

**CHAPTER 19**  
**OTHER SPECIAL ANALYSES**  
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## OTHER SPECIAL ANALYSES

**1901 GENERAL****190101 Purpose**

A. This chapter provides instructions applicable to budget formulation and congressional back-up justification for various special interest areas not covered in preceding chapters.

B. The exhibit requirements cover resources crossing DoD appropriations and are generally functional in nature.

C. Areas covered in this chapter are as follows:

Section

1902 Combating Terrorism

1903 Major Range and Test Facility Base

1904 Test and Evaluation Funding

1905 Financial Management Activities

1906 Government Performance and Results Act (GPRA)

1908 Federal Credit Programs

1909 Other Special Analyses

1910 Classifications and Definitions Special Programs Major Force Program 3

1911 Overseas Military Banking Program

**190102 Submission Requirements**

Unless indicated in individual sections of this chapter and submission distribution in Chapter 1, exhibits are required for both the program and Budget Review Submission and for the Congressional Justification/Presentation submission. General guidance with regard to submission requirements is presented in Chapter 1.

**190103 Preparation of Material**

General guidance with regard to format and preparation of material is presented in Chapter 1. Chapter 19 provides additional specific guidance with regard to the material required for these special exhibits.

**190104 References**

Chapter 1 provides general funding policies, Chapter 3 provides specific policies related to Operation and Maintenance costs, Chapter 4 provides specific policies related to Procurement appropriations, Chapter 5 provides specific policies related to RDT&E, Chapter 6 provides specific policies related to Military Construction appropriations, and Chapter 9 provides specific policies related to the Defense Working Capital Funds. Certain requirements are also addressed in OMB Circular No. A-11.

**1902 COMBATING TERRORISM****190201 Purpose**

A. This chapter provides instructions applicable to budget formulation for the DoD Combating Terrorism (CbT) funding requirements included in the DoD Components' budget requests. These instructions apply to all Components and all DoD appropriations.

B. The data collected through this reporting process will be used to comply with congressional and OMB reporting requirements. In addition, CbT funding levels will be reviewed by the Assistant Secretary of Defense for Special Operations/Low Intensity Conflict (ASD SO/LIC) in his/her role as principal advisor to the Secretary on CbT activities. Information on Antiterrorism (AT) resource levels is required by the Chairman of the Joint Chiefs of Staff to review annually the adequacy of AT resources proposed by the Components and to determine if any changes are required to meet AT requirement.

**190202 Submission Requirements**

A. Submission of exhibits is required for the Program and Budget Review Submission and an update (using an abbreviated exhibit format) is required for the President's budget submission. Each Component will complete the CbT-1 Exhibit, Combating Terrorism Resources, and the CbT-2 Exhibit, Combating Terrorism Narrative Description, for the Program and Budget Review Submission and for the President's budget submission. The President's budget submission exhibits will be presented in a consolidated congressional justification book which will be prepared by OASD(SO/LIC). Specific instructions for completing these exhibits are included in Section 191202.

B. The ASD(C3I) will validate tactical counterintelligence resources identified by the Components and advise the OUSD(C) P/B Operations and Personnel Directorate that reported resources are accurate. Additionally, the ASD(C3I) will prepare a separate CbT-1 and CbT-2 Exhibits to report DoD Joint Military Intelligence Program (JMIP) resources.

C. Copy requirements are identified in Chapter 1. In addition, one copy (each) of the CbT-1 and CbT-2 Exhibits will be provided to the OUSD(C) P/B Operations and Personnel, Room 3D868, and to the OASD(SO/LIC) Combating Terrorism Policy and Support (CTP&S), Room 2B535. The ASD(C3I) will provide copies of their respective exhibits to the OUSD(C) P/B Operations and Personnel Directorate in Room 3D868 and to OASD SO/LIC (CTP&S) Room 2B535.

**190203 Special Instructions**

A. The OASD (SO/LIC) will actively participate in the review of all budget submissions for combating terrorism activities and will offer recommendations to ensure approved CbT policies are reflected in the budget. The OASD(SO/LIC) will consolidate and provide to the Congress a single budget justification book detailing the Department's CbT efforts and associated funding requests.

B. The OASD(SO/LIC), Joint Staff Deputy Director for Combating Terrorism (J-34), and ASD(C<sup>3</sup>I) will participate with representatives of the OUSD(C), ODP&E, and OMB in the review of all budget submissions for combating terrorism to ensure that the DoD combating terrorism and force protection programs are funded adequately.

C. The CbT-1 and CbT-2 exhibits in Section 191202 are used to identify the Department's combating terrorism resources, dollars and personnel. They consist of tabular and narrative data as outlined below. These exhibits will report only those resources (including civilian and military pay) associated with DoD's Combating Terrorism Program. Combating terrorism within DoD includes 1) antiterrorism (defensive measures taken to reduce vulnerability to terrorist acts), 2) counterterrorism (offensive measures taken to prevent, deter, and respond to terrorism), 3) terrorism consequence management (preparation for and response to the consequences of a terrorist

incident/event), and 4) intelligence support (collection and dissemination of terrorism-related information) taken to oppose terrorism throughout the entire threat spectrum, to include terrorist use of WMD and/or high explosives. The four functional categories are described below:

## 1. ANTITERRORISM

- a. Physical Security Equipment - Any item, device, or system that is used primarily for the protection of assets, personnel, information, or facilities to include alarms, sensors, protective lighting and their control systems, military working dogs, and the assessment of the reliability, accuracy, timeliness and effectiveness of those systems, such as (but not limited to): exterior surveillance and/or intrusion detection systems; lighting systems; access controls and alarms systems; residential security equipment; equipment for executive protection, to include added doors, increased ballistic protection at offices/residences, personal body armor, individual protective equipment, and armored vehicles; and detection devices.
- b. Physical Security Site Improvements - Any facility improvements (using O&M or MILCON funding) or new construction whose purpose is to protect DoD assets, personnel, or information to include walls, fences, barricades, or other fabricated or natural impediments to restrict, limit, delay or deny entry into a Defense installation or facility, such as (but not limited to): installation perimeter barriers, vehicle barriers, mylar/fragment retention film, and interior barriers; safe havens; evacuation facilities; and surveillance platforms.
- c. Physical Security Management and Planning - Personnel who manage physical security programs, resources, and assets such as, but not limited to, headquarters staff.
- d. Security Forces/Technicians - All personnel and operating costs associated with protective forces whose primary or supporting mission is to safeguard assets, personnel or information. Included, but not limited to, are costs for: salaries, overtime, benefits, materials, supplies, travel, support equipment, facilities, training, communications equipment, and management, for the personnel engaged in the following activities such as (but not limited to): dedicated response forces and security forces; locksmiths; perimeter, installation or facility access control; inspection and maintenance of barriers and security system components; antiterrorism training for security forces; and antiterrorism awareness programs and training.
- e. Law Enforcement - All personnel and operating costs associated with law enforcement to include, but not limited to, salaries, overtime, benefits, material and supplies, equipment and facilities, vehicles, helicopters, training, communications equipment, and management, such as (but not limited to): protective service details, including advance work; response forces; and military police.
- f. Security and Investigative Matters Category - Includes Defense criminal investigative resources, conduct of vulnerability assessments (periodic high level reviews and physical security assessments), security and intelligence activities, and any cross-discipline security functions which do not easily fit into other security categories such as (but not limited to): terrorism investigations; executive antiterrorism training; surveillance and countersurveillance teams; protective service details including advance work; route surveys; and antiterrorism awareness programs and training.
- g. RDT&E - Includes any RDT&E resources expended in the area of antiterrorism. Activities included (but not limited to) are Defense Threat Reduction Agency, Counterterrorism Technical Support Program (CTTS), and the Physical Security Equipment Action Group (PSEAG).

## 2. COUNTERTERRORISM

Offensive measures taken to prevent, deter, and respond to terrorism. The sensitive and compartmental programs of counterterrorism (CT) will be reported separately in the appropriate classified program submissions.

- a. Special Operations Command Activities
- b. Research Development Test and Evaluation (example, CTTS)

## 3. TERRORISM CONSEQUENCE MANAGEMENT

The DoD preparedness and response for mitigating the consequences of a terrorist incident including the use of a weapon of mass destruction. The DoD terrorism consequence management activities are designed to support the lead federal agency and include measures to alleviate damage, loss of life, hardship or suffering caused by the incident; protect public health and safety; and restore emergency essential government services. For clarity, descriptions of the subcategories are as follows:

- a. Domestic Preparedness Program (DPP) - Exercises and related exercise funding in support of the Department of Justice lead DPP program.
- b. Terrorism Consequence Management Response
  - (1) Special Response Units. (Report only those funds needed in support of consequence management, not the total cost of the response unit costs.)
    - (a) Chemical/Biological Rapid Response Team (CB-RRT). Coordinates and manages the DoD technical capabilities necessary to respond to a chemical/biological (CB) terrorist incident. Serves a critical role in the overall DoD response plan in support of the lead federal agency and civil authorities in the event of a CB terrorist incident. The CB-RRT is composed of military personnel and DoD civilians, who provide technical assistance to federal, state and local officials in the response to, and mitigation of, incidents involving Weapons of Mass Destruction (WMD) which contain (or are suspected to contain) chemical or biological materials (or related hazardous materials). Assistance includes detection, neutralization, containment, dismantlement and disposal. As directed, the supported commander-in-chief (CINC), Joint Special Operations Task Force (JSOTF), Joint Task Force for Civil Support (JTF-CS), or Response Task Force (RTF), exercises operational control (OPCON) over CB-RRT.
    - (b) Military Support Detachment – Weapons of Mass Destruction (WMD) Civil Support Teams. Under the command and control of a state governor, assists the local incident commander to assess the situation and provide initial identity of suspected agents, advise on hazard mitigation, and facilitate requests for assistance for additional military support elements in the affected area. The teams are highly specialized WMD response units that consist of 22 full-time Title 32 status Air National Guard and Army National Guard personnel, who commit to a 3-year stabilized tour due to the critical special training and mission requirements. The teams are divided into seven elements – command, operations, survey (contamination), medical, logistics, communications (links to federal, state, and local agencies), and administration. There are 14 different specialties represented on each WMD Civil Support Team. The WMD Civil Support Teams were previously named Rapid Assessment and Initial Detection (RAID) Teams.

- (c) US Air Force Radiological Assessment Team (AFRAT). A rapidly deployable team with the manpower and equipment necessary to respond to accidents or incidents involving radioactive materials. The team can provide in-depth technical assistance in identifying the immediate health risks associated with radiological threats. Located at Brooks Air Force Base, Texas, AFRAT can deploy within 72 hours, depending on the situation.
- (d) US Army 52<sup>nd</sup> Ordnance Group (EOD). Provides military explosive ordnance disposal (EOD)/bomb squad units to defeat or mitigate the hazards from conventional, nuclear, or chemical military munitions and weapons of mass destruction (WMD) throughout CONUS as requested by local, state, or federal law enforcement or military authorities. Three EOD companies located at San Diego, California; San Antonio, Texas; and Andrews Air Force Base, Washington, DC; have been designated to receive specific training on chemical and nuclear WMD. These companies possess unique counter booby trap equipment and are trained to operate specialized equipment (provided by the Department of Energy (DOE)) used for diagnostics and to render safe/mitigate a WMD nuclear initiation. Similar equipment is also used with the technical escort units (TEU) for chemical/biological WMD scenarios.
- (e) US Army Technical Escort Unit (TEU). Provides worldwide, no-notice capability to conduct field sampling, identification and verification, monitoring, recovery, decontamination, escort, and mitigation of hazards associated with chemical and biological materials in compliance with international, federal, state, and local laws.
- (f) US Marine Corps Chemical/Biological Incident Response Force (CBIRF). Tailored as a highly trained, rapid response force capable of providing consequence management for terrorist initiated chemical and biological attacks, in order to mitigate the effects of multiple/mass casualty incidents. These skills include threat identification, casualty extraction, personnel decontamination, and medical triage/treatment/stabilization. The CBIRF also maintains an information “reach-back” capability to a cadre of CB subject matter and disaster response experts for consulting purposes.
- (g) US Navy Environmental and Preventive Medicine Unit (NEPMU), Chemical, Biological, Radiological, Environmental Defense Response (CBRED) Team. Teams are task organized for each incident and can provide doctors, industrial hygienists, environmental health officers, microbiologists, preventive medical technicians, among other related professionals. Teams are on alert for rapid response and are available to advise the Chemical/Biological Rapid Response Team (CB-RRT), local public health authorities, and to augment other CB-RRT medical assets.
- (h) US Army Medical Research Institute of Chemical Defense (USAMRICD), Medical Chemical Biological Advisory Team (MCBAT). Provides the primary source of medical information dealing with the management of chemical warfare agent casualties for the federal government. The MCBAT assists the WMD incident commander by identifying the medical implications to military and/or civilian operations, and advising on the initial and long-term management of chemical casualties at the incident site. As necessitated, the MCBAT supervises the collection of biological samples (bodily fluids) for subsequent verification of chemical agent exposure that can be used to facilitate confirmation, diagnosis and treatment. Experts on the team are from USAMRICD and the US Army Medical Research Institute of Infectious Diseases
- (i) US Army and US Navy Radiological Control (RADCON) Teams. Provide radiological monitoring support and advice to the Response Task Force. Located at Fort Monmouth, New Jersey, and Norfolk, Virginia, respectively, the teams are capable of deploying within several hours.

- (j) US Army Radiological Advisory Medical Team (RAMT). Specially trained in radiological health matters, this team can provide assistance and guidance to the on-scene Response Task Force and local medical authorities. The RAMT is located at Walter Reed Army Medical Center, Washington, D.C.
- (k) US Army Response Task Forces (RTF). Deploy in support of the lead federal agency providing operational control over all committed DoD elements (less Joint Special Operations Forces teams) to coordinate military support of crisis and consequence management operations. The RTF commander could establish a fully functional 24-hour command and control operations center in the vicinity of the incident within 24 hours of notification. The RTF-East is located at First Army HQs, Fort Gillem, Georgia; and RTF-West is located at Fifth Army HQs, Fort Sam Houston, Texas.
- (l) Defense Threat Reduction Agency, Defense Nuclear Advisory Team (DNAT). Provides unique nuclear related technical assistance to the Response Task Force or the lead federal agency. Teams are comprised of health physicists, radiation physicians, legal advisors, and other related professionals and can deploy within 4 hours.
- (m) Joint Task Force for Civil Support (JTF-CS). Responsible for the planning and execution of military assistance to civil authorities for consequence management of WMD incidents within the US, its territories, and possessions. The JTF-CS is a standing joint task force headquarters element, with an operational focus, but no assigned forces. The JTF-CS will respond to a WMD incident, in support of the lead federal agency, when authorized by appropriate authorities through the Joint Operations Planning and Execution System. The JTF-CS will participate in consequence management, as a follow-on force behind local first responders and state assets. In special circumstances, the JTF-CS may send an advance element.
- (2) Installation Preparedness - Installation Preparedness involves the planning and training necessary to identify and mitigate vulnerabilities to WMD events using Joint Staff tools (e.g., the Installation Planning Template and its WMD Annex). Department of Defense (DoD) installations are owned and operated by the Services and are similar to cities, towns, and civilian communities. The DoD installations are often open, contain schools, medical facilities, and shopping malls.
- (3) Research Development Test and Evaluation. (Report only those funds that have consequence management applicability, not total costs.)
- (a) US Army Edgewood Chemical and Biological Forensic Analytical Center Modular On-site Laboratory. Provides on-site laboratory capability to analyze chemical surety materials, foreign chemical warfare agents, and other hazardous industrial chemicals. The lab is comprised of a series of transportable modules, which contain analytical instruments, and all supporting equipment such as electrical generators for short-term power requirements. The laboratory is accompanied by up to five personnel, to include chemists and sampling technicians, and can be deployed within 4 hours of notification.
- (b) US Army Medical Research Institute of Infectious Diseases (USAMRIID). Conducts research to develop strategies, products, procedures, and training programs for medical defense against biological warfare threats and infectious diseases. Develops vaccines, drugs, diagnostic tests, and medical management procedures to protect military personnel against biological attack or endemic infectious diseases. Provides medical and scientific experts and technical guidance to commanders and senior leaders on the prevention and treatment of hazardous diseases and management of biological casualties. Serves as the DoD reference center for identification of biological agents. Primary capabilities provided are technical expertise, extensive laboratory

facilities, and the Aeromedical Isolation Team (AIT). The latter is a rapid response unit that can deploy to any area of the world to transport and provide patient care under high containment of contagious and dangerous diseases. The team possesses limited capability, equipment, and staff, which is not feasible for use in a mass casualty situation. Currently, there are no personnel assigned directly to the AIT; upon deployment, they would be comprised of two elements, each capable of transporting one patient.

(c) US Navy Medical Research Institute (NMRI). Provides a transportable biological field lab, capable of rapid identification of biological warfare agents. The field lab can be packaged into six to seven boxes, totaling 350 to 400 pounds. With a team of two operators, the lab can be ready to deploy within 4 hours.

- c. Research Development Test and Evaluation – Defense agency RDT&E support to DoD Terrorism Consequence Management efforts.

#### 4. INTELLIGENCE SUPPORT TO COMBATING TERRORISM

Collection, analysis, and dissemination of all-source intelligence on terrorist groups and activities intended to protect, deter, preempt, or counter the terrorist threat to US personnel, forces, critical infrastructures, and interests.

- a. Counterintelligence (CI) - Includes personnel and funding associated with Tactical Intelligence and Related Activities (TIARA). These activities include terrorism investigations, surveillance and countersurveillance teams, terrorism analysis and production, force protection source operations, threat assessments, terrorism collection, route surveys, and intelligence staff support to deployed forces. Only those counterintelligence resources directly supporting force protection/combating terrorism activities are to be reported in this resource summary. Army and Marine Corps tactical CI resources and Army Security and Intelligence Activities CI resources will be reported by the Army and Marine Corps.
- b. Research Development Test and Evaluation. For example, counterterrorism Technical Support Program.

#### D. Entries for CbT-1 Exhibit

1. General: DoD Components should prepare a separate summary for each applicable appropriation. Each summary will report resources (funding and personnel) by the combating terrorism functional categories described above.

2. Appropriation Summary: For each appropriation (O&M, Military Personnel and Military Construction) report budget authority by appropriation, budget activity, and applicable subactivity group level/program line item/project. Procurement, and RDT&E appropriations, report the total combating terrorism budget authority funds by budget activity and by program element. For DWCF accounts, report obligation authority at the Working Capital Fund business area.

#### 3. Financial Summary Section:

a. Military Personnel. Report resources by CbT functional category and subcategory at the appropriation budget activity level.

b. Operation and Maintenance. Report resources by CbT functional category and CBT subcategory, budget activity, and subactivity group level (O-1 line).

c. Procurement. Report resources by functional category, budget activity, and program element (PE) (P1 line item).

d. RDT&E. Report resources by CbT functional category and CbT subcategory, and program element ((PE)/R-1 line item).

e. Military Construction. Report resources by CbT functional category and subcategory, State/Country, and project title.

f. Defense Working Capital Fund. Report resources by CbT category and subcategory by working capital fund business area level.

4. Personnel Summary Section:

a. For each applicable appropriation, report civilian personnel full-time equivalents (FTEs) and military (active and reserve component) end strength by CbT functional category and subcategory. If an appropriation does not finance any personnel resources, enter "None" on the Personnel Summary line as follows:

b. The following generic Military Occupational Series (MOS) and civilian job series should be reported as full-time Combating Terrorism assets -- even if these persons spend only a portion of their time on combating terrorism activities. Additionally, personnel not in these MOS's and/or job series who are assigned permanently or detailed to force protection offices and who spend at least 51% of their time directly supporting combating terrorism activities should be reported on this exhibit:

- (1) Military Career Fields/Occupational Series: Military Police, Law Enforcement Specialist and Security, Master at Arms, Security Forces, Criminal Investigator, Interrogator, Interpreter/Translator, Counterintelligence Officer, and Office of Special Investigations. Appropriate subspecialties/subfunctions/skills are to be captured in these career fields/occupational series, in support of combating terrorism, with the exception of military working dogs in counterdrug missions.
- (2) The following civilian Job Series are to be reported if responsibilities relate to CbT efforts: Physical Security Manager (GS-0080), Civilian Police (GS-0083), Security Guard (GS-0085), and those personnel in the Security Clerical and Assistance (GS-0086) series, and all associated wage grade positions who are in direct support of the previously aforementioned series.
- (3) Personnel data associated with classified combating terrorism programs will be reported as follows: Army and Marine Corps tactical counterintelligence resources and all Army Security and Intelligence Activities counterintelligence resources will be reported in the CbT exhibits by the applicable Components.

**1903 MAJOR RANGE AND TEST FACILITY BASE****190301 Purpose**

A. This Chapter provides instructions applicable to budget formulation for the DoD Major Range and Test Facility Base (MRTFB) funding requirements included in the DoD Components' budget requests. The exhibit formats submitted in support of the Program and Budget Review Submission will be the same as those submitted to the Director, Test, Systems Engineering, and Evaluation, USD(AT&L) (DTSE&E) in support of the POM estimates.

B. These instructions apply to the major ranges and test facility activities included in the MRTFB:

ARMY:

Yuma Proving Ground (YPG)  
White Sands Missile Range (WSMR)  
Kwajalein Missile Range (KMR)  
Dugway Proving Ground (DPG)  
Aberdeen Test Center (ATC)  
High Energy Laser Systems Test Facility (HELSTF)

NAVY:

Naval Air Warfare Center-Aircraft Division (NAWCAD)  
Atlantic Undersea T&E Center (AUTECE)  
Naval Air Warfare Center-Weapons Division (NAWCWD)  
Atlantic Fleet Weapons Training Facility (AFWTF)

AIR FORCE:

Eastern Space & Missile Center (ESMC)  
Western Space & Missile Center (WSMC)  
Arnold Engineering Development Center (AEDC)  
Air Force Development Test Center (AFDTC)  
Air Force Flight Test Center (AFFTC)  
46th Test Group, Holloman AFB NM  
Air Warfare Center Range, Nellis AFB (AWC)

DEFENSE INFORMATION SERVICESAGENCY

Joint Test Interpretability Center (JTIC)

C. The DTSE&E is charged with administering OSD responsibilities for the MRTFB. Modifications to these instructions, requests for deviations from their provisions, or requirements for their clarification or applicability should be directed to and coordinated with DTSE&E and OUSD(C) Program/Budget.

D. Budget estimates will be developed in accordance with guidance contained in Chapter 1 and the various chapters for appropriations and accounts.

