



## DEPARTMENT OF THE AIR FORCE

HEADQUARTERS AIR FORCE LIFE CYCLE MANAGEMENT CENTER (AFMC)  
AIR FORCE LIFE CYCLE MANAGEMENT CENTER (AFLCMC)  
HANSCOM AIR FORCE BASE MASSACHUSETTS

1 October 2019

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

**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 sponsors will **ONLY** utilize the U.S. Treasury Interagency Agreement General Terms and Conditions Form 7600A and Interagency Agreement Order Form 7600B when establishing an Interagency Agreement to perform work on the FFRDC contracts (MIT/LL & CMU SEI).
2. Sponsors must have a signed Interagency Agreement on file to initiate or fund any projects. Contact the AFLCMC/AZS ACO with any questions.
3. For MIT/LL: submit the Interagency Agreement 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 Interagency Agreement 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 Interagency Agreements) 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 or it may include a statement as such: Period of performance will begin effective the date of the customer order acceptance and will not exceed 12 months)
6. AFLCMC/AZS will review all customer orders to ensure the required information is included on the Interagency Agreements (IAA). 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 Contracting Officer.
8. Direct all questions to Mr. Andrade Haughton, FFRDC Branch Chief  
[Andrade.Haughton.1@us.af.mil](mailto:Andrade.Haughton.1@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.

Ricky Oliver, NH-04  
Chief Financial Officer  
Strategic Services Division

**Links:**

<https://www.fiscal.treasury.gov/g-invoice/resources.html>

**Interagency Agreement (IAA)**

- [GT&C Instructions](#)
- [GT&C 7600A Form](#)
- [Order 7600B Instructions](#)
- [Order 7600B Form](#)