

**MEMORANDUM OF AGREEMENT (MOA)
BETWEEN
THE AIR FORCE RESEARCH LABORATORY,
DIRECTORATE (AFRL/RG)
AND
MEMBER'S SQUADRON INFORMATION**

Title: Temporary Assignment of **Doe, John** from **Office Symbol** to AFRL/RG

1. General

The Air Force Research Laboratory, AFWERX Directorate (AFRL/RG), **Office Symbol** and hereby enter into an agreement for the temporary assignment of **Doe, John** in support of AFWERX goals and objectives.

2. Purpose, Scope of Work, and Controls

Doe, John will be detailed as Fellow for AFWERX and will work under the general supervision of an AFRL/RG Division Chief. Duties of this position will be defined by assigned Division Chief. **Doe, John** may need to technically consult with other members of the AFRL community during execution of their duties.

3. Duration of Agreement

This assignment is for a period of time beginning on or about **6 Sept 2021** and lasting **1 Feb 2022** with an option to extend on agreement of AFRL/RG and **Office Symbol**. **Doe, John** will remain an employee of **Office Symbol** for the duration of this agreement. This agreement may be cancelled by either party, via written notification, fifteen days prior to the requested termination date.

4. Hours of Duty, Leave, Pay, and Performance Appraisal

a. The workweek and hours of duty will be determined by AFRL/RG and coordinated with **Office Symbol**.

B. **Doe, John** will continue to accrue annual and sick leave in accordance with the provisions of Federal time and attendance regulations. Use of leave approval will not change, but the additional coordination to AFRL/RG prior to submission is expected.

c. **Office Symbol** will retain **Doe, John** on its payroll for the duration of the agreement and will continue to provide salary, including any pay adjustment. AFRL/RG will fund all travel and associated expenses for **Doe, John** that are related to the temporary AFRL/RG assignment.

d. **Doe, John** will continue to be assessed within the owning organization. The AFWERX assigned Division Chief will prepare and forward input to an evaluation of **Doe, John** contributions based on mutually agreed upon criteria.

5. Other Administrative Matters

a. Due to the COVID levels, and distributed nature of AFRL/RG the current physical duty location for **Doe, John** will not change.

b. **Office Symbol** will continue to complete and approve timecards.

6. Administrative Contacts

SHELEASE A. SHARPE, Contractor
AFWERX Executive Admin Support
AFRL/RG
NIPR: shelease.sharpe.ctr@afwerx.af.mil

Current Supervisor Information: Full Name, office symbol and work email address

7. Approval

Phil Hahn
Deputy Director, AFWERX

Date

MEMBERS FULL NAME/SIGNATURE

Date

SUPERVISOR NAME/SIGNATURE

Date