



UNDER SECRETARY OF DEFENSE

1100 DEFENSE PENTAGON  
WASHINGTON, DC 20301-1100

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COMPTROLLER

MEMORANDUM FOR SECRETARIES OF THE MILITARY DEPARTMENTS  
CHAIRMAN OF THE JOINT CHIEFS OF STAFF  
UNDER SECRETARIES OF DEFENSE  
COMMANDER, U.S. SPECIAL OPERATIONS  
COMMAND  
ASSISTANT SECRETARIES OF DEFENSE  
GENERAL COUNSEL OF THE DEPARTMENT OF DEFENSE  
INSPECTOR GENERAL OF THE DEPARTMENT OF DEFENSE  
DIRECTOR, OPERATIONAL TEST AND EVALUATION  
DIRECTOR, PROGRAM ANALYSIS AND EVALUATION  
DIRECTORS OF THE DEFENSE AGENCIES  
DIRECTOR, WASHINGTON HEADQUARTERS SERVICES  
DIRECTOR, INTELLIGENCE COMMUNITY STAFF  
DIRECTORS OF THE DOD FIELD ACTIVITIES

SUBJECT: FY 2004 Below Threshold Reprogramming (BTR) Authority Policy

In accordance with the Joint Explanatory Statement accompanying the FY 2004 Defense Appropriations Act, the BTR limits for the Procurement and Research, Development, Test, and Evaluation titles for FY 2004 continue to be the same as approved by Congress for FY 2003. The thresholds are as follows:

- Research, Development, Test, and Evaluation (RDT&E): \$10 million
- Procurement: \$20 million

Any movement of funds between appropriations or between legal subdivisions requires legislative transfer authority. Below Threshold Reprogramming allows funds to be reprogrammed within each appropriation without obtaining congressional prior approval to finance cost increases to existing programs, with some exceptions. In FY 2004, however, decreases to a line item are limited to the limitation stated above or 20 percent of the value of the line item, whichever is less. This is a change from the previous reprogramming rules applicable to the FY 2003 programs. The attached Summary of Reprogramming Requirements list these exceptions and provides an overview of the reprogramming requirements for FY 2003 and FY 2004.

Dov S. Zakheim

Attachments:  
As stated

**Summary of Reprogramming Requirements**  
**Effective for FY 2004**

**DD 1415-1 Prior Approval (PA) Reprogramming Actions**

1. Affects a congressional special interest item (unless the funds will be used for the same purpose; then an Internal Reprogramming (IR) is used). Exception: RDT&E, DW Missile Defense Agency may use below threshold authority if movement is < \$10 million.
2. Involves the use of general transfer authority (GTA) (unless the funds will be used for the same purpose; then an IR is used).
3. Exceeds thresholds.
  - a. Military Personnel: Increase of \$10 million or more in a budget activity.
  - b. Operation and Maintenance: Increase of \$15 million or more in a budget activity.

***Exception is the Defense Health Program Operation and Maintenance account; PA is required for all transfers in or out of the Private Sector Care activity group.***

- c. Procurement appropriations:
    - (1) Increase: \$20 million or more in a procurement line item;
    - (2) Decrease: \$20 million or 20 percent of the appropriated amount, ***whichever is less.***
  - d. RDT&E appropriations:
    - (1) Increase: \$10 million or more in an existing program element;
    - (2) Decrease: \$10 million or 20 percent of the appropriated amount, ***whichever is less.***
4. New Starts.
  - a. New procurement program, procurement subprogram, or modification estimated to cost \$20 million or more within the first 3 years. Exceptions are safety programs and safety modifications costing less than \$20 million.
  - b. New RDT&E program, RDT&E project, or RDT&E subproject estimated to cost \$10 million or more within the first 3 years.
5. New Line Items (Fiscal Year 2004).
  - a. Establishes new procurement line item, subprogram, or modification of \$20 million or more.
  - b. Establishes new RDT&E program element, project, or subproject of \$10 million or more.
6. Terminations.
  - a. Eliminates a procurement program, subprogram, or modification of \$20 million or more.
  - b. Eliminates an RDT&E program element, project or subproject of \$10 million or more.
  - c. Eliminates an RDT&E program element, project, or subproject that is equal to the total amount of the program element, regardless of amount.

