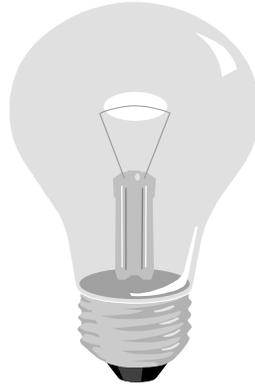


IDEAS



**NPS Document
Numbering System**

This appendix prescribes the NPS document numbering system for cooperative agreements, interagency acquisition agreements, memoranda of agreement, and memoranda of understanding in accordance with the standard system developed for the Department of the Interior Electronic Acquisition System, Procurement Desktop (IDEAS-PD).

This numbering system is mandatory for all new agreements.

The requesting office will number the purchase request as follows:

	<u>Org Code</u>	<u>FY</u>	<u>Sequential Number</u>
R	{ <u>1 2 5 3</u> }	<u>0 6</u>	{ <u>0 0 0 1</u> }

The contracting office will maintain the requesting office initial purchase request number when completing the document only changing the prefix to match the correct document as follows:

G	—	Agreements (All Others)
H	—	Cooperative Agreements
F	—	Interagency Acquisition Agreements
J	—	Task Agreements

For example:	G1253060001	—	Memorandum of Agreement
	G1253060001	—	Memorandum of Understanding
	H1253060001	—	Cooperative Agreement
	F1253060001	—	Interagency Acquisition Agreement
	J1253060001	—	Task Agreement

Modifications will be sequentially numbered using a forward slash (/) as follows:

G1253060001/0001	—	Memorandum of Agreement, Modification 001
G1253060001/0001	—	Memorandum of Understanding, Modification 001
H1253060001/0001	—	Cooperative Agreement, Modification 001
F1253060001/0001	—	Interagency Acquisition Agreement, Modification 001
J1253060001/0001	—	Task Agreement, Modification 001