

Headquarters Air Force Materiel Command



Toolkit for Military Interdepartmental Purchase Requests (MIPRs) Going Outside the Air Force

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THE OUTGOING MIPR PROCESS

NOTE: This section includes mandatory requirements set forth in statute and/or regulation that must be addressed when preparing MIPRs going to a servicing agency outside the Air Force for the acquisition of supplies and/or services using a contractual instrument.

1. A **Military Interdepartmental Purchase Request (MIPR)** is a document, initiated by requirements personnel and processed via a DD Form 448, used to provide authority and funding to another Government activity for purchase of supplies or services.

Those generating MIPRs are strongly encouraged to obtain the advice of their local contracting office before embarking on preparing the MIPR package. Your contracting office may be able to obtain the supplies or services through their local contracting activity (thus avoiding the MIPR altogether) and, when a MIPR is required, will help you determine what supporting documentation belongs in your MIPR package.

2. An outgoing MIPR requires essentially the same attachments, documentation, coordination, and approval as a purchase request (PR) for the same requirement – with two exceptions: (1) for sole source acquisitions, an outgoing MIPR requires a sole source justification in lieu of a “formal” Justification and Approval (J&A) to be used by the servicing agency to develop the formal J&A; and (2) Economy Act documentation is required for interagency MIPRs (with some exceptions as described below). The requiring activity must comply with applicable laws and regulations before having another agency conduct its procurements. This is particularly important when MIPRing money to a non-DoD activity since many laws and regulations that apply to DoD procurements do not apply to civilian agency procurements (e.g., A&AS DDDs, New Start, etc.) Those agencies will presume that you have complied with DoD requirements and will not be determined to be responsible for non-compliance (you will).

Common MIPR Attachments and Supporting Documentation

- **DD Form 1423** – Contract Data Requirements List (CDRL)
- **DD Form 254** – Contract Security Classification Specification
- **Statement of Objectives (SOO) and/or Statement of Work (SOW)**

- **Quality Assurance Plan** – FAR Part 37 and AFI 63-124 (Performance-Based Services Acquisition) prescribe policy and procedures for management and surveillance of service contracts. The requiring activity requesting the services is responsible for identifying the requirement, preparing a Performance-Based Statement of Objectives (SOO) or Performance-Based Statement of Work (SOW), including Service Delivery Summary (SDS), and a Quality Assurance Plan as necessary, and monitoring the contractor’s performance to ensure compliance with the terms of the contract.
 - **Determination/Decision Document (DDD)** – Used if the MIPR is for Advisory and Assistance Services (A&AS). Prior to purchasing A&AS, requiring activities must document in the Determination/Decision Document (DDD): (a) the A&AS, requirement, (b) the results of their queries for availability of organic resources; and (c) compliance with certifications that hiring the contractors will not violate personnel ceilings or displace government employees. Prior to obtaining funds certification, the contracting office will review the MIPR package to ensure the DDD has been prepared and the queries have been accomplished. The DDD requirements stem from public law (10 U.S.C. 2410L, 41 U.S.C. 419, and the Federal Workforce Restructure Act, PL 103-226, Sec 5(g)). See the *AFMC A&AS Toolkit* (<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DR/PSBA/AASNOTES.htm>) for assistance in determining whether your acquisition is for A&AS.
 - **Acquisition Plan** – A formal, written Acquisition Plan is required for a MIPR meeting the dollar thresholds cited in FAR 7 and DFARS 207 (<http://farsite.hill.af.mil/>). See Attachment 4 for more detail and thresholds.
 - **Economy Act Determination and Findings (D&F)** The Economy Act applies when more specific statutory authority does not exist (see para 4 below). For all interagency MIPRs (those going outside DoD) for which the Economy Act does apply, Determination and Findings documentation is required. We call these MIPRs discretionary, and it is these acquisitions that can especially benefit from acquisition planning that involves the local contracting office.
3. The typical MIPR process follows this path:
- Identify Potential Requirement
 - Screen Engineering Data/Market Research
 - Acquisition Planning (e.g., use local contracting office to determine servicing activity)
 - PR/MIPR Generation and Package Assembly
 - Log Into Tracking System (usually ABSS – Automated Business Services System)
 - Attach D&F and other documentation.
 - Coordination
 - Final PR/MIPR Package
 - Send to servicing activity
 - Receive acceptance of MIPR (DD Form 448-2)

4. Listed below are the statutes and authorities most commonly used to purchase supplies/ services via MIPR. (This list is not meant to be all-inclusive.) The requiring activity determines which statute/authority applies to the individual MIPR. The applicable statute or authority must be annotated on the face page of the MIPR or in separate documentation attached to the MIPR.

- a. Economy Act – enables a Federal agency to order supplies and services from another Federal agency when a more specific statutory authority does not exist, there is no current contracting vehicle for the acquisition, and it is more economical to have another agency do the contracting . (FAR 17.500; 31 USC 1535). This authority should be used for both interagency and intraagency acquisitions even though an Economy Act D&F is not required for intraagency (within DoD) MIPRs. (See Atch 4 for interagency/intraagency definitions.) **Sample annotation: “This MIPR is an Economy Act order issued pursuant to the provisions of 31 USC 1535 and a D&F is/is not required.”** (Note that if an Air Force Contracting Officer issues an order against a GSA contract, an Economy Act D&F is not required. However, if the funds are transmitted via MIPR to GSA and GSA issues the contract for the Air Force, and 4.d and e. below do not apply, the Economy Act is your authority and a written D&F, coordinated in accordance with local procedures and approved/signed by a general officer or SES, is required.)
- b. Acquisitions from required sources as prescribed in FAR Part 8 or DFARS 208; e.g., Federal Prison Industries (UNICOR), National Industries for the Blind (NIB), and the National Institute for the Severely Handicapped (NISH). **Sample annotation: “This is a mandatory MIPR issued pursuant to the provisions of FAR Part 8.”**
- c. Coordinated acquisitions prescribed in DFARS Part 208. **Sample annotation: “This MIPR is a DoD Coordinated Acquisition pursuant to the provisions of DFARS Part 208.”**
- d. Acquisitions of Information Technology through GSA’s Federal Systems Integration and Management (FEDSIM) Center, Federal Computer Acquisition Center (FEDCAC), and Federal Acquisition Services for Technology Systems (FAST) and similar programs funded on a reimbursable basis through the Information Technology Fund and approved by the Office of Management and Budget as part of the annual costs and capital plan for the Information Technology Fund (Information Technology Management Reform Act; 40 USC 757). Note that funds MIPR’d to GSA can only be expended on requirements described on the MIPR for the fiscal year for which the funds were appropriated; that is, the funds are still subject to the bona fide need rule. **Sample annotation: “This MIPR is issued pursuant to the provisions of the Information Technology Management Reform Act (ITMRA).”**
- e. Pre-Clinger-Cohen Act multiagency contracts such as Desktop V, Ulana II, and ITOP that were awarded pursuant to the delegation of procurement authority from GSA under the Brooks Act. **Sample annotation: “This MIPR is for award under a GSA multiagency contract which was issued under authority of the Brooks Act, prior to repeal by the Clinger-Cohen Act.”**

NOTE: Orders placed under authorities referenced in 4b-4e above are not subject to the requirements of the Economy Act and an Economy Act D&F is not required.

ATTACHMENT 1

SAMPLE MIPR CHECKLIST FOR REQUIREMENTS ORIGINATORS

(See Attachment 4 for terms and definitions)

Requiring Activity Address and Point of Contact

MIPR NR (When known): _____

Description of Supplies or Services: _____

MIPR Total Dollars: \$ _____

Estimated Surcharge \$ _____ or _____ %

MIPR Recipient: *GSA, Army, etc.*

1. Is there a required source (mandatory) or is the source (vendor) discretionary?
2. If discretionary, why is a MIPR in the best interest of the Government (i.e. best value/lowest cost determination, price determination, etc.)?
3. Which of the following is applicable to the MIPR (*documentation to be included with MIPR*):

	YES	NO	N/A
a. New Start Documentation Required?	_____	_____	_____
b. Market research performed?	_____	_____	_____
c. Mandatory source of supply?	_____	_____	_____
d. Are there existing AF instruments that could satisfy this requirement (e.g. check ConConnect, AF Advantage, AFWay, GSA Advantage, etc.)?	_____	_____	_____
e. MIPR outside DoD?	_____	_____	_____
f. If yes, Economy Act D&F attached or exemption/ other statute cited?	_____	_____	_____
g. If GSA, can local PCO issue w/in time required?	_____	_____	_____
h. Is this a Services requirement?	_____	_____	_____
i. If yes, have AFI 63-124 (PBSA) requirements been met (SOW, SDS, QASP)?	_____	_____	_____
ii. If A&AS, DDD prepared?	_____	_____	_____
iii. Personal services approved?	_____	_____	_____
iv. GFP/Base support approved?	_____	_____	_____
i. Acquisition Plan prepared (or within scope of existing Acquisition Plan)?	_____	_____	_____
j. Sole source justification included?	_____	_____	_____
k. Surcharge is separate line item on MIPR form and assessed as reasonable?	_____	_____	_____
l. Small Business office has been sent info copy?	_____	_____	_____

Program Manager's/Requestor's signature

Additional signatures per local procedures: _____

ATTACHMENT 2

SAMPLE ECONOMY ACT DETERMINATION AND FINDINGS

MIPR # _____

1. I have reviewed the requirement for *(insert description of supply or service to be procured)* that *(insert Air Force requiring activity)* intends to place with *(insert agency)* as an interagency order under the Economy Act. My review produced the following findings:

- a. The proposed acquisition is authorized under the authority of the Economy Act;
- b. The Air Force is legally authorized to acquire the supplies or services;
- c. Adequate funds are available;
- d. The action does not conflict with any other agency's authority or responsibility (see FAR Part 8);
- e. The supplies or services cannot be provided as conveniently or more economically by private contractors under an Air Force contract;
- f. The servicing agency has unique expertise or ability not available within the Department of Defense;
- g. The servicing agency will accept the order and can satisfy the requirement;
- h. The supplies or services are clearly within the scope of activities of *(insert agency)* and that agency normally contracts for (and/or produces in-house) those supplies or services for itself;
- i. The cost to the Air Force for the requirement, including the administrative fees charged by *(insert agency)* appear to be reasonable. The fees proposed to be paid to the servicing agency do not exceed the servicing agency's actual cost (or estimated costs if actual costs are unknown) of entering into and administering the contract or other agreement under which the order is filled;
- j. The contract administration procedures related to *(insert agency)* contract are adequate for Air Force requirements (or the order contains additional contract administration requirements that will result in contract administration procedures that comply with Air Force and DoD regulations and policies);
- k. All approvals and authorizations required by Air Force and/or DoD policies for acquiring the supplies or services have been obtained;
- l. The requirement is a bona fide need of the Air Force;

(Insert the following if the work will be performed by a Federally Funded Research and Development Center)

- m. The work will be performed by a Federally Funded Research and Development Center (FFRDC). Performance by the FFRDC will not place the servicing agency and its FFRDC in direct competition with private sources;

(Insert the following if the work was previously performed by Government personnel and will now be performed by a contractor under a servicing agency's contract, or if the work was previously performed under a contract)

- n. The requiring activity has complied with the requirements of FAR 7.3.

2. Given the findings outlined above, I hereby determine that it is in the best interest of the Government to place an order for ***(insert requirement)*** with ***(insert agency)*** under the authority of the Economy Act.

Program Manager's signature

Contracting Officer's coordination

Other coordinations in accordance with local procedure:

General Officer/SES Approval (in accordance with DFARS 217.500 which calls out DODI 4000.19)

ATTACHMENT 3

HOW TO PREPARE A MIPR

Complete the DD Form 448, including advance MIPRs, as follows. The AFMC Form 36F may be used as a continuation sheet for the DD Form 448. Additional information is contained in AFMCI 23-102, Chapter 25, 17 January 2002.

Block 1, Page Number and Number of Pages. Consecutively number each DD Form 448. Do not assign page numbers to attachments.

Block 2, Federal Supply Classification. Enter the applicable FSC in Cataloging Handbook H2 at <http://www.dlis.dla.mil/PDFs/h2.pdf> . If more than one FSC is to be ordered; enter the FSC according to the following:

- a. Prepare a separate MIPR for each major end item, which will include GFE/GFM/GFP, spares, repair parts, SE, and repair parts for SE, for that item as applicable. When more than one classification of items is being acquired, show the main classification. For example, an item covering "radar equipment, airborne" plus a line item for spare parts is indicated on a MIPR. Since the spare parts, when provisioned, carry several classifications, the FSC of 5841 for the end item, which is the main classification, is shown in the block. When an FSC is not applicable, leave this block blank.
- b. Major end items of GFE/GFM/GFP spares, repair parts, SE, and SE repair parts applicable thereto, are combined on a single MIPR. The main classification as determined by the initiator appears in this block.

Block 3, Control Symbol Number. Leave this block blank unless a single BPAC or MPC applies to all items on the MIPR. If one BPAC or MPC applies, enter it in this block.

Block 4, Date Prepared. Enter the date the MIPR is prepared by the initiator in the following format: YYYY/MM/DD.

Block 5, MIPR Number. Insert the identifying MIPR number. Enter the 13 position MIPR number. Each center will establish a control system to ensure that every MIPR has a unique number.

- a. Positions 1-6 are the address code (i.e. DODAAC) of the initiating activity.
- b. Positions 7-8 are the last two positions of the fiscal year. Current or advanced fiscal years can be used in this field as defined by local procedures.
- c. Positions 9-13 are locally assigned tracking numbers. A control point at each initiating activity assigns these numbers. This number is made up of the requiring agency activity code, as prescribed in the DODAAC, followed by the last two digits of the fiscal year in which the MIPR is written, followed by a five-digit serial

number. Serial numbers on MIPR documents must not be duplicated in the same year at any one installation and must not exceed five digits in a program year.

- d. All advance MIPRs submitted for a subsequent fiscal year must bear that fiscal year designation in the MIPR number. However, MIPRs submitted late in a fiscal year for which the funds of the next fiscal year must be used due to unforeseen circumstances must not be renumbered.

Block 6, Amendment Number. Enter the MIPR Amendment Number using a two position numerical sequence. If this is the original (basic) MIPR, enter "00". If this is an amendment, enter "01" for the first amendment, "02" for the second, etc.

Block 7, To. Insert the full name and address of the acquiring department or agency to which the MIPR will be submitted. Provide the name and phone number of the POC, if available. Also, include the six-digit code for the procuring/contracting agency.

Block 8, From. Enter the address of the initiating activities. The PR/MIPR Control Activity Office including the name, address, and telephone number of the applicable point of contact.

Block 9

- a. **Column a, Item Number.** Enter the line item numbers in sequence beginning with the number 0001 for each document. The line item number must be numeric and may not exceed four numeric digits. *Include a separate line item for any surcharges.*
- b. **Column b, Description.** The description provides the buyer a concise summary of the supply or service to be acquired. The buyer uses this information to prepare the synopsis, evaluate the offers, and so on. The description will contain the following elements as applicable:
 - Complete NSN and stock list nomenclature.
 - Part number.
 - CAGE Code.
 - Dimensions and tolerances.
 - Kind of material.
 - Form, fit, and/or function of the item.
 - Next higher assembly.
 - End item application.
 - Expendability, Recoverability, Reparability Category (ERRC).
 - Specification number and issuance date.
 - Assembly drawing number.
 - Electrical data if any.
 - Principles of operation.
 - Restrictive or significant environmental conditions.
 - If part of an assembly, location within the assembly.
 - Essential operating conditions.
 - Special features, if any.
 - Equipment with which the item is to be used.

- Other requirements as appropriate.
 - Test requirement and procedures as needed to ensure requirement compliance.
 - Other information that is required to provide the degree of description necessary to permit the buyer to buy the item.
- c. **Column c, Quantity:** Enter the MIPR line item quantity. Indicate additional quantities such as options separately. Quantity cannot be zero, must be at least one or more.
- d. **Column d, Unit:** Enter the Unit of Issue Code. This is a mandatory field. For example, use “LO” for services or data requirements. For items which have a non-definitive unit of issue include a note providing a quantitative expression. In special cases, such as paint and other liquids acquired in varying size containers, spell out the container size in block 9, and column b.
- e. **Column e, Estimated Unit Price:** Enter the Unit Price. This is a mandatory field. If no unit price is available, it may be zero dollars and/or Not Separately Priced (NSP) or To Be Determined (TBD).
- f. **Column f, Estimated Total Price:** Enter the MIPR total line item price. This is a mandatory field. Enter the extended unit price as multiplied by the quantity. If unit price is zero dollars, NSP or TBD, estimated total price will reflect the same.

