

VOLUME 2B, CHAPTER 17: “CONTINGENCY OPERATIONS”

SUMMARY OF MAJOR CHANGES TO

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

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

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

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

The previous version dated June 2007 is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Overall	Formatting	Refresh
170101.C 170202.A	Update room location changes	Update

Table of Contents

VOLUME 2B, CHAPTER 17: “CONTINGENCY OPERATIONS” 1

1701 GENERAL 3

 170101. Purpose 3

 170102. Submission Requirements 3

 170103. Preparation of Material 4

 170104. References 4

1702 PROGRAM AND BUDGET REVIEW SUBMISSION & CONGRESSIONAL
JUSTIFICATION/ PRESENTATION 4

 170201. Purpose 4

 170202. Submission Requirements 4

1703. CONTINGENCY OPERATIONS SUBMISSION FORMATS 4

 170301. Purpose 4

 170302. Unique Exhibit in Support of Contingency Operations 5

 Exhibit OP-5 Overseas Contingency Operations 6

 Exhibit CONOPS-1 15

CHAPTER 17

CONTINGENCY OPERATIONS

1701 GENERAL

170101. Purpose

This chapter provides instructions applicable to budget formulation and congressional justification for contingency operations. The information provided for contingency operations, as reflected in this chapter, meets the requirements of section 8110 of Public Law 106-79, the Department of Defense (DoD) Appropriations Act, 2000. It requires the Department to include the same type of budget justification material for contingency operations as is provided for other DoD activities.

170102. Submission Requirements

A. This chapter addresses the requirement to budget for new and ongoing contingency operations costs. This information will be used to justify resource requirements for directed contingency operations – specifically the justification of the incremental costs for supporting a designated operation. These incremental costs will become the basis for any funding requests forwarded to the Congress through the normal appropriations process or through emergency supplemental appropriation requests during the year of execution, if warranted. A more detailed discussion of Contingency Operations, as well as the methodology to be used to determine related “incremental costs,” is provided in Chapter 23, “Contingency Operations,” (See Volume 12, Chapter 23).

B. In order to ensure that the funding being requested is defensible and realistic and that the submitted data and justification material complies with congressional requirements, each Component is required to submit the contingency operations budget exhibits using the formats included in section 1703 of this chapter. These exhibits provide detailed cost estimates and must be completed for each contingency operation. In addition, using the same formats, each Component must submit a Summary Exhibit for each region (e.g., Bosnia, Kosovo,) and a Total Summary Exhibit that consolidates all of the Component’s incremental requirements for contingency operations. Each Component will include in its submission the incremental costs for contingency operations for all Military Intelligence Program (MIP) except for the incremental costs for National Foreign Intelligence Programs (NFIP). The Community Management Staff (CMS) will be responsible for preparing and submitting the required exhibits to report the incremental costs for contingency operations for all NFIP-related activities. (See section 1703, below)

* C. The required exhibits are to be provided in both hard copy and electronic copy via diskette or e-mail (using Microsoft word for the OP-5 exhibits and Excel spreadsheets for the CONOPS-1 exhibits) to the Operations and Personnel Directorate, Pentagon, Room 3C710. Specific e-mail addresses can be obtained by calling (703) 697-2609 or 697-2598.

D. General guidance with regard to submission requirements is presented in Volume 2A, Chapter 1. Volume 2B, Chapter 17 covers specific backup material required for the overseas contingency operations. The Components should also consult all of the other chapters for exhibit requirements that are not specifically addressed in this chapter, including Volume 2B, Chapter 19, “Other Special Analyses.” (See Volume 2A and Volume 2B).

170103. Preparation of Material

General guidance with regard to format and preparation of material is presented in Volume 2A, Chapter 1. Section 1703 below provides the justification material formats.

170104. References

Volume 12, Chapter 23, "Contingency Operations," of the DoD Financial Management Regulation (DoD 7000.14-R).

1702 PROGRAM AND BUDGET REVIEW SUBMISSION & CONGRESSIONAL JUSTIFICATION/ PRESENTATION

170201. Purpose

This Section provides guidance for preparation and submission of budget estimates for Contingency Operations. The budget estimates will separately identify the incremental costs for operation and maintenance, military personnel, and other applicable (e. g., procurement) resources required to support specified contingency operations. For the President's Budget request submitted to the Congress, all approved contingency operations incremental cost requirements will be reflected in the Overseas Contingency Operations Transfer Fund (OCOTF), and the level of detail provided must address the congressional concerns for adequate visibility and justification of requirements.

