**Air Force Purchases Using Military Interdepartmental Purchase Requests**

**(MIPRs)**



AUGUST 2007

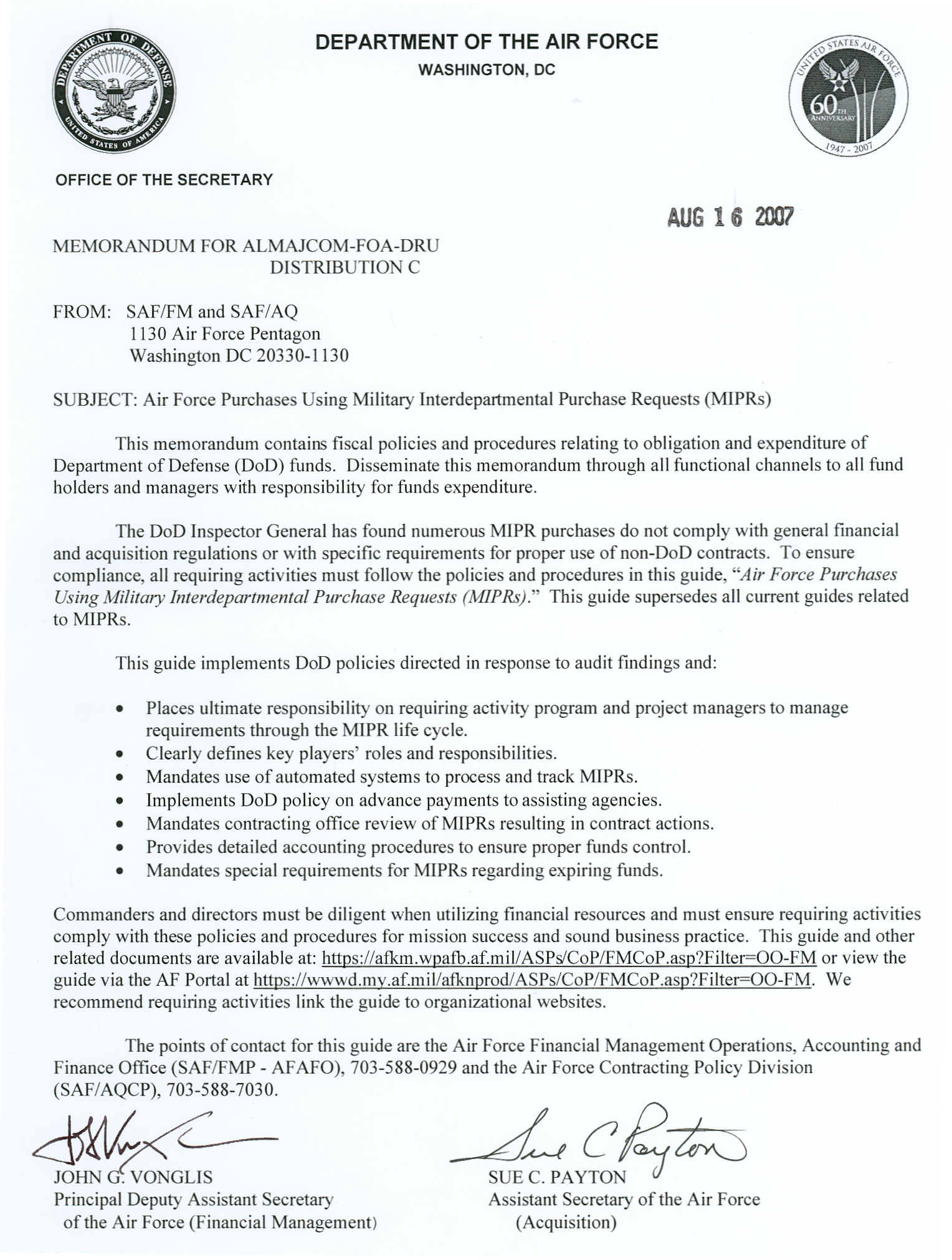


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## SECTION I

## 

## POLICY

#### A. PURPOSE - This guide consolidates Air Force policies and procedures for purchases using Military Interdepartmental Purchase Requests (MIPRs), DD Forms 448 and 448-2, for all role players. This guide supersedes all Air Force MIPR guides and applies to all Air Force organizations including Air Force Reserve Command and Air National Guard. This guide does not address policies and procedures for MIPRs received by the Air Force from other activities.

#### B. AIR FORCE MIPR POLICY - The policies, procedures, reviews, and approvals put forth in this guide apply to all DD Forms 448 and MIPR requirements packages regardless of dollar value, purpose, and operating/contingency locations.

1. MIPRs may not be used to violate provisions of law or to circumvent conditions and limitations imposed on the use of funds. For example, MIPRs may not be used to extend the period of availability of the cited funds.

2. Air Force funds that expire in the current fiscal year must be awarded to a contract or task order within 90 days of acceptance of the MIPR or by 30 September of the current fiscal year, whichever occurs first. If a contract or task order is not awarded by September 20th, for funds that expire in the current year, the Requiring Activity should reevaluate their requirements and deobligate funds as appropriate, to allow use of the funds prior to expiration. For goods, delivery may not be specified to occur in the year subsequent to funds availability.

3. The Requiring Activity program or project manager (PM) must ensure that purchases ordered using a MIPR, DD Form 448/448-2, comply with all DoD acquisition and financial regulations as well as with DFAS and Air Force policies.

4. The Requiring Activity PM must include DoD-unique clauses and comply with all DoD regulations, directives, and other requirements for all interagency (non-DoD) purchase agreements.

5. The Requiring Activity PM must use the Automated Business Services System (ABSS) or another automated system that interfaces with ABSS to create DD Forms 448. Once created, the DD Form 448 MIPR must flow through ABSS for the required policy coordination and reviews implemented in this guide. Funds certifiers will not certify nor will contracting specialists perform reviews on manually created MIPRs.

6. An Air Force financial analyst must review and certify funds for every MIPR before the requiring activity program or project manager releases it to a DoD or non-DoD agency for acceptance.

a. An Air Force contracting specialist must review any MIPR that will result in a contracting action, including unfunded planning MIPRs, and the attached requirements package before the requiring activity program or project manager releases it to a DoD or non-DoD agency for acceptance. Air Force contracting review is not required for Air National Guard MIPRs.

7. The Requiring Activity PM is responsible for managing the MIPR order process, for managing all goods and services procured by the MIPR or resulting contract, and for tracking funding through all stages of accounting until the order is complete and remaining funds are deobligated.

8. The Requiring Activity PM will not approve advance payments or advance billings for goods or servicesorders unless explicitly required to do so by an appropriation or other law. The specific appropriation or law authorizing the advance must be cited on the obligation and/or interagency agreement documents for those few exceptions where advances are authorized.

9. The Requiring Activity PM with responsibility for the MIPR funds and mission requirement must date and sign the DD Form 448 hard copy before sending the package to the assisting agency.

10. The Requiring Activity program or project manager, or designated resource manager is responsible for printing the MIPR package from ABSS or other automated system and sending it to the assisting agency.

11. Air Force MIPRs must adhere to the government-wide business rules set forth by the Office of Management and Budget. The specific business rule requirements are incorporated in the requirements of this guide as Attachment C.

## SECTION II

## GENERAL INFORMATION

#### A. PURCHASE OPTIONS. There are multiple ways to purchase goods and services.

**A.1. LOCAL PURCHASE USING THE GOVERNMENT PURCHASE CARD (GPC).** Organizational GPC cardholders may purchase authorized supplies, equipment up to $3,000 and non-personal services up to $2,500. Purchases up to $25,000 are also allowed in limited circumstances. Program and project managers (PMs) should see the requiring activity GPC holder for assistance.

**A.2. LOCAL PURCHASE USING AN AF FORM 9, REQUEST FOR PURCHASE.**  The supporting Air Force contracting office can purchase authorized supplies, equipment, and non-personal services at any dollar amount. Always discuss your procurement needs with contracting office personnel before beginning the MIPR process. The contracting office personnel can provide in-person assistance throughout the award and performance of your requirement. An AF Form 9, Purchase Request, is created in the Automated Business Support System (ABSS).

**A.3. INTRA-AIR FORCE ACQUISITION USING AN AF FORM 616, FUND CITE AUTHORIZATION (FCA).** Other Air Force organizations may be able to provide available supplies and services or can procure supplies and services on a contract. When intra-Air Force support is available, Financial Management Analysis (FMA) or your Resource Advisor/Resource Manager (RA/RM) can provide assistance on using an AF Form 616, Fund Cite Authorization.

**A.4. INTRA-AGENCY ACQUISITION USING A MIPR, DD FORM 448.** Other DoD organizations such as DLA, Navy, and Army, may be able to provide military-related supplies and services or can procure supplies and services on the Air Force’s behalf.

**A.5. INTERAGENCY (NON-DOD) ACQUISITION USING A MIPR, DD FORM 448**. Interagency acquisitions may be used only when an interagency acquisition is in the best interest of the Air Force. Common examples of organization used for interagency agreements are General Services Administration (GSA), FedSource, and GovWorks.

#### B. ASSISTING AGENCIES. There are two categories of assisting agencies, intra-agency and interagency.

* **Intra-agency.** Requirements are obtained from an activity **within** DoD. Example: An Air Force unit forwards a MIPR to the Army and an order is placed for supplies/services for the Air Force from an existing contract. The Army is the intra-agency assisting agency.
* **Interagency** Requirements are obtained from an agency **outside** DoD. Example: Air Force unit forwards a MIPR to GSA and an order is placed for supplies/services for the Air Force from an existing contract. GSA is the interagency assisting agency.

#### C. MIPR CATEGORIES. There are two categories of MIPRs, reimbursable and direct cite. Both categories can be used on one MIPR. Generally the assisting agency and the PM negotiate whether the order will be reimbursable or direct cite.

* **Reimbursable Order (CAT I):** The assisting agency obligates its own funds to fill the order or perform the service. The DFAS reimburses the assisting/servicing agency using the requiring activity’s fund cites. The MIPR number is the source document number throughout the life of the acquisition.
* **Direct Cite Order (CAT II):** The assisting agency directly cites the PM’s fund cite on the resulting contract. The DFAS pays the performing contractors directly from the requiring activity’s fund cite. The contract number is the source document number throughout the life of the acquisition.

#### D. MIPR REVIEW. An Air Force financial analyst must review and certify funds for every MIPR before the requiring activity PM releases it to a DoD or non-DoD agency for acceptance.  For any MIPR that will result in a contracting action, including unfunded planning MIPRs, an Air Force contracting specialist must review the MIPR and the attached requirements package before the requiring activity PM releases it to a DoD or non-DoD agency for acceptance. This review will help fulfill mission needs, ensure the best value to the Air Force, and avoid common problems with MIPRs and interagency acquisitions that have been noted by the General Accountability Office (GAO), DoDIG, and Air Force Audit Agency (AFAA). Air Force contracting review is not required for Air National Guard MIPRs.

