



## RE-ALLOCATION OF FUNDS REQUEST

### BACKGROUND:

The request for funds reallocation can be required for several reasons.

- 1) Funds removed (deobligated) from a Task Order (TO)
- 2) Funds re-allocated between TOs (e.g. DT-16-1308 to DT-17-1425)
- 3) Funds re-allocated between CLINs (e.g. labor to travel) within the same contract year
- 4) Funds re-allocated from one Contract Year (CY) to another (e.g. base year to option year)

DoDIAC Customer Shared Direct Cost (CSDC) requirements for each scenario are:

- 1) **Re-Allocation between TOs:** CSDC is required for the amount allocated to the new TO
- 2) **Re-Allocation between CLINs (within the same CY):** No additional CSDC required
- 3) **Re-Allocation between CLIN changes between Option Years (OY):**
  - a. **Same contract and same funding amount:** No additional CSDC required.
  - b. **Additional funding on the new option:** CSDC is required

Accounting systems have issues creating de-obligation requests when funds are obligated in the system and therefore not available. Current business processes require the submission of “manual” DD448s and DD448-2s. The Re-allocation of Funds Request will replace “manual” forms and provide the funds holder’s official notification of their intent to reallocate funds shown as obligated in their accounting system.

The verified Re-Allocation Request provides Contracting the justification necessary to re-allocate funds as requested.

### PROCESS:

1. Funding Official: Validate Funding Document Number and Amount; Provide form to Assistant Contracting Officer Representative (ACOR);
2. ACOR and Vendor: Concur on the amount to be re-allocated and validate the Task Order, Option Year, CLIN and ACRN on which funds are available;
3. ACOR: Submit the Re-Allocation Request to the DoDIAC Contracting Officer’s Representative (COR);
4. COR: Concur and forward the request to the DoDIAC Financial Management Cell (FMC);
5. FMC: Conduct the accounting system verification and make any necessary accounting system adjustments;
6. FMC: Concur and forward Re-Allocation Request with the accounting system reports to 774 ESS;
7. FMC: Provide the Funding Official with an amended DD448-2 after a contract modification has been issued.

THIS IS A REQUEST ONLY. NO MANAGEMENT ACTION WILL OCCUR WITHOUT A CONTRACT MODIFICATION.



## RE-ALLOCATION OF FUNDS REQUEST

**1. This re-allocation will result in a:**

- Task Order Change\*
- CLIN Change
- Option Year Change\*
- Return of funds to the funds holder.

*\*Available funds will be reduced from the current option/TO. A new basic funding document will be required to reallocate funds to the new option year or task order.*

**2. Funding is currently available on:**

**MIPR/7600B #:** \_\_\_\_\_ **(Funding Official)**  
**Amount: \$** \_\_\_\_\_ **(Funding Official)**  
**Task Order:** \_\_\_\_\_ **(ACOR/Vendor)**  
**Option Year (OY):** \_\_\_\_\_ **(ACOR/Vendor)**  
**CLIN:** \_\_\_\_\_ **(ACOR/Vendor)**  
**ACRN:** \_\_\_\_\_ **(ACOR/Vendor)**

**3. Funding should be re-allocated to:**

- Re-allocated to: Option Year: \_\_\_\_\_ CLIN: \_\_\_\_\_ ACRN: \_\_\_\_\_ or;
- Re-allocated to: Task Order: \_\_\_\_\_ OY: \_\_\_\_\_ CLIN: \_\_\_\_\_ or;
- Return to the funds holder.

Representative:	Signature:	Date:
Agency Funds Certifying Official:		
ACOR:		
Vendor Representative:		
DoDIAC COR:		
DoDIAC FMC: (Accounting reports attached)		

Upon contracting approval a task order modification will be issued.



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**Amount: \$** \_\_\_\_\_ **(Funding Official)**  
**Task Order:** \_\_\_\_\_ **(ACOR/Vendor)**  
**Option Year (OY):** \_\_\_\_\_ **(ACOR/Vendor)**  
**CLIN:** \_\_\_\_\_ **(ACOR/Vendor)**  
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