170202. Submission Requirements

* A. Each applicable Component is responsible for submitting the Contingency Operations exhibits covering the operation and maintenance, military personnel, and other applicable (e. g., procurement) incremental costs for each specified contingency operation, a "Summary" exhibit for each region (e.g., Bosnia, Kosovo) and a "Total Summary" exhibit that consolidates all the Component's incremental requirements for contingency operations. The formats for these exhibits are provided below at section 170302. Hard copy and electronic versions of each exhibit must be provided to Office of the Under Secretary of Defense (Comptroller) OUSD(C) Program/Budget (P/B) Operations and Personnel Directorate, Room 3C710 in the Pentagon. Electronic formats will be provided in Microsoft Word for the OP-5 exhibit and in Microsoft Excel for the Contingency Operations -1 (CONOPS-1) exhibit.

B. These exhibits will be prepared and submitted to OUSD(C) in accordance with the schedule defined in the annual budget guidance memorandum published by the OUSD(C) for the fall program and budget estimate submission (BES) and for the President's Budget submission. Each exhibit will be prepared separately for the BES and the congressional justification/presentation process.

1703. CONTINGENCY OPERATIONS SUBMISSION FORMATS

170301. Purpose

The formats provided on the following pages reflect the guidance presented in sections 1701 and 1702 of this chapter. Unless modified by the OUSD (C) in a budget guidance memorandum, the formats must be followed. (See sections 1701 and 1702, above)

170302. Unique Exhibit in Support of Contingency Operations

Exhibit OP-5 Overseas Contingency Operations	6
CONOPS -1	15

Exhibit OP-5 Overseas Contingency Operations

COMPONENT NAME
OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President’s Budget (as applicable)

Name of Contingency Operation:

DoD Component:

General Guidance: A separate exhibit should be prepared for (1) each contingency operation, (2) a summary exhibit for each region, and (3) a total exhibit for each Component. Each Component will include in its submission the incremental costs for contingency operations for all intelligence-related activities (i.e., TIARA, JMIP, etc.) except for the incremental costs for National Foreign Intelligence Programs (NFIP). The Community Management Staff will be responsible for preparing and submitting the required exhibits to report the incremental costs for contingency operations for all NFIP-related activities.

I. Description of Operations Financed: Provide a narrative explanation characterizing the mission of this particular contingency operation and address the major cost drivers such as the number of base camps, the number of troop rotations, and the related troop strength supporting the contingency.

II. Force Structure Summary: Identify in tabular form by operation, the average monthly troop strength for active duty, Guard and Reserve Components deployed for this contingency operation for prior year (PY), current year (CY), and budget year(s) (BY).

III. Financial Summary (\$ in Thousands): Report incremental costs only. **Note:** Include only non-NFIP intelligence costs. The CMS is responsible for reporting incremental NFIP costs.

A. Contingency Operation Total

<u>Cost Category</u>	FY PY <u>Actuals</u> ^{1/}	Budget <u>Request</u>	<u>Fiscal Year(FY) CY Program</u>			
			<u>Program</u> <u>Changes</u>	<u>Current</u> <u>Estimate</u> ^{2/}	FY BY1 <u>Estimate</u>	FY BY2 <u>Estimate</u>
1. Personnel						
a. Military						
b. Civilians						
2. Personnel Support						
3. Operating Support						
4. Transportation						
Total						
Military Personnel						
Operation and Maintenance						
Other – Specify by appropriation (i.e., Procurement, RDT&E, etc.)						

This exhibit must be submitted in both hard copy and electronic copy (i.e., Microsoft)

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

^{1/} Should be consistent with amounts reported in the cost report. (For BES, include amounts expected to be reported for the yearend report.)

^{2/} Include all costs, regardless of appropriation. For example, if military personnel costs are appropriated directly to the military personnel accounts rather than to the OCOTF include the amount expected to be required for contingency operations.

B. PY Reconciliation Summary:**FY PY to FY PY Changes**

	<u>Military Personnel</u>	<u>Operation & Maintenance</u>	<u>Other</u> (Specify as Appropriate)
1. Direct Appropriation to Component			
2. Amount Transferred from OCOTF			
3. Change			
4. Actual Cost			

Note: Actual cost data should reflect contingency operations data as reported to the Defense Finance and Accounting Service - Denver.

