

APPENDIX I

MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES  
 DEPARTMENT OF THE \_\_\_\_\_ FOR FISCAL YEAR \_\_\_\_\_

<u>GRADE</u>	<u>BASIC PAY</u> (1)	<u>RETIRED PAY ACCRUAL</u> (2)	<u>BASIC ALLOWANCE FOR QUARTERS/ VHA</u> (3)	<u>BASIC ALLOWANCE FOR SUBSISTENCE/SIK</u> (4)	<u>INCENTIVE AND SPECIAL PAYS</u> (5)	<u>PERMANENT CHANGE OF STATION</u> (6)	<u>MISCELLANEOUS EXPENSE</u> (7)	<u>ANNUAL DOD COMPOSITE RATE</u> (8)	<u>ACCELERATION FACTOR</u> (9)	<u>AMOUNT BILLABLE TO NON-DOD ENTITIES</u> (10)
O-10										
O-9										
O-8										
O-7										
O-6										
O-5										
O-4										
O-3										
O-2										
O-1										
WO-5										
WO-4										
WO-3										
WO-2										
WO-1										
CADETS										
E-9										
E-8										
E-7										
E-6										
E-5										
E-4										
E-3										
E-2										
E-1										

**APPENDIX I****MILITARY COMPOSITE STANDARD PAY AND REIMBURSEMENT RATES****INSTRUCTIONS**

Each Military Service must complete an Appendix I using the attached standard format. The heading to each appendix I consists of three lines. The first line identifies the appendix by number, the second line states “MILITARY COMPOSITE STANDARD PAY AND REIMBURSABLE RATES,” and the third line identifies the Military Service that has developed the rates and the fiscal year that the rates will be used.

The Military Composite Standard Pay and Reimbursement Rates exhibit for the Budget Year should include the following cost elements that are listed for each column of the report. Amounts listed shall be equal to corresponding amounts contained in the applicable Military Service’s justification book in support of their military personnel appropriation budget request included in the latest President’s budget:

**(Column 1) Basic Pay.** Include the average basic pay amounts, by pay grade, as provided in the President's budget justification, Budget Subactivity (BSA) 1-A, Pay and Allowance of Officers, BSA 2-A, Pay and Allowances of Enlisted Personnel, and BSA 3-A, Pay and Allowances of Cadets and Midshipmen. The cadet and midshipmen rate is computed as a single rate for all cadets/midshipmen.

**(Column 2) Retired Pay Accrual.** Include average retired pay accrual amounts, by pay grade, as provided in the President's budget justification, BSA 1-B, Retired Pay Accrual for Officers and BSA 2-B, Retired Pay Accrual of Enlisted. The applicable retired pay accrual percentage is statutory and published annually.

**(Column 3) Basic Allowance for Subsistence.** Compute the basic allowance for subsistence rate separately, for officers and enlisted personnel, by pay grade, and for cadets and midshipmen, using amounts from the President's budget justification books. The officer rate is computed by dividing BSA 1-G, Basic Allowance for Subsistence for officers, by the officer average strength, by grade. The enlisted rate is computed by adding BSA 4-A, Basic Allowance for Subsistence for enlisted and BSA 4-B, Subsistence-in-Kind (SIK) for enlisted, and then dividing the total by the enlisted average strength, by grade. Compute a single rate for cadets and midshipmen.

**(Column 4)** Basic Allowance for Quarters (BAQ) and Variable Housing Allowance (VHA). Compute the BAQ/VHA rate separately, for officers and enlisted personnel, by pay grade, using amounts from the President's budget justification books. The officer rate is computed by adding amounts for BSA 1-E, BAQ for officers and BSA 1-F, VHA for officers, then dividing the sum by the average strength for officer personnel. The enlisted rate is computed by adding amounts in BSA 2-H, BAQ for enlisted and BSA 2-I, VHA for enlisted, then dividing the sum by the average strength for enlisted personnel.

**(Column 5)** Incentive and Special Pays. Compute the Incentive and Special Pay rate separately for officers and enlisted personnel, by pay grade, using amounts from the President's budget justification books. For each pay grade, add the incentive and special pay amounts and then divide the sum by the average end strength, separately for officers and enlisted personnel. The officer rate is computed by adding the amounts for BSA 1-C, Incentive Pay for Hazardous Duty for officers and BSA 1-D, Special Pay for officers, then dividing the sum by the average strength for officer personnel. The enlisted rate is computed by adding the amounts for BSA 2-C, Incentive Pay for Hazardous Duty for enlisted, BSA 2-D, Special Pay for enlisted, BSA 2-E, Special Duty Assignment Pay for enlisted, BSA 2-F, Reenlistment Bonus, and BSA 2-G, Enlistment Bonus, then dividing the sum by the average strength for enlisted personnel.

**(Column 6)** Permanent Change of Station (PCS) Expense. This element represents the average cost of amounts provided in the President's budget justification books for PCS travel, Budget Activity 5. Compute the average PCS by adding the following types of travel each for officers, enlisted personnel, and cadets, from the BSAs contained in the justification books: accession travel (BSA 5-A); training travel (BSA 5-B); operational travel between duty stations (within Conus and within overseas) (BSA5-C); rotational travel to and from overseas (BSA 5-D); separation travel (BSA 5-E); and travel of organized units (BSA 5-F). The sum of BA-5 is divided by the average strength separately, for officer and enlisted personnel. Compute a single rate for cadets and midshipmen.

**(Column 7)** Miscellaneous Expense. This rate is the average computed separately, for officers and enlisted personnel, by pay grade, and for cadets and midshipmen, of amounts provided in the President's budget justification books for Budget Activity 6, Other Military Personnel Costs, and other amounts for miscellaneous allowances and payments for officers, enlisted, and cadets/midshipmen as contained in BSAs listed in the following matrix:

<u>Miscellaneous Expense</u>	<u>Officer</u>	<u>Enlisted</u>
Uniform Allowances	BSA 1-I	
Clothing Allowances		BSA 2-K
Station Allowances, Overseas	BSA 1-H	BSA 2-J
Family Separation Allowances	BSA 1-J	BSA 2-L
Separation Payments	BSA 1-K	BSA 2-M
Social Security Tax-Employer Contribution	BSA 1-L	BSA 2-N
Other Military Personnel Costs	BA 6	BA 6

The amounts in each of the above categories shall be divided by the number of personnel eligible or entitled to the allowance or entitlement. The result for all subcategories are then added to obtain the average miscellaneous expense rate by grade, separately for officer and enlisted personnel. The result then is divided by the overall average strength by officer and enlisted as shown in the budget justification materials. A single rate shall be used for cadets and midshipmen.

**(Column 8)** Annual DoD Composite Standard Rate. Enter the sum of columns (1) through (6).

**(Column 9)** Acceleration Factor. Equals Column 7 multiplied by an Other Personnel Support Costs factor of 6 percent for Officers and 18 percent for Enlisted Personnel.

**(Column 10)** Amount Billable to Non-DoD Entities. Add columns 7 and 8. Note: To compute a daily rate, multiply column 9 by a factor of .00439 (1.14/260 ). For an hourly rate, multiply column 9 by a factor of .00055 (1.14/2080).