

Non-DoW Project Sponsor Guide

June 2026

**MIT Lincoln
Laboratory (MIT-LL)**

**Federally Funded
Research &
Development Center
(FFRDC)**

Provides Non-Department of War (DoW) sponsors/customers with instructions on how to initiate, fund, and make changes to research and development (R&D) projects on the USAF/MIT-LL FFRDC Contracts issued 28 April 2015 and 1 April 2025.

Changes From August 2024 Version

- Updated Statement of Work requirements
- Updated 7600A and 7600B requirements and added templates
- Updated and added process information to the Deobligation section
- Updated the Facilities Modernization Charge section
- Updated Point of Contact section
- Added FAQ regarding Stop Work orders
- Clarified FAQ regarding Government Furnished Property and Contractor Acquired Property

This document has been approved for dissemination by the Contracting Officer.

Brian Murphy
Contracting Officer
AFLCMC/AZS

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I. Introduction

The Office of the Under Secretary of War for Research and Engineering (OUSW (R&E)) is the Primary Sponsor for the Air Force Prime Contracts FA8702-15-D-0001 and FA8702-25-D-B002. In accordance with (IAW) the DoD Sponsoring Agreement, all federally sponsored work (DoW and Non-DoW) will be performed on the Air Force Prime Contracts. The Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AFLCMC/AZS) at Hanscom AFB is the Administrative Agent for the Primary Sponsor. As the Administrative Agent, AFLCMC/AZS is responsible for executing and administrating the USAF/MIT-LL FFRDC contract.

The purpose of this guide is to provide Non-Department of War project sponsors/users, henceforth referred to as “sponsor(s),” with the procedures for initiating, funding, and making changes to research and development (R&D) projects on the Air Force/MIT-LL FFRDC contract.

These established procedures are based on the:

- A. DoD Sponsoring Agreement, which states “maximum technical freedom shall be afforded to MIT-LL and to individual project sponsors in formulating and executing projects;”
- B. Air Force/MIT-LL FFRDC Indefinite-Delivery Indefinite-Quantity (IDIQ) contracts FA8702-15-D-0001 and FA8702-25-D-B002, where terms and conditions are established and all work is performed on a cost reimbursement, no-fee basis;
- C. Federal policy on R&D contracting and the “special relationship” between the FFRDC and the Government IAW [FAR 35.017](#);
- D. [DoD Instruction 5000.77](#), *DoD Federally Funded Research and Development Center (FFRDC) Program*.

II. Project Initiation, Funding, Changes, Deobligations, Annual Sponsor Evaluation, & Facilities Modernization Charge

When considering whether opening a new project or funding an additional task under an existing effort, please consult the existing contractual project Grey Book write-up. If the work scope under consideration is not included within the Grey Book description of an existing effort, a new project start is warranted. Should the envisioned work scope be encompassed by the contractual Grey Book description of an existing effort, it is recommended to incrementally fund an additional task on the existing project as opposed to moving forward with a New Start package.

A. Non-DoW Unclassified R&D Project Initiation Guidance

1. Initiating a New Non-DoW Unclassified R&D project

Due to the imprecise and evolving nature of R&D work, the “special relationship” between the FFRDC and the Government, and the need for efficient operation, AFLCMC/AZS designed a streamlined and flexible process requiring only essential documentation from MIT-LL and the sponsor.

During the Non-DoW project formation stage, MIT-LL will assign a unique 5-digit project number (e.g., MIT-LL Project Number #####). ***The sponsor shall use this number in the email subject line of all correspondence with AFLCMC/AZS and/or MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the sponsor and MIT-LL. **However, all contractual direction and authorization shall come from the AFLCMC/AZS Procuring Contracting Officer (PCO).**

Any agency of the U.S. Government may request MIT-LL to undertake studies, research, or technology development projects within the general scope of the contract. **Table 1** indicates the documents relevant to the sponsor and the requirements to initiate a new Non-DoW Unclassified R&D project. **Figure 1** illustrates the sequence of processes required to initiate a new Non-DoW Unclassified R&D project.

Table 1. New Non-DoW Unclassified R&D Project Required Documents

Document	Description
<p>Project Statement of Work (SOW)</p>	<p>Defines the R&D work requirements and non-technical aspects of project management, including selection and implementation of a sponsor-assigned Distribution Statement (as required by DoDI 5230.24) and sponsor-identification of projects that will use or generate Controlled Unclassified Information (CUI). Granular designation of CUI at program onset allows MIT-LL to identify Cybersecurity Maturity Model Certification (CMMC) certified suppliers who can support the project. This lowers project execution risk by increasing supplier competition, potentially decreasing cost and improving supplier performance. Sponsors must provide CUI designations that align to the appropriate categories in the CUI Registry. Sponsors must provide CUI designations in written guidance (e.g. Security Classification Guide (SCG) or similar written documentation). Sponsors must provide Security POC(s) MIT LL can engage about CUI before and during program execution.</p> <p>This document is not contractually binding. When updates are necessary, they must be within scope of the contractual Grey Book Technical Summary. The SOW is near-term, may evolve, and shall be formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Sponsors are prohibited from adding terms and conditions in the Project SOW. All changes collaboration between MIT-LL and the sponsor to establish the broad technical scope of the project. This document will become an attachment to the applicable task order issued under the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Will fulfill the Sponsoring Agreement requirement for MIT-LL to develop a long-term, strategic plan for the anticipated research area.</p>
<p><u>Grey Book Technical Summary</u></p>	<p>Will fulfill the Sponsoring Agreement requirement for MIT-LL to develop a long-term, strategic plan for the anticipated research area.</p>
<p><u>Government Technical Assessment (GTA)</u></p>	<p>The GTA is the Government sponsor’s concurrence with the Grey Book Technical Summary, the associated total estimated cost (TEC), and the total estimated period of performance (PoP). MIT-LL may facilitate this process by populating the GTA with applicable project data. The Government sponsor has the responsibility to sign (non-contractor) and directly submit the GTA to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu.</p>