#### E. MIPR ACCEPTANCE. Once an assisting agency receives a MIPR, it must formally accept or reject the order represented by the MIPR. Assisting agencies will accept the order by completing the DD Form 448-2 and returning it to the PM within 30 days. The assisting agency and PM may use the 30 day period to correct any weaknesses in the MIPR package before accepting the order.

## SECTION III

## ROLES AND RESPONSIBILITIES

#### A. PROGRAM MANAGER/PROJECT MANAGER (PM). For this guide, a program manager/project manager (PM) is the individual in the requiring activity with budget authority who needs the support, services, or goods procured on the MIPR. Since requiring activities have diverse missions, these activities may use different names for the individual with this responsibility. For the purposes of the guide, PM will represent other names performing the same function. The PM must ensure all MIPRs are properly prepared and coordinated in accordance with this guide and must manage the requirement throughout the MIPR life cycle. Specifically,

**A.1. The PM is responsible for preparing and ensuring the MIPR is properly prepared and processed.** The PM must:

a. Before preparing a MIPR, ensure the requirement is valid. Consult with Financial Management Analysis (FMA, see paragraph C) and the Resource Advisor/Manager (RA/RM, see paragraph B) to determine bona fide need in terms of purpose, time and amount.

b. If a MIPR is going to result in contract action, consult with the supporting Air Force contracting office as soon as the requirement is identified to ensure an inter/intra-agency MIPR is in best interest of the government.

c. Create the DD Form 448, MIPR in ABSS or an automated system that interfaces with ABSS to ensure proper coordination and tracking of funds. Forms created in ABSS are distinguished by a “Generated by ABSS” marking in the bottom right corner of the DD Form 448.

d. Include on the DD Form 448, a brief description of the goods or service required along with the required start date, end date, and expiration date of the funding source.

e. Ensure footnotes in Attachments B (required footnotes), Attachment C (business rules) and Attachment D (interagency agreement) are in block 9b of the DD Form 448 or are attached as required.

f. Prepare a requirements package in compliance with Attachments A, E, F, and I of this guide. The documents in the package must be attached to the DD Form 448 in ABSS and be reviewed by contracting and finance.

g. Flow MIPR and requirements package through ABSS for required reviews.

h. Sign and send MIPR and complete requirements package to DoD or non-DoD agency via email, fax or mail.

i. When requested by the assisting agency, approve or deny any requests for advance payment or advance billing IAW specific appropriation or law authorizing the advance and notify the assisting agency in writing of your decision. Retain request and approval/denial with MIPR file documentation.

j. Receive DD Form 448-2, MIPR Acceptance within 30 days of issuance. Review for correctness and note additions from the assisting agency. Verify appropriate advance payment or advance billing approvals are annotated in block 13. Provide copy of DD Form 448-2 and contract (for direct cite MIPRs only) to RA/RM and FMA.

k. Review and follow-up on MIPRs where the DD Form 448-2, MIPR Acceptance has not been received within 30 days of DD Form 448, MIPR issuance and on contract award documents that have not been received from the assisting agency within 90 days, or by 20 September, whichever occurs first.

l. Participate in technical evaluation of offers.

m. Obtain a copy of the contract for direct cite orders from the assisting agency. The PM will submit a copy to FMA.

**A.2. The PM is responsible for tracking and reconciling MIPRs and any resulting contracts (for direct cite orders) until they are closed.** The PM shall:

a. Ensure MIPR number is referenced on all documents received from the assisting agency.

b. Ensure proper payment procedures are used for accounting of MIPR expenditures. See Attachment G, PM and RA/RM Payment Instructions.

c. Identify a trained contracting officer representative (COR) to the assisting agency contracting officer before contract performance begins. The COR will ensure oversight of contractor performance/delivery/billing and will notify the PM of any discrepancies requiring resolution by the PM. The COR must complete CLC 106, “COR with a Mission Focus” at [www.dau.mil](http://www.dau.mil) or, when offered, attend training provided by the supporting contracting office.

d. Promptly process, or ensure the designated COR processes receiving reports and invoices in accordance with procedures established by the PM and the assisting agency contracting officer.

e. Obtain reports on open MIPR commitments, obligations, and expenditures from the RA/RM. The RA/RM can provide management reports such as the Open Document List (ODL) and Selective Transaction History List to help follow-up and monitor MIPRs. Using the reports, (1) reconcile current progress of contract performance; (2) monitor expenditure rate of obligated funds; (3) deobligate or add funds as necessary during contract performance using a DD Form 448-2. The RA/RM and FMA are available to help reconcile MIPR funds.

f. If an obligation balance still exists at the end of contract performance for a Category I, Reimbursable MIPR, submit a memorandum (reference Attachment J) to the assisting agency and request a DD Form 448-2 be provided to the PM for deobligation of excess funds. If the PM requests a DD Form 448-2 and the assisting agency does not provide it within 30 days, the PM will send a memorandum (reference Attachment K) to the assisting agency informing that the funds remaining on the order will be deobligated in 30 days. After 60 days (30 days for original request and 30 days for final deobligation notification) complete a deobligation memorandum (reference Attachment L); attach copies of the two memorandums notifying the assisting agency of the deobligation requests and forward to FMA.

g. If an obligation balance still exists at the end of contract performance for Category II, Direct Cite MIPRs, prepare, coordinate with assisting contracting office and submit a deobligation memorandum to FMA.

h. Maintain copies of all documentation in accordance with Air Force Records Information Management System (AFRIMS), Records Disposition Schedule (RDS).

#### B. UNIT or ORGANIZATION RESOURCE ADVISOR/MANAGER (RA/RM). The RA/RM assists the unit commander or organization manager in planning and executing annual budgets by managing the organization’s finances. Specific RA/RM duties in assisting PMs to execute a MIPR are:

1. Serves as unit primary point of contact with FMA.

2. Ensures source of funds is correct and funding is available to support the purchase.

3. Ensures footnotes in Attachments B (required footnotes), C (business rules) and D (interagency agreement) are in block 9b of the DD Form 448 or attached as required.

4. Ensures DD Form 448 is properly prepared, including a brief description of the goods or services required and the required start date, end date, and date of expiration of the funding source. See Attachment I.

5. Ensures DD Form 448-2 is received from the assisting agency. For reimbursable MIPRs, submit a copy to FMA for obligation by DFAS.

6. For direct cite MIPRs, submits a copy of the contract award document to FMA for obligation by DFAS. Verifies the contract number is recorded in the obligation. If not, notifies FMA to request a correction.

7. Retains supporting documentation in accordance with AFRIMS, RDS.

8. Ensures advance payments or advance billings are properly posted, aged, and liquidated in the accounting system and works with FMA/DFAS to correct any discrepancies. Refer to Attachment G for further clarification of procedures.

9. Reviews unobligated commitments monthly to confirm if requirements are still needed.

10. Performs follow-up on outstanding invoices and receiving reports.

11. Assists the PM in monitoring MIPR status through the entire MIPR life cycle and stages of accounting, including ensuring proper aging and liquidation, and return of funds for erroneously disbursed transactions.

12. Promptly processes receiving reports and invoices in accordance with procedures established between the PM and the assisting agency.

13. Coordinates with PM, any DD Form 448-2, MIPR amendments generated for increases/decreases. Once coordinated, provides to FMA for submission to DFAS. Verifies accounting transaction is complete and accurate.

14. If an obligation balance exists at the end of contract performance for Category I, Reimbursable MIPRs, submit a memorandum (reference Attachment J) to the assisting agency to request a DD Form 448-2 be provided to the PM for deobligation of excess funds. If a DD Form 448-2 is requested by the PM and is not received within 30 days, assist the PM in sending a memorandum (reference Attachment K) to the assisting agency to inform the assisting agency that funds remaining on the order will be deobligated in 30 days. After 60 days (30 days for original request and 30 days for final deobligation notification) assist the PM in completing a deobligation memorandum (reference Attachment L); attach copies of the two memorandums notifying the assisting agency of the deobligation requests and forward to FMA.

15. Assists the PM in close-out of contracts. If an obligation balance exists at the end of contract performance for Category II, Direct Cite MIPRs, prepare, coordinate with assisting contracting office and submit a deobligation memorandum to FMA. Verify that DFAS updates the transaction.

#### C. FINANCIAL MANAGEMENT ANALYSIS (FMA). FMA is a part of the Comptroller organization. The FMA financial advisors will:

1. Ensure required footnotes in Attachment B of this guide are loaded into ABSS.

2. Provide ABSS training to new users. Establish the proper document flow for the requesting activity PM.

3. Advise PM in determining bona fide need in terms of purpose, time and amount.

4. Ensure Attachment C (business rules) is attached and filled in.

5. Ensure funds are available and the accounting appropriation is correct.

6. Certify funds and input commitment transactions for MIPRs into the accounting system. **NOTE**: Before certifying funds on commitment documents such as MIPRs, the funds certifier must complete funds certifying official training, have a training certificate and a DD Form 577, Appointment/Termination Record – Authorized Signature on file, and be appointed in writing by the Comptroller).

7. Perform follow-up actions with RA/RM on outstanding receiving reports.

8. Ensure DD Form 448-2 is received from the PM or RA/RM.

9. Submit DD Form 448-2 to DFAS on reimbursable MIPRs to record obligation

10. For direct cite MIPRs, submit a copy of the contract award document to DFAS to record the obligation. .

11. Monitor MIPRs for opportunities to decommit or deobligate remaining balances and work with RAs to obtain proper deobligation documentation and forward to DFAS for input.

12. Review unobligated commitments monthly to confirm if requirements are still needed.

13. Assist RA/RM with correcting any accounting transactions (i.e., charging expensed transactions to an advance, proper aging and liquidation and decommit funds).

#### D. DEFENSE FINANCE AND ACCOUNTING SERVICE (DFAS). DFAS is the DoD accounting firm and works closely with the FMA to ensure the propriety of payments and the accuracy of accounting records. The DFAS shall:

1. Obligate funds in the accounting system using the DD Form 448-2, MIPR Acceptance for reimbursable MIPRs or using the contract for direct cite MIPRs.

2. Review DD Form 448-2, Block 13, Remarks, for PM approval of advance payment or advance billing to ensure proper processing of “type vendor code” and “project code”

3. Work with the FMA to ensure propriety of payments and accuracy of accounting records.

4. Process increases in funding requirements and deobligates remaining balances upon receipt of DD Form 448-2 or deobligation memorandum.

5. Receive invoices and receiving reports and makes payments.

6. For Reimbursable, Category I MIPRs make payment to non-DoD agency for interagency acquisitions and reimbursement to DoD agency for intra-agency MIPRs.