E. It is extremely important that the data reported in the MRTFB exhibits be consistent with the funding included in the Component's Research, Development, Test & Evaluation (RDT&E) Exhibit R-1 project listing and in the Descriptive Summary as well as other budget submission material.

**190302 Submission Requirements**

Copies of the following exhibits will be submitted in support of the Program and Budget Review Submission only for each major range and test facility. Copy requirements are identified in Chapter 1. Exhibit formats are provided in Section 1912.

- A. Exhibit MRTFB-1, (Activity Title) Financial Summary.
- B. Exhibit MRTFB-2 Set, (Activity Title) Financial Details.
- C. Exhibit MRTFB-3 Set, (Activity Title) Improvement and Modernization Analysis.

**190303 Preparation of Material**

Budget estimate data submitted by each DoD Component for the MRTFB will be assembled separately and identified by a cover sheet specifically entitled "Major Range and Test Facility Base (Army/Navy/Air Force/DISA) Program Budget Estimate."

**190304 Special Instructions**

The DTSE&E will participate with representatives of the OUSD(C), DOT&E, and OMB in the review of all budget submissions for the major ranges and test facilities to insure that:

- A. Excess capability is not being unnecessarily maintained in the MRTFB.
- B. Unnecessary duplication does not exist among DoD Component assets.
- C. Test facility capability needed in the future is being planned and supported.
- D. All new major test facilities are thoroughly coordinated prior to their approval to reflect the needs of all DoD components.

**1904 TEST AND EVALUATION FUNDING****190401 Purpose**

A. This Chapter provides instructions applicable to budget formulation for the Test and Evaluation Exhibit (T&E-1) needed for review and analysis of Test and Evaluation (T&E) funding requirements included in the DoD Components' requests. The instructions specify the requirements for the program and budget submission.

B. The Director, Operational Test and Evaluation (DOT&E), is charged with oversight of the DoD T&E resources and funding of T&E by each major DoD program. Modifications to these instructions, requests for deviations from their provisions, or requests for their clarification or applicability should be directed to and coordinated with DOT&E and OUSD(C) Program/Budget.

**190402 Submission Requirements**

Each DoD Component will, for the Program and Budget Review only, complete an Exhibit T&E-1, Test and Evaluation for each of the Major Defense Acquisition Programs (MDAP) as listed on the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) website at: [http://friends.acq.osd.mil/ara/dab\\_oipt/schedule/mdaplist.html](http://friends.acq.osd.mil/ara/dab_oipt/schedule/mdaplist.html). This process is accomplished on-line using the Select & Native Programming Data Input System (SNaP) located at: <http://snap.pae.osd.smil.mil>. **Note:** The SNaP system operating instructions specified in the Programming Data Requirements on the SNaP system will supersede the instructions identified in this document if the instructions are different.

**190403 Special Instructions**

The DOT&E will participate with representatives of OUSD(C), USD(AT&L), and OMB in the review of all budget submissions for T&E funding to ensure that:

- A. Resources required for the test and evaluation of the MDAP and Special Interest Programs, as identified in the Test and Evaluation Master Plan (TEMP), are adequately funded.
- B. Unwarranted test capability is not being maintained at private industry facilities.
- C. Unwarranted duplication does not exist among DoD Component assets and private industry.
- D. Test facilities and capabilities required are adequately funded and supported.
- E. All new major test facilities are approved by the Defense Test and Evaluation Steering Group to ensure they are warranted and meet the needs of all DoD components.

**1905 FINANCIAL MANAGEMENT ACTIVITIES****190501 Financial Management Activities**

A. This Section provides guidance for presenting budget estimates related to Financial Management Activities. It is designed to fulfill the requirements of Section 52, Information on Financial Management, of OMB Circular A-11.

B. Information on funding levels for financial management activities is required for oversight and review of component resources devoted to these activities and to ensure that their use is in accordance with the government-wide 5-year financial management plan prepared by OMB as required by the Chief Financial Officers Act of 1990.

C. *Submission of Exhibit 52—Information on Financial Management, as shown in OMB Circular A-11, is required for the Program and Budget Review and an update is required for the President's budget submission (Congressional Justification/Presentation). The exhibit should meet the definitions/descriptions contained in Section 52. Guidance for the automation of the data submission will be provided as part of the budget call for the Program and Budget Review.*

D. *Copies are to be provided directly to the office of the OUSD(Comptroller), Business Modernization and Systems Integration (BMSI), Crystal Mall #3, Room 303 (Commercial (703) 607-5702; DSN 327-5702).*

**1906 GOVERNMENT PERFORMANCE AND RESULTS ACT (GPRA)****190601 Purpose**

The purpose of this section is to establish basic guidance for incorporation of GPRA requirements into the budget review process and budget presentation to the Congress.

**190602 Submission Requirements**

The Government Performance and Results Act (GPRA) requires the Department to submit a strategic plan (updated at least once every four years), an annual performance plan, and a performance report that corresponds to each performance plan. DoD has prepared corporate level goals, to be validated/updated annually, which will appear in the Defense Planning Guidance (DPG). During the POM/Program Review an assessment of how well the Department is meeting the goals will be conducted and, performance measures that indicate progress towards meeting the corporate level goals will be validated. Additional guidance will be published by the Office of the Under Secretary of Defense (Comptroller), Director for Program Analysis and Evaluation.

The Quadrennial Defense Review (QDR) is the GPRA strategic plan. The Department uses the QDR as its starting point for the Planning, Programming and Budgeting System (PPBS). QDR/GPRA plans, objectives and measures are integrated in the PPBS, appear in the DPG, and are evaluated during the Program Review. During the Budget Review the Department ensures that performance objectives can be achieved within the resources that are allocated. Although corporate level performance measures are included in the GPRA Performance Plan, Components are encouraged to include performance measures, as applicable, in budget justification material.

**1907 NOT USED**

**1908 FEDERAL CREDIT PROGRAMS****190801 Purpose**

This Section provides guidance for presentation of annual budget estimates for Federal credit programs. Credit programs in the Department of Defense consist of direct loans and guaranteed loans.

**190802 Submission Requirements**

A. Military Departments and Defense Agencies, as appropriate, will submit to OSD in support of Federal credit programs all materials required by, and in the format specified in, OMB Circular No. A-11, Section 85. Copies of appropriate exhibits will be submitted in support of the Program and Budget Review Submission only.

B. Definitions: The following definitions apply to the credit account structure. Agencies should refer to OMB Circular A-34 and A-11 for a more detailed explanation of terminology and budget instructions.

1. A direct loan is a disbursement of funds by the Government to a non-Federal borrower under a contract that requires repayment of such funds with or without interest. The term includes the purchase of, or participation in, a loan made by a non-Federal lender. It also includes the sale of a Government asset on credit terms of more than 90 days duration.

2. A direct loan obligation is a legal or binding agreement by a Federal agency to make a direct loan when specified conditions are fulfilled by the borrower.

3. A loan guarantee is any guarantee, insurance, or other pledge with respect to the payment of all or part of the principal or interest on any debt obligation of a non-Federal borrower to a non-Federal lender, but does not include the insurance of deposits, shares, or other withdrawal accounts in financial institutions.

4. A loan guarantee commitment is a legally binding agreement by a Federal agency to make a loan guarantee when specified conditions are fulfilled by the borrower, the lender, or any other party to the guarantee agreement.

5. Financing Account is the non-budget account or accounts associated with each credit program account for post-1991 direct loans or loan guarantees. It holds balances, receives the subsidy cost payment from the credit program account, and includes all other cash flows to and from the Government. Separate financing accounts are required for direct loans and loan guarantees.

6. Modifications are any Government action that alters the estimated subsidy cost, compared to the estimate contained in the most recent budget submitted to Congress, of an outstanding direct loan (or direct loan obligation) or an outstanding loan guarantee (or loan guarantee commitment). Actions permitted within the terms of an existing contract are the only exception. Modifications to pre-1992 direct loans and loan guarantees are included in this definition, as well as modifications to post-1991 direct loans and loan guarantees. For pre-1992 direct loans and loan guarantees, the loan asset or guarantee liability will be transferred from the liquidating account to the appropriate financing account. A one-time adjusting payment will be made between the liquidating and financing accounts. The subsequent cash flows will be recorded in the financing account.

7. Program Account is the budget account into which an appropriation to cover the subsidy cost of a direct loan or loan guarantee program is made and from which such cost is disbursed to the financing account. Usually, a separate amount for administrative expenses is also appropriated to the program account. Each program account is associated with one or two financing accounts, depending on whether the program account makes both direct loans and loan guarantees. The program account pays subsidies to the financing account for post-1991 direct

loans and loan guarantees, for modifications, and for reestimates. These subsidy payments are counted in calculating budget outlays and the deficit.

8. Subsidy is the estimated long-term cost to the Government of a direct loan or loan guarantee, calculated on a net present value basis, excluding administrative costs. In net present value terms, it is the portion of the direct loan disbursement that the Government does not expect to recover, or the portion of expected payments for loan guarantees that will not be offset by collections. The subsidy may be for post-1991 direct loan obligations or loan guarantee commitments, for reestimates of post-1991 loans or guarantees, or for modifications of any direct loans or loan guarantees.

9. Reestimates are the recalculation of the subsidy cost of each risk category within the cohort of direct loans or guaranteed loans. Reestimates must be made at the beginning of each fiscal year following the year in which the initial disbursement was made and as long as the loans are outstanding, unless a different plan is approved by OMB.

10. Cohort - Direct loans obligated or loan guarantees committed by a program in the same year, even if disbursements occur in subsequent years or the loans are modified. Modified pre-1992 direct loans will constitute a single cohort; modified pre-1992 loan guarantees will constitute a single cohort. For loans subsidized by no-year or multi-year appropriations, the cohort may be defined by the year of appropriation or the year of obligation. The Program and Financial Control Directorate of OUSD(C) P/B will contact OMB for proper determination.

C. Materials required by this Section will be provided for credit programs for the DoD Family Housing Improvement program, the Army ARMS Initiative Program, the Defense Export Loan Guarantee Program, and for any additional programs involved in direct loans or guaranteed loans.

D. Copies of these materials are required as part of the program and budget review submission in the quantities identified in Chapter 1.

**1909 OTHER SPECIAL INTEREST AREAS****190901 Purpose**

This Chapter prescribes instructions for the preparation and submission of budget justification backup data for special areas in which the Congress or OMB has expressed interest. Most of these requirements affect more than a single appropriation.

**190902 Submission Requirements**

A. Data in the exhibit formats provided in Section 1912 are required for the following program areas:

- PB-14 Functional Transfers
- PB-15 Advisory and Assistance Services
- PB-16 Legislative Proposals
- PB-17 Employee Relocation Expenses
- PB-18 Foreign Currency Exchange Data
- PB-20 CINC Direct Funding*
- PB-22 Major Department of Defense Headquarters Activities
- PB-23 Acquisition, Technology and Logistics Workforce Transformation Program
- PB-24 Professional Military Education
- PB-25 Host Nation Support
- PB-28 Funds Budgeted for Environmental Quality (Non-ER, Army, Navy, AF or Defense-wide)
- PB-28A Funds Budgeted for Environmental Security Technology
- PB-28B Operational Range Sustainment and Environmental Management*
- PB-41 Administrative Motor Vehicle Operation
- PB-42 Competitive and Strategic Sourcing (Formerly Competition and Privatization )
- PB-50 Child Development, School Age Care (SAC), Family Centers, and Family Advocacy Programs
- PB-52A Aeronautics Budget
- PB-52B Space Budget
- PB-53 Budgeted Military and Civilian Pay Raise Amounts
- PB-54 Civilian Personnel Hiring Plan
- PB-55 International Military Headquarters
- PB-56 International Travel

B. Definitions are to be identical to those most recently used in furnishing data to the Congress.

C. All exhibits are required for the Program and Budget Review Submission and the congressional justification/presentation submission. Copies of exhibits are required with the submissions in the quantities identified in Chapter 1.

**1910 CLASSIFICATIONS AND DEFINITIONS – COMMAND, CONTROL, COMMUNICATIONS,  
AND INTELLIGENCE PROGRAMS**

**191001 Purpose**

The Office of the Director for Program Analysis and Evaluation maintains a listing of program elements (PEs) in the Future Years Defense Program (FYDP) making up C<sup>3</sup>I programs. For details, please contact the POC for the FYDP Structure Management (FSM) system. The FSM system and its Web site are described in FMR Volume 2A, Section 010702.

**1911 OVERSEAS MILITARY BANKING PROGRAM (OMBP)****191101 Purpose**

This section specifies guidance for the preparation and submission of budget estimates for the funding of the contract(s) with a financial institution(s) to operate the Overseas Military Banking Program (OMBP). It identifies the budgeting requirements necessary to fund the OMBP contract(s) awarded and maintained by the Defense Finance and Accounting Service (DFAS) for the three participating Military Departments. The budget estimates for the contract(s) consists of Operation and Maintenance, Procurement and other resources that support the OMBP.

**191102 Submission Requirements**

A. Each of the three sponsoring Military Departments shall budget for OMBP contract costs applicable to that Department. The sponsoring Military Departments shall transfer funding to the Defense Finance and Accounting Service (DFAS-DFP/CO) upon receipt of their appropriation for the fiscal year. The Military Departments shall submit required budget estimates in the format specified as the “Overseas Military Banking Program (OMBP)” (Exhibit OMBP-01), and as modified by OUSD (Comptroller) annual guidance.

B. Submissions shall be consistent with any additional guidance provided by the Office of the Deputy Chief Financial Officer and/or the Defense Finance and Accounting Service.

C. Exhibits shall be prepared and submitted by the Departments of the Air Force, Army, and Navy. Exhibits shall be prepared to show prior year, current year, and budget years (20BY1 and 20BY2) in the format specified as “Overseas Military Banking Program (OMBP)” (Exhibit OMBP-01).

D. An original and five copies of each Military Department’s OMBP submission are required as part of the Program and Budget Review Submission and for the congressional Justification/Presentation (President's budget) submission.

E. *Copies are to be provided directly to the Defense Finance and Accounting Service, DFP/CO, P.O. Box 182193, Columbus, OH, 43218-2193. For questions concerning the exhibit requirements or concerning the drop off of material, call 1-888-629-2385.*

**1912 OTHER SPECIAL ANALYSES SUBMISSION FORMATS**

**191201 Purpose**

The formats provided on the following pages reflect guidance presented in previous sections of this chapter. Unless modified in a submission budget call, these formats should be adhered to.

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**CbT 1 Combating Terrorism Activities Detail – SNaP Format**

CbT Cat	CbT Act	CbT Sub-Activity	Physical Equip. Type	Program Title	DERF Source	Appropriation	BA Code	BA Detail Code	BA Detail Title	Resource Type	PE#	Funding Status	PY-1	PY	CY	BY1	BY2	BY2+1	BY2+2	BY2+3	BY2+4
Closed List	Closed List	Closed List	Closed List	Starter List	DERF '02	Treasury Code List Provided	Closed List	Starter List Provided	Starter List Provided	Inventory	List provided	Required	#	#	#	#	#	#	#	#	#
					DERF '03	DERF				Officers		Programmed	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
										Enlisted											
										Direct Hire Civilian											
										Foreign Direct Civilian											
										Foreign Indirect Civilian											
										Funding											
										Civilian Pay											
										Other O&M											

**Instructions for Completing the Combating Terrorism Database**

- 1) Report by Component and CbT Activity, Sub-Activity and where applicable physical equipment type, the funded and requirement levels of manpower, TOA and inventory (for physical security equipment only) by Treasury Code, Resource Type (for people, inventory and O&M only), Budget detail and Program Element. Refer to the attached relationship table to identify activities and their associated sub-activities and physical security equipment type. Refer to Business Rules below.
- 2) When reporting inventory and people and distinguishing between O&M for Civilian Pay and all other O&M, choose the appropriate Treasury Code and Resource Type. Choose Funding as resource Type when reporting all other appropriations.
- 3) If the initial funding source was TOA converted from DERF, identify which DERF fund, 2002 or 2003, the funds originated from.
- 4) TOA is reported in \$Thousands, Civilians in FTEs and Military in End-Strength, Inventory in Units.

**Definitions**

Organization: All components of Military Departments (Active, Guard and Reserve to be identified by Treasury Code), the Joint Staff, OSD, Defense Agencies and Field Activities.

CbT Category: The four major categories describing the CbT mission: Antiterrorism, Counterterrorism, Terrorism Consequence Management, and Intelligence Related Support.

CbT Activity: The thirteen major activities describing the CbT effort. See the following table for a description of each activity.

CbT Sub-Activity: The sub-categorization of some of the thirteen activities. See the following table for a description of each activity.

*CbT 1 Combating Terrorism Activities Detail – SNaP Format*  
**(Page 1 of 2)**

## **CbT 1 Combating Terrorism Activities Detail Continued**

Physical Security Equipment Type: The reportable inventories of the Physical Security Equipment Sub-Activity of the Physical Security Activity. See the following table for a description of each activity.

Program Title: Name of the Program described by the PE's and the resources for the CbT Activity. This is a required field and must be entered through the data management segment of SNaP prior to entering Program Details.

DERF Source: If funding was provided via DERF, identify the year it was provided, i.e., DERF02 or DERF03

Appropriation: Treasury Code, Defined set of four-digit numeric codes from the Comptroller that identifies resource types. *DERF* - To be selected only if funding was received through DERF -- AND the appropriation is not yet known

Budget Activity Code: as defined by the Comptroller, in the Financial Management Regulation located in the "Publications" section of DefenseLink.

Budget Activity Title: provide the title of the BA used

Budget Activity Detail Code: Provide the SAG for O&M, the Project Number for RDT&E and Military Construction and the Line Item Number for Procurement

Budget Activity Detail Title: provide the title of the BA Detail type used

Resource Type:

*Inventory:* Number in units of each piece of physical security equipment reported.

*Military End Strength--* Report end-strength carrying occupation codes designated as CbT

*Direct Hire Civilians--* Number of Direct US civilians designated as CbT in that Program Element

*Foreign Direct Civilians--* Number of Foreign Direct Civilians designated as CbT in that Program Element

*Foreign Indirect Civilians --* Number of Foreign Indirect Civilians designated as CbT in that Program Element

*Funding:* used to identify funding reported by Appropriation when not broken out by O&M Other and Civ Pay

*CivPay*—Civilian Pay part of Operations and Maintenance TOA in the identified PE that provides resources for the described program within the AT/FP activity

*Other O&M-* Operations and Maintenance TOA portion of the identified PE that provides resources for the described program within the AT/FP activity (excludes Civilian Pay which will be reported separately)

Program Element: Identify the OSD Program Element where the CbT resources exist, a drop down menu will be available, existing PEs can be added, new PEs must be requested through the FYDP Structure Management System (FSM).

Funding Status:

*Required:* Total TOA, Equipment, and manpower resources –Funded and Unfunded for the activity.

*Programmed:* TOA, Equipment, and manpower funded for the activity.

### **Business Rules**

Refer to the table below to determine valid activity and sub-activity associations.

**Subject Matter Experts:** Substance Questions regarding this data requirement should be directed to Mr. Mike Mancino 703-697-9558

**Technical Issues:** If you are having Difficulty with the data collection system—SNaP, contact the SNaP administrators via the email link at the web site.

**Exhibit CbT-1 Combating Terrorism**  
(Page 2 of 2)

**CbT 2 Combating Terrorism Point of Contact and Narrative – SNaP Format**

Organization				POC				
Comp	CbT Category	CbT Activity	CbT Sub-Activity	First Name	Last Name	Division	Phone	Email
Definition								
Lock Text Field Displaying OSD Official Definition Provided								
<b>Regulatory Requirements Justification</b>								
Pull down List with add and delete capability								
<b>Description of Activities Financed</b>								
Submit Text								
<b>Planned Activities</b>								
Submit Text								
<b>Program and Price Growth Change</b>								
CbT Sub-Activity	PY	CY	BY1	BY2	BY2+1	BY2+2	BY2+3	BY2+4
Physical Equipment (example)	PY-PY-1	CY-PY	BY1-CY	BY2-BY1	BY2+1-BY2	BY2+2-BY2+1	BY2+3-BY2+2	BY2+4-BY2+3
<b>Reconciliation of Activities' Increases and Decreases (explanation for resource level changes)</b>								
Submit Text (Data above will be extracted from CbT 1 input—all TOA Resource Types Summed to the CbT Sub Activity Level, Deltas Calculated Between Years)								

**Instructions for Completing the Narrative database**

- 1) Provide the Name, Division of Organization, Phone Number and email address of the Individual responsible for the information contained in the CbT Category, CbT Activity and Sub-Activity detail.
- 2) Provide any changes to the internal regulations justifying the sub-category, description of activities financed, planned activities and explanation of program changes by CbT sub-activity described in the Combating Terrorism detail

**Definitions:**

Organization: All components of Military Departments (Active, Guard and Reserve to be identified by Treasury Code), the Joint Staff, OSD, Defense Agencies and Field Activities.

Component: Active, Guard, and Reserve

Program Title: Name of the Program described by the PE's and the resources for the CbT Activity. This is a required field and must be entered through the data management segment of SNaP prior to entering Program Details.

CbT Activity: The thirteen major activities describing the CbT effort. See the following table for a description of each activity.

CbT Sub-Activity: The sub-categorization of some of the thirteen activities. See the following table for a description of each activity.

Regulatory Requirements Justification

Description of Activities Financed

Planned Activities: Describe your plan of action

Reconciliation of Activities' Increases and Decreases: Explain any changes in total program funding for the sub-activitycategory other than price growth.

**Subject Matter Experts:** Substance Questions regarding this data requirement should be directed to Mr. Mike Mancino 703-697-9558

**Technical Issues:** If you are having Difficulty with the data collection system—SNaP, contact the SNaP administrators via the email link at the web site.

