

**DoD 7000.14 - R**



**DEPARTMENT OF DEFENSE**  
**FINANCIAL MANAGEMENT REGULATION**

**VOLUME 11A: “REIMBURSABLE  
OPERATIONS POLICY”**

**UNDER SECRETARY OF DEFENSE  
(COMPTROLLER)**

**VOLUME 11A, CHAPTER 1: “GENERAL REIMBURSEMENT POLICY”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [November 2014](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
010101	Added an Overview paragraph.	Addition
010102	Changed this to new Purpose paragraph.	Revision
010103	Added an Authoritative Guidance paragraph.	Addition
010201	Added a General Guidance paragraph on requirements from Office of Management and Budget (OMB) Circular A-11, U.S. Department of the Treasury (Treasury) Financial Manual, and for Non-Economy Act orders.	Addition
010204.A, 010204.B and 010204.E	Added policy from DoD Instruction (DoDI) 4000.19, and OMB Circular A-11; and added reference to rates published by the Office of the Under Secretary of Defense (Comptroller), Deputy Comptroller, Program/Budget.	Addition
010204.F and 010204.H	Added exceptions provided by Title 10, United States Code, section 2571 and, for services provided by U.S. Army Corps of Engineers and Nonappropriated Fund Instrumentalities.	Addition
010204.I	Added Treasury’s Bureau of the Fiscal Service online interest calculator.	Addition
010204.K	Clarified asset use charge calculations for depreciation and interest expense.	Revision
010205	Added guidance for Treasury’s Fiscal Service Forms 7600A/B and, Standard Forms 1080 and 1081; and removed the Universal Order Format since this is no longer supported for use by DoD Components.	Addition/ Deletion
Addendums, 1, 2 and 3	Removed since the pertinent information is captured in the chapter contents.	Deletion
Note	This chapter aligns with the guidance in the DoDI 4000.19 and will be updated to reflect the revised policy when the DoDI 4000.19 is reissued later in 2020.	Notification

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## CHAPTER 1

**GENERAL REIMBURSEMENT POLICY**

## 0101 GENERAL

## \*010101. Overview

DoD reimbursable authority is authorized by the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)), through budget formulation and statutory authorization of the budget in accordance with Title 10, United States Code, section 2205 ([10 U.S.C. § 2205](#)).

## \*010102. Purpose

This chapter supplements the standards for financial accounting for receivables, in Volume 4, Chapter 3, and for budgetary accounting for reimbursements, in Volume 3, Chapters 8 and 15. It provides guidance on the amounts that **must** be recouped when DoD Components perform work or sell property within the Department, to other **Federal Agencies** and to private parties that do not involve the Defense Working Capital Fund (DWCF) or other DoD Revolving Funds. It does not provide authority to sell to private parties, **since** specific legal authority must be identified to make such sales.

## \*010103. Authoritative Guidance

A. U.S. Department of the Treasury (Treasury) authorized accounts are to be credited for reimbursements made to DoD appropriations in accordance with [31 U.S.C. §§ 1535 and 1536](#). Refer to 10 U.S.C. § 2205 for further guidance.

B. Statutory authority on project order agreements for work or material or for the manufacture of material pertaining to approved projects placed with a separately managed DoD-owned establishment is given in [41 U.S.C. § 6307](#). 31 U.S.C. § 1535 governs Economy Act orders placed with an agency or major organizational unit within an agency. Chapters 2 and 3 provide detailed guidance on the use of these orders within the Department.

C. According to [DoD Instruction \(DoDI\) 4000.19](#) “Support Agreements,” DoD Components are responsible for programming, budgeting, and funding for the reimbursable support agreements into which they enter. These include agreements which a DoD Component enters into with another DoD Component, a Federal Agency or Federally-recognized Indian Tribe, a State or local government and a State or local government for support of the National Guard. DoDI 4000.19 uses the term Intra-agency support agreements to refer to agreements between DoD Components. Also, DoDI 4000.19 uses the term Inter-agency support agreements to refer to agreements between DoD Components and Federal Agencies.

D. The requirements in Treasury Financial Manual (TFM) Volume I, [Part 2, Chapter 4700, Appendix 8](#) “Section 1—Buy/Sell Transactions,” provides guidance on Buy/Sell activity that involve reimbursable activity between Federal Program Agencies (FPAs) and, between FPAs and third-party providers. These buyers and sellers are also known as trading

partners. The TFM provides the business rules and processes to properly record, report, reconcile and measure intragovernmental transactions (IGTs), including the process for dispute resolution. The TFM differentiates between two types of IGTs, intradepartmental and intragovernmental. Intradepartmental transactions result from activity between trading partners within the same department. Intragovernmental transactions result from activity between Federal Agencies not within the same department. The Volume 5, “Definitions” Chapter defines an FPA as a department, instrumentality, office, commission, board, service, or other establishment of the U.S. Government.

E. The guidance in this chapter is applicable unless a specific DoD issuance authorizes alternative reimbursement policies. The most significant of these alternative reimbursement policies include:

1. [10 U.S.C. § 2571](#) allows for the interchange of supplies and services between DoD Components without compensation. Transfers of supplies between military departments must have the permission of the Service Secretaries involved. In addition a DoD Component may perform work, services or issue supplies to another DoD Component with the permission of the respective component heads. Furthermore, costs of DoD military or civilian pay and allowances (along with dependent and household goods transportation) for detail or other assignments, may be charged to an appropriation with the approval of the receiving DoD Component head.

2. Volume 11B establishes the DoD [guidance](#) for the recovery of cost for products and services provided by the DWCF or other applicable DoD Revolving Fund activities. Reimbursable orders placed with the DWCF or other DoD Revolving Fund activities may fall under any number of authorities (e.g. Project Orders for depot maintenance). The basic transactional authority for the DWCF is derived from [10 U.S.C. § 2208\(a\)](#). This authority for buyer-seller transactions is not dependent on the Economy Act or Project Order Act statutes. See Volume 11B, for additional information regarding DWCF authorities.

3. Volume 13 establishes the DoD accounting [guidance](#) for DoD [Morale, Welfare, and Recreation \(MWR\)](#) functions performed by Nonappropriated Fund instrumentalities (NAFIs). DoD Components must not commingle Nonappropriated Funds (NAFs) with Appropriated Funds (APFs), even when used to support a common program. [DoDI 1015.15](#) “Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources,” provides further guidance.

4. Volume 15 establishes the DoD [guidance](#) for the Foreign Military Sales (FMS) of defense articles, defense services and [for providing military training to allied and partner foreign governments and multinational organizations](#).

5. [DoD Directive \(DoDD\) 3025.13](#) “Employment of DoD Capabilities in Support of the U.S. Secret Service (USSS), Department of Homeland Security (DHS),” provides the DoD policy for the use of DoD resources [for reimbursable support of the USSS, a DHS entity](#).

6. [DoDD 3025.18](#) “Defense Support of Civil Authorities,” provides the DoD policy for providing reimbursable military support when requested by civil authorities in order to save lives, prevent human suffering or, mitigate property damages within the U.S. Refer to Chapter 19 for further guidance.

7. [DoDI 3025.21](#) “Defense Support of Civilian Law Enforcement Agencies,” provides the DoD policy for reimbursable support provided to civilian law enforcement officials.

## 0102 REIMBURSEMENT GUIDANCE

### \*010201. General Guidance

A. A seller’s reimbursements are amounts earned and collected for materials sold or services furnished as a result of a reimbursable agreement. A seller’s reimbursable obligations are financed by offsetting collections. Components are to credit these offsetting collections to an expenditure account in payment for goods and services provided by that account. Refer to [Office of Management and Budget \(OMB\) Circular A-11, section 20](#) for further details. Credit the specific appropriation or fund account for the collection only when it authorized by law.

B. Activities performing reimbursable operations must be able to identify the statutory authority for the work they perform for others. The TFM in Volume I, Part 2, Chapter 4700, Appendix 8 provide the requirements for accounting, reporting, and reconciliation of IGTs between FPAs and their trading partners. The five IGT categories are Fiduciary, Buy/Sell, Transfers, Custodial, and General Fund transactions. Buy/Sell IGTs involve transactions where goods or services are purchased by one Federal Agency from another Federal Agency. Buy/Sell IGTs are exchange transactions impacting assets and liabilities; revenue and expenses; and advances/prepayments and deferred credits. Two Federal Agencies will usually execute a reimbursable agreement to formally document this agreement. Trading partners must have appropriate statutory authority, such as the Economy Act, prior to engaging in an agreement for Buy/Sell transactions. For Buy/Sell IGTs the receiving agency is the buyer and the servicing agency is the seller. Trading partners must reconcile completed performance transactions at a minimum, on a quarterly basis to ensure both parties are in agreement. The TFM provides the requirements for using the standard [Interagency Agreement \(IAA\)](#) containing Fiscal Service (FS) Form 7600A “General Terms and Conditions (GT&C)” and FS Form 7600B “Order Requirements and Funding Information (Order).” Treasury requires the use of these two IAA forms to ensure the proper recording and reporting on IGT buy/sell transactions unless, other guidance (such as OMB policy) require a completed agreement. All DoD Components must use the latest versions of FS Forms 7600A/B. Refer to 010205 for specific guidance.

C. Non-Economy Act orders for intragovernmental work and services should be executed in accordance with the detailed guidance provided in Chapter 18.

## 010202. Disposition of Collections

A. Collections **must** be **credited** to the appropriation that procured the services or materiel being sold when specifically authorized by law.

B. Collections for unfunded **costs such as labor of military personnel, depreciation of capital assets** and interest, **must** be deposited into the General Fund of the Treasury as miscellaneous receipts unless otherwise provided for **in** this chapter or by other DoD issuances.

C. Disposition of collections for **FMS must** be in accordance with Volume 15.

## 010203. Billing Standard

A. The price to be charged for goods and services furnished by the Department depends on whether that good or service is provided to, or for the benefit of a DoD Component, a non-DoD Federal Agency, a private party, or an **FMS** customer. Therefore, the ordering DoD Component activity that requisitions or orders a good or service **must** inform the performing DoD activity of the identity of the intended recipient for the requisitioned goods or services. **The ordering activity must review all charges from the performing activity to ensure that amounts due are in agreement with the reimbursable order and are supported with a copy of the order or contract and evidence of performance as provided in Volume 4, Chapter 3.**

B. DoD Components performing work or services on a customer order **must** bill the **ordering** DoD Component, other Federal Agency, or the public for earned reimbursements (performance of work or services, or delivery from inventory) within 30 calendar days after the month in which performance occurred. The payment due date **must** not be more than 30 calendar days from the date of the invoice. Bills rendered **are** not subject to audit by the customer prior to payment **as required under 31 U.S.C. § 1535.**

C. **The accurate reporting of reciprocal balances, and proper elimination of reciprocal activity between trading partners, requires accurate documentation of accounting events. Imbalances occur when Federal entities or trading partners are unable to account for and reconcile differences when buying and selling goods and services. Volume 6B, Chapter 13 provides guidance for adjustments, eliminations, and other special intragovernmental reconciliation adjustments.**

## \*010204. Determining Amounts to be Reimbursed

DoD Components **must adhere to the guidance in the following 14 categories (subparagraphs 010204.A – N)** when determining amounts to be collected as reimbursements. **Components may use alternative reimbursement rules described in this volume and in other DoD issuances as applicable.**

A. **According to DoDI 4000.19, reimbursement support charges must not include costs already provided for in the seller's budget. In other words, support is reimbursable to the extent that in providing the specified support for a buyer, this effort increases the seller's**

direct support costs. While indirect costs are not normally reimbursable between DoD Components they are reimbursable in agreements with Federal Agencies.

B. An order placed or agreement made under the Economy Act obligates an appropriation of the ordering entity. The amount obligated is deobligated to the amount of costs incurred and billed by the performing entity before the end of the period of availability of the appropriation. According to OMB Circular A-11 “Section 20—Terms and Concepts,” the Economy Act allows Federal Agencies or DoD Components to do work for each other. As the costs for this work are incurred, the Economy Act authorizes the collections to be credited directly to the expenditure account that provided the goods and services for reimbursement. Refer to Chapter 3 for further details.

C. A project order placed with, and accepted by a separately managed DoD- owned entity for services, material, or the manufacture of material, provide support for a valid and recordable obligation of the ordering entity. Project order appropriations remain available to pay an obligation in the same manner as appropriations remain available to pay an obligation to a commercial manufacturer or private contractor. Refer to Chapter 2 for further details.

D. As provided in Volume 13, Chapter 5, the two mechanisms for providing APF support to NAFIs are via two MWR functions. The first is the Utilization Support and Accountability (USA), and the second is the Uniform Funding and Management (UFM). MWR USA enables NAFIs to use NAFs to execute such expenses, subject to subsequent APF reimbursement. Record in the cash account with a contra entry to an Unearned Income (liability) account any MWR UFM funds received in advance. Reduce the Unearned Income account for the amount of MWR UFM expenses recorded.

E. Direct Civilian Labor.

1. A DoD Component must be reimbursed for direct civilian labor costs when performing a service or furnishing materials to another entity. If the performing Component has appropriated funds for that purpose then reimbursement is not required.

2. DoD Components, other Federal Agencies, and the public must be charged for civilian labor performed for their benefit. Calculate the costs by multiplying the actual hourly pay rates by the number of actual hours worked or assigned (detailed). Charge full-time assignments (details) using annual rates. Otherwise apply the hourly rate in accordance with Chapter 6, Appendix D.

3. Civilian personnel fringe benefit rates must be computed in accordance with Chapter 6, Appendix C. These rates are updated annually and published by OUSD(C), Deputy Comptroller Program/Budget (P/B) on the Financial Management Reports web page, listed by fiscal year (FY) under the DoD Reimbursable Rates heading. Refer to the Civilian Personnel Fringe Benefit (Tab D).



F. Direct Military Labor.

1. A DoD Component must fund the cost of direct (and indirect) military labor incurred in the performance of a service for, or the furnishing of materials to, another DoD Component via applicable military personnel appropriations. Therefore, the performing DoD Component must not charge the receiving DoD Component for reimbursement of the cost of military labor. 10 U.S.C. § 2571 authorizes this exception to typical reimbursement requirements as outlined in 010103.E.1. DoD Components must reimburse DWCF activities for the cost of military labor as prescribed in Chapter 6, Appendix B and Volume 11B, Chapter 12. U.S. Army Corps of Engineers (USACE) military labor provided in support of civil works activities of the USACE via reimbursable agreement with DoD organizations, and to non-DoD organizations through the Support for Others Program must be charged in the same manner as military labor provided to non-DoD organizations. The Support for Others Program is a reimbursable financing source that is reported each year in the USACE Annual Financial Report. As an example, refer to the USACE FY 2019 Annual Financial Report, Note 1, section 1.D “Financing Sources.”

2. DoD Components must charge non-DoD organizations for military labor on the basis of the actual hours worked or assigned (detailed), using the annual military composite standard pay rates. Compute the military personnel composite standard pay and reimbursement rates in accordance with Chapter 6, Appendix G. OUSD(C), P/B annually updates and published these rates online at Tab K under the subsection DoD Reimbursable Rates.

3. Military labor charged using the annual DoD composite rate for military labor includes a Medicare-Eligible Retiree Health Care accrual to cover the cost of health benefits for current officer and enlisted personnel after they retire and become Medicare-eligible, as well as such costs for their dependents and annuitants. The annual composite rate charged to non-DoD organizations includes an acceleration factor to cover medical health care costs of active duty personnel and their dependents. Military Services will furnish data in accordance with Chapter 6, Appendix G.

G. Temporary Duty Costs. Travel costs incurred by DoD civilian employees and military personnel incurred in performance of a reimbursable work order must be charged as a direct cost when such travel can be identified specifically to the order. Costs of supplies and other directly relatable expenses are also chargeable.

H. DoD Personal Property and Inventory.

1. According to DoDI 5000.64 “Accountability and Management of DoD Equipment and Other Accountable Property,” personal property includes systems, equipment, materials, and supplies. This does not include records of the Federal Government and real property (land and improvements to facilities). Personal property normally expected to have a period of service of a year or more after being put into use meets the OMB Circular A-11 equipment definition. This equipment must be without material impairment of its physical condition or functional capacity. Personal property either held for sale, produced for sale, or used to produce goods for sale, or to provide a service for a fee, meets the OMB Circular A-11 inventory definition.

2. Reutilization and Marketing Materiel (Surplus)

a. DoD Manual 4160.21, Volume 1 “Defense Materiel Disposition: Disposal Guidance and Procedures,” defines a surplus as excess personal property no longer required by the Federal Agencies, as determined by the Administrator of General Services. The disposition of materiel by a Defense Reutilization and Marketing Office **must** be in accordance with this DoD Manual. The accounting treatment is set forth in Volume 4, Chapter 4.

b. The general rules for the disposition of proceeds from the sale of scrap or excess personal property **must** be in accordance with Chapter 5.

3. Non-DWCF Materiel. The pricing of personal property for non-DWCF materiel depends on whether the item(s) being transferred or sold will be transferred to another DoD Component and would normally be replaced. DoD Components make this determination in accordance with the approved acquisition objective, according to OMB Circular A-25 “User Charges.” If the sale will reduce assets required to meet the approved acquisition objective, then replacement is required.

a. Issues within or to another DoD Component with the exception of issues in support of NAFI Category C activities and USACE civil works activities, must be on a non-reimbursable basis as provided in 10 U.S.C. § 2571. Such issues will require an accounting entry to reflect the transfer from the losing to the gaining activity. The accounting entry must reflect original acquisition cost and any accumulated depreciation. Issues in support of NAFI Category C activities and USACE civil works activities must be priced in the same manner as issues to other Federal Agencies and private parties as provided in 010204.H.3.b.

b. Issues to other Federal Agencies or private parties **must** be priced as follows:

(1) Materiel to be Replaced.

(a) Materiel, including equipment, for which replacement (i.e., similar, but not exact) or replacement in kind (i.e., exact) is required, **must** be transferred or sold at the estimated replacement cost, including the contract or production costs of the article less an adjustment for age and condition of the item being sold. This price is determined in three steps. First, determine the normal useful peacetime life of the item or equipment to be sold. Second, determine the percentage of useful life remaining on the item. Third, apply the percentage to the estimated (or actual) cost of the replacement item. The resultant amount is the base cost to be used in the sale price calculation. Under no condition must the sale price be less than the scrap value plus the cost of the last major overhaul or outfitting accomplished within 24 months before the sale.

(b) If it is imperative that the item be replaced through accelerated procurements and normal pricing policies will not adequately recoup replacement costs, an exception to DoD pricing policies **must** be requested from OUSD(C), P/B.

Normally, the exception would be to either add a replacement factor or delay final pricing until the contract for replacement items is financially complete.

(2) Materiel Not to be Replaced. A DoD Component that transfers or sells material, including equipment, to other Federal Agencies and private parties must do so at their original acquisition cost, net of any accumulated depreciation/amortization (i.e., net book value). If the DoD Component cannot reasonably ascertain those amounts, the cost of the material will be its fair value at the time of transfer as provided in Volume 4, Chapter 25.

I. Contracts.

1. Contract costs incurred for contracts awarded as part of a reimbursable agreement must be billed to the benefiting organization.

2. Government-furnished materiel must be billed in addition to contract costs in accordance with subparagraph 010204.H.

3. If the contract is provided to meet the requirements of a non-Federal organization, the contractor must be required to pay rent (at fair market value) to the Department for the costs incurred for the use of plant or production equipment utilized in manufacturing the item being sold.

4. The Federal Acquisition Regulation Subpart 52.232-17, "Interest," provides that all amounts that become payable under the contract must bear simple interest from the due date until paid, unless paid within 30 days of becoming due. The Treasury's Bureau of the Fiscal Service provides an online "Simple Daily Interest Calculator" for payments less than 31 days old and a monthly compounding interest calculator for payments more than a month late.

5. Contract administration charges must be charged to other Federal Agencies and private parties, in accordance with statutory or policy requirements. As allowed in 10 U.S.C. § 2571 contract administration costs are not to be charged within a DoD Component or to another DoD Component (with the exception of support to NAFI Category C activities and support provided to USACE civil works activities) when funding for such costs is included in the mission funding of the performing DoD entity. Contract administration charges for support to NAFI Category C activities and support provided to USACE civil works activities must be priced in the same manner as charges to other Federal Agencies and private parties.

6. DoD personnel services in support of contracts must be costed in accordance with subparagraphs 010204.E and 010204.F.

J. Accessorial Charges.

1. The "Glossary" Chapter defines these as costs incurred for packing, crating, and handling related to sales or shipments of property. Accessorial charges may be incurred by the DoD for direct delivery of items from contractor facilities or by DoD Components for items furnished from DoD stocks. Accessorial charges incurred by contractors for direct delivery items are normally included in the contract price. If accessorial charges of direct delivery

items are billed separately by the contractor, they **must** be reimbursed in accordance with DoDI 4000.19, Enclosure 3. Accessorial expenses incurred by one DoD Component are not reimbursable from another DoD Component, (with the exception of support provided to USACE civil works activities) when funding for such costs is included in the mission funding of the performing DoD entity in accordance with DoDI 4000.19, Enclosure 3. Accessorial expenses for support provided to USACE civil works activities must be priced in the same manner as charges to other Federal Agencies and private parties.

2. Unless otherwise provided by law or regulation, accessorial charges **must** be billed to the following:

- a. Non-DoD Federal departments, agencies, or instrumentalities.
- b. Non-Federal entities, including DoD contractors.
- c. NAFIs when property is transported for DoD MWR activities unless reimbursement has been waived by DoDI 1015.15.
- d. USACE for civil works projects or activities.

3. Accessorial charges **must** be reimbursed by non-DoD activities for the actual cost incurred **and billed**.

**K. Asset Use Charge.** A charge for the use of DoD assets (facilities and equipment, or both) is required to recoup depreciation and interest on investment. **In accordance with OMB Circular A-25 section 9.A, amounts collected must be returned to the Treasury as miscellaneous receipts, unless otherwise provided for by statute or other DoD guidance. An asset use charge is a factor added to the base rate to recoup depreciation and interest on investments for use of DoD facilities and equipment. A four percent charge may be used. This rate is published annually by OUSD(C), P/B. Refer to the DoD Reimbursable Rates (Tab E) for details. Alternatively, the following calculations may be performed:**

1. Depreciation is the systematic and rational allocation of the recorded cost of facilities and equipment (less its estimated salvage or residual value), as an operating expense over the period in which these assets are expected to provide benefits or the estimated useful life, whichever is shorter. Depreciation **must** be charged using the straight-line method of depreciation. A general equipment or real property item with a recorded cost that equals or exceeds the applicable capitalization threshold and has a useful life of at least two years must be capitalized as an asset and depreciated over its useful life. See Volume 4, Chapter 25. The depreciation calculation is illustrated in Table 1-1.

2. Interest expense **must be included** in reimbursement billings to private parties to recognize the interest on investment in fixed assets when such assets are acquired or manufactured for the purpose of, or prepared for use in, providing materiel to private parties. The calculation of interest on investment is illustrated in Table 1-2.

L. Repair and Maintenance. When repair and/or maintenance of items occurs, costs from a cost accounting system or, in its absence, equivalent costs developed through cost-finding techniques **must** be billed.

1. Labor cost **must** be computed in accordance with subparagraphs 010204.E and 010204.F.
2. Materiel and Supplies cost **must** be computed in accordance with subparagraph 010204.H.
3. Transportation and Related Costs **must** be computed in accordance with subparagraph 010204.J.
4. Overhead Cost **must** be computed in accordance with subparagraph 010204.N.

M. Leased or Loaned DoD Equipment. When determining the charge for leased or loaned equipment, the following elements **must** be billed:

1. Depreciation is not applicable to Federal Agencies unless the billing activity is a DWCF. Depreciation **must** be based on cost-finding techniques for sales to private parties unless actual rates are known. Calculations **must** be in accordance with subparagraph 010204.K.
2. Interest on investment in assets **must** be computed in accordance with subparagraph 010204.K and as designated within the lease agreement.
3. Value of equipment not returned to the owning DoD Component **must** be a sale to the using organization. This sale **must** be priced in accordance with subparagraph 010204.H.
4. Accessorial expenses **must** be recognized in accordance with subparagraph 010204.J.
5. Repair costs to restore equipment or property to its condition at the time leased or loaned **must** be collected from the using organization. The amounts **must** be based on either actual job order cost accumulations or estimates of the cost to be incurred based upon past repair and maintenance experience for similar equipment. The amounts collected **must** be returned to the appropriation that financed the repair and maintenance in accordance with [10 U.S.C. § 2667](#).
6. Direct labor costs **must** be computed in accordance with subparagraphs 010204.E and 010204.F; materiel and supply costs **must** be computed in accordance with subparagraph 010204.H; and overhead **must** be computed in accordance with subparagraph 010204.N.

N. Overhead.

1. Overhead involve expenses necessary to run a business that are not directly tied to the production and delivery of goods or services, according to OMB Circular A- 11.

2. Overhead is typically referred to as general and administrative (G&A) costs or some combination of G&A and indirect costs which cannot readily or directly be identified to the performance of a specific customer order for reimbursable costing. Examples of such costs include central management, rent for office space, human resources, sales, building maintenance, office supplies and utility costs. As provided by the Federal Accounting Standards Advisory Board (FASAB) in FASAB Technical Release 15 that clarifies Statement of Federal Financial Accounting Standards 6, when accumulated indirect costs are not identified as costs incurred to bring facilities and equipment to a form and location suitable for its intended use, they should be expensed.

3. DoD Components may use materiality to determine whether overhead costs should be included in reimbursable billings. This determination must be justified, documented, and be able to stand up to audit scrutiny. If an organization has a material amount of reimbursable effort, overhead costs are accumulated in a cost pool and allocated to customers. In the absence of a cost accounting system, applicable costs may be estimated.

4. Overhead charges may not be applied to reimbursable customer orders received from APF activities within the Department. However, APF activities will charge overhead on sales to other Federal Agencies, NAFI Category C activities, USACE civil works activities and private parties.

## \*010205. Documentation Standards

A. General. Orders must be supported by documented evidence of a formal offer and acceptance between the grantor and grantee of the order. Each party to a reimbursable support agreement will annually review the agreement for financial impacts. DoD Components will review each of their support agreements triennially in its entirety, and document each review in accordance with Component procedures. The maximum nine year expiration period starts on the date the support agreements are signed both parties involved. A party to a reimbursement support agreement may unilaterally terminate that agreement prior to the expiration date only with sufficient advance notification. A Component must submit the termination notification at least 180 days in advance. This will allow sufficient time for appropriate resource adjustments to be made during the budget formulation process. Refer to DoDI 4000.19 for additional guidance. In the absence of such documentation, there can be no assurance that there is a meeting of the minds on the material or services to be provided nor that payment is required.

B. FS Forms 7600A/B. The TFM defines a trading partner as a Federal entity that is party to intragovernmental transactions with another Federal entity. Components must use FS Forms 7600A/B for intragovernmental transactions. FS Form 7600A should cover the broadest categories of goods and services agreed to by both trading partners and, where practical, consolidate requirements to reduce the agreement workload until DoD Enterprise Resource

Planning financial systems are capable of processing FS Form 7600B or equivalent. DoD trading partners should continue to accept current order forms such as the DoD *DD Form 448*, “Military Interdepartmental Purchase Request (MIPR)” or electronic equivalent. Goods or services must be discretely defined for each order.

C. Principal Documents. The *DoD Financial Statement Audit Guide* published May 2018 allow these Key Supporting Documents for Reimbursable Work Orders:

1. FS Form 7600A, GT&C, (refer to the TFM, Volume I, Part 2, Chapter 4700, Appendix 8 “Section 1—Buy/Sell Transactions,” for further guidance).
2. FS Form 7600B, Order Requirements and Funding Information (refer to the TFM, Volume I, Part 2, Chapter 4700, Appendix 8 “Section 1—Buy/Sell Transactions,” for further guidance).
3. DD Form 448, MIPR (also included in DoDI 4000.19).
4. *DD Form 448-2*, Acceptance of MIPR.
5. *DD Form 1144*, Support Agreement (see DoDI 4000.19 for further guidance).
6. The Memorandum of Agreement (MOA) (see DoDI 4000.19 for further guidance).
7. *Standard Form (SF) 1080*, Voucher for Transfers Between Appropriations and/or Funds.
8. *SF 1081*, Voucher and Schedule of Withdrawal and Credits.

D. Preparation Standards. The following apply to document preparation:

1. FS Forms 7600A/B. To begin the agreement process, either a buyer or seller may originate a GT&C (Form 7600A) that must be completed and approved to create an Order. The Order must reference an open GT&C, however Federal Agencies do not have to complete a GT&C each time they do a related Order. Federal Agencies may complete just one GT&C for multiple years to cover multiple Orders. A Buy/Sell agreement that defines the terms, conditions, scope, and responsibilities for trading partners during the exchange is referred to as the GT&C. Data is exchanged for approval and a broad range of transactions; in general no funds are transferred and no accounting entries are created. The Order section of the Buy/Sell agreement (Form 7600B) specifies the terms, quantities and prices, accounting data, and actions of each trading partner under the overarching GT&C. It serves as the funding section of the agreement that creates a fiscal obligation and details the necessary products/services requirements. Funding information is provided for both trading partners, and all required points of contact sign to authorize the Order. It communicates the Treasury Account Symbol/Business Event Type Code for each Order Schedule Line and contains unique lines of accounting or other accounting data.

The Order will also identify the specific requirements of the buyer for the expected delivery of products or services by the seller. In addition, the Order identifies the roles and responsibilities for both trading partners to ensure effective management of the Order and use of the related funds. Treasury's Fiscal Service will eventually require all FPAs to use G-Invoicing under the authority of [31 U.S.C. §§ 3512\(b\)](#) and [3513](#), and in accordance with the TFM. G-Invoicing serves as a gateway for Federal entities to agree upon the funding terms and the accounting treatment of their reimbursable activity, and exchange that data for consistent financial reporting. The Volume 5, "Definitions" Chapter defines G-Invoicing as an online portal that supports the exchange of information in IGT activity by Federal trading partners. FPAs must implement G-Invoicing for New Orders by October 2022 and for "In-Flight" Orders by October 2023. Refer to the TFM, Volume I, Part 2, Chapter 4700, Appendix 8 for details.

2. DD Forms 448 and 448-2. The MIPR must clearly show the basis for the amount recorded. For material it should include a description of the good, quantity and amount. For services it should include a description of the service, labor hours and amount. The MIPR and MIPR Acceptance forms must also allow internal reviewers and external auditors to understand and verify the basis, value, and rationale for the recorded amounts. See Volume 4, Chapter 9.

3. DD Form 1144, Support Agreements or MOA. Document reimbursable support for inter-agency and intra-agency contracts or orders using support agreements via a DD Form 1144, or civilian agency equivalents when necessary. The parties to an agreement can use an MOA to document the specific terms and responsibilities to which they agree. Either the DD Form 1144 or MOA establishes the estimated total requirement. Figure 1 in DoDI 4000.19, titled "Sample MOA Template," provides an MOA model. The DD Form 1144 or MOA should be coordinated with appropriate program, comptroller, and legal offices. This is a fundamental control technique to demonstrate and document the legality and propriety of the arrangement. When a DoD activity is the ordering organization, the DD Form 1144 or MOA must contain language that clearly sets forth the fact that the document is subject to the availability of funds unless, the agreement itself is to be an obligating document. Certify fund availability and record the obligation promptly if, the agreement is to be an obligating document.

4. SF 1080. Intragovernmental payments result from transactions between Federal entities for sales, services, or transfers between such entities. DoD Components may use the SF 1080 voucher as support for bills to other DoD Components and non-DoD Federal Agencies when unable to utilize electronic data interchange methods. See Chapters 2, 9, 16 and Volume 10, Chapter 10.

5. SF 1081. DoD Components may use the SF 1081 voucher when a manual process is required to generate inter-agency payments and collections with non-DoD Federal Agencies. See Volume 10, Chapter 10.



Table 1-1 STRAIGHT-LINE METHOD OF DEPRECIATION

<b>EXAMPLE OF STRAIGHT-LINE METHOD OF DEPRECIATION</b>	
Acquisition cost of the asset	\$1,000,000
Less: Residual value (scrap)	<u>\$ 100,000</u>
Depreciable basis	<u>\$ 900,000</u>
Estimated useful life in years	20
<p>The annual depreciation expense of \$45,000 is computed by dividing the \$900,000 depreciable basis by the 20-year useful life.</p> <p>Hourly charge is computed by dividing the annual depreciation expense of \$45,000 by 2,080 (standard yearly hours) to arrive at \$21.63 per hour.</p> <p><i>Note: the standard 40 hour work week x the standard 52 weeks in a year = standard yearly hours.</i></p> <p>Multiply the hours used to complete the customer order by the hourly charge. For example, 500 hours x \$21.63 = \$10,815 depreciation expense to be charged.</p>	

Table 1-1

Table 1-2 INTEREST ON INVESTMENT CALCULATION

<b>EXAMPLE OF INTEREST ON INVESTMENT CALCULATION</b>	
Acquisition cost of the asset	\$1,000,000
Less: Accumulated depreciation (5 years at \$45,000 per year)	<u>\$ 225,000</u>
Net Book Value	<u>\$ 775,000</u>
Annual interest ( <i>assume a rate of 10 percent per annum in this instance</i> )	\$ 77,500
<p>Hourly charge is computed by dividing the annual interest of \$77,500 by 2,080 (standard yearly hours) to arrive at \$37.26 per hour.</p> <p><i>Note: the standard 40 hour work week x the standard 52 weeks in a year = standard yearly hours.</i></p> <p>Multiply the hours used to complete the customer order by the hourly charge. For example, 500 hours x \$37.26 = \$18,630 interest on investment to be charged.</p>	

Table 1-2

**VOLUME 11A, CHAPTER 2: “PROJECT ORDERS”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [\*\*\*bold, italic, blue and underlined font\*\*\*](#).

The previous version dated [August 2017](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
020301.C.	Date change made to extend G-Invoicing implementation period to accommodate software updates.	Revision

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## CHAPTER 2

PROJECT ORDERS

## 0201 GENERAL

## 020101. Purpose

This chapter prescribes the financial management guidance and policy involving project orders issued pursuant to the authority in [Title 41, United States Code \(U.S.C.\), section 6307](#). Chapter 1 provides the overall guidance and discussion of general reimbursement procedures and related supporting documentation.

## 020102. Authoritative Guidance

A “project order” is a specific, definite, and certain order issued under the authority contained in 41 U.S.C. § 6307. The United States Coast Guard (USCG) has similar project order authority contained in [14 U.S.C. § 151](#) to accept orders from, and enter into reimbursable agreements with establishments, agencies, and departments of the Department of Defense (DoD). When placed with, and accepted by, a separately managed DoD-owned establishment or the USCG, the project order serves to obligate an appropriation(s) in the same manner as an order or contract with a commercial enterprise.

## 0202 DEFINITIONS

## 020201. DoD-owned Establishment

A “DoD-owned establishment” for the purpose of this chapter is any DoD-owned and operated activity (that is, not contractor owned or operated). Such activities include working capital fund activities; other revolving fund activities; and those appropriated fund activities engaged in reimbursable operations that reasonably are not severable into fiscal year segments and where such operations can be forecasted with reasonable accuracy. Examples of such activities include: Equipment overhaul or maintenance shops, manufacturing or processing plants or shops, research-and-development laboratories, computer software design activities, testing facilities, proving grounds owned and operated by the Department, and engineering and construction activities.

## 020202. Contractual Relationship and Commercial Contracts

Terms such as “contractual relationship,” and “commercial contracts,” are used to indicate the close relationship between project orders and commercial contracts in the particular circumstances involved. The use of these and similar terms neither **must** be construed as requiring project orders to be subject to the provisions of the [Federal Acquisition Regulation](#) nor as imposing upon the parties to a project order agreement, responsibilities (legal or otherwise) not provided for in this chapter.

## 020203. Allotment

The term “allotment” includes approved operating budgets for the operation of the U.S. Armed Forces.

## 020204. Approved Projects

As used in the referenced authority, the term “approved projects” simply refers to projects approved by officials having legal authority to do so.

## 0203 GENERAL POLICY

## 020301 Department of the Treasury Guidance

A. [Section 4706 "Intragovernmental Requirements"](#) of the Treasury Financial Manual (TFM) discusses the requirements necessary to properly report intragovernmental transactions resulting from business activities (i.e., buy/sell transactions) between two federal government entities, called trading partners. It further references the Intragovernmental Transaction Guide ([Appendix 10 to the TFM](#)) as containing the business rules and processes to properly record, report, and reconcile intragovernmental transactions, including the processes for dispute resolution.

B. Within these business rules in Appendix 10, Section 9 provides the standard [Interagency Agreement \(IAA\) Form](#) containing two sections: the General Terms and Conditions (GT&C) Section ([Form 7600A](#)) and the Order Requirements and Funding Information (Order) Section ([Form 7600B](#)). Treasury has established the use of both these forms as necessary to ensure the proper recording and reporting on intragovernmental buy/sell transactions, and to eliminate the federal-wide reporting deficiencies impacting the Financial Report of the United States Government.

C. The [Treasury's G-Invoicing](#) system (formerly named the Invoice Processing Platform) will be used to negotiate, broker, and electronically store the GT&Cs between buyers and sellers for all inter- and intra-governmental reimbursable transactions as appropriate system capabilities come online. This requirement is for IAAs established during or after Fiscal Year (FY) 2018, and whose terms extend beyond FY 2018.

## 020302. Recordable Obligation

A. A project order is a valid and recordable obligation of the issuing entity when the order is placed with and accepted by a separately managed DoD-owned establishment or the USCG, providing the obligation otherwise meets the criteria for recordation of an obligation contained in [31 U.S.C. § 1501](#).

B. All orders or contracts for work or material or for the manufacture of material pertaining to approved projects placed with DoD-owned establishments or the USCG must be considered as obligations in the same manner as prescribed for similar orders or contracts

placed with commercial manufacturers or private contractors. The appropriations must remain available for the payment of the obligations so created as in the case of contracts or orders with commercial manufacturers or private contractors.

020303. Project Order Forms

A. As stated in paragraph 020301.B, Treasury has established a standard agreement form (the IAA form) containing the GT&Cs (Form 7600A) and the Order (Form 7600B) for federal-wide use in carrying out buy/sell transactions between trading partners. These forms must be issued by an authorized DoD or USCG entity and accepted for performance in a DoD-owned and operated establishment.

B. To properly document that the order for goods or services is a project order, the trading partners must ensure the proper statute (41 U.S.C. § 6307) is cited on the form(s) for DoD project orders, and 14 U.S.C. § 151 is cited for USCG-related project orders.

020304. Work Description

A project order must include an adequate description of the work to be performed. Otherwise, the order is not sufficient to create a recordable obligation. (Note: There may be repeat orders for which the performing installation has detailed and definite specifications available. Thus, if the performing activity has on file those elements that make a project order specific, definite, and certain, and those elements are in sufficient detail to enable the performing installation to proceed in carrying out the work ordered, then it is not necessary to also include those elements within the project order itself. In such cases, reference may be made on the project order that specification documentation is retained on file by the performing activity.)

020305. Use of Standard Line of Accounting (SLOA)

In accordance with Volume 1, Chapter 4 “Standard Financial Information Structure”, buyers and sellers must ensure the SLOA is adhered to and properly annotated when generating or accepting a reimbursable order, as applicable. Refer to Volume 1 Chapter 4 for additional details and requirements.

0204 ADVANCE PLANNING

020401. Work Estimates to Performing DoD Establishments

Ordering DoD Components or the USCG must give performing DoD-owned establishments advance-planning data covering the work estimated to be placed with the performing DoD-owned establishment. A performing DoD-owned establishment, in the development of its operating budget, must use this advance planning data. An operating budget is subject to revision as subsequent specific work requirements, including significant revisions thereof, are determined.

## 020402. Cost Estimates

At the appropriate time during project order negotiations, performing DoD-owned establishments must give ordering DoD Components cost estimates for each item to be produced or work to be performed under the project order.

## 0205 CONDITIONS GOVERNING ISSUANCE AND ACCEPTANCE OF PROJECT ORDERS

## 020501. Contractual Relationship

A contractual relationship must exist (i.e., be created by the project order) between the parties involved.

## 020502. Under the Same Activity Commander

Consistent with the concept that one entity cannot enter into a formal contract with itself, a project order must not be used by one organizational unit to order work from another organizational unit under the same activity commander.

## 020503. Expiration

Expiration dates of project orders must not extend beyond the point in time in which the appropriation funding the order cancels (generally five years after the appropriation expires for new obligations).

## 020504. DoD-Owned Establishment

Project orders must be issued only to DoD-owned establishments (see definition in paragraph 020201) that have been given the authority to operate a reimbursable program in an amount equal to or exceeding the project order amount(s). Those issued to the USCG under 14 U.S.C. § 151 would be issued in accordance with USCG established regulations. To determine whether the project order statute provides the statutory authority for an intra-DoD order, determine whether the order is being placed with a DoD-owned establishment. Also, determine whether the order is “entire” under paragraph 020509 and satisfies the other requirements identified in this chapter.

## 020505. Payments

All payments made by an ordering DoD Component to a performing DoD-owned establishment must be based upon either an approved payment schedule in the order or upon billings made to the ordering entity in accordance with established agreement(s).



## 020506. Specific, Definite, and Certain

Project orders are analogous to contracts placed with commercial concerns and, similar to such contracts, must be specific, definite, and certain both as to the work encompassed by the order and the terms of the order itself. A project order must be accepted by the performing entity as a basis of obligation by the issuer.

## 020507. Certification of Availability for Purpose

Project orders are subject to the same fiscal limitations that are contained within the appropriation from which they are funded. On the other hand, the performing entity may not be aware of all such appropriation limitations. Therefore, an official of the issuing entity must offer a certification on or attached to the project order stating that the funds cited on the project order are properly chargeable for the purposes cited in the project order.

## 020508. Bona Fide Need

The issuing activity's project order must serve a bona fide need that exists in the fiscal year in which the project order is issued; otherwise, a valid obligation is not accomplished. It is not intended that the bona fide need of the fiscal year rule be construed to preclude procurement lead-time. Thus, where materials, for example, cannot be obtained in the same fiscal year in which they are needed and contracted for, a provision for delivery in the subsequent fiscal year does not violate the bona fide need rule so long as the time intervening between contracting and delivery is not excessive and the procurement is not for standard commercial items readily available from other sources. Bona fide need generally is a determination of the requesting activity and not that of the performing activity. A performing activity must refuse to accept a project order if it is obvious that the project order does not serve a need existing in the fiscal year in which issued.

## 020509. "Entire" Versus "Severable"

A. To be eligible for project order financing, the need must be present in the fiscal year in which the project order is issued, require a series of actions over a period of time which may cross a fiscal year, and call for work or services that are reasonably not severable between fiscal years. For instance, an order for an "entire" end-item or service would call for a single or unified outcome or product and would be one in which few, if any, benefits would accrue if the work were terminated without completion at the end of the fiscal year in which it was placed.

B. The distinction between "entire" and "severable" may not be evident readily and, therefore, requires some judgment. The objective desired by the requesting customer must be used in the determination. For example, if the customer supplies an item (for example, an aircraft) for overhaul or renovation and wants the entire item returned in a serviceable state, then a repair of a single component (for example, avionics, landing gear, electronics) of the item when the item consists of many components needing repair, would not be a "severable" action. Conversely, if a customer desires an automated system that consists of multiple modules and some (or all) modules can be used independent of the entire system, then each module that can be used independent of the entire system is severable.

C. The following are examples of efforts that ordinarily are severable and, therefore, not eligible for procurement as a project order:

1. Custodial or housekeeping services;
2. Security or fire protection services;
3. Refuse collection;
4. Routine maintenance in general, including: grounds or surfaced-area maintenance, heating and air conditioning systems operation and maintenance, and other real and personal property maintenance;
5. Services such as: education, training, subsistence, storage, printing, laundry, welfare, transportation (including port handling), travel, utilities or communications when any of these purposes is the primary purpose of the request; and
6. Efforts where the stated or primary purpose of the order is to acquire a level of effort (for example, 100 hours, 20 weeks, or one year) rather than a specific, definite, and certain end-product.

D. The following are examples of efforts in which an entire need generally exists and, therefore, are eligible for project order financing:

1. Manufacture, production, or assembly of items including experimental prototypes or items manufactured and assembled for test. "Items" include ships, aircraft, guided missiles, other weapons, vehicles of all kinds, ammunition, clothing, machinery and equipment for use in such operations, and other military and operating supplies and equipment (including components and spare parts);
2. Renovation, rebuild, rehabilitation, reconditioning or overhaul of items, including such operations as are necessary to restore an item to a condition of serviceability equivalent to its original state;
3. Alteration or modification in design or assembly of an item to meet revised specifications or to correct defects;
4. Construction or conversion of items (including buildings and other structures), utility and communication systems, and other public works;
5. Development of software programs and automated systems when the purpose of the order is to acquire a specific, definite, and certain nonseverable end-product that is achievable reasonably with the resources (financial, human, and plant) available to the provider rather than a level of effort over an extended period; and

6. Production of engineering and construction related products and services.

020510. Commencement of Work

The work to be performed under project orders must be expected to begin within a reasonable time after its acceptance by the performing DoD-owned establishment or the USCG.

A. Although work on a project order is not required to commence in the year of project order acceptance, as a minimum requirement, evidence must exist at the time of project order acceptance showing the intention that work (or procurement if required prior to the beginning of work) must (1) begin without delay (usually within 90 days) and (2) be completed within the normal production period for the specific work ordered.

B. If work (or procurement if required prior to the beginning of work) financed from an appropriation that expired for obligation on September 30 on a project order does not begin, or is not expected to begin, before January 1 of the following calendar year, then the project order must be returned by the performing activity for cancellation. If it is documented that the delay is unavoidable and could not have been foreseen at the time of project order acceptance, and that documentation is retained for audit review, then the project order can be retained and executed.

020511. Contingent Event Prohibition

A project order must not be issued if commencement of work is contingent upon the occurrence of a future event or authorizing action by the ordering entity.

020512. Lawful Purpose

Project orders must not be used to contravene provisions of the law or accomplish by means of this device what regulations do not permit under commercial contracts.

020513. Authorized Purpose

Project orders must not be issued for the primary (or secondary) purpose of continuing the availability of appropriations.

020514. Project-Order Modifications

A. The project order statute differs from the Economy Act at [31 U.S.C. § 1535](#) because it permits agencies to account for obligations for orders in the same manner as orders for similar work placed with commercial manufacturers and private contractors. Project orders, similar to commercial contracts, may contain special provisions and may be modified. Unlike procurement contracts with commercial concerns where competition requirements limit permissible contract modifications, project orders may be changed or increased at any time to accommodate new or additional work so long as proper funding is available, and so long as the

new work otherwise meets the general conditions governing issuance and acceptance of project orders.

B. If the appropriation used to fund the initial order remains available for new obligation, then use it to fund all modifications that are a bona fide need of that appropriation, even if the modification changes the scope of the project order.

C. If the appropriation used to fund the initial order has expired, then use it to fund only those amendments and modifications that are within the general scope of the initial project order.

D. All modifications that increase or change the general scope of work of the original order must be charged to a current appropriation. In cases where the original appropriation has expired and no longer is available for new obligations, and the modification or amendment changes the general scope of the original order, the amendment or modification must be funded from a current appropriation.

E. The appropriation cited on the project order must remain available for price increases and changes that are within the scope of the original order. These obligational rules apply equally to fixed-price and cost reimbursable project orders.

F. Limitation of cost clauses in commercial cost-reimbursement contracts that are the obligational basis for the requirement to charge current appropriations for all ceiling increases, including those within the general scope of such contracts, are not applicable to cost-reimbursement project orders. Limitation of cost clauses govern the legal liability of the United States to third parties, whereas transactions within or between agencies are governed by principals of comity. Whether to structure such project orders on a fixed-price or reimbursable basis is a matter of agency discretion and convenience, but not obligational relevance. Whether the work changes the general scope of the original order, or otherwise satisfies an emergent bona fide need of the current fiscal period, governs whether current funds must be charged. Subject to the provisions of paragraph 020708, amendments to project orders which have the effect of partial or complete termination of such orders must provide for the inclusion of the costs of termination.

#### 020515. Ability to Perform

Project orders must be issued only to those DoD-owned establishments that are capable of performing substantially the work ordered. “Substantially” as used in this paragraph, means that the project order recipient must incur costs of not less than 51 percent of the total costs attributable to rendering the work or services ordered. Total costs to render the work or services ordered include the costs of goods or services obtained from or provided by contractors.

#### 020516. Subsidiary Ordering

The provisions of this chapter are not intended in any way to authorize one DoD-owned establishment to act as a general contracting or purchasing agent for another entity.

A. Subsidiary ordering (within the government) and contracting (with commercial firms) pursuant to a project order is authorized, given such subsidiary ordering and contracting is incident to, and is for use in, carrying out the purpose of the project order.

B. Project orders must contemplate the use of personnel and facilities (and may include the use of other resources) on the part of the project order recipient, but beyond those incident to contract procurement. In this connection, it is not improper for a project-order recipient to subcontract for component parts when the recipient later assembles those parts into the end-product ordered. The assembly operation includes the use of personnel whose technical skills are essential to completion of the job. In addition, the work expended in the assembly operation must be of such an extent that it avoids a perception of the project order being used for contract procurement.

C. If a project order cannot be placed with another DoD-owned establishment because that establishment would fill the order by contracting with a commercial concern for performance of substantially the entire order, then it is possible the order could be placed pursuant to the Economy Act. This Act permits the agency or agency unit filling the order to provide or procure by contract the goods and services necessary to perform the order.

020517. Project Order Default

A. Where a recipient of a project order defaults or fails to perform work or services specified in the order, and a replacement project order is required as the result of such default, the following apply:

1. Defaulted work or services may be procured from another DoD-owned establishment or the USCG to the extent of any unobligated balance in the appropriation thus obligated.

2. Similarly, a project order also may be issued to a DoD-owned establishment or the USCG under an appropriation obligated by contracts with outside contractors when such contract is terminated for default or failure on part of the contractor to perform work or services specified in the contract.

3. Replacement project orders resulting from defaults may be issued and obligated subsequent to the period of availability of the appropriation for obligation if the replacement project order is made without undue delay after the termination of the original contract or project order.

B. A replacement project order fulfills a bona fide need of the appropriation that had funded the contract or project order that was terminated for default. The replacement project order must be awarded on the same basis and be similar substantially to the original project order in its scope and size. The replacement project order must not extend beyond the point in time in which the ordering appropriation cancels (generally five years after the appropriation expires for new obligation).

## 020518. Project Order Financing

A project order must be financed fully by the ordering DoD Component from obligational authority current at the time the project order is issued and accepted. Project orders may be issued for a research, development, test and evaluation project which is not financed to completion (i.e., prepared on an incrementally programmed basis). A research, development, test and evaluation appropriation project or program financed on an incrementally programmed basis is one that is funded for the remainder of the funding appropriation's period of current availability or the current fiscal year vice a fully-funded-to-completion basis.