7. Make payment directly to company listed in contract for Direct Cite, Category II MIPRs.

#### E. SUPPORTING AIR FORCE CONTRACTING OFFICE. The supporting Air Force contracting office provides business advice and acquisition support. Contracting office review is required on all MIPRs that will result in a contract action. If you do not have an assigned contracting office, your FMA can add a contracting office to your ABSS flow to facilitate electronic review. Required contracting office responsibilities for MIPRs that will result in a contract action include the following:

1. Provide business advice on an inter or intra-agency acquisition decision to ensure it reflects an appropriate business approach. Encourage customers to seek advice prior to DD Form 448 initiation.

2. Review MIPR and the attached requirements package for completeness.

3. Verify the adequacy of the PM’s description of the supplies to be acquired, or of the Performance Work Statement describing the services required.

4. Advise on assisting activity fees vs. in-house procurement.

5. Advise on other required documentation (sole source justifications, applicable DoD or Air Force terms and conditions, etc.) and other approvals as required.

6. Advise on Determinations & Findings (D&Fs) for Economy Act requirements, see Attachment F.

7. Ensure non-DoD/Services Designated Official (SDO) D&F is completed, see Attachment

8. Ensure footnotes in Attachments B (required footnotes), C (business rules) and D (interagency agreement) are in block 9b of the DD Form 448 or attached as required.

9. For MIPRs that do not result in a contract action (e.g. host-tenant support reimbursements), contracting review is not required. For these types of MIPRs, a contracting specialist will click the “approve” button in ABSS without any review in order to flow the MIPR to the next office. The supporting contracting office commander or chief may establish local procedures to identify MIPRs that do not require contracting review in order to reduce lead-time and eliminate review time at the contracting office. These local procedures must meet the full intent of this guide, which is to ensure that **ALL** MIPRs resulting in a contracting action are reviewed by a contracting specialist.

#### F. ROLE OF THE MIPR INITIATOR. Any military or civilian can initiate a DD Form 448 to request purchase of goods or services at the request of a PM; however, the PM is always responsible and accountable for the MIPR. Additionally,

1. The MIPR initiator must attend training from FMA and receive access to ABSS or an automated system that interfaces with ABSS for DD Form 448 data workflow.

2. The MIPR initiator’s name appears in Block 9b of the DD Form 448. However, this person does not have overall responsibility for the MIPR unless the initiator is also the PM.

## SECTION IV

## SERVICE CONTRACT REQUIREMENTS

It is critical for the PM to contact the supporting Air Force contracting office for advice on management and oversight requirements for service contracts.

#### A. PERFORMANCE-BASED ACQUISITION. In accordance with the Federal Acquisition Regulation (FAR) Part 37.6., service acquisitions must be performance-based. The PM must ensure the Performance Work Statement (PWS) is written in performance-based terms and is approved by the Services Designated Official (SDO) in accordance with Air Force Management and Oversight of Acquisition of Services Process. See your supporting Air Force contracting office for assistance.

#### B. SERVICES DESIGNATED OFFICIAL APPROVAL. [Air Force FAR Supplement 5337.5](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/af_afmc/affars/5337.htm) addresses approval requirements for service acquisitions. The supporting Air Force contracting office will assist in processing the request for SDO approval. For interagency acquisitions, the PM will need to obtain one or two approvals from the SDO:

* Approval to acquire services by a contract or task order awarded by a non-DoD agency.
* Approval to use a non-performance based Performance Work Statement (very rare).

#### C. QUALITY ASSURANCE. MIPRs for services above $2,500 must address quality assurance requirements ([FAR 46.102(a)-(g)](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm) and [46.202](http://farsite.hill.af.mil/reghtml/regs/far2afmcfars/fardfars/far/46.htm)) to ensure the services rendered meet contract requirements. The PM must develop a plan outlining how he/she is going to assess contractor performance. The outline must contain details on what standards the contractor will be held to, as well as detailed plans for oversight and management of the contract. The supporting Air Force contracting office can provide advice for quality assurance planning.

D. SEVERABLE SERVICES. An agreement for severable services that are continuing and recurring in nature and provide the Department a benefit each time the service is performed (e.g., maintenance and repair services, scientific, engineering, and technical services) is based on statutory authority other than the Economy Act. Title 10 U.S.C. 2410a permits the performance of severable services to begin in one fiscal year and end in the next provided the period of performance does not exceed one year. Thus the performance of severable services may begin during funds period of availability and may not exceed one year. Therefore, annual appropriations provided to a performing agency that have expired shall be deobligated unless the performance of the services requested began during the funds period of availability and the period of performance does not exceed one year. The annual appropriation from the earlier fiscal year may be used to fund the entire cost of the one-year period of performance; however, an annual appropriation may not be used to enter into a severable services agreement where the period of performance for services requested is entirely in the following fiscal year. In no instance may the period of performance extend beyond September 30 of the subsequent year for services funded with annual appropriations.

#### E. NON-SEVERABLE SERVICES. Non-severable services must be funded with appropriations available for new obligations at the time the contract is awarded. The period of performance may extend across fiscal years. Funds provided to a performing agency that become excess shall be deobligated when identified. Refer to Attachment H for examples.

## SECTION V

## AUTHORITIES

#### A. STATUTORY AUTHORITIES VERSUS ECONOMY ACT AUTHORITY. Assisting agencies are authorized to provide support services either under a specific statutory authority or under the Economy Act. Most agencies outside of DoD are authorized by statute to provide acquisition support or other services to Federal agencies. This specific authority allows the assisting agency to accept your MIPR and to provide the support you need. The Economy Act authorizes federal agencies to assist each other under certain circumstances, when the assisting agency does not have a specific authority but agrees to accept your order.

Your first choice for contract support should always be your supporting Air Force contracting office. Most other agencies charge a fee-for-service. Further, some agencies have a poor track record for garnering the best value for customers. For example, some agencies fulfill customer orders by ordering off GSA schedule contracts. When this happens, The Air Force pays a fee-for-service to both the assisting agency and GSA.

A.1 SPECIFIC STATUTORY AUTHORITY. The ***PM must call the assisting agency to determine if the agency has a statutory authority to accept the order****.* Possible sources, not all-inclusive:

* + **General Services Administration**, [www.GSA.gov:](http://www.GSA.gov:) Federal Acquisition Regulations requires that federal agencies check GSA schedule contracts as a source before seeking assistance from another agency. A customer training class is available at <https://umas.gsa.gov/>.
  + **Information Technology (IT)**, the Air Force CIO is working on many ways to help individual units acquire IT goods and services through Air Force and DoD contract sources.  These sources provide better value because of larger economic order quantities, standardization of applications and level of service, and configuration control of hardware.  Further, by using mandatory or available Air Force or DoD contract sources, your procurement will not require the approvals required to use contracts awarded outside of DoD. For more information and to find mandatory sources for hardware, enterprise licenses for software, and available service contract sources, go to <https://www.my.af.mil/gcss-af/afp40/USAF/ep/globalTab.do?pageId=681743&channelPageId=-827382>
* **FedSource**, <http://www.fedsource.gov/FedSourceSite/orderingguide.aspx>

#### A.2. 31 U.S.C. 1535, ECONOMY ACT AUTHORITY. Cite this authority using footnote 8 or 9 of Attachment B if the agency does not have a specific statutory authority and, when required, prepare a Determinations and Findings (D&F) (refer to Attachment F).

* **DoD Economy Act Orders,** performance of a recurring requirement must be agreed to in a Support Agreement (DD Form 1144) with the assisting agency. For recurring requirements, determine if there is a support agreement between the two agencies. When there is no support agreement, the PM must work with the installation support agreement manager to negotiate a support agreement for recurring support. See AFI 25-201, Support Agreement Procedures. No support agreement is required for provision of (a) a single item or one time service, (b) sale of Working Capital Funds (WCF) mission products and services, and (c) intragovernmental sales specifically directed or authorized by law.
* **Non-DoD Economy Act Orders**, the Economy Act is the least used authority for purchasing goods and services from non-DoD agencies, as it applies only in the absence of a more specific interagency acquisition authority. Many agencies have a specific authority to assist other agencies.

#### A.2.1 DETERMINATIONS & FINDINGS (D&F) REQUIREMENT. Economy Act orders sent to a non-DoD agency require written approval in the form of a D&F signed by an SES or general officer. A D&F is always required for Economy Act MIPRs going outside of the DoD. Include a D&F with MIPR documentation. In accordance with [DoDI 4000.19, Interservice and Intragovernmental Support](http://www.dtic.mil/whs/directives/corres/pdf/i400019_080995/i400019p.pdf), paragraph 4.4, the head of the major organizational unit ordering the support must approve the D&F. This authority may be delegated, although designees may not be lower than Senior Executive Service (SES), Flag, or General Officers. The supporting Air Force contracting office can advise the PM on the proper staffing of the D&F.  See Attachment F for a sample Economy Act D&F.

## SECTION VI

## PROCESS FLOWCHART

STEP 1

PM IDENTIFIES REQUIREMENT

(Market Research)

***Talk to Contracting and FMA prior to creating a MIPR document***

**STEP 2**

OBTAIN RA/RM or FMA BUSINESS ADVICE

**STEP 3**

PM OBTAINS CONTRACTING BUSINESS ADVICE

**STEP 4**

DETERMINE APPLICABLE AUTHORITY

**STEP 4 (B)** ECONOMY ACT

AUTHORITY

(See Section V paragraph A.2)

**STEP 4 (A)**

SPECIFIC STATUTORY AUTHORITY

**STEP 5**

GENERATE

DD-FORM 448

IN ABSS

STEP 6

ATTACH to DD FORM 448 in ABSS:

* PWS
* Independent Government Estimate
* Market Research

WHEN REQUIRED ATTACH

* Economy Act D&F (See Attachment F)
* Use of Non-DoD contract D&F (See Attachment E)
* SDO Approval (See Attachment E)
* J & A for sole source (See AFFARS 5306.302)
* Justification for BRAND NAME (See FAR 11.105)
* AF Form 3215, CSRD for IT (See AFI 33-103)
* COR Contact Information
* CSRD for IT (See AFI 33-xxx)

STEP 7

ABSS-ROUTE PKG TO

CONTRACTING FOR REVIEW

**STEP 8**

ABSS-ROUTE TO FMA FOR REVIEW & FUNDS CERTIFICATION

STEP 9

PM FAX or EMAIL CERTIFIED MIPR WITH ATTACHMENTS TO ASSISTING AGENCY

TO NEXT PAGE

FROM PREVIOUS PAGE

**STEP 10**

ADVANCE PAYMENT REQUEST

NO ADVANCE REQUESTED

ASSISTING AGENCY REQUESTS ADVANCE PAYMENT

PM APPROVES OR DIASPPROVES ADVANCE PAYMENT

STEP 11

PM RECEIVES MIPR ACCEPTANCE DD FORM 448-2

STEP 12

FOR REIMBURSIBLE MIPRS, PM or RA/RM DELIVERS DD-448-2 to FMA. FMA FORWARD TO DFAS FOR OBLIGATION.

Retain CAT II Acceptance with MIPR files.

