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AIR FORCE INSTRUCTION 65-601, VOLUME 1

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AIR MOBILITY COMMAND Supplement 1

1 JULY 2003

Financial Management

BUDGET GUIDANCE AND PROCEDURES

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction aligns with and implements AFPD 65-6, *USAF Budget Policy*. Volume 1 contains rules and procedures for using Air Force appropriated funds. In cases of conflict with other Air Force instructions or policy directives, the funding propriety rules stated here take precedence. This instruction provides guidance for all personnel who prepare, review, approve, manage, or use funds appropriated to the Air Force. Maintain and dispose of records created as a result of prescribed processes in accordance with AFMAN 37-139, *Records Disposition Schedule.*

(AMC) AFI 65-601, Volume 1, 24 December 2002, is supplemented as follows. Previous AMC supplements to AFI 65-601, Volume 1 are obsolete. This supplement does not apply to either the Air National Guard and United States Air Force Reserve units except for the following paragraphs: **7.8.5.4. (Added)**, **7.8.5.5. (Added)**, **7.8.5.6. (Added)**, **10.2.1.1. (Added)** (and subparagraphs), **10.2.1.2. (Added)** (and subparagraphs), **10.2.1.3.1. (Added)**, **10.2.1.3.2. (Added)** (and subparagraphs), **10.2.1.3.6. (Added)**, **10.2.13.2. (Added)**, **10.2.13.3. (Added)**, **10.2.13.5.1. (Added)**, **10.2.13.5.2. (Added)**, **10.2.14. (Added)** (and subparagraphs), and **12.15.3. (Added)** Paragraphs **15.2.3.2.**, **15.7.**., and **15.8.** of this supplement apply only to AFRC units and paragraphs **16.2.3.2.** and **16.6. (Added)** of this supplement apply to ANG units. AMC wing/group supplements to this instruction will be submitted to AMCFSS/FMBI for review and coordination prior to publication. Local directives in lieu of supplements to this instruction by AMC wings/groups will also be submitted to AMCFSS/FMBI for review and coordination prior to publication. ***NOTE:*** All references to TWCF in this supplement pertain only to the AMC airlift transportation component (to include the Defense Courier Service (DCS)) of the Transportation Working Capital Fund, under the direction and control of USTRANSCOM. Additionally, all references of "organizational O&M-type funds" in the publication refer to the specific appropriation that funds the day-to-day activities of an AMC organization and is not exclusive only to O&M 3400 funds. This publication is available on the HQ AMC/FM web site at the following address: ***https://www.amcfm.scott.af.mil/FM_BudgetPolicy.cfm***. (***NOTE:*** There is an underscore character (_) between "*FM*" and "*Budget*".) To access the link to the publication, click on the "Budget Policy" key located under the "Navigate" menu; then select it under "Policy Guid-

ance" menu. You may download the publication at any time and reproduce in sufficient copies to allow distribution to local financial managers, as determined by the local Comptroller.

SUMMARY OF REVISIONS

This document is substantially revised and must be completely reviewed.

Forms Prescribed: AF Form 185, ***Project Order***; AF Form 401, ***Budget Authority/Allotment***; AF Form 402, ***Obligation Authority/Suballotment*** (prescribed **only** for SAF/FMBMB-AFO). **Forms Adopted**: AF Form 9, ***Request for Purchase;*** AF Form 15, ***United States Air Force Invoice;*** AF Form 86, ***Request for Cataloging Data/Action;*** CAP Form 108, ***Payment/Reimbursement Document for Aviation/Automotive/ Miscellaneous Expenses***; AF Form 315, ***United States Air Force Avfuels Invoice;*** DD Form 448, ***Military Interdepartmental Purchase Request***; AF Form 327, ***BCE Work Order***; AF Form 616, ***Fund Cite Authorization***; SF 1080**,** ***Vouchers for Transfer Between Appropriations and Funds***; DD Form 1144, ***Support Agreement***; DD Form 1150, ***Request for Issue or Turn-in***; SF 1151, ***Nonexpenditure Transfer Authorization***; DD Form 1391**,** ***Military Construction Project Data***; DD Form 1415-1, ***Reprogramming Action (Prior Approval Action);*** *DD Form* 1416, ***Report of Programs***; AF Form 1449, ***Operating Budget Authority;*** AF Form 1734, ***BCE Daily Work Schedule;*** AF Form 2639, ***Fish/Wildlife/Outdoor Recreation Resources Program***. Minor construction threshold has been statutorily increased from $500,000 to $750,000 (FY02 Authorization Act amended 10 U.S.C. 2805). Changed ANG/FM office symbols (**Figure 3.1.**). Changed all references to IMPAC Card to GPC (Government-wide Purchase Card). Changed all references to SAF/MI to SAF/IE; SAF/MII to SAF/IEI; SAF/MIIT to SAF/IEIT. Changed all references to Defense Accounting Officer (DAO) to Financial Services Officer (FSO). Corrected the reprogramming threshold for O&M from $20M to $15M (**2.3.3.2.2.**). Changed wording from "do limit" to "do not limit" (**4.1.2.**). Changed AFRES to AFRC. Changed OPLOC to Field Organization. Clarified criteria for change of command warranting invitations (**4.27.2.**). Wreaths for National Patriotic Observances (**4.27.4.**) Clarified use of O&M funds for local facility rental for Tops in Blue or military service band (**4.28.1.8.**). Added paragraph on funding food financed with Drug Program funds for DEFY (**4.28.1.10.**). Added exception when NAF employees could be eligible for an APF-funded award (**4.29.**). Replace AFI 37-162 with AF Supplement to DoDD 5330.3. *DAPS* (**4.29.2.** and **4.35.**). Added Air Force Mishap Prevention Program for promotional and incentive items (**4.29.3.2.**). Added more specificity to Chaplain Service APF funding (**4.32.1.**). Added paragraph on new authority for Chaplain's in FY 2003 Appropriations Act (**4.32.1.1.**) Chaplain (AF/HC) emphasis on MAJCOM and installation Chaplains adequately stating total requirements in budget requests (**4.32.3.**). Added paragraph showing chronological changes in the expense/ investment threshold (**4.34.1.**). Added words on authorized stationery items for various grade levels in AFI 37-161, *Distribution Management* (**4.35.**). Replaced AFI 34-113, *Air Force Library and Information Systems, with* AFI 34-270, same subject, and changed an office symbol (**4.38.1.**). JTR/JFTR change in attendance requirement for serving refreshments at conferences (**4.42.1.1.**). Included ALCs for serving materials (**4.42.1.1.1.**). Clarification of authority for purchasing bottled water (**4.45.**). Explicit guidance on funding service contracts that cross fiscal years (**4.48.**). Clarification on what fiscal year to charge when definitizing an Undefinitized Contractual Action (UCA), also known as a letter contract or unpriced order (**4.53.**). Added paragraphs on U.S. Flags for Military Retirees (**4.54.**, **4.54.1.**, and **4.54.2.**). Added a paragraph on printing of invitations and programs for military and civilian retirements (**4.54.2.**). Added paragraph on prohibition to funding construction of memorials and monuments with APF (**4.55.**). Added a paragraph on funding TVs, Cable TV, and other items for dormitory day or community rooms utilized by all dorm occupants (**4.56.**). Added paragraph on the CSAF Heart Link Program (**4.57.**). Replace refer-

ence to the DoD Accounting Manual (DoD 7220.9) with DoD 7000.14-R, Vol. 11A (**5.1.6.**). Changed handling of reimbursements in multi-year appropriations to conform to OSD(C) policy (**5.4.2.**). Change in title of section to Billing and Collecting Small Amounts (**5.5.**). Changes in guidance for billing and collecting small amounts (**5.5.1.** and **5.5.2.**). Clarified crediting refunds for travel and purchase cards (**5.12.24.**). Changed words on timing for awarding replacement contracts IAW 31 U.S.C. 1558 (**6.3.6.14.4.**). Submission dates changed for reports (**6.12.2.**). Deleted paragraph on Allied Support provided by AFCA (**7.8.8.**). Clarified postal charges for Air Force tenants (**7.8.10.3.**) Clarified reimbursement for transient aircraft maintenance (**7.12.2.**). Change in authority to collect landing fees in the United States (**7.12.4.**). Authority to collect fees from air carriers using Johnston Atoll (**7.12.5.**). Added clarification on procurement of munitions coded spares (**8.2.2.1.**). Added paragraph on standard warranties in procurement (**8.16.5.**). Added references to Air Force Space Command (AFSPC) primarily in **Chapter 8** to reflect transfer of responsibility for Space Systems from AFMC to AFSPC. Clarified RPIE procurement with Other Procurement (3080) (**8.17.2.**). Clarified RPIE procurement with O&M-funded repair projects (**8.18.5.** and **8.20.2.**). Removed the word "moving" and added "upgrading." (**8.21.4.**). Deleted requirement for specific Congressional authorization of each small arms and weapons procurement, but they remain centrally procured in 3011, Ammunition Procurement (**8.46.**). Added "RDT&E" to table (**Table 8.3.**, Block 2). Bring PMA funding guidance in line with original policy established 22 Feb 96 (**8.50.1.**). Clarified the procurement source for stress tension shelters which utilize existing foundations/pads (no MILCON required) (**9.7.3.**). Added new paragraphs on "Facilities for Operational Requirements (10 U.S.C. 101(a)(13)(A)) (See AFI 32-1032, IC 2002-1, Chapter 7)" (**9.13.7.3.**). Clarified the funding of movable/detachable (non-RPIE) equipment associated with a MILCON facility alteration, conversion, or expansion (**9.15.3.3.**). Transportation Subsidy Guidance (**10.1.4.**). Added paragraph for authority granted by the JFTR/JTR for reimbursing parking expenses for recruiters/trainers, etc. (**10.1.5.**). Revised and clarified **Table 10.2.**, *Funding for Travel Connected with Administrative Boards or Disciplinary Procedures* (**Table 10.2.**). Clarified funding for travel overlapping two fiscal years (**10.2.2.**). Added paragraph on TDY for PME Graduation (**10.2.8.**). Added a paragraph on retention of promotional items for personal use when traveling on official business (**10.2.4.**). Added NOTE (10.2.4.2.1. and 10.2.4.2.2.). Changed approval authority from AF/CV to AF/CVA (10.2.4.2.2.). Deleted delegation authority to Directors and Wing Commanders and added Numbered Air Force Commanders (10.2.4.2.3.). Added new paragraph **10.2.5.2.6.** and renumbered old paragraph (10.2.4.2.6.). Added a paragraph on funding TDY for retirement ceremonies (**10.2.9.**). Clarified funding channels for execution of the Medical budget (**10.24.**). Added paragraphs on funding autopsies (**10.25.10.**). Added paragraphs on funding immunizations/inoculations (**10.25.6.1.**). Clarified combat medical activities not funded by the DHP account (**10.26.2.**). Clarified costs at departmental headquarters (HQ USAF/SG) not chargeable to Medical Support (**10.26.4.**). Added new paragraph on Medical Deployments (**10.26.9.**). Clarified disposition of collections for subsistence (**10.27.**). Clarified funding source (**10.51.1.**) Changed policy on budgeting and funding Lease with Option to Purchase (LWOP) and Lease to Ownership (LTO) to reflect Scoring Rules in OMB Circular A-11, Appendix B (**10.60.1.1.**). Deleted paragraph 10.60.1.2. and combined it with 10.60.1.1. (**10.60.1.2.**). Changed threshold for minor land purchases from $200,000 to $500,000 per 10 U.S.C. 2672 (**10.61.**). Added new paragraph showing chronological changes in the threshold for minor land purchases using O&M (**10.61.1.**). Added paragraph on funding environmental fines and penalties (**10.62.1.**). Changed source for credit and deposit from O&M to MILPERS with clarification when dining facility is contractor operated (**10.65.2.1.** and **10.65.2.4.**). Replaced AFI 34-401 with AFMAN 34-240, Food Service Management Program (**10.65.2.5.**). Replace AFI 34-401 with AFI 34-239, *Food Service Management Program* (**10.65.2.5.**). Added 2 paragraphs on reimbursement for non-PCS moves at a PDS (**12.15.** and **12.15.1.**). Clarified guidance on submission of DD Form 1391 for RDT&E construction (**13.22.4.**).

Added paragraph on TWCF charges for Reserves performing training on AFRC-owned aircraft (**15.9.**). Deleted multiple references to sections in 10 U.S.C. (**16.2.1.**, **16.2.4.2.**, and **16.2.4.2.3.**). Changed P520 to Project 52X (**16.2.4.1.**). Changed 36 paid drills to 48 (**16.2.4.1.3.**). Added the words "retired pay accruals" (**16.2.4.2.3.**). Added reference to Montgomery Government Issue Bill (MGIB) (**16.2.4.2.4.**). Changed content of Budget Activity Codes (**Table 16.1.**). Changed guidance on ANG reimbursement to DWCF (**16.4.2.2.**). Changed guidance on engine overhaul input and reporting (**16.4.2.2.1.**). Changed guidance on funding for ANG sustaining engineering (**16.4.2.2.3.**). Replace AFI 34-401 with AFI 34-239, *Food Service Management Program* (**22.6.2.**; **Attachment 1**, Departmental Publications). Deleted reference to DWCF paying military PCS costs (**18.5.5.**). Clarified charges for organization's manpower, other than Civil Engineer's, reimbursable from the Military Family Housing Appropriation (**21.3.1.1.4.**). Added provisions of 10 U.S.C. 2829 (**21.3.1.7.**). Flags for MFH Units (**21.3.1.10.**). Maintenance & Repair threshold for GOQs raised to $35,000 (**21.4.2.1.**). Renumbered paragraph 21.4.5. to **21.4.6.** and added new 21.4.5. for Budget Project 727, Housing Privatization (**21.4.5.**). Deleted 21.5.1. and renumbered remaining paragraphs. Appropriation symbols for MFH Construction and O&M have been changed to reflect congressional direction (**21.18.**). Added paragraph "Reimbursement of Professional Liability Premium Insurance" (**22.12.**). Added definitions for Sustainment, Restoration, and Modernization (*Terms*).

(AMC) This document is substantially revised and must be completely reviewed.

(AMC) See **Attachment 8 (Added)** for a list of the significant changes. ***NOTE:*** Paragraphs marked as "DELETED" in this AMCS1 revision indicate the same paragraph numbers in the previous AMCS1 publication are no longer applicable. It does not invalidate the same paragraph number listed in the AFI 65-601, Volume 1.

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Chapter 1

FINANCIAL MANAGEMENT IN THE AIR FORCE

1.1. Overview. Financial management is the process of determining requirements, obtaining resources, and effectively and efficiently applying those resources to meet the Air Force's direct mission and support responsibilities. Commanders are responsible for this process.

1.2. Applying This Instruction. All activities that prepare, justify, and execute Air Force appropriations, including Air Force business areas of the Defense Working Capital Fund, must follow this guidance.

1.3. Responsibilities. See following chapters for specific responsibilities.

1.3.1. The Deputy Assistant Secretary, Budget (SAF/FMB):

1.3.1.1. Establishes Air Force budget policies and procedures for preparing, justifying, and executing budgets.

1.3.1.2. Provides guidance on organizational and appropriation funding responsibilities and use of funds (propriety) issues.

1.3.1.3. Develops and maintains the budget structure and associated codes.

1.3.2. MAJCOMs, Field Operating Agencies (FOA), and Direct Reporting Units (DRU) program managers and installations will program, budget and administer appropriated funds according to the guidance and procedures in this instruction.

1.4. Related Guidance. See related guidance in DoD Regulation 7000.14-R, *Department of Defense Financial Management Regulation;* volume 2 of this AFI, *Budget Management for Operations; and AFMAN 65-604, Appropriation Symbols and Budget Codes*. Follow AFI 65-106 for appropriated fund support of Morale, Welfare and Recreation (MWR) programs. See financial regulations of the Defense Finance and Accounting Service, Denver Center, (DFAS-DE) for related accounting guidance.

Chapter 2

WARRANTS, APPORTIONMENTS, TRANSFERS, AND REPROGRAMMING

2.1. Overview. The Congress, the Office of Management and Budget (OMB), the Treasury Department, and USD(C) must take certain actions before the Air Force can legally obligate and expend appropriated funds. An appropriation bill becomes law (is enacted) when the President signs it, or when the Congress passes it over the President's veto (unless the bill gives a different effective date). After the Congress enacts an appropriation, the Treasury issues an appropriation warrant and OMB apportions the appropriation. Title 31 U.S.C., Section 15l2a contains apportionment criteria.

2.2. Responsibilities:

2.2.1. SAF/FMB requests apportionment from the DoD Comptroller.

2.2.2. When the Department of Defense (DoD) operates under a continuing resolution authority (CRA), SAF/FMB must request temporary appropriation warrants from the Treasury Department for amounts needed during the period of the CRA. SAF/FMB will issue funding documents to MAJCOMs and other Air Force field activities after the Treasury issues temporary appropriation warrants and OMB approves apportionment requests. The Treasury will issue regular appropriation warrants when Congress enacts the actual appropriation bill.

2.2.2. (AMC) A CRA is issued with an expiration date. If the Defense Appropriations Act is not signed into law by the CRA expiration date, Congress issues extensions until the Defense Appropriations Act becomes law. General guidelines imposed by SAF/FM on MAJCOMs for CRAs include (1) no new starts or acceleration or increase of scope of ongoing programs, (2) no funding of programs and appropriations subject to specific authorization until the Defense Authorization Act is passed, (3) execute current year funding based on the current rate of the previous year's authorization/appropriation and any applicable supplemental or rescission laws.

2.2.2.1. (Added-AMC) For your Fund Code 30 1st quarter authority of the new fiscal year, load no more than the previous year's Fund Code 30 1st quarter gross commitments less facility projects.

2.2.2.2. (Added-AMC) TWCF Operating funds (BPACs 1XX and 3XX) are not subject to any of the CRA restrictions because it is a no-year fund and not appropriated through Congress. However, TWCF Capital funds (BPAC 2XX) are subject to new start thresholds (see paragraph **2.4.1.1.** below).

2.2.3. If the Congress hasn't enacted the DoD appropriation act and hasn't passed a CRA, SAF/FMB will provide guidance on how to operate without funding authorization. Usually, federal agencies **cannot** initiate new program starts under continuing resolutions.

2.2.4. The transfer of funds between appropriations resulting from Congressionally directed transfers or reprogramming actions are accomplished by SAF/FMB using SF Form 1151, **Nonexpenditure Transfer Authorization**, processed through and validated by the Treasury Department. SAF/FMB can make transfers only with legal authority, e.g., Congressionally directed transfers in appropriation language, or specific Congressional direction/approval, e.g. reprogrammings.

2.3. Reprogrammings:

2.3.1. Reprogramming involves realigning funds from one purpose (or program) to another. Within DoD, reprogramming includes transferring funds between appropriations and moving funds between programs in the same appropriation.

2.3.2. The Congress authorizes and appropriates funds for programs that are either stated in statutory language or discussed in the committee reports that accompany authorization and appropriation acts. However, Congress recognizes unforeseen requirements occur during the execution phase of a budget and, therefore, permits reprogramming of funds in execution within certain guidelines. Both statutory and regulatory rules govern reprogramming.

2.3.3. Follow these rules:

2.3.3.1. The Congress must provide prior approval of a reprogramming if it:

2.3.3.1.1. Transfers funds between appropriation accounts or working capital funds that involve the use of transfer authority.

2.3.3.1.2. Affects an item known to be of special interest to one or more Congressional oversight committees unless specific Congressional language allows for additional quantities to be procured within appropriated funds. Increases resulting from such language require an internal reprogramming action to the OUSD(C)

2.3.3.1.3. Increases the quantity of a procurement line item that is authorized by Congress in quantity terms.

2.3.3.2. DoD must notify the Congress before implementing any reprogramming that involves:

2.3.3.2.1. **MILPERS:** a cumulative increase of $10 million or more in a budget activity (as shown on the DD 1414).

2.3.3.2.2. **Operation and Maintenance:** a cumulative increase of $15 million or more in a budget activity (as shown on DD 1414).

2.3.3.2.3. **Procurement** (for any program year) (3010, 3011, 3020, 3080):

2.3.3.2.3.1. A cumulative increase of $10 million or more in a procurement line.

2.3.3.2.3.2. The addition of a procurement line item costing $2 million or more.

2.3.3.2.3.3. The addition of a major modification ($10 million or more within a 3-year period) to an existing program.

2.3.3.2.3.4. A cumulative decrease of more than $10 million, or 20 percent of the appropriated amount (inclusive of supplemental appropriations and recissions), whichever is greater.

2.3.3.2.3.5. The termination of any program which results in the elimination of a procurement program or elimination of a subprogram $10 million or greater within a procurement program.

2.3.3.2.3.6. A notification letter to the Congressional Committees is required in advance of initiating the program for new start programs less than $2 million in the first year and less than $10 million in the first three years.

2.3.3.2.3.7. Terminations of programs falling within the amounts normally allowed by “below threshold” reprogramming require notification by letter to Congress prior to any

reprogramming. Letters for new start programs or program termination shall be signed by the notifying Component, after coordination of the OUSD (C).

2.3.3.2.4. **RDT&E** (for any program year):

2.3.3.2.4.1. A cumulative increase of $4 million or more in an existing program element.

2.3.3.2.4.2. The initiation of a new program of $2 million or more in the first year or more than $10 million in the first three years.

2.3.3.2.4.3. A cumulative decrease of more than $4 million or 20 percent of the appropriated amount (inclusive of supplemental appropriations and recissions).

2.3.3.2.4.4. A notification letter to the Congressional Committees is required in advance of initiating the program for a new start program less than $2 million in the first year and less than $10 million in the first three years for the entire effort.

2.3.3.2.4.5. Terminations of programs falling within the amounts normally allowed by "below threshold" reprogramming require notification by letter to Congress prior to any reprogramming.

2.3.3.2.4.6. Letters for new start programs or program termination shall be signed by the notifying component, after coordination of the OUSD (C).

2.3.3.3. The programs or items for which DoD requests funds must have a higher priority than those for which Congress originally appropriated the funds.

2.3.3.4. DoD components can't reprogram funds for an item or program denied or reduced by the Congress, unless there is positive indication that the Congress reduced funds for a program "wihout prejudice." The phrase "without prejudice" means that the Congress permits the increase in funding within the limits in subparagraph **2.3.3.2.**

2.3.4. See **Chapter 6** for guidance on within-scope contract changes and upward obligations for canceled accounts.

2.3.5. See **Chapter 18** For Reprogramming in Defense Working Capital Fund Business Areas.

2.3.6. See DoD FMR 7000.14-R,Vol. 3, Chapter 6 for further details.

2.4. Congressional New Start Notification Procedures.

2.4.1. Congressional new start notification procedures are delineated in DoD FMR 7000.14-R, Vol. 3, Chapter 6. General guidance applies to Special Access Programs. Specific procedures are provided through SAF/FMBMB and SAF/AQL.

2.4.1.1. **New Start:** A program, subprogram, modification, project or subproject, regardless of amount, not previously justified to and appropriated by Congress in a given appropriation through the normal budget process is considered to be a new start. This includes any effort that is not described in the Research, Development, Test and Evaluation (RDT&E) Descriptive Summaries or Procurement Justification Books accompanying the President's Budget (PB). Budget justification documentation submitted to Congress can be found on the SAF/FM web site at **http:// www.saffm.hq.af.mil/.** For purposes of this paragraph, the following definitions apply.

2.4.1.1. (AMC) Per DoDFMR 7000.14, Volume 3, *Budget Execution-Availability and Use of Budgetary Resources*, chapter 6, paragraph 060401.E, program managers must strictly observe new

start thresholds for TWCF Capital requirements. Programs (including subprograms, modifications, projects, or subprojects) not previously justified by USD(C) and funded by Congress (through USTRANSCOM/TCJ8) through the normal budget process are new starts. Congressional approval is required for TWCF new start programs with costs of (1) over $2 million in the first year, or (2) more than $10 million within the first three years.

NOTE: **Chapter 4**, with the exception of paragraph **4.34.1.**, all paragraph references to the $100,000 expense/investment threshold are changed to $250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7, dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (***NOTE:*** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

2.4.1.2. Program.

2.4.1.2.1. For **investment accounts**, the aggregate level of budget line items as identified in the President's Budget P-1 and R-1 justification documents and related classified annexes and reports as subsequently modified by Congressional action.

2.4.1.2.2. For **O&M and Military Personnel accounts**, new starts would be significant new programs that have not been explicitly justified to Congress in budget justification material. Refer to the subactivity group on the O-1 for the program level identification and the detailed narrative justification for specific activities.

2.4.1.3. **Sub-Program/Project/Sub-Project:** The most specific level of budgeted items identified in the President's Budget justification documents and related classified annexes. These sub-programs, project, and sub-projects are shown as separate efforts below the P-1/R-1 line.

2.4.1.3.1. For **RDT&E** refer to R-2A budget exhibits by fiscal year. The Budget Program Activity Code (BPAC) may also indicate the level of detail that should be reviewed.

2.4.1.3.2. For **Aircraft and Missile Procurement**, refer to P-40 narrative and supporting exhibits such as P-3As and P-1900s.

2.4.1.3.3. Note that the RDT&E BPAC and/or Procurement Material Program Code (MPC)/ Mod number may exist and have funds in the year of the effort under consideration; however, if this new effort is not included in the justification narrative, a new start notification is still required.

2.4.1.4. Modifications: Modifications are the alteration, conversion or modernization of an end item of investment equipment which changes or improves either the original purpose or operational capacity in relation to effectiveness, efficiency, reliability or safety of that item. P-1 line items are considered programs, and modification number identified on the P-3 report would be the sub-program or project.

2.4.1.4.1. All modifications, regardless of amount, not previously justified and appropriated by Congress require Congressional notification before obligations can occur. However, safety modifications costing less than $10 million for the entire effort can be initiated in advance of the Congressional notification.

2.4.1.4.2. Safety Modification. A modification that corrects a material deficiency which caused a Class A Mishap (per AFI 91-204), as determined by the AFSC Memorandum of Final

Evaluation, shall be classified a safety modification. Other modifications may be classified as a safety modification as described in AFI 63-1101, paragraph **2.4.**

2.4.1.4.3. Low cost Modification (Mod #9999X): Individual modifications funded in the Low Cost Modification line generally satisfy an unforeseen requirement estimated to complete within one year. Total funding for efforts on the Low cost Mod line for each fiscal year should not exceed $2.0M per year. Any effort not consistent with the Low Cost Mod line budget documentation or efforts exceeding the $2.0M dollar threshold are not considered "low cost" and must be documented on a separate P3A and are subject to new start guidelines.

2.4.1.4.4. Service Bulletin. Service bulletins are airworthiness directives issued by the FAA or the weapon system manufacturer. These modifications are required to keep the weapon system in compliance with FAA standards and to maintain FAA certification. Modifications as a result of FAA service bulletins are considered new starts if they occur during execution years and are not consistent with the Service Bulletin modification line budget documentation.

2.4.1.5. Commodities: Some P-1 budget activities include line items that represent categories of commodities that are procured by other than AFMC System Program Offices (SPOs). These activities are executed in accordance with Air Force annual priorities and do not represent new efforts with follow-on costs. New Start notification procedures do not apply to the following unless it results in a new program or P-1 line item.

2.4.1.5.1. Aircraft Procurement: BP12, Common Support Equipment; BP14, Industrial Responsiveness; BP16, Initial Spares; and BP17, War Consumables.

2.4.1.5.2. Missile Procurement: BP22, Missile Replacement Equipment; BP 25, Industrial Responsiveness; BP 25, Replenishment Spares; BP26, Initial Spares.

2.4.1.5.3. Other Procurement: BP82, Vehicular Equipment; BP 83, Electronics and Telecommunications Equipment; BP84, Other Base Maintenance and Support Equipment; BP86, Spare and Repair Parts. Commodities comprise the preponderance of items funded with the Other Procurement Air Force (OPAF) appropriation and are procured by organizations other than AFMC System Program Offices (SPOs). New starts will seldom (if ever) arise for these commodity-type items. However, SPOs overseeing OPAF system acquisition programs may have qualifying new start efforts and must comply with the guidance set forth herein. Reference web site **http://www.saffm.hq.af.mil/FMB/FMBI/newstarts/newstarts.shtml** which identifies the programs within OPAF that must comply with this new start guidance.

2.4.1.5.4. Procurement of Ammunition: BP35, Munitions & Related Equipment. Commodties comprise the preponderance of items funded with the Procurement of Ammunition Air Force (PAAF) appropriation and are procured by Air Logistics Center item managers. New starts will seldom (if ever) arise for these commodity-type items. However, SPOs overseeing PAAF system acquisition programs may have qualifying new start efforts and must comply with the guidance herein. Reference web site **http://www.saffm.hq.af.mil/FMB/FMBI/newstarts/newstarts.shtml** which identifies the programs within PAAF that must comply with this new start guidance.

2.4.2. Refer to AFI 63-101, Acquisition Systems, and AFI 23-205, Managing the Procurement Material Programs, for additional guidance. System Program Director and Program Control Chief certification is required in accordance with AFI 63-101, paragraph 1.3.3.3.

2.5. Deferrals and Rescissions. Initiate deferral actions only with SAF approval. Forward requests for deferrals through MAJCOMs/FOAs to SAF/FMB for review and approval. See **Attachment 4** for specific DoD Comptroller guidance on using deferrals and rescissions.

Chapter 3

BUDGET AUTHORIZATION, ALLOCATIONS, AND ALLOTMENTS

3.1. Administering Budget Authority Documents:

3.1.1. This chapter explains procedures for using budget authorizations, allocations, suballocations, allotments, and suballotments for appropriations that aren't administered under the accounting system for operations. AFI 65-601, volume 2, explains how to use the operating budget authority document (OBAD) for appropriations administered under the accounting system for operations.

3.1.2. The Air Force goal is to provide optimum fund flexibility at all levels. Therefore, Air Force funds issuing activities will:

3.1.2.1. Issue budget authorizations and other management type authorizations at the highest practical level within an appropriation, consistent with the requirements of management and limitations imposed by the executive and legislative branches of the federal government.

3.1.2.2. Issue allocations and allotments (including suballocations and suballotments) at the appropriation level at all echelons except as indicated in paragraph **3.6.**

3.1.2.3. Include limitations on funds use required by law and limitations on funds use required by the legislative and executive branches of the federal government and the Department of the Air Force on allocation documents. Limitations subject to Title 31 U.S.C. (and DoD 7000.14-R, Vol. 14) must apply to total availability or total obligations for specific purposes. Clearly identify each specific limitation in the "Limitations" portion of the allocation document.

3.1.3. Operating agencies that receive budget authorizations and allocations from SAF/FMB must issue budget authorizations and suballocations or allotments to themselves for direct administration and obligation, or to subordinate or lateral activities.

3.1.4. Operational activities that receive budget authorizations and suballocations or allotments must use these authorizations for direct administration and obligation. However, if performance is to be by another activity, issue budget authorizations and allotments, suballotments, AF Form 616, **Fund Cite Authorization**, or other citation of funds to those activities.

3.1.5. Recipients who subissue budget authorizations, suballocations, allotments, or suballotments may not remove nor add to restrictions contained in the instruments they receive.

3.1.6. The ultimate user may subdivide the budget authorizations, allotments, or suballotments as necessary to maintain control over funds, provide data for budget estimates and reports, and provide for local management requirements.

3.1.7. Commands, subcommands, or installations that receive budget authorizations and allotments or suballotments from parent organizations, which are to be obligated for the requirements of tenant units located on or supported by the host organization, will subdivide them when necessary to:

3.1.7.1. Make sure their use is in accordance with the tenant's approved financial plan.

3.1.7.2. Maintain control on limitations placed on the use of funds.

3.1.7.3. Provide required data for preparing and revising the tenant's annual financial plan and required reports.

3.1.8. Further divisions of budget authorizations and allotments or suballotments by the ultimate user (for example, element of expense investment codes (EEIC) or responsibility center/cost center codes (RC/CC)), aren't subdivisions of funds under DFAS-DE Regulation 177-16. (***NOTE:*** **AF Form 616 isn't a subdivision of funds under DoD 7000.14-R, Vol. 1**4.

3.2. Basis for Budget Authorizations:

3.2.1. The approved annual financial plan is the basis for the budget authorizations issued by SAF/FMB. SAF/FMB will advise the major commands (MAJCOM) and field operating agencies (FOA) of the approved financial program by issuing budget authorizations for the applicable fiscal or program year. All echelons of command responsible for issuing budget authorizations to subordinate or lateral organizations must make sure that the aggregate of amounts issued does not exceed the amount of the budget authorization received.

3.2.2. Budget authorizations represent the approved financial program with which the recipient can plan to accomplish the mission in an orderly manner. Each additional budget authorization received for the applicable fiscal or program year must reflect the cumulative authorization for that year. Budget authorizations do not grant the authority to incur obligations and are not administrative subdivisions of funds under DoD FMR 7000.14-R, Vol. 14. For the procurement and RDT&E appropriations, see paragraph **3.6.1.1.**

3.3. Expiration of Budget Authorizations. When the authority to incur new obligations expires for an appropriation, the purpose of budget authorizations issued for such appropriations will have been served and the budget authorizations become invalid. Don't make adjustments in the budget authorizations after an appropriation expires for obligation purposes.

3.4. Using Allocations and Suballocations:

3.4.1. Use an allocation or suballocation to delegate financial authority to the office responsible for making funds available for obligation. Air Force policy requires that fund allocations, suballocations, and allotments follow program responsibility; therefore, issue these documents to the commanders who administer the programs.

3.4.2. HQ USAF allocates funds to commands in amounts consistent with the apportionment approved by the Office of Management and Budget (OMB) or under a continuing resolution authority (CRA) passed by the Congress. Allocations represent a maximum limit for further suballocation, allotment, or suballotment. Allocations for multiple year appropriations are issued in full for each respective fiscal year's appropriation.

3.4.3. MAJCOMs and FOAs must distribute allocations at once by issuing suballocations or allotments to intermediate commands or installations. (***EXCEPTION:*** in the case of construction projects funded from the military construction and military family housing authorizations, the MAJCOM may retain a contingency reserve and review and approve all changes other than mandatory field changes.)

3.4.4. Intermediate commands that receive suballocations must issue allotments to installations. Each additional allocation or suballocation received under an appropriation will be either an increase or decrease to the original amount received.

3.4.5. Carry forward unobligated balances of quarterly allocations and suballocations to succeeding quarters of the fiscal year.

3.4.6. Specific line items included on combined budget authorization and allocation documents issued by SAF/FM for the procurement and RDT&E appropriations are legal limitations under Title 31 U.S.C. and DFAS-DE Regulation 177-16. Include a statement to this effect in the remarks section of the combined document.

3.5. Using Allotments and Suballotments:

3.5.1. The Air Force uses an allotment to make funds available for commitment or obligation from an allocation or suballocation. A suballotment makes funds available for commitment or obligation from an allotment. The allotment or suballotment grants and limits an installation's authority to incur commitments or obligations.

3.5.2. Commands issue allotments or suballotments to installations in amounts consistent with the allocation or suballocations received from higher authority and with budget authorizations made to the installations.

3.6. Issuing Budget Authorizations and Allocations. SAF/FM issues budget authorizations and allocations as follows:

3.6.1. Aircraft Procurement (57*3010), Munitions Procurement (57*3011), Missile Procurement (57*3020), and Other Procurement (57*3080) appropriations are available for new obligation for 3 years. The RDT&E appropriation (57*3600) is available for new obligation for 2 years (except the amount established for management and support requirements that is available for only 1 year).

3.6.1.1. For the life of the appropriation, budget authorizations (BAs) are issued at the same level and consistent with the related procurement or program authorization (PA) under each appropriation.

3.6.1.1.1. Specific limitations to budget authorizations issued for these accounts are established by line items on AF Form 401, **Budget Authority/Allotment,** based on limitations imposed by the Department of Defense (DoD), Congress, SAF/FM, and reprogramming flexibility.

3.6.1.1.2. The line item amount or ceiling amount, whichever is larger, on AF Form 401 is an absolute restriction and has the same effect as a separate subdivision of funds within the related allocation or allotment (DoD 7000.14-R, Vol. 14 and DFAS-DE 7200.1-R). SAF/FM approval is required to exceed the line item or ceiling amount, whichever is larger, on AF Form 401.

3.6.1.1.3. To protect Air Force interests, request additional financing required to exercise a bid option within 24 hours after the bid opening. Refer requests that cannot be fulfilled using the authorized flexibility on AF Form 401 to SAF/FMBIX and AF/ILPR for 3080 funds, to SAF/FMBIZ/AQXR for 3010 and 3600 funds, or SAF/FMBIX/AQXR for 3020 funds by the most expeditious means (telephone or priority message).

3.6.1.1.4. Requests should indicate if required financing is available from other line items and by what date the adjustment is required. Confirm telephone requests in writing. Approved adjustments must be shown on the next PA and BA. When time is a critical factor, approve adjustments by message and confirm on the next PA and BA issued. Recipients of funding documents should maintain a suspense control system for timely follow-up and receipt of for-

mal written copies of documents when authority is received by telephone or other informal means.

3.6.1.2. SAF/FMB issues allocations at the appropriation level for each multiple-year period.

3.6.2. Military Construction Air Force (57*3300), Military Construction Air Force Reserve (USAFR) (57*3730), Military Construction Air National Guard (ANG) (57*3830), and Family Housing Account (57*7040) appropriations are available for new obligation for 5 years.

3.6.2.1. Issue budget authorizations at budget program level, except budget programs 320 and 330, and budget programs 351, 711, 712, 713, and 714 which are issued at the installation or construction program level.

3.6.2.2. Issue allocations at appropriation level for the current and all program years, except for budget program 710 which is issued within the budget project level.

3.6.3. Operation and Maintenance, ANG (57*3840) and Family Housing Account (57*7045). (See AFI 65-601, volume 2, for Operation and Maintenance, Air Force (57*3400), and Operation and Maintenance, Air Force Reserve (57*3740).)

3.6.3.1. Issue budget authorizations at budget program activity level for each fiscal year.

3.6.3.2. Issue allocations at appropriation level for each fiscal year.

3.6.4. Military Personnel (57*3500), Reserve Personnel (57*3700), and National Guard Personnel, Air Force (57*3850):

3.6.4.1. Issue budget authorizations at budget program and project level for each fiscal year.

3.6.4.2. Issue allocations at appropriation level for each fiscal year.

3.6.5. Military Assistance Program, Executive Appropriation (57-11*1080):

3.6.5.1. Issue budget authorizations:

3.6.5.1.1. At budget project level for the current program year and program level for prior program years under limitations .00l and .003.

3.6.5.1.2. At program year level for limitations .002 and .004.

3.6.5.2. Budget authorizations for the current year cover estimated current year requirements only (limitations .00l and .003). Budget authorizations for limitations .002 and .004 cover program year requirements.

3.6.5.3. Issue allocations for each limitation on a "from inception" basis.

3.6.5.4. **Chapter 17** and DFAS-DE 7070.3-R contain procedures for International Military Education and Training (IMET) (57-11*1081) and Military Assistance Program, Executive Appropriation (MAP) (57-11*1080) funds.

3.6.6. **Chapter 17** and DFAS-DE 7000.3-R cover Foreign Military Sales Trust Fund (97-11X8242) budget authorization use.

3.6.7. Defense Working Capital Fund (DWCF) (97*4930): The DoD Comptroller (DoD(C)) issues annual Operating and Capital Budget authority schedules to the Air Force and other DoD Components. DoD(C) issues separate schedules providing official management cost goals for each AF Business Area. In turn, SAF/FMB issues operations and capital budget operating authority and Unit Cost

(UC) goals to each Command/FOA with business areas in the DWCF. Activity goals may vary from the Component business area's total goal. However, the sum of the activity goals may not exceed the Component total cost authority. See **Chapter 18**.

3.6.8. Air Force Management Fund (57X3960):

3.6.8.1. Issue budget authorizations at the management fund project account level for each fiscal year.

3.6.8.2. Issue allocations at the management fund project account level for each fiscal year.

3.6.9. Wildlife Conservation, Military Reservations, Air Force (57X5095):

3.6.9.1. Issue budget authorizations at appropriation level for each program year.

3.6.9.2. Issue one allocation at appropriation level covering all program years.

3.6.9.3. You may use allocations for any program year for which a budget authorization is issued.

3.6.10. The Air Force will issue budget authorizations and allocations on any other appropriations or funds that the Air Force administers on the same basis as on comparable appropriations or funds identified above.

3.6.11. Budget authorizations issued by HQ USAF reflect additional subcategorization used by HQ USAF to determine the overall authorizations. Such subcategorization is informational. It is neither a limitation of use of the budget authorization nor an indication of the number and type of subcategory breakouts that may be made by the ultimate user. Unless specifically stated to the contrary, this added detail is intended only to provide the recipient with a better understanding of the dollar amounts.

3.6.12. The centrally managed account for foreign currency fluctuations (OAC 34), DFAS-DE, records the difference between the budgeted foreign currency rates versus those in effect at the time of payment for the operation and maintenance, Air Force appropriation. The amounts recorded in the account also serve as the basis for obtaining a nonexpenditure transfer authorization (SF 1151, **Nonexpenditure Transfer Authorization**) from the Foreign Currency Fluctuation, Defense Account.

3.7. Operating Centrally Managed Allotments (CMA):

3.7.1. The Secretary of the Air Force must approve centrally managed allotments (CMA) (see DFAS-DE 7200.1-R). AFMAN 65-604 identifies the CMA under the respective appropriations and project accounts.

3.7.2. Usually the Air Force uses these allotments to finance those activities where central controls are more practical than establishing controls with specific allotments. Examples of activities that are usually funded with CMAs are pay and allowances of military personnel and permanent change of station expenses, subsistence-in-kind, and medical care.

3.7.3. CMAs provide a way to advise budget, accounting, purchasing, certifying officers, disbursing officers, and others that funds are available for the purpose authorized under the stated account classifications.

3.7.4. The amount of the CMA is an administrative subdivision of funds in accordance with Title 31 U.S.C., as implemented by DFAS-DE 7200.1-R.

3.7.5. Activities that want to establish a CMA must obtain approval by the Secretary of the Air Force. Send the request to establish a CMA to SAF/FMPC in accordance with DFAS-DE 7200.1-R for

review and evaluation to determine that adequate controls have been established to avoid overobligation.

3.7.5.1. You must fully justify the need, delineate possible alternatives, and demonstrate clearly why the CMA method is the only practical administrative procedure.

3.7.5.2. The official who establishes the CMA must, to the extent prescribed by law, directive, and regulation, make sure that obligations are not incurred in excess of the amount available.

3.7.6. The establishing official is responsible for administering the CMA and must prescribe an adequate system of control to include: designation (by name or position) of specific individuals authorized to incur obligations or make expenditures against each CMA, and establishment of suitable limitations on the numbers, quantities, or volume for which obligations may be incurred. The system must provide for accounting and reporting at least monthly and ensure that timely notice is given to prevent the CMA from being overobligated by taking necessary management action, which may include:

3.7.6.1. Increasing the amount of the CMA, before incurring an overobligation.

3.7.6.2. Terminating the CMA.

3.7.6.3. Taking other necessary management actions to prevent an overobligation.

3.7.7. The official establishing a CMA must do an annual review to determine whether to continue its operation. The Secretary of the Air Force makes this determination. Include an internal evaluation of the control procedures established to prevent violation of Title 31 U.S.C. and DFAS-DE 7000.1-R and recommend whether to continue the CMA.

3.8. Year-End Adjustments:

3.8.1. When an appropriation expires for new obligation purposes, the unobligated balance of allocations, suballocations, allotments, and suballotments, remains available for valid adjustments (DFAS *Interim Guidance on Accounting for Obligations* (formerly DFAS-DE 7000.4-R and AFR 170-8)). Usually, the appropriate echelon of command doesn't withdraw the unobligated balance of allocations, suballocations, allotments, or suballotments until there is no known requirement for the balance. In turn, each echelon must advise the next higher headquarters when the balance or a portion of the balance is available for withdrawal. The issuing authority makes subsequent adjustments (usually downward) to an allocation, suballocation, allotment, or suballotment on the basis of information in the status of funds reports.

3.8.2. If you need an additional allocation, suballocation, allotment, or suballotment because obligations incurred in a previous year weren't known until after 30 September, immediately request additional funds from the issuing authority. Give a full explanation of why you need the increase and comply with DoD 7000.14-R, Vol. 14. See **Chapter 2** on expiring appropriations and canceled accounts.

3.8.3. After funds have expired for new obligations, it is imperative that Comptrollers, Budget Officers, Resource Advisors, and Contracting personnel, in cooperation with DFAS, review the status of prior year obligations and promptly deobligate invalid or unneeded Undelivered Orders Outstanding (UOO). A periodic review of these balances is required to assure that sufficient unobligated balances are available to cover upward obligation adjustments (claims, overruns, target-to-ceiling, etc.) and avoid the risk of incurring antideficiency violations.

3.9. Using AF Form 401, Budget Authority/Allotment:

3.9.1. HQ USAF, MAJCOMs, intermediate commands, and FOAs use AF Form 401, or its mechanized equivalent, to issue budget authorizations, allocations, suballocations, allotments and suballotments, or make adjustments to these actions. Usually, you use AF Form 401 to issue other than O&M-type funds, and an **Operating Budget Authority (OBA)** document to issue O&M type funds (see AFI 65-601, volume 2). Funding issued on this form is an administrative subdivision of funds under DFAS-DE 7000.1-R; therefore, don't use it in lieu of the AF Form 616, **Fund Cite Authorization.** You may use the form for all appropriations or funds issued to subordinate activities. The receiving budget office must furnish a copy of the AF Form 401 to the servicing accounting office.

3.9.2. Prepare AF Form 401 as follows:

3.9.2.1. **Heading.** Self-explanatory except for the document number. Begin with number "1" at the start of the program year and continue in numerical sequence for each recipient organization for each appropriation.

3.9.2.2. **Program/Project Column.** If control is maintained at other than appropriation level, enter control codes such as the budget program (BP), budget program activity code (BPAC), materiel program code (MPC), project/subproject, Budget Authorization Account Number, (BAAN), and/or program element code (PEC) in this column.

3.9.2.3. **Annual Budget Authority (ABA) Columns.** Enter in the respective columns the total of previous funds issued, amount of increase or decrease, and revised funding available for the appropriation (or applicable BP, BPAC, MPC, PEC, project/subproject or BAAN) shown in the program/project column.

3.9.2.4. **Cumulative Quarterly Authority Column.** These columns reflect the cumulative amount of funds issued starting with the first quarter of the program year. The AF Form 401 issued during the:

3.9.2.4.1. First quarter will show cumulative amount authorized for the first quarter.

3.9.2.4.2. Second quarter will show the cumulative amount from the beginning of the year for the second quarter.

3.9.2.4.3. Third quarter will show the cumulative amounts from the beginning of the year for the third quarter.

3.9.2.4.4. Fourth quarter will reflect annual program in the fourth quarter column.

3.9.2.5. **Remarks/Limitations Block:**

3.9.2.5.1. The issuer should identify the document as an allocation, suballocation, or allotment. For example, "This is a suballocation."

3.9.2.5.2. Parent organizations issuing funds for tenants to host organizations must include information required by the host to administer the approved financial plan of the tenant.

3.9.2.5.3. Limitations on issued funding will be in accordance with paragraph **3.1.** above.

3.9.2.5.4. Other remarks should include any general information that would provide the recipient with a better understanding of entries shown on the upper parts of the AF Form 401.

3.9.2.6. During the year of execution, quarterly obligation authority issued by SAF/FMBOI on funding documents to commands is based on gross obligations, not gross commitments in the accounting system.

However, quarterly and annual obligation authority available to a command must be sufficient to cover that command's gross commitments.

3.10. Using AF Form 402, Obligation Authority/Suballotment. Only SAF/FMB and their servicing accounting and finance office (SAF/FMBMB-AFO) use the AF Form 402 (hereafter called OA). Its use is considered an administrative subdivision of funds under DoD 7000.14-R, Vol. 14, *Administrative Control of Appropriations*. These funds are available for obligation for a specified period of time and only for a designated purpose. The OA limits the making of obligations to the amount shown, but unlike other administrative subdivisions, you record it as a commitment against funds provided to the SAF/FMB servicing AFO (SAF/FMBMB-AFO) on an Operating Budget Authority (OBA) or allotment document. If valid obligations (per DFAS *Interim Guidance on Accounting for Obligations* (formerly DFAS-DE 7000.4-R and AFR 170-8)) exceed the amount of the OA, a reportable violation occurs. You must report it under DoD 7000.14-R, Vol. 14 and DFAS-DE 7200.1-R (***NOTE:*** Base level activities may not issue the AF Form 402. They may use AF Form 616, **Fund Cite Authorization**, per DFAS-DER 7010.1.)

3.10.1. **Address OAs to the Designated Head of the Activity Receiving the Funds.** This person may delegate authority to administer the OA to a qualified individual within his or her organization; to the individual who will incur the obligations; or if mutually agreeable, to the host FSO. The AFO (SAF/FMBMB-AFO) issuing the OA must know in advance who will administer the OA.

3.10.2. **Examples of Obligations Authorized by an OA:**

3.10.2.1. Base procurement of items authorized for local purchase.

3.10.2.2. Purchase of items which require control subject to the issuer of an OA. The issuer can control by a thorough review of the documents pertaining to such purchases.

3.10.2.3. Other items authorized by the issuer as shown in the purpose block of the OA.

3.10.3. **Restrictions and Limitations.** An OA must be issued for a specific period of time and dollar amount.

3.10.3.1. The period of the OA can't extend beyond the expiration date of the appropriation. Review OAs issued against multiple-year appropriations at the end of each fiscal year to determine if they are still valid for the next fiscal year.

3.10.3.2. Issue OAs in specific amounts; that is, the maximum amount that can be obligated. If the amount is later determined to be insufficient, the receiving office must promptly request a supplemental OA.

3.10.3.3. Recipients can't issue subsidiary OAs. The funds must either be obligated by the recipient or returned unobligated to the issuing AFO (SAF/FMBMB-AFO).

3.10.4. **Instructions for the Issuing AFO (SAF/FMBMB-AFO):**

3.10.4.1. Prepare the face of the AF Form 402 to show:

3.10.4.1.1. Advice number assigned by the issuing AFO (SAF/FMBMB-AFO). Assign this number and add a sequence number for each change issued against the original document.

3.10.4.1.2. Date issued.

3.10.4.1.3. Expiration date of authority granted by the document.

3.10.4.1.4. Name and address of the holder (recipient).

3.10.4.1.5. Name, address, and telephone number of person who will administer the OA and be responsible for providing obligation documents to the issuing AFO (SAF/FMBMB-AFO).

3.10.4.1.6. Complete accounting classification, the year the appropriation expires, and authorized amount.

3.10.4.1.7. The authorized purposes of the OA such as services to be performed, specific projects, issuing office limitations, and other items necessary to control the OA.

3.10.4.1.8. Signature with typed name and grade of the issuing AFO (SAF/FMBMB-AFO).

3.10.4.2. Complete the first line on reverse side of OA to show:

3.10.4.2.1. Date OA was issued in Document Date column.

3.10.4.2.2. Advice number of OA in Document Reference Number column.

3.10.4.2.3. Leave Commitment and Obligation Amount columns blank.

3.10.4.2.4. Total amount of the OA in Available Balance column.

3.10.4.3. Prepare the OA in triplicate. Send the original and first copy to the holder. Keep the second copy. Post the amount of the OA in the accounting records as a commitment. Record subsequent obligations in the accounting records as obligation documents are received. Upon receipt of the completed OA, reconcile the obligations recorded with the obligations shown on the reverse of the OA to make sure copies of all documents have been received and recorded. When a completed or expired OA is received by the issuing AFO (SAF/FMBMB-AFO) on which commitments have been recorded but no obligations have been incurred, decommit the unobligated balance of the OA and set up commitments based on each commitment document attached.

3.10.4.4. Note that AF Form 402 provides preprinted written instructions to the recipient/holder on its proper use and maintenance. The issuing AFO (SAF/FMBMB-AFO) may provide additional written instructions on the OA to the recipient at the time it is issued. Such instructions must include guidance necessary to satisfy SAF/FMB and issuing AFO requirements.

3.10.4.5. Note that the recipient of the OA is considered an agent of the issuing AFO (SAF/FMBMB-AFO) and must comply with all instructions received, either separately or on the face of the OA.

3.10.4.5.1. Show the complete accounting classification on all commitment and obligation documents including the OA advice number of the issuing activity.

3.10.4.5.2. Make sure the individual who has been designated by the recipient to administer the OA annotates each new commitment or obligation to avoid exceeding the available balance of the OA. This individual must list each transaction on the reverse side of the AF Form 402.

3.10.4.5.2.1. Continue the record on another sheet if more lines are needed. Show the date, reference number of the document, amount of the commitment or obligation, and the new available balance.

3.10.4.5.2.2. If an obligation was previously recorded as a commitment, reverse the commitment, and record the obligation. Compute a new available balance after each transaction.

3.10.4.5.2.3. If a commitment or obligation is canceled totally or partially before the obligating document is sent to the issuing AFO (SAF/FMBMB-AFO), record the cancellation on the reverse side of the AF Form 402 and increase the available balance accordingly. ***EXCEPTION:*** if cancellation occurs after the obligating document is sent to the issuing AFO (SAF/FMBMB-AFO), don't record the cancellation nor increase the available balance. Instead, send the notice of cancellation to the issuing AFO (SAF/FMBMB-AFO) for deobligation.

3.10.4.5.2.4. Use the Remarks column to record data that may help control the OA.

3.10.4.5.3. Send copies of all obligating documents to the issuing AFO (SAF/FMBMB-AFO) as obligations are incurred or as specified (daily, weekly, monthly, etc.) by the issuing AFO (SAF/FMBMB-AFO) in written instructions.

3.10.4.5.4. Make sure the recipient or individual designated to administer an OA cites the OA on a message, letter, or other procurement request. The procurement request must be for a one-time requirement and must be specific as to amount. The individual administering the OA signs as the fund certifying official. The amount available for obligation or certification is the beginning balance less all commitments and obligations posted. It is a violation of DFAS-DE 7200.1-R to exceed the available balance by incurring either committing or obligating funds in excess of the available balance.

3.10.4.5.5. Return the duplicate copy of the OA to the issuing AFO (SAF/FMBMB-AFO) when the action for which the OA is issued is completed, the OA is fully obligated, or when the OA expires, whichever occurs first. When funds have been cited against an OA, the OA may be held by the recipient pending receipt of obligation documents, but not beyond the expiration date of the OA. Attach a copy of each outstanding procurement request for which obligation documents have not been received.

3.10.4.5.6. If unposted obligation documents are received after the duplicate copy of the OA has been returned to the issuing AFO (SAF/FMBMB-AFO), send the documents to the issuing AFO (SAF/FMBMB-AFO) as soon as possible. Do not post these amounts to the OA. Annotate in the Remarks column the obligation amount and date sent to the AFO (SAF/FMBMB-AFO).

3.10.4.5.7. An OA on which commitments have been recorded must be controlled until all obligation documents have been received or the commitment canceled.

3.10.4.5.8. Follow-up to determine the obligation status when obligating documents have not been received within 30 days after funds have been committed.

3.10.4.5.9. Cancel all commitments that will not be obligated at fiscal year-end (30 September) for expiring funds. When funds from an OA are cited on procurement requests, advise the person who will incur the obligation that obligations cannot be incurred past the expiration date of the appropriation. Obligation documents must be received at FY-end by the person administering the OA in enough time to have the obligation recorded in the accounting records by the AFO and certified in FY-end reports.

3.10.5. See DFAS-DE 7070.3-R Chapter 5, for AF Form 402 usage with the Foreign Military Sales Trust Fund (97-11X8242).

3.11. Locally Prescribed Forms and Formats. Air Force activities that have implemented mechanized procedures for issuing budget authorizations, allocations, suballocations, and allotments may substitute computer-generated forms, properly identified as AF Form 401, Apr 84 (electronic form), for the AF Form 401. The use of an electronically reproduced equivalent of an original signature is acceptable for a document requiring an original signature.

3.11.1. Accomplish internal control of fund documentation through use of computer software.

3.11.2. Command fund control systems will provide validation of fund authorities by use of access codes and lockout procedures.

3.11.3. Budget analysts will use one set of assigned access codes to prepare fund authorizations. Individuals with the signature authority will use other controlled access codes to cause their signature element and an authorization symbol to appear in the signature section of the fund document and permit the transmission of the authority to the funded activity.

3.11.4. Transmit the authentication, signature element, and symbol to the field as part of the funding document.

3.11.5. The issuing activity will retain signed originals of the computer-generated fund documents.

3.12. Emergency Funding Actions. When urgent funding adjustments are required, you may need to use interim methods (messages, telcons, etc.). Continue to maintain funds control discipline in these situations. This discipline must ensure that activities don't inadvertently violate DoD 7000.14-R, Vol. 14.

3.12.1. **Funding by Messages, Datafaxes, Etc.** When using this technique, include in your correspondence, as a minimum: the FY and appropriation being adjusted, the effective date of the adjustment, funds information (previous total, adjustment, and the revised total), and the name and phone number of the issuing action officer. In addition, advise the receiving activity to promptly acknowledge receipt of the adjustment.

3.12.2. **Funding by Telecon.** Both the issuing and receiving activities will immediately document the transaction with a memo for record. The memo will minimally include: the FY and appropriation being adjusted, funds information (previous total, adjustment, and the revised total), and the name and phone number of both the issuer and receiver.

3.12.3. **Follow-up Requirements.** In all emergency transactions, the issuing activity will issue a formal funding document, reflecting the adjustments, within 1 month or at the next document issue cycle, whichever occurs first. Both the issuing and receiving activities will establish follow-up suspenses to ensure compliance with the formal funding document timeframe requirements.

Figure 3.1. Designation of Appropriation Managers.

Appropriation/Code	Appropriation Manager
Operation & Maintenance, AF (57*3400)	SAF/FMBO
Operation & Maintenance, AFR (57*3740)	AF/RECB
Operation & Maintenance, ANG (57*3840)	NGB/ACR
Military Personnel, AF (57*3500)	SAF/FMBOP
Reserve Personnel, AF (57*3700)	AF/RECB
National Guard Personnel, AF (57*3850)	ANG/FMA
RDT&E, AF (57*3600)	SAF/FMBIZ
Aircraft Procurement, AF (57*3010)	SAF/FMBIZ
Missile Procurement, AF (57*3020)	SAF/FMBIX
Procurement of Ammunition, AF (57*3011)	SAF/FMBIX
Other Procurement, AF (57*3080)	SAF/FMBIX
National Guard & Reserve Equipment (97*0350)	
Air National Guard	ANG/FMA
Air Force Reserve	AF/RECB
Military Construction, AF (57*3300)	SAF/FMBIC
Military Construction, AFR (57*3730)	AF/RECB
Military Construction, ANG (57*3839)	ANG/FMA
Family Housing, AF For FY 02 and out, use 57*0745/0740 and for FY 01 and prior, use 57*7045/7040)	SAF/FMBIC
Defense Working Capital Fund (AF Business Areas) (97*zz)	SAF/FMBMR
Wildlife Conservation (57*5095)	SAF/FMBOI
Air Force Management Fund (57*3960)	SAF/FMBMM
Air Force General Gift Fund (57*8928)	SAF/FMBMM
Air Force Cadet Fund (57*8418)	SAF/FMBMM

NOTES:

1. SAF/FMB manages the Centrally Managed Allotment (CMA) for the Military Personnel appropriation.
2. SAF/FMBIC manages Foreign Currency Fluctuation CMAs for the Military Construction, Family Housing Construction, and Family Housing O&M appropriations.
3. SAF/FMBOI manages the Foreign Currency Fluctuation CMA for the Operation and Maintenance appropriation.

Chapter 4

BUDGETING AND FUNDING GUIDANCE FOR VARIOUS APPROPRIATIONS

Section 4A—Obligating Funds During the Last Two Months of the Fiscal Year

4.1. Applying the 20-Percent Limit on Obligations. Except as noted below, obligate no more than 20 percent of your **annual (1 year) appropriations** during August and September of any fiscal year. Every department or agency must apply this limit at the appropriation level rather than against each budget program or project, with one exception: for the Reserve Personnel appropriation, apply the 20-percent limit to the total of the annual budget authorizations for projects that must meet this limit.

4.1.1. If HQ USAF directly issues funds to your command, limit *Operation and Maintenance Appropriations (3400, 3740 and 3840).*

4.1.2. If you're in the Air National Guard (ANG), Air Force Reserve Command (AFRC), or Air Education and Training Command (AETC), do not limit your Military Personnel appropriation (3700 and 3850).

4.2. Applying Exceptions to the 20-percent Limit. Don't limit obligations during August and September of the fiscal year if **Figure 4.1.** below applies to you.

Figure 4.1. Exceptions to the 20-Percent Limit on Obligations in August and September.

Don't Apply the Limit

A. If You're In	B. And the Obligation Concerns	C. Because
Any command	programs assigned to Military Personnel Appropriations	The Deputy Asst. Secretary (Budget) administers this appropriation centrally with compensating controls to stay under the limit
Any command	reprogrammings and supplemental budget authority approved or appropriated and received during the last 2 months of the fiscal year	Statutes don't require
AFRC or AETC	supporting active duty Reserve Personnel projects for training of components, summer camp training of ROTC, or active duty for training (summer field training) of participants in the Health Professions Scholarship Program.	DoD Appropriations Act excludes

Section 4B—Information Processing Equipment (IPE) and Resources

4.3. Budgeting and Funding for General Purpose IPE. Whether you're in an Active or Reserve component, follow this section to select the correct appropriation for funding to develop, buy, lease, and maintain Information Processing (IP) Resources. Acquisition of IPE may involve procurement actions ranging from base-wide, organization, or functional community local area network (LAN) systems down to ancillary equipment (e.g., personal computers, printers, etc.) and software which operates totally independent of a LAN. When commands can't agree to funding responsibilities, refer the matter to SAF/FMBM.

4.3.1. **LAN Acquisition.** LANs consist of any equipment that is integral to the operation of a LAN system to include file servers, cable, personal computers (PCs) and other support components (e.g., line drivers, multiplexers, etc.). A LAN is further subdivided into its lowest system form: base-wide, organizational (e.g., wing, squadron, division, branch, etc.), or functional community (e.g., logistics, maintenance, civil engineering, etc.).

4.3.1.1. Include the total cost of each independent LAN system when applying the $100,000 expense and investment criteria to a procurement action. Include any additional LAN installation costs (e.g., quality assurance, system engineering, equipment installation, testing, etc.) in the aggregate cost of all equipment items being acquired to make the LAN system operate. You must apply the expense and investment threshold to the aggregate cost of the entire system. (NOTE: Use O&M funds, EEIC 592, to finance installation if anyone other than the prime contractor (or direct subcontractor) installs the system or modifies it as a result state-of-the-art changes (see paragraph **8.21.2.**)).

4.3.1.2. LAN system modifications or upgrades of equipment essential to LAN operations obligated within any 12-month period should be considered part of the same requirement and the total cost will be subject to the expense and investment criteria. Cost each upgrade or modification separately from the original purchase. The same applies to parts purchased to replace components, which are functioning but "are no longer logistically supportable." Ensure that LAN system modifications or upgrades are not an attempt to fragment the requirement to circumvent the expense and investment threshold.

4.3.2. **Ancillary IPE Acquisition.** Ancillary IPE consists of personal computers (PC), printers, etc., whose primary purpose is to operate independently from the LAN, as well as repair parts, components, network spares, and PC upgrades (i.e., 486 to Pentium processors). In these cases apply the expense and investment threshold to each individual equipment purchased on a "cost per component" basis. Repair parts or components should be functionally equivalent to the unit being replaced and purchased to replace a failed component. Use O&M funds for these types of requirements if each component purchased is less than $100,000 (current threshold). The overriding rule is that stand-alone operational integrity of an ancillary IPE must be maintained in deciding to procure, upgrade, or modify IPE using O&M funding.

4.3.3. **PC Application Software Loaded on Network File Server.** MAJCOMs and installations must implement management controls to ensure that sufficient applications software is procured to permit implementation of stand-alone operation of each PC, should the network fail for an extended period of time. The major task is to ensure that only the authorized number of copies of application software are procured, installed and used throughout the network, whether in a networked mode (launched from the file server) or from the individual PC hard drives. Where the application software is to be loaded or stored, doesn't determine the type of expense and investment funding to be used for

a PC, only whether the PC can operate independently or is integral to a LAN's system operation. Purchase sufficient application software at the same time network PCs are procured using O&M funds to ensure stand-alone PC operational integrity is maintained. ***EXCEPTION:*** Those requirements where the procurement of a PC is intended to upgrade older, less capable computer equipment and the application software can be reused on a one-for-one basis on the upgraded PC.

4.4. O&M Funded Facilities and Activities. Finance the acquisition and operation of IP resources supporting O&M funded facilities and activities as follows:

4.4.1. **Leasing or Maintaining IPE.** Use O&M funds.

4.4.2. **Acquiring IPE.** Apply the $100,000 expense and investment threshold criteria to the total cost of the IPE system to determine which appropriation to use. (***NOTE:*** An IPE system is a group of components that are interconnected, designed mainly to operate together, and procured at the same time. The complete system cost is the aggregate cost of all components that are part of, and function together, as a system to meet a documented requirement.)

4.4.2.1. Use O&M if the total system cost is under $100,000.

4.4.2.2. Use Other Procurement if the total system costs $100,000 or more.

4.4.2.3. Use Other Procurement funds for centrally managed equipment items. (The $100,000 threshold doesn't apply; see **Figure 4.3.**)

4.4.2.4. Exclude contract costs associated with the preparation of real property (e.g., building modification, cable trenching, etc.; see **Figure 4.1.**).

4.4.2.5. Don't fragment the validated requirement for IP, or upgrade to a communications or automatic data processing system or acquire IP in a piecemeal fashion in order to circumvent the expense and or investment criteria guidance.

4.4.2.6. Apply the determination of expense or investment cost on the basis of each system in the requirements document (e.g., Communications Systems Requirements Document, Base Communications-Computer Systems Comprehensive Blueprint, etc.), if the document includes more than one system. Purchasing several items at the same time does not necessarily mean the items are part of one system. For example, if you are buying four small computers for administrative offices in an organization, which may be interconnected (e.g., for sending electronic mail), consider these as four separate systems <u>if their primary purpose is to operate independently</u>. Regarding LANs, a basic rule to follow is that separate requirements documents should be prepared for items integral to an independent LAN's operation and items not integral to a LAN's operation.

4.4.2.6. (AMC) Do not use Other Procurement (3080) to fund TDY costs of Air Force personnel (military or civilian) for the purpose of conducting a site survey prior to the installation or during the installation and/or testing of an IPE system. The TDY member's unit O&M-type funds will be used for these requirements .

4.4.3. **Acquiring Software:**

4.4.3.1. Use O&M funds (without regard to investment threshold and without including software in the total system cost) for:

4.4.3.1.1. Software maintenance and modification, and for other IP contractual services.

4.4.3.1.1. (AMC) Software releases categorized as iterations on the basic release and not involving significant performance improvements or extensive testing are considered a maintenance effort and are purchased with O&M-type funds. Minor improvements in software functionality which are accomplished during routine maintenance are also funded using O&M-type funds, as are modernization costs under $250,000 and one-time projects (e.g., developing planning documents and studies). (See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010211.B.3.)

4.4.3.1.2. Software that is not obtained from a development or services contract and for which the Air Force obtains unlimited data rights (i.e., the Air Force will actually own the software and be free to use, duplicate, distribute, and dispose of the software without restriction from its publisher or developer).

4.4.3.2. Use O&M or investment funds based on the expense/investment threshold (and include in the total system cost, if applicable) for application software with limited data rights or licensed to the Air Force (proprietary software).

4.4.3.3. **Use RDT&E** funds to obtain software via a software development contract (i.e., where the acquiring activity pays a contractor for the software development services).

4.4.3.3. (AMC) See DoDFMR 7000.14, Volume 2A, chapter 1, paragraph 010211.B.1. for additional guidance on RDT&E funding for IPE systems and software.

4.4.3.4. Air Force organizations may accept investment funds from organizations outside of the Air Force for the purpose of buying software with limited data rights or that is licensed.

4.4.4. **Communications Cable Funding:**

4.4.4.1. For maintenance and repair of existing cable (e.g., metallic, fiber optic, premise wiring, etc.) regardless of whether or not the cable is located inside a building or between buildings, Commands will always use O&M funds for these requirements.

4.4.4.2. For an entire information transport system (e.g., cable plant) purchase and installation the expense and investment criteria will be applied. Other Procurement funds will be used for information transport systems (ITS) that are $100,000 or more. O&M funds may be used if the system cost is less than $100,000.

4.4.4.3. For ITS expansion (e.g., jobs requiring new fiber optic cable to accommodate base population growth, new building construction, or a cable expansion to accommodate LAN users in other buildings in order to provide solely E-mail or file transfer type connectivity between LANs that operate independently of each other), Commands will follow rules of minor construction projects. If the specific requirement is less than $750,000, then Commands will use O&M funds. If an expansion is above $750,000, Commands will document the requirement in the Base Communications-Computer Systems Comprehensive Blueprint (BCB) where it can be centrally funded (e.g., Combat Information Transport System or Base Communications Infrastructure) using Other Procurement funds. LAN expansion efforts within a particular building will continue to be governed by the LAN acquisition guidance in paragraph **4.3.1.1.** above. In short, an independent LAN that is spread between buildings will include cable connectivity costs within the aggregate costs of the overall LAN since the cable is an integral part of the LAN system operation.

4.4.5. **Land Mobile Radio Systems.** To comply with the National Telecommunications and Information Administration mandated reduction of frequencies, the Air Force must replace all wideband

systems between FY 05 and FY 08. For the purchase of new trunked systems exceeding $100K, use Other Procurement funds to acquire the trunked infrastructure (antennas, base stations, repeaters) and enough radios to achieve initial operational capability for one functional set. O&M funds should be used to purchase the remainder of the individual radios, each of which is less than the expense/investment threshold. For future infrastructure upgrades, use O&M or investment funds based on the expense/investment threshold.

4.4.5.1. **Using Productivity Programs.** If you are purchasing IPE under provisions of productivity enhancing capital investment (PECI) programs, group the IPE to comprise an integrated system (or systems) capable of amortizing all investment costs within the criteria established in AFI 38-301. Apply the expense/investment rule criteria to determine correct funding.

4.5. RDT&E-funded Facilities and Activities. Use RDT&E for all of the costs identified in **4.4.**, above, for funding by the O&M and Other Procurement appropriations.

4.5.1. **Defense Working Capital Fund (DWCF) Facilities and Activities.** Use DWCF funds to finance all costs identified in **4.4.**, above, for funding by the O&M and Other Procurement appropriations. DFAS-DER 7410.1 Chapter 2 has special guidance for funding of management systems development costs for DWCF activities.

4.6. Site Preparation. **Table 4.1.** contains guidance for determining the type of funds to use for IPE site preparation. Additional guidance is in paragraph **8.18.**

4.6.1. **Table 4.1.** covers two situations: Alteration of an existing facility to accommodate new IPE or to better accommodate IPE currently housed in the facility (columns 2 and 3); and addition to an existing facility or construction of a new facility to accommodate IPE (columns 4 and 5).

4.6.2. Types of funds are denoted by **CON** for construction, **EQP** for investment equipment, and **EXP** for expense.

Table 4.1. Funding for Information Processing Equipment (IPE) Site Preparation.

Categories	**Alteration of Existing Facility**		**Addition or new construction**	
	Materials	**Installing**	**Materials**	**Installing**
1. Raised flooring (see **Chapter 8**, paragraph **8.22.5.** for exception).	EXP	EXP	CON	CON
2. Air conditioning for:				
a. Equipment space directly related to IPE operations and not in associated space.	(note 2)	EXP	CON (note 1)	CON (note 1)
b. Equipment space directly related to IPE operations and concurrently in associated space.	CON	CON	CON (note 1)	CON (note 1)
3. Utility work:				
a. Secondary utility work necessary to connect IPE to the building services	(note 2)	EXP	CON	CON
b. Primary utility work and secondary utility work not described in 3a.	CON	CON	CON	CON

4. Removal and installation of interior partitions, etc.:				
a. To permit installation of IPE.	EXP	EXP	CON	CON
b. For other than the installation of IPE.	CON	CON	CON	CON
5. Uninterrupted power supply (UPS).	EQP	EXP(note 3)	EQP	(note 3)
6. Real property installed generator.	CON	CON	CON	CON
7. Fire protection system:				
a. Built into the facility such as a sprinkler system	RPIE	RPIE	RPIE	RPIE
b. HALON 1301 total flooding system.	(note 4)	(note 4)	CON	CON

NOTES:

1. You may use either Military Construction (3300) or O&M Minor Construction (3400) funds, depending on the total cost, when you procure or install air conditioning systems as RPIE in conjunction with new construction or construction of an addition to a new facility (see **Section 8E Chapter 8**).
2. Purchase individual equipment items costing $100,000 and over with investment equipment funds; all other items are expense.
3. Use investment equipment funds if you purchase the UPS on an installed basis; otherwise, installation is an expense. The associated site preparation is always construction for addition or new construction.
4. If you purchase the HALON 1301 total flooding system on an installed basis, use investment equipment funds; otherwise, purchase individual equipment items costing $100,000 and over with investment equipment funds; all other costs are expense.

4.7. Embedded Computers. Apply the following rules to determine how to fund embedded Information Processing Equipment (IPE) and software developed or acquired under the systems management procedures (acquisition series of instructions).

4.7.1. Use RDT&E to:

4.7.1.1. Fund all initial IPE and software development efforts up to the point where an operational configuration baseline has been tested, evaluated, and accepted or qualified.

4.7.1.2. Finance the design, development, test and evaluation of embedded IPE and software. This includes all costs related to feasibility studies, system design, preparation, integration (including interface with other systems or subsystems), and associated documentation.

4.7.1.3. Design and develop training devices, such as simulators, that employ new or off-the-shelf computers and system components, but have software and interface components unique to the training system. Use RDT&E for the initial system and all of its support cost through acceptance by the Air Force. Typically, these training devices have small quantity requirements and the initial system is eventually used for operational training.

4.7.2. Don't use RDT&E funds beyond the initial system unless the training organization needs more than one full system to demonstrate the training device performance before accepting it.

4.7.3. To buy fully developed and tested IPE and software, use the same appropriation that funds the acquisition of the weapon or support system of which it is a part. Fund fully developed and tested IPE and software associated with an equipment modification with the same appropriation that funds the production mod kits (see also paragraph **Chapter 8**, **Section 8G** for guidance on modification funding).

4.7.4. Use O&M-type funds to finance the maintenance of embedded IPE and software, except for investment items necessary for maintenance. Use procurement appropriations to finance investment items that are funded by the procurement appropriations. Paragraph **4.7.** applies for embedded IPE and software used in research and development programs or owned by RDT&E funded activities.

4.7.5. Fund changes to existing operational software as follows:

4.7.5.1. Use O&M-type appropriations or funds for changes designed to correct latent errors or deficiencies in software programs that otherwise meet criteria for operational suitability and usefulness.

4.7.5.2. Use O&M-type appropriations or funds for changes designed to improve reliability, maintainability, safety, or that otherwise qualify as normal life-cycle support.

4.7.5.3. Use RDT&E funds for changes designed to increase the capability of the system to perform its mission, to add new capability, or to remove an existing capability. However, use the O&M-type appropriation that funds the maintenance for software changes (or blocks of such changes) that are relatively minor in scope and cost, and that can be accomplished during regular software maintenance.

4.7.6. See **Chapter 8**, **Section 8G** for instruction on funding software changes related to equipment modification engineering tasks. Use O&M, RDT&E or DWCF funds for other software changes associated with end item modification programs as discussed elsewhere in paragraphs **4.8.** and **8.26.**

4.8. Funding Other Equipment with Computers. This category includes equipment items such as materiel handling equipment that contain or depend upon computer devices but are not C4 systems.

4.8.1. Use procurement accounts to finance the initial acquisition cost.

4.8.2. Finance software changes as an expense.

4.8.3. Finance such charges from the DWCF for DWCF-funded facilities and activities

Section 4C—Honoraria

4.9. Approving Honoraria and Speaking Fees. Commanders should make sure that persons engaged to deliver speeches, lectures, and presentations don't receive excessive fees from appropriated funds. Follow the guidance below for paying honoraria and speaking fees:

4.9. (AMC) Approving Honoraria and Speaking Fees. Military and civilian federal employees of the U.S. Government may not accept honorariums for making an appearance to give a speech, lecture, or presentation as a part of their duties or official capacities in accordance with 5 C.F.R., Section 2636(B), and 5 U.S.C, Section 501(b). Any payment received by military and civilian federal employees for this purpose must be deposited to the Treasury as a miscellaneous receipt.

4.9.1. Use O&M funds to pay honoraria or fees according to established approval levels:

Table 4.2. Honoraria Approval Thresholds.

Installation Commanders	$500 or less
MAJCOM, FOA, DRU Commanders	$2,000 or less
HQ USAF/CVA	More than $2,000

4.9.1.1. To determine the appropriate approval level for honoraria or speaking fees, the total compensation per contract, including travel and per diem, will constitute the cost of the honorarium or speaking fee. Additionally, if a person is going to sign a speaking contract for $1,000 and that contract is for 4 speeches on an installation at $250 each, the $1,000 contract would determine the approval level required (MAJCOM, FOA, DRU Commander), not the $250 cost of each address.

4.9.2. Follow the guidance in Section 22 of the Defense Acquisition Regulation (and FAR Section 37) in contracting for such nonpersonal services.

4.9.3. (Added-AMC) Military and civilian federal employees who receive honorariums in accordance with paragraph **4.9.** above may elect to have it paid to a charitable organization on their behalf, in accordance with 5 U.S.C., Section 501(c). Individual payments will not exceed $2,000 and the contribution cannot be presented to a charitable organization from which the individual or a parent, sibling, spouse, child, or dependent relative of such individual derives any financial benefit.

4.9.4. (Added-AMC) See 5 C.F.R., Section 2636(B).203 for further definition of an honorarium and examples of honorariums that military and civilian federal employees may or may not accept.

NOTE: In the title of **Section 4H** (between paragraphs **4.20.3.** and **4.21.**), OMB Circular A-125 is rescinded and replaced with 5 CFR Part 1315.

Section 4D—Emergency and Special Program (ESP) Codes

4.10. Assigning ESP Codes. Air Force activities at all levels assign ESP codes. These special accounting and reporting codes collect costs incurred during an emergency or in support of a special program.

Assigning Organization	Scope	Code Description First Position	Second Position
SAF/FMB	Air Force-Wide	Any alphanumeric	"A" through "G"
MAJCOM-FOA/FMs	MAJCOM-Wide	Any alphanumeric	"H" through "W"
Installation/FMs	Local	Any alphanumeric	"X", "Y" or "Z"

4.11. Using ESP Codes:

4.11.1. The assigning FM organization along with the activity requiring the data will assign a title to each ESP code, and will determine whether incremental or total costs need to be collected.

4.11.2. Comptrollers and budget officers at all levels must make sure that operating personnel are made aware of the importance of properly identifying and capturing all costs associated with emer-

gency and special programs. Only accurate cost data can provide the documentation to obtain funding or reimbursement when appropriate and meet reporting requirements.

4.11.3. Installations or commands must send requests for establishing Air Force-wide ESP codes through MAJCOM/FM channels to SAF/FMBMM for assignment of an Air Staff sponsor. Describe the program or situation that requires cost identification and indicate whether full or incremental costs should be collected. SAF/FMB will assign the code and issue implementing instructions. In addition, once a year (usually in September) SAF/FMB issues a list of all Air Force level ESP codes for the next fiscal year.

4.11.4. ESP codes apply to all appropriations. Use these codes on all applicable commitment, obligation, and expenditure documents, generally placing them in the accounting classification immediately following the accounting and disbursing station number (ADSN) (for example: ESP Code AA).

Section 4E—Technical Data

4.12. Financing the Procurement and Printing of Technical Data. The source of funds to procure and print tech data depends upon the appropriation or fund that procures the end item of equipment or system to which the data is applicable. Apply funds as follows:

4.12.1. **Acquisition Phase.** Pay for the initial technical data with the same appropriation (and budget program) or DWCF business activity which pays for the end item of equipment or system being supported. Include the cost of both the reproducible copy and the cost of printing multiple copies, whether you obtain the printing by a separate contract from a government printing plant or as a provision of the production contract. Use these same rules for spare and repair parts.

4.12.2. **Modifications.** Pay for all technical data required as a result of a modification to an end item of equipment or system with the same appropriation (and budget program) or DWCF activity that pays for the modification. Use the rules for printing in the preceding paragraph. See also **Chapter 8**.

4.12.3. **Post Acquisition and Modification Phase.** Use O&M (EEIC 594) in these situations, but only when the technical data support equipment or systems are financed with procurement appropriations (3010, 3011, 3020, 3080). (See paragraph **4.12.5.** for printing and reproduction costs.)

4.12.3.1. When production contracts and modification contracts funded with investment appropriations no longer exist to satisfy requirements for reproducible copy not initially procured with the equipment or system.

4.12.3.2. For new requirements for developing and preparing equipment program master tapes for out of production (in-service) equipment.

4.12.3.3. To finance the revision or replacement of previously procured technical data that has become unusable due to excessive use, abuse, or loss and to fund the changes needed to bring the guidance into current status.

4.12.4. Use DWCF funds for the technical data and associated requirements when the equipment is procured by the DWCF or when modifications to that equipment require technical data after production or modifications.

4.12.5. **Funding Printing and Reproduction Requirements.** Use O&M funds - EEIC 501 for printing by the Government Printing Office (GPO) and by commercial printers and EEIC 502 for printing

by the Defense Automated Printing Service (DAPS) - (***NOTE:*** The DWCF finances all of the foregoing requirements for equipment funded by the Defense Working Capital Fund.)

4.12.5.1. To finance the contractual printing (reproduction) of multiple copies of technical data (or literature from technical data) applicable to out-of-production equipment and systems. This rule does not apply to printing requirements relating to initial equipment or system data procurement, modification and initial tech data funded with investment appropriations.

4.12.5.2. To pay for contractual reproduction (duplication) of automatic equipment program master tapes prepared from Air Force-owned reproducible master tapes.

4.12.5.3. See DoDD 5330.3 for policy on use of DAPS.

4.13. Funding Engineering Drawing Requirements:

4.13.1. When obtained in connection with procurement of equipment or a system, use the same appropriation (and budget program) or DWCF business area as used to finance procurement of the equipment or system for which the drawings are required. These same funds also finance the printing or reproduction of multiple copies.

4.13.2. When procured in conjunction with a modification, use the same appropriation (and budget program) or DWCF activity that financed the modification. This applies both to the cost of the drawings and the printing of needed multiple copies.

4.13.3. To finance the following requirements, use either O&M funds (EEIC 594) if the equipment or system was procured or modified using investment funds, or DWCF funds if the equipment was procured or modified with DWCF funds:

4.13.3.1. Replacement of previously procured drawings that have now become unusable due to excessive use (illegible, worn or torn).

4.13.3.2. Drawings needed for purposes other than equipment or system procurement, and required because they were not originally procured on the production or modification contract, which is now closed.

4.13.3.3. The cost of contractual engineering or drafting talent when needed to update, consolidate or redraw existing engineered drawings.

4.13.3.4. Contractual accomplishment of master layout (MLO) drawings, templates, tube bend data and like items.

4.13.4. Use O&M funds (EEIC 501) to finance the contractual cost of printing or reproducing necessary multiple copies of drawings for equipment or systems procured with investment appropriations. Use DWCF for the same requirement for equipment procured by DWCF.

4.14. Commercial Manuals. Initial procurement of these manuals is part of the equipment or system procurement cost. Apply the following for additional copies:

4.14.1. Charge to O&M (EEIC 501) if the Air Force has reproduction rights and the equipment or system was procured with investment appropriations and the manual is incorporated into the system.

4.14.2. Charge the printing cost to DWCF if the manuals are applicable to equipment procured by DWCF.

4.14.3. Charge the cost to the O&M (EEIC 594) if a commercial manual has a TO number, but only for those manuals applicable to equipment or systems procured with investment appropriations.

4.14.4. Charge the printing to DWCF if the manuals are applicable to equipment or systems procured by DWCF.

4.15. Technical Data for Replenishment Spares Procurement. Charge both the cost of the reproducible copy and the cost of reproducing multiple copies to the same funds used to procure the spare parts if procuring replenishment spares involves acceptance of:

4.15.1. A substitute item,

4.15.2. A different manufacturer of the item, or

4.15.3. A new item specification, and

4.15.4. New specifications, new technical data, or revisions to existing data are required.

4.16. Technical Data for Common Support Equipment. Finance changes to weapon systems technical data resulting from the replacement of common support equipment (that are used on the aircraft as opposed to bench check) from the appropriation buying the equipment.

Section 4F—Space Launch Support Services

4.17. Financing Launch Services. Fund launch support services as follows:

4.17.1. If the launch is of a research and development (3600 funded) payload, use the RDT&E (3600) appropriation.

4.17.2. If the launch is of an operational (3020 funded) payload, use the Missile Procurement (3020) appropriation budgeted in the year of the launch.

4.17.3. Charge launch support services provided by Major Range and Test Facility Bases (MRTFBs) to the funding appropriation as indicated above on a direct cost basis per AFI 99-101. Use O&M funds to pay for standard range support costs.

4.17.4. Contractor launch support services budgeted in Procurement appropriations are incrementally funded if they are not related to the delivery of an end item (OSD (C) (P/B) May 16, 1997 Policy).

4.18. Propellants Funding. Use O&M (3400) funds to pay for liquid and gaseous propellants. Pay for solid propellants with 3020 funds.

Section 4G—Organizational, Intermediate, and Depot Logistic Support Provided By Contractors

4.19. Funding Contractor Support Programs:

4.19.1. **Interim Contractor Support (ICS).** Budget and fund ICS in the weapon system/equipment procurement line item or the weapon system/equipment modification procurement line, as applicable. When non-Air Force agencies require work on an Air Force ICS contract, the using activity will reimburse the appropriate procurement account through the responsible system program office. Budget for the ICS on the end item line or modification procurement line even if there is no end item or mod-

ification kit being procured. ICS specifically refers only to the use of a contractor in the following cases:

4.19.1.1. The items to be supported or items of support equipment that have an unstable design, and the projected cost of setting up an organic capability at the time operational support is first required is excessive, due to uncertainties in the type and level of support required because of the risk that support resources will become obsolete if procured too early.

4.19.1.2. All or part of the resources required to establish an organic capability that will not be available until after operational support is first required. In this case, the system development, production, and deployment phases do not allow enough time to develop the support resources before organic support is needed (e.g., automatic test equipment development that generally lags behind the development of the system which it supports).

4.19.1.2.1. Under no circumstances is ICS to be interpreted as a means of compensating for a budget cut or any other unforeseen situation that may require the use of contract support. ICS must be planned budget lead-time away and have been subjected to rigorous cost and risk analysis

4.19.1.2.2. ICS is not used to replace the requirement for testing and for fully demonstrating the adequacy of a new design for an acquisition or modification program before making a major deployment commitment. Instead, it is a method of controlling capital investment in logistics support while refining the requirements, resolving the technical problems, achieving design stability, and compensating for lead-time for complex support resource development.

4.19.1.2.3. ICS is predominately a depot level program because sound program management normally demands organic capability for the performance of all organizational and intermediate (O&I) level tasks when operational systems are initially delivered. Inclusion of O&I tasks under ICS should be accomplished only on an exception basis.

4.19.2. **Contractor Logistics Support (CLS).** Funding responsibilities are as follows:

4.19.2.1. Operating commands will budget CLS for their weapon systems. Use EEIC 578 to identify costs.

4.19.2.2. For systems that are not weapon system specific (for example, Base and Installation Security System), the operating command that has the closest relationship and/or receives the most benefit has budgeting responsibility. If there is no clear relationship to any one operating command or no one command receives more benefit than the others, AFMC will retain budgeting and programming responsibility.

4.19.2.3. AFMC will budget and program for classified programs managed by HQ AFMC/AZ.

4.19.2.4. AFMC System Program Managers (SPM) are responsible for managing CLS contracts. Operating commands are responsible for budget execution and will establish OBANS for AFMC Air Logistics Center contractor logistics support efforts. AFMC SPMs will assist operating commands in developing and costing CLS requirements.

4.19.2.5. When a system transitions from organic logistics support to CLS, the operating command will program enough resources to fund those system spares which are in the stock fund inventory and are to be transferred to the CLS contractor.

4.19.3. **Appropriations Chargeable.** Determine the type of funds that will be used based on the type of contract, or services and items provided under the contract. Maybe more than one appropriation, budget program activity code (BPAC), or element of expense (EEIC) will be involved with one program. The following are examples:

4.19.3.1. If the contract is written to provide strictly a maintenance service (time and effort), charge the cost to an operating account, for example, O&M Air Force (except for DT&E or IOT&E). Contracts could require the contractor to provide all spares, repair parts, labor, and test equipment.

4.19.3.2. If the contract calls for the government to purchase and furnish the spares, repair parts, or equipment, including test equipment, then you may need to use more than one appropriation, BPAC, and EEIC.

4.19.3.3. Use the appropriate procurement/RDT&E appropriation to pay the cost if capital investment items (peculiar support or test equipment) or data are furnished to the contractor.

4.19.3.4. Use O&M (EEIC 579 in the case of ICS) for the maintenance service part of the contract.

4.19.3.5. Charge an operating account (EEIC 605 or 609 from the DWCF, EEIC 619 if from other) if the government furnishes the supply parts (expense type items) used in maintenance.

4.20. Determining the Funds Chargeable. Specific funding guidance cannot cover all contracts or situations; therefore, the system manager, **with assistance from and advice of the MAJCOM FM organization**, must take the following actions for each proposed contractual action:

4.20.1. Review each contract with maintenance and procurement personnel to determine the type of service or product that is being procured.

4.20.2. Determine the proper appropriation and BPAC to use per AFMAN 65-604.

4.20.3. Refer questions that can't be resolved at the command level by the MAJCOM FM organization to SAF/FMBM for decision. Provide your analysis and recommendations when referring a funding (propriety or responsibility) question to SAF/FMBM.

Section 4H—Prompt Payment Act (P.L. 97-177 and OMB Circular A-125)

4.21. Financing Prompt Payment Charges:

4.21.1. Federal departments and agencies must absorb interest penalties within existing appropriations. For DFAS paying offices supporting Air Force sites, the interest will be financed by the operating funds of the base being supported without regard to who caused the late payment.

4.21.2. Use only three appropriations to finance expenses for prompt payment--Air Force O&M (57*3400), Air Force Management and Support RDT&E (57*3600), and Air Force Reserves O&M (57*3740).

4.21.3. On a case-by-case exception, host installations may charge the penalty to tenant O&M funds or DWCF only when evidence clearly exists that the tenant or DWCF was directly responsible for the incurrence of the interest penalty. If the host and tenant cannot agree on the tenant's liability for the

penalty charge, the host installation Commander, with advice from his or her Comptroller, will make the final determination based on the facts of the individual case.

4.21.3. (AMC) Do not charge interest penalty payments to Transportation Working Capital Funds (TWCF) unless a TWCF-funded organization is directly responsible for the late payment. (Reference paragraph **10.1.1.** of this publication below and AMCI 65-602, *TWCF Budget Guidance and Procedures,* chapter 6, paragraph 6.6.18.)

4.21.4. When non-Air Force paying offices (Army, Navy, Marines, DoD, etc.), not supporting Air Force sites, administer or pay Air Force contracts and incur prompt payment penalties, charge the interest payments to those activities without subsequent recoupment from the Air Force. For DFAS paying offices, not supporting Air Force sites, that administer or pay contracts citing Air Force funds, charge the incurred interest payments to the operating funds of the base being supported without regard to who caused the late payment. **EXCEPTION**: Interest paid on Air Force contracts by DFAS-CO are charged to a MIPR provided to DFAS-CO by the 11th Wing on behalf of SAF/FM.

4.21.5. For Foreign Military Sales (FMS), the following fund cite is authorized for charging all Air Force FMS PPA interest penalty payments: 97-11X8242.0002 4F 8467 NP0239 00* S843055 (The * is where the one-digit reason code is placed.) Expenditure authority (EA) is not required when using this fund cite (DSCA Jan 27, 1998 Memorandum, Subject: Line of Accounting for Prompt Payment Act Interest and DFAS-DE/AYC Msg. 12532Z Oct 01.

4.21.6. Nonappropriated funds (NAF) paying offices or activities will charge interest penalty costs to NAFs.

4.21.7. See DFAS-DE 7010.2-R for specific accounting instructions.

4.22. Assigning Data Elements:

4.22.1. All Air Force paying activities will use base-wide cost center XX88XX (see DFAS-DER 7000.1). In the Air Force O&M Appropriation (57*3400) this cost center is linked to XXX96F program elements. The Air Force RDT&E program elements are 65806F and 65807F. For AFRC O&M (57*3740), Dobbins AFB GA only, the base-wide cost center uses program element 55396F.

4.22.2. Use element of expense/investment code (EEIC) 682 for all three Air Force appropriations. This EEIC reflects only prompt payment interest penalty costs. Use fourth- and fifth-position EEIC code shreds for EEIC 682XX as follows (see the Air Force Corporate Data Dictionary, Volume I for definitions):

4.22.2.1. Use the fourth-position numeric shred of EEIC 682 to reflect the reason a prompt payment interest penalty was incurred.

4.22.2.2. Use the fifth-position alpha-code shred of EEIC 682 to reflect the original appropriation cited on the voucher that incurred an interest penalty payment. Where more than one appropriation is cited on the contract, use the predominancy rule to determine the fifth-position shred. The appropriation with the most dollars dictates the alpha shred selected. (An exception to the guidance is for FMS-related fund cites. Because these are reimbursable-type transactions, use a prorated breakdown between the appropriations based on dollar value to total contract costs to distribute EEIC 682 interest penalties to the proper fifth-position alpha shreds.)

Section 4I—Telephone System Costs

4.23. Funding Advance Deposits for Installation Costs of Telephone Cable Required for New Family Housing. Installations responsible for installing telephone cabling for new family housing will comply with the following guidance:

4.23.1. Charge the costs of trenching, backfilling, and paving associated with cable installation both within a new residential subdivision and within the 100 foot allowance to the appropriate construction appropriation.

4.23.2. Charge the payment of deposits against the cost of installing underground telephone equipment specifically required to service a new subdivision to the appropriation financing the host-base operation.

4.23.3. Credit the appropriation financing the host-base operation for refunds of the deposits against the cost of installing underground telephone equipment specifically required to service a new subdivision. (Refunds of the deposits are provided in the form of setoffs or credits against bills to the Air Force for services.)

4.24. Funding Other Telephone Activities:

4.24.1. Paying for Telephone Reconnection Charges. The Base Civil Engineer (BCE) and Chief of Services may approve appropriated fund payment for telephone reconnection fees which result from base actions for the convenience of the Air Force (only for local, non-PCS moves)(EEIC 592). These entitlements are usually due to either a mandatory assignment to government housing facilities or the termination of assignment to quarters due to death of qualifying dependents.

4.24.2. Providing Telephones for Government Transient Facilities. Air Force installations may spend appropriated funds for telephone service and equipment in transient quarters when sufficient official need exists for a telephone (AFI 33-111). Host MAJCOMs must establish controls to make sure appropriated funds are not used to pay for unofficial toll calls. The host MAJCOM must establish procedures for billing to transient residents when direct toll calling is allowed.

4.24.3. **Paying for Commercial "Unofficial" Telephone Service.** This paragraph, along with **Figure 4.2.**, describes funding procedures for acquiring, installing, and maintaining inside wiring used to provide commercial "unofficial" telephone service in facilities such as dormitories, military family housing, VAQs, VOQs, TLFs, etc. This funding guidance refers to the inside wiring that extends between the telephone company's point of demarcation at a facility and the subscriber's telephone outlet.

4.24.3.1. **Assigning Funding Responsibilities:**

4.24.3.1.1. Pay for the installation and maintenance of inside wiring in Air Force quarters with the appropriation that finances the construction, repair, or maintenance of government quarters.

4.24.3.1.2. In facilities other than Air Force quarters, the subscriber pays for the installation and maintenance, regardless of who owns the facility.

4.24.3.1.2.1. The subscriber pays for all costs associated with the service provided by the telephone company (for example, circuit activation fees, monthly access fees, toll calls, long haul carrier access fees, instrument rental or procurement, etc.).

4.24.3.1.2.2. See **Figure 4.2.** of this instruction and AFI 33-111 for further procedures and instructions. AFI 33-111 contains guidelines for both "official" and "unofficial" telephone service.

4.24.4. **Financing Telephone Wiring and Cable TV Wiring:**

4.24.4.1. Use Military Family Housing (MFH) P722 maintenance funds to finance the maintenance, repair, and minor alteration requirements for telephone wiring within MFH units.

4.24.4.2. The occupant pays for the provision and installation of the telephone instrument and for the relocation of outlets solely for the convenience of the occupant.

4.24.4.3. Installations must use MFH funds (P71X/P72X) to pay for cable TV prewiring as part of housing unit construction or improvement of units where cable TV is, or will be available.

4.24.5. **Providing Command and Control Communications Services in Base Housing.**

4.24.5.1. Official telephone service in the form of direct lines to the base switchboard (NOTE: For this purpose, a direct line from the appropriate operational command post is an acceptable alternative) or Class C phone lines in personal quarters is authorized per AFI 33-111, Telephone Systems Management, only for those individuals in “positions requiring immediate communications response for command and control.” Class A telephone service that provides local off-base or commercial long distance telephone service is not authorized. Telephone service may be authorized for on-base and Defense Information Systems Network (DSN) communications (given a mission essential need) when appropriate. Written authorization for such service must be kept on file for the duration of the service by the activity that provides the service. Except for alternate work sites (covered in P.L. 104-52, Title IV, Sec. 620, 19 Nov 95, Treasury, Postal Service, and General Government Appropriations Act of 1996 and AFI 33-111, paragraph 7.2.), appropriated funds are not authorized to provide telephone service in personal quarters where there is no clearly established requirement for immediate command and control capability. Personal need or convenience alone does not meet command and control criteria.

4.24.5.2. The access requirement cannot be granted solely on the basis of grade or rank. Individuals authorized official telephone service in their private (on-base) residence must have both a functional and immediate need for command and control access.

4.24.5.3. Appropriated funds may be used to provide LAN services to private (on-base) residences when there is a command and control need for these services. **Establishing a requirement for immediate command and control capability is applicable before providing access to an installation local area net (LAN) in a private (on-base) residence.** These LAN services can be used for official business only. The cost of fiber cable installation in the MFH unit is chargeable to the Military Family Housing (MFH) O&M Appropriation. Additional guidance on LAN services is provided in AFI 33-129, Communications and Information Transmission of Information via Internet.

4.24.6. **Flexiplace/Telecommunicating Support to Alternate Work Sites.** P.L 104-52, Treasury, Postal Service, and General Government Appropriations Act of 1996, Sec. 620 provides that appropriated funds may be used to install telephone lines and necessary equipment and to pay monthly charges in any private residence or private apartment of an employee who is authorized to work at home in accordance with guidelines issued by the Office of Personnel Management (OPM): Provided that the head of the department, division, bureau, or office certifies that adequate safeguards against private

misuse exist and that the service is necessary for direct support of the agency's mission. Additional guidance may be found in AFI 33-111.

Figure 4.2. Funding for Installation and Maintenance of Telephone Wiring Used for Commercial "Unofficial" Telephone Service.

TYPE OF FACILITY	FUNDING APPROPRIATION INSTALLATION		REPAIR & MAINTAIN	MAINTENANCE RESPONSIBILITY
	MAJOR (Note 1)	**MINOR (Note 2)**		
Quarters: MFH	Appn 7040 P-711	Appn 7040/7045 P-722/P-713 (Note 3)	Appn 7045 P-722	Base CSSO
UEPH, UOPH	Appn 3300	Appn 3400 EEIC 529/592	Appn 3400 EEIC 592	Base CSSO
TLFs, VOQs, VAQs (Note 5)	Appn 3300	Appn 3400 EEIC 529/592	Appn 3400 EEIC 592	Base CSSO
AAFES Activities (incl CONUS Pay Phones)	AAFES	AAFES	AAFES	AAFES
DeCA	DeCA	DeCA	DeCA	DeCA
NAF Activities (Note 5)	Subscriber	Subscriber	Subscriber	Subscriber
Other DOD Appropriated Fund Activities	Subscriber	Subscriber	Subscriber	Subscriber
Other Federal Agencies	Agency	Agency	Agency	Agency
State, County, Municipal Organizations	Agency	Agency	Agency	Agency
Non-profit Organizations	Subscriber	Subscriber	Subscriber	Subscriber
Business & Contractors	Subscriber	Subscriber	Subscriber	Subscriber

NOTES:

1. The cost of construction includes telephone wiring, jacks, terminal blocks, etc., so as to make the facility telephone ready. Construction does not include instrument rental-procurement or any charges levied by the telephone company associated with activating the telephone circuit or providing the telephone service to the subscriber. The subscriber is responsible for these charges in all cases. AF prewiring guidance, ETL 02-12, requires the installation of inside wiring using Military Construction Program (3300 appropriation) funds, either new construction or major renovation.

2. Prewiring does not apply to AF funded minor construction (57*3400, EEIC 529). However, as a minimum, provisions for communications wiring and equipment (conduit, space, plywood backboards, etc.) are provided as part of the project. In these cases, physical spaces are a part

of the funded cost (EEIC 529); conduit, plywood backboards, etc., are treated as secondary utilities per AFR 86-1 and are an unfunded cost (EEIC 592). Communications wiring may be installed as part of the project, consistent with the general guidelines of ETL 87-XX, but are funded as an expense (57*3400, EEIC 592).

3. For MFH units, pay for minor renovations costing $2,000 or less with P-722. Pay for minor renovations costing over $2,000 with P-713.
4. AFI 33-111 has guidelines for the authorization and funding of Class A, B, C, and D "official" telephone service.
5. Follow the funding guidance above when using appropriated funds. Follow nonappropriated funding guidance when using nonappropriated funds.

4.24.7. (Added-AMC) Funding for Telephone Calling Cards.

4.24.7.1. (Added-AMC) AFI 33-111, paragraph 8, provides guidance on the use of telephone calling cards. They are authorized for official Air Force business and may only be purchased off of the Federal Telecommunications System (FTS) 2000/2001 contract (managed and controlled under the auspices of the Defense Information and Systems Agency (DISA)) when the requirement has been validated and properly funded. No other commercial source is authorized to provide telephone calling cards regardless if it appears cheaper to procure them outside of DISA channels. FTS phone cards provide an audit trail of calls made while other commercial vendor cards do not, making them subject to fraud, waste and abuse. The use of FTS contract for long-haul communications requirements, to include telephone calling cards, is further direct by DoDD 4640.13, *Management of Base and Long-Haul Telecommunications and Equipment* .

4.24.7.2. (Added-AMC) To obtain telephone calling cards, organizations must first submit an AF Form 3215, **C-4 Systems Requirements Document (CSRD)** through the Base Communications Squadron for validation and approval. Once validation is received and funding is approved, the organization will then provide a copy of the CSRD to the base circuit actions office, who will submit a Request for Service (RFS) to HQ AMC/CMO to establish the requirement with DISA through the FTS 2000/2001 contract and issue the calling cards. DISA will bill the requesting organization in accordance with the usage of the cards. ***NOTE:*** The Government-Wide Purchase Card is not available to obtain these services from DISA.

Section 4J—USAF Museum Program

4.25. USAF Museum Programs. AFI 84-103 provides instruction for the Air Force museum program, museum operation, and new museum approval.

4.25.1. **Financing the United States Air Force Museum (USAFM).** The USAFM at Wright-Patterson AFB, OH, is the only museum eligible to receive appropriated funds for new construction and O&M funds from the Service-wide Activities of Budget Activity 04.

4.25.2. **Financing Air Force Base Museums:**

4.25.2.1. The Air Force encourages but does not require a foundation in the establishment and operation of a museum. Where a foundation exists, the supporting Air Force installation should use its resources and other voluntary funds for construction, establishment, management, operation, and maintenance of the supported museums. Establish a memorandum of understanding

between the parties to outline the responsibilities and limitations for each party, including a general description of those areas where the foundation will assist the museum.

4.25.2.2. When foundation funds are inadequate, installation commanders may use O&M-type funds to support the base museum, provided the costs are reasonable and in line with the base mission and funding priorities. Museum buildings are not privately owned, but are owned and maintained by the Air Force. The buildings and grounds should be maintained in the same manner as other buildings on the base. Repair and maintenance of the building, parking lots, and landscaping are normal BOS support. For example, if museum parking becomes congested and requires an enlargement of the museum parking lot, this requirement is not a museum-unique problem, but a base requirement that must compete against other base improvement projects for funding and comply with the base comprehensive plans. The installation of intrusion detection systems is permitted because it is part of the base requirement to provide security. Use O&M funds from your Budget Activity for base support; however, don't use O&M or MILCON for museum construction, additions, or alterations.

4.25.2.3. O&M-type funds may be used for the following purposes: minor construction with a limit of $2,500 per individual interior work project.

4.25.3. **Financing Air Force Exhibits and Air Parks.** Installation commanders may authorize the use of O&M funds for these activities following the guidance in paragraph **4.25.2.**

4.25.3. (AMC) Do not use TWCF funds to finance Air Force base museums, exhibits, or air parks at Air Force bases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.21.)

Section 4K—Ethnic and Holiday Observances, Traditional Ceremonies, and Entertainment

4.26. Ethnic and Holiday Observances Funding Guidance:

4.26.1. **Ethnic Observances.** Air Force organizations at all levels may spend appropriated funds, as authorized by the host or installation commander, to carry out activities that recognize the contributions that minorities and women have made to society. Observances include such activities as scholarly lectures, ethnic historical exhibits, art exhibits, displays, and musical groups, including those procured from the private sector.

4.26.1.1. Air Force organizations may use O&M-type funds to finance a live artistic performance as an authorized part of an equal employment opportunity (EEO) effort if it is part of a formal program determined to advance EEO objectives, and consists of different types of presentations designed to promote EEO training objectives of making the audience aware of the cultural or ethnic history being celebrated (60 Comp Gen 303). While the Air Force may not normally provide "free food" to either government or non-government personnel, federal agencies may pay for lunches for guest speakers under 5 U.S.C. 5703 if the speakers were in fact away from their homes or regular places of business. (***NOTE:*** government employees must pay for their own meals, whether on TDY or not, because food is a personal expense.)

4.26.1.2. Sponsoring Air Force activities may use appropriated funds to purchase small "samples" of ethnic foods prepared and served during a formal ethnic awareness program. The samples should be of minimal proportion and are not intended to serve as meals or refreshments.

4.26.2. **Holiday Observances.** Installation Commanders may approve the use of appropriated funds (APFs) to purchase seasonal decorations on a case by case basis. Be prudent when using APFs for this

purpose. The following conditions apply. Purchase decorations only where all installation personnel may benefit from their use, e.g., a decorated Headquarters building, base Christmas tree, or decorated foyer of the Headquarters building. Do not use APFs to purchase decorations for the interior of government offices or for personal use. The decorations may not be religious in character. Also, do not use APFs to purchase or mail seasonal greeting cards.

4.26.2. (AMC) SAF/FMBMM, per message 110941Z Dec 02, extended the authority on using APF to purchase Thanksgiving and Christmas decorations for the main dining facilities on Air Force installations. Also, do not use TWCF funds to purchase seasonal decorations for base facilities (Reference AMCI 65-602, chapter 6, paragraph 6.6.30.) .

4.27. Traditional Ceremonies. The use of appropriated funds that might be prohibited as personal expenses may be permissible when they are incurred incident to certain traditional ceremonies. Don't provide free food, snacks, alcoholic beverages, etc., except as provided in paragraph **4.28.** Comptroller General decisions permit the commercial printing, including DAPS, of invitations and programs **only** for the following traditional ceremonies, **which do not include retirements, unless performed concurrently with a formal Change of Command ceremony**:

4.27. (AMC) Traditional Ceremonies. TWCF funds are not to be used for costs incident to authorized traditional ceremonies. (Reference AMCI 65-602, chapter 6, paragraph 6.6.17.)

4.27.1. **Groundbreaking and Dedication Ceremonies.** Expenses necessarily incident to a groundbreaking or cornerstone ceremony are chargeable to the appropriation used for construction of the building. These expenses include: engraving and chrome-plating a ceremonial shovel (53 CG 119); flowers used as centerpieces at a dedication ceremony (B158831, 8 Jun 1966); group photographs at cornerstone ceremonies (B-11884, 26 Aug 1940); and the printing of programs and invitations for cornerstone ceremonies (B-158831, 8 Jun 1966, and B-107165-0.M., 3 Apr 1982).

4.27.2. **Armed Forces Change of Command Ceremonies.** The Comptroller General extended the rationale of the cases cited above to Change of Command ceremonies for the cost of printing invitations (56 CG 81). The invitations are not inherently personal in nature, and therefore are not prohibited by the decisions on use of public funds for greeting cards. A Change of Command ceremony on an Air Force installation, which would warrant the commercial printing of invitations, including DAPS, is one which would be of interest to and have impact on the installation at large and usually involve the civic leaders of the surrounding community. Generally, the only command position on an installation which would fit this criteria is the Wing/Installation Commander. It is not intended that every unit commander, i.e. transportation, personnel, civil engineer, comptroller, etc., on an installation has commercial invitations, including DAPS, printed when he or she leaves the position.

4.27.3. **Graduations.** The Comptroller General (CompGen Decision B-211700, March 16, 1984) authorized the printing of invitations for graduation ceremonies at the Uniformed Services University of the Health Sciences (USUHS). Invitations for official graduation ceremonies at Air Force schools and academies **are not to be "by name"** specific invitations for an individual who may be graduating. The announcement and invitation are for the commencement exercises being held by the school, not for the graduation of a particular individual. A graduate may include his or her personal name card in the invitation when mailing it to family or friends, but their name is not to appear in the printed invitation or announcement.

4.27.4. **Wreath Laying - National Patriotic Observances** . APFs are authorized for the purchase of an appropriate wreath in solemn remembrance or celebration of national patriotic observances to include Memorial Day, Independence Day, September 11, and Veterans Day. **There is to be only one wreath procured representing the entire Wing or Installation, including tenants, and not one purchased by each host and tenant organization.** There are specific days at specific locations, i.e. December 7 at Hickam AFB, HI, which have singularly historical significance and for which it is fitting and proper to remember the events of that day with the laying of a wreath. Those installations in foreign countries may purchase a wreath on other occasions, which are of singularly historical significance to the Armed Forces of the United States in that country or which are dictated by protocol in the host country. Fiscal prudence, in keeping with protocol requirements and appropriate decorum, shall be exercised.

4.27.5. (Added-AMC) Gallantry Award Ceremonies. Whenever a military member is awarded a medal for heroic action or gallantry far above and beyond the call of duty, you may use APF to commercially print programs for the ceremony if those printed from office personal computers do not appropriately suffice, in keeping with the prestige and aura that surrounds such a ceremony. Examples of these types of awards are the Congressional Medal of Honor and the Air Force Cross.

4.28. Entertainment. You can't provide food, drink, or entertainment for military members, civilian employees, or any other persons, except in cases specifically authorized by law. The Comptroller General defines entertainment as "food, drink, live and recorded music, theatrical performances, and any other item or activity designed to entertain." Authorized and unauthorized "entertainment" situations payable from appropriated funds are shown below. Prohibitions include items used to prepare, serve, or present entertainment (such as food or drink serving materials and equipment, loudspeakers, video recorders, etc.).

4.28. (AMC) Entertainment. TWCF funds are not to be used for costs incident to authorized entertainment purposes (excluding per diem for TWCF-funded personnel in an official travel status). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.)

4.28.1. Use appropriated funds for these expenses:

4.28.1.1. Food and drink provided to military personnel as subsistence-in-kind through the Military Personnel Appropriation (57*3500).

