



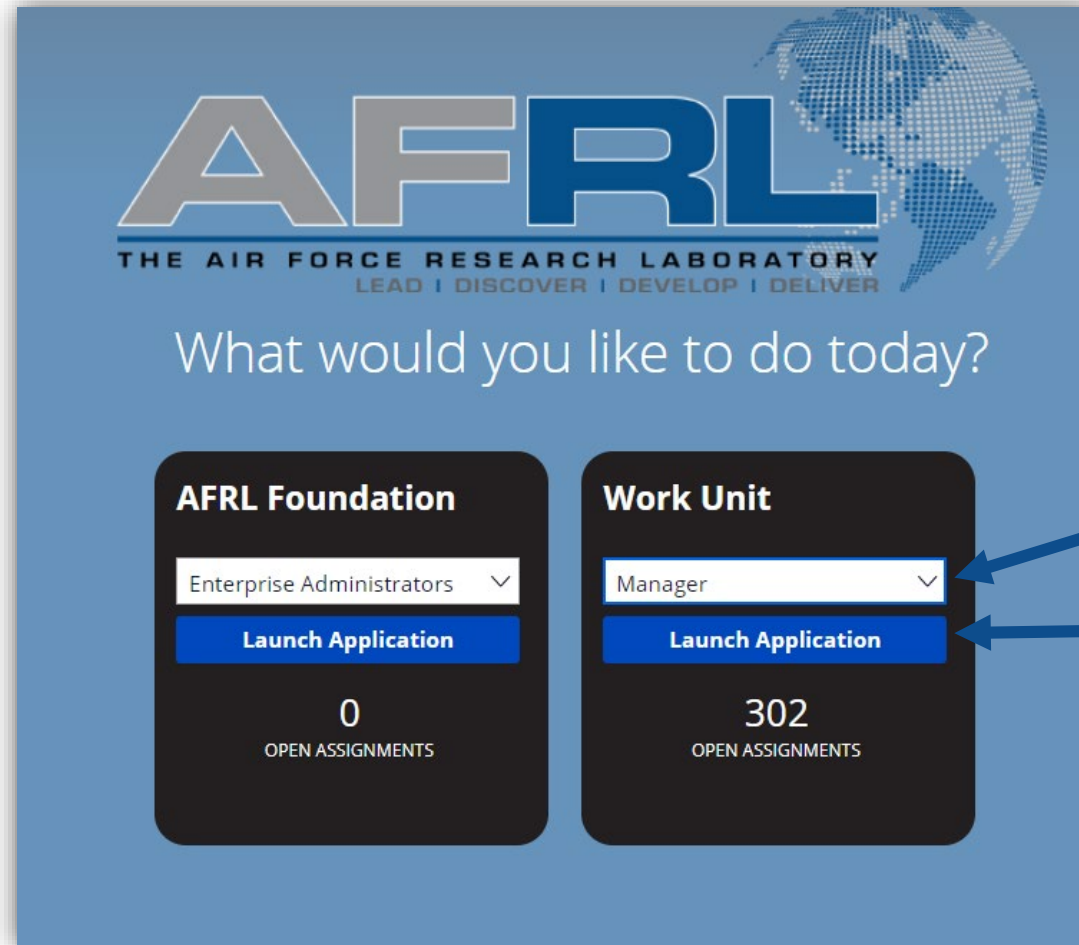
**AFRL**

# How to Request a New Literature Search

MARCH 2021

# Your Work Unit is the Closing-Out Status, now what?

<https://bpms.ebs.afrl.af.mil>



AFRL  
THE AIR FORCE RESEARCH LABORATORY  
LEAD | DISCOVER | DEVELOP | DELIVER

What would you like to do today?

