

DoD Project Sponsor Guide

March 2022

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

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

Provides Department of Defense 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 Contract issued 28 April 2015

Changes From Nov 2019 Version

- Split guide into DoD and Non-DoD versions to alleviate confusion.
- Noted that Air Force Form 9 as an acceptable funding document along with MIPRs.
- Estimated Processing Timelines updated.
- AFLCMC Points of Contact updated.
- Provided additional detail on email disbursement of 448-2 acceptances.
- Updated list of codes required to be included on funding documents which includes new Product Service Code (PSC) of AC32.
- Added a section for Annual Sponsor Evaluation.

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I. Introduction

The purpose of this guide is to provide Department of Defense sponsors/users with the procedures for initiating, funding, and making changes to research and development (R&D) projects on the Air Force/MIT-LL FFRDC contract FA8702-15-D-0001. In accordance with the DoD Sponsoring Agreement, all federally sponsored work (DoD and non-DoD) will be performed on the Air Force Prime Contract. The Air Force Life Cycle Management Center (AFLCMC), Strategic Services Division (AFLCMC/AZS) at Hanscom AFB, is responsible for management and administration of the USAF/MIT-LL FFRDC contract.

These established procedures are based on the:

1. DoD Sponsoring Agreement, which states “maximum technical freedom shall be afforded to MIT-LL and to individual project sponsors in formulating and executing projects”
2. Air Force/MIT-LL FFRDC Indefinite-Delivery Indefinite-Quantity (IDIQ) contract where terms and conditions are established, and all work is performed on a cost reimbursement, no fee basis
3. Federal policy on R&D contracting and the “special relationship” between the FFRDC and the government, in accordance with FAR 35.017
4. DoD federally Funded Research and Development Center (FFRDC) Program, [DoD Instruction 5000.77](#)

Questions related to this document or any of the procedures described herein may be directed to AFLCMC/AZS. Contact Information is provided in [Section IV](#) (Points of Contact) of this Guide.

II. Project Initiation, Funding, and Changes:

A. DoD Unclassified R&D Project Guidance

1. Initiating a new 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 basic documentation from MIT-LL and the project sponsor.

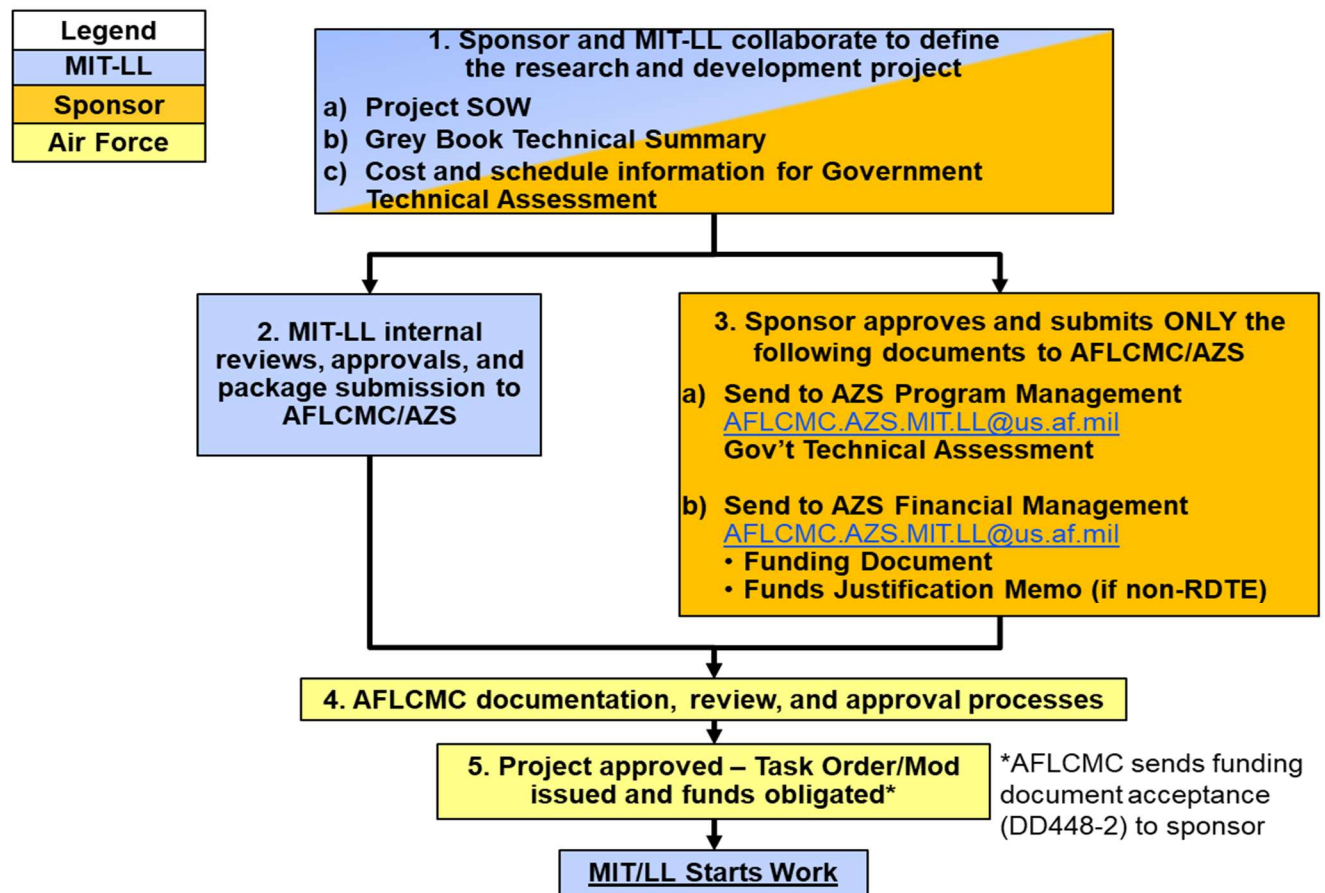
During the DoD project formation stage MIT-LL will assign a unique 4-digit project number (ex: MIT-LL Project Number 9999). ***The project sponsor shall use this project number in all correspondence with both AFLCMC/AZS and MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the project sponsor and MIT-LL. However, all contractual direction and authorization must come from the AFLCMC/AZS Contracting Officer.

