



DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
2531 JEFFERSON DAVIS HWY
ARLINGTON VA 22242-5160

IN REPLY REFER TO

NAVSEAINST 4220.2
Ser 01P3/086

7 NOV 2000

NAVSEA INSTRUCTION 4220.2

From: Commander, Naval Sea Systems Command

Subj: RESPONSIBILITIES AND PROCEDURES FOR ISSUING
INTERDEPARTMENTAL PURCHASE REQUESTS

Ref: (a) FAR/DFARS Subpart 17.5
(b) Financial Management Regulation Vol. 11A Chapter 3
(c) NAVCOMPT Manual Para. 035401
(d) NAVCOMPT Manual Para. 035403
(e) NAVCOMPT Manual Para. 035404
(f) SEA 00 memo, Ser 02/049, of 9 Mar 00

Encl: (1) Sample Determination and Findings (D&F) for
Economy Act Orders
(2) DD Form 448, Military Interdepartmental Purchase
Request

1. Purpose. To outline the policy and procedures within the Naval Sea Systems Command (NAVSEA), including the Program Executive Officers (PEOs), for issuing Interdepartmental Purchase Requests (IPRs) to obtain materials or services through organizations outside the Department of Defense (DoD).

2. Scope. The provisions of this instruction apply to any component of NAVSEA (including all NAVSEA field activities) and the PEOs for all interagency procurement requests issued to any organization outside of the DoD. Regardless of the document used, any procurement outside the DoD is considered an Interdepartmental Procurement and may be subject to the requirements of the Economy Act as well as the requirements of enclosure (1).

3. Background. The Economy Act (31.U.S.C. 1535), as provided in references (a), (b), and (c), authorizes agencies to enter into mutual agreements to obtain supplies or services by interagency acquisition. The Economy Act does not apply to acquisitions from required sources of supplies prescribed in the Federal Acquisition Regulations (FAR) Part 8, which have separate statutory authority. It

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also does not apply to information technology (IT) orders under GSA's authorized government-wide IT programs.

4. Funding. Reference (c) specifies that a reimbursable Economy Act order is an order issued under the authority contained in Title 31 U.S. Code 1535. Reference (d) states that reimbursable orders are to be used by all components of the Department of the Navy for requesting work or services of any kind from any Government-owned and operated establishment. Therefore, all NAVSEA interagency procurements will be accomplished on a reimbursable basis. Economy Act orders do not extend the obligational life of the appropriations beyond that authorized by Congress. Therefore, all interagency procurements will contain a statement, typed in the description section, as to when funds expire for obligational purposes as well as a date that all work must be completed. IPRs should be forwarded to the respective Budget Division cognizant for the appropriation cited on the document for signature and release. Amendments to IPRs requiring any change in funding or scope are also subject to the D&F requirements of enclosure (1). Amendments that require no change in funding or scope should be submitted directly to the responsible Comptroller division and do not require further review.

5. Procedures.

a. DD Form 448.

1. The DD Form 448 (see enclosure (2)), issued as an "IP" document type (Interdepartmental Procurement), is the required form prescribed by NAVCOMPT for interagency IPRs per reference (e). The following "Economy Act" statement should be typed in the description section of the DD Form 448, "This document is issued as an Inter-Departmental Purchase Request and must be accepted on a reimbursable basis, in accordance with 31 USC 1535." The U.S. Coast Guard is an agency of the Department of Transportation. As such, all IPRs issued to the U.S. Coast Guard must contain the "Economy Act" statement and are subject to the statutory requirements of 31 U.S.C. 1535. State governments, although not specifically covered under the

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Economy Act, will be issued the MIPR form, using the document type "IP". Funding documents issued to state governments will not contain the "Economy Act" statement. The U.S. Coast Guard, state governments and all other

Non-DoD agencies will be subject to the Determination and Findings (D&F) requirements of paragraph 5.(b).

b. D&F Requirements.

1. Per reference (a), each Economy Act order shall be supported by a D&F. No other agreement (i.e., Memorandum of Understanding) between the requiring organization and the performing organization is an acceptable alternative to the D&F. Orders issued within DoD do not require an Economy Act D&F nor do IT orders under GSA programs. These GSA programs include the Federal Systems Integration and Management Center (FEDSIM) and the Federal Computer Acquisition Center (FEDCAC). Reference (f) provides NAVSEA guidance for preparing Economy Act D&Fs. The requiring office is responsible for preparing the D&F and for obtaining the necessary signatures and approval. If requested, the contracting officer should advise in the determination process.

2. D&Fs must follow the format of enclosure (1) and must be signed by the originator, legal counsel, and the approval authority, as described below. Parenthetical instructions and inapplicable paragraphs and sentences may be deleted, but the D&F format and structure is to be otherwise maintained since it satisfies both legal and policy requirements. As a minimum, the staffing package and resultant central file record should contain a copy of each Economy Act order issued under the authority of the D&F, the supporting questionnaire which is to be filed with the original D&F, and the original D&F. A Class D&F is required for authority to issue multiple orders and a copy should be attached to each order.

3. Heads of NAVSEA Staff Offices and NAVSEA Directorates, the Warfare Centers' Headquarters, and PEOs are responsible for the approval of Economy Act D&Fs

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originating in their organizations and assigned field activities.

4. Economy Act D&Fs may be approved by the following personnel if they are a Flag or General officer or a Civilian member of the Senior Executive Services (SES):

The Vice Commander;
The Executive Director;

All Deputy Commanders and Heads of Staff Offices, their Assistant Deputy Commanders or Deputies, and their Executive Directors (or equivalent, if assigned); and the following personnel (to include their Deputy or equivalent) if they are a Flag or General officer or a Civilian member of the Senior Executive Services (SES):

Commander, Naval Surface Warfare Center
Commander, Naval Undersea Warfare Center
All PEOs and their Deputies

5. ASN (RD&A) is the approval authority for D&Fs for Economy Act orders to be placed with agencies not subject to the the FAR. Examples of agencies not subject to the FAR are: the Federal Aviation Agency, Central Intelligence Agency, the Tennessee Valley Authority, the Library of Congress, and all state governments. ASN (RD&A) is also the approval authority for D&Fs for Economy Act orders to be placed with the Department of Transportation's Volpe Laboratories. Requests for ASN (RD&A) approval shall be submitted via the chain of command to ASN (RD&A) ABM.

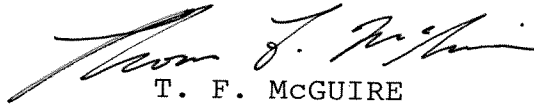
6. Copies of all Economy Act orders (including a copy of the authorizing D&F and its supporting questionnaire) issued to the Department of Energy as the servicing agency, including those for effort to be contracted by it to its Federally Funded Research and Development Centers (FFRDCs), must be provided to ASN (RD&A) ABM at the time each Economy Act order is approved.

7. Each activity with approval authority must establish a central repository for all orders issued under the Economy Act. The cognizant finance office of the

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approval authority will normally be the repository for the file record for that activity. For NAVSEA Headquarters and the PEOs, this central repository is NAVSEA 01. All NAVSEA field activities should develop internal procedures that are aligned with the procedures described in this instruction.

6. Form. DD Form 448, Military Interdepartmental Purchase Request, may be obtained from NAVSEAHQ Forms Flow.



T. F. McGUIRE

Comptroller/Deputy Commander

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SAMPLE D&F FOR ECONOMY ACT ORDERS

(Class) D&F No. _____

(Use same identifier as used for Questionnaire.)

(CLASS) DETERMINATION AND FINDINGS

**AUTHORITY FOR INTERAGENCY ACQUISITION
UNDER THE ECONOMY ACT (31 U.S.C. 1535)**

Upon the basis of the following findings and determination which I hereby make pursuant to FAR 17.5 and DFARS 217.5, the proposed interagency acquisition order(s) may be placed.

FINDINGS

1. The _____ proposes to issue,
(Insert name of requiring activity.)
pursuant to the Economy Act, (an interagency order) (multiple interagency orders) under this (D&F) (Class D&F) in the (cumulative) total amount of \$ _____

(Note: If incremental funding is or if multiple funding actions are anticipated, provide an estimated funding schedule by FY in addition to the cumulative total. Multiple funding actions constitute a Class D&F.)

to _____

(Insert name(s) and address(es) of proposed servicing agency(ies).)

2. The effort to be acquired is _____

(Briefly describe those supplies and/or services to be acquired.)

3. Legal authority for this acquisition otherwise exists.

4. This action does not conflict with any other agency's authority or responsibility and the supplies or services are clearly within the scope of activities of the servicing agency because:

(e.g. Interagency agreement, legislation, sponsorship of FFRDC, existing program.)

5. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source because:

6. The servicing agency has unique expertise or capabilities not available within the Department of Defense which is (are):

7. *(Insert this paragraph only if the acquisition will involve the use of a Government commercial/industrial activity under FAR 7.3.)*

This acquisition anticipates the use of a Government commercial/industrial activity that has the following capability that does not exist in private industry and which is:

8. *(This paragraph is applicable only if this interagency acquisition will result in contracting action by the servicing agency. If applicable, insert the appropriate following paragraph which applies.)*

The servicing agency normally contracts for those supplies or services for itself and will not be paid a fee or charges in addition to the estimated amount(s) to be obligated on contracts.

The servicing agency normally contracts for those supplies or services for itself but will be paid a fee or charge in addition to the estimated amount to be obligated on contract. Such fee or charge will not exceed the estimated cost to the servicing agency of entering into and administering the contract.

9. *(This paragraph is to be inserted only if this is a Class Determination and Findings.)*

The expiration date for this Class D&F is _____
(Insert date.)

(Class) D&F No. _____

=====

I certify that the facts and representations contained herein under my cognizance are complete and accurate to the best of my knowledge and belief.

Requirements Office **Code** **Date**
(Typed or printed name and signature.)

I have reviewed this document and consider it legally sufficient.

Counsel **Code** **Date**
(Typed or printed name and signature.)

=====

DETERMINATION

This acquisition through _____

(Insert name of servicing agency.)

is in the best interests of the Government because:

a. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source;

b. The servicing agency has unique expertise or ability not available within DoD; (and)

c. The supplies or services clearly are within the scope of activities of the servicing agency(.) (; and)

d. *(Insert one of the two following paragraphs, whichever is appropriate, if the servicing agency will be obligating funds under contract(s) in support of this acquisition. If the servicing agency will not be using contracts, this paragraph "d." may be omitted from the D&F.)*

(The servicing agency normally contracts for those supplies or services for itself and no fees or charges for the entering into and administration of contracts that are in addition to the amount(s) to be obligated under the contract(s) will be paid to the servicing agency.)

(The servicing agency normally contracts for those supplies or services for itself and the user fees or charges that are in addition to the amount(s) to be obligated under the contract(s) will not exceed the estimated cost of entering into and administering the contracts.)

Therefore, the above described order(s) may be placed.

APPROVED _____

DATE _____

ACQUISITIONS UNDER THE ECONOMY ACT
Placement of Interagency Orders Outside DoD

REQUIREMENTS OFFICE QUESTIONNAIRE

1. LEGAL AUTHORITY: Is there legal authority for this acquisition? YES\NO

Program: _____

State the legal authority:

(Generally, this will be the Appropriation Act(s) for the funds to be used. However, it may be an Authorization Act, FMS cite, or special legislation. Be as specific as possible.)

2. SERVICING AGENCY:

a. Provide the name and address of the proposed servicing agency:

b. The supplies or services are clearly within the scope of the activities of the servicing agency. YES\NO

c. The servicing agency normally contracts for or provides such supplies and services for itself. YES\NO

d. The servicing agency has authority under law or regulation to purchase such supplies or services on behalf of other agencies. YES\NO

If 3.b., c., or d. above is NO, explain why this order is being placed with the servicing agency:

e. Identify the unique expertise or capabilities available to the servicing agency which do not exist in private industry:

f. Identify the unique expertise or capabilities

available to the servicing agency which do not exist in the Department of Defense:

- g. Explain why the ordered supplies or services cannot be provided as conveniently and cheaply by the Navy requiring activity having a Navy contract placed directly with a private source:
-
-
-
-

3. SERVICING AGENCY AUTHORITY: Does this order present a conflict with any other agency's authority or responsibility (e.g. GSA)? YES\NO

If YES, describe the possible conflict.

4. PRIVATE AND PUBLIC SECTOR PERFORMANCE:

Private sector:

(FFRDCs (FAR 35.017) and M&O contractors (FAR 17.6) are private sector.)

(1) Will this interagency acquisition be made under an existing contract/grant/cooperative agreement of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar goods or services? YES\NO

(2) Will this interagency acquisition require the servicing agency to award one or more contracts/grants/cooperative agreements for some or all of the work in this Economy Act order? YES\NO

If YES for either of the above questions, complete 4.a. below for contracts and/or 4.b. below for grants or cooperative agreements.

Public sector: Will this interagency acquisition require direct in-house effort by the servicing agency for some or all of the work required by this Economy Act order? "Direct" in-house effort is defined as Government employees actually performing the work requirement; it does not include "indirect" Government

employees involved in the contract award, program administration,
or comptroller functions. YES\NO

If YES, complete 4.c. below for performance by Government
employees.

a. CONTRACTS:

If YES for contracts, the servicing agency
must have adequate statutory authority:

- (1) The proposed servicing agency is covered
by the Federal Acquisition
Regulation (FAR).

YES\NO

*(Examples of agencies not covered by the
FAR are: Federal Aviation Agency, Central
Intelligence Agency, Tennessee Valley Authority,
and the Library of Congress. If answered NO,
the D&F must be sent to the Navy's Senior
Procurement Executive (ASN(RDA)) for
approval. This authority is not delegable.
However, for Library of Congress, FEDLINK
orders, see NRCC/Washington Class D&F of
19 Oct 1994 which expires 31 Dec 1995.)*

If NO, cite the statutory reference(s)
for the procurement authority of the
proposed servicing agency:

-
- (2) Will this interagency acquisition be
provided to the servicing agency
prior to award of any contract(s)?

YES\NO

- (3) Will (Have) any of the contracts be
(been) awarded pursuant to competition
by the servicing agency?
How many? _____

YES\NO

- (4) Will (Have) any of the contracts be
(been) awarded without competition by
the servicing agency?

YES\NO

Provide the following information for each contract that already
has been awarded, either competitively or noncompetitively.
Insert the planned date for noncompetitive contracts not yet
awarded. This includes contracts with contractors managing
FFRDCs and National Laboratories.

Agreement or Contract Number: _____
Actual/Planned date of award: _____
Contractor: _____
Competitive/Noncompetitive: _____

(5) Will (Has) any Navy organization be (been) responsible for identifying/ selecting any of the contract sources?

YES\NO

If YES, identify the Navy activity, its role, and its (expected) extent of involvement:

(6) (a) Will all or any of the work be ordered from a Federally Funded Research and Development Center (FFRDC)?

YES\NO

If YES, identify the FFRDC:

(The National Science Foundation periodically publishes the Master Government List of Federally Funded Research and Development Centers. For information, call (703) 306-1772.)

(b) If ordered from a FFRDC, does the work fall within the purpose, mission, and general scope of effort established for the FFRDC

YES\NO

If YES, explain how (e.g., attach charter, agreement, etc.):

If NO, explain the authority which permits use of the FFRDC:

(c) If performed by a FFRDC, will the requested work place the FFRDC in direct competition with domestic private industry?

YES\NO

(d) The percentage of the FFRDC effort expected to be subcontracted is approximately ____%.

(Note: If a high percentage of the FFRDC effort is to be subcontracted, ensure that 2.g. addresses this.)

- (7) (a) Will the servicing agency be assessing any user fees or charges in addition to the actual or estimated value of the contracts?

YES\NO

If YES, explain how the fees or charges are computed and the rationale underlying them:

If these fees or charges are for services to be provided in support of the award and administration of the contract(s) identify them (e.g., financial, contract placement, program management, engineering, etc. (Also see Question 8.):

- (b) Will the fees or charges exceed the actual cost or, if the actual cost is not known, the estimated cost of entering into and administering the contract(s) or other agreement(s)?

YES/NO

(NOTE: If the answers to both 4.a.(7)(a) and (b) above are YES, the order cannot be processed to include the described fees or charges until the above question 4.a.7(b) can be answered NO. See P.L. 103-355, Sec 1074(b)(4).)

b. Grants and Cooperative Agreements:

Will the servicing agency be amending existing or placing any new grants or cooperative agreements pursuant to the Federal Grant and Cooperative Agreement Act of 1977 (31 U.S.C. 6301, et seq.)?

YES\NO

c. Public sector:

Will the work to be performed by the public sector be performed in a Government commercial/ industrial facility?

YES\NO

If YES, will the effort to be performed conform to the requirements of FAR 7.3 - Contractor Versus Government Performance for commercial/ industrial facilities?

YES\NO

Explain why Government performance for the supplies or services is more advantageous than performance by private contractors:

5. USE OF GSA GOVERNMENT-WIDE INFORMATION TECHNOLOGY (IT) PROGRAMS

The Information Technology Management Reform Act of 1996, Pub. L. No. 104-106, Sections 5100 - 5124, 110 Stat. 679 (1996), defines IT very broadly as "any equipment or interconnected system or subsystem of equipment, that is used in the automatic acquisition, storage, manipulation, management, movement, control, display, switching, interchange, transmission, or reception of data or information. [IT] includes computers, ancillary equipment, software, firmware and similar procedures, services (including support services), and related resources." Section 5124 specifically authorizes an agency to obtain IT by contract for another agency; however, interagency IT acquisitions are not exempted from the requirements of the Economy Act.

The Information Technology Fund, established at 40 U.S.C. 757, is a revolving fund that is used to support GSA's authorized, government-wide IT programs. DON activities are authorized to obtain IT supplies or IT services through GSA programs funded through the IT Fund without complying with the Economy Act's requirements.

Are the IT supplies or IT services available through the IT fund?

YES\NO

If YES, an Economy Act Order is not necessary.

6. SPECIAL REQUIREMENTS:

Are there any special contract terms or other requirements applicable to the servicing agency that are necessary to obtain compliance with any condition or limitation applicable to the funds?

YES\NO

If YES, explain and attach copies:

7. BEST INTEREST:

Why is it in the best interest of the Government to place an Economy Act order? Include an identification of all other acquisition methods considered and state why an interagency acquisition is considered to be the appropriate choice. Specifically state why it is more economical:

8. ECONOMY ACT ORDER ADMINISTRATION:

Evaluate the servicing agency's ability to administer this interagency acquisition and any resulting contract(s), and identify the expected liaison procedures with the cognizant Navy program office (e.g., will the requiring activity receive periodic status reports, contract cost data for DCAA audit, etc.):

=====
Questions concerning information included in this Questionnaire may be directed to:

Name: _____

Organization: _____

Code: _____

Telephone: Commercial: _____

DSN: _____

Contact Points

Questions concerning Economy Act orders may be referred to the following points of contact:

Policy and Procedures:

Sharon Ellis, NAVSEA 02C-SE
(703) 602-5780 x643 (teleos 348-643) or DSN 332-5780
EllisSL@navsea.navy.mil

Financial and Reporting:

Frank Albert, NAVSEA 01P3
(703) 602-1354 x308 (teleos 333-308) or DSN 332-1354
AlbertFX@navsea.navy.mil

Legal:

Kelly Swartz, NAVSEA OOL234
(703) 602-1776 x103 (teleos 306-103) or DSN 332-1776
SwartzKD@navsea.navy.mil

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1.
PAGE **1** OF PAGES

2. FSC	3. CONTROL SYMBOL NO.	4. DATE PREPARED	5. MIPR NUMBER	6. AMEND NO.
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7. TO:	8. FROM: <i>(Agency, name, telephone number of originator)</i>
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9. ITEMS ARE ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING HAS HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>	QTY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE
<i>a</i>	<i>b</i>	<i>c</i>	<i>d</i>	<i>e</i>	<i>f</i>

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10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.	11. GRAND TOTAL
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12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>	13. MAIL INVOICES TO <i>(Payment will be made by)</i>
	PAY OFFICE DODAAD

14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT

15. AUTHORIZING OFFICER <i>(Type name and title)</i>	16. SIGNATURE	17. DATE
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ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address)/(Include ZIP Code)			2. MIPR NUMBER		3. AMENDMENT NO.
			4. DATE (MIPR Signature Date)		5. AMOUNT (As Listed on the MIPR)
6. The MIPR identified above is accepted and the items requested will be provided as follows: <i>(Check as Applicable)</i> a. <input type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT <i>(Category I)</i> b. <input type="checkbox"/> ALL ITEMS WILL BE PROCURED BY THE DIRECT CITATION OF FUNDS <i>(Category II)</i> c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS.					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED.					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
d. TOTAL ESTIMATED PRICE			e. TOTAL ESTIMATED PRICE		
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS		
12. FUNDS DATA <i>(Check if Applicable)</i> a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED <i>(See justification in Block 13)</i> b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. REMARKS					
14. ACCEPTING ACTIVITY <i>(Complete Address)</i>			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL		
			16. SIGNATURE		17. DATE

Defense Federal Acquisition Regulation Supplement

Part 253—Forms

253.208 Required sources of supplies and services.

253.208-1 DD Form 448, Military Interdepartmental Purchase Request.

