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AIR FORCE MATERIEL COMMAND

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APPROPRIATION REIMBURSEMENT PROCEDURES

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This instruction implements AFPD 65-6, *Budget*. It provides budget and accounting procedures for those cases in which AFMC organizations provide reimbursable or non reimbursable materiel or services to DOD and non-DOD agencies, non-US government organizations, commercial organizations, and foreign governments. This instruction does not include procedures for AFMC organizations that operate under the Defense Working Capital Fund.

SUMMARY OF REVISIONS

This revision aligns the instruction with AFPD 65-6. The entire instruction has revised, updated and combined provisions of superseded AFMCI 65-603, 26 May 1995. The DFAS field organization's names and regulation references have been changed to reflect the transition of DFAS from Operating Locations to Field Sites and the renumbering and renaming of DFAS, Air Force and AFMC regulations and instructions.

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Chapter 1

INTRODUCTION

Section 1A—Terms

1.1. Abbreviation and Terms. Attachment 1 lists the abbreviations and terms used in this instruction.

Section 1B—General

1.2. Introduction to Appropriation Reimbursements for O&M, RDT&E and Procurement Funds. The importance of managing reimbursable programs can not be over emphasized. Failure to record or realize reimbursable earnings to match obligations incurred to fill customer orders will result in a decrease to your direct program (**para 1.20.**), where you have authority to retain the earnings and not deposit them in Miscellaneous Receipts of the Treasury. Also, any recorded revenues not identified to obligations are excess earnings and will be deposited to miscellaneous receipts in accordance with 31 U.S.C. 3302(b). This can also have an adverse effect on your direct programs if the excess earnings are due to failure to use a sales code on an obligation.

1.2.1. Various government agencies are authorized to enter into transactions with each other when so doing is determined to be in the best interest of the government. Support to other activities is authorized in AFI 65-601. Vol 1.

1.2.2. Support agreements and transactions are completed between AFMC and other major commands (MAJCOM), DOD, and non-DOD agencies, foreign governments, and commercial concerns. AFMC usually provides support, materiel, and services on a reimbursable basis. The amounts collected, however, must be deposited in the Miscellaneous Receipts of the Treasury unless authority (such as 10 U.S.C. 2681, 10 U.S.C. 2563, 31 U.S.C. 1535, or 41 U.S.C. 23) exists to credit the appropriation used to fund the work.

1.2.3. Activities providing support must specify the requirements in their budget estimates and financial plans. The Financial Services Office (FSO) or DFAS Field Site records unfilled orders (UFO) when reimbursable orders are received, records filled orders uncollected (FOU) when materiel and services are provided, and records filled orders collected (FOC) when collections are received. RDT&E activities and 3400 funded bases utilizing cost accounting systems will record each reimbursement order with a unique control serial number (CSN) in the General Accounting and Finance System (GAFS).

1.2.4. All appropriation reimbursements are accounted for in the General Accounting and Finance System (GAFS) and included in the Status of Funds Data Base Transmission, RCS: SAF-FM(M)7801-DE (DFAS-DE 7010.1-R).

1.2.5. The use of intra-appropriation reimbursement procedures is authorized for funds made available to AFMC (operating agency code (OAC) 47) in appropriations 57*3400 and 57*3600. Air Force accountable stations must use sales code (SC) 39 for processing these reimbursements when the appropriation charged and the appropriation credited are identical as to appropriation and fiscal year (FY).

1.2.6. **Figure 1.1.** provides the checklist for recording reimbursable actions under various conditions.

1.2.7. The Office of Management and Budget (OMB) authorizes using automatic apportionment of reimbursement for the Operation and Maintenance (O&M), AF appropriation (57*3400, Fund Code 30). The field level budget or FSO offices load reimbursements as they are earned. (No target is given to the MAJCOM or base budget office.) References to reimbursable budget authority (RBA) apply to RDT&E and procurement funds. Reimbursements to O&M (3400) are managed under automatic apportionment procedures. These procedures do not authorize retention of reimbursed amounts. There must be separate authority for crediting the appropriation used to perform the work.

Section 1C—Organization Responsibilities

1.3. Budget Office Responsibilities. The local budget office will complete the following tasks to identify all reimbursements and to make sure related transactions are reported accurately:

1.3.1. Submit RBA requirements in the budget estimates and financial plans.

1.3.2. Distribute RBAs and direct budget authorization (DBA) by budget programs and SC, where applicable.

1.3.3. Monitor the status of the reimbursable program.

1.3.3.1. For RDT&E and procurement funds, request adjustment to RBA and DBA as required.

1.3.3.2. For O&M (3400), MAJCOMs/FOAs may exceed target amounts without SAF/FMBO's prior approval. But, MAJCOMs/FOAs must explain deviations from targets to SAF/FMBO in writing when they're apparent. When SAF/FMBO approves and issues revised reimbursement targets to MAJCOMs/FOAs, apply standard reimbursement policies and procedures.

1.3.4. Provide the FSO anticipated reimbursement amounts that equal RBA received for inclusion in the GAFS. Ensure reimbursement amounts included in GAFS agree with reimbursement amounts loaded in the applicable cost accounting systems.

1.3.5. Guide the staff on reimbursable policy.

1.3.6. Review each support agreement when it is being coordinated. Prepare an annex (when required) that lists all areas of support and identify each item as reimbursable or nonreimbursable. See AFI 25-201 for additional guidance.

1.3.7. Provide the DFAS Field Site an AF Form 406, **Miscellaneous Obligation/Reimbursement Document** (constituting a reimbursable order) quarterly, annually, or as required for all locally generated reimbursements (FT J and M) using organizational Commercial Service. Ensure FT J and M are recorded with the applicable CSN for RDT&E activities and 3400 funded bases that use cost accounting systems.

1.3.8. Assign the appropriate reimbursable budget program activity code (BPAC) and record the CSN as applicable when a 3600 appropriation reimbursable order is received. Use sale codes for O&M and appropriate BPACs only for RDT&E and procurement funds

1.3.9. Provide BPACs and case identifiers on budget authorization (BA) releases for foreign military sales (FMS) and the Military Assistance Program (MAP).

1.4. Accounting and Finance Responsibilities. The DFAS Field Site or Financial Services Office (FSO), as applicable, will complete the following tasks to identify all reimbursements and to make sure related transactions are reported accurately:

1.4.1. Maintain a complete file of all agreements, contracts engineering service projects (ESP), project orders, military interdepartmental purchase requests (MIPR), purchase requests (PR), etc., that authorize issue or sale of Air Force resources on a reimbursable basis. Ensure the authority for the agreement is on the documents, or it will be assumed to be an Economy Act order (except AF Forms 185).

1.4.2. Verify that all required support shown in a support agreement is correctly identified. If support is not identified, notify the appropriate financial office immediately.

1.4.3. Send each functional activity (such as civil engineering, supply, and transportation) that provides reimbursable support a record of its reimbursable transactions.

1.4.4. Maintain records according to DFAS-DE Interim Guidance on Direct, Refund, and Receivable Transactions at Base Level, Section 5 for appropriation refund and reimbursement transactions.

1.4.5. Establish local controls and coordinate with all submitting activities to make sure that documentation reflecting orders on hand and services and materiel delivered (filled and earned) is received and recorded promptly in the GAFS and applicable cost accounting systems. Ensure reimbursement amounts included in GAFS agree with reimbursement amounts loaded in applicable cost accounting systems. Ensure the documentation is recorded in GAFS and applicable cost accounting systems with CSN identification when applicable for RDT&E activities and 3400 funded bases, using cost accounting systems and reimbursement amounts included in GAFS. Also ensure the documentation agrees with reimbursement amounts loaded in applicable cost accounting systems

1.4.6. Make sure appropriation reimbursement shown in the RCS: SAF-FM(M)7801-DE report are correct. Report balances must be edited according to RCS: SAF-FM(M)7801-DE checklist. (**Figure 1.1.**).

1.4.7. Make sure anticipated reimbursements (the dollar amount of reimbursement estimated to be realized during the life of the appropriation) in fund type (FT) J or M records equal RBA in FT A, C, or L records. RBA is the authority to record anticipated reimbursements, not total orders accepted. RBA by itself does not authorize retention of the collected reimbursed amounts. There must be authority to credit the appropriation used for the work. (See **para. 1.2.2.**) For O&M funds: organizations utilizing cost accounting systems must follow these procedures. However, for other organizations, the sum of the direct program and reimbursable program can be recorded in the "L" record.

1.4.8. Prepare and distribute SF 1080, **Voucher for Transfers between Appropriations and/or Funds**, or other billings. Process billings by the end of the month after the month of delivery. Process both sides of the SF 1080 (collections for-self and payment for-others) for all customers within the Air Force. Use these same procedures for DOD and non-DOD agencies, provided a bilateral agreement exists. If there is no bilateral agreement, then send invoice. For advance payments from nongovernment organizations, see **paragraph 1.17.3.4.** and DFAS Interim Guidance, *Administrative Control Of Appropriations*.

1.4.9. Age accounts receivable on a monthly basis (para **1.28.**).

1.4.10. Follow up on all accounts receivable according to DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level to ensure prompt collection.

1.4.11. Review the orders-accepted file periodically to ensure orders are recorded correctly.

1.4.12. Follow-up on delinquent orders with budget, the initiator, or the performing activity as required. See **paragraph 1.18.** for procedures for working without an order.

1.4.13. Document and transfer delinquent accounts receivable for collection according to DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level, table 29-1. When payment (full or partial) is received or the charge is adjusted after it has been transferred, the billing office will notify DFAS/Field Site by message. The message will include the invoice number (or other identification of the delinquent case file) and the amount of the collection or adjustment. If MINIMIZE is imposed, wait for it to be lifted.

1.4.14. Use **Figure 1.1.**, Accounts Receivable Checklist, at least quarterly.

1.4.15. Assist in preparing the funding annex to support agreements to determine the type of billing and support documentation that will be required or provided.

1.4.16. Use appropriate Operating Instructions (OIs) from DOD, Air Force, AFMC, and local and system user guides to determine job order costs and to support all reimbursements processed by activities required to operate a cost system.

1.5. Purchase Request (PR) and Military Interdepartmental Purchase Request (MIPR) Control Responsibilities. The control and coordination of PRs and MIPRs will be assigned to an appropriate office at each facility per AFMCI 23-102. To help with MIPR procedures/processes, HQ AFMC/PK developed a MIPR toolkit located at **https://www.afmc-mil.wpafb.af.mil/HQ-AFMC/PK/pkv/mipr.htm**. Each facility office will ensure the following tasks are performed to identify and process all reimbursements and ensure they are reported promptly and accurately.

1.5.1. After accepting a reimbursable MIPR or amendment, coordinate with the budget office to determine if RBA is available (if not using automatic apportionment) and send a copy of the reimbursable MIPR or amendment to the FSO and budget office according to AFMCPD 23-1 and AFMCI 23-102.

1.5.2. Send the FSO/DFAS documents that show excess funds or other adjustments to MIPRs funded on a reimbursable basis so corresponding adjustments can be made to UFOs.

1.5.3. Mark all forms, including incoming MIPRs, that are to be treated as project orders clearly by inclusion of a statement such as “This order is placed in accordance with the provisions of 41 U.S.C. 23, as implemented by Department of Defense regulation.” per DoD 7000.14R, Vol 11A, Chapter 2 .

1.5.4. Send the project order to the designated acceptance or functional manager for action.

1.6. Cost Office Responsibilities. The Cost Accounting Office has the overall responsibility to ensure that a compliant cost accounting system is in place and that it functions in accordance with DOD 7000-14R, Financial Management Regulation. At locations utilizing the Job Order Cost Accounting System II (JOCAS II), the cost accounting function includes not only members of the Cost Accounting Office (CAO), but the JOCAS System Administrator (JSA) and the applicable Organizational Focal Points as well. It is the duty of the Chief of the Cost Accounting Office to coordinate all required functions within the cost accounting arena among all required participants (See **Attachment 2**). The Chief of Cost Accounting is responsible to ensure that the provisions of applicable business practices are incorporated

within the established cost accounting framework provided by JOCAS II. Maintenance of JOCAS II, including System Master Tables, scheduling and processing schedules, interfaces from other standard systems, corrections of data errors, consolidation processing, billing and journal vouchering generation from within the JOCAS II are all responsibilities of the local Cost Accounting Office. In order to properly maintain the system, it is necessary that the CAO obtain varied support from other accounting functions, budget offices and other financial management functions on an as required basis. Although the data related to a specific Job Order Number (JON) and data related to a specific Reimbursable Order Number (RON) are often the prime responsibility of specifically identified JON and RON Managers external to the CAO, it is imperative that the proper funding relationships between reimbursable JONs and their associated RONs be maintained. Periodic reviews of these relationships are the responsibility of the CAO. Specific system operating guidance may be found in the JOCAS II 'User Manual', 'JSA Manual' and other Operating Instructions. The CAO must ensure that all requirements of pertinent documentation are incorporated into the local business practices of JOCAS II operations. The CAO is also responsible to ensure that proper training is provided to new users and those with expanded roles within the system. Although most training is performed locally, central training courses may be available on a periodic basis to assist in this function.

1.7. Support Agreement OPR Responsibilities. The support agreement OPR/coordinator will make sure the supporting FSO and budget office have reviewed all agreements to ensure the reimbursement aspects are adequately identified and covered before authentication. For intracommand support, follow procedures for support agreements outlined in AFMCI 65-601. The support agreement OPR will send the FSO and budget office copies of authenticated (signed) support agreements.

1.8. Performing Activity Responsibilities. Activities performing reimbursable work will complete the following tasks to identify all reimbursement and to make sure related transactions are reported accurately:

1.8.1. Ensure the budget office and FSO have copies of reimbursable orders. These orders include project orders, MIPRs accepted as project orders, PRs, National Aeronautics and Space Administration (NASA) Defense PRs, work orders, and AF Form 406. Send the FSO a copy of the commander's or comptroller's approval and AF Form 406 when reimbursable work is started before receipt of a reimbursable order or reimbursable work continues in excess of a reimbursable order. Use of AF Form 406 is described in **Attachment 1**.

1.8.2. Identify reimbursable transactions and process necessary data or documentation for the FSO. Briefly describe the work that was done, its monetary value, and the activity supported

1.8.3. Send the FSO copies of orders received from tenant organization or off-base customers that request services, supplies, or equipment (but not normal host-tenant supply support processed through the supply system)

1.8.4. Make sure that accounting and finance and cost accounting records are complete for reimbursable support provided and identified by CSN where applicable.

1.8.5. Make sure that when the performing activity is a tenant and AFMC is a host, the tenant notifies the host if it does work for another activity that would result in a reimbursement.

1.8.6. Function as a control point for accepting orders for in-house technical effort and for managing work the ordering activity requests.

