



DEPARTMENT OF DEFENSE
Defense Contract Management Agency

INSTRUCTION

Military Interdepartmental Purchase Request (MIPR)

Financial Business and Operations Directorate
DCMA-FBB

DCMA INST 704
June 26, 2013

1. PURPOSE. This Instruction:

a. Reissues and updates DCMA Instruction (DCMA-INST) 704, “Military Interdepartmental Purchase Request” (Reference (a)).

b. Ensures DCMA complies with statutes, regulations, and policies pertaining to the acquisition of supplies or services from or through DoD and non-DoD sources.

c. Implements policy and ensures controls are in place in accordance with the guidelines of the Federal Acquisition Regulation (FAR) (Reference (b)), the Defense Federal Acquisition Regulation Supplement (DFARS) (Reference (c)), DoD 7000.14-R (Reference (d)), and DCMA Policy Memorandum (Reference (e)).

d. Is established in compliance with DoD Directive 5105.64 (Reference (f)), and all references listed.

2. APPLICABILITY. This Instruction applies to interagency acquisitions made through assisted acquisition.

3. MANAGERS’ INTERNAL CONTROL PROGRAM. In accordance with DCMA-INST 710, “Managers’ Internal Control Program” (Reference (g)), this Instruction is subject to evaluation and testing. The process flowchart is located at Appendix A.

4. RELEASABILITY – UNLIMITED. This Instruction is approved for public release.

5. PLAS CODE.

a. Process: 221 – Resourcing and Budgeting.

b. Programs: ACAT/Other Customers (when applicable).

c. Other National; Training and Travel; Local Programs (when applicable).

6. POLICY RESOURCE PAGE. <https://home.dcma.mil/policy/704r>

7. EFFECTIVE DATE. By order of the Director, DCMA, this Instruction is effective immediately.

A handwritten signature in black ink, appearing to read "Pamela F. Conklin". The signature is written in a cursive, flowing style.

Pamela F. Conklin
Executive Director
Financial Business and Operations/Comptroller

TABLE OF CONTENTS

REFERENCES	4
CHAPTER 1 – POLICY	
1.1. Overview	5
1.2. Regulation of Authority	5
1.3. Assisted Interagency Acquisition	5
1.4. Acceptance of Incoming MIPRs	6
CHAPTER 2 – ROLES AND RESPONSIBILITIES	
2.1. Director, DCMA	7
2.2. Outgoing MIPRs	7
2.3. Incoming MIPRs	7
CHAPTER 3 – PROCEDURES	
3.1. Military Interdepartmental Purchase Request (MIPR)	9
3.2. Outgoing MIPRs from DCMA to a Customer	9
3.3. Incoming MIPRs to DCMA	12
CHAPTER 4 – GUIDANCE FOR PREPARING DD FORM 448	
4.1. Requirements	15
CHAPTER 5 – CONTENT OF DETERMINATION AND FINDINGS (D&F)	
5.1. Format	18
5.2. D&F Requirements	18
APPENDIXES	
Appendix A. Flow Process	20
GLOSSARY	
Definitions	26
Acronyms	27

REFERENCES

- (a) DCMA-INST, “Military Interdepartmental Purchase Request,” October 2008 (hereby canceled)
- (b) Federal Acquisition Regulation (FAR), June 21, 2011
- (c) Defense Federal Acquisition Regulation Supplement (DFARS), June 29, 2012
- (d) DoD 7000.14-R, “Department of Defense Financial Management Regulations (FMR),” January 2009
- (e) DCMA Correspondence Manual, Chapter 5 “Document Types and Formats,” February 7, 2011
- (f) DoD Directive 5105.64, “Defense Contract Management Agency (DCMA),” January 10, 2013
- (g) DCMA-INST 710, “Managers’ Internal Control Program (MICP),” September 12, 2011
- (h) DoD Financial Management Regulation (FMR) Volume 11A, Chapter 3 “Economy Act Orders”
- (i) Section 1535 of title 31, United States Code, “Agency Agreements” (Commonly known as The Economy Act)
- (j) Section 1536 of title 31, U.S.C., “Crediting Payments from Purchases between Executive Agencies”
- (k) DoD FMR Volume 11A, Chapter 18 “Non-Economy Act Orders”
- (l) DCMA-INST 402, “Workload Acceptance,” December 4, 2012
- (m) DFARS, Subpart PGI 208.7004-4, “Cutoff Dates for Submission of Category II MIPRs”
- (n) FAR, Subpart 17.502 “Interagency Acquisitions under the Economy Act”
- (o) DFARS, Subpart 217.503 “Interagency Acquisitions under the Economy Act”
- (p) DoD Instruction 4000.19 “Interservice and Intragovernmental Support,” August 9, 1995
- (q) FAR 17.500 Interagency Acquisition - Scope of Subpart and DFARS 217.500 Interagency Acquisitions Scope of Subpart
- (r) DoD FMR, Volume 1, Chapter 9 “General Information”
- (s) FAR 17.505-2
- (t) DoD FMR Volume 5, Chapter 33 “Appointment and Termination”
- (u) Section 501 of title 40, United States Code, “Services for Executive Agencies”
- (v) Section 11302 of title 40, United States Code, “Capital Planning and Investment Control”
- (w) FAR, Subpart 17.5, “Interagency Acquisitions under the Economy Act”
- (x) DFARS, Subpart 217.7802, “Policy – Contracts of Delivery Orders Issued by a Non-DoD Agency”

CHAPTER 1

POLICY

1.1. OVERVIEW. This Instruction applies to all DCMA acquisitions proposed to be acquired from or through a non-DoD Agency or another DoD activity if the acquisition is not covered by a support agreement.

1.2. REGULATORY AUTHORITY. The DoD Financial Management Regulation (FMR) Volume 11A, Chapter 3. The Economy Act Orders” (Reference (h)), section 1535 of title 31 United States Code (U.S.C.) (Reference (i)), and section 1536 of title 31 U.S.C. (Reference (j)), provide authority for Federal agencies to enter into interagency agreements for goods and/or services and to provide or obtain reimbursement for the actual and direct cost of services rendered or received. Additionally, FMR, Volume 11A, Chapter 18 (Reference (k)), describes the policies and procedures for Non-Economy Act Orders that are for intra-governmental support, where a DoD activity needs goods and services from a non-DoD Agency.

1.2.1. The servicing activity that receives the funds is authorized to create obligations against the funds cited in a Military Interdepartmental Purchase Request (MIPR) without further referral to the requesting activity that provided the funds (i.e., the originator). The servicing activity has no responsibility to determine the validity of a stated requirement in an approved MIPR, but if apparent errors exist in the requirement, they should be brought to the attention of the requesting activity originator.

1.2.1.1. MIPRs are subject to the same fiscal limitations that are contained within the appropriation from which they are funded. MIPRs citing an annual or multiyear appropriation must serve a bona fide need arising, or existing, in the fiscal year (FY) (or years) for which the appropriation is available for obligation. Most importantly, in accordance with Reference (i), an order for goods or services may only be placed if funds are available.

1.3. ASSISTED INTERAGENCY ACQUISITION. An assisted acquisition is a type of interagency acquisition where a servicing Agency performs acquisition activities on a requesting Agency’s behalf.

1.3.1. The requesting activity is responsible for providing the servicing activity with the documentation as stipulated in paragraph 1.4. for each interagency assisted acquisition. Requesting activities should tailor information in documents to be commensurate with the size and complexity of each requirement. Requesting activities should contact Procurement Center personnel or their funds control officer for assistance regarding procurement or funding information respectively.