**CbT 2 Combating Terrorism Point of Contact and Narrative – SNaP Format**

**Combating Terrorism Supporting Detail – SNaP Format**

**Combating Terrorism Category, Activity and Sub-Activity Relationship Matrix (definitions below)**

<b>CbT Category</b>	<b>CbT Activity</b>	<b>CbTSub-Activity</b>	<b>Physical Equipment Type</b>
Antiterrorism	Physical Security	Physical Security Equipment:	<b>II. Blast Mitigation</b>
			Communication
			Explosive Detection
			Barriers
			Intrusion Detection
			Personal Protection
			Other Special Equipment
			Patrol Boats
			Up-Armored HMMV
			Commercial Heavy Armored Vehicles
		Commercial Light Armored Vehicles	
		Physical Security Site Improvements	
		Physical Security Management and Planning	
		Security Forces and Technicians	
		Law Enforcement	
	Security and Investigative Matters		
	Antiterrorism R&D-	<b>III. Antiterrorism(AT) Technical Support R&amp;D</b>	
		Physical Security and Other R&D	
		AT COTS Product/Technology Integration	
Counterterrorism:	Individual CT programs		
	Counterterrorism R&D	Counterterrorism (CT) Technical Support R&D	
		CT COTS Product/Technology Integration	
		Other CT R&D	
Terrorism Consequence Management:	Domestic Preparedness Program – Nunn-Lugar	Emergency Response Preparedness	
		Exercises and Preparedness Testing	
		Chemical and Biological Response	
		DoD portion of the Chemical Weapons and Biological Weapons Improved Response Program	
		Weapons of Mass Destruction Civil Support Teams	
	Assistance to State and Local Authorities	Decontamination Elements	
		Reconnaissance Elements	
		Medical Elements	
	Special Response Units	US Army Technical Escort Unit (TEU)	
		US Marine Corps Chem/Bio Incident Response Force (CBIRF)	
		Special Medical Augmentation Response Team (SMART)	
	Installation First Response Preparedness		
	Consequence Management R&D-	Consequence Management(CM) Technical Support R&D	
		CM COTS Product/Technology Integration	
		Other CM R&D	
	DARPA Biological Warfare Defense Program		
	Intelligence Related Support:	Counter-Intelligence	
Intelligence Related R&D.		Intelligence Related (IR) Technical Support R&D	
		IR COTS Product/Technology Integration	
		Other IR R&D	

## **Combating Terrorism Supporting Detail Definitions**

**Antiterrorism:** those defensive measures taken to reduce vulnerability to terrorist attacks.

### Physical Security

**Physical Security Equipment:** Any item, device, or system that is used primarily for the protection of assets, personnel, information for facilities, to include alarms, sensors, protective lighting and their control systems and the assessment of the reliability, accuracy, timeliness and effectiveness of those systems, such as (but not limited to): Exterior surveillance and/or intrusion detection systems; lighting systems; access controls and alarms systems; residential security equipment; equipment for executive protection, to include added doors, increased ballistic protection at offices and residences, personal body armor, armored vehicles, detection devices, and patrol boats.

Blast Mitigation Consists of (but not limited to):

- 1) Fragmentation reduction film, blast walls, etc
- 2) Explosive containers

Communication Consists of (but not limited to):

- 1) Personnel Alerting Systems
- 2) Pagers & Radios
- 3) Databases and assessment tools

Explosive Detection Consists of (but not limited to):

- 1) Portable & non portable detectors
- 2) Under Vehicle Surveillance Systems
- 3) Canine systems

Barriers Consists of (but not limited to):

- 1) Passive (cable reinforced fences, planters, jersey barriers, shrubs, trees, berms ditches, and inflatable booms)
- 2) Active (bollards, drums & sliding gate, cable beam)

Intrusion Detection Consists of (but not limited to):

- 1) Wide Area Security and Surveillance Systems
- 2) Detection devices (thermal, spectral, mechanical, etc)
- 3) Special lighting
- 4) Biometrics
- 5) Sensors

Personal Protection Consists of (but not limited to):

- 1) Body Armor
- 2) Personnel protective equipment
- 3) Unarmored Vehicles/Sedans

Other Special Equipment

Patrol Boats

Up-Armored HMMV

Commercial Heavy Armored Vehicles

Commercial Light Armored Vehicles

### **Combating Terrorism Supporting Detail Definitions**

**Physical Security Site Improvements:** Any facility improvements (or increment of improvements) (using O&M or MICON funding) or new construction (or increment of new construction) that is for the purpose of the physical protection of assets, personnel or information. These include walls, fences, barricades or other fabricated or natural impediments to restrict, limit, delay or deny entry into a Defense installation or facility, such as (but not limited to):

- 1) Primary facility modification/features such as special structural improvements to walls, doors, windows, ceilings, etc; interior barriers ; or include any land acquisition for standoff distances)
- 2) Supporting facility modification features such as site improvements in fencing, perimeter/area lighting, blast mitigation barriers, vehicle barriers, special landscaping).
- 3) Safe havens
- 4) Evacuation facilities
- 5) Surveillance platforms

**Physical Security Management and Planning** Personnel who manage physical security programs, resources, and assets such as but not limited to headquarters staff. CINC headquarters staff elements performing such functions should also be reported here.

**Security Forces and Technicians** All personnel and operating costs associated with protective forces used to safeguard assets, personnel or information, to include (but not limited to) salaries overtime, benefits, materials and supplies, equipment and facilities, vehicles, helicopters, training, communications equipment, and management, such as (but not limited to):

- 1) Dedicated response forces and security forces
- 2) Locksmiths
- 3) Perimeter, installation or facility access control
- 4) Inspection and maintenance of barriers and security system components
- 5) Antiterrorism training for security forces
- 6) Antiterrorism awareness programs and training

**Law Enforcement** All personnel and operating costs associated with law enforcement, to include but not limited to salaries, overtime, benefits, material and supplies, equipment and facilities, vehicles, helicopters, training, communications equipment, and management, such as (but not limited to):

- 1) Protective service details, including advance work
- 2) Response forces
- 3) Military police

**Security and Investigative Matters:** Includes Defense criminal investigative resources, security and intelligence activities, and any cross-discipline security functions which do not easily fit into other security categories, such as (but not limited to):

- 1) Terrorism Investigations
- 2) Executive antiterrorism training
- 3) Surveillance and counter-surveillance teams
- 4) Protective service details, including advance work
- 5) Route surveys
- 6) Antiterrorism awareness programs and training

**Antiterrorism R&D-** Includes any RDT&E resources expended in the area of antiterrorism, showing the program and purpose

**Antiterrorism (AT) Technical Support R&D**

**Physical Security and Other R&D**

**AT COTS Product/Technology Integration**

## Combating Terrorism Supporting Detail Definitions

**Counterterrorism:** Offensive measures taken to prevent, deter and respond to terrorism

### Individual CT programs

Counterterrorism R&D- Includes any RDT&E resources expended in the area of counterterrorism showing the program and purpose.

#### **Counterterrorism (CT) Technical Support R&D**

#### **CT COTS Product/Technology Integration**

#### **Other CT R&D**

**Terrorism Consequence Management:** Preparation for and response to the consequences of a terrorist incident/event

Domestic Preparedness Program – Nunn-Lugar Congress directed the establishment of this program in the FY 1997 National Defense Authorization Act (Public Law 104-201) commonly referred to as the Nunn-Lugar-Domenici legislation. Developed to enhance federal, state, and local response capabilities to incidents involving weapons of mass destruction (WMD), the program includes:

#### **Emergency Response Preparedness**

- 1) training for emergency “first responders” at 120 largest US municipalities
- 2) long term loans of training equipment packages
- 3) Expert assistance – 24 hour hotline, technical assistance helpline, etc.

**Exercises and Preparedness Testing** annual federal, state, and local (FSL) exercise

**Chemical and Biological Response** development and maintenance of a Chemical/Biological Rapid Response Team (CB-RRT)

#### **DoD portion of the Chemical Weapons and Biological Weapons Improved Response Program**

Assistance to State and Local Authorities The employment of DoD assets and expertise to assess suspected nuclear, biological, chemical, or radiological event in support at the local or state authority. DoD assets to be reported include:

#### **Weapons of Mass Destruction Civil Support Teams**

#### **Decontamination Elements**

#### **Reconnaissance Elements**

#### **Medical Elements**

Special Response Units The funding and the manpower for the capabilities dedicated to State and Local authorities from the following response units is to be reported

#### **US Army Technical Escort Unit (TEU)**

#### **US Marine Corps Chem/Bio Incident Response Force (CBIRF)**

#### **Special Medical Augmentation Response Team (SMART)**

Installation First Response Preparedness As a new initiative for FY 2001, the Services were directed to develop requirements, train personnel, and procure equipment for first response preparedness at DoD installations and facilities. These initiatives will be reported here, above the baseline.

Consequence Management R&D- Includes any RDT&E resources expended in the area of CbT Terrorism Consequence Management showing the program and purpose

#### **Consequence Management(CM) Technical Support R&D**

#### **CM COTS Product/Technology Integration**

#### **Other CM R&D**

### **Combating Terrorism Supporting Detail Definitions**

DARPA Biological Warfare Defense Program That portion dedicated to domestic terrorism consequence management. Applied research program to develop and demonstrate technologies to thwart the use of biological warfare agents (including bacterial, viral, and bioengineered organisms and toxins) by both military and terrorist opponents (against US assets at home and abroad). That portion dedicated to domestic terrorism consequence management is reported here. DARPA's primary strategy for accomplishing this goal is to create technologies applicable to broad classes of pathogens and toxins. Projects include:

- real-time environmental sensing
- external protection (including novel methods of protection, air and water purification, and decontamination)
- consequence management tools
- advanced medical diagnostics for the most virulent pathogens and their molecular mechanisms
- pre- and post-exposure medical countermeasures
- pathogen genome sequencing

**Intelligence Related Support:** Collection and dissemination of terrorism-related information) taken to oppose terrorism throughout the entire threat spectrum to include terrorist use of WMD and/or high explosives\_\_

Counter-Intelligence All Army and Marine Corps tactical counterintelligence resources and all Army Security and Intelligence Activities CI resources will be reported in this tab. Counterintelligence is considered to include (but is not limited to ) activities such as:

- 1) Terrorism Investigations
- 2) Surveillance and counter-surveillance teams
- 3) CI Terrorism analysis and production
- 4) Force protection source operations
- 5) Threat assessments
- 6) CI Terrorism collection
- 7) Route surveys
- 8) Intelligence staff support to deployed task forces Intelligence Related R&D - Includes any DoD TIARA RDT&E resources expended in the area of CbT Intelligence Related Support (counter-intelligence) , showing the program and purpose.

**Intelligence Related (IR) Technical Support R&D**

**IR COTS Product/Technology Integration**

**Other IR R&D**

### **Categories Not to be Reported in Combating Terrorism Detail:**

Intelligence - *Not reported in this TAB:* NFIP, JMIP or TIARA funding and personnel, such as (but not limited to):

- Terrorism collection (generally HUMINT, possibly SIGINT)
- Terrorism analysis and production (excluding CI)
- Terrorism watch centers
- Terrorism indications and warning
  - Intelligence staff support to deployed task forces

The Director, Central Intelligence will report related intelligence support.

Information Assurance - *Not reported in this Section:* Includes assuring readiness, reliability, and continuity of information assets, systems, networks, and their functions, protecting information systems against penetration/exploitation, providing the means to re-establish vital information system capabilities effectively and efficiently. Examples include Computer Emergency Response Teams (CERTs), and computer network security "fire walls."

Counterproliferation - *Not reported in this TAB:* Chem/Bio Defense Program and WMD

**DOD Component**  
**MRTFB (Activity Title) Financial Summary**  
(\$ Millions)

<u>Funding Source</u>	<u>FY PY-1</u>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
Total Institutional Funding					
Institutional (P.E. _____)					
In-House Effort					
Contractor Effort					
BOS					
RPMA					
Minor Construction					
Military Personnel					
Total					
Improvement and Modernization					
Minor I&M (P.E. _____)					
Major I&M					
Military Construction					
Base Realignment and Closure					
Direct (User Funding)					
Parent Service					
Other DoD					
Other U.S. Government					
FMS					
Foreign Government					
Commercial					
Total					
Total Institutional & Direct (I&D)					
Direct to Total I&D (less I&M)					
Other Funds					
Non-T&E Mission BOS					
Non-T&E Mission RPMA					
Family Housing					
Milcon					
Base Realignment and Closure					
Other - Specify					
Total Other Funds					
Total MRTFB Activity (TOA)					

INSTRUCTIONS  
EXHIBIT MRTFB-1, MAJOR RANGE TEST FACILITY BASE

The MRTFB-1 is the basic, central exhibit for the Major Range Test Facility Base program and budget review submission and consists of tabular and narrative data. All other exhibits are related to it.

This exhibit reflects total funds from all sources to be expended at each MRTFB activity. The instructions for preparation are in the following paragraph and definitions. For each line entry, a fully comparable figure will be entered in each of the five columns.

Definitions:

Institutional Funding - This category should reflect all of the funding to be expended to support the MRTFB activity's mission, whether the funds are directly allocated to the activity or whether they are expended by another activity in support of the MRTFB.

Institutional (P.E. \_\_\_\_\_) - This entry denotes the funding which each Component provides directly to the activity for ongoing effort which cannot be ascribed to users of the activity. The financing program element number is to be entered in the parenthesis.

In-House Effort - This line reflects that amount of the activity's T&E Institutional funding which is devoted to supporting efforts conducted by government personnel at the activity.

Contractor Effort - Indicates the amount of Institutional funding expended by any contractor in support of the activity's mission, either on-site or elsewhere.

Base Operating Support (BOS), and facilities Sustainment, Restoration and Modernization (SRM) - The amounts shown in these lines should reflect that funding either paid by the MRTFB activity for their share of these costs to a host activity or the costs that would be allocated to the MRTFB activity if they were required to reimburse their BOS and SRM costs to the host activity. For those MRTFB activities which are host activities, the costs in these categories should reflect the share of BOS and SRM that would be allocated to only the MRTFB activity if costs were distributed to all activities at the installation. Reflecting these costs as part of the institutional costs at the MRTFB is intended to more completely reflect the costs of the MRTFB mission and to make the activities more comparable across the Services. If additional categories are required to reflect the total "institutional" funding that is required for the activity, such as Environmental Compliance, additional lines should be added. Provide the program element number for each entry.

Military Personnel - This category should also reflect the amount of funding that would be required to support the military personnel which are primarily assigned to the MRTFB activity.

(page 2 of 4)

Improvement and Modernization (I&M) - This section should reflect all funding provided to the MRTFB activity for improvement and modernization efforts.

Minor I&M - This category should reflect funding provided directly to the MRTFB activity for I&M projects which are less than \$2 million in any one fiscal year and less than \$10 million in cumulative funding. For the RDT&E-funded activities, the minor I&M funding should be a portion of only the MRTFB program elements. The funding needs to be identified by specific program element. For the O&M-funded activities, the minor I&M funding should be identified by P-1 line item title. If there is minor I&M in more than one program element or more than one P-1 line item, a summary of the minor I&M funding should be provided on the MRTFB-1 with a detailed listing provided on the MRTFB-3a. Any funding provided by users for minor I&M projects should be included as direct (user) funding.

Major I&M - This funding category should include all major I&M projects funded by RDT&E or procurement appropriations, including those funded by users or by the Central T&E Investment Program. Major I&M projects are those which exceed \$2 million in any single fiscal year or \$10 million cumulatively. The MRTFB-1 should reflect a total for all major I&M projects, regardless of funding source. The MRTFB-3A, I&M Funds, Major I&M Projects, requests a listing of each of the projects by appropriation and program element or P-1 line item that adds to the total on this line.

Direct (User Funding) - This line is for header purposes only, to denote the section dealing with funds from activity customers for MRTFB activity mission efforts.

Parent Service - Indicates the funds which come to the activity from users who are from within the same service but distinguished from the institutional base.

Other DoD - Indicates those customers within the DoD but not from the same service as the activity.

Other U.S. Government - Indicates those government customers from other than DoD activities.

FMS - Indicates those customers from FMS cases.

Foreign Government - Indicates those customers from foreign governments for other than FMS cases.

Commercial - Indicates funds received from commercial customers.

Total Institutional and Direct (I&D) - This line provides the sum of the amounts in the Total Institutional and Total Direct lines.

% Direct to Total I&D (Less I&M) - This line provides the percentage which Total Direct funding constitutes of the Total Institutional (less I&M) and Direct funding.

Other Funds - This line is for header purposes only, to denote all other activity financing that does not fall in the I&D categories. The funding included in this category should be strictly funding received by the MRTFB for efforts other than those associated with the MRTFB mission. These categories should only be used, therefore, when the MRTFB is a host activity and receives funding, such as BOS, SRM or Family Housing funds, to support other activities. All funding received in support of the MRTFB activity should be included in the Institutional, I&M or Direct Funding categories above. If any funding is reported as "Other" funding in this category, a separate listing should be provided that identifies the "Other" funding by appropriation and program element or customer.

(Page 3 of 4)

Total MRTFB Activity - This line reflects the sum of the amounts in the Total I&D and Total Other Funds lines. This should represent the total amounts supporting the activity to perform its MRTFB mission and to provide common services to others, if appropriate. These amounts need not flow through the activity itself but should reflect all funding associated with supporting the MRTFB.

The amounts reflected in the lines above are to be directly relatable to those amounts included in the appropriation submissions of budget estimates to OSD/OMB or the appropriation submissions of apportionment requests to OSD.

DoD Component  
(Activity Title) Element of Expense Listing

For each of the Institutional entries; e.g., Institutional Funding, Base Operating Support, and Facilities Sustainment, Restoration, and Modernization (SRM); and the Total Direct entry on Exhibit MRTFB-1, provide a subitem listing by element of expense, as shown below.

<u>ELEMENT OF EXPENSE</u>	<u>FY PY-1</u>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
Military Pay (Non-Add)					
04 Civilian Pay					
05 Travel					
06 Transportation					
07 Utilities/Rental					
08 Communications					
09 Purchased Equipment Maintenance					
10 Purchased Equipment Other					
11 Printing & Reproduction					
12 Other Purchased Services					
13 Aircraft POL					
14 Ships POL					
15 Supplies					
16 Equipment					
17 Other Expenses					

**Exhibit MRTFB-2a Element of Expense Listing**

MRTFB ACTIVITY SCHEDULE OF INCREASES & DECREASES

Provide a schedule of increases and decreases, as shown below, covering year-to-year changes in the total Institutional entry on Exhibit MRTFB-1 to include changes in workyears, maintenance and repair and other items with changes in excess of \$1 million. Ensure that the narrative explanations are each unique to changes in only one entry on the MRTFB-1. Specifically, there should be at least one increase and/or decrease statement for each entry on the MRTFB-1 exhibit but may be more than one increase and/or decrease for any or all entries on the MRTFB-1.

FY PY	FY CY	FY CY		
<u>Actual</u>	<u>Pres. Budget</u>	<u>Approp.</u>	<u>FY BY1</u>	<u>FY BY2</u>

1. FY PY actual to FY CY President’s Budget.
  - a.
  - b. (Several sentence description/justification of each major item of increase and decrease.)
  - c.
  - d.
  - etc.
  
2. FY CY President’s Budget to FY CY Appropriation (or program and budget review submission amount if different from FY CY Appropriation).
  - a.
  - b. (Congressional or supplemental action as of date of submission. Include rationale.)
  - etc.
  
3. FY CY Appropriation (or program and budget review submission amount) to FY BY program.
  - a. Inflation
  - b. Payraise
  - c. (Several sentence description/justification of each major item of increase and decrease.)
  - etc.
  
4. FY BY to FY BY+1.
  - a. Inflation
  - b. Payraise
  - c. (Several sentence description/justification of each major item of increase and decrease.)
  - etc.

**Exhibit MRTFB-2b MRTFB Activity Schedule of Increases & Decreases**

DoD Component  
(Activity Title) Workyears

Submit a numerical summary of military, civilian, and contractor workyears in the format shown below. Civilian and contractor workyears should be divided into those that are institutionally funded and those that are reimbursed by users (direct). Changes in workyears between years and among categories should be addressed in the MRTFB-2b, Schedule of Increases and Decreases. The workyears reported in the Institutional category should reflect only those workyears funded from the institutional program element for the activity. Workyears funded by other "Institutional" funding, such as BOS or SRM should be reported in the Other category. Workyears funded by sources identified on the MRTFB-1 as "Other Funds" should not be reflected on this exhibit.

<u>Category</u>	<u>FY PY</u>				<u>FY CY</u>				<u>FY BY1</u>				<u>FY BY2</u>			
	<u>Inst.</u>	<u>Direct</u>	<u>Other</u>	<u>Total</u>	<u>Inst.</u>	<u>Direct</u>	<u>Other</u>	<u>Total</u>	<u>Inst.</u>	<u>Direct</u>	<u>Other</u>	<u>Total</u>	<u>Inst.</u>	<u>Direct</u>	<u>Other</u>	<u>Total</u>
Military																
Officer																
Enlisted																
Civilian																
Contractor																
Total																

**Exhibit MRTFB-2c Workyears**

DoD Component  
(Activity Title) Source of Direct Funds  
( \$ Millions)

This exhibit shows by major program, the sources of the Direct Funds contained in Exhibit MRTFB-1, Direct (User) Funding. Provide a subtotal for each appropriation or category shown on the MRTFB-1 Exhibit. For the significant customer appropriations, such as RDT&E or Procurement accounts, provide a subtotal by budget activity. Customers in the FMS, Foreign Government and Commercial categories need to be identified separately by individual customer. The All Other category should not exceed approximately 10% of the Total Direct Funding on this Exhibit and on the MRTFB-1. For the RDT&E appropriations, a breakout by Program Element is mandatory.

<u>Appn</u>	<u>Program</u>	<u>PE</u>	<u>FY PY-1</u>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
All Other			—	—	—	—	—
Total Direct							

**Exhibit MRTFB-2d Source of Direct Funds**

DoD Component  
(Activity Title) Improvement and Modernization Funds Summary  
Improvement and Modernization Projects  
 (\$Millions)

<u>Appn</u>	<u>PE</u>	<u>Project Title</u>	<u>Total Prior Years</u>	<u>PY</u>	<u>CY</u>	<u>BY1</u>	<u>BY2</u>	<u>Cost to Complete</u>	<u>Total Est. Cost</u>
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This Exhibit has been selected for separate analysis due to its importance in determining the capability of an activity to meet future test and evaluation requirements. Provide an I&M priority listing for FY PY, CY, BY1, and BY2 for all funding at the MRTFB activity for I&M. Minor I&M should be listed in the first line(s) of this exhibit by each program element funding minor I&M at the activity. For the major I&M (greater than \$ 2 million in any single fiscal year or greater than \$ 10 million cumulatively), each project should be listed in priority order. Ensure that the listing includes all I&M anticipated for the activity, whether the funding source is the parent Service T&E program element(s), customer funding or CTEIP funding. Show cumulative funds spent for each project prior to the PY and total cost to completion after BY2, if applicable.

**Exhibit MRTFB-3a Improvement and Modernization Funds Summary**

DoD Component  
(Activity Title) Improvement and Modernization Listing  
Military Construction and Base Realignment and Closure Projects  
 (\$ Millions)

<u>Appropriation</u>	<u>Program Element</u>	<u>Title</u>	<u>Programmed Fiscal Year</u>	<u>Estimated Cost at Completion</u>	<u>Programmed Funds</u>
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For all the Military Construction and Base Closure and Realignment projects that are programmed to support the MRTFB mission at the activity and are funded in either the prior year, current year, budget year 1 or budget year 2 of the Program and Budget Review Submission, provide the summary data indicated above. The total projects listed on this exhibit will match the MRTFB-1 Military Construction and BRAC funding included in the Improvement and Modernization category.

