



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

04 MAR 2002



SAAL-PP

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Military Interdepartmental Purchase Requests (MIPRs)

A recent Department of Defense Inspector General audit report identified deficiencies in local policies and procedures governing the use and control of Military Interdepartmental Purchase Requests (MIPRs.) The report found that local policies and procedures did not adequately address acquisition planning, offloading, funding, and controls to ensure that MIPRs are properly executed.

This memorandum provides guidance on obtaining contract support to fulfill requirements for supplies and services when a requiring activity is considering using another agency's contracts and providing funds via MIPR. It supercedes all previous guidance on the subject (previously provided under the subject Contract Offloading Clarification and dated March 18, 1996.)

Army requiring activities shall obtain their acquisition and contract support from the Army or DoD organization best suited to satisfy their requirements in terms of technical capability, quality, cost (including administrative support costs charged by the procuring/servicing activity), and timeliness.

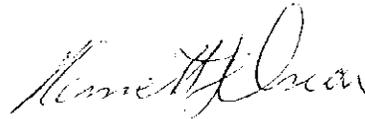
Before an Army requiring activity fulfills a requirement by using another agency's contract or contracting services, it shall first give its supporting contracting office the opportunity to execute and manage the procurement action. The supporting contracting office will take a best value approach to the requirement, and will consider all acquisition alternatives, including contracting directly with a private source or using another agency's contracts or services.

Contract offloads and Economy Act transactions normally involve administrative costs that the servicing agency imposes as a fee (usually a percentage of the requirement's cost.) These administrative fees must be considered when determining whether the use of an Economy Act order is in the Government's best interest.

Specific guidance regarding the use of MIPRs is available in the Federal Acquisition Regulation (FAR) subpart 17.5 and the Defense Federal Acquisition Regulation Supplement subpart 217.5 - "Interagency Acquisitions Under the Economy Act," DoD Instruction 4000.19 - "Interservice and Intragovernmental

Support," and DoD 7000.14R - DoD Financial Management Regulations (FMRs), Volume 11A, Chapter 3 - "Economy Act Orders," and should be consulted prior to pursuing a contract offload or Economy Act transaction.

Questions concerning this guidance should be directed to Bill Kley at (703) 681-1035, DSN 761-1035, or email [bill.kley@saalt.army.mil](mailto:bill.kley@saalt.army.mil).



Kenneth J. Oscar  
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