1.3.2. Prior to any DCMA activity entering into an interagency and/or intra-governmental agreement for goods and/or services, the activity will ensure that the capability does not exist anywhere within DCMA and it is in the best interest of the Agency to do so. Likewise, prior to agreeing to provide a requesting Federal and/or non-Federal agency with services, the DCMA activity will ensure that services to be rendered are not those that the Agency is already

appropriated to perform. To assist in making such a determination, refer to DCMA-INST 402, "Workload Acceptance" (Reference (1)) regarding core and non-core work.

1.4. ACCEPTANCE OF INCOMING MIPRs.

1.4.1. All incoming reimbursable MIPRs will be accepted at the Agency headquarters level by DCMA Financial and Business Operations Directorate, Budget Division (DCMA-FBB).

1.4.2. All incoming direct cite MIPRs will be accepted at the activity level.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2.1. DIRECTOR, DCMA. The Director, DCMA, retains the authority to accept non-core work and/or work from new customers, unless delegated in this Instruction or in a separate written document.

2.2 OUTGOING MIPRs.

2.2.1 Originator. The originator will manage the active MIPR. It is important that the originator monitor the open document from the moment it is committed in the system until it is closed and finalized in the Defense Business Management System (DBMS), Appropriation Accounting Subsystem (AAS). All open/active MIPRs in the DBMS, AAS shall be monitored monthly by the originator.

2.2.2. Procuring Contracting Officer (PCO). The PCO is responsible for reviewing and approving all outgoing MIPRs. The PCO ensures all required interagency acquisitions supporting documentation is attached and completed prior to making any agreement with another agency or activity to provide goods or services for DCMA. The PCO is responsible for reviewing and signing the Determination and Finding (D&F) stating the interagency acquisition authority. The PCO will forward the MIPR package, approved or unapproved, back to the originator.

2.2.3. DCMA Financial Business and Operations Directorate, Financial Liaison Center (FLC). The originator will forward the approved MIPR package to the FLC. The FLC will review for accuracy the line of accounting, DBMS document number, and record the approved commitment into the accounting system, in accordance with the DCMA-INST 402 (Reference 1)).

2.3. INCOMING MIPRs.

2.3.1. DCMA-FBB. DCMA-FBB is responsible for accepting all incoming MIPRs and their establishment and processing through the FLC. Incoming MIPRs that provide funding for services that are Agency core mission to the service requesting activity will be returned to the issuing Agency stamped "Unaccepted."

2.3.2. DCMA-FBR Reimbursable Operations Team Lead. The DCMA Financial and Business Operations Directorate, International and Federal Business Division (DCMA-FBR) reimbursable operations team lead, manages and spearheads team efforts for executing the reimbursable program. The team lead assists with questions as it pertains to properly memorializing the MIPRs or funding documents.

2.3.3. DCMA-FBR Reimbursable Operations Analysts. DCMA-FBR reimbursable operations analysts support the execution of policy, review MIPRs or other funding sources that involve reimbursement of funds and ensure that billing occurs against the MIPR or funding document to prevent DCMA's use of Operations and Maintenance (O&M) funding for

reimbursable work. The analysts also review billings from financial point of contact (POC) to ensure that Defense Finance and Accounting Services (DFAS) bills and collects accordingly. Analysts post manual MIPRs in the MIPR Log maintained by DCMA-FBR. Additionally, those analysts input funding information associated with National Aeronautics and Space Administration (NASA) and Federal Contract Administration Services (FEDCAS) into the Electronic Contracts Accounting Reporting System (ECARS) for the Contract Management Offices performing the Contract Administration Services (CAS) work. The analysts likewise ensure that all MIPR Acceptances (DD Form 448-2) are accepted by DCMA-FBB and posted to the MIPR Log or ECARS. Further, analysts close out MIPRs by taking action to return funds and maintain copies of all funding documents via the DCMA P: drive and ECARS as an attachment.

2.3.4. Financial Liaison Center (FLC). The FLC is responsible for processing approved and accepted MIPRs received from DCMA-FBR into the Automated Billing System (ABS). The FLC accesses the ECARS system at month-end and produces the monthly earnings report. The FLC processes the output from the monthly earning reports into ABS for recordation into the DBMS.

CHAPTER 3 PROCEDURES

3.1. MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR).

3.1.1. To establish Agency standardization and to ensure proper accountability and accounting when exchanging funds between DCMA and other activities, DCMA personnel shall utilize MIPRs (DD Form 448) and the Acceptance of MIPR (DD Form 448-2), both located on the Policy Resource Page.

3.1.2. MIPRs are represented by two categories:

3.1.2.1. Category I. Category I identifies that the items will be provided through reimbursement. Most MIPRs issued by DCMA are Category I, reimbursement. When issued and accepted as Category I, the accepting/servicing agency agrees to bill for goods or services via the Intra-Governmental Payment and Collection (IPAC) System managed by DCMA's paying office, located at DFAS Columbus (DFAS-CO). When accepted as Category I reimbursable, acceptance of DD Form 448-2 will be the required source document for obligation in the agency approved accounting system (DBMS, AAS).

3.1.2.2. Category II. As detailed on DD Form 448-2, Category II are considered direct cite MIPRs and have an associated contract. Services are billed via invoice and are certified against the MIPR line of accounting (LOA). When accepted as a direct cite, the contract is required for obligation in the DBMS as outlined further below.

3.2. OUTGOING MIPRs FROM DCMA TO A CUSTOMER. A MIPR (DD Form 448) is used to transfer funds from DCMA to another DoD activity or to a non-DoD Agency.

3.2.1. Outgoing MIPRs less than \$3,000 shall be sent to the Procurement Center for tracking purposes only and are exempt from the procedures in paragraph 3.2. of this Instruction.

3.2.2. Outgoing MIPRs greater than \$3,000 shall follow the procedures in paragraph 3.2.

3.2.2.1. The originator must consider Procurement Administrative Lead Time required for processing the acquisition. DFARS PGI 208.7004-4 (Reference (m)) cites a cutoff date of May 31st for receipt and processing of the MIPR; however, the DCMA Procurement Center uses August 31st as a cutoff date for the receipt of MIPRs which cite expiring appropriations that must be obligated by September 30th of the current FY. It is the responsibility of the originator to identify the accepting/servicing agency's last day to accept MIPRs for obligation.

3.2.2.1.1. When preparing a MIPR (DD Form 448), it is important to satisfy any and all applicable provisions of the DoD FMR, FAR, DFARS, and the Economy Act, and to understand requirements and statements contained within the MIPR. The originator is required to prepare a copy of the Acceptance of MIPR (DD Form 448-2) to expedite MIPR acceptance. The MIPR must include the following:

3.2.2.1.1.1. A full description of the supplies or services required and period of performance.

3.2.2.1.1.2. Delivery requirements.

3.2.2.1.1.3. A funds citation (either direct or reimbursable). The period of performance must not exceed limitations of the appropriation cited on the funding document.

3.2.2.1.1.4. A payment provision.

3.2.2.1.1.5. Acquisition Authority. A D&F is required stating that use of an interagency acquisition represents the best procurement approach. Two sample D&Fs are provided in Chapter 4 and contain requirements in accordance with FAR 17.502-2 (Reference (n)) and DFARS 217.503 (Reference (o)).

3.2.2.1.1.6. An Interagency Support Agreement (DoD Instruction (DoDI) 4000.19, Reference (p)) signed by the servicing agency and the requesting agency is required for assisted acquisitions greater than \$3,000 (FAR 17.500, Reference (q)). A Support Agreement (DD Form 1144) (DoDI 4000.19, Reference (p)) is required to ensure reimbursement of funds unless the party providing the support has completed a memorandum of agreement or memorandum of understanding (MOA/MOU) verifying the acceptance of a voluntary exchange reimbursement. If the acquisition is for building space or real property, a lease agreement shall be provided. The support agreement, MOA/MOU, or lease agreement must be provided with the MIPR.