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. The following project documents relevant to the project sponsor are required to initiate a new project:

Document	Description
Project Statement of Work	<p>Defines the specifically identifiable R&D work requirements. This document is typically near-term, may evolve over time, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL.</p> <p><u>This document is not contractually binding;</u> therefore, it may be updated at any point between the sponsor and MIT-LL, if the updates are within the broad scope of the Grey Book Technical Summary.</p>
<u>Grey Book Technical Summary</u>	<p>A document MIT-LL and the sponsor collaborate on to establish the broad contract technical scope of the project, which 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 of the anticipated research area.</p>

<p><u>Government Technical Assessment (GTA)</u></p>	<p>Documents the Government sponsor concurrence with the Grey Book technical summary, the associated total estimated cost, total estimated period of performance, and if applicable, the sponsor's severability determination. MIT-LL may facilitate this process by populating the Government Technical Assessment (GTA) with basic project data. The sponsor has the responsibility to sign and submit the GTA to AFLCMC AZS at AFLCMC.AZS.MIT.ILL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu</p>
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2. Process Flowchart – Initiating new DoD Unclassified R&D Projects



3. Processing Timeline -New DoD 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 (MIT-LL New Project Documents, [Government Technical Assessment](#), Sponsor Funding Document, Funds Justification Memo (if applicable)) is received, AZS requires ~23 business days to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/modification. Note: Projects with research involving the use

of human subjects may require more time for additional Government reviews and approvals. ***No work may begin prior to a project being awarded on contract by AFLCMC/AZS.***

4. Changing an existing project's Cost or Period of Performance/ Estimated Completion Date

All changes to an existing project require the sponsor to coordinate with MIT-LL. The following circumstances will require issuance of a modification by the AFLCMC/AZS Procuring Contracting Officer (PCO):

- a) Cost. Changes to the total estimated cost require an updated and sponsor signed Government Technical Assessment, based on revised cost information provided by MIT-LL.
- b) Period of Performance/Estimated Completion Date. Changes to the project's total estimated period of performance/estimated completion date (no changes to total estimated cost) require written concurrence from the sponsor. Written concurrence may be provided directly to MIT-LL (email will suffice).
- c) Grey Book Technical Scope of Work. Changes within the broad scope described in the Grey Book Technical Summary may require an updated Grey Book Technical Summary be coordinated between the sponsor and MIT-LL. New work beyond the scope of the Grey Book Technical summary will normally require a new project to be initiated.

