

INTEROFFICE MEMORANDUM

TO: See Distribution

FROM: Chief Financial Executive/Comptroller (CFE)

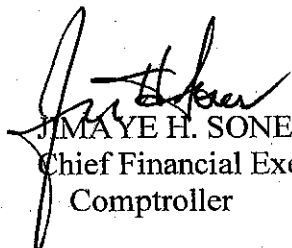
DATE: APR 24 2006

SUBJECT: Restriction on Lines of Accounting on Funding Documents

Preparer: Mr. Dan Clink/CFE/681-0332

1. This memorandum establishes policy restricting the number of lines of accounting that may be entered on DISA funding documents (purchase requests, MIPRs, MODs, etc.).
2. Effective immediately, no more than one line of accounting may be used per funding document unless instructions are included in the document specifying how subsequent billings and payments against the document are to be distributed. Examples of such instructions are attached at Enclosures 1 through 4. By limiting the lines of accounting on funding documents to one, or by specifying billing/payment instructions in those cases where multiple lines of accounting are required, we will create a win-win situation for our service providers, DFAS, and DISA. The billing and disbursing tasks for our service providers and DFAS will be made substantially easier, and DISA's financial records will reflect more accurate and timely disbursement information.
3. My point of contact for this action is Mr. Kevin Frisby. He may be reached at (703)-681-0329 (DSN 761), or via email at [Kevin.Frisby@disa.mil](mailto:Kevin.Frisby@disa.mil).

4 Enc a/s

  
JIMAYE H. SONES  
Chief Financial Executive/  
Comptroller

DISA IM, Chief Financial Executive, Restriction on Lines of Accounting on Funding Documents,

Distribution:

Director (D)  
Vice Director (DV)  
Command Chief Master Sergeant (D/SEA)  
Chief of Staff (DS)  
General Counsel (GC)  
Inspector General (IG)  
Small Business Programs (SBP)  
Foreign Affairs (FA)  
Protocol (DSP)  
Equal Employment Opportunity & Cultural Diversity (EEO&CD)  
Congressional Affairs (CA)  
Chief Financial Executive/Comptroller (CFE)  
Component Acquisition Executive (CAE)  
Chief Technology Officer (CTO)  
Defense Spectrum Office (DSO)  
Principal Director for GIG Enterprise Services Engineering (GE)  
Principal Director for GIG Combat Support (GS)  
Principal Director for GIG Operations (GO)  
Director for Procurement/DITCO (PLD)  
Director for Manpower, Personnel, and Security (MPS)  
Director for Strategic Planning and Information (SPI)  
Director for Testing (TED)  
Director for Command and Control Capabilities (CC)  
Director for SATCOM, Teleport, & Services (SS)  
Director for Information Assurance and Net Operations (IAN)  
Director for Global Information Grid-Enterprise Services (GES)  
Commander, White House Communications Agency (WHCA)  
Commander, White House Situation Support Staff (WHSS)  
Commander, Joint Interoperability Test Command (JITC)  
Commander, Joint Staff Support Center (JSSC)  
Commander, Joint Spectrum Center (JSC)  
Commander, DISA USCENTCOM  
Commander, DISA USEUCOM  
Commander, DISA USJFCOM  
Commander, DISA USNORTHCOM  
Commander, DISA USPACOM  
Commander, DISA USSOCOM  
Commander, DISA USSOUTHCOM  
Commander, DISA USSTRATCOM  
Commander, DISA USTRANSCOM  
Commander, DISA CONUS

# DISA PURCHASE REQUEST (PR)/ COORDINATION COVER SHEET FOR MIPRs/ROs

<b>1. ORIGINATOR</b>		<b>2. PR/MIPR/RO NUMBER</b>	
NAME <b>SAMPLE DOCUMENT</b>		DDXPR60000	
PHONE NUMBER ( ) -	E-MAIL ADDRESS	DATE	
SIGNATURE		<b>3. AMENDMENT NUMBER</b>	
		<b>BASIC</b>	

