## I-108 Submission and approval of mentorprotege agreements.

- (a) Upon solicitation or as determined by the cognizant military department or defense agency, mentors will submit—
- (1) A mentor application pursuant to I-105, if the mentor has not been previously approved to participate;
- (2) A signed mentor-protege agreement pursuant to I-107;
- (3) A statement as to whether the mentor is seeking credit or reimbursement of costs incurred;
- (4) The estimated cost of the technical assistance to be provided, broken out per year;
- (5) A justification if program participation term is greater than 3 years (agreements may not exceed 5 years) (see I-107(k)); and
- (6) For reimbursable agreements, a specific justification for developmental costs in excess of \$1 million per year.
- (b) When seeking reimbursement of costs, the military department or defense agency may require additional information.
- (c) The mentor-protege agreement must be approved by the Director, OSBP, of the military department or defense agency prior to incurring costs eligible for credit.
- (d) The cognizant military department or defense agency will execute a contract modification or a separate contract, if justified pursuant to I-103(b)(3), prior to the mentor's incurring costs eligible for reimbursement.
- (e) Credit agreements that are not associated with an existing DoD program and/or military department or defense agency will be submitted for approval to the Director, OSBP, Defense Contract Management Agency (DCMA), via the mentor's cognizant administrative contracting officer.
- (f) A prospective mentor that has identified Program funds to be made available from a DoD program manager must provide the information in paragraph (a) of this section through the program manager to the Director, OSBP, of the military department or defense agency with a letter signed by the program manager indicating the amount of funding that has been identified for the developmental assistance program.

**Parent topic:** APPENDIX I - POLICY AND PROCEDURES FOR THE DOD PILOT MENTOR-PROTEGE PROGRAM