

**CHAPTER 17
CONTINGENCY OPERATIONS
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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 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 of this regulation).

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 intelligence-related activities (i.e., TIARA, JMIP, etc.) 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 3D868. Specific e-mail addresses can be obtained by calling (703) 697-9317, x13.

D. General guidance with regard to submission requirements is presented in Chapter 1. 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 Chapter 19 – Other Special Analysis. (See Volume 2A and Volume 2B)

170103 Preparation of Material

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

170104 References

Chapter 23, "Contingency Operations," of Volume 12 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 USD(C) P/B Operations and Personnel Directorate, Room 3D868 in the Pentagon. Electronic formats will be provided in Microsoft Word for the OP-5 exhibit and in Microsoft Excel for the CONOPS-1 exhibit.

B. These exhibits will be prepared and submitted to the Office of the Under Secretary of Defense (Comptroller) (USD(C)) in accordance with the schedule defined in the annual budget guidance memorandum published by the USD(C) for the fall program and budget review submission (BES) and for the President's Budget (PB) 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

OP-5 Overseas Contingency Operations	6
CONOPS-1	12

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, current year, and budget year(s).

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>	<u>FY PY Actuals</u> ^{1/}	<u>FY CY Program</u>			<u>FY BY1 Estimate</u>	<u>FY BY2 Estimate</u>
		<u>Budget Request</u>	<u>Program Changes</u>	<u>Current Estimate</u> ^{2/}		
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 Word).

^{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. Prior Year 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.

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 (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.)	+xxx	
3. Program Decreases in FY CY		-x,xxx
a) Describe each decrease	-xxx	
b) Describe each decrease (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.)	-xxx	
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
6. Program Increases		+x,xxx
a) Describe each increase	+xxx	
b) Describe each increase (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.)	+xxx	
7. Program Decreases		-x,xxx
a) Describe each decrease	-xxx	
b) Describe each decrease (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.)	-xxx	
8. FY BY1 Budget Request		<u>X,XXX</u>
9. Price Growth		+x,xxx

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. <u>Reconciliation of Increases and Decreases (Continued):</u>	(\$ 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>

IV. Performance Criteria and Evaluation Summary:

	Average Troop Strength			
<u>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				

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>Base Camps:</u>	<u>Number Constructed</u>	<u>Number Maintained</u>	<u>Average Population</u>	<u>Other Data</u> (Include other pertinent information)
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> (Track Miles)
<u>Tracked Vehicles:</u> (list by type/model)			
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		
<u>Helicopters:</u> (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		

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.

COMPONENT NAME
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>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>FY PY</u>	<u>Actuals</u>	<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 Diff</u>	<u>Growth</u>	<u>Growth</u>	<u>Estimate</u>	<u>Rate Diff</u>	<u>Growth</u>	<u>Growth</u>	<u>Estimate</u>	<u>Rate Diff</u>	<u>Growth</u>	<u>Growth</u>	<u>Estimate</u>
		(% <u> </u>) (\$ <u> </u>)				(% <u> </u>) (\$ <u> </u>)				(% <u> </u>) (\$ <u> </u>)			

1. List each applicable OP-32 line item number and title.
2. Include the percentage of price growth.

To be submitted for both the OSD and President's budget submissions.

COMPONENT NAME
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>Actual</u>	<u>Change</u>	<u>FY CY</u> <u>Estimate</u>	<u>Change</u>	<u>FY BY1</u> <u>Estimate</u>	<u>Change</u>	<u>FY BY2</u> <u>Estimate</u>
<u>PERSONNEL</u>							
Military Personnel Pay & Allowances							
Reserve Components Called to Active Duty							
Imminent Danger or Hostile Fire Pay							
Family Separation Allowance							
Foreign Duty Pay							
Subsistence							
Other Military Personnel							
Subtotal							
Civilian Pay and Allowances							
Civilian Premium Pay							
Civilian Temporary Hires							
Other Civilian Personnel							
Other Personnel Support							
Subtotal							
<u>PERSONNEL SUPPORT</u>							
Temporary Duty/Temporary Additional Duty							
Clothing & Other Personnel Equip & Supplies							
Medical Support/Health Services							
Reserve Component Activation/Deactivation							
Other Personnel Support							
Subtotal							
<u>OPERATING SUPPORT</u>							
Training							
Operations OPTEMPO (Fuel, Other POL, Parts)							
Other Supplies & Equipment							

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

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

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>COST CATEGORIES</u>	<u>FY PY</u>		<u>Dollars in Thousands</u>		<u>FY BY1</u>		<u>FY BY2</u>	
	<u>Actual</u>	<u>Change</u>	<u>FY CY</u>	<u>Change</u>	<u>Estimate</u>	<u>Change</u>	<u>Estimate</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.