1.8.7. Optionally, assign a Functional Area Agreement Coordinator who provides and reviews the specific terms and provisions relating to their functional area and assists the cost and budget offices as necessary to assure accurate charges.

Section 1D—Guidance

1.9. RBA Procedures. After initial funding authority is sent to HQ AFMC by SAF/FMB, send requests through channels to HQ AFMC/FMA for initial and additional RBA if not using automatic apportionment. (This procedure assumes that you have authority to retain the funds used for the work.)

1.9.1. Research, development, test and evaluation (RDT&E) (3600) RBA is controlled by HQ AFMC at the total appropriation level, citing BPAC 690000. As valid orders are received, the budget office, with the assistance from the FSO, will load the RBA to appropriate BPACs (for example, 696999, 699999, 69620C, 69420C) for recording and reporting. When citing funds, refer to **figure 1.3**, BPAC Coding Structure. All BPACs must be approved by HQ AFMC/FMA before initial use. The FSO/DFAS must record commitments, obligations, and expenditures under the appropriate 6 digit BPAC, not at the BPAC 690000 level. The FSO will send the local budget office a status report for BPAC 690000.

1.9.2. Procurement RBA funds, issued by HQ AFMC under OAC 47 for procurement appropriations 57*3010, (BPAC 180000), 57*3011 (BPAC 360000), 57*3020 (BPAC 280000), and 57*3080 (BPAC 870000), will be accounted for, reported, billed, and collected by AFMC activities. Establish CP accounts receivable records (UFO, FOU, FOC) in FT J records, along with the applicable reimbursable BPACs 995000, 996000, and 997000 (AIR FORCE DATA DICTIONARY (AFDD)), and report them monthly in the RCS: SAF-FM(M)7801-DE report to DFAS-DE no later than the fifth working day following the end of each month..

1.9.3. Operation and Maintenance (O&M), appropriation 57*3400 (fund code 30) has been authorized by the Office of Management and Budget (OMB) for automatic apportionment of reimbursements. SAF/FMBO has authority to 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.

1.9.4. HQ AFMC controls only the total RBA provided to a specific AFMC activity at the appropriation level if automatic apportionment is not in effect. With automatic apportionment for appropriation 3400, the local budget offices load reimbursements as they are earned. (No target is given to the MAJCOM or base budget office.) For MIPRs, orders, and agreements that the performing agency must formally accept, the sum of the unfilled plus filled orders must equal the sum of the amounts shown on the latest amendment or basic order. Do not decrease the amount of a customer's UFO until formal documentation is received from the customer, except at end of year (EOY). See DFAS-DE 7220.1-R for year-end closing procedures. Based on the 30 September RCS: SAF-FM(M)7801-DE report, RBA will be reduced to the amount of reimbursement realized (obligated unfilled, FOU, and FOC).

1.10. Citing DBA or RBA (for RDT&E and Procurement funds only). Cite RBA for accomplishment of project orders (DOD 7000.14-R, Volume 11a, Chapter 2) and other approved reimbursable orders. Make every effort to cite RBA initially on reimbursable transactions, such as travel orders, purchase orders, and contracts. Three exceptions are: payrolls, reimbursable costs identified by the Interim Work Information Management System (IWIMS) and Automated Civil Engineer System (ACES), and vehicle

integrated management system (VIMS) costs. Payroll costs must be funded initially from DBA. Charges to reimbursable customers identified by ACES and VIMS must be funded from DBA, since they are interfaced into the GAFS and the ACES Schedule of Reimbursements and Refunds or Job Order Cost Accounting System (JOCAS) - related extracts do not identify the appropriations used to initially finance the service or materiel provided. When DBA is cited, the transfer of accrued expenditures (identified as reimbursable) from the direct program to the reimbursable program must be recorded before preparing month-end reports. Estimates are described in paragraph **1.16.**, and must be recorded when actual accruals are not known. **See paragraph 1.19.** for DBA-to-RBA transfer limitations.

1.11. Orders extending Over Several FYs. OUSD Memo, "Accounting Policy Changes for Customer Orders Funded by Multiple Year Appropriations (COFMYA)", 21 Aug 96 rescinded authority to roll forward unobligated customer orders to follow-on fiscal years. AFMC will footnote their annual statements with the information required by OUSD. Footnotes will continue until a new process is implemented. Orders received in the current year, amending an existing prior year order, will still be recorded as a UFO against the current-year RBA. For new orders received in the current year, cite the current-year RBA. Record earnings in the normal manner and associate them with applicable obligations. Account for reimbursements collected under the appropriation credited when reimbursements were earned. If collections exceed savings due to advances, see **paragraph 1.17.3.4**. Earnings and collections will be associated with obligations. In other words, reimbursable obligations incurred in a given FY will be supported by earnings and collections credited in the same FY. Funding rules and practices vary with different appropriations. AFI 65-601, Volume 1, Chapter 5, provides guidance for each appropriation. At the end of the FY, handle the unfilled portion of the order in the accounting records according Section E to Chapter 3, Paragraph C3.3, Fiscal Year End Accounting Actions.

1.12. Service Performed In-House:

1.12.1. AFMCI 65-602 provides reimbursement and pricing guidance defining responsibilities and procedures for budgeting, funding and reporting RDT&E support costs at AFMC test centers and AFRL. This instruction describes funding relationships between AFMC program and project managers and the Office of Secretary of Defense (OSD)-designated (T&E) activities and the relationship between R&D customers with AFRL.

1.12.2. DOD 7000.14-R, Volume 11A, Chapter 2 establishes policy and procedures for all Air Force activities in issuing and accepting AF Form 185, **Project Order**. AF Form 185 is a specific order to manufacture materials, supplies, and equipment, to do other work or service, placed with and accepted by a separately managed and financed government -owned and operated organization. AF Form 185 is a reimbursable order that is issued by the requiring organization (user-buyer) to the performing organization (performer) to support the in-house technical effort.

1.12.3. Program or project mission funds are used to reimburse the support funds for work effort associated with orders requiring in-house effort. Reimburse T&E activities from user program or project mission funds for direct costs and other applicable costs. AFMCI 65-601 defines reimbursable costs. Charge reimbursable costs of FMS according to DOD 7000.14-R, Volume 15. Bill other reimbursable charges according to individual support agreements, for example, those with NASA and the 30th and 45th Space Wings. Still other non-US government activities, but not FMS transactions, may be billed for user charges according to DOD 7000.14-R, Volume 11A, Chapter 4.

1.12.4. Program introduction (PI) and statement of capability (SOC) documentation (or the equivalent) are prepared to support advance planning work on an order for in-house technical support. The requesting activity prepares the PI document and identifies the work that will be requested. The performing activity prepares the SOC and estimates what the work will cost. An AFMC Form 607, **Budget Estimate Agreement (Cost of Test and Evaluation (T&E) Support or Other In-House Technical Effort)** may be used for providing a documented cost estimate. It will be signed by both the performing and ordering activity authorized representatives, as noted on the form. Send copies of reimbursable orders resulting from PI and SOC documents to the local budget office and the FSO.

1.13. Supplier-Receiver Support

1.13.1. DODI 4000.19, Interservice, Interdepartmental and Interagency Support, and AFPD 25-2, *Support Agreements,* provide policies and guidance for interservice support and support between DOD components and between DOD components and other federal agencies. Support is documented by completing DD Form 1144, **Support Agreement**.

1.13.2. AFMCI 65-601 provides guidance for formulating intracommand support. When an intracommand organization requires above standard support, use DD Form 1144 to document the required support and reimbursement required.

1.13.3. For details on support policy and procedures in general, see AFI 65-601, Volume 1, Chapter 7. For details on specific functional areas, see the applicable functional prescribing directives.

1.13.4. Support for government contractors requires specific authorizing provision in the contract (see **para 5.3.**).

1.13.5. International Agreements are prepared under AFI 51-701, *Negotiating, Concluding, Recording and Maintaining International Agreements*.

1.13.6. NASA obtains support through departmental agreement developed according to policy and instructions from higher authority and subsequent implementing instructions from HQ AFMC (see **para 4.1.**).

1.14. Support Performed by Contract:

1.14.1. Customers may submit orders for materiel and services that will not be performed in-house. The support they request may be provided under separate contract with a commercial contractor or it may be combined into contracts for AFMC requirements.

1.14.2. When contract support is provided on a reimbursable basis (rather than by direct citation), copies of the request and acceptance are sent to the FSO and budget office. They are recorded as UFOs and are used as documentation to establish accounts receivable.

1.15. Awarding an RBA-Funded Contract Before Receipt of Orders. (Applicable to federal government agencies only). At the start of the FY, AFMC activities frequently award contracts that are funded entirely or in part with RBA funds. Thus, RBA obligations exceed total orders received. When this occurs, the commander or, as designated by the commander, the comptroller or comparable official of the performing activity will send the FSO an AF Form 406, MORD, for the difference between the orders received and the RBA obligation. This AF Form 406 will be valid for 120 days, without a DBA obligation having to be recorded, and may be extended for an additional 60 days by the commander. If valid orders are not received within this time period, the RBA obligations will be transferred to the performer's DBA

funds as explained in **paragraph 1.20.**. The commander's (or comptroller's) AF Form 406 will support a single Fund Type J (reimbursement) record with a UFO equal to the amount of the AF Form 406. Record performance in the absence of an order against this AF Form 406-supported J record but do not bill or collect reimbursements. As reimbursable orders are received, reduce the AF Form 406-supported J record and establish a separate J record for each order. Once an order is received, bill or collect any FOU balance.

1.16. Recording Estimates of DBA-Funded Reimbursements. The budget office or organizational focal point will record an estimate of monthly earned reimbursements (for accruals or whenever required) on a letter to FSO who will then process the estimate using a journal voucher, debiting RBA and crediting DBA. In no case should the estimate exceed total reimbursement expenditure level. For any given month, calculate this estimate by averaging the actual earnings of the three preceding months, plus or minus any known deviations. For example, calculate estimated earnings for January by totaling the actual earnings of October, November, and December, dividing by three, and adjusting for any known significant changes in January. Record the estimate of the monthly earned reimbursement in Air Force element of expense/investment code (EEIC) 599 or record the reimbursements by individual EEIC as a credit accrual (balance ID U) in the DBA account and as a debit accrual in the RBA account. Record an earned (filled) reimbursement accounts receivable (FT J or M) for like amount under the appropriate SCs. Use of local responsibility center/cost center (RC/CC) is optional. Record the estimates monthly and keep them on the books until the actual earning for the month (normally the following month) are recorded. When recording actual earnings, use the detail Air Force EEIC and reverse the applicable monthly estimate. Follow up on EOY estimates aggressively so the process can be completed by 30 November, unless circumstances make this impossible. If any of these transactions result in reimbursable obligations exceeding a reimbursable order, comply with **paragraph 1.20.**. For O&M funds: organizations utilizing cost systems with O&M funding must follow these procedures. However, for other organizations, estimated earnings can be recorded in the "M" record against the reimbursable order as a filled uncollected transaction (FOU). If an FOU is established in the "M" record, no "L" record transaction is required.

1.17. When To Record Reimbursement:

1.17.1. Anticipated Reimbursements. Record anticipated reimbursements in the same amount as the estimated RBA projection developed by the budget office. If orders accepted exceed the amount of RBA loaded, immediately increase the RBA to reflect the increase in orders accepted and anticipated reimbursements.

1.17.2. Recording Levels of UFOs:

1.17.2.1. Record locally generated support quarterly or annually with the amount of support expected to be provided. The budget office will provide an AF Form 406 for this amount, based on the annual financial plan (**para 1.3.7.**).

1.17.2.2. Record commander or comptroller emergency approvals as AF Forms 406 are received.

1.17.2.3. Record customer orders as they are received and for the amounts accepted. When orders prepared within existing directives require resources beyond 30 September, they require special consideration. Any order accepted under the authority of the Economy Act will have any unobligated (unearned) amounts returned to the ordering activity. Therefore, you must work closely with the ordering activity to return the funds as soon as possible so the activity can utilize those funds.

1.17.2.4. Record UFOs as follows:

1.17.2.4.1. **57*3600, *3010, *3011, *3020, *3080.** Record the amounts of UFOs in FT J records with the SC and reimbursable order number.

1.17.2.4.2. **57*3400.** Update FT M records at the RC/CC code, EEIC, SC, and reimbursable order number level necessary to maintain fund control. The FSO and budget offices will determine the level.

1.17.3. Filled Customer Orders:

1.17.3.1. Record filled customer orders upon receiving documentation that materiel was delivered to the customer or services were performed. If the FSO uses self-reimbursement procedures, record as a filled customer order collected. When self-reimbursement procedures are not used, record as a filled customer order uncollected.

1.17.3.2. Upon receiving orders and subsequently placing them on contract, evidence of contractor performance or partial payments made for costs incurred is justification to record a filled order and bill the customer.

1.17.3.3. At the close of an accounting period, when it is known that costs have been incurred or orders have been filled but documentation is not available, document and record estimated earnings as filled customer order uncollected and adjust the estimate when actual earnings are documented. See **paragraph 1.16.** for documenting estimates of DBA-funded reimbursements.

1.17.3.4. Advance payments do not meet the criteria of a filled order because there is no evidence showing services or materiel were delivered. When an advanced payment is received, enter the advance as UFO, using the appropriate vendor code and a positive FOC and a negative FOU, using type vendor codes 1, 2, 3, or 6 as applicable. As performance occurs, reduce the amount in UFO and increase FOU using the applicable vendor code. When performance is complete (delivery or service), reverse the posted vendor code and record an FOC using the applicable vendor code. If additional collection or refund is due, take appropriate action at this time (see DFAS-DE 7077.2-M).

1.17.3.5. Making progress payments to a contractor does not usually mean the order should be recorded as filled. Record the order as filled when the progress payments have been recouped and the end item has been delivered. However, if the customer desires, the service or agency, on an individual basis, can be billed for progress payments. In this instance, record a filled order when the progress payment is made and bill the customer accordingly. However, do not identify the progress billings with 9940 in FT J. For FMS filled customer order procedures, see DOD 7000.14-R, Chapter 15.

1.17.4. Recording Collections. Record upon processing the collection side of the SF 1080 or receipt of payment.

1.17.5. Disposition of Collection. When appropriate, credit amounts collected for services or materiel provided on a reimbursable basis to the appropriation that incurred the original costs. Excess collections will be returned to the customer or deposited to a Miscellaneous Receipt Account of the Treasury. See figure 1.2 additional information.