Note: Changes to the Project Statement of Work within scope of the Grey Book technical summary may be managed directly between the sponsor and MIT-LL and updated as necessary.

5. Funding projects

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

MIT-LL is a R&D FFRDC, therefore the predominant type of appropriated funds utilized are Research, Development, Test & Evaluation (RDT&E). However, circumstances may exist where funds other than RDT&E are appropriate for projects within the mission of MIT-LL.

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 other than RDT&E funds, the sponsor is required to utilize the AZS [Justification of Funds \(JoF\) template](#) with their funding document(s) citing the specific

DoD FMR authority and detailing the applicability of that authority. Failure to submit the required JoF, with valid justification, may result in the rejection of the justification and a delay in award and project execution. A government Financial Management representative (non-contractor) authorized to sign on behalf of the agency must sign the JoF.

The JoF applies at the project level, and is required with incremental funding documents if:

- a. A drastic change occurs on the project, or
- b. The JoF on file is not dated within the same fiscal year that the funds are provided, or
- c. The PCO deems an update is required.

DoD sponsors will ensure their funding documents comply with the following:

- a) ***MIPR or AF Form 9 contains 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 _____."***
- b) All DoD documents must be obligated as Direct Cite (Category II).
- c) The project documents must not be attached to the funding document. Any reference made to the project documents should be phrased, "funding for work to be performed is provided under separate cover."
- d) Funding documents must contain a Project Element Code (PEC) in either the Line of Accounting (LOA) or elsewhere on the funding document.
- e) 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.
- f) Funding documents must include the DODAAC of FA8702 and the PSC of AC32.
- g) If providing non-RDT&E funds, include a [Justification of Funds \(JoF\)](#).
- h) Period of Performance will conclude on the last day of a month to align with MIT-LL's billing cycle.
- i) In accordance with the [DoDI 5000.77](#), for assisted acquisitions between DoD components for FFRDC work, Support Agreements are not applicable nor will they be accepted. The correct form is the DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Air Force Form 9, Request for Purchase.
- j) If the fund type is not the same as previous increments on the same program, a new project with a new SOW may need to be established to accept the new fund type. Contact AFLCMC/AZS prior to sending documents.

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

Mailing address for AZS FM is:

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

Common reasons a funding document may not be accepted are located in [FAQ #15](#).

B. DoD Classified R&D Project Guidance

1. Initiating a new 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 basic documentation from MIT-LL and the project sponsor.

