## FY24 RA MIPR CHECKLIST

MIPR #:					AMEND #:				DATE:			
TYPE:	REIMBU	RSABLE		DIREC	T CITE	•	REJECTION					
MIPR F	Evaluator: MIPR Processor:											
Funding Agency: Please check the following items to ensure your DD448 is complete and accurate.												
MIPR is legible and clearly states submitter's intent. Identifies the purpose (TO), time (PoP) and amount specific to order.												
MIPR will be sent to dtic.belvoir.rm.mbx.iac-mipr@mail.mil by the task order ACOR. Funding Agency executed an FS Form 7600A (GT&C) with DTIC, which is "Open for Orders" in G-Invoicing. GT&C number annotated below has been verified by the ACOR.												
Block 7 is addressed to DTIC (see sample DD448) 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, unless the Requesting Activity purchases Goods and Services under a more specific statutory authority. Specific Authority Title and Code is provided in block 9b.												
The Line of Accounting (LOA) is funded correctly in block 14.												
MIPR is si	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 r	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/EFY/Main Account/Sub-account/Limit); If DoD RDT&E, the RDT&E Budget Activity is provided on the MIPR.											
	Trading Partner Number: BPN/DODAAC/DUNS is identified on the MIPR.											
	Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.											
	RMS Task Order (TO) number (XX-XX-XXXX format), Project Name identified in Block 9b. This data provided by task order ACOR.											
			F	¥24 0.40%	5 Customer S	hared	Direct Cost (CSDC)	calculation	is correc	t.		
Additonal Notes: Send MIPR and Checklist to DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL Include your Agency Financial and Technical POCs on the MIPR DTIC Financial POC: dtic.belvoir.rm.mbx.iac-mipr@mail.mil; DTIC Technical POC is your IAC COR/PMA. See https://dodiac.dtic.mil/resources/#templates for more detailed information.												
	GT&C Number (if different than MIPR Number):											
		CSDC On			Task Order On MIPR:							
Additi		Funds Exp	e:		Pe	eriod Of Performance:						
Inform	ation:											

## FY24 RA MIPR CHECKLIST

			#: Basi	C	DATE: 10/5/2023							
BURSABLE		DIRECT CITE		СОМВО								
Funding Agency: Please check the following items to ensure your DD448 is complete and accurate												
MIPR is legible and clearly states submitter's intent. Identifies the purpose (TO), time (PoP) and amount specific to order.												
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Economy Act is stated on the document, unless the Requesting Activity purchases Goods and Services under a more												
specific statutory authority. Specific Authority Title and Code is provided in block 9b.												
The Line of Accounting (LOA) is funded correctly in block 14												
MIPR is signed in block 16.												
Block 15 and 16 have the same name or "FOR" in 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/EFY/Main Account/Sub-account/Limit); If DoD RDT&E, the RDT&E Budget Activity is provided on the MIPR.											
	Trading Partner Number: BPN/DODAAC/DUNS is identified on the MIPR. Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.											
ovation	RMS Task Order (TO) number (XX-XX-XXXX format), Project Name identified in Block 9b. This data provided by task order ACOR.											
	FY24 0.40% Customer Shared Direct Cost (CSDC) calculation is correct.											
