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Financial Management

**AIR FORCE PURCHASES USING
MILITARY INTERDEPARTMENTAL
PURCHASE REQUESTS (MIPRS)**

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This instruction implements, Air Force Policy Directives (AFPD) 65-1. It provides Air Force (AF) guidance and procedures for purchases using Defense Department (DD) Form 448, *Military Interdepartmental Purchase Request (MIPR)* and DD Form 448-2, *Acceptance of MIPR*. It applies to all active duty, Air National Guard (ANG), and Air Force Reserve (AFR) military and civilian personnel. The authorities to waive wing/unit level requirements in this publication are identified with a Tier (T-0, T-1, T-2, and T-3) number following the compliance statement. See Air Force Instruction (AFI) 33-360, *Publications and Forms Management*, Table 1.1, for a description of the authorities associated with the Tier numbers. Submit requests for waivers via AF Form 679, *Air Force Publication Compliance Item Waiver Request/Approval*, through the chain of command to the appropriate Tier waiver approval authority, or alternately, to the requestor's commander for non-tiered compliance items. Ensure that all records created as a result of processes prescribed in this publication are maintained in accordance with Air Force Manual (AFMAN) 33-363, *Management of Records*, and disposed of in accordance with the Air Force Records Disposition Schedule located in the Air Force Records Information Management System. Refer recommended changes and questions about this publication to the office of primary responsibility (OPR) using the AF form 847, *Recommendation for Change of Publication*; route AF forms 847 from the field through the appropriate functional chain of command. This publication may be supplemented at any level, but all Supplements must be routed to the OPR of this publication for coordination prior to certification and approval. The use of the name or mark of any specific manufacturer, commercial product, commodity, or service in this publication does not imply endorsement by the Air Force.

SUMMARY OF CHANGES

This document has been substantially revised and needs to be completely reviewed. Major changes include: Revision of chapter sequence in accordance with AFI 33-360; Small Business (SB) and G-Invoicing requirements; clarification on the use of MIPRs to, from, and within the Defense Enterprise Accounting and Management System (DEAMS); updated/revised **Attachment 3, Checklist for DD Form 448 and Requirements Package Review**; consolidation of chapters and attachments reducing redundancy; updated references, dates, and included hyperlinks; additions to abbreviations and acronyms as well as the terms sections.

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Chapter 1

OVERVIEW

1.1. Acquisition and MIPR Types.

1.1.1. Assisting Agencies. These are organizations that can provide supplies, services, and/or acquisition requirements in support of the mission. There are three categories of assisting agencies acquisitions: intra-agency, intra-Air Force, and interagency. All are key purchase options using DD Form 448, *Military Interdepartmental Purchase Request (MIPR)*.

1.1.1.1. Intra-Agency Acquisition Using a DD Form 448. Requirements are obtained from an agency/organization outside of the Air Force but within the Department of Defense (DoD). These agencies/organizations may be able to provide military-related supplies and services or can procure supplies and services on behalf of the Air Force. For example, an Air Force unit sends a MIPR to the Army and an order is placed for supplies/services for the Air Force from an Army existing contract. The Army is the intra-agency performing agency.

1.1.1.2. Intra-Air Force Acquisition Using a DD Form 448 or AF Form 9, *Request for Purchase*, or AF Form 185, *Project Order*. Other Air Force organizations may be able to provide available supplies and services or can procure supplies and services on a contract. See [Table 3.1 Creation of Direct Cite \(Category \(CAT\) II\) MIPR](#) for the correct Air Force to Air Force purchase request/customer order.

1.1.1.3. Interagency (Non-DoD) Acquisition using a DD Form 448. Requirements are obtained from a Federal agency outside DoD. Interagency acquisitions may be used only when an interagency acquisition is in the best interest of the Air Force. Department of Defense (DoD) Financial Management Regulation (FMR) Volume 11A, "Reimbursable Operations Policy," Chapter 3, "Economy Act Orders" calls for the use of Fiscal Service (FS) Forms 7600A (General Terms and Conditions) and B (Order). Interagency acquisition general terms and conditions are set forth on an FS 7600A. Once the Air Force system comes online to the Department of the Treasury's G-Invoicing system, interagency acquisition orders based on those general terms and conditions will be placed on an FS 7600B. Until that time, interagency acquisition orders based on those general terms and conditions may be placed on a DD 448 and may be accepted on a DD 448-2 or on other documented evidence of acceptance.

1.2. MIPR Categories. There are two categories of MIPRs, reimbursable and direct cite. Both categories can be used on one MIPR. Generally, the performing agency and the program manager (PM) negotiate whether the order will be reimbursable or direct cite.

1.2.1. Reimbursable Order category I (CAT I): The performing agency uses the additional spending authority created by the Unfilled Customer Order (UFCO) recorded in the accounting system to fill the order or perform the service. *NOTE: Due to unique mission requirements, any funding requests sent via MIPR or Interagency Agreement (IAA) to SAF/FMBIB for*

processing must follow the annual 'Guidelines for Sending Funds to SAF/FMBIB'. For assistance, email the SAF/FMBIB Budget Execution office at usaf.pentagon.saf-fm.mbx.fmbib-exec@mail.mil. The Defense Finance and Accounting Service (DFAS) will process billings to reimburse the assisting/servicing agency using the requiring activity's funds cited on the MIPR. The MIPR number is the source document number throughout the life of the acquisition. (T-0)

1.2.2. Direct Cite Order category II (CAT II): The performing agency records the fund cite on the resulting contract or travel order. 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. (T-0)

1.3. Interagency Acquisition Statutory Authorities. Requiring activities must understand the authority by which they are able to request and obtain support from a non-defense agency. The PM may consult their legal support team to confirm that the performing agency has a statutory authority to enter into the general terms and conditions of the agreement and to accept the order. The FS 7600A and the DD Form 448 shall include the appropriate footnote. See **Attachment 4, MIPR Footnotes.** (T-1)

1.3.1. Title 31 United States Code Section 1535, as amended (commonly referred to as the 'Economy Act'), authorizes non-defense federal agencies support to the Air Force only when no other statutory authority exists. Cite this authority using Footnote 8 or 9 of Attachment 4. Economy Act interagency orders must be supported by a written determination and findings (Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 217.5). (T-0) See **Attachment 7, Interagency Acquisition Determination Document & Economy Act Determination and Findings Example Texts.**

1.3.1.1. DoD Economy Act Orders. Performance of a requirement must be supported by documented evidence of a formal agreement between the requiring activity and supporting activity. (T-1). When there is no agreement in place, the PM must work with the agreement manager to negotiate an agreement for the required support. (T-3). See AFI 25-201, *Intra-service, Intra-agency, and Inter-agency Support Agreements Procedures.*

1.3.1.2. Determinations and 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 a warranted contracting officer (DoD Financial Management Regulation (FMR), Volume 11A, *Reimbursable Operations Policy*, Chapter 3, paragraph 030501). A D&F is always required for Economy Act agreements with entities outside of the DoD (Federal Acquisition Regulation (FAR) Part 17 Subpart 17.502-2, "The Economy Act"). (T-0). The requesting activity contracting office can advise the PM on the proper staffing of the D&F. See **Attachment 7.**

1.3.1.3. Requirement for Certification of Compliance with DoD Procurement Regulations and Requirements. A nondefense agency may be asked to conduct an acquisition on behalf of DoD in excess of the simplified acquisition threshold. This applies only if the head of the nondefense agency conducting the acquisition on DoD's behalf has certified that the agency will comply with applicable procurement requirements for that fiscal year applicable to the procurement of supplies and services on behalf of DoD. If a certification of compliance is needed, it must include ensuring the manner in which the supplies and services administered are adequate to ensure compliance with the FAR, DFARS DoD Class

Deviations, DFARS Procedures, Guidance and Information (PGI) and other provisions of the FAR Part 17 Subpart 17.703. Agencies that have provided annual certifications are listed at http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html. This requirement is in addition to the D&F requirements of FAR Part 17 Subpart 17.502. (T-0).

1.3.2. The Non-Economy Act authorities include, but are not limited to the following:

1.3.2.1. Acquisition Services Fund. The Acquisition Service Fund was established by the General Service Administration Modernization Act (GSAM) that merged the General Supply Fund and the Information Technology Fund to carry out functions related to the use of the Acquisition Services Fund including any functions previously carried out by the Federal Supply Service and the Federal Technology Service managed by General Service Administration.

1.3.2.2. Franchise Fund. Franchise Funds were first established by Public Law 103-356, Title IV, Section 403, to provide common administrative support services on a competitive and fee basis. Franchise fund programs originated within the Environmental Protection Agency, Department of Commerce, Department of Veterans Affairs, Department of Health and Human Services, Department of Interior, and Department of the Treasury. The current authority to cite to for the Treasury Franchise Fund is Title 31 United States Code (U.S.C.) Section (§) 322.

1.3.2.3. Authority of Administrator of General Services, Services for executive agencies, (Title 40 United States Code Section 501). In general, the Administrator of General Services shall take action for an executive agency to the extent that the Administrator of General Services determines that the action is advantageous to the Federal Government in terms of economy, efficiency, or service; and with due regard to the program activities of the agency. The Secretary of Defense may exempt the Department of Defense from such an action taken by the Administrator of General Services, unless the President directs otherwise, whenever the Secretary determines that an exemption is in the best interests of national security.

1.4. Service Contracts.

1.4.1. Performance-Based Service Acquisitions. The PM must ensure work statements are approved by the Services Designated Official (SDO) if less than 50 percent of the requirement (contract or task order), measured in dollars, is not considered performance based. Furthermore, the PM must obtain SDO approval to release a MIPR to a non-Air Force organization for the purpose of obtaining contracted services (Air Force Federal Acquisition Regulation Supplement (AFFARS) Part 5337 Subpart 5337.1702 and AFI 63-138, *Acquisition of Services*),. (T-1).

1.4.2. Quality Assurance. MIPRs for services must address quality assurance requirements to ensure the services rendered meet contract requirements. See FAR Part 46. (T-0). The PM must develop a plan outlining how he/she is going to assess contractor performance based on the particular acquisition. 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 servicing contracting office can provide advice for quality assurance planning. (FAR Part 46 Subpart 46.102, *Quality Assurance Policy*, and FAR Part 46 Subpart 46.202, *Types of Contract Quality Requirements*)

1.4.3. **Severable Services.** Severable services are those that are continuing and recurring in nature and provide the Department of Defense a benefit each time the service is performed (e.g., maintenance services). Title 10 U.S.C. § 2410a, *Contracts for periods crossing fiscal years: severable service contracts; leases of real or personal property*, permits a contract for 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 must begin when the funds are available for obligation 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. **(T-0)**. 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 30th of the subsequent year for services funded with annual appropriations. **(T-0)**.

1.4.4. **Non-Severable Services.** Non-severable services are funded with appropriations available for obligation 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 are deobligated when identified. **(T-0)**. See **Attachment 10**, *Example—Initial Request for DD Form 448-2 for Deobligation of Remaining Funds*.

Chapter 2

ROLES AND RESPONSIBILITIES

2.1. Secretary of the Air Force/Financial Management (SAF/FM). SAF/FM is responsible for the development of policy and guidance on the use of MIPRs to ensure compliance with statute and sound management process.

2.2. Air Force Judge Advocate (AF/JA). AF/JA, through the Administrative Law Directorate (AF/JAA), provides mandatory legal review/coordination for all departmental publications and actions that change departmental publications (interim changes, rewrites, policy, and guidance memorandum. AF/JAA will coordinate and recommend separate SAF/GC review of publications not otherwise requiring SAF/GC review, as necessary. (T-1).

2.3. Office of the Air Force General Counsel (SAF/GC). SAF/GC, through its Fiscal, Ethics and Administrative Law Division (SAF/GCA), provides mandatory legal review/coordination for all publications requiring Secretary of the Air Force coordination and/or signature.

2.4. Assistant Secretary of the Air Force for Acquisition, Technology and Logistics (SAF/AQ). SAF/AQ will coordinate with SAF/FM in the development of policy and guidance on the use of MIPRs to ensure compliance with statute and sound management process. (T-1).

2.5. Headquarters U.S. Air Force Logistics, Engineering and Force Protection (AF/A4). HAF/A4 is responsible for procedures implementing and managing support agreements between: AF units; the AF and a DoD component (i.e., inter-service or intra-agency support agreement); or a non-DoD Federal Agency or federally-recognized Indian tribe (i.e., inter-agency support agreement). SAF/A4 is the OPR for AFI 25-201. This AFI provides appropriate references to AFI 25-201 in support of MIPR completion.

2.6. MAJCOM/FOA/DRU Commanders.

2.6.1. Major Command (MAJCOM), Field Operating Agency (FOA), and Direct Reporting Unit (DRU) commanders will submit on an annual basis a MIPR Audit Report - MAJCOM-level. The report is due NLT 15 November. The report will provide summary level detail on all installation-level MIPR audit reports conducted on their respective bases in the previous Fiscal Year (FY). The report format template is found in SAF/FMFC (Air Force Accounting and Finance – Accounting (AFAFO-A)) SharePoint's "Military Interdepartmental Purchase Request (MIPR)" section (<https://org2.eis.af.mil/sites/13465/SitePages/MIPR.aspx>). Submit report via email to SAF/FMFC (AFAFO-A) workflow email: usaf.pentagon.saf-fm.mbx.saf-fmfc-afafo-accounting-workflow@mail.mil). (T-1)

2.7. Commanders or Directors of Requesting Activities at All Levels.

2.7.1. Adequately resource PMs and support staff to accomplish all tasks associated with this instruction.

2.7.2. Facilitate the support agreement process and enter into support agreements associated with the MIPR process.

2.8. Program Managers (PM). The PM is responsible for managing the MIPR 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. This includes ensuring that all MIPRs are properly prepared, coordinated, and approved. **(T-0)**. PM responsibilities include, but are not limited to:

2.8.1. Consult with the requesting activity contracting office to determine if the requirement may be satisfied in-house, or through an inter/intra-agency acquisition using a MIPR. Early interaction is critical to selecting the ideal acquisition solution to meet Air Force requirements. **(T-1)**.

2.8.2. Consult with Small Business Professional (SBP) early in the acquisition process to assist with market research, acquisition planning, and advice on small business programs and capabilities.

