

# INTERAGENCY AGREEMENTS



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## **1. INTRODUCTION**

An interagency agreement is a request and acceptance for goods or services between DoD components or between a DoD component and a Non-DoD federal agency. The agreement is usually established using a Military Interdepartmental Purchase Request (MIPR) DD 448 and MIPR acceptance DD 448-2.

Each interagency agreement must contain the following:

- A description of goods and services ordered, with specific quantities and/or a definite period of performance.
- Approval by the appropriate authority to procure the required goods and
- Description of how the goods and services meet the bona fide need of the ordering activity.
- Appropriate funding with respect to purpose, time, and amount.
- Approval of advance payments when authorized by the Department of Defense Financial Management Regulation (DoD FMR).

## **2. SUPPORT AGREEMENT**

The head of the requiring activity must determine if it's in the best interest of the Army to request support from another agency. The manner in which the determination is made differs for agreements with DoD agencies and agreements with Non-DoD agencies.

**Interservice Support with DoD agencies.** DoD activities can provide support to other DoD activities when the head of the requiring activity determines it would be in the best interest of the United States Government. The head of a requiring activity is a person who has authority over personnel and material requiring the support. For example, at the installation level, that person is an Army Garrison Commander who can further delegate their authority. According to the DoD Instruction 4000.19, the determinations are signified by signing a support agreement (blocks 8 and 9 on DD Form 1144). No further written determinations are required for agreements between DoD activities.

**Intragovernmental Support with Non-DoD activities.** DoD activities may enter into a support agreements with Non-DoD federal agency when proper funding is available to pay for the support, it is in the best interest of the United States Government, the supplying activity is able to provide the support, the support cannot be provided as conveniently or cheaply by a commercial enterprise, and it does not conflict with any other agency's authority. These determinations must be approved by the head of the major organizational unit ordering the support and attached to the agreement. This

authority may be delegated, although designees may not be lower than Senior Executive Service (SES), Flag or General Officer.

### **3. STATUTORY AUTHORITY**

The Economy Act provides authority for federal agencies to order goods and services from other federal agencies (including other Military Departments and Defense Agencies) and to pay the actual costs of those goods and services. Within DoD, an activity that is part of a Military Department or a Defense Agency may place an order with a different Military Department, Defense Agency, or another federal agency for goods or services under the authority of the Economy Act. Orders within the same Military Department or DoD Component are handled informally and are not subject to the provisions of the Economy Act.

Placement of orders for goods and services with Non-DoD federal agencies may be accomplished outside the authority and provisions of the Economy Act, but only if there is specific, applicable statutory authority for the order. Non Economy Act authorities include:

- Government Management Reform Act (GMRA) - 31 U.S.C. § 502
- Franchise Fund - P.L. 103-356, Sec. 403
- Acquisition Services Fund – P.L. 109-313\_updated 6-April-09
- Federal Prison Industries - 18 U.S.C. §§ 4121-4128

If specific authority does not exist for a transaction, the default legal authority will probably be the Economy Act.

### **4. DIRECT AND ASSISTED ACQUISITION**

Direct acquisition is a task or delivery order placed by a DoD official under a contract awarded by a Non-DoD agency. The term includes an order placed against the General Services Administration Federal Supply Schedules (GSA FSS). Assisted acquisition is a contract awarded or a task or delivery order placed on behalf of DoD by another federal agency. Executing an order with the General Services Administration (GSA) to be placed on contract is an assisted acquisition.

### **5. INTERAGENCY ACQUISITION REQUIREMENT**

According to the Federal Acquisition Regulation (FAR) Subpart 17.5, interagency acquisition is a procedure by which an agency needing supplies or services (the requiring agency) obtains them from another agency (the servicing agency). There are two types of interagency acquisitions (1) interagency acquisitions under the Economy Act (2) interagency acquisitions issued in accordance with legal authority other than the

Economy Act (Non-Economy Act). Due to the limited information on interagency acquisitions under the authorities other than the Economy Act, the primary emphasis will be interagency acquisitions under the Economy Act. In addition, the Army policy for Contracts or Delivery Orders Issued by a Non-DoD Agency which entails both Economy and Non Economy Act acquisitions will be included.

