

CHAPTER 51

ESTABLISHMENT AND CLOSURE OF FUND ACTIVITIES AND TRANSFER OF FUND FUNCTIONS

A. ESTABLISHMENT

Prior to the financing of an activity under the Defense Business Operations Fund, a charter, prepared in accordance with Addendum 2, shall be signed by the Secretary (or Under Secretary) of the Military Department, the Director (or Deputy Director) of a Defense Agency, or the Commander-in-Chief of the United States Transportation Command, as applicable, and submitted to the Under Secretary of Defense (Comptroller) for approval. The Defense Business Operations Fund business areas, and, in some instances, as appropriate, individual activities may be chartered to operate as a Fund entity. Before charter preparation, DoD Components shall ensure that proposed Defense Business Operations Fund business areas (and installations within that business area) meet the following criteria:

1. Outputs (i.e., production of goods or provision of services that are common to requirements of more than one Military Department or Defense Agency or ordering activities within a Military Department or Defense Agency) can be identified.
2. An accounting system is available that is capable of collecting and identifying costs to outputs.
3. Activities that require and order products or services (i.e., customers) can be identified so that resources can be aligned in the account of the customer with the requirement.
4. Evaluation of buyer-seller advantages and disadvantages to include an assessment of the customer's ability to influence cost by changing demand.

B. DEFENSE BUSINESS OPERATIONS FUND CHARTER REQUIREMENTS

1. Charter Format. The Defense Business Operations Fund charter format is included in the Addendum to this chapter. The charter is composed of two parts --

- a. An overall DBOF charter for signature by the Under Secretary of Defense (Comptroller) and the Deputy Secretary of Defense (Addendum 1); and
- b. Supplemental provisions (Addendum 2) that are applicable to each DoD Component Business Area included within the DBOF. The supplemental provisions lay out the mission of that Component by Business Area and include exceptions, if any, from DBOF policy that are authorized for that business area. The supplemental provisions shall be signed by the Secretary (or Under Secretary) of a Military Department, the Director (or Deputy Director), of a Defense Agency or the Commander-in-Chief of the United States Transportation Command, as applicable, and submitted to the Under Secretary of Defense (Comptroller) for approval.

2. Charter Contents. Each supplemental provision (hereafter called "charter") shall include the following as a minimum:

a. Name and location of the activity or activities to be operated under the charter.

b. Brief description of the functions of the activity or activities and nature of its products or services.

c. Designation of the organization (Management Command) directly below the Departmental level that has authority over the management of DBOF businesses. Additionally, the supplemental provisions shall state whether the Management Command is funded from the Defense Business Operations Fund.

d. Statement of any specific exceptions to Fund policies.

e. The amount of working capital approved to establish each activity included within the charter including the amount, if any, of appropriated funds included within the approved working capital.

3. Charter Support. Documentation supporting the charter application of an activity requesting entry into the Defense Business Operations Fund shall include:

a. Complete explanation of how the proposed Fund activity meets the minimum criteria listed above and any additional requirements of the DoD,C for the specific activity or activities.

b. Complete justification of estimated working capital requirements including explanation of factors or basis upon which calculated.

c. Financial statements disclosing the projected financial activity for, at a minimum, the first fiscal year of operation as a Fund activity. The financial statements shall be prepared in the format prescribed for Fund financial statements and shall consist of the following:

(1) Statement of Financial Position, disclosing projected assets, liabilities, and net position at the end of the reporting period;

(2) Statement of Operations (and Changes in Net Position), disclosing the projected results of the activity's operations including the change in its net position during that period.

(3) Statement of cash Flows, disclosing estimated cash receipts and disbursements with an explanation of the expected changes in cash during the period. The Statement of Cash Flows shall contain information concerning the amount of working capital necessary for the activity or activities taking into consideration the following:

(a) The requirement for initial investment in operating materials and supplies.

(b) The initial liabilities assumed that require cash for their liquidation.

(c) The funding requirement needed to cover estimated costs to be incurred for operations or capital assets before the time that reimbursements may be obtained.

(4) Notes to financial statements, providing additional disclosures necessary to make the financial statements fully informative and not misleading.

d. Information concerning the expected volume of business, by type and character, and the source of reimbursements by customer agency and appropriation, or other source, during the current and ensuing fiscal years. This shall include:

(1) Designation of the agencies that are the customers for the various products and services of the activity, and the sources of reimbursement expected from them as well as the underutilized and unutilized capacity and other support costs.

(2) The effect on customer appropriation budgets in cases in which current-year, customer appropriation budgets or budget estimates provide for financing of some costs of the activity in a manner other than the Defense Business Operations Fund. A statement of the budgetary adjustments or interim funding procedures being proposed as a result of the charter application should also be provided.

e. Explanation of goods or services proposed to be furnished outside the Department of Defense.

f. Justification of any exception to the provisions of this Regulation.

4. Amendment or Cancellation of Charters. Existing charters shall be canceled or amended upon approval by the Under Secretary of Defense (Comptroller). Requests for cancellations or amendments must be supported by the following information:

a. Complete justification for the proposed action that may consist of copies of supporting evaluations or studies.

b. Information as to the disposition of assets and liquidation of liabilities.

5. Annual Charter Review. DoD Components shall review Fund operations each fiscal year to ensure that the supplemental provisions are current. Any needed changes shall be submitted to the Under Secretary of Defense (Comptroller).

C. COMMENCEMENT OF OPERATIONS

Upon charter approval and commencement of Fund operations, financial control over initial appropriations, assets, liabilities, and capital shall be established in accordance with the following guidance:

1. Initial Appropriation and/or Reappropriation. An appropriation is an authorization by an act of Congress that permits agencies to incur obligations and to make payments out of the U.S. Treasury for specified purposes. Appropriations made available to commence operation of a Defense Business Operations Fund entity remain available for obligation without fiscal year limitation for their specified purpose until expended or withdrawn. A reappropriation to a business operations fund account is statutory authority to restore the obligational availability of all or part of the unobligated balance of budget authority that has expired or would otherwise expire in an annual or multiple-year appropriation. Reappropriation transactions require nonexpenditure transfer of the funds involved from the expired or otherwise expiring account to the Defense Business Operations Fund account. Other appropriations may be made available to acquire war reserve assets, augment existing inventories, or other purposes. Appropriations received shall be recorded as invested capital in proprietary accounts and as direct program in budgetary accounts. The receipt of an appropriation or reappropriation is recorded at the Departmental level only. The allocation, if any, of the appropriation or reappropriation is recorded at the, intermediate and activity level as appropriate. Typical budgetary and proprietary accounting entries applicable to receipt and allocation of appropriations and reappropriations are illustrated in chapter 52 of this Volume.