- (a) Use the DD Form 448 as prescribed in Subpart 208.70.
- (b) Prepare MIPR information in uniform contract format when possible. Overprint of fixed repetitive information is authorized.
- (c) Instructions for completion of DD Form 448.
 - (1) BLOCK 5—MIPR NUMBER. Number the MIPR by using—
 - (i) The requiring department identification code as prescribed in DoD 4000.25-6-M, Department of Defense Activity Address Directory (DoDAAD);
 - (ii) The last digit of the fiscal year; and
 - (iii) The number of the particular MIPR (numbered consecutively by the requiring activity).
 - (2) BLOCK 6—AMEND NO. Assign a suffix number. Assign amendments of the same MIPR consecutive suffix numbers.
 - (3) BLOCK 9.
 - (i) Conduct interdepartmental screening of items in accordance with FAR 8.001. Requisition items which are available from stocks of other departments as follows:
 - (A) Obtain items within the scope of MILSTRIP (see DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP)) by use of DD Form 1348 (Single Line Item Requisition System Document (Manual), DoD)/1348M (Single Line Item Requisition System Document, DoD (Mechanical)).
 - (B) Obtain items not covered by MILSTRIP using DD Form 1149, Requisition and Invoice/Shipping Document.
 - (C) If, after receipt of a MIPR, it is determined the requested items are available from stock, the acquiring department shall use the MIPR to obtain the item.
 - (ii) Normally restrict a MIPR to one major end item, including its required spare parts, ground support equipment, and similar related items. For other than major end items, limit MIPRs to items within a single Federal supply class when possible.
 - (4) BLOCK 10.
 - (i) *Delivery Schedules.*

Defense Federal Acquisition Regulation Supplement

Part 253—Forms

(A) The requiring department must clearly state the required time of delivery or performance in each MIPR, taking into consideration the normal administrative lead time of the particular commodity. Delivery and performance schedules on MIPRs must be realistic (see FAR 12.1). If the acquiring department cannot accept the delivery schedule in the MIPR, the acquiring department will note that on DD Form 448-2, Acceptance of MIPR. Changes in the requested delivery schedule must be made by MIPR amendment.

(B) When a short delivery schedule is mandatory, the requiring department shall mark the MIPR "URGENT" in bold letters and provide justification for the marking.

(ii) Requiring activities must provide MILSTRIP requisition data prescribed in Appendix B of the MILSTRIP Manual for each line item which is to be delivered to each "ship to" address. Repetitive data applicable to all lines on the MIPR may be overprinted.

(iii) The requiring activity will furnish estimated weight, cube, and dimensions for each line item or a statement explaining why these data are not available.

(iv) The requiring activity shall include the name and telephone number of an individual who is thoroughly familiar with the MIPR, its attachments, and technical requirements.

(v) Prepare attachments to MIPRs in sufficient numbers so that each copy of a MIPR submitted to the acquiring department is complete with a copy of all attachments. "Ship To and Mark For" addresses in shipping instructions must include the clear text identification and DoDAAD code if assigned.

(5) BLOCK 12—TRANSPORTATION ALLOTMENT. Enter allotment data for transportation of supplies at Government expense if appropriate.

(6) BLOCK 13—MAIL INVOICES TO. Use this block to identify the name and address of the office to receive invoices and make payment.

(i) Complete the block only if—

(A) The resulting contract is not to be paid by the Defense Contract Management Command or the Defense Finance Center; and

(B) The office to receive invoices and make payment is known at the time of preparation of the MIPR.

(ii) If payment is to be made by an office designated to receive invoices, also enter the DoDAAD code of that office.

(iii) If payment is to be made by an office other than the office to which the invoice is to be mailed, include the name, address, and DoDAAD code of the payment office as an attachment to the MIPR.

Defense Federal Acquisition Regulation Supplement

Part 253—Forms

(iv) If multiple offices are to receive invoices and make payment, include the names and addresses of those offices as an attachment to the MIPR. Also include the DoDAAD code of each payment office.

(v) Whenever the payment office is included in an attachment, include a reference to the attachment in this block.

(vi) If the names and addresses of invoicing and payment offices are provided the acquiring department after submission of the MIPR, the requiring department also must provide the DoDAAD code for each payment office.