## 020519. Direct-Cite Prohibition

A DoD-owned establishment may only accept project orders on a reimbursable basis. Orders must not be made a subdivision of funds, similar to an allotment; nor the appropriations of the ordering entity be cited by the performing DoD-owned establishment when incurring and recording obligations incurred in performance of the order.

## 020520. Reimbursement of Costs Incurred in Performance of a Project Order

Reimbursement of costs incurred by a performing activity may be accomplished in the manner ordinarily used by that performing activity. Volume 5 Chapter 9 "Disbursement" recognizes that a disbursement may result from a transfer of funds from one appropriation or fund to another by a "no check drawn" transaction using a Standard Form (SF) 1080, Voucher for Transfers Between Appropriations and/or Funds; SF 1081, Voucher and Schedule of Withdrawals and Credits; or by the Department of the Treasury's Intra-governmental Payment and Collection (IPAC) system. Volume 5, Chapter 11 provides additional information on the IPAC system and also identifies general requirements and technical specifications prescribed by the Treasury on the use of IPAC.

## 0206 CONDITIONS GOVERNING PERFORMANCE OF PROJECT ORDERS

## 020601. Timeliness

After acceptance, project orders must be performed as expeditiously as possible according to the terms as accepted. (See paragraph 020510 for additional information.)

## 020602. Notification of Delivery Schedule

Performing DoD-owned establishments are responsible for promptly advising ordering DoD Components concerning changes in delivery schedules.

## 020603. Summary of Costs

For cost-reimbursement project orders, performing DoD-owned establishments must give ordering DoD Components a summary of costs incurred to date and estimates of costs to complete the order only when specifically requested by the ordering DoD Component. The ordering DoD

Component must not request the submission of this cost information any more frequently than once a month. No special report forms are authorized for this purpose.

020604. Expiration Dates

Expiration dates of project orders may be extended with the approval of the ordering DoD Component. Expiration dates of project orders may not extend beyond the point in time in which the ordering appropriation cancels.

0207 REIMBURSEMENTS TO PERFORMING DOD-OWNED ESTABLISHMENTS

020701. Reimbursement

Performing DoD-owned establishments must be reimbursed for work covered by project orders based upon fixed prices or costs incurred.

020702. Fixed-Price Project Orders

A. A fixed-price project order must establish a firm price for purposes of reimbursement for the work or services ordered. A fixed-price basis may be used when all of the following conditions are present.

1. Work specifications are stable, specific, and definite; and they are made part of the order (or incorporated by reference) for each item when the project order is accepted for performance on a fixed-price basis or amended for any changes in the scope of the work. This requirement is critical especially for project-order-accepting activities financed by a direct appropriation. An activity financed by a direct appropriation must not accept a fixed-price project order unless the activity can predict with a high degree of certainty the actual cost to complete the project order. Otherwise, the activity may violate the prohibition against inappropriately augmenting an appropriation and/or using an appropriation for a purpose not authorized.

2. When there is more than one item of work or service in a project order, including amendments for changes in scope, each item is made the subject of a separate price as shown by the order or in a list incorporated therein by reference. When the work to be performed is the subject of a work list (e.g., equipment overhaul) each entry on the work list must be considered to be an item.

3. No substantial contingencies are included in the price, nor considered to be involved in performance, so that cost variations in performance reasonably can be expected to be minor.

4. There is a satisfactory system of cost estimating used as a basis for establishing fixed prices. When cost standards are used in cost estimating for the purpose of pricing, they must be adjusted for this purpose to include expected cost variances.

5. The same cost elements are used in cost estimating and establishing fixed prices as would be required for use if reimbursements were based upon actual cost incurred.

B. The requirement to establish a firm price for purposes of reimbursement for the work or services ordered does not preclude the issuance of amendments/modifications to cover changes in scope of any item in the order.

020703. Cost-Reimbursement Project Orders

A. The amount stated in a cost-reimbursement project order must be a sound estimate of the costs to be incurred in performance of the work or services ordered. Such estimates must be determined based upon the specific work to be performed. The estimate of costs must be the ceiling amount for purposes of reimbursement for the work or services ordered.

B. The performing DoD-owned establishment and the ordering DoD Component must undertake timely renegotiations for revisions of the ceiling amount of cost-reimbursement project orders. Such renegotiations must take place whenever cost performance indicates the need for adjustment of the ceiling amount upward or downward, but before the cost of performance has exceeded 75 percent, when compared with the current ceiling amount. Renegotiations need not be conducted when the probable cost of renegotiation is greater than the adjustment amount. In such cases, the performing establishment must absorb the difference, upward or downward.

C. Cost-reimbursement project orders may be converted to a fixed-price basis provided all conditions governing the use of fixed-price project orders are present. (See paragraph 020702). In addition, the conversion must occur prior to incurring either 50 percent of the total cost of the work, or 50 percent of the period of performance, whichever comes first.

020704. Unfunded Costs

For purposes of this paragraph, “unfunded costs” are costs that are not funded in the account or appropriation that funds the performing activity. (Examples of unfunded costs are not universal. Some performing revolving fund accounts, primarily the working capital fund accounts, may fund costs that are unfunded by appropriated funds. Unfunded costs of an appropriated-funded performing activity normally include labor of military personnel and depreciation of capital assets.) When an ordering DoD Component places an order on behalf of persons or agencies outside the U.S. Government (including reimbursable transactions pursuant to Foreign Military Sales discussed in Volume 15), the ordering DoD Component must identify this circumstance on the project order. Under this circumstance, the amount of unfunded costs must be specifically identified and included in the amounts contained in the:

- A. Project orders issued to performing activities;
- B. Billings made by the performing activity to the ordering activity;
- C. Reimbursements by the ordering activity to the performing activity; and



D. Reimbursements obtained by the ordering activity from the non-federal customer.

020705. Working Capital Fund

In the case of a performing DoD-owned establishment operating under a working capital fund, reimbursable costs must be determined in accordance with Volume 11B.

020706. Non-Working Capital Fund

When the performing DoD-owned establishment is not operating under a working capital fund, a reimbursable agreement negotiated prior to the placement of a project order must be executed in accordance with the policy requirements contained in Chapter 1.

020707. Reimbursable Costs

Reimbursable costs include the cost of machinery or equipment acquired specifically for the performance of a single project order. Such costs must be specifically approved in the following circumstances:

- A. In advance by the ordering DoD Component,
- B. When the machinery or equipment legally could be acquired directly by the ordering fund or appropriation, or
- C. Approval is incorporated into the terms of the project order agreement or amendments thereto. When this is the case, the approved costs must be segregated from other costs and shown as a separate item in the reimbursable billing. Such machinery and equipment are the property of the ordering DoD Component and must be disposed of in accordance with instructions from the ordering DoD Component.

020708. Termination Costs

Costs incurred in the termination of a project order must be reimbursable to the performing DoD-owned establishment when the order is terminated by the ordering DoD Component, to the extent that such costs do not exceed the amount of the fixed price or the current ceiling amount specified in the case of cost-reimbursement project orders. When ordering DoD Components and performing DoD-owned establishments cannot agree on the costs of termination, the case must be referred through Component financial management channels for settlement by the Under Secretary of Defense (Comptroller).

020709. Billing

To the extent feasible, performing DoD-owned establishments must bill ordering DoD Components for work performed upon the basis of jobs completed or services rendered in accordance with the terms of the project order. Whenever a long period of time is required in the

performance of a project order, periodic progress payments approximating costs incurred may be provided for in the order. Progress payments may be made to the performing DoD-owned establishment to cover the accrued cost (and other direct obligations incurred) of performance to the end of the fiscal year under an uncompleted project order. Reimbursement to a working capital fund activity for work performed prior to completion of the project order must be accomplished normally on either a progress payment or a percentage-of-completion basis.

## 0208 ACCOUNTING FOR COST OF PERFORMANCE

### 020801. Administration

Project orders are reimbursable orders and must be administered and accounted for as such. Project orders, therefore, neither must be administered nor accounted for by performing DoD-owned establishments as separate subdivisions of appropriations or funds similar to an allotment. The appropriation-type accounting for project orders must be performed by the ordering DoD Component in a manner similar to that performed for commercial contracts.

### 020802. Working Capital Fund

The operations of performing DoD-owned establishments financed under a working capital fund must be accounted for in accordance with Volume 11B.

### 020803. Obligation Authority

Project orders received and accepted are the source of obligational authority, in the amount of the project order, for the performance of the work requested.

### 020804. Costs Accounts

A cost account or other device must be used to accumulate the costs of performance for all project orders. Those cost accounts serve as a basis for determining the amount reimbursable for cost-reimbursement project orders and as a basis of determining a fixed price for similar future fixed-price project orders.

### 020805. Billings

Billings covering reimbursements must identify costs by each item listed in the project order.

## 0209 EXEMPTIONS

Requests for exemptions, along with appropriate justification, must be submitted to the Deputy Chief Financial Officer, Office of the Under Secretary of Defense (Comptroller).

**VOLUME 11A, CHAPTER 3: “ECONOMY ACT ORDERS”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue and underlined font](#).

The previous version dated [March 2012](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
030102	Added an authoritative guidance paragraph and included references contained in the Federal Acquisition Regulation (FAR) or the Defense Federal Acquisition Regulation Supplement (DFARS) applicable to Economy Act orders.	Addition
030103.E	Deleted the definition for Fiscal Year Appropriation since the specific terminology is not used within the chapter.	Deletion
0302	Aligned definition terminologies with the FAR and DFARS to be consistent with acquisition policy since an Economy Act order is an acquisition vehicle.	Addition/ Deletion
030301	Deleted this paragraph since it reiterates policy that is stated earlier in the chapter.	Deletion
030302.B	Deleted the specific details associated with determinations and findings (D&F) requirements since they are part of acquisition policy covered in FAR 17.502-2.	Deletion
030303	Deleted the paragraph since it represented acquisition-related policy, which is not under the purview of the Under Secretary of Defense (Comptroller) (USD(C)). Acquisition policy is covered in the FAR and DFARS and other acquisition-related publications.	Deletion
030304	Deleted the paragraph since it represented acquisition-related policy which is not under the purview of the USD(C). Acquisition policy is covered in the FAR and DFARS and other acquisition-related publications.	Deletion
030501	Added DFARS 217.503 as another acquisition policy source with specific D&F requirements.	Addition

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
030502	Added references to the relevant FAR and DFARS provisions that address the acquisition policy ordering procedures that apply to Economy Act orders. Deleted the paragraph content that is duplicative of the content existing within the cited FAR and DFARS provisions.	Addition/ Deletion
030503	Added reference to United States (U.S.) Department of the Treasury's Interagency Agreement containing two Fiscal Service (FS) Forms: FS Form 7600A, U.S. Government General Terms and Conditions and FS Form 7600B, U.S. Government Order . These forms are for federal-wide use in carrying out buy/sell transactions between trading partners.	Addition
030604.A.5	Added clarification that severable services can be procured under incrementally funded fixed-priced contracts using research and development appropriations as stated in DFARS 232.703-1.	Addition
030906	Revised the paragraph to reference Volume 10, Chapter 10 for the Department of Defense (DoD) policy for executing intragovernmental payments.	Revision
030907	Added a paragraph to reference Volume 6B, Chapter 13 for DoD policy and guidance for adjusting, eliminating and other special intragovernmental reconciliation procedures.	Addition
Multiple	Revised hyperlinks throughout the chapter.	Revision

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## CHAPTER 3

ECONOMY ACT ORDERS

## 0301 GENERAL

## 030101. Purpose

This chapter prescribes the financial management policy applicable to orders placed for goods and services within the authority provided for in Title 31, United States Code, section 1535 ([31 U.S.C. § 1535](#)) (the Economy Act of 1932, as amended). Chapter 1 provides overall guidance on general reimbursement procedures and supporting documentation.

## \*030102. Authoritative Guidance

A. [10 U.S.C. § 2410a](#) provides statutory authority for severable service contracts for periods crossing fiscal years.

B. [10 U.S.C. § 2205](#) provides statutory authority for reimbursements made to appropriations of the Department of Defense (DoD) under 31 U.S.C. §§ 1535 and 1536.

C. [31 U.S.C. § 1502](#) stipulates the bona fide needs rule.

D. 31 U.S.C. § 1535 provides the authority for Federal agencies to order goods and services from major organizations within the same agency or other Federal agencies.

E. [31 U.S.C. § 1536](#) provides the authority for crediting payments received on orders executed under 31 U.S.C. § 1535. Payments may be credited to the appropriation or fund against which charges were made to fill the order, or to replace stocks on hand used to fill the order, unless another law authorizes the amount to be credited to some other appropriation or fund; or the head of the performing agency decides that replacement is not necessary, in which case, the amount received is deposited in the United States (U.S.) Department of the Treasury (Treasury) as miscellaneous receipts.

F. [DoD Instruction 4000.19](#), “DoD Agreements,” establishes policy, assigns responsibilities, and provides direction for agreements within the DoD and between DoD and other entities.

G. Defense Federal Acquisition Regulation Supplement (DFARS) [Subpart 217.5](#), “Interagency Acquisitions,” and [Subpart 217.7](#), “Interagency Acquisitions: Acquisitions by Non-Defense Agencies on Behalf of the Department of Defense,” prescribe specific additional DoD acquisition policy involving interagency acquisitions.

H. Federal Acquisition Regulation (*FAR Subpart 17.5*, “Interagency Acquisitions,” provides federal-wide acquisition policy related to interagency acquisitions. Under this Subpart, *FAR 17.502-2* provides additional acquisition policy specifically related to Economy Act orders.

I. The Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, *Section 4706*, “Intragovernmental Quarterly and Year-End Requirements.”

#### \*0302 DEFINITIONS

##### 030201. Assisted Acquisition

*FAR Subpart 2.1* defines an assisted acquisition as a type of interagency acquisition where a servicing agency performs acquisition activities on a requesting agency’s behalf, such as awarding and administering a contract, task order, or delivery order. *DFARS 217.701* defines assisted acquisition similarly as the type of interagency contracting through which acquisition officials of a non-DoD agency award a contract, task, or delivery order for the acquisition of supplies or services on behalf of DoD.

##### 030202. Direct Acquisition

Per FAR Subpart 2.1, a direct acquisition is a type of interagency acquisition where a requesting agency places an order directly against a servicing agency’s indefinite-delivery contract. The servicing agency manages the indefinite-delivery contract but does not participate in the placement or administration of an order. *DFARS 217.701* defines direct acquisition as a type of interagency contracting through which DoD orders a supply or service from a Governmentwide acquisition contract maintained by a non-DoD agency.

##### 030203. Interagency Acquisition

As defined in FAR Subpart 2.1, an interagency acquisition is an action by which an agency needing supplies or services (the requesting agency) obtains them from another agency (the servicing agency) by an assisted acquisition or a direct acquisition. The term includes acquisitions under the Economy Act (31 U.S.C. § 1535) and Non-Economy Act acquisitions completed under other statutory authorities.

##### 030204. Multiple Year Appropriation

As used in this chapter, a multiple year appropriation means an appropriation that is available for obligation for a definite period of time in excess of one fiscal year.

##### 030205. Non-Severable Service

A non-severable service represents a single undertaking that cannot be feasibly subdivided. If the service produces a single or unified outcome, product, or report, the service is considered non-severable.



**030206. Requesting Agency**

The requesting agency is defined in FAR Subpart 2.1 as the agency that has the requirement for an interagency acquisition.

**030207. Servicing Agency**

The servicing agency is defined in FAR Subpart 2.1 as the agency that will conduct an assisted acquisition on behalf of the requesting agency.

**030208. Severable Service**

A severable service represents a service that is continuing and recurring in nature where the agency realizes a benefit at the time that the service is provided even if the contract has not been performed to completion. A service is considered severable if it can be separated into a component that independently provides value to meet an agency's need.

**0303 LEGAL AUTHORITY****030301. Statutory Conditions on Use**

31 U.S.C. § 1535 establishes four basic conditions on the use of Economy Act authorities. In accordance with the statute, the head of an agency or major organizational unit within an agency may place an order with a major organizational unit within the same agency or another agency for goods or services if:

- A. Funds are available;
- B. The head of the requesting agency or unit decides the order is in the best interest of the U.S. Government;
- C. The agency or unit to be asked to fill the order is able to provide or obtain by contract the ordered goods or services; and
- D. The head of the requesting agency decides that ordered goods or services cannot be provided by contract as conveniently or economically by a commercial enterprise.

**030302. Reimbursements to Appropriations**

As stated in 10 U.S.C. § 2205, reimbursements made to DoD appropriations under 31 U.S.C. §§ 1535 and 1536 for services rendered or supplies furnished may be credited to the appropriation or fund of the activity performing the reimbursable work.

**030303. Limitations**

Economy Act orders may not be used by an agency to:

A. Circumvent conditions and limitations imposed on the use of funds, including extending the period of availability of the cited funds;

B. Contravene provisions of the law or accomplish what regulations do not permit under commercial contracts;

C. Make acquisitions conflicting with any other agency's authority or responsibility (see [FAR 17.501](#)) or for which the servicing agency is required by law to provide and for which it received appropriations; or

D. Order work or services from another organizational unit under the same activity commander where the activity commander is in a position to fund the required goods or services through the use of direct funds.

**0304 USES OF ECONOMY ACT ORDERS**

Economy Act orders may be used for any required goods, supplies or services that are appropriate and legal. [Acquisition policies contained in the FAR, DFARS, and within individual DoD Component's implementation guidance govern the potential uses of Economy Act orders.](#) Typical uses include, but are not limited to, base support (host-tenant) services such as administrative services, civilian personnel services, community services, environmental compliance, fire protection, food service, health service, mail service, police service, security/guard services, and warehousing.

**0305 INITIATING AN ECONOMY ACT ORDER****\*030501. Determinations and Findings Requirement**

[FAR 17.502-2\(c\)](#) requires each Economy Act order to be supported by a determinations and findings (D&F) [that must be furnished to the servicing agency with the order.](#) [Specific D&F requirements are stated in FAR 17.502-2\(c\) and DFARS 217.503.](#)

**\*030502. Ordering Procedures and Requirements**

[FAR 17.503](#), DFARS Subpart 217.5, and DFARS Subpart 217.7 address the procedures that apply to all interagency acquisitions, including those made under the authority provided within the Economy Act.

**\*030503. Treasury Guidance**

A. The TFM Volume I, Part 2, Chapter 4700, Section 4706, "Intragovernmental Quarterly and Year-End Requirements," discusses the requirements necessary to properly report intragovernmental transactions resulting from business activities (i.e., buy/sell

transactions) between two Federal government entities, called trading partners. It further references the Intragovernmental Transaction Guide (Appendix 6) as containing the business rules and processes to properly record, report, and reconcile intragovernmental transactions, including the processes for dispute resolution.

B. The guidance in TFM, Volume I, Part 2, Chapter 4700, Appendix 6, Section 9 provides the standard Interagency Agreement (IAA), containing two Fiscal Service (FS) Forms: FS Form 7600A, General Terms and Conditions (GT&C) and FS Form 7600B, Order Form. Treasury has mandated the use of these two forms to ensure the proper recording and reporting on intragovernmental buy/sell transactions, and to eliminate the federal-wide reporting deficiencies impacting the Financial Report of the U.S. Government. Accordingly, all DoD Components must use the latest published versions of FS Forms 7600A/B when completing an Economy Act Order and these must comply with the Federal Intragovernmental Data Standards when using the Treasury's G-Invoicing system, DoD Ordering systems, Enterprise Resource Planning, or when completing the FS Forms 7600 A/B manually.

C. The Treasury's G-Invoicing system must be used to negotiate, broker, and electronically store the GT&Cs and associated transactions between buyers and sellers for all inter- and intragovernmental reimbursable transactions as appropriate system capabilities come online for individual DoD Components. This requirement is for all IAAs with a performance period extending to June 30, 2021 or later. In instances where G-Invoicing is not available, such as remote deployments or other austere conditions, DoD Components must use hardcopies of FS Forms 7600A/B. DoD Components must establish internal policies and procedures for designating signature authority for GT&Cs.

D. The requesting scope of work on the FS Form 7600A should cover relatively broad categories of goods or services when feasible. However, the FS Form 7600B must discretely describe the goods or services ordered with the associated FS Form 7600A. When practical and legally permissible, the agreement period on the FS Form 7600A should cover multiple years.

## 0306 POLICY

### 030601. Specific, Definite, and Certain

Economy Act orders **must** be specific, definite, and certain both as to the work encompassed by the order and the terms of the order itself.

### 030602. Certification of Availability for Purpose

Economy Act orders are subject to the same fiscal limitations that are contained within the appropriation from which they are funded. However, the performing entity may not be aware of all such appropriation limitations. Therefore, the requesting official must provide a certification, on or attached to the Economy Act order, **stating** that the funds cited on the Economy Act order are properly chargeable for the purposes cited in the order.

## 030603. Bona Fide Need

Economy Act orders citing an annual or multiple year appropriation must serve a bona fide need arising, or existing, in the fiscal year(s) for which the appropriation is available for obligation (refer to 31 U.S.C. § 1502). Otherwise, a valid obligation is not accomplished. Bona fide need generally is a determination of the requesting activity and not that of the servicing activity. A servicing activity should, however, refuse to accept an Economy Act order if it is obvious that the order does not serve a need existing in the fiscal year for which the appropriation is available.

## 030604. Appropriation Policy

A. Obligation. An Economy Act order obligates the applicable appropriation of the requesting agency or unit upon acceptance of the order by the servicing agency. Thus, the requesting agency should obligate the entire amount of a reimbursable order when the order is accepted by the servicing agency.

1. Annual appropriations are not available for requirements that are bona fide needs of a subsequent fiscal year, except pursuant to statutory authority. DoD Components that enter into Economy Act agreements with other organizations to satisfy requirements for severable services, non-severable services, and supplies must ensure that obligations for the Economy Act agreements constitute a bona fide need of the annual appropriation charged. Consequently, any supply or service contract entered into by the servicing agency must be entered into before the end of the period of availability of the annual appropriation.

2. To constitute a bona fide need of the requesting activity's annual appropriation, any resultant contract for supplies or services entered into by the servicing agency must satisfy the same obligational requirements set forth in Volume 3, Chapter 8, as would any contract directly entered into by the requesting activity. For example, an Economy Act agreement for severable services may be performed by issuance of a contract that crosses fiscal years only if the awarded contract satisfies the requirements of 10 U.S.C. § 2410a, the contract period does not exceed 1 year, and the contract period commences during the period of availability for the requesting agency's appropriation(s).

3. Multiple year appropriations may be obligated for requirements that constitute bona fide needs of the multiple year period of availability of the appropriation. Multiple year appropriations obligated for Economy Act orders are subject to the same bona fide need standards as would a contract directly entered into by the requesting activity. Resultant supply and service contracts must be entered into during the period of availability of the appropriation funding the Economy Act order, and are subject to the same budgetary full funding or incremental funding policies prescribed in Volumes 2A and 2B.

4. Resultant contracts for non-severable services that cross fiscal years must be supported entirely by the requesting agency's appropriations available for new obligations at the time the contract is awarded.

\* 5. Because Research, Development, Test and Evaluation (RDT&E) requirements are iterative in nature, RDT&E programs, projects and activities are not subject to full funding policies. For example, [DFARS 232.703-1](#) permits DoD organizations to incrementally fund a fixed-price contract for severable services if the contract is funded with research and development appropriations. Refer to [DFARS 232.703-1](#) for additional guidance and restrictions. Similarly, DoD budgetary policy in Volume 2A, Chapter 1 provides that RDT&E budget estimates are prepared on an incrementally funded basis and only those funds required for work in a given fiscal year **must** be included in the RDT&E request for that fiscal year. DoD Components are encouraged to fully fund RDT&E contracts for non-severable services.

6. Obligating funds for an Economy Act order where the resultant fixed-length severable services contract will exceed the 1-year limit set forth in 10 U.S.C. § 2410a or will not commence until a subsequent fiscal year, may result in an Antideficiency Act violation under [31 U.S.C. § 1341](#).

B. Deobligation. Transactions undertaken in reliance on authority conferred by the Economy Act are subject to statutory requirements imposed by 31 U.S.C. § 1535(d) governing when excess funds must be deobligated. The amount obligated by the [requesting](#) agency or unit must be deobligated to the extent that the servicing agency has not incurred obligations before the end of the period of availability of the ordering appropriation. It is critical that activities reconcile the obligation status of Economy Act orders and deobligate unused funds, as needed, before the end of the funds availability. Funds must be deobligated by both the requesting and servicing agency to the extent that the servicing agency or unit filling the order has not (1) provided the goods or services, or (2) entered into an authorized contract with another entity to provide the requested goods or services before the end of the period of availability (fiscal year or multiple year period, as applicable) of the appropriation of the requesting or ordering agency.

#### 030605. Commencement of Work

The work to be performed under Economy Act orders **must** be expected to begin within a reasonable time after its acceptance by the [servicing agency](#).

#### 030606. Contingent Event Prohibition

Economy Act orders **must** not be issued if commencement of work is contingent upon the occurrence of a future event or authorizing action by the requesting [agency](#).

### 0307 PAYMENT PROCEDURES

#### 030701. Payments

A. Payment **must** be made promptly upon the written request (or billing) of the agency or unit filling the order. Unless the DoD Component is specifically authorized by law, legislative action or Presidential authorization, funds are not to be advanced to non-DoD Federal entities or be used to pay for advance billings without the receipt of goods or services. Refer to Volume 4, Chapter 5 for the conditions and requirements related to advances and prepayments.

B. For those few exceptions where DoD is specifically authorized by a specific appropriation or law to advance funds, the specific appropriation or law authorizing the advance must be cited on the obligating and/or interagency agreement documents and orders. Advance payments, when authorized, are based on estimated costs, but the final payment amount must be adjusted to account for actual costs. Any unused amounts of the advance **must** be collected from the performing agency immediately and returned to the fund from which originally made.

C. The requesting official must be fully aware of the non-DoD Federal agency's billing practices and methods. If an advance of funds is permitted, the DoD agency requesting official **must** ensure that the written agreement with the servicing agency requires it to specifically account for the funds advanced. The requesting official **must** also take appropriate action to ensure DoD funds are not disbursed in advance of contract performance. Additionally, DoD Components must work with their servicing disbursement sites to ensure trading partner agreements restrict other Federal agencies' ability to withdraw funds prior to the delivery of goods or performance of services.

#### 030702. Small Amounts

A. DoD working capital funds, the Corps of Engineers Civil Works Revolving Fund, and other DoD revolving funds may not waive reimbursement of any amount. This does not preclude identification of a central payment office by a DoD Component to pay small bills. Guidance on financial management of working capital funds is in Volume 11B.

B. When an appropriated fund activity is the performer and the amount to be billed within the same DoD Component or to another DoD Component is less than \$1,000, the billing may be suspended by the billing organization until the end of the fiscal year, or until the total billed exceeds \$1,000. However, no later than the end of the fiscal year, all suspended amounts must be billed even though the amount to be billed is less than \$1,000.

C. When the amount to be billed to a non-DoD U.S. Government activity is less than \$1,000, the billing may be suspended by the billing organization until the end of the fiscal year, or until the total billed exceeds \$1,000. However, no later than the end of the fiscal year, all suspended amounts must be billed to non-DoD U.S. Government activities even though the amount to be billed is less than \$1,000.

### 0308 REIMBURSEMENTS

#### 030801. Appropriated Funds

Reimbursement under the Economy Act is to be made on the basis of actual cost as determined by the servicing agency. The requesting agency must pay the servicing agency the actual costs of the goods or services provided. Actual costs include all direct costs attributable to providing the goods or services, regardless of whether the servicing agency's expenditures are increased. Actual costs also include indirect costs (overhead) to the extent they have a significant relationship to providing the goods or services and benefit the requesting agency. Indirect costs (overhead) **must** be computed in accordance with Chapter 1. DoD activities not funded by working

capital funds normally do not charge indirect costs to other DoD activities. In accordance with FAR 17.502-2.d.(4), the servicing agency may not require a payment of, or the requesting agency pay, any fee or charge in excess of the actual cost (or estimated cost if the actual cost is not known) of entering into and administering the contract or other agreement under which the order is filled. Chapter 1 provides the general rules that DoD Components must follow when determining amounts to be collected as reimbursements.

030802. Working Capital Fund Activities

Reimbursable costs in the case of servicing DoD activities operating under a working capital fund **must** be determined in accordance with Volume 11B.

0309 ACCOUNTING

030901. Direct Fund Cite Orders

Economy Act orders may be issued as direct fund cite orders where the requesting unit identifies the appropriate fund citation for the servicing unit to place on the requested contract or reimbursable order. Economy Act orders **must** neither be administered nor accounted for by servicing DoD activities as separate subdivisions of appropriations or funds similar to an allotment. Appropriation-type (e.g., annual, no-year, multiyear) accounting for an Economy Act order **must** be performed by the requesting DoD Component in accordance with Volume 3, Chapter 15.

030902. Working Capital Fund

The operations of servicing DoD activities financed under a working capital fund **must** be accounted for in accordance with Volume 11B.

030903. Obligation Authority

Economy Act orders received and accepted are the source of obligational authority in the amount of the order for the performance of the work requested.

030904. Cost Account

A cost account, or other device, **must** be used to accumulate the costs of performance for all Economy Act orders. The cost account serves as a historical basis for determining the amount reimbursable for cost-reimbursement Economy Act orders and as a basis of determining a fixed-price for similar future fixed-price Economy Act orders.

## 030905. Records

The servicing DoD Component **must** establish procedures that identify and retain a record of the requestor's appropriation accounting classification(s) for each order received. **Establishment and compliance with these procedures** will facilitate auditability of the requestor's source of funding.

## \*030906. Billings

Billings covering reimbursements **must** identify costs by each item listed in the Economy Act order. **Volume 10, Chapter 10 contains the DoD policy for executing intragovernmental payments.**

## \*030907. Reconciliation and Elimination of Intragovernmental Transactions

**Volume 6B, Chapter 13 contains DoD policy and guidance for adjustments, eliminations, and other special intragovernmental reconciliation procedures.**



**VOLUME 11A, CHAPTER 4: “USER FEES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated **July 2016** is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
040103.D	Removed <b><u>Title 32, Code of Federal Regulations (C.F.R.), part 204</u></b> , “User Fees” due to the repeal of 32 CFR 204 in connection with the Regulatory Reform Task Force effort.	Deletion
040303.D	Removed “NOTE: For more information on user fees applicable to specific services or activities (e.g. information resources, recurring services, or lease or sale of property) please refer to <b><u>32 C.F.R. 204.5</u></b> ”, due to the repeal of 32 CFR 204 in connection with the Regulatory Reform Task Force effort.	Deletion

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## CHAPTER 4

### USER FEES

#### 0401 GENERAL

##### 040101. Overview

A user fee is a fee charged for goods or services provided by the Federal Government. User fees generally apply to federal activities that provide special benefits to identifiable recipients above and beyond what is normally available to the public. Collections are credited to the General Fund of the United States (U.S.) Department of the Treasury (hereafter referred to as Treasury) as miscellaneous receipts as required by [Title 31, United States Code, section 3302 \(31 U.S.C. § 3302\)](#), “Custodians of Money”, or if specific statutory authority is available, may be retained by the Component for a specific purpose (e.g., Agriculture and Grazing ([10 U.S.C. § 2667](#)), Forestry ([10 U.S.C. § 2665](#)), Recycling ([10 U.S.C. § 2577](#)), Royalties ([10 U.S.C. § 3710c](#)), and Licensing of Intellectual Property ([10 U.S.C. § 2260](#)) revenue programs). In many instances, Congress has provided specific authority to federal agencies to assess user fees in agency authorization or appropriations legislation. Where statutory authority is not available to assess specific user fees, the User Charge Statute ([31 U.S.C. § 9701](#)) authorizes agencies to assess user charges, with amounts collected to be credited to the Treasury as miscellaneous receipts. The User Charge Statute is a codification of a provision in Title V of the Independent Offices Appropriation Act of 1952, which provided broad authority to assess user fees or charges on identifiable beneficiaries by administrative regulation, such as those identified in paragraph 040103.

##### 040102. Purpose

This chapter promulgates Department of Defense (DoD) policy regarding establishment and assessment of appropriate fees for authorized goods or services supplied by DoD Components. It provides information on the scope and types of activities subject to user charges and the basis upon which user charges are to be calculated. In addition, it provides guidance on Component implementation of user charges and the disposition of collections. This chapter does not apply to user fees associated with the Freedom of Information Act (FOIA) or the Privacy Act of 1974. For DoD policies regarding FOIA ([5 U.S.C. § 552](#)), “Public Information; Agency Rules, Opinions, Orders, Records, and Proceedings”, refer to Regulation [DoD 5400.7-R](#), “DoD Freedom of Information Act Program”. For DoD policies regarding the Privacy Act of 1974, refer to Regulation [DoD 5400.11-R](#), “DoD Privacy Program”.

##### 040103. Authoritative Guidance

The accounting policy and related requirements prescribed by this chapter are in accordance with the applicable provisions of:

A. 31 U.S.C. § 9701, “Fees and Charges for Government Services and Things of Value.” This statute authorizes the head of each agency to prescribe regulations establishing the charge for a service or thing of value provided by an agency.

B. [31 U.S.C. § 3302](#), “Custodians of money.” This statute details the Federal Government’s custodial responsibilities of public money. Subsection (b) is the basis for the requirement that unless authorized by law, an agency may not retain and use money received from sources other than congressional appropriations; the money must instead be deposited in the Treasury.

C. [10 U.S.C. § 2667](#), “Leases: non-excess property of military departments and Defense Agencies.” This statute provides authority to the Secretary of Defense to lease non-excess real or personal property and accept either cash or an in-kind consideration as payment.

D. Office of Management and Budget ([OMB Circular No. A-25](#)), “User Charges.” This Circular establishes Federal policy regarding fees assessed for Government services and sale or use of Government goods or resources.

## 0402 RESPONSIBILITIES

040201. Under Secretary of Defense (Comptroller).

The Under Secretary of Defense (Comptroller) (USD(C)) will promulgate financial management policy governing user fees.

040202. DoD Components

Heads of DoD Components, or designees, will:

A. Identify the services and activities that will adopt and charge a user fee or accept an in-kind consideration.

B. Determine the extent of the special benefits provided as specified in paragraph 040301.C.

C. Apply the principles specified in paragraph 040303 in determining full cost or market price.

D. Publish user fees to be charged for services on schedules, lists, or tables posted on publicly available websites.

E. Review user fees biennially in accordance with OMB Circular No. A-25, to include:

1. Assurance that existing fees are adjusted to reflect unanticipated changes in costs or market values; and

2. A review of all other programs where fees are not being assessed to determine whether special benefits are being provided and whether fees should be charged for Government services or goods.

F. Publish and describe the results of the biennial review of user fees and any resulting proposals, such as adjustments to fee schedules, in the annual DoD Agency Financial Report required by the [Government Management and Reform Act of 1994](#) and the [Chief Financial Officers Act of 1990](#).

G. Ensure the requirements of [OMB Circular No. A-123](#), “Management’s Responsibility for Internal Control”, the Government Accountability Office (GAO)’s [GAO-14-704G](#), “Standards for Internal Control in the Federal Government (the “Green Book”)”, [DoDI 5010.40](#), “Managers’ Internal Control Program Procedures”, and appropriate audit standards are applied to user fee collections.

H. Maintain readily accessible records of:

1. The services or activities charging user fees or accepting in-kind considerations;
2. The extent of special services provided;
3. The exceptions to the general policy;
4. The cost information used to establish or calculate fees and the specific methods used in their determination. This information must be provided upon request to OMB for the evaluation of the fee schedules in accordance with the requirements in OMB Circular [No. A-11](#), “Preparation, Submission and Execution of the Budget”; and
5. The collections (i.e., cash or in-kind consideration) from each user fee imposed.

I. Initiate exception actions outlined in paragraph 040306. All such actions must be coordinated with the USD(C) prior to forwarding to OMB.

J. Develop legislative proposals as outlined in section 0404 when there are statutory prohibitions, restrictions, or limitations on the implementation, assessment or retention of user fees.

#### 0403 USER FEES

##### 040301. General Policy

A. The User Charge Statute establishes that it is the sense of Congress that each service or thing of value provided by a Federal agency (except a mixed-ownership Government corporation) to a person (except a person on official business of the U.S. Government) is to be self-sustaining to the extent possible. Accordingly, the Head of each DoD Component or designee may prescribe regulations establishing the charge for a service or thing of value provided by the Component.

B. User fees should only be established and implemented if mandated by specific statutory authority, or when implemented under the authority of the User Charge Statute, the monetary benefits to the Federal Government of receipts collected significantly exceed the costs of collecting the fees. Since generating and maintaining reliable cost data is expensive, consideration must be given to the cost of personnel and related data gathering requirements, and the costs of implementing, maintaining, and using financial management systems when determining the level of cost detail required and whether or not monetary benefits exceed costs.

C. It is DoD policy not to compete unfairly with available commercial facilities in providing special services or in the sale or lease of property to private parties and agencies outside the Federal Government. However, when a service (or privilege) provides special benefits to an identifiable recipient, beyond those that accrue to the general public, a fee should generally be imposed to recover the full cost to the Federal Government for providing the special benefit (or the market price) except as otherwise approved by the USD(C) and authorized by the Director of the OMB. A special benefit will be considered to accrue, and a user fee should be imposed, when a Government service:

1. Enables the beneficiary to obtain more immediate or substantial gains or values (which may or may not be measurable in monetary terms) than those which accrue to the general public (e.g. receiving a patent, insurance, or guarantee provision, or a license to carry on a specific activity or business of various kinds of public land use), or

2. Provides business stability or contributes to public confidence in the business activity of the beneficiary (e.g., insuring deposits in commercial banks), or

3. Is performed at the request of or for the convenience of the recipient, and is beyond the services regularly received by other members of the same industry or group or by the general public (e.g., receiving a passport, visa, airman's certificate, or a Custom's inspection after regular duty hours).

#### 040302. Applicability

None of the provisions in this chapter should be construed as giving authority for the sale or lease of property, or the rendering of special services. Actions to convey such special benefits must be authorized by separate authority. This user fee policy is applicable except when other statutes or directives specifically direct other practices or procedures, such as for:

- A. Services to military personnel and civilian employees of the DoD provided in accordance with section 0405.

B. Products and services provided to military personnel, their families, and civilian DoD employees by DoD Nonappropriated Fund Instrumentalities (i.e., morale, welfare, and recreation (military and civilian), Military Services exchanges, lodging, supplemental mission funds, and special purpose central funds). Fees for such services are governed by DoD Instruction (DoDI) [1015.15](#), “Establishment, Management, and Control of Nonappropriated Fund Instrumentalities and Financial Management of Supporting Resources,” and other Office of the Secretary of Defense policy.

C. Sale or disposal of surplus property under specifically approved programs (please refer to Chapter 5).

D. Services furnished the general public relating to, or in furtherance of, the Armed Forces recruiting program.

E. Services furnished to representatives of the public information media in the interest of public understanding of the Armed Forces.

F. Armed Forces participation in public events. Fees for such participation are governed by the provisions of [DoDI 5410.19](#), “Public Affairs Community Relations Policy Implementation”.

G. Records made available to the public, under FOIA, pursuant to DoD 5400.7-R, “DoD Freedom of Information Act Program.” Fees for searches and copies of records are governed by Chapter 6 of DoD 5400.7-R.

H. Services furnished to non-Federal audio-visual media. Fees for such services are governed by the provisions of [DoDI 5410.15](#), “DoD Public Affairs Assistance to Non-Government, Non-Entertainment-Oriented Print and Electronic Media”.

I. Pricing of performance by DoD Working Capital Fund activities which must be in accordance with Volume 11B.

J. Foreign Military Sales of Defense articles and services which must be in accordance with Volume 15.

K. Records made available to requesters under the Privacy Act of 1974, pursuant to DoD 5400.11-R.

#### 040303. Calculation of User Fees

All fees must be based on the full cost to the U.S. Government or market price, whichever applies. Additionally, whenever possible, fees must be set as rates rather than fixed dollar amounts in order to adjust for changes in costs to the Government or changes in market prices of the good, resource, or service provided.

A. Except as provided in paragraph 040306 and section 0405, a user fee should be imposed to recover the full cost to the Federal Government of providing the service, resource, or good when the Government is acting in its capacity as sovereign. “Full cost” includes all direct and indirect costs associated with providing a good, resource, or service. Full cost must be determined or estimated from the best available records, and new cost accounting systems should not be established solely for this purpose. These costs are outlined in Chapter 1, paragraph 010203 and include, but are not limited to, an appropriate share of:

1. Direct and indirect personnel costs, including salaries and fringe benefits such as medical insurance and retirement. Retirement costs should include all (funded or unfunded) accrued costs not covered by employee contributions as specified in OMB Circular No. A-11.
2. Physical overhead, consulting, and other indirect costs including material and supply costs, utilities, insurance, travel, and rents or imputed rents on land, buildings, and equipment. If imputed rental costs are applied, they should include:
  - a. Depreciation of structures and equipment (based on guidance contained in Volume 4, Chapter 6); and
  - b. An annual rate of return (equal to the average long-term Treasury bond rate) on land, structures, equipment and other capital resources used.
3. The management and supervisory costs.
4. The costs of enforcement, collection, research, establishment of standards, and regulation, including any required environmental impact statements.

B. User fees should be based on market prices when the Government is not acting in its capacity as sovereign and is leasing or selling goods or resources, or is providing a service (e.g., leasing space in federally owned buildings). Under these business-type conditions, user fees need not be limited to the recovery of full cost, must be based on market prices, and may yield net revenues. “Market price” means the price for a good, resource, or service that is based on competition in open markets, and creates neither a shortage nor a surplus of the good, resource, or service.

1. When a substantial competitive demand exists for a good, resource, or service, its market price will be determined using commercial practices, for example:
  - a. by competitive bidding; or
  - b. by reference to prevailing prices in competitive markets for goods, resources, or services that are the same or similar to those provided by the Government (e.g., campsites or grazing lands in the general vicinity of private ones) with adjustments as appropriate that reflect demand, level of service, and quality of the good or service.



2. In the absence of substantial competitive demand, market price will be determined by taking into account the prevailing prices for goods, resources, or services that are the same or substantially similar to those provided by the Government, and then adjusting the supply made available and/or price of the good, resource, or service so that there will be neither a shortage nor a surplus (e.g., campsites in remote areas).

C. Fees established in advance of performance should be based on the estimated cost of performance. Projected amounts must be reviewed the earlier of biennially or whenever significant changes in cost or value occur.

D. Internal management controls must be established in accordance with OMB Circular No. A-123, GAO's GAO-14-704G, and DoDI 5010.40 to ensure that user fees are developed, published on a publicly available website, and adjusted using current, accurate, and complete data. These controls must also ensure compliance with cash management and debt collection policies promulgated in Volume 5.

#### 040304. Collection of User Fees

DoD Components should make every effort to keep the costs of collection to a minimum and collect fees electronically, via electronic funds transfer (EFT), and utilize, as applicable, the collection services provided by the Treasury's Bureau of the Fiscal Service (Fiscal Service) as described in Volume 5, Chapter 8 and outlined in the Treasury Financial Management, Volume 1, "Federal Agencies," [Part 5, Deposit Regulations](#).

A. In accordance with OMB Circular No. A-25, user fees must be collected in advance of, or simultaneously with, the rendering of services unless appropriations and authority are provided to allow for services to be provided on a reimbursable basis.

B. Although fees must be collected in advance absent statutory authority to provide services or special benefits on a reimbursable basis, Components may collect advance fee payments incrementally if variable costs such as personnel or utility costs are incurred incrementally over time and if the services or special benefit is susceptible to being provided on a severable basis.

#### 040305. Disposition of User Fees

As required by 31 U.S.C. § 3302, an official or agent of the Government who receives money for the Federal Government from any source must deposit the money in the Treasury as soon as practicable. This law is generally referred to as the "Miscellaneous Receipts Statute". Accordingly, unless another statute provides otherwise, user fees collected under the authority of the User Charge Statute must be credited to the General Fund of the Treasury as miscellaneous receipts.

## 040306. Exceptions or Waiving of User Fees

A. The Head of each DoD Component or designee may make exceptions to the general policy if the provision of a free service is an appropriate courtesy to a foreign government or international organization; or comparable fees are set on a reciprocal basis with a foreign country.

B. The Head of each DoD Component or designee may recommend to OMB that exceptions to the general policy be made when:

1. The cost of collecting the fees would represent an unduly large part of the fee for the activity; or

2. Any other condition exists that, in the opinion of the agency head or his designee, justifies an exception.

C. All exceptions must be for a period of no more than four years unless renewed by the Head of each DoD Component or designee for exceptions granted under paragraph 040306.A. or OMB for exceptions granted under paragraph 040306.B after a review to determine whether conditions warrant their continuation.

D. Requests for exceptions and extensions under paragraphs 040306.B and 040306.C must be submitted to the Director of OMB.

## 0404 LEGISLATIVE PROPOSALS TO RETAIN AND USE FEES

## 040401. General Policy

If Components require modification of statutory prohibitions on assessment of user fee charges, they may propose remedial legislation to repeal the assessment prohibition or to authorize an exception. Similarly, Components may propose legislative authority to retain and use amounts collected as user charges. Such proposals are subject to requirements for preparation and submission established in [DoD Directive \(DoDD\) 5500.01](#), "Preparing, Processing, and Coordinating Legislation, Executive Orders, Proclamations, Views Letters, and Testimony". For additional guidance on submitting legislative proposals for approval or authorization to implement or modify a user fee program or to authorize retention and use of user fee collections, refer to OMB Circular No. A-25, paragraph 7.

## 040402. Authorities

Under the User Charge Statute, a statutory authority is required for DoD Components to retain and use user fees. Proposals requesting such authority may be appropriate when a user fee is levied in order to finance a service that is intended to be provided on a substantially self-sustaining basis and thus is dependent upon adequate collections.

A. The authority to use fees credited to an appropriation is generally subject to limits set in annual appropriations language. However, it may be appropriate to request exemption from annual appropriations control, if a provision of the service is dependent on demand that is irregular or unpredictable (e.g., a fee to reimburse an agency for the cost of overtime pay of inspectors for services performed after regular duty hours).

B. Legislative proposals that permit fees to be credited to accounts must be consistent with the full cost recovery guidelines contained in paragraph 040303. Any fees collected in excess of full cost recovery (i.e., under business-type conditions in which user fees are calculated based on market prices) are to be credited to the General Fund of the Treasury as miscellaneous receipts.

040403. Procedures

Legislative proposals must be submitted to OMB in accordance with the requirements of DoDD 5500.01 and [OMB Circular No. A-19](#), “Legislative Coordination and Clearance”. To ensure the proper placement of user fee initiatives in the budget account structure, DoD Components are encouraged to discuss proposals with OMB at an early stage of development. Further guidance may be obtained from the DoD General Counsel Office of Legislative Counsel’s website at: <https://ogc.osd.mil/olc/index.html>. Proposals to remove user fee restrictions or retain collections must:

A. Define, in general terms, the services for which fees will be assessed and the pricing mechanism that will be used.

B. Specify whether fees will be collected in advance of, or simultaneously with, the provision of service unless appropriations and authority are provided in advance to allow reimbursable services.

C. Specify where collections will be credited. Legislative proposals should not normally specify precise fees. The user fee schedule should be set by regulation to allow for the administrative updating of fees to reflect changing costs and market values.

0405 BENEFITS FOR WHICH NO FEE MUST BE ASSESSED

Military and Civilian Benefits

A. Documents and information requested by members of the U.S. Armed Forces as required by such personnel in their capacity as Service members.

B. Documents and information requested by members of the U.S. Armed Forces who are in a casualty status, or requested by their next of kin or legal representative.

C. The provisions of the address of record of a member or former member of the U.S. Armed Forces when the address is readily available through a directory (locator) service, and when the address is requested by a member of the U.S. Armed Forces or by a relative or a legal representative of a member of the U.S. Armed Forces or when the address of record is requested by any source for the purpose of paying monies or forwarding property to a member or former member of the U.S. Armed Forces.

D. Services requested by, or on behalf of, a member or former member of the U.S. Armed Forces and civilian personnel of DoD (where applicable) or, if deceased, his or her next of kin or legal representative that pertain to the provision of:

1. Information required to obtain financial benefits regardless of the terms of separation from the Service.
2. Documents showing membership and military record in the Armed Forces if discharge or release was under honorable conditions.
3. Information related to a decoration or award or required for memorialization purposes.
4. Information related to the review or change in type of discharge or correction of records.
5. Personal documents, such as birth certificates, when such documents are required to be furnished by the member.
6. Services that are furnished free in accordance with statutes or Executive Orders.
7. Information from or copies of medical and dental records or x-ray films of patients or former patients of military medical or dental facilities, when such information is required for further medical and dental care, and requests for such data are (a) submitted by an accredited medical facility, physician, or dentist; or (b) requested by the patient, his or her next of kin, or legal representative. Other requests subject to the Privacy Act of 1974 must be in accordance to Regulation DoD 5400.11-R.
8. Services requested by, and furnished to, a member of Congress for official use.
9. Services requested by state, territorial, county, or municipal government, or an agency thereof, that is performing a function related to or furthering a DoD objective.
10. Services requested by a court, when such services will serve as a substitute for personal court appearance of a military or civilian employee of DoD.

11. Services requested by a nonprofit organization that is performing a function related to or furthering an objective of the Federal Government or that is in the interest of public health and welfare, including education.
12. Services requested by donors in connection with the conveyance or transfer of a gift to DoD.
13. Occasional and incidental services (including requests from residents of foreign countries), that are not requested often, when it is determined administratively that a fee would be inappropriate for the occasional and incidental services rendered.
14. Administrative services offered by reference or reading rooms to inspect public records, excluding copies of records or documents furnished.
15. Services rendered in response to requests for classification review of DoD classified records, submitted under [\*Executive Order 13526\*](#), “Classified National Security Information”, and implemented by [\*DoD Manual 5200.01-R\*](#), “Information Security Program”. Such services consist of the work performed in conducting the classification review or in granting and completing an appeal from a denial of declassification following such review.
16. Services of a humanitarian nature performed in such emergency situations as life-saving transportation for non-U.S. Armed Forces patients, search and rescue operations, and airlift of personnel and supplies to a disaster site. This does not mean that inter- and intra-governmental agreements to recover all or part of costs should not be negotiated. Rather, it means the recipient or beneficiary will not be assessed a “user fee.”

**VOLUME 11A, CHAPTER 5: “DISPOSITION OF PROCEEDS FROM  
DEPARTMENT OF DEFENSE SALES OF SURPLUS PERSONAL PROPERTY”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue, and underlined font](#).

