



FY25 Incoming MIPR Instructions for ECONOMY ACT & Direct Cite MIPRs

U.S. Army DEVCOM Soldier Center

ATTN: FCDD-SCD-DFB

10 General Green Avenue

Natick MA 01760-5021

DODAAC: W56YHX // TAS#: 21X2040 Limit 0000

Incoming Funds Team POCs:

Kathryn Repucci & Karen Noonan

Send to: Inbound MIPR Mailbox: usarmy.natick.futures-cmd.mbx.g-8-inbound-Miprs@army.mil

- Send MIPR via email to above mailbox & CC: Technical POCs.
- Email subject line should start with "Acceptance Needed for **MIPR#:**".
- If you have questions, we recommend sending a draft version for review.

❖ *We recommend that all 448 PDF be digitally signed using Adobe Certificates  and  block 16 with your CAC credentials.*

❖ *MIPRs will be sent back for correction if information is incorrect, missing or expired. Additionally, if no correspondence on required corrections has been received within 5 business days, a Rejection 448-2 will be sent.*

Instructions: Economy Act / Direct Cite to DEVCOM SC. **IMPORTANT!!!** The MIPR header text **MUST** include the following information:

1. **General Terms & Conditions** (GTC#) & Support Agreement (SA#).
2. **PoP:** Start date: D/M/Y – End date: D/M/Y
3. **Funding Expiration Date**
4. **Customers DODAAC**
5. **Name & Email of DEVCOM SC Tech POCs**
6. **Economy Act-** *"Economy Act Order issued in accordance with DoD FMR Volume 11A, Chapter 3 and 31 U.S.C. 1535 & 1536."*
7. **Economy Act MIPRs:** FLEX4 Fee (formerly Section 4123) is 4.0%. This fee applies to all Economy Act MIPRs unless a valid statutory exemption exists in the National Defense Authorization Act.
OR
8. **Direct Cite MIPRS:** Direct Cite fee is 3%. This fee applies to all Direct Cite MIPRs unless a valid statutory exemption exists in the National Defense Authorization Act.
 - Direct Cite: Contract # XXXXXX-XX-XXXX
 - A separate Economy Act MIPR must be sent for the 3% contract fee. The 3% fee cannot be added to the Direct Cite MIPR.



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COMMON MISTAKES:

- DEVCOM SC does **NOT** accept MIPRs with multiple LOAs or split category MIPRs.
- DEVCOM SC does **NOT** accept MIPRs that contain leading "00" in Block 5.
- DEVCOM SC does **NOT** accept incorrect or expired General Terms & Condition # / Support Agreement #.
- DEVCOM SC does **NOT** accept MIPRs without with missing PoP start date.
- DEVCOM SC does **NOT** accept Economy Act MIPRS with PoP end date that exceed the expiration date. (Economy Act MIPRs going on contract are excluded)
- DEVCOM SC does **NOT** accept MIPRs with missing Economy Act clause.



DEPARTMENT OF THE ARMY
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY
FINANCIAL MANAGEMENT AND COMPTROLLER
109 ARMY PENTAGON
WASHINGTON DC 20310-0109

SAFM-FOI (DASA FOP-GINV-00210)

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Government Invoicing (G-Invoicing) Interim Implementation Guidance

1. References:

a. Department of Defense (DoD) Financial Management Regulation (FMR) 7000.14-R, Volume 11a, Reimbursable Operations Policy, May 2021

b. DoD FMR 7000.14-R, Volume 11b, Reimbursable Operations Policy – Working Capital Funds, April 2022

c. DoD Instruction (DoDI) 1015.15, Establishment, Management, and Control of Non-Appropriated Fund Instrumentalities and Financial Management of Supporting Resources, 20 March 2008

d. DoDI 4000.19, "Support Agreements," 16 December 2020

e. DoD G-Invoicing Implementation Memorandum, 6 December 2021

2. Scope:

a. This policy applies to all Army intragovernmental support agreements, categorized as either enterprise-level agreements or Command-level agreements. Enterprise-level agreements are intended to be broad in scope to support intragovernmental business by the majority of Army. Command-level agreements are narrower in scope and are only to be used to support intragovernmental business when an enterprise-level agreement is not available or when otherwise required by a trading partner (e.g., installation agreements created by Installation Management Command (IMCOM)). All Army sub-commands in Combatant Commands, when utilizing TI21 (Army funds), are included in the Army's Enterprise Agreements. The Army Corps of Engineers (USACE) and Army National Guard (ARNG) are included in Army's enterprise-level agreements. The ARNG and USACE must adhere to their applicable regulatory guidance and may execute command-level agreements with enterprise-level trading partners as needed.