Interagency Agreement (IAA)

This document is a written agreement between the Government sponsor (“Requesting Agency”) and AFLCMC/AZS (“Servicing Agency”) that governs the Requesting Agency’s requirement and the assistance to be provided by the Servicing Agency. **Utilization of the Servicing Agency’s contract with MIT-LL assumes that the sponsor’s needs can be met utilizing the existing terms and conditions of the AFLCMC/AZS contract. No outside terms and conditions will be accepted.** Both the sponsor’s program/project manager, who possesses the budget authority and authority to determine the bona fide need for the support must sign the form first. Once signed, AFLCMC/AZS will sign and dually execute the agreement. If AFLCMC/AZS receives a 7600A or 7600B without signatures from the Non-DoW Requesting Agency, those documents are considered incomplete and will be sent back for signature.

Sponsor(s) will **only** utilize the U.S. Treasury Interagency Agreement General Terms and Conditions Form 7600A ([template here](#)) and Interagency Agreement Order Form 7600B ([template here](#)) IAW [DoDI 5000.77](#), the sponsor must have a signed Interagency Agreement on file to initiate or fund any project. Contact AFLCMC/AZS with any questions. Submit the IAA to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu

Important Information, Please Read:

Per the Secretary of the Air Force (SAF/FMFC AFAFO) Reimbursement Accounting Guidance and Standard Operating Procedures and DoD FMR Volume 11A (Reimbursable Operations Policy), Chapter 1, located [here](#), the combination of reimbursable customer orders and IAAs must contain without exception:

1. The authority for entering into the agreement, such as the “Economy Act” (31 U.S.C. § 1535) or the “Project Order Statute” (41 U.S.C. § 6307);
2. A description of the material or services required.
3. The established dollar limits;
4. The financing source or fund citation;
5. The delivery requirements (this may be N/A if it does not apply);
6. The payment provisions;
7. The duration of the agreement (e.g., (yyyy/mm/dd) for beginning and ending dates, and
8. The IAA shall be signed by the Sponsoring Agency (Requesting Agency) prior to the Servicing Agency signature.

Block 8 of the 7600A and Block 4 of the 7600B, Assisted Acquisition Indicator, must be checked off as YES.

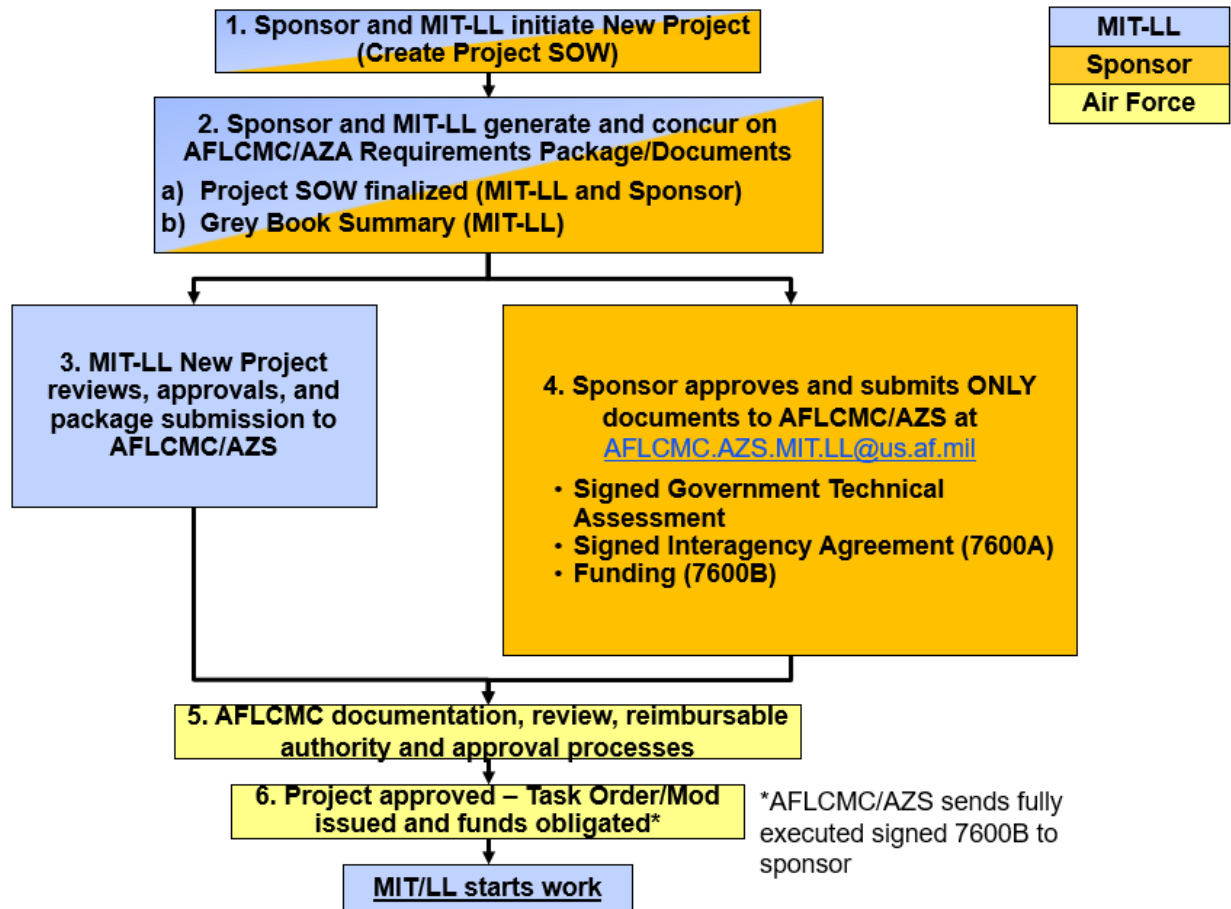
AFLCMC/AZS will review all customer orders to ensure the required information is included in the IAA. If the required information is not on the IAA, it will not be accepted and will be returned to the Requesting Agency for correction.