2. Initial Assets and Liabilities

a. Working Capital. Working capital to commence operations may be provided by a nonexpenditure transfer of fund balances from another appropriation or fund account to the Defense Business Operations Fund account. Nonexpenditure transfers received to support ongoing operations shall be recorded as follows:

Dr 1013 Funds with Treasury
Cr 3211.4 Net Treasury Balance - DBOF

Dr 4170 Appropriation Transfers
Cr 4450 Authority Available for Apportionment

Documentation supporting this entry includes SF 1151,
"Nonexpenditure Transfer Authorization."

b. Personnel. Personnel assigned from an appropriated fund activity to a Defense Business Operations Fund activity generally are accompanied by a liability for the amount of accrued earnings and annual leave earned by those employees prior to their transfer. Ordinarily, payment in the form of cash or other agreed upon equivalent assets such as inventories or equipment should be made to the receiving Defense Business Operations Fund activity for the amount of the liabilities assumed. However, the entry to record initial liabilities, to the extent that payment in full is not received is:

Dr 1011.1 Funds Collected - Operating Program - DBOF
Cr 2211 Accrued Payroll - Civilian
Cr 2221 Accrued Annual Leave - Civilian

Entry to record liability associated with personnel transfers when payment accompanies the liability transfer.

Dr 3211.3 Liabilities Assumed
Cr 2211 Accrued Payroll - Civilian
Cr 2221 Accrued Annual Leave - Civilian

Entry to record liability associated with personnel transfers when payment does not accompany the liability transfer.

c. Transfers-In of Fixed Assets. Assets provided from other appropriations or funds to commence operations of a Fund activity shall be recorded as Assets Capitalized. The business operations fund shall record a liability for an item transferred from a non business operations fund account only when the item is undelivered at the time of the transfer and the obligation for the item on the books of the organization from which the item was transferred resulted from a reimbursable order from a customer. Otherwise, bills for assets on order at the time of the transfer to the business operations fund shall be paid by the appropriation or fund originally ordering the item. This is appropriate since the original appropriation or fund ordering the item was funded through the budget process to procure the item. Capitalized assets provided without reimbursement may constitute justification for a stock withdrawal authorization when approved by authorized officials. (See chapter 55, "Supply Management Operations," of this Volume regarding stock withdrawal credits.) The entry to record assets provided to commence Fund operations as well as those contributed during the life of the Fund are:

Dr 1510 Operating Materials and Supplies
Dr 1521 Inventory Held for-Sale
Dr 1522 Inventory Held in Reserve for Future Sale
Dr 1523 Inventory Held for Repair
Dr 1524 Inventory - Excess, Obsolete and Unserviceable
Dr 1580 Work in Process
Dr 1710 Land
Dr 1730 Buildings
Dr 1740 Other Structures and Facilities
Dr 1760 Equipment
Dr 1800 Other Fixed Assets
Cr 2130 Contract Holdbacks
Cr 3211.2 Assets Capitalized

Entry to record receipt of assets. Documentation supporting this entry includes journal vouchers and receiving reports.

d. Initial Capital. The following capital accounts are subsidiary to the control account 3211, "Capital Investment - DBOF", and are applicable at the time of initial capitalization:

(1) Appropriations Available. At the time of initial capitalization, the subsidiary account 3211.1, "Appropriations Available",

shall equal the amount of the initial appropriation or reappropriation, if any, received from the Congress or transferred from other activities or the departmental reserve of the DoD Component industrial fund.

(2) Assets Capitalized. At the time of initial capitalization, the subsidiary account 3211.2, "Assets Capitalized," shall equal the value of all assets (excluding the initial appropriation) transferred to the activity without reimbursement or assumption of liability by the industrial fund.

(3) Liabilities Assumed. At the time of initial capitalization, the subsidiary account 3211.3, "Liabilities Assumed," shall equal the sum of the obligations transferred to the activity for which industrial fund resources are liable for future disbursement.

(4) Treasury Fund Balance. At the time of initial capitalization, the subsidiary account 3211.4, "Net Treasury Balance - DBOF," shall equal the sum of Treasury fund balances transferred from other appropriations or, funds.

D. BASE CLOSURE

1. General. The Defense Business Operations Fund does not have any funds available to it for payment of costs or absorption of losses that are not related to its output. Reimbursable rates developed for Defense Business Operations Fund activities generally recover only costs incurred in providing the requested good or service. Costs over and beyond those costs are generally not considered in reimbursement rate computations. As a result, the Defense Business Operations Fund (DBOF) does not have, through its normal operations, funds available for payment of costs resulting from closure actions that are directed by higher authority such as the Base Closure and Realignment Commission.

2. Base Closure Actions. Upon notification that a DBOF activity is to be closed, the following actions shall be taken by the closing activity:

a. Commitments. Review outstanding commitments and cancel those not absolutely necessary.

b. Contracts. Review all existing contracts and terminate those for which the contracted service or good is, or will be, no longer essential. It is especially important that contracts for capital assets be terminated when feasible. Termination costs which result from the cancellation shall be identified as base closure costs. If an outstanding contract is essential to the needs of another DoD activity, that need may be filled through a contract modification citing the appropriation or fund of the needing DoD activity.

c. Undelivered Orders/Outstanding Obligations. Review undelivered orders and other outstanding obligations for goods and services ordered. Cancel orders or contracts for goods or services that are no longer needed or that are not likely to be delivered, and deobligate the appropriate amounts.

d. Accounts Payable. Review accounts payable for goods received but not yet paid, return goods that are no longer needed, and recover the amounts payable.

e. Unfilled Customer Orders. Review unfilled customer orders to determine the orders for goods or services that can be completed. If customer orders for goods or services can be completed, the closing activity may continue work. If customer orders cannot be completed, the closing activity shall bill the customer for the work completed and return any remaining unobligated balances to the customer.