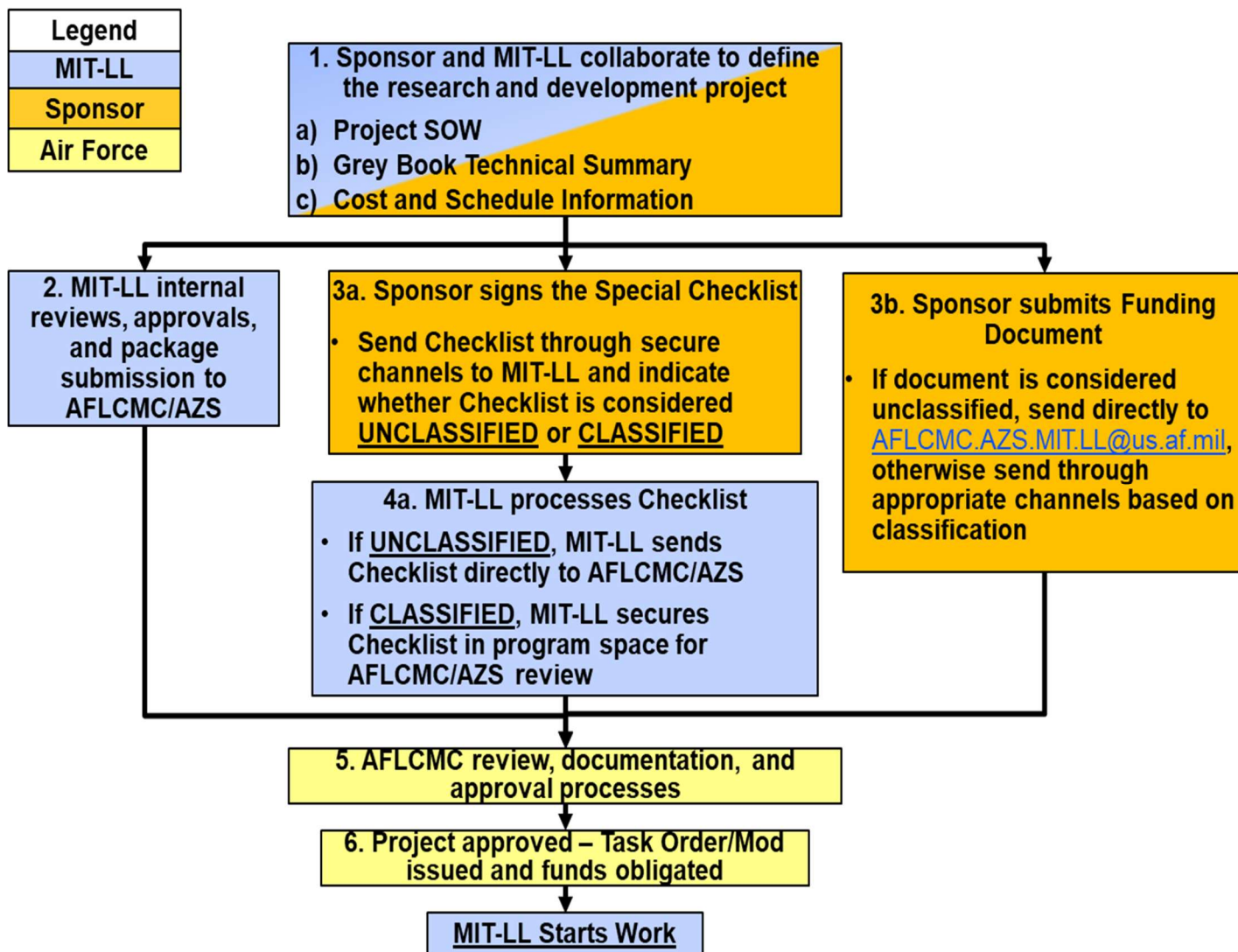
During the DoD project formation stage MIT-LL will assign a unique 4-digit project number (ex: MIT-LL Project Number 9999). ***This project number shall be used in all correspondence with both AFLCMC/AZS and MIT-LL.*** The Sponsoring Agreement authorizes the project requirements to be established directly between the project sponsor and MIT LL. However, all contractual direction and authorization must come from the AFLCMC Contracting Officer.

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. 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. The following project documents relevant to the project sponsor are required to initiate a new project:

Document	Description
Project Statement of Work (SOW)	Defines the specifically identifiable R&D work requirements. This document is typically near-term, may evolve over time, and is formulated, managed, and maintained directly between the project sponsor and MIT-LL.

	<p>This document is not contractually binding, therefore, it may be updated at any point between the sponsor and MIT-LL, provided that the changes are within scope of the Grey Book Technical Summary.</p> <p>If the SOW itself is classified, MIT-LL and the project sponsor shall work together to create a Project SOW that will be maintained at the appropriate classification level.</p>
<u>Grey Book Technical Summary</u>	<p>Developed collaboratively between MIT-LL and the sponsor, this document establishes a broad contract technical scope which will be an attachment to the applicable Task Order issued under the Prime Contract.</p> <p style="text-align: center;">AND</p> <p>Fulfills the Sponsors requirement for MIT-LL to develop a long term, strategic plan of 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 simply state the project number and “classified” as the description.</p>
<u>Special Checklist</u>	<p>Documents the project sponsor concurrence with the Grey Book technical summary, the associated total estimated cost, total estimated period of performance, and if applicable, the sponsor’s severability determination,</p> <p>MIT-LL may facilitate this process by populating the checklist with basic project data. The sponsor is responsible for signing and submitting the checklist to AFLCMC AZS at AFLCMC.AZS.MIT.LL@us.af.mil. NOTE: The checklist is designed to facilitate review at an <u>unclassified</u> level. If the checklist cannot be filled out or sent at an unclassified level, AFLCMC Contracting representatives will arrange to review in an appropriate location. Ensure the document is marked per the program’s Security Classification Guidance.</p>

