

**DoD Work Sponsor User Guide**  
United States Air Force (USAF) &  
Carnegie Mellon University Software Engineering Institute (SEI)

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## Points of Contact (POCs):

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AFLCMC/AZS			
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AZS Common Inbox (for funding documents)		AFLCMC.AZS.SEI@us.af.mil	

## Introduction:

SEI is operated and managed by Carnegie Mellon University (CMU) as a Federally Funded Research and Development Center (FFRDC):

- Projects placed on contract prior to **30 June 2025** reference the USAF contract number **FA870215D0002**.
- Projects placed on contract as of **1 July 2025** reference the USAF contract number **FA870225DB003**.

These contracts (collectively referred herein as the “SEI FFRDC Contract”) are the vehicle by which Work Sponsors fund R&D efforts at SEI and is administered by the Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AZS) at Hanscom Air Force Base.

## Basic SEI Contract Information:

The SEI FFRDC Contract has been established by AFLCMC/AZS, the Administrative Agent, on behalf of OUSD R&E, the Primary Sponsor of the SEI FFRDC, to fulfill the needs of the

Primary Sponsor. The Primary Sponsor has authorized other DoD and Non-DoD agencies (Work Sponsors) to utilize the services of the SEI through the SEI FFRDC Contract. The SEI FFRDC Contract is intended to support Research and Development (R&D). The established contract between SEI and AFLCMC/AZS contains an overarching Statement of Work and is based upon DoD Title 10 of the USC including FAR Clauses for R&D work. The SEI FFRDC Contract is not modified to include clauses that would be applicable to the entire contract. Rather, Work Sponsor specific requirements will be delineated in a Project Work Plan (PWP) that serves as a Work Sponsor specific Statement of Work. The SEI FFRDC Contract includes existing overall clauses and general terms that are subject to the entire contract. Changes or additions to the general terms and clauses of the SEI FFRDC Contract are not allowed.

Work Sponsors seeking to obtain the services of the SEI are able to use the SEI FFRDC Contract if they have the same or similar requirements that can be satisfied using the existing contract clauses and structure. The authorization for other agencies to use this contract fall under 175.502-2 The Economy Act, particularly 17.502-2, 1, (iii), A(c)(iii)(A). If a Work Sponsor finds that the existing contract does not include the same or similar requirements, then the authority of the use of the Economy Act may be invalidated.

Work Sponsors are instructed to work directly with SEI to produce PWP's that define the scope of effort they desire to place onto the SEI contract. The PWP must include the technical scope of work, an estimated total cost, and a period of performance to define the baseline of effort that will be placed on the contract. Each PWP is placed onto the contract under separate Contract Line Item Numbers (CLIN's) to ensure the efforts are separated from other Work Sponsors and activities under the contract.

### **Project Execution:**

The SEI FFRDC Contract incorporates a DoD Sponsoring Agreement, which establishes the mission, scope, and policy by which the SEI is operated and managed, consistent with FAR 35.017. The DoD Sponsoring Agreement provides that projects operate with an agreement between SEI and the Work Sponsor via the PWP. Work Sponsors are responsible for directly monitoring execution of their projects and providing only technical direction to SEI within the scope set forth in the PWP. Therefore, AFLCMC/AZS does not assign Contracting Officer Representatives (COR's) under this contract. The overall SEI contract administration is provided by the AFLCMC/AZS PCO. AFLCMC/AZS Program Managers monitor and track PWP review and approval and SEI performance.

## **PWP Creation & Approval:**

Projects are developed directly between SEI and the Work Sponsor seeking the services of the SEI. Each PWP will be assigned a unique identifier by SEI (i.e. PWP # 6-999A9 or 7-448B05).

Severability of the project must be determined by the Work Sponsor and reflected in the PWP.

Once drafting of the PWP is completed, the Work Sponsor is required to sign off on the PWP (in all applicable areas), complete the Compliance Review Guide, and submit a signed technical review identifying that the proposed labor, skill mix, and outside procurement are technically acceptable. SEI will then submit the signed PWP to AFLCMC/AZS to initiate the formal review and approval process, that includes OUSD (R&E).

All PWP's must be received, reviewed, and approved through AFLCMC/AZS and by OUSD (R&E). PWP approval requires concurrence determinations from both a technical and contractual perspective.