Additional Notes:         Send MIPR to DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL         Include your Agency Financial and Technical POCs on the MIPR         DTIC Financial POC: dtic.belvoir.rm.mbx.iac-mipr@mail.mil; DTIC Technical POC is your IAC COR/PMA.         See https://dodiac.dti:-mil/resources/#templates for more detailed information.         See https://dodiac.dti:-mil/resources/#templates for more detailed information.         GT&C Number (assigned by G-Invoicing):       A2103-057-097-000005         CSDC On MIPR: DTICSAMPLEV2       Task Order On MIPR: DTICSAMPLEV1         Funds Expiration Date: 9/30/2024       Period Of Performance: 10/1/2023 to 9/30/2024         Information:       Do not submit a document with more than 6 individual LOAs												
	Please check and clearly sta o dtic belvoir m c, which is "Ope d to DTIC (see ormation: Depa funding for 1: stated on the d authority. Sp ounting (LOA) n block 16. have the same e dated the same a dated the same a dated the same a dated the same c d	Please check the folloon     ind clearly states submitted     or dic belvoir.rm.mbx.iac-n     C, which is "Open for Order     d to DTIC (see sample DD4     ormation: Department/Main     funding for labor, travel     stated on the document, u     authority. Specific Auth     ponting (LOA) is funded     n block 16.     have the same name or "     e dated the same date or 1     nance and Funds Expirat     X 4930     Tre     tovation     fundion     function     funct	Please check the following items to ensure and clearly states submitter's intent. Identifies to dic belvoir.rm.mbx.iac-mipr@mail.mil by the ta C, which is "Open for Orders" in G-Invoicing. GTA d to DTIC (see sample DD448) and block 8 contain formation: Department/Main Account/Sub-account// f funding for labor, travel, ODC and CSDC. Con- stated on the document, unless the Requesting authority. Specific Authority Title and Code punting (LOA) is funded correctly in block 14 in block 16. have the same name or "FOR" in block 15 if se d ated the same date or later than block 4. M nance and Funds Expiration Date are stated or X 4930 Treasury Account Symbol If DoD RDT&E, the Category of the same date or later than block 4. M nance and Funds Expiration Date are stated or X 4930 Treasury Account Symbol If DoD RDT&E, the direction RMS Task Order (1) identified in Block 9 FY24 0.40% Customed CSELVOIR.RM.MBX.IAC-MIPR@MAIL.MID cy Financial and Technical POCs on the MIPR DC: dtic.belvoir.rm.mbx.iac-mipr@mail.mil; DTJ ttic.mil/resources/#templates for more detailed in GT&C Number (assigned by G-Invoicing) CSDC On MIPR: DTICSAMPLEV2 Funds Expiration Date: 9/30/2024 Each Task Order and CSDC pair must reference Do not submit a document with more than 6 indirection in a submit a document with more than 6 indirection in a submit a document with more than 6 indirection in a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection is a submit a document with more than 6 indirection i	Please check the following items to ensure your DD and clearly states submitter's intent. Identifies the purpo     o dic.belvoir.rm.mbx.iac-mipr@mail.mil by the task order AC     which is "Open for Orders" in G-Invoicing. GT&C number     d to DTIC (see sample DD448) and block 8 contains requestin     ormation: Department/Main Account/Sub-account/Sub-allocat     finding for labor, travel, ODC and CSDC. Grand total     stated on the document, unless the Requesting Activity p     authority. Specific Authority Title and Code is provide     punting (LOA) is funded correctly in block 14     n block 16.     have the same name or "FOR" in block 15 if signing for     e dated the same date or later than block 4. MIPR canno     nance and Funds Expiration Date are stated on the MIPF X 4930     Treasury Account Symbol (Departm     If Do RDT&E, the RDT&E         Trading Partner Number: BPN	Please check the following items to ensure your DD448 is complete and a ind clearly states submitter's intent. Identifies the purpose (TO), time (PoP) and to dic belvoir rm mbx iac-mipr@mail.mil by the task order ACOR. Funding Agency exe c, which is "Open for Orders" in G-Invoicing. GT&C number annotated below has been d to DTTC (see sample DD448) and block 8 contains requesting Agency complete street ormation: Department/Main Account/Sub-account/Sub-allocation Holder