



## 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      | dm McIntyre@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                       |                     | <a href="#">Initiate a New Project with Us</a> |              |

| 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](mailto:AFLCMC.AZS.SEI@us.af.mil)), with the **PWP number included in the email subject line**.

Please copy Michelle Yurkiewicz (mslusser@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:*

| <b>FY25 Cost Recovery Fees</b>                                   |            |
|--|------------|
| 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.

| <b>Types of Contract Action</b>  | <b>Cost</b> |
|--|-------------|
| "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 PWPs                   | \$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.41@us.af.mil](mailto:zachary.taylor.41@us.af.mil) for this effort or myself at (781) 225-2896 (DSN 845-2896), [heather.morin@us.af.mil](mailto: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**

(See Next Page)

**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/fsservices/gov/acctg/g\\_invoice/g\\_invoice\\_home.htm](https://www.fiscal.treasury.gov/fsservices/gov/acctg/g_invoice/g_invoice_home.htm)

**NEW OR MODIFIED GT&C**

|  |   |  |
|--|---|--|
| General Terms and Conditions (GT&C) Number | G GT&C Number: <b>WORK SPONSOR IA #</b>                     |  |
|  | Requesting Agency (Buyer)                                   | Servicing Agency (Seller)                          |
|  | * Agency Agreement Tracking Number<br><b>WORK SPONSOR #</b> | * Agency Agreement Tracking Number<br><b>PWP #</b> |
|  | G Modification Number: <b>BASIC OR MOD #</b>                |  |
|  | G Status:   |  |

**AGENCY INFORMATION**

|                                  |                              |                             |
|----------------------------------|------------------------------|-----------------------------|
| 1.                               | Requesting Agency (Buyer)    | Servicing Agency (Seller)   |
|                                  | * Agency Name<br><b>NAME</b> | U.S. Air Force              |
| * Group Name                     | <b>NAME</b>                  | AFLCMC/AZS                  |
| G Group Description              | <b>DESCRIPTION</b>           | Strategic Services Division |
| G Document Inheritance Indicator |                              |                             |
| * Agency Location Code (ALC)     | <b>WORK SPONSOR ALC</b>      | 00003801                    |
| ALC Description                  |                              |                             |
| Subordinate Group                |                              |                             |
| Cost Center                      |                              |                             |
| Business Unit                    |                              |                             |
| Department ID                    |                              |                             |

**GT&C INFORMATION**

|    |                                       |   |                           |
|----|---------------------------------------|---|---------------------------|
| 2. | * GT&C Title                          | <b>PWP TITLE</b>  |                           |
| 3. | G Order Originating Partner Indicator | Requesting Agency (Buyer)   |                           |
| 4. | * Agreement Period                    | Original Base/Current Modification  | New/Proposed Modification |
|    |                                       | Start Date (yyyy/mm/dd): <b>PWP START</b>   | Start Date (yyyy/mm/dd):  |
|    |                                       | End Date (yyyy/mm/dd): <b>PWP END + 3 months</b>  | 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<br>*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<br>*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.  |
| <b>ESTIMATED AGREEMENT AMOUNT</b>       |  |  |
| 9.                                      | Total Direct Cost Amount   | <b>MUST MATCH PWP TOTAL</b>  |
|   | Total Overhead Fees and Charges Amount   | <b>ESTIMATED FEES (See fiscal year attachment for fee amounts)</b>   |
|   | * Total Estimated Amount   | <b>TOTAL</b>   |
|   | 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 <b>MUST BE NO</b><br>If Yes, G-Invoicing will not allow Order total to exceed the GT&C total. |  |
| <b>ADDITIONAL AGREEMENT INFORMATION</b> |  |  |
| 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   | <b>SCOPE: 1 PARAGRAPH EXPLAINING PWP DETAILS</b><br><br><b>PWP#</b><br><b>PWP Value: \$</b><br><b>Estimated PWP PoP: START DATE-END DATE (or X days)</b><br><b>NOTE: An additional 3 months was added to the PoP end date in Block 4 to account for processing time.</b>   |
| 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   | <b>N/A</b>   |
| 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 <a href="http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html">http://tfm.fiscal.treasury.gov/content/tfm/v1/p2/c470.html</a> |
| 17.                                     | Requesting Assisted Acquisitions   | <b>n/a</b>   |
| 18.                                     | Servicing Assisted Acquisitions  | <b>n/a</b>   |
| 19.                                     | Requesting Clauses   | <b>N/A, all requirements are covered in the PWP.</b>   |
| 20.                                     | Servicing Clauses  |  |
|   | Requesting Agency (Buyer)  | Servicing Agency (Seller)  |