4. COORDINATION									
TO	ACTION	NAME (Type)	INIT	DATE	TO	ACTION	NAME (Type)	INIT	DATE

**5. SHORT TITLE AND/OR DESCRIPTION OF PURCHASE (Continue 5, 5A, 5B on Page 2)**

Continue items 5, 5A & 5B ?  Yes  No      Optional Use-Resource Table ?  Yes  No

**TOTAL AMOUNT**

<b>5A. ITEM SPECIFICATIONS (Complete on Page 2)</b>	<b>5B. SOURCE LIST (Complete on Page 2)</b>	<b>5C. RESOURCE TABLE (Complete on Page 3)</b>
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<b>6. EXISTING OR PRECEDING CONTRACT/ORDER NUMBER</b>	<b>7. IT DETERMINATION</b> <input type="checkbox"/> IT <input type="checkbox"/> NSS IT <input type="checkbox"/> NON - IT	<b>8. PERIOD OF PERFORMANCE/DELIVERY SCHEDULE</b> Est. Starting Date _____ Year(s) _____ Month(s) _____	<b>9. DPAS PRIORITY RATING</b> <input type="checkbox"/> DO <input type="checkbox"/> DX <input type="checkbox"/> N/A
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**10. PR PACKAGE CHECKLIST**

A. ATTACHMENTS/COMPLIANCE      Mark each box with one of the following: X=N/A   A=Attached   P=Previously Provided   C=Compliant

<input type="checkbox"/> Approved PP Identifier <input type="checkbox"/> Independent Government Cost Estimate, DISA Form 752 <input type="checkbox"/> Approved AP/ASC/No. _____ POA No. _____ <input type="checkbox"/> J&A or Sole Source Justification <input type="checkbox"/> Market Research/Source List <input type="checkbox"/> GFP/GFI Lists <input type="checkbox"/> Statement of Objectives/Work (SOO/SOW) <input type="checkbox"/> Specification or Purchase Description	<input type="checkbox"/> Contract Security Classification Specification, DD Form 254 <input type="checkbox"/> Contract Data Requirements List (CDRL), DD Form 1423 <input type="checkbox"/> Report Document Page (SF Form 298) <input type="checkbox"/> Data Item Description (DID), DD Form 1664 <input type="checkbox"/> Technical Evaluation/Source Selection/Award Fee Plan(s) <input type="checkbox"/> MIPR (DD Form 448/448-2)/RO (DISA Form 125) <input type="checkbox"/> D&F for Economy Act Order <input type="checkbox"/> Support Agreement (DD Form 1144) & other funded MOAs
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B. INFORMATION TECHNOLOGY (IT) MANAGEMENT  
 Information Assurance & Security Checklist (ISSM/ISSO)       IT/IM Review Checklist (IMO/IMR)

**11. ACCOUNTING AND FUNDING DATA**

A. FUND TYPE (Check appropriate box(es))	<input checked="" type="checkbox"/> O&M	<input type="checkbox"/> RDT&E	<input checked="" type="checkbox"/> PROCUREMENT	<input type="checkbox"/> DWCF	<input type="checkbox"/> OTHER	TOTAL
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B. ACCOUNTING CLASSIFICATION CODE(S) (Continue on Page 2)  
 9760100.4300 P648ZZH20 X1 2520 DDXPR60000 S12137 O&M \$500,000.00  
 9760300.4300 P648ZZH20 X1 2520 DDXPR60000 S12137 PROC \$500,000.00  
 Payments of vendor invoices resulting from this acquisition are to be distributed equally between the above fund citations; i.e., one-half of each payment will be charged to the first citation and one-half to the second citation.

Continue to page 2?  Yes  No

C. FUNDING IS PROPER  AVAILABLE  SUBJECT TO AVAILABILITY

RESOURCE/ FUNDS MANAGER NAME (Type/Print)	OFFICE CODE	SIGNATURE	DATE
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D. THE COMPTROLLER'S DESIGNEE OR CERTIFYING OFFICER CERTIFIES THAT THE PURCHASE LISTED ON THIS REQUEST IS PROPERLY CHARGEABLE TO THE ALLOTMENT(S) IDENTIFIED AND THERE ARE SUFFICIENT BALANCES TO COVER THE COST THEREOF.

CERTIFYING OFFICIAL'S NAME (Type/Print)	OFFICE CODE	SIGNATURE	DATE
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**12. DEPUTY DIRECTOR OR DESIGNATED APPROVING OFFICIAL**  
 (Type/Print Name, Office Code & Phone No.)

