

FY26 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. Project Name is clearly stated.							
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. 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.					
		FY26 0.60% Customer Shared Direct Cost (CSDC) calculation is correct.					
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.							
Additional Information:	GT&C Number (if different than MIPR Number):						
	CSDC On MIPR:		Task Order On MIPR:				
Funds Expiration Date:		Period Of Performance:					