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.

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

Does the project involve information that requires protection of confidentiality, integrity, or availability?

- Yes
  - Your project is classified.
  - Your project is unclassified.
- No
  - No additional documents are required.

Your project is classified.

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.

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

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

- 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:

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

Your project is unclassified.

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

- Project Summary
- Classified Project Checklist
- Funding Document
- Technical Evaluation Report
- Justification of Funds
- Determination & Findings

Based on the PWP, create this document:

Various Forms

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

Are you providing non-RDT&E funding?

- Yes
  - No additional documents are required.
- No
  - Submit documents to USAF clearinghouse.