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

Yes

No

We can’t work with you.

Project Work Plan

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

CMU-SEI

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

Is this project classified?

Yes

No

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

All projects must submit.

Based on the PWP, we will send you this document to review and sign:

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.

Are you providing non-RDT&E funding?

Yes

No additional documents are required.

No

Yes

Justification of Funds

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

Are you, part of the Department of Defense?

Yes

No

Various Forms

Use Direct Site MPR, AF36, AF 830, Army DD Form 480, DARPA/AFRE Order, DTRA Form 1, or NAVCOMPT Form 2276.

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:

Determination & Findings

This document must be approved by a Contracting Officer.

AFLCMC/AZS

Submit documents to the Finance Common Mailbox: AFLCMC.PZE.SEI@us.af.mil

Is this project classified?

Yes

No

CMU-SEI

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

Yes

No

Create this document to submit in lieu of the classified PWP and Technical Evaluation Report:

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

Create this document to submit in lieu of the classified PWP and Technical Evaluation Report:

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.

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

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

This document must be approved by a Contracting Officer.

No additional documents are required.