Block 10: Provide attachments for delivery schedules, preservation and packaging instructions, shipping instruction and instructions for distribution of contracts and related documents.

Block 11, Grand Total: Enter the sum of all estimated total prices of all line items on the MIPR.

Block 12, Transportation Allotment: Enter allotment data for transportation of supplies at government expense if appropriate per DFARS 253.208-1.

Block 13, Mail Invoices To: Use this block to identify the name and address of the office to receive invoices and make payment. Complete the block only if: The resulting contract is not to be paid by the Defense Contract Management Command or the Defense Finance Center, and The office to receive invoices and make payment is known at the time of preparation of the MIPR. If payment is to be made by an office designated to receive invoices, also enter the six position Pay Office DODAAD.

Block 14, Funds for Procurement: Enter allotment data for the acquisition of supplies. Enter each citation in Block 14 in the appropriation space as follows:

- a. **Accounting Classification Reference Number (ACRN).** If the ACRN procedures of DFARS 204.7108 are used in the MIPR to relate allotment data to the MIPR item or delivery, enter the ACRN for each fund citation. (The acquiring department, when preparing the contract, is not required to use the ACRN assigned to a fund citation in the MIPR).

- b. **Appropriation.** Enter the ten positions as follows:
- (1) First and second – Treasury Department number identifying the department or agency to which the appropriation applies or has been transferred.
 - (2) Third and fourth – Treasury Department number identifying the department or agency from which an appropriation has been transferred; leave blank if no transfer is involved.
 - (3) Fifth and sixth – Identify the appropriation fiscal year. For multiple-year appropriations, the fifth position shall be the last digit of the first year of availability, and the sixth position shall be the last digit of the final year of availability. For annual appropriations, the fifth position shall be blank, and the sixth position shall be the last digit of the fiscal year. For no-year (continuing) appropriations, the fifth position shall be blank, and the sixth position shall be “X”.
 - (4) Seventh through tenth – Treasury Department appropriation serial number.
- c. **Limit/Subhead.** Use up to four characters; if less than four characters, leave empty spaces blank.
- d. **Supplemental Accounting Classification Data.** Not to exceed 36 characters. Enter in accordance with departmental or agency regulations.
- e. **Accounting Station.** Enter the six-character DODAAD code of the accounting station (not used with Navy and Marine Corps funds).
- f. **Amount.** Enter the amount of each fund citation if more than one allotment is cited.

Block 15, Authorizing Officer: Type the name and title of the designated person in The PR/MIPR Control Activity Office.

Block 16, Signature: Signature of person designated in block 15.

Block 17, Date: Enter the date when signed.

ATTACHMENT 4

TERMS AND DEFINITIONS

1. Acquisition Plan – The formal document, required by FAR 7, that details the overall strategy for accomplishing and managing an acquisition. A formal, written acquisition plan is required for a MIPR meeting the dollar thresholds in DFARS 207.103, unless the MIPR will be awarded against an existing Indefinite Delivery/ Indefinite Quantity (ID/IQ) or other “umbrella” contract and the MIPR requirement is within the scope and dollars of the acquisition plan for the existing ID/IQ or umbrella contract. The Program Manager (PM) has primary responsibility for acquisition planning and will ensure that, when required, a written acquisition plan has been or will be accomplished prior to issuing the MIPR.

TYPE OF ACQUISITION	ACQ PLAN DOLLAR THRESHOLD
Modification	-- Valued at \$10M or more; or other significant change to the program; e.g., scope, contract type)
Development	-- When the total cost of all contracts for the acquisition program is estimated at \$5M or more
Production, Services, Spares, and Repairs	-- When the total cost of all contracts for the acquisition program is estimated at \$30M or more for all years, or \$15M or more for any fiscal year

2. Advisory and Assistance Services (A&AS) – Services acquired by contract from non-governmental sources or other federal agencies to support or improve organizational policy development, decision-making, management and administrative support, program and/or project management and administration; provide management and support services for R&D activities; provide engineering and technical support services or improve the effectiveness of management processes or procedures. Contractor Logistics Support purchased with 3400 funds (EEIC 578), Sustaining Engineering purchased with 3400 funds (EEIC 583), and Interim Contractor Support, purchased with Central Procurement funds (3010, 3020, 3080, EEIC 579) are not considered Advisory and Assistance Services. (See FAR 37.2, the AFMC A&AS Guide (<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DR/PSBA/AASNOTES.htm>), and OMB Circular A-11, Max Schedule O.) Attachment 9 of the A&AS Guide contains all the EEIC codes (found within the fund cite) that are considered A&AS.