### *Special Access Programs (SAP)*

Work Sponsors that have SAP requirements must document that in the PWP at the unclassified level. Please include the following in the PWP: *"This project includes SAP requirements and as such an addendum to the DD-254 will be created under separate cover to address SAP."*

## **Placing PWPs on Contract:**

Once projects have been approved, the contracting activity does not start until funding is received at AFLCMC/AZS. Once funding is received and accepted, the project is placed in the queue for the next contract modification. For DoD Work Sponsors, a Military Interdepartmental Purchase Request (MIPR) acceptance is distributed prior to the award of the contract modification by AFLCMC/AZS to the POC listed on the MIPR. Once the modification is awarded, AFLCMC/AZS will send a copy of the modification to the appropriate Work Sponsor POCs identified on the funding document and the PWP. Work Sponsors can locate their project on the modification by searching for the corresponding PWP number.

For planning purposes, estimated timelines for award and customer requirements for all Modification Request (MR) types are provided on page 5.

For DoD Work Sponsors, Attachment A provides step-by-step instruction for how to obtain PIII/EDA access to retrieve/monitor contract modifications.

## Instructions for Funding Documents:

All Funding Documents should be sent to the AZS Common Inbox ([AFLCMC.AZS.SEI@us.af.mil](mailto:AFLCMC.AZS.SEI@us.af.mil)), with the **PWP number included in the email subject line**. Please copy Michelle Yurkiewicz ([msslusser@sei.cmu.edu](mailto:msslusser@sei.cmu.edu)). As a minimum, MIPRs and Form 9's must include the PWP number, the **estimated** PWP Period of Performance, and the contract number (FA870215D0002 or FA870225DB003) to be accepted. If needed, the mailing address for AFLCMC/AZS is:

AFLCMC/AZS  
Attention: Barbara Signoretti (Financial Management)  
20 Schilling Circle  
Bldg. 1305, 3rd Floor  
Hanscom AFB, MA 01731-2125

All DoD Funding must be provided as Direct Cite (CAT II). AFLCMC/AZS does not currently use G-Invoicing.

Given that all DoD funds must be provided direct cite, DoD Work Sponsors must recognize that 7600 Form Interagency Agreements (IAAs) are **not required**. The requirement for DoD agencies to use an IAA between other DoD agencies is only in reference to Reimbursable funds.

USAF Agencies will provide funds via Form 9. Other DoD Agencies will provide funds via DD Form 448 MIPR.

**Please reference the included funding document templates for Form 9 and MIPR creation.**

Funding documents must include:

- The PWP number & estimated PWP Period of Performance
- Contract # FA870215D0002 or FA870225DB003
- Current POCs and contact information to send acceptances: "Project sponsor email address for acceptance documentation is <enter email address>."
- **All DoD documents must be received as Direct Cite (Category II)**
- Funding documents must contain a **Program Element Code (PEC)** in the Line of Accounting (LOA) or elsewhere on the funding document.
- Funding documents citing Accounting Disbursing Station Number (ADSN) 503000 or 667100 must be posted to the financial system with Processing Center Code (PC) "B" for Mechanization of Contract Administration Services (MOCAS).

**NOTE: PWP Sponsors CANNOT mix appropriations when funding a project.**

## Non-RDT&E Funds:

The SEI contract is an R&D contract supported by Research Development Test and Evaluation (RDT&E) funds (with exceptions as allowed under the DoD Financial Management Regulation 7000.14-R). Any proposed use of non-RDT&E funds requires explanation, documentation, and justification before such funds are accepted and obligated to the contract. When submitting documents which cite non-RDT&E funds, please submit the Justification of Funds (JoF) in the form of a Memorandum for Record (MFR). See Attachment B for a template. The JoF MFR must include the following information:

- PWP Number
- Ensure a citation of the specific reference in the DoD Financial Management Regulation that allows for such funding to be used in support of the work effort.
- The signature of a Government Budget/Financial representative.

## AZS Timeline for Modification Requests:

Type of Modification	Timeline Calendar Days (DoD)
New Project	43
Incremental Funding	32
Period of Performance Change	28
Ceiling Change – No Scope Change	32
Ceiling Change – with Scope Change	39
De-Obligation	28
Supplemental Agreement	25
Administrative	28

*Note: These timelines are estimates. Outside factors, such as holidays or additional review(s), can affect the processing timeline.*

## Requirements for PWP Changes:

Change	Requirement
Cost Estimate (Increase/Decrease)	Customer must sign and date an updated PWP version. A new Technical Evaluation (signed and dated) is required.
Task/Scope (Adding/Removing)	Customer must sign and date an updated PWP version. A new Technical Evaluation (signed and dated) is required. OUSD approval is required for increased scope.
Period of Performance	Customer must sign and date an updated PWP version. Customers may need to amend their active funding documents to ensure the estimated PWP PoP matches the updated PWP.
PWP Versioning	Any changes to a PWP must be accompanied by a version change. Work Sponsor signature is required for all version updates.