Economy Act Acquisitions. The FAR Subpart 17.5 and the Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 217.5 requires a written justification known as a Determination and Finding (D&F) to be completed and executed before placing an Economy Act order for supplies or services to another federal agency (including Military Departments and Defense Agencies). The D&F documents the specific rationale and required justification for use of an interagency acquisition. The requiring activity must prepare a D&F addressing the following elements:

- Use of an interagency acquisition is in the best interest of the Government; and
- The supplies or services cannot be obtained as conveniently or economically by contracting directly with a private source
  
- If the Economy Act order requires contract action by the servicing agency, the D&F must also include a statement that at least one of the following circumstances applies:
  - The acquisition will appropriately be made under an existing contract of the servicing agency, entered into before placement of the order, to meet the requirements of the servicing agency for the same or similar supplies or services;
  - The servicing agency has capabilities or expertise to enter into a contract for such supplies or services which is not available within the requesting agency; or
  - The servicing agency is specifically authorized by law or regulation to purchase such supplies or services on behalf of other agencies.

According to the Defense Finance Accounting Service - Indianapolis (DFAS-IN) Regulation 37-1, Chapter 12, the head of the ordering activity may delegate the approval of the D&F only as follows:

- If the servicing agency is covered by the Federal Acquisition Regulation (FAR), the D&F should be approved at a level no lower than SES, Flag or General Officer at the requiring activity. In the event the requiring activity does not have an SES, Flag or General Officer, the commander or director of the requiring activity should approve the D&F. If the servicing agency is not covered by the FAR, approval of the D&F may not be delegated below the senior procurement executive of the requiring agency. Program managers shall be responsible for ensuring that a documented D&F statement is provided prior to committing and obligating funds on orders placed outside the Army. The head of the ordering activity (the commander of the installation issuing the order outside of Army) or designee is responsible for the contents, approval, or accuracy of the documented D&F statement.

Contracts or Delivery Orders Issued by a Non-DoD Agency. The DFARS 217.78, Army Federal Acquisition Regulations (AFARS) 5117.78, and the Army Policy on Proper Use of Non-DoD Contracts memorandum, dated July 12, 2005, prescribes policy for the acquisition of supplies and services through the use of contracts or orders issued by Non-DoD federal agencies. The Army policy and procedures require a written certification for use of Non-DoD contract vehicles when procuring supplies or services on or after January 1, 2005, for amounts greater than the simplified acquisition threshold (SAT) (the generally applicable SAT currently is \$100,000). The head of the requiring activity (O6/GS-15 level or higher) must execute a written certification prior to the placement of a direct or assisted acquisition order. The following elements must be included in the written certification:

- The order is in the best interest of the Army considering the factors of availability of a suitable DoD contract vehicle, ability to satisfy customer requirements, delivery schedule, cost effectiveness and price (including any discounts and fees), contract administration (including ability to provide contract oversight), socio-economic opportunities, the comparative costs of using a DoD, as opposed to a Non-DoD contractual instrument – to include administrative fees charged by the Non-DoD activity, and any other applicable considerations;
- The supplies or services to be provided are within the scope of the Non-DoD contract;
- The proposed funding is appropriate for the procurement and is being used in a manner consistent with any appropriation limitations;
- The contracting officer at the servicing organization has been informed of all applicable DoD unique procurement requirements and has agreed to incorporate terms and conditions into the order or contract to ensure compliance; and
- Management review and approval requirements as designated in the policy have been completed.
- Collecting data on the use of assisted acquisitions for analysis.

The requiring activity shall prepare this certification with the assistance of the contracting officer and the fund authorizing official and shall obtain these individuals' written coordination upon certification. Further guidance can be found on <http://www.acq.osd.mil/dpap/specificpolicy/attachments/armypolicyuseofnon-dodcontracts.pdf>

It is possible that a Non-DoD interagency acquisition must also comply with other specific laws and implementing regulations. For example, an Interagency Acquisition could be an Economy Act order as well as a Contract or Delivery Order Issued by a Non-DoD agency greater than \$100,000. If this is the case, then the D&F and certification requirement can be combined into one package and approved by an official with authority sufficient to make all determinations and issue all approvals.

