



**DEPARTMENT OF THE AIR FORCE  
AIR FORCE LIFE CYCLE MANAGEMENT CENTER  
HANSCOM AIR FORCE BASE MASSACHUSETTS**

5 March 2026

MEMORANDUM FOR ALL STRATEGIC SERVICES DIVISION (AFLCMC/AZS) FFRDC  
NON-DOW CUSTOMERS/SPONSORS (RBA CUSTOMERS)

FROM: AFLCMC/AZS  
20 Schilling Circle, Bldg. 1305 3<sup>rd</sup> Floor  
Hanscom AFB, MA 01731-2800

SUBJECT: DoD Federally Funded Research and Development Center (FFRDC) Program, DoD  
Instruction 5000.77 & Contents of an Interagency Agreement (IAA)

1. IAW DoD 5000.77 Paragraph 3.2 (l)(1) Non-DoW sponsors will **ONLY** utilize the U.S. Treasury Inter-agency Agreement (IAA) General Terms and Conditions Form 7600A and IAA Order Form 7600B when establishing an IAA to perform work on the FFRDC contracts (MIT-LL & CMU SEI).
2. Sponsors must have a signed IAA on file to fund any projects. Contact AFLCMC/AZS with any questions.
3. For MIT-LL: submit the IAA to AFLCMC/AZS at [AFLCMC.AZS.MIT.LL@us.af.mil](mailto:AFLCMC.AZS.MIT.LL@us.af.mil) and cc MIT-LL Funding Operations at [resFundingOps@ll.mit.edu](mailto:resFundingOps@ll.mit.edu).
4. For CMU/SEI: submit the IAA to AFLCMC/AZS at [AFLCMC.AZS.SEI@us.af.mil](mailto:AFLCMC.AZS.SEI@us.af.mil) and cc Michelle Yurkiewicz at [msslusser@sei.cmu.edu](mailto:msslusser@sei.cmu.edu).
5. Per the Secretary of the Air Force (SAF/FMFC AFAFO) Reimbursement Accounting Guidance and Standard Operating Procedures and DoD FMR Volume 11A, Chapter 1, the combination of reimbursable customer orders and support agreements (aka IAAs) must contain **WITHOUT EXCEPTION:**
  1. The authority for entering into the agreement, such as the "Economy Act" (31 U.S.C. § 1535), the "Project Order Statute" (41 U.S.C. § 6307) or any other Statute.
  2. A description of the material or services required
  3. The established dollar limits
  4. The financing source or fund citation
  5. The delivery requirements (this may be N/A if it does not apply)

6. The payment provisions
7. The duration of the agreement (e.g. beginning and ending date)
6. AFLCMC/AZS will review all customer orders to ensure the required information is included on the IAAs. If the required information is not on the IAA it will not be accepted and will be returned to the Requesting Agency for correction.
7. All contractual direction and authorizations must come from the AFLCMC/AZS Contracting Officer.
8. Direct all questions to Mr. Justin Hynes, Acting FFRDC Branch Chief at [justin.hynes@us.af.mil](mailto:justin.hynes@us.af.mil).

**SPECIAL NOTE:**

The IAA should NOT stipulate the sponsor's specific or unique Terms & Conditions in lieu of the AF contract, but rather just stipulate the conditions by which the sponsor and Administrative Agent (AZS) will fund and support the effort. Any inclusion of unique Terms & Conditions in lieu of the AF contract in any IAA encumbers the ability of AZS to efficiently award funds in a timely manner. AF contract Terms & Conditions are established directly between the sponsor and the FFRDC prior to initiation of each research project.

HEATHER R. MORIN, NH-IV  
Chief Financial Officer  
AFLCMC/AZS