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



3. Processing Timeline- New Classified DoD R&D

AZS cannot begin the process to contractually incorporate the Sponsor project until a complete package is received. Once a complete package (MIT-LL New Project Start Documents, Sponsor [Special Checklist](#), Sponsor Funding Document, Funds JoF Memo (if applicable)) is received, AZS requires ~25 business days to document, review, and obtain the necessary approvals (AZS PM, FM, Contracting, and Legal) to issue a Task Order/modification. This includes two additional days for the AFCLCMC/AZS CFO to review classified documents. Note: Projects with research involving the use of human subjects may require more time for additional Government reviews and approvals. The desired start date must be no earlier than 30 business days from when the sponsor expects to send their

[Special Checklist](#) and Funding Document. ***No work may begin prior to a project being awarded on contract by AFLCMC/AZS.***

4. Changing an existing project's Cost or Period of Performance/ Estimated Completion Date

All changes to an existing project require the sponsor to coordinate with MIT-LL. The following circumstances will require issuance of a modification by the AFLCMC/AZS PCO:

- a) Cost. Changes to the total estimated cost require a [Changes Checklist for Classified R&D Projects](#), with revised cost information provided by MIT-LL.
- b) Period of Performance/Estimated Completion Date. Changes to the project's total estimated period of performance/estimated completion date (no changes to total estimated cost) require written concurrence from the sponsor. Written concurrence may be provided directly to MIT-LL via email.
- c) Grey Book Technical Summary
 - 1- Changes within the broad scope described in the Grey Book Technical Summary may require an updated Grey Book Technical Summary be coordinated between the sponsor and MIT-LL. New work beyond the scope of the Grey Book Technical summary will normally require a new project to be initiated.
 - 2- Changes to the Grey Book Technical Summary, to include the total estimated cost or total estimated period of performance, require AFLCMC contracting action. When this occurs, sponsor shall complete a [Changes Checklist for Classified R&D Projects](#), provide to MIT-LL through secure channels, and indicate whether the Checklist is considered Unclassified or Classified.

Note: Changes to the Project Statement of Work within scope of the Grey Book technical summary may be managed directly between the sponsor and MIT-LL and updated as necessary.

If the completed [Changes Checklist for Classified R&D Projects](#) is considered Unclassified, MIT-LL will send the Checklist directly to AFLCMC/AZS. If considered Classified, MIT-LL will secure the Checklist in their program space for AFLCMC/AZS review.

5. Funding classified projects

Follow the same guidance as listed on page 7 under Funding Projects.

Please include 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 _____.”

If the funding document is unclassified, sponsor should send their funding document directly to the AFLCMC/MIT-LL Finance Common Mailbox: AFLCMC.AZS.MIT.LL@us.af.mil and cc'd MIT-LL Funding Operations at resFundingOps@ll.mit.edu

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 classified, sponsor should send their document through appropriate channels based on classification.

Common reasons a funding document may not be accepted are located in [FAQ #15](#).

C. Deobligations

If deobligation of funds or line of accounting adjustments by sponsor should be needed, send appropriate funding documents for your deobligations or line of accounting changes directly to AFLCMC Common Mailbox: AFLCMC.AZS.MIT.LL@us.af.mil and copy MIT-LL Funding Operations at resFundingOps@ll.mit.edu

The AFLCMC/AZS financial system does NOT process negative MIPRs in order to deobligate funds. Deobligation requests are coordinated between the sponsor and MIT-LL. Upon verification of availability of pertinent funds, a formal deobligation request is sent by MIT-LL to AZS and a Mod Request (MR) is submitted and awarded.

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, sponsor should send their document through appropriate channels based on classification. AFLCMC/AZS will coordinate with MIT-LL for concurrence with de-obligation request. Please note that deobligation of funds doesn't mean that the project is closed as final billing may still need to occur as well as ACO disposition of Government property.

D. Annual Sponsor Evaluation

An annual sponsor evaluation for MIT Lincoln Laboratory is required by the Department of Defense 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 project should complete an evaluation of contractor performance once a year. AFLCMC/AZS will send a request for the evaluation each October, with a response date of January (three months later).

III. Estimated Processing Timelines

Special Note: This is contingent on receipt of complete packet. This includes the MIT-LL submission of all required documents (JoF, signed GTA, special checklists, etc.) and funding.