3. Financing BRAC Related Base Closure Costs. Costs may be financed by a BRAC account when those costs are as a direct result of a Base Closure and Realignment Commission determination that a base be closed. BRAC costs are those required to carry out actions that are in direct support of closing or realigning bases. BRAC costs must be in direct support of Base Closure and Realignment Commission determination. Prior year, current year, or budget year operating losses in the DBOF are not to be budgeted in the BRAC base closure accounts. Although overhead associated with the below listed costs shall be charged to the BRAC account, increases in overhead on existing and new customer work shall not be considered a direct result of a determination that a base be closed and, therefore, will not be charged to a BRAC account. Costs identifiable directly to base closure actions shall be accumulated separately for reimbursement from a BRAC account. Costs attributable to base closure actions include:

a. Environmental Restoration and Mitigation. This includes reducing, removing and recycling hazardous waste, and removing unsafe buildings and debris.

b. Planning. Conduct of such advance planning and design as may be required to transfer functions from an activity being closed to another military installation.

c. Outplacement Assistance. Assistance in relocation, training, or other necessary assistance to civilian employees employed by the Department at installations being closed.

d. Community Programs. Community Programs include economic adjustment assistance to a community in which the closed base is located, or community planning assistance to the community to which functions will be transferred as a result of closure of a military installation.

4. Financing Non-BRAC Related Base Closure Costs. Paragraph D.3. above specifies costs to be financed from a BRAC account. Other costs at an activity undergoing closure, or to be closed, shall not be financed by a BRAC account even though the closure was directed as a result of a determination of a Base Closure and Realignment Commission. Those other costs shall be financed either by the DBOF or by an operations and maintenance (O&M) appropriation as follows:

a. DBOF Financed. The following shall be financed by the DBOF to the extent permitted by amounts available from existing and new customer orders:

(1) Current year costs in support of customer orders.

(2) Prior year, current year, or budget year operating losses.

(3) Increases in overhead even though those increases could be attributed to decisions to close bases.

b. Appropriation (O&M) Financed. The following shall be financed through a transfer from the operations and maintenance appropriation of the DoD Component responsible for the activity incurring the loss.

(1) All costs at a closing activity in the year of closure that are not associated with a valid work order or are as a result of other than a determination of a Base Closure and Realignment Commission that the activity be closed.

(2) Direct and indirect (including General and Administrative) operating costs for which there are not sufficient resources in existing customer orders or other resources of the closing activity.

(3) Prior year losses (to the extent not financed from existing and new customer orders as stated in paragraph D.4.a(2) above) shall be financed as a pass through from the operations and maintenance appropriation of the DoD Component responsible for the activity incurring the loss.

5. Procedures for Requesting DoD Base Closure Account Funds. To request an allocation of DoD base closure account funds, an activity that has been selected for closure by a DoD Base Closure and Realignment Commission determination shall submit a "DoD Base Closure Account Financial Plan," (Format 460-BC) [attached], through its Command hierarchy, to the Directorate for Military Construction, Office of the Deputy DoD Comptroller (Program/ Budget) for approval. A separate narrative explanation for planned expenditures will also be included in sufficient detail to support the DoD Component financial plan. If a DBOF activity is the host activity at the installation to be closed, it is responsible for coordination with all affected tenant activities, including Defense Agencies, Defense Medical Facilities Office, Reserve Components, and nonappropriated fund activities. If a DBOF activity is a tenant activity at an installation to be closed, it will identify specific base closure program requirements to its host DoD installation.

6. Allocation of DoD Base Closure Account Funds. The Directorate for Military Construction, Office of the Deputy DoD Comptroller (Program/Budget) shall, upon approval by the Office of Management and Budget of the Apportionment and Reapportionment Schedule (DD Form 1105) for the base closure account, provide a Fund Authorization Document to the Director for Budget and Finance, Washington Headquarters Services (WHS) to fund the Financial Plan as approved. The Director for Budget and Finance, WHS, shall, in accordance with direction received from the Directorate for Military Construction, allocate DoD base closure funds to the Military Departments or Defense Agencies. Upon receipt of the allocation from the WHS, the Military Departments or Defense Agencies shall distribute, in accordance with its normal fund distribution procedures, the base closure funds to the installations responsible for base closure actions. Upon receipt of the fund distribution, the installation shall record the allotment from the DoD base closure account. The installation-level entry to record that allotment is:

Dr 4580 Allotments Received
Cr 4611 Uncommitted/Unobligated Allotments -
Direct Program - Current Period

and

Dr 1013 Funds With Treasury
Cr 3100 Appropriated Capital

Entries to record receipt of a direct program allotment.

7. Use of DoD Base Closure Account Funds. An installation shall implement base closure and realignment actions and administer its allocation of base closure funds in accordance with the approved financial plan. If a project is to be executed that does not appear on the approved financial plan, the prior approval of the Directorate of Military Construction, Office of the Deputy DoD Comptroller (Program/Budget), is required. Expenses that result in a fund outlay and that are incurred against an allotment from a DoD base closure shall be accounted for as, follows:

Dr 4611 Uncommitted/Unobligated Allotments - Direct Program
- Current Period
Cr 4931 Accrued Expenditures - Paid -Direct Program

and

Dr 3100 Appropriated Capital
Cr 5700 Appropriated Capital Used

Dr 6100 (Applicable Operating Expense Account)
Cr 1012 Funds Disbursed

Entries to record outlays of an allotment.

8. Base Closure Account Reporting Requirements. An installation receiving an allotment of DoD Base Closure account funds shall prepare a report on the status of its allotment. The status report shall be transmitted to the entity from which the allotment was received in accordance with the reporting due dates required by that entity.

9. Disposition of Real Property Assets

a. The loss (or gain) from the sale, lease, or other disposal of assets shall be recorded by the activity having financial custody of those assets. The sale, lease, or other disposal action will only be recorded in proprietary accounts of that installation. Any proceeds generated from the sale, lease, or other disposal of assets does not add to, or otherwise affect, the budgetary accounts of that activity. An illustrative accounting entry follows:

Dr 1011 Funds Collected (if any)
Dr 1739 Accumulated Depreciation on Buildings
Dr 1749 Accumulated Depreciation on Other Structures
and Facilities
Dr/Cr 7300 Extraordinary Items
(Debit for Loss/Credit for Gain)
Cr 1730 Buildings
Cr 1740 Other Structures and Facilities

To record extraordinary loss (or gain) resulting from the sale or other disposal of real property assets.

b. Proceeds resulting from the transfer or disposal of property or facilities (including buildings and structures) due to a base closure directed by a Base Closure and Realignment Commission shall be deposited as reimbursements into the DoD Base Closure Account, DoD Base Closure Account of 1990, DoD Overseas Military Facility Investment Account, or Reserve Account as appropriate. Proceeds resulting from transfer or disposal of property or facilities (including buildings and structures) due to a base closure directed by other than a Base Closure and Realignment Commission shall be deposited as reimbursements into the appropriate miscellaneous receipt Treasury account. Examples of transactions involving proceeds resulting from the transfer or disposal of property or facilities include funds derived from temporary leases of Government property and property upon which settlement has occurred and title has been passed to the new owners. "Good faith" deposits or earnest funds should be deposited to the Budget Clearing Account, (Suspense), F3875, until finalization of the sale (settlement) takes place. Upon finalization of the sale (settlement), deposits made to the Budget Clearing Account (Suspense) shall be transferred to the appropriate account as indicated above.

c. A copy of deposit documents, or other notification, shall be provided to the Defense Finance and Accounting Service for all deposits made to a base closure account. The deposit document or other notification shall identify the specific base closure account to which the deposit was made.

d. A Defense Business Operations Fund Activity shall not request reimbursement, nor recover through increases in customer rates, for losses resulting from the disposal or divestiture of capital asset items that have not been fully depreciated at the time they are taken out of service due to base closure action.

