

**SUMMARY OF MAJOR CHANGES TO
DoD 7000.14R, VOLUME 3, CHAPTER 6
“REPROGRAMMING OF DOD APPROPRIATED FUNDS”**

All changes are denoted by [blue font](#)

**Substantive revisions are denoted by a * preceding the section,
Paragraph, table or figure that includes the revision**

Hyperlinks are denoted by [underlined, bold, italic, blue font](#)

PARA	EXPLANATION OF CHANGE/REVISION	PURPOSE
060101	National Intelligence Program (NIP).	Update
060202	1415-3 Reprogramming actions requiring audit-trail documentations	Update
060203	1416 Report prepared quarterly and submitted 30 days after the end of each quarter for Title III and IV	Update
060302	DD 1414, Base for Reprogramming Actions, submission within 30 days after passage of the appropriations act, to ensure the report can be submitted to the congressional committees within 60 days of enactment	Update
060304	Each DoD Component will be responsible for proper security review and classification of its DD 1414	Update
060401	Updates to reprogramming thresholds; Updates new start and program termination definitions	Update
060403	Letter notification requirements	Update
060406	DD 1415 Component submission requirements	Update
060406	DD 1415-1 Distribution	Update
060409	House Permanent Select Committee on Intelligence (HPSCI) and Senate Select Committee on Intelligence (SSCI)	Removed
060502	DD 1416 submission due date	Update
060504	DD 1416 Program base columns reflecting congressional action	Update
0606	Reprogramming of Intelligence resources	Update
0612	Added submission requirement for Readiness Transfer Report	Addition
0613	Added submission requirement for Operation and Maintenance Quarterly Execution Report	Addition

TABLE OF CONTENTS**REPROGRAMMING OF DOD APPROPRIATED FUNDS**

* 0601	Purpose
* 0602	Reprogramming Documents in General
* 0603	Detailed Procedures for Base For Reprogramming Actions
* 0604	Reprogramming Actions
* 0605	DD 1416 Report of Programs
* 0606	Reprogramming of Intelligence Resources
0607	Reprogramming of Special Access Programs
0608	Below-Threshold Reprogramming Actions
0609	Replacement of Items Sold From Inventory
0610	Reprogramming Policy for Closing Appropriation Accounts Legislation (P.L. 101-510)
0611	National Guard and Reserve Equipment Appropriation Notification Procedures
* 0612	Readiness Transfer Report
* 0613	Operation and Maintenance Quarterly Execution Report

CHAPTER 6

REPROGRAMMING OF DOD APPROPRIATED FUNDS0601 PURPOSE

* 060101. This chapter establishes the policies of the Department for the reprogramming of appropriated funds. Guidance in this chapter reflects recognition by the Congress of the practice of reprogramming DoD funds covered in DoD Appropriations Acts as a necessary, desirable, and timely device for achieving flexibility in the execution of DoD programs. Also, reprogramming policies and procedures for military construction and family housing appropriations covered by the Military Construction Appropriations Act can be found in Chapter 7 and the National Intelligence Program (NIP) reprogramming policies and procedures covered by the National Security Act of 1947, as amended, can be found in section 0606 of this chapter, [Reprogramming of Intelligence Resources](#).

060102. Procedures are provided for establishing the base for reprogramming actions; submitting, approving, and processing reprogramming actions; and for the semiannual report of programs reflecting all supplemental appropriations, rescissions, transfers, and reprogramming actions.

060103. The policy herein replaces reprogramming guidance contained in the [August 2000](#), DOD 7000.14-R, "Financial Management Regulation," Volume 3.

0602 REPROGRAMMING DOCUMENTS IN GENERAL

060201. DD 1414, Base for Reprogramming Actions. The DD 1414 establishes the base for reprogramming actions. The document is footnoted to identify those items known to be of special interest to one or more of the congressional committees and those items specifically denied by the Congress. The items should include, as a minimum, those items that are identified in the congressional committee or conference reports using the phrases "only for" or "only to" or are specifically identified as congressional special interest items in the conference report tables. Each item will be carried on the DD Form 1414 in the amount agreed to by the committees.

060202. DD 1415, Reprogramming Action. Reprogramming actions, upon approval of the Department, will be used to request the prior approval (DD 1415-1) of the congressional committees or for internal [reprogramming](#) (DD 1415-3) requiring [audit-trail type documentation](#).

* 060203. DD 1416, Report of Programs. This report reflects the congressionally approved programs as enacted, reprogramming actions which have been approved, congressionally directed undistributed amounts and transfers, and reprogramming of funds that have been implemented by a DoD Component using below-threshold reprogramming flexibility. [This report is prepared quarterly and submitted 30 days after the end of each quarter, electronically in the approved Microsoft spreadsheet to the Office of the Under Secretary of](#)

Defense (Comptroller) (OUSD(C)), Program and Financial Control Directorate (P&FC) for Title III, Procurement and Title IV, Research, Development, Test, and Evaluation.

0603 DETAILED PROCEDURES FOR BASE FOR REPROGRAMMING ACTIONS

060301. General. The DD Form 1414, Base for Reprogramming Actions, establishes the base from which reprogramming actions may be taken. It identifies line items within each appropriation covered in the DoD Appropriations Acts, except those appropriations having no budget activity subdivisions in the budget document presentation and transfer accounts.

* 060302. Due Date. Within 30 days following enactment of the Department of Defense (DoD) Appropriations Act, the Components will submit their DD 1414, Base for Reprogramming Actions to OUSD(C) P&FC to ensure the Department can submit the Base for Reprogramming Actions to the congressional committees within 60 days of enactment as required by recurring general provisions in DoD Appropriations Acts (e.g., section 8007 of Public Law 111-118, the Department of Defense Appropriations Act, 2010). The DoD Components will provide two copies of the DD 1414, Base for Reprogramming Actions, to OUSD(C) P&FC, Room 3C689, for review prior to submission to the congressional committees.

060303. Transmittal. Upon notification from the OUSD(C) P&FC that the advance copy of the Base for Reprogramming Action is acceptable, or after the DoD Components has made any necessary changes, the DoD Components will e-mail a copy, and provided two hard copies of the DD 1414, Base for Reprogramming Actions, to OUSD(C) P&FC. OUSD(C) P&FC will submit to OMB, pursuant to OMB Circular A-11, section 22.3 and after clearance by OMB, DoD Components will provide the original and one copy of the DD 1414 to the OUSD(C) P&FC for printing and transmittal to the congressional committees. Each DoD Component shall provide an index and number the pages within each appropriation account in sequence. Final printed copies will be distributed to the DoD Components.

* 060304. Security Classification. In order facilitate use by the staffs of the congressional defense oversight committees, the Department will submit an unclassified Report of Programs. Therefore, each Service shall submit an unclassified DD 1414. Each DoD Component will be responsible for proper security review and classification of its DD 1414. All classified programs should be consolidated into a single line item titled Classified Programs and should be displayed at the end of the Direct Program section.

