Table of Contents:

Introduction

Project Creation & Approval
- Unclassified R&D Project Creation & Approval
  - Unclassified Projects – Requirements Package and Project Approval
  - Unclassified Projects – Changes to Existing Projects
- Classified R&D Project Creation & Approval
  - Classified Projects – Requirements Package and Project Approval
  - Classified Projects – Changes

Additional Customer-Specific Guidance
- Customer Agency – Non-Department of Defense

Instructions for Submitting Funding Documents
- Instructions for DoD Customers Submitting RDT&E Funding Documents
- Instructions for DoD Customers Submitting Non-RDT&E Funding Documents
- Instructions for Non-DoD Customers Submitting Funding Documents

Points of Contact

FAQs/Other Information

Attachments
(In the left navigation pane of the .pdf, select the paper clip icon, right-click a specific attachment and select “save attachment”)
Introduction

Massachusetts Institute of Technology (MIT) operates and manages the Lincoln Laboratory (LL) Federally Funded Research and Development Center (FFRDC). The Air Force Life Cycle Management Center (AFLCMC), Enterprise Acquisition Services Division (AFLCMC/PZM) at Hanscom AFB, administers the US Air Force (USAF) contracts in which all Government customers must utilize for R&D work performed by MIT-LL. There are currently several active contracts, as follows:

Contract Number                  Period of Performance (PoP):
FA8721-05-C-0002*               1 April 2005 – 31 March 2018
*Utilized for projects initiated prior to 28 April 15. Existing work may continue to be incrementally funded; new projects will be initiated on the new IDIQ contract. If a project will not be complete by 31 March 2018, please contact AFLCMC/PZM or MIT-LL to discuss transitioning the project to the IDIQ contract.

“Continuation Contracts” are merely administrative in nature and are used for funding purposes only in support of FA8721-05-C-0002:
FA8721-10-C-0007
FA8721-11-C-0007
FA8721-12-C-0007
FA8702-13-C-0007
FA8702-14-C-0007
FA8702-15-C-0007
*AFLCMC/PZM will accept any of these contract numbers on funding documents.

The Purpose of this Guide is to provide the procedures for implementing projects on the following contract:

                                 1 April 2020 – 31 March 2025 (Option Ordering Period)
*This is an IDIQ contract; however, Task Orders may or may not be issued for individual projects. Task Orders can house several projects at once.

Since this contract operates in a purely R&D environment, maximum flexibility is provided to meet project requirements. The contract contains the appropriate clauses for R&D work; the contract will not be modified to include additional Federal Acquisition Regulation (FAR) or Defense Federal Acquisition Regulation Supplement (DFARS) clauses or additional Contract Data Requirements List (CDRL) requirements for individual projects. Any requirements specific to your project should be included and discussed in your project documents.

The contract incorporates a DoD Sponsoring Agreement that establishes the mission, scope, and policy by which the Lab is operated and managed, consistent with FAR 35.017. Prior to the AFLCMC/PZM Contracting Officer funding individual projects and issuing technical direction, the research project approval process required by the DoD Sponsoring Agreement must be completed. MIT-LL will generate a one page summary of the project’s overall research scope,
total estimated cost and total estimated period of performance incorporated in the Task Order. The sponsor must review and agree to this scope of work. This one-page summary is officially known as the “Grey Book Summary” and will be housed in the official Grey Book along with hundreds of other project summaries.
Project Creation & Approval

- Unclassified R&D Project Creation & Approval
  - Unclassified Projects – Requirements Package and Project Approval
  - Unclassified Projects – Changes to Existing Projects
- Classified R&D Project Creation & Approval
  - Classified Projects – Requirements Package and Project Approval
  - Classified Projects – Changes
- AFLCMC/PZM must be able to review the requirements package, to include customer agency, POC listing, Grey Book scope of work/description of research, Period of Performance, and total estimated cost. If your project has security restrictions that preclude AFLCMC/PZM from reviewing and housing these documents in an unclassified contract file, then you must follow the “Classified R&D Project Creation & Approval” process.