The previous version dated [February 2012](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	Revised the chapter format and structure in accordance with the Department of Defense Financial Management Regulation Revision Standard Operating Procedures.	Revision
0501	Renamed the first section to “General” and incorporated the required “Purpose” and “Authoritative Guidance” paragraphs to comply with standard operating procedures.	Revision
050201	Clarified general rules for deposit and use of proceeds in accordance with United States Code, Titles 10 and 40.	Revision
050202.D	Added additional guidance to the Sales of Recyclable Material on Military Installations per Department of Defense Instruction 4715.23.	Addition
	Revised the name of receiving agency from Defense Reutilization and Marketing Service to Defense Logistics Agency Disposition Services.	Revision
050302.C.2	Revised the definition of Card Acquiring Service (CAS) in accordance with the Treasury Bureau of the Fiscal Service program guidance.	Revision
Policy Memo	The Deputy Chief Financial Officer policy memorandum, “Treasury Account Symbols for Licensing of Intellectual Property and Recycling Activities (FPM19-11),” dated August 30, 2019, was incorporated into the chapter and cancelled.	Cancellation

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## CHAPTER 5

**DISPOSITION OF PROCEEDS FROM DEPARTMENT OF DEFENSE SALES OF SURPLUS PERSONAL PROPERTY**

## \*0501 GENERAL

## 050101. Purpose

This chapter provides the policy for the collection and disposition of cash and cash equivalents received by Department of Defense (DoD) Components for the DoD sale of surplus personal property.

## 050102. Authoritative Guidance

The financial management policy and related requirements prescribed in this chapter are in accordance with the applicable provisions of the following sources, and apply to all proceeds resulting from sales of surplus personal property:

- A. Title 10, United States Code, section 2210 ([10 U.S.C. § 2210](#)), “Proceeds of Sales of Supplies: Credit to Appropriations”;
- B. [10 U.S.C. § 2605](#), “Acceptance of gifts for defense dependent’s school”;
- C. [10 U.S.C. § 2608](#), “Acceptance of contributions for defense programs, projects, and activities; Defense Cooperation Account”;
- D. [10 U.S.C. § 2575](#), “Disposition of unclaimed property”;
- E. [10 U.S.C. § 2577](#), “Disposal of Recyclable Materials”;
- F. [22 U.S.C. § 2355\(d\)](#), “Retention and use of certain items and funds”;
- G. [22 U.S.C. § 2761](#), “Sales from stock”;
- H. [22 U.S.C. § 2795](#), “Fund”;
- I. [40 U.S.C. § 571](#), “General rules for deposit and use of proceeds”;
- J. [40 U.S.C. § 574](#), “Other rules regarding proceeds”;
- K. [Public Law No. 116-92](#), “National Defense Authorization Act for Fiscal Year 2020”;
- L. Title 32, Code of Federal Regulations, section 273 ([32 CFR § 273](#)), “Defense Material Disposition”;



- M. [41 C.F.R § 102](#), “Sale of Personal Property”;
- N. Federal Account Symbols and Titles ([FAST Book](#)), Agency Identifier Codes, a supplement of the Treasury Financial Manual;
- O. Treasury Financial Manual ([TFM Volume 1, Part 2, Chapter 1500](#)), “Description of Accounts Relating to Financial Operations”;
- P. Defense Federal Acquisition Regulation Supplement, ([DFARS subpart 245.604](#)), “Disposal of Surplus Property”;
- Q. [DFARS subpart 245.70](#), “Plant Clearance Forms”;
- R. DoD Instruction ([DoDI 4715.23](#)), “Integrated Recycling and Solid Waste Management”; and
- S. DoD Manual ([DoDM 4160.21](#)), “Defense Materiel Disposition: Disposal Guidance and Procedures.”

## 0502 POLICY

### \*050201. General Rules for Deposit and Use of Proceeds

A. In accordance with 40 U.S.C. § 571, net proceeds from sales of surplus property **must** be deposited in the U.S. Department of the Treasury (Treasury) as miscellaneous receipts unless deposit into an alternate appropriation is authorized by law. The law also requires that the expenses of the sale of old material, condemned stores, supplies and other public property are paid from the proceeds of the sale, so that only the net proceeds are deposited in the Treasury or other applicable appropriation authorized by law.

B. 10 U.S.C. § 2210 states that proceeds of disposals of property that are necessary to recover the expenses incurred in disposing of that property may be retained by a working capital fund responsible for the disposal. Accordingly, the Defense Logistics Agency (DLA) Disposition Services will retain amounts sufficient to offset all expenses incurred in the disposition of excess/surplus personal property, out of the proceeds of sales of such property (see Table 5-1). Legal exceptions to this policy affecting the Department are contained at paragraphs 050202.

### 050202. Legal Exceptions to the General Rules

The following authorizations permit the crediting of the proceeds of the sale to appropriations and/or funds of the Department. Additional guidance on specific types of exceptions is located in Table 5-2.

A. Supplies, Material, Equipment, and Other Personal Property Not Financed by Stock Funds. In accordance with 10 U.S.C. § 2210, the net proceeds from the sale or disposal

of surplus property in excess of amounts necessary to recover expenses may be credited to current applicable appropriations of DoD. Thus, any proceeds that remain after disposal expenses are recovered are to be credited to the current applicable appropriations of the Department (i.e., the appropriation currently available for the purchase of such property).

B. Revolving Fund and Non-Appropriated Fund Property. In accordance with 40 U.S.C. § 574, when property is acquired with amounts either (a) not appropriated from the general fund of the Treasury; or (b) appropriated from the general fund of the Treasury but by law reimbursable from assessment, tax, or other revenue or receipts, the net proceeds of such a disposition or transfer of the property must be:

1. Credited to the applicable reimbursable fund or appropriation; or
2. Paid to the federal agency that determined the property to be excess.

C. Contractor Sales of Surplus Government Property in the Possession of Contractors. The DFARS subpart 245.604, implements 40 U.S.C. § 574(c) and provides overall direction for crediting proceeds from contractor conducted sales of surplus government property in the possession of contractors.

1. The contractor making the sale may follow normal company policy on bid deposits and form of payment. However, any loss associated with a dishonored payment is the contractor's responsibility.

2. The plant clearance officer appointed by the contracting administration office, consistent with DFARS subpart 245.70, is responsible for notifying the appropriate accounting office of the amounts collected by the contractor. The plant clearance officer also must notify the accounting office of the disposition of such collections. Specifically, collections may:

a. Represent an increase in the dollar value of the applicable contract(s).

b. Be applied in place of disbursements on the applicable contract(s).

c. Be returned to the applicable Component's Working Capital Fund (097X4930, where 097 is the agency identifier code for DoD and X represents a no-year fund) in the case of inventory purchased with Working Capital Funds, or deposited in the miscellaneous receipt account, "Sale of Scrap and Salvage Materials, Defense," (097\_2651).

3. The accounting office for the contract is identified in the accounting citation. That office must prepare the source documents necessary to account properly for the transaction.

\* D. Sales of Recyclable Material on Military Installations. Distribution of proceeds, by DoD installations or DLA Disposition Services, from direct sales of installation qualified recycling programs (QRP) is covered by 10 U.S.C. § 2577 and DoDI 4715.23.

1. The Director, DLA and DLA Disposition Services (under the Under Secretary of Defense for Acquisition and Sustainment) must establish procedures and controls to ensure that when recyclable materials are consigned for disposal to DLA Disposition Services on behalf of a qualified recycling program, 100 percent of any proceeds, less the costs of sales and handling, are returned to installations in accordance with established accounting procedures.

2. An accounting and control system must be established for recycling programs that provides detailed management and audit information, tracks material quantity handled, calculates sales and handling costs for recycled material, and tracks expenditures made for appropriate projects and Morale, Welfare and Recreation (MWR) programs. Integrity of the audit trail must be a priority concern.

3. If after such funds are credited and a balance remains available to a military installation and such installation has a QRP (as determined by the Secretary of the Military Department concerned or the Secretary of Defense), not more than 50 percent of that balance may be used at the installation for projects for pollution abatement, pollution prevention, energy conservation, alternative-fueled vehicle infrastructure support, and occupational safety and health activities. In accordance with 10 U.S.C. § 2577, a project may not be carried out under the preceding sentence for an amount greater than 50 percent of the amount established by law as the maximum amount for a minor construction project.

4. All recycling proceeds received by DoD Components must be promptly deposited and recorded in the United States Standard General Ledger account 426600, which provides direct budgetary authority on line 1800 of the Standard Form (SF) 132, Apportionment and Reapportionment Schedule, and SF 133, Report on Budget Execution and Budgetary Resources. DoD Components must obligate and disburse from the designated Treasury Account Symbol only for the purposes specifically authorized in 10 U.S.C. § 2577. The use of suspense accounts is prohibited and any remaining balances must be transferred to the designated Treasury account.

5. The remaining balance available to a military installation may be transferred to the non-appropriated morale and welfare account of the installation to be used for any morale or welfare activity. If the balance available to a military installation at the end of any fiscal year is in excess of \$10 million, the amount of that excess must be deposited into the Treasury as miscellaneous receipts, 020R3210, or other as appropriate.

E. Lost, Abandoned and Unclaimed Privately-Owned Personal Property. DoD may dispose of lost, abandoned, or unclaimed personal property after diligent effort has been made to find the owner (or the heirs, next of kin, or legal representative of the owner) as prescribed by 10 U.S.C. § 2575.

1. Military Installations. In the case of lost, abandoned, or unclaimed personal property found on a military installation, the net proceeds from the sale of the property **must** be credited to the operation and maintenance account of that installation and used:

a. To reimburse the installation for any costs incurred by the installation to collect, transport, store, protect, or sell the property; and

b. To the extent that the amount of the proceeds exceeds the amount necessary for reimbursing all such costs, to support morale, welfare, and recreation activities under the jurisdiction of the armed forces at such installation.

2. The net proceeds from the sale of all other lost, abandoned and unclaimed privately-owned personal property **must** be deposited into the Proceeds of Sales of Lost, Abandoned or Unclaimed Personal Property (\_X6001). After **five** years, any unclaimed net proceeds **must** be transferred from \_X6001 to Forfeitures of Unclaimed Money and Property (\_1060).

3. The owner(s) of personal property disposed of as described in this section may file a claim with the Secretary of Defense for the amount equal to the proceeds less the costs incurred by the installation to collect, transport, store, protect, or sell the property. The claim must be filed within **five** years of the date of disposal of the property.

a. For property found on military installations, **in which the proceeds were deposited into the installations MWR account, the amounts to pay claims must be drawn from the installations MWR account.**

b. For all other property, amounts to pay the claim **must** be from the Proceeds of Sales of Lost, Abandoned or Unclaimed Personal Property account (\_X6001).

4. See Tables 5-1 and 5-2 to identify, by type of surplus property, the collection and disposition of proceeds from the sale of surplus property.

## 0503 COLLECTION AND DISPOSITION OF BID DEPOSITS

### 050301. Types of Bid Deposits

When a DoD sale of surplus personal property conducted by a DoD Component provides for a bid deposit with subsequent removal of the surplus personal property, the following **definitions must be applied:**

A. Term Bid. This type of bid deposit is applicable when the sale involves the purchase of scrap or disposable material that will be generated over time with periodic removal by the successful bidder. The normal amount of the bid deposit required to accompany such bids is the average estimated quantity of such material to be generated during a **three**-month period multiplied by 20 percent of the bid price.

B. Other Than Term Bid. With the exception of term bids, payment in the normal amount of 20 percent of the bid **must** accompany the bid.

C. Immediate Pickup Terms. When a sale conducted by a DoD Component provides for immediate pickup, the entire amount of the sales price **must** be collected from the buyer at the conclusion of the sale. If the sale provides for a bid deposit, the balance of the bid price **must** be paid before removal of the property.

050302. Forms of Payment

A. Cash and Cash Equivalents. Cash or cash equivalents in the prescribed amounts **must** accompany the bid, if required by the sales solicitation. For one-time contracts, cash or cash equivalents for the balance due **must** be received by the DoD Components or, in authorized cases, by contractors before the transfer of physical possession to the successful bidder. Cash equivalents are guaranteed negotiable instruments, such as cashiers' checks, certified checks, traveler's checks, or postal money orders.

B. Personal Checks. Personal checks may be accepted by a DoD Component only when a bank guarantee, bid bond or a bank letter of credit is on hand that will cover the amount due. If the check is dishonored, amounts due **must** be collected from the issuer of the guarantee, bond, or letter of credit.

1. If a bidder intends to use a bond or letter of credit without an accompanying personal check (permitted for bid deposits only), the claim against the performance bond or letter of credit **must** be made for any amounts due.

2. If personal checks are used, the bond or letter of credit **must** be returned intact after the applicable personal checks are honored, unless other instructions have been received from the bidder.

C. Credit Cards/Debit Cards. As specified herein, credit or debit cards may be accepted by a DoD Component for payment.

1. Policies governing acceptance under the Card Acquiring Service (CAS) by DoD Components are established in Volume 5, Chapter 11, "Electronic Commerce and Deposit of Public Funds." Transaction limits do apply in these instances, for further guidance see Volume 5, Chapter 11.

\* 2. CAS is a Treasury, Bureau of the Fiscal Service program that provides federal agencies payment card acceptance capabilities. Federal agencies can collect most remittance obligations through debit and credit cards. CAS is also a card neutral program that accepts cards from all the major network brands. Changes or additions to approved credit or debit cards are announced in Office of the Under Secretary of Defense (Comptroller) memoranda, or in changes to the TFM. Except for equipment and communication costs, Treasury pays any fees normally charged to sellers.

3. If a credit or debit card is used for the bid deposit, and authorization is declined, the bid may be rejected as nonresponsive and other bidders considered.

#### 050303. Disposition of Bid Deposits

A. If the sale provides for a bid deposit, cash collected from bidders initially **must** be deposited by a DoD Component to account 097X6501, “Small Escrow Amounts,” until such time as a successful bidder has been determined and a contract has been awarded.

#### B. Unsuccessful Bidders

1. A check **must** be drawn on account 097X6501, “Small Escrow Amounts,” to reimburse unsuccessful bidders for their cash bid deposits.

2. Normally, noncash bid deposits **must** be returned to unsuccessful bidders by DoD Components through the mail. There are some exceptions such as:

a. When a bidder appears in person, normally the noncash instrument may be released to the bidder or an agent designated for this purpose.

b. When a bidder has requested expedited return and has provided the name of a carrier and a charge account number, the designated carrier **must** be called to pick up the deposit with the explicit condition that applicable carrier costs will be charged to the bidder’s account.

#### C. Successful Bidder

1. A bid deposit of the successful bidder **must** be transferred promptly from the account 097X6501, “Small Escrow Amounts,” to the account(s) prescribed in accordance with this chapter.

2. The **DLA Disposition Services** either **must** retain the bid deposit or charge a specific penalty for buyer defaults on sales contracts.

#### 050304. Disposition of Proceeds Received from Successful Bidders

If the account, ultimately to be credited with the proceeds of a sale reasonably can be determined at the time funds are collected from the successful bidder and by law can receive reimbursement, the amounts collected **must** be deposited immediately to that account. The use of suspense accounts **is prohibited**.

Table 5-1. Costs Associated with Disposal and Sale of Surplus Personal Property

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>1. All property types turned over to DLA <a href="#">Disposition Services</a> for disposal.</p> <p>Authority: 10 U.S.C. § 2210</p>	<p>Proceeds of disposals of property that are necessary to recover the expenses incurred in disposing of that property may be retained by <a href="#">DLA Disposition Services</a> to recover the expenses incurred in disposing of that property and must be deposited into the <a href="#">DLA Disposition Services</a> working capital fund (097X4930.005) to offset costs.</p>

Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>1. Scrap and usable personal property purchased with working capital funds and turned in by working capital fund activities to the <a href="#">DLA Disposition Services</a>. (For more details, see paragraphs 050201 and 050202)</p> <p>Authority: 10 U.S.C. § 2577</p>	<p>The net proceeds are to be credited to the applicable working capital fund.</p>
<p>2. Working capital fund supply management excess inventory items turned in to the <a href="#">DLA Disposition Services</a>. (For more details, see subparagraph 050202.C.2.c.).</p> <p>Authority: 40 U.S.C. § 574</p>	<p>The net proceeds are to be credited to the applicable working capital fund.</p>
<p>3. Property (equipment) purchased with funds from the Surcharge Collections, Sales of Commissary Stores (097X8164) trust fund account to include property downgraded to scrap at turn-in, such as shopping carts, shelving units, and similar material. Scrap material, such as cardboard, is not reimbursable under this rule. (For more details, see subparagraph 050202.C.2.c.)</p> <p>Authority: 40 U.S.C. § 574</p>	<p>The net proceeds <b>must</b> be deposited into 097X8164, “Surcharge Collections, Sales of Commissary Stores, Defense Commissary Agency.”</p>
<p>4. Bones, fats, and meat trimmings generated by a commissary store.</p> <p>Authority: 40 U.S.C. § 574</p>	<p>The net proceeds <b>must</b> be deposited into the commissary store working capital fund (097X4930.004).</p>
<p>5. Property owned by non-appropriated fund instrumentalities, excluding garbage suitable for animal consumption that is disposed of under a multiple-pickup contract.</p> <p>Authority: 40 U.S.C. § 574</p>	<p>The net proceeds <b>must</b> be provided to the applicable non-appropriated fund instrumentality.</p>



Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property (Continued)

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>6. Lost, abandoned or unclaimed privately- owned personal property turned in to the <a href="#">DLA Disposition Services</a>. (For more details, see subparagraph 050203.E).</p> <p>Authority: 10 U.S.C. § 2575</p>	<p>On military installations, the net proceeds <b>must</b> be credited to the operation and maintenance account of that installation to reimburse for: 1) any costs to collect, transport, store, protect, or sell the property, <b>and 2) the amount necessary for reimbursing all such costs, to support morale, welfare, and recreation activities under the jurisdiction of the armed forces at such installation</b>. Any remaining proceeds may be transferred to the non-appropriated <b>.MWR</b> account.</p> <p>For all other, the net proceeds <b>must</b> be deposited into the “Proceeds of Sales of Lost, Abandoned or Unclaimed Personal Property” account (<b>_X6001</b>). After <b>five</b> years, any unclaimed net proceeds <b>must</b> be transferred from <b>_X6001</b> to the “Forfeitures of Unclaimed Money and Property” account (<b>_1060</b>).</p>
<p>7. Property owned by a country (other than the United States) or international organization. (For more details, see Volume 15, Chapter 2, “Finance.”)</p>	<p>The net proceeds <b>must</b> be provided to the applicable foreign country or international organization.</p>
<p>8. Security Assistance Property</p> <p>a. Military Assistance Program and Foreign Military Financing (FMF) property returned to the U.S. Government by a recipient country or international organization as no longer needed for the purpose for which furnished .(For more details, see Volume 15, Chapter 1” General Information” &amp; Chapter 4 “Cash Management.”)</p> <p>Authority: 22 U.S.C. § 2355(d)</p>	<p>The net proceeds <b>must</b> be deposited into the “FMF Program, Funds Appropriated to the President” account (<b>011_1082</b>).</p>
<p>b. Special Defense Acquisition Fund (SDAF) property.</p> <p>Authority: 22 U.S.C. § 2795</p>	<p>The net proceeds <b>must</b> be deposited into the “Special Defense Acquisition Fund (SDAF), Funds Appropriated to the President” account (<b>011X4116</b>).</p>
<p>c. Security Assistance Office property purchased with Foreign Military Sales (FMS) Trust Fund funds.</p> <p>Authority: 22 U.S.C. § 2761</p>	<p>The net proceeds <b>must</b> be deposited into the “Advances, Foreign Military Sales (FMS), Funds Appropriated to the President” account (<b>011X8242</b>).</p>

Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property (Continued)

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>d. Property purchased with FMS Contract Administration Services (CAS) funds.</p> <p>Authority: 22 U.S.C. § 2761</p>	<p>The net proceeds <b>must</b> be deposited into the FMS Trust Fund CAS account (011X8242).</p>
<p>9. Recyclable material.</p> <p>Authority: 10 U.S.C. § 2577</p>	<p>The net proceeds <b>must</b> be <b>credited to funds available for operations and maintenance at that installation in amounts sufficient to cover the cost of operations, maintenance, and overhead for processing recyclable materials at the installation (including the cost of any equipment purchased for recycling purposes).</b></p>
<p>10. U.S. Government property in the possession of contractors sold by contractors or DoD selling activities. (For more details, see subparagraph 050202.C.)</p> <p>Authority: 40 U.S.C. § 574(c)</p>	<p>The net proceeds may be credited to the price or cost of the contract or otherwise credited or applied pursuant to the terms of the contract. Otherwise, net proceeds <b>must</b> be deposited into the applicable Component's working capital fund (097X4930) (in the case of inventory purchased with working capital funds) or deposited into the "Sale of Scrap and Salvage Materials, Defense" account (097_2651) (in the case of items not purchased with working capital funds).</p>

Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property (Continued)

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>11. U.S. Army Corps of Engineers property under the physical control of the U.S. Army Corps of Engineers at the time of sale. (For more details, see Volume 4, Chapter 11 “Component Debt.”)</p> <p>Authority: OMB Circular A-11, section 20.11(e) and TFM Volume 1, Part 2, Chapter 1500</p>	<p>The net proceeds must be deposited into the Treasury fund designated for DoD or the Military Department, and transferred to the U.S. Army Corps of Engineers using the Intra-Governmental Payment and Collection (IPAC) System.</p>
<p>12. Automatic data processing equipment owned by the General Services Administration (GSA) and leased to a DoD Component.</p> <p>Authority: OMB Circular A-11, section 20.11(e) and TFM Volume 1, Part 2, Chapter 1500</p>	<p>The net proceeds must be deposited into the Treasury fund designated for DoD or the Military Department, and transferred to GSA using the IPAC System.</p>
<p>13. U.S. Coast Guard property under the physical control of the U.S. Coast Guard at the time of sale.</p> <p>Authority: OMB Circular A-11, section 20.11(e) and TFM Volume 1, Part 2, Chapter 1500</p>	<p>The net proceeds must be deposited into the Treasury fund designated for DoD or the Military Department, and transferred to the U.S. Coast Guard using the IPAC System.</p>
<p>14. General Gifts – Gifts and bequests of property made on the condition that it be used for the benefit of, or in connection with the establishment, operation, or maintenance of a school, hospital, library, museum, cemetery, or other institution, or organization under the jurisdiction of the Secretary. (For more details, see Volume 12, Chapter 30 “Operation and Use of General Gift Funds.”)</p> <p>Authority: 10 U.S.C. § 2601</p>	<p>The net proceeds must be deposited into the Treasury fund designated for DoD or the Military Department as applicable:</p> <p>021X8927- Department of the Army General Gift Fund,  017X8716 - Department of the Navy General Gift Fund,  057X8928 - Department of the Air Force General Gift Fund, or 097X8163 - Department of Defense General Gift Fund.</p>

Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property (Continued)

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>15. Gifts for wounded warriors – Gifts and bequests of property made on the condition that it be used for the benefit of (A) members of the armed forces, including members performing full-time National Guard duty, who incur a wound, injury, or illness while in the line of duty; (B) civilian employees of DoD who incur a wound, injury, or illness while in the line of duty; (C) dependents of such members or employees; and (D) survivors of such members or employees who are killed. (For more details, see Volume 12, Chapter 30 “Operation and Use of General Gift Funds.”)</p> <p>Authority: 10 U.S.C. § 2601</p>	<p>The net proceeds <b>must</b> be deposited into the Treasury fund designated for DoD or the Military Department as applicable:</p> <p>021X8927 - Department of the Army General Gift Fund,  017X8716 - Department of the Navy General Gift Fund,  057X8928 - Department of the Air Force General Gift Fund, or  097X8163 - Department of Defense General Gift Fund</p>
<p>16. Gifts for Defense Dependents Education System - Any gift (including any gift of an interest in real property) that is to be used in connection with the operation and/or administration of the DoD dependent’s education system. (For more details, see Volume 12, Chapter 30 “Operation and Use of General Gift Funds.”)</p> <p>Authority: 10 U.S.C. § 2605</p>	<p>The net proceeds <b>must</b> be deposited into the DoD Dependent’s Education Gift Fund Account (097X8096).</p>
<p>17. Any contribution of money, real property, or personal property made by any person, business, foreign government, or international organization for use by the DoD. (For more details, see Volume 12, <u>Chapter 3</u> “Contributions for Defense Programs, Projects, and Activities.”)</p> <p>Authority: 10 U.S.C. § 2608</p>	<p>The net proceeds <b>must</b> be deposited into the Defense Cooperation Account, <b>Defense</b> (097X5187).</p>

Table 5-2. Disposition of Net Proceeds from the Sale of Surplus Personal Property (Continued)

TYPE OF SURPLUS PROPERTY	DISPOSITION OF PROCEEDS
<p>18. Supplies, material, equipment, and other personal property personal (to include demilitarized/scrapped end items) turned in by DoD Components. (For more details, see Volume 12, Chapter 14 “Transferring, Disposing, and Leasing of Real Property and Personal Property.”)</p> <p>Authority: 10 U.S.C. § 2210</p>	<p>The net proceeds <b>must</b> be deposited into the current applicable DoD appropriation (i.e., the appropriation currently available for the purchase of such items).</p>
<p>19. All other personal property, to include demilitarized/scrapped end items, turned in by DoD and other federal government activities where the disposition of the proceeds is not otherwise provided by law. (For more details, see Volume 12, Chapter 14 “Transferring, Disposing, and Leasing of Real Property and Personal Property.”)</p> <p>Authority: 40 U.S.C. § 571</p>	<p>The net proceeds <b>must</b> be deposited into Miscellaneous Receipts account (097_2651).</p>

**VOLUME 11A CHAPTER 6: “ANNUAL REIMBURSABLE RATES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **January 2011** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
060501	Removed Food Service (Appendix F) from Table	Revision
060502	Update Appendix I for Blended Retirement System	Revision
Appendix E	Combined guidance contained in Appendix E (Fixed Wing) and Appendix G (Rotary Wing) under Appendix E, Collections for Reimbursements of DoD-Owned Aircraft (Fixed / Rotary Wing).	Revision
Appendix F	Deleted Appendix F (Food Service) and Instructions	Deletion
Appendix G	Combined guidance contained in Appendix E (Fixed Wing) and Appendix G (Rotary Wing) under Appendix E, Collections for Reimbursements of DoD-Owned Aircraft (Fixed / Rotary Wing).	Revision
Appendix H	Appendix H, Medical and Dental Services Rate Computation moved to Appendix F. Updated Inpatient, Outpatient, Pharmacy, and Cosmetic Surgery Rate Computation procedures to current (FY19 Inpatient, CY18 Outpatient).	Revision
Appendix I	Appendix I, Military Composite Standard Pay and Reimbursement Rates moved to Appendix G. Updated Miscellaneous Expense, Annual DoD Composite Standard Rate, and Amount Billable to Other Federal Agencies. Added Amount Billable to DoD Entities and Amount Billable to Foreign Military Sales Entities.	Revision
Appendix J	Appendix J, Reimbursement Cost for Contract Administration and Related Support Services Furnished to the NNSA moved to Appendix H.	Revision

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**CHAPTER 6****ANNUAL REIMBURSABLE RATES**

## 0601 GENERAL

The Department of Defense (DoD) provides goods and services to meet military mission requirements. The Economy Act allows the Department to provide certain goods not only to DoD Components, but also to other government agencies and the private sector, under specified conditions. Reimbursable rates, published by the Under Secretary of Defense (Comptroller)/ DoD Chief Financial Officer, provide a basis for the Department and its Components to be reimbursed for such goods and services provided.

## 0602 PURPOSE

The purpose of this chapter is to provide guidance relative to the preparation of specific exhibits, and due dates for the submission of such exhibits, used to develop and support those reimbursable rates published by the DoD Deputy Comptroller (Program/Budget).

## 0603 APPLICABILITY

This guidance applies to all DoD Components and goods or services encompassed by or subject to reimbursable rates approved by the DoD Chief Financial Officer.

## 0604 RESPONSIBILITY

## 060401. Deputy Comptroller (P/B)

The Office of the Under Secretary of Defense (Comptroller) is responsible for reviewing, coordinating, and publishing reimbursable rates for the Department. Where feasible, applicable reimbursable rates will be published prior to the beginning of each new fiscal year, allowing sufficient lead time for the distribution of rates and the updating of billing systems.

## 060402. DoD Components

DoD Components are required to:

A. Maintain systems that use generally accepted cost accounting procedures to formulate proposed rates. Each such DoD Component is responsible for maintaining, in conjunction with the Defense Finance and Accounting Service, an appropriate cost accounting system enabling the accumulation of data needed to formulate reimbursable rates to be charged to consumers of such goods or services. Generally accepted cost accounting procedures will be the basis for such proposed rates.

B. Submit to the DoD Deputy Comptroller (P/B), reimbursable rate exhibits that propose reimbursable rates for the upcoming fiscal year. Such exhibits shall be prepared and



submitted in accordance with the time frames specified in section 0605 and use the formats specified in the appendices to this chapter.

C. Bill using rates approved by the DoD Deputy Comptroller (P/B). Goods or services provided in an academic year or a fiscal year, as applicable, will be billed at the approved academic or fiscal year rate, respectively, effective with the beginning of the academic year, or October 1 of the fiscal year, as appropriate, irrespective of whether the rates have been established in the billing system.

D. Ensure that rates different from those approved by the DoD Chief Financial Officer are not issued or changed without the prior written approval of that official or the Deputy Chief Financial Officer.

## 0605 EXHIBITS

### 060501. Reimbursable Rate Exhibits

The following reimbursable rate exhibits are to be submitted in support of the President's Budget submission each year. Detailed instructions are included with each exhibit and specific due dates are identified below:

<u>TYPE OF REIMBURSABLE RATE</u>	<u>APPENDIX</u>	<u>DUE DATE</u>	<u>SUBMITTING COMPONENT</u>	<u>Reviewing OUSD(C) COMPONENT</u>
Academy Foreign Cadet	A	March 1	All Military Depts and OASD (Health Affairs)	Operations
Civilian/Military Equivalency, DoD Working Capital Funds	B	March 1	OUSD(C)	Operations
Civilian Personnel Fringe Benefit	C	March 1	OUSD(C) Operations	Operations
Contract Administration Services	D	March 1	DCMA, DCAA, All Military Depts	Operations
Fixed Wing Aircraft	E	March 1	All Military Depts	Operations
Helicopter	G	March 1	All Military Depts	Operations
Medical and Dental Services	H	March 1	OASD(Health Affairs)	Military Personnel and Construction
Military Composite Pay	I	March 1	All Military Depts	Military Personnel and Construction
NASA	J	March 1	DCMA, DCAA, All Military Depts	Operations

## 060502. Exhibits Submissions

Exhibits should be submitted to the attention of the corresponding reviewing component above in both electronic format and hard copy to the DoD Deputy Comptroller (P/B), The Pentagon, Washington, DC 20301-1100. Spreadsheet and text files provided in electronic format should be compatible with Microsoft Excel.

APPENDIX A: SERVICE ACADEMIES' FOREIGN CADET/MIDSIPMAN REIMBURSABLE

Rate Calculation	FY 20CY (1)	FY 20BY (1)
Program Element: (2)		
PE 0804721 Service Academies (\$actuals)		
O&M,F	-	-
MPF	-	-
OPF	-	-
Total U.S. Air Force Academy	-	-
 Cadet/Midshipman Workyears/ <i>Average Strength</i> (3)	 -	 -
 Medical Support Costs per capita (4)	 -	 -
 Total Medical Costs (5)	 -	 -
 Total Costs (6)	 -	 -
 Cost per Cadet/Midshipman (7)	 -	 -
 1/3 of 20CY Cost per Cadet/Midshipmen		-
2/3 of 20BY Cost per Cadet/Midshipmen		-
Academic Year Reimbursable Rate (8)		-

GENERAL

Department of Defense Service Academies' Foreign Cadet Reimbursable Rate is to be used when billing foreign cadets and midshipmen instruction cost. Title 10, United States Code, Section 347 requires a Foreign Government to reimburse instruction costs to the United States for cadets and midshipmen permitted to attend one of the military academies to include the United States Military Academy, the Naval Academy, and the Air Force Academy. Each Service Department calculates its internal Service Academies' Foreign Cadet Reimbursable Rate using the rate calculation in the instructions. OUSD(C) calculates the Department of Defense Service Academies' Foreign Cadet Reimbursable Rate from the Services' submissions and publishes on the OUSD(C) public website prior to the commencement of the academies' academic year.

Instructions:

Instruction costs include faculty, staff, learning material, housing, basic pay and allowance, subsistence (meals), and medical expenses of a cadet/midshipman. The instruction costs are identified in the Operations and Maintenance (O&M), Military Personnel (MILPER), and Other Procurement (OP) appropriations. Detailed instructions for calculating the Services' foreign cadet and midshipman reimbursable rate follows:

- (1) Insert the applicable current year (CY) and budget year (BY) for the fiscal year being calculated. For example, when computing the FY 2020 Budget Year rate, the current year would be FY 2019 and the budget year would be FY 2020.
- (2) Include all budgeting and programming data in the Service Academies Program Element (PE) 804721 for all appropriations. The Service Academy PE shall be exclusively used for cadet and midshipman instruction cost. The O&M appropriation must include the PE, budget activity, and subactivity group for instruction cost. For the O&M and OP accounts the current year reflects the enacted appropriation and the budget year reflects the President's Budget. In the MILPER accounts CY shall reflect the CY Estimate (i.e., not the enacted) in the BY President's Budget and BY shall reflect the BY in the BY President's Budget. When there is no enactment of an appropriation, the CY is an estimate for all appropriations.
- (3) Insert the Cadet/Midshipman workyears/average strength which includes Foreign Cadets (Basic Pay, Average Number) shown in the Military Personnel justification books for budget activity 3, Pay and Allowances for Cadets/Midshipmen submitted to the Congress in support of the President's Budget. The workyears/average strength CY column shall reflect the CY Estimate in the BY President's Budget and BY shall reflect the BY in the BY President's Budget.
- (4) Obtain the Cadet/Midshipman medical support cost from the OUSD(C). The Service Academies' Cadet/Midshipman medical support costs include both clinic and hospital costs. The Office of the Assistant Secretary of Defense (Health Affairs) shall provide a cost per capita for the CY and BY, by Academy to the Director, for Operations Directorate, OUSD(C), Room 3C749, the Pentagon, 30 days after the submission of the President's Budget to the Congress.

This amount will be calculated by multiplying the per capita cost provided by the OASD(HA) by the sum of the cadet/midshipman workyears/average strength included in the President's budget.

(5) Multiply the number of cadet workyears/average strength by the medical support costs per capita rate to get the total Medical charge for the academy.

(6) Sum the Service Academies PE (804721) cost, the total medical charge Program Element cost, and medical support cost.

(7) Divide the Total Costs (6) by Cadet/Midshipman workyears/average strength (3).

(8) Sum  $\frac{1}{3}$  of the cost per cadet/midshipman for the CY and  $\frac{2}{3}$  of the CY cost per cadet/midshipman for the BY.

**APPENDIX B: DoD WORKING CAPITAL FUNDS CIVILIAN/MILITARY EQUIVALENCY RATE**

Fiscal Year \_\_\_\_\_

The cost of military personnel assigned to activities financed by a Defense Working Capital Fund (DWCF) is included in the total cost of operations of the Working Capital Fund activities at civilian equivalent rates. Military personnel assigned to DWCF activities are to be costed at civilian equivalent rates, using the rates in the table below.

MILITARY GRADE	CIVILIAN GRADE EQUIVALENT Based on GS Pay Scales	CIVILIAN EQUIVALENT RATE BY(s) 20____
0-9	ES Level III	
0-8	ES Level IV	
0-7	ES Level V	
0-6	GS-15	
0-5	GS-14	
0-4	GS-13	
0-3	GS-12	
0-2	GS-11	
0-1	GS-09	
WO-5	GS-12	
WO-4	GS-12	
WO-3	GS-11	
WO-2	GS-09	
WO-1	GS-09	
E-9	GS-08	
E-8	GS-07	
E-7	GS-06	
E-6	GS-05	
E-5	GS-05	
E-4	GS-04	
E-3	GS-03	
E-2	GS-02	
E-1	GS-01	

Stabilized customer rates and reimbursement to the Military Personnel accounts are not based on the above rates. Rather, such amounts are based on the absolute total dollar amount specified in the President’s budget (rather than based on the number, or military composite rate, of individuals actually assigned). Guidance on calculating, paying (reimbursing), recording and reporting DWCF military personnel costs is contained in Volume 2B, Chapter 9, Section 090103 and Volume 11B, Chapter 12, Section 1202 of the DoD Financial Management Regulation (FMR) (DoD 7000.14-R).

## INSTRUCTIONS

The Department of Defense Working Capital Funds civilian/military equivalency rate will be calculated as follows:

1. Use the generic (Rest of U.S.) pay amount for Step 5 of each appropriate General Schedule (GS) civilian grade, or the applicable Executive Service (ES) pay level, as applicable, from the current civilian pay schedules.

2. Add as required, the applicable portion (pro-rata) of the proposed pay raise, if any, for civilians (GS/ES) that was effective for the budget fiscal year, and

3. Add the average civilian personnel fringe benefits factor applicable to the Military Services and Defense Agencies. The amount for unfunded civilian retirement is not to be included in the fringe benefits percentage factor. Civilian personnel fringe benefit rates are provided by the OUSD (Comptroller) and published on the Comptroller website.

APPENDIX C: CIVILIAN FRINGE BENEFIT RATE COMPUTATION

DOD COMPONENT (1)

	<u>Prior</u> <u>Year (2,3)</u>	<u>Current</u> <u>Year (2,3)</u>	<u>Budget</u> <u>Year (2,3)</u>
A. <u>Object Class 12.1 Civilian</u> <u>Personnel Benefits (4)</u>			
B. <u>Object Class 11 Civilian</u> <u>Personnel Compensation (5)</u>			
11.1 Full-time Permanent			
11.3 Other Than Full-Time Permanent			
11.5 Other Personnel Compensation			
11.8 Special Personal Services Payments			
C. Total Personnel Compensation (Total of 11.1, 11.3, 11.5, 11.8) (6)			
D. Civilian Fringe Benefit (Interagency) Rate (7)			
E. Office of Personnel Management (OPM) Unfunded Retirement Factor (8)			
F. Public, and Private Activities (9)			
(See footnoted instructions on following page)			



**INSTRUCTIONS**

- (1) Insert the name of the applicable DoD Component submitting the exhibit. A separate exhibit is required from each Military Service (including the U.S. Marine Corps) and from all Defense Agencies.
- (2) Insert the applicable fiscal year.
- (3) Insert the applicable amounts for each fiscal year. A brief description should be provided to explain changes of 10 percent or more between (a) previously budgeted and actual amounts for the prior fiscal year, (b) previously budgeted and currently budgeted amounts for the current year, and (c) the currently budgeted amounts for the budget year.
- (4) Insert the applicable amounts shown in the current President's Budget for Object Class 12.1, Civilian Personnel Benefits.
- (5) Insert on the applicable lines, the applicable amounts shown in the current President's Budget for Object Class 11.1, 11.3, 11.5 and 11.8.
- (6) Enter the total of personnel compensation from Object Class 11.1, 11.3, 11.5 and 11.8, shown above.
- (7) Divide the amount reported in line A. by the amount reported in line C. The resultant percentage is the percentage rate to be applied to civilian labor costs for billings to other Federal Agencies. This is DoD's funded rate.
- (8) The civilian fringe benefit rate--to be used in this calculation--will be obtained annually from the Directorate for Accounting and Finance Policy.
- (9) Add lines D. and lines E. to determine the percentage to be applied on billings to the public and private activities.

APPENDIX D: CONTRACT ADMINISTRATION SERVICES

Contract administration services (CAS) hourly reimbursable billing rates should be applied to direct labor hours incurred in support of CAS efforts. These CAS rates are to be used in billing other Federal Agencies, the public, and Foreign Military Sales (FMS) customers. FMS customers are to be billed in accordance with subsections 070406 and 080601 of Volume 15, “Security Assistance Policy and Procedures,” of this Regulation. Waivers and exclusions are to be granted in accordance with subsection 070104 of Volume 15.

<u>Performing DoD Component</u>	<u>Other Federal Agencies Rate</u> (1)	<u>FMS Rate</u> (2)	<u>Public Rate</u> (3)
Army			
Navy			
Air Force			
Defense Logistics Agency			
Defense Contract Audit Agency			

NOTES:

- (1) Use the Budget Year “Gross Cost Per Direct Hour” amount from page 2.
- (2) Sum Budget Year lines C, E, and G from page 2 and multiply the resultant amount by .167 (obtained from OMB Circular No. A-76 Revised Supplemental Handbook, “Performance of Commercial Activities”). That product then is divided by the applicable total direct work-hours (line V from page 2) to derive an hourly unfunded civilian retirement cost. The resultant hourly unfunded civilian retirement cost is added to the “Other Federal Agencies Rate” (column 1) to yield the FMS rate.
- (3) Use the FMS Rate plus 4% for asset use charge. This is achieved by multiplying the FMS rate by 1.04.

**REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

<b>DoD COMPONENT _____</b>	Prior Year <sup>(4)</sup> (PY)	Current Year (CY)	Budget Year (BY)
<u>Gross Workyear Cost</u>			
A. Total Salaries of Direct Labor Personnel <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs) <sup>(5)</sup>	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A)÷(B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D)÷(B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(5)(6)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits <sup>(5)</sup>	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H)÷(B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
K. Total Travel Costs <sup>(6)(7)</sup>	\$ _____	\$ _____	\$ _____
L. Average Travel Costs per FTE [(K)÷(B)]	\$ _____	\$ _____	\$ _____
M. Other Support Costs <sup>(6)(8)</sup>	\$ _____	\$ _____	\$ _____
N. Average Support Costs per FTE [(M)÷(B)]	\$ _____	\$ _____	\$ _____
O. Total Gross Work-Year Cost [(J) + (L) + (N)]	\$ _____	\$ _____	\$ _____
<u>Direct Work-Hours</u>			
P. Work-Hours Available (see OMB Circular No. A-11, Section 85)	_____	_____	_____
Q. Less Holidays	80	80	80
R. Less Annual Leave <sup>(6)</sup>	_____	_____	_____
S. Less Sick Leave <sup>(6)</sup>	_____	_____	_____
T. Less Other Leave (e.g., Military, Jury and Administrative) <sup>(6)</sup>	_____	_____	_____
U. Less Training Time <sup>(6)</sup>	_____	_____	_____
V. Total Direct Work-Hours [(P) - (Q) - (R) - (S) - (T) - (U)]	_____	_____	_____
Gross Cost Per Direct Hour [(O)÷(V)]	\$ _____	\$ _____	\$ _____

**REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

## Notes:

- (1) The amounts reflected should be the “actual” cost and work-hour data for the most recently completed Fiscal Year. This should be the FY 20PY of the President’s Budget.
- (2) The amounts reflected should be that shown in the “Total” column of the attached schedule, “Personnel Cost For Contract Administration Services” (page 4) for the applicable year, i.e., PY, CY, BY.
- (3) Separately, show basis of computation.
- (4) Includes all travel costs, i.e., local, temporary additional duty, and permanent change of station, of the civilian and military personnel included under items (A), (D) and (F).
- (5) Includes other expenses such as supplies, equipment, training and communications.

**PERSONNEL COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES**

<b>DoD COMPONENT _____</b>	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Prior Year (Actual)</u>			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (H)]	\$ _____	\$ _____	\$ _____
<u>Gross Workyear Cost For Current Year</u>			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

**PERSONNEL COST FOR CONTRACT ADMINISTRATION SERVICES**

<b>DoD COMPONENT</b> _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Budget Year</u>			
A. Total salaries of Direct Labor Personnel <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalent (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor personnel [(A)÷(B)]			\$ _____
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(10)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(11)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(12)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
Notes:			
(9) Include the salary expenses of direct civilian and military personnel, e.g., contract administrators.			
a. <u>Civilian</u> . The cost of civilian personnel assigned full time to contract administration requirements should reflect the annual salary for the applicable pay grades. Otherwise, an hourly rate of 1/2087 of the annual rate shall be used and a leave and holiday factor of 18 percent of pay cost added.			
b. <u>Military</u> . The cost of military personnel assigned full time to contract Administration requirements should be based on the annual Military Composite Pay rates. Otherwise, an hourly rate of 1/2080 of the annual Military Composite Pay rate shall be used and a leave and holiday factor of 14 percent of pay cost added.			

- (10) Include the indirect salary expenses for civilian and military personnel that perform supervisory and administrative (clerical) functions. Such costs are computed as indicated in (9)a. and (9)b. above.
- (11) Include the salary expenses for civilian and military personnel at the district, regional and headquarters level. Such costs are computed as indicated in (9)a. and (9)b. above.
- (12) Include the fringe benefit expenses for all civilian and military personnel included in items (A), (D) and (F).
- a. Civilian. Fringe benefits are computed by multiplying civilian personnel costs by the civilian fringe benefit rate. The fringe benefit rate must be that reported for the applicable fiscal year on the OP-8 exhibit, "Civilian Personnel Costs."
- b. Military. Fringe benefits are computed by multiplying separately the officer and enlisted salaries by 6 percent for officers and 18 percent for enlisted personnel.

VARIANCES IN THE REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES

DoD COMPONENT _____	Ratio of PY to CY <sup>(13)</sup>	Ratio of CY to BY <sup>(14)</sup>
<u>Gross Workyear Cost</u>		
Average Salary of Direct Labor Personnel	_____%	_____%
Indirect Supervision & Administrative Salaries Per FTE	_____%	_____%
Regional, District and Headquarters Salaries Per FTE	_____%	_____%
Average Personnel Benefits Costs Per FTE	_____%	_____%
Total Cost of Personnel Services	_____%	_____%
Total Travel Costs	_____%	_____%
Other Support Costs	_____%	_____%
Total Gross Workyear Cost	_____%	_____%
<u>Direct Work-Hours</u>		
Annual Leave	_____%	_____%
Sick Leave	_____%	_____%
Other Leave (e.g., Military, Jury, Administrative)	_____%	_____%
Training Time	_____%	_____%
Total Direct Work-Hours	_____%	_____%
Gross Cost Per Direct Labor Hour	_____%	_____%
Provide narrative explaining variance in any element greater than three percent:		
_____		
_____		
_____		



**VARIANCES IN THE REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION SERVICES**

Notes:

- (13) Computed using the cost and hour data from page 2. Divide the current year amount for each element by the prior year amount, subtract 1 and multiply by 100.
- (14) Computed using the cost and hour data from page 2. Divide the budget year amount for each element by the current year amount, subtract 1 and multiply by 100.

**APPENDIX E: COLLECTIONS FOR REIMBURSEMENTS OF DOD-OWNED AIRCRAFT  
(FIXED / ROTARY WING)**

**DEPARTMENT OF \_\_\_\_\_(1)**  
**ACCOUNTS TO WHICH COLLECTIONS ARE TO BE DEPOSITED FOR**  
**REIMBURSEMENTS FOR THE USE OF DOD-OWNED AIRCRAFT (FIXED WING)**  
**FISCAL YEAR \_\_\_\_\_(2)**  
**(DOLLAR AMOUNT PER HOUR)**

Aircraft	DoD	Federal Agency and FMS Users			All Other Users			
	O&M	O&M	MilPers	Total	O&M	MilPers	Asset Utl	Total
<u>(3)</u>	(4)	(5,6)	(5,6)	(5,6)	(7)	(7)	(7)	(7)

**INSTRUCTIONS**

- (1) Insert Army, Navy or Air Force, as applicable.
- (2) Insert the applicable fiscal (budget) year.
- (3) Separately list and provide data for each type/model/series of aircraft (fixed or rotary wing) in the DoD Component's inventory which is subject to reimbursement as a composite rate of all Service Components (Active, Guard, and Reserve).
- (4) The DoD rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, and (11)--Other. This rate is to be used for interdepartmental (e.g., Navy to Air Force, etc.) billing purposes. Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (5) The Other Federal Agency Rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, and (12)--Crew Salary. Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (6) The FMS rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, (12)--Crew Salary. Location of calculation instructions are indicated by the number in parenthesis before the name of the cost category.
- (7) The Public Rate will include costs for (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other, (12)--Crew Salary, (13)--Asset Utilization and an unfunded civilian retirement cost (The civilian fringe benefit rate--to be used in this calculation--will be obtained annually from the OUSD(C), Program/Budget, Operations Directorate, 3C749, the Pentagon, Washington, DC 20301-1100) for any civilian personnel costs included in (4), (5), (6), (7) or (8). Location of calculation instructions in this appendix are indicated by the number in parenthesis before the name of the cost category.
- (8) Fuel costs will be equal to the corresponding amounts shown in the related OP-20 Exhibit series (OP-20D for Army, OP-20 for Navy, and OP-20E for Air Force) for the applicable type/model/series. (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, fuel costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit series, i.e., by dividing the total cost of fuel for the fiscal year for each type of aircraft by the total number of flying hours for that same aircraft.) Services should also include fuel costs for non-fly fuel directly supporting the flying hour program (such as fuel used in engine test cells and auxiliary powers units).
- (9) Depot-level reparable (DLR) costs will be equal to the corresponding amounts shown in the related OP-20 Exhibit series (OP-20D for Army, OP-20 for Navy, and OP-20E for Air Force) for the applicable type/model/series. (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, DLR costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit series, i.e., by dividing the total DLR costs for the applicable fiscal year by the total number of flying hours for that same aircraft.)

(10) Include an hourly rate for depot maintenance cost for airframes, engines, and components for the applicable type/model/series. This cost will be an average cost for that type/model/series, and be computed by dividing the total amount of depot maintenance budgeted for the applicable type/model/series by the number of flying hours budgeted for that type/model/series.

(11) Other costs will equal corresponding “other” amounts shown in the related OP-20 Exhibit series (OP-20D for Army, OP-20 for Navy, and OP-20E for Air Force--for Air Force, this is equal to the consumables required in Exhibit OP-20E). (If for any reason, the OP-20 Exhibit series does not include an applicable type/model/series of aircraft, other costs will be computed using the same methodology as that used for aircraft included in the OP-20 Exhibit series, i.e., by adding all operating costs ((other than fuel, DLRs, depot maintenance, crew salary, and asset utilization)) and dividing the total of such other costs for the applicable fiscal year by the total number of flying hours.) If for any reason the OP-20 Exhibit does not include detail for contract logistics support, use a five-year average of variable CLS or equivalent costs and hours.

(12) Crew salary amounts will be computed based on the number and grade of military personnel operating the aircraft. Crew salary costs will be computed by:

(a) Multiplying the standard number of crew members in each applicable military grade times the annual Military Standard Composite Rate for that grade available on the reimbursable rates page of the OUSD(C) website: (<http://comptroller.defense.gov/rates/fy2014.html>). NOTE: For Federal Agencies and Public rates, use the applicable rates in the “Annual Rate Billable to Other Federal Agencies” column. For the FMS rate, use the applicable rate in the “Annual DoD Composite Rate” column plus the annual acceleration factor.

(b) Dividing the result of (a) by 2080 (hours) to convert the annual rate to an hourly rate, by grade.

(c) Multiplying the results of (b) by a factor of 1.14 percent for both officers and enlisted personnel. (This calculation increases the hourly rate by 14 percent for officers and enlisted personnel fringe benefits.)