3.2.2.1.1.7. Any special terms or limitation of funds.

3.2.2.2. Once the MIPR (DD Form 448) is completed, the originator will forward it and any supporting documentation, including Acceptance of MIPR (DD Form 448-2), to the MIPR Procurement Inbox (MIPRProcurementInbox@dcma.mil).

3.2.2.3. The Procurement Center shall review MIPR submissions and shall confirm that the originator did not exceed cutoff date for accepting MIPRs. MIPRs submitted after the cutoff date will be returned to the originator.

3.2.2.4. The Procurement Center will forward MIPRs submitted before the cutoff date to a PCO whose approval level is above the MIPR amount submitted. Prior to making any agreement with another agency or activity to provide goods or services for DCMA, the designated PCO shall review each MIPR, ensuring all required interagency acquisitions supporting documentation is attached and completed.

3.2.2.4.1. MIPRs cannot be processed with incomplete documentation and may be returned without action to the originator if incomplete.

3.2.2.5. Once reviewed and approved, the Procurement Center shall forward the MIPR package back to the originator within 15 working days. If the process takes longer than 15 working days, the Procurement Center will notify the originator of the expected completion date.

3.2.2.6. Upon receipt, the originator shall then forward the completed MIPR package to the FLC Inbox (FinancialLiaisonCenter.Inbox@dcma.mil) for commitment in the DBMS, AAS.

3.2.2.7. When the FLC receives the MIPR package, within 3 business days of receipt, the FLC will input the commitment into the DBMS, AAS.

3.2.2.7.1. Upon completion of input, the FLC shall initial and date in Block 9 of the MIPR, where applicable.

3.2.2.7.2. Only after the MIPR has been committed in the DBMS, AAS and signed shall the MIPR package be returned to the originator from FLC.

3.2.2.8. The originator, upon receipt of MIPR package from FLC, will verify the signature on the MIPR package and ensure that the commitment of funds in DBMS is correct. The originator will contact the FLC to request correction, as appropriate.

3.2.2.8.1. The originator will fax, email, or mail the MIPR package to the accepting agency, as well as forward a copy via email to the MIPR Inbox (MIPRinbox@dcma.mil). The originator will retain and file all documentation for their records.

3.2.2.9. Accepting/servicing agencies are requested to accept the MIPR within 5 business days; however, in some instances, they are not always received promptly. It is the responsibility of the originator to contact the accepting/servicing agency if the MIPR acceptance is not returned to them.

3.2.2.9.1. If a MIPR acceptance is not received within 30 days of commitment in DBMS, AAS, the originator will follow-up via email or by a phone call with the accepting/servicing agency and report the status on the monthly Document Master by Commitment Document Number Report (DPFN230A) tasking. MIPRs exceeding the 30 days should be withdrawn or canceled. Notification and documentation will be given to the FLC to decommit the funds in DBMS, AAS. The originator will review DBMS to ensure commitment has been removed.

3.2.2.10. The accepting/servicing agency acknowledges the MIPR within the 5 business days and a copy of the acceptance is forwarded to the originator. The originator should include a completed copy of the DD Form 448-2 to expedite acceptance of a MIPR.

3.2.2.11. Upon receipt of the MIPR acceptance from the accepting/servicing agency, the originator will forward a copy of the MIPR acceptance to both the FLC Inbox for obligation in the DBMS, AAS, and to the MIPR Inbox for review and retention by the Chief Financial Officer Compliance Division. The originator will review DBMS to ensure the obligation is reflected, and for the correct amount.

3.2.2.12. All validated and reconciled source documents shall be filed in a centralized location and retained as required in FMR, Volume 1, Chapter 9 (Reference (r)), Financial Records Retention. Financial information shall be maintained for a minimum of 6 years and 3 months unless specifically outlined in the above references.

3.2.2.13. Amendments to a MIPR must be sent to the Procurement Center even if they are administrative and do not result in a change of monies. An amendment request must be forwarded to the MIPR Procurement Inbox for review and approval prior to requesting an increase in the DBMS, AAS by the FLC. If the original MIPR has an approved D&F, then any requests for increase must be forwarded to the FLC Inbox for commitment in the DBMS, AAS and must repeat the original MIPR approval process steps.

3.2.2.14. It is the responsibility of the MIPR originator to prepare the DD Form 448-2 amendment to cancel the MIPR should the activity no longer require the services of the servicing activity or the servicing activity cannot provide the requested services. Copies of the signed DD Form 448-2 will be sent to the FLC for deobligation of the funds.

3.3. INCOMING MIPRs TO DCMA.

3.3.1. It is the responsibility of the DCMA activity providing the service to ensure all technical requirements are coordinated with the requesting organization prior to receiving the MIPR. The servicing activity will ensure that requesting organization provides succinct narrative details to include a copy of the D&F, in accordance with FAR 17.505-2 (Reference (s)). It is imperative that the MIPR identify the DCMA activity responsible for performing the desired services.

3.3.1.1. As a minimum, the MIPR will identify the DCMA technical POC, the originator's Trading Partner Number (TPN), the period of performance for the work, and the expiration of funds. Additionally, all subsequent MIPR amendments will address the reason for the adjustments being made. The DCMA activity is responsible for retaining any substantiating records for audit purposes.

3.3.2. Per paragraph 1.5.1., all incoming reimbursable MIPRs will be accepted at the Agency's headquarter level by DCMA-FBB. Block 7 of the MIPR and Block 14 of the MIPR Acceptance will be completed as follows:

Defense Contract Management Agency (DCMA)
Attn: DCMA-FBB Director, Budget Division
3901 A Avenue Bldg. 10500
Fort Lee, VA 23801-1809

3.3.3. Once all the technical details are agreed upon, the originator will forward the DD Form 448 and the DD Form 448-2 to the Agency MIPR Processing mailbox (AgencyMIPRProcessing@dcma.mil). All blocks of the DD Form 448-2 will be completed by the originator to include Block 6 (Amendment number). If Block 6 is not completed, it is the decision of DCMA to accept the MIPR as reimbursable or direct cite. (See Chapter 4 of this Instruction for guidance on completing a MIPR.) Either method requires the DCMA activity performing the services to ensure that funds provided are used consistently with the intent for which the funds were provided.

3.3.4. DCMA-FBB will return MIPRs that do not provide sufficient information to the originator with no action. Before taking such action, DCMA-FBB will, however, make all

efforts to contact the DCMA technical POC and the originator for additional information and/or clarification.

3.3.5. When a MIPR is accepted as a reimbursable (DD Form 448-2, Block 6 a. Category I), DCMA-FBB will sign the acceptance and send copies to the originator, and the MIPR Inbox. Copies will also be sent to the DCMA activity if identified. All incoming MIPRs are processed (awards, travel, and other services) as outlined in paragraphs 3.3.5.1. to 3.3.5.2.4., with no exception.

3.3.5.1. In the event a MIPR provides funding for more than one DCMA activity, the activity with the preponderance of the work will be responsible for managing all aspects of the MIPR.

3.3.5.2. Upon receipt of a reimbursable MIPR (Category I), DCMA-FBR will forward a request to the DFAS and FLC to establish an Unfilled Order in the ABS to track within DBMS the progress of expenditures related to the MIPR.

3.3.5.2.1. DCMA-FBR will assign an Internal Memo Log number that will be applied to all future billing documents. Log numbers will consist of the activity's subhead, FY, and sequential number (e.g., DCMA-Eastern will be recorded as P6-13-01, and an amendment to a MIPR will be recorded as P6-13-01 Amendment 1). All billing documents (MIPR Cover Letter for Reimbursable Billing) and requests for reimbursable earnings (MIPR Cover Letter for Estimated Earnings) will include the Log number. The numbering for subsequent bills/requests will include alphas (P6-13-01a, 01b, 01c).

