

## DTIC MIPR GUIDANCE

The Defense Technical Information Center (DTIC) uses the Defense Agencies Initiative (DAI) as its accounting system, which is a Standard Financial Information Structure (SFIS) compliant system. Therefore, DTIC is required to collect and store the following SFIS/SLOA elements which should be provided on the ERP generated DD448 as part of the LOA in block 14, as text in block 9b, OR as part of a system generated legacy LOA to SFIS/SLOA crosswalk.

The following is the minimum financial information necessary for DTIC to process MIPRs (SEE MIPR TEMPLATE):

### APPROPRIATION DATA:

- **Department Code (A1)/BFY (A27)/EFY (A28)/Main Account (A3)/Sub-account (A4)**
  - e.g. 097 20202021 0400 000
- **10. Trading Partner (TP) Data: TP Indicator Code (TP2)/BPN (TP3)/TP Main Account (TP4)/TP Sub-Allocation Holder ID (TP5)**
  - e.g. 097 DODHJ4702 0400 7900
- **8. Agency Location Code (ALC)**
  - e.g. 09700884

### OTHER REQUIREMENTS:

- **1. This document provides funding for:**
  - e.g. RMS #: P1-20-1234
- **2. Agency Name:**
  - e.g. Air Force ISR Innovation (AF/A2I) Directorate
- **3. 7600A GT&C Number:**
  - e.g. A0319-097-097-000005
- **4. Task Order funding is provided:**
  - Indicate whether the funding for the task order (not the CSDC charge) should be accepted reimbursable (Category I) or direct cite (Category II). If this information is not present, DTIC will accept all task order funds direct cite (Category II).
  - Funding going on contract for IAC MAC task orders or Basic Center of Operations (BCO) task orders may be accepted as direct cite or reimbursable, however, the CSDC must always be accepted as reimbursable.
  - CSDC is earned by DTIC to cover the costs of processing customer orders. Once earned and collected, CSDC will not be returned, even if the order is eventually cancelled by the customer.
- **5. Economy Act statement:** DTIC has implemented the new Intergovernmental Transaction (IGT) standards for GT&Cs established by the US Treasury. It is mandatory for the statutory authority for IGT to be stated on the funded order document. Place the statement below on all MIPRs.
  - "This order is an assisted acquisition under the Economy Act (31 U.S.C. 1535/FAR 17.5)"
- **Task order funding broken out in the description section in box 9b by:**
  - Labor:
  - PWS Tasks:
  - Travel:
  - PWS Tasks:
  - ODC/Material:
  - PWS Tasks:
- **Requesting Agency POCs:**
  - 6. Financial Budget POC: (Name, Phone, email)
  - 7. RA Sponsor/ACOR (Technical POC): (Name, Phone, email)
- **9. DoD Activity Address Code (DoDAAC):**
  - e.g. HJ4702
- **11. Funds Expiration Date for Obligation: Date by which DTIC must award contract or funds will be withdrawn**
  - e.g. 9/30/2020
- **12. Funds Period of Performance: 'Date to Date' or 'Date of Award to Date' or 'Date of Award for XX months'**
  - e.g. '4/1/2020 to 3/31/2021' or 'Date of Award to 3/31/2020' or 'Date of Award for 12 months'

**IMPORTANT:** You must list the PWS task number being funded regardless of the appropriation being used. MIPRs must also identify the Funds Period of Performance (date to date) or an estimated duration for the funds. For example, if the current contract burn rate is \$10,000/month and you fund \$100,000, the estimated duration is 10 months from date of award.

Verify the line of accounting (LOA) is valid and correct. Please note that MIPRs sent reimbursable (Category I) can only have one (1) task order line of accounting. A reimbursable CSDC line of accounting may be on the same MIPR since this funding is not awarded on the contract. Include the date funds expire for obligation purposes. This may be before the end of the appropriation's current period. For example, FY20/21 RDT&E funding provided for the work identified on the MIPR may expire for obligation purposes on September 30, 2020 vice September 30, 2021 and would need to be returned at the end of FY20 if no contract were awarded even though they remain current until the end of FY21. Verify the sending agency's BPN/DODAAC/DUNS number is present on the MIPR. DTIC's DODDAC is HJ4702 and DTIC's Buyer Seller Code (BSC) is B8M.