**Exhibit MRTFB-3b, Military Construction and BRAC Projects**

DoD Component  
(Activity Title) Improvement and Modernization Funds Detail  
Improvement and Modernization Projects  
(\$ Millions)

For any item exceeding \$2 million in any year or cumulative funding of \$10 million, provide summary data that includes the following. Indicate potential benefits, cost savings and capability improvements. Quad charts prepared for TERIB reviews can be used for the program and budget review submission as long as the requested information is provided.

Project Title

- (1) Description - Concise description of what is to be acquired, where it will be located, its relationship to other upgrades at this facility or other DoD facilities. Identify whether the effort is required to provide an enhanced capability or whether it modernizes an existing capability.
- (2) Requirements/Payoffs - Specify the operational requirement being addressed by the project. If it is required to provide an enhanced capability, list the programs that will benefit and provide the required operating date. If required as an improvement to an existing capability, provide a payback date and the schedule for retirement of existing equipment that will become obsolete as a result of the upgrade. Discuss what other alternatives and what cross-service opportunities were considered in the review of this requirement.
- (3) Tests to be Supported - List the programs and tests to be supported by the I&M project. Indicate the acquisition category for each program that will be using the upgraded equipment or facility.
- (4) Schedule - Provide the critical milestones for the project. Include the approval date of the operational requirements document, the date of TERIB review, the contract award dates, IOC and FOC.
- (4) Funding Profile - Provide total funding plan, including all funding sources, for development through FOC. Funding should be consistent with that identified in the MRTFB-3a, Summary of I&M Projects., and with that included in the other R&D program and budget review submission exhibits.

**Exhibit MRTFB-3c Improvement and Modernization Detail**

**Test and Evaluation Funding**

**Exhibit T&E 1**

<b>PNO Title</b>	<b>T&amp;E Type</b>	<b>Appropriation</b>	<b>Project or Line Item Number</b>	<b>Project or Line Item Title</b>	<b>Program Element</b>	<b>Funding Source</b>	<b>Funding Type</b>	<b>PY-1</b>	<b>PY</b>	<b>CY</b>	<b>BY 1</b>	<b>BY 2</b>	<b>BY2+ 1</b>	<b>BY2+ 2</b>	<b>BY2+ 3</b>	<b>BY2+ 4</b>
Select from pick list	DT&E	Treasury Code list provided	Select from pick list	Select from pick list	Select from pick list	Government	# of Articles	#	#	#	#	#	#	#	#	#
	OT&E					Contractor	Articles Funding	\$	\$	\$	\$	\$	\$	\$	\$	\$
	LFT&E					Articles	Facilities	\$	\$	\$	\$	\$	\$	\$	\$	\$
							Instrumentation	\$	\$	\$	\$	\$	\$	\$	\$	\$
							Targets/Threat Simulators	\$	\$	\$	\$	\$	\$	\$	\$	\$
							Other T&E Funding	\$	\$	\$	\$	\$	\$	\$	\$	\$

**Instructions for  
Exhibit T&E-1, Test and Evaluation**

1. Purpose.

A. The Exhibit T&E-1 is the Test and Evaluation (T&E) funding exhibit for the Program and Budget review. It consists of tabular and narrative data describing the funding for T&E of the Major Defense Acquisition Programs (MDAP) as specified in DoD 5000.1 and Special Interest Programs identified in the Program Objective Memorandum (POM) Instructions, Table C-1. This reporting process is accomplished on-line using the Select & Native Programming Data Input System (SNaP) located at: <http://snap.pae.osd.smil.mil>. **Note:** The SNaP system operating instructions as specified in the Programming Data Requirements on the SNaP system will supersede the instructions identified in this document if they are different.

B. This exhibit reflects total funds included in the above-specified systems/programs for T&E regardless of what organization performs the T&E. It does not include funds in T&E programs, such as Major Range and Test Facilities Base (MRTFB) direct funding, used to provide services on a nonreimbursable basis to weapon systems.

2. Entries.

A. Instructions for Completing the Test & Evaluation Database

(1) Provide Test and Evaluation Detail by Funding Type for Major Defense Acquisition Programs by Project or Line Item (PLI) and Program Element (PE), and Facility Type.

(2) Provide narrative for all detail provided in a Word Document organized by the following:

(a) Program Description: For each Program Element/Project provide a brief description of the major program and major changes from the most recent President's budget request and the reason for the changes.

(b) T&E Program/Project Description: For each major T&E Program/Project, exceeding \$1 million in a single year or \$5 million over the life of the program describe the program/project, provide major changes from the most recent budget baseline and the reasons for the changes. Divide the discussions into Development Test and Evaluation (DT&E), Operational Test and Evaluation (OT&E), and Live Fire Test and Evaluation (LFT&E). Within each T&E type, distinguish between contractor and government activities and include data on articles funding and the number of articles. For facilities provide a narrative to justify as required in the T&E Facilities entries in the Tabular Data Worksheet (above).

(c) T&E Milestones/Schedules: Identify by date, the major milestones and scheduled T&E events (PT 3A, OT2, etc.) for each T&E program, noting deviations and reasons from what is stated in the approved Test and Evaluation Master Plan (TEMP).

(d) Approved TEMP Funding: Provide the difference (delta) in funding from the funding included in the most recently approved TEMP and provide a brief discussion of the reason for the difference.

(e) Funding: Briefly describe the use of the funds.

(f) Facilities Justification: Describe the reason for use of government or contractor facility. If capability is duplicated provide reasoning.

## B. Definitions

(1) **Organization:** The POM reporting entities are directed to submit this data requirement. For a complete list of organizations required to submit a T&E-1 Exhibit, see Appendix A of the Programming Data Requirements (PDR).

(2) **Program Control Numbers (PNO) Code:** Three-digit numeric code that identifies MDAP programs. If program is not an MDAP program leave blank. PNO codes are listed on the Under Secretary of Defense for Acquisition, Technology, and Logistics (USD(AT&L)) website at: [http://friends.acq.osd.mil/ara/dab\\_oipt/schedule/mdaplist.html](http://friends.acq.osd.mil/ara/dab_oipt/schedule/mdaplist.html).

(3) **T&E Type:**

(a) *DT&E:* Developmental Test and Evaluation (DT&E) is any engineering-type test used to verify status of technical progress, verify that design risks are minimized, substantiate achievement of contract technical performance, and certify readiness for initial operational testing. Development tests generally require instrumentation and measurements and are accomplished by engineers, technicians, or soldier operator-maintainer test personnel in a controlled environment to facilitate failure analysis.

(b) *OT&E:* Operational Test and Evaluation is the field test, under realistic combat conditions, of any item of (or key component of) weapons, equipment, or munitions for the purpose of determining the effectiveness and suitability of the weapons, equipment, or munitions for use in combat by typical military users.

(c) *LFT&E:* Live Fire Test and Evaluation is full-up, system-level survivability or lethality testing of a covered system, major munitions program, missile program, or product improvement to a covered system, major munitions program, or missile program before it can proceed beyond low-rate initial production.

(4) **Appropriation:** The Treasury Code is a defined set of four-digit numeric codes provided by the Comptroller that identifies resource types.

(5) **Project Number:** The Project Number is a six-digit numeric field for RDT&E appropriations.

(6) **Line Item Number:** The Line Item Number is ten-digit numeric field for Procurement appropriations.

(7) **Program Element (PE):** The PE applies to RDT&E, Procurement and O&M appropriations. The PE is up to ten-digits in length, a seven-digit numeric identifier followed by up to three-digits alphanumeric code for Future Years Defense Program (FYDP) organization.

(8) **Funding Source:**

(a) *Government:* Resources, facilities, and capabilities that are owned by the U.S. Government.

(b) *Contractor:* Resources, facilities, and capabilities that are owned by a private company or firm.

(c) *Article:* An individual system or subsystem to be subjected to the test process

(9) Funding Type:

(a) *Facilities*: Includes all funding for provision of T&E capability through investment in plant and equipment (non-instrumentation) at facilities by funding source. For Government facilities these costs include all funding included as reimbursable orders (customer funding) to the Major Range and Test Facility Base and other installations.

(b) *Instrumentation*: Includes all funding for provision of T&E instrumentation (non-portable) by funding source.

(c) *Targets and Threat Simulators*: Includes all funding identified for targets and threat simulators by funding source.

(d) *Other Costs*: Include any additional funding not captured in the other Funding Types for performing T&E at facilities by funding source

(e) *Articles Funding*: Includes the funding for test articles to support the T&E planned for the system

(f) *# Articles*: Provide the number of test articles to support the T&E planned for the system by year of delivery of the article.

C. Business Rules

(1) Project or Line Item Number and Title relationship—A project or line item number can only have one title. When users add new numbers they will be prompted to add the corresponding title. The new title will only be valid with the new number.

(2) RDT&E--Requires a PNO, treasury code, FYDP Organization, Budget Activity (BA), Project Number, Project Title and PE number(s) for each set of fiscal year entries.

(3) Procurement \$ and Procurement #--Requires a PNO, treasury code, FYDP Organization, BA, Budget Subactivity (BSA), Procurement Line Item Number, Procurement Line Item Title and PE number(s) for each set of fiscal year entries.

(4) O&M --Requires funding entries for fiscal years only.

(5) Funding Source = Article, report a Funding Type = Articles funding and # of Articles.

Funding Source and Funding Type Relationship Matrix	
Funding Source	Funding Type
Government	Facilities Instrumentation Targets/Threat Simulators Other T&E Funding
Contractor	Facilities Instrumentation Targets/Threat Simulators Other T&E Funding
Articles	# of Articles Articles Funding

**FUNCTIONAL TRANSFERS**

Component: \_\_\_\_\_

**FY BY1**

**FY BY2**

**FY BY2+1**

**FY BY2+2**

**FY BY2+3**

**FY BY2+4**

**PART I**

Adjustment as result of Functional Transfers:

(Show the total adjustment to Component topline as a result of inter-Component functional transfers included in the program and budget submission but not included in the Program Review. In addition, show the adjustment to each appropriation separately.)

**PART II**

(Show the following adjustments for each inter-Component functional transfer impacting all accounts included in Part I.)

Functional Transfer Title

Description: Provide succinct narrative explanation for each functional transfer.

Gaining Appropriation(s)/Budget Activity(s)/Subactivity Group(s)/line item/program

Civilian Full-Time Equivalent (FTE)

Military End Strength

Funding (\$ 000)

Losing Appropriation (s)/Budget Activity(s)/Subactivity Group(s)/line item/program

Civilian Full-Time Equivalent (FTE)

Military End Strength

Funding (\$ 000)

**Exhibit PB-14 Functional Transfers**

**ADVISORY AND ASSISTANCE SERVICES**

DEPARTMENT/AGENCY

<u>Appropriation/Fund</u>	FY PY <u>Actuals</u>	<u>(Dollars in Thousands)</u>		FY BY2 <u>Estimate</u>
		FY CY <u>Estimate</u>	FY BY1 <u>Estimate</u>	
1. Management & Professional Support Services				
FFRDC Work*				
Non-FFRDC Work*				
Subtotal				
2. Studies, Analysis & Evaluations				
FFRDC Work*				
Non-FFRDC Work*				
Subtotal				
3. Engineering & Technical Services				
FFRDC Work*				
Non-FFRDC Work*				
Subtotal				
<b>TOTAL</b>				
<b>FFRDC Work*</b>				
<b>Non-FFRDC Work*</b>				
<b>Reimbursable</b>				

**Explanation of Funding Changes**

\* Provide a narrative explanation (in program terms) for any increase/decrease that is in excess of the estimated rate of inflation. This explanation of increase/decrease is required for changes between the PY and the CY, between the CY and the BY1, and between the BY1 and the BY2.

Notes:

1. All totals displayed must equal amounts reported in object class 25.1.
2. FFRDC - Federally Funded Research & Development Centers.
3. A separate PB-15 must be prepared for each appropriation/fund.
4. A summary PB-15 must be prepared when consulting services are funded from more than one appropriation/fund.

## **ADVISORY AND ASSISTANCE SERVICES**

### **Instructions for Exhibit PB-15**

**BACKGROUND:** The purpose of the exhibit is to provide Congress with actual estimates on the amount spent by DoD on advisory and assistance services which are utilized to enhance, assist, or improve the ability of government employees to make decisions on governmental processes, program, and systems. Congressional concern stems from both the cost and nature of advisory and assistance services. When contractors provide advice or assistance that may affect decision-making, influence policy development, or provide support to project or program management, it is essential to ensure that the contractor's performance is free of potential conflicts of interest and does not impinge upon the performance of inherently governmental functions by government employees. As such, advisory and assistance services require an appropriate degree of enhanced management and oversight. When using contractor provided products, final decisions, or actions must reflect the independent conclusions of DoD officials. Advisory and Assistance Services (object class 25.1) include services acquired by contract from non-governmental sources that provide management and professional support services; studies, analyses, and evaluations; and engineering and technical services, as defined below.

**The definitions indicated below have been substantially revised to incorporate the changes indicated in section 911 of the National Defense Authorization Act for FY 1999 (codified in section 2212(b) of title 10 U.S.C.).**

**ADVISORY AND ASSISTANCE SERVICES DEFINITION (Object Class 25.1):** Obligations for advisory and assistance services acquired by contract from non-governmental sources (including Federally Funded Research and Development Centers (FFRDCs) and non-FFRDCs) to support or improve organization policy development, decision making, management, and administration; support program and/or project management and administration; provide management and support services for Research and Development (R&D) activities; provide engineering and technical support services; or improve the effectiveness of management processes or procedures. The products of advisory and assistance services may take the form of information, advice, opinions, alternatives, analyses, evaluations, recommendations, training, and technical support. Object class 25.1 consists of the following three categories:

Management and Professional Support Service: This category includes funding for contractual services that provide engineering or technical support, assistance, advice, or training for the efficient and effective management and operation of organizations, activities (including management and support services for R&D activities), or systems. These efforts are closely related to the basic responsibilities and mission of the using organization and contribute to improved organization of program management, logistics management, project monitoring and reporting, data collection, budgeting, accounting, performance auditing, and administrative/technical support for conferences and training programs.

Studies, Analyses, and Evaluations: This category includes funding for contractual services to provide organized, analytic assessments to understand or evaluate complex issues to improve policy development, decision making, management, or administration and that result in documents containing data or leading to conclusions or recommendations. Those services may include databases, models, methodologies, and related software created in support of a study, analysis, or evaluation.

Engineering and Technical Services: This category includes funding for contractual services that take the form of advice, assistance, training, or hands-on training necessary to maintain and operate fielded weapon systems, equipment, and components (including software when applicable) at design or required levels of effectiveness.

**ADDITIONAL GUIDANCE:** Section 911 of Public Law 105-261, "the FY 1999 National Defense Authorization Act" reinstated the exemptions allowed under DoD 4205.2, "DoD Directives Acquiring and Managing Contracted Advisory and Assistance Services (CAAS)," dated February 10, 1992. Therefore, the number of currently authorized exemptions exceeds the number of exemptions as stipulated in the latest OMB Circular A-11 (June 1999). The following exemptions from DoD 4205.2 describe various contracted services that are not advisory and assistance services. Revisions to DoD 4205.2 may change these exemptions. Any such changes will be highlighted in supplemental guidance prior to the program and budget review submission.

**Exhibit PB-15 Advisory and Assistance Services**  
(Page 2 of 4)

- Activities that are reviewed and/or acquired in accordance with the OMB Circular A-76 program.
- Architectural and engineering services for construction and construction management services procured in accordance with the Federal Acquisition Regulation (FAR), Part 36. Work not related to construction as defined by Part 36, and that meets the A&AS definition under existing architectural and engineering contracts, shall come under the purview of this Guidance.
- Day-to-day operation of facilities (for example, the Arnold Engineering Development Center and related facilities) and housekeeping services and functions (for example, building and grounds maintenance, and physical security).
- Routine maintenance of systems, equipment, and software; routine administrative services; printing services; and direct advertising (media) services.
- Initial training services acquired as an integral part of the procurement of weapon systems, automated data processing systems, equipment or components, and training obtained for individual professional development.
- Basic operation and management contracts for Government-owned, contractor-operated facilities (GOCOs); for example, the Holston Army Ammunition Plant in Kingsport, TN. Any contract action meeting the A&AS definition and procured under the GOCO basic contract shall come under the purview of this Guidance.
- Clinical and medical services for direct healthcare.
- The ADP and/or telecommunication functions and related services controlled in accordance with Title 41, Federal Information Resources Management Regulation (FIRMR), Code of Federal Regulations, Part 201.
- The ADP and/or telecommunications functions and related services exempted from FIRMR control pursuant to Title 10, United States Code (U.S.C.), section 2315 and reported in Budget Exhibit 43a, "Report on Information Technology Systems," of DoD 7110.1-M.
- Services supporting the policy development, management, and administration of the Foreign Military Sales Program that are not paid for with funds appropriated by the U.S. Congress. (Includes A&AS funded with appropriated funds and reimbursed by the foreign customer).
- Services (for example, systems engineering and technical services) acquired by or for a program office to increase the design performance capabilities of existing or new systems or where they are integral to the logistics support and maintenance of a system or major component and/or end item of equipment essential to the operation of the system before final Government acceptance of a complete hardware system. Care must be exercised to avoid exempting services acquired to advise and assist the program office and/or manager for program and/or contractor oversight and administration processes, resource management, planning and programming, milestone and schedule tracking, or other professional or administrative services necessary in performing its mission.
- Research on theoretical mathematics and basic medical, biological, physical, social, psychological, or other phenomena.
- Auctioneers, realty-brokers, appraisers, and surveyors.
- Services procured with funds from the Defense Environmental Restoration Account.

**COVERAGE:** This reporting requirement covers all DoD appropriations and funds. Consulting services acquired from contracts managed by other Government Agencies and paid for with DoD appropriations **must** be reported.

**PREPARATION REQUIREMENTS FOR EXHIBIT PB-15:** Each DoD Component must submit the PB-15 exhibit even if they are not procuring advisory and assistance services; **negative replies are required.** A separate exhibit is required for **each** appropriation and fund. For annual and multiyear appropriations, planned obligations should be shown in the year of the appropriation rather than the year the obligation is planned. Prior year columns should reflect actual obligations incurred plus additional obligations planned over the remaining life of that fiscal year appropriations. Current and budget year columns should reflect all obligations planned over the life of those appropriations. The Defense Working Capital Fund (DWCF) business areas should identify budgeted obligations in the year those obligations are planned for contracts in support of DWCF activity functions but not those in support of customer workload. The identification of advisory and assistance services in support of appropriations managed by one Component but executed by another Component, fund (e.g., DWCF), or through federally funded research and development centers is the responsibility of the appropriation fund manager. In determining whether a contract is for advisory and assistance services, the contracting or executing organization is not relevant. For example, advisory and assistance services in support of one of the Environmental Restoration transfer appropriations but executed by the Military Departments must be identified in appropriation exhibits submitted for that Environmental appropriation. Each Component will provide overall summary displays for their Component appropriations/funds totals.

**SUBMISSION REQUIREMENTS:** For the OSD/OMB program and budget review submission, the PB-15 exhibit will be submitted as a separate exhibit. For the President's budget submission to the Congress, the PB 15 exhibit will be included as an exhibit in Volume II - Data Book. Each Military Department and Defense Agency will provide an exhibit for each appropriation/fund. In addition, each Military Department and Defense Agency will provide a consolidated exhibit for all appropriations/funds under their control.

\*\* The PB-15 exhibit should reflect the same resource amounts as identified in Object Class 25.1. Any discrepancies between the PB-15 and Object Class 25.1 must be fully explained. Each PB-15 exhibit is required to contain each appropriation manager's name and telephone number.\*\*

**LEGISLATIVE PROPOSALS**

(Dollars in Millions)

<u>PROPOSAL</u>	<u>APPN(s)</u>	<u>BY1</u>	<u>BY2</u>	<u>BY2+1</u>	<u>BY2+2</u>	<u>BY2+3</u>	<u>BY2+4</u>
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Amounts should reflect cost or savings (-) included in the budget submission for proposals to be approved by the Congress. Provide a total for each proposal, a total for each appropriation/fund, and a grand total.

All proposed legislation, including those submitted through the Unified Legislation and Budgeting (ULB) process, should be included in the Component's budget submission. The proposals must be fully funded for the budget year(s) and throughout FYDP.

Each proposal must provide narrative justification identifying the merits of the proposal and the issue/problem being addressed. If the proposal impacts manpower, provide the end strength and workyear adjustments (average strength for military and FTE for civilians) by type of employment status.

**Exhibit PB-16 Legislative Proposals**

**EMPLOYEE RELOCATION EXPENSES**  
**DOD COMPONENT**\_\_\_\_\_

The Office of Management and Budget (OMB) requires all Federal agencies to report all costs associated with relocating employees. Therefore, all Components are required to use the format below to report total obligations for the expenses of employee relocations associated with the past, current, and budget years (BY1 and BY2). Employee relocation expenses are payments to Federal employees (military and civilian) for costs related to permanent change in a workstation; i.e., when the Federal government pays a person to move his/her residence because he or she is assigned to work in a different place (e.g., city, state, or country).

These obligations are normally reported as part of the following object classes (OC):

- Travel and transportation of persons (OC 21)
- Transportation of things (e.g., movement of household goods, except for storage costs, which are under OC 25.7) (OC 22)
- Civilian personnel benefits (e.g., various relocations allowances, expenses associated with the sale of residence, breaking a lease) (OC 12.1)
- Military personnel benefits (same as OC 12.1, except that it applies to military personnel only) (OC 12.2)
- Operation and Maintenance of equipment (includes contractual services for storage and care of vehicles and storage of household goods, but only those associated with relocation) (OC 25.7)

(Dollars in Thousands)

<u>Appropriation*</u>	<u>FY PY Actuals</u>			<u>FY CY Estimate</u>			<u>FY BY1 Estimate</u>			<u>FY BY2 Estimate</u>		
	<u>Direct</u>	<u>Reimb.</u>	<u>Total</u>	<u>Direct</u>	<u>Reimb.</u>	<u>Total</u>	<u>Direct</u>	<u>Reimb.</u>	<u>Total</u>	<u>Direct</u>	<u>Reimb.</u>	<u>Total</u>
1. O&M												
2. Military Personnel												
3. RDT&E												
4.												
5.												
TOTAL												

\*List all applicable appropriations/funds.