4.28.1.2. Reimbursable subsistence expenses (per diem) for persons in an official travel status.

4.28.1.3. Appropriated contingency funds for official representation purposes, as authorized in AFI 65-603.

4.28.1.4. Ethnic food samples, bands, or singing groups used in authorized ethnic awareness programs, per **Section 4K** of this chapter.

4.28.1.5. Light refreshments at awards ceremonies as described in **Section 4L** of this chapter.

4.28.1.6. Samples of food from healthy cooking demonstration held in conjunction with health promotion programs (funded with DHP 97X/X0130.1883 – FC 2X).

4.28.1.7. Light food and refreshments at arms control treaty inspection briefings.

4.28.1.8. Military service bands, choral groups, and other groups (such as "Tops in Blue") which normally perform at base theaters or service clubs for the entertainment of military personnel,

their dependents, and others as authorized by the charter of the bands or choral groups. Rental of a local facility using O&M funds is authorized for Air Force entertainment such as Tops in Blue or a military service band if the majority of the anticipated audience will be military and their dependents (including retirees) and no suitable facility is available on the installation.

4.28.1.9. Programmed "incentive music" (such as "MUSAK") to enhance employee morale by creating a pleasantly stimulating and efficient atmosphere during the workday. (See 51 CG 797.)

4.28.1.10. Food provided as part of the Drug Education for Youth (DEFY) Program and financed with Counter Drug Program funds.

4.28.1.11. See paragraph **4.42.1.1.** for guidance on refreshments at conferences and symposiums.

4.28.2. Don't use appropriated funds for these:

4.28.2.1. Dance or combos created by members of military bands whose services are "hired" by Open Messes or Service Clubs for entertainment of members of these messes or clubs.

4.28.2.2. Fireworks displays because they constitute "entertainment". While a fireworks display may be useful in establishing good relations with the surrounding community, it is not a "necessary expense." (See CG B-205292, 2 Jun 1982.)

4.28.3. (Added-AMC) MAJCOM, wing, or squadron-sponsored picnics, balls, and dances are not eligible for appropriated fund support. ***EXCEPTION:*** You may use appropriated funds to fund the rental of portable toilets or other similar items in keeping with necessary health and sanitary requirements.

Section 4L—Awards, Award Ceremonies and Gifts

4.29. Awards and Gifts. Do not use appropriated funds to purchase gifts for military members, employees, or private citizens unless specifically authorized by law. Currently, the only authority to use Air Force appropriated funds for gifts is AFI 65-603, which specifies the circumstances and the individuals to whom gifts (or "mementos") may be presented. Commanders may authorize the use of appropriated funds to make cash and non-monetary awards to military members and appropriated fund employees in accordance with the provisions of this section, AFPD 36-28 and its implementing instructions, and AFI 36-1004 for civilian performance awards. Employees paid from nonappropriated funds are not eligible to receive awards charged to appropriated funds, with one exception. That exception would be a HQ USAF-level award, funded with APF, for which APF and NAF employees are competing for that single award.

4.29. (AMC) Awards and Gifts. Do not use TWCF funds to purchase gifts for military members, civilian employees, or private citizens, for any reason or purpose (including retirements). (Reference AMCI 65-602, chapter 6, paragraph 6.6.15.) Additionally, do not use Air Force appropriated funds to purchase small token gifts for visiting treaty inspection teams complying with international treaties and arms control agreements .

4.29.1. **Innovative Development Through Employee Awareness (IDEA) Awards.** The following guidelines apply to cash awards to military and civilian employees:

4.29.1.1. **Air Force Personnel.** The Air Force organization (active or reserve forces) to which a member or employee is assigned is responsible for budgeting and funding of IDEA awards, including tenant units that are separately funded. Funding of suggestion awards made after an individual is transferred or separated is the responsibility of the organization of assignment when

the IDEA was submitted.. Use the O&M-type funds of the organization to which the individual is or was assigned. When this applies to a Reservist transferring between AFRC bases, follow AFRC guidance for funding rules. For Individual Mobilization Augmentees (IMAs), the unit of assignment is the activity where the individual performs his/her IMA duty.

4.29.1.2. **Non-Air Force Personnel.** If the Air Force adopts a suggestion from a person in another DoD or federal agency, charge the cash award to the O&M type funds of (a) SAF/AA if the IDEA benefits the Air Force as a whole, or (b) the command or organization that receives the primary benefit.

4.29.2. **Mission Accomplishment Awards.** Air Force activities may use appropriated funds to purchase special trophies and awards authorized by those AFI 36-XXXX series instructions which pertain to mission accomplishment, or a MAJCOM/Base/FOA/DRU supplement thereto. Included are trophies, plaques, emblems, certificates, organizational coins, and similar items that are designed **for display purposes**. For organizational coins, **do not personalize them** by stamping the presenter's name on the coin and the presenter's name is not to be added after the coin is cast (**EXCEPTION**: **Four (4) star general officers and four (4) star civilian equivalents are authorized to personalize coins**). The coins are to be presented as cast from the die without further embellishment, i.e. presenter's name engraved. They are organizational coins, not personalized mementos. Use **only** the organization's name and the position of the presenter (e.g. Commander 333FW Luke AFB, AZ). The prohibition against personalizing stationary in AF Supplement to DoDD 5330.3, *DAPS*, is applicable to organizational coins for the same reasons – it creates frozen stock (waste) when personnel change and requires an additional expenditure to change the die from which these items are cast. Merchandise items such as jackets or belt buckles with a nominal cost, as determined by local Command authorities, and which display the activity logo, insignia or other inscription that clearly identifies its purpose meet Comptroller General criteria for mission accomplishment awards. Air Force activities may use such items for mission accomplishment awards to the extent authorized by agency directives or instructions. The authority for merchandise-type items for mission accomplishment awards for civilians is 5 U.S.C. 4501-4507 (see Comptroller General Decision B-243025) and for military, 10 U.S.C. 1125 (see Comptroller General Decision B-247687).

4.29.2. (AMC) You may use TWCF funds to purchase special trophies and awards, as authorized by Air Force, AMC, or local instructions or supplements thereto, for individuals who are assigned to TWCF-funded organizations. This includes merchandise items, as determined by local command authorities, whose purpose meets the Comptroller General (CG) criteria for mission accomplishment awards (reference CG Decisions B-243025 and B-247687).

4.29.3. **Promotional or Incentive Gifts and Awards:**

4.29.3.1. Items of a utilitarian nature, having intrinsic value, such as TVs, radios, cameras, briefcases, etc., fall into the category of merchandise. The Comptroller General considers them as personal gifts. Existing statutes do not permit the purchase of such items with appropriated funds for use as incentives. This rule also applies to lower-value "merchandise-type" items, such as coffee mugs, key chains, ashtrays, luggage tags and similar items. (See paragraphs **4.29.2.** for exceptions). Additionally, there is no authority which allows the use of appropriated funds to procure mementos, i.e., coins or medallions, for Air Force individual military or civilian personnel or units if the reason for the presentation is not specifically addressed as a mission accomplishment award published in the Command or Base supplements to AFI 36-XXXX. However, Air Force activities may purchase pertinent literature, specialized lesson plans, bumper stickers, informational stickers

(for tools, telephones, notebooks, and so on), visual aids for training and to secure compliance with mission-related objectives, to the extent permitted under functional instructions. Where children are concerned, for example, in crime and fire prevention programs, these guidelines allow purchase of items that convey an appropriate message targeted to the age group of the audience (such as coloring books, balloons, buttons, badges, etc., which depict or relate a crime or fire prevention message).

4.29.3.2. The guidance in paragraph **4.29.3.1.** does not apply to the *Air Force IDEA Program*, the *Air Force Productivity Enhancement Program*, the *Air Force Recruiting Advertising Program, the Air Force Mishap Prevention Program, and the Air Force Pollution Prevention Program.* AFI 38-401 (*Air Force IDEA Program*), AFI 38-301 (*Air Force Productivity Improvement Program*), AFI 36-2015 (*Air Force Recruiting Advertising Program*), and AFI 91-202 (*Air Force Mishap Prevention Program*} provide instructions for these programs. Additionally, the guidance does not apply to *Health Promotion Programs* **funded with the Defense Health Program (DHP) appropriation (97X/X0130.1883 - FC 2X)**.

4.29.3.3. Do not use appropriated funds to procure gifts or mementos for personnel participating in arms control treaty inspections. There are no treaty provisions which require the U.S. Government to fund small token gifts or mementos at the conclusion of treaty inspections. These are not considered a necessary expense for the purpose of arms control and no appropriated funds are to be used for this purpose. However, the providing of meals mandated under such treaties for funding by the host/inspected party is sufficiently broad to cover the funding of light food and refreshments at inspection briefings (see paragraph **4.28.**)

4.29.4. **Sports Competitions.** Activities may use appropriated funds to purchase T-shirts, trophies, plaques or similar devices for presentation to winners of intramural sports and athletic competitions. Such competitions shall generally be of a continuing nature. T-shirts can be used in lieu of other awards and cannot be used in conjunction with any plaque, medal/medallion, trophy or similar device. No other type of shirt is authorized. Awards, including T-shirts, may be given to winners only and not participants in general. The trophies, plaques, or similar devices shall be for display purposes only, and not redeemable for cash, merchandise, or services. (See DoD Directive 1348.19, 12 May 1989.)

4.29.4. (AMC) TWCF funds are not to be used for costs in direct support of sports competitions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.29.5. **Physical Fitness Centers.** O&M-type funds may be used to procure low cost incentive items such as T-shirts, ball caps, water bottles, etc. to encourage customers to complete specified and published exercise regimens at Air Force Physical Fitness Centers. Examples of such regimens could be jogging a set number of miles or so many hours on a stairmaster or rowing machine. There is no authority for cash awards or high dollar items that would give the appearance of a gift or fiscal imprudence. The unit cost of any incentive item will not exceed $10 dollars. Because of the high cost of a die, coins or medallions are not to be used as incentive items. The authority for this incentive program is a 25 Jan 99 Policy Memorandum from the Assistant Secretary of Defense for Force Management Policy (ASD/FMP).

4.29.6. **Health and Wellness Centers (HAWCs).** Incentive items for completion of a health-related regimen such as smoking cessation or weight loss are funded from Medical appropriations (Fund Code 2X). For AFRC, use O&M (3740).

4.29.7. **Other Awards** . Do not use appropriated funds to make or purchase any awards other than those outlined above. Use nonappropriated funds in accordance with AFI 34-201 (currently in rewrite to be reissued as AFI 34-403, *Use of Nonappropriated Funds*).

4.30. Civilian Performance Awards. AFI 36-1001 and AFI 36-1004 provide policy and guidelines:

4.30.1. Charge the cost of cash awards made to civilian employees under the merit pay system to funds current at the time final approval of the award is made. The year of actual payment is not the controlling factor.

4.30.2. AFI 36-1004 allows agencies to purchase merchandise items such as jackets at nominal cost (less than $50) which display the activity logo, insignia, or other inscription that clearly identifies the purpose of the award. Such items are honorary awards under the Government Employees Incentive Awards Act (CG Decision B-243025).

4.31. Refreshments at Awards Ceremonies. Commanders may hold awards ceremonies for military members and civilian employees, including their families, friends, work associates, and union representatives (See CG Decision B-223319, 21 July 1986 which addresses a **national award ceremony**). While light refreshments may be served, the CompGen Decision implies that the award being presented must be **substantial in nature** to qualify for the serving of refreshments. A substantial award would involve a competitive USAF-wide selection (national award), such as 12 Outstanding Airmen, or a competitive Command-wide selection (regional award), such as Command Officer, NCO, Airman, and Civilian of the Year. **To avoid any confusion, presenting an award at a base or organization picnic does not qualify the picnic for APF funding under the guise of an award "ceremony."** PCS, promotion, school graduations, recurring quarterly recognitions, commanders call, and retirement ceremonies **are not considered** award ceremonies for the serving of refreshments using appropriated funds.

4.31. (AMC) Refreshments at Awards Ceremonies. APFs are authorized to pay for refreshments pursuant to award ceremonies that involve the presentation of an official medal for heroism or gallantry, e.g., Congressional Medal of Honor, Air Force Cross, Airman's Medal, or similar prestigious awards. While these award ceremonies are not job-related competitive-type awards, they are still of substantial nature and warrant serving refreshments, in keeping with the prestige and aura surrounding such a ceremony.

4.31.1. **Civilian Employees.** Appropriated funds may be used to provide light refreshments at such award ceremonies at nominal cost under authority of 5 U.S.C. 4503. AFI 36-1004 provides guidance on the Air Force recognition program. See also CG Decision B-223319, 21 July 1986 (**National Award Ceremony**), and CG Decision B-236040, 9 October 1990 (**Regional Award Ceremony**). As indicated by the CG Decisions, the award must be substantial in nature, as opposed to local awards. **The presentation of a longevity certificate and pin is not considered an award.**

4.31.1.1. Nonappropriated funds finance the cost of light refreshments for personnel paid from nonappropriated funds.

4.31.1.2. Commanders may pay fees charged for a **regional or national** incentive awards ceremony that includes refreshments (luncheon, banquet, buffet, tea, etc.) for attending civilian employee nominees, award recipients, and their supervisors or managers.

4.31.2. **Military Personnel.** Similar authority exists under 10 U.S.C. 1124 for military personnel.

4.31.3. **Examples.** Light refreshments may include beverages such as sodas, coffee, or tea with dessert or snacks, luncheons, and buffets**. Alcoholic beverages** of any kind **do not qualify** as refreshments.

4.31.4. **Guidance for Approval.** Exercise prudence in using appropriated funds for this purpose. A commander must first determine that a reception with light refreshments, in accordance with OPM regulations and 10 U.S.C. 1124, will materially enhance the effectiveness of an award ceremony before approving the use of appropriated funds for refreshments at the ceremony. Charge the cost of the light refreshments to each command's primary O&M budget activity and not to Official Representation Fund accounts. (***NOTE:*** CG Decision B-223319, 21 Jul 86 covers only those award ceremonies resulting from competitive-type activities cited in AFPD 36-28 and its instructions and the Federal Personnel Manual. It does not cover PCS departure or retirement ceremonies except to the extent applicable awards are an integral part of the ceremony.)

4.31.5. **Procurement from Nonappropriated Funds Instrumentalities (NAFIs).** NAFIs (NCO or Officer Open Messes, etc.) may provide the light refreshments only if the persons making the arrangements process the request for goods or services through the base contracting officer in accordance with existing procurement directives. (See CG Decision B214810, 29 Nov 1984.).

4.31.6. **Refreshments at Recruiting Functions.** Appropriated funds may be used for small meals and refreshments during recruiting functions for certain individuals (FY 97 NDAA, Sec. 361 (P.L. 104-201), as amended by the FY 02 NDAA, Sec. 545 (P.L. 107-107); Codified in 10 U.S.C. 520c). For specific details, see AETC 36-2002, Recruiting Procedures for the Air Force.

4.31.7. (Added-AMC) Unit Achievement Award Ceremonies. Funding for refreshments may be extended to unit award ceremonies to honor a significant milestone or other substantial unit achievement (e.g., a flying unit accomplished 200,000 hours flown without a mishap), and the nature of the achievement warrants a distinguished visitor (e.g., Vice-President, Air Force Chief of Staff, AMC/CC/CV, etc.) to formally present the award. Official Representation Funds may be used if the level of the award presenter qualifies under AFI 65-603 procedures. Per AMCI 65-602, chapter 6, paragraph 6.3.1.7.22, TWCF funds may be used to provide refreshments if an individual recipient of a substantial award is assigned to a TWCF-funded unit or if a TWCF-assigned unit is receiving an achievement award.

4.31.8. (Added-AMC) Graduation Ceremonies. Do not use appropriated funds to purchase food, refreshments, entertainment, or personalized invitations when hosting graduation ceremonies of a significant nature that involve military or civilian employees. However, you may use appropriated funds to rent space in a NAF Category C facility to conduct these ceremonies if there are no other suitable facilities on the installation to host the ceremony. The total number of graduates along with the academic affiliation (e.g., graduations from the Community College of the Air Force or other Air University curriculums) should be the determining factors when considering appropriated funds for this purpose .

Section 4M—Chapel and Chaplain Programs

4.32. Funding Guidance. Installations that support chapels and chaplain programs will apply the following funding guidance.

4.32.1. Use appropriated funds as the sole source for direct mission requirements. Chaplain Service direct mission requirements fall into the following categories: manpower; facilities (to include repairs, maintenance, alterations, and minor construction and military construction); facility infrastructure and multi-media technology (to include sound systems); readiness requirements; training; communication and information technology; temporary duty expenses; ecclesiastical supplies and equipment; transportation; community religious observances; and office supplies.

4.32.1.1. The FY 2003 Appropriations Act (P.L. 107-248) Section 8116 (General Provisions) provides for the use of O&M funds to support Chaplain-led programs to assist members of the Armed Forces and their family members in building and maintaining a strong family structure. This includes the cost of transportation, food, lodging, supplies, fees, and training materials for members and their family members while participating in such programs, including participation at retreats and conferences. The foregoing authority remains in force as long as it is provided for each year in the General Provisions of the annual Appropriations Act or is codified in the United States Code (U.S.C.).

4.32.2. Do not use appropriated funds for provision of food or beverage items (unless specifically authorized by law), except as determined by the senior chaplain to be a necessary or **integral** part of an authorized religious ceremony or otherwise specifically authorized by law.

4.32.3. Chaplain Service resourcing is based on global ministry needs assessment and chapel program plans.

Section 4N—Criteria for Determining Expense and Investment Costs

4.33. Distinguishing Between Expense and Investment Costs. Air Force activities at all levels-- Headquarters, MAJCOMs/FOAs, installations -- must apply uniform cost definition criteria. These criteria determine whether costs are classified as either an expense or an investment, and consequently whether it should be budgeted in the expense appropriations of Operation and Maintenance and Military Personnel or the investment appropriations of Procurement and Military Construction. DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 2A, provides general guidance for DoD use.

4.34. Investment Cost Decision. Figure 4.3. depicts decision-making factors for investment costs.

Figure 4.3. Decision Making Factors for Investment Cost.

INVESTMENT COST DECISION DIAGRAM

```
CENTRALLY
MANAGED/ASSET        YES
CONTROLLED           -------‡
ITEM
|
|
    | NO
|
V
SYSTEM UNIT          YES
COST≥CURRENT         -------‡
DOLLAR
THRESHOLD
|
|
    | NO
|
V
EXPENSE
```

```
CLASSIFY
AS
INVESTMENT
COST
```

4.34.1. The following is a chronology of the expense/investment threshold:

Fiscal Years	Increase
FY 1996	From $50,000 to $100,000 (current)
FY 1995	From $25,000 to $50,000
FY 1994*	From $15,000 to $25,000
FY 1988	From $5,000 to $15,000
FY 1986	From $3,000 to $5,000
FY 1981	From $1,000 to $3,000

* Since FY 1994, the threshold amount has been law as stated in the General Provisions of the annual Appropriations Act. Prior to FY 1994, the threshold was established in Committee Reports.

Section 4O—Other Guidance

4.35. Personalized Stationery. Authorized: using appropriated funds to print functional titles of key officials on memorandums and notes. **Not Authorized:** Using appropriated funds or government equipment to print the names of officers or other officials on stationery, memorandums, or notes. (See AF Supplement to DoDD 5330.3. *DAPS*). AFI 37-161, *Distribution Management*, has a list of stationery items from DAPS for various grade levels.

4.35. (AMC) Personalized Stationery. Do not use TWCF funds to print authorized personalized stationery. (Reference AMCI 65-602, chapter 6, paragraph 6.6.16.)

4.36. Business and Greeting Cards:

4.36.1. Appropriated funds may be used for the printing of business cards, using personal computers, existing software and agency-purchased card stock, for use in connection with official communications (as distinct from the extension of social or business courtesy). (Department of Justice 11 Aug 97 Ruling and OSD (DA&M) 28 Aug 98 Policy Memorandum). Additionally, the purchase of business cards from the Lighthouse for the Blind, Inc., a Javits-Wagner-O'Day participating non-profit agency, is authorized **when the organization determines that costs are equivalent or less to purchase cards rather than to produce them on a personal computer** (OSD (DA&M) 15 Jul 99 Memo) (41 U.S.C. 46-48c) (See AF Supplement 2 to DoDD 5330.3). **The purchase of business cards from the Lighthouse for the Blind must be accomplished through the Defense Automated Printing Service (DAPS) per OSD direction**.

4.36.1. (AMC) At AMC bases, the wing commander (usually a general officer) will be the approving authority for host-related requests for the printing of business cards for the purpose of official communications. For AMC tenant units on other Services installations or tenants at AMC bases, or for field detachments or direct reporting units (DRUs), the tenant/field detachment/DRU commander will be the approving authority. For HQ AMC units, approval will be at the directorate level.

4.36.1.1. **Commercial Printing of Business Cards. Only** those individuals in the following five categories are authorized to have business cards commercially printed, which includes DAPS, by other than the Lighthouse for the Blind, Inc.:

4.36.1.1.1. **Air Force Recruiting Service (AFRS).** AFRS/CC approves business cards for AFRS personnel involved in recruiting activities. AFRS obtains the cards from the Defense Automated Printing Service.

4.36.1.1.2. **Air Force Academy.** HQ USAFA/DAR obtains all cards for the Air Force Academy Liaison Officers from Defense Printing using USAFA O&M funds.

4.36.1.1.3. **Civilian Employees.** The MAJCOM or FOA/DA must approve cards for civilian employees engaged in professional recruiting programs. MAJCOM/FOA-level officials purchase the cards from Defense Printing.

4.36.1.1.4. **United States Air Force Reserve (USAFR).** HQ AFRC/DAP approves requests for all USAFR military recruiters, and obtains the cards from Defense Printing.

4.36.1.1.5. **Air National Guard (ANG).** The Adjutant General (TAG) of the State in which the recruiter is located approves orders for cards of National Guard Bureau military recruiters. The ANG procures the cards from local vendors.

4.36.2. **Seasonal greeting cards, birthday cards, get well cards, anniversary cards, and the like are a personal expense** to be borne by the persons who ordered and sent them; do not charge their cost to public funds.

4.37. Housing Damage Liability:

4.37.1. **Unaccompanied Personnel Housing (UPH)/Military Family Housing (MFH).** Personnel residing in UPH or MFH are liable for damage to the quarters/dwelling and damage or loss of any equipment or furnishings contained therein provided it is determined that the loss or damage was caused by negligence or abuse of the member (or a guest of the member).

4.37.2. **Disposing of Refunds.** The amounts received as a result of the loss and/or damage to Unaccompanied Personnel Housing or Military Family Housing are appropriation refunds. Therefore, they are available for immediate reobligation for the same purposes and under the same circumstances as other funds in these accounts (see **Chapter 5**).

4.38. Buying Books, Periodicals, Newspapers and Pamphlets:

4.38.1. **Mission Essential.** Air Force libraries procure all mission essential commercial books, periodicals, newspapers, and pamphlets for Air Force organizations with appropriated funds (APF) centrally managed by HQ AFSVA/SVPAL. AFI 34-270, *Air Force Library and Information Systems*, designates those specific organizations and types of publications which are exempt from centrally funded procurement through the library. AFI 34-270 authorizes libraries to use local appropriated funds for specific categories of publications and services. HQ AFSVA/SVPAL does not centrally fund and procure essential books and subscriptions for: Air Force Reserve; Air National Guard; Surgeon General; Judge Advocate General; the Air University (including AFIT); United States Air Force Academy; or tenant units or agencies funded with non-Air Force appropriations.

4.38.1. (AMC) DELETED.

4.38.2. **Non-Mission Essential.** The use of APF for non-mission essential publications is not an authorized expenditure. Use nonappropriated funds only as authorized in AFI 34-201, *Use of Nonappropriated Funds (NAF),* to procure non-mission essential periodicals and newspapers.

4.38.2. (AMC) DELETED.

4.39. Funding Consecutive Overseas Tours. All Air Force consecutive overseas tours (COT), in-place and to another overseas base, are funded from the Military Personnel Appropriation (Appn 3500). AFMAN 65-604 contains the appropriate projects and subprojects to charge the costs. Refer to this manual to construct the appropriate fund cites for the military member and their command sponsored family member's round trip travel to CONUS.

4.40. Appliances and Furnishings for Work Break Areas. Air Force organizations may use appropriated funds to purchase work break area furnishings and small appliances under the following conditions.

4.40.1. Responsible officials must determine that the appliance(s) in question is reasonably necessary for, and not just incidental to, the proper execution of an authorized program and that employees need to remain at their place of duty (work station) during the work shift.

4.40.1. (AMC) Examples of prohibited items for a typical authorized work break areas include but are not limited to barbecue grills (to include charcoal, lighter fluid, propane gas tanks, barbecue utensils, and appropriate safety gear), popcorn poppers, cooking items (pots, pans, casserole dishes, crock pots, coffee pots, etc.), food/drink/condiments, *any* game room item intended for amusement or to occupy one's interest (to include puzzles, board games, hand-held computer games, televisions, radios, VCRs, movie videos (tape or disk), pool tables and other sports/game tables, and all things of that nature), aquariums and other "nice to have" items that enhance appearances; glassware, kitchen utensils, coffee cups, plates and eating utensils (to include disposable items), paper/cloth napkins, tablecloths, and any other food serving or food related items. Units wishing to purchase these items to furnish their authorized break rooms *must* use private funds for this purpose .

4.40.2. Break area furniture is authorized only for officially designated shop break (work) areas.

4.40.3. The purchase of small appliances is for shop break (work) areas that directly support the operational mission. (**NOTE**: **In most cases, this will apply only to craft and maintenance type-shop areas not accessible to snack bars and cafeterias and not to staff/administrative offices, where personnel have desks and offices/cubicles and access to the foregoing facilities. Funding for appliances in these offices is the responsibility of the individuals working there.** The purchase must meet these criteria:

4.40.4. Acquisition costs are relatively small and no snack bars or other eating facilities are readily accessible.

4.40.5. The appliance acquisition must enhance employee morale and increase employee productivity.

4.40.6. The appliance is not being purchased for the purpose of providing entertainment.

4.40.7. (Added-AMC) Organizations that require their personnel to continuously "live" in the work area (i.e., consume three meals a day and sleep there while performing 24-hour shifts) may use APF to purchase cooking/food-serving items. A primary example is the base fire station. Consult the Allowance Standard/Table of Allowance that governs the furnishings of these organizations to determine what items are authorized for purchase using APF. If no specific authorization exists, the unit commander must authorize the items prior to purchase. Use prudent judgment when determining these requirements – only the minimum amount of food preparation/serving items should be purchased. Do not buy expensive or unnecessary items .

4.40.8. (Added-AMC) For exceptional circumstances that do not fit the "norm" of a typical work break area but also do not fall under the definition of an ordinary staff office function (see paragraph 4.40.3. of AFI 65-601, Volume 1), the requesting AMC organization will submit, in writing, to HQ AMC/FMB through their Wing Comptroller (if located on an AMC base) a detailed justification for using government funds to purchase items for a work break area. HQ AMC/FMB will grant approval on a case-by-case basis.

4.41. Retiree Activities Programs. This is a formal program for interface between volunteer retirees and the active duty community. Details of the program are in AFI 36-3106. Installation commanders may use appropriated funds to support the Retiree Activities Office (RAO) as follows.

4.41.1. Official mail in support of the Retiree Activities.

4.41.2. Office supplies, printing, equipment, travel, and other operating costs, which have been identified and approved in the installation financial plan.

4.41.3. Official travel expenses authorized per the JTR, volume 1, part K. Reimbursement of transportation expenses for travel to and from the retiree volunteer's residence and the duty station (RAO) is not authorized.

4.42. Registration Fees for Meetings and Conferences. Federal military personnel and civilian employees attend meetings and conferences at government expense when it is part of an authorized training program or it directly relates to the official duties of the attendee. Meeting sponsors sometimes charge attendees a fee, usually called a registration fee. The following provides funding guidance for the payment and management of registration fee.

4.42.1. **Meals.** Follow this guidance if you attend a meeting or conference where a registration fee includes meal charges and lodging and the charge is an integral part of the registration fee (that is, inseparable from the fee). You must include in your travel orders (and your travel voucher must identify) the number of meals to be provided (for example: "1 breakfast, 2 noon, and evening meals and 2 nights of lodging are included in the registration fee") (See JFTR, Paragraph U2555-E3 and JTR, Paragraph C4955-E3). Generally, the government will not reimburse employees for meals consumed at their official duty stations. However exceptions to this longstanding Federal Government policy are discussed in CompGen Decision B-200650, April 1986. Before any consideration is given to reimbursement for a meal at a member's or civil servant's permanent duty station (PDS) or commuting area, this CompGen must be read in its entirety.

4.42.1.1. **Light Refreshments at Conferences, Symposiums, and Seminars.** The JFTR and JTR, pursuant to General Services Administration (GSA) travel rulings, authorize the serving of light refreshments during breaks at conferences, symposiums, and seminars. Light refreshments **(excluding alcohol)** include such things as coffee, tea, milk, juice, soft drinks, doughnuts, bagels, fruit, pretzels, cookies, chips, muffins, or similar items. **The serving of light refreshments during breaks at conferences is optional, not mandatory**. **APFs are not authorized to fund "ice breakers" before the conference or farewell socials after the conference concludes. These are a personal expense**. For Air Force sponsored conferences (paragraph **4.42.2.2.**), **the organization that sponsors the conference will fund any light refreshments served during breaks in conference sessions** and, therefore, **it is the sponsoring organization's option as to whether they wish to have such refreshments**. **It is not an entitlement**. **NOTE**: **Simply referring to a local meeting on an installation, at a MAJCOM, or at HQ USAF, even with one or two peo-**

ple TDY in attendance, as a conference, seminar or symposium does not confer authority to use appropriated funds for light refreshments. When a conference is conducted at the permanent duty station (PDS) of the sponsoring activity, a majority of the attendees (at least 51%) must be from a PDS other than the PDS of the sponsoring activity in order for light refreshments to be provided at Government expense.

4.42.1.1. (AMC) Promotion review boards held at HQ AMC qualify for APF-funded refreshments if they conform to the specific guidance in AFI 65-601, Volume 1, paragraph **4.42.1.1.** Do not use TWCF funds for light refreshments at conferences, symposiums, and seminars unless the conference is specifically convened by TWCF organizations solely for the purpose of discussing strictly TWCF-related business. The use of TWCF funds in this circumstance is still optional, not mandatory. (See AMCI 65-602, chapter 6, paragraph 6.6.28.)

4.42.1.1.1. **Serving Materials for Conferences.** Protocol offices at MAJCOMs, NAFs, FOAs, DRUs, ALCs, and Product Centers having conference facilities with the capacity, décor, and equipment to host conferences such as Corona, General Officer Orientation, Retired General Officer's Summit, significant foreign defense delegations, Air Force-wide functional conferences or other large and significant conferences may procure the minimum serving materials necessary to serve snacks and refreshments. A coffee maker for the conference facility is authorized for purchase with APF. Its sole use is for conferences and not day-to-day use in any individual office. Coffee makers, microwave ovens, and the like for individual offices are a personal expense, not a government expense. The serving materials authorized are intended for serving snacks and beverages and are not intended to equip protocol offices for serving full course meals. **Fine china, genuine silverware or silver-plated utensils, linens and linen laundry service are not authorized**. While the serving materials may be borrowed for use in the most senior command offices to serve VIP visitors, but not stored or retained there, this does not convey any authority to procure snacks and beverages with APF for those visiting VIPs. That is a personal expense, unless otherwise authorized for APF funding with Official Representation Funds (ORF) (AFI 65-603 implementing 10 U.S.C. 127). **The authority to procure these serving materials does not extend to base level protocol offices that may only procure disposable serving materials or borrow materials from the clubs as may be required for a conference.**

4.42.1.1.1. (AMC) TWCF funds are not authorized for food serving materials at conference centers or office functions. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.5.)

4.42.2. **Budgeting and Funding for Air Force Sponsored Meetings or Conferences.** This guidance applies to all levels of command.

4.42.2.1. Follow guidance prescribed in appropriate training instructions (for example, AFPD 36-4 and AFPD 36-22 and their implementing instructions) for meetings or conferences that qualify as formal training.

4.42.2.2. Within the Air Force, organizations that sponsor a conference that does not come under the authority of formal training guidance will pay for speaker fees, honorariums, off base facility costs (excluding lodging), light refreshments and snacks between sessions, and other related costs, which shall not include gifts or mementos for guest speakers, from their O&M type funds, rather than recover such costs through a registration fee. For example, if HQ USAF, a MAJCOM, or base level organization directs or invites attendance at a conference, the organization sponsoring the

meeting or conference must fund these costs from their own O&M-type funds. If HQ USAF or a MAJCOM directs a subordinate installation to host a meeting or a conference, the HQ USAF or MAJCOM organization is the sponsor and responsible for the costs of the meeting or conference. The subordinate installation is merely the host, not the sponsor. In general, use the AF Form 9, **Request for Purchase**, to contract for off-base conference facilities, if appropriate.

4.42.2.3. If a conference, workshop, training, etc. comes under the authority of formal training guidance (see Education & Training Course Training Announcements at **https://etca.randolph.af.mil**) and a registration fee is charged, the approving official is responsible for ensuring that no unauthorized charges are included in the fee. To accomplish this, prepare a budget that itemizes each of the costs to be included in the fee (such as meals, guest speakers, meeting rooms, set-up charges, and other similar charges.

4.42.2.3. (AMC) In order to prevent unauthorized charges in conference fees, base comptrollers should establish a review process for conference requirements at their location to ensure compliance with Air Force policy on the establishment of conference fees prior to final approval. This process may be tailored according to the local comptroller's desires.

4.42.2.4. Sponsoring activities may levy a "hospitality" fee to cover purely social functions, i.e., "ice breakers," occurring before the opening of the conference or farewell gatherings after the close of the conference. **However, payment of such a hospitality fee is voluntary and is not reimbursable from appropriated funds. Do not authorize such a fee in travel orders (See JFTR, Paragraph U2555-E3 and JTR, Paragraph C4955-E3).**

4.42.2.5. Sponsoring activities may charge non-Air Force government attendees a fee which covers food or beverage costs as a minimum. Sponsors may charge an additional fee for a pro rata share of other costs if the circumstances dictate. Charge non-government attendees for food and beverage costs as well as appropriate charge for any services provided per DFAS-DER 7000.5, *User Charges*. Deposit all fees collected from non-government attendees under the foregoing guidelines into the Treasury as miscellaneous receipts.

4.42.2.6. (Added-AMC) In accordance with AFMAN 34-228, *Air Force Club Program Procedures*, paragraph 5.7., APFs are authorized to pay costs at Air Force clubs (NAF Category C facilities) to host commanders calls and other official Air Force functions/meetings provided there are no other suitable facilities on the installation which are available at no charge. The unit's Government-Wide Purchase Card is generally the vehicle used to fund these events. Retirements, PCS farewells, social office gatherings, promotion parties, and other non-official Air Force functions do not qualify for APF support, regardless of where they are held. Establish a MOU between the installation commander and the services commander for APF of official wing functions at Air Force clubs.

4.42.3. **Government (Non-Air Force) Sponsored Meetings and/or Conferences.** Charge the cost of registration fees and other official expenses for government (non-Air Force) meetings/conferences to the attendee's organizational O&M type funds, per applicable directives (for example, the Joint Federal Travel Regulation). Registration fees paid by the Air Force attendee's organization can include the cost of light refreshments and snacks served during breaks in conference sessions. **If the attendee is in an official travel status, include the amount of a registration fee in the travel orders, and indicate all meals (JFTR, Paragraph U2555-E3 and JTR, Paragraph C4955-E3) and lodging covered by the fee on the individual's travel voucher.**

4.42.4. **Non-Government Sponsored Meetings and/or Conferences.** Charge the cost of registration fees and other official expenses for non-government meetings/conferences to the attendee's organization O&M type funds, as in **4.42.3.** above. **If the attendee is in an official travel status, include the registration fee in the travel orders and identify all meals covered by the fee on the individual'' travel voucher.**

4.42.5. **Funding Scientific, Technical, and Professional Symposiums, Conferences, and Similar Meetings.** Conferences, symposiums, and similar meetings in the scientific, technical, and professional fields may employ a contractor, through normal acquisition procedures, for the purpose of handling the administrative arrangements. Generally, these types of gatherings involve the Air Force Research Laboratory. DoD, non-DoD Federal, and non-government personnel may be charged a registration fee by the contractor to cover all the costs associated with the contract, including a reasonable profit. The contractor collects all registration fees. This registration fee is a reimbursable expense on the travel voucher. However, any meals included in the fee will be deducted from the authorized per diem.

4.42.6. **Co-Sponsorship.** Chapter 3 of DoD 5500.7-R, the Joint Ethics Regulation, authorizes a DoD component to co-sponsor scientific, technical, and professional conferences, seminars, or like events with a non-Federal entity when specific conditions in the regulation are met. Those conditions are restated in AFI 61-205. As a co-sponsor of one of these events, the Air Force organization, acting as a co-sponsor, may follow the same procedures as when the Air Force is the sole sponsor. Follow the same procedures as in paragraph **4.42.5.** Alternatively, the Air force organization may choose to have the non-Federal entity, which is the co-sponsor of the event, handle the administrative arrangements. In that case, the DoD, non-DoD Federal, and non-government personnel would pay the registration fee to the non-Federal entity co-sponsor to cover all administrative costs.

4.43. Veterinary Services:

4.43.1. The U.S. Army Veterinary Service is considered an integral part of the local Air Force medical staff and, as such, is not considered a tenant on the Air Force base. The unique relationship entitles the Army Veterinary Service to receive common services, logistics support services, supply support, and maintenance support without reimbursement to the Air Force commander. Any reimbursement for services provided will be funded with Defense Health Program (DHP) funds of the Air Force Medical Group on the installation.

4.43.2. Collect surcharge fees for veterinary services into the General Receipt Account 573210.9999 (Receipts not otherwise classified) no less often than weekly, or daily when total collections reach $1,000 or greater. (See DFAS-DE 7010.2-R for detailed procedures.)

4.44. Membership in Professional Organizations. Air Force organizations may use O&M funds to pay membership fees in professional organizations only in the name of the Air Force organization and only if the membership will benefit the organization's mission. Air Force activities may not use O&M funds to pay for membership fees which are in the name of an individual. (See 53 CG 429, 52 CG 495, 24 CG 814, 3 CG 963, 5 U.S.C. 4109, and 5 U.S.C. 5946.)

4.44. (AMC) Membership in Professional Organizations. Do not use TWCF funds to purchase memberships in professional or civic organizations unless such a membership clearly enhances the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.27.)

4.44.1. **Membership in Civic Organizations.** CompGen Decision B-205356 (61 Comp. Gen. 542, July 23, 1982) allows for the use of appropriated funds for an agency/installation membership**, not an individual membership**, in civic organizations which allow membership in the name of an organization, provided there is "an administrative determination that the payment of fees is necessary for the agency to carry out its authorized activities" and "the proposed membership must primarily benefit the agency involved, not its individual employees." CompGen Decision B-205356 should be read in its entirety before deciding to expend APF for such a membership. The

Comptroller General has cautioned that their decision "does not mean that every military installation or regional Government office can use appropriated funds to join the Rotary, Kiwanis, Lions and similar organizations."

4.45. Special Drinking Water. Air Force organizations may purchase drinking water (bottled water) with appropriated funds **only** when it is a necessary expense from the government's standpoint:

4.45.1. The public water supply is unsafe for human consumption **as determined by competent medical/environmental authority in writing.**

4.45.2. There is an emergency failure of the water source on the installation.

4.45.3. A temporary facility has no drinking water available within a reasonable distance.

4.45.4. There is no water fit for drinking purposes, as determined by competent medical/environmental authority in writing, available without cost or at a lower cost to the government. **The purchase of drinking water (bottled water) with APF ceases to be authorized when the problem with the drinking water has been remedied**. (See CompGen B-247871, B-147622, 3 CG 828, 5 CG 90, 17 CG 698, 18 CG 238, 24 CG 56, and 25 CG 920.)

4.45.5. **Bottled or Potable Water Purchases Incident to Temporary Duty (TDY).** Military members and civilian travelers, directed to perform TDY, are not authorized bottled/potable water as a reimbursable expense. Bottled water is part of the subsistence portion of the per diem allowance. Reference: JFTR (military), Chapter 4, Part F, Miscellaneous Reimbursable Expenses and JTR (civilian), Chapter 4, Part O, Reimbursable Travel Expenses

4.45.5. (AMC) TDY personnel cannot claim bottled water purchases as a reimbursable miscellaneous expense on their travel settlement vouchers. Therefore, ***bottled water is not authorized on travel orders***. However, AMC units deploying to a location where the water supply is unsafe for human consumption and there is no source available (commercial or otherwise) for potable water within a reasonable distance at the location, the deploying unit can purchase a necessary amount of bottled water with its unit funds for immediate consumption at the location prior to departure when approved in writing from the medical commander. Keep in mind that bottled water does not have a long shelf life, so ensure that you do not purchase a larger quantity at home station that can be consumed in a few months for this official purpose. For deployed locations, if the deployed finance and contracting support can locate a reliable source of bottled water on the local economy and competent medical authority declares it safe for consumption, use government funds (O&M 3400 or TWCF, as appropriate) to purchase bottled water, with written approval from the deployed medical authority or the site commander, if there is no medical authority at the deployed location. ***NOTE:*** It is extremely important to ensure that bottled water is purchased from approved sources at deployed locations, especially in Third World developing countries.

4.45.5.1. (Added-AMC) For AMC aircrews transiting overseas locations where the water supply is unsafe or questionable (as determined by the Foreign Clearance Guide or other competent source) and there is no other source of potable water available or they cannot take enough potable water in approved containers prior to mission departure to sustain them for the duration of the mission, the flying units may use their unit funds to purchase a reasonable amount of bottled water to bring along for consumption, in the interest of avoiding health problems from drinking contaminated water or suffering the effects of dehydration while performing the mission.

4.45.5.2. (Added-AMC) Prudent judgment is essential when considering requests to purchase bottled water as described in paragraphs **4.45.5.** and **4.45.5.1. (Added)** above. Consider all possible options and ensure that you accomplish a comprehensive validation for using unit TWCF/O&M funds to purchase bottled water and that the justification/rationale is fully documented in the event the units come under the scrutiny of an audit. Authorized expenditures of bottled water under these circumstances should be properly ESP-coded in the accounting system if they are in direct support of contingency operations

4.45.6. **Sports Beverages.** Any requirement to provide sports beverages such as Gatorade must be established by competent medical authority. If the local medical treatment facility (MTF) commander or a medically qualified representative makes a medical determination, in writing, that consumption of such beverages during the performance of official duties is necessary to maintain the physical well being of Air Force members, the use of organizational O&M funds to procure the beverages is authorized. The authority to make this medical determination cannot be delegated to other installation organization commanders. This is the only circumstance under which APF is authorized to procure such beverages for consumption during the performance of official duties. **This direction is not intended to and does not preclude competent medical authority from prescribing the use of sports beverages for medical reasons for individual members on or off duty.**

4.45.6. (AMC) AMC organizations *may not* use their unit funds to purchase a sun block or other sunscreen lotion if the performance of official duties requires their personnel to be exposed to the sun for long periods of time *unless* the local medical treatment facility (MTF) commander or other competent medical authority submits a medical determination, in writing, that a sunscreen material is necessary to maintain the physical well being of the organization's members in order to prevent overexposure to harmful ultraviolet rays and that unit funds are authorized to purchase it. This authority cannot be delegated to other installation organization commanders. If medical authority determines this should be a personal responsibility, unit funds are not authorized to purchase sun block/sunscreen for its assigned personnel.

4.46. CREEK SWEEP Credits. CREEK SWEEP credits are entitlements to the United States Air Force from the Federal Republic of Germany (FRG) in the form of goods and services (not money). The FRG provides the credits under a Memorandum of Understanding (MOU) executed by HQ USAFE on behalf of the Department of Defense (DoD) and FRG. Air Force installations may accomplish facility requirements (maintenance, repair, renovation, and construction) normally funded with appropriated funds, except as noted herein, with CREEK SWEEP credits provided that the using installation applies all policies, rules, and procedures which apply to appropriated funded projects to the CREEK SWEEP credit projects. Any deviation from this guidance must have the prior approval of SAF/IEI. (Section 9008, Public Law 101-165, November 21, 1989, provides standing authority).

4.46.1. Don't use for minor construction projects costing over $750,000 accomplished with CREEK SWEEP credits to renovate or improve office space; further,

4.46.2. Don't use them for any purpose on Senior or General Officer housing.

4.46.3. Don't use CREEK SWEEP credits to accomplish facility requirements normally funded with nonappropriated funds (NAF) unless specifically approved by SAF/IEI.

4.47. Licenses and Certificates for Military Members. CompGen Decision B-252467, June 3, 1994, allows the Air Force to pay for licenses and certificates for military personnel in instances where Federal law compels Air Force members to comply with state and local regulations requiring the licenses or certificates. **The CompGen Decision is not applicable to civilian employees of the Air Force, only to Air Force members.** However, as stated in the Decision "….appropriated funds are not available to meet the licensing requirements of professional personnel such as teachers, accountants, engineers, lawyers, doctors, and nurses." Appropriated funds will not be used for professional licenses of military or civilian personnel.

4.47.1. **Expenses for Professional Credentials.** The FY 2002 National Defense Authorization Act (P.L. 107-107, Dec. 28, 2001) Section 1112, which amends Chapter 57 of Title 5, U.S.C., provides that an agency **may** use appropriated funds to pay for: 1) expenses for employees to obtain professional credentials, including expenses for professional accreditation, State-imposed and professional licenses and professional certification; and 2) examinations to obtain such credentials. This authority may not be exercised on behalf of any employee occupying or seeking to qualify for appointment to any position that is excepted from the competitive service because of the confidential, policy-determining, policy-making, or policy advocating character of the position. **This authority is permissive, not mandatory**. Because of the financial impact this authority may have on the DoD, OSD has decided that they will issue implementation guidance for the Services' exercise of this authority. (**NOTE: AS OF THE DATE OF THIS INSTRUCTION, OSD HAS ISSUED GENERAL GUIDANCE ON THIS AUTHORITY. AF/DP IS WORKING ON THE SPECIFIC AIR STAFF IMPLEMENTATION GUIDANCE FOR THIS STATUTORY PROVISION.**

4.48. Service Contracts Crossing Fiscal Years. The FY 98 Authorization Act (P.L. 105-85) (Codified in 10 U.S.C. 2410A) allows "for procurement of severable services for a period that begins in one fiscal year and ends in the next fiscal year if (without regard to any option to extend the period of the contract) the contract period does not exceed one year." The total cost of the services to be provided over the 12-month period must be reflected in the contract and that amount must be obligated when the contract is signed.

4.49. Air Navigation and Overflight Fees. It is U.S. Government (USG) policy not to pay for routine air navigation and overflight fees that may be assessed by foreign governments on U.S. military aircraft that fly over their air space. For Foreign Landing and Parking Fee policy see paragraph **4.50.**

4.49.1. Air navigation and overflight fees are chargeable only in cases where the USG has negotiated a treaty or other agreement with a foreign government or federation that authorizes the payment of these fees. An example would be Arms Control treaties that discuss the movement of On-Site Inspection Agency (OSIA) teams via AMC organic airlift into the former Soviet Union states.

4.49.2. There may be instances where a particular foreign government will demand the payment of air navigation and overflight fees in return for allowing U.S. military aircraft to depart the foreign base/

airport, essentially holding the aircraft hostage until payment is received even though the USG policy has deemed it an unauthorized expenditure. In these cases, the aircraft commander is authorized to pay these fees and should follow payment procedures established in the "DoD Foreign Clearance Guide," located in the forward part of each regional booklet, Section I, paragraph A5 or A6, as appropriate.

4.49.2. (AMC) Aircraft commanders may process an AF Form 15, **United States Air Force Invoice**, or use the AVCARD to pay protested air navigation and overflight fees assessed by foreign governments unless a cash payment is required. The aircraft's home station fund citation will be charged for this purpose.

4.50. Landing and Parking Fees Assessed by Foreign Governments. Air Force aircraft squadrons/flying units may pay landing and parking fees upon request at foreign commercial airports in accordance with USG policy. Landing and parking fees should not be paid by USG aircraft at foreign government-controlled airports or air bases.

4.50. (AMC) Landing and Parking Fees Assessed by Foreign Governments. Aircraft commanders may utilize an AF Form 15 or the AVCARD to pay landing and parking fees at foreign commercial airports unless a cash payment is required. The aircraft home station flying unit's fund citation will be charged for this purpose .

4.51. Funding for Athletic Supplies and Fitness Equipment. Per AFI 34-204 (currently in coordination for release as AFI 34-404, *Property Management*), Paragraph 3.3. (will be paragraph 2.4.5. in new AFI), unit level physical fitness equipment is authorized under certain conditions. The appropriate Services/Group Commander must approve the use of organizational funds to procure fitness equipment (FSC 7830). Written justification must be provided to the Commander when an organization requests such approval. **For ordering and inventory guidance, review AFI 34-204, Paragraph 3.3 (see AFI/paragraph Change above).** Organizations may now use the GPC card to procure organizational intramural sports uniforms. **The uniforms may not be personalized with individual names or nicknames and are to be returned to the unit following the season or when the member PCSs.** Units whose operations are funded solely with working capital funds are prohibited from using such funds to procure MWR equipment such as intramural uniforms and fitness equipment. These units should continue to use Services sports uniform loan program and utilize equipment provided at the base fitness center. Examples of such units are those at AMC aerial ports i.e., Dover, McGuire, Travis, McChord, and Charleston AFBs, which are funded with Transportation Working Capital Funds (TWCF).

4.51. (AMC) Funding for Athletic Supplies and Fitness Equipment. Athletic supplies and fitness equipment do not qualify for TWCF funding. (Reference AMCI 65-602, chapter 6, paragraph 6.6.5.10.)

4.52. Real Property Damage Recovery. The FY 96 Authorization Act (P.L. 104-106) Section 2821 (Codified in 10 U.S.C. 2782) authorizes amounts recovered for damage to real property (excluding MFH) to be credited to the accounts for which costs of repair or replacement may be paid at the time the recovery is received. However, the law provides that amounts recovered from such damage are not available for obligation and expenditure unless provided in advance in an Appropriations Act. Do not use funds collected for real property damages to finance any repairs unless provided for in an Appropriations Act. Real property includes land improvements (e.g., road and curbing), buildings and permanently attached equipment (e.g., truck scale), structures (small buildings and entrance facilities), and appurtenances (signs and fences).

4.52. (AMC) Real Property Damage Recovery. When a private party responsible for the loss or damage to government real property agrees to replace it in kind or have it repaired to the satisfaction of the proper government officials and to make payment directly to the party making the repairs, the arrangement is permissible and the base is not required to transfer an amount equal to the payment for the cost of the repair or replacement to the miscellaneous receipts account of the U.S. Treasury. (Reference *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E, paragraph 2.c.)

4.53. Undefinitized Contractual Actions (UCAs). These are also referred to as "**unpriced orders**" and "**letter contracts**." When an annual appropriation or a multi-year appropriation in the last year of availability is used to execute one of these types of contractual actions and definitization occurs in the following fiscal year, the amount being definitized becomes a bona fide need of **the** (annual appropriation) or **a** (multi-year appropriation) fiscal year current at the time of definitization (CompGen Decision B-197274, Sept. 23, 1983). Under the Federal Acquisition Streamlining Act of 1994, no more than 50% of the overall ceiling price on these types of contracts may be **obligated**. Any amount of that 50% of the ceiling price, which is not obligated in the fiscal year the letter contract is signed, becomes part of the definitization amount in the current fiscal year.

4.54. U.S. Flag for Active Duty Military Retirees. The FY 99 Authorization Act (P.L. 105-261), Section 644 © (Codified in 10 U.S.C. 8681) directs that "upon release of a member of the Air Force from active duty for retirement, the Secretary of the Air Force shall present a United States flag to the member." As stated in the statute, "The presentation of a flag under this section shall be at no cost to the recipient." The flag will, in fact, be presented by the organization from which the individual is retiring and not the SECAF. The flag will be funded from the installation's O&M-type account. Obtaining flags flown over the U.S. Capital for presentation at retirement are eligible for funding from O&M. The use of appropriated funds to procure a display box for a retirement flag is not authorized by this statute. The statute prohibits multiple presentations of flags (see 10 U.S.C. 8681). **(NOTE: Civilian employees of the Military Departments are not authorized to receive Government-funded U.S. Flags or any other type of flag at retirement. The only exception is that members of the Senior Executive Service (SES) may, upon retirement, be awarded their SES Flag.)**

4.54.1. **U.S. Flag for Reserve Component Retirees** . The FY 2000 Authorization Act (P.L. 106-65), Section 652 (Codified in 10 U.S.C. 12605) directs that "(A) Upon the transfer from an active status or discharge of a reserve who has completed the years of service required for eligibility for retired pay under Chapter 1223 of this title [10 U.S.C.], the Secretary concerned shall present a United States flag to the member." The same information in paragraph **4.54.** above applies, except Reserve (3740) or ANG (3840) O&M funds will be used for procuring the U.S. Flag and 10 U.S.C. 12605 should be reviewed for prohibition on multiple presentations.

4.54.2. **Joint Organizations**. Air Force O&M funds will be used to procure flags for retiring military members, without regard to Service affiliation, in Joint Organizations for which the Air Force is Executive Agent, i.e. CENTCOM.

4.54.3. **Printing of Invitations and Programs for Military and Civilian Reti rements**. In recognition of technology advances, OSD(DA&M) 28 Aug 98 Policy Memorandum authorized the printing of business cards using personal computers, existing software, and agency-purchased card stock for official communications. For the same reason, that authority is extended to the printing of invitations and programs for retirement ceremonies. APFs are not authorized for the commercial printing, including DAPS, of invitations and programs for military and civilian retirements.

4.55. Memorials and Monuments . Absent specific statutory authority, appropriated funds are not available to fund the construction of memorials or monuments. The construction of memorials in Washington, DC are funded through private donations, e.g. the Vietnam Veterans Memorial, the World War II Memorial, the Air Force Memorial, the Navy Memorial, etc. The Federal Government donates the land and private funds construct the memorial. Once constructed, federal funds are used to maintain the memorials. See AFI 36-3108, *Memorialization Program and Ceremonies*.

4.56. Cable TV in Dormitories. Appropriated funds are not authorized for procuring television sets for or funding Cable TV subscription charges in individual rooms or suites in dormitories. They are a personal expense. (**EXCEPTION**: Beginning in FY 03, OSD has authorized appropriated funds (PBD 205, 10 Dec 01) to provide all on-base USAFE personnel access to the cable television services of AFRTS for command & control and force protection purposes). APF may be used to fund cable TV for day or community rooms utilized by all dorm occupants, as well as, various gaming items found in the recreation area of a home such as a billiard table, foosball table, VCR, video games, DVD player, etc. It is essential that internal controls are present to avoid loss of these items through theft.

4.57. Heart Link Program. CSAF May 30, 2002 memorandum, SUBJECT: Implementation of Heart Link Program, established this program based on a determination of the Air Force Community Action Information Board (CAIB) "that a standardized Spouse Orientation Program is critical to family preparedness and enhances mission readiness." Among other things, as a part of this program, each spouse will be presented with a standardized coin after completing the Heart Link Program. The front of the coin will have the Heart Link logo and the back will have the MAJCOM crest. The logo may be modified to reflect the MAJCOM mission.

4.57. (Added-AMC) DELETED – renumbered as paragraph **4.62. (Added)** below.

Section 4P—Planning and Tracking Obligations and Outlays

4.58. Supplementing OSD Appropriations (97X) with O&M 3400 Funds. Per OSD(C) guidance, do not commingle OSD (97X) appropriations and O&M 3400 funds on a contract when initiating the contract or to cover any cost increase on contracts funded with one or the other appropriation. However, you may use O&M 3400 funds to support an OSD-funded program for civilian pay, supplies, and other miscellaneous purchases that do not involve the commingling of the two appropriations on one contract, as long as those OSD-funded program efforts are the same as those for which O&M 3400 are or could be authorized, i.e. RAP and TAP programs.

4.58. (Added-AMC) DELETED – renumbered as paragraph **4.63. (Added)** below.

4.59. Submitting Outlay Plans. OMB Circular No. A-112, *Monitoring Federal Outlays,* requires the Air Force to prepare a forecast plan for outlays. In September each year, the Office of the Assistant Secretary of Defense, Comptroller (Program/Budget) requires the services to develop a monthly outlay forecast plan for the upcoming fiscal year. HQ AFMC provides a monthly plan for major weapon systems for the investment and RDT&E appropriations per annual guidance from SAF/FMB. The monthly plan for all other appropriations is prepared by SAF/FMB. SAF/FMB consolidates and submits the outlay plan for all Air Force appropriations to the DoD Comptroller. SAF/FMB analyzes variances at the weapon system/program element level and provides deviation reports to the DoD comptroller when requested.

4.59. (Added-AMC) DELETED.

4.60. Planning:

4.60. (Added-AMC) DELETED.

4.60.1. In November, SAF/FMB tasks AFMC/FMB to develop the outlay plan for major weapon systems. The AFMC/FMB suspense date to SAF/FMB is the end of December.

4.60.2. AFMC submits the finalized procurement plans via diskette to SAF/FMBMM for consolidation and review. SAF/FMBMM loads the plans into the automated Air Force Obligation/Outlay Tracking System.

4.60.3. SAF/FMBOI separately tasks all MAJCOMs/FOAs for O&M plans to be submitted directly to SAF/FMBOI. SAF/FMBOI consolidates and submits the finalized plans to SAF/FMBMM for input to the Air Force Obligation/Outlay Tracking System.

4.60.4. SAF/FMB reviews and adjusts the appropriation and program year monthly distributions and submits the official Air Force Outlay Plan to OSD in an automated format for inclusion in the DoD system.

4.61. Tracking. DoD compares execution data against the plans as follows:

4.61.1. The Defense Finance and Accounting Service (DFAS) Centers submit summary flash execution data to OSD. DFAS provides outlay data on the eighth workday following the end of the month. Once OSD produces outlay tracking reports, the Air Force provides variance analyses by weapon system within 24 hours. Currently, Air Force Materiel Command provides detailed variance analyses on the 10th workday to meet the OSD suspense.

4.61.2. DFAS-DE submits execution data for outlays under RCS: HAF-FMB(M)7131, Update Obligation/Outlay Tracking System, in order to update the Outlay Tracking System on the 10th workday of each month. The Air Force uses this information to identify shortages or overages by weapons system or program element within the appropriations. The RCS: SAF-FMB(M)7131 report has been designated emergency status code C3. Continue reporting during emergency conditions, delayed precedence. Submit data requirements as prescribed, but they may be delayed to allow the submission of higher precedence reports. Submit by nonelectronic means, if possible. Discontinue electronic reporting during MINIMIZE.

4.61.3. SAF/FMBMM prepares a monthly status report by appropriation that gives the year-to-date plan data, the year-to-date execution data, variances from plan, and percent accomplishment of actual to plan, along with a written rationale, by weapons system, for significant variances over or under plan by appropriation.

Section 4Q(Added-AMC)–Other Items of Interest

4.62. (Added-AMC) Payment of Federal, State and Local Taxes. As a general rule, Air Force agencies are exempt from paying federal, state and local taxes assessed on goods and services by commercial vendors. In these cases, the buyer, not the seller, is legally responsible for payment of the tax (referred to as a vendor tax) and the Air Force, as a buyer is not required to pay. However, if the seller is legally obligated to pay the tax (referred to as a vendee tax), Air Force agencies will reimburse the seller for the total

cost, to include the tax. Examples of vendee taxes payable by Air Force agencies include but are not necessarily limited to (1) federal excise taxes, (2) state sales taxes factored into public utility rates through applicable rate-setting processes by state legislatures or public service commissions, and (3) business privilege or gross receipts taxes. Consult with your local Judge Advocate (JA) office if questions arise concerning the legal payment of taxes from Air Force funds. See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, section 15, for additional guidance on the payment of state and local taxes .

4.63. (Added-AMC) Contest Entry Fees and Prizes/Awards.

4.63.1. (Added-AMC) Privately-Sponsored Contests. Do not use Air Force funds (to include TWCF) to pay entry fees to enter publications in a contest sponsored by a private organization in cases where the prize is a monetary award to be given to the editors of the winning publication (see Comptroller General Decision B-164467, 14 June 68). However, if the prize is awarded directly to the agency and not to Air Force military or civilian members, and where sufficient justification exists where the expense furthers the objects of the appropriation, Air Force funds may be used to pay the entry fee (see Comptroller General Decision B-172556, 29 Dec 71). The decision to use Air Force funds to enter a contest will depend on (1) the nature of the contest and prize, (2) to whom they are awarded, and (3) the sufficiency of the administrative justification. Any authorized cash prizes from private-sponsored contests awarded to government agencies must be collected into miscellaneous receipts and not into the agency's appropriation that paid the entry fee (see 31 U.S.C., Section 3302).

4.63.2. (Added-AMC) Government-Sponsored Contests.

4.63.2.1. (Added-AMC) The use of Air Force Funds to award cash prizes for government-sponsored contests involving artistic designs is generally unauthorized if the prize awarded does not relate to the reasonable value of the services of the successful contestant (see 5 CompGen 640 (1926). However, if the value of the prize is comparable to the services performed (e.g., it would cost a like amount to contract for the design), the use of Air Force funds to award the prize is allowable (see Comptroller General Decision A-13599, 5 Apr 26).

4.63.2.2. (Added-AMC) Air Force funds may be used to sponsor a contest under the necessary expense theory if the expenditure bears a reasonable relationship to carrying out an authorized activity. Additionally, any travel and per diem costs involved to fly the individual winner to receive the award is also allowable (normally unit funded) .

4.63.3. (Added-AMC) For AMC, contest entry fees and prizes/awards authorized for Air Force funding is sourced from O&M 3400 funds, BA 02, and preferably PE 41896. The use of TWCF funds for this purpose is not authorized unless it can be clearly justified that the expenditure of TWCF funds in this manner will further enhance the objective and purpose of the TWCF. (Reference AMCI 65-602, chapter 6, paragraph 6.6.22.)

4.64. (Added-AMC) Command/Wing/Squadron-Sponsored Picnics, Balls, and Dances.

4.64.1. (Added-AMC) There is no statutory authority supporting the use of Air Force funds for these types of events at any level. Picnics, balls, dances, and similar non-mission essential functions are considered unofficial social events/entertainment and are not eligible for Air Force funding. *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, page 4-82 states, "…. the rule [is] that appropriated funds may not be used for entertainment except when specifically authorized by statute

and also authorized or approved by proper administrative officers." It further states, "The basis for the rule is that entertainment is essentially a personal expense even when it occurs in some business-related context. Except when specifically appropriated for, entertainment cannot normally be said to be necessary to carry out the purposes of an appropriation."

4.64.2. (Added-AMC) An exception to using Air Force funds for these events is to rent portable toilets or other similar items in keeping with necessary health and sanitary requirements.

4.64.3. (Added-AMC) AMCI 65-602, chapter 6, paragraph 6.6.15, specifically forbids the use of TWCF funds for entertainment purposes.

4.65. (Added-AMC) Memorialization. AFI 34-201, table 12.1., rules 56 through 62 permit the use of Air Force funds to purchase a plaque or permanent marker on an installation building, wing, room, or street to memorialize an individual (living or deceased) as well as any ceremonial costs relating to invitations, military bands, programs, etc. Excluded from Air Force funding for these events are the cost of light food, refreshments, food serving items, or any other item or activity designed for entertainment purposes, as stated per AFI 65-601, Volume 1, chapter 4, paragraph 4.28.

4.65.1. (Added-AMC) In accordance with AFI 36-3108, *Memorialization Program and Ceremonies*, paragraph 7.4, requests for non-local travel authorization by commercial or government transportation may be authorized for the honoree or next of kin (spouse, child, or parent) to attend the memorial dedication ceremony. Consult the Joint Travel Regulation (JTR), Volume II, paragraphs C6000 and C6002-F for guidance on preparing invitational travel orders. Per diem (to include lodging) is not authorized for the honoree or next of kin.

4.65.2. (Added-AMC) Fund authorized memorialization costs from O&M 3400 funds, BA 02, preferably PE 41896. Do not use TWCF funds for this purpose.

4.65.3. (Added-AMC) The use of APF for memorialization costs <u>*does not*</u> extend to the funding of freestanding memorials. Without specific congressional authority to fund for memorials, private funds must be used.

4.66. (Added-AMC) Private Organizations. These are self-sustaining interest groups, established by personnel acting outside the scope of any official position they may have in the federal government. Private organizations are not integral parts of the military service or federal entities, nor are they NAFIs, as defined in AFI 34-201. They operate on Air Force installations with the written consent of the installation commander and do not receive sovereign immunities and privileges given to NAFIs or Air Force organizations. Private organizations must furnish their own equipment, supplies, and other materials in accordance with AFI 34-223, *Private Organization (PO) Program*, paragraph 11., and do not receive any direct financial assistance from Air Force or NAF funds in the form of contributions, dividends, or donation of funds or other assets, unless directed otherwise by specific AFIs pertaining to their operation. Private organizations must also reimburse for services (including utilities) when it uses a facility or space on an other-than-occasional basis unless specifically directed by instruction or regulation not to reimburse for this support. ***NOTE:*** Thrift shops are excluded from paying for utilities per AFI 34-223, paragraph 11.1.1.

4.66.1. (Added-AMC) The following private organizations do not fall under the guidance of AFI 34-223 and are governed by other directives and/or instructions. (***NOTE:*** See paragraph 2. of AFI 34-223 for the applicable directive/instruction of the organizations listed below.)

4.66.1.1. (Added-AMC) Scouting organizations (overseas military installations only).

4.66.1.2. (Added-AMC) American National Red Cross.

4.66.1.3. (Added-AMC) United Seaman's Service.

4.66.1.4. (Added-AMC) United Service Organizations, Inc.

4.66.1.5. (Added-AMC) Credit Unions.

4.66.1.6. (Added-AMC) Banks.

4.67. (Added-AMC) Open Houses, Aerial Demonstrations, Static Displays, or Other Community Relations .

4.67.1. (Added-AMC) AFI 35-101, *Public Affairs Policies and Procedures*, chapter 8, contains general policy regarding base open houses. Other formal guidance is contained in a HQ USAF/CV memorandum dated 27 Jul 94, Subject: *Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events*. These are primarily public affairs activities. By definition, a base open house informs the public about the capabilities, equipment, training, and professionalism of the Air Force and its personnel. The public pays no charge or fees for admission, parking, or viewing any activities.

4.67.2. (Added-AMC) Civil aircraft performances at base open houses are permitted if they supplement or enhance the effectiveness of the military activities. These performances may not constitute more than 33 percent of the total actual performance time.

4.67.3. (Added-AMC) "Warbird" aircraft (vintage U.S. or foreign aircraft used in a previous military conflict or having historical military aviation significance) operated by non-profit organizations that primarily relate to military history are not subject to the 33 percent rule.

4.67.4. (Added-AMC) Civil aerial performance teams that do not supplement or enhance the effectiveness of military activities may not participate in Air Force-sponsored open houses or aerial demonstrations because they do not enhance public understanding of the Air Force mission, capabilities, and heritage.

4.67.5. (Added-AMC) AMC installations that desire to engage warbirds to enhance the attractiveness of an open house, aerial demonstration, or static displays may use Air Force funds to cover the costs of their appearance (i.e., those costs that would normally be associated with service contracts). NAF or TWCF funds are not authorized for this purpose.

4.67.6. (Added-AMC) Don't use Air Force or NAF funds to finance appearances by civilian aircraft other than warbirds at these events. If the civil aircraft owners request aircraft fuel, the installation may sell only enough DoD fuel to get the aircraft to the closest civilian airfield. For civil aircraft delays due to safety-of flight maintenance requirements, charge storage fees commencing 24 hours after the close of the event in accordance with AFI 10-1001, table 4. Deposit these fees into the miscellaneous receipts account of the Treasury and not into the installation's O&M account. Requests for deviations to this policy should be forwarded through HQ AMC channels to HQ USAF/ILTT and SAF/PAC for approval.

4.67.7. (Added-AMC) Open House/Air Show Advertising. You may use APF to pay for advertising costs pertaining to base open houses and air shows under the overall umbrella of recruiting benefits and if it does not cause the loss of public service announcements, which are provided at no charge to the Air Force.

4.67.8. (Added-AMC) Vendor Fairs. APF is authorized to support vendor fairs hosted by base organizations unrelated to NAF/MWR purposes provided it is directly related to the mission requirements of the organization .

4.67.9. (Added-AMC) APFs (except for ORF) are authorized to pay for informational handouts at Air Force-hosted civic orientation dinners in keeping with civic relations with the local community.

4.68. (Added-AMC) Reconstitution of WRM Assets.

4.68.1. (Added-AMC) AMC funds for reconstitution costs of theater-assigned WRM assets utilized by AMC flying and support units when deploying overseas to support contingencies, JCS Exercises, or Air Expeditionary Force (AEF) requirements. Reconstitution costs include but are not necessarily limited to packing, crating, reconstitution/repair of assets, transportation to/from employment site, TDY costs for required personnel deploying with the assets, applicable contractor costs, and Mobility Readiness Spare Package (MRSP) costs, as directed by AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*, chapter 6, paragraphs 6.3.5.9 and 6.8.1.

4.68.2. (Added-AMC) The tasked AMC wing will provide a MIPR or AF Form 616 citing TWCF or O&M 3400 funds (depending on the AMC unit requiring the support) to the providing theater unit responsible for the management of WRM assets prior to equipment release. Use EEIC 549 and the appropriate ESP code in the fund cite. A list of required WRM assets and estimated reconstitution costs will be provided by the appropriate AMC planning/tasking offices or functional managers to the tasked AMC wing prior to AMC unit deployments. ***NOTE:*** For WRM requirements of AMC units deploying to Moron AF Spain, the 721 AMOG/FMA will provide the required funding (TWCF or O&M 3400, as appropriate) to the 4 EAMS at Moron.

4.68.3. (Added-AMC) For use that exceeds 30 days, 15 percent of the total required asset cost will be assessed; for use of 30 days and less, 10 percent of the total required asset cost will be assessed. Unused funds in excess of actual reconstitution costs will be returned to the supported AMC organization.

4.68.4. (Added-AMC) Under wartime conditions, HQ USAF may elect to waive unit/MAJCOM funding responsibility for WRM reconstitution and require the overseas theaters to absorb the costs and request SAF/FM reimbursement.

4.69. (Added-AMC) Gifts to the Air Force. AFI 51-601, *Gifts to the Department of the Air Force*, provides guidance on the proper acceptance of gifts (money and tangible real/personal property) and the appropriate level (e.g., Secretarial, MAJCOM) a particular gift may be accepted. Gift offers are presented as either conditional or unconditional and may be rejected if it is clearly in the best interests of the Air Force to do so. Accepted unconditional monetary gifts are deposited into Miscellaneous Receipt Account 571299 while accepted conditional monetary gifts are deposited into Trust Fund Receipt Account 578928. DFAS-DE/ADRA, through SAF/FMB, will issue a funding document citing appropriation 57X8928, Fund Code 75, when reallocating conditional monetary gifts to the MAJCOM for which the gift is intended. AMCFSS/FMBI then issues a funding document to the appropriate AMC OBAN for obligations, disbursements, and status of funds reporting, when SAF/FMB funding is received.

4.70. (Added-AMC) Fines and Penalties. Air Force O&M-type funds are not available to pay for or reimburse Air Force military or civilian employees for fines and penalties incurred as a result of violating a law or code when acting on their own behalf, beyond the scope of his or her authority. However, if the

fine/penalty is assessed because the military or civilian member is complying with regulatory guidance or instructions and the member is without fault or not negligent (i.e., no personal wrongdoing), use unit O&M-type funds to pay the fine/penalty under the necessary expense doctrine. Additionally, Air Force organizations are exempt from paying fines/penalties unless there is an express statutory waiver of sovereign immunity. Examples of these types of waivers are (1) the Clean Air Act; (2) the Prompt Payment Act; and (3) the Federal Facility Compliance Guidance. If the fine/penalty is imposed by court action, it may be initially paid from the permanent judgment appropriation pending reimbursement from O&M-type funds. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, pages 4-114 through 4-119.)

4.71. (Added-AMC) Funding Rewards for Lost or Missing Air Force Property. 10 U.S.C. 2252 authorizes the Services to pay a reward of not more than $500 in any case for information leading to the discovery of missing property under the jurisdiction of that Service or leading to the recovery of such property. These rewards are not payable to a military or civilian employee for services rendered within the scope of his or her official duties in an effort to recover the missing property or obtain information as to its location (see *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 4, pages 233-234).

4.72. (Added-AMC) Furnishings and Appliances for Dormitory, Family Housing, Lodging, and Temporary Living Facilities. In accordance with AFI 32-6004, *Furnishings Management*, chapter 2, the base Civil Engineer (BCE) is responsible for the budgeting and management of furnishings and appliances. Table 2.1. of AFI 32-6004 provides the appropriate O&M program element (PE) code for ordering furnishings and appliances in support of dormitories (unaccompanied), lodging (VQ – visiting quarters), and temporary living facilities (TLF).

4.72.1. (Added-AMC) APF replacement furnishings and appliances for VQ, TLF, and dormitory (unaccompanied) facilities, in conjunction with a facility maintenance/repair project, are budgeted and executed in the O&M 3400 financial plan. The functional organization responsible for the operation of the activity that requires the replacement furnishings and appliances is responsible for identifying their funding requirements to the Furnishings Management Office. The housing manager is responsible to identify these requirements for family housing and dormitories; for the VQ and TLF, the responsibility belongs to the Services commander. For family housing (Fund Code 3Y), use Project Account Code P721.40, PE 88745. For dormitories (Fund Code 30), use PE 41879, RC/CC XX4407, and Functional Account Code (FAC) 12. For VQ/TLF (Fund Code 30 portion only), use PE 41896 and base-wide RC/CC XX8571, FAC 08.

4.72.2. (Added-AMC) See table 2.1. of AFI 32-6004 for additional funding guidance (APF versus NAF) on furnishings and appliances for unaccompanied/VQ/TLF facilities .

4.73. (Added-AMC) Contracts for Supplies or Services Issued at the End of the Fiscal Year for Delivery or Completion in the Following Fiscal Year. In accordance with DoDFMR 7000.14, Volume 3, chapter 8, paragraph 080303, contracts entered into or orders placed for goods, supplies, or services shall be executed only with bona fide intent that the contractor (or other performing activity) shall commence work and perform the contract without unnecessary delay. For facility projects, current fiscal year funds may be obligated near the end of the fiscal year, even though performance may not commence until the following fiscal year. Contracts for these requirements should contain a specific requirement that the work begin before January 1 of the following calendar year. The following guidance applies in determining the commencement of work :

4.73.1. (Added-AMC) Physical Onsite Evidence. A visual inspection of the work site discloses significant work has been accomplished, or contractor employees are actually engaged in work performance. (No further verification is necessary.)

4.73.2. (Added-AMC) Documentary Evidence. If physical onsite evidence of performance does not exist, and to prevent unwarranted default proceedings, the contractor may be requested to produce documentary evidence that cost has been incurred or material has been ordered to allow performance of the contract .

4.74. (Added-AMC) Receipts from Commercial Wireless Vendor Requests to Install Systems on Air Force Property. The FY01 Authorization Act (P.L. 106-398) amended 10 U.S.C., Section 2667 by authorizing the collections of receipts for all out grants for non-exclusive use of Air Force real property for location of wireless communication antennas granted by license under the authority of the Secretary of the Air Force. Deposit these collections to appropriation 975189.57, Air Force Special Receipts Account in lieu of the Miscellaneous Receipts Account of the Treasury. Funds from these collections then become available to AMC bases under appropriation 97X5189.57, Fund Code K2, as provided to SAF/FMB in appropriation acts .

4.75. (Added-AMC) Funding Physical Examinations.

4.75.1. (Added-AMC) **Air Force Civilian Employees. Air Force organizational funds may be used for physical examinations, to include inoculations/vaccinations to which these examinations seem more or less akin in view of their precautionary nature, where conditions are such that medical attention to a civilian employee may be considered as primary for the benefit of the Air Force rather than the employee (reference 65 CompGen 677, 679 (1986)). A primary example on AMC bases is Air Force civilian air traffic controllers, are required to withstand the rigors of their employment and that an undisclosed physical condition does not impair the performance of their day-to-day duties, which may result in injury or loss of life for passengers and aircrews on Air Force aircraft.** *NOTE:* **Do not use organizational funds where the purpose of the examination is to secure a benefit sought by the employee.**

4.75.2. (Added-AMC) New Air Force Civilian Employees or Applicants. Title 5, C.F.R., chapter 1, section 339.301-304 authorizes the use of Air Force organizational funds to pay for medical examinations for new civilian employees if required by the position. *NOTE:* Do not use organizational funds where the purpose of the examination is to secure a benefit sought by the applicant.

4.76. (Added-AMC) Funding for Replacement of Non-Expendable Support Equipment Left at Deployed Locations by TWCF Organizations . When TWCF units deploy in support of contingency or wartime requirements and are directed by higher authority to leave their support equipment in place when redeploying, and must purchase replacement equipment to ensure their deployable kits are prepared to fulfill other missions, the following funding guidance applies:

4.76.1. (Added-AMC) If the support equipment is centrally managed and originally procured with 3080 funds, the replacement equipment must also be procured with 3080 funds. AMC units will identify these requirements to their HQ AMC counterparts for validation and fund sourcing.

4.76.2. (Added-AMC) If the support equipment was originally purchased with TWCF funds, the replacement equipment must be purchased with O&M 3400 funds because it is in direct support of wartime requirements. AMC units will identify these requirements to their HQ AMC counterparts for

validation. Upon receipt of this validation, HQ AMC/FMB will issue O&M 3400 funds to the unit that submitted the requirement. Use the applicable Air Force-assigned contingency/wartime ESP code to properly capture these O&M-funded costs in the accounting system for reimbursement.

4.76.3. (Added-AMC) If the support equipment was originally purchased with 3080 funds and breaks at the deployed location, use TWCF funds to repair or reconstitute the equipment. Use 3080 funds for replacement .

4.76.4. (Added-AMC) If the support equipment was originally purchased with TWCF funds and breaks at the deployed location, use TWCF funds to repair, reconstitute, or replace the equipment.

4.76.5. (Added-AMC) TWCF units will replace expendable support equipment and supplies using TWCF funds.

4.77. (Added-AMC) Damage Claims Between Federal Agencies for Government Personal Property.

4.77.1. (Added-AMC) As a general rule, a federal agency that damages personal property under the control of another federal agency may not pay a claim for the damage incurred, even if the agency responsible for the damage is at fault. This rule is commonly referred to as the "interdepartmental waiver doctrine" and applies equally to components of a single agency funded under a separate appropriation (reference *GAO: Principles of Federal Appropriations Law, Volume 3*, chapter 12, section D).

4.77.2. (Added-AMC) This doctrine is based on the premise that the government cannot sue itself and that ownership of public property is in the United States as a single entity and not the individual departments or agencies. The Comptroller General has held that an agency's appropriations were not available to pay a claim for damage to the property of another agency (25 Comp.Gen 49 (1945)). The basic prohibition is the augmentation of the lending agency's appropriation that is already available for repair or replacement of lost or damaged property for which it is responsible. Further, the appropriations of the borrowing agency would not be expected to include any amount for repair or replacement of property for which it is not responsible. The basis for the rule against augmentation of appropriations is codified in Title 31 U.S.C., Section 1301(a), which restricts the use of appropriations to the purposes for which they were made. Therefore, if payment by the agency causing the damage would be a payment for an unauthorized purpose, the payment would also improperly augment the appropriations of the claimant agency.

4.77.3. (Added-AMC) There are two primary exceptions to the interdepartmental waiver doctrine:

4.77.3.1. (Added-AMC) If there is an existing statute or Comptroller General Decision authorizing reimbursement (e.g., damaging borrowed equipment belonging to a Working Capital Fund (65 Comp.Gen 910 (1986)), GSA governance which allows their fund to charge the customer for repairs of equipment loaned to the customer [relates to repairs made for the future use of other customers and not the agency] (Title 40 U.S.C., Section 491, 59 Comp.Gen 515 (1980)), payment for the repair or replacement of damaged or lost equipment by the agency responsible for the damage is authorized.

4.77.3.2. (Added-AMC) Orders issued under the Economy Act (Title 31 U.S.C., Section 1535) can allow for repairs or replacement of damaged equipment, if it is specifically written into the agreement that the borrowing agency will return the equipment in as good condition as when received, normal wear and tear excepted.

4.77.4. (Added-AMC) In cases where both the owning agency and the agency that damaged or lost the property are funded from the same appropriation for their day-to-day operations, the interdepartmental waiver doctrine does not apply and the agency at fault may reimburse the owning agency for the damage or replacement costs, unless there exists a more specific appropriation that is solely authorized for this purpose .

Chapter 5

APPROPRIATION REIMBURSEMENTS AND REFUNDS

Section 5A—Appropriation Reimbursements

5.1. General Reimbursement Guidance:

5.1.1. The appropriation reimbursement concept avoids duplicating services, facilities, personnel, and stocks of supplies and materiel, and requires the agency requesting these services or supplies to budget for the cost and to defend its requirements to the President and the Congress.

5.1.2. The Office of Management and Budget (OMB) includes anticipated appropriation reimbursements as part of approved apportionments. SAF/FMB transmits this funding authority to the commands (except for procurement appropriations, see paragraph **5.4.2.1.**), in addition to, and separate from, funds appropriated exclusively for Air Force mission requirements.

5.1.3. MAJCOMs won't allot anticipated reimbursements unless they have reasonable assurance that the reimbursements will be collected. Even when reimbursements are apportioned and allotted, these estimates don't become budgetary resources available for obligation unless you have valid orders (including written agreements), have furnished goods or services and there is entitlement, or in the case of orders from the public (that is, financed by other than federal government sources), the requester has made advance payment. ***EXCEPTION:*** in the case of the stock fund under the Defense Working Capital Fund (DWCF), 10 U.S.C. 2210(b) authorizes, with OMB approval, incurring obligations against anticipated reimbursements.

5.1.4. Foreign Military Sales (FMS) orders convey obligation authority, but don't disburse until cash is transferred from the FMS Trust Fund to the performing appropriation account or the holder of the FMS Trust provides an expenditure authorization. Therefore, except as provided above, funding based on anticipated reimbursements is available only to the extent you actually realize reimbursements. Don't anticipate conversion from your approved reimbursement programs to direct obligation authority.

5.1.5. Financial Management and Comptroller offices will credit reimbursements to appropriations based on the type of work done. Finance reimbursements from appropriations that fund similar direct program requirements. For example, Research Development Testing and Evaluation (RDT&E) appropriation finances reimbursable RDT&E efforts.

5.1.6. DoD 7000.14-R, Vol. 11A lists the types of costs that are reimbursable and the amounts to recoup when DoD components do work or sell property within the Department of Defense, to other U.S. Government agencies, and to private parties when allowed by legal authority.

5.2. Responsibilities for Developing Anticipated Reimbursements:

5.2.1. The Air Force supplying or performing activity must include estimated anticipated reimbursements to be realized from sale of supplies and services in their budget estimates and financial plans. Based on this, SAF/FMB will develop Air Force-wide budget estimates and apportionment requests. SAF/FMB estimates reimbursements for centrally administered programs and for centrally procured materiel based on departmental agreements and financial data available. SAF/FMB asks supplying or performing activities for supporting data and backup exhibits as required (such as computation sheets

or additional listings). SAF/FMB will budget for military construction reimbursements based on the historical level of effort or substantiated documentation changing that level from the Program Manager's management.

5.2.2. Operating agencies must inform SAF/FMB of changes in estimates of anticipated reimbursements and identify the changes by category and sales code. Request you provide these changes as soon as they are known so adjustments may be made during the Air Force budget submission to reduce disconnects in the year of execution.

5.3. Responsibilities for Earning Anticipated Reimbursable Programs. Budget officers and appropriate functional area staff agency heads, such as Civil Engineer and Transportation, must act jointly to review reimbursement programs to make sure these programs are proceeding as planned. Consider all programs where reimbursements are anticipated, including programmed support for materiel and services identified in support agreements for intraservice, interservice, and non-DoD activities.

5.3.1. **Responsibility for Establishing Reimbursement Receivables for Earned Reimbursements.** MAJCOM and installation Financial Management and Comptroller offices must provide their operating location Defense Accounting office (Field Organization) with appropriate billing information to establish reimbursement receivables. This is necessary to ensure accurate and timely billing of earned reimbursements. All reimbursement receivable balances must be validated during quarterly and year-end certifications.

5.4. Funding Procedures and Application. In developing the financial plan, SAF/FMB will include anticipated reimbursements based on estimated customer orders to be received in the total amount planned to be available for obligation. Appropriation managers distribute planned obligations between those for "service account" (Air Force) and those for "customer account" (reimbursable). This plan will be the basis for the initial apportionment request and for funding to commands.

5.4.1. **Annual Appropriations.** MAJCOM and installation Financial Management and Comptroller offices and Financial Services Officers (FSO) will initially account for reimbursable orders under the appropriation available for obligation when they accept the order. But, if you haven't filled the order and haven't set up the related reimbursable obligation before the appropriation expires, the FSO must move the unfilled order to the next fiscal year's appropriation on or before 30 September (see DFAS-DE 7220.1-R). See paragraph **5.8.2.** for statutory restrictions on Economy Act Orders (31 U.S.C. 1535).

5.4.1.1. **All Annual Appropriations Except Operation and Maintenance, Air Force, (O&M) and Military Personnel, Air Force.** Appropriation managers issue budget authorizations, including financing for customers' orders for goods or services, at program level and specify the amounts for "service account" and for "customers' orders". Use sales codes to identify reimbursable customers.

5.4.1.2. **Automatic Apportionment for O&M Reimbursements:** The Office of Management and Budget (OMB) authorizes using automatic apportionment of reimbursements for the Operation and Maintenance (O&M), AF appropriation (57*3400, Fund Code 30) and AFRC O&M appropriation (57*3740, Fund Code 54). SAF/FMBO may automatically increase the OMB apportionment up to the planned amount of anticipated reimbursements expected to be received during the current year of execution at the departmental level. In addition, during the year of execution, SAF/FMBO automatically apportions and issues all reimbursement authority to MAJ-

COM/FOAs FM offices. The field level budget offices load reimbursements as they are earned. (No target is given to the MAJCOM or base budget office.)

5.4.1.3. **Family Housing appropriation 57*7045 (Fund Code 83, O&M).** Deposit proceeds from renting family housing and reimbursements received for family housing services to the family housing account. Apply proceeds from sales of designated excess military family housing to the Military Family housing Operations and Maintenance (O&M) Account 57X07045 (Refer to **Chapter 21** for additional information).

5.4.2. **Multiple-Year Appropriations.** For multiple-year appropriations whose periods of availability for obligation overlap, apply new reimbursable orders and related transactions only to the most current account available during the period the orders were accepted. In other words, don't accept new orders in a multiple-year appropriation account after its first year of availability. Performing activities that are accounting for customer orders funded by multiple year appropriations shall retain the unearned and unobligated balances of valid unfilled reimbursable orders with the unexpired appropriation current at the time the customer order was accepted. However, FM offices and FSOs must take action at fiscal yearend for expiring accounts to move unfilled orders for which reimbursable obligations haven't been established to the ensuing current fiscal year appropriation account (see DFAS-DE 7220.1-R Paragraph C2.5) **and** eliminate anticipated reimbursements (authorized reimbursable budget program), which are nullified at fiscal yearend, to the extent they haven't been realized.

5.4.2.1. **Procurement Appropriations:**

5.4.2.1.1. Budget authorizations include financing for procurement of customer orders or security assistance sales, grant aid, etc., and are available only to the extent you receive valid customer orders. This procedure assumes firm customer orders and customer reimbursement at time of delivery. For customer orders from the public, state, and local governments, DoD requires payment in advance before using Air Force funds provided for financing customer orders.

5.4.2.1.2. MAJCOMs must provide SAF/FMB, before the fiscal year begins, the total annual amount of estimated anticipated reimbursements (other than FMS) by appropriation and sales code. MAJCOMs must report anticipated reimbursements in the Status of Funds Data Base Transmission, RCS: SAF-FM(M)7801-DE report. MAJCOMs must also report the status of the total customer program to the degree that orders are received and deliveries are reported. Anticipated reimbursements reported by MAJCOM:

5.4.2.1.2.1. For the current appropriation year are identified by accounts receivable sales code, and must equal the sum of filled and reported orders to agree with the Air Force program at departmental level. SAF/FMB or MAJCOMs may make changes to the anticipated program during the operating year.

5.4.2.1.2.2. For each unexpired prior-year appropriation must show the most recent 30 September certified status, as adjusted by the operating agency for actual customer order adjustments during the current year. When there have been significant customer order adjustments to prior-year programs, MAJCOMs will advise SAF/FMB of the reason for such adjustment. .

5.4.2.1.2.3. **Table 5.1.** explains how to charge and credit the procurement appropriations for the purchase or sale of investment items to fill customer orders

Table 5.1. 3010/3011/3020/3080 Appropriations To Be Charged or Credited For The Purchase or Sale of Investment Items To Fill Customer Orders.

R	A	B	C	D	E	F	G
U L		**And stock replacement**	**And the customer order**				
E	**If item sold was**	**of principal items is**	**is accepted**	**and**	**and the order is**	**then credit the**	**and**
1	Delivered from stock	required or item sold is a secondary item	in the current FY	the replacement is purchased before the appropriation current when the order was accepted expires	N/A	most current FY appropriation available when the customer order is accepted	for the replacement purchase, charge the same FY appropriation in which the order was accepted.
2				the replacement is purchased after the appropriation current when the order was accepted expires	not moved forward		charge the FY appropriation current when the contract is awarded for replacement
3					moved forward	FY appropriation to which the customer order was moved	for replacement purchase, charge the FY appropriation to which the customer order was moved.
4		not required	on or after 1 Oct 77	N/A	N/A	general fund receipt account of Treasury or the applicable appn	N/A

5.4.2.2. **Research, Development, Test, and Evaluation (RDT&E) Appropriation:**

5.4.2.2.1. SAF/FMB, Air Force Materiel Command (AFMC), and Air Force Space Command (AFSPC) are responsible for reporting anticipated reimbursements to DFAS-DE on the monthly status of reimbursements for the RDT&E appropriation. Anticipated reimbursements reported for the current year must equal the budget authorization provided and identified by sales code as shown in the Air Force Corporate Data Dictionary. Anticipated reimbursements reported for each unexpired prior year appropriation are equal to the sum of actual filled and unfilled orders. Adjust unfilled orders reported to show the actual customer order adjustments during the fiscal year. SAF/FMB adjusts the budget authorization for RDT&E reimbursable accounts annually by providing adjustments to equal the sum of the unfilled and earned amounts in the respective Status of Funds Data Base Transmission, RCS: SAF-FM(M)7801-DE report.

5.4.2.2.2. AFMC and AFSPC uses RDT&E to finance its installations that perform development and test functions. These activities do work such as testing and engineering support at the request of other Air Force commands or other government agencies on a reimbursable basis. The requesting organization will reimburse the RDT&E operating funds of the performing AFMC installation for direct costs of supplies, civilian overtime, related TDY, etc. (see **Chapter 7, Section 7I**). At least quarterly, AFMC will review and recommend appropriate adjustments to the estimated reimbursable amounts based on written agreements with other organizations for test and engineering support.

5.4.2.2.3. FM and FSO offices account for amendments to prior-year orders in the appropriation year in which the customer amendment is accepted (and obligated) by the performing agency.

5.4.2.3. **Construction Appropriations.** Appropriation managers issue budget authorizations at the Budget Authorization Account Number (BAAN) level for P-354. This document indicates the amount for "service account" and for "customers' orders."

5.4.3. **Centralized Reimbursements:**

5.4.3.1. **Redistribution and Marketing (R&M) and Forest Management.** HQ USAF centrally administers these programs. DFAS-DE does central accounting. Deposit proceeds collected from selling forest products to 57F3875.000*. (Note: asterisk represents current fiscal year.) Commands (except Air Force Reserve Command (AFRC)) receive funds for these programs as part of the direct authority furnished in their operating budget authority.

5.4.3.1.1. SAF/FMB will separately identify the amount of the authority issued to each command in the remarks section of their operating budget authority document.

5.4.3.1.2. DFAS-DE will centrally make reimbursable reports for this activity.

5.4.3.1.3. SAF/FMB will advise DFAS-DE of the total anticipated reimbursements estimated to be realized from these programs each year.

5.4.3.1.4. Commands operating under appropriation 57*3400 and 57*3740 will identify these obligations in their Status of Funds Data Base Transmission, RCS: SAF-FM(M)7801-DE report under the functional category code and special RC/CC codes provided in DFAS-DER 7000.1.

5.4.3.2. **Freight Loss or Damage.** Credit reimbursements from carriers to the appropriation from which you will replace the lost or damaged property (see Public Law 97-258). Under a working agreement, DFAS-IN credits all such collections that pertain to general fund appropriations as reimbursements (on a pro rata basis) to the central procurement appropriations. DFAS-IN credits reimbursements to other than general fund accounts (stock and industrial funds) to the applicable account and transmits them to the accountable station.

5.4.3.3. **Classified Projects.** SAF/FMB processes reimbursements for certain classified projects.

5.4.3.4. **FMS Training.** The Air Force Security Assistance Training (AFSAT) organization (Randolph AFB, TX) centrally manages O&M reimbursements for specialized FMS training performed at the MAJCOMs. Specific pricing guidance is in DoD 7000.14-R, Vol. 15, and Appendix E of Vol. 15 (formerly in AFR 170-3).

5.4.4. **Military Personnel Appropriation:**

5.4.4.1. DoD usually requires reimbursement for labor and permanent change of station (PCS) when DoD provides military personnel services to non-DoD federal and non-federal customers. However, don't require reimbursement when other agencies provide the services for DoD's benefit, per AFI 36-2114 and departmental agreements.

5.4.4.2. The Defense Working Capital Fund (DWCF) charges DWCF customers for military personnel labor expenses incurred by the DWCF business areas in supporting customer orders except for the Transportation Working Capital Fund (TWCF), which does not budget, reimburse, or include MILPERS costs in its tariff rates. The DWCF reimburses these amounts to the Military Personnel appropriation at the Activity level. See **Chapter 18**.

5.4.4.3. The *DoD 7000.14-R, Vol. 11A*, *Reimbursable Operations, Policy and Procedures,* provides additional guidance on reimbursing Military Personnel services.

5.5. Billing and Collecting Small Amounts:

5.5.1. 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. (DoD 7000.14-R, Vol. 11A, Chapter 3, Paragraph 030503. B.)

5.5.2. Working capital funds, the Corps of Engineers Civil Works Revolving Fund, and any other DoD revolving fund 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. (See DoD 7000.14-R, Vol. 11A, Chapter 3, Paragraph 030503.A.

5.6. Reporting Instructions:

5.6.1. See basic reporting instructions in DFAS-DE 7010.1-R (for installation level) and DFAS-DE 7220.3-R (for command level).

5.6.2. See DFAS-DE 7220.1-R for 30 September certification. It gives special guidance for moving unfilled customer orders to the next fiscal year.

5.7. Statutory Authorities. Attachment 1 (Public Laws) to this AFI shows statutory authorities for appropriation reimbursements commonly used in DoD.

5.8. Obtaining Materiel, Work, or Services from Others. The preceding paragraphs relate mainly to selling materiel, work, or services to others on a reimbursable basis. However, the Air Force also purchases materiel, work, or services from other agencies. Usually, you will use one of the following techniques and legal authorities:

5.8.1. **Project Orders (41 U.S.C. 23).** Project Orders are requests to manufacture materiel, supplies, and equipment or other work or services placed with and accepted by a government-owned and-operated (GOGO) establishment within the DoD that meets the criteria in DoD 7000.14-R, Vol. 11A, Chapter 2. It is essential that you are aware of those types of efforts, listed in the DoDR, which may not be funded using a Project Order. Per DoD 7000.14-R, apply this guidance regardless of what form you use (including DD Form 448, **Military Interdepartmental Purchase Request (MIPR),** to

request the materiel, work, or services. The organization or activity receiving a project order must be capable of manufacturing the goods or supplying the services requested on the order and not simply be a conduit or middleman for funds being used to procure the goods or services. Project Orders are authorized by 41 U.S.C. 23. They are not subject to the Economy Act. That is, obligations on project orders remain valid until expended or the funds cited are canceled. CompGen Decision B-246773 states that **Project Orders are to be used only within the DoD.** Issue project orders only on a reimbursable basis. **Use the Project Order Form (AF Form 185) when executing orders subject to 41 U.S.C. 23**. If the AF Form 185 is not available when a project order must be executed, the **MIPR Form** (DD Form 448) may be used to establish a project order. All project orders must include the following statement on the form: **"“his order is placed per 41 U.S.C. 23 and DoD 7000.14-R. It is not subject to the Economy Act (31 U.S.C. 1535).”**

5.8.1. (AMC) AMC units will not accept project orders from outside organizations for supplies or services. AMC does not possess any government-owned/government-operated activities as described in DFAS-DE 7010.1-R, *General Accounting and Finance Systems at Base Level*, chapter 17, paragraph 17-12, and DoDFMR 7000.14, Volume 11A, *Reimbursable Operations, Policy and Procedures*, chapter 2. Outside agencies requesting support from AMC will utilize DD Form 448, Military Interdepartmental Purchase Request (MIPR) or Air Force Form 616, Fund Cite Authorization (Air Force organizations only).

5.8.1.1. Undelivered project orders may remain as unpaid obligations of the expiring fiscal year appropriation even if the project orders are intrafund. In these cases, move the unperformed project orders (or parts of orders) from the expiring FY to the new FY for the performing appropriation account. Continue to categorize the moved orders as intrafund orders even though the transactions cross two different FY accounts, for example, obligations in the old FY customer account and reimbursements (accounts receivable sales code 39) in the new FY performing account. All activities should keep these unperformed project orders to a minimum at FY-end.

5.8.1.2. Make sure that the orders are true project orders as defined in DoD 7000.14-R, Vol. 11A, Chapter 2. Don’t issue intrafund project orders that you know will not be started by FY-end. If the dollar amount at FY-end is large, consider canceling the orders to preclude any inference that you are using project orders to extend the life of the appropriation.

5.8.2. **Economy Act Orders (31 U.S.C. 1535) (DoD 7000.14-R, Vol. 11A, Chapter 3) (DFAS-DE *Interim Guidance on Accounting for Obligations).*** A DoD component may place requests for materiel, work, or services with another DoD component or another government agency under the *Economy Act*. 31 U.S.C. 1535 requires ordering agencies to reduce obligations recorded on the books against these reimbursable orders at the end of the period for which the appropriation is authorized for obligation to the extent that the agency ordered on hasn’t incurred obligations under that order. This statutory restriction applies only to *Economy Act* orders, which excludes FMS and grant aid orders.

5.8.3. **Orders for Procurement by Another DoD Component (10 U.S.C. 2309).** These are requests (MIPRs or other authorized purchase requests; also see 31 U.S.C. 1535) for materiel, supplies, or equipment placed with another DoD component that has single service procurement assignment or procurement responsibilities, pursuant to an agreement authorized under Defense Federal Acquisition Regulation Supplement, Subpart 208.70.

5.8.4. **Orders From Stock for Supplies, Materiel, or Equipment Placed on Another DoD Component.**

5.8.5. **Orders Required by Law To Be Placed With a Government Agency.** For example: Federal Prison Industries (18 U.S.C. 4124); Government Printing Office (44 U.S.C. 501); Corps of Engineers (33 U.S.C. 576, 701b-10); and General Services Administration (Federal Supply Schedule).

5.9. Deobligation, Reimbursable Economy Act Orders (31 U.S.C. 1535). Only orders placed under Section 601 of the Economy Act are subject to deobligation as prescribed by 31 U.S.C. 1535 and implemented by DFAS-DE 7000.4-R. All other orders remain on the accounting records until liquidated, adjusted, or deobligated according to normal procedures. Unless MIPRs are used as project orders, meet requirements of a project order and DD Form 448 contains the words "this order is placed per 41 U.S.C. 23." (Note: Per Comptroller General Decision B-196404, Military Interdepartmental Purchase Orders (MIPRs) are issued under the Economy Act; thus the deobligation requirement applies to MIPRs.)

5.10. Security Assistance Program Reimbursements. See DFAS-DE 7070.3-R for appropriation reimbursement policies and procedures that apply to the Security Assistance Program, including Foreign Military Sales (FMS), the Military Assistance Program (MAP), and the International Military Education and Training Program (IMETP).

Section 5B—Appropriation Refunds

5.11. Using Refunds. Office of Management and Budget (OMB) Circular A-34 defines refunds as "recoveries of excess payments which are for credit to an appropriation or fund account." FM and FSO offices will treat these items (such as the recovery of a salary overpayment or a return of the unused portion of a travel advance) as reductions of disbursements; don't include them as reimbursements. Refunds also include credits to an appropriation or fund account because of accounting adjustments relating to obligations or disbursements where law or regulation allows this procedure. Credit refunds to the same appropriation or fund account to which you recorded the previously related expenditure. To the extent practical, give refund vouchers the same detailed accounting classification cited on the related expenditure voucher.

5.12. Examples of Appropriation Refunds:

5.12.1. Collections of salary overpayments. See **Chapter 22**.

5.12.2. Collection of overpayments made to commercial concerns.

5.12.3. Collections for items previously paid for but subsequently rejected and returned.

5.12.4. Monetary consideration received on acceptance of nonconforming supplies or services.

5.12.5. Collections for suspensions or disallowances by the General Accounting Office.

5.12.6. Collections for transportation (for both persons and things) if the enlisted member, officer, or civilian employee must pay, in whole or part, for baggage or property transported in excess of allowances.

5.12.7. Recoveries on payments for contractual services where the contracts are terminated and adjustments are made for the unused portion.

5.12.8. Recoveries on unused monetary allowances in lieu of subsistence and quarters while in a travel status.

5.12.9. Checks that have been recorded as a disbursement by a finance officer and which are subsequently returned for cancellation.

5.12.10. Repayments against advances or loans made to contractors, and so forth.

5.12.11. Amounts recovered as a result of price redetermination actions or other adjustments under contracts, including voluntary refunds by contractors.

5.12.12. Recoveries of deposits on containers, reels, and so forth.

5.12.13. Repayments of Air Force Academy clothing advances and advances of pay to military personnel.

5.12.14. Cash receipts from redeeming trading stamps and bonus gift coupons acquired from appropriated fund sources.

5.12.15. Collections from employee of lump sum leave payments on reemployment.

5.12.16. Collections for unliquidated advanced leave.

5.12.17. Collections for travel overadvances.

5.12.18. Collections of refunded state gasoline taxes.

5.12.19. Collections of witness and jury fees.

5.12.20. Capital credit distributions of nonprofit cooperative corporations.

5.12.21. Collections to DWCF accounting classifications pertaining to receipt of funds to cover government property lost or damaged (GPLD) when the DWCF controls the property.

5.12.22. Collections for damages to military family or unaccompanied personnel housing.

5.12.23. Recoveries collected from insurance companies, carriers, members, private parties, etc., pursuant to claims where the government has already paid the amount of the damage (For specifics on carrier recoveries see paragraph **10.64.**)

5.12.24. Rebates received from approved banking institutions applicable to the Government Purchase Card (GPC) and Government Travel Card programs. Refunds attributable to use of the GPC may be credited to the appropriate accounts of the Department **that are current when the refunds are received** and that are available for the same purposes as the accounts originally charged and refunds attributable to the Government Travel Card may be credited to operation and maintenance accounts of the Department which **are current when the refunds are received**. The authority for crediting the current year in both cases is contained in recurring provisions of the annual Appropriations Act.

5.13. Refunds Receivable. To facilitate accrued expenditure and revenue accounting, FSOs recognize refunds in the account as soon as it has been determined that a refund is due the United States government. FSOs account for a refund receivable (except outstanding advances and prepayments) as a reduction of accrued expenditures rather than as accrued revenue.

5.14. Disposing of Refunds. Because the FSO adjusts the amount of an obligation to agree with the amount of the expenditure at the time final payment is recorded, any subsequent adjustment of the expenditure amount will also affect the amount of the obligation. If refunds are collected, therefore, the net effect is to increase the unobligated and unexpended balance. Refunds that apply to:

5.14.1. Current annual appropriations may be reobligated during that year.

5.14.2. Multiple-year appropriations may be reobligated during the designated years identified by the multiple-year citation.

5.14.3. Continuing appropriations are identified with the program year of the original expenditure and become available for obligational adjustment in that program year or for new obligations in the current year.

5.14.4. Expired appropriations are available for obligational adjustments to the applicable expired account only.

5.14.5. Canceled appropriations are deposited to Miscellaneous Receipts of the Treasury.

5.15. Other Refunds. FM and FSO offices may also treat the following types of transactions as appropriation refunds in the interest of accounting and reporting simplicity:

5.15.1. Sales of services or materiel requiring reimbursement from the same appropriation, except when SAF/FMBM specifically authorizes intrafund reimbursements. Examples: Adjustments within single appropriation for support furnished tenants (if consistent with host-tenant funding policies specified in **Chapter 7**) and medical activities.

5.15.2. Accounting adjustments for temporary charges made to an appropriation that are subsequently charged to another appropriation or to funds of another agency (see OMB Circular A-34 and Public Law 89-473).

5.15.3. Certain refunds pertaining to government bills of lading and transportation requests credited by the Transportation Division, DFAS-IN, to special refund accounts prescribed by AFMAN 65-604, rather than to the detailed accounting classifications originally charged. DFAS-DE centrally administers these special refund accounts (see DFAS-DE 7010.1-R and DFAS-DE 7010.2-R).

5.15.4. You may recover recoupments of utility connection charges through credits applied at a predetermined rate against billings submitted by the utility supplier (see AFI 32-1061 and DFAS-DE 7010.2-R). Credit amounts so recovered to the current operation and maintenance appropriation financing the utility service rather than the construction appropriation which financed the connection costs.

Section 5C—Administrative and Accessorial Costs

5.16. Special Guidance. Apply this section and **Figure 5.1.** to determine and charge administrative and accessorial expenses. **Administrative costs** include items such as fees for copying, certifying, and searching records or other documents. See DoD 7000.14-R, Vol. 11A, Chapter 1 (Addendum 1) and Chapter 4. **Accessorial costs** include costs related to issuing, selling, shipping and transferring supplies, equipment, and other materiel to non-Air Force activities. Don't use this guidance for the USAF

Security Assistance Program (see DFAS-DE 7070.3-R). See **Figure 5.1.** for accessorial descriptions and percentage rates.

5.16.1. Accessorial expenses include packing, crating, transportation, and port loading/unloading. The Air Force may incur them for direct delivery of items from contractor facilities and items furnished from Air Force stocks. **Vendors usually include accessorial expenses for direct delivery**

items in the items' contract price. If the contractor separately bills for accessorial costs of direct delivery items, reimburse for them per these instructions.

5.16.2. Don't charge other DoD components for accessorial costs. ***EXCEPTION:*** Charge DWCF or other working capital funds.

5.16.3. Generally, credit reimbursements to the current operating agency and appropriation accounts in which the expenses were incurred, unless otherwise specified by law.

5.16.4. Air Force activities will budget for projected reimbursable accessorial and administrative charges. See DFAS-DE 7010.2-R for billing procedures.

5.16.5. Treat the U.S. Coast Guard (USCG) the same as other DoD components for billing accessorial charges.

5.17. Charging Accessorial Costs. Use the guidance and rates in this paragraph and **Figure 5.1.** to determine charges for accessorial costs. Non-DoD agencies must reimburse the Air Force for any part of the accessorial costs not included in the standard price of the item or paid directly from funds cited by the buyer. Ensure that you don't duplicate accessorial charges financed by direct citation of the customer agency's funds or included in the standard prices of reimbursable issues.

5.17.1. Charges for transportation costs not included in standard prices or financed from funds cited by the buyer are from point of shipment to the point at which consignee accepts delivery.

5.17.1.1. Air Force DWCF (formerly stock fund) sales are at a standard price, which includes a surcharge for transportation, Distribution Depot, and Inventory Control Point expenses. See **Table 18.1.**, **Table 18.2.** and **Table 18.3.** for TWCF transportation funding responsibilities (FDT and SDT). Customers or users pay this standard price to the applicable Supply Management division of the DWCF. If the Air Force supplier incurs any additional costs (second destination transportation, packing, crating, handling, etc.), bill such costs to the purchaser for reimbursement of the Air Force appropriation bearing such costs at either standard percentage or actual cost.

5.17.1.2. Returns to the DWCF Supply Management divisions are creditable or noncreditable according to directives prescribing the returns. These DWCF credits may offset later billings for DWCF sales. Pay any accessorial costs (packing, crating, handling, overseas inland transportation) incurred for the creditable returns from the funds of the activity returning the materiel. If an Air Force appropriation pays accessorial costs, then the DWCF Division reimburses the Air Force appropriation and reduces the credit, if this is the most efficient and acceptable way of handling these costs. An alternative would be to have the DWCF Division give credit as usual, and have the appropriation bearing the expense collect directly from the activity returning the item.

5.17.1.3. When you sell or transfer items procured locally to a non-DoD activity, include only the accessorial cost elements you actually incur.

5.17.1.4. **The FSO must add an accessorial charge when authorized non-DoD charge** sale customers purchase items in overseas commissaries. The FSO collects the accessorial charge from the customer.

5.17.2. USAF supply activities making shipments to non-USAF activities must ensure that they show correct coded shipping designators on shipping documents (or substitute media) covering overseas surface shipments as prescribed in AFM 67-1. To facilitate billing and collecting for shipments by the

TWCF business area (formerly DBOF-T), transportation account codes must be reflected on all shipping documents.

Figure 5.1. Accessorial Charge Rates.

Function	Percentage (Note 1)
1. Packing, crating, and handling at storage depot or manufacturer for direct deliveries. (Notes 2, 3)	3.50
2. Parcel post (CONUS destinations) is not additive to other CONUS transportation rates; it is additive to overseas transportation.	3.75
3. CONUS transportation.	3.75
4. CONUS port unloading and handling.	2.50
5. Overseas inland transportation.	3.00
6. Overseas port unloading and handling.	1.00
7. Ocean transportation from CONUS to:	
Alaska, Hawaii, Europe, Latin America, and Mediterranean Ports	4.00
Newfoundland, Labrador, Thule, Iceland, South America (east and west coast), Far East, African Ports (other than Mediterranean), and Near East.	6.00

NOTES:

1. Percentages are applicable to billing price of materiel shipped or inventory price of materiel issued without reimbursement. These rates will not be arbitrarily applied to the acquisition price of all items having a unit value of $10,000 or over. Instead, actual or estimated costs will be used when determination is made by the supplying agency that a lower and more equitable charge results.
2. Source item packing is distinguished from cargo assembling, packing, and preservation, such as shipments placed in sea vans or trailer vans at ports of embarkation. These latter services are normally performed by the purchasing DoD Component. When such services are performed by the selling DoD Component, use actual or estimated costs as the basis for reimbursement.
3. Storage charges are billed to all non-DoD customers for customer owned materiel, which is held for 30 days or more. Storage charges are determined at the end of each 30-day period. A uniform DoD annual rate of .015 or .00125 percent monthly of the average value of customer-owned materiel is charged unless a commercial storage rate or actual cost is applicable.

5.18. Contract Cost Billings. When you let contracts as part of a reimbursable agreement, bill the benefiting organization for costs incurred for awarding the contract.

5.18.1. Bill the cost of Government-furnished materiel in addition to contract costs.

5.18.2. When the contract is provided to meet the requirements of a non-Federal Government organization, the contractor must reimburse the Air Force a rental charge for the use of plant or production equipment the Air Force utilizes in manufacturing the item being sold.

5.18.3. Bill contract administration charges to other Federal agencies and private parties at the hourly rate established by DoD Comptroller per statutory or guidance requirements. Don't bill these charges within a DoD component or to another DoD component.

