

# FY17 RA MIPR CHECKLIST

<b>MIPR #:</b>			<b>AMEND #:</b>			<b>IAC:</b>		<b>DATE:</b>	
<b>TYPE:</b>	<b>REIMBURSABLE</b>	<input type="checkbox"/>	<b>DIRECT CITE</b>	<input type="checkbox"/>	<b>COMBO</b>	<input type="checkbox"/>	<b>REJECTION</b>	<input type="checkbox"/>	
<b>DTIC has not processed your MIPR (DD Form 448) and is returning it for additional information as noted on the attached checklist.</b>									
MIPR is legible and clearly states submitter's intent.									<input type="checkbox"/>
MIPR was received by the RA Sponsor (Submitter in RMS) or ACOR. If not, email confirmation was received from RA Sponsor or ACOR.									
Block 7 is addressed to DTIC and block 8 contains requesting Agency complete street address (matches DODAAC).									
Department code - TPN (Trading Partner Number) and Appropriation Fund code are consistent.									
Separate line items exist for labor, travel, ODC and CSDC. Enter \$0.00 when necessary. Grand total in block 11 is correct.									
Multiple Award Contracts (i.e. DSTAT, HDTAT, CSTAT and SNIM) require funding breakout for labor, travel and ODC.									
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.									
Block 15 and 16 have the same name. Note "FOR" on block 15 if signing for authorizing officer other than yourself.									
MIPR is signed in block 16.									
Block 17 must be dated the same date or later than block 4. MIPR cannot be signed before it is prepared.									
		<b>Date funds expire for use is stated on MIPR (may not be same as appropriation expiration date).</b>							
		<b>For O&amp;M funding, the SOW task is identified on the MIPR.</b>							
		Refer to O&M funding guidance for more information.							
		<b>BPN/DODAAC/DUNS is identified on the MIPR.</b>							
		Verify your agency's BPN/DODAAC/DUNS number and list it on the MIPR.							
		<b>Technical Area Task (TAT) must be on all MIPRs and match RMS.</b>							
		<b>Contract Number and Delivery Order (incremental funding) is on the MIPR.</b>							
		If new award, DO is TBD. For more information, refer to the contract number table section of this document.							
		<b>FY17 1.52% Customer Shared Direct Cost (CSDC) calculation is correct.</b>							
		Refer to the "How to Calculate a MIPR" section for more information.							
<b>Additional Notes:</b>									
Send MIPR and Checklist to <a href="mailto:DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL">DTIC.BELVOIR.RM.MBX.IAC-MIPR@MAIL.MIL</a>									
Include your Agency Financial and Technical POCs on the MIPR									
DTIC Financial POC: <a href="mailto:dtic.belvoir.rm.mbx.iac-mipr@mail.mil">dtic.belvoir.rm.mbx.iac-mipr@mail.mil</a> ; DTIC Technical POC is your IAC COR/PMA.									
See <a href="http://iac.dtic.mil/financial_mgmt.html">http://iac.dtic.mil/financial_mgmt.html</a> for more detailed information.									
<b>Additional Information:</b>									

# MIPR Checklist for Requesting Agencies

## Please verify your MIPR has the following information prior to submission:

- Indicate whether you want your TAT accepted Cat I (Reimbursable) or Cat II (Direct Cite)

DTIC will accept all CSDC CAT I (Reimbursable).

- Verify if your MIPR calculation breakdown is correct.

**Currently, the FY17 Customer Shared Direct Cost (CSDC) rate is 1.52%. Please include 1.52% in your MIPR submission to DTIC.**

### How to Calculate a MIPR

MIPRs submitted to DTIC should contain a total of four amounts: **IAC TAT Funds** broken into labor, travel and ODC, and the **DTIC Customer Shared Direct Cost**. When calculating the amount to send to DTIC, start by using the amount you wish to add to the IAC contract (Note: Only **WHOLE DOLLAR AMOUNTS** can be added to contract). Multiply this contract amount by 0.0152 to get the CSDC Amount. For example, the FY17 customer shared direct rate is 1.52%. Using 1.52%, the calculation would be:

\$150,000.00 to be added to DT-16-1263 for contractor support.

$\$150,000.00 \times 0.0152 = \$2,280.00$  (total amount of CSDC)

**Total Funds:** \$152,280.00

- Itemize the costs of the MIPR on four lines. Lines one to three should show the IAC TAT funds and line four should show the DTIC Customer Shared Direct Costs (CSDC) in the Description Section (box 9b).
- Verify the complete IAC TAT number is present, and that it is the CORRECT TAT to be used

### Technical Area Task (TAT) Number & Delivery Order (DO) Number

In order for your MIPR to be processed, a Technical Area Task (TAT) number must be listed on the MIPR in section B of the DD Form 448 in the description. Your TAT number will be the two letter designator for the IAC, the fiscal year that your effort was submitted, the RMS number associated with your effort, and the delivery order number for your effort.

For example, if you are ordering from DSIAC, your statement of work was submitted in FY16, and your RMS number is 1263 then your TAT number would be DS-16-1263/DO#\_\_.

The DO number will remain blank for new TATs until the TAT is awarded (put on contract). Incremental funding MIPRs must include the DO#\_\_.

Your IAC POC will provide the TAT number during the TAT coordination process.

- After award, state the IAC Contract number on the MIPR (e.g. FA8075-14-D-0001)
- Please verify your line of accounting (LOA) is VALID and CORRECT