

VOLUME 3, CHAPTER 5: “SPECIAL MILITARY CONSTRUCTION/FAMILY HOUSING FUND RELEASE PROCEDURES”

SUMMARY OF MAJOR CHANGES

Changes are identified in this table and also denoted by [blue font](#).

Substantive revisions are denoted by an * symbol preceding the section, paragraph, table, or figure that includes the revision.

Unless otherwise noted, chapters referenced are contained in this volume.

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

The previous version dated [January 2011](#) is archived.

PARAGRAPH	EXPLANATION OF CHANGE/REVISION	PURPOSE
Appendix A	Added explanation of the submission number.	Addition
Appendix C	Added an example of the fund approval template.	Addition

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CHAPTER 5

**SPECIAL MILITARY CONSTRUCTION/FAMILY HOUSING FUND
RELEASE PROCEDURES**

1.0 GENERAL (0501)

This chapter provides guidance on the fund release and the project approval procedures applicable to the military construction and family housing appropriations.

2.0 OVERVIEW (0502)

2.1 Fund Approval (050201)

For the military construction and family housing construction accounts will be accomplished by the submission of a request from the cognizant **Military Department** in a format 460 to the Office of the Under Secretary of Defense (Comptroller) (OUSD)(C) Program Budget (P/B) Military Personnel and Construction Directorate. An example of this format, and the instructions for its completion, are included in Appendix A of this chapter.

2.2 **Defense-Wide Construction** and Family Housing (050202)

A format 460 does not need to be submitted for **Defense-Wide military construction accounts** or for Family Housing, Operation and Maintenance (O&M) annual accounts. Fund approvals providing quarterly limitations by budget activity for these accounts will continue to be accomplished by OUSD(C) Obligational Authority memoranda.

2.3 OUSD(C) Review (050203)

Upon OUSD(C) review of the **Military Department** submission, a fund approval will be issued to the requesting Component to provide obligational authority corresponding to the action taken on the request as reflected in the Office of Secretary of Defense (OSD) approved column of the format 460. A copy of the format 460 will be attached to the fund approval. A sample of the fund approval is provided in Appendix B and C.

2.4 Document Approval (050204)

The approval document limits the Component's authority to incur obligations. Further, obligations **cannot** be incurred prior to the receipt of the fund approval document or in excess of the amounts shown therein.

3.0 SUBMISSION REQUIREMENTS (0503)

A fund release will be required to request the initial fund authorization document; to request the release of funds for projects previously placed on [withhold](#) by OUSD(C); to support an approved apportionment/reapportionment schedule (SF 132); and to support an approved formal [above-threshold](#) reprogramming action.

APPENDIX A

INSTRUCTIONS FOR FORMAT 460
“MILITARY CONSTRUCTION/FAMILY HOUSING PROGRAM
FUND APPROVAL”

1.0 **Requirement.** A format 460 is required for all **Military Department** Military and Family Housing Construction accounts. It will be executed in project detail for the major construction and new construction budget activities and executed as a lump sum for all other budget activities. The format is intended to provide a complete listing of all the disposition of the funds provided by the applicable appropriation act and includes all **above-threshold** reprogramming actions.

2.0 **Entries.** Columnar entries shall be as follows:

2.1 **State/Country/Installation/Project.** Display the name of the installation and the project title as reflected in the National Defense Authorization Act (NDAA). If there is more than one project at an installation or activity, the installation or activity title should not be repeated. The project listing should be in state or country sequence with the same installation and project nomenclature as appearing in the NDAA. **In some circumstances, the appropriation enactment amount may exceed the authorized amount for a project, then funding can only be issued in accordance with the authorized amount for the project.** The centrally managed allotment (CMA) for foreign currency fluctuation should be shown as a separate entry at the end of the project listing.

2.2 **Project Number.** Display the Component-assigned project number associated with the project.

2.3 **Special Interest.** The special interest column should contain an asterisk if the project was reduced by either chamber of the Congress during the enactment process or was indicated to be of special interest in a congressional report.

2.4 **Appropriated Amount.** The amount shown in this column must be consistent with the amount shown for the project in the Appropriation Act, **including rescissions.** The total of all amounts shown in this column must correspond to the amount provided in the applicable appropriation act covered by the apportionment/reapportionment exhibit. If the amount appropriated and authorized for a project differs, a footnote (providing the authorized amount) is required to document this difference. For the foreign currency fluctuation CMA this line is blank.

2.5 **Formal Reprogramming.** If the project appears in a formal reprogramming request, either as a recipient of funds or as a source of funds, enter the adjustment in this column which shall be consistent with the amount shown in the reprogramming request.