(d) Adding the amounts arrived at in (c) for each grade, to arrive at a total hourly rate for the entire crew.

NOTE: The computation of crew salary amounts should be supported by a separate table attached to this exhibit.

(13) The asset utilization amount will be computed by applying an asset utilization factor of 4 percent times the sum of columns (8)--Fuel, (9)--DLRs, (10)--Depot Maintenance, (11)--Other and (12)--Crew Salary for each specific aircraft.

(14) Provide a brief narrative to explain significant changes between fiscal years.

APPENDIX F: MEDICAL AND DENTAL SERVICES RATE COMPUTATION

**APPENDIX F**  
**MEDICAL AND DENTAL SERVICES RATE COMPUTATION**

**SUBMITTED BY THE OFFICE OF THE ASSISTANT SECRETARY OF DEFENSE**  
**(HEALTH AFFAIRS)**

Note: Budget exhibit includes Inpatient, Outpatient, Pharmacy and other rates. This exhibit is to be included only in the President’s budget. The format of the budget exhibit for medical, dental, and pharmacy rates may vary slightly from year to year due to the addition/deletion of rates, changes in nomenclature, updated notes, and other unforeseen reasons. The tables below are for informational purposes only.

*INPATIENT, OUTPATIENT AND OTHER RATES AND CHARGES*

**A. \*Inpatient Rates**

Direct Care Inpatient Adjusted Standardized Amounts (ASA) rates are computed based on the Military Health System (MHS) direct care standardized cost to provide a single Medicare Severity Relative Weighted Product (MS-RWP). The MS-RWP is a Medicare Severity Diagnosis Related Group (MS-DRG) based measure of the relative costliness of a given discharge. The average standardized cost per MS-RWP for hospitals in locations with area wage rates greater than 1.0, less than or equal to 1.0, and overseas are published annually as inpatient ASAs shown in Table 1. This approach maintains compatibility with both Medicare and TRICARE ASA policies. The ASA rates will be applied to the MS-RWP for each inpatient case, determined from the TRICARE MS-DRG weights, outlier thresholds, and payment rules to calculate the reimbursement charge. The Department of Defense (DoD) publishes this data annually for hospital reimbursement rates under TRICARE/Civilian Health and Medical Program of the Uniformed Services pursuant to 32 Code of Federal Regulations 199.14(a)(1). Due to data system limitations, for military treatment facilities (MTFs), direct care adjustments are made for length of stay (LOS) outliers rather than high cost outliers.

The example below provides the average direct care inpatient ASA rates for third party billing, interagency billing, and International Military Education and Training (IMET) billing for three core-based statistical areas (CBSA) (high area wage index, low area wage index, and overseas).

Example: Average FY 2019 Direct Care Inpatient ASA Rates

<b>Wage Index</b>	<b>Average IMET Rate</b>	<b>Average Interagency Rate (IAR)</b>	<b>Average Full/TPC Rate</b>
Area Wage Index > 1.00	\$7,962.22	\$12,338.88	\$13,018.44

Area Wage Index ≤ 1.00	\$9,068.56	\$12,734.42	\$13,481.28
Overseas ^	\$8,181.31	\$17,641.03	\$18,522.71

^ Hawaii and Alaska are not considered overseas for billing purposes

The IMET program is a key funding component of U.S. security assistance that provides training on a grant basis to students from allied and friendly nations. Authority for the IMET program is found pursuant to Chapter 5, part II, Foreign Assistance Act 1961. Funding is appropriated from the International Affairs budget of the Department of State. Not all foreign national patients participate in the IMET program. The IAR ASA rates are used to bill other federal agencies. The full/Third Party Collection (TPC) ASA rates are used to bill insurance carriers, pay patients, and other payers.

Each MTF providing inpatient care has its own applied ASA rates (shown in Appendix A). The MTF-specific ASA rates are the average ASA rates adjusted for indirect medical education costs, if any, for the discharging hospital. The product of the discharge specific MS-RWP and the MTF-applied ASA rate is the charge submitted on the claim and is the amount payers will use for reimbursement purposes. The individual ASAs are published on the Defense Health Agency (DHA) Uniform Business Office (UBO) Website (<http://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office>).

The ASA per MS-RWP used in the direct care system is comparable to procedures used by the Centers for Medicare and Medicaid Services (CMS) and TRICARE. The expenses represented by the ASAs include all direct care expenses associated with direct inpatient care. The inpatient ASAs includes the cost of both inpatient professional and institutional services. The ASA rates apply to reimbursement from TPC, IMET and IAR payers. Pursuant to the provisions of 10 United States Code (U.S.C.) 1095, the breakdown of total inpatient charges is 93 percent for institutional charges and seven (7) percent for professional charges. When preparing bills for inpatient services, professional fees are based on the privileged provider services. The hospital institutional fees are based on the costs for support staff, facility costs, ancillary services, pharmacy, and supplies.

MTFs without inpatient services, whose providers perform inpatient care in a civilian facility for a DoD beneficiary, may bill payers the percentage of the ASA/MS-RWP based charge that represents professional services. In the absence of a MTF-applied ASA rate for the facility, the ASA rate used will be based on the average for the type of CBSA in which the MTF is located - areas with wage rate indices greater than 1.0, less than or equal to 1.0, or overseas. The MTF UBO must receive documentation of care provided in order to produce an appropriate bill.

The full table of the current FY MTF-specific ASA rates are published on the Defense Health Agency Uniform Business Office (UBO) website and Comptroller Financial Management Reports website at the links below:

Defense Health Agency Uniform Business Office (UBO):  
<https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

Comptroller Financial Management Reports:

<https://comptroller.defense.gov/Financial-Management/Reports>

Example: FY 2019 Direct Care Inpatient ASA Rates

DMI SID	MTF NAME	SERVICE	FULL COST RATES	INTERAGENCY RATES	IMET RATES	TPC RATES
0005	ACH BASSETT-WAINWRIGHT	A	\$13,669.72	\$12,956.16	\$8,360.55	\$13,669.72
0808	AF-H-31st MEDGRP-AVIANO	F	\$18,522.71	\$17,641.03	\$8,181.31	\$18,522.71

## B. \*Outpatient Rates

Outpatient Rates are the charges for professional and institutional health care services provided in MTFs financed by the Defense Health Program Appropriation. These rates are used to submit claims for reimbursement of the costs of the health care services provided by MTFs in accordance with the various MTF Cost Recovery Programs: Medical Services Account (MSA), Third Party Collections and Medical Affirmative Claims.

Outpatient Rates consists of Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) Maximum Allowable Charge (CMAC) Rate Tables (modified for UBO use); Dental Rates; Immunization/Injectable Rates; Anesthesia Rates; and Durable Medical Equipment/Durable Medical Supplies (DME/DMS) Rates

Outpatient Rates are updated annually on a Calendar Year (CY) basis, with an effective date of 1 July. The actual rate tables are not included in this section, due to size. The current CY Outpatient rates are on the Defense Health Agency (DHA) Management Control & Financial Studies Uniform Business Office (UBO) Web site <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>.

### CMAC Rates

Civilian Health and Medical Program of the Uniformed Services (CHAMPUS) Maximum Allowable Charge (CMAC) Rates, established under Title 32, Sec. 199.14(j) of the Code of Federal Regulations, are used to determine the appropriate charge for the professional and technical components of services based on the Healthcare Common Procedure Coding System (HCPCS) methodology, which includes the Current Procedural Terminology (CPT®) codes. DHA UBO CMAC rates differ from standard TRICARE CMAC rates in that DHA UBO CMAC rates are formatted for legacy military billing systems and include charges for additional services not reimbursed by TRICARE. DHA UBO CMAC rates pertain to professional services (e.g., office and clinic visits), ancillary services (e.g., laboratory and radiology) and OBS professional services.

DHA UBO CMAC rates are calculated for distinct “localities”. These localities recognize differences in local costs to provide health care services in the different geographic regions in which MTFs are located. Each MTF Defense Military Information System Identification (DMIS

ID) is mapped to its corresponding CMAC locality code to obtain the correct rates. For all MTFs located outside the continental United States, Alaska, and Hawaii, the national average CMAC locality file (300) is used except for Guam and Puerto Rico which have their own CMAC localities. The complete DMIS ID-to-CMAC Locality table is available on the DHA UBO Website at <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

For each CMAC locality, the DHA UBO creates two sub-tables of rates: CMAC and Component. The CMAC rate table specifies the rates to use as payment for professional services and procedures identified by CPT® and HCPCS codes, which cannot be separately provided as professional and technical component services. The Component rate table specifies which rates to use for CPT® codes which can be provided as distinct professional and technical components, or as a combined professional and technical service. A separate rate is provided for each component. Both CMAC and Component rate tables are further categorized by CHCS provider class. The four provider classes are: 1) Physicians, 2) Psychologists, 3) Other Mental Health Providers, and 4) Other Medical Providers. UBO CMAC rates for billing of professional services are available on the DHA UBO Website at <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

Example: CMAC Rate Table Format

Locality	Procedure	Provider Class Number	Rate	Effective Date
300	11055	1	\$	2013-07-01
300	11055	2	\$	2013-07-01
300	11055	3	\$	2013-07-01
300	11055	4	\$	2013-07-01

Example: CMAC Component Table Format

Procedure	Provider Class Number	Professional Rate	Technical Rate	Global Rate	Effective Date
70015	1	\$	\$	\$PR + TR	2013-07-01
70015	2	\$	\$	\$PR + TR	2013-07-01

Dental Rates:

The UBO Dental Rate Table consists of MTF dental charges based on a flat rate multiplied by the DoD established dental weighted value (DWV) for each American Dental Association (ADA)



Current Dental Terminology (CDT) procedure code. The dental flat rate for a particular code represents the average DoD cost of dental services at all dental treatment facilities. The table below provides the dental code, clinical service/procedure name, the DoD weighted value, the International Military Education and Training (IMET) program, Interagency Rate (IOR) and Full Outpatient Rate (FOR) dental charges. The Dental rates table may be found on DHA UBO’s Website at <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>.

Example: CY 2018 Dental Rate Table

ADA CDT Code	Clinical Service/ Procedure Name	DoD DWV	Full Rate \$
D0210	Periodic oral evaluation – established patient	0.49	\$

Immunization/Injectable Rates:

Immunization or injectable rate charges are applicable for any administered immunization, injection or medication in the MTFs. UBO Immunization rates are based on TRICARE rates when available. If there is no TRICARE rate available, Purchased Care Data is used to derive rates. Rates are derived from Purchased Care Data by using the Military Health System Management Analysis and Reporting Tool or M2 system. This reporting tool allows for querying and detailed trend analysis including summaries and detailed views of population, clinical, and financial data from all MHS regions worldwide. Data pulled from previous and current FY (to date) allows calculation of average amount allowed for rate use. Outlier rates are adjusted using historical Purchased Care Data of up to five (5) years.

The UBO Immunization/Injectable rate table consists of the CPT®/HCPCS Code, rate, and the short and long descriptions. The current CY Immunization rates are found on the DHA UBO Web site: <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>.

Example: CY 2018 Immunization Rate Table

CPT®/HCPCS Code	Rate	Short Description	Long Description
90288	\$	BOTULISM IMMUNE GLOBULIN, HUMAN, FOR IV USE	BOTULISM IMMUNE GLOBULIN, HUMAN, FOR INTRAVENOUS USE
J9214	\$	INTERFERON ALFA-2B INJ 1 MIL UNITS	INJECTION, INTERFERON, ALFA-2B, RECOMBINANT, 1 MILLION UNITS

Anesthesia Rates:

UBO Anesthesia charges are used for the anesthesia professional services performed in the MTFs. Anesthesia charges are calculated by multiplying the CMS national anesthesia conversion factor by the sum of the anesthesia base units and the average time units.

The UBO Anesthesia rate table consists of the CPT® Code, rate, and the short and long descriptions. The current CY Anesthesia rates are found on the DHA UBO Web site: <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

Example: CY 2018 Immunization Rate Table

CPT® Code	Rate	Short Description	Long Description
01820	\$	ANESTH, LOWER ARM PROCEDURE	ANESTHESIA ALL CLOSED PROC RADIUS, ULNA, WRIST, HAND BONES

Durable Medical Equipment/Durable Medical Supplies (DME/DMS) Rate:

UBO DME/DMS rates are based on the CMS Medicare Fee Schedule floor rate when available. If there is no Medicare Fee Schedule floor rate, Purchased Care data is used to establish a rate based on the average amount allowed.

The UBO DME/DMS rate table consists of the alpha-numeric HCPCS Code, any applicable modifiers (MOD), the description and the rate. The current CY DME/DMS Rate table is published on the DHA UBO Web site: <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

Example: CY 2018 DME/DMS Rate Table

HCPCS Code	Mod	Description	Rate
A4620	00	Variable concentration mask	\$

**C. Pharmacy Rates**

Pharmacy rates are established on a unit measure price basis (e.g., cost per tablet) and are standardized for National Drug Codes (NDCs) within each generic sequence number (GSN). Pharmacy rates are derived from the Managed Care Pricing File (MCPF) and are based on TRICARE allowable charges, Average Wholesale Price (AWP) or Prime Vendor Program (PVP) prices listed for the NDCs in the MCPF. Rates are computed based on the median unit measure cost for all of the listed AWP NDCs in each GSN group. The median unit measure price is applied to all the NDCs in that GSN group.

The Pharmacy table consists of the 11 digit NDC number, the corresponding name/description of the drug (generic or brand), the form of the dosage (tablet, capsule, powder, etc.), the strength of the dosage and the current unit price. Pharmacy rates are updated biannually, in February and August. Available Pharmacy rates are available on the DHA UBO Web site:

<https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

[Example: CY 2018 Pharmacy Rate Table](#)

NDC	Name/Description	Dose Form	Dose Strength	Unit Price
00781184210	Isoxsuprine 20mg Tablet	TA	xxx	\$

#### D. \*Cosmetic Surgery

Elective cosmetic procedures *are not* TRICARE covered benefits. Elective cosmetic procedures provided in MTFs are restricted to TRICARE-eligible beneficiaries, including TRICARE for Life, on a “space-available” basis. Patients receiving elective cosmetic procedures (e.g., Active Duty personnel, retirees, family members, and survivors) are responsible for charges for all services (including implants, injectables, anesthesia, and other separately billable items) associated with elective cosmetic procedures. A list of elective cosmetic procedures and their associated rates can be found on the DHA UBO Website at <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

##### Professional Charges for Elective Cosmetic Procedures:

Professional charges for elective cosmetic procedures are based on the CMAC national average when available. When CMAC allowable charges are not available, charges are determined based on estimates of the medical resources required relative to procedures that have CMAC pricing. Professional charges for elective cosmetic procedures are applied in both inpatient and ambulatory settings. Elective cosmetic charges are not adjusted for the treating MTF’s geographical location.

CMAC CY 2018 “facility physician” allowable charges are used for the professional component for services furnished by a provider in a hospital operating room or designated Ambulatory Procedure Unit (APU). CMAC “non-facility physician” allowable charges are used for the professional component for services furnished in a provider’s office.

##### Institutional Charges for Elective Cosmetic Procedures:

Institutional charges for elective cosmetic procedures are based on the procedure performed and the location of the service provided (i.e., provider’s office/minor surgery room, hospital operating room (either on an outpatient or inpatient basis), operating room of a MTF that is not a hospital (i.e., does not provide inpatient services).

For elective cosmetic procedures conducted in a provider’s office/minor surgery room, the institutional fee is included in the “non-facility physician” professional charge.

- The institutional charge for elective cosmetic procedures performed in a *hospital operating room* on an outpatient basis is based on the APV flat rate for the primary procedure with no additional institutional charge for bilateral or additional procedures.
- The institutional charge for elective cosmetic procedures performed in *an operating room of a facility that is not a hospital* is also based on the APV flat rate for the primary procedure with no additional institutional charge for bilateral or additional procedures.
- The institutional charge for an elective cosmetic procedure performed in a hospital on an inpatient basis is calculated by multiplying the FY 2018 TRICARE Adjusted Standardized Amount (ASA), by the relative weighted product (RWP) associated with the Diagnostic Related Group (DRG).

If an elective cosmetic procedure is combined with a medically necessary procedure during the same surgical visit, the elective cosmetic procedure charge is adjusted to avoid duplicate institutional charges. The institutional charge, for an elective cosmetic procedure, when combined with a medically necessary procedure is reduced by 50 percent from the initial charge.

Most ancillary services (e.g., laboratory, radiology, and routine pre-operative testing) are included in the institutional pricing methodology described above. Ancillary services and supplies not included are billed at the FOR.

#### *Anesthesia Charges for Elective Cosmetic Procedures*

Anesthesia rates associated with elective cosmetic procedures include anesthesia professional services. Anesthesia charges are calculated using the current national anesthesia conversion factor, multiplied by the sum of base units and national average time units (measured in 15-minute increments) of the primary procedure. An additional anesthesia charge, based on additional minutes of service, is added for secondary procedures performed during the same surgical encounter. Anesthesia charges are applied in both inpatient and ambulatory settings. Due to the large size of the cosmetic surgery rate table, a format example is not included. The current CY DME/DMS Rate table is published on the DHA UBO Web site: <https://health.mil/Military-Health-Topics/Business-Support/Uniform-Business-Office/UBO-Rates-Overview/MHS-UBO-Rates>

APPENDIX G: MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES

DEPARTMENT OF THE \_\_\_\_\_ FOR FISCAL YEAR \_\_\_\_\_

<u>GRADE</u>	<u>BASIC PAY</u>	<u>RETIRED PAY ACCRUAL</u>	<u>BASIC ALLOWANCE FOR HOUSING</u>	<u>BASIC ALLOWANCE FOR SUBSISTENCE/SIK</u>	<u>INCENTIVE AND SPECIAL PAY</u>	<u>PERMANENT CHANGE OF STATION</u>	<u>MISCELLANEOUS EXPENSE</u>	<u>MEDICARE ELIGIBLE RETIREE HEALTH CARE ACCRUAL</u>	<u>ACCELERATION FACTOR</u>	<u>ANNUAL DOD COMPOSITE RATE</u>	<u>AMOUNT BILLABLE TO DOD ENTITIES</u>	<u>AMOUNT BILLABLE TO OTHER FEDERAL AGENCIES</u>	<u>AMOUNT BILLABLE TO FMS ENTITIES</u>
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)
O-10*													
O-9*													
O-8*													
O-7*													
O-6													
O-5													
O-4													
O-3													
O-2													
O-1													
WO-5													
WO-4													
WO-3													
WO-2													
WO-1													
CADETS													
E-9													
E-8													
E-7													
E-6													
E-5													
E-4													
E-3													
E-2													
E-1													

\*Note: Basic Pay for O-7 to O-10 pay grades is limited by Level II of the Executive Schedule.

## MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES

### INSTRUCTIONS

Each Military Service must complete an Appendix G using the attached standard format. The heading to each Appendix G consists of three lines. The first line identifies the appendix by number, the second line states “MILITARY COMPOSITE STANDARD PAY AND REIMBURSABLE RATES,” and the third line identifies the Military Service that has developed the rates and the fiscal year that the rates will be used.

The Military Composite Standard Pay and Reimbursement Rates exhibit for the Budget Year should include the following cost elements that are listed for each column of the report. Amounts listed shall be equal to corresponding amounts contained in the applicable Military Service’s justification book in support of their military personnel appropriation budget request included in the latest President’s budget:

**(Column 1) Basic Pay.** Include the average basic pay amounts, by pay grade, as provided in the President's budget justification, Budget Subactivity (BSA) 1-A, Pay and Allowance of Officers, BSA 2-A, Pay and Allowances of Enlisted Personnel, and BSA 3-A, Pay and Allowances of Cadets and Midshipmen. The cadet and midshipmen rate is computed as a single rate for all cadets/midshipmen. NOTE: Basic Pay for O-7 to O-10 pay grades is limited by Level II of the Executive Schedule.

**(Column 2) Retired Pay Accrual.** Include average retired pay accrual amounts, by pay grade, as provided in the President's budget justification, BSA 1-B, Retired Pay Accrual for Officers and BSA 2-B, Retired Pay Accrual of Enlisted. The applicable retired pay accrual percentage is statutory and published annually.

**(Column 3) Basic Allowance for Subsistence.** Compute the basic allowance for subsistence rate separately, for officers and enlisted personnel, by pay grade, and for cadets and midshipmen, using amounts from the President's budget justification books. The officer rate is computed by dividing BSA 1-G, Basic Allowance for Subsistence for officers, by the officer average strength, by grade. The enlisted rate is computed by adding BSA 4-A, Basic Allowance for Subsistence for enlisted, BSA 4-B, Subsistence-in-Kind (SIK) for enlisted and BSA 4-C, Family Subsistence Supplemental Allowance (FSSA), and then dividing the total by the enlisted average strength, by grade. Compute a single rate for cadets and midshipmen.

**(Column 4)** Basic Allowance for Housing (BAH). Compute the BAH rate separately, for officers and enlisted personnel, by pay grade, using amounts from the President's budget justification books. The officer rate is computed by dividing BSA 1-F, BAH for officers by the average strength for officer personnel. The enlisted rate is computed by dividing BSA 2-K, BAH for enlisted by the average strength for enlisted personnel.

**(Column 5)** Incentive and Special Pays. Compute the Incentive and Special Pay rate separately for officers and enlisted personnel, by pay grade, using amounts from the President's budget justification books. For each pay grade, add the incentive and special pay amounts and then divide the sum by the average end strength, separately for officers and enlisted personnel. The officer rate is computed by adding the amounts for BSA 1-D, Incentive Pay for officers and BSA 1-E, Special Pay for officers, then dividing the sum by the average strength for officer personnel. The enlisted rate is computed by adding the amounts for BSA 2-D, Incentive Pay for enlisted, BSA 2-E, Special Pay for enlisted, BSA 2-F, Special Duty Assignment Pay for enlisted, BSA 2-G, Reenlistment Bonus, BSA 2-H, Enlistment Bonus, BSA 2-I, Education Benefits (College Fund), and BSA 2-J, Loan Repayment Program, then dividing the sum by the average strength for enlisted personnel.

**(Column 6)** Permanent Change of Station (PCS) Expense. This element represents the average cost of amounts provided in the President's budget justification books for PCS travel, Budget Activity 5. Compute the average PCS by adding the following types of travel each for officers, enlisted personnel, and cadets, from the BSAs contained in the justification books: accession travel (BSA 5-A); training travel (BSA 5-B); operational travel between duty stations (within CONUS and within overseas) (BSA 5-C); rotational travel to and from overseas (BSA 5-D); separation travel (BSA 5-E); and travel of organized units (BSA 5-F). The sum of BA-5 is divided by the average strength separately, for officer and enlisted personnel. Compute a single rate for cadets and midshipmen.

**(Column 7)** Miscellaneous Expense. This rate is the average computed separately, for officers and enlisted personnel, by pay grade, and for cadets and midshipmen, of amounts provided in the President's budget justification books for Budget Activity 6, Other Military Personnel Costs, and other amounts for miscellaneous allowances and payments for officers, enlisted, and cadets/midshipmen as contained in BSAs listed in the following matrix:

<u>Miscellaneous Expense</u>	<u>Officer</u>	<u>Enlisted</u>
TSP Matching Contributions	BSA 1-C	BSA 2-C
Clothing Allowances	BSA 1-J	BSA 2-N
Station Allowances, Overseas	BSA 1-H	BSA 2-L
CONUS COLA	BSA 1-I	BSA 2-M
Family Separation Allowances	BSA 1-K	BSA 2-O
Separation Payments	BSA 1-L	BSA 2-P
Special Compensation for Assistance with Activities of Daily Living	BSA 1-M	BSA 2-Q
Social Security Tax-Employer's Contribution	BSA 1-N	BSA 2-R
Other Military Personnel Costs	BA 6	BA 6

Sum the amounts in each of the above categories for officer and enlisted, by pay grade, and divide the sum by the average strength of officer and enlisted, by pay grade, as shown in the budget justification materials. A single rate shall be used for cadets and midshipmen.

**(Column 8)** Medicare-Eligible Retiree Health Care (MERHC) Accrual. The annual rate is provided in OUSD(Comptroller) budget guidance and covers the cost of future health care benefits for current officer and enlisted personnel once they retire and become Medicare-eligible, as well as their dependents and annuitants. It does not apply to cadets and midshipmen. See Volume 12, Chapter 16, Paragraph 160406, for additional information about Reimbursements of MERHC.

**(Column 9)** Acceleration Factor. This rate is provided by the OUSD(Comptroller) and covers the medical health care costs of active duty personnel and their dependents associated with the Defense Health Program. It does not apply to cadets and midshipmen.

**(Column 10)** Annual DoD Composite Standard Rate. This rate shall be used when determining the military personnel appropriations cost for budget/management studies, but should not be considered as a fully-burdened costs of military personnel for the purposes of workforce-mix decisions. Enter the sum of columns (1) through (8). Note: Rates include a per capita normal cost for MERHC accruals since MERHC accruals are counted as part of the Military Departments' discretionary budget authority.



**(Column 11) Amount Billable to DoD Entities.** This rate shall be used when obtaining reimbursement for services provided to entities side of the DoD. See Volume 11A, Chapter 1, Paragraph 010203, for billing DoD entities. Add columns (1) through (7). Note: Rates exclude the per capita normal cost of MERHC accruals. Beginning with FY 2006, MERHC accruals are paid from the General Fund of the Treasury and cannot be reimbursed to the Services' personnel accounts during the year of execution.

**(Column 12) Amount Billable to Other Federal Agencies.** This rate shall be used when obtaining reimbursement for services provided to other federal agencies outside of the DoD. Add columns (9) and (11). Note: Rates include an acceleration factor to cover medical costs of active duty personnel and their dependents. Reimbursements of the acceleration factor shall be deposited into the Defense Health Program (97\*0130). Rates exclude the per capita normal cost of MERHC accruals. Beginning with FY 2006, MERHC accruals are paid from the General Fund of the Treasury and cannot be reimbursed to the Services' personnel accounts during the year of execution. Military labor shall be charged to non-DoD organization on the basis of actual hours worked or assigned (detailed). To compute a daily rate, multiply column (12) by a factor of .00452 (1.18/260.875). For an hourly rate, multiply column (12) by a factor of .00057 (1.18/2087). This represents a leave/holiday factor of 18%. This factor compensates for wages paid during leave or holiday period, and is only applicable when reimbursements are based on time actually worked. (Do not use this factor if the assignment is full time.)

**(Column 13) Amount Billable to Foreign Military Sales (FMS) Entities.** This rate shall be used when obtaining reimbursement for services provide to FMS Entities. Add columns (8) and (12). Note: Title 22, United States Code, Section 2761(a)(1)(C) of the Arms Export Control Act requires foreign countries or international organizations, in the case of the sale of a defense service, to pay "the full cost to the United States Government of furnishing such service". Therefore the acceleration factor and the per capita normal cost for MERHC accruals shall be included in the DoD Annual Rate Billable to FMS. Reimbursement of the acceleration factor shall be deposited into the Defense Health Program (97\*0130). Reimbursement of the per capita normal cost for MERHC accrual shall be deposited into the Miscellaneous Receipts Account 3041. See Volume 12, Chapter 16, Paragraph 160406, for addition information about Reimbursements of MERHC. Military labor shall be charged to non-DoD organization on the basis of actual hours worked or assigned (detailed). To compute a daily rate, multiply column (13) by a factor of .00452 (1.18/260.875). For an hourly rate, multiply column (13) by a factor of .00057 (1.18/2087). This represents a leave/holiday factor of 18%. This factor compensates for wages paid during leave or holiday period, and is only applicable when reimbursements are based on time actually worked. (Do not use this factor if the assignment is full time.)

APPENDIX H: REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES FURNISHED TO THE NASA

DOD COMPONENT _____			
	Prior Year <sup>(1)</sup> (PY)	Current Year (CY)	Budget Year (BY)
<u>Gross Workyear Cost</u>			
A. Total Salaries of Direct Labor Personnel <sup>(2)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs) <sup>(2)</sup>	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A)÷(B)]	\$ _____	\$ _____	\$ _____
D. Total Salaries of Indirect Supervision & Administrative Personnel <sup>(2)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision & Administrative Salaries per FTE [(D)÷(B)]	\$ _____	\$ _____	\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(2)(3)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]	\$ _____	\$ _____	\$ _____
H. Personnel Benefits <sup>(2)</sup>	\$ _____	\$ _____	\$ _____
I. Average Personnel Benefits Costs per FTE [(H)÷(B)]	\$ _____	\$ _____	\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____
K. Total Travel Costs <sup>(3)(4)</sup>	\$ _____	\$ _____	\$ _____
L. Average Travel Costs per FTE [(K)÷(B)]	\$ _____	\$ _____	\$ _____
M. Other Support Costs <sup>(3)(5)</sup>	\$ _____	\$ _____	\$ _____
N. Average Support Costs per FTE [(M)÷(B)]	\$ _____	\$ _____	\$ _____
O. Total Gross Work-Year Cost [(J) + (L) + (N)]	\$ _____	\$ _____	\$ _____
<u>Direct Work-Hours</u>			
P. Work-Hours Available (see OMB circular No. A-11, Section 85)	_____	_____	_____
Q. Less Holidays	80	80	80
R. Less Annual Leave <sup>(3)</sup>	_____	_____	_____
S. Less Sick Leave <sup>(3)</sup>	_____	_____	_____
T. Less Other Leave (e.g., Military, Jury and Administrative) <sup>(3)</sup>	_____	_____	_____
U. Less Training Time <sup>(3)</sup>	_____	_____	_____
V. Total Direct Work-Hours [(P) - (Q) - (R) - (S) - (T) - (U)]	_____	_____	_____
Gross Cost Per Direct Hour [(O)÷(V)]	\$ _____	\$ _____	\$ _____

**REIMBURSEMENT COST FOR CONTRACT ADMINISTRATION AND RELATED SUPPORT SERVICES  
FURNISHED TO THE NASA**

## Notes:

- (1) The amounts reflected should be the “actual” cost and work-hour data for the most recently completed fiscal year. This should be the FY 19PY of the President’s budget.
- (2) The amounts reflected should be that shown in the “Total” column of the attached schedule, “Personnel Cost For Contract Administration and Related Support Services Furnished to the NASA” (pages 3 and 4) for the applicable year, i.e., PY, CY, BY.
- (3) Separately, show basis of computation.
- (4) Includes all travel costs, i.e., local, temporary additional duty, and permanent change of station, of the civilian and military personnel included under items (A), (D) and (F).
- (5) Includes other expenses such as supplies, equipment, training and communications.

Personnel Cost For Contract Administration and Related Support Services  
Furnished to the NASA

DOD COMPONENT _____	Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Prior Year (Actual)</u>			
A. Total Salaries of Direct Labor Personnel <sup>(6)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A)÷(B)]			\$ _____
_____			
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(7)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(8)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (H)]	\$ _____	\$ _____	\$ _____
<u>Gross Workyear Cost For Current Year</u>			
A. Total Salaries of Direct Labor Personnel <sup>(6)</sup>	\$ _____	\$ _____	\$ _____
B. Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C. Average Salary of Direct Labor Personnel [(A)÷(B)]			\$ _____
_____			
D. Total Salaries of Indirect Supervision and Administrative Personnel <sup>(7)</sup>	\$ _____	\$ _____	\$ _____
E. Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F. Total Salaries of Regional, District and Headquarters Personnel <sup>(8)</sup>	\$ _____	\$ _____	\$ _____
G. Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H. Personnel Benefits <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
I. Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J. Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Personnel Cost For Contract Administration and Related Support Services  
Furnished to the NASA

DOD COMPONENT _____				
		Civilian (a)	Military (b)	Total (a) + (b)
<u>Gross Workyear Cost For Budget Year</u>				
A.	Total Salaries of Direct Labor Personnel <sup>(6)</sup>	\$ _____	\$ _____	\$ _____
B.	Number of Direct Labor Personnel Full-Time Equivalents (FTEs)	_____	_____	_____
C.	Average Salary of Direct Labor Personnel [(A)÷(B)]			\$ _____
_____				
D.	Total Salaries of Indirect Supervision and Administrative Personnel <sup>(7)</sup>	\$ _____	\$ _____	\$ _____
E.	Indirect Supervision and Administrative Salaries per FTE [(D)÷(B)]			\$ _____
F.	Total Salaries of Regional, District and Headquarters Personnel <sup>(8)</sup>	\$ _____	\$ _____	\$ _____
G.	Regional, District and Headquarters Salaries per FTE [(F)÷(B)]			\$ _____
H.	Personnel Benefits <sup>(9)</sup>	\$ _____	\$ _____	\$ _____
I.	Personnel Benefits Costs per FTE [(H)÷(B)]			\$ _____
J.	Total Cost of Personnel Service [(C) + (E) + (G) + (I)]	\$ _____	\$ _____	\$ _____

Notes:

- (6) Include the salary expenses of direct civilian and military personnel, e.g., contract administrators, and auditors.
  - a. Civilian. The cost of civilian personnel assigned full time to NASA requirements should reflect the annual salary for the applicable pay grades. Otherwise, an hourly rate of 1/2087 of the annual rate shall be used and a leave and holiday factor of 18 percent of pay cost added.
  - b. Military. The cost of military personnel assigned full time to NASA requirements should be based on the annual Military Composite Pay rates. Otherwise, an hourly rate of 1/2080 of the annual Military Composite Pay rate shall be used and a leave and holiday factor of 14 percent of pay cost added.

- (7) Include the indirect salary expenses for civilian and military personnel that perform supervisory and administrative (clerical) functions. Such costs are computed as indicated in (6)a. and (6)b. above.
- (8) Include the salary expenses for civilian and military personnel at the district, regional and headquarters level. Such costs are computed as indicated in (6)a. and (6)b. above.
- (9) Include the fringe benefit expenses for all civilian and military personnel included in items (A), (D) and (F).
- a. Civilian. Fringe benefits are computed by multiplying civilian personnel costs by the civilian fringe benefit rate. The fringe benefit rate must be that reported for the applicable fiscal year on the OP-8 exhibit, "Civilian Personnel Costs."
- b. Military. Fringe benefits are computed by multiplying separately the officer and enlisted salaries by 6 percent for officers and 18 percent for enlisted personnel.

Variances In The Reimbursement Cost For Contract Administration and Related Support Services Furnished to the NASA

DOD COMPONENT _____	Ratio of PY to CY <sup>(10)</sup>	Ratio of CY to BY <sup>(11)</sup>
<u>Gross Workyear Cost</u>		
Average Salary of Direct Labor Personnel	%	%
Indirect Supervision & Administrative Salaries Per FTE	%	%
Regional, District and Headquarters Salaries Per FTE	%	%
Average Personnel Benefits Costs Per FTE	%	%
Total Cost of Personnel Services	%	%
Total Travel Costs	%	%
Other Support Costs	%	%
Total Gross Workyear Cost	%	%
<u>Direct Work-Hours</u>		
Annual Leave	%	%
Sick Leave	%	%
Other Leave (e.g., Military, Jury, Administrative)	%	%
Training Time	%	%
Total Direct Work-Hours	%	%
Gross Cost Per Direct Labor Hour	%	%

Provide narrative explaining variance in any element greater than 3 percent:

Notes:

- (10) Computed using the cost and hour data from page 2. Divide the current year amount for each element by the prior year amount, subtract 1 and multiply by 100.
  
- (11) Computed using the cost and hour data from page 2. Divide the budget year amount for each element by the current year amount, subtract 1 and multiply by 100.



**VOLUME 11A, CHAPTER 7: “INTERNATIONAL NARCOTICS CONTROL PROGRAM”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by *blue font*.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue, and underlined font***.

The previous version dated May 2011 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
Various	Updates references, hyperlinks and terminology.	Update
070202.A.12.b and 070202.A.12.c (previous)	Deletes 070202.A.12, subparagraphs b and c. Information is provided in Volume 15, Chapter 7, subparagraph 071002.D.3.c.	Delete

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## CHAPTER 7

INTERNATIONAL NARCOTICS CONTROL PROGRAM

## 0701 OVERVIEW

## 070101. Purpose

This chapter provides pricing guidance for International Narcotics Control Program (INCP) transactions and identifies procedures for disposition of proceeds from such transactions.

## 0702 SUPPORT OF THE INTERNATIONAL NARCOTICS CONTROL PROGRAM

## 070201. General

Section 632(c) of the "Foreign Assistance Act" (FAA) provides for special pricing requirements when services, including training, are provided by the Department of Defense to the Department of State in support of the INCP. Billing shall be within 30 calendar days after the month in which performance occurred. The payment due date shall not be more than 30 calendar days from the date of the invoice. Bills rendered shall not be subject to audit by the customer.

## 070202. Pricing.

The following rules shall be followed by DoD Components when determining amounts to be collected as reimbursements for orders from the Department of State that cite INCP financing.

A. INCP Training. The tuition rate for DoD training provided to support INCP is an incremental rate comparable to the International Military Education and Training (IMET) rate. The cost elements to include in the pricing follow:

1. Civilian Instructors and School Support Staff. It is anticipated that the additional cost charged to the INCP for civilian instructors shall be minimal for courses or groupings of courses when either the ratios of students to instructors or U.S. students to international students is high. Courses shall be reviewed to determine the additional cost incurred as a result of attendance by international students. Classroom or technical courses that are similar, or that utilize instructors who teach more than one course, may be grouped for computation purposes.

a. For groups of courses, an estimate shall be made of the number of U.S. students in each course and the number of civilian instructors and civilian staff required. A second projection shall be made of the total number of students to be enrolled in applicable courses, both U.S. and international, and the number of civilian instructors and civilian staff required. Both projections shall be based on the maximum number of students who can be taught by civilian instructors or civilian staff rather than on optimum class size. The difference in the number of civilian instructors and civilian staff between the two projections

represents the additional civilian instructors and/or civilian staff required. Applicable additional civilian instructors and civilian staff then shall be priced in accordance with Volume 11A, Chapter 1. This value, divided by the total number of INCP students, represents the additional cost per INCP student for the course (or courses).

b. When there is a one-for-one or one-for-two relationship of civilian instructors to students, the instructor in all cases shall be considered additional. If the entire class is composed of INCP students, the instructor and staff always shall be considered additional.

2. Military Instructors and Military School Support Staff. There shall be no charges to the INCP program for military personnel conducting training courses.

3. Equipment Overhaul and Maintenance. The overhaul and maintenance of major items of equipment, when computed on an hourly use basis, shall be additional to a course based on estimated utilization hours.

4. Simulators. Simulator hours shall be charged as an additional cost. Simulator costs shall include pay of the operators, supplies and equipment maintenance. Simulator costs shall be allocated to the course in the same ratio as hours used bear to the total hours available.

5. Supplies, Materiel, Training Aids, Ammunition. Also, charge as additional cost the replacement cost of items that are not returned or reusable (including petroleum, oil and lubricants) expended in the conduct of training.

6. Lost or Damaged Equipment. If equipment was lost or damaged during training and it was found to be the result of an international student's negligence, the additional cost to be charged shall be the actual costs of the repairs or replacement cost of the equipment.

7. Base Support (That Is, Indirect Student Costs). A standard weekly rate shall be charged for INCP training conducted on DoD installations. The fixed weekly amount shall be the same as used for billing DoD appropriations [reimbursed by](#) the International Military Education and Training (IMET) program. See Volume 15, Chapter 7, subparagraph 071002.E.2, for additional details.

8. Food Preparation. Meal operating/food preparation costs are additive to other food costs. The weekly meal operating and food preparation costs for INCP students shall be the same as that used in billing DoD appropriations [reimbursed by the IMET program](#) when courses are conducted on DoD installations and students use DoD appropriated dining facilities.

9. Instructor Training. The training of U.S. instructors or other personnel for special courses normally not conducted for U.S. personnel shall be considered additional costs. When the required training is conducted at a U.S. training facility, the INCP

program (i.e., the Department of State) shall be charged the normal course cost. When the special course is conducted by a Management Service Team (MST) away from the normal training institution, the services of the MST will be treated as a dedicated service and the full cost billed to the INCP program.

10. Facilities and Equipment. The costs of any facilities or equipment acquired primarily for the support of international students enrolled in the INCP program shall be considered additional costs.

11. Field Studies Program (FSP). The full cost of the FSP to the U.S. Government is an additional cost.

\* 12. Shipment of Retainable Instructional Materials (RIM). The shipment of RIM to students shall be included in the tuition rate applicable to INCP students. The shipping charge shall be the same as that used in billing DoD appropriations reimbursed by the IMET program. See Volume 15, Chapter 7, subparagraph 071002.D.3.c, for additional details.

13. Travel and Per Diem. Instructor and student travel and per diem associated with the provision of training shall be considered additional costs, to include transportation, living allowances, and medical expenses.

#### B. Other DoD Services

1. DoD Services Provided Incident to Normal Mission Accomplishment. When support of the INCP is accomplished incidental to performance of a DoD mission requirement, there are no additional costs incurred. However, if a mission was extended or the cost was otherwise increased, the cost over and above the scheduled mission cost shall be reimbursed.

2. Scheduled DoD Transportation. Air and ocean transportation services performed by the U.S. Transportation Command on scheduled movements shall be priced, where applicable, at current tariff rates for DoD Components.

3. Detailed Personnel. All costs incurred in connection with the detail of DoD personnel to the Department of State to support the INCP--both civilian and military--are considered additional expenses and, as such, shall be priced at the normal rate charged to other Federal Agencies.

C. Supplies and Equipment. Section 482 of the FAA prohibits the procurement of weapons or ammunition from funds authorized for this program. Thus, any specific order for a weapon or ammunition that cites the appropriations provided to finance INCP either must be rejected or returned for a new fund citation. Supplies and equipment that can be provided shall be priced in accordance with Volume 11A, Chapter 1. Pricing policy for excess and non-excess material also is set forth in Volume 11A, Chapter 1.

070203. Disposition of Proceeds

Section 632(c) of the [FAA](#) provides that applicable collections from the Department of State shall be reimbursed to the financing DoD appropriation account.

**VOLUME 11A, CHAPTER 8: “INTERNATIONAL ACQUISITION AND CROSS-SERVICING AGREEMENTS”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated February 2009 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
0807	Correct guidance on deposition of proceeds.	Correction

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## CHAPTER 8

**INTERNATIONAL ACQUISITION AND CROSS-SERVICING AGREEMENTS**

## 0801 OVERVIEW

## 080101. Purpose

This chapter provides procedures for carrying out reimbursable transactions under the authority of Subchapter I of Chapter 138, Title 10, United States Code. It provides pricing guidance for those transactions, and provides instructions for disposition of proceeds for such reimbursable transactions.

## 080102. Overview

Subchapter I of Chapter 138, Title 10, United States Code, authorizes the use of support agreements for certain mutual logistics support between the United States and governments of other North Atlantic Treaty Organization (NATO) countries, NATO subsidiary bodies, other eligible foreign countries, the United Nations Organization, and any regional international organization of which the United States is a member. Section 2341 authorizes the procurement of logistics support, supplies, and services. Section 2342 authorizes cross-servicing agreements for the reciprocal provision of logistics support, supplies, and services. Section 2344, authorizes the acquisition or transfer of logistics support, supplies, and services on a reimbursable basis or by replacement in kind, or by exchange of equal value, and establishes pricing principles and limitations on amounts that may be purchased or sold. Section 2347, establishes limitations on amounts that may be obligated or accrued by the United States. The specific guidance on the use of these authorities is contained in Department of Defense (DoD) Directive 2010.9, "Acquisition and Cross-Servicing Agreements." DoD may not use this authority to procure from any foreign government or international organization any goods or services reasonably available from United States commercial sources.

## 0802 POLICY AND PROCEDURES

## 080201. Liquidation of Credits and Liabilities

Compensation for the acquisition or transfer of supplies (materiel) and services shall be obtained through either of the following methods:

A. Reimbursement. Payment for supplies (materiel) or services in the currency of the supplying nation.

B. Exchange. Replacement of supplies (materiel) or services with supplies or services of equal value either through replacement-in-kind or equal-value-exchange. Equal value is the actual or estimated price at the time of transaction approval.

## 080202. Methods of Liquidation of Accrued Credits and Liabilities

A. Reimbursable Transactions. Generally, bills for incurred costs are to be rendered on a 30-day cycle. This is a United States Treasury requirement and must be adhered to by DoD. However, in the negotiation process and at the initiation of other participants, agreement may be reached on up to a 90-day billing cycle. Bills shall be accompanied by the completed form used to document the issue and receipt of supplies and services and shall be paid within 30 days from the date of the bill. Payment may be extended from 60 to 90 days from the date of the bill at the initiation of other participants based on their processing capabilities.

B. Exchange Transactions. Exchange transactions shall be settled through the issue or receipt, as applicable, of replacement supplies or services within 12 months of the original transaction. If not settled within this period, the exchange transaction shall be converted to a reimbursable transaction, and the resulting accounts receivable or accounts payable shall be liquidated within 30 days.

## 080203. Prohibitions

A. Inventories of Supplies. Inventories of supplies for elements of the United States Forces may not be increased for the purpose of transferring supplies under the authority of Subchapter I of Chapter 138, Title 10, United States Code, and DoD Directive 2010.9.

B. Prohibitions on Transfers. DoD Components, in accordance with Subchapter I of Chapter 138, Title 10, United States Code, may not agree to or carry out: (1) transfers in exchange for property whose acquisition by DoD is prohibited by law; (2) transfers of source, byproduct, or 92) special nuclear materials subject to the Atomic Energy Act of 1954 (42 United States Code 2011 et seq.); or (3) transfers of chemical munitions.

## 080204. Obligation and Earned Reimbursement Limitations

The obligations and earned reimbursement limitations set forth below shall be applied without regard to offsetting balances; that is, only the original gross values of sales and purchases are to be considered for purposes of the limitations. These ceilings do not apply during periods of active hostilities involving the United States Forces and are controlled by the Joint Staff. These limitations likewise do not apply to exchange transactions unless converted into a reimbursable transaction due to non-replacement. However, precautionary measures require that exchange transactions be considered for purposes of ensuring compliance with these limitations.

A. Obligation Limitations

1. Acquisitions From NATO Countries, NATO Subsidiary Bodies, the United Nations (UN) Organization or Any Regional International Organization of Which the United States is a Member. The total amount that may be obligated by DoD for reimbursable transactions (purchases) with NATO countries, NATO subsidiary bodies, the UN Organization, or any regional international organization of which the United States is a member may not

exceed \$200 million during any fiscal year. Of the \$200 million limitation, no more than \$50 million in obligations shall be incurred for the acquisition of supplies (materiel) other than petroleum, oil, and lubricants (POL).

2. Acquisitions from Participating non-NATO Countries. The total amount that may be obligated by the Department of Defense for reimbursable transactions (purchases) with a participating non-NATO country (with which the United States has an acquisition or cross-servicing agreement) may not exceed \$60 million during any fiscal year. Of the \$60 million limitation, no more than \$20 million in obligations shall be incurred for the acquisition of supplies (materiel) other than POL.

B. Earned Reimbursement Limitation

1. Transfers to NATO countries, NATO subsidiary bodies, the United Nations Organization or Any Regional International Organization of Which the United States is a Member. The total amount of earned reimbursable credits (sales) to NATO countries, NATO subsidiary bodies, the UN Organization, or any regional international organization of which the United States is a member that DoD can accrue may not exceed \$150 million during any fiscal year.

2. Transfers to Participating Non-NATO Countries. The total amount of earned reimbursable credits (sales) to a participating non-NATO country (with which the United States has an acquisition or cross-servicing agreement) that DoD can accrue may not exceed \$75 million during any fiscal year.

080205. Requests for Authorization to Use Limitations

The limitations are managed by the Joint Staff. Each organization that intends to enter into reimbursable purchases or sales under the authority of Subchapter I of Chapter 138, Title 10, United States Code, shall request authorization. Requests shall be accompanied by a justification, including a prioritization of requirements. The requests shall be submitted to the cognizant Combatant Command through the requesting organization's appropriate Component command. The authorizations do not increase the amount of obligational or apportioned anticipated reimbursable authority, but rather allow use of existing budget authority to enter into purchases or sales under the authority of Subchapter I of Chapter 138, Title 10, United States Code. Requests shall identify the categories of support as identified in figure 8-1.

080206. Waiver During Contingency or Non-Combat Operations

When United States Forces are involved in a contingency operation or non-combat operation (including an operation in support of the provision of humanitarian or foreign disaster assistance or in support of peacekeeping operations under Chapters VI or VII of the Charter of the UN), the restrictions in paragraphs 080204 and 080205 are waived for the purposes and duration of that operation.

080207. Issuance of the Authorization

The cognizant Combatant Command shall review and approve requests for authorization. If the total amount requested by all Component commands exceeds established limitations, the cognizant Combatant Command shall review the justifications and make appropriate reductions to requested amounts as needed. Each cognizant Combatant Command shall advise the Military Departments of authorizations distributed.

## 080208. Distribution of Authorization Received

Upon receipt of an authorization from a Combatant Command, Component commands shall authorize their activities to enter into reimbursable transactions under Subchapter I of Chapter 138, Title 10, United States Code. No activity or unit shall enter into such transactions unless they have been provided an authorization. Recipients of an authorization shall establish procedures to ensure that authorized dollar amounts are not exceeded.

## 0803 ACCOUNTING FOR REIMBURSABLE LOGISTICAL SUPPORT, SUPPLIES, AND SERVICES

## 080301. Military Department (Appropriation Holder) Procedures

The Assistant Secretary (Financial Management and Comptroller) of a Military Service will record specifically apportioned reimbursable program authority at the appropriation level as specified in the apportionment document received from the Office of Management and Budget. Specifically apportioned reimbursements are amounts earned and collected for property sold or services furnished under Subchapter I of Chapter 138, Title 10, United States Code. Within the Department, a reimbursement program must be authorized for the account by the Under Secretary of Defense (Comptroller) through the budget preparation process. Procedures for recording the authorization and tracking its use are contained in Volume 3, Chapters 13, 14 and 15. The allocation document forwarded to a unified command clearly will differentiate between direct program authority and specifically apportioned reimbursable authority included in the funding document.

## 080302. Unified Command (Allocation Holder) Accounting Procedures

Unified commands will ensure that controls are in place to track amounts of specifically apportioned reimbursable authority included in the funding documents (allotments) issued to installation commands and operating units.

## 080303. Installation Command/Operating Unit (Allotment Holder) Procedures

Installation commands and operating units will record the receipt of an allotment containing specifically apportioned reimbursable authority for which reimbursable orders must be realized before the authority may be used. Procedures for recording the authorization and tracking its use are contained in [Volume 3, Chapter 15](#). An allotment of anticipated reimbursable authority does not provide obligational authority. An allotment of anticipated

reimbursable program authority provides only the authority to accept reimbursable orders. The accepted reimbursable order provides the obligational authority. In the case of country-to-country agreements, reimbursable orders are those documents or forms specified in the agreement or amendments thereto.