5.18.4. Bill non-DoD activities for DoD personnel services in support of contracts described above.

Chapter 6

EXPIRED AND CANCELED APPROPRIATIONS

6.1. Applying this Chapter. Follow this chapter in approving upward obligation adjustments and in using current appropriations to fund payments and adjustments related to canceled appropriations. The contract change rules for charging prior year funds for within-scope changes became effective 8 April 1992. Don't make retroactive adjustments except as directed by SAF/FMB.

6.2. Applying Changes in the Appropriation Life Cycle:

6.2.1. Maintain fiscal year identity indefinitely for appropriations that had not transferred to the "M" accounts as of 5 November 1990 (P.L. 101-510). DoD requires fiscal year identity to meet statutory requirements and line item detail to meet reporting requirements concerning the use of current appropriations. See paragraph **6.8.** for related Antideficiency Act violations.

6.2.2. Don't record obligations as hedges against future contingencies; these aren't valid obligations. Financial Management and Comptroller (FM) and Financial Services Office (FSO) offices should rescind these obligations as part of certification procedures at the end of each fiscal year. See requirements for recording obligations in DFAS-DE 7000.4-R, *Accounting for Obligations*, which are unchanged.

6.3. Determining Contract Changes and Upward Obligation Adjustments (P.L. 101-510, 31 U.S.C. 1553). It is the intent of Congress to monitor within-scope changes made by government agencies to contracts funded in expired years and canceled appropriations. This is performed through the review process mandated by Public Law 101-510.

6.3.1. **Under the law** , the DoD Comptroller (USD(C)) must approve within-scope contract changes **if**:

6.3.1.1. The change requires additional work by the contractor, and

6.3.1.2. It may be financed with prior year funds, and

6.3.1.3. The funds required for the program, project, or activity (PPA) exceed $4 million during a fiscal year (cumulative on the PPA throughout the fiscal year). DoD(C) must notify the Congress of changes that exceed $25 million. (***NOTE:*** DoD(C) must review any adjustment to the PPA above the $4 million threshold including items under $100 thousand.)

6.3.2. Use paragraph **6.3.** and the decision tree at **Figure 6.1.** to distinguish **within-scope contract changes** that may require reporting to Congress or DoD(C) from other **upward obligation adjustments**. **Figure 6.1.** also includes a third category, **changes in contract scope**. (***NOTE:*** Public Law 101-510 states that the type of **contract change** you may charge to an expired account is "a change to a contract under which the contractor is required to perform additional work. Such term does not include adjustments to pay claims or increases under an escalation clause." The contract provides for these latter adjustments, which aren't "contract changes." Charge such adjustments to the account cited on the original contract.)

6.3.2.1. All upward obligation adjustments that are considered ordinary and within-scope contract changes and/or involve a canceled year account must be processed using the automated OARS (Obligation Adjustment Reporting system) program. SAF/FMBMM and SAF/FMBIC must

review all UOAs for appropriations 7040 (Military Family Housing), 3300 (Military Construction), 0500 (Defense-Wide Construction, and 0103 (BRAC 88) Budget Program 100 and 200. UOA requests in any amount for these appropriations must be submitted in OARS.

6.3.3. Use the three categories mentioned in paragraph **6.3.2.** (and related situations) and **Figure 6.1.** as tools for analyzing contract changes and other prior year obligation adjustments. The types of transactions in paragraph **6.3.** are not all inclusive; they highlight areas common to most AF activities. Commands must review unique transactions in light of P.L. 101-510, DFAS-DE 7000.4-R, applicable Comptroller General decisions, the bona fide need rule, and this chapter. P.L. 101-510 doesn't alter the Comptroller General role. Document Comptroller General decisions in making determinations and recommendations for processes unique to your command. Also, use the bona fide need rule to evaluate all within scope and change in contract scope transactions. (See DFAS-DE 7000.4-R, Section B, for more on bona fide need.) SAF/FMB will evaluate all contract change and upward obligation adjustment requests in light of the bona fide need rule regardless of the requester's identified condition.

6.3.3. (AMC) The bona fide need rule is not applicable to no-year funds in accordance with *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 5, page 5-13. Since TWCF Operating and Capital programs are no-year appropriations, all change orders and other upward obligation adjustments arising in future years applicable to TWCF projects that commenced in previous years are funded with current year TWCF Operating or Capital funds, as appropriate. See AMCI 65-602, chapter 2, paragraph 2.4.10.

6.3.4. If your request for a contract change or upward obligation adjustment contains more than one condition or action, you should separately identify each action in the OARS package to speed processing.

6.3.5. Paragraphs **6.4.** and **6.5.** address funding of the transaction; paragraph **6.6.** covers approval procedures.

6.3.6. Category One: Upward Obligation Adjustments are not contract changes as described in paragraph **6.3.2.** and don't require DoD or Congressional review. Use current year funds if the funds from the related obligation have been canceled. See paragraphs **6.4.** and **6.5.** for more funding guidance. The following types of transactions **normally** fall into this category:

6.3.6.1. Award and incentive fees.

6.3.6.2. Correcting administrative errors. Includes obligations properly recorded and then erroneously deobligated by contracting or a designated contracting representative; correcting procuring contracting officer (PCO) errors discovered after the contract is signed; and recording of payments made before the appropriation is closed but not recorded by the accountable station until after closure (in-transit).

6.3.6.3. Correcting accounting errors. Includes an obligation that was properly recorded and then erroneously deobligated by accounting (accounting didn't record a valid obligation); and establishing or maintaining erroneous accounts or refund receivables, whenever you require funding to cover approved accounts or refund receivable write-offs.

6.3.6.4. Price inflation adjustments included in the original contract clause (economic and escalation price adjustments); labor wage redeterminations; and cost sharing per contract clause ratios.

6.3.6.5. Ratification Actions. These occur when an unauthorized officer or employee incurs an obligation, which becomes binding on the Air Force and is ratified under AF FAR Supplement 5301.602-3. This can occur when an employee knowingly allows a contractor to do work outside the contract's specifications without certifying fund availability and procurement authorization. Charge the appropriation and fiscal year that would have been charged had the obligation been valid from the beginning (DFAS-DE 7000.4-R, DoD 7000.14-R, Vol. 14, CG Decision 20-208730, 1983).

6.3.6.6. Foreign currency fluctuations (see paragraph **6.9.**).

6.3.6.7. Claims. In most cases, FSOs should obligate claims for meritorious claims (under the *Contract Disputes Act of 1978*) against the appropriation on the contract. But, FM offices must analyze each claim on its own merits to determine which funds to obligate to cover the Government's liability. In every case, consider applying the bona fide need rule to determine which appropriate fiscal year to charge funds against. ***EXCEPTIONS:***

6.3.6.7.1. If you pay a claim from the statutory Judgment Fund as a result of a decision by the Armed Services Board of Contract Appeals (ASBCA) or the United States Claims Court, charge the Air Force's reimbursement to the Judgment Fund to appropriations current on the date of the board's or court's decision. (DFAS-DE 7000.4-R, Paragraph 28). Judgement Fund claims paid from current year funds are not counted against the 1% limitation for paying canceled bills with current year funds. Do not submit Judgement fund reimbursements involving current years through OARS, as this will cause an erroneous adjustment to the 1% limit.

6.3.6.7.2. Under 10 U.S.C. 2863 and notwithstanding any other provision of law, you may pay meritorious contractor claims that arise under military construction or family housing contracts from any unobligated funds appropriated and available for these two kinds of projects. So, don't fund claims on construction projects, including O&M-funded minor construction projects, from the project amounts, and don't count these against statutory limits.

6.3.6.8. Definitization of undefinitized contractual actions (UCA), such as letter contracts or unpriced orders, after the appropriation expires. (The term UCA includes any action entered into when final terms, specifications, or price are not agreed upon before work begins.) Continually update definitization schedules for all UCAs issued. UCAs are new contracts for which the contract terms, specifications, or price are not agreed upon before performance is begun under the action. UCAs do not include within-scope contract modifications and do not apply to foreign military sales, purchases under $25,000, special access programs, or Congressionally mandated long-lead procurement contracts. Prior to amendment by the Federal Acquisition Streamlining Act (FASA) of 1994, no more than fifty percent (50%) of the overall ceiling price could be **expended** prior to definitization. SAF/GCA has ruled that the original obligations incurred under the letter contracts are valid and properly chargeable to the original fiscal year. Therefore, all obligations made on letter contracts prior to the passage of the FASA of 1994 are valid obligations of the fiscal year in which the letter contracts were signed, as long as those obligations did not exceed the amount in the Limitation of Government Liability clause in the letter contracts. With the passage of the FASA of 1994, the Act restricted the amount that may be **obligated** at the time a letter contract is signed to 50% of the overall ceiling price. This virtually guarantees that there will be additional obligations at the time of definitization. **If definitization takes place in a subsequent fiscal year, those additional obligations are chargeable to the appropriation current at the time of**

definitization, without regard to whether the current appropriation is a multiple or one-year appropriation.

6.3.6.9. Provisioning Item Orders (PIO) price definitization. Some contracts contain options which allow activities to issue provisioning orders for items such as spares, repair parts, or aerospace ground equipment. Record obligations at the time your organization issues the SF 30, **Amendment of Solicitation/Modification of Contract**, to the contractor. Charge price definitizations that require additional obligations to the same appropriation charged on the initial order provided the scope of the order doesn't change. PIOs that change scope or incorporate new ECPs (Engineering Change Proposals) must be charged to appropriations current when the scope was changed or the ECP accepted.

6.3.6.10. Contract overruns. Evaluate each transaction against the bona fide need rule to determine the proper fiscal year to charge, especially on contracts with multiple modifications over several fiscal years. If a contract modification has increased its scope and work on the additional effort results in an overrun, fund the overrun from appropriations available for obligation at the time of the contract modification which increased the scope of the contract.

6.3.6.11. Contract closeout costs. Evaluate each transaction against the bona fide need rule to determine the proper fiscal year to charge, especially on contracts with multiple modifications spanning several fiscal years. If a contract modification increased the scope of the contract and you need to fund closeout costs relating to work on the additional effort, fund these costs from appropriations available for obligation at the time of the contract modification which increased the scope of the contract.

6.3.6.12. Incentive contracts funded from target to ceiling. If cost growth from target to ceiling results from following the contract's terms and conditions, fund with the same appropriation obligated on the contract. Some examples are: negotiation of final overhead rates, scrap and rework, and configuration updates.

6.3.6.13. Contingency items (within the scope of the contract). Contract provisions may authorize the government to require more work on facilities, maintenance, repairs and parts, etc. Fund with the same appropriation used for the original obligation.

6.3.6.14. Contract defaults resulting in reprocurement contract actions. If you require a reprocurement action that will result in a replacement contract, you may fund it from the same fiscal year funds as the related obligation if:

6.3.6.14.1. The Air Force has a continuing bona fide need for the goods or services involved.

6.3.6.14.2. The original contract was made in good faith.

6.3.6.14.3. The original contract was terminated for default or for the convenience of the Government. If for the convenience of the Government, the termination was the result of a court order, a determination by a contracting officer that the contract award was improper when there is explicit evidence that the award was erroneous, and when the determination is documented with appropriate findings of fact and of law, or a determination by other competent authority (e.g., the General Accounting Office or a Board of Contract Appeals) that the contract award was improper.

6.3.6.14.4. The replacement contract is substantially of the same size and scope as the original contract; executed within "100 days after the date on which the final ruling is made on the protest or other action" (31 U.S.C. 1558).

6.3.7. Category Two: Within-Scope Contract Changes includes contract changes that you can charge to expired accounts and which the Air Force may have to submit to DoD(C) and Congress for approval. For within-scope contract changes, use the same fiscal year funds as for the related obligation unless you cannot satisfy the bona fide need rule for the same year. Use current year funds if funds on the related obligation have been canceled and the account is closed. See paragraphs **6.4.** and **6.5.** for more guidance. Examples of changes that are normally within-scope are:

6.3.7.1. Any contract modification that requires the contractor to do more within-scope work.

6.3.7.2. Increased costs because of differing site conditions.

6.3.7.3. Engineering change proposals (ECP), Value Engineering Change Proposals (VECP), solicited or unsolicited, and Contract Change Proposals. Because these proposals may result in changes of contract scope, analyze each situation separately to determine the proper funds to cover the Government's liability.

6.3.7.4. (Added-AMC) For within-scope contract adjustments attributable to antecedent liability (enforceable under a provision of the original contract) charge upward obligation adjustments to the appropriation current at the time the contract was originally executed. An example would be a mandatory or legal requirement (e.g., regulation, law, state/federal code) that existed at the time the contract was awarded (i.e., a bona fide need) and was erroneously omitted. This is considered a "defective specification" case, which is cognizable under the "Changes" clause of the contract. This principle is occasionally referred to as the doctrine of "relation back". ***EXCEPTION:*** In cost-reimbursement contracts where discretionary cost increases (not enforceable by the contractor) exceed funded ceilings established by the Limitation of Funds or Limitation of Cost clause of the contract, use current year funds when the contracting officer grants the discretionary increase. (See *GAO: Principles of Federal Appropriations Law, Volume 1*, chapter 5, pages 5-32, 5-33.)

6.3.8. Category Three: Change in Contract Scope. When contract changes increase the contract's scope, fund the additional work from appropriations available for current obligation. The Air Force doesn't have to report these transactions to DoD or Congress under P.L. 101-510. See paragraphs **6.4.**, **6.5.** and DFAS-DE 7000.4-R for more funding guidance. Whether the contract scope has changed depends on the unique facts and circumstances of each situation; analyze each case separately to make this determination. Examples of situations which change the contract's scope are:

6.3.8.1. Increases in quantities.

6.3.8.2. Modifications of service contracts that increase deliverable services or reports.

6.3.8.3. Increase to the number of hours to be worked.

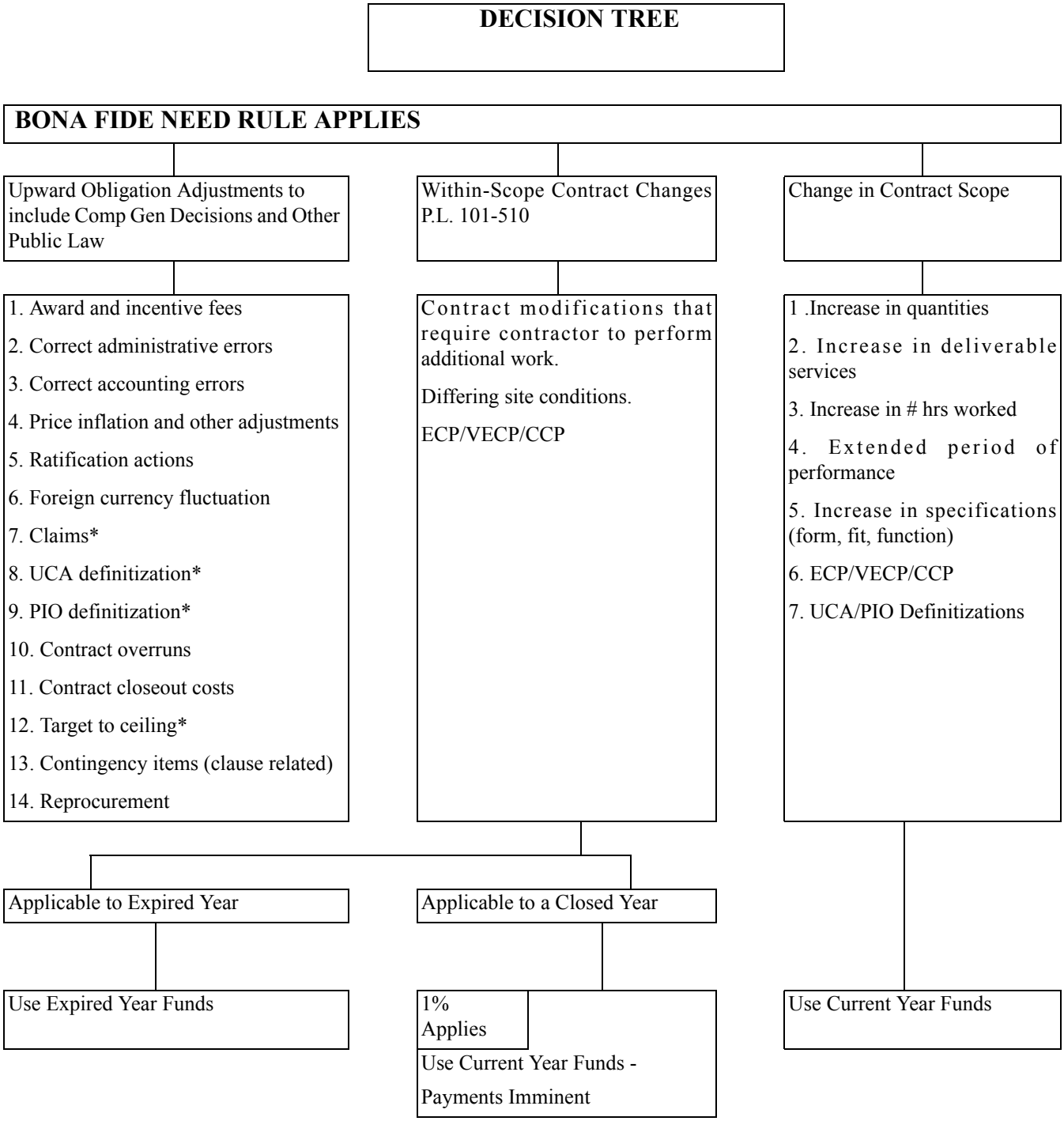
6.3.8.4. Extended periods of performance. **But**, determine the scope based on how the revised delivery schedule affects work on the contract. If the extension doesn't materially alter the contract's purpose and scope, any resultant increase in obligations (e.g., stretch-out of labor costs) remains a bona fide need to the prior year. Conversely, clearly new efforts (e.g., storage costs not contemplated in the contract) would potentially be beyond scope, current year costs. Make a final determination regarding within scope or beyond scope after evaluating the unique contractual circumstances.

6.3.8.5. Changes to form, fit, or function of end items beyond the scope of the original specifications.

6.3.8.6. Engineering Change Proposals (ECP), Value Engineering Change Proposals (VECP), solicited or unsolicited, and Contract Change Proposals. Note that these situations may also be within scope contract changes.

6.3.9. This chapter doesn't address funding procedures for contract options because they aren't considered prior year transactions; you finance contract options when exercised. Follow this chapter's guidance on upward obligation adjustments when the funds related to the exercised option expire or are canceled.

Figure 6.1. Decision Tree - Contract Changes and Obligation Adjustments.



*Some situations may require the use of current year funding.

Figure 6.2. Decision Tree – Contract Changes and Obligation Adjustments.

Under the block entitled "Within-Scope Contract Changes P.L. 101-510", add "Antecedent liability." after "ECP/VECP/CCP". Add the following footnote at the bottom of Figure 6.1. "**This figure is not necessarily all-inclusive when addressing contract changes and upward adjustments. For upward obligation adjustments that do not meet any of the above categories, apply the bona fide need rule to determine the appropriate fiscal year's funding."

6.4. Using Current and Expired Appropriations.

6.4.1. **Using Current Appropriations:**

6.4.1.1. Pursuant to P.L. 101-510, use current appropriations to finance payment of obligations and upward obligation adjustments against canceled account years. However, the Air Force may not use more than one-percent of each current appropriation over the appropriation's life to finance canceled obligations and upward obligation adjustments. See paragraph **6.5.**for administering the one-percent limitation. The one-percent limitation is administered by SAF/FM and automatically tracked in OARS.

6.4.1.2. You must use currently available appropriations for changes in contract scope. Follow applicable reprogramming procedures when the source of funds is from a different budget line than the requirement. See paragraph **6.14.** for more reprogramming guidance.

6.4.2. **Using Expired Appropriations:**

6.4.2.1. After an appropriation expires, you may use the unobligated balance plus any deobligations to finance valid adjustments **until** the appropriation closes at the end of the fifth expired year. Don't use current year funds to finance adjustments applicable to expired years.

6.4.2.2. Paying stations must be aware of accounts about to be closed. When the paying office receives a request for payment of an obligation, they must ensure the funds cited are available and the disbursement can be made before the account closes. Use current year funds if you can't pay before cancellation of the account.

6.4.2.2.1. If the funds cited are from a closed appropriation, the paying office must request a new (current) fund citation from the accountable office before disbursement. Fund the payment of obligations against a closed appropriation from current appropriations made available by the accountable office.

6.4.2.2.2. Don't authorize payment against an appropriation account which has been closed. That is a reportable violation of the Antideficiency Act under DoD 7000.14-R, Vol. 14, Administrative Control of Funds and Antideficiency Act Violations.

6.4.2.2.3. Except for the Military Construction and Family Housing Construction appropriations (3300 and 7040) and DoD appropriations (Treasury Index Code 97), MAJCOM/FOA/DRU comptrollers of the accountable office may approve using current funds to make these payments for amounts of $2,000,000 or less. SAF/FMBIC must review both 3300 and 7040 related transactions of $2,000,000 and under prior to action. Process transactions exceeding $2,000,000 according to paragraph **6.6.** For within-scope contract changes and DoD appropriations, the MAJCOM/FOA/DRU comptroller approval limit is for adjustments of $100,000 or less.

6.4.2.2.4. MAJCOM/FOA/DRUs must also comply with any restrictions incorporated in statute and on the most recent funding documents (including Congressional Special Interest restrictions). These limitations continue in effect following expiration of the appropriation.

6.4.3. Operating Agency Responsibility. The operating agency to which the original funds were issued will provide sources of current appropriations for payments and upward adjustments relating to closed appropriations. If the operating agency responsible for the program has changed, e.g., the

establishment of Air Force Special Operations Command, the operating agency currently responsible for the program must provide current appropriation sources.

6.5. Controlling Current Appropriation Limitations:

6.5.1. **Checking the Original Appropriation.** Under the law, the total of current funds used to finance upward adjustments to canceled appropriations can't cause the total obligations and expenditures for the canceled appropriation to exceed the amount originally appropriated to it. This requirement applies to appropriations that expired at the end of FY 89 and after.

6.5.2. **Complying With the One-Percent Limitation.** P.L. 101-510 permits DoD activities to use current appropriations to fund canceled obligations where payment is imminent in the current fiscal year. The law limits this authority to one percent of each current appropriation during that appropriation's life.

6.5.2.1. The Office of Management and Budget (OMB) will footnote the one- percent limitation on Air Force apportionment documents. However, OMB, DoD, and the Air Force won't withhold funds based on this footnote. Generally, MAJCOMs should not withhold funds either. It is mandatory that all upward obligation adjustments for canceled year bills be recorded in the Obligation Adjustment Reporting System (OARS), regardless of dollar amount. OARS automatically tracks the one- percent limitation.

6.5.2.2. SAF/FMBMM won't issue to the field a limitation related to payments or upward obligation adjustments exceeding $2,000,000. Approval thresholds for payments and upward obligation adjustments have been established in OARS.

6.5.2.3. While the one- percent limitation is a ceiling, SAF/FMB doesn't withhold funding. You must provide funding sources when it requires current appropriations to fund obligations related to canceled accounts for which payment is imminent. Consult with the SAF/FMB appropriation manager when funding is unavailable at the MAJCOM/FOA/DRU.

6.5.2.4. These ceilings are limitations subject to the Antideficiency Act. Report violations under DoD 7000.14-R, Vol. 14.

6.5.2.5. Use **ESP Code ZC** when you obligate current year appropriations to fund canceled account obligations and expenditures which you would have charged to the M account prior to its elimination.

6.5.2.6. Any canceled year adjustment request which cumulatively reduces the current year availability of a procurement or RDT&E BPAC by 50 percent or more of the originally enacted amount (adjusted for reprogramming, transfers in/out, supplementals and rescissions) must be forwarded to SAF/FMBMM for prior approval. This includes all proposed adjustments, including those under $100,000 which would cumulatively exceed this threshold. OARS will automatically track this level.

6.5.3. **Approving Upward Adjustments and Contract Changes:**

6.5.3.1. For other than the 7040 and 3300 appropriations, MAJCOM/FOA/DRU comptrollers will approve using current year funds to cover canceled account requirements and contract changes that are for no more than $2,000,000 (except for within scope contract changes, DoD appropriation adjustments for which the limitation is no more than $100,000, and any canceled year availability of a procurement or RDT&E BPAC by $3.999M or more of the originally enacted amount

{adjusted for reprogrammings, transfers in or out, supplementals and rescission }). MAJCOMs may redelegate approval below the command level, but their procedures must clearly identify and periodically review such adjustments at MAJCOM level. See paragraph **6.6.2.** for reporting requirements.

6.5.3.2. For the Military Construction and Military Family Housing appropriations (3300 and 7040 **(see paragraph 21.18. for MFH Construction symbol change for FY 02 and out)**), SAF/FMBIC must approve **all** upward adjustments of $100,000 and below. For upward obligation adjustments over $100,000 in these accounts, follow procedures in paragraph **6.6.**

6.5.3.3. SAF/FMBMM will retain Air Force approval authority for using current appropriations to fund:

6.5.3.3.1. Payments against canceled appropriations exceeding $2,000,000.

6.5.3.3.2. All upward obligation adjustments exceeding $2,000,000.

6.5.3.3.3. Within scope contract changes exceeding $100,000.

6.5.3.3.4. Adjustments to DoD appropriations (Treasure Index Code 97) exceeding $100,000.

6.5.3.4. MAJCOM/FOA/DRU comptrollers must recommend and designate current appropriation sources when requesting approval. Follow the process identified in paragraph **6.6.**

6.6. Approving Upward Obligation Adjustments and Contract Change Requests:

6.6.1. SAF/FMBMM must approve adjustments, including transactions to correct accounting errors greater than $2,000,000 ($100,000 for within scope contract changes and DoD appropriations) that involve any individual action or contract, before the accounting office records the adjustment in the accounting records. **Don't** net upward adjustments against downward adjustments to avoid this approval requirement.

6.6.2. MAJCOM/FOA/DRU comptrollers must provide SAF/FMBMM with the information in OARS when requesting adjustment and contract change approvals.

6.6.3. SAF/FMBIC must review all 3300 and 7040 appropriation requests for $100,000 and below. The limitation for within scope contract change and DoD appropriation adjustments is $100,000. MAJCOMs may re-delegate approval, provided the MAJCOM establishes MAJCOM-level procedures to clearly identify and periodically review the transactions. MAJCOMs must maintain supporting documentation to fulfill reporting requirements to DoD(C) and Congress on these adjustments. Before approving or forwarding any requests, MAJCOMs must ensure that lower levels have reviewed them.

6.6.4. If you're at a base, forward inquiries on the status of requests to your MAJCOM/FOA/DRU. The status of any adjustment you have worked on can be reviewed at anytime in OARS. SAF/FMBMM will answer MAJCOM/FOA/DRU budget office inquiries. **SAF/FMB will not respond to contractor inquiries; direct those inquiries to the program offices.**

6.6.5. If you're at a MAJCOM or installation FM, work with FSO and paying offices to ensure prompt obligation and liquidation of amounts approved for upward adjustment to expired or canceled appropriations.

6.6.6. Timing of requests for adjustment. SAF/FMB will work emergency requests for valid urgent requirements case-by-case. MAJCOMs should routinely submit requests for upward adjustments at least two weeks in advance of the need, to allow time for staffing. At fiscal year-end, after the first week in September, discuss any request with SAF/FMBMM prior to submission. At fiscal year-end, the MAJCOM must ensure that upward obligation adjustments citing expiring year or canceling account funds will be obligated and expensed prior to fiscal year-end. If not, the adjustment will have to be resubmitted the next fiscal year for approval by SAF/FMBMM.

6.7. Processing Unrecorded Obligations and Payments:

6.7.1. Commands and bases must use current appropriations to finance any obligation which was not recorded prior to closure of the appropriation and must process such transactions as upward obligation adjustments. Also, MAJCOMs and bases will treat an obligation which was properly recorded and then erroneously deobligated by contracting or a designated contracting representative as a correction of an administrative error (see paragraph **6.3.6.2.** for more information about administrative errors). If the erroneously deobligated obligation pertains to a closed appropriation, follow guidance in paragraph **6.4.1.**

6.7.2. Unmatched disbursements for closed accounts. Treat any payment which occurred prior to the cancellation of an appropriation but was not recorded in the official accounting and finance records of the accountable station before the date of closure as an administrative error. Correction of the error condition will not constitute a violation of the Antideficiency Act. This includes "by-other" payment cycles where the paying station makes payment in a fiscal year prior to account closure, but the accountable station doesn't complete the cycle until the next fiscal year when the account is closed.

6.7.3. Accounting error corrections. MAJCOMs must send accounting error corrections over $2 million to SAF/FMBMM using OARS. If a disbursement or collection was made in error to the wrong appropriation and that appropriation canceled before adjusting the accounting records, an adjustment may be made to the canceled appropriation. Comptroller General Decision B-251287.3, issued November 1, 1995 allows the Treasury to accept adjustments to canceled accounts as long as the transaction needing adjustment occurred before the account closed. This situation is most likely to arise through NULO research, validation of canceled bills/invoices, correction of an unrecorded or improperly charged disbursement from a wrong appropriation or in a contract reconciliation These adjustments would be processed through the DFAS Denver accounting systems and treated, most often, as memorandum type adjustments and are not treated as UOAs. Canceled account obligations and receivables that were not disbursed or collected until after the account canceled will continue to be charged to current year funds or collected in the Miscellaneous Receipt Account, 3200.

6.8. Complying with the Antideficiency Act. In accordance with DoD 7000.14-R, Vol. 14, the following are reportable violations of the *Antideficiency Act*:

6.8.1. Total obligations, including adjustments to obligations, exceed the original appropriation. (Note: the cumulative fund resources of the original appropriation consist of amounts appropriated, net authorized transfers, and realized reimbursements from inception of the appropriation.) This includes any obligation against an appropriation or fund account exceeding the amount available in the original appropriation or fund account. This applies to all appropriation accounts, the obligated balance of which had not transferred to the "M" account as of 5 November 1990. As a result of the new law, all appropriation accounts retain fiscal year identity indefinitely.

6.8.2. New obligations or expenditures in canceled accounts. Includes any obligations or expenditures against an appropriation account canceled pursuant to sections 1552, 1555, 1557 of Title 31, United States Code.

6.8.3. Total obligations, or adjustments to obligations, exceed the amount apportioned or allotted. This includes any obligation against any appropriation or fund exceeding the amount apportioned or allotted to the original appropriation or fund account.

6.8.4. All aspects of the Antideficiency Act still apply to fund limitations. The one- percent limitation is a single, cumulative limit. Agencies **may not** use more than one percent of unexpired funds to pay any combination of canceled obligations (OMB Bulletin No. 91-07).

6.8.5. All upward obligation adjustments involving an ADA violation investigation or potential ADA violation must be submitted to SAF/FMBMM for approval, regardless of dollar amount. Timely submission of reports and upward obligation adjustment requests are essential to preclude the Air Force from being subjected to ADA violation investigations arising from exceeding the legal limitations or otherwise over obligating or over disbursing an appropriation.

6.8.6. **The use of current availability for expired account adjustments.** A violation of the Antideficiency Act occurs whenever an upward obligation adjustment falls within the parameters of Section 1004 of the FY 93 National Defense Authorization Act. If the one- percent limitation on the use of the current year appropriation under Section 1004 is exceeded, this is a reportable Antideficiency Act violation.

6.8.7. **Exceeding the $4/25M threshold for within-scope contract changes.** Within-scope contract changes above $4M of expired/canceled funds require USD(C) approval and those changes above $25M require Congressional notification. This is at the program, project, and activity level and is cumulative during a fiscal year. Report a violation if the $4M or $25M thresholds are exceeded without prior approval from USD(C) or Congress, respectively.

6.8.8. An increased focus on Antideficiency Act (ADA) violation investigations and recent DoD policy on disciplinary actions to be taken have prompted the need for closer surveillance of those upward obligation adjustments associated with potential Antideficiency Act violations.

6.9. Handling Foreign Currency Fluctuation Obligations and Payments:

6.9.1. Apply these procedures for making a payment from an expired or canceled account when the foreign currency exchange rate is higher or lower than the established budget rate.

6.9.2. Apply current procedures for using the foreign currency fluctuation Centrally Managed Allotment (CMA) during the five expired years after the period of availability for obligation ends. Once the account is canceled, follow procedures in paragraph **6.9.3.**

6.9.3. When expired accounts are canceled, make the payments related to the canceled accounts from current year appropriations. Paying offices will disburse canceled obligations involving designated foreign currencies by charging the basic appropriation at the current-year budget rate and charging or crediting the CMA for the difference between the budget rate and the current rate. As stated above, only the amount charged to the basic appropriation affects the one- percent limitation.

6.9.4. SAF/FMBMM must approve any proposed upward obligation adjustment to the foreign currency CMA exceeding $2,000,000 prior to recording in the accounting system. Provide the same information required by paragraph **6.6.**.

6.10. Using Other DoD Appropriations:

6.10.1. Per DoD Comptroller, in executing Public Law 101-510 requirements, the Military Departments must scrutinize all budget authority (appropriations) executed through the Air Force, including non-expenditure transfers (identified by the government agency appropriation symbol code 97) with the same attention we provide AF appropriations. Non-AF DoD activities provide these appropriations for Air Force projects and the Air Force retains control of them.

6.10.2. Apply the procedures regarding upward obligation adjustments, including SAF/FMBMM review of changes over $100,000, for the DoD appropriations as specified in this guidance. All financial managers must ensure that the obligations recorded don't exceed the amounts authorized by law. Air Force activities must also charge valid upward obligation adjustments related to canceled DoD accounts to current 97-coded appropriations.

6.11. Obligating Upward Adjustments in the Accounting System:

6.11.1. Perform these checks and balances prior to recording the obligation. First, determine whether there is a valid obligation. DFAS-DE 7000.4-R permits recording only those transactions which meet specified standards for legitimate obligations. Section 2 of DFAS-DE *Interim Guidance on Accounting for Obligations* further defines these standards. Second, apply the bona fide need rule in determining the proper appropriation and fiscal year for the fund citation. Application of the rule depends largely on the facts and circumstances of the specific case. Assist the FSO or Field Organization in selecting the correct fund citation.

6.11.2. Use available sources such as statutes, regulations or higher headquarters direction in determining the correct fund citation. For example, when there appears to be a lack of funds at the base level to cover an obligation related to an expired account, MAJCOMs should review the facts and circumstances of the case before concurring with the base that, in fact, the suggested fund citation is correct. Do this **prior to recording** the transaction in the accounting system.

6.11.3. The DoD 7000.14-R, Vol. 3, Chapter 10 states that all upward obligation adjustments against expired appropriation accounts (including P.L. 101-510 defined contract changes) that exceed $100,000 shall not be accomplished automatically (to include recording the transaction in the accounting system). The MAJCOMs or SAF/FMBMM must approve these adjustments before recording in the accounting system. Don't place any upward adjustment greater than $2,000,000 ($100,000 for within scope contract changes and DoD appropriation adjustments) on the books without approval by SAF/FMBMM.

6.12. Reviewing Unliquidated Obligation (ULO) Balances in the Expired Years:

6.12.1. MAJCOM and installations should periodically verify ULO balances, including reconciling ULO balances to supporting documents and reviewing documents to ensure each obligation meets valid criteria. (DFAS-DE 7000.4-R requires accounting offices to deobligate proper and unliquidated obligations when standards for recording are no longer met.) Emphasizing the ULO validation process will help prevent any DoD audit follow-up findings, free funds for use on valid prior year upward adjustments, and enhance the credibility of Air Force accounting reports.

6.12.2. MAJCOMs should establish procedures to assess obligations that are unduly outstanding or inactive, including making a tri-annual review of expired (especially fourth and fifth year) account

balances. Letters validating this review are sent to AFAFO/FMFA, 6760 E. Irvington Place, Aurora, CO 80279 no later than 25 February, 28 June, and 28 September each year.

6.12.3. To guarantee a thorough review, MAJCOMs will:

6.12.3.1. Ensure that field activities follow guidance in DFAS-DE 7010.2-R (Paragraphs 10.22 and 11.14.3) and DFAS-DE 7220.2-R (Paragraph 2.44) for validity review and update procedures.

6.12.3.2. Ensure that your files document the follow-up effort and provide a clear audit trail supporting adjustments.

6.12.3.3. Provide support to field activities regarding non-response to follow-up action.

6.12.3.4. Meet promptly with contracting officers if follow-up action to procurement offices does not receive adequate or timely attention.

6.12.3.5. Emphasize to field activities the need to elevate problems in a timely manner.

6.12.4. Reviewing ULOs. (Note: normally, you should not have negative unliquidated obligations except when used as progress payments against contracts or as valid refund receivables.)

6.12.4.1. Don't close any account with a negative cash balance until you have made corrections or recorded an offsetting collection which will produce a positive cash balance. If during the negative ULO analysis you determine that the negative is a legitimate accounts receivable, establish a refund receivable and cancel the negative ULO. Take action to ensure the receivable is collected promptly. This refund receivable should remain on the books until you receive a collection. If the collection is received after the account is closed, deposit the funds to receipt account 3200, "Collections of Receivables from Canceled Accounts."

6.12.4.2. The Department of Defense must maintain records for any open items (obligations or receivables) for as long as they are outstanding, even if the account is closed. The fact that the account is closed does not mean that these items are no longer valid.

6.12.4.3. Review old refund receivable accounts. Uncollected receivables will erode available fund balances required for upward adjustments. Follow collection actions in applicable accounting regulations.

6.12.4.4. When you determine that a negative unliquidated obligation in the accounting system is invalid, report the release of individual or cumulative negative unliquidated obligations over $2,000,000 to SAF/FMBMM. Use the monthly report in paragraph **6.16.** to accomplish this task.

6.12.4.5. If the release of an invalid negative unliquidated obligation puts the appropriation in a negative balance, contact the MAJCOM immediately for resolution. The MAJCOM/FOA/DRU must contact SAF/FMBMM upon determining that sufficient funds are unavailable to correct the deficiency.

6.13. Charging Prior Year Obligated Due-Outs:

6.13.1. Based on guidance from DFAS-Denver Center, charge obligated due-outs to a like year appropriation to comply with legislative requirements to maintain fiscal year identity. (Note: The Project Fund Management Record (PFMR) and Organization Cost Center Record (OCCR) records will identify actual year of obligation for current year plus five expired fiscal years, effective with a 1 April 1992 Standard Base Supply System (SBSS) release).

6.13.2. At the end of the five expired years, the Treasury will cancel and withdraw fund balances. Charge obligated due-outs to a like year current appropriation; don't exceed the one percent limitation. Consider these carry over obligations along with other canceled expenses against the one- percent limitation.

6.14. Reprogramming. (Most guidance in this paragraph applies to Air Staff activities.)

6.14.1. Changes in contract scope. Apply this guidance for using currently available appropriations to fund changes in contract scope.

6.14.1.1. Apply normal reprogramming (DD Form 1415-1, **Reprogramming Action (Prior Approval Action**) procedures and thresholds.

6.14.1.2. Fund the change from (and identify it to) the current corresponding line item, program element or program applicable to the program for which the change is being made.

6.14.1.3. If an applicable corresponding line item no longer exists in the currently available appropriation for the program for which the change is being made, create a new line item for the program in question to reflect the change adjustment. Apply the same reprogramming threshold procedures for the newly created line that you would use in creating any other new line item.

6.14.1.4. Any line item or program can be the funding source for changes financed from currently available funds. However, you must apply normal reprogramming thresholds to the funding source line item or program.

6.14.2. Within-scope contract changes and upward obligation adjustments for canceled accounts. Follow these procedures for using currently available appropriations to fund upward obligation adjustments and within-scope contract changes for contracts funded by appropriations that have been closed.

6.14.2.1. Charge the appropriation currently available for the same purpose. Apply these specific limitations:

6.14.2.1.1. The sum of all such amounts funded from currently available appropriations may not exceed the lower of (1) one percent of the originally appropriated amount of the current appropriation being charged or (2) the current unexpended balance of the closed account (exception is closed "M" years).

6.14.2.1.2. The unexpended balance is the net of: (1) the sum of the unobligated balance plus the unliquidated obligated balance of the account at the time it was canceled, and, (2) less any and all obligations incurred and payments made subsequent to the cancellation of the original account when such obligations and payments would otherwise have been properly charged to the appropriation had the appropriation not been canceled.

6.14.2.2. Don't apply normal reprogramming (DD Form 1415-1, **Reprogramming Action (Prior Approval Action)** procedures and thresholds when using currently available appropriations to fund obligations or adjustments to obligations which would otherwise have been funded from a canceled account before it was canceled. Reflect the charges in a line item entitled "Canceled Account Adjustments" on DD Form 1416, **Report of Programs**.

6.14.2.2.1. Within an appropriation, you may exceed reprogramming thresholds in currently available appropriations for increases or sources used to finance the Canceled Account Adjustments line item.

6.14.2.2.2. If you exceed reprogramming thresholds for increases or sources to finance these obligations or adjustments to obligations, footnote Column K, of the DD Form 1416, **Report of Programs**, to indicate that the threshold amount has been exceeded due to canceled account adjustments.

6.14.2.2.3. Make the Canceled Account Adjustments line item a separate line item or program element and add it as an entry within a single budget activity.

6.14.2.2.4. Congressional Special Interest restrictions annotated on the current year DD 1414, **Appropriated Base for Reprogramming**, apply.

6.14.3. Within-scope contract changes and upward obligation adjustments using expired year funds. DoD Comptroller doesn't require the Military Departments to submit reprogramming actions for expired accounts. Fund upward obligation adjustments and within-scope contract changes from the appropriation that initially financed the contract.

6.15. Complying With Control Levels in Expired Accounts:

6.15.1. MAJCOM and appropriation managers don't usually withdraw field-level funding (allocation, allotments, etc.) upon expiration of an appropriation (see **Chapter 3**) because expired appropriations continue to be available for obligation adjustments. Continue to comply with fund authorization guidance until the funds issuer revises the authorization or the appropriation is canceled. NOTE: These fund authorizations are not available for new obligations. You must apply obligations incurred, but not recorded until after the appropriation expired, against the availability in the administrative subdivision in effect at the time the obligations were actually incurred.

6.15.2. **Level of Detail in the Expired Years.** For accounting purposes, the level of detail in the accounting systems must remain the same in the expired years as is required for current year accounts. Appropriation managers may issue budget authority for expired appropriations at the allotment level. All congressional and legal restrictions continue during the expired period. Recipients shall adjust line item detail (budget allotment) to agree with the revised allotment total. Military Construction and Military Family Housing Construction appropriations must maintain detail at the project level into the expired years. BRAC 88 must maintain detail at the budget project level.

6.16. Collections. Public Law 101-510 requires that any collections received after the appropriation cancels be deposited to Miscellaneous Receipts Account of the Treasury. Accounts receivables are amounts due from others for goods furnished and services rendered. Refunds are requested returns of advances or recoveries of erroneous disbursements that are directly related to and reductions of previously recorded payments from the accounts.

6.16.1. If the collections are received that are applicable to a canceled account, the collection must be deposited to receipt account 57 3200, Collection of Receivables from Canceled Accounts (Limit .0001 for Refunds and .0002 for Reimbursements).

6.16.2. When writing off a refund receivable with type code 8 or 9 that is posted as a reverse undelivered order outstanding (UOO) or accrued expenditure unpaid (AEU) against an appropriation that is canceled, current year funds must be used to cover the write off.

6.16.3. When a by-others collection is made on or prior to 30 September for a receivable recorded in a closing account, but not accepted by the accountable station until after year-end closeout or later, the accountable station will record the by-others in the appropriation canceled account.

6.16.4. The status of both the direct and reimbursable program obligated and unobligated balances, even in an account that has canceled, must be continuously maintained. If obligations and/or expenditures are incurred against a reimbursable order, and if that reimbursable order is later found to be uncollectable, then a potential violation of the Antideficiency Act may occur to the extent that appropriated (direct program) resources existing in the canceled account are not sufficient to absorb these obligations and /or expenditures. The unobligated balance of the direct program of the canceled account is determined by subtracting all the adjustments made to the canceled account that were charged to a current appropriation both as to purpose and in amount.

6.16.5. Both reimbursement authority and reimbursable obligations should be adjusted to accommodate valid upward obligation adjustments whenever possible. Prior to increasing the accounts receivable transaction, the performing activity must have written evidence from the requesting activity that the requesting activity has performed an upward obligation adjustment, AND understands that a billing action will take place in settlement of the upward obligation payment. Without this written consent and acknowledgement, the performing activity will have to settle the upward obligation adjustment with direct authority. The Air Staff strongly recommends that future, initial agreements between the performing activity and the requesting activity contain disclaimer clauses (in the MIPR, Project Order, MOA, etc.) that spell out the requesting activity's responsibilities in the event of expired/canceled upward obligation adjustments.

6.17. Monthly and Fiscal Year-end Reporting Requirements for Transactions under $100,000.

6.17.1. **Monthly Reporting Requirements.** Monthly reporting requirements are accomplished through the OARS for tracking limitations required by P.L. 101-510:

6.17.1.1. Program name, amount of the adjustment financed ($ in thousands), PE and Activity Group for 3400 adjustments, and cumulative totals.

6.17.1.2. Reason for adjustment (see paragraph **6.3.** of this guidance for reportable within scope contract changes).

6.17.1.3. Accounting classification (line item detail for all appropriations except O&M. For O&M, appropriation and fiscal year only).

6.17.1.4. Funding Source.

6.17.2. **Fiscal Year-end Reporting Requirements:**

6.17.2.1. Fiscal year-end reporting requirements are accomplished through OARS for tracking limitations required by P.L. 101-510.

Chapter 7

SUPPORT GUIDANCE

Section 7A—Overview

7.1. Applying This Chapter. Follow this financial management guidance to plan and execute support transactions between component organizations of the Air Force and:

7.1.1. Other Air Force activities (**intraservice support** - includes Air Force, Air Force Reserve, and Air National Guard)).

7.1.1. (AMC) Unified joint combatant commands residing on AMC bases (i.e., USTRANSCOM, USCENTCOM, and USSOCOM) are considered Air Force tenants for the purposes of host-tenant funding responsibilities under this chapter. See DoDI 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*. Host support provided to tenant unified joint commands residing on AMC bases, whether it is the same level as provided to other Air Force tenants or over and above that level, must be specifically documented in the host/tenant support agreement.

7.1.1.1. (Added-AMC) If the tenant unified joint command determines the host AMC base should provide additional support beyond the terms and conditions of the signed support agreement, a renegotiation of the agreement, with proper justification for the additional support, is required, and is to be implemented budget lead time away. The host AMC base will not pay for any new requirements levied by the tenant unified joint command in execution year that are not provided for in the current support agreement .

7.1.1.2. (Added-AMC) If the AMC host base and the tenant unified joint command cannot reach an agreement with regard to the additional support, the matter will be elevated to HQ AMC/FMB for resolution. If HQ AMC cannot resolve the dispute, it will be forwarded to SAF/FMB for a final determination.

7.1.2. Component organizations of other Department of Defense (DoD) departments and agencies (**interservice support**).

7.1.3. Component organizations of non-DoD departments and agencies (**interagency support**).

7.2. Complying with Statutory Authority. Air Force organizations that obtain materials, work, or services from other DoD components and other government agencies (or provide the same to non-Air Force activities) must do so under statutory authority. Usually, one or more of the following applies:

7.2.1. Project Orders (41 U. S. C. 23).

7.2.2. Economy Act Orders (31 U. S. C. 1535).

7.2.3. Orders for Procurement by Another DoD Component (10 U. S. C. 2308, 2309).

7.2.4. Orders from Stock for Supplies, Materiel, or Equipment of another DoD Component.

7.2.5. Orders Required by Law to be Placed with a Government Agency, e.g.:

7.2.5. (AMC) In accordance with DoDFMR 7000.14, Volume 3, chapter 8, paragraph 080704, orders required by law to be placed with a U.S. Government agency are not subject to the Economy Act restrictions as stated in AFI 65-601, Volume 1, chapter 7, paragraph 7.16.4. The agency filling the

order is not required to contract for the full amount of the ordering unit's funding document (MIPR) before the end of the period of availability of the ordering unit's appropriation. Since the amount of the MIPR is considered obligated when the order is issued and accepted by the receiving agency, the uncontracted portion on the ordering unit's MIPR may remain with the agency providing the goods or services beyond the end of the period of availability and until the account closes to cover anticipated operating needs relating to the ordering unit's basic requirement.

7.2.5.1. Federal Prison Industries (18 U.S.C. 4124).

7.2.5.2. Government Printing Office (44 U.S.C. 501).

7.2.5.3. Corps of Engineers (33 U.S.C. 576, 701b-10).

7.2.5.4. General Services Administration (Federal Supply Schedule).

7.3. Responsibilities:

7.3.1. MAJCOMs and bases should issue instructions to ensure that:

7.3.1.1. The originator or manager coordinates the support agreement with the office of the Director, Financial Management/Comptroller (FM).

7.3.1.2. The FM activity maintains a file of agreements.

7.3.1.3. The Comptroller, or designated representative, signs all agreements (see DoD Instruction 4000.19 and AFI 25-201).

7.3.2. Installation Financial Management Comptroller must perform the financial analysis functions detailed in AFI 25-201 paragraph 2.6.

7.3.2. (AMC) The base FMA office plays an important role in the management of support agreements, as they have the responsibility to validate the costs and methodology used to estimate tenant reimbursable support. The FMA office must ensure all reimbursable costs are captured and accounted for in each support agreement. While the various unit support agreement monitors should identify those reimbursable costs associated with their work centers, the FMA office needs to ensure these individuals possess the required skills to cost out tenant reimbursable support. AFI 25-201, *Support Agreements Procedures*, paragraphs 2.6. and 5.4., provides the responsibilities of the FMA office for support agreements, to include performing an annual budget review and comparing collected reimbursements to the actual calculations identified in the support agreements. The FMA office will notify the wing Support Agreement Manager (SAM) office when the annual budget review is completed. If necessary, a revised Funding Annex, signed by both the supplier and receiver (host and tenant) FMs, will be attached to the support agreement.

Section 7B—Intraservice Relationships (Within the Air Force)

7.4. General Host-Tenant Responsibilities:

7.4.1. When a tenant command asks, the host command:

7.4.1.1. Provides administrative and logistical support to the tenant under AFI 25-201 and this section. The tenant requirements must be consistent with the unit precedence in the USAF Program, Bases, Units, and Priorities Documents (PD).

7.4.1.2. Administers funds made available by the tenant's parent command to support the tenant.

7.4.2. The tenant command:

7.4.2.1. Advises the host command of tenant requirements early enough to permit consideration when the host formulates its budget and financial plan and revisions.

7.4.2.2. When the host command asks, furnishes program guidance and factors so the host can include tenant support requirements in host budget estimates and financial plans. The tenant provides similar guidance when the host base budget office provides budget support to the tenant under AFI 25-201.

7.4.2.3. Will not change planning factors such as utilization rates and overall scope of activity (once tenant support requirements are agreed upon) without notifying the host command in advance.

7.4.3. The parties jointly:

7.4.3.1. Revise AFI 25-201 agreements depending on the size of the tenant's requested changes and their effect on the host's support capability.

7.4.3.2. Follow procedures in AFI 25-201 when support agreements are required and commands can't agree.

7.4.3.3. Follow **Figure 7.1.** in assigning intraservice host and tenant funding responsibilities. It identifies services or materiel that tenants usually need from operation and maintenance-type (O&M) and research, development, test and evaluation (RDT&E) appropriations. The figure shows the command that has budgeting and funding responsibility, and in part summarizes **Section 7B**.

7.4.4. Apply **Figure 7.1.** to all tenants, except as noted in paragraph **7.8.** (whether the tenant is on host base property or off-base). **Figure 7.1.**. notes exceptions for off-base tenants.

7.4.5. If the support services aren't covered in **Figure 7.1.** or Section B:

7.4.5.1. Prepare and negotiate a host-tenant agreement, following AFI 25-201, which identifies responsibilities for services that aren't covered.

7.4.5.2. Forward such agreements through prescribed command channels for approval.

7.4.6. You may need more guidance on host-tenant relationships and specific budgeting and funding responsibilities involving Air Force Reserve (AFRC), Air National Guard (ANG), and Defense Working Capital Fund (DWCF) organizations. If so, see: AFRC, Chapter 15; ANG, Chapter 16; DWCF, and Chapter 18; DoDI 4000.19, *Interservice and Intragovernmental Sup*port.

Figure 7.1. Host-Tenant Funding Responsibility by Type of Service.

Service	Host Command	Tenant Command
1. Commercial transportation (outbound second destination).	All except shipments in connection with a tenant PCS and TDY.	Shipments in connection with tenant PCS and TDY.
2. Communication services (see notes 1, 2, and 4).	Common user communication services, except for long distance service.	All toll charges beyond the metropolitan area serviced by the host's communication facilities, and for special communications services the tenant requires.
3. Custodial.	On-base facilities for same service provided host organizations, except operational facilities such as crew alert facilities, ROCC, etc., requiring special level of effort, or facilities occupied by con tractors supporting the tenant.	Operational facilities such as crew alert facilities, SAGE centers, etc., requiring special level of effort; facili ties occupied by contractors supporting the tenant; and all custodial services for off-base units except for jointly occupied leased real property which is the host's responsibility.
4. Dormitory furniture and furnishings.	All TA 414 requirements, except off-base tenants with dormitory main-tenance responsibility.	Special category requirements such as alert facilities, SAGE centers, ready rooms, etc.
5. Leased real property.	Jointly occupied facilities.	Facilities occupied solely by the tenant.
6. Maintenance:		
a. Other than RPMA projects (see note 4.)	For intermediate level maintenance of aircraft, missiles, general purpose vehicles not permanently dispatched or owned by the tenant, and ground-powered equip ment, etc., beyond the tenant's ability.	Organizational maintenance of assigned aircraft, missiles, and equipment; for intermediate level maintenance when tenant is organized to do it; and for vehicles permanently dispatched to or owned by the tenant.
b. RPMA projects (includes work classifed as maintenance, repair, and minor construction).	For on-base facilities whether work done in-house or by contract, except minor construction projects with funded cost over $2,000 (includes A&E design services,) The implementing command will program, budget and fund for allied support minor construction cost included in the Air Force standard communications-computer programs.	For off-base facilities whether work is done by the host work force or by contract, and on-base minor construction projects with funded cost over $2,000.
c. Real property installed equipment (RPIE).	For all maintenance of RPIE in on-base facilities whether done by in-house work force or contract.	For all maintenance of RPIE in off-base facilities whether by host work force or by contract.

Service	Host Command	Tenant Command
7. Military construction.	All on-base projects including those required for a tenant of another command.	All off-base projects for tenants. The command having jurisdiction over the off-base installation, site, or facility has responsibility.
8. Rentals:		
a. Vehicles such as local taxis, buses, etc. (AFM 77-310 Vol. I) when used by personnel other than in a travel status.	If host would normally have had to provide service from assigned vehicles for such transportation. Examples are routine shuttle bus services, etc., between work areas, housing, and recreational areas.	If tenant would normally have had to provide service from assigned vehicles. Examples are special transportation required for access to work areas, housing, or recreational areas.
b. All vehicles per AFI 24-301.	If rented to supplement the host's vehicle authorization.	If rental supplements the tenant's vehicle authorization.
c. Equipment (other than locally procured investment equipment).	If rented to accomplish base support responsibility in support of tenant mission and supplements a host organization authorization.	If rented to accomplish tenant mission responsibility and supplements tenant authorizations.
d. Locally procured investment equipmet.	If rented to fulfill tenant's approved equipment authorization. (See paragraph **7.6.2.2.** for exceptions for RDT&E tenant.)	
e. Post Office boxes.	If rental is for the host's convenience.	If rented for the tenant at the tenant's request.
f. IPE (other than remotes in telecommunications program for sub scriber terminals accessing Local Digital Message Exchange (LDMX) or Automated Telecommunications System (ATS).	a. If system can stand alone (CPU and peripherals) and host is user; applies whether or not system is used as a remote. B. If Air Force remote (less than full computer system) can access only the host computer regardless of user. C. If host-operated remote (less than full computer system) can access multiple computers, or a computer external to the Air Force.	a. If system can stand alone (CPU or peripherals) and tenant is user; applies whether or not system is used as a remote. B. If remote (less than full computer system) can access multiple computers, or the accessed computer is external to Air Force, and tenant is user.
9. Support functions common to all tenant organizations to the extent they are not self-supporting:	Host responsibility.	(Note 3.)

Service	Host Command	Tenant Command
Administration of Athletic and Recreational Personnel.		
Commissary		
Comptroller.		
Dependents Education		
Data Processing Equipment		
Exchange.		
Food Service		
Ground Safety		
Intelligence		
Information Service.		
Laundry & Dry Cleaning		
Legal		
Medical		
Off-Duty Education.		
Printing		
Property Disposal		
Procurement & Contract Services		
Reproduction Services (AF Supplement to DoDD 5330.3, *DAPS*.)		
Property Disposal		
Religious		
Security		
Supply Control & Warehousing		
Officer & Enlisted Quarters		
Fire protection.		

Service	Host Command	Tenant Command
10. Training (other than formal courses under USAF training pro gram).	For base training made available to tenant. Includes TDY of instructors to off-base locations.	If training is peculiar to that organization.
11. Utilities	Provides all utilities the tenant needs to complete its mission. Excludes a tenant's unique requirements for utilities demanding special capability from the host. Examples of unique requirements are pure or uninterrupted supply of electrical power, unique water purification or treat- ment facilities, etc.	Responsible for any unique utilities needed to complete its mission and requiring special capability from the host. If the tenant is off base, it must fund utilities.

NOTES:

1. Tenant units off base fund all communication services received from anyone other than the host.
2. At activities where the Air Force is the Defense Metropolitan Area Telephone System (DMATS) manager (for example, Dayton, Ohio), bill AF tenant activities for local dedicated communications and prorated WATS service.
3. When the host can provide one of these services only through a contract, the off-base tenant command funds the service.
4. If service is provided by contract, the tenant command has funding responsibility. However, if the host command contracts out the service after providing it in-house, the tenant command will assume funding responsibility budget leadtime away.

7.5. Tenant Command Funding Responsibilities. The tenant command budgets, funds, and provides for the following tenant requirements:

7.5.1. Civilian personnel costs.

7.5.2. Travel costs for assigned military and civilian personnel.

7.5.3. Purchase of expense materiel, supplies, and equipment from DWCF Supply Management (previously stock fund) divisions and local procurement sources (non-DWCF).

7.5.3.1. This includes ground fuels such as gas, oil, and other lubricants issued to or procured by the tenant for vehicles and other ground powered equipment which are the property of or are permanently dispatched to the tenant.

7.5.3.2. It also includes gratuitous replacement of uniform clothing lost, damaged, destroyed, or otherwise rendered unserviceable through no fault or neglect of the owner.

7.5.3.3. **EXCEPTIONS:** (Applies to tenant units on the host's installation)**:** Dormitory furnishings and furniture specified in TA 414; janitorial, cleaning, and personal hygiene items (such as cleaners, waxes, toilet tissue, mops, brooms) needed to maintain the living quarters at the host command's standard for permanent occupancy (tenant unit may provide their own cleaning sup-

plies for their dorms); and expense materiel provided to the "host base support tenants." But, if the tenant unit is geographically separated and must maintain its own dormitories (including custodial services, budgeting, and funding), the tenant's parent command must provide dormitory furnishings and furniture.

7.5.4. Contractual services, except communication services, utilities, training, contract custodial services for on-base facilities, and other on-base, civil engineering services done under contract such as trash hauling, snow removal, and contracts required to provide common services (item 9, **Figure 7.1.**). (**Figure 7.1.** lists the tenant command's responsibilities for custodial services of operational facilities, contractor facilities, and off-base units.)

7.5.5. **Maintenance:**

7.5.5.1. Usually, the host must pay for intermediate, in-house maintenance of host and tenant aircraft, missiles, and all other equipment, unless the host base doesn't have the personnel specialists, equipment, and facilities to do intermediate maintenance; or unless the tenant is organized to perform the maintenance as specified in AFI 25-201 and AFI 21-101, in which case the tenant has the budget and funding responsibilities. **EXCEPTIONS*:***

7.5.5.1.1. Vehicle maintenance, for which you determine funding responsibility based on possession and ownership of the vehicles.

7.5.5.1.2. Maintenance of unique equipment (see paragraph **7.5.5.3.** and 4 below).

7.5.5.2. When a host base can't do all in-house maintenance without letting contracts, show in the agreement how to determine costs for the host and tenant.

7.5.5.3. When the host base can't maintain equipment that needs maintenance and uses contracts for all intermediate level maintenance on these items, the tenant must fund contract maintenance on all of its equipment (full time use or permanent dispatch), as documented on accountable records of the host EMO and vehicle authorization lists. This includes all mission support equipment, common support equipment, other ground equipment, communications equipment, vehicles, and any other equipment that is the tenant's property, except the tenant's office machines and equipment, dormitory furniture and furnishings (TA 414), and real property installed equipment (RPIE).

7.5.5.4. The tenant must fund all expense materiel, parts, tires, batteries, antifreeze, subassemblies, and civilian labor costs required to maintain vehicles that are the property of or are permanently dispatched to the tenant. The tenant pays for vehicle maintenance services through reimbursement or refunds using the on-line, interactive, vehicle management system (OLVIMS).

7.5.5.5. The tenant must pay for expense materiel (exceeding $250 per intermediate work order) required to repair equipment peculiar to the tenant's mission (excluding aircraft and missiles), if the host base would need special capability to repair it. An example is equipment unique to the tenant repaired in the host base's precision measurement equipment laboratory (PMEL) and requiring special parts or expense materiel. The tenant funds for unique PMEL support. Determine special support requirements for repairing and calibrating the tenant's unique equipment during AFI 25-201 negotiations.

7.5.5.6. This includes expense materiel for maintaining assigned aircraft, missiles, and equipment, except for intermediate level maintenance the host does when the tenant isn't organized to do it, and for maintaining RPIE.

7.5.5.7. The tenant is responsible for funding those repair projects which are unique to the operation of the tenant such as rearrangement of interior partitions to improve operations or force protection, i.e. perimeter fencing, barriers, etc. specifically for the tenants building necessitated by the nature of the tenant's operation.

7.5.6. Tenant units budget and fund for their cargo movements in connection with PCS and TDY when payment is chargeable to organizational O&M funds.

7.6. Host Command Funding Responsibilities. The host command budgets, funds, and provides for these tenant requirements:

7.6.1. Allowances of dormitory furnishings and furniture specified in TA 414 and janitorial, cleaning, and personal hygiene items necessary to maintain the living quarters (on-base tenants only).

7.6.2. Locally procured investment equipment (including rental) the tenant requires to fulfill its approved equipment authorization.

7.6.2.1. Base procured investment equipment (BPIE) items. The host command buys these investment items locally using BP*84XXXX, 57*3080 appropriation funds.

7.6.2.2. Renting investment items instead of buying them. The host base uses its O&M funds. **EXCEPTIONS*:*** Use RDT&E funds to rent investment equipment for an O&M-funded tenant on an RDT&E-funded host base. Also, an RDT&E tenant funds procurement or rental of investment equipment for RDT&E tenants on an O&M-type host base.

7.6.3. Intermediate-level maintenance for the tenant if the tenant is not organized to do it. This maintenance includes calibrating, repairing, or replacing damaged or unserviceable parts, components, or assemblies except as outlined in paragraph **7.5.5.** (Doesn't apply to Air Logistics Centers-AFMC).

7.6.4. Expense materiel the host uses to maintain buildings and grounds the tenant occupies and to provide base support common to all people and organizations, to the extent that the tenant is not self-supporting. Examples are dependents' education, fire protection, ground safety, information service, laundry and dry-cleaning, legal services, officers quarters, and enlisted dorms.

7.6.5. Procuring expense RPIE.

7.6.6. Data processing equipment, including control panels in the tenant activity, used mainly for common management support.

7.6.7. Operating and maintaining a leased or rented building off base, including any part a tenant occupies, with no charge to the tenant for their partial occupancy.

7.6.8. Expense materiel issued on a nonreimbursable basis to tenants satellited on or near a base as indicated in paragraph **7.8.1.1.** below.

7.6.9. Contract maintenance for all office machines and equipment, dormitory furnishings, and furniture.

7.6.10. Architectural and engineering (A&E) design services. These are "common support" functions. The host is responsible for budgeting and funding support functions common to all tenant organizations to the extent the tenant is not self-supporting. **EXCEPTIONS*:***

7.6.10.1. Contract services for off-base tenant units when the host can't do it in-house.

7.6.10.2. Design of minor construction projects for allied support included in the Air Force's standard communications-computer programs. The implementing command will finance the cost of an A&E design contract. The host's in-house design costs for A&E aren't reimbursable.

7.7. Handling Unfunded Requirements. The tenant must tell the host its requirements early enough to allow consideration during budget formulation. When the host isn't informed budget leadtime away, the tenant may not "demand" funding from the host. If funds aren't available, the host submits an unfunded requirement to its next higher headquarters for funding consideration. As a last resort, the tenant command may fund the specific unfunded tenant requirement. Follow billing and collection procedures in chapter 29, DFAS-DE 7010.2- R.

7.8. Exceptions to General Host-Tenant Responsibilities:

7.8.1. **Host Base Support Tenants:**

7.8.1.1. If an Air Force tenant is satellited on or near the host mainly to support the host command's units, the host base budgets, funds, and provides for tenant requirements except for civilian pay, military and civilian suggestion cash awards, and temporary duty travel (TDY). For the following tenants, don't apply **Figure 7.1.**; they fall under this funding exception:

7.8.1.1.1. Air Force Special Security Officer System.

7.8.1.1.2. Mobile Training Detachments and Field Training Detachments.

7.8.1.1.3. Office of Special Investigations (OSI) District Offices and Detachments. (See paragraph **7.8.1.3.**)

7.8.1.1.4. Air Force Audit Agency resident, representative, liaison, and regional offices.

7.8.1.1.5. Air Force Reserve Medical Service Units (MSU), if co-located and assigned to active duty medical facilities for training. (Applies to personnel in a non-TDY status only).

7.8.1.1.6. Air Force Judicial Circuit Offices.

7.8.1.1.7. HQ Civil Air Patrol (CAP) USAF and CAP Liaison Offices.

7.8.1.1.8. Aerospace Audiovisual Service detachments providing base audiovisual support. This support comprises base photo laboratories, graphic arts, presentations, and base film library, and must primarily support the host.

7.8.1.1.9. Detachment 4, Air Force Broadcasting Service (AFBS) support provided to 3420 Technical Training Group, Lowry Technical Training Center to maintain radio and television equipment used for training in the Television Equipment Specialist Course (G3ABR30435-001), the Broadcast Television System Maintenance Course (G3AZR30455-002), and the Visual Information Production Documentation Specialist Course (G3ABR23133-000). Host base funds all parts and supplies required to maintain host base equipment in operational condition.

7.8.1.2. Don't apply the above exception to the headquarters or subunits of the tenant (except those located solely for the support of the host command). They must fund for their requirements according to paragraph **7.5.** above, even though they receive logistic support from the same host base.

7.8.1.3. HQ AFOSI budgets and funds for:

7.8.1.3.1. Emergency roadside repairs and off-base purchases of gasoline and oil for government-owned vehicles assigned to the OSI; and

7.8.1.3.2. Camouflage fatigues and mobility bags when the requirement is not specified in mobility taskings (for example, unified and specified OPLANs).

7.8.1.4. Because some of the tenants listed above offer diverse services to the host base, you may need to sort out what the host base pays for. For example, if the host base supports a tenant of another command and the tenant command needs a special weather or communication unit, then the tenant's parent command must negotiate with the command that provides the special support.

7.8.2. **Defense Working Capital Fund (DWCF):**

7.8.2.1. Support agreements with DWCF activities must comply with DoDI 4000.19 and AFI 25-201. Charge DWCF activities for incremental direct costs that are measurable and directly attributable to the receiver. The following program element codes define base support resources provided to DWCF activities:

7.8.2.1.1. XXX56 - environmental compliance.

7.8.2.1.2. XXX76 - restoration and modernization projects <$750,000.

7.8.2.1.3. XXX78 - sustainment.

7.8.2.1.4. XXX79 - real property services.

7.8.2.1.5. XXX90 - audio-visual information services.

7.8.2.1.6. XXX95 - base communications.

7.8.2.1.7. XXX96 - base operations.

7.8.2.2. As of 1 October 93, active DWCF business areas on Air Force installations include:

7.8.2.2.1. Defense Automated Printing Service (DAPS).

7.8.2.2.2. Defense Finance and Accounting Service (DFAS).

7.8.2.2.3. Defense Commissary Agency (DeCA).

7.8.2.2.4. Defense Reutilization and Marketing Service (DRMS).

7.8.2.2.5. Depot Maintenance Activity Group (DMAG).

7.8.2.2.6. Information Services Activity Group (IMAG).

7.8.2.2.7. Transportation Working Capital Fund (TWCF).

7.8.2.2.8. Supply Management Activity Group (SMAG).

7.8.3. **Air Education and Training Command (AETC) Leased Government Quarters for Recruiting Services Personnel.** (***NOTE:*** Effective FY 1983, no new domestic leases have been authorized.)

7.8.4. **TDY of Aircrew Members.** The mission-support manager funds TDYs for aircrew members assigned or attached for AFI 36-2212 training, when they are working as crewmembers, regardless of the organization to which they're assigned for primary duty.

7.8.5. **Funding for Rotational Units and Deployments:**

7.8.5.1. Because members of rotational units and deployments are TDY and the host operationally controls assigned aircraft, these units aren't bona fide tenants. Don't apply normal host or tenant procedures. Usually, each Air Force activity budgets and funds for civilian pay and TDY expenses of its personnel. Therefore, unless civilian spaces and personnel authorizations of these tenant units are transferred to the host activity, the activity to which members are assigned will fund civilian pay and TDY. The command to which these transient units are deployed funds all other costs.

7.8.5.2. You should also apply funding guidance for rotational units, deployments, and JCS exercises to ANG and AFRC units assigned duties to support the active forces, other than for training. The command hosting the rotation, deployment, or JCS exercise will fund all costs, except civilian pay and TDY.

7.8.5.3. (Added-AMC) Support of Temporary AMC Theater Oversight Organizations. Whenever HQ AMC directs that a temporary (non-permanent party) AMC organization be established at a primary AMC en route location within the PACAF/USAFE theaters on a TDY rotational basis in order to provide specific mission oversight (e.g. an Aerospace Expeditionary Group (AEG), E-SID, P-SID, etc.), funding for their day-to-day operations (supplies, equipment, etc.) will be provided by the 715 AMOG or 721 AMOG, as appropriate. Assign specific organizational RC/CC codes to account for obligations in the accounting system and use the applicable contingency ESP code (in most cases the establishment of the temporary organization will be contingency-related). TDY costs for personnel assigned/deployed to these organizations will remain the responsibility of the member's home station unless the theater AMOG organization specifically requests manning assistance (reference paragraph **10.2.1.7. (Added)** of this publication). HQ AMC/FMB will provide the appropriate funding to the 715/721 AMOG based on identified requirements.

7.8.5.4. (Added-AMC) AFRC and ANG C-5, C-17, and C-141 en route support. ANG and non-associate AFRC C-5, C-17, and C-141 units will provide AF Forms 616 to the AMC Regional Supply Squadron (AMCRSS) to pay for consumable and DLR parts support at AMC forward supply locations (FSL). AMCRSS will use the AF Forms 616 to establish Project Funds Management Record (PFMRs) and cost centers unique to each ANG and non-associate AFRC unit at all FSLs. FSL supply personnel will charge consumable and DLR parts support provided to ANG and non-associate C-5, C-17, and C-141 aircraft against these dedicated cost centers.

7.8.5.5. (Added-AMC) Deploying units to AMC Forward Supply Points (FSP) will provide AF Forms 616s to AMCRSS for contingency aircraft consumables and DLRs.

7.8.5.6. (Added-AMC) DLR Application. If an AFRC or ANG aircraft lands at an AMC location for maintenance purposes, normal DLR transient maintenance rules apply (regardless of mission). Air Force DLR transient policy dictates the host base will pay for DLR support unless the following two conditions are met: (1) The DLR has an exchange cost greater than $20,000 and/or (2) the part is not in stock at the host base. If either (or both) of these two conditions is/are met, the home station of the AFRC or ANG aircraft will pay for the DLR support.

7.8.6. **Refueling Transient Air Force Vehicles.** The Air Force installation providing the refueling support will fund the refueling of transient vehicles owned or operated by the Air Force. Don't apply this guidance to ANG, AFRC, or non-Air Force vehicles. These activities will continue to fund their refueling requirements.

7.8.7. **TDY Deployments That Involve Transferring Units' (Aircraft And Personnel) Operational Control.** Apply these budgeting and funding responsibilities:

7.8.7.1. The command to which personnel are assigned funds TDY and civilian pay.

7.8.7.2. The command with operational control of the aircraft finances all other costs (including base and intermediate maintenance, and contract quarters).

7.8.8. **Air Force Special Operations Command.** The Memorandum of Agreement between the Air Force and the United States Special Operations Command, as changed by later agreements, governs USAF support of Air Force Special Operations Forces.

7.8.9. **Government Support Provided Contractors:**

7.8.9.1. Apply the guidance in paragraphs **7.5.** and **7.6.** when the host command furnishes an on-base contractor logistical support under a tenant-funded contract. The command that must accomplish the contract will reimburse or refund the host base using the same funds cited in the basic contract. Don't allow the funding command to make the reimbursement through the contractor.

7.8.9.2. Finance the cost of repairing, modifying, or constructing buildings used by a contractor on government-owned or leased land from the appropriations available for such purposes. Charge the command that must accomplish the contract. (That is, from O&M, RDT&E, or military construction.) **EXCEPTION***:* don't apply this guidance to contract field teams doing on-site maintenance under AFMC maintenance (DWCF), or O&M-funded contracts. The local base supply officer provides materiel support to these activities as prescribed by AFJMAN 23-210.

7.8.10. **Payment for Official Mail.** Each installation and geographically separated unit (GSU) must budget and fund for their own official mail requirements. Apply the following guidance:

7.8.10.1. Charge all non-Air Force DoD tenants for all postage costs.

7.8.10.2. Provide all Air Force activity tenants free postage support for all charges less than $10,000 per year.

7.8.10.3. Air Force activity tenants must reimburse the host base for the amount of postage that exceeds $10,000 per year.

7.8.10.4. Include postage costs in the Interservice Support Agreement (ISA) between the host base and tenants.

7.8.10.5. Tenants geographically located on a base but not directly supporting it will pay for their own postal requirements; or the base will provide reimbursable postal service. Ultimately, the Information Manager (IM) decides how to provide the best postal service and will include this information in the host-tenant support agreement.

7.8.10.6. When an organization transfers from one Air Force base to another, the moving organization must coordinate the transfer of budgeted postal support to the new location. A newly created organization locating on a base must pay that base enough postal money until host-tenant agreements can work out postal requirements.

7.9. Disposing of Turn-in Credits:

7.9.1. When one or more tenants deactivate or depart and have accrued stock fund credits, any remaining tenant units funded by the same parent command will use the stock fund credits. If none of these units remain, the DWCF reimburses the parent command of the deactivated or departed tenant. Reimburse at the earliest possible date after deactivation or departure, but not later than 30 September of the fiscal year in which the credit was earned.

7.9.2. Follow criteria in stock fund (DWCF) guidance to credit turn-ins of expense materiel.

7.10. Billing Tenants:

7.10.1. Consider two or more tenants funded by the same parent command under a single fund allotment as a single tenant. Bill these tenants so you separately classify them and identify charges by cost center.

7.10.2. You may waive billings when the accumulated charges against a reimbursable tenant don't exceed $125 for any calendar quarter. ***EXCEPTION:*** Don't apply this waiver to DWCF transactions or support.

7.10.3. See DFAS-DE 7010.2–R, Chapter 29, for billing procedures on support rendered to a tenant, and DFAS-DER 7410.1-R, Chapter 10, for stock fund materiel billing procedures.

7.10.4. Thrift Shops operated by Wives/Spouses clubs on Air Force installations are exempt from reimbursing for utilities (SECAF 9 Apr 96 Policy Memorandum).

7.11. Making Jurisdictional Transfers. Gaining and losing commands should draft a transfer agreement to transfer an installation or other activity between jurisdictions. The gaining command should forward the agreement to HQ USAF for approval:

7.11.1. Concurrent with submitting the agreement to HQ USAF, gaining and losing commands must forward revisions to their annual financial plans for the appropriations and funds affected by the transfer. Your justification should cover only the changes in mission because of the transfer. SAF/FMB will adjust the command budget authorizations and fund allocations as necessary.

7.11.2. The commands must try to transfer all funds and funding responsibilities as of one date, preferably on the first day of the month or fiscal quarter. The date of transfer of funding responsibility should coincide with the date of transfer of civilian personnel authorizations. See also DFAS-DER 7010.1, part 4, for transfer of funding responsibilities.

7.12. Reimbursing Landing Fees and Base Maintenance for Transient Aircraft. See AFI 10-1001 and specific agreements for current guidance and rates for charging transient aircraft landing fees. Bill for base level maintenance on transient aircraft (including fleet service) as follows:

7.12.1. No reimbursement.

7.12.1.1. ANG aircraft.

7.12.1.2. AFRC aircraft.

7.12.1.3. Other Air Force aircraft

7.12.2. Reimbursement is not required because the above policies are reciprocal. In other words, Air Force installations won't bill ANG, AFRC, or TWCF aircraft for transient maintenance on their aircraft nor will those organizations bill the Air Force for transient maintenance on Air Force aircraft.

7.12.2.2. (AMC) DELETED.

7.12.3. Non-Air Force Aircraft. Reimbursement is required. Accumulate individual transactions of less than $125 for another DoD activity within a fiscal quarter. If they amount to less than $125 during the quarter, the provider may waive reimbursement. The Air Force does not require reimbursement for routine parking and launching (Follow Me) service from transient aircraft owned and operated by the U.S. Government or from U.S. Air Force contract aircraft.

7.12.4. **Landing Fees** . The FY 2001 National Defense Authorization Act (NDAA) (P.L. 106-398), Sec. 387 reauthorized the pilot program for acceptance and use of landing fees charged for use of military airfields by civil aircraft **in the United States or in a territory or possession of the United States**. This authority extends through 30 September 2010. Amounts received in payment of landing fees for use of a military airfield in a fiscal year of the pilot program shall be credited to the appropriation that is available for that fiscal year for the operation and maintenance of the military airfield, shall be merged with amounts in the appropriation to which credited, and shall be available for that military airfield for the same period and purpose as the appropriation is available. Funds are credited to the fiscal year in which the collection is made. **Without additional legislation, no landing fees may be credited to an appropriation after 30 September 2010**.

7.12.4. (AMC) AMC bases will use sales code 90C and PE 41896 to record the collection of landing fees from civil aircraft in the accounting system. For AMC wings that maintain TWCF funds, do not deposit receipts for landing fees into the TWCF appropriation. TWCF does not incur any operating costs for the maintenance and repair of base runways or taxiways.

7.12.5. **Johnston Atoll (Reimbursement for Support Provided to Civil Air Carriers)** . The FY2001 NDAA (P.L. 106-398), Sec 383, which adds Sec. 9783 to Title 10, authorizes the Secretary of the Air Force, under regulations prescribed by the Secretary, to require payment by a civil aircraft carrier for support provided by the United States to the carrier at Johnston Atoll that is either requested by the civil air carrier or determined under the regulations as being necessary to accommodate the civil air carrier's use of Johnston Atoll. Amounts collected from an air carrier shall be credited to appropriations available for the fiscal year in which collected as follows: (1) for support provided by the Air Force, to appropriations available for the Air Force for operation and maintenance and (2) for support provided by the Army, to appropriations available for the Army chemical demiltarization. Refer to the text of 10 U.S.C. 9783 for greater detail.

7.13. Supporting Commissaries. The Defense Commissary Agency (DeCA) includes each Military Department's commissary system. As a DWCF activity, DeCA activities on or supported by Air Force installations will reimburse host bases for support costs under negotiated interservice support agreements, using the support categories and guidance in DoDI 4000.19 (*Interservice and Intragovernmental Support,* April 15, 1992). Reimbursement includes direct, indirect, and general and administrative (G&A) support costs, but excludes depreciation of a host base's capital equipment and facilities and the cost of its military personnel. DoD 5105.55-R, *Defense Commissary Agency (DeCA)*, provides guidance on operating DeCA.

7.14. Investigating Aircraft Accidents and Environmental Cleanup. Provide funding support as follows:

7.14.1. The host installation supporting the investigation funds for any in-house support.

7.14.2. The commands to which board members and witnesses are assigned pay for their TDY travel.

7.14.3. The investigating command funds other support costs (for example, leasing of vehicles or special equipment, leased communications, and other contractual services).

7.14.4. The Major command or Air Reserve Component that possesses an aircraft at the time of the mishap funds the environmental cleanup of the mishap site.

Section 7C—Interservice Relationships

7.15. Overview. This section prescribes uniform guidance for interservice support (Air Force and other DoD components), consistent with DoDI 4000.19, *Interservice and Intragovernmental Support.*

7.16. Cross-Servicing:

7.16.1. For budgeting and funding, cross-servicing divides into category one (reimbursable) and category two (direct cite).

7.16.2. Under category one (reimbursable), Air Force activities acting as the:

7.16.2.1. Ordering agency must budget and fund for the cost of the items or services ordered.

7.16.2.2. Procuring or performing agency must budget on a reimbursable basis. Fund the materiel or services for the ordering agency the same as for similar products or services for your own account.

7.16.3. Under category two (direct cite):

7.16.3.1. The contractor bills each ordering agency separately for articles delivered or services rendered, based on the ordering agency's instructions. But, when articles are delivered for storage to the procuring agency for the ordering agency's account, the agencies must make cross-disbursing arrangements so the procuring agency can pay vendor's invoices against funds cited by the ordering agency.

7.16.3.2. Unless the departments otherwise agree, don't accept or issue Military Interdepartmental Purchase Requests (MIPRs) citing expiring appropriations (must be obligated by 30 September of that fiscal year) after 31 May.

7.16.3.3. If you need to submit MIPRs citing expiring appropriations after the cutoff date, first contact the procuring department to find out if it can execute a contract or otherwise obligate the funds by fiscal year-end. Procuring departments must attempt to obligate funds for all such MIPRs accepted after the cutoff date, but accepting a late MIPR doesn't mean they will obligate all such funds.

7.16.3.4. These instructions don't restrict processing MIPRs as long as the procuring department can execute contracts or otherwise obligate the funds before the end of the fiscal year.

7.16.4. Only orders you place under the **Economy Act (31 U.S.C. 1535)** are subject to deobligation as prescribed in the statute and implemented by DFAS-DE 7000.4-R. **31 U.S.C. 1535(d) states, "An order placed or agreement made under this section [the Economy Act] obligates an appropriation of the ordering agency or unit. The amount obligated is deobligated to the extent that the agency or unit filling the order has not incurred obligations, before the end of the period of availability of the appropriation, in (1) providing goods or services; or making an authorized**

contract with another person to provide the requested goods or service." Retain all other orders on the accounting records until liquidated, adjusted, or deobligated according to normal procedures.

7.17. Determining Cross-Servicing Charges. Base charges for cross-servicing on the guidance in this paragraph. Depending on your agreement, you may need to apply more than one type of cross-servicing in one agreement.

7.17.1. Refer to DoD 7000.14-R, Vol. 11A and DFAS-DE 7010.2-R to determine reimbursable costs and amounts to collect for interservice support, unless another directive or instruction authorizes different reimbursements. Examples would be instructions governing major range and test facility bases, revolving fund (DWCF) operations, and foreign military sales.

7.17.2. Compute charges for cross-servicing by activities operating an industrial fund cost accounting system according to Defense Working Capital Fund guidance and the business area's approved charter. DoD guidance on common service warehousing (that is, nonreimbursable) doesn't apply to industrial funds if they incur costs for services they provide.

7.17.3. Air Force activities operating an industrial-type cost accounting system will include direct labor, direct materiel, and overhead, but not military pay and allowances, in cross-servicing charges.

7.17.4. The furnishing department bills these items at cost: electricity, gas, steam, water, or other similar utilities furnished as a separate cross-service. They can't be incidental to another cross-service and can't be computed under **7.17.1.** through **7.17.4.** above.

7.17.5. Air Force activities may not levy surcharges or other charges not authorized in this chapter.

7.18. Accepting Cross-Service Orders:

7.18.1. The procuring agency will send a written acceptance or rejection with explanation, not later than 30 days after receiving a cross-service order. (The base activity that contracts or provides the ordered service or materiel, not Accounting and Finance, accepts MIPRs.)

7.18.1.1. **EXCEPTION:** you don't need to accept in writing on orders for common use standard stock, if you can deliver the order (as requested by the ordering agency) within 30 days.

7.18.1.2. You must accept in writing in the case of **delayed delivery** of common use standard stock (usually within 60 days from date of agreement with the performing agency for the delayed delivery). In unusual, infrequent cases, if the accepting agency isn't able to deliver within 60 days, it may agree with the ordering activity to delay delivery, but in no event beyond 120 days.

7.18.1.3. If the procuring agency needs more than 30 days to coordinate the order, it should advise the ordering agency in writing of the anticipated acceptance date, within 30 days of receiving the order. Don't change the financing method shown in the acceptance. You don't usually use "Notifications of Rejection" for coordinated procurement when the procuring agency buys for the other services.

7.18.2. Include in an acceptance at least:

7.18.2.1. Identification of cross-service order (number and date, ordering agency, and address).

7.18.2.2. Statement accepting the order. For accepting MIPRs, the statement must say: "The terms of this MIPR are satisfactory and are accepted, subject to the corrections for consolidated reimbursable procurement stated herein. The items requested will be furnished as follows:".

7.18.2.3. Statement of financing method you will use in filling the order:

7.18.2.3.1. By reimbursement upon delivery (Category One).

7.18.2.3.2. By direct citation of ordering agency funds (Category Two).

7.18.2.3.3. List of line items under each category above, and total estimated price by line item, **except** that you may consolidate item numbers on the order which are subject to the same procurement method and budget account classification and accept them as a single-line entry.

7.18.2.4. Date of acceptance.

7.18.2.5. Signature, title, and address of officer or individual authorized to accept the order.

7.18.2.6. If the procuring agency expects price revisions or variations in quantity contingencies under consolidated reimbursable procurement, the procuring agency representative who accepts the MIPR must note them in the acceptance statement.

7.18.2.7. You may show the acceptance format on the cross-service order as a snap-out sheet or as a separate form. Include a heading in capital letters that reads: "ACCEPTANCE OF CROSS-SERVICE ORDER." Provide enough space to include the required information.

7.18.3. Treat amendments to an accepted order the same way as an initial order. Before accepting an amendment, find out whether or not the acceptance results in a loss to the Air Force. If a loss would result, the provider must evaluate the loss and qualify the acceptance to ensure enough funds will be available to reimburse the Air Force for the loss. The provider should waive losses under $100 resulting from complete cancellation of the order.

7.19. Financing Cross-Service Orders:

7.19.1. Finance cross-servicing by the following methods only:

7.19.1.1. **Category One.** By reimbursing upon delivery or performance or upon settling progress billings for orders placed with industrial funds.

7.19.1.2. **Category Two.** By citing ordering agency funds. In this case, the contractor or supplier will bill and be paid by the requiring activity directly, or the performing activity will cite the funds of the requiring activity.

7.19.2. If either category is appropriate, the procuring agency will decide how to finance cross-servicing.

7.19.3. Cite the requiring department's funds when the Air Force acts as procuring agency for another department and the items being procured are unique to the other department (the Air Force has no known requirements for like items). When acting as the procuring agency for another department, the Air Force may determine the type of funding (direct citation or reimbursable) to use. Finance all items subject to consolidated procurement, in accepted cross-service orders, on a reimbursable basis. Use the reimbursement method of financing when an order is received for items that are Air Force procured, Air Force used, or which are normally carried in Air Force stock. Don't use separate contracts or separate delivery schedules to avoid sustaining reimbursable costs for another DoD agency.

7.19.4. For consolidated-reimbursable procurement, Category One:

7.19.4.1. When the procuring agency qualifies an acceptance because of anticipated contingencies, that agency will bill at the price determined later. In this case, the procuring agency will peri-

odically advise the ordering agency of changes in the acceptance figure by publishing revised prices. The ordering agency will adjust the obligation recorded to show the current price. Air Force activities will review obligations at least monthly to make sure recorded amounts reflect the procuring agency's current prices.

7.19.4.2. If the procuring agency doesn't qualify its acceptance for anticipated contingencies, the price in the acceptance is final. The procuring agency will bill at time of delivery.

7.19.5. For direct citation procurement, **Category Two**:

7.19.5.1. The ordering agency will administratively reserve funds for any contingencies indicated in the contract for which it is liable.

7.19.5.2. On 1 August of each fiscal year, the procuring department will advise the requiring department of any Category Two MIPRs on hand citing expiring appropriations on which they will be unable to obligate the funds before the fund expiration date. If unforeseen situations after 1 August prevent executing a contract, the procuring department will notify the requiring department by the quickest means and return the MIPR with a transmittal letter stating why they couldn't accomplish the procurement.

7.19.6. Under **Category One** (consolidated-reimbursable procurement):

7.19.6.1. Air Force activities acting as the ordering agency must budget and fund under applicable appropriations for all requirements to support assigned mission responsibilities.

7.19.6.2. If your Air Force activity is acting as the procuring or performing agency, you must:

7.19.6.2.1. Include in budget estimates, annual financial plans, and procurement programs, estimated anticipated reimbursements based on known and forecasted requirements of the other military agencies and experience factors.

7.19.6.2.2. Revise your procurement program to show the anticipated reimbursement changes in cases for which you're financing a procurement from Air Force procurement appropriations. Include more funds when required as well as any necessary reductions. In cases for which you would need to delay action on another military agency's order, fill the order and send a request for the increase in budget authorization and reimbursable authority to SAF/FMBI. Include amounts required for funding reimbursable transactions in command requests for allocation or allotment.

7.19.6.2.3. Promptly bill and obtain reimbursement from the ordering agency upon delivery of the articles or performance of the service. When recurring charges are involved, bill the ordering agency at least once a month. Do the project order reimbursements by processing an SF 1080, **Vouchers for Transfer Between Appropriations and Funds**, completing both certificates, and charging funds provided in the project order. Reference reimbursement billings to the order number.

7.19.6.2.4. Deposit reimbursements received as appropriation reimbursements.

7.19.7. Under **Category Two** (direct citation procurement):

7.19.7.1. Air Force activities acting as the ordering agency must:

7.19.7.1.1. Budget and fund under applicable appropriations for requirements to support assigned mission responsibilities

7.19.7.1.2. Cite their funds on all orders you send to other military agencies which will be available to the procuring agency for citing on all obligating documents executed.

7.19.7.1.3. Pay vendor's invoices against cited Air Force funds. ***EXCEPTION:*** When the articles ordered are to be delivered to the procuring agency for account of, and storage for, the Air Force activity and you arranged for cross disbursing, the procuring agency pays directly against the cited Air Force funds.

7.19.7.2. Air Force activities acting as the procuring or performing agency must:

7.19.7.2.1. Include funds citing the ordering agency's funds on all contracts and other documents the Air Force completes for the ordering agency.

7.19.7.2.2. Cross-reference to the original order all subsidiary documents (contracts, delivery and payment documents, etc.) issued under an order received from another military agency. Make sure these documents have enough information to identify them, including MIPR number, contract number, and budget account classification.

7.19.7.2.3. Promptly distribute all subsidiary documents issued under an order.

7.19.7.2.4. Arrange for the contractor or supplier to bill the ordering agency direct. But, when the contractor or supplier will deliver articles to an Air Force activity for account of and storage for the ordering agency, the Air Force will receive the vendors' invoices and pay against funds which the ordering agency authorized the Air Force to cite (consistent with cross-disbursing agreements between the Air Force and the ordering agency).

7.19.8. Transportation bills of lading incident to cross-servicing. Charge the ordering agency's appropriation directly. You must always show the agency to be billed and the chargeable appropriation or fund (as designated by the agency) in the bill of lading. Charge transportation costs for shipments by Defense Logistics Agencies (DLA) as DLA prescribes for their appropriations.

7.20. Processing Commitments and Obligations. Follow DFAS-DE 7000.5-R (Commitments) and DFAS-DE 7000.4-R (Obligations).

7.21. Resolving Service Disagreements. In cases where the respective services disagree on cross-servicing charges or financing, the MAJCOM should forward the disagreement through appropriate channels for resolution. Include your recommendations and comments of all parties.

7.22. Joint-Use Guidance. Sometimes units or activities of one military department (tenant) reside on another military department's (host) installation. The host may provide facilities and services for the tenant unit after completing a host-tenant agreement. Based on local agreements, DoD installations also provide cross-servicing support to one service's units or activities next to or near another service's installation. See DoDI 4000.19 for guidance on support for joint use between the Army, Navy, Air Force, and Defense Agencies. See **Chapter 16** of this instruction for Air National Guard support.

Section 7D—Support of Non-DoD Departments and Agencies

7.23. Overview. The Economy Act (31 U.S.C. 1535) authorizes government agencies to enter into transactions with each other when it's in the government's best interest. Apply this section solely to financing

orders between Air Force activities and other United States government departments or agencies outside DoD.

7.23.1. Unless otherwise provided for in departmental agreements, determine charges for materiel, work, services and overhead according to paragraph 7.17. and Chapter 1 of DoD 7000.14-R, Volume 11A, *Reimbursable Operations Policy and Programs*. Compute industrial fund charges according to DWCF guidance.

7.23.2. DoD activities usually waive reimbursement, except for support provided by working capital funds, when the accumulated value of services, materiel, and supplies furnished a government agency is less than $125 during a calendar quarter. But, you must obtain reimbursement for these smaller amounts from working capital funds.

7.23.3. **Economy Act orders issued outside the DoD require a Determination and Finding (D&F) from the contracting officer that documents, among other considerations, that the order is in the best interest of the government (FAR Subpart 17.5-Interagency Acquisition Under the Economy Act and DFAR Subpart 217.5).**

7.23.4. **Support of U.S. Customs Service.** The Air Force will provide support to the Federal Border Clearance Agencies (U.S. Customs Service, Department of Agriculture, and Immigration and Naturalization Service) at USAF Aerial Ports of entry without charge or reimbursement. If overtime costs are incurred by U.S. Customs Agents clearing USAF aircraft, the installation reimburses the Customs Service for those overtime costs. This policy is consistent with DoD 5030.49-R, DoD Customs Inspection Program, Paragraph 3011. USTRANSCOM (TCJ4-LTP) is the DoD Executive Agent.

7.23.4. (AMC) See AMCI 65-602, chapter 6, paragraph 6.3.1.7.2. for additional guidance on paying authorized U.S. Customs Service charges provided for AMC TWCF-assigned aircraft.

NOTE: **Chapter 8**, all paragraph references to the $100,000 expense/investment threshold are changed to $250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7, dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (***NOTE:*** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

7.24. Financing Economy Act Orders (31 U.S.C. 1535) (Also see paragraph 7.16.4.). Use these methods.

7.24.1. **Reimbursement Method.** By agreement, the performing agency finances the order using its own funds and is reimbursed later by the ordering agency. The ordering agency pays the performing agency upon completing the order or progressively as the order is completed. Usually the parties complete these financial transactions by using SF 1080, **Voucher for Transfer Between Appropriations and/or Funds.** See DFAS-DE 7010.2-R for billing and collection procedures.

7.24.2. **Direct Citation Method.** Use this method when it's more feasible and more economical than the reimbursement method.

7.24.3. **Advance Payment Method.** By agreement, the performing agency requires payment in advance from the ordering agency. The performing agency submits an SF 1080 bill to the ordering activity that makes the advance payment. The performing agency deposits the advance payment in a Consolidated Working Fund or a Working Capital Fund which it then uses to accomplish the *Economy Act* order.

7.24.4. **Transfer Appropriation Method.** By agreement, the ordering agency transfers its funds to the performing agency to finance Economy Act orders, usually for construction and major procurement. Departmental level only (HQ USAF, etc.) uses this method. HQ USAF processes an SF 1151, **Non-Expenditure Transfer Authorization**, through the Treasury Department. Under this method, the Air Force maintains the appropriation symbol from which funds were transferred, prefixed by the performing agency's symbol.

7.25. Executing Economy Act Orders (31 U.S.C. 1535) (Also see paragraph 7.16.4.). To the maximum extent possible, Air Force activities will finance Economy Act orders received from or issued to government agencies outside the DoD using the direct citation or the reimbursement method.

7.25.1. In exceptional cases where you can't finance the order using these methods, advise SAF/FMBM through command channels. List the pertinent facts and explain why you can't finance the Economy Act order using these methods. SAF/FMB will determine the financing method and advise the command.

7.25.2. The method you use to finance Economy Act orders issued to another government agency depends mainly on the policies of that agency. But, other government agencies presently furnishing goods or services to the Air Force have agreed to use the reimbursement method of financing, if possible, **except** agencies listed in paragraphs **7.25.3.** and **7.25.4.**

7.25.3. Use advance payment to finance all Economy Act Orders issued to these agencies:

Table 7.1. Authorized Advance Payment Economy Act Orders

Library of Congress.
Bureau of Mines, Department of the Interior.
Geological Survey, Department of the Interior.
National Oceanic and Atmospheric Administration (NOAA).
National Technical Information Service, Department of Commerce.
Government Printing Office.
Transportation Systems Division, Department of Transportation.

7.25.4. SAF/FMB uses the transfer appropriation method to finance Economy Act orders issued by HQ USAF to the Bureau of Public Roads, Department of Transportation, to construct access roads. HQ USAF will transfer the funds.

7.25.5. Obtain HQ USAF approval prior to making advance payments to agencies other than those indicated in paragraph **7.25.3.** If another agency requests an advance payment, forward the request through your MAJCOM to SAF/FMBM, Washington DC 20330-1130, for approval.

7.25.6. Don't authorize or make advance payments from Air Force annual appropriations that exceed the estimated cost of goods or services to be furnished by the performing agency during the fiscal year (FY) in which you make the advance payment.

7.25.7. The Air Force activity that makes an advance payment to agencies indicated in paragraph **7.25.3.** above, or any others specifically approved by SAF/FMB, must complete and monitor all aspects of the advance payment. For advance payments made from Air Force appropriation accounts, you must require the performing agency to:

7.25.7.1. Return estimated 30 September unobligated balances by 15 August of the FY in which you make the advance payment.

7.25.7.2. Return unexpended balances upon completing the Economy Act order.

7.25.8. In many instances, other government agencies that furnish goods or services to the Air Force operate on limited financial resources. Therefore, you must pay bills from these agencies promptly. Also, you must bill other government agencies promptly for goods or services the Air Force provides.

7.26. Economy Act Order Procedures:

7.26.1. The ordering Air Force activity may make advance payments of Air Force funds for orders issued to agencies listed in paragraph **7.25.3.** without further recourse to HQ USAF. Follow procedures in DFAS-DE 7010.2-R.

7.26.2. HQ USAF makes the appropriation transfer to the Department of Transportation (paragraph **7.25.4.**) and any others specifically approved by HQ USAF.

7.26.3. In all other cases when other agencies don't agree to finance Air Force orders by the reimbursement or direct cite method, the ordering Air Force activity will submit, through command chan-

nels, a request for HQ USAF determination and approval of financing arrangements. Send the request to SAF/FMBM, 1130 Air Force Pentagon, Washington DC 20330-1130. Include:

7.26.3.1. A statement that the performing agency won't accept and finance the *Economy Act* order by the reimbursement or direct cite method.

7.26.3.2. A copy of the order sent to the performing agency, which must include a statement of purpose or nature of work, estimate of cost and time required to complete the work.

7.26.3.3. A statement from the Air Force command that funds are available within existing allocations and that the requirement is included in the approved program, indicating appropriation, program year, and budget program.

7.26.3.4. Other pertinent data to enable HQ USAF to evaluate the request.

7.26.4. After receiving this information, HQ USAF will negotiate with the departmental headquarters of the performing agency to determine the financing method. If these negotiations result in the reimbursement method, direct cite method, or advance payment method, HQ USAF will return the case to the Air Force activity for processing. If the transfer appropriation method is agreed upon, HQ USAF will:

7.26.4.1. Withdraw funds from the Air Force command or operating agency by issuing revised budget authorization and allocation documents or operating budget authority.

7.26.4.2. Transfer Air Force funds to the performing agency by the transfer appropriation method.

7.26.4.3. Notify the Air Force activity, through command channels, when the above actions are completed.

7.27. Other Methods of Funding. Some interagency transactions must comply with particular statutory provisions, special regulations, or special arrangements.

7.27.1. **National Bureau of Standards.** Air Force installations placing work order requests with that agency will finance them on an SF 1080 advance reimbursement basis. Conduct the negotiations and process the SF 1080 at installation level.

7.27.2. **United States Postal Service (USPS).** Unless specifically approved by SAF/AAI, installations may not use "Postage and Fees Paid" indicia in place of metering.

7.28. Transactions with GSA for Leased Facilities:

7.28.1. The Air Force enters into and pays for leases ending in a current fiscal year, renewable from year-to-year at the option of the government, provided language to this effect is in the DoD Appropriations Act for that fiscal year. AFI 32-9001 has procedures for acquiring and funding leased facilities.

7.28.2. The General Services Administration (GSA) may make communications services in leased facilities available on a reimbursement basis in certain locations where office buildings are large enough to warrant joint-use switchboard and teletype facilities. Contact the local GSA office to obtain information on specific locations. Compute charges for communications according to GSA Circulars No. 42 and 93.

7.29. Air Transportation Provided to Non-Defense Agencies:

7.29.1. Guidance on furnishing air transportation for non-defense personnel and cargo is in DoD 4515.13-R.

7.29.2. Procedures for processing and collecting charges for reimbursable non-defense traffic transported on DoD aircraft other than Air Mobility Command (TWCF) are in AFJI 24-503, *Revenue Traffic Transported on DoD Aircraft other than Airlift Service Industrial Fund*. AMC determines reimbursement for traffic furnished by AMC (TWCF) aircraft.

7.30. Terms for Support Agreements. The support agreement must identify the categories of support furnished and the method of funding. Normally, you furnish support on a reimbursable basis **except** for insignificant support or services that aren't readily identifiable or measurable. Identify cross-servicing responsibilities in the terms of the agreement.

Section 7E—Civil Air Patrol (CAP) and Air Force Civil Air Patrol Liaison Offices

7.31. Overview. It is USAF policy to fulfill the requirements of P.L. 80-557, 10 U.S.C. 9441. The CAP is a nonprofit, civilian corporation under P.L. 79-476, 36 U.S.C. 201. It receives support from the DoD and other departments and agencies of the Federal Government under P.L. 98-961, 10 U.S.C. 9442. Additional guidance on supporting the Civil Air Patrol is contained in AFIs 36-5001 and 32-9003.

7.32. Supporting CAP Organizations:

7.32.1. **CAP Allowable Expenses.** The Air Force may disburse funds to the CAP for the following:

7.32.1.1. In time of war or national emergencies, authorize the payment of travel expenses and allowances in accordance with Chapter 57, Subchapter I of Title 5 to members of the CAP while carrying out any mission specifically assigned by the Air Force.

7.32.1.2. Provide funds for the National Headquarters of the CAP, including funds for the payment of staff compensation and benefits, administrative expenses, travel, per diem and allowances, rent and utilities, and other operational expenses (1995 Reorganization).

7.32.1.3. Authorize the payment of aircraft maintenance expenses relating to operational missions, unit capability testing missions, and training missions.

7.32.1.4. Authorize the payment of expenses for placing into serviceable condition major items of equipment (including aircraft, motor vehicles, and communications equipment) owned by CAP.

7.32.1.5. Reimburse the CAP for costs incurred for the purchase of such major end items of equipment as the Secretary considers required by the CAP to carry out its mission (including aircraft, motor vehicles, and communications equipment).

7.32.2. **CAP Reimbursable Programs.** The following CAP Programs, while not all-inclusive, are the primary missions that CAP can be called upon to execute on behalf of the Air Force: **Search and Rescue/Disaster Relief (SAR/DR), Counter Drug Programs, Drug Demand Reduction, Aerospace Education, and Distance Learning**. CAP may submit claims for partial or full reimbursement for expenses related to these missions. The Air Force will provide financial support for CAP missions based on Air Force capability, appropriated funds availability, consideration of additional funding sources, and reasonableness.

7.32.3. **Specific Mission Reimbursable Costs.** The following instructions supplement general procedures for USAF and other Government agencies' non-combat missions and programs.

7.32.3.1. **USAF Search and Rescue (SAR)/Disaster Relief (DR) Missions.**

When performing SAR/DR missions, including training and evaluations, the Air Force will reimburse CAP for the following allowable expenses:

7.32.3.1.1. Actual expenses for aviation/automotive fuel, lubricants, de-ice, aircraft preheat, mission specific/essential hanger fees, aircraft oxygen service actually used while enroute to/from and while performing the mission, and fuel for portable generators required for the mission (actual missions only).

7.32.3.1.2. Aircraft maintenance expenses relating to operational missions, unit capability testing missions, and training missions. The Air Force will reimburse CAP National Headquarters for aircraft maintenance on all **corporate owned aircraft** based on actual expense. CAP Wings must submit original maintenance bills through the National Headquarters to CAP-USAF to gain payment consideration.

7.32.3.1.3. Maintenance costs for non-corporate owned aircraft will receive reimbursement based on Air Force Established Flying Hour Reimbursement Rate by Aircraft Type.

7.32.3.1.4. In time of war or national emergencies, authorize the payment of travel expenses and allowances. The Air Force views disasters, such as floods, earthquakes, hurricanes, etc. in which the President of the United States declares the area of concern a natural disaster as a type of national emergency. In the event the CAP is tasked by the Air Force to provide assistance during natural disasters, travel reimbursement will be authorized. Travel and per diem rates are determined by CAP, but shall not exceed the rates established by the Joint Travel Regulations.

7.32.3.2. **Drug Interdiction and Counter Drug Activities.** Congress, by statute, allows the CAP to increase its participation in and make significant contributions to the drug interdiction efforts of the Federal Government. In addition, it is the sense of Congress that the Secretary of the Air Force should fully support that participation. In order to fully support CAP Counter Drug, Demand Reduction, as well as, operational and drug reconnaissance training missions, the Air Force recognizes these programs as functions of CAP National Headquarters and will reimburse reasonable expenses directly to the Headquarters. When performing the subject missions, the Air Force will reimburse CAP for the following allowable expenses:

7.32.3.2.1. Actually incurred operational and maintenance costs for supplies, equipment, travel and per diem, administrative (hiring of CAP employees and supplies), and maintenance costs directly associated with Drug Interdiction, Drug Demand Reduction, and Counter Drug activities.

7.32.3.2.2. Travel and per diem rates are determined by CAP, but shall not exceed rates established by the Joint travel Regulations.

7.32.4. **Non-Allowable Expenses.** The Air Force does not have the authority to reimburse or disburse funds to the CAP in support of the operation and maintenance of:

7.32.4.1. Operation and maintenance support for CAP Regions or wings other than allowable costs associated with SAR/DR Counter Drug missions.

7.32.4.2. Cadet Programs, Aerospace Education, and Distance Learning, except those costs associated with the operation and maintenance of the CAP National Headquarters, such as employee salaries, and cadet uniforms.

7.32.4.3. Gifts for military members, employees, or private citizens, unless specifically authorized in AFI 65-603.

7.32.4.4. Purchasing or mailing seasonal greeting or birthday cards with appropriated funds.

7.32.4.5. Purchasing food, drink, or entertainment for any persons, except reimbursable expenses (per diem) for persons in an official travel status. This includes items related to food, drink, or entertainment (such as coffee pots).

7.33. Supporting Air Force-CAP Liaison Offices. Air Force-CAP liaison offices, as opposed to CAP organizations, are USAF "special activities." HQ AU administers and accounts for funds that finance the direct operating expenses of Air Force CAP liaison offices. Upon request of Air Force CAP liaison offices, Commanders of Air Force activities furnish administrative and logistical support following procedures in this chapter.

7.33.1. The Air Force furnishes Air Force CAP liaison offices and personnel at National HQ CAP the following administrative and logistical support without reimbursement:

7.33.1.1. Routine office and administrative supplies and equipment required by Air Force personnel assigned to Air Force liaison offices.

7.33.1.2. Special mission aircraft, automotive, and other Air Force equipment carried on current Air Force accountable records and assigned for use by Air Force personnel at National Headquarters CAP or the Air Force liaison offices. They receive maintenance and supply support from the nearest Air Force base responsible for logistical support.

7.33.2. Air Force CAP liaison offices must maintain contact with CAP activities within the area of their assignment and, in carrying out this mission, use:

7.33.2.1. AF Form 15, **United States Air Force Invoice.**

7.33.2.2. AF Form 315, **United States Air Force Avfuels Invoice.**

7.33.2.3. CAP Form 108, ***Payment/Reimbursement Document for Aviation/Automotive/Miscellaneous Expense*s**, to procure aircraft fuels and lubricants.

7.33.2.4. Commercial credit cards to procure automotive fuel and lubricants and emergency roadside repairs.

7.33.3. AFI 36-5001 provides guidance for disposing of and accounting for Air Force supplies and equipment issued to Air Force liaison offices.

7.33.4. The Air Force CAP liaison offices are responsible for:

7.33.4.1. Requesting logistical support from commanders of Air Force activities.

7.33.4.2. Limiting support requested to reasonable and necessary items.

7.33.4.3. Presenting their requirements clearly.

7.33.4.4. Furnishing required justification data to facilitate the support by Air Force commanders.

7.33.4.5. Providing Air Force oversight of AF mission related wing activities.

Section 7F—Disaster Relief in the United States, Its Territories and Possessions

7.34. Overview:

7.34.1. **Air Force Participation.** The military services have historically participated in emergency assistance to civil authorities during periods of disaster caused by natural phenomena. The applicable legal authority requires us to distinguish between assistance provided to (1) states, territories, and possessions of the United States and (2) foreign countries and areas. Air Force guidance is to provide the required emergency military assistance to civil authorities for a limited period in domestic emergencies, using resources not required to do essential Air Force military missions.

7.34.2. **Implementing Authorities:**

7.34.2.1. Public Law 606, 91st Congress (42 U.S.C. Chapter 58). Authorizes federal assistance to states and local governments in major disasters to alleviate damage and suffering. If directed by the President of the United States, Federal agencies may provide assistance to states and local governments in keeping with the act.

7.34.2.2. Executive Orders 11575, 11725, and 13228 (Oct 8,2001: *Establishing the Office of Homeland Security and the Homeland Security Council*).

7.34.2.3. DoDD 3025.15, *Military Assistance to Civil Authorities*; DoDD 3025.16, *Military Emergency Preparedness Liaison Officer (EPLO) Program*; DoD 3025.1-M, *Manual for Civil Emergencies* (Chapter 9, Funding, Accounting, and Reimbursement); AFI 10-802, *Military Support to Civil Authorities.*

7.35. Air Force Responsibilities:

7.35.1. **Domestic Emergencies:**

7.35.1.1. The Department of the Army is the DoD executive agent. Department of the Army coordinates and controls military support for civil authorities in the event of domestic emergencies.

7.35.1.2. The Department of the Air Force assists the Department of the Army in executing domestic emergency operations consistent with the Air Force's primary mission:

7.35.1.2.1. HQ Air Force Reserve Command (AFRC) is the planning agent for Air Force participation in domestic emergencies.

7.35.1.2.2. Each Air Force commander, as directed, assists civil authorities for a limited period in domestic emergencies, provided resources used are not needed for essential military missions. Resources provided are subject to military command and (excepting consumable items such as fuel, food, and clothing) are subject to recall to meet Air Force operational requirements.

7.35.1.2.3. Commanders develop plans and training programs to protect personnel and all other resources of their commands in the event of domestic emergencies (see AFI 32-4001).