3.3.5.2.2. The activity or regional POC will capture the actual earnings monthly, submit the bill to DCMA-Financial Center Liaison, Center B (DCMA-FBLB), and forward a copy to DCMA-FBR for reimbursable MIPRs Category I and the DCMA-FBLB for closing out the order in DBMS. It is not necessary to attach additional copies of the MIPR and Acceptance.

3.3.5.2.3. When a MIPR is received as an award for a DCMA employee, the individual's activity is responsible for preparing and submitting an SF-52, Request for Personnel Action (RPA) to the servicing personnel office so action can be taken within payroll for the individual to be paid accordingly.

3.3.5.2.4. By the end of August of each FY, all DCMA activities in receipt of MIPRs or Regional POC will ensure that all funds are expended. If all funds are not expended, the remaining unobligated balance will be immediately returned to the originator. The activity or regional POC is responsible for preparing the DD Form 448-2 and will forward a copy to DCMA-FBB for signature. DCMA-FBB will sign the document and forward a copy to the originator via the Agency MIPR Processing inbox. DCMA-FBR, at fiscal year end, will adjust to the actual reimbursement earned. DCMA-FBR will reconcile the unfunded balances with DFAS-CO.

3.3.6. Per paragraph 1.5.2., all incoming direct cite MIPRs will be accepted at the activity level. Block 6 b. Category II of the MIPR acceptance (DD Form 448-2) will be checked and Block 14 will reflect the accepting activity's address of the MIPR.

3.3.6.1. When a MIPR is accepted as direct cite (DD Form 448-2 Block 6 b. Category II) the DCMA activity will use the customer's appropriation data on all obligating documents that pertains to the respective MIPR. It is the activity's responsibility to provide the originator with a funding status. The activity will provide the originator with copies of the vouchers and/or any supporting documentation the customer requires to close out the MIPR.

3.3.7. DCMA activities will use caution when negotiating travel and overtime funding with the customer. As a general rule, MIPRs for overtime will not be accepted. MIPRs related to travel will only be accepted for the performance of a mission that is outside of the Agency's scope. MIPRs cannot be accepted to supplement the Agency's appropriation.

3.3.8. If the MIPR is processed through ECARS, the standard ECARS procedures may be found under the DCMA Web site (eTools – ECARS). ECARS automatically generates an email and notifies DCMA-FBR when a funding document is created in ECARS and also creates the Document Control Number(s) (DCN) for charging/billing purposes. This is the preferred method with processing MIPRs.

CHAPTER 4

GUIDANCE FOR PREPARING DD FORM 448

4.1. REQUIREMENTS. This chapter provides block-by-block guidance for completing the required information on the DD Form 448. When preparing a MIPR, it is important to be in compliance with all statutory provisions, DoD issuances, instructions, and applicable policies. Further, it is imperative to understand requirements and statements contained within the MIPR.

4.1.1. Block 1: Number of Pages.

4.1.2. Block 2: Federal Supply Code (FSC). Not required.

4.1.3. Block 3: Control Symbol Number. Not required, but may be used if controls are maintained.

4.1.4. Block 4: Date Prepared.

4.1.5. Block 5: MIPR Number. The MIPR number (should be the same as the DCN in the LOA) is assigned by the originator and shall follow the published DCMA Agency configuration.

4.1.6. Block 6: Amendment Number. If this is the initial MIPR, type in BASIC. For each Amendment to the basic MIPR, identify the amendment number. Amendment numbers should be assigned sequentially.

4.1.7. Block 7: Accepting Activity. POC, address, email address, and phone number of the accepting Agency.

4.1.8. Block 8: Requesting Activity. The POC, address, email address, phone number, and fax number of DCMA activity Funds Control Officer and Department of Defense Activity Address Code (DoDAAC).

4.1.9. Block 9: Item Number. If this is the basic MIPR put BASIC, otherwise put the amendment number.

4.1.9.1. Description. The following items must be included. Identify the purpose for the funding. If it is an amendment to a direct cite MIPR and a contract has been issued against the basic MIPR, include the contract number. Description should include a period of performance, and if applicable, reference and attach the Interservice Support Agreement (DoDI 4000.19, Reference (p)). When processing an amendment, include the statement: "Amendment X is issued to increase/decrease by \$X for a new total of \$X."

4.1.9.1.1. Include the statement: "This order is placed in accordance with the provisions of 31 U.S.C. 1535 as implemented by the DoD. This is an Economy Act Order." This statement is specifically for Economy Act Orders and Reference (i). If another specific statutory

cite applies, it should be referenced in lieu of the Economy Act. Most DCMA MIPRs are Economy Act Orders.

4.1.9.2. Include the following statement: “I certify that the goods acquired under this agreement are legitimate, specific requirements representing a bona fide need of the FY in which these funds are obligated.”

4.1.9.3. Include the following statement on funding documents for severable services: “These funds are available for services for a period not to exceed one year from the date of obligation and acceptance of this order. All unobligated funds shall be returned to the ordering activity no later than one year after the acceptance of the order or upon completion of the order whichever is earlier.”

4.1.9.4. Include the DCMA organization’s POC for the services being received and the POC for the accepting agency to include phone number and fax number.

4.1.9.5. Include the statement: “Request acceptance of the MIPR to be returned to the POC in Block 8 within 5 days of receipt. Funds expire for obligation September 30, 20XX. Funds may not be exceeded without prior written approval of this office. Request copy of the billing be sent to POC in Block 8 upon submission to DFAS for payment.”

4.1.9.6. Include a line for date of input in the DBMS, AAS. This will be initialed and dated by the accounting technician who enters the commitment into the DBMS, AAS.

4.1.9.7. Quantity. If applicable.

4.1.9.8. Unit. If applicable.

4.1.9.9. Established Unit Price. If an individual unit price is not known, use this field to identify the amendment number.

4.1.10. Block 10: States the following: “See attached pages for delivery schedules, preservation and packaging instructions, shipping instructions and instructions for distribution of Contracts and related documents.”

4.1.11. Block 11: Grand Total. Total of basic and all amendments (if applicable).

4.1.12. Block 12: Transportation Allotment. Not required.

4.1.13. Block 13: Payment Process. All payments for DCMA are made via DFAS-CO.

DFAS Columbus Center
PO Box 182317, Attn: DFAS-AIDD/CA
Columbus, OH 43218-2317

4.1.13.1. If the requesting agency requires the Agency Location code (ALC) or paying station, use the following:

- ALC – 00006551

- Pay Station – S033181

-

4.1.14. Block 14: Line of Accounting (LOA). Identifies the LOA to be used.

4.1.14.1. The MIPR form states, “Funds for procurement are properly chargeable to the allotments set forth below. Available balances of which are sufficient to cover the estimated total price.” The LOA shall include the complete LOA to include the document number.

4.1.14.2. Important reminders when identifying the LOA.

4.1.14.2.1. Trading Partner Codes (TPN). The TPN codes identify the agency receiving the funds and is required for all inter/intra government transactions. If the TPN code is not known, contact the organization’s assigned budget analyst.

4.1.14.2.2. TPN codes should only be added once the acceptance is received and the type of MIPR is known (i.e., Category I or Category II). When the acceptance is received, the TPN shall be identified to the FLC when requesting obligation.

4.1.14.2.2.1. Amount. The amount in the LOA should equal the amount for the MIPR amendment and not the grand total.

4.1.14.2.2.2. Object Class Code. Note that there are object class codes specifically for payments made to other government agencies. Reference the current FY object class code listing.