Initial Funding at AZS	If funds arrive 365 days or more from OUSD approval date, the PWP and Technical Evaluation must be re-submitted. Customer must sign and date a new PWP version that reflects the new estimated PoP (at a minimum).
De-Obligation (PWP PoP Not Ended)	Email from Work Sponsor stating the de-obligation amount and identify coordination with SEI.
De-Obligation (PWP PoP Ended)	Email from SEI stating the de-obligation amount and that all work and invoicing has been completed.

## Attachment A: Procurement Integrated Enterprise Environment (PIEE) Instructions

Login: <https://piee.eb.mil/xhtml/unauth/home/login.xhtml>

New User: <https://piee.eb.mil/xhtml/unauth/help/newuser.xhtml>

Help/Training: <https://piee.eb.mil/xhtml/unauth/help/help.xhtml>

General Steps for a Vendor to follow to use Procurement Integrated Enterprise Environment applications:

**Step 1:** Register with the System for Award Management (SAM) (mandatory step).

**Step 2:** Ensure CAGE Code is added to the Procurement Integrated Enterprise Environment Vendor Group Structure (mandatory step).

**Step 3:** Designate a Contractor Administrator (CAM) (mandatory step).

**Step 4:** CAM needs to Self-Register in PIEE. This is a mandatory step. There must be a CAM to activate vendors.

**Step 5:** Determine if batch feeds for WAWF data input is necessary.

Once you have access to EDA, login to PIEE:



# Welcome Back.

Log in to your account with a Common Access Card (CAC), Personal Identity Verification (I

### Log in with Certificate

DoD users must use the Authentication Certificate if available on the CAC / PIV Card. If the Authentication Certificate is not available, the Identity Certificate may be used.

**LOG IN WITH CAC / PIV CARD**

[Get help with CAC / PIV Card Login](#)

### Log in with User ID

User ID

Password

**CAPTCHA Image**  
**983269**

Enter in text in image above.

**LOG IN**

### Need help with your account?

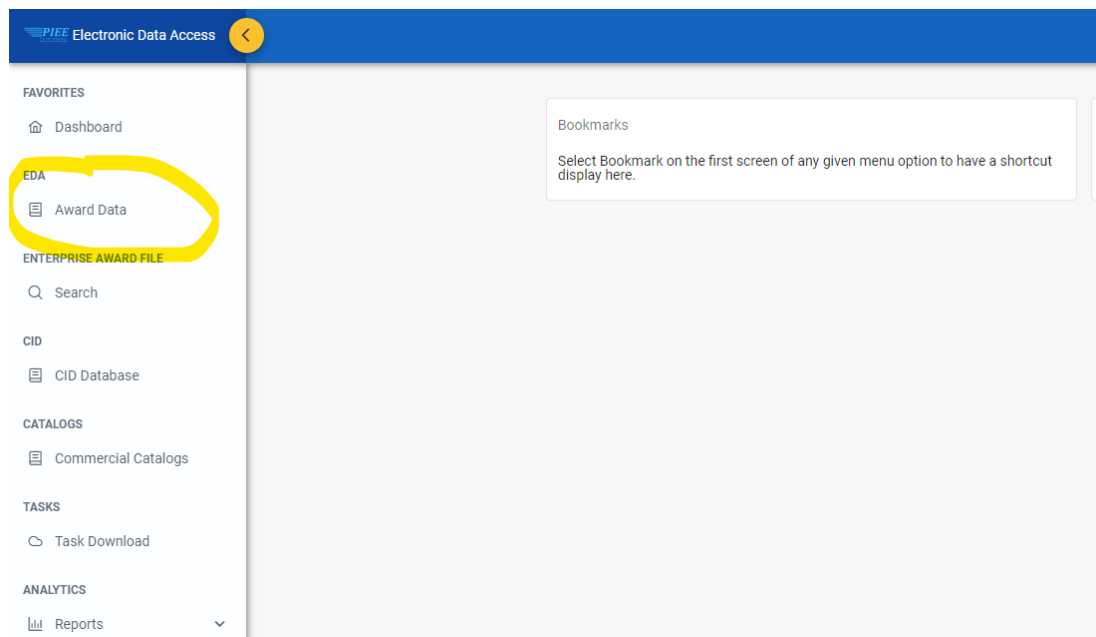
Your Account Administrator can help you view or edit profile information, reset a password or certificate, activate or deactivate users, manage group structures, administer location codes, or look up group names.



