



REMOVE/REALLOCATE FUNDS REQUEST

BACKGROUND:

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 Remove/Reallocate Funds Request (RFR) replaces those “manual” forms and provides the funds holder’s official notification of their intent to re-allocate funds that are shown as obligated in their accounting system. The verified RFR provides Contracting the justification necessary to re-allocate funds.

The RFR can be utilized for two reasons:

1. Remove (de-obligate) funds from a Task Order (TO)
2. Reallocate funds between CLINs (e.g. labor to travel).

Customer Shared Direct Cost (CSDC) fee is **not required for the reallocation of funds.**

PROCESS for *Direct Cite* Task Order Funding (CAT II):

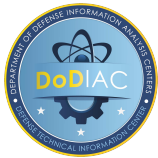
1. On the RFR Form, select whether the funds are “Direct Cite” or “Reimbursable.”
2. Select “De-obligation of Funds” or “Reallocation of Funds.”
3. Identify the Funding Document Number, Task Order Number, RMS Number, CLIN/SLIN, ACRN, and total amount available for the requested action.
4. For a “Reallocation of Funds” identify the CLIN/SLIN and ACRN where the funding amount should be re-allocated to. Mark if “Not Applicable”.
5. The following individuals shall review and concur the RFR information via signature: Agency Funds Certifying Official, Vendor Representative, and Alternate Contracting Officer Representative (ACOR).
6. The ACOR will submit the completed RFR form to 55cons.774ESS.DirectCiteRFR@us.af.mil and dtic.belvoir.rm.mbx.IAC-MIPR@mail.mil.
7. Upon receipt a task order modification will be completed by a 774 ESS Contracting Officer (CO).

PROCESS for *Reimbursable* Task Order Funding (CAT I):

1. Complete steps 1-5 as detailed above.
2. The ACOR will submit the completed RFR to the DoDIAC Contracting Officer’s Representative (COR);
3. The DoDIAC COR will review, concur, and forward the request to the DoDIAC Financial Management Cell (FMC);
4. The DoDIAC FMC will review, concur, and forward the completed RFR with the accounting system reports to 774 ESS;
5. Upon receipt a task order modification will be completed by a 774 ESS CO.
6. The DoDIAC FMC will provide the Funding Official with an amended DD448-2 after a contract modification has been issued.

THIS IS A REQUEST ONLY.

NO FINANCIAL ACTION WILL OCCUR WITHOUT A CONTRACT MODIFICATION.



REMOVE/REALLOCATE FUNDS REQUEST (RFR)

1. These funds are: ☐ Direct Cite (CAT II) ☐ Reimbursable (CAT I)

2. This action will result in a: ☐ De-obligation of Funds* ☐ Reallocation of Funds

**Available funds will be removed from the CLIN/SLIN/ACRN specified below. A new basic funding document will be required to reallocate funds to a new option year or task order.*

3. Funding is currently available on:

MIPR/7600B#:

Amount:

Task Order#: FA8075 ____ F _____

CLIN/SLIN:

ACRN:

RMS#:

4. Funding should be reallocated to:

CLIN/SLIN:

ACRN:

5. Route Document for Signatures:

Representative:	Signature
Agency Funds Certifying Official:	
Vendor Representative:	
ACOR: *Route to 55cons.774ess.directciterfr@us.af.mil and dtic.belvoir.rm.mbx.iac-mipr@mail.mil	

6. Additional Signatures Required for *Reimbursable* funds only.

Representative:	Signature
DoDIAC COR:	
DoDIAC FMC:	

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