



Non-DoD Work Sponsor User Guide

United States Air Force (USAF) &
Carnegie Mellon University Software Engineering Institute (SEI)

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Points of Contact (POCs):

SEI			
Principal Technical Program Manager	Stephany Bellomo	sbellomo@sei.cmu.edu	703-859-6166
Senior Program Manager	Brenda Penderville	bapenderville@sei.cmu.edu	412-268-7557
Senior Director of Contracts and Procurement	Michael Wright	maw128@sei.cmu.edu	412-268-2524
Contracts Manager	Donna McIntyre	dmcintyre@sei.cmu.edu	412-268-8352
Contracts Officer	Christopher Claney	cjclaney@sei.cmu.edu	412-268-7403
Contracts Officer	Amy Leyland	ajl@sei.cmu.edu	412-268-5887
Financial Management	Michelle Yurkiewicz	mslusser@sei.cmu.edu	412-268-8092
SEI User Guide Website		Initiate a New Project with Us	

AFLCMC/AZS			
Program Manager	Jim Donahue	james.donahue@us.af.mil	781-225-0133
Deputy Program Manager	Tatiana Mullaney	tatiana.mullaney@us.af.mil	380-456-6502
Contracting Officer (PCO)	Brian Murphy	brian.murphy.50@us.af.mil	380-456-1118
Contracting Specialist	Courtney Butler	courtney.butler.5@us.af.mil	781-225-9827
Financial Management	Barbara Signoretti	barbara.signoretti@us.af.mil	781-225-1586
AZS Common Inbox (for funding documents)		AFLCMC.AZS.SEI@us.af.mil	

Introduction:

SEI is operated and managed by Carnegie Mellon University (CMU) as a Federally Funded Research and Development Center (FFRDC) under USAF contract number **FA8702-15-D-0002**. This contract is a cost reimbursement, no fee instrument with Federal Acquisition Regulation (FAR) clauses and provisions that are appropriate for research and development (R&D) work. The period of performance (PoP) of this contract is one five-year base period (27 July 2015 through 30 June 2020) and one five-year option period (01 July 2020 through 30 June 2025), with an additional five years of performance for awarded projects extended through 29 Jun 2030. This contract is the vehicle by which Work Sponsors fund R&D efforts at SEI and is administered by the Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AZS) at Hanscom Air Force Base.

Basic SEI Contract Information:

The SEI FFRDC contract is an existing contract that has been established by AFLCMC/AZS, the Administrative Agent, on behalf of OUSD R&E, the Primary Sponsor of the SEI FFRDC. This contract was established to fulfill the needs of the Primary Sponsor. The Primary Sponsor has authorized other DoD and Non-DoD agencies (Work Sponsors) to utilize the services of the SEI through the SEI FFRDC Contract. This contract is intended to support Research and Development (R&D). The established contract between SEI and AFLCMC/AZS contains an overarching Statement of Work and is based upon DoD Title 10 of the USC including FAR Clauses for R&D work. The contract is not modified to include clauses that would be applicable to the entire contract. Rather, Work Sponsor specific requirements will be delineated in a Project Work Plan (PWP) that serves as a Work Sponsor specific Statement of Work. The contract includes existing overall clauses and general terms that are subject to the entire contract. Changes or additions to the general terms and clauses of the overall contract are not allowed.

Work Sponsors seeking to obtain the services of the SEI are able to use this contract if they have the same or similar requirements that can be satisfied using the existing contract clauses and structure. The authorization for other agencies to use this contract fall under 175.502-2 The Economy Act, particularly 17.502-2, 1, (iii), A(c)(iii)(A). If a Work Sponsor finds that the existing contract does not include the same or similar requirements, then the authority of the use of the Economy Act may be invalidated.

Work Sponsors are instructed to work directly with SEI to produce PWP's that define the scope of effort they desire to place onto the SEI contract. The PWP must include the technical scope of work, an estimated total cost, and a period of performance to define the baseline of effort that will be placed on the contract. Each PWP is placed onto the contract under separate Contract Line Item Numbers (CLIN's) to ensure the efforts are separated from other Work Sponsors and activities under the contract.

Project Execution:

This contract incorporates a DoD Sponsoring Agreement, which establishes the mission, scope, and policy by which the SEI is operated and managed, consistent with FAR 35.017. The DoD Sponsoring Agreement provides that projects operate with an agreement between SEI and the Work Sponsor via the PWP. Work Sponsors are responsible for directly monitoring execution of their projects and providing only technical direction to SEI within the scope set forth in the PWP. Therefore, AFLCMC/AZS does not assign Contracting Officer Representatives (COR's) under this contract. The overall SEI contract administration is

provided by the AFLCMC/AZS PCO. AFLCMC/AZS Program Managers monitor and track PWP review and approval and SEI performance.

PWP Creation & Approval:

Projects are developed directly between SEI and the Work Sponsor seeking the services of the SEI. Each PWP will be assigned a unique identifier by SEI (i.e. PWP # 6-999A9).

Severability of the project must be determined by the Work Sponsor and reflected in the PWP.

Once drafting of the PWP is completed, the Work Sponsor is required to sign off on the PWP (in all applicable areas), complete the Compliance Review Guide, and submit a signed technical review identifying that the proposed labor, skill mix, and outside procurement are technically acceptable. SEI will then submit the signed PWP to AFLCMC/AZS to initiate the formal review and approval process, that includes OUSD (R&E).

All PWP's must be received, reviewed, and approved through AFLCMC/AZS and by OUSD (R&E). PWP approval requires concurrence determinations from both a technical and contractual perspective.

Placing PWPs on Contract:

Once projects have been approved, the contracting activity does not start until funding is received at AFLCMC/AZS. Once funding is received and accepted, the project is placed in the queue for the next contract modification. Once the modification is awarded, AFLCMC/AZS will send a copy of the modification to the appropriate Work Sponsor POCs identified on the funding document. Work Sponsors can locate their project on the modification by searching for the corresponding PWP number.

For planning purposes, estimated timelines for award and customer requirements for all Modification Request (MR) types are provided below.

AZS Timeline for Modification Requests:

Type of Modification	Timeline Calendar Days (Non-DoD)
New Start Project	50
Incremental Funding	49
Period of Performance Change	31

Ceiling Change – No Scope Change	49
Ceiling Change – with Scope Change	56
De-Obligation	28
Supplemental Agreement	25
Administrative	28

Note: These timelines are estimates. Outside factors, such as holidays or additional review(s), can affect the processing timeline.

Requirements for PWP Changes:

Change	Requirement
Cost Estimate (Increase/Decrease)	Customer must sign and date an updated PWP version. A new Technical Evaluation (signed and dated) is required.
Task/Scope (Adding/Removing)	Customer must sign and date an updated PWP version. A new Technical Evaluation (signed and dated) is required. OUSD approval is required for increased scope.
Period of Performance	Customer must sign and date an updated PWP version. Customers may need to amend their active funding documents to ensure the estimated PWP PoP matches the updated PWP.
PWP Versioning	Any changes to a PWP must be accompanied by a version change. Work Sponsor signature is required for all version updates.
Initial Funding at AZS	If funds arrive 365 days or more from OUSD approval date, the PWP and Technical Evaluation must be re-submitted. Customer must sign and date a new PWP version that reflects the new estimated PoP (at a minimum).
De-Obligation (Work not Completed)	Email from Work Sponsor stating the de-obligation amount and identify coordination with SEI.
De-Obligation (Work Completed)	Email from SEI stating the de-obligation amount and that all work and invoicing has been completed.

Instructions for Funding Documents:

All Funding Documents should be sent to the AZS Common Inbox (AFLCMC.AZS.SEI@us.af.mil), with the **PWP number included in the email subject line**. Please copy Michelle Yurkiewicz (msslusser@sei.cmu.edu). If needed, the mailing address for AFLCMC/AZS is:

AFLCMC/AZS
Attention: Barbara Signoretti (Financial Management)
20 Schilling Circle

Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2125

Please note: AFLCMC/AZS does not currently use G-Invoicing.

In accordance with DoDI 5000.77, all Non-DoD Customers MUST utilize the U.S. Treasury Interagency Agreement (IAA) General Terms and Conditions Form 7600A and Interagency Agreement Order Form 7600B when submitting an IAA to perform work under the SEI's FFRDC contract. Please **do not add any additional terms and conditions** to these forms when submitting. As referenced above, the SEI contract is not modified to include additional FAR or Defense Federal Acquisition Regulation Supplement (DFARS) clauses or additional Contract Data Requirements List (CDRL) requirements for individual projects. All requirements specific to your project should be included in your specific Project Work Plan (PWP). The contract includes existing overall clauses and general terms that are subject to the entire contract. Changes or additions to the general terms and clauses of the overall contract are not allowed.

As the Requesting Agency, the Work Sponsor must sign the Form 7600A and Form 7600B first before sending to AFLCMC/AZS to sign as the Servicing Agency.

Determination and Findings

Non-DoD agencies citing authority under The Economy Act (FAR 17.502-2(c)) shall provide a Determination and Findings (D&F) with their funding document. The D&F must be approved by a Contracting Officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head.

Please reference the Form 7600A and 7600B templates included in this guide for IAA creation.

Reimbursable Authority (RBA) will be used for funding documents from Non-DoD agencies.

IAAs must include:

- All references to the PoP encompass the PoP on the approved PWP
- Agency Location Code (ALC)
- Treasury Account Symbol (TAS) code for each Line of Accounting
- Fee Information (see attached FY25 Non-DoD Assisted Acquisition Cost Recovery Fee Memorandum)
 - *Cost Recovery Fee: Effective 04 Jan 2016, all non-DoD customers will be assessed a tiered cost recovery fee when utilizing the SEI contract. The fees*

will be collected directly from the non-DoD customer to be deposited into the Air Force Miscellaneous Receipt account held at the Defense Finance and Accounting Service in Columbus, OH (DFAS-CO) and later transferred to the U.S. Treasury Miscellaneous Receipt account for the purpose of costs associated with the SEI projects placed under the Economy Act. Fees must be collected using the Intra-Governmental Payment and Collection (IPAC) System. The amount of the cost recovery charge is based on the type of action. See categories below:

FY25 Cost Recovery Fees	
Severable New Start	\$1,121.00
Non-Severable New Start	\$1,057.00
Severable Special/Classified New Starts	\$1,259.00
Non-Severable Special/Classified New Starts	\$1,251.00
Incremental Funding	\$542.00
Changes in requirements (additions or deletion) to existing PWPs	\$482.00
De-Obligations	\$337.00
Administrative Requests	\$386.00
No Cost PoP extensions	\$770.00
Cost POP extensions with Incremental funding/Tech increase	\$1,031.00

FY25 Non-DoD Assisted Acquisition Cost Recovery Fee Memorandum

(See Next Page)



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

19 September 2024

MEMORANDUM FOR NON-DEPARTMENT OF DEFENSE CUSTOMERS

FROM: AFLCMC/AZS STRATEGIC SERVICES PROGRAM MANAGEMENT OFFICE

SUBJECT: Assisted Acquisition Cost Recovery Charge for Non-Department of Defense (DoD) Customers

REFERENCE: Air Force Contracts for the Massachusetts Institute of Technology Lincoln Laboratory (MIT-LL) and Carnegie Mellon University - Software Engineering Institute (CMU-SEI) Federally Funded Research and Development Centers (FFRDCs):

FA8721-05-C-0002, FA8702-15-D-0001 and FA8702-24-D-B001 (MIT-LL)

FA8721-05-C-0003, FA8702-15-D-0002 and FA8702-24-D-B002 (CMU-SEI)