Select EDA:



To look up your Mod, select “Award Data” (left sidebar menu):



## Select “Award Search”

The screenshot shows the PEE Electronic Data Access interface. On the left is a sidebar with navigation links: FAVORITES (Dashboard), EDA (Award Data), ENTERPRISE AWARD FILE (Search), CID (CID Database), and CATALOGS (Commercial Catalogs). The main content area is titled 'Data Search' and contains a list of search options: Award Search, LOA/SFIS Search, Contract Closeout Search, SF44 Search, and Warrants Search. The 'Award Search' option is highlighted with a yellow circle.

Enter your Contract # or Task Order #, then click “Search” at the bottom of the page.

The screenshot shows the PEE Award Search form. The form is titled 'Award Search' and 'Award Details'. It contains several sections with input fields and dropdown menus:

- Contract Number:** Starts With dropdown, followed by a text field containing 'FA870215D0001' (highlighted with a yellow circle).
- Delivery Order Number:** Starts With dropdown, followed by a text field containing '0001' (highlighted with a yellow circle).
- Reference Procurement Number:** Starts With dropdown, followed by a text field.
- Type of Instrument:** Select multiple... dropdown.
- Obligated Amount:** Greater than or equal to dropdown, followed by a text field, then 'to', followed by a text field and 'Less than or equal to' dropdown.
- Locations:**
  - Issue DoDAAC(s):** Text field.
  - Admin DoDAAC(s):** Text field.
  - CAGE Code:** Starts With dropdown, followed by a text field.
  - DUNS:** Starts With dropdown, followed by a text field.
- Dates:**
  - Effective Date:** Greater than or equal to dropdown, followed by a date field, then 'to', followed by a date field and 'Less than or equal to' dropdown.
  - Load Date:** Greater than or equal to dropdown, followed by a date field, then 'to', followed by a date field and 'Less than or equal to' dropdown.
  - Signature Date:** Greater than or equal to dropdown, followed by a date field, then 'to', followed by a date field and 'Less than or equal to' dropdown.
  - Closed Date:** Greater than or equal to dropdown, followed by a date field, then 'to', followed by a date field and 'Less than or equal to' dropdown.

At the bottom of the form, there are three buttons: 'Search' (highlighted with a yellow circle), 'Download', and 'Bookmark'.

**Note:**

If you enter a Contract # with a Delivery Order (DO), it will minimize results to enter the coinciding delivery order as well. EDA will still retrieve if you don't include it, but your results will retrieve EVERY mod for any contract number with that prefix. For example, if you enter FA870215D0001 without the DO retrieves 2630 documents. When you add the DO (for example "0001") EDA retrieves 209 documents, making it easier for you to search for the award you are looking for.

If you have the Task Order # (example FA870218F0001) enter the Task Order in the box for the Delivery Order # (second box on Award Search page). Your results will usually include both Contract # (highlighted green) and Task Order # (highlighted yellow).

**Award Search Results**

Options ▾

Selected Contract: -

Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS	History	Conformance
FA870215D0001	FA870218F0001	P00115			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00114			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00113			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00112			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00111			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00110			<a href="#">View</a>	
FA870215D0001	FA870218F0001		ARZ999		<a href="#">View</a>	<a href="#">View</a>
FA870215D0001	FA870218F0001	P00109			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00108			<a href="#">View</a>	
FA870215D0001	FA870218F0001	P00107			<a href="#">View</a>	

Records: 1 to 10

NOTE: You may right-click on the contract record to conduct any necessary additional actions on that contract.

PCO Mod numbers should be in order. Click on the Contract # link to open Mod.

Electronic Data Access

FAVORITES

- Dashboard

EDA

- Award Data

ENTERPRISE AWARD FILE

- Search

CID

- CID Database

CATALOGS

- Commercial Catalogs

TASKS

- Task Download

ANALYTICS

- Reports

### Award Search Results

Options ▾

Selected Contract: -

Contract Number	Delivery Order	PCO Mod	ACO Mod	PDS	History	Conformance
<a href="#">FA870215D0001</a>	FA870218F0001	P00115			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00114			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00113			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00112			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00111			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00110			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001		AR2999		<a href="#">View</a>	<a href="#">View</a>
<a href="#">FA870215D0001</a>	FA870218F0001	P00109			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00108			<a href="#">View</a>	
<a href="#">FA870215D0001</a>	FA870218F0001	P00107			<a href="#">View</a>	

Records: 1 to 10

NOTE: You may right-click on the contract record to conduct any necessary additional actions on that contract.