## **6. REQUIREMENTS FOR DIRECT AND ASSISTED ACQUISITION USING DIRECT OR REIMBURSABLE FUNDING FOR SUPPLIES AND SERVICES**

1. Identify requirement and conduct market research to determine potential sources.
2. Obtain contracting business advice.
3. Obtain budget advice to determine appropriate funding document.
4. Cite appropriate MIPR authority on front of MIPR from (DD Form 448).
5. Requirements Justification
  - a. Interservice support:

A D&F is not required if a support agreement exists within a DoD Component or when a Military Department (e.g. Army) is both the requiring and servicing agency. Determinations are signified by signing a support agreement DD Form 1144. Otherwise, if no support agreement exists, then a D&F must be prepared by the requiring activity explaining why it is in the best interest of the Army to place the order.
  - b. Intragovernmental support/Economy Act:

A D&F is always required unless the Army is both the requiring and servicing agency. Include a copy of the D&F with MIPR documentation.
  - c. A written certification (reference page 7) is required for Contracts or Delivery Orders Issued by a Non-DoD agency for amounts greater than \$100,000. It applies to both direct and assisted acquisition.
  - d. If the Interagency Acquisition is both an Economy Act order and a Contract or Delivery Order Issued by a Non-DoD federal agency greater than \$100,000, then the D&F and the written certification requirement can be combined into one package.
6. Approval Authority:
  - a. Interservice support: Approved by the head of a requiring activity – one who has authority over personnel and material used in providing support e.g. Garrison Commander.
  - b. Intragovernmental support/Economy Act: Approved at a level no lower than SES, Flag or General Officer at the requiring activity.
  - c. Written certification for proper use on Non-DoD contracts for amounts greater than \$100,000. Approved by the head of the requiring activity (O6/GS-15 level or higher).
  - d. If both a D&F and written certification is required, then combine both requirements into one package for approval by an official with authority sufficient to make all determinations and issue all approvals.



*e. Interagency acquisitions over \$500,000. The requiring office must seek concurrence from the in-house acquisition office and allow one week for response. Non-concurrence shall be presented to the requesting agency's Senior Procurement Executive and resolved within one week of non-concurrence. Agencies shall not split requirements to avoid carrying out the responsibilities above, however, they may address multiple orders in one notice if the underlying needs are related, especially if repetitive in nature. Where multiple orders are addressed in one notice, the description should be sufficiently clear so that the in-house contracting office may consider the relative benefits of having needs met through an IA versus through the agency's own support structure and contract vehicles. \_\_updated 5-Oct-2008*

7. Requiring activity must completely identify all requirements on MIPR:

- Description of goods or services
- Specific quantities
- Definite period of performance
- A statement by an authorized official: "I certify that the goods acquired under this agreement are legitimate, specific requirements representing a bona fide need of the fiscal year in which these funds are obligated."
- Statement for severable services: "These funds are available for services for a period not to exceed one year from the date of obligation and acceptance of this order. All unobligated funds shall be returned to the ordering activity no later than one year after the acceptance of the order or upon completion of the order, which ever is earlier."
- Cite specific appropriation or law authorizing advance payments
- Contracting officer review and approval for purchases over \$100K
- Service fees paid to Non-DoD assisting contracting offices
- Required statements regarding Section 854 of the Ronald W. Reagan National Defense Act for FY05

8. All assisted acquisitions must be supported by an Interagency agreement (IA). An IA serves two purposes in an interagency acquisition. First, the IA establishes the general terms and conditions that govern the relationship of the agreement. Second, the IA provides info that is required to demonstrate a bonafide need and authorize the transfer and obligation of funds. (see references for OMB memo)\_updated 5-October-2008