#### 0804 ACQUISITION AND CROSS-SERVICING REPORTS

This section prescribes the quarterly report required by DoD Directive 2010.9. This report is designed to advise the Chairman of the Joint Chiefs of Staff on reimbursable transactions related to the purchase or sale of mutual logistics support, supplies, and services with a foreign entity.

##### 080401. Applicability and Scope

A. The reporting requirements apply to the Office of the Secretary of Defense; Military Departments; the Chairman of the Joint Chiefs of Staff; the Combatant Commands; and the Defense Agencies.

B. Amounts reported as reimbursable transactions are to be supported by country-to-country or multinational agreements for mutual logistics support between the United States and the Governments of other NATO countries, NATO subsidiary bodies, UN Organization, any regional international organization of which the United States is a member, and other eligible foreign countries.

##### 080402. Report Format

The quarterly report shall be prepared in the formats contained in figures 8-2, 8-3, 8-4, and 8-5. The Chairman of the Joint Chiefs of Staff may modify the report formats as the Chairman deems appropriate, as long as the revised formats meet the minimum information requirements of figures 8-2, 8-3, 8-4, and 8-5.

##### 080403. Frequency and Distribution

The quarterly report shall be submitted as follows:

A. The commanders of the Combatant Commands shall submit to the Chairman of the Joint Chiefs of Staff, not later than 15 days after the end of the preceding fiscal quarter, a detailed report, by fiscal year, for each country-to-country or multinational agreement entered into under the authority of Title 10, United States Code, Sections 2341 through 2350, that was in effect during the prior quarter, itemized by reimbursable transaction.

B. The Military Departments and Defense Agencies shall assist, as necessary, the Combatant Commands in preparing the quarterly report.

## 0805. OTHER REQUIREMENTS

## 080501. Documentation Forms.

Forms used to document the issue or receipt of supplies and services under the authority of Subchapter I of Chapter 138, Title 10, United States Code, are subject to a bilateral or multinational agreement. For transactions with NATO, the form normally used is found in NATO Standardization Agreement 3381, "NATO Standard Procedures for Compensation and Form for Request and Receipt of Support in the Form of Supplies and Services." These forms shall meet the minimum information requirements set forth below.

A. Source Document Control Number. Establish a control number similar to a DoD requisition number; e.g., a number containing a code for Military Service, a code for requisitioner, a date, and a document serial number.

B. Unit of Issue. Unit of issue refers to the quantity of an item such as each, dozen, gallon, pound, ream, yard, etc.

C. Quantity. Show the number of units of issue that were issued or received, as applicable.

D. Description of Materiel/Services Requested. Identify the materiel/services requested.

E. Unit Price. Show the price, based on unit of issue in the currency of the billing country. For the Department of Defense, this usually is when the item is dropped from inventory.

F. Extended Dollar Value. Show the dollar value resulting from a combination of items subparagraphs 080501.B., C. and E. above.

G. Name and Mailing Address of the Organization to be Billed. This information may be obtained from the country-to-country or multinational agreement.

H. Name and Mailing Address of Receiving Organization. This information may be obtained in the country-to-country or multinational agreement.

I. Signature of Receiver. Obtain and show the signature and title of authorized ordering or requisitioning representative.

J. Name and Mailing Address of Issuing Organization. This information may be obtained from the country-to-country or multinational agreement.

K. Date (Year, Month, Day) (YYYYMMDD). Show the date services were performed or materiel delivered.

L. National Stock Number (NSN) of Materiel or Abbreviated Description of Services Provided. Show the NSN. The NSN is a number assigned under the Federal Cataloging System and/or the North Atlantic Treaty Organization Codification of Equipment System to each approved item identification. This number provides a unique identification of an item of supply within a specified Federal supply classification.

M. Payee to be Designated on Remittance. Show the designated payee.

N. Designation and Address Office to Receive Remittance. Show the office to receive payment.

O. Recipient's Signature Acknowledging Service or Supplies Received on the Order or Requisition or a Separate Supplementary Document. Obtain and show the signature of the recipient of the materiel or services.

P. Transaction Type. Indicate whether the transaction is reimbursable or an exchange.

Q. Fund Citation or Certification of Availability of Funds When Applicable Under Parties' Procedures. Show the funding source when advance payments are to be provided or if funding is not to be paid in advance, include a certification that funds are available.

R. Date and Place of Original Transfer in the Case of an Exchange Transaction, a Replacement Schedule Including Time and Place of Replenishment Transfer. Provide date and place or estimated date and place as appropriate.

S. Name, Signature and Title of Authorized Acceptance Official of the Order. Obtain and show the name, title, and signature of the authorized accepting official.

T. Additional Special Requirements, if any, Such as Transportation, Packaging, Etc. Show any additional needs of the receiving organization, if applicable.

U. Limitation of Government Liability. Show the maximum liability of the ordering/receiving organization.

V. Name, Signature, Date and Title of Supplying Party Official Who Actually Issues Supplies or Services. Obtain and show name, title, signature and date of the authorized issuing official.

#### 080502. [Accounting for Funds and Reimbursements](#)

Any accounting station receiving an authorization to incur obligations or receive reimbursements pursuant to the authority of Subchapter I of Chapter 138, Title 10, United States Code, for an activity or unit for which it provides accounting and finance support shall capture or obtain data on the use of this authority and shall provide for the appropriate targets or limitations within the affected allotments. Similarly, receipt of the earned reimbursement authority requires



the establishment of a customer order subsystem to capture data on the use of such authority. Source documents pertaining to the authorized dollar amount and its use, such as obligations (DoD undelivered orders for materiel or services and accrued expenditures based on receipt of the materiel or services ordered), disbursements (liquidation of unpaid accrued expenditures), accounts payable (the unpaid portion of accrued expenditures), accounts receivable (earned reimbursements), and collections (receipt of payment to liquidate accounts receivable) shall be recorded promptly in the accounting station records. Accounting for reimbursable orders under these authorizations shall be maintained within the appropriate accounting records to assure crediting of remittances in accordance with section 0807.

#### 080503. Exchange Transactions and History Files

Control over exchange transactions shall be established and maintained through use of an exchange transaction history file. Input to the history file shall be made by submission of each individual transaction form which shall include the minimum information prescribed in paragraph 080501.

### 0806 PRICING REIMBURSABLE TRANSACTIONS

Subchapter I of Chapter 138, Title 10, United States Code, authorizes two methods for pricing reimbursable transactions. The method to be used depends on whether a reciprocal pricing agreement exists. Pricing procedures under each of the alternatives are set forth below.

#### 080601. Reciprocal Pricing Principles

When a reciprocal pricing agreement has been signed by the United States and another participating country, pricing by the supplying country shall be in accordance with the following:

A. For new procurements, the price charged to a recipient country by the supplying country shall be no less favorable than that charged the armed forces of the supplying country by its contractors. The price charged shall allow for differentials due to delivery schedules, points of delivery, and other similar considerations.

B. For supplies from inventories of the supplying country, or for logistics support and government services, the supplying country shall charge the recipient country the same prices as it charges its own armed forces for identical supplies or services. When the Department of Defense is the supplier, the price charged shall be identical to rates charged by the DoD Components for cross-service logistics support or services. Guidance on pricing such support or services is in Volume 11A, Chapter 1. The DoD price to be charged is the price for type of sale "To Another DoD Component" as indicated in Volume 11A, Chapter 1. Where a price for a particular product or service does not otherwise exist, agreement on a price in advance of the transaction shall be reached. If, for example, the use of equipment is to be provided to a recipient country and the DoD Component does not charge rent to another DoD Component, the DoD Component will estimate the value of rent for use of DoD equipment by the recipient country using the guidance in Volume 11A, Chapter 1.

**080602. Nonreciprocal Pricing Principles**

To the extent that a DoD Component cannot achieve mutual acceptance by another country of reciprocal pricing principles, or in the case of a NATO subsidiary body, the following procedures shall apply:

A. United States commanders delegated authority to negotiate agreements pursuant to DoD Directive 2010.9 shall determine that the price for acquiring supplies or services is fair and reasonable. This determination shall be supported by a price analysis based on prior experience and supporting data and consider all applicable circumstances. If this determination cannot be made, no acquisitions shall take place.

B. Any transfer of supplies or services by United States Forces shall be subject to the pricing provisions of Volume 15.

**080603. NATO Subsidiary Bodies**

The pricing principles set forth in paragraph 080602 also shall apply to agreements with NATO subsidiary bodies for the purchase or sale of supplies and services.

\*0807 DISPOSITION OF PROCEEDS

Any payment for materiel or services provided by United States forces and initially recorded as a sale transaction shall be credited to the appropriation or fund used in incurring the obligation. Payment for a transaction initially recorded as an exchange of materiel or services, but converted into a sale transaction due to non-receipt of replacement materiel or services, shall be credited to the appropriation or fund currently available for the same purposes for which the expenditures for materiel or services exchanged were made.

Figure 8-1. Request for Authorization

<u>Category of Support</u>	<u>Requested Authorization</u>	
	<u>Obligations (Purchases)</u>	<u>Earned Reimbursements (Sales)</u>
POL	\$ _____	\$ _____
Other Materiel	_____	
Maintenance	_____	
Services	=====	
TOTAL	\$ _____	\$ _____

Figure 8-2. Liabilities Report – NATO

LIABILITIES REPORT - NATO							
Country							
POL							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Disbursed
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Supplies							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Disbursed
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Supplies Ceiling				XXXXXXXX			
Supplies Available Ceiling				XXXXXXXX			
Services							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Disbursed
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Country Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXXXX
Country Ceiling				XXXXXXXX			
Country Available Ceiling				XXXXXXXX			

Figure 8-3. Liabilities Report, Non-NATO

LIABILITIES REPORT - Non-NATO							
Country							
POL							
	<u>Order #</u>	<u>Commodity</u>	<u>Item</u>	<u>Amount</u>	<u>Delivered</u>	<u>Undelivered</u>	<u>Disbursed</u>
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Supplies							
	<u>Order #</u>	<u>Commodity</u>	<u>Item</u>	<u>Amount</u>	<u>Delivered</u>	<u>Undelivered</u>	<u>Disbursed</u>
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Supplies Ceiling				XXXXXXXX			
Supplies Available Ceiling				XXXXXXXX			
Services							
	<u>Order #</u>	<u>Commodity</u>	<u>Item</u>	<u>Amount</u>	<u>Delivered</u>	<u>Undelivered</u>	<u>Disbursed</u>
	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
		XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
	Total Order			XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Country Total				XXXXXXXX	XXXXXXXX	XXXXXXXXXX	XXXXXXXX
Country Ceiling				XXXXXXXX			
Country Ceiling Available				XXXXXXXX			

Figure 8-4. Credit Reports, NATO

CREDITS REPORT - NATO							
Country							
POL							Outstanding
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Balance
	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
	Total Order			xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Total				xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Supplies							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Outstanding
	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
	Total Order			xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Total				xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Services							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Outstanding
	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
		xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
	Total Order			xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Total				xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Country Total				xxxxxxx	xxxxxxx	xxxxxxxxx	xxxxxxx
Country Ceiling				xxxxxxx			
Country Ceiling Available				xxxxxxx			

Figure 8-5. Credits Report, Non-NATO

CREDITS REPORT - Non-NATO							
Country							
POL	Order #	Commodity	Item	Amount	Delivered	Undelivered	Outstanding Balance
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Supplies							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Outstanding Balance
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Services							
	Order #	Commodity	Item	Amount	Delivered	Undelivered	Outstanding Balance
	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
		XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
	Total Order			XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Total				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Country Total				XXXXXXXXXX	XXXXXXXXXX	XXXXXXXXXXXXXX	XXXXXXXXXX
Country Ceiling				XXXXXXXXXX			
Country Ceiling Available				XXXXXXXXXX			

**VOLUME 11A, CHAPTER 9 “SUPPORT OF INTERNATIONAL MILITARY  
ACTIVITIES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by a (\*) preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated **May 2015** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
090101	Added an overview section to comply with the Department of Defense (DoD) Financial Management Regulation (FMR) Revision Standard Operating Procedures, dated June 15, 2015.	Addition
090201	Added definition for “DoD Component.”	Addition
090202	Added definition for “Unified Combatant Command.”	Addition
090204	Added a reference to the National Security Act of 1947 and to the Joint Publication 1-02.	Revision
090206	Added definition for “Military Element.”	Addition
090211	Added definition for a “Table of Organization and Equipment.”	Addition
090507.B.2.	Expanded the use of United States (U.S.) appropriated funds for U.S. military personnel who are members of an international military headquarters that does not maintain a centralized international budget for such purposes.	Addition
Table 9-1, paragraph A.4.f.	Added six North Atlantic Treaty Organization (NATO) Force Integration Unit (NFIU) support elements at Tallinn, Estonia; Riga, Latvia; Vilnius, Lithuania; Bydgoszcz, Poland; Szekesfeharvar, Hungary; and Bratislava, Slovakia as approved by the NATO Defense Ministers on September 5, 2014.	Addition
Table 9-1, paragraph A.4.r.	Moved from section A.2.g the Headquarters, Multinational Division South-East at Bucharest, Romania and two NFIU support elements at Sofia, Bulgaria and Bucharest, Romania as recommended by the Joint Staff on January 20, 2016.	Revision



PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Table 9-1, paragraph A.5.m.	Added Center of Excellence for Energy Security at Vilnius, Lithuania as recommended by the Joint Staff on February 24, 2015.	Addition
Policy Memo	Incorporated and cancelled the Deputy Chief Financial Officer's policy memorandum 'Updates to DoD FMR 7000.14-R, Volume 11A, Chapter 9, "Support of International Military Activities," dated January 4, 2016.	Cancellation
Policy Memo	Incorporated and cancelled the Under Secretary of Defense (Comptroller) policy memorandum, "Change to the DoD FMR on Funding Temporary Duty Transportation Costs for U.S. Personnel Assigned to NFIUs," dated August 16, 2016.	Cancellation
Table 9-1	Added entry A.4.s in accordance with the Under Secretary of Defense (Comptroller) memorandum, "Change to the Department of Defense Financial Management Regulation to Designate the Administrative Agent Responsible for Arranging Support to the Joint Force Command – Norfolk," dated August 2, 2019. (Revision was restricted to the table.)	TRUE Update

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## CHAPTER 9

**SUPPORT OF INTERNATIONAL MILITARY ACTIVITIES**

## 0901 GENERAL

**\*090101. Overview**

This chapter assigns responsibilities and establishes guidance for the support of international organizations, and for providing reimbursable and nonreimbursable support.

**090102. Purpose**

A. Establishes administrative arrangements, reimbursement and billing procedures, and identifies a method to compute the dollar value of credits due the United States (U.S.) for the support of international military activities.

B. Identifies the support that **Department of Defense** (DoD) Components can expect to receive from international military organizations and whether such support is on a reimbursable or nonreimbursable basis.

C. Establishes **guidance** for financing the U.S. contributions to and the receipt of credits from the international military organizations with which the U.S. participates.

D. Establishes **guidance** for paying U.S. personnel employed by international military organizations, and for verifying the credits received from the organizations for such personnel.

E. Does not apply to the provision of intelligence or cryptologic support provided under authorities other than those cited herein.

**090103. Authoritative Guidance**

This chapter implements provisions of **DoD Directive 5530.3**, “International Agreements”; **DoD Directive 2010.9**, “Acquisition and Cross-Servicing Agreements”; **DoD Instruction 4000.19**, “Support Agreements”; and **DoD Instruction 5210.60**, “Security Clearance Program for U.S. Citizens Employed Directly by the North Atlantic Treaty Organization (NATO)”. It includes requirements as specified in the **Arms Export Control Act (AECA)**, Public Law 90-629, as amended, codified as Title 22 United States Code, **section 2751 et seq.**, and the NATO Mutual Support Act (**NMSA**), Public Law 96-323, as amended, codified as Title 10 United States Code, **section 2344 et seq.**

## 0902 DEFINITIONS AND GUIDELINES

## \*090201. DoD Component

DoD Component includes the following: Office of the Secretary of Defense; Chairman, Joint Chiefs of Staff and the Joint Staff; DoD Inspector General; Military Departments including the Coast Guard when assigned to the Department of the Navy; Defense Agencies; DoD Field Activities; Combatant Commands; Washington Headquarters Services; Uniformed Services University of the Health Sciences; and all non-appropriated fund instrumentalities (see DoD Financial Management Regulation (FMR) "[Glossary](#)").

## \*090202. Unified Combatant Command

A unified combatant command is made up of forces from two or more Military Departments and is established by the President, through the Secretary of Defense (see DoD FMR Glossary).

## 090203. Military Department

Military Department refers to one of the departments within DoD created by the National Security Act of 1947 as amended ([NSA 1947](#)), which are the Department of the Army, the Department of the Navy, and the Department of the Air Force.

## \*090204. Military Service

Military Service is established by NSA 1947 and refers to the Army, Navy, Air Force, Marine Corps and the Coast Guard when operating as a part of the Navy in accordance with law (see the definition of "Service" in the [DoD Dictionary of Military and Associated Terms](#), October 15, 2016, as amended).

## 090205. Military Unit

Military Unit refers to any military element whose structure is prescribed by competent authority such as a [Table of Organization and Equipment \(TOE\)](#) (see the definition of "Unit" in JP 1-02).

## \*090206. Military Element

Military Element refers to any military organization formed to perform a specific function under a joint force commander's headquarters (see the definition of "Element" in JP 1-02).

## 090207. Nonreimbursable Support

The DoD provides nonreimbursable support to international military organizations in two forms: (1) through a financial contribution to the budget of the international organization, or (2) by assignment of U.S. military elements to the international organization under the terms of

international treaties or agreements (see DoDD 5530.3). The U.S. military elements may be assigned either on a long or short-term basis.

A. Short term assignments are typically for the purpose of participating in joint exercises or maneuvers under the auspices of the international organization.

B. Long term assignments typically involve filling an existing billet on the staff of an international organization.

C. Support under subparagraphs 090207.A. and B. are not reimbursable to DoD. An exception to this policy, support by members of a U.S. military element who provide services that were included in the budget of the international organization (e.g., a U.S. military member who occupies an international civilian billet) shall be reimbursable (see section 0904).

090208. Reimbursable Support

All other support provided to the international military organization and to military elements of participating foreign countries is reimbursable to the performing DoD Component, and must be provided under one of the authorities described in paragraphs 090402, 090403, or 090404.

090209. Support for U.S. Military Elements/Units

The U.S. military element of an international military organization shall be supported by the international organization and the administrative agent (see paragraph 090303) on a nonreimbursable basis. The administrative agent must ensure support provided to the U.S. military elements of an international organization is equal in scope and quality to all organizations which it supports at a comparable location. Other U.S. military units in the area, including units of the administrative agent, also may receive support from the international organization, but on a reimbursable basis. [The Military Department concerned and the international organization will execute a support agreement between them when those military units receive support.](#)

090210. Table of Distribution and Allowance

[Tables of distribution and allowance \(TDA\)](#) refer to a military unit that is organized to perform unique missions for which a TOE does not exist. A TDA may contain combinations of military, civilian and contractor man year equivalent positions.

\*090211. TOE

A TOE is comprised of military personnel and refers to the capabilities, organizational structure, and required personnel and equipment for a military unit to accomplish its mission.

## 0903 RESPONSIBILITIES

## 090301. Under Secretary of Defense (Comptroller)

The Under Secretary of Defense (Comptroller) shall designate the administrative agent responsible for arranging support to U.S. military elements at an international military organization. Geographic proximity to existing support infrastructure and mission compatibility is the primary criteria used to assign administrative agent duties. Current designations are provided in Table 9-1. The Military Services shall request updates to this table as needed to reflect changes in available support infrastructure within a geographic area.

## 090302. Secretaries of the Army and the Air Force

A. The Secretary of the Army shall program and budget the annual U.S. contributions to the various NATO bodies in the Army Operations and Maintenance (O&M) appropriation.

B. The Secretary of the Army also shall program and budget for the annual U.S. contributions to other recognized multinational headquarters, such as the NATO Force Structure and the NATO Response Force in which the U.S. participates.

C. The Secretary of the Air Force shall budget for the NATO Airborne Early Warning Program Management Agency (NAPMA).

## 090303. Administrative Agent

The administrative agent shall:

A. Budget for the U.S. contributions to designated non-NATO international military organizations. When the Army is not the administrative agent for a NATO body, or other multinational headquarters, the designated agent shall provide the Army with program and budget information on the annual contribution for inclusion in the Army's O&M appropriation. Budgeting for the NAPMA constitutes an exception to this policy (see subparagraph 090302.C).

B. Coordinate with appropriate U.S. representatives at the international military organizations to ensure that effective procedures and controls are prescribed for budgeting, obligating, disbursing, and receiving credits incident to administering the U.S. contributions.

C. Program and allocate resources in a manner that will provide the international organization with the highest possible level of support under paragraphs 090402, 090403, and 090404 consistent with financial constraints that may be imposed through the normal program and budget process.

D. Support U.S. military elements attached to the designated international military organization on a nonreimbursable basis, unless the support is an international budget cost or is a budget responsibility of another Military Department (see paragraph 090304). The standards

and directives of the administrative agent shall govern the level and type of support furnished. The level and type of support will be consistent with the highest possible level of support allowable under this chapter while not violating those same governing standards and directives. Support requirements based upon input provided by the U.S. military element shall be included in the administrative agent's annual budget. **The administrative agent shall obtain support from the most efficient and economical source, to include local sources, while ensuring that no parallel support facility is established** (see DoDI 4000.19).

E. Provide U.S. military elements, which are TOE or equivalent units, with replacement consumable and nonconsumable material, obtaining peculiar items when necessary from supply systems of the parent Military Service on a reimbursable basis.

F. Provide U.S. military elements, which are TDA or equivalent units, both with initial and replacement consumable and nonconsumable material.

G. Establish table of allowances, unit allowance lists, base allowance lists, and other authorization documents for U.S. military elements attached to the international military organization.

H. Budget for the cost of civilian employees of the U.S. Government assigned to positions in international military organizations. These employees shall retain their status as U.S. employees and be paid from U.S. funds at the appropriate U.S. scale of pay and allowances.

1. The pay and allowances are budgeted at the appropriate international pay scale by the international military organization to which they are assigned. A sum equal to the amount of such pay and allowances at the international pay scale shall be collected from the international organization and reflected in the reimbursable portion of the DoD budget. The DoD direct budget shall absorb any differences.

2. The U.S. civilians who occupy positions in international military organizations on a direct hire basis (not as U.S. Government employees), as provided for by DoDI 5210.60, will be governed by the provisions of that **firm offer of employment** and other applicable U.S. Government regulations that deal with such employment. **The international military organization concerned shall remunerate those U.S. civilians** at the applicable international pay scale and shall have no entitlement to pay and allowances or benefits as those of U.S. Government employees.

090304. Secretary of a Military Department

The Secretary of a Military Department with military personnel assigned to a U.S. military element shall:

A. Budget and fund for personnel costs of military personnel of that Component included in the U.S. military element.



B. Budget and fund for personally assigned equipment provided to military personnel of that Component included in the U.S. military element.

C. Make initial issuance to TOE or equivalent units of that Component assigned or attached to U.S. military elements.

D. Budget and fund Component peculiar requirements, such as flying qualifications, medical examinations, personnel training and development, and social actions, for military personnel of that Component.

E. Support other requirements. Costs shall be chargeable to the administrative agent on an interservice (reimbursable) basis.

F. Provide appropriate support to foreign military elements or to international military organizations in accordance with paragraphs 090402, 090403, or 090404, herein, unless identified in this chapter as items of nonreimbursable support.

090305. Head of a U.S. Military Element

The Head of a U.S. military element shall support the international military organization on a nonreimbursable basis, except for the costs of a military member who is assigned to an international civilian position, or when such support requires augmentation of the element's normal manpower, equipment, or other resources from other U.S. sources.

090306. Head of a DoD Component

The Head of a DoD Component shall support the international military organization and participating foreign countries on a reimbursable basis, in accordance with the AECA or the NMSA unless otherwise specified in this chapter.

090307. Commander of a Unified Combatant Command

The Commander of a Unified Combatant Command shall coordinate the activities of the administrative agents concerned in implementing this chapter within the command theater of operations.

090308. Head of an International Military Organization

The Head of an International Military Organization shall support U.S. military elements on a nonreimbursable basis for those support areas set forth in the scope of the budget for international military headquarters and agencies (see Table 9-1).

## 0904 REIMBURSEMENTS

090401. Reimbursements Due the U.S. from International Military Organizations for U.S. Personnel (Military or Civilian) Occupying International Civilian Positions.

A. A sum equal to the pay and allowances established for the occupied positions at the international scale shall be credited to the U.S. as an offset to the U.S. contribution to the international organization.

1. The administrative agent shall determine the amount of credit due and initiate a quarterly [Standard Form \(SF\) 1080](#), Voucher for Transfers between Appropriations and/or Funds, to transfer funds from the U.S. contribution to the international budget to the applicable financing DoD appropriation.

2. As an exception to this offset credit procedure, international military organizations located in the continental U.S. (CONUS), to which contributions are made in U.S. dollars, shall make direct reimbursement of the international pay and allowance equivalent to the administrative agent for any U.S. personnel assigned to international civilian positions.

B. The administrative agent shall screen the personnel administration and payroll computations for U.S. employees, as performed by the international organization, to ensure the accuracy and sufficiency of data and credits granted.

090402. Reimbursements Due the U.S. from International Military Organizations for Reimbursable Support Provided Pursuant to the AECA.

When DoD services are performed, articles delivered from inventory or new procurement initiated under the authority of the AECA, the pricing and billing shall be in accordance with Volume 15.

090403. Reimbursements Due the U.S. from International Military Organizations for Reimbursable Support Provided Pursuant to NMSA.

When DoD services are performed or articles delivered from inventory under the authority of the NMSA, pricing shall be in accordance with Chapter 8 and billing shall comply with the international agreement negotiated in accordance with DoDD 2010.9.

090404. Reimbursements Due the U.S. from International Military Organizations for Reimbursable Support Provided Under Authorities Other than the AECA, NMSA [or this Regulation](#).

A. Leases of real and personal property are authorized by Title 10, U.S. Code, [section 2667](#) and shall be priced in accordance with Volume 2B and Volume 12. Property with a life expectancy of less than 3 years or a value of less than \$1,000 will not be leased, but must be provided on a sales basis under paragraphs 090402 or 090403. In the event that DoD services or materiel are provided under authorities other than the AECA, NMSA or this Regulation, the DoD

Component providing that support shall obtain a legal opinion supporting the use of such other legal authority before providing the service or materiel. The legal opinion shall be retained for audit verification.

B. The designated official of the DoD Component furnishing the support shall:

1. Originate promptly and in detail an SF 1080 to bill the administrative agent or the designated coordinating agent.

2. Prepare the invoice for reimbursable support on the basis of constructive delivery.

3. Distribute the SFs 1080 as follows:

a. Submit two copies of the SF 1080, with supporting detail, to the international military organization receiving the services or materiel for verification of the charge.

b. Forward the original (disbursement SFs 1080) and the collection copy (SF 1080), without supporting detail, to the administrative agent or the designated coordinating agent.

c. Retain additional copies, with supporting detail as may be required by the billing office, pending receipt of executed vouchers.

C. The administrative agent or the designated coordinating agent shall (1) request the comptroller of the NATO command or the appropriate international organization concerned to provide a monthly listing of charges that have been accepted, and (2) ensure that such charges are reflected as offset credits to the U.S. in the contributions to the international budgets.

D. The coordinating agent shall match the monthly listing of accepted charges with outstanding SFs 1080, and process the SFs 1080 for accepted charges as payments to the billing office. Upon receipt of the validated SFs 1080, the billing office shall process the collection.

E. The designated coordinating agent shall verify that the offset credits are applied to the U.S. contributions to the international organization through a reconciliation of individual SF 1080 billings to the monthly list of accepted charges.

F. When materiel or services are furnished to international military organizations that are located within the CONUS and to which contributions are made in U.S. dollars, the U.S. military activity providing the support shall be responsible for billing the international military organization directly, and obtaining reimbursement in U.S. dollars.

## 0905 SCOPE OF BUDGET FOR INTERNATIONAL MILITARY HEADQUARTERS AND AGENCIES

The international budget shall include the types of costs, except as limited by exclusions in the following paragraphs, in such order and form as may be determined by the appropriate financial reviewing authorities. The following paragraphs are illustrative of the types of costs accepted by the NATO Military Budget Committee as an international charge. The comptroller of the international military organization concerned and the U.S. representative shall be consulted if there is doubt whether the cost of any article or service is properly an international charge.

### 090501. Civilian Personnel, Administrative Staff

Pay and authorized allowances of personnel employed by an international headquarters for the performance of international functions, including secretarial, clerical, or technical assistance. For U.S. military and civilian personnel, see paragraph 090401.

### 090502. Civilian Personnel, Operational Staff

Pay and authorized allowance of personnel locally hired for custodial, industrial, or operational purposes. **This includes** upkeep of the premises and fixed or movable equipment used by the headquarters or its support units or fixed installations; supervision or operation of headquarters' fixed and movable equipment other than office equipment; and operation of headquarters enlisted mess facilities.

### 090503. Rents and Maintenance

Rental of office space, barracks, warehouses, and other commercial type buildings, including taxes; cost of utilities, liquid and solid fuels, sewage and garbage disposal service; supplies and material for janitorial and hygienic services (national support unit barracks excluded); and supplies, material, and contractual expenses for maintenance, repair, and minor alterations to buildings and facilities, including replacement of minor installations and fixed equipment when damaged or worn beyond repair.

### 090504. Operation of General Services

Stationary and general office supplies for the headquarters and all units assigned in direct support; rental of office equipment required to supplement available equipment in accordance with internationally approved standards; printing, binding, and reproduction; purchase of maps, charts, and terrain models for peace time use; newspapers, periodicals, and library supplies; photo supplies and photographic processing; and drugs and other expendable medical supplies for first aid stations.

## 090505. Communications

Procurement and installation of switchboards, radio transmitters and receivers, telephone exchanges, and mobile communications equipment including related signal vehicles; rental of commercial type equipment for additional requirements; repair and maintenance of communications equipment, including supplies and spare parts; cost of commercial communications, including installation and reinstallation charges for leased or other use of local, national, and international telephone, telegraph, and teletype circuits; and postage and postal fees.

## 090506. Transportation

Rental or purchase of passenger and cargo vehicles; petroleum, oil, and lubricant products for such vehicles and other equipment used in direct support of international headquarters; supplies and spares required for organizational maintenance of vehicles and related equipment; commercial freight, local hauling, and express charges for internationally procured supply and equipment items, including shipping charges for contribution-in-kind from member nations to place of receipt.

## 090507. Travel of International Staff

A. Civilian Personnel. Transportation and per diem costs of temporary duty travel on official business.

B. U.S. Military Personnel. When traveling on official business under travel orders issued by an authorized international headquarters that directs payment to be charged to international funds, the costs of such travel are payable as follows:

1. From International Funds. Cost of transportation furnished by Military Airlift Command and/or a common carrier, to include taxi fares and privately owned conveyances under previously approved conditions.

\* 2. From U.S. Appropriated Funds. Per diem and other expenses authorized by U.S. travel regulations, and the costs under subparagraph 090507.B.1., for personnel who are members of an international military headquarters that does not maintain a centralized international budget for such purposes.

## 090508. Exercises and Maneuvers

When directly related to an allied command training exercise, the cost of commercial communication services and facilities provided solely to fill a requirement of the exercise on behalf of the participating nations; civilian labor hired in connection with the exercise by the interallied headquarters and not specifically for any one nation; temporary installations for interallied field headquarters not available from organic equipment of participating troops or the headquarters and not properly chargeable to the host nation; rental of additional commercial transportation required at interallied headquarters for the exercise; utilities costs for interallied headquarters if at a place other than an existing military post; and reproduction of photographs and film strips, required by the directing staff for subsequent international training or critique purposes, when source of production is other than a military unit.

## 090509. Representational and Hospitality

Representational and hospitality expenses of the Supreme Commanders for international purposes.

## 090510. Contingencies

Claims for losses by fire, theft, and other damages; and costs to employ legal representation in civil court actions.

## 090511. Construction

Design and new construction of buildings and facilities, including housing, structures, utilities, modification; and alteration of existing buildings and facilities, including fixed equipment, sewage, gas, water, and electrical supply systems, roads, and approaches.

## 090512. Furniture and Equipment

Office furniture and equipment procured within internationally approved standards for the direct support of international headquarters and agency activities; equipment for maintenance of kitchens, shops, heating electrical plants; and furniture used in barracks, messes, recreation rooms, and dining rooms and clubs.

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements

Table Revision Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
<b>A. North Atlantic Treaty Organization (NATO)</b>	
1. <u>NATO Headquarters (HQ)</u>	
a. International Military Staff (IMS) (Brussels, Belgium (BE))	Army
b. U.S. Delegation to the Military Committee (USDELMC) (Brussels, BE)	Army
c. Canada-U.S. Regional Planning Group (Brussels, BE)	Army
2. <u>Allied Command Operations (ACO)</u>	
a. Supreme Headquarters Allied Powers Europe (SHAPE) (Mons, BE)	Army
b. HQ Allied Joint Force Command Brunssum (HQ JFCBS) (Brunssum, Netherlands (NL))	Army
(1) <u>Joint Logistics Support Group Brunssum (JLSGBS)</u>	Army
c. HQ Allied Maritime Command (HQ MARCOM) (Northwood, United Kingdom (UK))	Air Force
d. HQ Allied Air Command (HQ AIRCOM) (Ramstein, Germany (GE))	Air Force
(1) Allied Combined Air Operations Center Uedem (CAOC UE) (Kalkar/Uedem, GE)	Air Force
(2) Allied Combined Air Operations Center Torrejon (CAOC TJ) (Torrejon, Spain (SP))	Navy
(3) Allied Deployable Air Command and Control Center (DACCC) (Poggio Renatico, Italy (IT))	Army

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
e. HQ Allied Land Command (HQ LANDCOM) (Izmir, Turkey (TU))	Air Force
f. HQ NATO Communication and Information Systems Group (HQ NCISG) (Mons, BE)	Army
(1) 2nd NATO Signal Battalion (NSB 2) (Naples, IT)	Navy
g. HQ Allied Joint Force Command Naples (HQ JFCNP) (Naples, IT)	Navy
(1) Joint Logistics Support Group Naples (JLSGNP)	Navy
h. Standing Joint Logistics Support Group (SJLSG) (Ulm, GE)	Army
i. Other Staff and Commands Responsible to Supreme Allied Commander Europe (SACEUR)	
(1) Immediate Response Force (Maritime)	
(a) Standing NATO Maritime Group 1 (SNMG 1) (Northwood, UK)	Navy
(b) Standing NATO Maritime Group 2 (SNMG 2) (Naples, IT)	Navy
(2) HQ Allied Command Counter-Intelligence (HQ ACCI) (Mons, BE)	Army
(3) NATO Intelligence Fusion Centre (NIFC) (Molesworth, UK)	Air Force
(4) NATO Airborne Early Warning and Control (NAEW&C) Force Command (Mons, BE)	Army



Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
(5) NATO Airborne Early Warning and Control (NAEW&C) E-3A Component (Geilenkirchen, GE)	Air Force
(6) NATO Alliance Ground Surveillance Force (NAGSF) (Sigonella, IT)	Navy
(7) NATO Alliance Ground Surveillance (NAGS) Support Element Liaison (Ramstein, GE)	Air Force
(8) NATO AGS Staff Element Integrating Office (SEIO) (Mons, BE)	Army
3. <u>Allied Command Transformation (ACT)</u>	
a. Headquarters, Supreme Allied Command Transformation (SACT) (Norfolk, Virginia (VA))	Navy
b. ACT Staff Element Europe (SEE) (Mons, BE)	Army
c. ACT Representative Europe (REPEUR) (Brussels, BE)	Army
d. Joint Warfare Center (JWC) (Stavanger, Norway (NO))	Air Force
e. Joint Analysis and Lessons Learned Center (JALLC) (Monsanto, Portugal (PO))	Navy
f. Joint Force Training Center (JFTC) (Bydgoszcz, Poland (PL))	Army
4. <u>NATO Memorandum of Understanding (MOU) Organizations</u>	
a. High Readiness Force (Maritime) UK (HRF(M)-UK) (Portsmouth, UK)	Air Force

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
b. High Readiness Force (Maritime) IT (HRF(M)-IT) (Taranto, IT)	Navy
c. HQ High Readiness Force (Maritime) – FR (HQ HRF(M)-FR) (Toulon, France (FR))	Navy
d. High Readiness Force (Maritime) SP (HRF(M)-SP) (Rota, SP)	Navy
e. HQ NATO Naval Striking and Support Forces (HQ STRIKFORNATO) (Lisbon, PO)	Navy
*f. HQ Multinational Corps Northeast (MNC-NE) (Szczecin, PL)	Army
(1) NATO Force Integration Unit (NFIU) (Tallinn, Estonia (EE))	Navy
(2) NATO Force Integration Unit (NFIU) (Riga, Latvia (LV))	Navy
(3) NATO Force Integration Unit (NFIU) (Vilnius, Lithuania (LT))	Air Force
4) NATO Force Integration Unit (NFIU) (Bydgoszcz, PL)	Army
(5) NATO Force Integration Unit (NFIU) (Szekesfeharvar, Hungry (HU))	Air Force
(6) NATO Force Integration Unit (NFIU) (Bratislava, Slovakia (SK))	Army
g. HQ NATO Rapid Deployable Corps-UK (HQ NRDC-UK) (Gloucester, UK)	Air Force

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
h. HQ NATO Rapid Deployable Corps - GE/NL (NRDC-GNL) (Munster, GE)	Army
i. HQ NATO Rapid Deployable Corps – TU (NRDC-T) (Istanbul, TU)	Air Force
j. HQ NATO Rapid Deployable Corps – IT (HQ NRDC-IT) (Milan, IT)	Army
k. HQ NATO Rapid Deployable Corps – SP (NRDC-S) (Valencia, SP)	Navy
l. HQ NATO Rapid Deployable Corps – GR (NRDC GR) (Thessaloniki, Greece (GR))	Army
m. HQ Allied Submarine Command (ASC) (Norfolk, VA)	Navy
n. NATO Special Operations HQ (NSHQ) (Mons, BE)	Army
o. NATO Joint Electronic Warfare Core Staff (JEWCS) (Royal Air Force Station Yeovilton, UK)	Air Force
p. European Corps (EUROCORPS) HQ (Strasbourg, FR)	Army
q. HQ Rapid Reaction Corps (RRC) – France (HQ RRC-FR) (Lille, FR)	Army
r. HQ Multinational Division South-East (HQ, MND-SE) (Bucharest, Romania (RO))	Army
(1) NATO Force Integration Unit (NFIU) (Sofia, Bulgaria (BU))	Air Force
(2) NATO Force Integration Unit (NFIU) (Bucharest, RO)	Army

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
s. Joint Force Command (JFCNF) (Norfolk, VA)	Navy
t. Joint Support & Enabling Command (JSEC) (Ulm, GE)	Army
5. <u>NATO Centers of Excellence (COE)</u>	
a. Joint Air Power Competence Center (JAPCC) (Kalkar, GE)	Air Force
b. Center of Excellence - Defense Against Terrorism (COE DAT) (Ankara, TU)	Air Force
c. Center of Excellence – Command and Control (C2 COE) (Utrecht, NL)	Army
d. Center of Excellence - Military Engineering (MILENG COE) (Ingolstadt, GE)	Army
e. Center of Excellence – Human Intelligence (HUMINT COE) (Oradea, RO)	Army
f. Center of Excellence – Cooperative Cyber Defense (CCD COE) (Tallinn, EE)	Navy
g. Center of Excellence – Counter Improvised Explosive Devices (C-IED COE) (Madrid, SP)	Navy
h. Center of Excellence -- Explosive Ordnance Disposal (EOD COE) (Trencin, SK)	Army
i. Center of Excellence -- Joint Chemical, Biological, Radiological and Nuclear Defense (JCBRN COE) (Vyskov, Czech Republic (CZ))	Army

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
j. Center of Excellence for Military Medicine (MILMED COE) (Budapest, HU)	Air Force
k. Combined Joint Operations from the Sea Center of Excellence (CJOS COE) (Norfolk, VA)	Navy
l. Modeling and Simulation Center of Excellence (M&S COE) (Rome, IT)	Navy
*m. Center of Excellence – Energy Security (ES COE) (Vilnius, Lithuania (LT))	Air Force
6. <u>Other NATO Command and Staff Organizations/Agencies</u>	
a. NATO Support Agency (NSPA) (Capellen, Luxembourg (LU))	Army
(1) NATO Airlift Management Program (Papa, HU)	Air Force
(2) NATO Hawk Management Office (Ruell-Malmaison, FR)	Army
b. NATO Science and Technology Organization (STO)	
(1) Collaboration Support Office (CSO) (Paris, FR)	Air Force
(2) Center for Maritime Research and Experimentation (CMRE) (La Spezia, IT)	Navy
c. NATO Airborne Early Warning and Control Program Management Organization (NAPMO) (Brunssum, NL)	Army
d. NATO Standardization Agency (NSA) (Brussels, BE)	Army

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
e. NATO Defense College (NADEFCOL) (Rome, IT)	Navy
f. NATO School Oberammergau (NSO) (Oberammergau, GE)	Army
g. U.S. Mission to NATO (USNATO) (Brussels, BE)	Army
h. United States National Military Representative (USNMR) to SHAPE (Mons, BE)	Army
7. <u>NATO Communications and Information Agency (NCIA)</u>	
a. HQ NATO Communications and Information Agency (NCIA) (Brussels, BE)	Army
b. Sector Mons (Mons, BE)	Army
(1) Squadron Stavanger (Stavanger, NO)	Air Force
(2) Squadron Northwood (Northwood, UK)	Air Force
c. Sector Brunssum (Brunssum, NL)	Army
(1) Squadron Ramstein (Ramstein, GE)	Air Force
(2) Detachment Uedem (Kalkar/Uedem, GE)	Air Force
d. Sector Naples (Naples, IT)	Navy

Table 9-1. International Military Headquarters and Related Agencies and Administrative Agents Responsible for Their Support and for Support to U.S. Elements (Continued)

Effective Date: January 6, 2020

Headquarters or Agency	Administrative Agent
(1) Squadron Izmir (Izmir, TU)	Air Force
(2) Detachment Poggio Renatico (Poggio Renatico, IT)	Army
e. Sector Lisbon (Lisbon, PO)	Navy
(1) Squadron Madrid (Madrid, SP)	Navy
f. Sector Norfolk (Norfolk, VA)	Navy
g. NSCA CIS Logistics Depot (CLD) (Brunssum, NL)	Army
h. NATO Programming Center (NPC) (Glons, BE)	Army
i. NATO Communication and Information Systems School (NCISS) (Oeiras, PO)	Navy
j. NATO Communications, Command and Control Agency (NC3A) (Brussels, BE)	Army
<b>B. Inter-American Defense Board (IADB)</b>	Army
<b>C. Joint Mexican-United States Defense Commission (JMUSDC)</b>	Army
<b>D. Permanent Joint Board on Defense, Canada-United States (PJBD)</b>	Air Force
<b>E. U.S.-Spanish Combined Military Coordination and Planning Staff (CMCPS)</b>	Air Force
<b>F. Republic of Korea/United States Combined Forces Command (ROK/US)</b>	Army

**VOLUME 11A, CHAPTER 10: “UNIT EXCHANGE OF TRAINING AND RELATED SUPPORT BETWEEN THE UNITED STATES AND FOREIGN COUNTRIES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **October 2012** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
100102	Added an Authoritative Guidance paragraph to allow for easier source identification, as well as to comply with current standard operating procedures.	Addition
100201.D	Added guidance from Security Assistance Management Manual, Chapter 10, requiring each respective country to pay for their students Travel and Living Allowances.	Addition
All	Updated formatting and hyperlinks to comply with current standard operating procedures.	Revision



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## CHAPTER 10

**UNIT EXCHANGE OF TRAINING AND RELATED SUPPORT BETWEEN  
THE UNITED STATES AND FOREIGN COUNTRIES**

## 1001 GENERAL

## 100101. Purpose

This chapter promulgates the financial policy that implements Title 22, United States Code, section 2770a ([22 U.S.C. § 2770a](#)) which authorizes the reciprocal unit exchange of training and related support between the United States and friendly foreign countries or international organizations.

## \*100102. Authoritative Guidance

The financial management policy and related requirements set forth in this chapter are in accordance with the applicable provisions of:

- A. 22 U.S.C. § 2770a, “Exchange of training and related support”;
- B. Department of Defense Directive ([DoDD](#)) [5530.3](#), “International Agreements”;
- C. Defense Security Cooperation Agency ([DSCA](#)) [5105.38-M](#), “Security Assistance Management Manual” (SAMM).

## 1002 POLICY

## 100201. Policy Requirements

A. 22 U.S.C. § 2770a authorizes the President to enter into agreements for reciprocal unit exchange of training and related support between the United States and friendly foreign countries or international organizations. Chapter 10 of the DSCA 5105.38-M, “Security Assistance Management Manual,” provides general implementing program guidance for the conduct of exchanges.

B. The provisions of 22 U.S.C. §2770a apply only to established military units, not to ad hoc units or individual members of units. Therefore, to qualify as a unit exchange, the organization receiving the training must include substantially all individuals assigned to an established unit. A unit exchange of training and related support may include transportation, food services, health services, logistics, and the use of facilities and equipment provided to military and civilian defense personnel. Training performed pursuant to unit exchange agreements **must** be on an exchange basis. If an exchange of training does not commence within 12 months, the training **must** be converted to a reimbursable transaction.

C. Unit exchanges **must** be arranged only as part of an international agreement, as defined in DoDD 5530.3, International Agreements. Before entering into negotiations for an international agreement or conducting a specific exchange thereunder, the initiating authority **must** seek the approval of the cognizant Geographic Combatant Commander in whose area of responsibility the foreign nation or international organization is located or in which the training is to be conducted, **as prescribed in DoDD 5530.3, “International Agreements.”** Generally, the Secretary of a Military Department, or designee, is the approving authority for implementing arrangements, entered into under authority of the agreement, which provide for the exchange of specific units. However, implementing arrangements of significant political-military importance or operationally sensitive exchanges require approval by the Under Secretary of Defense (Policy).

\* D. According to Chapter 10 of the SAMM each country should pay its students Travel and Living Allowance. In addition, exchanges can be made on either an individual-to-individual or unit-to-unit basis.

#### 100202. Pricing Reciprocal Exchanges or Related Support

A Military Department participating in a reciprocal unit exchange or related support arrangement **must** use the following pricing guidelines:

A. The Military Department official delegated authority under DoDD 5530.3 to negotiate agreements under 22 U.S.C. 2770a **must** perform a price analysis based on prior experience and/or current supporting data. The price determined for the unit exchange of training or related support **must** be fair and reasonable, taking into consideration all applicable circumstances. If the determination under subparagraph 100203.A. cannot be made, the training may not be performed and the related support may not be exchanged.

B. Reciprocal unit exchanges of any training or related support by the United States **must** be subject to the pricing provisions of Volume 15, Chapter 7, “Pricing.” The estimated actual cost of the reciprocal unit exchange to be provided and the value of the unit to be received (using an appropriate price analysis) **must** be computed and documented by the Military Department designated resource management function. The documented estimated actual cost is the basis for reporting costs incurred and for reimbursement purposes in the event exchanges are not reciprocated.

#### 100203. Liquidation of Credits and Liabilities

Compensation for the acquisition or transfer of a unit exchange of training and related support **must** be accomplished through either of the following methods:

A. Reciprocal Exchange. Training or related support that is to be exchanged requires a written determination by the approving U.S. organization that the reciprocal unit exchange of training or related support has a substantially comparable value. Comparable value received is the sum of those monetary (i.e., estimated actual cost that the U.S. would have had to pay for training received) and nonmonetary (i.e., benefits or cost avoidance) values that comprise the total exchange value. Methodologies depicting comparable value, both monetary and nonmonetary, **must** be retained and available for audit.

B. Reimbursable. Payments for training and related support are to be in the currency of the supplying nation and **must** be provided in the event reciprocity is not achieved within 12 months from the date the training began.

100204. Conversion to Reimbursable Training

The servicing accounting and finance office **must** take the following actions when reciprocal training or related support is not provided or not received:

A. Actions to be Taken When the United States Does Not Provide Reciprocal Training or Related Support. When the United States does not provide reciprocal training and related support within 12 months after such training or support begins, the exchange transaction **must** be converted to a reimbursable transaction and an obligation recorded. The obligation **must** be recorded against the appropriation current at the time the determination is made that reciprocal training will not be provided or 12 months from the date the training began, whichever occurs first. The resulting accounts payable is to be paid 30 days from the date established. The accompanying documentation **must** fully explain the reasons for not providing reciprocal training or related support during the preceding 12 months.

B. Actions to be Taken When the United States Does Not Receive Reciprocal Training or Related Support. When the United States does not receive reciprocal training or related support within 12 months after such training or support begins for a foreign country, the exchange transaction **must** be converted to an accounts receivable. The accounts receivable **must** be established against miscellaneous receipt account 3210, "General Fund Proprietary Receipts, Defense Military, Not Otherwise Classified." See Volume 16, Chapter 6, "[Debt Owed to the Department of Defense \(DoD\) by Foreign Entities](#)" for procedures for billing foreign countries.

### 1003 REPORTING RESPONSIBILITIES

100301. Secretaries of the Military Departments

[In October of the current fiscal year](#), the Secretaries of the Military Departments, or designees, **must** submit to the Director, DSCA information on each reciprocal exchange or reimbursement that was in effect during the prior fiscal year.

100302. Director, Defense Security Cooperation Agency

The Director, DSCA **must**:

A. Provide the Military Departments, [or designees, Combatant Commands, Chairman of the Joint Chiefs of Staff, and Security Cooperation Organizations](#) with the reporting format for reciprocal exchange or reimbursement of training and related support as part of the data call for the annual "Foreign Military Training Report." The timelines for reporting training data to DSCA are provided in Chapter 10 of the SAMM.

B. Consolidate the input and transmit the report for receipt by the Congress not later than [January 31](#) of each year.

**VOLUME 11A, CHAPTER 11: “SPECIAL OR TECHNICAL SERVICES TO STATE  
AND LOCAL GOVERNMENTS”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

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The previous version dated July 2011 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
110201.C	Update title for Assistant Secretary of Defense (Logistics and Materiel Readiness)	Update
Multiple	Update hyperlinks throughout the chapter.	Update

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## CHAPTER 11

**SPECIAL OR TECHNICAL SERVICES TO STATE AND LOCAL GOVERNMENTS**

## 1101 OVERVIEW

## 110101. Purpose

This chapter provides the financial policy for sale of special or technical services to both state and local governments, as authorized by [Title 31, United States Code, section 6505](#) and further delineated in Office of Management and Budget ([OMB Circular No. A-97](#)), “Rules and Regulations Permitting Federal Agencies to Provide Specialized or Technical Services to State and Local Units of Government under Title III of the Intergovernmental Cooperation Act of 1968.” The chapter provides guidance on the amounts that shall be recouped when the DoD Components perform special or technical services for either state or local governments. This chapter does not provide legal authority to sell to state or local governments. Specific legal authority must be identified to make such sales. This guidance supplements the standards for financial accounting for receivables, and budgetary accounting for reimbursements, discussed respectively in Volume 4, Chapter 3 and Volume 3, Chapter 15.