Scrolling to the right using the bar at the bottom of the page you will find the Load date into EDA. Allow ample time for obligations to be posted in MOCAS (DFAS). If you have any concerns, reach out to your AZS FM POC for status after at least 10 business days after load date.

Award Search Results

Options ▾

Selected Contract: -

[Export Results](#) [Save Search](#)

DUNS	UEI	No UEI/DUNS Reason	Obligated Amount	Effective Date	Signature Date	Load Date	CDR
	SN5KKUDR9LY8		\$0.00	2024-05-01	2024-05-01	2024-05-03	
	SN5KKUDR9LY8		\$0.00	2024-04-16	2024-04-16	2024-04-17	
	SN5KKUDR9LY8		\$0.00	2024-04-03	2024-04-03	2024-04-04	
	SN5KKUDR9LY8		\$0.00	2024-03-26	2024-03-26	2024-03-26	
	SN5KKUDR9LY8		\$0.00	2024-03-07	2024-03-07	2024-03-08	
	SN5KKUDR9LY8		\$0.00	2024-02-22	2024-02-22	2024-02-23	
001424985	SN5KKUDR9LY8		\$0.00	2024-01-28	2024-01-28	2024-01-26	
	SN5KKUDR9LY8		\$0.00	2024-01-25	2024-01-25	2024-01-30	
	SN5KKUDR9LY8		\$0.00	2024-01-05	2024-01-05	2024-01-06	
	SN5KKUDR9LY8		\$0.00	2023-12-20	2023-12-20	2023-12-22	

## **Attachment B: Example Justification of Funds (JoF) for Non-RDT&E Funds**

**To:** AFLCMC/AZS

Attention: FFRDC Financial Management

20 Schilling Circle

Bldg. 1305, 3rd Floor

Hanscom AFB, MA 01731-2125

**From:** Department of the XXXX

POC:

POC Phone Number:

POC E-Mail:

**CMU-SEI Project Work Plan Number:** 6-xxxx

**Severable/Non-Severable:** (One of these must be on the JOF)

**Type of Funds Provided/Fiscal Year:** (Example) FY 24 O&M

**Description of Work:** SEI XXX Division tasking in support of the US XXXX/XXXX's Gaining XXXXXX program. XXXX provides a robust virtualized persistent cyber collective training program for the five Regional Cyber Centers (RCCs), 140 Network Enterprise Centers (NECs), and the HHH Center in various stages of operational capabilities.

**Authority:** DoD FMR, Volume 2A, paragraph 010212.B.5.a/b;

B. The correct appropriation for budgeting an IT effort is dependent on the activity and the underlying tasks that make up the IT effort. RDT&E activities and Working Capital Fund activities follow unique procedures as noted in the following paragraphs. All other activities budget for IT efforts based solely on the underlying purpose for the IT effort.

5. O&M appropriations: Expenses incurred in continuing operations and current services are budgeted in the O&M appropriations. Modernization costs under \$250,000 are considered expenses, as are one-time projects such as developing planning documents and studies.

a. Software releases categorized as iterations on the basic release and not involving significant performance improvements or extensive testing are considered a maintenance effort. Minor improvements in software functionality which are accomplished during routine maintenance may also be O&M funded.

b. Items purchased from a commercial source that can be used without modification (e.g., COTS and non-developmental items) will be funded in either the Procurement or O&M appropriations, as determined by the expense and investment criterion.

**Explanation:** It is the intent of the XXXXXXXX to provide Operations and Maintenance funds for a Task Order to obtain support under the SEI FFRDC contract. It is recognized that AFLCMC will accept OM funds in lieu of Research, Development, Test and Evaluation (RDT&E) funds as an exception with proper explanation and documentation.

1. The Carnegie Mellon University – Software Engineering Institute (SEI), in collaboration with XXXXXX will design, develop, and deliver a collective training and exercise program for the five Regional Cyber Centers (RCC) and 140 Network Enterprise Centers (NEC) supporting DCO Operations around the world. This work will enable NETCOM to provide better solutions for the Army’s information assurance requirements.
2. XXXXXX is an Operations and Maintenance (O&M) Command. This effort seeks the continued FFRDC support in the development of the XXXXX training program, to include evaluation exercises all within a virtual arena. O&M funding is appropriate for this effort because none of the work includes RDT&E activities.