**7. GOVWORKS / DEPARTMENT OF INTERIOR (DOI) INTERAGENCY AGREEMENTS IN EXCESS OF \$100,000**

On July 18, 2007, the Assistant Secretary Army (Acquisition, Logistics and Technology) (ASA(ALT)) and Assistant Secretary Army (Financial Management Comptroller) (ASA(FM&C)) issued a joint memorandum directing the Department of Army, to no longer utilize the Federal Acquisition Center of the DOI National Business Center (GovWorks) for contracting actions greater than \$100,000. As a result U.S. Army activities are directed not to enter into any interagency agreements for requirements in

excess of \$100,000 with GovWorks, unless a “best interest determination” has been rendered by Under Secretary of Defense (Acquisition Technology and Logistics) (USD(ATL)). This restriction was put in place because of the DoD Inspector General’s findings that GovWorks had not improved its funding and contracting practices. There are no exceptions (such as incremental funding or exercise of options) to the requirement to obtain USD(AT&L) approval. The restriction does not apply to the DOI’s Southwest Branch of the National Business Center as they have made appropriate improvements.

*\* Part 7 above has been rescinded and is no longer applicable. See link below  
Policy Vault*

[http://www.acq.osd.mil/dpap/ops/policy\\_vault.html](http://www.acq.osd.mil/dpap/ops/policy_vault.html)

Memorandum

<http://www.acq.osd.mil/dpap/policy/policyvault/2008-0213-DPAP.pdf>  
\_updated as of 5-October-2008

## **8. FISCAL POLICY – SEVERABLE AND NON-SEVERABLE SERVICES**

The general rule is that contracts and options for severable services are paid with funds that are current for new obligations at the time the services are performed. There is a legal exception that permits agencies to enter into a contract that crosses fiscal years and that obligates funds of the fiscal year in which the contract was awarded for the entire period of performance as long as the basic contract, option, or order does not exceed one year. Severable services are services that are continuing and recurring in nature e.g., lawn maintenance, janitorial services, or security services where an agency realizes a benefit at the time that services are provided even if the contract has not been performed to completion. Services are considered severable if they can be separated into components that independently provide value to meet some of an agency’s needs.

Contracts for non-severable services must be awarded, performance must begin, and be fully funded in the fiscal year for which funds are current at time of award. Performance may extend across multiple fiscal years until the deliverable is received. Non-severable services represent a single undertaking that cannot be feasibly subdivided. If the services produce a single or unified outcome, product, or report, the services are considered non-severable. An example would be consulting study, conducted over a period of time but culminating in the delivery of a final product.

## **9. SUPPLIES DELIVERED IN A SUBSEQUENT FISCAL YEAR**

It is appropriate and reasonable to plan an order in one fiscal year when supplies will not be delivered until the following fiscal year if the items were genuinely needed, but due to lead time required for production, could not be delivered until the following fiscal year. Similarly, if supplies will be needed in the beginning of the next fiscal year, but the normal lead time for production requires order placement in the current fiscal year, the appropriation of the current fiscal year may be charged.

Purchasing materials in one fiscal year that are not delivered until the following fiscal year does not violate the bona fide need rule if the delay in delivery is:

- . due to production and fabrication of the material, which cannot be purchased on the open market at the time needed for use
- . due to unforeseen delays to an otherwise properly made obligation; or
- . for replacement of stock.

Unforeseen delays that cause delivery or performance to extend into the following fiscal year will not invalidate the obligation. An example is work under a construction contract performed during the fiscal year following its execution. It is appropriate to approve payment to the contractor under the original obligation since the agency had awarded the contract as expeditiously as possible and had made provision for the work to begin within the current fiscal year, but the contractor experienced a delay in obtaining certain materials the government had agreed to provide.

## **10. OBLIGATING ANNUAL FUNDS**

The general rule governing obligations for an annual appropriation is that funds appropriated to the Army for use in a particular fiscal year are available for obligation only during that fiscal year. Thus, obligating fiscal year appropriations by contract requires that the contract be entered into within the fiscal year covered by the appropriation sought to be charged and the subject matter of the contract must concern a bona fide need arising within that fiscal year.