060305. Detailed Instructions for Preparation of the DD 1414. Detailed instructions for the Base for Reprogramming Actions for the initial appropriations act are provided in the appendices to this chapter.

0604 REPROGRAMMING ACTIONS

* 060401. Reprogramming Actions Requiring Written Congressional Approval. Two types of reprogramming actions will be used to request the prior approval of the congressional defense committees. Both requests are submitted using DD 1415-1, Prior

Approval. The first type is for specific requirements. The second type is for the annual Omnibus reprogramming action that was established in Fiscal Year (FY) 1991 to streamline the reprogramming process for the congressional committees and the Department. With the exception of a DD 1415 that uses section 104(d) authority (paragraph 060601C), the USD(C) submits all reprogramming actions to the congressional defense committees. The Department is expressly prohibited from preparing or forwarding to the Congress a prior approval reprogramming action except “for higher priority items, based on unforeseen military requirements, than those for which originally appropriated and in no case where the item for which reprogramming is requested has been denied by the Congress.” It is the Department’s policy that reprogramming actions which require prior approval of the congressional committees (DD 1415-1) are those which involve the application of funds which:

A. Increase the procurement quantity of a major end item, such as an individual aircraft, missile, naval vessel, tracked combat vehicle, and other weapon or torpedo and related support equipment for which funds are authorized. (In such cases where specific congressional language is provided allowing for additional quantities to be procured within appropriated funds, increases to quantities for major end items shall be submitted to the USD(C) for approval as a DD 1415-3, Internal Reprogramming action.)

B. Affect an item that is known to be or has been designated as a matter of special interest to one or more of the congressional committees. In rare instances, when funds from special interest items are to be reprogrammed from an existing program, subprogram, project, or subproject to another program, subprogram, project, or subproject within the same procurement line item or program element, letter notification to the congressional committees may be made. Letters shall be submitted to the congressional committees by the DoD Component involved only after advance coordination with the applicable OUSD(C) P/B Directorate.

C. Use general transfer authority. Any movement of funds between appropriations or legal subdivisions requires statutory transfer authority. Unless specific transfer authority is provided elsewhere, general transfer authority, which is provided in annual DoD Appropriations and Authorization Acts, must be used. Any movement of funds from supplemental appropriations also uses the general transfer authority provided in the annual DoD Appropriations Act. Section 2214 of Title 10 of the United States Code (U.S.C.) and the annual Appropriations Act provide limitations on programs for which general transfer authority may be used. Such authority may not be used except to provide funds for a higher priority item, based on unforeseen military requirements, than the items for which funds were originally appropriated, and may not be used if the Congress has denied funds for the item. Exceptions to the use of a DD 1415-1, Prior Approval Reprogramming action, may apply if reclassification of programs to the proper appropriation for execution is required (i.e., these actions do not change the purpose for which the funds were originally appropriated). (See paragraph 060402A).

* D. Exceed thresholds agreed upon between the committees. [Effective for FY 2010, the basic reprogramming thresholds agreed upon between the committees and the Department are: \\$10 million for military personnel; \\$15 million for operation and maintenance; \\$20 million for procurement; and \\$10 million for research, development, test, and evaluation.](#)

These thresholds are cumulative from the base for reprogramming value as modified by any congressional action, to include the initial appropriation, rescissions, supplemental appropriations, and approved DD 1415 reprogramming action. The BTR limitation is the net value of transfers into or out at the specified level. For example, transfers using Below Threshold Reprogramming (BTR) authority of \$5.0 million out of an RDT&E PE line item and transfer of \$4.0 million into the same RDT&E PE line item would result in a total amount transferred of \$1.0 million, with the consequence that the \$1.0 million of BTR authority was used. The thresholds agreed upon between the committees and the Department are as follows:

1. Military Personnel. A cumulative increase of \$10 million or more in a budget activity.

2. Operation and Maintenance. A cumulative increase or decrease of \$15 million or more in a budget activity or for a Defense Agency. When the congressional committees impose reprogramming thresholds on specific subactivity group categories, these threshold amounts are separately identified on the DD 1414, Base for Reprogramming Actions, and reprogramming restrictions apply. For example for FY 2010, congressional committees imposed reprogramming thresholds on specific subactivity group categories.

* a. The committees required the Department to follow PA procedures for transfers in excess of \$15.0 million out of the following budget sub-activities:

(1) Army: Land forces depot maintenance.

(2) Navy: Aircraft depot maintenance and ship depot maintenance.

(3) Marine Corps: Depot maintenance.

(4) Air Force: Air operations depot maintenance; mobility operations depot maintenance; basic skills/training depot maintenance; and logistics operations depot maintenance.

* b. Defense-Wide O&M: transfer of funds to or from the levels specified for defense agencies in excess of \$15.0 million shall be subject to a PA reprogramming action.

* c. For FY 2010, the committees further required the Services, with Comptroller coordination, to provide written notification of cumulative transfers in excess of \$15.0 million out of the following budget sub-activities:

(1) Army: Maneuver units; modular support brigades; land forces operations support; force readiness operations support; base operations support; and facilities, sustainment, restoration, and modernization.

(2) Navy: Facilities, sustainment, restoration, and modernization.

(3) Marine Corps: Facilities, sustainment, restoration, and modernization.

(4) Air Force: Primary combat forces; combat enhancement forces; combat communications; and facilities, sustainment, restoration, and modernization

(5) Defense-Wide O&M: cumulative transfers in excess of \$15.0 million or 20 percent, whichever is less, out of the following line items identified in the O&M table contained in the conference report. Defense Legal Service Agency; Office of the Secretary of Defense; Acquisition, Technology, and Logistics programs; Personnel and Readiness; Comptroller and Chief Financial Officer; Under Secretary of Defense (Intelligence); Under Secretary of Defense (Policy); Director, Program Analysis and Evaluation; and Assistant Secretary of Defense (Networks and Information Integration). There were no changes to the reprogramming requirements for the Defense Health Program.

d. The above requirements were set forth in reprogramming guidelines in the explanatory statement accompanying the DoD Appropriations Act, 2000 and are subject to change in conference reports accompanying future appropriations acts.

3. Procurement. A procurement program is defined by the items included in the DD 1414, Base for Reprogramming Actions.

* a. Increases. A cumulative increase of \$20 million or more or 20 percent of the program base amount, which includes the initial appropriation, rescissions, supplemental appropriations, and approved DD 1415 reprogrammings (i.e., cumulative over the entire obligational availability of a specific year appropriation), whichever is less.

* b. Decreases. A cumulative decreases of \$20 million or more, or 20 percent of the program base amount, which includes the initial appropriation, rescissions, supplemental appropriations, and approved DD 1415 reprogramming (i.e., cumulative over the entire obligational availability of a specific year appropriation), whichever is less.

4. Research, Development, Test, and Evaluation (RDT&E). A research program is defined by the items included in the DD 1414, Base for Reprogramming Actions.

