What Documents Do I Need to Submit and to Whom?

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

This guide is intended to aide the SEI and the work sponsor to address additional review requirements or actions that may be triggered when the PWPs include activities or actions that require specific measures in order to be in compliance with the law, FAR clauses, DoD Regulations or instructions.

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

- No: We can't work with you.
- Yes:

  Finalized 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?

- 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:

  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.

  Various Forms
  Use Direct Site MIPR, AF36, AF 830, Army DD Form 480, DARPA-ARPA Order, DSS Form 1, or NAVCOMPT Form 2276.

  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: All projects must submit:

  Interagency Agreement
  Prior to AFLCMC/A2S obligating funds on behalf of your agency, you must submit an Interagency Agreement.

  Determination & Findings
  This document must be approved by a Contracting Officer.

- No: No additional documents are required.

Are you providing non-RDT&E funding?

- Yes: Various Forms
- No:

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

Is this project classified?

- No:
  - USAF Clearinghouse
    Submit documents to USAF clearinghouse.
  - AFLCMC/A2S
    Submit documents to the Finance Common Mailbox: AFLCMC.PZE.SEI@us.af.mil

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

*Initial drafts of PWPs will bear a "DRAFT" watermark and should not be staffed for signature. CMU-SEI will provide you with a "finalized" copy that is ready for signature. CMU-SEI must be notified of any modifications to PWPs after they have been "finalized."