2.8.3. Obtain the agency certification of compliance (http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html) in accordance with FAR 17.702 and provide that, along with all other required MIPR documentation if the proposed MIPR will be issued to a non-defense agency. **(T-1)**.

2.8.4. If the proposed interagency agreement will be issued to a non-defense agency, evaluate and document in writing, whether using a non-defense contract is in the best interest of Air Force. Factors to be considered include— satisfying customer requirements, schedule, cost effectiveness (taking into account discounts and fees), and contract administration (including oversight) (DFARS PGI Subpart 217.7, *Interagency Acquisitions; Acquisitions by Non-defense Agencies on Behalf of the Department of Defense*). **(T-0)**. Obtain contracting officer signature on the Determination and Findings.

2.8.5. Collect and report data in accordance with paragraph 2.8.18. 2.8.19., 2.8.25.2., and 2.8.25.3. **(T-1)**.

2.8.6. Ensure the requirement is valid.

2.8.7. Consult with Financial Management Analysis (FMA) and the Resource Advisor/Manager (RA/RM) to determine bona fide need in terms of purpose, time and amount. Unlawful obligation and expenditure of appropriated funds can result in a violation of the AntiDeficiency Act at Title 31 United States Code Section 1341. **(T-1)**.

2.8.8. Ensure compliance with AFI 63-138 including requirements to obtain a Requirements Approval Document and Services Designated Official authorization to release the MIPR. **(T-1)**.

2.8.9. Oversee the creation of the 7600A if the proposed interagency agreement will be entered into with a non-defense agency. Oversee the creation of the DD Form 448 in the Automated Business Services System (ABSS), DEAMS (or an approved automated system that interfaces with ABSS or DEAMS). Ensure all agreements for standard and non-standard levels of support are in place. Include the applicable requirements in the footnotes shown in Attachment 4, MIPR Footnotes, **Attachment 5**, *Business Rules For Use With Footnotes 2A and 2B*, and, when applicable, the required documentation in **Attachment 6**, *Interagency Agreement/Support Agreement Business Rules for use with Footnote 2A*, are in block 9b of the DD Form 448 and are attached as required. **(T-1)**.

- 2.8.10. Prepare the MIPR requirements package in compliance with [Attachment 3](#), *Checklist for DD Form 448 and Requirements Package Review*, and [Attachment 7](#), *Interagency Acquisition Determination & Economy Act Determination and Findings Example Texts*. The documents in the MIPR package, including the Attachment 3 *Checklist for DD Form 448 and Requirements Package Review*, must be attached to the DD Form 448 in ABSS or DEAMS and be reviewed by requesting activity contracting and finance office. **(T-0)**.
- 2.8.11. Flow MIPR and requirements package through ABSS or DEAMS for required reviews. **(T-1)**.
- 2.8.12. Route the MIPR package to the servicing activity. The PM signature must be on Footnote 1 and included in the MIPR package sent to the performing activity. **(T-1)**.
- 2.8.13. When requested by the servicing activity, approve or deny any requests for advance payment or advance billing in accordance with specific appropriation or law authorizing the advance and notify the servicing activity in writing of the PM's decision. Retain request and approval/denial with MIPR file documentation. **(T-0)**.
- 2.8.14. Receive DD Form 448-2, within 30 days of issuance. Review for correctness and note additions from the performing agency. Verify appropriate advance payment or advance billing approvals are annotated in block 13. **(T-1)**.
- 2.8.14.1. For CAT I, Reimbursable MIPR provide copy of DD Form 448-2 to the RA/RM and FMA. **(T-1)**.
- 2.8.14.2. For CAT II, Direct Cite MIPR, provide a copy of the DD Form 448-2 and contract to the RA/RM and FMA. **(T-1)**.
- 2.8.15. Review and follow-up on MIPRs where the DD Form 448-2 has not been received within 30 days of DD Form 448 MIPR issuance. **(T-0)**.
- 2.8.16. Follow-up on contract award documents that have not been received from the servicing activity within 90 days, or by 20 September, whichever occurs first. **(T-1)**.
- 2.8.17. Participate in the evaluation of responses to solicitations as required by the servicing activity. **(T-2)**.
- 2.8.18. Obtain a copy of the contract for direct cite orders from the performing agency, and submit a copy to the RA/RM and FMA. **(T-1)**.
- 2.8.19. Obtain reports on open MIPR commitments, obligations, and expenditures from the RA/RM. **(T-1)**.
- 2.8.20. Ensure proper payment procedures are used for accounting of MIPR expenditures. See [Chapter 4](#), *Advance Payment/Advance Billing and Accounting Procedures*. **(T-0)**.
- 2.8.21. Ensure MIPR number is referenced on all documents received from the performing agency. **(T-0)**.
- 2.8.22. Ensure the MIPR package is accurate and complete prior to routing in DEAMS or Legacy system. **(T-0)**
- 2.8.23. Establish and verify proper routing for MIPR packages through ABSS or DEAMS.
- 2.8.24. Reconcile MIPRS in accordance with paragraph 3.11.

2.8.25. When a Contracting Officer's Representative (COR) is required, ensure the COR is designated and trained in accordance with AFFARS Part 5301 Subpart 5301.602-2, *Career Development, Contracting Authority, and Responsibilities*. (T-1). COR responsibilities include, but are not limited to:

2.8.25.1. Promptly process, or ensure the designated RA or COR processes receiving reports and invoices in accordance with procedures established by the PM and the performing agency contracting officer. (T-0).

2.8.25.2. Obtain reports on open MIPR commitments, obligations, and expenditures from the RA/RM. (T-1).

2.8.25.3. Maintain copies of all documentation in accordance with Air Force Manual 33-363. Maintain copies of all documentation within the Comprehensive Cost and Requirement (CCaR) system, Financial Management Suite (FMSuite) Open Document Analysis (ODA) Module - Remarks and Attachments Tab, or DEAMS. (T-1).

2.9. Requesting Activity Resource Adviser/Resource Manager (RA/RM). The RA/RM assists the PM, unit commander and/or organization manager in planning and executing annual budgets by managing the organization's finances. RA/RM responsibilities include, but are not limited to:

2.9.1. Serve as unit primary point of contact with FMA. (T-0).

2.9.2. Ensure source of funds is correct and funding is available to support the purchase. (T-0).

2.9.3. Ensure footnotes in Attachment 4, MIPR Footnotes, Attachment 5, Business Rules for Use with Footnotes 2A and 2B, and, when applicable, the required documentation in **Attachment 6**, *Interagency Agreement/Support Agreement Business Rules for use with Footnote 2A*, are in block 9b of the DD Form 448 and are attached as required. (T-0).

2.9.4. Ensure the 7600A (where needed) and the DD Form 448 are properly prepared, including a specific and definite description of the goods or services required and the required start date, end date, and date of expiration of the funding source. See **Attachment 9**, *Example—DD Form 448-2, Military Interdepartmental Purchase Request (MIPR) Acceptance*. (T-0).

2.9.5. For reimbursable MIPRs ensure DD Form 448-2 is received from the performing activity and submit a copy to FMA for obligation by DFAS. (T-0).

2.9.6. For direct cite MIPRs, submit a copy of the contract award document to FMA for obligation by DFAS. Verify the contract number is recorded in the obligation. If not, notifies FMA to request a correction. (T-0).

2.9.7. Ensure advance payments or advance billings are properly posted, aged, and liquidated in the accounting system and works with FMA and DFAS to correct any discrepancies. Refer to Chapter 4 for further clarification of procedures. (T-0).

2.9.8. Review unobligated commitments monthly to confirm if requirements are still needed. (T-0).

2.9.9. Perform follow-up on outstanding invoices and receiving reports. (T-2).

2.9.10. Assist 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. **(T-0)**.

2.9.11. Promptly process receiving reports and invoices in accordance with procedures established between the PM and the performing activity. **(T-0)**.

2.9.12. Coordinate with PM any MIPR amendments generated for increases/decreases. **(T-1)**. Attach supporting documentation for the MIPR and MIPR amendment in CCaR/ABSS, FMSuite ODA module, or DEAMS. **(T-1)**. If supporting documentation is already available in electronic format, RA/RM can reference where the particular documents are located. Once coordinated, provide to FMA for submission to DFAS. Verifies accounting transaction is complete and accurate. **(T-0)**.

2.9.13. Assist the PM in close-out of contracts, CAT I, Reimbursable and CAT II, Direct Cite MIPRs. **(T-1)**.

2.10. Requesting Activity Contracting Office. The requesting activity contracting office provides business advice and acquisition support. Contracting office review is required on all MIPRs that will result in a contract action. **(T-1)**. Specifically, warranted contracting officers are required to sign any necessary Determination and Findings that support an Economy Act agreement. Warranted contracting officers must also review all MIPR packages for compliance on requirements greater than \$500,000 that will result in a contracting action (DoD FMR, Volume 11A, Chapter 18). **(T-0)**. Contract specialists are authorized to review MIPR packages below that threshold. Review MIPR and the attached requirements package for completeness. **(T-0)**. Requesting activity contracting office responsibilities include, but are not limited to:

2.10.1. Determine whether the procurement may be performed by an AF contracting office.

2.10.2. Advise Requiring Activities on fee negotiation, justification and approvals, determination and findings, SDO approval to release MIPR, and the development of the acquisition strategy.

2.10.3. Sign the Determination and Findings and review MIPR packages in accordance with paragraph 3.9.

2.10.4. FMAs may add a contracting office to the ABSS workflow to facilitate electronic review. DEAMS users may also select the appropriate contracting office. If the requesting activity contracting office does not have an assigned contracting office, coordinate with FMA and DEAMS users to establish the appropriate routing process within ABSS and DEAMS to facilitate electronic review.

2.11. Small Business Professional. In support of the MIPR process the SBP responsibilities include, but are not limited to:

2.11.1. Engage early with the PM, Contracting, and FM in the acquisition process to assist with market research, acquisition planning, and advice on small business programs and capabilities, to ensure the best solution for the Air Force requirement. **(T-1)**

2.11.1.1. For outbound MIPRs, support the acquisition team in documenting the small business consultation and review as denoted in **Attachment 3, Checklist for DD Form 448 (MIPR) and Requirements Package Review.** **(T-1)**

2.11.1.2. For In-bound MIPRs accepted by the Air Force, comply with AFI 90-1801, *Small Business Programs*, and review and make recommendations on the DD Form 2579, Small Business Coordination Record, in accordance with DFARS Part 19 and Defense FAR Supplement (DFARS), current edition PGI Subpart 253.219. (T-1)

2.12. External Reviewers. External reviewers are functional subject matter experts with whom the PM must coordinate to obtain approvals to procure certain items (construction, network IT equipment & software, hazardous material). (T-0) When required, external reviewer will ensure each MIPR conforms to current policy related to their functional area. (T-0)

2.13. Financial Management Analysis (FMA). FMA is a part of the Comptroller organization that performs budget review and funds certification activities. FMA responsibilities include but are not limited to:

2.13.1. Ensure required footnotes in Attachment 4 of this instruction are loaded into the system that generates the MIPR. (T-1).

2.13.2. Provide training to new users on creating MIPRs. Establish the proper document flow for the requesting activity PM. (T-1). Refer to training in paragraph 2.13.3.

2.13.3. Provide training to units supported by their office, including medical and tenant units. (T-1). At a minimum, training must include roles, local business process, required MIPR documentation requirements (ex. footnotes and support agreements), document retention requirements, and current policies and procedures. Keeping abreast of current policies and procedures is essential to Financial Improvement and Audit Readiness. Local financial management personnel may tailor training requirements to meet local needs. (T-1)

2.13.4. Advise the PM in determining bona fide need in terms of purpose, time, and amount. (T- 2).

2.13.5. Ensure Attachment 5, Business Rules for use with Footnotes 2A and 2B, is attached to the MIPR and complete. (T-0).

2.13.6. Ensure funds are available and the accounting appropriation is correct. (T-1).

2.13.7. Certify funds and input MIPR commitment transactions into the accounting system. Before certifying funds on commitment documents such as MIPRs, the funds certifier must complete funds certifying official training, have a training certificate, Delegation of Authority Letter on file by the Comptroller. (T-1).

2.13.8. When a pseudo Treasury Account Symbol (TAS) is used and a MIPR is issued to a non-Air Force or a DEAMS performing activity, create the MIPR or amendment in an approved automated system such as ABSS. Cite the pseudo TAS in Block 14 and the "true" TAS in Block 9 (b) of the MIPR. Pseudo account symbols can be determined in the Financial Management Data Quality Service application using the Fund Code (Legacy) choice. (T-1).

2.13.9. Before certifying the MIPR in ABSS, create a manual MIPR citing the "true" TAS in Block 14. (T-0) This is the 'Companion' MIPR which will be submitted to the non-Air Force Performing Agency for acceptance. Include the pseudo TAS in Block 9 (b). (T-0) All other information contained in the 'Companion' MIPR will mirror the original MIPR generated through ABSS. (T-1) Upload the manually created "companion" MIPR in ABSS as a supplemental file prior to certification in ABSS. (T-1).

2.13.10. An additional signature block will be included on the ‘Companion’ MIPR. The FMF, FMA, or FMAL Chief will review and approve the citation of the “true” TAS before funds are certified. (T-1).

2.13.11. Copies of the ‘Companion’ MIPR, ABSS, or an approved automated system created MIPR, amendment and all acceptances (DD 448-2) will be uploaded to CCaR, FMSuite ODA, or DEAMS. (T-1).

2.13.12. For CAT I, Reimbursable MIPRs, submit the ABSS-generated MIPR, ‘Companion’ MIPR, and acceptances to DFAS for obligation or de-obligation. CAT II, Direct Citation MIPR obligations will be processed automatically through DFAS-managed tables which will change the appropriation from the “true” TAS to the pseudo TAS for execution in the General Accounting and Finance System (GAFS-BQ). (T-1).

2.13.13. Perform follow-up actions with RA/RM on outstanding receiving reports. (T-2).

2.13.14. Ensure DD Form 448-2 is received from the PM or RA/RM. (T-1).

2.13.15. Submit DD Form 448-2 to DFAS on reimbursable MIPRs to record obligation. (T-1).

2.13.16. For direct cite MIPRs, submit a copy of the contract award document to DFAS to record the obligation. (T-1).

2.13.17. 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. (T-2).