* a. Increases. A cumulative increases of \$10 million or more or 20 percent of the program base amount, which includes the initial appropriation, rescissions, supplemental appropriations, and approved DD 1415 reprogramming (i.e., cumulative over the entire obligational availability of a specific year appropriation), whichever is less.

* b. Decreases. A cumulative decreases of \$10 million or more, or 20 percent of the program base amount, which includes the initial appropriation, rescissions, supplemental appropriations, and approved DD 1415 reprogramming (i.e., cumulative over the entire obligational availability of a specific year appropriation), whichever is less.

* E. Initiates a new start. A new start program for RDT&E is a new program element or project, or a major component thereof, as determined by specific supporting information provided in the R-2 and R2A (RDT&E Budget Item/Project Justification) exhibits not previously justified by the Department and funded by the Congress through the normal budget process is considered to be a new start. A new start program for Procurement is a new procurement line item or major component thereof, as determined by specific supporting information provided in the P-5 (Cost Analyst) or P40A (Budget Items Just for Aggregated Items) exhibits not previously justified. Congressional committees discourage the use of the reprogramming process to initiate programs. Except for extraordinary situations, consideration will not be given new start reprogramming requests for which the follow-on funding is not budgeted or programmed. Funding for new starts may not be obligated without prior approval or written notification (see paragraphs 060403 and 060404). A program effort in one year in the Procurement and RDT&E accounts may be extended into a subsequent fiscal year without constituting a new start. This is considered an extension of the effort initiated in the prior year program, and could include a skip year for execution purposes. When this occurs, the program should be footnoted as such on the DD 1416, Report of Programs, with sufficient justification for the extension. Due to the characteristics of Military Personnel and Operation and Maintenance programs, new starts seldom occur in those appropriations. New starts in these appropriations would be significant new programs, efforts, or activities that have not been explicitly justified to the Congress in budget justification material. An example would be the establishment of a Pacific Distribution System. In some instances, a letter notification may be appropriate in these circumstances but only with the explicit approval of the USD(C). A prior approval (DD 1415-1) is required if the action involves the following:

1. The DD 1415-1 should include a brief description of the total program being initiated, total program costs, proposed funding and procurement quantities by year, enough background information to demonstrate that the item is ready for research or procurement and an explanation of how subsequent years' funding will be provided, if the budget line is not included in the budget. The Department will not approve new starts that do not have budgeted or programmed follow-on funding. The DD 1415-1 should also explain why the source funds are no longer needed and any impact. See paragraph 060404 for failure to provide proper notification.

F. Terminates Appropriated Programs:

1. Eliminates a procurement program, or a subprogram, of \$20 million or more.

2. Eliminates an RDT&E program element, project, or subproject of \$10 million or more.

See paragraph 060403D for terminations falling within below-threshold limits.

060402. Internal Reprogramming Actions. DD 1415-3, Internal Reprogramming, actions are audit-trail type actions processed within the Department to serve various needs. One is to reclassify funds for proper execution into a different line item, program element, or appropriation than that in which the funds were appropriated. Another includes reprogramming to or from transfer accounts. A third reflects approval to increase quantities, when not otherwise requiring prior approval of the congressional committees.

A. Reclassification Actions. In certain instances, it is necessary to reclassify funds to a different line item, program element, or appropriation than that in which the funds were appropriated by the Congress. Such reclassifications do not involve any change in the substance of the program; the funds will be used for the same purposes originally contemplated and budgeted for, testified to, and described in the justifications submitted to the congressional committees, and subsequently appropriated by the Congress. These actions may also involve realignment of congressionally added programs that are more appropriately executed in a different program line or in a different account than the line or account in which the funds were appropriated. In cases where the realignment is between DoD appropriations, then the use of general transfer authority would be involved, along with the legal requirements thereof.

B. Transfer Appropriations. Transfer accounts are those appropriations with funding that will be subsequently transferred to other appropriations for execution. These accounts include, but are not limited to: Environmental Restoration, Army; Environmental Restoration, Navy; Environmental Restoration, Air Force; Environmental Restoration, Defense-Wide; Environmental Restoration, Formerly Used Defense Sites, Drug Interdiction and Counter-Drug Activities, Defense; Overseas Contingency Operations Transfer Fund; Foreign Currency Fluctuations, Defense; and Foreign Currency Fluctuations, Construction, Defense. Movement of funds from these accounts to other appropriations is generally exempt from the use of general transfer authority.

C. Procurement Quantities. Approval for increases to procurement quantities for major end items, not otherwise requiring prior approval of the congressional committees.

* 060403. Letter Notifications. Letter notification to the congressional committees is required in advance of initiating [requirements](#) for:

A. A new [procurement line item](#) not otherwise requiring prior approval action.

B. A new procurement line item or major component thereof costing less than [\\$20 million for the entire effort](#).

C. Establishes new development programs costing [less than \\$10 million for the entire effort](#).

D. Initiate safety programs or safety modifications costing less than \$20 million for the entire effort; can be initiated immediately following congressional notification.

E. Terminate programs falling within the below threshold reprogramming amounts (procurement programs or subprograms costing less than \$20 million; RDT&E programs, projects, or subprojects costing less than \$10 million) as long as the procurement line item or RDT&E program element is not eliminated.

F. Identify specific line items to satisfy specific transfer notification requirements.

G. Requires a 30-day notification to the Defense Committees prior to implementation. The Component may implement the reprogramming action 30-days after congressional notification unless an objection is received from a committee.

060404. Failure to Provide Proper Notification. Recurring general provisions in DoD Appropriations Acts (e.g., section 8080 of Public Law 111-118, the Department of Defense Appropriations Act, 2010) prohibit use of funds made available through a reprogramming that creates or initiates a new program, project, or activity unless such program, project, or activity must be undertaken immediately in the interest of national security and only after written prior notification to the congressional defense committees.

060405. Transfer Authority. Any movement of funds between appropriations or legal subdivisions requires transfer authority. There are at least five types of transfer authority:

A. Transfer Appropriations. Authority for Transfer Fund appropriations is contained in the annual DoD Appropriations Act.

B. Foreign Currency Fluctuations. Authority for the Foreign Currency Fluctuations, Defense, appropriation is contained in Public Law 95-457 (92 Stat. 1236) and section 2779 of Title 10 of the U.S.C. Authority for the Foreign Currency Fluctuations, Construction, Defense, appropriation is contained in section 121 of Public Law 99-591, section 2779 of Title 10, U.S.C., and the annual Military Construction Appropriations Act.