The FY25 recovery charges have been reviewed and the updated amounts are shown below. They will go into effect on 1 October 2024 for any acquisition support provided to all non-DoD customers. The tiered cost recovery fee will be assessed for all non-DoD customers utilizing the referenced Air Force contracts. The fees will be collected directly from the non-DoD customer to be deposited into the Air Force Miscellaneous Receipt account held at the Defense Finance and Accounting Service in Columbus, OH (DFAS- CO) and later transferred to the U.S. Treasury Miscellaneous Receipt account for the purpose of costs associated with MIT-LL and CMU-SEI projects placed under the Economy Act (Attachment 1).

The Economy Act (31 U.S.C. §§ 1535 and 1536) is the general transfer authority which permits an agency to place orders with another agency that cannot be provided more conveniently or economically through direct commercial acquisition. This action is derivative of a Comptroller General Decision, B-136318. AUG. 14, 1978, 57 COMP.GEN. 674 and an official legal opinion issued by the 66th ABG/JA dated 15 May 15. This process was approved by the Joint Advisory Committee on 3 Jun 15, chaired by ASD (R&E) and is reflected in the 12 Jun 15 meeting minutes. This recovery charge and the procedures attached have been established to meet the intent of the Economy Act (31 U.S.C. §§ 1535 and 1536).

Based on the above and the 30 November 15 AFMC/JAQ legal opinion issued in reference to all non-DoD customers who provide funds to be obligated on the MIT-LL or the CMU-SEI FFRDC contracts are required to pay the cost recovery charge in support of this assisted acquisition service. The amount of this cost recovery charge is tiered based on the type of action; however, it will continue a per transaction basis. This fee will be assessed for the categories listed below - this is per customer, per line of accounting, affecting this contract vehicle.

Types of Contract Action	Cost
"Severable" New Start	\$1,121.00
"Non-Severable" New Starts	\$1,057.00
"Severable" Special/Classified New Starts	\$1,259.00
"Non-Severable" Special/Classified New Starts	\$1,251.00
Incremental Funding	\$542.00
Changes in requirements (additions or deletion) to existing PWP's	\$482.00
De-Obligations	\$337.00
Administrative Requests	\$386.00
No Cost Period of Performance (POP) extensions	\$770.00
Cost Period of Performance (POP) extensions with Incremental funding/Tech increase	\$1,031.00

Required statement on funding documents: "I understand the purpose of the cost recovery charge and agree to make funds available to pay this cost per transaction."

AFLCMC/AZS will often modify projects at or near completion to reduce the estimated cost, period of performance, and funds obligated from their original estimates to better match actual cost and schedule performance. AFLCMC/AZS may also initiate modifications to implement administrative corrections. Customers will not be charged Cost Recovery Fees for changes initiated by AFLCMC/AZS.

Fees must be collected into the Air Force Miscellaneous Receipt account held at the Defense Finance and Accounting Service (DFAS-CO) using the Intra-Governmental Payment and Collection (IPAC) System. We have coordinated this process with DFAS-CO and this process is already in place.

- As processes evolve and labor rates change, AFLCMC/AZS will update these rates at a minimum of once a year prior to the new Fiscal Year. We recommend that all Non-DoD customers check the FFRDC customer website prior to sending any funding documents to ensure that your office is utilizing the most current rates.
- AFLCMC/AZS recommends that if there is any question/confusion about what type of action your action will be classified as, please feel free to reach out to us.

Contact Mr. Zachary Taylor as my MIT-LL & CMU-SEI FM POC, (781)225-1248, email: zachary.taylor.4l@us.af.mil for this effort or myself at (781) 225-2896 (DSN 845-2896), heather.morin@us.af.mil, if you have any questions or require additional information.