4.1.14.2.2.3. This block must be signed by the FCO. **NOTE:** To sign as the authorizing official requires an Appointment and Termination (DD Form 577) (Reference (t)) signature card on file. If a signature card exists, contact the assigned budget analyst.

4.1.15. Block 15: Authorizing Officer. The typed name and title of the authorizing official.

4.1.16. Block 16: Signature. Signature of the authorizing officer.

4.1.17. Block 17: Date. Date signed.

CHAPTER 5

CONTENT OF DETERMINATION AND FINDINGS (D&F)

5.1. FORMAT. This chapter clarifies the elements and formatting standards for completing the D&F.

5.2. D&F REQUIREMENTS. The requesting activity originator prepares the D&F.

5.2.1. State that the use of an interagency acquisition is in the best interest of the Government.

5.2.2. State that supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source.

5.2.3. Include an applicable statutory citation.

5.2.3.1. Interagency acquisitions may be placed under two types of authority - Economy Act and Non-Economy Act.

5.2.3.1.1. Economy Act Orders. The Economy Act and Reference (p) authorizes agencies to order goods and services from the Federal agencies by interagency acquisition. The Economy Act applies when more specific statutory authority does not exist.

5.2.3.1.2. Non-Economy Act Orders. Non-Economy Act orders have specific statutory authority to allow the agency to obtain supplies or services by interagency acquisition, such as section 501 of title 40, U.S.C. (Reference (u)) for the Federal Supply Schedules, and section 11302(e) of title 40 U.S.C. (Reference (v)) for Government Wide Acquisition Contracts, or when acquiring from required sources of supply.

5.2.4. If specific statutory authority does not exist, cite the Economy Act (Reference (i)).

5.2.5. Include one of the following statements:

5.2.5.1. The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirement of the servicing agency for the same or similar supplier or services.

5.2.5.2. The servicing agency has the capability or expertise to enter into a contract for such supplies or services that are not available within the requesting agency.

5.2.5.3. The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

5.2.6. Templates located on the Policy Resource Page provide regulatory requirements (FAR 17.5 (Reference (w)), DFARS 217.503 (Reference (o)), DFARS 217.7802 (Reference (x)), and DoD FMR Volume 11A Chapter 3 and 18 (Reference (k))), pursuant to sample language, and format. Each D&F must be written to reflect the unique circumstances of the requirement and procurement situation.

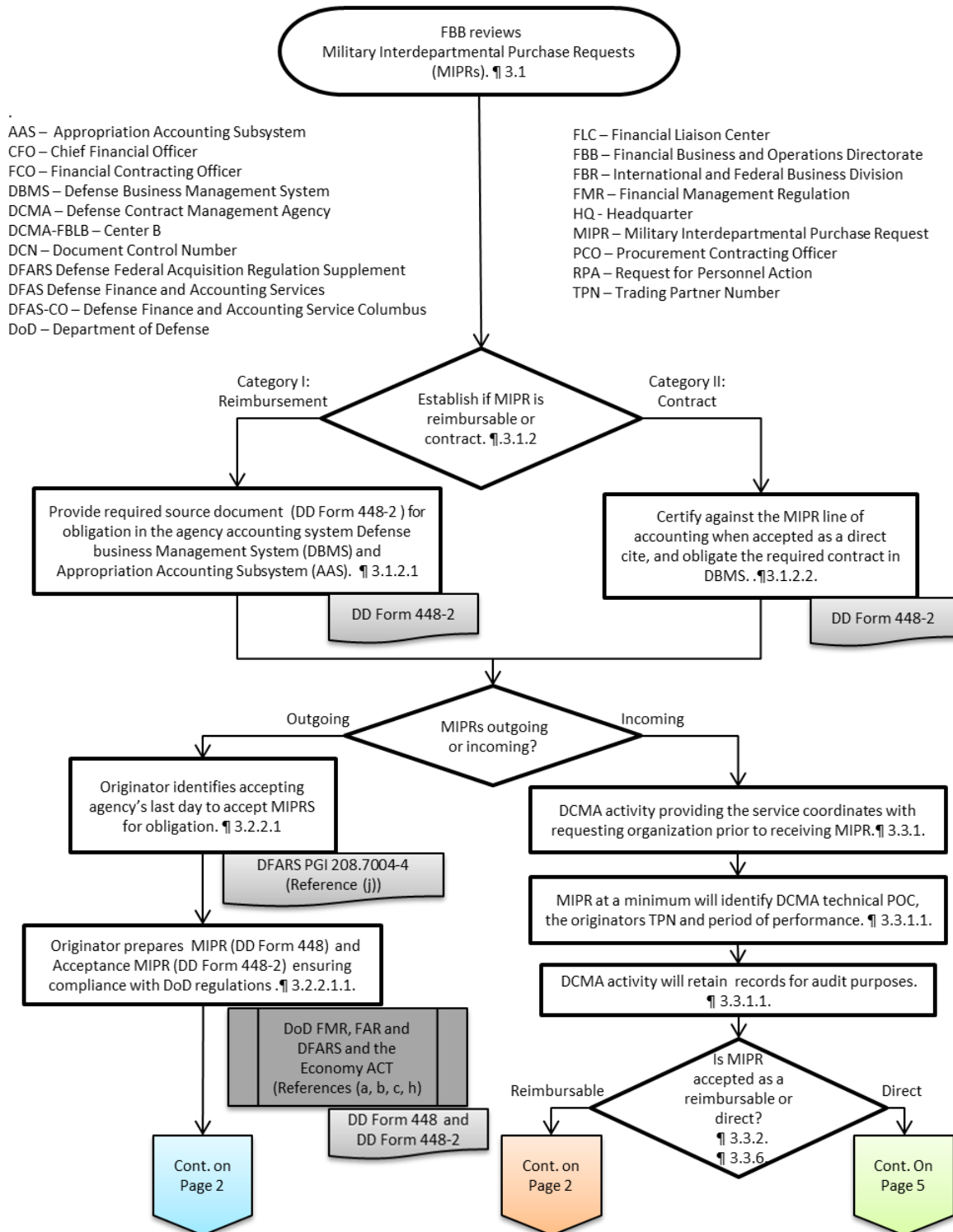
5.2.6.1. All acronyms shall be spelled out upon first use. This will ensure the accepting entity understands the purpose and outcome/deliverables expected for which the funds are provided.