C. General Transfer Authority (GTA). GTA is required for transfers between appropriations and legal subdivisions, when other specific authority is not provided. It is included in a general provision in the annual DoD Appropriations Act and is authorized in the annual National Defense Authorization Act. When GTA is used, the Secretary of Defense must make a determination that such action is necessary in the national interest. OMB must also approve the use of GTA. For prior approval reprogramming actions that use GTA, OMB must approve transmittal of the action before forwarding it to the congressional defense committees. OMB apportions funds that use GTA after congressional approval is received for prior approval actions and after the reprogramming has been signed for internal reprogramming actions. Beginning with the DoD Appropriations Act, 2009, recurring general provisions have incorporated into law the funding levels specified in certain tabular entries in appropriations act explanatory statements or conference reports (e.g., section 8006 of Public Law 110-329,

Division C). Such recurring general provisions provide that where funding levels specified in Project Level Adjustment Tables for a particular program, project, or activity exceed the amount requested, that program, project, or activity must be carried out at the prescribed level. Amounts specified in such project level adjustment tables **are not** subdivisions of appropriations for purposes of GTA, and may be transferred or reprogrammed.

D. Intelligence Programs. Authority for transfers in intelligence programs is specified in paragraph 060601.

E. Special. Additional transfer authority for special situations is contained in various sections of Title 10 of the U.S.C. and in annual National Defense Authorization and Appropriations Acts. Section 127a of Title 10, U.S.C., provides limited transfer authority in the case of certain operations. Use of this transfer authority requires the use of prior approval reprogramming procedures.

060406. Detailed Instructions and Formats for Preparation of DD 1415. Detailed instructions for DD 1415-1 and DD 1415-3 are provided in the appendices to this chapter. Templates are available by contacting the OUSD(C) P&FC reprogramming point of contact at 703-697-0021 (DSN 227-0021).

* 060407. Submittal by Components. Military Departments must submit proposed DD 1415 actions formally by memorandum addressed to the USD(C), **electronically and all requests are due the 5th work day of the month** from the Assistant Secretary (Financial Management and Comptroller) of the Military Department. Requests from a Defense Agency should be signed by its Comptroller (or equivalent official). When a prior approval reprogramming for investment programs is required to initiate a new start (paragraph 060401E) or to terminate a program (060401F), a copy should also be provided to **the Office of the Secretary of Defense (Comptroller)** and the Office of Under Secretary of Defense for Acquisition, Technology and Logistics; Director, Acquisition Resources & Analysis. For all reprogramming actions, the DD 1415 must be e-mailed to OUSD(C) P&FC, **to include a copy of the security review approval. If the request includes National Intelligence Program (NIP), Military Intelligence (MIP), or classified programs, the classified details must be provided at the same time in an electronic submission to OUSD(C) via the SPIRNET.** The OUSD(C) will ensure that proposed reprogramming actions affecting the **NIP and MIP** resources are provided to the **Office of the Director for National Intelligence (ODNI).** The DoD Component memorandum shall include the following:

A. Reprogramming actions outside the Omnibus process, before or after the submission of the Omnibus reprogramming to the congressional committees, will only be made for those actions involving critical requirements or unforeseen circumstances that cannot wait for implementation of the Omnibus due to contract award dates or other time sensitive reasons. In these cases, individual reprogramming actions will be entertained, and the transmittal memorandum must clearly define the urgency of the requirement.

B. A statement that the DD 1415–1 Prior Approval reprogramming action has been cleared by the DoD Directorate for Freedom of Information and Security Review,

Washington Headquarters Services. The copy with the original "Cleared for Open Publication" stamp should accompany the transmittal memorandum.

C. Because the DD 1415 actions are now being posted on the Comptroller's Home Page on the World Wide Web, the DD 1415 reprogramming action should not refer to or identify the intelligence resources. Therefore, the cover letter transmitting the DD 1415 to the OUSD(C) must contain a statement that the reprogramming does or does not affect MIP or NIP resources. If NIP resources are affected, the reprogramming should be cleared with the ODNI, and the cover letter should state that this has been done.

D. Identification of any new starts being requested, and whether the new starts were approved by PBD or other action.

060408. Signed DD 1415s. The USD(C) has authority to sign all reprogramming actions, and upon signature the reprogrammings are returned to OUSD(C) P&FC for further processing. A DoD Serial Number, in sequence, will be added to the signed DD 1415.

060409. OMB Approval. Any reprogramming action using general transfer authority must have a Secretary of Defense Determination documenting that the transfer is necessary in the national interest. The authority to make that determination has been delegated to the OUSD(C), Deputy Comptroller, Program/Budget. For prior approval reprogramming actions using general transfer authority, OMB must also approve the transmittal of the DD 1415-1 before forwarding the action to the congressional defense committees. The OUSD(C) shall obtain formal OMB apportionment for the specific transfer of funds after congressional responses on the action are received and final results on implementation of the action are determined.

060410. Distribution of the DD 1415-1. The DD 1415-1 is e-mailed to the House Appropriations Committee (HAC), House Armed Services Committee (HASC), Senate Appropriations Committee (SAC), and Senate Armed Services Committee (SASC). A copy of the DD 1415 and the transmittal date will be e-mailed to the submitting DoD Component. After being notified that the DD 1415 has been submitted to the congressional committees, the DoD Component will ensure that the congressional committees receive any classified information that is to be submitted under separate cover.

060411. Congressional Committee Approval of DD 1415 Requests

A. Approval for a Prior Approval Reprogramming Action (DD 1415-1) is obtained by letter from the congressional committees prior to implementation of the action. Each separate committee response is taken into account, and final implementation by OUSD(C) P&FC of the action reflects the lowest of the approvals received for proposed sources and increases. Occasionally the action is implemented for less than originally requested due to the denial of increases or sources.

B. As copies of the congressional committee approval letters are received, e-mail notification will be made to the applicable DoD Components and OUSD(C), Deputy

Comptroller, Program/Budget appropriation managers. When the final committee approval has been received, an OUSD(C) P&FC implementation memorandum will be prepared. The implementing letter will attach copies of the approved DD 1415, data sheets, Secretary of Defense Determination, and committee letters, as applicable.

C. No reprogramming request will be approved if the funds requested have been obligated or committed prior to congressional committee review and approval. The obligation of funds prior to consideration by the congressional defense committees denies them a realistic option to deny the request. Such a procedure places the committee(s) in the position of having to approve the request or deny all funds for the continuation of the program in the latter part of the fiscal year. Also, funds that have already been identified for a below-threshold reprogramming should not be incorporated into the DD 1415 unless the funds have not yet been obligated on the new requirement. (If this occurs, the funds cannot be obligated until congressional approval is received).

D. Reprogramming hearings, questions, and transcripts will be handled by each Component involved, unless there is an OSD principal witness.

E. If the congressional committees have denied a reprogramming increase, DoD policy prohibits use of a series of below-threshold reprogramming actions as a means to finance the requested increase. However, below-threshold reprogramming authority may be used to finance increases on reprogramming actions that were approved by the congressional committees, but were not able to be accommodated within the implementation process, as long as the below-threshold reprogramming actions otherwise do not exceed a threshold limitation, affect an item of special congressional interest, or have not been specifically denied by a congressional committee as a reprogramming source. This policy has evolved out of recognition of there being congressionally-approved increases within the Omnibus reprogramming action that were unable to be funded in the USD(C) implementation memorandum, due to a lack of congressionally-approved sources. However, in recent years, the congressional defense committees have requested advance notification before using below-threshold reprogramming to implement approved sources.