3. Determination/Decision Document (DDD) – The document used to record compliance with statutory requirements and to approve acquisition of Advisory and Assistance Services. The DDD is prepared by the MIPR initiator (see AFMC A&AS Guide, <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/DR/PSBA/AASNOTES.htm>) when the work will be performed at the MIPR initiator’s activity. The DDD format is addressed

in Atch 5 of the AFMC A&AS Guide and DDD approval levels are in Atch 6 of the A&AS Guide.

4. Discretionary MIPR – A DD Form 448 for acquisition of supplies/services from sources other than those mandated in FAR 8 and DFARS 208. Selection of the appropriate source of supply is left to the discretion or judgment of the requiring activity.

5. Economy Act – This act permits a Federal agency to order supplies and services from another Federal agency when another more specific statutory authority does not exist. Under this act the head of an agency may place orders with other agencies for goods or services if: funding is available; the head of the ordering agency determines this approach is in the best interest of the Government; the agency receiving the order is able to fill it; and the ordering agency determines the goods or services cannot be provided as conveniently or economically by a commercial enterprise. Economy Act orders are governed by FAR Part 17.5 and 31 USC 1535.

6. Economy Act Determination and Findings (D&F) – A written document that explains why it is in the best interest of the Air Force to place an order, under the Economy Act, with an agency outside the DoD (interagency acquisition). A sample Economy Act D&F can be found at Attachment 2 in this document.

Note that the definitions for interagency and intraagency below apply specifically to the Economy Act where “agency” refers, in our case, to the Dept of Defense. The word “agency” may be defined differently in other acts or regulations.

7. Interagency MIPR – An acquisition in which the requiring/funding agency obtains supplies/services from another agency (the servicing agency) outside the DoD using DD Form 448 to transfer funds to the servicing agency. Example: Air Force forwards a MIPR to Department of Energy (DOE) and DOE orders supplies or services for the Air Force. Either the Economy Act or another authority (see Section 1, para 2a-e above) will apply. When the Economy Act applies, an Economy Act Determination and Findings (D&F) is required. (See Attachment 2.)

8. Intraagency MIPR – An acquisition in which a major organizational unit within an agency obtains supplies/services from another organizational unit within that agency using DD Form 448 to transfer funds to the servicing organization. Example: Air Force forwards a MIPR to the Army and the Army orders supplies or services for the Air Force. An Economy Act D&F is not required.

9. Mandatory Source – Acquisition of supplies/services from sources mandated in FAR 8 or DFARS 208.

10. Military Interdepartmental Purchase Request (MIPR) – a document, initiated by requirements personnel and processed via a DD Form 448, used to provide authority and funding to another Government activity for purchase of supplies or services. Samples of MIPRs, as well as instructions for completing them, can be found in the Financial Management Reference System (FMRS) at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/FM/FMRS/noframes/chap30j.htm>

11. New Start Program – Any program, modification, project, or sub-project not justified to and approved by Congress during the appropriations process for the fiscal year involved. If a requirement is a New Start program, a New Start Validation Form (signed by the System Program Director and the Program Control Chief) must be included in the MIPR package. See mandatory USD policy letter at

<http://www.saffm.hq.af.mil/FMB/FMBI/newstarts/newstarts.shtml>

12. Outgoing MIPR – Authority and funding for supplies or services is transmitted, via DD Form 448, from the requiring/requesting or funding activity to another Government activity (the accepting or servicing activity).

13. Quality Assurance Plan (QAP) – A written document that details how the Government will monitor, evaluate, and report on a contractor's performance. This is a generic term. See FAR 37.602-2 and AFI 63-124, Performance-Based Services Acquisition

<http://www.e-publishing.af.mil/pubfiles/af/63/afi63-124/afi63-124.pdf>).