Heather R Morin, NH-04
Chief Financial Officer
Strategic Services Division

7600A Template

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UNITED STATES GOVERNMENT
GENERAL TERMS & CONDITIONS (GT&C)
FS Form 7600A



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600A are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

https://www.fiscal.treasury.gov/fservices/gov/acctg/g_invoice/g_invoice_home.htm

NEW OR MODIFIED GT&C			
General Terms and Conditions (GT&C) Number		G GT&C Number: WORK SPONSOR IA #	
		Requesting Agency (Buyer)	
		Servicing Agency (Seller)	
		* Agency Agreement Tracking Number WORK SPONSOR #	* Agency Agreement Tracking Number PWP #
		G Modification Number: BASIC OR MOD #	
		G Status:	
AGENCY INFORMATION			
		Requesting Agency (Buyer)	
		Servicing Agency (Seller)	
1.	* Agency Name	NAME	U.S. Air Force
	* Group Name	NAME	AFLCMC/AZS
	G Group Description	DESCRIPTION	Strategic Services Division
	G Document Inheritance Indicator		
	* Agency Location Code (ALC)	WORK SPONSOR ALC	00003801
	ALC Description		
	Subordinate Group		
	Cost Center		
	Business Unit		
	Department ID		
GT&C INFORMATION			
2.	* GT&C Title	PWP TITLE	
3.	G Order Originating Partner Indicator	Requesting Agency (Buyer)	
		Original Base/Current Modification	New/Proposed Modification
4.	* Agreement Period	Start Date (yyyy/mm/dd): PWP START	Start Date (yyyy/mm/dd):
		End Date (yyyy/mm/dd): PWP END + 3 months	End Date (yyyy/mm/dd):
5.	Termination Days	30	
6.	* Agreement Type	Multiple Orders	
7.	* Advance Payment Indicator	Are Advance Payments allowed for this GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No *If Yes , the Servicing Agency Advance Payment Authority Title and Citation are required upon creation of an Order against this GT&C.	

8.	* Assisted Acquisition Indicator	Will this GT&C accommodate Assisted Acquisitions? <input checked="" type="radio"/> Yes <input type="radio"/> No *If Yes , the Servicing Agency provides acquisition support in awarding and managing contracts on behalf of the Requesting Agency's requirements for products or services. Lines 17 & 18 below for additional detail.	
ESTIMATED AGREEMENT AMOUNT			
9.	Total Direct Cost Amount	MUST MATCH PWP TOTAL	
	Total Overhead Fees and Charges Amount	ESTIMATED FEES (See fiscal year attachment for fee amounts)	
	* Total Estimated Amount	TOTAL	
	^g Enforce Total Remaining Amount	Should G-Invoicing enforce the total value of orders to remain below the Total Amount on the GT&C? <input type="radio"/> Yes <input checked="" type="radio"/> No MUST BE NO If Yes , G-Invoicing will not allow Order total to exceed the GT&C total.	
ADDITIONAL AGREEMENT INFORMATION			
10.	Explanation of Overhead Fees and Charges	Fees estimated at \$X. EXAMPLE: New Start award \$1,057.00 and four increments to fund years 2, 3, 4 and 5 (\$542.00 x 4).	
11.	Requesting Scope	SCOPE: 1 PARAGRAPH EXPLAINING PWP DETAILS PWP# PWP Value: \$ Estimated PWP PoP: START DATE-END DATE (or X days) NOTE: An additional 3 months was added to the PoP end date in Block 4 to account for processing time.	
12.	Requesting Roles	The Work Sponsor will manage execution of the PWP once placed on contract by AFLCMC/AZS.	
13.	Servicing Roles	AFLCMC/AZS will place PWP # on contract on behalf of the Work Sponsor.	
14.	Restrictions	N/A	
15.	Assisted Acquisition Small Business Credit Clause		
16.	Disputes	Disputes related to this GT&C and any related Orders shall be resolved in accordance with instructions provided in the Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Appendix 5; Intragovernmental Transaction (IGT) Guide, at http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html	
17.	Requesting Assisted Acquisitions	n/a	
18.	Servicing Assisted Acquisitions	n/a	
19.	Requesting Clauses	N/A, all requirements are covered in the PWP.	
20.	Servicing Clauses		
		Requesting Agency (Buyer)	Servicing Agency (Seller)