**THIS EXHIBIT IS REQUIRED WITH THE PROGRAM AND BUDGET REVIEW SUBMISSION AND WITH THE PRESIDENT'S BUDGET SUBMISSION. HOWEVER, FOR THE PRESIDENT'S BUDGET SUBMISSION, THIS EXHIBIT MUST BE PROVIDED TO THE OPERATIONS AND PERSONNEL DIRECTORATE NO LATER THAN JANUARY 15 IN ORDER TO COMPLY WITH OMB REQUIREMENTS.**

**Exhibit PB-17 Relocation Expenses**

Component:  
Date: \_\_\_\_\_

**FOREIGN CURRENCY EXCHANGE DATA**  
**FY BY1/FY BY2 Budget Submit/President's Budget**

**Identify Appropriation**

(\$ in Thousands)

	FY PY			FY CY			FY BY1			FY BY2		
	Troop	U.S. \$	Approved	Troop	U.S. \$	Approved	Troop	U.S. \$	Budgeted	Troop	U.S. \$	Budgeted
<u>Country</u>	<u>Strength</u>	<u>Conversion</u>	<u>Rates</u>									
Belgium <sup>4/</sup>		<u>1/2/</u>	<u>3/</u>									
Denmark												
Euro <sup>4/</sup>												
France <sup>4/</sup>												
Germany <sup>4/</sup>												
Greece <sup>4/</sup>												
Italy <sup>4/</sup>												
Japan												
Netherlands <sup>4/</sup>												
Norway												
Portugal <sup>4/</sup>												
Singapore												
South Korea												
Spain <sup>4/</sup>												
Turkey												
United Kingdom												
TOTAL												

- <sup>1/</sup> U.S. dollar value of program purchased with foreign currency at prescribed exchange rate. For the FY PY Actuals, the value of the overseas program will agree with the obligations incurred at the budget rate reflected on the DD-Comp(M) 1506 report as of 30 September (See DoDFMR Volume 6A, Chapter 7).
- <sup>2/</sup> The amounts requiring conversion for military personnel Cost of Living Allowance (COLA) will be the Component's estimate of military spendable income (by country at prescribed rates) rather than the amount of COLA payments. Prepare one exhibit for military spendable income estimates and separate exhibits for O&M, COLA and Basic Allowance for Housing Overseas estimates. Also include a summary exhibit for the appropriations (exclude spendable income from the summary exhibit).
- <sup>3/</sup> As prescribed in OSD guidance issued by OUSD(C) P/B. Express the foreign currency exchange rates in terms of units of foreign currency that can be purchased with one (1) U.S. dollar (e.g., 133.400 Japanese yen per one U.S. dollar).
- <sup>4/</sup> The Euro will be used for reporting BY1 and BY2 estimates (do not use legacy currencies). It is expected legacy AND Euro will be reported for CY estimate and PY execution reporting on this exhibit.

**Exhibit PB-18 Foreign Currency Exchange Data**

### **CINC Direct Funding**

#### *Instructions for completing the PB-20 exhibit*

1. *Component/Agencies are required to submit this exhibit for programs funded in Operation and Maintenance appropriations and obligated by the Commanders of the Combatant Command (CINCs). The purpose of the PB-20 is to provide program and budget justification and visibility for changes in the level of resources required for each CINC.*
2. *The PB-20 provides essential information for justification of the OSD/OMB Program and Budget Review Submission and the President's budget. The "Reconciliation of Increases and Decreases" portions of Section I should identify changes that are occurring. Each change must be explained with programmatic reasons and an explanation as to why the change is necessary.*
3. *The FY PY column of the OSD/OMB Program and Budget Review submission should reflect actual data through the first three quarters plus a realistic projection for the remaining quarter. For the PB submission, the FY PY column will reflect actuals and agree with the data reflected in the certified DD Comp 1002 report dated for September.*
4. *The "Reconciliation of Increases and Decreases" section will be included in the PB-20 for both the OSD/OMB Program and Budget Review Submission and the President's budget submission. Reconciliations will show all changes from fiscal year to fiscal year and, for the current year, a track from the estimate requested in the previous President's budget. Specifically display:*
  - *The FY BY estimate included in the previous President's budget submission to the current FY CY estimate included in this submission,*
  - *The current FY CY estimate to FY BY1 estimate reflected in this submission,*
  - *The FY BY1 estimate to the FY BY2 estimate included in this budget submission.*
5. *Personnel summaries are required for each subactivity group and for each Defense Agency.*
6. *The FYDP visibility for these O&M resources is to be achieved by Components identifying in each FYDP update within existing Program Elements the O&M amounts included for CINC activities.*
7. *Copy requirements are identified in Chapter 1. In addition, one copy (each) of the PB-20 Exhibit is to be provided to the OUSD(C) P/B Operations and Personnel, Room 3D868.*

**CINC O&M Direct Funding**

**COMPONENT/AGENCY NAME**

CINC \_\_\_\_\_  
 Operation and Maintenance, \_\_\_\_\_

**I. Financial Summary (\$ in Thousand)**

	<u>FY PY</u> <u>Actuals</u>	<u>FY CY</u>		<u>Current</u> <u>Estimate</u>	<u>FY BY1</u> <u>Estimate</u>	<u>FY BY2</u> <u>Estimate</u>
		<u>Budget</u> <u>Request</u>	<u>Appropriation</u>			
<b>A. <u>Program</u></b>						
1. Management Headquarters						
2. Mission Programs						
Total						

FY PY actuals include all obligations incurred by this CINC in this O&M appropriation.  
 The CY/BY amounts include all funds appropriated/budgeted in this appropriation for execution by this CINC.

**B. Reconciliation of Increases And Decreases:** Provide a trail of changes from the previous President’s budget request for the current fiscal year in this submission to the appropriated amount for the current FY CY in this submission to the current estimate for FY CY in this submission; from the FY CY current estimate to the FY BY1 estimate; and from the FY BY1 estimate to the FY BY2 estimate. Provide a single entry in each year for price changes. Itemize and justify the major program changes in each year (**provide the baseline in dollars to which the increase or decrease applies**). Such justification should clearly explain programmatic changes in resource levels including why increases are required or decreases occur. The DoD Components should report in thousands.

*In the reconciliation of changes from the previous President’s budget request for the FY CY to the estimate for FY CY in the current submission, the DoD Components should include the following adjustments:*

- Distributed Congressional Adjustments: Adjustments that Congress specifically makes to the President’s budget request.
- Undistributed Congressional Adjustments: Adjustments outlined on the tables contained in the statement of managers accompanying the appropriations conference report. The Components must use discretion as to how these adjustments are applied to minimize negative impacts on force readiness.
- Adjustments to Meet Congressional Intent: Adjustments that are required in order to align funding for a congressionally approved program into the proper budget activity and subactivity in order to carry out the intent of the Congress.
- General Provisions: Adjustments directed by the Congress in appropriations law, the distribution of which is not explicitly stated. The PB-20 should separately display each General Provision adjustment.
- Program Increases and Decreases: The Operation and Maintenance (O&M) fact of life changes are programmatic, intra-appropriation adjustments made by DoD Components to address significant, unforeseen operational readiness issues.

**COMPONENT/AGENCY NAME**  
**CINC** \_\_\_\_\_  
**Operation and Maintenance,** \_\_\_\_\_

	<u>Amount</u>	<u>(§ in Thousands)</u> <u>Totals</u>
<b>B. <u>Reconciliation of Increases and Decreases:</u></b>		
<b>FY CY President's Budget Request (Amended, if applicable)</b>		
1. Congressional Adjustment (List Items) (Provide the baseline amount for each programmatic change.)		
a) Distributed Adjustments (List Items)		
b) Undistributed Adjustments (List Items)		
c) Adjustments to Meet Congressional Intent (List Items)		
d) General Provisions (List Items)		
<b>Appropriated Amount (subtotal)</b>		
2. Program Increases and Decreases (Specify each item separately.)		
a) Transfers		
i) Transfers In (List Items)		
ii) Transfers Out (List Items)		
b) Program Increases		
i) One-Time Costs (List Items)		
ii) Program Growth (List Items)		
c) Program Decreases		
i) One-Time Costs (List Items)		
ii) Program Reductions (List Items)		
<b>Baseline Funding (subtotal)</b>		
3. Reprogrammings/Supplemental		
a) Anticipated Supplemental		
b) Reprogrammings (Requiring 1415 Actions)		
i) Increases		
ii) Decreases		
<b>Revised FY CY Estimate (Must agree with the CY column of the FY BY1/BY2 President's budget.)</b>		

**COMPONENT/AGENCY NAME**  
**CINC** \_\_\_\_\_  
**Operation and Maintenance,** \_\_\_\_\_

	<u>Amount</u>	<u>(<i>\$ in Thousands</i>)</u> <u>Totals</u>
<b><u>B. Reconciliation of Increases and Decreases:</u></b>		
4. Price Change		
5. Transfers		
a) Transfers In		
i)		
ii)		
iii) etc.		
b) Transfers Out		
i)		
ii)		
iii) etc.		
6. Program Increases (Note: Each programmatic change must show the CY baseline.)		
a) Annualization of New FY CY Program		
i)		
ii)		
iii) etc.		
b) One-Time FY BY1 Costs		
i)		
ii)		
iii) etc.		
c) Program Growth in FY BY1		
i)		
ii)		
iii) etc.		
7. Program Decreases: (Note: Each programmatic change must show the CY baseline.)		
a) One-Time FY CY Costs		
i)		
ii)		
iii) etc.		

**COMPONENT/AGENCY NAME**  
**CINC** \_\_\_\_\_  
**Operation and Maintenance,** \_\_\_\_\_

*(\$ in Thousands)*

**B. Reconciliation of Increases and Decreases:**

**Amount**

**Totals**

- b) *Annualization of FY CY Program Decreases*
  - i)
  - ii)
  - iii) *etc.*
- c) *Program Decreases in FY BY1*
  - i)
  - ii)
  - iii) *etc.*

***FY BY1 Budget Request***

- 8. *Price Change*
- 9. *Transfers*
  - a) *Transfers In*
    - i)
    - ii)
    - iii) *etc.*
  - b) *Transfers Out*
    - i)
    - ii)
    - iii) *etc.*
- 10. *Program Growth (Provide the baseline amount for each programmatic change.)*
  - a) *Annualization of New FY BY1 Program*
    - i)
    - ii)
    - iii) *etc.*
  - b) *One-Time FY BY2 Costs*
    - i)
    - ii)
    - iii) *etc.*

**COMPONENT/AGENCY NAME**  
**CINC** \_\_\_\_\_  
**Operation and Maintenance,** \_\_\_\_\_

<b><u>B. Reconciliation of Increases and Decreases:</u></b>	<b><u>Amount</u></b>	<b><u>(\$ in Thousands)</u></b>	<b><u>Totals</u></b>
c) Program Growth in FY BY2			
i)			
ii)			
iii) etc.			
11. Program Decreases: (Provide the baseline amount for each programmatic change.)			
a) One-Time FY BY1 Costs			
i)			
ii)			
iii) etc.			
b) Annualization of FY BY1 Program Decreases			
i)			
ii)			
iii) etc.			
c) Program Decreases in FY BY2			
i)			
ii)			
iii) etc.			

**FY BY2 Budget Estimate**

**NOTE:** Substitute appropriate fiscal years to show current year (CY) and biennial budget years (BY1 and BY2).

**COMPONENT/AGENCY NAME**  
**CINC \_\_\_\_\_**  
**Operation and Maintenance, \_\_\_\_\_**

<b>II. <u>Personnel Summary:</u></b>	<b><u>FY PY</u></b>	<b><u>FY CY</u></b>	<b><u>FY BY1</u></b>	<b><u>FY BY2</u></b>	<b><u>Change FY CY/FY BY1</u></b>	<b><u>Change FY BY1/FY BY2</u></b>
<u>Active Military End Strength (E/S) (Total)</u>						
Officer						
Enlisted						
<u>Reserve Drill Strength (E/S) (Total)</u>						
Officer						
Enlisted						
<u>Reservists on Full Time Active Duty (E/S) (Total)</u>						
Officer						
Enlisted						
<u>Civilian End Strength (Total)</u>						
U.S. Direct Hire						
Foreign National Direct Hire						
Total Direct Hire						
<b>III. <u>Outyear Summary:</u></b>	<b><u>FY BY2+1</u></b>	<b><u>FY BY2+2</u></b>	<b><u>FY BY2+3</u></b>	<b><u>FY BY2+4</u></b>		
O&M (\$ in Thousands)						
Military End Strength						
Reserve Drill End Strength						
Reservists on Full Time Active Duty (E/S)						
Civilian FTEs						

(Include Part III in the OSD/OMB submission only)

**MAJOR DEPARTMENT OF DEFENSE HEADQUARTERS ACTIVITIES**

FY PY Actual				FY CY Estimate				FY BY1 Estimate				FY BY2 Estimate			
Military			Total	Military			Total	Military			Total	Military			Total
Avg.	Civ	Total	Obligation	Avg.	Civ	Total	Obligation	Avg.	Civ	Total	Obligation	Avg.	Civ	Total	Obligation
Strength	FTEs	Mpwr	(\$ 000)	Strength	FTEs	Mpwr	(\$ 000)	Strength	FTEs	Mpwr	(\$ 000)	Strength	FTEs	Mpwr	(\$ 000)

**INSTRUCTIONS**

Category/Organization/Appropriation/Fund: This exhibit provides manpower, payroll, and non-labor cost data directly related to the Major Headquarters mission. Data will be displayed by appropriation/fund (including Military Personnel) for all organizations listed in the DoD 5100.73, “DoD Directives Major Department of Defense Headquarters Activities.” Deviations from the DoDD 5100.73 must be approved by OSD. Additionally, this exhibit will separately identify the manpower and cost data by Combatant and Non-Combatant Headquarters Activities. The Secretaries of the Military Departments shall provide personnel strength and operating costs in Major DoD Headquarters Activities under their management control. In addition, they shall provide strength and operating costs of Service-provided personnel and funding in the U.S. Combatant Command Headquarters Activities in accordance with Commander-in-Chief programmed and Joint Staff approved levels. Service personnel and funding for the U.S. Special Operations Command shall be coordinated with the Commander-in-Chief, Special Operations Command (CINCSOC). Resources for International Military Headquarters are **not** to be reported in this exhibit; these costs are to be reported on the PB-55, International Military Headquarters below. A narrative explanation is required for all increases and decreases. Non-labor costs that are not directly related to the Major Headquarters mission such as Pentagon Renovation should not be reported in this exhibit. Components should footnote the items that are excluded. Organizations will be displayed according to the following categorization of Major Headquarters Activities. Manpower and TOA will be identified by appropriation or fund for each major headquarters category.

- I. Combatant Major Headquarters Activities
  - 1. Combatant Commands\*
  - 2. Service Combatant Commands\*
- II. Non-Combatant Major Headquarters Activities
  - 1. Defense-Wide Activities
    - a. Departmental Activities
    - b. Departmental Support Activities
    - c. Functional Activities (Defense Agencies, Other)
  - 2. Military Department Activities\*
    - a. Departmental Activities
    - b. Departmental Support Activities
    - c. Functional Activities

I. Total Summary by Category (i.e., Combatant/non-Combatant Commands) and by appropriation.

IV. Reconciliation of Increases and Decreases

\* To include direct reporting units, as appropriate.

- Under “Total Obligations” TOA should be limited to costs directly in support of major headquarters and should not include operational elements of expense for programs centrally funded or managed at the headquarters but executed elsewhere in the Department. Classified data will be reported.
- Under each appropriation/fund, manpower strengths and funds will be identified as direct or reimbursable.
- Totals will be provided by categories listed above, e.g., Combatant Commands, Service Combatant Commands, etc.
- Revolving funds that support headquarters activities will be reflected in the same fashion as appropriated funds.
- A total summary by appropriation/fund and category (Combatant/Non-Combatant) must be provided.
- National Guard and Reserve officers serving on active duty and performing duties described in 10 U.S.C. 10211 will be excluded from this exhibit.
- Numbers reported in this exhibit must be consistent with the numbers reported in the Components’ budgets and accompanying the FYDP, as identified by program elements designated as major headquarters activities.

*THIS EXHIBIT IS REQUIRED WITH THE PROGRAM AND BUDGET REVIEW SUBMISSION AND WITH THE PRESIDENT’S BUDGET SUBMISSIONS. HOWEVER, FOR THE PRESIDENT’S BUDGET SUBMISSION, THIS EXHIBIT MUST BE PROVIDED TO THE OPERATIONS AND PERSONNEL DIRECTORATE NO LATER THAN JANUARY 22 IN ORDER TO BE INCLUDED IN THE “OPERATION AND MAINTENANCE OVERVIEW” JUSTIFICATION BOOK.*

POC:

Phone No.

Exhibit PB-22 Major Department of Defense Headquarters Activities  
Page 2 of 2

**Component**  
**Acquisition and Technology Work Force Manpower**  
(Active-duty Military End Strength and Civilian Full-Time Equivalents (FTEs))

<b>Category</b>	<u><b>PY-1</b></u>		<u><b>PY</b></u>		<u><b>CY</b></u>		<u><b>BY1</b></u>		<u><b>BY2</b></u>		<u><b>BY2+1</b></u>		<u><b>BY2+2</b></u>		<u><b>BY2+3</b></u>		<u><b>BY2+4</b></u>		
	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	<u><b>Mil</b></u>	<u><b>Civ</b></u>	
1. Program Management																			
2. Contracting																			
3. Industrial and Contract Property Management																			
4. Purchasing																			
5. Acquisition Logistics																			
6. Business, Cost Estimating, Financial Management																			
7. Auditing																			
8. Information Technology																			
9. Manufacturing, Production and Quality Assurance																			
10. Test and Evaluation																			
11. Systems Planning, Research, Development and Engineering																			
12. Facilities Engineering																			
13. Other																			

**TOTAL**

**Acquisition, Technology and Logistics Workforce Transformation Program (Continued)**  
**(TOA, Dollars in Thousands)**

**Military Personnel and Civilian Pay (TOA, Dollars in Thousands):**

1. Military Personnel
2. Civilian Personnel

**TOTAL**

**Targeted Workforce Improvement Initiatives (TOA, Dollars in Thousands)**

1. Recruiting
2. Hiring
3. Career Development
4. Workforce Information
5. Retention

**TOTAL**

**Explanation of Changes between Fiscal Years:** (Provide an explanation of increases and decreases between fiscal years.)

**Exhibit PB-23 Acquisition, Technology and Logistics Workforce Transformation Program**

Page 1 of 2

## Acquisition, Technology and Logistics Workforce Transformation Program Exhibit Instructions

**Background:** Section 912(b) of the National Defense Authorization Act for FY 1998 required the DoD to adopt and implement a new definition of the Defense acquisition workforce. This new definition is based on specified organizational and occupational criteria that are described in the Jefferson Solutions technical report “Identification of the DoD Key Acquisition and Technology Workforce, DASW01-98-C-0010, May 1999.” This report is available from the DoD Acquisition Education, Training, and Career Development office at (703) 681-3464.

The final report of the Defense Acquisition 2005 Task Force, entitled “Shaping the Civilian Acquisition Workforce of the Future,” set forth many recommendations aimed at improving the workforce. The report included 31 initiatives, the first of which was to develop and implement human capital strategic plans. The Components have begun to develop strategic plans. Other important initiatives related to recruiting, hiring, career development, workforce information, and retention. In March 2002, the Department reported to the Congress on the status of these recommendations, and indicated that many are now being implemented.

**Display:** In order to provide the required congressional reports, the acquisition, technology and logistics workforce must be identified. Therefore, each Component is required to submit the exhibit PB-23. This exhibit must be submitted for both the Program and Budget Review Submission and the President’s Budget. This exhibit displays manpower categories (active-duty military end-strength (E/S) and civilian full-time equivalents (FTEs)) by career field for each fiscal year. In addition to meeting congressional reporting requirements, this information will provide insights about how the Components plan to transform their workforces consistent with the Department’s overall transformation program. The exhibit also displays funding for a selected group of the Task Force’s initiatives currently in implementation.

Each Component must provide manpower for the designated career fields for each fiscal year, along with the TOA associated with the workforce. In addition, the Components are encouraged, but not required, to provide funding information for the specified initiatives. However, a total funding level for the entire package of specified initiatives is required. Recruiting initiatives focus on marketing and the Student Educational Employment Program, along with administrative requirements to support the program. Hiring initiatives will address bonus programs, payments for permanent change of station, student loan repayment, and supporting administrative costs. Career development includes training, continuous learning, assignment and rotation programs, industry exchanges and related administrative costs. Workforce information initiatives relate to tracking and reporting systems and programs to promote workforce communications. Retention initiatives include bonuses, annual awards, telecommuting programs, programs to fund licenses, and supporting administrative programs.

Components will provide this exhibit to:

USD (Comptroller)  
Operations and Personnel Directorate  
1100 Defense Pentagon, Room 3D868  
Washington, DC 20301-1100

**Negative replies are required.**

**Exhibit PB-23 Acquisition, Technology and Logistics Workforce Transformation Program**

Page 2 of 2

**PROFESSIONAL MILITARY EDUCATION SCHOOLS**

SERVICE \_\_\_\_\_  
SCHOOL \_\_\_\_\_

(Provide a separate exhibit for each school)

I. Narrative Description (Statement of Requirements and Mission):

II. Description of Operations Financed: Provide a description of what is funded below. Include the course length and frequency. Indicate whether or not short courses, correspondence courses, and non-resident courses are included. Indicate other activities funded by the school such as wargaming facilities and other support activities.

III. Financial Summary (\$ Thousands):

	FY CY						
<u>FY PY</u>	<u>Budget Request</u>	<u>Appn</u>	<u>Current Estimate</u>	<u>FY BY1 Estimate</u>	<u>FY BY2 Estimate</u>	<u>FY CY/FY BY1 Change</u>	<u>FY CY/FY BY2 Change</u>
Mission (O&M)							
Base Operations							
Military Personnel							
O&M							
Military Personnel <sup>1/</sup>							
School Personnel							
Total Direct Program							
Total Reimbursable Program <sup>2/</sup>							
Total Direct and Reimbursable							

<sup>1/</sup> Use standard rates (i.e. average cost per officer and average cost per enlisted) to calculate military personnel assigned.

<sup>2/</sup> As a minimum, include costs of courses that are being reimbursed from acquisition training funds and reimbursement from Foreign Military Sales (FMS). Identify reimbursements from acquisition training separately.