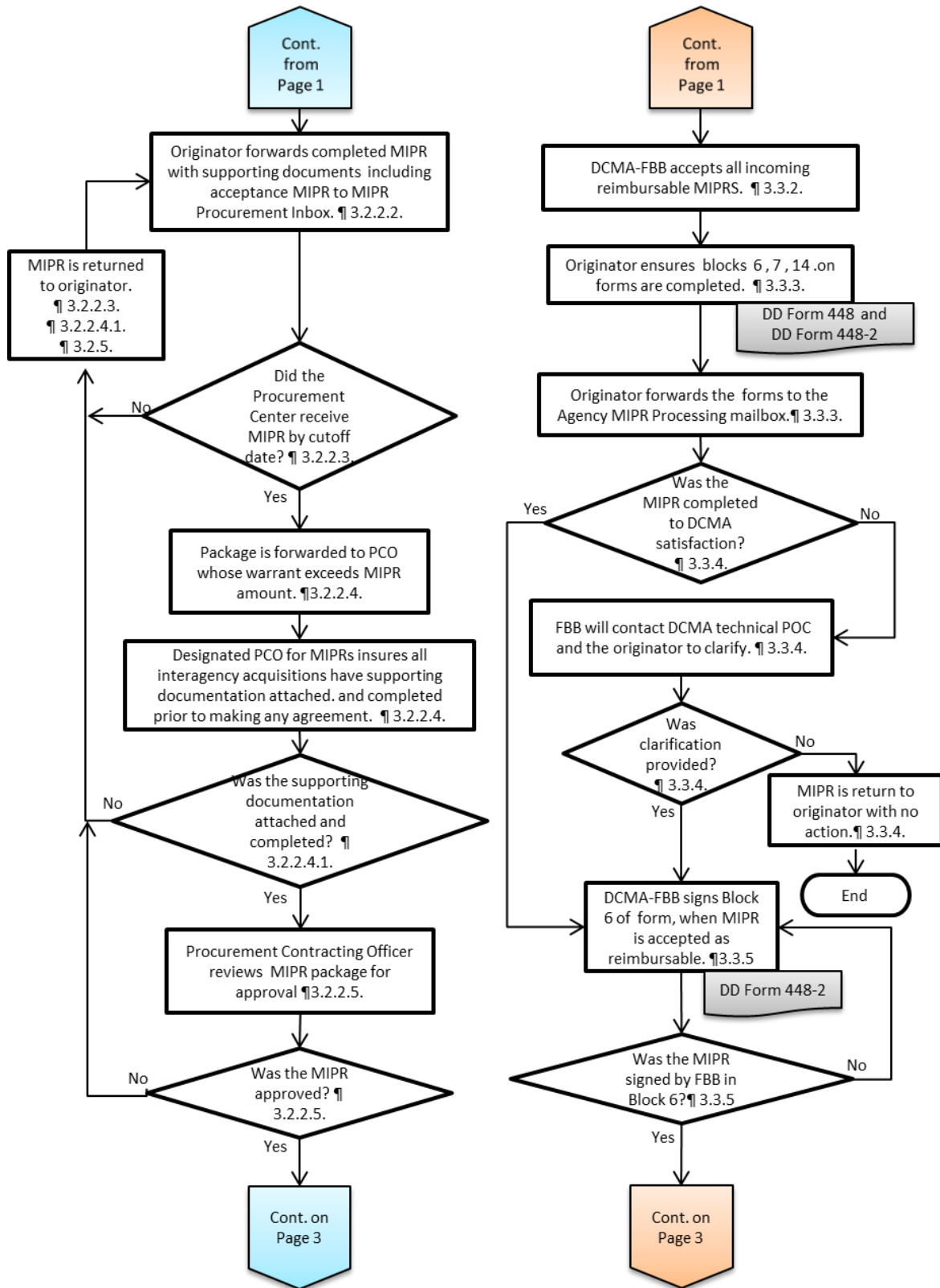
5.2.7. D&Fs for assisted acquisitions shall be prepared and signed by the requesting action officer. The D&Fs must be reviewed and approved by a PCO whose approval level is above the MIPR amount submitted and by legal counsel. If the servicing agency is a non-Federal agency and not covered by the FAR (Reference (b)), the D&F shall be approved by the DCMA Senior Procurement Executive.

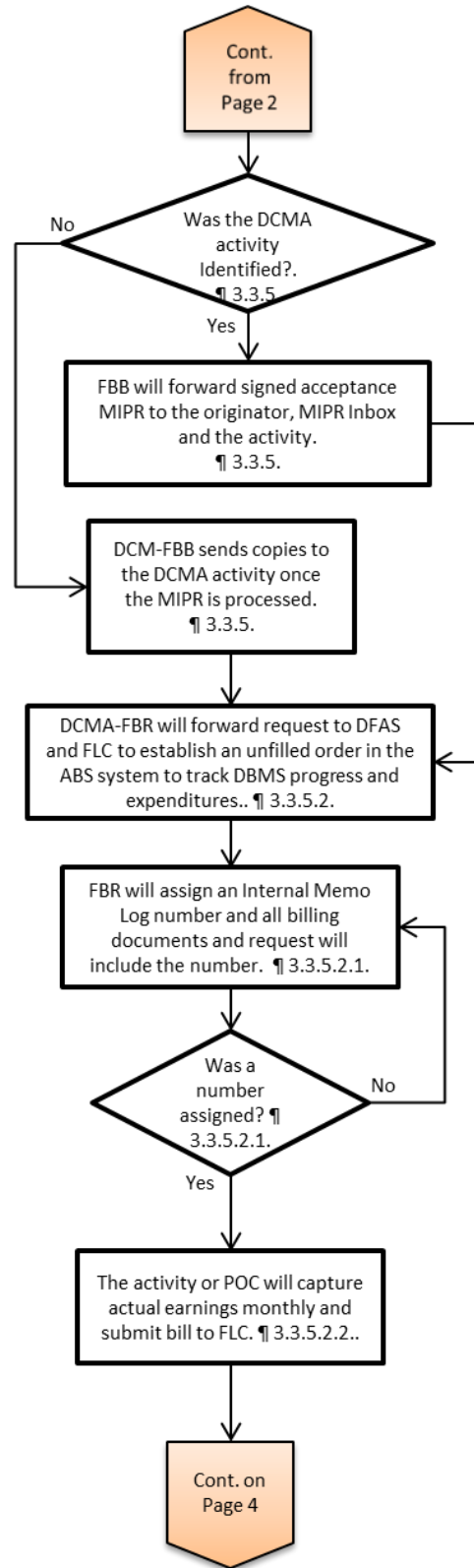
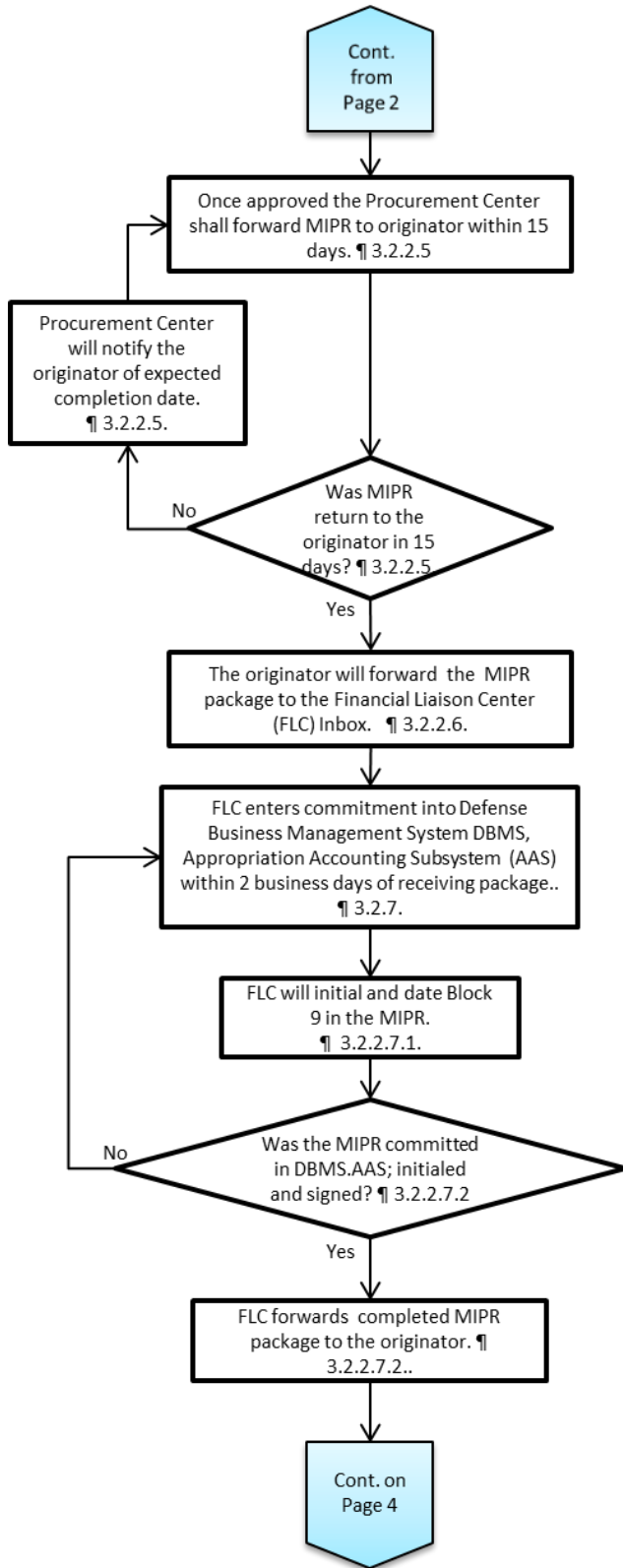
5.2.8. A copy of the executed D&F shall be furnished to the servicing agency as an attachment to the order.

