Is the requested work within the scope of the overall CMU-SEI USAF contract?

- No: We can't work with you.
- Yes: Proceed to the next step.

Project Work Plan

- Work with CMU-SEI to create a PWP that describes the scope of work.

CMU-SEI

- Submit PWP to your point of contact at the CMU-SEI.

Does the project involve information that requires protection of confidentiality, integrity, or availability?

- No: Proceed to the next step.
- Yes: CMU-SEI will initiate the review of the PWP for project approval on your behalf.

Your project is CLASSIFIED.

- Create the following documents:
- Project Summary
- Classified Project Checklist
- Funding Document
- Technical Evaluation Report
- Justification of Funds

Your project is UNCLASSIFIED.

- All projects must submit:
- Based on the PWP, create this document:
- Project Summary
- Classified Project Checklist
- Funding Document
- Technical Evaluation Report
- Justification of Funds

Are you part of the Department of Defense?

- Yes: Proceed to the next step.
- No: Proceed to the next step.

Are you providing non-RDT&E funding?

- Yes: Proceed to the next step.
- No: No additional documents are required.

Are your project classified?

- Yes: Proceed to the next step.
- No: Proceed to the next step.

Various Forms

- Use Direct Site MIPR, AF31, AF 830, Army DD Form 480, DARPA/ARPA Order, DISA Form 1, or NAVCOMPT Form, 2276

Justification of Funds

- Submit a justification of funds in the form of a Memorandum for Record (MFR).

AFLCMC/PZM

- Submit documents to the Finance Common Mailbox: AFLCMC.PZM.SIEI@us.af.mil

Determination & Findings

- This document must be approved by a Contracting Officer.

Interagency Agreement

- Prior to AFLCMC/PZM obligating funds on behalf of your agency, you must submit an Interagency Agreement.

When citing authority under The Economy Act, you must create this document:

- USAF Clearinghouse
- Submit documents to USAF clearinghouse.

This flowchart details the process that applies to projects funded by the U.S. Government only.