**Boiler Plate Letter**

**DoD Indian Incentive Program**

**(To be used by DoD Contracting Officers for the 5% Rebate Request)**

**Agency Letterhead**

[Day, Month, Year]

Indian Incentive Program

DoD Office of Small Business Programs   
3330 Defense Pentagon, Room 3B941

Washington DC, 20301-3330

SUBJECT: Application for Funding Under Indian Incentive Program to DoD Contract XXXXXX-XX-XXXXX

Ref: FAR 26.1, FAR Clause 52.226-1, DFARS 226.1 and DFARS Clause 252.226-7001

Encl: “PRIME FIRM NAME “letter dated [29 July 2025] Document Number XXXXXX-XXXXX-XXXX, w/attachments (Invoice Summary (in Excel), Self Certification of 51% ownership, and if owned by Individual(s), provide scan of the owner’s Tribal Card ).

1. In accordance with the above reference, it is requested that funding in the amount of [$xx,yyy.zz] be provided to this command for award of rebate based on the subcontract issued by “PRIME FIRM NAME” to an Indian firm, “INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME”, in support of [Agency Name] contract XXXXXX-XX-X-XXXX.

2. As documented by the Enclosure, this request for funding is based on utilization of a 5% incentive applied against the applicable value of work performed by “INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME,” whose owner is a member of a federally recognized TRIBE, NATIVE ALASKAN ENTITY, or is NATIVE HAWAIIAN, and has been determined as eligible under the provisions of the Indian Incentive Program. “INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME” has provided subcontract performance to PRIME FIRM NAME under the subject contract after September 1996.

3. None of the incentives requested by the enclosed: “PRIME FIRM NAME “letter of [29 July 2025] are duplication of any previous incentives requested by: “PRIME FIRM NAME” for payment under this program. This request (for $ xx,yyy.zz) represents work performed and invoiced by “INDIAN OWNED ECONOMIC ENTERPRISE/ INDIAN ORGANIZATION FIRM NAME” from MONTH/YEAR to MONTH/YEAR.

4. I have reviewed the applicable subcontracts, invoices, and representations listed as attachments A, B, and C to the enclosed “PRIME FIRM NAME “letter. To reduce bulk of paperwork, **I have enclosed the “PRIME FIRM NAME “letter, Invoice Summary (in Excel), Self Certification** **of 51% ownership and scan of the owner’s Tribal Card, as applicable**. The other attachments are on file and available for your review upon request. “PRIME FIRM NAME “letter and attachments have been reviewed by the Contracting Officer; they were prepared in accordance with FAR 26.1, FAR 52.226-1, and DFARS 226.1 and DFARS 252.226-7001. “PRIME FIRM NAME “package cited the use of DFAR clause 252.226-7001 in our DoD contract, XXXXXX-XX-X-XXXX. “PRIME FIRM NAME “provided copies of pertinent pages of the subcontract, copies of the subcontractor’s invoices (in the form of proof of payment through “PRIME FIRM NAME “accounting system), total payment of subcontract and calculation for 5% rebate, and subcontractor’s status as an Indian-Owned economic enterprise. I concur with “PRIME FIRM NAME” that the costs invoiced appear to be fair and reasonable.

5. Please send the incentive payment as a: *(Circle/Highlight one)*

**Direct Cite** **MIPR** or **Reimbursable MIPR**

to: [Agency Budget/Financial POC to receive MIPR]

Agency Name

ATTN: Agency Budget/Financial POC Name (who accepts MIPRs)

Agency Budget/Financial Office Code and Address

Telephone (XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

POC EMAIL: [[johnjane@agencyxyz.mil](mailto:johnjane@agencyxyz.mil)]

MIPR Funding DoDAAC: XXXXXX

6. I am the Contracting Officer on contract XXXXXX-XX-X-XXXX. My telephone number is (XXX) XXXXXXX. My address is [Agency Contracting Office Code and Address]. My e-mail address is [[kodoe@agencyxyz.mil](mailto:kodoe@agencyxyz.mil)].

KO E. DOE

Contracting Officer

**For Assistance Contact:**

Indian Incentive Program-OSBP, OUSD (A&S)

Phone: 571-372-6191

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