2.13.18. Assist RA/RM with their review of unobligated commitments. (T-1).

2.13.19. Assist RA/RM with correcting any accounting transactions (i.e., charging expensed transactions to an advance, proper aging and liquidation and decommit funds). (T-1).

2.13.20. Ensure the MIPR package is accurate and complete prior to routing in DEAMS or Legacy system.

2.14. 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 following are DFAS actions related to MIPRs:

2.14.1. Obligate funds in the accounting system using the DD Form 448-2 for reimbursable (CAT I) MIPRs.

2.14.2. Obligate funds in the accounting system using the contract for direct cite (CAT II) MIPRs.

2.14.3. Review DD Form 448-2, Block 13, Remarks, for PM approval of advance payment or advance billing to ensure proper identification of type of vendor and Budget Activity Code (BPAC).

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

2.14.5. Process increases in funding requirements and deobligates remaining balances upon receipt of DD Form 448-2 or deobligation memorandum. Mechanization of Contract Administration Services (MOCAS) contracts require a modification or DD Form 1594, *Contract Completion Statement*, to close.

2.14.6. Receive invoices and receiving reports and makes payments.

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

2.14.8. Make payment directly to company listed in contract for Direct Cite, CAT II MIPRs.

Chapter 3

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST PLANNING, DEVELOPMENT, AND CLOSEOUT

3.1. Applicability

3.1.1. The policies, procedures, reviews, and approvals put forth in this instruction apply to all DD Forms 448 and MIPR requirements packages regardless of dollar value, purpose, and operating/contingency locations. The PM shall ensure all MIPRs are properly prepared and coordinated in accordance with this instruction and manage the requirement throughout the MIPR life cycle. **(T-0)**. See **Attachment 2** Figure A2.1, *Process Flowchart for Requesting Activity*, for an overview of the MIPR process. Examples are found in **Attachment 8**, Figure A8.1, *Example of DD Form 448*, **Attachment 9**, *Example—DD FORM 448-2, Military Interdepartmental Purchase Request (MIPR) Acceptance*, and **Attachment 10**, *Initial Request for DD Form 448-2 for Deobligation of Remaining Funds*.

3.2. Limitations.

3.2.1. MIPRs shall not be used to violate provisions of law or to circumvent conditions and limitations imposed on the use of funds. For example, a MIPR shall not be used to extend the period of availability of the cited funds nor written based on another MIPR's funding ('MIPR-on-MIPR').

3.2.2. Air Force will not issue or accept a MIPR from any organization unless that organization receives appropriated funds from the US Congress. Air Force will not issue or accept a MIPR from North Atlantic Treaty Organization or any foreign country. **(T-0)**.

3.2.3. Air Force MIPRs must adhere to the government-wide business rules set forth by the Office of Management and Budget. **(T-0)**. The specific business rule requirements are incorporated in the requirements of this instruction at Attachment 5.

3.2.4. The requiring activity program manager (PM) must ensure that purchases ordered using a DD Form 448/448-2, comply with all DoD acquisition and financial regulations as well as DFAS and Air Force policies. **(T-0)**. All personnel in the ABSS or DEAMS review, coordination and approval process play a key functional role to ensure the MIPR package conforms to regulation.

3.2.5. Air Force funds that expire in a given 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 given fiscal year, whichever occurs first. **(T-1)** If a contract or task order is not awarded by September 15th, for funds that expire in the given year, the requiring activity should reevaluate their requirements and expected actions by the servicing agency, 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 unless a lead-time or stock-level exception applies.

3.2.6. The PM will not approve advance payments or advance billings for goods or services orders unless explicitly required to do so by an appropriation or other law. **(T-0)**. The specific appropriation or law authorizing the advance must be cited on the obligation and interagency agreement documents for those few exceptions where advances are authorized. **(T-0)**

3.2.7. Classified MIPRs have separate workflows that support their mission and may not flow through the requesting activity contracting office because of security concerns. These still must abide by DoD acquisition and financial regulations. (T-0) Process flows on classified documents will differ depending upon who the requesting organization is and where the supporting organization is located. (T-1)

3.3. Market Research and Acquisition Planning. The requiring activity shall conduct market research appropriate to the circumstances on a continual basis to support requirements development to enable acquisition planning (See FAR Part 10, and Defense Standardization Program SD-5, *Market Research - Gathering Information about Commercial Products and Services*). (T-0). The PM shall contact requiring activity RM/RA, external reviewers, FMA, SBP, and contracting office as soon as a requirement is known (18-24 months prior to acquisition) to collaborate on market research and acquisition planning. (T-1). The requesting activity contracting office will help determine if the requirement can be satisfied under a new or existing Air Force contract, or through an inter/intra-agency acquisition via MIPR. (T-1). Early engagement is critical to selecting the ideal acquisition solution, especially when considering the conversion of existing small business contract requirements for performance by other than small businesses. If the contracting office determines that an assisted acquisition is necessary and a servicing agency contract will meet the need, a MIPR package may be initiated. This must include the POC name and the date of MIPR consultation for each supporting office). (T-1).

3.4. Small Business Professional. If the requesting/sending SBP verifies that small business (es) is (are) capable of performing the work required, then the contracting office will consider awarding the contract in-house instead of a MIPR. (T-1).

3.5. Purchase Options. There are various contract vehicles utilized to purchase goods and services. MIPRs are not the only purchase option.

3.5.1. Purchases Using the Government Purchase Card. Organizations shall maximize the use of the Government Purchase Card as the most efficient and economical means when making simplified acquisition purchases. (T-1). PMs shall contact the requiring activity Agency or Organization Program Coordinator (A/OPC) for assistance. (See AFI 64-117, *Government Purchase Card Program*). (T-1).

3.5.2. Miscellaneous Obligation Reimbursement Documents (MORDs). The requesting entity will no longer send MORDs off the installation to fund direct cite or reimbursable customer orders, nor will the performing organization accept MORDs as a valid customer order. (T-1).

3.5.3. AF 616 Form, *Fund Cite Authorization* (FCA). The requesting entity will no longer use AF 616 Form to fund reimbursable customer orders nor will the performing organization accept AF 616 Form as a valid reimbursable customer order. DD Form 448 or AF Form 185 are the correct forms for reimbursable customer orders. (T-1).

3.5.4. Acceptance of Reimbursable Customer Orders. Off installation reimbursable customer orders from an Air Force, Air National Guard, or Air Force Reserve unit to another must be made on a DD Form 448 or AF Form 185 and accepted on a DD Form 448-2 or AF Form 185, respectively. (T-1).

3.6. MIPR Initiator. Trained RA/RMs and other trained personnel may initiate a DD Form 448 at the request of a PM. However, the PM is always responsible and accountable for the MIPR package.

3.6.1. The MIPR initiator must attend required training and receive access from FMA for the applicable system(s). **(T-0)**.

3.6.2. The MIPR initiator's name appears in Block 9b of the DD Form 448. **Note:** For separation of duties, the MIPR initiator, MIPR approver and fund certifier will be three separate people. **(T-0)**.

3.7. Completing the MIPR Package. Completing a MIPR package is an extensive process. The PM must plan each acquisition and adequately resource the acquisition team to ensure compliance with statute and regulation. For a complete list of required MIPR package elements, see [Attachment 3](#). The requiring activity PM must use the Automated Business Services System (ABSS), another automated system that interfaces with ABSS, or Defense Enterprise Accounting and Management System (DEAMS) to create the DD Form 448. **(T-0)**. Once created, the DD Form 448 flows through ABSS or DEAMS for the required policy coordination and reviews implemented in this instruction. The requiring activity PM, or designated resource manager is responsible for providing the MIPR package from ABSS or other automated system to the performing agency.

3.8. Select DD Form 448 and System Information. Manual preparations of MIPRs are only authorized when the use of ABSS or DEAMS are unavailable to produce a compliant requirement or disconnected environment.

3.8.1. Description of Requirement. Include on the DD Form 448, a specific and definite description of the goods or service required, period of performance, or estimated delivery date, and expiration date of the funding source. **(T-0)**. The period of performance, or estimated delivery date must be actual or estimated dates (e.g. estimated delivery date 31 December 2019). Do not use phrases such as, "date of certification" or "award date through 365 days." The expiration date of the funding source must also be specific. For example, if one-year fiscal year 2019 funds are being used, "funds expire on 30 Sep 2019"

3.8.2. Service or Administrative Fees. Some Servicing Activities charge separate service or administrative fees (direct and indirect) related to the acquisition. These fees are sometimes included in the costs of the goods or services provided, while others are identified separately. The Requesting Activity Program Manager must clearly identify all fees early in the planning process and include a separate line of accounting (LOA) on the MIPR with Element Expense/Investment Code (EEIC) 75655 (GAFS) or Object Class/Sub Class 2531155 (DEAMS). Separation of the fee from the price of the goods or services, and the acceptance of the MIPR with a separate LOA for the fee, is at the discretion of the servicing agency.

3.8.3. Support Agreements. MIPRs are supported by a written and signed support agreement (DD 1144 *Support Agreement*, or Memorandum of Agreement) between the requesting and the servicing activities. Refer to AFI 25-201 for the information to include in the support agreement.

3.8.4. Unique Requirements. The PM must include DoD-unique clauses and comply with all DoD regulations, directives, and other Office of Management and Budget (OMB) and public law requirements for all interagency (non-defense) purchase agreements. (T-0). The requesting activity contracting and legal office may assist in identifying these requirements.

3.8.5. G-Invoicing. The Treasury's G-Invoicing system (formerly named the Invoice Processing Platform) will be used to negotiate, broker, and electronically store the General Terms and Conditions (GT&C) between buyers and sellers for all inter- and intra-governmental reimbursable transactions as appropriate system capabilities come online. This requirement is for interagency and intra-agency agreements established during or after Fiscal Year (FY) 2018, and whose terms extend beyond FY 2018. (T-1).

3.8.5.1. The GT&C relates to the type and specific terms of the agreement.

3.8.5.2. Once a GT&C is created, the system generates an alphanumeric GT&C number. The GT&C assigned number is required to be manually annotated (GT&C #XXX) on the reimbursable order (e.g., MIPR) description block in DEAMS or Legacy during the execution of funds against the agreement.

3.8.5.3. Ensure potential federal trading partners understand the reimbursable order must contain a GT&C number.

3.8.6. Certification of Compliance. Obtain the agency certification of compliance (http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html) in accordance with FAR Part 17 Subpart 17.702 and provide that, along with all other required MIPR documentation if the proposed MIPR will be issued to a non-defense agency. (T-1).

3.8.7. Trading Partner Information. A trading partner is either the customer requiring/requesting organization or the providing/performing organization of a support agreement for goods or services. This information is crucial to assist in data mining and intragovernmental elimination processes and is needed when trading occurs with a federal entity, to include transactions through service contracts. In the current Legacy and DEAMS environment, the sales code (SC) and buyers side code (BSC) are used to capture this information. At a minimum, trading partner information must include: LEGACY - (1) Treasury Account Symbol (TAS), (2) Business Partner Number (BPN) and (3) Agency Location Code (ALC); DEAMS - (1) Trading Partner Indicator (TP2), (2) Business Partner Number (TP3), (3) Trading Partner Main Account (TP4), and (4) Trading Partner Sub-Allocation Holder Identifier (TP5) (if applicable). If the trading partner does not provide this necessary and critical information, recommend elevation up the chain of command, which could include MAJCOM or SAF/FMFC assistance.

3.8.8. Direct Cite (CAT II) MIPR Creation. To ensure proper coordination and tracking of funds, create the DD Form 448 in ABSS, DEAMS, or an approved automated system that interfaces with ABSS or DEAMS unless both the requestor and provider are on DEAMS. If both are on DEAMS AF Form 9 must be used. See **Table 3.1, Creation of Direct Cite (CAT II) MIPR**, below. Forms created in an automated system are distinguished by marking in the bottom right corner of the DD Form 448. For example: "Generated by DEAMS." (T-1).

Table 3.1. Creation of Direct Cite (CAT II) MIPR.

Direct Cite MIPR (CAT II)			
Requestor On	Provider On*	Form	Comment
DEAMS	DEAMS	Form 9	Create in DEAMS
	Legacy	DD 448	Create in DEAMS
	Non-AF accounting system	DD 448	Create in DEAMS
Legacy	Legacy	DD 448	Create in ABSS (contracting uses MIPR number as PR number)
	DEAMS	DD 448	Create in ABSS, (contracting uses MIPR number as PR number)
	Non-AF accounting system	DD 448	Create in ABSS
NOTE: *Provider On is the accounting system where the contract is or will be.			

3.9. MIPR Routing and Review.

3.9.1. If your office has been designated as a primary office for a specific product, then the actual funding MIPR should go through your designated office. If your office receives a MIPR and it is determined that your organization cannot perform or provide the requested goods or services, reject it via DD 448-2 by checking block 7, "MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED."

3.9.2. An Air Force financial analyst must review and certify funds for every MIPR before the requiring activity releases it to a DoD or non-DoD agency for acceptance. **(T-1)**. All MIPRs shall be reviewed by the requesting activity external users, financial, contracting and legal offices prior to sending the order to issue the MIPR. **(T-1)**

3.9.2.1. The MIPR package (including unfunded planning MIPRs) must be reviewed and approved by a warranted Air Force contracting officer prior to issuing the MIPR. **(T-1)** A contract specialist may perform the review when the MIPR value is \$500,000 or less (DoD FMR, Volume 11A, Chapter 18). Contracting review is not required when the MIPR will result in no contract action, an administrative action, or when the MIPR is directed by statute or international agreement. In these cases, the reviewer may simply advance the request in the accounting system.

3.9.2.2. Funds certifiers will not certify nor will contracting officials perform reviews on manually created MIPRs. **(T-0)**.

3.9.2.3. 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 performing agency. (T-1).

3.9.3. Review of Air National Guard MIPRs will be conducted by their designated contracting office. (T-0)

3.10. MIPR Acceptance. Once a performing agency receives a MIPR, it must formally accept or reject the order represented by the MIPR. (T-0). The performing agencies will accept the order by completing the DD Form 448-2 and returning it to the PM within 30 days. The performing agency and PM may use the 30-day period to correct any weaknesses in the MIPR package before accepting the order. (T-0). All MIPR acceptances must be uploaded by the Performing/Receiving office as an attachment in either the CCaR system, the FMSuite Open Document Analysis (ODA) Module for Legacy or the MIPR in the Defense Enterprise Accounting and Management System (DEAMS). (T-1).