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

C. Reconciliation of Increases and Decreases:

(\$ in Thousands)

1. FY CY President's Budget	<u>X,XXX</u>
2. Program Increases in FY CY	+x,xxx
a) Describe each increase	+xxx
b) Describe each increase	+xxx
(List and narrate each change by relating changes in troop strength, Active/Reserve Component (AC/RC) mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.)	
3. Program Decreases in FY CY	-x,xxx
a) Describe each decrease	-xxx
b) Describe each decrease	-xxx
(List and narrate each change by relating changes in troop strength, AC/RC mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.)	
4. Revised FY CY Estimate of Requirements	<u>X,XXX</u>
5. Price Growth (Use factors included in the budget guidance unless deviation is warranted.)	+x,xxx

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME**OVERSEAS CONTINGENCY OPERATIONS**

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

- | | | |
|--|------|---------------------|
| 6. Program Increases | | +x,xxx |
| a) Describe each increase | +xxx | |
| b) Describe each increase | +xxx | |
| (List and narrate each change by relating changes in troop strength, AC/RC mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.) | | |
| 7. Program Decreases | | -x,xxx |
| a) Describe each decrease | -xxx | |
| b) Describe each decrease | -xxx | |
| (List and narrate each change by relating changes in troop strength, AC/RC mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.) | | |
| 8. FY BY1 Budget Request | | <u>x,xxx</u> |
| 9. Price Growth | | +x,xxx |

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME**OVERSEAS CONTINGENCY OPERATIONS**

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

C. Reconciliation of Increases and Decreases (Continued):

(\$ in Thousands)

10. Program Increases	+x,xxx
a) Describe each increase	+xxx
b) Describe each increase	+xxx
(List and narrate each change by relating changes in troop strength, AC/RC mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.)	
11. Program Decreases	-x,xxx
a) Describe each decrease	-xxx
b) Describe each decrease	-xxx
(List and narrate each change by relating changes in troop strength, AC/RC mix, density of weapon systems, operating tempo, use of contractor support, number of base camps, etc.)	
12. FY BY2 Budget Request	<u>X,XXX</u>

Exhibit OP-5 Overseas Contingency Operations

(Page 5 of 9)

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME
OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

IV. Performance Criteria and Evaluation Summary:

<u>Troop Strength</u>	<u>Average Troop Strength</u>			
	<u>Total</u>	<u>Active Duty</u>	<u>National Guard</u>	<u>Reserve</u>
Planned FY PY				
Change Plan vs. Actual for FY PY				
Actual FY PY				
Planned FY CY				
Change Plan vs. Revised Estimate for FY CY				
Revised FY CY Estimate				
Change Revised FY CY Estimate to FY BY1				
FY BY1 Budget Request				
Change FY BY1 to FY BY2				
FY BY2 Budget Request				

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME
OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)
Name of Contingency Operation: DoD Component:

	<u>Number Constructed</u>	<u>Number Maintained</u>	<u>Average Population</u>	<u>Other Data</u> (Include other pertinent information)
<u>Base Camps:</u>				
Planned FY PY				
Actual FY PY				
Planned FY CY				
Planned FY BY1				
Planned FY BY2				

<u>MAJOR WEAPONS SYSTEMS DEPLOYED</u>	<u>Average Number Deployed/Month</u>	<u>Total Days in Theater</u>	<u>Operational Usage*</u>
--	---	---	--------------------------------------

Tracked Vehicles:(list by type/model) (Track Miles)

M1	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1		
M2	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1		
M113	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1		

Helicopters: (list by type/model) (Flying Hours))

OH-58D	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1		
AH-64	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1		

Exhibit OP-5 Overseas Contingency Operation (Continued)

COMPONENT NAME
OVERSEAS CONTINGENCY OPERATIONS
FY ____ Program and Budget Review Submission or FY ____ President’s Budget (as applicable)
Name of Contingency Operation: DoD Component:

<u>MAJOR WEAPONS SYSTEMS DEPLOYED</u>	<u>Average Number Deployed/Month</u>	<u>Total Days in Theater</u>	<u>Operational Usage*</u>
			(Flying Hours)
<u>Aircraft:</u> (list by type/model)			
F-117	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY BY2		
KC-135	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY BY2		
EA-6B	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY BY2		
			(Steaming Hours)
<u>Naval Vessels:</u>			
Combatants	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY CY2		
Auxiliaries/Support Ships	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY CY2		
<u>Other:</u> (Specify by System)	Planned FY PY Actual FY PY Planned FY CY Planned FY BY1 Planned FY CY2		

* Select appropriate operational metrics currently in use. These are representative examples only.