b. This policy applies to existing and future intragovernmental support agreements for Order to Cash (O2C) and Procure to Pay (P2P) reimbursable transactions recorded in the following financial accounting systems:

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- (1) General Enterprise Business System (GFEBS),
- (2) Logistics Modernization Program (LMP), and
- (3) Corps of Engineers Financial Management System (CEFMS)

c. This policy **does not** apply to:

- (1) Interfund, to include Global Combat Supply System – Army (GCSS-Army), Defense Medical Logistics Supply System (DMLSS), and Theater Enterprise-Wide Logistics System (TEWLS),
- (2) Direct Cite and other Non-Reimbursable Agreements and/or transactions,
- (3) GFEBS Direct Charge processes and/or its Funding Request Form (FRF),
- (4) Non-Federal Trading Partners,
- (5) Government Purchase Cards, and
- (6) Classified and sensitive activities systems.
- (7) Intergovernmental Support Agreements (IGSAs) – state and local government agencies

d. The guidance listed herein will be updated as necessary per U.S. Treasury, DoD, or Headquarters, Department of the Army (HQDA) policy and requirements.

3. Guidance:

a. This policy mandates Army personnel conducting intragovernmental business with any Federal, DoD, or Army trading partner shall reference an existing or broker a new General Terms & Conditions (GT&C) Agreement. A GT&C is a type of support agreement documented using FS Form 7600A or brokered within the G-Invoicing platform. These transactions must cite a G-Invoicing common identifier number (GT&C number). During the transition period, which is until such time that the Enterprise Resource Planning (ERP) Systems are fully functional with G-Invoicing, Commands have three methods to obtain the GT&C number:

- (1) Broker a GT&C electronically within G-Invoicing (preferred),
- (2) Broker an agreement outside of G-Invoicing using FS Form 7600A and attach the signed and approved GT&C agreement in the G-Invoicing Platform, or

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(3) Support agreements that are active and have established terms for payment in effect as of the effective date of this issuance will be converted to Fiscal Service (FS) Form 7600A upon the agreement's next scheduled review or NLT 31 March 2023.

b. Per reference 1d, support agreements are required for all reimbursable intragovernmental transactions. Estimated costs for reimbursables must be entered as U.S. Dollars, measurable and reasonable, while ensuring that all terms and conditions are clear and understandable.

c. Signed, active, reimbursable support agreements currently residing outside of G-Invoicing on 30 September 2022 must be entered and approved by both trading partners in the G-Invoicing Platform upon the agreement's next scheduled review or by 31 March 2023, whichever comes first. This is applicable to any reimbursable support agreement with an active performance period. For any issues with the Trading Partner, elevate to the FM&C Support Agreement Management (SAM) Office at usarmy.pentagon.hqda-asafm.mbx.g-inv-policy@army.mil.

d. All active draft GT&Cs, either in internal or shared status in G-Invoicing and not expiring by 30 September 2022, must be approved by both trading partners no later than 31 March 2023. For invalid or non-relevant draft GT&Cs, delete in the G-Invoicing Platform by 31 March 2023. Valid expired GT&Cs must remain in the system for audit readiness. For any issues with the Trading Partner, elevate to Support Agreement Management (SAM) Office at usarmy.pentagon.hqda-asafm.mbx.g-inv-policy@army.mil.

e. If the final approver for the GT&C is not in G-Invoicing, Army Commands can appoint G-Invoicing Proxy Approvers via appointment memorandum (encl 2) and in accordance with the G-Invoicing Proxy Approver Designation policy. When applicable, the Proxy Approver will create the GT&C in the G-Invoicing platform, attach the fully approved FS Form 7600A, and manage the approval process.

f. The GT&C number generated from the G-Invoicing platform must be cited on the applicable Purchase Requisition (PR), Purchase Order (PO), and/or Sales Order (SO) within Army's financial systems. The required format of a GT&C Number contains 20 alphanumeric characters and will appear as "A####-###-###-#####." Until the fully automated solution is implemented, the GT&C number must be cited as identified below:

(1) GFEBS: For Purchase Requisitions (PRs) and Purchase Orders (POs), the GT&C number will be placed into the Demand Unique ID (DUID) Field of the above transactions. For Sales Orders (SOs), the GT&C number will be placed into the Description / Short Text field. Instructions for identifying the DUID Field for PRs and POs, and the Description / Short Text field for SOs can be located within enclosure 2 of this guidance.

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(2) LMP: For PRs the GT&C number will be placed into the header text of the LMP Outbound MIPR PR (doc type ZB), for POs the GT&C number will be placed into the Salesperson field of the LMP Outbound MIPR PO (doc type ZB), and for WBSs the field to enter the GT&C in is the Funding PRON field of the WBS **For SOs, it is not recommended to update the LMP Depot Maintenance Sales Order with the GT&C. The reason is the LMP Depot Maintenance Sales Order is an automated process, and it is not standard business process that users make changes to the LMP Sales Order. If there is a need to reference the GT&C for a given LMP Depot Maintenance Sales Order, the sales order can be linked back to the LMP WBS. Instructions for identifying locations for the interim placement of GT&Cs for PRs, POs, and WBSs can be found within Enclosure 3 of this guidance.

(3) CEFMS: For Customer Orders (COs) and Government Orders (GOs), the GT&C number will be selected from a list of open GT&Cs in the "GT&C No" Field.

g. In instances where unforeseen situations arise and expeditious actions must be taken to avoid mission failures or non-compliance of a directive, Army Commands, the Trading Partner involved, or the Support Agreement Management (SAM) Office must issue a G-Invoicing GT&C number which will be generated prior to any execution of funding. The Army Command will then be responsible for completing the draft GT&C after the fact. The Army Command will document these exceptions in block 21 of FS Form 7600A and attach any applicable e-mail communication or documentation into the applicable GT&C in G-Invoicing.

4. Roles and Responsibilities:

a. Assistant Secretary of the Army (Financial Management and Comptroller):

(1) Responsible for identifying and transitioning G-Invoicing oversight and management responsibilities to an appropriate Headquarters, Department of the Army (HQDA) organization upon implementation of G-Invoicing Army-wide.

(2) Responsible for drafting, coordinating, signing, and distributing Army G-Invoicing policy.

(3) Responsible for establishing and maintaining the SAM Office within DASA-FOI until which time it is formally transferred to DASA-BU.

(4) Responsible for defining and brokering enterprise-level support agreements with habitual trading partners. These are located on the Army Process Portal - <https://armyeitaas.sharepoint-mil.us/sites/APP/SitePages/G-Invoicing.aspx>.

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(5) Responsible for assisting Commands with resolving issues with trading partners when brokering support agreements or obtaining trading partner approval.

b. United States Financial Management Command (USAFMCOM):

(1) Responsible for granting Army personnel access to the G-Invoicing platform via the Master Administrator role.

(2) Responsible for maintaining the hierarchy structure of Army Organizations inside of G-Invoicing.

(3) Responsible for identifying training requirements required for each role within G-Invoicing.

(4) Responsible for ensuring each person requesting access to G-Invoicing has the appropriate DD Form 2875 on file.

(5) Responsible for defining and enforcing proper separation of duties for user requested roles.

(6) Responsible for maintaining all approved Proxy Approver Appointment Memorandums (see Enclosure 1).

(7) Responsible for developing and updating, as required, Army Business Rules/Processes for G-Invoicing.

c. ACOMs, ASCCs, DRUs:

(1) Responsible for delegating authority to approve GT&Cs to their subordinate Commands as appropriate. Per reference 1d, effective with this policy, Commands must act to document, in writing, the delegation of authority process for agreement approvals, to include Proxy Approvers. The Command's agreement approval process must clearly designate the type and level of officials who are authorized to approve support agreements in accordance with this issuance.

(2) Responsible for brokering Command-level support agreements with trading partners in coordination with proper higher Army Headquarters and Secretariate. Commands are responsible for storing those agreements in G-Invoicing. Agreements should be brokered and approved at the highest possible level to drive efficiency, eliminate redundancy, and reduce agreement maintenance with proper coordination through designated Army chain of command to higher Army Headquarters and Secretariate. (Examples: Installation Management Command (IMCOM) & Army Material Command (AMC) required coordination with Deputy Chief of Staff, G-9 Installations; Army Program Executive Offices (PEO) required coordination with Assistant Secretary of the Army, Acquisition Logistics Technology)

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(3) Responsible for resolving disputes and/or issues at the lowest echelon level by consulting with functional proponents, and if appropriate, a legal review prior to escalating to HQDA for resolution. If resolution is not achieved, then escalation to the Support Agreement Management (SAM) Office and/or proper higher Army headquarters is warranted.

5. The point of contact for this implementation guidance is the Office of the Deputy Assistant Secretary of the Army for Financial Operations and Information (DASA-FOI) at usarmy.pentagon.hqda-asafm.mbx.g-inv-policy@army.mil.

3 Encls

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|---------------------------------------|---|
| 1. Proxy Approver Appointment Memo | Michael A. Ramsey |
| 2. Placement of GT&C Number for GFEBS | Deputy, Assistant Secretary of the Army |
| 3. Placement of GT&C Number for LMP | Financial Operations and Information |

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Director, U.S. Army Civilian Human Resources Agency

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Director of Business Transformation

Commander, Eighth Army