7.35.2. **Unified Commands.** Commanders of unified commands who have within their geographic area the states of Alaska or Hawaii, or territories or possessions of the United States, are responsible for controlling and coordinating military support of disaster relief operations within their assigned area of responsibility.

7.36. Funding Procedures:

7.36.1. Budget estimates, operating budgets, and financial plans don't include funds for disaster relief operations. The Air Force doesn't reserve funds for these purposes. The Air Force usually undertakes these operations on the basis that costs which are additive to normal operating expenses are reimbursed by the agency that requests Air Force participation. Usually, it's necessary for the Air Force activity providing disaster relief assistance to absorb such costs initially within existing fund availability. HQ USAF or MAJCOMs make funding adjustments for these unprogrammed expenditures later to the extent possible. SAF/FMB may establish an Emergency and Special Program (ESP) code to identify the support costs associated with disaster relief operations. When you provide support before SAF/FMB establishes an Air Force-wide ESP code, the MAJCOM or installation providing such support may create its own interim ESP code (see **Chapter 4, Paragraph 4.11.**).

7.36.2. If an Air Force activity takes part in disaster relief, and reimbursement for the costs incurred is necessary, advise HQ USAF through command channels of the funds required to finance the relief activities.

7.36.3. If Air Force participation in disaster relief results in expenses that are additive to normal operating expenses, the MAJCOM sends requests for reimbursement for major disaster support to DFAS-DE for consolidation and forwarding to Commander, US Army Forces Command, Attn: AFCO-PBO, Ft McPherson GA 30330. If the disaster or other emergency isn't declared a major disaster by Presidential Proclamation, the supporting Air Force activity sends requests for reimbursements to the recipients of the assistance on completing the relief operations for each specific disaster, or at the end of each fiscal quarter if the disaster is of extended duration. Requests for reimbursement must contain enough detail to identify and segregate:

7.36.3.1. Personal services.

7.36.3.2. Travel and per diem.

7.36.3.3. All other expenses including those that apply to emergency assistance rendered at the specific request of a Regional Director, Federal Emergency Management Agency (FEMA), before declaration of a major disaster.

7.36.3.4. Such other costs or expenditures as the Administration, FEMA, and the Director of the Office of Management and Budget (OMB) may approve, based on the justification submitted. Requests for reimbursement must cite the specific request for assistance issued by a Regional Director, FEMA, under which costs were incurred and the state in which assistance was furnished.

7.36.4. Expenses incurred for disaster relief participation may include:

7.36.4.1. Pay of additional civilian personnel temporarily hired specifically for the disaster operation.

7.36.4.2. Overtime pay of civilian personnel.

7.36.4.3. Travel and per diem expenses of Air Force personnel (military and civilian).

7.36.4.4. Consumable items of supply requisitioned for civilian disaster refugees.

7.36.4.5. Transportation of personnel, supplies, and equipment.

7.36.4.6. Repairing or reconditioning nonconsumable items returned.

7.36.4.7. Repair parts used to repair end items located at the disaster area (excluding depot or field maintenance on a time-compliance basis).

7.36.4.8. Packing and crating supplies and equipment.

7.36.4.9. Petroleum, oil, and lubricants (POL).

7.36.4.10. Items of supplies and equipment lost, destroyed, or damaged beyond economical repair.

7.36.5. FEMA bears the cost of any major rehabilitation or modification of real property under control of the Air Force that FEMA requires and which alters the property to an extent that affects its future use by the Air Force.

7.36.6. The following items **aren't eligible for reimbursement** in connection with disaster relief assistance, but are normal operating expenses:

7.36.6.1. Regular pay and allowances of Air Force personnel (except travel and per diem costs).

7.36.6.2. Administrative overhead costs.

7.36.6.3. Annual and sick leave, retirement, and other military or civilian benefits.

7.36.6.4. Cost of telephone, telegram, or other means of electrical transmission used to requisition items into a disaster area, or to replenish depot stocks.

7.36.7. Major commanders must have a prior understanding with Regional Directors, FEMA; directors, American Red Cross area offices; and state and local government authorities regarding requisitioning and reimbursement responsibilities on the part of the requesting agency. Also, commanders should reach prior agreement on the validity of charges claimed by the Air Force under exceptional circumstances. For example, it may be necessary for components of other military services to furnish personnel, supplies, ground safety, equipment, etc., by means of airlift, airdrop, or other emergency means. In many instances, authorized representatives of the requesting agency aren't at the disaster scene to certify delivery, performance, etc. Therefore, the agreements should provide that claims for costs of such supplies and services, as well as incidental costs, are valid and will constitute proper claims for reimbursement.

Section 7G—Disaster Relief in Foreign Countries

7.37. Overview. The Department of State, including the Agency for International Development (AID), determines when emergency foreign disaster relief is to be provided as a humanitarian service, consistent with United States foreign policy goals. The Department of State delegates authority to the chiefs of diplomatic missions to obligate up to $25,000 for each disaster emergency. It also provides timely information to the Office of Assistant Secretary of Defense, International Security Affairs (OASD/ISA) for requirements of specific disaster relief operations. OASD/ISA informs the DoD Comptroller (DoD(C)) of the contemplated use of funds or resources for foreign disaster relief operations. Based on this information, DoD(©initiates appropriate financial or funding actions.

7.38. Air Force Guidance. Subject to overriding military mission requirements, MAJCOMs and operating units must respond rapidly to requests for assistance in specific foreign disaster relief operations received from United States diplomatic missions, Department of State/Agency for International Development (AID), orders from Joint Chiefs of Staff (JCS), unified or specified commands, or from HQ USAF.

7.38.1. The Chief of the Diplomatic Mission or the Department of State/AID must specify in advance the amount of funds authorized for expenditure for foreign disaster relief. Air Force activities can't exceed this specified amount unless the Department of State/AID authorizes an additional amount.

7.38.2. Air Force activities should undertake disaster relief operations expected to involve reimbursable costs that aren't to be funded from, or which will exceed, the $25,000 available to the Chief of the Diplomatic Mission **only** after Department of State/AID furnishes OASD(ISA) the appropriate authorization for the funds required.

7.38.3. But, an Air Force installation commander in the area of a foreign disaster undertakes prompt relief operations when humanitarian or mercy considerations make it advisable. Such disaster relief operations must be on the basis of the minimum essential required to preclude embarrassment to the United States. If such occurs, installation commanders must immediately advise the appropriate unified commander and MAJCOM of the action taken and request further guidance.

7.39. Funding Procedures. Air Force financial plans and appropriations don't provide for foreign disaster relief operations. Therefore, costs incurred by Air Force activities to support disaster relief operations are reimbursable from the Department of State or AID. SAF/FMB may establish an ESP code to identify these costs. If you incur costs before then, set up an interim MAJCOM or installation ESP code (see **Chapter 4, Paragraph 4.11.).**

7.39.1. Reimbursable Expenses.

7.39.1.1. Reimbursable expenses include, but aren't limited to:

7.39.1.1.1. Pay of all regular employed civilian personnel, both United States citizens and foreign nationals, who take part in the relief operation. For United States citizen personnel, compute costs on basic salary plus appropriate percent (DFAS-DE 7010.2-R) to cover holidays, leave, and other benefits. For foreign national personnel, compute on the basis of total cost to the United States.

7.39.1.1.2. All costs of additional civilian personnel employed specifically for the operation.

7.39.1.1.3. Overtime pay of all civilian personnel attributable to participation in the operation.

7.39.1.1.4. Actual per diem, travel, and subsistence expenses for both military and civilian personnel.

7.39.1.1.5. Pay and allowances of all military personnel participating in the relief operations (see **Chapter 5, Paragraph 5.4.4.**).

7.39.1.1.6. Supplies and equipment from stock or special one-time purchases using standard prices used for issue to DoD activities, plus applicable accessorial costs for packing, crating, handling, and transportation.

7.39.1.1.7. Transportation of personnel, equipment, and supplies.

7.39.1.1.8. Accessorial costs and transportation cost associated with transferring excess items to Department of State/AID without reimbursement for the actual items transferred.

7.39.1.1.9. Packing, crating, and handling of equipment and supplies at actual cost.

7.39.1.1.10. Use of equipment on a rate per mile or similar factor determined from the latest cost reports. The cost of equipment loaned and not returned is reimbursable. The cost of

returned equipment in damaged condition is chargeable at repair cost. Consider the cost of processing equipment in and out of storage as well as maintenance requirements upon return of the equipment.

7.39.1.1.11. Use of military aircraft is chargeable on the basis of hours flown as provided in applicable instructions. Rates include reimbursement for aircraft use, including normal crew per diem, fuel and oil, maintenance (including local purchase of spare parts and depot maintenance), and aircraft attrition. Additional expenses, such as for deicing, landing fees, parking fees, and other like expenses must be separately computed because they are not included in hourly rates.

7.39.1.2. Price all other services or support rendered not specifically covered in paragraph **7.39.1.** above on a mutually agreed to basis. When feasible, establish such prices before giving the support. Use prices charged other United States government agencies for similar services, if these rates are available. Otherwise, compute prices to fully reimburse Air Force appropriations for "out-of pocket" expenses.

7.39.2. Nonreimbursable expenses are normally limited to materials, supplies, and equipment determined to be excess and transferred to the Department of State/AID. Accessorial costs and transportation associated with transferring excess property are reimbursable.

7.39.3. **Billing Procedures.** Follow DFAS-DE 7010.2-R.

7.40. Documentation Requirements. Installation FSOs or regional Defense Accounting Offices participating in disaster relief operations must obtain documentation to support billings, set up accounts receivable, and obtain reimbursement. Consider using daily cost progress reports because of the expenditure limitations described in paragraph **7.38.** Keep statistical data on military personnel expenses and other nonreimbursable costs for informational and historical purposes.

Section 7H—International Military Activities

7.41. Overview:

7.41.1. This section contains Air Force guidance and responsibilities for budgeting and funding in support of international military headquarters (per DoDD 2010.1) and other international military agencies of the North Atlantic Treaty Organization (NATO), as referred to in paragraph **7.42.** It applies to all Air Force activities that carry out responsibilities supporting the international military activities listed in paragraph **7.42.**

7.41.2. DoD directives establish the responsibility and methods for providing budgetary, financial, logistical, and administrative support to international military headquarters and other international military administrative activities. Basic authority and limitations are in 22 U.S.C. 315 and in section 102(a) of Executive Order (EO) 10893.

7.41.3. The appropriate organization at each Air Force echelon that performs budgetary and funding functions will enforce the provisions of this chapter. This includes:

7.41.3.1. Continental United States (CONUS) MAJCOMs for supporting international military organizations or headquarters located within CONUS.

7.41.3.2. HQ USAFE for Air Force support to international headquarters or agencies within the geographical boundaries of CINCUSAFE command.

7.42. Responsibility for National Support:

7.42.1. DoD assigned the agencies shown in **Figure 7.2.** as the administrative agents for performing budgetary, financial, logistical, and administrative support of the national cost of United States military elements of the listed headquarters and agencies. Support these United States elements according to Air Force standards and directives. ***NOTE:*** "United States Military Elements" include US military organizations on duty with and for the benefit of an international activity. These may be:

7.42.1.1. Table of organization (Army), or Air Force and Navy equivalent.

7.42.1.2. Table of distribution (Army), or Air Force and Navy equivalent.

7.42.2. Paragraph **7.48.2.** lists national costs. Such costs exclude the items provided under the international budget. The nation providing the personnel, materiel, or services from which the cost arises will bear these costs.

7.42.2.1. Finance national costs of the United States elements from the O&M appropriation except for:

7.42.2.1.1. Personally assigned equipment provided by individual United States military departments. Note: "Personally Assigned Equipment" includes any article assigned to an individual by name, for his or her exclusive use, and which moves with that individual. Excludes items assigned for exclusive use of an individual which attach to the functions of his or her office and which are included in appropriate organizational or other entitlement documents.

7.42.2.1.2. Military pay and allowances, individual clothing, return PCS, welfare and morale supplies, chaplain services and supplies, expenses of military discipline, medals, awards, insurance premiums, interest, and death gratuities.

7.42.2.2. The US administrative agent funds and pays for unilateral costs for United States elements to NATO military headquarters and agencies.

7.42.3. Administrative agent budgetary responsibilities include:

7.42.3.1. Determining national requirements for United States elements of international headquarters.

7.42.3.2. Budgeting for these national requirements. United States military elements entitled to nonreimbursable support by the administrative agent are limited to those which have been included in the approved staffing of the international headquarters or agency concerned.

7.42.3.3. Furnishing complete logistical support for the United States element assigned. This includes complete supply support for consumable and nonconsumable materiel with initial or replacement equipment provided on the following basis:

7.42.3.3.1. Table of organization or equivalent type units:

7.42.3.3.1.1. The assigning service makes initial issuances.

7.42.3.3.1.2. The United States administrative agent provides replacement issues, obtaining peculiar items where necessary from supply systems of assigning service on a reimbursable basis.

7.42.3.3.2. Table of distribution or equivalent type units:

7.42.3.3.2.1. The administrative agent makes initial and replacement issues.

7.42.3.3.2.2. Entitlements are in accordance with standards and procedures of the executive agent.

7.42.4. Administrative agent budgetary responsibilities exclude:

7.42.4.1. The United States share in international funds. The Secretary of Defense provides the United States contributions for internationally budgeted support requirements of the individual military activities referred to in **7.42.1.** above. (See paragraph **7.48.1.** for internationally budgeted costs.)

7.42.4.2. The costs of military personnel which will be the budgetary responsibility of each military department for its own military personnel.

7.42.4.3. Personally assigned equipment provided by the assigning service.

Figure 7.2. Administrative Agents for National Support.

Headquarters or Agency	Administrative Agent*
1. NATO Military Committee Agencies	
a. International Military Staff (IMS) to include Integrated Military Commit tee Agencies (Allied Long Lines Agency (ALLA), Allied Communications Security Agency (ACSA), and Allied Radio Frequency Agency (ARFA)	Department of Army
b. NATO Defense College	
c. Advisory Group for Aerospace Research and Development	Department of Army
d. European Distribution and Accounting Agency	Department of Air Force
e. Allied Naval Communications Agency	
f. Military Agency for Standardization	Department of Navy
2. NATO Production and Logistics Agencies including Central European Operating Agency, NATO Maintenance Supply Agency and Supply Center, NATO Air Defense Ground Environ ment Management Office, and NATO Integrated Communications System Management Agency	Department of Army
3. Allied Command Europe	
a. Supreme Headquarters Allied Powers Europe	
b. SHAPE Technical Center	
c. HQ Allied Forces Northern Europe and Headquarters Subordinate Thereto	
d. HQ Allied Forces Central Europe and Headquarters Subordinate Thereto, except Allied Air Forces Central Europe, 2nd and 4th ATAF	Department of Army; Department of Air Force
e. Allied Air forces Central Europe	Department of Air Force
f. 2nd Allied Tactical Air Force (ATAF)	
g. 4th Allied Tactical Air Force (ATAF)	Department of Navy
h. HQ Allied Forces Southern Europe and Headquarters Subordinate Thereto, except HQ Allied Land Forces Southeast Europe, HQ Allied Land Forces Southern Europe, 5th and 6th ATAF	Department of Air Force
i. HQ Allied Land Forces Southern Europe	Department of Air Force
j. HQ Allied Land Forces Southeast Europe	Department of Air Force
k. 5th Allied Tactical Air Force (ATAF)	Department of Navy
l. 6th Allied Tactical Air Force (ATAF)	
4. Supreme Allied Commander Atlantic and Headquarters Subordinate Thereto	Department of Army; Department of Air Force
5. Satellite Communications System Ground Terminal, Norfolk, VA	Department of Army; Department of Air Force; Department of Navy

*The Secretary of the military department charged with determining United States national requirements and providing logistical and administrative support to a United States element in a specific area.

7.43. Cross-Servicing. In carrying out the responsibilities indicated above, the designated administrative agent will use interservice support to the maximum extent possible. Such interservice support will be on a cross-servicing basis. Don't establish support activity where such support can be rendered by an agency at an existing facility in the same general geographical area or where the service can be economically performed from indigenous sources. In areas where a unified command exercises jurisdiction, the unified command coordinates with activities of the administrative agents concerned.

7.44. Reimbursable Support:

7.44.1. The appropriate administrative agent is responsible for providing services (other than personal) or materiel to international military organizations, headquarters, or agencies, on an outright sale or lease basis. Limit the services and materiel to those normally used by United States forces and available to the administrative agent from overseas or domestic United States military sources, including those of other military departments. In order to ascertain the impact that international requests may have on its logistics operations, the administrative agent may coordinate directly with the international customer to obtain:

7.44.1.1. Estimated United States fiscal year logistical support requirements.

7.44.1.2. Estimated breakdown of requirements to indicate support which will be requested either on an outright sale or lease basis.

7.44.2. The administrative agent should obtain written understanding regarding the items it will furnish under an outright sale or lease arrangement. Include a statement as to the agreed sale or rental value of the item and the approval of appropriate higher authority in the international organization.

7.44.3. Except for organizational equipment of United States support units (which is desired for return to the United States), the administrative agent should encourage the international customer to purchase, rather than lease, the requisitioned materiel. If the life expectancy of the item is less than 3 years, or has a value less than $5,000, furnish it only under outright sales arrangement.

7.44.4. For items priced $5,000 or more furnished under lease arrangements, charge rent on an indefinite basis according to paragraph **7.46.**

7.44.5. OSD will reimburse the appropriate military department in full for support furnished on an outright sale basis, as well as for annual rental of leased equipment.

7.44.6. Make invoices for reimbursable issues on the basis of constructive delivery. When a military department other than that of the administrative agent supplies the international customers requirement, the supplying department must bill the administrative agent on SF 1080 and be reimbursed without delay by the administrative agent. Subsequently, the administrative agent must obtain reimbursement under paragraph **7.45.**

7.45. Reimbursement Procedure:

7.45.1. The military department furnishing the materiel or services for which a reimbursement is due will originate an SF 1080, billing OSD, **except** as noted in paragraph **7.45.3.** below.

7.45.2. The comptroller of Supreme Headquarters Allied Powers Europe (SHAPE) or the international organization concerned, after reviewing his or her copies of the SF 1080A, must notify OSD that the charge has been accepted and credit has been given to the United States government on the offset accounts for the amount approved. OSD will then execute and return the SF 1080, **Vouchers for**

Transfers Between Appropriations and/or Funds, to the billing office for payment and reimbursement.

7.45.3. **EXCEPTION:** When furnishing materiel or services on a reimbursable basis to international military organizations or headquarters located in the CONUS and to which contributions are made in U.S. dollars for use in their normal operations, the military department furnishing the materiel or services will bill the international military organization, headquarters, or agency directly and obtain immediate reimbursement in U.S. dollars.

7.46. DoD Guidance. DoD established specific guidance for reimbursable support provided international military headquarters and other international agencies:

7.46.1. Pricing Guidance and Accessorial Charges. See AFMAN 67-1 and section C, **Chapter 5** of AFI 65-601.

7.46.2. Leasing Guidance:

7.46.2.1. Determine the annual lease rental price as follows:

7.46.2.1.1. Price of equipment computed according to pricing guidance, plus accessorial charges divided by service life.

7.46.2.1.2. Items priced at $5,000 or more: estimated service life following instructions of the administrative agent (including obsolescence considerations for specialized types of equipment). When life expectancy of the item is less than 3 years, furnish it only under a sales agreement.

7.46.2.1.3. Pay equipment rental semiannually.

7.46.2.2. Leases must contain provisions requiring the international headquarters or agency to assume all responsibility for liability suits resulting from international use of the property brought against the United States government by reason of the fact that the title to lease equipment is vested in the United States.

7.46.2.3. Prepare equipment leases following departmental guidance of the administrative agent. (Note: establish a separate charge for the cost of all maintenance of leased equipment. This guidance also applies to equipment transferred under an outright or deferred sale arrangement.)

7.46.3. Services:

7.46.3.1. Price personal services at actual cost. For United States civilian employees, this is the cost of direct labor, plus appropriate percent (per DFAS-DE 7010.2-R) of direct labor to cover annual leave, holidays, sick leave, and contributions for group life insurance, civil service retirement, and health benefits. For indigenous employees, compute total cost to the United States. Civilian housing allowances in overseas areas are reimbursable at actual cost of current established rates.

7.46.3.2. Charge for utility services at actual cost.

7.46.3.3. Charge for transportation services on the basis of one of the following: actual cost; application of accessorial percentage appropriate to the area in which the transportation is furnished; Air Mobility Command (AMC) or Military Sealift Command (MSC) tariff rates under the DWCF.

7.46.3.4. Service contract charges will include replacement factors based on average service life, costs for field maintenance, and accessorial charges where appropriate. Initial charges under a service contract must have the concurrence of the appropriate international comptroller.

7.47. Paying United States Personnel:

7.47.1. Civilian employees of the United States government assigned or detailed to organizations listed in paragraph **7.49.** retain their status as federal employees. Pay them from federal funds (usually, O&M) using the federal pay and allowance scale.

7.47.2. If a United States military member fills the civilian position, budget and report as follows:

7.47.2.1. Charge the military incumbent charge to the military personnel ceiling of the appropriate military department.

7.47.2.2. Pay and allowances are at United States scales and are the responsibility of the individual's military service.

7.47.3. The DoD Regional Office will periodically check the validity of amounts credited to the United States for pay and allowances of referenced organizations. NATO auditors provide a double verification during each annual audit.

7.48. Costs Included and Excluded from International Budgets. International military headquarters and agencies approved for international financial support may include in their international budget items shown in paragraph **7.48.1.** and must exclude items shown in paragraph **7.48.2.** (national budget costs).

7.48.1. The international budget (costs that are normally part of the international budget on the basis of international agreements and understandings) includes the following types of costs, (except for exclusions in the following subparagraphs). This list, while comprehensive, isn't necessarily complete. It illustrates the costs accepted by the NATO Military Budget Committee as an international charge. Consult the comptroller of the international headquarters or agency concerned and the United States representative if you have doubts regarding whether or not the cost of any article or service is a proper international charge:

7.48.1.1. **Civilian Personnel, Administrative Staff.** Pay and authorized allowances of personnel employed by an international headquarters for performing international functions, including secretarial, clerical, or technical assistance. For United States military members and civilian personnel, see paragraph **7.47.**

7.48.1.2. **Civilian Personnel, Operational Staff.** Pay and authorized allowances 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, supervision or operation of headquarters fixed and movable equipment other than office equipment, and operation of headquarters enlisted personnel mess facilities.

7.48.1.3. 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 materiel for janitorial and hygienic services (national support unit barracks excluded); and supplies, materiel, 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.

7.48.1.4. **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 according to internationally approved standards; printing, binding, and reproduction; purchase of maps, charts, and terrain models for peacetime use; newspapers, periodicals, and library supplies; photo supplies and photographic processing; and drugs and other expendable medical supplies for first aid stations.

7.48.1.5. **Communications.** Procuring and installing switchboards, radio transmitters and receivers, telephone exchanges, and mobile communications equipment including related sign 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.

7.48.1.6. **Transportation.** Rental or purchase of passenger and cargo vehicles; POL 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 contributions in kind from member nations to place of receipt.

7.48.1.7. **Travel of United States International Staff:**

7.48.1.7.1. **Civilian Personnel.** Commercial transportation and per diem costs of temporary duty travel on official business.

7.48.1.7.2. **United States Military Personnel.** When traveling on official business incident to their assignment to an international staff (and in compliance with orders issued by an international headquarters authorized to issue travel orders directing payment be charged to international funds), costs of such travel are properly payable as follows:

7.48.1.7.2.1. From international funds if the international organization issuing orders has been accepted by the North Atlantic Council or other similar international body for international funding. Cost of transportation furnished by a common carrier to include taxi fares and costs of transportation when travel is performed by privately owned conveyances. The latter only under previously approved conditions.

7.48.1.7.2.2. From United States appropriated funds. Per diem and other authorized expenses applicable to federal travel regulations.

7.48.1.8. **Exercises and Maneuvers.** Where directly related to the Allied command training exercises; expenditure for commercial communication services and facilities provided solely to fill a requirement of the exercise on behalf of the participating nations as a whole; civilian labor hired in connection with exercises by the inter-allied headquarters not specifically for any one nation; temporary installations for inter-allied 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 inter-allied headquarters for exercise; utilities costs for inter-allied headquarters if at a place other than an existing military post; and costs of reproduction of photographs, film strips, etc., required by the directing staff for subsequent international training or critique purposes, when source of production is other than by a military unit.

7.48.1.9. **Hospitality.** Representational and hospitality expenses of the supreme commanders for international purposes.

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

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

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

7.48.2. The following costs aren't part of the international budget. The nation providing the personnel, materiel, or services from which the costs arise will budget for these costs. (Note: these are called "National Budget Costs," and aren't usually part of the international budget)

7.48.2.1. **Personnel Support:**

7.48.2.1.1. Military personnel, pay and allowances (including subsistence); individual clothing and equipment; permanent change of station travel and transportation; and retirement benefits (see paragraph **7.54.**).

7.48.2.1.2. All civilian personnel expenses other than those specified in paragraph **7.54.** and this paragraph.

7.48.2.1.3. Per diem of United States military members on international staffs in connection with temporary duty travel; transportation costs when such temporary duty travel is exclusively in the interest of the United States or when the headquarters or agency of assignment has not been accepted for international funding.

7.48.2.2. Support of all personnel not regularly appointed or assigned to the military headquarters or agency.

7.48.2.3. Provision of existing unoccupied government-owned structure for full or partial use by the military headquarters or agency (except for nominal symbolic rent necessary to protect national title and any additional costs incurred in making the accommodations available to the military headquarters or agency).

7.48.2.4. Other national fixed facilities to be made available to the military headquarters or agency by each country within its territory on the same basis that such national facilities are made available to its own military forces.

7.48.2.5. Medical services for military personnel or civilian employees of the military headquarters or agency. (The cost of supplies for a small international first aid center will be an international charge.)

7.48.2.6. Transportation costs and travel expenses of personnel of support units of a United States element, but not part of the international organization.

7.48.2.7. Bedding for military support personnel in barracks (blankets and sheets). Pillows, pillowcases, and mattress covers are an international expense.

7.48.2.8. Barracks cleaning materials and sanitary supplies (soap, brooms, brushes, disinfectants, toilet tissue, etc.) for barracks and other associated buildings occupied by national troops other than support units.

7.48.2.9. The cost of leases of real property entered into between the United States and private property owners in support of United States requirements.

7.48.2.10. Housing. Operation and maintenance expenses of housing occupied by non-United States military members who are assigned for duty with International Military Headquarters (IMH) is an expense chargeable to the country providing the personnel. When the Air Force furnishes quarters, determine actual costs under Memorandums of Understanding negotiated by United States Air Forces in Europe (USAFE) and each IMH.

Section 7I—Use of Air Force Research and Test Facilities

7.49. Overview. This section prescribes funding procedures for using Air Force research and test facilities. See paragraph **7.50.** for budget and funding responsibilities for the Air Force Research Laboratory (AFRL). See AFI 99-101 and paragraph **7.51.** for guidance on major ranges and test facilities. The guidance in this section applies to these users of AFMC facilities: Air Force organizations; other DoD users such as Army and Navy; other federal government agencies; state and local government agencies; US domestic commercial users; and foreign governments.

7.50. Budgeting and Funding of the Air Force Research Laboratory (AFRL):

7.50.1. AFMC budgets and funds for the costs to develop, operate, and maintain AFRL in support of assigned development programs and associated test workload.

7.50.2. The users of AFRL, as identified in paragraph **7.49.**, budget and fund for reimbursable costs incurred by AFMC in supporting user workloads according to the following criteria.

7.50.2.1. Air Force organizations reimburse the performing Air Force Research Laboratory (AFRL) technical directorates for all RDT&E direct costs incurred in support of user workload, excluding military labor, which are directly attributable to direct job (customer) orders. In addition, AFRL technology directorates will reallocate funds and also charge to its internal Advanced Technology Development program non-military indirect and overhead costs related to the program.

7.50.3. Direct costs are those expenses that can reasonably, economically, and consistently be immediately and directly identified to a customer (user) program or project and are documented on a job order. Direct costs may derive from contractor support or work performed in-house. Direct costs subject to reimbursement normally include, but are not necessarily limited to:

7.50.3.1. Military labor costed at standard rates. (***NOTE:*** Military labor is not reimbursable from DoD users).

7.50.3.2. Civilian labor costs including the costs of related personnel benefits.

7.50.3.3. Materiel, supplies, and utilities.

7.50.3.4. Equipment and its maintenance and repair due to usage. Installation of equipment and its removal, if it has no further base or factory use after the job order is completed.

7.50.3.5. Miscellaneous contractual services, including T&E activity operation and maintenance contractual services.

7.50.3.6. Printing, photos, and reproduction.

7.50.3.7. Maintenance and depot level reparable costs of test support aircraft and ground support equipment to include a pro rata share of depot level maintenance.

7.50.3.8. Travel and per diem to support customer user programs, after acceptance of a job order.

7.50.3.9. Transportation and cost of supplies and equipment or other material identified as direct costs.

7.50.3.10. Civil engineering work requirements established by a customer.

7.50.3.11. Facility operations when the entire facility is dedicated to a specific user.

7.50.3.12. Real property leases dedicated to a customer program.

7.50.3.13. Automated data processing equipment (ADPE) support, including prorated rental and maintenance charges, billed to customers through product service rates.

7.50.3.14. Additional communications, special electric power, or similar requirements.

7.50.4. Other DoD components reimburse performing the AFRL for all direct and indirect costs incurred in support of user workload, excluding military labor.

7.50.5. United States government agencies, other than DoD components, reimburse performing AFRL technical directorates for all direct and indirect costs incurred, including military labor.

7.50.6. State and local government agencies, United States domestic commercial users and foreign governments reimburse performing AFRL technical directorates for all direct and indirect costs incurred, including military labor and full user charges according to DFAS-DER 7000.5.

7.50.7. Where mutual benefit exists and joint participation is desirable, share total direct costs in direct ratio to the amount of benefit received by each participant, subject to negotiation between the laboratory and the user on a case-by-case basis.

7.50.8. Directors of AFRL technical directorates may waive reimbursement from Air Force customers up to $20,000 on a case-by-case basis. This permits the laboratory directors to provide informal support, to assist O&M-funded commanders in performing vital Air Force activities (for example, accident investigation, assistance with an engine problem, analysis of a structural problem, etc.). Generally, informal support is effort the laboratory may provide on a quick-reaction basis to an Air Force customer who has not had an opportunity to program and budget for the requirement, in contrast to formal support, which is more long-term in nature and which the customer usually programs and budgets.

7.51. Funding Responsibilities for Designated Major Ranges and Test Facilities. The Secretary of Defense designated the following Air Force activities as DoD major ranges and test facilities (see AFI 99-101):

Table 7.2. Major Ranges and Test Facilities

45th Space Wing (Air Force Space Command Eastern Range), Patrick AFB
30th Space Wing (Air Force Space Command Western Range, Vandenburg AFB
Arnold Engineering Development Center (AEDC), Arnold AFS
Air Force Flight Test Center (AFFTC), Edwards AFB (also has management responsibility over the Utah Test and Training Range (UTTR) at Hill AFB)
46 Test Wing, Eglin AFB
Air Force Development Manufacturing and Modification Facility (AFDMMF), Wright-Patterson AFB

7.51.1. **All Air Force organizations and DoD components** reimburse the major ranges and test facilities for direct costs as defined in paragraph **7.51.3.**, excluding military labor. The reimbursement charge shall include a proportional share (through appropriate rates) of equipment maintenance costs related to the use, and any other costs that are a direct result of T&E activities. Indirect cost shall be paid by the activity's (the Major Range and Teat Facility) direct appropriations.

7.51.2. **Non-DoD Component Users.** This includes Federal, State or Local Government agencies, allied foreign governments, defense contractors, and when authorized, private organizations and U.S. commercial enterprise customers. MRTFB commanders shall charge all direct costs associated with a customer order. Chargeable direct costs include labor, material, facilities, minor construction specifically performed for the customer, utilities, equipment, supplies, and other resources damaged or consumed during testing or maintained for a particular user. Chargeable direct cost incurred by non-Working Capital Fund activities for other than DoD Components shall include all military personnel costs associated with a customer order. MRTFB Commanders shall charge an appropriate amount of indirect costs. Any indirect costs incurred, but not billed to a customer, shall be billed to the activity's institutional funds. Institutional funding levels, however, shall not be increased to finance any additional indirect cost incurred due to sales to non-DoD activities.

7.51.2.1. The Commander of the Major Range and Test Facility Installation may delegate the authority to determine the appropriateness of the amount of indirect costs included in such a contract provision. Neither military retirement, unfunded civilian retirement, asset capitalization, nor depreciation shall be charged to the commercial customer. However, there are three exceptions to using provisions under P.L. 103-160.

7.51.2.1.1. First, commercial space launch activity at the 30th and 45th Space Wings will be priced under provisions of the Commercial Launch Act of 1984 (amended in 1988 and 1991).

7.51.2.1.2. Second, when the use of a T&E activity has been included in a contractual agreement with a commercial user as government-furnished services, the commercial user will be charged based on the category of the contractual federal agency (DoD 7000.14-R, Vol. 11A, Chapter 12)

7.51.2.1.3. Third, foreign government will be billed full cost, unless a government agreement is in force (treaty, foreign military sales (FMS) agreement, or other negotiated agreement). Reimbursable orders will indicate if the test effort is in support of FMS. Commercial users will

meet the requirements of the requirements in Support of Non-government Test and Evaluation. In some cases the direction in Domestic Technology Transfer, may apply.

7.51.3. Direct costs are costs that can be reasonably, economically, and consistently identified immediately and directly to a final cost objective, whether they are derived from in-house or contractor support. "Immediately" and "directly" mean at the time the expense is incurred. Direct costs are limited to those costs funded from the activity'' operating program.

7.51.4. Satisfy these criteria before using standard rates: (Note: “standard rates” are computed cost rates that are set up for products and services and used to determine charges to the job order. By definition, standard rates are a pro-ration of direct costs across the base to which they are applied. They are average costs that can be used in estimating and charging, and the use of such rates is encouraged.)

7.51.4.1. The rates must be applicable to the product or service. Costs of products and services that drastically change or volume that cannot be easily identified won’t be considered for standard rate computation.

7.51.4.2. Major range and test facilities must use an approved accounting system or procedure to accumulate historical standard rate data providing for an audit trail.

7.51.4.3. Major range and test facilities must validate standard rates at least annually. Adjust the rate if a rate cannot be validated within plus or minus five percent.

Section 7J—Support of Civil Disturbances

7.52. Funding Guidance:

7.52.1. Follow this section when using military resources in civil disturbance control operations in the CONUS. Guidance for civil disturbance control operations in Alaska, Hawaii, and the territories and possessions of the United States is a responsibility of the commander of the unified command for the area involved. See USAF Oplan 355-10.

7.52.2. Air Force support provided in civil disturbance control operations will be on a reimbursable basis. The supporting Air Force activity will initially finance the cost involved from available resources.

7.52.3. Reimbursable costs are those costs that would otherwise not have been incurred, that is, costs in excess of normal operating expenses.

7.52.4. When applicable, civilian personnel services are reimbursable based on direct labor costs plus appropriate percent (per DFAS-DE 7010.2-R) for accrued leave and fringe benefits, additional hires, and overtime costs.

7.52.5. Loan of protective items is on a reclaimable basis. The Air Force activity must request reimbursement for nonconsumable Air Force property lost, damaged, or destroyed. In case of damaged property, reimbursement will be for reduced utility value. The lending agency determines reduced utility value.

7.52.6. Usually, Air Force activities providing support for the civil disturbance control operation must absorb such costs initially within existing fund availability.

Section 7K—Support of Civil Authorities in Airplane Hijacking Emergencies

7.53. Funding Guidance. It is DoD guidance to commit military resources in a support capacity to other federal agencies in connection with airplane hijacking emergencies. Follow this guidance:

7.53.1. Reimbursement is required for expenses incident to chase aircraft.

7.53.2. Cost of other support, including use of transport aircraft, helicopters, flares, parachutes, and communication equipment is also on a reimbursable basis. This includes cost of repairing or reconditioning nonconsumable equipment that may be returned.

7.53.3. Use MAJCOM or installation level ESP codes to identify these costs (see **Chapter 4, Paragraph 4.11.**).

7.53.4. Bill the agencies requesting the service according to DFAS-DE 7010.2-R.

Section 7L—Support of the United States Secret Service

7.54. Statutory Basis and Implementing Directives:

7.54.1. Public Laws 90-331 and 94-524 are the statutory basis for DoD support related to United States Secret Service protective responsibilities. The Presidential Protection Act of 1976 (18 U.S.C. 3056), Public Law 94-524, is an express exception to the *Posse Comitatus* Act of 1976 (18 U.S.C. 1385).

7.54.2. DoD Directive 3025.13 details types of support and the procedures to be used within DoD for support requested by the Secret Service. See DFAS-DE 7010.1-R, DFAS-DE 7010.2-R, and DFAS-DE 7220.3-R for specific accounting and reporting instructions.

7.55. Funding Guidance:

7.55.1. Public Law 94-524 authorizes OSD support, on request by the Secret Service, to protect the President, Vice President, or other offices immediately next in order of succession to the Office of the President. The Air Force provides temporary support on a non-reimbursable basis (Emergency and Special Program (ESP) code "RA"), and permanent support on a reimbursable basis (ESP code "UA"). (***NOTE***: ESP code "RA" also includes total non-reimbursable costs (see DFAS-DE 7010.2-R) for any Secret Service designated protectee.)

7.55.2. Also use ESP code "UA" to identify incremental costs associated with Secret Service requested protection of other designated protectees (for example, foreign dignitaries, spouses of the President, Vice President, Presidential candidates, etc.). These incremental costs are totally reimbursable.

7.55.3. Public Law 90-331, coupled with Public Law 94-524, Section 8, is the statutory basis for support to the Secret Service in protection of Presidential and Vice-Presidential candidates. This type of support is reimbursable, including temporary support, when requested by the Secret Service.

7.55.4. Report costs recorded under ESP codes "RA" and "UA" in DD-Comp(SA) 1466, per DFAS-DE 7010.1-R.

Section 7M—Joint-Use Facilities

7.56. Overview. This section provides uniform guidance on programming and financing joint-use facilities at military installations. It implements DoD 7000.14-R, Vol. 2B, Chapter 6, Paragraph 060301 B.9. Apply these procedures when:

7.56.1. Two or more DoD components jointly use any DoD installation and military construction is required.

7.56.2. Any military department uses facilities on DoD installations controlled by another department.

7.56.3. Military departments and defense agencies occupy DoD installations under host-tenant relationships.

7.56.4. Two or more DoD components directly or uniquely benefit from the provision of facilities in support of programs and operations (common-purpose facilities).

7.57. Responsibilities for Military Construction. Program and finance military construction as follows:

7.57.1. **Single-Use Facilities.** The DoD component requiring military construction solely for its own use will program, obtain authorization when necessary, and finance the work involved.

7.57.2. **Joint-Use Facilities.** The military department which has jurisdiction over the host command will program, obtain authorization when necessary, and finance military construction which is planned for the joint use or joint occupancy of two or more DoD components.

7.57.3. **Common-Purpose Facilities.** The individual military departments, on a case-by-case basis, function as executive agents (i.e., Air Force for CENTCOM) for programs whose output directly and uniquely operate to the benefit of two or more DoD components.

7.57.3.1. The affected DoD components sponsor requests for appropriate dedicated facilities for inclusion in the "Military Construction Defense Agencies" program upon assignment or assumption of executive agency responsibility.

7.57.3.2. The executive agent is responsible for: planning and programming all facilities; preparation of justification materials for incorporation in the Defense Agency books to be submitted to congressional committees; providing the lead witness for testimony before congressional committees; and military construction through use of the appropriate government construction agency upon receipt of authorization and funding.

7.57.4. **Required Facilities.** The host military department programs, obtains authorization, and finances an extension, expansion, and/or increase of the capacity in the main utilities and communications or transportation systems in general accordance with the master plan of the installation, to support any required facilities, including those required by a tenant.

7.57.4.1. The Secretary of Defense must approve deviations from this procedure for circumstances involving unusual conditions.

7.57.4.2. The DoD components requiring the facility will program, obtain authorization, and finance transportation systems, communications, connecting utilities as an integral part of any single-use or common-purpose facility.

7.57.5. **Siting Facilities.** The siting of any facility for a tenant DoD component must conform to the master plan of the installation or be in accordance with an agreed-upon location by the DoD components concerned.

7.57.5.1. Standards of design and construction must conform to those of the host military department, as provided for in the master plan of subject base or installation.

7.57.5.2. Exceptions are made in those instances where tactical or other operational considerations requiring limited duration of occupancy would not economically justify construction of facilities to higher standards.

7.57.6. **Utilization:**

7.57.6.1. The tenant DoD component or executive agent has exclusive use of any facility constructed for the duration of that DoD component's requirement. The facility will be made available to the host military department for utilization, without exchange of funds, upon termination of tenancy or use by the sponsoring military department.

7.57.6.2. The host military department makes the facility, or an acceptable existing facility, available within a reasonable time period to the tenant DoD component or executive agent if the tenant DoD component has a requirement for use of the same facility at a later date.

7.57.6.3. The host military department will not construct or acquire a new facility for the tenant DoD component or executive agent instead of returning the original facility or an acceptable existing substitute.

7.57.6.4. The tenant DoD component or executive agent is responsible for obtaining a new facility if the host military department is unable to provide a facility to the tenant DoD component or executive agent without creating unacceptable conditions for the host military department.

7.58. Maintenance and Service Support. The DoD components concerned determine the levels of maintenance and service support and the reimbursement therefor. These determinations should be in consonance with existing agreements between two or more DoD components, provided such agreements conform to DoD policies.

Chapter 8

AIR FORCE PROCUREMENT APPROPRIATIONS (57*3010, 57*3011, 57*3020, AND 57*3080)

Section 8A—General Guidance

8.1. Scope and Availability of Appropriations:

8.1.1. Use these appropriations to finance: (See AFMAN 65-604 for specific projects.)

8.1.1.1. Weapons procurement

8.1.1.2. Procurement of Aircraft

8.1.1.3. Procurement of Space Systems (Air Force Space Command - AFSPC)

8.1.1.4. Training devices

8.1.1.5. Support equipment

8.1.1.6. Munitions (see paragraph **8.1.4.** below)

8.1.1.7. Vehicular equipment

8.1.1.8. Communications and electronic equipment

8.1.1.9. Other organizational and base support equipment

8.1.1.10. All services and materiel provided by contractors or the Defense Working Capital Funds (DWCF) for update kits and modification including installation, and for qualification and acceptance tests during the acquisition cycle. Exclude any temporary duty travel of participating operating commands.

8.1.1.11. Program Management Administration (PMA) costs of mission essential program office operations – which includes TDY (See paragraph **8.50.** for limitations.)

8.1.1.12. Transition planning for depot activation.

8.1.2. Use these appropriations for **new obligations only** for the 3 fiscal years designated in the appropriation act and identified in the Treasury Department's official symbols and titles for federal accounts. For example, appropriation 570/23010 is available for obligation from 1 October 1999 through 30 September 2002, after which it expires for new obligations. When the appropriation expires, use it only to liquidate obligations and make authorized obligation adjustments for 5 more years under its original Treasury symbol. (See **Chapter 6, Paragraph 6.4.2.**)

8.1.3. If you cannot obligate specific programs within the period for which funds were justified and approved, you must budget any additional funding required to complete them in future years as new requirements.

8.1.4. **3011 Appropriation, Procurement of Ammunition.** This appropriation, also referred to as BP35, provides for procurement of direct and indirect munitions and related equipment (except guided missile warheads). BP35 includes rockets, cartridges, practice bombs, general purpose bombs, spare and repair parts, modifications, flares, small arms, and other miscellaneous items. Items included in the miscellaneous category include Explosive Ordnance Disposal (EOD) demolition explosives, and explosive tool kits (to exclude EOD robots), grenades, nuclear trainers, etc. The 3011

Appropriation (BP35), formerly BP8100 in the Other Procurement, Air Force Appropriation (OPAF) (3080) through FY94, became a separate appropriation in FY95.

8.2. Depot Level Reparables (DLR):

8.2.1. Air Force item managers pay for DLR parts from the Defense Working Capital Fund (DWCF), Supply Management business area. This includes replenishment spares previously procured in the Aircraft Procurement (3010, BP 1500) and Other Procurement (3080, BPs 8200, 8300, 8400). Air Force operational activities will use local O&M funds to purchase DLRs from the DWCF.

8.2.2. Don't use the DWCF to pay for:

8.2.2.1. Initial and replenishment spares for munitions coded and managed items financed from the 3010 (BP 1600), 3020 (BP 2600) and 3011(BP 3500) appropriations. Initial spares are funded by the procurement appropriations, but the acquisition of the items is done by MSD and reimbursed by the procurement appropriations upon delivery of the item.

8.2.2.2. Non-stock listed items, e.g., classified and Contractor Logistics Support (CLS) programs.

8.2.3. Use the DWCF, Reparable Support Division. AFMC or AFSPC will reimburse the DWCF from the central procurement appropriations (3010, 3020 and 3080), based on delivery of the items to the DWCF.

8.3. Full Funding. See DoD 7000.14-R, Vol. 2, for guidance on full funding, advance procurement, multiyear procurement, advance Economic Order Quantity, and Engineering Change Orders/Engineering Change Proposals.

8.3.1. **Award fee requirements** are planned and budgeted for as part of the total weapon system cost. Award fees are a bona fide need of the same fiscal year and appropriation that finances the related effort on which the award fee is based. They are inherently inseparable from the work with which they are associated. Therefore, DoD full funding policy mandates award fee requirements be budgeted in and funded with the same appropriation and in the same fiscal year as the associated effort. **Until the determination has been made that a contractor is due an award fee, the award fee funds are committed as a contingent liability, not obligated.** (See DoD 7000.14-R, Vol. 3, Chapter. 8, Paragraph 080202.A.)

8.4. Weapon System Engineering. MAJCOMs, installations, Air Force Materiel Command (AFMC Centers), Air Force Space Command (AFSPC) for Space Systems, and program offices must select the correct funding category for weapon system engineering. In general, funding covers engineering for development, production, and maintenance.

8.4.1. **Development Engineering.** Use the RDT&E appropriation.

8.4.2. **Production Engineering.** To fund production engineering for items in production, use the applicable budget program (weapon system, modification, support equipment, etc.) from the procurement account which funds production of the end item. The phrase "items in production" means the end item in production is funded in the year the production engineering is to take place. Because weapon system development and production engineering often overlap, you must properly categorize development and production tasks. In general, development engineering tries to achieve or improve system performance; production engineering tries to correct deficiencies in the approved production baseline. Ultimately, you must apply this guidance case by case.

8.4.3. **Maintenance Engineering.** Use the Operation and Maintenance appropriation which funds the operational support of the system or equipment.

8.4.3.1. Maintenance engineering efforts may result in the need to redesign a product or substantially improve its performance (flight characteristics, mission performance parameters, reliability, capacity, etc.). The redesign would be a development engineering task because it improves system performance.

8.4.3.2. You must carefully categorize production and maintenance tasks, which often overlap. In general, production engineering tries to correct deficiencies in a production baseline; maintenance engineering tries to identify deficiencies discovered in postproduction operational service. You will need to decide case by case.

8.5. Exceptions:

8.5.1. Use RDT&E to fund all efforts to improve engine components (a combination of maintenance and development engineering) per Congressional direction (see **Chapter 13**).

8.5.2. Use DWCF to fund development, production, and maintenance engineering services that support an operational commodity item managed by the DWCF Supply Business Area. But don't use the DWCF if the engineering effort results from a weapon system production or modification improvement. For example, charge the cost of the engineering effort to the DWCF if the commodity manager needs to reverse engineer the item to improve supportability or competition, or wants to improve the reliability or maintainability of the item itself. If engineering is necessary to do an improved configuration change, charge the engineering cost to the procurement account that bears the cost of the configuration change.

8.6. Modification Engineering. See **Section 8G** of this chapter.

Section 8B—Aircraft (57*3010)

8.7. Aircraft Structural Integrity Program (ASIP).

To fund ASIP tasks for:

8.7.1. Aircraft in Development, charge to RDT&E (57*3600).

8.7.2. Aircraft in Production, charge to aircraft procurement if the engineering tries to ensure the aircraft performs or endures up to the specifications in the performance envelope. Aircraft procurement funds are also appropriate if the engineering tries to extend the aircraft's useful military life within the performance envelope. Use RDT&E for the ASIP if engineering intends to push the system outside the performance envelope.

8.7.3. Aircraft Out of Production, charge to O&M. But use RDT&E if the engineering intends to push the aircraft's performance outside the envelope.

8.8. Retrofitting or Converting Aircraft:

8.8.1. For retrofitting or converting test aircraft procured for test purposes to tactically configured aircraft.

8.8.1.1. Charge the cost to the aircraft procurement appropriation (weapon system program-BPAC 10XXXX) if the model design and series (MDS) aircraft is being produced in the program year during which the retrofit or conversion is directed.

8.8.1.2. Charge the cost to the aircraft procurement appropriation (modification program-BPAC 110000) if the MDS aircraft directed for reconfiguration is not in production and the reconfiguration is not in production.

8.8.2. When aircraft are accepted into the Air Force inventory with deviations from the procurement contract requirements and corrections are necessary:

8.8.2.1. Charge the costs of the corrections to BPAC 10XXXX funds cited on the procurement contract if the correction is to be accomplished before acceptance of the final item procured under the program contracting increment.

8.8.2.2. Charge the cost to the modification program (BPAC 110000) if the corrections are made after the Air Force accepts the last item (aircraft) procured under that contract program increment.

8.8.3. Use this guidance for aircraft accepted into the Air Force inventory with equipment installed as a substitute by amendment to the procurement contract. When the original specified item becomes available and is to be installed in the delivered aircraft to replace the substituted item, charge the cost of the retrofit or modification to the modification program.

8.8.4. Use RDT&E to fund the cost of changing aircraft back to the original configuration, including hardware and labor, if the aircraft are for testing in research and development (R&D) programs.

8.9. Modifying Aircraft to Drone Configuration. Handle funding as follows for modifying an aircraft to a drone configuration, modifying spare parts, directly supporting common support equipment, and follow-on support after reconfiguration:

8.9.1. Charge the 57*3600 appropriation for the cost of modifying aircraft to a drone configuration required solely for R&D. Charge the same appropriation for changes to spare components or direct support ground handling equipment, if these result from the aircraft modification.

8.9.2. Charge the 57*3010 appropriation, BPAC 110000 or the Material Support Division (MSD) of the Defense Working Capital Fund for the cost of modifying aircraft to a standard drone configuration for general purposes (including training, operations or R&D). Include changes to spare parts or ground handling equipment that directly support the modification.

8.9.3. Charge the 57*3010 appropriation, BPAC 120000 or the Materiel Support Division (MSD) of the DWCF for **common follow-on support** of aircraft converted to a drone configuration, after the modification under paragraph **8.7.** above.

8.9.4. Charge the 57*3600 appropriation for **peculiar support** if drone vehicles are used in R&D programs.

Section 8C—Weapons (57*3020)

8.10. Intercontinental Ballistic Missile (ICBM) Force. Air Force Space Command (AFSPC) modernizes, integrates, and updates ICBM launch and launch control facilities while they are in the acquisition phase, or after they return to the acquisition phase. AFSPC will normally budget and fund for such changes based on the concept of procuring the total package, to include the hardware, necessary installa-

tion, and other support costs. The assembly and checkout contractor pays installation and support (except for hardware procurement). But program managers may contract for selected tasks from separate contractors to work operational schedules or gain an advantage for the government. In this case, charge the contracts to the weapons procurement account.

8.11. Missile Site Updating. Charge changes to hardware and equipment in an update program to the same appropriation that financed installing the equipment or hardware.

8.12. Logistic Support of Fixed Installed Missile Support Equipment. The weapons system activation contractor's Air Force "H" accounts at each site support supply for installation and check, assembly and check out, and U.S. Strategic Command's operational requirements until 45 days after the final site acceptance. AFSPC will budget and fund to support investment items during all three of these periods. After that, AFSPC is responsible for all centrally procured investment items, and operating commands include in their budget estimates all requirements coded for base procurement.

8.13. Missile Modification or Reconfiguration. Air Force Space Command (AFSPC) will charge 57*3020, BP 2100 to modify or reconfigure a missile no longer in production if the missile will meet a mission requirement other than that for which the last missile was first procured. If modifying or reconfiguring the missile places it into an acquisition phase, AFMC will program and budget for the modification. If a missile modified for space booster requires removal of unnecessary hardware for reliability, the using organization will pay the costs.

8.14. Missile Propellants. Charge the missile procurement appropriation for the cost of solid missile propellants used in producing or initially loading production missiles at the contractor's plant during system acquisition and at the launch site during launch operations. Charge the same appropriation to replace outdated propellants. Pay for liquid or gaseous propellants with O&M funds.

Section 8D—Investment Equipment (57*3080)

8.15. Investment Equipment for Major Range and Test Facilities. Finance this equipment from the Other Procurement appropriation (57*3080) (reference DoD 7000.14-R, Vol. 11A, Chapter 12, DoDD 3200.11; and **Chapter 7** of this instruction). ***EXCEPTION:*** Use RDT&E (57*3600) to purchase equipment that mainly supports DT&E or IOT&E. This exception applies even though the equipment may subsequently be used for other than DT&E or IOT&E.

8.16. Base Procured Investment Equipment (BPIE):

8.16.1. Use appropriation 57*3080 (BPAC 84XXXX) to fund annual requirements for base-level procurement of authorized investment equipment items if these items cost $100,000 or more and aren't available through Air Force central procurement. Use the same appropriation for authorized related costs. If you're a host installation, include tenant requirements in your annual programs (see paragraph **7.7.** for guidance and exception).

8.16.2. Although appropriation 57*3080 funds are available by law for obligation for 3 years, the Air Force finances the program requirements of the year for which the funds are appropriated. Therefore, MAJCOMs and installations should:

8.16.2.1. Treat BPAC 84501X (base procured equipment) as an annual program.

8.16.2.2. Fully commit this program by the end of the first fiscal year (FY).

8.16.2.3. Obligate it no later than 3 months after the end of the first FY.

8.16.2.4. Defer equipment requirements identified too late to be on contract within the 15 months to a later FY for funding. If you have questions, ask SAF/FMBIX or HQ USAF/ILPR.

8.16.3. **Local Purchase of Centrally Procured Equipment Items.** Local purchase of centrally managed items budgeted in the procurement accounts (3010, 3011, 3020, 3080 procurement appropriations) with 3400 (O&M) funds is prohibited. Centrally managed items are budgeted by the Air Force and appropriated by Congress in the procurement appropriations. Units can be provided Air Force authorization to locally procure most items with item manager approval, however, **procurement funds must be used**.

8.16.3. (AMC) Don't use TWCF (Operating or Capital) funds to purchase centrally procured/managed equipment items. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

8.16.4. There may be cases where an item that is coded for central procurement and management should more appropriately be coded for local procurement. If a unit deems an equipment item to be inappropriately coded, they may request recoding action through the AF Form 86**, Request for Cataloging Data/Action**, process as detailed in amendment 7 to AFM 67-1, Vol. 1, Part two, paragraph 6c(2).

8.16.5. **Standard Warranty** . A standard warranty offered by a contractor on equipment is properly funded as part of the procurement. The standard warranty constitutes a bona fide need of the procurement. If the standard warranty of a vendor is 3 years and it is included in the price of the equipment, then it is funded in procurement. However, extended warranties added on as additional costs to the contract are not an integral part of the procurement of the equipment, do not constitute a bona fide need of the contract, and are to be treated as options to the standard warranty and funded with O&M in the option years.

8.17. Finance the Following Items with 57*3080, BPAC 84501X Funds: (Unless equipment is being replaced as part of an O&M-type fund repair project)(See paragraph **8.2.** for changes to the 3080 BP 8400 program due to stock funding of Depot Level Reparables.)

8.17.1. Investment equipment items with a source of supply from General Services Administration, Defense Logistics Agency, other services, or local purchase (including replacement Real Property Installed Equipment (RPIE)).

8.17.2. Non-stock-listed investment equipment items that are locally procured (including replacement RPIE) **that are not part of a construction project (57*3300), O&M-funded construction (EEIC 529) or O&M-funded repair (EEIC 522) (either in-house or by contract)** if the unit cost is $100,000 or more. When **only** the RPIE is being replaced and the replacement is not part of a larger overall construction or repair project, it is 3080-funded, if in excess of $100,000, and cannot be considered "repair-by-replacement" and funded with O&M.

8.17.3. Installation costs of investment items dictated by technical considerations or warranty conditions, or if installation charges are included in the cost of equipment offered for public sale as quoted in manufacturers' or vendors' price lists. Installation includes unpacking, assembling components, placement, and connecting necessary utilities in a space previously prepared for operating the equipment.

8.17.4. Relocatable buildings purchased as items of war reserve stock (see **Chapter 9** of this volume).

8.17.5. Portable buildings if their cost is $100,000 or more. (See **Chapter 9** of this volume.)

8.17.6. Fast pay back capital (FASCAP) investment items approved by AF/XPMR per AFI 38-301.

8.18. Don't Finance the Following Items with 57*3080, BPAC 84501X Funds: (See paragraph **8.2.** for changes to 3080 BP 8400 program due to stock funding of Depot Level Reparables.)

8.18.1. Equipment costing less than $100,000.

8.18.2. Spares, components, assemblies, repair parts, and other materiel (expense or investment) that do not qualify as end items of equipment.

8.18.3. Centrally managed equipment items or substitutes for such items, such as aircraft, vehicles, etc.

8.18.4. Initial or replacement RPIE (including electric power generators) to be installed **as part of a construction project (either in-house or by contract)**, except as shown in **Figure 4.1.**

8.18.5. Replacement equipment (RPIE) as part of an O&M funded repair project. The RPIE is considered as "repair-by-replacement."

8.18.6. Installation, erection, local fabrication, construction, checkout, or other service (done by organic work force or contract) connected to acquiring or purchasing equipment, except as provided in paragraph **8.17.**

8.18.7. Preparing a site for installation of leased, transferred, issued, or newly procured equipment.

8.18.8. Support of RDT&E.

8.18.9. Support of Defense Working Capital Fund (DWCF) activity groups.

8.18.10. Information Processing Equipment, consisting of Automatic Data Processing Equipment and Word Processing Equipment, which are funded in the same manner and from the same line item in the Other Procurement (57*3080) appropriation BPAC 83401X. Do not fund Word Processing Equipment in the regular Base Procured Investment Equipment line item.

8.19. Turn-Key Procurement:

8.19.1. Charge the following to Other Procurement (57*3080) when you procure a major end item on a turn-key basis (that is, a **single** prime contractor turns over to the Air Force an end item of equipment that is installed, tested, and accepted):

8.19.1.1. Procuring, installing, testing, and checking out equipment and associated support items.

8.19.1.2. Equipment shelters or facilities built solely to house the equipment (when included in the turnkey contract).

8.19.1.3. Foundations, shielding, and security fencing for equipment.

8.19.1.4. Engineering and design for the above items.

8.19.2. Charge the following to construction:

8.19.2.1. All multiple-use facilities (for example, equipment housing and administrative, logistics, or operational use).

8.19.2.2. Administrative, operational and logistics facilities (i.e. facilities not built solely to shelter or house the major end items of equipment).

8.19.2.3. Paved roads and walks, solely to allow access to equipment.

8.19.2.4. Exterior and common utilities and associated support items.

Section 8E—Real Property Installed Equipment

8.20. Procuring Real Property Installed Equipment and Portable Equipment:

8.20.1. Use procedures in this paragraph to fund initial real property installed equipment (RPIE) procured and installed as part of a construction project (in-house Base Civil Engineer (BCE) or contract). Charge the costs to the appropriation financing the construction project (either 57*3300 or O&M-type funds--EEIC 529, depending on the cost).

8.20.1.1. If the RPIE meets normal investment funding criteria, you may procure it through local purchase by directly citing the funds being used to finance the construction project.

8.20.1.2. If the RPIE is stocklisted in Air Force stocklist publications and requisitioned from AFMC through normal equipment channels, you must reimburse the appropriation which initially financed funded project costs from the appropriation financing the construction. For investment items requisitioned from AFMC in minor construction projects, reimburse only the items identified in the civil engineer's cost accounting system.

8.20.1.3. If the RPIE meets normal expense criteria, the installation must procure it through the DWCF unless a contractor furnishes it. Use the appropriation financing the construction project to reimburse the DWCF.

8.20.2. If you acquire the RPIE as replacement which requires no construction (does not cite 57*3300 or EEIC 529) or O&M-funded repair (does not cite EEIC 522 -- see paragraph **8.17.2.**) follow these procedures:

8.20.2.1. If the RPIE meets normal **investment** criteria, use the 57*3080 appropriation (paragraph **8.16.**). HVAC equipment being replaced as part of 3400 Appropriated funded project may be purchased with O&M-type project funds.

8.20.2.2. If the RPIE meets normal **expense** criteria, use O&M and procure the RPIE through the DWCF.

8.20.3. All air-conditioning equipment, including window units located in real property, is classified RPIE. Generally, you would fund it according to procedures in **8.20.1.** and 2 above. But, do not apply RPIE funding procedures if the air-conditioning is installed in or on other than real property. For example, air-conditioning installed in or on a van-mounted piece of communications or electronics equipment is not real property. Finance this type of air-conditioning installation in personal property, based on normal investment or expense criteria.

8.20.4. Fire-protection systems, excluding self-contained vehicle and portable systems and hand extinguishers, are RPIE; therefore, you fund them according to **8.20.1.** and 2 above.

8.20.5. See AFI 32-1063 for guidance on programming and budgeting for replacement RPIE generators. Don't use the procedures in paragraphs **8.20.2.** through **8.20.4.**

8.20.6. Use 57*3080 for initial and replacement requirements for all ground mobile (skid, wheel mounted, or portable) electric power generators, .5 to 200 KW, not designated as RPIE. These generators are centrally managed items.

8.20.7. AFMC finances initial and replacement requirements for portable equipment required to operate a facility (excluding items designated for base procurement) from the 57*3080 appropriation. Portable equipment includes such items as tooling, materiel handling equipment, etc.

8.20.8. Don't apply RPIE procedures to fund aircraft arresting systems (runway barriers), equipment for static uninterruptible power supply, systems that provide fire protection only to non-RPIE or nonreal property, and demountable sound suppressers. These items are nonreal property. Instead, follow this guidance:

8.20.8.1. **Aircraft Arresting Systems:**

8.20.8.1.1. Use 57*3080 for anchor chains, cables, drums, nets, erecting mechanisms, and the control devices associated with them (these are classed as common support equipment).

8.20.8.1.2. Use military construction funds for the concrete foundations, or pits, and the connecting utilities (they are real property).

8.20.8.1.3. Use 57*3080 for installation of the system if the prime contractor installs it as part of the total contract cost.

8.20.8.1.4. Use O&M-type funds (EEIC 592, miscellaneous contractual services) for the installation when contractual labor other than the prime contractor is required to install the system. For organic labor, use EEIC 397 to record these costs. This labor is not a construction cost.

8.20.8.2. **Power Conditioning and Continuation Interfacing Equipment (PCCIE):**

8.20.8.2.1. Use Other Procurement (57*3080) for the equipment.

8.20.8.2.2. Use military construction for permanent pads or foundations (real property) and connecting utilities.

8.20.8.2.3. Follow aircraft arresting systems procedures in paragraph **8.20.8.1.** for installation charges.

8.20.8.3. **Fire Protection Systems.** For self-contained vehicle and portable systems, including hand extinguishers and systems for the protection of non-RPIE or nonreal property:

8.20.8.3.1. Use the major procurement appropriations for centrally procured equipment.

8.20.8.3.2. Use the appropriation financing the systems acquisition if the centrally procured equipment is airborne equipment peculiar to one weapon system.

8.20.8.3.3. Use 57*3080 funds if the centrally procured airborne equipment is common to more than one weapon system, or is purely ground equipment.

8.20.8.3.4. Use 57*3080 funds for base-procured equipment with a unit cost of $100,000 or more.

8.20.8.3.5. Use O&M for base-procured equipment with a unit cost less than $100,000.

8.20.8.4. **Demountable Sound Suppression Equipment ("Hush House") for Ground Test of Aircraft and Engines:**

8.20.8.4.1. Use the major procurement appropriations for demountable equipment that suppresses sound on power check pads and jet engine test stands (they are classed as common support equipment).

8.20.8.4.2. Use appropriation 57*3010 BP1000 when the equipment is common to more than one weapon system or peculiar to one weapon system which is still **in production**.

8.20.8.4.3. Use 57*3010 BP 1200 when the equipment is common to more than one weapon system or peculiar to one weapon system that is no longer in production.

8.20.8.4.4. Use the major procurement appropriations for installation if the prime contractor installs the equipment as part of the total contract cost.

8.20.8.4.5. Use O&M funds for installation by anyone other than the prime contractor.

8.20.8.4.6. Use construction for permanent pads or foundations (real property) and connecting utilities.

8.21. Procuring and Installing Communications-Electronic Systems. This paragraph explains when to use procurement and military construction appropriations for fixed, mobile, and transportable communications-electronic (C-E) systems.

8.21.1. Use the Other Procurement appropriation (57*3080) for the following direct costs when procurement is on a turnkey basis (single prime contractor) (See paragraph **8.19.1.**):

8.21.1.1. Procuring, installing, testing, and checking out of C-E systems equipment and associated gear, including antennas and antenna towers.

8.21.1.2. Procuring and erecting of equipment shelters used solely for shelters.

8.21.1.3. Engineering and design associated with the above items.

8.21.2. Use the Other Procurement appropriation (57*3080) for the following C-E system items, if (1) they are incidental but integral to procuring and installing of C-E systems and have no other purposes and (2) they are an integral part of the prime contract (even if a subcontractor installs them). (Note: Use O&M funds, EEIC 592, if a contractor other than the prime contractor (or direct subcontractor) installs the system or modifies it as a result of state-of-art changes.)

8.21.2.1. Foundations for equipment, self-contained equipment shelters, prefabricated buildings used solely for equipment shelters, antennas, and antenna towers.

8.21.2.2. Temporary or permanent utilities required solely to operate C-E equipment.

8.21.2.3. Unpaved access roads and walks needed for a contractor to access areas in order to install or erect equipment.

8.21.2.4. Procuring and installing security fencing needed to protect areas or equipment during contractor operations.

8.21.2.5. Engineering and design costs associated with the above items.

8.21.3. Use construction funds (MILCON or O&M) for:

8.21.3.1. Facilities for administration, logistics, housing, and other activities to support a C-E system.

8.21.3.2. All other masonry buildings not used to house equipment only.

8.21.3.3. All paved roads and walks as well as other access roads and walks not directly related to contractor requirements or not required solely to access equipment.

8.21.3.4. Common-use temporary and permanent utilities required to support a C-E system site.

8.21.3.5. Other items of construction not covered above.

8.21.3.6. Engineering and design associated with the above items.

8.21.4. Use Other Procurement, Air Force (57*3080) or O&M to fund other requirements for fixed C-E facilities and equipment, such as modernizing, upgrading, expanding, or augmenting them.

8.21.5. Procure Intrusion Detection Systems (IDS) according to the expense/investment criteria. DWCF requirements are funded with DWCF.

8.22. Equipment (Other than Communications Systems) Procured on an Installed Basis (e.g., Radar, Navigational Aids (NAVAIDS), and Crytographic Equipment).

8.22.1. Use 57*3080 to procure equipment required for fixed facilities on an installed basis if dictated by technical considerations, warranty conditions, or if the cost of equipment offered for public sale includes installation charges. Charge procuring equipment on an installed basis to the program year in which it was directed.

8.22.2. Installation includes unpacking, assembling components, placement, and connecting necessary utilities in a space previously prepared for the operation of the equipment. (***NOTE:*** Do not include renovation or rearrangement of buildings or utility systems, construction foundations, strengthening floors or roofs, or excavation in your installation costs. These are base civil engineer (BCE) activities whether accomplished in-house or by separate contract, and you should finance them using the base's or command's normal funding procedures.)

8.22.3. When you must construct, modify, alter, or rehabilitate buildings to install equipment, submit the requirement through MAJCOM channels for HQ USAF approval as a corollary to the equipment procurement. Charge these costs to the military construction program (MCP), O&M, or RDT&E appropriations, as appropriate.

8.22.4. If specifically approved by HQ USAF, AFMC or Air Intelligence Agency (AIA) may procure equipment financed from the 57*3080 appropriation and required for a fixed operation on a **system** or a **packaged** basis.

8.22.4.1. Under the **system** approach, the equipment procurement contract includes one or more pieces of equipment, components, installation material, and engineering and installation charges. Use the 57*3080 appropriation.

8.22.4.2. Under the **packaged** approach, use the 57*3080 appropriation to finance the system and the necessary directly related construction under one contract (see paragraph **8.19.** and **8.21.**).

8.22.5. Procure computer-raised flooring for new production flight simulators as part of the simulator complex using the "package procurement" approach. Include the costs to acquire and install this floor-

ing in the procurement specification packages for all new production flight simulators using Aircraft Procurement, Air Force (57*3010) funds. This is an exception to **Chapter 4** (**Figure 4.1.**)

Section 8F—Production Activities

8.23. Government-Furnished Expense Items to Production Contractors:

8.23.1. Use the appropriate procurement appropriation to reimburse the DWCF for expense items furnished to production contractors in order to incorporate them into the manufacture or assembly of an investment item. Reimburse from the budget program that finances procurement of the investment item.

8.23.2. These expense items also include DWCF fuel consumed during production qualification and acceptance testing (predelivery) of aircraft and related fuel-consuming equipment. Charge the fuel to 57*3010, BP1000 account, on a current year basis; for example, you pay for FY 1998 fuel issues with FY 1998 3010 funds. This does not include fuel furnished for aircraft delivery from the contractor's plant to the military activity. Such delivery is first destination transportation (FDT); you fund it per **Chapter 10**.

8.24. Pilot Production. Use RDT&E funds for development or preproduction prototypes used for DT&E and IOT&E.

8.24.1. If the testing activity uses the prototypes for IOT&E, they must represent the expected production items well enough to get a valid estimate of the item's operational effectiveness and suitability. If acquiring a limited number of special pilot items from a pilot line is necessary to provide the needed representatives, use RDT&E to finance establishing the initial pilot line and for the IOT&E items. Prototypes produced with RDT&E funds must be adequate in number to fulfill both DT&E and IOT&E requirements.

8.24.2. Charge a procurement appropriation for all subsequent costs to retain the initial pilot line capability for follow-on operational test and evaluation (FOT&E), as well as inventory.

8.24.3. **Low Rate Initial Production (LRIP).** For discussion of LRIP funding in Procurement and RDT&E, see DoD 7000.14-R, Vol. 2A, chapter 1, paragraph 010212.

8.25. Costs for Closing Down a Production Line. MAJCOMs, installations and program offices fund closing down a production line from the last production buy for Air Force requirements (BPAC 100000, 200000 etc.). Use BP1300 (Post Production Support) for closedown costs if the last production aircraft has been delivered. If additional costs are incurred to keep the line open for non-Air Force requirements (for example, foreign military sales (FMS)), prorate and include the cost in the sales price of the item to non-Air Force customers.

8.25.1. Charge the BPAC for industrial responsiveness/facilities (BPAC 140000, 240000, etc.) to remove and prepare machinery and equipment for shipment to reserve storage or to the Air Force contractor.

8.25.2. Charge the O&M funds of the requesting base or depot for packing, crating, handling and transportation, as well as storage, of production tooling they request **to satisfy their future maintenance requirements**. These costs aren't integral to normal closedown. Charge transportation to the transportation (SDT) account of the requesting base's or depot's Major Command.

Section 8G—Guidance for Funding Maintenance and Modification

8.26. Financing Maintenance and Modifications:

8.26.1. Use O&M for maintenance (labor, expense materials, DLR).

8.26.2. Use RDT&E for:

8.26.2.1. Development engineering for modifications.

8.26.2.2. Engineering required to integrate and test commercially available end items (including ADP equipment and software), for which the overall configuration is not commercially available.

8.26.3. Use the procurement appropriations for modification engineering and engineering changes except as stated in the following paragraphs of this section.

8.26.4. Use the procurement appropriations to buy and install modification kits. Procurement will normally not begin until a modification has a configuration baseline which is fully qualified and operational. Expense and investment material items required to install modification kits are normally included in the Group A and B kits; charge them to the procurement appropriations under the total kit policy. With rare exception, you will budget and fund an equal number of Group A and Group B kits in the same fiscal year. The exception is when an equal number is not required to accomplish the mission - "part time" Group B kits rotated to Group A kits installed in several different aircraft. Funds to install modification kits will be budgeted in the fiscal year in which the installation is to be accomplished. On occasion, Congress may add funds for a modification and include the installation funds in the same year as the kits. In such instances, the program will be executed as directed by Congress. Also use the procurement appropriations (modification programs) for:

8.26.4.1. Installation engineering data, technical data, and special tools required to install mod kits.

8.26.4.2. Buying support equipment and peculiar test equipment required to support the modified configuration item(s) as a direct result of the modification program.

8.26.4.3. Modifying spare components or support equipment when modification programs directly require it.

8.26.5. Use O&M funds for expense materials that are not part of a mod kit, but are determined to require replacement during inspection and modification.

8.26.6. Charge installation to RDT&E if the modification supports an RDT&E effort or project, or if an RDT&E funded organization owns the equipment being modified. Otherwise, charge the installation to the procurement accounts. (Note: The use of procurement funds for installation costs became effective in FY 1991 (except for Other Procurement, which was FY 1992)).

8.26.7. Use the procedures in paragraphs **8.26.1.** through **8.26.5.** to correct deficiencies in an end item of equipment in production except as follows. Some production contracts include a clause providing for a contractor to take all actions necessary to correct deficiencies in equipment revealed during production. The contractor must do so for a specified time with no change in contract target cost or ceiling. In this case, charge procuring and installing of kits for the modifications to the appropriation used to buy the equipment end item. (For example, procuring and installing deficiency or compatibility update mod kits for aircraft in production would be chargeable to the applicable weapon system budget program (BPAC) of the Aircraft Procurement Appropriation.) If the mod kits needed to correct the

deficiency are no longer covered by the terms of the contract, fund them according to the preceding paragraphs.

8.26.8. Use the following guidance for "P" (permanent) and "P-S" (permanent-safety) modifications:

8.26.8.1. Charge the trial installation work to the procurement appropriations. It is considered modification engineering. (Modification engineering, including engineering of Group A hardware (and associated software) and mod kit installation instructions, normally occurs during trial installation of a qualified, first-production Group B kit. The trial installation results in the first-production configuration item.) Also, use procurement appropriations to pay for fuel used in predelivery test of a trial installation.

8.26.8.2. Use the procurement appropriations to fund engineering efforts (modification engineering) to make minor changes to a fully developed and qualified modification kit (either hardware or software) in order to adapt it for modifying another end item or system. An example would be an aircraft system of another MDS. "Minor engineering effort" requires less than 25 percent of the engineering manhours involved in developing the initial or previous operation's configuration baseline (hardware and software).

8.26.9. For Engineering Change Proposals/Engineering Change Orders (ECPs/ECO):

8.26.9.1. When conducting engineering studies to determine if an ECP/ECO should proceed to the modification production phase:

8.26.9.1.1. Use O&M (3400) if the program is a reliability/maintainability effort,

8.26.9.1.2. Use R&D (3600) if the program requires development efforts.

8.26.9.1.3. Don't use modification production funds to make this determination.

8.26.9.2. When an ECP/ECO generates after an item is on contract:

8.26.9.2.1. Use funds that financed the production item on the contract to finance the ECP/ECO; i.e., if 3600 paid for a development item, then 3600 pays for the change order; if 3010 paid for a production item, then 3010 pays for the change proposal.

8.26.9.2.2. Don't use procurement funds to procure engineering contract services in order to review an ECP/ECO for sufficiency.

8.26.10. Charge the budget program funding the equipment end item for modification engineering for mod kits to be installed on equipment end items in production . Use modification program funds only for "difference engineering" required to install the mod kits on equipment end items already produced. ("Difference engineering" is the additional engineering needed to cover the different installation requirements (hardware and software) between in-production items and those already procured.)

8.26.11. Suppose modifying a weapon system requires modifying a training device (for example, a simulator) which supports the weapon system. In this case, use the same funding (such as RDT&E) for designing and modifying the system and the training device (RDT&E). If modifications of the training device don't stem from modifying the weapon system, fund engineering efforts in the same manner as other end item modifications (see previous paragraphs). The guidance in **Chapter 4**, **Section 4B** applies to designing and developing training devices, and software changes not associated with hardware modifications.

8.27. Determining Proper Fiscal Year. A modification is valid for funding in the year the requirement is formally documented in the HQ USAF requirement validation process, or thereafter. Normally this date is as follows:

8.27.1. To correct a deficiency in production mods -- the year the deficiency is identified in an official test report per AFI 99-101, or in a deficiency report per T0-00-35D-54. Don't fund the retrofit before the mod goes in to the production line.

8.27.2. For safety, reliability and maintainability mods -- the year the deficiency report is received per T0-00-35D-54, or the material improvement project is established.

8.27.3. For new/improved operational capability mods -- the year the statement of need (SON) is validated per AFI 10-601. SAF/FMB may make exceptions to the above criteria when other acceptable documentation clearly establishes official recognition of the requirements.

Section 8H—Value Analysis and Engineering

8.28. Value Analysis of Spare Parts:

8.28.1. Use the guidance in **Table 8.1.** to determine the source of funding for value analysis of spare parts: (***NOTE:*** value analysis is a detailed and exhaustive pricing investigation to determine the likely competitive price or market price of spare parts.)

Table 8.1. Appropriations to Charge for Value Analysis of Spare Parts.

If the Principal Benefiting Program Is In	Charge the Contractual Costs To
Aircraft Procurement (3010)	Budget Programs (BP) 16 or BP 19, as appropriate
Missile Procurement (3020)	BP 25, 26 or the RSD, DWCF, as appropriate; or BP 29 if neither 25, 26 nor the RSD is the benefiting program
Other Procurement (3080)	BP 8600
Operation and Maintenance (3400)	appropriate MAJCOM budget activity, citing EEIC 592
Two or more appropriations	a value analysis contract that contains a separate line item for each benefiting appropriation and the cost of the contract pro-rated accordingly

8.28.2. Charge in-house value analysis, without a contract, to the normal O&M-type funds of the activity doing the analysis.

8.29. Guidance for Funding Value Engineering (VE). MAJCOMs, installations and program managers should include the amounts required to pay for Value Engineering Proposals (VEP), Value Engineering Change Proposals (VECP), testing, and other costs arising from the VE program in all budget estimates.

8.29.1. Charge the cost arising from VE actions to the appropriation financing the prime benefiting program, except as specified below.

8.29.2. Use RDT&E to fund VE (internal or contractor) performed during design and development.

8.29.3. Pay for VE performed according to either a program requirements clause or an incentive clause on major end items in production or in the operational inventory (such as weapons, military equipment, and components as well as minor items) as follows: (1) charge the VE cost to RDT&E if the VE requires redesign that entails related development, test, and evaluation work which increases the performance envelope, and (2) charge the account financing the prime benefiting program for VE actions other than those in the preceding subparagraph.

8.29.4. Finance VE by a contractor under a value engineering requirements clause as a separate line item in the contract and from the same appropriation cited in the contract.

8.30. Sharing VE Incentive and Program Requirement Clauses:

8.30.1. **Financing Instant Contract:**

8.30.1.1. Contractors share in the cost savings on contracts if they propose a VE change that the Air Force accepts. Sharing is limited to the instant contract and the quantity of the item procured under the contract. To compensate the contractor, the Air Force reduces the contract price only by its share of savings and includes in the contract price the contractor's share of the savings.

8.30.1.2. Use the appropriation cited in the instant contract to finance the contractor's share of the savings because this share is included as a part of the payment to the contractor at the reduced contract price.

8.30.1.2.1. Prorate the savings in the same proportion as the quantity procured for the different appropriations when the instant contract includes more than one fund citation.

8.30.1.2.2. Prorate the savings based on the quantities procured when the instant contract includes a fund citation that results from a consolidated order from two or more customers.

8.30.2. **Financing Lump Sum Payments on Future Acquisition Savings:**

8.30.2.1. If the Air Force buys more of the same item with the VE change incorporated, the contractor may also be paid a share of the VE savings in the added items. Determine the contractor's share per unit as you did under the instant contract. This share per unit extends to the estimated number of units to be procured later. The provision in the instant contract that authorizes the lump sum payment on future acquisition savings specifies this number. The Air Force compensates the contractor by a lump sum, one-time payment under the instant contract.

8.30.2.2. Air Force users may initially charge the contractor's share of the savings to the appropriation cited in the instant contract and, when determined appropriate, transfer these amounts to the applicable account using the funding principles in paragraph **8.29.** above. Before accepting the VECP, you must determine that funds are available in the account that will ultimately bear the charge.

8.30.3. **Financing Royalty Payments on Future Acquisition Savings:**

8.30.3.1. In addition to sharing savings under the instant contract (but always in lieu of any sharing by lump sum payments), the Air Force may agree in the contract to pay the contractor a "royalty." (The royalty payment is based on actual future procurements, within a stated time period, of the same item that incorporate the instant VE change.) Also, the Air Force may agree in the instant contract to pay the contractor a "royalty" on future overhaul and maintenance work by an "in-house" defense facility that uses the instant VE changes. Agreement in the instant contract to

pay royalties based on actual future procurement doesn't commit or obligate funds. Also, the agreement to pay royalties doesn't extend either to procurements of the item by any other DoD component (even though the instant VE change is incorporated in such procurements) or overhaul and maintenance work.

8.30.3.2. Generally, you should determine the contractor's share per unit as you do for lump sum payments. The Air Force pays contractors under the future contract in reasonable increments of not more than 6 months. The payments depend on quantities purchased, or in-house work done, in which they hold a contractual right to share in the savings.

8.30.3.3. Charge the contractor's share of savings under the royalty method to the appropriation account cited in the subsequent procurement or construction contract, regardless of whether that contract is with the instant contractor. For overhaul and maintenance work in a defense facility, pay the contractor's share of savings either directly from the customer appropriation financing the order or from the fund financing the defense facility. You may pay this share whether the defense facility is operated as a DWCF or other fund activity.

8.30.3.4. When the Air Force later buys for another DoD component under a MIPR, include royalty payment amounts in your funding citation for the procurement or construction. If the responsibility for procurement or construction transfers to another DoD component under logistical transfer procedures, the Air Force transfers responsibility for making royalty payments to the gaining component, and that component must accept this responsibility.

8.30.4. **Financing Payments for Collateral Savings:**

8.30.4.1. As a result of accepting a VE change under the instant contract, the Air Force may compensate the contractor for a share in collateral savings expected from the change. Examples of these savings would be fewer requirements for government-furnished property, reduced cost of operating the contract item, or lower costs for logistical support. This compensation is always a one-time lump sum payment under the instant contract. Don't pay collateral savings for any subsequent purchases of the same item by the Air Force or any other DoD component.

8.30.4.2. Initially, you may charge the lump-sum payment for collateral savings to the appropriation cited in the instant contract and, after determining the proper allocation, transfer these amounts to the proper account under **8.29.** above. Before accepting the VECP, you must determine that funds are available in the account that will ultimately bear the charge.

8.30.5. **VE Program Requirements Clause.** This clause requires a stated level of VE effort by the contractor and is a separate contract line item. Fund according to the guidance in paragraph **8.29.**

8.30.6. **Testing.** The Air Force must conduct appropriate tests before determining that a VEP and VECP are acceptable. Tests are usually required before the contractor accepts the proposals. Typically, the Air Force command that benefits from the VEP or VECP tests as part of operations. So MAJCOMs must include these costs in their financial plans for O&M-type appropriations.

8.30.7. **Unsolicited Proposals.** If the Air Force accepts an unsolicited proposal to save money from someone other than the contractor, charge for it according to the guidance in paragraphs **8.29.1.** through **8.29.4.** The payment to the unsolicited source will be either a lump sum or a royalty. An example would be saving money on supplies or services under contract or furnished in-house within a Defense facility.

Section 8I—Other Investment Procurement Policies

8.31. Funding Test and Evaluation. See **Chapter 14**.

8.32. Purchasing Information Processing Equipment (IPE). See **Section 4B**, **Chapter 4**.

8.33. Funding the Local Manufacture of Investment Items. Charge the cost for emergency local manufacture of investment items required by a repair activity to the procurement appropriation to which the item is identifiable. Installations may not use local manufacture to stock items for inventory.

8.34. Funding Support Equipment. Determine the budget program activity codes (BPACs) for peculiar support equipment and common support equipment as follows:

8.34.1. **Initial.** For in-production weapon systems, the System Program Director (SPD) is responsible for programming, budgeting, and funding all support equipment (SE) required for initial lay-in. The SPD will use weapon system procurement funds (3010, BP10; 3020, BP20). Note that for the Special Operations Force (SOF) systems, this is an Air Force bill to pay in accordance with the 1989 Memorandum of Agreement (Section. II, paragraph 2b(2j)). Initial SE includes both common and peculiar SE that support the mission design series (all blocks and subindentures) in-production and its engine which the Air Force acquires for the following reasons:

8.34.1.1. To support deliveries of new principal items (aircraft and missiles),

8.34.1.2. As a result of basis of issue (BOI) changes during production of the weapon system,

8.34.1.3. To provide additional quantities of support equipment to support force structure changes that increase the number of bases requiring SE during the production of the weapon system, e.g., conversion from active to Guard/Reserve forces.

8.34.2. **Replacement.** For out of production systems, the Item Manager (IM) whether resident in the SPD, Product Group Manager, or Material Group Manager office, is responsible for budgeting and funding for replacement of organizational and intermediate level support equipment, both common and peculiar. MAJCOMs shall program sufficient funding for specific replacement support equipment programs in excess of $15 million per year or $50 million total program cost. The IM will use equipment procurement funds (3010, BP12; 3020, BP22). Replacement SE is that which the Air force acquires for the following reasons:

8.34.2.1. To replace losses of existing SE, e.g., condemnations,

8.34.2.2. As part of changeout program where one item of SE will replace another,

8.34.2.3. As a result of BOI changes that occur during the post production support period of the weapon system.

8.34.3. **Appropriation 3010, BP 1300** is used to provide additional quantities of SE to support force structure changes that increase the number of bases requiring SE during the post production period of the weapon system, e.g., conversion from active to Guard/Reserve forces.

8.34.4. **Modification.** Use BP 1100 (modifications) for all peculiar SE required because of a modification. This includes peculiar SE required to support a system that applies to more than one aircraft. Also follow this guidance for changes in modification quantities or items during the course of the modification funding.

8.34.5. See chart in AFMAN 65-604 under 57X3010 Fund code 11, BP 1200, Common Support Equipment.

8.35. Funding Technical and Engineering Data. See **Chapter 4**, **Section 4E**.

8.36. Training:

8.36.1. **Training Films.** The Air Force procures some special training films as part of the contract for procuring an end item. Charge the initial supply of a stated number of the films to the procurement appropriation and BPAC under which you procure the specific weapons system or end item of equipment.

8.36.1.1. Follow the above guidance for aircraft, missiles, and direct support equipment as long as you are procuring the initial squadron equipment by model type. Do not apply the guidance to operational tests and follow-on operational tests.

8.36.1.2. Follow the above guidance for equipment procured under the 57*3080 appropriation until the last item in the procurement contract is accepted into the inventory from the production program.

8.36.1.3. Sometimes the requirement for special training films results from, and procurement is accomplished with, the modification of a weapon system or end item of equipment. When this occurs, charge producing a stated number of films to the same procurement appropriation and BPAC that covers the modification.

8.36.1.4. If the requirement for special training films results from maintenance operational requirements, technical order changes, etc., charge the cost to O&M-type appropriations.

8.36.1.5. Charge the cost of producing films to O&M-type appropriations if the requirement for special training films is: (1) to increase the number available for distribution (in addition to the original number authorized for procurement under the procurement appropriation); (2) to replace worn-out film; (3) to produce prints from an Air Force negative; or (4) not eligible for procurement under other provisions of this paragraph.

8.36.2. **Funding Type 1 Factory Training.** See **Chapter 10**, **Section 10L**.

8.37. Repairing Government-Furnished Materiel (GFM). Because of malfunction or damage (in transit or in storage), some GFM items procured for initial installation into a major end item of equipment in production may have to be returned to the producing GFM contractor or Air Force depot for repair or rework before they can be installed. Fund the repair of such GFM items as follows:

8.37.1. Charge the repair of associated GFM items (including parts or components and contract services required) for undelivered end items of equipment (those in contractor's facilities) to the same budget program and program year as the end item of equipment into which it will be installed.

8.37.2. After Air Force acceptance of the end item, charge the repair of GFM components to O&M type appropriations. Include those not procured or required for initial installation into an in-production end item.

8.38. Industrial Responsiveness/Facilities and Equipment. Aircraft control and warning (AC&W) and distant early warning (DEW) line sites, whether contractor or government-operated, are considered

command installations, not industrial responsiveness facilities. Compute modification and maintenance of related equipment according to established Air Force procedures and fund their costs under either the O&M or Other Procurement appropriations.

8.39. Funding Supplies and Equipment for the Foreign Technology Division(FTD) and the Air Force Technical Application Center (AFTAC):

8.39.1. Procurement under BPAC 84XXXX for FTD and AFTAC includes all items of centrally procured equipment and supplies normally chargeable to 57*3080 (as described in AFMAN 65-604). Use the following subparagraphs to determine fund requirements by appropriation for FTD and AFTAC financial plans and budget estimates.

8.39.2. Develop requirements for RDT&E (57*3600) using AFMAN 65-604, budget codes.

8.39.3. Apply the following for procurement appropriation requirements:

8.39.3.1. Use 57*3010 or the 57*3020 for end items of equipment and systems to be initially installed in, and become a part of, an aircraft or missile, and items of an airborne nature used in an aircraft or missile used exclusively for FTD or AFTAC mission requirements.

8.39.3.2. Use 57*3080 for end items of equipment and systems used in ground operations exclusively for FTD or AFTAC mission requirements.

8.39.3.3. Charge components and maintenance spare parts required to support a particular end item of equipment or system to the same appropriation that funded the end item (except Defense Logistics Agency (DLA) procured items that are O&M-funded). But, if you cannot specifically identify maintenance spare parts, other than DLA items, to a single end item of equipment, apply the predominance of use concept. For example, when the known or estimated use of a spare part predominates for a particular type of equipment, charge the total requirement to the same appropriation that funded the particular equipment.

8.39.4. Charge equipment and components required for FTD and AFTAC operational support (including supplies and materiel normally provided for under several 57*3080 program codes) **to BPAC 84XXXX only**. In addition, use BPAC 87XXXX to reimburse for contractual labor and depot installation or modifications of equipment that are required in connection with Permanent Modifications (see AFI 63-1101) of 57*3080 equipment.

8.39.5. Charge contractual or depot labor (including TDY) required to install 57*3080 equipment to the applicable O&M appropriation program, unless such equipment is authorized for procurement on an installed basis. Charge TDY costs to O&M even for procurements on an installed basis. Don't use BPAC 87XXXX to reimburse 57*3400 for contractual or depot labor (including TDY) required to install FTD and AFTAC equipment.

8.40. Production-Related Travel.

8.40.1. Use RDT&E to fund travel that supports Research, Development, Test, and Evaluation efforts and activities.

8.40.2. Use production funds (see paragraph **8.50.** PMA) for travel that directly supports production-related activities where you have completed RDT&E or where there was no RDT&E.

8.40.3. Use RDT&E if the travel supports both RDT&E and production-related activities; that is, resolve gray areas in favor of RDT&E.

8.41. First Destination Transportation (FDT). Use Other Procurement (3080) Appropriation, BPAC 84698, to pay for FDT (FOB origin) for investment equipment (3010, 3011, 3020, 3080). Charge the FDT for items procured FOB destination to the procuring appropriation. Charge the FDT for depot level reparables to the Materiel Support Division (Defense Working Capital Fund). Charge FDT (FOB origin) for O&M-funded materiel to the O&M Appropriation. See **Chapter 10**, **Section 10E**, for specific transportation financial guidance.

8.42. General Use Vehicles for Research and Development (R&D) Activities:

8.42.1. Use Other Procurement (3080) to pay for general use vehicles (defined as common equipment used in the day-to-day support of RDT&E base operation and maintenance activities).

8.42.2. Use RDT&E for vehicles required solely for R&D projects, test and evaluation and government furnished equipment (GFE) to R&D contractors. This includes vehicles authorized specifically to support RDT&E projects, vehicles for targets, vehicles unique to a test effort, and vehicles operated by an RDT&E contractor. ***EXCEPTION:*** use 57*3080 for vehicles required for in-house contractors and base civil engineers responsible for road maintenance and debris clearance.

8.43. Buying Back Materiel an FMS Customer Offers for Return. When an AFMC Air Logistics Center (ALC) learns that an FMS customer offers to return material that satisfies a valid Air Force requirement for serviceable or unserviceable materiel, it will procure this materiel as a separate transaction from the original USAF procurement for FMS. Returned serviceable or unserviceable assets represent a new procurement by the AFMC ALC to meet Air Force operational needs through the buy operating period. Use DWCF obligational authority, rather than BPs 1500, 2500, 8300, and 8400 for such procurements. When needed, Air Force customers will buy these items from the DWCF using O&M funds.

8.44. Funding for Reliability Improvement Warranty (RIW). **Table 8.2.** tells how to fund RIW included in modification and production contracts and transitioning to either organic or contractor support upon completing RIW coverage.

8.44.1. Peculiar support equipment, even when procured late in the acquisition cycle, is (by definition) a part of the cost for acquiring the weapon system. Charge it to the weapon system line.

8.44.2. Include RIW costs as part of the unit cost of installed items, although warranty coverage is provided for both installed and spare parts.

Table 8.2. Reliability Improvement Warranty (RIW) Funding Support.

R	A	B	C	D
U				**then budget lead time away for**
L	**If the RIW is in**	**fund the RIW under**	**and if the decision**	**normal logistics support as**
E	**The**	**(see note)**	**is to transition to**	**follows**
1	Modification contract	the modification budget program P-1 line item	organic support after completing of RIW coverage	peculiar support equipment in the same modification P-1 line item and spares (for example, shop replaceable units (SRU) in the spares P-1 line item (see note).
2			contract support after completing RIW coverage	contractual support in the applicable operations and maintenance type appropriation.
3	Production contract	the production budget program P-1 line item	organic support after completing RIW coverage	peculiar support equipment in the same modification P-1 line item and spares (for example, SRUs in the spares P-1 line item (see note).
4			contractor support after completing RIW coverage	contractual support in the applicable operation and maintenance type appropriation.

NOTE: When a buy of items covered by RIW is for both retrofit and production line installation, prorate the RIW cost between modification and production funds based on number of units for each purpose. Also, if you use organic labor for follow-on support, use the same method to prorate funding for peculiar support equipment related to the split buy.

8.45. Procedures for Replacement and Deposits to the General Fund of the Treasury. See Volume 2B, Chapter 4, of DoD Regulation 7000.14-R, the *DoD Financial Management Regulation* for guidance on replacement, replacement-in-kind, and free assets.

8.45.1. **Replacement Guidance--Weapon Systems or Principal Items:**

8.45.1.1. **Replacement in Kind.** The program manager must include reimbursement from the sale in reimbursable financing and the buy-back of the item in the reimbursable program. Don't show this transaction in the direct budget plan. (***NOTE:*** "Replacement in Kind" refers to an item sold that requires replacement with an item of the identical type, model, and series of "mod" designation. ***EXAMPLE:*** Sale of a C-130E aircraft and purchase of a C-130E aircraft.

8.45.1.2. **Replacement.** Include the reimbursement from the sale under reimbursable financing, but show the buy-back of the replacement item under the direct budget plan and comply with DoD reprogramming requirements, if applicable. (***NOTE:*** "Replacement" refers to an item sold that requires replacement to compensate Air Force inventories for the resultant loss of capability or readiness. But, because of circumstances, the replacement item will not be identical to the item sold. It must, however, be a later series of "mod" designation of the same basic model (for example, sale of an F-4D and purchase of an F-4E) or an acceptable substitute item used for the same inventory objective or authorized acquisition objective in requirement computations (for example, sale of a CBU-58 fuse and purchase of an FMU-81 fuse).)

8.45.1.3. MAJCOMs that want to replace a principal item with a later series or "mod" designation, or an acceptable substitute item, must submit a request for financing to SAF/FMBI. Include these items, as a minimum, in your request:

8.45.1.3.1. FMS case designation.

8.45.1.3.2. Item and number sold.

8.45.1.3.3. Sale price of item (or items) (see also AFI 63-107).

8.45.1.3.4. Replacement item, number to be procured, cost per item, and total required.

8.45.1.3.5. Inventory and authorized acquisition objective and on-hand status; and

8.45.1.3.6. Date funds are required.

(NOTE: SAF/FMB will use the above information to prepare appropriate reprogramming requests, for submission to OSD and the Congress or inclusion in the subsequent year's budget. SAF/FMB requires at least 120 days to obtain approval of reprogramming requests.)

8.45.1.4. **Replacement Guidance--Secondary Items.** MAJCOMs may apply proceeds from the sale of a secondary item from inventory to buy any required secondary item in the same appropriation (for example, resources from sale of a 57*3010 item must be used to purchase a 57*3010 item). MAJCOMs must record reimbursable obligations for secondary items against specific FMS cases when applicable.

8.45.2. **Deposits to the General Fund of the Treasury (Miscellaneous Receipts):**

8.45.2.1. MAJCOMs must identify and account for free assets to report them on an "as needed" basis to HQ USAF. Free assets are funds derived from the sale of an item of materiel (weapon system/principal item) and which do not require replacement.

8.45.2.2. Program managers must identify free assets from the sale of principal items at the time of price and availability, and in the FMS letter of offer and acceptance (LOA) and the case directive.

8.45.2.3. Program managers must annotate the LOA with this statement: "Funds collected in payment for this sale will be deposited in the miscellaneous receipts account of the Treasury."

8.45.2.4. The case directive will include this statement: "Principal item not to be replaced in the inventory. Funds collected in payment for this sale will be deposited in the miscellaneous receipts account of the Treasury."

8.46. Small Weapons Procurement. All small weapons and arms, such as the M-16 rifle, 9MM Compact Pistol, M-9 Pistol, grenade launchers, etc. are centrally procured in the 3011 Procurement of Ammunition Appropriation.

8.46. (AMC) Small Weapons Procurement. TWCF funds are not authorized for the purchase of small weapons and/or ammunition. (Reference AMCI 65-602, chapter 8, paragraph 8.4.5.12.)

NOTE: Chapter 9, all paragraph references to the $100,000 expense/investment threshold are changed to $250,000 in accordance with the FY 2003 Omnibus Appropriations Act (Public Law 108-7 dated 20 February 2003, Division M, Defense Matters, Other Matters, Section 106). (***NOTE:*** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

8.47. Power Conditioning and Continuation Interfacing Equipment (PCCIE):

8.47.1. Charge PCCIE procured as an embedded or integral part of the system it supports to the same P-1 line as the system itself.

8.47.2. Charge PCCIE procured to replace existing PCCIE or added to support a system to the "Items Less Than" line in the BP 837XXX in Other Procurement (3080) or in a separate PCCIE P-1 line, if developed. For replacement or added PCCIE, including uninterruptible power supplies (UPS) and power conditioners (PCS) 1 KVA or larger, MAJCOMs must use Ogden Air Logistics Center (OO-ALC/LIPC) Hill AFB, UT 84056-5850 (DSN 777-5422) central procurement or obtain a waiver from OO-ALC to allow local procurement. OO-ALC will provide funds for local purchase by issuing an obligation authority for an amount that covers the estimated cost of the item plus transportation costs from the vendor (**https://intranet.hill.af.mil/hafb/alc/li/lip/lipc/lipc.htm**.).

8.47.3. Use RDT&E (3600) for PCCIE procured to support RDT&E requirements.

8.48. Test Program Sets (TPS). Follow these procedures for funding:

Table 8.3. Test Program Sets (TPS).

IF	PAY FOR THE TEST PROGRAM SETS FROM
The Automatic Test Equipment (ATE) is in development	RDT&E.
A development effort is required to change the capabilities of either ATE in the operational inventory or off-the-shelf equipment	RDT&E for initial set of TPS; use the same procurement account for additional units.
Operational or off-the-shelf equipment requires a procure ment-funded modification	Same procurement account for changes to TPS.
An ATE in production is funded in a procurement account	Same procurement account.
TPS is procured without an accompanying ATE	Same appropriation used to procure the ATE it will serve

8.49. Bid Sample Testing for Non-Development Items (NDI). Fund bid sample testing for NDI either in procurement or O&M based on applying the expense/investment criteria to the cost of the NDI if it were being procured. Use RDT&E to modify an NDI bid sample. Use O&M for related military or civil servant travel.

8.50. Program Management Administration (PMA) Costs:

8.50.1. **PMA Application.** Procurement appropriations will be used to fund PMA costs which directly support production program activities for programs in the following categories. Only first year funds will be used to pay for PMA costs. Unobligated balances will not be used in the second and third year of availability to finance PMA requirements. PMA costs will be charged to the appropriation funding the task, or portion thereof, being supported. All other acquisition programs, including all acquisition programs of the ANG and Air Force Reserve, will continue to fund PMA costs in RDT&E or O&M.

8.50.1.1. For Appropriation 3080 and 3011, acquisition categories (ACAT) I and II.

8.50.1.2. For Appropriation 3010, all programs in Budget Programs 10, 11, and 13.

8.50.1.3. For Appropriation 3020, all programs in Budget Programs 20, 21, and 23.

8.50.2. **PMA Allowable Costs.** Those costs, other than payroll costs for government personnel, that support the operation of a program office in its management and oversight role. These include costs such as travel, printing, supplies, equipment, program office unique computer and communication costs, and pre-litigation (before contractor files appeal with ASBCA or initiates action in court) costs such as evaluation of claims. Advisory and Assistance Service (A&AS) and FFRDC contractor support to a program office is also PMA if it supports the functions of government personnel in managing a weapon system or common item. Programming for these requirements can be accomplished in several ways. Typically, for specific weapon system programs, PMA is funded out of the weapon system PEC in either the RDT&E or production appropriation, and is advocated by the using MAJCOM. Specific weapon system PMA in O&M is programmed and budgeted by AFMC and AFSPC in their respective PEs. For common systems, PMA is funded in RDT&E and Procurement where appropriate or the O&M appropriation out of one of the two Product Support Business Area (PSBA) infrastructure PECs -- PE 72804 for AFSPC and PE72806 for product centers and PE 78070 for the logistic centers -- and are advocated by AFSPC and AFMC, respectively. See **Table 8.3.** for matrix of allowable costs.

8.50.3. **PMA Non-Allowable Costs.** PMA costs **do not include** civilian pay or overtime pay, base or installation operating support, standard or otherwise, or costs associated with Headquarters level support. Also excluded are costs of tech orders, weapon system contract engineering (R&D, production or maintenance) and contractor logistic support and contract litigation costs. Once litigation begins (e.g., a contractor files an appeal with the Armed Services Board of Contract Appeals or initiates an action in court), litigation support costs, such as expert evaluation, are funded in O&M. These PMA cost exclusions are funded consistent with existing policy guidance contained in AFI 65-601, Vol I, and Air staff direction. Excluded costs fall under the cost categories of base operating support (BOS), Indirect Mission Support or direct Mission Support.

8.50.4. **BOS Costs.** These are base O&M type costs to provide common infrastructure support required by all installation offices regardless of mission.

8.50.5. **Indirect Mission Support (IMS).** Those costs, other than payroll costs for government personnel that provide the Product Support Business Area infrastructure at a center. These tasks allow the center to perform its primary product support mission (e.g., general support, business area management, and product line management). IMS costs include travel, printing, supplies, equipment, staff office unique computer and communication costs, and other functional home office support costs. A&AS and FFRDC contractor support to a staff office is also IMS if it supports the functions of the government personnel in managing these cross-cutting activities. In all cases, IMS is advocated by AFMC.

8.50.6. **Direct Mission Support (DMS) Costs.** Those costs, other than payroll costs for government personnel, that provide for an end item or operational capability for a weapon system or common item. These include costs such as technical orders, sustaining engineering, contractor logistics support, and equipment installation, A&AS and FFRDC contractor support is also DMS if it provides for an end item operational capability for a weapon system or common item.

Table 8.4. Program Management Administration (PMA) Funding.

Type of Service	Examples
1. Contract Services for Program Office Operations	Program office computer support, configuration management costs, cost estimating/analysis, and consulting services (including TEMs, CITA, FFRDC or A&AS-type contracts).
2. Travel in Support of Program Office Efforts	Program office travel supporting Program Management Reviews, Negotiation Reviews, and Defense Acquisition board (DAB). **PMA procurement and RDT&E appropriation TDY funding will not be provided to higher HQs management staff for administrative reviews.**
3. System Program Office (SPO) Supplies and Equipment Purchases, Rentals, Leases, and Maintenance	Off-base program office space rental. Unique (above standard) equipment maintenance leases to include copiers, fax machines, on-demand repair contracts, and special graphic support.
4. Unique Communication Expenses	Program Office video teleconference networks, direct long distance line with prime contractors
5. Program Office Specific Training	Specialized short-term technical training for program office assigned personnel that directly relates to performance of functions in support of the direct mission program (e.g., Selected Acquisition Report (SAR) preparation training). **This does not include funding college degrees on either a full time or part time basis.** Degrees are funded by host base or career program training funds.
6. Printing and Reproduction	Program office printing for items such as DABs and Request for Proposal (RFP).

Chapter 9

MILITARY CONSTRUCTION APPROPRIATIONS

Section 9A—Planning and Programming, Authorizations and Appropriations

9.1. Composition of Program. The Military Construction (MILCON) Program consists of the appropriations below. See AFMAN 65-604 for specific project codes.

Table 9.1. Military Construction Appropriations

57*3300 Military Construction, Air Force.
57*3730 Military Construction, Air Force Reserve.
57*3830 Military Construction, Air National Guard.
57*0740 Family Housing Construction. NOTE: For FY 01 and prior, use 57*7040
97*0103 Base Closure Account, Part I
97*0510, DoD Base Closure and Realignment Account, Part II

9.1.1. Include in your construction program:

9.1.1.1. All land acquisition.

9.1.1.2. Acquiring and constructing facilities.

9.1.1.3. Adding to, expanding, extending, converting, altering, or replacing existing facilities.

9.1.1.4. Relocating facilities.

9.1.1.5. Planning (other than master planning at operating levels) and design.

9.1.1.6. Construction overhead, supervision, and inspection.

9.1.1.7. Equipment installed in and made a part of real property structures and improvements (real property installed equipment - RPIE).

9.1.1.8. Demolition required to allow construction.

9.1.2. Exclude all production and movable equipment. But, in presenting construction programs and budgets, you should also disclose the source and cost of all production and movable equipment directly associated with these programs. Also, you must reimburse funded project costs initially financed from other appropriations.

9.2. Obtaining Congressional Authorizations:

9.2.1. Air Force and other Defense organizations must obtain specific congressional authorization for work under major construction programs. If it expires, the Air Force must seek reauthorization. Record obligations against the fiscal year in which the construction project was appropriated, not the year authorization was extended. ***NOTE:*** Legislative authorization for an active DoD component's projects that have not started (no obligations incurred) **expires at the later** of these two dates:

9.2.1.1. At the end of the second fiscal year following the fiscal year which authorized the project. (For example, a project authorized in FY 94 expires at the end of FY 96).

9.2.1.2. Upon enactment of the Authorization Act for the third fiscal year (FY 97 in the previous example) following the fiscal year which authorized the project, whichever is later. Congressional committees must approve extension of the authorization in that third year act or the authorization expires.

9.2.2. The Air Force Reserve and the Air National Guard require separate congressional authorizations.

9.2.3. The Air Force must present and justify MILCON programs through established MAJCOM and staff channels. The Office of the Secretary of Defense (OSD) and the Office of Management and Budget (OMB) then must approve these programs before they go to Congress for legislative authorization.

9.2.4. MAJCOMs must support MILCON programs with data on proposed physical capacity or units of measurement, as well as estimated costs, for projects subject to the new authorization request. Arrange data for such projects by State and installation. Include comparative data on the existing real property inventory, previously authorized construction, and projects expected to be subject to future requests for authorization. MAJCOMs must also provide basic related data for new or changed missions and projected strength of forces. This information allows the Air Staff and OSD to determine how to assign parts of programs either to a request for immediate authorization or to a future request.

9.3. Obtaining Congressional Appropriations. To carry out military construction (MILCON) projects, you must have authorization **and** appropriation of funds. Except for the Air Reserve Forces construction program, if an authorized project is not in an approved "appropriation act," you must include it in a subsequent annual MILCON appropriation act or do an approved reprogramming. Don't try to reprogram a project for which Congress denied appropriations, unless Congressional reports state the Air Force should do so.

9.4. Relating Budget Estimates and Appropriations:

9.4.1. The Congressional appropriations committees approve individual projects, but the amounts appropriated may be less than their estimated cost. Don't start an approved project unless you can finance it to completion from appropriated funds available at the time the project starts. But you may start a large project **if** OMB has approved incremental funding and the Air Force has obtained special legislative arrangements for full authorization and incremental appropriations.

9.4.2. Use the funds in each annual appropriation act for:

9.4.2.1. Cumulative adjustments (in light of balances of funds previously made available) needed to finance to completion projects already approved and started.

9.4.2.2. Projects you expect to start during the current fiscal year.

9.4.2.3. Projects that still represent valid requirements for the budget year.

9.4.2.4. Amounts previously appropriated above actual cost to cover cost overruns or adjustments to other projects.

9.4.3. **Handling Changes in Scope and Cost.** AF/ILE and SAF/IE will determine if they must request approval in advance for major changes to approved projects. Requests must go through DoD,

OMB, and the Appropriations and Armed Services Committees of Congress. Also, under 10 U.S.C. 2853 and Congressional committee reports, AF/ILE must notify Congress when a project's scope decreases more than 25 percent or when its cost increases more than $2.0 million or 25 percent, whichever is less.

9.4.3.1. **Scope Changes.** The DD Forms 1391 submitted to Congress show the scope of a facility in units of measure such as square feet of building space, square yards of pavement, etc. When Congress approves a project, they establish its scope.

9.4.3.1.1. Don't add more than 10 percent to the approved scope without prior approval of HQ USAF/ILE.

9.4.3.1.2. Don't decrease the approved scope by more than 25 percent without prior approval of HQ USAF/ILE and completion of Congressional notification action.

9.4.3.2. **Cost Increases.** Adjust project financing consistent with Congressional authorization and the reprogramming criteria in DoD 7000.14-R, the *DoD Financial Management Regulation (FMR)*, Vol. 3, Chapter 7. **Chapter 7 of the FMR has the complete details on all reprogramming requirements and restrictions for Military Construction and Military Family Housing**. Stay within total amounts appropriated in each annual appropriation act and follow restrictions in the following bullets. You may adjust financing to complete projects approved and started, to cover projects you expect to start during the current fiscal year, and to meet other project costs that represent valid unfinanced requirements for the budget year.

9.4.3.2.1. Congress has authorized increased project costs above the appropriated amount, without a formal reprogramming request, up to 25 percent or $2.0 million dollars, whichever is less. The Congress, in P.L. 107-107 (FY 02 NDAA, Sec. 2802 amended 10 U.S.C. 2853) provided that "the costs associated with the required remediation of an environmental hazard in connection with a military construction project or military housing project, such as asbestos removal, radon abatement, lead-based paint removal or abatement, or any other legally required environmental hazard remediation, if the required remediation could not have reasonably been anticipated at the time the project was approved originally by Congress" may be excluded from the military construction reprogramming threshold. **However, it is Air Force policy that no increase is authorized without AF/ILE prior approval**.

