**FY27 FUNDING DOCUMENT GUIDANCE**

# Table of Contents


Important Updates ..... 1

Sample MIPR Fields ..... 2

Supplemental Funding Document Note Instructions ..... 3-4

How to Submit a Funding Document ..... 5

How to Submit a G-Invoicing Order ..... 5

CSDC Calculation and Deobligations ..... 5

Budget Activity Codes and Key Terms ..... 6


## IMPORTANT UPDATES:

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.**

**Beginning in FY27, the Supplemental Funding Document Notes is required documentation for all Task Order Funding submissions.**

**Submitting with a MIPR: all MIPRs or manual 7600Bs must contain a single line of accounting. Task order funding (both Direct Cite or Reimbursable) cannot be submitted on the same funding document as the CSDC. Follow on amendments must increase the basic line of accounting vice adding a new line to the MIPR.**

**Submitting an order through G-Invoicing: all G-Invoicing orders must contain a single line of accounting. Amendments to increase funding cannot be accepted, and should be submitted as a basic order. A copy of the order must be sent to dtic.belvoir.rm.mbx.iac-mipr@mail.mil with ACOR approval.**
*****Please reference page five of this guidance for correct G-Invoicing order routing in FY27*****

**All reimbursable task order funding must be submitted with a Capital Asset Questionnaire, with signature from either the ACOR or RA on page 5.**

**Submitting a Direct Cite PR through PRDS: Direct Cite PRs must contain all of the required information established in this guidance. The PR must be sent through PRDS to the DODAAC FA8075, and a copy of the PR must be sent to dtic.belvoir.rm.mbx.iac-mipr@mail.mil with ACOR approval.**

*****Any PR not sent to the DTIC MIPR inbox will not be processed for award*****

NOTE: The guidelines below only reflect the required information needed for DTIC to process a funding document. Please ensure that you follow your organization's guidance when preparing a funding document, this instruction does not include what is required at the organizational level. It is the responsibility of the individual generating the funding document to ensure all information required by their entity is included on the funding document to ensure their Comptroller signature. This guidance is applicable to all funding documents, to include MIPRs, 7600Bs, G-Invoicing orders, and Direct Cite PRs, the below examples correlate to the fields of a MIPR.

# FY27 FUNDING DOCUMENT GUIDANCE

## SAMPLE MIPR FIELDS:

Block 4: Enter the date the funding document was prepared

Block 5: Enter the funding document number

Block 6: Enter Basic or applicable amendment number. Clearly state the intent of the AMD in block 9b, if applicable.
NOTE: You cannot submit an incremental funding amendment for a prior year document.

Block 7: Defense Technical Information Center ATTN: DTIC-I MIPR/IAA
8725 John J Kingman Road Suite 0944 Fort Belvoir, VA 22060

Block 8: Funding Entity Name:
Point of Contact:
Address: Telephone Number: Funding Agency
DoDAAC:
Mark applicable boxes

Block 9: REQUIRED INFORMATION THAT MUST BE IN BLOCK 9b:

Block 9b:

GT&C Agreement #: Enter the General Terms and Conditions (GT&C) Number from FS Form 7600A for Reimbursable and Direct Cite funding documents. The GT&C may also be placed on the Supplemental Funding Document Notes.

Funding Period of Performance: 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)

Project Name: The Project Name is associated with the work being performed, not to be confused with the overall PWS title or PWS task title(s).

Statue Authority: This order is an assisted acquisition under the Economy Act (31 U.S.C. 1535/FAR 17.5).
NOTE: Unless the requesting agency has more specific purchasing authority, this is an assisted acquisition under the Economy Act and use the language above

Amount: Enter total amount to be applied to the Task Order

CSDC: Annotate the MIPR or G-Invoicing order number which provides CSDC. If submitted through G-Invoicing, please clearly state that the CSDC is provided on G-Invoicing order OXXXXXXXXXXXXXXX.

Block 11: Grand total of MIPR – Enter the total amount of this funding document.

