

Government Sponsor Special Projects Approval Checklist

Instructions

AFLCMC/AZS, the administrative agent of the USAF/MIT-LL FFRDC contract, recognizes that some research projects performed by MIT-LL have specific security requirements that cannot be shared with AFLCMC/AZS. If the project sponsor cannot disclose the specifics of the work MIT-LL is performing or if you cannot disclose the name of your agency to AFLCMC/AZS, then the sponsor must complete and sign the provided checklist.

The purpose of the Checklist is to formally document:

- 1) Sponsor concurrence from a technical perspective with the long term, broad research objective described in the Grey Book Technical Summary, and the MIT-LL provided cost information to include the associated total estimated cost and total estimated period of performance,
- 2) That the research project is within the scope, mission, and purpose of the FFRDC MIT Lincoln Laboratory,
- 3) That the funds are appropriate for this type of work, and
- 4) Whether the project is severable or non-severable

This Checklist is NOT a determination that the estimated cost of the program is fair and reasonable, nor is it a commitment on the part of the sponsor to fund the entire estimated cost. As an incrementally funded, cost reimbursable contract vehicle, and in accordance with the Limitation of Funds clause, FAR 52.232-22, the Government is not obligated to reimburse the Contractor for costs incurred in excess of the total amount allotted by the Government. The sponsor is only committed to the project to the extent appropriate funds have been obligated against the individual project contract line item.

A Contracting Officer is required to review and approve the checklist. 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/AZS Contracting Officer will need to be read-in only to the extent necessary to answer questions on the Checklist.

The Checklist is designed to make certain that the signed checklist can remain unclassified. Neither the questions nor the signature block reveal the specifics of the work or the government agency. Once completed, sponsor should send the Checklist through secure channels to MIT-LL and indicate whether Checklist is considered UNCLASSIFIED or CLASSIFIED. If UNCLASSIFIED, MIT-LL will send Checklist directly to AFLCMC/AZS. If CLASSIFIED, MIT-LL will secure the Checklist in its program space for AFLCMC/AZS review.

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Subject: Memorandum for AFLCMC/AZS Contracting Officer regarding for Special Projects approval process

1. Have you reviewed the prime contract Statement of Work and is this project within scope of the contract?	<input type="checkbox"/> Yes <input type="checkbox"/> No
2. Have you reviewed the Sponsoring Agreement and FAR part 35.017-3(a) that states: “All work placed with the FFRDC must be within the purpose, mission, general scope of effort, or special competency of the FFRDC” and affirm that this project complies with the Sponsoring Agreement and FAR 35.017-3(a)? Note: This block shall satisfy FAR 17.503(e) which states: “The nonsponsoring agency shall provide to the sponsoring agency necessary documentation that the requested work would not place the FFRDC in direct competition with domestic private industry.”	<input type="checkbox"/> Yes <input type="checkbox"/> No
3. Is this service “non-severable”?	<input type="checkbox"/> Yes <input type="checkbox"/> No
4. Is the information submitted by MIT-LL (i.e. Labor, Travel, equipment/material purchases, subcontracts, period of performance, etc...) considered acceptable in terms of the effort required to perform the requirement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
5. Are the funds provided for this effort appropriate for the work being performed and consistent with fiscal law?	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Were the items above reviewed and approved by an appropriately warranted Contracting Officer?	<input type="checkbox"/> Yes <input type="checkbox"/> No

This is not a funding agreement and does not create a commitment, obligation, or liability of any sort.

Date:

Project number:

Requesting Program Office Government Approving Official:

- Name: _____
- Signature: _____