## 110102. General

It is the policy of the Department to cooperate to the maximum extent possible with state and local governments to provide specialized or technical services. Such services generally shall supplement and not supplant any services provided under other authority.

A. Pricing. Specialized or technical services to state and local governments shall be priced as a sale to private parties at the full costs to the Department. General rules on determining amounts to be reimbursed are found in Chapter 1.

B. Disposition of Proceeds. Payments received by DoD Components for providing service shall be deposited to the credit of the appropriation or account from which the costs of providing the services have been paid or are to be charged. Unfunded portions of the costs of such services shall be deposited to the U.S. Treasury as miscellaneous receipts.

## 1102 POLICY AND PROCEDURES

## 110201. Types of Services

A. The following are specialized or technical services that may be provided.

1. Any existing statistical or other studies and compilations, results of technical tests and evaluations, technical information, surveys, reports, documents, and any such materials which may be developed or prepared in the future to meet the needs of the federal government or to carry out a DoD Component’s normal responsibilities.

2. Preparation of statistical or other studies and compilations, technical tests and evaluations, technical information, surveys, reports, documents, and assistance in the conduct of such activities, and in the preparation of such materials, provided they are similar to those that the DoD Component is authorized by law to conduct or prepare.

3. Training of the type that the DoD Components are authorized by law to conduct for DoD personnel.

4. Technical aid in the preparation of proposals for developmental and other projects, for which the DoD Components provide grants-in-aid or other assistance, provided such aid primarily develops recipients' capability to prepare their own proposals.

5. Technical information, data processing, communications and personnel management systems services, and technical advice on improving logistical and management services that the DoD Components normally provide the DoD for themselves or others under existing authorities.

B. Any of the above listed specialized or technical services provided by a DoD Component to states and their political subdivisions under other authorities also may be provided under the authority of [OMB Circular No. A-97](#).

C. If a DoD Component receives a request for specialized or technical services that is not covered above, but that is consistent with the [OMB Circular No. A-97](#), and which the Component has a special competence to provide, the Component shall forward the request to the Assistant Secretary of Defense (Logistics and Materiel Readiness) (ASD(L & MR)) for submission to OMB for review. If there is doubt whether the service requested is covered, the Component should forward the request to the ASD(L & MR) for review.

#### 110202. Conditions Under Which Services May Be Provided

Specialized or technical services covered under [OMB Circular No. A-97](#) may be provided at the discretion of the DoD Component head only under the following conditions:

A. Such services shall be provided only to states, their political subdivisions, and combinations or associations of such governments, their agencies, and instrumentalities.

B. Such services shall be provided only upon the written request of a state or its political subdivision. Requests normally shall be made by the chief executive of such entities and shall be addressed to the head of the DoD Component involved.

C. Such services may not be provided unless the servicing DoD Component maintains similar services for its own use under the policies and procedures set forth in [OMB Circular No. A-76](#), "Performance of Commercial Activities", and subsequent changes thereto. In addition, in accordance with the policies set forth in [OMB Circular No. A-97](#), the requesting entity shall certify that such services cannot be procured reasonably and quickly through ordinary business channels.



D. Such services may not be offered if they require any staff additions or involve expenditures for additional equipment or other facilities solely for the purpose of providing such services, except when the costs of such services are charged to the user.

E. Such services shall be provided only upon payment or arrangement for reimbursement to the DoD Component involved by the unit of government making the request. This includes salaries and all other identifiable direct and indirect costs of performing such services.

F. Technical information provided in accordance with this chapter may not be disseminated further to third party governmental entities or associations, unless expressly authorized by the originating DoD Component.

G. If a request for a service is denied, the DoD Component shall furnish a statement to the entity making the request indicating the reasons for the denial.

**VOLUME 11A, CHAPTER 12 “MAJOR RANGE AND  
TEST FACILITY BASE (MRTFB)”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated **July 2013** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
Chapter Title	Changed the chapter title from “Major Range and Test Facilities (MRTF)” to “Major Range and Test Facility Base (MRTFB)”.	Revision
120101	Added an “Overview” paragraph to introduce the subject and provide general information regarding the MRTFB.	Addition
120103	Added an “Authoritative Guidance” paragraph to establish the statutory basis for this chapter.	Addition
1202	Added a “Definitions” section to clarify specific terms used in this chapter.	Addition
1203	Added a “Responsibilities” section to identify the Under Secretary of Defense Acquisition, Technology and Logistics, the DoD Chief Information Officer and the Secretaries of the Military Departments, and MRTFB users’ financial management responsibilities of MRTFB operations.	Addition
120401	Added a general policy paragraph requiring the MRTFB to operate under uniform financial guidelines and DoD Components operating MRTFB to work with the Director, Test Resource Management Center to ensure financial uniformity and consistency.	Addition
120402	Added a paragraph to clarify the different types of MRTFB users (customers) and the impact the type of user has on MRTFB reimbursements.	Addition
120403	Revised the “Accounting” paragraph to clarify cost accounting requirements and provide applicable Federal Accounting Standards Advisory Board guidance as well as financial statement reporting guidance.	Revision

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
120404	Added policy requirements mandating MRTFB activities to use support agreements to establish the General Terms and Conditions between buyers and sellers for all inter- and intra-governmental reimbursable transactions and ensure the Standard Line of Accounting is adhered to and properly annotated when generating or accepting reimbursable orders. In addition, starting in Fiscal Year 2017, the Department of Treasury's G-Invoicing platform must be used to upload and store all support agreements for reimbursable activity.	Addition
120404.B.1.c	Revised subparagraph to clarify and provide the rationale for the rule that the cost of direct (and indirect) military labor must not be charged to another DoD Component.	Revision
120405	Revised the "Disposition of Collections" subparagraph to make a distinction between the disposition rules or policies of MRTFB working capital fund activities and MRTFB non-working capital fund activities.	Revision

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## CHAPTER 12

**MAJOR RANGE AND TEST FACILITY BASE**

## 1201 GENERAL

## \*120101. Overview

The Major Range and Test Facility Base (MRTFB) is a national asset which is sized, operated, and maintained primarily for Department of Defense (DoD) test and evaluation support missions, but also is available to non-DoD users having a valid requirement for its capabilities. The MRTFB is operated and maintained primarily for DoD test and evaluation support missions under the oversight of the Director, Test Resource Management Center (TRMC). The MRTFB is managed and operated to provide test and evaluation support to the DoD Components responsible for developing or operating weapons systems. They are also available to Federal, state, local, and allied foreign governments as well as commercial users when a valid requirement for range capabilities exists. MRTFB missions vary from testing missiles and aircraft to ensuring that electrical components can survive in various environments. The MRTFB is designed to assure the most cost-effective development and testing of materiel, and provide for inter-Service compatibility, efficiency, and equity without influencing technical testing decisions or inhibiting legitimate and valid testing.

## 120102. Purpose

This chapter provides reimbursable policy for DoD MRTFB. This chapter does not apply to the commercial space launch activities of the 30th and 45th Space Wings contained in Chapter 13. Additionally, this chapter does not apply to the sale of samples, drawings, information, equipment, and certain services contained in Chapter 14.

## \*120103. Authoritative Guidance

A. DoD Directive (DoDD), Number 3200.11, “Major Range and Test Facility Base (MRTFB)”. This Directive realigns the policy and responsibilities for the MRTFB.

B. DoD Instruction (DoDI), Number 3200.18, “Management and Operation of the Major Range and Test Facility Base (MRTFB)”. This Instruction implements policy and assigns responsibilities for the management and operation of the MRTFB.

C. Title 10, United States Code (U.S.C.), section 2208. Sections 2208(a)(2) and 2208(o) of Title 10 provide authority to the Secretary of Defense to establish working-capital funds (WCFs) to provide working capital for activities that provide common services across DoD and to other persons outside DoD when authorized by law.

D. 10 U.S.C. § 2681. Section 2681 of Title 10 authorizes the Secretary of Defense to enter into contracts with commercial entities that desire to conduct commercial test and evaluation activities at a MRTFB.

## \*1202 DEFINITIONS

The following terms and definitions are provided for the purposes of this chapter:

A. MRTFB. The designated core set of DoD Test and Evaluation (T&E) infrastructure and associated workforce that must be preserved as a national asset to provide T&E capabilities to support the DoD acquisition system.

B. MRTFB Activity. Organizational command element of a DoD Component responsible for managing MRTFB capabilities and resources.

C. Non-DoD Component Users. Federal, state, or local government agencies; allied foreign governments; defense contractors; commercial entities, and private organizations.

D. Direct Costs. Direct costs are those costs that are directly attributable to the use of the facility or resource for testing under a particular program. DoD Component users must reimburse MRTFB activities for direct costs readily identifiable with a particular program. Chargeable direct costs include labor, contract labor (which includes a portion of general and administrative (G&A) expense and overhead), material, minor construction, utilities, equipment, supplies, items damaged or consumed during testing, and any resource or item maintained for a particular program. Direct costs must be billed in accordance with Chapter 1 and must be identified to a job or function served in support of a customer order.

E. Indirect Costs. Indirect costs are overhead costs of the MRTFB activities and are not to be charged to DoD Component users. Indirect costs are defined as the costs of maintaining, operating, upgrading, and modernizing the facility or resource. Indirect costs do not include any incremental costs of operating the facility or resource that are directly attributable to the use of the facility or resource for specific testing under a particular program. The following are examples of types of indirect costs, although the list is not all inclusive:

1. General administrative services, security, rent, operating and maintenance costs for buildings, equipment, and utilities;
2. Preventative and usage maintenance;
3. Cost of leases, except when the cost of the lease can be directly associated with a specific customer and the appropriation is available to fund the leases;
4. Upgrade or modernization of an MRTFB facility, not expressly needed for testing for a specific customer;
5. Routine calibration of instruments;
6. Maintenance and repair of shop machinery; and

7. Replacement of obsolete equipment.

\*1203 RESPONSIBILITIES

The following responsibilities were established in DoDD 3200.11 and DoDI 3200.18 and specifically represent the financial management responsibilities of MRTFB operations.

120301. Under Secretary of Defense (USD) Acquisition, Technology and Logistics (AT&L)

USD AT&L, specifically the Director, TRMC will:

A. Review and provide oversight of proposed DoD budgets and expenditures for the MRTFB; and

B. Coordinate MRTFB decisions affecting financial policy and matters containing a monetary value (financial and non-financial) with the Under Secretary of Defense (Comptroller).

120302. DoD Chief Information Officer (CIO) and the Secretaries of the Military Departments

DoD CIO and the Secretaries of the Military Departments will:

A. Plan, program, and budget for institutional costs of operation, maintenance, and sustainability of the MRTFB; and for capability improvements, modernization, and recapitalization; and

B. Implement a reimbursement system to define and collect user charges in accordance with Volume 11A, Chapters 1 and 4.

120303. MRTFB user(s)

MRTFB user(s) will:

A. Plan, budget, and fund the MRTFB activities for applicable direct and/or indirect costs; and

B. Promptly fund the activity managing the MRTFB facility or range for any damage to property or equipment caused by the user in the preparation for, or conduct of, any activity on the facility or range or for direct costs incurred for aborted or canceled tests.

## 1204 POLICY

## \*120401. General

The MRTFB must be managed and operated under uniform financial guidelines across the DoD Components. Accordingly, all direct and indirect costs charged to MRTFB users must be uniform and applied consistently among all the MRTFB activities. DoD Components must work with the Director, TRMC to ensure financial uniformity and consistency. All costs incurred by MRTFB activities must be billed to one of the following sources: (1) MRTFB users (customers), (2) direct appropriations of the managing activity, or (3) other sources as directed by DoD.

## \*120402. MRTFB Users (Customers)

A MRTFB may be used by DoD Component users (including DoD training users) and Non-DoD Component users. The type of user or customer determines the total amount charged to the user and whether they are charged only direct costs or direct costs plus an appropriate level of indirect costs.

## \*120403. Accounting

A. Cost information is an important basis in setting user fees and reimbursements. Each MRTFB activity must accumulate and report as required, the costs of its activities for management and audit purposes. In accordance with the *Statements of Federal Financial Accounting Standards 4*: “Managerial Cost Accounting Standards & Concepts”, costs must be accumulated through the use of cost accounting systems. Such systems or techniques must be able to accurately capture full costs (i.e., direct costs or costs directly attributed to a specific user; and indirect costs or costs that cannot be directly attributed to a specific user) and more importantly, be used to determine accurate user charges or standard rates under agreements entered into pursuant to Chapter 1 and *DoD Instruction (DoDI) 4000.19*, “Support Agreements”. Additionally, appropriate separation of duties and levels of authorization must be implemented into the cost-tracking process to protect vulnerable areas such as controls over automatic user billing and rate validation. All rates must be applicable to the specific product or service provided. Each MRTFB activity must validate standard rates at least annually and adjust them accordingly to reflect unanticipated changes in costs or market values.

B. In accordance with DoDD 3200.11, MRTFB activities are categorized as Army, Navy, Air Force, or DoD CIO. Specifically, MRTFB activities are comprised of multiple assets, each of which is reported individually on its respective consolidated Balance Sheet under General Property, Plant, and Equipment and further disclosed in Note 10 to the financial statements.



\*120404. Reimbursements for MRTFB Activity Usage

In accordance with DoDI 4000.19, MRTFB activities and DoD or Non-DoD Federal Component users must use support agreements (memorandums of agreement or understanding) to document and establish the General Terms and Conditions (GT&Cs) between buyers and sellers for all inter- and intra-governmental reimbursable transactions. Additionally, in accordance with Volume 1, Chapter 4, buyers and sellers must ensure the Standard Line of Accounting is adhered to and properly annotated when generating or accepting a reimbursable order (i.e., Military Interdepartmental Purchase Request). Moreover, reimbursement of direct costs incurred for aborted or canceled tests or for damages to property or equipment caused by a user in the preparation for, or conduct of, any activity on the facility or range must be pursued to the extent permitted by law and DoD policy.

NOTE: For support agreements established during and or after Fiscal Year (FY) 2017 and whose terms extend beyond FY 2017, MRTFB activities and DoD or Non-DoD Federal Component users are required to upload and store their agreements on the Department of the Treasury's G-Invoicing (formerly Invoice Processing Platform).

A. Working Capital Fund Activities. If an organization finances a MRTFB activity using WCFs, then its operations will be funded through reimbursable inter-governmental orders and user fees collected from non-Federal users. Under the stabilized price standardized cost recovery method, managers of WCF activities within each Component must set rates/prices based on full cost recovery and must charge users in accordance with established pricing policies contained in Volume 2B, Chapter 9 and Volume 11B.

B. Non-Working Capital Fund Activities. If an organization does not finance a MRTFB using WCFs, then its operations will be funded through direct appropriations, reimbursable inter-governmental orders, and/or user fees collected from non-Federal users.

1. DoD Component Users

a. Direct Costs. DoD Component users are to be charged and must reimburse MRTFB activities for direct costs identifiable with a particular program or customer order. Direct costs billed must be in accordance with Chapters 1 and 4 and must be attributed to a job or function served in support of a customer order.

(1) By mutual agreement, investments in new or existing test and evaluation facilities may be funded, in whole or in part, by one or more DoD users of a MRTFB activity. This agreement, however, must explicitly delineate responsibilities for ownership/capitalization of the asset, funding, staffing, operating, and maintaining the facility, and must be approved by all parties prior to obligation of any funds for the project.

(2) Investments made under subparagraph 120404.B.1.a that change the composition of the MRTFB must conform to DoDI 3200.18.

(3) Direct incremental costs (i.e., costs resulting from an increase in production) must be charged to DoD Component users.

b. Indirect Costs. DoD Component users are not to be charged and must not reimburse MRTFB activities for indirect costs.

(1) Overhead (indirect) costs must not be charged to DoD Component users, and must remain as costs fully borne by the MRTFB activity and paid for by the institutionally funded program element accounts comprising the MRTFB's budgetary structure.

(2) Indirect incremental costs must not be charged to DoD Components.

\* c. Military Personnel Costs. As a rule, the applicable military personnel appropriations must fund the cost of direct (and indirect) military labor incurred in the performance of a service for, or the furnishing of materials to, another DoD Component user. Therefore, since a direct appropriation is provided for that purpose, the cost of military labor must not be charged to another DoD Component user except for the cost of military personnel assigned to the WCF activities. WCF activities must be reimbursed by their users for the cost of military labor as prescribed in Volume 11B, Chapter 12.

## 2. Non-DoD Component Users.

a. Direct Costs. Non-DoD Component users are to be charged and must reimburse MRTFB activities for all direct costs readily identifiable with a particular program or customer order. Military labor incurred by non-Working Capital Fund activities must be charged to non-DoD Component users on the basis of the actual hours worked or assigned. Military personnel costs must be computed or priced at the composite standard military pay rates in accordance with Chapter 6, Appendix I.

b. Indirect Costs. MRTFB commanders may charge non-DoD Component users an appropriate level of indirect costs at their discretion. Any indirect costs incurred, but not billed to a user, must be billed to the MRTFB activity's institutional or appropriated funding. Appropriated funding levels, however, must not be increased to finance any additional indirect cost incurred due to sales to non-DoD activities.

3. Foreign Military Sales. Foreign Military Sales users must reimburse MRTFB activities in accordance with Volume 15, Chapter 7. This chapter does not, and must not, be construed to permit foreign customer countries or foreign commercial entities to purchase services from MRTFB activities through other than Foreign Military Sales procedures authorized under the Arms Export Control Act.

4. Government-Furnished Services. When the use of an MRTFB activity has been included in a contractual agreement as government-furnished services, the user must be charged based on the category of the contracting government agency (see subparagraphs 120404.B.1. or 120404.B.2.).

\*120405. Disposition of Collections.

A. Working Capital Fund Activities. For a MRTFB activity financed using WCFs, reimbursable operations are funded through reimbursable inter-governmental orders and user fees collected from a non-Federal user. Section 2208(h) of Title 10, U.S.C., provides general authority for retention and use of amounts collected under both inter-governmental orders and user fees. Reimbursable inter-governmental orders are valid budgetary resources available to a MRTFB activity for obligation; however, a MFTRB activity financed using WCFs may not recognize user fees as a budgetary resource until collected from a non-Federal user.

B. Non-Working Capital Fund Activities. For a MRTFB activity not financed using WCFs, its operations may be financed through direct appropriations, reimbursable inter-governmental orders, and/or user fees collected from non-Federal users. Inter-governmental orders under reimbursable statutory authorities such as the Economy Act increase available budgetary resources in the reimbursable program of the appropriation the Component uses to finance the MRTFB. To the extent a statutory miscellaneous receipts exception is applicable to a reimbursable transaction with a non-Federal user, user charges collected from such users may be credited to the reimbursable program of the applicable direct appropriation. Section 2681(d) of Title 10, U.S.C., provides such authority for certain transactions with commercial entities conducting test and evaluation activities at MTRFB activities.

**VOLUME 11A, CHAPTER 13: “DOD SUPPORT TO UNITED STATES (U.S.)  
COMMERCIAL SPACE ACTIVITIES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue, and underlined font**.

The previous version dated **July 2013** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	Updated statutory references, terminology, hyperlinks, and language consistency to improve overall readability.	Revision
1301	Formatted the introduction of the chapter to comply with current administrative instructions (e.g., added “Purpose” and “Authoritative Guidance” paragraphs).	Revision
1301	Removed public law reference to Major Range and Test Facility Base (MRTFB) definitions for direct and indirect costs because they are defined in Volume 11A, Chapter 12, “MRTFB.”	Deletion
1302	Added a “Definitions” section to clarify specific terms used in this chapter.	Addition
1303	Removed chapter language redundancies associated with pricing Department of Defense (DoD) space launch activities and facilities.	Deletion
130301.A.2	Added clarifying guidance to ensure DoD services and facilities are provided on a “non-interference” basis to the U.S. commercial sector per DoD Directive 3230.3.	Addition

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## CHAPTER 13

**DOD SUPPORT TO U.S. COMMERCIAL SPACE ACTIVITIES****\*1301 GENERAL**

## 130101. Purpose

This chapter provides reimbursable policy for the provision of Department of Defense (DoD) support to U.S. commercial space activities. This chapter applies to all DoD Components that provide support to U.S. commercial sector space launch operations and other related space activities.

## 130102. Authoritative Guidance

*Title 51, United States Code, sections 50901 - 50923* (51 U.S.C. §§ 50901 - 50923) Commercial Space Launch Activities; *51 U.S.C. §§ 50501 - 50506*, Commercial Space Competitiveness; and DoD Directive, *(DoDD) 3230.3*, DoD Support for Commercial Space Launch Activities, provide authority, guidance, and direction for DoD cooperation with the U.S. commercial sector in the development of U.S. commercial space launch operations and other related U.S. commercial space activities.

**\*1302 DEFINITIONS**

## 130201. Commercial

The term “commercial” means having private capital at risk, with primary financial and management responsibility for the activity residing with the U.S. commercial sector.

## 130202. Direct Costs

The term “direct costs” includes those actual costs (including salaries of U.S. civilian and contractor personnel) incurred by DoD as a result of use of its space-related facility or resource by the U.S. commercial sector. These costs are reflective of costs that would not be borne by DoD in the absence of such use by the U.S. commercial sector. These costs also include specific wear and tear and property damage incurred by the DoD as related to the launch property acquisition.

## 130203. Indirect Costs

The term “indirect costs” includes the actual costs of maintaining, operating, upgrading, and modernizing the DoD space-related facility.

## 130204. DoD Space Launch Property

DoD space launch property consists of items built for, or used to perform space launch operations and other space-related activities.

### 130205. DoD Space Launch Services

As defined under 51 U.S.C. § 50902 and DoDD 3230.3, DoD space launch services are those activities, including utilities, otherwise not needed for public use, involved in the preparation of a launch vehicle, its payload for launch, crew (including crew training), or space flight participation for launch; and the conduct of a launch.

### 130206. Property Damage Costs

Property damage costs represent the costs necessary to replace or restore the DoD property, or site, to its condition before the space-related lease/license.

## 1303 PRICING

### 130301. Pricing of DoD Space Launch Property and Services

#### A. DoD Space Launch Property.

1. Sale or Transfer. DoD space launch property that is excess or otherwise not needed for public use may be sold or transferred in lieu of sale to U.S. commercial sector launch vehicle operators performing commercial space activities (e.g., payload retrieval services, payload processing services). The transaction must be priced to recover direct costs, as defined in paragraph 130202.

\* 2. Lease/License. DoD space launch property that is excess or otherwise not needed for public use may be leased/licensed, on a non-interference basis, to U.S. commercial sector launch vehicle operators performing commercial space activities. The transaction must be priced to recover direct costs, as defined in paragraph 130202.

#### B. DoD Space Launch Services.

For DoD space launch services, as defined in paragraph 130205, the acquisition price represents an amount equal to the direct costs defined in paragraph 130202.

### 130302. Defense Working Capital Fund (DWCF) Activities

Generally, standard prices/stabilized rates must be charged for articles and services provided by activities operating under a DWCF. Refer to Volume 11B, Chapters 11 and 15, for additional details and exceptions.

### 130303. Fixed Price Estimates

Commercial space launch operators may be offered fixed price quotes for the sale of DoD launch services based on reasonable estimates of direct costs only when there is a well-defined contractor requirement and a reliable cost history of similar previous sales.

## 1304 BILLING

Invoices for support provided by DoD must be completed and transmitted to the U.S. commercial space activity within 30 calendar days after the month in which performance occurred. The payment due date must be no more than 30 days from the date of the invoice.

## 1305 DISPOSITION OF COLLECTIONS

## 130501. Proceeds from DWCF Activities

Proceeds from the sale of articles and services from DWCF activities must be deposited to the DWCF.

## 130502. Proceeds from Non-DWCF Activities

Proceeds from the sale of DoD launch property by a non-DWCF activity must be:

A. Credited to the general fund of the U.S. Treasury as miscellaneous receipts when the launch property is not to be replaced.

B. Deposited to the DoD appropriation account or fund, currently available for the procurement of the launch property, if the launch property is to be replaced.

## 130503. Proceeds Deposits for License of Launch Property and Leases

Proceeds from the license of launch property must be deposited to the DoD appropriation account or fund currently available for financing the direct costs incurred. Proceeds from leases must be credited to the general fund of the U.S. Treasury as miscellaneous receipts.

## 130504. Proceeds Deposits from the Sale of Launch Services

Proceeds from the sale of DoD launch services must be deposited to the DoD appropriation account or fund that financed the provisioning of those launch services. These proceeds must be credited to the fiscal year in which the DoD Component provided the services.



**VOLUME 11A, CHAPTER 14: “AVAILABILITY THROUGH SALE OR FEE FOR USE OF SAMPLES, DRAWINGS, INFORMATION, EQUIPMENT, AND CERTAIN SERVICES BY A GOVERNMENT LABORATORY, CENTER, RANGE, OR TESTING FACILITY”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated **May 2011** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
Chapter Title	Changed the chapter title from “Sales of Samples, Drawings, Information, Equipment, and Certain Services by a Government Laboratory, Center, Range, or Testing Facility” to “Availability Through Sale or Fee for Use of Samples, Drawings, Information, Equipment, and Certain Services by a Government Laboratory, Center, Range, or Testing Facility.”	Revision
1401	Added a General section to introduce the subject and provide the purpose for this chapter.	Addition
140103	Added an Authoritative Guidance paragraph to establish the statutory basis for this chapter.	Addition
1402	Added six new definitions to include “Facilities,” “National Technology and Industrial Base,” “Proceeds,” “Range,” “Research Center,” and “User Fee/User Charge” for clarification of specific terms used in this chapter.	Addition
1403	Renamed the Policy and Procedures section to Delineated Authorities to align with Department of Defense Instruction (DoDI) 5535.11, “Availability of Samples, Drawings, Information, Equipment, Materials, and Certain Services to Non-DoD Persons and Entities.” In addition, removed operational procedures, which are promulgated in DoDI 5535.11, and provided details of Title 10, United States Code (U.S.C.), section 2539b, which serves as the principal legal authority of this chapter.	Revision

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
1404	Renamed "Fees" section to "Proceeds or Fees" to account for the sale or rental of property.	Revision
140401	Added a General Policy paragraph to introduce and establish the basis for collecting and using proceeds or fees and ensure internal controls are in place and fee schedules are developed, published, and maintained.	Addition
140401.D	Added the requirement that user fees for transactions with the public must be published in a schedule, list, or table on a publicly available website, reviewed biannually, and the results of the biennial review be published and discussed in the annual DoD Agency Financial Report.	Addition
140402 and 140403	Added specific requirements for calculating sales price and appropriate user fees.	Addition
140404	Added specific requirements for collecting proceeds or user fees.	Addition
140405	Added specific requirements for the disposition of proceeds or user fees.	Addition
Multiple	Updated and added hyperlinks as required.	Addition

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## CHAPTER 14

**AVAILABILITY THROUGH SALE OR FEE FOR USE OF SAMPLES, DRAWINGS,  
INFORMATION, EQUIPMENT, AND CERTAIN SERVICES BY A GOVERNMENT  
LABORATORY, CENTER, RANGE, OR TESTING FACILITY**

## \*1401 GENERAL

## 140101. Overview

The Department of Defense (DoD) promotes research and development within the commercial sector of the U.S. economy by transferring technology and information from the Government (i.e. the military) to the commercial sector. This policy strengthens both national and economic security by establishing a national technology and industrial base from which military superiority can be sustained and U.S. production capabilities increased. The transfer of technology and information from the Government to the commercial sector benefits critical research and leads to the development of both useful military and/or commercial technology.

## 140102. Purpose

This chapter prescribes reimbursable and disposition (of proceeds or fees) policies for the provision of samples, drawings, information, equipment, and certain services to any person or entity, as authorized by *Title 10, United States Code (U.S.C.), section 2539b*. This chapter does not apply to facilities and ranges of the Major Range and Test Facility Base (MRTFB) (see Chapter 12 for financial management policy regarding the use of MRTFB).

## \*140103. Authoritative Guidance

A. *10 U.S.C. § 2208*. Sections 2208(a)(2) and 2208(o) of Title 10 provide authority to the Secretary of Defense to establish working-capital funds to provide working capital for activities that provide common services across DoD and to other persons outside DoD when authorized by law.

B. *10 U.S.C. § 2371*. Section 2371 of Title 10 provides authority to the Secretary of Defense and the Secretary of each military department to enter into transactions (other than contracts, cooperative agreements, and grants) in carrying out basic, applied, and advanced research projects.

C. *10 U.S.C. § 2539b*. Section 2539b of Title 10 provides authority to the Secretary of Defense and the Secretaries of the military departments, when determined to be in the interest of national defense, to sell samples, drawings, information, equipment, and certain services to any person or entity.

D. *10 U.S.C. § 2563*. Section 2563 of Title 10 provides authority to the Secretary of Defense to sell to persons outside DoD articles and services that are manufactured or performed by any working-capital funded industrial facility of the armed forces.

E. [10 U.S.C. § 2667](#). Section 2667 of Title 10 provides authority to the Secretary of Defense to lease non-excess real or personal property.

F. [31 U.S.C. § 3302](#). Section 3302 of Title 31 establishes custodial responsibilities of public officials with respect to receipt of public money.

G. [31 U.S.C. § 9701](#). Section 9701 of Title 31 provides criteria for use by Federal agencies in prescribing regulations establishing charges for services or things of value provided by the agency.

H. [51 U.S.C. § 50504](#). Section 50504 of Title 51 provides authority to DoD to allow non-Federal entities to use its space-related facilities on a reimbursable basis.

I. [32 Code of Federal Regulations \(C.F.R.\) Part 204](#), “User Fees.” In conjunction with chapter 4 of this Volume, Part 204 of Title 32 implements the DoD program under Title 31 U.S.C. § 9701 and Office of Management and Budget (OMB) Circular No. A-25, “User Charges,” for assessment of appropriate fees for services provided to identifiable recipients beyond those provided to the general public and for the sale or use of DoD goods or resources.

J. [OMB Circular No. A-25](#), “User Charges.” This Circular establishes Federal policy regarding fees assessed for Government services and for sale or use of Government goods or resources. It provides information on the scope and types of activities subject to user charges and on the basis upon which user charges are to be set. It also provides guidance for agency implementation of charges and the disposition of collections.

K. [DoD Instruction \(DoDI\) 5535.11](#), “Availability of Samples, Drawings, Information, Equipment, Materials, and Certain Services to Non-DoD Persons and Entities,” March 19, 2012. This Instruction establishes authority, assigns responsibilities, and prescribes operational procedures in accordance with 10 U.S.C. 2539b for the provision of samples, drawings, information, equipment, materials, and certain services to any person or entity. Please refer to this document for operational procedures prescribed by the Under Secretary of Defense (USD) Acquisition, Technology and Logistics (AT&L).

#### \*1402 DEFINITIONS

The following terms and definitions are provided for the purposes of this chapter:

A. [Drawing](#). A diagram, plan, or list detailing the fabrication and assembly of structural elements, or the installation of materials and equipment. A drawing details the characteristics, or outlines the parts of operation of a product or item.

B. [Equipment or Materials](#). **Personal** property, including machinery, devices, and apparatuses, and components of such items.

C. Friendly Foreign Government. Those countries for which a Presidential Determination has been provided under Section 3(a)(1) of the Arms Export Control Act, codified at 22 U.S.C. § 2753(a)(1), and to which transfer has not been prohibited by the Department of State under the International Traffic in Arms Regulation (22 Code Federal Regulation Part 120).

D. Independent Research and Development (IR&D) Programs. A research and development effort that is not sponsored by, or required in performance of a government contract, or grant for: (1) basic research, (2) applied research, (3) development, and (4) systems and other concept formulation studies. IR&D programs do not include technical efforts expended in developing and preparing technical data specifically to support submitting a bid or proposal.

E. Facilities. Property used for production, maintenance, research, engineering, development, evaluation, and/or testing. It includes equipment, plant equipment, test equipment, tooling, real and personal property, and material.

F. Laboratory. A facility or group of facilities owned, leased, or otherwise under the jurisdiction and control of the Federal Government, a substantial purpose of which is the performance of research, development, engineering, test and evaluation, or otherwise developing or maintaining a technology in accordance with Title 15 U.S.C § 3710a(d)(2).

G. Manufacturing or Other Information. Any blueprints, drawings, plans, instructions, documentation, or other technical information or technical data that can be used or adopted for use to design, engineer, produce, manufacture, operate, repair, overhaul, or reproduce any equipment or material.

H. National Technology and Industrial Base. The persons and organizations that are engaged in research, development, production, integration, services, or information technology activities conducted within the United States.

I. Person or entity. An individual, partnership, corporation, association, State, local, or tribal Government, or an agency or instrumentality of the United States Government other than DoD.

J. Proceeds. Money received as a fee or from the sale (or rental) of an asset, usually before deduction of commissions, fees, and related expenses. From a proprietary accounting standpoint, proceeds result from exchange transactions (i.e. when a Government entity provides goods and services to the public or to another Government entity for a price) and can be recorded as either revenue or a gain/loss. In accordance with the Statement of Federal Financial Accounting Standard 7: “Accounting for Revenue and Other Financing Sources and Concepts for Recording Budgetary and Financial Accounting,” proceeds will be recorded as revenue if the exchange transaction is usual or a recurring event; however, proceeds will be recorded as a gain/loss if the exchange transaction is unusual or a nonrecurring event.

K. Range. A specifically bounded geographic area under the jurisdiction of the DoD that may encompass a landmass, body of water (above or below the surface), and/or airspace used to conduct operations, training, research and development, and test and evaluation of military hardware, personnel, tactics, munitions, explosives, or electronic combat systems. This includes both operational and test ranges as those terms are defined in DoD Directive (DoDD) 3200.15, “Sustaining Access to the Live Training and Test Domain.”

L. Research Center. A facility or group of facilities owned, leased or otherwise under the jurisdiction and control of the DoD, a substantial purpose of which is the performance of research, development, engineering, test and evaluation, or otherwise developing or maintaining a technology in accordance with Title 15 U.S.C § 3710a(d)(2).

M. Sample. A unit or units of a product drawn from a lot or batch that is representative of the product and is constructed in conformance with the requirements and complies with specifications of the product. The item may be from a prototype or final production version of the product.

N. User Fee/User Charge. A fee assessed to users for goods or services provided by the Federal Government. In the context of transactions with the public, user fees generally apply to federal programs or activities that provide special benefits to identifiable recipients above and beyond what is normally available to the public. User fees are normally related to the cost of the goods or services provided.

#### \*1403 DELINEATED AUTHORITIES

##### 140301. Authorization to Sell, Rent, Lend, Give, or Charge an Appropriate Fee

Under 10 U.S.C. § 2539b, the Secretary of Defense and the Secretaries of the military departments, under regulations prescribed by the Secretary of Defense and when determined by the Secretary of Defense or the Secretary concerned to be in the interest of national defense, may each:

A. Sell, rent, lend, or give samples, drawings, and manufacturing or other information (subject to the rights of third parties) to any person or entity;

B. Sell, rent, or lend government equipment or materials to any person or entity:

1. For use in independent research and development programs, subject to the condition that the equipment or material be used exclusively for such research and development; or

2. For use in demonstrations to a friendly foreign government;

C. Make available to any person or entity, at an appropriate fee, the services of any Department laboratory, center, range, or other testing facility for the testing of materials, equipment, models, computer software, and other items; and

D. Make available to any person or entity, through leases, contracts, or other appropriate arrangements, facilities, services, and equipment of any government laboratory, research center, or range, if the facilities, services, and equipment provided will not be in direct competition with the domestic private sector.

#### 140302. Charging Fees

In addition, in providing services or in making facilities, equipment, and other items available under subparagraphs 140301.A.3 and 140301.A.4, the DoD should charge appropriate fees in a manner consistent with Chapter 4, 32 C.F.R. Part 204, and OMB Circular No. A-25.

#### \*1404 PROCEEDS OR FEES

##### \*140401. General Policy

A. Per 31 U.S.C. § 9701, the “User Charge Statute,” it is the sense of Congress that each service or thing of value provided by a Federal agency (except a mixed-ownership Government corporation) to a person (except a person on official business of the United States Government) is to be self-sustaining to the extent possible. Accordingly, the head of each agency may prescribe regulations establishing the charge for a service or thing of value provided by the agency. However, unless otherwise authorized by law, proceeds or fees collected under this authority and 31 U.S.C. § 3302 must be deposited in the General Fund of the Treasury and are generally not available to the agency or the activity generating the fees. An agency may not obligate against proceeds or fees collected without specific statutory authority. Congress may provide agencies with the authority to collect and use proceeds or fees within authorizing legislation or within appropriations legislation, or within both, but in the absence of such statutory authority, user charge collections must be credited to the General Fund of the Treasury as miscellaneous receipts, as required by 31 U.S.C. § 3302.

B. Proceeds received from sales or rentals provided in accordance with subparagraphs 140301.A.1 and 140301.A.2 or fees received for services provided in accordance with subparagraphs 140301.A.3 and 140301.A.4 may include reimbursement for up to the full amount of all direct and indirect costs to the Government. Less than full cost recovery may be charged in accordance with subparagraph 140402.B, or other applicable authorities. DoD Working Capital Fund activities should establish, whenever feasible, standard prices or stabilized rates and unit prices for goods and services in accordance with Volume 11B.

C. Internal management controls must be established in accordance with OMB Circular No. A-123, “Management’s Responsibility for Internal Control,” the Government Accountability Office (GAO)’s GAO-14-704G, “Standards for Internal Control in the Federal Government (the “Green Book”),” and DoDI 5010.40, “Managers’ Internal Control Program Procedures,” to ensure that sales price and fees are developed, published, and



adjusted using current, accurate, and complete data and appropriate audit standards are applied to their collections.

\* D. User fees for transactions with the public must be published in a schedule, list, or table on a publicly available website. Schedules, listings, or tables of fees must be reviewed biennially, in accordance with OMB Circular No. A-25 to ensure proper and adequate costs are being recovered and adjustments are made for changes in costs or market values. The biennial review of user fees must be published and discussed in the annual DoD Agency Financial Report required by the Government Management and Reform Act of 1994 and the Chief Financial Officers (CFO) Act of 1990.

E. When a Government laboratory, center, range, or testing facility makes a decision to sell, rent, lend or give samples, drawings, information, or equipment or charge a fee for services that is subject to DoDI 5535.11, then the financial management policy outlined in paragraphs 140402 through 140405 regarding calculation, collection, and disposition of proceeds or fees must be followed.

\*140402. Calculation of Sales Price

A. In general, the sales price of samples, drawings, information, equipment, or materials in accordance with subparagraphs 140301.A.1 and 140301.A.2 will be calculated or determined prior to or at the time of the sale. When calculating or determining the sales price of such assets, consideration should be given to the following:

1. Fair Value;
2. Historical Cost less Depreciation (Net Book Value);
3. Replacement Cost;
4. Net Realizable Value;
5. Discounted price (may be used when selling an asset to a State or Local agency); or
6. Without charge (may be considered when reutilizing an asset within DoD, transferring an asset to another Federal agency, or donating an asset to a State or Local agency); and
7. The specific mission, goals, and/or objectives of the research and development project associated with a particular asset's sale.
8. Terms identified in subparagraphs 140402.A.1 through 140402.A.4 are defined in the 2014 Federal Accounting Standards Advisory Board (FASAB) Handbook Appendix E, "Consolidated Glossary."

B. Additional guidance on the sale (and disposal) of DoD property can be found on the Defense Logistics Agency (DLA) Disposition Services' [website](#). Moreover, specific guidance regarding property disposal can be found in [DLA Instruction 1403](#), "DoD Property Disposal" and [DoD Manual 4160.21, Volume 1](#), "Defense Materiel Disposition: Disposal Guidance and Procedures."

\*140403. Calculation of Fees

A. When DoD services, facilities, or equipment are made available in accordance with subparagraphs 140301.A.3 and 140301.A.4 and DoDI 5535.11, an appropriate user fee must be imposed by the DoD agency providing the service, facility, or equipment.

1. In accordance with 10 U.S.C. § 2539b, user fees may not exceed the amount necessary to recoup the direct and indirect costs incurred (i.e., total or full costs) by providing the service, facility, or equipment. However, direct costs, at a minimum, must be charged or recouped.

2. Costs may include capital improvement costs, utility costs, depreciation, contractor support, salaries of personnel, and all other ancillary support costs.

3. Specific policy pertaining to the calculation (i.e., identification of specific costs) and reporting of fees for the provision of services, equipment, and facilities pursuant to subparagraphs 140301.A.3 and 140301.A.4 can be found in Chapter 4, 32 C.F.R. Part 204, and OMB Circular No. A-25.

B. When approved by the laboratory directors, facility directors, and/or commander, prior to providing the service or use of facilities and/or equipment, all or a portion of the indirect costs may be eliminated from the fee. Fees charged for services at less than total costs are permitted only when there is a compelling reason or it is determined to be in the best interest of national defense to do so.

1. In addition, special consideration as to recovery of less than full costs may be given when:

a. The recipient of the benefit is engaged in a nonprofit activity designed for public safety, health, or welfare;

b. Payments of full fees by a state, local government, or nonprofit activity would not be in the Federal Government's best interest; or

c. The laboratory directors, facility directors, and/or commander have determined that the administrative costs of determining and collecting the full fees would outweigh the benefits to the activity.

2. When less than full cost is charged, laboratory directors, facility directors, and commander must maintain adequate documentation justifying or supporting each

decision. Such documentation should address the criteria in subparagraphs 140402.A and 140402.B and be available for audits or inspections and for review by higher authorities.

C. DoD Working Capital Fund laboratories and facilities must use standard (stabilized) rates to establish fees in accordance with Volume 11B, and DoD activities designated as “Major Range and Test Facility Bases” must determine costs and fees in accordance with Chapter 12.

\*140404. Collection of Proceeds or Fees

DoD Components should make every effort to collect proceeds or fees electronically, via electronic funds transfer (EFT), and utilize, as applicable, the collection services provided by the Treasury’s Bureau of the Fiscal Service (Fiscal Service) as outlined in the Treasury Financial Management (TFM), Volume 1, “Federal Agencies,” Part 5, Deposit Regulations and Part 6, Chapter 4000, Intra-Governmental Payment and Collection (IPAC) System and further described in Volume 5, Chapter 8. Moreover, support agreements with DoD Components or other Federal Government agencies, contract agreements with private parties or entities established in conjunction with sales, rentals, or lending of property identified in subparagraphs 140301.A.1 and 140301.A.2 and fees received for services identified in subparagraphs 140301.A.3 and 140301.A.4, should include requirements to use, as applicable, the collection services provided by the Fiscal Service.

A. In accordance with OMB Circular No. A-25, user fees must be collected in advance of, or simultaneously with, the rendering of services unless appropriations and authority are provided to allow for reimbursable services.

B. All fees for services that incur variable costs over time such as personnel or utility costs may be collected incrementally over time.

\*140405. Disposition of Proceeds or Fees Received

As required by 31 U.S.C. § 3302 and unless another statute provides otherwise, an official or agent of the Government who receives money for the Federal Government from any source must deposit the money in the Treasury as soon as practicable. This law is commonly referred to as the “Miscellaneous Receipts Act.”

A. Proceeds received from sales or rentals provided in accordance with subparagraphs 140301.A.1 and 140301.A.2 must be credited to the General Fund of the Treasury as miscellaneous receipts, unless an exception to the Miscellaneous Receipts Act is available, such as 10 U.S.C. § 2210, which authorizes Working Capital Fund activities to retain a portion of the proceeds from the sale or disposal of certain types of property, with the balance credited to current applicable appropriations of DoD.

B. Under authority of 10 U.S.C. § 2539b, fees collected for services or when making facilities, equipment and other items available under subparagraphs 140301.A.3 and

140301.A.4 may be credited to the appropriations or other funds of the activity making such services available.

140406. Warranties and Liabilities

All transfers of property or services of whatever nature made pursuant to this policy must be without any express or implied warranty. The recipient of the property or services must agree in writing to hold harmless and indemnify the U.S. Government from any liability or claim for damages or injury to any person or property arising out of the property or services provided.

140407. Liability for Loss of or Damage to Property of the Government

The written support agreement or contract with an individual, company, corporation, or organization must include a clause stating that the U.S. Government will be reimbursed for any losses or damages arising out of or in conjunction with the use of government property.

**VOLUME 11A, CHAPTER 15: “TRAINING OF SPECIAL OPERATIONS FORCES WITH FRIENDLY FOREIGN FORCES”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [\*\*\*bold, italic, blue, and underlined font\*\*\*](#).

The previous version dated [November 2012](#) is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
Multiple	Section 2011 to title 10, United States Code, was transferred to chapter 16 of such title, inserted after section 321, and redesignated as section 322 per section 1244(b) of the National Defense Authorization Act for Fiscal Year 2017 (P.L. 114-328)	Revision
Multiple	Changed “Military Information Support Operations” to “Psychological Operations” per the United States Army Special Operations Command (USASOC) guidance, dated October 27, 2017.	Revision

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## CHAPTER 15

**TRAINING OF SPECIAL OPERATIONS FORCES  
WITH FRIENDLY FOREIGN FORCES**

## 1501 OVERVIEW

## 150101. Purpose

This chapter provides accounting and reporting procedures to implement provisions of [Title 10, United States Code, section 322](#) that are related to the training of special operations forces with friendly foreign forces.

## 150102. Authority for Payment of Training Expenses

[10 U.S.C. 322](#), authorizes, the Commander, United States Special Operations Command and the commander of any other unified or specified combatant command to pay, or authorize payment for, any of the following expenses:

A. Expenses of overseas training of U.S. special operations forces, to include civil affairs forces and [psychological operations](#) forces, assigned to the combatant commander in conjunction with training, and training with, armed forces and other security forces of a friendly foreign country.

B. Expenses of deploying such special operations forces, to include civil affairs forces and [psychological operations](#) forces, for that training.

C. Incremental expenses incurred, in the case of training in conjunction with a friendly developing country, by that country as the direct result of such training. The term, “incremental expenses,” with respect to a developing country, means the reasonable and proper costs of rations, fuel, training ammunition, transportation (except to and from the continental United States or from one country to another country), and other goods and services consumed by such country, except that the term does not include pay, allowances, and other normal costs of such country’s personnel.

## 150103. Purpose of Training

For the authority cited in paragraph 150102 to apply, the primary purpose of the overseas training activities must be the training of special operations forces of the combatant commands. Training of foreign forces may not be the primary purpose.

## 1502 POLICY AND PROCEDURES

## 150201. Accounting Procedures

Departmental funds expended to facilitate the participation of friendly foreign forces training with U.S. special operations forces **must** be incurred and reported under the following guidelines:

A. Funding for training of U.S. personnel may include amounts for training expenses authorized in 10 U.S.C. 322. The funding source for these proposed payments **must** be funds made available to the applicable DoD Component for these purposes.

B. Prior to commencement of the training, agreement on implementing arrangements should be reached in terms of the types and scope of non-financial support and financial contributions to be provided by the United States to a foreign country and/or by a foreign country to the United States. In order to protect the interests of the United States, the essential terms of the arrangement should normally be documented in writing and a copy of the document provided to the foreign country. In addition, the arrangement should request that each participating country identify both physical and financial contributions to the training effort and the amount of expenses paid related thereto. Formal foreign agreements, under the provisions of DoD Directive DoDD [5530.3](#), "International Agreements," are not required with respect to these implementing arrangements.

C. In the event that the participating country is unable to identify its expenses in time to meet reporting requirements, knowledgeable U.S. personnel will estimate that participant's contributions, and the value of expenses paid in U.S. dollar equivalents at the exchange rate in effect at the time of the training. Estimates of a participating country's contributions may be calculated using relative factors of comparable costs for similar U.S. training activities.

D. Arrangements with a friendly developing country may provide for financial or in-kind payment to the developing country by the United States for incremental expenses incurred by that country as a direct result of such training. "Incremental expenses" are defined in subparagraph 150102.C.

E. Arrangements with a friendly country also may provide for payment to that country by the United States for the costs of support provided to U.S. personnel by the host country. Expenses that may be paid under the terms of an arrangement with a friendly country for support provided to U.S. personnel by that country are limited to those types of expenses included in the definition of incremental expenses described in subparagraph 150102.C.

F. For expenses that are to be paid to a friendly country, either incremental costs incurred by a developing country or support provided by a host country to U.S. personnel, the arrangement **must** stipulate that the host country provides, in advance of payment, appropriate documentation to support the payment. This documentation **must** include dates, quantities, units and costs so that the senior U.S. official can determine the reasonableness and propriety of such costs, in U.S. dollar equivalents at current exchange rates, for the various types of authorized expenses incurred.



G. The following procedures **must** be followed to substantiate payments for reasonable incremental expenses incurred by a developing country.

1. The senior foreign official participating in the training **must** certify that the documentation provided to support the claim for payment reflects reasonable and proper expenses incurred during the training.

2. The senior U.S. official participating in the training **must** include a statement that, in his or her judgment, the documentation reflects reasonable and proper expenses.

3. If the senior U.S. official participating in the training questions the propriety or reasonableness of any expense claimed by the foreign country, resolution of those questions **must** occur before the payment is made.

H. The following procedures **must** be followed to substantiate payments for reasonable expenses to support U.S. personnel.

1. The U.S. official accepting the goods and/or services on behalf of the United States Government **must** certify receipt and acceptance for the United States Government. The acceptance **must** include documentation of the dates, quantities, units, and costs of the various types of support received.

2. The host country **must** submit a claim for payment that includes documentation of the dates, quantities, units, and costs, in U.S. dollar equivalents at current exchange rates, of the various types of support provided.

I. The annual report (described in paragraph 150202) requires a determination of both financial and non-financial contributions to the training effort and the amount of related expenses paid by the participants in such training. Financial and non-financial contributions include all costs that are incurred because of the training. The accounting records from which the contributions are reported **must** include the separate identification of all the costs incurred, such as:

1. Rations, fuel, and training ammunition.

2. Personnel (including lodging, and/or per diem costs) for other than normal pay and allowances.

3. Costs associated with training areas, firing ranges, storage sites, and other similar items and facilities used during the training. These costs must be attributable directly to such training.

4. All transportation of personnel, equipment and supplies to and from the training area.

J. The operations and maintenance funds expended under 10 U.S.C. 322, are not to be used to supplement other accounts, to circumvent budget ceilings established for other accounts, or to assume the mission of programs funded from other accounts.

K. 10 U.S.C.322 authorizes the Department to program and expend operation and maintenance funds to train U.S. special operations forces, to include civil affairs forces and **psychological operations** forces, with friendly foreign nations. It does not provide authority to conduct any type of training activity that the Department otherwise cannot legally conduct. Any training activity funded under this statutory authority must be conducted in accordance with DoD directives, regulations and instructions, and all other applicable interagency procedures.

