

MIPR INSTRUCTIONS

DD FORM 448-2 - MIPR Acceptance - The attached DD FORM 448-2 must be fully **COMPLETED** and returned to this office, **DESC-RBF**, within **30 days** after the date in Block 17. You must **INDICATE** in Block 6 which **type** of Acceptance you prefer. **Note:**

❶ If we do not receive the Acceptance within the requested 30 days, a letter will be sent to you as a reminder. If we have not received the "Acceptance" within 60 days

★WE WILL WITHDRAW THE FUNDING !

❷ "Acceptance" must include (1) Point of Contact (2) Fax Number (3) Phone Number (4) E-mail Address (5) Government Representative for Invoice Certification

❸ Fax "Acceptance" to DEFENSE ENERGY SUPPORT CENTER (DESC), **DSN 427-9572 OR COM (703) 767-9572**. **DO NOT mail your original.**

REIMBURSABLE FUNDING (Category I): Submit SF 1080 or equivalent billings, with supporting documents, to the address below. If your invoice includes multiple MIPRs, you **MUST** annotate the amounts billed on each MIPR number. DFAS point of contact for reimbursable funding is Mary Kay Michel, DSN 869-1898, or comm (614) 693-1898. Your documents **must** include:

- ✓ MIPR number
- ✓ Total funds authorized
- ✓ Cumulative bills to date
- ✓ Current amount due
- ✓ EXACT Accounting Citation in Block 14 of the MIPR
- ✓ Total costs accrued to date
- ✓ Service period
- ✓ Mark the last invoice "Final Bill"

DIRECT CITATION FUNDING (Category II): You must provide the **page** of the contract/modification or other obligating document that contains the checked information below to DESC-RBF (Fax (703) 767-9572, DSN 427-9572) and to DFAS-CO fax number below. If your contract is funded by multiple MIPRs, you **MUST** annotate on the contract each MIPR number with the amount obligated. The U.S. Government representative is the authorized certifying official for all invoices. **All invoices must go through your U.S. Government Representative (authorized certifying official) for certification prior to submitting to DFAS-CO-BVDVB.** DFAS point of contact for direct citation funding is Danetta Williams, DSN 869-1833, or Comm (614) 693-1833. Please be sure all invoices are certified before submission to DFAS and that the MIPR number and contract line item number (shown in Block 14) are reflected on subsequent disbursement vouchers. **Note: If the awarded contract has both Minor Construction (5CFC) and Maintenance & Repair (5CF0) money cited, the billing address on the contract should refer to the address for the preponderant amount.**

Your documents **must** include: ✓Contract Number ✓Obligated dollar amount ✓MIPR number and ✓Exact Accounting Citation in Block 14 of the MIPR

Billing Addresses:

Defense Finance and Accounting Service - Columbus Center (DFAS-CO)
Stock Fund Directorate
Fuels Accounting and Payments Division
ATTN: DFAS-CO-AIFES * FAX DSN 869-1734
ATTN: DFAS-CO-BVDVB **FAX DSN 869-0670
P.O. Box 182317
Columbus, OH 43218-6254

*Reimbursable

**Direct Cite

Submit Final Financial status reports when the project is completed to:

Defense Energy Support Center
ATTN: DESC-RBF (Laura DeChants)
8725 John J. Kingman Road, Suite 3934
Fort Belvoir, VA 22060-6222

Reports should include:
✓ previous unobligated balance
✓ current month's obligations by cost code
✓ current month's ending unobligated balance

Financial questions may be referred to **Laura DeChants, DESC-RBF, DSN 427-8143.**

Revised 4/16/2003

Most Frequently Asked Questions

1. What is the true or original source of funds?

The Original source or "True" source of funds is the Defense Working Capital Funds (previously DBOF). These funds are issued to DESC through the Defense Logistics Agency from the Office of the Secretary of Defense. These funds are non-expiring if the accounting citation begins "97XXXX4930..." and your MIPR number is DESC-**MR**-XX-XXXX. If your MIPR number is DESC-**MC**-XX-XXXX, you have a capital MIPR which is a one-year expiring fund.

2. Do your funds expire?

No, our funds are Defense Working Capital Funds (DWCF), formerly DBOF, which do not expire, however we have to reach a yearly obligation authorization, therefore **we need the funds obligated by the end of the fiscal year**. The funds are no year funds, but we have to treat them like expiring funds.

For MIPRs that are accepted as reimbursable, if the project is on-going, you do not need to close out the MIPR at the end of the fiscal year. Being a DWCF, adjustments can be made to existing MIPRs after the fiscal year they were established.

3. How do I return excess funds (when the project is still open)?

Complete DD Form 448-2 "Acceptance." Check Block 12B and fill in the amount you will return. If your MIPR has more than one line of accounting, in block 13, "Remarks," please include the cost code the excess funds are related to. The cost code is usually the alpha code after the MIPR number in the supplemental accounting classification, for example, MR, MCON, MREP, etc.

4. If you have any technical questions, please contact the project manager listed on your MIPR in Block 9.