Note 1: Sponsor is responsible for ensuring the PoP and dollar value on the GT&C and the PoP and dollar value for an individual research project identified on the GTA are consistent. (7600A and GTA must match) Earliest end date will be used as the contractual end date if they do not match, which may result in the need for a PoP extension in the future. Sponsor is required to pay all incurred costs during the 7600A contractual PoP. These costs will be submitted by AFLCMC/AZS via the Intra-Government Payment and Collection (IPAC) system.

Note 2: As stated above, the TEC, or contractual ceiling, from the GTA, must match the 7600A. If the sponsor includes the recovery fees as part of their Total Estimated Amount in Block 9 of the 7600A, that will become the contractual ceiling/TEC. However, the sponsor will never expend to that full contractual ceiling as the fees are not placed on the USAF contracts.

Note 3: Regarding Non-DoW Reimbursable Budget Authority (RBA): Prior to rejection of an IPAC, please contact AFLCMC/AZS to discuss potential reason(s) for rejection of IPAC.

Figure 1. Process Flowchart – Initiating New Non-DoW Unclassified R&D Projects



2. Processing Timeline - New Non-DoW Unclassified R&D Projects

AZS cannot begin the process to contractually incorporate the sponsor’s project until a complete package is received. Once a complete package (i.e., MIT-LL New Project Documents, [Interagency Agreement](#) between the Sponsor and AFLCMC/AZS, [Government Technical Assessment \(GTA\)](#), and sponsor Funding Document) is accepted, AZS will document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a task order/modification. Estimated processing timelines are provided in Section III below.

No work may begin before a project is awarded on the Air Force contract.

Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and approvals.

3. Project Changes

An individual project’s contractual baseline is comprised of its technical scope, as detailed in MIT-LL’s Proposed Program, in the Grey Book, its Contract Line Item Number (CLIN) Total

Estimated Cost (TEC), and its CLIN Period of Performance (PoP) date. Sponsor requests to modify project baselines require issuance of a modification by the AFLCMC/AZS Contracting Officer.

- a. **CLIN TEC Change.** Requests to modify a project's TEC require an updated, Sponsor-signed Government Technical Assessment (GTA) and an updated 7600A. It is required that Sponsors coordinate with MIT-LL to ensure requests reflect the most current cost information.
- b. **CLIN PoP Estimated Completion Date.** Requests to modify a project's estimated completion date (with no associated cost changes) require an updated 7600A. It is required that Sponsors coordinate with MIT-LL to ensure requests reflect most current schedule information.
- c. **Grey Book Technical Summary.** It is required that Sponsors coordinate with MIT-LL prior to submittal of a TEC and/or PoP increase to determine if an update to the Grey Book is necessary. New work outside of the scope of the Grey Book Technical Summary will require initiation of a new project.

Note: If an update or extension to the current Interagency Agreement is needed, the sponsor should contact AFLCMC/AZS.

4. Funding projects

For all Non-DoW projects, the individual project sponsor is responsible for ensuring that their project and funding documents align with their specific financial management policies and regulations. Reimbursable Budget Authority (RBA) will be used for funding documents from Non-DoW agencies. Costs/invoices shall be paid consistent with fiscal law.

