

MEMORANDUM FOR THE RECORD

SUBJECT: Exceptions to Military Interdepartmental Purchase Requests (MIPRs) Reviews by the Procurement Support Office (PSO).

References: (a) Department of Defense Instruction (DoDI) 4000.19, Interservice and Intragovernmental Support "August 9, 1995

(b) Federal Acquisition Regulations (FAR) Subpart 8.8 -- Acquisition of Printing and Related Supplies

(c) 44 United States Code (U.S.C.) 501, "Government printing, binding, and blank book work to be done at Government Printing Office

The Defense Human Resources Activity utilizes MIPRs as a means to transfer funds for payment of products/services obtained from other Government offices/agencies. MIPR support packages are reviewed/approved through the PSO prior to approval from the Resource Management (RM) office.

A MIPR package may be submitted directly to RM for approval, without prior review by the PSO, when both of the circumstances below apply:

1. The MIPR is properly supported in accordance with applicable regulations, policy and guidance; **and**
2. The MIPR funds will not otherwise be obligated under a contractual document.

Exception examples include:

Payment of tenant services to a host activity in accordance with paragraph 4.1 of Reference (a) above. As tenants, the DHRA component/office enters into a tenant host agreement which details the services provided and the rate/method of service support payment for common services such as utilities and security guards). These MIPRs must be supported with a copy of the host activity's billing statement for the tenant services.

Government printing which must be done by or through the Government Printing Office (GPO) in accordance with References (b) and (c) above,. This includes printing service requirements obtained via Defense Logistics Agency (DLA) Document Services. The MIPR must be supported with an Independent Government Cost Estimate that identifies the service/items, quantities, unit costs and amounts of the required printing services.

Payment of employee salaries, awards and travel related to DHRA gaining or losing components due to mission changes. These changes can occur in the middle of a fiscal year before the gaining activity budget is adjusted and the transferred personnel can be officially placed onto the gaining activities' personnel books. Under such circumstances, when DHRA loses a component, it uses MIPRs to pay for employee salaries, awards and travel until such time as the gaining component receives the budget for the personnel and can officially place them on their personnel books.

MIPRS for program funds that are earmarked by Congress in the Defense Appropriations Bill for a specified source.



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Approved:



Lorraine Allison
PSO Director