Provide a description of changes between the current year (CY) appropriation and current estimate as well as between the current year (CY) and the budget year 1 (BY1) and between the BY1 and budget year 2(BY2).

**PROFESSIONAL MILITARY EDUCATION SCHOOLS**

SERVICE \_\_\_\_\_  
SCHOOL \_\_\_\_\_

IV. Performance Criteria and Evaluation:

	<u>FY PY</u>	<u>FY CY Estimate</u>	<u>FY BY1 Estimate</u>	<u>FY BY2 Estimate</u>	<u>FY CY/FY BY1 Change</u>	<u>FY CY/FY BY2 Change</u>
<u>Direct Funded:</u>						
Student Input						
Student Load						
Graduates						
<u>Reimbursable Funded:</u>						
Student Input						
Student Load						
Graduates						

Average Cost per Student Load (Total Direct and Reimbursable from Part III divided by the total direct and reimbursable student load.)

Include student input, load, and graduates for resident course only.

III. Personnel Summary: (Exclude students)

	<u>FY PY</u>	<u>FY CY</u>			<u>FY BY1 Estimate</u>	<u>FY BY2 Estimate</u>	<u>FY CY/FY BY1 Change</u>	<u>FY CY/FY BY2 Change</u>
		<u>Budget Request</u>	<u>Appn</u>	<u>Current Estimate</u>				
<u>Military End Strength (Total)</u>								
Officers								
Enlisted								
<u>Military Average Strength (Total)</u>								
Officers								
Enlisted								
<u>Civilian End Strength (Total)</u>								
USDH								
<u>Civilian FTEs (Total)</u>								
USDH								

**Instructions for Professional Military Education (PB-24)**

A Separate Exhibit is to be submitted for each of the following schools:

- Industrial College of the Armed Forces
- National War College
- Army Sergeants Major Academy
- Army Command and General Staff College
- Army War College
- Army Management Staff College
- College of Naval Command and Staff
- College of Naval Warfare
- Naval Postgraduate School
- Navy Senior Enlisted Academy
- Marine Corps Staff NCO Academy
- Marine Corps Command and Staff College
- Air Force Senior NCO Academy
- Air Command and Staff College
- Air War College
- Air Force Institute of Technology

In addition, the Army will provide a consolidated exhibit for the National Defense University.

This exhibit is required for the Program and Budget Review Submission and the President's budget submission.

**Exhibit PB-24 Professional Military Education Schools**  
(Page 3 of 3)

**HOST NATION SUPPORT (HNS) COST EXHIBIT 1/  
FY BY1/FY BY2 PRESIDENT'S BIENNIAL BUDGET**

COUNTRY (And SUMMARY) \_\_\_\_\_ DOD COMPONENT \_\_\_\_\_  
(\$ in Millions)

**I. GENERAL INFORMATION**

- |                         | <u>FY PY</u> | <u>FY CY</u> | <u>FY BY1</u> | <u>FY BY2</u> |
|-------------------------|--------------|--------------|---------------|---------------|
| A. Exchange Rate Used   |              |              |               |               |
| B. Inflation Rates Used |              |              |               |               |
| 1. Labor                |              |              |               |               |
| 2. Non-Labor            |              |              |               |               |

**II. DIRECT SUPPORT**

- A. Rent
- B. Labor
  - 1. Foreign National Labor Cost Sharing
  - 2. Percent Of Labor Covered
  - 3. Katusa Labor (Korea Only)
- C. Utilities
  - 1. Dollar Value Of Hns
  - 2. Percent Of Utilities Covered
- D. Facilities
  - 1. Sustainment, Restoration and Modernization (SRM)
  - 2. Facilities Improvement Program
  - 3. Relocation Construction
  - 4. Other (List)
- E. Miscellaneous (List)
- B. Total
- C. Memo - Identify Amount Of Cash Contribution Included Above.

**HOST NATION SUPPORT (HNS) COST EXHIBIT 1/  
FY BY1/FY BY2 PRESIDENT'S BIENNIAL BUDGET**

COUNTRY (And SUMMARY) \_\_\_\_\_

DOD COMPONENT \_\_\_\_\_

	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
<b>III. <u>END STRENGTH (E/S)</u></b>				
<b>A. <u>Foreign National Direct Hires</u></b>				
1. E/S Funded Solely By U.S. <u>2/</u>				
2. E/S Funded By Host Nation Cash Payments To U.S.				
3. E/S Funded By Host Nation Assistance-In-Kind				
<b>B. <u>Foreign National Indirect Hires</u></b>				
1. E/S Funded Solely By U.S. <u>2/</u>				
2. E/S Funded By Host Nation Cash Payments To U.S.				
3. E/S Funded By Host Nation Assistance-In-Kind				
<b>C. <u>U.S. Direct Hires</u></b>				
1. E/S Funded Solely By U.S. <u>2/</u>				
2. E/S Funded By Host Nation Cash Payments To U.S.				
3. E/S Funded By Host Nation Assistance-In-Kind				
<b>D. <u>Total Hires</u></b>				
1. E/S Funded Solely By U.S. <u>2/</u>				
2. E/S Funded By Host Nation Cash Payments To U.S.				
3. E/S Funded By Host Nation Assistance-In-Kind				

**HOST NATION SUPPORT (HNS) COST EXHIBIT 1/  
FY BY1/FY BY2 PRESIDENT'S BIENNIAL BUDGET**

COUNTRY (And SUMMARY) \_\_\_\_\_

DOD COMPONENT \_\_\_\_\_

FY PY

FY CY

FY BY1

FY BY2

IV. FULL-TIME EQUIVALENTS (FTEs)

A. Foreign National Direct Hires

1. FTEs Funded Solely By U.S. 2/
2. FTEs Funded By Host Nation Cash Payments To U.S.
3. FTEs Funded By Host Nation Assistance-In-Kind

B. Foreign National Indirect Hires

1. FTEs Funded Solely By U.S. 2/
2. FTEs Funded By Host Nation Cash Payments To U.S.
3. FTEs Funded By Host Nation Assistance-In-Kind

C. U.S. Direct Hires

1. FTEs Funded Solely By U.S. 2/
2. FTEs Funded By Host Nation Cash Payments To U.S.
3. FTEs Funded By Host Nation Assistance-In-Kind

D. Total Hires

1. FTEs Funded Solely By U.S. 2/
2. FTEs Funded By Host Nation Cash Payments To U.S.
3. FTEs Funded By Host Nation Assistance-In-Kind

**HOST NATION SUPPORT (HNS) COST EXHIBIT 1/  
FY BY1/FY BY2 PRESIDENT'S BIENNIAL BUDGET**

COUNTRY (And SUMMARY) \_\_\_\_\_ DOD COMPONENT \_\_\_\_\_  
(\$ in Millions)

	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
V. <u>TOTAL COMPENSATION</u> <sup>3/</sup>				
A. <u>Foreign National Direct Hires</u>				
1. FTEs funded solely by U.S. <sup>2/</sup>				
2. FTEs funded by host nation cash payments to U.S.				
3. FTEs funded by host nation assistance-in-kind				
B. <u>Foreign National Indirect Hires</u>				
1. FTEs funded solely by U.S. <sup>2/</sup>				
2. FTEs funded by host nation cash payments to U.S.				
3. FTEs funded by host nation assistance-in-kind				
C. <u>U.S. Direct Hires</u>				
1. FTEs funded solely by U.S. <sup>2/</sup>				
2. FTEs funded by host nation cash payments to U.S.				
3. FTEs funded by host nation assistance-in-kind				
D. <u>Total Hires</u>				
1. FTEs funded solely by U.S. <sup>2/</sup>				
2. FTEs funded by host nation cash payments to U.S.				
3. FTEs funded by host nation assistance-in-kind				

<sup>1/</sup> The HNS is defined as those amounts paid in cash to the U.S. or provided as assistance-in-kind by a Host Nation to defray the costs of U.S. forces permanently assigned in that country during peacetime. Assistance-in-kind (AIK) includes any support provided without charge by the Host Nation (i.e., Japanese local national labor cost sharing). This exhibit is to be completed by country. Part II of the Exhibit is to be completed by country by appropriation. Additionally, complete the exhibit summarizing data for all countries. Similarly, provide a summary of Part II by appropriation. Cost and civilian end strength estimates are to reflect host nation support contributions only for activities supported by appropriated funds.

<sup>2/</sup> Excludes non-appropriated funded activities.

<sup>3/</sup> Personnel costs are to be consistent with OP-8 budget exhibits.

**Exhibit PB-25 Host Nation Support**  
(Page 4 of 5)

## DEFINITIONS

Exchange Rate Used – Rates should be based on approved budgeted rates.

Inflation Rates Used - Indicate the inflation factor used in all calculations provided in the HNS exhibit. If there is a different rate used within non-labor categories, list the items separately. Be sure all amounts shown are adjusted for inflation.

### DIRECT SUPPORT

Rents - The amount of lease/rental payments by the Host Nation Government for the use of private property by U.S. forces.

Labor - The amount of payments by the Host Nation for U.S. Direct Hires, Foreign National Direct Hires, and Foreign National Indirect Hires.

Percent of Labor Covered Under Agreement - Indicate the percentage of U.S. forces labor costs paid by HNS.

KATUSA Labor - This category is for Korea only and is the amount of payments made by Korea for Korean Augmentees to the U.S. Army.

Utilities - The amount of payments by the Host Nation for U.S. forces use of on-base and off-base electricity, heating fuels, water, and sewer. Indicate the percentage of U.S. forces utility costs paid by HNS.

Facilities - The amount of Host Nation payments for the planning, design, construction (PDC) and sustainment and repair of facilities used by U.S. forces. Host nation payment for residual value of property turned over to host nations due to base closures is not to be included as HNS.

Maintenance and Repair - The amount of Host Nation payments for the maintenance and repair of U.S. forces' facilities.

Facilities Improvement Program - The amount of Host Nation payments for facilities for the PDC of projects such as family and bachelor housing, community support and recreation facilities, and utilities upgrade. It also includes operational support facilities such as hangars and hardened aircraft shelters.

Relocation Construction - The amount of payments by the Host Nation for facilities for the PDC of projects associated with the relocation of U.S. forces primarily for the convenience of the Host Nation.

## *Instructions for completing the PB 28 Exhibits*

### **1. Purpose.**

*The Department will collect both program and budget data through the SNaP (Select & Native Programming Data Input System) process. The Military Departments and applicable Defense Agencies will update the SNaP immediately upon completion of the program/budget decisions and budget lock by the Department. The SNaP system will reformat the data into congressional justification exhibits, which can be printed out by the respective Components and included in their justification materials. For Environmental Quality, Environmental Technology and Operational Range Sustainment and Environmental Management the Program Data Requirements (PDR) will be collected in PDR exhibits PB 28, PB 28A and PB 28B.*

### **2. Coverage.**

*For the PB 28, each Component will be asked to enter data for each appropriation/fund inside the United States and territories as well as for each appropriation/fund for foreign (i.e. outside the United States and Territories) for cleanup activities overseas (That is, those activities that would be funded in the Environmental Restoration Accounts if they occurred inside the United States).*

### **3. Submission Requirements.**

*The PDR data is to be submitted for the joint program/budget review and the President's Budget Submission. The DoD Components shall prepare and submit separate narrative justification material for their respective programs. The narrative material shall describe significant and unique items contained in the material including at a minimum the following:*

- *justification supporting changes between fiscal years.*
- *an attachment identifying the budgeted environmental quality projects equal to or over \$1.5 million. The format for the list will be provided annually under separate cover, in accordance with title 10 U.S.C. 2706(b).*
- *amount of funds allocated for compliance actions related to operational, test and training ranges (e.g. Clean Water Act funds allocated to respond to compliance action at a training range)*

*For Environmental Technology funding, the SNaP system will obtain funding information from the FYDP database by program element and project number.*

*The data entry sheets required for the SNaP system for Environmental Quality. are included on the following pages. Following the SNaP data entry sheets are examples of the PB-28, PB 28A and PB 28B exhibits produced by SNaP for congressional justification.*

***PB-28 Funds Budgeted for Environmental Quality***

PB- 28 Funds Budgeted for Environmental Quality SNaP data entry sheet

<i>Location</i>	<i>Environmental Activity</i>	<i>Environmental Cost Type</i>	<i>Environmental Costs and Programs</i>	<i>Program Element</i>	<i>Appropriation</i>	<i>PY-1</i>	<i>PY</i>	<i>CY</i>	<i>BY1</i>	<i>BY2</i>	<i>BY2+1</i>	<i>BY2+2</i>	<i>BY2+3</i>	<i>BY2+4</i>
<i>Domestic</i>	<i>Compliance</i>	<i>Recurring-</i>	<i>Manpower</i>	<i>List</i>	<i>Treasury</i>	\$	\$	\$	\$	\$	\$	\$	\$	\$
<i>Foreign</i>	<i>Pollution Prevention</i>	<i>Non-Recurring</i>	<i>Education &amp; Training</i>	<i>Provided</i>	<i>Code list</i>	\$	\$	\$	\$	\$	\$	\$	\$	\$
	<i>Conservation</i>		<i>Permits &amp; Fees</i>	<i>With add</i>	<i>provided</i>	\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Sampling, Analysis &amp; Monitoring</i>	<i>Capability</i>		\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Waste Disposal</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Other Recurring</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>RCRA C-Hazardous Waste</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>RCRA D-Solid Waste</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>RCRA I-Underground Storage Tanks</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Clean Air Act</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Clean Water Act</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Planning</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Other Non-Recurring</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>SDWA</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Hazardous Material Reduction</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>T&amp;E Species</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Wetlands</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Other Natural Resources</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$
			<i>Historical &amp; Cultural Resources</i>			\$	\$	\$	\$	\$	\$	\$	\$	\$

**Instructions for Completing the Environmental Quality Cost Database**

- 1) Provide domestic and foreign environmental quality costs for compliance, pollution prevention, and conservation by OSD program element and resource type by Environmental Cost and Program categories described below.
- 2) Provide narrative in word document explaining program changes between fiscal years by compliance, pollution prevention, and conservation.
- 3) Provide narrative in word document explaining amount of funds allocated for compliance actions related to operational, test and training ranges (e.g. Clean Water Act funds allocated to respond to compliance action at a training range)

*SNaP PB- 28 Funds Budgeted for Environmental Quality (Continued)*

**Definitions**

Organization: *The reporting entities directed to submit this data requirement. Refers to Military Departments and any Defense Agencies with operational ranges.*

Location:

*Domestic—United States, District Of Columbia, And U.S. Territories*

*Foreign--All areas outside DOMESTIC*

Environmental Activity:

*Compliance: as defined in DODI 4715.6, of April 24, 1996, Environmental Compliance*

*Pollution Prevention: as defined in DODI 4715.4, of June 18, 1996, Pollution Prevention*

*Conservation: as defined in DODI 4715.3, of May 3, 1996, Environmental Conservation Program*

Cost Type:

*Recurring Costs—include ongoing costs for manpower education and training at the aggregate level and at the program area include permits and fees, sampling analysis and monitoring, waste disposal, and other recurring costs such as supplies, travel, data management, and recurring reporting*

*Non-Recurring Costs—Include one-time costs associated with meeting federally directed requirements.*

Environmental Costs and Programs:

*Manpower--all recurring government (civilian and Military manpower costs) and contractor costs applicable to management of the EQ program.*

*Education and Training--costs to educate & train the personnel identified above*

*Permits and Fees--the costs of environmental permits, licenses and fees to operate the Environmental Compliance program.*

*Sampling Analysis, and Monitoring--the recurring costs that satisfy those requirements in environmental permits.*

*Waste Disposal--the disposal of Federal and State regulated hazardous waste and disposal of excess ozone depleting substances in the DLA stockpile.*

*Include only those costs associated with packaging for transportation, treatment/disposal of hazardous waste and other special services that are paid for through a hazardous waste disposal vehicle (either through a Defense Reutilization and Marketing Service or directly). Do not include in-house costs such as manpower, supplies, or equipment purchase/maintenance. Do not include one-time costs that should be reported in the non-recurring hazardous waste field.*

*Other Recurring—for compliance are those costs for supplies (Spill team equipment/, labels, drums, updating recurring plans such as Spill Response plans, manifests, etc.). It also includes travel, National Pollution Discharge Elimination System permit records/reporting; biannual Hazardous Waste reporting (Resource Conservation Recovery Act Subtitle C); Clean Air Act inventories (routine/recurring reporting) Federal Insecticide Fungicide Rodenticide Act reporting; and Environmental Self-Assessment.*

*SNaP PB- 28 Funds Budgeted for Environmental Quality (Continued)*

*Other Non Recurring Costs--are those costs for Radon/Asbestos investigations and mitigation including facility demolition (if >50% cost is required to meet Environmental Compliance standards). They also include Spill Response Plans; (other than Cleanup requirements, e.g. initial preparation of spill response plans); (other than Cleanup requirements); Actions to prevent pollution from ships; Toxic Substance Control Act compliance; and FIFRA Compliance (e.g. upgrade pesticide storage facilities to meet regulator standards). For pollution prevention this includes efforts to prepare and implement an acquisition strategy for Alternative Fueled Vehicles, (excludes AFV purchases or lease); conversion of regular vehicles to alternative fuels; source protection plans for safe drinking water; and other P2 efforts that do not fit in the above categories.*

*RCRA Subtitle C—Hazardous Waste*

*RCRA Subtitle D—Solid Waste*

*RCRA Subtitle I—Underground Storage Tanks*

*Clean Air Act—self-explanatory*

*Clean Water Act—self-explanatory*

*Safe Drinking Water Act Compliance - Efforts to upgrade drinking water systems to meet environmental regulator standards (e.g. well head protection, backflow prevention devices, installing backflow prevention devices).*

*Hazardous Materials Pollution - Efforts to reduce the use of pollutants and hazardous materials*

*T&E--Threatened and Endangered Species and habitat inventories; biological assessments, surveys, or habitat protection for a specific listed species; mitigation to meet existing biological opinions/written agreements; developing Endangered Species Management Plans.*

*Wetlands - Inventory and delineation; and wetlands mitigation to meet permit conditions/written agreements; as well as enhancements to meet EO 11990 provision for "no net loss".*

*Other Natural Resources - Management plans; develop other biological resource management plans; biodiversity conservation requirements; ecosystem management requirements; habitat restoration; public awareness/outreach related to specific legal requirements.*

*Historical and Cultural Resources - Baseline inventories of historic buildings, structures, and historical and archeological sites/ environmental analyses to assess and mitigate potential cultural resource adverse actions. Mitigation to meet existing permit conditions or written agreements. Initial archeological materials curation. Development of integrated cultural resources management plans; and consultations with Native American Groups.*

*Program Element:* *OSD program elements are defined in the FYDP Structure Management Handbook DoD 7045-H, and on the FYDP Structure Management website at [www.fsm.pae.osd.mil](http://www.fsm.pae.osd.mil). Provide the PE number even if the resources you are reporting are only a part of the total appropriation in that program element.*

*Appropriation:*

*Treasury code, defined set of 4 digit code from the Comptroller that identifies funding by type, organization and component.*

**SNaP PB- 28 Funds Budgeted for Environmental Quality (Continued)**

**Business Rules:**

For environmental activity and cost type =Conservation and recurring provide resource type only

For environmental activity and cost type =Pollution Prevention and recurring provide resource type only

For environmental activity and cost type = Conservation and non-recurring cost detail should = T&E species, Wetlands, Other Natural Resources, or Historical and Cultural Resources only.

For environmental activity and cost type =Compliance and non-recurring cost detail could = RCRA C, D, and I, Clean Air Act, Clean Water Act, Planning, Other Non-Recurring, and SWDA

For environmental activity and cost type =Pollution Prevention and non-recurring cost detail could = RCRA C and D, Clean Air Act, Clean Water Act, Hazardous Material Reduction and Other Non-Recurring.

**Subject Matter Experts:** Substance Questions regarding this data requirement should be directed to Dr. Will Jarvis 703-692-8045

**Technical Issues:** If you are having Difficulty with the data collection system—SNaP, contact the SNaP administrators via the email link at the web site.

<i>Environmental Quality Activity, Cost Type and Cost and Programs Relationship Matrix</i>		
<i>Environmental Activity</i>	<i>Environmental Cost Type</i>	<i>Cost And Programs</i>
<i>Compliance</i>	<i>Recurring-Class 0</i>	<i>Manpower Education &amp; Training Permits &amp; Fees Sampling, Analysis &amp; Monitoring Waste Disposal Other Recurring Costs Total</i>
	<i>Non Recurring-Class I/II</i>	<i>RCRA C-Hazardous Waste RCRA D-Solid Waste RCRA I-Underground Storage Tanks Clean Air Act Clean Water Act Planning SDWA Other Non-Recurring</i>
<i>Pollution Prevention</i>	<i>Recurring-Class 0</i>	<i>Manpower Education &amp; Training Other Recurring Costs</i>
	<i>Non Recurring-Class I/II</i>	<i>RCRA C-Hazardous Waste RCRA D-Solid Waste Clean Air Act Clean Water Act Hazardous Material Reduction Other Non-Recurring</i>

*PB- 28 Funds Budgeted for Environmental Quality SNaP (Continued)*

<i>Environmental Quality Activity, Cost Type and Cost and Programs Relationship Matrix</i>		
<i>Environmental Activity</i>	<i>Environmental Cost Type</i>	<i>Cost And Programs</i>
<i>Conservation</i>	<i>Recurring-Class 0</i>	<i>Manpower Education &amp; Training Other Recurring Costs</i>
	<i>Non Recurring-Class I/II</i>	<i>T&amp;E Species Wetlands Other Natural Resources Historical &amp; Cultural Resources</i>

PB-28B Operational Range Sustainment and Environmental Management SNaP

<b>Component</b>	<b>Range Location</b>	<b>Range Programs</b>	<b>Range Management Activities</b>	<b>Range &amp; Resource Detail</b>	<b>PY-1</b>	<b>PY</b>	<b>CY</b>	<b>BY1</b>	<b>BY2</b>	<b>BY2+1</b>	<b>BY2+2</b>	<b>BY2+3</b>	<b>BY2+4</b>
Active	Domestic	Closed List (Attached)	Closed List (Attached)	# of Ranges	#	#	#	#	#	#	#	#	#
Guard	Foreign			# of Acres	#	#	#	#	#	#	#	#	#
Reserve				# of Acres for Impact & Target Areas	#	#	#	#	#	#	#	#	#
Defense Agencies				Ranges with Baseline Environmental Assessments	#	#	#	#	#	#	#	#	#
				Acres with Baseline Environmental Assessments	#	#	#	#	#	#	#	#	#
				O&M	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
				MILCON	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
				RDT&E	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
				PROC	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
				DWCF	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K
				MilPers	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K	\$K

**Instructions for Completing the Operational Ranges Environmental Database**

- 1) Report Range and Resource Detail for all operational test and training ranges to include active and inactive ranges as defined by the Military Munitions Rule in 40CFR266.201
- 2) For the Range Program -- Range inventory report the following range detail--# of Ranges, # of Acres, # of Acres for Impact & Target Areas, Ranges with Baseline Environmental Assessment. and Acres with Baseline Environmental Assessment
- 3) Military Departments by component and appropriate Defense Agencies report TOA in \$Thousands
- 4) Provide narrative in a Microsoft Word© document that describes program changes and unfunded requirements.
- 5) Number of Ranges surveyed cannot exceed number of ranges, and number of acres surveyed cannot exceed number acres on ranges.
- 6) Any and all costs identified on this form are costs that are not included on other environmental POM exhibits for Cleanup, BRAC, or Environmental Quality.