3.10.1. In completing the DD Form 448-2, use the requesting activities document number for CAT I MIPRs. Include the performing organization's LOA(s) on the acceptance. If multiple appropriations and/or organizations are necessary at the time of acceptance to complete a work order, then all lines of accounting at the Responsibility Center Cost Center (RCCC) level are required to be included on the acceptance. Sign and forward to the local FMA for review. (T-0). DoD components must not authorize or incur an obligation or make a disbursement against anticipated reimbursements. Such actions must be delayed until the applicable customer order is received from federal government activities and funds are collected from public activities (DoD FMR Volume 14, Chapter 1, Section 010206.B.7 and additional guidance in SAF/FMF AFAFO-A *Reimbursement Accounting Guidance and Standard Operating Procedures*, Chapter 2, Paragraph 2.2.1.1.B). Note the period of performance for a Reimbursable Order (CAT I) begins on the date the MIPR is accepted.

3.10.2. The local FMA will verify the performing organization's LOA(s) and forward on to their servicing DFAS site to record the unfilled customer order in accounting system. (T-0)

3.11. Reconciliation.

3.11.1. For CAT I Reimbursable MIPRs, the PM is responsible for tracking and reconciling MIPRs. (T-1).

3.11.2. For CAT II Direct Cite MIPRs the PM is responsible for tracking and reconciling both the MIPR and any resulting contracts until they are closed. (T-1). Trading partner reconciliation must occur on a quarterly basis per Treasury Financial Manual, Vol. I, Part 2, Ch. 4700, Appendix 6, *Intragovernmental Transaction Guide*. (T-0). Where available, this reconciliation should be annotated within FMSuite Open Document Analysis (ODA) Module - Remarks and Attachments Tab. Attachments can be documents and e-mails (pdf format).

3.12. Close Out.

3.12.1. If an obligation balance still exists at the end of contract performance for a CAT I, Reimbursable MIPR, submit a memorandum to the performing agency and request a DD Form 448-2, or other documentation be provided to the PM for deobligation of excess funds (reference [Attachment 11](#)). (T-1). If the PM requests a DD Form 448-2, or other deobligation documentation and the performing agency does not provide it within 30 days, the PM will send a memorandum to the performing agency informing that the funds remaining on the order will be deobligated in 30 days (reference Attachment 12, *Example—Deobligation Memorandum*). (T-1). After 60 days (30 days for original request and 30 days for final deobligation notification) complete a deobligation memorandum, attach copies of the two memorandums notifying the performing agency of the deobligation requests and forward to FMA (reference [Attachment 12](#), *Example—Deobligation Memorandum*). (T-1).

3.12.2. If an obligation balance still exists at the end of contract performance for CAT II, Direct Cite MIPRs, prepare, coordinate with servicing activity contracting office and submit a deobligation memorandum to FMA. **Note:** MOCAS contracts require a modification or DD 1594 to close. (T-0).

3.13. Document Retention.

3.13.1. Organizations must comply with Air Force Manual 33-363 regarding the retention of MIPRs and all supporting documentation. (T-1). Per DoD FMR, Volume 1, Chapter 9, *Financial Records Retention*, retention is to be 10 years after the final invoice or Intra-Government Payment and Collection or other similar documentation. This is an increase over the National Archives and Records Administration six-year minimum retention standards for these record types.

3.13.2. The RA/RM can utilize the Commander's Resource Information System (CRIS), or DEAMS to provide management reports such as the Open Document Listing (ODL), Selective Transaction History Listing, and Purchase Order Summary to help follow-up and monitor MIPRs. Using the reports, (1) reconcile current progress of contract performance (T-1); (2) monitor expenditure rate of obligated funds (T-1); and (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. (T-1).

Chapter 4

ADVANCE PAYMENT/ADVANCE BILLING AND ACCOUNTING PROCEDURES

4.1. Advance Payment Process.

4.1.1. Advance payments are a transfer of funds to the performing agency from the requiring activity prior to service being rendered, and must be authorized by specific statutory authority (reference general prohibition of advance payments per Title 31 United States Code Section 3324, and as explained further in DoD FMR Volume 4, Chapter 5, *Accounting Policy*). When authorized, the performing 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 performing agency. **(T-0)**. Upon receipt of the MIPR acceptance, Block 13 is reviewed to ensure any statements inserted by the assisting activity are accurate to include verifying any advance payment/billing information and money amount is authorized.

4.1.2. Advance Payment Approved. The requiring activity will submit required documentation to DFAS for an advance payment. **(T-1)**. For Legacy process the advance payment is recorded in the accounting system as a negative Undelivered 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 Budget Program Activity Code (BPAC) of "9910" or "9940". For DEAMS processing of advance payments follow the "Advance Payment_Public Agreement Non-Advance - Enter an Agreement and Fund a Project" in the DEAMS Job Aid Index on the DEAMS Outreach Portal, <https://cs2.eis.af.mil/sites/10194/sitepages/home.aspx>. 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, paragraphs 19.20 and 19.21. **(T-0)**.

4.1.3. Accounting for the Advance Payment. For legacy processing, 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. **(T-0)**. 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.

4.2. Partial Advance of MIPR. If a partial advance payment/billing is authorized, the requiring activity will forward a copy of the DD Form 448-2 to the DFAS operating location for processing. **(T-0)**.

4.2.1. Accounting for the Partial Advance Payment. For Legacy 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 BPAC of "9910" or "9940". For DEAMS processing of advance payments follow the "Advance Payment_Public Agreement Non-Advance - Enter an Agreement and Fund a Project" in the DEAMS Job Aid Index on the DEAMS Outreach Portal, <https://cs2.eis.af.mil/sites/10194/sitepages/home.aspx>. 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 show up as separate line items on the Open Document List; the advance under a type vendor "2" DSR/PSR and a BPAC 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 BPAC of "9910" or "9940".

4.2.2. Actions during Contract Performance. Trading partners will establish a process on validating performance and invoice accuracy. 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. (T-0).

4.2.3. Entire Advance is Settled. When the 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 process the payment(s) against the "4" or "5" DSR/PSR through the final invoice.

4.2.4. 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 performing 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.

4.3. Full Advance of MIPR. If a full advance payment/billing is authorized, the requiring activity will forward a copy of the DD Form 448-2 to the DFAS operating location for processing. (T-0). 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 BPAC 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 show up as separate line items on the Open Document List; the advance under a type vendor "2" DSR/PSR and a BPAC 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 BPAC of "9910" or "9940".

4.3.1. Actions during Contract Performance. 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.

4.3.2. Final Invoice. Once the final invoice has been processed, any remaining balance on the advance must be collected back from the performing 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 performing agency. When the action procured by the MIPR is complete, and any excess advance collected back from the performing 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.

4.4. Recording of Contract Award for Direct Cite MIPR. The FMA office sends the contract award document for CAT II direct cite MIPRs, to the applicable DFAS operating location for processing the obligation in the requiring activity's accounting records. The funds are obligated in the accounting system using the document ID of the contract award document.

4.5. Recording of Obligation for Reimbursable MIPRs. The funds are obligated in the accounting system using DD Form 448-2. The document ID must utilize the Standard Document Number (SDN) format for reimbursable MIPRs. For Legacy the entire amount is established in the accounting system as a positive UOO balance under a type vendor "4" PSR/FSR, as applicable, without the BPAC of "9910" or "9940".

4.6. 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. (T-0). Where available, this validation should be annotated in the applicable system via note areas or attachments. The PM or RA/RM should run a query at the end of each month using the Commander's Resource Information System (CRIS) and/or DEAMS. Contact your base FMA on procedures to acquire access to CRIS and/or DEAMS. The CRIS and/or DEAMS query for an ODL should include at a minimum the following "data elements" and "account balances" to ensure all outstanding MIPRs are retrieved:

4.6.1. For advances: Type Vendor Code "2", Commitment Balance "COM", Undelivered Orders Outstanding "UOO" (obligation), Accrued Expenditure Unpaid "AEU", Accrued Expenditure Paid "AEP".

4.6.2. For Category I MIPRs. Utilize the SDN that should contain a "G" in position 11. Commitment Balance "COM", Undelivered Orders Outstanding "UOO" (obligation), Accrued Expenditure Unpaid "AEU", Accrued Expenditure Paid "AEP".

4.6.3. For Category II MIPRs (recorded under the contract number): Type Vendor Code "4" or "5" Commitment Balance "COM", Undelivered 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.

4.6.4. Monthly Validation. 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 performing agency to correct any billing discrepancies or adjustments that require an amended DD Form 448-2. This ensures invoices are processed in a timely manner and allows for the timely obligation or 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.

4.7. Stages of Accounting for Requesting Activity.

4.7.1. Commitment Balance (COM) - Initial reservation of funds prior to MIPR acceptance. The USSGL associated with the COM balance is 4700.

4.7.2. Undelivered Orders Outstanding (UOO) – Funds are obligated via MIPR acceptance or awarded contract. The USSGL associated with the UOO balance is 4801.

4.7.3. Undelivered Orders Outstanding (UOO) with Prepaid Advances – Advance payment are made in accordance with statutory guidance and only when procuring with Direct Funds. The USSGL associated with the UOO balance is 4802.

4.7.4. Accrued Expenditures Unpaid (AEU) – Services or goods have been received, but not paid. The USSGL associated with the AEU balance is 4901.

4.7.5. Accrued Expenditures Paid (AEP) – Services or goods have been received, invoiced and paid. The USSGL associated with the AEP balance is 4902.

Chapter 5

AIR FORCE PROCEDURES WHEN RECEIVING MIPRS

5.1. Performing Air Force Activity. An organization that has agreed to either perform work in house or acquire services or goods from another government agency or public source.

5.1.1. Prior to acceptance of the MIPR package, ensure the MIPR package has the minimal essential information to execute the requirement on behalf of the other government agency. Some of the essential information outlined in the DoD FMR and the FAR includes, but is not limited to: description of the material or services required; financing source or fund citation; FS Form 7600A, DD Form 1144 or other support agreement. Local activities must ensure the essential information is included in the MIPR package. (T-0). They are encouraged to use [Attachment 3](#) of this AFI as a guide.

5.1.2. Additionally, prior to MIPR acceptance, the responsible individual must coordinate with the PM, contracting office and FMA to ensure the Air Force servicing activities have the capacity and capability to provide support at the desired level.

5.2. Performing Agency FMA responsibilities.

5.2.1. Review all incoming MIPRs.

5.2.2. Ensure proper funds (purpose, time, and amount) are utilized for the project. (T-1).

5.2.3. Ensure that authorizations for the MIPR are referenced. (T-1).

5.2.4. Ensure trading partner information is provided. (T-1).

5.3. Accepting MIPRs. The performing agency must accept in writing utilizing DD Form 448-2, or other documented evidence of acceptance that has all required data elements per DoD FMR Vol. 11A, Chapter 1, using the requesting activities document number before the expiration of funds cited. (T-0). Record the requesting activity's line(s) of accounting and the performing agency's line(s) of accounting in block 13 of the DD Form 448-2 or on other documented evidence of acceptance. (T-1). **NOTE:** If not accepted by the commander or director personally, whoever accepts the MIPR on behalf of the Air Force performing activity must have a Delegation of Authority letter on file, signed by the performing activity commander or director, granting that individual the authority to accept orders for goods or services. (T-1).

5.4. Accepting Reimbursable MIPRs, CAT I.

5.4.1. Send a copy of the DD Form 448-2 or other documented evidence of acceptance to requesting activity (they will use to record UOO). (T-1).

5.4.2. For Legacy send a copy of the DD Form 448-2 or other documented evidence of acceptance to the servicing DFAS field site to record the unfilled customer order (UFCO). For DEAMS, UFCO will be systemically created during Agreement creation. (T-1).

5.4.3. Record commitment and obligation against the reimbursable program as it performs against the MIPR. (T-1).

5.4.4. Bill customers promptly as terms of MIPRs are met. (T-1).

5.4.5. As terms of the MIPRs are met, update the accounting system to reflect the proper balance ID or General Ledger Account of filled customer order uncollected. (T-1).

5.4.6. Legacy: Record collections immediately when the billing is to DoD components and the billing is a 1080 no check drawn or 1081 IPAC (Intra-Governmental Payment and Collection system). (T-1).

5.4.7. Legacy: Reimbursement procedures. For billing, collection and follow up procedures see the SAF/FMF AFAFO-A *Reimbursement Accounting Guidance and Standard Operating Procedures*. (T-1).

5.4.8. DEAMS: DEAMS will record the collections immediately upon completion of Billing Event for these types of billings. No action required. (T-0).

5.5. Accepting Direct Cite MIPRs, CAT II. Send a copy of the contract to the requiring activity for proper posting to accounting records.

5.6. Year End Procedures. The performing agency will review all MIPRs to include expiring appropriations; provide the amount for deobligation purposes to the requiring activity utilizing the DD Form 448-2. (T-0).