Verify the task order ceiling, period of performance, and obligation dates are valid and current.

Please make sure the MIPR is clear and legible.

Sign and date the MIPR and send to [dtic.belvoir.rm.mbx.iac-mipr@mail.mil](mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil). To facilitate receipt and tracking of incoming MIPRs, all funding documents (including amendments, revisions and corrections) must be sent from the Task Order ACOR to [dtic.belvoir.rm.mbx.iac-mipr@mail.mil](mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil). The subject line must include the MIPR number and RMS task order number.

**IMPORTANT: Do not submit an amendment (AMD) to a prior year MIPR for incremental funding. For example, if MIPR number MIPR1234 was submitted to DTIC in FY19 for \$100K, do not submit MIPR number MIPR1234 AMD1 to DTIC in FY20 for an increase of \$50K. Each fiscal year must start with a new basic MIPR number. Do not use the same MIPR number for multiple task orders. For example, if MIPR1234 was submitted for RMS # P1-20-XX01, do not submit MIPR1234 AMD1 for RMS# P1-20-XX02. A new MIPR number must be used since a different task order is being funded.**

For questions about how to send a MIPR, contact us at [dtic.belvoir.rm.mbx.iac-mipr@mail.mil](mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil)

**FY20 CSDC CALCULATION RULES (CSDC IS 0.8%):**

To calculate the FY20 CSDC: Multiply the amount of funding that will be placed on contract (whole dollars only, no cents) by 0.008.

For example:

\$919,000.00 to be added to fund the contract task order:

MIPR section 9a:	
Item No 0001(Labor)	= \$825,000
Item No 0002(Travel)	= \$ 23,000
<u>Item No 0003(ODC/Materials)</u>	<u>= \$ 71,000</u>
	= \$919,000

MULTIPLY \$919,000.00 by 0.008 = \$7,352.00

\$7,352.00 is the CSDC amount (Item No 0004)

Add \$7,352.00 and \$919,000.00 for a MIPR Total of \$926,352.00

To calculate Task Order Funding (Item NO 0001, 0002, 0003) and CSDC (Item No 0004) amounts when the MIPR Total is known:

\$926,352.00=Total Funds on MIPR (Item Nos 0001-0004);

Task Order Funding (Item Nos 0001-0003) =Total Funds on MIPR (\$926,352.00) DIVIDED by 1.008

Task Order Funding = \$919,000.00

CSDC=Total Funds on MIPR (\$926,352.00) MINUS Task Order Funding (\$919,000.00)

CSDC=\$7,352.00

## HOW TO SEND A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST:

DTIC accepts funding via military interdepartmental purchase request (MIPR). The MIPR must include the amount of funding to be placed on contract as well as the Customer Shared Direct Cost (CSDC). If two separate MIPRs are provided, task order funding will not be processed until the CSDC funding is received.

*Please follow the guidance above. Incorrect or incomplete MIPRs significantly impact our ability to get funding on contract quickly; in order to avoid errors, MIPRs must conform to the **MIPR checklist** and **MIPR template** or they may be rejected. If this is the first time you have sent a MIPR to DTIC, please send a draft to the mailbox listed above. This will save time on both sides.*

### How the Process Works

The funding agency sends the MIPR to DTIC through the RA Sponsor/ACOR. DTIC will only accept MIPRs if the RA Sponsor/ACOR) sends it or acknowledges it via email.

DTIC accepts the MIPR and sends a copy of the MIPR acceptance to the funding agency and to the contracting office.

The Contracting office puts the funds on contract and forwards the modification to the funding agency (Direct Cite) or DTIC (Reimbursable).