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

No

We can’t work with you.

Yes

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

CMU-SEI will initiate the review of the PWP for project approval on your behalf.

Yes

Your project is CLASSIFIED.

Create the following documents:

Project Summary
Summarize the scope of the project. Do not include sensitive information.

Classified Project Checklist
This document is submitted to the clearinghouse in lieu of the classified project documents.

Funding Document
The funding document is based on the type of your government sponsoring organization.

Technical Evaluation Report
This document verifies that the technical approach has been reviewed by you and determined to be technically acceptable.

Your project is UNCLASSIFIED.

Based on the PWP, create this document:

Funding Document
This document is submitted in lieu of the classified PWP and Technical Evaluation Report:

Are you part of the Department of Defense?

Yes

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

No

Interagency Agreement
Prior to AFLCMC/AZS 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:

AFLCMC/AZS
Submit documents to the Finance Common Mailbox: AFLCMC.PZE.SEI9k0s.af.mil

Are you providing non-RDT&E funding?

Yes

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

No additional documents are required.

No

Are you providing non-RDT&E funding?

Yes

Various Forms
Use Direct Site MPR, AF38, AF 830, Army DD Form 480, DARPA-ARPA Order, DODA Form 1, or NAVCOMPT Form, 2276

Are you part of the Department of Defense?

Yes

Determination & Findings
This document must be approved by a Contracting Office

No

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

USAFClearinghouse
Submit documents to USAF clearinghouse.

Is your project classified?

No

No additional documents are required.

Yes

AFLCMC/AZS
Submit documents to the Finance Common Mailbox: AFLCMC.PZE.SEI9k0s.af.mil

Is your project classified?