

**FY24 MIPR GUIDANCE**

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

-----  
**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.**  
 -----

**NOTE:** The guidelines below only reflect the required information needed for DTIC to process a MIPR. Please ensure that you follow your organizations guidance when preparing MIPR’s, this instruction does not include what is required at the organizational level. It is the responsibility of the individual generating the MIPR to ensure all information required by their entity is included on the MIPR to ensure their Comptroller signature.

Block 4:	Enter the Date the DD448 was prepared				
Block 5:	Enter the MIPR number				
Block 6:	Enter Basic or applicable amendment number. <b>NOTE:</b> You cannot submit an incremental funding amendment for a prior year document.				
Block 7:	<b>Defense Technical Information Center ATTN: DTIC-I MIPR/IAA 8725 John J Kingman Road Suite 0944 Fort Belvoir, VA 22060</b>				
Block 8:	Funding Entity Name: Point of Contact: Address: Telephone Number: Funding Agency DoDAAC:				
Block 9:	Mark applicable boxes				
Block 9b:	<b>REQUIRED INFORMATION THAT MUST BE IN BLOCK 9b:</b>				
	<b>GT&amp;C Agreement #:</b>	Enter the General Terms and Conditions (GT&C) Number from FS Form 7600A			
	<b>Funding Period of Performance:</b>	This should be the anticipated full length of time for the Project, the continuation page identifies the length of time the funding is expected to last (duration)			
	<b>Project Name:</b>	The Project Name is associated with the work being performed, not to be confused with the overall PWS title or PWS task title(s).			
	<b>Statue Authority:</b>	<b>This order is an assisted acquisition under the Economy Act (31 U.S.C. 1535/FAR 17.5).</b> <i>NOTE: Unless the requesting agency has more specific purchasing authority, this is an assisted acquisition under the Economy Act and use the language above)</i>			
	<b>Amount:</b>	Enter total amount to be applied to the Task Order			
	<b>CSDC:</b>	If CSDC is included on the same MIPR, enter the amount allocated for CSDC as a separate line item. If the CSDC is submitted separately, annotate CSDC MIPR corresponding to this Task Order funding MIPR on Supplemental MIPR Notes (II.g).			
Block 11:	Grand total of MIPR – Enter the total amount of this MIPR.				
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	Accounting Station DODAAD	Amount
	97X4930.002	NA1E	ADDITIONAL FINANCIAL DATA -Do not include previous MIPR amt in 14. -You may have multiple Direct Cite LOA's -But only 1 Reimbursable Task Order LOA	060258	\$922,676.75
	<b>NOTE: Please do not submit MIPR’s with more than six lines of accounting.</b>				
Block 15:	Name must be the same individual as block 16 or you can use “For”				
Block 16:	Enter signature				
Block 17:	This date must be same as or after the date prepared in block 4				

**ADDITIONAL TRADING PARTNER INFORMATION:** The following additional information is necessary for DTIC to process, accept, and obligate MIPRs, for task order funding and should be provided on the **Supplemental MIPR Notes** (<https://dodiac.dtic.mil/resources/#templates>). Only one Supplemental MIPR Notes form needs to be provided per MIPR/CSDC submittal.

**I. General Information**

- a. **Task Order Number:** Enter Task Order Number {FA8075-XX-F-XXXX}. If funding is for a new task order award, annotate "**New Task Order Award**"
- b. **IAC RMS Number:** {P1-22-2022}

**II. Funds Allocation for this action.** Only include amount being allocated for this action (*e.g.*, If this is an increase of the Basic MIPR, only include increased amounts. See section VI. For grand total on Basic plus MIPR Amendment(s)).

- a. **Labor:** {Enter amount allocated for Labor}
- b. **Materials:** {Enter amount allocated for Materials}
- c. **Travel:** {Enter amount allocated for Travel}
- d. **Equipment:** {Enter amount allocated for Equipment}
- e. **CSDC:** Only enter amount allocated for CSDC, if included on this MIPR. The CSDC may be submitted on a separate MIPR. See Guidance below on how to calculate the CSDC amount.  
**NOTE:** CSDC is ALWAYS reimbursable. Once a MIPR is submitted, DTIC incurs cost, therefore, CDSC funds will not be returned.
- f. **Total amount for this action:** This information is auto calculated based on inputs from II.a. through II.e.
- g. **Corresponding CSDC/Direct Cite MIPR Number:** If Task Order MIPR (Direct Cite) and CSDC (Reimbursable Cite) MIPR are submitted on individual MIPRs, annotate one of the following:
  - i. CSDC MIPR # that corresponds with the Task Order Funding MIPR, or
  - ii. Task Order Funding MIPR # that corresponds with the CSDC MIPR