SIGNATURE	DATE
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# DISA PURCHASE REQUEST (PR)/ COORDINATION COVER SHEET FOR MIPRs/ROs

<b>1. ORIGINATOR</b>		<b>2. PR/MIPR/RO NUMBER</b>	
NAME <b>SAMPLE DOCUMENT</b>		CODE <b>CFOX</b>	
PHONE NUMBER ( ) -		E-MAIL ADDRESS	
SIGNATURE		DATE	
		<b>3. AMENDMENT NUMBER</b> <b>BASIC</b>	

4. COORDINATION									
TO	ACTION	NAME (Type)	INIT	DATE	TO	ACTION	NAME (Type)	INIT	DATE

**5. SHORT TITLE AND/OR DESCRIPTION OF PURCHASE (Continue 5, 5A, 5B on Page 2)**

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<b>6. EXISTING OR PRECEDING CONTRACT/ORDER NUMBER</b>	<b>7. IT DETERMINATION</b> <input type="checkbox"/> IT <input type="checkbox"/> NSS IT <input type="checkbox"/> NON - IT	<b>8. PERIOD OF PERFORMANCE/DELIVERY SCHEDULE</b> Est. Starting Date _____ Year(s) _____ Month(s) _____
		<b>9. DPAS PRIORITY RATING</b> <input type="checkbox"/> DO <input type="checkbox"/> DX <input type="checkbox"/> N/A

**10. PR PACKAGE CHECKLIST**

**A. ATTACHMENTS/COMPLIANCE**      Mark each box with one of the following: X = N/A    A = Attached    P = Previously Provided    C = Compliant

<input type="checkbox"/> Approved PP Identifier <input type="checkbox"/> Independent Government Cost Estimate, DISA Form 752 <input type="checkbox"/> Approved AP/ASC/No. _____ POA No. _____ <input type="checkbox"/> J&A or Sole Source Justification <input type="checkbox"/> Market Research/Source List <input type="checkbox"/> GFP/GFI Lists <input type="checkbox"/> Statement of Objectives/Work (SOW/SOW) <input type="checkbox"/> Specification or Purchase Description	<input type="checkbox"/> Contract Security Classification Specification, DD Form 254 <input type="checkbox"/> Contract Data Requirements List (CDRL), DD Form 1423 <input type="checkbox"/> Report Document Page (SF Form 298) <input type="checkbox"/> Data Item Description (DID), DD Form 1684 <input type="checkbox"/> Technical Evaluation/Source Selection/Award Fee Plan(s) <input type="checkbox"/> MIPR (DD Form 448/448-2)/RO (DISA Form 125) <input type="checkbox"/> O&F for Economy Act Order <input type="checkbox"/> Support Agreement (DD Form 1144) & other funded MOAs
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Information Assurance & Security Checklist (ISSM/ISSO)       IT/IM Review Checklist (IMO/IMR)

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A. FUND TYPE (Check appropriate box(es))	<input checked="" type="checkbox"/> O&M	<input type="checkbox"/> RDT&E	<input checked="" type="checkbox"/> PROCUREMENT	<input type="checkbox"/> DWCF	<input type="checkbox"/> OTHER	<input type="checkbox"/> TOTAL
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**B. ACCOUNTING CLASSIFICATION CODE(S) (Continue on Page 2)**

9760100.4300 P648ZZH20 X1 2520 DDXPR60000 S12137 O&M \$500,000.00  
 9760300.4300 P648ZZH20 X1 2520 DDXPR60000 S12137 PROC \$500,000.00

Payments of vendor invoices resulting from this acquisition are to be made from available O&M funds until exhausted, then paid from available Procurement funds.

Continues to page 2 ?  Yes  No

**C. FUNDING IS PROPER**       **AVAILABLE**       **SUBJECT TO AVAILABILITY**

RESOURCE/ FUNDS MANAGER NAME (Type/Print)	OFFICE CODE	SIGNATURE	DATE
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**D. THE COMPTROLLER'S DESIGNEE OR CERTIFYING OFFICER CERTIFIES THAT THE PURCHASE LISTED ON THIS REQUEST IS PROPERLY CHARGEABLE TO THE ALLOTMENT(S) IDENTIFIED AND THERE ARE SUFFICIENT BALANCES TO COVER THE COST THEREOF.**

CERTIFYING OFFICIAL'S NAME (Type/Print)	OFFICE CODE	SIGNATURE	DATE
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**12. DEPUTY DIRECTOR OR DESIGNATED APPROVING OFFICIAL**  
(Type/Print Name, Office Code & Phone No.)