ATTACHMENT 5

REFERENCES

Economy Act 31 U.S.C. 1535 Policy/procedures/considerations for sending money from one govt. agency to another. Applies when more specific statutory authority does not exist. <http://www4.law.cornell.edu/uscode/31/1535.html>

FAR Part 8 Required Sources of Supplies and Services. Provides priorities for use of certain sources of supplies and services. Includes discussion of use of GSA Federal Supply Schedules (FSS). <http://farsite.hill.af.mil/>

FAR subpart 17.5 Interagency Acquisitions Under the Economy Act Contains requirement for D&F including approval by a contracting officer of the requesting agency with authority to contract for the supplies or services. <http://farsite.hill.af.mil/>

DFARS subpart 208.70 Coordinated Acquisition Includes MIPR procedures <http://farsite.hill.af.mil/>

DFARS subpart 217.5 Interagency Acquisitions Under the Economy Act Specifically expands coverage to include orders under a task or delivery order contract entered into by another agency (except for micro-purchases). If requested, PCO who normally would contract for the requesting activity should advise in the determination process. <http://farsite.hill.af.mil/>

DoD 7000.14-R, Financial Management Regulation, Vol 11A, Ch 3, April 2000 Economy Act Orders <http://www.dtic.mil/comptroller/fmr/>

DFAS-DE 7010.1-R, General Accounting and Finance Systems at Base Level, Section B—DD Form 448 MIPR, para. 17-8 through 17-11 <https://dfas4dod.dfas.mil/library/pubs/70101R/7010frnt.htm>

DFAS-DE 7010.2-R, Commercial Transactions at Base Level, Chapter 8, DD Form 448, MIPR, para. 8-4 <https://dfas4dod.dfas.mil/library/pubs/70102R/70102frt.htm>.

AFMCI 23-102 Purchase Request/Military Interdepartmental Purchase Request (PR/MIPR) Operations, Jan 2002, OPR: HQ AFMC/LGIA https://www.afmc-mil.wpafb.af.mil/pdl/afmc/i/23series/23_102/23-102.pdf

AFMC Financial Management Handbook, Chapter 30, Section J: Funding Documents <http://www.afmc-pub/wpafb.af.mil/HQ-AFMC/FM/FMRS/noframes/chap30j.htm#30-SJ>

SAF/AQC Contract Toolkit, Part 17 “Air Force Guide – Economy Act” Includes old AFFARS language and model D&F template. <http://www.safaq.hq.af.mil/contracting/toolkit/part17/>

AFMC/CC policy letter 30 May 02 Flexible Acquisition Sustainment Tool (FAST) Agile Warfighter Support Urges use of decentralized FAST and other (listed) contracting vehicles.

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/polvault/05may/02/020530.pdf>

AFMC/CC policy letter 7 Sep 01 Directs the use local contracting office as business advisor when considering MIPR. **<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/polltrs.htm>**

AFMC/PK policy letter 30 Oct 01 MIPRS. Emphasizes developing acquisition strategy with best overall value **<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/polltrs.htm>**

AFMC/FMP Memo, “Funding Rules for Ordering Information Technology Services from General Services Administration (GSA), 9 Apr 02.”

AFMC/FM/PK policy letter 11 May 99 “Mandatory Use of the Automated Business Services System (ABSS).” Requires use of ABSS with some exceptions.

<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkp/polvault/05may/99/990511s.pdf>

Automated Business Services System (ABSS) ABSS is an FM system that automates the creation of financial documents. The program is managed by ESC/FNF. More info at **<https://abss.wpafb.af.mil>**

ConConnect – website for finding Air Force contracts that may be used for your acquisition <https://www.conconnect.wpafb.af.mil/documents/PK.htm> . See also MR PoST (Market Research Performance Support Tool) which can assist Air Force personnel in outlining requirements, conducting market research queries, assessing query results, documenting market analysis and more

<https://afkm.wpafb.af.mil/ASPs/Market/mrpost/mrpostclassic.htm> .

Services Acquisition Training Interactive computer-based training developed by AFMC/PK. Includes section on MIPRs & the Economy Act. **<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/>** (click on Services Acq Training)

Additional references can be found at the HQ AFMC/PK MIPR website **<https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkv/mipr.htm>**