5.7. Stages of Accounting for Performing Activity. Below are the three accounting stages from inception to completion.

5.7.1. Unfilled Customer Order (UFCO) – Orders received, must be recorded with SC (Sales Code).

5.7.2. Filled Customer Order Uncollected (FCOU) – Goods or services provided; bill issued but not collected.

5.7.3. Filled Customer Order Collected (FCOC) – Bill issued and funds collected.

JOHN P. ROTH
Assistant Secretary of the Air Force
(Financial Management and Comptroller)

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Abbreviations and Acronyms

ABSS—Automated Business Services System

AEP—Accrued Expenditure Paid

AEU—Accrued Expenditure Unpaid

AFFARS—Air Force Federal Acquisition Regulation Supplement

AFI—Air Force Instruction

AFMAN—Air Force Manual

AFPD—Air Force Policy Directive

BETC—Business Event Transaction Code

BPN—Business Partner Number

BPAC—Budget Program Activity Code

COM—Commitment Balance

COR—Contracting Officer Representative

CRIS—Commander's Resource Information System

D&F—Determinations and Findings

DEAMS—Defense Enterprise Accounting and Management System

DFAS—Defense Finance Accounting Service

DoD—Department of Defense

DoD FMR—Department of Defense Financial Management Regulation

DoDI—Department of Defense Instruction

DRU—Direct Reporting Unit

DSR—Detail Summary Record

EEIC—Element Expense/Investment Code

FAR—Federal Acquisition Regulation

FCA—Fund Cite Authorization

FFRDC—Federally Funded Research and Development Center

FM—Financial Management

FMA—Financial Management Analysis

FMSuite—Financial Management Suite

FOA—Field Operating Agency
FS—Fiscal Service
FSC—Federal Supply Classification
FSR—Funds Summary Record
GAFS-BQ—General Accounting and Finance System
GPC—Government Purchase Card
GT&C—General Terms and Conditions
IGE—Independent Government Estimate
IGT—Intragovernmental Transactions
IPAC—Intra-Governmental Payment and Collection system
IT—Information Technology
J&A—Justification and Approval
MAJCOM—Major Command
MIPR—Military Interdepartmental Purchase Request
MORD—Miscellaneous Obligation Reimbursement Document
MOU—Memorandum of Understanding
NDAA—National Defense Authorization Act
Non—DoD—Non-Department of Defense
ODL—Open Document Listing
OMB—Office of Management and Budget
OPR—Office of Primary Responsibility
PBSA—Performance-Based Services Acquisition
PM—Program Manager
POC—Point of Contact
PR—Purchase Request
PSR—Program Summary Record
PWS—Performance Work Statement
QASP—Quality Assurance Surveillance Plan
R&D—Research and Development
RA/RM—Resource Advisor/Resource Manager
RCCC—Responsibility Center/Cost Center
RDS—Records Disposition Schedule

RFP—Request for Proposal

SB—Small Business

SBP—Small Business Professional

SC—Sales Code

SDN—Standard Document Number

SDO—Services Designated Official

SES—Senior Executive Service

SOO—Statement of Objectives

SOW—Statement of Work

SRAN—Stock Record Account Number

TAS—Treasury Account Symbol

UOO—Undelivered Order Outstanding

U.S.C.—United States Code

Terms

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 minimum 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—Services provided under contract by non-governmental 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: management and professional support services; studies, analyses and evaluations, or engineering and technical services. Definitions on these subdivisions are included in the Terms.

Antideficiency Act—Legislation enacted by Congress to prevent the incurring of obligations or the making of expenditures (outlays) in excess of amounts available in appropriations or funds; to fix responsibility within an agency for the creation of any obligation or the making of any expenditure in excess of an apportionment or reappropriation or in excess of other subdivisions of funds; and to assist in bringing about the most effective and economical use of appropriations and funds. (See Department of Defense Financial Management Regulation, Volume 14, *Administrative Control of Funds and Antideficiency Act Violations*). The ADA 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 for an improper purpose; obligation of funds outside the time limits applicable to the appropriation (e.g. O & M funds are available for obligation for only one fiscal year); use of funds where there is no bona fide need of the appropriation period of availability; and obligating more than the amount appropriated by Congress. The applicable US Codes are: Title 31 § 1341, *Limitations on expending and obligating amounts*, and 1517, *Prohibited obligations and expenditures*.

Assisted Acquisition—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.

Automated Business Services System (ABSS)—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)—Indicates the type of activity being reported (payments, collections, borrowings, etc.) in the Intra-Governmental Payment and Collection (IPAC) system.

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 Title 31 U.S.C. § 1502.

Business Partner Number (BPN)—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 accounting documents (example: AF Form 9 and MIPRs).

Commitment—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, AF Form 616, Fund Cite Authorization and, prior to its acceptance by the performing agency, DD Form 448.

Contracting/Contract Action—The letting of a new contract, modifying a contract to increase or decrease the quantity of goods or services to be provided, extend the length of the contract, apply an option, etc. does not apply to host-tenant support reimbursements.

Contracting Office—For the purposes of this instruction, the contracting office is the office designated to support the requiring activity for contracting actions and business advice.

Contracting Officer Representative (COR)—An individual designated by the commander or director 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 by the contracting officer. 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.

Commanders' Resource Integration System (CRIS)—A relational, read only, data warehouse containing financial data for Air Staff, MAJCOM, DRU, FOA, and base-level reporting functions.

Defense Enterprise Accounting and Management System (DEAMS)—An Enterprise Resource Planning solution that is transforming business and financial management processes and systems to improve financial accountability and accuracy. It automates the creation of financial documents (e.g., Purchase Requests, MIPRs, MORDS, etc.) and electronically routes those documents through the approval process.

Defense Finance and Accounting Service (DFAS)—The accounting agency for the DoD which is responsible for the payment of all DoD contracts.

Delivery Order—An order for supplies that is placed against an established contract.

Determinations and Findings (D&F)—An approved document 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 interagency order is in the best interests of the government. The Economy Act D&F statement must be signed by a warranted contracting officer.

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

Direct Cite Order—An order that provides direct funding authority to the performing agency to “cite directly” the line of accounting of the requiring activity. Also known as a CAT II MIPR.

Direct Reporting Unit (DRU)—An agency of the United States Department of the Air Force that is outside the bounds of the standard organizational hierarchy by being exclusively and uniquely under the control of Air Force headquarters alone, rather than reporting through a major command.

Economy Act Order (Title 31, U.S.C—§1535, FAR Part 17.5)—Per the DoD FMR Volume 11A Chapter 3, Paragraph 030102, the Economy Act provides authority for federal agencies to order goods and services from major organizations within the same agency or other federal agencies and to pay the actual costs of those goods and services. Within the Department, an activity within a DoD Component may place an order for goods or services with (1) another activity within the same DoD Component, (2) another DoD Component, or (3) with another federal agency.

Engineering and Technical Services—contractual services used to support the program office during the acquisition cycle. As defined in OMB Circular A-11, *Preparation, Submission, and Execution of the Budget*, engineering and technical services provide 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. Additional information is found in FAR Part 34, *Major System Acquisition*.

Field Operating Agency (FOA)—A subdivision of the Air Force, directly subordinate to an HQ USAF functional manager. A FOA performs field activities beyond the scope of any of the major commands.

Fund Certifying Official—The individual in Financial Management Analysis (FMA) who executes the funds authorization portion of a DD Form 448, block 14, 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.

G-Invoicing—A front-end application for users to originate intragovernmental buy/sell transactions. Facilitates the exchange of information between trading partners for reimbursable activity only.

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.

Interagency Agreement—A written agreement between an Air Force requiring activity and a federal performing 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 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 or provides supplies/services from/to an agency outside the DoD using an FS Form 7600A to establish the general terms and conditions of the interagency agreement, and a DD Form 448 to order and fund the requirement.

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

Justification and Approval (J&A)—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. Reference FAR Part 6, Subpart 6.3, Other than Full and Open Competition.

Major Command (MAJCOM)—The highest level of command, only below Headquarters Air Force (HAF), and directly above numbered air forces (NAFs).

Management and Professional Support Services—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.

Military Interdepartmental Purchase Request (MIPR)—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.

MIPR Package—All documents listed in Attachment 3, *Checklist for DD Form 448 and Requirements Package Review* (including the checklist), Attachment 7, *Interagency Acquisition Determination Document & Economy Act Determination and Findings Example Texts*; and **Attachment 9**, , *EXAMPLE—DD FORM 448-2, Military Interdepartmental Purchase Request (MIPR) Acceptance*.

Military Interdepartmental Purchase Request (MIPR) Acceptance—. Once a performing 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 or other documented evidence of acceptance and returning it to the requiring unit within 30 days to the Program Manager.

Non—Defense Agency Compliance Certification. A nondefense agency is compliant with applicable procurement requirements if the procurement policies, procedures, and internal controls of the nondefense agency applicable to the procurement of supplies and services on behalf of DoD, and the manner in which they are administered, are adequate to ensure the compliance of the nondefense department or agency with-

(1)—The Federal Acquisition Regulation and other laws and regulations that apply to procurements of supplies and services by Federal agencies; and

(2)—Laws and regulations that apply to procurements of supplies and services made by DoD through other Federal agencies, including DoD financial management regulations, the Defense Federal Acquisition Regulation Supplement (DFARS), DoD class deviations, and the DFARS Procedures, Guidance, and Information (PGI). (The DFARS, DoD class deviations, and PGI are accessible at <http://www.acq.osd.mil/dpap/dars>).

Non-Economy Act orders—Intra-governmental support, where a DoD activity needing goods and services (requesting DoD agency/customer) obtains them from a Non-DoD agency (assisting/servicing agency/performer) using some specific statutory authority other than the Economy Act to place an order with a Non-DoD agency for goods or services, and to pay the associated cost.

Non—severable—A deliverable item that is a single end product or undertaking, entire in nature that cannot be feasibly subdivided without losing its identity. A non-severable 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.

Non-severable 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, 2013 and complete on December 31, 2013. If the contract was terminated prior to completion, (e.g. June 30, 2013), 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. In general, services tend to be severable while the construction and/or delivery of goods tend to be non-severable.

Obligation—(related to MIPRs)— Amounts of orders placed, contracts awarded, services received, and similar transactions during a given period requiring future payment of money. A legal liability to pay for the cost of goods and services to be delivered under a purchase order or contract. The DD Form 448-2 or other documented evidence of acceptance is the obligating document for CAT I, Reimbursable MIPRs, and the contract award document is the obligating document for CAT II, Direct Cite MIPRs.

Open Document Listing (ODL)—A computerized list of open commitments, obligations, 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 the RA/RM successfully manage associated 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. It may have performance incentives where appropriate.

Performing Agency/Activity—Agency or activity authorized to award contracts or orders for DoD federal agencies and activities. Also referred to as an assisting, supporting, or supplying agency or activity. Examples are General Services Administration (GSA), GovWorks, FedSource, Veteran's Administration, and National Aeronautics and Space Administration (NASA).

Period of Availability—The period the 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).

Program Manager (PM)—Although requiring activities may use different terms, for the purpose of this instruction, the term "Program Manger" refers to the individual in the requiring activity with budget authority that needs the support, services, or goods procured on the MIPR. For the purposes of the instruction, PM will represent other names performing the same function. **(T-0)**. PMs can be designated by the member's chain of command or work center chain of command.

Project Order—An order issued under the authority contained in 41 U.S.C. § 6307. 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 a conduit or intermediary for funds used to procure the goods or services.

Requesting Activity Contracting Office—For the purposes of this instruction, the Requesting Activity Contracting Office is the contracting office advising the Requesting Activity, reviewing the MIPR package, etc. prior to release to the Servicing Activity, except when receiving MIPRs. The Requesting Activity Contracting Office may be identified first by traditional command relationships, support or host tenant agreements for standard (or non-standard) levels of support, or mission directives.

Reimbursement—Funding received by a performing agency for the cost of goods or services furnished to others, for credit to the performing agency's own appropriation or other fund account.

Reimbursable Order—The performing agency finances an Air Force purchase of goods and services, and bills the Air Force for reimbursement. Also known as Category I MIPRs.

Requiring Activity—The unit or activity requiring goods or services, provides funding to fulfill the requirement, and requests assistance from a performing agency. Also referred to as the requiring, receiving, or requesting agency or activity.

Sales Code (SC)—A 3-character alphanumeric field to identify sources for appropriation reimbursement.

Service Contract—A contract that directly engages the time and effort of a contractor whose primary purpose is to perform an identifiable task rather than to furnish an end item of supply. A service contract may be either a non-personal or a personal contract. It can also cover services performed by either professional or nonprofessional personnel whether on an individual or organizational basis. For more information on service contracts see FAR Part 37, Subpart 37.1, *Service Contracts-General*, Section 37.101, *Definitions*.

Services Designated Official (SDO)—The individual authorized in accordance with the FY02 National Defense Authorization Act (NDAA), Section 2330(a)(2)(A) 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.

Servicing Activity Contracting Office—For the purposes of this instruction, the Servicing Activity Contracting Office is the contracting office within the Servicing Activity responsible for performing contract actions in support of the Requesting Activity's requirement.

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. 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, 2013 to December 31, 2013. If the contract was terminated mid-term, (e.g. June 30, 2013), the benefit of having the garbage removed from January to June 2013 would still be realized.

Small Business Professional—Individuals assigned to perform DoD Small Business Program duties and/or functions related to the Small Business Act (15 U.S.C. § 631 et seq. codification of the Small Business Act)

Small Business Programs Office—Serves as an agent of the Secretary of the Air Force within assigned policy and program domains and provides guidance, direction, and oversight for all matters pertaining to the formulation, review, and execution of plans, policies, programs, and budgets associated with the Air Force Small Business Programs.

Statement of Objectives (SOO)—A Government-prepared document incorporated into the solicitation that states the overall performance objectives. It is used in solicitations when the Government intends to provide the maximum flexibility to each offeror to propose an innovative approach. The Statement of Objectives (SOO) also provides basic, top-level objectives of an acquisition and is provided in the request for proposal (RFP) in lieu of a government-written statement of work (SOW). It provides potential offerors the flexibility to develop cost-effective solutions and the opportunity to propose innovative alternatives meeting the objectives.

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.

Studies, Analyses and Evaluations—Contracted services that provide organized, analytical assessments and/or 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.

Support Agreement—A written agreement that establishes the roles and responsibilities for support between the requiring activity and the performing agency. Support agreements may be intra-agency (between DoD federal agencies) or interagency (between DoD and non- DoD federal agencies). A support agreement may also be referred to as a Memorandum of Understanding (MOU) or Memorandum of Agreement (MOA).