Exhibit OP-5 Overseas Contingency Operation (Continued)

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

V. OP 32 Line Items as Applicable (Dollars in Thousands):

<u>FY PY</u> <u>Actuals</u>	<u>Change from FY PY to FY CY</u>			<u>Change from FY CY to FY BY1</u>			<u>Change from FY BY1 to FY BY2</u>					
	Foreign			Foreign			Foreign					
	<u>Currency</u>	<u>Price</u>	<u>Program</u>	<u>FY CY</u>	<u>Currency</u>	<u>Price</u>	<u>Program</u>	<u>FY BY1</u>	<u>Currency</u>	<u>Price</u>	<u>Program</u>	<u>FY BY2</u>
	<u>Rate</u>	<u>Diff</u>	<u>Growth</u>	<u>Estimate</u>	<u>Rate</u>	<u>Diff</u>	<u>Growth</u>	<u>Estimate</u>	<u>Rate</u>	<u>Diff</u>	<u>Growth</u>	<u>Estimate</u>
		(%)	(\$)		(%)	(\$)		(%)	(\$)	(%)	(\$)	

1. List each applicable OP-32 line item number and title. **To be submitted for both the OSD and President's budget submissions.**
2. Include the percentage of price growth.

Exhibit CONOPS-1

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

(Dollars in Thousands)

<u>COST CATEGORIES</u>	<u>FY PY</u>		<u>FY CY</u>		<u>FY BY1</u>		<u>FY BY2</u>
	<u>Actual</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>

PERSONNEL

- Military Personnel Pay & Allowances
 - Reserve Components Called to Active Duty
 - Imminent Danger or Hostile Fire Pay
 - Family Separation Allowance
 - Hardship Duty Pay - Location*
 - Subsistence
 - Reserve Components Predeployment Training*
 - Other Military Personnel
 - Active Component Over-Strength*
 - Subtotal**

The CONOPS-1 exhibit is to be submitted in both hard copy and electronic copy. Electronic formats will be provided in Microsoft Excel.

Civilian Pay and Allowances

- Civilian Premium Pay
- Civilian Temporary Hires
- Other Civilian Personnel
- Other Personnel Support
- Subtotal**

Do not include NFIP program requirements. The Community Management Staff is responsible for submitting the required exhibits for all NFIP activities.

Exhibit CONOPS-1(Continued)

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

(Dollars in Thousands)

<u>COST CATEGORIES</u>	FY PY		FY CY		FY BY1		FY BY2
	<u>Actual</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>

PERSONNEL SUPPORT (Continued)

- Temporary Duty/Temporary Additional Duty
- Clothing & Other Personnel Equip & Supplies
- Medical Support/Health Services
- Reserve Component Activation/Deactivation
- Other Personnel Support
- Subtotal**

OPERATING SUPPORT

- Training
- Operations OPTEMPO (Fuel, Other POL, Parts)
- Other Supplies & Equipment

Exhibit CONOPS-1(Continued)

OVERSEAS CONTINGENCY OPERATIONS

FY ____ Program and Budget Review Submission or FY ____ President's Budget (as applicable)

Name of Contingency Operation:

DoD Component:

(Dollars in Thousands)

<u>COST CATEGORIES</u>	FY PY		FY CY		FY BY1		FY BY2
	<u>Actual</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</u>
<u>OPERATING SUPPORT (Continued)</u>							
Facilities/Base Support							
Reconstitution							
C4I							
Other Services/Miscellaneous Contracts							
Subtotal							
<u>TRANSPORTATION</u>							
Airlift							
Ready Reserve Force/Fast Sealift Ship							
Port Handling/Inland Transportation							
Other Transportation							
Subtotal							
<u>GRAND TOTAL</u>							
Military Personnel							
Operation and Maintenance							
Other (specify by appropriation type (i.e., Procurement, RDT&E, etc.))							

NOTE: This information must be provided for each operation, each region, and in total.

Exhibit CONOPS-1

(Page 3 of 3)