

This block is to be completed by DITCO <b>DITCO Control Number: PL -FY18-</b> Note: PLX (DITCO Office Symbol); FY18-XX (Sequential Number)	PSD Published Cut-Off Date: (See End of Year Cutoff Memo at <a href="https://www.ditco.disa.mil/contracts/IT_instruct.asp">https://www.ditco.disa.mil/contracts/IT_instruct.asp</a> )
--	--

**MISSION PARTNER (MP) REQUEST FOR PROCUREMENT SERVICES DIRECTORATE (PSD)  
ACCEPTANCE OF REQUIREMENT AFTER PUBLISHED CUT-OFF DATES**

MP Agency:		Organization-DISA ONLY:	
Funding Document Number:	Estimated \$ Value:	Contractor Performance: FY18                  FY19	Funding Type:
Title of Requirement: Brief Description of Requirement:			
Contract Type:			
New Requirement Proposed Evaluation Method:			
New Requirement Proposed Vehicle:			
Modification Requirement: Contract / Order No.			
Mission Impact / Urgency (Severity of Impact and Scope/Reach of Impact):			
Reason for Package Submission after Published Cut-Off Date: If other:			
MP Financial RMO Concurrence (DISA ONLY):			
Name/Title:		Signature:	
MP Approval: *DISA Appropriated - SES Signature / All other DISA and Non-DISA Agencies - GS-15/O6 Division Chief Signature			
Name/Title:		Signature:	
DITCO Contracting Officer:	Org Code:	Phone Number:	
PSD/DITCO Recommendation to Approving Official:    Approve                  Disapprove                  Risk Category:			
Package Received: Yes          No                  If no, Final Package Receipt by:			
Comments/Reason for Disapproval:			
Recommended by (for DISA Appropriated requirements, PSD Branch Chief or higher): Signature:			
PSD Concurrence (required only for DISA Appropriated requirements): Signature:			
*RMC coordination required for DISA appropriated requirements submitted after published sweep date unless the MIPR has already been certified			
RMC Coordination Required (to be obtained by PSD): Yes          No			
RMC Approve	RMC Disapprove	Signature:	
DISA DV/SPE Decision for DISA Appropriated Requirements or Chief of Contracting Office (COCO) for all Others:			
Approve	Disapprove	Signature:	

--In an effort to expedite processing, Common Access Card/electronic signatures highly encouraged--