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Chief Budget Officer

XXXXX

---

Date

## Attachment B Continued

### Commonly used Exceptions from the FMR:

*Every situation is unique. This list is not all inclusive and is provided as an example. Please seek guidance from your financial and legal organizations.*

FMR, Vol 2A, Ch 1, Paragraph 010212, B. 4., Procurement appropriations: Acquiring and deploying a complete system with a cost of \$250,000 or more is an investment and should be budgeted in a Procurement appropriation. Complete system cost is the aggregate cost of all components (e.g., equipment, integration, engineering support and software) that are part of, and function together, as a system to meet an approved documented requirement. For modification efforts, only the cost of the upgrade (e.g., new software, hardware, and technical assistance) is counted towards the investment threshold. The total cumulative cost of the system is not considered when deciding what appropriation to use to fund modernization.

FMR, Vol 2A, Ch 1, Paragraph 010212, B. 5., Expenses incurred in continuing operations and current services are budgeted in the O&M appropriations. Modernization costs under \$250,000 are considered expenses, as are one-time projects such as developing planning documents and studies.

FMR, Vol 2A, Ch 1, Paragraph 010213, B. 2, b., Equipment and material approved for production and intended for operational use or inventory upon delivery will be funded in the Procurement appropriations. Product improvement within the current performance envelope on systems in production, will be funded in the Procurement appropriations as long as no development or operational tests by an independent operational test agency are required.

FMR, Vol 2A, Ch 1, Paragraph 010213, B. 2, d., Expenses of Headquarters R&D management, organizational management analyses, test and evaluation for system sustainment personnel and command support, and product improvement within the current performance envelope for systems out of production will be funded in the Operation and Maintenance (O&M) appropriations.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 1, c., Expenses of R&D management and administrative organizations at major systems commands, headquarters organizations and administrative organizations at DoD component departmental headquarters levels (except for the Defense Advanced Research Projects Agency and the Missile Defense Agency) will be financed in the Operation and Maintenance (O&M) appropriations.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 1, d., Expenses and investments for the operation and maintenance of major range and test facilities, as defined under DoD Directive 3200.11, that conduct developmental and operational testing as a primary mission as determined by workload, will be financed by the RDT&E appropriation. Major range and test facilities that primarily support testing after system acceptance for operational use or training exercises will be financed in the O&M appropriations.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 1, e., Costs of evaluating organizational structure and distribution of function, administrative operating policies, procedures, methods and systems (management studies) and applications of the management sciences to improve effectiveness in carrying out assigned functions are financed in the O&M appropriations.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 5, b., Conduct of testing that is not associated with RDT&E, or testing conducted after fielding or acceptance for operational use, such as the examples noted below, will be financed in the Procurement or O&M appropriations as appropriate: Pick One: (1)Acceptance, quality control and surveillance testing of articles obtained for other than RDT&E purposes.(2)Routine testing in connection with logistic support.(3)Testing related to the operation and maintenance of equipment and material acquired for use under appropriations other than RDT&E.(4)Testing required to prove the capability of

facilities to produce items which have been approved for production will be funded by procurement as part of the initial acquisition cost.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 5, c., The acquisition of commercial or non-developmental items for testing and operational evaluation that do not require RDT&E engineering, design or integration effort will be financed by O&M or Procurement appropriations (as determined by the Expense and Investment criteria). O&M appropriations will finance personnel and command support costs for test and evaluation of commercial and non-developmental items by field units for doctrine, operational, or organizational purposes. If the commercially available item is modified and requires testing prior to approval for service use or inventory it is to be funded in RDT&E as are all developmental items.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 7, a, (2)., Engineering services or related manufacturing efforts applied to an item currently in production to extend its useful military life within the current performance envelope should be funded by Procurement appropriations as long as no developmental testing (DT) or operational test and evaluation (OT&E) by an independent operational test agency is required.

FMR, Vol 2A, Ch 1, Paragraph 010213, C. 10., Modifications or updates to existing training devices will normally be funded in the applicable Procurement or O&M appropriation, subject to the expense and investment criteria.