1.18. Beginning Work or Continuing Work Without an Order or Amendment. (Applicable to federal government agencies only) Except in an emergency, reimbursable work will not be started before an order is known to exist and reimbursable work will not continue against an existing order when there

is a lack of customer funds. A telephone call or e-mail to the performing activity with the customer number, date funded amount, and name of authorizing official is acceptable. In an emergency, the performing activity commander or, at the commander's designation, the comptroller or comparable official may approve starting work in the absence of an order or continuing work in excess of customer funds. A copy of the approval document and an AF Form 406 will be sent to the FSO. The AF Form 406 will be valid for 120 days without a DBA obligation being recorded; the AF Form 406 may be extended by the commander for 60 days. If valid orders or amendments are not received within this period, RBA obligations will be transferred to the performer's DBA funds as explained in paragraph **1.20.** The FSO will follow up with the acceptance officer to ensure receipt of the order or amendment. Performance in emergencies will be recorded as FOU and will not be billed until an order or amendment is received. When performance on an order is 75 percent completed, the customer shall be notified by the performing activity if additional funds will be required to finalize the order.

1.19. Transferring Accrued Expenditures from DBA to RBA.

1.19.1. **57*3600 Appropriation.** If reimbursable obligations are initially funded with DBA funds, record estimates monthly and record adjustments as soon as they are identified. This identification and transfer is necessary to release direct funds for financing AFMC assigned missions. Transfer accrued expenditures from the applicable DBA to the related RBA BPAC only to the extent reimbursable orders or the commander's or comptroller's approved UFOs are available. Make transfers by using OF 1017-G, *Journal Voucher*, and support them according to DFAS-DE 7010.1-R. Record these amounts as filled customer funds in the FT J or M records to the extent customer funds or the commander's or comptroller's approvals are available. If sufficient customer funds are not available to cover the reimbursable effort, the excess will be recorded as an FOU against an approved AF Form 406 and no bill will be rendered until the order or amendment is received.

1.19.2. **57*3400 Appropriation.** If reimbursable obligations are initially funded with DBA funds, record estimates monthly and record adjustments as soon as they are identified. This identification and transfer is necessary to release direct funds for financing AFMC assigned missions. Transfer accrued expenditures from the applicable DBA FT "L" record to the related sales coded FT "L" record to record RBA only to the extent reimbursable orders or the commander's or comptroller's approved UFOs are available. Make transfers by using OF 1017-G, Journal Voucher, and support them according to DFAS-DE 7010.1-R. Record these amounts as filled customer funds in the FT J or M records to the extent customer funds or the commander's or comptroller's approvals are available. If sufficient customer funds are not available to cover the reimbursable effort, the excess will be recorded as an FOU against an approved AF Form 406 and no bill will be rendered until the order or amendment is received. Organizations utilizing cost systems must follow these procedures. However, other organizations may elect not to record the FT "L" record transactions.

1.20. When Reimbursable Accrued Expenditures Exceed Order or Approval. When DBA-funded actual performance exceeds the amount of the customer's order plus the level of the commander's or comptroller's approval, DBA-funded performance will not be transferred to RBA. When initially charged to RBA, performance in excess of the customer order and the commander's or comptroller's approval will be transferred to the performer's DBA immediately. Ensure sufficient DBA is available to cover the chargeback. These procedures also apply when the commander's or comptroller's approval expires without receipt of a customer order or amendment. Organizations utilizing cost systems with O&M funding must follow the procedures in paragraph **1.20.1.1.** paragraph **1.20.1.2.**, and paragraph **1.20.1.3.**. However,

other organizations may elect to let the FT "L" record obligation remain in DBA until a valid bill is processed. If this is elected, the organization must follow the procedures in paragraph **1.20.1.4.**.

1.20.1. **For 3400-funded reimbursements:**

1.20.1.1. Reduce FOU and unfilled customer orders in applicable RC/CC and EEIC in FT M and sales code.

1.20.1.2. Reduce reimbursable obligations in applicable RC/CC and EEIC in FT L and sales code.

1.20.1.3. Establish obligations in the amount reduced in (para.**1.20.1.2.**) as a charge to RC/CC XX1099 and EEIC 599.99 in FT L. If reimbursable obligations are civilian pay costs, then charge these to RC/CC XX 1099 and EEICs 39X.

1.20.1.4. Reduce RBA, FOU, and UFO in applicable RC/CC and EEIC in FT M and SC. This action automatically increases the DBA obligation.

1.20.2. **For 3600, 3010, 3011, 3020, and 3080 funded reimbursements:**

1.20.2.1. Establish a credit obligation record in FT A or C RBA records using applicable BPAC (Figure 1.3) and EEIC 599.99 for the amount of the chargeback.

1.20.2.2. Establish a positive obligation in FT A or C DBA record, using applicable PE/BPAC and EEIC 599.99 for the chargeback.

1.20.2.3. Reduce applicable filled orders uncollected in FT J records by the amount of the chargeback. Remove the unfilled customer order balance from the FT J record.

1.21. Calculation of Labor. Charges for reimbursable work performed by AFMC field activities are figured as follows:

1.21.1. **Civilian Labor.** Civilian labor is not reimbursable from Air Force customers except as follows:

1.21.1.1. T&E activities and AFRL operating under JOCAS II. Civilian labor (government employees) will consist of direct labor plus the civilian benefit acceleration rate to cover annual leave, holidays, sick leave, contributions for group life insurance, civil service retirement or FERS, social security, thrift savings plan, and health benefits. Overtime, holiday pay, and night differential are figured at the normal authorized rates without applying an acceleration factor.

1.21.1.2. Activities not operating under JOCAS II comply with DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level and AFI 25-201.

1.21.1.3. As an optional basis, when a laboratory is both the customer and the performer, laboratory civilian pay may be treated as a refund between the management and support (M&S) direct BPACs and mission program direct BPACs. This will be done by charging EEIC 392RR in the M&S direct BPACs and charging the proper mission program direct BPACs. Costs first incurred in the M&S direct BPACs will be transferred on a refund basis from the M&S direct to the M&S reimbursable BPAC using the pertinent EEIC originally bearing the costs. All accounting records, to include the Civilian Manpower and Funding, RCS: DD-COMP(AR)1092, (DOD Budget Guidance Manual Reports) must reflect accurate civilian pay data for both direct and reimbursement obligations.

1.21.2. Military Labor. Charges are billed at the military standard rates plus accelerations for leave, holiday, and other personnel cost factors as prescribed in DFAS-DE 7010.1-R, chapter 30. Standard Rates For Military Personnel Services. Military labor is not reimbursable from DOD users (DFAS Interim Guidance, Accounting for Commitments), but is reimbursable from all other users. These costs are provided to DOD customers for information only.

1.22. Accessorial Charges, Additive Surcharges and Discounts. If accessorial charges or other additional costs cause reimbursements to exceed expenditures in the reimbursable authority, make appropriate adjustments between RBA and DBA. Use OF 1017-G to process these adjustments. Increase the expenditures in the RBA records and decrease the expenditures in the DBA records.

1.23. Billing and Collecting. Bill the ordering activity promptly for reimbursement. Bills must be sent on a scheduled basis (at least monthly) as costs are accrued, when the materiel is delivered, or when service is performed. When recurring charges are involved, as with supplier/receiver support, prepare billings at least monthly, except as in **paragraph 1.24.**. Since billings are normally based on accruals, they may need to be adjusted when actual costs are known. Orders must remain open until all related undelivered orders outstanding and accrued expenditures unpaid have been paid, or appropriate adjustments made, and all earnings have been billed and collected. For billing procedures, see **paragraph 4.1.** and **paragraph 5.5.**. Also refer to AFMCI 65-601, and AFMCI 65-602, and AFI 65-601, as applicable.

1.24. Billing Waivers:

1.24.1. Suspend monthly reimbursement billings to an Air Force or other DoD component until they total $1,000 or more in the fiscal year. Then, bill that amount and subsequent amounts for the remainder of the fiscal year. Prepare reimbursement vouchers at the end of succeeding monthly billing cycles, after the transaction's cumulative value met or exceeded $1,000 for the fiscal year. Billings may be accumulated until the amount totals $1,000, but not beyond the end of a FY. However, no later than the end of the fiscal year, all amounts of billings held in suspense for an Air Force or other DoD component must be billed even though the amount is less than $1,000. Notify the ordering agency of the waiver in writing. Amounts waived will remain in General Ledger Account 311. However, Defense Working Capital Fund (DWCF), Corps of Engineer Civil Work Revolving Fund and other DoD revolving fund transactions or support will not be waived but reimbursed regardless of amount involved. Support the billings with complete documentation of all sales. Record sales as filled orders. These provisions do not apply to consumable supplies issued to host base support units as covered in AFI 65-601, Volume 1. DoD 7000.14-R, Volume 11A, Chapter 3, Paragraph 030503, contains these procedures. Other exceptions to the $1,000 rule are class-B telephones, toll charges, tenant-peculiar communications, and contract field service support provided to NASA. Paragraph **4.1.2.** contains specific billing procedures for NASA. Also, for non-DoD U.S. Government activities, the billing organization must bill all suspended amounts at the end of the year, even though the amount is less than $1,000. See AFI 65-601, Vol 1, paragraph 5.5.1.

1.24.2. When funding reimbursable support, except subsistence, to two or more receivers (tenants) funded by the same parent organization under a single allotment of funds (or operating budget), consider them as an entity (single tenant of parent organization) for billing and waiver purposes. Send billings, except for subsistence, to the offices the tenant designates. When subsistence charges are billed to a different office than other support, consider the charges separately for waiver and billings purposes.

1.24.3. For other rules concerning Air Force tenants, see AFI 65-601, Vol 1, paragraph 7.10.

1.25. Billing for Services. Requests received by AFMC activities for RDT&E services are either performed in-house or placed on contract. When placed on contract, the contract usually provides that the contractor will prepare written studies or research documents. AFMC will not postpone billing the ordering activity until receiving the research studies or reports, but will bill based on partial payments. Follow this procedure only when other documents denoting delivery or performance are not used.

1.26. Supporting Documentation for Billings. To substantiate the SF 1080, **T&E Activities** and AFRL will use the listings produced by the JOCAS II, identifying reimbursable costs incurred. Support all other billings by using documentation prescribed in DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level. When DFAS payment offices documentation is required to support billings to customers, a request by contract number must be made to the paying activity when the contract is issued.

1.27. Special Billing Requirements:

1.27.1. NASA Contract Field Service Support. Send billing to HQ NASA according to the current Air Force and NASA agreement. See paragraph **4.2.**

1.27.2. Defense **Re-Utilization and Marketing Office (DRMO).** Do not prepare billings for reimbursable costs incurred in supporting DRMO activities (AFI 65-601, Vol 1, Chapter 10, Section D). These reimbursements are collected centrally at DFAS-DE.

1.28. Aging of Accounts Receivable. All accounts receivable will be aged at least monthly. The base or "zero" day for the aging schedule is the day a fully documented billing is sent to the debtor. If there is no response within 30 days, send a follow-up letter. It is advisable to follow-up further, either personally or by telephone. If accounts still remain unpaid, comply with DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level, part five, when reporting to DFAS-DE.

1.29. Documentation to Support Delinquent Accounts Receivable. When sending delinquent accounts receivable to DFAS-DE for collection or disposition, include all applicable documents and correspondence. Include memorandums that reflect telephone follow-up, pertinent discussions, and so on. DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level, Section five, gives a complete description of supporting documentation.

1.30. Unique Reimbursable Transaction Coding:

1.30.1. Reimbursable transactions have unique coding. The coding applies to all funds authorized and issued for the appropriation symbols and BPACs listed in **Table 1.1.**.

1.30.2. The following coding instructions specify the information required in AF Form 1730, **Transmittal Register Transcript**, field 71-76:

1.30.2.1. Grant Aid. The identification will consist of the program year (PY) in positions 71 and 72 and the record control number (RCN) in positions 73 through 76 (for example, Y6AQ47 will be recorded Y6=PY 1976; AQ 47= RCN)

1.30.2.2. FMS. The identification will consist of a blank(b) in position 71, the country geopolitical code in positions 72 and 73, and the three-digit alpha master case identifier in positions 74 through 76. The line item number will be recorded in the last three positions of field 26 (positions 122-124).

1.30.2.3. Other. The identification of all other reimbursable customer programs will consist of not more than six significant digits to identify the individual reimbursable order number.

1.31. Management Reports. Each AFMC funding activity will submit RCS: SAF-FM(M)7801-DE report for all funds identifies in OACs 36, 47, 53 and 58 to DFAS-DE.

1.31.1. Responsible Subject Matter Area. Accounts Control area.

1.31.2. Period Covered. Cumulative from inception.

1.31.3. Report Concept, Format, and Due Dates. According to DFAS-DE 7010.1-R, chapter 32.

RCS: SAF-FM(M)7801-DE Checklist

Current year

-- RBA must equal Anticipated Reimbursements.

-- Filled customer orders will not exceed RBA obligations.

-- Filled and unfilled customer orders should equal or exceed RBA obligations.

-- Collections cannot exceed expenditures except where advance payments have been received.

First Prior Year

-- Filled and unfilled customers orders must equal Anticipated Reimbursements.

-- Filled and unfilled customer orders should equal RBA obligations except for orders to be filled from inventory.

-- RBA must equal Anticipated Reimbursements.

-- Filled customer orders may equal, but will not exceed RBA obligations.

-- Collections cannot exceed expenditures. (See above.)

-- Reimbursable obligations and expenditures will not exceed RBA.

Second Prior Year and Earlier

-- Filled and unfilled customer orders must equal RBA obligations.

-- Filled customer orders will not exceed RBA obligations.

-- Expenditures will not exceed filled customer orders.

-- Collections will not exceed expenditures. (See above)

-- Reimbursable obligations and expenditures will not exceed filled and unfilled customer orders.

Figure 1.1. RCS: SAF-FM(M)7801-DE Checklist

1. Have procedures and responsibilities been established in writing to obtain and maintain a complete file of all agreements, contracts, ESP, reimbursable orders, purchase requests, and MIPRs, authorizing the issue or sale of Air Force resources on a reimbursable basis to support a tenant or customer?

Yes_____ No_____

2. Have procedures been established to review and reconcile, selectively and periodically, anticipated reimbursement balances with supporting documentation file?

Yes____ No_____

3. Have controls been established to ensure amendments to reimbursable orders are received on a timely basis?

Yes____ No_____

4. Are collection vouchers identified with related accounts receivable to ensure prompt posting?

Yes____ No_____

5. Are debtors encouraged to pay by check to the order of the FSO (name of base)?

Yes____ No_____

6. Are collection vouchers numbered in the applicable subject matter area (DFAS-DE 7010.1-R)?

Yes____ No_____

7. Have personnel who assign voucher numbers been instructed they must never accept cash or checks?

Yes____ No_____

8. Are recurring-type charges posted to the debtor's accounts on a recurring basis? Yes____ No_____

9.1. Have procedures been established to use the ACES schedule of reimbursements and refunds to monitor the base's civil engineering portion of the reimbursement program?