9.4.3.2.2. Use projects authorized and appropriated by the Congress as offsets to cover cost increases for others previously approved by the appropriations committees under major construction programs. But first clear your actions with DoD and OMB, and get advance approval by the committees.

Section 9B—Funding Portable and Relocatable Buildings, Stress Tension Shelters, Communications Pre-Wiring, Systems Furniture, Minor Construction and Air Conditioning Equipment

9.5. Portable Buildings. The organization or activity which orders a portable building through the base supply system or has it constructed by the Base Civil Engineer will pay for the purchase or construction from their O&M type funds. Apply the expense/investment $100,000 rule to determine whether O&M or 57*3080 funds are chargeable.

9.6. Relocatable Buildings. AFI 32-1021 tells how to acquire, manage, and use relocatable buildings. It also addresses approval levels for using relocatables on an installation. Apply the established construction funding rules when a relocatable substitutes for a permanent structure. Use Other Procurement (57*3080) funds for the building if you are buying it as an item of war reserve stock. Charge the cost of transporting, assembling, and disassembling a relocatable building for a temporary purpose to O&M type funds.

9.7. Stress Tension Shelters. Stress tension shelters (STS) (for example, Portomods) usually have a fabric membrane in tension over a rigid frame.

9.7.1. Charge construction funds for STS costs -- including acquisition, site preparation, foundation, erection, and utilities support -- as either a Military Construction Program (MCP) project, or a minor construction project accomplished with P-341 minor construction or O&M type funds. Use total project cost and normal dollar thresholds to select the proper fund source.

9.7.2. Include the cost of relocating an STS from one installation to another and the fair market value of the STS as part of the construction costs of the new project.

9.7.3. If a stress tension shelter is procured and erected on an existing foundation or pad (no MILCON required), it is procured as an equipment item in either Other Procurement (3080) or O&M (3400), depending application of the current expense/investment threshold.

9.8. Prewired Work Stations, Systems Furniture, Communications Prewiring:

9.8.1. **Prewired Work Stations.** Charge the cost of prewired work stations to O&M. Do not charge the cost of prewired work stations as a part of a MILCON project (3300) when constructing a new facility or altering a facility (FY 97 PBD 376, 4 Dec 95). For MILCON projects, include the cost of the stations on the DD 1391, **Military Construction Project Data**, as a non-add entry in Block 9 for "Equipment Provided from Other Appropriations." In block 12b, list the equipment as an O&M funded item, the fiscal year in which the funds will be requested, and the line item cost. The O&M funds for prewired work stations must be identified separately in bidding documents for obligating and audit purposes. As excluded costs, the systems are retained as unit personal property and are not picked up on real property records.

9.8.2. **Systems Furniture.** This term describes prewired work stations procured for a facility without MILCON additions or alterations. Use O&M-type funds (not O&M-type construction funds). If you are procuring the systems furniture as part of an O&M-funded minor construction project, don't count the furniture against the $750,000 statutory limitation for construction.

9.8.3. **Communications Prewiring of Buildings to Support Information Systems and Services:**

9.8.3.1. When constructing, adding to, or altering a new facility, with MILCON funds or P341 Minor Construction funds, include:

9.8.3.1.1. All basic communications support required for information services and local area networking, including voice, data, facsimile, video, alarms, sensors, etc.

9.8.3.1.2. All work within the building for telephone wiring, conduits, cable ducts, raceways, and modular jacks and outlets. (The wiring will not become real property.)

9.8.3.1.3. All wiring, cabling, fiber optic cables (FOC), conduits, ducts, manholes, and pathways from the customer's jacks to the point where the new facility will receive network services (dial tone and Internet protocol access).

9.8.3.2. Exclude from communications prewiring:

9.8.3.2.1. End instruments and equipment such as telephones, work stations, data terminals, switchboards, computers, etc.

9.8.3.2.2. Any prewiring that is part of a minor construction project using O&M funds

9.8.3.3. See ETL 02-12 for further details.

9.9. Unspecified Minor Construction:

9.9.1. Apply **Table 9.2.** for project approval and reporting requirements.

Table 9.2. Unspecified Minor Construction Approval and Reporting.

FOR THESE PROJECTS	THIS GUIDANCE APPLIES
Projects costing between $750,000 and $3,000,000	SAF approves. Must satisfy Congressional notification requirements.*
All projects over $750,000	SAF approves Must satisfy Congressional notification requirements.*
	*Air Force must notify Congress in writing 21 days before obligating funds.

9.9.2. HQ USAF/ILE manages regular Air Force funds. MAJCOM requests for these funds must meet the requirements of AFI 32-1021. HQ USAF reserves funds in the amount of the current working estimate when notified by the MAJCOM that an approved minor construction project is fully designed and is ready for procurement action.

9.9.3. MAJCOMs must advise HQ USAF/ILE by message of the amount of the lowest acceptable bid, plus contingency. Funding will be on a project basis. MAJCOMs may not transfer funds to another project. The Guard and Reserve manage their own P-341 funds.

9.10. O&M Minor Construction. Use O&M to cover projects whose funded cost is $750,000 or less. O&M funds may be used to fund a minor construction project costing between $750,000 and $1,500,000 **if the project is justified to correct a deficiency that is life, health or safety threatening** (10 U.S.C. 2805). If the project will cost more than $750,000, submit it to HQ USAF for further processing as either an unspecified minor construction or MILCON project. You must use MILCON major or unspecified minor construction to reimburse the O&M type construction funds for expenses incurred to that date. Reference AFI 32-1032, Planning and Programming Appropriated Funded Maintenance, Repair, and Minor Construction Projects.

9.11. Acquiring Air Conditioning Systems for New Construction or Additions. Use either military construction (3300) or O&M minor construction (3400) funds (depending on current funding threshold) when you procure or install air conditioning systems as RPIE, for either computer operations or human comfort (see paragraph **8.20.**).

Section 9C—Financial Management for Military Construction Projects

9.12. Financial Management Guidance. This section applies to acquiring and or constructing of real property, including:

9.12.1. Costs charged to appropriations available for military construction (funded costs).

9.12.2. Costs financed by appropriations or funds other than those available for a specific construction project (unfunded costs). Capitalize these costs as part of the real property investment.

9.12.3. Obligation and expenditure restrictions and limitations for military construction projects.

9.12.4. Other related functions.

9.13. Funding for Planning and Design:

9.13.1. You may fund planning and design to develop cost estimates for a project without specific Congressional authorization, as long as you stay within amounts otherwise appropriated (10 U.S.C. 2807). If the estimated design costs are more than $500,000, make sure the Secretary of the Air Force notifies the appropriate Congressional committees at least 21 days before the initial obligation of funds for these services. (Note: Only active DoD Components must notify the committees.)

9.13.2. Use design funds to pay for:

9.13.2.1. Architectural and engineering services and construction design required for site investigation, survey, mapping, or sketches.

9.13.2.2. Preparing cost estimates for construction and land acquisition projects.

9.13.2.3. Preparing plans, specifications, value engineering studies and construction contract documents.

9.13.2.4. Managing construction projects chargeable to foreign governments if United States Armed Forces elements are the main users.

9.13.3. **Under the authority of planning and design, the Military Departments may also:**

9.13.3.1. Develop and update design criteria and manuals.

9.13.3.2. Prepare standard designs and definitive drawings used on military construction projects.

9.13.3.3. Manage design of military construction programs and contract administrative services for design.

9.13.3.4. Certify project cost.

9.13.3.5. Administer architectural and engineering service contracts to design construction and land acquisition projects.

9.13.3.6. Print and reproduce bid documents, prepare pre-bid government estimates, and establish liaison with prospective bidders prior to award of a construction contract.

9.13.4. Don't use design funding to formulate a project. See paragraph **9.15.5.** below for advance planning. Also, limit direct architectural engineering fees to six percent of the predetermined estimated construction cost of a project or part of a project to which architectural work applies (10 U.S.C. 9540).

9.13.5. **Funding Major Construction:**

9.13.5.1. Major military construction projects include all acquisition and construction, additions, expansions, extensions, conversions, alterations, or replacements of facilities with (a) costs above the amount specified by law as the maximum amount for a minor construction project or (b) any project, regardless of cost, approved as a specific line item in the Military Construction budget request.

9.13.5.2. When determining the costs of a major construction project, include:

9.13.5.2.1. Surveys and site preparation.

9.13.5.2.2. Acquiring, converting, rehabilitating, and installing facilities.

9.13.5.2.3. Acquiring and installing real property installed equipment and appurtenances.

9.13.5.2.4. Acquiring and installing supporting facilities (including utilities) and appurtenances.

9.13.5.2.5. Supervising, inspection, and overhead (SIOH).

9.13.5.2.6. Acquiring or leasing temporary facility needed to house occupants of a building while the building is being altered in the MILCON program.

9.13.5.2.7. Developing and supporting design for construction projects after construction award (includes change orders, value engineering proposals, and as-built drawings).

9.13.5.3. Exclude from major construction those costs identified as minor construction, planning and design, or supporting activities.

9.13.6. **Funding Emergency Construction:**

9.13.6.1. Follow these general guidelines for emergency construction -- construction without authorization and appropriation. DoD Directive 4270.36 contains more detailed guidance. The Military Departments may do emergency construction if the requirement is so urgent that the project deferral for inclusion in the next Military Construction Authorization Act would be inconsistent with national security requirements, health, safety, or environmental quality. Note: Reserve Components can't request emergency construction.

9.13.6.2. To request approval for an emergency construction project, notify the Armed Services Committees and ask the DoD Comptroller to send the Appropriations Committees a request for reprogramming of military construction funds under section 2803 of 10 U.S.C. and DoD 7000.14-R, Vol. 3, Chapter 6. For each notification and reprogramming request:

9.13.6.2.1. Justify and estimate the project cost.

9.13.6.2.2. Justify the project as emergency construction.

9.13.6.2.3. State the source of funds for the project.

9.13.6.3. The Services and DoD Comptroller must coordinate to notify the Armed Services Committees and request reprogramming from the Appropriations Committees at the same time.

9.13.6.4. The Air Force must finance emergency construction projects within amounts appropriated for military construction that have not been obligated for other purposes. The maximum amount that each Service may obligate in any fiscal year is established by law (currently $30 million).

9.13.6.5. Don't start actual construction before receiving DoD and congressional approval.

9.13.6.6. Except as otherwise specified, follow the same restrictions and limitations for emergency construction projects as for major construction projects. Also, identify and treat costs for emergency construction projects in the same way as those for major construction projects.

9.13.7. **Funding Contingency Construction:**

9.13.7.1. Before using Contingency Construction authority (10 U.S.C. 2804), the Air Force must:

9.13.7.1.1. Determine for each project financed under this authority that waiting to include it in the next Military Construction Authorization Act would be inconsistent with national security or national interest.

9.13.7.1.2. Obtain the Secretary of Defense approval.

9.13.7.1.3. Notify the House and the Senate Committees on Armed Services and Appropriations.

9.13.7.1.4. Wait 30 days after notifying Congress before obligating funds.

9.13.7.2. The individual Services seldom use this authority. The Secretary of Defense will approve a project only if it directly supports a Defense-wide effort and the Service can justify why it can't use its own emergency authority.

9.13.7.3. **Facilities for Operational Requirements (10 U.S.C. 101(a)(13)(A)) (See AFI 32-1032, IC 2002-1, Chapter 7).**

9.13.7.3.1. **The fund source for facilities under this authority is the Air Force O&M (3400) Appropriation.** The only location in which this authority may be exercised is the geographical area for which the Combatant Command conducting the contingency operation is responsible and then, only in the area where actual operations are being conducted. The requirement for projects carried out under this authority should be in immediate and direct support of combat operations or force protection for those engaged in combat operations. It is particularly applicable in countries, friendly or not, where the United States does not currently have a significant permanent military presence. **It does not apply to a rear echelon even if that echelon provides support to the front-line troops.**

9.13.7.3.2. The application of the stated authority does not apply to any facility requirements costing less than $750,000, as they are provided for under other available authority, such as 10 U.S.C. 2805, Unspecified Minor Construction.

9.13.7.3.3. The facilities to be constructed under this authority will be for an operational requirement the need for which is not expected to exceed two year, but is so pressing that the use of other authorities would not allow the requirement to be met. Hence, without regard to standard Air Force or Department of Defense facility construction standards, any facility pro-

vided under this authority will be designed and built as temporary construction. The applied construction standard will recognize that the facility is only being provided to meet a temporary need and will be abandoned at the termination of operational requirements. Projects to which this authority may be applied include erection of facilities, acquisition of temporary interests in land, and design. Such projects may combine work typically considered as construction with work considered as services and may include repair of pre-existing facilities. Use relocatable or semi-permanent construction to the maximum, extent possible. **For further detail, see AFI 32-1032, Interim Change (IC) 2002-1, Chapter 7, Paragraph 7.2.)**.

9.13.7.3.4. **Approval Authorities** . Under this authority, project approval authority is delegated to operational **Air Force Component Commanders, at least in the grade of colonel**, **in the field** for projects that do not exceed $3,000,000 per project, and will have a planned use of not more than 2 years. **MAJCOM Commanders with area of operational responsibility (AOR)** also have authority to approve projects up to $3,000,000 per project, and which have a planned use of not more than 2 years. **Any project over $3,000,000 or having a planned use of more than 2 years must be approved in advance by SAF/IEI.** Authority to exceed 2 years planned use will require compelling justification, considering the temporary nature of facilities.

9.13.7.3.5. **Certification and Reporting** . The Air Force Component commander will recertify the operational requirement for the facility for continued use beyond the original approved time. SAF/IEI must approve continued use beyond 2 years. The request must include the original DD Form 1391 and operational justification for continued use of the facility. Requests for SAF/IEI approval will be submitted through the MAJCOM to AF/ILER for staffing. Both MAJCOM Commanders and Operational Commanders using this authority shall submit a monthly report listing all projects approved under this authority during the previous six months. an Operational Commander will submit the report through the appropriate MAJCOM Civil Engineer. These reports shall be submitted by the 15TH of each month to SAF/IEI with a copy to AF/ILER for review. SAF/IEI will make appropriate notification to congress no less than once a quarter.

9.13.7.3.6. **For additional detail on the use of the authority under 10 U.S.C. 101(a)(13)(A) and documentation required, refer to AFI 32-1032, IC 2002-1, Chapter 7** .

9.13.8. **Funding for Construction Authority in Event of Declaration of War or National Emergency (10 U.S.C. 2808).** If the President declares war or a national emergency, the Secretary of Defense may authorize the Service Secretaries to undertake military construction. The Secretary of Defense issues special implementation rules.

9.13.9. **Funding Unspecified Minor Construction.** Minor construction projects include all acquisition (except land), new construction, addition, expansion, extension, alteration, conversion, replacement, or installation of permanent or temporary facilities (except family quarters). Follow this guidance:

9.13.9.1. The funded cost of the project may not exceed the amount specified by 10 U.S.C. 2805 for the Active components and 10 U.S.C. 18233a. for the Reserve components.

9.13.9.2. Don't include the project in the budget request as a specific line item.

9.13.9.3. Make sure each minor construction authority project results in a complete real property facility or improvement. As much as possible, keep projects consistent with the installation master plan. In your request for approval, clearly show project's relation to the master plan and detail further planned construction to the same or closely related facilities.

9.13.9.4. Notify appropriate congressional committees before starting a minor construction project costing more than $750,000 for Active components, or $200,000 for Reserve components. Don't start or obligate construction funds for projects until 30 days after the committees receive notification or after all committees approve the project.

9.13.9.5. Don't use, on a nonreimbursable basis, materials, supplies, or installed capital equipment items on minor construction projects.

9.13.9.6. Identify a project's end result and relate it to the installation's master plan before you establish it as a minor construction project.

9.13.9.7. See details in AFI 32-1021 for a minor construction project's scope of work under 10 U.S.C. 2805 authority.

9.13.9.8. Don't start incremental-type construction projects. Don't acquire or improve a real property facility through a series of minor construction projects.

9.13.9.9. Notwithstanding any other provisions for approval of minor construction projects, the Air Force can't propose to complete a project under minor construction authority that Congress previously deleted from proposed military construction authorization legislation or otherwise disapproved.

9.13.10. **Funding Restoration or Replacement of Damaged or Destroyed Facilities:**

9.13.10.1. The Military Departments' Secretaries, after appropriate Secretary of Defense and Congressional approvals, may fund projects without previous legislative authorization and appropriation to repair, restore, or replace a damaged or destroyed facility.

9.13.10.2. Request approval for restoring or replacing damaged or destroyed facilities requiring military construction by notifying the Armed Services Committees through the DoD Comptroller. If military construction is required for restoration or replacement, a military construction reprogramming request to the Appropriations Committees according to 10 U.S.C. 2854 and DoD 7000.14-R, Vol. 3, Chapter 6. Include the project's justification, the current cost estimate, and the source of funds.

9.13.10.3. Restoration or replacement requiring military construction may be financed from unobligated amounts within Air Force MILCON appropriations.

9.13.10.4. Don't start construction before the Appropriations Committee approves the reprogramming.

9.13.11. **Funding Supporting Activities (23 U.S.C. 210).** This section covers access roads the Air Force requires in conjunction with construction, expansion, improvement, replacement, or relocation of DoD facilities.

9.13.11.1. Don't fund the project until the Military Traffic Management Command approves the project.

9.13.11.2. Don't use these funds to finance roads within the boundaries of a military reservation. (Charge these highways to major construction, emergency construction, or minor construction programs, as applicable.) Normally you cannot use these funds to finance projects in the regular Federal Aid Primary Systems.

9.13.11.3. Finance these projects by either:

9.13.11.3.1. Providing "Defense access roads funds" to the Department of Transportation by a Standard Form (SF) 1151, **Nonexpenditure Transfer Authorization**, nonexpenditure cash transfer, or;

9.13.11.3.2. Reimbursing the Department of Transportation for work completed.

9.13.12. **Scope of a Military Construction Project.** Include the following in the project's scope:

9.13.12.1. All land acquisitions, regardless of cost. (***NOTE:*** 10 U.S.C. 2673 also authorizes using up to $500,000 of operation and maintenance funds for land acquisition as defined in 10 U.S.C. 2672).

9.13.12.2. All construction efforts or any contribution authorized by law, as specifically authorized by law, necessary to produce a complete and usable facility or improve an existing facility.

9.13.12.3. Real property installed equipment (RPIE) installed in and made part of real property structures or improvements. But, you must (1) exclude all production and moveable equipment. (2) Disclose the source and cost of all directly associated production and movable equipment when presenting construction programs and budgets.

9.13.12.4. Cost of acquiring or leasing a temporary building to house displaced functions while altering the facility.

9.13.12.5. Construction applicable to a real property facility.

9.14. Costs Financed with Military Construction Appropriations. See paragraph **9.15.1.** for capitalized unfunded costs not financed by MILCON appropriations.

9.14.1. Charge all military construction program costs to the military construction appropriations. Include design (Project 313), major construction projects, minor construction projects, supporting activities, military construction overhead, and projects authorized by the U.S. Code or other legislation for funding by appropriations available for military construction.

9.14.2. Charge the military construction appropriation for projects with a funded cost over $750,000 (current legal threshold). The threshold doesn't apply to family housing projects. O&M funds may be used to fund a minor construction project costing between $750,000 and $1,500,000 **if the project is justified to correct a deficiency that is life, health or safety threatening**. Apply the correct O&M-type funds from Operation and Maintenance (O&M) appropriation, Research, Development, Test and Evaluation (RDT&E) appropriation, or DWCF resources.

9.14.3. **Funded Project Costs.** Funded costs are costs incurred during the construction phases. (Exceptions are in paragraph **9.15.**) Charge them to the applicable military construction appropriation. Funded costs include the following:

9.14.3.1. Erecting, installing, or assembling a new facility; extending, converting, or replacing an existing facility; or relocating a facility from one installation to another.

9.14.3.2. All materials, supplies, and services.

9.14.3.3. Shielded enclosures installed and made an integral part of the facility.

9.14.3.4. Communication and utility lines and equipment built into the facility as an integral part of the structure (includes pre-wiring).

9.14.3.5. All real property installed equipment (RPIE) items.

9.14.3.6. Transportation costs of materials, supplies, real property installed equipment, and Government-owned equipment.

9.14.3.7. Labor costs including foreign national construction units, but excluding U.S. military labor.

9.14.3.8. Additional installation overhead or support costs caused by the project.

9.14.3.9. Supervision, inspection, and overhead costs (SIOH) charged when the Corps of Engineers, the Naval Facilities Engineering Command, and the Air Force serve as the design or construction agent.

9.14.3.10. Travel and per diem of applicable military or civilian labor. (applicable only to Design or Construction Agent personnel as part of SIOH).

9.14.3.11. Part of the operation and maintenance costs of Government-owned equipment. Compute costs on an hourly rate, using guidance in DoD 7000.14-R, Vol. 11A, Chapter 1.

9.14.3.12. Shop rate less military labor portion.

9.14.3.13. Centrally managed or procured equipment items included as part of a construction project on a direct cite or reimbursable basis. You may provide these items to a construction contractor as government-furnished equipment to promote or maintain standardization of certain types of equipment.

9.14.4. **Overhead Expenses.** Start by financing all overhead expenses from the performing military construction appropriation, including work for others. Then, distribute these expenses to projects, including work for others. Military construction overhead includes:

9.14.4.1. Personal services (and support costs) at field and headquarters activities related to the military construction program.

9.14.4.2. Contract administration.

9.14.4.3. Military construction program and project management (including post construction evaluation).

9.14.4.4. Technical direction and coordination of projects.

9.14.4.5. Land planning studies or reports, appraisal, and title search after congressional authorization of a land acquisition or exchange.

9.14.4.6. Project management and administration not otherwise identified above.

9.14.5. **Reimbursable Project Costs.** Reimburse funded costs initially financed by other appropriations from the appropriation that finances the project. Use an SF 1080, **Voucher for Transfers Between Appropriations and or Funds** on a "no-check" basis for reimbursement between appropriations.

9.14.6. **Military Construction Project Costs Not Requiring Specific Authorization.**

9.14.6.1. MAJCOMs may fund planning and design efforts, as addressed in paragraph **9.13.** before receiving specific project authorization.

9.14.6.2. MAJCOMs may fund the following efforts without specific Congressional Authorization Act approval:

9.14.6.2.1. Emergency construction projects, to the extent otherwise approved by the Air Force and the Congress according to the procedures in paragraph **9.13.6.** above, and AFI 32-1021.

9.14.6.2.2. Restoring or replacing damaged or destroyed facilities, to the extent otherwise approved by the Air Force and the Congress according to procedures in paragraph **9.13.10.**, above, and AFI 32-1021.

9.14.6.3. For all other efforts chargeable to military construction appropriations but not specifically exempted by law, the Air Force must obtain authorization of the specific project before incurring costs.

9.15. Financing Efforts by Other than Military Construction Appropriations:]

9.15.1. Unfunded costs are those that (a) contribute to a military construction project, (b) are chargeable to appropriations other than military construction, and (c) are not reimbursed by appropriations available for military construction. You must **capitalize** unfunded costs as part of the real property investment. Include these costs:

9.15.1.1. Costs chargeable to military personnel appropriations (except the shop-rate-funded part).

9.15.1.2. Costs for depreciation of Government-owned equipment (see guidance on "asset use charges" in DoD 7000.14-R, Vol. 11A, Chapter 1.

9.15.1.3. Materials, supplies, and real property installed equipment items obtained specifically for a project on a nonreimbursable basis. (These are excess distributions from either another Military Department or Defense Agency or from other Government agencies.) A Military Department may not use materials, supplies, or items of installed capital type equipment on its own minor construction projects on a nonreimbursable basis.

9.15.1.4. Unfunded DoD civilian personnel fringe benefit rates as may be found on the OUSD (Comptroller) Home Page: **http://www.dtic.mil/comptroller/** Go to Financial Management Policy—Reimbursable Rates – Tab D. Overall reimbursable policy is found in DoD 7000.14-R Vol. 11A.

9.15.1.5. Gifts from private parties.

9.15.1.6. Planning and Design (contract or in-house).

9.15.1.7. Donated labor and materiel.

9.15.2. The following costs are not construction. Charge them to O&M appropriations; RDT&E appropriations; procurement appropriations; or DWCF resources, as appropriate.

9.15.2.1. Items of equipment that are movable in nature and not affixed as an integral part of a facility. This includes all types of equipment that can be detached or removed without damage to the facility such as production, processing, technical, training, servicing, and RDT&E equipment.

9.15.2.2. Ancillary equipment such as uninterruptible power supply (UPS) and power attenuation equipment that supports a specific piece of movable equipment.

9.15.2.3. Any installation mountings and connections for operational equipment that detach without damage to the building or equipment. Include those that may be in the building design.

9.15.2.4. Alteration costs to install movable equipment not affixed as an integral part of a facility.

9.15.3. The following guidance applies to installing or placing movable equipment in an existing facility:

9.15.3.1. Charge costs of installing or placing movable equipment (including ancillary equipment associated solely with the major items) to Other Procurement (57*3080) or O&M type funds using current expense or investment criteria.

9.15.3.2. Use O&M-type funds to install or place movable equipment and ancillary items, unless the turnkey procurement includes the installation or placement. Include requirements such as raised flooring, air conditioning, and other internal utilities installed solely to support the equipment.

9.15.3.3. An upgrade, alteration, conversion, or expansion of an entire existing facility is funded as construction. The movable and detachable equipment (non-RIPE) is still funded according to **9.15.3.1.** and **9.15.3.2.** above.

9.15.4. Don't charge construction for installation or relocation costs of moveable or detachable operational equipment items. Charge such costs to O&M appropriations; RDT&E appropriations; procurement appropriations; or DWCF resources as appropriate:

9.15.4.1. Prefabricated screens, partitions, special foundations, false floors, platforms, shielding for electromagnetic radiating services, and prefabricated clean rooms.

9.15.4.2. Temporary removal and reinstallation of portions of existing walls, roofs, utility systems, and appurtenances to permit installation of equipment.

9.15.4.3. Secondary utility work needed to connect equipment to existing utility services within a facility. This work would connect the primary entry or source of utilities into the structure and the equipment.

9.15.4.4. Air conditioning for equipment only.

9.15.5. Charge advance planning to O&M accounts. Advance planning functions include:

9.15.5.1. Developing requirements for a military construction project.

9.15.5.2. Developing an installation master plan.

9.15.5.3. Studying alternative sites.

9.15.5.4. Developing and validating documentation for military construction project before starting project design.

9.15.5.5. Preparing engineering analysis and studies to develop technical design parameters before starting project design.

9.15.5.6. Preparing environmental impact assessments and statements.

9.15.6. Charge all family housing construction projects to applicable family housing appropriations.

9.15.7. Charge the project cost to appropriations other than the military construction appropriation when the project cost:

9.15.7.1. Comes from recyclable material sales funds according to DoD Instruction 7310.1, and 10 U.S.C. 2577.

9.15.7.2. Doesn't exceed 50 percent of the amount established by law as a maximum amount for minor construction projects.

9.16. Authorization, Appropriation, Obligation, and Expenditure Restrictions:

9.16.1. **Program Restrictions:**

9.16.1.1. You must have specific authorization for work performed under major construction programs unless the project is under:

9.16.1.1.1. One of the authorities provided by Title 10, U.S.C., sections 2233a, 2672, 2672a, 2675, 2803, 2904, 2805, 2808, 2810, 2854, or

9.16.1.1.2. Other authorities used to carry out a project not otherwise specifically authorized.

9.16.1.2. *The Authorization Act* contains the authorization and, usually, a limitation on total project costs. Don't exceed the total amount authorized for any appropriation. But, in certain circumstances, individual cost limitations authorize overruns, within stated percentages.

9.16.2. **Handling Obligation and Expenditure Restrictions.** All levels of command must:

9.16.2.1. Comply with DoD Directive 7200.1, *Administrative Control of Appropriations*, DoD 7000.14-R, Vol. 14, Administrative Control of Funds and Antideficiency Act Violations, and the Antideficiency Act.

9.16.2.2. Establish adequate funds control according to DoD 700.14-R, Vol. 4 to ensure that the Air Force completes individual projects consistent with authorized purposes and within authorized and available funds.

9.16.3. Unless otherwise specifically provided for, the cost estimate for each project approved by the Congress is not a separate statutory cost limitation. Report major physical or financial changes in previously approved individual projects, through Air Staff and SAF channels, in advance, to both the Armed Services Committees and Appropriations Committees for their approval. First, obtain proper clearance within the Department of Defense and OMB.

9.16.4. Apply limitations at the project level for major construction and budget activity for minor construction, planning and design, etc.

9.16.4.1. MAJCOMs and operational units responsible for military construction projects must subdivide each military construction appropriation account into the sequence shown below and report monthly to DFAS-DE in the *Report of Appropriation Status by Fiscal Year Program and Subaccounts.*

9.16.4.2. Direct Program

9.16.4.3. Budget Activity

9.16.4.4. Project or Line Item

9.16.4.5. Reimbursable Program

9.16.5. The Air Force may realign resources between projects **consistent with DoD 7000.14-R, Vol. 3.**

9.16.6. SAF/FMB issues funding authorizations (subdivisions of appropriated funds) to incur obligations to MAJCOMs responsible for construction. SAF/FMB will issue only one construction appropriation funding allocation to any operating agency. Operating agencies will issue only one fund allotment from any allocation to each operating unit.

9.16.7. SAF/FMB and each operating agency must include on each allocation or allotment only the additional obligation limitations established by OMB or the Secretary of Defense, or as otherwise required by the Congress or the President. Every level of command must comply with separate limitations imposed on total costs by legislative authorizations and by administrative action connected with all budgetary and funding actions as well as with program execution.

9.16.8. When you do construction work or services for another Military Department, Defense Agency, or another Federal agency, do so on a reimbursable basis based on the orders to be reimbursed to your construction appropriation. (There is one exception: Army Corps of Engineers, Naval Facilities Engineering Command or the Air Force Civil Engineer may do work or services for the Department of the Air Force and the Federal Emergency Management Agency under allocations or allotments.)

9.16.8.1. Don't establish transfer appropriation accounts for any such work.

9.16.8.2. Don't provide funding advances to finance orders given for work or services.

9.16.8.3. Don't do work or services under a direct "citation of funds," (i.e., direct charge by the performing unit and or activity to the funds of the ordering unit and or activity).

9.16.9. When doing reimbursable work or services under a construction appropriation, MAJCOMs and operating units must limit costs according to the terms of the orders received. Include estimates of reimbursable orders received or anticipated in your operating budgets.

9.16.10. Do not spend more than 6 percent of the estimated project cost on producing and delivering designs, plans, drawings, and specifications for any public works or utilities project according to Title 10, U.S.C. Sections 4540, 7212 and 9540. Exclude these indirect costs from the 6 percent threshold:

Table 9.3. Excluded Indirect Costs from 6 Percent Threshold

Design reviews	Determining program or project
Advertisements	Requirements
Preparing Invitations for Bids (IFB),	Design development criteria
Requests for Proposals (RFP),	Environmental impact statements and supporting data
Land survey	Travel and per diem, etc.
Soils and or other investigations and model studies	

9.16.11. **Handling Certifications of Costs:**

9.16.11.1. As directed in DoD FMR 7000.14-R, Volume 3, Chapter 17, Paragraph 170403, MAJ-COMs and operating units responsible for construction projects must prepare the certification of incurred costs.

9.16.11.1.1. These certifications include statements of total cost incurred on the project, the funded part of total costs, and a statement that funded costs incurred don't exceed authorized amounts.

9.16.11.1.2. Disclose authorized amounts and the approving authority with the statement of total and funded costs.

9.16.11.2. Prepare the certification within 60 days after the project's completion. The installation commander, the responsible civil engineering official, and the responsible fiscal official sign the certification.

9.16.11.3. Retain a certification copy at each level of command that maintains project files.

9.17. Phases of Military Construction. See **Attachment 5**.

Chapter 10

OPERATION AND MAINTENANCE, AIR FORCE, APPROPRIATION

Section 10A—Scope

10.1. Purpose. This chapter applies to all levels of command that use these appropriations:

10.1.1. Operation and Maintenance (O&M), Air Force, 57*3400.

10.1.1. (AMC) For AMC, TWCF Operating funds (97X4930.FD40, Fund Code 68, BPAC 10X or 3XX) apply to this chapter unless stated otherwise in this publication or in AMCI 65-602.

10.1.2. Research, Development, Test and Evaluation (RDT&E) 57*3600, appropriation for AFMC-controlled installations Management and Support Funds and AFSPC.

10.1.3. **Statutory Prohibition. O&M (3400) funds are not to be used for the operation, repair, and maintenance of Military Family Housing. The Military Construction Appropriations Act of FY 2000 (P.L. 106-52, Sec. 128) directs that "funds appropriated in the Military Construction Appropriations Acts for operation and maintenance of family housing shall be the exclusive source of funds for repair and maintenance of all family housing units, including flag and general officer quarters"** (See AFI 32-6002*, Family Housing Planning, Programming, Design, and Construc*tion."

10.1.4. **Transportation Subsidy. "** Consistent with OMB Circular A-11, agencies are to report the costs of this program in Object Class 12.1, Civilian Personnel Benefits, and 12.2, Military Personnel Benefits. Transportation subsidy costs for the affected individuals will be budgeted in the same appropriation/fund that pays compensation costs. Therefore, civilian personnel transportation subsidy benefit should be budgeted in the appropriation/fund which finances their compensation and the military personnel transportation subsidy benefit will be budgeted in the appropriate military personnel appropriation. The amount claimed should be the actual amount spent not to exceed $100. Compensation costs are those that are reported in object class 11 for the appropriation." (OSD Comptroller Sep 12, 2000 Memo, Subject: Fiscal Year (FY) 2002/2003 Defense Budget Review -- Additional Guidance)

10.1.5. **Parking Expense Reimbursement for Certain Members and Civilians.** The JFTR (U350) and the JTR (C2600) provide that Air Force members and civilians in the positions enumerated below are to be reimbursed for that portion of their monthly parking expenses in excess of $25.00 but not to exceed the amount that can be excluded from taxable income under federal income tax provisions ($185.00 per month in 2002). For example, if the cost of parking is $135.00 per month, the member will be reimbursed $110.00 ($135.00 minus $25.00 deductible), If the cost is $320.00 per month, the member is entitled to the full $185.00 reimbursement. **This authority does not permit contracting for parking**. This reimbursement authority constitutes all the expenses that are authorized for parking a POV at a PDS work site or TDY site where assigned to duty :

1. as a **recruiter** for any of the armed forces;
2. at an **armed forces military entrance processing facility**; or
3. while **detailed for instructional or administrative duties at any institution where an SROTC unit is maintained**.

Section 10B—Temporary Duty Travel (TDY)

10.2. Funding TDY Costs:

10.2.1. As a rule, each Air Force activity must pay for its personnel's TDY expenses using regular administrative or operating funds. AFI 37-328, *Administrative Orders*, shows how to curtail official travel and reduce costs. This section assigns funding responsibilities for special TDY categories. **Use only EEIC 409 for all TDY expenses.**

10.2.1. (AMC) When AMC O&M-funded personnel augment TWCF-funded aircrews, airlift operations units, aerial port units, aircraft maintenance units, or Air Mobility Operations Group units (except for Combat Camera), the augmented TWCF unit provides a TWCF fund cite to support the TDY. Conversely, when TWCF-funded personnel augment an O&M-funded unit to perform a non-TWCF mission, the augmented O&M unit provides an O&M fund cite to support the TDY.

10.2.1.1. (Added-AMC) Fund ANG/AFRC/IMA MPA Man-day (volunteer - 10 U.S.C., Section 12301(d)) TDY requirements as follows:

10.2.1.1.1. (Added-AMC) If a specific active duty AMC organization (located at an AMC wing, on the HQ AMC/AMC Numbered Air Force (NAF) staff, or at an AMC tenant on another Air Force installation) requests AFRC/ANG support (e.g., manning assistance, augmentation) and HQ AMC approves and issues the MPA days to the supporting AFRC/ANG unit, the requesting AMC organization will provide a TDY fund cite to the supporting unit prior to the release of the MPA days. ***NOTE:*** The TDY fund cite *will not* be a central fund cite for AMC OAC/OBANs 6510 and 6515. The MPA Man-day authorization message will include the AMC organization's TDY fund cite.

10.2.1.1.2. (Added-AMC) If MPA Man-days are issued by AMC to support AMC requirements (peacetime, AEF, or contingency-related (to include Operations Noble Eagle, Enduring Freedom, and Iraqi Freedom)) as a whole, i.e., requirement is not specific to a particular AMC organization, AMC MPA Man-day functional managers will select "Centralized AMC Fund Cite for ANG AFRC" when creating MPA messages in the Command Man-Day Allocation System (CMAS). ANG units will provide TDY funding using local unit fund cites with appropriate ESP codes. ANG units' obligations will be reported to HQ ANG/FMA and reimbursed by HQ AMC through a central account established at HQ ANG (OAC/OBAN 6515). HQ AFRC will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC/OBAN 6510). Common examples of these requests would be (but not necessarily limited to) AFRC/ANG unit-equipped aircrews flying AMC missions (Channel, SAAM, JCS, AEF, Contingency, Refueling), TALCE/aircraft maintenance personnel deployed to support an AMC contingency bed down location, personnel deployed to support AMC requirements where there is no established permanent AMC presence (e.g., Diego Garcia BIOT and AEF locations), and FM paying agents required to provide financial support for AMC aircraft that transit Third World Nations. For Associate Reserve units located at AMC wings, the following guidance applies :

10.2.1.1.2.1. (Added-AMC) For airlift-related (C-141/C-5/C-17 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by the active AMC wing (TWCF funds). ***NOTE:*** The TDY fund cite *will not* be a central fund cite for AMC OBANs 6510 and 6515. HQ AMC MPA Man-day functional managers *will not* select the

"centralized AFRC fund cite" option for TDY funding when processing these requests through CMAS .

10.2.1.1.2.2. (Added-AMC) For tanker-related (KC-10/KC-135 aircraft operations and maintenance) Associate Reserve units, TDY funding will be provided by HQ AFRC through an established AMC account (OAC 65**) (***NOTE:*** The "**" represents the sub-OBAN account assigned by HQ AFRC/FMA). HQ AMC MPA Man-day functional managers *will* select the "centralized AFRC fund cite" option when processing these requests through CMAS.

10.2.1.1.2.3. (Added-AMC) AFRC/ANG Requirements. MPA Man-days are not issued to AFRC/ANG units for other than active duty requirements, to include Homeland Defense requirements that are not clearly defined as augmenting AMC operations (e.g., aerial refueling, alert, etc.) but rather to assist with peak-period workload (e.g., base operating support (BOS) requirements not in direct support of 24/7 operations). AFRC/ANG units will provide TDY funding from their organizational funds without reimbursement from AMC for all non-active duty AFRC/ANG requirements .

10.2.1.2. (Added-AMC) Fund ANG/AFRC/IMA Mobilization (Non-Volunteer Activation - 10 U.S.C., Section 12302) TDY requirements as follows:

10.2.1.2.1. (Added-AMC) Activated at an AMC-gained AFRC/ANG location (if outside the commuting area): For ANG, the ANG unit will provide TDY funding. Obligations will be reported to HQ ANG/FMA and reimbursed by HQ AMC through a central account established at HQ ANG. HQ AFRC/FMA will provide AMC TDY funding to their bases/funding points through an established funded AMC account (OAC 65**) (see referenced note in paragraph **10.2.1.1.2. (Added)** above).

10.2.1.2.2. (Added-AMC) Activated at an AMC-gained AFRC/ANG location and further directed TDY to an AMC base/unit: The active AMC unit to which the AFRC/ANG mobilized personnel is assigned will fund the TDY costs. The active AMC unit will provide a TDY fund cite to the AFRC/ANG member's home unit and the member's prior activation orders will be amended to include the AMC fund cite. This allows for partial travel advances to be processed at the AMC TDY location. To prevent a double obligation of funds (AFRC (or ANG) and AMC) the AMC-gained AFRC/ANG unit must deobligate the unused obligation against the original AFRC/ANG-funded activation order.

10.2.1.2.3. (Added-AMC) Activated at an AMC-gained AFRC/ANG location, further directed TDY to an AMC base, and further directed TDY to another AMC unit, deployed location, or for AMC-required training purposes: If the TDY is due to augmentation or manning assistance at a new AMC location, the augmented AMC unit will fund the TDY. If the TDY is at a deployed location or for training purposes, the original assigned AMC unit will fund the TDY.

10.2.1.2.4. (Added-AMC) Activated at an AMC-gained AFRC/ANG location and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member's AFRC/ANG unit without reimbursement from AMC.

10.2.1.2.5. (Added-AMC) Activated at an AMC base, to include AFRC Associate Reserve units (if outside the commuting area): The assigned active unit at the AMC base will fund the TDY. ***NOTE:*** If there is no appropriate active unit at the AMC base (e.g., an AFRC/ANG

unit-equipped flying organization (tenant) on an AMC base where there is no corresponding active AMC flying unit), TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to HQ ANG/FMA who will be reimbursed by HQ AMC from a central account established at HQ ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) (see referenced note in paragraph **10.2.1.1.2. (Added)** above). (Reference paragraph **10.2.1.1.2.1. (Added)** above.)

10.2.1.2.6. (Added-AMC) Activated at an AMC base and further directed TDY to another AMC base/unit: The originally assigned AMC base will fund the TDY unless the AFRC/ANG members are being *permanently reassigned* to the new AMC base. For example, if AFRC members are activated at Scott AFB and assigned to an AMC unit and are then directed TDY to MacDill AFB for purposes other than augmentation or manning assistance (reference paragraph **10.2.1.2.3. (Added)** above), the Scott unit to which they are assigned will fund the TDY costs. If the activated AFRC members at Scott AFB are *permanently reassigned* to an AMC unit at MacDill AFB (i.e., they will not be returning to Scott AFB for the duration of their activation), the appropriate unit at MacDill AFB should amend the AFRC members' TDY orders to reflect an AMC MacDill TDY fund cite.

10.2.1.2.7. (Added-AMC) Activated at an AMC base and further directed TDY to a deployed location or for AMC-required training purposes: The original AMC unit will fund the TDY (reference paragraph **10.2.1.2.3. (Added)** above). ***EXCEPTION:*** For Air Force Reserve of unit-equipped AFRC/ANG tenant personnel at AMC bases who are activated and further deployed to support AMC requirements without being specifically assigned to an active duty unit at their AMC base, TDY funding guidance will be in accordance with paragraph **10.2.1.2.1. (Added)** above. ***NOTE:*** Continue to fund activation/deactivation travel/per diem costs for these members in accordance with paragraph **10.2.1.2.10. (Added)** below.

10.2.1.2.8. (Added-AMC) Activated at an AMC base and directed TDY to fulfill AFRC/ANG requirements: TDY funding is the responsibility of the member's AFRC/ANG unit without reimbursement from AMC (reference paragraph **10.2.1.2.4. (Added)** above).

10.2.1.2.9. (Added-AMC) Activated at a stand-alone unit-equipped AFRC/ANG location (i.e., unit does not deploy but remains in-place for Homeland Defense purposes): TDY funding will be as follows: (1) ANG units will fund the TDY costs and report the obligations to HQ ANG/FMA who will be reimbursed by HQ AMC from a central account established at HQ ANG; (2) AFRC units will be provided AMC TDY funding by HQ AFRC/FMA through an established funded AMC account (OAC 65**) (reference paragraph **10.2.1.2.1. (Added)** above) .

10.2.1.2.10. (Added-AMC) Travel/per diem from the members' home of record (HOR) to the permanent duty station (PDS) location when non-voluntarily activated and back to HOR when deactivated will be funded MILPERS 3500 funds, Project 574 (officer) or Project 584 (enlisted) in accordance with SAF/FMBO message 192332Z Sep 01, Subject: *Military Personnel Appropriation (MPA) Fund Cites*.

10.2.1.2.11. (Added-AMC) For those circumstances that fall under paragraphs **10.2.1.1.1. (Added)**, **10.2.1.2.2. (Added)**, **10.2.1.2.3. (Added)**, and **10.2.1.2.6. (Added)** above, all TDY fund cite requests provided by AMC host, tenant, or HQ AMC staff functionals will be in

accordance with AFAFO/FMF memorandum dated 7 March 2003, *Subject: Procedures for Providing TDY Funding to Other Air Force Organizations*, prior to releasing to AFRC/ANG units. If the AMC unit prefers, they may issue a certified amendment to the original mobilization order issued by the AFRC/ANG unit .

10.2.1.3. (Added-AMC) Phoenix Raven Teams and Other Mission Essential Ground Personnel (MEGP). Phoenix Raven teams are security forces that accompany AMC aircraft and other command's aircraft flying AMC missions for the purpose of providing force protection to the aircraft at locations where security is inadequate or unknown. Other personnel who travel on AMC aircraft to provide special services related to the aircraft mission are known as mission essential ground personnel (MEGP).

10.2.1.3.1. (Added-AMC) For AMC aircraft, TDY funding for Phoenix Ravens should be from TWCF or O&M, depending upon the aircraft they are supporting (TWCF for active AMC C-5, C-141, and C-17; O&M for active AMC KC-10, KC-135, C-130, and any other AMC aircraft). Use EEIC 409 and the appropriate aircraft squadron unit RC/CC to record the costs. If AMC Phoenix Raven personnel are required to accompany an AFRC/ANG aircraft flying an AFRC/ANG mission, AFRC/ANG will fund the TDY of the AMC Phoenix Raven unit. ***NOTE:*** The use of TWCF funds for Phoenix Raven TDY costs does not extend to purchasing necessary equipment (including flight suits) for Phoenix Raven members to accomplish their mission in accordance with AMCI 65-602, chapter 6, paragraph 6.6.5.7.

10.2.1.3.2. (Added-AMC) For AFRC and ANG unit-equipped aircraft flying AMC airlift missions that require Phoenix Raven assets, fund TDY costs of the required Phoenix Raven team as follows:

10.2.1.3.2.1. (Added-AMC) Active AMC Security Forces units will fund for their personnel's TDY costs.

10.2.1.3.2.2. (Added-AMC) If the AMC Security Forces unit shortfalls the force protection tasking to an AFRC/ANG Security Forces unit, the active AMC unit will fund the TDY costs in lieu of the AFRC/ANG Security Forces unit performing the Phoenix Raven mission or the AFRC/ANG unit flying the AMC mission .

10.2.1.3.2.3. (Added-AMC) If HQ AMC tasks the force protection requirement directly to an AFRC/ANG Security Forces unit, TDY costs will be funded in accordance with paragraph **10.2.1.1. (Added)** above.

10.2.1.3.3. (Added-AMC) Phoenix Raven and MEGP personnel do not process through the passenger terminal and should process with the aircrew; consequently, their unit(s) will not be charged for transportation while flying on the aircraft.

10.2.1.3.4. (Added-AMC) AMC Security Forces units who must utilize their unit O&M funds to support Phoenix Raven requirements should ensure the Air Force ESP code FA (Foxtrot Alpha) is a part of the fund cite of the travel orders to track and monitor costs incurred for these efforts.

10.2.1.3.5. (Added-AMC) When PACAF/USAFE-assigned Phoenix Raven teams are tasked to shortfall an AMC requirement within their respective theaters (e.g., E-SID/P-SID missions), the 615 AMSG/FMA or 621 AMSG/FMA, as appropriate, will provide a TWCF fund cite for the theater Phoenix Raven support. See AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.5.

10.2.1.3.6. (Added-AMC) TDY costs for AMC Security Forces personnel who are deployed to overseas locations to perform Phoenix Raven duties will be unit funded except for when they are actually accompanying AMC aircraft for the purpose of force protection. See paragraphs **10.2.1.1. (Added)** and **10.2.1.2. (Added)** above for TDY funding of AMC-gained AFRC/ANG Security Forces personnel on MPA Man-days *or* mobilized to active duty to support AMC Phoenix Raven requirements.

10.2.1.4. (Added-AMC) Stewards. TDY funding of AMC stewards based at Andrews AFB MD to support AMC aircraft flying DV SAAM missions will follow the same procedures as outlined in paragraphs **10.2.1.3.1. (Added)** and **10.2.1.3.2. (Added)** above. Stewards will be listed on the AMC Form 41, **Flight Authorization**, along with the aircrew members.

10.2.1.5. (Added-AMC) Comptroller Paying Agents. TDY funding of paying agents who are required to travel on AMC TWCF aircraft to make cash payments for landing fees, ground services, and other miscellaneous charges at overseas locations, will be provided by the AMC aircraft flying squadron tasked to fly the mission. Use TWCF funds for this purpose (see AMCI 65-602, chapter 6, paragraph 6.3.1.7.9.8.).

10.2.1.6. (Added-AMC) Home Day Care Providers. Since these individuals are not NAF or Federal employees, use invitational travel orders (ITOs) whenever they are required to attend training sessions in a TDY status, with the approval of the Services commander. (See JTR, appendix E, part I, paragraph A.3.)

10.2.1.7. (Added-AMC) Manning Assistance. Fund manning assistance TDY conducted between an AMC unit and another AMC unit or a unit assigned to another MAJCOM in accordance with Air Force policy. See AFI 65-601, Volume 1, chapter 10, paragraph 10.2.6. A TDY tasking that benefits an overall AMC mission, not a specific organization, remains a unit of assignment funding responsibility .

10.2.2. **When travel overlaps two fiscal years** , make sure the orders-issuing activity cites the accounting classification codes for both fiscal years on the travel request or order. Specific direction in the DoD FMR 7000.14-R, Vol. 9, Chapter 2, Paragraph 020601 states, “In the event of a trip that is initiated using currently available fiscal year funding, but which requires new fiscal year funding to continue or complete the travel, the traveler shall return to his or her official duty station if no appropriation act has been signed or no continuing resolution has been passed to make available new fiscal year funds.” It concludes, “Expenses incurred in returning to the traveler’s duty station will be posted in the new fiscal year as necessary costs to close down operations.”

10.2.3. Supervisors should make sure military members and civilian employees use government quarters when they're TDY to a military installation where adequate on base quarters (as defined in AFI 34-246, *Air Force Lodging Program*) are available. But don't apply this rule to civilian employees whose duties require official travel for more than 50 percent of their basic administrative workweeks during a fiscal year (JTR, Volume 11, Paragraph C1055). For TDY, anywhere other than a military installation, don't require anyone to commute to the nearest military installation to occupy government quarters. If members voluntarily use quarters at a nearby military installation, don't require them to use available messing facilities. MAJCOMs may encourage members or employees to use government facilities when it is economical and consistent with mission requirements.

10.2.4. **Retention of Promotional Items on TDY.** A traveler on official business traveling at Government expense on the funds of an agency may keep promotional material (including frequent trav-

eler benefits such as points or miles, upgrades or access to carrier clubs or facilities for personal use. (See FY 02 NDAA, Sec. 1116; JFTR, Chapter 1, Part B, Paragraph U1200; JTR Chapter 1, Part D, Paragraph C1200)

10.2.5. **Off-Base Conferences.** Watch costs when selecting off-base conference sites to meet the public's interest (OMB Bulletin 93-11; **JTR-C4950**; **JFTR-U2550**). Whenever possible, use the Air Force's own conference sites. If the sponsor requires a civilian environment, select a nearby, inexpensive, low-key site. To reduce travel and per diem costs, avoid highly visible and expensive tourist or recreational areas. **The JTR and JFTR address at length the actions required before choosing an off-base site.**

10.2.5.1. The Secretary of the Air Force has also directed that the following criteria must be considered for all USAF sponsored conferences:

10.2.5.1.1. Consider whether the conference is necessary for the organization's mission,

10.2.5.1.2. Evaluate the cost differences of prospective sites, and

10.2.5.1.3. Limit attendance to the minimum number of individuals required.

10.2.5.2. **Approval authorities for off-base conferences, as directed by the Secretary of the Air Force, are as follows:**

10.2.5.2.1. For the **Secretariat**, it will be the Administrative Assistant to the Secretary (SAF/AA). (**NOTE**: Organizations are reminded that conference rooms with costs associated for their use in the NCR must also be requested/coordinated through the Washington Headquarters Service office per DoDI 5305.5, Space Management Procedures, National Capital Region.)

10.2.5.2.2. For the **Air Staff and National Capital Region (NCR**), it will be the Assistant Vice Chief of Staff (AF/CVA). (See **NOTE** in 10.2.4.2.1.)

10.2.5.2.3. For all **MAJCOMs**, the Vice Commander may delegate approval authority to Numbered Air Force Commanders for wing-level events only.

10.2.5.2.3. (AMC) AMC/CV delegated approval authority for off-base conferences to AMC Numbered Air Force Commanders in a memorandum dated 10 Oct 2002, Subject: *Approval Authority for Off-Base Conferences*. For the HQ AMC Directors, and its Direct Reporting Units (DRUs) (Air Mobility Warfare Center, Defense Courier Service), AMC/CV delegated same approval authority to AMC/DS in a memorandum dated 10 Oct 02, same subject. HQ AMC Directors, DRUs, and wing-level units requesting approval authority for off-base conferences must certify they meet all conditions of AFI 65-601, Volume 1, paragraph 10.2.5.2 .

10.2.5.2.4. For all **FOAs**, approval authority oversight will rest in the HQ USAF two letter (i.e., DCS) having oversight of their activity.

10.2.5.2.5. For the **Air Force Academy**, the Superintendent, and for **AFOTEC**, the Commander, will be the approval authority.

10.2.5.2.6. Organizations holding conferences at government facilities are not required to evaluate facility cost differences of possible or alternate local government facility locations, but thorough consideration must be given to TDY travel cost for attendees traveling outside their locale.

10.2.5.2.7. **Documentation of compliance** with this SECAF direction should be maintained for inspection by Inspector General and other interested parties. (**NOTE**: The JFTR (military), Paragraph U2550 and the JTR (civilian), Paragraph C4950 state, "DoD Agencies must maintain a record of the cost of each alternative conference site considered for each conference sponsored or funded. A minimum of three sites must be considered for the conference and the documentation must be available for inspection by the Office of the Inspector General or other interested parties.")

10.2.6. The requesting organization will fund manning assistance TDY. This does not alter existing funding responsibilities for mission related travel.

10.2.7. To comply with OSD (C) and DFAS-DE policy on simplified travel accounting, **all TDY costs (transportation, per diem, incidentals, excess baggage, lodging, vehicle rental, or any other expense authorized to be paid on the travel voucher) will be accounted for only with EEIC 409**. Do not use any other 40X EEIC to record TDY costs. Additionally, do not use a 2-digit shred of EEIC 409 unless specifically authorized by your command to capture specific travel program data information.

10.2.8. **179 Da y Rule.** Air Force members who are TDY in excess of 179 days (to include travel days, training days and days at the final destination) may not require a Secretarial waiver to receive travel payments for TDY/TAD assignments in excess of six months at any one location, as stated in the JFTR Paragraph U2145. The six month limitation does not apply to "personnel assigned to periods of TDY at more than one location that total more than six months if the period of duty at each location is six months or less." Travel time and time at an enroute location should not be combined with time at the final destination when determining compliance with the 179 day rule. Because this time is cumulative and not time at one location, a Secretarial waiver is not required to make the travel payment to the member.

10.2.9. **TDY for PME Grad uation.** As part of a Commander's, First Sergeant's, and Command CMSgt's duty requirement to represent the squadron or the Command at PME Graduations, funded TDYs are authorized for them or their designated representative. Per AFI 36-3003, *Military Leave Program*, Table 7, Item 37 and Paragraph 12.8. (12.8.5.), permissive TDY (PTDY) is authorized for the individual's supervisor or their representative.

10.2.10. **TDY for Retirement Cere monies.** The use of APF for funding TDY travel to a retirement ceremony is not authorized. For a formal Change of Command ceremony, occasioned by a retirement, those who must be present to satisfy Change of Command protocol requirements are authorized travel for the Change of Command. Permissive TDY (PTDY) to attend a retirement ceremony is not authorized (AFI 36-3003, *Military Leave Program*).

10.2.11. (Added-AMC) Family Member/Spouse Travel. See AFI 24-101, *Passenger Movement*, chapter 2, paragraph 2.8. for Air Force guidance concerning official family member/spouse travel .

10.2.12. (Added-AMC) Air Force-Level Award Travel. See AFI 24-101, chapter 2, paragraph 2.9. for Air Force guidance on spouse/family member travel when military members receive one of the Air Force-level awards listed therein.

10.2.13. (Added-AMC) Maintenance Recovery Team (MRT) Support.

10.2.13.1. (Added-AMC) TDY costs of AMC MRTs tasked by the command to support a not mission capable (NMC) aircraft, regardless of the type of mission it was flying or whose command

the aircraft is assigned (if the other command is flying an AMC mission), are the responsibility of the assigned MRT unit. Use AMC ESP code CS (Charlie Sierra) to track and record these costs in the accounting system.

10.2.13.2. (Added-AMC) If AMC tasks another command's (e.g., AFRC, ANG, AETC, PACAF, USAFE) MRT to recover an AMC NMC aircraft, the home station of the AMC aircraft will provide a TDY fund cite using AMC ESP code CS, through HQ AMC/LGRC, to provide to the unit of the tasked MRT.

10.2.13.3. (Added-AMC) When other command's (e.g., AFRC, ANG, AETC, PACAF, USAFE) aircraft become NMC when they are flying their O&M missions (not an AMC mission) and recovery requirements exceed availability of home station resources, the aircraft home station will provide a fund cite (TDY, transportation of aircraft parts, dedicated airlift transportation) for assistance in coordination of recovery efforts (see AMCI 21-108, *Logistics Support Operations*, paragraph 1.1.2.4.).

10.2.13.4. (Added-AMC) PACAF/USAFE MRTs tasked by AMC to recover PACAF/USAFE NMC C-130/KC-135 aircraft flying TWCF missions at locations within their respective theater, the 715/721 AMOG/FMA, as appropriate, will provide a TWCF TDY fund cite and, if required, a TWCF surface/air transportation fund cite utilizing AMC ESP code CS, to the theater Air Mobility Operations Control Center (AMOCC). Maintenance recovery efforts of PACAF/USAFE aircraft flying their O&M missions are the theater's funding responsibility.

10.2.13.5. (Added-AMC) Transportation of Aircraft Parts to MRTs Supporting NMC Aircraft Flying AMC Missions. The following funding policy applies :

10.2.13.5.1. (Added-AMC) If an established AMC en route location is supporting the NMC aircraft, they will provide a funded Transportation Control Number (TCN) to the base/organization that provides the aircraft part. For NMC aircraft at other locations, the AMC Regional Supply Squadron (RSS) will obtain the TCN from the NMC aircraft's home base. In circumstances where aircraft parts are provided from ANG/AFRC bases for AMC aircraft, AMCRSS will obtain a TCN to provide to HQ AMC/LGRC and the ANG/AFRC base. Use AMC ESP code CS (Charlie Sierra) with the appropriate transportation EEIC for cost tracking purposes.

10.2.13.5.2. (Added-AMC) If ANG/AFRC-tasked MRTs are supporting aircraft on an AMC mission, AMC funding will be in accordance with AMC/ANG/AFRC command-established procedures (in the same manner as TDY funding is accomplished for AMC-issued MPA Man-days), utilizing AMC ESP code CS.

10.2.14. (Added-AMC) Maintenance Support of AFRC or ANG Aircraft that are Not Mission Capable (NMC). The following provides guidance with regard to maintenance support of AFRC and ANG unit equipped C-5, C-141, C-130, C-17, KC-10, and KC-135 aircraft:

10.2.14.1. (Added-AMC) AMC Locations. When an AFRC or ANG aircraft breaks down at an AMC CONUS or en route location (regardless of mission) and becomes NMC, that AMC location will support maintenance efforts within their capabilities. If AFRC or ANG aircraft are flying an AMC mission, AMC will fully support and fund recovery efforts, excluding aircraft parts and depot level reparable (DLR) items. For AFRC or ANG aircraft flying their O&M (non-AMC) missions and the required maintenance support is outside the AMC en route unit's capabilities, AFRC or ANG is responsible for financially supporting all maintenance recovery efforts.

10.2.14.2. (Added-AMC) Other Locations (On-Site Maintenance and Parts are Limited or Nonexistent). When AFRC or ANG aircraft fly TWCF, JA/ATT, or AMC tanker missions and become NMC at another Air Force/DoD or an austere location (CONUS or overseas), AMC will pay all maintenance recovery costs (excluding aircraft parts and DLRs) if the recovery is within AMC's capabilities. The AMC unit tasked to support the maintenance recovery will fund the TDY costs and any required transportation costs, should the aircraft parts be sourced from an AFRC or ANG base. Use AMC ESP code CS to track and record these expenses. Funding for the maintenance recovery efforts of AFRC and ANG aircraft on their O&M training hours/missions is the responsibility of the respective AFRC/ANG flying unit in the event they request AMC support see paragraph **10.2.14.1. (Added)** above).

10.2.15. (Added-AMC) TDY for Corneal Refractive Surgery (CRS). In accordance with HQ USAF/SG memorandum dated 4 Apr 03, Subject: *Updates to the USAF Corneal Refractive Surgery Policies*, military members whose occupational specialties may be enhanced by CRS may travel on unit-funded TDY orders to a DoD Laser Center to receive the required surgery, if their commander determines the member's duties meet the threshold for funded TDY. Personnel who do not meet the criteria for TDY funding may travel to the laser centers at their own expense with their commander's authorization. For aviation and special duty personnel who require CRS (or photorefractive keratectomy (PRK) surgery), approved TDY funding is the responsibility of the member's organization, in accordance with HQ USAF/SG memorandum dated 2 Aug 00, Subject: *The USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program (SG Policy #00-005*). ***NOTE:*** These policies are not subject to the JFTR, chapter 3, part F, paragraph U3500.C., which prohibits reimbursement for travel for military members to a government or private medical facility on a voluntary basis to obtain medical diagnosis and/or treatment.

10.3. Funding Travel Related to Training Courses. Follow these rules to finance travel expenses for attending USAF Formal Training and other training courses:

10.3.1. **Civilian Employees.** The Employee Development Manager (EDM) within the local Central Civilian Personnel Office (CCPO) normally manages and funds TDY to USAF formal schools or other training, per AFI 36-401. The EDM centrally budgets and manages training funds.

10.3.2. **Air Reserve Forces (ARF).** The student's assigned organization pays the TDY to schools or other instructional courses for ARF members (Air National Guard (ANG) and Air Force Reserve (AFRC)). But, when ordering the student to active duty to fulfill an Air Force mission requirement, apply the funding rules for active duty military personnel (see **10.3.3.**).

10.3.3. **Active Duty Military Personnel.** In general, if AFCAT 36-2223 doesn't provide an AETC or AFMC fund citation, or if it doesn't list the course, the member's unit of assignment will pay the TDY cost unless this instruction or other Air Force instructions say otherwise.

10.3.3.1. **USAF Formal Training Courses.** AETC or AFMC, as appropriate, pays TDY expenses to attend schools in this category, including travel and per diem from overseas to the Continental United States (CONUS), Air Force point of debarkation (AFPOD), and CONUS Air Force point of embarkation (AFPOE). AFCAT 36-2223 provides the AETC or AFMC fund citations for these travel orders as well as the conditions a TDY must meet for funding.

10.3.3.2. **Other than USAF Formal Training Courses.** The member's unit of assignment pays TDY and other expenses to attend schools or other courses of instruction in this category.

10.3.3.3. **Command Operated Schools.** The individual student's or instructor's assigned Air Force activity pays expenses of travel and per diem for students or instructors at command courses.

10.3.4. **TDY for Formal Training Incident to Permanent Change of Station PCS.** Apply the following guidance whether a member returns to the current duty station before the PCS or goes directly to the new duty station after completing a TDY.

10.3.4.1. AETC or AFMC pays for TDY to USAF formal training courses along with, or incident to, a military PCS, when

10.3.4.1.1. The Air Force Military Personnel Center (AFMPC) imposes the training requirement in the assignment instructions or

10.3.4.1.2. When the gaining command receives a training quota from AETC or AFMC and properly notifies the losing Military Personnel Flight (MPF).

10.3.4.2. When the gaining command levies formal training requirements, or non-formal training, without the appropriate AETC or AFMC quota, it must pay for the TDY, and provide a proper fund citation to the losing MPF.

10.3.4.3. Charge to PCS movement funds any transoceanic travel costs for directed TDY to CONUS incident to PCS. These costs are a PCS expense. Pay for TDY costs **within** CONUS as discussed above. Transoceanic travel costs include travel from an overseas assignment (includes Alaska and Hawaii) to the CONUS port of entry. When the losing and gaining commands are both non-CONUS, the travel expenses to the CONUS port of entry, and from the CONUS port of debarkation to the gaining command, are a PCS expense. Orders directing the transoceanic TDY must:

10.3.4.3.1. State that the TDY is along with or incident to a PCS.

10.3.4.3.2. Identify the command funding the TDY. Guidance for getting fund cites is in AFCAT 36-2223.

10.3.4.3.3. Reference the PCS assignment instructions that established the requirement.

10.3.4.4. Charge TDY-Enroute-PCS to attend a command-operated school to the command which operates the school.

10.3.5. Screening School Candidates. Make sure candidates scheduled for TDY to school qualify to enter the training program. If the training activity finds a person unqualified, the person's unit of current duty assignment will pay all costs for the TDY. If necessary, before settling the member's travel claim, the issuing activity will amend the orders to show that the unqualified person's unit pays for the TDY.

10.3.6. Guest Lecturers. The command that directs or makes the invitation will pay travel expenses of all guest lecturers.

10.3.7. TDY-Enroute-PCS for Security Assistance Organizations (SAOs). The Air Force funds military specialty training refresher training and language, advisor, management (except for DISAM funding of DISAM courses), and other training required to qualify people for SAOs. The Air Force District of Washington (AFDW) will budget and fund for TDY-Enroute-PCS required for this purpose

in PEC 01010. Charge orientation training and briefings at unified commands and Washington, DC to appropriate security assistance funds.

10.4. Funding TDY for Special Technical and Flying Training. Charge to AETC training established by AETC under AFI 36-2201. Otherwise, unless otherwise directed, charge these costs to the MAJCOM to which the individual is assigned.

10.5. Funding TDY for Field and Mobile Training (AF1 36-2201). Apply these rules to fund TDY travel of students and instructors to field training detachments (FTD) or to attend training conducted by mobile training teams (MTT):

10.5.1. The organization of the parent command to which a person is assigned funds students trained by FTDs or MTTs attached to their parent command.

10.5.2. AETC funds students trained by FTDs or MTTs attached to other than their parent command only if AETC has allocated training quotas. Otherwise, the student's parent command funds the TDY.

10.5.3. The instructor's assigned FTD or MTT funds intracommand travel of FTD or MTT instructors ordered by that command.

10.5.4. AETC funds intercommand travel of FTD or MTT instructors.

10.5.5. AETC funds for the TDY of MTT instructors to and from technical training centers.

10.6. Funding Travel of Air Force Military Applicants for the United States Air Force Academy (USAFA). Use the applicant's assigned unit's O&M funds to pay TDY of Air Force military applicants for the USAFA under AFI 36-2019. The military member concerned bears the cost of travel for examination to compete for congressional nomination.

10.7. Funding Travel to Support Initial Operational Test and Evaluation (IOT&E) or Developmental Test and Evaluation (DT&E). The Air Force Operational Test and Evaluation Center (AFOTEC) will use RDT&E to pay the costs of TDY travel for people assigned to commands and operational units that provide collateral support to the IOT&E effort. See **Chapter 14** for TDY funding connected with DT&E.

10.8. Funding Travel for Safety Escort Crews on Board Foreign Special Mission Aircraft. The Air Force Intelligence Service (AFIS) will budget and fund all required travel.

10.9. Funding Travel for Air Force Recruiters. AETC funds these costs.

10.10. Funding Travel Related to Ferrying Aircraft. See AFI 11-207 and AFI 23-202 for related guidance. Pay for deliveries as follows:

Table 10.1. Budgeting and Funding for Aircraft Ferrying.

Category of Aircraft Ferrying	Budgeted and Funded By
Intracommand Ferrying.	The MAJCOM concerned.
Intercommand Ferrying within the CONUS:	
Ferrying to and from AFMC's facilities (includ ing manu- facturers plants, storage installations, civilian and mili- tary modification centers, and depots).	The MAJCOM involved, other thTan AFMC.
If the aircraft are being assigned to a recipient command.	The recipient command.
Intratheater Aircraft Delivery Oversea.	The theater concerned: If the source and destination of MAP air craft are within the same overseas theater. The delivery is to surface ports for surface shipment, if both the surface port and source are within the same theater.
Unit Movement.	The MAJCOM responsible for a unit being moved.
Ferrying by Air Combat Command (ACC) (Excludes Unit Movements). Includes ferrying: Between the CONUS and oversea theaters or between oversea theaters (except intracommand) for the Air Force, ANG, and MAP. From AFMC facilities to ports for surface shipment. (The receiving command moves this aircraft from the over seas port of debarkation as an intracommand movement). Between other points within CONUS such as manufac- turers' plants, storage installations, modification centers, and depots; but not from any of the above specified facil- ities to recipient CONUS command. Between overseas theaters and CONUS AFMC facilities if such aircraft are scheduled for movement to and from inspect and repair as necessary (IRAN) modification and retrofit facilities.	The MAJCOM to which the aircraft is assigned for avi- ation POL and other enroute aircraft expenses. ACC for aircrew expenses. ACC provides a fund citation at the time crews are requested from other commands to meet workloads ACC aircrews can't do.
Ferrying by MAJCOM:	

Category of Aircraft Ferrying	Budgeted and Funded By
Aircraft transferred from Army and Navy to the Air Force from point of acceptance.	The recipient MAJCOM.
Transfer of aircraft within the command, both intratheater and intertheater.	MAJCOM.
Deliveries of their aircraft to ports for overseas shipment.	MAJCOM.
Ferrying Within the Air Reserve Forces (USAFR and ANG).	The USAFR and ANG.
Ferrying to, from, and between, AFMC facilities when USAFR or ANG aircraft are scheduled for IRAN, modi- fication, or retrofit.	The USAFR and ANG.
Ferrying of aircraft between command units (intercom- mand).	
Ferrying between USAFR units.	Recipient command, if aircraft are being assigned to that com- mand.
Delivery of aircraft between ANG units.	Air Reserve (Robins AFB).
	The Air Force Division of the National Guard Bureau.

10.11. Funding Travel of Escorts for Dependents of Deceased or Missing Air Force Military Personnel. Charge escort TDY to the operating funds of the order issuing activity except when an AFMC passenger-control agency issues the order at an overseas commander's request. In this case, cite the requesting agency's O&M funds. The base mortuary officer certifies fund availability, then prepares and approves payment vouchers (AFI 34-242, *Mortuary Affair Program)*.

10.12. Funding Travel to Attend Meetings of Technical, Professional, Scientific, and Other Similar Organizations. If approved by proper authority, charge TDY expenses to the O&M-type funds of the attendee's organization of assignment.

10.13. Funding Attendance at National Rifle and Pistol Matches by Air Force Personnel. MAJCOMs may authorize people to take part in matches sponsored by the National Rifle Association. Charge a participant's TDY to the command's O&M funds. AFMPC/DPMSF pays the TDY for teams sponsored by HQ USAF.

10.14. Funding Travel Related to Logistics Evaluation of Independent Research and Development (LEIR&D). The Air Force Coordinating Office for Logistics Research (AFCOLR) budgets and funds travel related to LEIR&D, upon mutual agreement between AFCOLR and the traveler's unit of assignment.

10.15. Funding Travel Related to Disability Retirement Processing Under AFI 36-3212. For TDY of military members directed to meet medical or physical disability boards to determine eligibility for retention, disability retirement, or separation, charge O&M funds of the medical facility that directed the

action. Charge TDY travel of temporary retired military personnel to take physical examinations to funds made available to AFMPC.

10.16. Funding Witness Travel. Table 10.2. defines travel funding responsibilities for witnesses required for boards, investigations, and courts-martial.

Table 10.2. Funding for Travel Connected with Administrative Boards or Disciplinary Procedures.

RULE	A If the witness is	B and the type of travel is	C then travel is funded by
1	Involved in an Aircraft Accident Investigation		See paragraph 7.14.
2	Involved in an Administrative Board		Convening Authority
3	Accused	Intercommand	AFLSA/JAJM (see note 1)
4		Intracommand	Convening Authority (see note 1)
5	Military Judge		USAF Judiciary circuit to which assigned
6	Trial Counsel		Convening Authority (see note 2)
7	Defense Counsel		(see note 3.)
8	Investigating Officer		Convening Authority (see note 2)
9	Individual Defense Counsel		(see notes 3 & 4.)
10	Court Member		Convening Authority
11	DAF Civilian Employee	Intercommand	AFLSA/JAJM
12		Intracommand	Convening Authority
13	Other DoD Civilian Employee		Convening Authority
14	Member of other Service		Convening Authority (see note 5)
15	Civilian (non-DoD and non-Federal)		Convening Authority

RULE	A If the witness is	B and the type of travel is	C then travel is funded by
16	AF Active Duty Military	Intercommand	AFLSA/JAJM
17		Intracommand	Convening authority
18	Threatened Airman	Intercommand	(see note 6).
19	Confidential Source (AFOSI)		(see note 6)
20	AFOSI Agent		HQ AFOSI (see note 7)
21	Expert Witness (Urinalysis)		AFLSA/JAJM (see note 8)
22	Non-DoD Federal civilian Employees (FBI, USPS, etc.)		Convening Authority (Exception -- see note 9).
23	Reservist (Active Duty)	Intracommand	Convening Authority
24		Intercommand	AFLSA/JAJM
25	Reservist (Non-Active Duty)		Convening Authority.
26	Government Representative		Convening Authority (see note 2)
27	ANG Member		Convening Authority (See note 10).
28	Prisoner (appearing as witness)		Convening Authority.
29	Prisoner Escort		Convening Authority (see note 11)

NOTES:

1. The JFTR, Volume 1, Chapter 7, Part O, covers travel of members for disciplinary action. The TDY orders for members traveling as an Accused must include a statement "member not entitled to per diem expenses in connection with disciplinary action."
2. Funding by USAF Judiciary circuit to which assigned **ONLY** for USAF Juduciary Members. The Convening Authority funds costs for other individuals.
3. The USAF Judiciary Circuit to which assigned when the attorney-client relationship was formed.

4. AFLSA/JAJM will fund if the IMDC is assigned to the USAF Judiciary at the time the IMDC request is made and had no prior attorney-client relationship with the requestor on the matter in issue.
5. The JFTR, Volume 1, Paragraph U7060 directs that travel expenses of members summoned as witnesses shall be paid from funds of the requesting Service.
6. Submit requests through local AFOSI detachments. Fund according to the status of the person requested (e.g., AF Active Duty, Reservist, ANG, civilian, etc. as noted in the table).
7. AFOSI agents assigned as defense investigators to an accused and defense counsel are funded by the Convening Authority.
8. For expert witnesses in urinalysis cases, request AFLSA/JAJM funding in accordance with AFI 51-201, *Administration of Military Justice*. All fees in excess of AFLSA/JAJM established fee limits shall be paid by the convening authority. The Convening Authority funds civilian expert consultants and lab technicians in urinalysis cases.
9. Funding for testimony of Federal civilian employees belonging to non-DoD Agencies is a Convening Authority responsibility. However, if a non-DoD Federal civilian employee is being called to present testimony in a case that involves an activity in connection with which he or she is employed, funding from the employing agency may be possible. See 5 U.S.C. 5751 and 28 CFR, Part 21, Section 21.2(d). The Comptroller General has defined the extent to which the case must be related to the agency's activity as a condition to the agency's responsibility for payment in 23 Comp. Gen. 47, 49 (1943) which states, "the employing agency is required to pay….the traveling expenses incurred by the employee witness only where the information or facts ascertained by the employee as part of his official duties forms the basis of the case, or where the proceeding is predicated upon law that that agency is required to administer." Funding from other agencies under 5 U.S.C. 5751 should only be sought in situations where the other agency's funding responsibility can be clearly established under the law. Furthermore, if the employing agency is not forthcoming with the funds, ultimate responsibility for funding to ensure the presence of necessary witnesses remains with the Convening Authority.
10. AFLSA/JAJM will fund ANG members who are in Title 10 status at the time travel is required if it involves intercommand travel between the Title 10 duty station and the location of the UCMJ proceeding.
11. The JFTR, Volume 1, Paragraph U7451 and AFI 31-205 cover funding of prisoners and prisoner escorts. The prisoner's travel will be funded according to the status of the prisoner (e.g., AF Active Duty, Reservist, ANG, civilian, etc. as noted in the table). The Convening Authority requesting the prisoner's appearance will provide escort funding.

10.17. Funding Travel Related to Equal Employment Opportunity (EEO) Complaints. Apply this following guidance to fund expenses for individual complaints as well as class complaints of discrimination, (AFI 36-1201):

10.17.1. The DoD Civilian Personnel Management Service (CPMS), Office of Complaint Investigation (OCI) investigates formal EEO complaints for DoD Components. Effective 1 Jan 00, there is a flat fee of $250.00 for each investigation. The activity where the discrimination allegedly occurred will fund the fee using the Government Purchase Card.

10.17.1.1. The activity will also fund expenses of the Equal Employment Opportunity Commission (EEOC) examiner (as billed by EEOC) and payment for court reporters and attorneys, as well as, travel expenses when a hearing examiner or other authorized official requires travel of non-Air Force people (complainants, representatives, or witnesses) and authorized under chapter 4 or chapter 6, volume II, of the JFTR.

10.17.2. Apply the following guidance for these other situations:

10.17.2.1. The Air Force Civilian Appellate Review Agency (AFCARA/AED) pays travel expenses of EEO complaint AFCARA investigations.

10.17.2.2. When a class complaint alleges discrimination at more than one activity, the class agent's permanently assigned activity pays expenses of the EEOC examiner, court reporters, and attorneys (AFI 36-1201).

10.17.2.3. When a hearing examiner or other authorized official requires Air Force people (complainants, representatives, or witnesses) to participate, charge the travel to the Air Force participant's unit of assignment. The activity where the discrimination allegedly occurred pays travel expenses for AFCARA personnel called as witnesses.

10.17.2.4. When a class complaint alleges discrimination at more than one activity, charge authorized expenses of non-Air Force people to the permanently assigned class agent's activity.

10.17.2.5. If a complaint of discrimination is filed against a tenant organization, the tenant pays the hearing costs and attorney fees and costs unless otherwise provided for in a host-tenant agreement (see AFI 25-201). Refer problems between the host and tenant to the parent MAJCOM, Attn: EEO Officer, for resolution.

10.17.2.6. When the complaint involves a nonappropriated fund (NAF) activity, the host activity bears the costs. The host activity's commander may recoup costs from the NAF instrumentality.

10.18. Funding Travel Related to Emergency Leave. If a member is authorized emergency leave that requires movement from overseas to CONUS or from CONUS to overseas, and he or she is:

10.18.1. Permanently assigned to an overseas or CONUS Air Force installation, charge the cost of TWCF airlift to the O&M type funds of the member's unit of assignment.

10.18.2. Permanently assigned to duty on a non-Air Force installation, charge the TWCF airlift cost to the O&M type funds of the member's permanently assigned unit.

10.18.3. Performing TDY, charge the airlift to the same funds that put the member on TDY. You do not need prior concurrence of the financial services officer administering the funds. However, the base or activity issuing the emergency leave order must immediately send a message to the financial services officer containing the emergency leave special order number, date, name and social security number (SSN) of member, accounting classification cited, and estimated amount of the TWCF airlift cost chargeable to the funds. Forward a copy of the orders within 24 hours to the financial services officer who administers the funds cited.

10.19. Funding Dependent Student Travel. When dependent students travel on annual trips from schools in the United States to and from your overseas area, including Alaska and Hawaii, charge these costs to the permanently assigned student's sponsor organization's operating funds. Don't pay this transportation allowance for members assigned to a permanent duty station in Alaska or Hawaii and the child

attends school in that state. These costs apply against any limitation which Congress might apply for such travel.

10.20. Funding Medical Related Travel. See this Chapter, **Section 10C**.

10.21. Funding Travel for The USAF Occupational Measurement Center (USAFOMC). The USAFOMC budgets and funds for travel requirements of subject matter experts from other units who must help the USAFOMC rewrite promotion tests.

10.22. Financing Contract Quarters for Air Force and DoD Employees in a Travel Status (Includes Members of the Active and Reserve Forces). To reduce appropriated fund expenditures for per diem, base billeting offices must arrange contract quarters agreements with commercial motels and hotels to lodge official travelers when on base quarters are not available.

10.22.1. When planning travel, each organization and each unit of the Air Reserve Forces that schedules active duty tours must tell the duty base or bases in advance the number of rooms it needs and for how long.

10.22.2. In general, the traveler will pay the charges for contract quarters. Under the JTR, the traveler gets reimbursed for lodging costs, subject to ceilings for each geographic area. Record the cost against EEIC 409. Use EEIC 592 when the government pays the hotel or motel by check, whether using a separate service contract, blocking a number of rooms under an existing contract (BPA), or other agreement.

10.22.2. (AMC) Use EEIC 59270 when recording contract lodging payments made by a designated AMC unit and not the TDY traveler (applicable to TWCF aircrews – see paragraph **10.22.7.** of AFI 65-601, Volume 1). These payments are not processed through the Travel function at the Financial Services Office (FSO) but are processed as a commercial services transaction at the supporting DFAS Field Site. Do not use EEIC 409 for payments not processed through the FSO Travel section.

10.22.3. For special categories of travel (e.g., formal training, exercises), commands and subordinate activities may continue to acquire contract quarters using procedures where the government pays the hotel directly. When using this method, installations may acquire the quarters through a separate service contract or by blocking a number of rooms under an existing local contract quarters agreement. Refer questions regarding the appropriate use of this method for financing contract quarters through command channels to SAF/FMBMM. The contract cost daily rate may not exceed the lodging rate, under the lodging-plus concept, for the local area as specified by the Joint Federal Travel Regulations or the Joint Travel Regulations.

10.22.4. For JCS-directed exercises, all participating services (including Army, Navy, Marines, and the reserve components) in direct support of the air mission may use contract quarters. **Table 10.3.** identifies funding responsibilities. Charge costs to program element code (PEC) 28011.

10.22.5. IMA Reserve personnel in a travel status performing inactive duty training period(s) are to pay for contract quarters. IMA Reservists, assigned to PAS Code 96XXXXXX, may use on-base government quarters or off-base government-contracted quarters during inactive duty for training (IDT). Lodging charges are reimbursed on the SF 1164 and submitted to the IMA travel office at Dobbins ARB for payment. A member in an inactive duty training status is to pay for contract quarters. IMA Reservists, assigned to PAS Code 96XXXXXX, may use on-base government quarters or off-base

government-contracted quarters during inactive duty for training (IDT). For on-base quarters, the base billeting officer will process an SF 1034, *Public Voucher for Purchases and Services Other Than Personal*, for the necessary costs and forward to the AFO at Lowry AFB, CO, for reimbursement. For contract quarters, the IMA will pay for the quarters and send required documentation to HQ ARPC/DROX for reimbursement through the Lowry FSO. In both cases, HQ ARPC will provide the funding using EEIC 409. DFAS-DE 7010.2-R and AFI 34-246 contain procedures.

10.22.6. AFI 34-246, Table 1.1. provides specific billeting procedures; Rule 12 for IMAs and Rules 13, 14, and 15 apply to Unit assigned Reserve members. AFI 34-246, Paragraph 1.17.3. covers housing for Reserve and ANG members during emergency and wartime operations such as Operation Desert Shield or Desert Storm.

10.22.7. **TWCF Aircrew Lodging.** Air Force lodging offices administer no fund-type contracts with commercial hotels to support TDY personnel when on-base lodging facilities are not available or inadequate. AMCI (Air Mobility Command Instruction) 65-602, TWCF Budget Operations, Concepts, and Accounts, Chapter 2, identifies those applicable Air Force CONUS and overseas locations where TWCF funded aircrews may charge their on-base or contract lodging costs to local TWCF funds (Appn 97X4930.FD40). The Government-wide Purchase Card (GPC) is the payment mechanism used to charge the lodging costs of TWCF aircrews who fly airlift missions to/through these locations. Use EEIC 59270 to record TWCF aircrew lodging costs.

10.22.7. (AMC) DELETED.

10.22.8. (Added-AMC) Support of Service Members on Delayed AMC Organic Aircraft. AMCI 65-602, chapter 6, paragraph 6.8., provides funding policy guidance for the support of service members, in a group travel status, who are delayed on an AMC organic aircraft flying a TWCF mission due to weather or maintenance problems. Use AMC command ESP code CH (Charlie Hotel) to track and record these costs in the accounting system.

10.22.9. (Added-AMC) Lodging of Off-Base Permanent Party Active Duty Personnel.

10.22.9.1. (Added-AMC) Lodging of Alert Aircrews: Use of unit funds (TWCF or O&M, as appropriate) is authorized for only the lodging cost incurred for aircrew members designated in alert status. Recommend the unit to which the aircrews are assigned establish a MORD and have the Base Lodging Office submit an invoice to the resource advisor of the appropriate unit for payment. Per diem is not allowable and members will continue to use their BAS allowance to pay for meals consumed.

10.22.9.2. (Added-AMC) Other Mission Essential Personnel: If the installation commander directs that certain off-base military personnel (e.g., group/squadron commanders, medical personnel) need to temporarily reside on base due to mission urgency, the installation commander can approve a temporary change to a VAQ, VOQ, or other lodging facility originally constructed with appropriated funds in accordance with AFI 32-9002, *Use of Real Property Facilities*, Chapter 2. The rooms will be designated as a contingency dormitory and the members will not be required to pay for lodging while maintaining their housing allowance. Additionally, the Lodging Office will not provide any services (i.e., members will have to clean room, wash towels and linens when required, etc.). Per diem is not allowable and members will continue to use their BAS allowance to pay for meals consumed.

Section 10C—Medical Support

10.23. Financing Medical Support:

10.23.1. Effective FY 93, use the Defense Health Program (DHP) appropriation (97*0130) to finance medical program costs, including operation and maintenance, procurement, and Civilian Health and Medical Program of the Uniformed Services (CHAMPUS), but excluding RDT&E and personnel funds for active and reserve military medical personnel. Funds for medical facility military construction are in a single appropriation account.

10.23.2. Record expenses of civil engineer and communications support provided to the medical program in PECs 886276 (OCONUS - 86376), 86278 (OCONUS - 86378), 87795 (OCONUS - 87995) and 87779 (OCONUS - 87979). Charge expenses of health care services as follows: CONUS Medical centers, hospitals and clinics under PE 87700 (OCONUS -87900), care received in nondefense facilities in PE 87713 (except for supplemental and cooperative care which is charged to PEs 87700/87900), other health activities in PE 87714, military unique requirements in PE 87724, aeromedical evacuation system in PE 87725, military public health or occupational health PE 87705, veterinary services in PE 87760 and CONUS dental services in PE 87715 (OCONUS - 87915).

10.24. Executing the Medical Budget. The Air Force operates the DHP account for our non-combat support medical activities. The Assistant Secretary of Defense, Health Affairs, prepares and submits a unified medical program to provide resources for all medical activities within DoD.

10.24.1. OSD/Health Affairs, through TRICARE Management Activity (TMA), issues funds to AF/SG, which then issues funds to MAJCOMs for distribution to medical treatment facilities (MTFs). The Air Force will continue to pay for applicable military personnel costs centrally using the Military Personnel appropriation. The Military Departments retain civilian medical personnel end strengths. To ensure proper accountability for civilian end strength utilization, each installation will pay medical civilian personnel using its own O&M account and receive reimbursement from the DHP operating appropriation.

10.24.2. MAJCOMs, installations and medical activities program, budget and finance medical costs as provided for in DoD guidance and this instruction.

10.25. Expenses Chargeable to Medical Support. Except as indicated in paragraph **10.27.**, charge all readily identifiable expenses incurred in operating and maintaining medical treatment facilities to medical support (Defense Health Program, 97*0130). Apply the following guidance:

10.25.1. **Civilian Pay.** Charge to Medical Support the salaries of all assigned civilian employees (except HQ USAF/SG civilian personnel), including employees assigned to nonmedical activities who support the medical facility. For the nonmedical employees, first charge salaries to the base support program element, then transfer the cost to the medical program element.

10.25.1.1. Transfer the cost of direct labor, plus an appropriate percentage for Air Force civilians (per DFAS-DE 7010.2-R). Use gross labor costs for foreign nationals. Identify these amounts as contractual services in both program elements. This coding of the transfer maintains correlation between work-years and personnel funds each organization justifies and reports.

10.25.1.2. If your base has a Work Information Management System (WIMS), charge the medical facility for civil engineering support based on standard shop rates rather than the above labor, benefits, and overhead.

10.25.1.3. Immunizations/Inoculations for PCS moves and Deployments

10.25.2. **Medical Related Travel**

10.25.2.1. **Patients.** Charge TDY costs of military members to receive medical care to funds available to operate the medical facility. Include local travel when government transportation is not available.

10.25.2.2. **Military Medical Consultants.** AFI 44-104 identifies budgeting and funding responsibilities for travel of military medical consultants. Use medical O&M funds of the consultants' supporting facility (such as the regional hospital or area medical center) to pay for all travel and per diem expenses for consultant visits.

10.25.3. **Transportation.** Section E covers shipments of medical material. Charge shipments containing both medical and other material to Defense Medical Centers, Station Hospitals and Medical Clinics - CONUS (PE 87700), Defense Medical Centers, Station Hospitals and Medical Clinics - OCONUS (PE 87900, Other Health Activities (PE 87714), Military Unique Requirements (PE 87724), Aeromedical Evacuation System (PE 87725), Military Public Health or Occupational Health (PE87705), Veterinary Services (PE 87760) and Dental Care Activities - CONUS (PE87715 or Dental Care Activities - OCONUS (PE 87915).

10.25.4. **Communications.** Charge telephone service according to ratio of class A telephones installed in the medical facility to total number on the installation. Include in charges switchboard equipment rentals, toll calls, telegraph, and other services used or provided in direct support of the medical program. Exclude pay of civilian telephone operators assigned to hospital switchboard.

10.25.5. **Utilities.** Charge utilities obtained from commercial sources and all base produced utilities per AFI 32-1061. Utilities include fuels for heating and cooking.

10.25.6. **Supplies and Equipment.** Charge both medical and nonmedical materiel authorized for base procurement, including organizational clothing and expense type equipment issued to a medical facility.

10.25.6.1. **Immunizations/Inoculations.**

10.25.6.1.1. **For Permanent Change of Station** . DHP funds for any medical supplies needed for PCS immunizations/inoculations..

10.25.6.1.2. **For Deployments** . Immunizations/inoculations which take place on the installation, generally in the MTF, prior to deployment are funded by DHP. Supplies for immunization/inoculation, which are carried by deploying personnel for possible future use during the deployment, are funded with Line O&M (3400).

10.25.6.1.3. **For Exercises** . Line O&M (3400) funds for all costs related to exercises, even medical supplies/immunizations required prior to deploying on the exercise.

10.25.6.1.3. (AMC) For immunizations, inoculations, and other medical supplies required for JCS Exercises, O&M-funded units will use PE 28011, RC/CC XX8200, and the applicable JCS ESP code to record these costs in the accounting system. TWCF-funded units will use PE 41122 in lieu of PE 28011 for this purpose .

10.25.7. **Laundry and Dry Cleaning.** Charge services for hospital clothing and linens. Include nurses' privately owned uniforms when delivered to the laundry in bulk. If base funds initially finance services, transfer the charges to the medical program as a contractual service.

10.25.8. **Contract Maintenance.** Charge all contractual costs to maintain medical and nonmedical equipment issued to a medical facility.

10.25.9. **Storage of War Readiness Materiel (WRM).** You should generally charge the host installation's base operations program element for storage space, housekeeping, and maintenance costs for WRM storage. But if the space, facility, installation, or complex is solely for the medical program, charge the Defense Health Program.

10.25.10. **Autopsies.** Autopsies are funded as follows:

10.25.10.1. Autopsies performed in an MTF are funded with DHP funds.

10.25.10.2. Autopsies performed by civilian pathologists, not employed by the Air Force, are funded with the O&M funds of the organization to which the deceased was assigned. If the deceased member was assigned to the MTF, DHP O&M would fund the autopsy.

10.25.10.3. Autopsies performed on victims of a military aircraft accident, regardless of who performs the autopsy, will be funded with DHP funds.

10.26. Don't Charge to Medical Support:

10.26.1. Pay of military personnel.

10.26.2. Combat support medical activities. Expenses for tactical medical facilities operated separately from hospitals, including any and all components of the Expeditionary Medical Support (EMEDS) and its support Unit Type Codes (UTCs), Air Transportable Clinics (ATCs) and Aeromedical staging facilities. Expenses of tactical medical facilities operated separately from hospitals including Air Transportable Field Hospitals, Air Transportable Field Clinics, and Tactical Aeromedical staging facilities. All biological and chemical warfare (BW/CW) medical supplies deployed with base personnel should not be charged to medical support (DHP). Any expenses attributed to the contingency deployment, employment, and redeployment of medical combat support personnel, equipment, and supplies requested by the Combatant Commander and approved by proper authority, as well as medical BW/CW items supporting deploying personnel, will be paid by line funds. Bases should establish a line Project Funds Management Record (PFMR) and RC/CC for the MTF to use to record these expenses.

10.26.3. Common base administrative functions.

10.26.4. The cost of compensating civilian personnel when departmental headquarters personnel (HQ USAF/SG) support medical activities. (**NOTE**: Other administrative expenses at HQ USAF/SG (travel, office equipment, furnishings, supplies, etc. **will be** charged to Medical Support (DHP account.)

10.26.5. Direct and indirect expenses of military personnel dormitories, including beds, wardrobes, chairs, etc., whether or not medical personnel occupy them exclusively.

10.26.6. Subsistence items (from commercial or government sources) used in a medical-operated food service activity.

10.26.7. O&M costs for mortuary facilities. Charge these costs to the primary O&M budget activity of the host command providing the service (e.g., AMC funds mortuary services at Dover AFB, DE). (See AFI 34-242).

10.26.8. Charge to primary line O&M or JCS exercise funds, medical care provided to members at local indigenous medical facilities during contingencies at deployed locations that do not have fixed medical treatment facilities such as those at Ramstein AB and Aviano AB. Care in the indigenous facility would include referral care by Air Force medical staff for medical treatment (i.e., hospital, office visit) or medical supplies (i.e., pharmaceuticals, orthopedic braces) and urgent/emergency care (i.e., automobile or other type of accident). Care at fixed medical treatment facilities for members deployed there are still funded by the Defense Health Program (DHP) (0130.1883).

10.26.9. Charge primary line O&M (3400) or JCS exercise funds for the deployment of the Expeditionary Medical System (EMEDS), medical personnel TDY expenses, and the cost of supplies used during deployment and those needed for resupply upon return. Additionally, A and B bags for medical personnel should also be funded from O&M (3400). Medical funds should be used for anything done in the medical facility (i.e., manning assistance, force protection) and reimbursement sought from the Defense Emergency Response Fund (DERF) through DHP channels.

10.26.9. (AMC) DELETED.

10.26.10. Immunizations/Inoculations for Exercises. These costs are chargeable to Line O&M or JCS Exercise funds, as appropriate.

10.26.11. (Added-AMC) Contact Lenses for Aircrew Members. Charge organizational O&M-type funds (TWCF or O&M 3400, as appropriate) for the cost of soft contact lenses of aircrew members who require night vision goggles to accomplish their combat mission. These contact lenses, along with the required cleaning solution, are considered personal flight gear. The Medical/Dental Division of the AFWCF purchases the contact lenses and cleaning solution, which is reimbursed by the member's unit O&M-type funds. Flying organizations should establish a project funds management record (PFMR) account and cost center with the local medical supply office for the issue of these requirements. ***NOTE:*** This requirement does not extend to obtaining soft contact lenses for other than official Air Force mission requirements. (See AFI 48-123, *Medical Examinations and Standards*, attachment 17, paragraph A17.1.2.6.)

10.27. Sales of Subsistence. This following guidance is based on HQ AFSV/SVF 2 Aug 02 Memorandum, SUBJECT: FY 2003 Subsistence-in-Kind Account (POC: Ms. Vivian Kebodeau, DSN 487-7247). Collect cash locally for meals furnished people not entitled to subsistence at government expense. The operating charge (surcharge) portion of cash collections will be collected into the base O&M account for full food service contract bases. Bases with food service attendant contracts or in-house operations will divide the operating charge between the O&M and Air Force Military Personnel Appropriation (MPA) shown below based on the percentage of military and civilian manpower authorizations in the local dining facility. The following MPA fund cite is also used for cash collections for the discount meal rate of food costs:

57(FY)3500 323 48 562 **C93B** 525725 (Non Medical)

57(FY)3500 323 48 562 **C93A** 525725 (Medical)

10.28. Sales of Medical Services. AFI 41-115 describes the categories and the rates of charges for treating patients for whom the Air Force gets reimbursed for medical services. Reimburse local collections to the program element and appropriation that first bore the cost of the services. Record central collections as appropriation reimbursements by HQ USAF (Operating Agency Code 43).

10.29. Third Party Payers. These private health insurers must pay for inpatient care furnished at an Air Force medical facility. Credit collections to the medical facility's operation and maintenance account (DHP). You should use the funds collected to provide enhanced health care services at the treatment facility.

10.30. Procurement of Medical Publications and Printed Material. Charge medical publications and printed material to medical support if procured for medical school programs or for hospitals and other medical treatment facilities.

10.31. Managing the Reimbursable Program:

10.31.1. Operating agencies include funds in appropriate program elements in operating budgets for sales of medical services as:

10.31.1.1. A direct expense for medical services collected centrally.

10.31.1.2. A reimbursable expense for medical services collected locally.

10.31.2. HQ USAF will:

10.31.2.1. Provide funds in operating budgets to reimburse nonmilitary medical activities for subsistence furnished military personnel authorized subsistence-in-kind.

10.31.2.2. Reimburse the DHP O&M appropriation from collections made centrally from other government agencies (as outlined in AFI 41-115) for medical services and subsistence furnished to beneficiaries of these agencies.

Section 10D—Property Disposal Programs

10.32. Defense Reutilization and Marketing Office (DRMO):

10.32.1. The DRMO disposes or sells scrap, excess personal property, lumber and timber products generated by DoD components (see DoD 4160.21-M, Defense Reutilization and Marketing Manual). Reimburse the local O&M account from the proceeds of such sales only for expenses originally financed by the O&M appropriation.

10.32.2. Reimburse only:

10.32.2.1. Expenses (identifiable net additive costs) designated as reimbursable in the interservice support agreement between the host base and DRMO activities. Examples: telecommunications service, equipment and supplies, and printing and reproduction of DLA-prescribed forms.

10.32.2.2. Expenses that are (1) directly related to the disposal process or the production and sale of forest products, (2) not designated as reimbursable by the support agreement, and (3) reimbursable at departmental level according to the general provisions of DoD appropriations acts. These expenses relate to demilitarization, reclamation, forest products, and certain administrative expenses (for example, TDY, communications, and the cost of printing forms the Air Force prescribes for turning in disposable property to the DRMO).

10.33. Foreign Equity Property. When a foreign country or international organization offers property for disposal sale and then sells through a DoD activity, the DoD activity that sells the property may

deposit 20 percent of the gross sales proceeds to their O&M type appropriation. The foreign country or international organization receives the other 80 percent.

10.34. Information Processing Equipment (IPE) owned by General Services Administration (GSA). Net proceeds from sales of GSA owned IPE (also when previously leased by DoD) belong to GSA.

10.35. Funding for Sale of Forest Products. This category includes sawed timber, veneer logs, pulpwood, Christmas trees, post poles, pine straw, stumpwood, bark and other mulch, cones, seeds, mistletoe, firewood, and woodchips.

10.35.1. DLA or another service may serve as the agent for sales of forest products. The agent deposits 100 percent of the sales proceeds to the Air Force's deposit fund account.

10.35.2. DFAS-DE maintains a central deposit fund account for authorized program expenses incurred in the production and sale of forest products. See paragraph **5.5.** of this instruction and DFAS-DE 7010.2-R Paragraph 29-30. Include in your reimbursable program all related expenses normally funded in the O&M, or Other Procurement (57*3080) appropriations, including minor construction, and the acquisition costs of equipment items used solely for forest operations. Program managers must prepare an economic justification for the equipment. When you employ general-use equipment in forest operations, the O&M or Other Procurement costs are reimbursable program expenses. You may also reimburse for:

10.35.2.1. **Timber Stand Improvement.** Planting, seeding, or natural thinning, pruning, and control of undesirable vegetation is improvement of an existing timber stand,

10.35.2.2. **Reforestation.** This is the natural or artificial regeneration, including planting, the purchase of seed or seedlings, site preparation, and insect, disease, vegetation, and animal control.

10.35.2.3. **Forest Protection.** Protection of a forest that can economically produce forest products, unless a military mission requires the same degree of protection for the forest, including protection from fire, insect, disease, flood, and erosion damage.

10.35.2.4. **Timber Access Roads.** Construction, reconstruction, repair and maintenance of timber access roads and trails and the expenses incurred in the repair of other roads as a result of forest production and harvesting operations.

10.35.2.5. **Sales.** Sales and preparation for sale of forest products, including appraisals, cruising, marking, scaling, preparing sales contracts, escorting prospective bidders, advertising, and sales administrations, which encompasses compliance inspections.

10.35.2.6. **Management.** Management of the functions listed in this paragraph, including supervising, planning, programming, conducting field surveys and inventories, training, forest fire prevention education, and attendance at forest management related professional meetings.

10.35.3. Don't reimburse expenses for operations related to the land and forest, but actually for other purposes, such as the military mission, recreation, training, general area improvement, and beautification. Also, don't reimburse expenses for protecting forests that can't economically produce forest products.

10.35.4. Do not retain sales proceeds in your base operating budget account. DFAS-DE will distribute 40 percent of the net proceeds at each installation to the installation's state and the balance to 21X5285, Department of Defense, Forest Products Program, Army.

10.36. Precious Metal Recovery Program (PMRP). DLA is the DoD's single manager for the PMRP. The program promotes economical recovery of precious metal from all sources, and provides the reclaimed metals, as needed, to DoD components at recovery cost for use as government-furnished material (GFM) to support of defense contracts. If your installation contributes to the PMRP, charge for:

10.36.1. All readily identifiable incremental recovery costs, including acquiring and replacing silver recovery equipment, plus major maintenance on it.

10.36.2. Transportation costs incurred for authorized shipping of materials from generating activities directly to a collection recovery office or to the DRMO's office for recovering precious metals. Examples of these materials are precious metal scrap such as silver obtained from electrolytic units, or shipment of sludge in silver recovery cartridges.

10.36.3. Costs incurred to turn in excess scrap including film, hypo solution, silver recovery cartridges or sludge containing precious metals are the responsibility of the generating activity.

10.37. Funding Responsibilities for the Resource Recovery Recycling Program (RRRP) (10 U.S.C. 2577). DFAS-DE 7010.2-R contains accounting procedures and guidance for distributing proceeds. See also DoDI 7310.1.

10.37.1. Installations that establish a qualified RRRP may use net proceeds from RRRP sales for local projects as defined in paragraph **10.37.3.** (Net proceeds are gross RRRP sales less operating expenses for the RRRP appropriated fund. The installation commander or designee is the RRRP manager. The Financial Management Board (FMB) should help the program manager oversee the program to include approving how the manager applies its net proceeds. The Base Civil Engineer (BCE) will annually estimate anticipated reimbursements for the financial plan submission.

10.37.2. Recyclable material refers to materials normally sold as scrap or discarded as waste, but can be reused after physical or chemical processing. **The following are not considered as a recyclable:**

10.37.2.1. Scrap bearing precious metals and items that may be used again for their original purposes without special processing.

10.37.2.2. Ships, planes, or weapons that must be demilitarized or mutilated before sale.

10.37.2.3. Scrap generated by a DoD industrial fund (IF)(DWCF) activity. The industrial fund accounts for the net proceeds from selling scrap (short ends, machinings, spoiled materials, etc.) generated from industrial fund operations.

10.37.2.4. Bones, fats, and meat trimmings generated by a commissary store or exchange.

10.37.3. Use proceeds from selling recyclable material first to reimburse the installation's appropriated fund costs (O&M-type) for operating the recyclable program. Use up to 50% of remaining sale proceeds for pollution abatement, energy conservation, and occupational safety and health activities. Don't carry out a project for more than $375,000 (50 percent of the amount established by law as the ceiling for an O&M minor construction project).

10.37.4. Under 10 U.S.C. 2577, don't hold more than $2 million from recyclable sales in your installation's budget clearing account 57F5875.8900 at the end of any fiscal year. Along with BCE, the program manager, and the comptroller, the local FMB will monitor the RRRP net proceeds in 57F3875.8900. Transfer amounts over $2 million to 573210.9999.

Section 10E—Transportation of Property

10.38. Funding First Destination Transportation (FDT):

10.38.1. First destination transportation (FDT) may take the form of either free-on-board (FOB) destination or FOB origin. Charge FDT to the O&M, RDT&E, or procurement appropriation that finances the item as follows:

10.38.1.1. When buying items of equipment and systems on an **FOB destination basis**, charge the FDT to the same appropriation that financed its acquisition. (***NOTE:*** The item's purchase price must include transportation as an integral part.)

10.38.1.2. When buying equipment and systems items with procurement funds on an **FOB origin basis** (transportation costs are not an integral part of the item's price), charge the FDT to the Air Force Other Procurement (3080) Appropriation for items financed by the Ammunition (3011), Aircraft (3010), Missile (3020) and Other (3080) Procurement Appropriations, and to the RDT&E (3600) Appropriation for RDT&E items. (Note: The MAJCOM financing procurement of assets with O&M funds on an FOB origin basis must fund the first destination transportation with its O&M-type funds.)

10.38.2. Charge aviation fuel used to deliver aircraft from a contractor's facility to the Air Force receiving activity to the O&M appropriation as FDT.

10.38.3. Transportation of less than major end items is integral to the major end item's acquisition cost. Charge the FDT to the procurement appropriation that financed the acquisition of the item. Examples are components, subassemblies, materiel and vendor parts that support the acquisition of a major end item.

10.38.3.1. Charge transportation of government furnished equipment (GFE) and government furnished materiel (GFM) prior to installing it in a major end item to the procurement appropriation financing the item's acquisition.

10.38.3.2. Charge transportation to DoD of all items not owned by DoD (such as nuclear materials and warheads that the Department of Energy (DOE) provides to DoD but retains ownership) to the procurement account that finances the end item into which the item will be incorporated.

EXCEPTION: Charge all over-ocean transportation of subsistence items funded by the O&M Appropriation to Second Destination Transportation.

10.39. Funding Second Destination Transportation. Charge second destination transportation to O&M type funds, except when the transported materiel supports a construction project. Then, charge the transportation to the appropriation financing the construction.

10.40. Budgeting, Funding, and Expensing Transportation Charges:

10.40.1. Each Air Force agency that budgets and funds for a materiel procurement requirement must also budget and fund for associated FDT charges.

10.40.2. DLA, as single manager, budgets and funds FDT for aviation fuels included in the DWCF.

10.40.3. DLA budgets and funds for FDT of ground fuel products that the DWCF's Fuels Division and Supply Management Business Area buy from DLA centers. The DWCF Supply Management Business Area placing the order pays transportation for other ground fuel products purchased from other supply sources.

10.40.4. The Host Command will budget and fund for packing, handling, and crating unless stated otherwise in this instruction.

10.40.5. Other Funding Responsibilities.

10.40.5.1. The Defense Working Capital Fund (DWCF) will fund the worldwide movement of DWCF materiel, to include the return of reparables and item manager-directed redistribution order shipments. This includes over-ocean transportation by Air Mobility Command (ACM) or Military Sealant Command (SMC), and Military Traffic Management Command (MTMC) services, CONUS port handling, overseas port handling, and functions contained in **Table 18.1.** through **Table 18.3.**

10.40.5.1.1. The overseas command will fund inland overseas transportation.

10.40.5.1.2. AFMC will use the Air Force SDT Centrally Managed Allotment (CMA) to fund non-DWCF materiel movements (munitions, engines, vehicles, or those items managed on an Air Force Table of Allowance, etc.) that are item manager-directed, returns from a contractor facility to a base, depot to depot, depot to base, and shipments to and from overseas.

10.40.5.1.3. Local bases will pay for returning non-DWCF items to a repair facility and for non-Redistribution Order (RDO) lateral shipments with their own O&M funds.

10.40.5.1.4. The activity requesting the item will fund lateral or base administrative support shipment charges.

10.40.5.1.5. SDT of subsistence is the responsibility of the Defense Commissary Agency (DeCA).

10.40.6. Apply the funding responsibilities indicated in paragraph **10.40.** and in **Table 18.1.** through **Table 18.3.**, regardless of the type of supporting documentation, e.g., Government Bill of Lading, Commercial Bill of Lading, or other approved document.

10.41. Charging Domestic Freight Shipments Using Commercial Forms. AFI 24-201 provides guidance for shipments moving under commercial procedures. Apply the budgeting and funding responsibilities in **Table 18.1.** through **Table 18.3.**

10.42. SDT Exceptions:

10.42.1. Charge shipments of excess property to, from, or between AFRC and ANG units to the recipient's O&M funds. The shipping activity will pay for packing, crating and handling.

10.42.2. DLA will fund packing, crating, handling, and SDT costs of all industrial plant equipment under the Defense Industrial Plant Equipment Center's direction and control.

10.42.3. Air Combat Command (ACC) funds SDT for moving bulk ground petroleum products to Thule AB, Greenland.

10.42.4. The applicable DWCF Supply Management division shipping the materiel will fund transportation costs for returning Air Force Stock Fund excess materiel to the wholesale supply activity, whether returning the materiel for credit or without credit.

10.43. Land Transportation Within Overseas Areas. The responsible Military Department provides Command-controlled military-operated transportation on a common-service basis.

10.44. DWCF Property . See **Table 18.1.** through **Table 18.3.**

10.45. Funding Redistribution Order (RDO) Type Shipments. Fund transportation costs for moving excess or nonexcess (including RDO) items as follows:

10.45.1. AFMC normally funds transportation costs for AFMC centrally managed items if the inventory manager (IM) requires the movement. But, the shipping command funds transportation costs when the shipping command asks the IM to redistribute items no longer required to meet that command's prepositioning objectives. But, the Air Logistics Center (ALC) pays shipping costs when it directs a base reporting excess items to ship them to another base under an RDO.

10.45.2. The directing item manager will fund Defense Logistics Agency (DLA) transportation costs for excess items shipped at DLA's direction from one Air Force base to another.

10.45.3. The shipping activity pays packing, handling, and crating costs for the excess items in **10.45.1.** and **10.45.2.** above.

10.46. Funding Army-Air Force Exchange Service (AAFES) Property:

10.46.1. DoD activities may use appropriated funds to reimburse the TWCF for airlift and sealift transportation (either in-house or contract carrier) of AAFES property. The Department of the Army (DA) as Executive Agent budgets and funds for this overseas transportation.

10.46.2. Bill DWCF transportation of AAFES cargo (over-ocean and Outside the Continental United States (OCONUS) overland) to DA, AAFES, or the OCONUS Major Army Command as follows:

10.46.2.1. DA pays for over-ocean movement of AAFES merchandise, operating supplies, and equipment as follows:

10.46.2.1.1. Port handling costs at Military Traffic Management Command (MTMC) ocean terminals to include container stuffing costs.

10.46.2.1.2. Transportation furnished by the Defense Transportation System (airlift and sealift).

10.46.2.2. AAFES bears port handling and transportation costs for:

10.46.2.2.1. AAFES nonappropriated fund employees' personal property.

10.46.2.2.2. Foreign goods (for resale) on which United States customs duties have not been paid or waived.

10.46.2.2.3. AAFES cargo within CONUS to include container stuffing not done by MTMC.

10.46.2.3. OCONUS Major Army Commands finance OCONUS port handling and inland transportation costs of AAFES cargo (except items in paragraph **10.46.2.2.**).

10.46.3. Bill to these addresses:

10.46.3.1. Department of the Army: Department of the Army, Dept 3200, 8899 East 56th Street, Indianapolis, IN 46249-3200.