10. Withdrawal of Appropriations and Reappropriations

Dr 4611 Uncommitted/Unobligated Allotments
- Direct Program - Current Period
Cr 4580 Allotments Received

Dr 3211.1 Appropriations Available
Cr 1013 Funds With Treasury

Entry to record the withdrawal of appropriated and/or reappropriated capital from activity level.
(This is an activity level entry only.)

Dr 4571 Allotments Issued-Direct Program - Current Period
Cr 4550 Internal Fund Distributions Received

Entry to record the withdrawal of appropriated and/or
reappropriated capital from intermediate level.
(This is an intermediate level entry only.)

Dr 4541 Allocations Issued - Direct Program - Current Period
Cr 4119 Other Appropriations Realized
Cr 4150 Other New Budget Authority
(that is, reappropriation)

Entry to record the withdrawal of appropriated and/or
reappropriated capital from departmental level.
(This is a departmental level entry only.)

11. Accumulated Operating Results, Residual Assets and Liabilities

a. Accumulated Operating Results. A Defense Business Operations Fund activity that is undergoing closure should request reimbursement for its recoverable costs from, as specified in paragraph D.4.; (1) customer accounts for costs attributable to normal day-to-day operations, (2) the account financing the closure for costs attributable to closure activity, and (3) transfer from the operations and maintenance appropriation of the DoD Component responsible for the activity for costs in the year of closure, including prior year losses, that are not associated with a valid work order or are as a result of other than a determination of a Base Closure and Realignment Commission that the activity be closed. All costs (including extraordinary losses), and all reimbursements (including extraordinary gains), flow through Net Operating Results to Accumulated Operating Results. Upon completion of all operations and all closure activity, the Accumulated Operating Results of the closed activity will have either a positive or a negative balance. There are two Accumulated Operating Results accounts -- Account 3311.1, "Cumulative Results of Operations - DBOF," and Account 3311.2, "Cumulative Results of Operations - DBOF - Deferred." The positive or negative balance of Accumulated Operating Results shall be initially recorded to general ledger account 3311.1. If any portion of the balance in general ledger account 3311.1 is deferred for recovery from, or return to, customers in the subsequent fiscal year stabilized rate or standard price development, that deferred amount shall be transferred to general ledger account 3311.2. Entries to general ledger account 3311.2 shall NOT be made unless authorized by the next higher command. Entries to this account should ultimately be traceable to specific direction received from the Office of the Under Secretary of Defense (Comptroller) to defer recovery or return of accumulated operating results. The following illustrates common entries to general ledger account 3311.2:

Dr 3311.2 Cumulative Results of Operations - DBOF - Deferred
Cr 3311.1 Cumulative Results of Operations - DBOF

Entry to record a deferral of a negative accumulated operating results. (This entry must be supported by a specific authorization from the next higher command.)

Dr 3311.1 Cumulative Results of Operations - DBOF
Cr 3311.2 Cumulative Results of Operations - DBOF -
Deferred

Entry to record a deferral of a positive accumulated operating results. (This entry must be supported by a specific authorization from the next higher command.)

When an activity is closed, the positive (i.e., credit) or negative (i.e., debit) amounts in the Accumulated Operating Result Accounts (3311.1 and 3311.2) shall be distributed to either the DBOF business area level, or activity(ies) level as directed by the responsible DoD Component.

b. Residual Assets. Any financial assets (e.g., cash, receivables, and unobligated authority) that remain after the above actions shall remain in the Defense Business Operations Fund and are available to meet the overall requirements of the Fund or other obligational authority requirements as may be authorized.

c. Residual Liabilities. Any financial liabilities (e.g., payables and obligated authority) that remain after the above actions shall remain in the Defense Business Operations Fund.

E. ACTIONS AND RELATED ACCOUNTING PROCEDURES FOR TRANSFER OF FUNCTIONS. The following general actions and procedures shall be followed when transferring all or a portion of the functions from a DBOF activity to another DBOF activity, or to an appropriation funded activity. Specific actions and procedures will usually be necessary to accommodate unique circumstances of the transferring activities.

1. Identify Functions to be Transferred, and the Disposition of any not Transferred. In the case of a partial transfer of functions, specific negotiations should take place between the affected organizations to identify specific functions that are to be transferred and the disposition of functions not transferred. Follow-on negotiations should identify and remedy any initial oversight, and specific directions should be provided once these follow-on actions are complete. All actions taken shall be consistent with the negotiated agreements. Pending final negotiations, all excluded functions will remain with the current organization.

2. Identify and Validate Physical, Financial, and Personnel Resources to be Transferred by the Losing Activity and any Split in Funding Responsibilities Incident to the Transfer. The organizations involved shall identify resources to be transferred incident to the functional transfer. Follow-on actions will identify resources not recognized in the original negotiations, and specific directions shall be provided commensurate with finalized agreements. All actions taken will be consistent with negotiated agreements.

3. Identify Any Interim Funding Method and Intended Duration. If an interim funding method is to be used to fund the transfer, pending resolution of other issues, determine the method and intended duration of the interim funding (funding provided by a locally established order should not exceed 30 days).

4. Validate Outstanding Orders and Dispose of General Ledger Account Balances. Determine validity of outstanding undelivered orders and determine if commodities or services on order remain a valid requirement of either the losing activity or the gaining activity and take actions necessary to cancel unneeded orders. Action must be taken to ensure that valid requirements are funded by the activity having the requirement. The resolution of these questions will assist in the subsequent disposition of general ledger account balances at the losing activity related to the functional transfer.

a. Budgetary Accounts. There should not be an automatic transfer of budgetary account balances from the losing activity to the gaining activity. Where items included in an existing obligation or order are for continuing services or other requirements of the transferred entity, an agreement must be negotiated between the losing and gaining activities. This agreement must specify whether accountability will remain identified to the losing activity, or if documents will be modified to reflect the gaining fund cite and paying office. In instances where accountability remains identified to the losing activity, a reimbursable support agreement will be negotiated, and accounting support will continue to be provided by the losing activity and paid for by the gaining activity. The following actions are needed for the transfer of outstanding commitments, obligations, and unfilled customer orders.