Yes____ No_____

9.2. Where ACES is not used, have procedures been established to use other management systems?

Yes____ No_____

10. Does the Field Site approve the allowable write-off of the accounts receivable at the base level?

Yes____ No_____

11. Are debtors contacted when accounts are not collected in the prescribed time, according to DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level, Sec.5?

Yes____ No_____

12. Does the Field Site regularly review the aging of accounts receivable and take follow-up action per DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level table 29-1?

Yes____ No_____

13. Are delinquent accounts transferred out for collection action per DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level, table 29-1?

Yes____ No_____

14. When cash and checks are received by mail, are they recorded by someone other than the cashier?

Yes____ No_____

15. Are collections shown in fund types J or M equal to or less than the related expenditures shown in fund types A, C, and L.?

Yes____ No_____

16. Do collections in the RCS: SAF-FM(M)7801-DE report agree with collections in the Monthly Package Report of Disbursement and Collections Transactions, RCS: HAF-ACF(M)7113 (DFAS-DE 7077.2-M)

Yes____ No_____

17. Are periodic reviews conducted to verify that reimbursements are billed accurately and processed promptly for all customers receiving reimbursable materiel or services?

Yes____ No_____

18. When support agreements include responsibilities for monitoring reimbursements, have those responsibilities been established in writing?

Yes____ No_____

19. Are there procedures to report problems, need for guidance, conflicts in directives and so on, that affect appropriation reimbursements

Yes____ No_____

20. If collections in the reimbursable records exceed expenditures in the allotment records, or if the total of filled orders (uncollected and collected) exceeds the amount of obligations in the allotment records, are the reasons documented and footnoted on reports to higher headquarters?

Yes____ No_____

21. Are the sales data from base organizations sent to the Field Site promptly?

Yes____ No_____

If not, does the Field Site send a timely reminder?

Yes____ No_____

22. Is the sales activity's holding time included in the waiting period when transferring delinquent accounts receivable to DFAS-DE?

Yes____ No_____

23. Are customers billed when cumulative reimbursable sales from all categories amount to $1000 or more in a fiscal year (AFI 65-601, Volume 1, paragraph 5.5)?

Yes____ No_____

24. When case files on delinquent accounts are transferred to HQ DFAS-DE, do they contain all the required information for continued follow-up collection?

Yes____ No_____

Table 1.1. BPAC Coding Structure.

	1st	2nd	3rd	4th	5th	6th
	6	9	0	0	0	0
3600 Appropriation	X					
Reimbursable Program		X				
RDT&E Budget Program			X			
1 = Basic Research						
2 = Applied Research						
3 = Advanced Technology Development (ATD)						
4 = Advanced Component Development and Prototypes (ACD&P)						
5 = System Development and Demonstration (SDD)						
6 = RDT&E Management Support						
7 = Operational System Development						
In-House Effort				X	X	X
996 In-House Base Operating Support						
(PE 65896F Related)						
997 In-House T&E Support						
(PE 65807F Related)						
Customer Identifier						
A = AFRL						
B = Other AFMC						
C = Other Air Force						
D = Army						
E = Navy						
F = DARPA						
G = Other DOD (Non-Air Force)						
H = DOE						
J = NASA						
K = Other U.S. Government						
L = Non U.S. Government (Except FMS/MAP)						
M = MAP						
X = FMS						

Table 1.2. Reimbursable Transaction Codes.

Appropriation Symbol	BPAC	Fund Type	Paragraph
57*3010	180000	C, J	**1.9.2.**
57*3011	360000	C, J	**1.9.2.**
57*3020	280000	C, J	**1.9.2.**
57*3080	870000	C, J	**1.9.2.**
57*3400		L, M	
57*3600	690000	A, C, J	**Table 1.1.**

Chapter 2

SUPPORT TO AIR FORCE ACTIVITIES

2.1. Appropriated Funds from Other AFMC Receivers. The following policy and procedures apply to support that is provided to AFMC units located on an AFMC base.

2.1.1. Requirement for Support. Each AFMC center/base will establish a standard support level of service applicable/available to all AFMC intracommand activities they are supporting. The standard support level (nonreimbursable) facilities and service that one AFMC provider (host) provides to another AFMC receiver activity will be at the same level of quantity and quality as the host gives its own internal activities. Formal AFI 25-201 and AFMCI 65-601 DD Forms 1144, **Support Agreements**, are required whenever there is an exchange of manpower or funding resources, or whenever above standard support is requested from the receiver. Categories and levels of service will be defined as either standard or above standard support by AFMC activities. When support service is above standard, an essential element in establishing support service agreement is the recognition and acceptance by the receiver of the services received and the cost associated with the supplier providing the service. Completion of a DD Form 1144 is required to substantiate this agreement. Procedures for completing DD Forms 1144 are contained in AFI 25-201.

2.1.2. Funding of Support When neither the Supplier or Receiver are Defense Working Capital Fund (DWCF) Organizations. The supplier will provide a standard level of common support without reimbursement for all non DWCF intracommand receivers. Nonreimbursable support consists of those functions that represent the level of support provided to all receivers of a particular service, designated by authority as the standard expectation. Standard support includes essential infrastructure functions (e.g. fire protection, base wide security police, personnel, comptroller, safety, legal, etc.) not directly associated to a program/activity's missions requirement, but nevertheless specifically required for AFMC activities to operate from a given location. Reimbursable support is a level of support service that exceeds the standard support service established by the supplier. These requirements can be either for a peculiar/unique type of service or for increased quantity or frequency of common services. Intracommand receivers will be responsible for funding above standard, peculiar, or unique support services.

2.1.3. Funding for Support When Receiver is a DWCF activity. Usually, DWCF activities will be billed all costs (direct, indirect, general and administrative (G&A)) for all services provided by the supplier installation in accordance with DODI 4000.19 effective 1 Oct 93. **(Note:** Defense Commissary Agency (DECA) is the only exception) The host and DWCF activity will negotiate, document and maintain these reimbursable requirements in a support agreement. Support agreements with these activities must be completed and all support costs calculated and identified in the support agreement as reimbursable. If the AFMC receiver is part of DWCF, the receiver is required to reimburse total cost of all support to suppliers. DODI 4000.19 and AFI 25-201 provide guidance on allocating costs. A list of active DWCF business areas are listed in AFI 65-601, Volume 1, paragraph 7.8.2.2. Base resources provided to DWCF activities are identified by the following program element codes:

2.1.3.1. XXX56 - environmental compliance.

2.1.3.2. XXX76 - minor construction projects less than $300,000.

2.1.3.3. XXX78 - real property maintenance/repair.

2.1.3.4. XXX79 - real property services.

2.1.3.5. XXX90 - audio-visual information services.

2.1.3.6. XXX95 - base communications.

2.1.3.7. XXX96 - base operations.

2.2. Appropriated Funds of Other Air Force Major Commands (Intraservice Relationships). The following policy and procedures apply to supporting other Air Force MAJCOM receivers (tenants). Additional guidance is provided in AFI 25-201 and AFI 65-601, Volume 1, paragraphs 7.4 through 7.8.1.

2.2.1. Requirements for Support. MAJCOMs will determine their own mission unique requirements. Upon request and within capability, AFMC suppliers will provide administrative and logistical support to intraservice receivers consistent with AFI 25-201 and AFI 65-601. AFMC suppliers will administer funds made available by the receiver's parent command to support the receiver. All units on an installation receive standard support on an equal basis as defined by the base and applicable functional AFI's. The receiver establishes any unique capability required by the receiver, if such capability is not present or projected requirement of the supplier.

2.2.1.1. The tenant receiver must tell the host supplier its requirements early enough to allow funding consideration during budget formulation. When the host isn't informed budget lead time away, the receiver 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.

2.2.1.2. When a tenant receiver is on or near an AFMC activity that can support it, consolidate all support with the AFMC host supplier activity. Do not duplicate equipment and manpower when it would be more efficient and economical to consolidate functions.

2.2.1.3. Support will be between AFMC supplier and other MAJCOM receivers will be documented on DD Forms 1144 as prescribed in AFI 25-201.

2.2.1.4. The supplier may not reduce or end the approved level of support in the current support agreement without a minimum of 180 calendar days written notice unless mutually agreed upon by both supplier and receiver. Likewise the receiver will provide the supplier with at least 180 calendar days written advance notice when reduction in support is expected.

2.2.2. Funding of Support.

2.2.2.1. The receiver command will budget and provide appropriate funds for the following tenant requirements:

2.2.2.2. Civilian personnel costs.

2.2.2.3. Travel costs for military and civilian assigned personnel.

2.2.2.4. Purchase of expense materiel, supplies and equipment from DWCF Supply Management divisions and local procurement sources.

2.2.2.5. Contractual services, except common services (i.e., trash hauling, snow removal)

2.2.2.6. Intermediate in-house maintenance of aircraft, missiles and other equipment, only if the supplier activity does not have organic capability to perform maintenance or the receiver activity is organized to perform the maintenance as specified in AFI 25-201 and AFI 21-101.

2.2.2.7. Vehicle maintenance for all vehicles owned or permanently dispatched by their organization.

2.2.2.8. Maintenance of unique equipment required to meet the receiver's organizational mission.

2.2.2.9. Contract Maintenance to include all mission support equipment, common support equipment, vehicles, and any other equipment that is the tenant's property, except the tenant's office machines and equipment, dormitory furniture and furnishings, and real property installed equipment (RPIE).

2.2.2.10. Transportation for receiver's cargo movement chargeable to organization's O&M funds.

2.2.3. AFMC Funding Responsibilities. AFMC will fund the following requirements for intraservice receivers:

2.2.3.1. Intermediate-level maintenance of aircraft, missiles, and general-purpose vehicles not permanently dispatched to or owned by the receiver, ground power equipment, and so on, if the receiver does not have the organized capability. (Doesn't apply to work done at Air Logistics Centers which is reimbursed by the receiver.)

2.2.3.2. Real property maintenance activity (RPMA) projects for maintenance, repair, and minor construction of on-base facilities, whether work is performed in-house or by contract, except minor construction projects with a funded cost of over $2,000.

2.2.3.3. Maintenance of RPIE for on-base facilities, whether done in-house or by contract.

2.2.3.4. Expense materiel used by the supplier to maintain buildings and grounds the receiver occupies and to provide base support common to all personnel and organizations.

2.2.3.5. Data processing equipment, including control panels in the receiver's activity, used mainly for common management support.

2.2.3.6. Operating and maintaining receiver occupied off-base buildings, if the supplier leases and rents them for other base unit occupancy.

2.2.3.7. Expense materiel (base/stock funded supplies) issued without reimbursement to those receivers on or near a base.

2.2.3.8. Base procured investment equipment (BPIE) including rental, which the receiver needs to fulfill its approved equipment authorization. The supplier buys investment items locally using the 3080 appropriation (BP 84XXXX) and rents investment items using its O&M type funds. At an RDT&E funded installation, 3600 funds rental of investment equipment for an O&M funded receiver. Exception: An RDT&E receiver funds both procurement and rental of investment equipment on a 3400 funded supplier base.

2.2.3.9. Contract maintenance for all office machines and equipment, dormitory furnishings, and furniture.

2.2.3.10. Base or stock funded supplies to maintain receiver's equipment (including aircraft) when the supplier is responsible for maintaining it.

2.2.4. Exception to Supplier Support Responsibilities:

2.2.4.1. If an Air Force intraservice receiver is located on or near an AFMC installation to support this installation, the AFMC supplier budgets, funds, and provides for the receiver's requirements

except for civilian pay, military and civilian suggestion cash awards and temporary duty travel (TDY). For the following organizations, AFMC will not charge for base or stock funded supplies or expense equipment:

2.2.4.1.1. Air Force Special Security Officer System.

2.2.4.1.2. Mobile Training Detachments and Field Training Detachments.

2.2.4.1.3. Air Weather Service Detachments, Base Weather Station Divisions, and Branches.

2.2.4.1.4. Office of Special Investigations (OSI) District Offices and Detachments.

2.2.4.1.5. Air Force Audit Agency resident, representative, liaison, and regional offices.

2.2.4.1.6. Air Force Reserve Medical Service Units (MSUs), if co-located and assigned to active duty medical facilities for training. (Applies to personnel in a non-TDY status only).

2.2.4.1.7. Air Force Judicial Circuit Offices.

2.2.4.1.8. HQ Civil Air Patrol (CAP) USAF and CAP Liaison Offices.

2.2.4.1.9. 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.

2.2.4.2. Don't apply the above exception to the headquarters or sub-units of the receiver, except those located solely for the support of AFMC.

2.3. Nonappropriated Funds. See AFI 34-203.

2.4. Miscellaneous Air Force Activities. This section covers support for miscellaneous Air Force activities. This category includes Air National Guard (ANG) Air Force Reserve (AFRES) and Civil Air Patrol (CAP) units (Air Force liaison offices).

2.4.1. Requirement for Support. Receivers in this category may be units or activities assigned to AFMC bases.

2.4.1.1. Air National Guard and Air Force Reserve Units. AFMC suppliers must ensure that Air Force Reserve and Air National Guard units receive the same level of support as other tenant units on their installation. This includes but is not limited to base level support services, annual tours, unit training assemblies, peacetime training, and weekend operations.

2.4.1.2. AFMC suppliers should also apply funding guidance for rotational units, deployments, and JCS exercises to ANG and AFRES 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.

2.4.1.3. ANG and AFRES will fund refueling requirements for their own vehicles.

2.4.2. 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, AFMC facilities will furnish nonreimbursable administrative and logistical support to include:

2.4.2.1. Routine office and administrative supplies and equipment required by Air Force personnel assigned to Air Force liaison offices.

2.4.2.2. 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 logistic support. For further details, see AFI 65-601, Volume 1, paragraph 7.33.

2.4.2.3. AFI 10-2701 provides guidance for disposing of and accounting for Air Force supplies and equipment issued to Air Force liaison offices.

2.4.2.4. The Air Force CAP liaison offices are responsible for:

2.4.2.4.1. Requesting logistical support from AFMC activities.

2.4.2.4.2. Limiting support requested to reasonable and necessary items.

2.4.2.4.3. Presenting their requirements clearly.

2.4.2.4.4. Furnishing required justification data to facilitate the support by Air Force commanders.

2.4.3. Funding of Support. Funds to support ANG units come from direct congressional appropriations, Air Force appropriations, and state resources. Unless otherwise specified in the support agreement, budget and fund according to AFI 25-201. Exceptions are made when both Air Force and ANG units use a non-Air Force facility jointly. When there are support agreements, use normal accounting and billing procedures. The organization providing the support advises the FSO or DAO who is responsible for recording the accounts receivable and for collecting from the receiver. When providing depot maintenance to ANG units, see procedures for calculating and reimbursing in AFI 65-601, Volume 1, Chapter 16.