10.46.3.2. AAFES: Headquarters Army-Air Force Exchange Service ATTN: DD-N Dallas, TX 75222

10.47. Funding Demurrage, Detention, and Storage Costs. Charge these costs associated with either FDT (FOB origin) or SDT to the O&M funds of the command organization that caused them. ***EXCEPTIONS:***

10.47.1. Costs of aviation POL shipments per AFMAN 67-1.

10.47.2. Shipments governed by the Military Sealift Command (MSC) rate guide (that is, those contracts providing port-to-base transportation), which AFMC funds (AFI 24-201.)

10.48. Funding Unit Deployments, Redeployments, Relocations, and Deactivations:

10.48.1. The MAJCOM losing operational control of units programmed to relocate or deactivate will:

10.48.1.1. Develop the anticipated movement concept as early as possible, preferably before submitting the budget for the fiscal year when the moves take place.

10.48.1.2. Program, budget, and fund for Air Mobility Command (AMC) Special Assignment Airlift Mission (SAAM) movements, including airlift channel extensions.

10.48.1.3. Provide estimated AMC channel and MSC cargo movement requirements to AFMC by mode (air or sea), general commodity category (ammunition, vehicles, general, etc.), and month of movement. The MAJCOM will provide these requirements by priority message to HQ AFMC/LGT and FMBOT, with information copies to SAF/FMB and HQ USAF/CS/ LGT/LGS, and include them in program action documents and plans.

10.48.2. AFMC will program, budget, and fund for AMC channel and MSC cargo movements described in paragraph **10.48.1.**, and identify the related specific program requirements in budget estimates and financial plans.

10.49. Funding Transportation from Contractor's Bonded Storage:

10.49.1. Charge FDT when you can readily ascertain that the bonded storage is within the contractor's facility or no FDT funds were previously used.

10.49.2. Except: charge SDT when making the determination would cause undue delay.

10.50. Funding Transportation from Defense Property Disposal Offices. The Defense Logistics Agency will pay transportation and any packing, crating, and handling for excess materiel obtained from defense property disposal offices. This includes ANG, AFRC, Military Affiliate Radio System (MARS), Civil Air Patrol (CAP), and Air Force museums. It also applies to Morale, Welfare, and Recreation (MWR) activities when the servicing accountable supply officer submits the requisition.

10.51. Funding the Shipment and Nontemporary Storage of Household Goods. The organization, which controls the quarters, also assigns and reassigns government owned or controlled quarters without regard to service affiliation and is responsible for budgeting and administration of funds in support of moving and storage of personal household goods for personnel assigned to government quarters, family housing or unaccompanied housing, regardless of service affiliation. Pay for drayage and nontemporary storage of personal household goods for local moves upon assignment, termination, or reassignment, as follows:

10.51.1. If the move is for the convenience of the government, charge the Base Operating support (BOS) account.

10.51.2. If the move is for the convenience of the individual, charge costs to the individual.

Section 10F—Education of Dependents

10.52. Supporting Department of Defense Dependents Schools (DoDDS) in Foreign Countries. Air Force installation commanders provide schools on military installations administrative and logistic support, within mission constraints, on a reimbursable or nonreimbursable basis per DoD Manual 1342.6-M-1.

Section 10G—Licensing Agreements

10.53. Using Copyrighted Music in Overseas Areas. Foreign laws and international agreements require that United States Armed Forces in overseas areas pay for use of copyrighted music. Charge payments to the O&M appropriation of the military department that is responsible for the information and education, recreation, and welfare program (specifically, Armed Forces Radio and Television Service (AFRTS)) in the country where the copyrighted music is used.

Section 10H—JCS Exercises

10.54. JCS Exercise Expenses. Charge JCS exercise costs to program element 28011 for active units. Include incremental O&M costs incurred solely for, or as a direct result of, planning for or taking part in an exercise. Using organizations provide for any support required during an exercise conducted at a non-Air Force, ANG, or USAFR installation for which there are not agreements or arrangements to the contrary. Apply guidance in **Table 10.3.**

Table 10.3. JCS Exercise funding Guidance.

RULE	A If funding responsibility is for (note 1)	B active unit	C then funding organization is ANG unit	D AFR unit
1	TDY pay	organization to which assigned	host MAJCOM if the exercise not required for ANG training; fulfill training requirement as validated by ANG, then the costs are chargeable to ANG (note 1).	same as for the ANG
2	civilian pay	organization to which assigned	ANG (note 2)	AFR
3	contract quarters	organization to which assigned	organization to which assigned	organization to which assigned
4	contract food services	host base (note 6)	host base	host base
5	other common contracts (see note 3)	host base	host base	host base
6	unique contracts	using organization	ANG	AFR
7	aircraft maintenance (note 4)	(not an incremental cost of JCS exercise)	(not an incremental cost of JCS exercise)	(not an incremental cost of JCS exercise)
8	AF Forms 15 & 315, AVPOL or AVCARD purchases	MAJCOM to which aircraft are assigned	ANG	AFR
9	landing fees	organization to which assigned	ANG	AFR
10	vehicle rental (note 5)	JCS	JCS	JCS
11	equipment rental (note 5)	JCS	JCS	JCS
12	non-aircraft common supplies/ equipment	host base	host base	host base
13	programmed exercise airlift (note 8)	JCS	JCS	JCS
14	other command-unique support	using organization	ANG	AFR
15	unprogrammed participation at the request of another organiza tion	(note 7)	(note 7)	(note 7)

NOTES:

1. Charge only those incremental costs incurred solely for, or as a direct result of, planning for or participation in an exercise.
2. The requesting MAJCOM finances overtime pay for ANG Title V DAF employees incurred in support of a JCS exercise.

3. Except USCINCSOC budgets for its own support.
4. The MAJCOM/ARF organization owning the aircraft budgets for the transient or en route aircraft maintenance cost on the basis of the approved flying hour program; therefore, you should not identify these costs as a cost to the JCS exercise program. MAJCOMs should consider the maintenance capability at the exercise site to avoid unnecessary movement of spare parts and maintenance personnel.
5. Host base should satisfy the TDY unit's requirements for Air Force assets to the maximum extent possible.
6. Host base is the base from which aircraft operate during an exercise or where exercise resources are required or consumed.
7. The organization requesting participation will bear all costs, except civilian pay, for MAJCOM or ARF unprogrammed participation at the request of another organization.
8. The JCS funds all JCS programmed exercise airlift directly, and not with AF Program Element 28011 O&M funds.

Section 10I—Funding for Individual Clothing

10.55. Using O&M-Type Funds for Clothing Sales Store Charges.

Installations may use O&M-type funds to reimburse Clothing Sales Stores for the following categories of individual clothing items (sales code 16, as explained in AFMAN 67-1, volume I, part three, chapter 2).

10.55.1. **Burial of Deceased.** Clothing sales issues made for burial of deceased military personnel whenever the uniform (except caps, shoes, or boots) of the deceased is not presentable enough to warrant its use. (See AFI 34-242.)

10.55.2. **Prevention of Disease and Medical Treatment.** Clothing sales issues that a medical officer authorizes for the following conditions:

10.55.2.1. Sales to enlisted members to replace clothing destroyed to prevent spread of contagious disease.

10.55.2.2. Sales of items required during or immediately following medical care when the clothing items have been previously altered so as to prevent their use by the individual after treatment.

10.55.3. **Discharged Prisoners and Prisoners in Nonpay and Allowance Status.** The unit commander may determine the minimum necessary personal clothing items for issue to discharged personnel in confinement who have been discharged, or who have had their discharge suspended or revoked but are in a non-pay and allowance status.

10.55.4. **Free Issue of Enlisted Grade Insignia.** Installations may buy enlisted grade insignia for free issue to newly promoted enlisted military personnel (Table of Allowance (TA) 016B and AFMAN 23-110, Volume II, Part 2, Chapter 23). Treat these insignia purchases as a normal supply-type expense. Don't use O&M funds to buy officer insignia (TA 016).

10.55.5. **Rank Insignia and Accouterments on BDUs.** Installations may use organizational O&M-type funds to sew on insignia and accouterments on enlisted personnel BDUs when enlisted members replace a “damaged” (not serviceable) BDU. Do not use organizational funds to sew on the

name tapes and accouterments to existing woodland BDUs or replacements due to normal wear and tear. Organizations may fund stripes for new promotees, but the individual pays for sewing on the stripes.

10.55.5. (AMC) When new uniform patches are necessary due to an Air Force directed organizational change, unit funds (TWCF or O&M, as appropriate) are available to procure them for the required number of standard uniforms (e.g., woodland BDUs) as well as uniform clothing issued as individual equipment (e.g., desert BDUs). This is applicable to both officer and enlisted personnel. The cost of removing the old patches and sewing on the new patches with unit funds is at the discretion of the organization commander, subject to the availability of funds.

10.55.6. **Miscellaneous Clothing Sales.** Clothing sales issues not otherwise categorized. (See AFMAN 67-1, volume I, part three, chapter 2.)

10.55.7. **Uniform Clothing Issued as Individual Equipment.** Installations will use their organizational O&M-type funds to obtain required special uniforms (e.g., desert BDUs, flight suits, and other TA 016 uniforms which are not included as regularly issued uniforms which are paid by individuals from clothing allowance), as directed by their commanders or other competent authority. These uniforms and the matching stripes and accouterments are "optional items directed wear." The cost of any associated rank insignia, name tapes, and accouterments, as well as sewing on of these items on these uniforms, as required, may also be provided from organizational O&M-type funds at the discretion of the commander. This is applicable to officers and enlisted.

10.55.8. **Uniforms for Competition Participants.** The use of appropriated funds to purchase new woodland BDUs and other clothing accessories funded by the member's clothing allowance is not authorized. Only those items which are mission essential, authorized by a Table of Allowance, and not already provided for are to be procured for competition participants using appropriated funds. Initial issue provides all military personnel the clothing resources generally needed to meet occupational requirements and service members receive allowances for uniform upkeep and replacement due to normal wear and tear. While appearance is a vital part of a competition, military standards must be met for all military operational readiness and deployment exercises without the benefit of new clothing packages, excluding authorized special uniform requirements addressed in paragraph **10.55.7.** above. Since woodland BDUs and other uniform items are routinely replaced by members, new sets could be purchased early to meet competition requirements. Personnel are entitled to replacement of military clothing damaged in competition per AFM 67-1.

10.55.9. Athletic/Exercise Clothing. Refer to Table of Allowance (TA) 016.

10.55.9. (AMC) HQ USAF/ILSP deleted the requirement in Allowance Standard 016 that permitted the issuance of athletic clothing to Air Force personnel for a unit-mandated minimum 3 days per week physical training program. Do not use organizational O&M-type funds to purchase athletic clothing unless specifically authorized in Allowance Standard 016.

10.55.10. (Added-AMC) Unauthorized Use of Unit Funds for Clothing Items. While installation commanders may occasionally permit the wear of certain non-outer garment uniform items unique to individual squadrons (i.e., undershirts with a squadron logo) not specifically authorized in AFI 36-2903, this does not authorize spending unit O&M-type funds to procure them. The replacement of standard uniform items is a personal expense and the use of unit funds for this purpose constitutes an improper augmentation of a service member's statutorily fixed pay and allowances unless expressly

authorized by law. Therefore, individuals desiring to wear clothing authorized under these circumstances must pay for them with personal funds .

Section 10J—Funding Responsibilities for Organizational Clothing

10.56. Funding Distinctive Uniforms and Functional Clothing. Commanders may approve these items for issue as organizational clothing if the functions of an organization or group require the wear of these items (as authorized in AFI 36-2903). **The Commander must put in writing the justification for the uniform or clothing necessitating the expenditure of the appropriated funds.** Charge the cost of the distinctive uniforms, functional clothing and authorized alterations to the unit of assignment's O&M-type funds. For the Air Force Reserve, pay the expense from the Reserve Personnel, Air Force Appropriation. (Note: purchase of organizational clothing is optional - commander's discretion.)

10.56. (AMC) Funding Distinctive Uniforms and Functional Clothing. Organizational O&M-type funds may be used, with the commander's approval, to purchase uniforms and other gear for civilian employees when the required wear conforms to Air Force instructions (e.g., AFI 36-801, *Uniforms for Civilian Employees*), AMC instructions, or specific statutory authority (e.g., 10 U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*, 5 U.S.C., Section 7903, *Protective Clothing and Equipment*, 29 C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*). Costs for cleaning civilian uniforms is normally an individual's responsibility and is not paid from unit O&M-type funds (AFI 36-801, paragraph 1.3.2.) Additionally, the uniforms/gear must satisfy *all* of the following tests (see CG Decisions B-288828, 3 Oct 02 and B-289683, 7 Oct 02):

10.56.1. (Added-AMC) The item must be "special" and not part of the ordinary and usual furnishings an employee may reasonably be expected to provide for himself.

10.56.2. (Added-AMC) The item must be for the benefit of the government, i.e., essential to the safe and successful accomplishment of the work and not solely for the protection of the employee .

10.56.3. (Added-AMC) The employee must be engaged in hazardous duty.

10.57. Financing the Introduction of New Clothing Items. The organization that originates the requirement must provide initial funding for new clothing and textile items. A Military Department with a new clothing item requirement must provide a funded order to the Defense Logistics Agency (DLA) to cover the cost of acquisition of a balanced procurement cycle quantity of the item. DLA won't order the item until the Air Force provides funds. "New items" include initial introductions, a changes in use, or use by a new Military Service. Charge the Military Personnel appropriation for new clothing bag items. Charge operating appropriations for new organizational clothing items.

Section 10K—Unaccompanied Personnel Housing

10.58. Leasing Unaccompanied Personnel Housing. Charge lease to O&M funds when you provide quarters (AFI 32-6005)

10.58.1. **Financing Non-Military in Unaccompanied Personnel Housing (UPH).** Credit the O&M appropriation when non-military personnel rent Air Force UPH.

Section 10L—Type 1 Factory Training

10.59. Funding of Factory Training

10.59.1. Charge factory training costs to the investment appropriation and program used to procure the development, acquisition or modification of the related end item. This includes contractor-provided curriculum development, course materials and initial cadre instruction. Apply this rule when the associated end item is in production or undergoing modification, and training is embedded in the production contract. (Use of investment accounts for factory training is effective in FY 1994.) Charge associated TDY costs for personnel attending this training to the O&M appropriation of the Command to which the personnel are assigned.

10.59.2. Charge the O&M appropriation for:

10.59.2.1. TDY of military members or civilian employees attending factory training courses.

10.59.2.2. Factory training courses acquired by separate contract for end items no longer in production.

10.59.2.3. Follow-on factory training.

10.59.3. The Air Education and Training Command (AETC) is the sole procuring agency for factory training and will budget and fund for all TDY and contract costs for factory training that is chargeable to O&M.

10.59.4. The Air Force Materiel Command (AFMC) and Air Force Space Command (AFSPC) for space related systems will budget and fund for contractor factory training and related TDY requirements supporting development, test, and evaluation (DT&E).

10.59.5. HQ AFOTEC will program and budget for all contractor factory training and related TDY supporting initial operational test and evaluation (I0T&E) (see **Chapter 14**). AFMC and AFOTEC (through suballocation from AFMC), provide funds to AETC from RDT&E (57*3600) so AETC can execute factory training contracts supporting DT&E and IOT&E. (See AFI 36-2201.)

Section 10M—Lease or Rental of Equipment

10.60. Leasing or Renting Equipment. Air Force activities needing equipment should use the contracting method (purchase, lease, rental) with the lowest life cycle cost. Use a method other than lowest cost only in emergencies. If lease or rental is the most economical, apply this guidance:

10.60.1. **Funding Lease or Rental Agreements.** Charge the lease or rental expense to O&M-type funds (O&M, MFH Operations, DWCF, etc.). If a basic lease contract (i.e., it simply conveys the right to use equipment for 12 months or less) contains an option to renew, you may exercise the option annually, for up to 12 months at a time (see 10.60.1.3.). As with other lease arrangements, title (and risk of loss) must remain with the lessor until the end of the final annual lease period.

10.60.1.1. **Lease With Option to Purchase (LWOP) and Lease to Ownership (LTO).** These types of leases are governed by the **Scoring Rules** as written in **OMB Circular A-11, Appendix B** found on the web at **http://www.whitehouse.gov/omb/** If you have questions after reading Appendix B of the Circular, contact SAF/FMBMM through your local Comptroller's office to ensure that the budgeting and funding for these leases meet the criteria established in the OMB Circular.

10.60.1.2. **Obligating Lease or Rental Agreements.** DFAS-DE 7000.4-R, *Accounting for Obligations*, provides criteria for recording obligations.

Section 10N—Land Purchases

10.61. Funding Minor Land Purchases. Use O&M-type funds to buy land (under 10 U.S.C. 2672 minor land purchase authority). The land must cost $500,000 or less and cannot be associated with a specific MILCON project (P.L. 98-212, Section 707).

10.61. (AMC) Funding Minor Land Purchases. Don't use TWCF to pay for minor land purchases. (Reference AMCI 65-602, chapter 6, paragraph 6.6.6.)

10.61.1. The following is a chronology of the threshold for using O&M (3400) for minor land purchases:

Fiscal Years	O&M Threshold	Public Law
1997 to current	$500,000	P.L. 105-85
1985 - 1996	$200,000	P.L. 99-167
1980 – 1984	$100,000	P.L. 96-418
1971 – 1979	$50,000	P.L. 92-145
1962 – 1970	$25,000	P.L 87-651
1958 – 1961	$5,000	P.L. 85-685

10.62. Funding Environmental Surveys of Land Interests Prior to Acquisition or Disposal. The acquiring or disposing command will use its O&M-type funds (Environmental Compliance, DERA or Base Closure accounts when applicable) to pay for initial environmental surveys of land interests that the Air Force is considering disposing of or acquiring. Use project funds when the environmental surveys relate to a funded MILCON project.

10.62. (AMC) Funding Environmental Surveys of Land Interests Prior to Acquisition or Disposal.

TWCF funds are not authorized to pay for environmental surveys of land interests prior to acquisition or disposal. (Reference AMCI 65-602, chapter 6, paragraphs 6.6.5. and 6.6.7.)

10.62.1. **Funding Environmental Non-Compliance Fines and Penalties (Federal Facility Compliance Act (FFCA)).** Any civil penalty or fine levied against Air Force installations is the funding responsibility of that installation. Commanders will determine the specific internal funding realignments necessary to fund these costs. For accounting purposes, record payments for any fines or penalties to PE ***56f, EEIC 68410, 68420, 69440, and 68450 of the appropriation that bears responsibility (in accordance with Host/Tenant Support Agreements) at the affected installation. There is no withhold account to cover these costs -- the bill will have to be paid out of existing current year resources. For additional guidance from Civil Engineering (AF/ILE), see AF/ILE 10 May 01 memorandum, Subject: *Payment of Fines, Penalties, and Supplemental Environmental Projects*.

10.62.1. (AMC) Cost relating to environmental clean up of hazardous materials that are directly caused by a TWCF organization are the responsibility of TWCF, to include environmental fines and penalties assessed by the Environmental Protection Agency (EPA) for non-compliance with their stan-

dards. (Reference AMCI 65-602, chapter 6, paragraph 6.3.1.7.20.) Do not charge costs for environmental clean up of contamination at or within the vicinity of any TWCF-assigned facility that is not directly attributable to the TWCF organization that occupies the facility or any other TWCF organization that is not directly responsible for the site contamination, to include any non-compliance fines or penalties assessed by the EPA. (Reference AMCI 65-602, chapter 6, paragraph 6.6.26.)

Section 10O—Air Force Claims

10.63. Claims Payable From O&M Funds. Pay for claims (personnel, torts, admiralty, other) with Air Force Operation and Maintenance (O&M) funds under Base Operating Support Program Element XXX96, DODEE 18, and EEIC 672. (AFIs 51-501, *Tort Claims*, and 51-502, *Personnel and Government Recovery Claims*, provide details of the programs.) These claims include:

10.63.1. Damages to personal property incurred during shipment or storage under contract with civilian carriers or warehouses.

10.63.2. Repayment of erroneously collected amounts as determined by the Secretary concerned (or designated representatives) to military members and civilian personnel or to states, territories and the District of Columbia, or members of National Guard units.

10.63.3. Payments for damages to persons or property caused by DoD personnel or activities.

10.64. Carrier Recoveries. Carrier recoveries will be credited to the O&M-type appropriation **current at the time of collection** and be available for the same time period and purposes as that appropriation (FY 99 Authorization Act, Section 1010 (P.L. 105-261) Codified in 10 U.S.C. 2739).

Section 10P—The Subsistence Program

10.65. Funding the Subsistence Program. Charge subsistence in kind for Air Force active duty personnel to the **Military Personnel (57*3500) Appropriation**. Charge subsistence in kind for Air National Guard and Air Force Reserve personnel to the Air National Guard personnel (57*3850) and the Air Force Reserve personnel (57*3700) accounts. Charge the cost of basic allowance for subsistence (BAS) to the MILPERS Appropriation.

10.65. (AMC) Funding the Subsistence Program. Included in the Subsistence Program funding is the purchase of Meals Ready to Eat (MRE) issued to deployed Air Force personnel.

10.65.1. **Funding Contract Feeding.** Installations may contract for food service function. Charge service contracts to the O&M appropriation. If government facilities are not available, such as at a remote site, and if buying only meals, then installations may authorize feeding contracts and charge O&M.

10.65.2. **Reimbursement Procedures:**

10.65.2.1. Credit cash collections for meals served to personnel not authorized to subsist at government expense to the Military Personnel Appropriation. **If the dining facility is contractor operated, credit the surcharge to O&M and the basic meal charge to the Military Personnel Appropriation.**

10.65.2.2. When you make arrangements for enlisted personnel to receive "subsisted-in-kind" from non-DoD agencies, obligate unit O&M funds and process reimbursements according to DFAS-DE 7010.2-R.

10.65.2.3. Charge subsistence furnished to Air Force enlisted personnel aboard Military Sealift Command (MSC) vessels as a transportation cost.

10.65.2.4. Deposit cash sales of meals in Air Force dining facilities to Air Force Military Personnel Appropriation as an appropriation reimbursement. **If the dining facility is contractor operated, see paragraph 10.65.2.1. above.**

10.65.2.5. Process cash surcharges collected for sales of subsistence according to AFMAN 34-239, *Food Service Management Program*.

10.65.2.6. Administer subsistence-in-kind relating to hospitalization of Air Force personnel in medical facilities of other government agencies according to AFIs 41-115, *Medical Programs and Benefits*, and 41-101, *Obtaining Medical and Dental Care from Civilian Sources*. Charge subsistence furnished reserve personnel at regular Air Force installations to the Air Force Reserve Personnel appropriation. The installation furnishing the meals must complete a reimbursement using SF 1080, **Vouchers for Transfers Between Appropriations and/or Funds**, supported by DD Form 1150, **Request for Issue or Turn-in**.

10.65.2.6.1. Identify the number of breakfast, dinner, and supper meals served, the price of each meal, and the total amount due by meal on the DD Form 1150. The officer preparing the form certifies number of meals served at government expense. The installation must bill monthly to keep reimbursements current.

10.65.2.6.2. The installation must waive reimbursement billings to any one AFRC activity in amounts less than $125 during any one calendar quarter.

10.65.2.7. Reimburse subsistence furnished ANG personnel at regular Air Force installations. The state will reimburse meal costs when the state calls ANG personnel to assist in disaster areas or civil disorders.

Chapter 11

MANAGEMENT FUNDS

11.1. Purpose of Management Funds. A Management Fund is an account authorized by law to credit collections from two or more appropriations or funds to finance an activity not involving a continuing cycle of business-type operations. These accounts generally do not own a significant amount of assets nor do they have a specified amount of capital provided (a corpus of the fund). A management fund provides a means of interim financing and accounting for the following:

11.1.1. An operation or project that is financed by more than one appropriation or fund and whose costs cannot be distributed and charged to the financing appropriations or funds immediately; or

11.1.2. An operation or project that is established pursuant to a transfer of functions involving two or more appropriations or funds under authority of law.

11.2. Purpose. A Management Fund:

11.2.1. Is used only to finance operations whose costs are chargeable to appropriations or funds of the Air Force. Projects may encompass participation by organizational units of the Air Force only, or units of the Air Force and other DoD Components.

11.2.2. May not be used to finance any activity that involves a continuing cycle of business-type operations, such as industrial or commercial type activities, or to purchase materiel for stock. The DoD uses revolving funds (now under the Defense Working Capital Fund, DWCF) to finance industrial or commercial type activities, and stock funds (now DWCF) to finance the acquisition of consumable (expense-type) materiel for stock. It may be used, however, to finance the purchase of materiel for use of an operation or project financed with a management fund.

11.2.3. Will not be used to finance a new operation or project, even though eligible under paragraph **11.2.1.**, above, if other effective and efficient financing techniques are available. Charges are permitted to be made against an appropriation temporarily, if necessary, with an accounting adjustment to the appropriation or fund finally to be charged. (See P.L. 89-473 and OMB Circular A-34).

11.2.4. Is subject to periodic audits.

11.3. Responsibilities:

11.3.1. SAF/FM shall:

11.3.1.1. Ensure that a management fund is established or continued only when there is no other effective and efficient financing technique available to accomplish the proposed operation or project.

11.3.1.2. Review and evaluate proposed management fund charters or amendments and recommend to the DoD Comptroller (DoD(C)) the establishment or continuance of a management fund account.

11.3.2. The Secretary of the Air Force shall:

11.3.2.1. Propose use of a management fund as a financing technique, when considered appropriate, per guidance contained in this chapter.

11.3.2.2. Oversee compliance with these instructions regarding its provision for budgeting, financing, accounting, and reporting for management fund accounts in use by the Air Force.

11.4. Procedures:

11.4.1. **Approval of Charters and Management Fund Accounts.** Management Funds shall have a separate administrative account, called a management fund account, for each operation or project that it finances. SAF/FM submits a proposed charter to the DoD(C) for final approval (see **Figure 11.1.**), with an explanation of the reasons for the use of the management fund as the means of financing the operation or project.

11.4.1.1. SAF/FM prepares the proposed charter in the uniform format shown in **Figure 11.1.**, with an original and three copies over the signature of the Secretary, Under Secretary, or an Assistant Secretary of the Air Force. When appropriations or funds of more than one DoD Component are to share in the financing of a proposed account, each Component comptroller (or an equivalent official) must provide his or her concurrence.

11.4.1.2. Using activities shall not exceed the scope of operations of a management fund account, as prescribed in the charter. However, the DoD Component can seek to revise basic provisions of a charter by submitting a proposed charter amendment in the same manner as an original charter application.

11.4.2. **Discontinuance of a Management Fund Account.** When a management fund account is to be discontinued, SAF/FM submits a termination notice to the DoD(C) stating the reason for discontinuing the account and the estimated date of final liquidation.

11.4.3. **Budgeting, Financing, Accounting, and Reporting:**

11.4.3.1. **Budgets and Financial Plans:**

11.4.3.1.1. The Air Force, through SAF/FMB, prepares annual budget estimates for each management fund per DoD 7000.14 –R, Financial Management Regulation.

11.4.3.1.2. The managing activity for each management fund account prepares an annual operating budget or financial plan and updates it quarterly in a format appropriate for management planning and control purposes. The managing activity submits a copy of the operating budget or financial plan for an operation or project with the request for approval of an account charter. The managing activity also furnishes copies of operating budgets or financial plans to participating DoD Components or their organizational subdivisions when required for purposes of obtaining advances or for guidance in estimating appropriation or fund requirements.

11.4.3.2. **Financing and Administrative Control of Funds:**

11.4.3.2.1. Reimbursable orders, either with or without advances, whichever may be appropriate, provide the basis for obligation authority for the conduct of operations under a management fund account. The reimbursable orders may be issued in periodic increments to lessen the administrative workload and they will specify the accounting classifications to be used for billing purposes.

11.4.3.2.2. For fiscal control, the management fund is subject to DoD 7000.14-R, Vol. 14, Administrative Control of Funds and Antideficiency Act Violations. Obligations may not be

incurred against a management fund that is not chargeable to a specific order and the appropriation or fund supporting that order.

11.4.3.3. **Billing and Payment:**

11.4.3.3.1. Management fund outlays are charged to appropriations or funds as prescribed in the account charter and specified in the reimbursable order.

11.4.3.3.2. Accomplish billings and payments by use of SF 1081, **Voucher and Schedule of Withdrawals and Credits**. When financing is by means of advances, the advances are made by SF 1081 prepared and processed as of the beginning of the period covered by the advance. In all cases, however, the Air Force activity responsible for the management fund account shall submit monthly bills to participating organizations to permit them to charge appropriate accounts and record the reduction in the advance accounts, as well as to permit the managing Air Force activity or other DoD Component to adjust its own accounts.

11.4.3.4. **Accounting and Reporting.** The supporting financial management office will classify financial transactions under each management fund account in enough detail to meet management planning and control requirements. The principles, standards, and requirements in DoD 7000.14-R, Vol. 4 apply to the accounting and reporting systems. This manual provides for the recording and reporting of the source, application, and status of funds. The management fund account charters must contain additional financial reporting needed by participating organizations for management purposes; the financial reporting must conform to DoD Directive 5000.19, *Policies for the Management and Control of Information Requirements*.

Figure 11.1. Uniform Format for Management Fund Account Charters.

UNIFORM FORMAT FOR MANAGEMENT FUND ACCOUNT CHARTERS

1. **IDENTIFICATION OF MANAGEMENT FUND ACCOUNT.** The proposed charter is numbered serially within the Air Force. The management fund account is identified by a brief but descriptive title. Serial numbers are reserved for existing management fund accounts (for example, if the Air Force has three active management fund accounts, the next proposed charter will be No. 4. A reference is also made to this directive and DoD Instruction 7460.2 as authority for the management fund account).

2. **PURPOSE.** A brief but complete description of the operation or project to be financed by the management fund is shown in this section.

3. **PARTICIPATING ORGANIZATIONS.** The organizational units within the Air Force, and the organizations in the other Military Departments or Defense Agencies that will participate in the operation or project are identified in this section.

4. **ADMINISTRATION.** The following information is shown in this section:

a. The name and location of the organization or office that will be responsible for management and direction of the operation or project.

b. The location of the accounting and other administrative records.

c. The location of the principal place of business, if different from 4a or 4b above.

d. Special provisions concerning administrative and logistic support.

5. **BUDGETING, FINANCING, ACCOUNTING, AND REPORTING.** The following information is included in this section:

a. The management fund title and symbol.

b. Arrangements for the preparation and submission of operating budgets or financial plans.

c. Provisions for financing such as: (1) by reimbursement with or without advances; (2) provisions for determining and allocating costs when appropriate; (3) and provisions for the return of unexpended balances of advances.

d. A brief description of the system of accounts and of the system of internal control, including administrative control over funds.

e. The nature of expenses chargeable to the operation or project.

f. Reporting policies and procedures.

6. **TERM AND DURATION OF THE ACCOUNT.** This section specifies the termination date of the operation or project; or for an operation of indefinite duration, the conditions under which the operation or project will terminate. REQUESTED: (Date) (Signature of appropriate official of the Air Force manager) APPROVED and CONCURRED: (Date) (Signature of appropriate official of participating DoD Component) (Assistant Secretary of Defense) (Signature of appropriate official of participating DoD Component)

REQUESTED:

_____ _____

(Date) (Signature of appropriate official of the Air Force manager)

CONCURRED:

_____ _____

(Date) (Signature of appropriate official of the Air Force)

APPROVED:

_____ _____

(Date) (Signature of appropriate official of the Air Force)

Chapter 12

MILITARY PERSONNEL (MILPERS) APPROPRIATION (57*3500)

12.1. General Guidance:

12.1.1. Use the military personnel appropriation to finance pay and allowances such as basic pay, special emergency evacuation allowances and incentive pay, subsistence, permanent change of station (PCS) travel, and other military personnel costs. See AFMAN 177-373 for detailed administrative and operational procedures and statutory provisions governing pay and allowances of officers, airmen, and cadets.

12.1.2. Don't use the Air Force military personnel (MILPERS) appropriation to finance materiel and supply inventories, except as authorized.

12.2. Using Centrally Managed Allotment (CMA) Procedures. SAF/FMB will manage the MILPERS appropriation as a centrally managed allotment (CMA), establishing obligations for these funds at project and subproject level, based on current personnel programming data. Disbursing officers throughout the Air Force may make authorized individual payments charging CMAs.

12.3. Responsibilities:

12.3.1. The Deputy Assistant Secretary (Budget) (SAF/FMB) is responsible for financial administration. SAF/FMB:

12.3.1.1. Formulates budget and cost estimates to support all aspects of MILPERS.

12.3.1.2. Presents and defends MILPERS pricing before the Air Force Board Structure, OSD, and Congress.

12.3.1.3. Reviews Congressional and OSD activity and internal Air Force exercises for potential/real impact on MILPERS, to include working with AF/DP to develop MILPERS alternatives and defending coordinated SAF/FM and AF/DP positions to the AF Corporate Structure.

12.3.1.4. Develops and implements the obligation plan; provides oversight during budget execution review and analysis of financial and program accomplishments and projections.

12.3.1.5. Develops and interprets MILPERS financial management practices.

12.3.1.6. Ensures compliance with all legal and regulatory controls regarding the obligation and expenditure of MILPERS funds.

12.3.1.7. Develops and implements budgetary and financial procedures prescribed by DoD Regulation 7000.14 -R, Volume 2.

12.3.2. The Director of Personnel Resources (HQ USAF/DPR):

12.3.2.1. Plans and programs for the entire personnel life cycle (accessions, promotions, reenlistments, PCS, retirements, RIFs, SERBs, early releases) and provides the data to SAF/FMB to support budget/cost estimates.

12.3.2.2. Reviews, evaluates, and coordinates on MILPERS pricing methodology as applied by SAF/FM.

12.3.2.3. Interprets personnel impacts due to Congressional, OSD, or internal Air Force driven reductions in MILPERS programs.

12.3.2.4. Manages personnel, accession, and separation programs during budget execution.

12.3.2.5. Determines impact of budgetary policies and practices developed and interpreted by SAF/FM.

12.3.2.6. Analyzes and coordinates on alternative methods of financing having impact on personnel programs before they are presented to the Air Force board structure.

12.3.3. The AF Personnel Center (AF/DPA, AFPC/CC):

12.3.3.1. Plans and programs for the operational, rotational, and unit movement of Air Force personnel.

12.3.3.2. Interprets mission impacts caused by reductions or budgetary impact changes to the PCS program.

12.3.3.3. Manages PCS operational, rotational, unit moves, and reimbursables during budget execution.

12.4. Complying with Statutory Entitlements. The MILPERS appropriation is basically a statutory entitlement appropriation. Most costs borne by the MILPERS appropriation can't be avoided or deferred as long as the member continues in service. Once on board, the Air Force must:

12.4.1. Pay military personnel at statutory rates.

12.4.2. Honor increases resulting from length of service.

12.4.3. Pay appropriate allowances for quarters, in amounts that vary by pay grade, when members aren't furnished public quarters.

12.5. Budgeting and Funding for Permanent Change of Station (PCS) Movements. Apply this paragraph in funding for transportation of household goods (HHG) and travel of military personnel under special circumstances. SAF/FMB budgets for PCS moves. See AFMAN 65-604 for detailed project and subproject codes.

12.5.1. **Individual Moves:**

12.5.1.1. **Command-Directed Moves.** Charge costs to applicable CMA accounts in the military personnel appropriation. Command directed moves include:

12.5.1.1.1. Moves of assigned personnel directed according to AFI 36-210, *Assignments,* and related instructions.

12.5.1.1.2. Overseas extensions of individuals remaining under the same command jurisdiction. (See AFI 36-210)

12.5.1.1.3. Command reassignment of individuals within the command, even though assistance from HQ USAF was provided.

12.5.1.1.4. PCS assignments made by major commands (MAJCOM) but requiring HQ

USAF prior approval.

12.5.1.2. **HQ USAF-Directed Moves.** Charge costs to applicable CMAs in the MILPERS appropriation. HQ USAF-directed moves include:

12.5.1.2.1. Moves directed by HQ USAF according to AFI 36-210, and other Air Force instructions.

12.5.1.2.2. Assignment and reassignment of all general officers.

12.5.2. **Unit Moves:**

12.5.2.1. **Command-Directed.** See AFI 16-403, *Program Management of Installations and Units Data and Movement of Units*, regarding command authority for directed movements of organized units. Charge the cost of individuals moving with the units to CMA PCS funds.

12.5.2.2. **HQ USAF-Directed:**

12.5.2.2.1. HQ USAF directs all unit moves, except units referenced in AFI 16-403.

12.5.2.2.2. Charge the CMA for the PCS costs of individuals under a HQ USAF-directed unit move.

12.5.2.2.3. You may only cite the HQ USAF-directed CMA funds for personnel actually assigned or to be assigned to authorized positions in the unit to be moved before the movement date. Reference the HQ USAF unit move directive in the orders you issue for fund citation. **Exclude**:

12.5.2.2.4. Personnel filling vacancies at the new location as a result of requisition and levy procedures.

12.5.2.2.5. Reassignments from schools.

12.5.2.2.6. Persons returning from overseas tours.

12.5.2.2.7. Persons returning from direct assignment on reenlistment or from civilian life.

12.5.2.2.8. Cite command-directed CMA funds for moves after the effective date of the unit move.

12.5.2.2.9. In programming unit moves, HQ USAF (Director of Personnel Force Management) must estimate the number of individuals involved in the move, including those needed to support units at new locations. Show this data in the program document's (PD) summary of unit movements. Command requests to issue movement directives must not include personnel moves exceeding those authorized. For move requirements exceeding the number programmed, Commands must provide detailed justification in the movement request and financial plans.

12.5.2.3. **Notification.** The command must notify SAF/FMBOP, Washington DC 20330-1130 (info to AFPC/DPMYE/DPMPPP, Randolph AFB, Texas 78150-6001) of the number of individual officer and enlisted moves accomplished within 15 days after completing a unit move. SAF/FMBOP uses this data to validate obligations.

12.5.3. **Delayed Movement of Dependents or Household Goods (HHG).** Movement of dependents or HHG may occur after another PCS order has been issued. (See JFTR, Volume 1, Paragraphs U5222 Con D.) When this occurs, determine the chargeable fiscal year by the transfer effective date (TED) shown in the PCS orders.

12.5.3.1. When assignment is to an overseas area where dependents may accompany sponsor, but movement of dependents is delayed until after new PCS orders are issued reassigning the sponsor to another overseas location, charge the PCS to the funds cited in the PCS orders covering the sponsor's first overseas assignment.

12.5.3.2. When assignment is to an overseas area where dependents may not accompany the sponsor, and the sponsor is later reassigned to another overseas location where dependents are permitted, charge the costs related to moving the dependents to the new location to the funds cited in the PCS orders covering the sponsor's latest assignment.

12.5.3.3. When military members, civilian employees, and other persons travel under competent orders as escorts or attendants for dependents of members of the service, cite the O&M appropriation for travel and transportation allowances. (Reference JFTR, part Q, U7550, U7551, U7552, and U7553.) Pay the dependents' travel and transportation allowances from the Military Personnel Appropriation's PCS account, using the member's PCS fund cite.

12.5.4. **Advance Return of Dependents to Continental United States (CONUS).** When orders authorize the advance return of dependents, cite the funds that would have been cited on the member's PCS orders. For example, if the actual transfer effective date (TED) of the member is a different fiscal year (FY) than the dependents' relocation date, you should code the subproject code of the fund cite to link the dependents' travel back to the member's TED. Do this by using a ".9" instead of ".0" in the subproject element of the fund cite (see MILPERS appropriation guidance in AFMAN 65-604). To determine the fund citation, see guidance on directing PCS moves in AFI 36-2110.

12.5.5. **Rules for PCS Moves that Overlap More than One Project or Subproject.** Project and subproject codes distinguish among the major types of PCS moves and generally coincide with the categories used for PCS move programming. When PCS moves fall under more than one budget project, or subproject, apply these rules:

12.5.5.1. The centrally managed allotment (CMA) for travel to and from overseas takes precedence over the CMA for training, PCS moves. For example, you charge a PCS from an Air Force school to an overseas assignment to CMA "travel to and from overseas" rather than "training travel."

12.5.5.2. The CMA for PCS moves to or from formal training schools takes precedence over the CMA for reassigning PCS moves within CONUS.

12.5.5.3. For PCS costs for individuals separating from the service, cite the CMA for separation travel:

12.5.5.4. When an individual serving in a CONUS station is ordered to another station for processing incident to separation prior to issuing the PCS order, charge the resulting TDY costs to the operation and maintenance (O&M) funds supporting the command of assignment.

12.5.5.5. When the last permanent duty station is overseas and the member is returned to CONUS for separation, charge all travel, transportation, and nontemporary storage costs to separation travel.

12.5.5.6. Charge costs associated with members accompanied by dependents to the United States between consecutive overseas tour (COT) areas to the MILPERS (57*3500) appropriation whenever new PCS orders are written and a move ensues. Also, charge the MILPERS (57*3500) appropriation when the member stays at the present duty station and there is no physical move.

12.5.6. **Transporting Passengers, Unaccompanied Baggage and HHG, on Aircraft Operated by Air Mobility Command Under the Transportation Working Capital Fund (TWCF).** SAF/FMB manages the CMA accounts that cover the TWCF airlift part of PCS travel expenses.

12.5.7. **Military Sealift Command (MSC) and Military Traffic Management Command (MTMC).** Charge the appropriate CMA accounts for TWCF transportation services (MSC and MTMC) and overseas port terminals. This includes:

12.5.7.1. All costs of transportation services furnished by MSC for military personnel on Air Force duty, their dependents, HHG, personal baggage, and privately owned automobiles (POVs).

12.5.7.2. Transportation Services furnished by Army Port Terminals (CONUS) and overseas port terminals, including baggage handling charges for passengers embarking or debarking from MSC vessels, port handling charges for HHG, and port handling charges connected with shipment of POVs. See DFAS *Interim Guidance on Accounting for Obligation* (formerly DFAS-DE 7000.4-R and AFR 170-8) Paragraph 13, for recording PCS travel obligations.

12.5.8. **Household Goods (HHG) Shipments.** The transportation officer initiating the shipment is responsible for determining the mode of shipment. Charge the CMA account cited in the PCS orders authorizing the shipment for all costs incident to shipping HHG, including contract packing and crating and other accessorial services. **Except**: follow paragraphs **12.5.6.** and **12.5.7.** for transportation services furnished by MSC, Army port terminals, overseas port terminals or Air Mobility Command.

12.5.9. **Nontemporary Storage of HHG.** Costs of nontemporary storage include linehaul charges to the storage facility, charges for accessorial services connected with the storage (see JFTR, Vol 1, Paragraph U5380-A), actual storage, and handling out charges to the warehouse docks.

12.5.9.1. Charge storage expenses to the appropriation current in the fiscal year when services are provided.

12.5.9.2. Charge the cost of nontemporary storage of HHG in commercial facilities resulting from PCS movement of military personnel (see JFTR, Volume 1, Paragraph U5380) to the CMA account prescribed for this purpose.

12.5.9.3. When HHG are at an overseas location and are returned to CONUS for storage, charge the cost of overseas shipment and storage to the CMA for rotation moves from overseas.

12.5.10. **Dislocation Allowance.** Charge the cost to the CMA account cited in the PCS movement orders. (A dislocation allowance is authorized to partially reimburse a member for expenses incurred in relocating HHG upon a PCS (see JFTR, volume 1, part G). The cost of dislocation allowance is part of the total PCS movement.)

12.5.11. **Mobile Home Allowance.** Charge the cost to the CMA account cited in the PCS movement orders. (A mobile home allowance is authorized to reimburse a member for the cost of transporting a mobile home (JFTR, volume 1, part F).)

12.5.12. **Reimbursable Transportation Expenses:**

12.5.12.1. Some PCS moves result from requests of other federal agencies, governments, or international organizations under agreements requiring reimbursement for all or part of the travel and transportation costs to the MILPERS appropriation. Charge these costs to budget project accounts covering reimbursable PCS expenses (doesn't apply to Foreign Military Sales reimbursable costs). DFAS-DE/WFR administers this account.

12.5.12.2. To determine whether military PCS costs are reimbursable, orders issuing activities must consider agreements with other federal agencies, governments, or international organizations. For example, only the travel expenses of the military member are reimbursable upon assignment to a United Nations mission. Therefore, travel orders directing these moves must cite the Air Force reimbursable budget account for travel of the member only. Charge the cost of travel of dependents and shipment of HHG to and from overseas to the Air Force allotment that applies (see DFAS-DE Regulation 177-29).

12.5.12.3. Under the Mansfield Amendments, payments for wages are paid directly to the United States government. Credit these collections to the MILPERS appropriation. Charge PCS costs of persons being reassigned for this duty to the CMA for movements to and from overseas. If the host country pays for PCS costs of mission members, travel of dependents, and shipment of HHG, credit the collections to the MILPERS appropriation.

12.5.12.4. Follow DFAS-DE Regulation 177-29 to identify reimbursable costs and collect for items included in MSC billings.

12.5.12.5. Follow this paragraph for PCS costs related to FMS programs.

12.5.12.5.1. Military personnel PCS costs related to FMS cases are reimbursable. Finance the costs with FMS funds, unless the case is funded with MAP funds or non-repayable FMS credits (DoD 7290.3-M, *Foreign Military Sales Financial Management Manual*, Paragraph 70103E). See DoD 7290.3-M, Section 701 for additional guidance.

12.5.12.5.2. Composite standard pay rates include PCS costs and are subject to acceleration factors. Reimbursable FMS positions receive payment for PCS moves as a component of this composite standard pay rate. When military personnel must make a PCS move to support an FMS case, delete the PCS rate from the composite rate and charge the actual PCS cost to the case. In the latter situation, the actual PCS cost is not subject to acceleration.

12.5.13. **PCS to Air Force Academy (USAFA) Preparatory School.** Charge the PCS cost of Air Force personnel selected to attend the USAFA Preparatory School, Army Military Academy Preparatory School, or Naval Academy Preparatory School to the MILPERS appropriation (57*3500). Army and Navy appropriations must pay associated PCS costs for Army and Navy enlisted personnel selected to attend the USAFA Preparatory School. Include this guidance in any instructions you issue to Army and Navy installations .

12.5.14. **Travel From Overseas to CONUS in Connection With Emergency Leave.** PCS moves may arise as the result of emergency leave granted under AFMAN 177-373, volume II. Treat these PCS moves as command-directed if the reassignment to the CONUS unit would otherwise have been command-directed. See paragraph **10.18.** for funds to cite when a member is placed on TDY for return to CONUS on TWCF flights on a space required basis.

12.5.15. **TDY Travel in Connection With PCS Movement:**

12.5.15.1. **TDY Costs Chargeable to the MILPERS Appropriation.** Charge TDY travel costs directly related to PCS moves to the MILPERS PCS account only if all of the following conditions are met:

12.5.15.1.1. TDY doesn't exceed 15 days and is performed enroute to a new PCS station.

12.5.15.1.2. TDY is for medical examinations, M-16 rifle training, obtaining passports and in-processing at host base (when required under host/tenant agreement). No training other than M-16 is authorized in TDY status. Charge TDY for briefings, debriefings, and special instructions to the requiring command's O&M-type funds.

12.5.15.1.3. If PCS is HQ USAF-directed, TDY must be authorized by HQ AFMPC/DPMO for colonels, and by HQ AFMPC/MPCRPP for other officers (lieutenant colonel and below) and enlisted personnel. If PCS is command-directed, the MAJCOM/MP must approve the TDY according to DFAS-DE 7010.3-R.

12.5.15.2. **TDY Costs Not Chargeable to the MILPERS Appropriation:**

12.5.15.2.1. Charge TDY requirements, other than those in paragraph **12.5.15.1.**, to O&M-type funds according to paragraph **10.3.4.** Include the fund citation in the PCS order. This includes TDY travel for formal or informal training conducted by the Air University, MAJCOMs, HQ USAF staff agencies, or other government agencies.

12.5.15.2.2. But, transoceanic travel costs associated with directed TDY to CONUS incident to PCS are considered a PCS expense. Charge the cost to the applicable PCS funds (see paragraph **10.3.** for details.) Use the military personnel appropriation current on the transfer effective date to finance the cost of the military member's travel from the TDY station to a new permanent station and the cost of a dependent's travel from the old to the new permanent station.

12.5.15.3. **Movement on Indefinite TDY.** HQ USAF specifically authorizes movements of individuals or organizations to overseas commands on indefinite TDY. Charge expenses to the budget subproject of the MILPERS appropriation. When authorized by HQ USAF, you will also charge the travel of dependents and transportation of HHG within the United States.

12.5.16. **Fiscal Year (FY) Chargeable for PCS Moves:**

12.5.16.1. All PCS orders contain a transfer effective date (TED). Charge the PCS to the FY that coincides with the TED. (PCS travel requests for entry on or separation from active duty don't contain a TED; determine the date chargeable from the date of entry on active duty or date of separation.)

12.5.16.2. Be careful not to cite a subsequent FY appropriation because the authority to obligate subsequent year funds depends on congressional approval given in the annual appropriation acts. When a TED falls in a subsequent FY, use a 9 code with the current appropriation (see DFAS-DE 7010.3-R).

12.5.16.3. See AFMAN 36-2125 to compute transfer dates.

12.5.17. **Travel of Indigent Army, Navy, and Air Force Enlisted Personnel:**

12.6. Travel of Indigent Army, Navy, and Air Force Enlisted Personnel:

12.6.1. **Enlisted Personnel Not Traveling Under Official Orders.** Army, Navy, and Air Force enlisted personnel not traveling under official orders and not entitled to transportation at government expense may be issued meal tickets and transportation requests (TRs) according to applicable directives. Charge appropriations as follows:

12.6.1.1. **Army Enlisted Personnel.** Army enlisted personnel may be advanced cash in an amount equivalent to the meal tickets. Charge the project that applies under the MILPERS appropriation, Army, for TRs, meal tickets, and cash advance. Army authorities will obtain reimbursement from the individual for these expenses.

12.6.1.2. **Navy Enlisted P ersonnel.** The Navy Department doesn't desire to have their personnel advanced cash in place of meal tickets. Charge the MILPERS appropriation, Navy, for TRs and meal tickets. Navy authorities obtain reimbursement from the individual for these expenses.

12.6.1.3. **Air Force Enlisted P ersonnel.** Air Force enlisted personnel may be advanced cash in amount equivalent to the meal tickets. Obtain reimbursement from the individual for these expenses according to AFI 24-101, *Passenger Travel*.

12.6.2. **Enlisted Personnel Traveling Under Official Orders.** Enlisted personnel (when traveling under official orders issued by their respective services) may be eligible for TRs and meal tickets. Cite the appropriation of the respective military service, as shown on the travel orders, for the TRs and meal tickets.

12.7. Other Military Personnel Costs. Charge the Air Force CMA Account (P-591.02) for:

12.7.1. Return of absentees, deserters or escaped prisoners.

12.7.2. Payment of rewards and reimbursement for apprehension, detention and delivery of absentees, deserters, and escaped prisoners.

12.7.3. Travel of guards after the member is identified as a deserter by the parent organization.

12.7.4. **Return of Absentees, Deserters, or Escaped Military Pri soners.** The Air Force may furnish military personnel who are in an absent-without-leave, desertion, or escaped military prisoner status (under apprehension) the necessary transportation and meal tickets to return to their duty station or another place directed by competent authority. The travel and expenses of the apprehended member are funded by the Military Personnel CMA account. The travel and expenses of an escort to bring the apprehended member to a military installation is funded IAW with paragraph **12.8.** below. See paragraph **12.7.5.** for the payment of rewards and reimbursements for the return of apprehended members. If transportation and meal tickets are furnished for an apprehended member from another military department, charge the cost to the appropriation of the appropriate military department (that is, MILPERS, Army, Navy, or Marines). After a military member has been initially apprehended and returned to a military installation, further travel is funded IAW AFI 31-205, *The Air Force Corrections System*, Chapter 9, Paragraph 9.9.

12.7.5. **Payment of Rewards and Reimbursements for Apprehension, Detention and Delivery of Absentees, Deserters, and Escaped Pri soners.** Per AFI 36-2911*, Desertion and Unauthorized Absence*, Chapter 3, Paragraph 3.5., any authorized communication, oral or written, from a military or federal law enforcement official or agency, requesting active cooperation in apprehending or delivering to military control an absentee or deserter wanted by a military department constitutes the basis for a reward. After this communication, the Air Force rewards or reimburses (but not both) persons or agencies apprehending, detaining or delivering absentees, deserters, or escaped military prisoners to military control under Air Force CMA account 591.02. If a non-Air Force military absentee/deserter/escapee is brought to an Air Force installation and a reward or reimbursement is due, the apprehendee's parent military department military personnel account pays, not the Air Force CMA. See DFAS-DE 7010.2-R, Chapter 21, Paragraph 21-33.f.

12.7.6. (Added-AMC) Confinement of Female Military Prisoners in Civilian Detention Facilities. Use the appropriate Service MILPERS fund cite for subsistence expenses and Security Forces O&M 3400 funds for all other expenses if the costs are segregated on the bill. If the costs cannot be segregated, charge O&M 3400 funds for the entire amount of the bill. This applies to tenant as well as host personnel unless an existing support agreement between the tenant and the AMC host wing states otherwise.

12.8. Travel of Guards:

12.8.1. Charge transportation requests (TRs) and meal tickets furnished to Air Force personnel acting as escorts of Air Force absentees, deserters, or escaped military prisoners to the Air Force CMA account P-591.03. **Don't charge** these expenses against the pay of the Air Force returned member.

12.8.2. When Air Force escorts return Army personnel from an Air Force installation, charge the TRs and meal tickets furnished to the escorts to the MILPERS appropriation, Army. Obtain the full Department of Army accounting classification from Army fiscal codes, the nearest Army installation, Army headquarters, or the home organization of the Army absentees, deserters, or escapees.

12.9. Participation of USAFR and ANG Units in Regular Air Force Exercises (MPA Man-Day Program). To determine whether to finance charges for personnel participation from the Air Force MILPERS appropriation or from Reserve Personnel, Air Force, or the National Guard Personnel, Air Force appropriations, apply the following rules:

12.9.1. If the purpose is to fulfill active duty Air Force requirements, charge the pay and allowances to the MILPERS, Air Force appropriation. Charge travel and per diem costs to the O&M-type funds of the active duty Air Force organization being supported.

12.9.2. If the purpose is to fulfill ANG or USAFR training requirements, charge the costs to the reserve component personnel appropriation. For example, early commissioning of medical and dental officers is a program to fulfill training requirements of the USAFR, and you would charge pay and allowances and other costs to the USAFR appropriation.

12.9.3. You may mix resources (man-days and travel costs) between active and reserve forces component appropriations under circumstances where it's clearly beneficial to the total force and agreeable to both the reserve component unit providing the support and the active Air Force command requesting the support.

12.10. Nontemporary Storage Charges. Pay nontemporary storage charges incident to PCS from annual appropriations and from the fiscal year when the storage services are rendered. See the Air Force PCS orders for the CMA fund citation. See AFH 24-502 for guidance on nontemporary storage entitlements.

12.11. Reimbursements for Military Personnel Services. See paragraph **5.4.4.** and **Chapter 18**, DWCF.

12.12. The Subsistence Program. Charge the cost of basic allowance for subsistence (BAS) to the MILPERS Appropriation. Finance subsistence-in-kind for Air Force active duty personnel from the Military Personnel (57*3500) Appropriation. Finance subsistence-in-kind for Air National Guard and Air

Force Reserve personnel from the Air National Guard personnel (57*3850) and the Air Force Reserve personnel (57*3700) accounts. See **Chapter 10**, **Section 10P**, for further details.

12.13. Emergency Evacuation Allowances. 37 U.S.C. 405a authorizes the payment of emergency evacuation allowances when the Secretary of the Air Force, a designee, or other competent authority directs or approves the evacuation of dependents. Charge all authorized allowances to the MILPERS appropriation. For specific entitlements and rates, see the Joint Federal Travel Regulations. See AFMAN 65-604, PCS budget projects 5710 and 5810, for correct subproject coding.

12.14. Consecutive Overseas Tours. See paragraph **4.39.** for guidance on paying round-trip travel expenses for military personnel and their dependents from overseas to the CONUS between consecutive overseas tours (COTs).

12.15. Housing Moves at a Permanent Duty Station (PDS) for Government Convenience. A **Partial Dislocation Allowance (PDLA)** of $500.00 must be paid to a member who is ordered to occupy/vacate Government family-type quarters due to: a) privatization, b) renovation, (c) any reason other than PCS (JFTR , Paragraph U5630-B15). **Payment is made from the Military Personnel Appropriation**. If an AF Form 150 is completed by the Housing Office for a move and the Government pays for that move, the member is entitled to a PDLA payment. The one DLA per fiscal year limitation does not apply to partial DLA (JFTR, Paragraph U5620-A). These changes were effective 9 February 2002.

12.15. (AMC) Housing Moves at a Permanent Duty Station (PDS) for Government Convenience. Charge authorized PDLA payments for active Air Force members to the MILPERS Appropriation (3500, Fund Code 32), budget project 599.04, and not to O&M 3400 or TWCF funds. PDLA is not authorized for unaccompanied military members residing in government non-family-type quarters or civilian employees residing in government housing.

12.15.1. **Expenses for Reconnection of Phones and Cable in Unaccompanied Housing**. Members who are directed to move from one unaccompanied billet to another for the convenience of the Government will receive reimbursement for reconnection of telephones and cable TV. **This reimbursement will be paid from O&M (3400). PDLA is NOT authorized for moves between unaccompanied housing billets.**

12.15.2. Additionally, military members temporarily displaced from base housing as a result of programmed renovations/upgrades or emergency situations which require occupants to vacate quarters as determined by the installation Commander, receive reimbursement for temporary lodging expenses that exceed BAH rates. Upon submission of SF 1164, Claims for Reimbursement for Expenditures on Official Business, **base O&M (3400) funds** should be used to reimburse the occupants for housing expenses exceeding the BAH entitlement amount (AF/ILE Memo 9 Jul 02, Reimbursement for Costs Incurred by Personnel Displaced from Family Housing) (Comptroller General Decisions B-213293 and B-225205).

12.15.2. (AMC) The member's unit fund cite (TWCF or O&M) along with command ESP code FR (Foxtrot Romeo) will be reflected on the SF 1164, **Claims for Reimbursement for Expenditures**. Because the displacement from family housing is temporary and not permanent, these costs are not applicable to the PDLA entitlement.

12.15.3. (Added-AMC) Charge authorized PDLA payments for military members of other Services (including ANG and AFRC) that reside on AMC bases to their respective Service MILPERS appropriation, not to the Air Force MILPERS appropriation.

Chapter 13

RESEARCH, DEVELOPMENT, TEST, AND EVALUATION (RDT&E) APPROPRIATION (57*3600)

Section 13A—General Guidance

13.1. Using RDT&E Categories. The RDT&E appropriation consists of the mission program and the management and support program.

13.1.1. Use the Mission Program to budget and fund for all RDT&E work under contract with private industry, educational institutions, federal contract research centers, and other government agencies, as well as for Air Force work.

13.1.2. Use the Management and Support Program to budget and fund for operating and maintaining R&D facilities and RDT&E work at Air Force facilities. See **Chapter 4** and **Chapter 10** for general funding guidance that applies to this program.

13.2. Applying the Uniform Budget Structure. MAJCOM and program offices will prepare budgets by program element. SAF/AQ and FM use the budget structure prescribed by the Office of the Secretary of Defense (OSD) for the President's Budget:

Table 13.1. RDT&E Budget Structure

Budget		
Program	**Activity**	**Title**
610	1	Basic Research
620	2	Exploratory Development
630	3	Advance Development
640	4	Demonstration and Validation
650	5	Engineering & Manufacturing Development
660	6	Management Support
670	7	Operational Systems Development

13.3. Managing RDT&E Funds. The Air Force manages RDT&E funds by program elements (which are also the baseline for reprogramming) for the current and immediately preceding fiscal years. In cases involving statutory or other congressional limitations, SAF/FMB may control funds for projects or sub-projects. New obligation authority expires after 2 fiscal years. You may continue to apply available RDT&E funds for valid obligation adjustments and expenditures for 5 years after expiration under the original appropriation symbol. Maintain the same level of detail for expired accounts as for current accounts. See **Chapter 6** for guidance on using expired and canceled accounts. **Chapter 3** contains specific guidance on budget authorizations, allocations, and allotments.

13.4. Applying Incremental Programming and Financing for RDT&E. Follow the guidance in DoD 7000.14-R, Vol. 2A, Chapter 1.

13.4.1. Limit reapplying of funds in the second year to cost growth within scope or to requirements which are a bona fide need of the appropriation year as defined by DFAS-DE 7000.4-R. Commands should identify funds above programmed requirements to be obligated in the first year to SAF/FMBIZ and SAF/AQXR, so the Air Force can reapply funds to other priority programs.

13.4.2. MAJCOM Headquarters will control exceptions to incremental programming and financing during execution.

13.4.3. **Award fee requirements** are planned and budgeted for as a part of the total weapon system cost. Award fees are a bona fide need of the same fiscal year and appropriation that finances the related effort on which the award fee is based. To comply with RDT&E incremental funding policy, award fee requirements must be budgeted for and funded with the same fiscal year funds as the increment of associated effort. **Until the determination has been made that a contractor is due an award fee, the award fee funds are committed as a contingent liability, not obligated.** (See DoD 7000.14-R, Vol. 3, Chapter 8, Paragraph 080202)

13.5. Delineating Funding Responsibility Between RDT&E and Procurement Appropriations:

13.5.1. See volume 2A, chapter 1, of DoD 7000.14-R, for guidance on the types of costs RDT&E and related appropriations finance. Also see **Chapter 8** of this AFI.

13.5.2. Normally, you should cite RDT&E and procurement funds on separate contracts. However, if that is not practical, you should specify separate tasks in the contract (contract line items) so you'll have documentation on contract accounts and voucher payments tied to specific appropriations.

13.5.3. **General Criteria:** When, after consideration of the following criteria, there is doubt as to the proper assignment of costs between appropriations, the issue should be resolved in favor of using RDT&E funding (DoD 7000.14-R, Volume 2A, Chapter 1, Paragraph 010212.B).

13.6. Family Housing. Do not use RDT&E to construct, operate, and maintain family housing at R&D installations or activities.

13.7. Tenant Activities. See **Chapter 7**.

13.8. Managing Uncommitted and Unobligated Balances in RDT&E. Apply the following to make sure approved R&D programs are timely and effective.

13.8.1. HQ USAF may withdraw uncommitted balances at the end of the first year of availability.

13.8.2. Finance validated current and first prior fiscal year cost increases within the program element of the approved program. If the approved program is insufficient, then request reprogramming within Air Force approval authority.

13.8.3. Finance validated cost increases for an expired year within the allocation for the multiple-year period. If funds are not available, the MAJCOM will ask SAF/FM for more money to cover the deficit. Follow procedures in **Chapter 6**.

13.8.4. The RDT&E appropriation is legally available for up to 2 years for a new obligation. You may incur obligations at any time during the 2 years, if the related action concerns an item authorized in the program authorization and budget authorization (PA or BA) documents issued for the appropriation year. But get SAF/FMBIZ's written approval (and coordinate all requests with AFMC/FM**) before**

using unobligated second-year, management and support funds to finance new obligations for recurring day-to-day operating requirements. Examples include civilian pay, TDY, communications, custodial service contracts, supplies, etc. (EXCEPTION: This pre-approval is not required for OSD funds (97X) supporting the Small Business Innovation Research (SBIR) Program). However, when termination of a program is directed by Congress, initiated by the Air Force, or directed by OSD, the most recent funds appropriated for that program shall be used first to fund those day-to-day operating requirements necessary to execute termination. If no current year funds were appropriated, prior year unexpired RDT&E funds shall be used for executing termination. This action does not require a waiver from SAF/FMBIZ.

13.8.5. You may use management and support funds to finance deferred, nonrecurring, investment costs -- such as equipment purchases and facility projects by contract -- or any other **deferred nonrecurring effort** if:

13.8.5.1. It is a bona fide need of the prior fiscal year.

13.8.5.2. It is a proper charge to management and support funds.

13.8.5.3. HQ AFMC approves this case.

13.9. Charging Cost Increases for Incrementally-Funded R&D Contracts:

13.9.1. Incrementally funded RDT&E contracts are:

13.9.1.1. Multiyear contracts that provide for requirements beyond one year, even though all funds to be obligated are not available at the time you sign the contract. In this case, the contract scope includes total requirements performed over a number of fiscal years. You initially obligate only the first year's requirements. In succeeding years, you fund and obligate succeeding annual contract requirements.

13.9.1.2. Contracts that provide only for the requirements of the current fiscal year. In this case, the contract scope describes only the annual requirements. You amend these contracts each year by changing the scope to include requirements for later fiscal years. You obligate current year funds for each annual change in scope.

13.9.2. Charge cost increases as follows:

13.9.2.1. If the cost increase occurs within the scope of the basic contract or contract amendments, charge the cost to the same appropriation and fiscal year cited on the basic contract or amendment (even if expired).

13.9.2.2. If the contract was incrementally funded and the increase is traceable to more than 1 fiscal year, prorate it accordingly. Base your proration among fiscal years on the relationship of the cost increase to the performance required under the basic contract, change order, or contract amendment -- either individually or in total. For example, a cost increase could relate to a specific amendment or accrue over the total period of performance. Evaluate each increase to determine the extent and need for proration. If the contractor's performance report provides this data, you may use it to do the proration.

13.10. Aircraft Engine Component Improvement.

See DoD 7000.14-R, Vol. 2A, Chapter 1.

13.11. Information Processing Equipment (IPE).

See **Chapter 4**, **Section 4B**.

13.12. Value Engineering. See **Chapter 8**.

13.13. Factory Training. See **Chapter 10**, **Section 10L**.

13.14. General Use Vehicles for Research and Development (R&D) Activities. See **Chapter 8**.

Section 13B—Funding to Acquire Research and Development (R&D) Facilities and Install R&D Equipment

13.15. Acquiring Facilities with RDT&E Funds. Generally, you must use MILCON to acquire facilities at government-operated R&D installations and activities. Don't use authorities for constructing with RDT&E to substitute for authorization of military construction projects or for authorization and appropriation of military construction funds. In particular, don't use RDT&E funds to produce facilities on military installations primarily for long term military use. You may use RDT&E funds for the following categories of construction.

13.15.1. **Test Facility.** A structure or improvement that is itself the subject of a test or is at least partially destroyed or consumed during testing (i.e., the facility is itself a test article). An example would be an aircraft shelter being tested for its ability to withstand bomb impacts.

13.15.2. **Prototype Facility.** A structure that is the first of its kind in terms of materials, application, and design. It may be either a small-scale model or a full-size structure or demonstration project, built solely to establish criteria for constructing follow-on facilities.

13.15.3. **Temporary Facility.** A specialized structure used to support a specific RDT&E project of limited duration. Such facilities must be clearly temporary in construction (non-permanent, provisional, and easily dismantled) with few decorative treatments or facades. The cost of all such exterior treatments may not exceed 5% of the total acquisition cost for the structure. You must follow AFI 32-1021, Chapter 6, Relocatable Facilities in acquiring offices and warehouse space, facilities readily adaptable to such uses, and other structures having "general utility." You may only approve an RDT&E-funded temporary facility on a military installation for up to three years; remove it at the end of the project. MAJCOMs must obtain SAF/IEI approval (through HQ USAF/ILE and SAF/FMBI) of any waivers to the three-year removal policy .

13.15.4. **Unspecified Minor Construction (10 U.S.C. 2805).** Use RDT&E for unspecified minor construction projects costing $750,000 or less. All unspecified minor construction must result in a complete and usable facility. Don't use incremental construction, which is the planned acquisition of or improvement to, for a real-property facility through a series of minor construction project. See AFI 32-1021 and AFI 32-1032.

13.15.5. **Facilities for Contractors.** You may use RDT&E to acquire industrial and R&D facilities that contractors need to fulfill R&D contracts (as authorized by 10 U.S.C. 2353 and DoDD 4275.5, *Acquisition and Management of Industrial Resources*). Submit each project through AF/ILE to SAF/IE for approval. Follow guidance in AFI 63-701, the Defense Federal Acquisition Regulation Supplement, DFARS 245.302-1, and HQ USAF supplements to the FAR. **Don't** use this authority to acquire facilities with general utility. ("General utility" means adaptable for uses other than the original purpose without alterations costing over $750,000. **All** offices and warehouse buildings have general utility.) You don't have to treat test and prototype facilities as having general utility simply because they may be used as warehouse space with only minor alterations.

13.15.5.1. The contractor alone operates and maintains complex.

13.15.5.1.1. Convenience of the government and unusual circumstances dictate using RDT&E funding instead of MILCON funding.

13.15.5.1.2. The construction or improvement doesn't have general utility.

13.15.5.2. The Air Force must comply with Congressional reporting requirements (10 U.S.C. 2662) for facility projects submitted under 10 U.S.C. 2353 that involve real property acquisitions with a price or estimated value more than $200,000. Wait 30 days after Congressional notification before entering into these transactions.

13.15.5.3. If the project isn't in the President's budget, submit it out-of-cycle to Congressional committees using the complete DD Form 1391 package, **Military Construction Project Data**, coordinated with AF/ILE and SAF/IE.

13.15.5.4. Use military construction funds for any other type of on-base building for contractor use. Except as stated in paragraph **13.15.3.** above, remove all buildings erected for contractor use with RDT&E funds when the contractor has no further use for them, unless continued use is authorized under guidance for Test and Prototype Facilities.

13.15.5.5. Lease the military installation land (on which a contractor's buildings (including relocatables) will rest to the contractor for five years under 10 U.S.C. 2667. You may write a longer lease if it will promote national defense or is in the public interest. Charge a nominal rent when the land will help someone carry out a government contract. Charge a pro-rata ground rent for any non-government use. Base the ground rent on fair market value at the time non-government use begins. Under the lease, the government will retain the right to approve non-government use. When the facility costs more than $2 million, report to the Congress under 10 U.S.C 2662 before signing the lease, whether or not the fair-market ground rent exceeds the reporting threshold (now $200,000). The Air Force must always submit the report when the fair-market ground rent (regardless of the rent actually charged) exceeds the reporting threshold.

13.15.5.6. Report real property facilities leased from a contractor(s) to Congress 30 days before signing the lease if the fair-market rental value of the property exceeds $200,000. Include a report on the facts concerning the proposed transactions.

13.15.5.7. When you lease real property, report the lease to the Armed Services Committees under 10 U.S.C. 2662 if the fair-market value of the real property is more than $200,000, even though the purchase price may be less. If the contract charges nothing or less than fair-market value, you must get authority to acquire the property under current construction guidelines using fair-market value rather than price (see AFI 32-9001).

13.15.5.8. Don't use facilities constructed on base for use by contractors to house government activities(other than those funded out of military construction or minor construction funds). If the senior Air Force official responsible for the contract determines government people must occupy the contractor's facility to monitor contract performance and protect government interests, they can't occupy more than 25% of the available space. To exceed this 25% limit, you must get a waiver from SAF/IEI, or get minor construction funds or MILCON authorization and appropriations to pay a pro rata share of the cost of the facility, based on the space occupied.

13.15.5.9. Under 10 U.S.C. 2353, the Air Force may enter into an R&D contract that furnishes the contractor (or allows the contractor to acquire or construct) RDT&E facilities and equipment on

property not owned by the government. The facilities must be necessary to carry out the contract. Don't install or construct facilities that wouldn't be readily available or separable without unreasonable expense (on property not owned by the government) unless the contract contains:

13.15.5.9.1. A provision to reimburse the government for the fair value of the facilities.

13.15.5.9.2. An option for the government to acquire the underlying land.

13.15.5.9.3. Or an alternative provision that protects the interests of the United States.

13.15.6. **Relocatable Building.** You may use a relocatable building to satisfy a temporary requirement for RDT&E. (A relocatable building is designed and packaged to be readily moved, erected, disassembled, stored, and reused. Prefabricated buildings consisting of pre-cut, formed, and drilled materials that permit easy assembly, but which aren't designed for disassembly and relocation aren't relocatable buildings.) Don't use a relocatable structure bought with RDT&E funds longer than the project requires or three years, whichever is less. For use beyond three years, you must obtain a waiver from SAF/IEI, submitted through HQ USAF ILE and coordinated with SAF/FMBI. Fund site preparation, foundations, utilities, and other supporting construction costs under $750,000 according to (paragraph **13.15.4.**) EEIC 529. Include in your justification why the requirement is temporary and how you'll meet it after three years. Return the relocatable building to stock when no longer needed or after 3 years, whichever is less. Follow approval levels in AFI 32-1021, Chapter 6.

13.16. Installing R&D Equipment. The cost of installing equipment as an integral part of a new RDT&E facility is construction. You must fund it as construction, except for motor generator sets, security systems, and uninterruptible power supplies (UPS), which always fall under RDT&E or O&M. Equipment not readily severable from the facility is considered part of the facility. Fund it from the appropriation used to construct the building. (Readily severable means equipment which can be removed without destroying the equipment or changing the building's basic structure or purpose.) However, in existing facilities, you may use RDT&E funds to install, change, or relocate movable equipment for RDT&E activities. Do this only if the action doesn't expand the facilities outer dimensions and is for one or more of these specific requirements:

13.16.1. Installing and relocating prefabricated interior screens, partitions, and dividers, mostly unattached; movable screens or detachable panels held in place by light braces, and screws readily removed without impairing either the panels, floors, walls, or ceilings. These devices, used to install equipment, don't go on the real property records. For cost categories and additional guidance, see AFI 32-8001.

13.16.2. Installing false floors and platforms required only to support operating equipment. Use **Chapter 4**, **Section 4B**, Paragraph **4.5.** for cost definition and additional guidance.

13.16.3. Installing required shielding for electromagnetic radiating devices. (However, structural modifications, including new permanent partitions incident to the installation of shielding, are construction. Also, you must budget and fund all anechoic chambers, whose cost exceeds the statutory dollar limit for minor construction (now $750,000), from the MILCON appropriation.

13.16.4. Temporarily removing and reinstalling parts of existing walls, roofs, utility systems, and appurtenances, to permit installation of equipment. This may involve rerouting or relocating systems and appurtenances but may not increase the physical outer dimensions.

13.16.5. Installing special foundations, pits, pads, or slab-on-grade in facilities. Limit installations on floors other than slab-on-grade to bases needed to spread the load and secure equipment. Increasing the load-bearing capacity of these floors by additional or larger structural components is construction.

13.16.6. Secondary utility work, needed to connect the equipment to utilities services already in the facility. This work lies between the utilities' primary entry or source within the structure and the equipment to be served; for example, from the existing main electrical service panel, or for equipment requiring primary voltage from the building primary bus. Include structural provisions (conduit or cavity runs) for known requirements in the project design to avoid later structural damage during installation after the fact.

13.17. Installing Air Conditioning. Use RDT&E:

13.17.1. Only for equipment spaces directly related to the equipment and not in associated administrative or other work spaces. Projects for air conditioning of administrative or other work space are construction. When possible, use an extension or expansion of a central plant to provide air conditioning under these circumstances. This may include extending the duct work, direct expansion systems, or the chilled water systems by installing new water lines and new air handling units.

13.17.2. For equipment that the manufacturer states must be operating in an air-conditioned or humidity-controlled space.

13.17.3. For prefabricated clean rooms installed in non-air conditioned space or when the building's central system can't keep the clean room at the right temperature and humidity.

13.17.4. For operator comfort when the equipment to be installed will make the nearby temperature or humidity unreasonably high.

13.17.5. Mechanical ventilation and separate exhaust systems, when needed to keep people safe or equipment operating to the manufacturer's specifications.

13.18. Funding Criteria. Before authorizing the type of work specified in paragraphs **13.15.** through **13.17.** using RDT&E funds, make sure the project meets all these criteria:

13.18.1. The equipment or facility project must support an approved RDT&E effort.

13.18.2. Resources must be available.

13.18.3. Preliminary engineering must be complete.

13.18.4. The Air Force must submit and the Congress approve a DD Form 1391, **FY 20__ Military Construction Project Data,** (appropriate funds). For forms 1391 showing you expect to use prior-year funding (fallout money), include Congressional advisory notices: "We expect to construct this building with FY ___ (prior year) funding, starting 30 days after submittal of this budget request unless the subcommittee disapproves in writing."

13.19. Approving RDT&E Funds:

13.19.1. **Unspecified Minor Construction.** Usually, you acquire or modify facilities at an R&D installation using programming procedures in AFI 32-1021 and AFI 32-1032. The threshold is $750,000. For projects above this threshold, submit appropriate DD 1391s for approval and funding using P-341 or MILCON procedures. Follow AFI 32-1021, 1032, and 1023. If you are planning to

construct a building and install specialized RDT&E equipment acquired with RDT&E funds at the same time, include the construction and equipment on the same DD Form 1391, according to AFI 32-1021. For budget estimate submissions, you may consolidate and submit all unspecified minor construction on a single DD Form 1391.

13.19.2. **Contractor Research and Development on Plant Property.** Get approval for industrial and R&D facilities needed by contractors to perform R&D contacts as specified in AFI 63-701. SAF/AQXR is the HQ USAF office of primary responsibility (OPR) for all industrial and R&D facilities supporting contractor operations except for the Lincoln Laboratory. SAF/AQT is the office of collateral responsibility (OCR) for the Lincoln Laboratory. Process equipment installation projects for the Lincoln Laboratory according to this instruction.

13.19.3. Acquiring and installing RDT&E Equipment. (See paragraph **13.16.**)

13.19.4. The Commander of AFMC may:

13.19.4.1. Approve a project clearly within the intent of paragraphs **13.15.1.** and **13.16.** provided the construction cost is $750,000 or less.

13.19.4.2. Approve any project described in paragraphs **13.15.2.**, **13.15.3.** or **13.15.6.** with a cost of $750,000 or less for construction.

13.19.4.3. Delegate in writing all or part of the approval to particular senior staff officers, intermediate commanders, and laboratory directors.

13.19.5. SAF/FMBI must approve any project not clearly within the intent of paragraphs **13.15.** and **13.16.**

13.20. SAF/FMBM. SAF/FMBM develops and maintains Air Force policy and criteria for using RDT&E funds to finance the type of work defined in paragraphs **13.15.** and **13.16.**

13.20.1. SAF/FMBI ensures a corporate Air Staff review of projects during the Summer Budget Review and approves RDT&E funds for work as specified in this instruction.

13.20.2. SAF/FMBI approves, as an exception, projects not identified in the budget request with an installation, test or prototype cost up to $750,000 if you identify justification for their urgency (cost penalties, program delays, etc.). Show these projects in the next budget submission.

13.21. Responsibilities of SAF/IEI. Authorize the transmission to the appropriate congressional committees of the Title 10 real property acquisition reports, as prescribed by 10 U.S.C. 2662. Approve all facility leases including non-excess Air Force controlled real property, as well as the consideration or rental to be charged for leases.

13.22. Responsibilities of HQ AFMC and HQ AFSPC:

13.22.1. Implement this instruction.

13.22.2. Oversee projects authorized under this instruction to make sure they comply with Air Force guidance. The civil engineer must be involved with the users (laboratories, center, divisions, etc.).

13.22.3. Review, validate, and approve (or obtain SAF/FMBI approval for) using RDT&E funds within the intent of this instruction. Make sure a DD Form 1391, **Military Construction Project Data**, is prepared for each project not within the $750,000 threshold or not within local approval

authority. You may consolidate unspecified minor construction less than $750,000 on one Form 1391. You may approve projects costing less than $15,000 on other auditable documents.

13.22.4. Submit DD Form 1391, **Military Construction Project Data**, to AF/ILEC. Submit annually on 15 June unless directed otherwise. For construction planned on an incremental funding basis, you must justify less than full funding.

13.22.5. Advise the Air Staff Program Element Monitor (PEM) of the construction requirements for the PEM's program and recommend appropriate funding (MILCON or RDT&E) under this instruction. If you recommend RDT&E for construction exceeding $750,000, document the unusual circumstances and convenience of the Government, which warrant using RDT&E.

13.23. Accounting Records:

13.23.1. Account for work done under this instruction that becomes real property on real property records. Refer to AFI 32-9005.

13.23.2. In the real property account, don't include the cost to install and replace R&D equipment; to build structures that are to be destroyed or consumed in a test; or to acquire relocatable facilities. AFI 32-9005 tells how to account for real property records.

13.23.3. Show technical operating equipment on the Chief of Supply accountable records. It is considered collateral equipment. At the time a facility is transferred to the real property records, transfer all collateral equipment to the Chief of Supply, who, in turn, reissues the equipment to the property custodian . For guidance, see AFI 32-9005 and AFMAN 67-1.

13.24. Disposing of Records. Maintain records of past and projected use of RDT&E funds to inform OSD and Congress. HQ AFMC will record all uses above local approval of RDT&E funds for construction and equipment installation, broken out by program elements if possible. For disposition of these records, follow AFMAN 37-139.

13.25. Environmental Certification:

13.25.1. You must consider environment impact in planning and designing each. See AFI 32-7061.

13.25.2. You must have a completed EIAP action on all projects, regardless of approval authority, before starting work. For all projects above local (Product, Test and Air Logistics Center Commander) approval authority, submit an environmental certificate of compliance (DD Form 1391c) to HQ AFMC/CEP or HQ AFSPC/CEP before beginning work.

Chapter 14

TEST AND EVALUATION

14.1. Applying This Chapter. The procedures in this chapter take precedence over others in this instruction for test and evaluation. Follow **Chapter 13** for Research, Development, Test and Evaluation (RDT&E), incremental programming and budgeting rules.

14.2. Funding Test and Evaluation (T&E) Costs.

14.2.1. Finance development prototypes, pilot line production, and test articles as follows:

14.2.1.1. Use RDT&E to fund for development (preproduction) prototypes for Developmental Test and Evaluation (DT&E) as well as Initial Operational Test and Evaluation (IOT&E).

14.2.1.2. Use RDT&E to pay for initial pilot line production if the testing activity requires special pilot items for DT&E or IOT&E. See paragraph **8.24.** for pilot production guidance.

14.2.1.3. Use Procurement funds to acquire test articles for Follow-on Test and Evaluation (FOT&E), Qualification T&E (QT&E), qualification tests, Production Acceptance T&E (PAT&E), and Qualification OT&E (QOT&E), and Force Development Evaluation (FDE-Atch 1, Section C, Terms).

14.2.1.4. Use procurement and O&M-type funds to reconfigure R&D-financed preproduction articles reassigned for operations or inventory after the test program is complete (see paragraph **8.8.**).

14.2.2. Pay for special support costs needed for an approved DT&E, QT&E, qualification test, PAT&E, OT&E (IOT&E, QOT&E, and FOT&E) or FDE programs for a different military end item as follows: ("Special support" costs consist of major end items not included in the stock funds, such as weapons, test vehicles, equipment, or their major components.)

14.2.2.1. Generally, use RDT&E to buy test articles and test support. Include costs for "special support" and "command support" for all RDT&E tests before and leading to acceptance for operational use.

14.2.2.2. Pay for items that can be reassigned to T&E programs from inventory (without buying more) as follows: (Items otherwise approved for procurement for operational use and not consumed in testing.)

14.2.2.2.1. Don't use test funds to reimburse for such items (excluding stock-funded (DWCF) items).

14.2.2.2.2. If an operational requirement develops during the loan period, you must return that item to the inventory or buy a replacement with test funds.

14.2.2.2.3. The test director provides for maintenance (other than Permanent Modification changes) possible without interfering with the test purposes.

14.2.2.2.4. Use RDT&E funds to pay for costs restoring these items to their original form and condition when they go back to operation after completing the DT&E or OT&E is over.

14.2.2.2.5. Then, use procurement or O&M-type funds to update the items to operating form.

14.2.2.3. Pay for items consumed in test and evaluation with RDT&E funds; however, don't reimburse for consumable rounds of ammunition or similar tactical missiles, unless DWCF funds paid for them. We're talking about items bought in quantity for inventory under existing procedures and issued as on a priority for testing.

14.2.2.4. Use RDT&E for items that require engineering, design, integration, test, or evaluation before fielding or acceptance for operational use.

14.2.3. Use RDT&E (AFMC) to acquire major test vehicles, such as ballistic boosters or upper stages (either "standardized" as test vehicles or bought centrally for operational use or inventory). These vehicles must support an approved program for development testing which RDT&E is paying for.

14.2.4. Pay for flying hours as follows:

14.2.4.1. The owning command pays for aircraft flying hours and support (see exception below). (The program document for the command that "owns" the aircraft shows authorized test and evaluation flying hours.)

14.2.4.2. Don't use test funds to reimburse maintenance costs per flying hour at the base-level.

14.2.4.3. Exception: Follow the guidance in DoDD 3200.11-D for flying-hour support provided by designated DoD major ranges and test facilities. Follow paragraph **14.3.5.1.** for Air Mobility Command (AMC) TWCF aircraft not used as the primary test vehicle.

14.2.5. Reimburse direct costs for support from designated R&D and test activities (See **Chapter 7**, **Section 7I**), regardless of the other provisions of this chapter. (See guidance on designated support activities for test and evaluation in DoDD 3200.11-D, AFI 99-101 and AFI 99-102).

14.2.6. Use procurement or O&M funds, as appropriate, to pay for testing not associated with RDT&E, such as:

14.2.6.1. Acceptance, quality control, FDE, and surveillance testing of articles obtained for other than RDT&E.

14.2.6.2. Routine testing for logistic support.

14.2.6.3. Testing related to operating and maintaining equipment and material bought under appropriations other than RDT&E.

14.2.6.4. Testing needed to show a plant can produce items approved for production (charge to procurement as part of the initial acquisition cost).

14.2.7. Use O&M or procurement funds (based on Expense/Investment criteria) to fund commercial and nondevelopmental items for QT&E and QOTE which do not require RDT&E engineering, design or integration. Pay for personnel and command support costs from O&M when field units test and evaluate operation of commercial items for doctrine, operations, or organization.

14.2.8. Apply this guidance for all force development evaluation (FDE) which is conducted after accepting an item for operational use. Also apply it for FDE to show how the item operates or to develop operational tactics.

14.2.8.1. Use O&M or procurement funds (based on expense/investment criteria) to acquire test articles.

14.2.8.2. Use O&M for personnel and command support.

14.2.9. Use procurement funds (subject to expense/investment criteria) to buy off-the-shelf equipment. But use RDT&E if the equipment supports RDT&E-funded T&E. Also, use RDT&E for items, including special purpose software, that require engineering design, integration, testing, or evaluation.

14.2.10. Use RDT&E for DT&E and OT&E of special-purpose equipment and software for automatic data processing. Here we mean equipment or software:

14.2.10.1. Specially designed to meet a military operational requirement or to do only a predetermined set or series of computations.

14.2.10.2. Which may need to meet specific physical or environmental conditions.

14.2.10.3. Which are physically or functionally integral to a higher order system. Use O&M or Procurement funds (based on expense/investment criteria) to buy and test these items for operation.

14.2.11. See **Chapter 4**, **Section 4B**, for funding general-purpose equipment and software used in automatic data processing.

14.3. Funding OT&E and Force Development Evaluation (FDE):

14.3.1. **Types of Funds.** Except when this chapter states otherwise:

14.3.1.1. The Air Force Operational Test and Evaluation Center (AFOTEC) funds the net additive costs to do OT&E (IOT&E and FOT&E), and direct support costs with RDT&E. QOT&E is funded with O&M.

14.3.1.2. The MAJCOM test organization funds net additive costs to do FDE, as well as direct support costs with O&M.

14.3.2. **Test Items:**

14.3.2.1. The owning command pays the cost of procuring the test item and its direct support (either the implementing command (using RDT&E or procurement funds), or the operational command (using O&M funds). Direct support, funded either by the operational or implementing command, includes maintaining the test item (including contractor support), supply items to keep the test item serviceable, and POL for the test item.

14.3.2.2. Don't use OT&E test funds for these costs

14.3.3. **AFOTEC Support of OT&E.** AFOTEC uses its O&M to do some work that supports all OT&E (IOT&E, QOTE, and FOT&E):

14.3.3.1. Participating in early RDT&E efforts and providing OT&E expertise throughout the acquisition process.

14.3.3.2. Monitoring of MAJCOM-conducted FED.

14.3.3.3. Administering OOTA policies and programs.

14.3.3.4. Analyzing test results not related to specific programs.

14.3.3.5. Supporting scientific, technical, planning, or analytical work under contract but not related to specific programs.

14.3.4. **Implementing Command's (usually AFMC) Involvement in OOTA.** The implementing command uses O&M or RDT&E funds to pay its own travel, per diem, overtime, and other support costs. This does not apply to AFMC organizations involved with the program office or acquisition process that provide technical support to the test, such as the Air Force Human Resources Laboratory (AFHRL).

14.3.5. **Transportation Working Capital Funds (TWCF) Support to OT&E and FDE:**

14.3.5.1. **Use as an OT&E and FDE Test Vehicle.** If one of AMC's TWCF aircraft is required for a dedicated test role, AMC, as owning command, will provide the aircraft without reimbursement from test funds. An example would be an aircraft required to airdrop test material or fly approaches to a test navigational aid (NAVAID). HQ AMC/TE budgets and funds for OT&E and FDE dedicated test flying hours.

14.3.5.2. **Use To Transport of Test Articles or People.** Pay transportation costs from test funds when airlift must move test articles or people. Request support through the airlift validator command or agency.

14.3.6. **Post-Test Costs.** When active initial operational testing is over, AFOTEC will continue to use test funds for FOT&E activities that occur as a result of test reports and decision briefings. After these test activities are complete, the operating or supporting command finances these costs.

14.3.7. **Personnel Costs.** Use test funds to reimburse overtime and pay temporary overhires directly supporting the test for "fee for service" operations, such as ranges. Don't use test funds to reimburse supporting commands regular base pay (base and benefits) of permanently authorized personnel.

14.4. Funding Qualification Tests, QT&E, and PAT&E Tests. Use procurement appropriations to pay for these tests (including verification of technical data) performed during the production cycle (or when you don't have RDT&E funding). Also, use procurement to pay for the QT&E of aircraft, missiles, and equipment after modifications. Pay the implementing command's TDY costs with O&M-type (3400 or 3600) funds.

14.5. Budgeting and Funding DT&E. AFMC budgets and funds DT&E requirements as a part of the total development budget for weapon system.

14.6. Budgeting and Funding for IOT&E and FOT&E:

14.6.1. AFOTEC will fund IOT&E and FOT&E for each acquisition program with RDT&E. (See paragraph **14.3.** and chapters 1 and 5 of the *DoD Financial Management Regulation,* 7000.14-R, Volume 2.) AFOTEC O&M costs will be funded using regular O&M budget channels.

14.6.2. AFOTEC will submit IOT&E and known FOT&E requirements for the Program Objective Memorandum (POM) and budget submissions to HQ USAF/TER & SAF/AQXR/FMBI. (Exception: AFOTEC identifies requirements for MFP XI funded IOT&Es and FOT&Es to USSOCCOM, who is responsible for POM and budget submissions.) **OT&E requirements will be identified budget lead-time away to AFOTEC to be included in their POM submission. Otherwise, funding must accompany the test program for AFOTEC to conduct testing**. **Additionally, if there are added testing costs as a result of program slips or deferments, the customer must provide additional funding**. HQ USAF/TER will confirm that IOT&E and FOT&E funding levels in the POM and Bud-

get Estimate Submission exercises are adequate and identify any shortfalls to SAF/AQXR to ensure proper programming.

14.6.3. If an IOT&E or FOT&E test team member requires Type 1 factory training (as defined in AFI 36-2201) to meet test team requirements, Air Education and Training Command (AETC) will pay the training cost with RDT&E funds, irrespective of any follow-on benefits the training might provide. This includes the contract cost itself and related TDY. AFOTEC will issue training funds to AETC as sole procuring agent. If a separate training contract is impractical, the program manager may include Type 1 training as a line item in the acquisition contract, as provided in AFI 36-2201.

14.6.4. When combining DT&E and OT&E, the implementing command programs and budgets the DT&E portion. AFOTEC will program and budget net additive costs for IOT&E and FOT&E (see paragraph **14.6.2.**), which should agree with those activities assigned to AFOTEC in the T&E Master Plan (TEMP) and associated Test Resource Plan (TRP).

14.6.5. In determining IOT&E and FOT&E versus FDE costs for budget formulation, use the scheduled major production decision date directed when preparing field budget submissions. Use RDT&E funds prior to acceptance for operational use, and use O&M or Procurement funds after acceptance for operational use. For programs that don't have a major production decision, use the net additive IOT&E or FOT&E requirements as determined by AFOTEC for planning, budgeting and funding.

14.7. Budgeting and Funding for QOT&E Requirements. The AFOTEC will use the same guidance and procedures from paragraph **14.6.** to fund QOT&E, except that O&M or Procurement funds will be used in lieu of RDT&E funds. AETC will continue to fund Type 1 training for O&M-funded QOT&E.

14.8. Budgeting and Funding FDE. The MAJCOM test organizations program, budget and fund for FDE test costs (see paragraph **14.3.**) and submits these requirements in their command O&M submissions using regular O&M budget channels. AETC will continue to fund Type 1 training for O&M-funded FDEs.

Figure 14.1. Examples of Test and Evaluation support Costs.

Range Costs (DoDD 3200.11)
Rental of Equipment
Printing and Reproduction
Transportation of Things
Communications
Sustainment, Restoration, and Modernization (**formerly** Real Property Maintenance) & Construction
Contractor Support
Data Reduction
Special Supplies & Equipment
Leases
Civilian Personnel Overtime & Temporary Overhires
Contract Training
Per Diem and Travel
Transportation of Things to Support Command Personnel Including In-Use Equipment Required for the Test
Other Supplies and Equipment Required for Support of Command Personnel and In-Use Equipment
Pretest Planning Activities
Test Preparation Activities

Chapter 15

AIR FORCE RESERVE APPROPRIATIONS (57*3700, 57*3740)

15.1. Overview. This chapter covers Reserve Personnel (57*3700) and Operation and Maintenance, Air Force Reserve (O&M, AFR) (57*3740). For Military Construction, USAFR (57*3730), apply the guidance in **Chapter 9**. For further guidance, see AFRCI 65-601.

15.2. Using the Reserve Personnel, Air Force Appropriation (57*3700). Use 3700 funds to pay program and project costs listed in paragraphs **15.2.1.** and **15.2.2.** for Air Force Reserve personnel on duty under Title 10 U.S.C., Sections 265, 672, 678, 8021, and 8038, or undergoing reserve training, performing drills, or equivalent duty.

Table 15.1. Reserve Personnel, AF, Budget Activity Codes.

Use These Budget Activity Codes (BACs)	For These Projects:
BAC 1, Unit and Individual Training	Projects 721 through 725
BAC 2, Other Training and Support	Projects 726 through 785

15.2.1. **Program 720 (P-720), Reserve Personnel.** Provides for pay and allowances, clothing, subsistence, uniforms, gratuities, travel, and related expenses, including the federal government's portion of the Serviceman's Group Life Insurance program. P-720 covers Air Force Reserve personnel performing active duty, active duty for training, unit training assemblies, additional flying training, or equivalent duty training. Project 720 consists of these pay categories:

15.2.1.1. Pay Group B (Project 722). For personnel assigned to major command (MAJCOM) and authorized 15 days of paid active duty for training and 24 paid inactive duty drill periods each fiscal year.

15.2.1.2. Pay Group F (Project 725). For non-prior service personnel while receiving initial active duty for training with follow-on technical training or on-the-job (OJT) training.

15.2.1.3. Pay Group P (Paid and Non-Paid Recruits for accounting purposes, group P is in project 721). For non-prior service personnel who take part in multiple drill assemblies or weekend training, up to 36 drills, before entering initial active duty for training.

15.2.1.4. School Tours (Project 726). Category includes USAFR officers and enlisted members performing ours of active duty for training as students at regular, associate, refresher, technical courses at service schools, unit schools, and officer training schools to increase the mobilization potential and readiness of reservists.

15.2.1.5. Special Training (Project 727). Category includes USAFR officers and enlisted members performing tours of active duty for training other than those covered by pay groups and school training (e.g., Arctic and over-water indoctrination flights, airborne support training, aircraft ferrying, aircrew instructors, command and staff supervision, exercises, etc.)

15.2.1.6. Administration and Support (Project 728). Project includes USAFR officers and enlisted members on active duty under 10 U.S.C. Sections 265, 672-678, 8021, and 8038. It also includes pay and allowances of reservists for periods of disability and hospitalization related to illness or injury suffered during periods of active or inactive duty training, death gratuities, Individual

Ready Reserve (IRR) training and stipend payments, and bonus programs including the Montgomery GI Bill. This project is for use in FY 92 and prior years.

15.2.1.7. Retirement Accrual (Subproject 729). Includes funds withheld for retirement pay based on basic pay of Projects 721 thorough 728. Transfer funds to the Veterans Administration. This project is for use in FY 92 and prior years.

15.2.2. **Disability, Hospitalization, Death Gratuity, Selected Reserve Health Profession Stipend and Other Costs (Project 734).** For pay and allowances, including FICA, retired pay accrual, travel and transportation, and per diem associated with Air Force Reserve officers and enlisted personnel who suffer injury or contract diseases in line of duty while participating in active or inactive duty training, except as covered by orders issued prior to disability. For death gratuity payments to beneficiaries of Air Force Reserve officer and enlisted personnel who die while participating in active or inactive duty training. For payment of Selective Reserve members in Health Profession who qualify for stipend program. For other payments determined appropriate that do not belong to other projects. (See AFMAN 65-604 for subprojects.)

15.2.2.1. INDIVIDUAL READY RESERVE TRAINING AND SCREENING (Project 735)**.** For pay and allowances, travel, transportation, per diem and muster pay for members of the Individual Ready Reserve who participate in active duty for training or IRR annual screening. (See AFMAN 65-604 for subprojects.)

15.2.2.2. BONUS INCENTIVES INCLUDING MONTGOMERY GI BILL (Project 739). For costs associated with initial and anniversary payments to Air Force Reserve officer and enlisted personnel who qualify for bonus incentives. (See AFMAN 65-604 for subprojects.)

15.2.3. **Program 780, Reserve Officer Training Corps (ROTC) and Health Profession Scholarship Program (HPSP).** This program provides for:

15.2.3.1. **ROTC Programs.** Provides uniforms to all students enrolled in the ROTC programs. Contract students in senior ROTC receive pay, travel and subsistence allowances. Noncontract students receive pay and travel allowances while undergoing practical military training (i.e., summer field training). Covers travel, transportation, billeting and per diem for Junior ROTC students authorized to participate in base visit programs. The ROTC program includes four parts:

15.2.3.2. **Senior ROTC (Subproject 781).** For students enrolled in units at college or university level. The mission of this program is to commission second lieutenants based on Air Force requirements. Schools participating in this program may have a 4-year program, a 2-year program, or both. Students may qualify for the 2-year program by successfully completing a 6-week field training course equivalent to the first 2 years of the 4-year program.

15.2.3.2. (AMC) TDY costs of Air Force Reserve personnel supporting active AMC requirements on Military Personnel Appropriation (MPA) Man-days are centrally funded (TWCF and O&M) to HQ AFRC/FMA by AMC/FMB under OAC/OBAN 6510 unless Reserve personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the Reserve personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

15.2.3.3. **ROTC Scholarships (Subproject 781).** For students appointed as scholarship cadets at college or university level. This program authorizes a specific number of scholarships to members enrolled in the senior ROTC program.

15.2.3.4. **Junior ROTC (Subproject 783).** For students enrolled at public and private secondary schools. The mission of this program is to acquaint secondary school students with the aerospace age, develop informed citizens, strengthen character, promote an understanding of the role of the citizen soldier in a democratic society, and motivate students for careers in the Air Force.

15.2.3.5. **Other Training Program (Subproject 784).** Includes advanced training programs for selected Senior or Scholarship cadets to spend two or three weeks in job related orientations at active Air Force installations. Also includes four to six weeks flight programs for selected Senior or Scholarship cadets receiving flight instructions.

15.2.3.6. **Health Professions Scholarship Program (Project 785).** Provides for stipend, travel, and uniform allowances for students enrolled in health professional study at an accredited college, university, or institution. It also provides for pay and allowances of these students while on active duty for training.

15.2.4. **Criteria.** Apply these criteria to determine whether to use Reserve Personnel, Air Force (57*3700), or Military Personnel, Air Force (57*3500) to finance reserve personnel training:

15.2.4.1. **Charge 3700** if the participating reserve personnel are fulfilling USAFR personnel program training requirements.

15.2.4.2. **Charge 3500** if the participating reserve personnel are fulfilling active duty Air Force mission requirements. Charge O&M funds available to the active Air Force organization being supported (57*3400 or 3600) for any per diem entitlements at the principal duty station, as well as for TDY travel costs incurred away from the principal duty station.

15.2.4.3. **You may mix resources** (workdays and travel costs) between active and reserve component appropriations if it clearly benefits the total force and is mutually acceptable to both the USAFR unit providing the support and the active Air Force command requesting the support.

15.2.5. **Funding Pay and Allowances for AFRC Members Who Are Court Martialed.** The member's assigned home reserve unit will fund the member's pay and allowances (1) from the time the member is called up for active duty, (2) while the member may be confined, (3) and until the member is either acquitted or released from active duty status after confinement. Depending on the court-martial ruling, pay and allowance amounts may vary during the period from the call up to active duty until release from active duty status. (See **Table 10.1.** for travel expense responsibilities.)

15.3. Using the Operation and Maintenance, AFR, Appropriation (57*3740). Pay O&M, AFR, costs from the appropriate budget activity code (BAC) as follows:

Table 15.2. Operation and Maintenance, AFR, Budget Activity Codes (BAC).

Use This Budget Activity Code	For These Costs
Mission Forces (BAC 01).	Provides for aircraft POL, civilian personnel, travel, transportation, contract services, supplies and equipment for operating, maintaining and supporting USAFR flying and nonflying units. Provides for utilities, rents, communication, and other O&M expenses associated with the operation of a base when USAFR is the host. Excludes: base operating support (BOS) expenses for USAFR units tenanted on active duty Air Force bases (see **Figure 7.1.**, item 11.)
Depot Maintenance (BAC 01).	Provides for depot level aircraft repair and modification, engine overhaul, repair of other major end items, area base support, and sustaining engineering applicable to USAFR aircraft and equipment.
Other Support (BAC 04).	Provides for pay of civilian personnel, travel, transportation, contractual services, supplies, audiovisual, recruiting, advertising, disability compensation, equipment and other administrative activities support for the operation and maintenance of Headquarters Air Force Reserve, Reserve Numbered Air Forces, and Air Reserve Personnel Center.

15.4. Using Other Appropriations:

15.4.1. Sometimes you use active Air Force appropriations to finance the Air Force Reserve. This includes (but isn't limited to) using:

15.4.1.1. Air Force procurement appropriations to fund investment type items. (Examples are aircraft spares, vehicular equipment, base support equipment, etc.)

15.4.1.2. Military Personnel, Air Force appropriation (57*3500) to fund pay and allowances of active Air Force personnel assigned to support the Air Force Reserve.

15.4.1.3. Air Force O&M (57*3400) to fund Defense Environmental Restoration Account (DERA) support for Air Force Reserve units.

15.4.1.4. Other appropriations, as applicable, to fund certain support costs connected with host-tenant agreements, other support agreements, or other programs covered elsewhere.

15.4.2. The Air Force finances without reimbursement O&M costs associated with Air Force centrally controlled education and training courses provided by Air University and Air Education and Training Command. Reimburse organizational equipment issued to individuals or units (for example, field jackets).

15.5. Preparing Budget Estimates and Financial Plans. The Chief of Air Force Reserve will develop, justify, and present annual budget estimates and financial plans for budget program 720 within the Reserve Personnel, Air Force appropriation, and all budget programs within the O&M USAFR, and mili-

tary construction, USAFR appropriations. The Directorate of Personnel Programs (HQ USAF/DPP) and Surgeon General (HQ USAF/SGHP) will perform these functions for budget program 780 of the Reserve Personnel appropriation.

15.6. Supporting AFRC Conversions. The active Air Force gaining command funds TDY costs for Air Force augmentees who support USAFR conversions.

15.7. Funding Call-Up to Active Duty (10 U.S.C. 673b):

15.7. (AMC) Funding Call-Up to Active Duty (10 U.S.C. 673b): See paragraph 10.2.1.2. (Added) of this publication for guidance on TDY funding of AFRC members who are activated (non-volunteer call-up).

15.7.1. **Accession, Separation Travel, and Per Diem.** Charge the cost of officer and enlisted accession and separation travel (residence to and from place of duty) and per diem to the Military Personnel (57*3500) appropriation.

15.7.2. **TDY Travel and Per Diem.** Charge the associated TDY costs to the Operation and Maintenance (57*3400) funds of the gaining command, unit of assignment, or TWCF, if applicable, when a member performs TDY away from the duty station.

15.7.2. (AMC) DELETED.

15.7.3. **Pay and Allowances.** Charge the Military Personnel (57*3500) appropriation for military pay and allowances for personnel called to active duty.

15.8. Travel and Per Diem. Charge costs of bringing the volunteers on duty and follow-on TDY the volunteer performs away from the duty station to the Operation and Maintenance funds of the gaining command, unit of assignment, or as provided for in **Chapter 10**, **Section 10B**, Temporary Duty Travel.

15.8. (AMC) Travel Per Diem. Use TWCF funds, where applicable, in accordance with paragraph **10.2.1.1. (Added)** of this publication.

15.8.1. **Pay and Allowances.** Finance military pay and allowances for personnel called to active duty from the Military Personnel (57*3500) appropriation.

15.9. Reserve Training on Unit-Equipped AFRC Aircraft. AFRC does not reimburse TWCF for Reserve members performing flying duties associated with Reserve Training on an AFRC-owned aircraft.

Chapter 16

AIR NATIONAL GUARD (ANG) APPROPRIATIONS

16.1. Supporting the ANG. Three major funding sources support the ANG:

16.1.1. Funds appropriated by Congress for the ANG: National Guard Personnel, Air Force (57*3850); Operation and Maintenance, ANG (57*3840); and the Military Construction, ANG (57*3830) appropriations.

16.1.2. Other Air Force appropriations, which support the ANG on either a reimbursable or nonreimbursable basis. If the active Air Force and ANG activities disagree whether Air Force support costs are reimbursable or nonreimbursable, SAF/FMB will make the final decision.

16.1.3. Resources provided by the sovereign states, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, and the District of Columbia for their respective ANG activities.

16.2. Using National Guard Personnel, Air Force Appropriation (57*3850):

16.2.1. Use 57*3850 to fund pay, allowances, clothing, subsistence, gratuities, and travel. You also use this appropriation for expenses of ANG personnel on duty under 10 U.S.C. 12301(d); for expenses under 32 U.S.C. 708; and for expenses of personnel undergoing active duty training or performing inactive duty training as authorized by law.

16.2.2. The Air Force provides personnel support by assigning active duty personnel to ANG activities. Charge the pay and allowances of these active duty Air Force personnel to the MILPERS, Air Force appropriation (57*3500).

16.2.3. To determine whether to finance ANG training costs from the National Guard Personnel, Air Force (57*3850) or MILPERS, Air Force (57*3500) appropriation, apply these rules:

16.2.3.1. If the purpose of ANG participation is to meet Air National Guard personnel training requirements, charge the costs to the National Guard Personnel, Air Force, appropriation.

16.2.3.2. If the purpose of the participation is to support active Air Force mission requirements, charge the costs to the MILPERS, Air Force appropriation. But, you should charge any per diem entitlements at the principal duty station, (as well as travel costs incurred in the performance of TDY away from the principal duty station) to the O&M, Air Force, funds of the active duty Air Force activity being supported.

16.2.3.2. (AMC) TDY costs of ANG personnel supporting active AMC requirements on MPA Man-days are centrally funded and reimbursed (TWCF and O&M) at HQ ANG/FMA under OAC/OBAN 6515 unless ANG personnel are augmenting or backfilling a specific AMC unit. In that case, the augmented AMC unit will fund the ANG personnel's TDY cost. See paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

16.2.3.3. You may mix resources (workdays and/or travel costs) between the active Air Force and ANG appropriations when it's clearly beneficial to the Total Force and mutually agreeable to both the ANG unit providing the support and the active Air Force command requesting the support.

16.2.3.4. The Air Force finances O&M costs associated with Air Force centrally controlled education and training courses provided by the Air University and the Air Education and Training

Command without reimbursement. **EXCEPTION*:*** Organizational equipment issued to individuals or units (that is, field jackets) will be reimbursed.

16.2.4. Use the 3850 appropriation to pay for personnel and related costs in the following budget programs (BP) and projects:

16.2.4.1. **Unit and Individual Training (Project 52X).** Provides for the pay and allowances, retired pay accrual, clothing, subsistence, travel and related costs for ANG personnel assigned to Pay Group A, F, or P training status. Travel entitlements in this program include TDY for active duty training of less than 20 weeks and PCS travel for active duty training for a duration of 20 weeks or more.

16.2.4.1.1. **Pay Group A (Project 521).** These personnel are authorized 15 days paid active duty training each fiscal year, 48 paid inactive duty drill periods, and 36/48 additional flying training periods for personnel on flying status, and training period preparation assemblies for part-time commanders.

16.2.4.1.2. **Pay Group F (Project 522).** Nonprior service personnel who perform a minimum of 84 days of basic and technical training and/or on-the-job training.

16.2.4.1.3. **Pay Group P (Project 523).** Nonprior service personnel who participate in multiple drill assemblies or weekend training for up to 48 paid drills before entering initial active duty training.

16.2.4.2. **Other Training and Support (Project 54X).** Provides for the pay and allowances, retired pay accrual, clothing, subsistence, travel, and related costs for ANG personnel performing paid active duty other than those covered by the Unit and Individual Training Program. Travel entitlements in this program include TDY for active duty training or full-time training duty of less than 20 weeks and PCS travel for a duration of 20 weeks or more. It also provides for related expenses for personnel of the ANG on duty under 10 U.S.C. 12301(d) and 32 U.S.C. 708.

16.2.4.2.1. **School Training (Project 541).** These personnel include ANG officers and enlisted members performing tours of paid active duty for training as students enrolled in regular, associate, and refresher and technical courses. These courses are offered at service schools, area schools, unit schools, officer training schools, and other installations that provide training that applies to the member's assignments and readiness.

16.2.4.2.2. **Special Training (Project 542).** These personnel include ANG officers and enlisted members who perform tours of paid active duty for training for 139 days or less other than those covered by pay groups A and F, and school training (for example, command requirements for the National Guard Bureau, ANG support of Air Combat Command (ACC) alerts, ANG support of JCS exercises, etc.).

16.2.4.2.3. **Administration and Support (Project 543).** These personnel include ANG officers and enlisted personnel on active duty under 10 U.S.C. 12301(d) and 32 U.S.C. 708. This category also includes pay and allowances and retired pay accruals for ANG personnel for periods of hospitalization or disability related to active or inactive duty training, death gratuities, payment of Reserve incentives to enlisted members, and for the uncollected Serviceman's Group Life Insurance premiums which are payable to the Veterans Administration.

16.2.4.2.4. **Education Benefits (Project 544).** All costs associated with the payment to the DoD Education Benefits Trust Fund for educational assistance of ANG military personnel.

Payment is based upon satisfaction of Montgomery Government Issue Bill (MGIB) eligibility requirements by the member. Eligibility changes periodically with Service needs. The Veterans Administration will make actual payments to individuals from funds transferred from the trust fund.

16.2.5. Use applicable fund citations in active duty or training orders for pay and allowances, travel, and transportation costs. The general rule is that you charge expenses to the fiscal year (FY) appropriation current when the government incurs the expenses. Therefore, if services or travel and transportation cover parts of 2 fiscal years, you charge the total costs in part to both appropriations (see DFAS-DE 7000.4-R for criteria and DFAS-DE 7010.3-R, part 3, for using dual citations).

16.2.6. The Air Directorate, National Guard Bureau, prepares and submits Budget estimates to the Office of the Secretary of Defense, Office of Management and Budget, and the Congress.

16.3. Using the O&M, ANG Appropriation (57*3840):

16.3.1. This appropriation is structured into two budget activity codes (BAC) as follows:

Table 16.1. Operation and Maintenance, ANG, Budget Activity Codes.

Use This Budget Activity Code	For These Costs
Air Operations 01	Flying hours, depot level aircraft repair and modification, repair of other major end items, sustaining engineering applicable to ANG aircraft and equipment, civilian personnel, travel, transportation, rents, contract services, supplies, and equipment for the operation, maintenance, and support of ANG flying and non-flying units, and those bases for which the ANG has been designated as the host.
Admin and Service-Wide Activities 04	Pay of civilian personnel, travel (except travel in support of MILCON), transportation, utilities, and rent, communications, contractual services, supplies, and equipment for the operation and maintenance of the National Guard Bureau, Air Deputate, Pentagon.

16.3.2. As indicated in paragraph **16.1.** and **16.2.**, the O&M, ANG appropriation may be charged directly for support provided, may reimburse another Air Force appropriation for support provided, or the ANG may be provided support from other Air Force appropriations on a nonreimbursable basis.

16.3.2.1. **Chargeable to the O&M, ANG Appropriation.** As a general rule, ANG tenant units fund directly or reimburse the host for costs resulting from their tenancy. These are costs you charge to or reimburse from the O&M, ANG appropriation:

16.3.2.1.1. All depot maintenance operations, including contractual maintenance. (See paragraph **16.4.**)

16.3.2.1.2. Civil engineering services for facilities, including overhead and similar service charges, provided for the exclusive use of the ANG for year-round training facilities. The cost

of maintaining and operating Air Force facilities that the ANG and Air Force units use jointly is reimbursable according to mutual or negotiated intraservice agreements between local commanders.

16.3.2.1.3. Civil engineering services for summer training facilities on Air Force installations made available for summer training, including opening and closing costs. If the facilities used jointly with components of the Air Force, the using ANG agencies are will reimburse for services according to intraservice agreements between local commanders.

16.3.2.1.4. Minor construction under $750,000 for the exclusive use of the ANG.

16.3.2.1.5. TDY costs of Air Force military personnel on duty with the ANG, if the ANG directs the TDY.

16.3.2.1.6. Except as provided in **16.3.2.2.**, the ANG funds all nonstock fund expense materiel and all issues of expense materiel from the Supply Management business areas of the Defense Working Capital Fund (DWCF) to the ANG. ANG units are authorized customers of the DWCF; installations will provide them customer status equal to that furnished other Air Force organizations. Determine and administer credits earned according to the current directives governing returns to the DWCF by any authorized Air Force customer.

16.3.2.1.7. Care of the dead (except for those expenses paid by DFAS-DE, citing Air Force O&M funds per AFI 34-242).

16.3.2.1.8. Expenses of utilities for facilities used exclusively by the ANG tenant. For facilities used jointly by ANG and Air Force units, reimburse for identifiable utility services according to intraservice agreements between the local commanders.

16.3.2.1.9. Cost of services or maintenance beyond the Air Force host's in-house capability, where the host has to establish a capability to provide the services or maintenance.

16.3.2.1.10. Major repair projects for jointly used facilities. Charge the cost on a pro rata basis tied to the percentage of occupancy or utilization. **Exception:** where the project results from an operation peculiar to one agency, that agency will bear the full expense of the project.

16.3.2.1.11. Contract maintenance and repair of ground powered vehicles and other equipment possessed by the ANG.

16.3.2.1.12. Expense materiel (exceeding $250 per intermediate work order) required for specialized maintenance and repair of equipment whether performed in-house or by contract. An example would be equipment (unique to the ANG tenant) being repaired in the host base precision measurement equipment laboratory (PMEL) which requires special parts or expense materiel to accomplish the repair. Determine these special support requirements pertaining to repair and calibration of the tenant's unique equipment (excluding aircraft and missiles) during AFI 25-201 negotiations.

16.3.2.1.13. Expenses of toll calls or other specialized communications required.

16.3.2.1.14. TDY-to-school or courses in an air technician status, provided the school or course is part of the required ANG training program.

16.3.2.2. **Not Chargeable to or Reimbursable from the O&M, ANG Appropriation.** Provide the following to the ANG without charge:

16.3.2.2.1. Hospitalization in Air Force medical facilities for ANG personnel entitled to hospitalization according to AFI 41-115.

16.3.2.2.2. Aircraft, aircraft engines, and initial base stock level of aircraft spares, spare parts, and supplies related to transferring those aircraft to the ANG inventory, or for other investment property procured with Air Force major procurement appropriations. Stock Fund (DWCF) items are transferred as an intrastock fund transfer, to the supply account, if capitalized. If not capitalized, reimbursement is required.

16.3.2.2.3. Maintaining and operating facilities at regular Air Force installations, which are used jointly and operated for Air Force flying activities. These facilities include runways, taxiways, aprons, control towers, crash, protective equipment, structural firefighting, and general internal security services if they don't exceed those provided by the host for its own use.

16.3.2.2.4. Weather and flight clearance services or aeronautical charts furnished to transient ANG flight crews when required for continuation of flight.

16.3.2.2.5. Replacement parts issued for transient ANG aircraft from Air Force base stocks, when required for continuation of flight. (Currently if less than $20,000, the servicing base pays for the DLR part. If more than $20,000, the transient aircraft's home station pays for the part.)

16.3.2.2.6. P-(S) AND P-1A modifications of aircraft, components, or equipment, including installation costs.

16.3.2.2.7. Intermediate and organizational maintenance (as defined in AFM 66-1) on transient ANG aircraft. Conversely, if organized to do so, ANG activities perform intermediate and organizational maintenance on transient Air Force aircraft on a nonreimbursable basis.

16.3.2.2.8. Locally procured investment equipment required for the ANG.

16.3.2.2.9. Communications facilities (USAF military flight service network) are made available to transient Air Force flight crews. Long distance telephone calls or telegrams that involve a toll charge are made on a collect basis or paid for by the ANG personnel concerned.

16.3.2.2.10. Billeting and messing facilities are made available to transient ANG flight crews and passengers in the same manner as for other transient military personnel. Such facilities are furnished on a cash sale basis.

16.3.2.2.11. Meteorological equipment (MET) maintenance support furnished to ANG weather flights by the Air Force Communications Command (AFCC) weather maintenance technicians.

16.3.2.2.12. Support of ANG units performing Air Force missions as governed by **Chapter 7**.

16.4. Basis for Reimbursing for Depot Maintenance. This paragraph explains how the ANG reimburses the Air Force for depot maintenance support.

16.4.1. The ANG O&M appropriation reimburses the depot maintenance business area of the Defense Working Capital Fund (DWCF) for depot-level support in these areas:

16.4.1.1. Aircraft maintenance.

16.4.1.2. Engine overhaul.

16.4.1.3. Other major end items repair.

16.4.1.4. Area support.

16.4.1.5. Service engineering.

16.4.2. Accomplish reimbursement for the items shown above as follows:

16.4.2.1. Aircraft maintenance, other major end item repair (except generators), and area support are funded by direct cite. Therefore, the ANG issues funds by RC/CC, PEC, EEIC, and program control number (PCN) to the Air National Guard Readiness Center (ANGRC), ADSN 415300, Stop 18, Andrews AFB DC 20331-6008. ANGRC, in turn, issues AF Forms 185, **Project Order**, to the Air Logistics Centers (ALCs), who then signs and return them to ANGRC. These signed project orders obligate the ANG funds. The ANGRC then disburses the direct cite funds upon receipt of the SF 1080 billings, providing sufficient funds have been obligated by RC/CC or PCN. For backup information, when work is ordered through the ALC, ANG funds are reflected by the Air Force Materiel Command (AFMC) on AFMC Form 181, **Project Orders**, and on AFMC Form 194, A**nnual Customer Orders**. The ALC will forward information copies of these forms (annotated by PCN) to ANGRC as evidence of actions taken toward accomplishing the work orders.

16.4.2.2. The ANG reimburses the DWCF for engine overhaul, generators, exchangeable repairs, and service engineering . Therefore, the ANG issues funds directly to the ALC using an ANG assigned OAC/OBAN. Specific instructions for each area follow:

16.4.2.2.1. Engine Overhaul. On a monthly basis, OC-ALC/ACFSA furnishes engine managers at Oklahoma City ALC (OC-ALC) the reimbursable customer engine input report that provides quantities, by type/model/series, of the engines scheduled into work, by customer. OC-ALC/ACFSA will charge monthly for the standard reimbursable unit cost for each engine input against funding received from the ANG. This standard cost is composed of the current DWCF engine unit sales price plus the repair cost of its related exchange material.

16.4.2.2.2. Generators. The annual requirement, as estimated by AFMC, is made available at the beginning of the fiscal year. Accept bills as the work is performed.

16.4.2.2.3. Sustaining Engineering. The ANG budgets for its pro rata share of the total sustaining engineering cost based on data provided by AFMC. HQ AFMC identifies to the ALCs reimbursable line items and planning costs for the ANG, at the beginning of the FY, based on the estimated annual requirement. The ANG issues funding directly for all Sustaining Engineering costs.

16.4.2.2.4. The Air Directorate, National Guard Bureau, prepares, submits and justifies budget estimates to the Office of the Secretary of Defense and Office of Management and Budget.

16.5. Supporting ANG Conversions. The active Air Force gaining command will fund TDY costs for Air Force augmentees who support ANG conversions.

16.6. (Added-AMC) Funding TDY Costs for Call-Up (Non-Volunteer) to Active Duty. See paragraph **10.2.1.2. (Added)** of this publication.

NOTE: **Chapter 18**, all paragraph references to the $100,000 DWCF Capital threshold are changed to $250,000 in accordance with SECDEF memorandum dated 11 March 2003, Subject: Expense/Investment

Threshold. (***NOTE:*** SAF/FMBMM plans to incorporate the applicable paragraph changes into an official Interim Change to AFI 65-601, Volume 1.)

Chapter 17

SECURITY ASSISTANCE PROGRAM

17.1. General Information. The Security Assistance (SA) program is composed of two separate and distinct categories; grant aid and foreign military sales (FMS). The Military Assistance Program (MAP) and the International Military Education and Training Program (IMET) are grant aid programs that are carried out under authority of the Foreign Assistance Act of 1961, as amended. (Effective 1 Oct 1981, MAP financing became part of the FMS trust fund.) FMS are made under authority of the Arms Export Control Act of 1976, as amended. These laws are subject to reconsideration each year by Congress, at which time the funds needed to carry out the grant aid program are authorized and other amendments usually are made. DFAS-DE 7070.3-R, Financial Management and Accounting for Security Assistance & International Programs, explains the roles, responsibilities, and interrelationships of HQ USAF and performing commands in the financial management of the SA program.

17.2. Military Assistance Program (MAP) and the International Military Education and Training Program (IMET) (Grant Aid). The annual MAP on which the President's budget and apportionment request are based is derived from military requirements of eligible allies to meet long-term United States foreign policy and strategic objectives.

17.2.1. Based on strategic and procedural guidance transmitted to the unified commands by the Office of the Secretary of Defense (OSD) and the Joint Chiefs of Staff (JCS), and the supplemental instructions of the unified commands, each military assistance advisory group (MAAG), or Office of Defense Cooperation (ODC), with the assistance of the Agency for International Development (AID) mission and the embassy, provides the unified command with country planning and programming data and recommendations. The unified commander reviews these data and recommendations and submits his or her recommended programs, by country and year, to OSD who, in turn, justifies the requirements to Congress.

17.2.2. After Congressional approval and apportionment by the Office of Management and Budget (OMB), OSD issues MAP orders to the implementing commands of the services (Army, Navy, and Air Force) for allocating the funds and implementing the program. See DFAS-DE 7070.3-R for a detailed explanation of Air Force policies and procedures that relate to MAP and IMETP.

17.3. Foreign Military Sales (FMS). *The International Security Assistance and Arms Export Control Act* of 1976 (Public Law 90-629, as amended) authorizes sales of defense articles and services to friendly foreign countries and international organizations. For specific Air Force FMS policies and procedures, see DFAS-DE 7070.3-R.

17.4. Anti-Deficiency Act. The Secretary of the Air Force General Counsel (SAF/GC) has determined that FMS trust funds are appropriated, at least as far as the application of the Anti-Deficiency Act is concerned. The determination stated that ". . . . appropriated funds are not limited to those appropriated by Congress to federal agencies from the general fund of the Treasury. Rather, funds available to agencies are considered appropriated, if made available for collection and expenditure pursuant to specific statutory authority. Transactions which involve FMS trust funds can constitute violations of the Anti-Deficiency Act." Issues involving FMS monies need to be carefully evaluated on a case-by-case basis, taking into account all relevant aspects of each case for application of the Anti-Deficiency Act.

Chapter 18

DEFENSE WORKING CAPITAL FUND (DWCF)

Section 18A—Financial Administration of the DWCF

18.1. Issuing and Complying with Budget Authority Documents:

18.1.1. **Unit Cost Goals:**

18.1.1.1. The Office of Undersecretary of Defense, Comptroller (OUSD(C)) uses Unit Cost Resourcing (UCR) for DWCF financial management, including cost measurement, cost control, and funding allocation. OUSD (C), Air Force and AFMC issue Annual Operating Budget (AOB) Documents in the form of unit cost goals, based on approved operating and capital budgets.

18.1.1.2. Some DWCF business areas, such as supply operations, are authorized to incur costs while anticipating customer orders. The AOB Document authorizes the Activity Group to incur costs up to the amount earned based on the actual sales/revenue generated.

18.1.1.3. For other DWCF business areas, such as depot maintenance, costs are authorized only after receiving a customer order. The AOB document provides the overall cost goal. The total costs you can incur depend on the cost goals applied to the actual customer-funded workload.

18.1.1.4. The Air Force and Commands may issue activity goals that vary from the total goal for an Activity Group. But, the Air Force may not exceed the sum of its activity goals (total cost authority). Cost authority, or the amount "earned," equals the actual workload times the individual cost goals for each Activity Group. Individual activities and Activity Groups can continue to incur costs as long as the total costs for all Air Force Activity Groups do not exceed the total cost authority for that Component as of fiscal year end.

18.1.2. **Fiscal Control.** Don't exceed the Total Capital Cost limitation in your Cost Authority Document, based on Section 1517 of Title 31, United States Code (*Anti-Deficiency Act*). The "Limitations and Guidance" section of your Cost Authority Document identifies special limitations, goals and other guidance for each Activity Group.

18.1.3. **Reprogramming:**

18.1.3.1. **Operating Budget.** The Air Force may reprogram within business areas as long as it doesn't exceed its overall unit cost goal.

18.1.3.2. **Capital Budget:**

18.1.3.2.1. Because of revised cost estimates, the Air Force may exceed the total annual capital budget approved, implicitly or explicitly, by the Congress during review of the DWCF only to carry out projects included in the operating budget as capital budget items. Apply approved expense and investment criteria to these projects and reduce the amount earned in the operating budget for each one transferred to the capital budget.

18.1.3.2.2. The Air Force may reprogram capital funds between business areas, but the maximum annual increase in any one Activity Group cannot exceed $10 million for each type of capital approved in the President's Budget. The types of capital consist of ADP equipment and telecommunications, non-ADP equipment and telecommunications, minor construction, and

software development. Reprogramming into an Activity Group's capital budget from the operating budget doesn't count against the $10 million threshold.

18.1.3.2.3. Use the Capital Purchases Program (CPP) to finance only capital asset projects included in the President's Budget for the Air Force. Exception: in the year of execution, you may substitute projects when contracts on approved projects are delayed or operations require it. Business Areas may substitute line items for projects costing less than $1,000,000 each for ADPE and telecommunications equipment without OUSD Comptroller's prior approval. If you go over these thresholds, get the OUSD Comptroller's prior approval before notification or prior approval before substituting. Don't subdivide projects.

18.1.3.2.4. Capital Purchases Program is budgeted and funded by project. A project can constitute an integrated system or network of more than one asset. There may be multiple assets within a CPP project which exceed the individual CPP threshold. Individual equipment or facility items are recorded separately on the accounting records. A single CPP request will not mix different CPP categories. When different CPP categories are required to fill a single requirement, each request will note the other requirements.

18.1.3.3. **Revisions.** You may revise annual budgets whenever circumstances permit and your Command approves.

18.2. Recovering Full Costs and Setting Prices:

18.2.1. All Activity Groups in the Fund must set prices to recover full costs, including all direct costs, indirect costs, general and administrative support provided by others, depreciation expenses, and amortization. Include all costs in the Activity Group's operating budget. The budget process will fix prices for the year of execution. All levels of command will:

18.2.1.1. Evaluate actual costs against revenue generated by workload at established prices.

18.2.1.2. Determine profits or losses at the end of the year and use them to evaluate operating (financial execution) efficiency.

18.2.1.3. Some DWCF areas may still have some Imputed (Unfunded) costs, e.g. kits to the DMAG. Imputed costs will be tracked, but not in the AF rates. FMS customers will be billed the Imputed costs per the FMR, Vol. 15. Other non-AF customers will be billed per the FMR, Vol. 11A.

18.2.2. Activity Groups will set prices for the budget year(s) to recover costs over the long run. This means you set prices to achieve an Accumulated Operating Result (AOR) in the budget year of zero. While carrying out the budget, you'll have either a positive or negative Net Operating Result (NOR). So, you set prices in the budget year either to make up actual or projected losses, or to give back actual or projected gains in the budget year, based on such factors as cash position, projected savings initiatives, or other known impact. Activity Group prices must match the rate changes approved by OUSD(C) during the budget review.

18.3. Setting Rates:

18.3.1. During budgeting, OUSD(C) reviews and approves stable rates to fully recover costs in all business areas during that fiscal year. (***NOTE:*** The **stabilized rate** is the cost per direct labor hour (or other output measure) that the depot or business area charges customers for its products and services.

The stabilized rate is determined by taking the approved Direct Labor Hour rate (or other cost per output measure) for the budget year and adjusting it for both intra- and inter-Fund transactions to reflect changes in the cost of purchases between Activity Groups within the Fund, for prior-year gains or losses shown by the AOR and for other approved funding objectives, such as a cash or a capital surcharge.) To set rates, the Fund places business areas into two groups:

18.3.1.1. **Supply Management.** Use commodity costs with a surcharge to establish customer rates. (See DoD Regulation 7000.14-R, *DoD Financial Management Regulation*, Volume 2, chapter 9.)

18.3.1.2. **Non-Supply Management.** Depot Maintenance, Information Services, and all other business areas. Use unit cost rates based on identified output measures which establish fully cost-burdened rates per output, such as a cost per direct labor hour, cost per product, cost per item received, or cost per item shipped, etc. These Activity Groups establish their output rates and the stabilized customer rates in generally the same way.

18.3.1.2. (AMC) TWCF tariff rates for channel airlift transportation services are established to be competitive with the commercial airline industry. Due to the mobilization requirement, the revenue generated from TWCF airlift customers does not cover the entire cost of TWCF operations. As a result, the Air Force must finance the difference between TWCF costs incurred and revenue received from TWCF customers through the form of a subsidy. See DoDFMR 7000.14, Volume 11B, *Reimbursable Operations, Policy and Procedures-DBOF*, chapter 65, paragraph D.4.a.

18.3.2. Charge the annual stabilized rate for all new customer orders received and accepted during that specific fiscal year, regardless of the fiscal year you actually do and bill the work. For Organic DMAG, stabilized rates apply to planned workload. In supply Management, charge customers the stabilized price in effect when the item drops from inventory.

18.3.3. When submitting your budget estimate, develop customer rates to recoup all costs for your operating and capital budgets, including all labor and non-labor, direct, indirect, and general and administrative overhead costs. After determining required costs and proposed rate structures to recover them, the Air Force will adjust budgets for appropriated customer accounts so that customer and DWCF business budgets are in balance.

18.3.4. The Air Force must propose cost, program levels, and rate changes by Activity Groups in the budget estimate submission to the Office of the Under Secretary of Defense (OUSD). (Note: the annual published **rate change** for Activity Groups is the percentage change in the stabilized rate or price between fiscal years. For example, for organic Depot Maintenance you determine the Budget Year rate by dividing the approved Direct Labor Hour rate proposed for the Budget Year by the stabilized Direct Labor Hour rate effective for the previous year. That value, expressed as a percentage (plus or minus from a base of one), is the composite price-change rate customers will use in their appropriated fund submissions.)

18.3.4.1. AFMC should establish rates and prices for Business Area budgets:

18.3.4.1.1. Carefully review all projected operational costs for the fiscal year, and propose the least expensive operations possible.

18.3.4.1.2. Project customer requirements including anticipated workloads programmed for the budget year, based on identified outputs such as direct labor hours by project, tons shipped, line items received, and all other approved output measures for each business area.

18.3.4.1.3. In developing proposed rates, conform to OSD and OMB guidance on the impact of inflation, projected pay changes, and other programmatic and policy changes.

18.3.4.2. OUSD (C) will establish final approved costs, program levels, and rate changes for each Activity Group by Program Budget Decision (PBD) documents. First, they'll reconcile customer account program levels with anticipated Fund costs, inter-Fund sales, and transactions. Then, they'll adjust for NOR to bring Accumulated Operating Results to zero for the Budget Year.

18.4. Applying Depreciation:

18.4.1. Under the total-cost concept, DWCF activities must track capital investment purchases, depreciate them, and pass the charges on to their customers as part of the price of goods and services sold. This is done by including the depreciation cost in the sales rate and then being recovered like all other costs. Here, a capital investment means anything costing $100,000 or more that has an expected life of more than two years. Exclude aircraft and missile procurement accounts (3010 and 3020) and major construction (3300). (Depreciation measures how much of a given resource is consumed in a single year and is part of the total cost of producing an output. Depreciation shows that capital assets are useful after the first year and often after they are fully depreciated as well.)

18.4.2. Include assets previously acquired through the Asset Capitalization Program (ACP) and donated assets, such as those provided as peculiar support equipment in conjunction with weapon system acquisition or modifications in your depreciation costs.

18.4.3. Apply straight-line depreciation based on capitalized amount less residual value, including installation and related costs. Use this schedule for:

18.4.3.1. Facilities Construction Projects (including minor construction) – 20 years

18.4.3.2. Equipment , other than ADPE – 10 years

18.4.3.3. ADPE and Telecommunications – 5 years

18.4.3.4. Software – 5 years

18.5. Including Costs in the DWCF. Reflect the total cost of production in pricing goods and services. **Total Cost of Production** includes direct costs, indirect costs, allocated general and administrative (G&A) costs, and depreciation expenses and amortization (i.e. absorption accounting). In addition, apply this special guidance.

18.5.1. **Capital Budget:**

18.5.1.1. You must separately identify budgetary resources for capital investments in an approved capital budget and amortize or depreciate their costs over a predetermined period. Capital investment includes any investment in equipment, other than ADPE and telecommunications equipment; ADPE and telecommunications resources; software development; minor construction and management improvements having a value of $100,000 or more and a useful life of two years or greater. The $100,000 cut-off is based on Congressional actions on expense and investment criteria. You must fully reflect depreciation of capital equipment in the operating costs and rates of Fund businesses.

18.5.1.2. Depreciate software development and modernization costs incurred by Fund activities for projects installed and operational after October 1 of a specific fiscal year. Start depreciation in

the month the project is installed and operational (even though it may not be used in operations that month). Depreciate incremental deliveries of these projects if the cost of the delivery exceeds $100,000. Usually, a central design activity (CDA) improves software based on a reimbursable order from the individual activity, functional Activity Group, or corporate level. Whether accomplished by an in-house or contractor CDA, you must fully fund the order placed with the design activity; i.e., the order must reflect the total cost of the improvement included in the funded order, rather than incremental funding over a number of years. Apply the full funding rule to any orders to or from a DWCF activity.

18.5.1.2.1. (Added-AMC) In accordance with DoDFMR 7000.14, Volume 2B, *Budget Formulation and Presentation*, chapter 9, Section 090103, paragraph C.4.b, TWCF Capital software development projects will include total labor and non-labor costs such as: (1) all direct costs for civilian and military personnel; (2) contractor labor; (3) supplies; (4) travel; (5) processing support for testing; (6) indirect costs; and (7) general and administrative costs (e.g., base operating support, higher headquarters, and depreciation for central design activity-owned assets). (***NOTE:*** Travel includes TDY costs of Air Force military or civilian personnel involved in bringing the software development project to IOC.) Exclude from TWCF Capital software development projects (and all other TWCF capital projects) costs incurred prior to Milestone 0, Concept Exploration and Definition. Costs such as basic research, study, exploratory development establishing feasibility and practicality of proposed solutions, rough order of magnitude estimates, etc., are treated in the TWCF as operational expenses.

18.5.1.3. Minor construction projects costing $750,000 or less should be funded through the capital budget. Depreciate them according to paragraph **18.4.**

18.5.1.3. (AMC) ***EXCEPTION:*** TWCF minor construction projects intended solely to correct a deficiency that is life, health, or safety threatening may exceed the $750,000 threshold up to and including $1.5 million, in accordance with AFI 32-1032, paragraphs 5.1.2.1 and 6.6, along with AFI 65-601, Volume 1, chapter 9, paragraph **9.10.** Such projects are funded through the TWCF Capital budget and must have prior SAF/IEI approval along with prior congressional notification.

18.5.1.4. See paragraph **18.6.** for appropriation-funded capital assets.

18.5.1.5. Don't use the capital budget to establish a new (or to expand) organic capability except as approved in a capital budget. NOTE: If the new or expanded organic capability is due to a new or expanded weapon system/capability, refer to paragraph **18.6.9.**

18.5.1.6. DWCF activities must derive resources needed for new capital assets mainly from depreciating DWCF assets. With OUSD (C) approval, and when necessary to fund the approved capital investment, you may include a capital-purchase surcharge to pay for whatever depreciation doesn't cover.

18.5.2. **Civilian Labor.** Include compensation and benefits for civilians assigned to a DWCF activity. Also include payments to the Department of Labor for injuries and damages to DWCF employees.

18.5.3. **Incentive Program for Voluntary Separation of Civilians.** Finance and include in stabilized rates the cost of incentives for assigned civilian employees to separate unless you must offer them because of directed base realignment and closure. If the offering results from a base realignment and closure, pay the civilian separation incentive from the appropriate Base Realignment and Closure Account.

18.5.4. **Costs for Military Personnel:**

18.5.4.1. You must reimburse Military Personnel's centrally managed account (CMA) for military people assigned to DWCF. Use the civilian equivalency rates provided by OUSD Comptroller. **NOTE**: This is not applicable to the Transportation Working Capital Fund (TWCF).

18.5.5. **Temporary Duty (TDY) and Permanent Change of Station (PCS) Travel and Transportation.** Finance the cost of civilian and military TDY for people assigned to the DWCF. The gaining DWCF business area pays for PCS transportation civilian employees, their dependents, and household goods. Pay PCS costs resulting from a directed base realignment and closure action from the appropriate Base Realignment and Closure (BRAC) Account.

18.5.6. **Transportation.** Finance transportation costs (FDT and SDT) for DWCF property in the DWCF. Follow **Table 18.1.** through **Table 18.3.**

18.5.7. **Materiel and Supplies.** Include the cost of expense materiel consumed in the performance of the DWCF activity's mission (both in-house and government furnished materiel (GFM) to contractors). Charge the DWCF operating account for expense materiel. This includes inventory adjustments, price revisions, and noncreditable returns.

18.5.8. **Tools and Equipment.** For organic depot maintenance, you will charge and expense the costs of tools and equipment having a unit value less than $100,000, regardless of life expectancy, to the applicable DWCF accounting classification. When the unit cost of tools and equipment is $100,000 or more and their useful life is more than 2 years, the DWCF will pay for, capitalize, and depreciate the item.

18.5.9. **Contractual Services:**

18.5.9.1. **In-House.** Include the cost of work done under contract to accomplish mission projects, and other services procured on a reimbursable basis from other government activities. Include G&A costs, equipment rental, communications, utilities, training, printing and reproduction, custodial services, and other contractual service the DWCF activity requires.

18.5.9.2. **Contracts or Services From Other Government Agencies.** This includes work agreed to by an authorized official of a private firm or another government agency that can do the DWCF work. Use the appropriate government contracting process.

18.5.9.3. **Contractual Service Requirements.** When DWCF facilities can't do a job, you may issue commercial contracts for that job and related services. Treat the cost of these jobs as a DWCF transaction only when it becomes necessary and follow approved policy for diverting workload to commercial sources after it's inducted into DWCF.

18.5.10. **Type 1 Factory Training.** Charge initial cadre and follow-on factory training costs to the DWCF activity of assignment. In FY 94 and after, DoD activities will budget and fund for initial factory training course costs (excluding TDY) from the investment account (appropriated fund or DWCF capital budget) that finances the related equipment or system. Continue to fund TDY costs from your business area's operating account.

18.5.11. Management Headquarters accounts include: major command, subordinate commands, major claimants (for the Navy), and Defense Agency Headquarters.

18.5.12. **Base Support.** DWCF activities that use the services listed as Mandatory Reimbursement Support Categories or Optional Reimbursement Support Categories in DoDI 4000.19 (*Interservice,*

Interdepartmental, and Interagency Support) must reimburse host activities. Identify these costs in your Base Support budget exhibits. The cost comparability Handbook is a useful guide to determine support costs, both funded and unfunded.

18.6. Excluding Costs from the DWCF:

18.6.1. **Mobilization and Surge Costs.** You must use direct appropriations to reimburse all DWCF costs related to maintaining a capacity to meet mobilization requirements. Don't finance these costs through customer rates. Prices of DWCF outputs should reflect peacetime operating costs only. Although you finance these mobilization costs as non-fund direct appropriations, they are elements of business area costs and you must fully justify them in DWCF budget estimates.

18.6.2. **Removal and Salvage of Plant and Equipment.** Don't use DWCF to pay for plant closing, layaway and preservation, redistribution of residual inventories (packing, crating, handling, and transportation), and operation and maintenance expenses of facilities and equipment in standby or pending disposition.

18.6.3. **Maintenance of Totally Idle Plant, Equipment, and Real Property.** Don't pay for these costs from the DWCF. If DWCF operations use these items intermittently, maintenance is a proper DWCF expense.

18.6.4. **Operating and Maintaining Activities Located in the DWCF Activity but Not Helping to Produce or Sell Goods and Services.** Don't use DWCF.

18.6.5. **Base Realignment and Closure (BRAC) Costs.** Use the appropriate BRAC account to pay for costs of implementing BRAC Commission recommendations. Don't include in DWCF rates and costs.

18.6.6. **Claims for Damage to or Loss of Real or Personal Property Caused by Base or Contractor Personnel.** Don't use DWCF for these costs.

18.6.7. **Any Major Catastrophe or Act of God.** Don't use DWCF when the cost of repair or damage to DWCF assets is in excess of $750,000. Repairs in excess of $750,000 are funded with appropriated funds. Each repair project should reflect the restoration of a complete capability, i.e. repair of a hangar must include roofing, duct work, air conditioning repair, etc. These individual repairs shall not be separately evaluated against the $750,000 threshold.

18.6.8. **War Reserve Materiel.** DoD activities procure and maintain war reserves to meet wartime requirements as determined by the Defense Planning Guidance. Finance the initial procurement of war reserve material from a direct appropriation to the Fund, not through customer rates. However, because supply management businesses manage WRM, you must describe and justify war reserve requirements in DWCF budget estimates.

18.6.9. **Capital Assets Financed by Appropriations.** Finance the following directly from appropriated funds rather than from DWCF resources.

18.6.9.1. Fund military construction projects of $750,000 and over from the Military Construction appropriation.

18.6.9.1. (AMC) ***EXCEPTION:*** Excluded are TWCF construction projects up to and including $1.5 million for incidents to correct a deficiency that is life, health, or safety threatening. See paragraph **18.5.1.3.** of this publication.

18.6.9.2. **Exclude** equipment in the following categories from the DWCF:

18.6.9.2.1. Aircraft, ships, barges, and general-purpose passenger-type vehicles. DMAG purchases other support equipment.

18.6.9.2.2. Equipment to meet mobilization requirements when no, or limited, peace application exists.

18.6.9.2.3. Equipment normally provided as government-furnished equipment.

18.6.9.2.4. Initial Lay-In of Depot Maintenance Capital Equipment. Continue to use the appropriate procurement Budget Program to finance the purchase and installation costs for initial procurement of depot maintenance capital equipment required to support and unique (i.e., Organic DMAG cannot satisfy with existing equipment) to newly introduced platforms or weapon systems, or modification programs. The procurement Budget Program will provide equipment for a capability which the WCF cannot support. For example, a depot may have paint booths, but if there is not enough excess capacity in the existing paint booths, then the procurement Budget Program will furnish the needed paint booths. The platform or weapon system program manager must ensure that the equipment and installation are programmed and budgeted in the proper appropriation for coordinating equipment requirements, specification, and delivery with the depot. Once transferred to or capitalized by the depot, the capital equipment becomes the depot's property. The depot will treat the equipment as a capital asset, depreciate the equipment, and fund subsequent replacement and maintenance of the equipment in its capital and operating budgets.

18.6.9.2.5. Items that meet the DoD capitalization criteria for use by major ranges and test facility bases operating under the Defense Working Capital Fund.

18.6.9.3. Exception to the self-insurance rule. Normally, when an asset is damaged, the owner of the asset will pay for the repairs or replacement of the damaged asset. However, when an asset is in Organic DMAG for repairs, Organic DMAG is responsible for the asset and will repair the asset unless paragraph **18.6.7.** applies.

18.6.10. **Military Costs.** Reimbursement from DWCF to APF is not required for military labor, which is not assigned to a DWCF billet, performing work for a DWCF activity, i.e., military civil engineering craftsmen accomplishing work on a DWCF assigned facility.

18.7. Recognizing Revenue. To ensure consistency of "revenue recognition" in the Depot Maintenance and Information Services Activity Groups for DoD end-products and to guarantee that business areas' operating results are comparable:

18.7.1. Use the percentage-of-completion method (cost to cost method) to recognize revenue.

18.7.2. In all instances, you must transfer the portion of work in process associated with the revenue recognition to cost of goods sold. Bill the customer funding the order for the revenue recognized; or, when you have previously billed progress payments, record those payments to the appropriate revenue account.

18.7.3. Bill customers and recognize revenue monthly.

18.7.4. Don't allow the total amount of revenue recognized and billed to exceed the order amount.

18.8. Paying for Military Personnel. Use a consolidated DWCF payment to pay costs incurred in common by multiple business areas or activities. An example is reimbursing the Military Personnel appropriation for the cost of military people assigned to DWCF activities. Accumulate and pay these costs at the corporate level but make sure each activity records them. They are as much a cost of doing business as any local obligation. ***NOTE:*** Military personnel pricing decision is that MILPERS costs will be priced at the civilian equivalent rates for the numbers of budgeted military workyears. The amount included in the budget for DWCF activities will be the amount of expenses in execution and the amount reimbursed to the military personnel appropriation. This is not applicable to the Transportation Working Capital Fund (TWCF).

18.9. Acquiring Capital Assets:

18.9.1. Review each proposed acquisition of a capital asset to make sure it:

18.9.1.1. Makes economic sense to buy rather than lease. Although leasing isn't part of the Capital Purchases Program, it may be appropriate for fast-changing technology or when workloads are expected to cease before the end of the program or payback period. You may also use leasing to improve productivity near-term until you can develop enough data to verify the benefits of procurement.

18.9.1.2. Meets the Department's long-range planning and programming objectives and satisfies a documented need for capability to perform valid operations, function, or services that existing equipment and facilities or a contract can't do as well or as cheaply.

18.9.1.3. Complies with policies governing acquiring and managing facilities, special tooling, and special test equipment (DoD Directive 4275.5, *Acquisition and Management of Industrial Resources*), as well as other policies on leasing and acquiring equipment and facilities.

18.9.2. When you use workload projections to justify capital purchases, you must consider:

18.9.2.1. Results of interservice decisions

18.9.2.2. Workload posture planning decisions

18.9.2.3. Readily available commercial alternatives

18.9.2.4. Other reasonable options available for accomplishing applicable work load.

18.9.3. The capital assets you recommend for acquisition must be the best alternative available to accomplish the objective for which you justify them. The criteria are:

18.9.3.1. Improved efficiency (savings) or effectiveness.

18.9.3.2. Required new capability and capacity that current equipment and facilities can't meet.

18.9.3.3. Replacement of unsafe (locally determined), beyond economical repair, or inoperative unusable assets.

18.9.3.4. Environmental, hazardous waste reduction, or regulatory agency (state, local, or Federal) mandated requirements.

18.9.4. You must document the reasons, i.e. economic analysis, for a planned capital investment purchase and its expected benefits. Keep the documentation so it's readily available for review, audit, or evaluation.

18.9.4. (AMC) In accordance with DoDFMR 7000.14, Volume 2B, chapter 9, paragraph 090103.C.9, a complete initial supporting pre-investment analysis or a cost comparison is required prior to inclusion of the capital asset in the TWCF Capital budget submission. The originating office will maintain a copy of the pre-investment analysis for project documentation requirements for the TWCF Capital budget submission as well as program execution. TWCF capital projects generally require an economic analysis (EA) or cost analysis (CA). For Capital projects with a cost of $1 million or greater, use an EA; for Capital projects under $1 million, use a CA. HQ AMC/CEP will submit an annual EA/CA for all Capital MC projects. Any project not identified in the annual EA/CA must have a separate EA/CA prepared and submitted as directed in DoDFMR guidance.

18.9.4.1. Analyze each Capital Purchases Program category with an expected cost of $100,000 or more for improved productivity and for replacement items that can greatly outperform an existing item. **EXCEPTION*:*** environmental, hazardous waste reduction, or requirements mandated by a regulatory agency (state, local or Federal) including directed action by higher DoD or Component authority which doesn't allow a choice.

18.9.4.2. Show your workload projections and the source or rationale for them. To show greater efficiency or effectiveness, you must analyze capital purchase based on present value. If you mainly intend to save money consider potential investments with the shortest payback period but balance savings against usefulness to the mission.

18.9.4.3. (Added-AMC) Cost Sharing. TWCF can only fund programs, or portions of programs, that directly support common user airlift transportation—peacetime movement of cargo and personnel. Programs that support missions under the Title 10 role of the Services (organize, train, and equip) cannot use TWCF funds; nor is it available for programs that support mobilization and other readiness costs because these programs are funded from direct O&M appropriations. Since USTRANSCOM centrally manages different missions, some TWCF Capital programs use both appropriated and TWCF funds. In these instances, program managers must identify which aspects of their program benefit USTRANSCOM's peacetime transportation mission. For these programs, program managers will submit, and USTRANSCOM/TCJ8 will approve in the POM/budget process, a definable unit of measure to determine the proper division between TWCF and appropriated funds. Consult AMCI 65-602, chapter 8, paragraph 8.2.10., for examples of acceptable measures. The unit of measure must have a direct relationship to program purpose; i.e., flying hours or aircraft sorties for a program that schedules aircraft missions. Intangible units of measure, such as historical funding or perceived urgency of the program, are not acceptable.

18.9.4.4. (Added-AMC) Appropriated Funding Shortfalls. Statutes prohibit supplementing (augmenting) appropriated funds with TWCF Capital/Operating funds (or vice versa) and it is not an alternative when appropriated *or* TWCF funding is insufficient for program requirements. Reference *GAO: Principles of Federal Appropriations Law, Volume 2*, chapter 6, section E.1.

18.9.5. Analyze results within 1 to 2 years after buying a capital item expected to cost $100,000 or more when you said the item would improve productivity or perform better than an item it replaced. You must finish the analysis within 3 years after completing the job order and installing the equipment, developing the software, completing the construction, etc. Keep a copy of this analysis of results with the pre-investment analysis. Include at least:

18.9.5.1. The fiscal year of the President's Budget submission when the equipment, project, or reserve was approved, and the date when the equipment was installed.

18.9.5.2. The equipment cost estimated in the initial President's Budget submission and the actual investment cost.

18.9.5.3. The savings or cost avoidance estimated in the initial President's Budget submission and the actual savings (including unfunded costs) to date. Clearly differentiate between estimated and actual data.

18.9.5.4. The estimated and actual number of months to amortize the investment cost (pay-back period); i.e., the time required for the accumulated saving or cost avoidance to equal the equipment cost.

18.9.5.5. **A brief narrative describing:**

18.9.5.6. The basis for determining the savings or cost avoidance, such as fewer people, reduced maintenance, equipment, works faster, more accurately, etc.

18.9.5.7. When net savings or cost avoidance are expected to begin.

18.9.5.8. Why actual savings or annual costs differ (show how much) from those estimated.

18.9.5.9. A brief narrative providing, where applicable, the ways in which the new equipment met the intended objective -- improved the safety, quality or timeliness of the repair process; reduced the hazardous waste generated in a process; or improved morale (possibly verified by survey).

Section 18B—Guidance for Specific Business Areas

18.10. Depot Maintenance:

18.10.1. Bill the Transportation Activity Group, the Materiel Support Division, the Air National Guard (ANG), the Air Force Reserve Command (AFRC), Foreign Military Sales (FMS), operational MAJCOMs, Air Force Materiel Command (AFMC) and other customers for depot maintenance services identified to a specific appropriation, fund or customer.

18.10.2. Depot maintenance will develop rates and prices to charge customers the full cost of work performed, including recovery of accumulated profits and losses and any surcharge. In no case will customers receive services for less than the cost of the work.

18.10.3. Cite:

18.10.3.1. DWCF depot maintenance and O&M, ANG funds on orders for area or base support.

18.10.3.2. Central procurement funds (CP) appropriations on orders for local manufacture of investment items and for installing modifications.

18.10.3.3. DWCF supply activity funds for repairing and manufacturing supply activity-owned items.

18.10.4. Ensure the full cost of all work produced, including any adjustments needed to meet cash or capital budget requirements, are included in customer rates and prices.

18.10.4.1. For each type of repair or service, such as exchangeables, AFMC develops a cost factor or uses other techniques equitable to all customers and recovers full costs of providing the repair or service.

18.10.4.2. Sign an interservice support agreement (ISSA) with each customer. Document the basis of reimbursement (such as cost factors, etc.). Review the agreement annually to make sure the reimbursement factors are adequate. Follow procedures in DoD Instruction 4000.19 and AFI 25-201.

18.11. Supply Management:

18.11.1. The Supply Management Activity Group (formerly stock fund) repairs and buys materiel items from commercial or other government sources. The Materiel Support Division (MSD) primarily finances the repair and purchase of reparable items. Also, consumable items that did not transfer to the Defense Logistics Agency are managed under MSD. Supply Management customers will pay the DWCF when they place orders. Customers will place orders only for supplies or equipment needed in the current fiscal year, or for supplies and equipment whose lead time requires obligation of current year funds to ensure they are available when needed.

18.11.2. Use customer funds for initial procurement only in these cases:

18.11.2.1. Credit card purchases of commodities other than fuels.

18.11.2.2. Air Force Materiel Command (AFMC) requirements for communications engineering and installation activities other than the Materiel Support Division (MSD).

18.11.2.3. Items chargeable to the commissary trust revolving fund which aren't available through base supply.

18.11.2.4. Centrally procured Air Force library books and periodicals.

18.11.2.5. Periodicals, publications, newspapers, magazines, and special award items. (***NOTE:*** includes buying locally compact discs, cassette tapes, video cassettes, and similar items for base libraries as a supplement to nonappropriated funds.)

18.11.2.6. Special classified projects as authorized by HQ USAF.

18.11.2.7. HQ AFMC requirements used to support RDT&E programs with (a) recurring national stock number (NSN) expense items when the estimated date of delivery exceeds the required delivery date for urgency of need (UND) A and B requests; and (b) nonrecurring NSN and non-NSN expense items.

18.11.2.8. Air Force Office of Special Investigations (AFOSI) stock fund record account FX 4203 (not, however, to affect present host base support arrangements with worldwide OSI detachments).

18.11.2.9. Small computer systems, computer components, and software (don't use customer funds for computers authorized in weapon system tables of allowances or for consumable items, such as printer ribbons or floppy disks).

18.11.2.10. Stock record accounts that are non-capitalized because they're manual supply accounts, because they're classified, or for other reasons.

18.11.2.11. When the item manager approves a waiver for local purchase (LP) of centrally procured items, and the local base supply officer approves the LP transaction.

18.11.2.12. Custom-made window dressings, not stocked in the stock fund, approved by the installation commander.

18.11.2.13. Items for MWR that are expendable and non-stock listed (for example, toys, games, sports items, etc.). (See **Chapter 4**, Paragraph **4.51.**)

18.11.3. Apply this guidance for the Supply Management Fuels Division.

18.11.3.1. For bulk and into-plane deliveries purchased by the Fuels Division, the supplying military department will charge and collect from the Air Force Fuels Division. Instruct the issuing activity to forward bills to the Air Force installation using interfund procedures.

18.11.3.2. When a defense attaché buys POL for USAF-owned aircraft, advise vendors to forward billings to the attaché's office for processing and payment according to AFI 23-202.

18.11.3.3. DLA/DFSC is responsible for the planning, programming, budgeting and funding of current mission and environmental MILCON, minor construction, maintenance and repair (including design) to include emergency projects.

18.11.3.4. Purchases From DLA. For bulk and contractor into-plane deliveries, DLA will bill the Air Force installation using interfund procedures.

18.11.4. Apply this guidance for the Air Force Academy's (USAFA) Cadet Store Division:

18.11.4.1. If the USAFA Superintendent considers it in the Air Force's interest to authorize the return of any item for which there is a future requirement, establish the amount of credit allowed, following general guidance on DWCF return credit. Instruct staff to apply the credit as a refund to cash purchases, to the individual's pay record, or to the returning appropriation, as appropriate.

18.11.4.2. Don't use guidance on "distribution of inventories" for this division's operation.

18.11.5. Current General Support Division (GSD) policy involves the Comptroller Community in the receipt, distribution, and control of funding documents. Specific guidance on Comptroller involvement in GSD and delegation of fund loading authority to base level supply personnel is contained in AFMAN 23-110.

18.12. Information Services Activity Group (ISAG).

18.12.1. The Information Services Activity Group, Central Design Activities (CDAs) was established effective 1 October 1995 (FY96) under the authority of Section 2208 of title 10, U.S.C. Operations of the group are conducted in accordance with applicable Department of Defense (DoD) policies and regulations. There are two Air Force activities acting as one CDA. The two activities are the Materiel Systems Group (MSG) located at Wright-Patterson AFB, OH and the standard Systems Group located at Maxwell AFB – Gunter Annex, AL. The ISAG is authorized and provides through the CDAs the following information services activities: (1) Development and operational sustainment of automated information and communications systems on existing hardware and software platforms for Air Force Materiel Command Level Logistics support systems and Air Force Base Level standard support systems; (2) Automated information and communications systems requirements analysis, system design, development, testing, integration, implementation support, and documentation services on mainframe, mid-tier and personal computer hardware/software platforms for Air Force and DoD customers using the Software Engineering Institute Capability Maturity Model processes; (3) and other authorized information system services or products through the acquisition and operation of commercial Information Technology Product Area Directorate (CIT-PAD) commodity contracts for the Department of the Air Force and other agencies of the DoD. This portion of the ISAG is cost reimbursable through the collection of a surcharge on the orders submitted by the users of the contracts or blanket

purchase authority. While the primary mission of providing CDA services is based on service level agreements (SLAs) with known customers and on sale of direct billable hours, the CIT-PAD portion provides goods and services, e.g., personal computers, local area network hardware and services including installations worldwide.

18.12.2. **Materiel Systems Group (MSG).** MSG is responsible for requirements analysis, definition, planning, programming, development implementation, maintenance and re-engineering of information systems. MSG supports a broad base of Air Force-wide customers and other DoD customers. MSG provides cradle-to-grave information systems management which enables MSG to carry out its mission to provide the critical logistics information systems support necessary to keep Air Force units and weapon systems in a state of readiness and to sustain their operations during peace and war.

18.12.3. **Standard Systems Group.** SSG is responsible for the development and operational sustainment of 130 Air Force standard systems. These systems include application and systems software running on mainframes, minicomputers, and/or microcomputer platforms. SSG provides services such as requirements definition, system design, development, testing, integration, implementation support and documentation services.

Table 18.1. Budgeting And Funding For Materiel Support Division (MSD) Transportation Charges, Excluding Bulk Fuels.

R	**A**	**B**	**C**
U			
L			
E	**If item is**	**and item movement is**	**then**
1A	Produced in CONUS	to CONUS base	(1) DWCF* FDT pays to first point of use or storage
1B		to overseas base	(2) DWCF* FDT pays to aerial or water port in CONUS
			(3) DWCF* SDT pays CONUS port handling services provided by Military Traffic Management Command (MTMC), over-ocean transportation (including NMCS/ 999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling
			(4) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
2A	Produced overseas	to overseas bases	(1) DWCF* FDT pays overseas inland transportation
2B		to CONUS base/depot or other overseas base requiring over-ocean transportation	(2) DWCF* FDT pays overseas inland

R	A	B	C
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L			
E	**If item is**	**and item movement is**	**then**
			(3) DWCF* SDT pays overseas port handling, over-ocean transportation (including NAMCO/999 commercial express shipments between CONUS/ overseas when ACM cannot meet the delivery requirement) via ACM/ SMC, CONUS port handling services provided by MTMC, and CONUS inland transportation
3A	Depot shipment (DLA)	to other depots and CONUS bases	(1) shipping depot pays transportation
3B		to all overseas bases	(2) depot pays to aerial or water port in CONUS, CONUS port handling services provided by MTMC, over ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling
			(3) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
4A	Return of Reparables to Depot/Contractor Facility in CONUS	from CONUS base	(1) DWCF* SDT pays CONUS transportation
4B		from overseas base	(2) overseas MAJCOM operating funds pay overseas inland transportation
			(3) DWCF* SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, CONUS port handling, and CONUS inland transportation
5A	Return of Reparables to Contractor Facility overseas	from CONUS base	(1) DWCF* SDT pays CONUS inland, CONUS port handling, over ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling
			(2) overseas MAJCOM operating funds pay overseas inland transportation
5B		from overseas base	
			(3) overseas MAJCOM operating funds pay overseas inland transportation

R	A	B	C
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E	**If item is**	**and item movement is**	**then**
6A	Repaired AF Materiel Support Division (AF MSD) Asset from Contractor Facility Worldwide	Worldwide	(1) DWCF* SDT pays CONUS inland transportation, CONUS port handling, over-ocean transportation (including NAMCO/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling
			(2) receiving overseas MAJCOM operating funds pay overseas inland transportation
7A	Redistribution Order (ROD), DWCF* Item Mgr. directed (DWCF* IM)	from CONUS base	(1) DWCF* SDT pays CONUS inland transportation, CONUS port handling, over-ocean transportation (including NMCS/ 999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling
			(2) overseas MAJCOM's operating funds pay overseas inland transportation
7B		from overseas base	
			(3) DWCF* SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, CONUS port handling, and CONUS inland transportation
8A	Lateral Support, non-DWCF* IM directed	from CONUS base	(1) Shipping activity funds for CONUS inland transportation.
			(2) AFMC SDT O&M pays CONUS port handling and over-ocean (including NAMCO/ 999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC
8B	Lateral Support, non-DWCF* IM directed	from overseas base	(3) overseas Modicum’s operating funds pay overseas port handling and overseas inland transportation
			(4) overseas MAJCOM's operating funds pay overseas inland transportation and overseas port handling

R	A	B	C
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E	**If item is**	**and item movement is**	**then**
			(5) AFMC SDT O&M pays over ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling, and CONUS inland transportation
9A	Returned excesses, creditable or non-creditable	from CONUS base	(1) DWCF* SDT pays transportation
9B		from overseas base	(2) shipping MAJCOM's operating funds pay overseas inland transportation
			(3) DWCF* SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, CONUS port handling, and CONUS inland transportation
10A	Shipment in error	Worldwide	(1) DWCF* SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, CONUS port handling CONUS inland transportation
			(2) shipping MAJCOM's operating funds pay overseas inland transportation
11A	Lateral Support, DWCF and non-DWCF, other than IM-directed	Worldwide	(1) Activity requesting lateral support item funds for CONUS inland transportation.

Over-ocean via AMC/MSC includes outbound and inbound CONUS and inter or intratheater moves.

*Cite DWCF MSD funds when shipping MSD property.

Table 18.2. Budgeting and Funding for General Support Division (GSD) Transportation Charges, Excluding Fuels.

R	A	B	C
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E	**If item is**	**and item movement is**	**Then**
1A	Procured in CONUS from GSA	to CONUS base	(1) GSA pays CONUS inland transportation

R	A	B	C
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E	**If item is**	**and item movement is**	**Then**
1B		to overseas bases	(2) GSA pays CONUS inland transportation to aerial or water port
			(3) DWCF General Support Division (GSD) SDT pays CONUS port handling services provided by Military Traffic Management Command (MTMC), over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ over seas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling
			(4)The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
2A	Procured in CONUS from DLA or Other Services Stock Fund (OSSF)	to CONUS base	(1) DLA or OSSF pays CONUS inland transportation
2B		to overseas base	(2) DLA or OSSF (SDT) pays CONUS inland transportation, CONUS port hand- ling services provided by MTMC, over ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling
			(3) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
3A	Local Purchase within CONUS	to CONUS base	(1) CONUS MAJCOM/base operating funds pay CONUS inland transportation
3B		to overseas base	(2) Receiving overseas MAJCOM operating funds pay CONUS commercial inland (GBL/CBL) transportation.
			(3) DWCF GSD SDT pays CONUS porthandling services provided by MTMC, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling.
			(4) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
4A	RDO, DWCF Item Mgr. (DWCF IM) directed	from CONUS base	(1) DWCF GSD SDT pays CONUS inland transportation, CONUS port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, and overseas port handling

R	A	B	C
U			
L			
E	**If item is**	**and item movement is**	**Then**
			(2) Overseas MAJCOM's operating funds pay overseas inland transportation
4B		from overseas base	
			(3) Overseas MAJCOM's operating funds pay overseas inland transportation
			(4) DWCF GSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port hand-ling and CONUS inland transportation
5A	Lateral Support, non-DWCF IM directed	from CONUS base	(1) AFMC SDT funds for CONUS inland transportation.
			(2) AFMC SDT O&M pays CONUS port handling and over-ocean transportation (including NMCS/ 999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/MSC
5B		from overseas base	(3) overseas MAJCOM's operating funds pay overseas inland transportation and overseas port handling
			(4) Overseas MAJCOM's operating funds pay overseas inland transportation and overseas port handling
			(5) AFMC SDT O&M pays over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/ MSC, CONUS port handling, and CONUS inland transportation
6A	Returned excesses, credit able or non-creditable	from CONUS base	(1) DWCF GSD pays CONUS commercial inland (GBL/CBL) transportation.
6B		from overseas base	(2) Shipping MAJCOM operating funds pay overseas inland transportation
			(3) DWCF GSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port hand ling, and CONUS inland transportation

R	A	B	C
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E	**If item is**	**and item movement is**	**Then**
7	Shipment in error	Worldwide	(1) DWCF GSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/ overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling, CONUS inland transportation.
			(2) Shipping MAJCOM's operating funds pay overseas inland transportation
8A	Lateral support, DWCF or non-DWCF, other than IM-directed	Worldwide	(1) Activity requesting lateral support item funds for CONUS inland transportation.

Table 18.3. Budgeting and Funding For Medical-Dental Division (MDD) Transportation Charges, Excluding Bulk Fuel.

R	A	B	C
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L			
E	**If item is**	**and item movement is**	**then**
1A	Procured in CONUS from DLA or Other Services Stock Fund (OSSF)	to CONUS base	(1) DLA or OSSF pays CONUS inland transportation
1B		to overseas base	(2) DLA or OSSF (SDT) pays CONUS inland transportation, CONUS port handling services provided by MTMC, over ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling
			(3) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
2A	Local Purchase within CONUS	to CONUS base	(1) CONUS MAJCOM or base pays CONUS inland transportation from operating funds.
2B		to overseas base	(2) Receiving overseas MAJCOM's operating funds pay CONUS inland transportation to aerial or water port.
			(3) DWCF MSD SDT pays CONUS port handling services provided by MTMC, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling.
			(4) The overseas receiving MAJCOM pays for overseas inland transportation from operating funds.
3A	RDO, DWCF IM directed	to CONUS base	(1) DWCF MSD SDT pays CONUS inland transportation, CONUS port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, and overseas port handling

R	A	B	C
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L			
E	**If item is**	**and item movement is**	**then**
			(2) Overseas MAJCOM's operating funds pay overseas inland transportation
3B		from overseas base	
			(3) Overseas MAJCOM's operating funds pay overseas inland transportation
			(4) DWCF MSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling and CONUS inland transportation
4A	Lateral Support, non-DWCF IM directed	From CONUS base	(1) Shipping MAJCOM/base operating funds pay CONUS commercial inland (GBL/CBL) transportation.
			(2) AFMC SDT O&M pays CONUS port handling and over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC
			(3) overseas MAJCOM's operating funds pay overseas inland transportation and overseas port handling
4B		from overseas base	(4) Overseas MAJCOM's operating funds pay overseas inland transportation and overseas port handling
			(5) AFMC SDT O&M pays over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling, and CONUS inland transportation
5A	Returned excesses, credit able or non-creditable	from CONUS base	(1) DWCF MSD pays CONUS commercial inland (GBL/CBL) transportation.
5B		from overseas base	(2) Shipping MAJCOM's operating funds pay overseas inland transportation

R	A	B	C
U			
L			
E	**If item is**	**and item movement is**	**then**
			(3) DWCF MSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling, and CONUS inland transportation
6A	Shipment	Worldwide	(1) DWCF MSD SDT pays overseas port handling, over-ocean transportation (including NMCS/999 commercial express shipments between CONUS/overseas when AMC cannot meet the delivery requirement) via AMC/MSC, CONUS port handling, CONUS inland transportation.
			(2) Shipping MAJCOM's operating funds pay overseas inland transportation.

18.13. (Added-AMC) Transportation Working Capital Fund (TWCF). Consult AMCI 65-602 for other specific guidance concerning the operations for the TWCF business area of the AFWCF that is not contained within this publication.

Chapter 19

OFFICIAL VISITS CONCERNING BUDGET MATTERS

19.1. Conducting Budget Liaison. SAF/FMB is official liaison on all budget matters between the Air Force and the Office of Management and Budget (OMB), the Office of the Secretary of Defense (OSD), or the Appropriations and Budget Committees of the Congress. Follow this guidance for reporting to the Assistant Secretary of the Air Force, Financial Management, Budget (SAF/FMB) official visits by representatives of these organizations to Air Force commands, installations, and activities.

19.1.1. For visits by members of Congress, see AFI 90-401.

19.1.2. For visits by General Accounting Office (GAO) officials, see AFI 65-401.

19.2. Notifying Budget Officials about Visits:

19.2.1. **Visits by Representatives of Congressional Appropriations and Budget Committees.** SAF/FML (Budget Enactment Office) will announce visits to Directors of Financial Management and Comptroller, and others who need to know at command, installation, or activity. When representatives plan to visit activities below major command, (MAJCOM) SAF/FML will send a copy of the notification message to the MAJCOM's comptroller. If time is short, SAF/FML will telephone the Comptroller liaison at the HQ MAJCOM and confirm later in writing. Provide SAF/FML the name of your point of contact by message or telephone.

19.2.2. **Visits by House Appropriations Committee (HAC) Survey and Investigation (S&I) Staff.** The headquarters Team Chief appointed by SAF/FML will notify commands of visits by members of the HAC S&I Staff. When visits are to activities below MAJCOM, send a copy of the notice to the MAJCOM's Comptroller and functional area. If time doesn't allow a message, telephone the MAJCOM and confirm later in writing.

19.2.3. **Visits by Representatives of OMB or OSD.** The SAF/FMB directorate that handles the visit's subject matter will message the Comptroller of the appropriate command, installation or activity. When visits are to activities below MAJCOM, the directorate will send a copy of this message to the MAJCOM headquarters (Comptroller). If time doesn't allow a message, they will telephone the Comptroller liaison at MAJCOM, then confirm later in writing. Tell the SAF/FMB directorate (by message or telephone) of your point of contact for the visit.

19.3. Reporting Official Visits Concerning to Budget Matters:

19.3.1. **Reporting HAC S&I Staff Visits.** Within 1 duty day after visit ends, or periodically if the S&I team is working on location, the main contact at the location should send a visit report to the Team Chief. If you're the contact, coordinate the report with your local comptroller. Send SAF/FML an information copy if an action affects the budget or includes something controversial.

19.3.2. **Reporting Visits by Representatives of OMB, OSD, or Congressional Appropriation and Budget Committees.** Information discussed with or data provided to visitors that is considered to be of importance in current or future budget matters should be provided by fax, phone, or e-mail to SAF/FML. Providing this information enables the Air Staff to correct problems during apportionment reviews, to discuss deficiencies or corrections with higher authorities. Present your information clearly and accurately. Information should show the source of information, time covered by data, and

where relevant, how it applies to your requested, approved, or revised financial plans. Follow this same approach when citing any program or activity, such as flying hours, maintenance, or people programs. RCS Report SAF-FMB(AR)8301 is no longer required.

19.3.3. **Reporting Additional Information.** Send any requested additional information, within 5 days after submitting the report, to SAF/FMB. (Use a cover letter, refer to the original report of visit, and send it through channels.) Address HAC S&I's to the Team Chief.

19.4. Command Actions. Major and intermediate commands will review the reports and other information for accuracy and completeness. In your Command's forwarding letter:

19.4.1. Correct errors in the basic report.

19.4.2. Clarify unusual problems or conditions.

19.4.3. State corrective action being taken or recommended, or deficiencies found during the visits.

19.4.4. Supplemental data or recommendations that helps SAF/FM understand the basic report.

Chapter 20

WILDLIFE CONSERVATION, ETC., MILITARY RESERVATIONS, AIR FORCE (57X5095)

20.1. Using Wildlife Conservation Funds. Use these permanent, indefinite, special funds **only** to carry out programs for wildlife, fish and game conservation, and rehabilitation (P.L. 86-797, amended by 16 U.S.C. 670). You may use both appropriated and nonappropriated funds. Pay for these costs:

20.1.1. Personnel services and related costs.

20.1.2. Temporary duty travel.

20.1.3. Buying chemicals, food, seeds; establishing fish ponds.

20.1.4. Other expenses necessary to carry out the program (see AFI 32-7065 for program details).

20.2. Sourcing Funds. Installation commanders sell hunting and fishing permits. FSOs collect the proceeds into Receipt Account 575095. SAF/FMBO will allocate funds to designated commands under account 57X5095 after the Office of Management and Budget (OMB) apportions funds to the Air Force.

20.3. Budgeting for Funds. Commands identify requirements for Fish and Wildlife funds and supporting Air Force funds (O&M and RDT&E) using AF Form 2639, **Fish/Wildlife/Outdoor Recreation Resources Program**. (See AFI 32-7064).

Chapter 21

MILITARY FAMILY HOUSING (MFH) APPROPRIATIONS

Section 21A—The Defense Family Housing Property Account

21.1. Determining Properties to Include in the Defense Family Housing Property Account:

21.1.1. **Include** these properties, if the government has right, title, or interest in them.

21.1.1.1. All types of family (accompanied) dwelling units under Air Force jurisdiction, including mobile homes and whether the housing is located on or off station. These units may be owned or leased; occupied or unoccupied; dispersed or in communities; on active, inactive, standby, or reserve installations; or operated by the government directly or by contract. **(For leasing unaccompanied personnel housing, see Chapter 10, Paragraph 10.58.1.)**

21.1.1.2. Nondwelling buildings directly associated with family dwelling units or with an MFH area, including structures outside the housing area that support only MFH.

21.1.1.3. Roads, driveways, walks, and utility systems that serve mainly MFH units or areas.

21.1.1.4. The grounds area supporting on-base MFH units, and the yards of dispersed MFH units.

21.1.1.5. Community facilities integral to MFH and available primarily to MFH residents and their house guests.

21.1.1.6. Fixtures and other equipment items of equipment of a housing unit integral or movable (AFI 32-6001). Also include appliances for rental housing outside the 48 contiguous states of the United States, when it's in the government's best interest.

21.1.1.7. Any equipment permanently affixed to the family housing structure or installed in family housing areas, such as security, communications wiring/fiber, and anti-terrorism or force protection measures.

21.1.1.8. Furniture, furnishings, and other property not included above. Includes items in privately owned or rented housing outside the 48 contiguous states of the United States, when it's in the government's best interest.

21.1.2. **Exclude** these properties from MFH accounts, regardless of the government's right, title, or interest in them.

21.1.2.1. Base-wide systems for generating and distributing utilities (electricity, water, sewage, gas, steam, etc.).

21.1.2.2. Arterial roads, base perimeter fences that pass a housing area, public walks, and utility lines or mains that pass through or in front of MFH but which serve other locations.

21.1.2.3. Buildings similar to hotels or motels that families occupy temporarily.

21.1.2.4. Community buildings not part of MFH or used by other than residents and their guests.

21.1.2.5. Rental guarantee housing.

21.1.2.6. Private Sector Financing (privately-owned rental housing for families).

21.1.2.7. Removable telephones or other communications equipment installed in an MFH unit for official use.

21.1.2.8. Unofficial telephone equipment, except installed telephone wiring, in a MFH unit.

21.1.2.9. Distribution, equipment, or community television antennas owned by the government (other than DoD), a commercial cooperative, or private enterprise.

21.1.2.10. Property of the Military Assistance Program (see DFAS-DE 7070.3-R).

21.1.2.11. Educational buildings.

21.1.2.12. Religious buildings.

Section 21B—Military Family Housing Construction Account (57*0740)(NOTE: For FY 01 and prior, use pseudo-symbols 57*7040 or 7045. For FY 02 and out, use symbols 57*0740 or 0745). (See paragraph 21.18.)

21.2. Budget Program 710, Construction and Improvements after Acquisition. Follow these collection and accounting procedures for Budget Program 710. (See detailed Budget Project descriptions in AFMAN 65-604 and more guidance in **Chapter 9** of this volume and AFI 32-6002.)

21.2.1. **New and Replacement Construction (P-711).** Include these costs:

21.2.1.1. Building, erecting, installing, assembling, relocating, or replacing units for single or several families.

21.2.1.2. Related land acquisition, site preparation, excavation, filling and landscaping, or other land improvements.

21.2.1.3. Outfitting during construction of a dwelling unit with fixtures and other requirements including major appliances, which are either part of the unit or movable items of major equipment.

21.2.1.4. Architectural and engineering supervision and inspection of construction.

21.2.1.5. New or replaced nondwelling buildings, directly associated with family dwelling units or a family housing area.

21.2.1.6. Roads, driveways, walks, and utility systems which serve mainly the family housing units.

21.2.1.7. Community facilities which are part of a family housing area and for family housing area residents and their house guests.

21.2.2. **Improvement Program (P-713).** Include work that alters, adds, expands, or extends housing along with any concurrent maintenance and repair work. Exclude minor alterations.

21.2.3. **Planning and Design (P-714).** Include:

21.2.3.1. Design, working drawings, specifications, and estimates for construction projects approved by the Secretary of Defense for the President's Budget.

21.2.3.2. Develop Housing Community Plan (HCP) in conjunction with Family Housing Master Plan for each installation.

21.2.3.3. Consolidated DoD guide drawings, specifications, and planning, as well as design effort, on projects not constructed later.

21.2.4. **Administering and Recording Costs:**

21.2.4.1. The Base Civil Engineer's (BCE) organization that oversees an authorized design or manages construction of an MFH project keeps an auditable record of project costs. Include recorded costs in the project's final cost and apply them against statutory and administrative limits on construction.

21.2.4.2. Include direct payments from design and construction funds for contracts as well as reimbursable and nonreimbursable costs accumulated against base O&M accounts (see **Figure 21.1.**, Design and Inspection Costs Matrix). Don't apply design and reimbursable costs against statutory and administrative limits.

21.2.4.3. Host base civil engineers who supervise and inspect construction for MFH projects at small, satellite Air Force stations must keep these records.

21.2.4.4. Keep records of costs from the beginning of design through final closeout of the project, and through the time funds are available for obligation. Maintain the integrity of codes for Budget Authorization Account Numbers (BAAN).

21.2.4.5. Dispose of records according to AFMAN 37-139.

Figure 21.1. Design and Inspection Costs - P-713, P-714, and P-722 Requirements Matrix.

DESIGN AND INSPECTION COSTS

REQUIREMENTS MATRIX for P-713, P714, and P722

FUND	How to do	PHASE	AF Form 327, BCE Work Order	CAC	RRI	How to REPORT	W/O IND	WK-C LS	SALES CODE
P-714	Contract	Design	Req'd	71400	(Not Req'd) Direct Cite	AF Form 9 Cost through AFO to WIMS against work order for project	C	C	
	In-House	Design	Req'd	71400	P-	Engineers (C/C 421) report labor to the project work order using AF Form 1734 (see note 2)	A	C	51
P-713	Contract	Constr	Req'd	71300	(Not Req'd) Direct Cite	Same as P-714 con tract above	C	C	

DESIGN AND INSPECTION COSTS

REQUIREMENTS MATRIX for P-713, P714, and P722

FUND	How to do	PHASE	AF Form 327, BCE Work Order	CAC	RRI	How to REPORT	W/O IND	WK-C LS	SALES CODE
	In-House	Constr	Req'd	71300	N-	Shop(s) report labor to the project work order using AF Form 1734	A	C	51
	Contract	Insp	Req'd	71300	(Not Req'd) Direct Cite	Same as P-714 con tract above	C	C	
	In-House	Insp	Req'd	71300	N-	Same as P-713 In-House above, except C/C report ing labor will be 421 (see note 2)	A	C	51
P-722	Contract	Design	Req'd	722XX	(Not Req'd)	AF Form 9 Cost through AFO to WIMS against work order for project		M,R, C	
	In-House	Design	Opt	722XX	(See Note 4)	Engineers (c/C 421) report labor to (C/C 421) project work order using AF Form 1734, **BCE Daily Work Schedule** (see note 2)	A	M,R, C	52
P-722	Contract	Constr	Req'd	722XX	(Not Req'd) Direct Cite	Same as P-722 con tract above	C	M,R, C	
	In-House	Constr	Req'd	722XX	(See Note 4)	Shop(s) report labor to the project work order using AF Form 1734	A	C	52
P-722	Contract	Insp	Req'd	722XX	(Not Req'd) Direct Cite	Same as P-714 con tract above	C	M,R, C	

DESIGN AND INSPECTION COSTS

REQUIREMENTS MATRIX for P-713, P714, and P722

FUND	How to do	PHASE	AF Form 327, BCE Work Order	CAC	RRI	How to REPORT	W/O IND	WK-C LS	SALES CODE
	In-House	Insp	Opt (note 3)	722XX	(See Note 4)	Same as P-713 In-House above, except C/C reporting labor will be 421 (see note 2)	A	M,R, C	52

NOTES:

1. Charge any TDY costs for direct support to the project through an individual Work Order.
2. Calculate allowable In-House hours for this item by dividing budgeted amount by appropriate shop rate. Monitor the hours charged; if you go over, ask for more obligation authority through channels.
3. Don't do a Work Order for In-House inspection if In-House forces do the construction. The shop supervisor or superintendent, as necessary, will inspect.
4. Base the RRI code to use on the PAC as follows: 72262=RA; 72271=RG; 72292=RN; 72266=RC; 72281=RK; 72296=RQ; 72267=RD; 72291=RM; 72297=RR

21.2.5. **Record these Project Costs:**

21.2.5.1. The Architect Engineer's (A-E) services and construction contracts.

21.2.5.2. The Air Force BCE's direct labor hours for people who help design, manage the design, or manage construction of the project. Include people in support jobs, such as clerical and drafting. If the appropriate shop rate includes military costs, subtract it from the shop-rate cost to get reimbursable costs. Include the unfunded military cost in nonreimbursable project costs even though military people aren't actually used on the project.

21.2.5.3. Government vehicles that directly support the housing project; leased vehicles; or mileage costs for civilian (privately-owned) vehicles where authorized and used instead of government vehicles.

21.2.5.3.1. Include and reimburse costs for government vehicles under the shop-rate distribution; don't record costs elsewhere.

21.2.5.3.2. Directly cite project construction (P-71X) funds when civilian mileage costs are authorized. Establish a BCE work order to account for funds paid.

21.2.5.3.3. Directly cite project construction funds (P-71X) when government vehicles aren't available and you're authorized to lease vehicles for direct support of housing projects. Establish a BCE work order number and include it in the procurement documentation.

21.2.5.4. Printing and reproduction charges directly related to the project.

21.2.5.5. TDY expenses directly related to the project for military personnel or civilian employees.

21.2.5.6. All direct and non-BCE costs shown in **Figure 21.2.**

21.2.5.7. Government-furnished material and equipment.

21.2.5.8. **Figure 21.2.** shows budget projects, account codes and types of costs for MFH construction.

Figure 21.2. MFH Construction Matrix.

MFH CONSTRUCTION

Budget Project	Description	Reimbursement Indicator	Project Account Codes	Type Cost
711	New and replacement Construction			
	a. In-Service Design	Reimbursable	71400	BCE-Direct
	b. Contract Design	Direct Cite	71400	Direct
	c. Contract Costs - P711	Direct Cite	71100	Direct
	d. Title II Inspection by contract - P711	Direct Cite	71100	Direct
	e. Contract Management (SIOH)	Reimbursable	71100	BCE-Direct
	f. Non-BCE Costs	Reimbursable	71100/ 71300	Non-BCE
713	Post Acquisition Construction			
	a. In-Service Design	Reimbursable	71400	BCE-Direct
	b. Contract Design	Direct Cite	71400	Direct
	c. Contract Costs - P713	Direct Cite	71300	Direct
	d. Title II Inspection by contract - P713	Direct Cite	71300	Direct
	e. Contract Management (SIOH)	Reimbursable	71300	BCE-Direct
	f. Non-BCE Costs	Reimbursable	71100/ 71300	Non-BCE

21.2.6. **Exclude These Costs:**

21.2.6.1. The time of commanders who mainly command and supervise base activities. (The Air Force would incur these costs whether or not the Air Force or another construction agent designed or constructed the housing).

21.2.6.2. The time of base staff for planning contracts, determining policy, or discussing other matters.

21.2.7. **Identifying Project Costs.** Classify construction and improvement project costs (paragraph **21.2.5.**) as **funded** or **unfunded.**

21.2.7.1. **Funded Project Costs.** Count these toward the statutory limit on the project's programmed amount. Funded costs include:

21.2.7.1.1. Construction Contract Costs. Directly cite P-711 or P-713 funds.

21.2.7.1.2. Installed Government-Furnished Equipment (GFE). Reimburse the stock fund (DWCF) from P-711 or P-713 funds.

21.2.7.1.3. Contingency. Directly cite P-711 or P-713 funds.

21.2.7.1.4. Supervision, Inspection, and Overhead (SIOH) Costs. Reimburse from P-711 or P-713 funds.

21.2.7.2. **Unfunded Project Costs.** Count these costs toward the total project cost. However, don't count unfunded costs toward the statutory limit on the project's programmed amount.

21.2.7.2.1. BCE's direct SIOH (nonreimbursable) costs for managing construction (labor and materiel). For funded labor costs, use the shop rate(s) less the military cost.

21.2.7.2.2. Title I - A&E Design Service Fee. Directly cite P-714 funds.

21.2.7.2.3. Title II - A&E Fee. Directly cite P-711 or P-713 funds.

21.2.7.2.4. BCE's direct costs for in-service design (labor and materiel). Use the shop rate cost less the military cost.

21.2.7.2.5. Base-level TDY expenses directly related to the MFH project for military personnel and civilian employees.

21.2.7.2.6. Direct, non-BCE, costs of procurement, accounting and finance, and legal functions directly related to the MFH project. (Note: don't reimburse military labor.)

21.2.7.2.7. Printing and reproduction.

21.2.8. **Establishing and Administering Work Orders:**

21.2.8.1. Civil Engineering Financial Management will establish separate work orders for design and construction to record costs of BCE and non-BCE functions. If you have a base operating instruction for project management, show how non-BCE people will get complete, accurate data for time and other costs to the BCE. If available, use actual costs for all BCE and non-BCE functions.

21.2.8.2. Design costs start when you've received a design instruction from MAJCOM or HQ USAF. Write work orders to collect all design costs, as shown below. Close them when design is complete and approved.

21.2.8.2.1. Contract work order for A&E design services.

21.2.8.2.2. In-house work order for BCE's direct (in-house) design and Supervision Inspection Overhead (SIOH).

21.2.8.2.3. Non-BCE work order for non-BCE direct costs.

21.2.8.3. Start work orders for construction when you receive procurement directives from MAJCOM or HQ USAF. Collect all costs for construction management (inspection, etc.) and close them when you receive final payment and reporting of all in-house labor. The BCE will determine how often to submit non-BCE and other costs. You may use the *Schedule of Reimbursements and*

Refunds to charge accumulated BCE and non-BCE costs to the MFH appropriation. Maintain the integrity of codes for Budget Authorization Account Numbers (BAAN) from the beginning of design through final close-out. Apply these requirements to:

21.2.8.3.1. Contract work order for the construction contract and Title II Inspection.

21.2.8.3.2. BCE's direct and SIOH costs for In-house work orders.

21.2.8.3.3. Non-BCE work order for non-BCE direct costs.

21.2.8.3.4. Government-furnished material work order.

Section 21C—Military Family Housing Operation and Maintenance Account (MFH O&M, 57*7045) (NOTE: For FY 01 and prior, use pseudo-symbols 57*7045 or 7040. For FY 02 and out, use symbols 57*0745 or 0740. (See paragraph 21.18.)

21.3. Charging Costs to MFH O&M:

21.3.1. **Include these costs:**

21.3.1.1. **Civilian Personnel Costs.** Administer reimbursable personnel costs directly supporting the MFH property account and MFH management offices. To compute federal labor costs for civilians use actual payroll costs, plus actual cost of benefits, or WIMS shop rates. If WIMS shop rates include military pay, don't charge that cost to MFH O&M. Military pay isn't reimbursable.

21.3.1.1.1. Limit administrative and supervisory costs to those incurred at installation level.

21.3.1.1.2. Compute labor costs, (both direct and indirect hire) for foreign nationals using local wage rates and total cost to the federal government. Total cost includes government contributions for employee benefits.

21.3.1.1.3. Charge civilian labor costs based on the actual work effort applied to MFH units, equipment, furnishings, fixtures, or housing areas. When WIMS is in operation, charge the labor costs to MFH using WIMS shop rates. (Examples of chargeable civilian labor are: Quality Assurance Evaluators; Special offices for managing GOQ; managing offices for MFH; Planning and Design Costs; In-house maintenance, repair, and minor alteration or improvement costs.)

21.3.1.1.4. Organizations other than civil engineering (for example, Security Forces or Contracting) charge indirect costs for labor that supports Family Housing (FH) only when FH activities earn manpower authorizations on the Unit Manning Document. Charge such costs only if multiples of one or more personnel are earned and not a fraction thereof.

21.3.1.2. **Temporary Duty (TDY) Travel.** Include all travel costs incurred at an installation for operating, administering, and supervising MFH activities. Usually, you'll directly cite rather than reimburse these costs to MFH funds. SAF/FMB Sep 7, 1995 memo, Subject: Use of Military Family Housing Funds for Support Personnel Travel and Training, states, “the Air Force will use the MFH Operations & Maintenance 0745 account as the sole account to fund MFH travel and training activities in direct support of the family housing program.” This is applicable to MAJCOMs, as well as, installations. Additionally, it states, “The O&M 3400 account will no longer be utilized for these costs.” This prohibition on the use of the O&M 3400 account is to avoid a violation of the

election rule in The Principles of Federal Appropriations Law that could result in an ADA violation.

21.3.1.3. **Transportation.** Either directly cite MFH funds or reimburse the account you first charged. Use the direct citation for MFH funds when you can separately identify contracts. Apply the reimbursable method when you use in-house resources to perform services. Pay for the following types of transportation costs from MFH:

21.3.1.3.1. Moving and handling costs for MFH furniture, furnishings, and appliances.

21.3.1.3.2. General Services Administration surcharge for overseas packing and crating when MFH requisitions items directly from GSA (i.e., when the order isn't placed through the stock fund).

21.3.1.4. **Vehicle Costs.** Charge for direct support only. For government-owned vehicles, use cost data from the On-Line Vehicle Interactive Management System cost data and charge as a reimbursable. Directly cite MFH funds for contract-vehicle rentals.

21.3.1.5. **Leases.** Usually, you should directly cite lease costs. Include rental of dwelling units and other structures that support only MFH activities. When MFH and other base activities share leased facilities, determine a fair share of the leased cost based on square feet used by each activity. Compute the shared rate (expressed as a percent of the total lease cost) before the beginning of each fiscal year (FY), to cover 1 October through 30 September. Charge the MFH share to MFH O&M. When shared use changes significantly, you may negotiate a new agreement for the balance of the FY.

21.3.1.6. **Utility Services.** Use either direct citation or reimbursements to administer costs. Use direct citation when you can identify costs separately. Base charges on meter readings or engineering analysis (see AFI 32-5007). Whenever sewage metering or contract terms don't permit direct measurement, use 70 percent of water consumed to determine sewage quantity. If the resulting figure (i.e., 70 percent of the water consumed within military family housing, compared with total base sewage disposed of) is illogical, use the ratio of water MFH consumes to the total water consumed by the sewage-disposal plant.

21.3.1.7. **Contractual Services.** Costs may include any service contracts or maintenance and repair contracts applicable to MFH property. Directly cite funds whenever you can separately identify contracts. When you can't, charge MFH as a reimbursable. Under the authority of 10 U.S.C. 2829, contracts can be made for periods of up to four years for supplies and services for the management, maintenance, and operation of military family housing and may pay for the costs of each year out of annual appropriations for that year. In other words, the entire contract (2,3, or 4 years) may **not** be funded using the fiscal year funds available when the contract is signed. The funds in each of the fiscal years in which the supplies or services are provided must be used to pay that fiscal year's bill.

21.3.1.8. **Facility Projects.** Directly cite these costs.

21.3.1.9. **Expense Materiel, Equipment, and Appliances.** Directly cite MFH funds whenever possible. Base MFH costs on purchase price, standard price, or shop rates, as appropriate. Directly cite MFH funds for contract rentals of equipment that directly supports MFH.

21.3.1.10. **Procurement of Flags for Military Family Housing Units.** MFH Operation and Maintenance (O&M)) funds may be used to purchase and install flags for military family housing

units. However, **ONLY** U.S. (American), combatant command, Service, and host nation flags may be procured and installed using MFH O&M funds, and **ONLY two flags total per unit**. For example, a U.S. flag (American) and an Army flag may be procured and installed on a MFH unit with MFH O&M, but **NOT** aslo a combatant command flag. Purchase of General Officer flags for MFH units is not authorized because General Officers are entitled to one flag at promotion. **Purchase of state, MAJCOM, and other organizational flags for military housing units is a personal expense of the member and may not be purchased with MFH O&M or other appropriated funds**. **While this policy allows for purchase and installation of U.S., combatant command, Service, and host nation flags on MFH units, it is highly recommended that MAJCOMs restrict the purchase and installation of MFH O&M-funded flags to key representational and Command billets.** All MAJCOMs should use discretion in implementing this policy as prudent custodians of public funds.

21.3.1.10. (AMC) In accordance with HQ AMC/CEH memorandum dated 22 Mar 02, Subject: *Purchase of Flags with Military Family Housing (MFH) Funds*, each AMC installation develops a flag policy to determine flag size for each neighborhood and standard locations. The installation commander may elect to comply with the SAF/FMB recommended limitation for U.S. and Air Force flag purchases or may authorize one U.S. and Air Force flag per unit, one issue for each family in base housing. Since these flags are issued through the housing self-help store, charge the costs to project P-722.

21.3.2. **Exclude these costs:**

21.3.2.1. Military Personnel Services. Record costs to MFH in a memorandum account. When using WIMS shop rates, exclude only military pay, not the entire shop rate.

21.3.2.2. Indirect labor costs (such as administrative, clerical or supervisory) because you normally can't accumulate them.

21.3.2.3. Costs from exception time accounting (ETA) Cost Centers, including indirect costs for civilian labor. Exception: see **21.3.1.1.3.**

21.3.2.3. (AMC) DELETED.

21.3.2.4. Transportation costs for moving personally-owned property when someone gets an assignment or leaves public quarters for the government's convenience. For permanent changes of station, charge costs to the appropriation in the order. Otherwise charge them to the O&M-type fund cite provided by your base family housing management office.

21.3.2.5. Temporary moves from MFH at the government's convenience (see AFI 32-6001).

21.4. Budget Program 720, Operation and Maintenance. Include these costs in Budget Program 720 (AFMAN 65-604 has detailed Budget Project (BP) descriptions).

21.4.1. **Budget Project 721, Operations.** Besides the items described in AFMAN 65-604, include costs for:

21.4.1.1. Reimbursements to other federal government agencies for MFH units. (Note: OMB requires rental payments at full market rates on houses federal agencies own.)

21.4.1.2. Equipment rental.

21.4.1.3. Transportation.

21.4.1.4. Required surveys and preliminary contract studies on engineering construction plans made before the Office of the Secretary of Defense approves a project.

21.4.1.5. Inspecting construction, contracting services, and administrating project under build-to-lease, rental guarantees or private-sector financing.

21.4.1.6. Nominal rent charges paid to foreign governments for surplus housing.

21.4.1.7. Maintaining, repairing, and replacing of domestic freestanding appliances (not installed).

21.4.2. **Budget Project 722, Maintenance of Real Property Facilities (In-House or by Contract).** Besides the items described in AFMAN 65-604 include:

21.4.2.1. **Statutory Restriction. The Military Construction Appropriations Act of FY 2000 (P.L. 106-52, Sec. 128) directs that "funds appropriated in the Military Construction Appropriations Acts for operation and maintenance of family housing shall be the exclusive source of funds for repair and maintenance of all family housing units, including flag and general officer quarters."** It further directs that unless there is a specific exception requested for a unit in the President's Budget justification "not more than $25,000 per unit **(subsequently increased to $35,000 by FY 02 MILCON Appropriations Act, Sec. 127 (P.L. 107-64))** may be spent annually for the maintenance and repair of any general or flag officer quarters without 30 days advance prior notification of the appropriate committees of Congress" (See AFI 32-6002*, Family Housing Planning, Programming, Design, and Construction*).

21.4.2.2. **Funding Military Family Housing Units Temporarily Diverted for Use as Unaccompanied Housing.** Unless a unit is permanently taken out of service and removed from the family housing property records, it remains as family housing regardless of its temporary use as unaccompanied housing. **Only MFH O&M funds may be used for repair and maintenance of a temporarily diverted unit, not regular base O&M funds.**

21.4.2.3. Prewiring or relocating telephone terminals (outlets) per living unit, with minor alterations or with maintenance and repair projects.

21.4.2.4. Authorized repairing or maintaining of government-owned telephone wiring.

21.4.2.5. Maintaining, repairing, and replacing of installed appliances.

21.4.2.6. Designing and inspecting P-722 facility projects (see **Figure 21.1.**).

21.4.2.7. Turnover maintenance including cleaning of MFH units when occupants change.

21.4.3. **Budget Projects 723 and 724, Leased MFH, Foreign.** Use projects 723 (Operations) and 724 (Maintenance) (See details in AFMAN 65-604).

21.4.4. **Budget Projects 725 and 726, Leased MFH, Domestic.** Use projects 725 (Operations) and 726 (Maintenance) (See details in AFMAN 65-604).

21.4.5. **Budget Project 727, Housing Privatization.** Include all costs to develop, evaluate, and oversee privatization projects, including the cost of consultants hired to assist in these efforts (Included in AFMAN 65-604).

21.4.6. **Budget Project 728, Utilities.** Include all utilities consumed in government-owned MFH as authorized in AFI 32-5007, Utility Services. (See AFMAN 65-604 for details).

21.5. Limiting Spending:

21.5.1. **Alterations.** Follow AFI 32-6002 for minor alterations under BPs 722.

21.5.2. **Limitations.** See AFI 32-6002 for limitations on all cost elements.

21.5.3. **Maximum Annual Lease Costs.** Check the Military Construction Authorization Act for changes to maximum costs per unit for leased MFH.

21.6. Transferring and Reprogramming Funds:

21.6.1. You transfer funds between Element of Expense Investment Codes (EEICs) within each BP except when the issuer imposes limitations, administrative ceilings, or "floors" on the AF Form 1449, **Operating Budget Authority**.

21.6.2. MAJCOM budget offices may reprogram up to 10 percent within and between Budget Projects for Operations (including P-721 sub-accounts), Maintenance, and Utilities through the third quarter. In the fourth quarter, forward reprogramming requests through command channels to SAF/FMBIC and HQ USAF/ILEHO for prior approval and action. Report excess funds promptly through channels for reprogramming actions.

21.6.3. Funds may be reprogrammed between the leasing sub-accounts (P723, P725, and P726) without SAF/FMBIC and/or AF/ILEHO prior approval. **The leasing overall total must not be exceeded**. If requirements increase or decrease within the leasing sub-accounts, identify your changes to SAF/FMBIC and AF/ILEHO. A revised budget authority document will be provided by SAF/FMBIC to change your leasing overall total. **Only SAF/FMBIC can reprogram funds out of or into the leasing account**.

21.7. Obligating Funds for Materiel. Make sure funds are available when you order furniture and appliances. Record obligations when DWCF accepts your order.

21.8. Buying Washers and Dryers in Continental United States (CONUS). See AFI 32-6004.

21.9. Buying Tableware for Special Command Positions. Use appropriated funds to issue and replace tableware items (linens, dishes, glassware, silver, or kitchen utensils) in Table of Allowance (TA) 106 **only** for those in special command positions as shown in DoDD 1100.12. and under Public Law (10 U.S.C. 2387). The 1100 Supply Squadron, Bolling AFB, DC, 20332-5000, funds these items centrally.

21.10. Paying Taxes. Don't use the MFH appropriation to pay real-estate taxes to foreign governments.

21.11. Providing Common-Service and Interagency Support for MFH Occupancy and Services. Apply the following guidance.

21.11.1. **Occupancy by People Not in the USAF.** The Air Force must operate and maintain all MFH units it owns, regardless of occupancy by other than Air Force people (see paragraph **21.12.**).

21.11.2. **Common Service.** Don't charge or collect reimbursements when military members of one DoD component occupy housing owned by another component. Occupancy of MFH units within DoD isn't chargeable.

21.11.3. **Support Agreements.** Establish a local agreement for interservice support when other agencies (Air Force organizations and non-DoD government agencies) occupy MFH. The Coast Guard is an example.

21.11.3.1. Charge billings received for Air Force occupancy of non-DoD federal government housing (such as VA and FHA) to BP 721, EEIC 599.

21.11.3.2. Credit proceeds from occupancy of leased units to BP 723/725, Operation of Leased Foreign/Domestic MFH.

21.11.3.3. Credit proceeds received from non-DoD agencies occupying Air Force family housing per paragraph **21.16.**

21.11.4. **Quarters Allowances.** Stop paying quarters allowances to people who receive MFH, except when the housing is substandard (see DoD Military Pay Manual).

21.11.5. **Utilities and Maintenance.** Reimburse for these services when one service or agency provides them to support the MFH owned by another service or agency..

21.12. Charging for Occupancy of MFH by Contractors and Other Nonmilitary People:

21.12.1. **Nonmilitary People.** The Financial Services Office (FSO) will collect rent due from nonmilitary people (such as recently separated members) occupying Air Force MFH, except that appropriated funded Federal civilian employees may authorize a payroll deduction for the rent. Credit proceeds from these occupants per Section E.

21.12.2. **Employees of the American Red Cross (ARC).** Treat ARC employees the same as employees under appropriated funds for assigning and occupying MFH overseas. ARC employees in the CONUS, United States' territories, and possessions must pay a rental charge based on the rates charged for comparable private rental housing nearby (AFI 32-9003). Don't charge rental at foreign locations (AFI 36-3105). Credit proceeds from these occupants per Section E.

21.12.3. **Employees of the Army and Air Force Exchange Service (AAFES).** Reimburse the MFH account for MFH rent and utilities furnished to qualifying AAFES employees. (Overseas AAFES employees not paid from appropriated funds are nonappropriated fund employees (NAF category 1, MWR activity) for MFH occupancy.) In Europe, centrally bill to AAFESEUR. In the Pacific area, local AAFES managers and FSOs should coordinate and establish procedures for collecting rental charges. Credit proceeds from these occupants per Section E.

21.13. Occupying Substandard Housing:

21.13.1. **Military Personnel (P.L. 85-241).** Military personnel may rent inadequate quarters, but if in substandard condition, then the following applies:

21.13.1.1. Pay the member the net difference between the basic allowance for housing (BAH) and the fair rental value of the quarters not to exceed 75 percent of the member's BAH. Pay this difference, as BAH, from the Military Personnel (MILPERS), Air Force, appropriation. The adjusted BAH is the only charge to the MILPERS appropriation. ("Fair Rental Value" is the gross charge for occupying quarters, including charges for utility services (except telephone) and furniture when provided (see AFI 32-6001).

21.13.1.2. Don't reimburse the person, the MFH, or any other account from the MILPERS appropriation.

21.13.1.3. Don't make cash or payroll collections from United States military occupants of substandard housing.

21.13.2. **Civilian Employees.** Civilian occupants must pay cash monthly or authorize a payroll deduction equal to the fair rental value of the occupied quarters. Don't reduce civilian salary reports for occupying of MFH units. Credit the proceeds per Section E.

Section 21D—Debt Payments

21.14. Charging the Debt Payment Program. Use this program to pay:

21.14.1. **Principal and Interest.** Monthly payments of principal and interest on Capehart and Wherry MFH projects to mortgage holders.

21.14.2. **Fees and Taxes.** Resident agent fees, corporate report billing fees, and franchise taxes.

21.14.3. **FHA Insurance Premiums.** Servicemen's in-service mortgage insurance premiums, for military personnel, on private homes they're purchasing. (Note: Program was discontinued for new applications in FY 1980.)

21.14.4. **Deferrals.** Payment of deferred receipts to the mortgage.

21.15. Administering and Controlling Debt Payments:

21.15.1. SAF/FMB:

21.15.1.1. Reviews the initial budget and financial plan submissions and resolves differences.

21.15.1.2. Prepares budget justification to the Office of the Secretary of Defense (OSD).

21.15.1.3. Monitors reviews by OSD, the Office of Management and Budget (OMB), and Congressional hearings.

21.15.1.4. Reviews and analyzes financial accomplishments and projections.

21.15.1.5. Monitors Future Year Defense Plan (FYDP) transactions.

21.15.1.6. Issues fund allocations within approved availability.

21.15.2. **1100 Resources Management Group, Bolling AFB DC 20332-5000:**

21.15.2.1. Administers funds for principal and interest payments to holders of Capehart and Wherry mortgages; pays fees for resident agents and filing corporate reports, and pays franchise taxes.

21.15.2.2. Reports monthly status of budget borrowing and deferred receipt accounts to DFAS-DE/AR for transmission to the Department of the Treasury.

21.15.2.3. Accounts for receipt of funds sent through the Office of the Secretary of Defense, Comptroller (OSD(C)), from the sales of Air Force excess MFH units. Applies deferred receipts as principal payments to the mortgage account. After principal is eliminated, SAF/FMBI and AF/ILEH will direct fund expenditure in accordance with procedures in 10 U.S.C. 2831.

21.15.2.4. Develops interest and other expense on Capehart and Wherry units for FYDP.

21.15.2.5. Develops other budget data "as required" for the Air Staff, the OSD, and Congress.

21.15.3. **The Defense Finance and Accounting Service-Denver Center (DFAS-DE):**

21.15.3.1. Submits budget and apportionment data as required.

21.15.3.2. Administers funds to pay servicemen's mortgage-insurance premiums.

21.15.3.3. Develops data on servicemen's in-service mortgage-insurance premiums for the FYDP.

Section 21E—Reimbursements

21.16. Reimbursing MFH. Reimburse the following revenues to Budget Program (BP) 720, Operation and Maintenance. See paragraph **21.17.** for exceptions. Credit reimbursements for rental proceeds to the most beneficial BP (determined at installation level) unless otherwise specified. Use EEIC 599. Note: process as **refunds** to MFH O&M payments from people for loss, damage, or destruction to MFH facilities or furnishings caused by abuse or negligence of the member, or dependent, guest.

21.16.1. Amounts received for supporting MFH units owned by another service or agency.

21.16.2. Rental receipts from Title III Defense housing.

21.16.3. Proceeds from the rental of MFH units and mobile home facilities.

21.16.4. Amounts that people renting MFH units or mobile homes pay for utilities and services. Follow charges for rental services and utilities in AFI 32-6001.

21.16.5. Utility collections for privately-owned mobile homes on government-owned land, which aren't individually metered or billed directly to the occupant.

21.16.6. Charges levied for locating, siting, and connecting utilities to privately-owned mobile homes on government-owned land.

21.16.7. Payments from foreign governments and international organizations sponsoring people who occupy MFH units, including sale of services charged to MFH. Apply accessorial charges to issues, sales, or transfers of furniture and appliances to non-Air Force activities. Accessorial charges consist of packing, handling, and crating costs; positioning costs; and transportation costs for inland shipments, including parcel post.

21.17. Determining Other Reimbursements:

21.17.1. When a sales agreement requires proceeds from selling excess MFH units to be applied to a note owed by the Air Force, reimburse the proceeds to Air Force account 57*0745 for retiring debt. When the sales agreement doesn't include the request, deposit sales proceeds to the annual MFH O&M account designated by SAF/FMBIC and AF/ILEH.

21.17.2. Deposit proceeds from renting and handling of excess MFH units, less expenses for operating and maintaining this property, to the DoD parent account, 97*7065.1100C990-3200-49156.

21.17.3. If you have rental housing that includes government-owned furniture or appliances, reimburse the total combined charge to the same account prescribed for rentals of that particular type of housing.

21.18. Use of Treasury Symbols for FY 02 and Out; Use of Special Air Force Working (pseudo) Symbols for FY 01 and Prior

21.18.1. Beginning with FY 02, the Air Force will no longer use pseudo-symbols for Military Housing appropriations. For FY 02 and out, the symbol for Military Family Housing, Construction will be 57*0740 and for Military Family Housing, O&M 57*0745. **However, when citing FY 01 and prior Military Family Housing funds, use 57*7040 for construction and 57*7045 for O&M.**

Chapter 22

CIVILIAN PERSONNEL SERVICES

22.1. Overview. Within fund limitations, the Air Force uses in-service civilian personnel and contract services to complete workloads that don't require military incumbents.

22.2. Coordinating Personnel Authorizations and Workyears with Fund Authorizations. HQ USAF and MAJCOMs must coordinate funding and manpower authorization documents before issuing them. All echelons of command must include funds to adequately cover planned civilian employment levels in your operating budget authorities (OBAs) and fund allocations or allotments. In determining employment levels, managers must consider manpower authorizations, funding priorities, employment capability, lapse (the length of time vacated positions are normally vacant), and overhire requirements. Use current average annual salaries and known or projected pay raises in pricing the civilian employment program. Pay personnel from the same appropriation and program element in which manpower spaces are authorized. Coordinate fund authorizations and planned employment levels by developing financed civilian workyear utilization/employment plans under the direction of the civilian employment and cost management committee (or a similar group as a Corporate Board).

22.3. Permanent Change of Station (PCS) Travel:

22.3.1. Don't apply the guidance in this paragraph to travel for security assistance programs, which is covered in **Chapter 17**.

22.3.2. The Joint Travel Regulation (JTR), Volume 2, prescribes the activity responsible for paying authorized direct travel and transportation expenses. Charge these expenses to the same appropriation and budget activity from which you pay the employee's salary.

22.3.2.1. Air Force Materiel Command (AFMC) is responsible for funding PCS expenses for transportation by Military Sealift Command (MSC) of civilian personal effects.

22.3.2.2. HQ Air Mobility Command (AMC) centrally funds transportation of unaccompanied baggage and household goods on aircraft operated under the Transportation Working Capital Fund (TWCF). Unaccompanied baggage arriving at an aerial port without funding authorization for further movement is held a maximum of 7 days, during which time tracer action by most expeditious means (message, telephone, etc.) must be initiated to obtain funding authorization. If you don't obtain funding authorization within the 7-day period, initiate onward shipment citing operation and maintenance (O&M) type funds of the organization which has custody of the baggage. When proper funding data is obtained, reimburse or refund the prior charge (as required), considering the $500 waiver policy.

22.3.2.3. See DFAS-DE 7000.4 regarding the fiscal year to be charged for travel expenses.

22.4. Paying Civilian Personnel Working on Major Repair Projects. Charge the pay of personnel engaged in maintenance and repair projects and in the design and inspection of construction projects to elements of expense (EEIC) for civilian pay (39X) under O&M type appropriations. **EXCEPTION*:***

22.4.1. **Military Family Housing (MFH) Account, Construction Projects.** Charge all personnel costs incurred for MFH new construction to Budget Program 710. While you may hire personnel

solely for this work and directly cite Budget Program 710 for their payroll costs, you should usually charge these personnel services to the base O&M type appropriation. Then, you must reimburse the base O&M type appropriation from Budget Program 710, as follows:

22.4.1.1. For direct civilian personnel services, include actual payroll costs plus actual cost of benefits.

22.4.1.2. For foreign national labor services (local wage rate), you must reimburse for both direct and indirect hire labor, at 100 percent of total labor costs (BCE and non-BCE), including government contributions for employee benefits.

22.4.1.3. For bases operating under the Interim Work Information Management System (WIMS), which will eventually be replaced by the Automated Civil Engineer System (ACES), charge the labor costs to MFH at the shop rate prescribed by that system. Note: If the shop rate includes military labor costs, record it as an unfunded cost.

22.4.1.3. (AMC) The acronym "WIMS" is now called "IWIMS".

22.4.2. **Expense of Operating and Maintaining Military Family Housing.** The Base Civil Engineer (BCE) and other organizations usually provide civilian personnel services and initially finance them from base O&M funds. You must reimburse from Budget Program 720, as follows:

22.4.2.1. For Air Force civilian Personnel in direct support of the MFH property account and MFH management, include actual payroll costs plus the actual cost of benefits.

22.4.2.2. For foreign national labor services (local wage rate), reimburse for both direct and indirect hire at 100 percent of total labor costs (BCE and non-BCE), including government contributions for employee benefits.

22.4.2.3. For bases operating under the work information management system (WIMS), charge the labor costs to MFH at the prescribed shop rates. Note: If the shop rate includes military labor costs, record it as an unfunded cost.

22.4.2.3. (AMC) The term "work information management system (WIMS)" is now called "Interim Work Information Management System (IWIMS)". See paragraph **22.4.1.3.** of AFI 65-601, Volume 1 .

22.4.3. **Military Construction Projects.** Charge civilian personnel services (in-house or contract) required for in-house design and inspection of construction projects to O&M-type funds.

22.4.4. **Pay of Other Government Agency Personnel.** Treat services provided by district engineers or other government agencies as contractual services. Program and finance them under the element of expense codes for design and construction.

22.5. Awards Guidance. For Suggestion Awards, see AFI 38-401. AFI 36-1001 and AFI 36-1004 provide guidance pertaining to civilian performance awards. Also see **Chapter 4**, **Section 4L** of this instruction.

22.6. Pay of Civilian Personnel Employed in Certain Specialized Functions. Follow this guidance in charging for salaries in the following specialized functions:

22.6.1. **Service Club and Library Personnel.** Use appropriated funds to pay salaries, including assistants, when manpower authorization documents include these authorizations.

22.6.2. **Dining Hall Personnel.** You may establish civilian authorizations for dining hall personnel, such as cooks, bakers, and mess attendants according to AFI 34-239, *Food Service Management Program*, subject to availability of appropriate funds and following AFI 38-201.

22.6.3. **Auxiliary Civilian Chaplains.** Commanders of Air Force activities, with the coordination and approval of Wing Chaplains, may authorize and appoint auxiliary civilian chaplains when necessary. Use base O&M funds (AFI 52-101).

22.6.4. **Property Disposal Program.** Charge the pay of Air Force civilian employees assigned to O&M activities, who perform services directly related to preparing and disposing of scrap, salvage, excess, surplus, or foreign excess personal property, to the appropriation from which you usually pay the employee. DFAS-DE centrally administers reimbursement for these services, according to **Chapter 10**, **Section 10D**.

22.7. Subsistence and Quarters to Civilian Employees. AFI 34-246 contains guidance on furnishing subsistence and quarters to civilian employees and related charges. Make collections from the employee either in cash or by payroll deduction. (See **Chapter 21** for collecting rent).

22.7.1. **Collecting for Subsistence.** Payrolls for civilian employees subsisting in Air Force messes are stated in the gross amount. Collect the cost of subsistence in cash or by payroll deduction. In developing civilian pay budgets, you must provide for the total salary of the employee.

22.7.2. **Collecting for Utilities.** Handle utility charges collected by payroll deductions as stoppages; that is, charge the gross salary to the appropriation from which the employee is paid and credit the amount representing collection for utility services to the appropriation available for supply of the utility services. Administer cash collections the same way. In either case, provide for the total salary of the employee in your budgets.

22.8. Witness and Jury Fees. Employees must turn in to their agencies all jury and witness fees paid to them by state and municipal courts while on court leave from their agencies, **except when such payments are "reimbursement for expenses" rather than "fees."**

22.8.1. Deposit jury fees turned over to the Air Force by employees as refunds to the appropriation or funds from which the employee was paid.

22.8.2. Deposit witness fees turned over to the Air Force to the credit of receipt account 573099, miscellaneous recoveries and refunds not otherwise classified.

22.9. Lump-Sum Leave Payment. If an employee refunds a lump sum leave payment upon reemployment during the period covered by the payment, accomplish the refund either by cash collection or by payroll deduction. In either case, credit the collection as a refund to the appropriation that pays the employee.

22.10. Unliquidated Leave. Collect the value of unearned advanced leave upon separation, or unliquidated overdrawn leave at the end of a calendar year, from the employee concerned by cash, payroll deduction, or refund from any amount due or which may become due to the employee from the United States. Refund cash collections to the appropriation originally charged. Payroll deductions simply reduce the amount of the employee's current pay.

22.11. Travel Over-Advances. Under conditions specified in JTR, volume 2, an employee may receive a travel expense advance. Usually, the advance is repaid by deduction from reimbursement due for travel. If this isn't possible (for example, when the advance exceeds the amount due), the employee must repay the amount over-advanced. If cash collection efforts are unsuccessful, make a payroll deduction. Treat the collection as an appropriation refund to the appropriation originally charged.

22.12. Reimbursement of Professional Liability Insurance Premiums. Section 636 of the Treasury, Postal Service, and General Government Appropriations Act for Fiscal Year 1997, as amended by Section 642 of the Treasury, Postal Service, and General Government Appropriations Act for Fiscal Year 2000, requires agencies to reimburse qualified employees for not to exceed one-half of the costs incurred for professional liability insurance. DoD further restricts reimbursement to a maximum of $150 per year from the account the employee receives their salary. Employees eligible to receive reimbursement are law enforcement officers and supervisors and management officials. Eligible employees include civilians paid from appropriated and working capital fund activities. Non Appropriated Fund and Military Appropriation funded employees are not eligible for reimbursement.

Chapter 23

BASE CLOSURE AND REALIGNMENT (BRAC) APPROPRIATIONS

Section 23A—Appropriation Structure and Data Codes

23.1. BRAC Appropriations. Financing may come from appropriations, transfers in appropriations acts, and proceeds from the sale of assets made available from Base Realignments and Closures.

23.1.1. **BRAC 88 (Round I).** Appropriation 97*/50103.1102, Fund Code 20, *Base Closure Account (BRAC 88)*, authorizes recommendations of the 1988 Base Closure Commission. Funds appropriated for this account were available for new obligation through FY 1995. The following are bases designated for closure or realignment under **BRAC 88:**

Chanute AFB IL
George AFB CA
Mather AFB CA
Norton AFB CA
Pease AFB ME

23.1.2. **BRAC 91 (Round II).** Appropriation 97X0510.1102, Fund Code 2R, *DoD Base Closure and Realignment Account, Part II (BRAC 91)* funds closure and realignment costs associated with actions recommended by the 1991 Base Closure Commission created under the Defense Base Closure and Realignment Act of 1990 (Title 29 of P.L. 101-510). **Funds appropriated in this account will be available for obligation until expended.** The following are bases designated for closure or realignment under **BRAC 91:**

Bergstrom AFB TX	**Lowry AFB CO**
Carswell AFB TX	MacDill AFB FL
Castle AFB CA	Myrtle Beach AFB SC
Eaker AFB AK	Rickenbacker (ANG) AFB OH
England AFB LA	Richards Gebaur AFB MO
Grissom AFB IN	Williams AFB AZ
Loring AFB ME	Wurtsmith AFB MI

23.1.3. **BRAC 93 (Round III).** Appropriation 97X0510.1632,, Fund Code 5F, *DoD Base Closure and Realignment Account, Part II (BRAC 93)* funds closure and realignment costs associated with actions recommended by the 1993 Base Closure Commission created under the Defense Base Closure and Realignment Act of 1990 (Title 29 of Public Law 101-510). **The funds appropriated in this account are available for obligation until expended.** The following are bases designated for closure or realignment under **BRAC 93:**

Griffiss AFB NY	**March AFB CA**
Homestead AFB FL	Plattsburgh AFB NY
K. I. Sawyer AFB MI	**Newark AFB OH**
O'Hare IL	Gentile AFB OH

23.1.4. **For O'Hare AFB, IL** , the BRAC 93 Commission authorized the county to relocate the existing reserve unit at their own expense and directed that no BRAC funds be expended for this move.

23.1.5. **BRAC 95 (Round IV).** Appropriation 97X0510.40B2, fund Code HP, DoD Base Closure and Realignment Account, Part IV (BRAC 95) funds closure and realignment costs associated with actions recommended by the 1995 Base closure Commission created under the Defense Base Closure and Realignment Act of 1990 (Title 29 of P.L. 101-510**). Funds appropriated in this account will be available for obligation until expended.** The following are bases designated for closure and realignment.

Bergstrom AFB TX	**McClellan AFB CA**
Eglin AFB FL	O’Hare IAP, IL
Grand forks AFB ND	Onizuka AS CA
Griffiss AFB NY (Redirect)	Ontario IAP CA
Hill AFB UT (UTTR)	REDCAP NY
Homestead AFB FL (Redirect)	Reese AFB TX
Kelly AFB TX	Roslyn ANGS NY
Lowry AFB CO (Redirect)	Malmstrom AFB MT

23.1.6. **REDIRECTS:** In some cases, the subsequent Commission's recommendations change the base closure or realignment actions of a previous Commission. In most cases, this does not effect environmental restoration, property management, and disposal. Usually, you fund redirects with the BRAC appropriation associated with the Commission that directed the change. In the case of BRAC 91, there are three redirect actions for Mather, George, and Chanute AFBs which are authorized payment with BRAC 91 vice BRAC 88. Prior to 11 July 97, pay for the redirect of Mather reserves to Beale AFB with BRAC 91 funds. After 10 Jul 97, pay the costs of the BRAC 93 redirects (Castle AFB, Mather AFB, Chanute AFB, Rickenbacker ANGB, and Carswell AFB) with BRAC 93 funds. MacDill AFB was further redirected BRAC 95. If you are uncertain regarding appropriate funding, contact SAF/IEIT for guidance.

23.2. Structure of the Account. The structure of the base closure accounts is by base "package" and by commodity (e.g., Military Construction, Operation and Maintenance, etc.).

23.2.1. The Air Force uses uniform program and project codes to identify these expenses for budget formulation and execution. In addition, SAF/FMB assigns a discrete budget activity account number (BAAN) to identify each closure or realignment package.