(1) Outstanding Commitments. Outstanding commitments for functions to be transferred from the losing activity should be canceled, but only when managed in coordination with the gaining activity to ensure that the procurement cycle is not interrupted. Concurrent with cancellation at the losing activity, the new commitment shall be entered into the accounting system by the gaining activity, and purchases under the document will reflect the gaining activity as the accountable entity. In those cases where cancellations of an outstanding commitment would unduly interrupt the purchase cycle, a reimbursable order from the gaining activity, citing gaining activity funding, shall be provided to the losing activity.

(2) Undelivered Orders/Outstanding Obligations. Undelivered orders and other outstanding obligations account balances shall not be transferred from the losing activity to the gaining activity without validation. All undelivered orders and other outstanding obligations directly related to functions transferring from the losing activity shall be reviewed, and decisions made on the appropriate disposition for each transaction. Undelivered orders and other outstanding obligations for items or services no longer required shall be canceled, and any termination costs which result from the cancellation shall be the responsibility of the losing activity. If outstanding obligations support a continuing need, that need may be filled through either a modification to the undelivered order or continued funding by the original ordering activity with reimbursement from the new requiring activity.

(3) Unfilled Customer Orders. Unfilled customer order account balances shall not be transferred from the losing activity to the gaining activity without validation. Unfilled customer orders citing current funding which are directly related to functions transferring from the losing activity

shall be reviewed to determine what orders for goods or services remain outstanding, and the activity responsible for providing these goods or services to the customer. If goods or services are to be provided by the gaining activity, reimbursement to the gaining activity may be provided through either an amendment to the unfilled customer order or through funding provided by the losing activity. If an unfilled customer order is amended, the losing activity, along with the gaining activity, must ensure that the customer is advised of this decision. If goods or services are to be provided by the losing activity, the losing activity will continue to bill the customer, and return any remaining unobligated balances to the customer after the order is completed.

b. Proprietary Accounts

(1) Actions and Related Procedures Required For the Transfer of Property. The following actions are required incident to the transfer of property (capital assets) from one DoD entity to another:

(a) Losing and gaining activities shall reach a preliminary agreement as to the specific property to be transferred. Ownership of selected assets, such as equipment, hardware, software, furniture, etc, necessary to the performance of the functions being transferred shall transfer to the gaining activity. Assets required exclusively in support of the function being transferred also shall be transferred to the gaining activity. Ownership of shared assets shall be determined based upon the preponderance of use. Accounting entries to remove capital assets from the accountable records of the losing activity must agree with the transfer of physical assets and support physical and financial accountability for the property transferred to the gaining activity.

(b) Conduct a joint inventory between representatives of the losing and gaining activity and mutually verify the availability and accuracy of fixed assets and related information of property scheduled for transfer. Fixed assets not transferred because of condition or unavailability will be disposed of and removed from the accountable records of the losing activity prior to transfer. After validation of assets to be transferred, a final listing shall be compiled showing all pertinent information for the assets agreed upon for transfer. The following entry will be made on the records of the losing activity to recognize fixed asset losses:

Dr 7210 Losses on Disposition of Assets
Dr 1759 Accumulated Depreciation on Equipment
Cr 1750 Equipment

(c) Losing activities must provide copies of physical custody control records to gaining activities and prepare accountability transfer documents. The losing activity will provide the gaining activity copies of all Property Record Cards (or similar physical custody records) used to maintain physical control of each item included on the final listing of assets to be transferred. Transfer documents will be prepared concurrently to remove asset accountability from the records of the losing activity. A copy of each transfer document will be provided to the gaining activity to support the value of capital asset accountability to be established. The transfer document shall disclose, if known, the original acquisition cost and the accumulated

depreciation for items transferred. If those values are not known, the transfer value shall be, the fairmarket value amount mutually agreed to by the losing and gaining activities. However, if those values are not known, such a transaction shall not create a financial gain or loss for the gaining or losing activity. Each transfer document will identify the losing and gaining activity, by name and Department of Defense Activity Address Code (DODAAC). The following entry will be made on the records of the losing activity to transfer accountability to the gaining activity:

Dr 3231 Transfer-Out to Government Agencies Without
Reimbursement
Dr 1759 Accumulated Depreciation on Equipment
Cr 1750 Equipment

(d) Gaining activities must establish physical custody and control of assets transferred using copies of physical custody control records provided by the losing activities, and prepare accountability acceptance documents.

1. Establish Physical Custody/Accountability Records.

Each gaining activity will prepare new property records (DoD Property Record (DD Form 1342)) for each item of equipment. Computer generation of DoD Property Records is authorized if the data elements are included in the same order as on the printed DD Form 1342. Official property custody records will be maintained by the gaining activity.

2. Notification to Property Control Offices. Specific categories of equipment and plant property are monitored and controlled by offices, other than the installation having ownership and physical custody of the item. Notification will be made to the following control offices consistent with the property control and management requirements of each applicable item:

Notify Defense Industrial Plant Equipment Center (DIPEC), Memphis, TN, for DIPEC controlled equipment items.

Notify Naval Facilities Engineering Command and the Navy Facility Assets Data Base (NFADB) for Navy real property item accountability changes such as buildings, etc.

Notify Military Traffic Management Command for railroad equipment.

Notify Plant Property Accounting Office/Activity and Transportation Equipment Management Center (TEMC) for industrial plant equipment items.

3. Establish Financial Accountability Records. Each gaining activity will receive a copy of all transfer documents from the losing activity to support the value of all capital asset accountability to be established. Each transfer document will identify the losing and gaining activities, both by name and DODAAC. Adequate controls must be established to ensure that proper accountability is maintained for all capital assets transferred to gaining activities. Those controls should provide, at a minimum, assurance that assets transferred and their values are consistent with and/or reconcilable to the joint inventory conducted between representatives of

the losing and gaining activity, copies of transfer documents received from the losing activity, and DoD Property Records (DD Form 1342) prepared by the gaining activity. The following entry will be made on the records of the gaining activity to transfer accountability from the losing activity:

Dr 1750 Equipment
 Cr 1759 Accumulated Depreciation on Equipment
 Cr 3220 Transfer-In From Others Without
 Reimbursement

Specific property items require custody accountability and control, but are not included in the financial records of the activity. Items in this category are those not meeting capitalization criteria, i.e., furniture, fixtures, and office equipment which cost more than \$300 but less than the capitalization threshold; all equipment that is "classified" or "sensitive" which does not meet the capitalization threshold; and all equipment or items that are pilferable in nature and cost over \$100 but less than the capitalization threshold.

