisor
- Learn and practice tools for effectively communicating expectations to employees
- Write performance standards that are measurable and motivate employees to succeed

#### Who Should Attend

New supervisors and experienced supervisors who have not completed formal supervisory training, and those transitioning to Federal civil service from the military or private sector.

◦ **Supervisory Development 2: Learning to Lead**

**Overview**

Effective government managers need to supervise and lead to be successful. This course will develop your capacity to move employees from performance compliance to commitment for excellence. You will gain valuable insights into workplace motivation and employee engagement and adapt skills based on these insights into your leadership approach. This course can be combined with Supervisory Development I: Fundamentals for a two-week long that will integrate leadership with the nuts and bolts of supervision. When taken together, the weeks do not have to run consecutively.

**How You Will Benefit**

- Understand the different ways people learn, think and conceptualize and modify your style in the interest of working most effectively with others
- Learn strategies to shift from impasse, to resolution, to transformation in workplace conflicts
- Explore the concepts of employee motivation and engagement
- Network and learn from peers in other federal agencies facing the leadership and supervision challenge.
- Apply and practice these skills to real workplace scenarios and develop strategies for applying learning to the workplace

**Who Should Attend**

New frontline supervisors and existing supervisors who have not yet completed formal leadership development. Frontline supervisors who want to refresh their understanding and refine their approach to leadership. Individuals with supervisory functions will also benefit from this course.

IAA Number NRC-HQ-84-16-I-0002 - 0000 -  
 GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number NRC-IHQ-84-16-I-0002 - 0000 -  
GT&C #                      Order # Amendment/Mod #                     

**9. Estimated Agreement Amount** (The Servicing Agency completes all information for the estimated agreement amount.)  
(Optional for Assisted Acquisitions)

Direct Cost                                      \$40,000.00  
Overhead Fees & Charges                                       
Total Estimated Amount                                      \$40,000.00

Provide a general explanation of the Overhead Fees & Charges

**10. STATUTORY AUTHORITY**

**a. Requesting Agency's Authority** (Check One)

Franchise Fund ☐    Revolving Fund ☐    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☒ XXXXXX  
Other Authority ☒ GETA

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority

**b. Servicing Agency's Authority** (Check One)

Franchise Fund ☐    Revolving Fund ☒    Working Capital Fund ☐    Economy Act (31 U.S.C. 1535/FAR 17.5) ☐    Other Authority ☐

Fill in Statutory Authority Title and Citation for Franchise Fund, Revolving Fund, Working Capital Fund, or Other Authority  
5 USC 1304 (e)

**11. Requesting Agency's Scope** (State and/or list attachments that support Requesting Agency's Scope.)

Supervisory Development 1 (SD1) & Supervisory Development 2 (SD2) courses

**12. Roles & Responsibilities for the Requesting Agency and Servicing Agency** (State and/or list attachments for the roles and responsibilities for the Requesting Agency and the Servicing Agency.)

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number NRC-HQ-84-16-I-0002 - 0000 -  
GT&C #                      Order # Amendment/Mod #

**13. Restrictions (Optional)** (State and/or attach unique requirements and/or mission specific restrictions specific to this IAA).

**14. Assisted Acquisition Small Business Credit Clause** (The Servicing Agency will allocate the socio-economic credit to the Requesting Agency for any contract actions it has executed on behalf of the Requesting Agency.)

**15. Disputes:** Disputes related to this IAA shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 10; Intragovernmental Business Rules.

**16. Termination** (Insert the number of days that this IAA may be terminated by written notice by either the Requesting or Servicing Agency.)

90

If this agreement is canceled, any implementing contract/order may also be canceled. If the IAA is terminated, the agencies shall agree to the terms of the termination, including costs attributable to each party and the disposition of awarded and pending actions.

If the Servicing Agency incurs costs due to the Requesting Agency's failure to give the requisite notice of its intent to terminate the IAA, the Requesting Agency shall pay any actual costs incurred by the Servicing Agency as a result of the delay in notification, provided such costs are directly attributable to the failure to give notice.

**17. Assisted Acquisition Agreements – Requesting Agency's Organizations Authorized To Request Acquisition Assistance for this IAA.** (State or attach a list of Requesting Agency's organizations authorized to request acquisition assistance for this IAA.)