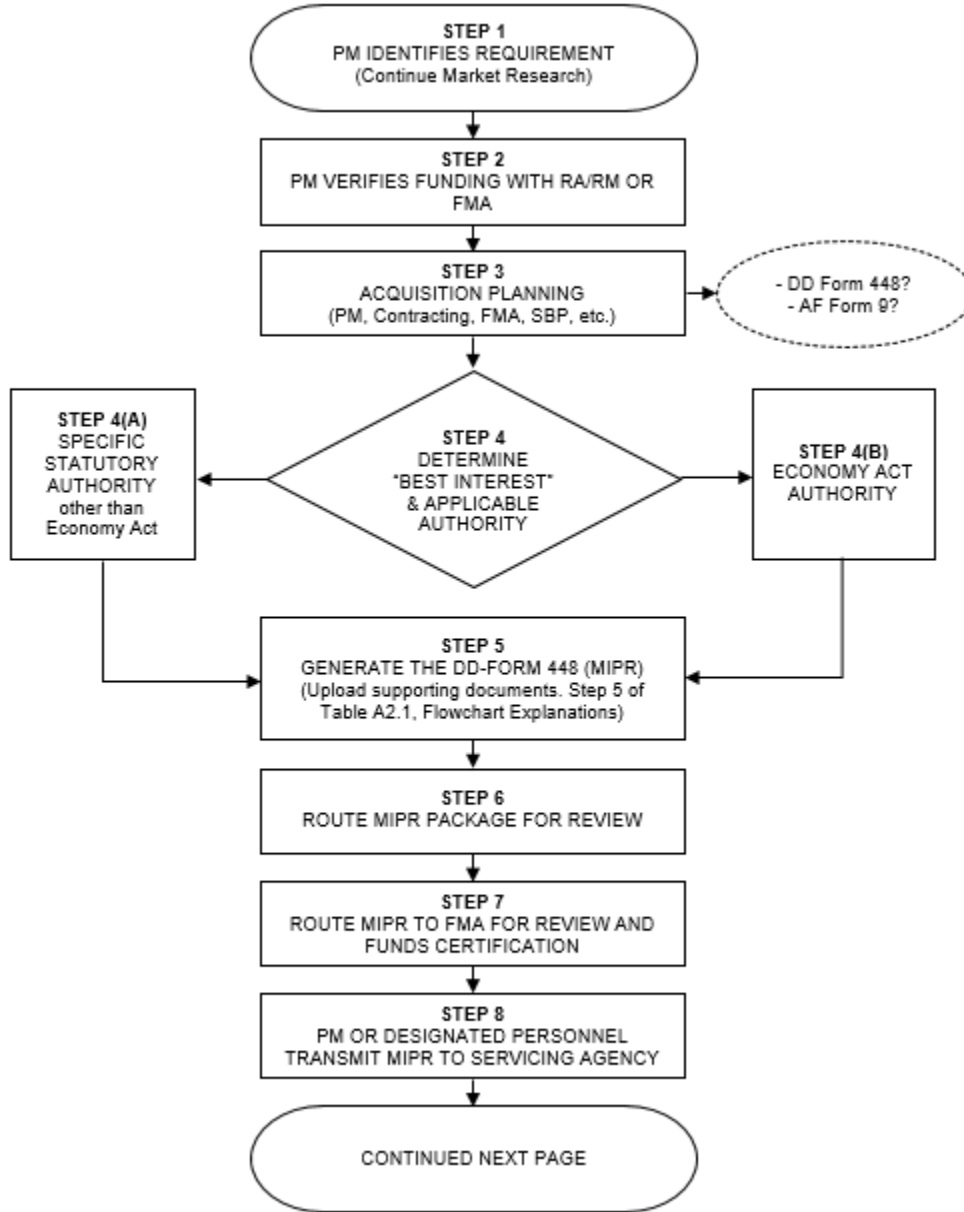
Task Order—An order for services that is placed against an established contract.

Type Vendor—A one-position numeric code that identifies obligations, refunds, and advances received or paid. Type vendor codes one through six identify obligations by vendor class, type vendors eight and nine, identify refunds receivable as being due from the federal government or the public.

Attachment 2

PROCESS FLOWCHART FOR REQUESTING ACTIVITY

Figure A2.1. Process Flowchart for Requesting Activity.



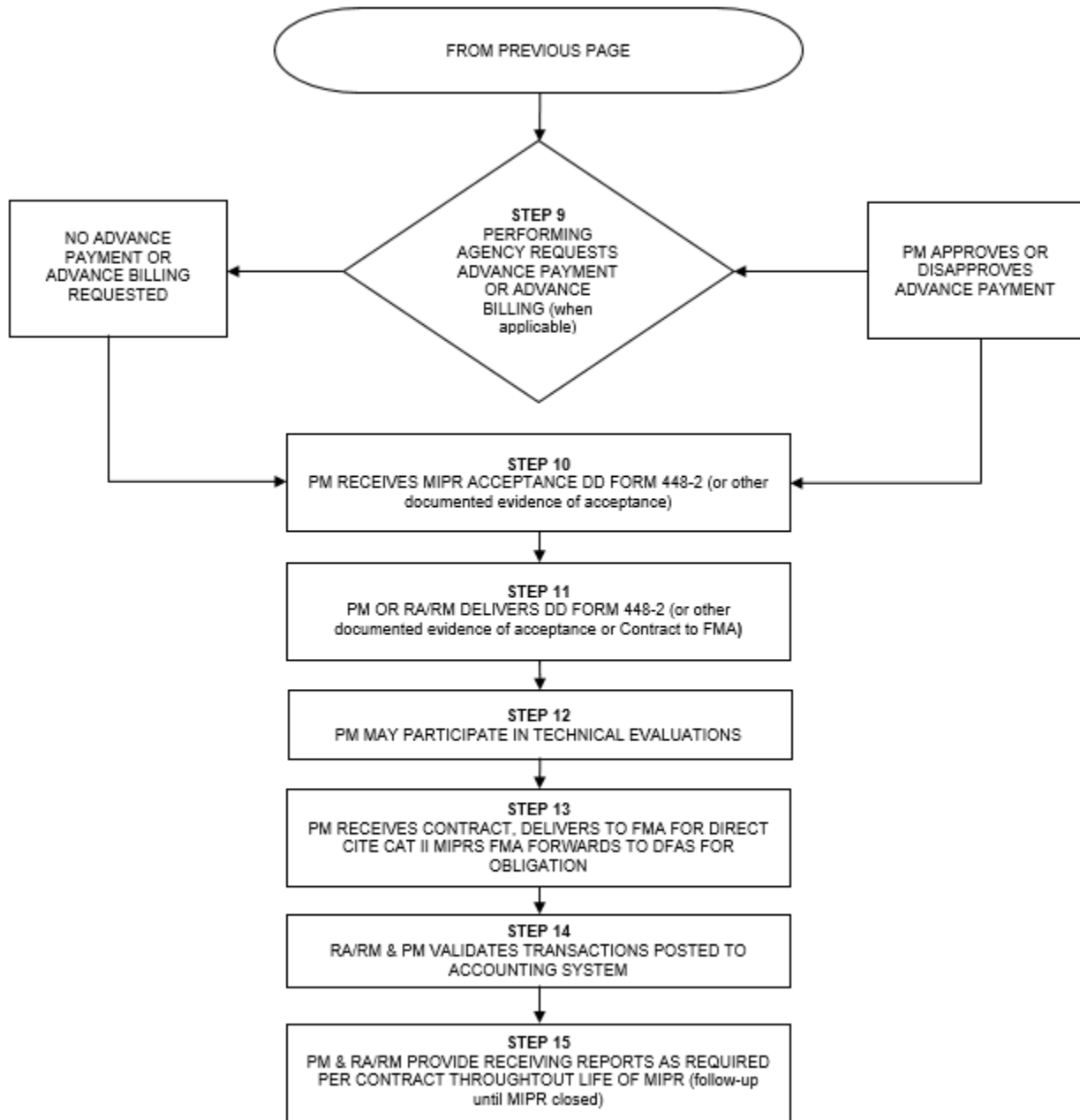


Table A2.1. Flowchart Explanations.

<u>Step</u>	<u>Title</u>	<u>Description</u>
1	PM IDENTIFIES REQUIREMENT (Continues Market Research)	The PM identifies a mission need, initiates, or continues market research to develop the requirement. Document all market research.
2	PM VERIFIES FUNDING WITH RA/RM OR FMA	The PM shall contact the RA/RM or FMA who will confirm funding availability and the funding is appropriate for the acquisition (purpose, time, and amount). (T-1).
3	ACQUISITION PLANNING (PM, Contracting, FMA, SBP, etc.)	It is essential that the PM seek business advice to ensure the acquisition solution is in the best interest of their unit mission, delivered to meet war fighter needs, and represents the best value for Air Force dollars. The PM must initiate contact with contracting, SBP, FMA and other interested parties to discuss procurement alternatives, appropriate authorities and determine if a MIPR is in the best interest of the Air Force. Discussions should include the commerciality of the items and/or services needed, competition, small business considerations, applicability of the Economy Act or other authorities, use of pre-existing contracts (including interagency & intra-agency contracts), and compliance with DoD acquisition regulations. The PM must evaluate and document whether using a non-DoD contract for the acquisition is in the best interest of DoD. Factors to be considered include: satisfying customer requirements; schedule; cost effectiveness (taking into account discounts and fees) in order to ensure awareness and documentation of the total cost of fees associated with use of a non-DoD contract; and contract administration (including oversight). If the acquisition solution requires support of another agency, the contracting office will help the PM evaluate whether the support may be obtained from another agency's contract. In addition, the contracting office will advise the PM of other required supporting documentation, such as certification of proper use of non-DoD contracts. See Attachment 3, Checklist for DD Form 448 and Requirements Package Review . The deliverable to complete this step is a firm acquisition solution in support of the PM's requirement and best interest determination. (T-2).

4	DETERMINE “BEST INTEREST” & APPLICABLE AUTHORITY	<i>The PM, under the advisement of the acquisition team, shall determine the appropriate authority to perform the acquisition and required approvals. Statutory authorities include, but are not limited to: Acquisition Services Fund, Franchise Fund, and Authority of Administrator of General Services. Economy Act Orders must be supported by a written determination and findings. (T-0). See Attachment 7, Interagency Acquisition Determination Documentation & Economy Act Determination and Findings Example Texts, for example language. Other statutory authorities may not require written determinations. The contracting office and FMA can provide advice and support in the drafting and coordination of the documentation. If use of assisted or direct acquisition is not in the best interests of the Air Force, the PM should consider other means for procurement.</i>
4A	SPECIFIC STATUORY AUTHORITY (Non-Economy Act)	When a specific statutory authority applies, the performing agency must cite the applicable statute on the DD Form 448-2 or other documented evidence of acceptance. (T-1). See Attachment 5 Table A5.1, Row B .
4B	ECONOMY ACT AUTHORITY	Cite Economy Act (31 U.S.C. 1535) on DD Form 448 using footnote 8 or 9 of Attachment 4. Refer to Chapter 1, Paragraph 1.3.1.1 regarding the additional requirements for Economy Act orders.
5	GENERATE THE DD-FORM 448 (MIPR) (Upload supporting documents)	<p>ABSS and DEAMS are 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.</p> <p>Users may create MIPRs in either ABSS, another automated system that interfaces with ABSS, or DEAMS. FMA will also establish the proper document flow for your organization. (T-1). Regardless of who creates the MIPR, the PM retains responsibility for procuring the requirement and tracking the funds spent. The RA/RM will verify the proper ABSS/DEAMS routing for the requirement review and approval. (T-1). See Attachment 4 for required footnotes and Attachment 6 for the required interagency agreement.</p>

		<p>Required Supporting Documents (attachments). Contracting, FMA, or SBP can assist with questions regarding required supporting documents.</p> <ol style="list-style-type: none"> 1. Performance Work Statement (PWS) or description of goods or supplies required. 2. Independent Government Estimate. 3. Market Research documentation. The procuring activity may have Market Research information that could be considered in meeting this requirement. 4. COR: Trained and ready CORs are critical to ensuring the Air Force receives the level of service and quality dictated by the contract. Meet the requirements of DFARS/PGI Subpart 201.602-2 and DoDI 5000.72 as applicable. If the requiring activity or PM will provide the COR, include the individual's contact information. 5. DoD Unique Contract Terms and Conditions (e.g. Berry Amendment (10 U.S.C. § 2533a, <i>Requirement to buy certain articles from American sources; exceptions</i>), Buy American Act (41 U.S.C. §§ 8301, <i>Definitions</i>, 8302, <i>American materials required for public use</i>, and 8303, <i>Contracts for public works</i>), and electronic payment). Both the PM supporting and accepting agency's contracting professionals can assist. 6. Interagency Support Agreement (FS Form 7600A) (See Attachment 6) <p>The following documents may also be required:</p> <ol style="list-style-type: none"> 1. Economy Act D&F (see Step 3 for D&F requirements and Attachment 7 for an example) 2. Services Designated Official (SDO) approval to release MIPR (for services acquisition, see AFI 63-138) 3. Approved Requirements Approval Document (for services acquisition, see AFI 63-138) 4. Documents supporting the use of non-competitive contracting procedures (e.g. Sole Source, Brand Name, Exception to Fair Opportunity). The contracting office can explain competition requirements. 5. Quality Assurance Surveillance Plan, when required 6. CDRLs
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		<p>1. See Attachment 3, Checklists for DD Form 448 and Requirements Package Review, for more information.</p> <p>Once the PM has confirmed the MIPR is complete, create and secure approval by the requiring activity's RA/RM, the ABSS or DEAMS MIPR process flow begins.</p>
6	<p>ROUTE MIPR PACKAGE FOR REVIEW</p>	<p>Next, the MIPR package will flow through three sequential steps.</p> <p>First, if necessary, the MIPR will flow through an External Approver for review. For example, IT, communications equipment, construction, hazardous material etc.</p> <p>Second, the MIPR will flow through the Budget Reviewer. The Budget Reviewer will validate the availability of funds, completeness and accuracy of the MIPR package (including supporting documentation). See Attachment 3, Checklist for DD Form 448 and Requirements Package Review. Incomplete MIPR packages must be rejected.</p> <p>Finally, the MIPR will flow through the requesting activity contracting office. This review is not required when the MIPR will not result in a contract action. The contracting officer will simply flow the MIPR through ABSS or DEAMS to the next reviewing office.</p> <p>All non-Economy Act orders greater than \$500,000 shall be reviewed by an Air Force warranted contracting officer prior to sending the order to the funds certifier or issuing the MIPR to the Non-DoD activity. (T-0). Non-warranted contracting specialists may review all other non-Economy Act MIPRs (DOD FMR Vol 11A, Chapter 18). All Economy Act MIPRs require review by a warranted contracting officer (see Step 4 for distinction). The contracting review includes a review of the MIPR package for completeness/currency (including supporting documentation). See Attachment 3, Checklist for DD Form 448 and Requirements Package Review.</p> <p>In cases where the MIPR package is incomplete or insufficient, the reviewer will reject the package in the system and provide advice and support to the PM to render the package executable.</p>

7	ROUTE MIPR TO FMA FOR REVIEW AND FUNDS CERTIFICATION	Once a contracting officer has completed their action for the MIPR, the document is forwarded in ABSS or DEAMS 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.
8	PM OR DESIGNATED PERSONNEL TRANSMIT MIPR TO SERVICING AGENCY	After the MIPR is certified, the PM enters ABSS or DEAMS 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 performing agency's point of contact.
9	SERVICING AGENCY REQUESTS ADVANCE PAYMENT OR ADVANCE BILLING (WHEN APPLICABLE)	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 or advance billing. (T-1). The PM approves/disapproves the request for advance payment or advance billing and returns the memorandum indicating approval/disapproval. If approved, the performing agency puts the following information in Block 13 of the DD Form 448-2, or on other documented evidence of acceptance "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".
10	PM RECEIVES MIPR ACCEPTANCE DD FORM 448-2 (or other documented evidence of acceptance)	Once the performing agency agrees to accept the terms and conditions on the MIPR, they will prepare a DD Form 448-2 and send it to the PM. In addition to the DD Form 448-2, Direct Cite MIPRs (CAT II) require a copy of a contract award. PMs must follow-up on DD Form 448- 2 if not received within 30 days. (T-1).
11	PM OR RA/RM DELIVERS DD FORM 448-2 (or other documented evidence of acceptance or Contract to FMA)	For reimbursable (CAT I) MIPRs, the PM or RA/RM must provide a copy of the DD Form 448-2, MIPR acceptance, to FMA. (T-1). FMA forwards to DFAS for input of obligation. Retain direct cite (CAT II) DD Form 448- 2 with MIPR files.
12	PM MAY PARTICIPATE IN TECHNICAL EVALUATIONS	The PM may, as necessary, coordinate with the servicing activity to participate in the evaluation of offers.