060412. Implementation Memorandums for Reprogramming Actions.

A. After all approvals have been obtained for a reprogramming action, a memorandum signed by the Director for Program and Financial Control will be provided to the applicable Components.

B. If the reprogramming action includes an appropriation transfer, the implementing memorandum will include instructions (data sheet) for processing the SF 1151, Nonexpenditure Transfer Authorization, and include a copy of the combined Secretary of Defense Determination and OMB Approval document approving the transfer.

C. Along with normal distribution, the implementation memorandum will be e-mailed to the applicable DoD Component and to the appropriate OUSD(C), Deputy Comptroller, Program/Budget appropriation manager(s), so that funds may be released.

060413. Alternate Letters or Revised Actions for New Sources

A. Reprogramming actions may be submitted prior to or after the Omnibus Reprogramming Action. When sources are denied by a congressional committee, new sources to fund the requested increase may be submitted in DD 1415 format or letter format. Except in the most unusual circumstances, alternate sources for items denied in the Omnibus Reprogramming Action will not be submitted to the congressional committees.

B. Revised actions or letters for the signature of the USD(C) should be prepared by the submitting DoD Component. Normal reprogramming procedures apply for processing the revised actions or letters to the congressional committees.

C. The committees have asked that the same data that is furnished with the original submission be provided when identifying a new source of funds.

060414. Appeal to Congressional Committees. The USD(C) may appeal the decision of a committee on a reprogramming action. All proposed appeals to committees initiated by a DoD Component shall be forwarded by memorandum to the USD(C) for further processing within the Department. Any action on a reprogramming subsequent to its original submission to the committees is subject to the same procedures as the original reprogramming.

060415. Withdrawal of Reprogramming Actions

A. When approval of a reprogramming action that was submitted to the congressional committees, but not fully approved, is no longer required, then that action should be formally withdrawn from congressional committee consideration. The need for withdrawal may result when too much time has elapsed for the proposed increase to go under contract or when proposed sources are needed to fund a higher priority reprogramming than that originally submitted.

B. Withdrawal letters for the signature of the USD(C) should be prepared by the submitting DoD Component. Normal reprogramming procedures apply for processing the letters to the congressional committees.

C. Sufficient rationale on the reason for withdrawal should be provided to the congressional committees so they will not question why the action was originally submitted for their approval. If one or more committees have already approved the action, letters should be written to those committees expressing appreciation for their approval.

0605 DD 1416, REPORT OF PROGRAMS

060501. General. The DD 1416, Report of Programs, reflects the congressionally approved programs as enacted, supplemental funding, rescissions, implemented reprogramming actions, congressionally directed undistributed amounts and transfers, and below-threshold reprogramming actions that are implemented by a DoD Component. The amounts on the DD 1416 for column should be identical to the amounts on the DD 1002, Appropriation Status

by Fiscal Year Program and Subaccounts, column b (column d for Active Operation and Maintenance appropriations) for comparable “as of dates” and stub entries. Amounts should only deviate when reconcilable differences exist due to posting errors in the DD 1002.

* 060502. Due Date. The DD 1416, Report of Programs is [submitted quarterly 30-days after the end of each quarter for Title III, Procurement and Title IV, Research, Development, Test, and Evaluation](#) and will include all implemented reprogramming actions through that date, together with below-threshold reprogrammings made by the DoD Components through that date. The due dates for these reports shall be approximately 30-days after the end of each quarter. The DoD Components will e-mail an electronic Microsoft spreadsheet of the quarterly DD 1416, Report of Programs, to OUSD(C) P&FC.

060503. Procurement Line Items “Items Less Than \$5 million.” For programs that are included in an “Items Less Than \$5 Million” line item, the program or cost growth will be accommodated within the below-threshold authority for the total line item value. The amount of growth to an individual program or to the aggregate line item total cannot exceed \$9.999 million.

060504. Program Base Columns Reflecting Congressional Action. Changes due to supplemental appropriations and rescissions will be shown in a separate column from the basic Appropriations Act. [Additionally, general provision reductions that are to be proportionately allocated to “each program, project, and activity” within each applicable appropriation account will be reflected in this column.](#) The combination of the “Program Base Reflecting Basic Congressional Action” and “Program Base Adjustments Reflecting Enacted Supplementals and Rescissions” columns shall be used for determining how much of the procurement and RDT&E appropriations can be decreased based on percentages when determining the amount that can be reprogrammed using below-threshold authority.

060505. Detailed Instructions for Preparation. Reimbursable program or order amounts are not required unless reimbursable funding was used for the direct program. Detailed instructions for the DD 1416 are provided in the appendix to this chapter.

0606 REPROGRAMMING OF INTELLIGENCE RESOURCES

* 060601. Intelligence Reprogramming Guidance.

A. National Intelligence Program (NIP): [Section 102A of the National Security Act of 1947 \(50 U.S.C. 403-1\)](#) authorizes the Director of National Intelligence (DNI) to transfer or reprogram funds appropriated for a program within the National Intelligence Program (NIP) to another NIP program. No NIP funds may be transferred or reprogrammed without the prior approval of the DNI, except in accordance with procedures prescribed by the DNI. For initiating and processing reprogrammings involving the NIP, use applicable guidance issued by the Office of the Director of National Intelligence (ODNI) Chief Financial Officer.

B. Military Intelligence Program (MIP): Reprogramming requirements set forth in section 0604 apply to reprogramming MIP intelligence resources.. Further policies

specific to MIP below-threshold reprogrammings are set forth in DoD Directive 5205.12, Military Intelligence Program (MIP), enclosure 2, paragraph 1.i.

* 060602. Oversight. The House Permanent Select Committee on Intelligence (HPSCI) and the Senate Select Committee on Intelligence (SSCI) have oversight jurisdiction over the NIP. NIP reprogrammings require prior approval from the HPSCI, SSCI, House Appropriations Committee (HAC), and Senate Appropriations Committee (SAC). Reprogrammings affecting the MIP require prior approval from the House Armed Services Committee (HASC), Senate Armed Services Committee (SASC), HAC, and SAC.

* 060603. Submission Procedures. In addition to applicable section 0604 procedures, including indication within cover letters whether MIP or NIP resources are affected, the following additional requirements apply to intelligence resource reprogrammings:

A. Because DD 1415 reprogramming actions are posted on the Internet, the DD 1415 should not refer to or identify specific intelligence programs or resources.

B. All classified reprogramming requests must be coordinated with the Directorate for Investment. Components are required to clearly identify classified actions as part of their reprogramming submission. Concurrent with their reprogramming request submission, Components are to separately provide; the classified details in electronic format to the appropriate Comptroller POCs.