**18. Assisted Acquisition Agreements – Servicing Agency's Organizations authorized to Provide Acquisition Assistance for this IAA.** (State or attach a list of Servicing Agency's organizations authorized to provide acquisition for this IAA.)

**19. Requesting Agency Clause(s) (Optional)** (State and/or attach any additional Requesting Agency clauses.)

United States Government  
Interagency Agreement (IAA) – Agreement Between Federal Agencies  
General Terms and Conditions (GT&C) Section

IAA Number NRC-HQ-84-16-I-0002 - 0000 -  
GT&C # \_\_\_\_\_ Order # \_\_\_\_\_ Amendment/Mod # \_\_\_\_\_

**20. Servicing Agency Clause(s)** (Optional) (State and/or attach any additional Servicing Agency clauses.)

**21. Additional Requesting Agency and/or Servicing Agency Attachments** (Optional) (State and/or attach any additional Requesting Agency and/or Servicing Agency attachments.)

**22. Annual Review of IAA**

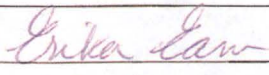
By signing this agreement, the parties agree to annually review the IAA if the agreement period exceeds one year. Appropriate changes will be made by amendment to the GT&C and/or modification to any affected Order(s).

**AGENCY OFFICIAL**

The Agency Official is the highest level accepting authority or official as designated by the Requesting Agency and Servicing Agency to sign this agreement. Each Agency Official must ensure that the general terms and conditions are properly defined, including the stated statutory authorities, and, that the scope of work can be fulfilled per the agreement.

The Agreement Period Start Date (Block 5) must be the same as or later than the signature dates.

Actual work for this IAA may NOT begin until an Order has been signed by the appropriate individuals, as stated in the Instructions for Blocks 37 and 38.

23.	Requesting Agency	Servicing Agency
Name	Erika Eam	Susan Toman-Jones
Title	Contracting Officer	Financial Management Analyst
Telephone Number(s)	(301) 415-8180	(202) 606-3591
Fax Number		(478) 757-3057
Email Address	Erika.Eam@nrc.gov	Susan.Toman-Jones@opm.gov
<b>SIGNATURE</b>		
Approval Date	6/2/2016	06/02/2016



IAA Number NRC-HQ-84-16-1-0002 - - Servicing Agency's Agreement  
 GT&C #                      Order #                      Amendment/Mod #                       
 Tracking Number (Optional)                     

PRIMARY ORGANIZATION/OFFICE INFORMATION					
24.	Requesting Agency		Servicing Agency		
Primary Organization/Office Name	U.S. Nuclear Regulatory Commission		OPM/HRS/CLD/Eastern Management Development Center (EMDC)		
Responsible Organization/Office Address	11555 Rockville Pike Rockville, MD 20852		1900 E Street NW Washington, DC 20415		
ORDER/REQUIREMENTS INFORMATION					
25. Order Action (Check One)					
<input checked="" type="checkbox"/> New <input type="checkbox"/> <b>Modification (Mod)</b> – List affected Order blocks being changed and explains the changes being made. For Example: for a performance period mod, state new performance period for this Order in Block 27. <b>Fill out the Funding Modification Summary by Line</b> (Block 26) if the mod involves adding, deleting or changing <b>Funding for an Order Line</b> .  <input type="checkbox"/> <b>Cancellation</b> – Provide a brief explanation for Order cancellation and fill in the Performance Period End Date for the effective cancellation date.					
26. Funding Modification Summary by Line					
	Line # _____	Line # _____	Line # _____	Total of All Other Lines (attach funding details)	Total
Original Line Funding	\$ _____	\$ _____	\$ _____	\$ _____	\$0.00
Cumulative Funding Changes From Prior Mods [addition (+) or reduction (-)]	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Funding Change for This Mod	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
TOTAL Modified Obligation	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
Total Advance Amount (-)	\$ _____	\$ _____	\$ _____	\$ _____	\$ 0.00
Net Modified Amount Due	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$0.00
27. Performance Period					
Start Date		06-13-2016	End Date		06-12-2017
		MM-DD-YYYY			MM-DD-YYYY
For a performance period mod, insert the start and end dates that reflect the new performance period.					



