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

No

We can't work with you.

Yes

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?

No

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

Yes

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

Are you part of the Department of Defense?

No

Are you providing non-RDT&E funding?

No additional documents are required.

Yes

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

Justification of Funds

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

Funding Document

Submit 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.

USAF Clearinghouse

Submit documents to USAF clearinghouse.

CMU-SEI

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

Are you providing non-RDT&E funding?

No additional documents are required.

Interagency Agreement

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

AFLCMC/AZS

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

Determination & Findings

This document must be approved by a Contracting Officer.

Various Forms

Use Direct Site MPR, AF36, AF 830, Army DD Form 480, DARPA-ARPA Order, DSDA Form 1, or NAVCOMPT Form 2276.

JUSTIFICATION OF FUNDS

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

USAF Clearinghouse

Submit documents to USAF clearinghouse.

AFLCMC/AZS

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

Yes

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

Technical Evaluation Report

Is this project classified?

Yes

No

No

Yes

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

Determination & Findings

This document must be approved by a Contracting Officer.

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

Are you providing non-RDT&E funding?

No additional documents are required.

Justification of Funds

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

Various Forms

Use Direct Site MPR, AF36, AF 830, Army DD Form 480, DARPA-ARPA Order, DSDA Form 1, or NAVCOMPT Form 2276.

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