2.6 **Previously Approved.** This column represents the amount Office of the Under Secretary of Defense (Comptroller) (OUSD(C)) currently **approved for** the project--the amount appearing on the latest format 460 formally submitted to OUSD(C). The DD 460 is to be updated to reflect the **allocated** foreign currency fluctuation CMA **amount.**

- 2.7 Proposed. This column represents the amount requested for [allocation for the](#) project.
- 2.8 Office of Secretary of Defense (OSD) Approved. OUSD(C) will indicate the amount approved in this column.
- 2.9 Delta from Previous Submission. This reflects the difference between the previously approved and the proposed amounts.
- 2.10 OSD Withhold. OUSD(C) will indicate the amount on withhold in this column.
- 2.11 Appropriation Title. Reflect the appropriate Military Construction or Family Housing Construction appropriation title.
- 2.12 Symbol. Enter the Treasury code for the account for which obligational authority is being sought. For example, 21 [20/24](#) 2050 would represent the FY [2020](#) Military Construction Army account.
- 2.13 Submission No. The first portion of the submission number should include the appropriation abbreviation, followed by the two-digit fiscal year of issuance including the period of availability or program year of the funds, and concluded with the sequential number of issuance for that period of availability. For example, MCN 21 (20/24) – 09 would represent the 9th Navy FAD issuance in FY 2021 using the FY 2020 period of availability.
- 2.14 Footnotes. Include footnotes related to Congressional adds and rescissions, formal reprogramming, split funding, and when the authorized amount differs from the appropriated amount to create an audit trail that ties back to legislation or specific justification documents.

MILITARY CONSTRUCTION or FAMILY HOUSING PROGRAM/FUND APPROVAL		APPROPRIATION TITLE: (11) SYMBOL: (12)			SUBMISSION NO: (13) AS OF:					
STATE/COUNTRY/ INSTALLATION/PROJECTS	PROJECT NO.	SPECIAL INT	APPROP AMOUNT	FORMAL REPROGRAM	PREVIOUSLY APPROVED	PROPOSED	OSD APPROVED	DELTA FROM PREVIOUS SUBMISSION	OSD WITHHOLD	FOOTNOTE
(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(14)

460 Format

APPENDIX B

MEMORANDUM FOR ASSISTANT SECRETARY OF THE _____
 (FINANCIAL MANAGEMENT AND COMPTROLLER)

MILITARY CONSTRUCTION, (Enter Component)			
OBLIGATION LIMITATION			
PROGRAM YEAR #### OBLIGATION AUTHORITY			
OBLIGATION LIMITATION (\$000)			
BUDGET ACTIVITY	PREVIOUSLY APPROVED	THIS ADJUSTMENT	REVISED APPROVED
MAJOR CONSTRUCTION			
MINOR CONSTRUCTION			
PLANNING AND DESIGN			
FOREIGN CURRENCY ALLOTMENT (CMA)			
TOTAL DIRECT PROGRAM			
REIMBURSABLE AUTHORITY			
TOTAL			
<p>* The amounts shown in the revised approved column represent limitations subject to the provision of Title 31, United States Code, Section 1517, the Antideficiency Act. Obligations are not to be incurred beyond the revised amounts shown for each budget activity without the specific prior approval of the Office of the Under Secretary of Defense (Comptroller).</p>			
Authorization No.	Date	Approved	

***APPENDIX C**

MEMORANDUM FOR ASSISTANT SECRETARY OF THE _____
 (FINANCIAL MANAGEMENT AND COMPTROLLER)

FAMILY HOUSING CONSTRUCTION, (Enter Component)			
OBLIGATION LIMITATION			
PROGRAM YEAR ##### OBLIGATION AUTHORITY			
OBLIGATION LIMITATION (\$000)			
BUDGET ACTIVITY	PREVIOUSLY APPROVED	THIS ADJUSTMENT	REVISED APPROVED
NEW CONSTRUCTION			
CONSTRUCTION IMPROVEMENTS			
PLANNING AND DESIGN			
FOREIGN CURRENCY ALLOTMENT (CMA)			
TOTAL DIRECT PROGRAM			
REIMBURSABLE AUTHORITY			
TOTAL			
<p>* The amounts shown in the revised approved column represent limitations subject to the provision of Title 31, United States Code, Section 1517, the Antideficiency Act. Obligations are not to be incurred beyond the revised amounts shown for each budget activity without the specific prior approval of the Office of the Under Secretary of Defense (Comptroller).</p>			
Authorization No.	Date	Approved	