

# FY20 RA MIPR CHECKLIST

|  |  |          |                 |  |       |           |
|--|--|----------|-----------------|--|-------|-----------|
| MIPR #:  |  | AMEND #: |                 |  | DATE: |           |
| TYPE:  | REIMBURSABLE   |          | DIRECT CITE     |  | COMBO | REJECTION |
| MIPR Evaluator:  |  |          | MIPR Processor: |  |       |           |
| DTIC has not processed your MIPR (DD Form 448) and is returning it for additional information as noted below.  |  |          |                 |  |       |           |
| MIPR is legible and clearly states submitter's intent.   |  |          |                 |  |       |           |
| MIPR was received from the RA Sponsor or ACOR or email confirmation was received from RA Sponsor or ACOR. Funding Agency executed a GT&C (GT&C number annotated below) with DTIC which has been verified by the PAC.   |  |          |                 |  |       |           |
| Block 7 is addressed to DTIC and block 8 contains requesting Agency complete street address (matches DODAAC).  |  |          |                 |  |       |           |
| Trading Partner Information: Department/Main Account/Sub-account/Sub-allocation Holder ID (Limit) present and in CMET.   |  |          |                 |  |       |           |
| Clear breakout of funding for labor, travel, ODC and CSDC. Grand total in block 11 is correct.   |  |          |                 |  |       |           |
| Economy Act is stated on the document.   |  |          |                 |  |       |           |
| The Line of Accounting (LOA) is funded correctly in block 14. If a de-obligation request, the amount in block 14 is negative. The LOA must match the Basic MIPR when de-obligating the funding.  |  |          |                 |  |       |           |
| MIPR is signed in block 16.  |  |          |                 |  |       |           |
| Block 15 and 16 have the same name. Note "FOR" on block 15 if signing for authorizing officer other than yourself.   |  |          |                 |  |       |           |
| Block 17 must be dated the same date or later than block 4. MIPR cannot be signed before it is prepared.   |  |          |                 |  |       |           |
| Period of Performance and Funds Expiration Date are stated on the MIPR. (Dates may not be the same.) Annotated below.  |  |          |                 |  |       |           |
|  | Treasury Account Symbol (Department/BFY/Main Account/Sub-account/Limit)  |          |                 |  |       |           |
|  | Trading Partner Number: BPN/DODAAC/DUNS is identified on the MIPR.<br>Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR. |          |                 |  |       |           |
|  | Task Order (TO) number and title present and matches RMS.<br>PWS Tasks present   |          |                 |  |       |           |
|  | FY20 0.8% Customer Shared Direct Cost (CSDC) calculation is correct.   |          |                 |  |       |           |
| <b>Additional Notes:</b><br>Send MIPR and Checklist to DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL<br>Include your Agency Financial and Technical POCs on the MIPR<br>DTIC Financial POC: dtic.belvoir.rm.mbx.iac-mipr@mail.mil; DTIC Technical POC is your IAC COR/PMA.<br>See <a href="https://dodiac.dtic.mil/resources/#templates">https://dodiac.dtic.mil/resources/#templates</a> for more detailed information. |  |          |                 |  |       |           |
| Additional Information:  | GT&C Number (if different than MIPR Number):<br>CSDC On MIPR: Task Order On MIPR:<br>Funds Expiration Date: Period Of Performance:         |          |                 |  |       |           |
|  |  |          |                 |  |       |           |

***Last Updated: 10/1/2019***

*Version 1*