13	PM RECEIVES CONTRACT, DELIVERS TO FMA FOR DIRECT CITE CAT II MIPRS FMA FORWARDS TO DFAS FOR OBLIGATION	PM receives the contract award document and delivers it to FMA for direct cite (CAT 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 (CAT 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 or other documented evidence of acceptance.
14	RA/RM & 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. (T-1). For direct cite MIPRs ensure the contract number rather than the MIPR number is recorded in the accounting system. See Chapter 4 .
15	PM & RA/RM PROVIDE RECEIVING REPORTS AS REQUIRED PER CONTRACT THROUGHTOUT LIFE OF MIPR (follow-up until MIPR 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. Reviews may also be done via local requirements or in accordance with the AF Triannual review program.

Attachment 3

CHECKLISTS FOR DD FORM 448 AND REQUIREMENTS PACKAGE REVIEW

A3.1. The PM is responsible for developing a complete requirements package. The checklists below are in sequential order. The PM shall use their checklist to ensure all required elements are present in the MIPR package (including their signed checklist). **(T-1)**. The requesting FMA and activity contracting offices will use their checklists (Table A3.2 and A3.3 respectively) to review MIPR packages that result in a contract action and reject packages with invalid or out of date supporting documentation. **(T-1)**. The Funds Certifying Officer will complete their checklist (Table A3.4). **(T-1)**. Only the PM checklist is required to be in the MIPR package. **(T-1)**. The other checklists are for audit only.

Table A3.1. Checklist for DD Form 448 (MIPR) and Requirements Package Review - Requesting Activity PM or Resource Advisor/Resource Manager.

Agency	Requirement	Yes	No	N/A
Requesting Activity PM or Resource Advisor / Resource Manager	Provide MIPR (DD Form 448) which includes:			
	a. Requirement need date or start date, end date, and date of expiration of the funding source; documenting a bona fide need in the fiscal year that the funds are available for new obligations			
	b. Contact information for the Contracting Officer's Representative (COR) who will oversee contract performance.			
	c. Provide MIPR Footnotes (See Attachment 4 , MIPR Footnotes)			
	d. Provide Business Rules attachment (See Attachment 5 , Business Rules for Use with Footnotes 2A and 2B).			
	e. Any servicing activity fee or surcharge must be recorded as a separate item number in column 9A.			
	f. DoD Activity Address Directory (DoDAAD) (Identifies the billing address (activity responsible for payment of bills))			
	Provide documented Market Research (FAR Part 10. SD5 - Market Research)			
	Provide documented acquisition planning documents as required (FAR Part 7).			

	Provide documentation from Small Business Professional showing consultation and advice (e.g. email, memorandum, or other document) (AFI 90-1801, Table 1).			
	Provide complete Independent Government Estimate (IGE).			
	Provide a specific, definite, and concise description of the supplies to be acquired, <u>or</u> an adequate Performance Work Statement (PWS), Statement of Work (SOW), or Statement of Objectives (SOO) describing the requested services to include evaluation criteria.			
	Provide supporting documentation justifying the Servicing Activity’s surcharge or fee amount is reasonable and consistent with the task to be accomplished by the performing activity (i.e. PM analysis or support agreement).			
	Provide approved Requirements Approval Document (for services see AFI 63-138).			
	Provide a copy of the Servicing Activity’s certification of compliance (FAR 17 and Defense Pricing and Contracting Interagency Acquisition, available at http://www.acq.osd.mil/dpap/cpic/cp/interagency_acquisition.html).			
	Identify DoD Unique Contract Terms and Conditions (includes Berry Amendment (10 U.S.C. § 2533a, <i>Requirement to buy certain articles from American sources; exceptions</i>), Buy American Act (41 U.S.C. §§ 8301, <i>Definitions</i> , 8302, <i>American materials required for public use</i> , and 8303, <i>Contracts for public works</i>), electronic payment, cybersecurity, etc.).			
	Provide Interagency Support Agreement authorizing support.			

	Provide Economy Act Determination and Findings (See Attachment 7 , <i>Interagency Acquisition Determination Document & Economy Act Determination and Findings Example Texts</i>), or specific statutory authority permitting the performing agency to support the Air Force for the goods and/or services required; and Best Interest Determination when required.			
	Provide documentation justifying the use of non-competitive procedures (e.g. sole source, brand name, exception to fair opportunity)			
	Computer System Requirement Document for Information Technology			
	Quality Assurance Surveillance Plan (QASP) when required.			
	Contract Data Requirements List (CDRL) (e.g. Procedural, Required Reports, Deliverables Report).			
	Order identifies unique reporting requirements not otherwise specified to the performing agency			
	Property or Equipment management documents (see FAR Part 45, DoDI 5000.64, AFI 23-119)			
	Package includes specific statutory authority authorizing advance payment or billing			
	SDO approval to release MIPR (for services acquisition, see AFI 63-138)			
	Submit complete MIPR package and signed checklist as attachments to the DD 448-2 in CCAR/ABSS, or DEAMS.			
<p>Program Manager Certification: Date:</p> <p>I certify that all elements of the MIPR package are satisfied and that the information is current and complete.</p> <p style="text-align: right;">_____ (SIGNATURE BLOCK)</p>				

Table A3.2. Checklist for DD Form 448 (MIPR) and Requirements Package Review – Financial Management – Budget Analyst.

Agency	Requirement	Yes	No	N/A
Financial Management – Budget Analyst	Review PM assembled MIPR package submitted via CCaR/ABSS, or DEAMS to ensure it includes adequate and all appropriate documentation			
	Ensure POC name, office symbol, e-mail and telephone number are on the DD Form 448			
	Validate supplies and/or services meet the Bona Fide Need Rule			
	Ensure funds availability requirements meet term of purpose, time, and amount			
	Ensure fund citation reflects the entire accounting classification			
	Review PM assembled MIPR package to ensure it includes all appropriate documentation			
	For legacy processing, ensure MIPR is in the proper Processing Center – G, R or B			
<p>FMA Reviewer:</p> <p>I verified the Program Manager’s certification that the MIPR package includes the minimum essential information required by policy and statute.</p> <p style="text-align: center;">REVIEW AND APPROVAL IN ABSS OR DEAMS INDICATES COMPLETION OF THIS CHECKLIST</p>				

Table A3.3. Checklist for DD Form 448 (MIPR) and Requirements Package Review - Requesting Activity Contracting Office.

Agency	Requirement	Yes	No	N/A
Requesting Activity Contracting Office	Verify:			
	a. ABSS or DEAMS MIPR package for compliance with FAR/DFARS/AFFARS.			
	b. Federal Supply Classification (FSC) or Product and Service Code (PSC).			
	c. DoD Unique Contract Terms and Conditions (includes Berry Amendment (10 U.S.C. § 2533a, <i>Requirement to buy certain articles from American sources; exceptions</i>), Buy American Act (e), electronic payment, etc.).			
	Review PM assembled MIPR package to ensure it includes all appropriate documentation.			
<p>Contracting Reviewer:</p> <p>I verified the Program Manager's certification that the MIPR package includes the minimum essential information required by policy and statute.</p> <p style="text-align: center;">REVIEW AND APPROVAL IN ABSS OR DEAMS INDICATES COMPLETION OF THIS CHECKLIST)</p>				

Table A3.4. Checklist for DD Form 448 (MIPR) and Requirements Package Review – Financial Management - *Funds Certifying Officer.*

Agency	Requirement	Yes	No	N/A
Financial Management – FMA Funds Certifying Officer	Certify funds for the procurement are properly chargeable to the allotments provided in accordance with Bona Fide Needs Rule			
	Certify that the fund cites’ available balance is sufficient to cover the estimated price of the order.			
<p>Funds Certifying Officer:</p> <p>I verified the Program Manager’s certification that the MIPR package includes the minimum essential information required by policy and statute.</p> <p style="text-align: center;">REVIEW AND APPROVAL IN ABSS OR DEAMS INDICATES COMPLETION OF THIS CHECKLIST)</p>				

Attachment 4
MIPR FOOTNOTES

A4.1. The PM must include ALL applicable footnotes printed on each MIPR using the footnote feature in an approved automated system. (T-1). Any additional footnotes may be attached to the MIPR package.

A4.2. The Financial Management Analysis (FMA) office should ensure all applicable footnotes are selected.

A4.3. The PM signature (electronic or wet) must be included in the MIPR Package. (T-1).

Table A4.1. Footnote Requirements.

Footnote	Applicability/Requirement
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)
2A	(Mandatory for all MIPRs going outside of DoD) See Attachment 5, Business Rules for use with Footnotes 2A and 2B , and Attachment 7, Interagency Acquisition Determination Document & Economy Act Determination and Findings Example Texts
2B	(Mandatory for all MIPRs within of DoD) See Attached Business Rules and Intra- agency Agreement (See Attachment 5, Business Rules for use with Footnotes 2A and 2B , and Attachment 7, Interagency Acquisition Determination Document & Economy Act Determination and Findings Example Texts)
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 Federal Procurement Data System-Next Generation-Contract Action Report with Funding Agency ID: 5700 (Air Force) and Funding Office ID/BPN: (fill in Requiring Office BPN)
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 in Block 13 or on other documented evidence of acceptance, and on each invoice. The performing agency shall provide a DD Form 448-2 to deobligate remaining funds at contract end. (T-0) . 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.

<p>5</p>	<p>(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.” (T-0).</p>
<p>6</p>	<p>(Mandatory for all services over the Simplified Acquisition Threshold to non-DoD assisting agencies) “The attached D & F 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.”</p>
<p>7</p>	<p>(Mandatory for services with a non-performance-based PWS). “In accordance with Section 801, 10 U.S.C. 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.”</p>
<p>8</p>	<p>(Mandatory for recurring Economy Act orders within DoD) “This Economy Act order is authorized by a support agreement between <u>(DoD ordering activity)</u> and <u>(DoD assisting activity)</u> dated.”</p>
<p>9</p>	<p>(Mandatory for Economy Act orders going outside DoD). “This Economy Act order is supported by a Determinations & Findings approved by _____” (an individual appointed by the head of the major organizational unit (no lower than GO or SES)) (DoD FMR Vol 11A Chapter 3, Para 030304)</p>
<p>10</p>	<p>(Optional for MIPR Amendments) “This is an amendment to increase basic MIPR _____ by \$ _____ for a cumulative Grand Total of \$ _____.</p>

Attachment 5

BUSINESS RULES FOR USE WITH FOOTNOTES 2A AND 2B**Table A5.1. Example of Business Rules for use with Footnotes 2A and 2B.**

A	The Air Force anticipates receipt of monthly billing from the performing agency for goods or services unless notified by the performing agency of an alternate billing schedule. The performing agency may notify the Air Force of an alternate billing schedule as an attachment to the DD Form 448-2 or in the contract award document provided to the Air Force.
B	The Air Force has the 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 dispute resolution to resolve disputes related to this order.
C	<p>Program Manager Contact info:</p> <p style="padding-left: 40px;">PM Name/Title: Mailing address: Email Address: Telephone: Fax:</p> <p>Resource Advisor or Resource Manager Contact info:</p> <p style="padding-left: 40px;">RA/RM Name/Title Mailing address: Email Address: Telephone: Fax:</p> <p>Accounting and Finance Office Contact info:</p> <p style="padding-left: 40px;">FMA Office Name/Symbol: Mailing address: Email Address: Telephone: Fax:</p>

D	<p>The Business Event Transaction Code (BETC) for this order is DISB (Disbursement). The performing agency will provide the BETC on the DD Form 448-2, Block 13, Remarks.</p> <p>Do not include the following in the notes:</p> <p>Most transactions by MIPR to assisting agencies will be disbursements. When another code is appropriate see the RA/RM for assistance and follow instructions <u>at</u>: https://www.sam.fms.treas.gov/sampublic/</p>
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Attachment 6

INTERAGENCY AGREEMENT/SUPPORT AGREEMENT BUSINESS RULES FOR USE WITH FOOTNOTE 2A

A6.1. PM must: Include the *Interagency Agreement or Support Agreement* (Fiscal Service (FS) Form 7600A or DD Form 1144) on all MIPRs going outside of DoD. (T-1). Instructions are found in AFI 25-201.

A6.2. PM will: Attach the interagency agreement to the MIPR in the automated system. (T-1).

Figure A6.1. includes the Interagency Agreement Business rules.

Interagency Agreement Business Rules

A. Interagency Agreement: Acceptance and return of the DD Form 448-2 to the requiring agency 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 office who signed the DD Form 448.

B. 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 (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 or advance billing."

