**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.

Please follow these guidelines prior to submission.  These guidelines present the information requirements to process documents.  Agencies should only send funding documents that have been electronically generated by the Service ERP.

The following is the financial information necessary for DTIC to process MIPRs (SEE MIPR SAMPLE) to complete the DD448.

**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, POC, address,
telephone number and DoDACC

**Block 9b**- examples of required information-
A.  This document provides funding for: {RMS #: P1-22-2022}
B.  Task Project Name: {Air Force ISR Innovation Study}
C.  7600A GT&C Number: {A2210-057-097-000001}
D.  Task Order funding is provided: Direct Cite

> *Beginning in FY22 all task order funding will be accepted direct cite unless the funding agency has a statutory restriction or other compelling reason why funding cannot be direct cite.*

E.  Mandatory Statutory Authority for order: unless the RA has more specific purchasing authority, this order is an assisted acquisition under the Economy Act,  and the following statement must be provided in block 9b:
> 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: 1.00% 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.*

> *Enter the CSDC MIPR number on the direct cite MIPR (and vice versa), do NOT include CSDC in the block 11 grand total of the direct cite document.*

**To calculate your FY22 CSDC:**
Multiply the amount of funding that will be placed on contract (whole dollars only, no cents) by 0.01.
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 0.01 = $9,190
$9,190 is the CSDC amount (Item No 0004)
Add $9,190 and $919,000.00 for a MIPR Total of $928,190

OR to calculate Task Order Funding (Item NO 0001, 0002, 0003) and CSDC (Item No 0004) amounts when the MIPR Total is known:
$928,190=Total Funds on MIPR (Item Nos 0001-0004);
Task Order Funding (Item Nos 0001-0003) =Total Funds on MIPR ($928,190) DIVIDED by 1.01
Task Order Funding = $919,000.00
CSDC=Total Funds on MIPR ($928,190) MINUS Task Order Funding ($919,000.00) CSDC=$9,190) DoD RDT&E Budget Activity:

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): {HJ4701}
   The IAC Program Office DoDACC is HJ4702 and the Buyer Seller Code (BSC) is B8M

K. Business/Trading Partner Number (BPN/TPN): {DODHJ4701}
   Provide your agency BPN

L. Funds Expiration for Obligation Purposes: {9/30/2022}

   Date by which DTIC must award contract or funds will be withdrawn. This may be earlier than the appropriation's POA.

M. Funds Period of Performance: {10/1/2021 to 9/30/2022}

   'Date to Date' or 'Date of Award to Date' or 'Date of Award for XX months'

N. DTIC Financial POC Email: dtic.belvoir.rm.mbx.iac-mipr@mail.mil

Block 11 – this is the grand total of your MIPR, either the contract cost total breakout or the CSDC funds.

Block 13 – enter the complete address and DoDACC of the 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 | 060258 | $928,190 |
| | | Do not include previous MIPR amt in 14 | | |
| | | You may have multiple Direct Cite LOA's | | |
| | | But only one Reimbursable TASK Order LOA | | |

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 20222023 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 or the Customer Shared Direct Cost (CSDC). Two separate MIPRs are required and task order funding will not be processed until the CSDC funding is received. The TAT and CSDC MIPR must 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 a Request for Funds Re-allocation (RFR) Memo to draw down the error and then a new basic MIPR with the correct information.

All MIPR submissions should be emailed by 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.

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