*SNaP Operational Range Sustainment and Environmental Management  
(continued)*

**Definitions**

Organization: *The reporting entities directed to submit this data requirement. Refers to Military Departments (Active, Guard, Reserve) and any Defense Agencies with operational ranges.*

Component: *Military Departments report by Active, Guard and Reserve. Defense Agencies choose Defense Agency.*

Range Programs:

*Range Inventory - Number and size of ranges that have and have not been surveyed*

*Range Management-Personnel and Training costs for environmental (not operational) oversight of operational ranges to include wildlife biologists and archeologists.*

*Range Studies-Studies to determine what constituents are present as a result of munitions activities (e.g. emissions, fate and transport studies)*

*Range Response Actions-Actions to remediate munitions constituents that will have deleterious effects on human health and the environment*

*Range Surveys-Actions such as Baseline Environmental Assessments which determine the extent of environmental effects due to training and testing activities*

*Range Sustainment Actions-Actions to keep the ranges operational (target maintenance, development and maintenance of GIS systems, etc)*

Range Management Activities:

*Manpower—Recurring cost associated with all recurring government (civilian and Military personnel costs and contractor costs) applicable to range management*

*Education & Training—Recurring cost associated with those costs to educate and train the range management manpower.*

*Constituent Analysis—Non-recurring cost of sampling or analyzing the constituents of materials found on DoD ranges in range studies.*

*Transport Modeling-- Non-recurring cost of monitoring to see what happens to constituents of munitions, targets and other materials on DoD ranges in range studies.*

*Monitoring—Recurring short term and/or long term assessment of specific constituents or parameters of interest*

*Other Range Study Costs-- Non-recurring cost of other studies to determine what materials are released into the environment on DoD ranges*

*Response Design-- Non-recurring cost of any proposed methodology for Range Response Actions to constituent releases on active DoD ranges*

*Response Implementation- Non-recurring cost of any effort to cleanup munitions constituents released into the environment on the active DoD ranges*

*Removal of Munitions and Explosives of Concern-- Non-recurring cost to remove unexploded ordnance, abandoned or discarded munitions, or explosive soils in order to maintain safety of the active DoD range operation*

*Other Range Response Actions— Non-recurring costs required to address environmental releases on active DoD ranges.*

*Baseline Environmental Assessments-- Non-recurring costs of any Baseline Environmental Assessments to identify resources that DoD needs to preserve on active DoD ranges not included in other Range Programs*

*Scrap Removal/Disposal—Recurring cost to remove and dispose of scrap that that prevent safe and effective use of the range.*

*Clearance—Recurring costs for activities to remove unexploded ordnance and other material that prevent the safe and effective use of the range*

*Other Sustainment Actions-Recurring costs for anything required to ensure continued range viability that is not addressed by scrap removal disposal or clearance .*

*SNaP Operational Range Sustainment and Environmental Management  
(continued)*

*Range Location:*

*Domestic-United States, District of Columbia, and U.S. Territories*

*Foreign-All areas outside Domestic*

*Range and Resource Detail:*

*Number of ranges--active or inactive ranges the Component retains for use in testing or training over land or water.*

*Number of Acres--acres on the operational ranges identified above # of Acres*

*Number of Acres for Impact & Target Areas-The subset of acres on the operational ranges that are impact areas. This would include footprint and hazardous areas.*

*Number of Ranges with Baseline Environmental Assessments Number of operational ranges where baseline assessments have occurred*

*Number of Acres with Baseline Environmental Assessment Acres on operational ranges that have had baseline assessments*

*Baseline Environmental Assessment-An assessment of the range to discover and document the potential of environmental contamination from munitions, munitions constituents, and other range residue*

***Business Rules***

*MilCon is not an accepted resource type for the Range Program--Range Management*

*Number of Ranges and Acres are reported with an Activity of Physical Detail and Range Program of Range Inventory only.*

*Range Management Activities—Manpower, and Education and Training only apply to the Range Program--Range Management.*

*Range Management Activities-- Constituent Analysis, Transport Modeling, Monitoring and Other Study Costs only apply to the Range Program--Range Studies*

*Range Management Activities—Response Design, Response Implementation, Removal of Munitions and Explosives of Concern, and Other Range Response Actions only apply to the Range Program--Range Response Actions*

*Range Management Activities -- Scrap Removal and Disposal, Clearance, and Other Sustainment Actions only apply to the Range Program--Range Sustainment Actions.*

*Range Management Activities—Baseline Environmental Assessment Costs only apply to the Range Program--Range Surveys*

***Subject Matter Experts:*** *Substance Questions regarding this data requirement should be directed to Dr. Will Jarvis 703-692-8045*

***Technical Issues:*** *If you are having Difficulty with the data collection system—SNaP, contact the SNaP administrators via the email link at the web site.*

<i>Operational Test and Training Ranges Program and Management Activities Relationship Matrix</i>		
<b><i>Range Programs</i></b>	<b><i>Range Management Activities</i></b>	<b><i>Range &amp; Resource Detail</i></b>
<i>Range Inventory</i>	<i>None Applicable</i>	<i># of Ranges # of Acres # of Acres for Impact &amp; Target Areas Ranges with BEA Acres with BEA</i>
<i>Range Management</i>	<i>Manpower Education &amp; Training</i>	<i>Any that apply: O&amp;M , MILCON, RDT&amp;E, PROC, DWCF, MilPers</i>
<i>Range Studies</i>	<i>Constituent Analysis Transport Modeling Monitoring Other Range Studies</i>	<i>Any that apply: O&amp;M , MILCON, RDT&amp;E, PROC, DWCF, MilPers</i>
<i>Range Response Actions</i>	<i>Response Design Response Implementation Removal of Munitions and Explosives of Concern Other Range Response Actions</i>	<i>Any that apply: O&amp;M , MILCON, RDT&amp;E, PROC, DWCF, MilPers</i>
<i>Range Sustainment Actions</i>	<i>Scrap Removal &amp; Disposal Clearance Other Sustainment Actions</i>	<i>Any that apply: O&amp;M , MILCON, RDT&amp;E, PROC, DWCF, MilPers</i>
<i>Range Surveys</i>	<i>Baseline Environmental Assessments Other Survey Costs</i>	<i>Any that apply: O&amp;M , MILCON, RDT&amp;E, PROC, DWCF, MilPers</i>

PB 28 Exhibit Display  
**DEPARTMENT OF \_\_\_\_\_**  
**SUMMARY OF FUNDS BUDGETED FOR ENVIRONMENTAL PROJECTS**  
**FY \_\_\_\_\_ BUDGET ESTIMATE**  
(\$ in Thousands)

	<i>PY</i>	<i>CY</i>	<i>BY1</i>	<i>BY2</i>	<i>Change</i>	<i>Change</i>
<u><b>Environmental Quality</b></u>	<u><i>Actual</i></u>	<u><i>Estimate</i></u>	<u><i>Estimate</i></u>	<u><i>Estimate</i></u>	<u><i>CY/BY1</i></u>	<u><i>BY1/BY2</i></u>
<i>Appropriation: _____</i>						
<i>Inside the United States and Territories _____ or Outside the U.S. and Territories _____</i>						
<b>1. Recurring Costs – Class 0</b>	<i>(Enter Total of a + b)</i>					
<i>a. Manpower</i>						
<i>b. Education &amp; Training</i>						
<b>2. Environmental Compliance - Recurring Costs (Class 0)</b>	<i>(Enter Total of a + b + c + d)</i>					
<i>a. Permits &amp; Fees</i>						
<i>b. Sampling, Analysis, Monitoring</i>						
<i>c. Waste Disposal</i>						
<i>d. Other Recurring Costs</i>						
<b>3. Environmental Pollution Prevention - Recurring Costs (Class 0)</b>						
<b>4. Environmental Conservation - Recurring Costs (Class 0)</b>						
<b>Total Recurring Costs</b>	<i>(Enter Total of 1+2+3+4)</i>					
<b>5. Environmental Compliance - Nonrecurring (Class I/II)</b>						
<i>a. RCRA Subtitle C - Hazardous Waste</i>						
<i>b. RCRA Subtitle D - Solid Waste</i>						
<i>c. RCRA Subtitle I - Underground Storage Tanks</i>						
<i>d. Clean Air Act</i>						
<i>e. Clean Water Act</i>						
<i>f. Safe Drinking Water Act</i>						
<i>g. Planning</i>						
<i>h. Other</i>						
<b>Total Nonrecurring (Class I/II)</b>						

**DEPARTMENT OF \_\_\_\_\_**  
**SUMMARY OF FUNDS BUDGETED FOR ENVIRONMENTAL PROJECTS**

**FY \_\_\_\_\_ BUDGET ESTIMATE**

(\$ in Thousands)

<u>PY</u>	<u>CY</u>	<u>BY1</u>	<u>BY2</u>	<u>Change</u>	<u>Change</u>
<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>	<u>CY/BY1</u>	<u>BY1/BY2</u>

**6. Pollution Prevention - Nonrecurring (Class I/II)**

- a. RCRA Subtitle C - Hazardous Waste
- b. RCRA Subtitle D - Solid Waste
- c. Clean Air Act
- d. Clean Water Act
- e. Hazardous Material Reduction
- f. Other

**Total Nonrecurring (Class I/II)**

**7. Environmental Conservation - Nonrecurring Costs - (Class I/II)**

- a. T&E Species
- b. Wetlands
- c. Other Natural Resources
- d. Historical & Cultural Resources

**Total Nonrecurring (Class I/II)**

**GRAND TOTAL ENVIRONMENTAL QUALITY**

**Environmental Cleanup Program Outside the United States**

*(Memo entry for overseas cleanup amounts included above) (The amounts entered in this item shall not include any of the 50 states, District of Columbia, Guam, Puerto Rico, or other territories and possessions of the U. S.)*

*All Funds Budgeted for Environmental Security Technology are to be reported on PB 28A.*

**Exhibit PB-28 Funds Budgeted for Environmental Quality**  
*(Page 2 of 2)*

PB 28A Exhibit Display  
**DEPARTMENT OF \_\_\_\_\_**  
**SUMMARY OF FUNDS BUDGETED FOR ENVIRONMENTAL PROJECTS**  
**FY \_\_\_\_ BUDGET ESTIMATE**

<i>Environmental Security Technology</i> <u><i>By Appropriation</i></u>	(\$ in Thousands)				<i>Change</i> <u><i>CY/BY1</i></u>	<i>Change</i> <u><i>BY1/BY2</i></u>
	<i>PY</i> <u><i>Actual</i></u>	<i>CY</i> <u><i>Estimate</i></u>	<i>BY1</i> <u><i>Estimate</i></u>	<i>BY2</i> <u><i>Estimate</i></u>		
<i>1. Cleanup</i>						
<i>2. Compliance</i>						
<i>3. Pollution Prevention</i>						
<i>4. Conservation</i>						
 <b><i>TOTAL</i></b>						

- 1. Provide a summary sheet of all appropriations/funds.*
- 2. Provide narrative justification for changes from year to year*
- 3. For each appropriation, include applicable breakout categories. For example, for activities funded by RDT&E appropriations, separately identify the amounts for each budget activity (BA):  
BA1 - Basic Research, BA2 – Advanced Research, BA3 - Advanced Technology Development, BA4 - Demonstration/Validation,  
BA5 – Engineering and Manufacturing Development, BA6 - RDT&E Management Support, and BA7 - Operational Systems Development.*

*Exhibit PB-28A Funds Budgeted for Environmental Security Technology*

**Exhibit PB 28B - Operational Range Sustainment and Environmental Management**  
Display Example:

**DEPARTMENT OF \_\_\_\_\_**  
**SUMMARY OF FUNDS BUDGETED FOR ENVIRONMENTAL PROJECTS**  
**FY \_\_\_\_ BUDGET ESTIMATE**

	(\$ in Thousands)					
<i>- Operational Range Sustainment and Environmental Management</i>	<b><u>PY</u></b>	<b><u>CY</u></b>	<b><u>BY1</u></b>	<b><u>BY2</u></b>	<b><u>Change</u></b>	<b><u>Change</u></b>
	<b><u>Actual</u></b>	<b><u>Estimate</u></b>	<b><u>Estimate</u></b>	<b><u>Estimate</u></b>	<b><u>CY/BY1</u></b>	<b><u>BY1/BY2</u></b>
<b>Range Inventory</b>						
<i>Number of Ranges</i>	#	#	#	#	#	#
<i>Number of Acres</i>	#	#	#	#	#	#
<i>Number of Acres for Impact &amp; Target Areas</i>	#	#	#	#	#	#
<i>Number of Ranges with Baseline Environmental Assessments</i>	#	#	#	#	#	#
<i>Number of Acres with Baseline Environmental Assessments</i>	#	#	#	#	#	#
<b>Range Management</b>						
<i>Manpower</i>	\$	\$	\$	\$	\$	\$
<i>Education and Training</i>	\$	\$	\$	\$	\$	\$
<b>Total Range Management</b>	\$	\$	\$	\$	\$	\$
<b>Range Studies</b>						
<i>Constituent Analysis</i>	\$	\$	\$	\$	\$	\$
<i>Transport Modeling</i>	\$	\$	\$	\$	\$	\$
<i>Monitoring</i>	\$	\$	\$	\$	\$	\$
<i>Other Range Studies</i>	\$	\$	\$	\$	\$	\$
<b>Total Range Studies</b>	\$	\$	\$	\$	\$	\$
<b>Range Response Actions</b>						
<i>Response Design</i>	\$	\$	\$	\$	\$	\$
<i>Response Implementation</i>	\$	\$	\$	\$	\$	\$
<i>Removal of Munitions &amp; Explosives of Concern</i>	\$	\$	\$	\$	\$	\$
<i>Other Range Response Actions</i>	\$	\$	\$	\$	\$	\$
<b>Total Range Response Actions</b>	\$	\$	\$	\$	\$	\$

**Range Sustainment Actions**

<i>Scrap Removal &amp; Disposal</i>	\$	\$	\$	\$	\$	\$
<i>Clearance</i>	\$	\$	\$	\$	\$	\$
<i>Other</i>	\$	\$	\$	\$	\$	\$
<b>Total Range Sustainment</b>	\$	\$	\$	\$	\$	\$

**Range Surveys**

<i>Baseline Environmental Assessments</i>	\$	\$	\$	\$	\$	\$
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**Grand TOTAL**

\$	\$	\$	\$	\$	\$	\$
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*Operational Range Sustainment and Environmental Management **Bold**, Centered  
Army Active Organization, Component **Bold**, Font Size one Larger than title, Centered*

**ADMINISTRATIVE MOTOR VEHICLE OPERATIONS (PB-41)**  
**(Name of Component)**

**(Dollar in Thousands)**

<u>Cost Category</u>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>	<u>CY-BY1 Change</u>	<u>BY1-BY2 Change</u>
1. Operating Costs for Non-Tactical Fleets						
2. Accident Damage (Net loss to Government)						
3. Vehicle Procurement Costs						
4. Commercial Leases						
5. Interagency Fleet Management System (IFMS) Leases						
6. Disposal Costs						
7. Capital Expenditures for Facilities and Equipment						
8. Privately Operated Vehicles (used for official business)						
<b>Total</b>						

**Distribution by Appropriation/Fund**

(Identify the amounts included above by appropriation and fund.)

**Total**

**BACKGROUND:** Public Law 99-272, "Consolidated Omnibus Budget Reconciliation Act" of 1985, Subtitle C - Federal Motor Vehicle Expenditure Control of requires that each Federal Agency establish and operate a central monitoring system for motor vehicle costs and establish a data collection system and to report such data in support of the President's budget. Guidance as to the definition and coverage of this requirement is provided by the General Services Administration in Federal Property Regulations. The vehicles used for military training, combat or tactical purposes are specifically excluded.

**PREPARATION REQUIREMENTS:** Every Component of the Department is required to complete a PB-41 Motor Vehicle Operations Exhibit. Negative replies are required. These will be used by the Office of the Under Secretary of Defense (Comptroller), Operations & Personnel Directorate, 3D868 Pentagon, to prepare a consolidated exhibit, which will be provided to the Office of Management and Budget as required by OMB Circular A-11 (Section 100 – Additional Information Required After Passback). In order to meet the OMB schedule and include this information in the printed President's budget request, the PB-41 exhibit for the Congressional Justification/Presentation must be submitted by **January 5<sup>th</sup>**. Include in the lower right hand corner, the date of preparation, and the name and telephone number of an individual responsible for answering questions concerning the submission.

**Exhibit PB-41 Administrative Motor Vehicle Operations**

**DoD Component**  
**FY BY1/BY2 OSD Submit/President's Budget**  
**Competitive and Strategic Sourcing**

**Instructions:** Each Service and Defense Agency/Activity is to submit this exhibit. Negative replies are required. The exhibit is composed of three parts. Part I displays Competitive and Strategic Sourcing savings associated with A-76 initiatives. Part II displays the same information for savings derived by non A-76 initiatives. Part III summarizes parts I and II, presenting the total Competitive and Strategic Sourcing savings generated by both A-76 and non A-76 initiatives.

**For Section I:** Report baseline manpower and dollars for all single function studies completed (in PY-1) and scheduled (PY, CY, BY1, etc.) for competitive sourcing. Each activity should be reported in the year that the study is scheduled to be initiated. The annual cost for each activity should be reported even if you plan to outsource during the fiscal year. Report personnel data by appropriation (e.g., O&M, Revolving Funds,). The cost of activities to be studied represents the total cost of operating the competed activity. Provide in the narrative description the total net military, civilian, and combined total studies completed in FY 1997 and FY 1998.

**For Section II:** Report the same information as Section I for multifunction studies, and including the information in the narrative on FY 1997 and FY 1998 studies completed.

**For Section III:** The cost to conduct studies is the cost associated with conducting the competitive sourcing study. The costs should reflect actual costs in the PY-1 and the amounts budgeted in the other years to conduct the studies. In the narrative description section, discuss the methodology used to develop study costs and provide justification for significant deviations from the nominal average of \$2,000 per FTE. Costs should be reported by appropriation.

**For Section IV:** Report costs of transition to Most Efficient Organization (MEO) or contract. Such costs include severance pay, Voluntary Separation Incentive Pay (VSIP), etc. In the narrative section, discuss the assumptions used to determine transition costs including the categories of cost included.

**For Section V:** Show personnel and dollar savings from competitions completed in the year being reported plus the annualized savings from previous years.

- For civilian substitution, report the military end strength converted to civilian positions, which decreases the total civilian reduction. The Total Civilians and Military reduction is thus the sum of the military and civilian reductions less the civilian substitution.
- Provide in the narrative description the total net military, civilian and combined total manpower reductions achieved and attributable to FY 1997 and FY 1998. Enter the sum of these two values in each column as Total Accrued Manpower Savings FY 1997-1998. This value, when summed with the Total Net Manpower Savings figure, yields the Total DRI Manpower Savings. In this way, the exhibit will provide information on all savings attributable to the DRI initiative, since its inception in FY 1997.
- Gross savings should not be offset by the cost of studies or transition costs. In the narrative description, include a discussion of the methodology used to develop both manpower and dollar savings. Also indicate whether the savings have been distributed to specific programs or claimants.
- Net savings are equal to gross savings, offset by the cost of conducting studies (Section III) and transition costs (Section IV). Provide in the narrative the Total Net dollar savings achieved accrued in FY 1997 and FY 1998. Enter the sum of these two values in each column as Total Accrued Net Dollar Savings FY 1997-1998. This value, when summed with the Total Net Dollar Savings figure, yields the Total DRI Dollar Savings. In this way, the exhibit will provide information on all savings attributable to the DRI initiative, since its inception in FY 1997.

Dollars and manpower are presented by appropriation throughout. Dollars are reported in thousands with savings as positive numbers and costs as negative numbers. Manpower savings are reported as end strength (ES) for military and reserve personnel and Full Time Equivalents (FTEs) for civilian personnel. Manpower savings are positive numbers and civilian substitutions are negative numbers.

**Exhibit PB-42 Competitive and Strategic Sourcing**  
(Page 1 of 4)

**Part \_\_ of III**  
**(Part I – A-76 Studies, Part II – Non A-76 Studies, Part III – Total Studies)**  
**(Direct Dollars in Thousands, Military End Strength, Civilian Full-Time Equivalents)**

	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>	<u>FY BY2+1</u>	<u>FY BY2+2</u>	<u>FY BY2+3</u>	<u>FY BY2+4</u>	<u>TOTAL</u>
<u>SINGLE FUNCTION STUDIES</u>									
Total Positions Studied/To Be Studied									
Military									
Appropriation 1									
Appropriation 2, etc.									
Civilian									
Appropriation 1									
Appropriation 2, etc.									
<b>Total Civilians and Military</b>									
Cost for activities studied									
Appropriation 1									
Appropriation 2, etc.									
<b>Total Cost</b>									
<u>MULTI-FUNCTION STUDIES</u>									
Total Positions Studied/To Be Studied									
Military									
Appropriation 1									
Appropriation 2, etc.									
Civilian									
Appropriation 1									
Appropriation 2, etc.									
<b>Total Civilians and Military</b>									
Cost for activities studied									
Appropriation 1									
Appropriation 2, etc.									
<b>Total Cost</b>									

**Part \_\_ of III**  
**(Part I – A-76 Studies, Part II – Non A-76 Studies, Part III – Total Studies)**  
**(Direct Dollars in Thousands, Military End Strength, Civilian Full-Time Equivalents)**

COST TO CONDUCT STUDIES

Appropriation 1  
Appropriation 2, etc.  
**Total Study Costs**

TRANSITION COSTS

Appropriation 1  
Appropriation 2, etc.  
**Total Transition Costs**

PROJECTED/ACTUAL SAVINGS REFLECTED IN THE BUDGET

Manpower

Military

Appropriation 1  
Appropriation 2, etc.  
**Subtotal Military**

Civilian

Appropriation 1  
Appropriation 2, etc.  
**Subtotal Civilians**

Civilian Substitution

Appropriation 1  
Appropriation 2, etc.