(2) Actions and Related Procedures Required For the Transfer of Construction in Progress. Ownership of assets under development, e.g., physical assets, management initiatives or software under development, shall be transferred to the gaining activity where such efforts are directly related to the functions being transferred. The losing activity will credit the Construction In Progress account, and credit the equity account 3231, "Transfers-Out to Government Agencies Without Reimbursement," for the value of work completed to date. Concurrently, the gaining activity will record the same value as a debit to the Construction in Progress account and a credit to the equity account 3220, "Transfers-In from Others Without Reimbursement." Both of the transfer actions should occur in the same accounting period. The gaining activity will record the transaction based on notification by the losing activity or the designated liaison office. The capital budget authority of the gaining Defense Business Operations Fund activity will require appropriate adjustment for assets transferred during construction to ensure authority for the gaining activity to complete the asset.

(3) Actions and Related Procedures Required For the Transfer of Work in Process. Work in process for customers (unfilled customer orders) shall not be transferred from the losing activity to the gaining activity without validation. Unfilled customer orders citing current funding which are directly related to transferring functions shall be reviewed to determine what orders for goods or services remain outstanding, and the activity responsible for providing these goods or services to the customer. If the work in process is to be completed by the gaining activity, reimbursement to the gaining activity may be provided through either an amendment to the unfilled customer order or through funding provided by the losing activity. If an unfilled customer order is amended, the losing activity, along with the gaining activity, must ensure that the customer is advised of this decision. If the work in process is to be completed by the losing activity, the losing activity will continue to bill the customer, and return any remaining unobligated balances to the customer after the order is completed. Transactions outstanding prior to the transfer shall remain on the accounting records of the losing entity until completed, canceled, or reissued as a gaining activity responsibility.

(4) Actions and Related Procedures Required For the Transfer of Operating Materials and Supplies On Hand. The absolute value of operating materials and supplies for which accounting is to be transferred cannot reasonably be validated prior to transfer. Representatives from both the losing and gaining activity will jointly review the most current physical and financial reconciliation records available, and the schedule for future reconciliations. Concurrently, any apparent abnormal financial values, or financial transactions which appear abnormal, will be jointly reviewed and a consensus reached as to the reliability of records being transferred. Statistical sampling or other methods of verification should be used, as appropriate. It is imperative that records of accountability being transferred be as reasonably accurate as possible. Operating materials and supplies accounting transfers will be based upon the mutually validated on hand values of the accountable records of the losing activity. If accountability is to continue to be maintained using existing supply and financial records, the validation requirements detailed above remain the same. The losing activity will record the agreed upon inventory value as follows:

Dr 3231 Transfers Out to Government Agencies Without
Reimbursement
Dr 7300 Extraordinary Items (Loss)
Cr 1511 Operating Materials and Supplies Held for Use
Cr 1512 Operating Materials and Supplies Held in Reserve
for Future Use

The gaining activity will record the agreed upon inventory value as follows:

Dr 1511 Operating Materials and Supplies Held for Use
Dr 1512 Operating Materials and Supplies Held in Reserve
for Future Use
Cr 3220 Transfers In from Others Without
Reimbursement

(5) Actions and Related Procedures Required For the Transfer of Inventory In Transit. Inventory in transit is the value of items moving between a DoD supply activity and a contractor or other government supplier, or moving between storage locations within a DoD Component. Amounts posted to this account are based upon ownership acceptance, or payments made for materiel not yet physically received. Amounts recorded in this account are supported by individual documents evidencing the ownership acceptance or payment prior to receipt. As is the case with the inventory records, it is imperative that records supporting the transfer of accountability for inventory in transit be as accurate as possible. Where practical, each document should be reviewed for validity. Inventory in transit values transferred will be based upon the validated value of documents supporting inventory in transit values. In those instances where transactions are determined to be invalid, action should be initiated to adjust the accountable records of the losing activity. If accountability is to continue to be maintained using existing financial records, the validation requirements detailed above need not be performed. The losing activity will record the agreed upon inventory value as follows:

Dr 3231 Transfers Out to Government Agencies Without
Reimbursement
Dr 7300 Extraordinary Items (Loss)
Cr 1525.1 Inventory in Transit from Procurement

The gaining activity will record the agreed upon inventory value as follows:

Dr 1525.1 Inventory in Transit from Procurement
Cr 3220 Transfers In from Others Without
Reimbursement

(6) Actions and Related Procedures Required For the Transfer of Accounts Receivable. If accountability is to continue to be maintained by the gaining activity through use of existing financial records of the losing activity, the validation requirements detailed below need not be performed. However, if accounts receivable recorded in the records of the losing activity are to be jointly reviewed and validated by representatives of the losing and gaining activities, the accounts receivable values transferred will be based upon the mutually validated accounts receivable values. Action may be taken to terminate collection action and write off the debt when one or more of the following five criteria apply:

(a) The debt is without merit. In these cases, the debt was never owed in the first place and should not have been classified as a debt.

(b) The debt cannot be substantiated. In these cases, the activity does not have or cannot produce the evidence or witnesses necessary to validate a claim and has not been able to obtain the voluntary repayment of the debt.

(c) The costs of further collection action will probably exceed the amount which could be recovered.

(d) The activity is unable to locate the debtor and finds that either (a) there is no security to be liquidated to recover the amount owed, or (b) the statute of limitations has expired and the chances of recovering the debt do not justify retaining the debt as a receivable.

(e) The activity is unable to collect any substantial amount.

Further, debts due from the public that are \$100,000 or more must be referred to the Department of Justice for concurrence in terminating collection action. If the Department of Justice concurs with the decision to terminate collection action on those debts, the debt may be written off. Adjustment amounts will be included on the accountable records of the losing activity.

(7) Actions and Related Procedures Required For the Transfer of Liabilities

(a) Accounts Payable. If accountability is to continue to be maintained by the gaining activity through use of existing financial records of the losing activity, the validation requirements detailed below need not be performed. However, if accounts payable recorded in the records of the losing activity are to be jointly reviewed and validated by representatives of the

losing and gaining activities, the accounts payable values transferred will be based upon the mutually validated accounts payable values. Appropriate action will be taken to adjust all transactions recorded as accounts payable which are determined to be no longer valid. Any adjustment amounts will be included on the accountable records of the losing activity.