The sponsor's program office must be the subject matter expert on the type of Non-DoW funds being provided. Non-DoW sponsors will ensure their funding documents comply with the following:

- a. All 7600Bs must contain:
 - 1) Period of Performance of the project –Refer to 7600B template
 - 2) Contract number (FA8702-15-D-0001 or FA8702-D-B002);
 - 3) MIT-LL Project number*; and
 - 4) Amount certified on funding document.

*Sponsor must use MIT-LL Project Number in addition to their internal order tracking number.

- b. Identify the year and the obligation life of these funds. For appropriated funds, the Beginning Period of Availability (BPOA) for obligation and Ending Period of Availability (EPOA) for obligation **MUST BE CURRENT, ACTIVE YEAR FUNDS**. If they are no-year funds, this should be annotated with an X in Block 72 as shown below.

SCHEDULE FUNDING INFORMATION									
72.	*Agency Treasury Account Symbol (TAS)	Requesting Agency (Buyer)							
		SP	ATA	AID	BPOA	EPOA	A	MAIN	SUB
				014			X	1700	000

- c. Provide an Agency Location Code (ALC) and Treasury Account Symbol (TAS) code, for each Line of Accounting (LOA). These codes are required by Defense Finance and Accounting Services (DFAS) to process reimbursements through the IPAC System. In addition, the USAF is required to follow the DoW Financial Management Regulations when funding work in support of a Non-DoW agency. Specific codes can be found in [FAQ #13](#) in Section V below.
- d. Include 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.”**
- e. Include payment for a cost recovery charge to support the assisted acquisition service and meet the intent of the Economy Act (31 USC §1535 and §1536). The most current [Assisted Acquisition Cost Recovery Charge Letter](#) details instructions and the cost recovery charge amount, which is tiered, based on the type of action. The cost recovery charge is assessed on every line of accounting, and can be a separate line item, or taken directly out of the funding lines on the funding documents submitted by the sponsor. The IAA must include the statement **“I understand the purpose of the cost recovery charge and agree to make funds available to pay this cost per transaction.”**
- f. Provide a Determination and Findings (D&F) if citing authority under The Economy Act (FAR 17.502-2(c)). 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.
- g. **The Period of Performance must conclude on the last day of the month to align with MIT-LL’s billing cycle.**

Submit all funding documents to the AFLCMC/AZS MIT-LL Common Mailbox AFLCMC.AZS.MIT.LL@us.af.mil and cc: MIT-LL Funding Operations at resFundingOps@ll.mit.edu

The mailing address for AZS is:
 AFLCMC/AZS
 Attention: FFRDC Financial Management
 20 Schilling Circle
 Bldg. 1305, 3rd Floor
 Hanscom AFB, MA 01731-2800

See Section V of this document, [FAQ #15](#), which addresses common reasons a funding document may not be accepted.

B. Non-DoW Classified R&D Project Initiation Guidance

1. Initiating a New Non-DoW Classified R&D project

Due to the imprecise and evolving nature of R&D work, the “special relationship” between the FFRDC and the Government, and the need for efficient operation, AFLCMC/AZS designed a streamlined and flexible process requiring only essential documentation from MIT-LL and the sponsor.

During the Non-DoW project formation stage, MIT-LL will assign a unique 5-digit project number (ex: MIT-LL Project Number 12345). ***The sponsor shall use this number in the email subject line of all correspondence with AFLCMC/AZS and/or MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the sponsor and MIT-LL. **However, all contractual direction and authorization must come from the AFLCMC/AZS PCO.**

