

FY25 RA MIPR CHECKLIST

MIPR #:		AMEND #:		DATE:	
TYPE:	REIMBURSABLE	DIRECT CITE		REJECTION	
MIPR 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 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/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. <small>Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.</small>			
		RMS Task Order (TO) number (XX-XX-XXXX format), Project Name identified in Block 9b. This data provided by task order ACOR.			
		FY25 0.40% Customer Shared Direct Cost (CSDC) calculation is correct.			
Additional 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.					
Additional Information:	GT&C Number (if different than MIPR Number):				
	CSDC On MIPR:		Task Order On MIPR:		
	Funds Expiration Date:		Period Of Performance:		

FY25 RA MIPR CHECKLIST

MIPR #:	DTICSAMPLEV1	AMEND #:	Basic	DATE:	10/5/2024
TYPE:	REIMBURSABLE <input type="checkbox"/>	DIRECT CITE <input checked="" type="checkbox"/>	COMBO <input type="checkbox"/>		
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.					<input checked="" type="checkbox"/>
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.					<input checked="" type="checkbox"/>
Block 7 is addressed to DTIC (see sample DD448) and block 8 contains requesting Agency complete street address(matches DODAAC).					<input checked="" type="checkbox"/>
Trading Partner Information: Department/Main Account/Sub-account/Sub-allocation Holder ID (Limit) present and in CMET.					<input checked="" type="checkbox"/>
Clear breakout of funding for labor, travel, ODC and CSDC. Grand total in block 11 is correct.					<input checked="" type="checkbox"/>
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.					<input checked="" type="checkbox"/>
The Line of Accounting (LOA) is funded correctly in block 14					<input checked="" type="checkbox"/>
MIPR is signed in block 16.					<input checked="" type="checkbox"/>
Block 15 and 16 have the same name or "FOR" in block 15 if signing for authorizing officer other than yourself.					<input checked="" type="checkbox"/>
Block 17 must be dated the same date or later than block 4. MIPR cannot be signed before it is prepared.					<input checked="" type="checkbox"/>
Period of Performance and Funds Expiration Date are stated on the MIPR. (Dates may not be the same.) Annotated below.					<input checked="" type="checkbox"/>
097 XXXX XXXX 4930 Limit: NA1E RDT&E BA: N/A	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.				<input checked="" type="checkbox"/>
DODHJ4702	Trading Partner Number: BPN/DODAAC/DUNS is identified on the MIPR. <small>Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.</small>				<input checked="" type="checkbox"/>
P1-22-2022 Air Force ISR Innovation Study	RMS Task Order (TO) number (XX-XX-XXXX format), Project Name identified in Block 9b. This data provided by task order ACOR.				<input checked="" type="checkbox"/>
Labor: \$25,000 Travel: \$23,000 Material: \$71,000 CSDC: \$3,676	FY25 0.40% Customer Shared Direct Cost (CSDC) calculation is correct.				<input checked="" type="checkbox"/>
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://odiac.dtic.mil/resources/#templates for more detailed information.					
Additional Information:	GT&C Number (assigned by G-Invoicing): A2103-057-097-000005				
	CSDC On MIPR: DTICSAMPLEV2		Task Order On MIPR: DTICSAMPLEV1		
	Funds Expiration Date: 9/30/2025		Period Of Performance: 10/1/2024 to 9/30/2025		
	Each Task Order and CSDC pair must reference one another in block 9b.				
Do not submit a document with more than 6 individual LOAs					