150202. Annual Report by U.S. Unified Combatant Commands

Funds expended under the authority of 10 U.S.C. 322, **must** be reported by the appropriate combatant commands on a fiscal year basis to the Assistant Secretary of Defense (Special Operations/Low Intensity Conflict (ASD(SO/LIC))) to arrive not later than February 1 of each year. Each fiscal year report submitted by the combatant commands **must** be organized by theater and presented for each country in alphabetical order with each joint combined exchange training (JCET) deployment listed in chronological order. The reporting of classified training activities, if any, **must** be properly classified and the classification prominently identified. Each report **must** specify the following:

A. All countries in which training was conducted.

B. The type of training conducted in each country for each JCET, including whether such training was related to counter-narcotics or counter-terrorism activities; the date and duration of that training; the number of U.S. military personnel involved; and the total expenses paid by the United States. Total expenses paid by the United States **must** be the total of (1) amounts paid for deploying and training U.S. special operations forces, including the costs listed in subparagraph 150201.I; (2) amounts paid to a foreign country for support provided to U.S. personnel, as described in subparagraph 0150201.H; and (3) financial payments to a developing foreign country for incremental expenses, as described in subparagraph 150201.G.

C. The extent of participation by foreign military forces, including the number and service affiliation of foreign military personnel involved and the physical and financial contribution of each host nation to the training effort.

D. The relationship of that training to other overseas training programs conducted by U.S. Armed Forces, such as military exercise programs sponsored by the Joint Chiefs of Staff, military exercise programs sponsored by a U.S. unified combatant command, and military training activities sponsored by a Military Department (including deployments for training, short duration exercises and other similar unit training events).

## 150203. Consolidated Budget Display for DoD Security Cooperation Programs

A. The DASD for Security Cooperation (DASD(SC)), **must** receive from ASD(SO/LIC) by August 1 each year budget request data for activities to be conducted in the subsequent fiscal year, including the specific country or region pursuant to 10 U.S.C. § 322 for the purpose of developing a Consolidated Budget Display (CBD) in accordance with 10 U.S.C. § [381\(a\)](#).

B. The USD(P) **must** submit a consolidated budget for all security programs and activities of the Department of Defense each year, consistent with the submission of the President's annual budget request.

## 150204. Quarterly Budget Execution Reports for DoD Security Cooperation Programs

A. The Combatant Commands **must** transmit to the Director, Defense Security Cooperation Agency, no later than 15 days after the end of each calendar quarter, the cumulative total of all obligations and expenditures related to 10 U.S.C. § 322.

B. The Director, DSCA, **must** submit to the appropriate members of Congress, a report on the obligation and expenditure of funds for security cooperation programs and activities of the Department of Defense not later than 30 days after the end of each calendar quarter in accordance with 10 U.S.C. section 381(b).

## 150205. Annual Report by the Secretary of Defense

A. The ASD(SO/LIC) **must** receive reports from [the commander of the special operations command, and the commander of any other unified or specified combatant command](#), as described in this chapter, and compile those reports into a single document and forward it to the Under Secretary of Defense (Policy (USD(P))).

B. The USD(P) **must**, not later than April 1 of each year, submit on behalf of the Secretary of Defense the required annual report to the Armed Services and Foreign Relations Committees of the Senate and the National Security and Foreign Affairs Committees of the House of Representatives.

C. The annual report **must** cover training during the preceding fiscal year for which expenses were paid under 10 U.S.C. 322.

**VOLUME 11A, CHAPTER 16: “ACCOUNTING FOR PRODUCTION AND SALE OF FOREST PRODUCTS”**

**SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

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Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated March 1997 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
160102.A	Inserts reference to Army Annex.	Update
160102.A	Inserts reference to Marine Corps Financial Execution Standard Operating Procedures Manual (P7300.21)	Update
Army Annex	Incorporates Defense Finance and Accounting Service Indianapolis Regulation 37-1, Chapter 14, “Sales and Revenues”	Incorporate Guidance

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## CHAPTER 16

**ACCOUNTING FOR PRODUCTION AND SALE OF FOREST PRODUCTS**

## 1601 OVERVIEW

## 160101. Purpose

This chapter establishes the policy and procedures used to account for the production and sale of forest products (see Figure 16-1). This chapter also assigns responsibility for Department of Defense (DoD) reimbursement and for the entitlement of a state to a share in the net proceeds (see Figure 16-1) derived from forest products sold from military installations or facilities.

## 160102. Applicability and Scope

The policies and procedures established by this chapter:

\* A. Apply to the Office of the Secretary of Defense (OSD) and to the Military Departments (including their Reserve Components). The term "Military Services," as used herein, refers to the Army, Navy, Air Force, and Marine Corps. Policies and procedures specific to the Army are included in the [Army Annex](#). The policies and procedures applicable within the Department of the Navy are in Appendix L of the Marine Corps Financial Execution Standard Operating Procedures Manual (P7300.21).

B. Cover forest products production and sales programs on military installations or facilities in the United States.

C. Do not apply to forestry activities within the civil programs of the U.S. Army Corps of Engineers or to the state-owned National Guard installations.

## 1602 POLICY AND PROCEDURES

## 160201. DoD Appropriations To Incur Obligations to Fund the Production and Sale of Forest Products

DoD appropriations that incur obligations to fund the production and sale of forest products shall be reimbursed from collections made as a result of the sale of those products. Remaining collections shall be disposed of as follows:

A. Forty percent of installation net proceeds shall be distributed to the state that includes the military installation or facility from which forest products were sold during a fiscal year. If the installation or facility is located in more than one state, each state shall share the proceeds in a manner proportional to the area of such installation or facility in each state. (See paragraph 160206 and Figure 16-1) Entitlement to the states applies to forest products sold after September 30, 1984.

B. When the disbursement to each state has been made, any remaining amount shall be transferred to the reserve account. (See paragraph 160203, below.) To the extent that collections from the sale of forest products are inadequate, obligations for the production and sale of those products may be financed either from the appropriation accounts, or from transfers from the reserve account when other sources of funds are not available in a timely manner.

160202. DoD Reserve Account

A DoD reserve account shall be established. The balance in this account may be used for:

- A. Improvements of forest lands,
- B. Unanticipated contingencies in the administration of forest lands and the production of forest products for which other sources of funds are not available in a timely manner, and
- C. Natural resource management that implements approved plans and agreements.

The balance shall not exceed \$4 million on December 31 of any calendar year. Unobligated balances exceeding \$4 million on that date shall be deposited in the U.S. Treasury General Fund Miscellaneous Receipts Account. (See paragraph 160205.C., below.)

160203. Operating Procedures for Program Obligations

- A. Program obligations shall be related directly to the economic production and sale of forest products in the following functions:
  - 1. Forest Improvement. Obligations incurred to improve an existing timber stand or forest, whether it is planted, seeded, or natural, to include thinning, pruning, and controlling undesirable vegetative growth.
  - 2. Reforestation. Obligations incurred for natural or artificial regeneration including planting, purchasing of seeds or seedlings, preparing sites, and controlling insects, diseases, vegetation, and animals.
  - 3. Forest Protection. Obligations incurred to protect a forest capable of economic production of forest products from damage by fire, insects, diseases, animals, floods, and erosion.
  - 4. Forest Access Roads. Obligations incurred for construction, reconstruction, repair and maintenance of forest access roads and trails, and for repair of other roads as a result of forest production and harvest operations.

5. Sales. Obligations incurred to facilitate sales and preparation for sales of forest products including appraising, cruising, marking, scaling, advertising, and escorting prospective bidders, as well as preparing, administering, and enforcing compliance with sales contracts.

6. Management. Obligations incurred to manage of the functions listed in subparagraphs 160204.A.1 through 160204.A.5, above, including supervising, planning, programming, conducting field surveys and inventories, training, and attending professional meetings.

7. Forestry Equipment. Obligations incurred to purchase vehicles, minor equipment, and heavy equipment used exclusively in forest management (purchased, as appropriate, by O&M or procurement appropriations under reimbursable program authority).

B. To the extent that an installation receives applicable program support from a function or activity above the installation level, costs shall be prorated based on the level of effort among all applicable military installations or facilities involved in the program.

C. Program obligations do not include amounts incurred for operations that, while related to the land and forest, are for other purposes such as the military mission, recreation, general area improvement, wildlife management, and beautification. Do not include amounts for the protection of forests that are incapable of economic production of timber products. Program obligations at all organizational levels shall be categorized according to the functions listed in subparagraphs 160204.A.1 through 160204.A.7, above.

D. Reimbursable program obligations under Title 10, United States Code (U.S.C.), section 2665(d) include all program costs except those cited in subparagraph 160204.C, above. Acquisition of equipment shall be justified on an economic basis. When general equipment is used in forestry program operations, obligations incurred by DoD appropriations for that use shall be included as program costs.

#### 160204. Accounting and Reimbursements

A. Proceeds collected from forestry sales shall be turned over to the supporting DoD disbursing officer. These proceeds shall be deposited without delay to the Treasury General Fund Receipt Clearing Account \*\*F3875, "Budget Clearing Account (Suspense)." (The applicable agency code will be shown instead of asterisks.) That portion of the proceeds used to finance reimbursable expenses shall be transferred to the funding O&M or procurement appropriation in accordance with annual budget guidance. Table 16-1 illustrates the applicable United States (U.S.) Treasury account symbols.



Table 16-1 TREASURY ACCOUNT SYMBOLS

	<u>O&amp;M</u>	<u>Procurement</u>
(1)	Army - 21(FY)2020	21(FY)2035
(2)	Navy - 17(FY)1804	17(FY)1810
(3)	Air Force - 57(FY)3400	57(FY)3080
(4)	Marine Corps - 17(FY)1106	17(FY)1109

B. At the end of the fiscal year, estimate the amount of each state's entitlement and transfer that amount from \*\*F3875 to deposit account \*\*X6875, "Suspense." After the states' entitlements are computed (see subparagraph 160201.A, above, and paragraph 160208, below), adjust the estimate to record applicable refunds to \*\*F3875 or additional transfers to \*\*X6875. Make payments to the states from \*\*X6875. After the states have been paid and appropriation accounts reimbursed, transfer any remaining balance in \*\*F3875 to 21\*5285, "Department of Defense, Forest Products Program, Army."

C. On December 31 of each year, the Deputy Under Secretary of Defense (Environmental Security), Office of the Under Secretary of Defense for Acquisition, Technology and Logistics (OUSD(AT&L)) (or designee) shall review the balance in 21X5285 and direct the transfer of any amount in excess of \$4 million to U.S. Treasury account \*\*3210, "General Fund Proprietary Receipts, Defense Military, Not Otherwise Classified."

#### 160205. Compute Entitlements

Compute entitlements to each state in accordance with 10 U.S.C. 2665(e). Determine these entitlements based on a separate calculation for each military installation or facility from which forest products were sold in that fiscal year.

A. Maintain records for each military installation or facility concerned in order to effect sales proceeds and reimbursable program obligations by fiscal year. If a military installation or facility is located in more than one state, make payments to each state involved in a manner proportional to the area of the installation or facility situated in each state. If an installation or facility is located in more than one county within a state, a description of the areas (acres) of the installation or facility situated in each county may accompany that state's entitlement.

B. Disburse states' entitlements within 90 days after the end of the fiscal year. These payments shall be made by electronic funds transfer.

## 160206. Distribute Net Proceeds

As directed by the USD(AT&L) or designee, in coordination with the Office of the Under Secretary of Defense (Comptroller) (OUSD(C)), distribute net proceeds among the Military Services to meet the overall funding requirements of the DoD forestry program.

## 160207. Chapter Provisions

These OUSD(C) provisions govern the recording of sales revenue, program obligations, entitlement payments to states, and all other accounting for this program.

## 160208. Coordinating and Reporting Requirements

Figure 16-2 contains USD(AT&L) coordinating and reporting requirements. The Forest Products Sales Program report has been assigned Report Control Symbol DD-A&T(Q&A)1649. See subparagraph 160302.A, below, and figures 16-3, 16-4 and 16.5

## 1603 RESPONSIBILITIES

## 160301. The USD(AT&amp;L) or Designee Shall:

A. Issue and monitor policy on forest management of DoD lands in accordance with DoD Directive 4700.4, "Natural Resources Management Program."

B. Advise the Military Services of potential downward adjustments in funding for the program during the year if timely receipt of anticipated proceeds becomes doubtful.

## 160302. The Secretaries of the Military Departments shall:

A. Prepare annual forestry program budgets for the coming fiscal year that include anticipated sales revenue, program obligations, states' entitlements, unfinanced requirements, and transfers. See Figure 16-2, below "Coordination and Reporting Requirements" for due date and other reporting information.

B. Ensure that all proposed obligations are related directly to the economical production and sale of forest products, consistent with DoD Directive 4700.4.

C. Ensure that no unplanned program obligations are incurred simply to "use up" proceeds.

D. Adjust the program downward during the year by reducing planned obligations if actual proceeds do not materialize at anticipated levels and sufficient funding cannot be obtained from the reserve account.

E. Ensure that all program obligations are accumulated in DoD appropriation accounts and that reimbursements and distributions to States and the use of funds from the DoD Reserve Account conform to paragraph 160203, above.

F. Comply with requirements stated in paragraph 160205, above.

G. Coordinate approved budgets with the USD(AT&L) or designee to assist in planning and trade-off analysis and to ensure effective and efficient functioning of the overall DoD program.

H. Review the cumulative total obligations incurred, estimated program obligations, cumulative revenue, and realistic estimates of future revenue to determine whether DoD forests remain capable of economic production.

I. Identify to the DoD Executive Agent (see subparagraph 160303.A, below) the official who is authorized to transfer surplus funds (see Figure 16-1) and accept reserve funds.

160303. The Secretary of the Army shall:

A. Act as DoD Executive Agent to monitor and coordinate financial management of the DoD forest products program.

B. Coordinate the transfers of surplus and reserve funds.

C. Maintain the DoD Reserve Account (21\*5285) and make transfers in accordance with the instructions from the USD(AT&L) or designee. (Replace asterisk with fiscal year designator.)

## Exhibit 16-1 DEFINITIONS

1. Forest Products. Those items produced from a forest such as sawtimber, veneer logs, poles, piles, posts, pulpwood, pine straw, stumpwood, bark, and other mulch, cones, seeds, mistletoe, firewood, and wood chips.
2. Net Proceeds. The amount received by the United States during a fiscal year (FY) as proceeds from the sale of forest products produced on a military installation or facility, minus the amount reimbursed to the Department of Defense, under 10 U.S.C. 2665, for program costs incurred by that installation or facility. Program costs include obligations for current operating expenses and for the purchase of capital equipment required to operate the program.
3. Reserve Funds. A reserve account authorized under 10 U.S.C. 2665 and administered by the Department of Defense. The amount is held in the U.S. Treasury Special Fund Account 21\*5285, Department of Defense, Forest Products Program, Army. (Replace asterisk with fiscal year designate.)
4. Surplus Funds. The amount expected to be available during the year within the Department of Defense after providing for the reimbursements under this Instruction. These funds represent the amounts to be transferred to the DoD Reserve Funds Account.

Exhibit 16-2 COORDINATION AND REPORTING REQUIREMENTS  
Annual Coordination of DoD Forest Products Program

1. Purpose. To coordinate forestry obligations and revenues of the Military Services to ensure that overall DoD revenue is sufficient to reimburse all authorized obligations for the production and sale of forest products.
2. Authority. Title 10, United States Code (U.S.C.), section 2665
3. Schedule
  - a. December 15. Each Military Service disburses funds to the various states. Each disbursement shall be accompanied by identification of the generating installation(s) and amount generated by each installation.
  - b. December 30. Each Military Service deposits funds from the F3875 clearing account to the DoD Reserve Account (21\*5285). (Replace asterisk with fiscal year designation.)
  - c. January 2. Each Military Service transmits the “Actual Revenue and Obligations Report” to the Executive Agent (EA) and the Office of the Deputy Under Secretary of Defense (Environmental Security) (OUSD(AT&L)). See Figure 16-3.
  - d. February 15. Each Military Service transmits to the EA and the USD(AT&L) a report of cumulative program revenue and obligations through December 31 of the current fiscal year and any planned changes. See Figure 16-4.
  - e. May 15. Each Military Service transmits to the EA and the USD(AT&L) a report of cumulative program revenue and obligations through March 31 of the current fiscal year and any planned changes. See Figure 16-4.
  - f. August 15. Each Military Service transmits to the EA and the USD(AT&L) a report of cumulative revenue and obligations through June 30 of the current fiscal year and any planned changes. See Figure 16-4.
  - g. September 1. Each Military Service transmits to the EA and the USD(AT&L) its planned forest products revenue and expenses, by appropriation, for the coming fiscal year. See Figure 16-5. This plan shall reflect no deficit in the program; however, a description of unfinanced needs may accompany the plan.

Figure 16-2

Exhibit 16-3 Sample Report RCS: DD-A&amp;T(Q&amp;A) 1649

<b>ACTUAL REVENUE AND OBLIGATIONS</b>			
<b>RCS: DD-A&amp;T(Q&amp;A)1649</b>			
(Due January 2)			
For FY _____			
Military Service _____			
	(Other) Procurement	O&M	Total
	_____	_____	_____
<b>I. <u>PROGRAM RESERVE AND OBLIGATIONS</u></b>			
A. Revenue (actual deposits to F3875 account)			\$ _____
B. Distributions (from F3875 account)	\$ _____	\$ _____	(\$ _____)
C. Reimbursable Obligations	(\$ _____)	(\$ _____)	
D. Unobligated Balance Remaining and Returned to F3875	\$ _____	\$ _____	\$ _____
E. Subtotal			\$ _____
F. States' Entitlements (note 1)			(\$ _____)
G. Transfer to Reserve Account			(\$ _____)
H. Total			\$ -0-
<b>II. <u>UTILIZATION OF RESERVE FUND</u></b>			
A. Transfer In	\$ _____	\$ _____	
B. Obligations (note 2)	\$ _____	\$ _____	
C. Unobligated Balances Returned to Reserve Fund	\$ _____	\$ _____	\$ _____
<b>NOTES:</b>			
1. Furnish by installation, state, and amount.			
2. Briefly describe the forestry projects and/or activities funded from reserve funds.			

Exhibit 16-4 Sample Report RCS: DD-A&T(Q&A) 1649

**QUARTERLY FOREST PRODUCTS PROGRAM**  
**RCS: DD-A&T(Q&A)1649**

(Due February 15, May 15, August 15)

Military Service \_\_\_\_\_

Date \_\_\_\_\_

FY \_\_\_\_\_

- A. Planned Revenue this Fiscal Year (FY) \$ \_\_\_\_\_
- B. Planned Obligations this FY \$ \_\_\_\_\_
- C. Cumulative Actual Revenue this FY \$ \_\_\_\_\_
- D. Cumulative Actual Obligations this FY \$ \_\_\_\_\_
- E. Net Proceeds this FY (Item C minus Item D) \$ \_\_\_\_\_
- F. Current Estimate of States Entitlements this FY \$ \_\_\_\_\_
- G. Current Unfinanced Needs for this FY \$ \_\_\_\_\_  
(describe below)

Exhibit 16-5 Sample Report RCS: DD-A&T(Q&A) 1649

<b>ANNUAL FOREST PRODUCTS PROGRAM BUDGET</b>			
<b>RCS: DD-A&amp;T(Q&amp;A)1649</b>			
(Due September 1)			
For FY _____			
Military Service _____			
	<u>(Other)</u> <u>Procurement</u>	<u>O&amp;M</u>	<u>Total</u>
A. Planned FY Revenue		\$ _____	
B. Planned FY Distribution	\$ _____	\$ _____	\$ _____
C. Planned FY Obligations	\$ _____	\$ _____	\$ _____
D. Planned Net (note)		\$ _____	
E. Planned Payments to States		\$ _____	
F. Unfinanced Needs (describe below)	\$ _____	\$ _____	\$ _____

NOTE: Total of item A. minus total of item C



**ARMY ANNEX**

**ARMY POLICIES AND PROCEDURES FOR PRODUCTION AND  
SALE OF FOREST PRODUCTS**

A. The Reimbursable Forestry Program

1. General. This chapter and annex prescribes the policies and procedures for budgeting, accounting and reporting of proceeds and obligations associated with the production and sale of forest products at Army installations or facilities (see Title 10, United States Code (U.S.C.), section 2665). Determine eligibility for participation within this program using the provisions of Army Regulation (AR) 200-3. The objectives of the Army's reimbursable forestry program are to support mission operations, support conservation compliance, and execute natural resources stewardship.

2. Responsibilities. Headquarters, Department of the Army (HQDA), through the Office of the Director of Environmental Programs (ODEP) along with the United States (U.S.) Army Environmental Center (USAEC), major Army commands (MACOMs), and Army installations, is responsible for the execution of the Army's reimbursable forestry program. The ODEP, as the program manager, in coordination with other Army Staff (ARSTAF) offices, shall monitor all proceeds received and recommend targets for reimbursable authority to the Director of Environmental Programs (DEP).

3. Budgeting. Include authority to execute reimbursable work on the Funding Authorization Document (FAD). Automatic reimbursable authority may be used for operation and maintenance, minor construction, purchase of forestry equipment, and other obligations directly related to the reimbursable forestry program. The ODEP shall annually determine targets for the MACOMs' forest products reimbursable authority based on the anticipated proceeds, obligations, and states' entitlements. Issue these targets to the MACOMs separately memorandum from the ODEP.

4. Proceeds. Deposit proceeds from the sale of forest products into General Fund Budget Clearing Account, 21F3875.3960. Report proceeds on the Accelerated Reporting of Receipt and Outlay (Expenditure) Data-Statement of Accountability Report (RCS CSCFA-302A). This includes proceeds from forest products disposed of by the Defense Reutilization and Marketing Service. Forest products include, but are not limited to, veneer logs, timber, pine straw, stumpwood, bark, mulch, cones, seeds, mistletoe, firewood, Christmas trees, sawlogs, chips, poles, piles, posts, and pulpwood. The products can be dead and down or designated standing timber. When forest products are removed from Army lands by any means other than a commercial sale (for example, generating energy on the installation), a dollar amount equal to the fair market value shall be deposited in the Army Forestry Account by the proponent of the activity removing the forest products. The only exception is that forest products may be removed or used directly to assist the military mission without payment. Deposit advances from contractors as unearned revenue in the same account as the unfilled orders to which the advance

applies. Monthly, each activity's accounting office shall transfer current month earnings from the unearned revenue to the deposit fund account.

5. Expenses. Program expenses incurred by HQDA, installations or facilities and the District Engineer Offices shall be related directly to the integrated management, production and sale of forest products, and associated program management costs for personnel at all levels (i.e., installation, MACOM, district, division, field operating activity (FOA), ARSTAF and auxiliary staff) whose primary duties are to administer the forestry reimbursable program. Program expenses shall be categorized according to the functions listed below.

a. Forestry Equipment. Include purchase, over the Capital Expenditure Limit (currently \$100,000) only, of forestry equipment (for example, vehicles, or heavy equipment) used exclusively in reimbursable forest management.

b. Forest Fire Protection. Include the protection of forests on land in forestry reimbursable programs. Include equipment costing less than the Capital Expenditure Limit.

c. Forest Management. Include reimbursable forest management functions. Include supervision, planning, programming, and conducting field surveys and inventories, training, and attending professional meetings. Include improvements of existing forest stands, whether they are planted, seeded, or natural, including natural resources projects in direct support of the reimbursable forestry program. This includes controlling undesirable vegetative growth, prescribed burning, precommercial thinning, and pruning. Include the protection of reimbursable forests from insect, disease, animal, flood, and erosion damage. Include the sale and preparation for sale of forest products. Include appraising, cruising, marking, scaling, preparing sales contracts, escorting prospective bidders, advertising, sales administration, and contract compliance inspections. Include equipment costing less than the Capital Expenditure Limit.

d. Forest Access Roads. Include construction, repair, and maintenance of reimbursable forest access roads and trails. Include the repair of other roads resulting from the production and harvest operations. Include equipment costing less than the Capital Expenditure Limit.

e. Reforestation. Include natural or artificial regeneration, including planting, purchasing of seeds or seedlings, and preparing sites. Include equipment costing less than the Capital Expenditure Limit.

f. Forestry Support. Include Phase I archaeological surveys, threatened and endangered species surveys, and military mission coordination efforts driven only by forestry activities (for example, planting and harvesting).

6. Reporting and Review

a. Report proceeds on the RCS CSCFA-302 report. ("Report obligations incurred as automatic reimbursable obligations on the RCS CSCFA-218 (Status of Approved Resources Report)"). Report obligations incurred for items of equipment purchased with

procurement appropriation funds on the RCS CSCFA-112 (“Status of Reimbursements Report”). See Volume 6 of this Regulation for reporting instructions.

b. Report reimbursements earned on the RCS CSCFA-112 report as “Transferred for Collection” in the “Reimbursement Collected-Automatic” column. Identify the amounts transferred by detail reimbursement source code. Identify the amount of reimbursements “Transferred for Collection” as a separate footnote on the RCS CSCFA-112 report. Report reimbursements for items of equipment financed with procurement funds on the RCS CSCFA-112 report. Bill and collect according to procedures outlined in Chapter 12 of this volume. See Volume 6A or 6B of this Regulation for reporting instructions

c. HQDA, MACOMs, installations, district engineering offices, Defense Finance and Accounting Service (DFAS) sites, and Field Accounting Offices (FAOs) shall submit quarterly analysis of actual proceeds and obligations to become part of the RCS CSCFA-218 report. The U.S. Army Corps of Engineers (USACE) districts shall report proceeds and obligations separated by installation to the DFAS-Indianapolis (Sustaining Forces).

d. The DFAS-Indianapolis (Sustaining Forces) shall provide a quarterly Consolidated Analysis of Department of the Army (DA) Forest Products, based on USACE and installation input, to USAEC within 30 days after the end of each quarter. The USAEC, the MACOMs, and the USACE jointly shall review the Army’s commercial forestry program utilizing this report. The USAEC shall maintain a 7-year historical data record of annual proceeds and obligations.

e. Within 90 days after the conclusion of each fiscal year, the DFAS-Indianapolis (Sustaining Forces) shall compute the concluding fiscal year’s unfilled forestry orders (transferring excess to or removing required funds from that fiscal year’s Lumber/Timber account 21F3875.3960), compute and provide 40 percent of the net proceeds per installation to the appropriate States, and deposit the remaining net proceeds into the Forest and Wildlife Conservation, Military Reservations Account (21R5285, DFAS-Indianapolis Manual 37-100-FY). Before issuing states’ entitlements, the DFAS-Indianapolis (Sustaining Forces) shall confirm figures with the USAEC. States’ entitlements and transfers to 21R5285 shall not be made until monies are set aside, if necessary, to cover unfilled forestry orders.

f. States entitlements shall be issued to state treasurers with sufficient explanation to include reason for the issuance, itemization by installations and counties, and the DFAS point of contact (POC) phone number(s). A copy of this information shall be furnished to the USAEC.

g. The USACE determines and updates, as required, the total acreage by county and state for all Army installations or facilities participating in the DoD Forest Products Program. The USACE provides this data to the DFAS-Indianapolis (Sustaining Forces). The DFAS shall update its files for determining states’ entitlements. Acreage by county is the total acreage of the installation or facility, not just the acreage applicable to the forest products program.

B. The Forestry Reserve Account

1. General. The Forest and Wildlife Conservation, Military Reservations Account (The Forestry Reserve Account (21X5285)) is sustained with the calendar year end transfers from each of the Services' Forestry Program Deposit Fund accounts (\*\*F3875).

2. Responsibilities. The Army is the DoD executive agent for this account. Balances in this account shall be used in accordance with paragraph 160203 of this chapter.

3. Project Approval Process. The project approval, funding and accounting processes for forestry reserve account projects at Army installations or facilities are outlined below.

a. Annually, the ODEP shall request the MACOMs, based on installation input, to submit proposed projects to the Commander, USAEC, ATTN: SFIM-AEC-EQN, Aberdeen Proving Grounds, MD 21010-5401. The USAEC shall consolidate the proposals and provide them to ODEP. In coordination with other concerned ARSTAF offices and the Office of the Deputy Assistant Secretary of the Army, Environmental Safety and Occupational Health (ODASA-ESOH), the ODEP initially shall rank the proposals and submit them to the Assistant Chief of Staff for Installation Management for consideration and official submittal to the DASA-ESOH. The DASA-ESOH forwards Army's official submittal to the Department of Defense for funding.

b. The DFAS-Indianapolis (Sustaining Forces) shall transfer the total approved Army projects from 21X5285 when the Deputy Under Secretary of Defense (Environmental Security) approval memorandum and appropriate accounting classification are received from USAEC.

c. Based on the approved project list, the USAEC shall prepare a Military Interdepartmental Purchase Request (MIPR) (DD Form 448) citing Economy Act orders and forward a copy to the requesting/performing activity.

d. The requesting/performing activity shall accept the MIPR and forward signed copies to the USAEC.

e. Any remaining funds, after completion of the project, shall be returned to the USAEC. At no time shall the performing activity incur expenses in excess of the accepted MIPR.

4. Fund Transfers from 21X5285. The DFAS-Indianapolis (Sustaining Forces) shall transfer funds for approved Army projects from this account to USAEC using a "no check drawn" SF 1080. The DFAS-Indianapolis (Sustaining Forces) shall handle the transaction as a reverse collection.

a. Funds for approved projects at other DoD agencies shall be transferred by the DFAS-Indianapolis (Sustaining Forces) via an On-Line Payment and Collection (OPAC) transaction.

b. Collection and disbursement of funds from this account are limited to the DFAS-Indianapolis (Sustaining Forces).

5. Calendar-Year End

a. The DFAS shall deposit unobligated balances exceeding \$4 million on December 31 to a U.S. Treasury General Fund Miscellaneous Receipts Account in accordance with subparagraph 160203 of this chapter.

b. Deposits to the account of proceeds from the preceding fiscal year shall not be made until after January 1 to allow sufficient time to manage new deposits efficiently.

c. The DFAS-Indianapolis (Sustaining Forces) shall report to the USAEC on the activity and balance of this account within 30 days after the end of each quarter.

C. Equipment Purchases

1. General. Equipment purchased shall be for commercial forest management use when purchased with forestry automatic reimbursable authority and for natural resources uses when purchased with DoD Forestry Reserve Account or Agricultural/Grazing automatic reimbursable authority. (See Volume 12, Chapter 14.) Equipment purchases shall be coordinated fully with the organization equipment manager or equivalent.

2. Equipment Acquisition Process. Each purchase of equipment shall begin with an internal review of contract/buy/lease options, funding availability, and the potential for use of multipurpose equipment. The reimbursable authority is intended only to supplement routine procurement sources. Programmed equipment authority, such as Other Procurement, Army (OPA), shall be used for equipment. If the internal review justifies the need to purchase new equipment, then the general procedures outlined below shall be utilized.

a. The installation shall assure authority exists in the Table of Distribution and Allowances (TDA) or Common Table of Allowance (CTA).

b. The installation shall determine whether the equipment to be purchased is centrally managed by the Tank and Automotive Command (TACOM). The installation Property Book Officer (PBO) can make this determination by checking the equipment Line Item Number (LIN) against the Supply Bulletin 700-20. If the equipment is not centrally managed and is less than the Capital Expenditure Limit, then the equipment may be purchased locally or through the GSA schedule.

c. If the equipment is centrally managed, then the TACOM shall conduct the purchase unless a waiver for local procurement is granted.

d. If the estimated cost of the equipment is greater than the capital expenditure limit, centrally managed or not, do not use OMA (Agricultural/Grazing, Forestry, or Forestry Reserve Account). The TACOM shall use equipment purchase authority, reimbursing OPA. The purchase may be finalized at the TACOM, or the authority may be returned to the installation for a local procurement with a local procurement waiver.

**VOLUME 11A, CHAPTER 17: “OFFSETTING RECEIPTS”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by **bold, italic, blue and underlined font**.

The previous version dated March 1997 is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
Page 17-2	Add a Table of Contents.	Add
1702	Replace paragraph previously titled 1702 GENERAL with 1703 DEFINITIONS to expand definitions of offsetting receipts.	Incorporate
170201.A	Add subparagraph to clarify distributed and undistributed.	Update
170201.B	Incorporate Federal Account Symbols and Titles (FAST) Book for ease of referencing list of receipt accounts.	Add
170201.E	Add new language to identify the four types of undistributed receipts deducted from budget totals.	Update
170302	Insert chart on Budget Classification of Offsetting Receipts.	Add
170401.G	Add reference to Volume 6A guidance on the Report on Budget Execution and Budgetary Resources SF133.	Update
170405.A	Change Volume 3 Chapter 9 to read Volume 3 Chapter 15.	Correction
170501	Rename reference from Volume 2 Budget Formulation to Volume 2A and Volume 2B Budget Formulation and Presentation.	Update
Multiple	Truncate paragraph numbers throughout to accommodate new paragraphs.	Update
Multiple	Establish hyperlink references throughout the chapter.	Add

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## CHAPTER 17

OFFSETTING RECEIPTS

## 1701 OVERVIEW

## \*170101. GENERAL

This chapter prescribes standard procedures for accounting and reporting offsetting receipts throughout the Department of Defense (DoD).

## \*1702 DEFINITIONS

## 170201. Offsetting Receipts

Offsetting receipts are collections within the Department of Defense that result from proprietary or business like transactions (such as rents, sales of services and products, patent fees, sale of property, etc.) and from Intragovernmental transactions such as deposits between Federal and trust funds or payments within the same fund group.

A. Offsetting receipts are recorded as offsets to gross outlays and may be distributed or undistributed. Distributed offsetting receipts offset outlays of DoD as the agency that conducts the activity generating the receipts. Undistributed offsetting receipts offset government wide outlays.

B. Offsetting receipts are credited to general fund, special fund, or trust fund receipt accounts and offset gross outlays. Standard receipt accounts are prescribed by the Department of the Treasury in its Federal Account Symbols and Titles (FAST) Book. Offsetting receipts are deposited with the Department of the Treasury Financial Management Service (FMS) using receipt accounts symbols and reported monthly on the FMS Form 1220, "Statement of Transactions According to Appropriations, Funds and Receipt Accounts" as prescribed in Volume 6A Chapter 3.

C. Offsetting receipts are deducted from budget authority and outlays at agency (Component) levels. Actual offsetting receipts are reported on the Statement of Budgetary Resources and in budget submissions by DoD Components as described in Volume 6B Chapter 7.

D. Receipts collected by DoD Components shall be classified according to (1) the source of the receipt, (2) the authority for the collection and the nature of the transaction, and (3) whether the receipt offsets agency (Component) or government-wide totals. Receipts also are classified into fund groups in accordance with the Treasury FAST Book (i.e., general funds (0000-3799); clearing accounts (3800-3899); special funds (5000-5999); and trust funds (8000-8999)). In this section of the FAST Book, distributed offsetting receipts, as described in the Office of Management and Budget (OMB Circular No. A-136) "Financial Reporting Requirements" are identified with the check √ symbol before the account title.

\* E. Most offsetting receipts are offset (deducted) against the function that contains the outlays which give rise to the receipts, i.e., the function of the account collecting the money. In such cases, these offsetting receipts are deducted at the agency and sub-functional level before reaching functional budget authority or outlay totals, and are referred to as “*distributed*” to the functions. However, there are several categories of offsetting receipts that cannot be offset properly against any specific function. These collections are deducted at government-wide totals and are referred to as “*undistributed offsetting receipts.*” Such receipts are either intrabudgetary (a payment from one Federal agency to another, such as agency payments to the retirement trust funds) or proprietary (a payment from the public for some type of business transaction with the government). There are four (4) types of receipts that are deducted from budget totals as undistributed offsetting receipts:

1. Agency payments (including payments by off-budget Federal entities) as employers into employees’ retirement funds;
2. Interest received by trust funds;
3. Rents and royalties on the Outer Continental Shelf lands; and
4. Other interest such as that collected on Outer Continental Shelf money in deposit funds when such money is transferred into the budget.

#### \*1703 GENERAL STANDARDS

##### \*170301. Contents

Contents of this chapter shall be used in addition to the accounting principles, standards, and procedures established in the chapters that follow.

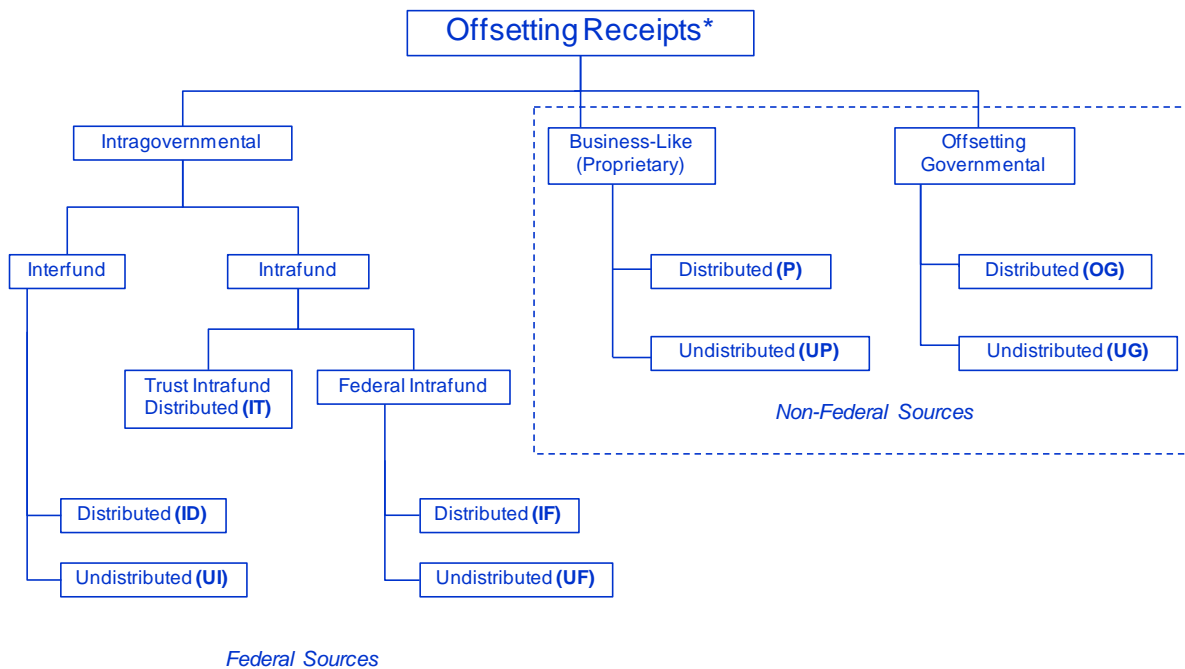
- A. Volume 4 - Accounting Policy and Procedures
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  2. Chapter 16 “Revenues and Other Financial Sources, Expense, Gains and Losses”
  3. Chapter 19 “Managerial Cost Accounting”
- B. Volume 6A – Reporting Policy and Procedures: Chapter 4 “Appropriation and Fund Status Reports”
- C. Volume 12 - Special Accounts Policy and Procedures: Chapter 1 “Funds”

## \*170302. Budgeting Standards

Budgeting standards for offsetting receipts are prescribed by the Office of Management and Budget ([OMB Circular No. A-11](#)), Preparation, Submission, and Execution of the Budget.

### Budget Classification of Offsetting Receipts

(Receipt type codes in bold face)



\* Normally offsets budget authority and outlays at the agency level.

Preparation of budget justification requirements are also prescribed in Volume 2B Chapter 11, “Budget Formulation and Presentation.” OMB adopted a single format to present like information in the [SF 132, SF-133, and Schedule P](#). The realignment employs three common data sections—Budgetary Resources; Change in Obligated Balance; and Budget Authority and Outlays, Net. The SF-133, Schedule P and Statement of Budgetary Resources will use all three of the sections, and the SF 132 will use the common Budgetary Resources.

## \*1704 ACCOUNTING AND REPORTING STANDARDS FOR OFFSETTING RECEIPTS

## \*170401. Offsetting Receipts

Offsetting receipts within the Department are collections from the public that result from business-like transactions such as sales of property, rental fees or sales of services. These miscellaneous proprietary receipts are recorded using receipt account symbols prescribed by the [Treasury FAST Book](#). Offsetting receipt account symbols normally used within the Department are:

A. Account 1435. General fund proprietary interest, not otherwise classified. This account shall be used only for Defense civil functions. Account 1435 shall not be used for Defense military functions. Deposits of interest on loans, investments, and other equities shall be deposited in account 3210 to ensure that the Department receives credit for the offsetting receipt.

B. Account 1840. Proprietary receipts for rent of equipment and other personal property. This account shall be used exclusively by the Military Departments. Defense Agencies shall deposit rent receipts into Account 3210.

C. Account 2462. Proprietary receipts for survivor annuity benefits. This account shall be used exclusively by the Military Departments. Defense Agencies shall deposit receipts into Account 3210.

D. Account 2641. Proprietary receipts for the sale of ordinance material within the Department. All DoD Components may use this account.

E. Account 2651. Proprietary receipts for the sale of scrap and salvage materials within the Department. All DoD Components may use this account, but the Military Services must cite 97 2651.

F. Account 3019. Proprietary receipts for recoveries for government property lost or damaged, not otherwise classified. This account shall be used exclusively by the Military Departments. Defense Agencies shall deposit such recoveries into Account 3210.

\* G. Account 3041. Proprietary receipts for recoveries under the Foreign Military Sales Program. This account shall be used by all DoD Components. Receipts in this account shall be sub-categorized and reported to the [Office of the Under Secretary of Defense, Comptroller](#) (OUSD(C)) on the SF-133, in accordance with the guidance contained in Volume 6A Chapter 4. The sub-categories are:

1. Nonrecurring Research, Development, Test and Evaluation (RDT&E) and production costs.
2. Sale of principal and/or major items from stock that do not require replacement.
3. Sale of excess stock fund and procurement of secondary items from stock.
4. Charges for unfunded civilian retirement costs.

H. Account 3210. General fund proprietary receipts, not otherwise classified. The Military Departments shall use this account for proprietary receipts not otherwise classified (as cited above). Defense Agencies shall use this account for proprietary receipts not allowed to be reported as indicated in [subparagraphs 170501.A through G](#). Receipts in this account shall be maintained and reported for budget purposes in sub-categories as follows:

1. Freedom of Information Act charges.
2. Sales of surplus real property (excluding Account 2621).
3. Sales of materials, equipment, and other personal property (excluding Account 2641).
4. Interest on loans.
5. Repayment of loans.
6. Royalties on patents, trademarks, and copyrights.
7. Rent of real property.
8. Rent of equipment and other personal property (excluding Account 1840).
9. Sale of power and utilities.
10. For Defense Agencies:
  - a. Sale of publications and reproductions, not otherwise classified (similar to Account 2259).
  - b. Fees and other charges for communications and transportation services, not otherwise classified (similar to Account 2429).
  - c. Proceeds from sale of equipment and other personal property, not otherwise classified.
  - d. Recoveries for government property, lost or damaged, not otherwise classified (similar to Account 3019).

**\*170402. Budget Clearing Account (Suspense)**

Offsetting receipts that are not readily classified into established categories shall be temporarily accounted for in the Budget Clearing Account (suspense), F3875. All efforts shall be made to identify and [clear out suspense accounts](#) and record these receipts properly into the applicable categories listed above [within 60 calendar days as discussed in Volume 5 Chapter 11 and Volume 5 Chapter 24](#).

**\*170403. Depositing Offsetting Receipts**

All offsetting receipts shall be recorded immediately upon receipt and deposited with the Department of the Treasury as soon as practicable. Any delays in borrowing or deposit preclude

use of the funds by the Treasury Department to benefit the U.S. Government through the avoidance of interest expense.

**\*170404. Reporting Offsetting Receipts**

Offsetting receipt amounts reported by DoD Components shall agree with the collections credited to receipt accounts maintained by the Department of the Treasury. Those DoD Components that prepare consolidated reports shall obtain the required information from applicable organizations and assure that the amounts reported are in agreement with balances reflected by the Department of the Treasury.

A. FMS Form 1220. Actual offsetting receipts shall be reported on a monthly basis on FMS Form 1220, “Statement of Transactions According to Appropriations, Funds and Receipt Accounts” (*SOT*) consistent with requirements of the *OUSD(C) Program/Budget (P/B)*, Program and Financial Control (P&FC) Directorate as prescribed in Volume 6A Chapter 3.

B. SF-133 Report. Do not submit SF133 reports for receipt accounts (including clearing accounts and suspense accounts) unless required by OMB. Distributed offsetting receipts credited to Components shall be included in the SBR. Undistributed offsetting receipts credited to the government-wide outlay totals should not be included in the SBR. In November 2010, OMB adopted a single format to present like information in the SF 132, SF-133, and Schedule P. The realignment employs three common data sections - Budgetary Resources; Change in Obligated Balance; and Budget Authority and Outlays, Net. The single format SF-133, Schedule P and SBR will use all three of the sections. Procedures on monthly budget execution reporting are prescribed in Volume 6A Chapter 4, “Reporting Policy and Procedures.” These reports shall be submitted on a monthly basis to the Director for *OUSD(C) (P/B)*. Specific requirements are prescribed in Volume 6A Chapter 4. Offsetting receipt amounts reported on these reports shall equal the amounts deposited with the U.S. Treasury.

1. A separate SF-133 report for each group of offsetting receipt accounts shall be submitted as part of the basic appropriation report. Separate SF-133 reports are required for Federal funds and trust funds under each of the functional groups: “Military Functions,” “Civil Functions” and “Military Assistance.”

2. Separate SF-133 reports are required within any of the foregoing groups in the event that the receipts consist of more than one of the following categories:

- a. Proprietary receipts from the public (P).
- b. Interfund receipts (ID).
- c. Federal intrafund receipts (IF) including those receipts in Budget Clearing Account (suspense), \*\*F3885.

\*170405. Proprietary and Budgetary General Ledgers

Offsetting receipts shall be recorded in the proprietary and budgetary general ledgers.

\*A. Volume 3 “Budget Execution,” Chapter 15 and Volume 4 “Accounting Policy and Procedures” Chapters 2, 16, and 19 prescribe the general ledger accounts to be used in recording offsetting receipts.

B. Source documents for the general ledger entries include cash collection vouchers, sales slip, rental receipts, and journal vouchers.

\*1705 USE OF ACCOUNTING DATA FOR BUDGET SUBMISSIONS

\*170501. Budgeting Requirements

Budgeting requirements are established by [OMB Circular No. A-11](#) and [Volume 2A and Volume 2B](#), “Budget Formulation and Presentation.”

\*170502. Receipt Accounts

Offsetting receipts deposited in receipt accounts are deducted as offsets to outlays and against budget authority at sub-function and agency levels. For instance, sub-function 051, “Department of Defense, Military,” is the level at which proprietary receipts from the public are deducted from the Department's budget authority and outlays in arriving at total DoD Federal Funds in the budget.

\*170503. Accuracy and Timeliness

The accuracy and timeliness of recording and reporting offsetting receipts are critical in the budget preparation process. Actual receipts for the prior year are reported in the budget submissions and are used as the basis for projecting estimates for the budget outyears.

**\*REFERENCES**

- (a) Office of Management and Budget Circular No. A-11 – Preparation, Submission, and Execution of the Budget
- (b) Office of Management and Budget Circular No. A-136 – Financial Reporting Requirements
- (c) Treasury Federal Account Symbols and Titles Book I
- (d) Treasury Federal Account Symbols and Titles Book II



**VOLUME 11A, CHAPTER 18: “NON-ECONOMY ACT ORDERS”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by **blue font**.

Substantive revisions are denoted by an asterisk (\*) symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by ***bold, italic, blue, and underlined font***.

The previous version dated **March 2012** is archived.

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
180102	Added an authoritative guidance paragraph and included references contained in the Federal Acquisition Regulation (FAR) and the Defense Federal Acquisition Regulation Supplement (DFARS) applicable to interagency acquisitions.	Addition
1802	Added definition section to define and clarify commonly used terms in the chapter. Aligned the definition terminologies with the FAR and DFARS to be consistent with acquisition policy as these relates to interagency acquisitions.	Addition
180402	Added reference to United States (U.S.) Department of the Treasury's Interagency Agreement containing two Fiscal Service (FS) Forms: FS Form 7600A, “U.S. Government General Terms and Conditions,” and FS Form 7600B, “U.S. Government Order.” These forms are for government-wide use in carrying out buy/sell transactions between trading partners.	Addition
180507.C	Added a subparagraph to reference Volume 10, Chapter 10 for the Department of Defense (DoD) policy for executing intragovernmental payments.	Addition
Policy Memo	Relevant information from the Deputy Chief Financial Officer policy memorandum, “Dormant Account Review Quarterly (FPM18-02),” dated August 28, 2019 was incorporated into the chapter.	Revision
180604	Added a paragraph to reference Volume 6B, Chapter 13 for DoD policy and guidance for adjusting, eliminating and other special intragovernmental reconciliation procedures.	Addition
Multiple	Rearranged content of the chapter to flow in a logical sequence and renumbered sections and paragraphs accordingly.	Revision

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## CHAPTER 18

NON-ECONOMY ACT ORDERS

## 1801 GENERAL

## 180101. Purpose

This chapter prescribes the financial management policy applicable to orders placed for goods or services from non-Department of Defense (DoD) Federal agencies under statutory authorities other than the Economy Act authority provided in Title 31, United States Code, section 1535 (31 U.S.C. § 1535). These orders are referred to as non-Economy Act orders. Chapter 1 provides overall guidance and discussion of general reimbursement procedures and supporting documentation.

## \*180102. Authoritative Guidance

A. 10 U.S.C. § 2410a provides statutory authority for severable service contracts for periods crossing fiscal years.

B. 31 U.S.C. § 1502 stipulates the bona fide needs rule.

C. DoD Instruction 4000.19, “DoD Agreements,” establishes policy, assigns responsibilities, and provides direction for agreements within the DoD and between DoD and non-DoD entities.

D. Defense Federal Acquisition Regulation Supplement (DFARS) Subpart 217.5, “Interagency Acquisitions,” and Subpart 217.7, “Interagency Acquisitions: Acquisitions by Non-Defense Agencies on Behalf of the Department of Defense,” prescribe specific additional DoD acquisition policy involving interagency acquisitions.

E. Federal Acquisition Regulation (FAR) Part 7, “Acquisition Planning,” provides Federal-wide acquisition policy and procedures related to acquisition planning.

F. FAR Subpart 17.5, “Interagency Acquisitions,” and FAR Subpart 17.7, “Interagency Acquisitions: Acquisitions by Non-Defense Agencies on Behalf of the Department of Defense,” prescribe Federal-wide acquisition policy involving interagency acquisitions.

G. The Treasury Financial Manual (TFM) Volume I, Part 2, Chapter 4700, Section 4706, “Intragovernmental Quarterly and Year-End Requirements.”

**\*1802 DEFINITIONS****180201. Assisted Acquisition**

*FAR Subpart 2.1* defines an assisted acquisition as a type of interagency acquisition where a servicing agency performs acquisition activities on a requesting agency's behalf, such as awarding and administering a contract, task order, or delivery order. DFARS 217.701 defines assisted acquisition similarly as the type of interagency contracting through which acquisition officials of a non-DoD agency award a contract, task, or delivery order for the acquisition of supplies or services on behalf of DoD.