Unclassified R&D Project Creation & Approval

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects. The scope of the requested work must be within the scope of the overall USAF contract. The scope of the individual R&D projects is to be developed directly between MIT-LL and the Government sponsoring organization (i.e. your organization/program office/team/etc.). During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999) to your project. Please utilize this project number in all correspondence with both the USAF contract administration office (AFLCMC/PZM) and MIT-LL.

Unclassified Projects – Requirements Package and Project Approval

The following documents/items must be included in the requirements package:

1. **“Grey Book” Project Summary** - This document becomes the contract attachment on the USAF contract. It should accurately summarize the work MIT-LL is performing for your organization, including accurately capturing if the work is severable or non-severable. In addition, it should accurately state what the total estimated cost and total estimated period of performance (PoP) end date is for your requirement. The data included in this document is the basis for the cost/PoP put on contract.

2. **Project Statement of Work** - This is a non-contractual document between the customer and MIT-LL that defines the immediate R&D work that can be precisely described. Unlike the Grey Book project Summary, which is directed toward long-term objectives, this document describes the near-term work requirements (typically 12 months) so that the customer and MIT-LL can focus on definable tasks and immediate priorities.

3. **Government Technical Evaluation** – This is used to document the Government customer’s approval that the technical work scope provided by MIT-LL is technically acceptable, and allows the customer to name a point of contact for AFLCMC/PZM to contact. MIT-LL will provide this template directly to the customer. The person who signs on behalf of the Government customer must be an organic government employee (not a contractor) and have the authority to
determine technical acceptability on behalf of their agency. Prior to signing that the project is technically acceptable, please review all items in the package provided by MIT-LL.

a. Breakout of Total Estimated Cost – In order for AFLCMC/PZM to determine the price of a project to be Fair & Reasonable, the total estimated cost must be broken out, to include (at a minimum) the following cost categories:

- **Headcount/Duration of Labor** – Total technical labor cost including headcount/duration, e.g. 1 Employee for 6 months or .5 FTEs, or 2 staff-years and the associated cost. Information provided should be based on Full Time Equivalents (FTEs).
- **Outside Procurements** – The total estimated amount and a brief description and explanation of the types of material, equipment or subcontract effort anticipated.

b. Severable vs Non-Severable Designation

- **The Period of Performance** will depend on the appropriation source (i.e. the “Color of Money” and year of the appropriation) and the whether the project is determined to be severable or non-severable. Each determination will be made on a case-by-case basis. Customers should verify with their agency Financial Manager/Budget Specialist if they are unsure as to Period of Performance restrictions based on the appropriation.
  - A project is considered non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. There is no limitation on PoP for non-severable projects. The majority of R&D projects at MIT-LL are considered non-severable.
  - A project is considered severable if the research services provided by MIT-LL can be separated into components that independently meet a need of the government, and the services are continuing and recurring in nature. If the Grey Book Summary includes terms such as “maintain”, “operate”, or “assist”, these are terms generally, (but not always), associated with severable services.

4. For non-Department of Defense customers, an Interagency Agreement is also required. Please review the customer agency-specific guidance and provide the documents required to AFLCMC/PZM.

5. The AFLCMC/PZM Contracting Officer must have enough information in the requirements package to determine severability, scope, Period of Performance, and conduct a fair and reasonableness determination. Incomplete/incorrect requirements packages may require re-work that could delay the initiation of your research.
All new projects must be reviewed and approved by both the MIT-LL internal review process and the AFLCMC/PZM project approval process. Once the Government customer agrees to the requirements package, MIT-LL will initiate both review processes on behalf of the customer.

The AFLCMC/PZM Contracting Officer is the required final approval for all projects, regardless of dollar value. Final project approval is not granted unless funding from the sponsoring agency is also provided to AFLCMC/PZM. Once the project receives final approval funding is placed on contract via a task order or task order modification. You can locate your project-specific funds on the task order/ modification by looking for your unique MIT-LL project number. Military Interdepartmental Purchase Request (MIPR) acceptance is distributed at the same time (or shortly after) as award of the contract modification by PZM.