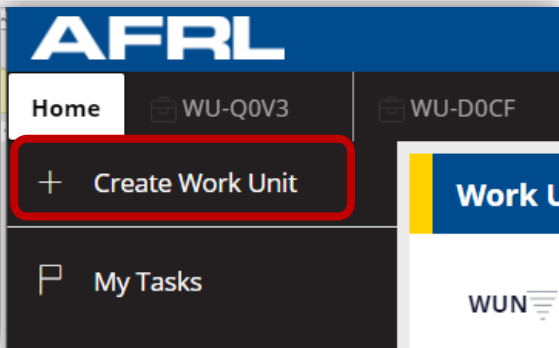
AFRL Foundation	Work Unit
Enterprise Administrators	Manager
Launch Application	Launch Application
0 OPEN ASSIGNMENTS	302 OPEN ASSIGNMENTS

Choose your user role

Select

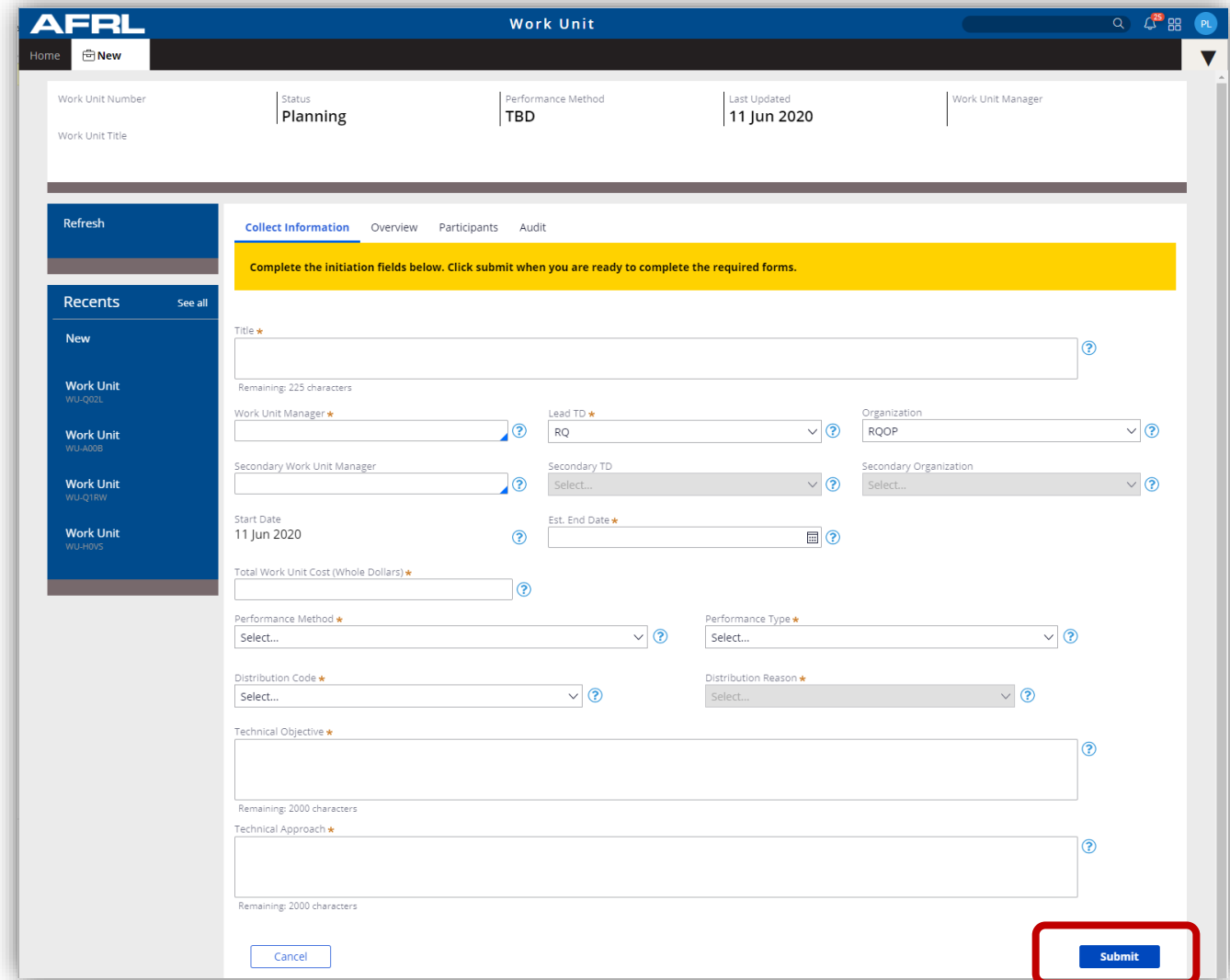
# Create the WU

## 1. Create Work Unit



2. Complete the information.
3. Submit when complete.

NOTE: For SBIR/STTR Topic Level Lit Searches, use the Performance Method of “Procurement” and Performance Type of “RDTE”