# IAA Order

IAA Number NRC-IHQ-84-16-I-0002

GT&C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement

Tracking Number (Optional) \_\_\_\_\_

<b>28. Order Line/Funding Information</b>										<b>Line Number</b> _____							
			<b>Requesting Agency Funding Information</b>						<b>Servicing Agency Funding Information</b>								
ALC			31-000001						24000001								
Component	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	
TAS Required by 10/1/2014			031			x	0200										
<b>OR</b> Current TAS format			31X0200						24000001								
BETC			DISB						24								
Object Class Code (Optional)			251E						24								
BPN			040535809						24X4571.24								
BPN + 4 (Optional)																	
Additional Accounting Classification/Information			2016-84-51-N-192-1207														
Requesting Agency Funding Expiration Date <b>no year funds</b> MM-DD-YYYY									Requesting Agency Funding Cancellation Date <del>06-12-2017</del> <b>no year funds</b> MM-DD-YYYY								
SD 1 & SD 2 Courses																	
<b>Project Number &amp; Title</b>																	
Description of Products and/or Services, including the Bona Fide Need for this Order (State or attach a description of products/services, including the bona fide need for this Order.)  enrollment of NRC employees in Supervisory Development courses.																	
North American Industry Classification System (NAICS) Number (Optional) _____																	
<b>Breakdown of Reimbursable Line Costs</b>									<b>OR Breakdown of Assisted Acquisition Line Cost:</b>								
Unit of Measure								Contract Cost		\$							
Quantity		Unit Price		Total				Servicing Fees		\$							
				\$ <del>0.00</del> \$40,000				Total Obligated Cost		\$ 0.00							
Overhead Fees & Charges		\$						Advance for Line (-)		\$							
Total Line Amount Obligated		\$ <del>XXXX</del> \$40,000						Net Total Cost		\$ 0.00							
Advance Line Amount (-)		\$						Assisted Acquisition Servicing Fees Explanation									
Net Line Amount Due		\$ <del>XXXX</del> \$40,000															
<b>Type of Service Requirements</b>																	
<input type="checkbox"/> Severable Service <input checked="" type="checkbox"/> Non-severable Service <input type="checkbox"/> Not Applicable																	



## IAA Order

IAA Number NRC-HQ-84-16-I-0002

GT&amp;C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement

Tracking Number (Optional) \_\_\_\_\_

**29. Advance Information** (Complete Block 29 if the Advance Payment for Products/Services was checked "Yes" on the GT&C.)**Total Advance Amount for the Order \$** \_\_\_\_\_ [All Order Line advance amounts (Block 28) must sum to this total.]**Revenue Recognition Methodology** (according to SFFAS 7) (Identify the Revenue Recognition Methodology that will be used to account for the Requesting Agency's expense and the Servicing Agency's revenue)☐ Straight-line – Provide amount to be accrued \$ \_\_\_\_\_ and Number of Months \_\_\_\_\_☒ Accrual Per Work Completed – Identify the accounting posting period:☒ Monthly per work completed & invoiced☐ Other – Explain other regular period (bimonthly, quarterly, etc.) for posting accruals and how the accrual amounts will be communicated if other than billed. \_\_\_\_\_**30. Total Net Order Amount: \$** 40,000.00

[All Order Line Net Amounts Due for reimbursable agreements and Net Total Costs for Assisted Acquisition Agreements (Block 28) must sum to this total.]

**31. Attachments** (State or list attachments.)☐ Key project and/or acquisition milestones (Optional except for Assisted Acquisition Agreements)☐ Other Attachments (Optional)

### BILLING & PAYMENT INFORMATION

**32. Payment Method** (Check One) [Intra-governmental Payment and Collection (IPAC) is the Preferred Method.]

If IPAC is used, the payment method must agree with the IPAC Trading Partner Agreement (TPA).

