**TASK FORCE**

**Memorandum of Understanding Between**

**the [First Party (and acronym)]**

**And**

**the [Second Party (and acronym)]**

**Agreement Number [insert number]**

This is a Memorandum of Understanding (MOU) between the [first party] and the [second party]. When referred to collectively, [first party] and the [second party] are referred to as the “parties.”

1. BACKGROUND:

2. PURPOSE: [State the purpose of the MOU here. Always use this paragraph.]

3. UNDERSTANDING OF THE PARTIES:

3.1. The [first party]—

3.1.1. [insert as many intentions as desirable]

3.2. The [second party]—

3.2.1. [insert as many intentions as desirable]

4. AUTHORITIES: [Since an MOU is non-binding, there is generally no need to include authorities.]

5. PERSONNEL: Each party is responsible for all costs of its personnel, including pay and benefits, support, and travel. Each party is responsible for supervision and management of its personnel.

6. GENERAL PROVISIONS:

6.1. POINTS OF CONTACT: The following points of contact will be used by the parties to communicate in the implementation of this MOU. Each party may change its point of contact upon reasonable notice to the other party.

6.1.1. For the [first party]—

6.1.1.1 Primary:

6.1.1.2. Alternate:

6.1.2. For the [second party]—

6.1.2.1. Primary:

6.1.2.2. Alternate:

6.2. CORRESPONDENCE: All correspondence to be sent and notices to be given pursuant to this MOU will be addressed, if to the [first party], to—

6.2.1. [insert mailing address and e-mail address]

and, if to the [second party], to—

6.2.2. [insert mailing address and e-mail address]

6.3. FUNDS AND MANPOWER: This MOU does not document or provide for the exchange of funds or manpower between the parties, nor does it make any commitment of funds or resources.

6.4. MODIFICATION OF MOU: This MOU may only be modified by the written agreement of the parties, duly signed by their authorized representatives. This MOU will be reviewed annually on or around the anniversary of its effective date, and triennially in its entirety.

6.5. DISPUTES: Any disputes relating to this MOU will, subject to any applicable law, Executive order, directive, or instruction, be resolved by consultation between the parties, or in accordance with DoDI 4000.19.

6.6. TERMINATION OF UNDERSTANDING: This MOU may be terminated in writing at will by either party.

6.7. TRANSFERABILITY: This MOU is not transferable except with the written consent of the parties.

6.8. ENTIRE UNDERSTANDING: It is expressly understood and agreed that this MOU embodies the entire understanding between the parties regarding the MOU’s subject matter.

6.9. EFFECTIVE DATE: This MOU takes effect beginning on the day after the last party signs.

6.10. EXPIRATION DATE: This MOU expires on \_\_\_\_\_\_\_\_.

APPROVED: [APPROVAL AUTHORITY SIGNATURES WILL NEVER BE ALONE ON A BLANK PAGE]

FOR THE [FIRST PARTY]— FOR THE [SECOND PARTY]—

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(Date) (Date)