**Unclassified Projects – Changes to Existing Projects**

This guidance is applicable to projects on Task Orders under FA8702-15-D-0001 (new projects initiated after 28 Apr 2015); contract modifications are not required to change projects on the predecessor contract, FA8721-05-C-0002.

Changes to a project’s Period of Performance alone (no changes to total estimated cost) require written concurrence from the Government customer (email will suffice). Changes to total estimated cost will require the same information breakout of estimated cost information as described in para 3a above. Any substantial changes to the research scope will require review and approval of a modified Grey Book Summary. The AFLCMC/PZM Contracting Officer will then conduct a fair and reasonableness determination.
**Classified R&D Project Creation & Approval**

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects. The scope of the requested work must be within the scope of the overall USAF contract.

AFLCMC/PZM recognizes some research projects performed by MIT-LL have specific security requirements. If you cannot disclose the specifics of the work MIT-LL is performing, or if you cannot disclose the name of your agency, you must follow the following guidelines:

The scope (i.e. Grey Book project summary) of the individual R&D projects are to be developed directly between MIT-LL and the Government sponsoring organization (i.e. your organization/program office/team/etc.). During the project formation stage MIT-LL will assign a unique project number (ex: MIT-LL Project Number 9999) to your project. Please utilize this project number in all correspondence with the USAF contract administration office (AFLCMC/PZM), the USAF clearinghouse, and MIT-LL.

Contact your Lincoln Point-of-Contact to obtain information on how to contact the USAF clearinghouse. If communication is unclassified, you may also contact the MIT-LL Financial Services common inbox ([LLFundingAdmin@ll.mit.edu](mailto:LLFundingAdmin@ll.mit.edu)) for more information.

**Classified Projects – Requirements Package and Project Approval**

The following documents/items must be included in the requirements package submitted to the USAF clearinghouse:

1. “Grey Book” Project Summary - This document becomes the contract attachment on the USAF contract. At a minimum, it must state the project number, the total estimated cost and total estimated period of performance (PoP) end date for your requirement. This document becomes a contract attachment. If the technical scope is classified the attachment will simply state the project number and “classified” as the description.

2. Classified Project Checklist – The USAF understands that not all classified project documents may be shared with the USAF clearinghouse. In lieu of all the standard project documents required, the customer shall submit the Classified Project Checklist provided by MIT-LL on behalf of AFLCMC/PZM to the USAF clearinghouse. The Checklist must be completed by the customer’s Contracting Officer.

   a. The customer’s Contracting Officer will assert that the research project is within scope of the overall USAF contract, has been determined to be technically acceptable, that the funds are correct for this type of work, and whether the project is severable or non-severable.

   b. A warranted Contracting Officer must make this determination.

   c. AFLCMC/PZM will receive notification at the classified level that the clearinghouse has obtained the checklist for the Project; and the checklist will be held by the clearinghouse.

   d. The AFLCMC/PZM Contracting Officer will then make a determination that the cost is fair and reasonable. The AFLCMC/PZM Contracting Officer will not review the requirements documents.
e. AFLCMC/PZM will then place the project on contract via a task order or task order modification.

The requirements package is not required to be submitted to the USAF clearinghouse; however, AFLCMC/PZM requires the customer to review the documents to ensure that both the required near-term work and longer term work from the Grey Book summary is consistent with your project requirements.

Once the Government customer agrees to the Grey Book Summary and the requirements package, MIT-LL will initiate the approvals required within MIT-LL and at AFLCMC/PZM on behalf of the customer.

The AFLCMC/PZM Contracting Officer is the required final approval for all projects, regardless of dollar value and security classification. The AFLCMC/PZM Contracting Officer determination, for projects in which the USAF clearinghouse is utilized, is based solely on the sanitized Grey Book Project Summary and the clearinghouse’s statement that the appropriate party has completed the Classified Project Checklist.

Final project approval is not granted unless funding from the sponsoring agency is also provided to AFLCMC/PZM. Once the project receives final approval funding is placed on contract via a task order or task order modification. You can locate your project-specific funds on the task order/modification by looking for your unique MIT-LL project number. Military Interdepartmental Purchase Request (MIPR) acceptance, if any is needed, is distributed at the same time (or shortly after) as award of the contract modification by AFLCMC/PZM.