## **Form 9 Template**

(See Next Page)

REQUEST FOR PURCHASE				Page 1 of 3		NO. <b>NUMBER</b>		BASIC	
INSTALLATION <b>AFLCMC/AZS</b>						DATE <b>DATE</b>			
TO: CONTRACTING OFFICER <b>Brian Murphy</b>						CLASS <b>9999</b>			
THROUGH: <b>WORK SPONSOR</b>						CONTRACT, PURCHASE ORDER OR DELIVERY ORDER NO.  <b>CONTRACT #</b>			
FROM: (Insert RC/CC, if applicable) <b>WORK SPONSOR</b>									
IT IS REQUESTED THAT THE SUPPLIES AND SERVICES ENUMERATED BELOW AND IN THE ATTACHED LIST, BE									
PURCHASED FOR <b>WORK SPONSOR</b>				FOR DELIVERY TO			NOT LATER THAN		
ITEM	DESCRIPTION OF MATERIAL OR SERVICES TO BE PURCHASED				QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL COST	
HEADER:	I certify the funds herein can be properly used for the purpose intended and that such use is in accordance with applicable administrative rules and regulations governing these funds. Priority: R 1 Provide FYX RDT&E funds for Software Engineering Institute (SEI) support for PWP #. PWP ESTIMATED POP (START DATE-END DATE AND X # DAYS) Project sponsor e-mail address for acceptance documentation is POC EMAIL. Contracting Officer: Brian Murphy, 380-456-1118, brian.murphy.50@us.af.mil FPOC: Barbara Signoretti, 781-225-1586, barbara.signoretti@us.af.mil AFLCMC/AZS 20 Schilling Circle, Bldg 1305, 3rd Floor, Hanscom AFB, MA 01731-2125				1.00	EA	\$	\$TOTAL AMOUNT	
ALD AA									
By signing this commitment document, the approving official/authorizing officer is certifying that the appropriate Contracting Officer reviews are complete. The WAWF requirement does not apply to this purpose. I have reviewed the requirement, including technical documentation, and believe that it does not require the contractor to use Class 1 Ozone Depleting Chemical (ODC) identified in the AF policy in performance of the contract, nor does it require the delivery of the Class 1 ODCs in any item of supply or as a part of any service. Substitute subs do not apply to this statement. I certify the funds herein can be properly used for the purpose intended and that such use is in accordance with applicable administrative rules and regulations governing these funds.									
TOTAL								\$TOTAL	
PURPOSE <b>PWP TITLE</b>									
DATE		TYPED NAME AND GRADE OF REQUESTING OFFICIAL <b>NAME/TITLE</b>			SIGNATURE <b>// SIGNED //</b>				
					TELEPHONE NO.				
DATE		TYPED NAME AND GRADE OF APPROVING OFFICIAL <b>NAME/TITLE</b>			SIGNATURE <b>// SIGNED //</b>				
I certify that the supplies and services listed above and in the attached list are properly chargeable to the following allotments, the available balances of which are sufficient to cover the cost thereof, and funds have been committed.									
ACCOUNTING CLASSIFICATION <b>LINE OF ACCOUNTING</b>								AMOUNT <b>TOTAL</b>	
DATE		TYPED NAME AND GRADE OF CERTIFYING OFFICIAL <b>NAME/TITLE</b>			SIGNATURE				
					I certify these funds are available				

Accounting Classification	Previous Total	This Amendment	Document Total
CCAR LINE OF ACCOUNTING	\$0.00	\$	\$

Amendment Total Change Amount:

\$

## **MIPR Template**

(See Next Page)

2. FSC	3. CONTROL SYMBOL NO	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO
		DATE	MIPR NUMBER	BASIC
7. TO:DODFA8702		8. FROM (Agency, name, telephone number of originator)		
FA8702 AFLCMC/AZS, 20 SCHILLING CIRCLE, BLDG. 1305, 3RD FLOOR HANSCOM AFB MA 01731-2125 US  Contact Name: N/A, Email:, Phone:		ADDRESS: WORK SPONSOR ADDRESS		
9. INTERSERVICE REQUIRED ◇		ECONOMY ACT ORDER ◇ 31 U.S.C. 1535		
SCREENING ACCOMPLISHED ◇		PROJECT ORDER ◇		

ITEM NO a	DESCRIPTION b	QUANTITY c	UNIT d	ESTIMATED UNIT PRICE e	ESTIMATED AMOUNT f
0001	PWP # ESTIMATED PWP POP CONTRACT # POC TO SEND ACCEPTANCE	1.00	LOT		AMOUNT TO OBLIGATE

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENT	11a. REQUISITION TOTAL ESTIMATED AMOUNT :
	11b. REQUISITION TOTAL FUNDED AMOUNT:

12. TRANSPORTATION ALLOTMENT ( USED if FOB Contractor's Plant ):	13. MAIL INVOICES TO (Payment will be made by)  WORK SPONSOR ADDRESS	PAY OFFICE DODAAD:  WORK SPONSOR
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14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL

LINE /DIST NUM	ACRN	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	FUNDED AMOUNT
0001/1		WORK SPONSOR LINE OF ACCOUNTING	TOTAL AMOUNT TO OBLIGATE

15. AUTHORIZING OFFICER (Type name and title)	16. SIGNATURE	17. DATE
NAME & TITLE	DIGITAL SIGNATURE  I CERTIFY THAT THE FUNDS CITED ARE PROPERLY CHARGEABLE FOR THE ITEMS REQUESTED	DATE

## MIPR ACCEPTANCE GUIDELINES

LINE NUM	MIPR ACCEPTANCE GUIDELINES
0001	<p>If this MIPR is being accepted on a Direct Cite basis, then the Commitment Identification Number (CIN) is the MIPR Number (Number in Block 5) plus the Item Number. The CIN number (MIPR Number + Item Number) must be referenced on any resulting contract.</p> <p>If this MIPR is being accepted on a Direct Cite basis for a sensitive/classified requirement the contracting organization must provide at a minimum ACRN level of detail.</p> <p>-----</p> <p>***FUNDS MAY NOT</p> <p>1) BE REDIRECTED</p> <p>2) BE DIRECT CITED FOR GOVERNMENT TRAVEL PURPOSES</p> <p>-----</p> <p>* These funds are provided on a Category II (Direct-Cite) basis, no obligation may be incurred after the period of availability of the funding (September 30th of the EPOA listed in the SLOA).</p> <p>* In accordance with the DOD FMR 7000.14-R Volume 3, Chapter 8, the recipient of these funds is required to provide a signed DD 448-2 MIPR Acceptance acknowledging the receipt of funds to your Funding Agency POC.</p> <p>* A confirmation copy of all obligating documents and modifications of the contract must be forwarded to the funding activity POC so that obligations may be properly recorded.</p> <p>* Acceptance of MIPR DD 448-2 must be completed within 14 days from date of MIPR or funding is subject to cancellation.</p> <p>* The recipient of these funds is required to provide the performing activity's accounting classification, BPN/TPN/DUNS (DoDAAC), TAS, Limit, Agency Identifier, BBFY, APPN and Cage Code, on the DD 448-2 MIPR Acceptance.</p> <p>* Direct-Cite funding only: If these funds are not accepted as Category II (Direct-Cite) on the attached DD 448-2, the MIPR must be returned as "Not Accepted", checking Block 7.</p> <p>* For project/requirement concerns, contact the Program Manager. For funding concerns, contact your finance POC. For all other concerns, contact in order listed in the DAI REQUISITIONS POINTS OF CONTACT[APPROVAL ACTION HISTORY] below</p> <p>* These funds may only be cited on a single contract. If more than one contract is required, a second funding MIPR must be provided.</p> <p>ACCEPTOR MUST PERFORM RESPONSIBILITIES AS STATED ON THE MIPR.</p> <p>-----</p> <p>* Any resulting contract does not need to use the Paying Office indicated in Block 13. Refer to local procedures for establishing the Paying Office. No amendment is required to reflect the Pay Office used.</p> <p>* Obligation data must be provided to the accountable office NLT 6 business days following the date the obligation is incurred.</p> <p>* If the funding requires acceptance on a Category I (Reimbursable) basis, then the 448 should be rejected and a new funding document will be provided.</p> <p>* Send the SF1080 billings to the address in Block 13. The entire accounting and appropriation symbol (fund cite) as shown on the original funding document must be included on all billing documents.</p> <p>* If using IPAC ensure that the ALC is 00008522.</p>

## ADDITIONAL LINE INFORMATION

LINE NUM	POP (FROM)	POP (TO) / NEED BY DATE	FSC/PSC	CONTRACT NUMBER	CLIN/ SLIN	ACRN
0001	START	END	PWP #			
NOTE TO AGENT->						

## DAI REQUISITIONS POINTS OF CONTACT[APPROVAL ACTION HISTORY]:

APPROVER	DATE
WORK SPONSOR POC	DATE

## FINANCIAL DATA IN PROCUREMENT - LINE OF ACCOUNTING

LINE /DIST NUM	TYPE	LINE OF ACCOUNTING
0001/1	FDIP	
0001/1	SLOA	

## MIPR#: BASIC - ADDITIONAL DETAILS

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