Chapter 3

SUPPORT TO OTHER DOD ACTIVITIES

3.1. Military Departments and Agencies. The support AFMC provides to other DOD agencies is termed "interservice support." It is provided on a recurring or nonrecurring basis according to DODI 4000.19, Interservice, Interdepartmental, and Interagency Support. The reimbursement procedures in this chapter also apply to Defense Advanced Research Projects Agency (DARPA). DODD 5134.10 describes funding and assigning DARPA projects to AFMC activities.

3.2. Interservice Support Relationships:

3.2.1. DOD agencies must often locate units on or near an AFMC base. Best use of interservice support gives overall economies without impairing military effectiveness. When a DOD component or government agency's facility supports or houses a non-DWCF DOD component or government agency's activity, interservice support will be reimbursable as follows:

3.2.1.1. DOD component receivers will reimburse the supplier according to AFI 65-601, Volume 1, Budget Guidance and Procedures, Chapter 7. Sometimes units or activities of one military department (receiver) reside on another military department's (supplier) installation. The host may provide facilities and services for the receiver unit after completing an Interservice Support Agreement. Based on these 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.

3.2.1.2. When performing administrative or logistic support, AFMC suppliers will complete DD Form 1144 to document Interservice Support Agreements between AFMC organizations and organizations of other military services. DODI 4000.19 and AFI 25-201 define specific support and provide instructions for preparing these agreements.

3.2.1.3. The AFMC supplier will act as the buying agency for materiel and as the performing agency for services as requested by the receiver activity. Requests are in the form of purchase requests, requisitions and cross-servicing orders. For budgeting and funding, cross-servicing divides into category one (reimbursable) and category two (direct cite).

3.2.1.3.1. Under category one (reimbursable), Air Force activities act either as the ordering agency, procuring agency or performing agency. If it is the ordering agency, it must budget and fund for the cost of the items or services ordered. If it is the procuring or performing agency, it must budget on a reimbursable basis and fund the materiel or services for the ordering agency the same as for similar productions or services as for their own account.

3.2.1.3.2. Under category two (direct cite), 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.

3.2.1.3.3. Only orders placed under Section 601 of the Economy Act (31 U.S.C. 1535) are subject to deobligation as prescribed by 31 U.S.C. 1535 and implemented by DFAS-DE

Interim Guidance on Accounting for Obligations. Retain all other orders on the accounting records until liquidated, adjusted, or deobligated according to normal procedures.

3.2.1.3.4. Issue project orders to a DoD agency only on a reimbursable basis. (Don't issue project orders to any activity that is responsible for furnishing the required materiel or services without reimbursement.)

3.3. Determining Cross-Servicing Charges. Base charges for cross-servicing on the following. Depending on your agreement, apply more than one type of cross-servicing in one agreement.

3.3.1. Use DOD 7000.14-R, Volume 11A, *Reimbursable Operations Policy and Procedures* 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. (Note: Reimbursable percentage rates for labor are implemented by DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level.)

3.3.2. Compute charges for cross-servicing by activities operating an industrial fund cost accounting system according to Defense Business Operations 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.

3.3.3. AFMC test centers must distinguish between administrative and logistic base support and T&E support. Base support functions are subject to reimbursable guidance in DODI 4000.19 and AFI 25-201, while T&E support is subject to procedures in DODD 3200.11 and AFMCI 65-602.

3.4. Waiver for Reimbursement. When administrative and logistic support has been provided on a reimbursable basis, according to DD Form 1144, reimbursement may be waived and the support may be provided on a nonreimbursable basis when:

3.4.1. The dollar value of support is less than $1,000 per year. However, charges for recurring-type support are accumulated to the end of the fiscal year and billed if the value totals $1,000 or more (see paragraph **1.24.** for exceptions).

3.4.2. There is no reasonable way to allocate the cost of support.

3.4.3. The materiel transferred has been declared excess.

3.5. Interservice Support Funding:

3.5.1. AFMC field activities will include in their budget estimates, financial plans and acquisition program provisions for:

3.5.1.1. Nonreimbursable support provided to other DOD receivers.

3.5.1.2. Estimate reimbursements for reimbursable support. This is based on known and forecasted receiver requirements. These forecasted projections will be provided to the receiver for its budgetary use.

3.5.2. Document funding arrangements clearly in DD Forms 1144 and establish responsibilities for reimbursement. When the AFMC activity acts as buying agent for another organization, and the items

are peculiar to that organization, cite the requiring organization's funds. However, it is HQ AFMC policy to fund all item requisitions subject to consolidated purchases on reimbursable orders.

3.5.3. AFI 65-601, Volume 1, Budget Guidance and Procedures, Chapter 7, identifies reimbursable and nonreimbursable support functions.

3.5.4. Bill users for support costs that are reimbursable. Use SF 1080 to bill direct costs. Send a copy of the SF 1080 or documentation to support preparation of the SF 1080 to the DFAS Field Site. The Field Site will process the expenditure as a "for others" payment. The AFMC activity will send a copy of the form to the customer's program or project office showing both the amount of reimbursable direct costs and the total amount of the order including billings to date and balance remaining. Supporting data for users is specified in AFI 65-601, Volume 1.

3.6. Calculation of Charges. Charges for reimbursable work performed by AFMC field activities are calculated for civilian labor according to **paragraph 1.21.**. Utilities provided on a reimbursement basis are billed at cost. Warehouse services are provided generally on a common service nonreimbursable basis between DOD components. However, ownership of warehousing facilities by some DLA components may require reimbursement of storage charges for this service.

3.7. Joint Use of Facilities. When components of another DOD component use AFMC bases jointly, responsibility for programming and funding the organization, construction, conversion alteration, modification, or rehabilitation of required facilities and utilities, communication and transportation systems is as follows:

3.7.1. Facilities and Systems Financed from Military Construction Appropriations:

3.7.1.1. Single-Use Facilities. The military department that requires the facility for its own use will fund the work involved.

3.7.1.2. Joint-Use Facilities. HQ USAF or AFMC will fund the work involved.

3.7.1.3. Utilities, Communications, and Transportation Systems. AFMC will fund when a receiver requires expanding or increasing the capacity of a system as prescribed in the AFMC base's master plan. When the systems are an integral part of any single-use facility and are required to connect with the main system, the military department requiring the facility will provide the funds.

3.7.2. Facilities and Systems Financed from Other Appropriations. The DOD receiver will finance the costs of initial repair, renovation, normal maintenance that has been deferred, and modification of existing facilities when the receiver requires them for its sole use and AFMC would not have otherwise performed the work.

3.7.3. Maintenance of Facilities. The AFMC base supplier will finance structural maintenance and normal cyclical repair of existing facilities, including those assigned for the DOD component receiver's sole use. However, when the receiver finances and constructs new facilities, the service holding title to the property will be financially responsible for structural maintenance and cyclical repairs.

Chapter 4

SUPPORT TO OTHER GOVERNMENT AGENCIES (NON-DOD)

4.1. Source of Authority. The Economy Act of 1932, Section 601 (Title 31 U.S.C. Sections 1535 and 1536), is the basis of authority for government agencies to provide/obtain services, supplies, and other support from each other. The agencies provide support under separate agreements for orders between Air Force activities and other United States government departments or agencies outside DoD. DoD activities may enter into support agreements with non-DoD federal activities when the following criteria are met: (i) the head of the major organizational unit ordering the support determines the funding is available to pay for the support, (ii) it is in the best interests of the U.S. government, (iii) the DoD agency supplying the activity is able to provide the support, (iv) the requested support cannot be provided conveniently or economically by a commercial enterprise, and (v) the requested support does not conflict with any other agency's authority. Authority to negotiate these agreements below department or agency level, may be delegated, although designees may not be lower than Senior Executive Service, Flag or General Officer levels, per DoD 7000.14-R, Volume 11A, Chapter 3.

4.1.1. When performing administrative or logistic support, AFMC suppliers will complete DD Form 1144, to document Interagency Support Agreements between AFMC organizations and other Federal agencies. DODI 4000.19 defines specific support and provides procedures for preparing these agreements. Non-DOD receivers pay the pro-rata share for standard base support services received. They reimburse the supplier for direct, indirect and general and administrative costs (including all incremental costs associated with providing support above standard levels).

4.1.2. When performing research and development support at AFRL or test and evaluation support at AFMC test centers, procedures and documentation are defined in AFMCI 65-602. When performing base operating support at these facilities, document these services according to DOD Instruction 4000.19.

4.2. Support Provided to NASA. It is Air Force policy, to the extent compatible with its primary mission, to make its resources available to NASA on a reimbursable basis. Reimbursements must confirm to DOD/NASA reimbursable agreements located on NASA web site: **http://www.sti.nasa.gov/codeid/**. Many of these MOAs and Interagency agreements with NASA and Air Force are at AFRL, AFFTC and AAC. The specific Air Force/NASA agreements are listed at:
http://www.sti.nasa.gov/codeid/afpage.htm.

4.3. Support and Funding. The support agreement must identify categories of support provided and method of funding agreed upon. Unless departmental agreements provide otherwise, reimbursable charges for materiel, work or services are determined as follows:

4.3.1. Civilian labor is charged according to **paragraph 1.21.1.**.

4.3.2. Military labor charges are billed at standard rates according to DFAS-DE 7010.1-R, Chapter 33.

4.3.3. To determine charges for direct materiel, supplies, and equipment, see DOD 7000.14-R, Vol 11B; AFMAN 23-110, USAF Supply Manual and the Federal Acquisition Regulation, as appropriate.

4.3.4. When utilities are provided as a separate and distinct reimbursement, bill them at cost.

4.3.5. Activities operating on an working capital-type cost accounting system will include direct labor, direct materiel, and overhead.

4.3.5.1. Compute working capital fund charges according to Defense Working Capital Fund guidance and the business area's approved charter.

4.3.5.2. Unless otherwise provided for in departmental agreements, determine charges for materiel, work, services and overhead according to DOD 7000.14-R, Vol 11B.

4.3.6. When support is provided by contract, reimbursement is limited to contract costs incurred.

4.3.7. Bill non-DOD federal government users for all direct costs attributable to providing the goods or services regardless of whether the servicing agency's expenditures are increased. Actual costs also include indirect costs (overhead) to the extent they have significant relationship to providing goods and services and benefit the requesting agency. Administrative overhead is part of actual costs under the Economy Act. Recover these charges when you provide services to non-DoD agencies. New agreements will follow this reimbursement policy.

4.3.8. Bill users for reimbursable support costs on SF 1080. Send a copy of the SF 1080 or documentation to support preparation of the SF 1080 to the DFAS Field Site. The AFMC activity will send a copy of the SF 1080 to the customer's program or project office showing the amount of reimbursable direct costs and the total amount of the orders, billings to date and remaining balance. Supporting data is specified in AFI 65-601, Volume 1. DoD activities usually suspend 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 $1,000 during a fiscal year. But, you must obtain reimbursement for these smaller amounts from working capital funds. Also, suspended amounts must be billed at the end of the fiscal year for non-DoD U.S government activities. (**See para. 1.24.**.)

4.4. Methods of Funding Economy Act Orders.

4.4.1. 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 or GSA Form 789. See DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level for billing and collection procedures.

4.4.2. Direct Citation Method. Use this method when it's more feasible and more economical than the reimbursement method.

4.4.3. 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.

4.4.4. 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.

4.5. Executing Economy Act Orders. 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.

4.5.1. In exceptional cases, if orders cannot be financed using these methods, advise SAF/FMBM through AFMC 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 AFMC.

4.5.2. 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 **paragraph 4.5.3.** and **paragraph 4.5.4.**.

4.5.3. Use advance payment to finance all Economy Act orders issued to these agencies:

- Library of Congress.
- Bureau of Mines, Department of the Interior.
- Geological Survey, Department of the Interior.
- Office of Geography, Department of the Interior.
- Bureau of Census, Department of Commerce.
- National Bureau of Standards, Department of Commerce.
- National Oceanic and Atmospheric Administration (NOAA).
- National Technical Information Service, Department of Commerce.
- Government Printing Office.
- Transportation Systems Division, Department of Transportation.

4.5.4. 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.

4.5.5. Obtain HQ USAF approval prior to making advance payments to agencies other than those indicated in **paragraph 4.5.3.**. If another agency requests an advance payment, forward the request through your MAJCOM to SAF/FMBM, Washington DC 20330-1130, for approval.

4.5.6. 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.

4.5.7. The Air Force activity that makes an advance payment to agencies indicated in **paragraph 4.5.3.** 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:

4.5.7.1. Return estimated 30 September unobligated balances by 15 August of the FY in which you make the advance payment.

4.5.7.2. Return unexpended balances upon completing the Economy Act order.

4.5.8. In many instances, other government agencies who 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.

4.6. Economy Act Order Procedures:

4.6.1. The ordering Air Force activity may make advance payments of Air Force funds for orders issued to agencies listed in **paragraph 4.5.3.** without further recourse to HQ USAF. Follow procedures in DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level.

4.6.2. HQ USAF makes the appropriation transfer to the Department of Transportation (**paragraph 4.5.4.**) and any others specifically approved by HQ USAF.

4.6.3. 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 channels, a request for HQ USAF determination and approval of financing arrangements. Send the request to SAF/FMBM, Washington DC 20330-1130. Include:

4.6.3.1. A statement that the performing agency won't accept and finance the Economy Act order by the reimbursement or direct cite method.

4.6.3.2. 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.

4.6.3.3. 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.

4.6.3.4. Other pertinent data to enable HQ USAF to evaluate the request.

4.6.4. 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:

4.6.4.1. Withdraw funds from the Air Force command or operating agency by issuing revised budget authorization and allocation documents or operating budget authority.

4.6.4.2. Transfer Air Force funds to the performing agency by the transfer appropriation method.

4.6.4.3. Notify the Air Force activity, through command channels, when the above actions are completed.

4.7. Agencies Supported. The Air Force support for the following agencies must comply with particular statutory provisions, special regulations, or special arrangements. Support agreements are documented by an agreement or memorandum of understanding, one copy of which is sent to HQ AFMC/XPX.

4.7.1. 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.

4.7.2. United States Postal Service (USPS). Unless specifically approved by SAF/AAI, AFMC installations may not use "Postage and Fees Paid" indicia in place of metering.

4.8. Transactions with GSA for Leased Facilities:

4.8.1. 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.

4.8.2. 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.

4.9. Air Transportation Provided to Nondefense Agencies:

4.9.1. Guidance on furnishing air transportation for nondefense personnel and cargo is in DoD Regulation 4515.13-R, *Air Transportation Eligibility*.

4.9.2. Procedures for processing and collecting charges for reimbursable nondefense traffic transported on DoD aircraft other than Air Mobility Command (AMC) Transportation Working Capital Fund (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.