The screenshot shows the AFRL Work Unit creation interface. At the top, there are fields for Work Unit Number, Status (Planning), Performance Method (TBD), Last Updated (11 Jun 2020), and Work Unit Manager. Below this is a navigation bar with 'Collect Information', 'Overview', 'Participants', and 'Audit' tabs. A yellow banner instructs the user to complete initiation fields. The form includes several required fields: Title (225 characters remaining), Work Unit Manager, Lead TD (RQ), Organization (RQOP), Secondary Work Unit Manager, Secondary TD, Secondary Organization, Start Date (11 Jun 2020), Est. End Date, Total Work Unit Cost (Whole Dollars), Performance Method, Performance Type, Distribution Code, Distribution Reason, Technical Objective (2000 characters remaining), and Technical Approach (2000 characters remaining). A 'Cancel' button is at the bottom left, and a 'Submit' button is at the bottom right, highlighted with a red rectangle.

# Literature Search (For WU Managers Only)

## 1. Start with Literature Search

Planning Overview Contract Info Attachments

Complete the following items to create the work unit and all items must be completed before the work unit will be available.

- Literature Search
- Funding Profile
- AFRL Form 4
- Approval Document
- Contract Information
- Principal Investigator

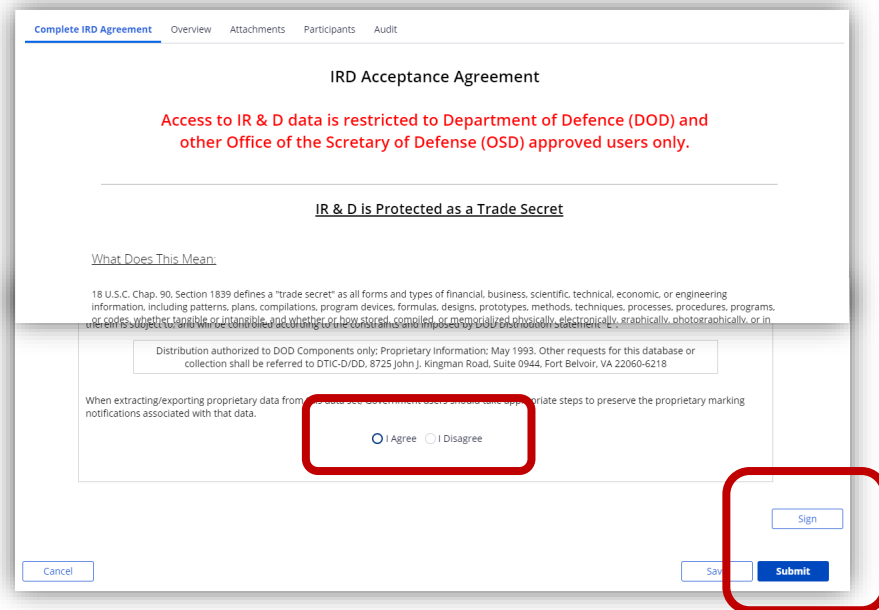
Task List Overview Contract Info Funding Attachments Audit

### Assignments

Task	Process Name	Assigned To	Assigned Date	Days at Step	Deadline	
Process Forms	To-Do List	PL PATRICIA L LACHEY	18-May-2021	2		<a href="#">Begin</a>
Literature Search	Literature Search	PL PATRICIA L LACHEY	21-May-2021	0	—	<a href="#">Begin</a>

# Literature Search (For WU Managers Only)

- 2. Review IR&D Acceptance Agreement
- 3. Select Response, Sign, and Submit



**Complete IRD Agreement** Overview Attachments Participants Audit

**IRD Acceptance Agreement**

Access to IR & D data is restricted to Department of Defence (DOD) and other Office of the Secretary of Defense (OSD) approved users only.