**Summary of Reprogramming Requirements (Continued)**  
**Effective for FY 2004**

**DD Form 1415-3 Internal Reprogramming (IR) Actions**

1. Realigns funds to a different line item or appropriation for proper execution of the same requirement (no change in purpose) (can involve GTA) (may involve congressional special interest items).
2. Transfer of funds from the transfer accounts - Foreign Currency, Environmental Restoration, Drug Interdiction, Overseas Contingency Operations Transfer Fund, etc.
3. Documents transfers identifying specific line items when a letter notification is being used to satisfy congressional or specific transfer notification requirements.

**Notification Letters (in advance of initiating)**

1. New programs or line items not otherwise requiring prior approval action.
2. New procurement programs, including modifications, costing less than \$20 million for the entire effort.
3. New development programs costing less than \$10 million for the entire effort.
4. Safety programs and safety modifications costing less than \$20 million for the entire effort can be initiated in advance of the congressional notification.
5. Program termination of programs falling within the below threshold reprogramming amounts (procurement programs or subprograms costing less than \$20 million; RDT&E programs, projects, or subprojects costing less than \$10 million) as long as the procurement line item or program element is not eliminated.
6. Specific line items to satisfy specific transfer notification requirements.
7. A 30-day notification to the Defense Committees is required. The Component may implement reprogramming action 30-days after notification unless an objection is received from a committee.

**Below Threshold Reprogramming (BTR) Authority Ground Rules**

1. A BTR is established for each appropriation and allows funds to be reprogrammed internal to the appropriation without obtaining congressional prior approval to finance cost increases to existing programs, with some exceptions. Any movement of funds between appropriations or between legal subdivisions within an appropriation is a "transfer" and requires transfer authority.
2. The BTR shall not exceed the established thresholds. Each threshold reflects aggregate levels of reprogramming activity within Procurement line items, and within RDT&E program elements.
3. The BTR shall not decrease congressional special interest items.

**Summary of Reprogramming Requirements (Continued)**  
**Effective for FY 2004**

4. The BTR shall not increase lines specifically reduced by congressional action. You may use below threshold reprogramming authority to restore non-specific reductions to these items, however, but only to the original level of the budget request or the level determined in the account tables, whichever is less.

5. No BTR decrease may exceed the greater of the above thresholds or 20 percent, **whichever is less**, of the appropriated level for each Procurement line item or RDT&E program element.

*This summary and all implemented reprogramming actions are posted to the Comptroller's Public Web Site and can be viewed 24/7 at [www.dod.mil/comptroller/execution/reprogramming](http://www.dod.mil/comptroller/execution/reprogramming).*

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2. Involves the use of general transfer authority (GTA) (unless the funds will be used for the same purpose; then an IR is used).
3. Exceeds thresholds.
  - a. Military Personnel: Increase of \$10 million or more in a budget activity.
  - b. Operation and Maintenance: Increase of \$15 million or more in a budget activity.  
Exception is the Defense Health Program Operation and Maintenance; PA is required for cumulative transfers in excess of \$25 million into the Private Sector Care activity group.
  - c. Procurement appropriations:
    - (1) Increase: \$20 million or more in a procurement line item;
    - (2) Decrease: The greater of \$20 million or 20 percent of the appropriated amount.
  - d. RDT&E appropriations:
    - (1) Increase: \$10 million or more in an existing program element;
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4. New Starts.
  - a. New procurement program, procurement subprogram, or modification estimated to cost \$20 million or more within the first 3 years. Exceptions are safety programs and safety modifications costing less than \$20 million.  
  
  - b. New RDT&E program, RDT&E project, or RDT&E subproject estimated to cost \$10 million or more within the first 3 years.
5. New Line Items (Fiscal Year 2003 and subsequent years).
  - a. Establishes new procurement line item, subprogram, or modification of \$20 million or more.
  - b. Establishes new RDT&E program element, project, or subproject of \$10 million or more.
6. Terminations.
  - a. Eliminates a procurement program, subprogram, or modification of \$20 million or more.
  - b. Eliminates an RDT&E program element, project or subproject of \$10 million or more.
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4. The BTR shall not increase lines specifically reduced by congressional action. You may use below threshold reprogramming authority to restore non-specific reductions to these items, however, but only to the original level of the budget request or the level determined in the account tables, whichever is less.
5. No BTR decrease may exceed the greater of the above thresholds or 20 percent, ***whichever is greater***, of the appropriated level for each Procurement line item or RDT&E program element.

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