* 060604. Procedures. The same procedures apply to reprogramming intelligence resources as provided in paragraph 0604 with the following exception. For processing reprogrammings involving the NIP, contact the Office of the Director of National Intelligence (ODNI) for specific guidance. Because DD 1415 reprogramming actions are now being posted on the Internet, the DD 1415 should not refer to or identify specific intelligence programs or resources. Cover letters transmitting proposed DD 1415s to the OUSD(C) should contain a statement that the reprogramming does or does not affect NIP/MIP resources.

* 060605. Below-Threshold Reprogrammings. For processing below-threshold reprogrammings involving the NIP, contact the Office of the Director of National Intelligence (ODNI) for specific guidance.

0607 REPROGRAMMING OF SPECIAL ACCESS PROGRAMS

060701. Provision in Law. The annual DoD Appropriations Act states: “Funds appropriated by this Act may not be used to initiate a special access program without prior notification 30 calendar days in session in advance to the congressional defense committees.”

060702. General. For other than reprogrammings of new starts as stated in paragraph 060701, normal reprogramming procedures as described in this chapter apply to special access programs.

0608 BELOW-THRESHOLD REPROGRAMMING ACTIONS

060801. Purpose. Below-threshold reprogramming actions provide DoD Components with the discretionary flexibility to realign, within prescribed limits, congressionally approved funding to satisfy unforeseen, higher priority requirements. As with DD 1415 reprogrammings, below-threshold actions must net to zero.

060802. Guidelines.

A. Below-threshold reprogramming actions are minor actions not otherwise requiring congressional approval that may be accomplished within the DoD Components and are measured cumulatively over the entire obligation availability of the appropriation. Reprogramming thresholds apply to increases and decreases made to line items in the Procurement and RDT&E accounts. Below-threshold amounts for the Military Personnel are measured by increases only, and Operation and Maintenance accounts are measured by increases and decreases. When the congressional committees impose reprogramming thresholds on specific subactivity group categories, these threshold amounts are separately identified on the DD 1414, Base for Reprogramming Actions, and reprogramming restrictions apply. Any action, when combined with other below-threshold reprogramming actions for the same budget activity, line item or program element, must not exceed the established threshold in total, except when thresholds are exceeded due to the provisions of 31 U.S.C. 1551 et seq.

B. Threshold amounts agreed upon among the committees and the Department are contained in paragraph 060401D. New start programs cannot be initiated using below-threshold authority (see paragraphs 060401E and 060404).

C. Normal reprogramming thresholds will not apply based on 31 U.S.C. 1551 et seq. when currently available appropriations are used to fund obligations or adjustments to obligations which would otherwise have been funded from a canceled account before it was canceled. Within an appropriation, reprogramming thresholds may be exceeded in currently available appropriations for increases or sources used to finance the "Canceled Account Adjustments" line item. If reprogramming thresholds are exceeded for increases or sources to finance these obligations or adjustments to obligations, then column "k," "Below-Threshold Actions not Requiring Approval by the SECDEF or Committees" of the DD 1416 should be footnoted to indicate that the threshold amount has been exceeded due to canceled account adjustments.

D. If the congressional committees have denied a reprogramming increase, DoD policy prohibits the use of a series of below-threshold reprogramming actions to finance the requested increase. However, below-threshold reprogramming actions that preceded the congressional denial will be recognized as valid.

E. Below-threshold reprogramming authority may be used to finance increases on reprogramming actions that were approved by the congressional committees, but were not able to be accommodated within the implementation process, as long as the below-threshold reprogramming actions otherwise do not exceed the cumulative [dollar](#) threshold, do not affect an item of special congressional interest, or have not been specifically denied by a congressional committee as a reprogramming source. This policy has evolved out of recognition

of there being congressionally-approved increases within the Omnibus reprogramming action that were unable to be funded in the USD(C) implementation memorandum, due to a lack of congressionally-approved sources. However, in recent years, the congressional defense committees have requested advance notification before using below-threshold reprogramming to implement approved sources.

F. The below-threshold authority computation starts with the quantity of end items and amount of funds appropriated to a specific line item by the Congress. These baseline amounts are reflected in columns h and i on the DD Form 1414, Base for Reprogramming Actions; in columns b and c on the DD Form 1416, Report of Programs; and in columns b and c on all versions of the DD Forms 1415, Reprogramming Action. The baseline is changed by supplemental appropriations, rescissions, [directed general provisions reductions, and approved DD 1415 reprogramming actions](#), which are reflected in columns d and e of the DD 1416. The net amounts of the appropriated amounts and the supplemental appropriations, rescissions, [directed general provisions reductions, and approved DD 1415 reprogramming actions](#) are reflected in columns b and c on all versions of the DD 1415. The first DD 1415 for a particular line item will reflect the same baseline amounts in columns b/c and d/e. Subsequent DD 1415s for a particular line item will retain the same baseline amount in columns b/c and d/e (unless a supplemental or rescission or an approved DD 1415 has been passed in the interim). Columns d and e and d and e will then be the same as columns h/i on the previous DD 1415, as amended by supplemental appropriations and rescissions, and approved DD 1415. Exceptions to this occur when more than one DD 1415 is processed simultaneously, or when the previous DD 1415 was implemented at a different level than was originally approved (Omnibus, for example).

0609 REPLACEMENT OF ITEMS SOLD FROM INVENTORY

060901. Policy. The current budget policy requires that reimbursements generally cannot be used to replace end items sold from inventory if the replacement end item is not the identical type, model, and series designation unless a reprogramming action is approved by the congressional committees.

060902. Guidelines

A. The requirement for a reprogramming action for small dollar value end items where replacements vary only to a minor extent from the item sold has resulted in unnecessary paperwork and serves no substantive purpose. Replacement of items sold from inventory with a unit cost of less than \$5,000 will be treated as a replacement-in-kind (RIK) if an improved model of the same end item is being procured, performs the same warfighting capability, and the inventory objective presented to the Congress is not exceeded. Items satisfying all of these criteria will be financed with the reimbursable proceeds of the sale of the end items issued from inventory without processing a DD 1415 reprogramming action. The amount applied toward the RIK may not be increased beyond the proceeds of that sale.

B. The requirement for a reprogramming action exists when an item of materiel is sold which will require replacement to compensate DoD inventories for the resultant loss of capability or readiness and the replacement item will not be identical to the item sold. It

must, however, be a later series of “mod” designation of the same basic model (e.g., sale of a C-130A aircraft and purchase of a C-130E) or an acceptable substitute item used against the same inventory objective or authorized acquisition objective in requirements computations (e.g., sale of an M-48 tank and purchase of an M-60 tank). In this situation, the reimbursement from the sale will be included under reimbursable financing, but the buyback of the replacement items must be shown as direct program financing.

