



## ENGINEER RESEARCH AND DEVELOPMENT CENTER (ERDC) MEMORANDUM OF AGREEMENT (MOA) / FORM 7600 INFORMATION SHEET

The Engineer Research and Development Center (ERDC), Office of Research and Technology Transfer (ORTT), Technology, Knowledge, & Outreach (TKO) Division offers expertise in utilizing Memorandums of Agreement (MOAs) and the US Treasury's Financial Management Service (FMS) Form 7600A/B. Beginning 1 October 2022 USACE will require that General Terms and Conditions (GT&C) agreements must be in G-Invoicing before an order for goods and services can be accepted or sent.

**What is an MOA?** ERDC Laboratories may establish formal technical relationships and exchange goods and services with other parties through an MOA. Such agreements describe a partnership with agreed-upon objectives and establish the foundation for subsequent agreements to perform work on a reimbursable basis. MOAs do not of themselves authorize the transfer of funds between agencies. A Form 7600 is an Interagency Agreement (IAA) and is utilized to transfer funds for goods and services between federal agencies. The standard IAA form is comprised of two sections: (1) the 7600A serves as the General Terms and Conditions (GT&C) form and (2) the 7600B serves as the Order Requirements and Funding Information (Order) form.

**Authority for Use?** [31 USC 1535](#)

**Is there Funding?** Can be with or without reimbursement. An MOA is utilized when no funding is available or necessary. A Form 7600A and Appendix A plus either a 7600B, MIPR or other agency funding document is utilized to transfer funding as agreed to by both federal agencies on the basis of the actual cost of goods or services provided. Funds are sent prior to the agency receiving the goods or services. If an IAA is utilized, then a separate written MOA is not required.

**When is an MOA/7600 appropriate?** An MOA is appropriate for transfer of goods and services between agencies without reimbursement. Form 7600s are appropriate for reimbursing federal agencies for goods and services and are completed by budget personnel within the laboratory.

**Who may participate in MOAs/7600s?** The Parties to an MOA can include Federal agencies and agencies of state or local governments, and non-profit organizations. However, Reimbursable Orders (7600s) may be used to fund work only between federal agencies. To perform reimbursable work for state and local governments or non-profit organizations, the parties must enter into either a Cooperative Research and Development Agreement (CRADA), an Intergovernmental Cooperation Act Agreement (ICA), or a Testing Services Agreement (TSA), as appropriate.

### Resources:

If you have further questions, please contact us at: [TTO@usace.army.mil](mailto:TTO@usace.army.mil).