STEP 13

PM PARTICIPATES IN TECHNICAL EVALUATION OF OFFERS, AND NOTIFIES ASSISTING AGENCY OF CONTACT INFO ON COR APPOINTEE

STEP 14

PM RECEIVES CONTRACT, DELIVERS TO FMA FOR DIRECT CITE CAT II MIPRS. FMA FORWARDS TO DFAS FOR OBLIGATION INPUT FMA SENDS TO DFAS FOR OBLIGATION INPUT ON DIRECT CITE CAT II MIPRSONTRACT TO DFAS FOR OBLIGATION

STEP 15

RA/RM & PM VALIDATE TRANSACTIONS POSTED TO ACCOUNTING SYSTEM

**STEP 16**

PM and RA/RM PROVIDE RECEIVING REPORTS AS REQUIRED PER CONTRACT THROUGHOUT LIFE OF MIPR; FOLLOW-UP ON MIPR UNTIL CLOSED

##### FLOWCHART EXPLANATIONS

**STEP 1:** **PM IDENTIFIES REQUIREMENT (MARKET RESEARCH):** Identify needed support, supplies, or services to be purchased and conduct market research to determine potential sources. Contact the supporting Air Force contracting office for assistance. Document market research.

**STEP 2:** **OBTAIN RA/RM or FMA BUSINESS ADVICE:** The PM should contact the RA/RM or FMA who will confirm funding availability and if funding is appropriate for the acquisition (purpose, time, and amount).

**STEP 3: PM OBTAINS CONTRACTING BUSINESS ADVICE:** Contracting business advice is essential. When the requirement is identified, the PM should contact the supporting Air Force contracting office to discuss the requirement. Contracting can advise whether the desired goods or services can be best purchased by the contracting office or by another agency using a MIPR. The contracting office will recommend a sourcing strategy that considers such factors as satisfying customer requirements, cost effectiveness and price, delivery schedule, availability of a suitable existing contract (within or outside DoD), contract administration, small business opportunities, compliance with DoD acquisition regulations and acquisition lead time. If a MIPR is determined to be the appropriate purchase request vehicle, the contracting office will help to confirm with a contracting officer from the assisting agency that the supplies or services to be provided are within scope of the assisting agency contract and any unique Air Force or DoD contract terms and conditions are incorporated into the resultant order to comply with applicable statues, regulations and directives (e.g. requirement of DFARS 225.7002-1 that certain items procured with DoD funds be of domestic origin). In addition, the contracting office will advise the requiring activity of other required supporting documentation, such as certification of proper use of non-DoD contracts. See Attachment A, DD Form 448 & Requirements Package Review Checklist.

**STEP 4: DETERMINE APPLICABLE AUTHORITY:** Contact the assisting agency to determine if the order is authorized by a specific statutory authority or if it must be approved under the Economy Act Authority.

**STEP 4 (A) SPECIFIC AUTHORITY:** When a specific statutory authority applies, the assisting agency must cite the applicable statute on the DD Form 448-2, MIPR acceptance. See paragraph B of Attachment D.

STEP 4 (B) ECONOMY ACT: Cite Economy Act (31 USC 1535) on DD Form 448 using footnote 8 or 9 of Attachment B. Refer to Section V, paragraph A.2 regarding the additional requirements for Economy Act orders.

STEP 5: GENERATE DD FORM 448 IN ABSS or OTHER AUTOMATED SYSTEM THAT INTERFACES WITH ABSS: ABSS is an automated system for creating and routing financial documents through required reviews and approvals and then provides financial document information to accounting and procurement systems. Users may create MIPRs in either ABSS or an automated system that interfaces with ABSS. FMA will provide ABSS training to new users. FMA will also establish the proper document flow for your organization. Anyone with the need to create MIPRs can use ABSS after completing training. Most often, the RA/RM or PM will use ABSS to create the MIPR. Sometimes another person, a MIPR initiator, will create the MIPR. Regardless of who creates the MIPR, the PM retains responsibility for procuring the requirement and tracking the funds spent on the MIPR. Once the MIPR has been created and approved in the requiring activity, the ABSS flow will send the MIPR and attachments to the supporting Air Force contracting office. See Attachments B for required footnotes and Attachment D for the required interagency agreement.

**STEP 6:** **ADD ATTACHMENTS TO DD FORM 448 in ABSS:** Required attachments:

* Performance Work Statement (PWS) or description of goods required
* Independent Government Estimate
* Market Research
* Appointment of Contracting Officer Representative (COR) who will oversee contract performance
* DoD Unique Terms and Conditions (includes Berry Amendment, Buy American Act, electronic payment, etc)
* Interagency Agreement (See Attachment D)
* The following documents may be needed as attachments to the MIPR:
* Use of Non-DoD contract D&F (see Attachment E)
* Economy Act D&F (see Attachment F)
* SDO Approval
* Justification and Approvals for sole source (see FAR 6.303)
* Justification for Brand Name (see FAR 11.105)
* Computer System Requirement Document for Information Technology (see AFI 33-103)

**STEP 7: ABSS-ROUTE TO CONTRACTING FOR COORDINATION:** A contracting specialist will determine if the action results in a contract action. If the MIPR does result in a contract action, the contracting specialist will review the MIPR package for completeness and compliance with acquisition regulations and Air Force MIPR policy. The contracting specialist may offer advice to improve or complete the MIPR package. The contracting specialist does not approve/disapprove the package. Rather, the PM retains the responsibility for completeness and compliance. See Attachment A for a review checklist. For MIPRs that do not result in a contracting action, a contracting specialist will flow the MIPR through ABSS to the next reviewing office.

STEP 8: ABSS-ROUTE TO FMA FOR REVIEW and FUNDS CERTIFICATION: Once a contracting specialist has completed a review of the MIPR, the document is forwarded in ABSS to the FMA. A financial advisor in the FMA will review the document to ensure it meets all financial rules (purpose, time, and amount). If requirements are met and funds are available, FMA will certify the MIPR to record the commitment in the accounting system.

**STEP 9: PM FAX or EMAIL DD FORM 448 MIPR TO ASSISTING AGENCY:** After the MIPR is certified, the PM enters ABSS and prints a copy of the DD Form 448 and attachments. The PM signs the DD Form 448 in block 9b, footnote 1, and sends the entire package to the assisting agency’s point of contact.

**STEP 10:** **ASSISTING AGENCY REQUEST ADVANCE PAYMENT or ADVANCE BILLING:** Non-DoD federal agency sends a memorandum requesting advance payment or advance billing to the PM. The memorandum must include the specific appropriation or law authorizing the advance payment/advance billing. The PM approves/disapproves the request for advance payment/advance billing and returns the memorandum indicating approval/disapproval. If approved, the assisting agency puts the following information in Block 13 of the DD Form 448-2, “advance payment or advance billing is approved, specific amount, name of PM approving the advance, and the specific appropriation or law authorizing the advance payment or advance billing”.

**STEP 11:** **PM RECEIVES MIPR ACCEPTANCE DD FORM 448-2:** Once the assisting agency agrees to accept the terms and conditions on the MIPR, they will prepare a MIPR acceptance (DD Form 448-2) and send it to the PM. In addition to the DD Form 448-2, Direct Cite MIPRs (Category II) require a copy of a contract award. PMs must follow-up on DD Form 448-2 if not received within 30 days.

STEP 12: PM or RA/RM DELIVERS DD FORM 448-2 OR CONTRACT TO FMA: For reimbursable (Category I) MIPRs, the PM or RA/RM must provide a copy of the DD Form 448-2, MIPR acceptance, to FMA. FMA forwards to DFAS for input of obligation. Retain direct cite (Category II) DD Form 448-2 with MIPR files.

**STEP 13: PM PARTICIPATES IN TECHNICAL EVALUATION OF OFFERS**: For complex acquisitions such as services or studies, the PM should work together with the assisting agency contracting officer to review all offers received. The PM should help determine which offer provides the best value based on meeting the requirement and price.

**STEP 14:** **PM RECEIVES CONTRACT:**  PM receives the contract award document and delivers it to FMA for direct cite (Category II) MIPRs. If a Direct Cite MIPR, use the contract number for all future accounting transactions in lieu of the MIPR number. FMA forwards a copy of the awarded contract (Category II MIPR) to DFAS for input of obligation. Follow-up on contract award if not received within 90 days of receipt of the DD Form 448-2.

**STEP 15: RA/RM AND PM VALIDATES TRANSACTIONS POSTED TO ACCOUNTING SYSTEM:** The RA/RM and PM must take actions, in coordination and assistance of DFAS, to correct improperly recorded accounting transactions, i.e., changing an expensed transaction to an advance, ensuring proper aging and liquidation, and return of funds for erroneously disbursed payments. For direct cite MIPRs ensure the contract number rather than the MIPR number is recorded in the accounting system. See Attachment G.

**STEP 16: PM and RA/RM PROVIDE RECEIVING REPORTS AS REQUIRED PER CONTRACT THROUGHOUT LIFE OF MIPR. FOLLOW-UP ON MIPR UNTIL CLOSED:** The PM is responsible for follow-up/reconciliation of MIPRs until all supplies and/or services are received and bills/invoices are posted in the accounting system.

## SECTION VII

## APPENDIX

##### ATTACHMENT A - DD FORM 448 & REQUIREMENTS PACKAGE REVIEW CHECKLIST

**PROGRAM OR PROJECT MANAGER**:The PM is responsible for developing a complete requirements package. All of the items listed below are required for a complete requirements package. The supporting Air Force contracting and financial management analysis offices will use this checklist to review MIPR packages that result in a contract action. PMs should use the review guides below to check each MIPR package before it is routed for review and funds certification.