**III. Project Information**

- a. **Is Project Severable or Non-Severable:** Identify if the project is Severable or Non-Severable

**IV. Other Financial Information**

- a. **DoD RDT&E Budget Activity:** Enter the applicable code {6.1 through 6.8}. See DoD RDT&E Budget Activity Codes table below
- b. **Financial/Budget POC for Requesting Activity:**
  - i. **Name:** {Enter Requesting Activity's Financial/Budget POC}
  - ii. **Phone:** {Enter Requesting Activity's Financial/Budget Phone}
  - iii. **Email:** {Enter Requesting Activity's Financial/Budget Email}
- c. **Agency Location Code (ALC):** Enter your ALC {00008522} This will be an 8-digit number
- d. **DoD Activity Address Code (DoDAAC):** Enter the DoDAAC of the unit receiving the work, this may be a separate (or the same) DoDAAC as the one listed in block 8 and 13 of the DD 448.
- e. **Business/Trading Partner Number (BPN/TPN):** {DODHJ4702}
- f. **Task Order Funding is Provided:** Check appropriate box for Reimbursable (CAT I) or Direct Cite (CAT II)
- g. **Funds Expiration for Obligation Purposes:** Enter Date by which funding must be obligated on contract or funds will be withdrawn {09/30/2024}. This may be earlier than the appropriation's POA.
- h. **Funds Estimated Duration:** Enter the amount of time funds are expected to last {12 months from date of award}.

**V. Designated Alternate Contracting Officer (ACOR) on the Task Order**

- a. **Name:** {Enter name of Designated ACOR}
- b. **Phone:** {Enter ACOR's phone number}
- c. **Email:** {Enter ACOR's email address}

**HOW TO SEND A MILITARY INTERDEPARTMENTAL PURCHASE REQUEST:**

All MIPR submissions MUST be emailed by the task order ACOR to: [dtic.belvoir.rm.mbx.iac-mipr@mail.mil](mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil)

Questions about submitted MIPR should be sent to the above email address via ACOR.

**NOTE:** Task order funding will not be processed until the CSDC funding is received. The task order and CSDC MIPR must reference each other.

**NOTE:** Incorrect or incomplete MIPRs significantly impact our ability to get funding on contract. In order to avoid errors, MIPRs must conform to the MIPR Guidance above. If we do not receive corrected MIPRs within two weeks, we will reject the MIPR.

**NOTE:** If incorrect information on the DD 448 is submitted and accepted by DTIC, a MIPR Amendment or RFR ([https://dodiac.dtic.mil/wp-content/uploads/2021/10/06\\_Re-allocation-Request-Memo.pdf](https://dodiac.dtic.mil/wp-content/uploads/2021/10/06_Re-allocation-Request-Memo.pdf)) and a New MIPR will be required. Any incorrect information submitted on the Supplemental MIPR Notes form, an update is required on the Supplemental MIPR Notes form. The purpose of the MIPR Amendment or RFR is to draw down, or zero out, the incorrect information contained within the DD Form 448

**HOW TO CALCULATE TOTAL MIPR AMOUNT:**

**Calculate CSDC Amount based on task order funding (Labor/Travel/Equipment/Materials)**

Multiply the amount of funding that will be placed on contract by the current CSDC Rate.

**For example:**

A total of \$919,000.75 is to fund the contract task order (Labor/Travel/Equipment/Materials):

CSDC Amount is: MULTIPLY \$919,000.75 by 0.004 = \$3,676.00

Total Amount: Add \$3,676 and \$919,000.75 for a total of \$922,676.75

**NOTE: FY23 CSDC Rate should be calculated at a rate of 0.40%**

**DOD RDT&E BUDGET ACTIVITY:**

<b>Table 1. DoD RDT&amp;E Budget Activity Codes:</b>	
<b>CODE</b>	<b>DESCRIPTION</b>
6.1	Basic Research
6.2	Applied Research
6.3	Advanced Technology Development
6.4	Advanced 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