23.2.2. See AFMAN 65-604 for the detailed coding structure of the programs, projects, and BAANs used for recommendations of all the Base Closure Commissions. The **budget programs** include:

100 **Military Construction**

200 Military Family Housing
300 Operation and Maintenance
400 Military Personnel
500 Procurement Type Items
600 Environmental Compliance
700 Installation Restoration

Section 23B—Funds Administration and Budget Execution

23.3. Financial Responsibilities:

23.3.1. SAF/FM prescribes financial management and comptroller actions necessary to close or realign force structure at the installations recommended for closure or realignment by the Base Closure Commission.

23.3.1.1. SAF/FMB allocates BRAC funds to the MAJCOM/FOAs.

23.3.1.2. SAF/FMB resolves financial management and funding issues with OSD, the other Services, affected MAJCOMs, FOAs, and components.

23.3.1.3. SAF/FMB maintains a cost collection system to track relevant costs associated with pending base realignments or closures.

23.3.2. Director for Budget and Finance, Washington Headquarters Services (WHS), provides departmental-level accounting and reporting for the DoD Base Closure Account.

23.3.3. AJCOM/FMs sub-allocate BRAC funds to the affected installations.

23.3.4. Installation/FMs administer BRAC funds.

23.3.5. SAF/IEIT, as Program Managers, provides oversight of the Base Closure and Realignment Program Accounts. SAF/FMBIC provides financial expertise to SAF/IEIT to ensure fiduciary oversight and responsibilities.

23.4. Budget Process:

23.4.1. MAJCOM XPs develop initial requirements for MILCON, Military Family Housing, Operation and Maintenance, and Procurement. The MAJCOM owning the closing or realigning base is responsible for compiling all closure or realignment costs. Specific guidance for requirement development is provided by SAF/IEIT.

23.4.2. MAJCOM CEVs develop initial requirements for Environmental Compliance and Restoration. MAJCOMs cost these requirements and coordinate with their MAJCOM/FMs.

23.4.3. HQ AFPC develops Military Personnel PCS initial requirements and SAF/FMBOP provides costs. Submit requirements for approval through SAF/IEIT (oversight and integration) and the Base Closure Working Group (functional area validation) to the Base Closure Executive Group (BCEG).

23.5. Congressional Approval:

23.5.1. The Base Closure and Realignment Act of 1990, Section 2904(b) (P.L. 101-510) stipulates that a base closure or realignment may not be carried out earlier than 45 legislative days after the date the President transmits his recommendations to the Congress, provided Congress does not disapprove those recommendations.

23.5.1.1. While Congressional action is pending, the Air Force cannot carry out any closure or realignment included in those recommendations.

23.5.1.2. **Don't obligate** BRAC 95 funds or Air Force funds to implement BRAC 95 actions until the 45 legislative day period elapses.

23.6. Operating Under Continuing Resolution Authority. A CRA funds essential military and civil functions before enactment of the Appropriations Act. In the past, this authority has not included BRAC appropriations. Don't use CRA authority to record obligations against anticipated and unsigned BRAC appropriations unless specifically advised by SAF/FMB to do so.

23.7. Reprogramming:

23.7.1. Funding documents contain administrative limitations on moving funds between programs and projects.

23.7.1.1. Don't move funds between BAANs. An over-obligation of these limitations is an *Anti-Deficiency Act* violation.

23.7.1.2. Don't authorize or incur obligations for more than the amount stated for each budget program or each line item (BAAN).

23.7.2. Due to the dynamic nature of the BRAC business, requirements may change unexpectedly. MAJCOM/XPP (or equivalent) validates any increase to a project amount or additional requirements. MAJCOMs must request approval from SAF/IEIT, with an information copy to SAF/FMBIC, for reprogramming of funds within their approved program to meet increases or additional requirements. **If:**

23.7.2.1. Reprogramming of funds within the total MAJCOM program cannot fulfill the requirement, **then** the MAJCOM may request reprogramming in the account from SAFMIIT with an information copy to SAF/FMBIC.

23.7.2.2. SAF/IEIT disapproves a reprogramming request or if there aren't additional funds available within the total program, **then** HQ AF/RTT notifies the MAJCOM to submit a request for additional funds through the normal budget process.

23.7.3. Current DoD practice directs that BRAC 91 and BRAC 93 funds be treated as **separate** appropriations. Don't use any BRAC 91 funds for BRAC 93 requirements unless DoD submits a prior notification reprogramming request to Congress and Congress approves.

23.8. Tenant Requirements:

23.8.1. The MAJCOM owning the closing or realigning base is responsible for compiling all closure or realignment costs, including costs of non-Air Force DoD agency tenants. Don't include costs for non-DoD Federal agencies or private sector firms or personnel, unless there is a specific contract termination cost generated by the closure or realignment.

Section 23C—Funding Guidance

23.9. Availability of Appropriations for BRAC Costs:

23.9.1. **Funding Direct Base Closure Costs under BRAC.** The law authorizes the BRAC accounts to fund **one-time, non-recurring costs** that are a **direct result** of BRAC-directed base closure or realignment actions.

23.9.1.1. Charge the BRAC account established to cover the base that is being closed or realigned (Round I, II, etc.).

23.9.1.2. Fund redirects as directed in paragraph **23.1.6. Table 23.1.** identifies **typical** costs financed by BRAC. It doesn't address all situations. Apply the guidance in this paragraph regarding direct, non-recurring costs in all cases. **Section 23D** contains additional guidance for special situations.

23.9.2. **Reimbursing Other Agencies.** Under Section 2905 the Military Services may also reimburse other Federal agencies for actions performed at the request of the Secretary concerning implementing any such closure or realignment, and may use for such purpose funds in the Account or funds appropriated to the Department of the Air Force and available for such purpose. (Note: If you're uncertain regarding a request from another agency (non-AF), ask SAF/IEIT for guidance.)

23.9.3. **BRAC Funding Exclusions.** Some costs don't qualify for BRAC funding as costs resulting from closure or realignment.

23.9.3.1. Force structure drawdowns or realignments made outside the BRAC process, e.g., PCR actions.

23.9.3.2. Civilian or military salaries, except where specially authorized.

23.9.3.3. NAFI Personnel Costs (PCS and Severance Pay for NAFI Employees). Use only non-appropriated funds for personnel costs such as permanent change of station (PCS) or severance pay.

23.9.3.4. Normal upkeep for base facilities through the closure date.

23.9.3.5. CARE office manpower and normal operating expenses.

23.9.3.6. Unit operating expenses such as telephone service, janitorial services, utilities, airfield operating costs through the closure date.

23.9.3.7. Corrections of existing deficiencies.

23.9.3.8. Rotational PCS moves, both military and civilian.

23.9.3.9. Includes low cost, emergency evacuation, accession, training, unit, and separation PCS moves and funded with other than BRAC funds.

23.9.4. **Environmental Restoration.** Since 1991 the BRAC accounts are the exclusive source of funds for environmental restoration.

23.9.4.1. Don't use either Defense Environment Restoration Account (DERA) or O&M funds to make up an environmental restoration shortfall.

23.9.4.2. AFMAN 65-604 lists the environmental compliance expenses projects eligible for BRAC funding. Direct technical environmental questions to AF/CEV.

23.10. Election Rule. The base closure laws created a unique situation, in making both the BRAC account and AF appropriations that finance costs for O&M, planning and design, and minor construction available for realignment and closure costs. However, once you have charged a legal appropriation for a specific BRAC-related expense (e.g., a particular civilian PCS), you cannot subsequently transfer that expense to another account.

Section 23D—Other Funding Guidance

23.11. Military PCS Costs:

23.11.1. **BRAC Military Permanent Change of Station (PCS).** Decentralize BRAC targeted operational moves and funding limitations through the MAJCOM to the closing installation.

23.11.1.1. Code these moves with a "T" (e.g., non transoceanic) travel cost identifier by Headquarters Air Force Military Personnel Center.

23.11.1.2. Charge all PCS moves with other travel cost identifiers to the regular AF MILPERS PCS account (3500 appropriation). Base FMs must validate all BRAC PCS fund cites on "T" coded orders processed by the local Military Personnel Flights.

23.11.2. The Travel Accounting Section determines an actual estimate of obligations for each traveler. Report the actual obligations in the accounting system during budget execution, rather than average officer and enlisted PCS composite rates for move and travel entitlements.

23.11.3. Use the CMA PCS (3500) account for personnel who PCS from designated closure bases to an overseas station. If you use CMA funds, follow the normal procedures.

23.12. Civilian Personnel Costs. (This applies to host and tenant costs but excludes NAF costs.)

23.12.1. **Health Benefits.**

The organization that pays for the individual's salary is responsible to pay for the continuation of health benefits. (Section 8905a(d), title 5 U.S.C)

23.12.2. **Retirement.** BRAC will not fund retirement-related costs for civilian employees who elect to retire instead of relocating to another job. Fund only lump-sum leave balances from BRAC.

23.12.3. **Separation Pay and Reduction in Force (RIF).** The appropriation and organization that pays for the individual's salary pays for separation or RIF costs. On a base closure or realignment

base, the BRAC accounts are available for making Voluntary Separation Incentive Pay (VSIP) payments, as well as related Voluntary Early Retirement Authority (VERA) payments, provided that the payments are legitimate implementation costs associated with a base closure commission recommended closure or realignment. If the VERA or VSIP payment is not a legitimate implementation cost associated with a BRAC closure or realignment, the organization that pays the salary of the individual is responsible to fund the separation pay (P.L. 102-484, October 23, 1992, Section 5597

23.12.4. **Unemployment Compensation.** Unemployment compensation is a base closure account cost. The Services pay up to 26 weeks, and do not pay for extended benefits. However, BRAC cannot fund unemployment costs related to downsizing or realignment actions outside BRAC.

23.12.5. **Severance Pay.** This is funded from BRAC because it is considered a one-time cost.

23.13. Tenant Employees Costs. Follow the rules for other civilian employees.

23.13.1. BRAC will fund employee relocation costs for Defense Commissary Service, Defense Reutilization Marketing Office, Defense Mapping Agency, sister Service, etc., employees, if they are the last persons in their positions and another program doesn't fund them.

23.13.2. Manpower must approve the designation of designated positions.

23.14. Training Costs For AFBCA Employees. Charge the BRAC accounts for on-going training of Air Force Base Conversion Agency (AFBCA) civilian employees. Charge BRAC accounts for training costs for HQ AFCEE BRAC employees.

23.15. MWR Packing, Crating, And Transportation of MWR Equipment. Appropriated funds may pay for the transportation of MWR equipment and supplies (appropriated and nonappropriated fund-owned) because of a base closure or realignment.

23.15.1. Funding policy for shipment of MWR items is the same as that for appropriated support equipment.

23.15.2. Use BRAC Account funds to transport MWR equipment and supplies.

23.15.3. In all cases, the gaining base must have a validated requirement to use BRAC funds.

23.16. Congressional Approval for Construction. Notify the House and Senate Armed Services Committees for any project funded from base closure that exceeds the ceiling on minor construction ($750,000) and for any no longer required projects previously included in budget submissions. Specific approvals are not required.

23.17. NAF Facilities Construction:

23.17.1. Don't fund any new commissary construction from the base closure accounts (according to the DoD policy stated in the 1992 hearings before the House Appropriation Subcommittee). However, certain provisions within BRAC I and II permit using proceeds from the sale of NAF facilities and commissary real property to finance acquisition and expansion of such facilities at receiving bases. Until DoD provides new guidance, do not fund new commissary construction from Base Closure Accounts.

23.17.2. Base closure account funds may fund construction and renovation of Category A, B, & C NAF facilities and commissaries at receiving installations. However,

23.17.2.1. Be careful to ensure that these projects do not exceed the needs created by closure or realignment.

23.17.2.2. Don't use BCA funds for "get well" projects unrelated to closure or realignment.

23.17.2.3. Notify Congress for all projects over $750,000.

23.17.3. Normally appropriated funds are not available for construction or expansion of category B or C NAFIs.

23.17.3.1. **Section 23C** lists exceptions to the funding policies (e.g., when the transfer of new units or functions require construction or expansion at an installation).

23.17.3.2. Commands should coordinate any proposal to use appropriated funds for construction or expansion of category B or C NAFI at receiving installations with SAF/FMBIC and SAF/FMPB.

Table 23.1. Financing BRAC Costs.

TYPICAL BRAC COSTS
(Not all inclusive)
MILCON. Use Site Survey data and enter cost for the year of execution. Planning and Design. Enter project cost and description. Include land acquisition requirements. Show environmental mitigation costs (at the gaining site only) in O&M costs
Also include the following costs: Special use space (anything for which there are no standards in 86-2). Munitions' storage requirements. Security (Alarm system, fencing, lights, etc.) Utilities (isolation, rerouting, additions) Site preparation costs Environmental considerations and costs at the realigning location (replacement of wet lands, if required, etc.)
Military Family Housing (MFH) Include land acquisition, if required, as an entry and relate it to the specific MFH project Include environmental mitigation in O&M Include Planning and Design in the same way as for MILCON
Operation and Maintenance. Civilian Personnel Transportation of Things. Include only transportation to destinations in CONUS. Show packing and shipping for both accountable and non-accountable items. Also show items not going with a realigning unit, i.e., returning to the item manager. Non-Accountables (Furniture, Office Equipment, etc.)

Travel. Covers TDY expenses Include costs for Closure Task Force (CTF) teams for closures. Include estimated costs for Rapid Area Distribution System and Engineering Installation Group (EIG).
Communications Include removal of ATCALS, base communication or computer equipment. Include contracts for commercial services for communication or computer support such as telephone or switch installation or removal, cranes for removing ATCALS, etc. Include all REHOMING costs Include O&M costs for base communication or computer expansions.
Utilities and Rents Include leases for temporary (or permanent) facilities. Include any additional one-time utility costs for temporary facilities, i.e., install or de-install. Do not include the recurring cost of heat, water, sewage, etc., since the unit would have to pay that on a permanent facility. The gaining base budgets for this during the first SATAF.
Purchased Equipment Maintenance.
Other Purchased Services. Include one-time contracts required to close a base or realign unit.
Supplies. Include on-time materials such as plywood to board up windows, needed to pickle the base. Do not include office supplies, software, computers, furniture, or carpeting for the closure base. Do not include bench stock, WRM, or any other mission equipment.
Equipment. Include only one-time equipment purchases required to implement the closure or realignment.
Minor Construction Projects Include any add, alter, or refurbishment construction project $750,000 or more. Include both projects for temporary and permanent beddowns. Do not include planning and design costs.
Procurement Type Items. These are items bought with 3080 funds that exceed the normal O&M expense or investment threshold. Such items are communications switches, cables, and base or supply computer system expansions. May include items for cantonment areas or special requirements not included in a construction project such as fuel storage tanks. Usually these items have a specific cost and require no calculation.
Environmental Compliance and Installation Restoration programs before closure.

23.18. Forms Prescribed. AF Form 185, *Project Order*; AF Form 401*, Budget Authority/Allotment*; AF Form 402, *Obligation Authority/Suballotmen*t (prescribed **only** for SAF/FMBMB-AFO);

23.19. Forms Adopted. AF Form 9, *Request for Pu*rchase; AF Form 15, *United States Air Force Invoice*; AF Form 86, *Request for Cataloging Data/Action*; AF Form 315, *United States Air Force Avfuels Invoice*; AF Form 327, *BCE Work Order*; DD Form 448, *Military Interdepartmental Purchase Request*; AF Form 616, *Fund Cite Authorization*; SF 1080**,** *Vouchers for Transfer Between Appropriations and Funds*; DD Form 1144, *Support Agreement***;** DD Form 1150, *Request for Issue or Turn-in*; SF 1151, *Non-expenditure Transfer Authorization***;** DD Form 1391**,** *Military Construction Project Data*; DD Form 1415-1, *Reprogramming Action (Prior Approval Action)*; DD Form 1416, *Report of Programs*; AF Form 1449, *Operating Budget Authority*; AF Form 1734, *BCE Daily Work Schedule*; AF Form 2639, *Fish/Wildlife/Outdoor Recreation Resources Program.*

23.19. (AMC) Forms Adopted. AF Form 3215, **C-4 Systems Requirements Document (CSRD)**, AMC Form 41, **Flight Authorization**.

MICHAEL MONTELONGO,
The Assistant Secretary of the Air Force for
Financial Management and Comptroller

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

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Title 10, U.S.C., Section 2212, *Contracted Advisory and Assistance Services*

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Abbreviations and Acronyms

AAFES—Army and Air Force Exchange Service

A&AS—Advisory and Assistance Services

A&F—Accounting and Finance

ABA—Annual Budget Authorization

ACC—Air Combat Command

ADPE—Automatic Data Processing Equipment (see IPE)

ADSN—Accounting and Disbursing Station Number

AEF—Air Expeditionary Force

AETC—Air Education and Training Command

AFA—Air Force Academy

AFAA—Air Force Audit Agency

AFI—Air Force Instruction

AFIF—Air Force Industrial Fund

AFISC—Air Force Inspection and Safety Center

AFLSC—Air Force Legal Service Center

AFMAN—Air Force Manual

AFMC—Air Force Materiel Command

AFMEA—Air Force Management Engineering Agency

AFNEWS—Air Force News and Information service

AFOG—Air Force Operations Group

AFPC—Air Force Personnel Center

AFOMS—Air Force Office of Medical Services

AFOSI—Air Force Office of Special Investigations

AFOTEC—Air Force Operational Test and Evaluation Center

AFRC—Air Force Reserve Command

AFSA—Air Force Safety Agency

AFSFC—Air Force Security Forces Center

AFSOC—Air Force Special Operations Command

AFSF—Air Force Stock Fund

AFSPACECOM—Air Force Space Command

AFTAC—Air Force Tactical Applications Center

AFWCF—Air Force Working Capital Fund

AIA—Air Intelligence Agency

AID—Agency for International Development

ALC—Air Logistics Center

AMC—Air Mobility Command

ANG—Air National Guard

ANGSC—Air National Guard Service Center

AOR—Area of Responsibility

APF—Appropriated Funds

ARF—Air Reserve Force (AFRC/ANG)

ARPC—Air Reserve Personnel Center

ASIP—Aircraft Structural Integrity Program

AU—Air University

BA—Budget Authorization

BCE—Base Civil Engineer

BOS —Base Operating Support

BP—Budget Program

BPAC—Budget Program Activity Code

BY—Budget Year

CAP—Civil Air Patrol

CENTCOM—United States Central Command

CFE—Contractor Furnished Equipment

CFY—Current Fiscal Year

CG—Comptroller General

CINC—Commander in Chief

CLS—Contractor Logistic Support

CONUS—Continental United States

CRA—Continuing Resolution Authority

CY—Current Year

DeCA—Defense Commissary Agency

DFAS-DE—Defense Finance and Accounting Service-Denver Center

DFAS-DE/I—Accounting Deputate for Security Assistance (formerly SAAC: Security Assistance Accounting Center)

DISA—Defense Information Systems Agency

DLA—Defense Logistics Agency

DMATS—Defense Metropolitan Area Telephone System

DMAG—Depot Maintenance Activity Group

DMS—Depot Maintenance Service

DOD—Department of Defense

DOD(C)—Department of Defense (Comptroller)

DRU—Direct Reporting Unit (to HQ USAF)

DT&E—Developmental, Test, And Evaluation

DWCF—Defense Working Capital Fund (formerly DBOF)

ECIP—Energy Conservation Improvement Program

ECO—Engineering Change Order or Economic Change Order

EEIC—Element of Expense/Investment Code

EOQ—Economic Order Quantity

ESP—Emergency and Special Program

FAA—Federal Aviation Administration

FASCAP—Fast Payback Capital Investment Program

FC—Fund Code or Functional Category

FDT—First Destination Transportation

FEMA—Federal Emergency Management Agency

FEMA ROC—FEMA Regional Operations Center

FEMP—Federal Energy Management Program

FMS—Foreign Military Sales

FOT&E—Follow On Operational Test And Evaluation

FP—Financial Plan

FSO—Financial Services Office

FTD—Field Training Detachment

FY—Fiscal Year

FYDP—Future Year Defense Program

GAO—General Accounting Office

GFE—Government Furnished Equipment

GPC—Government-wide Purchase Card (GPC) (formerly **IMPAC** (International Merchants Purchase & Authorization Card)

GSA—General Services Administration

GSD—General Support Division, AFSF

HAC—House Appropriations Committee

HLS—Homeland Security

HTSA—Host-Tenant Support Agreement (see ISSA)

ICS—Interim Contractor Support

IOT&E—Initial Operational Test and Evaluation

IP—Information Processing (Was ADP And WP)

IPE—Information Processing Equipment (was ADPE and WPE)

ISSA—Interservice Support Agreement (see HTSA)

JCS—Joint Chiefs of Staff

JTR—Joint Travel Regulation

LAN—Local Area Network

LOGAIR—Logistics Airlift

MAAG—Military Assistance Advisory Group

MAJCOM—Major Command

MAP—Military Assistance Program

MCP—Military Construction Program

MDD—Medical Dental Division, AFSF

MFH—Military Family Housing

MFP—Major Force Program

MILCON—Military Construction

MILPERS—Military Personnel

MIPR—Military Interdepartmental Purchase Request

MOU—Memorandum of Understanding

MSC—Military Sealift Command

MTT—Mobile Training Team

MWR—Morale, Welfare, And Recreation

NAF—Nonappropriated Funds

NAFI—Nonappropriated Fund Instrumentality

NATO—North Atlantic Treaty Organization

NGB—National Guard Bureau

O&M—Operation And Maintenance

OAC—Operating Agency Code

OCONUS—Outside the Continental United States

OB—Operating Budget

OBA—Operating Budget Authority

OBAD—Operating Budget Authority Document

OBAN—Operating Budget Account Number

OLVIMS—On-Line Vehicle Interactive Management

OMB—Office of Management and Budget

OSD—Office of the Secretary of Defense

OT&E—Operational Test and Evaluation

OTO—Operational Test Organization

PACAF—Pacific Air Forces

PAT&E—Production Acceptance Test and Evaluation

PCS—Permanent Change of Station

PE—Program Element

PEC—Program Element Code

PFY—Prior Fiscal Year

POL—Petroleum, Oils, And Lubricants

POV—Privately Owned Vehicle

PPBS—Planning, Programming, And Budgeting System

PY—Prior Year

QOT&E—Qualification Operational Test and Evaluation

R&D—Research and Development

RC/CC—Responsibility Center/Cost Center

RCS—Report Control Symbol

RDT&E—Research, Development, Test, and Evaluation

RMS—Resource Management System

RPM (OBSOLETE)—Real Property Maintenance (now called **Sustainment, Restoration, and Modernization (see SRM below).**

RPMA—Real Property Maintenance Activities

ROTC—Reserve Officer Training Corps

RPIE—Real Property Installed Equipment

RPS—Real Property Services

SAAM—Special Assignment Airlift Mission

SAC—Senate Appropriations Committee

SAF—Secretary of the Air Force (also SECAF)

SC—Sales Code

SDT—Second Destination Transportation

SF—Stock Fund

S&I—Survey and Investigation

SRM—Sustainment, Restoration, and Modernization

SSD—Systems Support Division, AFSF

SOA—Separate Operating Agency

TDY—Temporary Duty

TMO—Traffic Management Office(r)

TR—Transportation Request

TWCF—Transportation Working Capital fund

UMD—Unit Manning Document

UPH—Unoccupied Personnel Housing

USAFA—United States Air Force Academy

USAFE—United States Air Forces Europe

USAFR—United States Air Force Reserve

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

USSTRATCOM—United States Strategic Command

WCF—Working Capital Fund

VE—Value Engineering

VECP—Value Engineering Change Proposals

VEP—Value Engineering Proposals

VIMS—see OLVIMS

WCF—Working Capital Fund

WIMS—Work Information Management System

WPE—Word Processing Equipment (see IPE)

WRM—War Reserve Materiel

Terms

Accessorial Costs—Certain expenses (for example, packing, crating, and second destination transportation) incident to issues, sales, or transfers of material.

Accounts Receivable—An amount due from a customer for goods delivered or services performed. Uncollected deliveries represent Accounts Receivable whether billed or not.

Accounts Receivable Sales Code—A two-digit code that identifies the appropriation, fund, governmental department or agency, or other source from which reimbursement is received or anticipated (see the Air Force Corporate Data Dictionary, ADE AC-1 15).

Administrative Costs—Administrative and overhead expenses (for use of the Department of Defense (DoD) logistics system) incident to issue, sale, or transfer of materials, supplies, and equipment to authorized personnel, and public or private organizations outside the United States Government.

Advance EOQ Procurement (Multiyear Procurements)—An exception to the full funding policy that allows the use of expanded advance procurement in conjunction with a multiyear contract to purchase more than one fiscal year's program increment of components, materiel, and parts in order to obtain the economic advantages of multiyear procurement.

Advance Procurement (Long Leadtime Items)—An exception to the full funding policy that allows procurement of long leadtime components, materiel, parts, and effort in a fiscal year before that inwhich the related end item is to be procured.

Cancellation—A procedure unique to multiyear contracts that involves the unilateral right of the government to discontinue contract performance for subsequent fiscal years' quantities of items. Cancellation is effective only upon the failure of the government to fund successive fiscal yearquantities under a multiyear contract.

Cancellation Ceiling—The maximum amount the government will pay the contractor as a result of cancellation. This amount reflects the incurred costs that the contractor would have recovered as a partof the unit price of subsequent fiscal years canceled items. The amount paid to the contractor upon settlement for unrecovered costs (which can only be equal to or less than the ceiling) is referred to asthe cancellation charge.

Effort—The costs associated with the further processing of components, parts, and materiel or the preparations for such processing, as related to advance procurement.

Aircraft Structural Integrity Program (ASIP)—A program applied to an aircraft system to improve design, diagnose possible structure failures, give a basis for corrective action, and predict operational life expectancy of the weapon system.

Apportionment—A distribution by the Office of Management and Budget (OMB) of amounts available for obligation in appropriation or fund accounts of the executive branch. The distribution makes amounts available on the basis of time periods (usually quarterly), programs, activities, projects, objects, or combinations thereof. The apportionment system is intended to achieve an effective and orderly use of funds. The amounts so apportioned limit the obligations that may be incurred.

Centrally Managed Item—An item of materiel subject to inventory control point (wholesale level) management.

Centralized Item Management and Asset Control—The management in the central supply system or a DoD-wide /Service-wide acquisition and control system in which the manager has the authority for management and procurement of items of equipment. This includes such functions as requirements determination, distribution management, procurement direction, configuration control and disposal direction. Asset control includes the authority to monitor equipment availability and take such actions as necessary to restock to approved stockage levels.

Certified Accounts Receivable—Validated filled customer orders, billed or unbilled, for which collections have not been received as of 30 September and as reported in the fiscal year-end certified reports (see DFAS-DE 7220.1-R.

Certified Unfilled Customer Orders—Unfilled customer orders validated and reported in the fiscal year-end certified reports as firm requirements for which reimbursable obligations have been recorded against the selling appropriation (see DFAS-DE 7220.1-R.

Closed or canceled appropriation—An appropriation which is no longer available for adjustments or payments. Appropriations are closed or canceled at the end of the five year expired period.

Computers: General Purpose Information Processing Equipment (IPE)—This includes computer and word processing resources acquired and managed per AFPDs 33-1 and 63-1 and their implementing instructions and the Air Force supplement to DOD Instruction 5000.2.

Computers: Information Processing Equipment (IPE)—Information processing (IP) components and the equipment systems created from them, regardless of use, size, capacity, or price, which are designed to be applied to the solution or processing of a variety of problems or applications, but which were not specifically designed or configured for any specific application.

Computers: Weapon Support Systems Embedded Computers—Embedded computers are those integral to weapon systems, intelligence systems, command and control systems, communication systems, and other support systems and facilities, such as automatic test equipment, simulators andother training devices, etc. This includes computer resources acquired and managed per acquisitioninstructions (AFI 63-xxx series and DODI 5000.2). These computers are integral to and in directsupport of a major system or a less-than-major system.

Computer: Related Equipment—This includes computer resources not appropriate for acquisition and management under the guidance listed in paragraph **4.7.** Note: this includes systems or items of equipment that contain, or depend on a computer device for their operation and do not fall under the acquisition or command, control, communications and computer series of instructions for acquisitionand management control. Such computers are normally not very complex and are therefore consideredas an integrated feature of the equipment item. Some examples are materiel handling equipment, lathes and depot and industrial plant equipment (commercial type machinery), and other off-the-shelf itemsof shop equipment normally used in a depot or industrial plant environment.

Computer: Software—The programs, routines, and associated documentation used to extend or realize the capability of IPE. There are two types of software: basic software and applications software.

Computers: Basic Software (nonfunctional)—Basic software comprises those routines and programsdesigned to extend or facilitate particular IPE, taking into account the design characteristics of such equipment. This software is usually provided by the original equipment manufacturer (OEM) and is normally essential to, and a part of, the system configuration furnished by the OEM. Examples of basic software are executive and operating programs; diagnostic programs; compilers; assemblers; utility routines, such as sort-merge and input/output conversion routines; file management programs; and information management programs. Information management programs are commonly linked to, or under the control of, the executive or operating programs.

Computers: Applications Software (functional)—Applications software are those routines andprograms designed by or for IPE users to accomplish specific, mission-oriented tasks, jobs, or functions using the IPE and basic software available. Applications software may be either general/common purpose packages, such as demand-deposit accounting, payroll, machine tool control, etc.; or specific application programs tailored to accomplish a single or a limited number of user functions, such as base level personnel, depot maintenance, missile or satellite tracking, etc. Except for packages acquired

directly from software vendors or from the OEM, the user generally develops this type of software with in-house resources or through contract services.

***Computers: Software Maintenance*—**Efforts associated with eliminating faults in software to ensure that an information system (IS) or application is in a satisfactory working condition.

***Computers: Software Changes*—**Efforts associated with revision or alteration of an existing IS or application to support the changes in design specification required by the functional manager and higher authority. It encompasses changing programs, reformatting, and documentation thereof. Software conversions are funded as software changes.

Consolidated Contracts or Consolidated Project Orders—Contracts or orders that include requirements for two or more ordering agencies without separate identification of the items being procured for, or citation of funds of, each ordering agency--the only citation of funds is that for funds of the procuring agency.

Construction, Repair, Maintenance.

Acquisition—The procurement or ownership of real property by any means, such as fee purchase, donation, easement, license, or permit, exclusive of lease agreements.

Addition-Expansion-Extension—A physical increase to a real property facility that adds to the overall external dimensions of the facility.

Construction—Erecting, installing, or assembling a new facility; adding, expanding, extending, altering, converting, or replacing an existing facility; or relocating an existing facility. This includes real property installed equipment (RPIE) installed and made a part of such facilities, and related site preparation (excavation, filling, landscaping, or other land improvements).

Conversion—The work required to adjust interior arrangements or other physical characteristics of a facility so it may be effectively adapted for a new designated purpose resulting in a change to the first digit of the real property category code. Maintenance refers to the day-to-day work required to preserve real property facilities and prevent premature failure or wearing out of system components. Maintenance includes work to prevent and arrest component deterioration. It also includes work required to restore components which deteriorated, but have not yet completely failed or exceeded their economic life.

Defense Working Capital Fund (DWCF) Minor Construction—See **Chapter 18**.

Facilities Sustainment, Restoration, and Modernization Program (formerly called Real Property Maintenance) (DoD FMR 7000.14-R, Vol. 2B, Chapter 8).

Sustainment—This category of work provides resources for annual maintenance and scheduled repair activities to maintain the inventory of real property assets through its expected life. It includes regularly scheduled adjustments and inspections, preventative maintenance tasks, and emergency response and service calls for minor repairs. It also includes major repairs or replacement of facility components (usually accomplished by contract) that are expected to occur periodically throughout the facility life cycle. This work includes regular roof replacement, refinishing of wall surfaces, repairing and replacement of heating and cooling systems, replacing tile and carpeting, and similar type work. Not included is the repair or replacement of non-attached equipment or furniture or building components that typically last more than 50 years (such as foundations and structural members). Sustainment does not include restoration, modernization, environmental compliance, historical preservation, or costs related to unexpected events, which are funded elsewhere. (For further information, see AFI 32-1032).

Restoration —includes repair and replacement work to restore facilities damaged by inadequate sustainment, excessive age, natural disaster (storm damage), fire, accident, or other causes.

Modernization —includes the alteration of facilities solely to implement new or higher standards Including regulatory changes), to accommodate new functions, or to replace building components that typically last more than 50 years (such as the foundations and structural members). (For more information, see AFI 32-1032).

Facility—A real property entity consisting of one or more of the following: a building, a structure, a utility system, pavement, and underlying land. (For Air Force, it also includes runways, taxiways, aprons, towers, docks, structural or installed training aids).

Funded and Unfunded Costs—See AFI 32-1021, Atch 1, *Terms* and paragraphs **9.14.3.** and **9.15.1.** of this AFI

Major Construction Program—All construction projects for the active and air reserve forces costing more than $750,000, except those funded under the unspecified minor construction authority or from appropriations other than Military Construction (MILCON) 3300 appropriation. AFI 32-1021 establishes the procedures for identifying real property facility requirements.

Maintenance—The recurring, day-to-day, periodic, or scheduled work required to preserve a real property facility so it may be effectively used for its designated purpose. Includes work required to restore components which have deteriorated from fair wear and tear, and other work on a facility to prevent damage or deterioration to that facility which otherwise would be more costly to restore. Maintenance is chargeable to O&M type funds.

Medical Operated Food Service Activity—An activity operated independently by the medical facility for preparing and serving food to patients, and other personnel authorized to subsist in the medical facility.

Medical Treatment Facility—A facility established for the purpose of furnishing medical and/or dental care to eligible individuals.

Minor Construction—Projects whose funded cost is $70,000 or less. Minor construction projects are authorized by 10 U.S.C. 2805. Minor construction projects are military construction projects for a single undertaking that have an approved cost equal to or less than $1.5. million. Minor construction projects costing $750,000 or less are authorized to be funded from the operation and maintenance-type funds. This limit is statutory and cannot be exceeded. See AFI 32-1032.

Overhead—Includes personnel services and related expenses (such as travel, transportation, printing and binding, rents and utilities, contractual services, supplies, and materiel) used to perform the following: project management and administration; inspection and supervision of construction; and direct administrative support of these two categories.

Planning—Personnel services and related expenses (such as travel, transportation, printing and binding, rents and utilities, contractual services, supplies, and materiel) used by the design or construction agency to perform the tasks listed in paragraphs **9.13.**

Project—A single undertaking that applies to one real property facility which includes land acquisition, site preparation, construction work, and items of real property installed equipment necessary to produce a complete and usable real property facility or improve a real property facility. When the land is required exclusively for one construction project and does not exceed 30 percent of the cost of the project, its

acquisition is part of the project; land acquisition is treated as a separate construction project if it exceeds 30 percent.

Real Property Facility—A separate individual building, structure or other real property, each item of which is subject to separate reporting under the DoD real property inventory.

Real Property Maintenance (Obsolete Term. See above "Facility Sustainment, Restoration, and Modernization.")

Real Property Services—Account for services such as fire protection or crash rescue, utility plant operations, purchased utilities, annual service contracts (e.g., refuse, custodial, elevator maintenance and inspection, overhead door repairs, etc.) snow removal, etc.

Relocatable Building—A building designed to be readily moved (including trailers), erected, disassembled, stored, and reused. All types of buildings or building forms designed to provide relocatable capabilities are included in this definition. Excluded from this definition are building types and forms that are provided as an integral part of a mobile equipment item and that are incidentalportions of such equipment components, such as communications vans or trailers.

Repair (Generic) (See above "Facility Sustainment, Restoration, and Modernization")—Repair is that work required for any facility (i.e., building, utility system, or other real property infrastructure) or facility component to restore its safe, effective, and economical support of assigned missions and organizations.

Replacement—Construction of a new facility to replace a real property facility that has been destroyed, damaged, or deteriorated beyond economical repair.

Research and Development (R&D) Facilities and Installation of R&D Equipment—RDT&E funds are chargeable for minor construction projects costing $750,000 or less in support of R&D-funded activities or installations. See **Chapter 13** for further guidance and procedures. AFI63-701 provides guidance and procedures on construction of government facilities for contractor use.

Single Undertaking—Consists of all the construction work needed to provide a complete and usable facility, or a complete and usable improvement to an existing facility. This term implies that the project will not only produce a complete and usable facility or improvement, but work necessary to attain that end has not been divided into two or more projects for the purpose of staying beneathapproval levels or statutory limits.

Support Received from Sources Other Than the MILCON Program—Surplus materials, equipment, and basic structure components that are available from existing stock, transferred from other locations, or procured from funds other than a MILCON program. This includes donated labor, and other labor and construction equipment whose operating costs are paid from a different appropriation. These items must be identified in quantity and volume to reveal to Congress all costs associated with the requested project even though some of the costs are not included in the authorization or funds requested.

Unspecified Minor Construction (P-341)—Urgent, unforeseen construction projects, costing between $750,000 and $1,500,000 ($300,000 to $400,000 for the ANG/AFRC) that cannot wait for the next President`s Budget Submission. The authority is Title 10 U.S.C. 2805 and 2233a.

Configuration Item (CI)—An aggregation of hardware and software, or any of its discrete portions, which satisfies an end use and is designated by the Air Force for configuration management (for example, aircraft, missiles, support equipment, trainers, etc.).

Continuing Resolution Authority (CRA)—Budget authority resulting from legislation introduced as a joint resolution and enacted by the Congress to provide authority for federal agencies to continue operations until a specified date or until the regular appropriations are enacted. The Continuing Resolution usually specifies a maximum rate at which obligations may be incurred based on the rate of the prior year, the President's budget request, or an appropriation bill passed by either or both Houses of the Congress. Obligations under Continuing Resolution Authority are usually controlled by apportionment. **There is no "standard" CRA language. Each CRA enacted must be carefully read for the specific provisions pertaining to the particular fiscal year being addressed.**

Contract Change—A change to a contract which requires the contractor to perform additional work. Contract changes do not include adjustments to pay claims, increases under escalation costs or corrections for administrative or accounting errors.

Contractor Logistic Support (CLS)—CLS is a method of providing all or portions of the organizational, intermediate, or depot support required to support a weapon system, weapon subsystem, or item of equipment. CLS generally supports short operational life systems or small inventories. It includes commercial or off-the-shelf aircraft, missiles and equipment; research and development (R&D) prototypes converted to operational use etc., when organic life cycle logistics support is not planned for various reasons (for example, is not cost effective). Under CLS, the user obtains spares and repair parts off-the-shelf; the spares are not normally provisioned and stock listed by the Air Force. Under CLS, it is common for the contractor to provide all elements of support (that is, support equipment, data, spares, and personnel). CLS differs from ICS in that it is a permanent rather than temporary method of contractor support.

Current or currently available appropriations—An appropriation which is available for new obligations and has not entered expired status. This includes all unexpired appropriations for multi-year accounts.

Customer—When used in connection with reimbursable programs, refers to:

Another appropriation or fund within the same agency.

Other government departments and agencies.

Non-federal activities, including foreign governments.

Individuals or corporations that (by law or regulation) may be furnished materiel or services before reimbursement to Air Force appropriations.

When specifically authorized, another activity funded under the same appropriation as the supplying activity in the case of intraappropriation reimbursements.

Customer Account—Funding authority, in addition to financing direct Air Force requirements, specifically identified for procurement of materiel or services to support customer orders received. The term "procurement other than Air Force" identifies budget programs within the procurement appropriations. In other appropriations separately identify "Direct Air Force" and "Reimbursable."

Customer Programs—. Firm, authorized agreements or orders received and accepted by Air Force to furnish equipment, supplies, and services on a reimbursable basis. Customer programs may originate at higher headquarters (for example, Grant Aid program and FMS), or at another agency (for example, National Aeronautics and Space Administration (NASA), Federal Aviation Administration (FAA), and

Coast Guard). Customer programs may also originate at installation level through tenancy agreements or by receiving a customer order direct from a customer agency.

Defense Working Capital Fund (DWCF) Terms:

Activity—The lowest organization within the Component which is managed as a single entity, e.g., San Antonio Air Logistics Center.

Activity Groups—An aggregation of DWCF activities, within a Component (Army, Navy, Air Force Defense Agency), that produces similar products and is under the management control of the same higher level organization and/or individual. ***Air Force Activity Groups*** include:

Transportation—Through FY 1994. Incorporates the former Airlift Services Industrial Fund (ASIF), with the exception of common user functions now assigned to the United States Transportation Command (USTRANSCOM).

Depot Maintenance Activity Group (DMAG)—The DMAG provides repair and other services to customers throughout the Air force, as well as to other DoD components, U.S. government agencies, and foreign governments. The DMAG repairs a wide range of customer assets, including aircraft, missiles, aircraft engines, and engine modules, landing gears, electronics, composites, and computer hardware and software. In addition, the DMAG centers are the primary suppliers of repair services to the Supply Management Activity Group (SMAG).

Information Services Activity Group (ISAG)—The ISAG began operations in the WCF in FY 1996. Through a combination of contract and organic services, the ISAG provides hardware and software support for the Air Force computer business areas, as well as other DoD and governmental agencies. Specific services provided include acquisition, maintenance, modification, modernization, development, and consulting services for automated data systems.

Supply Management Activity Group (SMAG)—The SMAG provides policy, guidance, and resources to meet the needs of the Air Force for spare parts, in war and peace. There are five divisions in the SMAG: The Materiel Support Division (MSD), General Support Division (GSD), Fuels Division, Medical/Dental Division, and Academy Cadet Store Division. The Troop Support Division ended supply services in FY 1999. Within these divisions, the SMAG manages weapons system spare parts, fuels, medical/dental supplies and equipment, and items used for non-weapon system applications. Material is procured from vendors and held in inventory for sale to authorized customers.

Base Support Activity Group—The residual accounts in base support were liquidated in FY 1999. The base support activity group incorporated the former Laundry and Dry Cleaning Services industrial fund.

Capital Assets—Depreciable equipment acquired at a specific point in time for a determinable cost of $100,000 or more which is to be used over some period (useful life), the length of which is estimated to be 2 years or greater and generally, becomes economically worthless (except for salvagevalue) at the end of the estimated useful life.

Common Costs—Costs incurred by multiple business areas or activities, which are payable to a single entity external to the DWCF. Examples are Military Personnel or General ServiceAdministration costs.

Corporate Level—The summary of all business areas within a Component.

Cost Goal—The cost, measured at year-end, which may be incurred in the production of a unit of output.

Unit of Output—A single product or measurable service produced as defined in each business area.

Performance Goals—Requirements established to measure an activity's mission accomplishment.

Deferral of Budget Authority—An action or inaction by any officer or employee of the United States that withholds, delays, or effectively precludes the obligation or expenditure of budgetary resources, including the establishment of reserves under the Anti-Deficiency Act, as amended by the Impoundment and Control Act. Section 1013 of the Impoundment Control Act of 1974 requires a special message from the President to the Congress reporting a proposed deferral of budget authority. Deferrals may not extend beyond the end of the fiscal year in which the message reporting the deferral is transmitted and may be overturned by the passage of an impoundment resolution by either House of Congress.

Development Engineering—Development engineering includes the engineering effort required to define, develop, optimize, design, integrate, test, evaluate, and verify a new weapon system, equipment, modification, or other product prior to production. Also applicable to extensive redesign and requalification of an existing item or system (including embedded ADP systems, both hardware and software). Development engineering effort should be focused on the achievement or improvement of the product's performance as defined by the operational requirements process (see AFI 10-601). Performance requirements include the range of operational, technical, and support requirements specified in the most current requirements document (e.g., MENS, SORD, RCM, etc.) provided by the operational command. These performance requirements include the full range of validated operational requirements, e.g., speed, range, payload, reliability, maintainability, cost, etc. across the weapon system's life cycle as specified in the appropriate requirements document. It is intended to result in the attainment of a qualified operational configuration baseline before production of the equipment, system or modification kits.

Direct Air Force Obligation Authority—Authority to incur obligations and expenses for operating facilities, purchasing of materiel, etc., in direct support of unit missions and for which reimbursement is not received.

Disaster: Domestic emergencies—Emergencies affecting the public welfare and occurring, within the 50 states, District of Columbia, Commonwealth of Puerto Rico, US possessions and territories, or any political subdivision thereof, as a result of enemy attack, insurrection, civil disturbance, earthquake, fire, flood, or other public disasters or equivalent emergencies that endanger life and property or disrupt the usual process of government. The term domestic emergency includes any or all of the emergency conditions defined below:

Civil Defense Emergency—A domestic emergency situation resulting from devastation created by an enemy attack and requiring emergency operations during and following that attack. It may beproclaimed by appropriate authority in anticipation of an attack.

Civil Disturbances—Riots, acts of violence, insurrections, unlawful obstructions or assemblages, or other disorders prejudicial to public law and order. The term civil disturbance includes all domestic conditions requiring or likely to require the use of Federal Armed Forces pursuant to the provisions of Chapter 15 of Title 10, United States Code.

Major Disaster—Any flood, fire, hurricane, tornado, earthquake, or other catastrophe which, in the determination of the President, is or threatens to be of sufficient severity and magnitude to warrant disaster assistance by the Federal Government under Public Law 606, 91st Congress (42 United States Code 58) to supplement the efforts and available resources of state and local governments in alleviating the damage, hardship, or suffering caused thereby.

Natural Disaster—All domestic emergencies except those created as a result of enemy attack or civil disturbance.

Imminent Emergency—Any emergency in which it would be dangerous to await instructions from higher authority before taking action. However, installations request instructions for continuing action through command channels by the most expeditious means of communication available.

Economic Order Quantity (EOQ)—That quantity derived from a mathematical technique used to determine the optimum (lowest) total variable costs required to order and hold inventory. When used in connection with multiyear procurement EOQs, the procurement of materiel for future-year production quantities of items that is not required by procurement leadtimes but is desirable for economic reasons.

Economy Act Orders (31 U.S.C. 1535)—DoD activities may place requests (orders) for materials, work, or services with another DoD component or another federal government agency under the *Economy Act*. 31 U.S.C. 1535 requires that obligations recorded against such orders on the books of the ordering agency be reduced at the end of the period for which the appropriation is authorized for obligation, to the extent that the agency ordered upon has not incurred obligations under that order (see DFAS-DE 7000.4-R). This statutory restriction applies only to *Economy Act* orders. Since MIPRs are issued under the *Economy Act*, the deobligation requirement applies.

Engineering Change—An alteration in the configuration of a CI (including software) after formal establishment of its operational configuration baseline.

Expired appropriation—An appropriation which is no longer available for new obligations but has not been canceled. P. L. 101-510 extended the expired period from 2 to 5 years. During the expired period, an appropriation retains its original identification (agency prefix, fiscal year integrity, and symbol) and is available for adjusting and liquidating obligations, including within-scope contract changes.

Full Funding—Funds are planned, programmed and budgeted for the total estimated cost to deliver and install a complete end item. At the time of contract award, funds are available to cover the total estimated cost to deliver the contract quantity of complete, militarily usable items. The funds in each fiscal year appropriation request must buy complete, military usable end items. The contract is not fully funded if a future-year appropriation is required for delivery of some components of the end item. (**NOTE**: Installation funding for procurement appropriation modifications can be budgeted in the year the installation is to be accomplished.)

Funding Distribution—The process of issuing and limiting authority to incur obligations and make expenditures. An administrative action, usually within the chain of command, accomplished within appropriations made by Congress and apportionment limitations established by OMB (for example, allocation and allotment).

HOST-TENANT

Host—A unit or activity that has management control of facilities, and provides services or facilities to another unit or activity (tenant). Within the Air Force, the Air Force MAJCOM that has jurisdiction over the installation and other real property (including use rights such as leases, permits, easements,and licenses). Also, the host may be the organization which has been designated by the MAJCOM, or by HQ USAF as a supplier (reference AFI 25-201), to furnish tenant support.

Gross Additional Costs—Costs incurred due to the presence of the tenant which are in excess of costsof accomplishing the mission of the host.

Incremental Direct Cost—The cost of resources directly consumed to perform an individual activity that would not have been consumed if the individual activity were not performed. A cost that is specifically identified with a single cost object.

Joint Use—Concurrent use of host facilities and equipment by both host and tenant, as required by the mission of each user.

Net Additional Costs—The gross additional costs of services furnished less the value of resources provided by the tenant.

Off-base Facility—A government-owned-or-operated Air Force facility or site under the jurisdiction of other than the host command. Includes geographically separated units (reference AFI 25-201).

On-base Facility—A government-owned or-operated Air Force installation or facility under the jurisdiction of the host. This includes buildings that are leased, rented, or provided by the GeneralServices Administration (GSA).

Ordering Agency or Activity—Any military department or subdivision thereof that places orders for delivery from stock, manufacture, procurement of materiel, or performance of services.

Procuring or Performing Agency or Activity—Any agency or activity (military, United States Government, or foreign government) that receives, accepts, or fulfills orders from another agency or activity (military, United States government, or foreign government) for delivery from stock,manufacture, procurement of materiel, or performance of services.

Services—Includes services rendered such as communications, utilities, maintenance of facilities, and other functions performed for the tenant by the host. Excludes supplies and materials issued directly tothe tenant to perform the tenant's mission.

Tenant:

Interservice, Interdepartmental, and Interagency—A unit or activity of one department, agencyor command that occupies the facilities of, or receives support from, another department, agency or command, usually on a continuing basis (see DoD Instruction 4000.19).

Intraservice—An Air Force, Air Force Reserve, or Air National Guard unit or activity that occupiesthe facilities of, or receives support from, another Air Force, Air Force Reserve, or Air National Guard unit.

Contractor—An authorized Air Force contractor that occupies the facilities of, or receives support from, another Air Force, Air Force Reserve, or Air National Guard unit.

Instant Contract—Denotes the contract under which a Value Engineering Change Proposal (VECP) is accepted by the Air Force.

Interim Contractor Support (ICS)—This is a cost-effective logistics support alternative for a system or high cost modification. It allows the Air Force to defer investment in all or part of the support resources such as spares, technical data, support equipment, and training equipment. Contractor support is used while Air Force capability is being phased in. ICS provides services, for the specified period of time requested in the President’s Budget, after the first production system or equipment, or modified item, is delivered to the using command but before its major commitment in the War and Mobilization Plan

(WMP). However, ICS may provide depot support for a longer period if such an extension is necessary and validated through review, analysis, and experience and justified in the President’s Budget.

Item in Production—An item is considered to be in production if it had production funding in the budget for the year in question.

Maintenance—The routine, recurring work necessary to keep an end item of equipment or configuration item at its current or intended operation capability or designed performance.

Maintenance Engineering—Includes the engineering effort required to review, assess, define, and resolve technical or supportability deficiencies revealed in operational service. Maintenance engineering efforts include such tasks as accident/incident/mishap investigation, analysis of deficiency reports, identification/ analysis of degraded reliability or supportability trends, etc. Maintenance engineering includes all engineering effort required to define the problem, and identify the necessary corrective action.

Maintenance, Intermediate—Maintenance authorized and performed by designated maintenance activities having special personnel, equipment, and facilities and performing work beyond the capability of organizational maintenance. It includes metal processing, structural repair, corrosion control, accessory repair, engine removal and installation, inspection, etc. (See AFI 21-101) (Not applicable to Air Logistics Centers).

Maintenance, Organizational—Maintenance that is the responsibility of and performed by a using organization on its assigned equipment. This maintenance usually includes inspecting, servicing, lubricating, adjusting, and replacing parts, minor assemblies, and subassemblies.

Major Procurement Appropriations—Includes the aircraft, missile, and munitions.

Modification—The alteration, conversion, or modernization of an end item of equipment or configuration item that changes or improves the operational capability in relation to safety, effectiveness, or efficiency.

Modification Engineering—Effort required to accomplish integration or installation of Group B items (including software) which have been previously developed and tested, or which have been commercially used in the same configuration in a similar environment. Effort includes "difference engineering" required to bring a previously developed item to a production configuration.

Modification Group A Kit—The items, parts or components (including software) to be permanently or temporarily installed in a CI to support, secure, interconnect, or accommodate the equipment in a Group B kit.

Modification Group B Kit—The items (including software) which complete a modification when installed in the CI. Normally, Group B items are readily removable.

Multiyear Contract—A contract covering current and future-year procurement quantities of items but not more than 5 years' procurement quantities as reflected in the FYDP. Each program year is budgeted and funded annually. At the time of award, funds need only to have been appropriated for the first year.

Multiyear Procurement—A generic term describing the process, planning, and contract under which the government will commit to procurement of the current year procurement quantity of items and future quantities as reflected in the FYDP. It does not apply to advance procurement of long leadtime items.

Nonrecurring Costs—Those production costs generally incurred on a one-time basis including costs such as: plant or equipment relocation; plant rearrangement; special tooling and special test equipment; preproduction engineering; initial spoilage and rework; pilot runs; allocable portions of the costs of facilities to be acquired or established for the conduct of the work; costs incurred for the assembly, training, and transportation of a specialized work force to and from the job site; and unrealized labor learning.

Obligations:

Unrecorded obligations—Obligations which have occurred and are documented; however, throughoversight were not recorded in the official Air Force accounting and finance records.

Upward obligation adjustment or upward adjustment—An obligation increase in the originallyrecorded obligation which occurs after the period of availability for new obligations. These adjustments include claims, award and incentive fees, correction of administrative errors, correction of accounting errors, price inflation adjustments (economic or escalation price adjustments), foreign currency fluctuation charges, and others.

Operational Configuration Baseline—That configuration baseline which is defined or specified at the start of full-scale development (in terms of performance, reliability, supportability, etc.), and against which the test items or prototype is tested and qualified. Once the developed items or kit has been tested and accepted for production, the baseline is normally "frozen" until completion of the modification program.

Orders for Procurement by Another DoD Component (10 U.S.C. 2308, 2309)—DoD activities may place these requests (MIPRs or other authorized purchase requests) for materials, supplies, or equipment with another DoD component having single service procurement assignment or procurement responsibilities, according to an agreement authorized under the Defense Acquisition Regulation Supplement, Part 208.

Precious Metal Recovery Program (PMRP)—DLA is the DoD single manager for the PMRP. The program promotes economical recovery of precious metal from all sources, and provides the reclaimed metals, as needed, to DoD components at recovery cost for use as government-furnished material (GFM) in support of defense contracts.

Printing—The process of composition, platemaking, presswork, and binding; also, the product of printing and duplication equipment listed in AFI 37-162.

Production Engineering—Production engineering includes the engineering effort required to plan, design, and develop the tooling, materials, quality assurance, and manufacturing procedures necessary to achieve a cost effective, producible production article. Production engineering also includes configuration management as well as the review, evaluation, and resolution of test or service revealed production baseline technical and support deficiencies.

Project Orders (41 U.S.C. 23)—Project orders (AF Form 185) are requests for the manufacture of materials, supplies, and equipment or other work or services placed with and accepted by a Government-owned and operated establishment that meets the criteria in DoD 7000.14-R, Vol. 11A, Chapter 2. As stated in DoD 7000.14-R, if the project order form is not available, the ordering activities may use the **Military Interdepartmental Purchase Request (MIPR) form** (DD Form 448) as a project order form provided it contains the following specific statement: "This order is placed in accordance with the provisions of 41 U.S.C. 23 and DoD Directive 7220.1." Comptroller General (CompGen) Decision B-246773 restricts the use of project orders to transactions within the Department of Defense. Transactions between DoD components and other government agencies outside of DoD are governed by the Economy Act (31 U.S.C. 1535).

Recurring Costs—Production costs that vary with the quantity being produced, such as labor and materials.

Reimbursement:

Anticipated Reimbursement—The dollar amount of reimbursement estimated to be realized duringthe life of the appropriation. On Command reimbursement reports, anticipated reimbursements received apply to each fiscal or program year.

Centrally Administered Reimbursement Program—Reimbursable customer orders administered by an Air Force designated command or operating agency for which goods or services are provided (all or in part) by other commands or operating agencies. Under this program, the designated command oroperating agency centrally records and collects accounts receivable for the goods or services providedby other commands or operating agencies. The appropriation manager issues the reimbursableobligation authority for centrally administered reimbursable customer orders to the command oroperating activity that administers the reimbursable program. The appropriation manager issues anoffsetting amount of direct obligation authority to the commands that provide the goods or services toenable them to finance the cost of the goods or services.

Centrally Collected Reimbursements—Reimbursement transactions collected centrally by a designated operating agency although the reimbursable order is received or earned at some other place.

Collected Reimbursements—Amounts received and recorded on a cumulative basis as payment for goods delivered or services furnished. This includes progress payments made to contractors for FMS operations that will be billed to the Security Assistance Accounting Center (SAAC) as a basis foraccounts receivable.

Earned or Filled Reimbursements—The amount of reimbursable goods delivered or services furnished (billed or unbilled, collected or uncollected), including progress payments made tocontractors for FMS operations which are billed to DFAS-DE/I (DFAS-Denver, Directorate of Security Assistance) as a basis for accounts receivable.

Intraappropriation or Intrafund Reimbursement—A reimbursable transaction where the buyingand the selling appropriation are identical as to symbol and fiscal year, but the Operating Agency Code(OAC) may be different or the same. SAF/FMBM must specifically authorize the treatment of such transactions as reimbursements.

Reimbursable Obligation—An obligation incurred solely to support a reimbursable program.

Reimbursable Program—Requirements levied on Air Force agencies for which reimbursement will be received based on reported delivery.

Reimbursements Realized—Firm authorized agreements or orders received and accepted that have been recorded in accounting records of the supplying or performing agency.

Reimbursement Schedules—Schedules that identify the anticipated customer orders to be received, by accounts receivable sales code. These schedules show the anticipated reimbursements included inthe funds provided in budget authorizations.

Replacement—Sale of an item that requires replacement to compensate DoD inventories for the resultant loss of capability or readiness. However, because of a number of circumstances, the replacement item may not be identical to the item sold. It must, however, be a later series or "mod" designation of the same basic model or an acceptable substitute item used against the same inventory objective or authorized acquisition objective in requirements computations. In this situation, the reimbursement from the sale will be included under reimbursable financing, but the buy-back of the replacement item must be shown under the direct budget plan.

Replacement-in-Kind—Sale of an item of materiel that requires replacement with an item of the identical type, model, and series or "mod" designation. In this situation, the reimbursement from the sale must be included in reimbursable financing at the time of buy-back of the item. This transaction will not show in the direct budget plan.

Reproducible Copy—A copy, negative, paper master or any other media, such as sound track and film from which technical data are reproduced as printed film or sound track.

Reprogramming—Utilization of funds in an appropriation account for purposes other than those contemplated at the time of appropriation. Above threshold reprogrammings and those reprogrammings which involve general transfer authority require consolidation (Omnibus Reprogramming Request) and approval of the appropriate Congressional Committees. The Omnibus Reprogramming Request is normally submitted to OSD in the May-June timeframe.

Rescission—The consequence of enacted legislation which cancels budgetary resources previously provided by the Congress prior to the time when the authority would otherwise lapse. Section 1012 of the *Impoundment Control Act of 1974* requires a special message from the President to the Congress reporting any proposed rescission of budgetary resources. These proposals may be accepted in whole or in part through the passage of a rescission bill by both Houses of the Congress.

Sales from Inventory—Items furnished from existing Air Force inventory for which reimbursement from the customer is received and concurrent replacement to the inventory is not required. For FMS, these proceeds are treated as free assets with deposit to miscellaneous receipts account.

Servicing—The act or occupation of performing work or meeting a general demand.

Common-servicing—That function performed by one Military Service in support of another Military Service for which reimbursement is not required from the Service receiving support.

Cross-servicing—That function performed by one Military Service in support of another Military Service for which reimbursement is required from the Service receiving support:

Category one (reimbursable)—includes all transactions performed on a reimbursable basis upon the delivery, performance, or acceptance of an order. Included are:

All requests, requisitions, or orders for delivery from stock.

All requests, requisitions, or orders filled, directly for the ordering agency by production in, or services rendered by, an activity of the procuring or performing department, whether the activity is financed by appropriations, working capital funds, or otherwise. Accomplish project orders issuedto a DoD agency only on a reimbursable basis. (Do not issue project orders to any activity that isresponsible for furnishing the required materiel or services without reimbursement.)

All requests, requisitions, or orders for supplies, and equipment to be obtained under coordinated procurement by consolidated contracts or project orders issued by the procuring or performing activity on government-owned establishments.

Category two (direct cite)—includes all requests, requisitions or orders for supplies, equipment, or services for accomplishment by separate contracts in behalf of the ordering agency, or by combined contracts with separate delivery schedules by contract item for each ordering agency, and citation of their funds relating to each schedule.

Software—A set of computer programs, procedures, and associated documentation concerned with the operation of a data processing system, e.g., compilers, library routines, manuals, and circuit diagrams.

Space Launch Services—Space launch services include organic and contract efforts such as prelaunch checkout, launch operations, engineering analyses, and support (including deficiency analyses), supply support, storage maintenance, depot-level maintenance, and other logistic and technical services normally

required to support the launch of expendable launch vehicles and the Space Shuttle. Also included are Shuttle user charges (orbiter flight charges), which are specified by interagency agreement between DoD and NASA.

Supplemental Appropriation—An act appropriating funds in addition to those in an annual appropriation act. Supplemental appropriations provide additional budget authority beyond original estimates for programs or activities (including new programs authorized after the date of the original appropriation act) for which the need for funds is too urgent to be postponed until enactment of the next regular appropriation act.

Support—Facilities, materiel, or services provided by the host to a tenant.

Interservice Support—Performed by a component organization by one Military Service or element thereof to provide logistic and/or administrative support to another Military Service or element thereof. Such action can be recurring or nonrecurring in character on an installation, area, or worldwide basis.

Interdepartmental Support—Performed by a component organization of the Air Force for another government agency or department outside the DoD.

Support Agreement—A host-tenant support agreement between Air Force units that is drawn up under AFI 25-201 and is recorded on DD Form 1144, **Support Agreement**.

System—Any organized assembly of resources and procedures united and regulated by interaction or interdependence to accomplish a set of specific functions.

Technical Data—A general term used when referring to any or all technical publications as a whole or separately, and without reference to any one specific type of publication, such as technical manuals, technical orders, composition, artwork, engineering data, engineering drawings, master layout (MLO) drawing, undimensioned drawings, specifications, parts list, automatic equipment program master tapes or cards, microfilm, printed copies, commercial manuals, film, sound tracks, or any other media used primarily for conveying technical information. The term technical data also applies to the reproducible copy from which multiple copies of technical data are reproduced.

Follow-on Technical Data Requirements—Requirements that occur after completing the acquisition phase, such as preparing automatic equipment program master tapes, cards, film, and sound tracks for out-of-production (in-service) equipment, and using Air Force-owned reproducible copy or reproducible master tapes for printing reproducing additional technical data for stock replenishment.

Initial Technical Data—The data in the form of multiple copies, film, sound tracks, and reproducible copy procured with the end item, equipment, or component thereof; revisions of such data as a result ofor in connection with updating changes to production contracts; revision of technical data required in connection with the modification, or replacement program, revision of technical data in connection with operational maintenance contract; and new or changed data required by reprocurement action.

Technical Order (TO)—Air Force publications that give specific technical directions and information regarding inspection, storage, operation, modification, and maintenance of Air Force equipment. The various types of technical orders include technical manuals (TM), time compliance technical orders (TCTO), methods and procedures technical orders (MPTO), automation type technical orders (tapes and cards that are TO data in digital, magnetic, film, or sound form), index type TOs, and abbreviated TOs.

Telephone—Commercial "Unofficial" Telephone Service. This means telephone service where the subscriber receives network access and service directly from the telephone company.

Termination—A procedure that may apply to any government contract, including multiyear contracts. Unlike cancellation, which is commonly effected between fiscal years and must apply to all subsequent fiscal years' quantities of items, termination may be effected at any time during the life of a contract and may apply to the total quantity or to a partial quantity of items.

Termination Liability—The maximum cost the government would incur if a contract were terminated.

Termination Liability Funding—A budgeting technique that would provide funds on a contract to cover the maximum value of outlays that could be incurred for work accomplished by the end of the budget year plus the maximum cost to the government associated with termination of the contract at the end of the budget year.

Testing—The following terms are frequently used when discussing the financial aspects of T&E. A more detailed understanding of these terms and discussion of other T&E terms and applications can be found in AFI 99-101 and AFR 55-43.

Developmental Test and Evaluation (DT&E)—Process used to measure progress, verify accomplishment of development objectives; and to determine if theories, techniques, and materiel are practical and if systems or items under development are technically sound, reliable, safe, and satisfy specifications.

Implementing Command—The command (usually AFMC) responsible for the acquisition or modification of the system, subsystem, or item of equipment and for managing DT&E, DT&E qualification tests, qualification test and evaluation (QT&E), and production acceptance test and evaluation (PAT&E).

Net-Additive Costs—Used in reference to operational test and evaluation (OT&E), T&E costs specifically incurred to support a test that cannot be satisfied in conjunction with training or other programmed testing. These are support costs (including pretest planning and test preparation activities) that would not be incurred if OT&E were not conducted. Examples of these costs are provided in **Figure 14.1.**

Operational Test and Evaluation (OT&E)—Testing and evaluation (divided into initial operational test and evaluation and follow-on operational test and evaluation, and generally associated with thefirst major production decision) conducted in as realistic an operational environment as possible toestimate prospective system's military utility, operational effectiveness, and operational suitability. Inaddition, operational test and evaluation provides information on organization, personnelrequirements, doctrine, and tactics. Also, it may provide data to support the verification of material in operating instructions, publications, and handbooks. There are three subcategories of OT&E:

Initial OT&E (IOT&E)—The first phase of operational test and evaluation conducted on preproduction items, prototypes, or pilot production items, and normally completed before the first major production decision. It is conducted to provide a valid estimate of a system's operational effectiveness and operational suitability before the first major production decision.

Follow-on OT&E (FOT&E)—The second phase of operational test and evaluation conducted on production items in an operational environment. It is conducted to verify operational effectiveness and operational suitability; and to provide information on organization, personnel requirements, doctrine, and tactics; and assess whether production techniques have affected system performance or operational suitability as determined during initial operational test and evaluation.

Force Development Evaluation (FDE)—FDE is focused on the MAJCOM's requirement for the operational employment and sustainment of systems after the initial acquisition process. It is the evaluation, demonstration, exercise, or analyses of fielded, operational systems throughout the system life cycle. MAJCOM system operators use the material and force development processes to ensure their systems continue meeting operational need by **examining** doctrine, operational concepts, system performance, procedures, tactics, training, organization, personnel, the logistics element, and material issues, among other things (AFI 99-102). (Development engineering, prototypes, testing of prototypes and resulting procurments are not accomplished under FDE). In addition, FDE :

a. Helps refine employment doctrines and tactics in response to changing threats.

b. Helps develop or refine operational procedures and training programs.

c. Evaluates changes and verifies correction of new deficiencies discovered after system deployment.

d. Explores non-material means of satisfying changing operational requirements during system sustainment.

e. Evaluates routine software block cycle changes (operational flight programs (OFP), preplanned product improvements (P3I), modifications, upgrades, mission data updates, and other improvements or changes during sustainment.

f. Evaluates operational system against Foreign Materiel Equipment (FME) and new threat systems.

g. Addresses questions and needs of operational users employing the same high standards of analysis and evaluation as are used by AFOTEC for IOT&E and FOT&E.

h. May be conducted concurrently with FOT&E.

i. The study and analysis of a system are funded with O&M. However, any resulting development engineering, prototypes, and prototype testing are funded with RDT&E. Procurement solutionsare generally funded in the investment accounts.

Qualification OT&E (QOT&E)—There are programs for which OT&E must be performed even though there has not been a foregoing development effort. This testing is conducted after or incombination with QT&E, may involve single end items or multiple procurements, and could lead to amajor procurement or production decision. QOT&E is conducted in lieu of IOT&E on programs forwhich there has been no R&D effort, and on certain modifications to existing systems.

Operational Test and Evaluation Command (OTEC)—Usually Air Force Operational Test andEvaluation Center (AFOTEC), but sometimes the major command (MAJCOM) or Field operating agency (FOA) responsible for managing and conducting the OT&E.

Pretest Planning Activities—These involve OT&E organizations in test plan working group (TPWG) meetings, development of the test plan, and coordination of support requirements outlined in that test plan.

Test Preparation Activities—These take place before the start date. They include activities such as modifying or shipping equipment needed for the test, training personnel who will operate and maintain the system during testing, site preparation, procuring supplies and support items for conducting the test, and establishing the test team at the test site. These activities also take place before the test startdate, but are not classified as pretest planning activities.

Test Program Set (TPS)—TPS is the interface equipment which allows automatic test equipment (ATE) to diagnose the condition or performance level of equipment or systems. TPS is considered anintegral part of the end item.

Production Acceptance Test and Evaluation (PAT&E)—T&E of production items to demonstrate that items procured fulfill the requirements and specifications of the procuring contracts oragreements.

Qualification Test and Evaluation (QT&E)—QT&E is conducted in lieu of DT&E, which mayinvolve contractor and government testing, on programs for which no R&D effort is required (commercially developed items, off-the-shelf equipment items, etc.) and on certain modifications to existing systems.

Qualification Tests—Tests that verify the design and manufacturing process and thus provide a baseline for subsequent acceptance tests (they include both preproduction qualification tests and production qualification and acceptance tests).

Test Funds—Funds specifically allocated for test preparation and conduct and issued to the agency responsible for conducting the test. For DT&E, test funds would be those funds issued to the Systems Program Office (SPO). For IOT&E, test funds would be those funds issued to the OTEC (AFOTEC, MAJCOM, or FOA) conducting the test.

Test Resource Plan (TRP)—The TRP is a resource management document used throughout the OT&E planning process to identify and coordinate resources required to support testing. TRPs are prepared and submitted by AFOTEC for all Air Force-directed OT&E. This includes AFOTEC-conducted, QOT&E, and IOT&E; and HQ USAF-directed, AFOTEC-conducted FOT&E. The TRP must be coordinated with the program office and all other agencies tasked to support the test. The TRP is a source of program-ming information and assures resources in the plan are properly identified for programming and budgeting by those agencies tasked for support.

Special Support Costs—This term is used in the context of test and evaluation programs. It refers to those acquisition or hardware costs, other than those associated with the item(s) which is (are) the subject of the test, which are incurred in direct support of the T&E effort. A good example would bespecial range instrumentation costs.

Command Support Costs—This term also is used in the context of the T&E programs. It refers to the "people-related" costs of the command and operational units provided collateral support to the T&Eeffort. These are additional costs incurred because of this test support. Examples are per diem pay,travel allowances, overtime, etc.

Transfer Authority—Authority provided by the Congress to transfer budget authority from one appropriation or fund account to another.

Transportation:

First Destination Transportation (FDT)—Transportation required to effect the delivery of materiel from a procurement source (including DoD industrial activities that fabricate new material, but not ifthe industrial activity only reworks the item or component) outside the DoD supply system to the first point at which the Air Force takes possession or ownership. In those cases where the Air Force acceptsa production item at the manufacturer's plant, or source of production, and legally owns the item, FDT extends to the first point of delivery for either use or storage. It includes the charges for freight, cartage, and demurrage incurred incident to shipment of the materiel. Amplifications of this definition are as follows if materiel is:

Procured within the CONUS, or overseas, for delivery to a CONUS or overseas point of use or storage, FDT includes all transportation by land, air, and inland or coastal waterways, except that FDT terminates at the port of embarkation (CONUS or overseas), when the item enters the Defense Transportation System.

Incident to a HQ USAF-approved package program (such as Distant Early Warning (DEW) line, or Ballistic Missile Early Warning System (BMEWS)) and provided to the contractor by the Air Forcefor use or storage at an overseas location, FDT includes all transportation from point of origin ofshipment to the point of use or storage, unless otherwise provided under the terms of the "packageprogram".

Materiel procured for, or on behalf of, a coproduction agreement for delivery to an overseas point of use or storage, FDT includes all transportation from point of origin of shipment (that is, contractoror government storage) to the overseas point of use or storage. Direct Air Force funds pay the Air Force share of transportation; the coproduction partners' share must be funded by reimbursable firstdestination funds.

Second Destination Transportation—Any transportation other than first destination. It includes port handling charges and charges for freight, cartage, demurrage (also see paragraph **10.39.**), and other charges incurred overseas incident to shipment of Air Force property.

Value Engineering—An organized effort directed at analyzing the function of Department of Defense systems, equipment, facilities, procedures and supplies for the purpose of achieving the required function at the lowest total cost of effective ownership, consistent with requirements for performance, reliability, quality, and maintainability. (AFI 63-801, DoDD 4245.8 and FAR, chapter 1, subchapter G, part 48, contain guidance for developing VE programs.)

Value Engineering Change Proposal (VECP)—A specific cost reduction proposal, developed and submitted under VE contract provisions by a contractor, that requires a change to the contract specifications, purchase description, or statement of work.

Value Engineering Incentive Clause—Used in procurement and construction contracts to motivate contractors to submit proposals for changes in drawings, designs, specifications, or other contractual requirements for the purpose of stimulating cost reduction and provide for compensation to contractorsif such proposals are accepted.

Value Engineering Program Requirements Clause—A clause used primarily in design and development contracts and to some extent in production contracts to require the contractor to perform VE work at a stated level of effort during the course of performance of the contract and to provide compensation for performance of such work and to share in resultant savings. The contract will identify this requirement as a separate line item.

Value Engineering Proposal (VEP)—A specific proposal by Air Force personnel for economic improvement through the use of VE techniques. The term can also be applied to contractor-generated proposals that do not require a contract change to be implemented.

Warrant—The official document issued pursuant to law by the Secretary of the Treasury that establishes the amount of money authorized to be withdrawn from the Treasury.

Weapon System Engineering—Weapon system engineering is the application of scientific and engineering principles required to transform military requirements into operationally suitable hardware and software products. Weapon system engineering includes the definition, optimization, design, integration, interface control, test, verification, production, delivery and support of the product throughout its life cycle (see Air Force Supplement 1 to DoD Instruction 5000.2).

Attachment 1 (Added-AMC)

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

Public Laws

Title 5, C.F.R., Section 2636, *Limitations on Outside Employment and Prohibition of Honoraria; Confidential Reporting of Payments to Charities in Lieu of Honorari a*

Title 29, C.F.R., Section 1910.132(a), *Occupational Safety and Health Standards*

Title 5, U.S.C., Section 501, *Outside Earned Income Limitation*

Title 5, U.S.C., Section 7903, *Protective Clothing and Equipment*

Title 10, U.S.C., Section 1593, *Uniform Allowance: Civilian Employees*

Title 10, U.S.C., Section 12301, *Reserve Components Generally*

Title 10, U.S.C., Section 12302, *Ready Reserve*

Title 10, U.S.C., Section 2252, *Rewards: Missing Property*

Title 31, U.S.C., Section 3302, *Custodians of Money*

Title 40, U.S.C., Section 491, *Motor Vehicle Pools and Transportation Systems*

DoD Directives/Regulations/Instructions

DoDD 4640.13, *Management of Base and Long-Haul Telecommunications and Equipment*

DoDI 5100.3, *Support of the Headquarters of Combatant and Subordinate Joint Commands*

DoDFMR 7000.14, Volume 2B, *Budget Formulation and Presentation*

DoDFMR 7000.14, Volume 3, *Budget Execution—Availability and Use of Budgetary Resources*

DoDFMR 7000.14, Volume 11B, *Reimbursable Operations Policy and Procedures—Defense Working Capital Fund*

Departmental Publications

AFI 24-101, *Passenger Movement*

AFI 25-101, *War Reserve Material (WRM) Program Guidance and Procedures*

AFI 32-6004, *Furnishings Management*

AFI 32-9002, *Use of Real Property Facilities*

AFI 34-223, *Private Organization (PO) Program*

AFMAN 34-228, *Air Force Club Program Procedures*

AFI 35-101, *Public Affairs Policies and Procedures*

AFI 36-801, *Uniforms for Civilian Employees*

AFI 36-3108, *Memorialization Program and Ceremonies*

AFI 48-123, *Medical Examinations and Standards*

AFI 51-601, *Gifts to the Department of the Air Force*

AMCI 21-108, *Logistics Support Operations*

AMCI 65-602, *TWCF Budget Guidance and Procedures*

Other DoD Publications

JTR, *Joint Travel Regulation, Volume II*

GAO: Principles of Federal Appropriations Law, Volumes 1, 2, and 3

Other Policy Memoranda/Plans/Guidance Packages

HQ USAF/CV Memorandum, *Civil Aircraft Performances and Charging Admission at Base Open Houses/On-Base Events*, 27 Jul 94

HQ USAF/SG memorandum, *The USAF Aviation and Special Duty Photorefractive Keratectomy (PRK) Waiver and Surveillance Program (SG Policy #00-005)*, 2 Aug 00

HQ AMC/CEH memorandum, *Purchase of Flags with Military Family Housing (MFH) Funds*, 22 Mar 02

HQ USAF/SG memorandum, *Updates to the USAF Corneal Refractive Surgery Policies*, 4 Apr 03

Abbreviations and Acronyms

AEG—Aerospace Expeditionary Group

CA—Cost Analysis

CMAS—Command Man-Day Allocation System

CRS—Corneal Refractive Surgery

DCS—Defense Courier Service

DLR—Depot Level Reparable

DRU—Direct Reporting Unit

EA—Economic Analysis

EPA—Environmental Protection Agency

FAC—Functional Account Code

FTS—Federal Telecommunications System

HOR—Home of Record

IMA—Individual Mobilization Augmentee

ITO—Invitational Travel Order

IWIMS—Interim Work Information Management System

MRSP—Mobility Readiness Spare Package

MRT—Maintenance Recovery Team

NMC—Not Mission Capable

PDLA—Partial Dislocation Allowance

PDS—Permanent Duty Station

PFMR—Project Funds Management Record

RSS—Regional Supply Squadron

SAM—Support Agreement Manager

TCN—Transportation Control Number

TLF—Temporary Living Facilities

VQ—Visiting Quarters

USCENTCOM—United States Central Command

USSOCOM—United States Special Operations Command

Terms

Defense Working Capital Fund (DWCF) Terms/Activity Groups/Transportation—Includes the transportation components of Air Mobility Command (AMC), Military Sealift Command (MSC), Military Traffic Management Command (MTMC), and the Defense Courier Service (DCS) (***NOTE:*** DCS is a direct reporting unit to AMC).

Attachment 2

STATEMENT OF FINANCIAL MANAGEMENT GUIDANCE FOR RESOURCE MANAGERS

A2.1. Attachment 2 provides Air Force financial management guidance to resource managers. This guidance applies to resource managers at all levels and provides the broad guidelines for managers to carry out their mission responsibilities. Provide a copy of this statement to commanders at all levels down to and including detachment commanders.

A2.2. Each Air Force commander and manager is responsible for the effective, efficient, and economical use of all resources made available to his or her organization. The extent to which each commander and manager directly influences the budgeting, allocation, composition, and distribution of these resources depends on the degree of centralization of authority. The degree of centralization is the prerogative of each echelon of command and is determined by the mission needs, the resources involved, and managerial environment. Regardless of the level of centralization, operating level managers are directly involved and responsible for managing the resources used.

A2.3. Some resources may appear to be a cost-free asset in the view of the lower level manager, because this manager may not either control the determination or allocation of these resources (real property, weapon systems, and manpower) or may not have the authority to change the mix of the total resources allocated. In these instances, the manager's principal responsibility is to insure that these resources are used in the most cost effective manner. Managers need to be aware of the composition of the total resources of the base, responsibility center or cost center. All resources at operating locations are either directly controllable or there use is directly influenced by managers.

A2.4. There are positive means for a manager to directly influence the effectiveness, efficiency, and economy with which all resources are used to perform assigned missions and operations. The individual manager assists in budget formulation and resource allocation by recommending the best mix of resources to secure the most efficient use of available resources. Each manager should take an active part in the formulation and execution of operating budgets. Participatory management includes the use of resource advisors in each responsibility center and a financial management and working committee structure to advise and assist the commander in the decision-making process. The comptroller assists the manager by assuring fiduciary accounting and control of obligations and providing expense data through the accounting system. Both obligation and expense data are important because each involves distinct but related aspects of financial management. Managers must have obligation data to monitor availability of funds. Expense data is important because this is the basis for measuring performance of the organization. Relating expenses to production for a given period tells a manager how well the manager has done compared to a standard or to past activity. In most instances, expenses are the same as obligations during execution of the operating budget as relates to the use of resources. The comptroller also provides training in resource management and in the use of expense data in financial management.

A2.5. The operation and maintenance (O&M) type appropriations finance most of the day-to-day cost of running an Air Force base. There are a variety of factors that influence the degree to which managers decide how these funds will be applied. The flying hour program, civilian personnel authorizations, facility project approval, command directed TDY, and other nonfinancial constraints determine to a large

extent how a base uses its O&M dollars. Among all the funds the Air Force receives, these O&M appropriations offer the highest degree of control to managers.

A2.6. Civilian personnel costs can be influenced because requests for authorizations are initiated by managers. The manager has the prerogative to recommend a future trade of this resource for other resources. Civilian grade structure and overtime are controllable at base level.

A2.7. Managers either control or significantly influence utilities, transportation, communications, contractual services, supplies, and equipment funds. Significant management flexibility exists in these areas. Aviation Petroleum, Oil and Lubricant (POL) costs are tied directly to flying hours. Managers can influence these costs by efficient scheduling of proficiency, operational, and training flights.

A2.8. Managers have direct control over a portion of TDY funds; basically the control is exercised over administrative TDY and mode of travel, depending on the base mission. Command directed TDY may use some of these funds; however, managers can be selective as to the number of travelers and the mode of transportation.

A2.9. Military personnel selection, assignment and funds are centrally controlled as a basic policy of Air Force operations. The costs of military personnel are properly expensed as part of the financial data provided to managers at all levels. Military personnel are a key resource of the manager. The manager`s effectiveness in controlling on the job training (OJT), career management, motivation, and personnel productivity are the key factors to the productivity of the total system. It is essential that the manager knows the costs of military personnel resources that go into mission performance. By maintaining surveillance over the total military personnel program, the manager can influence the costs for military personnel through effective use of personnel complementing the central assignment and funding policies.

A2.10. The advent of the Defense Working Capital Fund (formerly DBOF) in FY 1992 represents a significant change in the way we program, budget and execute support dollars within the Department of Defense. The DWCF concept expands the use of revolving funds in the DoD to cover many functions previously funded with direct appropriations, and then charges the cost of these functions to the primary mission component that benefits from them. The method develops a provider/consumer relationship for support elements where the customer has much more control over the source of supply and can weigh alternatives on the bases of cost efficiency and product effectiveness.

A2.10.1. The concept has a two-fold focus. First, the DWCF identifies more of the support costs directly to the weapon systems that are supported, giving a more complete picture of the true costs of systems' support. Second, the concept fosters a more entrepreneurial spirit in the operation of DWCF "business areas," with more focus on cost control benefiting the customers through lower rates.

A2.10.2. The method of distributing financial authority and fixing responsibility in the DWCF environment is through the principle of unit cost resourcing. As a typical example, a DWCF business area is provided a budget document that permits that activity to incur costs as a percentage of sales revenue. There is no obligation authority or operating budget authority as in the appropriated fund environment. This method allows each business activity to respond to the demands of its customers and promotes a more cost oriented focus across the support spectrum. In addition, there are other support elements which are not part of the DWCF but which are funded on the basis of both an obligation

authority and a unit cost goal. Examples of this type of fee-for-service activity are the training establishment and data processing support.

A2.11. An integral part of the entire resource management process is performance evaluation and productivity measurement by the manager. Individual managers and commanders must have tools, techniques, and analytical support required to interpret the data available and make judgments as to performance. The comptroller assists both in this phase of resource management.

Attachment 3

ADVISORY AND ASSISTANCE SERVICES (A&AS)

A3.1. Public Law 102-394, as implemented in OMB Circular A-11, requires that obligations for consulting service for the prior year through the budget year be submitted annually to the Congress as a separate object Class (Object Class 25.1). The purpose of the exhibit is to provide Congress with actual estimates on the amount spent by DoD on consulting services which are utilized to enhance, assist, or improve the ability of government employees to make decisions on governmental processes, programs, and systems.

A3.2. All commands and FOAs must submit annual budget exhibits identifying amounts budgeted and obligated for three categories of services: Management and Professional Support Services; Studies, Analyses, and Evaluations; and Engineering and Technical Services. Special instructions for preparing the exhibit and for submission dates to SAF/FMB are in DoD Regulation 7000.14R, volume 2, chapter 19 (see paragraph **A3.4.**), and in guidance issued annually by SAF/FMB.

A3.3. Reporting requirements for A&AS are exempt from licensing according to volume 2 of the *DoD Financial Management Regulation* (DoD 7000.14-R) and paragraph E.4.f., of DoD 7750.5-M, *Procedures for Management of Information Requirements.*

A3.4. See the following references:

A3.4.1. DoD 7000.14-R, *DoD Financial Management Regulation, volume 2, Budget Presentation and Formulation,* May 11, 1994, chapter 19.

A3.4.2. DoD Directive 4205.2, *Acquiring and Managing Contracted Advisory and Assistance Services (CAAS),* February 10, 1992.

A3.4.3. AFI 63-401, *Contracted Advisory and Assistance Service,* 1 November 1993.

A3.4.4. AFPD 63-4, *Contracted Advisory and Assistance Services,* 7 September 1993.

Attachment 4

DEFERRALS AND RESCISSIONS

A4.1. DoD Comptroller Guidance on Deferrals and Rescission (from DoD 7000.14-R, *DoD Financial Management Regulation, Vol. 3, Chapter 2, Paragraph 0207*, *December 1996*)

See paragraphs **A4.2.** through **A4.4.**

A4.2. Deferrals:

A4.2.1. "1. Available budgetary resources may be withheld from obligation temporarily through the apportionment process with the intent of apportioning them for use later, before they lapse. Such deferral action may be taken by OMB on its own initiative or at the request of agencies. Budgetary resources may be deferred as reserves to provide for contingencies under provisions of the Anti-deficiency Act (31 U.S.C. 1512, formerly 31 U.S.C. 665); or they may be deferred for other reasons under the Impoundment Control Act (2 U.S.C. 681 through 688, formerly 31 U.S.C. 1403), except that funds available for only one fiscal year may not be deferred throughout the year.

A4.2.2. "2. All funds deferred through the apportionment process must be reported to the Congress in special messages. The Congress may overturn a deferral at any time by passing a law disapproving the deferral. If the Congress takes no action to disapprove reported deferrals, those deferrals may remain in effect until the end of the fiscal year unless a special message indicates that an earlier release is planned. For annual accounts and the last year of multiple-year accounts, however, funds may be deferred only for part of the year.

A4.2.3. "3. As the fourth quarter approaches, Components should review all deferrals (particularly of funds expiring at the end of the year) to ensure that amounts deferred for only part of the year will be released in time to be used prudently before the year ends. If a determination is made that such amounts should not be used, a rescission will be proposed prior to the beginning of the fourth fiscal quarter. Only in exceptional cases will rescissions be proposed during the fourth quarter. All proposed rescissions must be approved by OMB.

A4.2.4. "4. If amounts actually becoming available are less than anticipated for indefinite budget authority, transfers, reimbursements, or recoveries, the difference will be deducted from amounts apportioned and not from amounts deferred or otherwise unapportioned, unless specific provision is made for a different treatment on the approved apportionment form or reapportionment action is taken. Whenever it is determined that a deferred amount will not be required to carry out the purposes of the appropriation or other authority, it will be recommended for rescission as required by law (31 U.S.C. 1512 and 2 U.S.C. 683)."

A4.3. Rescissions:

A4.3.1. "1. The Impoundment Control Act specifies that, whenever the President determines that all or part of any budget authority will be required to carry out the full objectives or scope of programs for which it is provided, the President will propose to Congress that the funds be rescinded. Likewise, if all or part of any budget authority limited to a fiscal year (e.g., annual appropriations or budget authority for the last year of multiple-year accounts) is to be reserved for the entire fiscal year, a rescission will be proposed. Budget authority may also be proposed for rescission for fiscal policy or

other reasons. Generally, amounts proposed for rescission will be withheld during the time the proposals are being considered by the Congress. This may be accomplished through OMB apportionment action or through agency withholding action.

A4.3.2. "2. All funds proposed for rescission, including those withheld, must be reported to Congress in special messages. Positive action in the form of an enacted law must be completed to rescind funds. If both Houses of Congress have not completed action on a rescission proposed by the President within 45 calendar days of continuous session, any funds being withheld must be made available for obligation."

A4.4. DoD Comptroller Guidance on Deferrals:

A4.4.1. "1. OMB Circular A-34 recognizes the possibility of agency deferrals that are not identified in connection with the apportionment process. These are categorized as deferrals of funds provided for a specific purpose or project when such deferral would result in obligation for such specific purpose of project at a pace significantly slower than intended by the Congress. Since it is the policy of the Secretary of Defense to obligate programs consistent with the expressed intent of the Congress, this category of action should not take place within the Department. Strict adherence to this policy, however, does not preclude the continuance of prudent administrative actions reflected on financial authorizations that affect the timing of obligations for reasons related to the routine financial management of an appropriation, program, or project or to comply with procurement regulations or sound procurement practices. Any action taken in this regard must consider the intent of the Congress in providing funds as the primary criterion in determining whether a reportable deferral exists. Accordingly, DoD responsible for such actions must, at all times, be ready to support these judgments to any reviewing authority."

Attachment 5

PHASES OF MILITARY CONSTRUCTION

A5.1. Congressional authorization of major construction projects typically represents accumulation of planning, programming, and budgeting efforts.

A5.1.1. First identify a need for additional facilities.

A5.1.2. Define the need, rank the priority, and compete the projects for available resources.

A5.1.3. Start the project definition at the installation level and move the project through the chain of command for budget submission. **Table 9.1.** shows the life cycle of a military construction project and the 3 to 7 years' process of acquiring a military facility from conception to completion.

A5.1.4. The actual design phase lasts 1 to 2 1/2 years, while the construction phase could take 1 to 5 years.

A5.1.5. The remaining time is to plan, program, budget, design, construct, and financial close out. However, the total construction process consists of four phases: planning and programming, budgeting, design and construction. (See AFI 32-1021 for details on military construction phases.)

A5.2. **Table A5.1.** portrays these phases.

Table A5.1. Evolution of an FY 1993 Military Construction Project.

	1988	**1989**	**1990**	**1991**	**1992**	**1993**	**1994**	**1995**
PLANNING PROGRAMMING & BUDGETING	User identifies & develops project	Service inserts project in FYDP	Service completes planning	Service finalizes program & prepares budget	DoD submits Budget to Congress			
LEGISLATION					Congressional Committees hold hearings & Enact legislation			
DESIGN[1]					A&E** performs 35-100% design Service reviews & approves			
CONSTRUCTION					Service solicits bids & awards contract	Construction[2]		User occupies facility
	1988	1989	1990	1991	1992	1993	1994	1995

NOTES:

* Future Year Defense Program ** Architect & Engineer

1. Reserve Component facilities are to be at 65% design complete before inclusion in OSD budget
2. Don't award contracts without Congressional authorizations and appropriations.

Attachment 6

DEFENSE WORKING CAPITAL FUND

A6.1. Purpose of DWCF:

A6.1.1. DoD expanded the use of businesslike financial management practices through the creation of the Defense Business Operations Fund (DBOF) on 1 October 1991 (FY 92). Defense Management Report Decision (DMRD) 971, DoD Financial Systems, established the DBOF and provided the foundation for operational policies and procedures. The Defense Working Capital Funds (DWCF) were established in 1996 and built on the DBOF foundation. DWCF operates with financial principles that provide improved cost visibility and accountability to enhance business management and improve the decision making process. The DWCF builds on revolving fund principles previously used for industrial and commercial-type activities. Successful implementation of the DWCF is essential to achievement of the following DMR initiatives: 1) consolidating like functions, 2) increasing cost visibility, and 3) realizing significant monetary savings through better business practices.

A6.1.2. The establishment of the DWCF does not change previous organizational reporting structures or command authority relationships. Combining business activities under a single Treasury Code (97*4930) allows consolidation of cash management, while functional and cost management responsibilities remain with the Military Departments and Defense Agencies.

A6.1.3. The primary purpose of the DWCF is to provide a business management structure that encourages managers and employees of DoD support organizations to provide quality products and services at the lowest cost. A major feature of this business management structure is increased emphasis on business operations. This business operations structure identifies each business area, the products or services, and the total cost of operations within that business area.

A6.1.4. Under this structure, customers establish requirements and are charged, through the rate structure, for the cost of industrial and commercial-type services and products provided. Providers, in turn, produce quality goods and services which satisfy customer requirements at the lowest cost. Support organizations incur costs based on customer orders. This linkage of support costs to customer funding ensures better communication between the customer and the provider. By making the producing organization responsible for all costs associated with delivering the good or service, those managers will identify cost drivers and can focus their management improvement efforts accordingly. Better cost visibility enables managers at all levels to make informed decisions.

A6.2. Additional guidance on DWCF and the former AF Stock/Industrial Funds is in:

A6.2.1. DFAS DE 7420.1-R, *Procedures in Support of Air Force Stock Fund*.

A6.2.2. DoD 7000.14-R, *DoD Financial Management Regulation*, Volume 2, *Budget Presentation and Formulation,* Chapters 1 and 9.

A6.2.3. DoDI 4000.19, I*nterservice, Interdepartmental, and Interagency Support*.

A6.3. Concept of Operations. The DWCF is an expansion of the existing commercial or business operations that were previously managed as a revolving fund. The expansion included some activities which were not previously financed on a revolving fund basis by making them separate business areas. These areas are accounting and finance services, industrial plant equipment maintenance and repair, printing ser-

vices, reutilization and marketing services and technical information services. The DWCF eliminates direct appropriations for many elements of cost in existing funds. Sales to customers must reflect total costs not just direct costs. Replacement of DBOF with DWCF returned cash management responsibilities to the Components. Although the Military Departments retain control of their respective business areas, the Service's focus is supposed to be on cost management. A DWCF Financial Policies Board, chaired by DoD(C), has been created, with representation from defense agency comptrollers and Service Assistant Secretaries for Financial Management. The policy board reviews new procedures to improve operating control and identifies new areas for eventual inclusion in the DWCF.

A6.4. New Business Areas. Criteria for inclusion of a business area in the DWCF are: outputs of the business have been identified; costs of the business area can be related to the outputs; and the customers of the business area have been identified. Secretaries of the Military Departments may submit applications and supporting justification to authorize new DWCF activities or to rescind the authorization of existing DWCF activities. The DoD Comptroller authorizes or approves specific DWCF business areas and/or activities and the terms under which such business areas and/or activities shall be operated.

Attachment 7

BASE CLOSURE: COMPTROLLER DEACTIVATION CHECKLIST

A7.1. As a guide, the installation comptroller normally performs the following deactivation activities:

A7.1.1. Ensure continuity of comptroller functions needed to support operational requirements during phase down and deactivation.

A7.1.2. Coordinate with other staff functional areas to determine fund requirements needed to support closure plans, and ensure that such funds are available.

A7.1.3. Ensure that an adequate number of qualified comptroller personnel remain in place to effectively manage comptroller supports requirements during phase down and deactivation.

A7.1.4. Suspense and control submission of all OPRs, EPRs, and award recommendations well before the CBPO cutoff. Contact local military and civilian personnel offices, as necessary to resolve questions concerning military and civilian personnel offices.

A7.1.5. Designate individual to be responsible for documentation of unit phase out and submission of lessons learned.

A7.1.6. Advise Air Force Audit Agency (AFAA) representative of base closure.

A7.1.7. Notify commanders of the importance of early identification of losses so required reports can be initiated.

A7.1.8. Notify survey officers to expedite processing of outstanding reports of survey and government property loss or damage (GPLD) certificates.

A7.1.9. Close military finance facility. Notify command and DFAS-DE/AOR, DFAS-DE/FJG, DFAS-DE/FJR.

A7.1.10. Determine closeout vice transfer of orderly room functions.

Attachment 8 (Added-AMC)

SUMMARY OF SIGNIFICANT CHANGES

A8.1. (Added-AMC) In the introductory paragraph, revised the paragraph references that are attributable to Air National Guard and United States Air Force Reserve units. Added an explanation for references to "organizational O&M-type funds". Added HQ AMC/FM web site address to and instructions to download the publication.

A8.2. (Added-AMC) In the ***Summary of References*** paragraph, added reference to "**Attachment 2**" which provides all major revisions from the previous publication. Provided an explanation for paragraphs marked "deleted" in this revised publication.

A8.3. (Added-AMC) Added paragraph **2.2.** and subparagraphs **2.2.1.** and **2.2.2.** providing additional guidance on CRAs.

A8.4. (Added-AMC) Added new guidance to change all existing references in **Chapter 4** on the $100,000 expense/investment threshold to $250,000, as directed by P.L. 108-7.

A8.5. (Added-AMC) Added paragraph **4.9.** on the prohibition of military and civilian federal employees receiving honorariums in the performance of their duties .

A8.6. (Added-AMC) Added paragraph **4.9.3. (Added)** on military and civilian federal employees election to donate honorariums to a charitable organization and the limitation thereof .

A8.7. (Added-AMC) Added paragraph **4.9.4. (Added)** on the C.F.R. reference that provides the definition of an honorarium and examples of acceptable/unacceptable honorariums by military and civilian federal employees .

A8.8. (Added-AMC) Added a sentence deleting "OMB Circular A-125" from the title of Chapter 4, Section 4H, and replacing it with "5 CFR Part 1315".

A8.9. (Added-AMC) Added paragraphs **4.24.7. (Added)**, **4.24.7.1. (Added)**, and **4.24.7.2. (Added)** on funding for telephone calling cards.

A8.10. (Added-AMC) Paragraph **4.26.2.** added SAF/FMBMM authority to purchase Thanksgiving and Christmas decorations for dining facilities on Air Force installations. Also, added AMCI 65-602 reference on prohibition of TWCF funds for this purpose.

A8.11. (Added-AMC) Added paragraph **4.27.5. (Added)** on APF funding for programs pertaining to gallantry award ceremonies .

A8.12. (Added-AMC) Added paragraph **4.28.3. (Added)** on funding guidance for MAJCOM, wing, or squadron sponsored picnics, balls, and dances .

A8.13. (Added-AMC) Paragraph **4.31.** added funding guidance on refreshment for award ceremonies dealing with the presentation of medals for heroism or gallantry.

A8.14. (Added-AMC) Added paragraph **4.31.7. (Added)** on funding guidance for unit achievement award ceremonies.

A8.15. (Added-AMC) Added paragraph **4.31.8. (Added)** on funding guidance for graduation ceremonies.

A8.16. (Added-AMC) Revised paragraph **4.35.** by deleting the last two sentences in the previous publication.

A8.17. (Added-AMC) Added paragraph **4.36.1.** that provides the approval authority for the printing of business cards.

A8.18. (Added-AMC) Deleted paragraph **4.38.1.** in the previous publication.

A8.19. (Added-AMC) Deleted paragraph **4.38.2.** in the previous publication.

A8.20. (Added-AMC) Added paragraph **4.40.1.** providing examples of items in authorized work break areas that are prohibited from being purchased with APF.

A8.21. (Added-AMC) Added paragraph **4.40.7. (Added)** on organizations that are allowed to purchase cooking/food serving items with APF.

A8.22. (Added-AMC) Added paragraph **4.40.8. (Added)** on approval for exceptional circumstances for work break area furnishings.

A8.23. (Added-AMC) Paragraph **4.42.1.1.** added promotion review boards as qualifying for APF-funded refreshments and the prohibition of TWCF funds for light refreshments at conferences, etc., based on the AMCI 65-602 reference.

A8.24. (Added-AMC) Added paragraph **4.42.2.3.** on base comptrollers establishing a local process for reviewing conference requirements at their location .

A8.25. (Added-AMC) Added paragraph **4.42.2.6. (Added)** on funding for costs at Air Force club facilities to host commanders calls and other official Air Force functions/meetings .

A8.26. (Added-AMC) Paragraph **4.44.** added AMCI 65-602 reference.

A8.27. (Added-AMC) Revised paragraph **4.45.5.** to clarify the purchase of bottled water with government funds at deployed locations.

A8.28. (Added-AMC) Revised paragraph **4.45.6.** to emphasize that medical authority must officially authorize any unit request to purchase sun block or sunscreen prior to purchase.

A8.29. (Added-AMC) Added paragraph **4.45.5.1. (Added)** on purchasing bottled water for AMC aircrews.

A8.30. (Added-AMC) Added paragraph **4.45.5.2. (Added)** on the use of prudent judgment, other options, and proper documented justification when considering bottled water purchases.

A8.31. (Added-AMC) Paragraphs **4.57. (Added)** and **4.58. (Added)** in the previous publication are deleted and reinstated under paragraphs **4.62. (Added)** and **4.63. (Added)** respectively. Paragraph **4.59. (Added)** in the previous publication is deleted. Paragraph **4.60. (Added)** in the previous publication is deleted and reinstated under paragraph **4.64. (Added)** Paragraphs 4.61. through **4.65. (Added)** in the previous publication are renumbered as paragraphs **4.65. (Added)** through **4.69. (Added)** respectively. All applicable subparagraphs are respectively renumbered.

A8.32. (Added-AMC) Added paragraph **4.65.3. (Added)** on the prohibition of extending APF for memorialization to include freestanding memorials without specific congressional authorization.

A8.33. (Added-AMC) Clarified funding guidance on private organizations in paragraph 4.66.

A8.34. (Added-AMC) Added paragraph **4.66.1. (Added)** and paragraphs **4.66.1.1. (Added)** through **4.66.1.6. (Added)**on private organizations that fall under other guidance directives/instructions in lieu of AFI 34-223 .

A8.35. (Added-AMC) Added paragraph **4.67.7. (Added)** on funding for open house/air show advertising.

A8.36. (Added-AMC) Added paragraph **4.67.8. (Added)** on funding for vendor fairs.

A8.37. (Added-AMC) Added paragraph **4.67.9. (Added)** on funding for informational handouts at Air Force-hosted civic leader orientation dinners.

A8.38. (Added-AMC) Revised paragraph **4.68.2. (Added)** to include a note on funding for AMC WRM requirements at Moron AB SP

A8.39. (Added-AMC) Added paragraph **4.68.4. (Added)** on HQ USAF waiving unit/command funding for WRM reconstitution costs under wartime conditions .

A8.40. (Added-AMC) Added paragraph **4.70. (Added)** on funding guidance for fines and penalties.

A8.41. (Added-AMC) Added paragraph **4.71. (Added)** on funding guidance for rewards pertaining to lost or missing Air Force property.

A8.42. (Added-AMC) Added paragraphs **4.72. (Added)**, **4.72.1. (Added)**, and **4.72.2. (Added)** on funding for furnishings and appliances for dormitory family housing, lodging, and temporary living facilities.

A8.43. (Added-AMC) Added paragraphs **4.73. (Added)**, **4.73.1. (Added)**, and **4.73.2. (Added)** on contracts funded at the end of the fiscal year which performance will not begin until the next fiscal year.

A8.44. (Added-AMC) Added paragraph **4.74. (Added)** on the proper collection of receipts from commercial wireless vendor requests to install systems on Air Force property.

A8.45. (Added-AMC) Added paragraphs **4.75. (Added)**, **4.75.1. (Added)** and **4.75.2. (Added)** on funding policy for physical examinations for Air Force civilian employees and civilian applicants for Air Force positions.

A8.46. (Added-AMC) Added paragraphs **4.76. (Added)**, **4.76.1. (Added)**, **4.76.2. (Added)**, **4.76.3. (Added)**, **4.76.4. (Added)** and **4.76.5. (Added)** that provides AMC funding policy for replacement of non-expendable support equipment left at deployed locations by TWCF organizations.

A8.47. (Added-AMC) Added paragraphs **4.77. (Added)** and subparagraphs **4.77.1. (Added)**, **4.77.2. (Added)**, **4.77.3. (Added)**, **4.77.3.1. (Added)**, **4.77.3.2. (Added)**, and **4.77.4. (Added)** on the application of the interdepartmental waiver doctrine on paying damage claims for government personal property between federal agencies .

A8.48. (Added-AMC) Revised paragraph 6.3.3. to provide AMCI 65-602 reference.

A8.49. (Added-AMC) Added paragraph **6.3.7.4. (Added)** to provide guidance for funding of within-scope contract adjustments attributable to antecedent liability.

A8.50. (Added-AMC) Added antecedent liability and a general footnote to Figure 6.1. of AFI 65-601, Volume 1.

A8.51. (Added-AMC) Added paragraph **7.8.5.3. (Added)** on funding for support of temporary AMC theater oversight organizations.

A8.52. (Added-AMC) Added paragraphs **7.8.5.4. (Added)**, **7.8.5.5. (Added)**, and **7.8.5.6. (Added)** on funding of en route maintenance support for AMC-gained ANG and AFRC C-5, C-17, and C-141 aircraft.

A8.53. (Added-AMC) Deleted paragraph **7.12.2.2.** in the previous publication.

A8.54. (Added-AMC) Revised paragraph **7.12.4.** concerning the processing of landing fees collections from civil aircraft at AMC bases.

A8.55. (Added-AMC) Added paragraph **7.23.4.** to provide additional guidance on U.S. Customs Services charges for AMC TWCF-assigned aircraft.

A8.56. (Added-AMC) Added note to change all existing references in Chapter 8 on the $100,000 expense/investment threshold to $250,000, as directed by Public Law 108-7.

A8.57. (Added-AMC) Added note to change all existing references in Chapter 9 on the $100,000 expense/investment threshold to $250,000, as directed by Public Law 108-7.

A8.58. (Added-AMC) Added paragraph **10.2.1.1. (Added)** and subparagraphs **10.2.1.1.1. (Added)** and **10.2.1.1.2. (Added)** along with subparagraphs 10.2.1.12.1. through 10.2.1.1.3. on AMC guidance for

TDY funding of AMC-gained ANG/AFRC/(IMA) personnel who are voluntarily activated on MPA Man-days.

A8.59. (Added-AMC) Added paragraph **10.2.1.2. (Added)** and subparagraphs **10.2.1.2.1. (Added)** through **10.2.1.2.11. (Added)** on AMC guidance for TDY funding of AMC-gained ANG/AFRC/IMA personnel who are non-voluntarily mobilized to active duty .

A8.60. (Added-AMC) Added paragraph **10.2.1.3. (Added)** and subparagraphs **10.2.1.3.1. (Added)** through **10.2.1.3.6. (Added)** on funding guidance for Phoenix Raven teams.

A8.61. (Added-AMC) Added paragraph **10.2.1.4. (Added)** on TDY funding for stewards.

A8.62. (Added-AMC) Added paragraph **10.2.1.5. (Added)** on TDY funding for comptroller paying agents.

A8.63. (Added-AMC) Added paragraph **10.2.1.6. (Added)** on TDY funding for Home Day Care Providers.

A8.64. (Added-AMC) Added paragraph **10.2.1.7. (Added)** on TDY funding for manning assistance.

A8.65. (Added-AMC) Deleted paragraph 10.2.4.2.3. in the previous publication.

A8.66. (Added-AMC) Added paragraph 10.2.5.2.3. on delegation of AMC/CV authority to NAF/CCs and AMC/DS for approval of off-base conferences.

A8.67. (Added-AMC) Added paragraph **10.2.11. (Added)** providing the source of Air Force guidance concerning official family member/spouse travel .

A8.68. (Added-AMC) Added paragraph **10.2.12. (Added)** on Air Force guidance for travel of spouses/ family members of military members who receive Air Force-level awards.

A8.69. (Added-AMC) Added paragraphs **10.2.13. (Added)**, **10.2.13.1. (Added)** through **10.2.13.5. (Added)**, and **10.2.13.5.1. (Added)** through **10.2.13.5.2. (Added)** on TDY and transportation funding for MRT support.

A8.70. (Added-AMC) Added paragraphs **10.2.14. (Added)** and **10.2.14.1. (Added)** through 10.2.14.3. on funding for maintenance support of NMC AMC-gained AFRC/ANG unit-equipped aircraft .

A8.71. (Added-AMC) Added paragraph **10.2.15. (Added)** on TDY funding for Corneal Refractive Surgery (CRS).

A8.72. (Added-AMC) Deleted paragraph **10.22.7.** in the previous publication.

A8.73. (Added-AMC) Added paragraphs **10.22.9. (Added)**, **10.22.9.1. (Added)**, and **10.22.9.2. (Added)** on on-base lodging of active duty off-base personnel.

A8.74. (Added-AMC) Added paragraph **10.25.6.1.3.** on recording costs for immunizations, inoculations, and other required medical supplies in the accounting system pertaining to JCS Exercises.

A8.75. (Added-AMC) Deleted paragraph **10.26.9.** in the previous publication.

A8.76. (Added-AMC) Added paragraph 10.26.12. on funding guidance for soft contact lenses of aircrew members who are required to use night vision goggles to perform their mission .

A8.77. (Added-AMC) Added paragraph **10.55.5.** on funding for uniform patches resulting from an Air Force directed organizational change.

A8.78. (Added-AMC) Added paragraph 10.56.10. on funding prohibition for non-outer garment uniform items.

A8.79. (Added-AMC) Added paragraph 10.56. on funding guidance for civilian employee uniforms and gear.

A8.80. (Added-AMC) Added paragraphs **10.56.1. (Added)**, **10.56.2. (Added)**, and **10.56.3. (Added)** concerning the "three tests" qualification required to fund civilian clothing and gear .

A8.81. (Added-AMC) Paragraph **10.62.** added AMCI 65-602 references.

A8.82. (Added-AMC) Added paragraph **10.62.1.** on TWCF funding for environmental clean up costs at or near TWCF-assigned facilities, including any related EPA non-compliance fines and penalties.

A8.83. (Added-AMC) Added paragraph **12.7.6. (Added)** on funding guidance for confinement of female military prisoners in civilian detention facilities .

A8.84. (Added-AMC) Added paragraph **12.15.** that provides additional guidance for PDLA payments.

A8.85. (Added-AMC) Added paragraph **12.15.2.** on funding lodging costs for family housing residents who are temporarily displaced at the direction on the wing commander.

A8.86. (Added-AMC) Added paragraph **12.15.3. (Added)** on PDLA payments for military members of other Services.

A8.87. (Added-AMC) Revised paragraph **15.2.3.2.** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .

A8.88. (Added-AMC) Added paragraph **15.7.** to provide reference to paragraph **10.2.1.2. (Added)** of this publication for additional guidance.

A8.89. (Added-AMC) Deleted paragraph **15.7.2.** in the previous publication.

A8.90. (Added-AMC) Revised paragraph **15.8.** to change the reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .

A8.91. (Added-AMC) Revised paragraph **16.2.3.2.** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance .

A8.92. (Added-AMC) Added paragraph **16.6. (Added)** to provide reference to paragraph **10.2.1.1. (Added)** of this publication for additional guidance.

A8.93. (Added-AMC) Added note to change all existing references in **Chapter 18** on the $100,000 DWCF Capital threshold to $250,000 .

A8.94. (Added-AMC) Revised paragraph **18.5.1.3.** to revise the referenced monetary thresholds.

A8.95. (Added-AMC) Revised paragraph **18.6.9.1.** to revise the referenced monetary threshold.

A8.96. (Added-AMC) Added paragraph **21.3.1.10.** to provide the HQ AMC/CEH guidance for purchasing U.S. and Air Force flags on MFH units.

A8.97. (Added-AMC) Deleted paragraph **21.3.2.3.** in the previous publication.

A8.98. (Added-AMC) Revised paragraph **22.4.1.3.** to reflect the new acronym “IWIMS”.

A8.99. (Added-AMC) Revised paragraph 22.1.2.3. to reflect the change from WIMS to IWIMS.

A8.100. (Added-AMC) Added paragraph **23.19.** on forms adopted for this AMCS1 that are not listed in AFI 65-601, Volume 1.

A8.101. (Added-AMC) Divided **Attachment 1**, ***References***, by public laws, DoD directives/regulations/instructions, departmental publications, other DoD publications, and other policy memoranda/plans/guidance packages. Updated **Attachment 1** with new acronyms and references provided in this publication that are not listed in AFI 65-601, Volume 1. Added a section on terms.