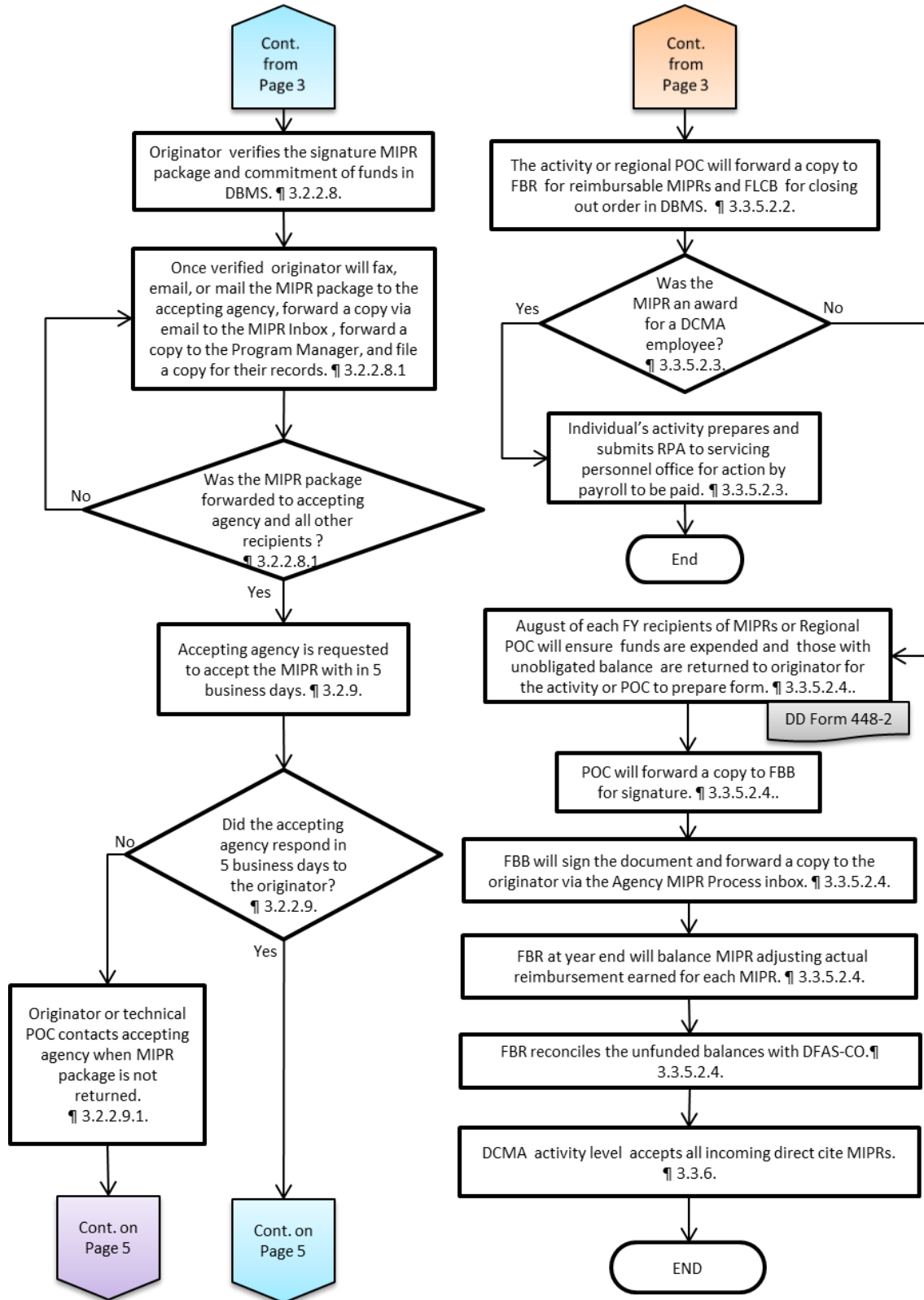
Appendix A
PROCESS FLOW

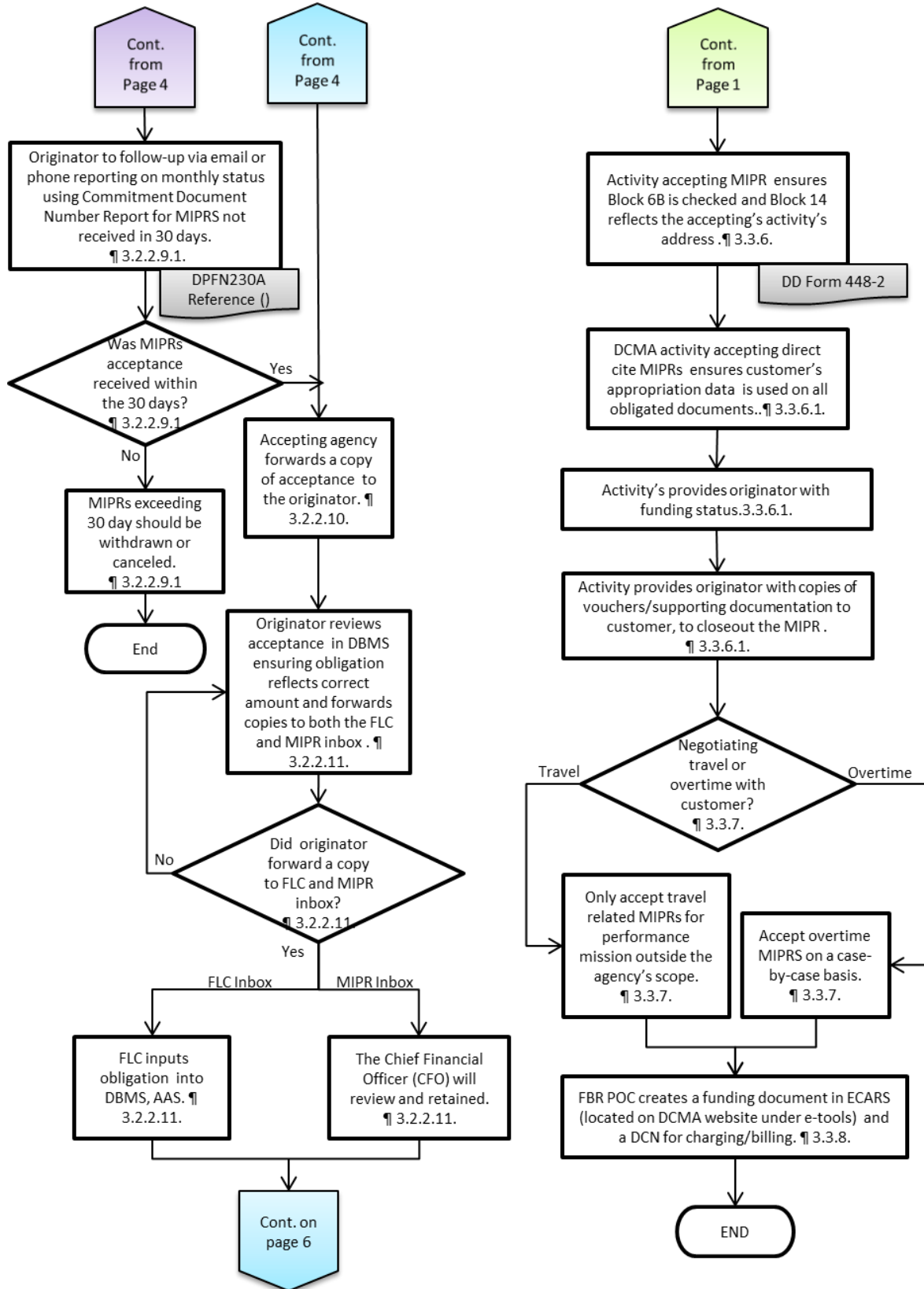
Military Interdepartmental Purchase Request (MIPR)