**SUPPORTING AIR FORCE CONTRACTING OFFICE**:

* Independent Government Estimate
* Market research performed (FAR 10; FAR 12.101)
* Federal Supply Classification (FSC) or Service Code
* A brief description of the goods or service required along with the required start date, end date, date of expiration of the funding source. For goods state the required need date, which must be in the same fiscal year as the MIPR fund cite.
* Contact information for the Contracting Officer Representative (COR) who will oversee contract performance
* Adequate description of the supplies to be acquired, OR an adequate Performance Work Statement (PWS) or Statement of Objectives (SOO) describing the requested services
* Required delivery date or period of performance
* Assisting activity’s surcharge amount
* DoD Unique Terms and Conditions (includes Berry Amendment, Buy American Act, electronic payment, etc)
* MIPR Footnotes (See Attachment B)
* Business Rules attachment (See Attachment C)
* Interagency agreement (See Attachment D)
* Other documentation as required:
* Economy Act Determinations and Findings (See Attachment F)
* Justification and Approval for sole source
* Service Designated Official certification
* Use of Non-DoD contract D&F (See Attachment E)
* Justification for Brand Name
* Computer System Requirement Documentfor Information Technology **(**See AFI 33-103)

**FINANCIAL MANAGEMENT ANALYSIS (FMA):**

* Ensure POC name, office symbol, email and telephone number are on the DD Form 448
* Supplies/services meet the bona fide need rule
* Funds availability requirements have been met in term of purpose, time, and amount
* Fund citation reflects the entire accounting classification, including correct appropriation, fiscal year, cost center and EEIC
* Funds have been properly certified by a “certifying official” appointed in writing

##### ATTACHMENT B--MIPR FOOTNOTES

*The PM must include these footnotes,* ***as required****, printed on each MIPR using the footnote feature in ABSS****.***

*The Financial Management Analysis (FMA) office at each installation will add the footnotes as clickable selections in the footnotes field for each MIPR in ABSS. Alternatively, the MIPR initiator can type required footnotes into the footnote section for each MIPR.*

**Footnote 1:** (Mandatory on all MIPRs) “I certify that the goods acquired under this agreement are legitimate, specific requirements representing a bona fide need of the fiscal year in which these funds are obligated. Required reviews are complete.”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(**PM Signature and Signature Block**)

**Footnote 2a:** (Mandatory for all MIPRs going outside of DoD) See Attached Business Rules and Interagency Agreement

**Footnote 2b:** (Mandatory for all MIPRs within DoD) See Attached Business Rules

**Footnote 3:** (Mandatory for all MIPRs) Reference the entire accounting classification and MIPR number on all obligation documents. Send contract award documents to the address in Block 8. Complete the FPDS-NG CAR with Funding Agency ID: 5700 (Air Force) and Funding Office ID/BPN: **(fill in Requiring Office BPN)**

**Footnote 4:** (Mandatory for all MIPRs except Air Force to Air Force) All reimbursements must be done through the Intergovernmental Payment and Collection (IPAC) system whenever possible. State the Seller BPN on the DD Form 448-2, MIPR Acceptance, in Block 13, and on each invoice. The assisting agency shall provide a DD Form 448-2 to deobligate remaining funds at contract end. If not received, the PM will request a DD Form 448-2 by memorandum. If the form is not received within 30 days of the written memorandum, another memorandum will be sent that funds will be deobligated in 30 days without further notice.

**Footnote 5:** (Mandatory for all 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 requiring activity no later than one year after the acceptance of the order or completion of the order, whichever is earlier.”

**Footnote 6:**  (Mandatory for services over $100K to non-DoD assisting agencies) The attached purchase request is approved by the Services Designated Official for procurement outside of DoD. This acquisition has been determined to be in the best interest of the Air Force.

**Footnote 7:** (Mandatory for services with a non-performance-based PWS): IAW Section 801, 10 USC 2330, the Services Designated Official has approved the attached non-performance-based work statement. Any contract or task order resulting from this request is to be acquired using performance-based principles to the maximum extent practical.

**Footnote 8:** (Mandatory for recurring Economy Act orders within DoD) This Economy Act order is authorized by a support agreement between (DoD ordering activity) and (DoD assisting activity) dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**Footnote 9:** (Mandatory for Economy Act orders going outside DoD). This Economy Act order is supported by a Determination & Finding approved by \_\_\_\_\_\_\_\_\_\_ (head of ordering activity’s major organizational unit or designee, must be an Senior Executive Service, Flag, or General Officer).

##### ATTACHMENT C—INTRAGOVERNMENTAL BUSINESS RULES FOR USE WITH FOOTNOTE 2a and 2b

**A)** The Air Force anticipates receipt of monthly billing from the assisting agency for goods or services unless notified by the assisting agency of an alternate billing schedule. The assisting agency may notify the Air Force of an alternate billing schedule as an attachment to the DD Form 448-2 MIPR Acceptance or in the contract award document provided to the Air Force.

**B)** The Air Force has right to cancel, modify, or terminate the agreement. The Air Force is responsible for costs incurred prior to cancellation of the order plus any termination cost subject to negotiation by the parties. The parties, by mutual agreement, may use alternate disputes resolution to resolve disputes related to this order.

**C)** Air Force Contact Information

Program/Project Manager Contact info:

**PM Name/Title:**

**Mailing address:**

**Telephone:**

**Fax:**

Resource Manager/Advisor Contact info:

**RA/RM** **Name/Title**

**Mailing address:**

**Telephone:**

**Fax:**

Accounting and Finance Office Contact info:

**FMA Office Name/Symbol:**

**Mailing address:**

**Telephone:**

**Fax:**

**D)** The Business Event Transaction Code (BETC) for this order is **DISB (Disbursement)**. The assisting agency will provide the BETC on the DD Form 448-2, Acceptance of MIPR, in Block 13, Remarks.

Most transactions by MIPR to assisting agencies will be disbursements. When another code is appropriate see the RA/RM for assistance and follow instructions at <http://www.fms.treas.gov/gwa/factsheet_betc.html>.

##### ATTACHMENT D—INTERAGENCY AGREEMENT FOR USE WITH FOOTNOTE 2a

*The PM must include this Interagency Agreement on* ***all MIPRs*** *going outside of DoD.*

*The PM will attach this interagency agreement as a word document to the MIPR in the automated system.* **PM must fill in information in G.**

Interagency Agreement

**A)** Interagency Agreement: Acceptance and return of the DD Form 448-2 to the requiring activity constitutes an interagency agreement and the assisting agency’s agreement to these terms. The assisting agency may add additional support requirements to this agreement or supplement with an agency specific agreement with the permission of the Air Force official who signed the DD Form 448.

**B)** The assisting agency must record the applicable statutory authority on the DD Form 448-2, Block 13, Remarks.

**C)** Advance payments or advance billings for goods or service orders are prohibited unless explicitly required by law. *Procedure***:** The assisting agency must request an advance in writing to the PM, citing the statutory authority allowing the payment, before accepting the MIPR. The PM will notify the assisting agency in writing of the approval or disapproval. The assisting agency will not record the MIPR funding as an advance payment or advance billing unless specifically approved in writing by the program manager. If approved, the assisting agency must cite in Block 13, Remarks, of the DD Form 448-2: “Order Number (fill in order number) is approved for advance payment or advance billing in the amount of (fill in dollar amount) by (signature block of the Air Force official who approved the advance payment or advance billing) per specific appropriation or law (cite specific appropriation or law)authorizing the request for advance payment/advance billing.”

**D)** The assisting agency has up to 30 days to accept this DD Form 448 package. The assisting agency will not accept the DD Form 448 until in receipt of a complete requirements package. The assisting agency will return this DD Form 448 if complete package is not received within 30 days of receipt of the DD Form 448 to the PM and include the following in Block 13, remark section of the DD Form 448-2, “Order is not accepted. Contact (insert assisting agency POC, phone number) to discuss deficiencies with the requirements package.”

**E)** The Air Force anticipates receipt of monthly billing from the assisting agency for goods or services unless notified by the assisting agency of an alternate billing schedule. The assisting agency may notify the Air Force of an alternate billing schedule as an attachment to the DD Form 448-2 MIPR Acceptance or in the contract award document provided to the Air Force.

##### ATTACHMENT E – SAMPLE - INTERAGENCY ACQUISITION DETERMINATIONS & FINDINGS

(Applicable for assisted and direct acquisitions when MIPR value exceeds $100K)

For acquisition of **services**, the Services Designated Official (SDO) must approve the D&F before the MIPR is sent to the non-DoD agency. The supporting Air Force contracting office can determine for you who is the appropriate level SDO for your MIPR.

For acquisition of **supplies**, the program/project manager for the acquisition must justify a non-DoD acquisition and sign the certification. For direct acquisitions, the Air Force contracting officer must also sign the D&F.

Retain the D&F with other MIPR documentation. The documentation supporting the D&F must justify the requirements below:

**Sample INTERAGENCY ACQUISITION DETERMINATION & FINDING**

MIPR #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. I have reviewed the requirement for *(****insert description of supply or service to be procured)*** that ***(insert Air Force requiring activity)*** intends to place with ***(insert agency)*** as an interagency acquisition. My review produced the following findings:

a. Use of a non-DoD contract is in the best interest of the Air Force considering the factors of satisfying customer requirements, cost effectiveness and price, delivery schedule, non-availability of a suitable contract within DoD, contract administration, small business opportunities and any other factors as applicable.

b. The supplies/services to be provided are within the scope of the contract to be used. (Coordinate with the non-DoD Contracting Officer to verify the requirement is within the scope of the assisting agency’s selected contract.)

c. Funding appropriation is legal and proper for the acquisition and used in accordance with any appropriation limitations. (FMA will validate that the funds are appropriate for the acquisition.)

d. Terms, conditions and requirements unique to DoD or the Air Force are included in the acquisition package for the assisting agency to incorporate into the resultant order or contract to comply with applicable statues, regulations and directives (e.g. the requirement that the items listed in DFARS 225.7002-1 and procured with DoD funds be of domestic origin, unique identification requirements, etc.).

2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for ***(insert requirement)*** with ***(insert agency)***.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_ (services over $100K only) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program/Project Manager Sig Block Services Designated Official Sig Block

\_\_\_(direct acquisition only)\_\_\_\_\_\_\_\_\_\_\_

Air Force Contracting Officer Sig Block

##### ATTACHMENT F—SAMPLE—ECONOMY ACT DETERMINATIONS AND FINDINGS FOR USE WITH FOOTNOTE 9

**MIPR #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. I have reviewed the requirement for *(****insert description of supply or service to be procured)*** that ***(insert Air Force requiring activity)*** intends to place with ***(insert agency)*** as an order under the Economy Act. My review produced the following findings:

(a) The assisting agency has confirmed it does not have a specific statutory authority to fill this request. The assisting agency has agreed to accept the request under the authority of the Economy Act;

(b) The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source;

(c) The action does not conflict with any other agency's authority or responsibility (see FAR Part 8);

***(Insert at least one of the three statements below for Economy Act orders that require contract action by the assisting agency to show which circumstances apply.)***

(d) The acquisition will appropriately be made under an existing contract of the assisting agency, entered into before placement of the order, to meet the requirements of the assisting agency for the same or similar supplies or services;

(d) The assisting agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency;

(d) The assisting agency is specifically required by law or regulation to purchase such supplies or services on behalf of other agencies.

***(Insert the following if the work will be performed by a Federally Funded Research and Development Center)***

(e) The work will be performed by a Federally Funded Research and Development Center (FFRDC). Performance by the FFRDC will not place the assisting agency and the FFRDC in direct competition with private sources;

*(****Insert the following if the work was previously performed by Government personnel and will now be performed by a contractor under a assisting agency’s contract, or if the work was previously performed under a contract and will now be performed in house by the assisting agency. )***

(f) The requiring activity has complied with the requirements of FAR 7.3, Contractor Versus Government Performance.

2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for ***(insert requirement)*** with ***(insert agency)*** under the authority of the Economy Act

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

Requiring Activity General Officer/SES Signature Block

##### ATTACHMENT G—PM AND RA/RM ADVANCE PAYMENT/ADVANCE BILLING AND ACCOUNTING INSTRUCTIONS

**Advance Payment Process:**

Advance payments are a transfer of funds to the assisting agency from the requiring activity prior to service being rendered, and must be required by specific statutory authority (reference general prohibition of advance payments per 31 U.S.C. Sec 3324, and as explained further in DoDFMR Vol. 4, Chap. 5). The assisting agency can request advance payment for services from the requiring agency. Advance payments to Non DoD agencies must be approved by the PM prior to acceptance of the MIPR by the assisting agency. Upon receipt of the MIPR acceptance, block 13 will be reviewed to ensure any statements inserted by the assisting activity are accurate and any advance payment/billing information is authorized and amount authorized.

