



OFFICE OF THE UNDER SECRETARY OF DEFENSE
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WASHINGTON, DC 20301-1100

APR 15 2009

COMPTROLLER

MEMORANDUM FOR ASSISTANT SECRETARIES OF THE MILITARY
DEPARTMENTS (FINANCIAL MANAGEMENT)
DIRECTORS OF DEFENSE AGENCIES

SUBJECT: Policy Change for Department of Defense Financial Management Regulation (DoDFMR) Volume 12, Chapter 31, "DoD Branding and Trademark Licensing Program Procedural and Accounting Guidance"

We have reviewed Department policy as it relates to DoD Branding and Trademark Licensing Program and provide the following clarification to the DoDFMR, Volume 12, Chapter 31, Sections 310202.A. and E. These changes will be incorporated into the next update to this chapter.

310202.A. A single individual or office has been designated within the DoD Component to review and approve all requests for the use of funds deposited into the Budget Clearing (Suspense) Account for Trademark Licensing. [*The designated individual or office shall be responsible for ensuring that all funds withdrawn from the account are only used for authorized purposes. To ensure an independent review of the request, no individual or office may both request and approve the transfer of such funds. The appointment of this person or office shall be done in writing in the form of an appointment order or similar document. A copy of the order shall be provided to the DoD Component's supporting representative at the Defense Finance and Accounting Service (DFAS) and to the Director, DoD Branding and Trademark Licensing Office (BTLO).*] A record of all requests [*for the transfer of funds*] and the action taken on them shall be retained in accordance with Volume 1, Chapter 9 of this Regulation.

310202.E. [*Unless otherwise authorized by the Director, BTLO, all licensing fees held by licensees and/or licensing agents are paid over to the DoD Component operating the program within 60 days following the end of each calendar quarter.*]

Until the appointment of a Director for BTLO, all reports will be sent to the General Counsel, Defense Media Activity as required under Section 310302. My point of contact is Mr. Stewart Petchenick, who may be reached at (703) 602-0369 or e-mail at stewart.petchenick@osd.mil.

A handwritten signature in black ink, appearing to read "D. Smith".

David P. Smith
Acting Deputy Chief Financial Officer