APPENDIX E-257 P

MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR) FOR STOCK REPLENISHMENT/DIRECT DELIVERY

1. PURPOSE

This appendix is applicable to chapter 3 and describes the method of processing Purchase Requests (SF 36) and Amendments for items assigned Source of Procurement Codes 2, 4, and 9 that are forwarded to the Directorate of Supply Operations (DSO) by the Office of Data Systems (ODS). Purchase Requests of this nature are used to generate outgoing MIPRs (DD Form 448) to the responsible contracting agency. The Contracting Agency will submit an Acceptance of MIPR (DD Form 448-2) when it is determined they can supply the materiel, and it is placed on contract.

2. APPENDICES USED IN THIS PROCESS

a. Appendix A-48, Source of Procurement Codes.

b. Appendix B-18, Prepositioned Materiel Receipt Transaction (PMRC) (Procurement Instrument Source).

c. Appendix B-73, Master Amendment Document, DIC YPE.

d. Appendix B-111, Contract Award Transaction, DIC YPA.

e. Appendix B-116, Contract Award Transaction (Line Item Data) DIC YPB.

f. Appendix B-147, Outgoing MIPR Contract Number Assignment Transaction, DIC YPK.

g. DLAM 4715.1, appendix F-14, Procurement Funded Report.

3. RESPONSIBLE ORGANIZATIONAL ELEMENT

a. DSO is responsible for:

(1) Receiving computer generated Purchase Requests, SF36, for stock numbers that are assigned Source of Procurement Codes 2, 4, and 9 and converting them to MIPRs.

(2) Processing Amendments to MIPRs and Contracts pertaining to outgoing MIPRs.

(3) Receiving and processing Acceptance of MIPRs (DD Form 448-2).

b. Directorate of Technical Operations is responsible for furnishing technical data required to purchase items.

c. The Office of Comptroller is responsible for certification of funds, and affecting payment upon receipt of invoice.

4. PROCEDURES/INSTRUCTIONS FOR PROCESSING MILITARY INTERDEPARTMENTAL PURCHASE REQUESTS (MIPR)

a. When an item reaches the reorder point or when a requisition meets criteria for a direct delivery PR and the item is assigned Source of Procurement Code 2, 4, or 9, the PR will be routed to the DSO for preparation of a MIPR. Items assigned Source of Procurement Codes 2, 4, or 9 are not the responsibility of DLA Procurement. These items fall under the DoD Single Department Procurement Program which assigns procurement responsibility for selected items/classes to one Department. The Department is responsible for procuring the assigned items to satisfy the requirements of all Departments. When the PR is output to Supply Operations, funds have been committed and the item has passed the technical data review. The PR will contain a complete item description, which contains reference to specifications, drawings or standard numbers with the dates indicated for each, when applicable. The PR will also contain packaging and preservation data, shipping and marking instructions based on special Project Codes contained in Policy Tables for both Stock Replenishment and Direct Delivery procurements.

b. The Inventory Manager will prepare an original and eight copies of the MIPR DD Form 448 using data from the preprinted PR. The MIPR will be prepared as follows:

(1) Blocks 1, 2, 4 are self-explanatory.

(2) Block 3 will contain the office symbol of the Inventory Management Division preparing the MIPR (e.g., DCSC-SO/IE).

(3) Block 5 will contain the assigned MIPR document number which will consist of 13 digits as follows:

(a) The requiring DSC Activity Address Code, as prescribed in the DoD Activity Address Directory, e.g., SC0700 for DCSC.

(b) The last digit of the fiscal year, i.e., 5 for 1975, 6 for 1976.

(c) The serial number will consist of six characters. The first character should be 0, the second character either alpha E, G, H, J, or K, and the third through sixth characters of the serial number shall be numeric. Serial numbers shall be assigned consecutively for each MIPR prepared throughout the fiscal year beginning with 0E0001. Sequence of serial numbers shall be 0E0001 through 0E9999, then 0G0001 through 0G9999, and so on. The serial number will be obtained from the Central PR Control Register, maintained in the Inventory Management Division.

(4) Block 6 will be blank.

(5) Block 7. The To Block will contain the address of the contracting agency.

(6) Block 8. Enter name and address of DSC followed by the name and telephone number of the IM who initiated the document.

(7) Block 9. Check applicable block - ISSP screening applies only to mixed managed items.

(8) Block 9a. Enter item number for each location for which materiel is being shipped. Item numbers should be entered immediately following the description.

(9) Block 9b. Enter NSN and complete description, specifications or drawing number.

(10) Block 9c-f. Enter quantity to be procured for each location (line item); Unit of Issue, Unit Price, and Total Price.

