

Contact the below JKO Financial POCs for ALL financial information & templates

- Ms. Carol Clark, Carol.L.Clark24.civ@mail.mil
- 757-203-6129

1. Establish Support Agreement (7600A)

JOINT STAFF COMPTROLLER WILL NOT ACCEPT ANY FUNDS WITHOUT A SIGNED SUPPORT AGREEMENT (7600A). CONTACT JKO POC FOR TEMPLATE.

2. Send Funds

MIPR Inbound Instructions

(Note: Contact JKO POC for latest Vendor, Contract/Task Order#, Option Year & POP)

TO: (MIPR Block 7)

JS DODAAC: H91269
Joint Force Development/ATTN: Stephanie McGee
7000 Joint Staff Pentagon (JSJ7) RM2D749A
Washington DC 20318-7000
Email: stephanie.r.mcgee.civ@mail.mil
(757) 203-6864

DESCRIPTION: (MIPR Block 9b)

Keep the MIPR description as generic as possible; state the following:

"Funds provided are for _____ support provided by contract XXXXX Task Order
XXXXX Option Year XX"

FUNDS MUST BE DIRECT CITE

TOTAL PRICE: (MIPR Block 9f)

\$XXX,XXX.00 (Labor CLIN: \$XXX,XXX.00, Travel CLIN: \$XX,XXX.00 (if applicable))

ADDITIONAL DETAILS:

DODAAC
BPN/TPN
TAS & Limit
Contract#:
Vendor:
Task Order#:
COR:
Period of Performance:

Email MIPR to the following POCs:

1. JKO Financial POC: Carol Clark
Email: Carol.L.Clark24.civ@mail.mil
Phone: (757) 203-6129
2. JS J7 RAMO POC: Stephanie McGee
Email: Stephanie.R.McGee.civ@mail.mil
Phone number: (757) 203-6864

3. Deputy Director for Joint Training POC: Jessica Parker
Email: Jessica.N.Parker8.civ@mail.mil
Phone number: (757) 203-5516
4. Task Order COR POC: Barbara Durso
Email: barbara.j.durso.civ@mail.mil
Phone number: (757) 203-7148

NOTE: Be sure to send a copy of the MIPR to the all POCs above to ensure rapid acceptance and obligation of funding.