



DEPARTMENT OF THE NAVY
COMMANDER NAVY RESERVE FORCE
1915 FORRESTAL DRIVE
NORFOLK VA 23551-4615

COMNAVRESFORINST 4220.2B
N8
15 Aug 24

COMNAVRESFOR INSTRUCTION 4220.2B

From: Commander, Navy Reserve Force

Subj: RESPONSIBILITIES AND PROCEDURES FOR ISSUING INTERDEPARTMENTAL
PURCHASE REQUESTS

Ref: (a) FAR/DFAR
(b) DoD 7000.14-R Financial Management Regulation Vol. II A
(c) NMCARS
(d) DON 7600A (03-22)
(e) Department of Treasury Interagency Guide

Encl: (1) Determination and Findings Authority for Interagency Acquisition Under The
Economy Act (31 U.S.C. §1535)

1. Purpose. To prescribe policy, responsibility, and procedures for issuing interdepartmental purchase requests (IPR) to obtain materials or services through organizations outside the Department of Defense (DoD).
2. Cancellation. COMNAVRESFORINST 4220.2A
3. Background. The Economy Act (31 U.S.C §1535), as provided in references (a), subpart 17.5 and (b), authorizes agencies to enter into mutual agreements to obtain supplies or services by interagency acquisition. The Economy Act does not apply to acquisitions from required sources of supplies prescribed in the Federal Acquisition Regulations (FAR) Part 8, which have separate statutory authority. It also does not apply to information technology (IT) orders under general services administration (GSA) authorized government-wide IT programs.
4. Funding. Reference (b) specifies that a reimbursable Economy Act Order is an order issued under the authority contained in 31 U.S.C. §1535. Reference (b) states that reimbursable orders are to be used by all components of the Department of the Navy (DON) for requesting work or services, of any kind, from any Government-owned and operated establishment. Therefore, all Commander, Navy Reserve Force (COMNAVRESFOR) interagency procurements will be accomplished on a reimbursable basis. Economy Act orders do not extend the obligational life of the appropriations beyond that authorized by Congress. Therefore, all interagency procurements will contain a statement, typed in the description section, as to when the funds expire for obligational purposes as well as a date that all work must be completed. IPRs should be forwarded to the COMNAVRESFOR comptroller (N8), for signature and release. All General Terms and Conditions (GT&C), DON Form 7600A, shall be forwarded to COMNAVRESFOR contract manager (N8) for signature and release.

5. Procedures.

a. DD Form 448

(1) DD Form 448 is issued as the interdepartmental procurement (IP) document, as prescribed by reference (b). The following "Economy Act" statement should be typed in the description section of the DD Form 448. This document is issued as an IPR and must be accepted on a reimbursable basis, in accordance with 31 U.S.C. §1535.

(2) The U.S. Coast Guard is an agency of the Department of Homeland Security, as such, all IPRs issued to the U.S. Coast Guard must contain the Economy Act statement. State governments, although not specifically covered under the Economy Act, will be issued a military IPR using the document type. Funding documents issued to state governments will not contain the Economy Act statement. The U.S. Coast Guard, state governments, and all other non-DoD agencies will be subject to the determination and findings (D&F) requirements of subparagraph 5b.

b. D&F Requirements

(1) Per reference (a), each Economy Act order shall be supported by a D&F. No other agreement (i.e, memorandum of understanding) between the requiring organization and the performing organization is an acceptable alternative to the D&F. Orders issued within the DoD do not require an Economy Act D&F, nor do IT orders under GSA programs. These GSA programs include the Federal Systems Integration and Management Center and the Federal Computer Acquisition Center. The COMNAVRESFOR N-code, or subordinate commands, requiring materials or services is responsible for preparing the D&F and obtaining the necessary signature and approval.

(2) D&Fs must follow the format of enclosure (1), which must be signed by the originator, legal counsel, and the approval authority as prescribed below. The D&F format and structure is to be maintained since it satisfies both legal and policy requirements.

(3) D&Fs shall be approved by COMNAVRESFOR Deputy Commander.

(4) Per reference (c), subpart 5217.502-2, Assistant Secretary of the Navy (Research, Development and Acquisition) (ASN (RD&A)) is the approving authority for D&Fs for Economy Act orders to be placed with agencies not subject to the FAR. Examples of agencies not subject to the FAR are the Federal Aviation Agency, Central Intelligence Agency, the Tennessee Valley Authority, the Library of Congress, and all state governments. ASN (RD&A) is also the approving authority for D&Fs for Economy Act orders to be placed with the Department of Transportation's Volpe Laboratories. Requests for ASN (RD&A) approval shall be submitted via the chain of command to ASN(RD&A).