Block 13: Enter the complete address and DoDACC of the payment organization. Enter your line of accounting-this is an example:

Block 14:

| Appropriation | Limit/ Subhead | Supplement Accounting Classification | DODAAD | Amount |
|---|---|---|---|---|
| | | ADDITIONAL FINANCIAL DATA | | |
| 97X4930.002 | NA1E | -Do not include previous MIPR amt in 14.<br>-You may only have one LOA for both Direct Cite or Reimbursable | 060258 | $928,190.76 |

IMPORTANT: Please do not submit funding documents with more than one line of accounting.

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

# FY27 FUNDING DOCUMENT GUIDANCE

## SUPPLEMENTAL FUNDING DOCUMENT NOTE INSTRUCTIONS:

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

**I. General Information**

a. **GT&C / 7600A Number:**
b. **MIPR Number:** Found on block 5 of the 448 or block 1 of the 7600B
c. **Basic or Amendment:** Found on block 6 of the 448 or block 1 of the 7600B
d. **IAC MAC RMS Number:** {P1-XX-XXXX}
e. **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**"

**II. Project Information**

a. **Is the Project Severable or Non-Severable:** If non-severable and using funds other than RDT&E, the project shall be fully funded.
b. **Is the Project New or Existing?** New Projects must complete all items in II.c. Existing projects skip II.c. and complete section II.d.
c. **New Project Ceiling Information:** Input the ceiling amounts estimated for the duration of the project
   i. **Project Title:** The project Title should carry from MIPR through the modification, to the MSR/PMP deliverables
   ii. **Est. Project Duration:** Total estimated time the project will take to be completed
   iii. **New Project Ceiling Costs:** Estimated ceiling (ceiling is NOT the increment of funding it is total estimated costs) for the entire project. Include the total estimated costs for the duration of the project; this will set the not to exceed ceiling cost for the new project. If this is a severable project and funded with annual appropriations, provide the ceiling for a timeline not to exceed 12 months.
      - **Labor**: {Enter total ceiling allocated for Labor}
      - **Materials**: {Enter total ceiling allocated for Materials}
      - **Travel**: {Enter total ceiling allocated for Travel}
      - **Equipment**: {Enter total ceiling allocated for Equipment}
d. **Total amount for this action**: This information is auto calculated based on inputs from III.a – III.d.
e. **Brief Summary of New Project Scope:** Attach the SOW, SOO, PWS, or detailed description of the work to be completed. *The project scope must be detailed.*

**III. Funds Allocation for this action (Task Order Specific Funding)**. Only include amount being allocated for this funding action (*e.g.,* If this is an increase of the Basic funding document, only include increased amounts, do not include funds already obligated)

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. **Total amount for this action**: This information is auto calculated based on inputs from II.a. through II.d.

**IV. Other Financial Information**

a. **CSDC Calculation**: This is auto calculated based on the CSDC percentage in the upper-right corner and the totals input into section III.
b. **Corresponding CSDC MIPR Number**: CSDC MIPR/G-Invoicing order that corresponds with the Task Order Funding document
c. **DoD RDT&E Budget Activity:** Enter the applicable code {6.1 through 6.8}. See DoD RDT&E Budget Activity Codes table below
d. **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}
e. **Agency Location Code (ALC)**: Enter your ALC {00008522} This will be an 8-digit number
f. **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.
g. **Business/Trading Partner Number (BPN/TPN)**: {DODHJ4702}
h. **Task Order Funding is Provided**: Check appropriate box for Reimbursable (CAT I) or Direct Cite (CAT II). This is only applicable towards the Task Order funding
i. **Funds Expiration for Obligation Purposes**: Enter Date by which funding must be obligated on contract or funds will be withdrawn {09/30/2026}. This may be earlier than the appropriation's POA.
j. **Funds Estimated Duration**: Enter the amount of time funds are expected to last {e.g. 3 months from date of award, 12 months from date of award, etc}.