If an advance payment is approved the requiring activity will submit required documentation to DFAS for an advance payment. The advance payment is recorded in the accounting system as a negative Unfilled Order Outstanding (UOO) and a positive Accrued Expenditure Paid (AEP) transaction under a type vendor “2” Program Summary Record/Funds Summary Record (PSR/FSR) and a project code of "9910" or "9940". Specific processing and coding requirements are provided in DFAS-DE 7077.2-M, USAF Standard Base-Level General Accounting and Finance System: H069/BQ Software User Manual, Section 19, paragraph 19.20 and 19.21.

As performance occurs, receiving reports and invoices must be forwarded to the applicable DFAS operating location for processing to draw down the advance amount from the type vendor “2” Detail Summary Record (DSR)/PSR and charge the type vendor “4” or "5" DSR/PSR in the accounting system. When the action procured by the MIPR is complete and/or the entire advance has been settled by performance, there should be no remaining UOO and AEP balances in the type vendor "2" DSR/PSR.

Note: Upon contract award or obligation of the MIPR action, the entire amount of the obligation must be established in the accounting system as a positive UOO balance under a type vendor “4” or "5" PSR/FSR, as applicable.

**Partial Advance of MIPR**

If a partial advance payment/billing is authorized, the requiring activity will forward a copy of the acceptance (DD Form 448-2) to the DFAS operating location for processing.

The DFAS operating location will process the DD Form 448-2 advance as a negative UOO and a positive AEP transaction using a type vendor “2” PSR/FSR and project code of "9910" or "9940".

The UOO balance set up for the contract award or obligation of the MIPR action is not adjusted based on the advance payment. The entire amount of this obligation is reflected in the accounting system as a positive UOO balance under a type vendor “4” or "5" PSR/FSR, as applicable.

These transactions will show up as separate line items on the Open Document List; the advance under a type vendor “2” DSR/PSR and a project code of "9910" or "9940", and the contract award or obligation of the MIPR under a type vendor “4" or "5" DSR/PSR, as applicable, without the project code of "9910" or "9940".

As performance occurs, the requiring activity forwards receiving reports and invoices to the applicable DFAS operating location for processing to draw down the advance amount from the type vendor “2” DSR/PSR and charge the type vendor “4” or "5" DSR/PSR in the accounting system.

When the entire partial advance has been settled by performance, there should be no remaining UOO and AEP balances in the type vendor "2" DSR/PSR, and the AEP balance should now be reflected in the type vendor “4” or "5" DSR/PSR.

The remaining unexpended UOO balance in the type vendor “4” or "5" DSR/PSR is to support the additional payment(s) required to complete the MIPR action. DFAS operating locations will process the payment(s) against the “4” or "5" DSR/PSR through the final invoice.

Once payment for the final invoice has been processed against the type vendor “4” or "5" DSR/PSR, any remaining balance on the MIPR must be deobligated from the type vendor “4” or "5" DSR/PSR upon receipt of an amended DD Form 448-2 from the assisting agency.

When the action procured by the MIPR is complete, and any remaining balance on the MIPR deobligated, there should be no remaining UOO and AEP balances in the type vendor "2" DSR/PSR and only an AEP balance in the "4" or "5" PSR/FSR.

**Full Advance of MIPR**

If a full advance payment/billing is authorized, the requiring activity will forward a copy of the acceptance (DD Form 448-2) to the DFAS operating location for processing.

The DFAS operating location will process the DD Form 448-2 advance as a negative UOO and a positive AEP transaction using a type vendor “2” PSR/FSR and project code of "9910" or "9940".

The UOO balance set up for the contract award or obligation of the MIPR action is not adjusted based on the advance payment. The entire amount of this obligation is reflected in the accounting system as a positive UOO balance under a type vendor “4” or "5" PSR/FSR, as applicable.

These transactions will show up as separate line items on the Open Document List; the advance under a type vendor “2” DSR/PSR and a project code of "9910" or "9940", and the contract award or obligation of the MIPR under a type vendor “4" or "5" DSR/PSR, as applicable, without the project code of "9910" or "9940".

As performance occurs through the final invoice, the requiring activity forwards receiving reports and invoices to the applicable DFAS operating location for processing to draw down the advance amount from the type vendor “2” DSR/PSR and charge the type vendor “4” or "5" DSR/PSR in the accounting system.

Once the final invoice has been processed, any remaining balance on the advance must be collected back from the assisting agency and then any remaining balance on the MIPR must be deobligated from the type vendor “4” or "5" DSR/PSR upon receipt of an amended DD Form 448-2 from the assisting agency.

When the action procured by the MIPR is complete, and any excess advance collected back from the assisting agency and any remaining balance on the MIPR deobligated, there should be no remaining UOO and AEP balances in the type vendor "2" DSR/PSR and only an AEP balance in the "4" or "5" PSR/FSR.

**Recording of Contract Award for Direct Cite MIPRs**

The FMA office sends the contract award document for Category II direct cite MIPRs, to the applicable DFAS operating location for processing for obligation in the requiring activity's accounting records.

For Category I MIPRs, the funds are obligated in the accounting system using DD Form 448-2, MIPR Acceptance, with a Doc Id “MIPR”.

For Category II MIPRs, the funds are obligated in the accounting system using the Doc Id of the contract award document.

The entire amount of the obligation is established in the accounting system as a positive UOO balance under a type vendor “4” or "5" PSR/FSR, as applicable, without the project code of "9910" or "9940".

**Monthly Validation Process:**

The PM or RA/RM must validate all outstanding MIPRs on a monthly basis to ensure timely processing of invoices and timely deobligation of excess funds. The PM or RA/RM should run a query at the end of each month using the Commander’s Resource Information System (CRIS). (Contact your base FMA on procedures to acquire access to CRIS). The CRIS query for an ODL should include at a minimum the following “data elements” and “account balances” to ensure all outstanding MIPRs are retrieved:

For advances:

Type Vendor Code **“2”**, Commitment Balance **“COM”**, Unfilled Orders Outstanding **“UOO”** (obligation), Accrued Expenditure Unpaid **“AEU”,** Accrued Expenditure Paid **“AEP”.**

For Category I MIPRs:

Doc Id **“MIPR”**, Commitment Balance **“COM”**, Unfilled Orders Outstanding **“UOO”** (obligation), Accrued Expenditure Unpaid **“AEU”,** Accrued Expenditure Paid **“AEP”.**

For Category II MIPRs (recorded under the contract number):

Type Vendor Code **“4” or "5"**,Commitment Balance **“COM”**, Unfilled Orders Outstanding **“UOO”** (obligation), Accrued Expenditure Unpaid **“AEU”,** Accrued Expenditure Paid **“AEP”,** but consult assisting DFAS operating location for criteria to narrow scope of CRIS query, if required.

When performing the monthly outstanding MIPR validation, it is important for the PM or RA/RM to work with their base FMA office to confirm their balances and work any discrepancies with the DFAS operating location. Also work with the assisting agency to work any billing discrepancies or adjustments that require an amended DD Form 448-2. This will ensure invoices are processed in a timely manner and also allow for the timely obligation/deobligation of funds.

**Note: Data elements “Type Vendor Code” (2) should only be used in the CRIS query when an advance payment has been authorized for the MIPR.**

**Stages of Accounting:**

Commitment Balance (COM) - Initial reservation of funds prior to MIPR acceptance

Unfilled Orders Outstanding (UOO) – Funds are obligated via MIPR acceptance or awarded contract

Accrued Expenditures Unpaid (AEU) – Services or goods have been received, but not paid

Accrued Expenditures Paid (AEP) – Services or goods have been received, invoiced and paid

##### ATTACHMENT H—TERMS AND DEFINITIONS

**Acquisition** **–** The acquiring by contract with appropriated funds of supplies or services (including construction) by and for the use of the Federal Government through purchase or lease, whether the supplies or services are already in existence or must be created, developed, demonstrated, and evaluated. Acquisition begins at the point when agency needs are established and includes the description of requirements to satisfy agency needs, solicitation and selection of sources, award of contracts, contract financing, contract performance, contract administration, and those technical and management functions directly related to the process of fulfilling agency needs by contract.

**Acquisition Planning –** The process by which the efforts of all personnel responsible for an acquisition are coordinated and integrated through a comprehensive plan for fulfilling the agency need in a timely manner and at a reasonable cost. It includes developing the overall strategy for managing the acquisition.

**Advisory and Assistance Services (A&AS)** – Those services provided under contract by nongovernmental sources to support or improve: Organizational policy development; decision-making; management and administration; program and/or project management and administration; or R&D activities. It can also mean the furnishing of professional advice or assistance rendered to improve the effectiveness of Federal management processes or procedures (including those of an engineering and technical nature). In rendering the foregoing services, outputs may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training and the day-to-day aid of support personnel needed for the successful performance of ongoing Federal operations. All advisory and assistance services are classified in one of the following definitional subdivisions:

(1) **Management and professional support services**, *i.e.*, contractual services that provide assistance, advice or training for the efficient and effective management and operation of organizations, activities (including management and support services for R&D activities), or systems. These services are normally closely related to the basic responsibilities and mission of the agency originating the requirement for the acquisition of services by contract. Included are efforts that support or contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative technical support for conferences and training programs.

(2) **Studies, analyses and evaluations**, *i.e*., contracted services that provide organized, analytical assessments/evaluations in support of policy development, decision-making, management, or administration. Included are studies in support of R&D activities. Also included are acquisitions of models, methodologies, and related software supporting studies, analyses or evaluations.

(3) **Engineering and technical services**, *i.e*., contractual services used to support the program office during the acquisition cycle. As defined in OMB Circular A-109, provides such services as systems engineering and technical direction to ensure the effective operation and maintenance of a weapon system or major system and provides direct support of a weapon system that is essential to research, development, production, operation or maintenance of the system.

**Anti-Deficiency Act** consists of several statutes that authorize administrative and criminal sanctions for the unlawful obligation and expenditure of appropriated funds consisting of: obligation and expense of appropriations only for a proper purpose; within the time limits applicable to the appropriation (e.g. O & M funds are available for obligation for one fiscal year); for bona fide needs that arise during the appropriation period of availability; and obligate more than the amount appropriated by Congress.

**Assisted Acquisition –** A contract awarded or a task or delivery order placed on behalf of an agency by another agency whether or not subject to the Economy Act.

**Assisting Agency/Activity** – An agency or activity authorized to award contracts or orders for DoD federal agencies/activities. Also referred to as a assisting, supporting, or supplying agency/activity. Examples are GSA, GovWorks, FedSource, Veteran’s Administration, and NASA.