New Projects	Business Days
DoD (Non Special / Unclass)	23
DoD (Special / Classified)	25

PoP Change	Business Days
DoD (Non Special / Unclass)	17
DoD (Special / Classified)	19

Cost Changes	Business Days
DoD (Non Special / Unclass)	20
DoD (Special / Classified)	22

Incremental Funding	Business Days
DoD (Non Special / Unclass , Special / Classified)	20

De-Obligations, Supplemental, and Administrative	Business Days
De-Obligations All	21
Supplemental Agreement All	18
Administrative All	20

IV. Points of Contact

For unclassified communication only

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

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

AFLCMC/AZS Financial Management Fax: 781-225-2141

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

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

AFLCMC/AZS Personnel - POC list can be found [here](#).

V. Frequently Asked Questions (FAQs)

1. What is a Grey Book Technical Summary, and why does that get incorporated into the Prime Contract instead of my project Statement of Work?

The [Grey Book Technical Summary](#) is a high-level description of the long term, broad technical scope of the research project. 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 provide the sponsor and MIT-LL with 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 is the total estimated cost (TEC) and the total estimated period of performance (POP) different from the schedule and cost detailed in my project Statement of Work?

The total estimated cost and the total estimated POP in the [Government Technical Assessment](#) is an estimated cost/schedule associated with the entire broad scope of work described in the [Grey Book Technical Summary](#). It is intended to capture the totality of the potential research effort to again avoid the administrative burden of separately approving and contracting for short term segments of work. There is no commitment on the sponsor's part to fund the entire estimated cost, unless the project must be fully funded in accordance with 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?

Having a longer term, broad 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. The sponsor is only responsible for funding the current increment and may stop funding and therefore stop the research at any time.

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, the total estimated period of performance based on MIT-LL cost and schedule information. The AFLCMC Contracting Officer will use this assessment in performing a fair and reasonable cost determination.

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

Signing the [Government Technical Assessment](#) is NOT a commitment of 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 funds have been obligated against the individual project contract line item.

6. What is the difference between a Severable and a Non-Severable project, and how does that impact the total estimated period of performance?

A non-severable project is one that produces a single or unified outcome, product, or report that cannot be subdivided for separate performance in different fiscal years. Non-severable projects have no period of performance limitation. As a research laboratory, the majority of MIT-LL projects are considered non-severable.

A severable project is one where the sponsor realizes a benefit at the time services are performed, even if the project has not been performed to completion.

Projects that are considered severable and are funded with an annual appropriation (e.g. O&M funds) have statutory limitations on the period of performance. Projects that are non-severable, and are funded with an annual appropriation (e.g. O&M funds), do not have period of performance limitations but must be fully funded at award. It is also important to note that severability is based on the nature of the work not the budget available. The sponsor should verify with their agency Financial Manager/Budget Specialist if they are unsure as to the severability or period of performance restrictions based on the appropriation. The Requesting Agency and Servicing Agency must coordinate on the severability of the work.

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

After MIT-LL and sponsor submission of all required documents, AFLCMC/AZS generally takes 23-25 business days to document, review, and obtain approval for a new project to go on contract. Certain projects require more time than others due to the project type (ie, Classified) and research work involved. Examples are projects with research involving the use of human subjects may require more time for additional reviews, determinations, and approvals. Also, special projects that are unable to process a special checklist at an unclassified level may require additional time.

8. Can I use my funding document to dictate the project schedule?

Funding documents shall not be used to dictate the project schedule. Any expected timelines in regards to the schedule of the project should be addressed in the project documents (Government Technical Assessment).

9. Whom should I contact if I have issues with MIT-LL's performance?

The first contact should be through direct communication with the MIT-LL Project manager or principle investigator performing your individual project. If that fails to

resolve the issue the Sponsor may email AFLCMC.AZS.MIT.LL@us.af.mil or call the AFLCMC/AZS Program Management or Contracting POCs identified in Section IV.

10. How is property acquired or developed under my research project accounted for?

The purpose of the MIT-LL contract is to perform research and deliver the results of that research to the project sponsor. MIT-LL is prohibited from competing with private industry and producing or delivering supplies or end items to Government customers. As such, all equipment and other property items acquired or developed by LL in the performance of sponsored research are U.S. Government property which remains accountable under the Laboratory's Prime Contract with the Air Force. As such, they are not available as contract deliverables to the project sponsor. However, in accordance with established procedures, if such items are needed to fulfill requirements for field testing, operational evaluation and or data gathering, they may be available for formal transfer to the sponsor during the project or once the research project is completed.