0610 REPROGRAMMING POLICY FOR CLOSING APPROPRIATION ACCOUNTS (31 U.S.C. 1551 et seq)

061001. Definitions of Contract Changes for Reprogramming Purposes. For purposes of this reprogramming policy guidance, adjustments to amounts initially obligated in accounts that now are expired are categorized either as within-scope or change-in-scope contract changes. Within-scope changes generally are funded from the appropriation that originally financed the contract until cancellation. Change-in-scope contract changes are financed from appropriations currently available for obligation at the time the change is made. Specific guidelines for determining scope of work changes are defined in Chapter 8 of this Volume.

061002. Use of Currently Available Appropriations to Fund Out-Of-Scope Contract Changes

A. Normal applicable reprogramming (DD 1415) procedures and thresholds will apply when currently available appropriations are used to fund out-of-scope contract changes.

B. Out-of-scope contract changes funded from currently available appropriations will be funded from, and reflected against, the current corresponding line item, program element or program applicable, or comparable, to the program for which the contract change is being made.

C. If an applicable corresponding program no longer exists in the currently available appropriation for the program for which the out-of-scope contract change is being made, a new line item for the program in question will be created to reflect the contract change adjustment. Reprogramming threshold procedures for newly created line items will be the same as for the creation of any other new line item.

D. Any line item or program can be the funding source for contract changes funded from currently available funds. However, the funding source line item or program will also be subject to normal reprogramming thresholds.

061003. Use of Currently Available Appropriations to Fund Obligations or Adjustments to Obligations that Otherwise Would Have Been Funded from a Canceled Appropriation Account

A. Obligations and adjustments to obligations that would have been properly chargeable to a closed account, both as to purpose and amount, shall be charged to an appropriation currently available for the same purpose. Specific limitations are as follows:

1. The sum of all such amounts funded from currently available appropriations shall not exceed the lower of (a) one percent of the originally appropriated amount of the current appropriation being charged or (b) the current unexpended balance of the canceled appropriation account.

2. For the purpose described in paragraph 1, the unexpended balance is the sum of the unobligated balance plus the unliquidated obligated balance of the appropriation account at the time it was canceled, less any and all obligations incurred and payments made subsequent to the cancellation of the original appropriation account when such obligations and payments would otherwise have been properly charged to the appropriation had the appropriation not been canceled.

B. Normal reprogramming procedures (DD 1415) and thresholds will not apply when currently available appropriations are used to fund obligations or adjustments to obligations which would otherwise have been funded from a canceled appropriation account before it was canceled.

C. Charges to currently available appropriations for obligations or adjustments to obligations that would otherwise have been charged to canceled appropriation accounts shall be reflected in a line item on the Report of Programs (DD 1416) entitled "Canceled Appropriation Account Adjustments."

1. Within an appropriation, reprogramming thresholds may be exceeded in currently available appropriations for increases or sources used to finance the "Canceled Appropriation Account Adjustments" line item.

2. If reprogramming thresholds are exceeded for increases or sources to finance these obligations or adjustments to obligations, column k, Changes not Requiring Approval by Secretary of Defense, of the DD 1416 should be footnoted to indicate that the threshold amount has been exceeded due to canceled appropriation account adjustments.

3. The new line, "Canceled Appropriation Account Adjustments," will be a separate line item or program element and added as an entry within a single budget activity. For all appropriation accounts that do not display line item detail, a memo line shall be shown under any single budget activity.

061004. Use of Expired Appropriations to Fund Contract Changes

A. An expired appropriation remains available for recording, adjusting and liquidating obligations properly chargeable to that appropriation until the appropriation is closed under 31 U.S.C. 1552. Accordingly, an expired appropriation may be used to fund within-scope contract changes properly chargeable to that appropriation in accordance with Chapter 8 of this

Volume. When properly chargeable obligations are posted against a line item, funding must be available in that program. If funding is not available on that program, but funding is available within the appropriation, a funding realignment between programs in that appropriation must be accomplished.

B. Expired Operation and Maintenance, Navy appropriations may be used to fund certain payments required because of changes in scope of work in connection with ship overhaul, maintenance, and repair work under 10 U.S.C. 7313.

C. For purposes of the Shipbuilding and Conversion, Navy, (SCN) appropriation, appropriation language normally provides for additional obligations to be incurred after the 5 years of obligation availability, for engineering services, tests, evaluations, and other such budgeted work that must be performed in the final stage of ship construction. The period of availability of the SCN appropriation is adjusted prior to being canceled based on the schedule of work being performed.

0611 NATIONAL GUARD AND RESERVE EQUIPMENT APPROPRIATION NOTIFICATION PROCEDURES

061101. General. In the National Guard and Reserve Equipment Appropriation (NGREA), the Congress typically appropriates funding in lump-sum amounts to be used for aircraft and miscellaneous equipment, and requests submission of a detailed assessment of modernization priorities by each of the Reserve Component (RC) Chiefs. The Assistant Secretary of Defense (Reserve Affairs) (ASD(RA)) forwards the RC acquisition plans to the congressional committees, along with a consolidated equipment requirements list for all Reserve Components, called the Summary NGREA Acquisition Report.

061102. Procedures for Revisions to the Summary NGREA Acquisition Report

A. Procurement of any item not included in the Summary NGREA Acquisition Report for allocation of the funds appropriated in lump-sum amounts for aircraft and miscellaneous equipment cannot be initiated by a Component until the proper notification to the congressional committees is made.

B. Letters requesting a change to the initial report should be submitted by the cognizant Military Department Assistant Secretary (Financial Management and Comptroller) for the respective Reserve Component requiring a change from the initial allocation directly to the ASD(RA). The ASD(RA) shall obtain coordination from OUSD(C) P/B and transmit letters to the congressional committees.

C. Consistent with other procedures in place for letter notifications pertaining to new starts (section 060403 of this chapter), the following procedures shall apply.

1. Notification of the House and Senate Appropriations Committees and the House and Senate Armed Services Committees is followed by a 30-day automatic hold.

2. The DoD Component may implement the reprogramming 30 calendar days after receipt by these committees unless notification to the contrary is received from a committee.

0612 READINESS TRANSFER REPORT

* 061201. Purpose

A. This chapter provides instructions applicable to preparation and submission of the Readiness Transfer Report (RTR). Section 483 (attachment B) of Title 10 U.S.C. requires the Department to submit a mid-year and end of year report to Congress.

B. The following appropriations and accounts are covered in the scope of the subsections of the Readiness Transfer Report:

Operation and Maintenance appropriations in the Subactivity Groups (SAGs) listed in Appendix B to this chapter unless adjusted by the congress.