**Automated Business Services System** (ABSS) is an FM system that automates the creation of financial documents (e.g. Purchase Requests, MIPRs, MORDS, etc.) and electronically routes those documents through the approval process. It provides electronic interfaces to the Air Force standard accounting systems, as well as the Air Force standard contracting systems, to cut down on the occurrence of data input errors.

**Business Event Transaction Code (BETC) -** BETC is used in the Government-wide Accounting system (IPAC) to indicate the type of activity being reported, such as payments, collections, borrowings etc.

# Bona-fide Need Rule – States that a fiscal year’s (or period’s) appropriation may only be obligated to meet a legitimate need arising in, or in some cases arising prior to but continuing to exist in, the fiscal year (or period) for which the appropriation was made. This rule has a statutory basis in 31 U.S.C. Sec 1502, and must meet the intent of “Purpose, Time, & Amount” – Purpose: funds may be obligated and expended only for the purposes authorized in appropriations acts and other laws; Time (aka period of availability): the authorized period during which funds are available for commitment, obligation, and execution before they expire and are unusable; Amount: Obligations and expenditures may not exceed the amounts established by law.

**C4 Systems Requirements Document (CSRD),** **AF Form 3215** – PMs may use this form to submit and

process communications-related requirements. See AFI 33-103, *Requirements Development and Processing*, to seek approval from the supporting communications squadron or program office communications experts to purchase information technology or telecommunications requirements. Attachment 4contains instructions for completion of the AF Form 3215. An approved AF Form 3215 is also called a technical solution.

**Business Partner Number** - Identifies a government entity for the purpose of intra-governmental transactions. Air Force uses the BPN in a number of different circumstances and systems. It replaces the Stock Record Account Number (SRAN) in the first six positions of commitment documents (example: Form 9) and Military Interdepartmental Purchase Requests (MIPRs).

**Commitment** – A commitment is a specified amount of available funds reserved in the accounting system to fund an identified requirement. Once committed, funds are not available for other funding needs. The three most commonly used commitment documents are the AF Form 9 (Request for Purchase), AF Form 616 (Fund Cite Authorization) and, prior to its acceptance by the assisting agency, DD Form 448 (Military Interdepartmental Purchase Request).

**Contracting Office** – For the purposes of this guide the contracting office is the office designated to support the requiring activity for contracting actions and advice.

**Contracting Officer’s Representative (COR)** – An individual designated and authorized in writing by the contracting officer to perform specific technical or administrative functions. CORs must be designated in writing and provided to the contractor. The contracting officer will specify the extent of the COR’s authority to act on behalf of the contracting officer. The COR is not authorized to make any commitments or changes that will affect price, quality, quantity, delivery, or any other term or condition of the contract.

**Defense Finance and Accounting Service (DFAS)** – DFAS is the accounting agency for DoD and is also responsible for the payment of all DoD contracts.

**Delivery Order** – A delivery order is an order for supplies placed against an established contract.

**Determinations and Findings (D&F)** – A D&F is a special form of written approval by an authorized official that is required by statute or regulation as a 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 applicable statutes or regulations. A D&F for an Economy Act order has findings that support the determination that an intra- or interagency order is in the best interests of the government.

**Direct Acquisition** – A task or delivery order placed by an Air Force contracting officer against a contract established outside DoD.

**Direct Citation Order** – An order that provides direct funding authority to the assisting agency to “cite directly” the line of accounting of the requiring activity. Also known as a Category II MIPR.

**Economy Act Order (Title 31, U.S.C. Section 1535, FAR Part 17.5)** – The Economy Act authorizes federal agencies to order goods or services from or through other federal agencies and to pay the actual costs of those goods or services provided:

* Funds are available,
* The head of the requiring activity or unit decides the order is in the best interest of the US Government,
* The agency or unit asked to fill the order is able to provide the ordered goods or services,
* The head of the agency decides that the ordered goods or services cannot be provided as conveniently or economically by a commercial enterprise.

**Fund Certifying Official** – The individual in Financial Management Analysis (FMA) who executes the funds authorization portion of a Military Interdepartmental Purchase Request (MIPR) (DD Form 448, blocks 14-17) or other equivalent forms. This official is responsible for the execution and oversight of funding to a non-DoD organization in support of an order for supplies or services, certifying that funds for the procurement are properly chargeable to the allotment(s) provided and that the available balances are sufficient to cover the estimated price of the order.

**Independent Government Estimate (IGE)** – An estimate of the cost or price of an acquisition developed by the requiring activity. Used for establishing the amount of funding required to begin an acquisition and to establish a basis for negotiation of price proposals received from offerors.

**Interagency Agreement** - A written agreement between an Air Force requiring activity and a federal assisting agency for the Air Force to purchase specific goods or services under agreed terms and conditions. The interagency agreement must be signed by the requiring activity program/project manager with budget authority and bona fide need for the support, services, or goods procured on the MIPR.

**Interagency MIPR** – An acquisition in which an Air Force activity obtains supplies/services from an agency **outside** the DoD usingaDD Form 448 (MIPR) to order and fund the requirement.

**Intra-agency MIPR** – An acquisition in which an Air Force activity obtains supplies/services from an agency **within** DoD using a DD Form 448 (MIPR) to order and fund the requirement.

**J & A, Justification and Approval -** Justification and Approvals for the use of other than full and open competition. Explains the rationale and documents higher level approval for sole source or limited competitions as required by the Competition in Contracting Act.

**MIPR** – The Military Interdepartmental Purchase Request (MIPR) is the primary document used by the Department of Defense to order goods or services from other DoD Services or Components, as well as other Government activities outside the DoD. The goods or services may be provided from in-house resources or may be procured from commercial sources. The Air Force uses the AF Form 616, Fund Cite Authorization, for orders between Air Force units.

**MIPR Acceptance** – Once an assisting agency receives a MIPR, it must formally accept or reject the order represented by the MIPR. Agencies accept the order by completing the DD Form 448-2 and returning it to the requiring unit within 30 days.

**Obligation** (related to MIPRs) – The liability to pay for the cost of goods and services to be delivered under a purchase order or contract. The DD Form 448-2 is the obligating document for Category I Reimbursable MIPRs and the contract award document is the obligating document for Category II Direct Cite MIPRs.

**Open Document Listing (ODL)** – A computerized list of open commitments (COM), obligations (UOO), and accrued expenditures unpaid (AEU) extracted from the General Accounting and Finance System. The RA/RM can request a list at any time. The list enables the PM to monitor and manage open commitments and obligations. The ODL is a useful tool to help you successfully manage your funds.

**Performance-based Services Acquisition (PBSA)** – An acquisition for services that is structured around the results to be achieved as opposed to the manner by which the work is to be performed. A PBSA must state measurable performance standards (*i.e*., in terms of quality, timeliness, quantity, etc.) and state the method of assessing contractor performance against performance standards and may have performance incentives where appropriate.

**Period of Availability** – The period during which funds are available for commitment, obligation, and execution before they expire and are unusable. Also see Bona fide need rule.

**Performance Work Statement (PWS)** – Describes the required performance results in clear, specific and objective terms with measurable outcomes for a performance-based services acquisition (PBSA). Also known as a Statement of Work (SOW).

**Project Order** – An order issued under the authority contained in 41 USC 23. Project orders are issued by and accepted for performance in a DoD owned and operated establishment. When placed with, and accepted by, a DoD establishment, the project order serves to obligate appropriations in the same manner as orders or contracts placed with commercial enterprises. The activity receiving a project order must be capable of manufacturing the goods or supplying the services requested on the order and not simply be a conduit or middleman for funds being used to procure the goods or services.

**Reimbursement –** Funding received by an assisting agency for the cost of goods or services furnished to others, for credit to the assisting agency’s own appropriation or other fund account.

**Reimbursable Order –** The assisting agency finances an Air Force purchase of goods and services and bills the Air Force for reimbursement. Also known as a Category I MIPRs.

**Requiring Activity** – The unit/activity requiring goods or services, provides funding to fulfill the requirement, and requests assistance from an assisting agency. Also referred to as the requiring, receiving, or requesting agency/activity.

**Services Designated Official (SDO) –** the individual authorized IAW the FY02 National Defense Authorization Act (NDAA), [Section 2330(a)(2)(A)](http://www4.law.cornell.edu/uscode/10/2330.html) to exercise responsibility for the management and oversight of the acquisition of services. These responsibilities include ensuring services acquisitions are performance-based; approving, in advance, any acquisition that is not performance-based; and approving the acquisition of services procured through the use of a contract or task order being awarded by an agency other than DoD.

**Simplified Acquisition Threshold** - $100,000, except for acquisitions of supplies or services that, as determined by the head of the agency, are to be used to support a contingency operation or to facilitate defense against or recovery from nuclear, biological, chemical, or radiological attack (41 U.S.C. 428a), the term means–(1) $250,000 for any contract to be awarded and performed, or purchase to be made, inside the United States; and (2) $1 million for any contract to be awarded and performed, or purchase to be made, outside the United States.

**Statement of Work (SOW)** – a detailed description of the services a contractor is required to perform, written by the PM or designee, that describes the desired results, performance measures, and other instructions as necessary. The SOW establishes the bona-fide need of the government. For assistance in drafting a SOW, see the assisting contracting office.

**Support Agreement** – A written agreement that establishes the roles and responsibilities for recurring support between the requiring activity and the assisting agency. Support agreements may be intra-agency (between DoD federal agencies) or interagency (between DoD and non-DoD federal agencies). May be referred to as a memorandum of understanding (MOU) or memorandum of agreement (MOA).

**Severable** – A deliverable item that has an end product or undertaking that if ended suddenly the government has received the full value of the service up to the time it ended. For example, 24-hour computer help desk support is severable because complete service is received at the end of each day. See also Nonseverable and Severable vs. Nonseverable.

**Nonseverable** – A deliverable item that is a single end product or undertaking, entire in nature that cannot be feasibly subdivided without losing its identity. A nonseverable service is one that goes toward a defined end result. For example, a contract to re-carpet or paint an office is non-severable—the customer needs the whole thing done, i.e., the end result of the service. Also, performance of a research study with a final report would be a non-severable service. See also Severable.