Questions on how to initiate a property transfer may be addressed to the AFLCMC/AZS ACO. Other items acquired under the project can be available for transfer to the sponsor provided other sponsored research programs at the Laboratory have no requirement for the property.

11. Can appropriated funds other than RDT&E be used for project performance?

The MIT-LL FFRDC is a research and development laboratory operating under an Air Force issued R&D contract. It is therefore expected that the vast majority of work will be properly funded with RDT&E type appropriations. In unusual circumstances, other than RDT&E funding may be authorized if: 1) the work is within the general scope of the R&D contract, 2) the use of non-RDT&E funding is properly justified by the sponsor and agreed to by AFLCMC PCO and CFO, and 3) the project is able to be structured and executed IAW the fiscal rules applicable to the non-RDT&E appropriation (e.g. full funding). When submitting other than RDT&E funds, the sponsor is required to utilize the AZS provided [Justification of Funds \(JoF\) template](#) with their funding document(s) citing the specific DoD FMR authority and detailing the applicability of that authority.

12. What are the fiscal rules associated with O&M and Procurement Funds?

In the rare case that RDT&E funds are not used, the project sponsor is responsible for ensuring compliance with the fiscal rules associated with the appropriation being used and the circumstances involved. The AFLCMC Procurement Contracting Officer (PCO) and Financial Management Office will concur on the proper use of funds prior to obligation. The basic rules for O&M and procurement funds are as follows:

O&M Severable programs are limited to a 12-month Period of Performance, but can cross fiscal years.

- Funds can be obligated in "installments" (\$1M effort; obligate \$500K of FY21 in March 2021; obligate \$500K of FY21 in June 2021)

O&M Non-Severable programs must be fully funded (obligated) at time of award.

- The period of performance of non-severable work is not limited to 12 months
- Funds can arrive via multiple MIPRs but AFLCMC will hold until full obligation can be made
- If same work (no scope change) is going to cost more, the estimated cost/PoP can be revised using **original** fiscal year funds
- If there's a change in scope to accommodate new work, please contact the USAF PCO

Procurement funds (Severable & Non-Severable programs) must be fully funded (obligated) at time of award.

- If all funding is not available upfront, it's possible to defer portion of the work to an option as long as each piece results in a useable end item
- If the same work ends up costing more, the estimated cost/PoP can be revised using available **current** year funds
- If a change in scope occurs to accommodate new work, please contact the USAF PCO

13. How can I receive a copy of the contract modification or funding acceptance documents?

Contract modifications and funding acceptances are disbursed **ONLY** to the FM Points of Contacts that are listed on the funding documents. Please check EDA for a copy of the award/modification prior to submitting a request to AFLCMC/AZS.

When AFLCMC/PK completes a contract Mod award they will trigger an auto-generated email disbursement of 448-2 acceptances for all the funding documents in that Mod. 448-2's may be provided prior to award by specific sponsor request **ONLY** if the MIPR has gone through MIT-LL Coordination.

14. How can I ensure my funding document will be accepted?

Common errors for all funding documents include:

- Project number is missing
- Incorrect appropriation in the line of accounting
- Cat I vs Cat II (reimbursable vs. direct cite)
- Hand-written, pen & ink, changes

If there are errors on the MIPR or AF Form 9, AFLCMC/AZS cannot reject the document for a new one to be processed. It is incumbent on the sponsor to correct mistakes and resubmit the MIPR or AF Form 9.

15. What are the codes required to be included on funding documents?

- Agency Location Code (ALC) – 0000-3801
- Treasury Account Symbol (TAS) code – 057202220233600
- Program Element Code (PEC) for each Line of Accounting (LOA) – This is generated by the sponsor on their line of accounting for DoD sponsors
- Business Partner Number (BPN) - DODFA8702
- Product Service Code (PSC) – AC32

These codes are required by Defense Financial and Accounting Services (DFAS).

VI. Attachments

Attachments Required for Initiating a New R&D Project

Attachments	Unclassified DoD	Classified Projects
1. Grey Book Technical Summary	X	X
2. Government Technical Assessment	X	
3. Justification of Funds Memo	X	
4. Special Checklist for Classified R&D Projects		X

Other Attachments

Attachments	Unclassified DoD	Classified Projects
5. Changes Checklist for Classified R&D Projects		X