(7) BLOCK 14. Enter allotment data for the acquisition of supplies. Enter each citation in Item 14 in the appropriate space as follows—

(i) *Accounting Classification Reference Number (ACRN)*. If the ACRN procedures of 204.7108 are used in the MIPR to relate allotment data to the MIPR item or delivery, enter the ACRN for each fund citation. (The acquiring department, when preparing the contract, is not required to use the ACRN assigned to a fund citation in the MIPR.)

(ii) *Appropriation*. Enter the ten positions as follows:

(A) First and second—Treasury Department number identifying the department or agency to which the appropriation applies or has been transferred.

(B) Third and fourth—Treasury Department number identifying the department or agency from which an appropriation has been transferred; leave blank if no transfer is involved.

(C) Fifth and sixth—Identify the appropriation fiscal year. For multiple-year appropriations, the fifth position shall be the last digit of the first year of availability, and the sixth position shall be the last digit of the final year of availability. For annual appropriations, the fifth position shall be blank, and the sixth position shall be the last digit of the fiscal year. For no-year (continuing) appropriations, the fifth position shall be blank, and the sixth position shall be "X."

(D) Seventh through tenth—Treasury Department appropriation serial number.

(iii) *Limit/Subhead*. Up to four characters; if less than four characters, leave empty spaces blank.

(iv) *Supplemental Accounting Classification Data*. Not to exceed 36 characters. Enter in accordance with departmental or agency regulations.

(v) *Accounting Station*. Enter the six character DoDAAD code of the accounting station (not used with Navy and Marine Corps funds).

(vi) *Amount*. Enter the amount for each fund citation if more than one allotment is cited.

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(vii) *Additional Citations.* If space is required for additional fund citations, include as an attachment and reference the attachment on the form.

(d) When preparing a MIPR amendment, always fill out the basic information in Blocks 1 through 8. Fill out only those other blocks which vary from the data shown on the basic MIPR or a prior amendment. Insert "n/c" in items where there is no change.

(e) Change of a disbursing office cited on a DoD funded MIPR does not require a MIPR amendment when the resultant contract is assigned for administration to the Defense Contract Management Command. The administrative contracting office may issue an administrative change order, copies of which will be provided to the contracting officer for transmittal to the requiring activity.

253.208-2 DD Form 448-2, Acceptance of MIPR.

(a) Use the DD Form 448-2 as prescribed in Subpart 208.70.

(b) Instructions for completion of DD Form 448-2. (Complete only the applicable blocks.)

(1) BLOCK 6. Check the specific terms under which the MIPR is being accepted.

(2) BLOCK 7. If any one of the MIPR line items is not accepted, check Block 7 and record the affected MIPR line item number and reason in Block 13.

(3) BLOCKS 8 AND 9. Use Blocks 8 and 9 only—

(i) When Block 6c acceptance is indicated (indicate the MIPR line item numbers that will be provided under each method of financing in Blocks 8a and 9a, respectively); or

(ii) If quantities or estimated costs cited in a MIPR require adjustment (list the affected MIPR line item numbers together with the adjusted quantities or estimated costs in the columns provided under Blocks 8 and 9, as appropriate).

(4) BLOCK 10. Whenever a MIPR is accepted in part or in total under Category II funding, forecast the estimated date of contract award.

(5) BLOCK 11. Enter the total amount of funds required to fund the MIPR items, as accepted.

(6) BLOCK 12.

(i) Complete this block only in those cases where the amount recorded in Block 11 is not in agreement with the amount recorded in Block 5. This will serve either—

(A) As a request to the requiring department to issue a MIPR amendment to provide the additional funds; or

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(B) Authority for the requiring department to withdraw the available excess funds.

(ii) When funds of two or more appropriations are involved, provide proper breakdown information in Block 13.

(7) BLOCK 13. Use this block to record—

(i) Justification, by MIPR line item, for any additional funds required;

(ii) Explanation for rejection of MIPR whether in part or in total;

(iii) Appropriation and subhead data cited on the MIPR; and

(iv) Other pertinent data.

(c) Complete a DD Form 448-2 for all MIPR amendments involving an adjustment of funds or delivery schedule, or if requested by the requiring department.

(d) Unless otherwise agreed, provide the requiring department an original and three copies of each DD Form 448-2.