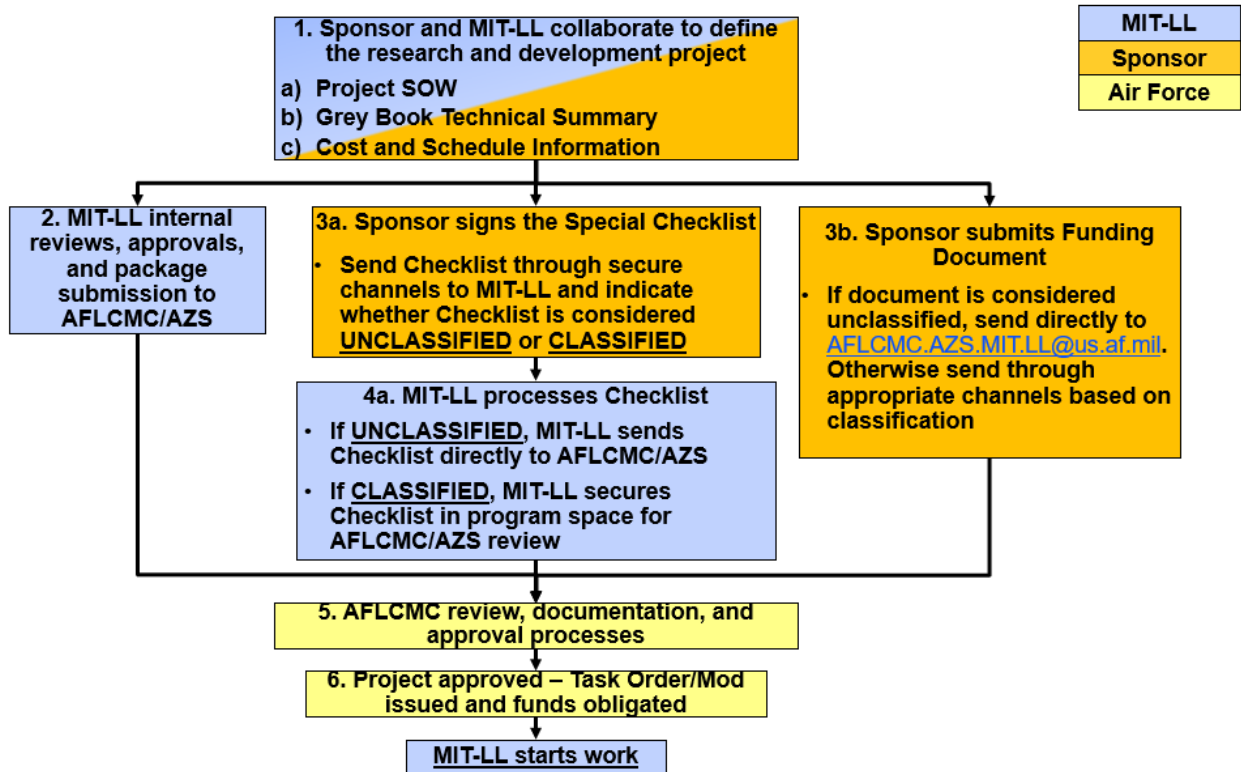
Any agency of the U.S. Government (sponsor) may request MIT-LL to undertake studies, research, or technology development projects within the general scope of the contract. This does not mean that every request will be fulfilled; there is a process to determine which work MIT-LL will elect to take on. **Table 2** indicates the documents relevant to the sponsor and the requirements to initiate a new Non-DoW Classified R&D project. **Figure 2** illustrates the sequence of processes required to initiate a new Non-DoW Classified R&D project.

Table 2. New Non-DoW Classified R&D Project Required Documents

Document	Description
<p>Project SOW</p>	<p>Defines the R&D work requirements and non-technical aspects of project management, including selection and implementation of a sponsor-assigned Distribution Statement (as required by DoDI 5230.24) and sponsor-identification of projects that will use or generate Controlled Unclassified Information (CUI). Granular designation of CUI at program onset allows MIT-LL to identify Cybersecurity Maturity Model Certification (CMMC) certified suppliers who can support the project. This lowers project execution risk by increasing supplier competition, potentially decreasing cost and improving supplier performance. Sponsors must provide CUI designations that align to the appropriate categories in the CUI Registry. Sponsors must provide CUI designations in written guidance (e.g. Security Classification Guide (SCG) or similar written documentation).</p> <p>This document is not contractually binding. When updates are necessary, they must be within scope of the contractual Grey Book Technical Summary. The SOW is typically near-term, may evolve, and shall be formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p>Sponsors are prohibited from adding terms and conditions to the SOW. All changes must be technical.</p> <p>If the SOW is classified, MIT-LL and the project sponsor shall work together to create and maintain a Project SOW at the appropriate classification level.</p>
<p><u>Grey Book Technical Summary</u></p>	<p>This document is a collaboration between MIT-LL and the sponsor to establish the contract broad technical scope of the project. This document will become an attachment to the applicable task order issued under the Prime Contract,</p> <p style="text-align: center;">AND</p> <p>Fulfills the Sponsoring Agreement requirement for MIT-LL to develop a long-term, strategic plan for the anticipated research area.</p> <p>The sponsor and MIT-LL will maintain this document at the appropriate classification level. Due to the classified nature of the work, when providing this document to AFLCMC/AZS, the Grey Book Technical Summary may state the project number and “classified” as the description.</p>

GTA	<p>The GTA documents the Government sponsor’s concurrence with the Grey Book Technical Summary, the associated total estimated cost (TEC), and the total estimated (PoP). MIT-LL may facilitate this process by populating the GTA with applicable project data. The sponsor has the responsibility to sign and submit the GTA to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu</p>
<u>Special Checklist</u>	<p>The Special Checklist documents the project sponsor’s concurrence with the Grey Book Technical Summary, the associated TEC and the total estimated PoP.</p> <p>MIT-LL may facilitate this process by populating the checklist with applicable project data. The sponsor is responsible for signing and submitting the checklist to AFLCMC/AZS at AFLCMC.AZS.MIT.LL@us.af.mil.</p> <p>NOTE: The designed checklist facilitates review at an Unclassified level. If the checklist cannot be filled out or sent at an Unclassified level, AFLCMC Contracting representatives will arrange to review it in an appropriate location. Ensure the document is marked per the program’s Security Classification Guidance.</p>

Figure 2. Process Flowchart – Initiating Classified Non-DoD R&D Projects



2. Processing Timeline - New Classified Non-DoW R&D

AZS cannot begin the process to contractually incorporate the sponsor's project until a complete package is received. Once a complete package (i.e., MIT-LL New Project Start Documents, Government Technical Assessment (if applicable), sponsor [Special Checklist](#), sponsor Funding Document) is accepted, AZS will document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a task order/modification. This process includes two additional days for the AFLCMC/AZS Chief Financial Officer (CFO) to review classified documents. Estimated processing timelines are provided in Section III below.

