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 financial information necessary for DTIC to process MIPRs (SEE MIPR SAMPLE): to complete the 448. Please follow these guidelines prior to submission.

Block 4-enter the date you prepare the 448

Block 5-enter the MIPR number

Block 6-enter Basic, Amendment 1…..you cannot submit an incremental funding amendment for a prior year document

Block 7-enter the DTIC address which is as follows:
Defense Technical Information Center
ATTN: DTIC-I MIPR/IAA
8725 John J Kingman Road Suite 0944
Fort Belvoir, VA 22060

Block 8-enter your agency name, address and POC

Block 9b- examples of required information-

A. This document provides funding for: {RMS #: P1-21-2021}
B. Task Project Name: {Air Force ISR Innovation Study}
C. 7600A GT&C Number: {A2103-057-097-000005}
D. Task Order funding is provided: Direct Cite or Reimbursable

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).

E. This order is an assisted acquisition under the Economy Act, provide the following **Economy Act statement:**
This order is an assisted acquisition under the Economy Act (31 U.S.C. 1535/FAR 17.5)

Labor/Travel/ODC/Materials/CSDC Breakouts

Labor:

Travel:

ODC/Materials:

CSDC: 1.05% of the total for items above (calculations below)

CSDC funding is provided Reimbursable and please note that CSDC is ALWAYS reimbursable. CSDC is collected by DTIC to cover the costs of processing customer documents. Immediately upon receiving a MIPR, DTIC incurs costs to review, log, track, and process it; therefore CSDC funds cannot be returned, even if the order is cancelled by the customer.

Additionally, we do not accept cents on TAT funding, so if there are cents on your TAT amount we will return this amount in block 12b.

To calculate your FY21 CSDC:
Multiply the amount of funding that will be placed on contract (whole dollars only, no cents) by 0.0105.
For example:
$919,000.00 to be added to fund the contract task order:
MIPR section 9b:
Item No 0001(Labor) = $825,000
Item No 0002(Travel) = $ 23,000
Item No 0003(ODC/Materials) = $ 71,000
The total of Labor, Travel and ODC/Materials= $919,000
MULTIPLY $919,000.00 by 0.0105 = $9,649.50
$9,649.50 is the CSDC amount (Item No 0004)
Add $9,649.50.00 and $919,000.00 for a MIPR Total of $928,649.50

OR to calculate Task Order Funding (Item NO 0001, 0002, 0003) and CSDC (Item No 0004) amounts when the MIPR Total is known:
$928,649.50=Total Funds on MIPR (Item Nos 0001-0004);
Task Order Funding (Item Nos 0001-0003) =Total Funds on MIPR ($928,649.50) DIVIDED by 1.0105
Task Order Funding = $919,000.00
CSDC=Total Funds on MIPR ($928,649.50) MINUS Task Order Funding ($919,000.00) CSDC=$9,649.50)

F.DoD RDT&E Budget Activity:

Table 1. DOD RDT&E Budget Activity Codes

Code	Description
6.1	Basic Research
6.2	Applied Research
6.3	Advanced Technology Development
6.4	Adv. Component Development and Prototypes
6.5	System Development and Demonstration
6.6	RDT&E Management Support
6.7	Operational Systems Development
6.8	Software and Digital Technology Pilot Programs

Funding in codes 6.1 to 6.3 is referred to by DOD as the science and technology (S&T) budget. This portion of DOD RDT&E is often singled out for attention by analysts, as it is seen as the pool of knowledge necessary for the development of future military systems. DoDIAC contracts are S&T contracts.

G. Financial/Budget POC for Requesting Activity:
{Name, phone, email}

H. RA Sponsor/ACOR (Technical POC) of Requesting Activity
{Name, phone, email}

I. Agency Location Code (ALC): {00008522}-your ALC will be 8 digits

J. DoD Activity Address Code (DoDAAC): {HJ4702}
The IAC Program Office DoDACC is HJ4702 and the Buyer Seller Code (BSC) is B8M

K. Business/Trading Partner Number (BPN/TPN): {DODHJ4702}
Provide your agency BPN

L. Funds Expiration for Obligation Purposes: {9/30/2021}
Date by which DTIC must award contract or funds will be withdrawn

M. Funds Period of Performance: {10/1/2020 to 9/30/2021}
'Date to Date' or 'Date of Award to Date' or 'Date of Award for XX months'

N. DTIC FINANICAL POC EMAIL: dtic.belvoir.rm.mbx.iac-mipr@mail.mil

Block 11- this is the grand total of your MIPR. This should be the total breakout and CSDC funds.

Block 13-enter the complete address and DoDAAC of payment organization

Block 14-enter your line of accounting-this is an example:

Appropriation	Limit/Subhead	Supplemental Accounting Classification	Acctg Station DODAAD	AMT.
97X4930.002	NA1E	ADDITIONAL FINANCIAL DATA Do not include previous MIPR amt in 14 You may have multiple Direct Cite LOA's But only one Reimbursable TASK Order LOA	060258	$928,649.50

APPROPRIATION DATA: This is the description of the appropriation data in block 14
Department Code /BFY/EFY/Main Account/Sub-account (Treasury Accounting Symbol)
DTIC Appropriation Data: 097 20212022 0400 000
LIMIT/SUBHEAD DATA: Four character Sub-allocation Holder ID
DTIC Limit: 7900

Please do not submit MIPR's with more than six lines of accounting.

Block 15-this name must be the same individual as block 16 or you can use "For"

Block 16-enter signature here

Block 17-this date must be same as or after the date prepared in block 4

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. The TAT and CSDC MIPR should reference each other.

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 template. If we do not receive corrected MIPR's within two weeks, we will reject the MIPR.

If you submit an incorrect TAT number or line of accounting, we require an amendment 1 to draw down the error and then a new basic MIPR with the correct information.

All MIPR submissions should be emailed through the task order ACOR to
dtic.belvoir.rm.mbx.iac-mipr@mail.mil
For questions about how to send a MIPR, contact us at
dtic.belvoir.rm.mbx.iac-mipr@mail.mil

We are here to assist you.