

The Printing Management Division has been required to change the way it accepts and processes DD Form 448 (Military Interdepartmental Purchase Request (MIPR)). MIPRs for print requests are to be sent to Printing Management Division (PMD), through the following email address: usarmy.pentagon.hqda-apd.mbx.printing-management-branch@mail.mil. PMD will be processing MIPRs through Defense Logistics Agency (DLA). MIPRs cannot be sent directly from the customer to DLA. The MIPR will be received by PMD and PMD will send the MIPR directly to DLA. DLA will then provide PMD with the signed DD Form 448-2. PMD will then provide the signed DD Form 448-2, to the customer. When submitting the MIPR to PMD, please add the below address in the TO block (Block 7).

DLA DOCUMENT SERVICES
HOFFMAN BLDG 1 14TH FLOOR STE 1400
ALEXANDRIA,VA 22331
Tel:
DoDAAC: SA7021

Work Breakdown Structures (WBS) requests will no longer be accepted. DLA is unable to accept WBS requests.