* 061202. Preparation of Material

The RTR report must:

1. Reflect the official DD COMP (M) 1002 Report as of March 31 for midyear and September 30 for end of year as applicable;
2. Use the formal definition of fact-of-life adjustments (Emergent Requirements and Functional Transfers) published in the latest update of the FMR (DoD 7000.14-R, Volume 2A, Chapter 3). Do not cite "Technical Adjustment";
3. Identify the sources of transferred funds by Subactivity Group (SAG); use the full SAG title.
4. Identify the recipients of the funds transferred out of that SAG;
5. Explanations should be sufficient for a non-program specific analyst to understand the purpose and priority of the transfer;
6. Include detailed explanations of the changes indicated on the format;
7. Spell out all acronyms the first time they are used;
8. Ensure sections titled "Transfer from Counter Drug", "Transfer from Foreign Currency Fluctuations, Defense Account", "Other Approved Reprogrammings", and "Fact-of-Life Adjustments (BTR)" are consistent with the applicable Operation and Maintenance Quarterly Execution Report

* 061203. References

Volume 2A Chapter 1 provides general funding policies and Chapter 3 provides specific policies related to Operation and Maintenance costs. (See Volume 2A, Chapter 1 – 3)

* 061204. Readiness Transfer Report Format

The format for this report is provided in Appendix B of this chapter and reflects guidance presented in previous sections of this chapter. Unless modified in a data call, this format should be adhered to.

0613 OPERATION AND MAINTENANCE QUARTERLY EXECUTION REPORT

* 061301. Purpose

This chapter provides instructions applicable to preparation and submission of the Operation and Maintenance (O&M) Quarterly Execution Report. Congress requires the Department to provide the congressional defense committees with quarterly budget execution data for each of the active, guard, reserve, and defense-wide O&M accounts. Title 10, U.S. Code, section 228, requires quarterly reports on the allocation of funds within operation and maintenance budget subactivities. The Operation and Maintenance Quarterly Execution Report satisfies both reporting requirements.

* 061302. Submission Requirements

The Military Departments submit their reports to the Office of the Under Secretary of Defense, Comptroller (OUSD(C)), Operations Directorate twenty days after the end of each quarter. The Defense Wide O&M Report is prepared by OUSD(C), Operations Directorate. The template provided in an appendix to this chapter displays the format for the Report.

* 061303. Preparation of Material

The O&M Execution Report must:

1. Reflect the official DD COMP (M) 1002 Report as of the last day of the reporting quarter;
2. Explain any deviations from official budget data and accounting execution report data.
3. Control funds at the SAG level to prevent reflecting obligations in excess of program in the official DD COMP (M) 1002 Report; and
4. Avoid exceeding SAG thresholds for prior approval reprogrammings as set by Congress.

* 061304. References

Volume 2A Chapter 1 provides general funding policies and Chapter 3 provides specific policies related to Operation and Maintenance costs. (See Volume 2A, Chapter 1 – 3)

* 061305. Operation and Maintenance Quarterly Execution Report Exhibit

A. The O&M Report contains the following column data as displayed on the format presented in Appendix C to this chapter. Unless modified in a data call, this format should be adhered to.

1. Appropriation: Use this column to identify the component's O&M Account and display as follows:

- a. Army O&M (Active/Reserve/Guard)
- b. Navy O&M (Active/Reserve)
- c. Marine Corps O&M (Active/Reserve)
- d. Air Force O&M (Active/Reserve/Air Guard)
- e. Defense-Wide (D-W) O&M

2. Budget Activity (BA): Use this column to identify the applicable Budget Activities such as:

- a. Operating Forces
- b. Mobilization
- c. Training and Recruiting
- d. Administrative and Service-Wide Activities
- e. Defense Agency and Budget Activity (Defense Wide)

3. Activity Group (AG): Use this column to display the activity groups.

4. Sub-Activity Group (SAG): Use this column to display the subactivity group (SAG) title.

5. President's Budget Request Column: This column must match the current fiscal year budget request, by SAG, in the Conference Report for the Department of Defense Appropriations and match the appropriate column in the Base for Reprogramming Actions (DD 1414).

6. Appropriation Column: This column must match the current fiscal year appropriation, by SAG, in the Conference Report for the Department of Defense Appropriations and match the appropriate column in the Base for Reprogramming Actions (DD 1414).

7. Distribution of Unallocated Congressional Adjustments: This column should reflect the distribution of unallocated congressional adjustments found in the Conference Report for the Department of Defense Appropriations.

8. Adjustments Required by Statute: The total for the Adjustments Required by Statute column should equal the Transfers (i.e. letter reprogrammings directed by statute), General Provisions, and Supplemental Appropriations.

9. Prior Approval Reprogramming: This column should reflect prior approval reprogrammings. This should include all prior approval reprogrammings approved by the end of the quarter that this report covers.

10. Below Threshold Reprogrammings (BTRs): This column should include any reprogramming actions that the component has made between SAGs that do not require OSD or congressional approval, also known as Below Threshold Reprogrammings (BTRs). BTRs must not exceed \$15 million into/out of each Budget Activity (BA) or Defense Agency. Additionally, Conference Report 110-434 cites specific SAGs that require prior approval reprogramming and Defense Agencies and components restricted to BTRs of the lessor of \$15 million or 20%. For those that require Congressional notification, this report will serve as notification. However, the footnote for BTRs will include reference to the SAG(s) and amounts that requiring notification.

11. Other Reprogrammings: This column should include any Internal Reprogrammings (IRs) not displayed elsewhere in this report. Provide a footnote explanation for these adjustments (i.e. includes environmental restoration and foreign currency fluctuation transfers). Provide specific details for any adjustments other than adjustments from Transfer accounts. For example, letter reprogrammings authorized but not specifically directed by statute would appear in this column. The footnote would explain the transfer.

12. Current Program: This column must match, by SAG, Budget Activity (BA) and in total, column D (column C for the Marine Corps Reserve, Navy Reserve, Air Force Reserve, and Air National Guard) of the O&M Appropriation Status by Fiscal Year Program and Subaccounts (DD 1002) Report for the last month of the applicable quarter. If it does not, then present the appropriate total; provide a footnote explanation with specific SAG level detail noting the discrepancy and addresses why it does not, and what action is underway to correct any differences.

13. Actual Obligations: This column must match, by SAG, Budget Activity (BA) and in total, column E of the O&M Appropriation Status by Fiscal Year Program and Subaccounts Report (DD 1002) Report for the last month of the applicable quarter. If it does not, then present the appropriate total; provide a footnote explanation with specific SAG level

detail noting the discrepancy and addresses why it does not, and what action is underway to correct any differences.

B. Footnotes:

1. Careful attention must be paid to report footnotes.
2. Use the footnote section to explain the data contained in the report and make it meaningful;
3. Explain any deviations from official budget data and accounting execution report data;
4. Be consistent with the wording of footnotes and ensure the current quarter footnotes are consistent with the previous quarter's report footnotes; and
5. Standard footnotes will be provided by the Office of the Under Secretary of Defense (Comptroller) at the beginning of each fiscal year

C. Expectation for Funds Awareness

1. Funds should be controlled at the SAG level to prevent reflecting obligations in excess of program in the O&M DD 1002 Report; and
2. To avoid exceeding SAG thresholds for prior approval reprogrammings as set by Congress.