21.	Agency Additional Information		
MODIFY GT&C			
22.	Modification Date (yyyy/mm/dd):		
	Brief explanation required for modifying this GT&C:		
CLOSE GT&C			
23.	Closing Date (yyyy/mm/dd):		
	Brief explanation required for closing this GT&C:		
REJECT GT&C			
24.	Rejection Date (yyyy/mm/dd):		
	Brief explanation required for rejecting this GT&C:		
PREPARER INFORMATION			
25.	* Preparer Name	WORK SPONSOR POC	
	* Preparer Phone	#	
	* Preparer E-mail	EMAIL	
AGREEMENT APPROVALS			
By signing this agreement, you authorize the General Terms and Conditions as stated, and that the scope of the work can be fulfilled. By signing, you agree to periodically review the terms and conditions of the agreement and make any necessary modifications to the GT&C and any affected Order(s).			
		Requesting Initial Approval (required)	Servicing Initial Approval (required)
26.	* Approver's Name	NAME	Tatiana Mullaney
	* Signature	SIGNATURE	
	Title	TITLE	Deputy PM AFLCMC/AZS
	* E-mail	EMAIL	tatiana.mullaney@us.af.mil
	* Phone	#	380-456-6502
	Fax		
	* Date (yyyy/mm/dd)		
		Requesting Final Approval (required)	Servicing Final Approval (required)
27.	* Approver's Name	NAME	Heather Morin
	* Signature		
	Title	TITLE	Chief Financial Officer
	* E-mail	EMAIL	heather.morin@us.af.mil
	* Phone	#	781-225-2896

	Fax		
	* Date (yyyy/mm/dd)		

7600B Template

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UNITED STATES GOVERNMENT ORDER FORM

FS FORM 7600B



Agreement Between Federal Program Agencies for Intragovernmental Reimbursable, Buy/Sell Activity. In Accordance with TFM Volume 1, Part 2, Chapter 4700, Appendix 8.

Required fields for the FS Form 7600B are denoted with an (*)

Additional fields required when an Agency transitions to G-Invoicing are denoted by a (G)

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

NEW OR MODIFIED ORDER

1.	Order Number	^G Order Number: MUST MATCH 7600A	
		Requesting Agency (Buyer)	Servicing Agency (Seller)
		* Order Tracking Number WORK SPONSOR #	* Order Tracking Number PWP #
		^G Modification Number: BASIC OR MOD#	
		^G Order Status: Open	
2.	^G General Terms & Conditions (GT&C) Number (Associated with this Order): (optional) Matches 7600A		
3.	*Order Date (yyyy-mm-dd):		

PARTNER INFORMATION

4.	*Assisted Acquisition Indicator		
		Original Base/Current Modification	New/Proposed Modification
5.	*Period of Performance	Start Date (yyyy-mm-dd): Must fall within 7600A Date	Start Date (yyyy-mm-dd):
		End Date (yyyy-mm-dd): Must fall within 7600A Date	End Date (yyyy-mm-dd):
		Requesting Agency (Buyer)	Servicing Agency (Seller)
6.	*Agency Location Code (ALC)	Sponsor enter	00003801
7.	*Agency Name	Sponsor enter	US Air Force
8.	*Group Name	Sponsor enter	AFLCMC/AZS
9.	^G Group Description	Sponsor enter	Strategic Services Division
10.	Cost Center		
11.	Business Unit		
12.	Department ID		
13.	Unique Entity Identifier (UEI)	Sponsor enter	F2BDBM
14.	Funding Office Code (Buyer Only)		
15.	Funding Agency Code (Buyer Only)		
16.	Comments		

AUTHORITY INFORMATION

17.	*Statutory Authority Fund Type Code	Select One: Economy Act	
18.	Statutory Authority Fund Type Title		
19.	Statutory Authority Fund Type Citation		
		Requesting Agency (Buyer)	Servicing Agency (Seller)
20.	Program Authority Title		
21.	Program Authority Citation		

ADVANCE INFORMATION (Required by Servicing Agency if there is an advance.)