No work may begin before a project is awarded on the Air Force contract.

Note: Projects with research involving the use of human subjects may require more time for additional government reviews and approvals.

3. Project Changes

An individual project's contractual baseline is comprised of its technical scope, as detailed in MIT-LL's Proposed Program Grey Book, its CLIN TEC, and its CLIN PoP date. Sponsor requests to modify project baselines require issuance of a modification by the AFLCMC/AZS Contracting Officer.

- a. **CLIN TEC Change.** Requests to modify a project's estimated cost ceiling require an updated, Sponsor-signed GTA as well as a completed Government Sponsor Special Checklist and an updated 7600A. It is required that Sponsors coordinate with MIT-LL to complete this documentation and to ensure requests reflect most current cost information.
- b. **CLIN PoP Estimated Completion Date.** Requests to modify a project's estimated completion date (with no associated cost changes) require an updated 7600A from the sponsor. It is required that Sponsors coordinate with MIT-LL to ensure requests reflect most current schedule information.
- c. **Grey Book Technical Summary.** It is required that Sponsors coordinate with MIT-LL prior to submittal of a TEC and/or PoP increase to determine if an update to the Grey Book is necessary. As part of the change request, the Sponsor must complete a Government Sponsor Special Checklist, provide it to MIT-LL through secure channels, and indicate whether the updated Special Checklist is considered Unclassified or Classified. If the completed Special Checklist is considered Unclassified, MIT-LL will send the updated document directly to AFLCMC/AZS. If considered Classified, MIT-LL will secure the updated Special Checklist in their program space for AFLCMC/AZS review.

Note: If an update or extension to the current Interagency Agreement is needed, the sponsor should contact AFLCMC/AZS.

4. Funding Classified Projects

For all Non-DoW projects, the individual project sponsor is responsible for ensuring that their project and funding documents align with their specific financial management policies and regulations.

Follow the same guidance as outlined in **Section (A)(4) [Funding Projects](#)**.

The mailing address for AZS is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor.
Hanscom AFB, MA 01731-2800

If the funding document is *Classified*, sponsors should send their documents through appropriate channels based on classification.

See Section V of this document, [FAQ #15](#), which addresses common reasons a funding document may not be accepted.

C. Deobligations

Please submit all deobligation requests directly to AFLCMC/AZS MIT-LL Common Mailbox: AFLCMC.AZS.MIT.LL@us.af.mil and cc: MIT-LL Funding Operations at resFundingOps@ll.mit.edu.

All non-DoW sponsors/customers must send AFLCMC/AZS a Form 7600B to deobligate funding off the contract for auditability purposes. For MIT-LL initiated deobligations, AFLCMC/AZS will contact the non-DoW sponsor for a signed 7600B for deobligation. If after 60 days, the non-DoW sponsor does not send AFLCMC/AZS a signed 7600B back, AFLCMC/AZS will unilaterally deobligate the funding off contract.

The mailing address for AZS FM is:

AFLCMC/AZS
Attention: FFRDC Financial Management
20 Schilling Circle
Bldg. 1305, 3rd Floor.
Hanscom AFB, MA 01731-2800

If the funding document is considered Classified, sponsors should send their documents through appropriate channels based on classification. AFLCMC/AZS will coordinate with MIT-LL for concurrence with the deobligation request.

Note: Deobligation of funds does not mean the project is closed, as final billing and Administrative Contractive Officer (ACO) disposition of government property may still need to occur.

D. Annual Sponsor Evaluation

The DoD Sponsoring Agreement requires an annual sponsor evaluation of MIT Lincoln Laboratory to be completed. This evaluation of sponsored research intends to assure OUSW (R&E) of product quality and identify improvement areas. Each Government Program Manager sponsoring an MIT-LL project should complete an evaluation of contractor performance once a year. AFLCMC/AZS will send request(s) for the evaluation and instructions on how to provide feedback. Once all feedback is received, the findings will be briefed to the Joint Advisory Committee (JAC) or the designee.

E. Facilities Modernization Charge

Overview

MIT-Lincoln Laboratory was founded in 1951 on Hanscom AFB, MA. However, its facilities are now over 70+ years old, and many do not meet 21st-century design standards for research. This limits the laboratory's ability to perform state-of-the-art research, and space constraints further hamper its mission. The cost of repairing and maintaining these obsolete facilities is unsustainable, and failing to address this issue will lead to increased costs and delayed research. The DoW and MIT-LL developed a phased Facilities Maintenance Plan (FMP) that is currently being implemented.

Calculation of FMC per project

Each year the Joint Advisory Committee will approve the FMC amount for the coming FY IAW the Section H clause on the Prime Contract. MIT-LL will divide the (FMC) for the Government's fiscal year into 12 monthly invoices. Each project's pro-rata share of the Modernization Charge for each month will be determined by dividing its allowable costs by the total allowable costs for all active projects. The monthly FMC for each project will be calculated by multiplying its pro-rata share with the monthly FMC amount.