ID (Limit) pre- finding for labor, travel, ODC and CSDC. Grant total in block 11 is correct. stated on the document, unless the Requesting Activity purchases Goods and S authority. Specific Authority Title and Code is provided in block 9b. sunting (LOA) is funded correctly in block 14 n block 16. have the same name or "FOR" in block 15 if signing for authorizing officer other e dated the same date or later than block 4. MIPR cannot be signed before it is nance and Funds Expiration Date are stated on the MIPR. (Dates may not be ther X 4930 Treasury Account Symbol (Department/BFY/EFY/Main Ac If DoD RDT&E, the RDT&E Budget Activity is provided in Block 9b. This data provided by task tovation FY24 0.40% Customer Shared Direct Cost (CSDC) or CEBELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL sy Financial and Technical POCs on the MIPR C: dtic.belvoir rm.mbx.iac-mipr@mail.mil; DTIC Technical POC is your IAC CO thic.mil/resources/#templates for more detailed information. GT&C Number (assigned by G-Invoicing): A2103-057-097-000005 CSDC On MIPR: DTICSAMPLEV2 Task Order on MIPR: D Funds Expiration Date: 9/30/2024 Period Of Performance: Each Task Order and CSDC pair must reference one another in block 9b. Do not submit a document with more than 6 individual LOAs	Please check the following items to ensure your DD448 is complete and accurate.      Ind clearly states submitter's intent. Identifies the purpose (TO), time (PoP) and amounts     to dic betwoir m mbx iac-mipr@mail.mil by the task order ACOR. Funding Agency executed an FS     which is "Open for Orders" in G-Invoicing. GT&C number annotated below has been verified by     d to DTIC (see sample DD448) and block 8 contains requesting Agency complete street address (mi     remation: Department/Main Account/Sub-account/Sub-alcoant/order ID (Limit) present and in     finning for labor, travel, ODC and CSDC. Grand total in block 11 is correct.     tated on the document, unless the Requesting Activity purchases Goods and Services un     authority. Specific Authority Title and Code is provided in block 9b.     bunting (LOA) is funded correctly in block 14     h block 16.     have the same name or "FOR." in block 15 if signing for authorizing officer other than yo     a dated the same date or later than block 4. MIPR cannot be signed before it is prepared.     mance and Punds Expiration Date are stated on the MIPR. (Dates may not be the same). A     Ya30     Treasury Account Symbol (Department/BFY/EFY/Main Account/Sub-     If DoD RDT&E, the RDT&E Budget Activity is provided on the         Trading Partner Number: BPN/DODAAC/DUNS is identified 4         Verify your agency's BPN/DODAAC/DUNS is identified 4         Verify your agency's BPN/DODAAC/DUNS is identified 4         Stask Order (TO) number (XX-XX-XXX format), Pr     identified in Block 9b. This data provided by task order ACC         FY24 0.40% Customer Shared Direct Cost (CSDC) calculation         GT&C Number (assigned by G-Invoicing): A2103-057-097-000005     CSDC On MIPR: DTICSAMPLEV2 Task Order On MIPR: DTICSAMPLEV2     Fack Task Order and CSDC pair must reference one another in block 9b.     Do not submit a document with more than 6 individual LOAs	Please check the following items to ensure your DD448 is complete and accurate.      Ind clearly states submitter's intent. Identifies the purpose (TO), time (PoP) and amount specific to order.     o dicbebroir m mok in-mipr@mail.mil by the task order ACOR. Funding Agency executed an FS Form 7000A     which is "Open for Orders" in Glavoring. GTAC mmber annotated below has been verified by the ACOR.     d to DTIC (see sample DD448) and block 8 contains requesting Agency complete street address (matches DDDAAC).     iternation: DepartmentMain Account/Sub-alcount/Sub-allocation Holder ID (1.imit) present and in CMET.     finding for labor, travel, ODC and CSDC. Grant total in block 11 is correct.     tatted on the document, unless the Requesting Activity purchases Goods and Services under a more     authority. Specific Authority Title and Code is provided in block 9b.     uniting (LOA) is funded correctly in block 14     n block 16     have the same name or "FOR" in block 15 if signing for authorizing officer other than yourself.     e dated the same date or later than block 4. 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