If the security requirements of your program determine that the checklist itself is unclassified, and that it can be transmitted via unclassified networks, the checklist should be sent directly to AFLCMC/PZM.

*If your program office does not have a Contracting Officer assigned, you should seek one out from your command or agency. If there still is not a Contracting Officer available, the AFLCMC/PZM Contracting Officer will need to be sufficiently read-into your project to conduct scope, severability, and fair and reasonable determination. Storage of classified material will be dependent upon the security requirements of your individual project.

**Classified Projects – Changes**

This guidance is applicable to projects on Task Orders under FA8702-15-D-0001 (new projects initiated after 28 Apr 2015); contract modifications are not required to change projects on the predecessor contract, FA8721-05-C-0002.

Changes to a project’s Period of Performance alone (no changes to total estimated cost) require written concurrence from the Government customer (email will suffice) to the USAF clearinghouse. This request will be relayed to AFLCMC/PZM. Changes to the total estimated cost will require the same level of cost information for the changed amount as required for the initial project, and thus, another checklist.
Additional Customer-Specific Guidance

- Customer Agency – Non-Department of Defense

Customer Agency – Non-Department of Defense

*Including, but not limited to: DHS, FAA, NOAA, NASA*

This guidance applies to all non-DOD projects, including those operating under the FA8721-05-C-0002. Prior to AFLCMC/PZM obligating funds on behalf of your agency (including both new projects and incremental funding for existing projects), we must have an Interagency Agreement (IA) between your agency and AFLCMC/PZM that contains:

1. The IA template is on the website. Altering or adding/deleting text will possibly invalidate the IA and as such, your research is at risk of not being executed.
2. The IA must be a separate document from funding documents
3. References to PoP must be the same as stated in the Grey Book Project Summary.
4. The Economy Act (31 U.S.C. §§ 1535 and 1536) is the general transfer authority which permits an agency to place orders with another agency that cannot be provided more conveniently or economically through direct commercial acquisition. This action is derivative of a Comptroller General Decision, B-136318, AUG. 14, 1978, 57 COMP.GEN. 674 and an official legal opinion issued by the 66th ABG/JA dated 15 May, 2015. This process was approved by the Joint Advisory Committee on 3 Jun 15, chaired by ASD (R&E) and is reflected in the 12 Jun 15 meeting minutes. This recovery charge and the procedures attached have been established to meet the intent of the Economy Act (31 U.S.C. §§ 1535 and 1536).
   a. Based on the above, all non DoD customers who provide funds to be obligated on the MIT-LL FFRDC contracts are required to pay the cost recovery charge in support of this assisted acquisition service. The amount of this cost recovery charge is tiered, based on the type of action and will be assessed on every line of accounting (Reference: Attachments – Assisted Acquisition Cost Recovery Charge Letter dated 10 December 2015)
   b. The fee can be a separate line item, or taken directly out the funding lines on the funding document(s) by the Air Force.
   c. AFLCMC/PZM then consolidates these fees and sends direct to the US Treasury Miscellaneous Receipts. AFLCMC/PZM does not retain these funds.
   d. **Required statement on funding documents:** “I understand the purpose of the cost recovery charge and agree to make funds available to pay this cost per transaction.”

The purpose of item 4, above, is to abide by the guidelines set forth by the Economy Act (31 U.S.C. §§ 1535 and 1536). By not charging a recovery fee to the ordering or requesting entities outside of the DoD to administer these FFRDC contracts issued on behalf of the non DoD customers under the authority of the Economy Act, could be perceived as a augmentation of the appropriations of those entities.
Instructions for Submitting Funding Documents

- Instructions for DoD Customers Submitting RDT&E Funding Documents
- Instructions for DoD Customers Submitting Non-RDT&E Funding Documents
- Instructions for Non-DoD Customers Submitting Funding Documents

Instructions for DoD Customers Submitting RDT&E Funding Documents

Instructions for submitting funding documents are the same, regardless of which contract your project is funded under (FA8721-05-C-0002, including continuation contracts; and FA8702-15-D-0001).