III. Estimated Processing Timelines

Special Note: This is contingent on receipt of a complete package, which includes the MIT-LL submission of all required documents (signed GTA, Special Checklist, Funding Document, IAA).

Table 3. Estimated Processing Timelines

New Projects	Business Days
Non-DoW (Non-Special / Unclassified)	35
Non-DoW(Special / Classified)	37

PoP Change	Business Days
Non-DoW (Non-Special / Unclassified)	20
Non-DoW (Special / Classified)	22

Cost Changes	Business Days
Non-DoW (Non-Special / Unclassified)	32
Non-DoW (Special / Classified)	34

Incremental Funding	Business Days
Non-DoW (Non-Special / Unclassified, Special / Classified)	37

Deobligations, Supplemental, and Administrative	Business Days
Deobligations All	21
Administrative All	20

IV. Points of Contact

For Unclassified Communication Only

AFLCMC/AZS MIT-LL Common Inbox: AFLCMC.AZS.MIT.LL@us.af.mil

MIT-LL Finance/Funding Operations Common Inbox: resFundingOps@ll.mit.edu

Classified communications should be in accordance with agency and project specific security requirements.

V. Frequently Asked Questions (FAQ)

1. What is a Grey Book Technical Summary, and why does that get incorporated into the Prime Contract instead of the Project SOW?

The [Grey Book Technical Summary](#) describes the research project's long-term broad technical scope. The nature of R&D work requires flexibility in managing the technical requirements. A broad technical scope via the Grey Book Technical Summary is incorporated into the Prime Contract to give the sponsor and MIT-LL maximum flexibility in directly managing their research projects. This approach limits the need for numerous contract changes as the research requirements and technical approach evolve.

2. Why are the total estimated cost (TEC) and the total estimated period of performance (PoP) different from the schedule and cost detailed in the project Statement of Work?

The TEC and the total estimated PoP in the [Government Technical Assessment](#) (GTA) are estimated costs/schedules associated with the broad scope of work described in the [Grey Book Technical Summary](#). The GTA intends to capture the totality of the potential research effort to avoid the administrative burden of separately approving and contracting for short-term work segments. The TEC is the estimated ceiling cost of the project. The sponsor is not committed to fully funding the TEC, unless full funding is required pursuant to the Financial Management Regulations.

3. What are the advantages of having a long-term, broad technical scope of work (i.e., Grey Book Technical Summary) with a total estimated cost and total estimated PoP?

A longer-term technical scope of work, with an associated total estimated cost and total estimated PoP, maximizes sponsor and MIT-LL flexibility in executing and managing their projects while minimizing the number of contractual actions/changes. Having a narrow scope of work with a short-term cost and schedule would result in additional processing, paperwork, and administration for all parties, which could lead to unnecessary project delays and additional recovery fees. The sponsor is only responsible for funding the current increment and may stop funding and, therefore, stop the research at any time.

If a sponsor elects to stop work, the following steps should be taken to ensure proper coordination and contractual compliance:

- **The Sponsor shall notify AFLCMC/AZS via email** and include the applicable program number.
- **Specify whether the stop work is temporary or permanent and whether the stop work applies to the entire program or only specific tasks.**
- **Indicate whether a final written report is requested** from MIT-LL.
- **For temporary stop work requests**, include the anticipated stop and restart dates.
- **Identify the desired effective date** of the stop work. *Note: The effective date cannot precede notification from the AFLCMC/AZS Contracting Officer to MIT-LL.*

Once the AFLCMC/AZS Contracting Officer has formally notified MIT-LL, work will be stopped in accordance with that direction. MIT-LL will not cease work based on sponsor

request alone and must receive formal notification from the Procuring Contracting Officer (PCO) before stopping work. Only the AFLCMC/AZS Contracting Officer has the authority to provide this contractual direction.

If the stop work is **permanent**, MIT-LL will conduct an analysis to determine whether any funds remain available for deobligation. Any excess funds identified may be returned to the sponsor in accordance with contract terms and applicable procedures. This analysis must include identification of any subcontracts associated with the program and allow sufficient time to negotiate and execute subcontract terminations if necessary. Sponsors shall state if they are seeking a full or partial termination of work and provide required documentation.

4. What is a Government Technical Assessment?

The [Government Technical Assessment](#) ensures and documents sponsor concurrence with the [Grey Book Technical Summary](#), including the associated total estimated cost and the total estimated period of performance. The AFLCMC/AZS Contracting Officer will use this assessment to determine a fair and reasonable cost.

5. Does signing the Government Technical Assessment obligate the sponsor to the total estimated cost and total estimated period of performance?

Signing the [Government Technical Assessment](#) is **not** a commitment of the sponsor to fund the entire estimated cost. As an incrementally funded, cost reimbursable contract vehicle, and IAW 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 funds have been obligated against the individual project contract line item.

6. How long does it take for a new project to go on contract?

Once completed packages including all required documentation, are submitted by MIT-LL and sponsor, AFLCMC/AZS takes approximately 35-37 business days to review, document, and obtain approval for a new project to go on contract. However, certain projects may require more time due to their specific nature, such as Classified projects or those involving research work with human subjects. In such cases, additional reviews, determinations, and approvals may be necessary, leading to a longer time frame. Similarly, special projects that require a Classified level Special Checklist may also take longer.

