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

- Yes
  - We can’t work with you.

- No
  - 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?

- Yes
  - Your project is CLASSIFIED.

- No
  - Your project is UNCLASSIFIED.

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

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 part of the Department of Defense?

- Yes
  - Submit documents to USAF clearinghouse.

- No
  - Interagency Agreement
    - Prior to AFLCMC/AZS obligating funds on behalf of your agency, you must submit an Interagency Agreement.

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
  - No additional documents are required.

Are your project classified?

- Yes
  - USAF Clearinghouse
    - Submit documents to USAF clearinghouse.

- No
  - AFLCMC/AZS
    - Submit documents to the Finance Common Mailbox: AFLCMC.PZE.SEI9kcs@af.mil

Various Forms

- Use Direct Site MIPR, AF36, AF 830, Army DD Form 480, DARPA-APRA Order, DOD Form 1, or NAVCOMPT Form, 2276

Determination & Findings

- This document must be approved by a Contracting Office.

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

© 2017 Carnegie Mellon University
Revised July 27, 2017

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