Quarterly Sponsor Report

**Purpose:** The CMU-SEI FFRDC is managed in a tiered fashion with Department of Defense, program sponsor, Air Force, and DCAA oversight. Each of these management levels ensures the FFRDC is assigned an appropriate work program for its scope and mission, the FFRDCs execution of their work program is timely, on budget and requirements are met, the FFRDC complies with Federal and DoD guidance and the FFRDC meets contractual requirements. Identifying issues early and communicating concerns to the FFRDC contractor is better for both the FFRDC as well as the individual Government project customer.

**Procedure:** Day to day program management of the individual research program is exercised by the individual Government project customer as end users of FFRDC’s products. As such they are responsible for providing the funding for the work they assign the SEI, establishing the individual research objectives and for monitoring the progress of their projects.

At a minimum, individual Government project customers are required to send the Quarterly Sponsor Report form (Figure 1) to AFLCMC/AZS on programs that are experiencing cost/schedule/performance issues. When a deficiency is identified, the customer will take the following actions to verify and resolve the issue.

A. Bring the matter to the attention of the FFRDC Project Lead and determine whether deficiency is valid. If it is not valid, inform the FFRDC Project Lead of the finding. No further action is required.

If it is valid, the customer will collaborate with the FFRDC Project Lead to develop corrective action. Every effort should be made to gain mutual agreement in writing that the issue is accurately stated and the contractual reference correctly interpreted. All findings/observations shall be addressed. When the issue is established, the FFRDC Project Lead will provide a written recovery plan and schedule to bring the FFRDC’s deficiency back to satisfactory levels. The deficiency and its resolution will be noted on the Quarterly Sponsor Report Form (Figure 1). In completing the form, the customer must provide specific examples of the discrepancy that did not meet the terms of the contract along with corrective actions proposed. This form will be filed with the AF CMU-SEI FFRDC Contracting Officer at AFLCMC/AZS.

B. If a valid deficiency cannot be resolved between the customer and the FFRDC Project Lead, the customer will contact the AF CMU-SEI Contracting Officer at AFLCMC/AZS. The customer will provide specific details of the discrepancy that did not meet the terms of the contract, the corrective actions offered by the FFRDC Project Lead, and if applicable, an explanation of why those actions were insufficient and actionable recommendations for improvement. The AF CMU-SEI Contracting Officer will, in turn, contact his/her FFRDC counterpart and provide them with the material. The customer, CMU-SEI Project Lead, the AF CMU-SEI Program Manager and the AF CMU-SEI Contracting Officer will work together in developing a mutually satisfactory corrective action. Using the Quarterly Sponsor Report Form (figure 1), the CUSTOMER will document these additional steps taken to resolve the issue, and will communicate with the CMU-SEI Project Lead and the AF CMU-SEI Contracting Officer throughout this process.

Quarterly Sponsor Report

Program Name

Program Number

Program Sponsor POC

Description of deficiencies and/or Recommended Improvement Feedback by Category

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Actions/Recommendations:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

AFLCMC/AZS contacted:

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Figure 1 Quarterly Sponsor Report Form

Please send completed reports to AFLCMC/AZS:

Contracting Officer, DAF

AFLCMC/AZS

Hanscom AFB, 01731

[AFLCMC.PZM.PM.SEI@us.af.mil](mailto:AFLCMC.PZM.PM.SEI@us.af.mil)