☐ Requesting Agency Initiated IPAC☒ Servicing Agency Initiated IPAC☐ Credit Card☐ Other – Explain other payment method and reasoning \_\_\_\_\_**33. Billing Frequency** (Check One)

[An Invoice must be submitted by the Servicing Agency and accepted by the Requesting Agency BEFORE funds are reimbursed (i.e., via IPAC transaction)]

upon delivery

☐ Monthly☐ Quarterly☒ Other Billing Frequency (include explanation) \_\_\_\_\_**34. Payment Terms** (Check One)☒ 7 days☐ Other Payment Terms (include explanation): \_\_\_\_\_



# IAA Order

IAA Number NRC-HQ-84-16-I-0002

GT&C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement

Tracking Number (Optional) \_\_\_\_\_

## 35. Funding Clauses/Instructions (Optional) (State and/or list funding clauses/instructions.)

## 36. Delivery/Shipping Information for Products (Optional)

Agency Name \_\_\_\_\_

Point of Contact (POC) Name & Title \_\_\_\_\_

POC Email Address \_\_\_\_\_

Delivery Address /Room Number \_\_\_\_\_

POC Telephone Number \_\_\_\_\_

Special Shipping Information \_\_\_\_\_

## APPROVALS AND CONTACT INFORMATION

### 37. PROGRAM OFFICIALS

The Program Officials, as identified by the Requesting Agency and Servicing Agency, must ensure that the scope of work is properly defined and can be fulfilled for this Order. The Program Official may or may not be the Contracting Officer depending on each agency's IAA business process.

	Requesting Agency	Servicing Agency
Name	Erika Eam	Cynthia Grantham
Title	Contracting Officer	Registrar
Telephone Number	(301) 415-7044	(202) 606-0805
Fax Number		(478) 757-3057
Email Address	Erika.Eam@nrc.gov	Cynthia.Grantham@opm.gov
SIGNATURE	<i>Erika Eam</i>	XCynthia Grantham//
Date Signed	5/5/2016	02-June-2016

**38. FUNDING OFFICIALS** - The Funds Approving Officials, as identified by the Requesting Agency and Servicing Agency, certify that the funds are accurately cited and can be properly accounted for per the purposes set forth in the Order. The Requesting Agency Funding Official signs to obligate funds. The Servicing Agency Funding Official signs to start the work, and to bill, collect, and properly account for funds from the Requesting Agency, in accordance with the agreement.

	Requesting Agency	Servicing Agency
Name	Kevin Jones	Charisse Abarca
Title	Sr. Management & Program Analyst	Lead Program Analyst
Telephone Number	(301) 287-0573	(202) 246-2102
Fax Number		
Email Address	Kevin.Jones@nrc.gov	Charisse.Abarca@opm.gov
SIGNATURE	<i>Kevin Jones</i>	CHARISSE ABARCA
Date Signed	5/5/16	

Digitally signed by CHARISSE ABARCA  
DN: c=us, o=U.S. Government, ou=Office of  
Personnel Management, cn=CHARISSE ABARCA,  
0.9.2342.19200300.100.1.1=24001000215870  
Date: 2016.09.15 10:57:59 -04'00'



# IAA Order

IAA Number NRC-HQ-84-16-I-0002

GT&C # \_\_\_\_\_

Order # \_\_\_\_\_

Amendment/Mod # \_\_\_\_\_

Servicing Agency's Agreement

Tracking Number (Optional) \_\_\_\_\_

## CONTACT INFORMATION

### FINANCE OFFICE Points of Contact (POCs)

The finance office points of contact must ensure that the payment (Requesting Agency), billing (Servicing Agency), and advance/accounting information are accurate and timely for this Order.

39.	Requesting Agency (Payment Office)	Servicing Agency (Billing Office)
Name	Erikka LeGrand	Susan Toman-Jones
Title	Branch Chief, Payroll and Payments Branch	Financial Management Analyst
Office Address	11545 Rockville Pike Rockville, MD 20852	1900 E Street NW Washington DC 20415
Telephone Number	(301) 415-7748	(202) 606-3591
Fax Number		(478) 757-3057
Email Address	Erikka.LeGrand@nrc.gov	susan.toman-jones@opm.gov
Signature & Date (Optional)		

### 40. ADDITIONAL Points of Contacts (POCs) (as determined by each Agency)

This may include CONTRACTING Office Points of Contact (POCs).

	Requesting Agency	Servicing Agency
Name	Basia Sall	
Title	Leadership Development Prog. Mgr	
Office Address	11555 Rockville Pike Rockville, MD 20852	
Telephone Number	(301) 287-0582	
Fax Number		
Email Address	Basia.Sall@nrc.gov	
Signature & Date (Optional)	<i>Basia Sall 9/7/16</i>	
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		
Name		
Title		
Office Address		
Telephone Number		
Fax Number		
Email Address		
Signature & Date (Optional)		