(b) Accrued Payroll and Annual Leave Liability. The liability for accrued payroll and annual leave for employees transferring from a revolving fund activity becomes a liability to the gaining activity as of the date of the transfer. This liability will be recorded on the respective records in the appropriate equity and liability accounts. The losing revolving fund activity will provide a listing to identify individuals transferring and confirm the value of the leave liability of those employees. Regardless of the causative event, a revolving fund activity, that loses employees through reorganization to an appropriation - financed activity shall transfer cash equal to the accrued payroll to the gaining appropriated fund activity and cash equal to the accrued annual leave value to the Treasury as miscellaneous receipts. A revolving fund activity that loses employees through reorganization to another revolving fund activity shall transfer cash equal to the accrued payroll and accrued annual leave value to that gaining revolving fund activity. If, however, cash or equivalent assets to finance accrued annual leave were not received by the losing revolving fund activity when employees previously were transferred in, the transfer of funds to miscellaneous receipts, or to the gaining Fund activity, shall be reduced by the amount of annual leave liability originally assumed by the Fund. (NOTE: The employees previously transferred in could have been transferred in years ago. The employees transferring out will likely be another group. It is not intended to match the specific employees, but only to avoid transferring funds for which previous payment had not been made.)

The losing revolving fund activity shall record the following:

Dr 2211 Accrued Payroll - Civilian
Dr 2215 Accrued Payroll - Funded Annual Leave - Civilian
Dr 2221 Accrued Annual Leave - Civilian - Unfunded
Cr 1012.1 Funds Disbursed - Operating - DBOF
Cr 3211.3 Liabilities Assumed (for annual leave)

Entry to transfer accrued payroll and annual leave of a Fund activity.

The gaining activity, to the extent that payment is not received, shall record the following:

Dr 3211.3 Liabilities Assumed
Cr 2211 Accrued Payroll - Civilian
Cr 2221 Accrued Annual Leave - Civilian - Unfunded

Entry to record liability associated with personnel transfers when payment does not accompany the liability transfer.

However, the gaining activity entry to record initial liabilities, to the extent that payment is received is:

Dr 1011.1 Funds Collected - Operating Program - DBOF
Cr 2211 Accrued Payroll - Civilian
Cr 2215 Accrued Payroll - Funded Annual Leave - Civilian

Entry to record liability associated with personnel transfers when payment accompanies the liability transfer.

(8) Actions and Related Procedures Required For the Transfer of Equity. An increase to equity is recognized when an activity operating within the Fund receives an asset which will not require the use of available resources to finance the item. Conversely, a decrease to equity is recognized each time an activity receives a liability (e.g., accounts payable and unfunded annual leave) from another activity for which payment in the form of cash or other assets is not provided. Entries vary depending on what is being transferred. Various situations have been covered in the preceding paragraphs detailing transactions that impact equity.

5. Determine New Fund Citation, and New or Revised Data Structure

a. New Fund Citations. A fund citation must be used on all accounting documents. To permit continued operation of transferred functions by the gaining activity, the gaining activity will ensure that the proper fund code is provided to those installations transferring to its command and that instructions for preparation of requisitions are provided sufficient to ensure billing to the proper accountable activity. The fund citations provided must include the applicable accounting classification code, and must also identify any applicable fund code(s), either system unique, or DoD wide, or both. All obligating documents such as contracts, small purchase actions, travel orders, training requests, and requisitions prepared for purchase of materiel from the military supply system or the General Services Administration shall cite the gaining activity accounting classification code.

b. Department of Defense Activity Address Codes (DODAACs) and/or Unit Identification Codes (UICs). A DODAAC is the DoD equivalent of a Social Security Number. A DODAAC is used to identify a DoD installation (or, in some instances, components thereof) for purposes of mail and communications, shipment of materiel, or billing for assets issued from the DoD military supply system. DODAAC assignments are controlled by each of the DoD Components; however, they are centrally maintained and distributed to the DoD Components by the Defense Automatic Addressing Systems Office to ensure total system visibility. The DODAAC (in Navy terms the Unit Identification Code [UIC]) is required on Military Standard System requisition documents to ensure compatibility with the logistics management systems. These requisition documents become obligating documents and are the basis for creation of other logistics and financial documents. The circumstance of each transfer action may require identification of the transferred or consolidated segment of the losing activity as a new entity. In such cases, new DODAACs will be established and distributed to applicable activity personnel to ensure the proper preparation and subsequent processing of transactions for accounting and reporting.

Concurrently, each transfer will be evaluated to ensure that all Service Code assignments, fund code assignments, routing identifier codes, and all other Military Standard supply and financial systems codings have been established consistent with the transfer status of the new entity.

6. Other Actions Required to Accomplish the Accounting Transfer

a. Validate Reimbursable Agreements and Ensure Funding by Applicable Requiring Entity. Reimbursable agreements may exist between the losing installation and other entities for the provision or receipt of services and other support. It is essential that such reimbursable agreements be identified and that the gaining activity and the providing or receiving entity negotiate Intra-Service Support Agreements (ISAs) or Service Support Agreements (SSAs) to define reimbursable services and support to be provided and received.

b. Payroll. The transfer of payroll processing will normally be accomplished either at the beginning of a pay period or at the beginning of a fiscal year. Whenever payroll transfers occur, an agreement will be negotiated between the activities as to the date to be used for transfer. The losing activity is responsible for the salary and benefits of all transferring employees through the agreed upon transfer date. The losing activity also will be responsible for payment in the form of cash or other assets for any unused compensatory time, and merit pay bonuses earned by transferring employees for the fiscal year.

c. Travel in Process. Travel advances and outstanding travel obligations for travel which has occurred, or is in process, shall remain with the losing activity pending settlement. Only travel for transferring activity personnel begun after the effective date of the transfer will be an obligation of the gaining activity. The losing and gaining activity shall jointly review outstanding travel documents and deobligate those no longer valid. Where temporary duty (TDY) begins before and ends after the effective transfer date, travel documents will contain fund citations (and appropriate estimates) to ensure payment of travel costs commensurate with the duty station of the individual during each of the travel periods. Separate travel documents for each period are recommended. Copies of all related travel documents will be provided to both the losing and gaining activities to ensure proper processing. The losing activity will prepare the travel order, and make appropriate disbursements. Amounts charged to the gaining activity will be processed as a Transaction for Others or other agreed-upon procedures by the losing activity. Losing activities will always obtain authority to cite gaining activity funding on travel orders.

d. Contractor Payments. A contract modification must be sent to contractors, under normal change procedures, for each contract for which the responsibility for contract payment is transferred. This is necessary to advise the contractor of a change in paying office.

e. Internal Control. The gaining activity will develop procedures to control and manage the required accounting and system changes. Account control totals and other internal control mechanisms shall be developed and used to insure that accounting integrity is maintained.

f. Reporting. The gaining activity will, in order to continue the reporting function in an efficient and effective manner, provide specific instructions to new organizational elements transferred to it including points of contact, office symbols and phone numbers.