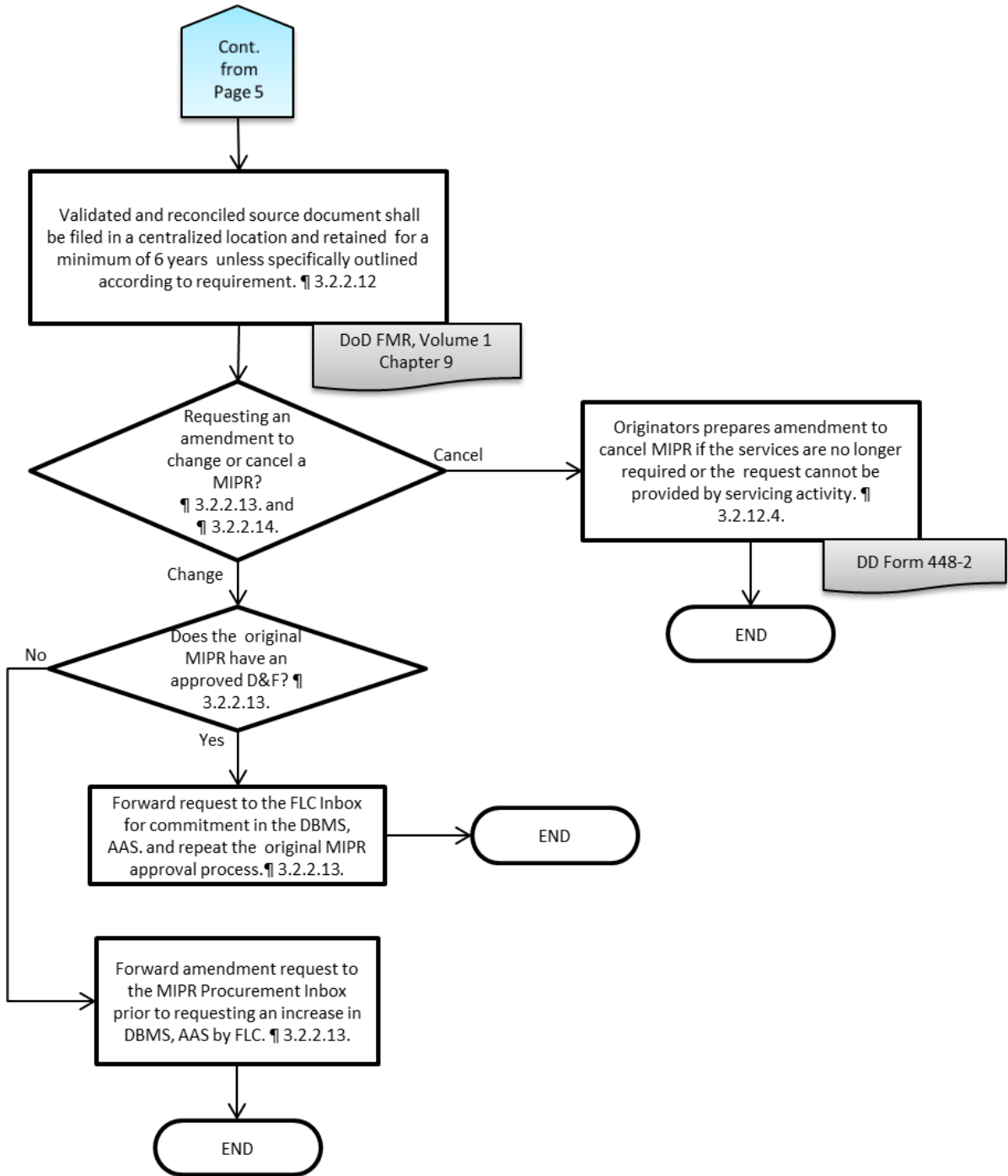












GLOSSARY

DEFINITIONS

Component. An organization within DCMA whose Component Head reports directly to the Director, DCMA.

Component Head. The leader of a DCMA organization that reports directly to the Director, DCMA.

Expiration of funds. Defined as an account (appropriation) in which the balance is no longer available for incurring new obligations because the time available for incurring such obligations has expired.

Determination and Findings. Defined as a special form of written approval by an authorized official that is required by statute or regulation as prerequisite to taking certain contract actions. The “determination” is a conclusion or decision supported by the “findings.” The findings are statements of fact or rationale essential to support the determination and must cover each requirement of the statute or regulation.

Internal Control. The organization, policies, and procedures that help program and financial managers to achieve results and safeguard the integrity of their programs by reducing the risk of adverse activities.

Instruction. An Instruction is the Agency’s primary policy documents type and is used to establish broad policy, assign roles and responsibilities, and set forth instructions or procedures for functions and processes outside the immediate authority of a single component.

Obligation. A legal reservation of funds to make a future payment of money.

Originator. The person or component that initiates the MIPR and is responsible to monitor the open document until it is closed and finalized.

Policy. A set of principles and associated guidelines to direct and limit DCMA actions in pursuit of objectives, operations, and plans. Establishes Agency-wide rules. Describes the “what,” “who,” and “why” of operations by defining roles and responsibilities.

Point of Contact (POC). The component who owns the policy publication designates an individual (Agency policy lead) who is responsible for the accuracy, currency, and integrity of the policy.

Procedures. A set of mandatory step-by-step instructions established to implement Agency policy. It describes the process that must be followed to achieve the desired outcome.

GLOSSARY

ACRONYMS

AAS	Appropriation Accounting Subsystem
ABS	Automated Billing System
ALC	Agency Location Code
CAS	Contract Administration Services
D&F	Determination and Finding
DBMS	Defense Business Management System
DCMA-FBB	Financial Business and Budget Division
DCMA-FBLB	Financial Liaison Center B
DCMA-FBR	International and Federal Business Division
DCMA-INST	DCMA Instruction
DCN	Document Control Number
DFARS	Defense Federal Acquisition Regulation Supplement
DFAS	Defense Finance and Accounting Services
DFAS-CO	Defense Finance and Accounting Service Columbus
DoDAAC	Department of Defense Activity Address Code
DoDI	DOD Instruction
ECARS	Electronic Contracts Accounting Reporting System
FAR	Federal Acquisition Regulation
FEDCAS	Federal Contract Administration Services
FLC	Financial Liaison Center (B)
FMR	Financial Management Regulation
FSC	Federal Supply Code
FY	Fiscal Year
IPAC	Intra-Governmental Payment and Collection
LOA	Line of Accounting
MIPR	Military Interdepartmental Purchase Request
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NASA	National Aeronautics and Space Administration
O&M	Operations and Maintenance
PCO	Procurement Contracting Officer

PLAS	Performance Labor Accounting System
POC	Point Of Contact
TPN	Trading Partner Number
U.S.C.	United States Code