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

D. The assisting agency has up to 30 days to accept the DD Form 448 package. The assisting agency will not accept the DD Form 448 until receipt of a complete requirements package. The assisting agency will return the 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 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 7

INTERAGENCY ACQUISITION DETERMINATION DOCUMENT & ECONOMY ACT DETERMINATION AND FINDINGS EXAMPLE TEXTS

A7.1. Authority for the acquisition of supplies and services through: The use of contracts or orders issued by non-defense agencies (direct or assisted acquisitions) which is over the Simplified Acquisition threshold is derived from section 854, *Defense procurements made through contracts of other agencies*, of the National Defense Authorization Act (NDAA) for Fiscal Year 2005, Section 801, *Internal controls for procurements on behalf of the Department of Defense by certain non-Defense agencies*, of the NDAA for Fiscal Year 2008, and Section 806, *Treatment of non-defense agency procurements under joint programs with intelligence community*, of the NDAA for Fiscal Year 2010. A determination is required when evaluating whether using a non-Food contract for an acquisition is in the best interest of the Air Force. See DFARS Subpart 217.770 for current policy.

A7.2. Use of the language in this example satisfies: The requirements for the determination outlined in FAR Subpart 17.7 – Interagency Acquisitions: Acquisitions by Nondefense Agencies on Behalf of the Department of Defense.

Figure A7.1. Example of Authority for the Acquisition of Supplies and Services Through the Use of Contracts or Orders Issued by Non-defense Agencies (Direct or Assisted Acquisitions):

This determination is made pursuant to Public Law 110-181, section 801, as amended (10 U.S.C. 2304 Note), section 854 of the National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2005 (Pub. L. 108-375), section 801 of the NDAA for FY 2008 (Pub. L. 110-181), and section 806 of the NDAA for FY 2010 (Pub. L. 111-84) governing policies and procedures specific to acquisitions of supplies and services valued greater than the simplified acquisition threshold by nondefense agencies on behalf of the Department of Defense (DoD) (Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 217.7).

1. I reviewed the requirement for *(insert description of supply or service to be procured)* that *(insert Air Force requiring activity)* intends to satisfy by using a contract awarded by *(insert supporting agency)*. This acquisition is classified as an interagency acquisition *(insert direct or assisted acquisition)* with a non-defense agency. My review produced the following findings:

a. The *(insert supply and/or service to be procured)* requirement may be satisfied through the use of *(insert supporting agency)* contract number *(insert contract number)*, *(insert name of program or contract if applicable)*.

b. The use of contract number *(insert contract number)* will satisfy the Air Force's need in a timely manner. *(modify this language as necessary to describe circumstances in which schedule requirements will not be met, but other alternatives are undesirable, or other schedule factors considered)*

c. The use of contract number *(insert contract number)* will result in a total contract expense of to the Air Force of *(insert \$ value)* and *(insert \$ value)* in servicing agency fee or surcharge. These expenses are negotiated with *(insert supporting agency)* and considered reasonable for the effort required to satisfy the Air Force need. *(modify this language as necessary to describe circumstances in which the costs are unreasonable/desirable, but unavoidable, or other schedule factors considered)*

d. Contract administration responsibilities including quality assurance, property management and other tasks *(insert will remain with the supporting agency, be delegated to the Air Force, or describe other division of responsibilities between the Air Force and the supporting agency)*

e. The Air Force needs are within the scope of contract number *(insert contract number)*.

f. Available funding is suitable and will be used in accordance with appropriation limits

g. The program manager will collect and report information in accordance with DFARS Subpart 204.6.

(insert program manager signature block)

(insert requesting activity contracting officer signature block)

A7.3. There are several authorities given to the Air Force to: Facilitate entering into agreements to obtain supplies or services via contract from non-defense agencies. When no other statutory authority exists for procurements greater than the micro-purchase threshold, the Air Force may draw upon the Economy Act 31 U.S.C. 1535.

A7.4. Use of the language in this example satisfies the requirements for: The determination and findings requirements outlined in FAR 17.502 – The Economy Act.

A7.5. Economy Act Example:

Figure A7.2. Economy Act Example.

Pursuant to 31 U.S.C § 1535, as amended (the Economy Act), both parties agree that the requirements listed in paragraph (a) of the Economy Act have been met. [Add the following sentence if the supplier is a DoD Component] The Supplier has determined that the capabilities exist to render the requested support without jeopardizing its assigned missions.

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 statement below for Economy Act order 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 service on behalf of other agencies;

(Inset 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 an assisting agency's contract, or if the work was previously performed under 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.

Determination

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.

Warranted Contracting Officer
(Economy Act in accordance with AFFARS 5317.502-2 (c) (2))

Attachment 8

EXAMPLE - DD FORM 448, MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR)

Figure A8.1. Example of DD Form 448.

MILITARY INTERDEPARTMENTAL PURCHASE REQUEST						Page 1 of 2			
2. FSC 9999		3. CONTROL SYMBOL NO.		4. DATE PREPARED 11-Jun-2019		5. MIPR NUMBER FLAP2B9275ZZ99		6. AMEND NO. 00000	
7. TO Defense Manpower Data Center Attn: Minnie Mouse 53800 Mark Left Circle, Suite 04E35 Alexandria, VA 22304-4000 571-888-8888				8. FROM: (Agency, name, telephone number of originator) Jerry, Tom CIV_DOD SAF PMPC 1130 AF PENTAGON RM 4D167 WASHINGTON, DC, 20330-1130 612-0000					
9. ITEMS <input type="checkbox"/> ARE <input checked="" type="checkbox"/> ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM REQUIRED INTERSERVICE SCREENING <input type="checkbox"/> HAS <input checked="" type="checkbox"/> HAS NOT BEEN ACCOMPLISHED.									
ITEM NO.	DESCRIPTION (Federal stock number, nomenclature, specification and/or drawing No., etc.)			QUANTITY	UNIT	ESTIMATED UNIT PRICE	ESTIMATED TOTAL PRICE		
a	b			c	d	e	f		
0001	Period of Performance: 01 Oct 18 - 30 Sep 19 DMDC Contracting is aware of the PoP date of this MIPR DoDAAC/TFN: FLAXXX DMDC Agreement Number: S1643 SAF/PMPC POC: Tom N. Jerry, mick.m.hale.civ@mail.mil, 240-612-0000 PMO-DTS POC: Charles Southwinds, 571-372-0000 FY19 F158U NCR SAF-FM J8610F A005GK MIPR APDW-PKS (1ST HALF FY19 DEFENSE TRAVEL SYSTEMS OPERATIONS AND MAINTENANCE SUPPORT FROM THE PROGRAM MANAGEMENT OFFICE (PMO) FOR DTS) *I certify that the goods acquired under this agreement are legitimate, specific requirements representing a bona fide need of the fiscal year in //SIGNED*// 02-OCT-2018 Jerry, Tom N. CIV_DOD PREPARER SAF/PM, 612-0000			1	EA	3,923,050.00	3,923,050.00		
10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS, SHIPPING INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.							11. GRAND TOTAL \$ 3,923,050.00		
12. TRANSPORTATION ALLOTMENT (Used if FOB Contractor's plant) FOB Origin				13. MAIL INVOICES TO (Payment will be made by) DODPS7700 ACCTG DISB STA NR 387700 DFAS DEAMS 27 ARKANSAS RD LIMESTONE, MR, 04751-6216 PAY OFFICE DODAAI PS7700					
14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.									
ACEN	APPROPRIATION	LIMIT/SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION				ACCTG STA DODAAD	AMOUNT	
			**** SEE CONTINUATION PAGE. LEGACY LOA IS PROVIDED FOR INFORMATIONAL PURPOSES ONLY. ****						
			//DIGITALLY SIGNED*// 2-OCT-2018 DUCK, DONALD CIV_DOD CERTIFIER APDW/PM/PMO, 612-0000						
15. AUTHORIZING OFFICER (Type name and title) Rooster, Foglorn CIV_DOD BUDGET ANALYST SAF/PM, 612-0000				16. SIGNATURE //SIGNED*//			17. DATE 11-Jun-2019		

which these funds are obligated. Required reviews are complete."
 1.This is a Reimbursable MIPR.
 2.Send Acceptance of MIPR, DD Form 448-2, to address listed in Block 8.
 3.Reference the entire accounting classification including MIPR number in Block 5 on all obligation documents.
 4.Do not exceed target without an amended MIPR.
 5.Do not incur obligations after 09/30/2019.
 6.MIPR must follow guidelines outlined in the Economy Act.
 (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: _____
 (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.
 See attached business rules

Supplemental Accounting Classification	Amount
SPIS: 057000340000000001919D F158U A005GK 253.1114 04020000042G	\$ 3,923,050.00
999900.999961 0308610F 2019 387700 103000000 057000340000000001919D	
4P NA 4P B3F DEAMS000000000000000004031582	
Legacy: 5792400 309 158U A005GK 04 75619 38610F 387700 P87700	
ESP:4P	
Accounting Line Total:	\$ 3,923,050.00

Attachment 9

EXAMPLE—DD FORM 448-2, MILITARY INTERDEPARTMENTAL PURCHASE REQUEST (MIPR) ACCEPTANCE

Figure A9.1. Example of DD FORM 448-2.

ACCEPTANCE OF MIPR

1. TO (Requiring Activity Address) (Include Zip Code) 057-0AF FM-000F1AF2B 0AF/FMBMB(ALC 00003801) 1130 AIR FORCE PENTAGON WASHINGTON, DC-20330-1130		00003801 000F1AF2B	2. MIPR NUMBER F1AF2B9275Z299	3. AMENDMENT NO. BASIC	
		4. DATE (MIPR Signature Date) 11-JUN-2019	5. AMOUNT \$3,923,050.00		
6. The MIPR identified above is accepted and the items will be provided as follows: (Check as applicable)					
a. <input checked="" type="checkbox"/> ALL ITEMS WILL BE PROVIDED THROUGH REIMBURSEMENT (Category I)					
b. <input type="checkbox"/> ALL ITEMS WILL BE PRODUCED BY THE DIRECT CITATION OF FUNDS (Category II)					
c. <input type="checkbox"/> ITEMS WILL BE PROVIDED BY BOTH CATEGORY I AND CATEGORY II AS INDICATED BELOW					
d. <input type="checkbox"/> THIS ACCEPTANCE, FOR CATEGORY I ITEMS, IS QUALIFIED BECAUSE OF ANTICIPATED CONTINGENCIES AS TO FINAL PRICE. CHANGES IN THIS ACCEPTANCE FIGURE WILL BE FURNISHED PERIODICALLY UPON DETERMINATION OF DEFINITIZED PRICES, BUT PRIOR TO SUBMISSION OF BILLINGS					
7. <input type="checkbox"/> MIPR ITEM NUMBER(S) IDENTIFIED IN BLOCK 13, "REMARKS" IS NOT ACCEPTED (IS REJECTED) FOR THE REASONS INDICATED					
8. TO BE PROVIDED THROUGH REIMBURSEMENT CATEGORY I			9. TO BE PROCURED BY DIRECT CITATION OF FUNDS CATEGORY II		
ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.	ITEM NO. a.	QUANTITY b.	ESTIMATED PRICE c.
DMDC_PA_DTS_19	1	\$3,923,050.00			
d: TOTAL ESTIMATED PRICE		\$3,923,050.00	e: TOTAL ESTIMATED PRICE		\$0.00
10. ANTICIPATED DATE OF OBLIGATION FOR CATEGORY II ITEMS			11. GRAND TOTAL ESTIMATED PRICE OF ALL ITEMS \$3,923,050.00		
12. FUNDS DATA (Check if Applicable)					
a. <input type="checkbox"/> ADDITIONAL FUNDS IN THE AMOUNT OF \$ _____ ARE REQUIRED (See Justification in BLOCK 13)					
b. <input type="checkbox"/> FUNDS IN THE AMOUNT OF \$ _____ ARE NOT REQUIRED AND MAY BE WITHDRAWN					
13. Remarks Funding provided for first half of FY19 DTS operations and maintenance support.					
					\$3,923,050.00
057*2019**3400*000*DISB000000000*****00008522*387900***** 5793400 309 158U AD05GK 04 75619 38610F 387700 F87700 F1AF2B9275Z299 ***097*2019**0100*000***R*96000000000*****7300*00008522*012147*DMDCXG**F1AF2B9275Z299**DMDC_PA_ DTS_19*** 012147-097--0100-000-N-20192019-R-RB-000-96000000000- ---7300- --- -DMDCXG					
F1AF2B8275GW03 See 448-2 Supplemental Block 13 Summary Page Page 1 of 2 Contract ver : 1					
14. Accepting Activity (Complete Address) DEFENSE MANPOWER DATA HEADQUARTERS/RESOURCE MGT DIVISION 5380 MARK LEPT CIR. STE 04235 ALEXANDRIA VA 22304-4000			15. TYPED NAME AND TITLE OF AUTHORIZED OFFICIAL EDWARD G. NORTON Budget Analysis (0560) 0560		
			16. SIGNATURE KRAMDEN, RALPH KERS_ID 29248009(Digitally Signed)		17. DATE 11-JUL-19

Attachment 10

INITIAL REQUEST FOR DD FORM 448-2 FOR DEOBLIGATION OF REMAINING FUNDS

Figure A10.1. Example of Initial Request.

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 primary and alternate's name, telephone number, and e-mail address) at your earliest convenience.	
(Signature Block)	

Attachment 11

**EXAMPLE--FINAL REQUEST FOR DD FORM 448-2 FOR DEOBLIGATION OF
REMAINING FUNDS**

Figure A11.1. Example of Final Request.

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) regarding 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 primary and alternate's name, telephone number, and e-mail address) at your earliest convenience.	
(Signature Block)	

Attachment 12

EXAMPLE--DEOBLIGATION MEMORANDUM

Figure A12.1. Example of Deobligation Memorandum.

MEMORNDUM FOR DFAS (appropriate field site and office symbol)	(Date)
<p>FROM: Your office name Address City, State, Zip Code</p>	
<p>SUBJECT: Request to Deobligate</p>	
<p>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.</p>	
<p>Legacy DSR _____ PC (SMA) Code _____</p>	
<p>DEAMS Project _____ TASK _____</p>	
<p>Expenditure Type _____ Organization _____</p>	
<p>Per paying station's (not the field site) records:</p>	
<p>Original Obligation \$ _____ Disbursements \$ _____ Deobligate \$ _____</p>	
<p>_____ (Name/Signature)</p>	
<p>_____ (Organization, Phone #, Duty Title)</p>	
<p><u>Attch:</u> Initial Request for DD Form 448-2 Final Request for DD Form 448-2</p>	