An annual year appropriation does not lose its fiscal year identity just because obligations have been made on behalf of or funds have been transferred to another Military Department, a Defense Agency, or Non-DoD federal agency. This rule applies regardless of whether the agreement entered into is governed by but not limited to GMRA, Franchise Fund legislation, the Information Technology Fund, or other applicable law (Non-Economy Act).

All obligations must comply with the requirements relating to purpose, time, and amount.

- Purpose. An appropriation may be used only for the purpose or purposes for which they were appropriated. The Purpose Statute prohibits charging authorized items to the wrong appropriation, and unauthorized items to any appropriations.
- Time. An appropriation authorized for a certain fiscal year is not available for the needs of a future fiscal year or a prior fiscal year. For example, a FY 2007 appropriation is not available for needs that arose in FY 2006 nor is it available for needs that will not occur until FY 2008.
- Amount. An appropriation must contain the funds available to cover the exact amount of the identified need or a reasonable estimate if the exact amount is not known at the time the obligation is recorded.

## 11. DEOBLIGATING ANNUAL FUNDS

Economy Act. Many interagency agreements are undertaken pursuant to the provisions of the Economy Act. The Economy Act requires that an annual year appropriation obligated by an Economy Act agreement be **deobligated** at the end of the fiscal year to the extent that the performing agency has not performed or incurred valid obligations against the amount obligated. According to the DoD Financial Management Regulation (FMR) Volume 11A, Chapter 3, activities must reconcile the obligation status of Economy Act orders and deobligate unused funds to the extent that the servicing agency or unit filling the order has not, before the end of the period of availability of the appropriation of the requesting or ordering agency, either (1) provided the goods or services, or (2) entered into an authorized contract with another entity to provide the requested goods or services.

Non Economy Act. The Office of the Under Secretary of Defense (Comptroller) Policy memorandum on Non Economy Act Orders, dated October 16, 2006, prescribes the following:

- Goods. Funds provided to a performing agency for ordered goods where the appropriations period of availability expired, shall be deobligated and returned by the performing agency unless the request for goods was made during the period of availability and the items(s) could not be delivered within the period of availability solely because of delivery, production or manufacturing lead time, or unforeseen delays not previously contemplated by the contracting parties at the time of contracting.
- Severable Services that are continuing and recurring in nature and provide the Department a benefit each time the service is performed permits the performance of services to begin in one fiscal year and end in the next provided the period of performance does not exceed one year. Thus, the performance of severable services may begin during the appropriation's period of availability and may not exceed one year. Annual appropriations provided to a performing agency that have expired shall be deobligated unless the performance of the services requested began during the appropriation's period of availability and the period of performance does not exceed one year.
- Non-severable service contracts must be funded entirely with appropriations available for new obligations at the time the contract is awarded, and the period of performance may extend across fiscal years. Funds provided to a performing agency that become excess shall be deobligated as identified.
- Excess or Expired Funds. Activities shall reconcile all obligations and remaining funds available for orders at the end of each fiscal year. The purpose of this reconciliation is to ensure the proper use of funds and to identify and coordinate the return of expired or excess funds. Excess or expired funds must be returned to the extent that the performing agency or unit filling the order has not (1) provided the goods or services (or incurred actual expenses in providing the goods or services), or (2) entered into a contract with another entity to provide the requested goods or services. Expired funds cannot be "banked" for other needs and shall not be available for new obligations. Further guidance can be found on <http://www.acq.osd.mil/dpap/specificpolicy/Non-EconomyActPolicy20061018.pdf>

## **12. MANAGING UNLIQUIDATED OBLIGATIONS (ULOs)**

Funds holders and financial managers should be proactively involved in managing and validating ULOs, including those for MIPRs, to enable effective resource management. It is critical that unneeded ULO balances be identified and cleared as early as possible before the appropriation expires or is cancelled. The analyst must validate and substantiate the continuing need for goods and services ordered but not yet delivered. Where a need no longer exists, the agreement should be canceled and residual ULO balances must be deobligated. *DOD FMR Volume 3, Chapter 8, 0804; DFAS-IN Regulation 37-1, 27, 2708\_updated 21 Jun 2010*

## **13. MILITARY INTERDEPARTMENTAL PURCHASE REQUEST CHECK-LIST**

The checklist was developed by the Deputy Assistant Secretary of Army (Financial Operations) as a tool to enable Fund Managers to conduct periodic reviews and validate whether the MIPRs are executed in accordance with existing policies and regulations. As a minimum, the review process must be conducted in accordance with the Joint Reconciliation Program requirement (Tri-annual); you are required to review all MIPRs using the checklist (Figure 2) as your review guide. In addition, the checklist must be maintained in your MIPR folder with all supporting documentation.