7. May the sponsor update the project's PoP via a funding document?

Funding documents shall not be used to dictate the project schedule. Sponsor may initiate a PoP change by providing AFLCMC/AZS with an updated 7600A and work with MIT-LL for their concurrence and update to the Grey Book Summary, if necessary.

8. If there are issues with MIT-LL's performance, whom should the sponsor contact?

First contact should be through direct communication with the MIT-LL Project Manager or Principal Investigator performing the specific project. If that fails to resolve the issue, the sponsor may email AFLCMC.AZS.MIT.LL@us.af.mil. AZS will conduct an Annual Sponsor Evaluation as described in Section E.

9. How should sponsors account for the acquisition or development of property related to research projects?

The purpose of the MIT-LL contract is to perform research and deliver research results to the project sponsor. MIT-LL is prohibited from competing with private industry and producing or delivering supplies or end items to Government customers. All equipment and other ancillary property acquired or developed by MIT-LL in the performance of sponsored research are U.S. Government property, solely accountable under the Laboratory's Prime Contracts with the Air Force. Equipment and other property are considered Contractor Acquired Property (CAP). CAP is a form of Government Furnished Property (GFP) and is administered and managed under the Air Force Contracts by the Administrative Contracting Officer (ACO). Therefore, it is unavailable to the project sponsor as there are no contract deliverables for supplies or equipment. **The only contract deliverable is the result of the sponsored research.** As per established procedures, if any items are essential to meet the requirements of field testing, operational evaluation, or data gathering, they may be transferred to the sponsor formally during or after the research project's completion, with any loan or transfer requiring written ACO approval.

Sponsors should direct questions to the AFLCMC/AZS ACO for inquiries regarding availability of property. CAP acquired during the performance of the project are potentially available for transfer to the sponsor, provided other sponsored research programs at MIT-LL do not require use of the CAP and transfer is approved by the ACO.

10. How can sponsors access copies of contract modifications or fully executed 7600As and 7600Bs?

Contract modifications can be found by checking Electronic Data Access (EDA) for copies of awards/modifications prior to submitting requests to AFLCMC/AZS.

Fully executed 7600As and Bs will be provided by AFLCMC/AZS to the sponsor.

11. How can sponsors ensure the funding document will be accepted?

Avoid common errors regarding funding documents to include:

- a. missing or incorrect contract number;
- b. missing project number;
- c. missing or incorrect project period of performance;
- d. incorrect, expired or cancelled appropriation in the line of accounting (Block 72);
All appropriations for non-DoW sponsors must be active year funding. All expired or cancelled funding sent to AFLCMC/AZS will result in a rejection of the 7600B.
- e. Unsigned Interagency Agreements (IAAs)
- f. hand-written, pen & ink, changes. Per the FAR, pen & ink changes are illegal and will not be accepted by AFLCMC/AZS

12. What are the codes required to be included in funding documents?

- a. Agency Location Code (ALC) – 0000-3801;
- b. Treasury Account Symbol (TAS) code – (For all FY26 IAA documents, sponsor must include Air Force TAS code);
- c. Business Partner Number (BPN) - DODFA8702; and
- d. BETC – DISB, DISGF, DISGNF (Required for Non-DoW sponsors)

These codes are required by Defense Finance 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-DoW agency.

13. Is the Contractor (MIT-LL) a party to the Interagency Agreement (IAA)?

No. By definition, the IAA is not a contract but an internal agreement solely between two Government parties where one Government party (Requesting Agency) is asking to use the services of another Government party (Servicing Agency). In this case, the Non-DoW agency is requesting to use the acquisition and contracting services of AFLCMC/AZS and the existing research contract between AFLCMC/AZS and MIT-LL in order to meet the research needs of the Non-DoW agency.

14. Does the Non-DoW requesting agency need to provide a contracting officer to oversee the Non-DoW agency's research project?

No. The IAA provides AFLCMC/AZS agreement that the Non-DoW requesting agency can use the existing contract between MIT-LL and AFLCMC/AZS to meet the Non-DoW agency needs. **As such only the AFLCMC/AZS Contracting Officer has contracting authority over these FFRDC contracts and only the AFLCMC/AZS Contracting Officer can provide contractual direction to MIT-LL.** The Non-DoW Agency is responsible for technical and programmatic oversight of their individual research projects, but all contracting matters are solely the responsibility of AFLCMC/AZS Procuring Contracting Officer.

VI. Attachments

Attachments Required for Initiating a New Non-DoW R&D Project

Attachments	Unclassified Non-DoW	Classified Non-DoW
1. Grey Book Technical Summary	X	X
2. Government Technical Assessment	X	
3. Interagency Agreement	X	
4. Special Checklist for Classified R&D Projects		X

Other Attachments

Attachments	Unclassified Non-DoW	Classified Non-DoW
5. Assisted Acquisition Cost Recovery Charge Letter	X	X