Submit all funding documents to the AFLCMC/MIT-LL Finance Common Mailbox AFLCMC.PZM.MIT.LL@us.af.mil. Mailing address for PZM FM is:

AFLCMC/PZM
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor
Hanscom AFB, MA 01731-2125

Please ensure the following items are met on your DoD funding documents:

- All DoD documents must be obligated as Direct Cite (Category II).
- Funding document must contain the statement: “These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor e-mail address for acceptance documentation is _____.”
- The project work plan must not be attached to the funding document. Any reference made to the work plan should be phrased, “funding for work to be performed per work plan provided under separate cover.”
- Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document.
- Funding documents citing Accounting Disbursing Station Number (ADSN) 503000 or 667100 must be posted to the financial system with Processing Center Code (PC) “B” for MOCAS.

Funding Provided in Support of Non-Severable Work

Non-severable means that the project produces a single outcome, such as a product or report, typically by a stated delivery date. The severability of a project should be noted in the in the Grey Book Summary. Starting at the date of obligation, funds are available on the contract until the end of the Period of Performance (PoP) of the project (as-stated on the contract). Non-severable RDT&E work under this contract may be incrementally funded.

Any expected timelines in regards to the schedule of your project should be addressed in your requirements package as was discussed above (created with MIT-LL staff); DO NOT use a PoP on funding documents to drive project schedules.

Funding Provided in Support of Severable Work:
New projects that are severable are placed on separate Task Order of the new contract; the Task Order is designated for severable projects. The Period of Performance will depend on the appropriation source, i.e. the “Color of Money” and year of the appropriation. Customers should verify with their agency Financial Manager/Budget Specialist if they are unsure as to Period of Performance restrictions based on the appropriation.

**Instructions for DoD Customers Submitting Non-RDT&E Funding Documents**

Instructions for submitting funding documents are the same, regardless of which contract your project is funded under (FA8721-05-C-0002, including continuation contracts; and FA8702-15-D-0001).

Submit all funding documents to the AFLCMC/MIT-LL Finance Common Mailbox AFLCMC.PZM.MIT.LL@us.af.mil. Mailing address for PZM FM is:

AFLCMC/PZM  
Attention: Financial Management Office  
20 Schilling Circle  
Bldg. 1305, 3rd Floor  
Hanscom AFB, MA 01731-2125

Please ensure the following items are met on your DoD funding documents:

- All DoD documents must be obligated as Direct Cite (Category II).
- Funding document must contain the statement: “These funds are provided for obligation in support of MIT-Lincoln Laboratory Project Number ____. Project sponsor e-mail address for acceptance documentation is ____.”
- The project work plan must not be attached to the funding document. Any reference made to the work plan should be phrased, “funding for work to be performed per work plan provided under separate cover.”
- Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document.
- Funding documents citing Accounting Disbursing Station Number (ADSN) 503000 or 667100 must be posted to the financial system with Processing Center Code (PC) “B” for MOCAS.
- If providing non-RDT&E funds please ensure the Justification of Funds has been provided.
- AFLCMC/PZM recognizes that some agencies may support non-severable RDT&E work with various colors of money; if you are providing non-RDT&E funding, please provide a Justification of Funds (JoF).

**Justification of Funds for Non-RDT&E Funds**

Since the MIT-LL Contract is an R&D contract it is predominantly supported by RDT&E funds. The use of non-RDT&E funds is considered an exception that requires explanation, documentation, and justification before such funds are accepted and obligated to the contract. When submitting documents that cite non-RDT&E funds, please submit a justification of funds, in the form of a Memorandum for Record (MFR), and address the following:
• Brief but succinct description of the specific work to be performed and supported by these specific funds (please do not provide a copy of the project work plan). Please describe the specific section of work that is going to be supported by non-RDT&E funds; do not describe the project in general terms
• Explain why the type of funds provided is appropriate for this specific purpose
• Cite the financial regulations/references that allows for such funding to be used in support of this work effort (cite reference from the Department of Defense Financial Management Regulation (DoDFMR) and not from agency specific regulations)
• Any additional detailed information that justifies the use of these non-RDT&E funds
• MFR must be signed by an organic Government Budget/Financial representative (non-contractor employee) authorized to sign on behalf of the agency

**Funding Provided in Support of Non-Severable Work**

A service is non-severable if the service produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. The severability of a project should be noted in the Grey Book Summary. Starting at the date of obligation, funds are available on the contract until the end of the Period of Performance (PoP) of the project (as-stated on the contract).