**180202. Direct Acquisition**

Per FAR Subpart 2.1, a direct acquisition is a type of interagency acquisition where a requesting agency places an order directly against a servicing agency's indefinite-delivery contract. The servicing agency manages the indefinite-delivery contract but does not participate in the placement or administration of an order. DFARS 217.701 defines direct acquisition as a type of interagency contracting through which DoD orders a supply or service from a Government-wide acquisition contract maintained by a non-DoD agency.

**180203. Interagency Acquisition**

As defined in FAR Subpart 2.1, an interagency acquisition is an action by which an agency needing supplies or services (the requesting agency) obtains them from another agency (the servicing agency) by an assisted acquisition or a direct acquisition. The term includes acquisitions under the Economy Act (31 U.S.C. § 1535) and non-Economy Act acquisitions completed under other statutory authorities.

**180204. Multiple Year Appropriation**

As used in this chapter, a multiple year appropriation means an appropriation that is available for obligation for a definite period of time in excess of one fiscal year.

**180205. Non-Severable Service**

A non-severable service represents a single undertaking that cannot be feasibly subdivided. If the service produces a single or unified outcome, product, or report, the service is considered non-severable.

**180206. Requesting Agency**

The requesting agency is defined in FAR Subpart 2.1 as the agency that has the requirement for an interagency acquisition.

## 180207. Servicing Agency

The servicing agency is defined in FAR Subpart 2.1 as the agency that will conduct an assisted acquisition on behalf of the requesting agency.

## 180208. Severable Service

A severable service represents a service that is continuing and recurring in nature where the agency realizes a benefit at the time that the service is provided even if the contract has not been performed to completion. A service is considered severable if it can be separated into a component that independently provides value to meet an agency's need.

## 180209. Trading Partner

A trading partner is defined as a Federal entity that is party to intragovernmental transactions with another Federal entity. This includes transactions between DoD Components and transactions between DoD Components and other non-DoD Federal entities.

## 1803 LEGAL AUTHORITY

## 180301. Statutory Conditions on Use

Specific statutory authority is required to place a non-Economy Act order with a non-DoD agency for goods or services, and to pay the associated cost. If specific statutory authority does not exist, the default will be the Economy Act which is discussed in Chapter 3. The more commonly used non-Economy Act authorities include, but are not limited to:

A. Acquisition Services Fund. The Acquisition Services Fund was established by the General Services Administration Modernization Act that merged the General Supply Fund and the Information Technology Fund to carry out functions related to the uses of the Acquisition Services Fund including any functions previously carried out by the Federal Supply Service and the Federal Technology Service managed by the General Service Administration (GSA).

B. Franchise Funds. Franchise Funds were first established by the Government Management Reform Act of 1994 to provide common administrative support services on a competitive and fee basis.

## 180302. Justification

Non-Economy Act orders may be placed with a non-DoD Federal agency for goods or services if:

A. Proper funds are available;

B. The order does not conflict with another agency's designated responsibilities (e.g., real property lease agreements with GSA);

- DoD; and
- C. The requesting agency or unit determines the order is in the best interest of
  - D. The performing agency is able and authorized to provide the ordered goods or services.

#### 180303. Simplified Acquisition Threshold

Non-Economy Act orders [greater than](#) the simplified acquisition threshold must comply with FAR Part 7 and [established](#) DoD Components' procedures for the proper use of non-DoD contracts. The "Non-Economy Act Acquisition Package Checklist" [provided in](#) Figure 18-1 and the list of "Requesting Official Responsibilities" [in Figure 18-2](#) will assist in ensuring that statute, policy, and regulation are complied with under non-Economy Act orders.

#### 180304. Prohibitions

Non-Economy Act orders may not be used to:

- A. Violate provisions of law [or accomplish what regulations do not permit under commercial contracts; or](#)
- B. Circumvent conditions and limitations imposed on the use of funds to include extending the period of availability of the cited funds.

### 1804 INITIATING A NON-ECONOMY ACT ORDER

#### 180401. [Ordering Procedures and Requirements](#)

[FAR Subpart 7.5, FAR Subpart 7.7, DFARS Subpart 217.5, and DFARS Subpart 217.7 address the procedures that apply to all interagency acquisitions.](#) A non-Economy Act order [must](#) comply with the documentation standards in Chapter 1 and supported with the items identified in [Figure 18-1](#). Non-Economy Act orders must include:

- A. A firm, clear, specific, and complete description of the goods or services ordered. The use of generic descriptions is not acceptable;
- B. Specific performance or delivery requirements;
- C. A proper fund citation;
- D. Payment terms and conditions (e.g., direct cite or reimbursement, and specific appropriation or law authorizing advanced payments);
- E. A specific non-Economy Act statutory authority citation such as those referenced in [paragraph 180301](#);

F. The following statement on funding documents for severable services: “These funds are available for severable service requirements crossing fiscal years for a period not to exceed one year, where the period of any resultant contract for services commences this fiscal year. All funds not placed on contract this fiscal year must be returned promptly to the ordering activity, but no later than one year after the acceptance of the order or upon completion of the order, whichever is earlier.”;

G. The following statement on funding documents for goods or non-severable services: “I certify that the goods or non-severable services to be acquired under this agreement are necessary expense of the appropriation charged, and represent a bona fide need of the fiscal year in which these funds are obligated.”; and

H. DoD Activity Address Code (DODAAC).

\*180402. Treasury Guidance

A. The TFM Volume I, Part 2, Chapter 4700, Section 4706, “Intragovernmental Quarterly and Year-End Requirements,” discusses the requirements necessary to properly report intragovernmental transactions resulting from business activities (i.e., buy/sell transactions) between two Federal government entities, called trading partners. It further references the Intragovernmental Transaction Guide (Appendix 6) as containing the business rules and processes to properly record, report, and reconcile intragovernmental transactions, including the processes for dispute resolution.

B. The guidance in TFM, Volume I, Part 2, Chapter 4700, Appendix 6, Section 9 provides the standard Interagency Agreement containing two Fiscal Service (FS) Forms: FS Form 7600A, General Terms and Conditions (GT&C) and FS Form 7600B, Order Form. Treasury has mandated the use of these two forms to ensure the proper recording and reporting on intragovernmental buy/sell transactions, and to eliminate the Federal-wide reporting deficiencies impacting the Financial Report of the U.S. Government. Accordingly, all DoD Components must use the latest published versions of FS Forms 7600A/B when completing a non-Economy Act order and these must comply with the Federal Intragovernmental Data Standards when using the Treasury’s G-Invoicing system, DoD Ordering systems, Enterprise Resource Planning (ERP) systems, or when completing the FS Forms 7600 A/B manually. Until DoD Ordering Systems and ERP systems are capable of processing the FS Form 7600B, DoD trading partners should continue to accept the current order forms (e.g., DoD (DD) Form 448, Military Interdepartmental Purchase Request). Individual orders must be placed against an FS Form 7600A.

C. The Treasury’s G-Invoicing system must be used to negotiate, broker, and electronically store the GT&Cs and associated transactions between buyers and sellers for all inter- and intragovernmental reimbursable transactions as appropriate system capabilities come online for individual DoD Components. This requirement is for all interagency agreements with a performance period extending to June 30, 2021 or later. In instances where G-Invoicing is not available, such as remote deployments or other austere conditions, DoD Components must use



hardcopies of FS Forms 7600A/B. DoD Components must establish internal policies and procedures for designating signature authority for GT&Cs.

D. The requesting scope of work on the FS Form 7600A should cover relatively broad categories of goods or services when feasible. When the systems capability become available to accept the FS Form 7600B within DoD Ordering Systems or ERPs, the FS Form 7600B must discretely define the goods or services for each order. When practical and legally permissible, the agreement period on the FS Form 7600A should cover multiple years.

#### 180403. Best Interest Determination

Each requirement must be evaluated in accordance with DoD Components' procedures to ensure that non-Economy Act orders are in the best interest of DoD. Factors to consider include:

- A. Satisfying customer requirements;
- B. Schedule, performance, and delivery requirements;
- C. Cost effectiveness, taking into account the discounts and fees; and
- D. Contract administration, to include oversight.

### 1805 FISCAL POLICY

#### 180501. Specific, Definite and Certain

For non-Economy Act orders **greater than** the simplified acquisition threshold, the requesting official must provide:

- A. Evidence of market research and acquisition planning;
- B. A statement of work that is specific, definite, and certain both as to the work encompassed by the order and the terms of the order itself; and
- C. Unique terms, conditions, and requirements to comply with applicable DoD-unique statutes, regulations, directives, and other requirements.

#### 180502. Contracting Officer Review

All non-Economy Act orders greater than \$500,000 must be reviewed by a DoD warranted Contracting Officer prior to sending the order to the funds certifier or issuing the FS Forms 7600A/B to the non-DoD activity. In addition to the review by the Contracting Officer, the requesting official must further review the acquisition package to ensure compliance with the FAR Part 7, and the DoD Component's procedures.

**180503.** Certification of Funds

Non-Economy Act orders are subject to the same fiscal limitations that are contained within the appropriation from which they are funded. Because the [servicing](#) entity may not be aware of all the appropriation limitations, the DoD requesting official must certify that the funds cited on the order are available, meet time limitations, and are for the purpose designated by the appropriation.

**180504.** Bona Fide Need

The bona-fide needs rule (31 U.S.C. § 1502) provides that an appropriation or fund limited for obligation to a definite period is available only for payment of expenses properly incurred during the period of availability or to complete contracts properly made within that period of availability. Non-Economy Act reimbursable orders of DoD Components for supplies, material, services or equipment placed with non-DoD agencies are subject to policies that, in practical effect, make them subject to obligational standards used for Economy Act reimbursable orders. Non-Economy Act orders citing an annual or [multiple](#) year appropriation must serve a bona fide need arising, or existing, in the fiscal year(s) for which the appropriation is available for new obligations. Otherwise, a valid obligation is not accomplished. An interagency agreement may not be used in the last days of the fiscal year solely to prevent funds from expiring or to keep them available for a requirement arising in the following fiscal year. Bona fide need generally is a determination of the requesting [agency](#) and not that of the servicing activity. A servicing [agency should](#), however, refuse to accept a non-Economy Act order if it is obvious that the order does not serve a need existing in the fiscal year for which the appropriation is available.

**180505.** Obligation

The provisions of [31 U.S.C. § 1501](#) govern the recording of the obligation. An amount [must](#) be recorded as an obligation only when supported by documentary evidence of an order required by law to be placed with an agency or upon meeting all the following criteria:

- A. Binding agreement (funding vehicle) between an agency and another person (including an agency);
- B. Agreement is in writing [using FS Form 7600A](#);
- C. For a purpose authorized by law;
- D. Serves a bona fide need arising, or existing, in the fiscal year or years for which the appropriation is available for obligation;
- E. Executed before the end of the period of availability for new obligation of the appropriation or fund used; and
- F. Provides for specific goods to be delivered, real property to be bought or leased, or specific services to be supplied.

**180506.** Deobligation

Funding under non-Economy Act orders **must** be deobligated as outlined [in this paragraph](#).

A. Goods. Funds provided to a performing agency for ordered goods where the funds period of availability thereafter has expired **must** be deobligated and returned by the performing agency unless the request for goods was made during the period of availability of the funds and the item(s) could not be delivered within the funds period of availability because of delivery, production or manufacturing lead time, or unforeseen delays that are out of the control and not previously contemplated by the contracting parties at the time of contracting.

1. Where materials cannot be obtained in the same fiscal year in which they are needed and contracted for, provisions for delivery in the subsequent fiscal year do not violate the bona fide need rule as long as the time intervening between contracting and delivery is not excessive and the procurement is not for standard commercial off the shelf items readily available from other sources.

2. The delivery of goods may not be specified to occur in the year subsequent to funds availability unless delivery meets the exceptions cited [in subparagraph 180506.A.1](#) and a justifiable bona fide need exists in the year funds are available for obligation.

B. Severable Services. An agreement for severable services that are continuing and recurring in nature and provide DoD a benefit each time the service is performed (e.g., maintenance and repair services, scientific, engineering, and technical services) is based on statutory authority other than the Economy Act. [The provisions of 10 U.S.C. § 2410\(a\)](#) permit the performance of severable services to begin in one fiscal year and end in the next provided the period of performance does not exceed one year. A non-DoD Federal agency may rely on this authority to fill a DoD order funded with fiscal year appropriations to issue a contract for severable services that crosses fiscal years as long as the contract period commences during the period of availability of the DoD customer appropriation. Obligating funds for placing a non-Economy act order with a non-DoD Federal agency, where the resultant fixed-length severable services contract awarded by the non-DoD Federal agency will exceed the **one**-year limit set forth in 10 U.S.C. § 2410(a), or which is not to commence until a subsequent fiscal year, may result in an Antideficiency violation under [31 U.S.C. § 1341](#).

1. The performance of severable services must begin during funds period of availability and may not exceed one year.

2. Annual appropriations provided to a performing agency that have expired **must** be deobligated unless the performance of the services requested began during the funds period of availability and the period of performance does not exceed one year.

3. The annual appropriation from the earlier fiscal year may be used to fund the entire cost of the one-year period of performance; however, annual appropriations may not be used to enter into a severable services agreement where the period of performance for services requested is entirely in the following fiscal year.

4. In no instance may the period of performance extend beyond September 30 of the subsequent year for services funded with annual appropriations.

C. Non-Severable Services. Non-severable services contracts must be funded entirely with appropriations available for new obligations at the time the contract is awarded, and the period of performance may extend across fiscal years. Funds provided to a performing agency that become excess **must** be deobligated as identified.

D. Excess or Expired Funds. Activities **must** reconcile all obligations and remaining funds available for orders. The purpose of this reconciliation is to ensure the proper use of funds and to identify and coordinate the return of expired or excess funds. Excess or expired funds must be returned by the performing agency and deobligated by the requesting agency to the extent that the performing agency or unit filling the order has not (1) provided the goods or services (or incurred actual expenses in providing the goods or services), or (2) entered into a contract with another entity to provide the requested goods or services **before the end of the period of availability (fiscal year or multiple year period, as applicable) of the appropriation of the requesting or ordering agency**. Expired funds **must** not be available for new obligations.

#### 180507. Payment Procedures

Payment **must** be made promptly upon the written request (or billing) of the performing agency. The payment due date must not be more than 30 calendar days from the date of the invoice. Unless the DoD Component is specifically authorized by law, legislative action or Presidential authorization, funds are not to be advanced to non-DoD Federal entities, or be used to pay for advance billings without the receipt of goods or services. Volume 4, Chapter 5 covers the conditions and requirements related to advances and prepayments. For those few exceptions where DoD is specifically authorized by a specific appropriation or law to advance funds, the specific appropriation or law authorizing the advance must be cited on the obligating and/or interagency agreement documents and orders, and any unused amounts of the advance must be collected from the performing agency immediately and returned to the fund from which originally made.

A. The requesting official must be fully aware of the non-DoD Federal agency's billing practices and methods. The official must also take appropriate action to ensure DoD funds are not disbursed in advance of contract performance. Additionally, DoD Components must work with their servicing disbursement sites to ensure trading partner agreements restrict other Federal agencies' ability to withdraw funds prior to the delivery of goods or performance of services.

B. Payments made for services rendered or goods furnished may be credited to the appropriation or fund of the Federal agency performing the reimbursable work.

\* C. Volume 10, Chapter 10 contains the DoD policy for executing intragovernmental payments.

**1806 NON-ECONOMY ACT ORDER FOLLOW-UP PROCEDURES****180601. Non-Economy Act Order Oversight**

The requesting official must establish quality surveillance plans, for non-Economy Act orders **greater than** the simplified acquisition threshold, and ensure execution that would facilitate the oversight of the goods provided or services performed by the performing agency. The plans should include:

- A. Contract administration oversight in accordance with the surveillance plan;
- B. Processes for receipt and review of receiving reports and invoices from the performing agency;
- C. Reconciliation of receiving reports and invoices; and
- D. Requirements for documenting acceptance of the goods received or services performed.

**180602. Monitor Fund Status**

The requesting official must monitor fund status to:

- A. Monitor balances with the performing agency;
- B. Conduct **Dormant Account Review Quarterly (DAR-Q)** of non-Economy Act orders in accordance with Volume 3, Chapter 8 and include a specific attestation on the **DAR-Q** that all existing interagency agreements are consistent with DoD policy;
- C. Confirm open balances with the performing agency;
- D. Coordinate the return of funds from the non-DoD performing agency in accordance with paragraph 180506; and
- E. Coordinate with the accounting office to ensure timely deobligation of funds.

**180603. Non-Economy Act Order Close-Out**

All non-Economy Act orders **must** be reviewed by the requesting official to determine if they are complete. Completed orders **must** be fiscally closed out. The requesting official **must** reconcile funds and coordinate the return of excess or expired funds held by the performing agency. As part of this review, the requesting official will:

- A. Identify and determine if there are outstanding invoices;

- B. Identify and determine the existence of excess or expired funds;
- C. Coordinate the return of funds from the non-DoD performing agency in accordance with paragraph 180506; and
- D. Coordinate with the accounting office to ensure the deobligation of funds.

**\*180604. Reconciliation and Elimination of Intragovernmental Transactions**

Volume 6B, Chapter 13 contains DoD policy and guidance for adjustments, eliminations, and other special intragovernmental reconciliation procedures.

Figure 18-1. Non-Economy Act Acquisition Package Checklist

- A. Documented evidence of market research and acquisition planning performed.
- B. Package includes a specific, definite, and concise statement of work documenting a bona fide need in the fiscal year that the funds are available for new obligations.
- C. Package includes specific performance and/or delivery requirements.
- D. Package identifies the statutory authority permitting the performing agency to support the DoD Component for the goods/services required.
- E. Package includes the purchase request number and the DODAAC.
- F. Package includes written justification for the non-Economy Act order in accordance with DFARS [Subpart 217.7](#) and the DoD Components' procedures.
- G. Package documents review of fees/surcharges/contract administration/discounts to ensure the cost is reasonable and consistent with task to be accomplished by performing agency.
- H. Package includes specific statutory authority authorizing advance payment or billing.
- I. Package documents evidence that DoD competition requirements were followed in accordance with DFARS.
- J. Order identifies DoD unique terms & conditions to the performing agency.
- K. Order identifies unique reporting requirements not otherwise specified to the performing agency.

Figure 18-2. Requesting Official Responsibilities

- A. Market Research
- B. Acquisition Planning
- C. Independent Government Cost Estimate
- D. Statement of Work to include evaluation criteria
- E. Ensure receipt and compliance of FS Forms 7600A/B acceptance
- F. Assist in Technical Evaluation
- G. Quality Assurance Plan
  - 1. Contracting Officer Representative/Contracting Officer Technical Representative - Receiving Reports/Invoices - Inspection & Acceptance
  - 2. Contract Data Requirements List Procedural/Required Reports/Deliverables Report/Contract Performance
  - 3. Property/Equipment Management
  - 4. Perform Contract Oversight
- H. Funds Management/Record Keeping
  - 1. Draw Down
  - 2. Contract Reconciliation
  - 3. Initiate Deobligation
  - 4. Oversight of Billing/Reporting
- I. Update all Points of Contact as necessary throughout acquisition



**VOLUME 11A, CHAPTER 19: “DEFENSE SUPPORT OF CIVIL AUTHORITIES”****SUMMARY OF MAJOR CHANGES**

All changes are denoted by [blue font](#).

Substantive revisions are denoted by an \* symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

Hyperlinks are denoted by [bold, italic, blue and underlined font](#).

[This is the initial publication](#)

<b>PARAGRAPH</b>	<b>EXPLANATION OF CHANGE/REVISION</b>	<b>PURPOSE</b>
All	This chapter contains policy on the requirements for financing and reporting costs associated with civil disturbance operations previously found in Volume 6A, Chapter 11.	New

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## CHAPTER 19

DEFENSE SUPPORT OF CIVIL AUTHORITIES

## 1901 GENERAL

## 190101. Purpose

This chapter establishes financial policy for identifying, recording, reporting, and obtaining reimbursement for costs the Department of Defense (DoD) incurs in its role of providing Defense Support of Civil Authorities (DSCA) in accordance with existing laws and policies (see Addendum 1). DSCA refers to support provided by United States (U.S.) Federal military forces, DoD civilians, DoD contract personnel, DoD Component assets, and National Guard forces (when the Secretary of Defense (SecDef), in coordination with the Governors of the affected States, elects and requests to use those forces in Title 32 United States Code (U.S.C.) status). Typically, these elections are in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events. (DoD Directive (DoDD) 3025.18).

## 190102. Authoritative Guidance

A. DoD has several primary missions, one of which is to defend the homeland and provide support to civil authorities (*Sustaining U.S. Global Leadership: Priorities for 21<sup>st</sup> Century Defense*, 2012). In some instances, national defense assets may be made available to support civil authorities for disasters, emergencies, or other incidents. DSCA is generally initiated by a request for DoD assistance from a Primary Agency (PA), such as the Federal Emergency Management Agency (FEMA). It is DoD policy that DSCA will be initiated by a request for DoD assistance from civil authorities or qualifying entities or is authorized by the President or SecDef. All requests for DSCA support, with the exception of Immediate Response Authority (IRA), will be written, and will include a commitment to reimburse DoD in accordance with the Stafford Act, Economy Act, or other authorities.

B. DoD may commit resources when approved by SecDef or when directed by the President. FEMA is responsible for coordinating Federal plans and programs for response to civil emergencies at the national and regional levels, and for Federal assistance to the States in civil emergencies. In accordance with the Robert T. Stafford Disaster Relief and Emergency Assistance Act (*Title 42 U.S.C. sections 5121-5207*) (“Stafford Act”), in an emergency or major disaster, the President may direct any Federal agency, with or without reimbursement, to utilize its authorities and resources granted under Federal law in support of State and local emergency assistance and disaster response efforts. A request for assistance (RFA) is not valid until it is approved by SecDef. RFAs submitted by FEMA are also called mission assignments (MAs), although they do not have directive effect until approved by SecDef.

## 1902 GENERAL ACCOUNTING GUIDANCE

DSCA is provided on a cost reimbursable basis unless directed to be provided on a non-reimbursable basis by the President or SecDef or otherwise in accordance with the law. Requests for DSCA may be submitted in accordance with the Stafford Act or under non-Stafford Act conditions.

## 190201. Stafford Act

A. Under the Stafford Act, the President may direct SecDef to utilize DoD resources to help State and local governments respond to emergencies and major disasters. A Governor may request Federal assistance under the Stafford Act. Once this request is received and it is certified in accordance with conditions in the Stafford Act, the President may make an emergency or major disaster declaration.

B. The Stafford Act provides a system of emergency preparedness to protect life and property in the U.S. from hazards and to apportion responsibility for assistance in a disaster among the Federal Government, States, and their political subdivisions. FEMA is the primary Federal agency responsible for disaster relief efforts within the U.S. and administers assistance provided by the Stafford Act. Federal departments and agencies, including DoD, support FEMA when requested by FEMA. FEMA provides reimbursement for the assistance requested from disaster relief funds appropriated to FEMA for this purpose. Federal departments and agencies may seek reimbursement from FEMA for eligible costs incurred during the performance of the requested support.

## 190202. Non-Stafford Act

A. A Federal entity with primary responsibility and statutory authority for handling an incident (i.e., the requesting agency) that needs support or assistance beyond its normal operations may request Department of Homeland Security coordination and facilitation through the *National Response Framework* (NRF). Agencies providing disaster assistance under their own authorities independent of a Stafford Act declaration use their own appropriated mission funding. DoD may provide assistance to other Federal departments and agencies by executing inter-agency reimbursable agreements with the requesting agency and requesting reimbursement from the requesting agency for eligible expenditures. Generally, the requesting agency provides funding to DoD for the assistance requested consistent with the provisions of the Economy Act, unless other statutory authorities are available for this purpose.

B. In response to a request for assistance from a civil authority under imminently serious conditions where time does not permit approval from higher authority, Federal military commanders, Heads of DoD Components, and/or responsible DoD civilian officials may exercise immediate response authority in order to save lives, mitigate great property damage, and prevent human suffering. (DoDD 3025.18).

### 1903 APPLICABILITY

A. This policy applies to Office of the SecDef, the Military Departments, the Office of the Chairman of the Joint Chiefs of Staff (CJCS) and the Joint Staff (JS), the Combatant Commands, the Office of the Inspector General of the DoD, the Defense Agencies, the DoD Field Activities, and all other organizational entities within the DoD (hereafter referred to collectively as “DoD Components.”)

B. This policy also applies to the Army National Guard and the Air National Guard (hereafter referred to collectively as the “National Guard”) personnel when under Federal command and control. Also applies to National Guard personnel when SecDef determines that it is appropriate to employ National Guard personnel in Title 32, U.S.C. status to fulfill a request for DSCA. SecDef requests the concurrence of the Governors of the affected States, and those Governors concur in the employment of National Guard personnel in such a status.

### 1904 SCOPE

A. This chapter promulgates DoD financial policy for emergency or disaster relief assistance when SecDef approves a request for assistance to provide DoD support to other Federal departments or agencies under DoDD 3025.18.

B. The Unified Command Plan assigns DSCA responsibilities to the Commander, U.S. Northern Command (USNORTHCOM), within the 48 contiguous states, the District of Columbia, Alaska, Puerto Rico, and the U.S. Virgin Islands; and to the Commander, U.S. Pacific Command (USPACOM), within Hawaii, U.S. territories or insular areas, and possessions in the USPACOM area of responsibility. Commanders of Combatant Commands (CCDRs) with DSCA responsibilities and their Combatant Commands are referred to as “supported CCDRs” or “supported Combatant Commands,” respectively, throughout this policy.

### 1905 DEFINITIONS

Unless otherwise noted, these terms and their definitions are for the purposes of Volume 11A, Chapter 19.

A. Defense Coordinating Officer (DCO). A DoD single point of contact for domestic emergencies. Assigned to a joint field office to process requirements for military support, forward MAs through proper channels, and assign military liaisons as appropriate to activated emergency support functions. (*Joint Publication 1-06*).

B. Defense Support of Civil Authorities (DSCA). Support provided by U.S. Federal military forces, DoD civilians, DoD contract personnel, DoD component assets, and National Guard forces (when SecDef, in coordination with the Governors of the affected States, elects and requests to use those forces in Title 32, U.S.C., status) in response to requests for assistance from civil authorities for domestic emergencies, law enforcement support, and other domestic activities, or from qualifying entities for special events. Also known as civil support. (DoDD 3025.18).

C. **Emergency.** Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Stafford Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the U.S. (42 U.S.C. 5122).

D. **Immediate Response Authority (IRA).** A Federal military commander's, DoD Component Head's, and/or responsible DoD civilian official's authority temporarily to employ resources under their control, subject to any supplemental direction provided by higher headquarters. Those resources are provided to save lives, prevent human suffering, or mitigate great property damage. This is typically in response to a request for assistance from a civil authority, under imminently serious conditions when time does not permit approval from a higher authority within the U.S. IRA does not permit actions that would subject civilians to the use of military power that is regulatory, prescriptive, proscriptive, or compulsory. (DoDD 3025.18).

E. **National Response Framework (NRF).** This framework provides the principles by which response partners are to apply when providing a unified national response to disasters and emergencies. It defines the key principles, roles, and structures by which communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. The NRF is always in effect, and can be implemented at any level at any time.

F. **Mission Assignment (MA).** The mechanism used by FEMA to support Federal operations in a Stafford Act major disaster or emergency declaration. The MA orders immediate, short-term emergency response assistance when an applicable State or local government is overwhelmed by the event and lacks the capability to perform, or contract for, the necessary work. (NRF).

G. **Primary Agency (PA).** This describes a Federal agency with significant authorities, roles, resources, or capabilities for a particular function within an Emergency Support Function (ESF). A Federal agency designated as an ESF PA serves as a Federal Executive agent under the Federal Coordinating Officer (or Federal Resource Coordinator for non-Stafford Act incidents) to accomplish the ESF mission. (NRF).

H. **Principal Federal Official.** In Homeland Security Presidential Directive (HSPD)-5 "Management of Domestic Incidents," the President designated the Secretary of Homeland Security as the "principal Federal official" for domestic incident management and empowered the Secretary to coordinate Federal resources used in the prevention of, preparation for, response to, or recovery from terrorist attacks, major disasters, or other emergencies, except for law enforcement responsibilities otherwise reserved to the Attorney General under HSPD-5.

I. Reimbursable Budget Authority (RBA) (also called reimbursable obligation authority). Authority to incur obligations in accomplishing reimbursable work if a budgetary resource—either a reimbursable agreement from a Federal customer or an advance from a non-Federal customer—is also available. This authority can be acquired only by obtaining an allotment through the Federal Coordinating Officer (FCO) using an approved funding program process.

## 1906 RESPONSIBILITIES

Principal and supporting DoD participants in DSCA activities discussed throughout this chapter include, but are not limited to, SecDef; the Office of the Under Secretary of Defense for Policy (USD(P)), the Under Secretary of Defense (Comptroller) (USD(C)); CJCS; CCDRs; the JS; and DoD Components.

A. SecDef has overall authority for DoD and is the President's principal advisor on matters concerning DSCA. SecDef retains approval authority for the use of forces, personnel, units, and equipment; has the primary responsibility within DoD to provide the overall policy and oversight for DSCA in the event of a domestic incident; and retains sole authority to waive reimbursement for DoD support.

B. The USD(C)/Chief Financial Officer (CFO) establishes policy and guidance to ensure timely reimbursement to DoD for reimbursable DSCA activities, accounting and logistics codes to track an operation's costs, billing procedures for reimbursable support, and any other financial management (FM) instructions pertinent to the specific operation.

C. The Heads of the DoD Components direct Component compliance with FM guidance related to support provided for DSCA operations, including guidance related to tracking costs and seeking reimbursement; and plan, program, and budget for DSCA capabilities in accordance with law, policy, and assigned missions.

D. The Secretaries of the Military Departments direct that requests for reimbursement of actual DSCA expenditures (performance of work or services, payments to a contractor, or delivery from inventory) begin within 30 calendar days after the month in which performance occurred. Final billing invoices will be submitted to supported departments and agencies within 90 calendar days of the termination of the supported event.

E. The Chief, National Guard Bureau (CNGB), under the authority, direction, and control of SecDef and the Secretaries of the Army and Air Force, will report the use of National Guard assets for DSCA when using Federal resources, equipment, and/or funding to the National Joint Operations and Intelligence Center. CNGB will ensure that the National Guard appropriations are appropriately reimbursed for DSCA activities.

F. The Joint Staff identifies resources available for support in response to DSCA requests and issues execute orders (EXORDs) to the appropriate CCDR with DSCA responsibilities in order to implement SecDef approved actions.



G. The Assistant Secretary of Defense for Homeland Defense and Global Security (ASD(HD&GS)) serves as the principal civilian advisor to SecDef and the USD(P) on DSCA and coordinates DSCA policy with other Federal departments and agencies and the DoD Components as appropriate. The ASD(HD&GS) also recommends the establishment of DoD policy regarding DSCA to the USD(P). The ASD(HD&GS) will ensure all requests for DoD assistance include provisions for reimbursement to DoD Components for capabilities provided. ASD(HD&GS) will work with the USD(C), the JS, and the supported CCDR to ensure that DoD Components are reimbursed and will ensure that reimbursement is reported to SecDef at the completion of the support.

H. CCDRs with DSCA Responsibilities. In addition to the responsibilities in accordance with the Unified Command Plan, CCDRs with DSCA responsibilities will work closely with subordinate commands to ensure they are appropriately reimbursed for DSCA. CCDRs with DSCA responsibilities provide command and control of DoD personnel and resources in Title 10 U.S.C. status and coordinate DSCA operations when directed by SecDef. The supported CCDR will track the costs of support provided and ensure that the Military Departments and Services track costs and effect reimbursement.

I. During a DSCA event, a PA such as FEMA may request assistance from DoD that, when approved by SecDef, will be reimbursable under the appropriate authority, usually the Stafford Act for FEMA. The supported CCDR may provide assistance with the distribution, tracking, and management of RBA to performing DoD Component organizations. A CCDR may also task one of his or her Components or activate a Financial Management Augmentation Team (FMAT) to manage RBA and close out the funding actions when support is completed (see Addendum 1).

190601. Financial Management Augmentation Team (FMAT)

The supported CCDR may establish an FMAT to assist in executing FM duties during DSCA operations. FMAT membership consists of experienced FM subject matter experts from each Service and major Defense Agency. The supported CCDR, in his or her oversight role of conducting DSCA activities, may utilize elements of the FMAT to participate in real-world events. FMAT members serve as a channel of communications to their respective Services and Agencies, and help integrate the DSCA financial management processes into internal financial procedures and guidance. FMAT members also participate in training and exercises with the supported Combatant Command and, if activated by the supported CCDR, will deploy to assist in conducting DSCA FM tasks.

190602. Federal Emergency Management Agency (FEMA)

The Secretary of Homeland Security is the principal Federal official for domestic incident management. Under Section 507 of the Homeland Security Act of 2002, Public Law 107-296, as amended, FEMA's Administrator is delegated responsibility for administering the Stafford Act's Federal assistance programs. FEMA issues requests for assistance in the form of MAs (FEMA Form 010-0-8). MAs must contain appropriate information on funding and other managerial controls, such as funding obligation limits, for requested support.

## 190603. DSCA New Requests / Closure Certification

The PA uses a RFA or FEMA MA to request goods and/or services from DoD for DSCA under the Economy Act or Stafford Act. DSCA is ordinarily provided under an approved RFA on a cost reimbursable basis unless otherwise directed by the President or reimbursement is waived by SecDef; and is closed when the DCO submits a closure certificate (Addendum 2) to the PA.

## 190604. Immediate Response Authority Support

Support provided under immediate response authority should be provided on a cost reimbursable basis, where appropriate or legally required, but support should not be delayed or denied based on the inability or unwillingness of the requester to make a commitment to reimburse DoD. Oral requests for assistance in an emergency must be followed by a written request that includes an offer to reimburse DoD at the earliest available opportunity. Support provided under immediate response authority will end when the necessity giving rise to the response is no longer present or when the approving DoD official or a higher authority directs an end to the response. (DoDD 3025.18).

## 1907 FUNDING

Disaster relief participation is not a budgeted program for DoD. Congress appropriates the Disaster Relief Fund (DRF) for FEMA's support to Federal and State Governments' disaster relief efforts. The DRF is available for purposes of the Stafford Act. The Fund provides a no-year base against which FEMA can direct, coordinate, manage, and fund eligible response and recovery efforts that are associated with domestic major disasters and emergencies that overwhelm State resources. DoD Components may be required to fund the costs of DSCA initially within existing resources, with the understanding that additional operating expenses may be reimbursed by the requesting agencies. DRF funding for FEMA's Stafford Act programs and disaster support activities falls into two categories: disaster relief cap adjustment and base/non-major disasters.

## 190701. Disaster Relief Cap Adjustment

Funding under the disaster relief cap adjustment is for major disasters declared pursuant to the Stafford Act and designated by the Congress as being for disaster relief pursuant to section 251(b)(2)(D) of the Balanced Budget Emergency Deficit Control Act (as amended by the Budget Control Act). As a general rule, costs DoD incurs above its normal mission (i.e., incremental costs) are reimbursable by FEMA out of funds provided for disaster relief in this category. DoD Components must have processes in place to identify and record incremental costs to facilitate reimbursement as discussed in DoD FMR, Volume 3, Chapter 8.

## 190702. Base/Non-Major Disasters

Funding under the base/non-major disasters category includes Emergencies, Pre-disaster Surge Support, Fire Management Assistance Grants, and activities that are non-disaster specific, such as Disaster Readiness Support activities (e.g., distribution center, reservist training). Pre-declaration requests for DoD support in response to disaster events are reimbursed to DoD on the basis of actual costs. Generally, the requesting agency provides funding for the incident consistent with the provisions of the Economy Act, unless other statutory authorities are available for this purpose. The funding is not cost shared. When an emergency requires a response on behalf of DoD where there has not been a declaration of major disaster, this category of funding is used to reimburse DoD for actual expenses (i.e., full costs) incurred.

## 190703. Other

DRF funding is not available for activities undertaken for incidents requiring a coordinated Federal response prior to the declaration of the disaster. A department or agency that needs support or assistance beyond its normal operations may request PA coordination and facilitation through the NRF. Federal departments and agencies may support each other by executing inter/intra-agency reimbursable agreements in accordance with the Economy Act as discussed in Volume 11A, Chapter 3, or other applicable authorities.

## 1908 REIMBURSEABLE SUPPORT (AGREEMENT)

FM units provide the same or similar capabilities during DSCA operations as for other operations. Authorities and funding are the main issues that affect DoD's ability to respond and provide DSCA. Costs incurred during DSCA are reimbursable in accordance with the Economy Act and Stafford Act, unless otherwise directed by the President. Cost reimbursement for DSCA usually occurs under Title 31, U.S.C., section 1535 (commonly called the Economy Act), which mandates cost reimbursement by the Federal agency requesting support; or the Stafford Act, which sets the guidelines for reimbursements to Federal agencies and States from Federal funds set aside to support missions in response to a Presidential declaration. Components should seek reimbursement for any DSCA support provided under the Economy or Stafford Acts. DSCA support provided under immediate response authority to non-Federal agencies is reimbursed to the U.S. Treasury in accordance with Title 31, U.S.C. section 9701. DSCA support provided under immediate response authority to Federal agencies is reimbursed to DoD organizations in accordance with 31 U.S.C. 1535.

## 190801. Advances

Advance payments to DoD from the DRF are generally not authorized but may be necessary where DoD Components do not have sufficient funds remaining to provide the requested capability/support to the PA prior to end of the fiscal year.

## 190802. Expenditures Eligible for Reimbursement

*Title 44, Code of Federal Regulations, part 206.8* provides for reimbursement of costs DoD incurs in providing requested assistance. Under the Economy Act and Stafford Act, only SecDef has the authority to waive reimbursement. Examples of expenditures that may be eligible for reimbursement include:

- A. Overtime, travel, and per diem of permanent Federal agency personnel.
- B. Wages, travel, and per diem of temporary Federal agency personnel assigned solely for performance of services directed in the major disaster or emergency area.
- C. Travel and per diem of Federal military personnel assigned solely for the performance of services directed in the major disaster or emergency area.
- D. Cost of work, services, and materials procured under contract for the purposes of providing directed assistance.
- E. Cost of materials, equipment, and supplies (including transportation, repair, and maintenance) from regular stocks used in providing directed assistance.
- F. All costs incurred that are paid from trust, revolving, or other funds, and whose reimbursement is required by law.
- G. Other costs submitted by DoD with written justification or otherwise agreed to in writing by the PA.

## 190803. Requirements for Reimbursement

DoD Components performing work under an approved RFA will submit requests for reimbursement as prescribed in SecDef-approved and USNORTHCOM standing DSCA EXORDs. (FEMA MAs must also comply with FEMA's Mission Assignment Billing and Reimbursement *Checklist.*) Reimbursement requests will cite the specific approved RFA /MA under which the work was performed and the major disaster or emergency identification number.

- A. Requests for reimbursement of costs incurred under more than one order may not be combined for billing purposes. Components requesting reimbursement will retain all financial records, supporting documents, statistical records, and other records pertinent to the provision of services or use of resources by the Department.
- B. Reimbursement requests must be reviewed by a Component official familiar with the original approved RFA so that chargebacks resulting from reimbursement requests that are not within the scope of the original request are properly adjusted.

C. When deployed to the supported Combatant Command in response to an approved RFA, all units must report financial management information to the supported Combatant Command, or its designee, until the order is closed; regardless of when the unit redeploys from the supported Combatant Command. The approved RFA is closed when the DCO submits a closure certificate to the PA (see Addendum 1).

190804. Supporting Documentation

Approved RFA (or MA) requests for reimbursement must include supporting documentation.

A. Each Component is responsible for maintaining supporting documentation for all obligations and outlays and other costs incurred (see paragraph 190903.A.), including:

1. Copy of approved RFA form and identification of order number on other documentation;
2. Breakdown of costs by sub-object class code (see OMB Circular *A-11*) and cost breakdown structure (CBS) code (see Volume 2A, Chapter 3)
3. Description of services performed;
4. Period of Performance;
5. Personnel Services:
  - a. Regular or overtime labor with breakdown of hours;
  - b. Indirect cost (percentage, description of costs included in cost pool);
6. Travel/Per Diem and Transportation;
7. Contract Services (contract number, name, cost, purpose);
8. Property/Equipment Purchase, provide the following information:
  - a. Expendable Property, separate identification not required;
  - b. Non-expendable property or sensitive items, separate identification is required, including description of item, vendor name, unit cost, and serial number or other unique identification; and
  - c. Verification of disposition for items listed in subparagraph 190804.A.8.b.

B. Records Retention. Volume 1, Chapter 9 provides document retention requirements applicable to Federal entities in the Title 44, United States Code and the National Archives and Records Administration General Records Schedule 6. The DoD has also developed supplementary guidance in DoD Directive 5015.2, "DoD Records Management Program" and Volume 1, Chapter 9. DoD Components will comply with their own Records Management policies. Questions regarding records retention shall be directed to each Component's DoD appointed Federal Records Officer (*Federal Records Officers*).

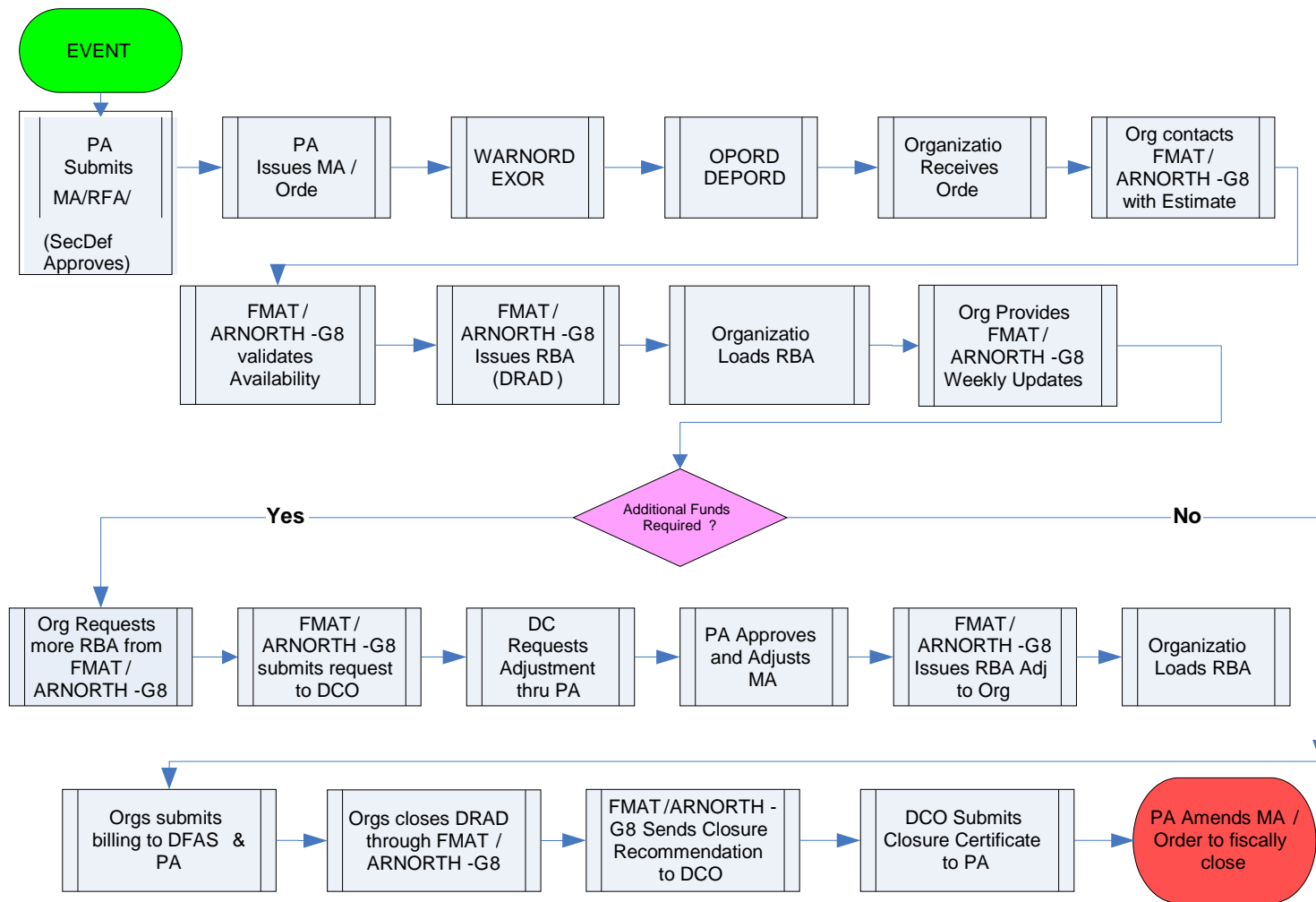
C. Citing the Appropriation. DoD Components receiving reimbursement from the PA for goods and services furnished under the provisions of the Stafford Act are to credit such funds to the appropriation used to make such expenditures that are available for obligation on the date of the reimbursement. Each DoD Component involved in DSCA has a responsibility to:

1. Maintain documentation to support requests for reimbursement;
2. Identify a staff-level point of contact for financial coordination with the PA and identify a headquarters-level point of contact for billing and reimbursement issues that cannot be resolved at the staff level;
3. Notify the requesting activity (e.g., FEMA) when a task is completed;
4. Apply proper financial principles, policies, regulations, and management and internal controls to ensure full accountability for the expenditure of DRF funds;
5. Submit partial or final reimbursement as soon as possible after completing a task;
6. Submit annual validation of open obligations by providing cost data or other justification to show the amount of the obligation balance that must remain available, and why the approved RFA must remain open, or risk losing reimbursable authority due to the possible de-obligation of funds;
7. Reconcile obligation balances and identify excess funds available for de-obligation in an effort to return funds to the DRF in a timely manner;
8. Mark all final bills "Final".

## 1909 CLOSURE

Components shall perform approved RFA closeout procedures and if the closeout procedures reveal excess reimbursable funding authority, advise the PA to deobligate any excess funding authority to DoD. DoD Components will submit a closure package (Addendum 2) to the supported Combatant Command that includes a memorandum signed by a general/flag officer or senior executive service member, certifying that all authorized reimbursable costs have been fully billed and collected and there are no known outstanding financial issues identified by the Federal agency. Heads of DoD Components are responsible for reporting accurate costs associated with DSCA on both a daily and monthly basis.

Addendum 1 - Generalized Financial Flow - Notional  
 Combatant Command with DSCA Responsibility  
 USNORTHCOM<sup>1</sup>



<sup>1</sup> Source: USNORTHCOM “Financial Management Operations During Defense Support of Civil Authorities”



## Addendum 2 – Reimbursable Authority Closure Certification (Completed by Unit)

<b>PART I: IDENTIFYING INFORMATION</b>	
Date:	
Reporting Financial Organization:	
MA or Agency Order Number:	
Total Reimbursable Authority Provided: \$ _____	
D-RAD Numbers:	
<b>PART II: FINANCIAL REPORT</b>	
Total Obligations: \$ _____	
Total Disbursements: \$ _____	
Total Billed to Agency: \$ _____	
Total Collected from Agency: \$ _____	
<u>Closure Certification</u>	
The above identified obligations and disbursement reflect all known and expected transactions applicable to the D-RAD reimbursable authority referred above. There are no outstanding commitments or billing related to this reimbursable authority. I understand that no additional reimbursable authority will be provided.	
Financial POC (Printed Name and Signature):	
E-mail address:	
Phone (DSN): Comm:	Fax (DSN) Comm:
Comments / Updated:	
FMAT Action	
Date Received	
Date Forwarded to DCO:	

**REFERENCE HYPERLINKS**

- a. Title 44, Code of Federal Regulations, part 206.8, “Reimbursement of Other Federal Agencies,” [http://www.ecfr.gov/cgi-bin/text-idx?SID=5bbfd21f1d699f2ec5108d7b396c4b0c&node=se44.1.206\\_18&rgn=div8](http://www.ecfr.gov/cgi-bin/text-idx?SID=5bbfd21f1d699f2ec5108d7b396c4b0c&node=se44.1.206_18&rgn=div8)
- b. DoD Manual 3025-1, “Manual for Civil Emergencies,” <http://www.dtic.mil/whs/directives/corres/pdf/302501m.pdf>
- c. DoD Directive 3025.18, “Defense Support of Civil Authorities,” <http://www.dtic.mil/whs/directives/corres/pdf/302518p.pdf>
- d. Homeland Security Presidential Directive-5, Management of Domestic Incidents, [www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf](http://www.gpo.gov/fdsys/pkg/PPP-2003-book1/pdf/PPP-2003-book1-doc-pg229.pdf)
- e. Chairman Joint Chiefs of Staff Joint Publication 1-06, “Financial Management Support in Joint Operations,” [http://www.dtic.mil/doctrine/new\\_pubs/jp1\\_06.pdf](http://www.dtic.mil/doctrine/new_pubs/jp1_06.pdf)
- f. Chairman Joint Chiefs of Staff Joint Publication 3-28, “Defense Support of Civil Authorities,” [http://www.dtic.mil/doctrine/new\\_pubs/jp3\\_28.pdf](http://www.dtic.mil/doctrine/new_pubs/jp3_28.pdf)
- g. Department of Homeland Security, “National Response Framework,” [www.fema.gov/national-response-framework](http://www.fema.gov/national-response-framework).
- h. Federal Emergency Management Agency “Form 010-0-8 Mission Assignment Form,” <http://www.fema.gov/media-library/assets/documents/95031>
- i. Federal Emergency Management Agency “Mission Assignment Billing and Reimbursement Checklist.” <http://www.fema.gov/doing-business-fema/mission-assignment-billing-reimbursement-checklist>
- j. 31 U.S.C. §1535, “Agency Agreements,” commonly referred to as “The Economy Act,” [http://uscode.house.gov/view.xhtml?req=\(title:31+section:1535+edition:prelim\)](http://uscode.house.gov/view.xhtml?req=(title:31+section:1535+edition:prelim))
- k. 31 U.S.C. §9701, “Fees and Charges for Government Services and Things of Value,” <http://uscode.house.gov/view.xhtml?req=granuleid:USC-prelim-title31-section9701&num=0&edition=prelim>
- l. 42 U.S.C. §§ 5121 – 5207, “The Public Health and Welfare – Disaster Relief,” commonly referred to as “Robert T. Stafford Disaster Relief and Emergency Assistance Act.” <http://uscode.house.gov/search/criteria.shtml>
- m. Homeland Security Act of 2002, Section 507, Public Law 107-296, “Role of Federal Emergency Management Agency,” [http://www.dhs.gov/xlibrary/assets/hr\\_5005\\_enr.pdf](http://www.dhs.gov/xlibrary/assets/hr_5005_enr.pdf)