Military Interdepartmental Purchase Request  
Checklist

Today's Date: \_\_\_\_\_ Document Number: \_\_\_\_\_

- 1. Accounting Classification: \_\_\_\_\_
- 2. Date order placed: \_\_\_\_\_
- 3. Date order accepted: \_\_\_\_\_
- 4. Date of original obligation: \_\_\_\_\_
- 5. Date of contract award by performing activity (if applicable) : \_\_\_\_\_
- 6. Date work started or shipment of first deliverable: \_\_\_\_\_
- 7. Dollar amount of original obligation:\$ \_\_\_\_\_
- 8. Current fund status:

Obligation	Accrual	Disbursement
\$	\$	\$

- 9. Brief description of goods or services ordered: \_\_\_\_\_
- 10. Were requirements appropriately documented and approved at the time the order was placed, including identification of specific quantities, definite period of performance, and bona fide need?  
  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 11. Was authority to procure the goods or services through an interagency agreement properly documented and approved?  
  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 12. Were the appropriate funds (Army appropriations) cited on the order with respect to purpose, time, and amount?  
  
Yes \_\_\_\_\_ No \_\_\_\_\_
- 13. Did the performing activity have a proper contract in place prior to expiration of the Army's appropriations cited on the interagency order?

Yes \_\_\_\_\_ No \_\_\_\_\_

4. Was delivery of goods or services in compliance with terms and conditions of the requirements cited in the interagency order?

Yes \_\_\_\_\_ No \_\_\_\_\_

15. Were advance payments to the performing activity properly approved?

Yes \_\_\_\_\_ No \_\_\_\_\_ NA \_\_\_\_\_

16. Did an authorized fund certification officer approve the order's funding?

Yes \_\_\_\_\_ No \_\_\_\_\_

17. Was this transaction properly reviewed during execution of tri-annual joint reconciliation procedures?

Yes \_\_\_\_\_ No \_\_\_\_\_

18. Were appropriate actions taken to obtain final billing, close the interagency agreement, and recoup funds excess to requirements?

Yes \_\_\_\_\_ No \_\_\_\_\_

19. Were appropriate actions taken to correct the funding error? If so, please provide an explanation of the correction and when it was accomplished.

Yes \_\_\_\_\_ No \_\_\_\_\_

20. I certify the information provided above is true and correct and that required documentation is available for further review and audit if required.

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

FIGURE II

Instructions for Military Interdepartmental Purchase Request Checklist

Obligation	Accrual	Disbursement
\$	\$	
Document Number	Enter info from block 5 of 448-1	
1. Accounting Classification	Enter info from block 14 of 448-1	
2. Date order placed	Enter info from block 17 of 448-1	
3. Date order accepted	Enter info from block 16 of 448-2	
4. Date of original obligation	Enter date MIPR was obligated	
5. Date of Contract award by performing Activity (if applicable)	Enter date identified in the contract	
6. Date work started or shipment of First deliverable	Enter start date of period of performance Identified in the contract /MIPR	
7. Dollar amount of original obligation	Enter info from block 11 of 448-1	
8. Current fund status	Enter info from accounting system	
9. Brief description of goods or services Ordered	Enter info from block 9b of 448-1	
10. Were requirements appropriately documented and approved at the time the order was Placed, including identification of specific quantities, definite period of performance, and Bona fide need?	Reference pg. 9, item 7. Requiring activity must completely identify all requirements on MIPR -----updated 9-Nov-07	
11. Was authority to procure the goods or services through an interagency agreement properly documented and approved?	Reference pg. 4, Support Agreements (this pertains to approval by appropriate authority) -----updated 9-Nov-07	
12. Were the appropriate funds (Army appropriations) cited on the order with respect to purpose, time, and amount?	Reference pg. 10 & 11, Obligating Annual Funds. ----updated 9-Nov-07	
13. Did the performing activity have a proper contract in place prior to expiration of the Army's appropriations cited on the interagency order?	Reference contract award/task order date to determine whether funds were current or expired when contract was awarded.	
14. Was delivery of goods or services in compliance with terms and conditions of the requirements cited in the interagency order?	Determine whether goods/services were received and accepted. This requirement would be approved by a contracting officer's representative or program manager.	