Any expected timelines in regards to the schedule of your project should be addressed in your requirements package as was discussed above (created with MIT-LL staff); DO NOT use a PoP on funding documents to drive project schedules.

AFLCMC/PZM recognizes that some agencies may support non-severable RDT&E work with various colors of money; if you are providing non-RDT&E funding, please provide a Justification of Funds (JoF).

**Funding Provided in Support of Severable Work:**

New projects that are severable are placed on separate Task Order of the new contract; the Task Order is designated for severable projects. The Period of Performance will depend on the appropriation source, i.e. the “Color of Money” and year of the appropriation. Customers should verify with their agency Financial Manager/Budget Specialist if they are unsure as to Period of Performance restrictions based on the appropriation. If providing O&M funding to support severable work, the PoP may cross fiscal years; however the PoP may not exceed 12 months from POP start date stated on the CLIN within the Task Order or Task Order Modification.

AFLCMC/PZM recognizes that some agencies may support non-severable RDT&E work with various colors of money; if you are providing non-RDT&E funding, please provide a Justification of Funds (JoF).

**Instructions for Non-DoD Customers Submitting Funding Documents**

Non-DoD agencies citing authority under The Economy Act (FAR 17.502-2(c)) shall provide a Determination and Findings (D&F) with their funding document. The D&F must be approved by a Contracting Officer of the requesting agency with authority to contract for the supplies or services to be ordered, or by another official designated by the agency head.

This contract historically has supported about 30 different agencies on
average each year. The customer program office must be the subject matter expert on the
type of non-DoD funds being provided. Therefore, funding documents submitted by non-DoD
customers include the following two items:

1. The statement "By signing this document, the signatory hereby verifies
   that the funds are of a type appropriate for the particulars of this
   specific requirement"

2. Identify the year and the obligation time of these funds. For example,
   "FY 15 - two year funds", or "FY15 - one year funds". If they are no-year
   funds, or the fund does not expire, that should be annotated.

Non-DoD Funding Documents
- Reimbursable Authority (RBA) will be used for funding documents from non-DoD
  agencies. Costs/invoices shall be paid consistent with fiscal law.
- The funding document must contain the statement: “These funds are provided for
  obligation in support of MIT-Lincoln Laboratory Project Number _____. Project sponsor
  e-mail address for acceptance documentation is _____.”
- The funding document must provide an Agency Location Code (ALC) and a Treasury
  Account Symbol (TAS) code for each Line Of Accounting (LOA). These codes are
  required by Defense Financial and Accounting Services (DFAS) to process
  reimbursements through the Intra-Government Payment and Collection (IPAC) System.
  In addition, the USAF is required to follow the DoD Financial Management Regulations
  when funding work in support of a non-DoD agency.

If the project has been determined to be non-severable, the PoP of the funding document shall be
commensurate with the PoP of the project, or longer (funds will always be obligated during their
period of availability). Funding documents cannot be used to drive project schedules; if specific
timelines are required please discuss these timelines within the requirements package developed
with MIT-LL.
FAQs/Other Information

Contracting Officer Representatives (CORs)
The contract incorporates a DoD Sponsoring Agreement that establishes the mission, scope, and policy by which the Lab is operated and managed, consistent with FAR 35.017. The DoD Sponsoring Agreement details, and the USAF contract enforces, that projects operate with an agreement between MIT-LL and the project customer (via the “Project Work Plan”).

The project customer directly monitors their project and provides technical direction to MIT-LL. For this reason, the USAF does not assign Contracting Officer Representatives (CORs) under this contract. Technical direction for individual projects is provided directly from Government customers to MIT-LL staff; however, contractual direction is to be provided by the AFLCMC/PZM Procuring Contracting Officer (PCO) (overall contract administration is also provided by AFLCMC/PZM). Contractual direction includes concerns about allowable cost, funding, or issues surrounding non-performance of CDRLs. Please contact the AFLCMC/PZM PCO and/or Contract Specialist for any contractual concerns.