DEPARTMENT OF DEFENSE
DEFENSE BUSINESS OPERATIONS FUND

CHARTER

1. AUTHORITY

The Defense Business Operations Fund (hereafter, "Fund"), a working capital fund, was established, effective October 1, 1991, under the authority of section 2208 of Title 10, United States Code. Operations of the Funds will be conducted in accordance with applicable Department of Defense policies and regulations. The Treasury Account Symbol authorized by the Department of the Treasury for use by the Fund is 97X4930.

2. BUSINESS OPERATION ACTIVITIES

Department of the Army, Department of the Navy, Department of the Air Force, and Defense Agency activities may be included within the Fund. Each Fund activity, or group of Fund activities, shall be under the management control of a designated agency. The Fund activities and the designated management control agencies are listed in supplemental provisions to this Charter.

3. MISSION

The Fund provides for improved financial management tools for the allocation of resources to support activities through an application of a businesslike buyer/seller approach using revolving fund principles. The Fund should encourage more efficient and effective delivery of support to the operational commander through economical buying and cost conscious decisions. This mission should be achieved through the DBOF Corporate Board process.

4. CUSTOMERS

The Fund provides to the customers authorized products, materials, and services to the Military Departments and the Defense Agencies on a reimbursable basis. The authorized products, materials, and services may be furnished to agencies of other government departments or instrumentalities and to authorized private concerns and other agencies as are authorized by law. The customer has the ability to influence the level, quality and delivery speed of the support required to ensure that the Department's readiness posture is maintained.

5. SUPPLEMENTAL PROVISIONS

Supplemental provisions, by business area, are part of this charter. Supplemental provisions may be added, removed, or revised following review by the Corporate Board. The supplemental provisions shall include, at a minimum, information relative to each business operations activity included within the Fund. The information may include a mission statement for the business operation area, identification of the business operation management command, listing of specific activities included within the business operation area, working capital provided to commence and continue operations under the Fund, and identification of any authorized exceptions to Defense policies and guidance.

6. WORKING CAPITAL

Working capital transferred to each business area on, or after, October 1, 1991, establishes the initial corpus of each business area. The amount of working capital transferred with each business operation area is included in the supplemental provisions to this Charter and permanently defines its initial working capital corpus.

Submitted by:

Under Secretary of Defense (Comptroller)

Approved:

Deputy Secretary of Defense

DEPARTMENT OF DEFENSE
DEFENSE BUSINESS OPERATIONS FUND
SUPPLEMENTAL PROVISIONS TO CHARTER
(TITLE OF BUSINESS AREA)

or

(NAME OF BUSINESS OPERATION ACTIVITY)

1. AUTHORITY

The (NAME OF BUSINESS OPERATIONS FUND BUSINESS AREA OR ACTIVITY), a working capital fund activity, is established, effective (DATE), under the authority of section 2208 of Title 10, United States Code. Operations of the activity will be conducted in accordance with applicable Department of Defense policies and regulations. The Treasury Account Symbol authorized by the Department of the Treasury for use by the (NAME OF FUND ACTIVITY) is 97X4930.xxxx.

2. MISSION

(Provide a brief statement of the mission of the activity.)

3. MANAGEMENT COMMAND

(Provide the name and location of the Management Command and a statement as to whether, and to what extent, the Management Command is funded by the Defense Business Operations Fund.)

4. (NAME OF BUSINESS AREA) ACTIVITY COMPOSITION

(This section applies when the supplemental provisions apply to a DoD Component Business Area consisting of multiple Fund activities. In those instances, provide a listing of each activity included within the DoD Component business area and each activity's location, as follows:)

Activity

Location

(Name of Activity)

(City and State)

5. AUTHORIZED EXCEPTIONS

(Specify any policy exceptions authorized for the business area or any activity included within the business area--if none, so state.)

6. WORKING CAPITAL AND EQUITY

Working capital and equity available to the (NAME OF BUSINESS AREA OR ACTIVITY) as of (DATE) is composed of the following elements:

Add:	Fund Balance With Treasury	\$xxxxxx
Add:	Accounts Receivable (net)	\$xxxxxx
Add:	Work in Process and Inventory for Sale	\$xxxxxx
Less:	Accounts Payable	\$xxxxxx
Equals:	Working Capital	\$xxxxxx
Add:	Fixed Assets	\$xxxxxx
Add:	Other Asets	\$xxxxxx
Add:	Operating Materials and Supplies	\$xxxxxx
Less:	Other Liabilities	\$xxxxxx
Equals:	Equity	\$xxxxxx

Submitted by:

 (Title of Submitting Official)

Approved:

 Under Secretary of Defense (Comptroller)

DOD BASE CLOSURE ACCOUNT FINANCIAL PLAN		SERVICE: FISCAL YEAR OF APPROPRIATION: (Dollars, in Thousands)		SUBMISSION NO. As of:		
INSTALLATIONS/PROJECT(S)	PROGRAM AMOUNT	CHANGE AMOUNT	PREVIOUSLY APPROVED	PROPOSED	QT	OSD APPROVED
(a)	(b)	(c)	(d)	(e)	(f)	(g)
<u>A. Military Construction</u> 1. Construction a. (Project) b. (Project) 2. Planning and Design						
<u>B. Family Housing</u> 1. Construction a. (Project) b. (Project) 2. Planning and Design 3. Operations						
<u>C. Operation and Maintenance (O&M)</u> 1. Civilian Severance Pay 2. Civilian PCS 3. Transportation of Things 4. Real Property Maintenance 5. Program Management						
<u>D. Environmental</u>						
<u>E. Community Programs</u> 1. Community Planning 2. Economic Assistance						
<u>F. Federal Agencies</u>						
<u>G. Military Personnel</u>						
<u>H. Procurement-type Items</u>						
<u>I. Other</u>						