4.10. Use of Air Force Research and Test Facilities.

4.10.1. Overview. This section prescribes funding procedures for using Air Force research and test facilities. See AFMCI 65-602 for budget and funding responsibilities for AFRL. See DODD 3200.11, AFI 99-101 and AFMCI 65-602 for guidance on major ranges and test facilities. The guidance in this section applies to non-DOD federal government agency users.

4.10.2. Budgeting and Funding for AFRL:

4.10.2.1. AFMC budgets and funds for the costs to develop, operate, and maintain AFRL in support of assigned development programs and associated test workload.

4.10.2.2. The users of AFRL, budget and fund for reimbursable costs incurred by AFMC in supporting user workloads. United States government agencies, other than DoD components, reimburse performing AFRL for all direct and indirect costs.

4.10.2.3. 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:

4.10.2.3.1. Military labor costed at standard rates. (Note: Military labor is not reimbursable from DoD users).

4.10.2.3.2. Civilian labor costs including the costs of related personnel benefits.

4.10.2.3.3. Materiel, supplies, and utilities.

4.10.2.3.4. 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.

4.10.2.3.5. Miscellaneous contractual services, including T&E activity operation and maintenance contractual services.

4.10.2.3.6. Printing, photos, and reproduction.

4.10.2.3.7. Maintenance and depot level reparable costs of test support aircraft and ground support equipment to include a pro rata share of depot level maintenance.

4.10.2.3.8. Travel and per diem to support customer user programs, after acceptance of a job order.

4.10.2.3.9. Transportation and cost of supplies and equipment or other material identified as direct costs.

4.10.2.3.10. Civil engineering work requirements established by a customer.

4.10.2.3.11. Facility operations when the entire facility is dedicated to a specific user.

4.10.2.3.12. Real property leases dedicated to a customer program.

4.10.2.3.13. Automated data processing (ADPE) support, including prorated rental and maintenance charges, billed to customers through product service rates.

4.10.2.3.14. Additional communications, special electric power, or similar requirements.

4.10.2.4. 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.

4.11. Funding Responsibilities for Designated Major Ranges and Test Facilities.

4.11.1. The Secretary of Defense, per DODD 3200.11, designated the following AFMC activities as DoD Major Ranges and Test Facility Base (MRTFB):

4.11.1.1. Arnold Engineering Development Center (AEDC), Arnold AFB.

4.11.1.2. Air Force Flight Test Center (AFFTC), Edwards AFB (also has management responsibility over the Utah Test and Training Range (UTTR) at Hill AFB).

4.11.1.3. 46 Test Wing, Eglin AFB (also has management responsibility over the 46th Test Group at Holloman AFB).

4.11.2. Non-DoD federal agencies will be billed direct costs, as defined in paragraph **4.10.2.3.**, including military labor, plus those indirect costs determined appropriate by the MRTFB commander not to exceed rates charged commercial customers.

4.12. Funding Rules for Ordering Information Technology Services from GSA:

4.12.1. In 1996, Congress passed into law the Information Technology Management Reform Act (ITMRA). This Act established a new class of interagency orders for services and redefined the rules of engagement for funding information technology (IT) programs. As a result of ITMRA, GSA established the Federal Systems Integration and Management Center (FEDSIM) and the Federal Computer Acquisition Center (FEDCAC) to provide contract services to DoD and other government agencies.

Agency funds received by GSA are obligated against the IT Fund, which is a revolving fund, pursuant to 40 U.S.C. 757. While most orders for supplies and services placed with government activities come under the rules of the Economy Act, the Economy Act requirements are not applicable for acquisition through GSA's FEDSIM, FEDCAC, and similar programs that are funded on a reimbursement basis through the IT Fund and approved by OMB.

4.12.2. Interagency orders for goods and services under ITMRA are not subject to the fiscal year restrictions contained in the Economy Act. The funds are obligated for a bona fide need of the ordering agency at the time the funding document is forwarded to GSA. These funds are available for the entire period of performance, even if such performance crosses fiscal years.

4.12.3. Funds, which an ordering agency obligates, must be the right appropriation applicable to the services requested from GSA (e.g. 3400 for O&M services or supplies, 3080 for investment items over $250K, 3600 for RDT&E requirements). These funds must be available for obligation by the requiring agency, must be cited on a funding document (i.e. MIPR) signed by both parties, and must cover the cost of the funding agency's bona fide current need for goods and services.

4.12.4. In subsequent years, the ordering agency must continue to have a need for the requirements described in the funding document. GSA may use an agency's funds obligated to the IT Fund for any purpose within the scope of the interagency task order that serves as the funding document. Uncommited funds remaining from any project may be used for a second project, provided the second project is within the scope of the interagency task order. However, the task order must be a bona fide need of the agency at the time the order was placed. Once a new fiscal year begins, no new tasks may be placed against funds provided in the prior year.

4.12.5. If no further need for the requirement exists or the requirements are not within scope of the original order, any remaining uncommitted funds must be deobligated from the IT Fund. The uncommitted balance of any ordering agency's funds remaining in the IT Fund shall be transferred to the general fund of the Treasury as miscellaneous receipts.

4.12.6. In summary, the legislation which created the IT Fund is independent authority for interagency procurement and avoids the deobligation requirement of the Economy Act for incomplete or unperformed orders. An order for a specific product or nonseverable service must accompany the advance of funds. The fact that the ordering agency is not compelled to deobligate advanced funds at the end of the fiscal year due to incomplete performance does not provide authority to bank money for requirements of a later fiscal year. Without a definite requirement, identified to GSA, before the end of the fiscal year, the money can't be used. Any suggestion that IMTRA enables an agency to avoid the legal standard for a timely initial obligation of appropriations is erroneous. Any customer deposits made to the IT Fund in excess of actual requirements to fill timely orders shall be transferred to the general fund of the Treasury as miscellaneous receipts. This means that the ordering agency will not get the money back, and the Air Force will have lost budget authority in an expired year account that could otherwise have been used to cover price adjustments and change orders.

Chapter 5

SUPPORT TO NON-FEDERAL GOVERNMENT AGENCIES

5.1. User Charges. It is DOD policy not to compete with available commercial facilities in providing special services or in the sale or lease of property to private parties or agencies outside the Federal Government. However, when a service or sale is made that conveys special benefits to recipients, above and beyond those accruing to the public at large, a reasonable charge shall be made to each identifiable recipient, except as otherwise authorized by the Secretary of Defense. Guidance and procedures are defined in DODI 7230.7. State and local government agencies and United States domestic commercial users (except at DOD MRTFB facilities) reimburse performing AFMC activities for all direct and indirect costs incurred, including military labor and full user charges according to DoD 7000.14-R, Volume 11A, Chapter 4..

5.2. Use of Air Force Research and Test Facilities. The Air Force maintains and operates a variety of unique facilities to meet its research and testing needs. The capabilities of these facilities can also accommodate many needs of the other services and non-DOD agencies. Many of these facilities cannot be duplicated economically by other agencies, government or private. Frequently, commercial institutions ask to use Air Force facilities to test and evaluate their products or techniques. See AFMCI 65-602 for budget and funding responsibilities for AFRL. See DODD 3200.11, AFI 99-101 and AFMCI 65-602 for guidance on major ranges and test facilities. The following guidance applies to state and local government agencies and US domestic commercial users.

5.2.1. Budgeting and Funding for AFRL:

5.2.1.1. AFMC budgets and funds for the costs to develop, operate, and maintain AFRL in support of assigned development programs and associated test workload.

5.2.1.2. The users of AFRL, budget and fund for reimbursable costs incurred by AFMC in supporting user workloads according to the following criteria.

5.2.1.3. State and local government agencies and United States domestic commercial users reimburse performing AFRL for all direct and indirect costs incurred, including military labor and full user charges according to DoD 7000.14-R, Volume 11A, Chapter 4.

5.2.1.4. 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 are listed in **paragraph 4.10.2.3.**.

5.2.1.5. 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.

5.2.1.6. Under 10 U.S.C. Section 2539b with prior approval of DOD and under limited conditions persons or entities may be charged only direct costs for test services performed at government laboratory facilities.

5.2.1.7. Contractors using government furnished support under a Cooperative Research and Development Agreement (CRADA) will reimburse costs in accordance with the negotiated terms of the CRADA. (See **Attachment 2**, paragraph A2.8.) It is discretionary whether a CRADA will

include payment to a Federal laboratory for the resources provided, given that other benefits realized by the government may be adequate consideration to support the agreement. In those CRADAs where payment provisions are included, DOD 7000.14-R, Volume 11A, Chapter 4 provides guidance on developing an equitable and uniform system of user charges for special services and for leasing property to persons or organization outside DoD and outside the federal government. This is applicable to determining charges and fees for Government services, facilities and property funished under a CRADA.

5.2.2. Funding Responsibilities for Designated Major Ranges and Test Facilities. The Secretary of Defense designated AFMC activities as DoD major ranges and test facilities (see **paragraph 4.11.1.**.).

5.2.2.1. State and local government agencies reimburse for full costs, including indirect and overhead costs and military labor at accelerated standard rates, except when an existing formal agreement provides otherwise. These users must pay full costs when their use of the range or facility is sponsored by a federal government agency or when a federal government agency acts as such user's agent. Commercial users will be billed for all direct costs that are associated with the test and evaluation activities conducted by the commercial entity under the contract in accordance with the DoD implementation of 10 U.S.C. 2681.

5.2.2.2. In addition, the DoD implementation of 10 U.S.C. 2681, allows the commanders of MRTFBs to include a provision that requires the commercial entity to reimburse for such indirect costs related to the use of the installation.

5.2.2.3. Neither military retirement, unfunded civilian retirement, asset capitalization, nor depreciation shall be charged to the commercial customer. However, the provisions of 10 U.S.C. 2681 do not apply to the following:

5.2.2.3.1. 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).

5.2.2.3.2. Foreign military sales (FMS)-foreign governments will be billed full cost, unless a government agreement is in force (treaty, 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 Nongovernment Test and Evaluation. The provisions of the Federal Technology Transfer Act or other domestic technology transfer acts may apply.

5.2.2.4. 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's operating program.

5.2.2.5. 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 proration 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.

5.2.2.5.1. 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.

5.2.2.5.2. Major range and test facilities must use an approved accounting system or procedure to accumulate historical standard rate data providing for an audit trail.

5.2.2.5.3. Major range and test facilities must validate standard rates at least quarterly. Adjust the rate if a rate cannot be validated within plus or minus five percent. If at the end of the year the variance remains above or below the five percent tolerance limit, the variance is considered material. If the variance is material, charge or refund, as applicable, the customer the amount of the variance.

5.2.3. Payment and Billings. For commercial customers and organizations outside the Federal Government, charges and fees will be collected in advance in all cases. See DoD 7000.14-R, Volume 11A, Chapter 4. For research and T&E support, use SF 1080 to bill government agencies direct costs. Use AF Form 819, **Invoice or Claim** to bill commercial concerns. For AFMC users, the T&E activity will complete both sides of the SF 1080 billing document (billing and collecting) and the DFAS will process the expenditure as a "for others" payment. The AFMC activity will send a copy of the SF 1080 to the customer's program or project office, showing the amount of reimbursable direct cost and the total amount of the order, billings to date, and remaining balance. Within AFMC, only minimum backup support data is needed to accompany the form. For non-AFMC users, the supporting data will be as specified in DOD 7000.14-R, Volume 11A, Chapter 2.

5.3. Base Support Services Provided to AFMC Contractors.

5.3.1. Authority. If the requirement for base support is identified in the Request for Proposal or subsequently requested by the contractor and approved by the Contracting Officer, it must be formally documented in a base support clause of the contract. AFI 25-201, paragraph 1.6 provides additional guidance on support to contractors. AFMC suppliers will not support contractors unless provided a copy of the contract that authorizes the support.

5.3.2. Funding of Support. To support an RDT&E, O&M or systems contract requiring contractors to perform services at AFMC bases, the AFMC supplier will support the AFMC contractor with base support funds. The AFMC supplier will also support a contractor that has a contract with another AFMC activity provided support is documented in the contract. The sponsoring AFMC activity that let the contract makes their funds available to the AFMC supplier to support the contractor.

5.3.3. Billing Requirements.

5.3.3.1. Use SF 1080 to recoup the supplier activity costs of supporting a contractor. The billing must specify the contract number and specific AFMC program (system, subsystem, project, job order number, etc.) Send the funding organization any supporting documentation it requires.

5.3.3.2. The Project Officer or administrative contracting officer (ACO) must include the following certification on the SF 1080:" I certify that the above services and/or materiel were furnished by the AFMC base in response to the requirement of contract(s) number(s)_____." At least monthly, the AFMC base will bill the AFMC funding activity for the services or materiel it furnished the contractor, processing the SF 1080 as a "for others" transaction. The AFMC base may waive costs if the provisions of DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level apply.

5.3.3.3. If a contractor has more than one contract, prorate the support to individual contracts. If support cannot be identified to a particular contract, charge it to the contract receiving the major benefit. Similarly, contract relating to multiple programs may also be prorated to individual pro-

grams or charged to the program receiving the major benefit. However, the AFMC supplier must identify the program supported so it can determine which line item to charge.

5.3.3.4. If government furnished materiel is authorized and made available to the contractor, use the guidelines in DOD 4000.25-M, *Military Standard Requisiting and Issue Procedures (MILSTRIP)*.

5.4. Site Activation Task Force Contractors.

5.4.1. Authority to Furnish Support. It is AFMC policy to support contractors doing weapon systems site activation activities (including construction, installation and checkout, and related activities) for system programmed to enter the operational inventory, without reimbursement according to the terms and conditions of the contract. AFMC gives contractors all items of aerospace ground equipment (AGE), weapon systems spares, and spare parts required for site activation support, as well as civil engineering support. The base support agreement must list all support and services to be provided to the contractor.

5.4.2. Funding of Support. HQ AFMC funds the appropriate product center for acquisition management through normal budget procedures, for all support it gives site activation contractors. In turn, the product center makes the funds available to the AFMC base by using a reimbursable order. Charges for reimbursable services performed by AFMC field activities are calculated as follows:

5.4.2.1. Civilian labor charges are calculated according to **paragraph 1.21.**.

5.4.2.2. Military labor charges are billed at standard rates according to DFAS-DE 7010.1-R, Chapter 33.

5.4.3. Type of Support Furnished. AFMC normally gives the following support for site activation without reimbursement.

5.4.3.1. Government-furnished property for site activation support and storage and handling, as required. This included AGE, weapon systems spares, and spare parts.