Quarterly Report Submissions
AFLCMC/PZM requests customers fill out a quarterly report, due to PZM by the 1st of the month of each quarter. The purpose of the quarterly report is to capture deficiencies that allow the FFRDC and the customer to address in real time. If there is a deficiency to report then AFLCMC/PZM requests the customer to fill out and submit the report per the directions included with the request for reports. If there are no deficiencies from the given quarter, then we request the customer submit stating "N/A at this time."

DoD R&D New Starts
DoD projects: Initiates a new start. A new start program for RDT&E is a new program element or project, or a major component thereof, as determined by specific supporting information provided in the R-2 and R2A (RDT&E Budget Item/Project Justification) exhibits not previously justified by the Department and funded by the Congress through the normal budget process is considered to be a new start. It is incumbent on the customer to ensure that both the DoD rules and their own agency specific rules for New Starts are adhered to prior to sending funds to AFLMC/PZM.

Severable vs Non-Severable
This designation is important as it determines Period of Performance limitations consistent with fiscal law.

Severable vs Non-Severable Designation
A project is considered severable if it can be separated into components that independently meet a need of the government, and that the services are continuing and recurring in nature. The Period of Performance will depend on the appropriation source, i.e. the “Color of Money” and year of the appropriation. Customers should verify with their agency Financial Manager/Budget Specialist if they are unsure as to Period of Performance restrictions based on the appropriation.
A project is considered non-severable if the research represents a single undertaking with a defined end-product that cannot feasibly be subdivided for separate performance (ex.: researching a new technology to determine if it is feasible, and delivering the results to the customer, or, proving a technology by building a prototype and providing prototype test results to the customer). There is no limitation on PoP for non-severable projects.

If your Grey Book Summary includes terms such as “maintain”, “operate”, or “assist”, these are terms generally (but not always) associated with severable services. Each determination will be made on a case-by-case basis.

**Annual Sponsor Evaluation**

An annual sponsor evaluation for MIT Lincoln Laboratory is required by the Department of Defense (DoD) Sponsoring Agreement. This evaluation of sponsored research is intended to assure the DoD of product quality and to identify areas of improvement. Each Government Program Manager sponsoring a MIT-LL program during must complete an evaluation of service MIT-LL is providing your office, once a year. The Sponsor Evaluation Template describes the all-electronic evaluation process and has instructions for use. Feel free to include comments and add information that could make the evaluation more meaningful.

The request for the evaluation will go out in October, with a response date of January (three months later).

**Attachments:**

*(In the left navigation pane of the .pdf, select the paper clip icon, right-click a specific attachment and select “save attachment”)*

- Interagency Template (for non-DOD customers only)
- Assisted Acquisition Cost Recovery Charge Letter (for non-DoD customers only)
- AFLCMC Technical Evaluation Report
- Classified R&D Checklist
- Quarterly Report Submission
- Annual Sponsor Evaluation Template
- User’s Guide Flowchart

**Points of Contact**

*For unclassified communication only:*

AFLCMC/PZM Project Manager Common Inbox: AFLCMC.PZM.LLWorkpackages@us.af.mil
AFLCMC/PZM Financial Management Common Inbox: AFLCMC.PZM.MIT.LL@us.af.mil
AFLCMC/PZM Financial Management Fax: 781-225-2141

*For unclassified communication only:*
Classified communications should be in accordance with agency and project specific security requirements.

AFLCMC/PZM Personnel:

Mr. Mark Johnson, Procurement Contracting Officer, 781-225-1226
Mr. Gary Tutungian, Administrative Contracting Officer, 781-981-2331
Mr. Anthony Vaughn Jr., Contract Specialist, 781-225-1254
Mr. Neil Richarde, Program Manager, 781-225-1242
Mr. John Dreyer, Air Force Technical Representative, 781-981-5514
Mr. Patrick Hanley, Financial Management, 781-225-1248