SIGNATURE	DATE
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# MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1.  
PAGE 1 OF 1 PAGES

2. FSC	3. CONTROL SYMBOL NO. <b>SAMPLE DOCUMENT</b>	4. DATE PREPARED	5. MIPR NUMBER <b>DDXMR60000</b>	6. AMEND NO. <b>BASIC</b>
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7. TO:	8. FROM: <i>(Agency, name, telephone number of originator)</i>
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9. ITEMS  ARE  ARE NOT INCLUDED IN THE INTERSERVICE SUPPLY SUPPORT PROGRAM AND REQUIRED INTERSERVICE SCREENING  HAS  HAS NOT BEEN ACCOMPLISHED.

ITEM NO.	DESCRIPTION <i>(Federal stock number, nomenclature, specification and/or drawing No., etc.)</i>	QTY <i>c</i>	UNIT <i>d</i>	ESTIMATED UNIT PRICE <i>e</i>	ESTIMATED TOTAL PRICE <i>f</i>
a	b	c	d	e	f
	Payments of vendor invoices or government bills resulting from this acquisition are to be distributed equally among the fund citations listed below; i.e., one-third to the O&M citation, one-third to the RDT&E citation, and one-third to the Procurement citation.	3	ea	\$500,000.00	\$1,500,000.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.	11. GRAND TOTAL <b>\$1,500,000.00</b>
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12. TRANSPORTATION ALLOTMENT <i>(Used if FOB Contractor's plant)</i>	13. MAIL INVOICES TO <i>(Payment will be made by)</i>  PAY OFFICE DODAAD
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14. FUNDS FOR PROCUREMENT ARE PROPERLY CHARGEABLE TO THE ALLOTMENTS SET FORTH BELOW, THE AVAILABLE BALANCES OF WHICH ARE SUFFICIENT TO COVER THE ESTIMATED TOTAL PRICE.

ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAD	AMOUNT
AA	9760100	4300	P648ZZH20 X1 2520 DDXMR60000 O&M	S12137	\$500,000.00
AB	9760300	4300	P648ZZH20 X12520 DDXMR60000 PROC	S12137	\$500,000.00
AC	9760400	4300	P648ZZH20 X12520 DDXMR60000 RDTE	S12137	\$500,000.00

15. AUTHORIZING OFFICER <i>(Type name and title)</i>	18. SIGNATURE	17. DATE
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**SAMPLE DOCUMENT**  
DD Form 448, JUN 72 (EG)

PREVIOUS EDITION IS OBSOLETE.

# MILITARY INTERDEPARTMENTAL PURCHASE REQUEST

1. PAGE 1 OF 1 PAGES

2. FSC	3. CONTROL SYMBOL NO. <b>SAMPLE DOCUMENT</b>	4. DATE PREPARED	5. MIPR NUMBER <b>DDXMR60000</b>	6. AMEND NO. <b>BASIC</b>
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	Payments of vendor invoices or government bills resulting from this acquisition are to be paid from available O&M funds until exhausted, then paid from available RDT&E funds until exhausted, then paid from available Procurement funds.	3	ea	\$500,000.00	\$1,500,000.00

10. SEE ATTACHED PAGES FOR DELIVERY SCHEDULES, PRESERVATION AND PACKAGING INSTRUCTIONS, SHIPPING INSTRUCTIONS AND INSTRUCTIONS FOR DISTRIBUTION OF CONTRACTS AND RELATED DOCUMENTS.	11. GRAND TOTAL <b>\$1,500,000.00</b>
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ACRN	APPROPRIATION	LIMIT/ SUBHEAD	SUPPLEMENTAL ACCOUNTING CLASSIFICATION	ACCTG STA DODAAAD	AMOUNT
AA	9760100	4300	P648ZZH20 X1 2520 DDXMR60000 O&M	\$12,137	\$500,000.00
AB	9760300	4300	P648ZZH20 X1 2520 DDXMR60000 PROC	\$12,137	\$500,000.00
AC	9760400	4300	P648ZZH20 X1 2520 DDXMR60000 RDTE	\$12,137	\$500,000.00

15. AUTHORIZING OFFICER <i>(Type name and title)</i> <b>SAMPLE DOCUMENT</b>	16. SIGNATURE	17. DATE
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