(5) The central repository for all orders issued under the Economy Act will be COMNAVRESFOR contract manager (N8).

c. GT&C DON Form 7600A (03-22). The GT&C, reference (d), is issued as a Government interagency agreement (IAA), as prescribed by reference (e). The GT&C is also called a Government wide agreement form. The GT&C sets the relationship between the trading partners. It identifies the agencies entering into the agreement, the authority permitting the agreement, the agreement action, and the type. The COMNAVRESFOR N-code, or subordinate commands, requiring materials or services are responsible for preparing the GT&C and obtaining the necessary signature and approval.

6. Forms.

a. NAVRES 4220/1 (3-14), Acquisitions Under the Economy Act Requirements Office Questionnaire.

https://private.navyreserve.navy.mil/cnrfc/Special_Assistants/N01A/Forms/NAVRES%204220-1.pdf

b. DON Form 7600A (03-22), GT&C. https://www.gsa.gov/cdnstatic/Treasury_Form_7600a_Comm.pdf

7. Records Management. Records created as a result of this instruction, regardless of media and format, must be managed per Secretary of the Navy Manual 5210.1 of September 2019.

8. Review and Effective Date. Per OPNAVINST 5215.17A, COMNAVRESFORCOM will review this instruction annually on the anniversary of its effective date to ensure applicability, currency, and consistency with Federal, DoD, SECNAV, and Navy policy and statutory authority using OPNAV 5215/40 Review of Instruction. This instruction will automatically expire 10 years after effective date unless reissued or canceled prior to the 10-year anniversary date, or an extension has been granted.



M. J. STEFFEN
Deputy Commander

Releasability and distribution:

This instruction is cleared for public release and is available electronically only via the COMNAVRESFORCOM website, <https://www.navyreserve.navy.mil/Resources/Official-RESFOR-Guidance/Instructions>

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D&F No. _____

Determination and Findings
Authority for Interagency Acquisition
Under The Economy Act (31 U.S.C. 1535)

Upon the basis of the following findings and determination which I hereby make pursuant to FAR 17.5 and DFARS 217.5, the proposed interagency acquisition order(s) may be placed.

Findings

1. The _____ proposes to issue,
(insert name of requiring N-Code subordinate command) pursuant to the Economy Act,
(an interagency order) (multiple interagency orders) under this D&F in the (cumulative) total amount
of \$: _____.

(Note: If incremental funding is or if multiple funding actions are anticipated, provide an estimated funding schedule by fiscal year in addition to the cumulative total).

To: _____
(Insert name(s) and address(es) of proposed servicing agency(ies)).

2. The effort to be acquired is:

(Briefly describe those supplies and/or services to be acquired).

3. Legal authority for this acquisition otherwise exists.

4. This action does not conflict with any other agency's authority or responsibility and the supplies or services are clearly within the scope of activities of the servicing agency
because _____

(e.g. Interagency agreement, legislation, sponsorship of Federally Funded Research, and Development Centers, existing program).

5. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source because:

6. The servicing agency has unique expertise or capabilities not available within the DoD which is
are: _____

7. (Insert this paragraph only if the acquisition will involve the use of a government commercial/ industrial activity under FAR 7.3). This acquisition anticipates the use of a government

Enclosure (1)

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commercial/industrial activity that has the following capability that does not exist in private industry and which is

8. (This paragraph is applicable only if this interagency acquisition will result in contracting action by the servicing agency. If applicable, insert the appropriate following paragraph which applies). The servicing agency normally contracts for those supplies or services and will not be paid a fee or charges in addition to the estimated amount(s) to be obligated on contracts. The servicing agency normally contracts for those supplies or services but will be paid a fee or charge in addition to the estimated amount to be obligated on contract. Such fee or charge will not exceed the estimated cost to the servicing agency of entering into and administering the contract.

9. (This paragraph is to be inserted only if this is a class D&F). The expiration date for this class D&F is _____ (Insert date).

I certify that the facts and representations contained herein under my cognizance are complete and accurate to the best of my knowledge and belief.

(Signature/Title) (Date)

I have reviewed this document and consider it legally sufficient.

(Counsel Signature) (Date)

This acquisition through

(Insert name of servicing agency)

Is in the best interests of the Government because:

a. The ordered supplies or services cannot be provided as conveniently and cheaply by contracting directly with a private source.

b. The servicing agency has unique expertise or ability not available within the DoD.

c. The supplies or services clearly are within the scope of activities of the servicing agency.

d. (Insert one of the two following paragraphs, whichever is appropriate, if the servicing agency will be obligating funds under contract(s) in support of this acquisition. If the servicing agency will not be using contracts, subparagraph d may be omitted from the D&F). The servicing agency normally contracts for those supplies or services for itself and no fees or charges for the entering into

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and administration of contracts that are in addition to the amount(s) to be obligated under the contract(s) will be paid to the servicing agency. The servicing agency normally contracts for those supplies or services for itself and the user fees or charges that are in addition to the amount (s) to be obligated under the contract(s) will not exceed the estimated cost of entering into and administering the contracts). Therefore, the above described order(s) may be placed.

APPROVED _____ DATE _____