(11) Block 10. Attachments such as delivery schedules, drawings, and specifications must be prepared in nine copies. Procurement data will be reproduced and forwarded as in attachment to the MIPR except when the specifications or drawings are Federal, Military or Departmental and are available to the Procuring Department.

(12) Blocks 12 and 14. Funds certification will be entered by the Comptroller.

(13) Block 13. Enter name and address of the DSC Finance and Accounting Office.

(14) Blocks 15 and 16. Enter name and signature of Item Manager, Section/Branch/Division, who is authorized to approve the procurement based on the Dollar Value.

(15) The delivery schedule for each line item will be prepared as an attachment to the MIPR. Realistic delivery schedules must be used. When an urgent requirement exists and a short delivery is cited, the MIPR must be marked URGENT in bold letters. In addition, a justification must be included on the delivery schedule attachment.

(16) Options for increased quantities must be indicated on the MIPR and a written justification furnished.

c. When technical data are required, it must be obtained from Technical Operations by the Item Manager, reproduced and prepared as an attachment, as previously stated. This should be accomplished prior to obtaining funds certification from the Comptroller.

d. Funds were committed mechanically prior to preparing the Purchase Request. However, funds must be obligated in as much as the Defense Acquisition Regulations authorizes the Contracting Activity to create obligations against the funds cited without further referral to the Requiring Activity. The Item Manager must prepare award transactions (DICs YPA and YPB) on DLA 725. Refer to appendix E-523 P. In addition, funds certification must be entered in Blocks 12 and 14 by the Comptroller. When the award transactions are processed, they will appear on appendix F-14, the Procurement Funded Report. This report will be made available to the Plans and Programs Branch, Management Support Office. The Item Manager must check to determine if the MIPR appears on this report, and must not mail the MIPR until it does appear.

e. Changes to MIPRs. All changes, except change in disbursing office, whether prior to or after conversion to a contract, that affect the contents of the MIPR must be processed as a MIPR amendment. This includes such changes as a decrease in quantity, increase in funds, decrease in funds, change in part stock or drawing number, packaging, specifications, deliver schedules, and engineering change proposals. The IMs will provide change initially by telephone or message, but they must be confirmed by an MIPR amendment. If requirements increase, such increased requirements must be submitted on a new MIPR which will cross-reference the original MIPR. Amendments will not be used to increase quantities.

f. Requests for Additional Funds. When the Contracting Department requires additional funds to complete procurement actions for the Requiring Department, the request for additional funds must identify the exact items involved and the reason why additional funds are required. The Requiring Department shall take expeditious action to provide such funds by an amendment to the MIPR or to reduce requirements accordingly. In case of any anticipated delay in furnishing required additional funds, the Contracting Department will be advised accordingly.

g. When changes to an MIPR/Contract are required based on conditions outlined in subparagraphs 4e and f above, an Amendment Transaction, DIC YPE, (DLA Form 733) will be prepared and processed. The Amendment Transactions should not be released for conditions outlined in paragraph 4e, until advice has been obtained from the Contracting Agency that the required action can be accomplished. In addition, the MIPR amendment document (DD Form 448) for increase in funds cannot be mailed until the transaction appears on the Funded Report, appendix F-14.

h. The amendment will be prepared in the same number of copies as the original. A two digit amendment number will be entered in block 6. The number will be assigned consecutively for each change required to the basic MIPR number, beginning with 01.

i. The Contracting Activity will prepare and forward DD Form 448-2 (Acceptance of MIPR) indicating their acceptance or rejection of the MIPR within 30 days after receipt of the MIPR. When block 7 of the form is checked indicating the MIPR has been rejected, the reason for rejection will be entered in block 13. When block 6 is checked indicating the MIPR has been accepted and the method by which the item will be furnished, blocks 8 and 9 will be filled out accordingly. When the MIPR is rejected, an amendment will be prepared to cancel the MIPR in accordance with appendix E-506 P. If the MIPR was accepted and requirement is to be filled through procurement, a contract should be forwarded at a later date.

j. When the Contract is received, the Item Manager will prepare DIC YPK, appendix B-147 (DLA 755) to record the contract number in accordance with appendix E-523 P. This document does not affect funds inasmuch as funds were obligated at the time the MIPR was processed. The primary purpose of this input is to furnish distribution depots with revised PMRCs reflecting the document numbers that materiel will be received under.

5. FILE UPDATE

The award data is input under the MIPR number, the Due-In record will be changed from an SP or DP to an SD_ or DD_. In addition, the transaction history will be updated. PMRCs will be generated and forwarded the distribution depots for stock buys. Changes to the MIPR will also result in updating the Due-In File, transaction history and update of the NIR Reorder Point Comparison Quantity if a quantity change was made. For direct delivery procurement, the Requisition Status File will be updated to reflect the award data. Status will also be generated and forwarded to the requisitioner.

6. FLOWCHART

Flowchart not required.