FIGURE II

Instructions for Military Interdepartmental Purchase Request Checklist

Obligation	Accrual	Disbursemen
\$	\$	
Document Number	Enter info from block 5 of 448-1	
1. Accounting Classification	Enter info from block 14 of 448-1	
2. Date order placed	Enter info from block 17 of 448-1	
3. Date order accepted	Enter info from block 16 of 448-2	
4. Date of original obligation	Enter date MIPR was obligated	
5. Date of Contract award by performing Activity (if applicable)	Enter date identified in the contract	
6. Date work started or shipment of First deliverable	Enter start date of period of performance Identified in the contract /MIPR	
7. Dollar amount of original obligation	Enter info from block 11 of 448-1	
8. Current fund status	Enter info from accounting system	
9. Brief description of goods or services Ordered	Enter info from block 9b of 448-1	
10. Were requirements appropriately documented and approved at the time the order was Placed, including identification of specific quantities, definite period of performance, and Bona fide need?	Reference pg. 9, item 7. Requiring activity must completely identify all requirements on MIPR -----updated 9-Nov-07	
11. Was authority to procure the goods or services through an interagency agreement properly documented and approved?	Reference pg. 4, Support Agreements (this pertains to approval by appropriate authority) -----updated 9-Nov-07	
12. Were the appropriate funds (Army appropriations) cited on the order with respect to purpose, time, and amount?	Reference pg. 10 & 11, Obligating Annual Funds. ----updated 9-Nov-07	
13. Did the performing activity have a proper contract in place prior to expiration of the Army's appropriations cited on the interagency order?	Reference contract award/task order date to determine whether funds were current or expired when contract was awarded.	

Military Interdepartmental Purchase Request (MIPR) Checklist Standards of Procedures

- **MIPR’s being processed through AMCOM Express – Centralized Contracts**
  - Requesting activity will prepare the MIPR
  - When signed in block 15 by the requesting activity – will bring or email to HQ budget POC
    - Block 9 of the MIPR must have specific information on what is being funded with the MIPR; must include functional and budget POC information ; funds expire on “Date” statement
    - Block 13 must have the correct address:
      - DFAS Columbus: DFAS-Rock Island/JAIQBAC
      - ATTN: Rock Island
      - PO Box: 182316
      - Columbus, OH 43218-2316
  - HQ Budget will certify funds are available and verify the contract is approved and sign the DD 448 and return to the requesting activity (the person HQ Budget received the MIPR from)
  - HQ Budget will commit funds in SOMARDS within 3 working days
  - The requesting activity will then forward the completed MIPR along with the TI (Technical Instruction) and the Service Approval documents to Command Contracting (Ken Flowers)
  - Command Contracting will ensure all documentation is complete and will forward to AMCOM
    - I would expect that all documents will go to the COR for processing once that position is filled rather than Command Contracting
  - The contract is awarded by AMCOM and the contract is sent to Command Contracting (or the COR) and then forwarded to HQ Budget for Obligation
  - HQ Budget will log the contract into the Excel spreadsheet – this will ensure no modifications are missing
  - HQ Budget will obligate in SOMARDS within 3 working days.
  - HQ Budget will maintain a complete file copy of all documents
  - HQ Budget will update the centralized contract spreadsheet with required information
- **Funds cannot be moved from one contract to any other place unless approval has been completed through 356 process**
- Excess funds will be returned at end of the FY to be used for approved Cap Gap funding

