| This block is to be completed by DITCO<br>**DITCO Control Number: PS FY26-**<br>Note: PSXX (DITCO Office Symbol); FY26-XXX (Sequential #) | PSD Published Cut-Off Date:<br>See End of Year Cutoff Memorandum at:<br>https://www.ditco.disa.mil/Contracts/ItInstruct |
|---|---|

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

UFR Number:

| | | | |
|---|---|---|---|
| Agency: | | GT&C Number: | |
| Organization (DISA Only): | | | |
| Funding Document Number(s): | FAMIS Project Number: | Estimated Value: | Funding Type: |
| Title of Requirement: | | | Contract PoP: |
| Brief Description of Requirement: | | | |
| Technical Point of Contact: | | Email: | |
| After Hours Contact Name: | | After Hours Contact #: | |
| Acquisition Strategy: | | | |
| New Requirement Proposed Evaluation Method: | | | |
| New Requirement Proposed Vehicle: | | | |
| Modification Type:<br>Contract / Order #: | | | |
| Mission Impact / Urgency (Severity of Impact and Scope/Reach of Impact): | | | |
| Reason for Package Submission after Published Cut-off Date:<br>Reason Narrative: | | | |
| MP Approval (DISA: Executives, Chief of Staff, or Civilian/Military Deputy / Non-DISA: Directorate/ Division Chief or higher)<br>Name, Title, Grade/Rank: | | Signature: | |

**Fields Below are Reserved for PSD Coordination (Manual Processing ONLY)**

| | | |
|---|---|---|
| DITCO Contracting Officer: | Org Code: PS | Phone Number: |
| PSD/DITCO Recommendation to Approving Official: | | Risk Category: |
| Package Received: | If no, Final Package Receipt by: | |
| Comments/Reason for Disapproval: | | |
| Recommended by (for DISA Appropriated Disapproval or Non-Executable the HCO): | | |
| Signature: | | |
| PSE / Deputy Director / CoCO Decision: | | |
| Approve ☐ Disapprove ☐ | Signature: | |

Approver Comments: