

Table 1. Requirements for Agreements

#	Requirements	MOU	MOA or FS 7600A without Expectation of Payment	MOA or FS 7600A with Expectation of Payment
1	The document title must include the text “Memorandum of Understanding” or “Memorandum of Agreement” as appropriate.	✓	✓ (if an MOA)	✓ (if an MOA)
2	The name of each party (organization).	✓	✓	✓
3	A unique agreement identification number.	✓	✓	✓
4	The purpose and/or scope of the agreement.	✓	✓	✓
5	Whether the agreement is a new agreement, or amendment, including a cancellation, of an existing agreement.	✓	✓	✓
6	The understandings of the parties.	✓	✓	✓
7	Acknowledgement of responsibility for personnel costs.	✓	✓	
8	Primary and alternate POCs (name, position, office identification, phone number, and email address) for all parties.	✓	✓	✓
9	Postal address for any notifications of correspondence between the parties.	✓	✓	✓
10	Acknowledgement that the agreement does not document, provide for, or commit to the exchange of funds or personnel between the parties.	✓	✓	
11	Procedures for amending, terminating, reviewing, and transferring the agreement, and for dispute resolution.	✓	✓	✓
12	The agreement start and end dates; the agreement start date must be the same as or later than the latest signature date (see item 15). No agreement covered by this issuance will be active longer than 10 years from its original effective date, unless there is legal authority for the agreement to continue beyond 10 years.	✓	✓	✓
13	Statutory authority.		✓	✓
14	Roles and responsibilities of each party (organization).		✓	✓
15	The official signatures and dates signed of the delegated approval authority of each party (organization).	✓	✓	✓
16	The name and title of each signatory.	✓	✓	✓
17	Details regarding expectations of payment.			✓
18	Allowance for advance payments; if so, the provider’s statutory authority title and citation must be included.			✓
19	Specify that the agreement may be terminated by either party via written notice to the other party following a termination time that both parties have agreed to in the agreement.	✓	✓	✓
20	A clause that addresses any reimbursement payment for unavoidable termination expenses.			✓
21	Requirement for annual review for financial impact and, if there are substantial changes in resource requirements, for the agreement to be reviewed in its entirety and modified or terminated as applicable.			✓
22	Requirement that agreement must be reviewed and validated by both parties no less often than mid-point (e.g., year 4 in an 8-year agreement) from the agreement effective date.	✓	✓	✓

Reference: DoDI 4000.19, December 16, 2020