- **MIPR's processing – not through AMCOM Express**
  - Requesting activity will complete MIPR
  - When signed in block 15 by the requesting activity – will bring or email to HQ budget POC
    - Block 9 of the MIPR must have specific information on what is being funded with the MIPR; must include functional and budget POC information ; funds expire on “Date” statement
    - Block 13 must have the correct address:
      - DFAS Columbus: DFAS-Rock Island/JAIQBAC
      - ATTN: Rock Island
      - PO Box: 182316
      - Columbus, OH 43218-2316
  - HQ Budget will certify funds are available and verify the contract is approved and sign the DD 448 and return to the requesting activity (the person HQ Budget received the MIPR from)
  - Requesting activity will commit funds in SOMARDS within 3 working days
  - Requesting activity will maintain a file copy and ensure the acceptance is received and forward a copy to HQ Budget
  - Requesting activity will obligate (within 3 days) the MIPR when acceptance is received for MIPR's accepted as reimbursable
  - If MIPR is accepted as direct fund cite – requesting activity is expected to keep in contact with the servicing activity to get necessary paperwork for the obligation – when obligation documents are received they will be obligated in SOMARDS within 3 days
  - Requesting activity will work with the servicing activity to verify all funds will be used or returned for FY close out.

## REFERENCES

ASA(ALT) Memorandum, Subject: Prohibition to Order, Purchase or Otherwise Procure Property or Services in Excess of \$100,000 through GovWorks Federal Acquisition Center of the Department of Interior's (DOI) National Business Center, dated July 18, 2007. *\* The above memo has been rescinded and is no longer applicable. See OSD AT&L memo below*

Office Under Secretary of Defense for Acquisition, Technology, and Logistics, memorandum, subject: Revisions to DoD Prohibition to Order, Purchase, or Otherwise Procure Property or Services through GovWorks, dated 28-March-2008  
<http://www.acq.osd.mil/dpap/policy/policyvault/2008-0213-DPAP.pdf>

ASA (ALT) and ASA (FM&C) joint memorandum/policy, Subject: Proper Use of Non-DoD Contracts, dated July 12, 2005.

DoD FMR, Volume 11A, Chapter 3 - Economy Act Orders

AFARS Subpart 5117.78 - Contracts or Delivery Orders Issued by a Non-DoD Agency

DFAS-IN Regulation 37-1, Chapter 12 – Orders, Earnings, and Billings

DFARS Subpart 217.78 - Contracts or Delivery Orders Issued by a Non-DoD Agency

DFARS Subpart 217.5 - Interagency Acquisitions Under the Economy Act

DOD Instruction 4000.19 - Interservice and Intragovernmental Support, dated August 9, 1995

FAR Subpart 17.5 - Interagency Acquisitions Under the Economy Act (with Defense Federal Acquisition Regulation Supplement)

Office of the Under the Secretary of Defense (Comptroller) memorandum, Subject: Non-Economy Act Orders, dated October 16, 2006

Office of the Under the Secretary of Defense (Comptroller) memorandum, Subject: Proper Use of Interagency Agreements with Non-Department of Defense Entities Under Authorities Other Than the Economy Act, dated March 27, 2006

Office of the Under the Secretary of Defense (Comptroller) memorandum, Subject: Advance Payments to Non-Department of Defense (DoD) Federal Agencies for Interagency Agreements, dated March 1, 2007

Office Under Secretary of Defense for Acquisition, Technology, and Logistics, memorandum, subject: Meeting Department of Defense Requirements Through Interagency Acquisitions, dated September 2008 referencing the below OMB guidance Executive Office of the President, Office of Management And Budget, Subject: Improving the Management and Use of Interagency Acquisitions, dated June 6, 2008 \_\_updated 5-October-2008

**DOD FMR Volume 3, Chapter 8, —Standards for Recording and Reviewing Commitments and Obligations *\_updated 21-June-2010***

**DFAS-IN Chapter 27—Analysis, Review and Reconciliation *\_updated 21-June-2010***