22.	Advance Revenue Recognition Methodology	Select One:	
23.	Advance Revenue Recognition Description (required if "Other")		
24.	Advance Payment Authority Title		
25.	Advance Payment Authority Citation		
		Original Base/Current Modification Total	New/Proposed Modification Total
26.	Total Advance Amount		
27.	Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		
28.	Total Modified Advance Amount		

DELIVERY INFORMATION (Requesting Agency completes.)

29.	*FOB Point	Select One:
30.	Constructive Receipt Days	(Calendar Days) *Required if Destination/Other is checked on line 29.
31.	Acceptance Point	Select One:
32.	Place of Acceptance	
33.	Inspection Point	Select One:
34.	Place of Inspection	

ORDER BILLING (Servicing Agency completes.)

35.	*Billing Frequency	Select One:
36.	Billing Frequency Explanation	

ORDER BILLING (Requesting Agency completes.)

37.	Priority Order Indicator		
38.	Capital Planning and Investment Control (CPIC)		
		Original Base/Current Modification Total	New/Proposed Modification Total
39.	*Total Order Amount	\$ AMOUNT TO BE PROVIDED (INCLUDES FEE)	
40.	Total Modification Amount		
41.	Total Modified Order Amount		

42.	Total Modified Advance Order Amount		
43.	Net Order Amount		
LINE ITEMS (Additional Lines/Schedules may be added using the + button after Block 116)			
		Original Base/Current Modification Total	New/Proposed Modification Total
44.	*Line Number	REQUIRED (Ex: 001, 002)	
45.	^G Order Line Status	ACTIVE	
46.	^G Item Code		
47.	*Item Description	PWP #, Tasks #X-X. Includes \$X in Fees on this line.	
48.	*Line Costs Unit of Measure (UOM)	DO	
49.	*Unit of Measure Description	US Dollars	
50.	Total Line Costs	\$TOTAL AMOUNT	
51.	Line Cost Funding Change for this Modification [Addition (+) or Reduction (-)]		
52.	Total Modified Line Costs		
53.	Order Line Advance Amount		
54.	Order Line Advance Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		
55.	Total Modified Order Line Advance Amount		
56.	Product/Service Identifier		
57.	*Capitalized Asset Indicator (Servicing Agency Only)	False	
58.	Item UID Required Indicator		
59.	*Type of Service Requirements	SEVERABLE or NON-SEVERABLE	
SCHEDULE SUMMARY (Additional Lines/Schedules may be added using the + button after Block 116)			
		Original Base/Current Modification Total	New/Proposed Modification Total
60.	*Schedule Number		
61.	Advance Payment Indicator		
62.	*Cancel Status (Schedule)	ACTIVE	
63.	*Schedule Unit Cost/Price		
64.	Schedule Unit Cost/Price Funding Change for this Modification [Addition (+) or Reduction (-)]		
65.	Total Modification Schedule Unit Cost/Price		

66.	*Order Schedule Quantity		
67.	Order Schedule Quantity Change for this Modification [Addition (+) or Reduction (-)]		
68.	Net Modification Order Schedule Quantity		
69.	Order Schedule Amount		
70.	Order Schedule Amount Funding Change for this Modification [Addition (+) or Reduction (-)]		
71.	Total Modified Order Schedule Amount		

SCHEDULE FUNDING INFORMATION

72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)								Servicing Agency (Seller)							
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB	SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
		Sponsor provides										USAF Provides					
73.	*Agency Business Event Type Code (BETC)																
74.	Object Class Code																
75.	Additional Accounting Classification	Sponsor's Line of accounting. Sponsor needs to fill Blocks 72-75 (critical financial information needed to collect on IPACs).															
76.	*Bona Fide Need (Requesting Agency Only)																

