



## 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 (eg. Labor to travel) or de-obligate funds. Do not submit an RFR form and 448 for the same de-obligation/reallocation request.

**Note:** It is the responsibility of the **ACOR or Representative with knowledge of the task order** to obtain the signatures of the Agency Funds Certifying Official and the Vendor Representative.

### 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.**

**For up to 10 MIPRs on the same contract/DO please submit 1 RFR with an excel sheet with the MIPR #'s, CLINs, SLINs, ACRNs, and De-obligation Amounts.**

### PROCESS for DE-OBLIGATION AND RE-ALLOCATION:

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. Enter the following information for block 3: MIPR #, Task Order Number, RMS Number, CLIN/SLIN, ACRN, and de-obligation amount 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). For Reimbursable only: DoDIAC COR and FMC will provide additional approvals.
6. The ACOR will submit the completed RFR form to [55cons.774ESS.DirectCiteRFR@us.af.mil](mailto:55cons.774ESS.DirectCiteRFR@us.af.mil) and [dtic.belvoir.rm.mbx.IAC-MIPR@mail.mil](mailto: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).
8. The DoDIAC FMC will provide the Funding Official with an amended DD448-2 after a contract modification has been issued for de-obligation.

**THIS IS A REQUEST ONLY.**

**NO FINANCIAL ACTION WILL OCCUR WITHOUT A CONTRACT MODIFICATION.**

**RFR V3 20251009**



## REMOVE/REALLOCATE FUNDS REQUEST (RFR)

**1. These funds are:**

**Direct Cite (CAT II) or Reimbursable (CAT I)**

**2. This action will result in a:**

☐ **De-obligation of Funds\*or** ☐ **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#:**

**OPTIONAL: CLIN/SLIN(s) #2:**

**Amount(s) #2:**

**4. Funding should be reallocated to:**

**CLIN/SLIN:**

**ACRN:**

**5. Route Document for Signatures:**

Representative:	Signature
Agency Funds Certifying Official:	
Vendor Representative:	
ACOR: <small>*Route to <a href="mailto:55cons.774ess.directciterfr@us.af.mil">55cons.774ess.directciterfr@us.af.mil</a> and <a href="mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil">dtic.belvoir.rm.mbx.iac-mipr@mail.mil</a></small>	

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

Representative:	Signature
DoDIAC COR:	
DoDIAC FMC:	

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