

19 December 2002

MEMORANDUM FOR ALHQCTR/CC

FROM: AFMC/CC
4375 Chidlaw Road
Wright-Patterson AFB OH 45433-5001

SUBJECT: Military Interdepartmental Purchase Request (MIPR) Toolkit and Training

REFERENCE: AFMC/CC Policy Letter "Military Interdepartmental Purchase Requests (MIPRs)" 7 Sep 01

1. In response to a divestiture suggestion received from one of our Centers, the requirement to obtain your local servicing contracting office's advice prior to issuing a MIPR, as stated in the referenced policy letter, is hereby rescinded. Centers are hereby charged with developing their own procedures for processing a MIPR to ensure statutory and regulatory compliance. While PK coordination is no longer required by this HQ's, obtaining the advice of local contracting offices before embarking on preparing the MIPR package may result in issuance of the order locally thus avoiding the MIPR and any associated surcharges altogether. In addition, when a MIPR is required, the local contracting office will help MIPR generators determine what supporting documentation belongs in the MIPR package. Center procedures should also advise requirements generators that Information Technology (IT) funds sent to GSA must specifically identify requirements for services and supplies for the year(s) for which the funds were appropriated. Funds should not be channeled by AFMC customers to the GSA IT Fund in anticipation that some future need will materialize. Those who believe that sending the MIPR to GSA effectively freezes the clock are mistaken. A recent Comptroller General ruling discussing this more fully may be viewed at [https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkv/waisgate\[1\].pdf](https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkv/waisgate[1].pdf).
2. To help Centers expedite development of their own procedures/processes for MIPRs, a team of experts from across the Command developed a MIPR toolkit that includes the mandatory statutory and regulatory requirements for issuing a MIPR, a MIPR checklist, a sample template for the Economy Act Determination & Findings, advice on how to complete the MIPR form, terms and definitions, and references with web links. The toolkit is an attachment to this letter and is also located at <https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkv/mipr.htm>. Please establish links to this site as appropriate.
3. In addition to the MIPR toolkit, HQ AFMC is developing MIPR training. This tool will serve to better educate personnel on the proper use and the correct method of processing a MIPR. After development, this "just-in-time training" e-learning module will be hosted initially on the HQ AFMC/PK website, and will quickly migrate to the websites of field organizations

who routinely use MIPRs. AFIT/SCV is developing the programming for this initiative. The current schedule is for a Jan 03 release date.

4. My action officers for this effort are Ms. Lee Huntington, HQ AFMC/PKV, DSN 986-0325, Lee.Huntington@wpafb.af.mil and Mr. Edward Arnold, HQ AFMC/FMPM, DSN 787-4863, Edward.Arnold@wpafb.af.mil.

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LESTER L. LYLES
General, USAF
Commander

cc:
SAF/AQC/AQX

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