5.4.3.2. Administration.

5.4.3.3. Local disposition of authorized residual site activation support materiel.

5.4.3.4. Fire, security, utilities and maintenance support.

5.4.3.5. Transportation services.

5.4.3.6. Supply.

5.4.3.7. Communications.

5.4.3.8. Calibration (PMEL Services).

5.4.3.9. Building and grounds, including lease of commercial property, if necessary.

5.4.3.10. Messing facilities.

5.4.3.11. Analytical laboratory service.

5.4.3.12. Photographs.

5.4.3.13. Custodial services.

5.4.3.14. Equipment.

5.5. Other MAJCOM or Government Agency Contractors.

5.5.1. Requirement for Support. An AFMC activity supplier may provide base support to a contractor under the terms of a contract, that is funded by another command or government agency. The AFMC supplier base is not reimbursed through the contractor but directly from the command or government agency responsible for contract.

5.5.1.1. Apply the guidance in **paragraph 2.2.2.** (for receiver command funding responsibility) and **paragraph 2.2.3.**. (for AFMC supplier responsibility) when the receiver (host) command furnishes an on-base contractor logistical support under a non-AFMC (tenant)-funded contract. The command that must accomplish the contract will reimburse or refund the supplier base using the same funds cited in the basic contract, but not through the contractor.

5.5.1.2. 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 AFMAN 23-110.

5.5.2. Authority for Support. AFMC will not support contractors unless it has a copy of the contract or other appropriate document authorizing such services.

5.5.3. Funding for Support. The AFMC base budgets for anticipated support to government contractors and get RBA funds accordingly. The sponsoring/contracting command or agency provides the AFMC supplier activity with a reimbursable order to fund reimbursable services provided. After support has been provided, the parent command or agency reimburses the appropriation that incurred the cost initially.

5.5.4. Special Billing Requirement.

5.5.4.1. The AFMC supplier base will send a copy of the SF 1080 or documentation to support preparation of the SF 1080 to their host DFAS Field Office. DFAS will bill the DFAS cited in the contract, not more often than monthly. See **paragraph 1.24.** for waiver under certain conditions.

5.5.4.2. Use SF 1080, with supporting documentation to get reimbursement. The project officer or ACO must include the following certification: "I certify that the above services and/or supplies were furnished in response to the requirements of contract number _____." This certification is required in addition to standard documentation.

5.5.4.3. Management must ensure that the government is reimbursed for the full value of all materiel and services provided to nongovernment agencies. This includes direct costs (including military), indirect costs (including military), overhead costs (including military), supplies, materiel and user charges. (DoD 7000.14-R, Volume 11A, Chapter 4).

5.6. Miscellaneous Commercial-Type Activities.

5.6.1. Requirement for Support. For commercial-type activities operated on or near bases for the convenience of the base itself. Support is generally provided by the base on a nonreimbursable basis except as indicated below in paragraphs **5.6.2.1.** through **5.6.2.4.** These activities include banking

facilities, credit unions, branches of schools and colleges, and joint airline military transportation offices.

5.6.2. Funding of Support. The AFMC supplier base budgets and funds for these activities, as well as, for the normal base support it furnishes to non AFMC base occupants. However if these activities require reimbursable support, include requirement for RBA in the annual financial plan. Since these facilities are operated for the convenience of the base and base personnel, the following principles apply:

5.6.2.1. The Air Force provides space and logistical support for banking facilities and negotiates a lease for reimbursement according to AFI 32-9007.

5.6.2.2. Credit unions using military real property and space must reimburse the Air Force for all services such as telephone, lines, long distance toll calls, space alterations, air conditioning, heat, and lights per DFAS-DE 7220.1-R. However, credit unions do not reimburse for any janitorial services, fixtures, and maintenance they receive.

5.6.2.3. Elementary school and branches of colleges are supported from appropriated funds. Transportation to and from elementary school is provided, without reimbursement, to school attendees. Transportation to and from branches of colleges is at the expense of the college student.

5.6.2.4. The Scheduled Airlines Traffic Office is usually established for the convenience of the base according to AFRs 75-4 and 75-8. The commercial ticket agency part of the office (as distinguished from the transportation officer or agent) is provided space and facilities, without cost, for the sponsoring airline agency. The ticket agency pays for special communication lines to the airport and airlines.

5.7. Support of Civil Authorities in Airplane Hijacking Emergencies.

5.7.1. 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:

5.7.1.1. Reimbursement is required for expenses incident to chase aircraft.

5.7.1.2. 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.

5.7.1.3. Use MAJCOM or installation level ESP codes to identify these costs.

5.7.1.4. Bill the agencies requesting the service according to DFAS-DE Interim Guidance on Direct, Refund, Reimbursement, and Receivable Transactions at Base Level.

Chapter 6

SUPPORT TO FOREIGN GOVERNMENT

6.1. FMS Procedures. The following procedure applies to reimbursable services and materiel provided to foreign governments. 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. DOD 7000.14-R, DOD Financial Management Regulation (FMR), Volume 15, *Security Assistance Policy and Procedures,* Chapter 7, explains the 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). DOD FMR tells which appropriations to reimburse from the FMS Trust Fund (97-11x8242) for costs associated with FMS orders.

6.2. Recording Reimbursements. **Table 6.1.** shows how to record FMS reimbursable transactions. Foreign government will be billed full cost, unless a government agreement is in force (treaty, foreign military sales (FMS) agreement, or other negotiated agreement) For FMS effort performed, cite reimbursable FMS funds (FC 4E) and include the country code and FMS master case and line item on the project order to alert the T&E centers that overhead costs associated with support are applicable and must be recovered. Charges for reimbursable work performed by AFMC field activities are calculated as follows:

6.2.1. Civilian labor charges are calculated according to DOD 7000.14-R, DOD FMR, Volume 15, Chapter 7.

6.2.2. Military labor charges are billed at composite standard rates per DOD 7000.14-R, Chapter 7, Volume 15, Chapter 7.

6.3. FMS Billing Requirements. Management must make sure the federal government is responsible for the full value of all materiel and services provided to foreign governments. This includes direct costs, indirect costs, overhead costs, all military costs (direct, indirect, and overhead), supplies, materiel and user charges (DOD 7000.14-R, Volume 11A, Chapter 4). The acceleration rates to use when billing foreign governments are provided by OUS(C) Office of the under Secretary of Defense (Comptroller) in an annual letter. Billings are prepared on SF 1080. In reimbursing the appropriations cited in **para 6.1.** use the latest procedures in DOD 7000.14-R, DOD FMR, Volume 15, Chapter 7.

6.4. FMS waivers. Those FMS countries funded by Military Assistance Program (MAP) or Non-Repayable FMS credit are not charged for military pay or entitlements.

6.5. Asset Use Charge. Due to Fair Pricing Legislation, asset use charges are no longer chargeable to FMS transactions.

Table 6.1. How to Record FMS Reimbursable Transactions (In RDT&E and Procurement Accounts)

Rules	Condition a	Condition B
	If reimbursable obligation is	then record Fund Type J
1	BPAC 696999,696998,696997 or 6960BB Fund Type A CSN identifying an FMS country, case and line item	BPAC 696999,696998 or 6960BB CSN identifying an FMS country, case, and line item
2	BPAC 69*20x Fund Type C CSN identifying an FMS country, case, and line item	BPAC 69*20X CSN identifying an FMS country, case, and line item
3	BPAC 18*1**(Appn 3010) BPAC 36*1**(Appn 3011) BPAC 28*1**(Appn 3020) BPAC 87*1**(Appn 3080) Fund Type C CSN identifying an FMS country, case, and line item	BPAC 996000 (Appns 3010, 3011, 3020, 3080) and BPAC 997600 BPAC 995000, 997000 (Appn 3080) CSN identifying an FMS country, case, and line item

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Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

Abbreviations and Acronyms

ACES—Automated Civil Engineer System

ACO—Administrative Contracting Officer

AFOSI—Air Force Office of Special Investigations

AFPD—Air Force Policy Directive

AGE—Aerospace Ground Equipment

ANG—Air National Guard

ARPA—Advanced Research Projects Agency (ARPA)

BA—Budget Authorization

BPAC—Budget Program Activity Code

CAP—Civil Air Patrol

CAS—Cost Accounting Standards

COFMYA—Customer Orders Funded by Multiple Year Appropriations

CP—Central Procurement

CRADA—Cooperative Research and Development Agreement

CSN—Control Symbol Number

DBA—Direct Budget Authorization

DBT—Data Base Transmission

DFAS—Defense Finance Accounting Service

DFAS-DE—Defense Finance Accounting Service/Denver Center

DPDS—Defense Property Disposal Service

DWCF—Defense Working Capital Fund

EEIC—Element of expense /investment code

EOY—End of Year

ESP—Engineering Service Projects, or Emergency and Special Program (i.e. ESP code)

FAA—Federal Aviation Administration

FMS—Foreign Military Sales

FOC—Filled Orders Collected

FOU—Filled Orders Uncollected

FSO—Financial Services Office

FT—Fund Type:

-**"A"-**approp. 3600(RDT&E), Support Funds (Direct Reporting C,D,E)

-**"C"-**approp. 3600(RDT&E), Mission Funds (Direct Reporting C,D,E)

-**"J"-**approp. 3600(RDT&E), 3010, 3011, 3020, 3080 Reimbursement Records

-"L"-approp. 3400(O&M), (Direct Reporting C,D,E)

-**"M"-**approp. 3400(O&M), Reimbursement Records

FY—Fiscal Year

GAFS—General Accounting and Finance System

GAO—General Accounting Office

IWIMS—Interim Work Information Management System

JOCAS II—Job Order Cost Accounting System II

L&DC—Laundry and Dry-Cleaning

MAJCOM—Major Command

MAP—Military Assistance Program

MET—Management Engineering Team

MIPR—Military Interdepartmental Purchase Request

MORD—Miscellaneous Obligation Reimbursement Document

MRTFB—Major Range and Test Facility Base

NASA—National Aeronautics and Space Administration

OAC—Operating Agency Code

O&M—Operating and Maintenance

OPR—Office of Primary Responsibility

PI—Program Introduction

POL—Petroleum, Oil, and Lubricants

PR—Purchase Request

PY—Program Year

RBA—Reimbursable Budget Authority

RC/CC—Responsibility Center/Cost Center

RCN—Record Control Number

RDT&E—Research, Development, Test, and Evaluation

RPIE—Real Property Installed Equipment

RPMA—Real Property Maintenance Activity

SC—Sales Code

SIL—Special Interest Launch

SOC—Statement of Capability

SQL*Net—Oracle7 client/server communications software that facilitates network communications over any network protocol and operating system

STLO—Scientific and Technical Liaison Office

TDY—Temporary Duty

T&E—Test and Evaluation

TWCF—Transportation Working Capital Fund

UFO—Unfilled Orders

VIMS—Vehicle Integrated Management System

WIMS—Work Order Information Management System

Terms

Above Standard Support—The level of support service that exceeds the standard support services established by the supplier. These services are typically those services required by an activity to achieve its specific mission objectives in a more efficient, or cost effective manner and can be established as directly attributed or benefiting the requester. These requirements can be either for a peculiar/unique type of service or for increased quantity or frequency of common service(s). In many cases, above standard support services will be acquired through a center/base supplier for reasons of efficiency, timeliness, economies of scale, or due to established suppliers.

Accessorial Costs—Certain expenses (for example, packing, crating, and second destination transportation) incident to issues, sales, or transfers of material.

Automated Civil Engineer System (ACES)—The collection of Oracle-based applications, which replaced WIMS, that support various Air Force CE activities. It focuses on improving business processes through a transition of these systems into a single logical database supporting the full range of operational and contingency responsibilities. Mandatory CE automated information management systems include Interim Work Information Management System (IWIMS), ACES Real Property Module, ACES Project Management Module, ACES Housing (including Facilities Management) Module and ACES Fire Department Module

AF Form 406, Miscellaneous Obligation Reimbursement Document—In this instruction, AF Form 406 is a document authorizing the establishment of unfilled customer orders in accounting and finance records. It is used as a customer order between the ordering and performing activity and when the ordering and performing activity are under the same commander. It supports both the establishment of the unfilled order and the obligation of DBA. It is also used instead of an actual customer order when performance must begin before receipt of an actual customer order or when performance exceeds a customer's order and an amendment has not been received. In either case, the AF Form 406 must be approved by the activity commander or, at the commander's designation, the comptroller or comparable official and follow-up action must be initiated to obtain the actual customer order or amendment. If the actual customer order or amendment is not received within 120 days, the AF Form 406 must be extended

by the commander for 60 additional days. If AF Form 406 is canceled, then appropriate obligation adjustments must be made between RBA and DBA and related earnings must be eliminated.

Anticipated Reimbursements—The dollar amount of reimbursement estimated to be realized during the life of the appropriation. On command reimbursement reports, anticipated reimbursements received are applicable to each fiscal or program year. This amount must agree with the amount of the RBA received.

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 for accounts receivable.

Commander—In this instruction, "commander" refers to the performing activity commander and not to the installation or base commander.

Cooperative Research and Development Agreement (CRADA) —An agreement, as defined by 15 U.S.C. Section 3710 a (d)(1), under which "the Government, through its laboratories, may provide personnel, services, facilities, equipment, intellectual property and other resources with or without reimbursement."

Direct Budget Authority (DBA)—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.

Dominant User Concept—The service that is the principal consumer is responsible for performing a support workload for all using services. This does not imply that the dominant user will provide complete resources.

Field Service Functions—Includes the following general categories of services or support normally performed for NASA contracts: contract administration, quality assurance, security, property administration and production.

Filled Customer Orders—Amount representing delivery of goods or performance of services, whether or not bills have been rendered or collections made. The term is synonymous with earned reimbursements and accounts receivable.

Interdepartmental or Interagency Support—Provisions of support or services (administrative and logistic) or materiel by one or more military service to one or more department or agency of the US government (other than military) with or without reimbursement. See DoD Instruction 4000.19.

Interservice Support—Action by one military service or element to provide logistics and administrative support to another military service or element.

Intrafund Reimbursement—Reimbursement for materiel, work, or service, provided by one operating agency or activity to another, when both parties to the transaction are financed by the same appropriation. Intrafund reimbursements will be treated in the same manner as interfund reimbursements.

A2.15. Intraservice Support—Action of one military service or element to provide logistics and administrative support to another military command, group or element of the same military service. Support includes an Air Force, Air Force Reserve, or Air National Guard unit or activity that occupies the facilities of, or receives support from, another Air Force, Air Force Reserve, or Air National Guard unit.

Joint Use—Concurrent use of base facilities and equipment by the supplier activity and the receiver

activity, as required by the mission of the receiver activity.

Logistical Support Services—Support activities involving supply of materiel and including:

—Acquisition, storage, movement, distribution, maintenance, evacuation, and disposition of materiel.

—Use, construction (other than in the Military Construction Program), maintenance, and operation of facilities, including utilities, custodial services, and fire and police protection.