**Subtotal Civilian Substitution**

**Net Civilian Savings (less Civilian Substitution)**

**Subtotal Net Civilians and Military (less Civilian Substitution)**

**Subtotal Accrued Net Manpower Savings Prior to FY 1999**

**Grand Total Net DRI Manpower Savings**

**Part \_\_ of III**  
**(Part I – A-76 Studies, Part II – Non A-76 Studies, Part III – Total Studies)**  
**(Direct Dollars in Thousands, Military End Strength, Civilian Full-Time Equivalents)**

GROSS DOLLAR SAVINGS

Appropriation 1

Appropriation 2, etc.

**Total Gross Dollar Savings**

NET DOLLAR SAVINGS (GROSS SAVINGS LESS STUDY AND TRANSITION COSTS)

Appropriation 1

Appropriation 2, etc.

**Subtotal Net Dollar Savings**

**Subtotal Accrued Net Dollar Savings Prior to FY 1999**

**Grand Total Net DRI Dollar Savings**

**Narrative:**

**CHILD DEVELOPMENT, SCHOOL-AGE CARE, (SAC) FAMILY CENTERS,  
AND FAMILY ADVOCACY PROGRAMS**

Identify Component

(TOA, \$ in Millions)

FY PY                      FY CY                      FY BY1                      FY BY2

**I. CHILD CARE PROGRAMS**

(Child Development Program (CDP) & School Aged Care (SAC) Programs for children 0-12)

A. CHILD DEVELOPMENT CENTERS

Appropriation (Identify costs by appropriation (i.e., O&M, Mil Con, etc.) and total)

Total Direct Costs <sup>1/</sup>

Total Indirect Costs <sup>2/</sup>

Total (should include the expense elements in DoDI 7000.12)

Child Care Parent Fee Revenue

Non-Appropriated Fund Subsidy

Workload

No. of Child Care Spaces (operational capacity)

Personnel

Civilian FTEs (Appropriated Fund Employees)

Nonappropriated Fund (NAF) FTEs funded thru uniform resources programs with Appropriated Funds (APF)

Total

B. FAMILY CHILD CARE

Appropriation (Identify costs by appropriation and total)

Personnel

Civilian FTEs (Appropriated Fund Employees Only)

Nonappropriated Fund (NAF) FTEs funded thru uniform resources programs with Appropriated Funds (APF)

Total

Workload

No. of Child Care Spaces (operational capacity)

C. SUPPLEMENTAL PROGRAM SERVICES/RESOURCE & REFERRAL/OTHER

Appropriation (Identify costs by appropriation and total)

Personnel

Civilian FTEs (Appropriated Fund Employees Only)

Nonappropriated Fund (NAF) FTEs funded thru uniform resources programs with Appropriated Funds (APF)

Total

Workload

No. of Child Care Spaces (operational capacity)

**Exhibit PB-50 Child Development, School Age Care (SAC), Family Centers, and Family Advocacy Programs**

(Page 1 of 5)

**CHILD DEVELOPMENT, SCHOOL-AGE CARE, (SAC) FAMILY CENTERS,  
AND FAMILY ADVOCACY PROGRAMS**

Identify Component

		(TOA, \$ in Millions)		
	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>
D. SCHOOL-AGE CARE (SAC)				

Appropriation (Identify costs by appropriation (i.e., O&M, Mil Con, etc.) and total)

Total Direct Costs <sup>1/</sup>

Total Indirect Costs <sup>2/</sup>

Total (should include the expense elements in DoDI 7000.12)

SAC Parent Fee Revenue

Non-Appropriated Fund Subsidy

Personnel

Civilian FTEs (Appropriated Fund Employees)

Nonappropriated Fund (NAF) FTEs reimbursed with Appropriated Funds (APF)

Total

Workload

No. of SAC Spaces (operational capacity)

No. of SAC Care Spaces Required (100%)

% of Spaces to Required Spaces

TOTAL CHILD CARE PROGRAM

Appropriation

Total Direct Costs <sup>1/</sup>

Total Indirect Costs <sup>2/</sup>

Total (should include the expense elements in DoDI 7000.12)

Total Parent Fee Revenue

NAF Subsidy

Personnel

Civilian FTEs (Appropriated Fund Employees Only)

Workload

No. of Child Care Spaces (operational capacity)

No. of Child Care Spaces Required (100%)

% of actual Spaces to Required Spaces

Explanation of Changes: For each category, provide an explanation of the changes between current year (CY) and biennial budget year 1 (BY1) and between BY1 and biennial budget year 2 (BY2); identify price & program growth between each year.

<sup>1/</sup> Direct costs include those costs that can be directly attributed to the activity and include civilian pay and benefits, travel, training, supplies and equipment, contracts, FCC subsidy, etc.

<sup>2/</sup> Indirect cost includes costs that are attributed to more than one activity and include rents, utilities, communications, minor construction, repair and maintenance, contracts, and engineering support.

**Exhibit PB-50 Child Development, School Age Care (SAC), Family Centers, and Family Advocacy Programs**

(Page 2 of 5)

**CHILD DEVELOPMENT, SCHOOL-AGE CARE, (SAC) FAMILY CENTERS,  
AND FAMILY ADVOCACY PROGRAMS**  
Identify Component

		(TOA, \$ in Millions)		
<b>II. <u>YOUTH PROGRAMS</u></b>	<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>

Appropriation (Identify costs by appropriation (i.e. O&M, Mil Con, etc.) and total)

Total Direct Costs <sup>1/</sup>

Total Indirect Costs <sup>2/</sup>  
Total (should include the expense elements in DoDI 7000.12)

Estimated Youth Fee Revenue

Non-Appropriated Fund Subsidy

Personnel

Civilian FTEs (Appropriated Fund Employees)

Nonappropriated Fund (NAF) FTEs reimbursed with Appropriated Funds (APF)

Total

Narrative: Explain changes between the CY and BY1 and between BY1 and BY 2. Identify price and program growth between each year.

**III. FAMILY CENTERS**

Appropriation (Identify costs by appropriation and total)

Personnel

Military (E/S)

Civilian FTEs

Workload (Excludes workload supported by OSD funds (i.e. Relocation, Transition, Family Advocacy). These are documented separately.

- A. The number of single transactions which take approximately 10-15 minutes or less.
- B. Cases (assessment/case management/counseling) which take longer than 10-15 minutes (each session is counted as one).
- C. Number of people involved in command consultation (briefings, meetings, unit visits).
  - D1. Number of classes
  - D2. Number of participants in classes.

Narrative: Explain changes between the CY and BY1 and between BY1 and BY 2. Identify price and program growth between each year.

**IV. FAMILY ADVOCACY PROGRAM** (To be completed by the DoD Dependent Schools) (Services should not fill in unless they have funds separate from DoD Dependent Schools funding.)

- A. CORE FAMILY ADVOCACY PROGRAM (Prevention, Direct Services, Training, Evaluation and Administration)

**CHILD DEVELOPMENT, SCHOOL-AGE CARE, (SAC) FAMILY CENTERS,  
AND FAMILY ADVOCACY PROGRAMS**  
Identify Component

<u>FY PY</u>	(TOA, \$ in Millions)		<u>FY BY2</u>
<u>FY CY</u>	<u>FY BY1</u>		

A.1. Prevention Services

Appropriation (Identify costs by appropriation and total)

Personnel

Military (E/S)

Civilian FTEs

Contract Employees FTEs

Workload

Number Served (Actual population contacts)

Workload per Prevention Services Provider (Number Served divided by the Number (FTE) of Prevention Services Providers)

A.2 Direct Services

Appropriation (Identify costs by appropriation and total)

Personnel

Military (E/S)

Civilian FTEs

Contract Employees FTEs

Workload

Number Served (Actual population contacts)

Workload per Direct Services Staff

A.3. Training, Evaluation, and Administration

Appropriation (Identify costs by appropriation and total)

Personnel

Military (E/S)

Civilian FTEs

Contract Employees FTEs

B. NEW PARENT SUPPORT

Appropriation (Identify costs by appropriation and total)

Personnel

Military E/S

Civilian FTEs

Contract Employees FTEs

Workload

Number Served

**Exhibit PB-50 Child Development, School Age Care (SAC), Family Centers, and Family Advocacy Programs**

(Page 4 of 5)

**CHILD DEVELOPMENT, SCHOOL-AGE CARE, (SAC) FAMILY CENTERS,  
AND FAMILY ADVOCACY PROGRAMS**

Identify Component

		(TOA, \$ in Millions)		
<u>FY PY</u>	<u>FY CY</u>	<u>FY BY1</u>	<u>FY BY2</u>	<u>FY BY2</u>

C. YOUTH AT RISK

Appropriation (Identify costs by appropriation and total)

Personnel

Military E/S  
Civilian FTEs  
Contract Employees FTEs

Workload

Youth Served

TOTAL FAMILY ADVOCACY PROGRAM

Appropriation (by appropriation and total)

Personnel

Military E/S  
Civilian FTEs  
Contract Employees FTEs

Narrative: Explain changes between the CY and BY1 and between BY1 and BY2 at the total program level. Identify price and program growth between each year.

**DoD Aeronautics Budget**  
 (Name of DoD Component)  
 (\$ Millions)

<u>Appropriation Summary:</u>		<b>FY 20PY-2</b>	<b>FY 20PY-1</b>	<b>FY 20PY</b>	<b>FY 20CY</b>	<b>FY 20BY1</b>	<b>FY 20BY2</b>
		<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>
Research, Development, Test, & Evaluation							
<u>Program Data</u>							
<u>Program:</u>	<u>Program</u>	<b>FY 20PY-2</b>	<b>FY 20PY-1</b>	<b>FY 20PY</b>	<b>FY 20CY</b>	<b>FY 20BY1</b>	<b>FY 20BY2</b>
<u>Title</u>	<u>Element</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Estimate</u>	<u>Estimate</u>	<u>Estimate</u>

### Instructions

#### Exhibit PB-52A\_DoD Aeronautics Budget

1. Purpose. This exhibit identifies research and development funding for Aeronautics programs. The data are used to prepare the overall DoD input into the annual President's Aeronautics and Space Report which is prepared by the Office of Management and Budget (OMB). A copy of the final report is available for information in the OUSD(Comptroller) Investment Directorate.

2. Submission.

a. Exhibit PB-52A should separately identify all RDT&E program elements providing funds in support of the development of systems, subsystems and components used in rotary and fixed wing aircraft.

b. Data are to be provided in millions of dollars, using 3 decimal points.

c. Submission of the required exhibit will be made in hard paper copy and in a DOS/Excel format.

d. The submission of the completed exhibits to the OUSD(Comptroller) is due no later than 15 working days after transmission of the President's budget to the Congress.

3. Entries.

#### Exhibit PB-52A (Aeronautics Programs)

a. Program Title. Insert the official program title as reflected in the R-1 budget exhibit.

b. Program Element Number. Insert the official 7-digit plus organization program element designator as reflected in the R-1 budget exhibit.

c. Budget Estimate. The completed exhibits are to reflect the estimated cost, as funded in the Future Years Defense Program (FYDP), by fiscal year for the period FY 20PY-2 through FY 20BY2 (the three prior years, the current year and the budget years). All amounts should be in then years (TY)

**DoD Space Budget**  
(Name of DoD Component)

Purpose. This exhibit identifies all funding for Space programs. The data from the DoD exhibit is used to support a myriad of Space Budget Justification requirements including Congressional Space Budget Justification and the DoD input into the President's Aeronautics and Space Report which is prepared by the Office of Management and Budget (OMB). The data are also used to support congressional hearings on space programs and to fulfill other various information requests regarding space-related funding.

*The PB-52B Space Budget will be compiled by the OUSD(C), Investment Directorate using Service/Agency input into the ODP&E-maintained FYDP database.*

**Exhibit PB-52B DoD Space Budget**

**DEPARTMENT OF \_\_\_\_\_**  
**FY 20BY1/FY 20BY2 PRESIDENT'S BUDGET**  
**BUDGETED MILITARY AND CIVILIAN PAY RAISE AMOUNTS (\$ IN THOUSANDS)**

<u>MILITARY PERSONNEL</u>	<u>FY 20CY</u>	<u>FY 20BY1</u>	<u>FY 20BY2</u>
<u>Military Personnel</u> , Army, Navy, MC, Air Force			
CY	(Specify date and percentage of pay raise)		
BY1	(Specify date and percentage of pay raise)		
BY2	(Specify date and percentage of pay raise)		
Total			
<u>Reserve Personnel</u> , Army, Navy, MC, Air Force			
CY	(Specify date and percentage of pay raise)		
BY1	(Specify date and percentage of pay raise)		
BY2	(Specify date and percentage of pay raise)		
Total			
<u>National Guard Personnel</u> , Army, Air Force			
CY	(Specify date and percentage of pay raise)		
BY1	(Specify date and percentage of pay raise)		
BY2	(Specify date and percentage of pay raise)		
Total			
TOTAL MILITARY PERSONNEL			
<u>CIVILIAN PERSONNEL</u>			
<u>Operations and Maintenance</u> , Army, Navy, MC, Air Force, Defense Agencies			
<u>Classified</u>			
CY	(Specify date and percentage of pay raise)		
BY1	(Specify date and percentage of pay raise)		
BY2	(Specify date and percentage of pay raise)		
Total			
<u>Wage Board</u>			
CY	(Specify date and percentage of pay raise)		
BY1	(Specify date and percentage of pay raise)		
BY2	(Specify date and percentage of pay raise)		
Total			
<u>Foreign National</u>			
CY			
BY1			
BY2			
Total			
Total Operation and Maintenance			
<u>Research, Development, Test, and Evaluation (RDT&amp;E)</u> , Defense Working Capital Fund, Family Housing, etc.			
TOTAL CIVILIAN PERSONNEL			

**Exhibit PB-53 Budgeted Military and Civilian Pay Raise Amounts**

**CIVILIAN PERSONNEL HIRING PLAN**

COMPONENT \_\_\_\_\_

FY \_\_\_\_\_

APPROPRIATION: \_\_\_\_\_

<u>Month</u>	<u>E/S</u> <u>Beginning</u>	<u>Gains</u>	<u>Separations</u>			<u>Total</u>	<u>Net</u> <u>Change</u>	<u>E/S</u> <u>Revised</u>	<u>FTE</u>
			<u>Attrition</u>	<u>Retire</u>	<u>RIF</u>				
a	b	c	d	e	f	g	h	i	j
Oct									
Nov									
Dec									
Jan									
Feb	a	Month	Month	Month of the fiscal year					
Mar	b	E/S Beginning	E/S Beginning	Civilian end strength at the beginning of the month					
Apr	c	Gains	Gains	Civilian end strength hires during the month					
May		Separations	Separations	Column d-f; civilian personnel losses during the month					
Jun	d	Attrition	Attrition	Civilian end strength monthly losses not covered in columns e and f					
Jul	e	Retire	Retire	Number of civilian employees who retired during the month					
Aug	f	RIF	RIF	Number of civilian employees who separated due to reductions in force during the month.					
Sep	g	Total	Total	Sum of columns d-e; total number of civilian separations during month					
Total	h	Net Change	Net Change	Net change of gains and separations (column c less column g)					
	i	E/S Revised	E/S Revised	End Strength at the end of the month (column b plus column h)					
	j	FTE	FTE	Full time equivalents. Enter full time equivalent for month.					

The October, E/S Beginning (column b) is the same as the September E/S Revised (column i) of the previous fiscal year.

The September E/S Revised (column i) must match the end strength reported on other budget exhibits (OP-5, OP-8).

The Total annual FTE (total of column j) must match FTE reported on other budget exhibits (OP-5, OP-8).

This exhibit must be provided for the current year (FY CY) and the budget years (FY BY1 and FY BY2) for both the OSD/OMB Program and Budget Review Submission and for the President's budget submission.

**Exhibit PB-54 Civilian Personnel Hiring Plan**

## INTERNATIONAL MILITARY HEADQUARTERS

<u>FY PY Actual</u>				<u>FY CY Estimate</u>				<u>FY BY1 Estimate</u>				<u>FY BY2 Estimate</u>			
Military	Total			Military	Total			Military	Total			Military	Total		
Avg	Civ	Total	Obligation	Avg	Civ	Total	Obligation	Avg	Civ	Total	Obligation	Avg	Civ	Total	Obligation
<u>Strength</u>	<u>FTEs</u>	<u>Mpwr</u>	<u>(\$ 000)</u>	<u>Strength</u>	<u>FTEs</u>	<u>Mpwr</u>	<u>(\$ 000)</u>	<u>Strength</u>	<u>FTEs</u>	<u>Mpwr</u>	<u>(\$ 000)</u>	<u>Strength</u>	<u>FTEs</u>	<u>Mpwr</u>	<u>(\$ 000)</u>

### INSTRUCTIONS

Category/Organization/Appropriation: This exhibit will provide manpower, payroll, and non-labor cost data directly related to DoD personnel serving in the International Military Headquarters mission. Data will be displayed by appropriation/fund (including Military Personnel). A narrative explanation is required for all increases and decreases.

Manpower and TOA will be identified by appropriation or fund as displayed in the following example:

<u>International Military Headquarters</u>	<u>FY BY1 Estimate</u>			
	<u>Military A/S</u>	<u>Civilian FTEs</u>	<u>Total Mpwr</u>	<u>Total Obl. (\$000)</u>
	<u>1,225</u>	<u>256</u>	<u>1,481</u>	<u>89,517</u>
MPMC	255		255	15,600
MPN	970		970	59,031
OMN		256	256	14,886
(DIR)		(250)	(250)	(14,461)
(REIMB)		(6)	(6)	(425)

- Under “Total Obligations” TOA should be limited to costs directly in support of International Military headquarters and should not include operational elements of expense for programs centrally funded or managed at the headquarters but executed elsewhere in the Department.
- Under appropriation, manpower strengths and funds will be identified as direct or reimbursable.
- Revolving funds that support headquarters activities will be reflected in the same fashion as appropriated funds.
- A total summary by appropriation, as well as a grand total, will be provided.
- Classified data will be reported.
- National Guard and Reserve officers serving on active duty and performing duties described in 10 U.S.C. 10211 will be excluded from this exhibit.
- Attached an addendum to provide a listing of organizational acronyms and their meanings used in this exhibit.

POC: \_\_\_\_\_ Phone No. \_\_\_\_\_

**Exhibit PB-55 International Military Headquarters**

**INTERNATIONAL TRAVEL  
DoD Component  
FY BY1/BY2 OSD Submit/President's Budget**

**Component:**  
**Point Of Contact (Name/Phone Number):**  
**Date:**

<b><u>Total Obligations (\$ In Thousands):</u></b>	<b><u>Prior Year</u></b> <b>X,XXX.X</b>
<b>Total Number Of Individuals:</b>	<b>X,XXX</b>

The Office of Management and Budget is required to submit a report to the Congress that describes total federal obligations for official international travel and the total number of individuals who engaged in such travel during the previous fiscal year.

International travel is all travel between the United States and other nations, and travel between other nations. The United States refers to the continental United States, Alaska, Hawaii, and all territories.

Obligations refer to the total direct obligations incurred and reported in object class 21, travel and transportation of persons, for international travel. This includes all instances when the federal government pays directly or reimburses the traveler. This does not include payments by contracts or grantees. In addition, this does not include expenses related to the relocation of federal employees (e.g., permanent change of stations)

Individuals refers to the total number of people (not full-time equivalents) who engaged in international travel. This specifically refers to the number of individuals, as opposed to the number of trips individuals take (e.g., a person who takes two international trips is one individual).

**Section 100.4 of OMB Circular A-11, dated July 12, 1999, specifies the requirements for this exhibit and requires the information to be submitted 5 days after their database locks. For the President's budget submission, this data is required by January 10. OMB Circular A-11 is updated annually.**

**EACH COMPONENT MUST SUBMIT A NEGATIVE REPLY IF THEY HAVE NO TRAVEL MEETING THE ABOVE CRITERIA**

**Exhibit PB-56 International Travel**

**OVERSEAS MILITARY BANKING PROGRAM (OMBP)**

**[MILITARY DEPARTMENT] BUDGET ESTIMATE**

(Dollars in Millions)

<u>ELEMENT</u>	<u>FY 20PY</u>	<u>FY 20CY</u>	<u>FY 20BY1</u>	<u>FY 20BY2</u>
<u>INCOME</u>				
• <i>Interest Income</i>				
• Less Interest Expense				
• Net Interest Income				
• F/X Earnings				
* Revaluation Gain (Loss)				
• Account Charges				
• Other Income				
TOTAL INCOME				
<u>OPERATING EXPENSES</u>				
• Staff Expenses				
• Equipment Expenses				
• Purchases Under $\square$ 100,000 Unit Price				
• Purchases Over $\square$ 100,000 Unit Price (Requires Procurement Appropriation)				
• Rental/Maintenance				
* Data Processing				
• Real Property Rehabilitation, Repair, and Maintenance				
• Other Operating Expenses				
• Loss & Damage (Bad Debt Expenses)				
• Administrative Expenses				
• Direct				
• Indirect Allocation for Mil Bnkng Admin, Home/District Office				
• Transition Costs (As Appropriate)				
TOTAL EXPENSES				
NET Income (Expense) [Total Income Minus Total Expenses]				
MANAGEMENT FEE (Fixed Fee)				
PERFORMANCE/INCENTIVE FEE (As Appropriate)				
<b><u>TOTAL OMBP COSTS</u></b>				

**Exhibit OMBP-01 Overseas Military Banking Program**

1 of 2

**OVERSEAS MILITARY BANKING PROGRAM (OMB)**  
**[MILITARY DEPARTMENT] BUDGET ESTIMATE**

<b><u>ELEMENT</u></b>	<b><u>FY 20PY</u></b>	<b><u>FY 20CY</u></b>	<b><u>FY 20BY1</u></b>	<b><u>FY 20BY2</u></b>
-----------------------	-----------------------	-----------------------	------------------------	------------------------

FUNDING PROFILE (Dollars in Millions)

- Operation and Maintenance
- Procurement
- Other (Specify)

NUMBER OF OVERSEAS MILITARY BANKING FACILITIES

- Full-Time Military Banking Facilities (MBFs)
- Part-Time Military Banking Facilities (MBFs)
- Pay Day Service Facilities
- Automated Teller Machines (ATMs)

OTHER

- Full Time Equivalent (FTEs)

**Exhibit OMBP-01 Overseas Military Banking Program**

2 of 2