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**IR & D is Protected as a Trade Secret**

What Does This Mean:

18 U.S.C. Chap. 90, Section 1839 defines a "trade secret" as all forms and types of financial, business, scientific, technical, economic, or engineering information, including patterns, plans, compilations, program devices, formulas, designs, prototypes, methods, techniques, processes, procedures, programs, or codes, whether tangible or intangible, and whether or how stored, compiled, or assembled, physically, electronically, graphically, photosynthetically, or in any form or by any means now known or later developed, that derive independent economic value, not actually or potentially knowable by other persons who can obtain access to it, from the disclosure thereof, and that are the subject of efforts that are reasonable under the circumstances to maintain their secrecy.

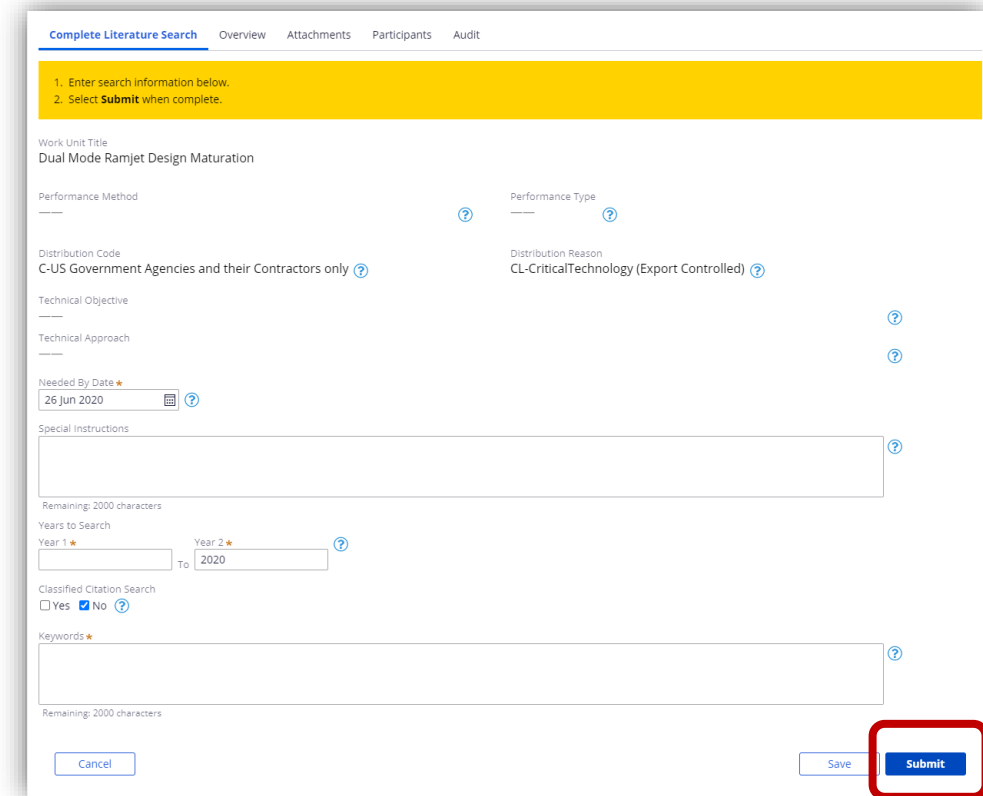
Distribution authorized to DOD Components only; Proprietary information; May 1993. Other requests for this database or collection shall be referred to DTIC-D/DD, 8725 John J. Kingman Road, Suite 0944, Fort Belvoir, VA 22060-6218

When extracting/exporting proprietary data from this database, users must take appropriate steps to preserve the proprietary marking notifications associated with that data.

I Agree  I Disagree

Buttons: Cancel, Save, **Submit**, Sign

- 4. Enter Required Information
- 5. **Submit**



**Complete Literature Search** Overview Attachments Participants Audit

1. Enter search information below.  
2. Select **Submit** when complete.

Work Unit Title  
Dual Mode Ramjet Design Maturation

Performance Method  ? Performance Type  ?

Distribution Code  
C-US Government Agencies and their Contractors only ? Distribution Reason  
CL-CriticalTechnology (Export Controlled) ?

Technical Objective  ?

Technical Approach  ?

Needed By Date \*  
26 Jun 2020 ?

Special Instructions  ?

Remaining: 2000 characters

Years to Search  
Year 1 \*  To Year 2 \*  ?

Classified Citation Search  
 Yes  No ?

Keywords \*  
 ?

Remaining: 2000 characters

Buttons: Cancel, Save, **Submit**

# Literature Search Flow