—Other logistic support, including laundry, messing, and local bus and taxi service.

—Air Force maintenance of other DOD cognizance items and related publications.

—Printing and duplicating services.

Net Additional Costs—The gross additional costs of services furnished less the value of resources provided by the receiver activity.

Nonreimbursable Support—That function performed by one DOD military department or agency in support of another DOD military department or agency for which reimbursement is not required (such as for standard support).

Ordering Agency or Activity—Any authorized military department or subdivision thereof that places orders for delivery from stock, manufacture, procurement of materiel, or performance of services.

Other Government Agency—A non-DOD government activity that is provided support.

Performing Activity—The activity that fills the customer's order or provides support under a support agreement. It is also known as the supplier activity.

Receiver/Receiver Activity—A unit or activity that receives support services from another unit or activity, referred to as a supplier. Formerly known as tenant, this term is replaced with the term receiver/ receiver activity.

Refunds—Recoveries of advance payments, erroneous payments or overpayments. Refunds are recorded in the allotment ledger as reductions in disbursements.

Reimbursable Budget Authority (RBA)—Describes funds provided for incurring obligations for the performance of customer support for which orders have been received.

Reimbursable Order/Customer Order—As used in this instruction, reimbursable orders and customer orders refer to a variety of documents initiated by a requester and received by a performer that represent valid obligations in the accounting records of the performer. The term also includes advance payments received from commercial customers. Some forms that represent orders are DD Forms 448, Military Interdepartment Purchase Request, AF Forms 185, Purchase Request, AF Forms 406, Miscellaneous Obligation Reimbursement Document (where DBA funds have been obligated.)

Reimbursable Sales Code 39—For use in intraapropriation/intrafund reimbursement procedures authorized for funds made available to AFMC (OAC 47) in O&M (3400) and RDT&E (3600) appropriations. These reimbursements apply to transactions involving sale of supplies or services where appropriations charged and the appropriation credited are identical as to appropriation and fiscal year. Use is restricted only where transactions will be accounted for and reported as appropriation reimbursements rather than refunds. Air Staff approval provided per SAF/FMBM message 261604Z May 92.

Reimbursements Realized—Firm authorized agreements or orders received and accepted that have been recorded in accounting records of the supplying or performing agency.

Services—Performance of labor and services rendered to include communications, utilities, maintenance of facilities, and other functions performed for the receiver activity by the supplier activity. Excludes supplies and materials issued directly to the receiver activity to perform their mission.

Supplier/Supplier Activity—A unit or activity that has management control of AFMC facilities or resources, and provides services to another unit or activity, referred to as a receiver. The term host has been replaced/updated with the term supplier or supplier activity throughout this instruction.

Status of Funds Data Base Transmission, RCS: SAF-FM(M)7801-DE—This report provides a monthly cumulative financial status of reimbursement transactions by appropriation, fiscal year, and data elements of budget authority, allotment, obligations, commitments and expenditures. This data is provided from a single data base extract that is forwarded from the DAO or DFAS Field Site to DFAS-DE by the fifth working day following the end of each month. This report data updates higher level data bases at both major commands and DFAS-DE.

Standard Support—The level of support provided to all receivers of a particular service designated by authority as the standard expectation. Standard support is understood to be sufficiently flexible to permit acceptable levels of receiver satisfaction, as determined through standard quality measures, but not enough to permit abuse by either the supplier or receiver. All units on an installation receive standard support on an equal basis as defined by the base and applicable functional AFI's. For example, standard support encompasses common services provided in support of many or all programs at a Center versus specified, peculiar, or unique services directly associated with the needs of an individual program. Standard support services are categorized as indirect costs or typically considered "open the door" costs of base or a center's operations and are essential infrastructure functions (e.g. fire protection, base wide security police, personnel, comptroller, safety, legal, etc.) not directly associated to a program/activity's mission requirement, but nevertheless specifically required for AFMC activities to operate from a given location.

Unfilled Order—Order received for which services have not been performed or materiel not delivered. It also includes support to be provided activities under support agreements.

Attachment 2

JOCAS II SUGGESTED DUTIES AND RESPONSIBILITIES

A2.1. Chief, Cost Accounting Office (CCAO). The Chief, Cost Accounting Office (CCAO) is the functional OPR for JOCAS II at a given location. The CCAO manages the overall day-to-day operations of JOCAS II at the designated location, and performs necessary supervisory responsibilities within the Cost Accounting Office (CAO). The CCAO is responsible to ensure the proper operation and application of the installed cost accounting system (JOCAS II), adhering to current DoD policies, practices and procedures, as may be outlined in various published regulations, manuals, directives and other official publications. In local JOCAS II operations, the CCAO has the following responsibilities:

A2.1.1. Ensures the appropriate designation and training of a Functional Data Base Administrator (FDBA) for JOCAS II operations. (Primary and Alternate)

A2.1.2. Ensures the appropriate designation and training of a JOCAS System Administrator (JSA) to support the JOCAS II application in the Computer Science area. (Primary and Alternate)

A2.1.3. Ensures the appropriate designation of a JOCAS II Training Focal Point to support not only initial JOCAS II training requirements, but to assist in the proper identification and completion of ongoing JOCAS II training proficiency requirements of the serviced organizations.

A2.1.4. Ensures that the application of JOCAS II, as the designated Cost Accounting System, fits the requirements of the using community, and identifies deficiencies in design, operations and maintenance to the Command Functional OPR for further resolution in accordance with established procedures.

A2.1.5. Ensures that the application of JOCAS II within the local business practices meets or exceeds the requirements of established CAS and established directives.

A2.1.6. Maintains close coordination with location financial management to ensure that all internal JOCAS II requirements, tables and data are properly and efficiently maintained to meet the needs of local JOCAS II applications within established and serviced Account Identity Designators (AIDs).

A2.1.7. Ensures the proper identification, training and designations of User Roles is granted through the FDBA to meet the needs of supported organizations.

A2.1.8. Maintains close coordination with the using community to ascertain the effectiveness and efficiency of JOCAS II operations in meeting the needs of the financial community. Provides assistance and expertise in the design of local business practices to further compliment JOCAS II financial operations within the serviced community.

A2.1.9. Maintains, trains and manages a staff of financial personnel sufficient to meet the needs of the serviced community. Identifies current and projected deficiencies in this area sufficiently in advance to preclude unnecessary adverse impact to local financial operations. Takes action as appropriate, within established guidelines.

A2.1.10. Ensures that user requests, needs and suggestions, regarding JOCAS II application and operation, are appropriately managed locally, within established guidelines. Acts as the primary base focal point for all JOCAS II matters presented to applicable Command or DFAS representatives for resolution.

A2.1.11. Acts as the primary Cost Accounting advisor to the financial manager of the serviced organization(s).

A2.1.12. Reviews the structure of local data and the composition of JOCAS II Tables to ensure compliance with established directives, system design and operating requirements of the system at the serviced location.

A2.1.13. Responsible for the successful operation, update, modification and installation of JOCAS II to meet established requirements, in accordance with established guidelines.

A2.1.14. Provides assistance, training and interpretation of Cost Accounting requirements to the user.

A2.1.15. Ensures that the CAO meets the needs of the user, and complies with any established reporting requirements

A2.2. Organization Focal Point. The JOCAS II Organization Focal Point designation corresponds to a specific "User Role" within JOCAS II System operation. The individual organization focal point is responsible for the coordination and integration of specific using community requirements, at the technical level, to JOCAS II CAO personnel (CCAO, FDBA, JSA and CAO, as appropriate). The focal points manage the day-to-day integration of JOCAS II operations within the business practices of the organization which they represent. They act as the primary liaison between the financial accounting requirements of the JOCAS II system and the operational needs of the serviced organization. In local JOCAS II operations, the Organization Focal Points has the following responsibilities:

A2.2.1. Assists the CAO in the proper identification and completion of ongoing JOCAS II training proficiency requirements within their serviced organization. Provides day-to-day assistance to personnel within their organization relating to JOCAS II operation.

A2.2.2. Assists in the identification of system deficiencies, either in design or operations to the CCAO/FDBA for further resolution in accordance with established procedures.

A2.2.3. Maintains close coordination with other members of the organization's financial management staff to ensure the optimization of JOCAS II operations within the financial business practices of their organization.

A2.2.4. Establishes required documentation and records to support requests to the CAO and JSA for establishment of User Accounts and specific "User Roles" for assigned personnel to meet the needs of their organization.

A2.2.5. Assists in the training of organization personnel.

A2.2.6. Ensures that user requests, needs and suggestions, regarding JOCAS II application and operation, are efficiently processed within established guidelines. Acts as the primary user focal point for all JOCAS II matters within the organization. Incumbent is considered to be the resident expert in JOCAS II system operation.

A2.2.7. Assists the Cost Accounting Office in gathering required data to support JOCAS II Table population, etc. Acts as the primary focal point for the dissemination of JOCAS II information to other members of the JOCAS II user community within their organization.

A2.2.8. Analyzes the impact of impending JOCAS II changes to the CAO for further resolution and coordination within the using community. Assists in the determination of local needs as they pertain to organization interfaces either to or from JOCAS II.

A2.3. Functional Data Base Administrator (FDBA) The JOCAS II Functional Data Base Administrator (FDBA) is responsible for the maintenance of JOCAS II operations at a given location. The FDBA manages the day-to-day operations of JOCAS II at the designated location within established JOCAS II guidelines. While the CCAO is responsible to ensure the overall proper operation and application of the installed cost accounting system (JOCAS II), the adherence to current DoD policies, practices and procedures, as may be outlined in various published regulations, manuals, directives and other official publications, is ensured by effective FDBA operation of JOCAS II system requirements. In local JOCAS II operations, the FDBA has the following responsibility:

A2.3.1. Ensures the appropriate training of an alternate Functional Data Base Administrator (FDBA) as designated by the CCAO.

A2.3.2. Coordinates all JOCAS II operational system requirements with the JOCAS System Administrator (JSA) as appropriate to support the JOCAS II application.

A2.3.3. Assists the CCAO in ensuring the proper identification and completion of ongoing JOCAS II training proficiency requirements of the serviced organizations. Provides day-to-day assistance to various Organization Focal Points and other users in the operational requirements of JOCAS II.

A2.3.4. Assists in the identification of system deficiencies, either in design or operations to the CCAO for further resolution in accordance with established procedures.

A2.3.5. Maintains close coordination with financial management and organizational focal point personnel to ensure that all internal JOCAS II requirement, tables and data are properly and efficiently maintained.

A2.3.6. Establishes required documentation and records to support the User Roles designation of supported personnel.

A2.3.7. Assists in the training of assigned CAO personnel.

A2.3.8. Ensures that user requests, needs and suggestions, regarding JOCAS II application and operation, are efficiently processed within established guidelines. Acts as the primary local user focal point for all JOCAS II matters. Incumbent is the functional expert in internal JOCAS II system operation.

A2.3.9. Reviews, maintains and validates the structure of local JOCAS II data within JOCAS II Tables, ensuring compliance with established directives, system design and operating requirements as defined by the CCAO.

A2.3.10. Responsible for the successful operation of JOCAS II scheduling, interfaces, approvals, consolidations and other processing requirements necessary to ensure the total capture of all pertinent financial data as defined by the CCAO. Works closely with the JSA to ensure timely, accurate and efficient processing of JOCAS II processes and operations.

A2.3.11. Provides technical expertise to CAO personnel relating to the capabilities, requirements and maintenance of the JOCAS II system internals as required. Assists the JSA in the interpretation of functional requirements as they pertain to changing JOCAS II system requirements (Operating System, RDBMS or Application software, as appropriate).

A2.3.12. Analyzes the impact of impending JOCAS II upgrades to the CCAO for further dissemination to the local using communities. Identifies potential areas of concern to the CCAO for resolution. Ensures appropriate notification to supporting and supported activities (GAFS, SBSS, CAMS, local

MIS etc.) of impending changes to JOCAS II operations as they may affect interfaces, schedules, or exports to those system areas. Closely interfaces with all interacting functional areas.

A2.3.13. Frequently interfaces with the using community to provide assistance, training and interpretation of JOCAS II Cost Accounting requirements to the user.

A2.3.14. Assists the CCAO in meeting the needs of the user.

A2.4. JOCAS System Administrator (JSA). The JOCAS II System Administrator (JSA) is responsible for administering and managing system hardware and software operated in a UNIX/WEB environment and in an ORACLE relational database. Administering the hardware, software and operating systems includes installation of system releases, periodic backup procedures, archival processing, resolution of system errors and notices and providing assistance to the FDBA and CCAO. The JSA maintains Oracle Discoverer End User layers and develops/maintains business areas, assists users in developing queries and ad hoc reports. In local JOCAS II operations, the JSA has the following responsibilities:

A2.4.1. Ensures the appropriate training of an alternate JSA as designated by the communication group/squadron.

A2.4.2. Coordinates JOCAS II operational system requirements with the CCAO and FDBA.

A2.4.3. Ensures maintenance of the UNIX version and operating system kernel and SQL*NET httpw/OASconfiguration for access for other sites. Coordinate DD access for JOCAS II users as approved by local procedures.

A2.4.4. Establishes JOCAS II users/passwords for both file server access and JOCAS II application access based on requests coordinated through the FDBA and/or CCAO. Coordinates assess to the system with the FDBA/CCAO to ensure system assesses is restricted to active users only.

A2.4.5. Ensures appropriate files are transferred from source systems and available for timely process scheduling and execution. The file transfers must be accomplished in accordance with procedures established by the CCAO/FDBA and coordination with the administrator of the source system. This includes coordination and performance of batch DMC interfaces as required by the FDBA/CCAO.

A2.4.6. Ensures timely loading of updated JOCAS II application releases. Coordinates the loading of release with FDBA to minimize impact on system users.

A2.4.7. Assists the cost accounting office with data base management by the following:

A2.4.7.1. Assisting with database validation as directed by the FDBA/CCAO.

A2.4.7.2. Running scripts/processes provided as "tools" in the JSA manual to assist with data integrity, system security, data management, etc.

A2.4.7.3. Assisting in fiscal year-end system conversion processes.

A2.4.8. Ensures system backups are regularly scheduled and executed to ensure data integrity and retrieval capability with a minimum of downtime to the user community. The backup schedule must be coordinated with the CCAO to ensure the least amount of manual recovery procedures if it becomes necessary to revert to a backup position.

A2.4.9. Monitors system performance and utilizes approved procedures to maximize system performance. Monitors system to ensure the security of the system from unauthorized users.

A2.4.10. Provides technical assistance to the CCAO evaluating system discrepancies to aid in resolving them at the local level. Those that cannot be resolved at the local level are reviewed for technical content and submitted to the CCAO for further action.

A2.4.11. Assists in processing hardware and software acquisition requests, providing proposed technical solutions as required.