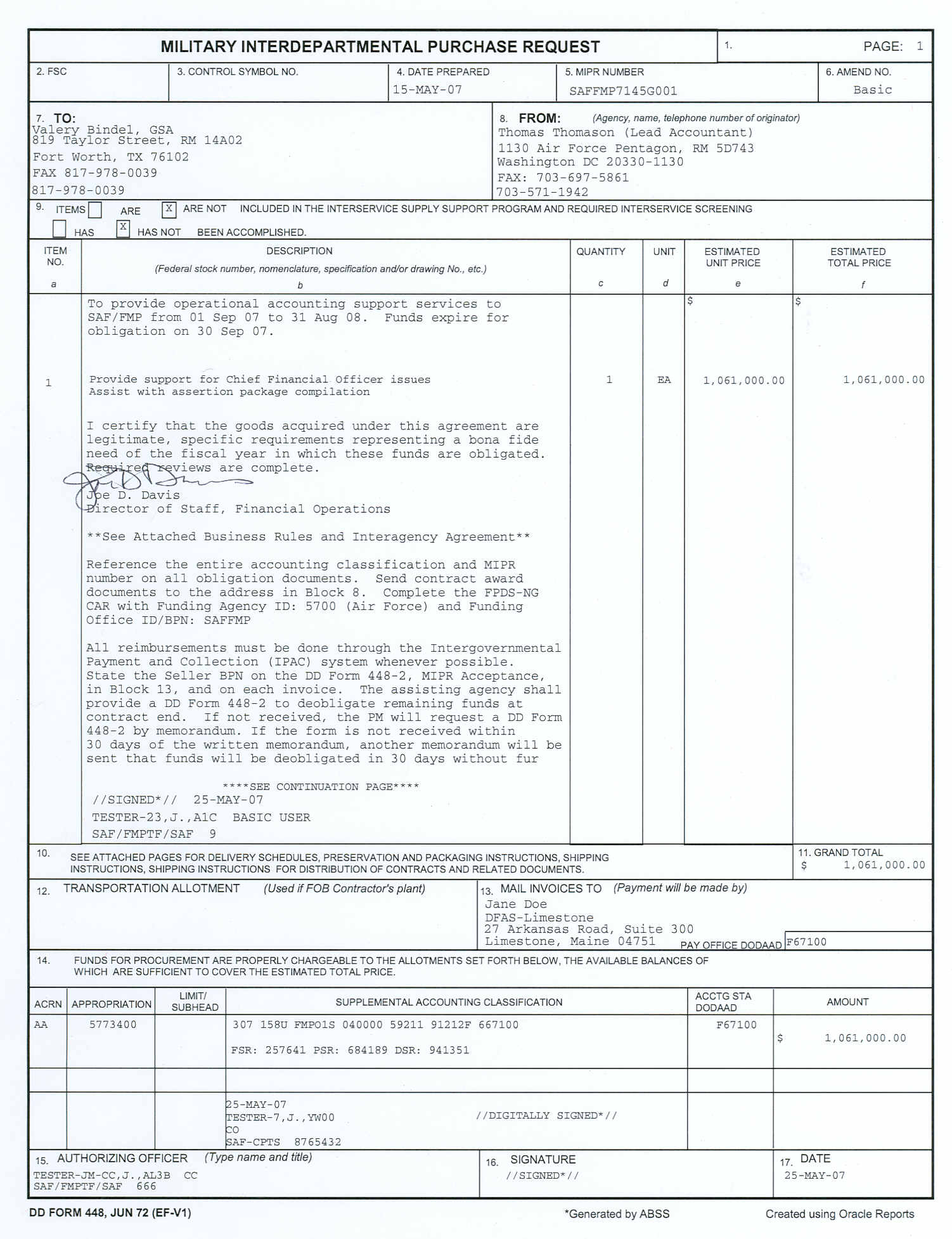
**Severable Vs. Nonseverable Services**- A designation describing the type and term of material, work, or services. It differentiates as to whether any benefit is received by the requiring activity throughout the period while materials, work, or services are being provided (severable) or whether the benefit comes at the end (nonseverable).

**Severable work** and services can be stopped prior to the originally planned term and the requiring activity still received benefit. A simple example would be a contract for weekly garbage removal from January 1, 2006 to December 31, 2006. If the contract was terminated in mid-term, (June 30, 2006), the benefit of having the garbage removed from January to June 2006 would still be realized.

**Nonseverable work** and services must be delivered whole or to completion to realize any benefit and fulfill the requirement. A simple example would be a contract for the construction of a bridge across a river that would start on January 1, 2006 and complete on December 31, 2006. If the contract was terminated, prior to completion , (June 30, 2006), no benefit would be realized because only half a bridge would exist and it would not fulfill the original requirement to move traffic from one side of the river to the other. When considering whether an effort is severable or non-severable, careful consideration must be given to the original need that generated the requirement. In the simple example of a severable service, specifying that a report on the amount of garbage removed as of December 31, 2006, does not automatically convert the work and services provided to nonseverable. In general, services tend to be severable while the construction/ and/or delivery of goods tends to be nonseverable.

**Task Order** – A task order is an order for services placed against an established contract.

##### ATTACHMENT I—DD FORM 448 EXAMPLE



**ATTACHMENT I—DD FORM 448 EXAMPLE (continued)**



##### (ATTACHMENT I continued)

##### MIPR # SAFFMP7123G001 Continuation Page 3

##### Intragovernmental Business Rules

**A)** The Air Force anticipates receipt of monthly billing from the assisting agency for goods or services unless notified by the assisting agency of an alternate billing schedule. The assisting agency may notify the Air Force of an alternate billing schedule as an attachment to the DD Form 448-2 MIPR Acceptance or in the contract award document provided to the Air Force.

**B)** The Air Force has right to cancel, modify, or terminate the agreement. The Air Force is responsible for costs incurred prior to cancellation of the order plus any termination cost subject to negotiation by the parties. The parties, by mutual agreement, may use alternate disputes resolution to resolve disputes related to this order.

**C)** Air Force Contact Information

Program/Project Manager Contact info:

**Joe D. Davis, Director of Staff, Financial Operations**SAF/FMP   
1130 AF Pentagon STE 7C843   
Washington DC 20330-1130   
Phone:  703.555.5422   
Fax:  703.555.5958

Email: joe.davis@pentagon.af.mil

Resource Manager/Advisor Contact info:

**William S. Cole, Resource Manager**

SAF/FMP

Phone:  703.555.5488   
Fax:  703.555.5977

Email: william.cole@pentagon.af.mil

Accounting and Finance Office Contact info:

**AFDW/FMA**

Bolling AFB, Washington DC

Commercial (202) 555-1234

##### (ATTACHMENT I continued)

##### MIPR # SAFFMP7123G001, Continuation Page 4

**Interagency Agreement**

**A)** Interagency Agreement: Acceptance and return of the DD Form 448-2 to the requiring activity constitutes an interagency agreement and the assisting agency’s agreement to these terms. The assisting agency may add additional support requirements to this agreement or supplement with an agency specific agreement with the permission of the Air Force official who signed the DD Form 448.

**B)** The assisting agency must record the applicable statutory authority on the DD Form 448-2, Block 13, Remarks.

**C)** Advance payments or advance billings for goods or service orders are prohibited unless explicitly required by law. *Procedure***:** The assisting agency must request an advance in writing to the PM, citing the statutory authority allowing the payment, before accepting the MIPR. The PM will notify the assisting agency in writing of the approval or disapproval. The assisting agency will not record the MIPR funding as an advance payment or advance billing unless specifically approved in writing by the program manager. If approved, the assisting agency must cite in Block 13, Remarks, of the DD Form 448-2: “Order Number (fill in order number) is approved for advance payment or advance billing in the amount of (fill in dollar amount) by (signature block of the Air Force official who approved the advance payment or advance billing) per specific appropriation or law (cite specific appropriation or law)authorizing the request for advance payment/advance billing.”

**D)** The assisting agency has up to 30 days to accept this DD Form 448 package. The assisting agency will not accept the DD Form 448 until in receipt of a complete requirements package. The assisting agency will return this DD Form 448 if complete package is not received within 30 days of receipt of the DD Form 448 to the PM and include the following in Block 13, remark section of the DD Form 448-2, “Order is not accepted. Contact (insert assisting agency POC, phone number) to discuss deficiencies with the requirements package.”

**E)** The Air Force anticipates receipt of monthly billing from the assisting agency for goods or services unless notified by the assisting agency of an alternate billing schedule. The assisting agency may notify the Air Force of an alternate billing schedule as an attachment to the DD Form 448-2 MIPR Acceptance or in the contract award document provided to the Air Force.

##### (ATTACHMENT I continued)

##### DD FORM 448-2 ACCEPTANCE

##### (ATTACHMENT I continued) DD Form 448 Acceptance

##### ATTACHMENT J—INITIAL REQUEST FOR DD FORM 448-2 FOR DEOBLIGATION OF REMAINING FUNDS

MEMORANDUM FOR: ASSISTING AGENCY (Fill in Name) (Date)

FROM: REQUESTING AGENCY (PM Name)

(Address of requesting agency)

SUBJECT: MIPR Number (Fill in Number)

We believe our contract/task order is complete and request you provide a completed DD Form 448-2 authorizing us to deobligate funds on subject MIPR.

In accordance with the terms of our MIPR, “the assisting agency shall provide a DD Form 448-2 to deobligate remaining funds at the end of contract performance. If not received, the requesting agency will request a DD Form 448-2 by memorandum.”

Please mail the completed DD Form 448-2 to: (Complete name and address of requester).

If you have any reasons why you cannot provide this document, please contact (fill in name and alternate, telephone number, and e-mail address) at your earliest convenience.

(Signature Block)

##### ATTACHMENT K—FINAL REQUEST FOR DD FORM 448-2 FOR DEOBLIGATION OF REMAINING FUNDS

MEMORANDUM FOR: ASSISTING AGENCY (Fill in Name) (Date)

FROM: REQUESTING AGENCY (PM Name)

(Address of requesting agency)

SUBJECT: FINAL REQUEST-MIPR Number (Fill in Number)

Reference our letter dated (fill in date) Subject MIPR Number (Fill in Number) We believe our contract/task order is complete and request you provide a completed DD Form 448-2 authorizing us to deobligate funds on subject MIPR.

In accordance with the terms of our MIPR, “the assisting agency shall provide a DD Form 448-2 to deobligate remaining funds at the end of contract performance. If not received, the requesting agency will request a DD Form 448-2 by memorandum. If the DD Form 448-2 is not received within 30 days of the written memorandum, another memorandum will be sent that funds will be deobligated in 30 days without further notice.”

Please mail the completed DD Form 448-2 to: (Complete name and address of requester).

If you have any reasons why you cannot provide this document, please contact (fill in name and alternate name, telephone number, and e-mail address) at your earliest convenience.

(Signature Block)

##### ATTACHMENT L—DEOBLIGATION MEMORANDUM

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MEMORANDUM FOR DFAS (appropriate filed site and office symbol)

FROM: Your office name

Address

City, State, Zip Code

SUBJECT: Request to Deobligate

I certify that document \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ was reviewed for accuracy and validity. There are no known liabilities against this line item and all disbursements were recorded. Every effort was made to obtain a DD Form 448-2 from the Assisting Agency to decrease the obligation. I realize we must fund any subsequent disbursement made against this obligation.

DSR\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PC (SMA) Code \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per paying station’s (not the field site) records:

Original Obligation Amount $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Disbursements

$\_\_\_\_\_\_\_\_\_\_\_

Please Deobligate

$\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Signature)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Organization)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Title)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Phone)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Email)

Atch:

Initial Request for DD Form 448-2

Final Request for DD Form 448-2