**V. Designated Alternate Contracting Officer Representative (ACOR)**

a. **Name**: {Enter name of Designated ACOR}

**NOTE: The designated ACOR must re-sign the supplemental when corrections are required**

# FY27 FUNDING DOCUMENT GUIDANCE

## HOW TO SUBMIT A FUNDING DOCUMENT:

All funding document submissions MUST be emailed to **dtic.belvoir.rm.mbx.iac-mipr@mail.mil.**
ACOR Concurrence is required for the processing of all funding document. ACOR concurrence can be provided by email or by a signed supplemental form, and must be apparent in the funding submission email. **Funding documents without ACOR approval will not be processed.**

Questions about submitted funding documents 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 funding documents must reference each other.**

**NOTE**: Incorrect or incomplete funding documents significantly impact our ability to get funding on contract. In order to avoid errors, funding documents must conform to the Funding Document Guidance above. If we do not receive corrected funding documents within two weeks, the funding documents will be returned without action.

**NOTE**: If incorrect information on the funding document is submitted and accepted by DTIC, an Amendment or RFR (https://dodiac.dtic.mil/wp-content/uploads/2021/10/06_Re-allocation-Request-Memo.pdf) and a new funding document will be required. Any incorrect information submitted on the Supplemental Funding Document Notes form, an update is required on the Supplemental Funding Document Notes form.

## HOW TO SUBMIT A G-INVOICING ORDER IN FY27:

A copy of the G-Invoicing order MUST be emailed to **dtic.belvoir.rm.mbx.iac-mipr@mail.mil.** ACOR concurrence can be provided by email or by a signed supplemental form, and must be apparent in the funding submission email.

In FY27, all G-Invoicing orders MUST be routed to the Washington Headquarters Services operating unit of G-Invoicing. The routing for submission is as follows:

- Agency Account: Washington Headquarters Services
- Group Name & Description: Defense Technical Information Center (DTIC)_02 – HJ4702- DTIC (IAC)
- ALC: 97008003

Submission to the Washington Headquarters Services Agency Account of G-Invoicing may require the establishment of a new GT&C in G-Invoicing. To initiate the creation of a new GT&C, the task order ACOR must contact dtic.belvoir.iac.mbx.iac-7600a@mail.mil.

***Do not submit orders to the Defense Technical Information Center Agency Account. Orders submitted to this Agency Account cannot be processed in FY27 and must be rejected and resubmitted to the Washington Headquarters Services Agency Account.***

## HOW TO CALCULATE TOTAL FUNDING DOCUMENT AND CSDC 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 0.01 = $9,190.01

Total Amount: Add $9,190.01 and $919,000.75 for a total of $928,190.76

**NOTE: FY27 CSDC Rate should be calculated at a rate of 1.00%**
**NOTE: CSDC is *ALWAYS* reimbursable. Once a funding document is submitted, DTIC incurs cost, therefore, CDSC funds will not be returned if funding is obligated.**

## DEOBLIGATIONS AND REALLOCATIONS

**All deobligation/ reallocation actions must be submitted through the use of the RFR form. Contract modifications require an RFR to be accomplished. Customers may continue to generate amendments to capture the changes in their financial systems, but an RFR is also required to accomplish the contractual action.**

## 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 | 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 |

**Severable and Non Severable:**

(a) " Severable services" means services that are continuing and ongoing in nature—such as help desk support, maintenance, or janitorial services—for which benefit is received each time the service is rendered.

(b) "Non-severable services" means work that results in a final product or end-item and for which benefit is received only when the entire project is complete, such as systems design, building conversion, or environmental study.

(c) Contracts for severable services may cross fiscal years if the period of performance (excluding options) is no more than 12 months.

(d) Contracts for goods or non-severable services are not similarly limited Source: Acquisition.Gov 532.703 Contract funding requirements.

Please refer to appropriate supporting Financial Management Regulations for further explanation.

**Direct Cite and Reimbursable:**

For the determination of whether to use Direct Cite or Reimbursable, please refer to the original documentation.

Direct Cite: The Requesting Agency (RA) is responsible for maintaining accounting functions, as specified in the contract that includes the RA's Line of Accounting.

Reimbursable: The performing entity maintains accounting functions, while the RA provides reimbursement to the performing entity.