|  |  |                                       |
|--|--|---------------------------------------|
| 21.  | Agency Additional Information  |                                       |
| <b>MODIFY GT&amp;C</b>   |  |                                       |
| 22.  | Modification Date (yyyy/mm/dd):<br>Brief explanation required for modifying this GT&C: |                                       |
| <b>CLOSE GT&amp;C</b>  |  |                                       |
| 23.  | Closing Date (yyyy/mm/dd):<br>Brief explanation required for closing this GT&C:        |                                       |
| <b>REJECT GT&amp;C</b>   |  |                                       |
| 24.  | Rejection Date (yyyy/mm/dd):<br>Brief explanation required for rejecting this GT&C:    |                                       |
| <b>PREPARER INFORMATION</b>  |  |                                       |
| 25.  | * Preparer Name  | WORK SPONSOR POC                      |
|  | * Preparer Phone   | #                                     |
|  | * Preparer E-mail  | EMAIL                                 |
| <b>AGREEMENT APPROVALS</b>   |  |                                       |
| 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                                  |
|  | * Signature  | SIGNATURE                             |
|  | Title  | TITLE                                 |
|  | * E-mail   | EMAIL                                 |
|  | * Phone  | #                                     |
|  | Fax  |                                       |
|  | * Date (yyyy/mm/dd)  |                                       |
|  | Requesting Final Approval (required)   | Servicing Final Approval (required)   |
| 27.  | * Approver's Name  | NAME                                  |
|  | * Signature  |                                       |
|  | Title  | TITLE                                 |
|  | * E-mail   | EMAIL                                 |
|  | * Phone  | #                                     |

|  |                     |  |  |
|--|---------------------|--|--|
|  | Fax                 |  |  |
|  | * Date (yyyy/mm/dd) |  |  |

**7600B Template**

(See Next Page)

# 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<br>WORK SPONSOR #            | * Order Tracking Number<br>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 |                           |                           |
| 20. | Program Authority Title                | Requesting Agency (Buyer) | Servicing Agency (Seller) |
| 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  |  |                                 |
| 26. | Total Advance Amount  | Original Base/Current Modification Total | New/Proposed Modification Total |
| 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) |  |                                 |
| 39. | *Total Order Amount                            | Original Base/Current Modification Total | New/Proposed Modification Total |
|     |  | \$ 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   |   |                                 |
| <b>LINE ITEMS</b> (Additional Lines/Schedules may be added using the + button after Block 116)       |  |   |                                 |
| 44.  | *Line Number   | Original Base/Current Modification Total              | New/Proposed Modification Total |
| 45.  |  | <b>REQUIRED (Ex: 001, 002)</b>                        |                                 |
| 46.  | <sup>G</sup> Order Line Status   | ACTIVE  |                                 |
| 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   | <b>\$TOTAL AMOUNT</b>                                 |                                 |
| 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  | <b>SEVERABLE or NON-SEVERABLE</b>                     |                                 |
| <b>SCHEDULE SUMMARY</b> (Additional Lines/Schedules may be added using the + button after Block 116) |  |   |                                 |
| 60.  | *Schedule Number   | Original Base/Current Modification Total              | New/Proposed Modification Total |
| 61.  |  |   |                                 |
| 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.<br>Sponsor needs to fill Blocks 72-75<br>(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  | <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Requesting Agency (Buyer)</p> </div> <div style="flex: 1;"> <p>Servicing Agency (Seller)</p> </div> </div> | <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Please send the IAA package to the AZS Common inbox: AFLCMC.AZS.SEI@us.af.mil and Michelle Yurkiewicz (mslusser@sei.cmu.edu).</p> </div> </div> |

**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 APPROVALS****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                   | <a href="mailto:tatiana.mullaney@us.af.mil">tatiana.mullaney@us.af.mil</a> |
|      | *Program Official Phone No.                | 380-456-6502   |
|      | Program Official Fax No.                   |  |
|      | *Program Official Date Signed (yyyy-mm-dd) |  |

## AGENCY PREPARER INFORMATION

### Requesting Agency (Buyer)

|      |                 |
|------|-----------------|
|      | *Name           |
| 126. | *Phone No.      |
|      | *E-mail Address |