STANDARD LINE OF ACCOUNTING (SLOA) INFORMATION (Accounting Flex Field Values)

To capture Agency Internal Accounting

77.	Accounting Classification Reference Number	Requesting Agency (Buyer)								Servicing Agency (Seller)							
78.	Reimbursable Flag																
79.	Federal Award Identifier Number (FAIN)																
80.	Unique Record Identifier (URI)																
81.	Activity Address Code																
82.	Budget Line Item																
83.	Budget Fiscal Year																
84.	Security Cooperation																
85.	Security Cooperation Implementation Agency																
86.	Security Cooperation Case Designator																
87.	Security Cooperation Case Line Item Identifier																
88.	Sub-Allocation																

89.	Agency Accounting Identifier		
90.	Funding Center Identifier		
91.	Cost Center Identifier		
92.	Project Identifier		
93.	Activity Identifier		
94.	Disbursing Identifier		
95.	Cost Element Code		
96.	Work Order Number		
97.	Functional Area		
98.	Agency Security Cooperation Case Designator		
99.	Parent Award Identifier (PAID)		
100.	Procurement Instrument Identifier (PIID)		
SCHEDULE SHIPPING INFORMATION			
101.	Ship To Address Identifier		
102.	Ship To Agency Title		
103.	Address 1		
104.	Address 2		
105.	Address 3		
106.	Ship To City		
107.	Ship To Postal Code		
108.	Ship To State		
109.	Ship To Country Code		
110.	Ship To Location Description		
111.	Delivery/Shipping Information for Product Special Shipping Information		
112.	Delivery/Shipping POC Name		
113.	Delivery/Shipping Information for Product POC Title		
114.	Delivery/Shipping Information for Product POC E-mail Address		
115.	Delivery/Shipping Information for Product POC Telephone Number		
116.	Agency Additional Information	Requesting Agency (Buyer)	Servicing Agency (Seller)
			Please send the IAA package to the AZS Common inbox: AFLCMC.AZS.SEI@us.af.mil and Michelle Yurkiewicz (mslusser@sei.cmu.edu).

MODIFY ORDER

117.	Modification Date (yyyy-mm-dd):
118.	Brief explanation required for modifying this Order:

CLOSE ORDER

119.	Closing Date (yyyy-mm-dd):
120.	Brief explanation required for closing this Order:

REJECT ORDER

121.	Rejection Date (yyyy-mm-dd):
122.	Brief explanation required for rejecting this Order:

AGENCY POINT OF CONTACTS (POC)

		Requesting Agency (Buyer)	Servicing Agency (Seller)
123.	*Agency POC Name		
	*Agency POC E-mail		
	*Agency POC Phone No.		
	Agency POC Fax No.		

AGREEMENT APROVALS**FUNDING OFFICIAL**

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 (Buyer)	Servicing Agency (Seller)
124.	*Funding Official Name		Zachary Taylor
	*Signature		
	Funding Official Title		FFRDC Budget Chief AFLCMC/AZS
	*Funding Official E-mail		zachary.taylor.41@us.af.mil
	*Funding Official Phone No.		781-225-1481
	Funding Official Fax No.		
	*Funding Official Date Signed (yyyy-mm-dd)		

PROGRAM OFFICIAL

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 (Buyer)	Servicing Agency (Seller)
125.	*Program Official Name		Tatiana Mullaney
	*Signature		
	Program Official Title		Deputy PM, AFLCMC/AZS
	*Program Official E-mail		tatiana.mullaney@us.af.mil
	*Program Official Phone No.		380-456-6502
	Program Official Fax No.		
	*Program Official Date Signed (yyyy-mm-dd)		

AGENCY PREPARER INFORMATION

Requesting Agency (Buyer)		
126.	*Name	
	*Phone No.	
	*E-mail Address	